



City Manager Report

May 2020



The 1927 Kingston Peaches

. Back Row, left to right: Mildred Roberts, Mildred Bowman, D.P. Roberts - Coach, Ruby Hedgecock, Nelle Ruth Cates. Front Row, left to right: Mary Frank Bowman, Dixie Lynn Bowman, Lela "Dutch" Marney, Mary Lee Sparks, Margaret Waller

Contents:

Monthly reports of the City Manager and all departments as presented to the Kingston City Council and to the citizens of Kingston

Reporting Schedule:

Published monthly on the City of Kingston website and distributed during the Kingston City Council meeting on the second Tuesday of each month

Distributed: June 9, 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: May 2020

Legislative Accomplishments

- A. Authorization for the City Manager to apply for the 2020 U.S. Department of Transportation BUILD Grant to fund the development of a master plan for the Highway 70 / 58 corridor.
- B. Authorization for the Mayor to execute the FY-21 TDOT Maintenance Contract.
- C. Approval of the appointment of Jamey Davis to fill a vacated seat on the Kingston Parks and Recreation Board with a term ending June 30, 2022.
- D. Approval to cancel the Smokin' the Water Fourth of July celebration.
- E. Approval of the Certification of Compliance for Krishna, LLC to sell retail alcoholic beverages at 1202 N. Kentucky Street.
- F. Approval of the application for an off-premises beer permit for CAPL Retail, LLC at 935 N. Kentucky Street.
- G. Approval of the application for an off-premises beer permit for CAPL Retail, LLC at 935 E. Race Street.
- H. Approval of the application for an off-premises beer permit for CAPL Retail, LLC at 614 N. Kentucky Street.

Other Items Considered by the Council

- None
- **External Meetings**
 - Meetings with Raftelis regarding the utility rate study
 - Meeting with ORNL Credit Union regarding the summer concert series
 - TN Riverline meeting
 - Meeting with FEMA / Collier Engineering regarding greenway repairs
 - 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 MAY 2020

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR MAY 3822 FOR A TOTAL AMOUNT
OF \$299,424.85

* NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 28

* 21 CUSTOMERS FINALED OUT SERVICE

* 248 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 835

* TOTAL E-BILL ACCOUNTS - 347

* ONLINE PAYMENTS PROCESSED 571

* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2147

* WATER LOSS PROTECTION 1169

* WATER LINE PROTECTION 161

* SEWER LINE PROTECTION 37

* COMMERCIAL SINGLE PROTECTION 232

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR DECEMBER 2448

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 248

* 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 MAY 2020

- 1** CHC MECHANICAL CONTRACTORS, 347 EAST STEVENS ST. COOKEVILLE, TN 38501
2 MOBILE PRO TECH SOLUTIONS, 809 SUNSET DR., KINGSTON, TN 37763
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	
P&R BATTING CAGE	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$6,443	\$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	
CAPITAL FUND LL												
Water/Sewer	\$851,308	\$811,658	\$868,175	\$869,050	\$928,505	\$921,043	\$921,825	\$148,821	\$148,821	\$148,821	\$148,821	
1999 Bond	\$83,296	\$113,602	\$144,294	\$174,496	\$206,176	\$236,804	\$267,570	\$299,189	\$371,931	\$442,002	\$166,055	
2004 Bond	\$147,690	\$157,257	\$166,926	\$176,486	\$186,542	\$196,405	\$206,831	\$216,660	\$214,275	\$211,596	\$138,638	
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	
Drug Fund	\$6,219	\$7,519	\$7,387	\$8,486	\$8,494	\$4,808	\$10,086	\$11,014	\$11,029	\$11,115	\$11,137	
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	

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF MAY 2020

- * REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- * RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- * TOTAL FULL-TIME EMPLOYEES:___ 64 ___;TOTAL PART-TIME EMPLOYEES___ 44 ___
- * REVIEWING ALL FMLA RULES AND REGULATIONS
- * HIRED FOUR PART-TIME LIFE GUARDS IN PARK & RECREATION
- * CLEANED OUT FILES CABINET AND GOT RID OF OLD OUTDATED FILES
- * APPROVED EMPLOYEE REQUEST FOR FLMA LEAVE TO BEGIN IN JUNE
- * HIRED 2 PART-TIME EMPLOYEES IN PUBLIC WORKS
- * ONE EMPLOYEE OUT ON MATERNITY LEAVE
- * TRAINING NEW EMPLOYEE FOR HR
- * UPDATED SEVERAL PERSONNEL FILES
- * CLEANED OUT AND SHREDDDED SEVERAL OLD DECEASED EMPLOYEE RECORDS

110	General Fund	Year-To-Date				Monthly Comparative:		
		Year-To-Date		Month-To-Date				
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Revenues								
31110	Property Taxes (Current)	2,004,142.00	(1,956,125.00)	97.60 %	167,011.83	(11,551.00)	6.92 %	
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	(54,549.27)	76.61 %	5,933.33	(1,237.00)	20.85 %	
31212	Property Tax Delinquent - 2nd Prior	40,000.00	(15,045.00)	37.61 %	3,333.33	0.00	0.00 %	
31219	Property Tax Delinquent - Other Prior	17,000.00	(22,467.10)	132.16 %	1,416.67	0.00	0.00 %	
31300	Interest And Court Cost On Prop Tax	49,000.00	(24,607.27)	50.22 %	4,083.33	(697.93)	17.09 %	
31511	In Lieu Tax, Rockwood Electric Utility	83,255.00	(80,468.79)	96.65 %	6,937.92	0.00	0.00 %	
31610	Local Sales Tax - Co. Trustee	1,237,550.00	(1,094,119.00)	88.41 %	103,129.17	(103,981.37)	100.83 %	
31710	Wholesale Beer Tax	192,000.00	(177,399.31)	92.40 %	16,000.00	(19,973.33)	124.83 %	
31720	Wholesale Liquor Tax	50,800.00	(46,190.22)	90.93 %	4,233.33	(5,335.32)	126.03 %	
31800	Business Taxes	70,000.00	(71,234.97)	101.76 %	5,833.33	(36,341.64)	623.00 %	
31912	Comcast Cable Tv Fees	75,000.00	(77,059.77)	102.75 %	6,250.00	(19,691.53)	315.06 %	
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	(40,798.01)	90.66 %	3,750.00	(2,428.80)	64.77 %	
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	(107.75)	431.00 %	
32600	Bza Hearing Fee	25.00	(125.00)	500.00 %	2.08	(25.00)	1,200.00 %	
33490	Tema Grant	0.00	0.00	0.00 %	0.00	0.00	0.00 %	
33500	Telecom Interstate Sales	5,200.00	(4,706.56)	90.51 %	433.33	(405.00)	93.46 %	
33510	State Sales Tax	556,000.00	(498,591.98)	89.67 %	46,333.33	(43,394.81)	93.66 %	
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	(5,886.11)	86.56 %	566.67	(398.50)	70.32 %	

91.67%

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	(199,960.98)	78.42 %	21,250.00	(18,120.64)	85.27 %
33552			State-City Streets And Transportation	12,000.00	(10,799.19)	89.99 %	1,000.00	(981.73)	98.17 %
33555			State Street Contract Maintenance	48,000.00	(28,963.80)	60.34 %	4,000.00	(3,292.64)	82.32 %
33590			Tva Solar Energy James Ferry	3,100.00	(4,931.90)	159.09 %	258.33	(305.12)	118.11 %
33591			Gross Receipts - Tva	73,000.00	(56,853.06)	77.88 %	6,083.33	0.00	0.00 %
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	(2,413.31)	96.53 %	208.33	(36.00)	17.28 %
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	(307,792.64)	92.62 %	27,693.17	(27,984.56)	101.05 %
34720			Swimming Pool Charges	20,000.00	(4,114.34)	20.57 %	1,666.67	0.00	0.00 %
34730			Fort Charges & Donations	0.00	(100.00)	0.00 %	0.00	0.00	0.00 %
34740			Park & Recreation Charges	6,300.00	(13,601.29)	215.89 %	525.00	285.21	-54.33 %
34741			Boat Slip Rental	27,000.00	(21,145.00)	78.31 %	2,250.00	(6,900.00)	306.67 %
34742			Fireworks Donations	50,000.00	(2,509.98)	5.02 %	4,166.67	0.00	0.00 %
34744			Park & Rec Donations Pav,Walk Trail	1,015.00	0.00	0.00 %	84.58	40,000.00	17,290.64 %
34745			Softball Program	7,788.00	(4,155.00)	53.35 %	649.00	0.00	0.00 %
34746			Fire Dept Donations	7,105.00	(674.00)	9.49 %	592.08	0.00	0.00 %
34751			Volleyball Program	5,000.00	(4,655.00)	93.10 %	416.67	0.00	0.00 %
35110			City Court Fines	35,000.00	(20,514.75)	58.61 %	2,916.67	(2,211.54)	75.82 %
35140			Drug Related Fines	1,000.00	(2,719.93)	271.99 %	83.33	(21.37)	25.64 %
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	(628.05)	132.22 %
36350			Insurance Recoveries	0.00	(33,857.01)	0.00 %	0.00	0.00	0.00 %

City of Kingston
Summary Financial Statement - City
May 2020

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
36430			Pavilion Rental	2,000.00	50.00	-2.50 %	166.67	0.00	0.00 %
36967			Contract Natural Gas	21,500.00	(19,708.37)	91.67 %	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	(5,538,772.96)	91.80 %	502,807.83	(267,557.09)	53.21 %
Expenditures									
41100			Legislative	(72,956.00)	47,350.63	64.90 %	(6,079.67)	6,432.96	105.81 %
41210			City Court	(26,565.00)	21,860.72	82.29 %	(2,213.75)	1,563.44	70.62 %
41320			City Manager	(112,373.00)	98,162.00	87.35 %	(9,364.42)	5,985.56	63.92 %
41500			Financial Administration	(441,741.00)	334,142.39	75.64 %	(36,811.75)	25,300.88	68.73 %
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)	86,372.18	64.17 %	(11,216.67)	10,508.92	93.69 %
41990			General Government	(242,094.00)	194,463.44	80.33 %	(20,174.50)	6,920.02	34.30 %
42100			Police	(1,058,357.00)	909,547.92	85.94 %	(88,196.42)	70,405.40	79.83 %
42152			Automotive Services	(113,000.00)	66,469.41	58.82 %	(9,416.67)	652.89	6.93 %
42200			Fire Protection	(1,054,944.00)	925,450.80	87.73 %	(87,912.00)	77,894.02	88.60 %
43100			Public Works	(821,151.00)	648,819.95	79.01 %	(68,429.25)	35,211.48	51.46 %
43190			State Street Aid	(161,500.00)	143,322.88	88.74 %	(13,458.33)	12,500.45	92.88 %
43240			Waste Disposal	(308,642.00)	286,305.59	92.76 %	(25,720.17)	25,693.70	99.90 %
43750			Capital Improvements	(268,279.00)	172,376.80	64.25 %	(22,356.58)	473.85	2.12 %
44143			Animal Control/Codes Enforcement	(30,220.00)	18,104.05	59.91 %	(2,518.33)	1,600.73	63.56 %
44400			Parks & Recreation	(721,191.00)	541,159.98	75.04 %	(60,099.25)	49,009.12	81.55 %
44440			Swimming Pool	(39,365.00)	15,559.96	39.53 %	(3,280.42)	1,966.80	59.96 %
44800			Library	(208,294.00)	163,566.82	78.53 %	(17,357.83)	12,400.05	71.44 %
49000			Debt Service	(401,923.00)	394,843.61	98.24 %	(33,493.58)	155,621.69	464.63 %

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City of Kingston
Summary Financial Statement - City
May 2020

413	Water And Sewer	Monthly Comparative:							91.67%
		Year-To-Date			Month-To-Date				
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg		
Revenues									
36100	Interest Earnings	8,000.00	(5,884.32)	73.55 %	666.67	(720.10)	108.02 %		
37110	Metered Water Sales	1,160,828.00	(1,044,864.83)	90.01 %	96,735.67	(81,318.15)	84.06 %		
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %		
37117	Outside Water Sales	914,658.00	(765,368.61)	83.68 %	76,221.50	(59,253.82)	77.74 %		
37191	Penalties	35,000.00	(29,530.84)	84.37 %	2,916.67	(2,349.57)	80.56 %		
37194	Sales Of Materials	30,000.00	(18,982.15)	63.27 %	2,500.00	(1,099.27)	43.97 %		
37195	Installation Charges	60,000.00	(48,390.00)	80.65 %	5,000.00	(3,020.00)	60.40 %		
37196	Water User Fees	50,000.00	(27,730.00)	55.46 %	4,166.67	(2,220.00)	53.28 %		
37199	Miscellaneous	5,000.00	(5,900.00)	118.00 %	416.67	0.00	0.00 %		
37210	Sewer Service Charges	1,285,270.00	(1,161,615.82)	90.38 %	107,105.83	(90,057.34)	84.08 %		
37296	Sewer User Fees	30,000.00	(13,650.00)	45.50 %	2,500.00	(1,050.00)	42.00 %		
37299	Miscellaneous	3,500.00	(1,108.86)	31.68 %	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	(3,123,411.48)	87.19 %	298,521.33	(241,088.25)	80.76 %		
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)	355,806.16	83.29 %	(35,599.42)	12,610.90	35.42 %		
43750	Capital Improvements	(135,000.00)	42,430.01	31.43 %	(11,250.00)	12,938.75	115.01 %		
49000	Debt Service	(588,409.00)	141,334.23	24.02 %	(49,034.08)	9,528.71	19.43 %		
52113	Purification	(635,457.00)	537,466.67	84.58 %	(52,954.75)	31,332.52	59.17 %		
52114	Transmission And Distribution	(737,671.00)	616,321.69	83.55 %	(61,472.58)	45,219.59	73.56 %		
52117	Utility Director	(71,012.00)	59,102.29	83.23 %	(5,917.67)	4,638.11	78.38 %		
52213	Sewer Treatment And Disposal	(630,452.00)	492,945.07	78.19 %	(52,537.67)	38,686.07	73.63 %		

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City of Kingston
Summary Financial Statement - City
May 2020

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Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	
413	Water And Sewer						91.67%
Total Expenditures		(3,710,364.00)	2,730,574.12	73.59 %	(309,197.00)	154,954.65	50.12 %
Total 413	Water And Sewer	(128,108.00)	(392,837.36)	-306.65 %	(10,675.67)	(86,133.60)	-806.82

Safety Topic

May 2020

CDC guide lines and plans to reopen facilities on June 1, 2020

- Windows will allow us to not use required mask.
- Mouth pieces on windows will remain taped up
- Sign standing outside of the building to encourage drop box payments and limit lobby capacity.
- Floor markers 6 feet a part
- Thorough hand washing is a must
- Provided hand sanitizer between customers.
- The door will remain open weather permitting to keep people from touch handles
- Daily cleaning of lobby window, credit card machine and exchange tray.

Haley Brown

Michelle Kelly

Emilys Seige

Kari Town

Carolyn Brewer

Manda Marshall

Pat Mills

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

Monies outstanding from August 7, 2007 – May 31, 2020	\$ 66,273.05
Monies collected from August 7, 2007 – May 31, 2020	\$ 498,000.67

NO COURT IN APRIL BECAUSE OF THE CORONAVIRUS


JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$.00	
Collected in court on fines and costs		\$.00
Amount collected after May 2020 Court		\$.00
Total collected for citations on May 2020		\$.00
Amount outstanding for May 2020	\$.00	
<u>3</u> Cash bond forfeitures		\$ 593.75
Total amount collected for May 2020 Citations		\$.00
Amount collected from previous months/FTA etc.		\$ 1,577.88
Total collected in May 2020		\$ 2,171.63

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

This the 31st of May


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -MAY 2020

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	
Simple Assault	3
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

3

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	1
Counterfeiting/Forgery	1
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	1
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	2
Theft of Motor Vehicle Parts/Accessories	3
All Other Larceny	2
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	

Subtotal

10

Crimes Against Society

Drug/Narcotics Violations	4
Drug Equipment Violations	
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	1
Total	5

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	2
Drunkenness	1
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	2
Total	5

Central Dispatch

Patrol Mileage	202,351
Hours Worked	1,339
Reserve Hours Worked	152
Total Overtime Hours	58
Total Amount of Overtime Wages	551
City Court Citations	1
Warning Citations	2
General Sessions Citations	0
Arrest	16
Juvenile Arrest	0
Incident Reports	31

Central Dispatch

Crash Reports	15
Traffic Stops	24
Investigator Needed on Scene	8
Domestic Complaints	8
Escorts Funeral/Other	7
Animal Calls	12
Vandalism	0
Fights	2
Burglar Alarms/Fire Alarms	30
Child Sexual Assaults	0
Forgery	0
Theft	2
Vehicle Theft	0
Public/Motorist Assist	2
Arson/Explosive Devices	0
Other Calls	217
	110
	327
Municipal Codes	
Animal Control Calls to Office	7
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	1
Animals Transported to Shelter	6
Codes Concerns/warning notices given	7
Codes Violations/Citations	0
Codes Letters Sent	7
Property Maintenance Leins	0
Temporary Signs Removed	15

MAY 2020 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
5/15/2020	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
5/30/2020	708 Paint Rock Ferry	13-301 Junked vehicles		owners working on cleaning up
5/30/2020	110 Martin	13-301 Junked vehicles		owners working on cleaning up
	106 Paint Rock Ferry Rd	13-104		Sold-- new owners cleaning this week

MAY 2020 CASES PENDING

[illegible]



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



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

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

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

From: Captain Roy Montgomery Training Officer

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

Captain Roy Montgomery GDI/TO
May 31, 2020

**Kingston Fire Department
May 2020**

Summary of Month's Activities

Fire Operations

The Department responded to 58 calls for service during the month.

