City Manager Report

May 2021

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

Reporting Schedule:

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

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To: Kingston City Council
City Staff
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

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City Manager

Management Report: May 2021

Legislative Accomplishments

A. Approval of the second reading of Ordinance 21-04-13-01, an ordinance amending the zoning map of the City of Kingston, Tennessee by rezoning property located at 1112 Circle Drive, 1110 Circle Drive and 1106 Sevier Ferry Road as shown on Tax Map 047P, Group A, Parcels 027.00, 028.00 and 029.00 together with adjacent road rights of way from C-2 Highway Business to R-1 Residential District

B. Approval of the second reading of Ordinance 21-04-13-02, an ordinance to adopt a Fat-Oil-Grease (FOG) Reduction and Removal Policy for the Water Department

Other Items Considered by the Council

- A proclamation honoring the 2021 Kingston Yellow Jackets Boys Basketball Team

- **External Meetings (all external meetings were held virtually)**
  - Ribbon cutting at OneBank
  - Meeting with Community Development Partners regarding grant opportunities
  - Tennessee RiverLine Local Leadership Team meeting
  - Meeting of the Community Center Feasibility Ad Hoc Committee
  - TRANE kick-off meeting
  - Community Center bid opening
  - 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

May 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:	Preparing Grant Contract	

Notes:

1. Draft contract sent to FHWA for review

TDEC Infrastructure Planning Grant – Water Dept. Mapping

Project Cost:	$50,000	
Engineer/Architect/Consultant:	Community Development Partners	
Contractor:	East TN GIS	
Status (Percent complete)	0%	
Estimated Completion Date	TBD	
Notable outstanding issues:	Application Pending	

Notes:

1. Application has been submitted

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	$593,836.50	$87,670.28	$22,468.00	$5,023.08	
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	$93,140.37	$82,898.81	$137,710.22	
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	$112,336.36	$102,914.10	$128,552.90	
Utility Billing Detail Summary												
Accounts Billed	3833	3846	3845	3847	3848	3852	3842	3836	3842	3852	3890	
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	$333,503.33	$350,774.03	$381,120.90	
New Service	34	61	54	44	41	42	33	31	40	57	80	
Finalled Accounts	33	49	35	38	29	42	33	33	32	35	62	
Past Due Accounts	238	143	108	180	136	231	98	124	76	102	83	
ACH Bank Drafts	853	859	860	857	857	858	861	863	867	870	885	
E-bill Accounts	349	342	340	346	349	346	348	357	363	383	409	
Online Payments	807	746	735	757	761	766	762	757	884	848	792	
Trash Pickup	2450	2455	2457	2459	2460	2461	2457	2450	2457	2467	2487	
Phone Tree Calls	384	176	295	381	244	255	208	218	204	185	78	
NHN per month	$3.00	$2.00	$0.00	$0.00	$0.00	$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	$17,993.55	$17,993.55	$17,993.55	
NHN Disbursed	$0.00	$0.00	$606.17	$588.37	$183.48	$204.09	$202.65	$786.54	$0.00	$0.00	$0.00	
Wtr/Swr Protection	2143	2150	2154	2167	2171	2169	2168	2160	2167	2174	2195	
Water Loss Protection	1178	1181	1184	1183	1184	1190	1188	1185	1178	1184	1202	
Water Line Protection	166	171	171	175	177	180	182	180	186	191	190	
Sewer Line Protection	38	42	43	43	42	42	44	45	49	54	53	
Commercial Single Protection	232	233	232	232	232	233	234	236	238	235	236	
Commercial Multi Protection	5	5	5	5	5	5	5	5	5	5	6	
Commercial Line Protection	2	2	2	2	2	2	2	2	2	2	2	

NEW BUSINESS LICENSES ISSUED FOR APRIL 2021

Halo Salt Cave & Spa, (John W. Davis, Jr) 611 E. Race Street Kingston, TN 37763
Westshore Home, LLC, (William Werzyn Jr.) 742 N. Hall of Fame Drive, Knoxville, TN 37917
Maple Creek Bistro, LLC (Toni Haba) 1000 Ladd Landing Blvd St. #120, Kingston, TN 37763
Skin by TJ, (Teri Jo Robbins) 315 Ellen St. Kingston, TN 37763
Eskola, LLC, (Jon Eskola) 2418 N. Morelock Rd, Morristown, TN 37814

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY MAY 2021

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	$1,616,773	$1,140,300	$1,125,330	$1,123,382	$1,234,550	$1,577,076	$2,167,032	$2,565,590	$2,868,445	$2,636,429	$2,348,732	
CAPITAL RESERVE GF	$307,369	$307,369	$70,595	$70,595	$70,595	$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	$308,330	$308,403	$308,449	
Water/Sewer	$974,090	$1,048,174	$1,085,575	$856,737	$890,756	$675,943	$842,214	$1,451,605	$1,248,952	$1,322,473	$1,346,077	
1999 Bond	$713,723	$236,037	$259,599	$283,026	$306,545	$330,087	$353,535	$377,248	$400,835	$424,307	$78,714	
2004 Bond	$146,731	$150,769	$154,893	$159,031	$163,176	$167,389	$171,427	$175,651	$179,791	$183,930	$113,982	
RDA Reserve Fund	$713,723	$763,723	$814,241	$864,543	$915,100	$965,703	$1,016,038	$516,088	$516,236	$516,357	$516,432	
Drug Fund	$9,694	$10,395	$10,715	$11,131	$10,276	$10,282	$10,303	$10,309	$10,564	$10,861	$10,689	
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**	**$5,603,748**	**$5,473,355**	**$4,793,670**	**$0**

HUMAN RESOURCES REPORT MAY 2021

- *HIRED 2 PART TIME PARK & REC*
- *HIRED 1 FIREFIGHTER*
- *HIRED 3 SEASONAL LIFEGAURDS*
- *CONDUCTED 2 FIRE FIGHTER INTERVIEWS*
- *CONDUCTED LIFE GUARD ORIENTATION*
- *CONDUCTED 1 EXIT INTERVIEW*

TOTAL FULL TIME EMPLOYEES 65 TOTAL PART TIME EMPLOYEES:26 TOTAL SEASONAL EMPLOYEES:15

Monthly Comparative: 91.67%

110 General Fund

		Year-To-Date			Month-To-Date		
Account	**Description**	**Budget Estimate**	**Actual**	**% of Budget**	**Estimate Avg/Mth**	**Actual**	**% of Avg**
Revenues							
31110	Property Taxes (Current)	1,976,000.00	(2,021,135.00)	102.28 %	164,666.67	(5,023.08)	3.05 %
31120	Public Utilities Property Tax (Current)	30,000.00	(34,958.00)	116.53 %	2,500.00	0.00	0.00 %
31211	Property Tax Delinquent - 1st Prior	68,000.00	(72,744.00)	106.98 %	5,666.67	0.00	0.00 %
31212	Property Tax Delinquent - 2nd Prior	40,000.00	(28,831.00)	72.08 %	3,333.33	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	16,000.00	(23,851.83)	149.07 %	1,333.33	0.00	0.00 %
31300	Interest And Court Cost On Prop Tax	35,000.00	(28,912.40)	82.61 %	2,916.67	(225.00)	7.71 %
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	(1,258,970.57)	104.05 %	100,833.33	(128,552.90)	127.49 %
31710	Wholesale Beer Tax	198,000.00	(190,321.25)	96.12 %	16,500.00	(17,832.43)	108.08 %
31720	Wholesale Liquor Tax	54,000.00	(58,487.87)	108.31 %	4,500.00	(8,250.68)	183.35 %
31800	Business Taxes	70,000.00	(86,926.39)	124.18 %	5,833.33	(55,186.23)	946.05 %
31912	Comcast Cable Tv Fees	75,000.00	(82,850.38)	110.47 %	6,250.00	0.00	0.00 %
31913	Bellsouth Cable Fees	10,000.00	(7,644.48)	76.44 %	833.33	0.00	0.00 %
31920	Hotel, Motel Tax	43,000.00	(38,208.56)	88.86 %	3,583.33	(5,225.04)	145.82 %
32210	Beer Permits	1,700.00	(1,808.33)	106.37 %	141.67	0.00	0.00 %
32220	Liquor Licenses	300.00	(528.33)	176.11 %	25.00	0.00	0.00 %
32600	Bza Hearing Fee	0.00	(150.00)	0.00 %	0.00	(50.00)	0.00 %
33202	FEMA Greenway Proceeds	64,947.00	0.00	0.00 %	5,412.25	0.00	0.00 %
33292	Library Grant Proceeds Rda	0.00	(3,040.00)	0.00 %	0.00	0.00	0.00 %
33430	Public Entity Partners Grant Proceeds	0.00	(1,798.68)	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 %
33490	Tema Grant	0.00	(76,751.53)	0.00 %	0.00	0.00	0.00 %
33500	Telecom Interstate Sales	5,000.00	(5,504.60)	110.09 %	416.67	(408.88)	98.13 %

Monthly Comparative: 91.67%

110 General Fund

		Year-To-Date			Month-To-Date		
Account	**Description**	**Budget Estimate**	**Actual**	**% of Budget**	**Estimate Avg/Mth**	**Actual**	**% of Avg**
33510	State Sales Tax	535,478.00	(550,353.49)	102.78 %	44,623.17	(60,812.20)	136.28 %
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	(2,809.33)	100.33 %	233.33	0.00	0.00 %
33540	State Liquor Tax	6,000.00	(5,615.24)	93.59 %	500.00	(536.00)	107.20 %
33551	State Gasoline Fuel Tax	210,000.00	(190,858.58)	90.89 %	17,500.00	(17,641.39)	100.81 %
33552	State-City Streets And Transportation	11,800.00	(10,799.04)	91.52 %	983.33	(981.73)	99.84 %
33555	State Street Contract Maintenance	45,000.00	(16,491.92)	36.65 %	3,750.00	0.00	0.00 %
33580	Sportsbettin Revenue	0.00	(2,192.72)	0.00 %	0.00	(1,427.84)	0.00 %
33590	Tva Solar Energy James Ferry	1,000.00	338.92	-33.89 %	83.33	3,091.43	-3,709.72 %
33591	Gross Receipts - Tva	75,800.00	(52,986.30)	69.90 %	6,316.67	0.00	0.00 %
33593	Corporate Excise Tax	10,000.00	(20,497.03)	204.97 %	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	(2,729.87)	109.19 %	208.33	0.00	0.00 %
34210	Police Service Supplements	9,600.00	(10,400.00)	108.33 %	800.00	0.00	0.00 %
34220	Special Fire Protection Fees	11,600.00	(8,800.00)	75.86 %	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	(310,149.35)	88.61 %	29,166.67	(28,508.11)	97.74 %
34720	Swimming Pool Charges	10,000.00	(4,347.51)	43.48 %	833.33	(1,640.00)	196.80 %
34730	Fort Charges & Donations	500.00	(860.00)	172.00 %	41.67	0.00	0.00 %
34740	Park & Recreation Charges	8,500.00	(11,659.50)	137.17 %	708.33	(1,112.00)	156.99 %
34741	Boat Slip Rental	25,000.00	(24,250.00)	97.00 %	2,083.33	(2,550.00)	122.40 %
34742	Fireworks Donations	20,000.00	(56,215.00)	281.08 %	1,666.67	(18,325.00)	1,099.50 %
34745	Softball Program	3,000.00	(3,875.00)	129.17 %	250.00	0.00	0.00 %

Monthly Comparative: 91.67%

110 General Fund

		Year-To-Date			Month-To-Date		
Account	**Description**	**Budget Estimate**	**Actual**	**% of Budget**	**Estimate Avg/Mth**	**Actual**	**% of Avg**
34746	Fire Dept Donations	4,000.00	(6,871.19)	171.78 %	333.33	(667.00)	200.10 %
34751	Volleyball Program	3,000.00	(3,774.70)	125.82 %	250.00	(1,215.40)	486.16 %
34760	Library- Fines and Penalties	3,500.00	(168.20)	4.81 %	291.67	0.00	0.00 %
34761	Library - Fines And Penalties	0.00	0.00	0.00 %	0.00	0.00	0.00 %
35110	City Court Fines	22,000.00	(16,703.68)	75.93 %	1,833.33	(1,286.35)	70.16 %
35140	Drug Related Fines	2,500.00	(1,519.86)	60.79 %	208.33	(166.25)	79.80 %
35150	Traffic School Charges	2,000.00	(600.00)	30.00 %	166.67	0.00	0.00 %
36100	Interest Earnings	6,000.00	(4,658.71)	77.65 %	500.00	(189.26)	37.85 %
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	(11,927.25)	99.39 %	1,000.00	0.00	0.00 %
36967	Contract Natural Gas	21,500.00	(19,708.37)	91.67 %	1,791.67	(1,791.67)	100.00 %
36971	Contract Billing From Water Dept	485,168.00	(485,168.00)	100.00 %	40,430.67	0.00	0.00 %
	Total Revenues	**6,089,241.00**	**(6,267,030.97)**	**102.92 %**	**507,436.75**	**(356,513.01)**	**70.26 %**
Expenditures							
41100	City Council	(75,005.00)	65,975.41	87.96 %	(6,250.42)	5,230.69	83.69 %
41210	City Court	(27,150.00)	16,875.47	62.16 %	(2,262.50)	1,317.80	58.25 %
41320	City Manager	(112,863.00)	102,074.91	90.44 %	(9,405.25)	12,352.45	131.34 %
41500	Financial Administration	(356,014.00)	255,624.14	71.80 %	(29,667.83)	23,053.96	77.71 %
41700	Planning And Zoning	(10,275.00)	10,212.60	99.39 %	(856.25)	0.00	0.00 %
41810	City Hall Buildings	(97,000.00)	98,548.36	101.60 %	(8,083.33)	8,610.59	106.52 %
41990	General Government	(228,778.00)	224,336.24	98.06 %	(19,064.83)	15,263.93	80.06 %
42100	Police	(1,045,176.00)	898,972.31	86.01 %	(87,098.00)	99,491.51	114.23 %
42152	Automotive Services	(95,000.00)	82,037.96	86.36 %	(7,916.67)	5,663.10	71.53 %

Monthly Comparative: 91.67%

110 General Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
42200	Fire Protection	(1,081,527.00)	941,017.91	87.01 %	(90,127.25)	100,203.03	111.18 %
43100	Public Works	(886,482.00)	707,813.74	79.85 %	(73,873.50)	123,971.39	167.82 %
43190	State Street Aid	(161,500.00)	144,151.27	89.26 %	(13,458.33)	14,001.33	104.03 %
43240	Waste Disposal	(350,000.00)	291,712.01	83.35 %	(29,166.67)	26,988.11	92.53 %
44143	Animal Control/Codes Enforcement	(24,012.00)	13,399.37	55.80 %	(2,001.00)	1,667.10	83.31 %
44400	Parks & Recreation	(790,523.00)	693,413.12	87.72 %	(65,876.92)	79,408.15	120.54 %
44440	Swimming Pool	(40,450.00)	30,746.35	76.01 %	(3,370.83)	5,897.85	174.97 %
44800	Library	(208,294.00)	193,890.20	93.08 %	(17,357.83)	20,243.85	116.63 %
49000	Debt Service	(379,909.00)	360,184.83	94.81 %	(31,659.08)	161,780.85	511.01 %
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)**	**5,289,534.20**	**86.31 %**	**(510,708.83)**	**705,145.69**	**138.07 %**
Total 110	General Fund	**(39,265.00)**	**(977,496.77)**	**-2,489.49 %**	**(3,272.08)**	**348,632.68**	**10,654.76**

