



City Manager Report

June 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: July 14, 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: June 2020

Legislative Accomplishments

- A. Approval to hold a concert at the Fort Southwest Point Amphitheater on July 4th and to authorize the expenditure of the necessary funding
- B. Approval to authorize the City Manager to withdraw from the TDOT Local Interstate Connector project for the expansion of Dogwood Drive
- C. Approval of the FY 20 – 21 E-911 contract
- D. Approval of Resolution 20-06-09-01, a resolution requesting that the State of Tennessee Local Government Planning Advisory Committee remove the designation and authority of the Kingston Planning Commission to administer and provide planning services and subdivision regulations outside the city limits of the City of Kingston
- E. Approval of nominations to fill to seats on the Parks and Recreation Board due to expiring terms
- F. Approval of the FY 20 – 21 animal shelter contract
- G. Approval of the first reading of Ordinance 20-06-09-01, an ordinance amending the municipal zoning code to increase the fee for appeals to the Board of Zoning Appeals
- H. Approval of Resolution 20-06-09-02, a resolution to temporarily continue the fiscal year 2020 annual operating budget of the City of Kingston, Tennessee for fiscal year 2021
- I. Approval to authorize the City Manager to apply for the 2020 State of Tennessee Tourism Enhancement Grant

Other Items Considered by the Council

- None
- **External Meetings**
 - Meetings with Raftelis regarding the utility rate study
 - Meeting of the Utility Licensing Working Group
 - TN Riverline meeting
 - Meeting on ADA Transition Plan
 - 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 JUNE 2020

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR MAY 3842 FOR A TOTAL AMOUNT
OF \$345734.06

* NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 42

* 40 CUSTOMERS FINALED OUT SERVICE

* 205 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 835

* TOTAL E-BILL ACCOUNTS - 351

* ONLINE PAYMENTS PROCESSED 650

* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2157

* WATER LOSS PROTECTION 1172

* WATER LINE PROTECTION 163

* SEWER LINE PROTECTION 38

* COMMERCIAL SINGLE PROTECTION 233

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR DECEMBER 2459

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 308

* 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

NEW BUSINESS LICENSES ISSUED IN JUNE 2020

- 1 Kingston Ace, Inc. (Kevin Smith) 615 N. Kentucky St., Kingston, TN 37763
- 2 George W. Reagan Co Inc (William H. Reagan Jr. 1700 Grainger Ave, Knoxville, TN 37917
- 3

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY MAY 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	\$1,488,167	\$1,217,933
P&R BATTING CAGE	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$0	\$0	\$0
CAPITAL RESERVE GF	\$95,000	\$76,595	\$70,595	\$70,595	\$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	\$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	\$905,356	\$843,827
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496	\$206,176	\$236,804	\$267,670	\$299,189	\$371,931	\$442,002	\$166,055	\$189,413
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486	\$186,542	\$196,405	\$206,831	\$216,660	\$214,275	\$211,596	\$138,638	\$142,714
RDA Reserve Fund	\$401,660	\$431,782	\$461,892	\$492,026	\$522,164	\$552,164	\$582,474	\$612,623	\$612,808	\$613,019	\$613,237	\$663,237
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486	\$8,494	\$4,808	\$10,086	\$11,014	\$11,029	\$11,115	\$11,137	\$9,689
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	\$3,542,006	\$3,286,230

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF JUNE 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: 63; TOTAL PART-TIME EMPLOYEES 39
- * AUDITORS COMPLETED FIELD WORK FOR ANNUAL AUDIT AND CAFR
- * TRAINING ON NEW UTILITY BILLING SOFTWARE
- * ONE EMPLOYEE OUT ON FLMA
- * WORKING ON FISCAL YEAR ENDING 2020 REPORTS 941, W2'S, ACA REPORTS

110	General Fund	Monthly Comparative:				
		Year-To-Date		Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	% of Avg
Revenues						
31110	Property Taxes (Current)	2,004,142.00	(1,969,497.00)	98.27 %	167,011.83	(13,372.00) 8.01 %
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	(64,971.27)	91.25 %	5,933.33	(10,422.00) 175.65 %
31212	Property Tax Delinquent - 2nd Prior	40,000.00	(16,748.00)	41.87 %	3,333.33	(1,703.00) 51.09 %
31219	Property Tax Delinquent - Other Prior	17,000.00	(22,640.10)	133.18 %	1,416.67	(173.00) 12.21 %
31300	Interest And Court Cost On Prop Tax	49,000.00	(27,816.76)	56.77 %	4,083.33	(3,209.49) 78.60 %
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	(1,201,407.96)	97.08 %	103,129.17	(107,288.96) 104.03 %
31710	Wholesale Beer Tax	192,000.00	(198,666.81)	103.47 %	16,000.00	(21,267.50) 132.92 %
31720	Wholesale Liquor Tax	50,800.00	(50,144.62)	98.71 %	4,233.33	(3,954.40) 93.41 %
31800	Business Taxes	70,000.00	(77,981.47)	111.40 %	5,833.33	(6,746.50) 115.65 %
31912	Comcast Cable Tv Fees	75,000.00	(77,059.77)	102.75 %	6,250.00	0.00 0.00 %
31913	Bellsouth Cable Fees	15,000.00	(8,916.62)	59.44 %	1,250.00	0.00 0.00 %
31920	Hotel, Motel Tax	45,000.00	(43,882.53)	97.52 %	3,750.00	(3,084.52) 82.25 %
32210	Beer Permits	1,750.00	(1,600.00)	91.43 %	145.83	0.00 0.00 %
32220	Liquor Licenses	300.00	(607.75)	202.58 %	25.00	0.00 0.00 %
32600	Bza Hearing Fee	25.00	(125.00)	500.00 %	2.08	0.00 0.00 %
33490	Tema Grant	0.00	0.00	0.00 %	0.00	0.00 0.00 %
33500	Telecom Interstate Sales	5,200.00	(5,112.57)	98.32 %	433.33	(406.01) 93.69 %
33510	State Sales Tax	556,000.00	(537,710.57)	96.71 %	46,333.33	(39,118.59) 84.43 %
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	0.00 0.00 %
33540	State Liquor Tax	6,800.00	(6,073.11)	89.31 %	566.67	(187.00) 33.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
33551			State Gasoline Fuel Tax	255,000.00	(211,930.44)	83.11 %	21,250.00	(11,969.46)	56.33 %
33552			State-City Streets And Transportation	12,000.00	(11,780.92)	98.17 %	1,000.00	(981.73)	98.17 %
33555			State Street Contract Maintenance	48,000.00	(38,841.72)	80.92 %	4,000.00	(9,877.92)	246.95 %
33590			Tva Solar Energy James Ferry	3,100.00	(59.35)	1.91 %	258.33	4,872.55	-1,886.15 %
33591			Gross Receipts - Tva	73,000.00	(75,804.11)	103.84 %	6,083.33	(18,951.05)	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	(2,510.25)	100.41 %	208.33	(96.94)	46.53 %
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	(335,977.86)	101.10 %	27,693.17	(28,185.22)	101.78 %
34720			Swimming Pool Charges	20,000.00	(8,025.29)	40.13 %	1,666.67	(3,910.95)	234.66 %
34730			Fort Charges & Donations	0.00	(100.00)	0.00 %	0.00	0.00	0.00 %
34740			Park & Recreation Charges	6,300.00	(14,891.29)	236.37 %	525.00	(1,290.00)	245.71 %
34741			Boat Slip Rental	27,000.00	(25,045.00)	92.76 %	2,250.00	(3,900.00)	173.33 %
34742			Fireworks Donations	50,000.00	(3,184.98)	6.37 %	4,166.67	(675.00)	16.20 %
34744			Park & Rec Donations Pav,Walk Trail	1,015.00	0.00	0.00 %	84.58	0.00	0.00 %
34745			Softball Program	7,788.00	(4,441.00)	57.02 %	649.00	(286.00)	44.07 %
34746			Fire Dept Donations	7,105.00	(1,324.00)	18.63 %	592.08	(650.00)	109.78 %
34751			Volleyball Program	5,000.00	(4,655.00)	93.10 %	416.67	0.00	0.00 %
35110			City Court Fines	35,000.00	(22,982.39)	65.66 %	2,916.67	(2,467.64)	84.60 %
35140			Drug Related Fines	1,000.00	(2,767.43)	276.74 %	83.33	(47.50)	57.00 %
35150			Traffic School Charges	5,500.00	(1,900.00)	34.55 %	458.33	0.00	0.00 %
36100			Interest Earnings	5,700.00	(5,474.52)	96.04 %	475.00	0.00	0.00 %
36350			Insurance Recoveries	0.00	(33,857.01)	0.00 %	0.00	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
36430		Pavilion Rental		2,000.00	50.00	-2.50 %	166.67	0.00	100.00 %
36967		Contract Natural Gas		21,500.00	(21,500.04)	100.00 %	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	(5,829,914.46)	96.62 %	502,807.83	(291,141.50)	57.90 %
Expenditures									
41100		Legislative		(72,956.00)	61,094.05	83.74 %	(6,079.67)	13,743.42	226.06 %
41210		City Court		(26,565.00)	23,471.20	88.35 %	(2,213.75)	1,610.48	72.75 %
41320		City Manager		(112,373.00)	109,357.38	97.32 %	(9,364.42)	11,195.38	119.55 %
41500		Financial Administration		(441,741.00)	393,419.12	89.06 %	(36,811.75)	59,276.73	161.03 %
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)	92,438.53	68.68 %	(11,216.67)	6,066.35	54.08 %
41990		General Government		(242,094.00)	203,329.04	83.99 %	(20,174.50)	8,865.60	43.94 %
42100		Police		(1,058,357.00)	1,003,254.61	94.79 %	(88,196.42)	93,706.69	106.25 %
42152		Automotive Services		(113,000.00)	64,944.44	57.47 %	(9,416.67)	(1,524.97)	-16.19 %
42200		Fire Protection		(1,054,944.00)	1,009,538.90	95.70 %	(87,912.00)	84,088.10	95.65 %
43100		Public Works		(821,151.00)	692,185.96	84.29 %	(68,429.25)	43,366.01	63.37 %
43190		State Street Aid		(161,500.00)	155,692.75	96.40 %	(13,458.33)	12,369.87	91.91 %
43240		Waste Disposal		(308,642.00)	311,933.78	101.07 %	(25,720.17)	25,628.19	99.64 %
43750		Capital Improvements		(268,279.00)	172,876.80	64.44 %	(22,356.58)	500.00	2.24 %
44143		Animal Control/Codes Enforcement		(30,220.00)	19,943.35	65.99 %	(2,518.33)	1,839.30	73.04 %
44400		Parks & Recreation		(721,191.00)	590,666.04	81.90 %	(60,099.25)	49,506.06	82.37 %
44440		Swimming Pool		(39,365.00)	25,780.56	65.49 %	(3,280.42)	10,220.60	311.56 %
44800		Library		(208,294.00)	180,236.54	86.53 %	(17,357.83)	16,669.72	96.04 %
49000		Debt Service		(401,923.00)	395,459.54	98.39 %	(33,493.58)	615.93	1.84 %

110 General Fund		Monthly Comparative:				100.00%	
Account	Description	Year-To-Date		Month-To-Date			
		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 %
Total Expenditures		(6,376,291.00)	5,664,618.59	88.84 %	(531,357.58)	437,743.46	82.38 %
Total 110	General Fund	(342,597.00)	(165,295.87)	-48.25 %	(28,549.75)	146,601.96	513.50 %

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	(8,187.00)	51.17 %	1,333.33	(47.50)	3.56 %
36000			Fund Balance & Other Revenues	8,000.00	0.00	0.00 %	666.67	0.00	0.00 %
Total Revenues				24,000.00	(8,187.00)	34.11 %	2,000.00	(47.50)	2.38 %
Expenditures									
42122			Drug Fund	(24,000.00)	5,903.28	24.60 %	(2,000.00)	1,495.00	74.75 %
Total Expenditures				(24,000.00)	5,903.28	24.60 %	(2,000.00)	1,495.00	74.75 %
Total	122		Drug Fund	0.00	(2,283.72)	100.00 %	0.00	1,447.50	0.00 %