Fire Administration

- Department head meeting
- Golf Tournament money being collected
- 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
- New Rescue Dive Boat was purchased from Roane Co. Rescue Squad

Monthly Overtime

OT Hours: 20

Cost: \$ 543.84

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

- Shift Training

	This Month	YTD
Fire Inspections	0	89

Public Fire Education

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

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2020
- Automatic Aid Training with Harriman Fire Department

Implemented Performance Standards Plan

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

Fleet Maintenance

- Front End Maintenance on U3
- E2 batteries replaced

Special Projects

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

Outstanding Issues

- Aging Fire Apparatus
- U6 aging and continues to need continuous repair. Unit 6 now displays over 180,000 miles.
- Medical, gas powered, and firefighting equipment affected by weather from units sitting outside in the elements

Cost Savings

- Safety meeting
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs

Safety

- Reading Smoke

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

May-20

TOTAL CALLS

58

Category	Total		Total
Structure Fires	1	Hazardous Calls	2
Vehicle Fires	1	Service Calls	9
Brush/Grass Fires	2	Good Intent Calls	6
Refuse/rubbish Fires		Unintentional False	3
Other Fires		Other False	
Total Fires	4	Total False: Total	20
Rescue and EMS	34	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			

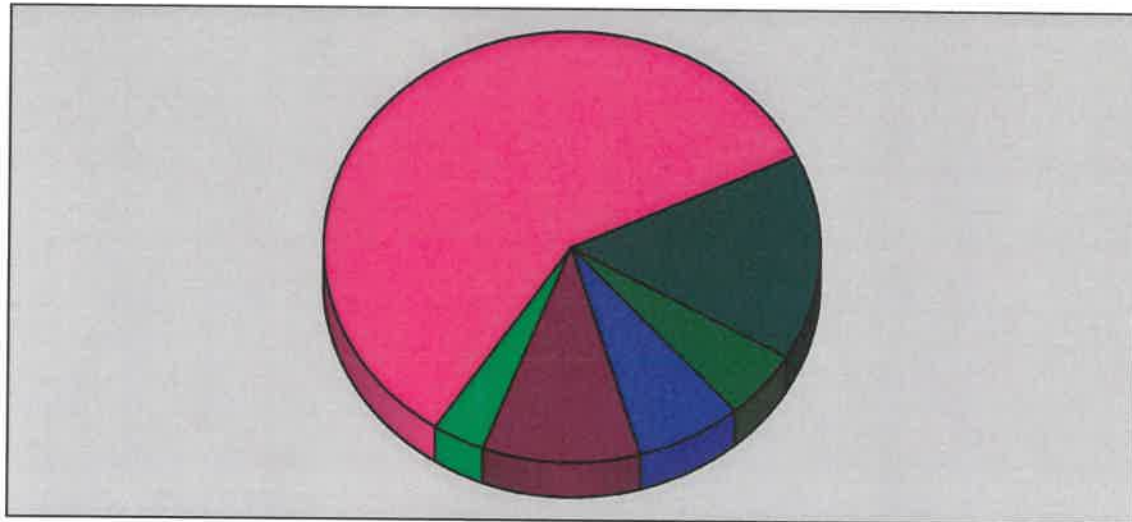
Kingston Fire Department

Kingston, TN

This report was generated on 6/4/2020 8:45:52 AM

Major Incident Types by Month for Date Range

Start Date: 05/01/2020 | End Date: 05/31/2020



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

INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	3	3
Fire	4	4
Good Intent Call	6	6
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	34	34
Service Call	9	9
Total	58	58

Only REVIEWED incidents included



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Page # 1

Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	SUM
Accident, potential accident		1			1		2
Animal problem or rescue				1			1
Combustible/flammable spills & leaks			1		1		2
Controlled burning	1						1
Cover assignment, standby at fire station, move-up			4	2	3		9
Dispatched and canceled en route	3	2	6	3	4	1	19
Emergency medical service (EMS) Incident	45	43	44	24	23	1	180
Extrication, rescue				1			1
False alarm and false call, other	2	2	6		2		12
Good intent call, other		1					1
HazMat release investigation w/no HazMat	1			1			2
Medical assist	16	19	18	10	11	2	76
Mobile property (vehicle) fire				2	1	1	4
Natural vegetation fire			1		2		3
Person in distress	1						1
Public service assistance	16	28	15	8	6	1	74
Rescue or EMS standby	1		1				2
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
Unintentional system/detector operation (no fire)	1	2	3		1		7
Wrong location, no emergency found		1	1	2	2		6
Total	89	99	103	56	58	6	411

Only REVIEWED incidents included

Kingston Fire Department



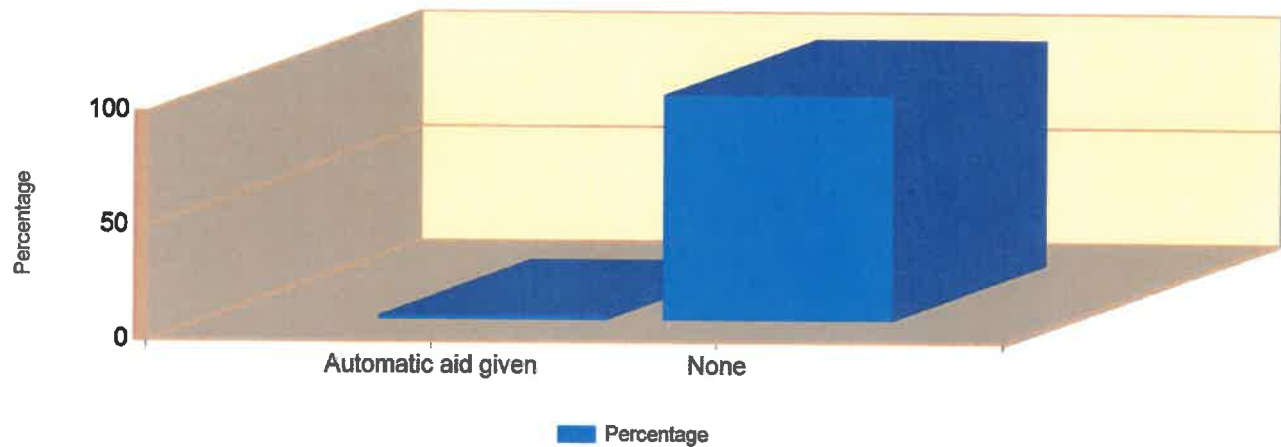
Kingston, TN

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 05/01/2020 | End Date: 05/31/2020

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Automatic aid given	1	1.7%
None	57	98.3%

Only REVIEWED incidents included



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REPORTING™**

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Doc Id: 549

Page # 1 of 1

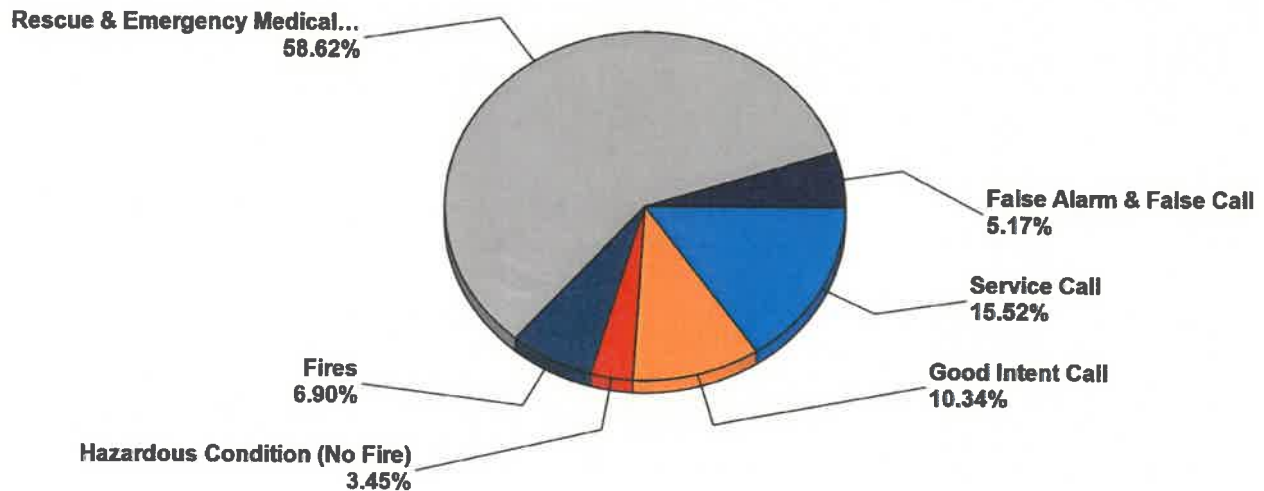
Kingston Fire Department

Kingston, TN

This report was generated on 6/4/2020 8:44:30 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2020 | End Date: 05/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	6.90%
Rescue & Emergency Medical Service	34	58.62%
Hazardous Condition (No Fire)	2	3.45%
Service Call	9	15.52%
Good Intent Call	6	10.34%
False Alarm & False Call	3	5.17%
TOTAL	58	100.00%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.72%
131 - Passenger vehicle fire	1	1.72%
140 - Natural vegetation fire, other	2	3.45%
311 - Medical assist, assist EMS crew	11	18.97%
320 - Emergency medical service, other	2	3.45%
321 - EMS call, excluding vehicle accident with injury	20	34.48%
324 - Motor vehicle accident with no injuries.	1	1.72%
412 - Gas leak (natural gas or LPG)	1	1.72%
462 - Aircraft standby	1	1.72%
550 - Public service assistance, other	1	1.72%
554 - Assist invalid	5	8.62%
571 - Cover assignment, standby, moveup	3	5.17%
611 - Dispatched & cancelled en route	4	6.90%
622 - No incident found on arrival at dispatch address	2	3.45%
700 - False alarm or false call, other	2	3.45%
745 - Alarm system activation, no fire - unintentional	1	1.72%
TOTAL INCIDENTS:	58	100.00%

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



Kingston Fire Department

Reading Smoke

Date & Time 05/14/2020 08:00 - 05/14/2020 12:00

Location

Objective

Instructors Cloyd, Greg W (Captain)

Sign-In Sheet

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



Kingston Fire Department

Reading Smoke

Class Information

Date/Time	05/14/2020 08:00 - 05/14/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective			

Instructors

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

Resources

Name	Description
Internet Resource	Web pages and documents on the Internet that provide useful information.
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative

Class covered different stages of fire in structures and how to read what the fire is doing according to the smoke.

Training Codes

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

People

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



Kingston Fire Department

Reading Smoke

Date & Time 05/13/2020 08:00 - 05/13/2020 12:00

Location

Objective

Instructors Edmonds, Clint (Captain/ Training Officer)

Sign-In Sheet

Name	Agency	ID	Signature
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Gonzalez-Zuniga, Rafael (FF/ AEMT)	Kingston Fire Department	1812	
Riter, Mike (FF/EMR)	Kingston Fire Department	1809	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1811	



Kingston Fire Department

Reading Smoke

Class Information

Date/Time	05/13/2020 08:00 - 05/13/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective			

Instructors

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

Resources

Name	Description

Narrative

No narrative has been recorded.

Training Codes

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

People

Name
Edmonds, Clint
Gonzalez-Zuniga, Rafael
Riter, Mike
Wade, Jason



Kingston Fire Department

Reading Smoke

Date & Time 05/15/2020 08:00 - 05/15/2020 12:00

Location

Objective

Instructors Cloyd, Greg W (Captain)

Sign-In Sheet

Name	Agency	ID	Signature
Cape, Evan (FF)	Kingston Fire Department	1813	
Cloyd, Greg W (Captain)	Kingston Fire Department	1804	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Settles, Jay (LT)	Kingston Fire Department	1805	



Kingston Fire Department

Reading Smoke

Class Information

Date/Time	05/15/2020 08:00 - 05/15/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective			

Instructors

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

Resources

Name	Description
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.
Internet Resource	Web pages and documents on the Internet that provide useful information.
PowerPoint	Slideshow made for presenting Information to be used during training or meetings

Narrative

Class covered different stages of fire in structures to determine the fire behavior according to the smoke.

Training Codes

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

People

Name
Cape, Evan
Cloyd, Greg W
Munguia, Michael
Murrell, Jacob
Settles, Jay

Public Works Report May 2020

Solid Waste:

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

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	46 loads	130Loads
Culverts/Storm Drains Cleaned	8	222
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	1	12
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	0	29
Storm water Inspections Performed	None	None
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	8	88
Streets Striped	0	3
Tennessee One Calls	3	23
Traffic Signal Repair	1	8
Tree Trimming Requests	1	4

Vehicle Maintenance – Routine	5	72
Vehicle Maintenance – Unscheduled	2	38
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects – 0
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- 0
Signal inspection, repair and timing adjustments- 58 & Church St.
Grant applications- None
Participated in various weather calls- Sat. Sun.
Brine acquisition and street prep in advance of weather events-
Fleet software implementation –N/A
Storm water educational outreach webinar- None
Drainage law presentation- None
Street Lighting- None

Continuing Projects

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



Parks and Recreation Monthly Report

CITY OF KINGSTON

DEPARTMENT: PARKS & RECREATION

MONTH: May 2020

Completed Tasks:

- Clean and prepared pool for opening.
- Trained new lifeguards.
- Installed new scoreboard at SWP.
- Worked with surrounding communities on a softball schedule.
- Returned to full staff mid-May
- Began project at Fort Paws dog park.

Ongoing Tasks

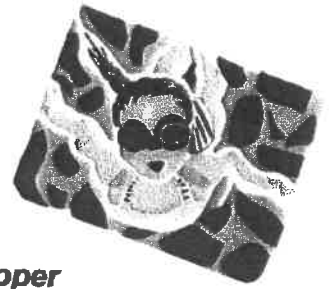
- We are working to complete a softball schedule and refund those who are not playing. The same applies to volleyball. We will not be able to complete our volleyball season
- Working to open up our parks safely while encouraging social distancing.

Tasks for June:

- Begin softball season playing with Rockwood.
- Begin swim season.
- Open up community center. All Mideast activities remain suspended



Kingston Community Center Pool Info & Summer Schedule 2020



Kingston Comm. Center Pool Opens June 1st

Note: *in an effort to protect all swimmers & patrons from COVID-19, new rules & certain procedures will be put in place, as well as proper operation, and disinfection of the pool and surrounding areas*

The following attendance rules will be in effect:

- 1. Only 50 people will be allowed within the pool area per session.**
- 2. Social distancing of a minimum of 6ft. will be required, unless people are from the same household/family**
- 3. It is encouraged a facial mask be worn when out of pool.**
- 4. Families of 5 or less will be assigned a 10' x 10' sq space on the lawn area surrounding the pool. If there are more than 5 family members, a second space will be assigned.**
- 5. Staff will clean the pool and pool areas throughout the 2-hour time slot and will conduct a deep clean in the 30-minute window between sessions, when the pool area is completely emptied out.**

Public Swim Sessions- \$2:00 per person per session, (seniors 60+ yrs no charge) re-entry for second session on same day only is \$1.00, but priority is given to new swimmers, and provided count does not exceed 50 people. (Seniors 60+ yrs no charge)

Mon.- Fri. I. 12:00 - 2:00 p.m.

II. 2:30 - 4:30 p.m.

Water Exercise & Lap Swim begins June 8th - No Charge! 11:00 - 11:45 a.m.

Note: Water exercise, & lap swim is for adults only, no one under 18 allowed!
Due to social distancing lap swimmers will only be allowed a 20 minute swim with two lap swimmers in the pool at one time.

Swim Parties begin June 6th - \$80 (50 swimmers or less)

Monday thru Friday ----- 5:00 - 7:00 p.m.
7:30 - 9:30 p.m.

Saturday ----- 11:00 a.m. - 1:00 p.m.
1:30 p.m. - 3:30 p.m.
4:00 p.m. - 6:00 p.m.
6:30 p.m. - 8:30 p.m.

Sunday ----- 1:30 p.m. - 4:30 p.m. (3 hr - \$120)
5:00 p.m. - 7:00 p.m.

Kingston Parks and Recreation
COMMUNITY CENTER ACTIVITIES
376-9476

kingstontn.gov

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

SENIOR CITIZEN ACTIVITIES

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

ADDITIONAL ACTIVITIES, CLUBS and ORGANIZATIONS

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

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

Housekeeping

Housekeeping refers to making sure materials are in good condition and keeping the areas we work in and walk in clean, orderly, sanitary, and dry. Bad housekeeping is dangerous at any time. It can lead to production delays, property damage, and higher costs.

Sharon's Story

Sharon, a carpenter, was doing framing for a custom-sized space on the second story of a house. A lot of wood pieces, scraps, and sawdust had accumulated around the sawhorses, power tools, cords, and piles of materials. When leaving for the day, she tripped over some of the items on the floor and fell down the stairwell, injuring her neck.

- ✖ **What could have been done to prevent this incident?**
- ✖ **Does your worksite have a lot of lumber, debris, or flammable materials lying around?**
- ✖ **How often are materials organized and placed where they belong?**

Remember This

- Keep floors dry, clean, and clear of waste.
- Keep workplaces well-lighted.
- Keep hoses, power cords, and welding leads out of heavily travelled walkways or areas.
- Keep materials away from openings, roof edges, excavations, and trenches.
- Keep all work areas, walkways, and stairs in and around buildings or other structures clear.
- Don't allow materials or garbage to build up. Remove unused materials.
- Don't block emergency exits, fire equipment, or first aid stations.
- Don't store chemicals and gases near heat sources or electrical equipment.
- Place, stack, or store materials and equipment where they will not cause injury to workers.
- Provide separate, covered containers for collecting different wastes, such as trash, oily rags, dry rags, and flammable or hazardous materials (acids, harsh or harmful dusts, etc.).

How can we stay safe today?

What will we do at the worksite to promote housekeeping?

