



City Manager Report

December 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

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To: Kingston City Council
City Staff
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website (www.kingstontn.gov). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

Our goal is to become more transparent and more performance driven. The City staff and I will continue to make every effort to increase efficiencies in City services as we serve the citizens of Kingston.

It is our hope this report will help you become and stay informed regarding city issues and progress.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: December 2020

Legislative Accomplishments

- A. Confirmation of the appointment of Councilmember Becky Humphreys as Vice-Mayor
- B. Rescinding of Council action from May 2, 1985 regarding infrastructure at 615 N. Kentucky Street and authorization for the City Attorney and City Manager to negotiate with the interested parties of said property to secure any necessary easement assurances, maintenance guarantees and hold harmless agreements
- C. Adoption of Resolution 20-12-08-01, as resolution authorizing the City of Kingston to participate in the Public Entity Partners property conservation matching grant program
- D. Authorization to install petition requested speed bumps on Sunrise Drive
- E. Appointment of Robert Bailey, Bruce Cantrell and Hugh Willett to the Historical Zoning Commission
- F. Appointment of Kerry Willett to the Library Board
- G. Adoption of TDEC mandated water and sewer specifications

Other Items Considered by the Council

- Appointment of Jeff Griffis to fill the City Council seat vacated by the passing of Councilmember Wiley Brackett
- **External Meetings**
 - TML District 2
 - TN Riverline Roane County Leadership Team
 - BUILD Grant webinar
 - 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
December 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 DEC 2020

* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR NOVEMBER 3848 FOR A TOTAL AMOUNT
OF \$338492.47

* NEW WATER SERVICE APPLICATIONS FOR DECEMBER 37

* 42 CUSTOMERS FINALED OUT SERVICE

* 231 PAST DUE ACCOUNTS

* TOTAL ACH-BANK DRAFT ACCOUNTS - 858

* TOTAL E-BILL ACCOUNTS - 346

* ONLINE PAYMENTS PROCESSED 800

* WATER/SEWER SERVLNE LEAK PROTECTION TOTAL BILLING 2169

* WATER LOSS PROTECTION 1190

* WATER LINE PROTECTION 180

* SEWER LINE PROTECTION 42

* COMMERCIAL SINGLE PROTECTION 233

* COMMERCIAL MULTI PROTECTION 5

* COMMERCIAL LINE PROTECTION 2

* TRASH COLLECTIONS FOR DECEMBER 2461

* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 255

* 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 \$18,974.47

DISBURSED 204.09

NEW BUSINESS LICENSES ISSUED IN DEC 2020

1 DUFF AUTO SALES, INC. 531 GALLAHER RD. KINGSTON, TN 37763

2 AM OUTIFITTERS 246 ROSE RD. KINGSTON, TN 37763

3

4

5

6

7

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY NOVEMBER 2020

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,616,773	\$1,140,300	\$1,125,330	\$1,123,382	\$1,234,550	\$1,577,076						
CAPITAL RESERVE GF	\$307,369	\$307,369	\$70,595	\$70,595	\$70,595	\$70,595						
CAPITAL FUND LL	\$70,595	\$70,595	\$307,559	\$307,754	\$307,944	\$308,139						
Water/Sewer	\$974,090	\$1,048,174	\$1,085,575	\$856,737	\$890,756	\$675,943						
1999 Bond	\$713,723	\$236,037	\$259,599	\$283,026	\$306,545	\$330,087						
2004 Bond	\$146,731	\$150,769	\$154,893	\$159,031	\$163,176	\$167,389						
RDA Reserve Fund	\$713,723	\$763,723	\$814,241	\$864,543	\$915,100	\$965,703						
Drug Fund	\$9,694	\$10,395	\$10,715	\$11,131	\$10,276	\$10,282						
Total BALANCES	\$4,552,699	\$3,727,363	\$3,828,508	\$3,676,199	\$3,898,943	\$4,105,215	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF DECEMBER 2020

- * DONE ALL WATER PROCEDURES FOR A WEEK AND A HALF.
- * DONE ACA AND W-2 ONLINE TRAINING.
- * CHECKED ALL EMPLOYEE'S ACA.
- * UPDATED NEXTGEN PAYROLL SOFTWARE.
- * TOTAL FULL-TIME EMPLOYEES: **64** TOTAL PART-TIME EMPLOYEES: **24** TOTAL SEASONAL EMPLOYEES: 7

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
31110			Property Taxes (Current)	1,976,000.00	(1,172,416.50)	59.33 %	164,666.67	(899,145.50)	546.04 %
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	(69,386.00)	102.04 %	5,666.67	(24,040.00)	424.24 %
31212			Property Tax Delinquent - 2nd Prior	40,000.00	(3,622.00)	9.06 %	3,333.33	(403.00)	12.09 %
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	(13,289.98)	37.97 %	2,916.67	(3,792.75)	130.04 %
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	(663,261.28)	54.81 %	100,833.33	(117,527.40)	116.56 %
31710			Wholesale Beer Tax	198,000.00	(111,998.95)	56.57 %	16,500.00	(15,742.22)	95.41 %
31720			Wholesale Liquor Tax	54,000.00	(30,015.84)	55.58 %	4,500.00	(4,036.13)	89.69 %
31800			Business Taxes	70,000.00	(17,574.90)	25.11 %	5,833.33	(887.09)	15.21 %
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	(3,926.73)	39.27 %	833.33	(1,915.43)	229.85 %
31920			Hotel, Motel Tax	43,000.00	(20,660.19)	48.05 %	3,583.33	(3,057.61)	85.33 %
32210			Beer Permits	1,700.00	(1,350.00)	79.41 %	141.67	(1,100.00)	776.47 %
32220			Liquor Licenses	300.00	(320.00)	106.67 %	25.00	(300.00)	1,200.00 %
33202			FEMA Greenway Proceeds	64,947.00	0.00	0.00 %	5,412.25	0.00	0.00 %
33292			Library Grant Proceeds Rda	0.00	(3,040.00)	0.00 %	0.00	0.00	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	(3,238.18)	64.76 %	416.67	(481.86)	115.65 %
33510			State Sales Tax	535,478.00	(283,454.78)	52.93 %	44,623.17	(49,774.60)	111.54 %
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 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
33540		State Liquor Tax		6,000.00	(3,268.49)	54.47 %	500.00	(607.46)	121.49 %
33551		State Gasoline Fuel Tax		210,000.00	(107,531.87)	51.21 %	17,500.00	(17,824.57)	101.85 %
33552		State-City Streets And Transportation		11,800.00	(5,890.39)	49.92 %	983.33	(981.73)	99.84 %
33555		State Street Contract Maintenance		45,000.00	(9,877.92)	21.95 %	3,750.00	0.00	0.00 %
33590		Tva Solar Energy James Ferry		1,000.00	(1,947.89)	194.79 %	83.33	(223.15)	267.78 %
33591		Gross Receipts - Tva		75,800.00	(17,662.10)	23.30 %	6,316.67	0.00	0.00 %
33593		Corporate Excise Tax		10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
33730		Tml Full Pkg Bonus		4,000.00	(4,000.00)	100.00 %	333.33	0.00	0.00 %
34100		General Government - Charges For		2,500.00	(1,654.47)	66.18 %	208.33	(7.46)	3.58 %
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	(168,934.85)	48.27 %	29,166.67	(28,194.39)	96.67 %
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	0.00	0.00 %
34741		Boat Slip Rental		25,000.00	(8,160.00)	32.64 %	2,083.33	(660.00)	31.68 %
34742		Fireworks Donations		20,000.00	(6,270.00)	31.35 %	1,666.67	0.00	0.00 %
34745		Softball Program		3,000.00	0.00	0.00 %	250.00	0.00	0.00 %
34746		Fire Dept Donations		4,000.00	(6,204.19)	155.10 %	333.33	0.00	0.00 %
34751		Volleyball Program		3,000.00	80.00	-2.67 %	250.00	0.00	0.00 %
34760		Library- Fines and Penalties		3,500.00	(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 %

110	General Fund	Year-To-Date				Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg	50.00%
Account	Description							
35110	City Court Fines	22,000.00	(8,902.40)	40.47 %	1,833.33	(267.35)	14.58 %	
35140	Drug Related Fines	2,500.00	(774.99)	31.00 %	208.33	(5.93)	2.85 %	
35150	Traffic School Charges	2,000.00	(600.00)	30.00 %	166.67	0.00	0.00 %	
36100	Interest Earnings	6,000.00	(2,397.57)	39.96 %	500.00	0.00	0.00 %	
36350	Insurance Recoveries	0.00	(43,721.98)	0.00 %	0.00	(400.00)	0.00 %	
36430	Pavilion Rental	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %	
36539	Sale Of Other Public Works Supps &	12,000.00	(1,429.50)	11.91 %	1,000.00	(615.50)	61.55 %	
36967	Contract Natural Gas	21,500.00	(10,750.02)	50.00 %	1,791.67	(1,791.67)	100.00 %	
36971	Contract Billing From Water Dept	485,168.00	(242,584.00)	50.00 %	40,430.67	0.00	0.00 %	
Total Revenues		6,089,241.00	(3,423,308.47)	56.22 %	507,436.75	(1,173,782.80)	231.32 %	
Expenditures								
41100	Legislative	(75,005.00)	28,509.32	38.01 %	(6,250.42)	4,770.78	76.33 %	
41210	City Court	(27,150.00)	14,186.49	52.25 %	(2,262.50)	1,651.20	72.98 %	
41320	City Manager	(112,863.00)	58,698.85	52.01 %	(9,405.25)	8,582.99	91.26 %	
41500	Financial Administration	(356,014.00)	169,862.17	47.71 %	(29,667.83)	24,847.29	83.75 %	
41700	Planning And Zoning	(10,275.00)	10,175.00	99.03 %	(856.25)	5,087.50	594.16 %	
41810	City Hall Buildings	(97,000.00)	40,671.61	41.93 %	(8,083.33)	5,412.98	66.96 %	
41990	General Government	(228,778.00)	170,883.54	74.69 %	(19,064.83)	7,146.50	37.49 %	
42100	Police	(1,045,176.00)	477,983.94	45.73 %	(87,098.00)	73,348.01	84.21 %	
42152	Automotive Services	(95,000.00)	28,732.43	30.24 %	(7,916.67)	1,343.46	16.97 %	
42200	Fire Protection	(1,081,527.00)	528,869.62	48.90 %	(90,127.25)	79,559.50	88.27 %	
43100	Public Works	(886,482.00)	329,759.19	37.20 %	(73,873.50)	44,488.35	60.22 %	
43190	State Street Aid	(161,500.00)	76,109.94	47.13 %	(13,458.33)	12,743.88	94.69 %	
43240	Waste Disposal	(350,000.00)	157,676.69	45.05 %	(29,166.67)	26,417.48	90.57 %	

122	Drug Fund	Account	Description	Year-To-Date		Monthly Comparative:			50.00%
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	
Revenues									
35140			Drug Fines	16,000.00	(775.04)	4.84 %	1,333.33	(5.94)	0.45 %
Total Revenues				16,000.00	(775.04)	4.84 %	1,333.33	(5.94)	0.45 %
Expenditures									
42122			Drug Fund	(16,000.00)	5,407.00	33.79 %	(1,333.33)	0.00	0.00 %
Total Expenditures				(16,000.00)	5,407.00	33.79 %	(1,333.33)	0.00	0.00 %
Total	122		Drug Fund	0.00	4,631.96	100.00 %	0.00	(5.94)	0.00 %

