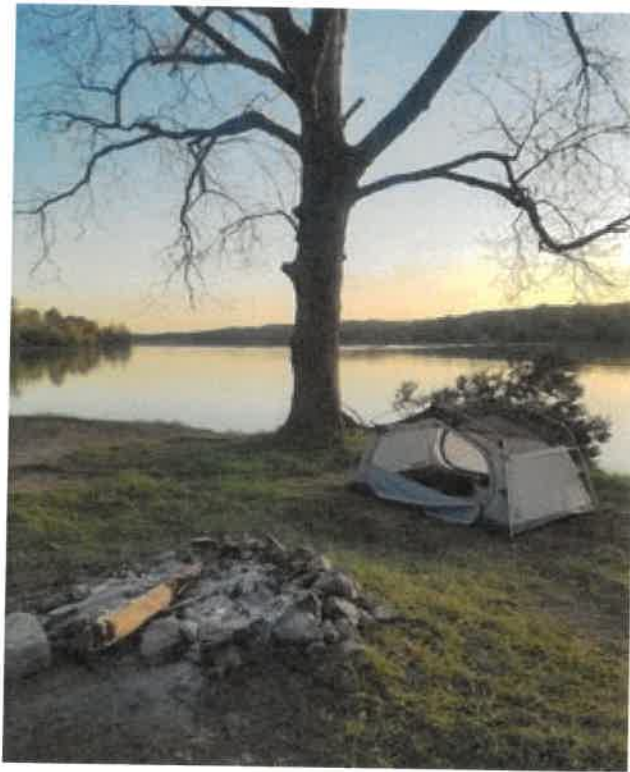




City Manager Report

February 2021



Contents:

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

Reporting Schedule:

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

Table of Contents

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

- Police
- Codes Enforcement
- Municipal Court
- Fire

Public Services

- Public Works
- Parks & Recreation
- Building Permits

Water Department

- Kingston Water Plant
- Kingston Wastewater Treatment Plant
- Kingston Water Distribution/Collection

Library

- Director's Report/Minutes

Beautification Committee

- February Meeting Minutes (None Received)

Planning Commission

- February Meeting Cancelled

REU – Electric Power Board Meeting

- Agenda and Minutes
- Report to TVA

E-911 Quarterly Report

- Director's Report



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: February 2021

Legislative Accomplishments

- A. Approval of the second reading of Ordinance 21-1-12-01, an ordinance establishing policies and procedures for the Water Department
- B. Selection of TRANE to conduct a no-cost / no-obligation comprehensive energy efficiency audit for the City of Kingston, and authorization for the City Manager to enter in to an agreement with TRANE for the performance of said audit
- C. Authorization for the Mayor to enter in to a contract with Michael Brady Incorporated for design, engineering and bid related services for the Community Center roof at an amount not to exceed \$32,000
- D. Approval of Resolution 21-02-09-01, a resolution authorizing the purchasing credit card certificate
- E. Authorization for the Mayor to execute an easement agreement with Old Capital Town, LLC regarding future utility easements and liability for 615 N. Kentucky Street
- F. Approval of an application for an on premise beer permit for Maple Creek Bistro, 1000 Ladd Landing Blvd #120, Kingston

Other Items Considered by the Council

- None
- **External Meetings (all external meetings were held virtually)**
 - Meeting with WBUD and TDOT regarding extension of water and sewer to Kingston Point
 - Meeting with Public Entity Partners Attorney regarding pending litigation
 - Tennessee RiverLine Local Leadership Team meeting
 - Meeting with ORNL Credit Union regarding proposed concert series
 - 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
February 2021

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 2020 - 2021

| | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|-------|-----|------|
| Major City Revenue Streams | | | | | | | | | | | | |
| Property Taxes | \$0.00 | \$0.00 | \$0.00 | \$11,305.00 | \$261,966.00 | \$900,606.50 | \$170,822.64 | \$522,116.00 | | | | |
| State Tax Revenues | \$87,888.20 | \$98,822.32 | \$63,692.92 | \$69,581.54 | \$88,122.70 | \$71,119.77 | \$85,639.40 | \$92,102.11 | | | | |
| County Trustee | \$111,627.96 | \$115,172.31 | \$111,137.56 | \$104,086.25 | \$103,709.80 | \$117,527.40 | \$115,668.36 | \$136,237.57 | | | | |

Utility Billing Detail Summary

| | | | | | | | | | | | | |
|------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--|--|--|--|
| Accounts Billed | 3833 | 3846 | 3845 | 3847 | 3848 | 3852 | 3842 | 3836 | | | | |
| Billing Total | \$378,039.21 | \$314,080.42 | \$359,006.76 | \$431,969.07 | \$320,052.76 | \$338,492.47 | \$367,518.46 | \$335,357.46 | | | | |
| New Service | 34 | 61 | 54 | 44 | 41 | 42 | 33 | 31 | | | | |
| Finalled Accounts | 33 | 49 | 35 | 38 | 29 | 42 | 33 | 33 | | | | |
| Past Due Accounts | 238 | 143 | 108 | 180 | 136 | 231 | 98 | 124 | | | | |
| ACH Bank Drafts | 853 | 859 | 860 | 857 | 857 | 858 | 861 | 863 | | | | |
| E-bill Accounts | 349 | 342 | 340 | 346 | 349 | 346 | 348 | 357 | | | | |
| Online Payments | 807 | 746 | 735 | 757 | 761 | 766 | 762 | 757 | | | | |
| Trash Pickup | 2450 | 2455 | 2457 | 2459 | 2460 | 2461 | 2457 | 2450 | | | | |
| Phone Tree Calls | 384 | 176 | 295 | 381 | 244 | 255 | 208 | 218 | | | | |
| NHN per month | \$3.00 | \$2.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | | |
| NHN Balance | \$20,554.58 | \$20,556.58 | \$19,950.41 | \$19,352.04 | \$19,178.56 | \$18,974.47 | \$18,771.82 | \$17,985.28 | | | | |
| NHN Disbursed | \$0.00 | \$0.00 | \$606.17 | \$588.37 | \$183.48 | \$204.09 | \$202.65 | \$786.54 | | | | |
| Wtr/Swr Protection | 2143 | 2150 | 2154 | 2167 | 2171 | 2169 | 2168 | 2160 | | | | |
| Water Loss Protection | 1178 | 1181 | 1184 | 1183 | 1184 | 1190 | 1188 | 1185 | | | | |
| Water Line Protection | 166 | 171 | 171 | 175 | 177 | 180 | 182 | 180 | | | | |
| Sewer Line Protection | 38 | 42 | 43 | 43 | 42 | 42 | 44 | 45 | | | | |
| Commercial Single Protection | 232 | 233 | 232 | 232 | 232 | 233 | 234 | 236 | | | | |
| Commercial Multi Protection | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | | | |
| Commercial Line Protection | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | |

NEW BUSINESS LICENSES ISSUED FOR FEBRUARY 2021

AI Blankenship Enterprises, LLC (Tommy Blankenship) 339 Whitecrest Dr, Maryville TN 37801

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY FEBRUARY 2021

| | 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 | \$2,167,032 | \$2,565,590 | | | | |
| CAPITAL RESERVE GF | \$307,369 | \$307,369 | \$70,595 | \$70,595 | \$70,595 | \$70,595 | \$70,595 | \$70,595 | | | | |
| CAPITAL FUND LL | \$70,595 | \$70,595 | \$307,559 | \$307,754 | \$307,944 | \$308,139 | \$308,162 | \$308,240 | | | | |
| Water/Sewer | \$974,090 | \$1,048,174 | \$1,085,575 | \$856,737 | \$890,756 | \$675,943 | \$842,214 | \$1,451,605 | | | | |
| 1999 Bond | \$713,723 | \$236,037 | \$259,599 | \$283,026 | \$306,545 | \$330,087 | \$353,535 | \$377,248 | | | | |
| 2004 Bond | \$146,731 | \$150,769 | \$154,893 | \$159,031 | \$163,176 | \$167,389 | \$171,427 | \$175,651 | | | | |
| RDA Reserve Fund | \$713,723 | \$763,723 | \$814,241 | \$864,543 | \$915,100 | \$965,703 | \$1,016,038 | \$516,088 | | | | |
| Drug Fund | \$9,694 | \$10,395 | \$10,715 | \$11,131 | \$10,276 | \$10,282 | \$10,303 | \$10,309 | | | | |
| Total BALANCES | \$4,552,699 | \$3,727,363 | \$3,828,508 | \$3,676,199 | \$3,898,943 | \$4,105,215 | \$4,939,307 | \$5,475,326 | \$0 | \$0 | \$0 | \$0 |

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF FEBRUARY 2021

- * WENT THROUGH ALL PERSONELL AND INSURANCE FILES.
- * CHECK TO MAKE SURE ALL BENEFICIARIES WHERE CORRECT AND CHANGED IF NEEDED.
- * FINISHED GOING THROUGH OLD FILES AND DISGARDING WHAT WAS OUTDATED.
- * HIRED FULL TIME POLICE OFFICER.
- * DID TRAINING ON HOW TO USE THE NEW READ CENTER.
- * HELPED WITH AND MADE DEPOSITS FOR CITY TAXES.
- * TOTAL FULL-TIME EMPLOYEES: **63** TOTAL PART-TIME EMPLOYEES: **25** TOTAL SEASONAL EMOPLOYEES: 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 | (1,866,816.14) | 94.47 % | 164,666.67 | (522,116.00) | 317.07 % |
| 31120 | | | Public Utilities Property Tax (Current) | 30,000.00 | (6,861.00) | 22.87 % | 2,500.00 | (6,861.00) | 274.44 % |
| 31211 | | | Property Tax Delinquent - 1st Prior | 68,000.00 | (72,690.00) | 106.90 % | 5,666.67 | (3,959.00) | 69.86 % |
| 31212 | | | Property Tax Delinquent - 2nd Prior | 40,000.00 | (27,717.00) | 69.29 % | 3,333.33 | (1,782.00) | 53.46 % |
| 31219 | | | Property Tax Delinquent - Other Prior | 16,000.00 | (23,851.83) | 149.07 % | 1,333.33 | (697.00) | 52.28 % |
| 31300 | | | Interest And Court Cost On Prop Tax | 35,000.00 | (27,010.65) | 77.17 % | 2,916.67 | (1,012.00) | 34.70 % |
| 31511 | | | In Lieu Tax, Rockwood Electric Utility | 84,000.00 | (76,851.95) | 91.49 % | 7,000.00 | 0.00 | 0.00 % |
| 31610 | | | Local Sales Tax - Co. Trustee | 1,210,000.00 | (915,167.21) | 75.63 % | 100,833.33 | (136,237.57) | 135.11 % |
| 31710 | | | Wholesale Beer Tax | 198,000.00 | (142,656.27) | 72.05 % | 16,500.00 | (14,412.88) | 87.35 % |
| 31720 | | | Wholesale Liquor Tax | 54,000.00 | (40,214.37) | 74.47 % | 4,500.00 | (4,924.11) | 109.42 % |
| 31800 | | | Business Taxes | 70,000.00 | (22,789.39) | 32.56 % | 5,833.33 | (4,996.65) | 85.66 % |
| 31912 | | | Comcast Cable Tv Fees | 75,000.00 | (61,203.32) | 81.60 % | 6,250.00 | 0.00 | 0.00 % |
| 31913 | | | Bellsouth Cable Fees | 10,000.00 | (5,827.22) | 58.27 % | 833.33 | 0.00 | 0.00 % |
| 31920 | | | Hotel, Motel Tax | 43,000.00 | (26,603.95) | 61.87 % | 3,583.33 | (2,644.36) | 73.80 % |
| 32210 | | | Beer Permits | 1,700.00 | (1,808.33) | 106.37 % | 141.67 | (158.33) | 111.76 % |
| 32220 | | | Liquor Licenses | 300.00 | (528.33) | 176.11 % | 25.00 | 91.67 | -366.68 % |
| 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 | (4,238.15) | 84.76 % | 416.67 | (502.79) | 120.67 % |
| 33510 | | | State Sales Tax | 535,478.00 | (397,989.30) | 74.32 % | 44,623.17 | (65,964.46) | 147.83 % |
| 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 | Month-To-Date Actual | % of Avg |
| 33540 | | State Liquor Tax | | 6,000.00 | (4,114.49) | 68.57 % | 500.00 | (426.75) | 85.35 % |
| 33551 | | State Gasoline Fuel Tax | | 210,000.00 | (142,456.96) | 67.84 % | 17,500.00 | (18,053.10) | 103.16 % |
| 33552 | | State-City Streets And Transportation | | 11,800.00 | (7,853.85) | 66.56 % | 983.33 | (981.73) | 99.84 % |
| 33555 | | State Street Contract Maintenance | | 45,000.00 | (16,491.92) | 36.65 % | 3,750.00 | (6,614.00) | 176.37 % |
| 33580 | | Sportsbettin Revenue | | 0.00 | (764.88) | 0.00 % | 0.00 | (764.88) | 0.00 % |
| 33590 | | Tva Solar Energy James Ferry | | 1,000.00 | (2,267.00) | 226.70 % | 83.33 | (168.92) | 202.70 % |
| 33591 | | Gross Receipts - Tva | | 75,800.00 | (35,324.20) | 46.60 % | 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 | (2,569.62) | 102.78 % | 208.33 | (406.85) | 195.29 % |
| 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 | (225,196.80) | 64.34 % | 29,166.67 | (28,096.39) | 96.33 % |
| 34720 | | Swimming Pool Charges | | 10,000.00 | (2,707.51) | 27.08 % | 833.33 | 0.00 | 0.00 % |
| 34730 | | Fort Charges & Donations | | 500.00 | (260.00) | 52.00 % | 41.67 | 0.00 | 0.00 % |
| 34740 | | Park & Recreation Charges | | 8,500.00 | (8,920.00) | 104.94 % | 708.33 | 0.00 | 0.00 % |
| 34741 | | Boat Slip Rental | | 25,000.00 | (15,380.00) | 61.52 % | 2,083.33 | (2,400.00) | 115.20 % |
| 34742 | | Fireworks Donations | | 20,000.00 | (10,180.00) | 50.90 % | 1,666.67 | (3,610.00) | 216.60 % |
| 34745 | | Softball Program | | 3,000.00 | (1,600.00) | 53.33 % | 250.00 | (1,550.00) | 620.00 % |
| 34746 | | Fire Dept Donations | | 4,000.00 | (6,204.19) | 155.10 % | 333.33 | 0.00 | 0.00 % |
| 34751 | | Volleyball Program | | 3,000.00 | (720.00) | 24.00 % | 250.00 | (800.00) | 320.00 % |
| 34760 | | Library- Fines and Penalties | | 3,500.00 | (168.20) | 4.81 % | 291.67 | 0.00 | 0.00 % |

| 110 | General Fund | Account | Description | Year-To-Date | | | Monthly Comparative: | | |
|----------------|--------------|---------|------------------------------------|-----------------|----------------|-------------|----------------------|----------------------|----------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Month-To-Date Actual | % of Avg |
| 34761 | | | Library - Fines And Penalties | 0.00 | 0.00 | 0.00 % | 0.00 | 0.00 | 0.00 % |
| 35110 | | | City Court Fines | 22,000.00 | (9,758.14) | 44.36 % | 1,833.33 | 0.00 | 0.00 % |
| 35140 | | | Drug Related Fines | 2,500.00 | (801.43) | 32.06 % | 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 | (3,254.91) | 54.25 % | 500.00 | (474.44) | 94.89 % |
| 36350 | | | Insurance Recoveries | 0.00 | (43,721.98) | 0.00 % | 0.00 | 0.00 | 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 | (2,138.25) | 17.82 % | 1,000.00 | 0.00 | 0.00 % |
| 36967 | | | Contract Natural Gas | 21,500.00 | (12,541.69) | 58.33 % | 1,791.67 | 0.00 | 0.00 % |
| 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 | (4,810,290.76) | 79.00 % | 507,436.75 | (830,529.47) | 163.67 % |
| Expenditures | | | | | | | | | |
| 41100 | | | City Council | (75,005.00) | 37,678.59 | 50.23 % | (6,250.42) | 5,401.66 | 86.42 % |
| 41210 | | | City Court | (27,150.00) | 13,094.39 | 48.23 % | (2,262.50) | 1,398.76 | 61.82 % |
| 41320 | | | City Manager | (112,863.00) | 71,931.75 | 63.73 % | (9,405.25) | 8,019.01 | 85.26 % |
| 41500 | | | Financial Administration | (356,014.00) | 172,686.70 | 48.51 % | (29,667.83) | 20,020.42 | 67.48 % |
| 41700 | | | Planning And Zoning | (10,275.00) | 10,175.00 | 99.03 % | (856.25) | 0.00 | 0.00 % |
| 41810 | | | City Hall Buildings | (97,000.00) | 51,288.10 | 52.87 % | (8,083.33) | 5,323.45 | 65.86 % |
| 41990 | | | General Government | (228,778.00) | 187,799.25 | 82.09 % | (19,064.83) | 9,910.21 | 51.98 % |
| 42100 | | | Police | (1,045,176.00) | 617,459.80 | 59.08 % | (87,098.00) | 69,385.54 | 79.66 % |
| 42152 | | | Automotive Services | (95,000.00) | 60,240.23 | 63.41 % | (7,916.67) | 13,180.07 | 166.49 % |
| 42200 | | | Fire Protection | (1,081,527.00) | 684,081.09 | 63.25 % | (90,127.25) | 77,693.76 | 86.20 % |
| 43100 | | | Public Works | (886,482.00) | 424,916.84 | 47.93 % | (73,873.50) | 50,997.77 | 69.03 % |
| 43190 | | | State Street Aid | (161,500.00) | 102,631.40 | 63.55 % | (13,458.33) | 13,403.35 | 99.59 % |

