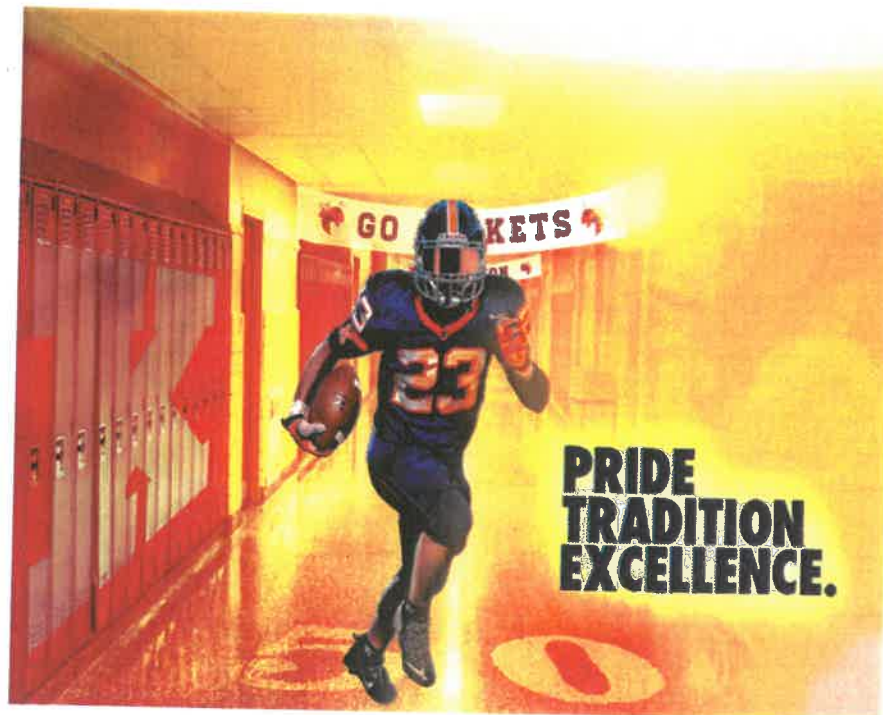




City Manager Report

August 2020



Contents:

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

Reporting Schedule:

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

Distributed: September 4, 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: August 2020

Legislative Accomplishments

- A. Consideration of the second reading of Ordinance 20-06-09-01, an ordinance amending the municipal zoning code to increase the fee for appeals to the Board of Zoning Appeals
- B. Consideration of the second reading of Resolution 20-03-10-2, a resolution annexing territory (Parcels 109.00, 110.00, 114.00, 114.01 and 118.00, Roane County Tax map 057) and incorporating said territory into the corporate limits of the City of Kingston, Tennessee
- C. Consideration of the second reading of Resolution 20-03-10-3, a resolution establishing a plan of services for annexation resolution 20-03-10-2 for the City of Kingston
- D. Consideration of the second reading of Ordinance 20-03-10-1, an ordinance amending the zoning map of Kingston Tennessee by zoning certain territory annexed by Resolution 20-03-10-2 as C-4, Control Commercial District
- E. Consideration of Resolution 20-07-14-1, a resolution to request that the Tennessee Valley Authority cooperate in the development of the former Southwest Point Golf Course property
- F. Consideration to authorize the City Manager to solicit Requests for Proposals for LED streetlight and ball field lighting replacement
- G. Consideration to approve, and authorize the Mayor to execute, a franchise agreement between the City of Kingston and Comcast of the South
- H. Consideration of approval of Resolution 20-08-11-1, a resolution authorizing the City of Kingston to join with Roane County in forming a community leadership team to forward the Tennessee RiverLine 652 vision under the program of the Tennessee RiverTown Partnership guidelines

Other Items Considered by the Council

- None
- **External Meetings**
 - Meetings with Raftelis regarding the utility rate study
 - TN Riverline meeting
 - Meetings with Community Development Partners regarding the ADA Transition Plan
 - 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 AUG 2020

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR MAY 3846 FOR A TOTAL AMOUNT
OF \$314,080.42

* NEW WATER SERVICE APPLICATIONS FOR JULY 61

* 49 CUSTOMERS FINALED OUT SERVICE

* 143 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 859

* TOTAL E-BILL ACCOUNTS - 342

* ONLINE PAYMENTS PROCESSED 746

* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2150

* WATER LOSS PROTECTION 1181

* WATER LINE PROTECTION 171

* SEWER LINE PROTECTION 42

* COMMERCIAL SINGLE PROTECTION 233

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR DECEMBER 2455

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 176

* 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 \$20556.58

DISBURSED

NEW BUSINESS LICENSES ISSUED IN JULY 2020

- 1 Integrity Cleaning Group(Christiane Landry) 1431 James Ferry Rd. Kingston, TN 37763
- 2 Periwinkle Parlor (Leisa Henry) 911 East Race St. Kingston, TN 3763
- 3

FINANCIAL SUMMARY JULY 2020

[illegible]

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF AUGUST 2020

- * ATTENDED CARES ACT WEBINAR.
- * ATTENDED INSURANCE WEBINARS.
- * CHECKED AIR MED INSURANCE AND MADE SURE THAT EVERYONE IS SIGNED UP AND UPDATED.
- * CREATED CDL DRIVER ACCOUNT.
- * CORRECTED W-2'S MISCALUCLATED BY SOFTWARE OVER BENEFITS ERROR.
- * TRAINING ON NEW UTILITY BILLING AND PAYROLL SOFTWARE.
- * TOTAL FULL-TIME EMPLOYEES: **64** TOTAL PART-TIME EMPLOYEES: **20** TOTAL SEASONAL EMOPLOYEES: **19**

City of Kingston
Summary Financial Statement - City
August 2020

110	General Fund	Year-To-Date			Monthly Comparative:			16.67%
	Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues								
31211		Property Tax Delinquent - 1st Prior	0.00	(15,127.00)	0.00 %	0.00	(6,755.00)	0.00 %
31212		Property Tax Delinquent - 2nd Prior	0.00	(780.00)	0.00 %	0.00	(780.00)	0.00 %
31219		Property Tax Delinquent - Other Prior	0.00	(3,050.83)	0.00 %	0.00	(1,167.00)	0.00 %
31300		Interest And Court Cost On Prop Tax	0.00	(3,695.22)	0.00 %	0.00	(1,191.05)	0.00 %
31511		In Lieu Tax, Rockwood Electric Utility	0.00	(38,215.90)	0.00 %	0.00	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee	0.00	(226,800.27)	0.00 %	0.00	(115,172.31)	0.00 %
31710		Wholesale Beer Tax	0.00	(42,111.32)	0.00 %	0.00	(20,579.04)	0.00 %
31720		Wholesale Liquor Tax	0.00	(10,469.06)	0.00 %	0.00	(5,040.26)	0.00 %
31800		Business Taxes	0.00	(14,430.79)	0.00 %	0.00	(394.61)	0.00 %
31912		Comcast Cable Tv Fees	0.00	(19,819.83)	0.00 %	0.00	(19,819.83)	0.00 %
31913		Bellsouth Cable Fees	0.00	(2,011.30)	0.00 %	0.00	0.00	0.00 %
31920		Hotel, Motel Tax	0.00	(6,923.79)	0.00 %	0.00	(3,302.03)	0.00 %
33479		State Grant	0.00	(158,548.00)	0.00 %	0.00	0.00	0.00 %
33500		Telecom Interstate Sales	0.00	(1,043.08)	0.00 %	0.00	(623.44)	0.00 %
33510		State Sales Tax	0.00	(95,939.92)	0.00 %	0.00	(49,834.00)	0.00 %
33520		State Income Tax	0.00	(36,159.92)	0.00 %	0.00	(27,335.72)	0.00 %
33540		State Liquor Tax	0.00	(1,135.24)	0.00 %	0.00	(555.79)	0.00 %
33551		State Gasoline Fuel Tax	0.00	(34,977.88)	0.00 %	0.00	(18,571.25)	0.00 %
33552		State-City Streets And Transportation	0.00	(1,963.46)	0.00 %	0.00	(981.73)	0.00 %
33555		State Street Contract Maintenance	0.00	(3,292.64)	0.00 %	0.00	(3,292.64)	0.00 %
33590		Tva Solar Energy James Ferry	0.00	(816.25)	0.00 %	0.00	(464.10)	0.00 %
34100		General Government - Charges For	0.00	(562.02)	0.00 %	0.00	(34.88)	0.00 %
34420		Garbage Tip Fees	0.00	(56,204.95)	0.00 %	0.00	(28,128.39)	0.00 %

City of Kingston
Summary Financial Statement - City
August 2020

110	General Fund	Monthly Comparative:							16.67%
		Year-To-Date			Month-To-Date				
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg		
34720	Swimming Pool Charges	0.00	(2,737.00)	0.00 %	0.00	(416.00)	0.00 %		
34740	Park & Recreation Charges	0.00	(3,060.00)	0.00 %	0.00	(1,770.00)	0.00 %		
34741	Boat Slip Rental	0.00	(4,800.00)	0.00 %	0.00	(2,400.00)	0.00 %		
34742	Fireworks Donations	0.00	(6,190.00)	0.00 %	0.00	(290.00)	0.00 %		
34746	Fire Dept Donations	0.00	(4,374.19)	0.00 %	0.00	(1,040.00)	0.00 %		
34751	Volleyball Program	0.00	50.00	0.00 %	0.00	0.00	0.00 %		
34761	Library - Fines And Penalties	0.00	(3,404.34)	0.00 %	0.00	(19.15)	0.00 %		
35110	City Court Fines	0.00	(2,284.18)	0.00 %	0.00	(1,241.78)	0.00 %		
35140	Drug Related Fines	0.00	(16.21)	0.00 %	0.00	(11.58)	0.00 %		
36100	Interest Earnings	0.00	(531.19)	0.00 %	0.00	0.00	0.00 %		
36350	Insurance Recoveries	0.00	(26,031.00)	0.00 %	0.00	0.00	0.00 %		
36967	Contract Natural Gas	0.00	(3,583.34)	0.00 %	0.00	(1,791.67)	0.00 %		
Total Revenues		0.00	(831,040.12)	100.00 %	0.00	(313,003.25)	0.00 %		
41100	Legislative	0.00	11,257.13	0.00 %	0.00	6,473.35	0.00 %		
41210	City Court	0.00	7,071.11	0.00 %	0.00	5,210.32	0.00 %		
41320	City Manager	0.00	19,180.55	0.00 %	0.00	10,827.94	0.00 %		
41500	Financial Administration	0.00	70,938.63	0.00 %	0.00	53,420.14	0.00 %		
41700	Planning And Zoning	0.00	5,087.50	0.00 %	0.00	0.00	0.00 %		
41810	City Hall Buildings	0.00	12,429.64	0.00 %	0.00	6,400.71	0.00 %		
41990	General Government	0.00	17,610.04	0.00 %	0.00	7,158.66	0.00 %		
42100	Police	0.00	143,095.73	0.00 %	0.00	66,555.46	0.00 %		
42152	Automotive Services	0.00	9,373.51	0.00 %	0.00	5,670.99	0.00 %		
42200	Fire Protection	0.00	162,789.14	0.00 %	0.00	84,585.26	0.00 %		

City of Kingston
Summary Financial Statement - City
August 2020

Account	Description	Year-To-Date			Monthly Comparative:			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	
110	General Fund							16.67%
43100	Public Works	0.00	88,136.91	0.00 %	0.00	45,441.03		0.00 %
43190	State Street Aid	0.00	25,391.62	0.00 %	0.00	12,707.00		0.00 %
43240	Waste Disposal	0.00	52,045.67	0.00 %	0.00	26,417.48		0.00 %
44143	Animal Control/Codes Enforcement	0.00	2,070.76	0.00 %	0.00	1,191.03		0.00 %
44400	Parks & Recreation	0.00	106,323.98	0.00 %	0.00	57,825.71		0.00 %
44440	Swimming Pool	0.00	13,444.54	0.00 %	0.00	5,066.85		0.00 %
44800	Library	0.00	27,038.47	0.00 %	0.00	14,341.94		0.00 %
49000	Debt Service	0.00	3,596.69	0.00 %	0.00	2,905.13		0.00 %
51640	Operating Transfer To Capital Proj Fd	0.00	158,548.00	0.00 %	0.00	0.00		0.00 %
Total	Expenditures	0.00	935,429.62	100.00 %	0.00	412,199.00		0.00 %
110	General Fund	0.00	104,389.50	100.00 %	0.00	99,195.75		0.00 %

City of Kingston
Summary Financial Statement - City
August 2020

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
122	Drug Fund						16.67%
Revenues							
35140	Drug Fines	0.00	(16.21)	0.00 %	0.00	(11.58)	0.00 %
Total	Revenues	0.00	(16.21)	100.00 %	0.00	(11.58)	0.00 %
Expenditures							
42122	Drug Fund	0.00	310.00	0.00 %	0.00	0.00	0.00 %
Total	Expenditures	0.00	310.00	100.00 %	0.00	0.00	0.00 %
Total 122	Drug Fund	0.00	293.79	100.00 %	0.00	(11.58)	0.00 %

		Year-To-Date		Monthly Comparative:		
				Estimate	Month-To-Date	
Account	Description	Budget Estimate	Actual	Avg/Mth	Actual	% of Avg
300	Capital Fund					16.67%
Expenditures						
43750	Capital Improvements	0.00	(158,548.00)	0.00	0.00	0.00 %
Total	Expenditures	0.00	(158,548.00)	0.00	0.00	0.00 %
Total 300	Capital Fund	0.00	(158,548.00)	0.00	0.00	0.00 %

City of Kingston
Summary Financial Statement - City
August 2020

413	Water And Sewer	Monthly Comparative:					16.67%
		Year-To-Date		Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36100	Interest Earnings	0.00	(745.45)	0.00 %	0.00	0.00	0.00 %
37110	Metered Water Sales	0.00	(202,574.23)	0.00 %	0.00	(89,281.47)	0.00 %
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37117	Outside Water Sales	0.00	(141,872.07)	0.00 %	0.00	(64,744.66)	0.00 %
37191	Penalties	0.00	(5,667.01)	0.00 %	0.00	(2,818.11)	0.00 %
37194	Sales Of Materials	0.00	(23,922.74)	0.00 %	0.00	(21,532.92)	0.00 %
37195	Installation Charges	0.00	(12,180.00)	0.00 %	0.00	(5,785.00)	0.00 %
37196	Water User Fees	0.00	(7,460.00)	0.00 %	0.00	(1,550.00)	0.00 %
37199	Miscellaneous	0.00	(5,900.00)	0.00 %	0.00	0.00	0.00 %
37210	Sewer Service Charges	0.00	(221,378.92)	0.00 %	0.00	(98,134.51)	0.00 %
37296	Sewer User Fees	0.00	(4,200.00)	0.00 %	0.00	(2,100.00)	0.00 %
37299	Miscellaneous	0.00	(233.45)	0.00 %	0.00	(90.00)	0.00 %
Total Revenues		0.00	(626,133.87)	100.00 %	0.00	(286,036.67)	0.00 %
Expenditures							
41990	General Government	0.00	39,502.68	0.00 %	0.00	19,313.55	0.00 %
43750	Capital Improvements	0.00	14,620.00	0.00 %	0.00	0.00	0.00 %
49000	Debt Service	0.00	74,773.09	0.00 %	0.00	9,169.83	0.00 %
52113	Purification	0.00	89,699.66	0.00 %	0.00	43,106.85	0.00 %
52114	Transmission And Distribution	0.00	122,656.55	0.00 %	0.00	58,150.81	0.00 %
52117	Utility Director	0.00	9,678.11	0.00 %	0.00	4,734.12	0.00 %
52213	Sewer Treatment And Disposal	0.00	91,979.90	0.00 %	0.00	32,337.32	0.00 %
Total Expenditures		0.00	442,909.99	100.00 %	0.00	166,812.48	0.00 %
Total 413	Water And Sewer	0.00	(183,223.88)	100.00 %	0.00	(119,224.19)	0.00 %

Dealing with Stress from Home Safety Talk

Our home life often overlaps with our work and vice versa, both in good ways and bad ways. Stressors at home can begin to pile up and affect our work if we are not careful. While some stress is so great that the worker experiencing it should not be at work, most stress can be handled in such a way that it does not create a hazardous situation.

Common Stressors Relating to Home Life

There are many different stressors in each of our lives at any given time. It is important to recognize types of common stressors and if they could be affecting you at work. Some common types of stressors include:

- Health. Many people are dealing with health issues, whether it is themselves or a loved one. A serious health scare can be one of the most trying situations we ever deal with in life.
- Finances. Lack of money or excessive bills can weigh heavy on a person.
- Relationships. Fighting or arguing with a loved one can create a stressful situation for an individual long after the discussion was had.
- Fill in the blank. While the above three mentioned stressors are common for many people, literally anything can be a stressor for an individual. We are all unique and different living different lives; what causes stress for each of us varies greatly.

