



City Manager Report

July 2020

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

Reporting Schedule:

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

Distributed: August 11, 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: July 2020

Legislative Accomplishments

- A. None (Meeting was canceled due to lack of a quorum)

Other Items Considered by the Council

- None
- **External Meetings**
 - Meeting of East Tennessee Regional Planning Organization (South)
 - Meetings with Raftelis regarding the utility rate study
 - TN Riverline meeting
 - 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 JULY 2020

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR MAY 3833 FOR A TOTAL AMOUNT
OF \$378,039.21

* NEW WATER SERVICE APPLICATIONS FOR JULY 34

* 33 CUSTOMERS FINALED OUT SERVICE

* 238 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 853

* TOTAL E-BILL ACCOUNTS - 349

* ONLINE PAYMENTS PROCESSED 807

* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2143

* WATER LOSS PROTECTION 1178

* WATER LINE PROTECTION 166

* SEWER LINE PROTECTION 38

* COMMERCIAL SINGLE PROTECTION 232

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR DECEMBER 2450

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 384

* 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 \$20554.58

DISBURSED

NEW BUSINESS LICENSES ISSUED IN JULY 2020

- 1 GOVIND LLC, lakeview Inn (Vijay Patel) 1200 N. Kentucky St, Kingston TN 37763
- 2 Krishna LLC, Bootleggers Liquor Store (Vijay Patel) 1202 N. Kentucky St, Kingston, TN 37763
- 3

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF JULY 2020

- * UPDATED ALL EMPLOYEES ACCRUALS IN ATTENDANCE ONDEMAND AND NEXTGEN.
- * FOUND THAT MOST EMPLOYEES FILLED OUT W-4 FORMS INCORRECTLY. NOTIFIED EMPLOYEES AND HELPED THOSE WHO WANTED TO CHANGE THEIRS GET THEM CHANGE.
- * HIRED NEW PART-TIME EMPLOYEE IN PARK & RECREATION
- * TRAINING ON NEW UTILITY BILLING AND PAYROLL SOFTWARE
- * TOTAL FULL-TIME EMPLOYEES: **64** TOTAL PART-TIME EMPLOYEES: **22** TOTAL SEASONAL EMPLOYEES: **20**

| 110 | General Fund | Monthly Comparative: | | | | | |
|----------|---|----------------------|----------------|---------------|------------------|--------------|----------|
| | | Year-To-Date | | Month-To-Date | | | |
| Account | Description | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| Revenues | | | | | | | |
| 31110 | Property Taxes (Current) | 2,004,142.00 | (1,973,798.00) | 98.49 % | 167,011.83 | (17,673.00) | 10.58 % |
| 31120 | Public Utilities Property Tax (Current) | 33,878.00 | (31,681.00) | 93.51 % | 2,823.17 | (55.00) | 1.95 % |
| 31211 | Property Tax Delinquent - 1st Prior | 71,200.00 | (64,971.27) | 91.25 % | 5,933.33 | (10,422.00) | 175.65 % |
| 31212 | Property Tax Delinquent - 2nd Prior | 40,000.00 | (16,748.00) | 41.87 % | 3,333.33 | (1,703.00) | 51.09 % |
| 31219 | Property Tax Delinquent - Other Prior | 17,000.00 | (22,640.10) | 133.18 % | 1,416.67 | (173.00) | 12.21 % |
| 31300 | Interest And Court Cost On Prop Tax | 49,000.00 | (27,649.76) | 56.43 % | 4,083.33 | (3,042.49) | 74.51 % |
| 31511 | In Lieu Tax, Rockwood Electric Utility | 83,255.00 | (80,468.79) | 96.65 % | 6,937.92 | 0.00 | 0.00 % |
| 31610 | Local Sales Tax - Co. Trustee | 1,237,550.00 | (1,201,407.96) | 97.08 % | 103,129.17 | (107,288.96) | 104.03 % |
| 31710 | Wholesale Beer Tax | 192,000.00 | (198,666.81) | 103.47 % | 16,000.00 | (21,267.50) | 132.92 % |
| 31720 | Wholesale Liquor Tax | 50,800.00 | (50,144.62) | 98.71 % | 4,233.33 | (3,954.40) | 93.41 % |
| 31800 | Business Taxes | 70,000.00 | (77,981.47) | 111.40 % | 5,833.33 | (6,746.50) | 115.65 % |
| 31912 | Comcast Cable Tv Fees | 75,000.00 | (77,059.77) | 102.75 % | 6,250.00 | 0.00 | 0.00 % |
| 31913 | Bellsouth Cable Fees | 15,000.00 | (8,916.62) | 59.44 % | 1,250.00 | 0.00 | 0.00 % |
| 31920 | Hotel, Motel Tax | 45,000.00 | (43,882.53) | 97.52 % | 3,750.00 | (3,084.52) | 82.25 % |
| 32210 | Beer Permits | 1,750.00 | (1,600.00) | 91.43 % | 145.83 | 0.00 | 0.00 % |
| 32220 | Liquor Licenses | 300.00 | (607.75) | 202.58 % | 25.00 | 0.00 | 0.00 % |
| 32600 | Bza Hearing Fee | 25.00 | (125.00) | 500.00 % | 2.08 | 0.00 | 0.00 % |
| 33490 | Tema Grant | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 33500 | Telecom Interstate Sales | 5,200.00 | (5,112.57) | 98.32 % | 433.33 | (406.01) | 93.69 % |
| 33510 | State Sales Tax | 556,000.00 | (537,710.57) | 96.71 % | 46,333.33 | (39,118.59) | 84.43 % |
| 33520 | State Income Tax | 50,000.00 | (69,242.90) | 138.49 % | 4,166.67 | 0.00 | 0.00 % |
| 33530 | State Beer Tax | 3,000.00 | (2,779.67) | 92.66 % | 250.00 | 0.00 | 0.00 % |
| 33540 | State Liquor Tax | 6,800.00 | (6,073.11) | 89.31 % | 566.67 | (187.00) | 33.00 % |

| 110 | General Fund | Account | Description | Year-To-Date | | | Monthly Comparative: | | |
|-------|--------------|---------|---------------------------------------|-----------------|--------------|-------------|----------------------|-------------|------------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| 33551 | | | State Gasoline Fuel Tax | 255,000.00 | (211,930.44) | 83.11 % | 21,250.00 | (11,969.46) | 56.33 % |
| 33552 | | | State-City Streets And Transportation | 12,000.00 | (11,780.92) | 98.17 % | 1,000.00 | (981.73) | 98.17 % |
| 33555 | | | State Street Contract Maintenance | 48,000.00 | (38,841.72) | 80.92 % | 4,000.00 | (9,877.92) | 246.95 % |
| 33590 | | | Tva Solar Energy James Ferry | 3,100.00 | (3,367.37) | 108.62 % | 258.33 | 1,564.53 | -605.62 % |
| 33591 | | | Gross Receipts - Tva | 73,000.00 | (75,804.11) | 103.84 % | 6,083.33 | (18,951.05) | 311.52 % |
| 33593 | | | Corporate Excise Tax | 9,300.00 | (18,664.59) | 200.69 % | 775.00 | 0.00 | 0.00 % |
| 33730 | | | Tml Full Pkg Bonus | 4,000.00 | (4,000.00) | 100.00 % | 333.33 | 0.00 | 0.00 % |
| 34100 | | | General Government - Charges For | 2,500.00 | (2,510.25) | 100.41 % | 208.33 | (96.94) | 46.53 % |
| 34310 | | | Highways And Streets Charges For | 7,500.00 | 0.00 | 0.00 % | 625.00 | 0.00 | 0.00 % |
| 34420 | | | Garbage Tip Fees | 332,318.00 | (335,977.86) | 101.10 % | 27,693.17 | (28,185.22) | 101.78 % |
| 34720 | | | Swimming Pool Charges | 20,000.00 | (9,026.29) | 45.13 % | 1,666.67 | (4,911.95) | 294.72 % |
| 34730 | | | Fort Charges & Donations | 0.00 | (100.00) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 34740 | | | Park & Recreation Charges | 6,300.00 | (25,402.49) | 403.21 % | 525.00 | (11,801.20) | 2,247.85 % |
| 34741 | | | Boat Slip Rental | 27,000.00 | (25,045.00) | 92.76 % | 2,250.00 | (3,900.00) | 173.33 % |
| 34742 | | | Fireworks Donations | 50,000.00 | (3,184.98) | 6.37 % | 4,166.67 | (675.00) | 16.20 % |
| 34744 | | | Park & Rec Donations Pav,Walk Trail | 1,015.00 | (1,560.76) | 153.77 % | 84.58 | (1,560.76) | 1,845.23 % |
| 34745 | | | Softball Program | 7,788.00 | (4,941.00) | 63.44 % | 649.00 | (786.00) | 121.11 % |
| 34746 | | | Fire Dept Donations | 7,105.00 | (1,324.00) | 18.63 % | 592.08 | (650.00) | 109.78 % |
| 34751 | | | Volleyball Program | 5,000.00 | (7,297.38) | 145.95 % | 416.67 | (2,642.38) | 634.17 % |
| 35110 | | | City Court Fines | 35,000.00 | (22,982.39) | 65.66 % | 2,916.67 | (2,467.64) | 84.60 % |
| 35140 | | | Drug Related Fines | 1,000.00 | (2,767.43) | 276.74 % | 83.33 | (47.50) | 57.00 % |
| 35150 | | | Traffic School Charges | 5,500.00 | (1,900.00) | 34.55 % | 458.33 | 0.00 | 0.00 % |
| 36100 | | | Interest Earnings | 5,700.00 | (5,978.66) | 104.89 % | 475.00 | (504.14) | 106.13 % |
| 36350 | | | Insurance Recoveries | 0.00 | (33,857.01) | 0.00 % | 0.00 | 0.00 | 0.00 % |

| 110 | General Fund | Account | Description | Year-To-Date | | Monthly Comparative: | | | % of Avg |
|-----------------------|--------------|---------|------------------------------------|---------------------|-----------------------|----------------------|-------------------|----------------------|----------------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Month-To-Date Actual | |
| 36430 | | | Pavilion Rental | 2,000.00 | 50.00 | -2.50 % | 166.67 | 0.00 | 0.00 % |
| 36539 | | | Sale Of Other Public Works Supps & | 0.00 | (5,306.52) | 0.00 % | 0.00 | (5,306.52) | 0.00 % |
| 36967 | | | Contract Natural Gas | 21,500.00 | (21,500.04) | 100.00 % | 1,791.67 | (1,791.67) | 100.00 % |
| 36971 | | | Contract Billing From Water Dept | 485,168.00 | (485,168.00) | 100.00 % | 40,430.67 | 0.00 | 0.00 % |
| Total Revenues | | | | 6,033,694.00 | (5,859,437.48) | 97.11 % | 502,807.83 | (320,664.52) | 63.77 % |
| Expenditures | | | | | | | | | |
| 41100 | | | City Council | (72,956.00) | 61,756.21 | 84.65 % | (6,079.67) | 14,405.58 | 236.95 % |
| 41210 | | | City Court | (26,565.00) | 23,633.51 | 88.96 % | (2,213.75) | 1,772.79 | 80.08 % |
| 41320 | | | City Manager | (112,373.00) | 109,357.38 | 97.32 % | (9,364.42) | 11,195.38 | 119.55 % |
| 41500 | | | Financial Administration | (441,741.00) | 399,417.41 | 90.42 % | (36,811.75) | 65,275.02 | 177.32 % |
| 41700 | | | Planning And Zoning | (10,275.00) | 10,175.00 | 99.03 % | (856.25) | 0.00 | 0.00 % |
| 41810 | | | City Hall Buildings | (134,600.00) | 92,524.01 | 68.74 % | (11,216.67) | 6,151.83 | 54.85 % |
| 41990 | | | General Government | (242,094.00) | 204,029.04 | 84.28 % | (20,174.50) | 9,565.60 | 47.41 % |
| 42100 | | | Police | (1,058,357.00) | 1,012,136.68 | 95.63 % | (88,196.42) | 102,588.76 | 116.32 % |
| 42152 | | | Automotive Services | (109,000.00) | 64,944.44 | 59.58 % | (9,083.33) | (1,524.97) | -16.79 % |
| 42200 | | | Fire Protection | (1,054,944.00) | 1,022,859.88 | 96.96 % | (87,912.00) | 97,409.08 | 110.80 % |
| 43100 | | | Public Works | (821,151.00) | 701,468.79 | 85.43 % | (68,429.25) | 52,648.84 | 76.94 % |
| 43190 | | | State Street Aid | (161,500.00) | 155,692.75 | 96.40 % | (13,458.33) | 12,369.87 | 91.91 % |
| 43240 | | | Waste Disposal | (312,642.00) | 311,933.78 | 99.77 % | (26,053.50) | 25,628.19 | 98.37 % |
| 43750 | | | Capital Improvements | (268,279.00) | 179,320.50 | 66.84 % | (22,356.58) | 6,943.70 | 31.06 % |
| 44143 | | | Animal Control/Codes Enforcement | (30,220.00) | 19,943.35 | 65.99 % | (2,518.33) | 1,839.30 | 73.04 % |
| 44400 | | | Parks & Recreation | (721,191.00) | 606,487.42 | 84.10 % | (60,099.25) | 65,327.44 | 108.70 % |
| 44440 | | | Swimming Pool | (39,365.00) | 26,308.30 | 66.83 % | (3,280.42) | 10,748.34 | 327.65 % |
| 44800 | | | Library | (208,294.00) | 180,833.98 | 86.82 % | (17,357.83) | 17,267.16 | 99.48 % |

| | | Year-To-Date | | Monthly Comparative: | | |
|------------------|---------------------------------------|-----------------------|---------------------|----------------------|---------------------|----------------------|
| Account | Description | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Month-To-Date Actual |
| 110 General Fund | | | | | | 100.00% |
| 49000 | Debt Service | (401,923.00) | 395,459.54 | 98.39 % | (33,493.58) | 615.93 |
| 51640 | Operating Transfer To Capital Proj Fd | (148,821.00) | 148,821.00 | 100.00 % | (12,401.75) | 0.00 |
| | Total Expenditures | (6,376,291.00) | 5,727,102.97 | 89.82 % | (531,357.58) | 500,227.84 |
| Total 110 | General Fund | (342,597.00) | (132,334.51) | -38.63 % | (28,549.75) | 179,563.32 |
| | | | | | | 628.95 % |

| 122 | Drug Fund | Monthly Comparative: | | | | | 100.00% |
|--------------------|-------------------------------|----------------------|------------|---------------|------------------|----------|----------|
| | | Year-To-Date | | Month-To-Date | | | |
| Account | Description | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| Revenues | | | | | | | |
| 35140 | Drug Fines | 16,000.00 | (8,187.00) | 51.17 % | 1,333.33 | (47.50) | 3.56 % |
| 36000 | Fund Balance & Other Revenues | 8,000.00 | 0.00 | 0.00 % | 666.67 | 0.00 | 0.00 % |
| Total Revenues | | 24,000.00 | (8,187.00) | 34.11 % | 2,000.00 | (47.50) | 2.38 % |
| Expenditures | | | | | | | |
| 42122 | Drug Fund | (24,000.00) | 5,903.28 | 24.60 % | (2,000.00) | 1,495.00 | 74.75 % |
| Total Expenditures | | (24,000.00) | 5,903.28 | 24.60 % | (2,000.00) | 1,495.00 | 74.75 % |
| Total | 122 Drug Fund | 0.00 | (2,283.72) | 100.00 % | 0.00 | 1,447.50 | 0.00 % |

