



City Manager Report

October 2020



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

Reporting Schedule:

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

Distributed: November 10, 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: October 2020

Legislative Accomplishments

- A. Approval for the City Manager to authorize the auctioning of surplus items
- B. Approval of an application for a beer permit at 1202 N. Kentucky Street

Other Items Considered by the Council

- None
- **External Meetings**
 - Meeting with Harriman Utility Board regarding Highway 70 lighting near Midtown
 - BUILD Grant webinar and kick-off meeting
 - Other miscellaneous meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Interviews with Water Department applicants
 - Other miscellaneous staff meetings



City of Kingston
Project Status Update
October 2020

BUILD Grant – Bridge to Bridge Corridor Master Plan

Project Cost:	\$220,000	
Engineer/Architect/Consultant:	Community Development Partners	
Contractor:	N/A	
Status (Percent complete)	0%	
Estimated Completion Date	TBD	
Notable outstanding issues:	Awaiting grant agreement	

Notes:

1. Kick-off meeting held on Oct. 29th.

FINANCIAL SUMMARY OCTOBER 2020

Total BALANCES	\$4,552,699	\$3,727,363	\$3,828,508	\$3,676,199	\$0	\$0	\$0
					\$0	\$0	\$0

FINANCE AND ADMINISTRATION REPORT OCT 2020

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR OCTOBER 3847 FOR A TOTAL AMOUNT
OF \$431,969.07

* NEW WATER SERVICE APPLICATIONS FOR JULY 44

* 38 CUSTOMERS FINALED OUT SERVICE

* 180 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 857

* TOTAL E-BILL ACCOUNTS - 346

* ONLINE PAYMENTS PROCESSED 757

* WATER/SEWER SERVLIN LEAK PROTECTION TOTAL BILLING 2167

* WATER LOSS PROTECTION 1183

* WATER LINE PROTECTION 175

* SEWER LINE PROTECTION 43

* COMMERCIAL SINGLE PROTECTION 232

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR OCTOBER 2459

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 381

* 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 \$19,362.04

* DISBURSED 588.37

NEW BUSINESS LICENSES ISSUED IN OCT 2020

1 OLD CAPITAL TOWN LLC. (MATT CALDWELL) 100 WATERFORD PLACE, KINGSTON, TN 37763

2

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CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF OCTOBER 2020

- * ATTENDED CARES ACT WEBINAR.
- * RECEIVE THE CARE ACT GRANT.
- * HAD OPEN ENROLLMENT FOR ALL FULL-TIME ASSOCIATES.
- * HIRED FULL TIME FIRE FIGHTER.
- * MADE CHANGES AND UPDATES TO ATTENDANCE ONDEMAND SOFTWARE.
- * TRAINING ON NEW UTILITY BILLING AND PAYROLL SOFTWARE.
- * TOTAL FULL-TIME EMPLOYEES: **66** TOTAL PART-TIME EMPLOYEES: **23** TOTAL SEASONAL EMPLOYEES: **11**

110	General Fund	Monthly Comparative:						
		Year-To-Date			Month-To-Date			
		Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual
Revenues								
31110		Property Taxes (Current)	1,976,000.00	(11,305.00)	0.57 %	164,666.67	(11,305.00)	6.87 %
31120		Public Utilities Property Tax (Current)	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
31211		Property Tax Delinquent - 1st Prior	68,000.00	(33,902.00)	49.86 %	5,666.67	(12,277.00)	216.65 %
31212		Property Tax Delinquent - 2nd Prior	40,000.00	(998.00)	2.50 %	3,333.33	0.00	0.00 %
31219		Property Tax Delinquent - Other Prior	16,000.00	(3,228.83)	20.18 %	1,333.33	0.00	0.00 %
31300		Interest And Court Cost On Prop Tax	35,000.00	(6,870.86)	19.63 %	2,916.67	(2,134.26)	73.17 %
31511		In Lieu Tax, Rockwood Electric Utility	84,000.00	(38,215.90)	45.50 %	7,000.00	0.00	0.00 %
31610		Local Sales Tax - Co. Trustee	1,210,000.00	(442,024.08)	36.53 %	100,833.33	(104,086.25)	103.23 %
31710		Wholesale Beer Tax	198,000.00	(78,128.82)	39.46 %	16,500.00	(17,265.66)	104.64 %
31720		Wholesale Liquor Tax	54,000.00	(20,409.68)	37.80 %	4,500.00	(5,096.66)	113.26 %
31800		Business Taxes	70,000.00	(15,885.25)	22.69 %	5,833.33	(685.58)	11.75 %
31912		Comcast Cable Tv Fees	75,000.00	(40,793.15)	54.39 %	6,250.00	(20,973.32)	335.57 %
31913		Bellsouth Cable Fees	10,000.00	(2,011.30)	20.11 %	833.33	0.00	0.00 %
31920		Hotel, Motel Tax	43,000.00	(13,406.11)	31.18 %	3,583.33	(3,181.64)	88.79 %
32210		Beer Permits	1,700.00	(250.00)	14.71 %	141.67	(250.00)	176.47 %
32220		Liquor Licenses	300.00	(20.00)	6.67 %	25.00	(20.00)	80.00 %
33479		State Grant	158,548.00	(158,548.00)	100.00 %	13,212.33	0.00	0.00 %
33500		Telecom Interstate Sales	5,000.00	(2,253.43)	45.07 %	416.67	(557.44)	133.79 %
33510		State Sales Tax	535,478.00	(185,291.37)	34.60 %	44,623.17	(46,937.77)	105.19 %
33520		State Income Tax	25,000.00	(36,159.92)	144.64 %	2,083.33	0.00	0.00 %
33530		State Beer Tax	2,800.00	(1,463.41)	52.26 %	233.33	(1,463.41)	627.18 %
33540		State Liquor Tax	6,000.00	(2,157.74)	35.96 %	500.00	(470.75)	94.15 %
33551		State Gasoline Fuel Tax	210,000.00	(70,884.20)	33.75 %	17,500.00	(18,059.11)	103.19 %

110	General Fund	Year-To-Date				Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Account	Description							
33552	State-City Streets And Transportation	11,800.00	(3,926.93)	33.28 %	983.33	(981.73)	99.84 %	
33555	State Street Contract Maintenance	45,000.00	(6,585.28)	14.63 %	3,750.00	(3,292.64)	87.80 %	
33590	Tva Solar Energy James Ferry	1,000.00	(1,475.14)	147.51 %	83.33	(284.62)	341.54 %	
33591	Gross Receipts - Tva	75,800.00	0.00	0.00 %	6,316.67	0.00	0.00 %	
33593	Corporate Excise Tax	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %	
33730	Tml Full Pkg Bonus	4,000.00	(4,000.00)	100.00 %	333.33	(4,000.00)	1,200.00 %	
34100	General Government - Charges For	2,500.00	(1,583.12)	63.32 %	208.33	(990.23)	475.31 %	
34210	Police Service Supplements	9,600.00	0.00	0.00 %	800.00	0.00	0.00 %	
34220	Special Fire Protection Fees	11,600.00	0.00	0.00 %	966.67	0.00	0.00 %	
34230	Sex Offender Registry	500.00	(300.00)	60.00 %	41.67	0.00	0.00 %	
34310	Highways And Streets Charges For	18,000.00	0.00	0.00 %	1,500.00	0.00	0.00 %	
34420	Garbage Tip Fees	350,000.00	(112,547.90)	32.16 %	29,166.67	(28,175.56)	96.60 %	
34720	Swimming Pool Charges	10,000.00	(2,737.00)	27.37 %	833.33	0.00	0.00 %	
34730	Fort Charges & Donations	500.00	0.00	0.00 %	41.67	0.00	0.00 %	
34740	Park & Recreation Charges	8,500.00	(4,020.00)	47.29 %	708.33	(650.00)	91.76 %	
34741	Boat Slip Rental	25,000.00	(6,600.00)	26.40 %	2,083.33	(900.00)	43.20 %	
34742	Fireworks Donations	20,000.00	(6,190.00)	30.95 %	1,666.67	0.00	0.00 %	
34745	Softball Program	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %	
34746	Fire Dept Donations	4,000.00	(6,204.19)	155.10 %	333.33	0.00	0.00 %	
34751	Volleyball Program	3,000.00	80.00	-2.67 %	250.00	0.00	0.00 %	
34760	Library- Fines and Penalties	3,500.00	(2,354.30)	67.27 %	291.67	(2,354.30)	807.19 %	
34761	Library - Fines And Penalties	0.00	0.00	0.00 %	0.00	44.65	0.00 %	
35110	City Court Fines	22,000.00	(7,093.09)	32.24 %	1,833.33	(1,905.16)	103.92 %	
35140	Drug Related Fines	2,500.00	(751.26)	30.05 %	208.33	(725.55)	348.26 %	

110	General Fund	Year-To-Date				Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	Month-To-Date	33.33%
Account	Description							
35150	Traffic School Charges	2,000.00	(400.00)	20.00 %	166.67	(400.00)	240.00 %	
36100	Interest Earnings	6,000.00	(1,882.12)	31.37 %	500.00	(519.23)	103.85 %	
36350	Insurance Recoveries	0.00	(43,321.98)	0.00 %	0.00	(3,171.99)	0.00 %	
36430	Pavilion Rental	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %	
36539	Sale Of Other Public Works Supps &	12,000.00	0.00	0.00 %	1,000.00	0.00	0.00 %	
36967	Contract Natural Gas	21,500.00	(7,166.68)	33.33 %	1,791.67	(1,791.67)	100.00 %	
36971	Contract Billing From Water Dept	485,168.00	(242,584.00)	50.00 %	40,430.67	(242,584.00)	600.00 %	
Total Revenues		6,024,294.00	(1,625,850.04)	26.99 %	502,024.50	(537,445.88)	107.06 %	
Expenditures								
41100	Legislative	(75,005.00)	18,346.56	24.46 %	(6,250.42)	3,582.45	57.32 %	
41210	City Court	(27,150.00)	10,458.71	38.52 %	(2,262.50)	2,011.59	88.91 %	
41320	City Manager	(112,863.00)	36,949.84	32.74 %	(9,405.25)	8,490.70	90.28 %	
41500	Financial Administration	(356,014.00)	111,321.51	31.27 %	(29,667.83)	19,719.60	66.47 %	
41700	Planning And Zoning	(10,275.00)	5,087.50	49.51 %	(856.25)	0.00	0.00 %	
41810	City Hall Buildings	(97,000.00)	28,116.32	28.99 %	(8,083.33)	7,194.47	89.00 %	
41990	General Government	(228,778.00)	36,164.04	15.81 %	(19,064.83)	6,624.50	34.75 %	
42100	Police	(1,045,176.00)	286,766.58	27.44 %	(87,098.00)	75,525.12	86.71 %	
42152	Automotive Services	(95,000.00)	23,022.73	24.23 %	(7,916.67)	9,252.13	116.87 %	
42200	Fire Protection	(1,081,527.00)	328,455.64	30.37 %	(90,127.25)	81,689.69	90.64 %	
43100	Public Works	(821,535.00)	203,790.45	24.81 %	(68,461.25)	55,947.14	81.72 %	
43190	State Street Aid	(161,500.00)	51,003.66	31.58 %	(13,458.33)	12,675.81	94.19 %	
43240	Waste Disposal	(350,000.00)	104,872.85	29.96 %	(29,166.67)	26,409.70	90.55 %	
44143	Animal Control/Codes Enforcement	(24,012.00)	3,812.01	15.88 %	(2,001.00)	427.23	21.35 %	
44400	Parks & Recreation	(790,523.00)	223,337.82	28.25 %	(65,876.92)	67,683.49	102.74 %	