300	Capital Fund	Monthly Comparative:				100.00%
		Year-To-Date		Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual
Revenues						
36961	Transfer in from General Fund	148,821.00	(148,821.00)	100.00 %	12,401.75	0.00
Total Revenues		148,821.00	(148,821.00)	100.00 %	12,401.75	0.00
Expenditures						
43750	Capital Improvements	(148,821.00)	0.00	0.00 %	(12,401.75)	0.00
Total Expenditures		(148,821.00)	0.00	0.00 %	(12,401.75)	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:							100.00%	
		Account	Description	Year-To-Date			Month-To-Date			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual		% of Avg
Revenues										
36100			Interest Earnings	8,000.00	(5,884.32)	73.55 %	666.67	0.00	0.00 %	
37110			Metered Water Sales	1,160,828.00	(1,145,352.57)	98.67 %	96,735.67	(100,487.74)	103.88 %	
37114			Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
37117			Outside Water Sales	914,658.00	(841,970.33)	92.05 %	76,221.50	(76,601.72)	100.50 %	
37191			Penalties	35,000.00	(31,835.20)	90.96 %	2,916.67	(2,304.36)	79.01 %	
37194			Sales Of Materials	30,000.00	(23,183.39)	77.28 %	2,500.00	(4,201.24)	168.05 %	
37195			Installation Charges	60,000.00	(53,620.00)	89.37 %	5,000.00	(5,230.00)	104.60 %	
37196			Water User Fees	50,000.00	(32,950.00)	65.90 %	4,166.67	(5,220.00)	125.28 %	
37199			Miscellaneous	5,000.00	(5,900.00)	118.00 %	416.67	0.00	0.00 %	
37210			Sewer Service Charges	1,285,270.00	(1,271,915.40)	98.96 %	107,105.83	(110,299.58)	102.98 %	
37296			Sewer User Fees	30,000.00	(19,650.00)	65.50 %	2,500.00	(6,000.00)	240.00 %	
37299			Miscellaneous	3,500.00	(1,105.76)	31.59 %	291.67	0.00	0.00 %	
37500			Bad Debt Recovery	0.00	(386.05)	0.00 %	0.00	0.00	0.00 %	
Total Revenues				3,582,256.00	(3,433,753.02)	95.85 %	298,521.33	(310,344.64)	103.96 %	
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)	370,748.70	86.79 %	(35,599.42)	14,942.54	41.97 %	
43750			Capital Improvements	(135,000.00)	42,430.01	31.43 %	(11,250.00)	0.00	0.00 %	
49000			Debt Service	(588,409.00)	150,339.88	25.55 %	(49,034.08)	9,005.65	18.37 %	
52113			Purification	(635,457.00)	589,608.46	92.78 %	(52,954.75)	52,141.79	98.46 %	
52114			Transmission And Distribution	(737,671.00)	662,602.32	89.82 %	(61,472.58)	46,280.63	75.29 %	
52117			Utility Director	(71,012.00)	66,493.50	93.64 %	(5,917.67)	7,391.21	124.90 %	
52213			Sewer Treatment And Disposal	(630,452.00)	537,107.15	85.19 %	(52,537.67)	44,162.08	84.06 %	

413	Water And Sewer	Account	Description	Year-To-Date		Monthly Comparative:			100.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	

Embracing Change in the Workplace Safety Talk

Change can be good or bad, depending on what the change is and more importantly, **how you react to it**. Change is a fact of life that is inevitable and we all need to deal with it as best we can. Individuals who adapt and embrace the change are the ones who continue to thrive; whether that is at home or in the workplace.

Change in the Workplace

For those of you (us) who have been in the same line of work for many years, you have seen a lot of changes. With ever improving technologies and accessibility of information through the internet, mankind is moving at incredible speeds. Whether it is the use of computers, improved technologies, law changes, schedule changes, shifts in business, and even the use of robots- there have been drastic changes in the majority of workplaces over the last few decades.

Change in the Emphasis of Safety in the Workplace

An increased focus on safety is an example of change over the last few decades for the majority of workplaces. While everyone benefits from companies wanting to avoid injuries, some individuals harp on the fact that "back in the day" there was no safety and a lot more progress got done at work. While this is maybe true in some cases, the recent shift for focusing on safety rewards companies that care for their employees. This not only keeps the workers healthy, but also makes good business sense for the company. A negative attitude towards the change of increased emphasis on safety not only can lower morale of fellow coworkers, but it actually *hurts not helps* the overall goals of the business. With all this change how will you adapt?



Workplace

Embracing and Adapting to Change in the

Mentioned above, your success and happiness relating to changes in the workplace will directly depend on how you adapt to it. There are always individuals who talk about the "old way" of doing things or how things were done "back in the day". While this experience is irreplaceable and will always hold value, it will only do so if you continue to adapt to the new technologies and the new ways of doing things. Individuals who are stuck in the past and doing things the old way will be left in the dust of change. If the same individuals used this critical experience and life lessons and applied it to the new changes in the workplace they will continue to be valuable employees. Stay ahead of

the new trends to figure out how you can apply what you have learned to the new paths of your career field or the job market as a whole.

Summary

We cannot fight or slowdown change. All too often news stories are published about major businesses closing their doors for good such as **Sears recently announced** they may be doing. Companies must embrace change to continue operations and their employees must not only accept change, but think of how they can add value to the change on an individual level to continue to thrive themselves.

Haley Brown

Kate Tond

Shada Marshall

Michelle Kelley

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

Monies outstanding from August 7, 2007 – June 30, 2020	\$ 66,336.80
Monies collected from August 7, 2007 – June 30, 2020	\$ 499,986.17


JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,163.75	
Collected in court on fines and costs		\$ 188.75
Amount collected after June 2020 Court		\$ 75.00
Total collected for citations on June 2020		\$ 263.75
Amount outstanding for June 2020	\$ 900.00	
<u>5</u> Cash bond forfeitures		\$ 568.75
Total amount collected for June 2020 Citations		\$ 832.50
Amount collected from previous months/FTA etc.		\$ 1,150.00
Total collected in June 2020		\$ 1,982.50

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 June


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

JUNE 2020 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
6/20/2020	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 still working on cleaning up the property
6/30/2020	708 Paint Rock Ferry	13-301 Junked vehicles		owners working on cleaning up
6/30/2020	110 Martin	13-301 Junked vehicles		owners working on cleaning up
	106 Paint Rock Ferry Rd	13-104		Sold-- new owners cleaning this week

KINGSTON POLICE DEPARTMENT -JUNE 2020

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	1
Simple Assault	1
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	2

Crimes Against Property	
Arson	
Bribery	
Burglary/Breaking and Entering	
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	1
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	2
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	1
Subtotal	5

Crimes Against Society	
Drug/Narcotics Violations	2
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	
Total	2

TIBRS Group B Offenses	
Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	1
Driving Under the Influence	1
Drunkenness	2
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	2
Total	6

Central Dispatch	
Crash Reports	23
Traffic Stops	25
Investigator Needed on Scene	5
Domestic Complaints	10
Escorts Funeral/Other	6
Animal Calls	11
Vandalism	2
Fights	3
Burglar Alarms/Fire Alarms	23
Child Sexual Assaults	0
Forgery	0
Theft	1
Vehicle Theft	0
Public/Motorist Assist	1
Arson/Explosive Devices	0
Other Calls	248
Subtotal	110
Total Calls	358
Municipal Codes	
Animal Control Calls to Office	2
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	0
Codes Concerns/warning notices given	0
Codes Violations/Citations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	18

Patrol Mileage	1,955
Hours Worked	1,221
Reserve Hours Worked	310
Total Overtime Hours	101.4
Total Amount of Overtime Wages	4,895
City Court Citations	6
Warning Citations	2
General Sessions Citations	0
Arrest	16
Juvenile Arrest	0
Incident Reports	31



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

The month of June the Kingston Police Department went back to training as it has been opened up by Governor Bill Lee across the state. The training for the month of June was Just & Fair Policing (I am Your Neighbor). This is a part of racial diversity training that we have been doing every year since 2017. This was taught by Captain Roy Montgomery and Captain Tony Guy both of these officers are trainers of this course. We also had guest's from the Roane County NAACP and the Harriman Police Department along with our whole department who attended this training.

Captain Roy Montgomery GDI/TO
June 30, 2020

Capt. R. Montgomery

Kingston Fire Department June 2020

Summary of Month's Activities

Fire Operations

The Department responded to 75 calls for service during the month.

Fire Administration

- Weekly Conference Call
- Golf Tournament at Emory Golf course
- Automatic Aid with Harriman Fire has resumed
- 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: 32

Cost:

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

- E2 batteries replaced

Special Projects

- "Fit for Duty" program on going with work outs posted each shift
- All fire hydrants in the city has been flowed and will be painted around the fall

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

- Personal Hygiene and Body Substance Isolation

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Jun-20

TOTAL CALLS

75

Category	Total		Total
Structure Fires		Hazardous Calls	2
Vehicle Fires	3	Service Calls	21
Brush/Grass Fires		Good Intent Calls	4
Refuse/rubbish Fires		Unintentional False	4
Other Fires		Other False	
Total Fires	3	Total False: Total	31
Rescue and EMS	40	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	1		
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			

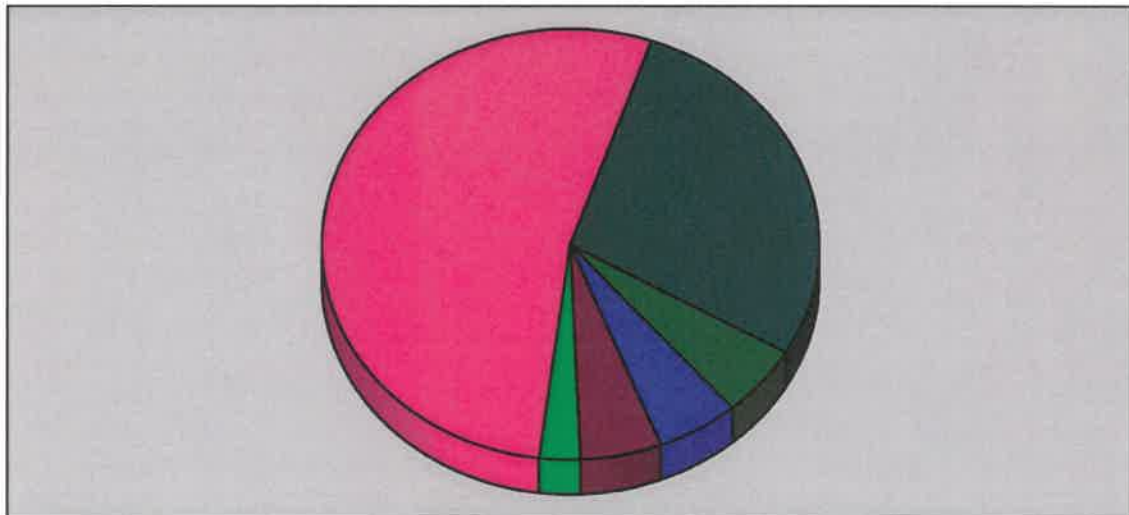
Kingston Fire Department

Kingston, TN

This report was generated on 7/6/2020 7:33:02 AM

Major Incident Types by Month for Date Range

Start Date: 06/01/2020 | End Date: 06/30/2020



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

INCIDENT TYPE	JUN	TOTAL
False Alarm & False Call	4	4
Fire	4	4
Good Intent Call	4	4
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	40	40
Service Call	21	21
Total	75	75

Only REVIEWED incidents included

Kingston Fire Department



Kingston, TN

This report was generated on 7/6/2020 7:33:24 AM

Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	SUM
Accident, potential accident		1			1	1		3
Animal problem or rescue				1				1
Attempted burning, illegal action							1	1
Combustible/flammable spills & leaks			1		1	1		3
Controlled burning	1					2		3
Cover assignment, standby at fire station, move-up			4	2	3	8		17
Dispatched and canceled en route	3	2	6	3	5	2		21
Emergency medical service (EMS) Incident	45	43	44	25	29	25	3	214
Extrication, rescue				1				1
False alarm and false call, other	2	2	6		2	2		14
Good intent call, other		1					1	2
HazMat release investigation w/no HazMat	1			1				2
Medical assist	16	19	18	10	11	13	4	91
Mobile property (vehicle) fire				2	1	3		6
Natural vegetation fire			1		2			3
Outside rubbish fire						1		1
Person in distress	1					1		2
Public service assistance	16	28	15	8	6	11	2	86
Rescue or EMS standby	1		1			1		3
Service call, other				1				1
Special outside fire			1					1
Steam, other gas mistaken for smoke			1	1				2
Structure Fire	2				1			3
System or detector malfunction			1	1				2
Unintentional system/detector operation (no fire)	1	2	3		1	2		9
Water or ice-related rescue						1		1
Water problem						1		1
Wrong location, no emergency found		1	1	2	2			6
Total	89	99	103	58	65	75	11	500

Only REVIEWED incidents included

Kingston Fire Department

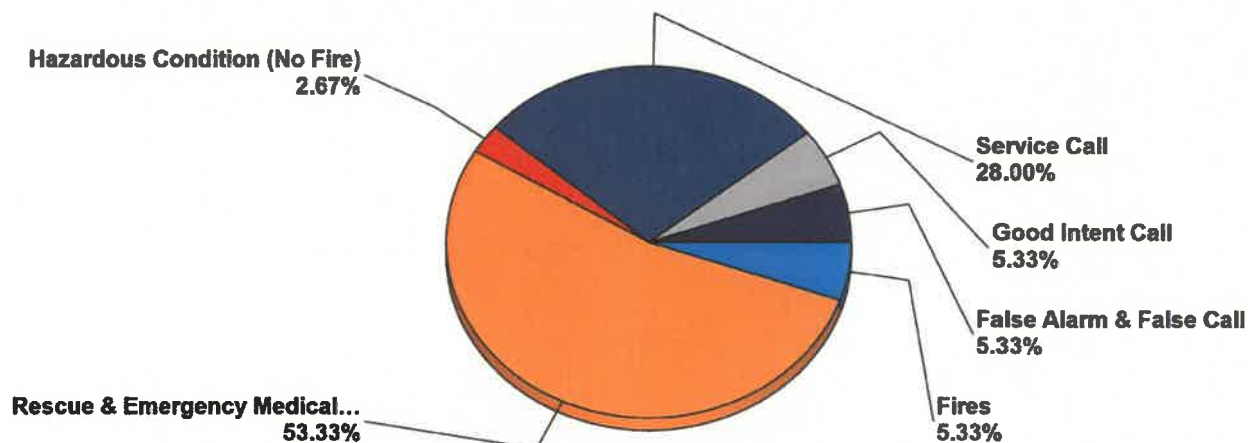


Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2020 | End Date: 06/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	5.33%
Rescue & Emergency Medical Service	40	53.33%
Hazardous Condition (No Fire)	2	2.67%
Service Call	21	28.00%
Good Intent Call	4	5.33%
False Alarm & False Call	4	5.33%
TOTAL	75	99.99%