Monthly Comparative: 91.67%

122 Drug Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
35140	Drug Fines	16,000.00	(1,519.94)	9.50 %	1,333.33	(166.25)	12.47 %
	Total Revenues	**16,000.00**	**(1,519.94)**	**9.50 %**	**1,333.33**	**(166.25)**	**12.47 %**
Expenditures							
42122	Drug Fund	(16,000.00)	5,407.00	33.79 %	(1,333.33)	0.00	0.00 %
	Total Expenditures	**(16,000.00)**	**5,407.00**	**33.79 %**	**(1,333.33)**	**0.00**	**0.00 %**
Total 122	Drug Fund	**0.00**	**3,887.06**	**100.00 %**	**0.00**	**(166.25)**	**0.00 %**

Monthly Comparative: 91.67%

300 Capital Fund

Account	Description	Year-To-Date Budget Estimate	Year-To-Date Actual	Year-To-Date % of Budget	Month-To-Date Estimate Avg/Mth	Month-To-Date Actual	Month-To-Date % of Avg
Revenues							
36100	Interest Earnings	0.00	(1,079.65)	0.00 %	0.00	(45.57)	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**	**(1,079.65)**	**0.68 %**	**13,212.33**	**(45.57)**	**0.34 %**
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**	**(159,627.65)**	**100.68 %**	**13,212.33**	**(45.57)**	**0.34 %**

Monthly Comparative: 91.67%

413 Water And Sewer

		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	(5,923.42)	120.25 %	410.50	360.58	-87.84 %
37110	Metered Water Sales	1,303,214.00	(1,163,726.15)	89.30 %	108,601.17	(115,862.22)	106.69 %
37114	Serveline Leak Protection	0.00	0.00	0.00 %	0.00	0.00	0.00 %
37117	Outside Water Sales	829,695.00	(770,166.68)	92.83 %	69,141.25	(78,183.33)	113.08 %
37191	Penalties	35,000.00	(29,057.37)	83.02 %	2,916.67	(1,843.47)	63.20 %
37194	Sales Of Materials	37,000.00	(51,390.02)	138.89 %	3,083.33	(991.00)	32.14 %
37195	Installation Charges	74,000.00	(66,542.50)	89.92 %	6,166.67	(6,487.50)	105.20 %
37196	Water User Fees	42,127.00	(36,721.00)	87.17 %	3,510.58	(1,744.00)	49.68 %
37199	Miscellaneous	5,000.00	(8,688.06)	173.76 %	416.67	(2,806.55)	673.57 %
37210	Sewer Service Charges	1,433,641.00	(1,318,726.50)	91.98 %	119,470.08	(131,810.98)	110.33 %
37296	Sewer User Fees	22,128.00	(19,720.00)	89.12 %	1,844.00	0.00	0.00 %
37299	Miscellaneous	3,500.00	(1,415.00)	40.43 %	291.67	(60.00)	20.57 %
	Total Revenues	**3,790,231.00**	**(3,472,076.70)**	**91.61 %**	**315,852.58**	**(339,428.47)**	**107.46 %**
Expenditures							
41500	Financial Administration	(485,168.00)	485,168.00	100.00 %	(40,430.67)	0.00	0.00 %
41990	General Government	(444,035.00)	369,431.09	83.20 %	(37,002.92)	25,952.63	70.14 %
43750	Capital Improvements	(40,000.00)	26,581.70	66.45 %	(3,333.33)	(2,160.00)	-64.80 %
49000	Debt Service	(645,551.00)	656,810.62	101.74 %	(53,795.92)	58,969.42	109.62 %
52113	Purification	(640,580.00)	509,527.78	79.54 %	(53,381.67)	54,358.68	101.83 %
52114	Transmission And Distribution	(809,336.00)	669,794.73	82.76 %	(67,444.67)	81,869.72	121.39 %
52117	Utility Director	(74,360.00)	66,230.50	89.07 %	(6,196.67)	8,907.48	143.75 %
52213	Sewer Treatment And Disposal	(661,502.00)	569,713.29	86.12 %	(55,125.17)	68,758.75	124.73 %
	Total Expenditures	**(3,800,532.00)**	**3,353,257.71**	**88.23 %**	**(316,711.00)**	**296,656.68**	**93.67 %**

Monthly Comparative: 91.67%

413 Water And Sewer

			Year-To-Date			Month-To-Date		
Account		**Description**	**Budget Estimate**	**Actual**	**% of Budget**	**Estimate Avg/Mth**	**Actual**	**% of Avg**
Total	**413**	Water And Sewer	**(10,301.00)**	**(118,818.99)**	**-1,153.47 %**	**(858.42)**	**(42,771.79)**	**-4,982.64**

Everyone is Responsible for the Culture

Click here for an ad-free printable version of this talk!

Everyone is Responsible for the Culture Safety Talk

There is a common saying that safety is everyone's responsibility. What about culture? What is culture and how does it affect safety and the work environment as a whole?

What is Culture?

Culture can be defined many different ways. A basic definition is "culture is the character and personality of an organization". An interesting definition is provided by the CEO of AirBnb, Brian Chesky, in a letter about culture to his employees and why it is important to a company. He defined culture as: *"a shared way of doing something with passion".*

Combining these two definitions together may make for an even better explanation. Culture is **how what you do and how you do it and the effects it has on the character and personality of the organization as a whole and vice versa.**

Building the Culture

In Chesky's letter he goes on to discuss that building culture is done through living the core values of an organization. He states: *"We have the power, by living the (core) values, to build the culture. We also have the power, by breaking the values, to mess up the culture. Each one of us has this opportunity, this burden."*

To further explain himself he discusses why culture is so important to a business. He states: *"Why is culture so important to a business? Here is a simple way to frame it. The stronger the culture, the less corporate process a company needs. When the culture is strong, you can trust everyone to do the right thing. People can be independent and autonomous... Ever notice how families or tribes don't require much process? That is because there is such a strong trust and culture that it supersedes any process. In organizations (or even in a society) where culture is weak, you need an abundance of heavy, precise rules and processes."*

Culture and Workplace Safety

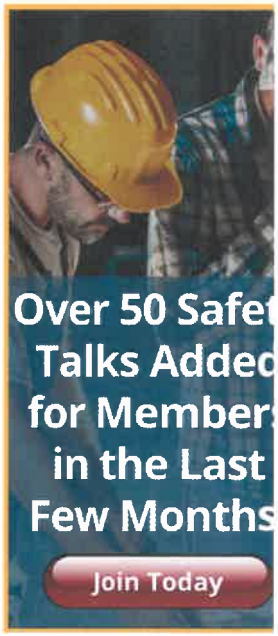
Using the words written in this letter about building culture and the benefits of it we can apply it to workplace safety. A company that truly takes action to ensure the safety of their employees in turn makes caring about employees' well-being one of their core values.

Everyone plays a part in the culture on the job and building the culture (or breaking it). When it comes to safety, the value of caring about your own well-being as well as those around you builds the culture. Actions such as following safety rules, safe work practices, and stopping work to address hazards are some basic examples of living the core value of caring about everyone's well-being on the job. When employees do not want to follow the rules, put others at risk for injury, or take shortcuts then the culture is weakened.

You as an individual worker play a part in the larger culture of the company. If a large part of the workforce on a job is taking shortcuts and ignoring basic safety rules what can be said about the culture there?

The Benefit of Building the Culture

More Content, Support the Si



There is a benefit to everyone at a work site when the culture is built on positive core values. Referring back to the letter, where the CEO states: *"The stronger the culture, the less corporate process a company needs. When the culture is strong you can trust everyone to do the right thing. People can be independent and autonomous."*

When the individuals of a workforce demonstrate that they are committed to living the value of caring for each other's well-being (safety) then there is much more autonomy and trust that is built. Meaning that rules and discipline are not needed to enforce safety; it becomes what is done. This allows for the entire workforce to be able to enjoy a work environment that is more relaxed, respectful, and overall enjoyable to work at compared to working in a place where there is no trust, no autonomy, and where heavy rules and processes are relied on to attempt to force employees to take certain actions.

Summary

Culture is closely connected to safety on the job. When individuals choose to work safely and care about the well-being of each other the culture can be strengthened. When a strong culture is in place through living the core values set by the company, everyone reaps the benefit of working in a safer and more enjoyable workplace.

Check out our longer blog post about this idea by clicking here!

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4 Ways Safety Professionals Can Make Money Online

Bloodborne Pathogens

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Michael Kelly
Haley Brown
Emilye Gage
Marsha Marshall

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

Monies outstanding from August 7, 2007 – May 31, 2021	$ 65,319.89
Monies collected from August 7, 2007 – May 31, 2021	$ 522,474.83

JUDGMENTS		COLLECTED
Total fines and costs billed in court	$ 438.75	
Collected in court on fines and costs		$ 363.75
Amount collected after May 2021 Court		$ .00
Total collected for citations on May 2021		$ 363.75
Amount outstanding for May 2021	$ 75.00	
5 Cash bond forfeitures		$ 568.75
Total amount collected for May 2021 Citations		$ 932.50
Amount collected from previous months/FTA etc.		$ 237.51
Total collected in May 2021		**$ 1,170.01**

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 30th of May 2021

Teresa Johnson

TERESA JOHNSON
Kingston City Court Clerk

Brenda Hall McDonald

BRENDA HALL MCDONALD
Kingston City Judge

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 officers all received training for the month of May 2021. All officers received training in persons that have Mental Health Problems and Autism Awareness. This training was approved by the Tn P.O.S.T. Commission and was a 4 hour block of training, this is required block of training for every officer each year to meet P.O.S.T. Commission standards. This training for both of these classes was taught by Captain Roy Montgomery.

Captain Roy Montgomery GDI/TO
May 31, 2021

KINGSTON POLICE DEPARTMENT -MAY 2021

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	1
Simple Assault	1
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	1
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	**3**

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	
Counterfeiting/Forgery	1
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	2
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	1
Motor Vehicle Theft	1
Robbery	1
Stolen Property Offenses	
Vandalism	2
Subtotal	**8**

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	
Driving Under the Influence	2
Drunkenness	1
Family Offenses, Non-Violent	1
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	28
Total	**32**

Central Dispatch	
Crash Reports	22
Traffic Stops	46
Investigator Needed on Scene	0
Domestic Complaints	11
Escorts Funeral/Other	12
Animal Calls	9
Vandalism	1
Fights	2
Burglar Alarms/Fire Alarms	18
Child Sexual Assaults	1
Forgery	0
Theft	5
Vehicle Theft	0
Public/Motorist Assist	7
Arson/Explosive Devices	0
Other Calls	260
Subtotal	134
Total Calls	**394**

Municipal Codes	
Animal Control Calls to Office	3
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	0
Codes Concerns/warning notices given	3
Codes Violations/Citations	0
Codes Letters Sent	1
Property Maintenance Leins	0
Temporary Signs Removed	22

Patrol Mileage	18,765
Hours Worked	2,900
Reserve Hours Worked	170
Total Overtime Hours	106.22
Total Amount of Overtime Wages	2,995
City Court Citations	11
Warning Citations	0
General Sessions Citations	5
Arrest	21
Juvenile Arrest	0
Incident Reports	41

MAY 2021 CASES PENDING

DATE	LOCATION	ISSUE	ACTION	STATUS
5/30/2021	1100, 1101, 1102, 1103, 1104, 1105 Pineywood	13-103 Stagnant water, 13-106 Health and Sanitation, 13-302 Junked vehicle, 13-402 Dangerous Building, 13-501 Declaratio of nuisances, 13-502 Duty of Maintenance of property, 17-109 Abatement of nuisances, 17-106 Pre-Collecation Pracatices Section 2 par 3	letter send 3/9/2021	Working on getting in complainces with the City. Owner is working on selling the properties
	308 W. Race St	13-502 Duty of Maintenance of private property	letter send 3/23/2021	waiting on materials - still working on property
	513 Highpoint Circle	13-302 abandoned vehicle	letter send 3/23/2021	working on property
	731 Gallaher Rd	13-103 Stagnant water 13-106 Health and sanitation buisances 13-501 Declaration of nuisances 13-502 Duty of maintenance of property	letter send 3/24/2021	new owners working on cleaning up

	Harris Marine	13-102 Smoke, soot, cinder etc 13-103 Stagnant water 13-104 Weeds 13-106 Health & sanitaiton nuisances 13-501 Declaration of nuisances 13-502 Duty of maintenance of private property 13-503 Notificaiton 13-504 Hearing 13-505 Corrective action 13-506 storage of personal property 13-507 Payment of cost 13-508 Judical review 13-509 Penalty for failure of owner to abate		Owner still working on cleaning up the property has until July 1, 2021

MAY 2021 NEW CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
5/30/2021	314 Woodlawn DR	13-104 Weeds 13-106 Health & Sanitation Nuisances 13-302 Wrecked or junked vehicles 13-502 Duty of maintenance of private property	letters mailed	new renters working on cleaning up
	99 Willowbrook Dr	13-302 x 2 Wrecked, junked vehicles 17-105 Collection supervised by city manager 17-106 Pre-Collection practices	letters mailed	cars have been moved into a fence in the back yard

Kingston Fire Department
May 2021

Summary of Month's Activities

Fire Operations

The Department responded to **99** 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
- Station 2 addition completed
- Fire hydrants fully completed

Monthly Overtime
OT Hours: 34
Cost:

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

- Shift Training

	This Month	YTD
Fire Inspections	31	202

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
- Automatic Aid Training with Harriman Fire Department
- FF Milne completed and passed EMT
- FF Dergosits complete 2-week basic FF course at TFACA

Implemented Performance Standards Plan

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

Fleet Maintenance

- Recharge AC system
- New rear tires on E3

Special Projects

-

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

Safety

- Fire sprinklers and standpipes

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction May-21

TOTAL CALLS 99

Category	Total		Total
Structure Fires		Hazardous Calls	
Vehicle Fires		Service Calls	9
Brush/Grass Fires	1	Good Intent Calls	11
Refuse/rubbish Fires	1	Unintentional False	6
Other Fires	2	Other False	
Total Fires	4	**Total False: Total**	26
Rescue and EMS	69	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received		Incidents with Exposures	
Mutual Aid Given			
Fire Service Injuries		**Fire Dollar Loss**	
Non-Fire Service Injury		Property	
Fire Service Death		Contents	
Fire Civilian Injuries		**Non-Fire Dollar Loss**	
Non-Fire Civilian Injuries		Property	
Fire Civilian Death		Contents	
Non-Fire Civilian Death			