How Stress Affects Work

There are many negative effects when someone carries in stress from home to work. A couple examples include:

1. Lack of focus. Dealing with any of the above stressors is obviously going to come with a mental load. Constantly giving thought to a stressful situation takes your mind off of the task at hand.
2. Strain on work relationships. Stress can cause a person to shut down or become angry towards those around them. This situation negatively affects communication between workers and the cohesiveness of a work group as a whole. Lack of communication or teamwork can lead to injury.

How to Deal with Stress

There is no one size fits all solution for dealing with stress from a situation at home. Mentioned above, everyone is different and how we each deal with stress will vary. Some quick ideas:

- Recognize what is truly bothering you. From there it is less difficult to attempt to find solutions in dealing with it. Also recognizing the stressor can help you separate your anger towards a situation or person at home from those around you at work.
- Take action to mitigate or eliminate the stressor. Not all stressors can be eliminated, but our reaction and how we face it can be improved.
- Have a conversation with a loved one, friend, or coworker about the issue. Many times our minds are our own worst enemies.

- Have hobbies or other ways to relax. Everyone needs a mental break from work and any stress caused at home.



Summary

This was a just a brief discussion on the stressors our home life can cause and how it affects our work. Dealing with the mentioned issues is not easy. However it is important to recognize their existence and how it affects you on a larger scale. If your mind is not in the game at work have a discussion with a supervisor. If needed, take a day off to come into work in a healthier frame of mind.

Haley Brown

Kari Tom

Masha Marshall

Emilee Duge

Michelle Kelly

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

Monies outstanding from August 7, 2007 – August 31, 2020	\$ 66,056.04
Monies collected from August 7, 2007 – August 31, 2020	\$ 500,766.17

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 August 2020 Court	\$.00
Total collected for citations on August 2020	\$.00
Amount outstanding for August 2020	\$ -0-	
<u>1</u> Cash bond forfeitures	\$	113.75
Total amount collected for August 2020 Citations	\$	113.75
Amount collected from previous months/FTA etc.	\$	566.25
Total collected in August 2020	\$	680.00

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 August 2020

Teresa Johnson
TERESA JOHNSON
Kingston City Court Clerk

* Brenda Hall McDonald
BRENDA HALL MCDONALD
Kingston City Judge

* Judge not available at time of report

KINGSTON POLICE DEPARTMENT - AUGUST 2020

TBRS Group A Offenses

Crimes Against Persons	
Aggravated Assault	
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

2

Crimes Against Property

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

Subtotal

11

Crimes Against Society

Drug/Narcotics Violations	3
Drug Equipment Violations	
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	3

TBRS Group B Offenses

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

Central Dispatch	
Crash Reports	19
Traffic Stops	66
Investigator Needed on Scene	17
Domestic Complaints	11
Escorts Funeral/Other	15
Animal Calls	7
Vandalism	2
Fights	
Burglar Alarms/Fire Alarms	30
Child Sexual Assaults	1
Forgery	
Theft	5
Vehicle Theft	
Public/Motorist Assist	3
Arson/Explosive Devices	
Other Calls	213
	176
	389
Municipal Codes	
Animal Control Calls to Office	4
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	1
Animals Transported to Shelter	2
Codes Concerns/warning notices given	6
Codes Violations/Citations	0
Codes Letters Sent	3
Property Maintenance Leins	0
Temporary Signs Removed	15

Patrol Mileage	18,101
Hours Worked	2,215
Reserve Hours Worked	100
Total Overtime Hours	0
Total Amount of Overtime Wages	0
City Court Citations	15
Warning Citations	14
General Sessions Citations	2
Arrest	3
Juvenile Arrest	0
Incident Reports	7

[illegible][illegible]

AUGUST 2020 CASES

[illegible]

Kingston Fire Department August 2020

Summary of Month's Activities

Fire Operations

The Department responded to 89 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
- Roane County Fire Chiefs Association Meeting

Monthly Overtime

OT Hours: 58

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

- Minor repair to U6

Special Projects

- "Fit for Duty" program on going with work outs posted each shift
- Fire hydrant prep and painting began and will extend through September

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

- Sprinkler Systems

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Aug-20

TOTAL CALLS

89

Category	Total		Total
Structure Fires	1	Hazardous Calls	2
Vehicle Fires	2	Service Calls	20
Brush/Grass Fires		Good Intent Calls	8
Refuse/rubbish Fires		Unintentional False	6
Other Fires		Other False	
Total Fires	3	Total False: Total	36
Rescue and EMS	50	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	1		
Fire Service Injuries		Fire Dollar Loss	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		Non-Fire Dollar Loss	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

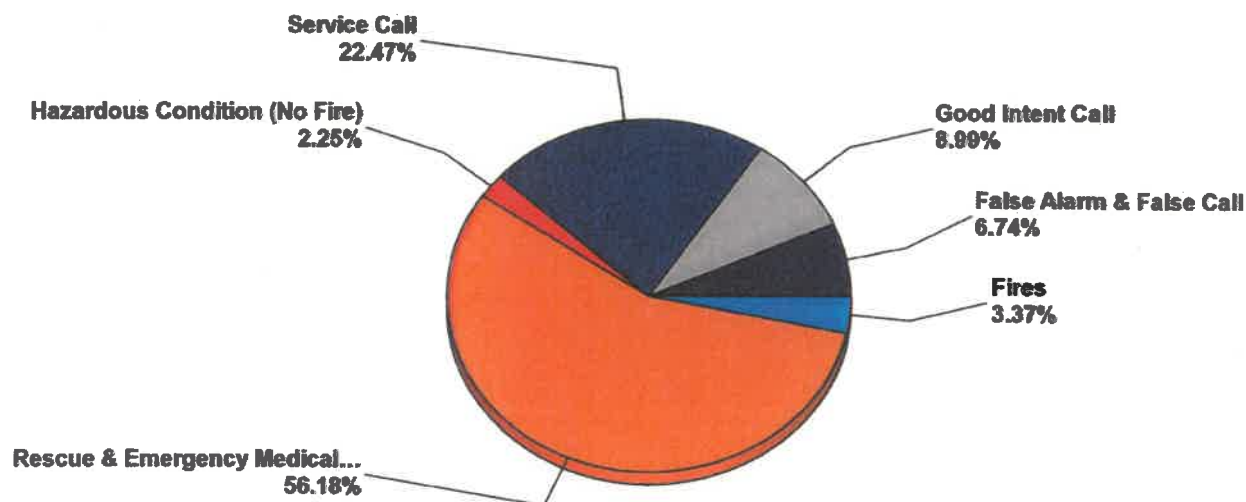
Kingston Fire Department

Kingston, TN

This report was generated on 9/1/2020 7:54:49 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2020 | End Date: 08/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	3.37%
Rescue & Emergency Medical Service	50	56.18%
Hazardous Condition (No Fire)	2	2.25%
Service Call	20	22.47%
Good Intent Call	8	8.99%
False Alarm & False Call	6	6.74%
TOTAL	89	100%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.12%
131 - Passenger vehicle fire	1	1.12%
134 - Water vehicle fire	1	1.12%
311 - Medical assist, assist EMS crew	18	20.22%
320 - Emergency medical service, other	2	2.25%
321 - EMS call, excluding vehicle accident with injury	22	24.72%
322 - Motor vehicle accident with injuries	6	6.74%
324 - Motor vehicle accident with no injuries.	2	2.25%
462 - Aircraft standby	2	2.25%
550 - Public service assistance, other	3	3.37%
554 - Assist invalid	9	10.11%
571 - Cover assignment, standby, moveup	8	8.99%
611 - Dispatched & cancelled en route	7	7.87%
622 - No incident found on arrival at dispatch address	1	1.12%
700 - False alarm or false call, other	1	1.12%
711 - Municipal alarm system, malicious false alarm	1	1.12%
733 - Smoke detector activation due to malfunction	2	2.25%
735 - Alarm system sounded due to malfunction	1	1.12%
745 - Alarm system activation, no fire - unintentional	1	1.12%
TOTAL INCIDENTS:	89	100%

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



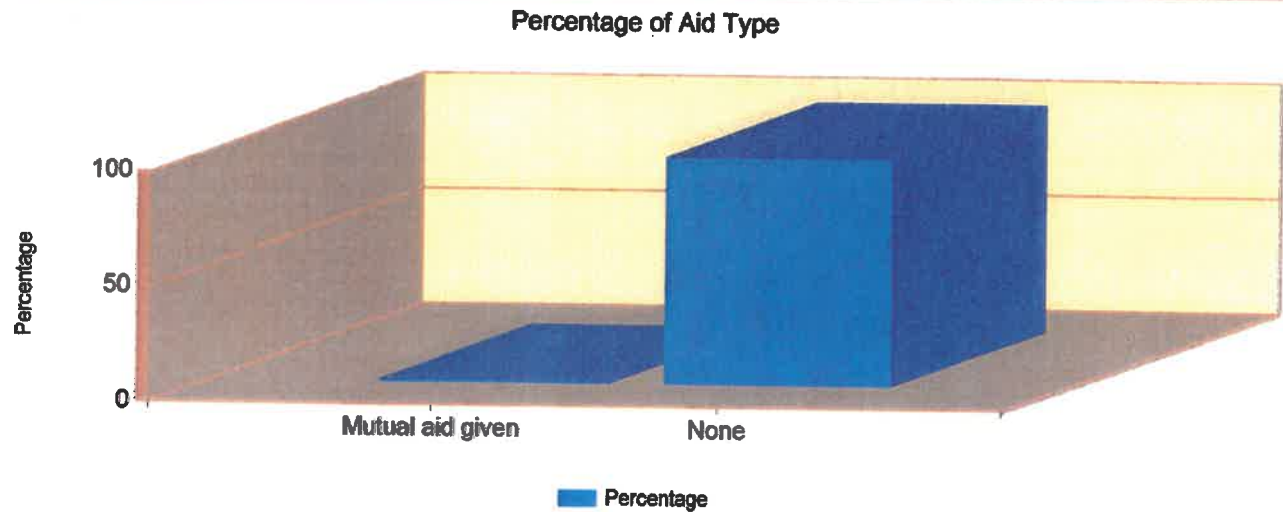
Kingston Fire Department

Kingston, TN

This report was generated on 9/1/2020 7:55:34 AM

Count of Aid Given and Received for Incidents for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020



AID TYPE	TOTAL	% of TOTAL
Mutual aid given	1	1.1%
None	88	98.9%

Only REVIEWED incidents included



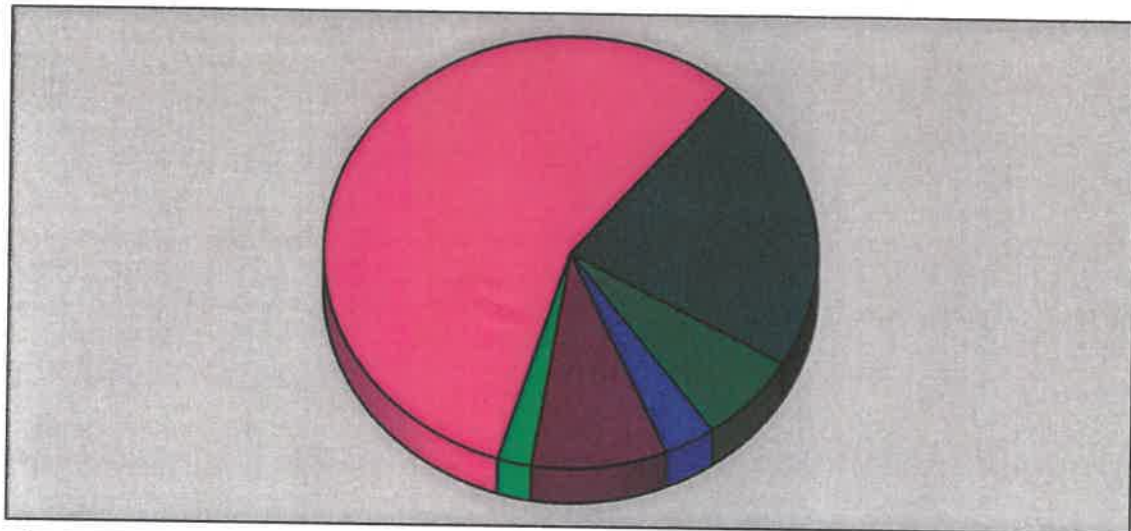
Kingston Fire Department

Kingston, TN

This report was generated on 9/1/2020 7:55:51 AM

Major Incident Types by Month for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020



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

INCIDENT TYPE	AUG	TOTAL
False Alarm & False Call	6	6
Fire	3	3
Good Intent Call	8	8
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	50	50
Service Call	20	20
Total	89	89

Only REVIEWED incidents included



Kingston Fire Department

Kingston, TN

This report was generated on 9/1/2020 7:56:11 AM

Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SUM
Accident, potential accident		1			1	1		2	5
Animal problem or rescue				1					1
Attempted burning, illegal action							1		1
Combustible/flammable spills & leaks			1		1	1			3
Controlled burning	1					2	2		5
Cover assignment, standby at fire station, move-up			4	2	3	8	4	8	29
Dispatched and canceled en route	3	2	6	3	5	2	4	7	32
Electrical wiring/equipment problem							1		1
Emergency medical service (EMS) Incident	45	43	44	25	29	25	28	32	271
Extrication, rescue				1					1
False alarm and false call, other	2	2	6		2	2	3	1	18
Good intent call, other		1					1		2
HazMat release investigation w/no HazMat	1			1					2
Malicious, mischievous false alarm								1	1
Medical assist	16	19	18	10	11	13	18	18	123
Mobile property (vehicle) fire				2	1	3	2	2	10
Natural vegetation fire			1		2		1		4
Outside rubbish fire						1			1
Person in distress	1					1			2
Public service assistance	16	28	15	8	6	11	11	12	107
Rescue or EMS standby	1		1			1			3
Service call, other				1					1
Special outside fire			1						1
Steam, other gas mistaken for smoke			1	1					2
Structure Fire	2				1			1	4
System or detector malfunction			1	1			1	3	6
Unintentional system/detector operation (no fire)	1	2	3		1	2		1	10
Water or ice-related rescue						1			1
Water problem						1			1
Wrong location, no emergency found		1	1	2	2			1	7
Total	89	99	103	58	65	75	77	89	655

Only REVIEWED incidents included



Kingston Fire Department

Sprinkler Systems

Date & Time 08/26/2020 13:30 - 08/26/2020 17:30

Location station 1

Objective Discuss the different types of sprinkler systems and the components of each.

Instructors Edmonds, Clint (Captain/ Training Officer)

Sign-In Sheet

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

Sprinkler Systems

Class Information			
Date/Time	08/26/2020 13:30 - 08/26/2020 17:30		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	Discuss the different types of sprinkler systems and the components of each.		

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

Resources	
Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Internet Resource	Web pages and documents on the Internet that provide useful information.
PowerPoint	Slideshow made for presenting Information to be used during training or meetings
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative
Discuss the different types of sprinkler systems and the components of each. The class reviewed a power point presentation from ifsta on the subject

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

People	
Name	
Edmonds, Clint	
Munguia, Michael	
Riter, Mike	
Wade, Jason	



Kingston Fire Department

Sprinkler Systems

Date & Time 08/27/2020 08:00 - 08/27/2020 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

Sprinkler Systems

Class Information			
Date/Time	08/27/2020 08:00 - 08/27/2020 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
Firefighters went over basics of sprinkler systems such as components and fire department procedures. Firefighters then walked through the proper set up of connecting to a FDC and supplying a sprinkler system. Firefighters then walked through the proper steps of shutting down the sprinkler system and closing off a sprinkler head.

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

Sprinkler Systems

Date & Time 08/25/2020 08:00 - 08/25/2020 12:00

Location station 1

Objective To become familiar with sprinkler systems and how they operate.

Instructors Murrell, Jacob (Captain)

Sign-In Sheet

Name	Agency	ID	Signature
Cape, Evan (FF/EMR)	Kingston Fire Department	1813	
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
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

Sprinkler Systems

Class Information			
Date/Time	08/25/2020 08:00 - 08/25/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	To become familiar with sprinkler systems and how they operate.		

Instructors		
Name	Instructor Type	Notes
Murrell, Jacob (Captain)	Lead Instructor	

Resources	
Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative
MEMBERS ON SHIFT REVIEWED SPRINKLER SYSTEMS. MEMBERS ON SHIFT REVIEWED HOW SPRINKLER SYSTEMS OPERATE AND THE COMPONENTS THAT ARE WITHIN THE SPRINKLER SYSTEM. MEMBERS REVIEWED ALL DIFFERENT TYPES OF SPRINKLER SYSTEMS AND THE DIFFERENCES BETWEEN THEM. MEMBERS ALL DISCUSSED WHERE THE DIFFERENT TYPES OF SYSTEMS WOULD BE FOUND.