110 General Fund		Monthly Comparative:			33.33%		
Account	Description	Year-To-Date		Month-To-Date			% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
44440	Swimming Pool	(40,450.00)	15,030.12	37.16 %	(3,370.83)	893.98	26.52 %
44800	Library	(208,294.00)	65,096.61	31.25 %	(17,357.83)	22,569.59	130.03 %
49000	Debt Service	(379,909.00)	75,897.20	19.98 %	(31,659.08)	71,664.72	226.36 %
51640	Operating Transfer To Capital Proj Fd	(158,548.00)	158,548.00	100.00 %	(13,212.33)	0.00	0.00 %
Total Expenditures		(6,063,559.00)	1,786,078.15	29.46 %	(505,296.58)	472,361.91	93.48 %
Total 110	General Fund	(39,265.00)	160,228.11	408.07 %	(3,272.08)	(65,083.97)	-1,989.07

122	Drug Fund	Monthly Comparative:				33.33%	
		Year-To-Date		Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
35140	Drug Fines	16,000.00	(751.28)	4.70 %	1,333.33	(725.57)	54.42 %
Total Revenues		16,000.00	(751.28)	4.70 %	1,333.33	(725.57)	54.42 %
Expenditures							
42122	Drug Fund	(16,000.00)	4,535.00	28.34 %	(1,333.33)	0.00	0.00 %
Total Expenditures		(16,000.00)	4,535.00	28.34 %	(1,333.33)	0.00	0.00 %
Total	122 Drug Fund	0.00	3,783.72	100.00 %	0.00	(725.57)	0.00 %

300	Capital Fund	Account	Description	Year-To-Date		Monthly Comparative:			33.33%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	
Revenues									
36961			Transfer in from General Fund	158,548.00	0.00	0.00 %	13,212.33	0.00	0.00 %
Expenditures									
43750			Capital Improvements	0.00	(158,548.00)	0.00 %	0.00	0.00	0.00 %
Total	300		Capital Fund	158,548.00	(158,548.00)	100.00 %	0.00	0.00	0.00 %

413	Water And Sewer	Monthly Comparative:							33.33%	
		Account	Description	Year-To-Date		Month-To-Date		% of Avg		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth			Actual
Revenues										
36100		Interest Earnings		4,926.00	(3,562.08)	72.31 %	410.50	(1,113.92)	271.36 %	
37110		Metered Water Sales		1,303,214.00	(446,706.15)	34.28 %	108,601.17	(133,228.23)	122.68 %	
37114		Serveline Leak Protection		0.00	0.00	0.00 %	0.00	0.00	0.00 %	
37117		Outside Water Sales		829,695.00	(297,444.63)	35.85 %	69,141.25	(82,904.20)	119.91 %	
37191		Penalties		35,000.00	(11,775.86)	33.65 %	2,916.67	(3,472.72)	119.06 %	
37194		Sales Of Materials		37,000.00	(28,052.54)	75.82 %	3,083.33	(2,600.00)	84.32 %	
37195		Installation Charges		74,000.00	(26,630.00)	35.99 %	6,166.67	(6,815.00)	110.51 %	
37196		Water User Fees		42,127.00	(13,644.00)	32.39 %	3,510.58	(2,494.00)	71.04 %	
37199		Miscellaneous		5,000.00	(5,881.51)	117.63 %	416.67	0.00	0.00 %	
37210		Sewer Service Charges		1,433,641.00	(496,747.02)	34.65 %	119,470.08	(151,437.47)	126.76 %	
37296		Sewer User Fees		22,128.00	(6,300.00)	28.47 %	1,844.00	(1,050.00)	56.94 %	
37299		Miscellaneous		3,500.00	(414.45)	11.84 %	291.67	(125.55)	43.05 %	
Total Revenues				3,790,231.00	(1,337,158.24)	35.28 %	315,852.58	(385,241.09)	121.97 %	
Expenditures										
41500		Financial Administration		(485,168.00)	242,584.00	50.00 %	(40,430.67)	242,584.00	600.00 %	
41990		General Government		(444,035.00)	74,826.31	16.85 %	(37,002.92)	16,192.89	43.76 %	
43750		Capital Improvements		(40,000.00)	26,224.68	65.56 %	(3,333.33)	9,004.68	270.14 %	
49000		Debt Service		(645,551.00)	205,658.22	31.86 %	(53,795.92)	65,521.19	121.80 %	
52113		Purification		(640,580.00)	179,950.99	28.09 %	(53,381.67)	48,906.60	91.62 %	
52114		Transmission And Distribution		(809,336.00)	224,758.42	27.77 %	(67,444.67)	57,259.24	84.90 %	
52117		Utility Director		(74,360.00)	19,962.02	26.85 %	(6,196.67)	5,530.17	89.24 %	
52213		Sewer Treatment And Disposal		(661,502.00)	166,420.64	25.16 %	(55,125.17)	39,256.68	71.21 %	
Total Expenditures				(3,800,532.00)	1,140,385.28	30.01 %	(316,711.00)	484,255.45	152.90 %	

Account	Description	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
413	Water And Sewer						33.33%
Total	413	(10,301.00)	(196,772.96)	-1,910.23 %	(858.42)	99,014.36	11,534.53

Lack of Time

[Members can click here to download an ad-free version of this talk!](#)

Lack of Time Safety Talk

There are many different sources of pressure individuals face at work for getting the job done. Time, or the lack of it, is a major driver in whether or not workers feel that they need to rush to get a job complete. It is important to plan work accordingly to avoid having to rush work tasks.

Sources of Time Pressures on the Job

There are many reasons why there is not enough time to get work done or at least the perception that there is a lack of time. Some reasons to consider:

- Poor preplanning- A lack of planning is a major factor in whether or not employees have to rush to get work done. Poor preplanning leads to a huge number of issues on the job and often results in **safety-related shortcuts**.
- Unrealistic deadlines- Related to poor preplanning, unrealistic deadlines put unnecessary pressure on workers to perform. When deadlines force workers to rush, incidents and injuries are bound to occur overtime.
- Weather- Weather can throw a huge curve ball at production schedules in the construction industry. When weather is not planned for both in the short and long-term major issues and setbacks can arise for everyone involved.

Best Practices to Avoid Time-related Issues

Proper preplanning is critical to all work. New work tasks especially should be evaluated well ahead of the actual work needing to be completed. Tasks need to be evaluated for both safety issues and production issues. The hazards of the work need to be reviewed as well as what the mitigation actions would be for those hazards. Any extra safety equipment or training would need to be provided prior to the work beginning.

From a production standpoint, proper preplanning looks at what tools, material, equipment, personnel, time, etc. are needed to complete the project. Having all of these items in line prior to work beginning allows for a much smoother work process.

After preplanning is completed everyone should be on the same page of what time is required to complete the project. Realistic goals should be set by management and understood by everyone involved in the work. Plans for setbacks, weather conditions, or other issues should be considered when planning for time needed.

Summary

All too often time pressures are created unnecessarily. Lack of time to get a job complete can lead to workers taking shortcuts which leads to additional exposure to risk. Proper time allotted for tasks allows for workers to ensure the proper safeguards are in place before a work task begins. When

individuals work together to properly preplan and carry out tasks the job goes a lot smoother. Avoid time pressures through proper preplanning and setting realistic expectations for getting work tasks completed.

Michelle Kelly

Emilys Duge

Halay Brown

Kari Townsend

Mariah Marshall

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

Monies outstanding from August 7, 2007 – October 31, 2020	\$ 67,155.85
Monies collected from August 7, 2007 – October 31, 2020	\$ 503,591.67


JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 705.00	
Collected in court on fines and costs		\$ 213.75
Amount collected after October 2020 Court		\$.00
Total collected for citations on October 2020		\$ 213.75
Amount outstanding for October 2020	\$ 491.25	
<u>6</u> Cash bond forfeitures		\$ 682.50
Total amount collected for October 2020 Citations		\$ 896.25
Amount collected from previous months/FTA etc.		\$ 193.44
Total collected in October 2020		\$ 1,089.69

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 October 2020


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -OCTOBER 2020

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	2
Simple Assault	
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	1
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	
3	

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

Crimes Against Property	
Arson	
Bribery	
Burglary/Breaking and Entering	
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	2
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	
Motor Vehicle Theft	1
Robbery	
Stolen Property Offenses	
Vandalism	3
Subtotal	
7	

Central Dispatch	
Crash Reports	15
Traffic Stops	19
Investigator Needed on Scene	10
Domestic Complaints	14
Escorts Funeral/Other	12
Animal Calls	10
Vandalism	2
Fights	1
Burglar Alarms/Fire Alarms	24
Child Sexual Assaults	
Forgery	
Theft	3
Vehicle Theft	
Public/Motorist Assist	6
Arson/Explosive Devices	
Other Calls	170
	116
	Subtotal
	Total Calls
	286
Municipal Codes	
Animal Control Calls to Office	3
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	0
Codes Concerns/warning notices given	1
Codes Violations/Citations	0
Codes Letters Sent	1
Property Maintenance Leins	1
Temporary Signs Removed	60

Patrol Mileage	19,131
Hours Worked	2,300
Reserve Hours Worked	140
Total Overtime Hours	67
Total Amount of Overtime Wages	1,931
City Court Citations	2
Warning Citations	1
General Sessions Citations	0
Arrest	10
Juvenile Arrest	0
Incident Reports	21

OCTOBER 2020 CASES PENDING

[illegible]

OCTOBER 2020 CASES

[illegible]

October 2020 Safety Training

Kingston Police Department

Topics: Emergency Vehicle Operation

Continued Covid 19 Safety Practices

The Kingston Police Department had annual training on emergency vehicle operation on 10/29/2020. The training consisted of P.O.S.T approved and required yearly training. The training consisted of review of laws pertaining to emergency vehicle operation, case law, videos and open discussion.

As with the past several months, the Kingston Police Department has reviewed and continues to update operational procedures dealing with Covid 19. Personal protective equipment procedures have been reviewed and discussed with department members to combat the spread of Covid 19. Social distancing continues to be practiced with the public and other department members. Operations are evaluated daily to attempt to keep department members and the public as safe as practical.



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



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

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

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

The Kingston Police Department's training for the month of October was over E.V.O.C. this stands for Emergency Vehicle Operation Course & Child Sexual Abuse training. Both of these classes were taught by Investigator Keith Kile and these classes are required by P.O.S.T. Commission for our annual training. The total hours of training for both of these classes is 6 hours. The E.V.O.C. training is 4 hours and Child Sexual Abuse training is 2 hours. All of the Kingston Police Department personnel attended this training.

Captain Roy Montgomery GDI/TO
October 31, 2020



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



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

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

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

On Saturday the 24th day of October the Kingston Police Department along with the Roane County Anti-Drug Coalition participated in the prescription take back program. This program is designed for a person that has unwanted prescription medications in their home a way to properly dispose of them in a safe and controlled environment. The hours was from 10am until 2pm and it was held in front parking lot of the Kingston City Hall.

Kingston Police Department had an officer dedicated to this event along with members of the Roane County Anti-Drug Coalition taking up the unwanted prescription medications. Kingston Police Department did keep in compliance of the Covid-19 mandates set forth by the City of Kingston and the state of Tennessee.

The total weight of prescription medications we received that day was 46 pounds. The Tennessee Dangerous Drug Task Force came in on Monday the 26th of October, 2020 and took possession of them for disposal.