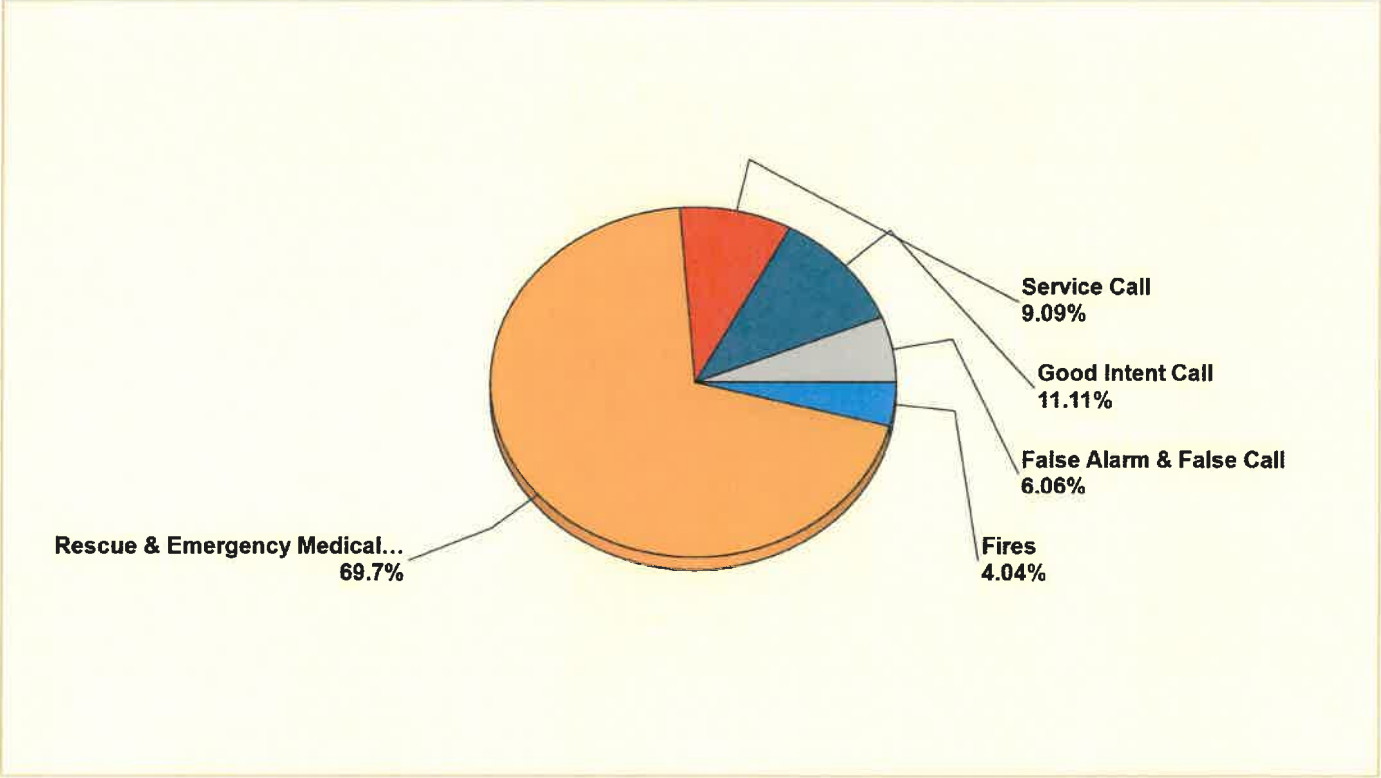
Kingston Fire Department

Kingston, TN

This report was generated on 6/1/2021 3:05:01 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2021 | End Date: 05/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.04%
Rescue & Emergency Medical Service	69	69.7%
Service Call	9	9.09%
Good Intent Call	11	11.11%
False Alarm & False Call	6	6.06%
TOTAL	99	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
100 - Fire, other	1	1.01%
111 - Building fire	1	1.01%
142 - Brush or brush-and-grass mixture fire	1	1.01%
151 - Outside rubbish, trash or waste fire	1	1.01%
311 - Medical assist, assist EMS crew	33	33.33%
320 - Emergency medical service, other	1	1.01%
321 - EMS call, excluding vehicle accident with injury	29	29.29%
322 - Motor vehicle accident with injuries	3	3.03%
324 - Motor vehicle accident with no injuries.	2	2.02%
381 - Rescue or EMS standby	1	1.01%
551 - Assist police or other governmental agency	2	2.02%
553 - Public service	1	1.01%
554 - Assist invalid	2	2.02%
571 - Cover assignment, standby, moveup	4	4.04%
611 - Dispatched & cancelled en route	9	9.09%
622 - No incident found on arrival at dispatch address	1	1.01%
631 - Authorized controlled burning	1	1.01%
700 - False alarm or false call, other	2	2.02%
740 - Unintentional transmission of alarm, other	2	2.02%
743 - Smoke detector activation, no fire - unintentional	1	1.01%
745 - Alarm system activation, no fire - unintentional	1	1.01%
TOTAL INCIDENTS:	99	100%

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

Kingston Fire Department

Kingston, TN

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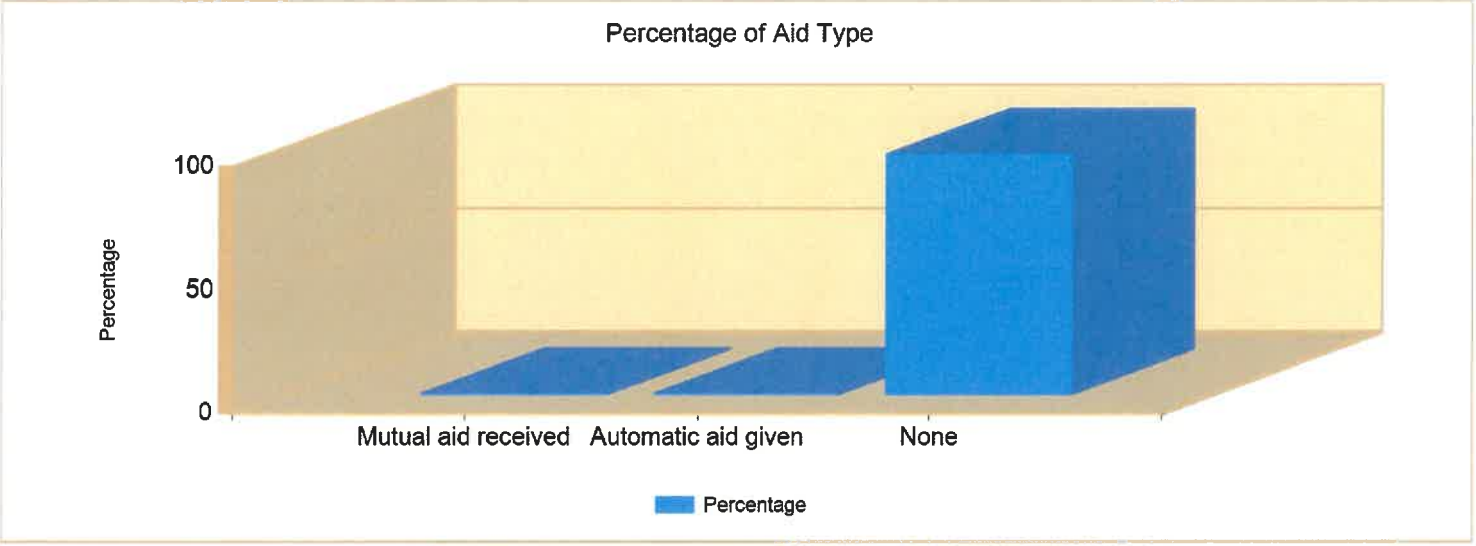
Count of Aid Given and Received for Incidents for Date Range

Start Date: 05/01/2021 | End Date: 05/31/2021



AID TYPE	TOTAL	% of TOTAL
Mutual aid received	1	1.0%
Automatic aid given	1	1.0%
None	97	98.0%

Only REVIEWED incidents included

Kingston Fire Department

Kingston, TN

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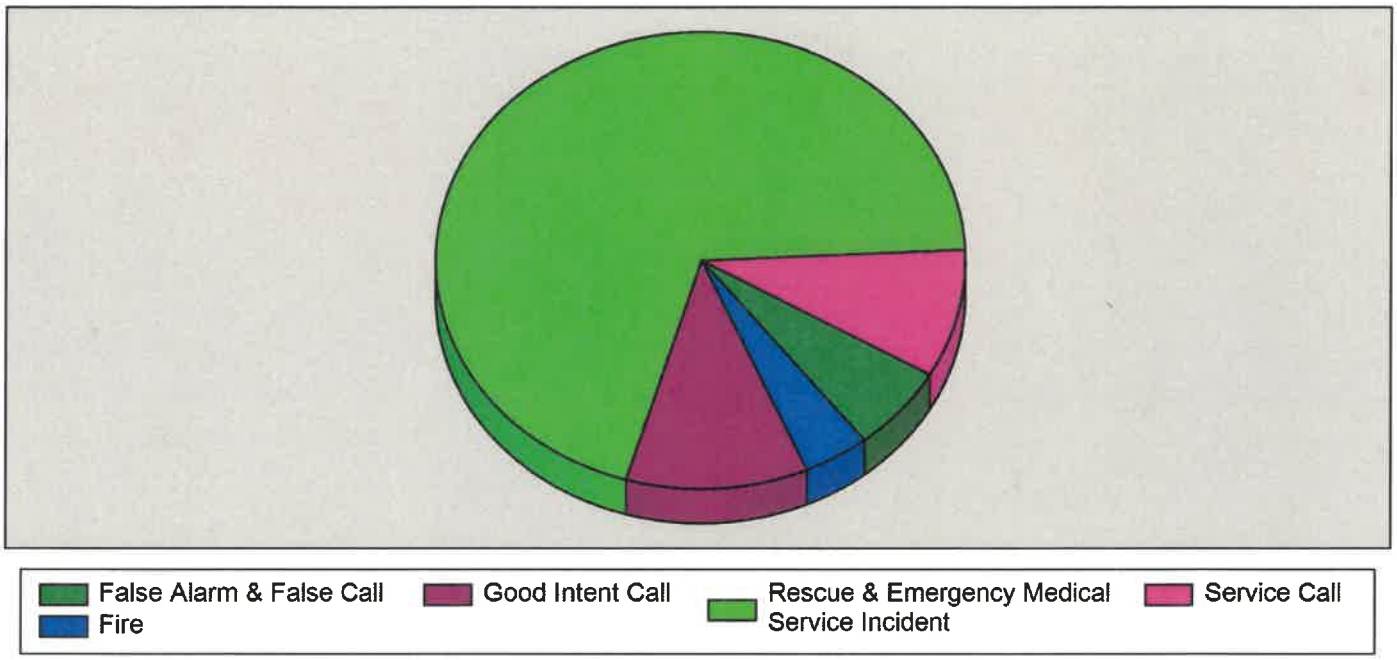
Major Incident Types by Month for Date Range

Start Date: 05/01/2021 | End Date: 05/31/2021



INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	6	6
Fire	4	4
Good Intent Call	11	11
Rescue & Emergency Medical Service Incident	69	69
Service Call	9	9
Total	99	99

Only REVIEWED incidents included

Kingston Fire Department

Kingston, TN

This report was generated on 6/1/2021 3:06:37 PM

Minor Incident Types by Month for Year

Year: 2021

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	SUM
Accident, potential accident	1			1		2
Chemical release, reaction, or toxic condition		1				1
Controlled burning	1			2	1	4
Cover assignment, standby at fire station, move-up	6	3	5	5	4	23
Dispatched and canceled en route	13	8	7	8	9	45
Electrical wiring/equipment problem	1					1
Emergency medical service (EMS) Incident	20	27	31	31	35	144
False alarm and false call, other	1	2	2	1	2	8
Fire in mobile property used as a fixed structure			1			1
Fire, other					1	1
Good intent call, other	1		1			2
Medical assist	17	21	11	19	33	101
Mobile property (vehicle) fire	1	1		3		5
Natural vegetation fire					1	1
Outside rubbish fire				1	1	2
Person in distress	1	1	2			4
Public service assistance	6	7	3	12	5	33
Rescue or EMS standby		1	1		1	3
Steam, other gas mistaken for smoke	1		1	1		3
Structure Fire	1	1			1	3
System or detector malfunction			2	2		4
Unauthorized burning			1			1
Unintentional system/detector operation (no fire)	3	2		3	4	12
Wrong location, no emergency found	3	1		2	1	7
Total	77	76	68	91	99	411

Only REVIEWED incidents included

Kingston Fire Department

Sprinkler Systems and Fire Hydrants

Date & Time 05/17/2021 09:00 - 05/17/2021 13:00 **Location** station 1

Objective This class gives a base knowledge of the sprinkler system types and how they operate and the inner workings of a fire hydrant

Instructors Crawley, Jim (Safety)

Sign-In Sheet

Name	Agency	ID	Signature
Crawley, Jim (Safety)	Kingston Fire Department	1814	
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Williamson, Gary (FF/ Paramedic)	Kingston Fire Department	1809	

Kingston Fire Department

Sprinkler Systems and Fire Hydrants

Class Information			
Date/Time	05/17/2021 09:00 - 05/17/2021 13:00		
Class Length	4:00	**Category**	Shift Training
Station	1 - Station 1	**Evaluation Method(s)**	None
Location	station 1 station 1		
Objective	This class gives a base knowledge of the sprinkler system types and how they operate and the inner workings of a fire hydrant		

Instructors

Name	Instructor Type	Notes
Crawley, Jim (Safety)	Lead Instructor	

Resources

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

Narrative

No narrative has been recorded.

Training Codes

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

People

Name
Crawley, Jim
Edmonds, Clint
Munguia, Michael
Murrell, Jacob
Williamson, Gary

Kingston Fire Department

Sprinkler Systems and Fire Hydrants

Date & Time 05/18/2021 09:00 - 05/18/2021 11:00 **Location**

Objective

Instructors Crawley, Jim (Safety)

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (Captain)	Kingston Fire Department	1804	
Crawley, Jim (Safety)	Kingston Fire Department	1814	
Gordon, Saul W (Chief)	Kingston Fire Department	1800	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1808	
Settles, Jay (LT)	Kingston Fire Department	1805	
Williamson, Jordan (FF)	Kingston Fire Department	1811	

Kingston Fire Department

Sprinkler Systems and Fire Hydrants

Class Information			
Date/Time	05/18/2021 09:00 - 05/18/2021 11:00		
Class Length	2:00	**Category**	Shift Training
Station	1 - Station 1	**Evaluation Method(s)**	None
Location			
Objective			

Instructors

Name	Instructor Type	Notes
Crawley, Jim (Safety)	Lead Instructor	

Resources

Name	Description
Internet Resource	Web pages and documents on the Internet that provide useful information.
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.
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.