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

| 413 | Water And Sewer | 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 | | | | | | | | | |
| 36100 | | | Interest Earnings | 8,000.00 | (6,510.57) | 81.38 % | 666.67 | (626.25) | 93.94 % |
| 37110 | | | Metered Water Sales | 1,160,828.00 | (1,145,571.98) | 98.69 % | 96,735.67 | (100,707.15) | 104.11 % |
| 37114 | | | Serveline Leak Protection | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 37117 | | | Outside Water Sales | 914,658.00 | (841,970.33) | 92.05 % | 76,221.50 | (76,601.72) | 100.50 % |
| 37191 | | | Penalties | 35,000.00 | (31,835.20) | 90.96 % | 2,916.67 | (2,304.36) | 79.01 % |
| 37194 | | | Sales Of Materials | 30,000.00 | (23,183.39) | 77.28 % | 2,500.00 | (4,201.24) | 168.05 % |
| 37195 | | | Installation Charges | 60,000.00 | (53,620.00) | 89.37 % | 5,000.00 | (5,230.00) | 104.60 % |
| 37196 | | | Water User Fees | 50,000.00 | (32,950.00) | 65.90 % | 4,166.67 | (5,220.00) | 125.28 % |
| 37199 | | | Miscellaneous | 5,000.00 | (5,900.00) | 118.00 % | 416.67 | 0.00 | 0.00 % |
| 37210 | | | Sewer Service Charges | 1,285,270.00 | (1,271,772.11) | 98.95 % | 107,105.83 | (110,156.29) | 102.85 % |
| 37296 | | | Sewer User Fees | 30,000.00 | (19,650.00) | 65.50 % | 2,500.00 | (6,000.00) | 240.00 % |
| 37299 | | | Miscellaneous | 3,500.00 | (1,148.01) | 32.80 % | 291.67 | (42.25) | 14.49 % |
| 37500 | | | Bad Debt Recovery | 0.00 | (386.05) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| Total Revenues | | | | 3,582,256.00 | (3,434,497.64) | 95.88 % | 298,521.33 | (311,089.26) | 104.21 % |
| 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) | 383,212.69 | 89.70 % | (35,599.42) | 27,406.53 | 76.99 % |
| 43750 | | | Capital Improvements | (135,000.00) | 42,430.01 | 31.43 % | (11,250.00) | 0.00 | 0.00 % |
| 49000 | | | Debt Service | (588,409.00) | 150,606.89 | 25.60 % | (49,034.08) | 9,272.66 | 18.91 % |
| 52113 | | | Purification | (635,457.00) | 593,921.88 | 93.46 % | (52,954.75) | 56,455.21 | 106.61 % |
| 52114 | | | Transmission And Distribution | (737,671.00) | 666,681.56 | 90.38 % | (61,472.58) | 50,359.87 | 81.92 % |
| 52117 | | | Utility Director | (71,012.00) | 66,493.50 | 93.64 % | (5,917.67) | 7,391.21 | 124.90 % |
| 52213 | | | Sewer Treatment And Disposal | (630,452.00) | 539,128.97 | 85.51 % | (52,537.67) | 46,183.90 | 87.91 % |

COVID PREVENTION DISCUSSION

JULY 2020

This is to acknowledge that we all understand wearing mask when we are working within 6 feet apart.

Social Distancing has become a part of everyday life currently.

Proper hand washing and use of hand sanitizer is a must to kill germs and keep from the spread of COVID 19.

Please use these measures when away from work also to help stop the spread and for the consideration of your coworkers. It is unfair to your fellow worker if we do not use these safe practices while away from work since most of us often work with in the same office space.

Michelle Haley
Pat Mills

Haley Brown
Karin Tond
Emilysa Dege

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

| | |
|--|---------------|
| Monies outstanding from August 7, 2007 – July 31, 2020 | \$ 66,306.04 |
| Monies collected from August 7, 2007 – July 31, 2020 | \$ 500,086.17 |

NO COURT IN JULY BECAUSE OF THE CORONAVIRUS

JUDGMENTS

COLLECTED

| | | |
|--|--------|---------------|
| Total fines and costs billed in court | \$ -0- | |
| Collected in court on fines and costs | \$ | .00 |
| Amount collected after July 2020 Court | \$ | .00 |
| Total collected for citations on July 2020 | \$ | .00 |
| Amount outstanding for July 2020 | \$ -0- | |
| <u>0</u> Cash bond forfeitures | \$ | .00 |
| Total amount collected for July 2020 Citations | \$ | .00 |
| Amount collected from previous months/FTA etc. | \$ | 100.00 |
| Total collected in July 2020 | \$ | 100.00 |

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 July 2020


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -JULY 2020

| TIBRS Group A Offenses | | |
|-----------------------------------|---|---|
| Crimes Against Persons | | |
| Aggravated Assault | 1 | |
| Simple Assault | 2 | |
| 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 | | |
| Counterfeiting/Forgery | | |
| Embezzlement | | |
| Extortion/Blackmail | 1 | |
| False Pretenses/Swindle/Confidence Game | | |
| Credit Card/ATM Fraud | 1 | |
| Impersonation | | |
| Welfare Fraud | | |
| Wire Fraud | | |
| Pocket-Picking | | |
| Purse-Snatching | | |
| Shoplifting | | |
| Theft from a Building | | |
| Theft from Coin Operated Machine/Device | | |
| Theft from Motor Vehicle | | |
| Theft of Motor Vehicle Parts/Accessories | | |
| All Other Larceny | 1 | |
| Motor Vehicle Theft | | |
| Robbery | | |
| Stolen Property Offenses | | |
| Vandalism | 1 | |
| Subtotal | | 4 |

| Crimes Against Society | | |
|--|---|----|
| Drug/Narcotics Violations | 6 | |
| Drug Equipment Violations | 6 | |
| Betting/Wagering | | |
| Operating/Promoting/Assisting Gambling | | |
| Gambling Equipment Violation | | |
| Sports Tampering | | |
| Pornography/Obscene Material | | |
| Prostitution | | |
| Assisting or Promoting Prostitution | | |
| Purchasing Prostitution | | |
| Weapons Law Violations | | |
| Total | | 12 |

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

| | |
|--|--------------------|
| Central Dispatch | |
| Crash Reports | 21 |
| Traffic Stops | 42 |
| Investigator Needed on Scene | 7 |
| Domestic Complaints | 12 |
| Escorts Funeral/Other | 5 |
| Animal Calls | 10 |
| Vandalism | 2 |
| Fights | 1 |
| Burglar Alarms/Fire Alarms | 21 |
| Child Sexual Assaults | |
| Forgery | |
| Theft | 3 |
| Vehicle Theft | |
| Public/Motorist Assist | 7 |
| Arson/Explosive Devices | |
| Other Calls | 240 |
| | 131 |
| | Subtotal |
| | Total Calls |
| | 371 |
| Municipal Codes | |
| Animal Control Calls to Office | 5 |
| Animal Control Violations/Citations | 0 |
| Animal Control Letters Sent/notice given | 0 |
| Animals Transported to Shelter | 0 |
| Codes Concerns/warning notices given | 0 |
| Codes Violations/Citations | 0 |
| Codes Letters Sent | 0 |
| Property Maintenance Leins | 0 |
| Temporary Signs Removed | 15 |

| | |
|--------------------------------|-------|
| Patrol Mileage | 1,920 |
| Hours Worked | 1,221 |
| Reserve Hours Worked | 312 |
| Total Overtime Hours | 101 |
| Total Amount of Overtime Wages | 2,240 |
| City Court Citations | 7 |
| Warning Citations | 6 |
| General Sessions Citations | 0 |
| Arrest | 16 |
| Juvenile Arrest | 0 |
| Incident Reports | 29 |



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 and Chief of Police
From: Captain Roy Montgomery GDI/TO

For the month July's training the Kingston Police Department went over the police department's policy and procedures on Use of Force, Use of Deadly Force and Right to Render Aid. This was done in a email that each officer opened up the police department's online policy and procedures website. This training was to keep in line with changes the P.O.S.T. commission is passing down to each department. From the recommendations of Governor Bill Lee to make sure all departments across the state are on the same level on those topics. The total amount of training each officer received on this training was 2 hours.

Captain Roy Montgomery 502 GDI/TO
Aug 3, 2020

Capt R. Montgomery

Kingston Police Department

July 2020 Safety Training

Subject: Continued Education and Preparedness on Covid-19

Topics: 1. Personal Protective Equipment

2. Distancing during encounters with public
3. New directives of wearing face coverings in City Buildings
4. Facial coverings during encounters with public
5. Continued temperature monitoring of employees
6. Continued sanitizing of facilities and patrol cars
7. Encouraging of social distancing and wearing of PPE during off time
8. Limiting encounters with public while still serving citizens on a daily basis with operational changes
9. Continuing education on the ever-evolving data and information on Covid-19 pandemic
10. Using e-mail and other means of communication for training to limit groups of employees from gathering

JULY 2020 CASES

[illegible]

Kingston Fire Department July 2020

Summary of Month's Activities

Fire Operations

The Department responded to 61 calls for service during the month.

Fire Administration

- Weekly Conference Call
- Fire Dept is not currently running priority 3 medical calls
- Greater emphasis on responder safety during the pandemic
- Multiple state and federal pandemic conference calls

Monthly Overtime

OT Hours: 30

Cost:

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

- Shift Training

| | This Month | YTD |
|------------------|------------|-----|
| Fire Inspections | 0 | 89 |

Public Fire Education

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

Firefighter Training

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

Implemented Performance Standards Plan

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

Fleet Maintenance

- All apparatus had yearly oil changes

Special Projects

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

Outstanding Issues

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

Cost Savings

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

Safety

- Pre plans

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Jul-20

TOTAL CALLS

61

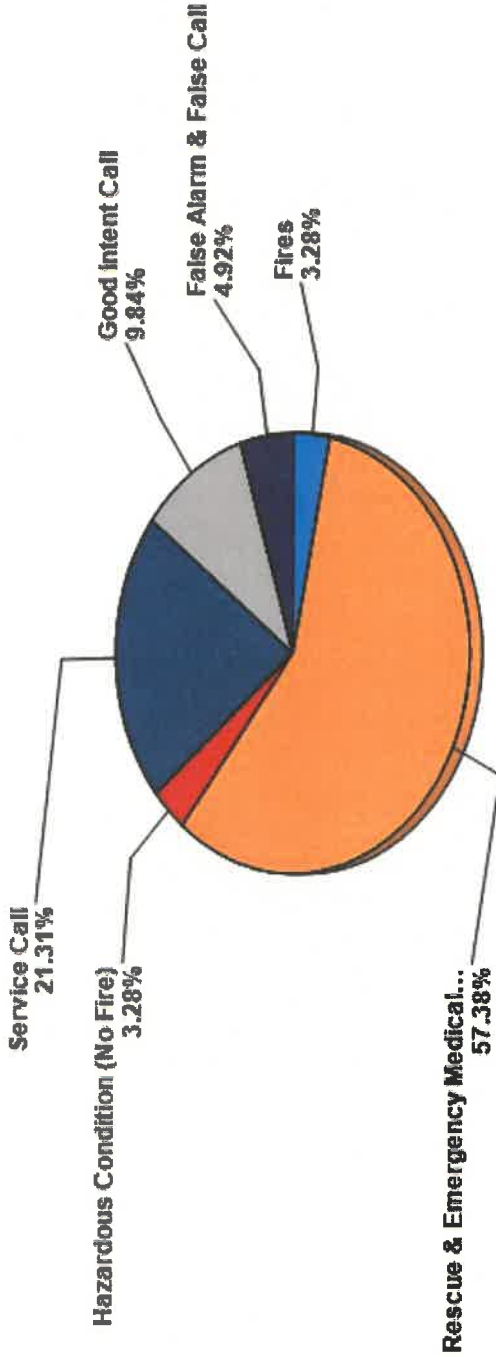
| Category | Total | | Total |
|----------------------------|----------|--|-----------|
| Structure Fires | | Hazardous Calls | 2 |
| Vehicle Fires | 1 | Service Calls | 13 |
| Brush/Grass Fires | 1 | Good Intent Calls | 6 |
| Refuse/rubbish Fires | | Unintentional False | 3 |
| Other Fires | | Other False | |
| Total Fires | 2 | Total False: Total | 24 |
| | | | |
| Rescue and EMS | 35 | 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 | | | |

Kinaston Fire Department

Kingston, TN

This report was generated on 8/3/2020 7:08:40 AM

Breakdown by Major Incident Types for Data Range
Zone(s): All Zones | Start Date: 07/01/2020 | End Date: 07/31/2020



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 2 | 3.28% |
| Rescue & Emergency Medical Service | 35 | 57.38% |
| Hazardous Condition (No Fire) | 2 | 3.28% |
| Service Call | 13 | 21.31% |
| Good Intent Call | 6 | 9.84% |
| False Alarm & False Call | 3 | 4.92% |
| TOTAL | 61 | 100% |