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	
Goss, Bradley	
Munguia, Michael	
Murrell, Jacob	
Settles, Jay	

Public Works Report August 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:

1 Loads 37

Recycled materials collected:

None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	6loads	144Loads
Culverts/Storm Drains Cleaned	16	255
Curb/Sidewalk Repair/Install/Remove	0 ft	635 ft
Drainage Inspection Requests	0	1
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	0	13
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	5	36
Storm water Inspections Performed	None	None
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	6	99
Streets Striped	0	3
Tennessee One Calls	2	32
Traffic Signal Repair	1	9
Tree Trimming Requests	2	7

Vehicle Maintenance – Routine	11	104
Vehicle Maintenance – Unscheduled	4	48
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects – 0
 Daily underground storage tank testing –N/A
 Monthly fuel pump inspection and cleaning- N/A
 Storm water manager's meeting- N/A
 Weekly departmental meetings and monthly staff safety meetings-3
 Sign repair, new sign installations- 5
 Signal inspection, repair and timing adjustments- 0
 Grant applications- None
 Participated in various weather calls- 2
 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: 8-20-20

Topic: School Zone Safety

Instructor: Logan Hall

Employees in Attendance:

Printed Name	Signature
<i>[Signature]</i>	
Gregory A Leach SR	<i>[Signature]</i>
Dawson Belitz	<i>[Signature]</i>
DAVID HARRISON	<i>[Signature]</i>
Robert L. Miller SR	<i>[Signature]</i>
Allen RUE	<i>[Signature]</i>
AJ Johnson	<i>[Signature]</i>
JAMES AGEE	<i>[Signature]</i>
Logan Hall	<i>[Signature]</i>



Parks and Recreation Monthly Report

CITY OF KINGSTON

DEPARTMENT: PARKS & RECREATION

MONTH: August 2020

Completed Tasks:

- Scheduled September fishing tournament.
- Basketball court reseal and striped.
- Set poles on soccer field that will prevent balls from being lost in the woods.
- Painted soccer bleachers with help from RCHS Lady Soccer parents.
- Begin assisting RCHS football team with painting and striping of the football field.
- Daily maintenance on all park facilities.
- Continue paddleboard rentals.
- Fixed sign outside Community Center

Ongoing Tasks

- We are continuing to fundraise for the indoor batting facility.
- Continue operating our parks safely while encouraging social distancing.
- Continue to rent kayaks and paddleboards.

Tasks for September:

- Attend online LPRF Grant webinar.
- Complete all soccer related projects.
- Maintain ball fields and parks.
- We will assist heavily in the 9/11 Kingston v. Rockwood football game as that night will honor military and first responders.

**Attendance Form
Safety Meeting Sign In Sheet**

Topic: Equipment Maintenance Date: August
 Trainer: Josh King Location: Kingston City Park

PRINT NAME	SIGNATURE
1 Chaz Clem	Chaz Clem
2 Josh King	Josh King
3 Curtis Boswell	Curtis Boswell
4 Eddie Lantz	Eddie Lantz
5 J.R. B. A.	J.R. B. A.
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Please attach any supporting document/materials to this form.



Equipment Maintenance

Properly maintaining, repairing, cleaning, and storing construction equipment can help prevent injuries and deaths. It can also make the equipment last longer.

Hank's Story

Hank was told to use a forklift to move some materials. Before operating the forklift, he inspected the upper portion of the cab. He did not notice the grease and oil that had leaked out onto the floor. Hank slipped getting into the cab and wrenched his knee. He missed a week's work while recovering.

- ✖ **How could this incident have been prevented?**
- ✖ **Has someone you know ever been injured by poorly maintained equipment? If so, what happened?**

Remember This

- Always inspect equipment to make sure it is in safe working order and good repair. Do not use damaged equipment.
- Tell your supervisor if equipment needs to be maintained, cleaned, or repaired.
- Make sure the equipment you are using is not blocking aisles, stairs, exits, fire equipment, first-aid stations, or emergency showers or eyewash fountains.
- Use proper lockout/tagout procedures to control all hazardous energy sources before maintaining, cleaning, or repairing equipment.

How can we stay safe today?

What will we do at the worksite to promote equipment maintenance?

1. _____

2. _____

OSHA Standard: 1926.25 (Housekeeping)

Equipment Maintenance



- ✘ Inspect equipment before using it to make sure it is in safe working order and good repair.
- ✘ Tell your supervisor if equipment needs to be maintained, cleaned, or repaired.
- ✘ Use proper lockout/tagout procedures to control all hazardous energy sources before maintaining, cleaning, or repairing equipment.



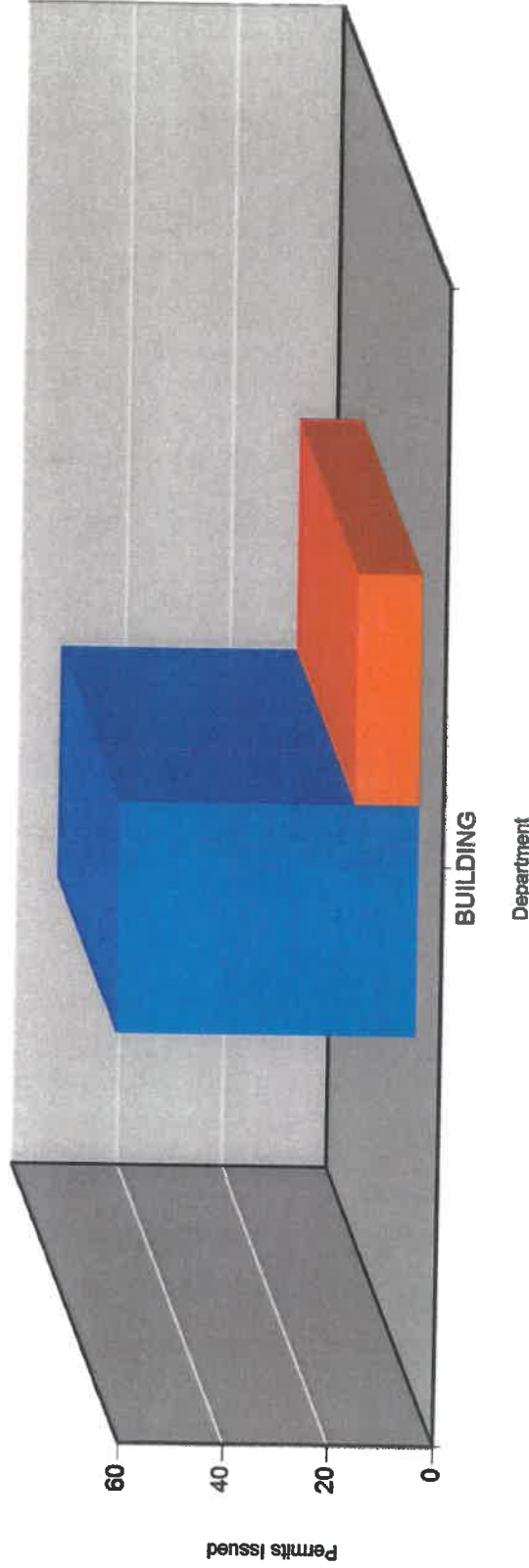
Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 08/01/2020
AND 08/31/2020

Report run on: 08/31/2020 03:31 PM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	77	69	Same Day	2.09 Days	1	57	12

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
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Issued Permits By Department

ALL DEPARTMENTS
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AND 08/31/2020

Report run on: 08/31/2020 03:31 PM

BUILDING	BP	Submitted: 07/30/2020	Technically Complete: 07/30/2020	In Process: 4
		Submitted: 07/30/2020	Technically Complete: 07/30/2020	Waiting: 0
		Approved: 07/30/2020	Ready to Issue: 07/30/2020	Total Days: 4
		Issued: 07/30/2020	Issued: 07/30/2020	Total Cycles: 1
<hr/>				
OS Retaining Wall	BP2020-508	Submitted: 07/30/2020	Technically Complete: 07/30/2020	In Process: 4
		Approved: 07/30/2020	Ready to Issue: 07/30/2020	Waiting: 0
		Issued: 07/30/2020	Issued: 07/30/2020	Total Days: 4
				Total Cycles: 1
<hr/>				
523 Norwood Drive, Oliver Springs, TN 37840	BP2020-509	Submitted: 07/30/2020	Technically Complete: 07/30/2020	In Process: 4
		Approved: 07/30/2020	Ready to Issue: 07/30/2020	Waiting: 0
		Issued: 07/30/2020	Issued: 07/30/2020	Total Days: 4
				Total Cycles: 1
<hr/>				
230 Hood Drive, Kingston, Tn 37763	BP2020-510	Submitted: 07/31/2020	Technically Complete: 07/31/2020	In Process: 3
		Approved: 07/31/2020	Ready to Issue: 07/31/2020	Waiting: 0
		Issued: 07/31/2020	Issued: 07/31/2020	Total Days: 3
				Total Cycles: 1
<hr/>				
198 Mountain View Lane, Oliver Springs, TN 37840	BP2020-517	Submitted: 08/03/2020	Technically Complete: 08/03/2020	In Process: 28
		Approved: 08/03/2020	Ready to Issue: 08/03/2020	Waiting: 0
		Issued: 08/03/2020	Issued: 08/03/2020	Total Days: 28
				Total Cycles: 1
<hr/>				
230 Hood Drive, Kingston, Tn 37763	BP2020-518	Submitted: 08/03/2020	Technically Complete: 08/03/2020	In Process: 1
		Approved: 08/03/2020	Ready to Issue: 08/03/2020	Waiting: 0
		Issued: 08/03/2020	Issued: 08/03/2020	Total Days: 1
				Total Cycles: 1
<hr/>				
Residential Home	BP2020-519	Submitted: 08/04/2020	Technically Complete: 08/04/2020	In Process: 0
		Approved: 08/04/2020	Ready to Issue: 08/04/2020	Waiting: 0
		Issued: 08/04/2020	Issued: 08/04/2020	Total Days: 0
				Total Cycles: 1
<hr/>				
458 Country Lane, Lenoir City, TN 37772	BP2020-520	Submitted: 08/04/2020	Technically Complete: 08/04/2020	In Process: 0
		Approved: 08/04/2020	Ready to Issue: 08/04/2020	Waiting: 0
		Issued: 08/04/2020	Issued: 08/04/2020	Total Days: 0
				Total Cycles: 1
<hr/>				
KC DW	BP2020-521	Submitted: 08/04/2020	Technically Complete: 08/04/2020	In Process: 27
		Approved: 08/04/2020	Ready to Issue: 08/04/2020	Waiting: 0
		Issued: 08/04/2020	Issued: 08/04/2020	Total Days: 27
				Total Cycles: 1
<hr/>				
363 Sunrise Dr, Kingston, TN 37763	BP2020-521	Submitted: 08/04/2020	Technically Complete: 08/04/2020	In Process: 27
		Approved: 08/04/2020	Ready to Issue: 08/04/2020	Waiting: 0
		Issued: 08/04/2020	Issued: 08/04/2020	Total Days: 27
				Total Cycles: 1
<hr/>				
409 Old Holderford Rd, Kingston, TN 37763	BP2020-521	Submitted: 08/04/2020	Technically Complete: 08/04/2020	In Process: 27
		Approved: 08/04/2020	Ready to Issue: 08/04/2020	Waiting: 0
		Issued: 08/04/2020	Issued: 08/04/2020	Total Days: 27
				Total Cycles: 1
<hr/>				
Solar Panels	BP2020-521	Submitted: 08/04/2020	Technically Complete: 08/04/2020	In Process: 27
		Approved: 08/04/2020	Ready to Issue: 08/04/2020	Waiting: 0
		Issued: 08/04/2020	Issued: 08/04/2020	Total Days: 27
				Total Cycles: 1
<hr/>				
256 Cates Road, Rockwood, TN 37854	BP2020-521	Submitted: 08/04/2020	Technically Complete: 08/04/2020	In Process: 27
		Approved: 08/04/2020	Ready to Issue: 08/04/2020	Waiting: 0
		Issued: 08/04/2020	Issued: 08/04/2020	Total Days: 27
				Total Cycles: 1



Issued Permits By Department

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AND 08/31/2020

Report run on: 08/31/2020 03:31 PM

BUILDING	BP		Submitted: 08/04/2020	In Process: 0
		Dock Repairs	Technically Complete:	Waiting: 0
		1536 Bowman Bend Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2020-523	Submitted: 08/04/2020	In Process: 0
		HC Storage Building	Technically Complete:	Waiting: 0
		200 Montcrest Drive, Hamman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2020-524	Submitted: 08/05/2020	In Process: 26
		RM for	Technically Complete:	Waiting: 0
		1849 Griffith Drive, Harriman, TN 37748	Approved:	Total Days: 26
			Ready to Issue:	Total Cycles: 1
		BP2020-525	Submitted: 08/05/2020	In Process: 0
		SW	Technically Complete:	Waiting: 0
		528 Poland Hollow Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2020-526	Submitted: 08/05/2020	In Process: 0
		Remodel	Technically Complete:	Waiting: 0
		714 Hassler Mill Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2020-527	Submitted: 08/07/2020	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		214 Quarry Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2020-528	Submitted: 08/07/2020	In Process: 0
		DW	Technically Complete:	Waiting: 0
		123 Rose Cir, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2020-529	Submitted: 08/07/2020	In Process: 24
		PL for BP2019-620	Technically Complete:	Waiting: 0
		531 Gallaher Rd, Kingston, TN 37763	Approved:	Total Days: 24
			Ready to Issue:	Total Cycles: 1



Issued Permits By Department

Page 4 of 12

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 08/01/2020
AND 08/31/2020

Report run on: 08/31/2020 03:31 PM

BUILDING	BP		Submitted: 08/07/2020	In Process: 0
		Storage Building	Technically Complete:	Waiting: 0
		186 Galilean Rd, Kingston, TN 37763	Approved:	Total Days: 0
		BP2020-531	Ready to Issue:	Total Cycles: 1
		Cell Tower Upgrades	Issued: 08/07/2020	
		844 OLD HARRIMAN Hwy., Oliver Springs, TN 37840	Submitted: 08/10/2020	In Process: 3
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 3
			Ready to Issue:	Total Cycles: 1
			Issued: 08/13/2020	
		BP2020-532	Submitted: 08/10/2020	In Process: 0
		OS Above Ground Pool	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 08/10/2020	
		102 Edmonds Dr, Oliver Springs, TN 37840	Submitted: 08/10/2020	In Process: 0
		BP2020-533	Technically Complete:	Waiting: 0
		Deck	Approved:	Total Days: 0
		445 Shady Ln, Kingston, Tn 37763	Ready to Issue:	Total Cycles: 1
			Issued: 08/10/2020	
		BP2020-534	Submitted: 08/10/2020	In Process: 0
		Addition	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 08/10/2020	
		1040 Loudon Hwy, Kingston, Tn 37763	Submitted: 08/10/2020	In Process: 0
		BP2020-535	Technically Complete:	Waiting: 0
		Pole Barn	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 08/10/2020	
		1040 Loudon Hwy, Kingston, Tn 37763	Submitted: 08/10/2020	In Process: 0
		BP2020-536	Technically Complete:	Waiting: 0
		Carport	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 08/10/2020	
		180 JUSTICE Rd., Oliver Springs, TN 37840	Submitted: 08/11/2020	In Process: 0
		BP2020-537	Technically Complete:	Waiting: 0
		Residential Home	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 08/11/2020	
		125 Eblen Ln, Kingston, TN 37763	Submitted: 08/11/2020	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 08/11/2020	



Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 08/01/2020
AND 08/31/2020

Report run on: 08/31/2020 03:31 PM

BUILDING	BP	Submitted: 08/11/2020	Technically Complete: 08/11/2020	In Process: 08/11/2020	Waiting: 08/11/2020	Total Days: 08/11/2020	Total Cycles: 08/11/2020
BP2020-538	HC Residential Home	Submitted: 08/11/2020	Technically Complete: 08/11/2020	In Process: 08/11/2020	Waiting: 08/11/2020	Total Days: 08/11/2020	Total Cycles: 08/11/2020
1316 Old Roane Street, Hamman, TN 37748		Ready to Issue: 08/24/2020					
BP2020-539	HC DW	Submitted: 08/11/2020	Technically Complete: 08/11/2020	In Process: 08/11/2020	Waiting: 08/11/2020	Total Days: 08/11/2020	Total Cycles: 08/11/2020
113 Maple Street, Hamman, TN 37748		Ready to Issue: 08/11/2020					
BP2020-540	SW	Submitted: 08/13/2020	Technically Complete: 08/13/2020	In Process: 08/13/2020	Waiting: 08/13/2020	Total Days: 08/13/2020	Total Cycles: 08/13/2020
449 Paint Rock Rd, Kingston, TN 37763		Approved: 08/13/2020					
Ready to Issue: 08/13/2020		Issued: 08/13/2020					
BP2020-541	OS Porch	Submitted: 08/13/2020	Technically Complete: 08/13/2020	In Process: 08/13/2020	Waiting: 08/13/2020	Total Days: 08/13/2020	Total Cycles: 08/13/2020
445 Oliver Dr, Oliver Springs, TN 37840		Approved: 08/13/2020					
Ready to Issue: 08/13/2020		Issued: 08/13/2020					
BP2020-542	HC Porch	Submitted: 08/14/2020	Technically Complete: 08/14/2020	In Process: 08/14/2020	Waiting: 08/14/2020	Total Days: 08/14/2020	Total Cycles: 08/14/2020
130 Walden Ave, Hamman, TN 37748		Approved: 08/14/2020					
Ready to Issue: 08/14/2020		Issued: 08/14/2020					
BP2020-543	Window Replacement	Submitted: 08/14/2020	Technically Complete: 08/14/2020	In Process: 08/14/2020	Waiting: 08/14/2020	Total Days: 08/14/2020	Total Cycles: 08/14/2020
979 POST OAK VALLEY, ROCKWOOD, TN 37854		Approved: 08/14/2020					
Ready to Issue: 08/14/2020		Issued: 08/14/2020					
BP2020-544	SW	Submitted: 08/17/2020	Technically Complete: 08/17/2020	In Process: 08/17/2020	Waiting: 08/17/2020	Total Days: 08/17/2020	Total Cycles: 08/17/2020
402 Cave Creek Rd, Loudon, TN 37774		Approved: 08/17/2020					
Ready to Issue: 08/17/2020		Issued: 08/17/2020					
BP2020-545	KC Inground Pool	Submitted: 08/17/2020	Technically Complete: 08/17/2020	In Process: 08/17/2020	Waiting: 08/17/2020	Total Days: 08/17/2020	Total Cycles: 08/17/2020
340 Lawnville Road, Kingston, TN 37763		Approved: 08/17/2020					
Ready to Issue: 08/17/2020		Issued: 08/17/2020					



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BUILDING	BP
BP2020-546	Submitted: 08/17/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
Screened in porch	Technically Complete: Approved: Ready to Issue: Issued: 08/17/2020
644 Emory River Rd, Harriman, TN 37748	
BP2020-547	Submitted: 08/17/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
Storage Building	Technically Complete: Approved: Ready to Issue: Issued: 08/17/2020
175 Powell Dr, Loudon, TN 37774	
BP2020-548	Submitted: 08/18/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
KC Deck Replacement	Technically Complete: Approved: Ready to Issue: Issued: 08/18/2020
407 Fourth Street, Kingston, TN 37763	
BP2020-549	Submitted: 08/18/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
OS Garage	Technically Complete: Approved: Ready to Issue: Issued: 08/18/2020
215 Forest Rd, Oliver Springs, TN 37840	
BP2020-550	Submitted: 08/18/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
Shed / Tax Exemption Certificate	Technically Complete: Approved: Ready to Issue: Issued: 08/18/2020
Mans Hollow Rd, Ten Mlle, TN 37880	
BP2020-551	Submitted: 08/19/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
DW	Technically Complete: Approved: Ready to Issue: Issued: 08/19/2020
Cave Creek Road, Loudon, TN 37772	
BP2020-552	Submitted: 08/19/2020 In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
OS Sign	Technically Complete: Approved: Ready to Issue: Issued: 08/21/2020
430 E. TN County Blvd, Oliver Springs, TN 37840	
BP2020-553	Submitted: 08/19/2020 In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
Cell Tower Upgrades	Technically Complete: Approved: Ready to Issue: Issued:
616 Airport Rd., Rockwood, TN 37854	



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BUILDING	BP	Submitted: 08/20/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-554	DW		
4652 Hall Rd, Loudon, TN 37774			
BP2020-555	Carport	Submitted: 08/20/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
340 Blue Springs Circle, Ten Mile, TN 37880			
BP2020-556	Greenhouse	Submitted: 08/20/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
175 Circle Lane, Harriman, TN 37748			
BP2020-557	KC Residential Home	Submitted: 08/20/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
505 Kings Close, Kingston, TN 37763			
BP2020-558	Storage Building	Submitted: 08/20/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
181 Shady Rd, Oliver Springs, TN 37840			
BP2020-559	Pool & Deck	Submitted: 08/20/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/20/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
109 Chandley Road, Kingston, TN 37763			
BP2020-560	Dock	Submitted: 08/21/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/25/2020	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
200 Beaver Trail, Kingston, Tn 37763			
BP2020-561	Residential Home	Submitted: 08/24/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/24/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
311 Black Oak Road, Harriman, TN 37748			



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BUILDING	BP	Submitted: 08/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
BP2020-562	Commercial Building / Cedar Grove Baptist Church		
2150 Kingston Hwy, Kingston, TN 37763			
BP2020-563			
Garage		Submitted: 08/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
120 Clower Rd, Kingston, TN 37763			
BP2020-564			
DW		Submitted: 08/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1
553 Caney Creek, Rockwood, TN 37854			
BP2020-565			
SW		Submitted: 08/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1
140 Meadow Lane, Oliver Springs, TN 37840			
BP2020-566			
SW & Addition		Submitted: 08/24/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
698 Cedar Grove Rd, Loudon, TN 37774			
BP2020-567			
HC Lean to		Submitted: 08/25/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
353 Fiske Rd, Hamman, TN 37748			
BP2020-568			
Cell Tower Upgrades		Submitted: 08/25/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
200 Dug Ridge Rd., KINGSTON, TN 37763			
BP2020-569			
Cell Tower Upgrades		Submitted: 08/25/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
205 Ann St., Oliver Springs, TN 37840			



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BUILDING	BP
BP2020-570	KC Remodel Submitted: 08/25/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/25/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-571	HC Deck Submitted: 08/25/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/25/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-572	718 Clinton St. Harriman, TN 37748 Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-573	Carport Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-574	111 Indian Mound Ln, Rockwood, TN 37854 Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-575	Addition Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-576	153 Blue Heron Way, Ten Mile, TN37880 Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
BP2020-577	490 Sam Raburn Pkwy, Lenoir City, TN37771 Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-578	OS Deck Replacement Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-579	706 Sycamore Ln, Oliver Springs, TN 37840 Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-580	Deck & Pool Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-581	206 Quarry Rd, Harriman, TN 37748 Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-582	Carport Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-583	425 OLD HOLDERFORD Rd., KINGSTON, TN 37763 Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/26/2020 In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

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BUILDING	BP	Submitted: Technically Complete	08/26/2020	In Process: Waiting	0
	BP2020-578	Ready to Issue	08/26/2020	Total Days:	0
	OS Pool & Deck	Issued	08/26/2020	Total Cycles:	1
	119 Richards Drive, Oliver Springs, TN 37840				
	BP2020-579	Submitted:	08/26/2020	In Process:	0
	Remodel	Technically Complete:		Waiting:	0
		Approved:		Total Days:	0
	116 Fairchild Street, Harriman, TN 37748	Ready to Issue:		Total Cycles:	1
	BP2020-580	Submitted:	08/26/2020	In Process:	0
	Residential Home	Technically Complete:		Waiting:	0
		Approved:		Total Days:	0
	108 Indian Mound, Rockwood, TN 37854	Ready to Issue:		Total Cycles:	1
	BP2020-581	Submitted:	08/26/2020	In Process:	15
	KC Commercial Fire Alarm System / Sycamore Trace Senior Living	Technically Complete:		Waiting:	0
		Approved:		Total Days:	5
		Ready to Issue:		Total Cycles:	1
	1098 Bradford Way, Kingston, Tn 37763	Issued:	08/31/2020		
	BP2020-582	Submitted:	08/26/2020	In Process:	5
	Barn / Metal Garage	Technically Complete:		Waiting:	0
		Approved:		Total Days:	5
	154 Williams Rd, Philidelphia, TN 37846	Ready to Issue:		Total Cycles:	1
	BP2020-583	Submitted:	08/26/2020	In Process:	5
	Solar Panels	Technically Complete:		Waiting:	0
		Approved:		Total Days:	5
	1114 Loudon Hwy, Kingston, TN 37763	Ready to Issue:		Total Cycles:	1
	BP2020-584	Submitted:	08/27/2020	In Process:	0
	Garage with Living Space	Technically Complete:		Waiting:	0
		Approved:		Total Days:	0
	622 Mays Valley Rd, Harriman, TN 37748	Ready to Issue:		Total Cycles:	1
	BP2020-585	Submitted:	08/27/2020	In Process:	0
	KC Deck Replacement	Technically Complete:		Waiting:	0
		Approved:		Total Days:	0
	1111 Brentwood Way, Kingston, TN 37763	Ready to Issue:		Total Cycles:	1
		Issued:	08/27/2020		



Issued Permits By Department

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BUILDING	BP	Submitted: 08/28/2020 Technically Complete: Approved: Ready to Issue: Issued: 08/28/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-586	Metal Garage		
212 Shady Drive, Harriman, TN 37748			
BP2020-587			
Carpot			
615 Ridge Trail Road, Kingston, TN 37763			
BP2020-588			
Decks			
213 Woolsey Rd, Harriman, TN 37748			
BP2020-589			
KC Porch Roof Only			
120 Lakeside Dr, Kingston, TN 37763			
BP2020-590			
KC Sunroom			
1118 Fairground Ct E, Kingston, TN 37763			
BP2020-591			
Retaining Wall			
205 Channel Dr, Loudon, TN 37774			
BP2020-592			
Storage Building			
174 DeArmond Rd., Kingston, TN 37763			
BP2020-593			
Porch			
127 Mariners Point, Kingston, Tn 37763			



Issued Permits By Department

ALL DEPARTMENTS
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AND 08/31/2020

KINGSTON WATER TREATMENT PLANT



AUGUST OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	14,307,000	11,737,000	17.96%	462,000	702,000	263,000
	Effluent (Finish)	13,792,000	11,085,000	19.63%	445,000	605,000	302,000
	Spring Supply	14,300,000	13,285,000	7.10%	461,000	474,000	448,000
	Total Finish Prod.	28,092,000	22,988,000	18.17%	Distribution & WTP Report: gals. usage flushing and Tank refilling. Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report		
Plant Efficiency		99.62%	99.91%	-0.29%			
Distribution							
GALLONS	Consumption	19,385,700	22,534,900	-16.24%			
	Reported Usage	3,407,000	700,000	79.45%			
	Water Loss	5,299,300	2,035,100	61.60%			
	%	18.86%	8.85%	10.01%			

Note: The Water Production, Consumption and Loss data is for the July 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.
- * Re-Aligned Ladd Landing Tank Satellite Dish.
- * Had to replace 2 RTU SCADA Control boards at Ladd Landing Tank due to lightning.
- * ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all on-line equipment, meters, controllers and transmitters, etc.
- * LABTRONX performed the biannual Laboratory & Sampling Equipment Maintenance and Calibrations.
- * Replaced Sump Pump at Spring Pump House.
- * Completed and Submitted The Laboratory PT Study for QA/QC Compliance. Awaiting close of study for results.
- * Completed In-House QA/QC Training & Testing.
- * Began Lead and Copper Distribution Sampling.
- * Completed Disinfection By-Product Sampling of TTHM & THAA5's, the results were very good (approx. 50 % of the MCL) allowing us to remain on reduced monitoring. (2 samples 1X Yearly instead of 16 samples Monthly)

Kingston Water Department
Schedule of Unaccounted For Water
August

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	28,092,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased	<u>28,092,000</u>
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	19,385,700
G	Metered for Consumption (in house usage)	<u>1,107,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>2,300,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water	<u>22,792,700</u>
	(Sum Lines F thru M)	
O	Unaccounted for Water	<u>5,299,300</u>
	(Line D minus Line N)	
P	Percent Unaccounted for Water	<u>18.864%</u>
	(Line O divided by Line D times 100)	

Q Other (explain)

See Below

Explain Other:

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



9/3/2020

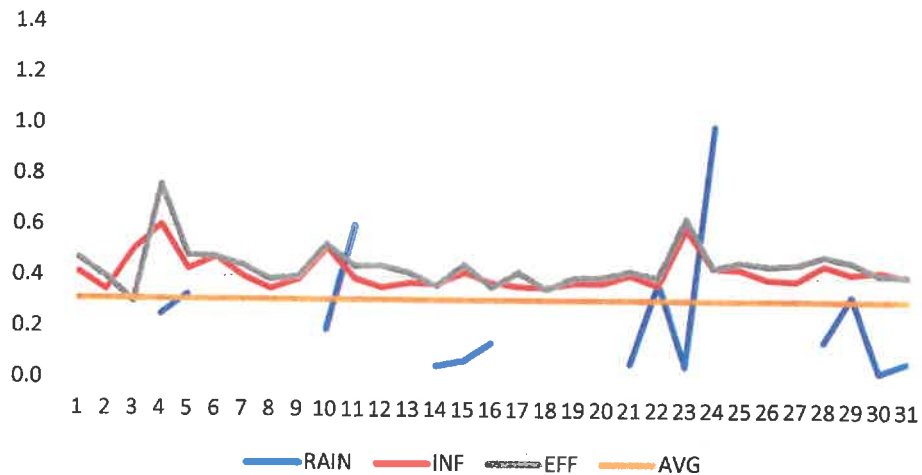
KINGSTON WASTEWATER TREATMENT PLANT

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

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.4180	.6030	.3470	12,957,000
EFFLUENT	.4438	.7630	.3000	13,758,600

2499 Sewer customers 9,631,500 gallons billed. Daily average .3106 mgd.

August 2020



Total gallons of chlorine used was 151.9 @\$2.09 gallon = \$317.47.

We had 5.23 inches of rain. There were no reported overflows.

Hassan Sanaat from the State Division of Water Resources has called regarding the needed information on the Collection System checklist. I expect the on-site inspection to be late September or early October.

Safety Meetings:

August 6, 2020 OSHA Training Toolbox Talk

“The Role of the Competent Person on an Excavation Site”

“Avoiding Ground Level Hazards Lurking at Excavation Sites”

August 11, 2020 OSHA Training Toolbox Talk

“Using a Portable Ladder to Get In and Out of Excavations Safely”

“Watch Out for Falling Objects when Working Inside Excavations”

August 18, 2020 OSHA Training Toolbox Talk

“Be Aware of Potentially Hazardous Atmospheres Inside Excavations”

“Working Safely Around Underground Utilities at Excavation Sites”

August 25, 2020 OSHA Training Toolbox Talk

“Dealing with Hazards Created by Water inside Excavations”

“Rules about Walking or Driving Across Open Excavations”

Aug-20

Kingston Water Distribution/Collection

Task Statistical by Type Report

Type	Total
After Hours-Sewer	1
After Hours-Water	6
Door Hanger	5
Line Locate	1
Profile	3
Service Line Leak/Line Break	3
Sewer-Misc	3
Turn off for Non-Payment	2
Water/Sewer-Service Estimate	12
Water-Check For Leak	93
Water-Misc	72
Water-Re-Read/Manual	10
Totals:	211

Type	Total
Connect Order	39
Disconnect Order	43
Water Tap-New Acct Number	1
Totals:	83

811 Locate	130
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Kingston Water Department Distribution & Collection Monthly Safety Training

Date: 8/24/2020

Topic: Muddy Work AREAS

Instructor:

Employees in Attendance:

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

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

1 September 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 August 2020

Summary

The Library was doing curbside service, unfortunately today August 31st we will be closed due to possible exposure to Covid19. I received a call this morning that an employee's husband tested positive. I now have two employees out and arranged for the rest of us to be tested. I was informed that we all need to be quarantined at this time. I have posted this on our Facebook page, the Library doors and our phone message. Some Libraries are closed and others are also doing curbside. When we do reopen we will continue to do curbside service. Exceptions are patrons who need to use the computers to print, fax make copies and boat tests. A large majority of our patrons are seniors and I have had calls about their concerns of coming into the Library. The Wi-Fi is on 24/7 in the parking area of the Library for patron's use. We will continue to ask our patrons to wear a mask as a courtesy to other patrons. The staff is also doing so. The computers will be limited to an hour use, with only a few in operation to have space for social distancing. Many other Libraries are following the same protocol. The key boards and phones will be cleaned after each use. The door handles and counters will be cleaned frequently throughout the day.

On a positive note I have been notified we received the cares grant. I'm awaiting news of the tech grant I submitted. The due date for that grant was extended due to closures of Libraries across the state. Oak Ridge Library is closed at this time. The director reached out to me about Audio cases they were changing out to locking ones. We were able to get hundreds of these cases. We are in the process of changing out our cardboard cases and worn out ones to the cases that were donated to us. This saved the Library thousands of dollars, as the cases are 8 to 12 dollars apiece.

Hopefully our tests for the rest of the employees will be negative and we can get back to business.

This has certainly been a challenging time.

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

Stay Safe.

This is all subject to change as we go forward.