Narrative

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Training Codes

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

People

Name
Cloyd, Greg W
Crawley, Jim
Gordon, Saul W
Logan, Jay
Settles, Jay
Williamson, Jordan

Kingston Fire Department

Sprinkler Systems and Fire Hydrants

Date & Time 05/19/2021 08:30 - 05/19/2021 12:30 **Location** station 1

Objective To become more familiar with the operation of sprinkler systems and fire hydrants

Instructors Crawley, Jim (Safety)

Sign-In Sheet

Name	Agency	ID	Signature
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Milne, Ryan (FF)	Kingston Fire Department	1810	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	

Kingston Fire Department

Sprinkler Systems and Fire Hydrants

Class Information			
Date/Time	05/19/2021 08:30 - 05/19/2021 12:30		
Class Length	4:00	**Category**	Shift Training
Station	1 - Station 1	**Evaluation Method(s)**	None
Location	station 1 station 1		
Objective	To become more familiar with the operation of sprinkler systems and fire hydrants		

Instructors

Name	Instructor Type	Notes
Crawley, Jim (Safety)	Lead Instructor	

Resources

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

Narrative

MEMBERS ON SHIFT REVIEWED SPRINKLER SYSTEMS AND HOW THEY OPERATE. MEMBERS REVIEWED ALL DIFFERENT TYPES OF SPRINKLER SYSTEMS AND HOW THEY EACH FUNCTION DIFFERENTLY THEN THE OTHERS. MEMBERS REVIEWED THE COMPONENTS OF THE SYSTEMS. MEMBERS ALSO REVIEWED FIRE HYDRANTS. MEMBERS REVIEWED THE COMPONENTS OF FIRE HYDRANTS AND HOW THEY OPERAT

Training Codes

Category	Code	Description	Type
Shift Training	ST	daily shift training	Agency

People

Name
Goss, Bradley
Milne, Ryan
Murrell, Jacob
Woody, Josh D

Public Works Report May 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: _ Loads___76_
Recycled materials collected: trailer_____

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	8 loads	281 Loads
Culverts/Storm Drains Cleaned	3	498
Curb/Sidewalk Repair/Install/Remove	300 ft.	1235ft
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)	1	74
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)	3	145
Streets Striped	0	3
Tennessee One Calls	4	46
Traffic Signal Repair	0	19
Tree Trimming Requests	2	15

Vehicle Maintenance – Routine	7	172
Vehicle Maintenance – Unscheduled	3	74
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects –
Daily underground storage tank testing –N/A
Monthly fuel pump inspection and cleaning- N/A
Monthly safety meetings- 1
Weekly departmental meetings and monthly staff safety meetings-3
Sign repair, new sign installations- 1
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-
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

Kingston Parks & Recreation

May 2021

- Fundraising for the Smokin' the Water Event Continues (Current Donations: $48,850)
- Metal Tin roof installed on the Batting Facility
- Hired new lifeguards for the 2021 Swim Season (Still Open for new applicants)
- Hosted the Bunch Marine Team Trail Fishing Tournament (Over 130 Boats)
- High School Bass Tournament (147 Boats)
- Finally able to get the State Prisoners to assist with weed eating
- Kingston Lakeside Farmers Market Opened May 29th (34 Vendors)
- Southern Creative Productions made a promotional video about Fort Southwest Point
- Hosted "The Stingers" at the Amphitheater paying tribute to RCHS Band Director Zack Williamson
- Fit at the Fort was held at the Amphitheater
- Worked with the Roane County Schools in getting the lights at the Tennis Courts repaired

<u>Upcoming June Events</u>

- St. Jude Fishing Tournament (June 5th)
- South East Wiffle Ball Tournament at Byrd Field (June 5th)
- Southern Creative Productions will be filming at the Fort (June 6th and June 19th)
- Crews will pressure wash and seal the City Park Pavilion, Gravel Pit Pavilion and 58 Landing Pavilion (June 7-9)

<u>Smokin' the Water Events Planned to Date (July 3rd/July 4th)</u>

- <u>July 1st</u>-Close all Parks-Begin setting up Stage and marking off vendor slots, checking electrical
- <u>July 3rd</u>-Car Show @ RCHS Parking Lot (9am-1pm)

- July 3rd-Concert at the Amphitheater (6pm-10pm)
    - 6-6:45-Chris Ariks
    - 7-7:45-Dirt Floor Doctors
    - 8:15-10-Shades
- July 4th
    - 2pm-Vendors begin arriving
    - 2:30pm-Doggie Pageant (Ft Paws Dog Park)
    - 4pm-Road Closes, Kids Zone Begins, Boat Parade registration/line up, Ashwood Rocks performs at the City Park
    - 4:30pm-Boat Parade Begins
    - 5:30pm-Jordan Foster performs
    - 6:00pm-Raft Race lineup
    - 6:30pm-Raft Race Begins
    - 7:00pm-CJ Ausburn performs
    - 8:45pm Chris Hennessee performs

FIREWORKS SIMULCAST ON WIMZ 103.5

KINGSTON PARKS AND RECREATION
BOARD MINUTES
May 10, 2021

PRESENT: Ruth Thompson, Eric Clark, Keenon Heathcoat, Chase Clem, Debbie Russell, Sue Collins, Becky Humphreys

ABSENT: Sammy Frogg, Paul Rodgers, Jamie Davis, Matt Melton

- **GUESTS:** Sonny Hunter
- The meeting called to order by Director Chase Clem 6:15 p.m.
- Chase gave an invocation.
- Minutes from April were approved

UNFINSHED/OLD BUSINESS:

1. **Batting Cage-** The doors and nets are up and is near completion, waiting for roof to be finished.
2. **Community Center Roof** – Meeting on Wednesday, May 12th to give out bid packets.
3. **July 4th Update** – Road Block on June 4th, volunteers needed. We are partnering with Midwest Radio Group: Wimz 105.3 FM, B97 FM, Jack 94.1 FM and "The Duke"95.7 fm. They will be running our ads for the 4th to include our upper-level sponsors.
4. **Red Cross Certification** - We are once again certified to teach Red Cross swim lessons. Some of the lifeguards have taken the Red Cross water safety class to be able to teach Red Cross swim lessons.

NEW BUSINESS:

1. **Community Center-** A committee has been formed to research the building of a new Community Center.
2. **"Fit at the Fort"** - Sat. May 15th 8:30 – 1:00, Various fitness and aerobic classes throughout the day at the Fort, free to the public.
3. **Bands for a concert on July 3rd** – Suggestions for bands to play at the Amphitheatre on the night of July 3rd discussed.

<u>Dates to Remember</u>:

Saturday, May 15th Fit at the Fort
Friday, June 4th Roadblock for July 4th

The meeting was adjourned at 6:45 p.m.

Submitted By: Debbie Russell

APRIL COMMUNITY CENTER MONTHLY REPORT

These are the regularly scheduled on-going meetings and events that were held at the Center during the month of April.

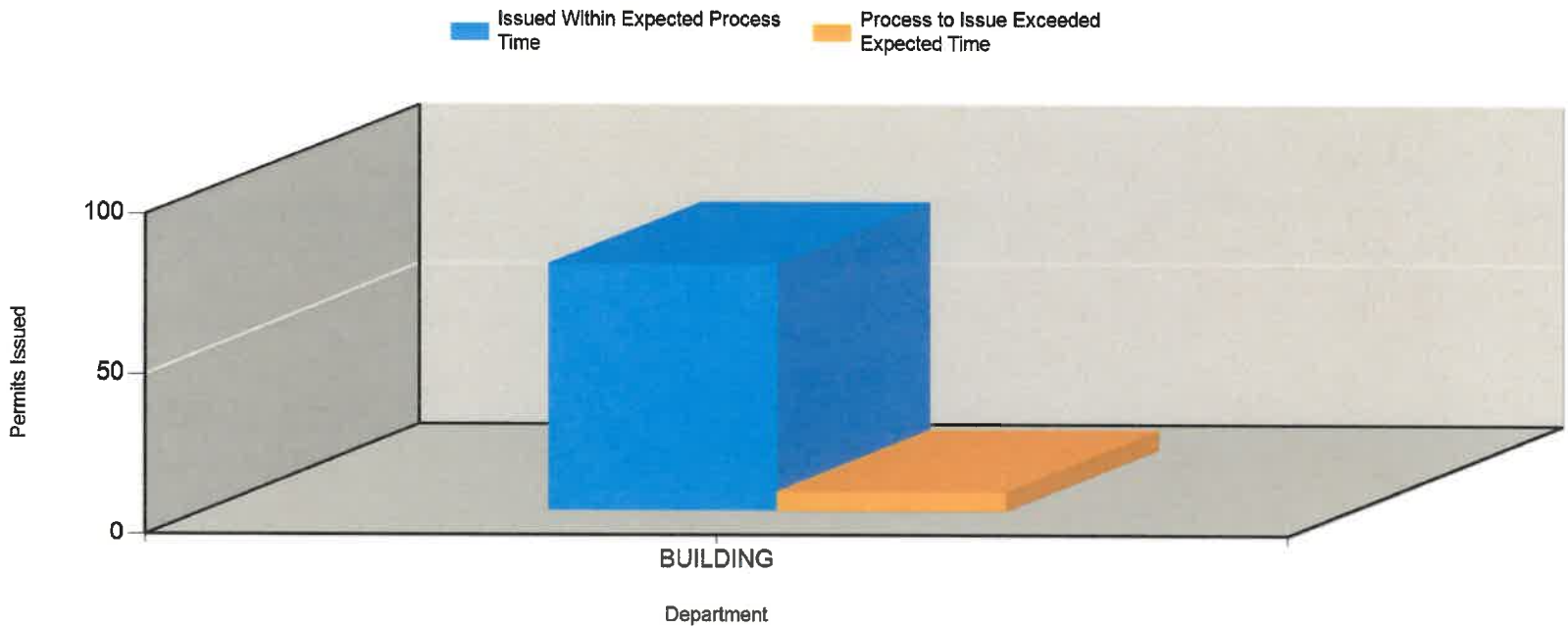
Anybody Can Exercise (ABC)
Zumba Classes
Bounce Aerobic Class
Pound Aerobic Class
Senior Quilting Roane
T.O.P.S.
Roane Country Sewing Club
Kingston Parks & Rec Board
Adult Table Tennis
Kingston Beautification Committee
Outdoor Kingston
Girl Scouts Troops & Leaders

Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 05/01/2021
AND 05/31/2021

Report run on: 06/01/2021 12:22 PM

Permits Issued by Department



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	88	83	Same Day	3.69 Days	1	77	6

Issued Permit Details

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

Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 05/01/2021
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Report run on: 06/01/2021 12:22 PM

BUILDING	BP	BP2021-305 KC Sign / Tennessee River Realty 900 N Kentucky St, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	04/30/2021 05/05/2021	In Process: Waiting: Total Days: Total Cycles:	5 0 5 1
		BP2021-306 Screened porch 103 Mountain View Lane, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	04/30/2021 05/27/2021	In Process: Waiting: Total Days: Total Cycles:	27 0 27 1
		BP2021-308 Carport 118 Lakeview Cove Dr, Loudon, TN 37774	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2021 05/03/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-309 DW 712 Eagle Furnace Rd, Rcokwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2021 05/03/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-310 Porch Roof Only 113 Wise Road, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2021 05/03/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-311 Garage with Living space 733 Paint Rock Valley Rd, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2021 05/03/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-312 Addition 200 Lakeshore Dr, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2021 05/03/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-313 Inground Pool 180 Deer Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2021 05/03/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

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BUILDING	BP	BP2021-314 Sunroom 291 Woody Hill Rd, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/04/2021 05/04/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-315 KC Commercial Remodel 421 Kentuky St N, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/04/2021 05/04/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-316 Pavilion 138 Joel Rd, Oliver Spirngs, Tn 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2021 05/24/2021	In Process: Waiting: Total Days: Total Cycles:	19 0 19 1
		BP2021-317 Storage Building 262 De Armond Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2021 	In Process: Waiting: Total Days: Total Cycles:	27 0 27 1
		BP2021-318 Barn / Tax Exemption Certificate 134 Chamberlain Cove Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2021 05/05/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-319 KC Remodel 149 E Race St, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/05/2021 05/05/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-320 Carport (s) 4717 Kingston Hwy, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/06/2021 05/07/2021	In Process: Waiting: Total Days: Total Cycles:	1 0 1 1
		BP2021-321 Carport & Porch Roofs 238 Willow Dr, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/06/2021 05/06/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

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BUILDING	BP	BP2021-322 DW 158 Paint Rock Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/06/2021 05/06/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-323 Garage 121 Clower Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/06/2021 05/06/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-324 Porch Roof Only 4713 Kingston Highway, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2021 05/07/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-325 Carport 4713 Kingston Highway, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2021 05/07/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-326 Storage Building 1137 River Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2021 05/07/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-327 KC Porch Roof Only 701 Lakewood Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2021 05/07/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-328 Residential Home 145 Sylvan Way, Kingston, TN 37746	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2021 05/07/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-329 Residential Home 260 Waldo Road, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2021 05/07/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

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BUILDING	BP	BP2021-330 176 Galilean Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/10/2021	In Process: Waiting: Total Days: Total Cycles:	22 0 22 1
		BP2021-331 Residential Home 186 Galilean Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/10/2021 05/10/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-332 DW 1848 Swan Pond Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/10/2021	In Process: Waiting: Total Days: Total Cycles:	22 0 22 1
		BP2021-333 Screened in porch with deck 521 Emory River Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/10/2021 05/10/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-334 Garage with carport 284 Holder Hollow Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/10/2021 05/10/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-335 Pool & Deck 410 Morning Drive, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/10/2021 05/10/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-336 Solar Panels 292 Gordan Hollow Rd, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/10/2021 05/13/2021	In Process: Waiting: Total Days: Total Cycles:	3 0 3 1
		BP2021-337 Porch 168 Henley Point, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/11/2021 05/11/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

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BUILDING	BP	BP2021-338 Pole Barn 117 Ellis Rd, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/11/2021 05/11/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-339 Porch & Deck w/ Ramp 117 Ellis Rd, Kingston, Tn 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/11/2021 05/11/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-340 HC Sign / El Cantarito 1011 N Roane St, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/11/2021 05/11/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-341 SW 103 Robinette Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/11/2021 05/11/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-342 Storage Building 101 Orchard Valley Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/12/2021 05/12/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-343 Residential Home 297 E Shore Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/12/2021 05/12/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-344 Pole Barn 220 Speers Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/12/2021 05/12/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-345 Sunroom 165 Cunningham Blvd., Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/13/2021 05/13/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

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BUILDING	BP	BP2021-346	Submitted:	05/13/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Porch	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		262 Manor Road, Kingston, TN 37763	Issued:	05/13/2021		
		BP2021-347	Submitted:	05/13/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Windows & Doors	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		180 Lerchen Rd, Kingston, Tn 37763	Issued:	05/13/2021		
		BP2021-348	Submitted:	05/14/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Garage	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		108 Second Street, Rockwood, TN 37854	Issued:	05/14/2021		
		BP2021-349	Submitted:	05/14/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Carport	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		412 WEBSTER Dr., Rockwood, TN 37854	Issued:	05/14/2021		
		BP2021-350	Submitted:	05/14/2021	In Process:	0
			Technically Complete:		Waiting:	0
		DW	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		196 Lakeshore Vista Drive, Kingston, TN 37763	Issued:	05/14/2021		
		BP2021-351	Submitted:	05/14/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Inground Pool	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		131 Brenray Drive, Harriman, TN 37748	Issued:	05/14/2021		
		BP2021-352	Submitted:	05/17/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Carport	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		222 Willow Dr, Kingston, TN 37763	Issued:	05/17/2021		
		BP2021-353	Submitted:	05/17/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Screened Porch	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		160 Old Coalfield Road, Harriman, TN 37748	Issued:	05/17/2021		

Issued Permits By Department

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BUILDING	BP	BP2021-354 Dock 394 Emory River Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/17/2021 05/17/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-355 HC Commercial Roof / Kroger 1820 Roane State HWY, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/18/2021 05/24/2021	In Process: Waiting: Total Days: Total Cycles:	6 0 6 1
		BP2021-356 HC Remodel 1216 Ruritan Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/18/2021 05/18/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-357 114 Roaming Fawn, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/18/2021 	In Process: Waiting: Total Days: Total Cycles:	14 0 14 1
		BP2021-358 Residential Home 256 Serenity Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/19/2021 05/19/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-359 Inground Pool 109 ROSE Lane, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/19/2021 05/19/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-360 Remodel 469 Blackburn Ln, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2021 05/20/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-361 Attached Carport & Storage 221 Spencer Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2021 05/20/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

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BUILDING	BP	BP2021-362 Dock 215 Admiral Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2021 05/20/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-363 KC Deck 207 Scott Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2021 05/20/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-364 Residential Home 135 East Shore Drive, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2021 05/20/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-365 Remodel 280 Pin Oak Drive, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2021 05/20/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-366 Porch Roof Only 127 Pleasant View Dr, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/20/2021 05/20/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-367 Retaining Wall 1051 Dogwood Valley Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2021 05/21/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-368 Pole Barn / Garage 1051 Dogwood Valley Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2021 05/21/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-369 Ramp 764 Loudon Hwy, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2021 05/21/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

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BUILDING	BP	BP2021-370 Dock Addition 231 Admiral Drive, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2021 05/21/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-371 Inground Pool 143 Rodgers Circle Rd, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/21/2021 	In Process: Waiting: Total Days: Total Cycles:	11 0 11 1
		BP2021-372 Deck Replacement 115 Otawa Point, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/24/2021 05/24/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-373 KC Metal Garage 309 Kingwood St., Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/24/2021 05/24/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-374 Pole Barn 474 Holder Ford Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/24/2021 05/24/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-375 Storage Building 112 Kelyon Drive, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/25/2021 05/25/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-376 Remodel 151 Bowers Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/25/2021 05/25/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-377 KC Commercial Deck 155 Race St, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/25/2021 05/25/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 05/01/2021
AND 05/31/2021