Captain Roy Montgomery 502 GDI/TO
October 27, 2020

Capt Roy Montgomery

Kingston Fire Department October 2020

Summary of Month's Activities

Fire Operations

The Department responded to 62 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
- New Employee was hired for vacant position

Monthly Overtime

OT Hours: 43

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	25	25
Education Hours	0	
Number of Occurrences	1	1

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

Special Projects

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

Outstanding Issues

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

Cost Savings

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

Safety

- RIT Operations

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Oct-20

TOTAL CALLS

62

Category	Total		Total
Structure Fires	1	Hazardous Calls	
Vehicle Fires		Service Calls	18
Brush/Grass Fires	1	Good Intent Calls	8
Refuse/rubbish Fires		Unintentional False	1
Other Fires		Other False	
Total Fires	2	Total False: Total	27
Rescue and EMS	33	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	1	Incidents with Exposures	0
Mutual Aid Given			
Fire Service Injuries		Fire Dollar Loss	
Non-Fire Service Injury		Property	40,000
Fire Service Death		Contents	20,000
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 11/5/2020 11:30:20 AM

Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	SUM
Accident, potential accident		1			1	1		2				5
Animal problem or rescue				1					1			2
Attempted burning, illegal action							1					1
Combustible/flammable spills & leaks			1		1	1						3
Controlled burning	1					2	2		1	1		7
Cover assignment, standby at fire station, move-up			4	2	3	8	4	9	6	7	1	44
Dispatched and canceled en route	3	2	6	3	5	2	4	7	5	3		40
Electrical wiring/equipment problem							1		1			2
Emergency medical service (EMS) Incident	45	43	44	25	29	25	28	34	31	19	2	325
Extrication, rescue				1						1		2
False alarm and false call, other	2	2	6		2	2	3	1			1	19
Good intent call, other		1					1		4	1		7
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	17	13		153
Mobile property (vehicle) fire				2	1	3	2	2	2			12
Natural vegetation fire			1		2		1			1		5
Outside rubbish fire						1						1
Person in distress	1					1						2
Public service assistance	16	28	15	8	6	11	11	12	23	11		141
Rescue or EMS standby	1		1			1			1			4
Service call, other				1					1			2
Special outside fire			1									1
Special type of incident, other									1			1
Steam, other gas mistaken for smoke			1	1						3		5
Structure Fire	2				1			1	1	1		6
System or detector malfunction			1	1			1	3			1	7
Unintentional system/detector operation (no fire)	1	2	3		1	2		2	3	1		15
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	93	98	62	5	824

Only REVIEWED incidents included



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Kingston Fire Department

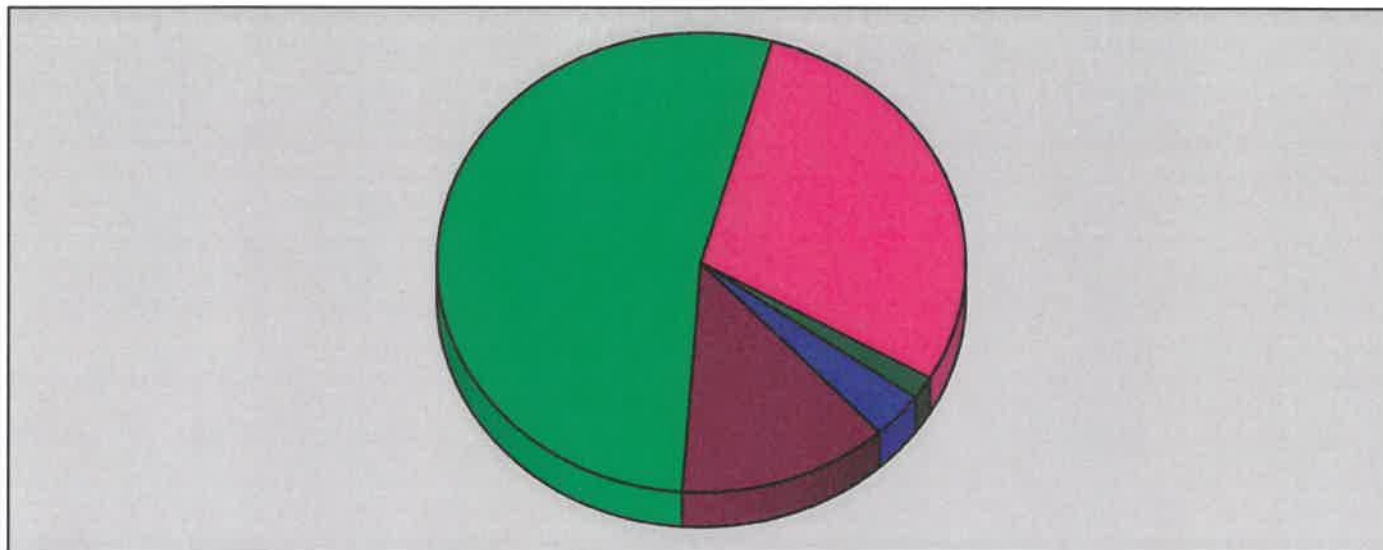


Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 10/01/2020 | End Date: 10/31/2020



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

INCIDENT TYPE	OCT	TOTAL
False Alarm & False Call	1	1
Fire	2	2
Good Intent Call	8	8
Rescue & Emergency Medical Service Incident	33	33
Service Call	18	18
Total	62	62

Only REVIEWED incidents included



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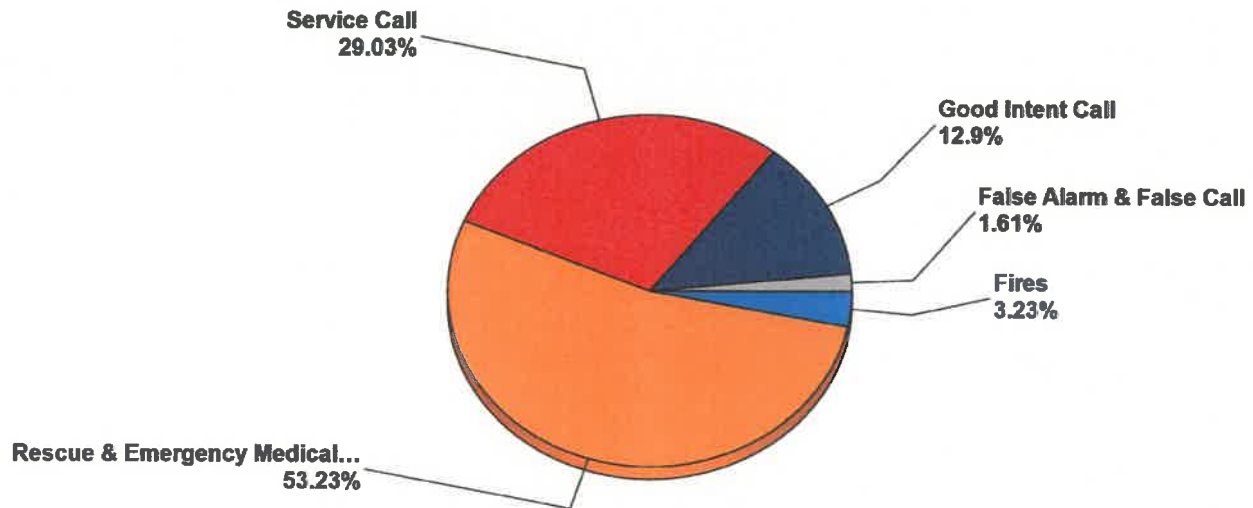
Kingston Fire Department

Kingston, TN

This report was generated on 11/5/2020 11:29:32 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2020 | End Date: 10/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.23%
Rescue & Emergency Medical Service	33	53.23%
Service Call	18	29.03%
Good Intent Call	8	12.9%
False Alarm & False Call	1	1.61%
TOTAL	62	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.



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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.61%
143 - Grass fire	1	1.61%
311 - Medical assist, assist EMS crew	13	20.97%
320 - Emergency medical service, other	1	1.61%
321 - EMS call, excluding vehicle accident with injury	12	19.35%
322 - Motor vehicle accident with injuries	2	3.23%
324 - Motor vehicle accident with no injuries.	4	6.45%
352 - Extrication of victim(s) from vehicle	1	1.61%
550 - Public service assistance, other	1	1.61%
553 - Public service	1	1.61%
554 - Assist invalid	9	14.52%
571 - Cover assignment, standby, moveup	7	11.29%
600 - Good intent call, other	1	1.61%
611 - Dispatched & cancelled en route	3	4.84%
631 - Authorized controlled burning	1	1.61%
651 - Smoke scare, odor of smoke	3	4.84%
745 - Alarm system activation, no fire - unintentional	1	1.61%
TOTAL INCIDENTS:	62	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

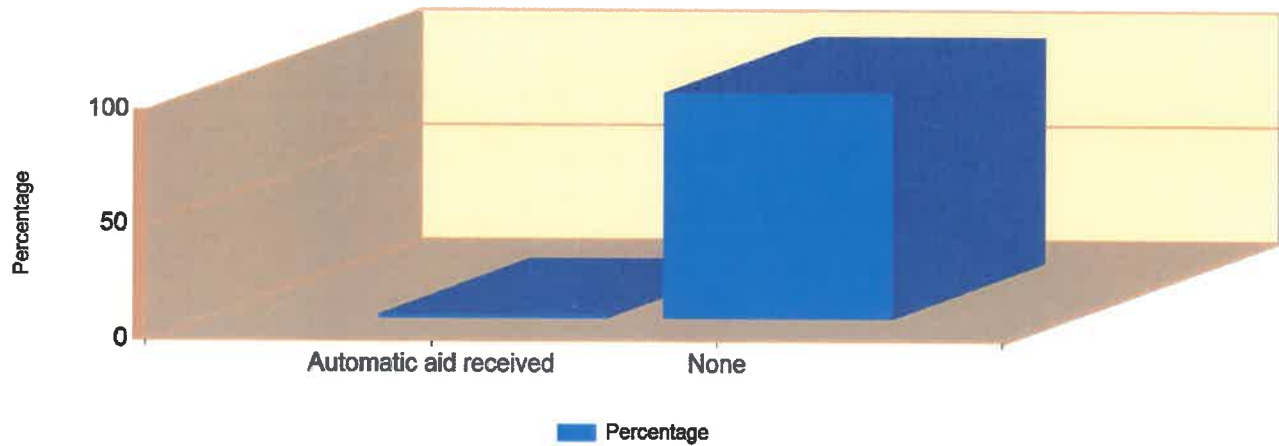
Kingston, TN

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 10/01/2020 | End Date: 10/31/2020

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Automatic aid received	1	1.6%
None	61	98.4%

Only REVIEWED incidents included





Kingston Fire Department

R.I.T.

Date & Time 10/22/2020 08:00 - 10/22/2020 12:00	Location
--	-----------------

Objective

Instructors Edmonds, Clint (Captain/ Training Officer)

Sign-In Sheet

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



Kingston Fire Department

R.I.T.

Class Information

Date/Time	10/22/2020 08:00 - 10/22/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective			

Instructors

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

Resources

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

Narrative

Rapid Intervention Team skills

Training Codes

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

People

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



Kingston Fire Department

R.I.T.

Date & Time 10/23/2020 08:00 - 10/23/2020 12:00	Location
Objective Familiarize the class with RIT operations and how to safely remove a downed firefighter	
Instructors Cloyd, Greg W (Captain)	

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (Captain)	Kingston Fire Department	1804	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1810	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	



Kingston Fire Department

R.I.T.

Class Information

Date/Time	10/23/2020 08:00 - 10/23/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective	Familiarize the class with RIT operations and how to safely remove a downed firefighter		

Instructors

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

Resources

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

Narrative

Class used full PPE and a thermal imaging camera to search for an object in simulation of a downed firefighter. Class also demonstrated proper downed firefighter removal.

Training Codes

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

People

Name
Cloyd, Greg W
Logan, Jay
Munguia, Michael
Woody, Josh D



Kingston Fire Department

R.I.T.

Date & Time 10/24/2020 08:00 - 10/24/2020 12:00

Location station 1

Objective to become more familiar with RIT operations

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

R.I.T.