| 110 | General Fund | Account | Description | Year-To-Date | | Monthly Comparative: | | | % of Avg |
|---------------------------|--------------|---------|---------------------------------------|-----------------------|-----------------------|----------------------|---------------------|----------------------|----------------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Month-To-Date Actual | |
| 43240 | | | Waste Disposal | (350,000.00) | 210,908.50 | 60.26 % | (29,166.67) | 26,656.11 | 91.39 % |
| 44143 | | | Animal Control/Codes Enforcement | (24,012.00) | 9,382.08 | 39.07 % | (2,001.00) | 1,222.83 | 61.11 % |
| 44400 | | | Parks & Recreation | (790,523.00) | 473,176.35 | 59.86 % | (65,876.92) | 54,104.62 | 82.13 % |
| 44440 | | | Swimming Pool | (40,450.00) | 18,289.09 | 45.21 % | (3,370.83) | 452.19 | 13.41 % |
| 44800 | | | Library | (208,294.00) | 136,266.88 | 65.42 % | (17,357.83) | 17,346.54 | 99.93 % |
| 49000 | | | Debt Service | (379,909.00) | 105,828.25 | 27.86 % | (31,659.08) | 27,820.22 | 87.87 % |
| 51640 | | | Operating Transfer To Capital Proj Fd | (158,548.00) | 158,548.00 | 100.00 % | (13,212.33) | 0.00 | 0.00 % |
| Total Expenditures | | | | (6,128,506.00) | 3,546,382.29 | 57.87 % | (510,708.83) | 402,336.51 | 78.78 % |
| Total | 110 | | General Fund | (39,265.00) | (1,263,908.47) | -3,218.92 % | (3,272.08) | (428,192.96) | - |

| 122 | Drug Fund | Monthly Comparative: | | | | | | |
|--------------------|-------------|----------------------|----------|-------------|------------------|--------|----------|--|
| | | Year-To-Date | | | Month-To-Date | | | |
| Account | Description | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg | |
| Revenues | | | | | | | | |
| 35140 | Drug Fines | 16,000.00 | (801.50) | 5.01 % | 1,333.33 | (5.94) | 0.45 % | |
| Total Revenues | | 16,000.00 | (801.50) | 5.01 % | 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 | 0.00 | 4,605.50 | 100.00 % | 0.00 | (5.94) | 0.00 % | |

| 300 | Capital Fund | Monthly Comparative: | | | | | 66.67% |
|--------------|-------------------------------|----------------------|--------------|---------------|------------------|---------|----------|
| Account | Description | Year-To-Date | | Month-To-Date | | | |
| | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| Revenues | | | | | | | |
| 36100 | Interest Earnings | 0.00 | (870.82) | 0.00 % | 0.00 | (78.05) | 0.00 % |
| 36961 | Transfer in from General Fund | 158,548.00 | 0.00 | 0.00 % | 13,212.33 | 0.00 | 0.00 % |
| | Total Revenues | 158,548.00 | (870.82) | 0.55 % | 13,212.33 | (78.05) | 0.59 % |
| Expenditures | | | | | | | |
| 43750 | Capital Improvements | 0.00 | (158,548.00) | 0.00 % | 0.00 | 0.00 | 0.00 % |
| | Total Expenditures | 0.00 | (158,548.00) | 100.00 % | 0.00 | 0.00 | 0.00 % |
| Total | 300 Capital Fund | 158,548.00 | (159,418.82) | 100.55 % | 13,212.33 | (78.05) | 0.59 % |

| 413 | Water And Sewer | Monthly Comparative: | | | | | | | |
|--------------------|-----------------|-------------------------------|-------------|-----------------|----------------|-------------|------------------|--------------|----------|
| | | Year-To-Date | | | Month-To-Date | | | | |
| | | Account | Description | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Actual | % of Avg |
| Revenues | | | | | | | | | |
| 36100 | | Interest Earnings | | 4,926.00 | (5,737.36) | 116.47 % | 410.50 | (266.13) | 64.83 % |
| 37110 | | Metered Water Sales | | 1,303,214.00 | (849,617.02) | 65.19 % | 108,601.17 | (104,679.68) | 96.39 % |
| 37114 | | Serveline Leak Protection | | 0.00 | 0.00 | 0.00 % | 0.00 | (70.30) | 0.00 % |
| 37117 | | Outside Water Sales | | 829,695.00 | (562,318.25) | 67.77 % | 69,141.25 | (67,892.96) | 98.19 % |
| 37191 | | Penalties | | 35,000.00 | (22,696.23) | 64.85 % | 2,916.67 | (2,974.59) | 101.99 % |
| 37194 | | Sales Of Materials | | 37,000.00 | (35,806.54) | 96.77 % | 3,083.33 | 0.00 | 0.00 % |
| 37195 | | Installation Charges | | 74,000.00 | (46,545.00) | 62.90 % | 6,166.67 | (3,845.00) | 62.35 % |
| 37196 | | Water User Fees | | 42,127.00 | (19,281.00) | 45.77 % | 3,510.58 | 0.00 | 0.00 % |
| 37199 | | Miscellaneous | | 5,000.00 | (5,881.51) | 117.63 % | 416.67 | 0.00 | 0.00 % |
| 37210 | | Sewer Service Charges | | 1,433,641.00 | (959,565.49) | 66.93 % | 119,470.08 | (111,650.51) | 93.45 % |
| 37296 | | Sewer User Fees | | 22,128.00 | (6,300.00) | 28.47 % | 1,844.00 | 0.00 | 0.00 % |
| 37299 | | Miscellaneous | | 3,500.00 | (1,151.90) | 32.91 % | 291.67 | (120.00) | 41.14 % |
| Total Revenues | | | | 3,790,231.00 | (2,514,900.30) | 66.35 % | 315,852.58 | (291,499.17) | 92.29 % |
| 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) | 299,777.53 | 67.51 % | (37,002.92) | 17,909.66 | 48.40 % |
| 43750 | | Capital Improvements | | (40,000.00) | 26,249.52 | 65.62 % | (3,333.33) | 0.00 | 0.00 % |
| 49000 | | Debt Service | | (645,551.00) | 467,244.07 | 72.38 % | (53,795.92) | 65,019.21 | 120.86 % |
| 52113 | | Purification | | (640,580.00) | 361,473.89 | 56.43 % | (53,381.67) | 46,040.96 | 86.25 % |
| 52114 | | Transmission And Distribution | | (809,336.00) | 476,786.76 | 58.91 % | (67,444.67) | 48,629.53 | 72.10 % |
| 52117 | | Utility Director | | (74,360.00) | 45,389.06 | 61.04 % | (6,196.67) | 5,386.57 | 86.93 % |
| 52213 | | Sewer Treatment And Disposal | | (661,502.00) | 366,901.79 | 55.46 % | (55,125.17) | 55,771.92 | 101.17 % |
| Total Expenditures | | | | (3,800,532.00) | 2,286,406.62 | 60.16 % | (316,711.00) | 238,757.85 | 75.39 % |

| 413 | Water And Sewer | Account | Description | Year-To-Date | | Monthly Comparative: | | | 66.67% |
|-------|-----------------|-----------------|-------------|-----------------|--------------|----------------------|------------------|----------------------|-----------|
| | | | | Budget Estimate | Actual | % of Budget | Estimate Avg/Mth | Month-To-Date Actual | |
| Total | 413 | Water And Sewer | | (10,301.00) | (228,493.68) | -2,218.17 % | (858.42) | (52,741.32) | -6,144.02 |

CITY OF KINGSTON – SAFETY NEWSLETTER

February 2021

SAFETY QUOTE

It's better to be safety
conscious than unsafe and
unconscious

- Unknown

FIRE SAFETY

This newsletter is to inform you on information and safe practices dealing with fire safety.

INFORMATION

Each year fires account for 3% of workplace injuries. They leave buildings and offices devastated and employees wondering what's next. Ensure that employees know proper fire procedures to help ensure the safety of those in the workplace.

WHAT CAN WE DO?

- Have a fire escape plan
- Ensure fire extinguishers / fire alarms are present and working
- Ensure employees know how to use fire extinguishers
- Ensure buildings are in fire code compliance
- Do not use heaters near combustible materials
- Be fire safe and smart

The key to being fire safe is preventing the fire from occurring in the first place. Ensuring that employees are training on fire safe practices will help ensure success during times of emergencies. Keeping work areas free of hazards both fire and escape can make a huge difference during emergencies.

If you have any questions pertaining to being fire wise please contact the fire department and we will be more than glad to give you any information you request.



Michelle Kelly
Emilie Duge
Halley Brown
Masha Marshall
Kari Tord

Report for the citations issued, the disposition date for which was on
February 2021

Monies outstanding from August 7, 2007 – February 28, 2021 \$ 66,165.66
Monies collected from August 7, 2007 – February 28, 2021 \$ 506,895.30

NO COURT IN FEBRUARY 2021 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 February 2021 Court | | \$.00 |
| Total collected for citations on February 2021 | | \$.00 |
| Amount outstanding for February 2021 | \$.00 | |
| <u>0</u> Cash bond forfeitures | | \$.00 |
| Total amount collected for February 2021 Citations | | \$.00 |
| Amount collected from previous months/FTA etc. | | \$.00 |
| Total collected in February 2021 | | \$.00 |

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

This the 28th February of 2021


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -FEBRUARY 2021

| TIBRS Group A Offenses | |
|--|----------|
| Crimes Against Persons | |
| Aggravated Assault | 1 |
| Simple Assault | |
| Intimidation | |
| Stalking | |
| Murder/Non-Negligent Manslaughter | |
| Negligent Manslaughter | |
| Justifiable Homicide | |
| Commercial Sex Acts | |
| Involuntary Servitude | |
| Kidnapping/Abduction | |
| Rape | |
| Sodomy | |
| Sexual Assault with an Object | |
| Fondling | |
| Incest | |
| Statutory Rape | |
| Subtotal | 1 |
| Crimes Against Property | |
| Arson | |
| Bribery | |
| Burglary/Breaking and Entering | 1 |
| Counterfeiting/Forgery | |
| Embezzlement | |
| Extortion/Blackmail | |
| False Pretenses/Swindle/Confidence Game | |
| Credit Card/ATM Fraud | |
| Impersonation | |
| Welfare Fraud | |
| Wire Fraud | |
| Pocket-Picking | |
| Purse-Snatching | |
| Shoplifting | 1 |
| Theft from a Building | |
| Theft from Coin Operated Machine/Device | |
| Theft from Motor Vehicle | |
| Theft of Motor Vehicle Parts/Accessories | |
| All Other Larceny | |
| Motor Vehicle Theft | |
| Robbery | |
| Stolen Property Offenses | |
| Vandalism | |
| Subtotal | 2 |
| Crimes Against Society | |
| Drug/Narcotics Violations | 4 |
| Drug Equipment Violations | 1 |
| 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 | 5 |
| TIBRS Group B Offenses | |
| Bad Checks | |
| Curfew/Loitering/Vagrancy Violations | |
| Disorderly Conduct | 1 |
| Driving Under the Influence | 2 |
| Drunkenness | |
| Family Offenses, Non-Violent | |
| Liquor Law Violations | |
| Peeping Tom | |
| Trespass of Real Property | |
| All Other Offenses | |
| Total | 3 |

| | |
|--|--------------------|
| Central Dispatch | |
| Crash Reports | 11 |
| Traffic Stops | 33 |
| Investigator Needed on Scene | |
| Domestic Complaints | 8 |
| Escorts Funeral/Other | 3 |
| Animal Calls | 5 |
| Vandalism | |
| Fights | 1 |
| Burglar Alarms/Fire Alarms | 16 |
| Child Sexual Assaults | |
| Forgery | |
| Theft | 2 |
| Vehicle Theft | |
| Public/Motorist Assist | 5 |
| Arson/Explosive Devices | |
| Other Calls | 150 |
| | Subtotal |
| | 84 |
| | Total Calls |
| | 234 |
| Municipal Codes | |
| Animal Control Calls to Office | 1 |
| Animal Control Violations/Citations | 0 |
| Animal Control Letters Sent/notice given | 0 |
| Animals Transported to Shelter | 0 |
| Codes Concerns/warning notices given | 1 |
| Codes Violations/Citations | 0 |
| Codes Letters Sent | 0 |
| Property Maintenance Leins | 0 |
| Temporary Signs Removed | 15 |

| | |
|--------------------------------|--------|
| Patrol Mileage | 19,115 |
| Hours Worked | 2,448 |
| Reserve Hours Worked | 192 |
| Total Overtime Hours | 151 |
| Total Amount of Overtime Wages | 1,489 |
| City Court Citations | 6 |
| Warning Citations | 6 |
| General Sessions Citations | 1 |
| Arrest | 10 |
| Juvenile Arrest | 0 |
| Incident Reports | 21 |

FEBRUARY 2021 CASES

| DATE | LOCATION | ISSUE | ACTION | STATUS |
|-----------|--------------------|---|-------------|---|
| 2/28/2021 | Harris Marine | 13-102 Smoke, soot, cinder etc 13-103 Stagnant water 13-104 Weeds 13-106 Health & sanitation nuisances 13-501 Declaration of nuisances 13-502 Duty of maintenance of private property 13-503 Notification 13-504 Hearing 13-505 Corrective action 13-506 storage of personal property 13-507 Payment of cost 13-508 Judicial review 13-509 Penalty for failure of owner to abate such nuisance | | Owner still working on cleaning up the property |
| 2/28/2020 | 203 Ridge Trail Rd | 13-302 Wrecked junked vehicles 13-502 Duty of maintenance of private property | send letter | working on cleaning up |
| 2/28/2021 | 816 Scenic Drive | 13-501 Declaration of nuisance 13-502 Duty of maintenance of private property 13-106 Health & Sanitation nuisances | sent letter | owner has cleaned up some needs to do more |
| | | | | |
| | | | | |
| | | | | |



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.

Captain Roy Montgomery GDI/TO
February 28, 2021

A handwritten signature in black ink, appearing to read "Capt R. Montgomery".

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

| 2021 | | TRAINING | RIDE TIME | EVENT | TOTAL |
|---|--------|------------|-----------|-------|--------|
| JAN | HOURS | | | | |
| | NOTES: | | | | |
| FEB | HOURS | 0 | 192 HR | 0 | 192 HR |
| | NOTES: | 3 OFFICERS | | | |
| 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 | | | | |
| | NOTES: | | | | |
| APPROVED BY <u>Det. R. M. [Signature]</u> | | | | | |

**Kingston Fire Department
February 2021**

Summary of Month's Activities

Fire Operations

The Department responded to **75** calls for service during the month.

Fire Administration

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

Monthly Overtime

OT Hours: 44

Cost:

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

- Shift Training

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

Public Fire Education

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

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2020
- Automatic Aid Training with Harriman Fire Department
- Basic 64 hr. firefighter completed

Implemented Performance Standards Plan

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

Fleet Maintenance

Special Projects

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

Outstanding Issues

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

Cost Savings

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

Safety

- EVOC/VKF

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Feb-21

TOTAL CALLS

75

| Category | Total | | Total |
|----------------------------|----------|--|--------------|
| Structure Fires | 1 | Hazardous Calls | 1 |
| Vehicle Fires | 1 | Service Calls | 11 |
| Brush/Grass Fires | | Good Intent Calls | 9 |
| Refuse/rubbish Fires | | Unintentional False | 4 |
| Other Fires | | Other False | |
| Total Fires | 2 | Total False: | Total |
| | | | 25 |
| | | | |
| Rescue and EMS | 48 | 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 | 500 |
| Fire Civilian Injuries | | Non-Fire Dollar Loss | |
| Non-Fire Civilian Injuries | | Property | |
| Fire Civilian Death | | Contents | |
| Non-Fire Civilian Death | | | |

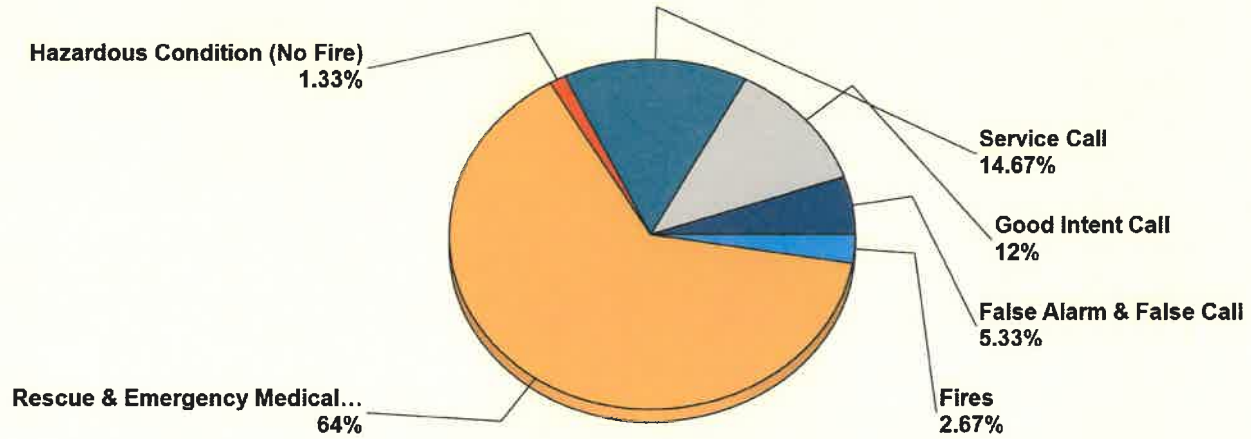
Kingston Fire Department

Kingston, TN

This report was generated on 3/1/2021 8:40:24 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2021 | End Date: 02/28/2021



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|------------|
| Fires | 2 | 2.67% |
| Rescue & Emergency Medical Service | 48 | 64% |
| Hazardous Condition (No Fire) | 1 | 1.33% |
| Service Call | 11 | 14.67% |
| Good Intent Call | 9 | 12% |
| False Alarm & False Call | 4 | 5.33% |
| TOTAL | 75 | 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 |
| 113 - Cooking fire, confined to container | 1 | 1.33% |
| 131 - Passenger vehicle fire | 1 | 1.33% |
| 311 - Medical assist, assist EMS crew | 20 | 26.67% |
| 320 - Emergency medical service, other | 1 | 1.33% |
| 321 - EMS call, excluding vehicle accident with injury | 22 | 29.33% |
| 322 - Motor vehicle accident with injuries | 1 | 1.33% |
| 324 - Motor vehicle accident with no injuries. | 3 | 4% |
| 381 - Rescue or EMS standby | 1 | 1.33% |
| 422 - Chemical spill or leak | 1 | 1.33% |
| 510 - Person in distress, other | 1 | 1.33% |
| 550 - Public service assistance, other | 3 | 4% |
| 553 - Public service | 1 | 1.33% |
| 554 - Assist invalid | 3 | 4% |
| 571 - Cover assignment, standby, moveup | 3 | 4% |
| 611 - Dispatched & cancelled en route | 8 | 10.67% |
| 622 - No incident found on arrival at dispatch address | 1 | 1.33% |
| 700 - False alarm or false call, other | 2 | 2.67% |
| 741 - Sprinkler activation, no fire - unintentional | 1 | 1.33% |
| 745 - Alarm system activation, no fire - unintentional | 1 | 1.33% |
| TOTAL INCIDENTS: | 75 | 100% |