Report run on: 06/01/2021 12:22 PM

BUILDING	BP	BP2021-378 Commerical Sign / The Grove 2150 Kingston Hwy, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/25/2021	In Process: Waiting: Total Days: Total Cycles:	7 0 7 1
		BP2021-379 HC Porches 111 Fairmont Ave, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/25/2021 05/25/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-380 Metal Garage 118 Hughes Rd, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/25/2021 05/25/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-381 HC Remodel 434 Carrol Ave, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/25/2021 05/25/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-382 Deck 201 Hood Dr, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/26/2021 05/26/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-383 Residential Home 213 East Shore Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/26/2021 05/26/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-384 Residential Home 166 East Shore Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/26/2021 05/26/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-385 Garage 166 East Shore Dr, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/26/2021 05/26/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 05/01/2021
AND 05/31/2021

Report run on: 06/01/2021 12:22 PM

BUILDING	BP	BP2021-386 Deck 515 Green Meadows Rd, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/26/2021 05/26/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-387 Carport 156 Meadowlark Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/26/2021 05/26/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-388 OS DW 626 Hen Valley Rd, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/26/2021 05/26/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-389 Pavilion 1097 Hassler Mill Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/27/2021 05/27/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-390 Above ground pool 104 Jones St, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/28/2021 05/28/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-391 DW 121 Odd Fellow Cemetary Road, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/28/2021 	In Process: Waiting: Total Days: Total Cycles:	4 0 4 1
		BP2021-392 DW 16315 Blue Springs Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/28/2021 05/28/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2021-393 Above ground pool 1102 New Midway Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/28/2021 05/28/2021	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 05/01/2021
AND 05/31/2021

Report run on: 06/01/2021 12:22 PM

BUILDING	BP	BP2021-394	Submitted:	05/28/2021	In Process:	0
			Technically Complete:		Waiting:	0
		SW	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		130 Arnold Road, Kingston, TN 37763	Issued:	05/28/2021		
		BP2021-395	Submitted:	05/28/2021	In Process:	0
			Technically Complete:		Waiting:	0
		Metal Garage	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		118 Page Lane, Kingston, TN 37763	Issued:	05/28/2021		

KINGSTON WATER TREATMENT PLANT

MAY OPERATIONS REPORT 2021

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	15,351,000	15,131,000	1.43%	512,000	836,000	306,000
	Effluent (Finish)	13,986,000	13,568,000	2.99%	466,000	649,000	298,000
	Spring Supply	13,854,000	14,375,000	-3.76%	462,000	479,000	449,000
	Total Finish Prod.	27,840,000	27,943,000	-0.37%			
Plant Efficiency		99.49%	99.54%	-0.05%			
Distribution							
GALLONS	Consumption	24,167,500	20,087,100	16.88%			
	Reported Usage	812,000	2,773,000	-241.50%			
	Water Loss	2,860,500	5,082,900	-77.69%			
	%	10.28%	18.19%	-7.92%			

Distribution & WTP Report: 812,000 gals. usage flushing and Tank refilling.

Public Works: No Report

Fire Dept: No Report

Park & Rec: No Report

WWTP: No Report

Note: The Water Production, Consumption and Loss data is for the April 2021 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.
* Mowing, trimming and spraying of grounds, Spring Pump House and Spring Site.
* Regular Chemical Feed Maintenance was performed.
* Had regular Plant Safety Training on Hazard Communication.
* Facilities received daily and regular cleaning and disinfection.
* Scoured / flushed out Plant sampling and wash lines.
* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
* LABTRONX performed the biannual Laboratory & Sampling Equipment Maintenance and Calibrations.
* Replaced Spring Pump House On-Line Turbidimeter.
* Several trees at Plant received storm damage, all was cleaned up and hauled off.
* Storm / Lightning took out Ladd Landing Tank Level Transducer, replaced and sent damaged one off for warranty replacement.
* Had to replace a chemical feeder at Spring Bleach House.
* Rebuilt the Phosphate Chemical Feeder at the Spring Pump House.
* All Generators have been Serviced.

Kingston Water Department
Schedule of Unaccounted For Water
May

(All amounts in gallons)

A	**Water Treated and Purchased**		
B	Water Pumped (potable)	27,840,000	
C	Water Purchased	0	
D	**Total Water Treated and Purchased (Sum Lines B and C)**		27,840,000
E	**Accounted for Water:**		
F	Water Sold	24,167,500	
G	Metered for Consumption (in house usage)	812,000	
H	Fire Department(s) Usage	0	
I	Flushing	0	
J	Tank Cleaning/Filling	0	
K	Street Cleaning	0	
L	Bulk Sales	0	
M	Water Bill Adjustments (+/-)	0	
N	**Total Accounted for Water (Sum Lines F thru M)**		24,979,500
O	**Unaccounted for Water (Line D minus Line N)**		2,860,500
P	**Percent Unaccounted for Water (Line O divided by Line D times 100)**		10.275%

Q Other (explain) See Below

Explain Other:

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

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager

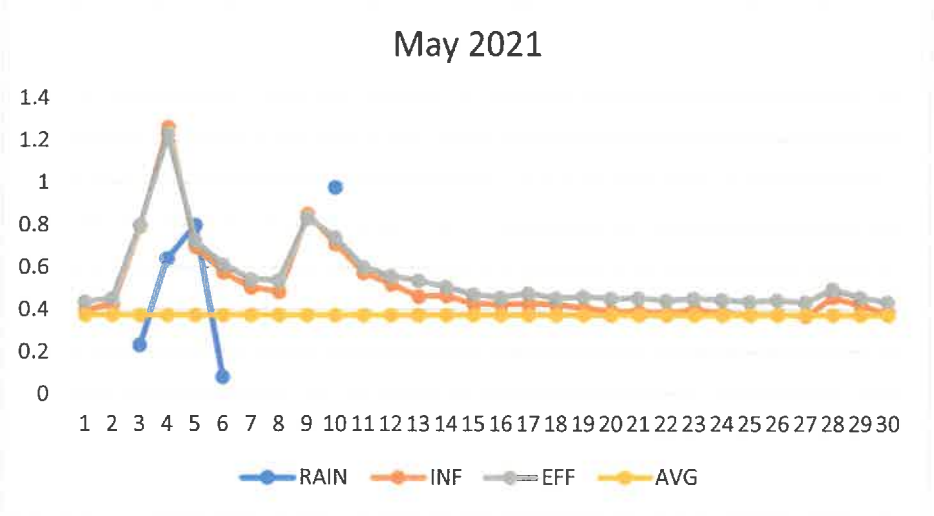
FROM: Tony Workman, WWTP Plant Manager

RE: May 2021 Monthly Report

DATE: June 4, 2021

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.5007	1.2650	.3670	15,521,000
EFFLUENT	.5433	1.2310	.4340	16,841,000

2532 Sewer customers 11,183,900 gallons billed. Daily average .3299 mgd.

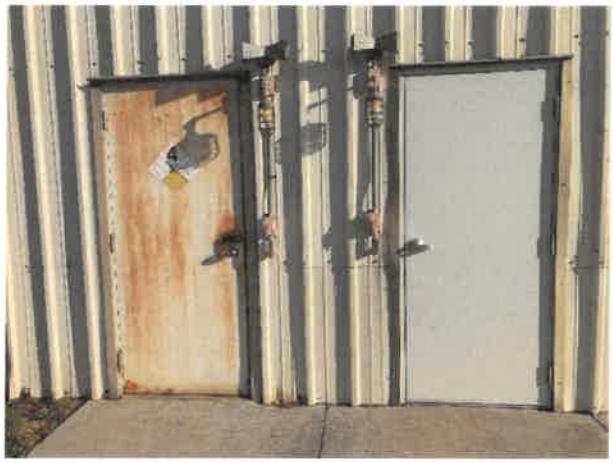


Total gallons of chlorine used was 314.77 @$2.09 gallon = $657.87.

We had 3.18 inches of rain. There were no reported overflows.

COVID 19 testing has stopped due to no increases.

Page and Associates have completed the repairs on the pump room. The doors are the only part remaining. Below are some of the before and after pictures of the repairs. The other doors will be installed and completed this month.



Safety Meetings:

May 6, 2021-

Biological Hazards- Common Signs and Symptoms of Infection

Osha Training Toolbox Talk

May 18, 2021

Biological Hazards- Making the Case for Wearing a Face Mask

OSHA Training Toolbox Talk

May 18, 2021

Forklift Safety

Harvard Campus Services Toolbox Talk #35

Water Distribution/Collection

May 2021

Services	Total
After Hours-Sewer	0
After Hours-Water	1
Door Hanger	12
Profile	1
Road Cut	0
Service Line Leak/Line Break	1
Sewer-Miscellaneous	3
Disconnect for Non-Payment	31
Water/Sewer Service Estimate	5
Water-Check for Leak	9
Water-Miscellaneous	55
Water-Hydrant	0
Water-Re-Read/Manual Read	24
Yard Work	5
Connect Order	48
Disconnect Order	46
Water Tap-New Account Number	2
811 Locates	79

CITY OF
Kingston
TENNESSEE

Kingston Water Department
Distribution & Collection
Monthly Safety Training

Date: 5-26-21

Topic: Heat Stress

Instructor:

Employees in Attendance:

Printed Name	Signature
Greg Sexton	Greg Sexton
Jim Tipton	Jim Tipton
Mike Jolly	Mike Jolly
Kevin Hamilton	Kevin Hamilton
James Evans	James Evans
David Alford	David Alford

900 Waterford Place • Kingston, TN 37763 • (865) 376-6584 • Fax: (865) 376-2325 • www.kingstontn.gov

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

1 June 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 May2021

Summary

The Library opened in April and we still offer curb side to those who want it. Due to tax season we helped a lot of computer users doing taxes this year lucky the time is up.

We proctor the TWRA boat test, and we have been very busy as summer time is here.

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 now available.

The new cameras have been installed and will cover the parking area, the back patio and front doors. Our old system was obsolete. I will also be able to reset the system from an app.

The new LED lights have been installed. The difference is amazing! The Library looks so much better and brighter.

The library grounds have been cleaned up and is looking good.

The state tech will be coming out the first week of June to update all computers and installing new WI-FI extenders.

We have a new service at the Library called NEWSBANK. This service allows anyone who has a Library card to read local and different state newspapers. Just go to our website (www.kingstonpubliclibrarytn.org) and click on resources and scroll down to News bank, enter your Library card number and enjoy daily newspapers at your leisure. This service has been very popular and I have received wonderful feedback.

I have planned my summer reading program for this summer. The programs will be held at the community center this year in June.

Books and other items are still to be quarantined when returned for 3 days. Due to vaccine's becoming more available I am hoping we can start to have programs again at our Library in the near future.

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
MAY 20, 2021
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

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

ACTIVITY	**ACTION**
Minutes from Board Meeting on April 20, 2021	Approval
March 2021 Financial Statements	Approval
March 2021 Budget Report	Information
May 2021 Accounts Payable	Acceptance
Manager's Report	Acceptance
Visitor Comments	

Old:

1. None

New:

1. New Purchases	Approval
2. New Projects	Approval
3. FY 2022 Preliminary Budget	Information
4. Right-of-Way Maintenance for FY 2022	Approval
5. Vehicle Replacement for FY 2022	Approval
6. Application for COVID-19 Community Care Fund	Approval
7. TVA/REU Intent Agreement	Approval
8. Retirement Plan Fees for FY 2022	Approval
9. Annual Contribution to OPEB Benefit Trust for June 30, 2021	Approval
10. Bad Debts	Approval

Announcements

June 2021 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on April 20, 2021. Following a prayer and the Pledge of Allegiance, Chairman Holloway asked for a roll call. Board members present were Childs, Davis, Holloway, Layne, and McCullough. Social distancing guidelines were required for all attendees.

A motion was made by Layne, seconded by Davis to approve the minutes as recorded for the March 16, 2021 Board meeting. All voted yes.

As part of the financial report, Manager Bear stated the financials continue to improve. O&M expenses were slightly higher for the month of February 2021. He also stated information from the meeting with Chris Mitchell on April 12, 2021 was included in the Boardbook for review. REU can expect the fuel cost adjustment to continue increasing but this is a pass thru to customers. Manager Bear also noted that REU should go ahead and submit an Electric Vehicle Rate to TVA for approval in case we have a commercial installation for electric vehicle charging. The next meeting with Chris Mitchell is on July 13, 2021. Marsha O'Keefe informed the Board cash increased $203,906 for the month of February 2021. Year to date cash has increased by $2,410,214. Reports for March 2021 will reflect an increase of approximately $500,000 due to collections for pole rental from AT&T and Comcast. McCullough asked about the long term debt payment and when it's due. O'Keefe stated in June 2021 and the funds have been set aside and are available for the payment. A motion was made by McCullough, seconded by Childs to approve the February Financial Statements. All voted yes.

The February 2021 Budget Report was provided to the Board for information. There were no questions.

Manager Bear commented on the Quarterly Overtime Report. Comparing January 2021, February 2021, and March 2021 to the same quarters in 2020, 2019, and 2018 overtime continues to decrease.

A motion was made by Davis, seconded by Layne to accept the April 2021 Accounts Payable. All vote yes.

As part of the Manager's Report, Manager Bear stated:

- The portal is now active for customers of REU interested in solar installations to use the Green Connect Program. We know of one customer that has initiated a request through the portal.
- April's Safety Meeting was held earlier in the day on Protection and Use of Personal and Vehicle Grounds. May's safety meeting is on May 18, 2021 and it is an annual recertification in Pole Top and Bucket Truck Rescue.
- The line upgrade at Camp Buck Toms has been completed and is now energized. The tear out of the old wire and poles is all that needs to be completed for the overhead portion. They are not ready for the underground services to the new dining hall.
- The City of Kingston is doing a utility audit on their Street Lighting usages. Customer Service Manager, Mike Miller, is working on getting the information for their review. They are also looking to changing out the street lights to LED lighting.

- A preliminary budget will be ready for Board review prior to next month's meeting. Our strategic plan calls for the Board to have this by May 15th each year. The Board will need to approve the final budget prior to the end of June so it can be given to the City of Rockwood for inclusion in their submittals to the State of TN.

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

There were no Visitor Comments.

A motion was made by McCullough, seconded by Childs to approve the recommendation from Manager Bear to approve the contract with Central Service Association (CSA) for their Orbit Interactive Voice Response product. The system is integrated with CSA's Outage Management System which we are already using and in turn, is integrated with our GIS and customer information systems. The new product also includes a Customer Facing Outage Map, which can be viewed by our customers. The remainder of the discounted licensing fee is $11,600 for full deployment of the system. All voted yes.

A motion was made by Davis, seconded by Layne to approve the purchase of (30) 15 KVA CSP transformers at a cost of $20,640 and (20) 25 KVA CSP transformers at a cost of $17,200. Total expenditure is $37,840.00. The lead time is 14-16 weeks. All voted yes.

A motion was made by McCullough, seconded by Childs to ratify a change in the purchase of meters approved at the March 16, 2021 Board meeting. While preparing the purchase order, we were notified by the supplier that the meters are being packaged differently, in quantities of 120 per pallet rather than 96 per pallet which is what the quote was based on. In addition, the cost per meter was reduced from $147.25 per meter to $136.25 per meter. We ordered two pallets at the reduced price, but in a larger quantity. The total cost of the purchase was $32,700 as opposed to the original amount of $28,272. All voted yes.