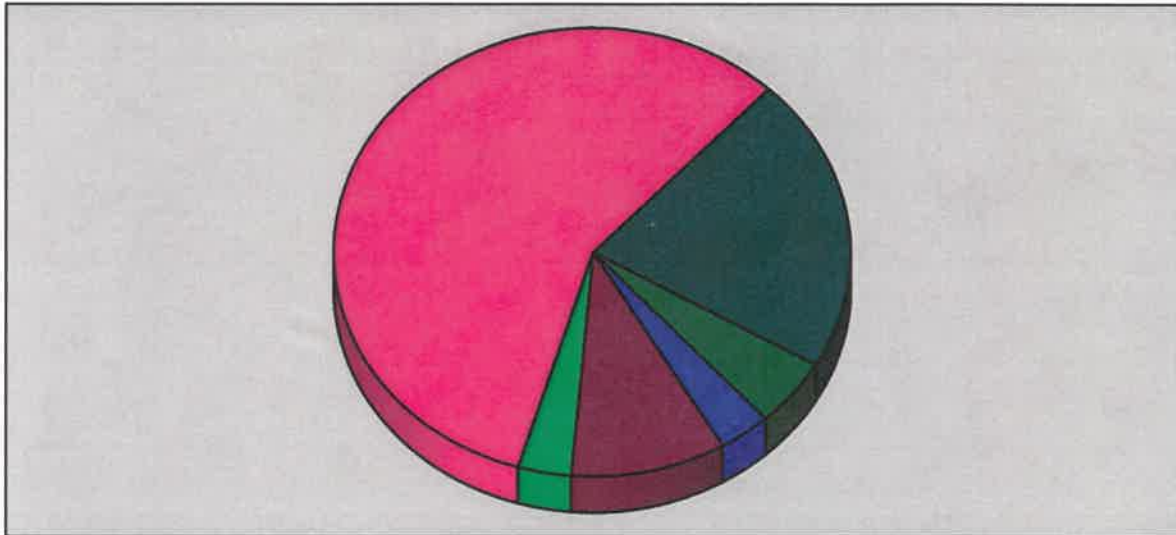
Kingston Fire Department

Kingston, TN

This report was generated on 8/3/2020 7:10:32 AM

Major Incident Types by Month for Date Range

Start Date: 07/01/2020 | End Date: 07/31/2020



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

| INCIDENT TYPE | JUL | TOTAL |
|---|-----------|-----------|
| False Alarm & False Call | 3 | 3 |
| Fire | 2 | 2 |
| Good Intent Call | 6 | 6 |
| Hazardous Condition (No Fire) | 2 | 2 |
| Rescue & Emergency Medical Service Incident | 35 | 35 |
| Service Call | 13 | 13 |
| Total | 61 | 61 |

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

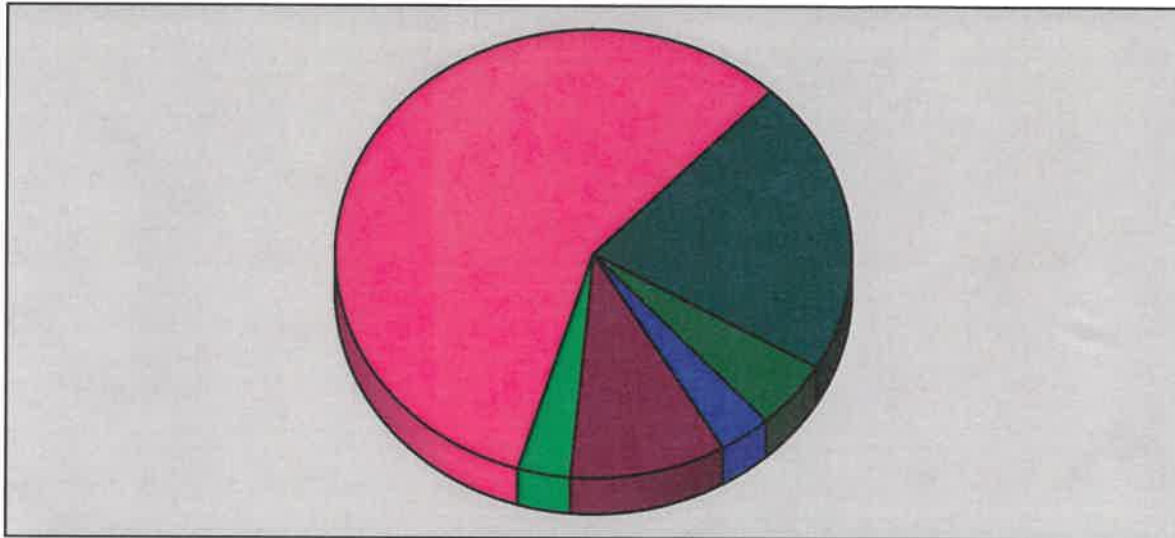
Kingston Fire Department

Kingston, TN

This report was generated on 8/3/2020 7:10:32 AM

Major Incident Types by Month for Date Range

Start Date: 07/01/2020 | End Date: 07/31/2020



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

| INCIDENT TYPE | JUL | TOTAL |
|---|-----|-------|
| False Alarm & False Call | 3 | 3 |
| Fire | 2 | 2 |
| Good Intent Call | 6 | 6 |
| Hazardous Condition (No Fire) | 2 | 2 |
| Rescue & Emergency Medical Service Incident | 35 | 35 |
| Service Call | 13 | 13 |
| Total | 61 | 61 |

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

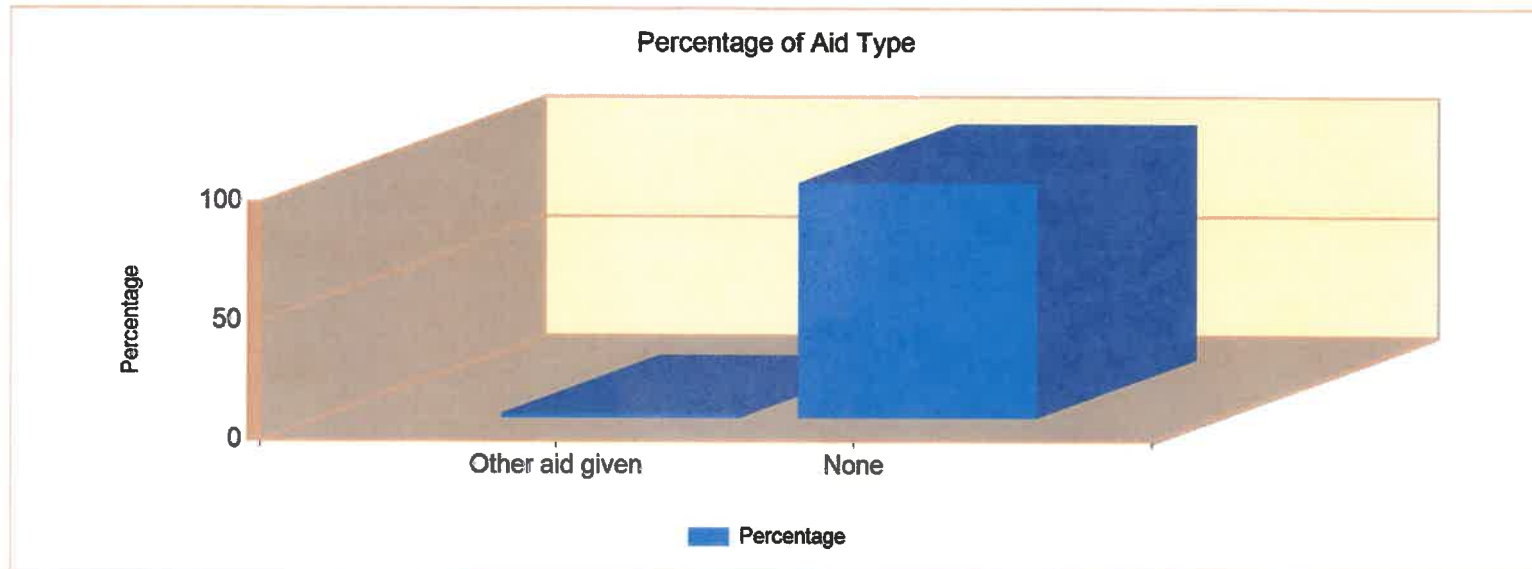
Kingston Fire Department

Kingston, TN

This report was generated on 8/3/2020 7:09:02 AM

Count of Aid Given and Received for Incidents for Date Range

Start Date: 07/01/2020 | End Date: 07/31/2020



| AID TYPE | TOTAL | % of TOTAL |
|-----------------|-------|------------|
| Other aid given | 1 | 1.6% |
| None | 60 | 98.4% |

Only REVIEWED incidents included



Kingston Fire Department

Pre-Plans

| | |
|--|-----------------|
| Date & Time 07/08/2020 08:00 - 07/08/2020 12:00 | Location |
| Objective | |
| Instructors Murrell, Jacob (Captain) | |

Sign-In Sheet

| Name | Agency | ID | Signature |
|---------------------------|--------------------------|------|-----------|
| Cape, Evan (FF) | Kingston Fire Department | 1813 | |
| Gordon, Saul W (Chief) | Kingston Fire Department | 1800 | |
| 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

Pre-Plans

| Class Information | | | |
|-------------------|-------------------------------------|----------------------|----------------|
| Date/Time | 07/08/2020 08:00 - 07/08/2020 12:00 | | |
| Class Length | 4:00 | Category | Shift Training |
| Station | 1 - Station 1 | Evaluation Method(s) | None |
| Location | | | |
| Objective | | | |

| Instructors | | |
|--------------------------|-----------------|-------|
| Name | Instructor Type | Notes |
| Murrell, Jacob (Captain) | 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 |
| Cape, Evan |
| Gordon, Saul W |
| Munguia, Michael |
| Murrell, Jacob |
| Settles, Jay |



Kingston Fire Department

Pre-Plans

| | | |
|-------------|-------------------------------------|----------|
| Date & Time | 07/07/2020 08:00 - 07/07/2020 12:00 | Location |
| Objective | | |
| Instructors | Cloyd, Greg W (Captain) | |

Sign-In Sheet

| Name | Agency | ID | Signature |
|---------------------------------|--------------------------|------|-----------|
| Cloyd, Greg W (Captain) | Kingston Fire Department | 1804 | |
| Goss, Bradley (Assistant Chief) | Kingston Fire Department | 1801 | |
| 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

Pre-Plans

| Class Information | | | |
|-------------------|-------------------------------------|----------------------|----------------|
| Date/Time | 07/07/2020 08:00 - 07/07/2020 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 |
| | |

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



Kingston Fire Department

Pre-Plans

| | | |
|-------------|-------------------------------------|----------|
| Date & Time | 07/09/2020 08:00 - 07/09/2020 12:00 | Location |
| Objective | | |
| Instructors | Munguia, Michael (FF/EMR) | |

Sign-In Sheet

| Name | Agency | ID | Signature |
|------------------------------------|--------------------------|------|-----------|
| Gonzalez-Zuniga, Rafael (FF/ AEMT) | Kingston Fire Department | 1812 | |
| Munguia, Michael (FF/EMR) | Kingston Fire Department | 1807 | |
| Riter, Mike (FF/EMR) | Kingston Fire Department | 1809 | |
| Wade, Jason (FF/ AEMT) | Kingston Fire Department | 1811 | |



Kingston Fire Department

Pre-Plans

| Class Information | |
|----------------------|-------------------------------------|
| Date/Time | 07/09/2020 08:00 - 07/09/2020 12:00 |
| Class Length | 4:00 |
| Station | 1 - Station 1 |
| Location | |
| Objective | |
| Category | Shift Training |
| Evaluation Method(s) | None |

| Instructors | | |
|---------------------------|-----------------|-------|
| Name | Instructor Type | Notes |
| Munguia, Michael (FF/EMR) | 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 |
| Gonzalez-Zuniga, Rafael |
| Munguia, Michael |
| Riter, Mike |
| Wade, Jason |

Public Works Report July 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: | 3 Loads 36 |
| Recycled materials collected: | None |

| Public Works Selected Performance Indicators | Total | YTD |
|---|--------|----------|
| Brush Pick-Up Areas Covered | 6loads | 144Loads |
| Culverts/Storm Drains Cleaned | 5 | 239 |
| 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 | 13 |
| Sanitation – Cart Repairs | None | None |
| Sanitation – Second Cart Request | None | None |
| Signs Repaired/Installed (Street or Name) | 1 | 31 |
| Storm water Inspections Performed | None | None |
| Stream and/or Tributary Clean-Up/Clean-Outs | None | None |
| Streets paved | None | None |
| Streets Repaired (e.g., pothole) | 2 | 93 |
| Streets Striped | 0 | 3 |
| Tennessee One Calls | 4 | 30 |
| Traffic Signal Repair | 0 | 8 |
| Tree Trimming Requests | 1 | 5 |

| | | |
|---|----|----|
| Vehicle Maintenance – Routine | 15 | 93 |
| Vehicle Maintenance – Unscheduled | 4 | 46 |
| Water Quality – Related Outreach Events | NA | NA |

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects – 2
 Daily underground storage tank testing –N/A
 Monthly fuel pump inspection and cleaning- N/A
 Storm water manager's meeting- N/A
 Weekly departmental meetings and monthly staff safety meetings-3
 Sign repair, new sign installations- 1
 Signal inspection, repair and timing adjustments- 0
 Grant applications- None
 Participated in various weather calls- 0.
 Brine acquisition and street prep in advance of weather events-
 Fleet software implementation –N/A
 Storm water educational outreach webinar- None
 Drainage law presentation- None
 Street Lighting- None

Continuing Projects

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



Kingston Public Works

Monthly Safety Training

Date: 7-29-20

Topic: Disinfecting

Instructor: Logan Bell

Employees in Attendance:

| Printed Name | Signature |
|---------------------|---------------------|
| Logan Bell | Logan Bell |
| DAVID Harrison | David Harrison |
| Jim Clark | Jim Clark |
| JAMES AGE | James A. Age |
| Allen RUE | Allen Rue |
| Greg Leach | Greg Leach Jr. |
| Dawson Belitz | Dawson Belitz |
| AT Johnson | AT Johnson |
| Robert L. Miller Sr | Robert L. Miller Sr |



JULY 2020

Board Members:

I hope you are all doing well and taking care of yourselves. Since the majority of our events have been postponed or cancelled, I did not want to meet just so that we could say that we met. Also, during this time our department has had multiple close contacts and positive testing for Covid-19, so your safety has been our concern as well. Keeping those 2 circumstances in mind, I believe it best for us not to meet at this time. However, I wanted to keep you all informed of the things that have been going on.

We completed our softball season in just over a month. I was very impressed with how our coaches and players adapted to the hand they were dealt with Covid-19. They showed great patience and flexibility, and because of that we were able to work with a neighbor community and make a season possible for those girls who wanted to play. For those players who chose not to play, they were given a full refund or a credit for the next softball season.

Our swim season will be completed August 16th. We have decided, as we normally do, to extend the swim season by one week. This is something our senior swimmers really enjoy, and while public swim numbers tend to drop off as school gets ready to start, it allows them one more week of exercise and socialization. One thing I've learned or been more conscience of this summer is that our senior swimmers really benefit from having that time to socialize with one another because for some of them, it's the only time they have to be social. They also development a good relationship with our guards and they really enjoy their company as well. We had decent numbers this summer with our public swim. First Baptist Kingston provided us with our larger days with their summer program. They would bring 20-30 kids once a week. As the summer has progressed, our public swim numbers have dropped off, however, we are still covered up with parties on the weekends and some during the week. Overall, with the situation (COVID-19) that we have been dealing with, I believe we have had a successful summer.