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



Kingston Fire Department

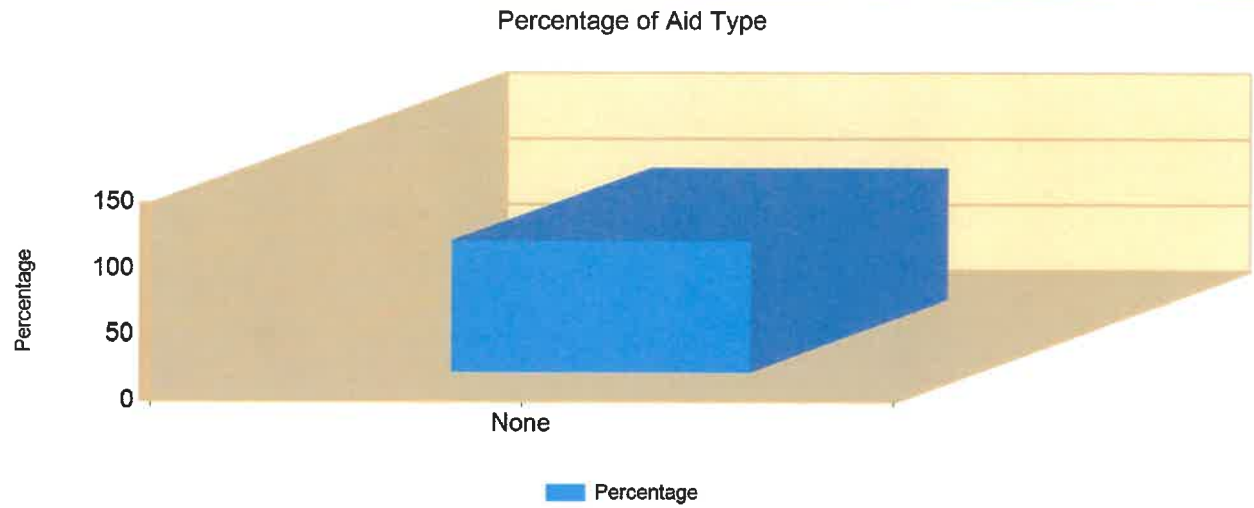


Kingston, TN

This report was generated on 3/1/2021 8:41:56 AM

Count of Aid Given and Received for Incidents for Date Range

Start Date: 02/01/2021 | End Date: 02/28/2021



| AID TYPE | TOTAL | % of TOTAL |
|----------|-------|------------|
| None | 75 | 100.0% |

Only REVIEWED incidents included



Kingston Fire Department

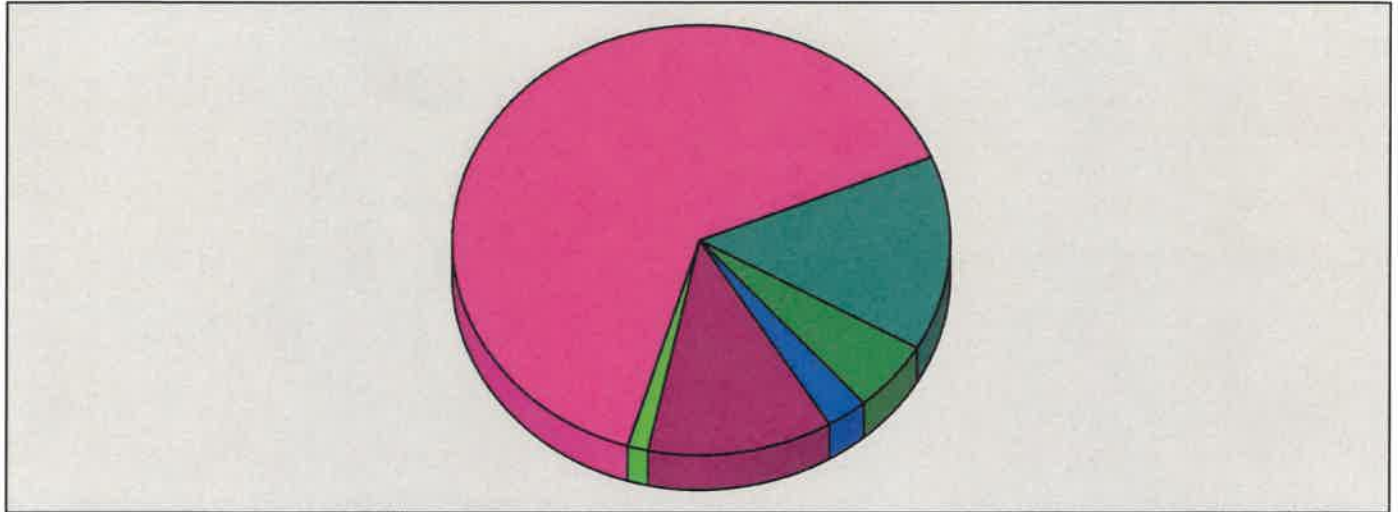








Kingston, TN

This report was generated on 3/1/2021 8:42:16 AM

Major Incident Types by Month for Date Range

Start Date: 02/01/2021 | End Date: 02/28/2021



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

| INCIDENT TYPE | FEB | TOTAL |
|---|-----------|-----------|
| False Alarm & False Call | 4 | 4 |
| Fire | 2 | 2 |
| Good Intent Call | 9 | 9 |
| Hazardous Condition (No Fire) | 1 | 1 |
| Rescue & Emergency Medical Service Incident | 48 | 48 |
| Service Call | 11 | 11 |
| Total | 75 | 75 |

Only REVIEWED incidents included



Kingston Fire Department



Kingston, TN

This report was generated on 3/1/2021 8:42:41 AM

Minor Incident Types by Month for Year

Year: 2021

| INCIDENT TYPE | Jan | Feb | SUM |
|--|-----------|-----------|------------|
| Accident, potential accident | 1 | | 1 |
| Chemical release, reaction, or toxic condition | | 1 | 1 |
| Controlled burning | 1 | | 1 |
| Cover assignment, standby at fire station, move-up | 6 | 3 | 9 |
| Dispatched and canceled en route | 13 | 8 | 21 |
| Electrical wiring/equipment problem | 1 | | 1 |
| Emergency medical service (EMS) Incident | 20 | 27 | 47 |
| False alarm and false call, other | 1 | 2 | 3 |
| Good intent call, other | 1 | | 1 |
| Medical assist | 17 | 20 | 37 |
| Mobile property (vehicle) fire | 1 | 1 | 2 |
| Person in distress | 1 | 1 | 2 |
| Public service assistance | 6 | 7 | 13 |
| Rescue or EMS standby | | 1 | 1 |
| Steam, other gas mistaken for smoke | 1 | | 1 |
| Structure Fire | 1 | 1 | 2 |
| Unintentional system/detector operation (no fire) | 3 | 2 | 5 |
| Wrong location, no emergency found | 3 | 1 | 4 |
| Total | 77 | 75 | 152 |

Only REVIEWED incidents included



emergencyreporting.com
Doc Id: 294
Page # 1 of 1



Kingston Fire Department

Driver Training

Date & Time 02/10/2021 09:00 - 02/10/2021 12:00

Location station 1

Objective To become more familiar with operations of the trucks

Instructors Settles, Jay (LT)

Sign-In Sheet

| Name | Agency | ID | Signature |
|--|--------------------------|------|-----------|
| Edmonds, Clint (Captain/ Training Officer) | Kingston Fire Department | 1802 | |
| Munguia, Michael (FF/EMR) | Kingston Fire Department | 1807 | |
| Wade, Jason (FF/ EMT) | Kingston Fire Department | 1811 | |
| Williamson, Gary (FF/ Paramedic) | Kingston Fire Department | 1813 | |



Kingston Fire Department

Driver Training

Class Information

| | | | |
|---------------------|---|-----------------------------|-----------------|
| Date/Time | 02/10/2021 09:00 - 02/10/2021 12:00 | | |
| Class Length | 3:00 | Category | Driver Training |
| Station | 1 - Station 1 | Evaluation Method(s) | None |
| Location | station 1 station 1 | | |
| Objective | To become more familiar with operations of the trucks | | |

Instructors

| Name | Instructor Type | Notes |
|-------------------|-----------------|-------|
| Settles, Jay (LT) | 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. |
| Engine 3 | Ferrara Cinder custom pumper equipped with a 1500 GPM Hale pump and 1,000 gallons of water. Engine 3 is fully equipped with firefighting equipment. |
| Internet Resource | Web pages and documents on the Internet that provide useful information. |
| PowerPoint | Slideshow made for presenting information to be used during training or meetings |
| Smart Board | an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices. |

Narrative

Went over PPT over VKF and Evoc and took a computer class and test then drove E3 around the

Training Codes

| Category | Code | Description | Type |
|-----------------|------|-------------------------------|--------|
| Driver Training | D/O | D/O locate hydrants and roads | Agency |
| ISO | ISO | ISO approved training | Agency |

People

Name

Edmonds, Clint
Munguia, Michael
Wade, Jason
Williamson, Gary



Kingston Fire Department

Driver Training/ VKF

Date & Time 02/08/2021 08:30 - 02/08/2021 16:30

Location station 1

Objective In service testing on driver/ operator safety and Vanesa K Free law for state.

Instructors Cloyd, Greg W (Captain)

Sign-In Sheet

| Name | Agency | ID | Signature |
|--------------------------------------|--------------------------|------|-----------|
| Cloyd, Greg W (Captain) | Kingston Fire Department | 1804 | |
| Gonzalez-Zuniga, Rafael (FF/ EMT) | Kingston Fire Department | 1812 | |
| Gordon, Saul W (Chief) | Kingston Fire Department | 1800 | |
| Logan, Jay (FF/ AEMT) | Kingston Fire Department | 1810 | |
| Settles, Jay (LT) | Kingston Fire Department | 1805 | |



Kingston Fire Department

Driver Training/ VKF

| Class Information | | | |
|---------------------|--|-----------------------------|-----------|
| Date/Time | 02/08/2021 08:30 - 02/08/2021 16:30 | | |
| Class Length | 8:00 | Category | inservice |
| Station | 1 - Station 1 | Evaluation Method(s) | Written |
| Location | station 1 station 1 | | |
| Objective | In service testing on driver/ operator safety and Vanesa K Free law for state. | | |

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

| Resources | |
|-------------------|--|
| Name | Description |
| Engine 3 | Ferrara Cinder custom pumper equipped with a 1500 GPM Hale pump and 1,000 gallons of water. Engine 3 is fully equipped with firefighting equipment. |
| Engine 1 | 1998 Freightliner FL-80 equipped with a 1250 GPM Waterous Pump and 1,000 gallons of water. Engine 1 is fully equipped with firefighting equipment. |
| 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. |
| Internet Resource | Web pages and documents on the Internet that provide useful information. |

| Narrative |
|---|
| Class took state required Vanessa K Free and driver operator training. Class used TN Fire Training internet resource for testing and class. Class then used engine 3 and ladder 1 for driver training in apparatus. |

| Training Codes | | | |
|-----------------|-----------|-------------------------------|--------|
| Category | Code | Description | Type |
| Driver Training | D/O | D/O locate hydrants and roads | Agency |
| Safety | FFS | Firefighter Safety | Agency |
| inservice | inservice | state required inservice | Agency |

| People |
|-------------------------|
| Name |
| Cloyd, Greg W |
| Gonzalez-Zuniga, Rafael |
| Gordon, Saul W |
| Logan, Jay |
| Settles, Jay |



Kingston Fire Department

evoc vkf

| | |
|--|---------------------------|
| Date & Time 02/09/2021 12:00 - 02/09/2021 16:00 | Location station 1 |
| Objective TO BECOME MORE FAMILIAR WITH EVOC AND VKF | |
| Instructors Settles, Jay (LT) | |

Sign-In Sheet

| Name | Agency | ID | Signature |
|--------------------------|--------------------------|------|-----------|
| Milne, Ryan (FF) | Kingston Fire Department | 1819 | |
| Murrell, Jacob (Captain) | Kingston Fire Department | 1803 | |
| Woody, Josh D (FF/EMR) | Kingston Fire Department | 1806 | |



Kingston Fire Department

evoc vkf

Class Information

| | | | |
|---------------------|---|-----------------------------|-----------------|
| Date/Time | 02/09/2021 12:00 - 02/09/2021 16:00 | | |
| Class Length | 4:00 | Category | Driver Training |
| Station | 1 - Station 1 | Evaluation Method(s) | Written |
| Location | station 1 station 1 | | |
| Objective | TO BECOME MORE FAMILIAR WITH EVOC AND VKF | | |

Instructors

| Name | Instructor Type | Notes |
|-------------------|-----------------|-------|
| Settles, Jay (LT) | 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 VKF AND EVOC PPT AND LESSONS. MEMBERS ALL COMPLETED A WRITTEN TEST AT THE END OF CLASS AND COMPLETED THE DRIVING PORTION OF THE CLASS.

Training Codes

| Category | Code | Description | Type |
|-----------------|------|-------------------------------|--------|
| Driver Training | D/O | D/O locate hydrants and roads | Agency |

People

| Name |
|----------------|
| Milne, Ryan |
| Murrell, Jacob |
| Woody, Josh D |

Public Works Report February 2021

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: | 6 Loads 74 |
| Recycled materials collected: | trailer |

| Public Works Selected Performance Indicators | Total | YTD |
|---|---------|-----------|
| Brush Pick-Up Areas Covered | 0 loads | 241 Loads |
| Culverts/Storm Drains Cleaned | 22 | 487 |
| 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 | 0 | 26 |
| Sanitation – Cart Repairs | None | None |
| Sanitation – Second Cart Request | None | None |
| Signs Repaired/Installed (Street or Name) | 4 | 65 |
| 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) | 7 | 129 |
| Streets Striped | 0 | 3 |
| Tennessee One Calls | 2 | 38 |
| Traffic Signal Repair | 0 | 17 |
| Tree Trimming Requests | 0 | 13 |

| | | |
|---|----|-----|
| Vehicle Maintenance – Routine | 6 | 149 |
| Vehicle Maintenance – Unscheduled | 3 | 68 |
| 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-2
 Sign repair, new sign installations- 4
 Signal inspection, repair and timing adjustments- 0
 Grant applications- 0
 Participated in various weather calls- Sat. Sun. 0
 Brine acquisition and street prep in advance of weather events-45
 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: February 2021

Completed Tasks:

- Continue mailing fundraising letters and contacting sponsors for Smokin the Water. Received over \$8,000.
- Multiple improvements ball fields at SWP for upcoming seasons.
- Begin hanging trusses on indoor batting cages.
- Install new dugout rails at SWP Baseball field.
- Complete Volleyball and Softball signups.

Ongoing Tasks

- Continue repairs on fields at SWP.
- Continue work on indoor training facility.
- Contact current and new July 4 donors by phone. We believe this will help our efforts.
- Choose volleyball and softball teams. Begin practice.

Tasks for March:

- Complete improvements at SWP
- Complete indoor batting cages.
- Continue to work on July 4th fundraising and planning.

OSHA Training Toolbox Talk: Personal Protective Equipment – Eye Protection

[Reference 1910.133 / 1926.102]

Think of some excuse you have used (or heard others use) for not wearing your eye protection: they are not comfortable; they are dirty; they fogged up, you were going to be doing a hazardous task for just a few seconds and did not want to stop and put them on . . .

While you may think some or all of these excuses sound like good reasons for not wearing your safety glasses or goggles at work, consider what could happen if an accident occurred and injured one or both of your eyes. Is it worth risking injury, or even blindness, for any one of those reasons? Absolutely not!

OSHA's standards for eye protection are intended to help prevent accidents that can lead to serious injuries, up to including blindness, caused by a variety of hazards. These hazards include flying particles (such as those present when cutting, chipping, drilling, grinding, brushing, and blowing with compressed air), molten metal (torch cutting, welding, brazing), liquid chemicals (mixing, cleaning, measuring), acids or caustic liquids (applying cleaners, filling batteries), chemical gases or vapors (cleaning, mixing, spraying, heating), or potentially injurious light radiation (welding, cutting, brazing, lasers).

Here are some of the major requirements of the OSHA standards for eye and face protection that help protect you and me:

- All eye and face protection devices, such as safety glasses, goggles, and face shields must be marked that they meet or exceed the test requirements of ANSI Z87.1-1989. The marking is typically located somewhere on the frame of the glasses or goggles.
- Safety glasses used to protect workers from flying objects must also have side protectors built into the design, or attachable side shields that meet the above-referenced ANSI standard, to prevent objects and particles from injuring your eyes from the sides. Flimsy "slide-on" side shields are not acceptable substitutes.
- Workers needing corrective lenses must either wear approved safety glasses with prescription lenses and frames that meet or exceed the above-referenced ANSI standard, or wear approved goggles designed to be worn over their regular prescription glasses that meet the ANSI standard.

If you are unsure whether or not your safety glasses or goggles are the proper type, or if they are ever damaged or lost, please report to your supervisor at once so we can take appropriate action where needed. Because as we discussed earlier, you could be injured, or even lose your sight, in the blink of an eye!

Any question or comment about these OSHA requirements for eye protection devices? Please be sure to sign-in on the training certification form.

Free toolbox talk provided courtesy of oshatraining.com. Copyright 2012. Not to be sold or displayed on any commercial website.