50.00%

% of Avg

0.45 %

0.45 %

0.00 %

0.00 %

0.00 %

300	Capital Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues									
36100			Interest Earnings	0.00	(574.51)	0.00 %	0.00	0.00 %	
36961			Transfer in from General Fund	158,548.00	0.00	0.00 %	13,212.33	0.00 %	
Total Revenues				158,548.00	(574.51)	0.36 %	13,212.33	0.00 %	
Expenditures									
43750			Capital Improvements	0.00	(158,548.00)	0.00 %	0.00	0.00 %	
Total Expenditures				0.00	(158,548.00)	100.00 %	0.00	0.00 %	
Total	300		Capital Fund	158,548.00	(159,122.51)	100.36 %	13,212.33	0.00 %	

413	Water And Sewer	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
Revenues									
36100			Interest Earnings	4,926.00	(4,882.67)	99.12 %	410.50	0.00	0.00 %
37110			Metered Water Sales	1,303,214.00	(632,183.08)	48.51 %	108,601.17	(91,372.20)	84.14 %
37114			Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37117			Outside Water Sales	829,695.00	(419,598.55)	50.57 %	69,141.25	(64,633.44)	93.48 %
37191			Penalties	35,000.00	(17,344.50)	49.56 %	2,916.67	(2,553.97)	87.56 %
37194			Sales Of Materials	37,000.00	(35,806.54)	96.77 %	3,083.33	(6,503.00)	210.91 %
37195			Installation Charges	74,000.00	(38,090.00)	51.47 %	6,166.67	(5,950.00)	96.49 %
37196			Water User Fees	42,127.00	(19,281.00)	45.77 %	3,510.58	(4,765.00)	135.73 %
37199			Miscellaneous	5,000.00	(5,881.51)	117.63 %	416.67	0.00	0.00 %
37210			Sewer Service Charges	1,433,641.00	(718,380.03)	50.11 %	119,470.08	(113,998.68)	95.42 %
37296			Sewer User Fees	22,128.00	(6,300.00)	28.47 %	1,844.00	0.00	0.00 %
37299			Miscellaneous	3,500.00	(806.90)	23.05 %	291.67	(180.00)	61.71 %
Total Revenues				3,790,231.00	(1,898,554.78)	50.09 %	315,852.58	(289,956.29)	91.80 %
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)	265,272.15	59.74 %	(37,002.92)	31,378.79	84.80 %
43750			Capital Improvements	(40,000.00)	26,249.52	65.62 %	(3,333.33)	0.00	0.00 %
49000			Debt Service	(645,551.00)	336,488.29	52.12 %	(53,795.92)	65,382.53	121.54 %
52113			Purification	(640,580.00)	279,439.38	43.62 %	(53,381.67)	42,915.21	80.39 %
52114			Transmission And Distribution	(809,336.00)	364,887.23	45.08 %	(67,444.67)	71,186.59	105.55 %
52117			Utility Director	(74,360.00)	34,475.69	46.36 %	(6,196.67)	5,550.14	89.57 %
52213			Sewer Treatment And Disposal	(661,502.00)	270,930.08	40.96 %	(55,125.17)	52,868.26	95.91 %
Total Expenditures				(3,800,532.00)	1,820,326.34	47.90 %	(316,711.00)	269,281.52	85.02 %

Account	Description	Year-To-Date		Monthly Comparative:		
		Budget Estimate	Actual	Estimate Avg/Mth	Month-To-Date Actual	% of Avg
413	Water And Sewer					50.00%
Total	413	(10,301.00)	(78,228.44)	(858.42)	(20,674.77)	-2,408.48

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

Monies outstanding from August 7, 2007 – December 31, 2020 \$ 66,443.16

Monies collected from August 7, 2007 – December 31, 2020 \$ 506,440.59

NO COURT IN DECEMBER 2020 BECAUSE OF COVID-19

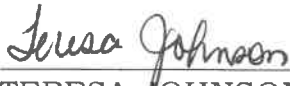
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$.00	
Collected in court on fines and costs		\$.00
Amount collected after December 2020 Court		\$.00
Total collected for citations on December 2020		\$.00
Amount outstanding for December 2020	\$.00	
<u>1</u> Cash bond forfeitures		\$ 113.75
Total amount collected for December 2020 Citations		\$ 113.75
Amount collected from previous months/FTA etc.		\$ 474.23
Total collected in December 2020		\$ 587.98

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

This the 31st of December 2020


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT - DECEMBER 2020

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	
Simple Assault	1
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	1
Incest	
Statutory Rape	

Subtotal

2

Crimes Against Property

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

Subtotal

4

Crimes Against Society

Drug/Narcotics Violations	1
Drug Equipment Violations	2
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	3

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	
Drunkenness	
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	0

Central Dispatch

Crash Reports	18	Patrol Mileage	19,754
Traffic Stops	27	Hours Worked	1,602
Investigator Needed on Scene		Reserve Hours Worked	220
Domestic Complaints	14	Total Overtime Hours	104
Escorts Funeral/Other	14	Total Amount of Overtime Wages	2,955
Animal Calls	10	City Court Citations	7
Vandalism	2	Warning Citations	2
Fights	2	General Sessions Citations	3
Burglar Alarms/Fire Alarms	17	Arrest	4
Child Sexual Assaults		Juvenile Arrest	
Forgery		Incident Reports	23
Theft	4		
Vehicle Theft			
Public/Motorist Assist	2		
Arson/Explosive Devices			
Other Calls	197		
	110		
	307		

Municipal Codes

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

DECEMBER 2020 CASES PENDING

[illegible]



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



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

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

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

The Kingston Police Department did not have any training this month due to the Covid 19 problems. We have completed all of our training for the calendar year for 2020.

Captain Roy Montgomery GDI/TO
Dec 31, 2020

Capt R. Montgomery

**KINGSTON POLICE MONTHLY RESERVE REPORT
TO CITY COUNCIL**

2020		TRAINING	RIDE TIME	EVENT	TOTAL
JAN	HOURS				
	NOTES:				
FEB	HOURS				
	NOTES:				
MAR	HOURS				
	NOTES:				
APRIL	HOURS				
	NOTES:				
MAY	HOURS				
	NOTES:				
JUNE	HOURS				
	NOTES:				
JULY	HOURS				
	NOTES:				
AUG	HOURS				
	NOTES:				
SEPT	HOURS				
	NOTES:				
OCT	HOURS				
	NOTES:				
NOV	HOURS				
	NOTES:				
DEC	HOURS	0	220 HRS	0	220 HRS
	NOTES:	4 OFFICERS			
APPROVED BY <u>Capt R. M. [Signature]</u>					

Kingston Fire Department December 2020

Summary of Month's Activities

Fire Operations

The Department responded to 74 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. 1 Bay

Monthly Overtime

OT Hours: 44

Cost:

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

- Shift Training

	This Month	YTD
Fire Inspections	0	89

Public Fire Education

	This Month	YTD
Participants	0	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

- Responding to the Incident

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Dec-20

TOTAL CALLS

74

Category	Total		Total
Structure Fires	1	Hazardous Calls	
Vehicle Fires	2	Service Calls	12
Brush/Grass Fires		Good Intent Calls	11
Refuse/rubbish Fires		Unintentional False	7
Other Fires		Other False	
Total Fires	3	Total False: Total	30
Rescue and EMS	41	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received		Incidents with Exposures	0
Mutual Aid Given			
Fire Service Injuries		Fire Dollar Loss	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		Non-Fire Dollar Loss	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

Kingston Fire Department

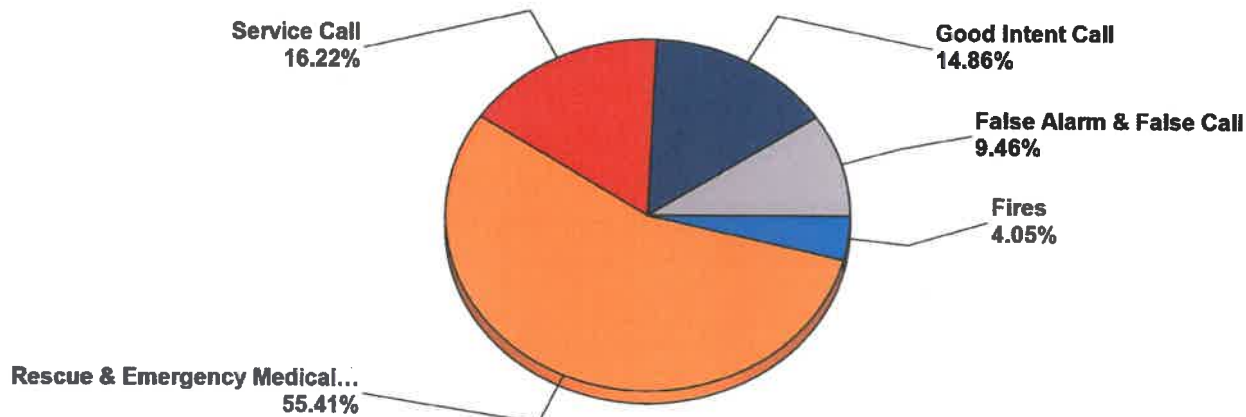


Kingston, TN

This report was generated on 1/4/2021 8:58:02 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4.05%
Rescue & Emergency Medical Service	41	55.41%
Service Call	12	16.22%
Good Intent Call	11	14.86%
False Alarm & False Call	7	9.46%
TOTAL	74	100%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
118 - Trash or rubbish fire, contained	1	1.35%
130 - Mobile property (vehicle) fire, other	1	1.35%
132 - Road freight or transport vehicle fire	1	1.35%
311 - Medical assist, assist EMS crew	19	25.68%
320 - Emergency medical service, other	1	1.35%
321 - EMS call, excluding vehicle accident with injury	17	22.97%
322 - Motor vehicle accident with injuries	1	1.35%
381 - Rescue or EMS standby	3	4.05%
512 - Ring or jewelry removal	1	1.35%
550 - Public service assistance, other	1	1.35%
551 - Assist police or other governmental agency	1	1.35%
554 - Assist invalid	5	6.76%
571 - Cover assignment, standby, moveup	4	5.41%
611 - Dispatched & cancelled en route	10	13.51%
631 - Authorized controlled burning	1	1.35%
700 - False alarm or false call, other	3	4.05%
745 - Alarm system activation, no fire - unintentional	4	5.41%
TOTAL INCIDENTS:	74	100%