1. _____

2. _____

OSHA Regulation: 1926.25

Housekeeping



- ✘ Keep all work areas, walkways, and stairs dry, clean, and clear of waste.
- ✘ Keep hoses, power cords, and welding leads out of heavily traveled walkways or areas.
- ✘ Don't allow materials or garbage to build up. Remove unused materials. Continually clear out garbage and other wastes.

**Attendance Form
Safety Meeting Sign In Sheet**

Topic: Housekeeping Date: 5/26/20
 Trainer: Josh King Location: Kingston Community Center

PRINT NAME	SIGNATURE
1 <u>Savvy Manning</u>	<u>[Signature]</u>
2 <u>Chase Clem</u>	<u>[Signature]</u>
3 <u>Josh King</u>	<u>[Signature]</u>
4 <u>Eddie Lenz</u>	<u>[Signature]</u>
5 <u>JR Best</u>	<u>[Signature]</u>
6 <u>Jake Tipton</u>	<u>[Signature]</u>
7	
8	
9	
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16	
17	
18	
19	
20	

Please attach any supporting document/materials to this form.



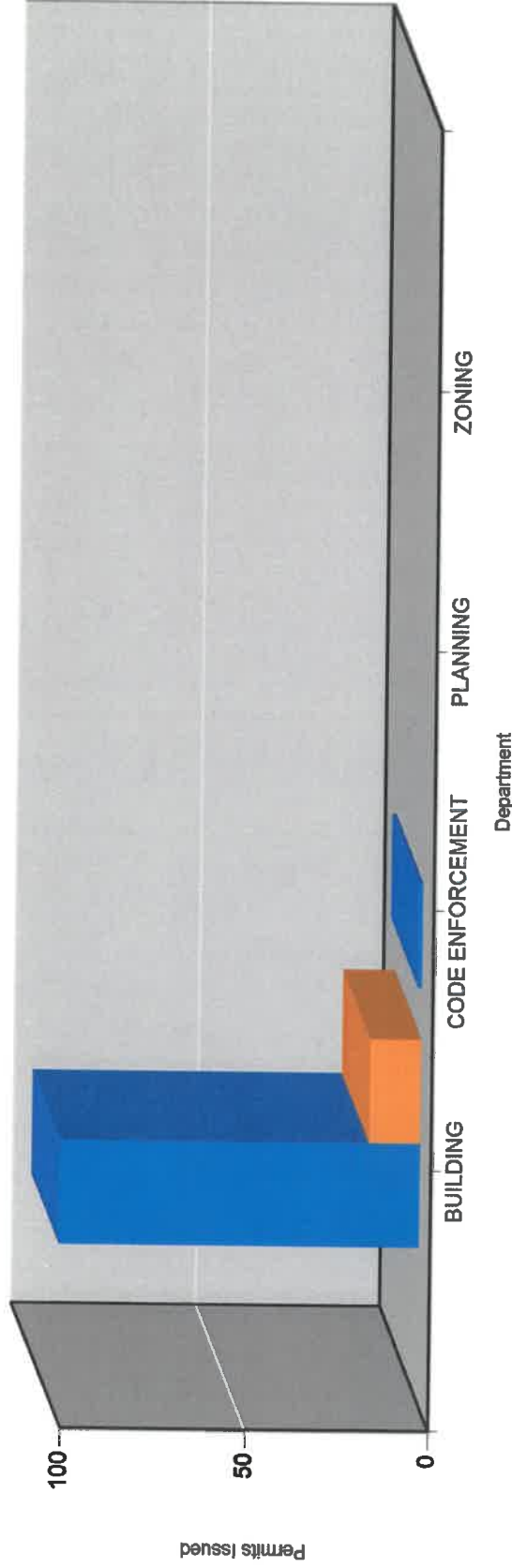
Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2020 AND 05/31/2020

Report run on: 06/01/2020 12:14 PM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	89	87	1 Day	6.96 Days	1	73	14
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	18	17	Same Day	0 Days	1	17	0
	RM	Same Day	6	6	Same Day	0 Days	1	6	0



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2020 AND 05/31/2020

Report run on: 06/01/2020 12:14 PM

BUILDING	VN	Same Day	1	1	Same Day	0 Days	1	1	0
CODE ENFORCEMENT	BK	Same Day	1	0	Same Day	0 Days	1	0	0
	JNK	Same Day	1	1	Same Day	0 Days	1	1	0
PLANNING	PLT	Same Day	6	0	Same Day	0 Days	1	0	0
ZONING	SUP	Same Day	1	0	Same Day	0 Days	1	0	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2020-131 Porch 120 BROWNLOW CIRCLE, ROCKWOOD, TN 37854	Submitted: 03/10/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/08/2020	In Process: 59 Waiting: 0 Total Days: 59 Total Cycles: 1
		BP2020-246 KC Finishing out Home 157 Newport Way, Kingston, TN 37763	Submitted: 05/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/01/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-247 Garage Addition 571 Anglers Cove Rd, Kingston, TN 37763	Submitted: 05/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/01/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-248 OS Remodel 153 Midway Dr, Oliver Springs, TN 37840	Submitted: 05/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/01/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-249 Carport 216 Ross Estate Rd, Kingston, TN 37763	Submitted: 05/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/01/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2020-250	Technically Complete	Submitted: 05/01/2020	In Process: 0
		HC Remodel	Approved	Waiting: 0	Waiting: 0
		108 South Highland Dr, Harriman, TN 37748	Ready to Issue	Total Days: 0	Total Days: 0
			Issued: 05/01/2020	Total Cycles: 1	Total Cycles: 1
		BP2020-251			
		Cell Tower Upgrades	Submitted: 05/04/2020	In Process: 0	In Process: 0
			Technically Complete:	Waiting: 0	Waiting: 0
			Approved:	Total Days: 0	Total Days: 0
		916 West Ridgcrest Dr., Kingston, TN 37763	Ready to Issue:	Total Cycles: 1	Total Cycles: 1
			Issued: 05/04/2020		
		BP2020-252			
		Cell Tower Upgrades	Submitted: 05/04/2020	In Process: 0	In Process: 0
			Technically Complete:	Waiting: 0	Waiting: 0
			Approved:	Total Days: 0	Total Days: 0
		184 OAK Dr., Kingston, TN 37763	Ready to Issue:	Total Cycles: 1	Total Cycles: 1
			Issued: 05/04/2020		
		BP2020-253			
		KC Deck	Submitted: 05/04/2020	In Process: 0	In Process: 0
			Technically Complete:	Waiting: 0	Waiting: 0
			Approved:	Total Days: 0	Total Days: 0
		116 Newport Way, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1	Total Cycles: 1
			Issued: 05/04/2020		
		BP2020-254			
		Porch	Submitted: 05/04/2020	In Process: 0	In Process: 0
			Technically Complete:	Waiting: 0	Waiting: 0
			Approved:	Total Days: 0	Total Days: 0
		112 Whalen Lane, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1	Total Cycles: 1
			Issued: 05/04/2020		
		BP2020-255			
		Dock	Submitted: 05/04/2020	In Process: 0	In Process: 0
			Technically Complete:	Waiting: 0	Waiting: 0
			Approved:	Total Days: 0	Total Days: 0
		136 Emerald Cove Lane, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1	Total Cycles: 1
			Issued: 05/04/2020		
		BP2020-256			
		Carport	Submitted: 05/05/2020	In Process: 0	In Process: 0
			Technically Complete:	Waiting: 0	Waiting: 0
			Approved:	Total Days: 0	Total Days: 0
		4497 Harriman Hwy, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1	Total Cycles: 1
			Issued: 05/05/2020		
		BP2020-257			
		OS Sign	Submitted: 05/05/2020	In Process: 1	In Process: 1
			Technically Complete:	Waiting: 0	Waiting: 0
			Approved:	Total Days: 1	Total Days: 1
		105 Gail Lane, Oliver Springs, TN 37840	Ready to Issue:	Total Cycles: 1	Total Cycles: 1
			Issued: 05/06/2020		



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BUILDING	BP	BP2020-258 HC Sign	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: Waiting: Total Days: Total Cycles:
		1017 S Roane St, Harriman, TN 37748		05/05/2020	
		BP2020-259 Residential Home	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		131 Marble Bluff Dr, Kingston, TN 37763		05/11/2020	
		BP2020-260 Pavilion	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		130 Thornton Drive, Harriman, TN 37748		05/05/2020	
		BP2020-261 Pole Barn	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		289 Dogtown Rd, Ten Miles, TN 37880		05/06/2020	
		BP2020-262 KC DW	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		142 Shubert St, Kingston, TN 37763		05/06/2020	
		BP2020-263 DW	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		189 Ledgerwood Dr, Rockwood, TN 37854		05/06/2020	
		BP2020-264 DW	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		129 Lakeshore View Dr, Kingston, TN 37763		05/06/2020	
		BP2020-265 Storage Building	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		305 Scandlyn Hollow Rd, Oliver Springs, TN 37840		05/05/2020	



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BP2020-266	Storage Building							
2801 Buttermilk Road West, Lenoir City, TN 37771								
BP2020-267	Commercial Building							
350 Poland Hollow Rd, Harriman, TN 37748								
BP2020-268	Commercial Building							
227 QUARRY Rd., Harriman, TN 37748								
BP2020-269	Boat House							
272 West Rockwood Ferry Road, Ten Mile, TN 37880								
BP2020-270	Carport & Shed							
124 Arnold RD, Kingston, TN 37763								
BP2020-271	HC Residential Home							
104 Smith Ln, Harriman, TN 37748								
BP2020-272	Metal Garage							
1397 Dogwood Valley Rd, Kingston, TN 37763								
BP2020-273	HC Porch Roof Only							
205 Devonia St, Harriman, TN 37748								



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BUILDING	BP		Submitted: 05/07/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
BP2020-274				
Carport				
231 Scott Lane, Rockwood, TN 37854				
BP2020-275				
441 Myrtle Ward Rd, Philadelphia, Tn 37846				
BP2020-276				
Metal Garage				
441 Myrtle Ward Rd, Philadelphia, Tn 37846				
BP2020-277				
Pool & Deck				
441 Myrtle Ward Rd, Philadelphia, Tn 37846				
BP2020-278				
Shed				
1049 HAMILTON Lane, Kingston, TN 37763				
BP2020-279				
Carport & Breezeway				
1741 Eagle Furnace Road, Rockwood, TN 37854				
BP2020-280				
KC Retaining Wall				
141 Clinchcrest Drive, Kingston, TN 37763				
BP2020-281				
HC Deck				
121 West Hills Ct. Harman, TN 37748				



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BUILDING	BP		Submitted: 05/08/2020	In Process: 0
BP2020-282	Residential Home	Technically Complete:	Approved: 0	Waiting: 0
140 Culton Ln, Kingston, TN 37763		Ready to Issue:	Issued: 05/08/2020	Total Days: 0
BP2020-283	Commercial Building / Storage Addition	Submitted: 05/11/2020	Approved: 0	Total Cycles: 1
162 Roddy Ln, Harriman, TN 37748		Technically Complete:	Ready to Issue:	In Process: 0
BP2020-284		Approved: 0	Issued: 05/11/2020	Waiting: 0
KC Porch & Deck		Ready to Issue:	Issued: 05/11/2020	Total Days: 0
106 Clinchcrest Dr, Kingston, TN 37763		Submitted: 05/11/2020	Approved: 0	Total Cycles: 1
BP2020-285	Windows	Technically Complete:	Ready to Issue:	In Process: 0
1174 Lawnville Rd, Kingston, TN 37763		Approved: 0	Issued: 05/11/2020	Waiting: 0
BP2020-286		Ready to Issue:	Issued: 05/11/2020	Total Days: 0
KC Porch		Submitted: 05/11/2020	Approved: 0	Total Cycles: 1
915 Bonnyview View Ave, Kingston, TN 37763		Technically Complete:	Ready to Issue:	In Process: 0
BP2020-287	Above Ground Pool	Approved: 0	Issued: 05/11/2020	Waiting: 0
4943 Kingston Hwy, Lenoir City, TN 37771		Ready to Issue:	Issued: 05/11/2020	Total Days: 0
BP2020-288	Retaining Wall	Submitted: 05/11/2020	Approved: 0	Total Cycles: 1
115 Overlook Dr, Rockwood, TN 37854		Technically Complete:	Ready to Issue:	In Process: 0
BP2020-289	Addition	Approved: 0	Issued: 05/11/2020	Waiting: 0
1805 LAWNVILLE Rd., Kingston, TN 37763		Ready to Issue:	Issued: 05/11/2020	Total Days: 0



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BUILDING	BP		Submitted: 05/11/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/11/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-290		Windows & Doors		
		175 Kingfisher Rd, Rockwood, TN 37854		
BP2020-291		Inground Pool	Submitted: 05/12/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/12/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		115 Docks of the bay drive, Rockwood, TN 37854		
BP2020-292		KC Storage Building	Submitted: 05/12/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/12/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1142 Circle Drive, Kingston, TN 37763		
BP2020-293		Remodel	Submitted: 05/12/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/12/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1125 Sevier Ave, Harriman, TN 37748		
BP2020-294		Storage Building	Submitted: 05/12/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/12/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		123 Gallaher Rd, Kingston, TN 37763		
BP2020-295		KC Deck	Submitted: 05/13/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/13/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		1144 Brentwood Pt, Kingston, TN 37763		
BP2020-296		HC Deck	Submitted: 05/13/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/13/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		530 Clinton St, Harriman, TN 37748		
BP2020-297		Residential Home	Submitted: 05/13/2020 Technically Complete: Approved: Ready to Issue: Issued: 05/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		123 Starboard Ct, Harriman, TN 37748		



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BUILDING	BP		Submitted: 05/13/2020	In Process: 0
		Deck	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		103 Rolling Acres Dr, Rockwood, TN 37854	Submitted: 05/13/2020	In Process: 0
		BP2020-299	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		Carpport with Slab	Submitted: 05/14/2020	In Process: 0
		342 Speers Rd, Kingston, TN 37763	Submitted: 05/14/2020	Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-300	Submitted: 05/14/2020	In Process: 0
		KC Commercial Storage Building	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		519 E Race St, Kingston, Tn 37763	Submitted: 05/14/2020	In Process: 0
		BP2020-301	Submitted: 05/15/2020	Waiting: 0 Total Days: 0 Total Cycles: 1
		HC DW	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		214 Carlock Ave. Harman, TN 37748	Submitted: 05/15/2020	In Process: 0
		BP2020-302	Submitted: 05/15/2020	Waiting: 0 Total Days: 0 Total Cycles: 1
		Residential Home	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		993 Lakewood Road, Kingston, TN 37763	Submitted: 05/15/2020	In Process: 0
		BP2020-303	Submitted: 05/15/2020	Waiting: 0 Total Days: 0 Total Cycles: 1
		Residential Home	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		148 Cunningham Blvd, Harriman, TN 37748	Submitted: 05/15/2020	In Process: 0
		BP2020-304	Submitted: 05/15/2020	Waiting: 0 Total Days: 0 Total Cycles: 1
		Porches for double wide	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		1212 Paint Rock Valley Road, Philadelphia, TN 37846	Submitted: 05/15/2020	In Process: 0
		BP2020-305	Submitted: 05/15/2020	Waiting: 0 Total Days: 0 Total Cycles: 1
		AG EXEMPTION: pole barn	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		1212 Paint Rock Valley Road, Philadelphia, TN 37846	Submitted: 05/15/2020	In Process: 0



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BUILDING	BP	Submitted: Technically Complete Approved Ready to Issue Issued	05/15/2020	In Process: Waiting Total Days Total Cycles
	BP2020-306			0 0 0 1
	HC Shed			
	133 Spears Alley, Hamman, TN 37748		05/15/2020	
	BP2020-307			
	KC Sign	Submitted: Technically Complete Approved Ready to Issue Issued	05/18/2020	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
	106 Morrison Hill Cir, Kingston, TN 37763			
	BP2020-308			
	Porch Roof Only (2)	Submitted: Technically Complete Approved Ready to Issue Issued	05/18/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	609 Walker Ave, Oliver Springs, TN 37840		05/18/2020	
	BP2020-309			
	Deck	Submitted: Technically Complete Approved Ready to Issue Issued	05/19/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
	102 Island Grove Lane, Kingston, TN 37763			
	BP2020-310			
	Dock	Submitted: Technically Complete Approved Ready to Issue Issued	05/19/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	210 Mainsail Rd, Kingston, TN 37763			
	BP2020-311			
	Storage Building	Submitted: Technically Complete Approved Ready to Issue Issued	05/19/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	131 Oakgrove Road, Loudon, TN 37774			
	BP2020-312			
	KC Sunroom	Submitted: Technically Complete Approved Ready to Issue Issued	05/19/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	247 Village Way, Kingston, TN 37763		05/19/2020	
	BP2020-313			
	Metal Garage	Submitted: Technically Complete Approved Ready to Issue Issued	05/19/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	647 Tate Coley Rd, Lenoir City, TN 37771			



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BUILDING	BP	BP2020-314	Submitted Technically Complete Approved Ready to Issue Issued	05/20/2020	In Process: Waiting: Total Days: Total Cycles:
		HC Deck			0 0 0 1
		125 Redwood Dr, Harriman, TN 37748		05/20/2020	
		BP2020-315	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Metal Garage			
		193 Sam Rayburn Pkwy, Lenoir City, Tn 37771			
		BP2020-316	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Carport			
		907 New Hope Road, Rockwood, TN 37854			
		BP2020-317	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Shed			
		206 Midway Drive, Oliver Springs, TN 37840			
		BP2020-318	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC Deck			
		1103 Scott Rd, Kingston, TN 37763		05/21/2020	
		BP2020-319	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Deck & Doors			
		104 Stripling Rd, Oliver Springs, TN 37840			
		BP2020-320	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Metal Garage			
		112 Cunningham Blvd, Harriman, TN 37748			
		BP2020-321	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/22/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC Carport			
		155 Lakeside Drive, Kinston, TN 37763		05/22/2020	