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
AUGUST 20, 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 Meeting on July 21, 2020	Approval
June 2020 Financial Statements	Approval
August 2020 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	

Old:

1. None

New:

- | | |
|----------------------|----------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. TVA Annual Report | Approval |
| 4. Bad Debts | Approval |

Announcements

September 2020 Board Meeting

Adjourn

The regular meeting of Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on July 21, 2020. Board members present were Childs, Davis, Holloway, Layne, and McCullough. Due to the continuing threat of COVID-19 in our area, the Board Chairman elected to close this month's meeting to the public. A recording of the meeting will be available to the public and posted on the Utility's website following the meeting. [Reference Governor Lee's Executive Order No. 51]

A motion was made by Davis, seconded by Childs to approve the minutes as recorded for the June 16, 2020 regular monthly meeting, the Board Workshop on June 16, 2020, and the Special Called Meeting on June 23, 2020. All voted yes.

A motion was made by McCullough, seconded by Layne to approve the May 2020 Financial Statements. All voted yes.

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

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

- He did not want to diminish from other employees' contribution but he did want to express his appreciation this month to the Customer Service Department for managing our customers' needs, especially during the COVID pandemic. He stated they do an amazing job with disconnects, late payments, and the overall flow of traffic in and out of the office.
- REU has received the first application from Comcast for pole attachments under the new agreement.
- The bush hog attachment for our Bobcat skid steer is out of commission. Estimated cost for a new attachment is \$9,000. It is also in need of tracks at an estimated cost of \$3,200. This may be something we will have to address at a later date because it is not in the budget to replace at this time. Other equipment is available for us to continue right-of-way maintenance with in-house crews.
- Roane County News informed us that REU was the winner of the 23rd Annual Roane County News' 2020 Reader's Choice Award under the category of Best Utility Company. They have asked us to run an advertisement in the Roane County News thanking our customers and the communities we serve. Included in the Board Packet is a copy of the advertising rates. He also thanked all employees for making this possible and asked if the Board was interested in sponsoring an advertisement.

A motion was then made by Childs, seconded by Layne to approve an eighth page color ad for \$195.00 for advertising in the Roane County News and thanking our customers and communities we serve. All voted yes. Manager Bear continued with his report and upon completion, a motion was made by Layne, seconded by Childs to approve the Manager's Report. All voted yes.

Chairman Holloway asked about a barrier being placed in the Customer Service Department. Manager Bear stated the barriers were ordered several weeks ago and have been placed on back order. Chairman Holloway said he would like to see our Customer Service Representatives wear mask when waiting on customers who enter the lobby. He would also like to see signs stating "Customers should wear a mask if entering the lobby". The Roane County Health Department and the Roane County Emergency Center have free mask we can ask for. Masks will be made available if a customer does not have a personal mask.

A motion was made by McCullough, seconded by Davis to approve the FY 2020-2021 Budget. All voted yes. McCullough stated the Budget was break-even this year and did not include employee's raises. A 3% rate increase is scheduled for October 2020.

Chairman Holloway asked Manager Bear:

- If anything had been added to the Budget for Broadband? Manager Bear stated that nothing had been added to what was in prior DRAFT budgets.
- If the HR position had been removed from Budget? Manager Bear stated that it had been removed.
- Chairman Holloway also stated that overtime needs to be watched.

A motion was made by McCullough, seconded by Davis to accept the recommendation from Marsha O'Keefe to finance the 2021 Freightliner Truck with US BanCorp for a term of 5 years. The truck will replace Truck #9 that will be sold on govdeals.com. All voted yes. The proposals are as follows:

2021 Freightliner Finance Quotes						
	3-Yr Term			5-Yr Term		
	US BanCorp	TML	Pinnacle	US BanCorp	TML	Pinnacle
Loan Amount	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Interest Rate	1.80%	2.18%	3.90%	1.90%	2.43%	4.10%
Annual Payments	\$85,666	\$84,725	\$88,439	\$52,452	\$51,038	\$55,385
Monthly Payments	\$7,139	\$7,180	\$7,370	\$4,371	\$4,429	\$4,615
Total Interest	\$6,998	\$10,965	\$15,316	\$12,261	\$18,468	\$26,925
Total Payments	\$256,998	\$260,965	\$265,316	\$262,261	\$268,468	\$276,925

Terms based on 3 and 5 years. On-line amortization schedule used for comparison.

An offer to purchase the building located at 401 West Rockwood Street has been received via e-mail. The offer is proposed by Mr. Ken Whitehead of Mansfield GA. He has offered \$65,000 cash. He is asking for a 10-day inspection period to ensure the property doesn't have any major issues and he agrees to purchase as-is. He will use Looney and Chadwell Title services in Crossville, TN to close the transaction, disburse funds, and hold all escrow monies. If the board approves, he will place a \$5,000 deposit into escrow with a closing date of September 30, 2020. A motion was made by McCullough, seconded by Childs to approve the sale after the Purchase Agreement and contract is approved by Attorney Greg Leffew. All voted yes.

A motion was made by McCullough, seconded by Davis to approve two purchase requisitions. The first requisition is for a load of wooden poles from Thomasson Company consisting of:

- (39) 40' Class 4 Poles in the amount of \$9,516.00
- (5) 34' Poles in the amount of \$827.50

The total is \$10,343.50

The 2nd requisition is for several single-phase, pole-mounted transformers:

- (5) 37.5 KVA CSP Pole Mount Transformers \$4880.00
- (5) 50 KVA CSP Pole Mount Transformers \$5,730.00
- (20) 25 KVA CSP Pole Mount Transformers \$16,320.00
- (20) 15 KVA CSP Pole Mount Transformers \$12,660.00
- (10) 10 KVA CSP Pole Mount Transformers \$5,880.00

The total is \$45,470.00

All voted yes.

A motion was made by Layne, seconded by Davis to approve the recommendation from Manager Bear to use the firm of Fisher Arnold to perform a combined arc flash and overcurrent coordination study on the Kingston Substation. The proposal from Fisher Arnold to conduct the study is \$17,000.00. Manager Bear noted the budget included up to \$20,000 for this study. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the ACLARA Maintenance Agreement Renewal. The renewal period effective date is July 1, 2020 through June 30, 2021. The Maintenance Agreement is for \$17,017.00 and a System Monitoring fee of \$6,000.00. Total amount due is \$23,017.00. All voted yes.

A motion was made by Davis, seconded by Childs to give each employee an additional two (2) days personal leave for fiscal year 2021 only. The leave must be used prior to June 30, 2021. All voted yes.

A motion was made by McCullough, seconded by Layne to approve the service agreement with Shoffner Kalthoff MES, Inc., for planned inspection and maintenance of all equipment associated with the geothermal HVAC system. The agreement is for three (3) years; 2020-2021 the escalation is 0%; 2021-2022 and 2022-2023 is 2% each year. The quarterly payment for 2020-2021 is \$2,181.00. All voted yes.

A motion was made by McCullough, seconded by Layne to approve the write-off of uncollectible debts for the period of April 2020 in the amount of \$2,240.98 and noted the bad debts collected for June 2020 were \$1,159.25. All voted yes.

Chairman Holloway appointed Mr. Davis and Marsha O'Keefe to be a part of the Union negotiations (i.e., Memorandum of Understanding) which are expected to begin next month.

Manager Bear informed the Board that all our employees are working but that shifts are being staggered at the beginning of the day and the construction crews are able to leave after work is completed for the day. Usually this is after lunch due to the heat and COVID-19 separation. Employees in the metering & substation department are also working full time but also able to leave in late afternoon when work is completed. Chairman Holloway asked if crews are wearing masks if more than two (2) employees are in a vehicle. Manager stated that the employees had been directed to wear masks but were not being monitored to see if they were doing what they had been asked.

The next regular Board meeting will be held on August 18, 2020 at 4:30 pm.

A motion was made by McCullough, seconded by Davis to adjourn. 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	JUNE 2020	

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
UTILITY PLANT			CAPITAL		
Electric Plant	1	65,264,481.67	Membership certificates	30	
Less Depreciation	2	17,917,834.39	EARNINGS REINVESTED IN SYSTEM ASSETS		
Total	3	47,346,647.28	Beginning of year	33	43,832,126.99
Unamortized acq. adj.	4		Current year to date	34	941,226.53
Other utility plant - net.	5		Total	35	44,773,353.52
Total Plant - net	6	47,346,647.28	LONG-TERM DEBT		
OTHER PROPERTY AND INVESTMENTS			RUS	36	
Nonutility property - net.	7		CFC	37	
Other investments	8	39,135.29	CoBank	38	
Sinking funds	9		Bonds and other long-term debt	39.1	3,500,000.00
Depreciation funds	10		TVA	39.3	
Other special funds	12	3,844,451.00	Debt premium and discount	40	35,824.96
Total	13	3,883,586.29	Total	41	3,535,824.96
CURRENT AND ACCRUED ASSETS			OTHER NON-CURRENT LIABILITIES		
General cash and temporary cash investments ..	14	3,128,454.84	Postretirement Benefits	39.2	3,791,698.70
Accounts receivable	15	2,434,962.55	Energy Service Loans - Advances ..	42	148,082.76
Materials and supplies	16	436,309.81	Energy Service Loans - Other	43	
Prepayments	17	136,279.80	Total	44	3,939,781.46
Other current assets	18	848,701.85	CURRENT AND ACCRUED LIABILITIES		
Total	19	6,984,708.85	TVA notes payable	45.1	
DEFERRED DEBITS			Other notes payable	45.2	
Debt expense	20		Accounts payable	46	3,797,152.56
Preliminary survey	21		Customer deposits	47	1,269,117.71
Clearing accounts	22		Taxes and equivalents accrued	48	
Energy Service Loans receivables ..	24	162,857.31	Interest accrued - RUS	49	
Deferred costs on TVA Leases	25		Interest accrued - CFC	50	
Other deferred debits	26		Interest accrued - CoBank	51	
Total	27	162,857.31	Interest accrued - TVA	52.1	
TOTAL ASSETS AND OTHER DEBITS			Interest accrued - other	52.2	
	28	58,377,799.73	Other current liabilities	53	1,068,570.34
			Total	54	6,134,840.61
			DEFERRED CREDITS		
			Advances for construction - refundable ..	55	
			Other deferred credits	56	(6,000.82)
			Total	57	(6,000.82)
			TOTAL LIABILITIES AND OTHER CREDITS		
				58	58,377,799.73

() Indicates red figures

CFC or CoBank Investments included in Item No. 8 39,135.29

Construction work in progress included in Item No. 1 231,923.80

Construction fund included in Item No. 12

Footnotes:

Total miles of distribution lines

Total miles of transmission lines

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

Rockwood Electric Utility

JUNE 2020

PAGE 2

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	2,581,603.70	32,645,826.19
Revenue from late payments	60	9,554.49	161,219.82
Misc. service revenue	61	3,075.00	47,420.00
Rent from electric property	62	92,993.11	626,007.10
Other electric revenue	63	5.00	60.00
Total operating revenue	64	2,687,231.30	33,480,532.91
PURCHASED POWER			
Total power cost (page 7, item 342)	65	1,939,836.25	23,535,742.90
OPERATING EXPENSE			
Transmission expense	66		
Distribution expense	67	266,863.81	1,348,064.58
Customer accounts expense	68	161,395.68	761,382.62
Customer service and informational expense	69		8,464.17
Sales expense	70	70.30	11,880.80
Administrative and general expense	71	199,040.01	2,700,605.25
Operating expense	72	627,369.80	4,830,397.42
MAINTENANCE EXPENSE			
Transmission expense	73		
Distribution expense	74	210,124.29	1,102,820.51
Administrative and general expense	75	5,019.56	22,662.07
Maintenance expense	76	215,143.85	1,125,482.58
OTHER OPERATING EXPENSE			
Depreciation expense	77	154,995.85	1,578,060.21
Amortization of acquisition adjustment	78		
Taxes and tax equivalents	79	114,978.17	1,394,495.89
Other operating expense	80	269,974.02	2,972,556.10
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	3,052,323.92	32,464,179.00
INCOME			
Operating income (item 64, less item 81)	82	(365,092.62)	1,016,353.91
Other income	83	141.69	141.69
Total income	84	(364,950.93)	1,016,495.60
Miscellaneous income deductions	85	819.43	10,368.23
Net income before debt expense	86	(365,770.36)	1,006,127.37
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	69,625.00
Interest - TVA	90.2		
Other interest expense	92		
Amortization of debt discount and expense	93		
Amortization of premium on debt - credit	94	(393.68)	(4,724.16)
Total debt expense	95	5,408.40	64,900.84
NET INCOME			
Income before extraordinary items (item 86, less item 95)	96	(371,178.76)	941,226.53
Extraordinary items	97		
Net income	98	(371,178.76)	941,226.53

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				JUNE	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	1,542,148.30	19,032,514.38	107	13,378,956	167,883,299
Gen. Power - 50 kW & under.	101	354,542.54	4,339,771.00	108	2,542,095	31,528,625
Gen. Power - Over 50 kW.	102	680,291.33	8,746,765.75	109	7,188,519	97,421,126
Street and athletic - Codes 72, 73 & 74.	103	16,578.29	201,418.48	110	113,244	1,422,639
Outdoor lighting - Codes 75, 77 & 78.	104	31,109.15	368,422.49	111	206,920	2,518,819
Subtotal.	330	2,624,669.61	32,688,892.10			
Unbilled revenue*.	331	(43,065.91)	(43,065.91)			
Total (page 2, item 59).	332	2,581,603.70	32,645,826.19	335	23,429,734	300,774,508
				113	33,036	472,049
				114	23,462,770	301,246,557
				336	(347,948)	(347,948)

Kilowatt-hours for own use.

Total kilowatt-hours sold and used.

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

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE		Credits	Green Power Revenue
Green Power-Res		N/A	N/A
Green Power-GP < 50kW		N/A	N/A
Green Power-GP > 50kW		N/A	N/A
Gen Partners-Res	\$ 996.81		N/A
Gen Partners-GP<50kW	\$ 1,085.81		N/A
Gen Partners-GP>50kW	\$ 1,920.05		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	1,939,836.25	23,535,742.90	119	25,489,006	314,834,070
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	1,939,836.25	23,535,742.90	122	25,489,006	314,834,070
Other Purchased Power*.	218			222		
Subtotal.	340	1,939,836.25	23,535,742.90			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	1,939,836.25	23,535,742.90	345	25,489,006	314,834,070
				123	23,462,770	301,246,557
				124	2,026,236	13,587,513
				125	7.95	4.32
				127	7.610	7.476
				346		

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

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

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION Rockwood Electric Utility	FOR MONTH AND YEAR JUNE 2020	PAGE 3a
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CUSTOMER DATA			LONG-TERM DEBT	
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT
Residential.....	11,734	11,637	Long-term debt last report (item 41).....	3,536,218.64
Gen. Power - 50 kW & under.....	2,763	2,757	Add new long-term debt this month (page 3).....	
Gen. Power - Over 50 kW.....	121	128	Total.....	3,536,218.64
Street and athletic - Codes 72, 73 & 74.....	39	38	Less reductions this month (page 3).....	393.68
Outdoor Lighting - Code 78.....	133	133	Long-term debt this month (item 41).....	3,535,824.96
Total.....	14,790	14,693		
Special Outdoor Lighting - Code 75.....				
Outdoor Lighting - Code 77.....	2,155	2,139		

OPERATING RATIO	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	103.54%	88.09%

Footnotes:

SIGNED 	TITLE <i>Manager of Accounting</i>	DATE PREPARED <i>8/17/2020</i>
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*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.

Note: This is prior to TVA review & approval of the FY2020 Annual report & numbers may change.

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

August 19, 2020

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The Monthly E-911 Board meeting will be Thursday, August 27, 2020 at 1:00 P.M., at the E-911 Center Administrative Office.

Enclosed please find:

The agenda for the Board meeting

July 23, 2020 Board Minutes

July 2020 financial report.