With the closure of many sports complexes in Knox County, many of those teams and tournament directors needed a place to host their games, and they found one at Fort Southwest Point. For basically 2 months, we had baseball games 4-5 days a week. We were very fortunate to have hosted the Smokey Mountain Collegiate League and multiple weekend tournaments. Overall, we collected in rental fees, and I believe it goes to show how financially beneficial our ball fields can be in our community if we use them the right way.

The Community Center has become a hub for the 2020 Census. We have hosted multiple training events and are listed as a fingerprinting location for those who will be working it. If you have any questions regarding the 2020 Census, Sonny Hunter can answer all your questions.

We have discussed this before, but our roof continues to give us fits. We have had multiple companies come and quote repairing and replacing it. It is definitely going to be an undertaking as one quote can back incredibly expensive (200k+). As stated, there are more companies who will be coming to quote this project, and if council decides to move forward with it, it will have to be bid out.

Storm the Fort has been cancelled. If anyone isn't familiar with Storm the Fort, it's the triathlon held annually throughout the city. It's one of our bigger events of the years as far as workers, participants, and preparations are concerned. With the number of outsiders coming into Kingston and the risk of bringing COVID into the community, we just didn't feel right continuing with the event. The event coordinator, Martin, has had many of his races cancelled for this year, so we are the only on cancelling these types of events. This is a continuing trend.

I'm meeting with David this week in regards to flag football. We are coming up on signs ups and we will be making a determination on whether or not to play this week. I am hopeful that we will be able to but with so many questions regarding fall sports in high school and middle school, who knows what will happen.

We submitted a grant application that, if received, will provide us more funding towards Ladd Landing Park. The city has already set aside funding for parking expansion and this grant would allow us to replace the boat ramp which is in great need of repair.

This weekend we are having the basketball court at city park reseal and re-stripped. It will be a major update to the court in addition to the new goals we have installed.

Noise and Hearing Protection

On the job, too much noise can distract you. You may not hear warnings. Noise damages the nerves in your inner ears. Those nerves cannot be repaired. You might not be able to understand what people are saying. If you are exposed to too much noise, you can lose your hearing—and possibly your life.

Richard's Story

Richard worked on a 16-month road job, jackhammering concrete. The daily noise was so loud that he could not hear the people speak around him. Since the supervisor did not wear hearing protection, Richard did not think he needed to. After the job ended, he began to have ringing in his ears. He had his hearing tested and found that he had a partial hearing loss.

- ✘ Have you or someone you know worked in a high-noise work area without wearing any kind of hearing protection? Why wasn't hearing protection used?
- ✘ What actions should have been taken to prevent this hearing loss?

Remember This

- Pay attention to noise levels where you work. The best way to know if you need hearing protection is to measure the sound levels (in decibels). If you don't have the tools to do this, the next best way is the shout test. If you have to shout to be heard when standing 3 feet (at arm's length) away from someone, then it's probably over 85 decibels and hearing protection should be worn.
- Find the most comfortable hearing protectors (earplugs or earmuffs) and make sure you wear them every time you are around loud noise.
- If you choose to wear disposable foam earplugs, make sure you insert them properly. If you are not sure how to, then ask your supervisor for training.
- Avoid inserting or removing earplugs if your hands are dirty, to avoid an ear infection.
- Wear hearing protection and take breaks from loud noise.
- Look for signs that identify noise hazards.
- Ask your employer to consider purchasing quieter equipment in the future.
- If possible, move your work away from noise sources or move the noise sources away from your work area.
- Have your hearing tested as soon as possible to have a baseline measurement of your hearing. Have it rechecked during regular doctor visits to make sure you haven't damaged your hearing.

How can we stay safe today?

What will we do at the worksite to reduce noise exposure and protect us from hearing loss?

1. Find comfortable hearing protectors & wear them
2. Avoid inserting & Removing disposable ear plugs to limit dirt entering your ear.

OSHA Regulation: 1926.52

Noise and Hearing Protection

Below are types of hearing protection when working in high-noise work areas.



- ✘ Be aware of high-noise areas. Look for signs, measure the noise level, or use the shout test.
- ✘ Wear hearing protection in high-noise areas.
- ✘ If possible, move away from noise-generating equipment or move the equipment away from your work area.
- ✘ Don't spend any more time than necessary around loud noises.

**Attendance Form
Safety Meeting Sign In Sheet**

Topic: Noise & Hearing Protection Date: 7/20/20
 Trainer: Josh King Location: Kaysen Community Center

| PRINT NAME | SIGNATURE |
|------------------|----------------------|
| 1 Josh King | <i>Josh King</i> |
| 2 Eddie Lenz | <i>Eddie Lenz</i> |
| 3 J.P. Best | <i>J.P. Best</i> |
| 4 CHRIS BOSEWELL | <i>Chris Boswell</i> |
| 5 Nikolas Smith | <i>Nikolas Smith</i> |
| 6 Chase Clem | <i>Chase Clem</i> |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| 17 | |
| 18 | |
| 19 | |
| 20 | |

Please attach any supporting documents to this form.



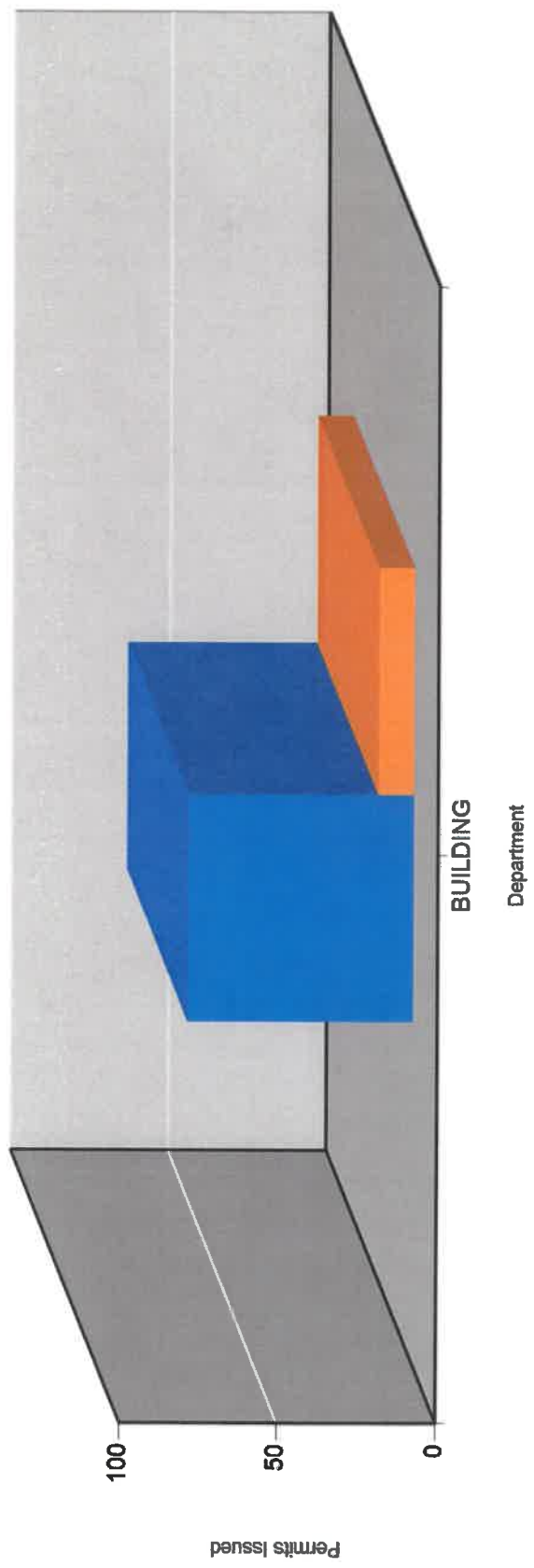
Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

| Department | Permit Type | Expected Process Time | Number Submitted | Number Issued | Mean Time to Issue | Standard Deviation | Average Cycles | Issued Within | Issued Over |
|------------|-------------|-----------------------|------------------|---------------|--------------------|--------------------|----------------|---------------|-------------|
| BUILDING | BP | Same Day | 84 | 82 | 2 Days | 17.87 Days | 1 | 71 | 11 |

Issued Permit Details

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



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 02/04/2020 | In Process: 160 Waiting: 0 Total Days: 160 Total Cycles: 1 |
|---|----|---------------------|---|------------|---|
| BP2020-066 | | Commerical Addition | | | |
| 505 Cardiff Valley Rd., Rockwood, TN 37854 | | | | | |
| BP2020-393 | | | | | |
| IKC Commercial Remodel & Parking Lot Improvements | | | Submitted: 06/19/2020 Technically Complete: Approved: Ready to Issue: Issued: | | In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1 |
| 504 Gallaher Road, Kingston, TN 37763 | | | | 07/15/2020 | |
| BP2020-433 | | | | | |
| Residential Home | | | | | |
| 489 Old Holderford Rd, Kingston, TN 37763 | | | Submitted: 07/01/2020 Technically Complete: Approved: Ready to Issue: Issued: | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-434 | | | | | |
| Storage Building | | | | | |
| 335 Marble Bluff Drive, Kingston, TN 37763 | | | Submitted: 07/01/2020 Technically Complete: Approved: Ready to Issue: Issued: | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-435 | | | | | |
| DW | | | | | |
| 211 Gage Rd, Philidelphia, TN 37846 | | | Submitted: 07/01/2020 Technically Complete: Approved: Ready to Issue: Issued: | | In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1 |
| BP2020-436 | | | | | |
| SW | | | | | |
| 134 Tedder Lane, Harriman, TN 37748 | | | Submitted: 07/01/2020 Technically Complete: Approved: Ready to Issue: Issued: | | In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1 |
| BP2020-437 | | | | | |
| Residential Home | | | | | |
| 106 Pennybank Farm Rd, Kingston, Tn 37763 | | | Submitted: 07/01/2020 Technically Complete: Approved: Ready to Issue: Issued: | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-438 | | | | | |
| Garage | | | | | |
| 106 Pennybank Farm Rd, Kingston, Tn 37763 | | | Submitted: 07/01/2020 Technically Complete: Approved: Ready to Issue: Issued: | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/02/2020 | In Process: Waiting: Total Days: Total Cycles: |
|------------|--|---|--|------------|---|
| BP2020-439 | Residential Home | 118 Island Road, Kingston, TN 37763 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/02/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-440 | OS Remodel | 510 Henley Circle, Oliver Springs, TN 37840 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/02/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-441 | Dock | 130 Lake Overlook, Kingston, TN 37763 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/06/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-442 | HC Commercial Building / El Cantarito #2 | 1011 N Roane St, Hamman, TN 37748 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/06/2020 | In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1 |
| BP2020-443 | Deck | 221 Dogtown Rd, Ten Mile, TN 37880 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/06/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-444 | Remodel | 454 River Rd, Kingston, TN 37763 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/06/2020 | In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1 |
| BP2020-445 | Garage | 123 Cunningham Blvd, Harriamn, TN 37748 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/06/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-446 | Dock | 291 Lawson Center Road, Kingston, TN 37763 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/07/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/07/2020 | In Process: Waiting: Total Days: Total Cycles: |
|------------|--|--|------------|---|
| BP2020-447 | KC Remodel | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/07/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-448 | 103 Franklin St, Kingston, TN 37763 Carport | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/07/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-449 | 180 Pickard Hollow Rd, Harriman, TN 37748 KC Residential Home | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/07/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-450 | 1101 Sheerwater Rd, Kingston, TN 37763 Pole Barn | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/07/2020 | In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1 |
| BP2020-451 | 1061 Dogtown Road, Ten Mile, TN 37880 Pool & Deck | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/09/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-452 | 213 Second St, Rockwood, TN 37854 Garage | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/07/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-453 | 109 Mallard Duck Lane, ROCKWOOD, TN 37854 Residential Home | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/08/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-454 | 176 Loch Haven Drive, Rockwood, TN 37854 Barn | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/09/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 299 Foxfire Ln, Kingston, TN 37763 | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/09/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: 07/09/2020 | In Process: 0 |
|---|----|-----------------------|-----------------------|-----------------|
| | | Technically Complete: | | Waiting: 0 |
| | | Approved: | | Total Days: 0 |
| | | Ready to Issue: | | Total Cycles: 1 |
| | | Issued: 07/09/2020 | | |
| BP2020-455 | | | | |
| Storage Building | | | | |
| 299 Foxfire Ln, Kingston, TN 37763 | | | | |
| BP2020-456 | | | | |
| Inground Pool | | | | |
| 362 Marble Bluff Dr., Kingston, Tn 37763 | | | | |
| BP2020-457 | | | | |
| Inground Pool | | | | |
| 143 UPPER GALLAHER Lane, KINGSTON, TN 37763 | | | | |
| BP2020-458 | | | | |
| Decks | | | | |
| 170 Collins Road, Oliver Springs, TN 37840 | | | | |
| BP2020-459 | | | | |
| Storage Building | | | | |
| 5041 Clay Hollow Rd, Sweetwater, TN 37874 | | | | |
| BP2020-460 | | | | |
| Storage Building with lean to | | | | |
| 1312 Bluff Rd, Harriman, TN 37748 | | | | |
| BP2020-461 | | | | |
| Garage | | | | |
| 200 Beaver Trail, Kingston, Tn 37763 | | | | |
| BP2020-462 | | | | |
| Metal Garage | | | | |
| 193 Howard Road, Loudon, TN 37774 | | | | |



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: 07/13/2020 Technically Complete: Approved: Ready to Issue: Issued: 07/13/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
|------------|---|--|--|---|
| BP2020-463 | Residential Home | | | |
| | 359 Dean Dr, Ten Mile, TN 37880 | | | |
| BP2020-464 | Barn/ Tax Exemption Certificate | | | |
| | 288 Sweetwater Road, Philadelphia, TN 37846 | | | |
| BP2020-465 | Metal Garage | | | |
| | 421 Little Dogwood Rd., KINGSTON, TN 37763 | | | |
| BP2020-466 | Pole Barn | | | |
| | 187 Long Rd, Kingston, Tn 37763 | | | |
| BP2020-467 | Solar Panels | | | |
| | 313 Myrtle Ward Rd, Philadelphia, TN 37846 | | | |
| BP2020-468 | KC Residential Home | | | |
| | 114 Ward Rd, Kingston, TN 37763 | | | |
| BP2020-469 | KC Foundation Repair | | | |
| | 141 Newport Way, Kingston, TN 37763 | | | |
| BP2020-470 | Addition | | | |
| | 796 Ables Valley Rd, Rockwood, TN 37854 | | | |