There are no new projects being recommended that exceed the $10,000 threshold.

The developers of 45 lots at "The Village of Center Farms" have asked if REU would consider accepting credit references as being suitable for security toward project. Manager Bear forwarded the request to our attorney. A motion was made by McCullough, seconded by Davis to have the developers provide a letter of credit or pay for the project upfront. The board approved the project and the aid to construction cost of $119,508.45 at its meeting in October 2020. All voted yes.

At the March meeting, it was noted by Chairman Holloway that with Allan Thompson's decision to leave the utility, a vacancy was created on the Financial Stewardship Committee and asked if Jason Jolly could fill that vacancy. Manager Bear was fairly certain that Mr. Thompson represented the Operations Department and that with Jason Jolly being in that department he could replace Allan. He was hesitant to say anything else but when he checked the "*Committee Organization & Operating Guidelines*" the Board approved over a year ago, He confirmed his suspicion that committee appointments go through a Nominations Committee which are then presented by the Manager to the Board for approval or ratification. He asked Larry Brackett, Chairman of the Nominations Committee, to help address this matter. Based on all this, he

would recommend Jason Jolly be appointed to serve in Allan Thompson's place on the Financial Stewardship Committee and this be properly documented in the meeting minutes. A motion was made by Childs, seconded by Davis to formally appoint Jason Jolly to replace Allan Thompson on the Financial Stewardship Committee. All voted yes.

A motion was made by Layne, seconded by Davis to approve the proposal from Fisher Arnold to complete both an Arc Flash Risk Assessment and a Coordination Study at the Buck Creek and Burke Mill Substations. The total cost is $26,950. All voted yes.

A motion was made by McCullough, seconded by Childs to place Truck #10 for sale on the govdeals.com website. The transmission went out on the truck and to replace it would cost over $4,000. The truck has over 160,000 miles. All voted yes.

A motion was made by McCullough, seconded by Childs to approve the write-off of uncollectible debts for the period of January 2021 in the amount of $850.98 and noted the bad debts collected for March 2021 were $1,367.80. All voted yes.

Chairman Holloway announced the next monthly meeting will be held on May 20, 2021 at 4:30 p.m.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	
Rockwood Electric Utility	MARCH 2021	PAGE 1

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
UTILITY PLANT		
Electric Plant	1	66,281,583.99
Less Depreciation	2	18,762,524.75
Total	3	47,519,059.24
Unamortized acq. adj.	4	
Other utility plant - net	5	
Total Plant - net	6	47,519,059.24
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	6,873,813.61
Accounts receivable	15	1,806,758.12
Materials and supplies	16	417,370.10
Prepayments	17	188,832.92
Other current assets	18	649,060.57
Total	19	9,935,835.32
DEFERRED DEBITS		
Debt expense	20	
Preliminary survey	21	
Clearing accounts	22	
Energy Service Loans receivables	24	101,023.99
Deferred costs on TVA Leases	25	
Other deferred debits	26	
Total	27	101,023.99
TOTAL ASSETS AND OTHER DEBITS	28	61,439,504.84

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	2,550,530.46
Total	35	47,323,883.98
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	32,281.84
Total	41	3,532,281.84
OTHER NON-CURRENT LIABILITIES		
Postretirement Benefits	39.2	4,417,379.41
Energy Service Loans - Advances	42	98,180.73
Energy Service Loans - Other	43	
Total	44	4,515,560.14
CURRENT AND ACCRUED LIABILITIES		
TVA notes payable	45.1	
Other notes payable	45.2	
Accounts payable	46	3,921,129.87
Customer deposits	47	1,329,967.71
Taxes and equivalents accrued	48	15,871.71
Interest accrued - RUS	49	16,406.25
Interest accrued - CFC	50	
Interest accrued -CoBank	51	
Interest accrued -TVA	52.1	
Interest accrued - other	52.2	
Other current liabilities	53	810,974.94
Total	54	6,094,350.48
DEFERRED CREDITS		
Advances for construction - refundable	55	
Other deferred credits	56	(26,571.60)
Total	57	(26,571.60)
TOTAL LIABILITIES AND OTHER CREDITS	58	61,439,504.84

( ) Indicates red figures

CFC or CoBank Investments included in Item No. 8	39,135.29		
Construction work in progress included in Item No. 1	355,564.80	Total miles of distribution lines	
Construction fund included in Item No. 12		Total miles of transmission lines	

Footnotes:

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	PAGE 2
Rockwood Electric Utility	MARCH 2021	

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	2,714,980.36	25,777,571.10
Revenue from late payments	60	18,015.53	121,878.77
Misc. service revenue	61	2,670.00	25,300.00
Rent from electric property	62	49,517.76	447,459.84
Other electric revenue	63	5.00	45.00
Total operating revenue	64	2,785,188.65	26,372,254.71
PURCHASED POWER			
Total power cost (page 7, item 342)	65	1,663,065.06	17,293,339.01
OPERATING EXPENSE			
Transmission expense	66		
Distribution expense	67	101,272.89	941,646.05
Customer accounts expense	68	55,843.50	697,950.98
Customer service and informational expense	69	875.00	5,989.20
Sales expense	70	(240.00)	12,323.00
Administrative and general expense	71	186,817.24	1,806,479.61
Operating expense	72	344,568.63	3,464,388.84
MAINTENANCE EXPENSE			
Transmission expense	73		
Distribution expense	74	71,776.99	719,929.09
Administrative and general expense	75	3,889.85	17,190.45
Maintenance expense	76	75,666.84	737,119.54
OTHER OPERATING EXPENSE			
Depreciation expense	77	136,520.64	1,221,612.32
Amortization of acquisition adjustment	78		
Taxes and tax equivalents	79	116,933.24	1,061,578.04
Other operating expense	80	253,453.88	2,283,190.36
TOTAL OPERATING EXPENSE AND PURCHASE POWER	81	2,336,754.41	23,778,037.75
INCOME			
Operating income (item 64, less item 81)	82	448,434.24	2,594,216.96
Other income	83		9,879.84
Total income	84	448,434.24	2,604,096.80
Miscellaneous income deductions	85		7,890.71
Net income before debt expense	86	448,434.24	2,596,206.09
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	49,218.75
Interest - TVA	90.2		
Other interest expense	92		
Amortization of debt discount and expense	93		
Amortization of premium on debt - credit	94	(393.68)	(3,543.12)
Total debt expense	95	5,075.07	45,675.63
NET INCOME			
Income before extraordinary items (item 86, less item 95)	96	443,359.17	2,550,530.46
Extraordinary items	97		
Net income	98	443,359.17	2,550,530.46

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	MARCH 2021	

STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE THIS MONTH	REVENUE YEAR TO DATE	ITEM NO	KILOWATT-HOURS SOLD THIS MONTH	KILOWATT-HOURS SOLD YEAR TO DATE
Residential	100	1,606,898.45	15,566,040.42	107	13,827,351	137,285,886
Gen. Power - 50 kW & under	101	359,563.12	3,488,675.40	108	2,509,222	25,052,641
Gen. Power - Over 50 kW	102	696,370.41	6,284,187.56	109	7,987,555	70,396,695
Street and athletic - Codes 72, 73 & 74	103	18,327.29	153,721.98	110	129,146	1,114,272
Outdoor lighting - Codes 75, 77 & 78	104	33,821.09	284,945.74	111	202,320	1,833,257
Subtotal	330	2,714,980.36	25,777,571.10			
Unbilled revenue*	331					
Total (page 2, item 59)	332	2,714,980.36	25,777,571.10	335	24,655,594	235,682,751
Kilowatt-hours for own use				113	35,478	349,004
Total kilowatt-hours sold and used				114	24,691,072	236,031,755
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	$ 696.37	N/A
Gen Partners-GP<50kW	$ 680.92	N/A
Gen Partners-GP>50kW	$ 1,290.74	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 THIS MONTH	AMOUNT YEAR TO DATE	ITEM NO	KILOWATT-HOURS PURCHASED THIS MONTH	KILOWATT-HOURS PURCHASED YEAR TO DATE
Purchased Power	115	1,663,065.06	17,293,339.01	119	23,290,725	244,431,260
Facilities Rental	116					
Other Charges/Credits	117					
Total from TVA	118	1,663,065.06	17,293,339.01	122	23,290,725	244,431,260
Other Purchased Power*	218			222		
Subtotal	340	1,663,065.06	17,293,339.01			
Unbilled Purchases*	341					
Total (page 2, item 65)	342	1,663,065.06	17,293,339.01	345	23,290,725	244,431,260
Less kilowatt hours sold and used (item 114)				123	24,691,072	236,031,755
Line losses and kilowatt-hours unaccounted for				124	(1,400,347)	8,399,505
Percent of losses to purchases (2 decimal places)				125	(6.01)	3.44
Cost per kilowatt-hour including facilities rental (cents)				127	7.140	7.075
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	FOR MONTH AND YEAR	
Rockwood Electric Utility	MARCH 2021	PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential	11,784	11,662
Gen. Power - 50 kW & under	2,790	2,761
Gen. Power - Over 50 kW	124	124
Street and athletic - Codes 72, 73 & 74	39	39
Outdoor Lighting - Code 78	129	134
Total	14,866	14,720
Special Outdoor Lighting - Code 75		
Outdoor Lighting - Code 77	2,167	2,139

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41)	3,532,675.52
Add new long-term debt this month (page 3)	
Total	3,532,675.52
Less reductions this month (page 3)	393.68
Long-term debt this month (item 41)	3,532,281.84

OPERATING RATIO	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	74.80%	81.51%

Footnotes:

SIGNED	TITLE	DATE PREPARED
	Manager of Accounting	4/20/2021

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

AGENDA
RCECD 911 MONTHLY BOARD MEETING
MAY 27, 2021 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF APRIL 22, 2021

APPROVAL OF APRIL FINANCIAL REPORTS

PUBLIC COMMENT

COMPTROLLER

APRIL FUND BALANCES

PERSONNEL COMMITTEE

DIRECTOR EVAL FORM

BUDGET AND FINANCE COMMITTEE

SCHEDULE AMENDED BUDGET MEETING

BUILDING/ EQUIPMENT COMMITTEE

COMMITTEE MEETING UPDATE/MINUTES

DIRECTOR'S REPORT

MONOLITH EMAIL

FUTURE USE CONDUIT ESTIMATE

GENERAL REPORT

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NONE

NEW BUSINESS

NONE

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
P.O. BOX 236, 4390 ROANE STATE HIGHWAY
ROCKWOOD, TENNESSEE 37854
865-354-0704 FAX 865-354-8481

May 20, 2021

TO: All Board Members

FROM: Cody Anderson, Kim Tharp

The regular monthly E-911 Board meeting will be Thursday, May 27, 2021 at 1:00 P.M., at 4390 Roane State Highway, Arvel McNelly Training Room.

Enclosed please find:

The Agenda for the Board meeting
April 22, 2021 Board Minutes
April 2021 financial report
Fund Balances as of April 30, 2021
Director Evaluation Form
Building Committee Minutes
Real Estate Assessment Data
Quote from Taylor Telecom Solutions
Monolith Email

"REMOTE ACCESS INFORMATION"
TO CALL IN TO CONFERENCE BRIDGE - PHONE #865-245-1033 PIN # 0911

BUDGET F/Y 2020-2021	APPROVED BY BOARD					
	2020-2021 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER MONTH	ACTUAL YEAR	OVER(UNDER) YEAR
REVENUES				APRIL		
3010 TCA Section 7-86-303 Receipts	640,518	53,376.50	106,753.00	53,376.50	533,765.00	(106,753.00)
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	56,197.75	0.00	561,977.50	(112,395.50)
3070 Contracted Services	47,387	3,948.92	3,948.92	0.00	39,489.20	(7,897.80)
3080 Sales & Fees	250	20.83	28.45	7.62	64.30	(185.70)
5002 Interest Income	950	79.17	17.25	(61.92)	361.15	(588.85)
5006 TECB Subsidies	125,061	10,421.75	41,687.00	31,265.25	208,435.00	83,374.00
5099 Other Non-Operating Revenue	37,303	3,108.58	12.78	(3,095.80)	69,103.12	31,800.12
TOTAL ESTIMATED REVENUE	1,560,842	130,070.17	208,645.15	78,574.98	1,488,331.27	(72,510.73)
==========						
SALARIES AND WAGES						
4001 Director	64,000	5,333.33	4,923.08	(410.25)	52,323.33	(11,676.67)
4002 Administrative Personnnel	123,067	10,255.58	9,466.08	(789.50)	99,241.55	(23,825.45)
4004 Telecommunicators	304,762	25,396.83	27,087.87	1,691.04	291,141.71	(13,620.29)
4005 Dispatch Supervisor Personnel	117,728	9,810.67	3,081.60	(6,729.07)	32,051.72	(85,676.28)
4006 Mapping/Addressing Personel	50,219	4,184.92	3,872.48	(312.44)	40,737.09	(9,481.91)
4007 Janitor	4,160	346.67	0.00	(346.67)	0.00	(4,160.00)
4012 I.T. Personel	50,000	4,166.67	3,846.16	(320.51)	40,384.68	(9,615.32)
4099 Other Payroll Costs	31,759	2,646.58	1,906.29	(740.29)	24,415.05	(7,343.95)
4101 Social Security	46,295	3,857.92	3,342.62	(515.30)	35,810.96	(10,484.04)
4102 Medicare	10,827	902.25	781.75	(120.50)	8,375.15	(2,451.85)
4104 Medical Insurance	147,714	12,309.50	11,505.45	(804.05)	111,898.37	(35,815.63)
4106 Other Insurance	1,122	93.50	88.00	(5.50)	924.00	(198.00)
4107 Unemployment Compensation	560	46.67	479.82	433.15	591.11	31.11
4108 Pension Expense	41,133	3,427.75	2,955.23	(472.52)	31,595.84	(9,537.16)
4109 Other Posteemployment Benefits	8,137	678.08	731.00	52.92	6,591.80	(1,545.20)
ADMINISTRATION						
4203 Audit Services	9,398	783.17	0.00	(783.17)	9,400.00	2.00
4204 Accounting/Bookkeeping Services	3,936	328.00	320.00	(8.00)	3,200.00	(736.00)
4208 Contracts with Vendors	1,252	104.33	21.00	(83.33)	220.50	(1,031.50)
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)	1,446.26	(453.74)
4232 Advertising	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4233 Awards to Employees and Others	1,500	125.00	0.00	(125.00)	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	271.00	162.67	1,217.00	(83.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4245 Software & Licensing - Admin.	1,098	91.50	36.00	(55.50)	1,046.00	(52.00)
4246 Supplies & Materials - Admin.	3,290	274.17	156.43	(117.74)	1,763.47	(1,526.53)
4247 Training Costs - Administrative	700	58.33	0.00	(58.33)	889.95	189.95
4248 Travel - Administrative	3,900	325.00	0.00	(325.00)	985.48	(2,914.52)
4250 Telephone Costs - Administrative	2,400	200.00	761.96	561.96	2,289.75	(110.25)
4251 Telecomm cell phones/pagers-Admin	650	54.17	38.02	(16.15)	495.26	(154.74)
4253 Vehicle Expenses - Administrative	4,390	365.83	0.00	(365.83)	1,475.12	(2,914.88)
4254 Vehicle Fuel - Administrative	1,600	133.33	129.14	(4.19)	914.85	(685.15)
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	2,079.03	196.86	18,056.73	(4,529.27)
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	135.00	(98.33)	1,100.00	(1,700.00)
4340 Supplies and Materials-Build/Facilit.	10,000	833.33	224.54	(608.79)	2,959.85	(7,040.15)
4399 Misc. Building and Facilities Costs	750	62.50	0.00	(62.50)	252.65	(497.35)
COMMUNICATIONS - OPERATIONS						
4406 Employee Testing/ Exams- Operations	3,000	250.00	0.00	(250.00)	1,530.00	(1,470.00)
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	10,045.08	6,711.75	39,184.98	(815.02)
4418 Training Expenses - Commun. Oper.	1,500	125.00	269.95	144.95	1,356.80	(143.20)
4419 Travel Expenses - Commun. Operation	2,100	175.00	26.32	(148.68)	1,159.35	(940.65)
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	3,324.19	2,147.94	21,221.04	7,106.04
4427 Equipment - Commun.(not capitalized)	10,000	833.33	539.00	(294.33)	3,942.32	(6,057.68)
4430 Language Interpreting	150	12.50	0.00	(12.50)	34.25	(115.75)
4431 Maintenance & Warranty Contracts	29,220	2,435.00	11,550.00	9,115.00	19,741.05	(9,478.95)
4432 Maint. And Repairs - Communication	2,000	166.67	913.78	747.11	1,454.04	(545.96)
4433 NCIC/TBI/TIES Expenses	6,060	505.00	0.00	(505.00)	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	0.00	(108.33)	343.36	(956.64)
4437 Telephone Costs (Call Center Lines)	18,264	1,522.00	827.00	(695.00)	12,404.85	(5,859.15)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,200	100.00	135.38	35.38	870.63	(329.37)
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 EXPENSES						
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	106,020.25	(8,144.67)	968,571.30	(401,407.70)
ESTIMATED RECEIPTS	1,560,842		208,645.15			
ESTIMATED EXPENDITURE	1,369,979		106,020.25			
OVER (UNDER)	190,863					
DEPRECIATION	58,465					
OVER(UNDER)AFTER DEPRECIATION	132,398		102,624.90			
Less Building Payment Principal	28,824					
OVER (UNDER) AFTER PRINCIPAL	103,574					