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



Kingston Fire Department

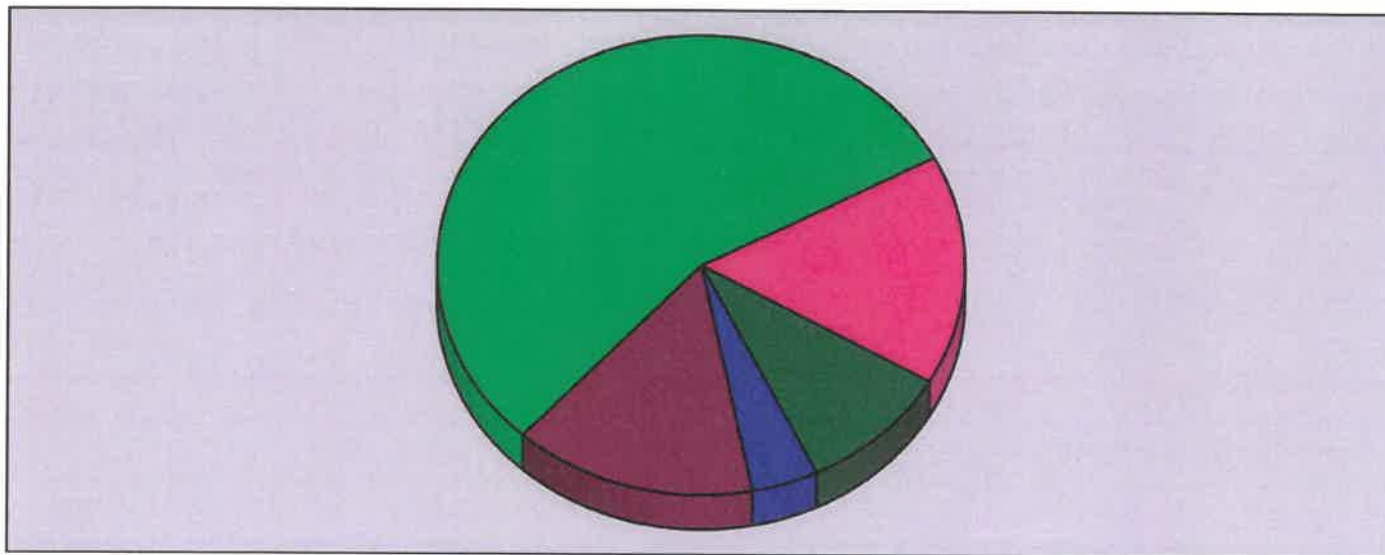


Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020



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

INCIDENT TYPE	DEC	TOTAL
False Alarm & False Call	7	7
Fire	3	3
Good Intent Call	11	11
Rescue & Emergency Medical Service Incident	41	41
Service Call	12	12
Total	74	74

Only REVIEWED incidents included



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Kingston Fire Department



Kingston, TN

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Minor Incident Types by Month for Year

Year: 2020

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Accident, potential accident		1			1	1		2		1			6
Animal problem or rescue				1					1				2
Attempted burning, illegal action							1						1
Citizen complaint											1		1
Combustible/flammable spills & leaks			1		1	1				1			4
Controlled burning	1					2	2		1	1		1	8
Cover assignment, standby at fire station, move-up			4	2	3	8	4	9	6	9	4	4	53
Dispatched and canceled en route	3	2	6	3	5	2	4	7	5	5	6	10	58
Electrical wiring/equipment problem							1		1				2
Emergency medical service (EMS) Incident	45	43	44	25	29	25	28	35	31	29	17	19	370
Extrication, rescue				1						1			2
False alarm and false call, other	2	2	6		2	2	3	2		2	3	3	27
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	16	19	188
Mobile property (vehicle) fire				2	1	3	2	2	2			2	14
Natural vegetation fire			1		2		1			1			5
Outside rubbish fire						1							1
Person in distress	1					1						1	3
Public service assistance	16	28	15	8	6	11	11	12	23	13	8	7	158
Rescue or EMS standby	1		1			1			1			3	7
Service call, other				1					1		1		3
Special outside fire			1										1
Special type of incident, other									1				1
Steam, other gas mistaken for smoke			1	1						4	1		7
Structure Fire	2				1			1	2	1		1	8
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	4	20
Water or ice-related rescue						1							1
Water problem						1							1
Wrong location, no emergency found		1	1	2	2			1			2		9
Total	89	99	103	58	65	75	77	95	99	83	63	74	980

Only REVIEWED incidents included



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Kingston Fire Department



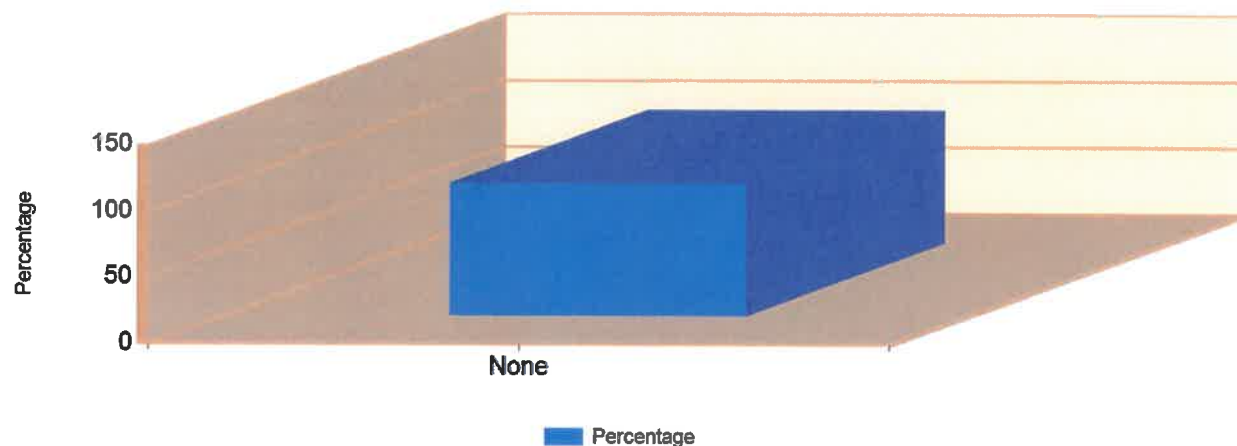
Kingston, TN

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
None	74	100.0%

Only REVIEWED incidents included





Kingston Fire Department

Responding to the Incident

Date & Time 12/27/2020 08:00 - 12/27/2020 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	
Wade, Jason (FF/ AEMT)	Kingston Fire Department	1811	



Kingston Fire Department

Responding to the Incident

Class Information

Date/Time	12/27/2020 08:00 - 12/27/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location			
Objective			

Instructors

Name	Instructor Type	Notes
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
Wade, Jason



Kingston Fire Department

Responding to the Incident

Date & Time 12/25/2020 08:00 - 12/25/2020 12:00	Location station 1
Objective To become more familiar with the safety aspect of responding to an incident	
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	
Williamson, Gary (FF/ Paramedic)	Kingston Fire Department	1813	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	



Kingston Fire Department

Responding to the Incident

Class Information

Date/Time	12/25/2020 08:00 - 12/25/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	To become more familiar with the safety aspect of responding to an incident		

Instructors

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

Resources

Name	Description
Combination Nozzle	Device placed on end of hose to control water flow. Combination nozzles can be operated from 1.5" and 2.5" coupling diameters. Combination nozzles can vary on GPM output.
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

No narrative has been recorded.

Training Codes

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

People

Name
Cloyd, Greg W
Logan, Jay
Williamson, Gary
Woody, Josh D



Kingston Fire Department

Responding to the Incident

Date & Time 12/26/2020 08:00 - 12/26/2020 12:00

Location station 1

Objective to become more familiar with safety precautions while responding to the scene.

Instructors Murrell, Jacob (Captain)

Sign-In Sheet

Name	Agency	ID	Signature
Cape, Evan (FF/EMR)	Kingston Fire Department	1813	
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Settles, Jay (LT)	Kingston Fire Department	1805	



Kingston Fire Department

Responding to the Incident

Class Information

Date/Time	12/26/2020 08:00 - 12/26/2020 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	to become more familiar with safety precautions while responding to the scene.		

Instructors

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

Resources

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

Narrative

MEMBERS ON SHIFT REVIEWED SAFETY FOR RESPONDING TO THE SCENE. MEMBERS REVIEWED PROPER SAFETY INSPECTIONS FOR ALL VEHICLES. MEMBERS ALSO REVIEWED DRIVER SAFETY AND THE LAWS FOR RUNNING EMERGENCY TRAFFIC. MEMBERS ALL REVIEWED VFK LAWS.

Training Codes

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

People

Name
Cape, Evan
Gordon, Saul W
Goss, Bradley
Munguia, Michael
Murrell, Jacob
Settles, Jay

Public Works Report December 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:	5 Loads 66
Recycled materials collected:	trailer

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	32 loads	241 Loads
Culverts/Storm Drains Cleaned	12	457
Curb/Sidewalk Repair/Install/Remove	0	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	2	23
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	2	58
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)	5	117
Streets Striped	0	3
Tennessee One Calls	1	35
Traffic Signal Repair	1	17
Tree Trimming Requests	1	13

Vehicle Maintenance – Routine	8	137
Vehicle Maintenance – Unscheduled	2	62
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

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

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: December 2020

Completed Tasks:

- Order and receive roofing materials for indoor batting cage.
- Replace flag at Fort Paws.
- Repair large section of Gravel Pit Boat Ramp.
- Completed flag football season.
- Hang ribbons and wreaths throughout downtown area.
- Move to week on/off schedule.

Ongoing Tasks

- Continue repairing floating docks.
- Continue work on indoor training facility.
- Remove ornaments from Christmas tree.
- Continue.

Tasks for January:

- Continue with week on/off schedule
- Begin fundraising efforts for July 4th.
- Begin preparing ball fiends for spring play.



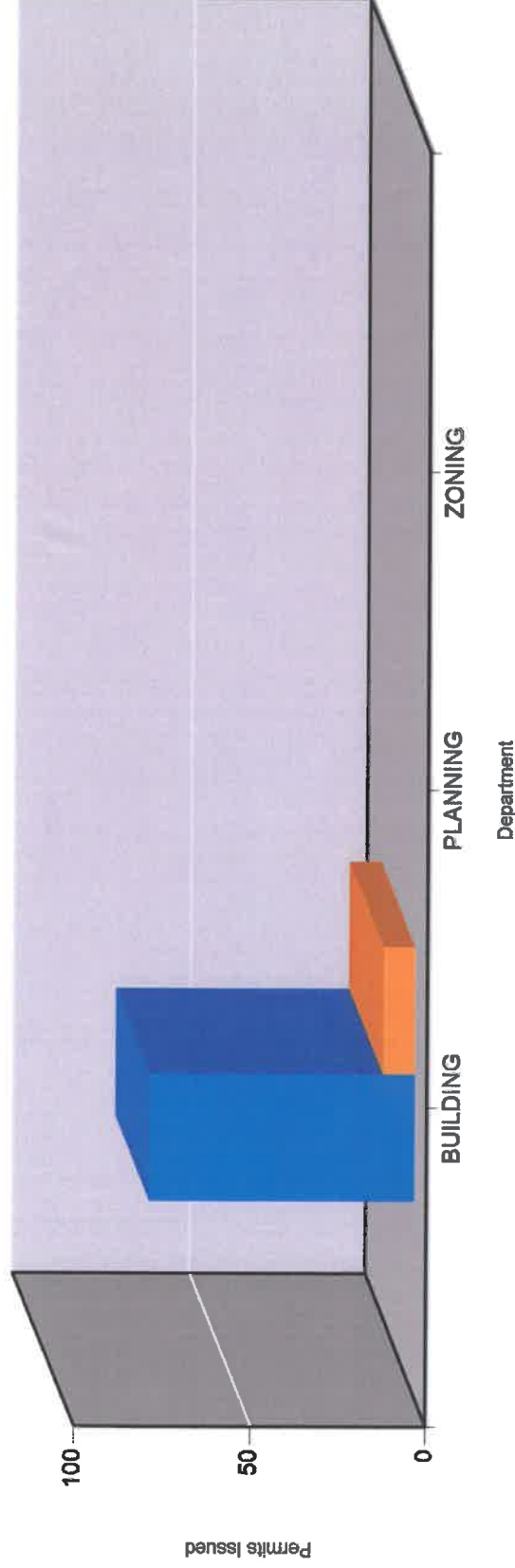
Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 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	60	60	Same Day	1.58 Days	1	53	7
	PL	Same Day	15	14	Same Day	1.34 Days	1	13	1
	RM	Same Day	11	10	Same Day	2.21 Days	1	9	1
PLANNING	PLT	Same Day	3	0	Same Day	0 Days	1	0	0