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
131 - Passenger vehicle fire	1	1.33%
132 - Road freight or transport vehicle fire	1	1.33%
134 - Water vehicle fire	1	1.33%
151 - Outside rubbish, trash or waste fire	1	1.33%
311 - Medical assist, assist EMS crew	13	17.33%
320 - Emergency medical service, other	4	5.33%
321 - EMS call, excluding vehicle accident with injury	16	21.33%
322 - Motor vehicle accident with injuries	4	5.33%
324 - Motor vehicle accident with no injuries.	1	1.33%
361 - Swimming/recreational water areas rescue	1	1.33%
381 - Rescue or EMS standby	1	1.33%
413 - Oil or other combustible liquid spill	1	1.33%
462 - Aircraft standby	1	1.33%
510 - Person in distress, other	1	1.33%
522 - Water or steam leak	1	1.33%
550 - Public service assistance, other	1	1.33%
551 - Assist police or other governmental agency	2	2.67%
553 - Public service	1	1.33%
554 - Assist invalid	7	9.33%
571 - Cover assignment, standby, moveup	8	10.67%
611 - Dispatched & cancelled en route	2	2.67%
631 - Authorized controlled burning	2	2.67%
700 - False alarm or false call, other	2	2.67%
743 - Smoke detector activation, no fire - unintentional	1	1.33%
744 - Detector activation, no fire - unintentional	1	1.33%
TOTAL INCIDENTS:	75	99.95%

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



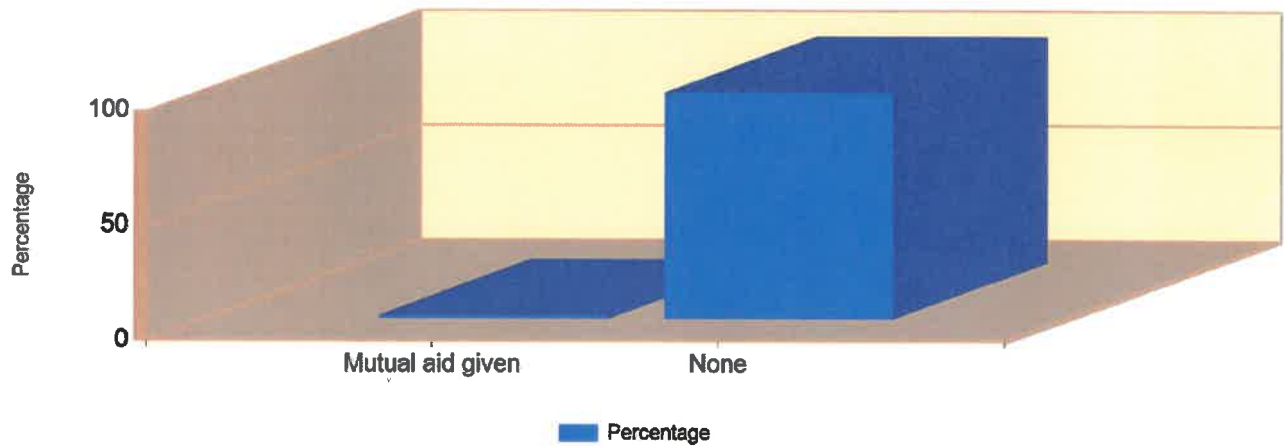
Kingston, TN

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 06/01/2020 | End Date: 06/30/2020

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Mutual aid given	1	1.3%
None	74	98.7%

Only REVIEWED incidents included

Public Works Report June 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:	6 Loads 33
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	8loads	138Loads
Culverts/Storm Drains Cleaned	12	234
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	12
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	1	30
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)	3	91
Streets Striped	0	3
Tennessee One Calls	3	26
Traffic Signal Repair	0	8
Tree Trimming Requests	0	4

Vehicle Maintenance – Routine	6	78
Vehicle Maintenance – Unscheduled	4	42
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- 0
Grant applications- None
Participated in various weather calls- 0.
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



BB

Kingston Public Works

Monthly Safety Training

Date: 6/4/2020

Topic: Heat Illnesses

Instructor: Logan Bell

Employees in Attendance:

Printed Name	Signature
Robert L. Miller Sr	<i>Robert L. Miller Sr</i>
David Harrison	<i>David Harrison</i>
JAMES AGEE	<i>James A Agee</i>
Gregory A Leach JR	<i>Gregory A Leach Jr.</i>
Douglas Romines	<i>Doug Romines</i>
Allen Rue	<i>Allen Rue</i>
Dawson Belitz	<i>Dan Belitz</i>
AJ Johnson	<i>AJ Johnson</i>
Logan Bell	<i>Log B</i>



Parks and Recreation Monthly Report

CITY OF KINGSTON

DEPARTMENT: PARKS & RECREATION

MONTH: June 2020

Completed Tasks:

- Begin softball season. Issue credits or refunds for softball.
- Hosted St. Jude's Bass Tournament at City Park.
- Hosted HS Bass Fishing Tournament at City Park.
- Opened parks back up with the exception of the basketball court.
- Opened the swimming pool with social distancing and Covid-19 guidelines.
- Completed project at Fort Paws Dog Park with the help of Robert Sparkes.
- Host multiple weekend baseball tournaments at SWP.
- Kayak and Paddleboard rentals underway. We have begun offering them throughout the week which has made them more accessible.

Ongoing Tasks

- We have nearly completed our softball season.
- Continue operating our parks safely while encouraging social distancing.
- Continue to rent kayaks and paddleboards.

Tasks for July:

- Submit Tourism Enhancement Grant.
- Develop a target date for completion of indoor training facility.
- Maintain ball fields and parks.



**KINGSTON PARKS AND RECREATION
BOARD MINUTES
June 3, 2020**

PRESENT: Sue Collins, Keenon Heathcoat, Paul Rogers, Chase Clem, Debbie Russell, Becky Humphreys

ABSENT: Eric Clark, Ruth Thompson, Sammy Frogg and Jamie Davis

GUESTS: Sonny Hunter, Brian Matthews

- The meeting called to order by Chase Clem at 6:10 p.m.
- Chase gave an invocation.
- Motion was made by Keenon to approve March minutes. Paul seconded it, and motion carried.

FINISHED/OLD BUSINESS:

1. Volleyball - was able to play one weekend before the closure due to COVID-19. We will give players a partial credit for next year.
2. Softball – The Harriman and Midway teams dropped out so Kingston will only be playing against Rockwood. There were not enough players signed up so we only have one 6 U , and two 8U teams. There will be two weeks of practice, then games will begin on June 15th ending right before July 4th. Appropriate steps will be taken to limit contact between the players.

NEW BUSINESS:

1. Reopening Facilities – parks, pavilions, playgrounds, sports fields and restrooms are open. The basketball court is still closed due to the Governor's order. The Community Center is open for room rentals, however inside Senior-Citizen activities are still suspended until Governor Lee gives the order to resume. The pool is open for public swim and pool parties, but with limited attendees of no more than fifty. Public swim will be divided into two sessions of two hours each so a thorough cleaning can be done in between the sessions. This year due to COVID-19 there will be no swim lessons or family/individual pool passes. In the grassy area surrounding the pool, 10' x 6' spots have been lined off for social distancing purposes. Carissa Lively is our new pool manager and thus far has done a good job of scheduling the lifeguards, setting pool hours, establishing new procedures and pool rules.
2. Summer Feeding Program – Parks and Rec will be partnering with Kingston Elementary School distributing free lunches to any child under eighteen years old, in the pool parking lot from 11a.m. – 12 noon.



July 4th – cancelled this year due to COVID-19 in order to keep our community safe. Keenon mentioned we should compare this year's July 4th sales-tax revenue to previous years to see if there is any significant difference. Becky Humphries suggested that next year there should be sub-committees to help with the different duties in the preparation of July 4th in order to assist Chase and Debbie. Becky also suggested that we should consider changing the date of the Fall Street fest from Nov. 3rd to an earlier date perhaps in September or October before the second wave of COVID and the Flu hits.

4. Ladd Landing, Hwy 58, Gravel Pit and City Park will be closed on Friday night, June 5th through Saturday, June 6th for the St. Jude's Fishing tournament.

Kennon made a motion to adjourn and Sue seconded it. Motion carried and meeting ended at 7:00 p.m.

Dates to Remember:

Saturday, June 6th – St. Jude Fishing Tournament

Saturday, June 13th – Roane Co. H.S. Fishing Tournament

KINGSTON COMMUNITY CENTER MONTHLY REPORT FOR MARCH 2020

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

- **Note: The Center was closed from mid-March until the end of April.**

Senior Luncheon	Anybody Can Exercise
Senior Bridge	Zumba Classes
Senior Quilting	Roane County Retired Teaches
T.O.P.S.	Roane Country Sewing Club
Senior Executive Board	Senior Pinochle
Rural Mixers FCE	Krafty Korner - FCE
American Red Cross	Senior Bingo
Kingston Parks & Rec Committee	Roane Co. Autism Support Group
Adult Table Tennis	Three Rivers Antique Tractor Club
Kingston Beautification Committee	Girl Scouts Troops & Leaders
Outdoor Kingston	Knoxville TVA Retired Employees

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

AARP Tax Service	Class of 1980
Roane County Democrats	TN Promise
Brentwood Homeowners Assoc	Kingston Lions Club

Community Center Rentals/General Fund - \$280	Boat Slip Rentals – \$750
Softball - \$630	Volleyball - \$50

Submitted by Debbie Russell



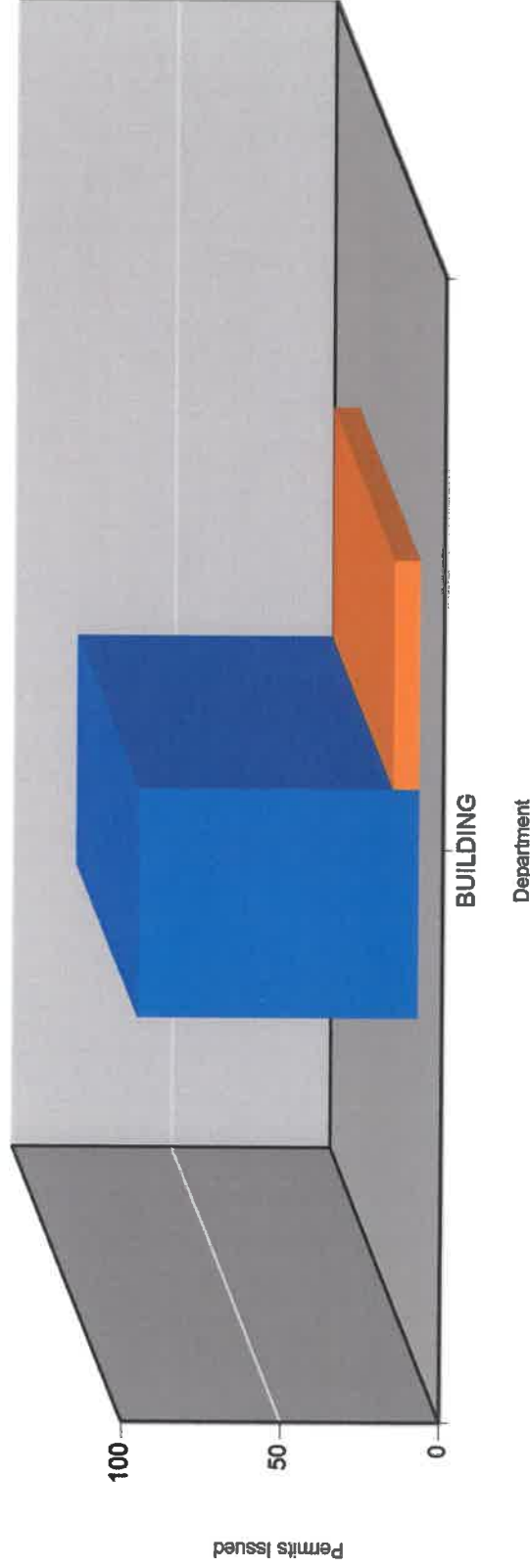
Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 06/01/2020
AND 06/30/2020

