



# City Manager Report

November 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

**The November City Manager's report is dedicated in memory of  
Councilmember Wiley Brackett.**

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- ☐ Agenda and Minutes (None Received)
- ☐ Report to TVA (None Received)

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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](http://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: November 2020**

### **Legislative Accomplishments**

- A. Approval to authorize the City Manager to solicit bids for roof replacement at the Community Center
- B. Approval to adopt Resolution 20-11-10-1, a resolution to establish an updated occupational safety and health program plan, devise rules and regulations and to provide for a safety director and the implementation of such program plan
- C. Approval to adopt Resolution 20-11-10-2, a resolution to adopt the Kingston ADA Transition Plan
- D. Approval to adopt Ordinance 20-11-10-1, an ordinance of the City of Kingston, Tennessee to amend the general fund budget appropriation ordinance for the fiscal year beginning July 1, 2020 and ending June 30, 2021
- E. Approval of an appropriation not to exceed \$10,000 from the 300 capital fund for the completion of the Southwest Point indoor batting facility

### **Other Items Considered by the Council**

- None
- **External Meetings**
  - BUILD Grant meeting
  - Meeting with representatives of One Bank
  - RPO meeting
  - Other miscellaneous meetings
- **Internal Meetings**
  - Weekly conference calls and misc. meetings with Department Heads and WD Managers
  - 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. We anticipate that the contract will be ready in early 2021.

# FINANCE AND ADMINISTRATION REPORT NOV 2020

\* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR NOVEMBER 3848 FOR A TOTAL AMOUNT  
OF \$320,052.76

\* NEW WATER SERVICE APPLICATIONS FOR NOVEMBER 41

\* 29 CUSTOMERS FINALED OUT SERVICE

\* 136 PAST DUE ACCOUNTS

\* TOTAL ACH-BANK DRAFT ACCOUNTS - 857

\* TOTAL E-BILL ACCOUNTS - 349

\* ONLINE PAYMENTS PROCESSED 761

\* WATER/SEWER SERVLIN LEAK PROTECTION TOTAL BILLING 2171

\* WATER LOSS PROTECTION 1184

\* WATER LINE PROTECTION 177

\* SEWER LINE PROTECTION 42

\* COMMERCIAL SINGLE PROTECTION 232

\* COMMERCIAL MULTI PROTECTION 5

\* COMMERCIAL LINE PROTECTION 2

\* TRASH COLLECTIONS FOR NOVEMBER 2460

\* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 244

\* 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 \$19,178.56

DISBURSED 183.48

## NEW BUSINESS LICENSES ISSUED IN NOV 2020

- 1 NEW CINGULAR WIRELESS PCS, LLC DBA AT&T MOBILITY 1010 N. MARY ST 15TH FLOOR SAN ANTONIA TX 78215
- 2 ROSIE'S FARMHOUSE LIFE 625 E RACE ST. KINGSTON TN 37763
- 3 ASPIRE HEALTH MD 915 N KENTUCKY ST KINGSTON, TN 37763
- 4
- 5
- 6
- 7

## FINANCIAL SUMMARY NOVEMBER 2020

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	\$1,616,773	\$1,140,300	\$1,125,330	\$1,123,382	\$1,234,550							
CAPITAL RESERVE GF	\$307,369	\$307,369	\$70,595	\$70,595	\$70,595							
CAPITAL FUND LL	\$70,595	\$70,595	\$307,559	\$307,754	\$307,944							
Water/Sewer	\$974,090	\$1,048,174	\$1,085,575	\$856,737	\$890,756							
1999 Bond	\$713,723	\$236,037	\$259,599	\$283,026	\$306,545							
2004 Bond	\$146,731	\$150,769	\$154,893	\$159,031	\$163,176							
RDA Reserve Fund	\$713,723	\$763,723	\$814,241	\$864,543	\$915,100							
Drug Fund	\$9,694	\$10,395	\$10,715	\$11,131	\$10,276							
Total BALANCES	\$4,552,699	\$3,727,363	\$3,828,508	\$3,676,199	\$3,898,943	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF NOVEMBER 2020

- \* COMPLETED CHRISTMAS BONUS PAYROLL
- \* COMPLETED VOLUNTEER FIRE FIGHTER PAYROLL
- \* HIRED FULL TIME WATER DISTRIBUTION OPERATOR AND VOLUNTEER FIRE FIGHTER
- \* MADE CHANGES AND UPDATES TO ATTENDANCE ONDEMAND SOFTWARE.
- \* TRAINING ON NEW UTILITY BILLING SOFTWARE.
- \* TOTAL FULL-TIME EMPLOYEES: 65    TOTAL PART-TIME EMPLOYEES: 2    TOTAL SEASONAL EMPLOYEES: 7

110	General Fund	Year-To-Date				Monthly Comparative:		
		Year-To-Date		Month-To-Date				
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	
Revenues								
31110	Property Taxes (Current)	1,976,000.00	(273,271.00)	13.83 %	164,666.67	(261,966.00)	159.09 %	
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	(45,346.00)	66.69 %	5,666.67	(11,444.00)	201.95 %	
31212	Property Tax Delinquent - 2nd Prior	40,000.00	(3,219.00)	8.05 %	3,333.33	(2,221.00)	66.63 %	
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	(9,497.23)	27.13 %	2,916.67	(2,626.37)	90.05 %	
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	(545,733.88)	45.10 %	100,833.33	(103,709.80)	102.85 %	
31710	Wholesale Beer Tax	198,000.00	(96,256.73)	48.61 %	16,500.00	(18,127.91)	109.87 %	
31720	Wholesale Liquor Tax	54,000.00	(25,979.71)	48.11 %	4,500.00	(5,570.03)	123.78 %	
31800	Business Taxes	70,000.00	(16,687.81)	23.84 %	5,833.33	(802.56)	13.76 %	
31912	Comcast Cable Tv Fees	75,000.00	(40,793.15)	54.39 %	6,250.00	0.00	0.00 %	
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	(17,602.58)	40.94 %	3,583.33	(4,196.47)	117.11 %	
32210	Beer Permits	1,700.00	(250.00)	14.71 %	141.67	0.00	0.00 %	
32220	Liquor Licenses	300.00	(20.00)	6.67 %	25.00	0.00	0.00 %	
33292	Library Grant Proceeds Rda	0.00	(3,040.00)	0.00 %	0.00	(740.00)	0.00 %	
33479	State Grant	158,548.00	(245,923.00)	155.11 %	13,212.33	0.00	0.00 %	
33500	Telecom Interstate Sales	5,000.00	(2,756.32)	55.13 %	416.67	(502.89)	120.69 %	
33510	State Sales Tax	535,478.00	(233,680.18)	43.64 %	44,623.17	(48,388.81)	108.44 %	
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	0.00	0.00 %	
33540	State Liquor Tax	6,000.00	(2,661.03)	44.35 %	500.00	(503.29)	100.66 %	

110	General Fund	Monthly Comparative:					
		Year-To-Date		Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
33551	State Gasoline Fuel Tax	210,000.00	(89,707.30)	42.72 %	17,500.00	(18,823.10)	107.56 %
33552	State-City Streets And Transportation	11,800.00	(4,908.66)	41.60 %	983.33	(981.73)	99.84 %
33555	State Street Contract Maintenance	45,000.00	(9,877.92)	21.95 %	3,750.00	(3,292.64)	87.80 %
33590	Tva Solar Energy James Ferry	1,000.00	(1,724.74)	172.47 %	83.33	(249.60)	299.52 %
33591	Gross Receipts - Tva	75,800.00	(17,662.10)	23.30 %	6,316.67	(17,662.10)	279.61 %
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	0.00	0.00 %
34100	General Government - Charges For	2,500.00	(1,647.01)	65.88 %	208.33	(63.89)	30.67 %
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	(140,740.46)	40.21 %	29,166.67	(28,192.56)	96.66 %
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	(4,395.00)	51.71 %	708.33	(375.00)	52.94 %
34741	Boat Slip Rental	25,000.00	(7,500.00)	30.00 %	2,083.33	(900.00)	43.20 %
34742	Fireworks Donations	20,000.00	(6,270.00)	31.35 %	1,666.67	(80.00)	4.80 %
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	(54.30)	1.55 %	291.67	0.00	0.00 %
34761	Library - Fines And Penalties	0.00	0.00	0.00 %	0.00	0.00	0.00 %
35110	City Court Fines	22,000.00	(8,180.34)	37.18 %	1,833.33	(1,087.25)	59.30 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual
								% of Avg
35140			Drug Related Fines	2,500.00	(769.06)	30.76 %	208.33	(17.80)
35150			Traffic School Charges	2,000.00	(600.00)	30.00 %	166.67	(200.00)
36100			Interest Earnings	6,000.00	(2,397.57)	39.96 %	500.00	(515.45)
36350			Insurance Recoveries	0.00	(43,321.98)	0.00 %	0.00	0.00
36430			Pavilion Rental	2,000.00	0.00	0.00 %	166.67	0.00
36539			Sale Of Other Public Works Supps &	12,000.00	(814.00)	6.78 %	1,000.00	(814.00)
36967			Contract Natural Gas	21,500.00	(8,958.35)	41.67 %	1,791.67	(1,791.67)
36971			Contract Billing From Water Dept	485,168.00	(242,584.00)	50.00 %	40,430.67	0.00
<b>Total Revenues</b>				<b>6,024,294.00</b>	<b>(2,249,070.96)</b>	<b>37.33 %</b>	<b>502,024.50</b>	<b>(535,845.92)</b>
<b>Expenditures</b>								<b>106.74 %</b>
41100			Legislative	(75,005.00)	23,738.54	31.65 %	(6,250.42)	5,391.98
41210			City Court	(27,150.00)	12,535.29	46.17 %	(2,262.50)	2,076.58
41320			City Manager	(112,863.00)	50,115.86	44.40 %	(9,405.25)	13,166.02
41500			Financial Administration	(356,014.00)	145,014.90	40.73 %	(29,667.83)	33,693.39
41700			Planning And Zoning	(10,275.00)	5,087.50	49.51 %	(856.25)	0.00
41810			City Hall Buildings	(97,000.00)	35,451.50	36.55 %	(8,083.33)	7,335.18
41990			General Government	(228,778.00)	163,737.04	71.57 %	(19,064.83)	127,573.00
42100			Police	(1,045,176.00)	404,635.93	38.71 %	(87,098.00)	117,869.35
42152			Automotive Services	(95,000.00)	27,388.97	28.83 %	(7,916.67)	4,366.24
42200			Fire Protection	(1,081,527.00)	449,310.12	41.54 %	(90,127.25)	120,854.48
43100			Public Works	(821,535.00)	285,270.84	34.72 %	(68,461.25)	81,480.39
43190			State Street Aid	(161,500.00)	63,366.06	39.24 %	(13,458.33)	12,362.40
43240			Waste Disposal	(350,000.00)	131,259.21	37.50 %	(29,166.67)	26,386.36
44143			Animal Control/Codes Enforcement	(24,012.00)	6,241.84	25.99 %	(2,001.00)	2,429.83

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual
44400			Parks & Recreation	(790,523.00)	304,962.75	38.58 %	(65,876.92)	81,624.94
44440			Swimming Pool	(40,450.00)	16,760.99	41.44 %	(3,370.83)	1,730.87
44800			Library	(208,294.00)	88,225.36	42.36 %	(17,357.83)	23,128.75
49000			Debt Service	(379,909.00)	76,779.16	20.21 %	(31,659.08)	881.96
51640			Operating Transfer To Capital Proj Fd	(158,548.00)	158,548.00	100.00 %	(13,212.33)	0.00
<b>Total Expenditures</b>				<b>(6,063,559.00)</b>	<b>2,448,429.87</b>	<b>40.38 %</b>	<b>(505,296.58)</b>	<b>662,351.72</b>
<b>Total</b>	<b>110</b>	<b>General Fund</b>		<b>(39,265.00)</b>	<b>199,358.91</b>	<b>507.73 %</b>	<b>(3,272.08)</b>	<b>126,505.80</b>
								<b>131.08 %</b>
								<b>3,866.22</b>

122	Drug Fund	Monthly Comparative:						41.67%
		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	(769.10)	4.81 %	1,333.33	(17.82)	1.34 %	
Total Revenues		16,000.00	(769.10)	4.81 %	1,333.33	(17.82)	1.34 %	
Expenditures								
42122	Drug Fund	(16,000.00)	5,407.00	33.79 %	(1,333.33)	872.00	65.40 %	
Total Expenditures		(16,000.00)	5,407.00	33.79 %	(1,333.33)	872.00	65.40 %	
Total	122 Drug Fund	0.00	4,637.90	100.00 %	0.00	854.18	0.00 %	

300	Capital Fund	Account	Description	Year-To-Date		Monthly Comparative:			41.67%
				Budget Estimate	Actual	% of Budget	Estimate Avg /Mth	Month-To-Date Actual	
Revenues									
36100			Interest Earnings	0.00	(385.32)	0.00 %	0.00	0.00	0.00 %
36961			Transfer in from General Fund	158,548.00	0.00	0.00 %	13,212.33	0.00	0.00 %
Total Revenues				158,548.00	(385.32)	0.24 %	13,212.33	0.00	0.00 %
Capital Improvements				0.00	(158,548.00)	0.00 %	0.00	0.00	0.00 %
Total Expenditures				0.00	(158,548.00)	100.00 %	0.00	0.00	0.00 %
Total	300		Capital Fund	158,548.00	(158,933.32)	100.24 %	13,212.33	0.00	0.00 %

41.67%

0.00 %  
0.00 %

0.00 %  
0.00 %

0.00 %  
0.00 %

0.00 %  
0.00 %

0.00 %  
0.00 %

0.00 %  
0.00 %

413	Water And Sewer	Monthly Comparative:						41.67%
		Account	Description	Year-To-Date		Month-To-Date		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
Revenues								
36100		Interest Earnings	4,926.00	(4,039.16)	82.00 %	410.50	(477.08)	116.22 %
37110		Metered Water Sales	1,303,214.00	(540,810.88)	41.50 %	108,601.17	(94,104.73)	86.65 %
37114		Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37117		Outside Water Sales	829,695.00	(354,965.11)	42.78 %	69,141.25	(57,520.48)	83.19 %
37191		Penalties	35,000.00	(14,790.53)	42.26 %	2,916.67	(3,014.67)	103.36 %
37194		Sales Of Materials	37,000.00	(29,303.54)	79.20 %	3,083.33	(1,251.00)	40.57 %
37195		Installation Charges	74,000.00	(32,140.00)	43.43 %	6,166.67	(5,510.00)	89.35 %
37196		Water User Fees	42,127.00	(14,516.00)	34.46 %	3,510.58	(872.00)	24.84 %
37199		Miscellaneous	5,000.00	(5,881.51)	117.63 %	416.67	0.00	0.00 %
37210		Sewer Service Charges	1,433,641.00	(604,381.35)	42.16 %	119,470.08	(107,634.33)	90.09 %
37296		Sewer User Fees	22,128.00	(6,300.00)	28.47 %	1,844.00	0.00	0.00 %
37299		Miscellaneous	3,500.00	(594.45)	16.98 %	291.67	(180.00)	61.71 %
Total Revenues			3,790,231.00	(1,607,722.53)	42.42 %	315,852.58	(270,564.29)	85.66 %
Expenditures								
41500		Financial Administration	(485,168.00)	242,584.00	50.00 %	(40,430.67)	0.00	0.00 %
41990		General Government	(444,035.00)	233,863.36	52.67 %	(37,002.92)	159,037.05	429.80 %
43750		Capital Improvements	(40,000.00)	26,249.52	65.62 %	(3,333.33)	24.84	0.75 %
49000		Debt Service	(645,551.00)	271,105.76	42.00 %	(53,795.92)	65,447.54	121.66 %
52113		Purification	(640,580.00)	236,524.17	36.92 %	(53,381.67)	56,573.18	105.98 %
52114		Transmission And Distribution	(809,336.00)	293,700.64	36.29 %	(67,444.67)	68,942.22	102.22 %
52117		Utility Director	(74,360.00)	28,925.55	38.90 %	(6,196.67)	8,963.53	144.65 %
52213		Sewer Treatment And Disposal	(661,502.00)	218,061.82	32.96 %	(55,125.17)	51,641.18	93.68 %
Total Expenditures			(3,800,532.00)	1,551,014.82	40.81 %	(316,711.00)	410,629.54	129.65 %

413	Water And Sewer	Description	Year-To-Date			Monthly Comparative:		
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Total	413	Water And Sewer	(10,301.00)	(56,707.71)	-550.51 %	(858.42)	140,065.25	16,316.70

# CITY OF KINGSTON – SAFETY NEWSLETTER

November 2020

## # SAFETY QUOTE

An incident is just the tip of the iceberg, a sign of a much larger problem below the surface.