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

ZONING	SUP	Same Day	1	0	Same Day	0 Days	1	0	0
	VAR	Same Day	1	0	Same Day	0 Days	1	0	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates		Number of Days	
BUILDING	BP	BP2020-783	Submitted: 11/23/2020	In Process: 8		
		OS Windows	Technically Complete: 11/23/2020	Waiting: 0		
		210 Kingston Ave, Oliver Springs, TN 37840	Approved: 11/23/2020	Total Days: 8		
			Ready to Issue: 11/23/2020	Total Cycles: 1		
		BP2020-792	Issued: 12/01/2020			
		HC Garage	Submitted: 12/01/2020	In Process: 0		
		171 Pine Ridge Rd, Hamman, TN 37748	Technically Complete: 12/01/2020	Waiting: 0		
			Approved: 12/01/2020	Total Days: 0		
			Ready to Issue: 12/01/2020	Total Cycles: 1		
			Issued: 12/01/2020			
		BP2020-793	Submitted: 12/01/2020	In Process: 0		
		SW	Technically Complete: 12/01/2020	Waiting: 0		
		110 Gage Rd, Philadelphia, TN 37846	Approved: 12/01/2020	Total Days: 0		
			Ready to Issue: 12/01/2020	Total Cycles: 1		
		BP2020-794	Submitted: 12/01/2020	In Process: 0		
		Pole Barn	Technically Complete: 12/01/2020	Waiting: 0		
		150 Youngs Creek Way, Kingston, TN37763	Approved: 12/01/2020	Total Days: 0		
			Ready to Issue: 12/01/2020	Total Cycles: 1		
		BP2020-795	Submitted: 12/01/2020	In Process: 0		
		Residential Home	Technically Complete: 12/01/2020	Waiting: 0		
		622 Skyline Dr., Harriman, Tn 37748	Approved: 12/01/2020	Total Days: 0		
			Ready to Issue: 12/01/2020	Total Cycles: 1		
		BP2020-796	Submitted: 12/01/2020	In Process: 0		
		KC Commercial Storage Building	Technically Complete: 12/01/2020	Waiting: 0		
			Approved: 12/01/2020	Total Days: 0		
			Ready to Issue: 12/01/2020	Total Cycles: 1		
			Issued: 12/01/2020			
		715 Gallaher Road, Kingston, TN 37763	Submitted: 12/01/2020	In Process: 0		
			Technically Complete: 12/01/2020	Waiting: 0		
			Approved: 12/01/2020	Total Days: 0		
			Ready to Issue: 12/01/2020	Total Cycles: 1		



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	BP	BP2020-797	Submitted: 12/01/2020	In Process: 2
		HC Sign	Technically Complete: 0	Waiting: 0
		1028 Roane Street South, Hariman, TN 37748	Approved: 0	Total Days: 2
			Ready to Issue: 0	Total Cycles: 1
		BP2020-798	Issued: 12/03/2020	
		Residential Home	Submitted: 12/02/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		114 Roaming Fawn, Rockwood, TN 37854	Ready to Issue: 0	Total Cycles: 1
		BP2020-799	Issued: 12/02/2020	
		Residential Home	Submitted: 12/02/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		121 Cross Creek Ln., Kingston, TN 37763	Ready to Issue: 0	Total Cycles: 1
		BP2020-800	Issued: 12/02/2020	
		Deck	Submitted: 12/02/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
		112 Foothills Dr., Rockwood, TN 37854	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
		BP2020-801	Issued: 12/02/2020	
		KC Garage w/living space	Submitted: 12/02/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		1371 James Ferry Rd, Kingston, TN 37763	Ready to Issue: 0	Total Cycles: 1
		BP2020-802	Issued: 12/02/2020	
		Garage	Submitted: 12/02/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
		5881 Clay Hollow Road, Sweetwater, TN 37874	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
		BP2020-803	Issued: 12/02/2020	
		KC Commercial Remodel / Dollar General	Submitted: 12/03/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		106 W Race St, Kingston, TN 37763	Ready to Issue: 0	Total Cycles: 1
		BP2020-804	Issued: 12/03/2020	
		Inground Pool	Submitted: 12/04/2020	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		432 Buck Creek Road, Kingston, TN 37763	Ready to Issue: 0	Total Cycles: 1
			Issued: 12/04/2020	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	BP	BP2020-805	Commercial Remodel	1387 Loudon Hwy., Kingston, TN 37763	Submitted: 12/04/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-806			Submitted: 12/07/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		OS Windows/Doors Change out			Submitted: 12/07/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		613 Red Bud Lane, Oliver Springs, TN 37840			Submitted: 12/07/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-807	Metal Garage	2339 Paint Rock Ferry Rd, Kingston, TN 37763	Submitted: 12/07/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-808	Inground Pool		Submitted: 12/07/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1168 Lawnville Rd, Kingston, TN 37763			Submitted: 12/07/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-809	Solar Panels		Submitted: 12/08/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		102 GLENWOOD Dr., Rockwood, TN 37854			Submitted: 12/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-810	Residential Home		Submitted: 12/08/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		145 E Shore Dr, Rockwood, TN 37854			Submitted: 12/08/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-811	Residential Home		Submitted: 12/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
		159 Gordon Drive, Ten Mile, TN 37880			Submitted: 12/18/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-812	Carport		Submitted: 12/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		214 Bowman Bend Rd, Harriman, TN 37748			Submitted: 12/09/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	12/09/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-813		Porch Roof Only			0 0 0 1
		134 Woods Ln, Kingston, Tn 37763		12/09/2020	
BP2020-814		Residential Home			0 0 0 1
		180 Galilean Rd, Kingston, TN 37763		12/10/2020	
BP2020-815		HC Porch Roof Only & Steps	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	12/10/2020	In Process: Waiting: Total Days: Total Cycles:
116 Lincoln Dr, Harriman, TN 37748				12/10/2020	0 0 0 1
BP2020-816		Pole Barn			0 0 0 1
		144 Daniel Rd, Kingston, TN 37763		12/11/2020	
BP2020-817		Pole Barn			0 0 0 1
		466 Old Poplar Springs Road, Kingston, TN 37763		12/11/2020	
BP2020-818		Pole Barn			0 0 0 1
		466 Old Poplar Springs Road, Kingston, TN 37763		12/11/2020	
BP2020-819		Carport			0 0 0 1
		644 Emory River Rd, Harriman, TN 37748		12/11/2020	
BP2020-820		Deck			0 0 0 1
		131 Blue Heron Way, Ten Mile, TN37880		12/11/2020	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	BP	Residential Home	Submitted: 12/15/2020	In Process: 0
414 Squaw Valley Rd, Kingston, TN 37763		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
BP2020-822		Submitted: 12/15/2020	In Process: 0	
HC Sign Replacement		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
1867 S Roane St, Harriman, TN 37748		Submitted: 12/15/2020	In Process: 0	
BP2020-823		Technically Complete:	Waiting: 0	
Garage		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
404 Lakecrest Drive, Kingston, TN 37763		Submitted: 12/15/2020	In Process: 0	
BP2020-824		Technically Complete:	Waiting: 0	
Addition		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
404 Lakecrest Drive, Kingston, TN 37763		Submitted: 12/15/2020	In Process: 0	
BP2020-825		Technically Complete:	Waiting: 0	
Retaining Wall		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
112 Brown Rd, Ten Mile, TN 37880		Submitted: 12/15/2020	In Process: 0	
BP2020-826		Technically Complete:	Waiting: 0	
Garage Addition		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
919 Little Dogwood Road, Kingston, TN 37763		Submitted: 12/15/2020	In Process: 0	
BP2020-827		Technically Complete:	Waiting: 0	
Porch Roof Only		Approved:	Total Days: 1	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
603 Highpoint Orchard Rd, Kingston, TN 37763		Submitted: 12/16/2020	In Process: 1	
BP2020-828		Technically Complete:	Waiting: 0	
Storage Building / Lean to		Approved:	Total Days: 1	
		Ready to Issue:	Total Cycles: 1	
		Issued:		
1100 Laurel Bluff Rd, Kingston, TN 37763		Submitted: 12/16/2020	In Process: 0	
		Technically Complete:	Waiting: 0	
		Approved:	Total Days: 0	
		Ready to Issue:	Total Cycles: 1	
		Issued:		



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	12/17/2020	In Process: Waiting: Total Days: Total Cycles:
BP2020-829		Residential Home			0 0 0 1
		150 Youngs Creek Way, Kingston, TN 37763		12/17/2020	
BP2020-830		Dock			0 0 0 1
		186 Bayside Drive, Ten Mile, Tn 37880		12/17/2020	
BP2020-831		Deck			0 0 0 1
		498 Poplar Creek Rd, OLIVER SPRINGS, TN 37840		12/17/2020	
BP2020-832		DW			0 0 0 1
		1717 James Ferry Rd, Kingston, TN 37763		12/18/2020	
BP2020-833		KC Addition & Remodel			0 0 0 1
		601 The Battery, Kingston, TN 37763		12/18/2020	
BP2020-834		OS Residential Home			0 0 0 1
		837 Kelly Rd, Oliver Springs, TN 37840		12/18/2020	
BP2020-835		OS Garage			0 0 0 1
		837 Kelly Rd, Oliver Springs, TN 37840		12/18/2020	
BP2020-836		Shed on garage			0 0 0 1
		244 Lane Hedgecock Rd, Kingston, Tn 37763		12/21/2020	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	BP		Submitted: 12/21/2020	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:		
BP2020-837				
Decks				
724 New Hope Road, Rockwood, TN 37854				
BP2020-838				
HC Remodel				
399 Carlock Ave, Harriman, TN 37748				
BP2020-839				
HC Remodel				
324 Ayers Ave, Harriman, TN 37748				
BP2020-840				
Carport				
1007 Swan Pond Cir Rd, Harriman, TN 37748				
BP2020-841				
DW				
800 Old Johnston Valley Rd., Kingston, TN 37763				
BP2020-842				
KC Sign Replacement				
106 W. Race St., Kingston, TN 37763				
BP2020-843				
Porch roof only				
979 Joiner Hollow Rd, Rockwood, TN 37854				
BP2020-844				
Porch				
922 Skyline Drive, Harriman, TN 37748				



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	BP	BP2020-845	Metal Garage	275 Rodgers Lane, Rockwood, TN 37854	Submitted: 12/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-846	Remodel & Addition	177 Bayview Drive, Ten Mile, TN 37880	Submitted: 12/29/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-847	Addition	136 Emerald Cove Lane, Rockwood, TN 37854	Submitted: 12/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-848	DW	635 Duncan Hollow Road, Harriman, TN 37748	Submitted: 12/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-849	Residential Home	213 Shady Drive, Harriman, TN 37748	Submitted: 12/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-850	DW	429 Shady Lane, Kingston, TN 37763	Submitted: 12/30/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2020-851	Foundation Repair	4481 Decatur Highway, Kingston, TN 37763	Submitted: 12/31/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
	PL	PL2020-145	PL for BP2020-763	214 Black Oak Road, Harriman, TN 37748	Submitted: 12/02/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	PL	Submitted: 12/03/2020 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
PL2020-146			
PL for BP2020-778			
276 Patton Lane, Harriman, TN 37748			
PL2020-147			
PL for BP2020-805			
1387 Loudon Hwy., Kingston, TN 37763			
PL2020-148			
796 Ables Valley Rd, Rockwood, TN 37854			
PL2020-149			
PL for BP2020-600			
136 Greystone Way, Kingston, TN 37763			
PL2020-150			
PL for BP2020-185			
328 West Mountain Drive, Rockwood, TN 37854			
PL2020-151			
PL for BP2020-811			
159 Gordon Drive, Ten Mile, TN 37880			
PL2020-152			
PL for BP2020-714			
1417 Kignston Highway, Kingston, TN 37763			
PL2020-153			
PL for BP2020-814			
180 Galilean Rd, Kingston, TN 37763			