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/22/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-322		Deck & Windows			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		701 Lakewood Dr, Kingston, TN 3			
BP2020-323		Carport			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		127 Lakescene Rd, Kingston, TN 37763			
BP2020-324		Porch Roof Only			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		127 Lakescene Rd, Kingston, TN 377636			
BP2020-325		Pool & Deck			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		270 Burke Mill Rd, Rockwood, TN 37854			
BP2020-326		Residential Home			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		205 Branham Lane, Ten Mile, TN 37880			
BP2020-327		Window Replacement			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1325 River Rd, Kingston, TN 37763			
BP2020-328		KC Commercial Retaining Wall			In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		504 Gallaher Road, Kingston, TN 37763			
BP2020-329		Porch			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		150 Lakeland Estates Drive, Lenoir City, TN 37771			



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BUILDING	BP	BP2020-330	Submitted: 05/29/2020	In Process: 0
		KC Remodel / Garage to living space	Technically Complete: 0	Waiting: 0
		112 Ward Rd, Kingston, TN 37763	Ready to Issue: 0	Total Days: 0
		BP2020-331	Issued: 05/29/2020	Total Cycles: 1
		Shed	Submitted: 05/29/2020	In Process: 0
		107 Bluff View road, Harriman, TN 37748	Technically Complete: 0	Waiting: 0
		BP2020-332	Approved: 0	Total Days: 0
		Deck	Ready to Issue: 0	Total Cycles: 1
		1404 Eureka Road, Rockwood, TN 37854	Submitted: 05/29/2020	In Process: 0
		BP2020-333	Technically Complete: 0	Waiting: 0
		Steps on existing deck	Approved: 0	Total Days: 0
		167 Meadowlark Drive, Harriman, TN 37748	Ready to Issue: 0	Total Cycles: 1
		BP2020-334	Issued: 05/29/2020	In Process: 0
		Inground Pool	Submitted: 05/29/2020	Waiting: 0
		220 SHERMAN CIR, Kingston, TN 37763	Technically Complete: 0	Total Days: 0
		CM2020-004	Ready to Issue: 0	Total Cycles: 1
CM		CM for TCAT	Submitted: 05/11/2020	In Process: 0
		1745 Harriman Hwy, Harriman, TN 37748	Technically Complete: 0	Waiting: 0
		PL2020-044	Approved: 0	Total Days: 0
PL		RM for BP2019-711	Ready to Issue: 0	Total Cycles: 1
		534 Old Rockwood Highway, Harriman, TN 37748	Submitted: 05/01/2020	In Process: 0
		PL2020-045	Technically Complete: 0	Waiting: 0
		PL for BP2020-248	Approved: 0	Total Days: 0
		153 Midway Dr, Oliver Springs, TN 37840	Ready to Issue: 0	Total Cycles: 1



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BUILDING	PL	PL2020-046	Submitted: 05/06/2020	In Process: 26
		PL for BP2019-657	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 26 Total Cycles: 1
		178 Emerald Pointe Cir, Rockwood, TN 3784		
		PL2020-047	Submitted: 05/06/2020	In Process: 0
		PL for BP2019-657	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		178 Emerald Pointe Cir, Rockwood, TN 3784		
		PL2020-048	Submitted: 05/06/2020	In Process: 0
		KC PL for BP2018-325	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		308 W Race Street, Kingston, Tn 37763		
		PL2020-049	Submitted: 05/07/2020	In Process: 0
		PL for BP2020-017	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		109 Beechwood Ln, Kingston, TN 37763		
		PL2020-050	Submitted: 05/07/2020	In Process: 0
		PL for BP2020-210	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		985 Buck Creek Rd, Kingston, TN 37763		
		PL2020-051	Submitted: 05/07/2020	In Process: 0
		PL for BP2020-211	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		219 High Point Orchard Rd, Kingston, TN 37763		
		PL2020-052	Submitted: 05/08/2020	In Process: 0
		PL for BP2020-193	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		1718 Loudon Hwy, Philadelphia, TN 37846		
		PL2020-053	Submitted: 05/12/2020	In Process: 0
		PL fro BP2020-200	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		122 Azeala Circle, Harriman, TN 37748		



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BUILDING	PL	PL2020-054	Submitted: 05/13/2020	In Process: 0
		PL for BP2020-289	Technically Complete: 0	Waiting: 0
		1805 LAWNVILLE Rd., Kingston, TN 37763	Approved: 0	Total Days: 0
		PL2020-055	Ready to Issue: 0	Total Cycles: 1
		PL for BP2020-117	Submitted: 05/15/2020	In Process: 0
		430 Cumberland St, Harriman, TN 37748	Technically Complete: 0	Waiting: 0
		PL2020-056	Approved: 0	Total Days: 0
		PL for BP2019-679	Ready to Issue: 0	Total Cycles: 1
		4151 River Road, Ten Mile, TN 37880	Submitted: 05/15/2020	In Process: 0
		PL2020-057	Technically Complete: 0	Waiting: 0
		PL for BP2020-188	Approved: 0	Total Days: 0
		125 Marble View Drive, Kingston, TN 37763	Ready to Issue: 0	Total Cycles: 1
		PL2020-058	Submitted: 05/19/2020	In Process: 0
		PL for BP2020-250	Technically Complete: 0	Waiting: 0
		108 South Highland Dr, Harriman, TN 37748	Approved: 0	Total Days: 0
		PL2020-059	Ready to Issue: 0	Total Cycles: 1
		PL for BP2020-002	Submitted: 05/20/2020	In Process: 0
		143 East Shore Dr, Rockwood, TN 37854	Technically Complete: 0	Waiting: 0
		PL2020-060	Approved: 0	Total Days: 0
		PL for BP2020-095	Ready to Issue: 0	Total Cycles: 1
		304 Lakewood Dr, Kingston, Tn 37763	Submitted: 05/21/2020	In Process: 0
		PL2020-061	Technically Complete: 0	Waiting: 0
		PL for BP2019-730	Approved: 0	Total Days: 0
		420 Eblen Cave Rd, Lenoir City, TN 37771	Ready to Issue: 0	Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2020 AND 05/31/2020

Report run on: 06/01/2020 12:14 PM

BUILDING	RM	RM2020-034	Submitted: 05/01/2020	In Process: 0
		RM for bP2016-611	Technically Complete: Approved: Ready to Issue:	Waiting: 0 Total Days: 0 Total Cycles: 1
		125 Barrie Lane, Kingston, TN 37763	Submitted: 05/01/2020	
		RM2020-035	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM for BP2019-386	Submitted: 05/05/2020	
		549 Old Johnston Valley Road, Kingston, TN 37763	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2020-036	Submitted: 05/05/2020	
		RM for BP2020-019	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1560 River Road, Kingston, TN 37763	Submitted: 05/05/2020	
		RM2020-037	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM for BP2019-670	Submitted: 05/06/2020	
		160 Woods Lane, Kingston, TN 37763	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2020-038	Submitted: 05/06/2020	
		RM for BP2020-004	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		377 Walking Horse Trail, Rockwood, Tn 37854	Submitted: 05/08/2020	
		RM2020-039	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM for BP2020-211	Submitted: 05/26/2020	
		219 highpoint Orchard Rd, Kingston, TN 37763	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	VN	VN2020-001	Submitted: 05/04/2020	
		Firework Tent / June 22- July 5	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		175 Hilltop Loop Rd., Kingston, TN 37763	Submitted: 05/04/2020	
		BK-20-0008	Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
CODE ENFORCEMENT	BK	Code Check Book	Submitted: 05/07/2020	
		104 Smith Ln, Harriman, TN 37748	Technically Complete: Approved: Ready to Issue:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2020 AND 05/31/2020

Report run on: 06/01/2020 12:14 PM

CODE ENFORCEMENT	JNK	JNK2020-003		Submitted: 05/04/2020	In Process: 0
		Junkyard	Technically Complete:	Waiting: 0	
		163 Wright Road, Harriman, TN 37748	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
PLANNING	PLT	PLT2020-019	Submitted: 05/01/2020	In Process: 31	
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0	
		521 Country Ln, Lenoir City, TN 37771	Approved:	Total Days: 31	
			Ready to Issue:	Total Cycles: 1	
		PLT2020-020	Submitted: 05/06/2020	In Process: 26	
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0	
		130 Long Road, Kingston, TN 37763	Approved:	Total Days: 26	
			Ready to Issue:	Total Cycles: 1	
		PLT2020-021	Submitted: 05/14/2020	In Process: 18	
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0	
		120 Brady Lane, Ten Mile, TN 37880	Approved:	Total Days: 18	
			Ready to Issue:	Total Cycles: 1	
		PLT2020-022	Submitted: 05/15/2020	In Process: 17	
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0	
		117 Deer Ridge Road, Kingston, TN 37763	Approved:	Total Days: 17	
			Ready to Issue:	Total Cycles: 1	
		PLT2020-023	Submitted: 05/20/2020	In Process: 12	
		Plat Review/5 Acres+	Technically Complete:	Waiting: 0	
		1224 Laurel Bluff Road, Kingston, TN 37763	Approved:	Total Days: 12	
			Ready to Issue:	Total Cycles: 1	
		PLT2020-024	Submitted: 05/21/2020	In Process: 11	
		Plat Review/2 Lots-	Technically Complete:	Waiting: 0	
		271 Ollis Road, Oliver Springs, TN 37840	Approved:	Total Days: 11	
			Ready to Issue:	Total Cycles: 1	
ZONING	SUP	SUP2020-002	Submitted: 05/21/2020	In Process: 11	
		SUP/Kennel	Technically Complete:	Waiting: 0	
		305 Hughes Hollow Road, Philadelphia, TN 37846	Approved:	Total Days: 11	
			Ready to Issue:	Total Cycles: 1	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2020 AND 05/31/2020

KINGSTON WATER TREATMENT PLANT



MAY OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	8,083,000	14,341,000	-77.42%	269,000	404,000	164,000
	Effluent (Finish)	7,557,000	12,789,000	-69.23%	252,000	401,000	160,000
	Spring Supply	13,894,000	14,409,000	-3.71%	463,000	480,000	411,000
	Total Finish Prod.	21,451,000	27,198,000	-26.79%	Distribution & WTP Report: 2,200,000 gals. usage flushing and Tank refilling. Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report		
Plant Efficiency		97.75%	97.78%	-0.03%			
Distribution							
GALLONS	Consumption	15,527,200	21,056,100	-35.61%			
	Reported Usage	2,200,000	1,397,000	36.50%			
	Water Loss	3,723,800	4,744,900	-27.42%			
	%	17.36%	17.45%	-0.09%			

Note: The Water Production, Consumption and Loss data is for the April 2020 Meter Read Period.

- * Multiple Agencies here throughout the Month collecting water samples.
- * Drained and washed all Basins on two separate occasions.
- * Completed (collected and analyzed) 2 rounds of Compliance Distribution Bacteriological Sampling.
- * Performed regular maintenance at Plant and Spring Site.
- * Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
- * Completed all required regular monthly sampling.
- * Working on Emergency Operations and Risk Assessments to Update our Emergency Operations and Drought Plan.
- * Had regular Safety Training Meeting on PPE / Personal Protective Equipment.
- * Facilities received daily and regular cleaning and disinfection.
- * Repaired a leak at Kingston Hgts. Pump Station.
- * Mowed and trimmed WTP 4 times, Spring Pump House twice and Spring Site once.
- * Re-Aimed Satellite dish at Spring Pump House and Morrison Hill Tank.
- * Continuing Maintenance and clean up at Spring Pump House.
- * Quarterly Sampling Results were all extremely good, TOC Removal (Total Organic Carbon) was 68.8% (25% required), SOC's (Synthetic Organics) were Non-Detected, Sodium was 7.49 mg/L, Fluoride was optimum and Aluminum was Non-Detected.
- * ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- * LABTRONX performed the biannual Laboratory & Sampling Equipment Maintenance and Calibrations.

Kingston Water Dept
Schedule of Unaccounted For Water
May

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	21,451,000
C	Water Purchased	0
D	Total Water Treated and Purchased (Sum Lines B and C)	21,451,000
E Accounted for Water:		
F	Water Sold	15,527,200
G	Metered for Consumption (in house usage)	1,200,000
H	Fire Department(s) Usage	0
I	Flushing	1,000,000
J	Tank Cleaning/Filling	0
K	Street Cleaning	0
L	Bulk Sales	0
M	Water Bill Adjustments (+/-)	0
N	Total Accounted for Water (Sum Lines F thru M)	17,727,200
O	Unaccounted for Water (Line D minus Line N)	3,723,800
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	17.360%

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.



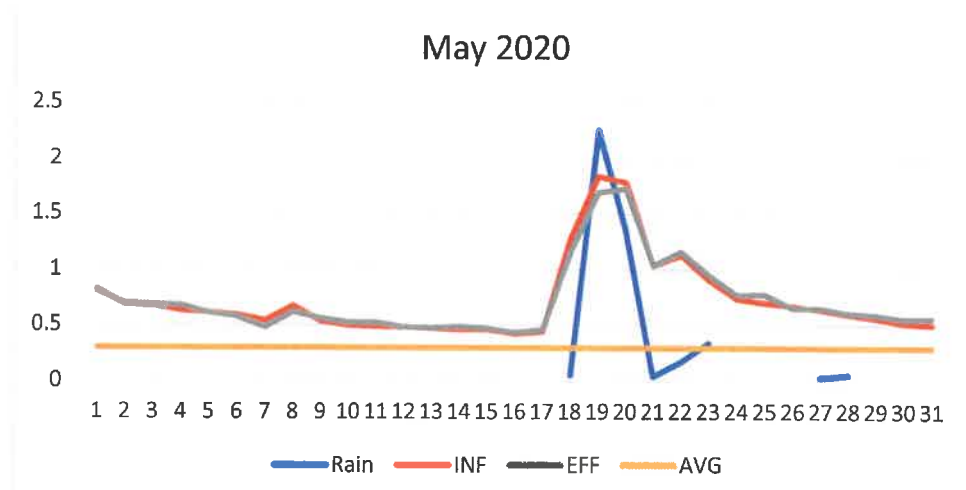
6/1/2020

KINGSTON WASTEWATER TREATMENT PLANT

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

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.7223	1.8430	.4250	22,390,000
EFFLUENT	.7245	1.7290	.4370	22,461,000

2494 Sewer customers 8,905,600 gallons billed. Daily average .2968 mgd.



Total gallons of chlorine used was 311.85 @\$2.09 gallon = \$651.77.

We had 5.03 inches of rain. There were no reported overflows.

There will be a couple of exceedances on our monthly DMR. I believe the cause is because of the heavy rainfall we had when the samples were taken.

A new security camera system has been installed at the Wastewater Plant. In stead of having only 1 camera focused on the gate, we have a total of 7 cameras covering most of the plant.

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: May 2020

From : Kevin Hamilton

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
Read-out	27	
RE- READS	4	
WATER TAP NEW ACCT.	3	
CLOSED ACCT WITH COMSUMPTION		
READ INS	28	
CHECK FOR HUNG METER	7	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK AT METER	10	
METER LEAKS	7	
AFTER HOURS - WATER		
SERVICE LINE LEAK	4	
LINE LOCATES	128	
TURN OFF FOR NON PAYMENT		
TURN WATER BACK ON		
YARD WORK	10	
DOOR HANGERS	5	
MANUAL READ		
AFTER HOURS - SEWER		
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP		
SEWER BACK UP	1	
CHECK TO SEE IF STILL OFF		
TAP ESTIMATES	4	
PROFILE REQUESTED	2	
WATER TAP ESTIMATE		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS		

WATER DEPARTMENT MONTHLY REPORT

Month of: MAY 2020

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS	9	
WATER TAP		
CHECK FOR TAMPERED METER		
CHECK TO SEE IF CONNECTED TO SEWER		
RAISE MAN-HOLES		
WATER TASTE BAD		
CHECK WATER PRESSURE	2	
REPLACE SEWER TAP		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	2	
VALVE BOX REPAIR		
RELOCATE WATER METER	1	
FLUSH LINES		
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE	4	
Install Floating Meter		
LOCATE WATER METER		
Total		264

OVER-TIMES HOURS

FIRE HYDRANTS REPLACED		
road cuts	4	
PULL OR LOCK METER	2	


 WATER DISTRIBUTION & COLLECTION
 Manager - Kevin Hamilton

SAFETY TALKS BRIEFING

TOPIC DISCUSSED: <i>Lockout Tagout Awareness</i>	
FACILITY: <i>Shop</i>	DATE: <i>5-4-20</i>
DEPARTMENT: <i>Water Dist.</i>	SHIFT/SCHEDULE:
START TIME: <i>7:00 AM</i>	END TIME: <i>7:30 AM</i>
DISCUSSION/QUESTIONS	ACTION TAKEN
EMPLOYEE SIGNATURES	
<i>David Alford 5-4-20</i>	<i>David Alford 5-4-20</i>
<i>David Bailey 5/4/20</i>	
<i>David Loy 5-4-20</i>	<i>David Loy 5-4-20</i>
<i>Jim Agee 5-4-20</i>	<i>James A Agee</i>
<i>Ray Nader 5-4-20</i>	
MANAGER/SUPERVISOR SIGNATURE:	

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

1 June 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 May 2020

Summary

We resumed curb side service on May 4th for several weeks. We also issued boaters tests by appointments. The Library will reopen June 1st at a limited capacity. 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 down load books, audio books and magazines for anyone who does not have a Library card. The website has been open to all residences of Tennessee. There is also the TEL site which offers all kinds of information and is especially helpful to students working at home. The information is also posted on our door. We usually do inventory in the fall, but since we were closed to the public we went ahead and worked on it this last month. As I said before my main and first concern is the safety of the staff and patrons. Surfaces throughout the building are touched frequently. Paper products are best left unhandled for 72 hours to be sanitary. Time is the best disinfectant. 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. Some patron's will not like the new rules. We

have had a few patron's banging on the door and cussing at us for not letting them in these last few weeks. Some are frequent visitors who usually sit all day playing video games. Many other Libraries are following the same protocol. Knox County hired a security guard. I would like to have the police do random walk throughs until patrons get use to the new policies. Hopefully we will not have any problems.