- Don Brown



Michelle Kelly  
Emilee George  
Hailey Brown  
Kari Tor  
Masha Marshall

## CORONAVIRUS / VIRUS SAFETY

This newsletter is to inform briefly on current county statistics and what we can do to reduce the risk of contracting COVID 19.

## CURRENT COUNTY STATISTICS

As of November 9<sup>th</sup> Roane County has had two additional deaths directly tied to COVID 19. Roane County has had 49% of the population test with 1,702 positives. Roane County has 309 active cases 1324 have recovered. There has been 2 hospitalization since Sunday 8<sup>th</sup>. Roane County Mayor Ron Woody stated, " if you are out in public please wear a mask and if you are sick please stay at home.

## WHAT CAN WE DO?

As those who service and provide for the community it is our responsibility to ensure the safety of not only ourselves but our coworkers and residents inside the community.

Ensure that all departments make available mask, gloves and cleaning supplies that are easily acceptable to all employees. Mask should be worn within 6 feet of someone else and at all applicable times in public. Proper handwashing is another important factor that is normally forgotten. If handwashing is not available sanitizing gel or disinfectant should be used as soon as possible.

If you are feeling sick or have been around somebody testing positive for COVID go get tested yourself to help reduce the spread and keep all city employees at work.

## ADDITIONAL INFORMATION

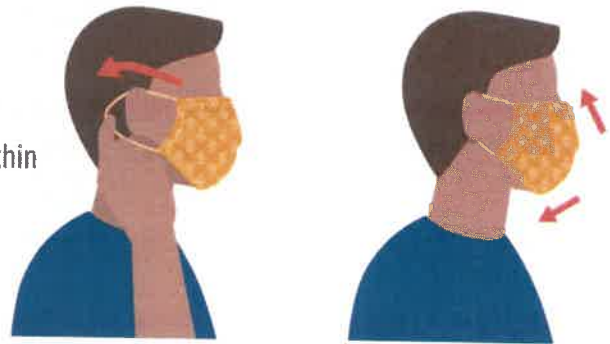
Attached will be information directly from the CDC. If you have any question please discuss with your department head or myself directly.

# How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

## WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

**Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**



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

Monies outstanding from August 7, 2007 – November 30, 2020 \$ 66,628.35  
Monies collected from August 7, 2007 – November 30, 2020 \$ 504,762.92

NO COURT IN NOVEMBER 2020 BECAUSE OF COVID-19

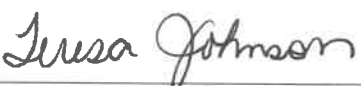
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ .00	
Collected in court on fines and costs		\$ .00
Amount collected after November 2020 Court		\$ .00
Total collected for citations on November 2020		\$ .00
Amount outstanding for November 2020	\$ .00	
<u>2</u> Cash bond forfeitures		\$ 227.50
Total amount collected for November 2020 Citations		\$ 227.50
Amount collected from previous months/FTA etc.		\$ 943.75
Total collected in November 2020		<b>\$ 1,171.25</b>

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 30<sup>th</sup> of November 2020

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

# KINGSTON POLICE DEPARTMENT -NOVEMBER 2020

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

Crimes Against Property		
Arson		
Bribery		
Burglary/Breaking and Entering		
Counterfeiting/Forgery		
Embezzlement	1	
Extortion/Blackmail		
False Pretenses/Swindle/Confidence Game		
Credit Card/ATM Fraud		
Impersonation		
Welfare Fraud		
Wire Fraud		
Pocket-Picking		
Purse-Snatching		
Shoplifting		
Theft from a Building		
Theft from Coin Operated Machine/Device		
Theft from Motor Vehicle		
Theft of Motor Vehicle Parts/Accessories		
All Other Larceny	1	
Motor Vehicle Theft	1	
Robbery		
Stolen Property Offenses		
Vandalism	1	
Subtotal		4

Crimes Against Society		
Drug/Narcotics Violations		2
Drug Equipment Violations		
Betting/Wagering		
Operating/Promoting/Assisting Gambling		
Gambling Equipment Violation		
Sports Tampering		
Pornography/Obscene Material		
Prostitution		
Assisting or Promoting Prostitution		
Purchasing Prostitution		
Weapons Law Violations		
Total		2

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

<b>Central Dispatch</b>	
Crash Reports	14
Traffic Stops	15
Investigator Needed on Scene	
Domestic Complaints	12
Escorts Funeral/Other	11
Animal Calls	11
Vandalism	1
Fights	1
Burglar Alarms/Fire Alarms	13
Child Sexual Assaults	
Forgery	
Theft	2
Vehicle Theft	
Public/Motorist Assist	6
Arson/Explosive Devices	
Other Calls	164
	86
	<b>Subtotal</b>
	<b>Total Calls</b>
	<b>250</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	4
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	2
Codes Concerns/warning notices given	0
Codes Violations/Citations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	15

Patrol Mileage	19,131
Hours Worked	2,300
Reserve Hours Worked	180
Total Overtime Hours	311
Total Amount of Overtime Wages	9,048
City Court Citations	0
Warning Citations	2
General Sessions Citations	0
Arrest	10
Juvenile Arrest	
Incident Reports	21



# 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](mailto:jim.washam@kingstontn.gov)**

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

The Kingston Police Department training for November was postponed due to the shutdown of City Hall due to Covid 19. The training was held in the last part of October and we covered both subjects for October and November training sessions that day.

Captain Roy Montgomery & Captain Tony Guy was in Gatlinburg for a week of State of Tennessee mandated training from the P.O.S.T. Commission for the 2021 calendar year. This training was put on by the Tennessee Law Enforcement Training Officers Association.

Investigator Thomas Melton was in Gatlinburg for his yearly training with the Tn Narcotics Officers Association. This keeps him up to date with all the new case laws and new narcotics training techniques coming for 2021.

Captain Roy Montgomery GDI/TO  
November 30, 2020



NOVEMBER 2020 CASES PENDING

[illegible]

**Kingston Fire Department  
November 2020**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 47 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
- LED Energy efficient lights purchased for St. 2 Bay

**Monthly Overtime**

OT Hours: 46

Cost:

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

- Shift Training

	<b>This Month</b>	<b>YTD</b>
Fire Inspections	0	89

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	0	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**

- Ladder 1 A/C compressor issues

### **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**

- Fireground Safety

**Kingston Fire Department**  
Incident Report  
Incident Totals

Jurisdiction

Nov-20

**TOTAL CALLS**

**47**

Category	Total		Total
Structure Fires		Hazardous Calls	
Vehicle Fires		Service Calls	12
Brush/Grass Fires		Good Intent Calls	6
Refuse/rubbish Fires		Unintentional False	6
Other Fires		Other False	
<b>Total Fires</b>	<b>0</b>	<b>Total False: Total</b>	<b>24</b>
Rescue and EMS	23	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received		Incidents with Exposures	0
Mutual Aid Given			
Fire Service Injuries		<b>Fire Dollar Loss</b>	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

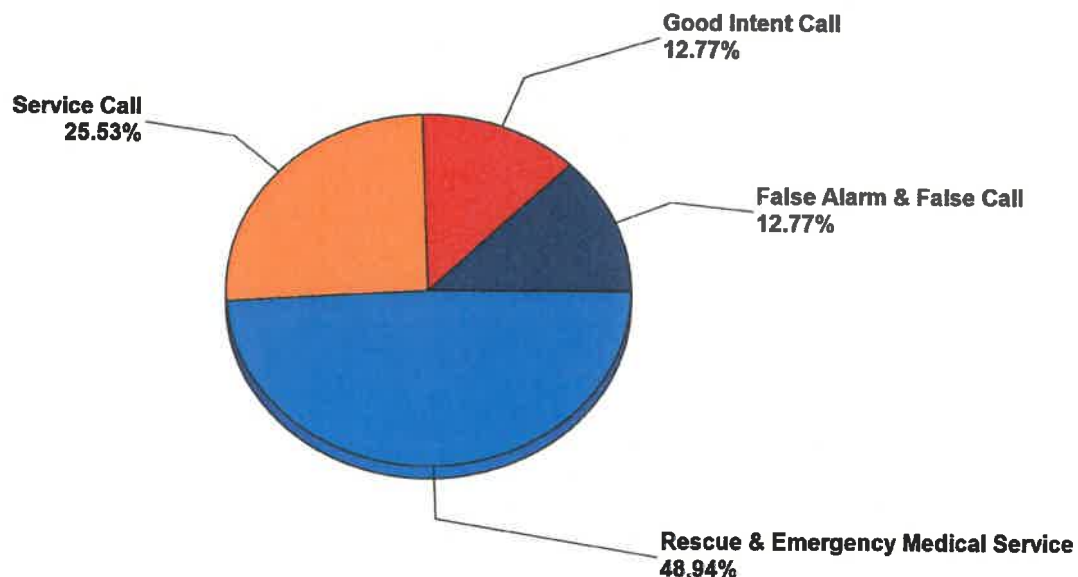
# Kingston Fire Department

Kingston, TN

This report was generated on 12/1/2020 10:39:35 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2020 | End Date: 11/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	23	48.94%
Service Call	12	25.53%
Good Intent Call	6	12.77%
False Alarm & False Call	6	12.77%
<b>TOTAL</b>	<b>47</b>	<b>100%</b>

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	13	27.66%
320 - Emergency medical service, other	1	2.13%
321 - EMS call, excluding vehicle accident with injury	6	12.77%
322 - Motor vehicle accident with injuries	3	6.38%
551 - Assist police or other governmental agency	5	10.64%
553 - Public service	1	2.13%
554 - Assist invalid	2	4.26%
571 - Cover assignment, standby, moveup	4	8.51%
611 - Dispatched & cancelled en route	4	8.51%
622 - No incident found on arrival at dispatch address	2	4.26%
700 - False alarm or false call, other	2	4.26%
733 - Smoke detector activation due to malfunction	2	4.26%
736 - CO detector activation due to malfunction	1	2.13%
745 - Alarm system activation, no fire - unintentional	1	2.13%
<b>TOTAL INCIDENTS:</b>	<b>47</b>	<b>100%</b>

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



# Kingston Fire Department



Kingston, TN

This report was generated on 12/1/2020 10:41:14 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	4	47
Dispatched and canceled en route	3	2	6	3	5	2	4	7	5	3	4	44
Electrical wiring/equipment problem							1		1			2
Emergency medical service (EMS) Incident	45	43	44	25	29	25	28	34	31	19	10	333
Extrication, rescue				1						1		2
False alarm and false call, other	2	2	6		2	2	3	1			2	20
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	13	166
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	8	149
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			3	9
Unintentional system/detector operation (no fire)	1	2	3		1	2		2	3	1	1	16
Water or ice-related rescue						1						1
Water problem						1						1
Wrong location, no emergency found		1	1	2	2			1			2	9
<b>Total</b>	<b>89</b>	<b>99</b>	<b>103</b>	<b>58</b>	<b>65</b>	<b>75</b>	<b>77</b>	<b>93</b>	<b>98</b>	<b>62</b>	<b>47</b>	<b>866</b>

Only REVIEWED incidents included

# Kingston Fire Department

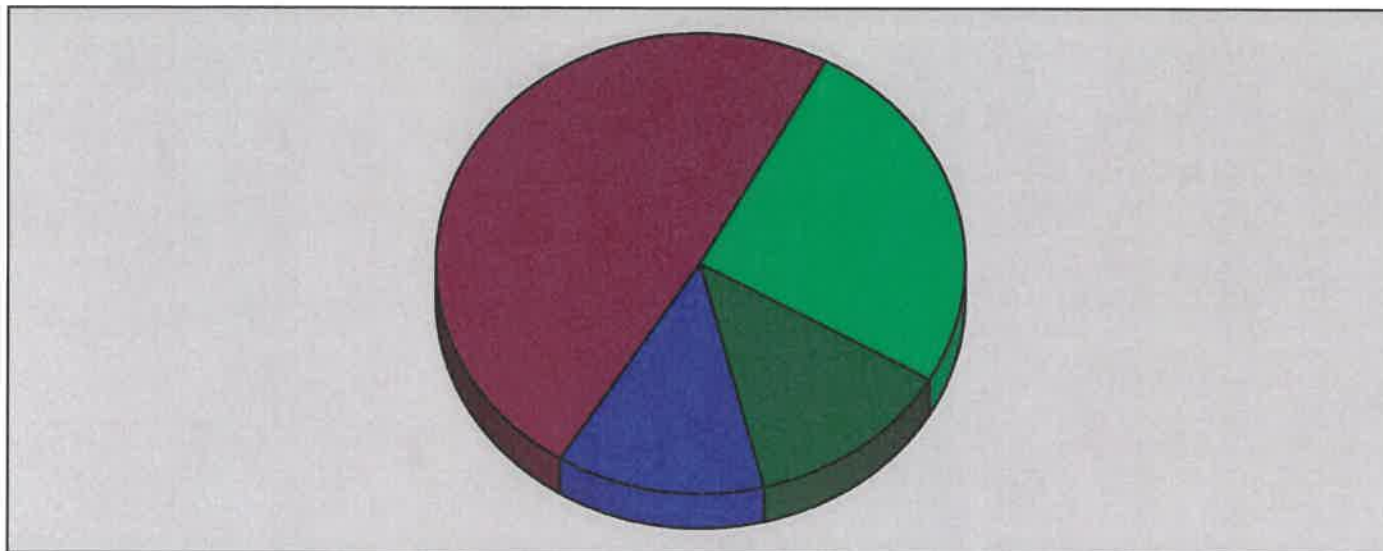


Kingston, TN

This report was generated on 12/1/2020 10:40:48 AM

## Major Incident Types by Month for Date Range

Start Date: 11/01/2020 | End Date: 11/30/2020



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

INCIDENT TYPE	NOV	TOTAL
False Alarm & False Call	6	6
Good Intent Call	6	6
Rescue & Emergency Medical Service Incident	23	23
Service Call	12	12
<b>Total</b>	<b>47</b>	<b>47</b>

Only REVIEWED incidents included



emergencyreporting.com

Doc Id: 495

Page # 1 of 1

# Kingston Fire Department



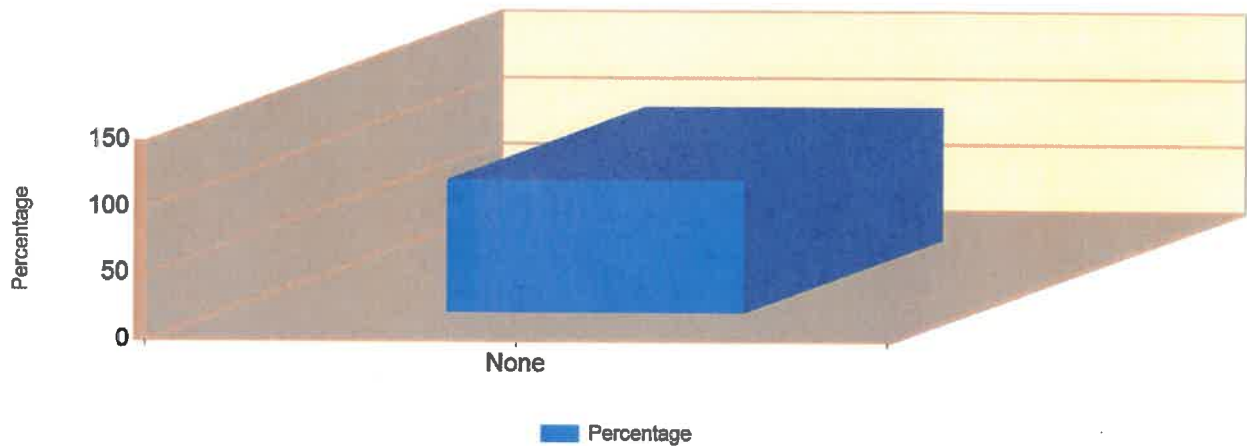
Kingston, TN

This report was generated on 12/1/2020 10:40:25 AM

## Count of Aid Given and Received for Incidents for Date Range

Start Date: 11/01/2020 | End Date: 11/30/2020

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
None	47	100.0%

Only REVIEWED incidents included





# Kingston Fire Department

## Fire Ground Safety

**Date & Time** 11/06/2020 08:00 - 11/06/2020 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	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Riter, Mike (FF/EMR)	Kingston Fire Department	1809	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1811	



# Kingston Fire Department

## Fire Ground Safety

### Class Information

<b>Date/Time</b>	11/06/2020 08:00 - 11/06/2020 12:00		
<b>Class Length</b>	4:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>			
<b>Objective</b>			

### Instructors

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

### Resources

Name	Description

### Narrative

No narrative has been recorded.