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	PL	PL2020-154	Submitted: 12/16/2020	In Process: 0
		PL for BP2020-710	Technically Complete:	Waiting: 0
		164 Galilean Rd, Kingston, TN 37763	Approved:	Total Days: 0
		PL2020-155	Ready to Issue:	Total Cycles: 1
		PL for BP2020-829	Issued: 12/16/2020	
		150 Youngs Creek Way, Kingston, TN37763	Submitted: 12/17/2020	In Process: 0
		PL2020-156	Technically Complete:	Waiting: 0
		PL for BP2020-579	Approved:	Total Days: 0
		116 Fairchild Street, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
		PL2020-157	Issued: 12/17/2020	
		PL for BP2020-736	Submitted: 12/18/2020	In Process: 0
		1042 Roane St, Harriman, Tn 37748	Technically Complete:	Waiting: 0
		PL2020-158	Approved:	Total Days: 0
		PL for BP2020-699	Ready to Issue:	Total Cycles: 1
		114 Harvard Dr, Rockwood, TN 37854	Issued: 12/22/2020	
		PL2020-159	Submitted: 12/22/2020	In Process: 0
		PL for BP2020-627	Technically Complete:	Waiting: 0
		117 Long Dr, Harriman, TN 37748	Approved:	Total Days: 0
		RM2020-114	Ready to Issue:	Total Cycles: 1
		RM for BP2020-736	Issued: 12/28/2020	
		1042 Roane St, Harriman, Tn 37748	Submitted: 12/01/2020	In Process: 0
		RM2020-115	Technically Complete:	Waiting: 0
		RM for bp2020-351	Approved:	Total Days: 0
		104 Easter Dr, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 12/02/2020	



Issued Permits By Department

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ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	RM	RM2020-116	Submitted: 12/07/2020	In Process: 0
		RM for BP2020-139	Technically Complete:	Waiting: 0
		116 Coffey, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/07/2020	
		RM2020-117	Submitted: 12/08/2020	In Process: 7
		RM for BP2020-573	Technically Complete:	Waiting: 0
		153 Blue Heron Way, Ten Mile, TN37880	Approved:	Total Days: 7
			Ready to Issue:	Total Cycles: 1
			Issued: 12/15/2020	
		RM2020-118	Submitted: 12/08/2020	In Process: 0
		RM for BP2020-655	Technically Complete:	Waiting: 0
		413 Ollis Rd, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/08/2020	
		RM2020-119	Submitted: 12/08/2020	In Process: 0
		RM for BP2020-763	Technically Complete:	Waiting: 0
		214 Black Oak Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/08/2020	
		RM2020-120	Submitted: 12/21/2020	In Process: 15
		RM for BP2018-619	Technically Complete:	Waiting: 0
		590 Tennessee Chapel Circle, Kingston, TN 37763	Approved:	Total Days: 15
			Ready to Issue:	Total Cycles: 1
			Issued:	
		RM2020-121	Submitted: 12/22/2020	In Process: 0
		RM for BP2020-069	Technically Complete:	Waiting: 0
		146 Shoreline Dr, Rockwood, Tn 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/22/2020	
		RM2020-122	Submitted: 12/30/2020	In Process: 0
		RM for BP2020-470	Technically Complete:	Waiting: 0
		796 Ables Valley Rd, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/30/2020	
		RM2020-123	Submitted: 12/30/2020	In Process: 0
		RM for BP2020-746	Technically Complete:	Waiting: 0
		1102 S Roane Street, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 12/30/2020	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
12/01/2020 AND 12/31/2020

Report run on: 01/05/2021 08:48 AM

BUILDING	RM	RM2020-124	Submitted: 12/30/2020	In Process: 0
		RM for BP2020-437	Technically Complete: Approved: Ready to Issue: Issued: 12/30/2020	Waiting: 0 Total Days: 0 Total Cycles: 1
PLANNING	PLT	106 Pennybank Farm Rd, Kingston, Tn 37763		
		PLT2020-077	Submitted: 12/04/2020	In Process: 32
		Plat Review?Boundary Line	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 32 Total Cycles: 1
		110 Mariners Point, Kingston, TN 37763		
		PLT2020-078	Submitted: 12/08/2020	In Process: 28
ZONING	SUP	Plat REVIEW/Boundary Line	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 28 Total Cycles: 1
		363 Dogtown Road, Ten Mile, TN 37880		
		PLT2020-079	Submitted: 12/18/2020	In Process: 18
		Plat Review/2 Lots-	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 18 Total Cycles: 1
		210 & 214 Old Eblen Road, Lenoir City, TN 37771		
ZONING	VAR	SUP2020-005	Submitted: 12/17/2020	In Process: 19
		SUP for Detailing Cars	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 19 Total Cycles: 1
		2402 Buttermilk Road W., Lenoir City, TN 37771		
		VAR2020-014	Submitted: 12/14/2020	In Process: 22
ZONING	VAR	Setback Variance 3ft on right side	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 22 Total Cycles: 1
		644 Emory River Rd, Harriman, TN 37748		

KINGSTON WATER TREATMENT PLANT



DECEMBER OPERATIONS REPORT

2020

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	12,735,000	13,808,000	-8.43%	425,000	607,000	282,000
	Effluent (Finish)	11,983,000	12,981,000	-8.33%	399,000	528,000	278,000
	Spring Supply	13,607,000	13,790,000	-1.34%	454,000	511,000	439,000
	Total Finish Prod.	25,590,000	26,771,000	-4.62%	Distribution & WTP Report: 1,830,160		
Plant Efficiency		99.35%	98.60%	0.75%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	19,018,400	22,075,389	-16.07%	Fire Dept: No Report		
	Reported Usage	1,830,160	733,440	59.92%	Park & Rec: No Report		
	Water Loss	4,741,440	3,962,171	16.44%	WWTP: No Report		
	%	18.53%	14.80%	3.73%			

Note: The Water Production, Consumption and Loss data is for the November 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 Working in the Cold.
- * Facilities received daily and regular cleaning and disinfection.
- * Ordered a Jib Crane for Raw Water Intake. Working on gathering materials to fabricate the mounts and support structures.
- * Got Forklift repaired, air in fuel lines, leaking at fuel filter fittings.
- * Got Portable Generator back, warranty repairs.
- * Made out 2021 Bac-T Sampling Schedules.
- * Prepared 2021 Lab Schedules and paperwork.
- * Performed regular maintenance and checks, etc.
- * Ordered 10 more Sampling Stations which will be installed for additional Distribution System Regular Sampling and Bac-T Sampling locations.

Kingston Water Department
Schedule of Unaccounted For Water
December

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	25,590,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased	<u>25,590,000</u>
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	19,018,400
G	Metered for Consumption (in house usage)	<u>830,160</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>1,000,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water	<u>20,848,560</u>
	(Sum Lines F thru M)	
O	Unaccounted for Water	<u>4,741,440</u>
	(Line D minus Line N)	
P	Percent Unaccounted for Water	<u>18.528%</u>
	(Line O divided by Line D times 100)	

Q Other (explain)

See Below

Explain Other:

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



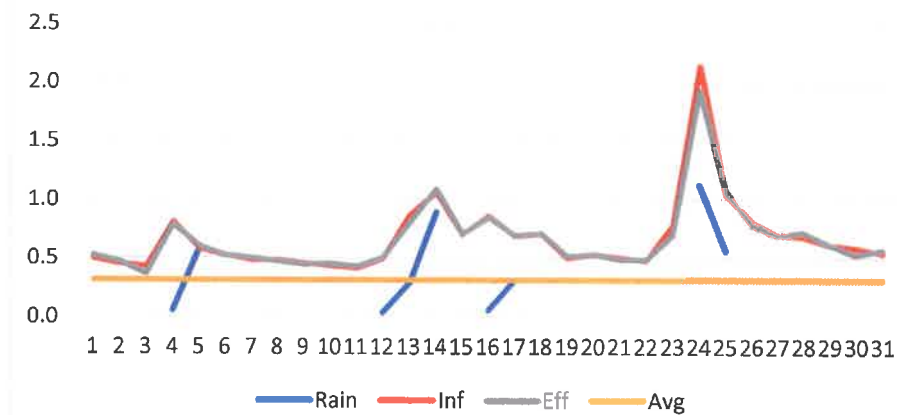
KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: December 2020 Monthly Report
DATE: January 5, 2021

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

2507 Sewer customers 9,586,100 gallons billed. Daily average .3009 mgd.

December 2020

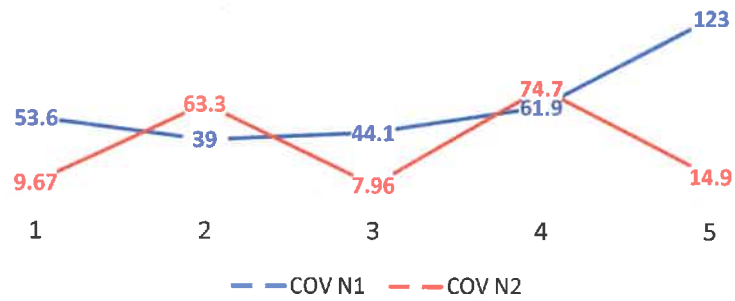


Total gallons of chlorine used was 281.48 @\$2.09 gallon = \$588.30

We had 4.04 inches of rain. There were no reported overflows.

On November 27 we began sending off an Influent Composite sample to test for the Coronavirus in the wastewater. Each week we have tested since then. The chart below shows the results for the different variants of the virus that is being detected. Results are in copies per milliliter (cop/ml).

COVID 19



Safety Meetings:

December 8, 2020

Working in the Cold

City of Kingston Safety Newsletter



Water Distribution/Collection

December 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	6
Disconnect for Non-Payment	27
Water/Sewer Service Estimate	2
Water-Check for Leak	5
Water-Miscellaneous	58
Water-Hydrant	0
Water-Re-Read/Manual Read	16
Yard Work	0
Connect Order	34
Disconnect Order	41
Water Tap-New Account Number	3
811 Locates	58



Kingston Water Department Distribution & Collection Monthly Safety Training

Date: 12-14-2020

Topic: Working in the Cold

Instructor:

Employees in Attendance:

Printed Name	Signature
Kevin Hamilton	
James Evans	
David Loy	
Greg Sexton	
David Afford	
M. Ke Sobley	

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

1 January 2021

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 December 2020

Summary

The Library is still on curbside service. Our regional Library will not attend any meetings at this time due to Governor Lee's Executive order 71 which is in effect until February 28th. We will allowed patrons to come in to use the computer or make copies and send faxes. We will bring books and other materials out to patron's cars. Our website is: www.kingstonpubliclibrarytn.org you can log on to see what is available to check out. I have received the computers for the Tech grant, it is a matching grant. The Library Board will pay half of the amount. 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, as will the staff. 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 disinfect fogger after we close each day to spray up and down the aisles of books. We had our GPS Ionization installed in the building and the air does seem to be fresher. Hopefully these measures will make a safer environment for patrons and employees.