I had ordered plexiglass for our circulation desks. Chris Boswell was nice enough to weld frames and install them for us over the Memorial Day weekend. Most orders are delayed at this time. Cleaners as you know are very hard to come by at this time. The key boards and phones will be cleaned after each use.

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.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
MAY 28, 2020
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 – 5:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Chris Mitchell Management Consultants via “GoToMeeting” & FY 2021 Preliminary Budget	Information
Minutes from Board Meeting on April 21, 2020	Approval
March 2020 Financial Statements	Approval
May 2020 Accounts Payable	Acceptance
Manager’s Report	Acceptance
Visitor Comments	None

Old:

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

New:

- | | |
|--|----------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. Retirement Plan Review & Maintenance | Approval |
| 4. Retirement Plan Fees for FY 2021 | Approval |
| 5. Postretirement Welfare Benefit GASB 75
Actuarial Valuation for Rockwood Electric Utility | Approval |
| 6. Annual Contribution to OPEB Benefit Trust for
June 30, 2020 | Approval |
| 7. APPA Dues | Approval |
| 8. Roane Alliance Partnership Proposal | Approval |
| 9. Financing for Truck #9 Replacement | Approval |
| 10. Bad Debts | Approval |

Announcements

June 2020 Board Meeting

Adjourn

Due to the COVID-19 pandemic, the regular meeting of the Rockwood Electric Power Board was conducted via electronic means per Governor Lee's Executive Order #16 which allows public meetings to be held in this manner. The platform or application used for the meeting was Zoom®.

The meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on April 21, 2020. Board members present online were Childs, Davis, Holloway, Layne, and McCullough. Also, online were General Manager, Kendall Bear; Assistant Manager, Marsha O'Keefe; and Operating Superintendent Larry Brackett.

A motion was made by Layne, seconded by Childs to approve the minutes from February 18, 2020. All voted yes.

Marsha O'Keefe reported on the Financial Statements for January and February 2020. Due to the timing of April's Board meeting, most of the financials were complete for March 2020 as well. Over the last three (3) months the Utility continues to have an increase in cash. Days of cash on hand continues to increase. Due mostly to a mild winter, total year-to-date operating revenue is lower by \$298,049.55 when compared to the same period in FY 2019. As of February, the rate increase when went into effect in October 2019 has increased revenue \$145,605.00. The TVA Partnership Credit has decreased expenses toward the power invoice by \$306,609.09. The capital budget expense has decreased due to the closing of older work orders to plant. Most of the work orders included system improvements. A motion was made by McCullough, seconded by Layne to approve January 2020 and the February 2020 financial statements. All voted yes.

A motion was made by Davis, seconded by McCullough to accept the Accounts Payable for March 2020 and April 2020. All voted yes.

As part of the Manager's Report, Manager Bear spoke about continuing social distancing internally and continuing to work the line crews in shifts. Currently, the Kingston Office drive-through has closed with only the Rockwood drive-through being open. Plans are to reopen Kingston drive-through next week to give customers who have due dates the first and end of month more options to pay. It is undetermined as to when the lobbies will reopen. Due to the impact of COVID-19, TVA has launched several programs to help communities and LPC's. One is the "Back to Business" Credit Program for LPC-served large customers. These are customers with a greater than 5,000 kW demand (i.e., B,C, and D customers) as well as any customer on TDGSA or TDMSA rate. Rockwood has five (5) customers on the TDMSA rate and we have submitted an application for that customer to receive the credit. The Utility qualified for Distributors Insurance Company's (DIC) Shared Cost Safety Incentive Program. A check was received from DIC for their portion, which is \$2,200. The Utility matches DIC's portion and the incentives are paid to the employees. REU also earned the Reliable Public Power Provider (RP3) designation at the Platinum Level from APPA. A motion was made by Layne, seconded by Childs to accept the Manager's Report. All voted yes.

A motion was made by Layne, seconded by Davis to approve the low bid from Exterior Maintenance & Lawn Care for \$555.00 per month. All voted yes. The bids were opened on March 12, 2020, for providing lawn care at all REU facilities including Rockwood & Kingston Offices, Burke Mill, and Buck Creek Substations. Bids were as follows:

Exterior Maintenance & Lawn Care \$555.00 per month.
Chase's Lawn Service \$920.00 per month.

A motion was made by McCullough, seconded by Davis to approve repairs on Truck #12 in the amount of \$15,000. All voted yes.

A motion was made by McCullough, seconded by Childs to approve three (3) new requests for service that exceeded an estimated cost of over \$10,000. All voted yes. The estimated costs include labor, material, and all overhead expenses.

- A new commercial customer on Gallaher Road in Kingston, TN. The estimated cost is \$23,000.
- A new residential customer estimated cost is \$11,268,
- A new residential customer estimated cost is \$17,560.

Both residential customers had already paid their aid-to-construction by the time of the Board meeting.

A motion was made by Layne, seconded by McCullough to purchase three (3) reels of #1/0 AWG, URD, 15 kV, primary wire. The wire comes on reels between 2,500' – 2,700'. The price per foot is \$2.39. All voted yes.

A motion was made by Davis, seconded by McCullough to approve the FY 2021 Right-of-Way Maintenance Proposal. All voted yes. Last year when the Utility solicited bids for right-of-way maintenance, a provision was included in Section 11.0 of the specification which states, "The utility reserves the right to award hourly or lump sum work for multiple years under this contract." In the current fiscal year, Seelbach has been our only contractor doing right-of-way maintenance. They were the primary contractor in FY 2019 as well. We have solicited pricing from them for work needing to be done in FY 2021. We are proposing the awarding of a combination of both lump sum and hourly work to Seelbach for work on three (3) circuits covering approximately 140 miles of power line. We should be able to get two (2) of the circuits completed and a good portion of the 3rd one using this methodology. We will work within the anticipated budget of **\$400,000** for FY 2021, which is less than what was budgeted FY 2020.

A motion was made by McCullough, seconded by Layne to approve a three (3) year proposal, with a 10% discount, from Chris Mitchell Management Consultants (CMMC) to provide financial analysis, forecasts, up-to-date cost-of-service studies, and other financial support. All voted yes.

TVA has issued a press release announcing \$2 million in matching funds to support local initiatives that address hardships created by the COVID-19 pandemic. Rockwood Electric's amount is \$10,000. We would need to solicit partners, agencies, associations, and individual customers to contribute to the matching fund. Mid-East Community Action Agency will administer the funds to Rockwood Electric customers only to aid in paying their electric bills. A motion was made by Childs, second by Layne to approve Rockwood Electric to participate in TVA's COVID-19 Community Care Fund. All voted yes.

A motion was made by McCullough, seconded by Davis to approve the Pole Attachment License Agreement with Comcast of the South. All voted yes. The Board authorized billing Comcast the pole attachment fees for 2020 based on the Pole Attachment License Agreement in the amount of \$220,307.22. A separate Settlement Agreement will need to be approved to resolve the dispute over prior unpaid amounts.

A motion was made by Davis, seconded by Layne to approve, "if needed", the TVA Public Power Support & Stabilization Program which offers local power companies the flexibility to defer a portion of their wholesale power bill to TVA. This is a "needs based" credit support program. This month the program would be for deferring portions of the March 2020 TVA power invoice which is due May 3, 2020. The Utility will not need to request a deferral for this invoice. Based on the financial effects of COVID-19 the program options will be reviewed each month. All voted yes.

A motion was made by Davis, seconded by Layne to incur half of the cost for paving the alley behind the Utility running from S. Wilder Avenue to S. Chamberlain Avenue. The Utility's cost should not exceed \$8,000.00. The cost is based on a quote from Duracap Asphalt submitted to the City of Rockwood. The estimated quote is \$15,330.00. The estimate of tonnages will be adjusted at the end of project. All voted yes.

Included in the Board's packet of information is a preliminary funding analysis from John Werner of Cumberland Securities Company, LLC. Manager Bear, Board Member McCullough, and Marsha O'Keefe held a conference call with Mr. Werner. After he completed his analysis, it was determined the bond issue we currently have is what is best for the Utility at this time and that it would not be feasible to refinance.

A motion was made by Layne, seconded by McCullough to approve the write-off of uncollectible debts for the periods of December 2019 in the amount of \$1,110.86 and for January 2020 in the amount of \$3,449.11. Also noted was the collectibles for the month of February 2020 in the amount of \$1,724.53 and for the month of March 2020 in the amount of \$1,367.36. All voted yes.

Chairman Holloway asked about the interstate lighting at Gallaher Road exit and Southwest Point. The lights at the Gallaher Road exit are behind the meter and are owned by the City of Kingston and are not under contract with the Utility to do the maintenance. Manager Bear will check on the lighting needs at Southwest Point.

A motion was made by Davis, seconded by McCullough to modify action taken at the January 21, 2020 meeting approving REU to provide labor and overhead for upgrading and converting the existing power distribution line that serves Camp Buck Toms. The Camp is planning to build a new dining hall which requires 3-phase power. The Boy Scouts of America (BSA) would be required to pay for all material, new metering, improvements in the right-of-way, etc. The Board is reversing that decision and is directing the General Manager to charge the BSA the full cost of the project. All voted yes.

Chairman Holloway stated on behalf of himself and the Board that he would like to thank the employees for working during the COVID-19 pandemic.

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

Chairman
Harold Holloway
Recorded by M. O'Keefe

Secretary/Treasurer
Wade McCullough

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

MARCH 2020

PAGE 1

BALANCE SHEET

ASSETS AND OTHER DEBITS			ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS			ITEM NO	AMOUNT
UTILITY PLANT					CAPITAL				
Electric Plant	1	65,382,654.90			Membership certificates	30			
Less Depreciation	2	17,880,863.01			EARNINGS REINVESTED IN SYSTEM ASSETS				
Total	3	47,501,791.89			Beginning of year	33	43,832,126.99		
Unamortized acq. adj.	4				Current year to date	34	1,243,461.49		
Other utility plant - net	5				Total	35	45,075,588.48		
Total Plant - net	6	47,501,791.89			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	37,006.00		
Total	13	3,489,319.14			Total	41	3,737,006.00		
CURRENT AND ACCRUED ASSETS					OTHER NON-CURRENT LIABILITIES				
General cash and temporary cash investments ..	14	3,204,681.49			Postretirement Benefits	39.2	3,562,627.39		
Accounts receivable	15	2,232,662.28			Energy Service Loans - Advances ..	42	156,664.95		
Materials and supplies	16	466,193.02			Energy Service Loans - Other	43			
Prepayments	17	200,280.22			Total	44	3,719,292.34		
Other current assets	18	947,084.93			CURRENT AND ACCRUED LIABILITIES				
Total	19	7,050,901.94			TVA notes payable	45.1			
DEFERRED DEBITS					Other notes payable	45.2			
Debt expense	20				Accounts payable	46	3,992,788.88		
Preliminary survey	21				Customer deposits	47	1,190,017.71		
Clearing accounts	22				Taxes and equivalents accrued	48	16,415.83		
Energy Service Loans receivables ..	24	187,663.86			Interest accrued - RUS	49	17,406.26		
Deferred costs on TVA Leases	25				Interest accrued - CFC	50			
Other deferred debits	26				Interest accrued - CoBank	51			
Total	27	187,663.86			Interest accrued - TVA	52.1			
TOTAL ASSETS					Interest accrued - other	52.2			
AND OTHER DEBITS	28	58,229,676.83			Other current liabilities	53	526,462.65		
					Total	54	5,743,091.33		
					DEFERRED CREDITS				
					Advances for construction - refundable ..	55			
					Other deferred credits	56	(45,301.32)		
					Total	57	(45,301.32)		
					TOTAL LIABILITIES				
					AND OTHER CREDITS	58	58,229,676.83		

() Indicates red figures

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

Construction work in progress included in Item No. 1 387,587.56

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		MARCH	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	2,654,424.86	25,686,386.82	
Revenue from late payments	60	14,828.85	128,279.49	
Misc. service revenue	61	3,195.00	40,955.00	
Rent from electric property	62	48,183.09	436,647.81	
Other electric revenue	63	5.00	45.00	
Total operating revenue	64	2,720,636.80	26,292,314.12	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	1,675,908.16	18,603,945.45	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	101,332.31	779,176.82	
Customer accounts expense	68	49,669.86	512,283.06	
Customer service and informational expense	69	858.33	8,464.17	
Sales expense	70		12,038.00	
Administrative and general expense	71	197,541.11	2,103,034.71	
Operating expense	72	349,401.61	3,414,996.76	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	72,001.51	758,095.81	
Administrative and general expense	75	1,796.63	13,768.15	
Maintenance expense	76	73,798.14	771,863.96	
OTHER OPERATING EXPENSE				
Depreciation expense	77	130,655.80	1,153,242.42	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	113,156.36	1,047,179.60	
Other operating expense	80	243,812.16	2,200,422.02	
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	2,342,920.07	24,991,228.19	
INCOME				
Operating income (item 64, less item 81)	82	377,716.73	1,301,085.93	
Other income	83			
Total income	84	377,716.73	1,301,085.93	
Miscellaneous income deductions	85		8,948.80	
Net income before debt expense	86	377,716.73	1,292,137.13	
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	52,218.76	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(3,543.12)	
Total debt expense	95	5,408.40	48,675.64	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	372,308.33	1,243,461.49	
Extraordinary items	97			
Net income	98	372,308.33	1,243,461.49	

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

MARCH 2020

PAGE 3

STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential.....	100	1,554,759.94	14,992,304.44	107	13,690,544	132,467,505
Gen. Power - 50 kW & under.....	101	350,849.88	3,416,838.67	108	2,518,612	24,932,858
Gen. Power - Over 50 kW.....	102	697,988.61	6,846,652.20	109	8,124,125	75,796,832
Street and athletic - Codes 72, 73 & 74.....	103	20,384.71	152,958.90	110	176,106	1,083,031
Outdoor lighting - Codes 75, 77 & 78.....	104	30,641.72	277,632.61	111	207,688	1,897,478
Subtotal.....	330	2,654,424.86	25,686,386.82			
Unbilled revenue*.....	331					
Total (page 2, item 59).....	332	2,654,424.86	25,686,386.82	335	24,717,075	236,177,704
				113	39,667	374,098
				114	24,756,742	236,551,802
				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	\$ 478.32	N/A
Gen Partners-GP<50kW	\$ 419.32	N/A
Gen Partners-GP>50kW	\$ 1,066.91	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	1,675,908.16	18,603,945.45	119	23,341,796	245,905,155
Facilities Rental.....	116					
Other Charges/Credits.....	117					
Total from TVA.....	118	1,675,908.16	18,603,945.45	122	23,341,796	245,905,155
Other Purchased Power*.....	218			222		
Subtotal.....	340	1,675,908.16	18,603,945.45			
Unbilled Purchases*.....	341					
Total (page 2, item 65).....	342	1,675,908.16	18,603,945.45	345	23,341,796	245,905,155
				123	24,756,742	236,551,802
				124	(1,414,946)	9,353,353
				125	(6.06)	3.80
				127	7.180	7.565
				346		

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

**Purchased other power under contract number TV-

from

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

MARCH 2020

PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.	11,662	11,626
Gen. Power - 50 kW & under.	2,761	2,769
Gen. Power - Over 50 kW.	124	127
Street and athletic - Codes 72, 73 & 74.	39	39
Outdoor Lighting - Code 78.	134	132
Total.	14,720	14,693
Special Outdoor Lighting - Code 75.		
Outdoor Lighting - Code 77.	2,139	2,146

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (Item 41).	3,737,399.68
Add new long-term debt this month (page 3).	
Total.	3,737,399.68
Less reductions this month (page 3).	393.68
Long-term debt this month (Item 41).	3,737,006.00

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

77.16%

86.68%

Footnotes:

SIGNED

TITLE

DATE PREPARED

Manager of Accounting

April 15, 2020

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

MINUTES OF APRIL 30, 2020
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, April 30, 2020 at 1:00 pm. at the E-911 Center administrative office.

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

MEMBERS ABSENT: Jack Stockton, Donnie Eblen

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. McNelly second by Mr. Harvey to approve the minutes of March 26, 2020 regular meeting. Motion carried.

FINANCIAL STATEMENT:

Motion was made by Mr. Harvey, second by Mr. McNelly to approve the financial statement for March 2020. Roll call vote was taken with all 7 voting yes. Motion carried.

FUND BALANCE:

Comptroller read the fund balances.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMMITTEE:

Personnel meeting minutes were presented, Ms. Calfee made a motion to accept and second by Mr. Daniels. Motion carried.

BUDGET COMMITTEE:

There will be a Budget Committee meeting soon to work on 2020-2021 budget. We have paid \$1,079,364.98 toward the new center construction.

BUILDING/EQUIPMENT COMMITTEE: Deferred to Director.