### Training Codes

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

### People

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



# Kingston Fire Department

## Fire Ground Safety

**Date & Time** 11/04/2020 08:00 - 11/04/2020 12:00

**Location** station 1

**Objective** to operate safer on a fire ground in a safe manor and point out and discuss possible safety hazards

**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	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	



# Kingston Fire Department

## Fire Ground Safety

### Class Information

<b>Date/Time</b>	11/04/2020 08:00 - 11/04/2020 12:00		
<b>Class Length</b>	4:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>	station 1 station 1		
<b>Objective</b>	to operate safer on a fire ground in a safe manor and point out and discuss possible safety hazards		

### Instructors

Name	Instructor Type	Notes
Cloyd, Greg W (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

Class covered safe operations on a fire ground as well as keeping crew accountability and crew safety and discussing different hazards that could be encountered on a fire ground and how to avoid them

### Training Codes

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

### People

Name
Cloyd, Greg W
Logan, Jay
Murrell, Jacob
Woody, Josh D



# Kingston Fire Department

## Fire Ground Safety

**Date & Time** 11/06/2020 08:00 - 11/06/2020 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	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Riter, Mike (FF/EMR)	Kingston Fire Department	1809	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1811	



# Kingston Fire Department

## Fire Ground Safety

### Class Information

<b>Date/Time</b>	11/06/2020 08:00 - 11/06/2020 12:00		
<b>Class Length</b>	4:00	<b>Category</b>	Shift Training
<b>Station</b>	1 - Station 1	<b>Evaluation Method(s)</b>	None
<b>Location</b>			
<b>Objective</b>			

### Instructors

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

### Resources

<b>Name</b>	<b>Description</b>
-------------	--------------------

### Narrative

No narrative has been recorded.

### Training Codes

<b>Category</b>	<b>Code</b>	<b>Description</b>	<b>Type</b>
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

### People

<b>Name</b>
Edmonds, Clint
Gonzalez-Zuniga, Rafael
Goss, Bradley
Riter, Mike
Wade, Jason

## Public Works Report November 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:	7 Loads 61
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	4 loads	209 Loads
Culverts/Storm Drains Cleaned	21	335
Curb/Sidewalk Repair/Install/Remove	0 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	0	21
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	3	56
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	112
Streets Striped	0	3
Tennessee One Calls	0	34
Traffic Signal Repair	3	16
Tree Trimming Requests	1	12

Vehicle Maintenance – Routine	5	129
Vehicle Maintenance – Unscheduled	3	60
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- 3

Signal inspection, repair and timing adjustments- 2

Grant applications-

Participated in various weather calls-

Brine acquisition and street prep in advance of weather events-

Fleet software implementation –N/A

Storm water educational outreach webinar- None

Drainage law presentation- None

Street Lighting- None

#### **Continuing Projects**

Fleet system software implementation -None

Bent sign inventory repair- None

Upgrades to City's fueling system- None



# **Parks and Recreation Monthly Report**

**CITY OF KINGSTON**

**DEPARTMENT: PARKS & RECREATION**

**MONTH: November 2020**

## **Completed Tasks:**

- Completed block work on indoor training facility
- Winterize some parks bathrooms.
- Met with multiple companies regarding community center issues.
- Acted as an election day voting precinct
- Hang ribbons throughout downtown area.

## **Ongoing Tasks**

- Continue repairing floating docks behind Methodist Church.
- Continue work on indoor training facility.
- Finish mowing season and fall/winter projects.
- Continue flag football on Sundays

## **Tasks for December:**

- Move to a week on/off schedule with FT employees, limit PT employee hours.
- Publish our Virtual Christmas Tree Lighting video.
- Repair a large section of Gravel Pit boat ramp.
- Hang wreathes throughout downtown area.

# 10 HEALTH & SAFETY TIPS FOR THE WORKPLACE



## 1 Pay Attention to Your Surroundings

Refer to safety communication and training to remain aware of possible risks or hazards in the workplace.

## 2 Use Machines, Tools & Other Equipment Properly

Always use the right tool for the right job to reduce risk of injury. Never use machinery, tools, or equipment you have not been trained to properly operate.

## 3 Practice Good Posture.

Research shows good posture actually increases productivity, allowing the body to work more efficiently with less muscle fatigue.

## 4 Take Regular Breaks

Not only are breaks regulated by law for non-exempt workers, but they actually increase productivity and reduce workplace injury.

## 5 Use Proper Safety Gear

Protective gear like earplugs, safety goggles and gloves should never be overlooked if required to safely execute a task.

## 6 Use Mechanical Aids When Possible

If required to move heavy objects, use proper mechanical aids such as a dolly, wheelbarrow, or forklift.

## 7 Keep Emergency Exits Clear

Obstructed exit ways could mean life or death in a disaster requiring quick evacuation such as a fire, earthquake or active shooter.

## 8 Stay Sober While Working

Drug and alcohol use on the job contribute to higher rates of workplace injury. Workplace safety is instantly increased by requiring all employees to stay sober at work.

## 9 Reduce Work-Related Stress

Workplace safety issues are often exacerbated by work-related risk factors like bullying, job insecurity and long working hours.

## 10 Report Safety Issues to Your Supervisor

Employees should never fear negative consequences for reporting safety issues or feel pressured to overlook safety concerns.

[avery.com/industrial](https://www.avery.com/industrial)



# 10 HEALTH & SAFETY

1. P.J. Hunter
2. James B. B.
3. Eddie Lentz
4. Josh King
5. Chris Basswell
6. C.A.



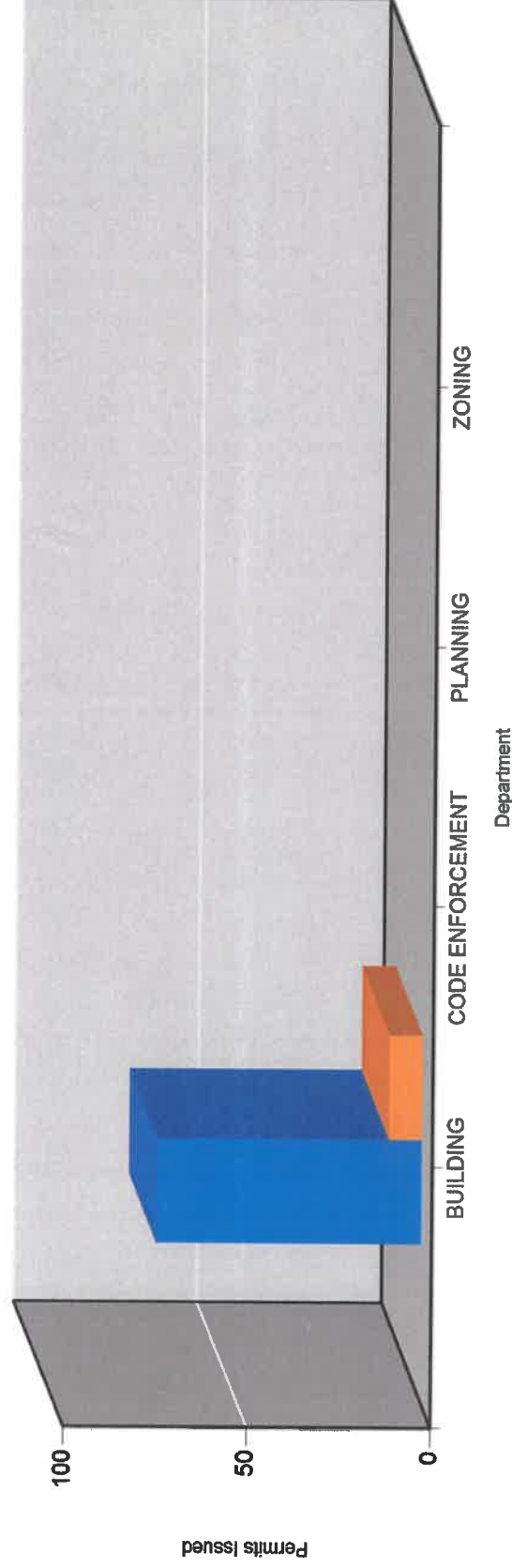
# Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
11/01/2020 AND 11/30/2020

Report run on: 12/01/2020 09:25 AM

## Permits Issued by Department

Issued Within Expected Process Time  
Process to Issue Exceeded Expected Time



## Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	57	59	2 Days	10.32 Days	1	50	9
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	12	11	Same Day	0 Days	1	11	0
	RM	Same Day	11	10	Same Day	0 Days	1	10	0



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
11/01/2020 AND 11/30/2020

Report run on: 12/01/2020 09:25 AM

CODE ENFORCEMENT	BK	Same Day	1	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	9	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	2	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	BP2020-553 Cell Tower Upgrades 616 Airport Rd., Rockwood, TN 37854	Submitted: 08/19/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/04/2020	In Process: 77 Waiting: 0 Total Days: 77 Total Cycles: 1
		BP2020-728 Windows 117 Anchor Boat Dock, Harriman, TN 37748	Submitted: 10/29/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/04/2020	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		BP2020-729 Foundation Repair 109 Sugar Road, Oliver Springs, TN 37840	Submitted: 10/29/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/04/2020	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		BP2020-730 Foundation Repair / Front Gates 103 Highland Reserve Way, Kingston, TN 37763	Submitted: 10/29/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/04/2020	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		BP2020-735 Garage 184 Bowers Road, Harriman, TN 37748	Submitted: 11/02/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/02/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
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BUILDING	BP	BP2020-736	HC Remodel / Windows	Submitted: 11/02/2020	In Process: 0
				Technically Complete	Waiting: 0
				Approved:	Total Days: 0
				Ready to Issue:	Total Cycles: 1
				Issued: 11/02/2020	
		1042 Roane St, Harriman, Tn 37748			
		BP2020-737		Submitted: 11/02/2020	In Process: 2
		DW		Technically Complete:	Waiting: 0
				Approved:	Total Days: 2
		314 Holderford Rd, Kingston, Tn 37763		Ready to Issue:	Total Cycles: 1
				Issued: 11/04/2020	
		BP2020-738		Submitted: 11/02/2020	In Process: 0
		Remodel		Technically Complete:	Waiting: 0
				Approved:	Total Days: 0
		511 Anglers Cove Rd., Kingston, TN 37763		Ready to Issue:	Total Cycles: 1
				Issued: 11/02/2020	
		BP2020-739		Submitted: 11/04/2020	In Process: 0
		Carport		Technically Complete:	Waiting: 0
				Approved:	Total Days: 0
		424 Clax Gap Rd, Harriman, TN 37748		Ready to Issue:	Total Cycles: 1
				Issued: 11/04/2020	
		BP2020-740		Submitted: 11/04/2020	In Process: 0
		DW		Technically Complete:	Waiting: 0
				Approved:	Total Days: 0
		157 Valley View Dr, Loudon, TN 37774		Ready to Issue:	Total Cycles: 1
				Issued: 11/04/2020	
		BP2020-741		Submitted: 11/04/2020	In Process: 0
		SW		Technically Complete:	Waiting: 0
				Approved:	Total Days: 0
		147 Arnold Road, Kingston, TN 37763		Ready to Issue:	Total Cycles: 1
				Issued: 11/04/2020	
		BP2020-742		Submitted: 11/04/2020	In Process: 19
		Dock Repairs / Blue Springs Marina		Technically Complete:	Waiting: 0
				Approved:	Total Days: 19
		3952 River Road, Ten Mile, TN 37880		Ready to Issue:	Total Cycles: 1
				Issued: 11/23/2020	
		BP2020-743		Submitted: 11/04/2020	In Process: 0
		Dock		Technically Complete:	Waiting: 0
				Approved:	Total Days: 0
		172 Cherokee Cir, Ten Mile, TN 37880		Ready to Issue:	Total Cycles: 1
				Issued: 11/04/2020	



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
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BUILDING	BP		Submitted: 11/04/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/04/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-744		Residential Home		
378 Edgelake Dr, Kingston, TN 37763				
BP2020-745		Solar Panels	Submitted: 11/04/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/05/2020	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
398 Eblen Cave, Lenoir City, TN 37771				
BP2020-746			Submitted: 11/05/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/05/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
HC Commercial Remodel				
1102 S Roane Street, Harriman, TN 37748				
BP2020-747		Pole Barn / Garage	Submitted: 11/05/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/05/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
166 Arnold Rd, Kingston, Tn 37763				
BP2020-748		Carport	Submitted: 11/06/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/06/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
109 Sugar Road, Oliver Springs, TN 37840				
BP2020-749		Storage Building	Submitted: 11/06/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/06/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
187 Halcomb Dr, Kingston, TN 37763				
BP2020-750		Carport	Submitted: 11/06/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/06/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
187 Halcomb Dr, Kingston, TN 37763				
BP2020-751		Carport	Submitted: 11/06/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/06/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
187 Halcomb Dr, Kingston, TN 37763				



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ALL DEPARTMENTS  
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11/01/2020 AND 11/30/2020

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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/06/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-752					
Dock					
3014 White Oak Circle, Rockwood, TN 37854					
BP2020-753					
Residential Home					
1370 Bowman Bend Road, Harriamn, TN 37748					
BP2020-754					
Bam/ Tax Exemption Certificate					
1325 River Rd, Kingston, TN 37763					
BP2020-755					
HC Remodel					
305 Morgan Street, Harriamn, TN 37748					
BP2020-756					
Residential Home					
418 Laurel Bluff Road, Kingston, TN 37763					
BP2020-757					
Porch Roof Only					
312 Lakeview Cove Rd, Loudon, TN 37774					
BP2020-758					
Storage Building					
128 McElhaney Road, Ten Mile, TN 37880					
BP2020-759					
SW					
146 Thornton Lane, Kingston, TN 37763					



## Issued Permits By Department

ALL DEPARTMENTS  
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BUILDING	BP		Submitted: 11/10/2020	In Process: 0
Residential Home		Technically Complete:		Waiting: 0
186 Pinoak Drive, Rockwood, TN 37854		Approved: 0		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 11/10/2020		
BP2020-761				
Garage		Technically Complete:		In Process: 0
101 Narramore Lane, Philadelphia, TN 37846		Approved: 0		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued: 11/10/2020		Total Cycles: 1
BP2020-762				
Deck		Technically Complete:		In Process: 0
163 Raby Hollow Rd, Kingston, TN 37763		Approved: 0		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued: 11/10/2020		Total Cycles: 1
BP2020-763				
Residential Home		Technically Complete:		In Process: 0
214 Black Oak Road, Harriman, TN 37748		Approved: 0		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued: 11/12/2020		Total Cycles: 1
BP2020-764				
Garage		Technically Complete:		In Process: 0
5261 Highway 70, Lenoir City, TN 37771		Approved: 0		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued: 11/12/2020		Total Cycles: 1
BP2020-765				
Garage		Technically Complete:		In Process: 0
175 Thief Neck Dr, Rockwood, TN 37854		Approved: 0		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued: 11/12/2020		Total Cycles: 1
BP2020-766				
Porch		Technically Complete:		In Process: 0
247 Loudon Hwy, Kingston, TN 37763		Approved: 0		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued: 11/12/2020		Total Cycles: 1
BP2020-767				
DW		Technically Complete:		In Process: 0
187 Halcomb Dr, Kingston, TN 37763		Approved: 0		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued: 11/13/2020		Total Cycles: 1



