



City Manager Report

July 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

City Manager

Management Report: July 2021

Legislative Accomplishments

- A. Approval of Resolution 21-07-13-01, a resolution authorizing the City of Kingston to participate in the Public Entity Partners "Safety Partners" matching grant program
- B. Approval of Resolution 21-07-13-02, an initial resolution authorizing the issuance of not to exceed three million fifty thousand and no/100 dollars (\$3,050,000) general obligation bonds of the City of Kingston, Tennessee
- C. Approval of Resolution 21-07-13-03 a resolution authorizing the issuance of general obligation bonds of the City of Kingston, Tennessee in the aggregate principal amount of not to exceed \$8,650,000, in one or more series; making provision for the issuance, sale and payment of said bonds, establishing the terms thereof and the disposition of proceeds therefrom; and providing for the levy of taxes for the payment of principal of, premium, if any, and interest on the bonds
- D. Approval to transfer \$10,000 from the capital fund to the general fund for the purchase of brackets for veteran's banners
- E. Approval for the Fire Department to surplus equipment as submitted

Other Items Considered by the Council

- None
- **External Meetings**
 - Meeting with Cumberland Securities regarding debt refinancing and capital funding
 - Meeting with Community Development Partners regarding possible grant opportunities
 - Other miscellaneous meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Smokin' the Water preparation meetings
 - Other miscellaneous staff meetings



City of Kingston
Project Status Update
July 2021

BUILD Grant – Bridge to Bridge Corridor Master Plan

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

Notes:

1. Waiting on FHWA to approve and execute the contract

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

Major City Revenue Streams	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Property Taxes	\$0.00											
State Tax Revenues	\$106,445.63											
County Trustee	\$130,398.33											

Utility Billing Detail Summary	
Accounts Billed	3870
Billing Total	\$395,889.45
New Service	42
Finalled Accounts	40
Past Due Accounts	105
ACH Bank Drafts	884
E-bill Accounts	417
Online Payments	848
Trash Pickup	2470
Phone Tree Calls	203
NHN per month	\$0.00
NHN Balance	\$17,993.55
NHN Disbursed	\$0.00
Wtr/Swr Protection	2179
Water Loss Protection	1198
Water Line Protection	194
Sewer Line Protection	55
Commercial Single Protection	264
Commercial Multi Protection	6
Commercial Line Protection	2

NEW BUSINESS LICENSES ISSUED FOR JUNE 2021
 STH & ASSOCIATES, INC 200 BETSY PACK DR. STE JASPER, TN 37347
 HARIOM AMBE GP 495 GALLAHER RD. KINGSTON, TN 37763
 TIATAN HOME INSPECTORS, LLC. 207 WILLOWBROOK DR. KINGSTON, TN 37763