DIRECTORS REPORT:

Introduced the Technology Director, Eric Franks, to the board in person. Presented the March call statistics showing calls received last month and year to date. The Software Installation is complete and during the conversion a few things didn't transfer so he is having employees work on getting it up to date. There will be an ECB meeting on May 6, he will be watching online to find out any updates on the distribution of the money reflecting the new rate. He received an estimate of new payments to be about \$202,000 annually. Mr. Anderson presented the VPN agreement he worked up for the Sheriff's Office and mentioned that it might at some point require us to increase our internet speed. Mr. Brown asked if he could re-word the agreement to cover any costs that may be incurred since the prior system costs

were paid through the vendor. Mr. Anderson recommended that the person he would like to have in the addressing position to be combined with the lead supervisor position duties that were presented to the personnel committee. This move would take place in the new Fiscal Year starting in July. Mr. McNelly made a motion to accept this recommendation, Mr. Daniels second. Motion carried. Mr. Anderson proposed a new pay scale for hourly dispatchers to be changed from a set rate to a percentage rate. For the first 90 day probationary period the rate would be 80% of the current certified rate, after the probationary period the rate would increase to 90% of the rate until which time the dispatcher completes their TBI certification/training through Nashville then they would go to the full pay rate. Mr. Suter made a motion to accept the proposal, Ms. Calfee second. Roll call vote was taken and all votes were yes. Motion carried. Mr. Anderson presented several item costs that would be in addition to the new construction loan and the other items that have already been designated. Mr. Suter asked that he present a comprehensive list with all of these additions that will need to be considered by the board. These items will be turned over to the budget committee as well as have the building committee's oversight. Mr. Anderson presented six policy updates to the board for consideration and review. Mr. Suter moved to accept them, Mr. Brown second. Motion carried. If the budget committee would like to meet with Regions Bank representatives regarding a credit card we have the contact information .

CHAIRMAN REPORT:

Presented the TCRS actuarial rate for approval. We have been paying 5.62% matching funds for the employees. Mr. Suter made a motion to continue at this rate, Ms. Calfee second. Roll call vote was taken all voted yes. Motion carried. We received our appraisal back from Mr. Fuller and the current 911 center property has been appraised at \$280,000.

NEW BUSINESS:

We received an email from Mr. Donnie Eblen stating that he has resigned from the board. Mr. Brown made a motion to accept the resignation, Ms. Calfee second. Motion carried. Chairman Ellis has asked the commission to place this on their agenda on May 11 and request Keith Farmer be the Fire Board representative to replace Mr. Eblen. We have received paperwork from a lawyer representing Mr. Robert Langley asking us to preserve any and all records both paper and digital. The grounds of this claim is age discrimination, Tennessee human rights act as well as any related claims.

ADJOURNMENT:

With no further business to come before the board, a motion to adjourn was made by Mr. Suter , second by Mr. McNelly. Voice vote all approved. Motion carried. Dismissed at 2:00 pm. Next regular meeting will be May 28, 2020 at 1:00 P.M.

Regular March 26, 2020 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : April 30, 2020.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

ROANE COUNTY E-911

April 2020 Statistics

	Apr. 2020	2020 YTD
Calls for service entered into CAD system	3,409	14,579
TELEPHONE		
911 calls received	2,121	9,241
Administrative calls inbound	5,173	21,592
Administrative calls outgoing	2,871	12,966
TOTAL:	10,314	35,204
Total phone duration (minutes)	15,402	65,130
RADIO AIRTIME (MINUTES)		
MAIN D	4,910	10,251*
HR DSP	1,230	2,684*
FD DSP	734	1,520*
EMS	912	1,927*
HWY OP	756	1,322*
Ro NET	1	4*
PSAP NET 2	32	41*
TOTAL:	8,575	17,749*
Average radio airtime per CAD system record (minutes)	2.52	2.54*
Average phone call time per CAD system record (minutes)	4.52	4.47
TOTAL AVG. TIME PER CAD SYSTEM RECORD:	7.04	7.01*

* Data not available prior to March 2020.

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

May 20, 2020

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The Monthly E-911 Board meeting will be Thursday, May 28, 2020 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting
April 30, 2020 Board Minutes
April 2020 financial report.
Fund Balances as of April 30, 2020
Statement of Net Position April 30, 2020
May 14, 2020 Committees Minutes
Amended Budget FY 2019-2020
Proposed Budget FY 2020-2021
VPN Agreement with RCSO
Capital Expenses
Director's suggested employee handbook update
April Dispatch Statistics

"REMOTE ACCESS INFORMATION"

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

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

Proposed E-911 Budget 2020-2021			
0% Revenue Increase			5/8/2020
	2019-2020	2020-2021	
REVENUES	BUDGET	PROJECTED	DIFFERENCE
3010 TCA Section 7-86-303 Receipts	640,518	640,518	-
3020 TCA Section 7-86-130 Receipts	37,000	35,000	(2,000)
3060 Local Government Contracts	674,373	674,373	-
3070 Contracted Services	47,387	47,387	-
3080 Sales & Fees	2,208	250	(1,958)
5002 Interest Income	888	950	62
5099 Other Non-Operating Revenue	55,539	37,303	(18,236)
TOTAL ESTIMATED REVENUE	1,457,913	1,435,781	22,132
SALARIES AND WAGES	0% SALARY INCREASE + LONGEVITY		
4001 Director	69,002	65,000	(4,002)
4002 Administrative Personnel	145,462	123,067	(22,395)
4004 Telecommunicators	304,726	304,762	36
4005 Dispatch Supervisor Personnel	129,482	117,728	(11,754)
4006 Mapping/Addressing Personnel	44,527	50,219	5,692
4007 Janitor	19,005	4,160	(14,845)
4012 IT Personnel	53,772	50,003	(3,769)
4099 Other Payroll Costs	27,956	31,759	3,803
4101 Social Security	47,206	46,295	(911)
4102 Medicare	11,040	10,827	(213)
4104 Medical Insurance	140,792	146,997	6,205
4106 Other Insurance	1,500	1,122	(378)
4107 Unemployment Compensation	608	560	(48)
4108 Pension Expense	42,192	41,133	(1,059)
4109 Other Postemployment Benefits	-	8,098	8,098
ADMINISTRATION			
4203 Audit Services	8,950	9,398	448
4204 Accounting/Bookkeeping Services	3,936	3,936	-
4208 Contracts with Vendors	-	1,252	1,252
4217 Legal Services	5,000	7,500	2,500
4218 Maintenance & Warranty Contracts	36,712	-	(36,712)
4229 Lease/Rental-Admin Equip/furniture/fixt.	-	1,900	1,900
4232 Advertising	450	1,000	550
4233 Awards to Employees and Others	-	1,500	1,500
4237 Dues and Memberships - Administrative	4,035	5,135	1,100
4239 Equipment- General (non-capitalized)	-	2,500	2,500
4240 Insurance - Liability	25,692	6,727	(18,965)
4241 Insurance - Worker's Compensation	1,200	1,300	100
4242 Maintenance and Repairs - Administrative	-	500	500
4245 Software & Licensing - Administration	-	1,098	1,098
4246 Supplies & Materials-Administration	3,956	3,290	(666)
4247 Training Costs - Administrative	-	700	700
4248 Travel -Administrative	5,640	3,900	(1,740)

4250 Telephone Costs - Administrative	10,949	2,400	(8,549)
4251 Telecomm cell phones/pagers- Admin.	2,100	650	(1,450)
4253 Vehicle Expenses - Administrative	800	4,390	3,590
4254 Vehicle Fuel - Administrative	2,400	1,600	(800)
4299 Misc. Admin Services and Expenses	192	750	558
BUILDING AND FACILITIES			
4305 Equipment -Facilities (non capitalized)	5,000	1,500	(3,500)
4307 Utilities	20,574	22,586	2,012
4333 Maint. and Repairs-Buildings and Facilities	5,500	1,000	(4,500)
4338 Insurance - Buildings and Contents	-	24,057	24,057
4339 Maintenance & Warranty Contracts	19,864	2,800	(17,064)
4340 Supplies and Materials-Build. and Facilities	1,600	2,500	900
4399 Misc. Building and Facilities Costs	1,000	750	(250)
COMMUNICATIONS - OPERATIONS			
4406 Employee Testing and Exams - Operations	3,000	3,000	-
4410 Insurance - Equipment (non-administrative)	-	318	318
4413 Communications License and Fees	35,975	40,000	4,025
4418 Training Expenses - Communicat. Operat.	1,500	1,500	-
4419 Travel Expenses - Communicat. Operat.	-	2,100	2,100
4423 Addressing/mapping/database supplies	100	100	-
4424 Cable/Internet Charges - Communications	9,845	14,115	4,270
4427 Equipment - Communications (not capital)	1,400	4,000	2,600
4430 Language Interpreting	-	150	150
4431 Maintenance & Warranty Contracts	-	29,220	29,220
4432 Maintenance and Repairs - Communications	-	2,000	2,000
4433 NCIC/TBI/TIES Expenses	6,500	6,060	(440)
4434 Software & Licensing - Communications	100	750	650
4435 Supplies, Materials, & Services - Comm.	-	1,300	1,300
4437 Telephone Costs (Call Center Lines)	15,960	18,264	2,304
4438 Telecom. Cell Phones & Pagers- Comm/OPS	-	1,200	1,200
4439 Vehicle Expenses - Operations	-	700	700
4440 Vehicle Fuel - Operations	-	600	600
NONOPERATING REVENUES			
5010 Interest Expense	5,000	104,500	99,500
<u>TOTAL ESTIMATED EXPENSE</u>	<u>1,282,200</u>	<u>1,348,226</u>	<u>66,026</u>
ESTIMATED RECEIPTS	1,457,913	1,435,781	
ESTIMATED EXPENDITURE	1,282,200	1,348,226	
OVER (UNDER)	175,713	87,555	
DEPRECIATION	41,966	58,465	
OVER (UNDER) AFTER DEPRECIATION	<u>133,747</u>	<u>29,090</u>	
Less Building Payment Principal		28,824	
OVER (UNDER) AFTER PRINCIPAL		266	

AGENDA
RCECD 911 MONTHLY BOARD MEETING
MAY 28, 2020 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF APRIL 30, 2020 MEETING
APPROVAL OF APRIL FINANCIAL REPORT

PUBLIC COMMENT

COMPTROLLER

APRIL FUND BALANCES

COMMITTEE REPORTS

PERSONNEL COMMITTEE

GENERAL REPORT

BUDGET AND FINANCE COMMITTEE

MINUTES FROM MEETINGS MAY 14, 2020, 10:00 AM
AMENDED BUDGET 2019-2020
PROPOSED BUDGET 2020-2021

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

DIRECTOR'S REPORT

GENERAL REPORT

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

CAPITAL EXPENSES

NEW BUSINESS

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

1. The Roane County Emergency Communications District (E-911) agrees to provide VPN access to the E-911 center for the purpose of providing mobile data terminals (MDTs) with access to the CAD server.
2. Roane County Sheriff's Office (RCSO) agrees to share costs of any additional equipment or services needed by E-911 in providing VPN services. Specific details regarding cost sharing shall be agreed upon by both agencies, and a new agreement shall be signed outlining the agreed upon terms, prior to any additional expenses being incurred.
3. RCSO will provide any needed equipment to access the VPN services provided by E-911 such as computers, wireless internet devices, etc.
4. VPN access shall only be used for official business of the RCSO and E-911. Any usernames, passwords, IP addresses, network information, or other related information must be kept secure and only provided to authorized users and for use on equipment owned by the RCSO.
5. E-911 agrees to provide support for VPN services provided during business hours based on availability of staff, or in cases of emergencies as approved by the E-911 Executive Director. It is understood that E-911 will not be held responsible for internet failure or other failure.
6. Either agency may terminate this agreement upon written notice to the other.

Executive Director
Roane County E-911

Date

Roane County Sheriff

Date

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
				APRIL		
3010 TECB 911 SURCHARGE (BASE)	640,518	106,753.00	106,753.00	0.00	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	48,905.33	(7,292.42)	555,765.08	(118,607.92)
5002 INTEREST INCOME	888	74.00	82.44	8.44	801.32	(86.68)
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	46.83	(2,951.09)	37,196.57	1,221.57
5009 OTHER INCOME	2,208	184.00	110.00	(74.00)	1,210.00	(998.00)
5014 NCIC/REC CLERK/COUNTY	47,387	3,948.92	3,948.93	0.01	39,489.30	(7,897.70)
TOTAL ESTIMATED REVENUE	1,457,913	171,785.92	159,846.53	(11,939.39)	1,206,784.09	(251,128.91)
=====						
EXPENDITURES						
4001 DIRECTOR	69,002	5,750.17	4,615.38	(1,134.79)	50,827.49	(18,174.51)
4002 COMPTROLLER/ ASST. COMPT.	64,641	5,386.75	3,169.62	(2,217.13)	48,134.76	(16,506.24)
4003 ASSISTANT DIRECTOR	53,772	4,481.00	3,653.84	(827.16)	41,673.38	(12,098.62)
4004 DISPATCHER (8)	304,726	25,393.83	21,329.03	(4,064.80)	223,817.80	(80,908.20)
4005 DISPATCH/LEAD (3)	129,482	10,790.17	7,773.60	(3,016.57)	101,044.81	(28,437.19)
4006 ADMIN-MAPPING/ PT CONSULT	44,527	3,710.58	3,215.16	(495.42)	35,252.64	(9,274.36)
4007 ADMIN TAC	41,722	3,476.83	3,209.38	(267.45)	33,695.41	(8,026.59)
4008 OVERTIME PAY	7,969	664.08	1,842.64	1,178.56	8,138.74	169.74
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	1,348.40	(149.52)	15,070.96	(2,904.04)
4099 NCIC RECORD CLERK	39,099	3,258.25	3,007.62	(250.63)	31,580.01	(7,518.99)
4101 SOCIAL SECURITY TAX	47,206	3,933.83	3,279.47	(654.36)	36,283.86	(10,922.14)
4102 MEDICARE TAX	11,040	920.00	766.94	(153.06)	8,488.08	(2,551.92)
4103 LIFE INSURANCE	1,500	125.00	73.42	(51.58)	965.19	(534.81)
4104 MEDICAL INSURANCE	140,792	11,732.67	10,065.25	(1,667.42)	106,197.65	(34,594.35)
4107 SUTA TAX	608	50.67	365.18	314.51	461.34	(146.66)
4108 STATE RETIREMENT	42,192	3,516.00	2,116.08	(1,399.92)	29,992.60	(12,199.40)
4201 MAPPING/ADDRESSING	100	8.33	0.00	(8.33)	0.00	(100.00)
4203 AUDIT SERVICES	8,950	745.83	0.00	(745.83)	8,950.00	0.00
4204 ACCOUNTING SERVICES	3,936	328.00	320.00	(8.00)	2,880.00	(1,056.00)
4217 LEGAL & PROFESSIONAL	5,000	416.67	566.88	150.21	6,865.97	1,865.97
4218 MAINT. AGREEMENTS	36,712	3,059.33	588.73	(2,470.60)	31,338.47	(5,373.53)
4220 NCIC/TBI/TIES LINE	6,500	541.67	0.00	(541.67)	4,183.32	(2,316.68)
4225 PEST CONTROL	300	25.00	25.00	0.00	225.00	(75.00)
4228 RENT/REP SITE(tank & propane)	800	66.67	0.00	(66.67)	237.08	(562.92)
4299 TRASH DISPOSAL	192	16.00	21.00	5.00	205.00	13.00
4301 OFFICE SUPPLIES	2,200	183.33	312.00	128.67	2,045.86	(154.14)
4302 CUSTODIAL SUPPLIES	1,600	133.33	0.00	(133.33)	994.67	(605.33)
4303 DISPATCH SUPPLIES	1,400	116.67	675.23	558.56	856.15	(543.85)
4304 POSTAGE	756	63.00	0.00	(63.00)	549.15	(206.85)
4305 SMALL EQUIPMENT PUR	5,000	416.67	0.00	(416.67)	1,011.00	(3,989.00)
4307 UTILITIES ELECTRIC	14,790	1,232.50	986.72	(245.78)	10,593.74	(4,196.26)
4308 UTILITIES GAS	1,860	155.00	170.04	15.04	1,178.16	(681.84)
4309 UTILITIES WATER / SEWER	3,124	260.33	185.66	(74.67)	2,390.90	(733.10)
4310 GENERAL TELEPHONE (ADMIN)	10,949	912.42	842.89	(69.53)	8,519.41	(2,429.59)
4311 CELL PHONE/VERIZON	2,100	175.00	132.71	(42.29)	1,256.39	(843.61)
4312 GEN TELE(CALL CENTER LINE)	15,960	1,330.00	1,270.00	(60.00)	12,940.00	(3,020.00)
4313 INTERNET CHARGES	9,845	820.42	877.02	56.60	9,020.10	(824.90)
4333 MISC MAINT& REPAIR	5,500	458.33	327.00	(131.33)	1,466.60	(4,033.40)
4335 MAINT & REPAIR VEHICLE	800	66.67	0.00	(66.67)	1,255.25	455.25
4336 VEHICLE FUEL COST	2,400	200.00	81.05	(118.95)	1,390.75	(1,009.25)

4339 MDT MAINTENANCE IN/OUT	19,564	1,630.33	0.00	(1,630.33)	20,790.00	1,226.00
4340 800 RADIO SYST. MAINT IN/OUT	35,975	2,997.92	9,300.20	6,302.28	36,974.92	999.92
4399 MISCELLANEOUS EXP	1,000	83.33	0.00	(83.33)	1,100.00	100.00
4401 BANK FEES	1,000	83.33	107.35	24.02	970.94	(29.06)
4405 DUES & SUBSCRIPTIONS	4,035	336.25	0.00	(336.25)	4,035.00	0.00
4406 TESTING/EVALUATION	3,000	250.00	0.00	(250.00)	0.00	(3,000.00)
4407 WORKERS COMP INSURANCE	1,200	100.00	0.00	(100.00)	1,150.00	(50.00)
4408 LIABILITY INSURANCE	25,171	2,097.58	0.00	(2,097.58)	24,992.00	(179.00)
4413 LICENSE & FEES	100	8.33	0.00	(8.33)	600.00	500.00
4414 SURETY BONDS	521	43.42	0.00	(43.42)	0.00	(521.00)
4418 TRAINING	1,500	125.00	0.00	(125.00)	1,199.95	(300.05)
4419 TRAVEL, MEALS, LODGING	5,640	470.00	345.16	(124.84)	2,776.15	(2,863.85)
4421 ADVERTISING	450	37.50	0.00	(37.50)	1,612.15	1,162.15
5010 INTEREST EXPENSE	5,000	416.67	0.00	(416.67)	0.00	(5,000.00)
TOTAL ESTIMATED EXPENSE	1,282,200	106,850.00	86,965.65	(19,884.35)	980,978.12	(301,221.88)
=====						
ESTIMATED RECEIPTS	1,457,913		159,846.53			
VS						
ESTIMATED EXPENDITURE	1,282,200		86,965.65			
OVER (UNDER)	175,713					
DEPRECIATION	41,966					
OVER(UNDER)AFTER DEPRECIATION	133,747		72,880.88			