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ALL DEPARTMENTS  
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BUILDING	BP		Submitted: 11/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-768		Garage		
		187 Halcomb Dr, Kingston, TN 37763		
BP2020-769		KC Porch Roof	Submitted: 11/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		130 Bradford Village Way, Kingston, TN 37763		
BP2020-770		Dock	Submitted: 11/13/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		120 Garlington Drive, Kingston, TN 37763		
BP2020-771		Carport	Submitted: 11/16/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		130 Wildwood Lane, Harriman, TN 37748		
BP2020-772		Workshop	Submitted: 11/16/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		467 Little Dogwood Rd, Kingston, TN 37763		
BP2020-773		Sprinkler System Upgrades	Submitted: 11/16/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		121 Cardiff Valley Rd., Rockwood, TN 37854		
BP2020-774		Cell Tower Upgrades	Submitted: 11/17/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		396 Ridgewood Road, Harriman, TN 37748		
BP2020-775		Cell Tower Upgrades	Submitted: 11/17/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		396 Ridgewood Road, Harriman, TN 37748		



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ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
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BUILDING	BP		Submitted: 11/17/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-776	DW	112 Second St, Rockwood, TN 37854	Submitted: 11/17/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-777	DW	249 Peninsula Rd, Harriman, TN 37748	Submitted: 11/17/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-778		Roane State Remodel / Elevator	Submitted: 11/18/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-779	SW	276 Patton Lane, Harriman, TN 37748	Submitted: 11/18/2020	In Process: 5
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 5
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-780		201 Woody Hill Rd, Ten Mile, TN 37880	Submitted: 11/20/2020	In Process: 11
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 11
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-781	Porch	173 Walden Lane, Harriman, TN 37748	Submitted: 11/20/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-782	Addition	201 Lane Hedgecock Rd, Kingston, TN 37763	Submitted: 11/23/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-783	OS Windows	210 Kingston Ave, Oliver Springs, TN 37840	Submitted: 11/23/2020	In Process: 8
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 8
		Ready to Issue:		Total Cycles: 1
		Issued:		



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ALL DEPARTMENTS  
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BUILDING	BP		Submitted: 11/24/2020 Technically Complete: Approved: Ready to Issue: Issued: 11/24/2020	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2020-784				
SW				
439 Myers Rd, Kingston, TN 37763				
BP2020-785				
DW				
755 Little Dogwood Rd, Kingston, TN 37763				
BP2020-786				
Dock				
274 Lakecrest Drive, Harriman, TN 37748				
BP2020-787				
Addition				
401 Woody Ave, Harriman, TN 37748				
BP2020-788				
Pole Barn				
16072 Blue Springs Road, Philadelphia, TN 37846				
BP2020-789				
Finishing out garage				
189 Allison Dr., Harriman, TN 37748				
BP2020-790				
Garage				
345 Westshore Drive, Harriman, TN 37748				
BP2020-791				
Garage				
2029 LOUDON Hwy., Loudon, TN 37774				



## Issued Permits By Department

ALL DEPARTMENTS  
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BUILDING	CM	CM2020-010	Submitted: 11/18/2020	In Process: 0
		CM for BP2020-442	Technically Complete:	Waiting: 0
		1011 N Roane St, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/18/2020	
	PL	PL2020-133	Submitted: 11/04/2020	In Process: 0
		PL for BP2020-744	Technically Complete:	Waiting: 0
		378 Edgelake Dr, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/04/2020	
		PL2020-134	Submitted: 11/09/2020	In Process: 0
		PL for BP2020-547	Technically Complete:	Waiting: 0
		175 Powell Dr, Loudon, TN 37774	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/09/2020	
		PL2020-135	Submitted: 11/09/2020	In Process: 0
		PL for BP2020-351	Technically Complete:	Waiting: 0
		104 Easter Dr, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/09/2020	
		PL2020-136	Submitted: 11/12/2020	In Process: 0
		PL for BP2020-598	Technically Complete:	Waiting: 0
		130 Gordon Drive, Ten Mile, TN 37780	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/12/2020	
		PL2020-137	Submitted: 11/12/2020	In Process: 0
		PL for BP2020-485	Technically Complete:	Waiting: 0
		2497 S Roane Street, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/12/2020	
		PL2020-138	Submitted: 11/16/2020	In Process: 0
		PL for BP2020-608	Technically Complete:	Waiting: 0
		429 Lakeshore Vista Dr, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/16/2020	
		PL2020-139	Submitted: 11/19/2020	In Process: 0
		PL for BP2020-573	Technically Complete:	Waiting: 0
		153 Blue Heron Way, Ten Mile, TN37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/19/2020	



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BUILDING	PL	PL2020-140	Submitted: 11/20/2020	In Process: 11
		PL for BP2020-125	Technically Complete:	Waiting: 0
		173 Walden Lane, Harriman, TN 37748	Approved:	Total Days: 11
			Ready to Issue:	Total Cycles: 1
		PL2020-141	Submitted: 11/23/2020	In Process: 0
		PL for BP2019-713	Technically Complete:	Waiting: 0
		116 Lakeshore View Dr, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2020-142	Submitted: 11/24/2020	In Process: 0
		PL for BP2020-518	Technically Complete:	Waiting: 0
		485 Country Lane, Lenoir City, TN 37772	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2020-143	Submitted: 11/25/2020	In Process: 0
		PL for BP2020-644	Technically Complete:	Waiting: 0
		4397 River Road, Ten Mile, TN 37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2020-144	Submitted: 11/30/2020	In Process: 0
		PL for BP2020-465	Technically Complete:	Waiting: 0
		421 Little Dogwood Rd., KINGSTON, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
RM		RM2020-103	Submitted: 11/04/2020	In Process: 0
		RM for BP2020-641 Gas Only	Technically Complete:	Waiting: 0
		222 Jaybird Drive, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		RM2020-104	Submitted: 11/06/2020	In Process: 0
		RM for BP2020-561	Technically Complete:	Waiting: 0
		311 Black Oak Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		RM2020-105	Submitted: 11/09/2020	In Process: 0
		RM for BP2020-538	Technically Complete:	Waiting: 0
		1316 Old Roane Street, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1



## Issued Permits By Department

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BUILDING	RM	RM2020-106	Submitted: 11/13/2020	In Process: 0
		RM for BP2020-107	Technically Complete:	Waiting: 0
		244 Lane Hedgecock Rd, Kingston, Tn 37763	Approved:	Total Days: 0
		RM2020-107	Ready to Issue:	Total Cycles: 1
		RM Change Out	Issued: 11/13/2020	
		154 Phillips Rd, Kingston, TN 37763	Submitted: 11/16/2020	In Process: 0
		RM2020-108	Technically Complete:	Waiting: 0
		RM bath vent only	Approved:	Total Days: 0
		116 Lincoln Dr, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
		RM2020-109	Issued: 11/16/2020	
		PL for BP2020-125	Submitted: 11/20/2020	In Process: 0
		173 Walden Lane, Harriman, TN 37748	Technically Complete:	Waiting: 0
		RM2020-110	Approved:	Total Days: 0
		RM for BP2020-271	Ready to Issue:	Total Cycles: 1
		104 Smith Ln, Harriman, TN 37748	Issued: 11/20/2020	
		RM2020-111	Submitted: 11/20/2020	In Process: 0
		Chimney Piping Only	Technically Complete:	Waiting: 0
		120 Mossey Creek Dr, Kingston, TN 37763	Approved:	Total Days: 0
		RM2020-112	Ready to Issue:	Total Cycles: 1
		Addition	Issued: 11/23/2020	
		927 Hamilton Lane, Kingston, TN 37763	Submitted: 11/23/2020	In Process: 8
		RM2020-113	Technically Complete:	Waiting: 0
		RM for BP2020-518	Approved:	Total Days: 8
		485 Country Lane, Lenoir City, TN 37772	Ready to Issue:	Total Cycles: 1
			Issued: 11/30/2020	



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CODE ENFORCEMENT	BK		Submitted: 11/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
	BK-20-0018	code check book		
	308 N. 3rd St., Kingston, TN 37763			
PLANNING	PLT		Submitted: 11/03/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
	PLT2020-068	Plat Review/Boundary Line		
	1370 Bopwman Bend Road, Harriman, TN 37748			
	PLT2020-069	Plat Review/Boundary Line	Submitted: 11/05/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
	Duff Road, Lenoir City, TN 37771			
	PLT2020-070	Plat Review/Boundary Line	Submitted: 11/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
	404 Dogtown Road, Kingston, TN 37763			
	PLT2020-071	Plat Review/5 Acres+	Submitted: 11/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
	748 Caney Creek Road, Harriman, TN 37748			
	PLT2020-072	Plat Review/2 Lots-	Submitted: 11/10/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
	341 Howard Road, Loudon, TN 37774			
	PLT2020-073	Plat Review/2 Lots-	Submitted: 11/10/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
	4650 Hall Road, Loudon, TN 37774			
	PLT2020-074	Plat Review/2 Lots-	Submitted: 11/19/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
	357 Winton Chapel Road, Rockwood, TN 37763			



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PLANNING	PLT	PLT2020-075	Submitted: 11/19/2020	In Process: 12
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0
		Sugar Grove Valley, Harriman, TN 37748	Approved:	Total Days: 12
			Ready to Issue:	Total Cycles: 1
		PLT2020-076	Submitted: 11/30/2020	In Process: 1
		Plat REview/Boundary Line	Technically Complete:	Waiting: 0
		312 East Shore Lane, Rockwood, TN 37854	Approved:	Total Days: 1
			Ready to Issue:	Total Cycles: 1
ZONING	VAR	VAR2020-012	Submitted: 11/24/2020	In Process: 7
		3 foot left side setback	Technically Complete:	Waiting: 0
		159 Gordon Drive, Ten Mile, TN 37880	Approved:	Total Days: 7
			Ready to Issue:	Total Cycles: 1
		VAR2020-013	Submitted: 11/24/2020	In Process: 7
		5 foot right side setback	Technically Complete:	Waiting: 0
		196 Lakeview Cove Drive, Loudon, TN 37774	Approved:	Total Days: 7
			Ready to Issue:	Total Cycles: 1

# KINGSTON WATER TREATMENT PLANT



## NOVEMBER OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	13,808,000	13,525,000	2.05%	445,000	914,000	306,000
	Effluent (Finish)	12,981,000	12,801,000	1.39%	419,000	909,000	299,000
	Spring Supply	13,790,000	13,272,000	3.76%	445,000	477,000	379,000
	Total Finish Prod.	26,771,000	26,073,000	2.61%	Distribution & WTP Report: 733,440 gals. usage flushing and Tank refilling.		
Plant Efficiency		98.60%	98.94%	-0.34%			
Distribution							
GALLONS	Consumption	22,075,389	25,286,800	-14.55%	Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report		
	Reported Usage	733,440	732,000	0.20%			
	Water Loss	3,962,171	4,838,190	-22.11%			
	%	14.80%	18.56%	-3.76%			

Note: The Water Production, Consumption and Loss data is for the October 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 / Handling H2O2 and additional Covid-19
- \* Facilities received daily and regular cleaning and disinfection.
- \* Dave Ott attended the TAUD Cram Session, challenged and passed the Grade III Operators Certification Exam.
- \* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- \* LABTRONX performed the biannual Laboratory & Sampling Equipment Maintenance and Calibrations.
- \* Had to Pull and have #2 Raw Water Motor, replaced with new spare motor.
- \* We lost #1 Raw Water Motor, will pull and send to the shop. It will be a warranty repair or replacement.
- \* Fabricated and installed a weather seal at Pump Room doors.
- \* Replaced 1 suction side valve and 1 discharge side valve, check valve and dresser at Ridgecrest Pump Station. Had to do some on-site fabrication to allow proper fitment of equipment. Received needed assistance from Distribution Operators.

Kingston Water Department  
Schedule of Unaccounted For Water  
November

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	26,771,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	<u>26,771,000</u>
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	22,075,389
<b>G</b>	Metered for Consumption (in house usage)	<u>733,440</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>0</u>
<b>J</b>	Tank Cleaning/Filling	<u>0</u>
<b>K</b>	Street Cleaning	<u>0</u>
<b>L</b>	Bulk Sales	<u>0</u>
<b>M</b>	Water Bill Adjustments (+/-)	<u>0</u>
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)	<u>22,808,829</u>
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	<u>3,962,171</u>
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	<u>14.800%</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.

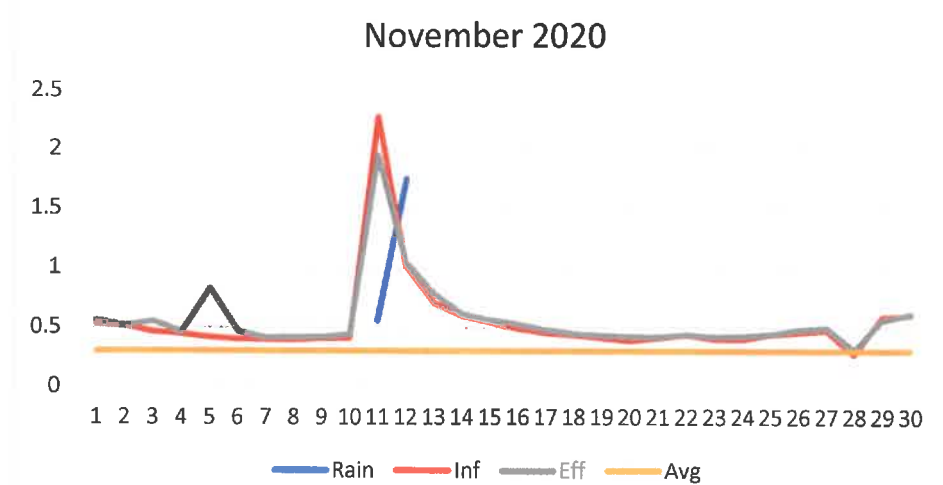


# KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: November Monthly Report  
DATE: December 1, 2020

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.5371	2.760	.2700	16,113,000
EFFLUENT	.5632	1.9500	.3060	16,896,000

2508 Sewer customers 9,165,000 gallons billed. Daily average .3001 mgd.



Total gallons of chlorine used was 322.45 @\$2.09 gallon = \$673.92.

We had 3.33 inches of rain. There were no reported overflows.

We replaced a waterline going to the press due to several leaks over the years. With the line replacement, we also added a water line to clean the digesters.

Stuart Tilley, from Dukes Root Control, will be sending prices on flow monitoring near the #1 pump station and Roane County High School. This will help identify any I & I and help record flow data.