Class Information

Date/Time	10/24/2020 08:00 - 10/24/2020 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 more familiar with RIT operations		

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 RIT OPERATIONS. MEMBERS REVIEWED WHAT TOOLS AND PPE ARE NEEDED FOR THIS OPERATIONS. MEMBERS REVIEWED WHEN A RIT TEAM IS NEEDED. MEMBERS REVIEWED HOW A RIT TEAM WOULD SEARCH WHEN NE

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 October 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:	13 Loads 54
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	26 loads	205 Loads
Culverts/Storm Drains Cleaned	31	314
Curb/Sidewalk Repair/Install/Remove	80 ft	835ft
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	3	21
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	11	53
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)	4	108
Streets Striped	0	3
Tennessee One Calls	0	34
Traffic Signal Repair	2	13
Tree Trimming Requests	2	11

Vehicle Maintenance – Routine	15	124
Vehicle Maintenance – Unscheduled	6	57
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- 11
 Signal inspection, repair and timing adjustments- 8
 Grant applications- 1
 Participated in various weather calls- 1
 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 2

Continuing Projects

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



Parks and Recreation Monthly Report

CITY OF KINGSTON

DEPARTMENT: PARKS & RECREATION

MONTH: October 2020

Completed Tasks:

- Aerate and over seed softball and baseball fields with rye.
- Host the annual Hardship Hill at SWP.
- Host the Bunch Marine Team Trail fishing tournament.
- Begin winter maintenance on all mowers.
- Finish organizing and begin youth flag football league.
- Act as early voting site for the 2020 election.

Ongoing Tasks

- Continue operating our parks safely while encouraging social distancing.

Tasks for November:

- Remove and begin repair on floating docks behind Methodist Church.
- Continue work on indoor training facility.
- Begin winterizing some park bathrooms.
- Complete mowing season and begin fall/winter projects.
- Continue flag football on Sundays

**KINGSTON PARKS AND RECREATION
BOARD MINUTES
October 5, 2020**

PRESENT: Sue Collins, Sammy Frogg, Ruth Thompson, Paul Rodgers, Chase Clem and Becky Humphreys

ABSENT: Jamie Davis, Eric Clark, Keenon Heathcoat and Debbie Russell

GUESTS: Sonny Hunter

The meeting called to order by Chairman Sammy Frogg at 6:05 p.m.

Chase gave an invocation.

There were no minutes to approve.

UNFINISHED/OLD BUSINESS:

NONE

NEW BUSINESS:

1. Weekend Update: The Bunch Marine Fishing Tournament had 130 boats participate. All of Parks & Rec. boat ramps were used. Hardship Hill held at Southwest Point, Sat. Oct 2nd from 10 a.m. to 4 p.m. had 20 teams compete. There were 34 obstacles along the course. Funds raised from the teams go to the Wounded Warrior Project.
2. Batting Cage update: \$2,000 has been raised to build the batting cage. Lowes donated 150 sheets of plywood, and Acme Block & Brick donated the block, sand and mortar. One-third of the block has been laid.
3. Flag football starts Oct 25th, and 75 people are signed up to play. The last game is Dec. 20th
4. Kay Houser, Zumba instructor will be adding some additional classes during the week in the evenings. A bounce fitness class and line dancing classes.
5. Halloween Movie Night – Friday, Oct. 23rd at the amphitheater, two Halloween themed movies will be shown.
6. Senior Citizen Activities to Resume – The governor has given the order to allow Senior Citizen Centers to resume activities as long as social distancing guidelines can be followed. ABC Exercise class will resume on Monday, Oct. 12th. Card games and the potluck luncheon are still not allowed, but Debbie is planning some new covid-safe senior activities.
7. Christmas Parade – The parade is scheduled the Monday after Thanksgiving, Nov. 30th. Lineup at 5:30 p.m. and volunteers are needed to help with the lineup.

Dates to Remember:

Seniors Back to the Center - Oct 12th

Halloween Movie Night - Oct. 23rd

Flag football Starts - Oct. 25th

Christmas Parade - Nov. 30

Community Center Report for September

These are the meetings and events that were held at the Center during the month

Medic Blood Drive
Senior Quilting
T.O.P.S.
Outdoor Kingston

Zumba Classes
Lyons Club
Adult Table Tennis
Roane Co. Election Commission

The meeting was adjourned at 6:36 p.m.

Submitted by Debbie Russell



TOOLBOX TALK

COVID-19



LABORERS'
HEALTH & SAFETY FUND
OF NORTH AMERICA

USING THIS TOOLBOX TALK:

This toolbox talk gives a summary of basic safety procedures and safeguards to protect employees from COVID-19. **A site-specific COVID-19 Officer (who may also be the Health and Safety Officer) should be designated for every site to assist with these measures.**

Please note: This document is not intended to replace any formalized procedures currently in place at the worksite.

To limit the spread of COVID-19, do not pass this pamphlet around for workers to sign as you do with other LHSFNA toolbox talks.

Contact the LHSFNA's Occupational Safety and Health Division at 202-628-5465 to ask questions, provide feedback or for further assistance. Additional Fund toolbox talks can be ordered at www.lhsfna.org or by calling the number above.

BACKGROUND:

The Difference Between the Novel Coronavirus & COVID-19

Coronavirus: a family of viruses, of which there are several different types. This new coronavirus, often called the novel coronavirus, is SARS-CoV-2. The disease it causes – and the symptoms associated with it – is COVID-19.

SIGNS AND SYMPTOMS OF COVID-19

Mild to severe respiratory illness with symptoms that include:

- ▶ Fever
- ▶ Dry cough
- ▶ Shortness of breath
- ▶ Body aches and pains
- ▶ Diarrhea
- ▶ Fatigue
- ▶ Headache
- ▶ Loss of smell or taste

These signs and symptoms can appear between 2-14 days after exposure. If you experience these symptoms while working alert your supervisor immediately, leave work and contact your healthcare provider. **Emergency warning signs and symptoms include trouble breathing, persistent pain in the chest, confusion or sluggishness and bluish lips or face.**

IF YOU ARE SICK, HAVE BEEN EXPOSED OR SUSPECT YOU HAVE BEEN EXPOSED

Alert your healthcare provider immediately if you experience symptoms, think you've been infected with the virus or have been exposed to someone with the virus. **If you think you were exposed on the job, alert your supervisor immediately** Follow these steps:

- ▶ Stay home except to get medical care
- ▶ Keep in touch with your healthcare provider (call ahead before visiting)
- ▶ Avoid public transportation
- ▶ Stay away from others as much as possible and practice self-isolation
- ▶ Cover your coughs and sneezes
- ▶ Practice good hand hygiene; if there is no soap and water, use hand sanitizer
- ▶ When around others, wear a facemask if one is available, including at the doctor's office
- ▶ Avoid touching your eyes, nose, mouth and face with unwashed hands

BEST PRACTICES TO REDUCE YOUR RISK FOR INFECTION

- ▶ Maintain your health by getting adequate sleep; eating a balanced, healthy diet; avoiding alcohol and consuming plenty of fluids.
 - Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after coughing, sneezing or blowing your nose.
 - When soap and water are not available, use hand sanitizer that contains at least 60 percent alcohol. Cover all parts of your hands and rub them together until they feel dry.
- ▶ Avoid touching your eyes, nose, face and mouth with unwashed hands.
- ▶ Avoid close contact with people – practice social distancing (6 feet or more apart) as much as possible.
- ▶ If COVID-19 is actively spreading in your community or workplace, avoid contact with people who are confirmed to be sick or exposed. This is especially important for people who are at a higher risk of serious health complications.
- ▶ Cover your coughs and sneezes. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Dispose of used tissues in the trash.
- ▶ If voluntary use of N95 respirators is allowed at work:
 - Ensure fit
 - Ensure seal
 - Only handle straps
 - Store in a bag when not in use

FAST FACT

Spreading the Disease Without Symptoms

Asymptomatic means showing no symptoms of disease. A person is considered asymptomatic if they have recovered and no longer have symptoms OR have an illness but do not have symptoms. It's possible for people to have COVID-19, show no symptoms, and spread the disease to others.

GENERAL ON-THE-JOB GUIDANCE TO PREVENT EXPOSURE & LIMIT TRANSMISSION OF THE VIRUS

These procedures cover all areas – including trailers, gates, equipment, vehicles, etc. – and will be posted at all entry points and throughout the site.

- ▶ Don't shake hands or engage in other physical contact.
- ▶ Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60 percent ethanol or 70 percent isopropanol.
- ▶ Field offices, trailers and similar spaces are now considered locked down areas limited to only authorized personnel.
- ▶ Comply with all posted jobsite cleaning, disinfecting and decontamination procedures.
- ▶ Comply with a "No Congregation" or "6-Foot Rule" policy that mandates social distancing. Maintain a minimum distance of six feet from others at all times, unless the task warrants otherwise.
 - All crew meetings/toolbox talks will be held outside and follow social distancing protocols.
 - Avoid face-to-face conversations. Critical situations requiring in-person discussion should still follow social distancing.
 - Maintain social distancing during breaks and lunch. Large gathering places on site will be eliminated and replaced with small break areas with limited seating.
- ▶ Report all restroom facilities that should be cleaned or handwashing stations that must be refilled with soap, hand sanitizer and paper towels.
- ▶ Use of eye protection (e.g., safety goggles/face shields) is recommended at all times.
- ▶ When entering a machine or vehicle, if you're not sure you were the last person inside, wipe down the interior and door handles with disinfectant prior to entry.
- ▶ To avoid external contamination, we recommend everyone bring food from home. Use your own water bottle, and do not share.
- ▶ To avoid spreading the virus, please clean up after yourself. DO NOT make others responsible for moving, unpacking or packing up your personal belongings.

FAST FACT

How Is COVID-19 Treated?

No vaccine or specific treatment for COVID-19 is currently available. Hospitals can only provide supportive care.

ASSESSING SYMPTOMS PRIOR TO EACH SHIFT

Prior to starting a shift, each employee may be asked to self-certify to their supervisor that they:

- ▶ Have no signs of a fever or a measured temperature of 100.4 degrees or greater, a cough or trouble breathing within the past 24 hours.
- ▶ Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19.
- ▶ Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Workers performing tasks in a confined space or inside a closed building may be temperature screened by a medical professional or trained individual, provided that the screening is performed out of public view to respect privacy and that the results are kept private.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the jobsite and seek medical attention and applicable testing by their healthcare provider. They are not to return to the jobsite until cleared by a medical professional. **If you or a family member are feeling ill, you should stay home!**

DISCUSSION & QUESTIONS

1. What should you do if you feel sick?
2. When is the "No Congregation" policy or "6-Foot Rule" in effect on the jobsite?

TAKEAWAYS

1. If you are experiencing symptoms of COVID-19, alert your healthcare provider, your supervisor and do not come to work.
2. You can spread COVID-19 to others even if you don't have symptoms.
3. Follow good handwashing practices and the 6-Foot Rule when on site to limit your risk for being infected or spreading the virus.

Date: _____

Instructor: _____

To limit the spread of COVID-19, do not pass this pamphlet around for workers to sign as you do with other LHSFNA toolbox talks.

Attendance Form **Safety Meeting Sign In Sheet**

Topic: Covid-19 training Date: OCTOBER 2020
 Trainer: Chase Clem Location: KCC

	PRINT NAME	SIGNATURE
1	H.G. HUNTER JR	H.G. Hunter Jr
2	Debbie Russell	Debbie Russell
3	Chase Clem	Chase Clem
4	Chris Boswell	Chris Boswell
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20		

Please attach any supporting document/materials to this form.



Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	76	74	1 Day	5.03 Days	1	63	11
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	10	10	Same Day	0 Days	1	10	0



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BUILDING	RM	Same Day	15	15	Same Day	1.29 Days	1	14	1
CODE ENFORCEMENT	BK	Same Day	1	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	10	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	1	0	Same Day	0 Days	1	0	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2020-583 Solar Panels	Submitted: 08/26/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 40 Waiting: 0 Total Days: 40 Total Cycles: 1
		1114 Loudon Hwy, Kingston, TN 37763		
		BP2020-648	Submitted: 09/24/2020	In Process: 11
		KC Signage for Earl Duff	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 11 Total Cycles: 1
		531 Gallaher Rd, Kingston, TN 37763		
		BP2020-656	Submitted: 09/29/2020	In Process: 2
		DW	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 2 Total Cycles: 1
		448 Waldo Road, Rockwood, TN 37854		
		BP2020-657	Submitted: 09/29/2020	In Process: 2
		DW	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 2 Total Cycles: 1
		391 Allison Dr, Harriman, TN 37748		
		BP2020-659	Submitted: 10/01/2020	In Process: 0
		Deck	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		134 Bayside Dr., Ten Mile, TN 37880		



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BUILDING	BP	Submitted: 10/01/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-660	Pavilion		
148 Long Rd, Kingston, TN 37763			
BP2020-661	Residential Home	Submitted: 10/01/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
157 Gordan Dr, Ten Mile, TN37880			
BP2020-662	Storage Building	Submitted: 10/01/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
215 Robinette Rd, Oliver Springs, TN 37840			
BP2020-663	Garage	Submitted: 10/02/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
123 ANGLER'S COVE Rd., KINGSTON, TN 37763			
BP2020-664	Garage	Submitted: 10/02/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
312 Peninsula Road, Harriman, TN 37748			
BP2020-665	Residential Home	Submitted: 10/05/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 10 Waiting: 0 Total Days: 10 Total Cycles: 1
416 Laurel Bluff Rd, Kingston, TN 37763			
BP2020-666	Solar Panels	Submitted: 10/05/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
1122 New Midway Dr, Kingston, TN 37763			
BP2020-667	Solar Panels	Submitted: 10/05/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
955 Gallaher Rd, Kingston, TN 37763			



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/05/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-668		Porch Roof Only			In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		199 Williams Road, Philadelphia, TN 37846			
		BP2020-669	Submitted:	10/05/2020	In Process: 0
		OS Addition	Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
		516 Johnson Rd, Oliver Springs, TN 37840	Ready to Issue:		Total Cycles: 1
			Issued:	10/05/2020	
		BP2020-670	Submitted:	10/05/2020	In Process: 0
		HC Splash Pad	Technically Complete:		Waiting: 0
			Approved:		Total Days: 0
		530 Clinch St., Hariman, TN 37748	Ready to Issue:		Total Cycles: 1
			Issued:	10/06/2020	
BP2020-671		Solar Panels	Submitted:	10/06/2020	In Process: 7
			Technically Complete:		Waiting: 0
		241 Poplar Creek Road, Oliver Springs, TN 37840	Approved:		Total Days: 7
			Ready to Issue:		Total Cycles: 1
			Issued:	10/13/2020	
BP2020-672		Residential Home	Submitted:	10/06/2020	In Process: 0
			Technically Complete:		Waiting: 0
		186 Pin Oak Dr, Rockwood, TN 37854	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
			Issued:	10/06/2020	
BP2020-673		Pool & Deck	Submitted:	10/06/2020	In Process: 0
			Technically Complete:		Waiting: 0
		138 Williams Cir, Rockwood, TN 37854	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
			Issued:	10/06/2020	
BP2020-674		Porch	Submitted:	10/06/2020	In Process: 0
			Technically Complete:		Waiting: 0
		315 Dean Dr, Ten Mile, TN37880	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 1
			Issued:	10/06/2020	
BP2020-675		Residential Home	Submitted:	10/06/2020	In Process: 0
			Technically Complete:		Waiting: 0
		228 Sportsman Club Rd, Hariman, TN 37748	Approved:		Total Days: 0
			Ready to Issue:		Total Cycles: 26
			Issued:	10/07/2020	Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/07/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-676	Porch	197 Lakecrest Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/07/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-677	Deck	125 Keller Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/07/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-678	Garage	359 Delozier Ln, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/08/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-679	KC Carport	829 Alma Ln, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/08/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-680	Remodel	308 First St, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/08/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-681	Inground Pool	523 Norwood Drive, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/09/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-682	HC DW	122 Morning Drive, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/09/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-683	Addition	318 Clear Springs Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/13/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-684	DW	1060 Black Jack Rd, Rockwood, TN 37854			
BP2020-685	DW		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
319 Babbs Road, Lenoir City, TN 37771					
BP2020-686			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/13/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
Deck replacement					
1432 James Ferry Road, Kingston, TN 37763			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-687					
KC Carport			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
217 Scenic Dr, Kingston, Tn 37763					
BP2020-688			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
Addition					
732 Buck Creek Rd, Kingston, Tn 37763			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-689					
Metal Garage			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
437 New Midway Dr, Kingston, Tn 37763					
BP2020-690			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
DW					
759 Little Dogwood Road, Kingston, TN 37763			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-691					
Storage Building			Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
1005 Winton Chapel Road, Rockwood, TN 37854					



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BUILDING	BP	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-692	Solar Panels			6 0 6 1
142 White Oak Ln, Kingston, TN 37763			10/20/2020	
BP2020-693	Carport			0 0 0 1
183 Collins Road, Oliver Springs, TN 37840			10/15/2020	
BP2020-694	Porch			0 0 0 1
3446 River RD, Ten Mile, TN 37880			10/15/2020	
BP2020-695	KC Sign / Weigell's			0 0 0 1
504 Gallaher Road, Kingston, TN 37763			10/16/2020	
BP2020-696	Inground Pool			0 0 0 1
142 Bendamere Dr, Kingston, Tn 37763			10/16/2020	
BP2020-697	DW			0 0 0 1
164 Britton Rd, Loudon, TN 37774			10/16/2020	
BP2020-698	SW			0 0 0 1
465 Williams Rd, Philadelphia, TN 37846			10/16/2020	
BP2020-699	Addition			0 0 0 1
114 Harvard Dr, Rockwood, TN 37854			10/16/2020	



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/16/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-700					
Metal Garage					
525 BURKE MILL Rd., Rockwood, TN 37854					
BP2020-701					
SW					
646 Skyline Dr, Harriman, TN 37748					
BP2020-702					
Dock					
140 Pinoak Drive, Rockwood, TN 37854					
BP2020-703					
DW					
135 Bateman Ln, Loudon, TN 37774					
BP2020-704					
Solar Panels					
144 White Oak Lane, Kingston, TN 37763					
BP2020-705					
Solar Panels					
111 Mariners Cove, Rockwood, TN 37854					
BP2020-706					
Pavilion					
108 Settlers Road, Harriman, TN 37748					
BP2020-707					
HC Inground Pool					
606 West Hills Dr, Harriman, TN 37748					



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/20/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-708		Storage Building			
		1053 Salem Valley Road, Ten Mile, TN37880			
BP2020-709		Metal Garage			
		189 Ledgerwood Dr, Rockwood, TN 37854			
BP2020-710		Residential Home			
		164 Galilean Rd, Kingston, TN 37763			
BP2020-711		OS Remodel			
		211 Hannah Drive, Oliver Springs, TN 37840			
BP2020-712		Carport			
		2219 River Rd, Kingston, TN 37763			
BP2020-713		Carport			
		260 Clear Springs Road, Harriman, TN 37748			
BP2020-714		KC Storage Building/ Garage			
		1417 Kignston Highway, Kingston, TN 37763			
BP2020-715		Residential Home			
		288 Pin Oak Drive, Rockwood, TN 37854			



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/23/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-716		Ready Removable			
268 Massengill Road, Harriman, TN 37748					
BP2020-717		Pavilion			
123 Landhaven Way, Harriman, TN 37748					
BP2020-718		DW			
1073 Winton CHapel Rd, Rockwood, TN 37854					
BP2020-719		Carpport			
246 Anglers Cove Rd, Kingston, TN 37763					
BP2020-720		SW			
125 Centers Ferry Rd, Harriman, TN 37748					
BP2020-721		Residential Home			
105 Mariners Cove, Rockwood, TN 37854					
BP2020-722		Fence			
637 Emory River Rd, Harriman, TN 37748					
BP2020-723		PL for BP2020-579			
116 Fairchild Street, Harriman, TN 37748					



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BUILDING	BP		Submitted: 10/27/2020	Technically Complete: 0	In Process: 0
		HC Deck	Approved: 0	Waiting: 0	Total Days: 0
		402 Carter Ave, Harriman, TN 37748	Ready to Issue: 1	Total Cycles: 1	
		BP2020-725	Submitted: 10/27/2020	In Process: 0	Waiting: 0
		Remodel	Approved: 0	Total Days: 0	Total Cycles: 1
		617 Emory River Rd, Harriman, TN 37748	Ready to Issue: 1	Total Cycles: 1	
		BP2020-726	Submitted: 10/27/2020	In Process: 0	Waiting: 0
		HC Carport	Approved: 0	Total Days: 0	Total Cycles: 1
		220 Fairmont Ave, Harriman, TN 37748	Ready to Issue: 1	Total Cycles: 1	
		BP2020-727	Submitted: 10/29/2020	In Process: 4	Waiting: 0
		RM for BP2020-143	Approved: 4	Total Days: 4	Total Cycles: 1
		121 Stevens Cir, Kingston, Tn 37763	Ready to Issue: 1	Total Cycles: 1	
		BP2020-728	Submitted: 10/29/2020	In Process: 4	Waiting: 0
		117 Anchor Boat Dock, Harriman, TN 37748	Approved: 4	Total Days: 4	Total Cycles: 1
		BP2020-729	Submitted: 10/29/2020	In Process: 4	Waiting: 0
		Foundation Repair	Approved: 4	Total Days: 4	Total Cycles: 1
		109 Sugar Road, Oliver Springs, TN 37840	Ready to Issue: 1	Total Cycles: 1	
		BP2020-730	Submitted: 10/29/2020	In Process: 4	Waiting: 0
		Foundation Repair / Front Gates	Approved: 4	Total Days: 4	Total Cycles: 1
		103 Highland Reserve Way, Kingston, TN 37763	Ready to Issue: 1	Total Cycles: 1	
		BP2020-731	Submitted: 10/30/2020	In Process: 0	Waiting: 0
		KC DW	Approved: 0	Total Days: 0	Total Cycles: 1
		1428 Mobile Dr, Kingston, TN 37748	Ready to Issue: 1	Total Cycles: 1	



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BUILDING	BP	BP2020-732	Residential Home	Submitted: 10/30/2020	In Process: 0
			Technically Complete:	Waiting: 0	
			Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		117 Osprey pt, Kingston, TN 37763	Submitted: 10/30/2020	In Process: 0	
		BP2020-733	Technically Complete:	Waiting: 0	
		Garage	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		117 Osprey pt, Kingston, TN 37763	Submitted: 10/30/2020	In Process: 0	
		BP2020-734	Technically Complete:	Waiting: 0	
		Residential Home	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		210 Mainsail Rd, Kingston, TN 37763	Submitted: 10/30/2020	In Process: 0	
		CM2020-009	Technically Complete:	Waiting: 0	
		RM for BP2020-393	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		504 Gallaher Road, Kingston, TN 37763	Submitted: 10/05/2020	In Process: 0	
		DM-2020-006	Technically Complete:	Waiting: 0	
		Commercial Demo	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		509 Roane Street, Harriman, TN 37748	Submitted: 10/27/2020	In Process: 0	
		PL2020-123	Technically Complete:	Waiting: 0	
		PL for BP2020-069	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		146 Shoreline Dr, Rockwood, Tn 37854	Submitted: 10/02/2020	In Process: 0	
		PL2020-124	Technically Complete:	Waiting: 0	
		PL for BP2020-439	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		118 Island Road, Kingston, TN 37763	Submitted: 10/09/2020	In Process: 0	
		PL2020-125	Technically Complete:	Waiting: 0	
		PL for BP2020-655	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
		413 Ollis Rd, Oliver Springs, TN 37840	Submitted: 10/13/2020	In Process: 0	
			Technically Complete:	Waiting: 0	
			Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	