MINUTES OF APRIL 22, 2021
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, April 22, 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, Jason Jolly, Cecil Crowe, Randy Ellis, Marilyn Calfee-Remote
MEMBERS ABSENT: Jack Stockton, Brad Daniels, Keith Farmer
EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp
OTHERS PRESENT: Atty. Mr. Greg Leffew

CALL TO ORDER:

Chairman Randy 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. Jolly made a motion to accept the minutes of March 25, 2021 Mr. Suter second the motion. There was no discussion. All in person and on remote access voted Aye. Motion carried.

FINANCIAL STATEMENT:

Mr. Crowe made a motion to accept the March 2021 financial report. Mr. Jolly second the motion. There were no questions. All present and remote access voted Aye. Motion carried.

PUBLIC COMMENT: None present.

FUND BALANCE:

Report given, no questions.

COMMITTEE REPORTS:

PERSONNEL/TRAINING COMITTEE:

Hasn't met

BUDGET COMMITTEE:

Budget committee meeting minutes were presented. Chairwoman Ms. Calfee(remote) and the committee recommended that the board vote to approve a three percent revenue increase and a two percent employee pay increase adding one dispatcher for fiscal year 2021-2022. Ms. Calfee (remote) turned the remainder of the presentation of the budget over to Director Anderson. Director Anderson explained the need for an additional dispatch position to provide overlap coverage during the busy times (11am-7pm) and without the 3% increase to our revenue, if we don't receive needed state funds it would make this addition nearly impossible. Chairman Ellis asked that we wait to vote on this item until the New Business portion of the meeting.

BUILDING/EQUIPMENT COMMITTEE:

There has been no official committee meeting.

DIRECTORS REPORT:

Director Anderson referred to a letter we have received from Monolith Construction Co. Attorney. Director Anderson deferred this discussion to Atty. Mr. Greg Leffew. After having reviewed the letter from their attorney, Mr. Leffew noted that we are subject to the Prompt Pay Act and can't hold retainage money to satisfy liquidated damages. Under the Prompt Pay Act retainage can only be used to satisfy the construction contract. The letter requests a reply within 10 days, Mr. Leffew will have a response ready to send to them on Monday, April 26, 2021. Chairman Ellis

mentioned that we must first meet our contractual payment obligations, then to get the substantial list items that are needing to be completed we can file a lawsuit if necessary. Director Anderson and Mr. Brown will be getting estimates from other contractors of costs to complete some of the incomplete items on the substantial list that are still not completed. Chairman Ellis entertained a motion to have Mr. Leffew, Director Anderson, Mr. Brown meet with Upland Design Group by phone and go over the details /statutes of the contract and authorize them to respond by Letter on 4/26/2021 as requested. All members present and remote voted Aye. Motion carried. Director Anderson will arrange a phone meeting with Mr. Leffew, Mr. Brown and Mr. Allen Hill with Upland Design for 4/23/2021 at 2 pm if possible.

Director Anderson presented and email from Upland Design regarding Warranty Work on the new center. Item 1 regarding Covid related delays- Upland doesn't believe this request was submitted inside the 21 days after substantial in time to process. Mr. Jolly made a motion to agree with Upland's assessment of these delays, Ms. Calfee (remote) second the motion. All present and remote voted Aye. Motion carried. Item 2 - Contractor presented a $7,500 credit to omit paving work at the front drive. Mr. Jolly made a motion, Ms. Calfee (remote) second to get an estimate of costs from someone else before deciding to accept this offer. After some discussion, Mr. Jolly amended his motion to have someone get a cost bid for these repairs and submit it to Upland. All present and remote voted Aye. Motion carried. Item 3- Contractor presented $900 credit to omit future use conduit. Upland recommends we do not accept this offer. Mr. Suter made a motion, Mr. Crowe second to get a estimate and present it to Upland Design. All present and remote voted Aye. Motion carried. Item 4- Contractor has rejected the board's offer of $4,000 on Change order #6 for $4,757.82. Mr. Brown made a motion to pay the full amount of $4,757.82. After discussion, Mr. Brown withdrew his motion. Mr. Jolly made a motion to send this to Mr. Leffew for an opinion on it. Mr. Crowe second the motion. All present and remote Aye. Motion carried. Items 5-8 - Upland will be following up with contractor on these items after our decisions on items 1-4 decision has been made. Mr. Brown made a motion to accept Upland Design's recommendation on these items. Mr. Suter second the motion. All present and remote Aye. Motion carried.

Our scheduled move date to the new center is May 18, 2021. Employees will be having orientation the week of April 26, Addressing will move the next week and Comptroller will move the following week. We should be live by 1 pm on May 18, there will be support staff on site 24/7 for 3/4 days following. Loudon has been contacted as our backup center. Our command truck will be ready for NCIC needs. Additional staff will be available at both centers to help for a smoother transition. All vendor tests have been completed.

Update on the equipment that was approved last month - Computers, cameras, wireless data link, radios have all been completed.

Director Anderson presented the board with some surplus equipment (UHF/VHF repeater) that we can no longer use. Loudon County would be glad to receive this as a transfer of property. Mr. Crowe made a motion to accept the request for transfer of surplus equipment to Loudon. Ms. Calfee(remote) second the motion. All present and remote voted Aye. Motion carried.

CHAIRMAN REPORT

Chairman Ellis had nothing else to add.

OLD BUSINESS:

Mr. Crowe made a motion we use the CD money to pay down debt on the new center and close the account with US Bank. Ms. Calfee (remote) second the motion. Roll call vote was taken with all members present/remote voting Aye. Motion carried.

NEW BUSINESS:

Mr. Suter made a motion to keep the current TCRS match rate at 5.62%. Mr. Crowe second the motion. Roll call vote was taken with all members present/ remote voting Aye. Motion carried.

FDIC is requiring we appoint an account Custodian/Signer for all of our accounts at Regions. Mr. Crowe made a motion that Chairman Ellis be appointed by the board as the Custodian/Signer. Mr. Jolly second the motion. Roll call vote was taken with all present/remote voting Aye. Motion carried.

The 2021-2022 Budget was presented with a 3% revenue increase and 2% payroll increase adding One dispatcher. Mr. Brown made a motion to pass it without the 3% revenue increase, Mr. Suter Second. A roll call vote was taken, Mr. Brown and Mr. Suter voted Aye, Mr. Jolly, Mr. Crowe, Mr. Ellis, Ms. Calfee (remote) voted Nay. Motion failed due to lack of majority vote. Mr. Crowe made a motion to accept the 2021-2022 Budget as written with 3% revenue increase, 2% payroll increase and adding One dispatcher as was recommended by the budget committee. Mr. Jolly second the motion. After discussion a Roll Call vote was taken. All Five members present and 1 Remote voted Aye. Motion carried.

ADJOURNMENT:

With no other business to address, Mr. Crowe made a motion to dismiss, Mr. Jolly second. All present and remote voted Aye. Meeting adjourned at 2:30 pm. Next regular board meeting will be May 27, 2021.

Regular March 25,2021 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : April 22, 2021.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

MINUTES OF MAY 20, 2021

ROANE COUNTY E-911 BUILDING-EQUIPMENT COMMITTEE MEETING

The Roane County Emergency Communications District (E-911) Building-Equipment Committee met Thursday, May 20, 2021 at 8:30 a.m. at the E-911 New Center Training Room, 4390 Roane State Highway.

COMMITTEE MEMBERS PRESENT: Tony Brown, Tim Suter
COMMITTEE MEMBERS ABSENT: Jack Stockton, Keith Framer
EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

CALL TO ORDER:

The meeting was called to order at 8:35 A.M. by Chairman Tony Brown. With only 2 in attendance there wasn't a committee majority for an official meeting to be called.

There was some discussion on what they would like to do with the old 911 Center located at 330 Cardiff Valley Road. Director Anderson stated that Watson is scheduled to disassemble and reassemble the Dispatch furniture on June 21, 2021 at the old center per contract. Monolith is scheduled to move the furniture on the same day to the new location of 4390 Roane State Highway per contract. Regarding the tower at the Cardiff Valley location, a Loudon County EMA employee will come and help take the antennas off the tower to bring to our new site and the remaining tower will be left at Cardiff Valley Road site.

Mr. Suter mentioned that there is a group of displaced workers that he has heard about that may be available to come in and clean the old center before listing it for sale.

Mr. Brown and Mr. Suter both recommend that the sale of the 330 Cardiff Valley Road center be listed with a realtor using the County Real Estate Assessment Data for tax year 2021. Mountain to Lakes Real Estate in Harriman was recommended as a potential realtor to contact for listing the property.

ADJOURNMENT:

With no official business conducted they dismissed at 9:10 a.m.

DIRECTOR'S EVALUATION CHECKLIST
ROANE COUNTY EMERGENCY COMMUNICATION DISTRICT

EMPLOYEE NAME_____POSITION_____

EMPLOYMENT DATE_____ LAST EVALUATION _____

==========

O=OUTSTANDING EXCEPTIONAL IN ALL AREAS
V=VERY GOOD - RESULTS EXCEED POSITION, ACHIEVED ON CONSISTENT BASIS
G=GOOD - COMPETENT AND DEPENDABLE PERFORMANCE. MEETS JOB STANDARDS
I=IMPROVEMENT NEEDED - DEFICIENT IN CERTAIN AREA, IMPROVEMENT NECESSARY
U=UNSATISFACTORY - GENERALLY UNACCEPTABLE REQUIRE IMMEDIATE IMPROVEMENT
O=100-90, V=89-80, G=79-70, I=69-60, U=BELOW 60

==========

MAJOR DUTIES/RESPONSIBILITIES POINTS

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1. ESTABLISH AND DIRECT IMPLEMENTATION OF WRITTEN POLICIES AND PROCEDURES REFLECTING THE GOALS OF E-911. THESE INCLUDE, BUT ARE NOT LIMITED TO, PERSONNEL POLICIES, PROCEDURE MANUALS, JOB DESCRIPTIONS, ETC. REVIEW SAID POLICIES AND PROCEDURES ANNUALLY AND RECOMMEND CHANGES AS NECESSARY TO ASSURE THERE IS COMPLIANCE WITH CURRENT REGULATIONS. ALL POLICIES AND PROCEDURES SHALL BE APPROVED BY BOARD BEFORE IMPLEMENTATION.

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2. MAINTAIN EXCELLENT WORKING RELATIONSHIP WITH ALL EMERGENCY SERVICES AND GOVERNMENTAL BODIES OF ROANE COUNTY. ASSIST THESE SERVICES AND GOVERNMENTAL BODIES IN THE DEVELOPMENT AND IMPLEMENTATION OF POLICIES AND PROCEDURES TO ASSURE TEAM WORK. INTERFACE WITH DISTRICT'S EXTERNAL CONSULTANTS.

---

3. INTERPRET THE FACILITY'S POLICIES/PROCEDURES TO THE PERSONNEL. MEET WITH THE PERSONNEL REGULARLY TO ASSURE THESE ARE FOLLOWED. REVIEW AND CHECK COMPETENCE OF PERSONNEL AND MAKE ADJUSTMENTS/ CORRECTIONS AS REQUIRED.

---

4. RECRUIT, SELECT AND TRAIN FACILITY EMPLOYEES SUBJECT TO BOARD APPROVAL. DIRECT AND COORDINATE PURPOSEFUL IN-SERVICE, ON THE JOB TRAINING, AND OTHER TRAINING CLASSES.

---

5. CREATE AND MAINTAIN AN ATMOSPHERE OF WARMTH, PERSONAL INTEREST, AND POSITIVE EMPHASIS AS WELL AS CALM ENVIRONMENT THROUGHOUT THE E-911 FACILITY. ASSURE FACILITY IS MAINTAINED IN A CLEAN AND SAFE MANNER FOR EMPLOYEES AND VISITORS. MAINTAIN ADEQUATE LIAISON WITH EMPLOYEES AND THOSE THEY SERVE.

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6. RECEIVE AND INVESTIGATE COMPLAINTS CONCERNING THE OPERATION OF E-911, TO ASSIST IN ELIMINATING/CORRECTING PROBLEM AREAS OR IMPROVEMENT OF SERVICES.

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7. PREPARE ANNUAL OPERATING BUDGET FOR SUBMISSION TO BUDGET COMMITTEE. REVIEW AND MAKE RECOMMENDATIONS REGARDING MAINTENANCE CONTRACTS, INSURANCE, EMPLOYEE BENEFITS, ETC. ON ANNUAL BASIS.

---

8. ASSURE ADEQUATE FINANCIAL RECORDS AND COST REPORTS ARE SUBMITTED TO THE PROPER GOVERNING BOARD AS REQUIRED. MAKE WRITTEN AND ORAL REPORTS/RECOMMENDATIONS TO BOARD CONCERNING OPERATION OF E-911.

9. EVALUATE ALL EMPLOYEES BIANNUALLY THE FIRST YEAR, RE-EVALUATE ANNUALLY THEREAFTER. SUPERVISE PERSONNEL, ASSESS AND RESPOND TO SITUATIONS WHERE DISCIPLINARY ACTION IS NECESSARY.

---

10. EVALUATE AND IMPLEMENT RECOMMENDATIONS FROM GOVERNING BOARD. ATTEND ALL MEETINGS OF BOARD AND REPORT TO CHAIRMAN BETWEEN BOARD MEETINGS. PERFORM OTHER RELATED RESPONSIBILITIES AND DUTIES AS NECESSARY OR AS DIRECTED BY THE BOARD OR CHAIRMAN.