We are still doing a weekly 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. This has certainly been a challenging time for all. Any questions can be emailed to me at: kpldirector@gmail.com

Stay Safe.

This is all subject to change as we go forward.

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
DECEMBER 15, 2020
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

Notice: Due to the continuing threat of COVID-19 in our area, the Board Chairman has elected once again to close this month's meeting to the public. A reasonable effort will be made to permit remote, live viewing of the meeting; otherwise a clear audio or video recording of the workshop and meeting will be made available following the meeting.

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Workshop on November 17, 2020	Approval
Minutes from Board Meeting on November 17, 2020	Approval
October 2020 Financial Statements	Approval
October 2020 Budget Report	Information
December 2020 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	

Old:

1. None

New:

- | | |
|---|----------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. DIC Property/Casualty Insurance Premium Renewals | Approval |
| 4. Service Electric Renewal Rates and Continuing Services Agreement | Approval |
| 5. CSA's Orbit™ Interactive Voice Response Pilot Program Agreement | Approval |
| 6. Bad Debts | Approval |

Announcements

January 2021 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Utility Power Board was called to order on November 17, 2020 around 5:00 pm immediately after a Board Workshop to review the proposed changes to the Memorandum of Understanding between Local 760 and Rockwood Electric Utility. Board members present were Childs, Davis, Holloway, Layne, and McCullough. Chairman Holloway elected to close the November 17, 2020 meeting to the public due to the continuing threat of COVID-19. The meeting may be viewed and/or downloaded from the Utility's website shortly after the meeting.

A motion was made by Layne, seconded by Childs to approve the minutes as recorded for the October 29, 2020 meeting. All voted yes.

A motion was made by Davis, seconded by Childs to approve the September 2020 Financial Statements. Manager Bear and Mr. McCullough commented on the meeting with Chris Mitchell and the Financial Stewardship Committee. Mr. Mitchell stated Rockwood Electric was making progress with cash flow and at the present time he is not recommending any additional rate action for the following year. Marsha O'Keefe noted October financials were not complete but indications show an increase in net income of \$478,000 and a slight decrease in cash of \$10,000. All voted yes.

A motion was made by Layne, seconded by Davis to approve the November 2020 Accounts Payable. Davis asked about check number 70066 payable to Cannon & Cannon, Inc. in the amount of \$10,391.10. Manager Bear explained it was engineering fees for the broadband grant received by Comcast and will be invoiced to Comcast for reimbursement. All voted yes.

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

- It was difficult finding qualified applicants for participation in TVA's Home Uplift Program. Plans are to advertising more widely through the use of social media and other organizations. REU has access to funds for helping up to four (4) manufactured homes in its service area which are in need of energy efficiency upgrades.
- TVA is still working on the My Energy Advisor (MEA) co-branded platform for Rockwood Electric to be able to offer to our business and industry customers as an energy resource.
- As a result of upgrades to the hosted VOIP phone system, the system we use to alert our standby crews of outages is not working efficiently, especially when a flood of calls comes in. Out of necessity, we have started looking at an IVR system and potentially an outage management system.
- The 3rd quarter 2020 OPEB Investment Review with USI Consulting was held on Friday, November 20, 2020. Discussions consisted of an economic overview, the OPEB Trust Plan, and a review of the Investment Policy Statement. Fund and asset allocation changes were proposed as part of USI's fiduciary oversight review and will be performed in the 4th quarter of 2020.

- Manager Bear received feedback from Steve Noe, Director of Strategic Energy Solutions, with Seven States Power Corporation (7SPC). He has estimated it would take \$5,000 for them to consult with REU on a “Request-For-Proposal” (RFP) to consider a solar project for power supply flexibility. It is possible to use local economic development funds from our ETEDA local funds account.

A motion was made by McCullough, seconded by Layne to approve the recommendation from Manager Bear to have 7SPC provide services to develop an RFP for a potential solar project. Assuming no unforeseen complications, the services are estimated at \$5,000. One of the advantages REU may have for this type of project is that it owns the land adjacent to the Rockwood Primary Substation. All voted yes.

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

A motion was made Davis, seconded by Childs to approve the purchase of new computers and related items at a cost of \$11,571.00. Items include:

- (5) Desktop Computers
- (1) MS Surface Pro7 & Attachments
- (10) Monitors

All voted yes.

There were no new projects to approve.

Prior to the regular meeting, a workshop was held to discuss the list of proposed changes to the Memorandum of Understanding (MOU) between Local 760 and Rockwood Electric Utility. The list of changes along with the recommendations from Board Member Larry Davis and Assistant Manager Marsha O’Keefe are as follows:

1. Title Page: Proposed new agreement terms for a 3-year contract 2021-2023. ***Suggest one (1) year contract. Leaving wages open for discussion after one (1) year.***
2. Effective Date: Page 4. The Agreement shall take effect January 1, 2021 and shall remain in effect until December 31, 2023. It shall continue in effect for year to year thereafter, from December 31st of each calendar year, unless changed or terminated in the manner herein provided. ***Suggest one (1) year contract. Leaving wages open for discussion after one (1) year.***
3. Wages: Pages(s) 9-10. Proposed a percentage wage increase over the duration of the policy 1/1/2021 (4%), 1/1/2022 (4%), 1/1/2023 (4%). ***Suggest no wage increase for January 2021 if the Board agrees to \$1,000 bonus for year ending 2020. Leaving wages open for discussion in 2022 and 2023.***

4. Overtime & Holidays: Page(s) 10-11. All time worked by employees covered by this agreement in excess of the scheduled work day or work week, shall be paid at one and a half (1 ½) times the regular straight time rate, except for work on Sundays, at which work shall be paid at two (2) times the regular straight time rate. ***Suggest no change in MOU, only prescheduled work on Sunday will be paid at two (2) times the regular straight time rate.***
5. Personal Leave: Page 18. To discuss adding two (2) additional personal days to the Memorandum of Understanding Policy. ***Adding two (2) additional personal days on July 1, 2021. These days are to be a permanent addition to benefits every year.***

A motion was made by Layne seconded, by McCullough to approve the recommendations. All voted yes.

A motion was made by McCullough, seconded by Davis to sponsor Operation Reach in the amount of \$1,000. All voted yes.

The next item on the agenda was for restructuring salaries of four employees. Mr. Holloway said that this subject came about after the Director of Human Resources retired and that many of the functions of that position had been distributed to others. His recommendation was to increase the pay of four employees for a total amount of \$6.00 per hour. This still results in a savings to the Utility as a result of not filling the HR position. Mr. Davis asked if we still had the right to fill the position and Mr. McCullough stated it had not been budgeted for this year. Mr. Davis asked about budgeting it for next year and the answer is yes, we do have that ability. Manager Bear stated that because of the way our payroll process works and the forms that had to be filled out for each individual whose pay status is changing, the Board may want to specify the employees/positions and actual dollar amounts for auditing purposes. Mr. Holloway provided that information. Marsha O'Keefe then stated that the amounts given by Mr. Holloway could possibly change upon further evaluation. Mr. Childs asked why the amounts would change and Ms. O'Keefe stated just to evaluate the jobs and she needed some clarifications on qualifications, willingness, etc. and that there was more involved for her. Mr. Davis asked did the Board have the authority to approve something at this time and then change it three or four months from now. Ms. O'Keefe stated that she didn't want to take anything back later but that all she was asking for was a little more time. Mr. McCullough asked about deferring this item to next month and Ms. O'Keefe said that she preferred that. Mr. Childs suggested that it be deferred to January so the month of December could be used for the evaluations. Mr. McCullough asked Ms. O'Keefe if she could have the evaluations completed by December's board meeting for them to go into effect in January and she indicated that she could. Mr. McCullough made a motion to defer, seconded by Childs. All voted yes.

A motion was made by McCullough, seconded by Layne to approve a Christmas Bonus to all employees in the amount of \$1,000 with the exception of part time and employees with less than 12 months of service, which will be \$300. Total amount is \$44,028.85. All voted yes.

A motion was made by McCullough, seconded by Childs to approve Service Anniversary Awards for employees who have reached 5-, 10-, 15-, 20-, 25-, etc. years of service. This year there were eight (8) employees that reached milestones and the total amount is \$1,375.00. All voted yes.

A motion was made by Childs, seconded by Layne to approve the write-off of uncollectible debts for the period of August 2020 in the amount of \$1,501.06 and noted the bad debts collected for October 2020 were \$1,279.36. All voted yes.

Chairman Holloway announced the next meeting will be December 15, 2020 at 4:30 p.m.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	PAGE 1
Rockwood Electric Utility	OCTOBER 2020	

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
UTILITY PLANT			CAPITAL		
Electric Plant.	1	65,974,069.48	Membership certificates.	30	
Less Depreciation.	2	18,184,988.57	EARNINGS REINVESTED IN SYSTEM ASSETS		
Total.	3	47,789,080.91	Beginning of year.	33	44,773,353.52
Unamortized acq. adj.	4		Current year to date.	34	896,991.83
Other utility plant - net.	5		Total.	35	45,670,345.35
Total Plant - net.	6	47,789,080.91	LONG-TERM DEBT		
OTHER PROPERTY AND INVESTMENTS			RUS.	36	
Nonutility property - net.	7		CFC.	37	
Other investments.	8	39,135.29	CoBank.	38	
Sinking funds.	9		Bonds and other long-term debt.	39.1	3,500,000.00
Depreciation funds.	10		TVA.	39.3	
Other special funds.	12	3,844,451.00	Debt premium and discount.	40	34,250.24
Total.	13	3,883,586.29	Total.	41	3,534,250.24
CURRENT AND ACCRUED ASSETS			OTHER NON-CURRENT LIABILITIES		
General cash and temporary cash investments.	14	4,805,294.08	Postretirement Benefits.	39.2	4,441,413.63
Accounts receivable.	15	1,617,135.16	Energy Service Loans - Advances.	42	116,448.15
Materials and supplies.	16	422,015.91	Energy Service Loans - Other.	43	
Prepayments.	17	52,903.24	Total.	44	4,557,861.78
Other current assets.	18	1,016,828.57	CURRENT AND ACCRUED LIABILITIES		
Total.	19	7,914,176.96	TVA notes payable.	45.1	
DEFERRED DEBITS			Other notes payable.	45.2	
Debt expense.	20		Accounts payable.	46	3,586,493.24
Preliminary survey.	21		Customer deposits.	47	1,306,417.71
Clearing accounts.	22		Taxes and equivalents accrued.	48	29,042.76
Energy Service Loans receivables.	24	119,028.05	Interest accrued - RUS.	49	21,875.00
Deferred costs on TVA Leases.	25		Interest accrued - CFC.	50	
Other deferred debits.	26		Interest accrued -CoBank.	51	
Total.	27	119,028.05	Interest accrued -TVA.	52.1	
TOTAL ASSETS AND OTHER DEBITS.			Interest accrued - other.	52.2	
	28	59,705,872.21	Other current liabilities.	53	1,006,032.47
			Total.	54	5,949,861.18
			DEFERRED CREDITS		
			Advances for construction - refundable.	55	
			Other deferred credits.	56	(6,446.34)
			Total.	57	(6,446.34)
			TOTAL LIABILITIES AND OTHER CREDITS.		
				58	59,705,872.21