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BUILDING	PL	PL2020-126	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/14/2020	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020-628			0 0 0 1
		133 Dale Ave, Oliver Springs, TN 37840		10/14/2020	
		PL2020-127	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/22/2020	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020-048			0 0 0 1
		406 Walden Ave, Harriman, TN 37748		10/22/2020	
		PL2020-128	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/23/2020	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020-715			0 0 0 1
		288 Pin Oak Drive, Rockwood, TN 37854		10/23/2020	
		PL2020-129	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/23/2020	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020			0 0 0 1
		222 Jaybird Drive, Kingston, TN 37763		10/23/2020	
		PL2020-130	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/26/2020	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020-711			0 0 0 1
		211 Hannah Drive, Oliver Springs, TN 37840		10/26/2020	
		PL2020-131	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/26/2020	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020-579			0 0 0 1
		116 Fairchild Street, Harriman, TN 37748		10/26/2020	
		PL2020-132	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	10/27/2020	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020-364			0 0 0 1
		298 East Shore Drive, Rockwood, TN 37854		10/27/2020	
		RM2020-087	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	09/30/2020	In Process: Waiting: Total Days: Total Cycles:
		RM for BP2019-644			5 0 5 1
		2065 Lawnville Road, Kingston, TN 37763		10/05/2020	



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BUILDING	RM	Submitted: 10/01/2020 Technically Complete: Approved: Ready to Issue: Issued: 10/01/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
RM2020-088	RM for BP2020-403		
489 Old Holderford Rd, Kingston, TN 37763			
RM2020-089	RM for BP2020-302		
993 Lakewood Road, Kingston, TN 37763			
RM2020-090	RM for BP2020-117		
430 Cumberland St, Harriman, TN 37748			
RM2020-091	RM for BP2020-291 gas pipe only		
115 Docks of the bay drive, Rockwood, TN 37854			
RM2020-092	RM for BP2020-444		
454 River Rd, Kingston, TN 37763			
RM2020-093	change out only		
1034 Dogwood Valley Road, Kingston, TN 37763			
RM2020-094	RM for BP2020-094		
1168 Lawnville Rd, Kingston, TN 37763			
RM2020-095	RM for BP2020-326		
205 Branham Lane, Ten Mile, TN 37880			



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BUILDING	RM	RM2020-096	Submitted: 10/21/2020	In Process: 0
	RM only		Technically Complete: 0	Waiting: 0
	263 Marble View Dr, Kingston, TN 37763		Approved: 0	Total Days: 0
			Ready to Issue: 1	Total Cycles: 1
	RM2020-097		Issued: 10/21/2020	
	RM for BP2020-420		Submitted: 10/26/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
	211 Marble View Drive, Kingston, TN 37763		Ready to Issue: 1	Total Cycles: 1
			Issued: 10/26/2020	
	RM2020-098		Submitted: 10/26/2020	In Process: 0
	RM for BP2020-006		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
	1981 Loudon Highway, Loudon, TN 37774		Ready to Issue: 1	Total Cycles: 1
			Issued: 10/26/2020	
	RM2020-099		Submitted: 10/27/2020	In Process: 0
	RM for BP2020-397		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
	636 Emory River Rd, Harriman, TN 37748		Ready to Issue: 1	Total Cycles: 1
			Issued: 10/27/2020	
	RM2020-100		Submitted: 10/28/2020	In Process: 0
	RM for BP2020-158		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
	117 Docks of the Bay Drive, Harriman, TN 37748		Ready to Issue: 1	Total Cycles: 1
			Issued: 10/28/2020	
	RM2020-101		Submitted: 10/29/2020	In Process: 0
	RM for BP2020-143		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
	121 Stevens Cir, Kingston, Tn 37763		Ready to Issue: 1	Total Cycles: 1
			Issued: 10/29/2020	
	RM2020-102		Submitted: 10/29/2020	In Process: 4
	RM for BP2020-103		Technically Complete: 0	Waiting: 0
			Approved: 4	Total Days: 4
	224 Majestic View Dr, Rockwood, TN 37854		Ready to Issue: 1	Total Cycles: 1
			Issued: 10/29/2020	
	BK-20-0017		Submitted: 10/08/2020	In Process: 25
	Code Check Book		Technically Complete: 0	Waiting: 0
			Approved: 25	Total Days: 25
	308 N. 3rd St., Kingston, TN 37763		Ready to Issue: 1	Total Cycles: 1
			Issued: 10/08/2020	
CODE ENFORCEMENT	BK			



Issued Permits By Department

Page 16 of 17

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2020 AND 10/31/2020

Report run on: 11/02/2020 08:29 AM

PLANNING	PLT		Submitted: 10/01/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 32 Waiting: 0 Total Days: 32 Total Cycles: 1
	PLT2020-058	Plat Review/Boundary Line Little Dogwood Road, Kingston, TN 3763		
	PLT2020-059	Plat Review/Boundary Line Little Dogwood Road, Kingston, TN 37763	Submitted: 10/02/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 31 Waiting: 0 Total Days: 31 Total Cycles: 1
	PLT2020-060	Plat Review/Boundary Line Easement Ledgebrook Lane, Kingston, TN 37763	Submitted: 10/08/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
	PLT2020-061	Plat Review/Boundary Line 195 Halcumb Drive, Kingston, TN 37763	Submitted: 10/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 24 Waiting: 0 Total Days: 24 Total Cycles: 1
	PLT2020-062	Plat Review/2 Lots- 126 Woody Lane, Kingston, TN 37763	Submitted: 10/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 20 Waiting: 0 Total Days: 20 Total Cycles: 1
	PLT2020-063	Plat Review/2 Lots- 485 Shady Road, Oliver Springs, TN 37840	Submitted: 10/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 20 Waiting: 0 Total Days: 20 Total Cycles: 1
	PLT2020-064	Plat Review/5 Acres+ 351 Gordon Hollow Road, Ten Mile, TN 37880	Submitted: 10/19/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
	PLT2020-065	Plat Review/Boundary Line 117 Osprey Point, Kingston, TN 37763	Submitted: 10/23/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 10 Waiting: 0 Total Days: 10 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2020 AND 10/31/2020

Report run on: 11/02/2020 08:29 AM

PLANNING	PLT	PLT2020-066	Plat Review/2 Lots- 177 Holder Ford Road, Kingston, TN 37763	Submitted: 10/26/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		PLT2020-067	Plat Review/Boundary Line 144 Hillcrest River Drive, Loudon, TN 37774	Submitted: 10/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
	VAR	VAR2020-011	Setback Variance 4 ft side 1125 Spring City Hwy, Rockwood, TN 37854	Submitted: 10/19/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1

KINGSTON WATER TREATMENT PLANT



OCTOBER OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	13,525,000	13,065,000	3.40%	451,000	1,119,000	271,000
	Effluent (Finish)	12,801,000	12,490,000	2.43%	427,000	1,106,000	190,000
	Spring Supply	13,272,000	14,273,000	-7.54%	442,000	467,000	296,000
	Total Finish Prod.	26,073,000	26,763,000	-2.65%	Distribution & WTP Report: 732,000		
Plant Efficiency		98.94%	98.84%	0.10%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	25,286,800	21,090,700	16.59%	Fire Dept:	No Report	
	Reported Usage	732,000	1,584,000	-116.39%	Park & Rec:	No Report	
	Water Loss	4,838,190	4,088,300	15.50%	WWTP:	No Report	
	%	18.56%	15.28%	3.28%			

Note: The Water Production, Consumption and Loss data is for the September 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 Safety Precautions Dealing with Chlorine.
- * Facilities received daily and regular cleaning and disinfection.
- * Mowed and trimmed WTP 2 times, Spring Pump House twice, Gravity line & Spring Site once.
- * Had 3 Main Line Breaks, with water Loss within System & Tanks.
- * Had to replace a CL2 chemical feeder at Spring Bleach House,
- * Gathering parts and materials to replace several control valves and check valves at Ridgecrest Pump Station.
- * Installed new screen at Spring Site overflow line.
- * Fabricated and installed a ladder at Spring Site vault to access first sequence pre-disinfection point.
- * Still waiting on TDEC-DWS Sanitary Survey, we have received the Approved Compliance Evaluation Inspection Report for the NPDES Discharge Permit.

Kingston Water Department
Schedule of Unaccounted For Water
October

(All amounts in gallons)

A	Water Treated and Purchased		
B	Water Pumped (potable)	26,073,000	
C	Water Purchased	<u>0</u>	
D	Total Water Treated and Purchased (Sum Lines B and C)		<u>26,073,000</u>
E	Accounted for Water:		
F	Water Sold	20,502,810	
G	Metered for Consumption (in house usage)	<u>732,000</u>	
H	Fire Department(s) Usage	<u>0</u>	
I	Flushing	<u>0</u>	
J	Tank Cleaning/Filling	<u>0</u>	
K	Street Cleaning	<u>0</u>	
L	Bulk Sales	<u>0</u>	
M	Water Bill Adjustments (+/-)	<u>0</u>	
N	Total Accounted for Water (Sum Lines F thru M)		<u>21,234,810</u>
O	Unaccounted for Water (Line D minus Line N)		<u>4,838,190</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)		<u>18.556%</u>

Q Other (explain)

See Below

Explain Other:

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

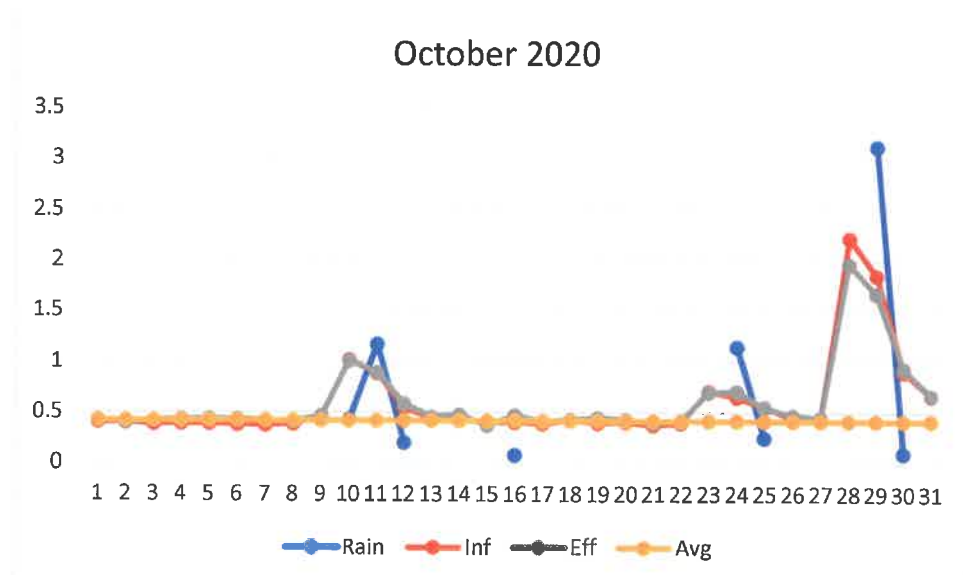


KINGSTON WASTEWATER TREATMENT PLANT

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

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.5981	2.2230	.3760	18,540,000
EFFLUENT	.6051	1.9680	.3730	118,759,000

2510 Sewer customers 12,947,200 gallons billed. Daily average .4177 mgd.



Total gallons of chlorine used was 238.95 @\$2.09 gallon = \$499.41.