FUND BALANCES

AS OF APRIL 30, 2020 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT INCLUDING THE CERTIFICATE OF DEPOSIT OR BUILDING PROJECT ACCOUNT

REVENUE FUND	\$1,888,439.51
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OPERATING ACCOUNT	\$ 150,160.03
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TOTAL FUNDS	\$2,038,599.54
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LESS 800 MHZ SYSTEM MAINTENANCE	\$- 20,515.73
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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	\$- 517,896.47
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TOTAL UN-DESIGNATED	<u>\$1,520,703.07</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	\$ 1,074.04
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Recommended Capital Expenditures for New Building / Mobile 911

1. Accept bid from Taylor Telecom Solutions for network wiring of building.	\$34,960.00
2. Accept bid from Taylor Telecom Solutions for camera system.	\$9,139.74
3. Accept bid from Taylor Telecom Solutions for access control system.	\$10,350.00
4. Approve CO # 9 to convert from single to three phase for UPS.	\$578.36
5. Purchase UPS from Johnston Technologies on state contract.	\$31,350.00
	+ freight
6. Purchase Avtec radio console system from Metro Communications (4 operator positions, on state contract)	\$190,000.00
7. Purchase 8x Motorola APX 4500 console radios to use with item #6.	\$31,000.00
8. Purchase new Dell server for Mobile 911 truck.	\$5,478.14
	\$312,856.24

5/19/2020

DIRECTOR / IT DIRECTOR SALARIES REVISED

Proposed E-911 Budget 2020-2021 REVISED			
0% Revenue Increase			5/15/2020
	2019-2020	2020-2021	
REVENUES	BUDGET	PROJECTED	DIFFERENCE
3010 TCA Section 7-86-303 Receipts	640,518	640,518	-
3020 TCA Section 7-86-130 Receipts	37,000	35,000	(2,000)
3060 Local Government Contracts	674,373	674,373	-
3070 Contracted Services	47,387	47,387	-
3080 Sales & Fees	2,208	250	(1,958)
5002 Interest Income	888	950	62
5099 Other Non-Operating Revenue	55,539	37,303	(18,236)
<u>TOTAL ESTIMATED REVENUE</u>	1,457,913	1,435,781	22,132
SALARIES AND WAGES	0% SALARY INCREASE + LONGEVITY		
4001 Director	69,002	64,000	(5,002)
4002 Administrative Personnel	145,462	123,067	(22,395)
4004 Telecommunicators	304,726	304,762	36
4005 Dispatch Supervisor Personnel	129,482	117,728	(11,754)
4006 Mapping/Addressing Personnel	44,527	50,219	5,692
4007 Janitor	19,005	4,160	(14,845)
4012 IT Personnel	53,772	50,000	(3,772)
4099 Other Payroll Costs	27,956	31,759	3,803
4101 Social Security	47,206	46,295	(911)
4102 Medicare	11,040	10,827	(213)
4104 Medical Insurance	140,792	146,997	6,205
4106 Other Insurance	1,500	1,122	(378)
4107 Unemployment Compensation	608	560	(48)
4108 Pension Expense	42,192	41,133	(1,059)
4109 Other Postemployment Benefits	-	8,098	8,098
ADMINISTRATION			
4203 Audit Services	8,950	9,398	448
4204 Accounting/Bookkeeping Services	3,936	3,936	-
4208 Contracts with Vendors	-	1,252	1,252
4217 Legal Services	5,000	7,500	2,500
4218 Maintenance & Warranty Contracts	36,712	-	(36,712)
4229 Lease/Rental-Admin Equip/furniture/fixt.	-	1,900	1,900
4232 Advertising	450	1,000	550
4233 Awards to Employees and Others	-	1,500	1,500
4237 Dues and Memberships - Administrative	4,035	5,135	1,100
4239 Equipment- General (non-capitalized)	-	2,500	2,500
4240 Insurance - Liability	25,692	6,727	(18,965)
4241 Insurance - Worker's Compensation	1,200	1,300	100
4242 Maintenance and Repairs - Administrative	-	500	500
4245 Software & Licensing - Administration	-	1,098	1,098
4246 Supplies & Materials-Administration	3,956	3,290	(666)
4247 Training Costs - Administrative	-	700	700
4248 Travel -Administrative	5,640	3,900	(1,740)

DIRECTOR / IT DIRECTOR SALARIES REVISED

4250 Telephone Costs - Administrative	10,949	2,400	(8,549)
4251 Telecomm cell phones/pagers- Admin.	2,100	650	(1,450)
4253 Vehicle Expenses - Administrative	800	4,390	3,590
4254 Vehicle Fuel - Administrative	2,400	1,600	(800)
4299 Misc. Admin Services and Expenses	192	750	558
BUILDING AND FACILITIES			
4305 Equipment -Facilities (non capitalized)	5,000	1,500	(3,500)
4307 Utilities	20,574	22,586	2,012
4333 Maint. and Repairs-Buildings and Facilities	5,500	1,000	(4,500)
4338 Insurance - Buildings and Contents	-	24,057	24,057
4339 Maintenance & Warranty Contracts	19,864	2,800	(17,064)
4340 Supplies and Materials-Build. and Facilities	1,600	2,500	900
4399 Misc. Building and Facilities Costs	1,000	750	(250)
COMMUNICATIONS - OPERATIONS			
4406 Employee Testing and Exams - Operations	3,000	3,000	-
4410 Insurance - Equipment (non-administrative)	-	318	318
4413 Communications License and Fees	35,975	40,000	4,025
4418 Training Expenses - Communicat. Operat.	1,500	1,500	-
4419 Travel Expenses - Communicat. Operat.	-	2,100	2,100
4423 Addressing/mapping/database supplies	100	100	-
4424 Cable/Internet Charges - Communications	9,845	14,115	4,270
4427 Equipment - Communications (not capital)	1,400	4,000	2,600
4430 Language Interpreting	-	150	150
4431 Maintenance & Warranty Contracts	-	29,220	29,220
4432 Maintenance and Repairs - Communications	-	2,000	2,000
4433 NCIC/TBI/TIES Expenses	6,500	6,060	(440)
4434 Software & Licensing - Communications	100	750	650
4435 Supplies, Materials, & Services - Comm.	-	1,300	1,300
4437 Telephone Costs (Call Center Lines)	15,960	18,264	2,304
4438 Telecom. Cell Phones & Pagers- Comm/OPS	-	1,200	1,200
4439 Vehicle Expenses - Operations	-	700	700
4440 Vehicle Fuel - Operations	-	600	600
NONOPERATING REVENUES			
5010 Interest Expense	5,000	104,500	99,500
<u>TOTAL ESTIMATED EXPENSE</u>	<u>1,282,200</u>	<u>1,347,223</u>	<u>65,023</u>
ESTIMATED RECEIPTS	1,457,913	1,435,781	
ESTIMATED EXPENDITURE	1,282,200	1,347,223	
OVER (UNDER)	175,713	88,558	
DEPRECIATION	41,966	58,465	
OVER (UNDER) AFTER DEPRECIATION	<u>133,747</u>	<u>30,093</u>	
Less Building Payment Principal		28,824	
OVER (UNDER) AFTER PRINCIPAL		1,269	

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

April 30, 2020

CURRENT ASSETS

Revenue Acct. - Regions Bank	\$ 1,888,441
Oper/Maint Acct. - Regions Bank	150,787
Building Project 911 Constructi	1,074
CD's Capital Improvement - Outlay	63,056
Prepaid Insurance	10,414
Prepaid Expenses	24,792
Accounts Receivable	7,292
	<hr/>
TOTAL CURRENT ASSETS	2,145,856

CAPITAL ASSETS NOT BEING DEPRECIATED

Land	206,805
Construction in Progress	1,203,768

CAPITAL ASSETS BEING DEPRECIATED

Buildings & Improvements	409,783
Furniture & Fixtures	47,019
Office Equipment	53,023
Communications Equipment	1,132,308
Vehicles	30,893
Mapping & CAD System	209,249
Intangibles - Mapping	65,000
	<hr/>
TOTAL CAPITAL ASSETS	3,357,848
Accumulated Depreciation	(1,569,555)
	<hr/>
CAPITAL ASSETS, NET	1,788,293

OTHER ASSETS

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

TOTAL ASSETS	\$ 4,274,344
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DEFERRED OUTFLOW OF RESOURCES

Pension Cont after Measurement Date (GASB68)	\$ 85,627
OPEB Deferred outflows	326
	<hr/>
TOTAL DEFERRED OUTFLOW OF RESOURCES	\$ 85,953

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

April 30, 2020

CURRENT LIABILITIES

Net OPEB Asset(Liability)	\$	27,969
Accounts Payable		67,540
Accrued Compensated Absences		18,177
Payroll Deductions Payable		1,974
Employee Health Ins. W/H		2,716
SUTA Taxes Payable		780
Insurance W/H Payable		425

TOTAL CURRENT LIABILITIES		<u>119,581</u>
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NON CURRENT LIABILITIES

Notes payable - long term		<u>1,079,365</u>
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TOTAL NON CURRENT LIABILITIES		<u>1,079,365</u>
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TOTAL LIABILITIES	\$	<u>1,198,946</u>
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DEFERRED INFLOW OF RESOURCES

Pension Changes in Experience	\$	81,651
OPEB Deferred Inflows		<u>8,102</u>

TOTAL DEFERRED OUTFLOW OF RESOURCES	\$	<u>89,753</u>
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NET POSITION

Net Investment in Capital Assets	\$	708,928
Restricted for Pension		339,130
Unrestricted Net Position		<u>2,023,540</u>

TOTAL NET POSITION	\$	<u>3,071,598</u>
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See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the 10 Months Ended April 30, 2020

	<u>Amount</u>	<u>Percent</u>
OPERATING REVENUES		
TECB Distribution of 911 Surcharges (Base Amount)	\$ 533,765	47.0 %
Statute 130 Funding	32,885	2.9
Other Op Rev (Dispatch Services)	<u>569,058</u>	<u>50.1</u>
TOTAL OPERATING REVENUES	<u>1,135,708</u>	<u>100.0</u>
OPERATING EXPENSES		
<u>SALARIES AND WAGES</u>		
Salaries and Wages	47,637	4.2
Salary - Director	44,248	3.9
Salary - Comptroller & Assistant Compt.	41,737	3.7
Salaries - Assistant Director	36,854	3.2
Salary - Dispatchers/Telecommunicators/Call taker	219,473	19.3
Salary - Dispatch Supervisor Personnel	80,978	7.1
Salary - Admin-Mapping & PT Consultant	21,521	1.9
P/T Salary-Mapping	10,440	0.9
Overtime Pay	8,139	0.7
Part-time Personnel	796	0.1
Holiday Pay	15,187	1.3
Christmas Bonus	2,003	0.2
Salaries - Dispatch Supervisor	30,529	2.7
Admin Records Clerk	<u>29,741</u>	<u>2.6</u>
TOTAL SALARIES AND WAGES	<u>589,283</u>	<u>51.9</u>
<u>EMPLOYEE BENEFITS</u>		
Taxes - Payroll - Social Security	36,294	3.2
Taxes - Payroll - Medicare	8,488	0.7
Insurance - Employee Health	106,876	9.4
Taxes - Payroll - SUTA	884	0.1
Retirement Contributions	<u>29,993</u>	<u>2.6</u>
TOTAL EMPLOYEE BENEFITS	<u>182,535</u>	<u>16.1</u>

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION For the 10 Months Ended April 30, 2020

	<u>Amount</u>	<u>Percent</u>
<u>CONTRACTED SERVICES</u>		
Audit Services	8,950	0.8
Accounting / Bookkeeping Services	3,200	0.3
Legal and Professional	6,866	0.6
Maintenance Agreements	25,842	2.3
NCIC/TBI/TIES Expenses	3,731	0.3
Pest Control	250	0.0
Lease/Rental - Bldg and Facilities	237	0.0
Trash Disposal	226	0.0
	<hr/>	<hr/>
TOTAL CONTRACTED SERVICES	49,302	4.3
<u>SUPPLIES, MATERIALS AND MAINTENANCE</u>		
Office Supplies	2,006	0.2
Janitorial Supplies	1,045	0.1
Dispatch & Map Supplies	856	0.1
Postage	549	0.0
Equipment Purchases Not Capitalized	1,011	0.1
Utilities - Electric	10,594	0.9
Utilities - Natural Gas/Propane	1,252	0.1
Utilities - Water & Sewer	2,455	0.2
Utilities - General Telephone (Admin Lines)	8,519	0.8
Utilities-Cell Phone/Verizon	1,256	0.1
Utilities - General Telephone (Call Center Lines)	12,940	1.1
Cable/Internet Charges	9,020	0.8
Maintenance & Repairs - Misc	1,467	0.1
Maintenance & Repairs - Vehicles	1,255	0.1
Fuel - Gasoline & Diesel	1,391	0.1
MDT Maintenance	17,325	1.5
800 Radio Sys Maint	40,075	3.5
	<hr/>	<hr/>
TOTAL SUPPLIES AND MATERIALS	113,016	10.0 %

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the 10 Months Ended April 30, 2020

	<u>Amount</u>	<u>Percent</u>
<u>OTHER CHARGES</u>		
Bank Charges	1,010	0.1
Dues and Memberships	3,363	0.3
Insurance - Workers' Compensation	2,267	0.2
Insurance - Liability	20,541	1.8
Licenses and Fees	600	0.1
Premiums on Surety Bonds	93	0.0
Training Expenses	1,120	0.1
Travel, Meals, Lodging	2,776	0.2
Advertising	1,612	0.1
TOTAL OTHER CHARGES	<u>33,382</u>	<u>2.9</u>
<u>DEPRECIATION</u>		
Depreciation	40,603	3.6
Amortization	7,343	0.6
TOTAL DEPRECIATION	<u>47,946</u>	<u>4.2</u>
TOTAL OPERATING EXPENSES	<u>1,015,464</u>	<u>89.4</u>
OPERATING INCOME (LOSS)	<u>120,244</u>	<u>10.6</u>
<u>NONOPERATING REVENUES AND (EXPENSES)</u>		
Interest Income	1,888	0.2
MDT Maintenance Other Gov/Agencies	6,152	0.5
800 Radio System Maint. Other Gov/Agencies	37,197	3.3
Miscellaneous Income	1,210	0.1
NCIC/Rec Clerk/County	36,339	3.2
TOTAL NONOPERATING REVENUES AND (EXPENSES)	<u>82,786</u>	<u>7.3%</u>
INCREASE (DECREASE) IN NET POSITION	<u>203,030</u>	<u>17.9%</u>
NET POSITION - BEGINNING OF PERIOD	<u>2,868,568</u>	
NET POSITION - END OF PERIOD	<u>\$ 3,071,598</u>	

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Ten Months Ended April 30, 2020

	1 Month Ended Actual April 30, 2020	1 Month Ended Budget April 30, 2020	Variance	Percent	10 Months Ended Actual April 30, 2020	10 Months Ended Budget April 30, 2020	Variance	Percent
Operating Revenues								
TECB Distribution of 911 Surcharges (Base Amount)	\$ 106,753	\$ 53,377	53,376	65.51 %	\$ 533,765	\$ 533,765	-	47.00 %
Statute 130 Funding	-	3,083	(3,083)	-	32,885	30,833	2,052	2.90
Other Op Rev (Dispatch Services)	56,197	56,198	(1)	34.49	569,056	561,978	7,080	50.11
Total Operating Revenues	162,950	112,658	50,292	100.00	1,135,708	1,126,576	9,132	100.00
Operating Expenses								
Salaries and Wages								
Salaries and Wages	2,379	-	2,379	1.46	47,637	-	47,637	4.19
Salary - Director	4,615	5,750	(1,135)	2.83	44,248	57,502	(13,254)	3.90
Salary - Comptroller & Assistant Compt.	3,170	5,387	(2,217)	1.85	41,737	53,868	(12,131)	3.67
Salaries - Assistant Director	3,654	4,481	(827)	2.24	36,854	44,810	(7,956)	3.25
Salary - Dispatchers/Telecommunicators/Call taker	20,466	25,394	(4,928)	12.56	219,473	253,938	(34,465)	19.32
Salary - Dispatch Supervisor Personnel	7,774	10,790	(3,016)	4.77	80,978	107,902	(26,924)	7.13
Salary - Admin-Mapping & PT Consultant	529	3,711	(3,182)	0.32	21,521	37,106	(15,585)	1.89
P/T Salary-Mapping	1,553	-	1,553	0.95	10,440	-	10,440	0.92
Salary - Admin - TAC	-	3,477	(3,477)	-	-	34,768	(34,768)	-
Overtime Pay	1,843	664	1,179	1.13	8,139	6,641	1,498	0.72
Part-time Personnel	-	1,584	(1,584)	-	796	15,838	(15,042)	0.07
Christmas Bonus	-	168	(168)	-	-	1,677	(1,677)	-
Holiday Pay	1,348	1,498	(150)	0.83	15,187	14,979	208	1.34
Christmas Bonus	-	-	-	-	2,003	-	2,003	0.18
Salaries - Dispatch Supervisor	3,060	-	3,060	1.88	30,529	-	30,529	2.69
Admin Records Clerk	2,857	-	2,857	1.75	29,741	-	29,741	2.62
NCIC Records Clerk	-	3,258	(3,258)	-	-	32,583	(32,583)	-
Total Salaries and Wages	53,248	66,162	(12,914)	32.68	589,283	661,610	(72,329)	51.89
Employee Benefits								
Taxes - Payroll - Social Security	3,279	3,934	(655)	2.01	36,294	39,338	(3,044)	3.20
Taxes - Payroll - Medicare	767	920	(153)	0.47	8,488	9,200	(712)	0.75
Life Insurance	-	125	(125)	-	-	1,250	(1,250)	-
Insurance - Employee Health	9,300	11,733	(2,433)	5.71	106,876	117,327	(10,451)	9.41
Taxes - Payroll - SUTA	65	51	14	0.04	884	507	377	0.08
Retirement Contributions	2,116	3,516	(1,400)	1.30	29,993	35,160	(5,167)	2.64
Total Employee Benefits	15,527	20,279	(4,752)	9.53	182,535	202,782	(20,247)	16.07