() Indicates red figures

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

Construction work in progress included in Item No. 1 330,308.35

Construction fund included in Item No. 12

Footnotes:

Total miles of distribution lines

Total miles of transmission lines

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		OCTOBER	2020	
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT		ITEM NO	THIS MONTH	YEAR TO DATE
OPERATING REVENUE				
Electric sales revenue (page 7, item 332)	59	2,228,071.35	11,354,896.45	
Revenue from late payments	60	13,474.96	56,373.43	
Misc. service revenue	61	3,270.00	12,700.00	
Rent from electric property	62	49,517.76	199,871.04	
Other electric revenue	63	5.00	20.00	
Total operating revenue	64	2,294,339.07	11,623,860.92	
PURCHASED POWER				
Total power cost (page 7, item 342)	65	1,375,945.18	7,748,901.36	
OPERATING EXPENSE				
Transmission expense	66			
Distribution expense	67	81,912.72	388,253.72	
Customer accounts expense	68	274,098.88	427,635.79	
Customer service and informational expense	69	875.00	875.00	
Sales expense	70		12,488.00	
Administrative and general expense	71	244,571.79	788,934.92	
Operating expense	72	601,458.39	1,618,187.43	
MAINTENANCE EXPENSE				
Transmission expense	73			
Distribution expense	74	78,503.11	334,637.80	
Administrative and general expense	75	2,181.00	11,119.60	
Maintenance expense	76	80,684.11	345,757.40	
OTHER OPERATING EXPENSE				
Depreciation expense	77	135,244.84	540,679.62	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	112,246.69	462,280.24	
Other operating expense	80	247,491.53	1,002,959.86	
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	2,305,579.21	10,715,806.05	
INCOME				
Operating income (item 64, less item 81)	82	(11,240.14)	908,054.87	
Other income	83		9,879.84	
Total income	84	(11,240.14)	917,934.71	
Miscellaneous income deductions	85		642.60	
Net income before debt expense	86	(11,240.14)	917,292.11	
DEBT EXPENSE				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	5,468.75	21,875.00	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(1,574.72)	
Total debt expense	95	5,075.07	20,300.28	
NET INCOME				
Income before extraordinary items (item 86, less item 95)	96	(16,315.21)	896,991.83	
Extraordinary items	97			
Net Income	98	(16,315.21)	896,991.83	

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

OCTOBER 2020

PAGE 3

STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential.	100	1,226,020.69	6,689,889.89	107	10,221,047	59,029,233
Gen. Power - 50 kW & under.	101	311,562.96	1,570,125.01	108	2,146,783	11,450,871
Gen. Power - Over 50 kW.	102	644,666.59	2,907,189.08	109	7,909,981	32,896,323
Street and athletic - Codes 72, 73 & 74.	103	15,837.01	64,659.24	110	111,298	438,618
Outdoor lighting - Codes 75, 77 & 78.	104	29,984.10	123,033.23	111	203,716	819,397
Subtotal.	330	2,228,071.35	11,354,896.45			
Unbilled revenue*.	331					
Total (page 2, item 59).	332	2,228,071.35	11,354,896.45	335	20,592,825	104,634,442
				113	29,582	135,508
				114	20,622,407	104,769,950
				336		

Kilowatt-hours for own use.

Total kilowatt-hours sold and used.

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

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 698.21	N/A
Gen Partners-GP<50kW	\$ 674.92	N/A
Gen Partners-GP>50kW	\$ 1,247.66	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

PURCHASED POWER

TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power.	115	1,375,945.18	7,748,901.36	119	21,216,572	107,496,109
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	1,375,945.18	7,748,901.36	122	21,216,572	107,496,109
Other Purchased Power*.	218			222		
Subtotal.	340	1,375,945.18	7,748,901.36			
Unbilled Purchases*.	341					
Total (page 2, item 65).	342	1,375,945.18	7,748,901.36	345	21,216,572	107,496,109
				123	20,622,407	104,769,950
				124	594,165	2,726,159
				125	2.80	2.54
				127	6.485	7.209
				346		

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

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

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

OCTOBER 2020

PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.	11,745	11,651
Gen. Power - 50 kW & under.	2,788	2,786
Gen. Power - Over 50 kW.	120	129
Street and athletic - Codes 72, 73 & 74.	39	39
Outdoor Lighting - Code 78.	138	133
Total.	14,830	14,738
Special Outdoor Lighting - Code 75.		
Outdoor Lighting - Code 77.	2,149	2,141

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).	3,534,643.92
Add new long-term debt this month (page 3).	
Total.	3,534,643.92
Less reductions this month (page 3).	393.68
Long-term debt this month (item 41).	3,534,250.24

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

YEAR TO DATE

Footnotes:

89.70%

83.56%

SIGNED

TITLE

DATE PREPARED

Manager of Accounting

12/10/2020

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

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

December 14, 2020

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The Monthly E-911 Board meeting will be Monday, December 21, 2020 at 1:00 P.M., at 4390 Roane State Highway, Arvel McNelly Training Room. The date has been changed due to Christmas Eve being on Thursday.

Enclosed please find:

The Agenda for the Board meeting
November 23, 2020 Board Minutes
November 30, 2020 financial report
Fund Balances as of November 30, 2020
November 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
DECEMBER 21, 2020 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF NOVEMBER 23, 2020
APPROVAL OF NOVEMBER FINANCIAL REPORTS

PUBLIC COMMENT

COMPTROLLER

NOVEMBER FUND BALANCES

COMMITTEE REPORTS

PERSONNEL COMMITTEE

GENERAL REPORT

BUDGET AND FINANCE COMMITTEE

GENERAL REPORT

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

No November USDA Payment Request

DIRECTOR'S REPORT

GENERAL REPORT

NOVEMBER STATS

POLICY UPDATES

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

LIQUIDATED DAMAGES

NEW BUSINESS

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

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

MEMBERS PRESENT: Tony Brown, Tim Suter, Marilyn Calfee, Cecil Crowe, Randy Ellis, Keith Farmer, Brad Daniels-Remote

MEMBERS ABSENT: Jack Stockton, Jason Jolly

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

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

CALL TO ORDER:

Chairman Ellis called the meeting to order at 1:00 pm and a roll call was taken. There were 6 members present, 1 member on remote access and 2 members absent. Mr. Ellis welcomed our newest board member Mr. Cecil Crowe the Oliver Springs representative to the board.

APPROVAL OF MINUTES:

Mr. Brown made a motion to accept September 24 minutes with a wording change to the request of Oliver Springs representative sent to the County Commission. Mr. Suter second the motion. All present and remote voted Aye. Motion carried. October 22 there wasn't enough in attendance for a quorum so no minutes to approve. Mr. Brown made a motion to accept Special Called Executive Session meeting on October 30, 2020 minutes noting that due to the nature of the meeting these are not for public record. Mr. Suter second the motion. All present and remote voted Aye. Motion carried.

FINANCIAL STATEMENT:

Mr. Suter made a motion to approve the September and October 2020 financial reports, Ms. Calfee second the motion. All present and remote voted Aye. Motion carried.

PUBLIC COMMENT:

Mr. Hill from Upland Design Group spoke to the board stating that he believes the building is completed to substantial meaning that the building is useable for the intended purposes. The grass will be completed to contract when weather allows, possibly in the spring.

FUND BALANCE:

Report given, no questions.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMMITTEE:

Hasn't met

BUDGET COMMITTEE:

Hasn't met.

BUILDING/EQUIPMENT COMMITTEE:

Mr. Brown mentioned that we have an outstanding change order #11 that will need to be voted on. Mr. Suter asked Mr. Hill if the design company was satisfied that this building is substantially complete. Mr. Hill stated that he was.

We will have a 1 year warranty on all workmanship and will schedule a walkthrough at the 11 1/2 month timeframe to address any items that haven't previously been fixed. Mr. Brown asked about the liquidated damages that have been acquired and if we have grounds to pursue them, Mr. Hill said we do. Mr. Brown's concern is that due to the delay in completion we have missed an opportunity to rent/ sell our current center and we currently don't have an estimated date of move in. Mr. Brown commended Director Anderson and I.T Director Franks on the great work they have done on behalf of the board with the building project. Mr. Brown asked Director if we had ordered the plaque for the conference room in memory of Mr. John Harvey. Director stated we would get it ordered.

DIRECTORS REPORT:

Director Anderson presented the September/October dispatch stats there were no questions. The settlement money and our 130 funds have been received. Mr. Brown asked if the director had made the arrangements for a locking mailbox to be installed at the new center. Director said he would make those arrangements. Director Anderson presented 3 policies to the board for review. Mr. Crowe had a question on what was referred to as regular wages wording in the travel policy. Director said he would clarify that and bring it back to the board. Mr. Farmer made a motion to accept the Key Control and Electronic Access Control Policy and the Approved Abbreviations Policy. Mr. Suter second the motion. All present and remote voted Aye. Motion carried. Director is reaching out to the vendors and trying to coordinate the remaining installations to complete the building for move in.

OLD BUSINESS:

None

NEW BUSINESS:

Chairman Ellis recessed the meeting at 1:30 pm to reconvene at the new center. Meeting convened at the new center at 1:45 pm. An attendance roll call was taken with 6 present and Mr. Daniels - remote. Beginning the walkthrough in the Addressing office there was a Change order presenting a credit of \$700 to leave the coiling door as is with the exception of a ceiling tile having a grommet/trim ring installed in the location of the missing ceiling tile piece. In the main ladies' and men's restrooms there was a Change order presenting a credit for \$500 to keep the lockers positioned as they are. There was a Change order presenting a credit of \$1000 and a 3 year warranty to include all of the rooms containing ceramic tile flooring having no silicone installed on ceramic base in the transition joint. In several of the rooms having exposed conduit, there currently has been no credit offered by the electrician. In the training room, the dedication plaque in honor of Mr. McNelly has been installed. Dispatch blinds (already purchased by RC911) still need to be installed and some type of covering, possibly tinting, over the door visual panes need to be completed by RC911 per TBI requirement. There was a Change order presenting a credit of \$650 for missing conduits in Data Box. On the outside of the building there was a Change order presenting a credit of \$903.54 for missing electric to exterior camera. Tower Change order #11 is presenting a charge of \$4,757.82 due to changes made to concrete amount, rebar and labor to enlarge tower base. Upland recommends the approval of this change order. Mr. Brown made a motion to adjust the amount of the change order to \$4,000, Ms. Calfee second. All present and remote voted Aye. Motion carried. There was a Change order presenting a credit of \$500 for 12 Bollard Covers - there are several bollards that don't meet the height specifications ranging from 1-6" short. Mr. Suter made a motion to accept this credit, Mr. Farmer second. All present and remote voted Aye. Motion carried. There was a Change order presenting a credit of \$50 for the misplacement of a camera on the back of the building. There was a Change order presenting a credit of \$450 for a missing future use conduit along back driveway. Mr. Hill with Upland design doesn't recommend accepting this credit amount stating they feel the amount is inadequate. This Change order was rejected. There was no credit offered to fix the asphalt stating that they will be repairing it when the weather permits. There was a Change order presenting a credit of \$60 for the missing electrical outlets behind the HVAC units on the exterior wall. There are internal vacuum system ports missing no credit was offered but an additional 15' attachable hose has been provided to extend the accessible area. There was no

credit offered for the generator remote panel location. Ms. Calfee made a motion to reject the no credit and send it back to the electrician for credit, Mr. Daniels (remote) second . All present and remote voted Aye. Motion carried. There was no credit offered for the gas pipe placement in the back of the building being a potential trip hazard. Mr. Suter made a motion to accept the remaining Credit proposals not voted on: Coiling Door, Camera outside office 106, electrical outlets behind HVAC units, Electric to exterior cameras, missing conduits in data box, keep lockers positioned as is, no silicone installed on ceramic base, floor transition joint. Mr. Farmer second the motion. All present and remote voted Aye. Motion carried. Mr. Brown made a motion to accept Substantial Completion within the paved area including the fence with the exception of the lawn. Mr. Suter second the motion. Roll call vote was taken, all present and remote voted Aye. Motion carried.