OSHA SAFETY TRAINING CERTIFICATION FORM

Toolbox Topic Covered: Personal Protective Equipment / Eye Protection Date: Feb 2021

Company Name: Kingdon Parks

Training led by: Chase Clem

PRINT NAME

SIGNATURE

J.P. Best

Js B

Chase Clem

Chll

Josh Kwa

Sty

Edde Lenz

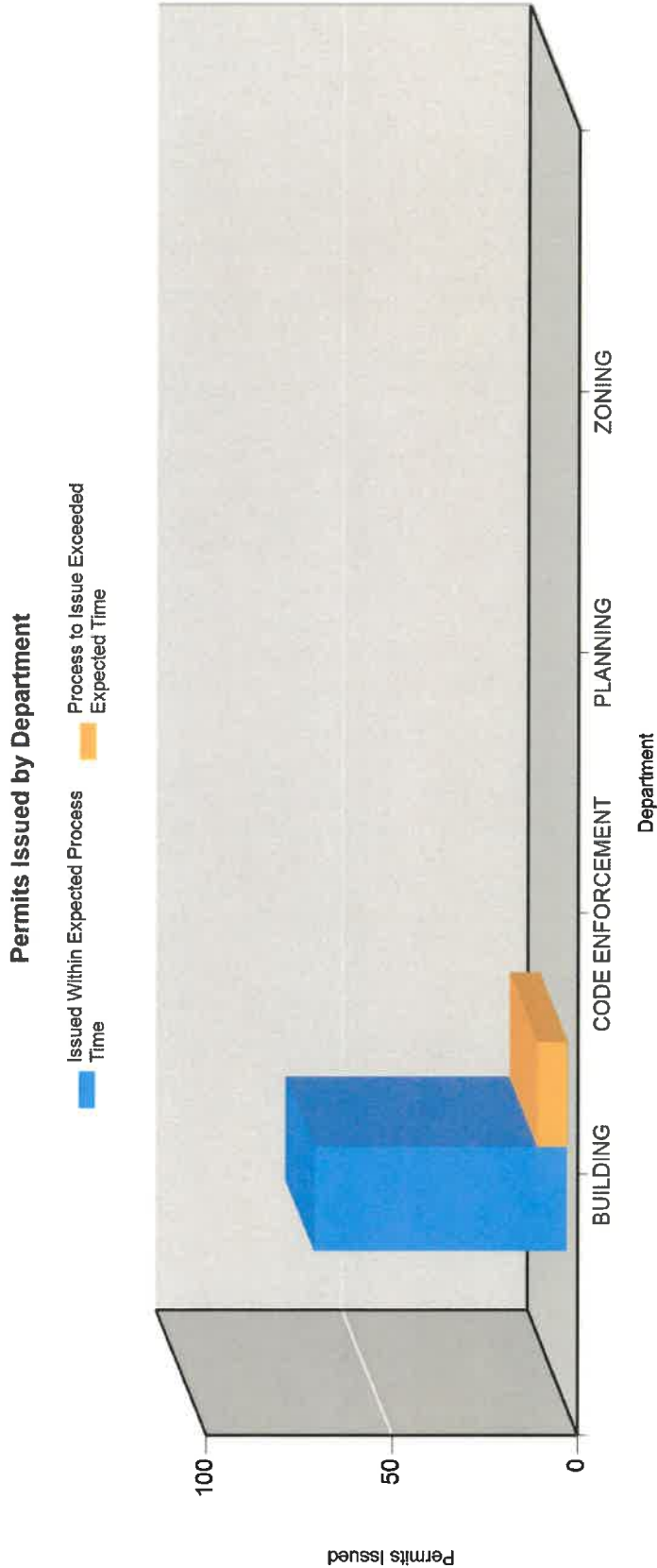
Edde Lenz



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM



| Department | Permit Type | Average Process Time | | | | | | | |
|------------|-------------|-----------------------|------------------|---------------|--------------------|--------------------|----------------|---------------|-------------|
| | | Expected Process Time | Number Submitted | Number Issued | Mean Time to Issue | Standard Deviation | Average Cycles | Issued Within | Issued Over |
| BUILDING | BP | Same Day | 54 | 50 | Same Day | 1.04 Days | 1 | 44 | 6 |
| | DEMO | Same Day | 1 | 1 | Same Day | 0 Days | 1 | 1 | 0 |
| | PL | Same Day | 9 | 9 | Same Day | 0.33 Days | 1 | 8 | 1 |
| | RM | Same Day | 17 | 16 | Same Day | 0.25 Days | 1 | 15 | 1 |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| | | | | | | | | | |
|------------------|-----|----------|---|---|----------|--------|---|---|---|
| CODE ENFORCEMENT | BK | Same Day | 1 | 0 | Same Day | 0 Days | 1 | 0 | 0 |
| PLANNING | PLT | Same Day | 7 | 0 | Same Day | 0 Days | 1 | 0 | 0 |
| ZONING | SUP | 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 | BP2021-056 | Submitted: 01/29/2021 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2021 | In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1 |
| | | Metal Garage | | |
| | | 1101 Post Oak Valley Rd, Rockwood, TN 37854 | | |
| | | BP2021-057 | Submitted: 02/01/2021 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | Residential Home | | |
| | | 340 Marney Cove Road, Kingston, TN 37763 | | |
| | | BP2021-058 | Submitted: 02/01/2021 Technically Complete: Approved: Ready to Issue: Issued: 02/04/2021 | In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1 |
| | | KC Storage Buildings | | |
| | | 715 Gallaher Road, Kingston, TN 37763 | | |
| | | BP2021-059 | Submitted: 02/01/2021 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | Pole Barn with Apartment | | |
| | | 737 Winton Chapel Rd, Rockwood, TN 37854 | | |
| | | BP2021-060 | Submitted: 02/01/2021 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | Metal Garage | | |
| | | 243 Robinette Road, Oliver Springs, Tn 37840 | | |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | BP | | Submitted: 02/01/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1 |
|---|----|--|---|---|
| BP2021-061 | | | | |
| Solar Panels | | | | |
| 120 Cedar Point Dr, Kingston, TN 37763 | | | | |
| BP2021-062 | | | | |
| Solar Panels | | | | |
| 5881 Clay Hollow Road, Sweetwater, TN 37874 | | | | |
| BP2021-063 | | | | |
| Baseball / Softball Complex at RSCC | | | | |
| 276 Patton Lane, Harriman, TN 37748 | | | | |
| BP2021-064 | | | | |
| Addition / for expired permit BP2015-032 & BP2017-335 | | | | |
| 182 BAYSIDE Dr., Ten Mile, TN 37880 | | | | |
| BP2021-065 | | | | |
| DW | | | | |
| 297 Childs Rd, Harriman, TN 37748 | | | | |
| BP2021-066 | | | | |
| Garage | | | | |
| 1830 Paint Rock Valley Rd, Philadelphia, TN 37846 | | | | |
| BP2021-067 | | | | |
| Storage Building | | | | |
| 304 Roddy Lane, Harriman, TN 37748 | | | | |
| BP2021-068 | | | | |
| Porch Roof Only | | | | |
| 201 Hood Dr, Kingston, TN 37763 | | | | |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | BP | | Submitted: | 02/03/2021 | In Process: |
|--|----|---------------------------------------|-----------------|------------|-----------------|
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 0 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/03/2021 | |
| BP2021-069 | | Sign Replacement / Kittrell's Kitchen | | | |
| | | 1190 GALLAHER Rd., KINGSTON, TN 37763 | | | |
| BP2021-070 | | HC Fire Sprinkler System | Submitted: | 02/04/2021 | In Process: 6 |
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 6 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/10/2021 | |
| 2497 S Roane Street, Harriman, TN 37748 | | | | | |
| BP2021-071 | | Shed | Submitted: | 02/04/2021 | In Process: 0 |
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 0 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/04/2021 | |
| 118 Boyd Lane, Harriman, TN 37748 | | | | | |
| BP2021-072 | | Riding Arena & Stables | Submitted: | 02/04/2021 | In Process: 0 |
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 0 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/04/2021 | |
| 328 Paint Rock Valley Road, Philadelphia, TN 37846 | | | | | |
| BP2021-073 | | HC Storage Building | Submitted: | 02/04/2021 | In Process: 0 |
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 0 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/04/2021 | |
| 517 Clifty st, Harriman, TN 37748 | | | | | |
| BP2021-074 | | Remodel | Submitted: | 02/04/2021 | In Process: 0 |
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 0 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/04/2021 | |
| 624 Loudon Hwy, Kingston, TN 37763 | | | | | |
| BP2021-075 | | Dock | Submitted: | 02/05/2021 | In Process: 0 |
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 0 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/05/2021 | |
| 2341 Sugar Grove Valley Road, Harriman, TN 37748 | | | | | |
| BP2021-076 | | KC Remodel | Submitted: | 02/08/2021 | In Process: 0 |
| | | | Complete: | | Waiting: 0 |
| | | | Approved: | | Total Days: 0 |
| | | | Ready to Issue: | | Total Cycles: 1 |
| | | | Issued: | 02/08/2021 | |
| 617 N. 3rd Street, Kingston, TN 37763 | | | | | |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | BP | BP2021-077 | Submitted: 02/08/2021 | Technically Complete: 02/08/2021 | In Process: 0 |
|----------|----|--|----------------------------------|----------------------------------|-----------------|
| | | HC Remodel | Approved: 02/08/2021 | Waiting: 0 | Waiting: 0 |
| | | 318 Emory Street, Harriman, TN 37748 | Ready to Issue: 02/08/2021 | Total Days: 0 | Total Days: 0 |
| | | | Issued: 02/08/2021 | Total Cycles: 1 | Total Cycles: 1 |
| | | BP2021-078 | Submitted: 02/08/2021 | In Process: 0 | In Process: 0 |
| | | MOD | Technically Complete: 02/08/2021 | Waiting: 0 | Waiting: 0 |
| | | | Approved: 02/08/2021 | Total Days: 0 | Total Days: 0 |
| | | 172 Hawk Trail, Kingston, TN 37763 | Ready to Issue: 02/08/2021 | Total Cycles: 1 | Total Cycles: 1 |
| | | BP2021-079 | Submitted: 02/09/2021 | In Process: 0 | In Process: 0 |
| | | Storage Building | Technically Complete: 02/09/2021 | Waiting: 0 | Waiting: 0 |
| | | | Approved: 02/09/2021 | Total Days: 0 | Total Days: 0 |
| | | 1230 Forest Hill Dr, Harriman, TN 37748 | Ready to Issue: 02/09/2021 | Total Cycles: 1 | Total Cycles: 1 |
| | | BP2021-080 | Submitted: 02/09/2021 | In Process: 20 | In Process: 20 |
| | | KC Commercial Remodel / AutoZone | Approved: 02/09/2021 | Waiting: 0 | Waiting: 0 |
| | | | Ready to Issue: 02/09/2021 | Total Days: 20 | Total Days: 20 |
| | | 615 N Kentucky St, Kingston, Tn 37763 | Issued: 02/09/2021 | Total Cycles: 1 | Total Cycles: 1 |
| | | BP2021-081 | Submitted: 02/10/2021 | In Process: 0 | In Process: 0 |
| | | Airplane Hanger | Technically Complete: 02/10/2021 | Waiting: 0 | Waiting: 0 |
| | | | Approved: 02/10/2021 | Total Days: 0 | Total Days: 0 |
| | | 601 Tate Coley Rd, Lenoir City, TN 37771 | Ready to Issue: 02/10/2021 | Total Cycles: 1 | Total Cycles: 1 |
| | | BP2021-082 | Submitted: 02/11/2021 | In Process: 0 | In Process: 0 |
| | | Residential Home | Technically Complete: 02/11/2021 | Waiting: 0 | Waiting: 0 |
| | | | Approved: 02/11/2021 | Total Days: 0 | Total Days: 0 |
| | | 196 Lakeview Cove Drive, Loudon, TN 37774 | Ready to Issue: 02/11/2021 | Total Cycles: 1 | Total Cycles: 1 |
| | | BP2021-083 | Submitted: 02/11/2021 | In Process: 0 | In Process: 0 |
| | | Storage Building | Technically Complete: 02/11/2021 | Waiting: 0 | Waiting: 0 |
| | | | Approved: 02/11/2021 | Total Days: 0 | Total Days: 0 |
| | | 843 Winton Chapel Road, Rockwood, TN 37854 | Ready to Issue: 02/11/2021 | Total Cycles: 1 | Total Cycles: 1 |
| | | BP2021-084 | Submitted: 02/11/2021 | In Process: 0 | In Process: 0 |
| | | Storage Units | Technically Complete: 02/11/2021 | Waiting: 0 | Waiting: 0 |
| | | | Approved: 02/11/2021 | Total Days: 0 | Total Days: 0 |
| | | 2631 River Road, Kingston, TN 37763 | Ready to Issue: 02/11/2021 | Total Cycles: 1 | Total Cycles: 1 |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | BP | BP2021-085 | Residential Home | Submitted: 02/12/2021 | In Process: 0 |
|----------|----|--|--|---|---|
| | | 408 Sunset Dr, Harriman, TN 37748 | Technically Complete: Ready to Issue: | Approved: Issued: | Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | BP2021-086 | | | |
| | | Deck | Technically Complete: Ready to Issue: | Submitted: 02/16/2021 Approved: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | 116 Lakeview Cove Dr, Loudon, TN 37774 | | | |
| | | BP2021-087 | | | |
| | | Deck | Technically Complete: Ready to Issue: | Submitted: 02/16/2021 Approved: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | 105 Old Dug Ridge Rd, Kingston, TN 37763 | | | |
| | | BP2021-088 | | | |
| | | Window/ Door Change Out | Technically Complete: Ready to Issue: | Submitted: 02/17/2021 Approved: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | 4747 Roane State Highway, Rockwood, TN 37854 | | | |
| | | BP2021-089 | | | |
| | | PL for BP2019-494 | Technically Complete: Ready to Issue: | Submitted: 02/17/2021 Approved: Issued: | In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1 |
| | | 1500 Bowmen Bend, Harriman, Tn 37748 | | | |
| | | BP2021-090 | | | |
| | | Deck | Technically Complete: Ready to Issue: | Submitted: 02/17/2021 Approved: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | 131 Blue Heron Way, Ten Mile, TN 37880 | | | |
| | | BP2021-091 | | | |
| | | Residential Home | Technically Complete: Ready to Issue: | Submitted: 02/17/2021 Approved: Issued: | In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1 |
| | | 262 Serenity Dr, Harriman, TN 37748 | | | |
| | | BP2021-092 | | | |
| | | Remodel | Technically Complete: Ready to Issue: | Submitted: 02/19/2021 Approved: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | 242 Sycamore Dr, Harriman, TN 37748 | | | |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | BP | | Submitted: 02/19/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
|-------------------------------------|------------------------|---|---|---|
| BP2021-093 | Dock | 940 Paint Rock Ferry Rd, Kingston, TN 37763 | | |
| BP2021-094 | | HC Commercial Remodel | Submitted: 02/23/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 1125 Ruritan Rd, Harriman, TN 37748 | | | | |
| BP2021-095 | Remodel | 595 Dickey Valley Rd, Harriman, TN 37748 | Submitted: 02/23/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2021-096 | | HC DW | Submitted: 02/23/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| 133 Spencer Dr, Harriman, TN 37748 | | | | |
| BP2021-097 | Garage | 215 Laurel Bluff Road, Kingston, TN 37763 | Submitted: 02/23/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2021-098 | Solar Panels | 126 Eagle Point Drive, Rockwood, TN 37854 | Submitted: 02/24/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2021-099 | Deck | 1343 LOUDON Hwy., Kingston, TN 37763 | Submitted: 02/24/2021 Technically Complete: Approved: Ready to Issue: Issued: | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| BP2021-100 | Garage w/ Living Space | 383 Ellis Rd, Kingston, TN 37763 | Submitted: 02/24/2021 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
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | BP | | Submitted: 02/24/2021 | In Process: 0 |
|---|----|-----------------------|-----------------------|-----------------|
| Storage Building | | Technically Complete: | | Waiting: 0 |
| 759 Little Dogwood Road, Kingston, TN 37763 | | Approved: | | Total Days: 0 |
| | | Ready to Issue: | | Total Cycles: 1 |
| | | Issued: | 02/24/2021 | |
| BP2021-102 | | Submitted: 02/25/2021 | In Process: 4 | |
| HC Sign | | Technically Complete: | Waiting: 0 | |
| 1715 Roane State Hwy, Harriman, TN 37748 | | Approved: | Total Days: 4 | |
| | | Ready to Issue: | Total Cycles: 1 | |
| | | Issued: | | |
| BP2021-103 | | Submitted: 02/25/2021 | In Process: 0 | |
| Garage | | Technically Complete: | Waiting: 0 | |
| 221 Holderford Road, Kingston, TN 37763 | | Approved: | Total Days: 0 | |
| | | Ready to Issue: | Total Cycles: 1 | |
| | | Issued: | 02/25/2021 | |
| BP2021-104 | | Submitted: 02/25/2021 | In Process: 0 | |
| KC Deck Replacement | | Technically Complete: | Waiting: 0 | |
| 106 Woodlawn Drive, Kingston, TN 37763 | | Approved: | Total Days: 0 | |
| | | Ready to Issue: | Total Cycles: 1 | |
| | | Issued: | 02/25/2021 | |
| BP2021-105 | | Submitted: 02/25/2021 | In Process: 0 | |
| Addition | | Technically Complete: | Waiting: 0 | |
| 111 Bradley Lane, Harriman, TN 37763 | | Approved: | Total Days: 0 | |
| | | Ready to Issue: | Total Cycles: 1 | |
| | | Issued: | 02/25/2021 | |
| BP2021-106 | | Submitted: 02/25/2021 | In Process: 0 | |
| Residential Home | | Technically Complete: | Waiting: 0 | |
| 9885 Old Kingston Rd, Loudon, TN 37774 | | Approved: | Total Days: 0 | |
| | | Ready to Issue: | Total Cycles: 1 | |
| | | Issued: | 02/25/2021 | |
| BP2021-107 | | Submitted: 02/25/2021 | In Process: 0 | |
| Residential Home | | Technically Complete: | Waiting: 0 | |
| 130 Long Road, Kingston, TN 37763 | | Approved: | Total Days: 0 | |
| | | Ready to Issue: | Total Cycles: 1 | |
| | | Issued: | 02/25/2021 | |
| BP2021-108 | | Submitted: 02/26/2021 | In Process: 3 | |
| KC Remodel | | Technically Complete: | Waiting: 0 | |
| 104 Spencer St, Kingston, TN 37763 | | Approved: | Total Days: 3 | |
| | | Ready to Issue: | Total Cycles: 1 | |
| | | Issued: | | |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | BP | BP2021-109 | OS Deck Replacement | 208 Bennett Road, Oliver Springs, TN 37840 | Submitted: 02/26/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
|----------|----|---|---------------------|--|-----------------------|-----------------------|-----------------|-------------|----------|-------------|---------------|
| | | BP2021-110 | Window Change Out | | Submitted: 02/26/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | 1909 Lawnville Road, Kingston, TN 37763 | | | Submitted: 02/26/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| DEMO | | DM-2021-001 | Walkway | | Submitted: 02/04/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | 412 Devonia Street, Harriman, TN 37748 | | | Submitted: 02/04/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| PL | | PL2021-017 | | | Submitted: 02/01/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL for BP2020-711 | | | Submitted: 02/01/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | 211 Hannah Drive, Oliver Springs, TN 37840 | | | Submitted: 02/01/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL2021-018 | | | Submitted: 02/02/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL for BP2020-463 | | | Submitted: 02/02/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | 359 Dean Dr, Ten Mile, TN 37880 | | | Submitted: 02/02/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL2021-019 | | | Submitted: 02/09/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL for BP2020-630 | | | Submitted: 02/09/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | 200 Spencer Drive, Harriman, TN 37748 | | | Submitted: 02/09/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL2021-020 | | | Submitted: 02/09/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL for BP2020-348 | | | Submitted: 02/09/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | 331, 333, & 335 Bailey Road, Kingston, TN 37763 | | | Submitted: 02/09/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL2021-021 | | | Submitted: 02/17/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | PL for BP2021-064 | | | Submitted: 02/17/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |
| | | 182 BAYSIDE Dr., Ten Mile, TN 37880 | | | Submitted: 02/17/2021 | Technically Complete: | Ready to Issue: | In Process: | Waiting: | Total Days: | Total Cycles: |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | PL | PL2021-022 | Technically Complete: Ready to Issue: | Submitted: 02/17/2021 Approved: Issued: 02/17/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
|----------|----|--|--|--|---|
| | | PL for BP2019-494 1500 Bowmen Bend, Harriman, Tn 37748 | | | |
| | | PL2021-023 PL for BP2021-091 262 Serenity Dr, Harriman, TN 37748 | Technically Complete: Ready to Issue: | Submitted: 02/17/2021 Approved: Issued: 02/18/2021 | In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1 |
| | | PL2021-024 PL for BP2020-354 4290 River Road, Ten Mile, TN 37880 | Technically Complete: Ready to Issue: | Submitted: 02/23/2021 Approved: Issued: 02/23/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | PL2021-025 PL for BP2020-414 406 Paint Rock Ferry Road, Kingston, TN 37763 | Technically Complete: Ready to Issue: | Submitted: 02/26/2021 Approved: Issued: 02/26/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| RM | | RM2021-010 RM for BP2020-642 110 Sylvan Way, Kingston, TN 37763 | Technically Complete: Ready to Issue: | Submitted: 02/01/2021 Approved: Issued: 02/01/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | RM2021-011 Change out 107 Hobler Rd, Harriman, TN 37748 | Technically Complete: Ready to Issue: | Submitted: 02/01/2021 Approved: Issued: 02/02/2021 | In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1 |
| | | RM2021-012 RM for BP2019-734 282 Gamble Ln, Harriman, TN 37748 | Technically Complete: Ready to Issue: | Submitted: 02/09/2021 Approved: Issued: 02/09/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | | RM2021-013 RM for BP2020-348 331, 333, & 335 Bailey Road, Kingston, TN 37763 | Technically Complete: Ready to Issue: | Submitted: 02/10/2021 Approved: Issued: 02/10/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| BUILDING | RM | Submitted: 02/11/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/11/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
|------------|---|-----------------------|---|---|
| RM2021-014 | RM for BP2020-439 | | | |
| | 118 Island Road, Kingston, TN 37763 | | | |
| RM2021-015 | RM for BP2020-710 | Submitted: 02/12/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/12/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 164 Galilean Rd, Kingston, TN 37763 | | | |
| RM2021-016 | RM for BP2020-390 | Submitted: 02/16/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/16/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 451 Swan Pond Cir, Harriman, TN 37748 | | | |
| RM2021-017 | RM for BP2020-414 | Submitted: 02/16/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/16/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 406 Paint Rock Ferry Road, Kingston, TN 37763 | | | |
| RM2021-018 | RM for BP2020-628 | Submitted: 02/16/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/16/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 133 Dale Ave, Oliver Springs, TN 37840 | | | |
| RM2021-019 | RM for BP2021-068 | Submitted: 02/16/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/16/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 182 BAYSIDE Dr., Ten Mile, TN 37880 | | | |
| RM2021-020 | RM for BP2020-449 | Submitted: 02/16/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/16/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 1011 Sheerwater, Kingston, TN 37763 | | | |
| RM2021-021 | RM for BP2020-744 | Submitted: 02/17/2021 | Technically Complete: Approved: Ready to Issue: Issued: 02/17/2021 | In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1 |
| | 378 Edgelake Dr, Kingston, TN 37763 | | | |