Report run on: 07/01/2020 09:42 AM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	98	96	Same Day	3.13 Days	1	88	8

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
------------	-------------	---	-------	----------------



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 06/01/2020
AND 06/30/2020

Report run on: 07/01/2020 09:42 AM

BUILDING	BP	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/18/2020	In Process: Waiting: Total Days: Total Cycles:
	BP2020-307 KC Sign 106 Morrison Hill Cir, Kingston, TN 37763			28 0 28 1
	BP2020-328 KC Commercial Retaining Wall 504 Gallaher Road, Kingston, TN 37763		06/15/2020	7 0 7 1
	BP2020-335 HC Garage 331 Morgan Ave, Hamman, TN 37748		06/01/2020	0 0 0 1
	BP2020-336 Above Ground Pool 290 Woody Hill Rd, Ten Mile, TN 37880		06/01/2020	0 0 0 1
	BP2020-337 DW 383 Ladd Ridge Rd, Kingston, TN 37763		06/02/2020	0 0 0 1
	BP2020-338 Closing in Deck to Sunroom 195 Cotts Rd., Philadelphia, TN 37846		06/02/2020	0 0 0 1
	BP2020-339 Lean to 1161 RIVER Rd., KINGSTON, TN 37763		06/02/2020	0 0 0 1
	BP2020-340 HC Commercial Remodel 1849 Griffith Drive, Hamman, TN 37748		06/02/2020	2 0 2 1



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 06/01/2020
AND 06/30/2020

Report run on: 07/01/2020 09:42 AM

BUILDING	BP	Technically Complete: Ready to Issue:	Submitted: Complete: Approved: Ready to Issue: Issued:	06/03/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-341	Carport				
115 Fifth Street, Kingston, TN 37763				06/03/2020	0 0 0 1
BP2020-342	Residential Home				
2125 Decatur Hwy, Kingston, Tn 37763				06/03/2020	0 0 0 1
BP2020-343	Residential Home				
168 Phillips Hollow Road, Harriman, TN 37748				06/03/2020	0 0 0 1
BP2020-344	Dock				
312 Green Acres Rd, Kingston, Tn 37763				06/03/2020	0 0 0 1
BP2020-345	Residential Home				
232 Majestic View Dr, Rockwood, TN 37854				06/03/2020	1 0 1 1
BP2020-346	Carport				
432 Mans Hollow Road, Kingston, TN 37763				06/04/2020	0 0 0 1
BP2020-347	HC Foundation Repair / United Grocery Outlet (UGO)				
508 Runtan Rd, Hamman, TN 37748				06/04/2020	0 0 0 1
BP2020-348	Triplex				
331, 333, & 335 Bailey Road, Kingston, TN 37763				06/04/2020	0 0 0 1



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 06/01/2020
AND 06/30/2020

Report run on: 07/01/2020 09:42 AM

BUILDING	BP		Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	06/04/2020	In Process: Waiting: Total Days: Total Cycles:
	BP2020-349	Carport				
		212 SUNSET VIEW Dr., Kingston, TN 37763			06/04/2020	0 0 0 1
	BP2020-350	Remodel				
		522 College Grove Rd, Rockwood, Tn 37854			06/04/2020	0 0 0 1
	BP2020-351	Residential Home				
		104 Easter Dr, Rockwood, TN 37854			06/04/2020	1 0 1 1
	BP2020-352	Dock				
		180 Cherokee Cir, Ten Mile, TN 37880			06/05/2020	0 0 0 1
	BP2020-353	Garage with Lean to				
		495 Beaver Trail, Kingston, TN 37763			06/05/2020	5 0 5 1
	BP2020-354	Residential Home				
		4290 River Road, Ten Mile, TN 37880			06/10/2020	0 0 0 1
	BP2020-355	DW				
		230 Hood Rd., Kingston, TN 37763			06/05/2020	0 0 0 1
	BP2020-356	Residential Home				
		218 Black Oak Rd, Harriman, TN 37748			06/05/2020	0 0 0 1



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 06/01/2020
AND 06/30/2020

Report run on: 07/01/2020 09:42 AM

BUILDING	BP		Submitted: Technically Complete: Ready to Issue: Issued:	06/08/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-357	Shed				0 0 0 1
248 Pine Ridge Drive, Harriman, TN 37748				06/08/2020	
BP2020-358	Deck		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/08/2020	0 0 0 1
200 Spencer Dr, Harriman, TN 37748				06/08/2020	
BP2020-359	Residential Home		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/08/2020	0 0 0 1
177 Walden Ln, Harriman, TN 37748				06/08/2020	
BP2020-360	DW		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/09/2020	0 0 0 1
1160 Little Dogwood Rd, Kingston, TN 37763				06/09/2020	
BP2020-361	Garage		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/09/2020	0 0 0 1
357 Winton Chapel Road, Rockwood, TN 37854				06/09/2020	
BP2020-362	KC Deck		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/09/2020	0 0 0 1
613 Patton Ferry Rd, Kingston, Tn 37763				06/09/2020	
BP2020-363	Deck		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/09/2020	0 0 0 1
463 W Rockwood Ferry Rd, Ten Mile, TN 37880				06/09/2020	
BP2020-364	Residential Home		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/10/2020	0 0 0 1
298 East Shore Drive, Rockwood, TN 37854				06/10/2020	



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ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 06/01/2020
AND 06/30/2020

Report run on: 07/01/2020 09:42 AM

BUILDING	BP		Technically Complete: Ready to Issue:	Submitted: Approved: Ready to Issue: Issued:	06/10/2020	In Process: Waiting: Total Days: Total Cycles:
	BP2020-365	Garage				
		298 East Shore Drive, Rockwood, TN 37854			06/10/2020	
	BP2020-366	Deck				
		142 Hillcrest River Drive, Loudon, TN 37774			06/10/2020	
	BP2020-367	Garage				
		101 Steven Lane, Harriman, TN 37748			06/10/2020	
	BP2020-368	Carport				
		549 High Ridge Road, Kingston, TN 37763			06/10/2020	
	BP2020-369				06/11/2020	
	KC Steps					
	155 Race St, Kingston, TN 37763				06/11/2020	
	BP2020-370	Garage				
		564 Old Johnson Valley Rd, Kingston, TN 37763			06/11/2020	
	BP2020-371	Inground Pool				
		214 Dyllis Road, Harriman, TN 37748			06/11/2020	
	BP2020-372	Above Ground Pool				
		4950 Ross Rd, Philadelphia, Tn 37846			06/11/2020	



BUILDING	BP		Submitted: 06/11/2020	In Process: 0
BP2020-373	Residential Home	619 Country Lane, Lenoir City, TN 37771	Submitted: 06/11/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/11/2020	
BP2020-374	HC Above Ground Pool	114 Baumgartner Rd, Harriman, TN 37748	Submitted: 06/11/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/11/2020	
BP2020-375	Residential Home	3300 Sugar Grove Valley Rd, Harriman, Tn 37748	Submitted: 06/11/2020	In Process: 1
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 1
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/12/2020	
BP2020-376	KC Deck	212 Ridge Trail Road, Kingston, TN 37763	Submitted: 06/12/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/12/2020	
BP2020-377	Carport	141 Primrose Lane, Ten Mille, TN 37880	Submitted: 06/12/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/12/2020	
BP2020-378	Remodel	115 Yale Dr, Rockwood, TN 37854	Submitted: 06/15/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/15/2020	
BP2020-379	Roof Structure	274 De Armond, Kingston, TN 37763	Submitted: 06/15/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/15/2020	
BP2020-380	Deck and Screened Porch	112 Wheat Ridge Trace, Oliver Springs, TN 37763	Submitted: 06/15/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
			Issued: 06/15/2020	



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BUILDING	BP	BP2020-381	Technically Complete: Ready to Issue: Issued:	Submitted: 06/15/2020	In Process: Waiting: Total Days: Total Cycles:
		OS Above ground pool			0 0 0 1
		302 Ridgeview Drive, Oliver Springs, TN 37840		06/15/2020	
		BP2020-382	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/16/2020	In Process: 15 Waiting: 0 Total Days: 15 Total Cycles: 1
		PL for BP2020-160			
		350 Pin Oak Dr, Rockwood, TN 37854			
		BP2020-383	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/16/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Carport			
		168 Old Eblen Rd, Lenoir City, TN 37771		06/16/2020	
		BP2020-384	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/16/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Dock			
		148 Sylvan Way, Kingston, TN 37763		06/16/2020	
		BP2020-385	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/16/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Porch & Deck			
		1741 Eagle Furnace Road, Rockwood, TN 37854		06/16/2020	
		BP2020-386	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/16/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Residential Home			
		429 Point Vista Dr, Rockwood, TN 37854		06/16/2020	
		BP2020-387	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/17/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Detached Garage			
		114 West Cliff Drive, Harriman, TN 37748		06/17/2020	
		BP2020-388	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/17/2020	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
		TEST RUN			
		308 N. 3rd St., Kingston, TN 37763			



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AND 06/30/2020

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BUILDING	BP		Technically Complete: Ready to Issue: Issued:	Submitted: Complete: Approved: Ready to Issue: Issued:	06/18/2020	In Process: Waiting: Total Days: Total Cycles:
	BP2020-389	Retaining Wall				
	4290 River Road, Ten Mile, TN 37880				06/18/2020	0 0 0 1
	BP2020-390	Residential Home				
	451 Swan Pond Cir, Harriman, TN 37748				06/18/2020	0 0 0 1
	BP2020-391	KC Deck & Pergola			06/18/2020	0 0 0 1
	123 Newport Way, Kingston, TN 37763				06/18/2020	0 0 0 1
	BP2020-392	Above Ground Pool				
	1673 Loudon Hwy, Philadelphia, Tn 37846				06/18/2020	0 0 0 1
	BP2020-393	KC Commercial Remodel & Parking Lot Improvements				
	504 Gallaher Road, Kingston, TN 37763				06/19/2020	12 0 12 1
	BP2020-394	KC Addition				
	1381 Byrd Circle, Kingston, TN 37763				06/19/2020	0 0 0 1
	BP2020-395	Inground Pool				
	304 Dyllis Rd, Harriman, TN 37748				06/19/2020	0 0 0 1
	BP2020-396	Carport				
	1312 Bluff Rd, Harriman, TN 37748				06/19/2020	0 0 0 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/19/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-397	Residential Home	636 Emory River Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/19/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-398	Cell Tower Upgrades	370 Pine Ridge Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/19/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-399	Barn	105 Hughes Lane, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/19/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-400	Porch	112 Keyton Hollow Rd, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/19/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-401	OS Garage	522 First Norway Lane, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/22/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-402	DW	2680 Lawnville Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/22/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-403	Residential Home	260 Pattie Gap Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/22/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-404	Storage Building	1097 Cave Creek Rd, Loudon, TN 37774	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	06/23/2020	In Process: Waiting: Total Days: Total Cycles:



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BUILDING	BP	BP2020-405																										
		OS Garage																										
		310 W. Spring Street, Oliver Springs, TN 37840																										
		BP2020-406																										
		Metal garage																										
		1097 Cave Creek Rd, Loudon, TN 37774																										
		BP2020-407																										
		DW																										
		161 Valley View Drive, Loudon, TN 37774																										
		BP2020-408																										
		Garage/Lean to																										
		5600 Clay Hollow Road, Philadelphia, TN 37774																										
		BP2020-409																										
		Pool & Deck																										
		825 Clax Gap Rd, Harriman, TN 37748																										
		BP2020-410																										
		HC Porch																										
		817 Cumberland Street, Hamman, TN 37748																										
		BP2020-411																										
		SW																										
		1205 Loudon Highway, Kingston, TN 37763																										
		BP2020-412																										
		Dock Replacement																										
		426 New Hope Road, Rockwood, TN 37854																										



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BUILDING	BP		Technically Complete: Ready to Issue:	Submitted: Complete: Approved: Ready to Issue: Issued:	06/25/2020	In Process: Waiting: Total Days: Total Cycles:
		BP2020-413				
		Storage Building				
		250 Manor Road, Kingston, TN 37763			06/25/2020	
		BP2020-414			06/26/2020	
		KC Residential Home	Technically Complete: Ready to Issue:	Submitted: Complete: Approved: Ready to Issue: Issued:		In Process: Waiting: Total Days: Total Cycles:
		406 Paint Rock Ferry Road, Kingston, TN 37763			06/26/2020	
		BP2020-415				
		Foundation Repair and 4 windows				
		301 Ben Henry Road, Harriman, TN 37748			06/26/2020	
		BP2020-416			06/29/2020	
		KC Carport	Technically Complete: Ready to Issue:	Submitted: Complete: Approved: Ready to Issue: Issued:		In Process: Waiting: Total Days: Total Cycles:
		517 Kingwood Street, Kingston, TN 37763			06/29/2020	
		BP2020-417				
		DW				
		3731 Sugar Grove Valley Rd, Harriman, TN 37748			06/29/2020	
		BP2020-418			06/29/2020	
		HC Stage	Technically Complete: Ready to Issue:	Submitted: Complete: Approved: Ready to Issue: Issued:		In Process: Waiting: Total Days: Total Cycles:
		301 Emory Dr, Harriman, TN 37748			06/29/2020	
		BP2020-419				
		Deck				
		408 Webster Rd, Harriman, TN 37748			06/29/2020	
		BP2020-420				
		Residential Home				
		211 Marble View Drive, Kingston, TN 37763			06/29/2020	