ADJOURNMENT:

With no other business to address, Mr. Suter made a motion to dismiss, Mr. Brown second. All present and remote voted Aye. December meeting will be held on Monday, December 21, 2020 at 1:00 p.m.

Regular September 24,2020 minutes and Special Called Meeting, October 30, 2020 were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : November 23, 2020.

Tony Brown / Secretary-Treasurer

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				NOVEMBER		
3010 TCA Section 7-86-303 Receipts	640,518	53,376.50	0.00	(53,376.50)	213,506.00	(427,012.00)
3020 TCA Section 7-86-130 Receipts	35,000	2,916.67	75,136.00	72,219.33	75,136.00	40,136.00
3060 Local Government Contracts	674,373	56,197.75	56,197.75	0.00	280,988.75	(393,384.25)
3070 Contracted Services	47,387	3,948.92	3,948.92	0.00	19,744.60	(27,642.40)
3080 Sales & Fees	250	20.83	0.00	(20.83)	6.80	(243.20)
5002 Interest Income	950	79.17	16.60	(62.57)	276.32	(673.68)
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	31,029.14	27,920.56	67,293.14	29,990.14
TOTAL ESTIMATED REVENUE	1,560,842	130,070.17	166,328.41	36,258.24	782,012.61	(778,829.39)
=====						
SALARIES AND WAGES						
4001 Director	64,000	5,333.33	4,923.08	(410.25)	27,076.94	(36,923.06)
4002 Administrative Personnel	123,067	10,255.58	9,450.00	(805.58)	51,943.31	(71,123.69)
4004 Telecommunicators	304,762	25,396.83	29,102.91	3,706.08	151,708.23	(153,053.77)
4005 Dispatch Supervisor Personnel	117,728	9,810.67	3,081.60	(6,729.07)	16,948.80	(100,779.20)
4006 Mapping/Addressing Personnel	50,219	4,184.92	3,918.38	(266.54)	21,191.09	(29,027.91)
4007 Janitor	4,160	346.67	0.00	(346.67)	0.00	(4,160.00)
4012 I.T. Personel	50,000	4,166.67	3,846.16	(320.51)	21,153.88	(28,846.12)
4099 Other Payroll Costs	31,759	2,646.58	5,431.03	2,784.45	10,206.03	(21,552.97)
4101 Social Security	46,295	3,857.92	3,687.96	(169.96)	18,530.48	(27,764.52)
4102 Medicare	10,827	902.25	862.51	(39.74)	4,333.76	(6,493.24)
4104 Medical Insurance	147,714	12,309.50	11,426.60	(882.90)	54,449.97	(93,264.03)
4106 Other Insurance	1,122	93.50	93.50	0.00	462.00	(660.00)
4107 Unemployment Compensation	560	46.67	0.00	(46.67)	99.18	(460.82)
4108 Pension Expense	41,133	3,427.75	3,317.66	(110.09)	16,249.75	(24,883.25)
4109 Other Postemployment Benefits	8,137	678.08	693.00	14.92	3,194.10	(4,942.90)
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)	1,600.00	(2,336.00)
4208 Contracts with Vendors	1,252	104.33	21.00	(83.33)	105.00	(1,147.00)
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	246.26	87.93	846.26	(1,053.74)
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	1,410.60	1,202.27	1,410.60	(1,089.40)
4240 Insurance - Liability	6,727	560.58	7,388.00	6,827.42	7,388.00	661.00
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)	576.00	(522.00)
4246 Supplies & Materials - Admin.	3,290	274.17	166.63	(107.54)	731.57	(2,558.43)
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)	304.56	(3,595.44)
4250 Telephone Costs - Administrative	2,400	200.00	161.07	(38.93)	805.35	(1,594.65)
4251 Telecomm cell phones/pagers-Admin	650	54.17	53.49	(0.68)	263.37	(386.63)
4253 Vehicle Expenses - Administrative	4,390	365.83	1,388.00	1,022.17	1,456.65	(2,933.35)
4254 Vehicle Fuel - Administrative	1,600	133.33	76.92	(56.41)	432.41	(1,167.59)
4299 Misc. Admin Services and Expenses	750	62.50	0.00	(62.50)	0.00	(750.00)

BUILDING AND FACILITIES						
4305 Equipment-Facilities (non capitalized)	10,000	833.33	0.00	(833.33)	5,442.97	(4,557.03)
4307 Utilities	22,586	1,882.17	1,189.04	(693.13)	6,073.46	(16,512.54)
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	8,156.00	6,151.25	8,156.00	(15,901.00)
4339 Maintenance & Warranty Contracts	2,800	233.33	25.00	(208.33)	890.00	(1,910.00)
4340 Supplies and Materials-Build/Facilit.	10,000	833.33	233.72	(599.61)	1,265.84	(8,734.16)
4399 Misc. Building and Facilities Costs	750	62.50	0.00	(62.50)	0.00	(750.00)
COMMUNICATIONS - OPERATIONS						
4406 Employee Testing/ Exams- Operations	3,000	250.00	0.00	(250.00)	1,180.00	(1,820.00)
4410 Insurance - Equipment (non admin)	318	26.50	318.00	291.50	318.00	0.00
4413 Communications License and Fees	40,000	3,333.33	59.78	(3,273.55)	19,230.84	(20,769.16)
4418 Training Expenses - Commun. Oper.	1,500	125.00	0.00	(125.00)	1,059.85	(440.15)
4419 Travel Expenses - Commun. Operation	2,100	175.00	217.06	42.06	1,133.03	(966.97)
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	1,570.27	394.02	7,833.33	(6,281.67)
4427 Equipment - Commun.(not capitalized)	10,000	833.33	0.00	(833.33)	700.99	(9,299.01)
4430 Language Interpreting	150	12.50	0.00	(12.50)	34.25	(115.75)
4431 Maintenance & Warranty Contracts	29,220	2,435.00	3,815.00	1,380.00	8,093.05	(21,126.95)
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	0.00	(505.00)	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	11.90	(96.43)	48.52	(1,251.48)
4437 Telephone Costs (Call Center Lines)	18,264	1,522.00	1,270.00	(252.00)	6,350.00	(11,914.00)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,200	100.00	81.27	(18.73)	401.37	(798.63)
4439 Vehicle Expenses - Operations	700	58.33	2,502.00	2,443.67	2,502.00	1,802.00
4440 Vehicle Fuel - Operations	600	50.00	69.79	19.79	69.79	(530.21)
NONOPERATING REVENUES						
5010 INTEREST EXPENSE	104,500	8,708.33	0.00	(8,708.33)	0.00	(104,500.00)
TOTAL ESTIMATED EXPENSE	1,369,979	114,164.92	110,621.19	(3,543.73)	494,717.39	(875,261.61)
ESTIMATED RECEIPTS						
ESTIMATED RECEIPTS	1,560,842		166,328.41			
ESTIMATED EXPENDITURE	1,369,979		110,621.19			
OVER (UNDER)	190,863					
DEPRECIATION	58,465					
OVER(UNDER)AFTER DEPRECIATION	132,398		55,707.22			
Less Building Payment Principal	28,824					
OVER (UNDER) AFTER PRINCIPAL	103,574					

FUND BALANCES

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

REVENUE FUND	\$1,829,447.88
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OPERATING ACCOUNT	\$ 129,533.92
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TOTAL FUNDS	\$1,958,981.80
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LESS CAPITAL EQUIPMENT (Set aside 5/28/2020)	\$- 91,693.92
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LESS 800 MHZ SYSTEM MAINTENANCE	\$- 38,153.81
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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>\$- 544,941.76</u>
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TOTAL UN-DESIGNATED	\$1,414,040.04
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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

CERTIFICATE OF DEPOSIT	\$ 63,867.48 (includes 811.93 annual renewal interest)
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BUILDING PROJECT ACCOUNT	\$ 1,086.29
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ROANE COUNTY E-911

November 2020 Statistics

	Nov. 2020	2020 YTD
Calls for service entered into CAD system	3,850	44,768
Average call for service duration (minutes)	85.8	83.6
TELEPHONE		
911 calls received	2,371**	22,838**
Administrative calls inbound	4,180**	48,960**
Administrative calls outgoing	2,584**	28,703**
TOTAL:	9,135**	100,501**
Total phone duration (minutes)	15,153**	151,251**
RADIO AIRTIME (MINUTES)		
MAIN D	4,680	51,748*
HR DSP	1,544	15,998*
FD DSP	948	8,076*
EMS	1,034	10,104*
HWY OP	275	4,856*
Ro NET	0	24*
PSAP NET 2	20	161*
TOTAL:	8,501	90,967*
Average radio airtime per CAD system record (minutes)	2.21	2.45*
Average phone call time per CAD system record (minutes)	3.94**	4.23**
TOTAL AVG. TIME PER CAD SYSTEM RECORD:	6.15**	6.68**

* Data not available prior to March 2020.

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

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	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 scheduled hours for travel and training/meeting days.
2. Any excess claimed hours will require a written and signed statement from the employee explaining the additional requested time. Additional time may only be claimed for attendance of official functions and not for travel, dining time, or discretionary/optional activities.


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

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

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>

MINUTES
KINGSTON PLANNING COMMISSION
DECEMBER 15, 2020

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on December 15, 2020 via zoom.

Members Present

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

Members Absent

None

Others Present

David Bolling
Kelly Jackson
Matt Caldwell

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mr. Tipton and a second by Mayor Neal, the minutes of the October 20 and November, 2020 meetings were unanimously approved on a roll call vote.

REPORTS AND PUBLIC COMMENTS

Staff reported that he had received a call about a cabinet shop/ facility that may be proposed for the C-1, Downtown Commercial District. Specifically, the property was located along Franklin Street. Staff was unaware of any specific details. The property owner was informed that any such project would have to go before the planning commission for approval and possibly the board of zoning appeals if the use was not expressly permitted in the C-1 district.

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

Mr. Matt Caldwell had presented a minor plat showing two proposed lots. The plat showed that a proposed property line would divide an existing building with a portion of the building being on each lot. At the commission's request, the restrictive covenants for the subdivision were also provided.

City Manager Bolling stated that the city owned the sewer line that ran beneath the building and portion of the parking lot. The city attorney had informed Mr. Bolling that the final plat should not be signed until Mr. Caldwell and the city had reached an agreement regarding easements and access to the sewer line. Mr. Caldwell stated that he was okay with an approval contingent on the approval of an agreement between the city and himself.

Action Taken

On a motion by Mayor Neal and a second by Mr. Lovin, on a roll call vote, the commission unanimously voted to approve the final plat subject to Mr. Caldwell and the city reaching an agreement regarding the sewer line and any restrictions, covenants, and easements being recorded along with the final plat.

ADJOURNMENT- The meeting adjourned at 6:20 pm