Issued Permits By Department

Report run on: 03/01/2021 08:59 AM

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

| | | | | | |
|------------------|-----|--|-----------------------|-----------------------|-----------------|
| BUILDING | RM | RM2021-022 | | Submitted: 02/19/2021 | In Process: 10 |
| | | RM for BP2020-069 | Technically Complete: | Waiting: 0 | Total Days: 10 |
| | | 146 Shoreline Dr, Rockwood, Tn 37854 | Approved: | Total Days: 10 | Total Cycles: 1 |
| | | | Ready to Issue: | | |
| | | RM2021-023 | | Submitted: 02/19/2021 | In Process: 0 |
| | | RM for BP2020-453 | Technically Complete: | Waiting: 0 | Total Days: 0 |
| | | 176 Loch Haven Drive, Rockwood, TN 37854 | Approved: | Total Days: 0 | Total Cycles: 1 |
| | | | Ready to Issue: | | |
| | | RM2021-024 | | Submitted: 02/19/2021 | In Process: 0 |
| | | RM for BP2020-463 | Technically Complete: | Waiting: 0 | Total Days: 0 |
| | | 359 Dean Dr, Ten Mile, TN 37880 | Approved: | Total Days: 0 | Total Cycles: 1 |
| | | | Ready to Issue: | | |
| | | RM2021-025 | | Submitted: 02/22/2021 | In Process: 0 |
| | | RM for BP2020-452 | Technically Complete: | Waiting: 0 | Total Days: 0 |
| | | 109 Mallard Duck Lane, ROCKWOOD, TN 37854 | Approved: | Total Days: 0 | Total Cycles: 1 |
| | | | Ready to Issue: | | |
| CODE ENFORCEMENT | BK | RM2021-026 | | Submitted: 02/26/2021 | In Process: 0 |
| | | RM for BP2020-608 | Technically Complete: | Waiting: 0 | Total Days: 0 |
| | | 429 Lakeshore Vista Dr, Kingston, TN 37763 | Approved: | Total Days: 0 | Total Cycles: 1 |
| | | | Ready to Issue: | | |
| | | BK-21-0005 | | Submitted: 02/26/2021 | In Process: 0 |
| | | book and code card | Technically Complete: | Waiting: 0 | Total Days: 0 |
| | | 308 N. 3rd St., Kingston, TN 37763 | Approved: | Total Days: 0 | Total Cycles: 1 |
| | | | Ready to Issue: | | |
| PLANNING | PLT | PLT2021-007 | | Submitted: 02/05/2021 | In Process: 24 |
| | | Plat Review/2 Lots- | Technically Complete: | Waiting: 0 | Total Days: 24 |
| | | 269 Mans Hollow Road, Kingston, TN 37763 | Approved: | Total Days: 24 | Total Cycles: 1 |
| | | | Ready to Issue: | | |
| | | PLT2021-008 | | Submitted: 02/01/2021 | In Process: 28 |
| | | Plat Review/5 Acres+ | Technically Complete: | Waiting: 0 | Total Days: 28 |
| | | Bowers Road, Harriman, TN 37748 | Approved: | Total Days: 28 | Total Cycles: 1 |
| | | | Ready to Issue: | | |



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
02/01/2021 AND 02/28/2021

Report run on: 03/01/2021 08:59 AM

| | | | | | |
|----------|-----|--|-----------------------|-----------------------|----------------|
| PLANNING | PLT | PLT2021-009 | | Submitted: 02/17/2021 | In Process: 12 |
| | | Plat Review/2 Lots- | Technically Complete: | Waiting: 0 | |
| | | 1223 Paint Rock Ferry Road, Philadelphia, TN 37846 | Approved: 0 | Total Days: 12 | |
| | | | Ready to Issue: | Total Cycles: 1 | |
| | | | Issued: | | |
| | | PLT2021-010 | | Submitted: 02/19/2021 | In Process: 10 |
| | | Plat Review/5 Acres+ | Technically Complete: | Waiting: 0 | |
| | | 324 Hamilton Industrial Way, Lenoir City, TN 37771 | Approved: 0 | Total Days: 10 | |
| | | | Ready to Issue: | Total Cycles: 1 | |
| | | | Issued: | | |
| | | PLT2021-011 | | Submitted: 02/24/2021 | In Process: 5 |
| | | Plat Review/Boundary Line | Technically Complete: | Waiting: 0 | |
| | | 160 Hickory Hollow Road, Kingston, TN 37763 | Approved: 0 | Total Days: 5 | |
| | | | Ready to Issue: | Total Cycles: 1 | |
| | | | Issued: | | |
| | | PLT2021-012 | | Submitted: 02/25/2021 | In Process: 4 |
| | | Plat Review/Boundary Line | Technically Complete: | Waiting: 0 | |
| | | 126 Docks Of the Bay Drive, Harriman, TN 37748 | Approved: 0 | Total Days: 4 | |
| | | | Ready to Issue: | Total Cycles: 1 | |
| | | | Issued: | | |
| | | PLT2021-013 | | Submitted: 02/25/2021 | In Process: 4 |
| | | Plat Review/Boundary Line | Technically Complete: | Waiting: 0 | |
| | | 336 Country Lane, Lenoir City, TN 37771 | Approved: 0 | Total Days: 4 | |
| | | | Ready to Issue: | Total Cycles: 1 | |
| | | | Issued: | | |
| ZONING | SUP | SUP2021-001 | | Submitted: 02/24/2021 | In Process: 5 |
| | | SUP | Technically Complete: | Waiting: 0 | |
| | | 3868 Decatur Hwy, Kingston, TN 37763 | Approved: 0 | Total Days: 5 | |
| | | | Ready to Issue: | Total Cycles: 1 | |
| | | | Issued: | | |

KINGSTON WATER TREATMENT PLANT



FEBRUARY OPERATIONS REPORT

2021

| Water Treatment Plant | | Current Month | Previous Month | % Change | Avg Day | Max Day | Min Day |
|---------------------------------|--------------------|---------------|----------------|----------|--|---------|---------|
| G A L L O N S | Influent (Raw) | 14,899,000 | 14,339,000 | 3.76% | 481,000 | 618,000 | 361,000 |
| | Effluent (Finish) | 13,251,000 | 13,377,000 | -0.95% | 427,000 | 549,000 | 325,000 |
| | Spring Supply | 14,043,000 | 14,020,000 | 0.16% | 453,000 | 496,000 | 395,000 |
| | Total Finish Prod. | 27,294,000 | 27,397,000 | -0.38% | Distribution & WTP Report: 1,596,224 | | |
| Plant Efficiency | | 99.15% | 99.15% | 0.00% | gals. usage flushing and Tank refilling. | | |
| Distribution | | | | | Public Works: No Report | | |
| G A L L O N S | Consumption | 20,324,400 | 22,040,400 | -8.44% | Fire Dept: No Report | | |
| | Reported Usage | 1,596,224 | 791,000 | 50.45% | Park & Rec: No Report | | |
| | Water Loss | 5,373,376 | 4,565,600 | 15.03% | WWTP: No Report | | |
| | % | 19.69% | 16.67% | 3.02% | | | |

Note: The Water Production, Consumption and Loss data is for the January 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.
- * Facilities received daily and regular cleaning and disinfection.
- * With assistance from Distribution Operators we mounted frame support structure, mounting plate and Jib Crane at the Raw Water Intake.
- * Scoured / flushed out Plant sampling and wash lines.
- * Completed Quarterly Sampling and Yearly Monitoring of A&B VOC's, Sodium Monitoring and A&B Nitrates.
- * Replaced / Installed #1 Raw Water Motor. The Bad Motor was taken to Landon Electric for Warranty tear down and repair or replacement.
- * Fabricated and installed Raw Water line pipe supports at Intake from concrete pier to bank.
- * Plant is dealing with higher than normal Raw Turbidity due to the increased amount of rainfall and weather events.

Kingston Water Department
Schedule of Unaccounted For Water
February

(All amounts in gallons)

| | | |
|--------------------------------------|--|-------------------|
| A Water Treated and Purchased | | |
| B | Water Pumped (potable) | 27,294,000 |
| C | Water Purchased | <u>0</u> |
| D | Total Water Treated and Purchased (Sum Lines B and C) | <u>27,294,000</u> |
| E Accounted for Water: | | |
| F | Water Sold | 20,324,400 |
| G | Metered for Consumption (in house usage) | <u>1,096,224</u> |
| H | Fire Department(s) Usage | <u>0</u> |
| I | Flushing | <u>500,000</u> |
| J | Tank Cleaning/Filling | <u>0</u> |
| K | Street Cleaning | <u>0</u> |
| L | Bulk Sales | <u>0</u> |
| M | Water Bill Adjustments (+/-) | <u>0</u> |
| N | Total Accounted for Water (Sum Lines F thru M) | <u>21,920,624</u> |
| O | Unaccounted for Water (Line D minus Line N) | <u>5,373,376</u> |
| P | Percent Unaccounted for Water (Line O divided by Line D times 100) | <u>19.687%</u> |

Q Other (explain)

See Below

Explain Other:

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



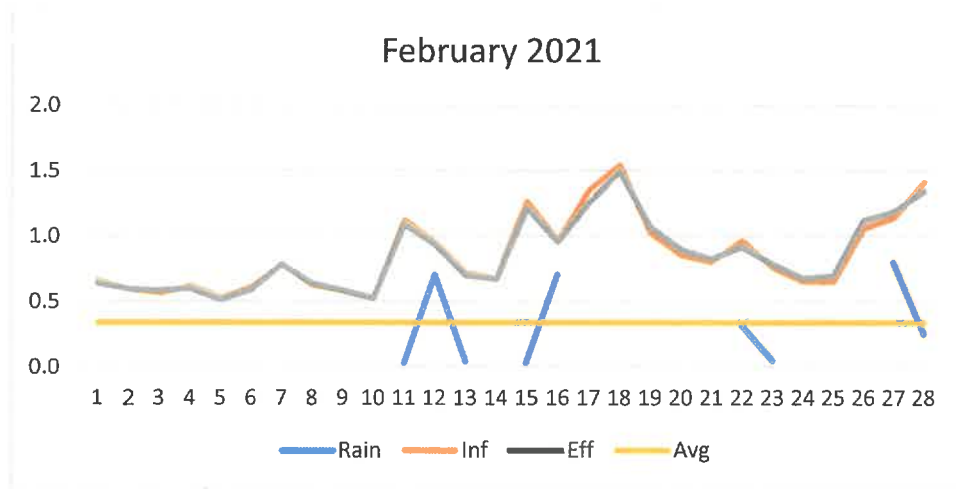
3/2/2021

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: February 2021 Monthly Report
DATE: March 3, 2021

| MONTHLY FLOW | AVERAGE FLOW | MAXIMUM FLOW | MINIMUM FLOW | TOTAL |
|--------------|--------------|--------------|--------------|------------|
| INFLUENT | .8527 | 1.5410 | .5210 | 23,875,000 |
| EFFLUENT | .8517 | 1.4940 | .3940 | 23,847,000 |

2498 Sewer customers 9,400,200 gallons billed. Daily average .3357 mgd.

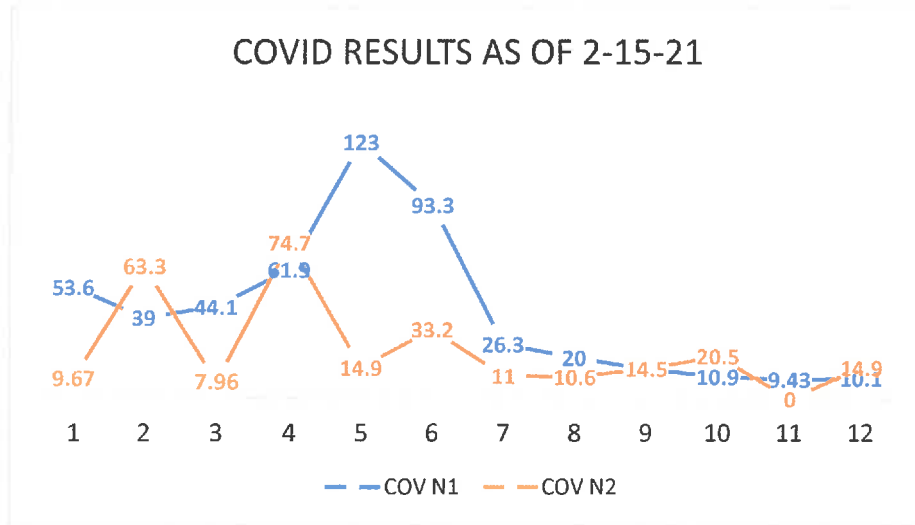


Total gallons of chlorine used was 383.86 @\$2.09 gallon = \$520.58.

We had 4.58 inches of rain. There were no reported overflows.

The Wastewater Plant has some type of electrical surge this month. The heating unit went out along with the gate and RAS pumps. All were repaired. Total Comfort completed the heating unit and Wascon repaired the RAS pump controls.

COVID 19 testing is show a decrease since December 28, 2020.