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BUILDING	BP	BP2020-421	Deck	Submitted: 06/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		203 Red Bud Drive, Harriman, TN 37748		Submitted: 06/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		BP2020-422	Residential Home	Submitted: 06/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		270 West Shore Drive, Rockwood, TN 37854		Submitted: 06/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		BP2020-423	OS Remodel	Submitted: 06/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		510 Henley Circle, Oliver Springs, TN 37840		Submitted: 06/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		BP2020-424	Deck	Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		239 Channel Dr, Loudon, TN 37774		Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		BP2020-425	Residential Home	Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		280 Serenity Dr, Harriman, TN 37748		Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		BP2020-426	HC Commercial Sprinkler System	Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		1849 Griffith Drive, Harriman, TN 37748		Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		BP2020-427	KC Metal Garage	Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		457 High Point Orchard Rd, Kingston, TN 37763		Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		BP2020-428	Metal Garage	Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		416 DEARMOND Rd., Kingston, TN 37763		Submitted: 06/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:



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BUILDING	BP	BP2020-429	Submitted: 06/30/2020	In Process: 0
		KC Addition	Technically Complete: 0	Waiting: 0
		804 Patton Ferry Rd, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 1	Total Cycles: 1
		BP2020-430	Submitted: 06/30/2020	In Process: 0
		Addition	Technically Complete: 0	Waiting: 0
		239 Caney Creek, Rockwood, TN 37854	Approved: 0	Total Days: 0
			Ready to Issue: 1	Total Cycles: 1
		BP2020-431	Submitted: 06/30/2020	In Process: 0
		Dock	Technically Complete: 0	Waiting: 0
		130 Gordon Drive, Ten Mile, TN 37780	Approved: 0	Total Days: 0
			Ready to Issue: 1	Total Cycles: 1
		BP2020-432	Submitted: 06/30/2020	In Process: 0
		Garage Addition	Technically Complete: 0	Waiting: 0
		337 Blue Springs Circle, Ten Mile, TN 37880	Approved: 0	Total Days: 0
			Ready to Issue: 1	Total Cycles: 1

KINGSTON WATER TREATMENT PLANT



JUNE OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	9,386,000	8,083,000	13.88%	303,000	479,000	190,000
	Effluent (Finish)	8,675,000	7,557,000	12.89%	280,000	375,000	190,000
	Spring Supply	14,313,000	13,894,000	2.93%	462,000	473,000	443,000
	Total Finish Prod.	22,988,000	21,451,000	6.69%	Distribution & WTP Report: 700,000 gals. usage flushing and Tank refilling.		
Plant Efficiency		98.33%	97.75%	0.59%			
Distribution							
GALLONS	Consumption	20,252,900	15,527,200	23.33%	Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report		
	Reported Usage	700,000	2,200,000	-214.29%			
	Water Loss	2,035,100	3,723,800	-82.98%			
	%	8.85%	17.36%	-8.51%			

Note: The Water Production, Consumption and Loss data is for the May 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 Plant Safety Training on PPE / Protecting Workers from Heat Stress.
- * Facilities received daily and regular cleaning and disinfection.
- * Mowed and trimmed WTP 4 times, Spring Pump House twice and Spring Site once. Sprayed 2 times.
- * Ridgecrest Tank Sample Point line and orifice opened up, lack of flow on closed transducer.
- * Working on Lead & Copper Sampling Paperwork, preparing for upcoming Distribution Sampling.
- * Straightened up / restacking steel fabricating steel and angles at plant.
- * Fabricated and installed HDPE coverplates for clearwell vent pipes.
- * Replaced stainless steel screens #50 mesh on Clearwell Vent Pipes.
- * Replaced outside ground fault receptacle at Spring Pump House for chemical supply deliveries.
- * Gathering Data and preparing end of Month / End of Year Reports.

Kingston Water Dept
Schedule of Unaccounted For Water
June

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	22,988,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>22,988,000</u>
E Accounted for Water:		
F	Water Sold	20,252,900
G	Metered for Consumption (in house usage)	<u>700,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>0</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>20,952,900</u>
O	Unaccounted for Water (Line D minus Line N)	<u>2,035,100</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>8.853%</u>

Q Other (explain)

See Below

Explain Other:

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



6/30/2020

Kingston Water Dept
Schedule of Unaccounted For Water
July, 2019 to June, 2020

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	297,960,000
C	Water Purchased	0
D	Total Water Treated and Purchased (Sum Lines B and C)	297,960,000
E Accounted for Water:		
F	Water Sold	239,267,400
G	Metered for Consumption (in house usage)	9,071,160
H	Fire Department(s) Usage	0
I	Flushing	5,198,000
J	Tank Cleaning/Filling	0
K	Street Cleaning	100,000
L	Bulk Sales	0
M	Water Bill Adjustments (+/-)	0
N	Total Accounted for Water (Sum Lines F thru M)	253,636,560
O	Unaccounted for Water (Line D minus Line N)	44,323,440
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	14.876%

Q Other (explain)

See Below

Explain Other:

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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.



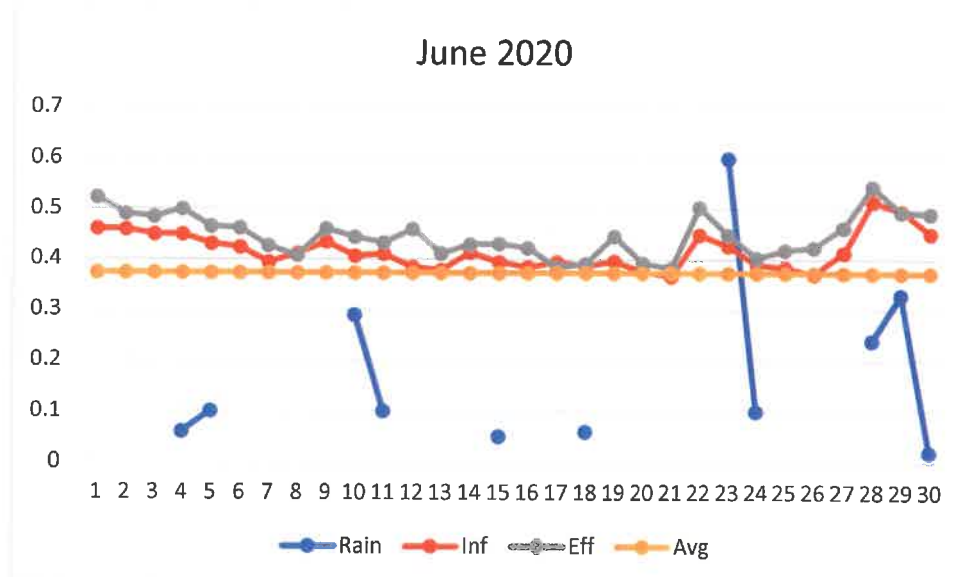
6/30/2020

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: June 2020 Monthly Report
DATE: July 2, 2020

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.4178	.5160	.3670	12,116,000
EFFLUENT	.4481	.5450	.3830	13,442,000

2504 Sewer customers 11,207,800 gallons billed. Daily average .3736 mgd.



Total gallons of chlorine used was 178.2 @\$2.09 gallon = \$372.44.

We had 1.95 inches of rain. There were no reported overflows.

Hassan Sanaat from the State Division of Water Resources completed the Compliance Evaluation Inspection of the Wastewater Plant. His review stated we were in compliance with the NPDES program. Another inspection on the collection system will occur later this summer.

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: JUNE 2020

From : Kevin Hamilton

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
Read-out	48	
RE- READS	16	
WATER TAP NEW ACCT.	7	
CLOSED ACCT WITH COMSUMPTION	3	
READ INS	58	
CHECK FOR HUNG METER	6	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK	23	
METER LEAKS		
AFTER HOURS - WATER	4	
SERVICE LINE LEAK		
LINE LOCATES	95	
TURN OFF FOR NON PAYMENT		
TURN WATER BACK ON		
YARD WORK	4	
DOOR HANGERS	19	
MANUAL READ	1	
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT	4	
LOCATE SEWER TAP		
SEWER BACK UP	7	
CHECK TO SEE IF STILL OFF		
TAP ESTIMATES	9	
PROFILE REQUESTED	3	
WATER TAP ESTIMATE		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS		

WATER DEPARTMENT MONTHLY REPORT

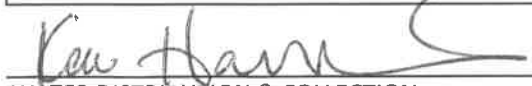
Month of: JUNE 2020

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TASK	RESOLVED	PENDING
MISC SERVICE ORDERS	13	
WATER TAP		
CHECK FOR TAMPERED METER	2	
CHECK TO SEE IF CONNECTED TO SEWER		
RAISE MAN-HOLES		
WATER TASTE BAD		
CHECK WATER PRESSURE		
REPLACE SEWER TAP		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER BOX/LID	2	
VALVE BOX REPAIR		
RELOCATE WATER METER		
FLUSH LINES	2	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE		
Install Floating Meter		
LOCATE WATER METER	1	
Total		328

OVER-TIMES HOURS

FIRE HYDRANTS REPLACED		
road cuts		
PULL OR LOCK METER		



WATER DISTRIBUTION & COLLECTION

Manager - Kevin Hamilton



Kingston Water Department Distribution & Collection Monthly Safety Training

Date: 6-23-20

Topic: Spotter Safety

Instructor:

Employees in Attendance:

Printed Name	Signature
James Evans	James Evans
DAVID Alford	David Alford
David Loy	David Loy
Greg Sexton	Greg Sexton
Daniel Brecknell	Daniel Brecknell
Kevin Hamilton	Kevin Hamilton

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

1 July 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 June 2020

Summary

The Library opened June 1st at a limited capacity. A large majority of our patrons are seniors and I have had calls about their concerns of coming into the Library. I informed them that we will still offer curbside service to those who do not feel safe venturing out. The 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 download 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 inventory we usually do in the fall was completed. As I said before my main and first concern is the safety of the staff and patrons. All returns will be isolated for 3 days before being checked in and re-shelved. We are asking our patron to wear a mask as a courtesy to other patrons. The staff will also be asked to do so. The computers will be limited to an hour use, with only a few in operation to have space for social distancing. Many other Libraries are following the same protocol. The key boards and phones will be cleaned after each use. The door handles and counters are cleaned frequently throughout the day. Hopefully we will not have any problems.

I have completed and submitted 2 grants for the Library. The Cares grant and the Tech Grant.

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

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

Stay Safe.

This is all subject to change as we go forward.

Respectfully submitted

Barbara T.

Kingston Beautification Committee Meeting
Minutes-June 1, 2020 – Submitted by Teresa Nichols

Call to order

The meeting was called to order at 5:00pm on June 1, 2020 by Teresa Nichols.

Roll call

Attendees: Teresa Nichols, Sue Collins, Tara Stockton, Judy Yeager, Chief Washam

Approval of Minutes

Motion made by Tara Stockton, seconded by Judy Yeager and approved by all.

Ongoing (Unfinished) Business and Status Updates

- Business Type Listing status of icons and new draft -- this project has been paused for the moment. We'll take back up at a later date.
- Rite Aid – overgrown bushes have been cut. Tara and Susan planted flowers underneath the sign. The parking lot has been sealed and restriped by the owner. Possible new business may be coming.
- Interstate:
 - i. General sign approval being sent to TDOT for the installing of a “Kingston Welcome sign.” Internal staff may be able to build the sign if TDOT approves.
 - ii. When we receive approval to add landscaping to future sign area, DAR will provide two Peach Trees (per Sue Collins).
- Grants, awaiting approvals from Nashville, delays due to COVID 19 shutdowns. Additional downtown murals painting is progressing, Peach Tree logo will be part of the design.
- Control Box Wraps – Judy Yeager offered to sponsor another wrap, she will work with designer on a possible design including Fort and Amphitheater.
- Gas Light install update, Tim Clark is checking with ORUD re delivery date.
- Peach Tree logo t-shirts are available for sale by Outdoor Kingston, available at Kingston Farmer's Market held on Saturdays.
- City Parking lot sign is being made.
- Bike Route for Hwy 70 and 58 has been approved.
- Dog Park has a new awning being installed, reopening should be coming soon.
- Weekend Farmers Market seems to be going well. Need to continue to support it.

New Business

- Trash Bash pickup was discussed and a suggestion to encourage businesses, neighborhood to assume ownership in organizing pickup dates. Still under discussion for best way to promote a future Trash Bash.
- Jason Brown contacted Teresa Nichols prior to the June 1 meeting stating that unfortunately due to his heavy work schedule, he needed to resign from the Beautification Committee. Jason and will be greatly missed!!!
- Teresa Nichols mentioned she has served as the Chair for the Committee for a year and a half and thought it was time for a new person to assume this leadership role. Tara Stockton volunteered to serve as the next Chair, all members approved. She will assume the Chair position at the July 6, 2020 meeting.
- Need additional committee members needed to fill vacancies. A new name was submitted, she will be contacted and asked to send a letter of interest to City Manager Bolling.