## **Safety Meetings:**

### **November 10, 2020**

Fall Prevention- General Statistics Related to Slips, Trips, and Falls

Toolbox Talk #111

### **November 18, 2020**

Coronavirus Safety

City of Kingston Safety Newsletter



# Water Distribution/Collection

## November 2020

Services	Total
After Hours-Sewer	0
After Hours-Water	0
Door Hanger	4
Profile	4
Road Cut	0
Service Line Leak/Line Break	2
Sewer-Miscellaneous	5
Disconnect for Non-Payment	42
Water/Sewer Service Estimate	2
Water-Check for Leak	10
Water-Miscellaneous	54
Water-Hydrant	0
Water-Re-Read/Manual Read	56
Yard Work	8
Connect Order	39
Disconnect Order	36
Water Tap-New Account Number	2
811 Locates	55






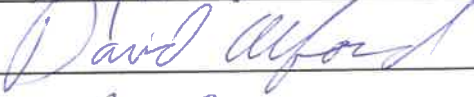
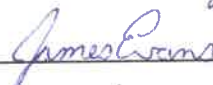

## Kingston Water Department Distribution & Collection Monthly Safety Training

Date: November 25, 2020

Topic: CORONAVIRUS / VIRUS Safety

Instructor:

Employees in Attendance:

Printed Name	Signature
Kevin Hamilton	
David Loy	
Greg Sexton	
DAVID Alford	
James Evans	
Mike Jolly	

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

1 December 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 November 2020

**Summary**

The Library reopened October first on a limited capacity. We had many patrons coming in this past month. Starting November 23rd we had to go back to curbside service. We will allow patrons to come in to use the computer or make copies and sent faxes. We will bring books and other materials out to patron's cars. Our website is: [www.kingstonpubliclibrarytn.org](http://www.kingstonpubliclibrarytn.org) you can log on to see what is available to check out. We signed up a classroom of children from Kingston Elementary school for Library cards. The teacher will show the students how to download books from our READS program. I have received the check from the state for the Cares grant and deposited it to the city. 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. Inter library loans are not available at this time, as libraries are not lending out materials and some libraries are also closed. I have been using the spray fogger 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.

Starting in November we will have a weekly winter craft for the children that can be picked up at the Library for them to complete at home. 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. Any questions can be emailed to me at: [kpldirector@gmail.com](mailto:kpldirector@gmail.com)

Stay Safe.

This is all subject to change as we go forward.

Respectfully submitted

Barbara T.

## **Kingston Beautification Committee**

### **Meeting Minutes- November 2, 2020**

#### **Call to order**

The meeting was called to order at 5:00pm by Tara Stockton

#### **Roll call**

Tara Stockton, Teresa Nichols, Sue Collins, Chief Washam, Susan Whitlock, and guest Yvonne Yates.

#### **Approval of Minutes**

Motion by Teresa and seconded by Sue.

#### **Ongoing Busine**

- RC News Mural—The artist has been working on it currently.
- Control box wraps—The Sponsored SW Fort Image Wrap has been installed.
- Bethel Cemetery—All Materials were donated by Outdoor Kingston fund raising. Next Beautification Day – Spring to help at Cemetery and Parks.
- New Christmas Decorations—Sponsored 12 Days of Christmas decorations installed and Sponsored Velvet red ribbons for gas lights. The wreaths will be installed on light post.
- Veteran's Banners—Order form for the banners is on Outdoor Kingston FB site and city FB page.
- Codes Enforcement—Chief Washam is still working on 500 N. Kentucky and cleanup at Gallaher exit.
- Codes: Verbal warnings given to several businesses.

#### **New Business**

- Next meeting scheduled for 12/7/20

#### **Adjournment**

Motion by Teresa and seconded by Sue.

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

November 13, 2020

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The Monthly E-911 Board meeting will be Monday, November 23, 2020 at 1:00 P.M., at the E-911 Center Administrative Office. This has been changed due to Thanksgiving.

Enclosed please find:

The Agenda for the Board meeting  
September 24, 2020 Board Minutes  
October 22, 2020 Board Minutes  
October 30, 2020 Special Called Meeting Minutes  
September 2020 financial report  
October 22, 2020 financial report  
Accountants October Statement of Net Position  
Fund Balances as of October 31, 2020  
Small Plaque Quote  
October Dispatch Statistics  
Proposed Policies

**"REMOTE ACCESS INFORMATION"**

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

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

CALL TO ORDER

OLIVER SPRINGS REPRESENTATIVE

APPROVAL OF MINUTES OF SEPTEMBER 24, 2020, OCTOBER 22, 2020  
MEETINGS and OCTOBER 30, 2020 SPECIAL CALLED MEETING  
APPROVAL OF SEPTEMBER and OCTOBER FINANCIAL REPORTS

PUBLIC COMMENT

COMPTROLLER

OCTOBER FUND BALANCES

COMMITTEE REPORTS

PERSONNEL COMMITTEE

GENERAL REPORT

BUDGET AND FINANCE COMMITTEE

GENERAL REPORT

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

AS OF 10/13/2020 BORROWED \$ 2,055,214.69 FOR NEW CENTER

DIRECTOR'S REPORT

GENERAL REPORT

OCTOBER STATS

POLICY UPDATES

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NEW BUSINESS

**MINUTES OF SEPTEMBER 24, 2020**  
**ROANE COUNTY E-911 BOARD MEETING**

The Roane County Emergency Communications District (E-911) Board met Thursday, September 24, 2020 at 1:00 pm. at the E-911 Center administrative office.

**MEMBERS PRESENT:** Randy Ellis, Jason Jolly, Remote -Tony Brown, Remote- Marilyn Calfee, Remote-Brad Daniels

**MEMBERS ABSENT:** Keith Farmer, Tim Suter, Jack Stockton, John Harvey

**EMPLOYEES PRESENT:** Remote-Cody Anderson, Remote-Eric Franks, Kim Tharp

**OTHERS PRESENT:** NONE

**CALL TO ORDER:**

Chairman Ellis called the meeting to order at 1:00 P.M. with a quorum of 2 present and 3 (Mr. Brown, Mr. Daniels & Ms. Calfee)on remote access.

**APPROVAL OF MINUTES:**

Motion was made by Mr. Jolly second by Mr. Brown(remote) to approve the minutes of August 27, 2020 regular meeting. No discussion. Roll call vote was taken. All in attendance and remote voted yes. Motion carried.

**FINANCIAL STATEMENT:**

Motion was made by Mr. Jolly, second by Ms. Calfee to approve the financial report for August 2020. No discussion. Roll call vote was taken. All in attendance and remote voted yes. Motion carried.

**PUBLIC COMMENT:**

NONE

**FUND BALANCE:**

Comptroller read the fund balance report, there were no questions.

**COMMITTEE REPORTS:**

**PERSONNEL/TRAINING COMMITTEE:**

Hasn't met. Mr. Brown (remote) called for a point of order, asking since there were 3 remote and 2 present how many votes had to be yes before a motion would carry. Chairman said it was still the majority of the board members needing 5 votes to carry a motion. Mr. Brown(remote) yielded to Director Anderson. Director asked permission to advertise the part-time Janitor position that was built into the current budget. This is a eight hour per week job and pays \$10 per hour, it was set up to begin when we move in to the new center. Mr. Jolly made a motion to proceed, second by Mr. Brown(remote). Mr. Jolly asked about the schedule of the Janitorial position. Director said the schedule would be decided depending upon the need of the center. The position will be required to pass a drug screening and background check. Roll call vote was taken, all present and remote voted yes. Motion carried.

**BUDGET COMMITTEE:**

Hasn't met.

**BUILDING/EQUIPMENT COMMITTEE:**

Committee hasn't met. Chairman Brown(remote) yielded to Director Anderson for his report .

**DIRECTORS REPORT:**

Director Anderson reported that the punch list day for the new building wasn't completed. During the walk through there were a total of 341 findings between our staff and the design company. The move date has been pushed back to possibly November. The date isn't set since there will need to be coordination between all of the companies that will need to be onsite and relocation of staff. Some of the work that isn't complete is being held up because Monolith has repairs and other items to finish before the other crews can complete their work, therefore throwing it behind time wise. The Director presented Change Order #5 for \$4612.82 to the board for approval. Mr. Jolly made a motion to proceed for discussion, second by MS. Calfee (remote). The order covered tower foundation design modifications, grounding bar credit, weather delay days. The requested changes weren't approved by us before they were done but were recommended by the tower company and engineer to the design group to keep from having a delay. After much discussion, Mr. Brown (remote) requested to amend the original motion to approve the rain day delays and the grounding bar credit, not to include the amount for the concrete for the tower base until we met with Upland Design at the next meeting for an explanation. Roll call vote was taken for the amendment to the motion. All present and remote voted yes. Motion Carried. Roll call vote was taken on the original motion as amended. All present and remote voted yes. Motion carried. The August dispatch call stats reflect some reporting errors with AT&T transition, there were calls that were rolled to Loudon County as the backup plan and no calls went unanswered. Director spoke with Roane Metals about their interest in purchasing the existing offices and they are still interested and asked to be notified when we put it on the market.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Mr. Harvey's appointment will expire the end of December 2020. Chairman asked that we send a letter to the County Commission and Executive requesting his reappointment. There were no disagreements on this.

Mr. Brown(remote) commended the director and I T director on their diligent work in seeing that the new center is meeting the specifications of the contract that was signed. Mr. Brown said he hoped this would be the last remote meeting he would have to do.

**ADJOURNMENT:**

With no further business to come before the board, a motion to adjourn was made by Mr. Jolly, second by Ms. Calfee(remote). Roll call vote was taken. All present and remote approved. Motion carried. Dismissed at 1:30 pm. Next regular meeting will be October 22, 2020 at 1:00 P.M.

Regular August 27,2020 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : September 24, 2020.

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Tony Brown / Secretary-Treasurer

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Randy Ellis/Chairman

MINUTES OF OCTOBER 22, 2020  
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, October 22, 2020 at 1:00 pm. at the E-911 Center administrative office.

**MEMBERS PRESENT:** Tony Brown, Tim Suter, Marilyn Calfee, Jason Jolly - Remote

**MEMBERS ABSENT:** Keith Farmer, Randy Ellis, Jack Stockton, Brad Daniels, John Harvey(Deceased)

**EMPLOYEES PRESENT:** Cody Anderson, Eric Franks, Kim Tharp

**OTHERS PRESENT:** Allen Hill, Aaron Grohol - Upland Design Company

**CALL TO ORDER:**

Vice-Chairman Tim Suter called the meeting to order at 1:05 P.M. with only 3 members present and Mr. Jolly via Remote access making the total 4. There were not enough members present to declare a quorum therefore no official business will be conducted.

**APPROVAL OF MINUTES:**

No action taken.

**FINANCIAL STATEMENT:**

No action taken

**PUBLIC COMMENT:**

The Vice-Chairman recognized Upland Design since they had been asked to be present at the meeting. Mr. Hill stated that there is still plenty of work to be done to have substantial completion. They had just come from the site and a crew had been working on the soil. Mr. Brown asked an estimate on possible substantial completion, Mr. Hill said he would roughly guess two weeks. Director Anderson mentioned that we had gotten word from AT&T and our Radio system installers that due to the repeated date changes made because substantial hasn't been reached, they are looking at possibly not being able to schedule our connection until after the first of the year. Mr. Hill mentioned that he has contacted the tile manufacturer for information regarding the different die lot colors and is waiting to hear back from them. Mr. Brown asked if they were anticipating any other change orders. Mr. Hill stated the only ones he was aware of are the ones on the tower base and the remote switch in the kitchen (required by ADA). Mr. Hill has asked Monolith for documentation proof that they arranged to have the driveway paved, as of yet none has been presented. Mr. Brown stated that prior to Mr. Hooks retirement he had contacted the state highway department via email to pave it therefore Monolith needs to re-pave it to fix the damages that have been made due to construction vehicles damages per contract. Mr. Hill stated that he would let Monolith know that they are responsible to pave the driveway and make any repairs necessary to the already paved areas. Director Anderson asked about the One Year Warranty items and how it would be addressed, Mr. Hill stated that they will begin at the completion of Substantial. The daily liquidation fees have been accumulating since September 11, 2020 the original date of scheduled completion. Mr. Suter asked Mr. Hill if there was anything that they needed from the board. Mr. Hill referenced Change order #6 that was in the board packet for this meeting. Mr. Suter stated that no action could be taken until there is a minimum five person board quorum.

**FUND BALANCE:**

No report given

**COMMITTEE REPORTS:**

**PERSONNEL/TRAINING COMMITTEE:**

No report given

**BUDGET COMMITTEE:**

Hasn't met.

**BUILDING/EQUIPMENT COMMITTEE:**

No report given.

**DIRECTORS REPORT:**

No report given.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Due to the holidays falling on Thursday this year the next two monthly meetings were rescheduled. Mr. Brown suggested November meeting being moved from November 26 (Thanksgiving day) to Monday, November 23, 2020. The December meeting was rescheduled from December 24 (Christmas Eve) to Monday, December 21, 2020. Vice Chairman Suter agreed with the meeting changes recommended. Mr. Brown acknowledged the passing of our Oliver Springs representative an 11 year board member, Mr. John Harvey. He asked to have the Mobile 911 Truck join in the funeral procession on Friday, October 23, 2020. Director Anderson agreed that this would be arranged.

**ADJOURNMENT:**

No other discussion was mentioned so the meeting was dismissed at 2:00 pm and Upland Design was thanked for the updated information. November meeting will be held on Monday, November 23, 2020 at 1:00 p.m.

No minutes were approved at this meeting since there was no quorum present.

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Tony Brown / Secretary-Treasurer

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Randy Ellis/Chairman

MINUTES OF OCTOBER 30, 2020  
ROANE COUNTY E-911 SPECIAL CALLED BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Friday, October 30, 2020 at 10:00 am. at the E-911 Center administrative office for a Special called meeting regarding the AT&T/Windstream settlement.

**MEMBERS PRESENT:** Tony Brown, Randy Ellis, Tim Suter - Remote, Jason Jolly - Remote, Jack Stockton - Remote, Keith Farmer - Remote

**MEMBERS ABSENT:** Brad Daniels, Marilyn Calfee

**EMPLOYEES PRESENT:** Cody Anderson, Eric Franks, Kim Tharp

**OTHERS PRESENT:** Mike Mahn, Attorney - Remote and Rick Hitchcock, Attorney - Remote

**CALL TO ORDER:**

Chairman Ellis called the meeting to order at 10:05 am. Roll call was taken, two members were present in person and 4 members on remote access making a total of 6 present. The Chairman recessed to go in to an Executive session. Chairman Ellis turned the Executive session over to the lawyers to discuss the settlement and the terms thereof. The lawyer clarified that the company involved in this settlement is Windstream Holdings, Inc. who had previously filed bankruptcy and have recently come out of that filing allowing this settlement to be completed. This settlement has already been approved by 10 other 911 centers involved and as soon as all of the centers have signed/approved it they will be able to proceed with the payments to each center. They are anticipating distribution of funds for next month. Mr. Brown asked if this would be the final lawsuit, Mr. Hitchcock stated that there have been 21 sub company lawsuits and there is still a Level 3 lawsuit currently in the 6th Circuit Court of Appeals with a second appeal in process, possibly settling early next year. With no other questions, the Chairman returned the session back to the Special Called meeting. Mr. Brown made a motion to accept the settlement offer presented by Chambliss, Bahner, & Stophel P.C. with Windstream Holdings, Inc. , Mr. Suter (remote) second the motion. With no other discussion, a roll call vote was taken with all present and remote voting yes to approve the motion. Motion carried.

**ADJOURNMENT:**

Mr. Brown made a motion to dismiss, Mr. Farmer - remote second the motion. All present and remote voted to dismiss at 10:15 a.m.