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: 07/15/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: 0 Total Days: 0 Total Cycles: 1 |
|--|----------------|--|---|---|
| BP2020-471 | DW | 635 Highpoint Orchard Road, Kingston, TN 37763 | Submitted: 07/15/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-472 | Garage | 330 Laurel Bluff Rd, Kingston, Tn 37763 | Submitted: 07/15/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-473 | Metal Garage | 221 Spencer Dr, Harriman, TN 37748 | Submitted: 07/16/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-474 | Garage | 237 Mainsail Road, Kingston, TN 37763 | Submitted: 07/16/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-475 | Deck with Ramp | 143 Cross Creek Ln, Kingston, TN 37763 | Submitted: 07/16/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-476 | SW | 160 Hawk Trail Road, Kingston, TN 37763 | Submitted: 07/17/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2020-477 | | 193 Sam Rayburn Pkwy, Lenoir City, Tn 37771 | Submitted: 07/20/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1 |
| BP2020-478 | | | Submitted: 07/20/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1 |
| HC Y-12FCU Parking Lot | | | Submitted: 07/27/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1 |
| 1715 Roane State Hwy, Harriman, TN 37748 | | | Submitted: 07/27/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1 |



Issued Permits By Department

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BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: 07/20/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
|------------|-----------------------|--|---|---|
| BP2020-479 | Remodel | 780 Swan Pond Cir, Harriman, TN 37748 | | |
| BP2020-480 | Remodel | 1246 Laurel Bluff Road, Kingston, TN 37763 | | |
| BP2020-481 | Carport | 404 Shady Ln, Kingston, TN 37763 | | |
| BP2020-482 | DW | 392 Allison Drive, Harriman, TN 37748 | | |
| BP2020-483 | Storage Building | 196 Ben Henry Rd, Harriman, TN 37748 | | |
| BP2020-484 | Residential Home | 181 Squaw Valley Road, Kingston, TN 37763 | | |
| BP2020-485 | HC Commercial Remodel | 2497 S Roane Street, Harriman, TN 37748 | | |
| BP2020-486 | Attached Garage | 3608 River Road, Ten Mile, TN 37880 | | |



Issued Permits By Department

ALL DEPARTMENTS
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AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/22/2020 | In Process: Waiting: Total Days: Total Cycles: |
|----------|--------------------------------------|--|--|------------|---|
| | BP2020-487 | Above Ground Pool & Deck | | | |
| | | 844 Post Oak Valley Rd, Rockwood, TN 37854 | | | |
| | BP2020-488 | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/23/2020 | In Process: Waiting: Total Days: Total Cycles: |
| | KC Remodel | | | | |
| | 836 Rosedale Ave, Kingston, TN 37763 | | | | |
| | BP2020-489 | Storage Building | | | |
| | | 151 White Oak Ln, Kingston, TN 37763 | | | |
| | BP2020-490 | Carport | | | |
| | | 405 Blue Springs Circle, Ten Mile, TN 37880 | | | |
| | BP2020-491 | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/23/2020 | In Process: Waiting: Total Days: Total Cycles: |
| | KC Deck Replacement | | | | |
| | 501 1st St, Kingston, TN 37763 | | | | |
| | BP2020-492 | Residential Home | | | |
| | | 107 Cena Lane, Harriman, TN 37748 | | | |
| | BP2020-493 | Addition and carport | | | |
| | | 196 Crabtree Hollow Road, Ten Mile, TN 37880 | | | |
| | BP2020-494 | Garage | | | |
| | | 1461 Oakdale Hwy, Harriman, TN 37748 | | | |



Issued Permits By Department

ALL DEPARTMENTS
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AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/24/2020 | In Process: Waiting: Total Days: Total Cycles: |
|--|----|------------------|--|------------|---|
| BP2020-495 | | Ready Removable | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 328 Paint Rock Valley Road, Philadelphia, TN 37846 | | | | 07/24/2020 | |
| BP2020-496 | | Remodel | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 112 Bluegreen Way, Rockwood, TN 37854 | | | | 07/24/2020 | |
| BP2020-497 | | Finished Garage | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 112 Bluegreen Way, Rockwood, TN 37854 | | | | 07/24/2020 | |
| BP2020-498 | | Dock | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 110 Bayside Drive, Ten Mile, TN 37880 | | | | 07/27/2020 | |
| BP2020-499 | | Garage | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 526 Country Lane, Lenoir City, TN 37771 | | | | 07/27/2020 | |
| BP2020-500 | | Pole Barn | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 159 Bayside Drive, Ten Mile, TN 37880 | | | | 07/27/2020 | |
| BP2020-501 | | KC Handrails | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 1333 Byrd Cir, Kingston, TN 37763 | | | | 07/27/2020 | |
| BP2020-502 | | Storage Building | | | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 120 BROWNLOW CIRCLE, ROCKWOOD, TN 37854 | | | | 07/27/2020 | |



Issued Permits By Department

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BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2020
AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/28/2020 | In Process: Waiting: Total Days: Total Cycles: |
|--|------------|--|------------|---|
| OS Deck Replacement | BP2020-503 | | | |
| 302 Tower Dr, Oliver Springs, TN 37840 | | | 07/29/2020 | |
| BP2020-504 | | | | |
| Repairs | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/29/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 218 Lakeview Dr, Harriman, Tn 37748 | | | | |
| BP2020-505 | | | | |
| Storage Building | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/29/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 252 Rodgers Rd, Rockwood, TN 37854 | | | | |
| BP2020-506 | | | | |
| Pole Barn | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/29/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 164 Long Rd, Kingston, TN 37763 | | | | |
| BP2020-507 | | | | |
| Inground Pool | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/29/2020 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 617 Mays Valley Road, Harriman, TN 37748 | | | | |
| BP2020-508 | | | | |
| OS Retaining Wall | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/30/2020 | In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1 |
| 523 Norwood Drive, Oliver Springs, TN 37840 | | | | |
| BP2020-509 | | | | |
| Decks | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/30/2020 | In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1 |
| 230 Hood Drive, Kingston, Tn 37763 | | | | |
| BP2020-510 | | | | |
| Deck | | Submitted: Technically Complete: Approved: Ready to Issue: Issued: | 07/31/2020 | In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1 |
| 198 Mountain View Lane, Oliver Springs, TN 37840 | | | | |



Issued Permits By Department

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AND 07/31/2020

Report run on: 08/03/2020 08:56 AM

| BUILDING | BP | | Submitted: 07/31/2020 Technically Complete: Approved: Ready to Issue: Issued: | In Process: Waiting: Total Days: Total Cycles: |
|--|----|--|---|---|
| BP2020-511 | | | | |
| SW | | | | |
| 1249 Maple Grove RD, Ten Mile, TN 37880 | | | | |
| BP2020-512 | | | | |
| DW | | | | |
| 117 Anchor Boat Dock, Harriman, TN 37748 | | | | |
| BP2020-513 | | | | |
| Addition | | | | |
| 504 HASSLER MILL Rd., HARRIMAN, TN 37748 | | | | |
| BP2020-514 | | | | |
| Decks & Pool | | | | |
| 441 Myrtle Ward Rd, Philadelphia, Tn 37846 | | | | |
| BP2020-515 | | | | |
| MOD | | | | |
| 328 Smalley Ln, Kingston, TN 37763 | | | | |
| BP2020-516 | | | | |
| Workshop | | | | |
| 5002 Decatur Hwy., Ten Mile, TN 37880 | | | | |

KINGSTON WATER TREATMENT PLANT



JULY OPERATIONS REPORT

2020

| Water Treatment Plant | | Current Month | Previous Month | % Change | Avg Day | Max Day | Min Day |
|---------------------------------|--------------------|---------------|----------------|----------|--|---------|---------|
| G A L L O N S | Influent (Raw) | 11,737,000 | 9,386,000 | 20.03% | 391,000 | 670,000 | 274,000 |
| | Effluent (Finish) | 11,085,000 | 8,675,000 | 21.74% | 370,000 | 601,000 | 228,000 |
| | Spring Supply | 13,285,000 | 14,313,000 | -7.74% | 443,000 | 475,000 | 2,000 |
| | Total Finish Prod. | 24,370,000 | 22,988,000 | 5.67% | Distribution & WTP Report: 627,000 | | |
| Plant Efficiency | | 99.91% | 98.33% | 1.58% | gals. usage flushing and Tank refilling. | | |
| Distribution | | | | | Public Works: No Report | | |
| G A L L O N S | Consumption | 22,534,900 | 20,252,900 | 10.13% | Fire Dept: 450,000 | | |
| | Reported Usage | 1,077,000 | 700,000 | 35.00% | Park & Rec: No Report | | |
| | Water Loss | 2,035,100 | 2,035,100 | 0.00% | WWTP: No Report | | |
| | % | 3.11% | 8.85% | -5.74% | | | |

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

- * Multiple Agencies here throughout the Month collecting water samples.
- * Drained and washed all Basins on two separate occasions.
- * Completed (collected and analyzed) 2 rounds of Compliance Distribution Bacteriological Sampling.
- * Performed regular maintenance at Plant and Spring Site.
- * Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
- * Completed all required regular monthly sampling.
- * Working on Emergency Operations and Risk Assessments to Update our Emergency Operations and Drought Plan.
- * Had regular Plant Safety Training on Reporting Unsafe Equipment / Equipment Hazards.
- * Facilities received daily and regular cleaning and disinfection.
- * Mowed and trimmed WTP 4 times, Spring Pump House twice and Spring Site once. Sprayed once.
- * Working on Lead & Copper Sampling Paperwork, preparing for upcoming Distribution Sampling.
- * Completed and Submitted the 2020 AWWA Water Audit, System scored a 94 out of 100.
- * Completed and Submitted the Inventory of Expendables.
- * Completed and Submitted the CCR and Certifications to TDEC DWS.
- * Trimmed trees on Plant Grounds and doing Grounds Maintenance.
- * Working with Distribution on System flushing and Tank Overflowing.
- Installed another Clearwell Vent.
- * Replaced Plant Backflow Prevention Device. Old one was unable to be repaired. Had new Device Certified
- * Completed Required Quarterly Sampling and Monitoring for the System including Plant, Spring Site and Distribution System, Fluoride Monitoring and Treatment Technique (TOC) Total Organic Carbon Reduction.

Kingston Water Department
Schedule of Unaccounted For Water
July

(All amounts in gallons)

| | | |
|--------------------------------------|--|-------------------|
| A Water Treated and Purchased | | |
| B | Water Pumped (potable) | 24,370,000 |
| C | Water Purchased | <u>0</u> |
| D | Total Water Treated and Purchased (Sum Lines B and C) | <u>24,370,000</u> |
| E Accounted for Water: | | |
| F | Water Sold | 22,534,900 |
| G | Metered for Consumption (in house usage) | <u>627,000</u> |
| H | Fire Department(s) Usage | <u>0</u> |
| I | Flushing | <u>450,000</u> |
| J | Tank Cleaning/Filling | <u>0</u> |
| K | Street Cleaning | <u>0</u> |
| L | Bulk Sales | <u>0</u> |
| M | Water Bill Adjustments (+/-) | <u>0</u> |
| N | Total Accounted for Water (Sum Lines F thru M) | <u>23,611,900</u> |
| O | Unaccounted for Water (Line D minus Line N) | <u>758,100</u> |
| P | Percent Unaccounted for Water (Line O divided by Line D times 100) | <u>3.111%</u> |

Q Other (explain)

See Below

Explain Other:

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

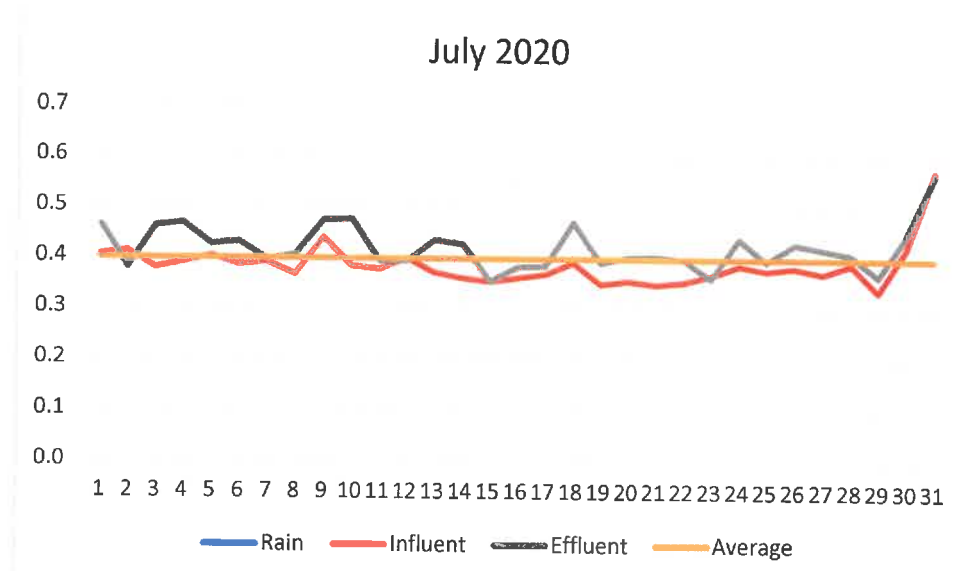


KINGSTON WASTEWATER TREATMENT PLANT

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

| MONTHLY FLOW | AVERAGE FLOW | MAXIMUM FLOW | MINIMUM FLOW | TOTAL |
|--------------|--------------|--------------|--------------|------------|
| INFLUENT | .3854 | .5720 | .3360 | 11,948,000 |
| EFFLUENT | .4208 | .5650 | .3550 | 13,044,000 |

24984 Sewer customers 12,369,800 gallons billed. Daily average .3990 mgd.



Total gallons of chlorine used was 147.83 @\$2.09 gallon = \$308.96.

We had 1.09 inches of rain. There were no reported overflows.

We are still waiting on a firm date from WASCON Inc to complete repairs to the Normans pump Station.

Regular maintenance continued for this month, with no major problems.