Adjournment: Motion by Judy Yeager, Seconded by Tara Stockton.

ELECTRIC POWER BOARD OF ROCKWOOD
WORKSHOP & MEETING AGENDA
JUNE 16, 2020
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM

4:30 PM – FY 2021 BUDGET WORKSHOP
5:00 PM – BOARD MEETING

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on May 28, 2020	Approval
April 2020 Financial Statements	Approval
June 2020 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	

Old:

1. Comcast Pole Attachment License Agreement	Information
--	-------------

New:

1. New Purchases	Approval
2. New Projects	Approval
3. Pollution Liability Insurance Renewal	Approval
4. Local Rate Action Request Letter	Approval
5. FY 2021 Budget	Approval
6. Bad Debts	Approval

Announcements

July 2020 Board Meeting

Adjourn

The regular meeting of Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on May 28, 2020. Due to the COVID-19 pandemic, only a limited number of staff employees attended. Board members present were Childs, Davis, Holloway, Layne, and McCullough. Staff included General Manager, Kendall Bear; Assistant Manager, Marsha O'Keefe; Director of Safety, Marty Hill; and IT, Wyatt Wilson. The meeting was videotaped and posted on REU's website and Facebook. Governor Lee's Executive Order #32 extended a prior Order allowing public meetings to be held via electronic means as long as they are posted publicly within 2 business days.

Chris Mitchell, CMMC Consultant, gave a presentation via a teleconference call and GoToMeeting application. All Board members and attendees were able to see and hear his presentation. He updated the Board on the financial trends, forecasting updates, and the expected impact of COVID-19 on revenues. In April, the utility set a record low demand and energy. The utility continues to have flat sales and no growth. In 2019 the Grid Access Charge (GAC) impacted net income and cash flow by \$57,558. As of April 2020 the impact to net income and cash flow was -\$13,019. The Partnership Credit received for ten (10) months totaled \$488,000 and is helping offset the negative impact of COVID-19, TVA's Grid Access Charge (GAC), and low load factor. Next year the utility should see closer to \$500,000 in partnership credits for twelve (12) months. The O&M expenses continue to increase yearly. Net income continues to decline due to declining/flat sales and increasing O&M. Cash is still declining from last year. All the factors indicate the need for a revenue retail rate adjustment for October 2020. If approved the impact would be \$604,531. The customer charge increase for residential service would be \$3.50 per month resulting in a \$488,446 in additional revenue or 2.5%. GSA1 customer charge would also be increased \$3.50 per month resulting in \$116,085 additional revenue; or 2.5%.

Davis asked if Mr. Mitchell was recommending a rate increase of 2.5% and he answered yes. Davis asked Mr. Mitchell if in his opinion did he think we needed to be "delving" into capital projects with the economic climate as it is and should we be "delving" into broadband, which we've been talking about for a long time, in the situation we are in? Mr. Mitchell said that his response would be very similar to a year ago and how he has answered others recently. On the subject of broadband, just because you can, doesn't mean you should. From the perspective of an investment, there is a lot of risk. He has seen a few utilities do it well, a few utilizes do "OK", and some do it horrifically bad. Mr. Mitchell cautioned that in times of high stress, risk, and uncertainty, he thinks it is not wise to add more stress to a financial situation by doing things that have potential risk. Mr. Mitchell would not be encouraging broadband investment at the retail level now. However, Mr. Mitchell stated that if you have broadband already and/or you have fiber, dark fiber already installed, or you already have investment and don't have to spend any more money because it's (i.e., broadband/fiber) there, then you should lease the excess out, just be cautious. Mr. Mitchell stated the capital projects in general fall under a couple of categories. First, the utility has an obligation to maintain a reliable system and if capital projects are beneficial for this purpose, then "yes". If capital projects are to create new opportunities, such as developing a new area of the service territory, then "no". Mr. Mitchell noted that a utility should

not plan , mobilize, demobilize, slow down, or start/stop capital projects because this is not efficient.

Childs asked Mr. Mitchell if he could run an analysis to show the increase in revenue for increases of 3% and 3.5%. Mitchell stated he would send a report to Manager Bear within the next few days.

Chairman Holloway thanked Mr. Mitchell and said the Board would take his recommendations under consideration.

A motion was made by McCullough, seconded by Davis to approve the minutes as recorded for the April 21, 2020 meeting. All voted yes.

Due to Chris Mitchell's report, very little discussion was held on the March 2020 Financial Statements. A motion was made by Layne, seconded by Davis to approve the financial statements. All voted yes.

A motion was made by Davis, seconded by McCullough to accept the May 2020 Accounts Payable. All voted yes.

As part of the Manager's Report, Manager Bear informed the Board the License Agreement with Comcast was down to a few items to finalize. A conference call was being scheduled with Larry Cash, himself, and Comcast to resolve these issues. The utility just received a proposal for Pollution Liability Insurance in the amount of \$2,635 from Distributors Insurance Company. The proposal will be on the June agenda for approval. It is the same as in previous years. He met with USI advisors about the first quarter of 2020 on the OPEB Trust. Due to market declines in March 2020 the trust had decreased but was already showing improvements. They also discussed the Actuarial Valuation for June 30, 2020 and June 30, 2021. The amounts for funding the benefit for FY ending June 30, 2020 and 2021 are \$239,694 and \$250,027, respectively. Main concerns are rising health care cost. A motion was made by Layne, seconded by Childs to accept the Manager's Report. All voted yes.

Davis asked Manager Bear if a meeting with Comcast was held in the next week would this matter be resolved. Manager Bear answered that he fully expected to have something at the next Board meeting.

A motion was made by McCullough, seconded by Childs to approve the purchase of 60 meters from Anixter Power Solutions at a cost of \$8,160. The meters are single-phase, Class 200, Form 2S with an integrated communications module to interface with our AMI system. All voted yes.

A motion was made by McCullough, seconded by Layne to approve the purchase of two (2) overhead, three-phase switches. Existing switches at two different locations are requiring maintenance but if they cannot be adjusted or repaired, new ones will be needed. These new switches will be needed to maintain current inventory levels. They are approximately \$3,500 each. Also, one switch is being planned for installation near the Water Treatment Plant in Rockwood to keep the power on if Burke Mill Substation loses power for an extended amount of time. All voted yes.

Manager Bear reported the utility did not have any new projects that needed approval at this time.

A motion was made by McCullough, seconded by Davis to approve the recommendation from Principal and Wealth Plan Advisors to have the “Rockwood Electric Utility Employees’ Pension Plan” reviewed for maintenance and administrative updates for compliance with applicable IRS documents. Two quotes have been received. Both companies quoted \$1,500 for the review and approximately \$500 per year for annual upkeep and maintenance. All voted yes.

A motion was made by Davis, seconded by McCullough to approve the administrative fees to Principal of \$50,000. This is paid quarterly at \$12,500. The amount will be included in the FY 2021 budget. The Board should reserve the right to modify this action during the upcoming fiscal year based on the financial position of the Utility. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the Postretirement Welfare Benefit GASB 75 Actuarial Valuation by USI Consulting Group. An Executive Summary and Financial Statement Disclosure are include in the Valuation. All voted yes.

A motion was made by McCullough, seconded by Childs to approve a minimum contribution of \$50,000 to the OPEB Trust. All voted yes.

A motion was made by Layne, seconded by Childs to approve the \$16,000 annual membership dues to APPA. The Utility has been a member of APPA since 1947. They are the premier organization representing the interest of Public Power in Washington, D.C. The Utility uses some of their engineering software, mutual aid programs, salary surveys, and participates in the RP3 program. Votes were, Childs – yes, Davis –no, Holloway – no, Layne – yes, McCullough – no. Motion failed 3-2.

A motion was made by McCullough, seconded by Davis not to approve the new Roane Alliance Partnership Proposal for three years at \$1,833 per year. Votes were Childs – yes, Davis –yes, Holloway – yes, Layne – no, McCullough – yes. Motion passed 4-1.

A motion was made by McCullough, seconded by Davis to solicit financing options for the replacement of Truck #9 at a cost of \$247,117. The options and recommendation will need to be brought back to the Board at a future meeting. All voted yes.

A motion was made by Layne, seconded by Davis to approve the write-off of uncollectible debts for the periods of February 2020 in the amount of \$2,535.12 and noted the bad debts collected for April 2020 were \$1,506.11. All voted yes.

Chairman Holloway scheduled a budget workshop prior to the next Board meeting on June 16, 2020. The workshop will begin at 4:30 pm and the board meeting will follow.

Chairman Holloway stated that he appreciated the employees on doing a great job during the COVID-19 pandemic.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 1	
Rockwood Electric Utility		APRIL 2020			
BALANCE SHEET					
ASSETS AND OTHER DEBITS		ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS	
UTILITY PLANT				CAPITAL	
Electric Plant.....	1	65,432,021.53	Membership certificates.....	30	
Less Depreciation.....	2	17,974,657.62			
Total.....	3	47,457,363.91	EARNINGS REINVESTED IN SYSTEM ASSETS		
Unamortized acq. adj.....	4		Beginning of year.....	33	43,832,126.99
Other utility plant - net.....	5		Current year to date.....	34	1,374,941.60
Total Plant - net.....	6	47,457,363.91	Total.....	35	45,207,068.59
			LONG-TERM DEBT		
OTHER PROPERTY AND INVESTMENTS			RUS.....	36	
Nonutility property - net.....	7		CFC.....	37	
Other investments.....	8	33,765.14	CoBank.....	38	
Sinking funds.....	9		Bonds and other long-term debt.....	39.1	3,700,000.00
Depreciation funds.....	10		TVA.....	39.3	
Other special funds.....	12	3,455,554.00	Debt premium and discount.....	40	36,612.32
Total.....	13	3,489,319.14	Total.....	41	3,736,612.32
			OTHER NON-CURRENT LIABILITIES		
CURRENT AND ACCRUED ASSETS			Postretirement Benefits.....	39.2	3,573,352.16
General cash and temporary cash investments.....	14	3,067,759.82	Energy Service Loans - Advances.....	42	150,653.23
Accounts receivable.....	15	1,945,623.30	Energy Service Loans - Other.....	43	
Materials and supplies.....	16	474,085.54	Total.....	44	3,724,005.39
Prepayments.....	17	179,036.08	CURRENT AND ACCRUED LIABILITIES		
Other current assets.....	18	982,048.94	TVA notes payable.....	45.1	
Total.....	19	6,648,553.68	Other notes payable.....	45.2	
			Accounts payable.....	46	3,353,788.42
DEFERRED DEBITS			Customer deposits.....	47	1,263,547.71
Debt expense.....	20		Taxes and equivalents accrued.....	48	23,676.52
Preliminary survey.....	21		Interest accrued - RUS.....	49	23,208.34
Clearing accounts.....	22		Interest accrued - CFC.....	50	
Energy Service Loans receivables.....	24	179,986.12	Interest accrued - CoBank.....	51	
Deferred costs on TVA Leases.....	25		Interest accrued - TVA.....	52.1	
Other deferred debits.....	26		Interest accrued - other.....	52.2	
Total.....	27	179,986.12	Other current liabilities.....	53	512,316.38
			Total.....	54	5,176,537.37
TOTAL ASSETS AND OTHER DEBITS.....			28	57,775,222.85	DEFERRED CREDITS
			Advances for construction - refundable.....		
			55		
			Other deferred credits.....		
			56		
			Total.....		
			57		
			(69,000.82)		
			(69,000.82)		
			TOTAL LIABILITIES AND OTHER CREDITS.....		
			58		
			57,775,222.85		
() Indicates red figures CFC or CoBank Investments included in Item No. 8 33,765.14 Construction work in progress included in Item No. 1 457,394.09 Construction fund included in Item No. 12 Footnotes:					
Total miles of distribution lines					
Total miles of transmission lines					

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		APRIL	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	2,193,867.12	27,880,253.94	
Revenue from late payments	60	13,223.16	141,502.65	
Misc. service revenue	61	1,830.00	42,785.00	
Rent from electric property	62	48,183.09	484,830.90	
Other electric revenue	63	5.00	50.00	
Total operating revenue	64	2,257,108.37	28,549,422.49	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	1,436,144.10	20,040,089.55	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	149,796.30	928,973.12	
Customer accounts expense	68	16,827.17	529,110.23	
Customer service and informational expense	69		8,464.17	
Sales expense	70	(242.50)	11,795.50	
Administrative and general expense	71	203,378.70	2,306,413.41	
Operating expense	72	369,759.67	3,784,756.43	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	62,644.79	820,740.60	
Administrative and general expense	75	2,366.00	16,134.15	
Maintenance expense	76	65,010.79	836,874.75	
OTHER OPERATING EXPENSE				
Depreciation expense	77	134,861.51	1,288,103.93	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	114,243.79	1,161,423.39	
Other operating expense	80	249,105.30	2,449,527.32	
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	2,120,019.86	27,111,248.05	
INCOME				
Operating income (item 64, less item 81)	82	137,088.51	1,438,174.44	
Other income	83			
Total income	84	137,088.51	1,438,174.44	
Miscellaneous income deductions	85	200.00	9,148.80	
Net Income before debt expense	86	136,888.51	1,429,025.64	
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	58,020.84	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(3,936.80)	
Total debt expense	95	5,408.40	54,084.04	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	131,480.11	1,374,941.60	
Extraordinary items	97			
Net Income	98	131,480.11	1,374,941.60	

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

PAGE 3

Rockwood Electric Utility

APRIL 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	1,249,274.43	16,241,578.87	107	11,013,335	143,480,840
Gen. Power - 50 kW & under.	101	280,155.29	3,696,993.96	108	1,988,769	26,921,627
Gen. Power - Over 50 kW.	102	618,587.45	7,465,239.65	109	7,470,837	83,267,669
Street and athletic - Codes 72, 73 & 74.	103	16,027.97	168,986.87	110	114,520	1,197,551
Outdoor lighting - Codes 75, 77 & 78.	104	29,821.98	307,454.59	111	207,261	2,104,739
Subtotal.	330	2,193,867.12	27,880,253.94			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	2,193,867.12	27,880,253.94	335	20,794,722	256,972,426
				113	32,786	406,884
				114	20,827,508	257,379,310
				336		

Kilowatt-hours for own use.