O - V - G - I - U

TOTAL POINTS DIVIDED BY 10 =____ OVERALL RATING _____

==========

COMPLETE FOLLOWING

1. SPECIFIC AREAS OF NEEDED IMPROVEMENT _____

_____

2. RECOMMENDATIONS (SEMINARS, TRAINING, SCHOOL, ETC.)_____

_____

==========

ADDITIONAL EMPLOYEE COMMENTS _____

_____

_____

_____

DISCUSSED WITH INDIVIDUAL ON____/____/____

EMPLOYEE SIGNATURE*_____

*I ACKNOWLEDGE EVALUATION WAS DISCUSSED WITH ME

BOARD CHAIRMAN SIGNATURE_____ DATE___/___/___

FUND BALANCES

AS OF APRIL 30, 2021 FOLLOWING ARE THE FUNDS WE HAVE ON HAND NOT INCLUDING THE CERTIFICATE OF DEPOSIT OR BUILDING PROJECT ACCOUNT

REVENUE FUND	$2,005,247.65
OPERATING ACCOUNT	$ 107,612.13
TOTAL FUNDS	$2,112,859.78

LESS CAPITAL EQUIPMENT (Set aside 5/28/2020)	$- 61,386.11
LESS CAPITAL ADD 4 DISPATCH POSITIONS (3/25/21)	$- 138,416.25
LESS CAPITAL NEW CENTER ITEMS (3/25/21)	$- 15,066.61
LESS 800 MHZ SYSTEM MAINTENANCE	$- 20,793.66
LESS METRO COMM. MOVING RADIOS	$- 10,796.47
LESS USDA RESERVE ACCOUNT	$- 173,771.56
LESS EST. 3 MONTH RESERVE	$- 350,000.00
TOTAL DESIGNATED	$-770,230.66
TOTAL **UN-DESIGNATED**	$1,342,629.12

WE ARE RECEIVING THE ECB PAYMENT OF $106,753 EVERY TWO MONTHS
WE ARE RECEIVING ECB SURCHARGE SUBSIDY OF $41,687 EVERY TWO MONTHS
THE ECB STATUTE 130 FUNDS DISTRIBUTION IS ONCE A YEAR AMOUNT VARIES

CERTIFICATE OF DEPOSIT (To be used to pay down loan amount)	$ 63,867.48
BUILDING PROJECT ACCOUNT	$ 1,086.34

Subject: Fwd: Roane County E911
From: Cody Anderson <canderson@roanecounty911.com>
Date: 5/10/2021, 12:19 PM
To: Kim Tharp <ktharp@roanecounty911.com>

-------- Forwarded Message --------
Subject:RE: Roane County E911
Date: Fri, 7 May 2021 19:40:47 +0000
From:B. Allen Hill <bahill@uplanddesigngroup.com>
To: Tim Snow <tims@mcon.us>, Aaron Grohol <agrohol@uplanddesigngroup.com>, Cody Anderson (canderson@roanecounty911.com) <canderson@roanecounty911.com>
CC: Jake Pinkston <JakeP@mcon.us>

Tim, I didn't scroll far enough down, I see the description now.

From: Tim Snow <tims@mcon.us>
Sent: Friday, May 07, 2021 2:28 PM
To: Aaron Grohol <agrohol@uplanddesigngroup.com>; B. Allen Hill <bahill@uplanddesigngroup.com>; Cody Anderson (canderson@roanecounty911.com) <canderson@roanecounty911.com>
Cc: Jake Pinkston <JakeP@mcon.us>
Subject: FW: Roane County E911

Aaron,
Please see below request from Shoffner for remedial work of missing conduit. Please let us know what is accepted in order to begin scheduling and proceed with work.

Thank You,
Tim Snow

210 N. Seven Oaks Dr.,
Knoxville, TN 37922

865-343-0750 – Direct
865-245-4300 – Office
865-236-9058 - Cell

MONOLITH construction, llc

From: Rouse, David <drouse@skmes.com>
Sent: Friday, May 7, 2021 9:30 AM
To: Tim Snow <tims@mcon.us>

Fwd: Roane County E911

Cc: Jake Pinkston <JakeP@mcon.us>; Campbell, Bill <bcampbell@skmes.com>
Subject: Roane County E911

Tim,
In reference to a solution to install the (1) missing 1 ¼" Future Conduit, and per our onsite meeting this am, we offer the following options on the attached drawing. In offering these options, we believe these would be the lesser of disruption of the building finishes and clean up.

Option A;
We would Trench across the Rear North/West entrance at the gravel, just past the new asphalt to a point near the Northwest Site Pole. We would then directional bore under the Asphalt Driveway to a location on the West side of the building. We would then extend the conduit up the outside of the building then enter the building above finished ceiling height. The conduit would then extend above the existing ceiling and enter the electric room. There would be Junction boxes installed along the total length of the conduit run to meet NEC. We would furnish a Square Metal enclosure supplied by Baird & Wilson, to cover the exterior conduit that would match the existing Grey downspouts.

Option B;
This option is basically like option A except the conduit would enter in the rear of the North side of the building next to the 1st Downspout. This would require demo and replacement of one existing Square concrete sidewalk.

Option C;
There had been discussion of wanting power ran to the West Rear gate. In a trade for any of the options above and/or providing a future conduit, we would set a in-ground Junction box next to the West rear Site Pole and intercept the existing Branch circuitry. We would then Trench and extend (1) 1" PVC Conduit with conductors (2#8 & 1#10Grd) to an area near the West gate. We would then install (1) 120volt, 20amp Dedicated circuit all the way into Panel X inside the building. This circuit could be used for a future gate. No terminations of circuitry is included, it would be capped off at each end. Excludes, all sodding, seeding, Trench Rock excavation, General backfilling is included

We recognize the Future 1 ¼" conduit was mistakenly missed during the rough in phase of the site and we do apologize for this. Please advise what Option works best for the facility. Upon approval of any one of the options, TN 1 Call would need to access to the rear of the property to mark all the existing utilities, This would need to be coordinated.

Thank you
Respectfully,
David Rouse
Project Manager/ Estimator

ShoffnerKalthoff
Mechanical Electrical Service
Uncompromising Quality, Unwavering Commitment

3600 Papermill Drive
Knoxville TN 37909
Main Tel# 865-523-1129
Direct# 865-549-5831
Fax# 865-215-9962
Cell# 865-755-1977
email: drouse@skmes.com
subscribe to our newsletter
Like us on facebook

State of Tennessee Comptroller of the Treasury

Real Estate Assessment Data

County Number: 073 County Name: ROANE Tax Year: 2021

Property Owner and Mailing Address

Jan 1 Owner:
ROANE COUNTY EMERGENCY
COMMUNICATIONS DISTRICT
P O BOX 236
ROCKWOOD, TN 37854

Property Location

Address: CARDIFF VALLEY RD 330

Map: 044 **Grp:** **Ctrl Map:** 044 **Parcel:** 032.17 **PI:** **S/I:** 000

Value Information

Reappraisal Year: 2020

Land Mkt Value:	$57,100
Improvement Value:	$301,300
Total Market Appraisal:	$358,400
Assessment %:	0
Assessment:	$0

General Information

Class:	01 - COUNTY		
City #:	000	City:	
SSD1:	000	SSD2:	000
District:	05	Mkt Area:	RI01
# Bldgs:	0	# Mobile Homes:	0
Utilities - Water / Sewer:	01 - PUBLIC / PUBLIC	Utilities - Electricity:	01 - PUBLIC
Utilities - Gas / Gas Type:	01 - PUBLIC - NATURAL GAS	Zoning:	

Subdivision Data

Subdivision:

Plat Bk: **Plat Pg.** **Block:** **Lot:**

Additional Description

Deed Acres 3.00 (E-911CENTER)

Building Information

Building # 1

Improvement Type	30 - OFFICE	Stories:	1
Living/Business Sq. Ft.:	2,460		
Foundation:	02 - CONTINUOUS FOOTING	Floor System:	01 - SLAB ON GRADE
Exterior Wall:	11 - COMMON BRICK	Structural Frame:	00 - NONE
Roof Framing:	02 - GABLE/HIP	Roof Cover/Deck:	03 - COMPOSITION SHINGLE

Cabinet/Millwork:	03 - AVERAGE	Floor Finish:	01 - CONCRETE FINISH
Interior Finish:	06 - MASONRY	Paint/Decor:	03 - AVERAGE
Heat and A/C:	0 -	Plumbing Fixtures:	0
Bath Tile:	00 - NONE	Electrical:	03 - AVERAGE
Shape:	01 - RECTANGULAR DESIGN	Quality:	00 - BELOW AVERAGE
Act Yr Built:	1993	Condition:	A - AVERAGE

Building Areas:

Area: 30 Sq Ft: 1,230
Area: 30 Sq Ft: 1,230

Building # 2

Improvement Type:	30 - OFFICE	Stories:	1
Living/Business Sq. Ft.:	1,421		
Foundation:	02 - CONTINUOUS FOOTING	Floor System:	01 - SLAB ON GRADE
Exterior Wall:	11 - COMMON BRICK	Structural Frame:	00 - NONE
Roof Framing:	02 - GABLE/HIP	Roof Cover/Deck:	03 - COMPOSITION SHINGLE
Cabinet/Millwork:	03 - AVERAGE	Floor Finish:	11 - CARPET COMBINATION
Interior Finish:	07 - DRYWALL	Paint/Decor:	03 - AVERAGE
Heat and A/C:	0 -	Plumbing Fixtures:	0
Bath Tile:	00 - NONE	Electrical:	03 - AVERAGE
Shape:	04 - IRREGULAR SHAPE	Quality:	01 - AVERAGE
Act Yr Built:	2004	Condition:	A - AVERAGE

Building Areas:

Area: 30 Sq Ft: 1,421
Area: OPU Sq Ft: 0

Extra Features

Bldg/Card#	Type	Description	Units
1	GARAGE UNFINISHED DETACHED	24 X 32	768
1	ASPHALT PAVING		8,106
1	UTILITY BUILDING		1

Sale Information

Sale Date	Price	Book	Page	Vac/Imp	Type Instrument	Qualification
07/13/2000	$0	521	880	IMPROVED		
11/17/1993	$0	L19	70	IMPROVED		

Land Information

Deed Acres: 0.00 Calc Acres: 0.00 Total Land Units: 3.00
Land Type: 70 - EXEMPT Soil Class: Units: 3.00

Taylor Telecom Solutions LLC

144 Cross Creek Lane
Kingston, TN 37763

Estimate

Date	Estimate #
5/12/2021	156

Name / Address
Roane County E911 Center Cody Anderson

Project

Description	Qty	Rate	Total
Scope of Work: Taylor Telecom Solutions will provide and instal qty-2; 1" PVC conduits from the new Roance County E-911 Center building to the rear gate area. One conduit will be reserved for electrical use and the other for communications use. To install these conduits the floor in the Electrical Room will need to be cut so a route for the new ducts can be excavated under the foundation. On the outside of the building the 60" wide concrete sidewalk will need to have a 6' section cut out so the ducts can be placed into the Electrical Room. Once the ducts have been placed to the outside of the building they willbe installed via trenching, approximately 60', across the parking lot to a new 2'x3' handhole (HH-1). From HH-1 the ducts will be trenched, approximatley 185', to the end handhole (HH-2) for later placement into the gate devices. Once installed the new conduits will have pull strings placed in each. The asphalt parking lot will require a "T" cut from the building to the edge of the lot, approximatley 60'. This cut will be 2' wide to help ensure the cut does not sink as the disturbed soil in the trench settles over time. The cut sidewalk will be repaired with a new concrete pour. The cut aspahalt parking lot will be repaired with either new asphalt or a concrete pour for the "T" cut. Due to the volatility in Material pricing at this time, any increases in Material cost over 5% will be passed along to the Customer. It is assumed standard utility locates (TN OneCall) will correctly mark any underground utilities and any other underground facilities not covered by the standard utility locates are on the project documentation. Taylor Telecom Solutions is not responsible for any utility locates other than the TN OneCall submission. Other required locates are the responsibility of the Customer to submit and ensure are accomplished. ADA Station will not be responsible for any damages to under ground facilities that are not clearly marked. These could include but are not limited to; ground wire system, sewer lines, water lines, electric lines, gas lines, or communication/ antenna lines.	1	15,000.00	15,000.00
		Total	

Taylor Telecom Solutions LLC

144 Cross Creek Lane
Kingston, TN 37763

Estimate

Date	Estimate #
5/12/2021	156

Name / Address
Roane County E911 Center Cody Anderson

Project

Description	Qty	Rate	Total
500 1" Schedule 40 PVC conduit			
4 1" PVC 90 degree radius bend			
8 1" PVC male adapter			
20 1" Rigid Conduit			
2 1" Rigid LB conduit body			
2 1" Rigid Compression Connector			
10 1" Plastic screw on bushing			
2 36"L x 24"W x 24"D polymer concrete handhole			
2 36"L x 24"W x 24"D polymer concrete handhole lid, traffic rated			
1 Pull string			
1 Seed and Straw Restoration Material			
1 Cut and Restore concrete material			
1 Cut and restore aspahlt materia			
Labor to install qty-2 1" conduits as described above.	1	17,490.00	17,490.00
Equipment Rental. Trencher, saw.	1	1,250.00	1,250.00
Dump Fees/Spoils Fees	1	1,550.00	1,550.00
Sales Tax		9.50%	0.00
		Total	$35,290.00

KINGSTON COMMUNITY CENTER FEASIBILITY AD HOC COMMITTEE
MONDAY, MAY 24, 2021
KINGSTON CITY HALL

The Regular Meeting of the Kingston Community Center Feasibility Ad Hoc Committee was held on Monday May 24, 2021. Vice Mayor/Chair Becky Humphreys called the meeting to order with the following members present Member David Bolling (City Manager), Member Chase Clem (Parks & Rec Director), Member Jamey Davis (Parks & Rec Board Member), Becky Humphreys (Vice-Mayor/Chair). Member Paul Rogers (Parks & Rec Board Member), Member Stephanie Wright (Council Member) and Member Randy Childs (Council Member) were absent
Others in attendance: Kelly Jackson (City Clerk)

Discussion of poll questions (Parks and Recreation Director Chase Clem)
Director Clem presented a list of proposed questions re: a new community center which will be published in the near future. Members made suggestions of changes/additional questions to be added prior to publishing. Further discussion about future public hearings.

Discussion of funding (City Manager David Bolling)
Handouts presented to Committee. Scenario based on a $10 million dollar loan not including any other funding. Discussion of other funding possibilities

Selection of topic for June meeting (Chair Humphreys)
Possible Locations by Member Paul Rogers (Chase Clem will advise him)

Meeting Adjourned 6:21pm

Property Tax Calculator

Appraised Value	$250,000.00	
Assessment Ratio	0.25	(25% res / 40% comm)
Assessed Value	$62,500.00	
Current Tax Rate	$1.3109	
TOTAL	**$819.31**	

Proposed Tax Increase	$0.4723
New Proposed Rate	$1.7832
TOTAL	**$1,114.52**
ANNUAL INCREASE	**$295.20**
MONTHLY INCREASE	**$24.60**

1 cent on the tax rate = $15,649

Proposed Tax Increase	Estimate Additional Revenue
$0.4723	$739,144.00

Description	Cost	Tax Increase
Debt Service - Community Center	$474,144.00	$0.3030
Additional Re-Occuring Expenses	$265,000.00	$0.1693
Total	$739,144.00	$0.4723

Community Center Funding Scenarios

Cost	**$10,000,000.00**
Annual Debt Service	**$474,144.00**
(2.5% for 30 years)	
Tax Increase Required to Offset Debt Service	$0.3030

Estimated Reoccuring Annual Costs

Additional Manpower	$	100,000.00
Maintenace	$	75,000.00
Utilities	$	60,000.00
Misc	$	30,000.00
Total	**$**	**265,000.00**

Tax Increase Required to Fund Reoccuring Costs	$0.1693
TOTAL TAX INCREASE REQUIRED	**$0.4723**