Jul-20

Kingston Water Distribution/Collection

Task Statistical by Type Report

| Type | Total |
|------------------------------|-------|
| After Hours-Sewer | 2 |
| After Hours-Water | 8 |
| Door Hanger | 4 |
| Line Locate | 1 |
| Profile | 1 |
| Service Line Leak/Line Break | 3 |
| Sewer-Misc | 4 |
| Turn off for Non-Payment | 1 |
| Water/Sewer-Service Estimate | 9 |
| Water-Check For Leak | 4 |
| Water-Misc | 113 |
| Water-Re-Read/Manual | 66 |
| Totals: | 216 |

| Type | Total |
|---------------------------|-------|
| Connect Order | 43 |
| Disconnect Order | 43 |
| Water Tap-New Acct Number | 4 |
| Totals: | 90 |

| | |
|------------|-----|
| 811 Locate | 135 |
|------------|-----|




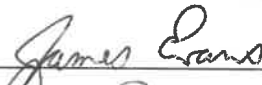
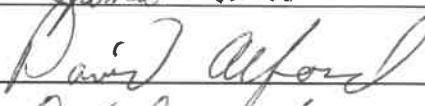
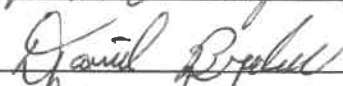
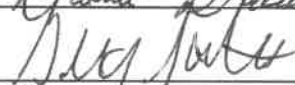
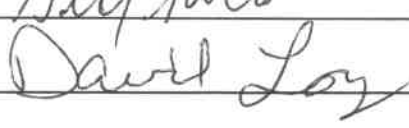
Kingston Water Department Distribution & Collection Monthly Safety Training

Date: 7/20/20

Topic: Face Mask Safety

Instructor:

Employees in Attendance:

| Printed Name | Signature |
|-----------------|--|
| Kevin Hamilton |  |
| James Evans |  |
| DAVE Alford |  |
| Daniel Bredwell |  |
| Alec Sexton |  |
| David Loy |  |
| | |
| | |
| | |

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

1 August 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 July 2020

Summary

The Library opened June 1st at a limited capacity. A large majority of our patrons are seniors and I have had calls about their concerns of coming into the Library. I informed them that we will still offer curbside service to those who do not feel safe venturing out. The Wi-Fi is on 24/7 in the parking area of the Library for patron's use. Our web site has directions on how to use the State R.E.A.D.S program to download books, audio books and magazines for anyone who does not have a Library card. The website has been open to all residences of Tennessee. There is also the TEL site which offers all kinds of information and is especially helpful to students working at home. We began weeding older materials from our data base and shelves to make room for new materials. Unfortunately we are going back to curbside service starting August 3rd due to the increase in corona virus cases. We have had so many people coming in and out of the library this past month that it's getting harder to get all items and surfaces cleaned. I had started a children's reading reward club last month. We have had about 60 children participate. I printed up some reading logs for them to record the books they read. The children receive little goody bags I made up each time they check out a book. This is the first summer since I started here in 1992 that I could not have a summer program. Usually we have over a 100

children weekly this time of year. I was very disappointed that we had to cancel the summer program this year. We had 1360 items checked out this month and administered 103 boater exams.

All returns will be isolated for 3 days before being checked in and re- shelved. We will still let patron's come in to print, fax or to take the boater's exam when needed.

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

We are all hoping things will get back to normal in the near future.

Stay Safe.

This is all subject to change as we go forward.

Respectfully submitted

Barbara T.

Kingston Beautification Committee

Meeting Minutes-July 6, 2020

Call to order

The meeting was called to order at 5:00pm on July 6, 2020 by Tara Stockton

Roll call

Attendees: Teresa Nichols, Tara Stockton, Judy Yeager, Susan Whitlock, Glenda Johnson(on phone), and guests Yvonne Yates and Bobby Sue Brock Representing Focus Roane.

Approval of Minutes

Teresa approved and seconded by Judy Yeager.

Ongoing Business

- Tara will send out the proof of the new downtown mural to all. Roane Cty News mural is on hold.
- Judy Yeager is sponsoring the next Control Box Wrap (she is looking at water shot photos and then will decide on one).
- City Parking Lot sign installed-"30 min time frame". The City is now able to laser in house, so we can have uniform signage.
- Glenda checking into doing a mural in back of Rosemary's (man walking a dog mural?)
- Tara wants to have dog trash bag holders to put up along the bike route.
- Kingston T-shirts—Charles bringing more on Saturday to the Farmer's Mrkt
- Tara—1 more LED street light to install (not sponsored yet). It will go at the corner of 3rd and Race St.

Updates from Codes Enforcement

Chief not in attendance, so no updates.

New Business

- Focus Roane guest Yvonne Yates—works with local churches and businesses. Roane Cty has 3 shelters in our community & she started an excel spreadsheet to help the homeless find food, shelter, locations, etc. She also started up a local volunteer list (painters, planting, cleanup, trash pickup, etc.). Yvonne suggested maybe a City wide cleanup day? We would need to compile a list of potential needs and areas and then start a signup sheet. Possibly offer 2 different days?
- Suggestion was made for maybe mid October? 10/16 & 10/17, 9am-1pm or 9am-12pm.
- Tara is looking for ideas for ashtrays in areas close to walking traffic.
- August meeting is pushed to 8/10. Teresa made motion & accepted by all.
- Committee members—The individual Teresa had in mind is already on another City committee. Judy will talk to her connection to see if there is an interest. Tara will also brainstorm for potential new members.
- Tara will also be contacting volunteers to help take care of the weeds at the former Rite Aid.

Adjournment

Motion to adjourn by Teresa & seconded by Judy.

Minutes submitted by Susan Whitlock

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
JULY 21, 2020
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

Notice: Due to the continuing threat of COVID-19 in our area, the Board Chairman has elected to close this month's meeting to the public. A reasonable effort will be made to permit live access to the meeting; otherwise a clear audio or video recording of the meeting will be made available following the meeting. [Reference Governor Lee's Executive Order No. 51]

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

| <u>ACTIVITY</u> | <u>ACTION</u> |
|--|----------------------|
| Minutes from Board Workshop on June 16, 2020 | Approval |
| Minutes from Board Meeting on June 16, 2020 | Approval |
| Minutes from Special Called Meeting on June 23, 2020 | Approval |
| May 2020 Financial Statements | Approval |
| July 2020 Accounts Payable | Acceptance |
| Manager's Report | Acceptance |
| Visitor Comments | |

Old:

- | | |
|--------------------------------------|----------|
| 1. FY 2021 Budget | Approval |
| 2. Financing of Truck #9 Replacement | Approval |

New:

- | | |
|---|----------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. ACLARA Maintenance Agreement Renewal | Approval |
| 4. Sale of Real Property | Approval |
| 5. FY 2021 Personal Leave | Approval |
| 6. HVAC Planned Maintenance Renewal Agreement | Approval |
| 7. Bad Debts | Approval |

Announcements

August 2020 Board Meeting

Adjourn

The regular meeting of Rockwood Electric Utility Power Board was called to order at 5:00 p.m. on June 16, 2020. Board members present were Childs, Davis, Holloway, Layne and McCullough.

A motion was made by Davis, seconded by Childs to approve the minutes as recorded for the May 28, 2020 meeting. All voted yes.

A motion was made by McCullough, seconded by Davis to approve the April 2020 Financial Statements. Marsha O'Keefe stated the net income is higher than the same month last year by \$633,381. Cash is lower than last year by \$261,694 with 83 days of cash on hand. Total revenue is lower than last year by \$432,113. McCullough pointed out that the COVID-19 amount in the budget did not seem to be allocated in payroll for FY 2021. O'Keefe agreed and will make the adjustment. McCullough asked if any larger customer's had closed or cut back on energy use. Manager Bear informed him that Alba had applied for the TVA Back to Business Program. The program helps customers with the economic impact of the COVID-19 pandemic. This includes only customers on the TDMSA rates. All voted yes.

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

As part of the Manager's Report, Manager Bear informed the Board:

- TVPPA is rescheduling the Lineman Apprentice Program to be held in July or August. TVPPA has scheduled a Webinar on Employee Handbooks he would like to participate in at a cost of \$250. There is no limit on how many employees can attend.
- Customers installing solar "behind-the-meter" are beginning to be a challenge from the billing and metering perspective. The Electrical Inspector notifies REU when he does an inspection. However, the service has already been installed. Modifications to the current Interconnection Agreement are going to be needed and we need to have a process in place to help find these locations when the customer doesn't contact us before they install distributed energy resources.
- Inventory was completed on June 12th and the physical count reviewed by the auditors. Highlights from the inventory include over \$428k in inventory. A total of 237 items were included in the county with 55 items out of balance. The weighted accuracy which takes into account the quantity and value of items was slightly greater than 99%. To our knowledge, there are no concerns.

A motion was made by Layne, seconded by Childs to accept the Manager's Report. All voted yes.

The remaining items on the "Pole Attachment License Agreement" with Comcast were finalized in a teleconference call on June 15, 2020. A board workshop with legal counsel is needed to discuss these final terms and potential settlement. Chairman Holloway scheduled a Special Called Meeting to be held on June 23, 2020 to discuss the agreements with attorney, Larry Cash.

A motion was made by McCullough, seconded by Childs to approve the purchase of three (3) reels of URD primary, #1/0 AWG aluminum wire for inventory. The cost is estimated to be \$2.09 per foot. Each reel has approximately 2,500 feet of wire. The estimated cost is \$15,675. All voted yes.

A motion was made by McCullough, second by Davis to approve the purchase of twelve (12), single-phase, 25 kVA pad mount transformers. The estimated cost based on 2nd quarter pricing is \$1,296 per transformer which would total \$15,552. All voted yes.

A motion was made by Childs, seconded by McCullough to approve the new project for Weigel's store on Gallaher Road. They have been given a not to exceed quote of \$16,000 for the project. All voted yes.

A motion was made by Davis, seconded by Lane to approve the renewal premium for Pollution Liability coverage from Distributors Insurance Company in the amount of \$2,635.00. The period covered is June 30, 2020-2021. The amount is the same as last year. All voted yes.

A motion was made by Davis, seconded by Layne to authorize Manager Bear to sign the Local Rate Action Request Letter to TVA. The total revenue impact is \$727,164 which is above our guideline amount. The Residential Class customer charge will increase \$4.21 per month resulting in \$585,532, or 3%, additional revenue annually. The GSA1 customer charge will also increase \$4.21 per month resulting in \$129,633 of additional revenue annually. All voted yes.

A motion was made by McCullough, seconded by Childs to defer the FY 2021 Budget approval until the special called meeting to be held on June 23, 2020. All voted yes.

A motion was made by McCullough, seconded by Davis to approve the write-off of uncollectible debts for the period of March 2020 in the amount of \$1,795.54 and noted the bad debts collected for May 2020 were \$3,557.00. All voted yes.

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

Chairman
Harold Holloway

Secretary/Treasure
Wade McCullough

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

| NAME OF REPORTING ORGANIZATION | | FOR MONTH AND YEAR | | PAGE 1 |
|--|---------|--------------------|---|---------|
| Rockwood Electric Utility | | MAY 2020 | | |
| BALANCE SHEET | | | | |
| ASSETS AND OTHER DEBITS | ITEM NO | AMOUNT | LIABILITIES AND OTHER CREDITS | ITEM NO |
| UTILITY PLANT Electric Plant 1 65,486,219.68 Less Depreciation 2 18,103,924.34 Total 3 47,382,295.34 Unamortized acq. adj. 4 Other utility plant - net. 5 Total Plant - net. 6 47,382,295.34 | | | CAPITAL Membership certificates 30 | |
| OTHER PROPERTY AND INVESTMENTS Nonutility property - net 7 Other investments 8 33,765.14 Sinking funds 9 Depreciation funds 10 Other special funds 12 3,455,554.00 Total 13 3,489,319.14 | | | EARNINGS REINVESTED IN SYSTEM ASSETS Beginning of year 33 43,832,126.99 Current year to date 34 1,312,405.29 Total 35 45,144,532.28 | |
| CURRENT AND ACCRUED ASSETS General cash and temporary cash investments 14 2,840,179.28 Accounts receivable 15 1,877,178.58 Materials and supplies 16 463,636.53 Prepayments 17 158,191.94 Other current assets 18 1,024,656.95 Total 19 6,363,843.28 | | | LONG-TERM DEBT RUS 36 CFC 37 CoBank 38 Bonds and other long-term debt 39.1 3,500,000.00 TVA 39.3 Debt premium and discount 40 36,218.64 Total 41 3,536,218.64 | |
| DEFERRED DEBITS Debt expense 20 Preliminary survey 21 Clearing accounts 22 Energy Service Loans receivables 24 167,612.64 Deferred costs on TVA Leases 25 Other deferred debits 26 Total 27 167,612.64 | | | OTHER NON-CURRENT LIABILITIES Postretirement Benefits 39.2 3,584,076.93 Energy Service Loans - Advances 42 150,838.09 Energy Service Loans - Other 43 Total 44 3,734,915.02 | |
| TOTAL ASSETS AND OTHER DEBITS 28 57,403,070.40 | | | CURRENT AND ACCRUED LIABILITIES TVA notes payable 45.1 Other notes payable 45.2 Accounts payable 46 3,214,028.97 Customer deposits 47 1,263,017.71 Taxes and equivalents accrued 48 30,937.21 Interest accrued - RUS 49 (5,802.08) Interest accrued - CFC 50 Interest accrued - CoBank 51 Interest accrued - TVA 52.1 Interest accrued - other 52.2 Other current liabilities 53 485,222.65 Total 54 4,987,404.46 | |
| TOTAL LIABILITIES AND OTHER CREDITS 58 57,403,070.40 | | | DEFERRED CREDITS Advances for construction - refundable 55 Other deferred credits 56 Total 57 | |
| () Indicates red figures CFC or CoBank Investments included in Item No. 8 33,765.14 Construction work in progress included in Item No. 1 513,651.69 Construction fund included in Item No. 12 Footnotes: | | | | |
| | | | Total miles of distribution lines Total miles of transmission lines | |

POWER DISTRIBUTORS

O.M.B.NO. 3318-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

| NAME OF REPORTING ORGANIZATION | | FOR MONTH AND YEAR | | PAGE 2 |
|---|------|--------------------|-------------------|---------------------|
| Rockwood Electric Utility | | MAY | 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 | 2,183,968.55 | 30,064,222.49 | |
| Revenue from late payments | 60 | 10,162.48 | 151,665.13 | |
| Misc. service revenue | 61 | 1,560.00 | 44,345.00 | |
| Rent from electric property | 62 | 48,183.09 | 533,013.99 | |
| Other electric revenue | 63 | 5.00 | 55.00 | |
| Total operating revenue | 64 | 2,243,879.12 | 30,793,301.61 | |
| PURCHASED POWER | | | | |
| Total power cost (page 7, item 342) | 65 | 1,555,817.10 | 21,595,906.65 | |
| OPERATING EXPENSE | | | | |
| Transmission expense | 66 | | | |
| Distribution expense | 67 | 152,227.65 | 1,081,200.77 | |
| Customer accounts expense | 68 | 70,876.71 | 599,986.94 | |
| Customer service and informational expense | 69 | | 8,464.17 | |
| Sales expense | 70 | 15.00 | 11,810.50 | |
| Administrative and general expense | 71 | 195,151.83 | 2,501,565.24 | |
| Operating expense | 72 | 418,271.19 | 4,203,027.62 | |
| MAINTENANCE EXPENSE | | | | |
| Transmission expense | 73 | | | |
| Distribution expense | 74 | 71,955.62 | 892,696.22 | |
| Administrative and general expense | 75 | 1,508.36 | 17,642.51 | |
| Maintenance expense | 76 | 73,463.98 | 910,338.73 | |
| OTHER OPERATING EXPENSE | | | | |
| Depreciation expense | 77 | 134,960.43 | 1,423,064.36 | |
| Amortization of acquisition adjustment | 78 | | | |
| Taxes and tax equivalents | 79 | 118,094.33 | 1,279,517.72 | |
| Other operating expense | 80 | 253,054.76 | 2,702,582.08 | |
| TOTAL OPERATING EXPENSE AND PURCHASE POWER | 81 | 2,300,607.03 | 29,411,855.08 | |
| INCOME | | | | |
| Operating income (item 64, less item 81) | 82 | (56,727.91) | 1,381,446.53 | |
| Other income | 83 | | | |
| Total income | 84 | (56,727.91) | 1,381,446.53 | |
| Miscellaneous income deductions | 85 | 400.00 | 9,548.80 | |
| Net Income before debt expense | 86 | (57,127.91) | 1,371,897.73 | |
| 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 | 63,822.92 | |
| Interest - TVA | 90.2 | | | |
| Other interest expense | 92 | | | |
| Amortization of debt discount and expense | 93 | | | |
| Amortization of premium on debt - credit | 94 | (393.68) | (4,330.48) | |
| Total debt expense | 95 | 5,408.40 | 59,492.44 | |
| NET INCOME | | | | |
| Income before extraordinary items (item 86, less item 95) | 96 | (62,536.31) | 1,312,405.29 | |
| Extraordinary items | 97 | | | |
| Net Income | 98 | (62,536.31) | 1,312,405.29 | |