Total kilowatt-hours sold and used.

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

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

Credits

Green Power Revenue

Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 750.14	N/A
Gen Partners-GP<50kW	\$ 398.65	N/A
Gen Partners-GP>50kW	\$ 1,640.20	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	1,436,144.10	20,040,089.55	119	21,118,047	267,023,202
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	1,436,144.10	20,040,089.55	122	21,118,047	267,023,202
Other Purchased Power*.	218			222		
Subtotal.	340	1,436,144.10	20,040,089.55			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	1,436,144.10	20,040,089.55	345	21,118,047	267,023,202
				123	20,827,508	257,379,310
				124	290,539	9,643,892
				125	1.38	3.61
				127	6.801	7.505
				346		

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

**Purchased other power under contract number TV- _____

from _____

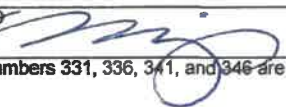
POWER DISTRIBUTORS

O.M.B.NO. 3318-0001

TVA 4171 (FIN-1-82)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION Rockwood Electric Utility			FOR MONTH AND YEAR APRIL 2020		PAGE 3a
CUSTOMER DATA			LONG-TERM DEBT		
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT	
Residential.	11,694	11,652	Long-term debt last report (item 41).	3,737,006.00	
Gen. Power - 50 kW & under.	2,745	2,752	Add new long-term debt this month (page 3).		
Gen. Power - Over 50 kW.	121	129	Total.	3,737,006.00	
Street and athletic - Codes 72, 73 & 74.	39	38	Less reductions this month (page 3).	393.68	
Outdoor Lighting - Code 78.	133	139	Long-term debt this month (item 41).	3,736,612.32	
Total.	14,732	14,710			
Special Outdoor Lighting - Code 75.					
Outdoor Lighting - Code 77.	2,141	2,157			
OPERATING RATIO			THIS MONTH	YEAR TO DATE	
Item 81 minus item 80 divided by item 64 equals			82.89%	86.38%	
Footnotes:					
SIGNED 		TITLE <i>Manager of Accounting</i>		DATE PREPARED <i>5/20/2020</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
JUNE 25, 2020 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF MAY 28, 2020 MEETING
APPROVAL OF MAY FINANCIAL REPORT

PUBLIC COMMENT

COMPTROLLER

MAY FUND BALANCES

COMMITTEE REPORTS

PERSONNEL COMMITTEE

GENERAL REPORT

BUDGET AND FINANCE COMMITTEE

ADDITIONAL BUDGET AMENDMENTS 2019-2020

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

AS OF 5/31/2020 BORROWED \$1,319,778.55 FOR CENTER

DIRECTOR'S REPORT

GENERAL REPORT

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NEW BUSINESS

MINUTES OF MAY 28, 2020
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, May 28, 2020 at 1:00 pm. at the E-911 Center administrative office.

MEMBERS PRESENT: Arvel McNelly, Tim Suter, Tony Brown, John Harvey, Randy Ellis, Marilyn Calfee, Keith Farmer

MEMBERS ABSENT: Jack Stockton, Brad Daniels

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

CALL TO ORDER:

Chairman Ellis called the meeting to order at 1:00 P.M. with a quorum of 7 present.

APPROVAL OF MINUTES:

Motion was made by Mr. Suter second by Ms. Calfee to approve the minutes of April 30, 2020 regular meeting. Motion carried. The Chairman welcomed Mr. Farmer as our newest board member, Keith Farmer, representing the Fire Board. He is the Fire Chief of Midtown.

FINANCIAL STATEMENT:

Motion was made by Mr. McNelly, second by Mr. Harvey to approve the financial statement for April 2020. Motion carried.

FUND BALANCE:

Comptroller read the fund balances, there were no questions.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMMITTEE:

Personnel meeting minutes were presented. Committee chairman Brown presented that the committee offered Director Anderson a post probationary increase to his salary of \$4,000, This was an amount that had been discussed when he had been hired, his probation ended on May 3, 2020. Mr. Brown made a motion to increase the Director's salary by \$4,000. Mr. Harvey second. Roll call vote was taken with all 7 members voting yes. Motion carried.

BUDGET COMMITTEE:

Ms. Calfee, committee chairperson, presented the amended 2019-2020 budget and the proposed 2020-2021 budget to the board for approval. There was a Revised Proposed Budget presented to the board by the Director due to late Insurance cost increase notification and adjusted salaries. The committee recommended the proposed budget of 0% revenue increase and 0% payroll increase for the 2020-2021 fiscal year.

BUILDING/EQUIPMENT COMMITTEE:

Committee chairman Brown updated the board on the building progress and said it may possibly be completed by November, 2020.

DIRECTORS REPORT:

Director Anderson presented the updated VPN agreement with the Sheriff's office with the two new points added, there were no comments to follow. Director Anderson presented the request for estimated Capital expenses regarding the new 911 Center. There was an handbook change presented updating the employee pay scale page. Ms. Calfee moved to accept the change, Mr. Suter second. Motion carried. April dispatch stats were presented for informational purposes only. With the I.T. Director reaching the completion of his probationary period (June 9), the Director Anderson mentioned that he would like increase his salary to \$50,000. Ms. Calfee made a motion to proceed with the recommendation to increase the salary to \$50,000, Mr. Suter second. Roll call vote was taken and all 7 members voted yes. Motion carried. Director Anderson reminded the board that he would be out of town June 19 - June 29 for his honeymoon. Eric will be in the office during this time to handle any technical issues. Mr. Ellis stated if any other issues came up he would be available.

OLD BUSINESS:

The money from our undesignated funds can be used to cover the Director's aforementioned capital expenses for the new 911 center which totaled approximately \$312,856. Mr. Brown made a motion to set aside \$350,000 out of the undesignated funds to give the Director authorization to go ahead with the recommendations presented, Mr. Suter second. Roll call vote was taken with all 7 members voting yes. Motion carried.

NEW BUSINESS:

The Amended Budget for fiscal year 2019-2020 was presented for approval. Ms. Calfee made a motion to approve, Mr. Brown second. Roll call vote was taken with all 7 members voting yes. Motion carried. The Proposed Budget for fiscal year 2020-2021 was presented for approval. Ms. Calfee made a motion to approve, Mr. McNelly second. Roll call vote was taken with all 7 members voting yes. Motion carried. The changes to the Plaque for the new 911 Center were presented that would update the year and current employees and board members. Mr. Harvey made a motion to accept these changes as presented, Ms. Calfee second. Motion carried.

CHARIMAN REPORT:

Chairman Ellis read a letter of resignation presented to him from Vice-Chairman McNelly from the board. This will be effective July 1, 2020. Mr. McNelly made a motion to accept his letter of intent to retire, Mr. Suter second. Motion carried.

ADJOURNMENT:

With no further business to come before the board, a motion to adjourn was made by Mr. Suter , second by Mr. Brown. Voice vote all approved. Motion carried. Dismissed at 1:45 pm. Next regular meeting will be June 25, 2020 at 1:00 P.M.

Regular April 30, 2020 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : May 28, 2020.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

Proposed Amended Budget 2019-2020					
	2019-2020		Amended		AMENDED
REVENUES	BUDGET		2019-2020		DIFFERENCE
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	65,276		65,276		-
4002 COMPTROLLER	60,589		58,589		(2,000)
4003 I.T. DIRECTOR	50,019		52,019		2,000
4004 DISPATCH TELECOM (8)	304,726		304,726		-
4005 DISPATCH SUPERVISOR (3)	129,482		129,482		-
4006 ADMIN - MAPPING/P/T CONSULT.	44,527		44,527		-
4007 ADMIN TAC	45,475		45,475		-
4008 OVERTIME PAY	10,150		10,150		-
4009 PART -TIME PERSONNEL	19,005		19,005		-
4010 CHRISTMAS BONUS	2,012		2,012		-
4012 HOLIDAY PAY	17,975		17,975		-
4099 NCIC RECORDS CLERK	40,970		40,970		-
4101 SOCIAL SECURITY TAX	45,295		45,295		-
4102 MEDICARE TAX	10,822		10,822		-
4103 LIFE INSURANCE	1,500		1,500		-
4104 MEDICAL INSURANCE	135,177		135,177		-
4107 SUTA TAX	826		826		-
4108 STATE RETIREMENT	39,567		39,567		-
4201 MAPPING/ADDRESSING	100		100		-
4203 AUDIT SERVICES	8,950		8,950		-
4204 ACCOUNTING SERVICES	3,858		3,858		-
4217 LEGAL & PROFESSIONAL	7,500		7,500		-
4218 MAINT. AGREEMENTS	44,238		44,238		-
4220 NCIC/TBI/TIES LINE	5,500		5,500		-
4225 PEST CONTROL	300		300		-
4228 RENT/REP SITE (TANK&PROPANE)	800		800		-
4299 TRASH DISPOSAL	270		270		-
4301 OFFICE SUPPLIES	2,200		2,250		50
4302 CUSTODIAL SUPPLIES	1,600		1,600		-
4303 DISPATCH SUPPLIES	1,400		1,400		-
4304 POSTAGE	756		706		(50)
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		3,424		300
4310 GENERAL TELEPHONE (ADMIN)	11,235		11,235		-
4311 CELL PHONE /VERIZON	1,814		1,814		-
4312 GEN TELE (CALL CENTER LINES)	15,660		15,660		-
4313 INTERNET CHARGES	11,845		11,845		-
4333 MISC MAINT & REPAIR	6,000		5,650		(350)
4335 MAINT & REPAIR VEHICLE	1,800		1,800		-
4336 VEHICLE FUEL COST	2,400		2,400		-
4339 MDT MAINTENANCE IN/OUT	20,790		20,790		-
4340 800 RADIO SYST. MAINT IN/OUT	37,100		37,100		-
4399 MISCELLANEOUS EXPENSE	1,300		1,300		-
4401 BANK FEES	1,167		1,217		50
4405 DUES & SUBSCRIPTIONS	4,035		4,035		-
4406 TESTING/EVALUATION	1,000		1,000		-
4407 WORKERS COMP INSURANCE	1,200		1,200		-
4408 LIABILITY INSURANCE	25,004		25,004		-
4413 LICENSE & FEES	1,600		1,600		-
4414 SURETY BONDS	21		21		-
4418 TRAINING	1,500		1,500		-
4419 TRAVEL,MEALS, LODGING	4,090		4,090		-
4421 ADVERTISING	2,000		2,000		-
5010 INTEREST EXPENSE	5,000		5,000		-
TOTAL ESTIMATED EXPENSES	1,282,200		1,282,200		-

FUND BALANCES

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

REVENUE FUND	\$1,889,167.53
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OPERATING ACCOUNT	\$ 77,601.51
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TOTAL FUNDS	\$1,966,769.04
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LESS CAPITAL EQUIPMENT (5/28/2020)	\$- 350,000.00
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LESS 800 MHZ SYSTEM MAINTENANCE	\$- 20,532.77
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LESS METRO COMM. MOVING RADIOS	\$- 25,142.37
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LESS WATSON FURNITURE DISPATCH CONSOLES	\$- 68,466.81
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LESS USDA RESERVE ACCOUNT	\$- 173,771.56
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<u>LESS EST. 3 MONTH RESERVE</u>	<u>\$- 230,000.00</u>
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TOTAL DESIGNATED	\$- 867,913.51
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TOTAL UN-DESIGNATED	<u>\$1,098,855.53</u>
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WE ARE RECEIVING THE ECB PAYMENT OF \$106,753.00 EVERY TWO MONTHS
THE ECB STATUTE 130 FUNDS DISTRIBUTION IS ONCE A YEAR

CERTIFICATE OF DEPOSIT	\$ 63,055.55
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BUILDING PROJECT ACCOUNT	\$ 1,076.77
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**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
P.O. BOX 236, 330 CARDIFF VALLEY ROAD
ROCKWOOD, TENNESSEE 37854
865-354-0704 FAX 865-354-8481**

June 16, 2020

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The Monthly E-911 Board meeting will be Thursday, June 25, 2020 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting
May 28, 2020 Board Minutes
May 2020 financial report.
Fund Balances as of May 31, 2020
Additional Budget Amendments FY 2019-2020
May Dispatch Statistics
Capital Expenses Allowance

"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.