We had 6.51 inches of rain. There were no reported overflows.

Our DMRQA-40 final report showed we passed each analyte. This study shows that our lab procedures are correct.

A couple of issues occurred with the pump stations. They problems were corrected without any issues.

Safety Meetings:

October 6, 2020 TDOT: Civil Rights Training

October 7, 2020 OSHA Training Toolbox Talk

"#112- Fall Protection/Prevention- Preventing Slips in the Workplace"

October 20, 2020 OSHA Training Toolbox Talk

"Stress- How to Manage It"

October 27, 2020 Harvard Campus Services

"Office Safety Toolbox Talk #15"

"Lead-based Paint Toolbox Talk #30"

CERTIFICATE OF RECOGNITION

*ERA congratulates
KINGSTON STP*

*for your participation and successful evaluation in DMR-QA 40. We recognize the performance of this
laboratory for achieving acceptable evaluations for the following analytes.*

E.coli (MPN)
pH

Settleable Solids
Total Residual Chlorine

Total Suspended Solids



Matthew Seebeck
Quality Officer

K095784



Water Distribution/Collection

October 2020

Services	Total
After Hours-Sewer	1
After Hours-Water	2
Door Hanger	6
Profile	2
Road Cut	6
Service Line Leak/Line Break	4
Sewer-Miscellaneous	2
Disconnect for Non-Payment	52
Water/Sewer Service Estimate	5
Water-Check for Leak	37
Water-Miscellaneous	135
Water-Hydrant	0
Water-Re-Read/Manual Read	49
Yard Work	14
Connect Order	33
Disconnect Order	35
Water Tap-New Account Number	3
811 Locates	65



Kingston Water Department
Distribution & Collection
Monthly Safety Training

Date: 10/23/2020

Topic: Accident Mandatory Procedure

Instructor:

Employees in Attendance:

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

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

1 November 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 October 2020

Summary

The Library reopened October first on a limited capacity. We have had many patrons coming in this past month. The Wi-Fi is still 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. We received new updates from the CDC about quarantining our Library materials. They state we need to keep items quarantined for 6 days instead of 3days.

Inter library loans are not available at this time, as libraries are not lending out materials and some libraries are closed also.

I have not been able to visit the assisted living facilities. I would visit every 2 weeks and bring books and DVD's. I have been donating books that we weeded from our collection to the residents.

I have a company that Blount county library used to have duct mounted Ionization units installed in the library. These units will clean the air and make for a cleaner environment in the Library. This company has installed these units in most of Blount County and Oak ridge throughout the city buildings. They were highly recommended. The company has ordered the parts and will be installing them in the next 2 weeks. I have ordered a Cordless electrostatic handheld sprayer to use in the library after we close each day to spray up and down the aisles of books. Hopefully these measures will make a safer environment for patrons and employees.

We had an outdoor children's event for Halloween. We had 25 children participate in the drive through trick or treat. Starting in November we will have a weekly fall craft for the children that can be picked up at the Library for them to complete at home. I have attended the summer reading conference per Zoom and also the Tenn-share 3 day Datafest. Some libraries are closed, working from home and having rotating shifts. I'm hoping we do not have to resort to that.

We will just have to see as we go along.

This has certainly been a challenging time for all. 2020 can wait to see you go!

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.

Kingston Public Library

Meeting Minutes

September 17, 2020

Present: Barbara Thorbjornsen– Director, Trudy Wideman, Savannah Washam, Mary Ann Wesolowski, Larry Ridinger, Stephanie Wright, and Carolyn Brewer.

- 1) Carolyn called the meeting to order at 4:59 pm.
- 2) Larry moved to have the minutes of the February 2020 meeting approved; Mary Ann seconded the motion and the minutes were approved.
- 3) Treasurer's Report- Mary Ann presented the treasurers report. As of September 14, 2020, we currently have a balance of \$11,037.91 in the bank. Savannah moved to approve the treasurers report, Trudy seconded.
- 4) Covid 19 Policy- we discussed contacting the health department for guidelines to follow.
- 5) Public Comments – no one from the public was present. We did have one thank you letter in the box and two other staff comments letters.
- 6) Regional Library –

Internal Controls and General Best Practices for Public Libraries Training is October 12, 2020.

CARES Act Funding Grant- seventeen libraries around the region applied, receiving a total of \$45,521. Libraries requested to purchase chrome books, hotspots, video conferencing equipment, or other supplies related to COVID.

COVID-19 libguide page for helpful resources at <https://tsla.libguides.com/TNCOVID-19/home>.

Our READS number for the month of August was 2,416.

The Trustee Certification is always open for training as well. Now available through the Niche Academy platform.

- 7) Barbara presented the Director's Report:

The library was doing curbside service but had a possible exposure on August 31. Curbside service was continued upon reopening. Exceptions are made for patrons using printers, computers, copies/faxes, and taking boaters tests. The Wi-Fi is on 24/7 in the parking area for patrons to use. Our website also has instructions on how to download audiobooks, books, and magazines for anyone that does not have a current library card.

The staff has already finished inventory while being closed to the public, which does not typically take place until the fall.

All surfaces and computers are being cleaned after each use.

Patrons are asked to wear masks inside the building. Computers will also be limited to an hour use.

8) Old Business- Closed 2 weeks in Sept.- all inventory is completed, audiobooks are in cases, and have started on training already.

9) New Business- Care Grant, Tech Grant- we received both grants. We received \$2,900 for the tech grant and \$700 for the care grant. The tech grant was used to replace children's computers.

10) Recommendations for Improvement- deal with the complaints we received.

Also looking at doing a Trunk or Treat. Possibly October 23?

11) Chairman's comments- doing a great job under the circumstances.

12) Next meeting date is set for October 8, 2020 at 5 pm.

13) The meeting was adjourned at 6:06 pm.

Respectfully submitted,

Savannah Washam, Secretary

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
OCTOBER 29, 2020
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

Notice: This month's meeting is open to the public as long as social distancing guidelines can be adhered to. Attendees will be required to wear masks.

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on September 24, 2020	Approval
August 2020 Financial Statements	Approval
October 2020 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	

Old:

1. Retiree Health Care Insurance Renewal	Approval
--	----------

New:

1. New Purchases	Approval
2. New Projects	Approval
3. Employee Health Care Insurance Renewal	Approval
4. Dental Care Insurance	Approval
5. FY 2020 Financial Audit	Approval
6. FY 2020 Other Post-Employment Benefit Trust Audit	Approval
7. Social Media Policy Resolution	Approval
8. Bad Debts	Approval
9. Election of Officers	Approval

Announcements

November 2020 Board Meeting

Adjourn

The regular meeting of Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on September 24, 2020. Board members present were Davis, Holloway, Layne, and McCullough. Childs was absent. September's meeting was open to the public as long as social distancing guidelines could be adhered to. Attendees were required to wear masks. Larry Brackett of REU kept an attendance roster with each person's name and contact information. The City of Rockwood Fire Department took temperatures of each person attending for documentation on the attendance sheet.

A motion was made by Layne, seconded by Davis to approve the minutes as recorded for the August 20, 2020 meeting. All voted yes.

Manager Bear spoke on September financials stating net income was \$65,015 and cash continues to improve. Marsha O'Keefe stated from June to July cash increased \$711,000. Due to the warm weather, July sales increased by \$500,000. July budget was over in revenue and down in expenses. COVID-19 payroll expense from July to September was \$93,300. Since we had only budgeted \$25,000 for the current fiscal year an adjustment to the budget might need to be made. However, payroll would have been expensed under other accounts. Since March 2020, COVID-19 payroll expense was \$402,000. A motion was made by McCullough, seconded by Layne to approve the financials. All voted yes.

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

As part of the Manager's Report, Manager Bear updated the Board on the following activities:

- TVA, through their Energy Right Business & Industry Program, has developed a "My Energy Advisor" platform that is a web-based link for Rockwood to assist its business and industry customers. There is no cost for this but an agreement needs to be signed before we start developing the website. The Board subsequently approved signing the agreement.
- TVA's Board approved a Pandemic Relief Credit in August which includes an additional \$2 million contribution to its Community Care Fund. Rockwood Electric is eligible for the same amount as in the initial phase earlier in the year which is \$10,000. Innovation and Technology projects are allowed as long as they are COVID-related.
- Power distributors are being encouraged to consider alternate energy resources, consistent with TVA's IRP, such as solar/batteries; natural gas; wind, etc. The energy volume can be up to 5% of the energy average of the last five (5) TVA fiscal years with a minimum size of 1 MW. McCullough asked about the cost of a solar installation. Since we own land next to the Rockwood Primary Substation, there may be a real advantage, especially in terms of minimizing interconnection costs. On average, solar farms required approximately 7 acres per MW. Manager Bear plans on working with Chris Mitchell to create an analysis prior to our next meeting with him on November 10, 2020.

- Comcast recently received a grant from the State of TN to extend their services to rural areas. There were three areas within REU's service territory. The largest section is along Winton Chapel, Eagle Furnace, and adjacent areas. Preliminary maps have been received for a section of Bowman Bend & Highland Way. Comcast does reimburse the utility for Actual Costs, make-ready, and other qualifying expenses associated with approving the application.

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

A motion was made by Davis, seconded by Layne to approve the TVA Annual Report. All voted yes. Manager Bear stated the next meeting with Chris Mitchell will be on November 10, 2020 to discuss long term finances. He will send McCullough the reports and graphs received from Chris Mitchell.

A motion was made by McCullough, seconded by Layne to approve the recommendation from the Financial Stewardship Committee to purchase a 72" open face high flow blue diamond cutter and tracks for the Bobcat. The purchase is for \$11,850.00. Bobcat of Knoxville will apply a trade-in value of \$5,750 for a trencher MS-12, 72" brush cat, and an unused chipper. The net purchase will be \$6,100.00. All voted yes.

A motion was made by McCullough, seconded by Layne to approve the purchase of a load of power poles from Thomasson Lumber Company in the amount of \$20,124.50. The quantities are as follows: 65 each 30' class 6; 15 each 35' class 5; and 31 each 45' class 3 poles. All voted yes.

Located at 2150 Kingston Highway; Kingston, TN, the Grove Church requires a temporary service and a new 3-phase underground primary extension for permanent service. The estimated cost of the project is \$18,634.11 which will be owed by the customer as aid-to-construction. A motion was made by McCullough, seconded by Davis to approve. All voted yes.

Sealed bids were opened by Chairman Holloway to sell seven (7) decorative cast iron poles that were salvaged from the Peterman Building when purchased. Bids were as follows:

Planet, Inc.	\$5,000
Bill Anderson	\$175

A motion was made by McCullough, seconded by Davis to accept the bid of \$5,000 from Planet, Inc. All voted yes

Randi Duncan, Customer Service Representative, has decided to leave the Utility after 14 years of service. Management believes the position needs to be filled immediately so as not to impair our customer service. In May 2019, another employee retired from the Customer Service Department and was not replaced. Losing two from the department is placing a hardship on our employees and the customers. Management is asking for the Board to approve the exemption in the current policy to waive the competitive selection process and appoint an individual to the vacant position. "Emergency" appointments are addressed in REU's Policy and Procedure

Manual, Chapter 3, Section 8.04. A motion was made by Davis, seconded by Layne to approve the Emergency Appointment. All voted yes.

A motion was made by Layne, seconded by McCullough to allow the hiring of a part-time/temporary employee for the Customer Service Department to work thru the holiday season and after the first of year. All voted yes.