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

PAGE 3

Rockwood Electric Utility

MAY 2020

STATISTICAL DATA

| CLASS OF SERVICE | ITEM NO | REVENUE | | ITEM NO | KILOWATT-HOURS SOLD | |
|---|------------|---------------------|----------------------|------------|---------------------|--------------------|
| | | THIS MONTH | YEAR TO DATE | | THIS MONTH | YEAR TO DATE |
| Residential. | 100 | 1,248,787.21 | 17,490,366.08 | 107 | 11,023,503 | 154,504,343 |
| Gen. Power - 50 kW & under. | 101 | 288,234.50 | 3,985,228.46 | 108 | 2,064,903 | 28,986,530 |
| Gen. Power - Over 50 kW. | 102 | 801,234.77 | 8,066,474.42 | 109 | 6,964,938 | 90,232,607 |
| Street and athletic - Codes 72, 73 & 74. | 103 | 15,853.32 | 184,840.19 | 110 | 111,844 | 1,309,395 |
| Outdoor lighting - Codes 75, 77 & 78. | 104 | 29,858.75 | 337,313.34 | 111 | 207,160 | 2,311,899 |
| Subtotal. | 330 | 2,183,968.55 | 30,064,222.49 | | | |
| Unbilled revenue*. | 331 | | | | | |
| Total (page 2, item 59). | 332 | 2,183,968.55 | 30,064,222.49 | 335 | 20,372,348 | 277,344,774 |
| Kilowatt-hours for own use. | | | | 113 | 32,129 | 439,013 |
| Total kilowatt-hours sold and used. | | | | 114 | 20,404,477 | 277,783,787 |
| Kilowatt-hours in unbilled revenue (items 331) above*. | | | | 336 | | |

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

| | Credits | Green Power Revenue |
|-----------------------|-------------|---------------------|
| Green Power-Res | N/A | N/A |
| Green Power-GP < 50kW | N/A | N/A |
| Green Power-GP > 50kW | N/A | N/A |
| Gen Partners-Res | \$ 993.99 | N/A |
| Gen Partners-GP<50kW | \$ 811.18 | N/A |
| Gen Partners-GP>50kW | \$ 1,816.89 | 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 | 1,555,817.10 | 21,595,906.65 | 119 | 22,321,862 | 289,345,064 |
| Facilities Rental. | 116 | | | | | |
| Other Charges/Credits. | 117 | | | | | |
| Total from TVA. | 118 | 1,555,817.10 | 21,595,906.65 | 122 | 22,321,862 | 289,345,064 |
| Other Purchased Power*. | 218 | | | 222 | | |
| Subtotal. | 340 | 1,555,817.10 | 21,595,906.65 | | | |
| Unbilled Purchases*. | 341 | | | | | |
| Total (page 2, item 65). | 342 | 1,555,817.10 | 21,595,906.65 | 345 | 22,321,862 | 289,345,064 |
| Less kilowatt hours sold and used (item 114). | | | | 123 | 20,404,477 | 277,783,787 |
| Line losses and kilowatt-hours unaccounted for. | | | | 124 | 1,917,385 | 11,561,277 |
| Percent of losses to purchases (2 decimal places). | | | | 125 | 8.59 | 4.00 |
| Cost per kilowatt-hour including facilities rental (cents). | | | | 127 | 6.970 | 7.464 |
| Kilowatt-hours in unbilled purchases (item 341) above*. | | | | 346 | | |

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

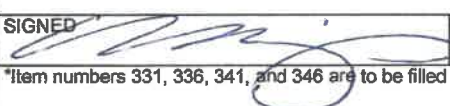
POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

| | | | | | |
|--|------------------------------------|-----------------------------|--|---------------------|----------------|
| NAME OF REPORTING ORGANIZATION Rockwood Electric Utility | | | FOR MONTH AND YEAR MAY 2020 | | PAGE 3a |
| CUSTOMER DATA | | | LONG-TERM DEBT | | |
| CLASS OF SERVICE | THIS MONTH | SAME MONTH LAST YEAR | CHANGE THIS MONTH | AMOUNT | |
| Residential. | 11,708 | 11,659 | Long-term debt last report (item 41). | 3,736,612.32 | |
| Gen. Power - 50 kW & under. | 2,778 | 2,739 | Add new long-term debt this month (page 3). | 3,736,612.32 | |
| Gen. Power - Over 50 kW. | 120 | 130 | Total. | 200,393.68 | |
| Street and athletic - Codes 72, 73 & 74. | 39 | 41 | Less reductions this month (page 3). | 3,536,218.64 | |
| Outdoor Lighting - Code 78. | 133 | 135 | Long-term debt this month (item 41). | | |
| Total. | 14,778 | 14,704 | | | |
| Special Outdoor Lighting - Code 75. | | | | | |
| Outdoor Lighting - Code 77. | 2,148 | 2,146 | | | |
| OPERATING RATIO | | | THIS MONTH | YEAR TO DATE | |
| Item 81 minus item 80 divided by item 64 equals | | | 91.25% | 86.74% | |
| Footnotes: | | | | | |
| SIGNED  | TITLE <i>Manager of Accounting</i> | | DATE PREPARED <i>6/22/2020</i> | | |
| *Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales. | | | | | |

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

July 15, 2020

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The Monthly E-911 Board meeting will be Thursday, July 23, 2020 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting

June 25, 2020 Board Minutes

June 2020 financial report.

Fund Balances as of June 30, 2020

Additional Budget Amendments FY 2019-2020

June Dispatch Statistics

Capital Expenses Allowance

"REMOTE ACCESS INFORMATION"

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

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

AGENDA
RCECD 911 MONTHLY BOARD MEETING
JULY 23, 2020 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF JUNE 25, 2020 MEETING
APPROVAL OF JUNE FINANCIAL REPORT

PUBLIC COMMENT

COMPTROLLER

JUNE FUND BALANCES

COMMITTEE REPORTS

PERSONNEL COMMITTEE

GENERAL REPORT

BUDGET AND FINANCE COMMITTEE

HAS NOT MET

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

AS OF 6/30/2020 BORROWED \$1,515,741.85 USDA FOR NEW CENTER

DIRECTOR'S REPORT

GENERAL REPORT

JUNE STATS

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NEW BUSINESS

ELECTION OF VICE CHAIRMAN

MINUTES OF JUNE 25, 2020
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, June 25, 2020 at 1:00 pm. at the E-911 Center administrative office.

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

MEMBERS ABSENT: Jack Stockton, Brad Daniels, Keith Farmer

EMPLOYEES PRESENT: Eric Franks, Kim Tharp

OTHERS PRESENT: Larry McNelly, David Brashears

CALL TO ORDER:

Chairman Ellis called the meeting to order at 1:00 P.M. with a quorum of 6 present.

APPROVAL OF MINUTES:

Motion was made by Mr. Suter second by Ms. Calfee to approve the minutes of May 28, 2020 regular meeting. Motion carried.

FINANCIAL STATEMENT:

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

PUBLIC COMMENT:

There was no one who came to address the board.

FUND BALANCE:

Comptroller read the fund balances, there were no questions.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMMITTEE:

Hasn't met.

BUDGET COMMITTEE:

Hasn't met since last month.

BUILDING/EQUIPMENT COMMITTEE:

Committee chairman Brown updated the board on the building progress and said it may possibly be completed by September, 2020 but recommends a soft opening first to make sure any minor issues will be cleared before the public enters the building. He has addressed several issues that have now been corrected or will be with an upcoming change order to reinforce the pedestal base for the tower. There have been some supply delivery setbacks due to Covid-19. The contractor would like to have the sign at the site as soon as possible to not slow down the progress.

CHAIRMAN:

Presented the additional Budget amendments for fiscal year 2019-2020 to the board for approval. Ms. Calfee made a motion to approve the amendments, Mr. Suter second. Roll call vote was taken - all members present voted yes. Motion Carried.

DIRECTORS REPORT:

I.T. Director, Eric Franks presented the Director's report in his absence. The tower at the new center is scheduled to be put up around July 28. The antenna system cost \$13,819.90 out of the allocated \$25,142.37 leaving a balance of \$11,322.47 to be used to move the existing system over to the new center. A moving plan is being worked out, but is all dependant on AT&T of whom it is difficult to get much information from. The shipping of the new UPS system will range between \$850-1,000 depending on unloading equipment that will be available at the site. May dispatch stats were presented t the board, they voiced an appreciation for them. They have met with Upland Design on the key access structuring for the new center. We are waiting on an estimate from Replay Systems for a Recorder for the secure lines and dispatch. The generator on Mt. Roosevelt repeater site has been vandalized, the Sheriff department and the insurance company have been notified and we are waiting an estimate of cost/repair from Certified Generator to complete the claim process. We have a \$1,000 deductible per Griffin Insurance on this type of claim. We have added 3 working cameras and have secured the gate to the area.

OLD BUSINESS:

None

NEW BUSINESS:

Mr. Brown presented Mr. McNelly a Certificate of Appreciation for his service and dedication to our 911 Center as a board member in many capacities for 30 years. Mr. McNelly expressed his gratitude and thanks to the board. Ms. Calfee made a motion to name the conference room at the new center the James Arvel McNelly Conference Room in honor of Mr. McNelly. Mr. Harvey second the motion. Motion carried.

ADJOURNMENT:

With no further business to come before the board, a motion to adjourn was made by Ms. Calfee , second by Mr. Suter. Voice vote all approved. Motion carried. Dismissed at 1:45 pm. Next regular meeting will be July 23, 2020 at 1:00 P.M.

Regular May 28,2020 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : June 25, 2020.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