Safety Meetings:

February 10, 2021

Infectious Disease Prevention- Intro to Bacteria and Viruses

Toolbox Talk #123

February 17, 2021

Biological Hazards- Primary Modes of Bacteria and Virus Transmission

Toolbox Talk #124

Fire Safety

City of Kingston Safety Newsletter



Water Distribution/Collection

February 2021

| Services | Total |
|------------------------------|-------|
| After Hours-Sewer | 0 |
| After Hours-Water | 2 |
| Door Hanger | 0 |
| Profile | 2 |
| Road Cut | 0 |
| Service Line Leak/Line Break | 0 |
| Sewer-Miscellaneous | 0 |
| Disconnect for Non-Payment | 37 |
| Water/Sewer Service Estimate | 4 |
| Water-Check for Leak | 6 |
| Water-Miscellaneous | 52 |
| Water-Hydrant | 0 |
| Water-Re-Read/Manual Read | 44 |
| Yard Work | 0 |
| | |
| Connect Order | 27 |
| Disconnect Order | 28 |
| Water Tap-New Account Number | 0 |
| | |
| 811 Locates | 50 |
| | |



Kingston Water Department Distribution & Collection Monthly Safety Training

Date: 2-16-21

Topic: Fire Safety

Instructor:

Employees in Attendance:

| Printed Name | Signature |
|----------------|-----------------------|
| James Evans | <i>James Evans</i> |
| Greg Sexton | <i>Greg Sexton</i> |
| JAMES Tipton | <i>J. Tipton</i> |
| David Loy | <i>David Loy</i> |
| David Alford | <i>David Alford</i> |
| Kevin Hamilton | <i>Kevin Hamilton</i> |
| Mike Solly | <i>Mike Solly</i> |
| | |
| | |

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

1 March 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 February 2021

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. The Wi-Fi is still on 24/7 in the parking area of the Library for patron's use. I am still dropping off overstock books to the assistant living facilities monthly. 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.

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.

The staff is finishing up Webinar classes that are mandatory for the state. All my grants are completed at this time. We will start our weeding of older books in March. Our former director

who moved to Kentucky reached out to me last week and told me her Library is also doing curbside service and not allowing anyone in the building, no computer service, copies etc. We are taking things on a month to month basis. I'm hoping things get back to a semi normal routine soon. This have been a very tedious time for the staff, patrons and our community.

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
FEBRUARY 16, 2021
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

Notice: This meeting is open to the public. Social distancing guidelines must be adhered to and all attendees will be required to wear masks.

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

| <u>ACTIVITY</u> | <u>ACTION</u> |
|--|----------------------|
| Minutes from Board Meeting on January 19, 2021 | Approval |
| December 2020 Financial Statements | Approval |
| December 2020 Budget Report | Information |
| February 2021 Accounts Payable | Acceptance |
| Manager's Report | Acceptance |
| Visitor Comments | |

Old:

- | | |
|---------------------------|-------------|
| 1. Cash Handling Services | Information |
|---------------------------|-------------|

New:

- | | |
|---------------------------------------|----------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. Power Supply Flexibility Agreement | Approval |
| 4. Green Connect Agreement | Approval |
| 5. Bad Debts | Approval |

Announcements

March 2021 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on January 19, 2021. Board members present were Childs, Davis, Holloway, Layne and McCullough. Due to the COVID-19 pandemic that is still affecting our area, Board Chairman Holloway elected to close this month's meeting to the public. The meeting was conducted in accordance with Governor Lee's Executive Order #65 which allows governing bodies to meet electronically through December 27, 2020. The platform or application used for the meeting was Zoom®. Part of the way through the meeting, Mr. Layne lost communications.

A motion was made by Davis, seconded by Childs to approve the minutes as recorded for the board meeting held on December 15, 2020. All voted yes.

A motion was made by McCullough, seconded by Layne to approve the November 2020 Financial Statements. Manager Bear gave an update on the most recent financial analysis completed by Chris Mitchell and delivered to staff on January 18, 2021. This included a report on the wholesale power invoice for December 2020. The peak demand was the highest since at least 2012. Energy sales were also up but the overall load factor for the month was 56.3% which is low. Pandemic and partnership credits for the current fiscal year were over \$379k (combined) which has helped to improve the utility's cash position. As of now, there are no plans to recommend a rate increase for the next fiscal year. All voted yes.

There were no questions about the November 2020 Budget Report.

A motion was made by Davis, seconded by Layne to approve the January 2021 Accounts Payable. All voted yes.

As part of the Manager's Report, Manager Bear updated the Board on the recent meeting with Steve Noe of Seven States Power Corporation (7SPC) to begin work on a "Request-For-Proposal" (RFP) to consider a solar project for power supply flexibility. Mr. Noe had asked if the Board would consider a proposal from 7SPC to partner with Rockwood Electric to develop a purchase power agreement (PPA) for the Utility to buy the power and 7SPC own the system. REU could decide much later on if they want to own the system or continue purchasing power. Rockwood Electric Utility is a partial owner of 7SPC. A motion was made by McCullough, seconded by Childs to consider a proposal ahead of, and potentially instead of, an RFP. Manager Bear also asked if the Board wished for our legal counsel to participate in the upcoming TVPPA Legal Conference which was scheduled for February 3-5, 2021. It is a virtual conference so there is no travel or lodging required. All indicated that legal counsel should participate. There were no other questions about any of the information contained in the Manager's Report. A motion was made by Davis, seconded by Layne to accept the Manager's Report. All voted yes.

A motion was made by McCullough, seconded by Davis to approve the purchase of two (2) reels of #1/0 AWG, URD primary cable from Power Supply Company, LLC at an estimated cost of \$12,750.00. All voted yes.

A motion was made by McCullough, seconded by Childs to purchase a load of 50' wood poles from Thomasson Company to replenish our stock at a cost of \$8,527.75. All voted yes.

There were no new projects to approve.

A motion was made by McCullough, seconded by Davis to approve the rate increase from Loomis for cash-handling services. The increase is \$39.80 per month per location. Loomis is proposing a new, 3-year agreement with a reduction in the rate. Manager Bear asked the Board if they were interested in looking at other options before considering Loomis' proposal and the Board indicated they were. The current agreement expires in April. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the amendment to TVA's C&I Incentive Agreement. The amendment requires incentive payments made to Participants in the amount equal to or greater than \$12,000 to be processed through the wholesale power invoice. Payments equal to \$11,999.99 or less will be processed and paid by the Program Administrator to the Participant. All voted yes.

A motion was made by Davis, seconded by Childs to approve extending the provisions of the Emergency Paid Sick Leave Act (EPSLA) through March 31, 2021. All criteria for use of the leave will remain the same. All voted yes.

A motion was made by Childs, seconded by Davis to approve the write-off of uncollectible debts for the period of October 2020 in the amount of \$1,375.14 and noted the bad debts collected for December 2020 were \$2,639.63. All voted yes.

Chairman Holloway announced the next Board meeting will be held at 4:30 on February 16, 2021. It will be determined at that time if the meeting will be open to the public.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by K. Bear

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-192)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

DECEMBER 2020

PAGE 1

BALANCE SHEET

| ASSETS AND OTHER DEBITS | ITEM NO | AMOUNT |
|---|---------|---------------|
| UTILITY PLANT | | |
| Electric Plant | 1 | 66,159,635.16 |
| Less Depreciation | 2 | 18,432,172.09 |
| Total | 3 | 47,727,463.07 |
| Unamortized acq. adj. | 4 | |
| Other utility plant - net. | 5 | |
| Total Plant - net | 6 | 47,727,463.07 |
| OTHER PROPERTY AND INVESTMENTS | | |
| Nonutility property - net. | 7 | |
| Other investments | 8 | 39,135.29 |
| Sinking funds | 9 | |
| Depreciation funds | 10 | |
| Other special funds | 12 | 3,844,451.00 |
| Total | 13 | 3,883,586.29 |
| CURRENT AND ACCRUED ASSETS | | |
| General cash and temporary cash investments | 14 | 4,994,227.18 |
| Accounts receivable | 15 | 2,026,908.68 |
| Materials and supplies | 16 | 413,315.79 |
| Prepayments | 17 | 11,214.96 |
| Other current assets | 18 | 1,104,713.93 |
| Total | 19 | 8,550,380.54 |
| DEFERRED DEBITS | | |
| Debt expense | 20 | |
| Preliminary survey | 21 | |
| Clearing accounts | 22 | (4,152.59) |
| Energy Service Loans receivables | 24 | 114,170.93 |
| Deferred costs on TVA Leases | 25 | |
| Other deferred debits | 26 | |
| Total | 27 | 110,018.34 |
| TOTAL ASSETS AND OTHER DEBITS | 28 | 60,271,448.24 |

| LIABILITIES AND OTHER CREDITS | ITEM NO | AMOUNT |
|--|---------|---------------|
| CAPITAL | | |
| Membership certificates | 30 | |
| EARNINGS REINVESTED IN SYSTEM ASSETS | | |
| Beginning of year | 33 | 44,773,353.52 |
| Current year to date | 34 | 1,067,867.45 |
| Total | 35 | 45,841,020.97 |
| LONG-TERM DEBT | | |
| RUS | 36 | |
| CFC | 37 | |
| CoBank | 38 | |
| Bonds and other long-term debt | 39.1 | 3,500,000.00 |
| TVA | 39.3 | |
| Debt premium and discount | 40 | 33,462.88 |
| Total | 41 | 3,533,462.88 |
| OTHER NON-CURRENT LIABILITIES | | |
| Postretirement Benefits | 39.2 | 4,433,614.48 |
| Energy Service Loans - Advances | 42 | 111,766.22 |
| Energy Service Loans - Other | 43 | |
| Total | 44 | 4,545,380.70 |
| CURRENT AND ACCRUED LIABILITIES | | |
| TVA notes payable | 45.1 | |
| Other notes payable | 45.2 | |
| Accounts payable | 46 | 4,182,470.19 |
| Customer deposits | 47 | 1,308,167.71 |
| Taxes and equivalents accrued | 48 | (6,892.62) |
| Interest accrued - RUS | 49 | |
| Interest accrued - CFC | 50 | |
| Interest accrued - CoBank | 51 | |
| Interest accrued - TVA | 52.1 | |
| Interest accrued - other | 52.2 | |
| Other current liabilities | 53 | 895,142.41 |
| Total | 54 | 6,378,887.69 |
| DEFERRED CREDITS | | |
| Advances for construction - refundable | 55 | |
| Other deferred credits | 56 | (27,304.00) |
| Total | 57 | (27,304.00) |
| TOTAL LIABILITIES AND OTHER CREDITS | 58 | 60,271,448.24 |

() Indicates red figures

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

Construction work in progress included in Item No. 1 318,785.65

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

POWER DISTRIBUTORS

O.M.B.NO. 3318-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

| NAME OF REPORTING ORGANIZATION | | FOR MONTH AND YEAR | | PAGE 2 |
|--|----------------|---------------------|----------------------|--------|
| Rockwood Electric Utility | | DECEMBER | 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 | 2,951,873.13 | 16,643,442.91 | |
| Revenue from late payments..... | 60 | 16,549.06 | 78,255.11 | |
| Misc. service revenue..... | 61 | 2,480.00 | 17,890.00 | |
| Rent from electric property..... | 62 | 49,517.76 | 298,906.56 | |
| Other electric revenue..... | 63 | 5.00 | 30.00 | |
| Total operating revenue..... | 64 | 3,020,424.95 | 17,038,524.58 | |
| PURCHASED POWER | | | | |
| Total power cost (page 7, item 342)..... | 65 | 2,141,454.27 | 11,506,270.12 | |
| OPERATING EXPENSE | | | | |
| Transmission expense..... | 66 | | | |
| Distribution expense..... | 67 | 144,173.47 | 609,538.22 | |
| Customer accounts expense..... | 68 | 64,780.86 | 542,403.76 | |
| Customer service and informational expense..... | 69 | 1,614.20 | 3,364.20 | |
| Sales expense..... | 70 | | 12,488.00 | |
| Administrative and general expense..... | 71 | 254,945.32 | 1,217,779.25 | |
| Operating expense..... | 72 | 465,513.85 | 2,385,573.43 | |
| MAINTENANCE EXPENSE | | | | |
| Transmission expense..... | 73 | | | |
| Distribution expense..... | 74 | 91,990.40 | 517,532.13 | |
| Administrative and general expense..... | 75 | | 11,119.60 | |
| Maintenance expense..... | 76 | 91,990.40 | 528,651.73 | |
| OTHER OPERATING EXPENSE | | | | |
| Depreciation expense..... | 77 | 136,284.10 | 812,353.83 | |
| Amortization of acquisition adjustment..... | 78 | | | |
| Taxes and tax equivalents..... | 79 | 129,255.75 | 710,914.82 | |
| Other operating expense..... | 80 | 265,539.85 | 1,523,268.65 | |
| TOTAL OPERATING EXPENSE AND PURCHASE POWER..... | 81 | 2,964,498.37 | 15,943,763.93 | |
| INCOME | | | | |
| Operating income (item 64, less item 81)..... | 82 | 55,926.58 | 1,094,760.65 | |
| Other income..... | 83 | | 9,879.84 | |
| Total income..... | 84 | 55,926.58 | 1,104,640.49 | |
| Miscellaneous income deductions..... | 85 | 5,303.51 | 6,522.62 | |
| Net Income before debt expense..... | 86 | 50,623.07 | 1,098,117.87 | |
| 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 | 32,812.50 | |
| Interest - TVA..... | 90.2 | | | |
| Other interest expense..... | 92 | | | |
| Amortization of debt discount and expense..... | 93 | | | |
| Amortization of premium on debt - credit..... | 94 | (393.68) | (2,362.08) | |
| Total debt expense..... | 95 | 5,075.07 | 30,450.42 | |
| NET INCOME | | | | |
| Income before extraordinary items (item 86, less item 95)..... | 96 | 45,548.00 | 1,067,667.45 | |
| Extraordinary items..... | 97 | | | |
| Net Income..... | 98 | 45,548.00 | 1,067,667.45 | |

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

PAGE 3

Rockwood Electric Utility

DECEMBER 2020

| STATISTICAL DATA | | | | | | |
|---|------------|---------------------|----------------------|------------|---------------------|--------------------|
| CLASS OF SERVICE | ITEM NO | REVENUE | | ITEM NO | KILOWATT-HOURS SOLD | |
| | | THIS MONTH | YEAR TO DATE | | THIS MONTH | YEAR TO DATE |
| Residential. | 100 | 1,846,591.62 | 9,860,672.29 | 107 | 16,427,665 | 86,582,892 |
| Gen. Power - 50 kW & under. | 101 | 397,792.48 | 2,286,071.55 | 108 | 2,817,658 | 16,444,271 |
| Gen. Power - Over 50 kW. | 102 | 660,131.04 | 4,214,867.28 | 109 | 7,262,462 | 47,446,783 |
| Street and athletic - Codes 72, 73 & 74. | 103 | 16,712.93 | 97,875.51 | 110 | 120,631 | 679,381 |
| Outdoor lighting - Codes 75, 77 & 78. | 104 | 30,645.06 | 183,956.28 | 111 | 202,846 | 1,225,381 |
| Subtotal. | 330 | 2,951,873.13 | 16,643,442.91 | | | |
| Unbilled revenue*. | 331 | | | | | |
| Total (page 2, item 59). | 332 | 2,951,873.13 | 16,643,442.91 | 335 | 26,831,262 | 152,378,708 |
| Kilowatt-hours for own use. | | | | 113 | 47,896 | 217,639 |
| Total kilowatt-hours sold and used. | | | | 114 | 26,879,158 | 152,596,347 |
| Kilowatt-hours in unbilled revenue (items 331) above* . . . | | | | 336 | | |

| AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE | Credits | Green Power Revenue |
|---|-----------|---------------------|
| Green Power-Res | N/A | N/A |
| Green Power-GP < 50kW | N/A | N/A |
| Green Power-GP > 50kW | N/A | N/A |
| Gen Partners-Res | \$ 480.57 | N/A |
| Gen Partners-GP<50kW | \$ 440.54 | N/A |
| Gen Partners-GP>50kW | \$ 684.10 | N/A |
| SMC | N/A | N/A |
| EGC | N/A | N/A |
| VCP | N/A | N/A |
| VII | N/A | N/A |

| PURCHASED POWER | | | | | | |
|--|------------|---------------------|----------------------|------------|--------------------------|--------------------|
| TVA | ITEM NO | AMOUNT | | ITEM NO | KILOWATT-HOURS PURCHASED | |
| | | THIS MONTH | YEAR TO DATE | | THIS MONTH | YEAR TO DATE |
| Purchased Power. | 115 | 2,141,454.27 | 11,506,270.12 | 119 | 31,296,705 | 161,685,500 |
| Facilities Rental. | 116 | | | | | |
| Other Charges/Credits. | 117 | | | | | |
| Total from TVA. | 118 | 2,141,454.27 | 11,506,270.12 | 122 | 31,296,705 | 161,685,500 |
| Other Purchased Power*. | 218 | | | 222 | | |
| Subtotal. | 340 | 2,141,454.27 | 11,506,270.12 | | | |
| Unbilled Purchases*. | 341 | | | | | |
| Total (page 2, item 65). | 342 | 2,141,454.27 | 11,506,270.12 | 345 | 31,296,705 | 161,685,500 |
| Less kilowatt hours sold and used (item 114). | | | | 123 | 26,879,158 | 152,596,347 |
| Line losses and kilowatt-hours unaccounted for. | | | | 124 | 4,417,547 | 9,089,153 |
| Percent of losses to purchases (2 decimal places). | | | | 125 | 14.12 | 5.62 |
| Cost per kilowatt-hour including facilities rental (cents). | | | | 127 | 6.842 | 7.116 |
| Kilowatt-hours in unbilled purchases (Item 341) above* . . . | | | | 346 | | |

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

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

DECEMBER 2020

PAGE 3a

CUSTOMER DATA

| CLASS OF SERVICE | THIS MONTH | SAME MONTH LAST YEAR |
|---|---------------|----------------------|
| Residential. | 11,740 | 11,656 |
| Gen. Power - 50 kW & under. | 2,807 | 2,781 |
| Gen. Power - Over 50 kW. | 121 | 129 |
| Street and athletic - Codes 72, 73 & 74. | 39 | 39 |
| Outdoor Lighting - Code 78. | 137 | 133 |
| Total. | 14,844 | 14,738 |
| Special Outdoor Lighting - Code 75. | | |
| Outdoor Lighting - Code 77. | 2,150 | 2,133 |

LONG-TERM DEBT

| CHANGE THIS MONTH | AMOUNT |
|--|---------------------|
| Long-term debt last report (Item 41). | 3,533,856.56 |
| Add new long-term debt this month (page 3). | |
| Total. | 3,533,856.56 |
| Less reductions this month (page 3). | 393.68 |
| Long-term debt this month (Item 41). | 3,533,462.88 |

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals

THIS MONTH

89.36%

YEAR TO DATE

84.63%

Footnotes:

SIGNED

TITLE

Manager of Accounting

DATE PREPARED

January 21, 2021

*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**

February 17, 2021

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The regular monthly E-911 Board meeting will be Thursday, February 25, 2021 at 1:00 P.M., at 4390 Roane State Highway, Arvel McNelly Training Room.