Accountants Latest Statement of Net Position ending May 31, 2020

Fund Balances as of July 31, 2020

2 Proposed Budget Amendments

MOCO email

July Dispatch Statistics

Capital Expenses Allowance

Safety Check Policy

MDT Acceptable Use Policy

Alarm Systems Activation Policy

"REMOTE ACCESS INFORMATION"

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

AGENDA
RCECD 911 MONTHLY BOARD MEETING
AUGUST 27, 2020 1:00 PM

CALL TO ORDER

PRESENT CERTIFICATE TO DISPATCHER
APPROVAL OF MINUTES OF JULY 23, 2020 MEETING
APPROVAL OF JULY FINANCIAL REPORT

PUBLIC COMMENT

COMPTROLLER

JULY FUND BALANCES

COMMITTEE REPORTS

PERSONNEL COMMITTEE

GENERAL REPORT

BUDGET AND FINANCE COMMITTEE

GENERAL REPORT

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

AS OF 7/31/2020 BORROWED \$ 1,700,840.88 FOR NEW CENTER

DIRECTOR'S REPORT

GENERAL REPORT

BUDGET AMENDMENT


JULY STATS

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NEW BUSINESS

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	AUTOMATED ALARM SYSTEM ACTIVATIONS	08/05/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

POLICY:

1. When the emergency communications center is notified of an automated alarm activation, a call for service record within the Computer Aided Dispatch (CAD) system shall be created.
2. The appropriate call type shall be selected:
 - a. Alarm (used for unknown types and all forms of security and burglar alarms)
 - b. Alarm – Fire
 - c. Alarm – Medical
3. The telecommunicator shall gather the following information from the alarm monitoring company:
 - a. Address of the alarm
 - b. Any available details regarding the type of alarm and any specific location within the premises.
 - c. In the case of a medical alarm – any available patient information including name, age, medical history, nature of the alarm, etc.
 - d. In the case of a security or fire alarm - the responsible party's (RP) name and phone number. Also obtain if the RP has been contacted. If the RP has been contacted, will they be responding to the scene, what type of vehicle will they be driving, and what their estimated time of arrival (ETA) is.
 - e. Alarm company reference number (if available), alarm company representative name and/or ID number, and call back number.
 - f. Any other available information from the alarm company.
4. In the case of a medical or fire alarm, the telecommunicator may attempt to contact the premises to determine additional information.
 - a. This shall not delay the dispatching of units to respond.
5. In the case of a security alarm, the telecommunicator may attempt to contact the premises or RP at the request of a responding unit. The request to contact the premises or RP should be logged in the call for service record.
6. Once an automated alarm has been received, it may only be cancelled:
 - a. By phone call from the alarm monitoring company. The time, operator name and/or ID number, and reason for cancelation shall be noted in the call for service record.
 - b. After a unit has arrived on scene and verified that there is not an emergency.
7. In the event that multiple types of alarms are received at the same time, all appropriate units shall be dispatched and advised that multiple types of alarms are being indicated.

		Allocated funds by Board:	\$ 350,000.00
Date	To	For	Cost
5/28/2020	Johnston Technologies	UPS Backup System	\$ 31,350.00
	Johnston Technologies	UPS System Freight	\$ 959.45
6/8/2020	Metro Communications	New radios for new center	\$ 31,555.46
6/8/2020	Metro Communications	Avtec Radio Console Sys.	\$ 180,371.55
6/8/2020	Metro Communications	Wireless headset adapters	\$ 2,700.92
6/2/2020	Taylor Telecom	Network wiring	\$ 44,374.00
6/2/2020	Taylor Telecom	Security Cameras	\$ 9,139.74
6/2/2020	Taylor Telecom	Access Control System	\$ 12,600.00
7/24/2020	Replay Systems	Audio Recorder	\$ 26,945.89
		Total spent/allocated:	\$ 339,997.01
		Remaining:	\$ 10,002.99

BUDGET F/Y 2020-2021		APPROVED BY BOARD				
2% Salary Increase + Longevity						
	2020-2021	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
REVENUES						
				JULY		
3010 TCA Section 7-86-303 Receipts	640,518	53,376.50	0.00	(53,376.50)	0.00	(640,518.00)
3020 TCA Section 7-86-130 Receipts	35,000	2,916.67	0.00	(2,916.67)	0.00	(35,000.00)
3060 Local Government Contracts	674,373	56,197.75	48,905.33	(7,292.42)	48,905.33	(625,467.67)
3070 Contracted Services	47,387	3,948.92	3,948.93	0.01	3,948.93	(43,438.07)
3080 Sales & Fees	250	20.83	4.00	(16.83)	4.00	(246.00)
5002 Interest Income	950	79.17	79.26	0.09	79.26	(870.74)
5009 Other Non-Operating Revenue	37,303	3,108.58	21,257.60	18,149.02	21,257.60	(16,045.40)
TOTAL ESTIMATED REVENUE	1,435,781	119,648.42	74,195.12	(45,453.30)	74,195.12	(1,361,585.88)
=====						
SALARIES AND WAGES						
4001 Director	64,000	5,333.33	4,923.08	(410.25)	4,923.08	(59,076.92)
4002 Administrative Personnel	123,067	10,255.58	9,418.31	(837.27)	9,418.31	(113,648.69)
4004 Telecommunicators	304,762	25,396.83	25,062.34	(334.49)	25,062.34	(279,699.66)
4005 Dispatch Supervisor Personnel	117,728	9,810.67	3,081.60	(6,729.07)	3,081.60	(114,646.40)
4006 Mapping/Addressing Personnel	50,219	4,184.92	3,918.38	(266.54)	3,918.38	(46,300.62)
4007 Janitor	4,160	346.67	0.00	(346.67)	0.00	(4,160.00)
4012 I.T. Personnel	50,000	4,166.67	3,846.16	(320.51)	3,846.16	(46,153.84)
4099 Other Payroll Costs	31,759	2,646.58	2,151.80	(494.78)	2,151.80	(29,607.20)
4101 Social Security	46,295	3,857.92	3,232.17	(625.75)	3,232.17	(43,062.83)
4102 Medicare	10,827	902.25	755.89	(146.36)	755.89	(10,071.11)
4104 Medical Insurance	147,714	12,309.50	10,724.53	(1,584.97)	10,724.53	(136,989.47)
4106 Other Insurance	1,122	93.50	88.00	(5.50)	88.00	(1,034.00)
4107 Unemployment Compensation	560	46.67	81.65	34.98	81.65	(478.35)
4108 Pension Expense	41,133	3,427.75	2,904.51	(523.24)	2,904.51	(38,228.49)
4109 Other Postemployment Benefits	8,137	678.08	422.10	(255.98)	422.10	(7,714.90)
ADMINISTRATION						
4203 Audit Services	9,398	783.17	0.00	(783.17)	0.00	(9,398.00)
4204 Accounting/Bookkeeping Services	3,936	328.00	320.00	(8.00)	320.00	(3,616.00)
4208 Contracts with Vendors	1,252	104.33	21.00	(83.33)	21.00	(1,231.00)
4217 Legal Services	7,500	625.00	0.00	(625.00)	0.00	(7,500.00)
4218 Maintenance & Warranty Contracts	0	0.00	0.00	0.00	0.00	0.00
4229 Lease/Rental-Admin. Equip/furn/fixt	1,900	158.33	150.00	(8.33)	150.00	(1,750.00)
4232 Advertising	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4233 Awards to Employees and Others	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4237 Dues and Memberships - Admin.	5,135	427.92	5,135.00	4,707.08	5,135.00	0.00
4239 Equipment - General (non-capitalized)	2,500	208.33	0.00	(208.33)	0.00	(2,500.00)
4240 Insurance - Liability	6,727	560.58	0.00	(560.58)	0.00	(6,727.00)
4241 Insurance - Worker's Compensation	1,300	108.33	0.00	(108.33)	0.00	(1,300.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4245 Software & Licensing - Admin.	1,098	91.50	434.00	342.50	434.00	(664.00)
4246 Supplies & Materials - Admin.	3,290	274.17	101.62	(172.55)	101.62	(3,188.38)
4247 Training Costs - Administrative	700	58.33	0.00	(58.33)	0.00	(700.00)
4248 Travel - Administrative	3,900	325.00	0.00	(325.00)	0.00	(3,900.00)
4250 Telephone Costs - Administrative	2,400	200.00	161.07	(38.93)	161.07	(2,238.93)
4251 Telecomm cell phones/pagers-Admin	650	54.17	133.28	79.11	133.28	(516.72)
4253 Vehicle Expenses - Administrative	4,390	365.83	0.00	(365.83)	0.00	(4,390.00)
4254 Vehicle Fuel - Administrative	1,600	133.33	49.59	(83.74)	49.59	(1,550.41)
4299 Misc. Admin Services and Expenses	750	62.50	0.00	(62.50)	0.00	(750.00)
BUILDING AND FACILITIES						
4305 Equipment-Facilities (non capitalized)	1,500	125.00	1,421.45	1,296.45	1,421.45	(78.55)
4307 Utilities	22,586	1,882.17	635.22	(1,246.95)	635.22	(21,950.78)

4333 Maint. And Repairs - Build/Facilities	1,000	83.33	227.05	143.72	227.05	(772.95)
4338 Insurance - Buildings and Contents	24,057	2,004.75	0.00	(2,004.75)	0.00	(24,057.00)
4339 Maintenance & Warranty Contracts	2,800	233.33	245.00	11.67	245.00	(2,555.00)
4340 Supplies and Materials-Build/Facilit.	2,500	208.33	80.30	(128.03)	80.30	(2,419.70)
4399 Misc. Building and Facilities Costs	750	62.50	0.00	(62.50)	0.00	(750.00)
COMMUNICATIONS - OPERATIONS						
4406 Employee Testing/ Exams- Operations	3,000	250.00	0.00	(250.00)	0.00	(3,000.00)
4410 Insurance - Equipment (non admin)	318	26.50	0.00	(26.50)	0.00	(318.00)
4413 Communications License and Fees	40,000	3,333.33	9,581.25	6,247.92	9,581.25	(30,418.75)
4418 Training Expenses - Commun. Oper.	1,500	125.00	789.90	664.90	789.90	(710.10)
4419 Travel Expenses - Commun. Operation	2,100	175.00	0.00	(175.00)	0.00	(2,100.00)
4423 Addressing/mapping/data supplies	100	8.33	0.00	(8.33)	0.00	(100.00)
4424 Cable/Internet Charges - Commun.	14,115	1,176.25	1,555.76	379.51	1,555.76	(12,559.24)
4427 Equipment - Commun.(not capitalized)	4,000	333.33	0.00	(333.33)	0.00	(4,000.00)
4430 Language Interpreting	150	12.50	0.00	(12.50)	0.00	(150.00)
4431 Maintenance & Warranty Contracts	29,220	2,435.00	0.00	(2,435.00)	0.00	(29,220.00)
4432 Maint. And Repairs - Communication	2,000	166.67	-4,598.74	(4,765.41)	-4,598.74	(6,598.74)
4433 NCIC/TBI/TIES Expenses	6,060	505.00	560.00	55.00	560.00	(5,500.00)
4434 Software & License - Communications	750	62.50	0.00	(62.50)	0.00	(750.00)
4435 Supplies, Materials & Serv. - Comm.	1,300	108.33	0.00	(108.33)	0.00	(1,300.00)
4437 Telephone Costs (Call Center Lines)	18,264	1,522.00	1,270.00	(252.00)	1,270.00	(16,994.00)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,200	100.00	0.00	(100.00)	0.00	(1,200.00)
4439 Vehicle Expenses - Operations	700	58.33	0.00	(58.33)	0.00	(700.00)
4440 Vehicle Fuel - Operations	600	50.00	0.00	(50.00)	0.00	(600.00)
NONOPERATING REVENUES						
5010 INTEREST EXPENSE	104,500	8,708.33	0.00	(8,708.33)	0.00	(104,500.00)
TOTAL ESTIMATED EXPENSE	1,347,979	112,331.58	88,883.27	(23,448.31)	88,883.27	(1,259,095.73)
ESTIMATED RECEIPTS						
ESTIMATED EXPENDITURE	1,347,979		74,195.12			
OVER (UNDER)	87,802		88,883.27			
DEPRECIATION	58,465					
OVER(UNDER)AFTER DEPRECIATION	29,337		-14,688.15			
Less Building Payment Principal	28,824					

ROANE COUNTY E-911

July 2020 Statistics

	July 2020	2020 YTD
Calls for service entered into CAD system	4,711	27,615
Average call for service duration (minutes)	70.5	89.9
TELEPHONE		
911 calls received	2,656	17,817
Administrative calls inbound	6,182	39,720
Administrative calls outgoing	3,636	22,861
TOTAL:	12,474	80,397
Total phone duration (minutes)	18,722	119,354
RADIO AIRTIME (MINUTES)		
MAIN D	6,135	27,994*
HR DSP	2,024	8,466*
FD DSP	950	4,183*
EMS	1,219	5,374*
HWY OP	504	3,288*
Ro NET	2	11*
PSAP NET 2	43	99*
TOTAL:	10,877	49,415*
Average radio airtime per CAD system record (minutes)	2.31	2.48*
Average phone call time per CAD system record (minutes)	3.97	4.34
TOTAL AVG. TIME PER CAD SYSTEM RECORD:	6.28	6.82*

* Data not available prior to March 2020.

FUND BALANCES

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

REVENUE FUND	\$1,820,142.41
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OPERATING ACCOUNT	\$ 140,233.37
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TOTAL FUNDS	\$1,960,375.78
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LESS CAPITAL EQUIPMENT (Set aside 5/28/2020)	\$- 318,444.54
LESS 800 MHZ SYSTEM MAINTENANCE	\$- 32,451.85
LESS METRO COMM. MOVING RADIOS	\$- 11,322.47
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	<u>\$- 834,457.23</u>
TOTAL UN-DESIGNATED	\$1,125,918.55

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	\$ 1,081.88

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

May 31, 2020

CURRENT ASSETS

Revenue Acct. - Regions Bank	\$ 1,889,168
Oper/Maint Acct. - Regions Bank	77,917
Building Project 911 Constructi	1,077
CD's Capital Improvement - Outlay	63,056
Prepaid Insurance	8,331
Prepaid Expenses	16,581
	<hr/>
TOTAL CURRENT ASSETS	2,056,130

CAPITAL ASSETS NOT BEING DEPRECIATED

Land	206,805
Construction in Progress	1,447,932

CAPITAL ASSETS BEING DEPRECIATED

Buildings & Improvements	409,783
Furniture & Fixtures	47,019
Office Equipment	53,023
Communications Equipment	1,132,308
Vehicles	30,893
Mapping & CAD System	209,249
Intangibles - Mapping	65,000
	<hr/>
TOTAL CAPITAL ASSETS	3,602,012
Accumulated Depreciation	(1,575,325)
	<hr/>
CAPITAL ASSETS, NET	2,026,687

OTHER ASSETS

Net Pension Asset	339,130
Utility Deposit	1,065
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TOTAL OTHER ASSETS	340,195
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TOTAL ASSETS	\$ 4,423,012
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DEFERRED OUTFLOW OF RESOURCES

Pension Cont after Measurement Date (GASB68)	\$ 85,627
OPEB Deferred outflows	326
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TOTAL DEFERRED OUTFLOW OF RESOURCES	\$ 85,953
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See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

May 31, 2020

CURRENT LIABILITIES

Net OPEB Asset(Liability)	\$	27,969
Accounts Payable		4,197
Accrued Compensated Absences		18,176
Payroll Deductions Payable		2,071
Employee Health Ins. W/H		4,125
SUTA Taxes Payable		835
Other Current Liabilities		<u>3,835</u>

TOTAL CURRENT LIABILITIES		<u>61,208</u>
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NON CURRENT LIABILITIES

Notes payable - long term		<u>1,319,779</u>
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TOTAL NON CURRENT LIABILITIES		<u>1,319,779</u>
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TOTAL LIABILITIES	\$	<u><u>1,380,987</u></u>
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DEFERRED INFLOW OF RESOURCES

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

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

Net Investment in Capital Assets	\$	706,908
Restricted for Pension		339,130
Unrestricted Net Position		<u>1,992,187</u>

TOTAL NET POSITION	\$	<u><u>3,038,225</u></u>
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See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the 11 Months Ended May 31, 2020

	<u>Amount</u>	<u>Percent</u>
OPERATING REVENUES		
TECB Distribution of 911 Surcharges (Base Amount)	\$ 533,765	44.8 %
Statute 130 Funding	32,885	2.8
Other Op Rev (Dispatch Services)	<u>625,258</u>	<u>52.5</u>
TOTAL OPERATING REVENUES	<u>1,191,908</u>	<u>100.0</u>
OPERATING EXPENSES		
<u>SALARIES AND WAGES</u>		
Salaries and Wages	49,683	4.2
Salary - Director	48,987	4.1
Salary - Comptroller & Assistant Compt.	44,893	3.8
Salaries - Assistant Director	40,507	3.4
Salary - Dispatchers/Telecommunicators/Call taker	240,600	20.2
Salary - Dispatch Supervisor Personnel	88,996	7.5
Salary - Admin-Mapping & PT Consultant	21,521	1.8
P/T Salary-Mapping	12,083	1.0
Overtime Pay	8,583	0.7
Part-time Personnel	796	0.1
Holiday Pay	15,187	1.3
Christmas Bonus	2,003	0.2
Salaries - Dispatch Supervisor	33,678	2.8
Admin Records Clerk	<u>32,458</u>	<u>2.7</u>
TOTAL SALARIES AND WAGES	<u>639,975</u>	<u>53.7</u>
<u>EMPLOYEE BENEFITS</u>		
Taxes - Payroll - Social Security	39,415	3.3
Taxes - Payroll - Medicare	9,218	0.8
Insurance - Employee Health	116,283	9.8
Taxes - Payroll - SUTA	1,598	0.1
Retirement Contributions	<u>32,022</u>	<u>2.7</u>
TOTAL EMPLOYEE BENEFITS	<u>198,536</u>	<u>16.7</u>
<u>CONTRACTED SERVICES</u>		

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the 11 Months Ended May 31, 2020