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Ten Months Ended April 30, 2020

	1 Month Ended Actual April 30, 2020	1 Month Ended Budget April 30, 2020	Variance	Percent	10 Months Ended Actual April 30, 2020	10 Months Ended Budget April 30, 2020	Variance	Percent
Contracted Services								
Addressing/Mapping/Database Consultants	-	8	(8)	-	-	83	(83)	-
Audit Services	-	746	(746)	-	8,950	7,458	1,492	0.76
Accounting / Bookkeeping Services	840	328	312	0.39	3,200	3,280	(80)	0.26
Legal and Professional	567	417	150	0.35	6,866	4,167	2,699	0.60
Maintenance Agreements	2,666	3,059	(393)	1.64	25,842	30,593	(4,751)	2.26
NCIC/TBI/TIES Expenses	395	542	(147)	0.24	3,731	5,417	(1,686)	0.33
Pest Control	25	25	-	0.02	250	250	-	0.02
Lease/Rental - Bldg and Facilities	-	-	-	-	237	0	237	0.02
Trash Disposal	42	16	26	0.03	226	160	66	0.02
Total Contracted Services	4,335	5,141	(806)	2.66	49,302	51,408	(2,106)	4.34
Supplies and Materials								
Office Supplies	312	183	129	0.19	2,006	1,833	173	0.16
Janitorial Supplies	51	133	(82)	0.03	1,045	1,333	(288)	0.06
Dispatch & Map Supplies	675	117	558	0.41	856	1,167	(311)	0.06
Postage	-	63	(63)	-	549	630	(81)	0.05
Equipment Purchases Not Capitalized	-	417	(417)	-	1,011	4,167	(3,156)	0.06
Utilities - Electric	1,822	1,233	589	1.12	10,594	12,325	(1,731)	0.93
Utilities - Natural Gas/Propane	244	155	89	0.15	1,252	1,550	(298)	0.11
Utilities - Water & Sewer	250	260	(10)	0.15	2,455	2,603	(148)	0.22
Utilities - General Telephone (Admin Lines)	502	912	(410)	0.31	8,519	9,124	(605)	0.76
Utilities-Cell Phone/Verizon	133	175	(42)	0.08	1,256	1,750	(494)	0.11
Utilities - General Telephone (Call Center Lines)	-	1,330	(1,330)	-	12,940	13,300	(360)	1.14
Cable/Internet Charges	-	820	(820)	-	9,020	8,204	816	0.76
Maintenance & Repairs - Misc	327	458	(131)	0.20	1,467	4,583	(3,116)	0.12
Maintenance & Repairs - Vehicles	-	67	(67)	-	1,255	667	588	0.11
Fuel - Gasoline & Diesel	81	200	(119)	0.05	1,391	2,000	(609)	0.12
MDT Maintenance	1,733	1,630	103	1.06	17,325	16,303	1,022	1.53
800 Radio Sys Maint	12,400	2,998	9,402	7.61	40,075	29,979	10,096	3.53
Total Supplies and Materials	18,530	11,152	7,379	11.37	113,016	111,519	1,498	9.95
Other Charges								
Miscellaneous Expense	-	83	(83)	-	-	833	(833)	-
Bank Charges	107	83	24	0.07	1,010	833	177	0.06
Dues and Memberships	336	336	-	0.21	3,363	3,363	-	0.30
Testing and Evaluations	-	250	(250)	-	-	2,500	(2,500)	-
Insurance - Workers' Compensation	-	100	(100)	-	2,267	1,000	1,267	0.20
Insurance - Liability	2,083	2,098	(15)	1.28	20,541	20,976	(435)	1.81
Licenses and Fees	-	8	(8)	-	600	83	517	0.06
Premiums on Surety Bonds	-	43	(43)	-	93	434	(341)	0.01
Training Expenses	-	125	(125)	-	1,120	1,250	(130)	0.10
Travel, Meals, Lodging	82	470	(388)	0.05	2,776	4,700	(1,924)	0.24
Advertising	-	38	(38)	-	1,612	375	1,237	0.14

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Ten Months Ended April 30, 2020

	1 Month Ended Actual April 30, 2020	1 Month Ended Budget April 30, 2020	Variance	Percent	10 Months Ended Actual April 30, 2020	10 Months Ended Budget April 30, 2020	Variance	Percent
Rent Rep Site(tank & propane)	-	67	(67)	-	-	667	(667)	-
Total Other Charges	2,606	3,701	(1,093)	1.60	33,362	37,014	(3,632)	2.94
Depreciation								
Depreciation	4,047	3,497	550	2.48	40,603	34,972	5,631	3.58
Amortization	1,723	-	1,723	1.06	7,343	-	7,343	0.65
Total Depreciation	5,770	3,497	2,273	3.54	47,946	34,972	12,974	4.22
Total Operating Expenses	100,018	109,930	(9,912)	61.38	1,015,464	1,099,305	(83,841)	69.41
Operating Income (Loss)	62,932	2,728	60,204	38.62	120,244	27,271	92,973	10.59
Nonoperating Revenues and (Expenses)								
Interest Income	83	74	83	0.05	1,888	740	1,148	0.17
MDT Maintenance Other Gov/Agencies	-	1,630	-	-	6,152	16,303	(10,151)	0.54
800 Radio System Maint. Other Gov/Agencies	47	2,998	47	0.03	37,197	29,979	7,218	3.28
Miscellaneous Income	110	184	110	0.07	1,210	1,840	(630)	0.11
Interest Expense	-	(417)	-	-	-	(4,167)	4,167	-
NCIC/Rec Clerk/County	3,949	3,949	3,949	2.42	36,339	39,489	(3,150)	3.20
Total Other Income (Expenses)	4,189	8,419	(4,230)	2.57	82,786	84,185	(1,399)	7.29
Change in Net Position	\$ 67,121	\$ 11,147	55,974	41.19 %	\$ 203,030	\$ 111,456	91,574	17.88 %

See accountants' compilation report.

MINUTES OF MAY 14,2020
ROANE COUNTY E-911 BUDGET/BUILDING-EQUIPMENT/PERSONNEL COMMITTEE MEETINGS

The Roane County Emergency Communications District (E-911) Budget Committee met Thursday, May 14, 2020 at 10:00 a.m. at the E-911 Center administrative office.

COMMITTEE MEMBERS PRESENT: Marilyn Calfee, John Harvey, Randy Ellis

COMMITTEE MEMBERS ABSENT: Arvel McNelly

OTHER BOARD MEMBERS PRESENT: Tony Brown, Tim Suter

EMPLOYEES PRESENT: Kim Tharp, Cody Anderson, Eric Franks

CALL TO ORDER:

The meeting was called to order by committee chairman, Ms. Calfee. The amended budget was presented as the first item on the agenda to be addressed. There were a few questions and Mr. Ellis moved to present the amended budget to the full board for approval. Mr. Harvey second. Motion carried.

The operating budget was presented with three options; 0% dispatch revenue increase/0%payraise increase+longevity, 3% dispatch revenue increase/0% payraise increase + longevity, and 3% dispatch revenue increase/2% payraise + longevity. It was explained by the Director that the account line item numbers and description titles have changed due to the State Comptroller having required us to convert to statewide standardized codes. After much discussion, the committee decided to present the full board with the 0%dispatch revenue increase/0%payraise increase+longevity due to the effects of the pandemic on the current state of the economy. Mr. Ellis made a motion to present the 0/0 budget to the full board with the addition of possibly adding a bonus to the employees later in the year if the money is available. Mr. Harvey second. Roll call vote was taken: Ms. Calfee-yes, Mr. Ellis-yes, Mr. Harvey-yes. Motion carried. With no other business to come before the budget committee, Mr. Ellis made a motion to adjourn, Mr. Harvey second. Motion carried. Meeting adjourned at 11:00 a.m.

BUDGET COMMITTEE:

Mr. Brown gave an update on the building site and the progression of it. There was some discussion on the additional equipment needed for the new 911 center. Mr. Suter and Mr. Brown asked for Cody to come up with a compiled list of needed expenses to present to the full board.

There was discussion on making a change to the sign that has already been made for the new center. The committee will draw something up and present it to the full board.

PERSONNEL COMMITTEE:

Mr. Brown , chairman, presented the Director that has fulfilled his probationary period as of May 3, 2020. There was a recommendation to increase his pay post probation by \$4,000 as previously was discussed by the committee. Mr. Ellis made a motion to increase Director pay by \$4,000, Ms. Calfee second the motion . Director Anderson asked to speak on this matter and was going to ask to not raise his rate under the current circumstances. The committee chairman said that there was already a motion on the floor and the committee would be voting on the current motion. Motion carried.

ADJOURNMENT:

With no further business for any committee, Mr. Ellis made a motion to adjourn, Mr. Brown second. Motion carried.

Proposed Amended Budget 2019-2020					
					5/15/2020
REVENUES	2019-2020 BUDGET		Amended 2019-2020		AMENDED 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	69,002		65,276		(3,726)
4002 COMPTROLLER	64,641		60,589		(4,052)
4003 I.T. DIRECTOR	53,772		50,019		(3,753)
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	41,722		45,475		3,753
4008 OVERTIME PAY	7,969		10,150		2,181
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	39,099		40,970		1,871
4101 SOCIAL SECURITY TAX	47,206		45,295		(1,911)
4102 MEDICARE TAX	11,040		10,822		(218)
4103 LIFE INSURANCE	1,500		1,500		-
4104 MEDICAL INSURANCE	140,792		135,177		(5,615)
4107 SUTA TAX	608		826		218
4108 STATE RETIREMENT	42,192		39,567		(2,625)
4201 MAPPING/ADDRESSING	100		100		-
4203 AUDIT SERVICES	8,950		8,950		-
4204 ACCOUNTING SERVICES	3,936		3,858		(78)
4217 LEGAL & PROFESSIONAL	5,000		7,500		2,500
4218 MAINT. AGREEMENTS	36,712		44,238		7,526
4220 NCIC/TBI/TIES LINE	6,500		5,500		(1,000)
4225 PEST CONTROL	300		300		-
4228 RENT/REP SITE (TANK&PROPANE)	800		800		-
4299 TRASH DISPOSAL	192		270		78
4301 OFFICE SUPPLIES	2,200		2,200		-
4302 CUSTODIAL SUPPLIES	1,600		1,600		-
4303 DISPATCH SUPPLIES	1,400		1,400		-
4304 POSTAGE	756		756		-
4305 SMALL EQUIPMENT PURCHASE	5,000		5,000		-

4307 UTILITIES ELECTRIC	14,790		14,790		-
4308 UTILITIES GAS	1,860		1,860		-
4309 UTILITIES WATER/SEWER	3,124		3,124		-
4310 GENERAL TELEPHONE (ADMIN)	10,949		11,235		286
4311 CELL PHONE /VERIZON	2,100		1,814		(286)
4312 GEN TELE (CALL CENTER LINES)	15,960		15,660		(300)
4313 INTERNET CHARGES	9,845		11,845		2,000
4333 MISC MAINT & REPAIR	5,500		6,000		500
4335 MAINT & REPAIR VEHICLE	800		1,800		1,000
4336 VEHICLE FUEL COST	2,400		2,400		-
4339 MDT MAINTENANCE IN/OUT	19,564		20,790		1,226
4340 800 RADIO SYST. MAINT IN/OUT	35,975		37,100		1,125
4399 MISCELLANEOUS EXPENSE	1,000		1,300		300
4401 BANK FEES	1,000		1,167		167
4405 DUES & SUBSCRIPTIONS	4,035		4,035		-
4406 TESTING/EVALUATION	3,000		1,000		(2,000)
4407 WORKERS COMP INSURANCE	1,200		1,200		-
4408 LIABILITY INSURANCE	25,171		25,004		(167)
4413 LICENSE & FEES	100		1,600		1,500
4414 SURETY BONDS	521		21		(500)
4418 TRAINING	1,500		1,500		-
4419 TRAVEL,MEALS, LODGING	5,640		4,090		(1,550)
4421 ADVERTISING	450		2,000		1,550
5010 INTEREST EXPENSE	5,000		5,000		-
TOTAL ESTIMATED EXPENSES	1,282,200		1,282,200		-

Pay Scale for New ~~Employees~~ Telecommunicators

Purpose:

The pay scale recognizes a probation period, experienced verses no experienced, certified and noncertified newly hired employees.

***No Experience Hourly Rate:**

1st 90 Days or during the probation period, Hourly Rate will be set at 80% of current telecommunicator pay rate.

At the end of 90 days, or the end of the probation period the Hourly Rate will be set at 90% of current telecommunicator pay rate.

New hires will top out once they are fully certified.

***Certified and Experienced:**

1st 90 Days, or during the probation period, the Hourly Rate will be set at 90% of current telecommunicator pay rate

At the end of 90 Days, or the end of the probation period, the Hourly Rate will be paid at the rate of a Certified Operator.

Experienced /Non- Certifications:

New employees with some experience and no certifications, will be treated as one with no experience.

~~Part Time Employees:~~

~~Beginning Rate \$10.50 Hourly.~~

~~One year Anniversary \$11.50 Hourly.~~

**Revised 4/30/2020*

**Revised 12/15/11*

**MINUTES
KINGSTON PLANNING COMMISSION
MAY 19, 2020**

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on May 19, 2020 at the Kingston City Hall.

Members Present

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

Members Absent

Gary Botkin

Others Present

David Bolling
Kelly Jackson
Jimmy Hill
Clary Foote
Tom Buntrock
Bud Slaven

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mr. Lay and a second by Secretary Pickel, the minutes of the January 21, February, March, and April, 2019 meetings were unanimously approved on a roll call vote.

REPORTS

Chairwoman Wright reported that the city had submitted a Build Grant application for \$220,000 for a master plan for the "bridge to bridge corridor." It is a 100 percent grant that does not require a match from the city.

Mayor Neal reported that the board of zoning appeals had met and that it had denied a request for enlarged billboards. That person will address the planning commission about billboard size under public comments.

PUBLIC COMMENTS

Mr. Bud Slaven addressed the planning commission stating that he had been denied variances to allow a billboard proposed 1306 Kinston Highway to be 250 square feet in area and one proposed for Gallaher Road to be 500 square feet in area. Mr. Slaven requested that the city let him rewrite the billboard requirements. He stated that the county allows billboards to 675 square feet in area. Chairwoman Wright requested that Mr. Slaven get on the agenda for the next meeting so the planning commission can properly address this issue.

FINAL PLAT REVIEW – CLARY FOOTE PROPERTY (MAP 39, PARCEL 4.00 AND MAP 039I, GROUP B, PARCEL 2.00)

Mr. Jimmy Hill presented a plat of the Clary Foote property, located along Jaybird Drive in the planning region. The plat showed the combination of six existing lots and about two acres from an adjacent tract of about sixty-two acres. The total acreage of the combined lots is 5.10 acres.

Action Taken

On a motion by Mr. Lay and a second by Mayor Neal, the commission unanimously voted to approve the final plat on a roll call vote.

SITE PLAN REVIEW – JAGO STORAGE BUILDING PROPERTY (MAP 058L, GROUP C, PARCEL 0031.00)

Mr. Robert Jago presented a site plan of a proposed 32' x 44' metal storage building for his property along Kingston Highway. The building was proposed to be placed at the southeastern portion of the property. The site consisted of compacted gravel and was nearly flat.

Staff stated that additional storm water runoff would be negligible and recommended that the site plan be approved by the commission.

Action Taken

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

SITE PLAN REVIEW – CONDOMINIUM BUILDING FOR LOT 6 OF LAKESIDE RESERVE CONDOMINIUMS

Mr. Tom Buntrock presented a site plan of a proposed condominium building to be constructed on lot 6 of the Lakeside Reserve Condominiums. All infrastructure was in place.

Action Taken

On a motion by Mr. Tipton and a second by Mr. Lay, the commission unanimously voted to approve the site plan on a roll call vote.

Mr. Buntrock stated that he first went before the Kingston Planning Commission in 1972 and believes that the planning commission has made the city much better than it otherwise might have been. Chairwoman Wright thanked Mr. Buntrock for his compliments.

RESOLUTION REQUESTING THAT THE KINGSTON PLANNING REGION BE DISSOLVED

The planning commission was presented with a resolution that requested that the Local Government Planning Advisory Commission dissolve Kingston's planning region and remove any and all of the planning commission's extraterritorial regional planning and regulatory authority.

Action Taken

On a motion by Mayor Neal and a second by Mr. Tipton, on a roll call vote, the planning commission voted to adopt the resolution. All voted aye except for Mr. Lay who voted no.

ADMINISTRATIVE REVIEW FOR A FINAL PLAT

Secretary Pickel stated that he has a plat showing three lots being replatted into two lots. The two lots were located at 120 and 132 Woody Meadow Drive. The planning commission unanimously agreed that this plat could be handled administratively.

WELCOME TO NEW PLANNING COMMISSIONERS

Chairwoman Wright welcomed Mr. Jody Tipton and Mr. Kris Clifton as new planning commissioners.

ADJOURNMENT

On a motion by Mr. Lay, the commission adjourned at 6:35 p.m.