| | | | | | | |
|------------------------------------|------------------------------|------------|-------------|-------------|--------------|-------------|
| BUDGET F/Y 2019-2020 | APPROVED BY BOARD 06/27/2019 | | | 6/27/2019 | | |
| 2% Salary Increase + Longivity | Ammended 6/25/2020 | | | | | |
| | 2019-2020 | BUDGET | ACTUAL | OVER(UNDER) | ACTUAL | OVER(UNDER) |
| REVENUES | BUDGET | MONTHLY | REC/PAY OUT | MONTH | YEAR | YEAR |
| | | | | JUNE | | |
| 3010 TECB 911 SURCHARGE (BASE) | 640,518 | 106,753.00 | 106,753.00 | 0.00 | 640,518.00 | 0.00 |
| 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 | 56,197.75 | 0.00 | 675,453.00 | 1,080.00 |
| 5002 INTEREST INCOME | 888 | 74.00 | 88.45 | 14.45 | 968.83 | 80.83 |
| 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 | 0.00 | (2,997.92) | 37,213.61 | 1,238.61 |
| 5009 OTHER INCOME | 2,208 | 184.00 | 0.00 | (184.00) | 1,256.80 | (951.20) |
| 5014 NCIC/REC CLERK/COUNTY | 47,387 | 3,948.92 | 3,948.93 | 0.01 | 47,387.16 | 0.16 |
| TOTAL ESTIMATED REVENUE | 1,457,913 | 171,785.92 | 166,988.13 | (4,797.79) | 1,441,354.22 | (16,558.78) |
| ===== | | | | | | |
| EXPENDITURES | | | | | | |
| 4001 DIRECTOR | 65,276 | 5,439.67 | 4,923.08 | (516.59) | 62,981.34 | (2,294.66) |
| 4002 COMPTROLLER | 58,589 | 4,882.42 | 3,169.62 | (1,712.80) | 56,058.81 | (2,530.19) |
| 4003 I.T. DIRECTOR | 52,019 | 4,334.92 | 3,846.16 | (488.76) | 51,000.30 | (1,018.70) |
| 4004 DISPATCH TELECOM (8) | 304,726 | 25,393.83 | 22,303.92 | (3,089.91) | 278,604.92 | (26,121.08) |
| 4005 DISPATCH SUPERVISOR (3) | 129,482 | 10,790.17 | 9,192.52 | (1,597.65) | 124,138.14 | (5,343.86) |
| 4006 ADMIN-MAPPING/ PT CONSULT | 44,527 | 3,710.58 | 1,215.00 | (2,495.58) | 38,920.14 | (5,606.86) |
| 4007ADMIN TAC | 45,475 | 3,789.58 | 3,209.38 | (580.20) | 41,718.86 | (3,756.14) |
| 4008 OVERTIME PAY | 10,150 | 845.83 | 860.10 | 14.27 | 9,926.86 | (223.14) |
| 4009 PART-TIME PERSONNEL | 19,005 | 1,583.75 | 0.00 | (1,583.75) | 796.32 | (18,208.68) |
| 4010 CHRISTMAS BONUS | 2,012 | 167.67 | 0.00 | (167.67) | 2,003.00 | (9.00) |
| 4012 HOLIDAY PAY | 17,975 | 1,497.92 | 0.00 | (1,497.92) | 16,638.64 | (1,336.36) |
| 4099 NCIC RECORD CLERK | 40,970 | 3,414.17 | 3,007.62 | (406.55) | 39,099.06 | (1,870.94) |
| 4101 SOCIAL SECURITY TAX | 45,295 | 3,774.58 | 3,159.66 | (614.92) | 42,564.20 | (2,730.80) |
| 4102 MEDICARE TAX | 10,822 | 901.83 | 738.94 | (162.89) | 9,956.86 | (865.14) |
| 4103 LIFE INSURANCE | 1,500 | 125.00 | 88.00 | (37.00) | 1,146.69 | (353.31) |
| 4104 MEDICAL INSURANCE | 135,177 | 11,264.75 | 10,065.25 | (1,199.50) | 124,885.15 | (10,291.85) |
| 4107 SUTA TAX | 826 | 68.83 | 0.00 | (68.83) | 461.34 | (364.66) |
| 4108 STATE RETIREMENT | 39,567 | 3,297.25 | 2,551.81 | (745.44) | 35,727.15 | (3,839.85) |
| 4201 MAPPING/ADDRESSING | 100 | 8.33 | 98.75 | 90.42 | 98.75 | (1.25) |
| 4203 AUDIT SERVICES | 8,950 | 745.83 | 0.00 | (745.83) | 8,950.00 | 0.00 |
| 4204 ACCOUNTING SERVICES | 3,858 | 321.50 | 320.00 | (1.50) | 3,520.00 | (338.00) |
| 4217 LEGAL & PROFESSIONAL | 7,500 | 625.00 | 0.00 | (625.00) | 6,865.97 | (634.03) |
| 4218 MAINT. AGREEMENTS | 44,238 | 3,686.50 | 150.00 | (3,536.50) | 44,053.47 | (184.53) |
| 4220 NCIC/TBI/TIES LINE | 5,500 | 458.33 | 0.00 | (458.33) | 4,743.32 | (756.68) |
| 4225 PEST CONTROL | 300 | 25.00 | 25.00 | 0.00 | 300.00 | 0.00 |
| 4228 RENT/REP SITE(tank & propane) | 800 | 66.67 | 0.00 | (66.67) | 237.08 | (562.92) |
| 4299 TRASH DISPOSAL | 270 | 22.50 | 0.00 | (22.50) | 247.00 | (23.00) |
| 4301 OFFICE SUPPLIES | 2,250 | 187.50 | 7.16 | (180.34) | 2,158.01 | (91.99) |
| 4302 CUSTODIAL SUPPLIES | 1,600 | 133.33 | 143.93 | 10.60 | 1,311.66 | (288.34) |
| 4303 DISPATCH SUPPLIES | 1,400 | 116.67 | 380.80 | 264.13 | 1,376.91 | (23.09) |
| 4304 POSTAGE | 706 | 58.83 | 56.40 | (2.43) | 683.35 | (22.65) |
| 4305 SMALL EQUIPMENT PUR | 5,000 | 416.67 | 2,095.50 | 1,678.83 | 3,148.35 | (1,851.65) |
| 4307 UTILITIES ELECTRIC | 14,790 | 1,232.50 | 1,177.49 | (55.01) | 12,656.56 | (2,133.44) |
| 4308 UTILITIES GAS | 1,860 | 155.00 | 0.00 | (155.00) | 1,326.50 | (533.50) |
| 4309 UTILITIES WATER / SEWER | 3,424 | 285.33 | 193.45 | (91.88) | 2,903.91 | (520.09) |
| 4310 GENERAL TELEPHONE (ADMIN) | 11,235 | 936.25 | 525.59 | (410.66) | 10,222.55 | (1,012.45) |
| 4311 CELL PHONE/VERIZON | 1,814 | 151.17 | 132.67 | (18.50) | 1,521.73 | (292.27) |
| 4312 GEN TELE(CALL CENTER LINE) | 15,660 | 1,305.00 | 0.00 | (1,305.00) | 15,480.00 | (180.00) |
| 4313 INTERNET CHARGES | 11,845 | 987.08 | 0.00 | (987.08) | 10,774.14 | (1,070.86) |
| 4333 MISC MAINT& REPAIR | 5,650 | 470.83 | 649.11 | 178.28 | 2,820.58 | (2,829.42) |
| 4335 MAINT & REPAIR VEHICLE | 1,800 | 150.00 | 0.00 | (150.00) | 1,462.64 | (337.36) |
| 4336 VEHICLE FUEL COST | 2,400 | 200.00 | 88.83 | (111.17) | 1,541.76 | (858.24) |

| | | | | | | |
|-----------------------------------|-----------|------------|------------|-------------|--------------|--------------|
| 4339 MDT MAINTENANCE IN/OUT | 20,790 | 1,732.50 | 0.00 | (1,732.50) | 20,790.00 | 0.00 |
| 4340 800 RADIO SYST. MAINT IN/OUT | 37,100 | 3,091.67 | 0.00 | (3,091.67) | 36,974.92 | (125.08) |
| 4399 MISCELLANEOUS EXP | 1,300 | 108.33 | 0.00 | (108.33) | 1,100.00 | (200.00) |
| 4401 BANK FEES | 1,217 | 101.42 | 101.61 | 0.19 | 1,176.60 | (40.40) |
| 4405 DUES & SUBSCRIPTIONS | 4,035 | 336.25 | 0.00 | (336.25) | 4,035.00 | 0.00 |
| 4406 TESTING/EVALUATION | 1,000 | 83.33 | 260.00 | 176.67 | 480.00 | (520.00) |
| 4407 WORKERS COMP INSURANCE | 1,200 | 100.00 | 0.00 | (100.00) | 1,150.00 | (50.00) |
| 4408 LIABILITY INSURANCE | 25,004 | 2,083.67 | 0.00 | (2,083.67) | 24,992.00 | (12.00) |
| 4413 LICENSE & FEES | 1,600 | 133.33 | 0.00 | (133.33) | 1,400.00 | (200.00) |
| 4414 SURETY BONDS | 21 | 1.75 | 0.00 | (1.75) | 0.00 | (21.00) |
| 4418 TRAINING | 1,500 | 125.00 | 20.00 | (105.00) | 1,219.95 | (280.05) |
| 4419 TRAVEL, MEALS, LODGING | 4,090 | 340.83 | 151.80 | (189.03) | 3,085.87 | (1,004.13) |
| 4421 ADVERTISING | 2,000 | 166.67 | 0.00 | (166.67) | 1,612.15 | (387.85) |
| 5010 INTEREST EXPENSE | 5,000 | 416.67 | 0.00 | (416.67) | 0.00 | (5,000.00) |
| TOTAL ESTIMATED EXPENSE | 1,282,200 | 106,850.00 | 74,909.15 | (31,940.85) | 1,173,048.51 | (109,151.49) |
| ===== | | | | | | |
| ESTIMATED RECEIPTS | 1,457,913 | | 166,988.13 | | | |
| VS | | | | | | |
| ESTIMATED EXPENDITURE | 1,282,200 | | 74,909.15 | | | |
| OVER (UNDER) | 175,713 | | | | | |
| DEPRECIATION | 41,966 | | | | | |
| | | | | | | |
| OVER(UNDER)AFTER DEPRECIATION | 133,747 | | 92,078.98 | | | |
| | | | | | | |

FUND BALANCES

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

| | |
|--------------|----------------|
| REVENUE FUND | \$1,856,048.91 |
|--------------|----------------|

| | |
|-------------------|---------------|
| OPERATING ACCOUNT | \$ 151,509.44 |
|-------------------|---------------|

| | |
|-------------|----------------|
| TOTAL FUNDS | \$2,007,558.35 |
|-------------|----------------|

| | |
|------------------------------------|----------------|
| LESS CAPITAL EQUIPMENT (5/28/2020) | \$- 350,000.00 |
|------------------------------------|----------------|

| | |
|---------------------------------|---------------|
| LESS 800 MHZ SYSTEM MAINTENANCE | \$- 20,532.77 |
|---------------------------------|---------------|

| | |
|--------------------------------|---------------|
| LESS METRO COMM. MOVING RADIOS | \$- 12,167.22 |
|--------------------------------|---------------|

| | |
|---|---------------|
| LESS WATSON FURNITURE DISPATCH CONSOLES | \$- 68,466.81 |
|---|---------------|

| | |
|---------------------------|----------------|
| LESS USDA RESERVE ACCOUNT | \$- 173,771.56 |
|---------------------------|----------------|

| | |
|----------------------------------|-----------------------|
| <u>LESS EST. 3 MONTH RESERVE</u> | <u>\$- 230,000.00</u> |
|----------------------------------|-----------------------|

| | |
|------------------|----------------|
| TOTAL DESIGNATED | \$- 854,938.36 |
|------------------|----------------|

| | |
|---------------------|-----------------------|
| TOTAL UN-DESIGNATED | <u>\$1,152,619.99</u> |
|---------------------|-----------------------|

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 |
|------------------------|--------------|

| | |
|--------------------------|-------------|
| BUILDING PROJECT ACCOUNT | \$ 1,080.76 |
|--------------------------|-------------|

ROANE COUNTY E-911

June 2020 Statistics

| | June 2020 | 2020 YTD |
|---|---------------|----------------|
| Calls for service entered into CAD system | 4,285 | 22,904 |
| Average call for service duration (minutes) | 104.9 | 93.1 |
| TELEPHONE | | |
| 911 calls received | 2,493 | 15,161 |
| Administrative calls inbound | 6,195 | 33,538 |
| Administrative calls outgoing | 3,244 | 19,225 |
| TOTAL: | 11,932 | 67,924 |
| Total phone duration (minutes) | 18,002 | 100,651 |
| RADIO AIRTIME (MINUTES) | | |
| MAIN D | 6,171 | 21,858* |
| HR DSP | 1,891 | 6,442* |
| FD DSP | 996 | 3,233* |
| EMS | 1,122 | 4,155* |
| HWY OP | 492 | 2,785* |
| Ro NET | 3 | 8* |
| PSAP NET 2 | 13 | 56* |
| TOTAL: | 10,688 | 38,537* |
| Average radio airtime per CAD system record (minutes) | 2.49 | 2.52* |
| Average phone call time per CAD system record (minutes) | 4.20 | 4.40 |
| TOTAL AVG. TIME PER CAD SYSTEM RECORD: | 6.69 | 6.92* |

* Data not available prior to March 2020.

MINUTES
KINGSTON PLANNING COMMISSION
JULY 21, 2020

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on July 21, 2020 at the Kingston City Hall.

Members Present

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

Members Absent

Kris Clifton
Jody Tipton

Others Present

David Bolling
Kelly Jackson
Tim Clark
Kevin Hamilton
Glen Cofer
Matt Caldwell
Garrett Tucker

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 Mayor Neal and a second by Vice Chair Byrkit, the minutes of the June 16, 2020 meetings were approved on a roll call vote. All voted aye except for Mr. Botkin and Mr. Lay who abstained.

REPORTS AND PUBLIC COMMENTS

There were no reports or public comments.

PRELIMINARY PLAT REVIEW – THE VILLAGES AT CENTER FARM (MAP 068G, GROUP F, PARCELS 001.00, 003.00, 006.00, 007.00, AND 008.00)

Mr. Garrett Tucker, surveyor, presented the preliminary plat of the Villages at Center Farm subdivision. The plat he presented was an updated version of the one that had been provided earlier. The revised plat showed where lots 22, 23, and 24 had been enlarged to be over 7,500 square feet in area and an updated drainage system. The plat showed forty-five lots that were served by existing streets, existing water lines, and five existing fire hydrants. Public force main and sanitary sewer facilities were proposed to serve all lots. A drainage plan showing stormwater being directed towards the streets for most lots and towards streets and the rear of lots 1-9 and 17-24. Water directed to the rear of those lots would be handled by drainage swales. Much of the storm water directed to the front of lots would be channeled onto curbed roads and into existing catch basins. Storm water directed onto Franklin Village Trace and Franklin Village Way would be uncontrolled because of the lack of curbs and catch basins.

The commission was most concerned about drainage with the proposed forty-five buildings and driveways. Of particular concern was storm water directed to Franklin Village Way and Franklin Village Trace. Mr. Tucker said that a drainage swale or ditch along those streets could handle this problem.

Action Taken

On a motion by Mr. Lovin and a second by Mayor Neal, the planning commission unanimously voted to approve the preliminary plat subject to:

1. Drainage being handled by a swale or ditch along Franklin Village Trace because the road is not curbed

2. The name Bradford Village Way being changed to Village Way
3. Franklin Village Trace and Franklin Village Way being identified as "private".
4. The right-of-way for Franklin Village Trace and Franklin Village Way being fully shown on the plat.
5. An easement being placed on lot 24 to protect the existing driveway to the condominiums.

There was discussion regarding the roads. Ms. Kelly Jackson had provided minutes from a city council meeting where the roads were accepted. However, most agreed that Franklin Village Trace was not part of the city's road system as it was considered part of the development's common property. Mr. Matt Caldwell stated that the road was built to city standards at the time but would not meet the current standards. He then stated that Mr. Horton would like to bring Franklin Village Trace to standard so it could be accepted into the city's road system. He suggested that perhaps a two-inch layer of asphalt would make up for the lack of a binder between the base and the road surface. He suggested that a road core could be obtained. Chair Wright noted that variances were granted when the subdivision was originally developed to allow certain rights-of-way to be forty feet and the road surface to be 22 feet.

PROPOSED RESCINDING OF BUILDING PERMIT SECTION OF THE COUNTY ZONING RESOLUTION

Mr. Glen Cofer stated that the building permit section of the county zoning resolution should be rescinded. This is necessary because building permits are covered in the county-adopted International Building Code and the International Residential Code. There are certain conflicts between the two building permit sections that make it necessary to rescind the permit section of the county zoning resolution.

Action Taken

On a motion by Mr. Lovin and a second by Secretary Pickel, the commission unanimously voted to recommend to the county commission that the building permit section of the zoning resolution be rescinded.

DISCUSSION OF REQUIRED CERTIFICATES FOR MINOR SUBDIVISIONS AND COMBINING OF LOTS

Commissioner Lovin briefly addressed the commission about the possibility of changing some of the certificate requirements. Specifically, he went over the current certificates and noted that some of these are not necessary for plats where lots are being combined or where lots are being created where the infrastructure is in place. He stated that certain certificates were not applicable for such plats and were a burden for property owners and surveyors. Chair Wright ask if other communities had certificates that were specific to the types of subdivisions. Mr. Lovin said that some communities had such certificates. Mr. Glen Cofer interjected and said he has revised the Roane County Subdivision Regulations and some of the certificates have been changed. Commissioners will be provided with copies of Roane County's certificates prior to the next meeting.

Kingston PC
July 21, 2020
Page 3

STATUS REPORT – ABOLISHMENT OF KINGSTON’S PLANING REGION

Mr. Glen Cofer explained that the county commission has adopted a resolution requesting the Local Government Planning Advisory Committee (LGPAC) to transfer Kingston’s planning region to the jurisdiction of the Roan County Regional Planning Commission. Staff Planner Williams has emailed the contact person for LGPAC twice but has not received a response. Mr. Glen Cofer noted that there have been no updates on the LGPAC website since 2018. Mr. Glen Cofer recently contacted Mr. Gary Human who agreed to assist with this.

ADJOURNMENT

The meeting adjourned at 7:10 p.m.