Enclosed please find:

The Agenda for the Board meeting
January 28, 2021 Board Minutes
January 31, 2021 financial report
Fund Balances as of January 31, 2021
January Dispatch Statistics
Policy-Visitors in Dispatch Center, Rev.2
Policy-Computer Acceptable Use and Security

"REMOTE ACCESS INFORMATION"

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

AGENDA
RCECD 911 MONTHLY BOARD MEETING
FEBRUARY 25, 2021 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF JAN UARY 28, 2021
APPROVAL OF JANUARY FINANCIAL REPORTS

PUBLIC COMMENT

COMPTROLLER

JANUARY FUND BALANCES

PERSONNEL COMMITTEE

GENERAL REPORT

BUDGET AND FINANCE COMMITTEE

GENERAL REPORT

BUILDING/ EQUIPMENT COMMITTEE

GENERAL REPORT

DIRECTOR'S REPORT

GENERAL REPORT
JANUARY STATS
NEW POLICIES

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NEW BUSINESS

| 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 | | | | JANUARY | | |
| 3010 TCA Section 7-86-303 Receipts | 640,518 | 53,376.50 | 0.00 | (53,376.50) | 320,259.00 | (320,259.00) |
| 3020 TCA Section 7-86-130 Receipts | 35,000 | 2,916.67 | 0.00 | (2,916.67) | 75,136.00 | 40,136.00 |
| 3060 Local Government Contracts | 674,373 | 56,197.75 | 48,905.33 | (7,292.42) | 386,091.83 | (288,281.17) |
| 3070 Contracted Services | 47,387 | 3,948.92 | 3,948.92 | 0.00 | 27,642.44 | (19,744.56) |
| 3080 Sales & Fees | 250 | 20.83 | 4.25 | (16.58) | 11.05 | (238.95) |
| 5002 Interest Income | 950 | 79.17 | 16.04 | (63.13) | 309.64 | (640.36) |
| 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 | 1,328.60 | (1,779.98) | 68,860.30 | 31,557.30 |
| TOTAL ESTIMATED REVENUE | 1,560,842 | 130,070.17 | 54,203.14 | (75,867.03) | 1,003,371.26 | (557,470.74) |
| ===== | | | | | | |
| SALARIES AND WAGES | | | | | | |
| 4001 Director | 64,000 | 5,333.33 | 4,923.08 | (410.25) | 37,554.09 | (26,445.91) |
| 4002 Administrative Personnel | 123,067 | 10,255.58 | 9,450.00 | (805.58) | 70,843.31 | (52,223.69) |
| 4004 Telecommunicators | 304,762 | 25,396.83 | 27,800.36 | 2,403.53 | 207,606.03 | (97,155.97) |
| 4005 Dispatch Supervisor Personnel | 117,728 | 9,810.67 | 2,776.52 | (7,034.15) | 22,806.92 | (94,921.08) |
| 4006 Mapping/Addressing Personnel | 50,219 | 4,184.92 | 3,918.38 | (266.54) | 29,027.85 | (21,191.15) |
| 4007 Janitor | 4,160 | 346.67 | 0.00 | (346.67) | 0.00 | (4,160.00) |
| 4012 I.T. Personnel | 50,000 | 4,166.67 | 3,846.16 | (320.51) | 28,846.20 | (21,153.80) |
| 4099 Other Payroll Costs | 31,759 | 2,646.58 | 4,546.07 | 1,899.49 | 21,398.83 | (10,360.17) |
| 4101 Social Security | 46,295 | 3,857.92 | 3,533.43 | (324.49) | 25,804.05 | (20,490.95) |
| 4102 Medicare | 10,827 | 902.25 | 826.35 | (75.90) | 6,034.81 | (4,792.19) |
| 4104 Medical Insurance | 147,714 | 12,309.50 | 11,505.45 | (804.05) | 77,382.02 | (70,331.98) |
| 4106 Other Insurance | 1,122 | 93.50 | 93.50 | 0.00 | 649.00 | (473.00) |
| 4107 Unemployment Compensation | 560 | 46.67 | 12.11 | (34.56) | 111.29 | (448.71) |
| 4108 Pension Expense | 41,133 | 3,427.75 | 3,177.58 | (250.17) | 22,650.34 | (18,482.66) |
| 4109 Other Postemployment Benefits | 8,137 | 678.08 | 511.70 | (166.38) | 4,398.80 | (3,738.20) |
| 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) | 2,240.00 | (1,696.00) |
| 4208 Contracts with Vendors | 1,252 | 104.33 | 31.50 | (72.83) | 157.50 | (1,094.50) |
| 4217 Legal Services | 7,500 | 625.00 | 0.00 | (625.00) | 0.00 | (7,500.00) |
| 4218 Maintenance & Warranty Contracts | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4229 Lease/Rental-Admin. Equip/furn/fixt | 1,900 | 158.33 | 150.00 | (8.33) | 996.26 | (903.74) |
| 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 | 194.37 | 69.37 | 521.25 | (978.75) |
| 4237 Dues and Memberships - Admin. | 5,135 | 427.92 | 0.00 | (427.92) | 5,135.00 | 0.00 |
| 4239 Equipment - General (non-capitalized) | 2,500 | 208.33 | 0.00 | (208.33) | 1,410.60 | (1,089.40) |
| 4240 Insurance - Liability | 6,727 | 560.58 | 0.00 | (560.58) | 7,388.00 | 661.00 |
| 4241 Insurance - Worker's Compensation | 1,300 | 108.33 | 0.00 | (108.33) | 946.00 | (354.00) |
| 4242 Maintenance and Repairs - Admin. | 500 | 41.67 | 0.00 | (41.67) | 0.00 | (500.00) |
| 4245 Software & Licensing - Admin. | 1,098 | 91.50 | 328.00 | 236.50 | 938.00 | (160.00) |
| 4246 Supplies & Materials - Admin. | 3,290 | 274.17 | 433.63 | 159.46 | 1,336.79 | (1,953.21) |
| 4247 Training Costs - Administrative | 700 | 58.33 | 0.00 | (58.33) | 0.00 | (700.00) |
| 4248 Travel - Administrative | 3,900 | 325.00 | 209.10 | (115.90) | 645.26 | (3,254.74) |
| 4250 Telephone Costs - Administrative | 2,400 | 200.00 | 177.93 | (22.07) | 1,151.44 | (1,248.56) |
| 4251 Telecomm cell phones/pagers-Admin | 650 | 54.17 | 52.10 | (2.07) | 367.18 | (282.82) |
| 4253 Vehicle Expenses - Administrative | 4,390 | 365.83 | 0.00 | (365.83) | 1,463.12 | (2,926.88) |
| 4254 Vehicle Fuel - Administrative | 1,600 | 133.33 | 76.27 | (57.06) | 577.46 | (1,022.54) |
| 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) | 5,759.21 | (4,240.79) |
| 4307 Utilities | 22,586 | 1,882.17 | 3,516.80 | 1,634.63 | 11,322.49 | (11,263.51) |
| 4333 Maint. And Repairs - Build/Facilities | 1,000 | 83.33 | 0.00 | (83.33) | 351.55 | (648.45) |
| 4338 Insurance - Buildings and Contents | 24,057 | 2,004.75 | 0.00 | (2,004.75) | 12,978.00 | (11,079.00) |
| 4339 Maintenance & Warranty Contracts | 2,800 | 233.33 | 25.00 | (208.33) | 915.00 | (1,885.00) |
| 4340 Supplies and Materials-Build/Facilit. | 10,000 | 833.33 | 128.70 | (704.63) | 1,894.78 | (8,105.22) |
| 4399 Misc. Building and Facilities Costs | 750 | 62.50 | 0.00 | (62.50) | 35.15 | (714.85) |
| COMMUNICATIONS - OPERATIONS | | | | | | |
| 4406 Employee Testing/ Exams- Operations | 3,000 | 250.00 | 0.00 | (250.00) | 1,310.00 | (1,690.00) |
| 4410 Insurance - Equipment (non admin) | 318 | 26.50 | 0.00 | (26.50) | 318.00 | 0.00 |
| 4413 Communications License and Fees | 40,000 | 3,333.33 | 9,815.04 | 6,481.71 | 29,045.88 | (10,954.12) |
| 4418 Training Expenses - Commun. Oper. | 1,500 | 125.00 | 0.00 | (125.00) | 1,074.85 | (425.15) |
| 4419 Travel Expenses - Commun. Operation | 2,100 | 175.00 | 0.00 | (175.00) | 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 | 10,973.90 | (3,141.10) |
| 4427 Equipment - Commun.(not capitalized) | 10,000 | 833.33 | 910.90 | 77.57 | 2,707.20 | (7,292.80) |
| 4430 Language Interpreting | 150 | 12.50 | 0.00 | (12.50) | 34.25 | (115.75) |
| 4431 Maintenance & Warranty Contracts | 29,220 | 2,435.00 | 0.00 | (2,435.00) | 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 | 560.00 | 55.00 | 5,100.00 | (960.00) |
| 4434 Software & License - Communictions | 750 | 62.50 | 0.00 | (62.50) | 0.00 | (750.00) |
| 4435 Supplies, Materials & Serv. - Comm. | 1,300 | 108.33 | 251.64 | 143.31 | 331.37 | (968.63) |
| 4437 Telephone Costs (Call Center Lines) | 18,264 | 1,522.00 | 827.00 | (695.00) | 9,923.85 | (8,340.15) |
| 4438 Telecom. Cell Phones/Pagers-Com/Op | 1,200 | 100.00 | 93.82 | (6.18) | 575.21 | (624.79) |
| 4439 Vehicle Expenses - Operations | 700 | 58.33 | 0.00 | (58.33) | 2,502.00 | 1,802.00 |
| 4440 Vehicle Fuel - Operations | 600 | 50.00 | 0.00 | (50.00) | 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 | 96,592.76 | (17,572.16) | 687,376.22 | (682,602.78) |
| ESTIMATED RECEIPTS | | | | | | |
| ESTIMATED EXPENDITURE | 1,560,842 | | 54,203.14 | | | |
| OVER (UNDER) | 190,863 | | 96,592.76 | | | |
| DEPRECIATION | 58,465 | | | | | |
| OVER(UNDER)AFTER DEPRECIATION | 132,398 | | -42,389.62 | | | |
| Less Building Payment Principal | 28,824 | | | | | |
| OVER (UNDER) AFTER PRINCIPAL | 103,574 | | | | | |
| | | | | | | |
| | | | | | | |

MINUTES OF JANUARY 28, 2021
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, January 28, 2021 at 1:00 pm. at the New E-911 Center, 4390 Roane State Highway, Arvel McNelly Training Room.

MEMBERS PRESENT: Tim Suter, Tony Brown,, Randy Ellis, Jason Jolly, Cecil Crowe, Marilyn Calfee-Remote

MEMBERS ABSENT: Jack Stockton, Brad Daniels, Keith Farmer

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

OTHERS PRESENT: None

CALL TO ORDER:

Chairman Ellis called the meeting to order at 1:00 pm with a quorum of 6 declared. Five members in person and one on remote access.

APPROVAL OF MINUTES:

Mr. Suter made a motion to accept the minutes of December 21, 2020, Mr. Crowe second the motion. There was no discussion. All in person and on remote access voted Aye. Motion carried.

FINANCIAL STATEMENT:

Mr. Brown made a motion to accept the December 2020 financial report. Mr. Jolly second the motion. Mr. Brown asked about the over amount on line item #4439 Communication Vehicle Expenses. This was due to the vehicle insurance being split between the Admin Vehicle Expense line #4253 (Explorer) and the Communications Vehicle Expense line #4439 (Command Truck insurance). When the budget was written both were included on line #4253 but when we were billed it was broken down per vehicle so we did the same in our monthly report. There will need to be a line item adjustment budget amendment made at a future date. All present and remote access voted Aye. Motion carried.

PUBLIC COMMENT: None

FUND BALANCE:

Report given, no questions.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMMITTEE:

Hasn't met

BUDGET COMMITTEE:

Hasn't met.

BUILDING/EQUIPMENT COMMITTEE:

Hasn't met.

DIRECTORS REPORT:

Director Anderson presented the December 2020 and end of year dispatch stats. Director gave an AT&T projected date of move in to the new center of June 17, 2021. If they should have a cancellation they would be able to make it sooner. Metro Communications installed the new radio system and radios last week and is finishing them off today. Replay Systems installed the recorder last week and it is working well. Director and IT Director have been doing some preliminary pre-wiring and connections as they are able. Director stated in reference to the email received from

Upland design Group updating their communication with Monolith and Miller Paving, stating that their claim should be resolved soon. Upland hasn't received any additional information on Monolith's plans for adding the future use conduit and they asked to be updated as we get information for AT&T's work so they can communicate with Monolith as far as timing the completion of their work. Mr. Brown made a motion to ask Mr. Leffew to notify Monolith of our intent to claim item 9.11.1 in the addendum to the original contract which references liquidated damages of 25% of original damages exceeding the 30 calendar days after substantial has been signed. Mr. Jolly second the motion. All present and remote voted Aye. Motion carried. Director informed the board that the State 911 Board is funding a grant that offers Cyber Security Training which we are scheduled next week for this training. After the Nashville bombing we have had several conference calls asking about the effects we experienced. We lost our administrative lines and internet but IT Director Franks was able to temporarily reconnect them using the Command Truck within a few hours. The Roane County School Board will be purchasing several radios from the TVRS in Chattanooga and we will be managing their 800 MHz access as we do for the other agencies in the county. We will not be dispatching for them. Director thanked the Board for his first year on the job and the support they have given him.

CHAIRMAN REPORT

Chairman Ellis thanked Director Anderson for his hard work and dedication he has given to the 911 Center especially since he was hired with so many changes, upgrades and in the middle of a building project. Chairman Ellis also congratulated Ms. Calfee on her recent service award she received. Ms. Calfee stated that she really appreciated being able to serve on the 911 board.

OLD BUSINESS:

None

NEW BUSINESS:

None

ADJOURNMENT:

With no other business to address, Mr. Brown made a motion to dismiss, Mr. Jolly second. All present and remote voted Aye. Meeting dismissed at 1:40 pm. February meeting will be held on Thursday, February 25, 2021 at 1:00 p.m. at 4390 Roane State Highway in the Arvel McNelly Training Room.

Regular December 21,2020 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : January 28, 2021.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

ROANE COUNTY E-911

January 2021 Statistics

| | Jan 2021 | 2021 YTD | 2020 |
|---|--------------|--------------|----------------|
| Calls for service entered into CAD system | 3,919 | 3,919 | 48,696 |
| Average call for service duration (minutes) | 71.2 | 71.2 | 86.4 |
| TELEPHONE | | | |
| 911 calls received | 1,984 | 1,984 | 25,032 |
| Administrative calls inbound | 4,285 | 4,285 | 53,186 |
| Administrative calls outgoing | 2,790 | 2,790 | 31,497 |
| TOTAL: | 9,059 | 9,059 | 109,715 |
| Total phone duration (minutes) | 14,263 | 14,263 | 165,731 |
| RADIO AIRTIME (MINUTES) | | | |
| MAIN D | 5,050 | 5,050 | 56,717 |
| HR DSP | 2,340 | 2,340 | 18,032 |
| FD DSP | 864 | 864 | 8,980 |
| EMS | 1,280 | 1,280 | 11,514 |
| HWY OP | 315 | 315 | 5,229 |
| Ro NET | 10 | 10 | 25 |
| PSAP NET 2 | 14 | 14 | 186 |
| TOTAL: | 9,873 | 9,873 | 100,683 |

FUND BALANCES

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

| | |
|--------------|----------------|
| REVENUE FUND | \$1,840,596.66 |
|--------------|----------------|

| | |
|-------------------|---------------|
| OPERATING ACCOUNT | \$ 132,275.13 |
|-------------------|---------------|

| | |
|-------------|----------------|
| TOTAL FUNDS | \$1,972,871.79 |
|-------------|----------------|

| | |
|--|---------------|
| LESS CAPITAL EQUIPMENT (Set aside 5/28/2020) | \$- 88,467.00 |
|--|---------------|

| | |
|---------------------------------|---------------|
| LESS 800 MHZ SYSTEM MAINTENANCE | \$- 30,250.86 |
|---------------------------------|---------------|

| | |
|--------------------------------|---------------|
| LESS METRO COMM. MOVING RADIOS | \$- 10,796.47 |
|--------------------------------|---------------|

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

| | |
|----------------------------------|-----------------------|
| <u>LESS EST. 3 MONTH RESERVE</u> | <u>\$- 350,000.00</u> |
|----------------------------------|-----------------------|


| | |
|------------------|----------------------|
| TOTAL DESIGNATED | <u>\$-653,285.89</u> |
|------------------|----------------------|

| | |
|---------------------|----------------|
| TOTAL UN-DESIGNATED | \$1,319,585.90 |
|---------------------|----------------|

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

| | |
|--------------------------|-------------|
| BUILDING PROJECT ACCOUNT | \$ 1,086.31 |
|--------------------------|-------------|


| | | |
|---|---|--|
|  | ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT | |
| | VISITORS IN THE DISPATCH CENTER | 02/11/2021 Revision: 2 |
| | | Generated by: Cody Anderson, Director Approved by: |

POLICY:

1. Due to the nature of the dispatch center, the general public will not be allowed to visit without prior approval from the Director or on-duty dispatch supervisor.
2. Any visits should be of a brief duration, generally 15 minutes or less.
3. Any visits should occur only on an occasional basis.
4. Any person entering the dispatch area who is not employed by the emergency communications district shall accurately record their visit in the visitor log book. The dispatch supervisor or senior telecommunicator on shift is responsible for ensuring that all visits are recorded in the log book.
5. At no time will visitors be allowed to disrupt the operations of the E-911 center. If at any time a disruption is noted, the visitor shall be asked to leave.
6. All visitors must be escorted while in the dispatch area and any secured areas of the emergency communications center.
7. With the exception of emergency services personnel in the course of their official duties, no information regarding calls for service, NCIC, or dispatch center operations will be discussed with visitors.
8. NCIC terminals shall be minimized on all computers at any time a visitor is present, with the exception of law enforcement officers.
9. With the exception of legally permitted service animals, no animals shall be allowed within the dispatch center.