			Allocated funds by Board:	\$ 350,000.00
Date	To	For	Notes	Cost
5/28/2020	Johnston Technologies	UPS Backup System		\$ 31,350.00
	Johnston Technologies	UPS System Freight		
6/8/2020	Metro Communications	New radios for new center		\$ 31,561.22
6/8/2020	Metro Communications	Avtec Radio Console Sys.		\$ 180,371.55
6/8/2020	Metro Communications	Wireless headset adapters		\$ 2,700.92
6/2/2020	Taylor Telecom	Network wiring		\$ 34,960.00
6/2/2020	Taylor Telecom	Security Cameras		\$ 9,139.74
6/2/2020	Taylor Telecom	Access Control System		\$ 12,600.00
			Total spent/allocated:	\$ 302,683.43
			Remaining:	\$ 47,316.57

ROANE COUNTY E-911

May 2020 Statistics

	May 2020	2020 YTD
Calls for service entered into CAD system	4,040	18,619
TELEPHONE		
911 calls received	3,427	12,668
Administrative calls inbound	5,751	27,343
Administrative calls outgoing	3,015	15,981
TOTAL:	12,359	56,804
Total phone duration (minutes)	17,488	82,669
RADIO AIRTIME (MINUTES)		
MAIN D	5,437	15,688*
HR DSP	1,867	4,551*
FD DSP	717	2,237*
EMS	1,107	3,033*
HWY OP	971	2,293*
Ro NET	1	5*
PSAP NET 2	3	44*
TOTAL:	10,102	27,851*
Average radio airtime per CAD system record (minutes)	2.50	2.52*
Average phone call time per CAD system record (minutes)	4.33	4.44
TOTAL AVG. TIME PER CAD SYSTEM RECORD:	6.83	6.96*

* Data not available prior to March 2020.

BUDGET F/Y 2019-2020		APPROVED BY BOARD 06/27/2019		6/27/2019		
2% Salary Increase + Longivity						
	2019-2020	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
REVENUES	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
				MAY		
3010 TECB 911 SURCHARGE (BASE)	640,518	106,753.00	0.00	(106,753.00)	533,765.00	(106,753.00)
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	619,255.25	(55,117.75)
5002 INTEREST INCOME	888	74.00	79.06	5.06	880.38	(7.62)
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	17.04	(2,980.88)	37,213.61	1,238.61
5009 OTHER INCOME	2,208	184.00	46.80	(137.20)	1,256.80	(951.20)
5014 NCIC/REC CLERK/COUNTY	47,387	3,948.92	3,948.93	0.01	43,438.23	(3,948.77)
TOTAL ESTIMATED REVENUE	1,457,913	171,785.92	67,582.00	(104,203.92)	1,274,366.09	(183,546.91)
=====						
EXPENDITURES						
4001 DIRECTOR	65,276	5,439.67	7,230.77	1,791.10	58,058.26	(7,217.74)
4002 COMPTROLLER	60,589	5,049.08	4,754.43	(294.65)	52,889.19	(7,699.81)
4003 I.T. DIRECTOR	50,019	4,168.25	5,480.76	1,312.51	47,154.14	(2,864.86)
4004 DISPATCH TELECOM (8)	304,726	25,393.83	32,483.20	7,089.37	256,301.00	(48,425.00)
4005 DISPATCH SUPERVISOR (3)	129,482	10,790.17	13,900.81	3,110.64	114,945.62	(14,536.38)
4006 ADMIN-MAPPING/ PT CONSULT	44,527	3,710.58	2,452.50	(1,258.08)	37,705.14	(6,821.86)
4007ADMIN TAC	45,475	3,789.58	4,814.07	1,024.49	38,509.48	(6,965.52)
4008 OVERTIME PAY	10,150	845.83	928.02	82.19	9,066.76	(1,083.24)
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	1,567.68	69.76	16,638.64	(1,336.36)
4099 NCIC RECORD CLERK	40,970	3,414.17	4,511.43	1,097.26	36,091.44	(4,878.56)
4101 SOCIAL SECURITY TAX	45,295	3,774.58	3,120.68	(653.90)	39,404.54	(5,890.46)
4102 MEDICARE TAX	10,822	901.83	729.84	(171.99)	9,217.92	(1,604.08)
4103 LIFE INSURANCE	1,500	125.00	93.50	(31.50)	1,058.69	(441.31)
4104 MEDICAL INSURANCE	135,177	11,264.75	8,622.25	(2,642.50)	114,819.90	(20,357.10)
4107 SUTA TAX	826	68.83	0.00	(68.83)	461.34	(364.66)
4108 STATE RETIREMENT	39,567	3,297.25	3,182.74	(114.51)	33,175.34	(6,391.66)
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	3,858	321.50	320.00	(1.50)	3,200.00	(658.00)
4217 LEGAL & PROFESSIONAL	7,500	625.00	0.00	(625.00)	6,865.97	(634.03)
4218 MAINT. AGREEMENTS	44,238	3,686.50	12,565.00	8,878.50	43,903.47	(334.53)
4220 NCIC/TBI/TIES LINE	5,500	458.33	560.00	101.67	4,743.32	(756.68)
4225 PEST CONTROL	300	25.00	50.00	25.00	275.00	(25.00)
4228 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	237.08	(562.92)
4299 TRASH DISPOSAL	270	22.50	42.00	19.50	247.00	(23.00)
4301 OFFICE SUPPLIES	2,200	183.33	104.99	(78.34)	2,150.85	(49.15)
4302 CUSTODIAL SUPPLIES	1,600	133.33	173.06	39.73	1,167.73	(432.27)
4303 DISPATCH SUPPLIES	1,400	116.67	139.96	23.29	996.11	(403.89)
4304 POSTAGE	756	63.00	77.80	14.80	626.95	(129.05)
4305 SMALL EQUIPMENT PUR	5,000	416.67	41.85	(374.82)	1,052.85	(3,947.15)
4307 UTILITIES ELECTRIC	14,790	1,232.50	885.33	(347.17)	11,479.07	(3,310.93)
4308 UTILITIES GAS	1,860	155.00	148.34	(6.66)	1,326.50	(533.50)
4309 UTILITIES WATER / SEWER	3,124	260.33	319.56	59.23	2,710.46	(413.54)
4310 GENERAL TELEPHONE (ADMIN)	11,235	936.25	1,177.55	241.30	9,696.96	(1,538.04)
4311 CELL PHONE/VERIZON	1,814	151.17	132.67	(18.50)	1,389.06	(424.94)
4312 GEN TELE(CALL CENTER LINE)	15,660	1,305.00	2,540.00	1,235.00	15,480.00	(180.00)
4313 INTERNET CHARGES	11,845	987.08	1,754.04	766.96	10,774.14	(1,070.86)
4333 MISC MAINT& REPAIR	6,000	500.00	704.87	204.87	2,171.47	(3,828.53)
4335 MAINT & REPAIR VEHICLE	1,800	150.00	207.39	57.39	1,462.64	(337.36)
4336 VEHICLE FUEL COST	2,400	200.00	62.18	(137.82)	1,452.93	(947.07)

4339 MDT MAINTENANCE IN/OUT	20,790	1,732.50	0.00	(1,732.50)	20,790.00	0.00
4340 800 RADIO SYST. MAINT IN/OUT	37,100	3,091.67	0.00	(3,091.67)	36,974.92	(125.08)
4399 MISCELLANEOUS EXP	1,300	108.33	0.00	(108.33)	1,100.00	(200.00)
4401 BANK FEES	1,167	97.25	104.05	6.80	1,074.99	(92.01)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	1,000	83.33	220.00	136.67	220.00	(780.00)
4407 WORKERS COMP INSURANCE	1,200	100.00	0.00	(100.00)	1,150.00	(50.00)
4408 LIABILITY INSURANCE	25,004	2,083.67	0.00	(2,083.67)	24,992.00	(12.00)
4413 LICENSE & FEES	1,600	133.33	800.00	666.67	1,400.00	(200.00)
4414 SURETY BONDS	21	1.75	0.00	(1.75)	0.00	(21.00)
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,199.95	(300.05)
4419 TRAVEL, MEALS, LODGING	4,090	340.83	157.92	(182.91)	2,934.07	(1,155.93)
4421 ADVERTISING	2,000	166.67	0.00	(166.67)	1,612.15	(387.85)
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	117,161.24	10,311.24	1,098,139.36	(184,060.64)
=====						
ESTIMATED RECEIPTS	1,457,913		67,582.00			
VS						
ESTIMATED EXPENDITURE	1,282,200		117,161.24			
OVER (UNDER)	175,713					
DEPRECIATION	41,966					
OVER(UNDER)AFTER DEPRECIATION	133,747		-49,579.24			

MINUTES
KINGSTON PLANNING COMMISSION
JUNE 16, 2020

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on June 16, 2020 at the Kingston City Hall.

Members Present

Stephanie Wright, Chair
John Byrkit, V. Chmn.
Bo Pickel, Sec.
Tim Neal, Mayor
Kris Clifton
Wade Lovin
Lou Qualls
Jody Tipton

Members Absent

Gary Botkin
Gary Lay

Others Present

David Bolling
Kelly Jackson
Bud Slaven
David Poe

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Vice Chair Byrkit and a second by Mayor Neal, the minutes of the May 19, 2019 meetings were unanimously approved on a roll call vote subject to the minutes being corrected to show that Commissioner Lovin was not present.

REPORTS

Mayor Neal reported that the city council had passed the ordinance requesting that the Local Government Planning Advisory Committee abolish Kingston's planning region and add it to Roane County's planning region and also remove the planning commission's regional authority.

City Manager Bolling stated that the Roane County Regional Planning Commission will address a resolution requesting that the Local Planning Government Planning Advisory Committee allow Kingston's planning region to become part of the Roane County planning region. He also noted that the city had withdrawn a TDOT grant application for Dogwood Drive. Also, the city is working with Earl Duff Subaru about its proposed signage.

PUBLIC COMMENTS

There were no public comments.

SITE PLAN REVIEW – ADDITIONAL TO WEIGEL'S ALONG GALLAHER ROAD (MAP 059, PARCEL 25.00)

Mr. David Poe presented a site plan of the western expansion of the Weigel's property along Gallaher Road. The site plan showed a remodel of the existing building, the extension of the parking area to have a total of 49 parking spaces, and a drainage plan showing the sheeting of water off the developed area into a proposed detention pond at the western corner of the property. The building footprint, canopy, and ingress/egress would not change. The dumpster for garbage collection would be on a concrete slab.

Action Taken

On a motion by Mayor Neal and a second by Secretary Pickel, the commission unanimously voted to approve the site plan on a roll call vote.

DISCUSSION OF BILLBOARDS

There was a discussion of billboards and the locations and sizes permitted based on several criteria including zoning district, distance to interstate highway interchanges, and the size and height requirements for signs. Because there are no specific height and size requirements for billboards, City Manager Bolling and Commissioner Lovin noted that the only place billboards fit in the zoning ordinance is under the size and height requirements for signs. If billboards are treated as signs, there are numerous other regulations for signs that might be in effect. Such regulations would include limiting the lighting if they are near a residential district and perhaps size and height allowances if they are within 500 feet of an interstate highway interchange.

After considerable discussion, the commission agreed that the sign regulations should be reviewed and possibly amended. The commission will address this issue in future meetings.

DISCUSSION OF REQUIRED CERTIFICATES FOR MINOR SUBDIVISIONS AND COMBINING OF LOTS

Commissioner Lovin briefly addressed the commission about the possibility of changing some of the certificate requirements for minor plats and where properties are being combined. He felt that certain certificates were not applicable for such plats and were a burden for property owners and surveyors. The commission agreed to address this at the next meeting.

ADJOURNMENT

The meeting adjourned at 7:15 p.m.



**KINGSTON BOARD OF ZONING APPEALS
CALLED MEETING
Monday, June 15, 2020**

MINUTES

The City of Kingston Board of Zoning Appeals met in a Special Called Meeting on Monday, June 15, 2020 at 6:00 p.m. Chair Glenda Johnson called the meeting to order. Upon roll call the following members were present: Chair Glenda Johnson, Mayor Tim Neal, Member Tori May (via phone). Member Suter was absent. Staff present: City Clerk Kelly Jackson and Roane County Building Official Glen Cofer.

A. New Business

1. Variance Request by Applicant Gary Lemasters. Property Location: 308 West Race Street. Variance Request 4ft for Porch/Deck.

Motion made by Mayor Tim Neal, Second by Member Tori May to grant a Variance Request of a 4ft for Porch/Deck. Motion passed unanimously

Member Tori May made a motion to adjourn, Second by Mayor Tim Neal
Chair Johnson adjourned the meeting

Glenda Johnson, Chair

Kelly Jackson, City Clerk