Renewal rates from Benistar have been received for 2021 coverage. Benistar provides health insurance and a prescription drug program for retirees and spouses that are Medicare eligible. A combined 3.27% increase in rates will go into effect January 1, 2021. We have until October 31, 2020 to make a change in the plan design or terminate coverage. The increase is slightly more than \$3,300 per year based on the current participation level. We have been told by the agent that there are no changes in the coverages. We should consider the impact of this on our financials at the same time we consider the health care renewal rates from Cigna.

A motion was made by Layne, seconded by McCullough to approve the write-off of uncollectible debts for the period of June 2020 in the amount of \$1,582.04 and noted the bad debts collected for August 2020 were \$1,056.43. All voted yes.

Chairman Holloway announced the next meeting will be held on October 29, 2020 at 4:30 PM.

Manager Bear announced Truck #9, a 2004 International, was sold on Gov.Deals website for \$6,000. Also, due to COVID-19, the golf tournament will be cancelled and possibly be rescheduled in the spring 2021. Manager Bear will also talk to attorney, Sharon Clark, about a social media policy prior to the next meeting.

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

Chairman
Harold Holloway

Sectary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 1		
Rockwood Electric Utility		AUGUST 2020				
BALANCE SHEET						
ASSETS AND OTHER DEBITS		ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS		
UTILITY PLANT				CAPITAL		
Electric Plant	1	65,823,344.85	Membership certificates	30		
Less Depreciation	2	18,154,736.89				
Total	3	47,668,607.96	EARNINGS REINVESTED IN SYSTEM ASSETS			
Unamortized acq. adj.	4		Beginning of year.	33	44,773,353.52	
Other utility plant - net.	5		Current year to date.	34	537,754.49	
Total Plant - net.	6	47,668,607.96	Total	35	45,311,108.01	
OTHER PROPERTY AND INVESTMENTS				LONG-TERM DEBT		
Nonutility property - net.	7		RUS.	36		
Other investments	8	39,135.29	CFC.	37		
Sinking funds	9		CoBank.	38		
Depreciation funds	10		Bonds and other long-term debt.	39.1	3,500,000.00	
Other special funds	12	3,844,451.00	TVA.	39.3		
Total	13	3,883,586.29	Debt premium and discount.	40	35,037.60	
CURRENT AND ACCRUED ASSETS				Total	41	3,535,037.60
General cash and temporary cash investments.	14	4,661,422.91	OTHER NON-CURRENT LIABILITIES			
Accounts receivable	15	2,415,250.63	Postretirement Benefits.	39.2	4,195,569.52	
Materials and supplies	16	446,565.37	Energy Service Loans - Advances.	42	133,945.86	
Prepayments	17	94,591.52	Energy Service Loans - Other.	43		
Other current assets	18	928,943.21	Total	44	4,329,515.38	
Total	19	8,546,773.64	CURRENT AND ACCRUED LIABILITIES			
DEFERRED DEBITS						
Debt expense	20		TVA notes payable.	45.1		
Preliminary survey	21		Other notes payable.	45.2		
Clearing accounts	22	(.01)	Accounts payable	46	4,756,299.55	
Energy Service Loans receivables.	24	129,110.61	Customer deposits	47	1,286,817.71	
Deferred costs on TVA Leases.	25		Taxes and equivalents accrued.	48	14,521.38	
Other deferred debits	26		Interest accrued - RUS.	49	10,937.50	
Total	27	129,110.60	Interest accrued - CFC.	50		
TOTAL ASSETS AND OTHER DEBITS.		28	60,228,078.49	Interest accrued - CoBank.	51	
				Interest accrued - TVA.	52.1	
				Interest accrued - other.	52.2	
				Other current liabilities.	53	968,732.46
				Total	54	7,037,308.60
				DEFERRED CREDITS		
				Advances for construction - refundable.	55	
				Other deferred credits.	56	15,108.90
				Total	57	15,108.90
				TOTAL LIABILITIES AND OTHER CREDITS.		
				58	60,228,078.49	
() Indicates red figures CFC or CoBank Investments included in Item No. 8 39,135.29 Construction work in progress included in Item No. 1 273,052.81 Construction fund included in Item No. 12 Footnotes:						
Total miles of distribution lines Total miles of transmission lines						

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		AUGUST 2020		
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT		ITEM NO	THIS MONTH	YEAR TO DATE
OPERATING REVENUE				
Electric sales revenue (page 7, item 332)	59	3,172,179.20	6,282,777.28	
Revenue from late payments	60	12,218.56	28,092.66	
Misc. service revenue	61	3,355.00	6,445.00	
Rent from electric property	62	49,517.76	100,835.52	
Other electric revenue	63	5.00	10.00	
Total operating revenue	64	3,237,275.52	6,418,160.46	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	2,145,398.72	4,514,984.00	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	84,211.81	204,457.63	
Customer accounts expense	68	47,819.51	95,403.19	
Customer service and informational expense	69			
Sales expense	70	24,871.00	24,871.00	
Administrative and general expense	71	121,273.93	345,622.49	
Operating expense	72	278,176.25	670,354.31	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	84,734.12	173,154.62	
Administrative and general expense	75	2,435.74	4,688.74	
Maintenance expense	76	87,169.86	177,843.36	
OTHER OPERATING EXPENSE				
Depreciation expense	77	135,154.80	270,156.29	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	113,561.45	236,275.27	
Other operating expense	80	248,716.25	506,431.56	
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	2,759,461.08	5,869,613.23	
INCOME				
Operating income (item 64, less item 81)	82	477,814.44	548,547.23	
Other income	83			
Total income	84	477,814.44	548,547.23	
Miscellaneous income deductions	85		642.60	
Net income before debt expense	86	477,814.44	547,904.63	
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	5,468.75	10,937.50	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(787.36)	
Total debt expense	95	5,075.07	10,150.14	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	472,739.37	537,754.49	
Extraordinary items	97			
Net Income	98	472,739.37	537,754.49	

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	PAGE 3
Rockwood Electric Utility	AUGUST 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	1,918,959.61	3,794,778.56	107	17,237,475	33,880,123
Gen. Power - 50 kW & under.	101	437,109.87	865,426.38	108	3,246,072	6,399,237
Gen. Power - Over 50 kW.	102	768,962.21	1,527,747.57	109	8,603,634	16,861,963
Street and athletic - Codes 72, 73 & 74.	103	16,133.78	32,598.90	110	106,543	216,732
Outdoor lighting - Codes 75, 77 & 78.	104	31,013.73	62,225.87	111	205,249	410,808
Subtotal.	330	3,172,179.20	6,282,777.28			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	3,172,179.20	6,282,777.28	335	29,398,973	57,768,863
				113	36,637	73,419
				114	29,435,610	57,842,282
				336		

Kilowatt-hours for own use.

Total kilowatt-hours sold and used.

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

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 869.69	N/A
Gen Partners-GP<50kW	\$ 1,021.49	N/A
Gen Partners-GP>50kW	\$ 1,863.08	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

PURCHASED POWER						
TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power.	115	2,145,398.72	4,514,984.00	119	29,639,475	61,835,266
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	2,145,398.72	4,514,984.00	122	29,639,475	61,835,266
Other Purchased Power*.	218			222		
Subtotal.	340	2,145,398.72	4,514,984.00			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	2,145,398.72	4,514,984.00	345	29,639,475	61,835,266
				123	29,435,610	57,842,282
				124	203,865	3,992,984
				125	.69	6.46
				127	7.238	7.302
				346		

Less kilowatt hours sold and used (item 114).

Line losses and kilowatt-hours unaccounted for.

Percent of losses to purchases (2 decimal places).

Cost per kilowatt-hour including facilities rental (cents).

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

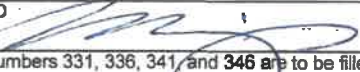
APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION Rockwood Electric Utility /	FOR MONTH AND YEAR AUGUST 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.	11,727	11,632	Long-term debt last report (item 41).	3,535,431.28
Gen. Power - 50 kW & under.	2,796	2,768	Add new long-term debt this month (page 3).	
Gen. Power - Over 50 kW.	121	128	Total.	3,535,431.28
Street and athletic - Codes 72, 73 & 74.	39	39	Less reductions this month (page 3).	393.68
Outdoor Lighting - Code 78.	136	133	Long-term debt this month (item 41).	3,535,037.60
Total.	14,819	14,700		
Special Outdoor Lighting - Code 75.				
Outdoor Lighting - Code 77.	2,152	2,138		

OPERATING RATIO	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	77.56%	83.56%

Footnotes:

SIGNED 	TITLE <i>Manager of Accounting</i>	DATE PREPARED <i>9/30/2020</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.

**MINUTES
KINGSTON PLANNING COMMISSION
OCTOBER 20, 2020**

The regular meeting of the Kingston Planning Commission was held at 5:00 p.m. on October 20, 2020 at the Kingston City Hall.

Members Present

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

Members Absent

Lou Qualls

Others Present

David Bolling
Kelly Jackson
Matt Caldwell
Robert Jago

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 5:00 p.m. by Chairwoman Wright. On a motion by Mr. Tipton and a second by Vice Chairman Byrkit, the minutes of the August 18, 2020 meeting were approved on a roll call vote subject to correcting "Mr. Lay Neal" to "Mr. Lay". All voted aye.

REPORTS AND PUBLIC COMMENTS

Chair Wright reported that a \$220,000 grant for Kingston has been approved.

Mr. Matt Caldwell addressed the planning commission and stated that he would like to replat two lots in order to increase the size of one lot. He provided tax maps showing how the replat would be configured. The commission agreed that staff and Secretary Pickel could handle the plat administratively.

SITE PLAN REVIEW – ROBERT JAGO STORAGE BUILDING

Mr. Robert Jago presented a site plan of his proposed storage building, to be located on property with his existing storage facilities along Highway 70. The site plan was similar to one that was approved at the May 19, 2020 meeting except that new site plan showed the proposed building to be turned 90 degrees and the building to be thirty-two square feet larger.

Staff Comments and Recommendations

Staff stated that he did not see any drainage or other issues with the site plan.

Action Taken

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

FINAL 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 divide an existing building with a portion of the building being on each lot. Chair Wright noted that there were two issues: 1) the whole parking lot would be on lot 1, and 2) it was unclear how the back area with the loading dock is to be used.

Mr. Caldwell stated that he was subdividing the property for financing purposes. He then stated that the restrictive covenants would handle the parking and other issues, much like how such issues are handled in downtown Knoxville.

Chair Wright suggested that not subdividing the lot and letting restrictive covenants handle the parking and other issues makes sense. Mr. Caldwell stated that covenants would handle the issues and that he was subdividing the property for financing purposes. He said he won't need the plat signed at this time.

Staff stated that his main concern was that the plat did not involve the logical subdivision of property and the building would not meet setback requirements for the C-1 district. Mr. Lovin said there needs to be a note on the plat showing the property is zoned as C-1 and that restrictive covenants should be recorded first to take care of access issues.

Action Taken

No action was taken. Chair Wright informed Mr. Caldwell that he will be provided with a list of needed changes to the plat.

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

The planning commission reviewed a revised final plat of The Villages at Center Farm. The original final plat of The Villages was approved at the August 18, 2020 meeting. The revised plat showed improved drainage facilities including an additional catch basin and larger drainpipes for a section of the development. These improvements were volunteered by the developer as the original drainage plan and calculations were deemed appropriate by the engineering firm (Robert G. Campbell and Associates) and the planning commission. The enhanced drainage facilities were in response to concerns expressed by Mr. Byrkit. Staff stated that the plat met all requirements.

Action Taken

On a motion by Mayor Neal and a second by Mr. Botkin, the planning commission unanimously voted to approve the revised final plat. On a roll call vote, all voted aye. A surety in the amount of the estimated cost estimate is required as a condition of approval, as documented in the August 18, 2020 meeting minutes.

ADJOURNMENT

On a motion by Mayor Neal, the meeting adjourned at 5:40 p.m.