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Tony Brown / Secretary-Treasurer

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Randy Ellis/Chairman

BUDGET F/Y 2020-2021	APPROVED BY BOARD					
	2020-2021	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
REVENUES				SEPTEMBER		
3010 TCA Section 7-86-303 Receipts	640,518	53,376.50	0.00	(53,376.50)	106,753.00	(533,765.00)
3020 TCA Section 7-86-130 Receipts	35,000	2,916.67	0.00	(2,916.67)	0.00	(35,000.00)
3060 Local Government Contracts	674,373	56,197.75	56,197.75	0.00	168,593.25	(505,779.75)
3070 Contracted Services	47,387	3,948.92	3,948.90	(0.02)	11,846.76	(35,540.24)
3080 Sales & Fees	250	20.83	0.00	(20.83)	5.80	(244.20)
5002 Interest Income	950	79.17	80.65	1.48	243.78	(706.22)
5006 TECB Subsidies	125,061	10,421.75	0.00	(10,421.75)	125,061.00	0.00
5099 Other Non-Operating Revenue	37,303	3,108.58	85.20	(3,023.38)	28,036.90	(9,266.10)
<b>TOTAL ESTIMATED REVENUE</b>	<b>1,560,842</b>	<b>130,070.17</b>	<b>60,312.50</b>	<b>(69,757.67)</b>	<b>440,540.49</b>	<b>(1,120,301.51)</b>
=====						
<b>SALARIES AND WAGES</b>						
4001 Director	64,000	5,333.33	4,923.08	(410.25)	14,769.24	(49,230.76)
4002 Administrative Personnel	123,067	10,255.58	9,450.00	(805.58)	28,318.31	(94,748.69)
4004 Telecommunicators	304,762	25,396.83	27,709.36	2,312.53	80,283.77	(224,478.23)
4005 Dispatch Supervisor Personnel	117,728	9,810.67	3,081.60	(6,729.07)	9,244.80	(108,483.20)
4006 Mapping/Addressing Personnel	50,219	4,184.92	3,918.38	(266.54)	11,755.14	(38,463.86)
4007 Janitor	4,160	346.67	0.00	(346.67)	0.00	(4,160.00)
4012 I.T. Personnel	50,000	4,166.67	3,846.16	(320.51)	11,538.48	(38,461.52)
4099 Other Payroll Costs	31,759	2,646.58	1,892.46	(754.12)	4,367.07	(27,391.93)
4101 Social Security	46,295	3,857.92	3,382.16	(475.76)	9,886.95	(36,408.05)
4102 Medicare	10,827	902.25	791.00	(111.25)	2,312.28	(8,514.72)
4104 Medical Insurance	147,714	12,309.50	10,768.25	(1,541.25)	32,255.12	(115,458.88)
4106 Other Insurance	1,122	93.50	93.50	0.00	275.00	(847.00)
4107 Unemployment Compensation	560	46.67	0.00	(46.67)	81.65	(478.35)
4108 Pension Expense	41,133	3,427.75	2,915.62	(512.13)	8,662.85	(32,470.15)
4109 Other Postemployment Benefits	8,137	678.08	693.00	14.92	1,808.10	(6,328.90)
<b>ADMINISTRATION</b>						
4203 Audit Services	9,398	783.17	0.00	(783.17)	0.00	(9,398.00)
4204 Accounting/Bookkeeping Services	3,936	328.00	320.00	(8.00)	960.00	(2,976.00)
4208 Contracts with Vendors	1,252	104.33	21.00	(83.33)	63.00	(1,189.00)
4217 Legal Services	7,500	625.00	0.00	(625.00)	0.00	(7,500.00)
4218 Maintenance & Warranty Contracts	0	0.00	0.00	0.00	0.00	0.00
4229 Lease/Rental-Admin. Equip/furn/fixt	1,900	158.33	150.00	(8.33)	450.00	(1,450.00)
4232 Advertising	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4233 Awards to Employees and Others	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4237 Dues and Memberships - Admin.	5,135	427.92	0.00	(427.92)	5,135.00	0.00
4239 Equipment - General (non-capitalized)	2,500	208.33	0.00	(208.33)	0.00	(2,500.00)
4240 Insurance - Liability	6,727	560.58	0.00	(560.58)	0.00	(6,727.00)
4241 Insurance - Worker's Compensation	1,300	108.33	0.00	(108.33)	0.00	(1,300.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4245 Software & Licensing - Admin.	1,098	91.50	36.00	(55.50)	504.00	(594.00)
4246 Supplies & Materials - Admin.	3,290	274.17	196.59	(77.58)	433.75	(2,856.25)
4247 Training Costs - Administrative	700	58.33	0.00	(58.33)	0.00	(700.00)
4248 Travel - Administrative	3,900	325.00	0.00	(325.00)	131.60	(3,768.40)
4250 Telephone Costs - Administrative	2,400	200.00	161.07	(38.93)	483.21	(1,916.79)
4251 Telecomm cell phones/pagers-Admin	650	54.17	51.69	(2.48)	158.17	(491.83)
4253 Vehicle Expenses - Administrative	4,390	365.83	0.00	(365.83)	68.65	(4,321.35)
4254 Vehicle Fuel - Administrative	1,600	133.33	100.02	(33.31)	256.91	(1,343.09)
4299 Misc. Admin Services and Expenses	750	62.50	0.00	(62.50)	0.00	(750.00)
<b>BUILDING AND FACILITIES</b>						
4305 Equipment-Facilities (non capitalized)	10,000	833.33	2,992.95	2,159.62	5,083.52	(4,916.48)

4307 Utilities	22,586	1,882.17	1,431.12	(451.05)	3,539.99	(19,046.01)
4333 Maint. And Repairs - Build/Facilities	1,000	83.33	13.62	(69.71)	251.55	(748.45)
4338 Insurance - Buildings and Contents	24,057	2,004.75	0.00	(2,004.75)	0.00	(24,057.00)
4339 Maintenance & Warranty Contracts	2,800	233.33	245.00	11.67	730.00	(2,070.00)
4340 Supplies and Materials-Build/Facilit.	10,000	833.33	321.71	(511.62)	569.59	(9,430.41)
4399 Misc. Building and Facilities Costs	750	62.50	0.00	(62.50)	0.00	(750.00)
<b>COMMUNICATIONS - OPERATIONS</b>						
4406 Employee Testing/ Exams- Operations	3,000	250.00	350.00	100.00	1,180.00	(1,820.00)
4410 Insurance - Equipment (non admin)	318	26.50	0.00	(26.50)	0.00	(318.00)
4413 Communications License and Fees	40,000	3,333.33	8.56	(3,324.77)	9,589.81	(30,410.19)
4418 Training Expenses - Commun. Oper.	1,500	125.00	0.00	(125.00)	789.90	(710.10)
4419 Travel Expenses - Commun. Operation	2,100	175.00	293.71	118.71	293.71	(1,806.29)
4423 Addressing/mapping/data supplies	- 100	8.33	0.00	(8.33)	0.00	(100.00)
4424 Cable/Internet Charges - Commun.	14,115	1,176.25	1,569.10	392.85	4,693.96	(9,421.04)
4427 Equipment - Commun.(not capitalized)	10,000	833.33	0.00	(833.33)	0.00	(10,000.00)
4430 Language Interpreting	150	12.50	0.00	(12.50)	13.00	(137.00)
4431 Maintenance & Warranty Contracts	29,220	2,435.00	2,295.60	(139.40)	2,295.00	(26,925.00)
4432 Maint. And Repairs - Communication	2,000	166.67	0.00	(166.67)	540.26	(1,459.74)
4433 NCIC/TBI/TIES Expenses	6,060	505.00	0.00	(505.00)	3,980.00	(2,080.00)
4434 Software & License - Communictions	750	62.50	0.00	(62.50)	0.00	(750.00)
4435 Supplies, Materials & Serv. - Comm.	1,300	108.33	0.00	(108.33)	36.62	(1,263.38)
4437 Telephone Costs (Call Center Lines)	18,264	1,522.00	1,270.00	(252.00)	3,810.00	(14,454.00)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,200	100.00	80.02	(19.98)	240.08	(959.92)
4439 Vehicle Expenses - Operations	700	58.33	0.00	(58.33)	0.00	(700.00)
4440 Vehicle Fuel - Operations	600	50.00	0.00	(50.00)	0.00	(600.00)
<b>NONOPERATING REVENUES</b>						
5010 INTEREST EXPENSE	104,500	8,708.33	0.00	(8,708.33)	0.00	(104,500.00)
<b>TOTAL ESTIMATED EXPENSE</b>	<b>1,369,979</b>	<b>114,164.92</b>	<b>85,372.33</b>	<b>(28,792.59)</b>	<b>261,840.04</b>	<b>(1,108,138.96)</b>
<b>=====</b>						
ESTIMATED RECEIPTS	1,560,842		60,312.50			
ESTIMATED EXPENDITURE	1,369,979		85,372.33			
OVER (UNDER)	190,863					
DEPRECIATION	58,465					
OVER(UNDER)AFTER DEPRECIATION	132,398		-25,059.83			
Less Building Payment Principal	28,824					

BUDGET F/Y 2020-2021	APPROVED BY BOARD					
	2020-2021	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
REVENUES				OCTOBER		
3010 TCA Section 7-86-303 Receipts	640,518	53,376.50	106,753.00	53,376.50	213,506.00	(427,012.00)
3020 TCA Section 7-86-130 Receipts	35,000	2,916.67	0.00	(2,916.67)	0.00	(35,000.00)
3060 Local Government Contracts	674,373	56,197.75	56,197.75	0.00	224,791.00	(449,582.00)
3070 Contracted Services	47,387	3,948.92	3,948.92	0.00	15,795.68	(31,591.32)
3080 Sales & Fees	250	20.83	1.00	(19.83)	6.80	(243.20)
5002 Interest Income	950	79.17	15.94	(63.23)	259.72	(690.28)
5006 TECB Subsidies	125,061	10,421.75	0.00	(10,421.75)	125,061.00	0.00
5099 Other Non-Operating Revenue	37,303	3,108.58	8,227.10	5,118.52	36,264.00	(1,039.00)
<b>TOTAL ESTIMATED REVENUE</b>	<b>1,560,842</b>	<b>130,070.17</b>	<b>175,143.71</b>	<b>45,073.54</b>	<b>615,684.20</b>	<b>(945,157.80)</b>
=====						
SALARIES AND WAGES						
4001 Director	64,000	5,333.33	7,384.62	2,051.29	22,153.86	(41,846.14)
4002 Administrative Personnel	123,067	10,255.58	14,175.00	3,919.42	42,493.31	(80,573.69)
4004 Telecommunicators	304,762	25,396.83	42,321.55	16,924.72	122,605.32	(182,156.68)
4005 Dispatch Supervisor Personnel	117,728	9,810.67	4,622.40	(5,188.27)	13,867.20	(103,860.80)
4006 Mapping/Addressing Personel	50,219	4,184.92	5,517.57	1,332.65	17,272.71	(32,946.29)
4007 Janitor	4,160	346.67	0.00	(346.67)	0.00	(4,160.00)
4012 I.T. Personel	50,000	4,166.67	5,769.24	1,602.57	17,307.72	(32,692.28)
4099 Other Payroll Costs	31,759	2,646.58	407.93	(2,238.65)	4,775.00	(26,984.00)
4101 Social Security	46,295	3,857.92	4,955.57	1,097.65	14,842.52	(31,452.48)
4102 Medicare	10,827	902.25	1,158.97	256.72	3,471.25	(7,355.75)
4104 Medical Insurance	147,714	12,309.50	10,768.25	(1,541.25)	43,023.37	(104,690.63)
4106 Other Insurance	1,122	93.50	93.50	0.00	368.50	(753.50)
4107 Unemployment Compensation	560	46.67	17.53	(29.14)	99.18	(460.82)
4108 Pension Expense	41,133	3,427.75	4,269.24	841.49	12,932.09	(28,200.91)
4109 Other Postemployment Benefits	8,137	678.08	693.00	14.92	2,501.10	(5,635.90)
ADMINISTRATION						
4203 Audit Services	9,398	783.17	0.00	(783.17)	0.00	(9,398.00)
4204 Accounting/Bookkeeping Services	3,936	328.00	320.00	(8.00)	1,280.00	(2,656.00)
4208 Contracts with Vendors	1,252	104.33	21.00	(83.33)	84.00	(1,168.00)
4217 Legal Services	7,500	625.00	0.00	(625.00)	0.00	(7,500.00)
4218 Maintenance & Warranty Contracts	0	0.00	0.00	0.00	0.00	0.00
4229 Lease/Rental-Admin. Equip/furn/fixt	1,900	158.33	150.00	(8.33)	600.00	(1,300.00)
4232 Advertising	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4233 Awards to Employees and Others	1,500	125.00	0.00	(125.00)	0.00	(1,500.00)
4237 Dues and Memberships - Admin.	5,135	427.92	0.00	(427.92)	5,135.00	0.00
4239 Equipment - General (non-capitalized)	2,500	208.33	0.00	(208.33)	0.00	(2,500.00)
4240 Insurance - Liability	6,727	560.58	0.00	(560.58)	0.00	(6,727.00)
4241 Insurance - Worker's Compensation	1,300	108.33	0.00	(108.33)	0.00	(1,300.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4245 Software & Licensing - Admin.	1,098	91.50	36.00	(55.50)	540.00	(558.00)
4246 Supplies & Materials - Admin.	3,290	274.17	131.19	(142.98)	564.94	(2,725.06)
4247 Training Costs - Administrative	700	58.33	0.00	(58.33)	0.00	(700.00)
4248 Travel - Administrative	3,900	325.00	172.96	(152.04)	304.56	(3,595.44)
4250 Telephone Costs - Administrative	2,400	200.00	161.07	(38.93)	644.28	(1,755.72)
4251 Telecomm cell phones/pagers-Admin	650	54.17	51.71	(2.46)	209.88	(440.12)
4253 Vehicle Expenses - Administrative	4,390	365.83	0.00	(365.83)	68.65	(4,321.35)
4254 Vehicle Fuel - Administrative	1,600	133.33	98.58	(34.75)	355.49	(1,244.51)
4299 Misc. Admin Services and Expenses	750	62.50	0.00	(62.50)	0.00	(750.00)

<b>BUILDING AND FACILITIES</b>						
4305 Equipment-Facilities (non capitalized)	10,000	833.33	359.45	(473.88)	5,442.97	(4,557.03)
4307 Utilities	22,586	1,882.17	1,344.43	(537.74)	4,884.42	(17,701.58)
4333 Maint. And Repairs - Build/Facilities	1,000	83.33	0.00	(83.33)	251.55	(748.45)
4338 Insurance - Buildings and Contents	24,057	2,004.75	0.00	(2,004.75)	0.00	(24,057.00)
4339 Maintenance & Warranty Contracts	2,800	233.33	135.00	(98.33)	865.00	(1,935.00)
4340 Supplies and Materials-Build/Facilit.	10,000	833.33	462.53	(370.80)	1,032.12	(8,967.88)
4399 Misc. Building and Facilities Costs	750	62.50	0.00	(62.50)	0.00	(750.00)
<b>COMMUNICATIONS - OPERATIONS</b>						
4406 Employee Testing/ Exams- Operations	3,000	250.00	0.00	(250.00)	1,180.00	(1,820.00)
4410 Insurance - Equipment (non admin)	318	26.50	0.00	(26.50)	0.00	(318.00)
4413 Communications License and Fees	40,000	3,333.33	9,581.25	6,247.92	19,171.06	(20,828.94)
4418 Training Expenses - Commun. Oper.	1,500	125.00	269.95	144.95	1,059.85	(440.15)
4419 Travel Expenses - Commun. Operation	2,100	175.00	622.26	447.26	915.97	(1,184.03)
4423 Addressing/mapping/data supplies	100	8.33	0.00	(8.33)	0.00	(100.00)
4424 Cable/Internet Charges - Commun.	14,115	1,176.25	1,569.10	392.85	6,263.06	(7,851.94)
4427 Equipment - Commun.(not capitalized)	10,000	833.33	700.99	(132.34)	700.99	(9,299.01)
4430 Language Interpreting	150	12.50	21.25	8.75	34.25	(115.75)
4431 Maintenance & Warranty Contracts	29,220	2,435.00	1,983.05	(451.95)	4,278.05	(24,941.95)
4432 Maint. And Repairs - Communication	2,000	166.67	0.00	(166.67)	540.26	(1,459.74)
4433 NCIC/TBI/TIES Expenses	6,060	505.00	560.00	55.00	4,540.00	(1,520.00)
4434 Software & License - Communictions	750	62.50	0.00	(62.50)	0.00	(750.00)
4435 Supplies, Materials & Serv. - Comm.	1,300	108.33	0.00	(108.33)	36.62	(1,263.38)
4437 Telephone Costs (Call Center Lines)	18,264	1,522.00	1,270.00	(252.00)	5,080.00	(13,184.00)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,200	100.00	80.02	(19.98)	320.10	(879.90)
4439 Vehicle Expenses - Operations	700	58.33	0.00	(58.33)	0.00	(700.00)
4440 Vehicle Fuel - Operations	600	50.00	0.00	(50.00)	0.00	(600.00)
<b>NONOPERATING REVENUES</b>						
5010 INTEREST EXPENSE	104,500	8,708.33	0.00	(8,708.33)	0.00	(104,500.00)
<b>TOTAL ESTIMATED EXPENSE</b>	<b>1,369,979</b>	<b>114,164.92</b>	<b>122,256.16</b>	<b>8,091.24</b>	<b>384,096.20</b>	<b>(985,882.80)</b>
<b>ESTIMATED RECEIPTS</b>	<b>1,560,842</b>		<b>175,143.71</b>			
<b>ESTIMATED EXPENDITURE</b>	<b>1,369,979</b>		<b>122,256.16</b>			
<b>OVER (UNDER)</b>	<b>190,863</b>					
<b>DEPRECIATION</b>	<b>58,465</b>					
<b>OVER(UNDER)AFTER DEPRECIATION</b>	<b>132,398</b>		<b>52,887.55</b>			
<b>Less Building Payment Principal</b>	<b>28,824</b>					
<b>OVER (UNDER) AFTER PRINCIPAL</b>	<b>103,574</b>					