THE FOLLOWING SHALL NOT REQUIRE PRIOR APPROVAL:

1. Emergency services personnel in the course of and while conducting their official business.
2. Off-duty personnel on and while conducting official business.
3. Repairmen responding to work on equipment will be allowed to perform the required work. Identity of the repairman shall be verified prior to allowing access to any systems, equipment, or secured areas of the emergency communications center.

| | | |
|---|---|--|
|  | ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT | |
| | COMPUTER ACCEPTABLE USE AND SECURITY | 02/09/2021 Revision: 1 |
| | | Generated by: Cody Anderson, Director |
| | | Approved by: |

SCOPE:

This policy shall apply to all computers, servers, electronic devices, and other information technology systems owned or operated by the Roane County Emergency Communications District (RCECD).

POLICY:

Computers, servers, electronic devices, and other information technology systems owned and/or operated by RCECD will be used in an appropriate manner, with security measures and safeguards in place to ensure proper operation and that the equipment is useful in fulfilling the mission of the RCECD.

ACCEPTABLE USE:


- Computers shall be used only for approved business purposes of the RCECD.
- No user shall perform any action with the intent of causing purposeful disruption of service to the computer system itself or other users of the system.
- Only authorized personnel may operate equipment.
- No changes may be made to any equipment without the express consent of the Executive or Technical Director. This includes changing settings, adding or removing software, or altering hardware devices.
- No user may attempt to access a computer system for which they are not authorized.
- Users are expected to adhere to any additional policies, rules, or guidelines which may apply to specific computer systems or resources in addition to this policy.
- No unauthorized devices may be connected to computers, including flash drives, cell phones (including only for charging), or other peripherals.

USER ACCOUNTS AND PASSWORDS:

Authorized users may be given an individual username and password to access various computer systems. This username and password is specific to the individual and may not be shared or used for another person. No individual may use another's username/password to access any system. Users are expected to take reasonable care to protect passwords and secured computer systems. Users are expected to log out of their user account prior to allowing another person to access or operate a computer system.

Systems with shared passwords (such as logging into Windows) shall only have their passwords shared with authorized users of the device or system.

Passwords may not be posted for viewing by unauthorized individuals.

| | | |
|---|---|--|
|  | ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT | |
| | COMPUTER ACCEPTABLE USE AND SECURITY | 02/09/2021 Revision: 1 |
| | | Generated by: Cody Anderson, Director Approved by: |

Passwords shall be periodically changed, at least once per calendar year. Password selection and complexity should follow established best practices^{1, 2}.

ADMINISTRATOR ACCOUNTS & ADMINISTRATIVE PRIVLEDGES:

Each device or system shall be configured with a generic administrator account and an administrator password. Each administrative password shall be changed at least every six (6) months. Administrative passwords must also be changed any time a personnel change occurs involving personnel who had access to the administrative passwords.

These usernames and passwords shall be maintained in a secure location. Any electronic copies of this record shall be stored as a password protected file.

In general, day-to-day user accounts of computers should not have administrative privileges.

WORKSTATION SECURITY:

All workstations shall be configured to automatically lock and require a password after a period of time as determined appropriate by the Executive Director or Technical Director, based on the location on the workstation, the type of information or systems that may be accessed by that workstation, and other factors.


Users should lock their workstations at any time they must leave the immediate area.

INTERNET ACCESS:

Any internet connection maintained by RCECD shall not be used for any illegal activities, online gambling, viewing websites which may be considered offensive, websites which contain adult content, or other websites or services as determined by the Executive Director.

Computers located in dispatch may not be used for internet access.

RCECD reserves the right to place restrictions on internet access using various technologies. Users are not allowed to circumvent (or attempt to) these restrictions.

| | | |
|---|---|--|
|  | ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT | |
| | COMPUTER ACCEPTABLE USE AND SECURITY | 02/09/2021 Revision: 1 |
| | | Generated by: Cody Anderson, Director |
| | | Approved by: |

EMAIL:

Email accounts provided by RCECD shall be used for official business of the RCECD only and may be subject to monitoring or open records requests of the public.

WIRELESS NETWORK ACCESS:

The primary wireless network shall be used only for devices owned or operated by RCECD. Additional networks, if any, shall have restrictions in place to prevent other devices from accessing RCECD networks and systems. Wireless network passwords shall be changed at least once per calendar year.

MONITORING:

The RCECD maintains the right to monitor and audit the use of any computer system. Users should have no expectation of privacy in regard information accessed or entered into any RCECD computer system or network, including Email.

ANTI-VIRUS SOFTWARE:

The RCECD shall maintain anti-virus software on all computers. The software shall be updated frequently and the computer shall be scanned for viruses on a regular basis.

In the event that a device is suspected or confirmed to be infected with a virus, malware, or other malicious software or hardware, the device shall be immediately removed from the computer network and shut down. Users should not attempt to use the system or connect it to any other devices.

SYSTEM BACKUPS:


Each computer owned or operated by RCECD shall be backed up frequently to prevent data loss. Backups of critical systems should be kept on storage media not connected to any device or network.

Any portable computer (laptop, tablet, etc.) shall be inspected at least monthly, with complete backup taken and virus scan performed.

PHYSICAL PROTECTION OF DEVICES:

Computers and other devices with access to or that store sensitive information shall be protected from theft or improper access. Devices shall be protected by keeping office or room doors closed and locked when an authorized user is not present.

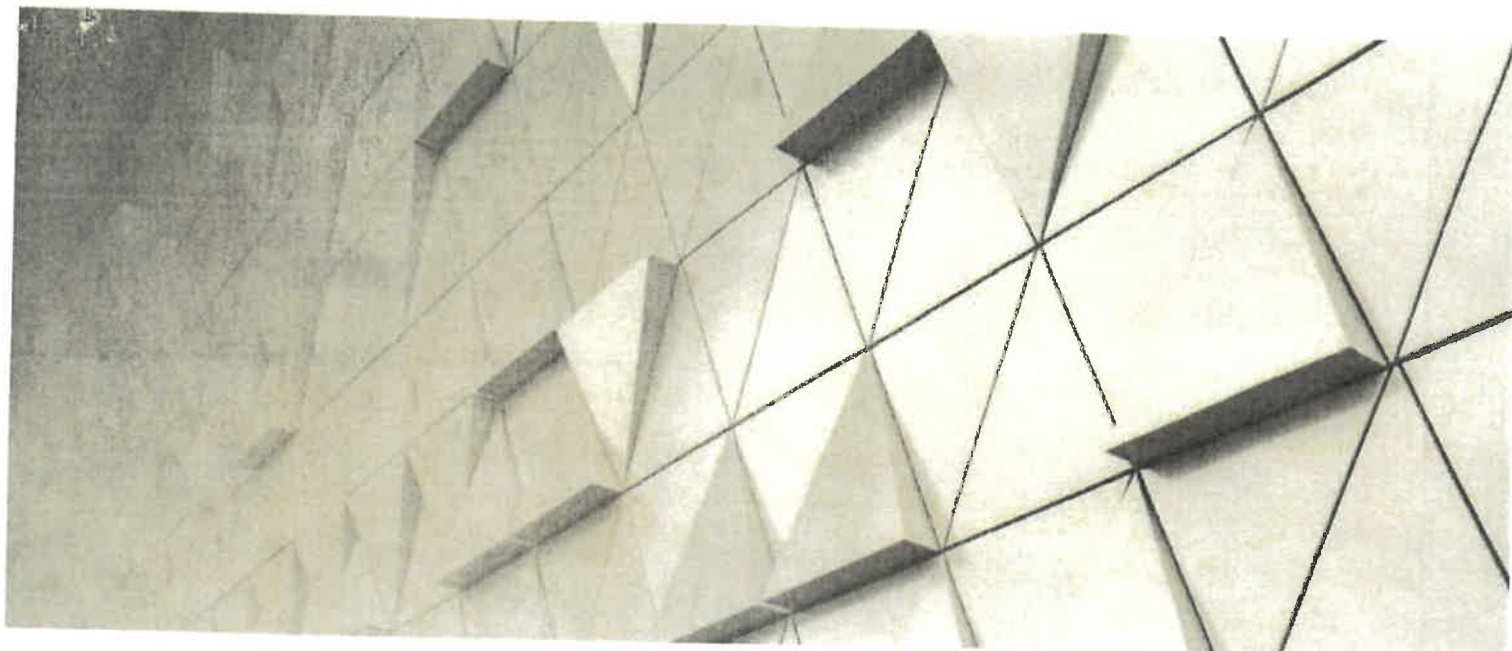
Any lost or missing device must be immediately reported to the Executive or Technical Director.

| | | |
|---|---|--|
|  | ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT | |
| | COMPUTER ACCEPTABLE USE AND SECURITY | 02/09/2021 Revision: 1 |
| | | Generated by: Cody Anderson, Director |
| | | Approved by: |

REFERENCES:

1. <https://us-cert.cisa.gov/ncas/current-activity/2018/03/27/Creating-and-Managing-Strong-Passwords>
2. <https://us-cert.cisa.gov/ncas/tips/ST04-002>

DRAFT



MissionCriticalPartners
Because the Mission Matters

Cybersecurity Assessment

Final Report

PREPARED FEBRUARY 2021 FOR
ROANE COUNTY, TENNESSEE
EMERGENCY COMMUNICATIONS DISTRICT

MissionCriticalPartners.com

Dallas Office | 502 N. Carroll Ave. Suite 120 | Southlake, TX 76092 | 888.8.MCP.911 or 888.862.7911

Table of Contents

Background 1

 Objective and Scope 1

 Delivery 1

 MCP's Model for Advancing Public Safety™ 1

Detailed Findings 2

 Cybersecurity Assessment Overview 2

Recommendations 4

Going Forward 5

Background

Objective and Scope

The Roane County Emergency Communications District (District) operates extensive emergency services communications networks that support the delivery of emergency calls for service and other applications throughout Roane County. The District seeks assurance that all appropriate actions are being taken to avoid disruption to public safety answering point (PSAP) operations due to network failure(s) as a result of a cyberattack(s). To provide this assurance, the Tennessee Emergency Communications Board (TECB) contracted Mission Critical Partners, LLC (MCP) to conduct a thorough cybersecurity assessment specific to the District's customer premise equipment (CPE) network and its computer-aided dispatch (CAD) system network.

Delivery

To ensure the appropriate level of independence and integrity, MCP chose an independent third party—Digital Boundary Group—to conduct the assessment. The assessment, analysis, and reporting provided by Digital Boundary are extensive and detailed. To assist the District in processing this information, MCP is providing this report. Please note that all summary results provided within the report are supported with traceability back to the specific subcontractor reporting, and the original Digital Boundary Group report and associated documents are provided.

MCP's Model for Advancing Public Safety™

The assessment referenced above provides an extensive amount of extremely valuable data. This includes scores and ratings on a large volume of attributes, specific findings (regarding areas of excellence and areas of opportunity), and prioritized recommendations. To assist the District in processing this information, MCP leverages a proprietary methodology, Model for Advancing Public Safety™ (MAPS). Through our knowledge of public safety standards, and with extensive experience concerning public safety network infrastructure, MCP has defined this model to provide:

- A quantitative measurement system to define the appropriate level baseline to operate as "public-safety-grade"
- A means to view assessment results holistically via a visual model
- Full transparency, and traceability, to specific ratings, findings, and prioritized remediation recommendations

Within this report, all scoring, findings, and recommendations have been determined by Digital Boundary Group. MCP translated this content into the MAPS tool. Details of all scoring, findings, and recommendations are available within the Digital Boundary Group report. It is our intent to provide in this report the relevant summary view, with the ability to access extensive detail where desired.

Detailed Findings

Cybersecurity Assessment Overview

As referenced within the Objective and Scope section above, specific assessments were conducted on the District's CPE and CAD networks, the applications that operate on them, and the physical security of computer facilities. Numerous categories were assessed, as listed below, and each category was weighted. Individual scores were assigned to each category, and an overall score was determined to provide the District with a holistic view of the results.

Overall assessment score categories are as follows:

1. Physical security
2. Network management
3. Firewall security
4. Authentication and authorization
5. File system
6. Remote access
7. Network security
8. Host security
9. Content inspection
10. Antivirus
11. Intrusion detection system (IDS)/intrusion prevention system (IPS)
12. Vulnerability

Cybersecurity Assessment

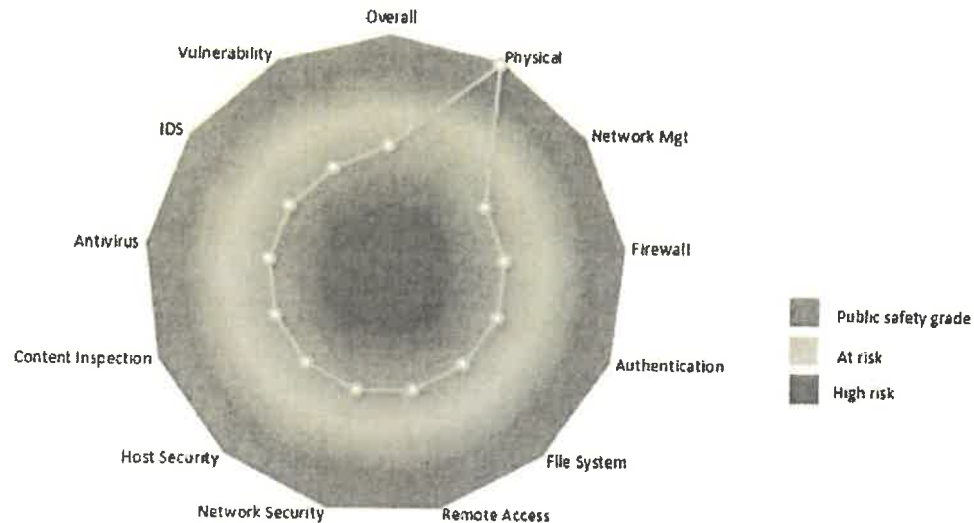


Figure 1: Summary View of Assessment Results

The overall score of the assessment was **54.20%**, which is significantly below public-safety-grade, indicating an unacceptable level of risk of a cyberattack. In context, this is the net result of identified areas of vulnerability and of opportunity—as assessed with an appropriate level of severity.

Key weaknesses are presented below.

- The testing team was able to execute malicious code, which communicated through the application-layer firewall without detection. These are the same tools and tactics used by hackers to infiltrate and maintain control of corporate networks.
- No password auditing tools or scheduled processes to identify if weak or commonly used passwords are in use. These types of solutions would assist the technology team's proactive approach for mitigating bad password practices of end-users. Weak passwords are one of the most common causes of network and data breaches.
- Vulnerability management processes and tools are not implemented to proactively scan the network and applications, identify vulnerabilities and configuration deficiencies, and ensure remediation in a timely manner. Vulnerabilities that are not remediated expose the network, applications, and data to potential exploitation, resulting in the potential for denial of service or exposure of sensitive data.



- Deficiencies identified in operating system hardening permitted exploitation of Windows hosts. Several hosts were identified with remotely exploitable vulnerabilities due to missing operating system or core application patches.
- The SonicWall NSA solution is not currently decrypting or scanning Secure Sockets Layer (SSL) traffic for malicious code at the Internet gateway. Attackers commonly use encrypted channels like HTTPS¹ for communication into and out of networks.
- Unsupported versions of Microsoft Windows Server and Clients were identified throughout the network and, as a result, known security vulnerabilities are likely to be present now or in the future.

Further vulnerabilities are included in Digital Boundary Group's *Remote Network Security Assessment* report prepared for Roane County ECD.

Recommendations

This section contains recommendations for the discovered vulnerabilities identified in the Detailed Findings section above and should be given the highest priority.

1. Disable legacy/unused protocols including SMBv1², NetBIOS³, LLMNR⁴, and WPAD⁵.
2. Procure a vulnerability scanning tool and develop a vulnerability management program that includes scanning, patch management, and remediation validation.
3. Perform server and workstation operating system hardening periodically and verify that settings and policies have been applied correctly.
4. Periodically inspect all firewall rules to ensure they are as restrictive as possible. Restrict egress traffic to only those services necessary for business purposes.
5. Ensure that all administrative accounts have unique, strong passwords at least 15 characters in length. Use Microsoft's free Local Account Password Solution (LAPS) to manage local Administrator passwords.
6. Implement multifactor authentication for all external network access points.

¹ Hypertext Transfer Protocol Secure

² Server Message Block version 1

³ Network Basic Input/Output System

⁴ Link-Local Multicast Name Resolution

⁵ Web Proxy Auto-Discovery

Additional recommendations are included in Digital Boundary Group's *Remote Network Security Assessment* report prepared for Roane County ECD.

Going Forward

Public safety entities throughout the United States continue to be targeted by cybercriminals on an increasing basis. This trend increases the importance of prudent cyber defense, with the first step being an independent, third-party, cybersecurity assessment of the public safety environment. MCP believes that this cybersecurity assessment of the District's CPE and CAD networks and associated applications was critical. We look forward to sharing the results of this effort with the principals within the District and encourage the appropriate sharing of the information with other support vendors, so that they also may contribute to improved cyber defense.

MCP appreciates the opportunity to provide the District with this comprehensive assessment. We thank you for your engagement in this process, and for the significant level of cooperation that we received.