	<u>Amount</u>	<u>Percent</u>
Audit Services	8,950	0.8
Accounting / Bookkeeping Services	3,520	0.3
Legal and Professional	6,866	0.6
Maintenance Agreements	29,504	2.5
NCIC/TBI/TIES Expenses	4,126	0.3
Pest Control	275	0.0
Lease/Rental - Bldg and Facilities	237	0.0
Trash Disposal	247	0.0
 TOTAL CONTRACTED SERVICES	 <u>53,725</u>	 <u>4.5</u>
 <u>SUPPLIES, MATERIALS AND MAINTENANCE</u>		
Office Supplies	2,077	0.2
Janitorial Supplies	1,168	0.1
Dispatch & Map Supplies	996	0.1
Postage	627	0.1
Equipment Purchases Not Capitalized	1,053	0.1
Utilities - Electric	11,479	1.0
Utilities - Natural Gas/Propane	1,327	0.1
Utilities - Water & Sewer	2,710	0.2
Utilities - General Telephone (Admin Lines)	9,697	0.8
Utilities-Cell Phone/Verizon	1,389	0.1
Utilities - General Telephone (Call Center Lines)	15,480	1.3
Cable/Internet Charges	10,774	0.9
Maintenance & Repairs - Misc	2,171	0.2
Maintenance & Repairs - Vehicles	1,463	0.1
Fuel - Gasoline & Diesel	1,453	0.1
MDT Maintenance	19,058	1.6
800 Radio Sys Maint	43,175	3.6
 TOTAL SUPPLIES AND MATERIALS	 <u>126,097</u>	 <u>10.6 %</u>

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the 11 Months Ended May 31, 2020

	<u>Amount</u>	<u>Percent</u>
<u>OTHER CHARGES</u>		
Bank Charges	1,114	0.1
Dues and Memberships	3,699	0.3
Testing and Evaluations	220	0.0
Insurance - Workers' Compensation	2,267	0.2
Insurance - Liability	22,624	1.9
Licenses and Fees	1,400	0.1
Premiums on Surety Bonds	93	0.0
Training Expenses	1,120	0.1
Travel, Meals, Lodging	2,934	0.2
Advertising	1,612	0.1
TOTAL OTHER CHARGES	<u>37,083</u>	<u>3.1</u>
<u>DEPRECIATION</u>		
Depreciation	44,651	3.7
Amortization	9,065	0.8
TOTAL DEPRECIATION	<u>53,716</u>	<u>4.5</u>
TOTAL OPERATING EXPENSES	<u>1,109,132</u>	<u>93.1</u>
OPERATING INCOME (LOSS)	<u>82,776</u>	<u>6.9</u>
<u>NONOPERATING REVENUES AND (EXPENSES)</u>		
Interest Income	1,970	0.2
MDT Maintenance Other Gov/Agencies	6,152	0.5
800 Radio System Maint. Other Gov/Agencies	37,214	3.1
Miscellaneous Income	1,257	0.1
NCIC/Rec Clerk/County	40,288	3.4
TOTAL NONOPERATING REVENUES AND (EXPENSES)	<u>86,881</u>	<u>7.3%</u>
INCREASE (DECREASE) IN NET POSITION	<u>169,657</u>	<u>14.2%</u>
NET POSITION - BEGINNING OF PERIOD	<u>2,868,568</u>	
NET POSITION - END OF PERIOD	<u>\$ 3,038,225</u>	

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Eleven Months Ended May 31, 2020

	1 Month Ended Actual May 31, 2020	1 Month Ended Budget May 31, 2020	Variance	Percent	11 Months Ended Actual May 31, 2020	11 Months Ended Budget May 31, 2020	Variance	Percent
Operating Revenues								
TECB Distribution of 911 Surcharges (Base Amount)	\$ -	\$ 53,377	(53,377)	- %	\$ 533,765	\$ 587,142	(53,377)	44.76 %
Statute 130 Funding	-	3,083	(3,083)	-	32,885	33,917	(1,032)	2.76
Other Op Rev (Dispatch Services)	58,198	58,198	-	100.00	625,258	618,175	7,083	52.46
Total Operating Revenues	58,198	112,658	(56,460)	100.00	1,191,908	1,239,234	(47,326)	100.00
Operating Expenses								
Salaries and Wages								
Salaries and Wages	2,046	-	2,046	3.64	49,683	-	49,683	4.17
Salary - Director	4,738	5,440	(702)	8.43	48,987	59,836	(10,849)	4.11
Salary - Comptroller & Assistant Compt.	3,155	5,049	(1,894)	5.81	44,893	55,540	(10,647)	3.77
Salaries - Assistant Director	3,654	4,168	(514)	6.50	40,507	45,851	(5,344)	3.40
Salary - Dispatchers/Telecommunicators/Call taker	21,128	25,394	(4,266)	37.59	240,600	279,332	(38,732)	20.19
Salary - Dispatch Supervisor Personnel	8,018	10,790	(2,772)	14.27	88,996	118,692	(29,696)	7.47
Salary - Admin-Mapping & PT Consultant	-	3,711	(3,711)	-	21,521	40,818	(19,295)	1.81
P/T Salary-Mapping	1,643	-	1,643	2.92	12,083	-	12,083	1.01
Salary - Admin - TAC	-	3,790	(3,790)	-	-	41,685	(41,685)	-
Overtime Pay	444	846	(402)	0.79	8,583	9,304	(721)	0.72
Part-time Personnel	-	1,584	(1,584)	-	796	17,421	(16,625)	0.07
Christmas Bonus	-	168	(168)	-	-	1,844	(1,844)	-
Holiday Pay	-	1,498	(1,498)	-	15,187	16,477	(1,290)	1.27
Christmas Bonus	-	-	-	-	2,003	-	2,003	0.17
Salaries - Dispatch Supervisor	3,149	-	3,149	5.60	33,678	-	33,678	2.83
Admin Records Clerk	2,718	-	2,718	4.84	32,458	-	32,458	2.72
NCIC Records Clerk	-	3,414	(3,414)	-	-	37,556	(37,556)	-
Total Salaries and Wages	50,691	65,852	(15,161)	90.20	639,975	724,356	(84,379)	53.69
Employee Benefits								
Taxes - Payroll - Social Security	3,121	3,775	(654)	5.55	39,415	41,520	(2,105)	3.31
Taxes - Payroll - Medicare	730	802	(172)	1.30	9,218	9,920	(702)	0.77
Life Insurance	-	125	(125)	-	-	1,375	(1,375)	-
Insurance - Employee Health	9,407	11,265	(1,858)	16.74	116,283	123,912	(7,629)	9.76
Taxes - Payroll - SUTA	714	69	645	1.27	1,598	757	841	0.13
Retirement Contributions	2,029	3,297	(1,268)	3.61	32,022	36,270	(4,248)	2.69
Total Employee Benefits	16,001	19,433	(3,432)	28.47	198,536	213,755	(15,218)	16.66

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Eleven Months Ended May 31, 2020

	1 Month Ended Actual May 31, 2020	1 Month Ended Budget May 31, 2020	Variance	Percent	11 Months Ended Actual May 31, 2020	11 Months Ended Budget May 31, 2020	Variance	Percent
Contracted Services								
Addressing/Mapping/Database Consultants	-	8	(8)	-	-	92	(92)	-
Audit Services	-	746	(746)	-	8,950	8,204	746	0.75
Accounting / Bookkeeping Services	320	322	(2)	0.57	3,520	3,537	(17)	0.30
Legal and Professional	-	625	(625)	-	6,868	6,876	(9)	0.55
Maintenance Agreements	3,662	3,687	(25)	6.52	29,504	40,552	(11,048)	2.45
NCIC/TBI/TIES Expenses	395	458	(63)	0.70	4,128	6,042	(916)	0.35
Pest Control	25	25	-	0.04	275	275	-	0.02
Lease/Rental - Bldg and Facilities	-	-	-	-	237	0	237	0.02
Trash Disposal	21	23	(2)	0.04	247	248	(1)	0.02
Total Contracted Services	4,423	5,893	(1,471)	7.87	53,725	64,823	(11,100)	4.51
Supplies and Materials								
Office Supplies	71	183	(112)	0.13	2,077	2,017	60	0.17
Janitorial Supplies	123	133	(10)	0.22	1,168	1,467	(299)	0.10
Dispatch & Map Supplies	140	117	23	0.25	996	1,283	(287)	0.05
Postage	78	63	15	0.14	627	693	(66)	0.05
Equipment Purchases Not Capitalized	42	417	(375)	0.07	1,053	4,583	(3,530)	0.05
Utilities - Electric	885	1,233	(348)	1.57	11,479	13,558	(2,079)	0.95
Utilities - Natural Gas/Propane	74	155	(81)	0.13	1,327	1,705	(378)	0.11
Utilities - Water & Sewer	255	260	(5)	0.45	2,710	2,864	(154)	0.23
Utilities - General Telephone (Admin Lines)	1,178	938	242	2.10	9,697	10,299	(602)	0.81
Utilities-Cell Phone/Verizon	133	151	(18)	0.24	1,389	1,663	(274)	0.12
Utilities - General Telephone (Call Center Lines)	2,540	1,305	1,235	4.52	15,480	14,355	1,125	1.30
Cable/Internet Charges	1,754	987	767	3.12	10,774	10,858	(84)	0.90
Maintenance & Repairs - Misc	705	500	205	1.25	2,171	5,500	(3,329)	0.15
Maintenance & Repairs - Vehicles	207	150	57	0.37	1,463	1,650	(187)	0.12
Fuel - Gasoline & Diesel	62	200	(138)	0.11	1,453	2,200	(747)	0.12
MDT Maintenance	1,733	1,733	-	3.08	19,058	19,058	-	1.60
800 Radio Sys Maint	3,100	3,082	8	6.52	43,175	34,008	9,167	3.62
Total Supplies and Materials	13,080	11,614	1,465	23.27	126,097	127,760	(1,664)	10.55
Other Charges								
Miscellaneous Expense	-	108	(108)	-	-	1,192	(1,192)	-
Bank Charges	104	97	7	0.19	1,114	1,070	44	0.05
Dues and Memberships	336	336	-	0.60	3,699	3,699	-	0.31
Testing and Evaluations	220	83	137	0.39	220	917	(697)	0.02
Insurance - Workers' Compensation	-	100	(100)	-	2,267	1,100	1,167	0.15
Insurance - Liability	2,083	2,084	(1)	3.71	22,624	22,920	(296)	1.90
Licenses and Fees	800	133	667	1.42	1,400	1,487	(87)	0.12
Premiums on Surety Bonds	-	2	(2)	-	93	19	74	0.01
Training Expenses	-	125	(125)	-	1,120	1,375	(255)	0.05
Travel, Meals, Lodging	158	341	(183)	0.28	2,934	3,749	(815)	0.25
Advertising	-	167	(167)	-	1,612	1,833	(221)	0.14

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE

For the One Month and Eleven Months Ended May 31, 2020

	1 Month Ended Actual May 31, 2020	1 Month Ended Budget May 31, 2020	Variance	Percent	11 Months Ended Actual May 31, 2020	11 Months Ended Budget May 31, 2020	Variance	Percent
Rent Rep Site(tank & propane)	-	67	(67)	-	-	733	(733)	-
Total Other Charges	3,701	3,643	58	6.59	37,083	40,074	(2,991)	3.11
Depreciation								
Depreciation	4,047	3,497	550	7.20	44,651	38,469	6,182	3.75
Amortization	1,723	-	1,723	3.07	9,085	-	9,085	0.76
Total Depreciation	5,770	3,497	2,273	10.27	53,716	38,469	15,247	4.51
Total Operating Expenses	93,666	109,930	(16,264)	166.67	1,109,132	1,209,236	(100,104)	93.06
Operating Income (Loss)	(37,468)	2,728	(40,196)	(66.67)	82,776	29,998	52,778	6.94
Nonoperating Revenues and (Expenses)								
Interest Income	82	74	82	0.15	1,970	814	1,156	0.17
MDT Maintenance Other Gov/Agencies	-	1,630	-	-	6,152	17,934	(11,782)	0.52
800 Radio System Maint. Other Gov/Agencies	17	2,998	17	0.03	37,214	32,977	4,237	3.12
Miscellaneous Income	47	184	47	0.08	1,257	2,024	(767)	0.11
Interest Expense	-	(417)	-	-	-	(4,583)	4,583	-
NCIC/Rec Clerk/County	3,949	3,949	3,949	7.03	40,268	43,438	(3,150)	3.38
Total Other Income (Expenses)	4,095	8,419	(4,324)	7.29	86,881	92,803	(5,722)	7.29
Change in Net Position	\$ (33,373)	\$ 11,147	(44,520)	(59.38)%	\$ 169,657	\$ 122,601	47,056	14.23%

See accountants' compilation report.

MINUTES OF JULY 23, 2020
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, July 23, 2020 at 1:00 pm. at the E-911 Center administrative office.

MEMBERS PRESENT: Randy Ellis, Jason Jolly, Tim Suter , Jack Stockton, Remote-John Harvey, Remote -Tony Brown, Remote -Brad Daniels, Remote- Marilyn Calfee

MEMBERS ABSENT: Keith Farmer

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

OTHERS PRESENT: Fire Chief Willie Gordon, Dave Doonan (Roane County News)

CALL TO ORDER:

Chairman Ellis called the meeting to order at 1:00 P.M. with a quorum of 4 present and 4 on remote access. Roll call attendance was taken due to those on Remote access. Chairman Ellis welcomed newest board member Rockwood Representative, Jason Jolly, to the meeting.

APPROVAL OF MINUTES:

Motion was made by Mr. Suter second by Mr. Jolly to approve the minutes of June 25, 2020 regular meeting. All in attendance and remote voted yes. Motion carried.

FINANCIAL STATEMENT:

Motion was made by Mr. Suter, second by Mr. Daniels (remote) to approve the financial report for June 2020. All in attendance and remote voted yes. Motion carried.

PUBLIC COMMENT:

Mr. Willie Gordon addressed the Board regarding dispatch and possible improper logging of safety checks. After some discussion Director Anderson said that in the past the Policy has been to safety check law enforcement and not necessarily Fire & EMS. It was requested that a policy be adopted to have the dispatchers do safety checks for all responders not just law enforcement. Mr. Stockton made a motion to adopt as part of the existing policy that dispatch do safety checks with all incident commanders or if none is designated, with each Fire and EMS department dispatched every 15 minutes to ensure their safety. The Director was asked to work up a policy to present at the next meeting. Mr. Suter second the motion. All in attendance and remote voted yes. Motion carried.

FUND BALANCE:

Comptroller read the fund balances, there were no questions.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMMITTEE:

Hasn't met.

BUDGET COMMITTEE:

Hasn't met.

BUILDING/EQUIPMENT COMMITTEE:

Committee Chairman Brown (Remote) updated the board on the building progress and said it seems to be coming along as scheduled. The weekly meetings have resumed this past Tuesday, July 21 and all the board members

are encouraged to attend. There has been a delivery problem with the fencing due to Covid 19 so it is still not up. The contractor would like to have the sign at the site as soon as it is completed. The building could be turned over to us around the end of August if things go well.

DIRECTORS REPORT:

Director Anderson presented the June Stats. Update on the vandalism insurance claim which has been approved and we have received the check from the insurance company and are waiting to have the new generator installed. Director presented an overview of the annual insurance coverage review showing the buildings/contents covered in our policy through Griffin Insurance Agency. Ms. Calfee (remote) asked why there is such a large difference in the current building amount and the proposed amount for Roosevelt Mountain site. Director Anderson stated that in past years we had extensive equipment in the building and now the equipment is in the building owned by the State of TN, therefore we wouldn't need to keep the high value coverage for it. Ms. Calfee (remote) made a motion for the Director to make the proposed changes to the insurance coverage for the listed buildings/contents. Mr. Stockton second. All in attendance and remote voted yes. Motion carried. Director Anderson presented the need to replace the Recorder which will cost \$35,751 but will be deducted from the already allocated \$350,000. Mr. Suter made a motion to proceed with the purchase of the Recorder, Mr. Stockton second. All in attendance and remote voted yes. Motion carried. The Director is trying to get moving information coordinated with AT & T. We will be reimbursed by Monolith for the electric bills we have paid for the site during the construction to date. Director updated the board on a \$600 change order that was billed but a credit for \$600 will be submitted that will cancel it out. There was another change order presented to cover additional conduit for the access control system that was added totaling \$2,379.89. Mr. Jolly made a motion to accept the order and Mr. Stockton second the motion. All in attendance and remote voted yes. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

Election of Vice Chairman is needed to allow for a third signer for checks and to lead the board meetings in the Chairman's absence. Mr. Stockton nominated Mr. Suter for the position. No others were nominated, a roll call vote was taken. Mr. Suter abstained, all remote voted for Mr. Suter as well as all the members in attendance.