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## STATEMENT OF NET POSITION

October 31, 2020

### CURRENT ASSETS

Revenue Acct. - Regions Bank	\$ 1,887,713
Oper/Maint Acct. - Regions Bank	70,823
Building Project 911 Constructi	1,086
CD's Capital Improvement - Outlay	63,056
Prepaid Expenses	23,570

TOTAL CURRENT ASSETS	<u>2,046,248</u>
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### CAPITAL ASSETS NOT BEING DEPRECIATED

Land	206,805
Construction in Progress	2,213,033

### CAPITAL ASSETS BEING DEPRECIATED

Buildings & Improvements	409,783
Furniture & Fixtures	115,485
Office Equipment	53,023
Communications Equipment	1,380,779
Vehicles	30,893
Mapping & CAD System	209,249
Intangibles - Mapping	65,000

TOTAL CAPITAL ASSETS	4,684,050
Accumulated Depreciation	<u>(1,596,332)</u>

CAPITAL ASSETS, NET	<u>3,087,718</u>
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### OTHER ASSETS

Net Pension Asset	339,130
Utility Deposit	1,065

TOTAL OTHER ASSETS	<u>340,195</u>
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TOTAL ASSETS	<u>\$ 5,474,161</u>
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### DEFERRED OUTFLOW OF RESOURCES

Pension Cont after Measurement Date (GASB68)	\$ 85,627
OPEB Deferred outflows	<u>326</u>

TOTAL DEFERRED OUTFLOW OF RESOURCES	<u>\$ 85,953</u>
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See accountants' compilation report

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## STATEMENT OF NET POSITION

October 31, 2020

### CURRENT LIABILITIES

Net OPEB Asset(Liability)	\$	27,969
Accounts Payable		20,166
Accrued Compensated Absences		18,177
Payroll Deductions Payable		1,512
FICA W/H Payable		1,459
Employee Health Ins. W/H		7,649
SUTA Taxes Payable		1,249
Other Current Liabilities		10,859
Insurance W/H Payable		<u>473</u>

TOTAL CURRENT LIABILITIES		<u>89,513</u>
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### NON CURRENT LIABILITIES

Notes payable - long term		<u>2,055,188</u>
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TOTAL NON CURRENT LIABILITIES		<u>2,055,188</u>
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TOTAL LIABILITIES	\$	<u>2,144,701</u>
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### DEFERRED INFLOW OF RESOURCES

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

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

Net Investment in Capital Assets	\$	1,032,530
Restricted for Pension		339,130
Unrestricted Net Position		<u>1,954,000</u>

TOTAL NET POSITION	\$	<u>3,325,660</u>
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See accountants' compilation report

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the Four Months Ended October 31, 2020

	<u>Amount</u>	<u>Percent</u>
<b>OPERATING REVENUES</b>		
TCA Section 7-86-303 Receipts	\$ 213,506	48.3 %
Local Government Contracts	56,198	12.7
Contracted Services	3,949	0.9
Sales & Fees	1	0.0
Other Op Rev (Dispatch Services)	<u>168,594</u>	<u>38.1</u>
TOTAL OPERATING REVENUES	<u>442,248</u>	<u>100.0</u>
<b>OPERATING EXPENSES</b>		
<b><u>SALARIES AND WAGES</u></b>		
Salaries and Wages	14,635	3.3
Salary - Director	19,692	4.5
Salary - Administrative Personnel	33,978	7.7
Salary - Telecommunicators	90,486	20.5
Salary - Dispatch Supervisor Personnel	21,472	4.9
Salary - Admin-Mapping & PT Consultant	13,611	3.1
IT Personnel	15,385	3.5
Other Payroll Costs	<u>4,641</u>	<u>1.0</u>
TOTAL SALARIES AND WAGES	<u>213,900</u>	<u>48.4</u>
<b><u>EMPLOYEE BENEFITS</u></b>		
Taxes - Payroll - Social Security	13,195	3.0
Taxes - Payroll - Medicare	3,086	0.7
Insurance - Employee Health	46,295	10.5
Other Insurance	369	0.1
Taxes - Payroll - SUTA	40	0.0
Retirement Contributions	<u>16,993</u>	<u>3.8</u>
TOTAL EMPLOYEE BENEFITS	<u>79,978</u>	<u>18.1</u>

See accountants' compilation report

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the Four Months Ended October 31, 2020

	Amount	Percent
<b><u>ADMINISTRATION</u></b>		
Accounting / Bookkeeping Services	1,280	0.3
Contracts with Vendors	63	0.0
Maintenance & Warranty Contracts	8,217	1.9
Lease/Rental - Admin Equipment/Furniture/Fixtures	600	0.1
Dues and Memberships - Admin	1,712	0.4
Insurance-Liability	6,248	1.4
Software & Licensing - Admin	140	0.0
Supplies & Materials - Admin	560	0.1
Travel - Admin	132	0.0
Telephone costs - Admin	644	0.1
Telecomm Cell Phones and Pagers - Admin	450	0.1
Vehicle Expenses - Admin	69	0.0
Vehicle Fuel - Admin	355	0.1
TOTAL ADMINISTRATION	20,470	4.6
<b><u>BUILDINGS AND FACILITIES</u></b>		
Equipment - Facilities (Not Capitalized)	5,443	1.2
Utilities	4,905	1.1
Maintenance & Repairs - Misc	252	0.1
Maintenance & Warranty Contracts	2,623	0.6
Supplies and Materials - Buildings and Facilities	1,022	0.2
TOTAL BUILDINGS AND FACILITIES	14,245	3.2 %
<b><u>COMMUNICATIONS - OPERATIONS</u></b>		
Employee Testing and Exams - Operations	1,180	0.3
Communications Licenses and Fees	12,783	2.9
Training Expenses-Communications Operations	1,060	0.2
Travel Expenses-Communications Operations	916	0.2
Cable/Internet Charges-Communications	7,492	1.7
Equipment-Communications (not capitalized)	1,546	0.3
Language Interpreting	34	0.0
Maintenance & Warranty Contracts	37	0.0
Maintenance & Repairs - Communications	5,139	1.2
NCIC/TBI/TIES Expenses	1,921	0.4
Supplies, Materials & Services - Communications	37	0.0
Telephone costs (Call Center Lines)	6,350	1.4
Telecomm Cell Phones and Pagers - Communications and Operations	81	0.0
TOTAL COMMUNICATIONS - OPERATIONS	38,576	8.7

See accountants' compilation report

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the Four Months Ended October 31, 2020

	<u>Amount</u>	<u>Percent</u>
<b><u>DEPRECIATION</u></b>		
Depreciation	<u>23,060</u>	<u>5.2</u>
TOTAL DEPRECIATION	<u>23,060</u>	<u>5.2</u>
TOTAL OPERATING EXPENSES	<u>390,229</u>	<u>88.2</u>
OPERATING INCOME (LOSS)	<u>52,019</u>	<u>11.8</u>
<b><u>NONOPERATING REVENUES AND (EXPENSES)</u></b>		
Interest Income	277	0.1
Other Local Governments Subsidies	28,037	6.3
TECB Subsidies	125,061	28.3
Other Non-operating Revenue	<u>24,678</u>	<u>5.6</u>
TOTAL NONOPERATING REVENUES AND (EXPENSES)	<u>178,053</u>	<u>40.3%</u>
INCREASE (DECREASE) IN NET POSITION	<u>230,072</u>	<u>52.0%</u>
NET POSITION - BEGINNING OF PERIOD	<u>3,095,588</u>	
NET POSITION - END OF PERIOD	<u>\$ 3,325,660</u>	

See accountants' compilation report

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Four Months Ended October 31, 2020

	1 Month Ended Actual October 31, 2020	1 Month Ended Budget October 31, 2020	Variance	Percent	4 Months Ended Actual October 31, 2020	4 Months Ended Budget October 31, 2020	Variance	Percent
<b>Operating Revenues</b>								
TCA Section 7-86-303 Receipts	\$ 106,753	\$ 53,377	53,376	63.96 %	\$ 213,506	\$ 213,506	-	48.28 %
TCA Section 7-86-130 Receipts	-	2,917	(2,917)	-	-	11,667	(11,667)	-
Local Government Contracts	56,198	-	56,198	33.67	56,198	-	56,198	12.71
Contracted Services	3,949	3,949	-	2.37	3,949	15,796	(11,847)	0.89
Sales & Fees	1	21	(20)	-	1	83	(82)	-
Other Op Rev (Dispatch Services)	2	56,198	(56,196)	-	168,594	224,791	(56,197)	38.12
<b>Total Operating Revenues</b>	<b>166,903</b>	<b>116,462</b>	<b>50,441</b>	<b>100.00</b>	<b>442,248</b>	<b>465,843</b>	<b>(23,595)</b>	<b>100.00</b>
<b>Operating Expenses</b>								
<b>Salaries and Wages</b>								
Salaries and Wages	4,169	-	4,169	2.50	14,635	-	14,635	3.31
Salary - Director	4,923	5,333	(410)	2.95	19,692	21,333	(1,641)	4.45
Salary - Administrative Personnel	8,197	10,256	(2,059)	4.91	33,978	41,022	(7,044)	7.68
Salary - Telecommunicators	23,375	25,397	(2,022)	14.01	90,486	101,587	(11,101)	20.46
Salary - Dispatch Supervisor Personnel	5,400	9,811	(4,411)	3.24	21,472	39,243	(17,771)	4.86
Salary - Admin-Mapping & PT Consultant	3,439	4,185	(746)	2.08	13,611	16,740	(3,129)	3.08
Salary - Other Salaries & Wages	-	347	(347)	-	-	1,387	(1,387)	-
IT Personnel	3,846	4,167	(321)	2.30	15,385	16,667	(1,282)	3.48
Other Payroll Costs	274	2,647	(2,373)	0.16	4,641	10,586	(5,945)	1.05
<b>Total Salaries and Wages</b>	<b>53,623</b>	<b>62,143</b>	<b>(8,520)</b>	<b>32.13</b>	<b>213,900</b>	<b>248,565</b>	<b>(34,665)</b>	<b>48.37</b>
<b>Employee Benefits</b>								
Taxes - Payroll - Social Security	3,308	3,858	(550)	1.98	13,195	15,432	(2,237)	2.98
Taxes - Payroll - Medicare	774	902	(128)	0.46	3,086	3,609	(523)	0.70
Insurance - Employee Health	12,120	12,310	(190)	7.26	46,295	49,238	(2,943)	10.47
Other Insurance	94	94	-	0.06	369	374	(5)	0.08
Taxes - Payroll - SUTA	14	47	(33)	0.01	40	167	(127)	0.01
Retirement Contributions	2,842	3,428	(586)	1.70	16,993	13,711	3,282	3.84
Other Postemployment Benefits (OPEB)	-	678	(678)	-	-	2,712	(2,712)	-
<b>Total Employee Benefits</b>	<b>19,152</b>	<b>21,317</b>	<b>(2,165)</b>	<b>11.47</b>	<b>79,978</b>	<b>85,263</b>	<b>(5,285)</b>	<b>18.08</b>

See accountants' compilation report.

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Four Months Ended October 31, 2020

	1 Month Ended Actual October 31, 2020	1 Month Ended Budget October 31, 2020	Variance	Percent	4 Months Ended Actual October 31, 2020	4 Months Ended Budget October 31, 2020	Variance	Percent
Administration								
Audit Services	-	783	(783)	-	-	3,133	(3,133)	-
Accounting / Bookkeeping Services	320	328	(8)	0.19	1,280	1,312	(32)	0.25
Contracts with Vendors	21	104	(83)	0.01	63	417	(354)	0.01
Legal and Professional	-	625	(625)	-	-	2,500	(2,500)	-
Maintenance & Warranty Contracts	1,710	-	1,710	1.02	8,217	0	8,217	1.86
Lease/Rental - Admin	150	158	(8)	0.09	600	633	(33)	0.14
Equipment/Furniture/Fixtures	-	-	-	-	-	-	-	-
Dues and Memberships - Admin	428	428	-	0.26	1,712	1,712	-	0.35
Equipment - General (non-capitalized)	-	208	(208)	-	-	833	(833)	-
Insurance-Liability	-	561	(561)	-	6,248	2,242	4,006	1.41
Software & Licensing - Admin	36	92	(56)	0.02	140	366	(226)	0.03
Supplies & Materials - Admin	126	274	(148)	0.08	560	1,097	(537)	0.13
Training costs - Admin	-	58	(58)	-	-	233	(233)	-
Travel - Admin	-	325	(325)	-	132	1,300	(1,168)	0.03
Telephone costs - Admin	161	200	(39)	0.10	644	800	(156)	0.15
Telecomm Cell Phones and Pagers - Admin	52	54	(2)	0.03	450	217	233	0.10
Vehicle Expenses - Admin	-	366	(366)	-	69	1,463	(1,394)	0.02
Vehicle Fuel - Admin	99	133	(34)	0.06	355	533	(178)	0.06
Other Admin Services and Expenses	-	63	(63)	-	-	250	(250)	-
Total Administration	3,103	4,760	(1,657)	1.86	20,470	19,042	1,429	4.63
Buildings and Facilities								
Maintenance & Repairs - Admin	-	42	(42)	-	-	167	(167)	-
Equipment - Facilities (Not Capitalized)	359	833	(474)	0.22	5,443	3,333	2,110	1.22
Utilities	1,344	1,882	(538)	0.81	4,905	7,529	(2,624)	1.11
Maintenance & Repairs - Misc	-	83	(83)	-	252	333	(81)	0.06
Maintenance & Warranty Contracts	135	233	(98)	0.08	2,623	933	1,690	0.56
Supplies and Materials - Buildings and Facilities	401	833	(432)	0.24	1,022	3,333	(2,311)	0.23
Other Building and Facilities Costs	-	63	(63)	-	-	250	(250)	-
Addressing/Mapping/Database Supplies	-	8	(8)	-	-	33	(33)	-
Total Buildings and Facilities	2,239	3,978	(1,738)	1.34	14,245	15,912	(1,666)	3.22
Communications - Operations								
Advertising	-	83	(83)	-	-	333	(333)	-
Awards to Employees and Others	-	125	(125)	-	-	500	(500)	-
Insurance - Workers' Compensation	-	108	(108)	-	-	433	(433)	-
Insurance-Buildings and Contents	-	2,005	(2,005)	-	-	8,019	(8,019)	-
Employee Testing and Exams - Operations	-	250	(250)	-	1,180	1,000	180	0.27
Insurance - Equipment (non-admin)	-	27	(27)	-	-	106	(106)	-
Communications Licenses and Fees	3,194	3,333	(139)	1.91	12,763	13,333	(550)	2.85
Training Expenses-Communications	270	125	145	0.16	1,060	500	560	0.24
Travel Expenses-Communications	622	175	447	0.37	916	700	216	0.21
Operations								

See accountants' compilation report.

# ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

## SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Four Months Ended October 31, 2020

	1 Month Ended Actual October 31, 2020	1 Month Ended Budget October 31, 2020	Variance	Percent	4 Months Ended Actual October 31, 2020	4 Months Ended Budget October 31, 2020	Variance	Percent
Cable/Internet Charges-Communications	2,798	1,178	1,622	1.69	7,492	4,705	2,787	1.69
Equipment-Communications (not capitalized)	701	833	(132)	0.42	1,546	3,333	(1,787)	0.35
Language Interpreting	21	13	8	0.01	34	50	(16)	0.01
Maintenance & Warranty Contracts	37	2,435	(2,398)	0.02	37	9,740	(9,703)	0.01
Maintenance & Repairs - Communications	-	167	(167)	-	5,139	667	4,472	1.16
NCIC/TBI/TIES Expenses	472	505	(33)	0.28	1,921	2,020	(99)	0.43
Software & Licensing - Communications	-	63	(63)	-	-	250	(250)	-
Supplies, Materials & Services - Communications	-	108	(108)	-	37	433	(396)	0.01
Telephone costs (Call Center Lines)	2,540	1,522	1,018	1.52	6,350	6,088	262	1.44
Telecomm Cell Phones and Pagers - Communications and Operations	81	100	(19)	0.05	81	400	(319)	0.02
Vehicle Expenses - Operations	-	58	(58)	-	-	233	(233)	-
Vehicle Fuel - Operations	-	50	(50)	-	-	200	(200)	-
<b>Total Communications - Operations</b>	<b>10,736</b>	<b>13,261</b>	<b>(2,525)</b>	<b>6.43</b>	<b>38,576</b>	<b>53,045</b>	<b>(14,467)</b>	<b>8.72</b>
<b>Depreciation</b>								
Depreciation	5,753	4,872	881	3.45	23,060	19,488	3,572	5.21
<b>Total Depreciation</b>	<b>5,753</b>	<b>4,872</b>	<b>881</b>	<b>3.45</b>	<b>23,060</b>	<b>19,488</b>	<b>3,572</b>	<b>5.21</b>
<b>Total Operating Expenses</b>	<b>94,606</b>	<b>110,329</b>	<b>(15,723)</b>	<b>56.68</b>	<b>390,229</b>	<b>441,316</b>	<b>(51,087)</b>	<b>88.24</b>
<b>Operating Income (Loss)</b>	<b>72,297</b>	<b>6,133</b>	<b>66,164</b>	<b>43.32</b>	<b>52,019</b>	<b>24,527</b>	<b>27,492</b>	<b>11.76</b>
<b>Nonoperating Revenues and (Expenses)</b>								
Interest Income	16	79	16	0.01	277	317	(40)	0.06
Other Local Governments Subsidies	-	-	-	-	28,037	-	28,037	6.34
TECB Subsidies	-	10,422	-	-	125,061	41,687	83,374	28.28
Interest Expense	-	(8,708)	-	-	-	(34,833)	34,833	-
Other Non-operating Revenue	8,227	3,109	8,227	4.93	24,678	12,434	12,244	5.58
<b>Total Other Income (Expenses)</b>	<b>8,243</b>	<b>4,901</b>	<b>3,342</b>	<b>4.94</b>	<b>178,053</b>	<b>19,605</b>	<b>158,448</b>	<b>40.26</b>
<b>Change In Net Position</b>	<b>\$ 80,540</b>	<b>\$ 11,034</b>	<b>69,506</b>	<b>48.26 %</b>	<b>\$ 230,072</b>	<b>\$ 44,132</b>	<b>185,940</b>	<b>52.02 %</b>

See accountants' compilation report.

## FUND BALANCES

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

REVENUE FUND	\$1,887,710.88
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OPERATING ACCOUNT	\$ 71,131.93
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TOTAL FUNDS	\$1,958,842.81
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LESS CAPITAL EQUIPMENT (Set aside 5/28/2020)	\$- 103,693.92
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LESS 800 MHZ SYSTEM MAINTENANCE	\$- 47,458.25
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LESS METRO COMM. MOVING RADIOS	\$- 11,322.47
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LESS USDA RESERVE ACCOUNT	\$- 173,771.56
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<u>LESS EST. 3 MONTH RESERVE</u>	<u>\$- 230,000.00</u>
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TOTAL DESIGNATED	<u>\$- 566,246.20</u>
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TOTAL UN-DESIGNATED	\$1,392,596.61
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WE ARE RECEIVING THE ECB PAYMENT OF \$106,753 EVERY TWO MONTHS  
THE ECB STATUTE 130 FUNDS DISTRIBUTION IS ONCE A YEAR

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CERTIFICATE OF DEPOSIT	\$ 63,055.55
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BUILDING PROJECT ACCOUNT	\$ 1,086.28
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# ROANE COUNTY E-911

## October 2020 Statistics

	Oct. 2020	2020 YTD
Calls for service entered into CAD system	4,453	40,918
Average call for service duration (minutes)	74.9	83.4
<b>TELEPHONE</b>		
911 calls received	2,650**	20,467**
Administrative calls inbound	5,060**	44,780**
Administrative calls outgoing	3,258**	26,119**
<b>TOTAL:</b>	<b>10,968**</b>	<b>91,366**</b>
Total phone duration (minutes)	<b>16,767**</b>	<b>136,098**</b>
<b>RADIO AIRTIME (MINUTES)</b>		
MAIN D	5,969	47,068*
HR DSP	2,086	14,454*
FD DSP	989	7,128*
EMS	1,274	9,070*
HWY OP	372	4,580*
Ro NET	4	24*
PSAP NET 2	10	141*
<b>TOTAL:</b>	<b>10,704</b>	<b>84,465*</b>
Average radio airtime per CAD system record (minutes)	2.40	2.48*
Average phone call time per CAD system record (minutes)	3.77**	4.27**
<b>TOTAL AVG. TIME PER CAD SYSTEM RECORD:</b>	<b>6.17**</b>	<b>6.67**</b>

\* Data not available prior to March 2020.

\*\* Error with reporting system after AT&T performed phone system work affecting data starting in August 2020.

	<b>ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT</b>	
	TRAVEL FOR COMPANY PURPOSES	10/09/2020   Revision: 1
		Generated by: Kim Tharp, Comptroller
		Approved by:

**SCOPE:**

This policy applies to all employees of the Roane County Emergency Communications District.

**APPROVAL:**

All travel for which reimbursement pursuant to this policy is claimed must be approved by the Executive Director prior to travel.

**EMPLOYEE PAY:**

1. Employees will be paid their regular wages for travel and training/meeting days.

**MILEAGE REIMBURSEMENT:**

1. When an employee travels for official purposes, using their personal vehicle, mileage will be reimbursed according to the current Tennessee rates.
2. Only mileage for official business may be claimed for reimbursement. All claimed mileage must be recorded on a form provided by the comptroller and turned in for review.
3. If an employee begins or ends his/her route at the 911 center, reimbursement mileage will be the mileage from there to the destination. If an employee begins or ends his/her route from their residence, the mileage reimbursement will be the lesser of the two distances.


**MEAL REIMBURSEMENT:**

While on overnight travel, employees may be reimbursed for their meals, based on the following:

1. All claimed meal expenses must be accounted for on a form provided by the Comptroller.
2. Supporting receipts must be turned in to the Comptroller for review.
3. Maximum reimbursement will be up to current GSA rates.
4. Reimbursement is for the employee only.
5. Per Tennessee Law and Tennessee Emergency Communication Board policy, we do not reimburse for alcoholic beverages.
6. Two meals may be claimed for reimbursement on travel days, unless otherwise approved by Executive Director

**REFERENCES:**

1. <https://www.mtas.tennessee.edu/reference/federal-and-state-mileage-rates>
2. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
3. <https://www.tn.gov/content/dam/tn/commerce/documents/e911/posts/E911-08.03.16-Revenue-Stds.pdf>

	<b>ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT</b>	
	KEY CONTROL AND ELECTRONIC ACCESS CONTROL	10/02/2020   Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

**PURPOSE:**

The purpose of this policy is to protect the property of the Roane County Emergency Communications District (RCECD) and maintain a secure environment.

**DEFINITIONS:**

1. In this policy, "key" shall refer to any of the following:
  - a. physical key(s)
  - b. electronic access control badge, card, keyfob, or other similar device
  - c. electronic access control PIN numbers, codes, pass codes, or similar

**SCOPE:**

This policy applies to all RCECD employees, contractors, vendors, visitors, or any other person or company/group who is assigned a key for RCECD property. It applies to all property owned or operated by the RCECD.

**ISSUING KEYS:**


Keys to property owned or operated by RCECD may be issued to those who have a valid and recurring need for such. Each key shall be issued and documented by the Executive Director or appointed designee. No key shall be transferred from one person to another without first being returned to the Executive Director (or designee) for appropriate re-issue. Each physical key will be stamped with a unique code. The person to whom key(s) will be issued will be required to pick up the key(s) in person and sign for them.

**CONTROL AND USE OF KEYS:**

The person to whom keys are issued shall maintain control of assigned keys at all times and not loan them to others. Keys are to be used for authorized purposes only. No person shall use their assigned key for others without verifying that the other party is authorized to access the secured area. Electronic access control systems may keep logs of access and individuals are responsible for access with their assigned keys.

**DUPLICATION:**

All keys referred to in this policy are the property of RCECD and are not to be duplicated by anyone without the express permission of the Executive Director. Unauthorized duplication of a key may result in appropriate disciplinary action.

	<b>ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT</b>	
	<b>KEY CONTROL AND ELECTRONIC ACCESS CONTROL</b>	10/02/2020   Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:


**KEY RETRIEVAL:**

When a key is no longer needed by an individual or company, all keys must be returned immediately to the Executive Director or appointed designee. Failure to return keys may result in holding the person or company to whom the keys are assigned responsible for the cost to re-key a room, office, building(s), or other area based on the access provided by the key(s) not returned.

**LOST OR STOLEN KEYS:**

Lost or stolen keys must be reported to the Executive Director as soon as the person becomes aware that the key is missing. All costs incurred, including labor and materials for re-keying, shall be assumed by the individual or company in the case of a lost key.

DRAFT


	<b>ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT</b>	
	APPROVED ABBREVIATIONS	10/21/2020   Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

**POLICY:**


Abbreviations should be avoided in any situation where it may cause confusion in the meaning of a message. Only approved abbreviations may be recorded in dispatch records. Any caller providing an abbreviation which has not been approved should be questioned as to the meaning of their abbreviation and their explanation noted in the record.

The following abbreviations are approved for use in official records of the Roane County Emergency Communications District. The Executive Director shall be authorized to make modifications to this list without prior authorization of the board.

ABBREVIATION	MEANING
ABD	Abdomen
ALS	Advanced Life Support
AMA	Against medical advice
ASA	Aspirin
ASAP	As soon as possible
BG	Blood Glucose
BLS	Basic Life Support
BP (or) B/P	Blood pressure
BPM	Beats per minute
CC (or) C/C	Chief complaint
CAD	Computer aided dispatch
CAPT	Captain
CHF	Congestive heart failure
CM	Centimeter
COMP (or) COMPL	Complainant
CORP	Corporal
CPR	Cardiopulmonary Resuscitation
C-Spine	Cervical spine
DEP	Deputy
DL	Drivers License
DNR	Do Not Resuscitate
DX	Diagnosis
EMS	Emergency Medical Services
ENG	Engine
ETA	Estimated Time of Arrival
FD	Fire Department
FT	Foot/Feet (unit of measure)

	<b>ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT</b>	
	APPROVED ABBREVIATIONS	10/21/2020   Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

FX	Fracture
F/U	Follow Up
GCS	Glasgow Coma Score
GSW	Gun Shot Wound
HA	Headache
HAZMAT	Hazardous Materials
HR	Heart Rate
H/O (or) HX	History Of
IN	Inch(es)
KG	Kilogram
LAD	Ladder
LB(S)	Pound(s)
LOC	Loss of Consciousness
LT	Lieutenant
Mg	Milligram
MI	Miles
Min	Minute
MVC	Motor Vehicle Crash
NKA	No Known Allergies
NKDA	No Known Drug Allergies
NTG	Nitroglycerin
N/V/D	Nausea/Vomiting/Diarrhea
O2	Oxygen
OD	Overdose
OFC	Officer
OP (or) OOP	Order of Protection
PD	Police Department
POV	Privately Owned Vehicle
PT	Patient
PTA	Prior to Arrival
RP	Responsible Party
RSQ	Rescue (Rescue Squad)
RX	Prescription
SEC	Second(s)
SGT	Sergeant
SO	Sheriff's Office
SOB	Shortness of Breath
SOP	Standard Operating Procedures
STA (or) ST	Station

	<b>ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT</b>	
	APPROVED ABBREVIATIONS	10/21/2020   Revision: 1
		Generated by: Cody Anderson, Director
		Approved by:

STAT	Immediately
URI	Upper Respiratory Infection
UTI	Urinary Tract Infection
VIN	Vehicle Identification Number
VS	Vital Signs
YO	Years Old

DRAFT

# Tennessee's Finest Awards & Frameworks

# QUOTE

424 N. Roane Street  
Harriman, TN 37748  
Phone: (865) 882-3706  
Fax: (865) 590-0390  
awards7@comcast.net

DATE
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29OCT2020
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AT THE REQUEST OF
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Kim Tharp Comptroller Roane County E-911 865-354-0704
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RE: cast plaque, John Harvey

QTY	ITEM DESCRIPTION	PRICE PER UNIT	AMOUNT
1	9"x9" cast aluminum plaque, black background, 4 holes for mounting (\$1.95 per sq. inch)	157.95	157.95
51	Characters (letters, numbers, punctuation)	0.42	21.42
1	Shipping and handling	15.00*	15.00*
		sales tax	n/a
	Thank you for your business!	TOTAL	\$ 194.37

\*estimated, based on your previous order

If you have any questions about this quote, please contact  
Emily at 865-882-3706 or awards7@comcast.net

**This Room  
Dedicated in Memory  
of Board Member  
Mr. John Harvey**

# CITY OF KINGSTON – SAFETY NEWSLETTER

November 2020

## # SAFETY QUOTE

An incident is just the tip of the iceberg, a sign of a much larger problem below the surface.

- Don Brown



## CORONAVIRUS / VIRUS SAFETY

This newsletter is to inform briefly on current county statistics and what we can do to reduce the risk of contracting COVID 19.

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## CURRENT COUNTY STATISTICS

As of November 9<sup>th</sup> Roane County has had two additional deaths directly tied to COVID 19. Roane County has had 49% of the population test with 1,702 positives. Roane County has 309 active cases 1324 have recovered. There has been 2 hospitalizations since Sunday 8<sup>th</sup>. Roane County Mayor Ron Woody stated, "if you are out in public please wear a mask and if you are sick please stay at home."

## WHAT CAN WE DO?

As those who service and provide for the community it is our responsibility to ensure the safety of not only ourselves but our coworkers and residents inside the community.

Ensure that all departments make available mask, gloves and cleaning supplies that are easily acceptable to all employees. Mask should be worn within 6 feet of someone else and at all applicable times in public. Proper handwashing is another important factor that is normally forgotten. If handwashing is not available sanitizing gel or disinfectant should be used as soon as possible.

If you are feeling sick or have been around somebody testing positive for COVID go get tested yourself to help reduce the spread and keep all city employees at work.

## ADDITIONAL INFORMATION

Attached will be information directly from the CDC. If you have any question please discuss with your department head or myself directly.

# How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

## WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

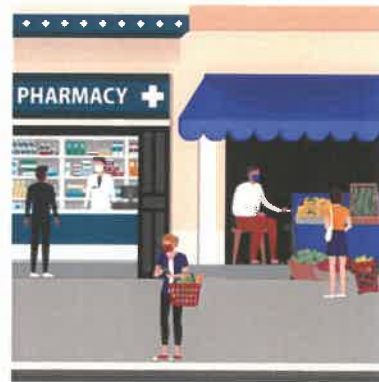


## USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

**Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**