ADJOURNMENT:

With no further business to come before the board, a motion to adjourn was made by Mr. Jolly, second by Mr. Suter. Voice vote all approved. Motion carried. Dismissed at 1:30 pm. Next regular meeting will be August 27, 2020 at 1:00 P.M.

Regular June 25, 2020 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : July 23, 2020.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	MOBILE DATA TERMINAL ACCEPTABLE USAGE	04/28/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

SCOPE:

This policy shall apply to all employees of the Roane County Emergency Communications District (RCECD) and users of mobile data terminals connecting to RCECD servers and computer aided dispatch system.

GENERAL INFORMATION:

1. Mobile data terminals (MDTs) connections shall be used only for the official duties of the RCECD and served agencies.
2. RCECD mapping data should not be used for turn-by-turn routing of units.
3. All CFS records shall be created by dispatchers. Records shall not be created using MDTs.
4. Units with MDTs may utilize them to update their status (en route, on scene, clear, etc.), however, dispatch should be notified of the same via radio to ensure officer/unit safety.

AVL POSITION INFORMATION:

1. Real time location information regarding units obtained through automatic vehicle locator (AVL) technology shall not be released to the general public due to officer/unit safety concerns.

Subject: Fwd: Re: Rack Cabinet
From: Cody Anderson <canderson@roanecounty911.com>
Date: 8/17/2020, 9:04 AM
To: Kim Tharp <ktharp@roanecounty911.com>

----- Forwarded Message -----

Subject: Re: Rack Cabinet
Date: Thu, 13 Aug 2020 14:11:01 -0400
From: Matthew Brown <morganco911@highland.net>
To: Cody Anderson <canderson@roanecounty911.com>

Good afternoon Cody,

Hope all is well there. That is correct we do not want the equipment or the rack either. I did clear that with our board last night as well and they were in agreement about that as well. Thanks for checking back with me. It was great meeting you in person the other day, and please feel free to reach out if I can be of assistance in anything. Hope you have a great day!

Respectfully,

Matthew Brown, Director
Morgan County E-911

Sent from my iPad

CONFIDENTIALITY NOTICE: The information contained in this message may be privileged and/or confidential. If you are not the intended recipient, or responsible for delivering this message to the intended recipient, any review, forwarding, dissemination, distribution or copying of this communication or any attachment(s) is strictly prohibited. If you have received this message in error, please notify the sender immediately, and delete it and all attachments from your computer and network.

On Aug 13, 2020, at 1:43 PM, Cody Anderson <canderson@roanecounty911.com> wrote:

Good afternoon Matthew,

Just to confirm, you are not wanting to take the Zetron equipment rack as we discussed at the meeting, and only the inside equipment.

If so, we would like to start removing the equipment in preparation for our new building.

Thanks!

--

Cody Anderson

Executive Director

Roane County Emergency Communications District (E-911)

330 Cardiff Valley Rd. Rockwood, TN 37854

865-354-0704

canderson@roanecounty911.com




Virus-free. www.avg.com

E-911 Budget 2020-2021			
PROPOSED AMENDMENT #1			
	2020-2021	2020-2021	
REVENUES			DIFFERENCE
3010 TCA Section 7-86-303 Receipts	640,518	640,518	-
3020 TCA Section 7-86-130 Receipts	35,000	35,000	-
3060 Local Government Contracts	674,373	674,373	-
3070 Contracted Services	47,387	47,387	-
3080 Sales & Fees	250	250	-
5002 Interest Income	950	950	-
5006 TECB SUBSIDIES	-	125,061	125,061
5099 Other Non-Operating Revenue	37,303	37,303	-
<u>TOTAL ESTIMATED REVENUE</u>	1,435,781	1,560,842	125,061
SALARIES AND WAGES			
4001 Director	64,000	64,000	-
4002 Administrative Personnel	123,067	123,067	-
4004 Telecommunicators	304,762	304,762	-
4005 Dispatch Supervisor Personnel	117,728	117,728	-
4006 Mapping/Addressing Personnel	50,219	50,219	-
4007 Janitor	4,160	4,160	-
4012 IT Personnel	50,000	50,000	-
4099 Other Payroll Costs	31,759	31,759	-
4101 Social Security	46,295	46,295	-
4102 Medicare	10,827	10,827	-
4104 Medical Insurance	147,714	147,714	-
4106 Other Insurance	1,122	1,122	-
4107 Unemployment Compensation	560	560	-
4108 Pension Expense	41,133	41,133	-
4109 Other Postemployment Benefits	8,137	8,137	-
ADMINISTRATION			
4203 Audit Services	9,398	9,398	-
4204 Accounting/Bookkeeping Services	3,936	3,936	-
4208 Contracts with Vendors	1,252	1,252	-
4217 Legal Services	7,500	7,500	-
4218 Maintenance & Warranty Contracts	-	-	-
4229 Lease/Rental-Admin Equip/furniture/fixt.	1,900	1,900	-
4232 Advertising	1,000	1,000	-
4233 Awards to Employees and Others	1,500	1,500	-
4237 Dues and Memberships - Administrative	5,135	5,135	-
4239 Equipment- General (non-capitalized)	2,500	2,500	-
4240 Insurance - Liability	6,727	6,727	-
4241 Insurance - Worker's Compensation	1,300	1,300	-
4242 Maintenance and Repairs - Administrative	500	500	-
4245 Software & Licensing - Administration	1,098	1,098	-
4246 Supplies & Materials-Administration	3,290	3,290	-
4247 Training Costs - Administrative	700	700	-

4248 Travel -Administrative	3,900	3,900	-
4250 Telephone Costs - Administrative	2,400	2,400	-
4251 Telecomm cell phones/pagers- Admin.	650	650	-
4253 Vehicle Expenses - Administrative	4,390	4,390	-
4254 Vehicle Fuel - Administrative	1,600	1,600	-
4299 Misc. Admin Services and Expenses	750	750	-
BUILDING AND FACILITIES			
4305 Equipment -Facilities (non capitalized)	1,500	10,000	8,500
4307 Utilities	22,586	22,586	-
4333 Maint. and Repairs-Buildings and Facilities	1,000	1,000	-
4338 Insurance - Buildings and Contents	24,057	24,057	-
4339 Maintenance & Warranty Contracts	2,800	2,800	-
4340 Supplies and Materials-Build. and Facilities	2,500	10,000	7,500
4399 Misc. Building and Facilities Costs	750	750	-
COMMUNICATIONS - OPERATIONS			
4406 Employee Testing and Exams - Operations	3,000	3,000	-
4410 Insurance - Equipment (non-administrative)	318	318	-
4413 Communications License and Fees	40,000	40,000	-
4418 Training Expenses - Communicat. Operat.	1,500	1,500	-
4419 Travel Expenses - Communicat. Operat.	2,100	2,100	-
4423 Addressing/mapping/database supplies	100	100	-
4424 Cable/Internet Charges - Communications	14,115	14,115	-
4427 Equipment - Communications (not capital)	4,000	10,000	6,000
4430 Language Interpreting	150	150	-
4431 Maintenance & Warranty Contracts	29,220	29,220	-
4432 Maintenance and Repairs - Communications	2,000	2,000	-
4433 NCIC/TBI/TIES Expenses	6,060	6,060	-
4434 Software & Licensing - Communications	750	750	-
4435 Supplies, Materials, & Services - Comm.	1,300	1,300	-
4437 Telephone Costs (Call Center Lines)	18,264	18,264	-
4438 Telecom. Cell Phones & Pagers- Comm/OPS	1,200	1,200	-
4439 Vehicle Expenses - Operations	700	700	-
4440 Vehicle Fuel - Operations	600	600	-
NONOPERATING REVENUES			
5010 Interest Expense	104,500	104,500	-
<u>TOTAL ESTIMATED EXPENSE</u>	<u>1,347,979</u>	<u>1,369,979</u>	22,000
			-
ESTIMATED RECEIPTS	1,435,781	1,560,842	125,061
ESTIMATED EXPENDITURE	1,347,979	1,369,979	22,000
OVER (UNDER)	87,802	190,863	
DEPRECIATION	58,465	58,465	
OVER (UNDER) AFTER DEPRECIATION	<u>29,337</u>	<u>132,398</u>	
Less Building Payment Principal	28,824	28,824	
OVER (UNDER) AFTER PRINCIPAL	513	103,574	

E-911 Budget 2020-2021			
PROPOSED AMENDMENT #2			
	2020-2021	2020-2021	
REVENUES			DIFFERENCE
3010 TCA Section 7-86-303 Receipts	640,518	640,518	-
3020 TCA Section 7-86-130 Receipts	35,000	35,000	-
3060 Local Government Contracts	674,373	674,373	-
3070 Contracted Services	47,387	47,387	-
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4208 Contracts with Vendors	1,252	1,252	-
4217 Legal Services	7,500	7,500	-
4218 Maintenance & Warranty Contracts	-	-	-
4229 Lease/Rental-Admin Equip/furniture/fixt.	1,900	1,900	-
4232 Advertising	1,000	1,000	-
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4246 Supplies & Materials-Administration	3,290	3,290	-
4247 Training Costs - Administrative	700	700	-

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4435 Supplies, Materials, & Services - Comm.	1,300	1,300	-
4437 Telephone Costs (Call Center Lines)	18,264	18,264	-
4438 Telecom. Cell Phones & Pagers- Comm/OPS	1,200	1,200	-
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4440 Vehicle Fuel - Operations	600	600	-
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<u>TOTAL ESTIMATED EXPENSE</u>	<u>1,347,979</u>	<u>1,347,979</u>	-
			-
ESTIMATED RECEIPTS	1,435,781	1,560,842	125,061
ESTIMATED EXPENDITURE	1,347,979	1,347,979	-
OVER (UNDER)	87,802	212,863	
DEPRECIATION	58,465	58,465	
OVER (UNDER) AFTER DEPRECIATION	<u>29,337</u>	<u>154,398</u>	
Less Building Payment Principal	28,824	28,824	
OVER (UNDER) AFTER PRINCIPAL	513	125,574	


	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	UNIT SAFETY CHECKS	07/24/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

PURPOSE:

The purpose of this policy is to establish guidelines by which telecommunicators will check on units to ensure their safety.

POLICY:

1. The Computer Aided Dispatch (CAD) software shall be configured to alert the telecommunicator to perform required safety checks based on this policy.
2. The telecommunicator shall check on units who are on scene of a call for service every three (3) minutes when the call for service is coded with the call types located in List 1.
3. The telecommunicator shall check on units who are on scene of a call for service every fifteen (15) minutes for all other nature codes/call types.
4. When a safety check is performed, the telecommunicator must indicate via phone or radio which units they are requesting a safety check of.
5. When units are known or believed to not be in close proximity to each other, such that one unit may not be able to ensure the safety of other units, checking the status of only one unit shall not be acceptable.
6. When units are known or believed to be in close proximity to each other, such that one unit is able to ensure the safety of other units, checking the status of only one unit shall be acceptable, in accordance with #4 above.
7. On large incidents where an Incident Commander is identified, status checks may be done with the incident commander regarding all units under their command.
8. When a unit is heard by the telecommunicator conducting routine business, a safety check may be logged as long as there is no indication that the unit is in distress such as unusual tone or speed of voice, or any other unusual behavior.
9. If a unit advises that they are "Code 4 duration" (or similar), the telecommunicator may log the unit as "On Scene/Safe."
10. No safety check shall be documented except those performed according to this policy.
11. Nothing in this policy shall be construed to indicate that a telecommunicator may not perform and document a safety check more often than required.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	UNIT SAFETY CHECKS	07/24/2020 Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

LIST 1 – CALL TYPES

- | | |
|------------------------------|------------------------------|
| 1. 911 Hang Up or Open Line | 36. Threatening Suicide |
| 2. Active Shooter | 37. TICS Denial Notification |
| 3. Alarm | 38. Traffic Stop |
| 4. Armed Robbery | 39. Trespassing |
| 5. Armed Suspect | 40. Trouble At Station |
| 6. Assault | 41. Unwelcome Person |
| 7. Assault Sexual/Rape | |
| 8. Attempted Suicide | |
| 9. B&E | |
| 10. Custody Dispute/Exchange | |
| 11. Cutting or Stabbing | |
| 12. Disorderly Person | |
| 13. Dispute/Neighbor/Land | |
| 14. Domestic | |
| 15. Drunk Person | |
| 16. Drunk Driver | |
| 17. Fight | |
| 18. Gun Shot Wound | |
| 19. Harassment/Threats Made | |
| 20. Hostile Situation | |
| 21. Illegal Hunting | |
| 22. Intruder | |
| 23. Prowler | |
| 24. Psychiatric | |
| 25. Request Back Up | |
| 26. Riot | |
| 27. Robbery | |
| 28. Shooting | |
| 29. Shoplifter | |
| 30. Shots Fired | |
| 31. Shots Heard | |
| 32. Stab Wound | |
| 33. Suspicious Person | |
| 34. Suspicious Activity | |
| 35. Suspicious Vehicle | |

MINUTES
KINGSTON PLANNING COMMISSION
AUGUST 18, 2020

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on August 18, 2020 at the Kingston City Hall.

Members Present

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

Members Absent

Gary Botkin
Kris Clifton

Others Present

David Bolling
Kelly Jackson
Matt Caldwell
Garrett Tucker
David Brashears

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mr. Lay and a second by Secretary Pickel, the minutes of the July 21, 2020 meeting were approved on a roll call vote. All voted aye except for Mr. Tipton who abstained.

REPORTS AND PUBLIC COMMENTS

Chair Wright reported that city council had approved the annexation and zoning ordinances for the Southwest Point property.

There were no public comments.

FINAL 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 a final plat of the forty-five lots and infrastructure comprising the Villages at Center Farm subdivision. The preliminary plat had been approved by the planning commission at its July 21 meeting subject to the following conditions: 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; and 5) An easement being placed on lot 24 to protect the existing driveway to the condominiums. Each of these conditions was met. Also provided was a detailed cost estimate, including contingency, totaling \$151,837, to make all proposed improvements. A surety in this amount would be required if the final plat is to be approved before the improvements are made.

Of particular importance was that the plans for the project included a detailed drainage plan for the development based on area watersheds and existing and proposed infrastructure. The plans showed that drainage along Franklin Village Trace would be handled by PVC pipes and grates. The drainage plan was prepared by Robert G. Campbell and Associates.

Vice Chairman Byrkit stated that drainage would be handled well for nine of the proposed lots but not for the remaining lots. Mr. Tucker stated that some of the original pipes were not large enough to adequately handle drainage. Mr. Lovin noted that the preliminary plat had been approved subject to conditions that

have been met. Mr. Lovin and staff agreed that the drainage plan was professionally prepared and met the requirements of the subdivision regulations. Mr. Qualls requested that 96 feet of 8" culvert be increased to 12". Mr. Tucker agreed.

Mr. Matt Caldwell stated that he would like to have Franklin Village Way and Franklin Village Trace accepted by the city as public streets. He stated he would like to provide a 1.5-inch cap on those roads to make up for their lack of a two-inch binder. The binder wasn't required when the roads were originally constructed. Mr. Caldwell also stated that he would be willing to work with the city to upgrade existing drainage tiles, if necessary.

Action Taken

On a motion by Mayor Neal and a second by Mr. Lovin, the planning commission unanimously voted to approve the final plat subject to a surety in the amount of \$151,837 being provided to the planning commission. On a roll call vote, all voted aye except for Vice Chairman Byrkit who voted nay.

PRELIMINARY PLAT REVIEW – TWO LOTS AT 615 NORTH KENTUCKY STREET BY MATT CALDWELL

Mr. Matt Caldwell presented a minor plat showing two proposed lots. The plat showed that a proposed property line would separate a building into two separate sections.

Action Taken

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

DAVID BRASHEARS REQUEST FOR THE SUBDIVISION OF PARCEL 27.00, GROUP A, TAX MAP 68E

Mr. David Brashears presented a survey showing the subdivision of a parcel into two lots. The subdivided lots are to be combined with the neighboring properties – one being combined with parcel 026.00 (owned by Mr. Brashears) and the other being combined with parcel 028.00 (owned by James Agee). The problem with the plat was that the subdivided lots were not combined with the neighboring properties but appeared as individual substandard lots.

The commission explained that the Agee and Brashears properties need to be surveyed with the subdivided portions of parcel 027.00 being combined with those properties. The planning commission took no action.

FINAL PLAT REVIEW – SINGLE LOT BY BOBBY HARRELL OFF OF JAMES FERRY ROAD (MAP 068, PARCEL 012.00)

This plat was located in the planning region. Secretary Pickel referred this plat to the planning commission because the proposed lot would not be seventy-five feet wide at the building setback line and access to the lot was proposed to be by an easement. The plat had been revised to show a flag lot with a sixty-foot stem going back to the main part of the lot.

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Action Taken

On a motion by Mr. Tipton and a second by Secretary Pickel, the commission unanimously voted to approve the final plat subject to health department approval and all certificates being signed by the appropriate authorities.

ADJOURNMENT

The meeting adjourned at 7:10 p.m.