FINANCIAL SUMMARY JULY 2021

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110	General Fund	Monthly Comparatives:					
		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
31110	Property Taxes (Current)	2,010,000.00	0.00	0.00 %	167,500.00	0.00	0.00 %
31120	Public Utilities Property Tax (Current)	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
31211	Property Tax Delinquent - 1st Prior	65,000.00	(21,074.00)	32.42 %	5,416.67	(21,074.00)	389.06 %
31212	Property Tax Delinquent - 2nd Prior	25,000.00	(482.58)	1.93 %	2,083.33	(482.58)	23.16 %
31219	Property Tax Delinquent - Other Prior	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
31300	Interest And Court Cost On Prop Tax	25,000.00	(479.00)	1.92 %	2,083.33	(479.00)	22.99 %
31511	In Lieu Tax, Rockwood Electric Utility	76,500.00	(38,636.04)	50.50 %	6,375.00	(38,636.04)	606.06 %
31610	Local Sales Tax - Co. Trustee	1,365,000.00	(130,398.33)	9.55 %	113,750.00	(130,398.33)	114.64 %
31710	Wholesale Beer Tax	185,000.00	(20,255.36)	10.95 %	15,416.67	(20,255.36)	131.39 %
31720	Wholesale Liquor Tax	60,000.00	(6,772.98)	11.29 %	5,000.00	(6,772.98)	135.46 %
31800	Business Taxes	70,000.00	(1,327.14)	1.90 %	5,833.33	(1,327.14)	22.75 %
31912	Comcast Cable Tv Fees	75,000.00	(21,200.83)	28.27 %	6,250.00	(21,200.83)	339.21 %
31913	Bellsouth Cable Fees	8,800.00	(1,696.33)	19.28 %	733.33	(1,696.33)	231.32 %
31920	Hotel, Motel Tax	45,000.00	(2,638.19)	5.86 %	3,750.00	(2,638.19)	70.35 %
32210	Beer Permits	1,700.00	0.00	0.00 %	141.67	0.00	0.00 %
32220	Liquor Licenses	500.00	0.00	0.00 %	41.67	0.00	0.00 %
32600	Bza Hearing Fee	75.00	(50.00)	66.67 %	6.25	(50.00)	800.00 %
33420	Home Grant Thda	350,000.00	0.00	0.00 %	29,166.67	0.00	0.00 %
33430	Public Entity Partners Grant Proceeds	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %
33500	Telecom Interstate Sales	5,000.00	(470.23)	9.40 %	416.67	(470.23)	112.86 %
33510	State Sales Tax	585,000.00	(56,273.37)	9.62 %	48,750.00	(56,273.37)	115.43 %
33520	State Income Tax	0.00	(26,389.17)	0.00 %	0.00	(26,389.17)	0.00 %
33530	State Beer Tax	2,800.00	0.00	0.00 %	233.33	0.00	0.00 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
33540			State Liquor Tax	6,000.00	(563.75)	9.40 %	500.00	(563.75)	112.75 %
33551			State Gasoline Fuel Tax	212,000.00	(19,495.37)	9.20 %	17,666.67	(19,495.37)	110.35 %
33552			State-City Streets And Transportation	11,800.00	(981.73)	8.32 %	983.33	(981.73)	99.84 %
33555			State Street Contract Maintenance	45,000.00	0.00	0.00 %	3,750.00	0.00	0.00 %
33580			Sportsbetin Revenue	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
33590			Tva Solar Energy James Ferry	2,000.00	(366.93)	18.35 %	166.67	(366.93)	220.16 %
33591			Gross Receipts - Tva	75,000.00	0.00	0.00 %	6,250.00	0.00	0.00 %
33593			Corporate Excise Tax	20,000.00	0.00	0.00 %	1,666.67	0.00	0.00 %
33730			Tml Full Pkg Bonus	4,000.00	0.00	0.00 %	333.33	0.00	0.00 %
34100			General Government - Charges For	2,500.00	0.00	0.00 %	208.33	0.00	0.00 %
34210			Police Service Supplements	10,400.00	0.00	0.00 %	866.67	0.00	0.00 %
34220			Special Fire Protection Fees	11,600.00	0.00	0.00 %	966.67	0.00	0.00 %
34230			Sex Offender Registry	500.00	0.00	0.00 %	41.67	0.00	0.00 %
34420			Garbage Tip Fees	0.00	(28,343.68)	0.00 %	0.00	(28,343.68)	0.00 %
34720			Swimming Pool Charges	10,000.00	(3,123.00)	31.23 %	833.33	(3,123.00)	374.76 %
34730			Fort Charges & Donations	500.00	(80.00)	16.00 %	41.67	(80.00)	192.00 %
34740			Park & Recreation Charges	12,000.00	(1,347.50)	11.23 %	1,000.00	(1,347.50)	134.75 %
34741			Boat Slip Rental	25,000.00	(3,600.00)	14.40 %	2,083.33	(3,600.00)	172.80 %
34742			Fireworks Donations	45,000.00	(2,245.00)	4.99 %	3,750.00	(2,245.00)	59.87 %
34745			Softball Program	4,500.00	0.00	0.00 %	375.00	0.00	0.00 %
34746			Fire Dept Donations	7,500.00	0.00	0.00 %	625.00	0.00	0.00 %
34751			Volleyball Program	4,500.00	(253.00)	5.62 %	375.00	(253.00)	67.47 %
34760			Library- Fines and Penalties	500.00	0.00	0.00 %	41.67	0.00	0.00 %
35110			City Court Fines	22,000.00	(1,651.50)	7.51 %	1,833.33	(1,651.50)	90.08 %

110	General Fund	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
35140			Drug Related Fines	2,000.00	(118.69)	5.93 %	166.67	(118.69)	71.21 %
35150			Traffic School Charges	2,000.00	(400.00)	20.00 %	166.67	(400.00)	240.00 %
36100			Interest Earnings	5,000.00	117.84	-2.36 %	416.67	117.84	-28.28 %
36539			Sale Of Other Public Works Supps &	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %
36967			Contract Natural Gas	21,500.00	(1,791.67)	8.33 %	1,791.67	(1,791.67)	100.00 %
36971			Contract Billing From Water Dept	485,168.00	0.00	0.00 %	40,430.67	0.00	0.00 %
Total Revenues				6,053,343.00	(392,387.53)	6.48 %	504,445.25	(392,387.53)	77.79 %
Expenditures									
41100			Legislative	(77,335.00)	19,165.51	24.78 %	(6,444.58)	19,165.51	297.39 %
41210			City Court	(27,105.00)	1,529.78	5.64 %	(2,258.75)	1,529.78	67.73 %
41320			City Manager	(113,086.00)	9,378.61	8.29 %	(9,423.83)	9,378.61	99.52 %
41500			Financial Administration	(397,625.00)	17,498.40	4.40 %	(33,135.42)	17,498.40	52.81 %
41700			Planning And Zoning	(10,275.00)	5,087.50	49.51 %	(856.25)	5,087.50	594.16 %
41810			City Hall Buildings	(89,000.00)	7,206.36	8.10 %	(7,416.67)	7,206.36	97.16 %
41990			General Government	(242,600.00)	10,642.82	4.39 %	(20,216.67)	10,642.82	52.64 %
42100			Police	(1,068,600.00)	92,643.84	8.67 %	(89,050.00)	92,643.84	104.04 %
42152			Automotive Services	(90,000.00)	80,897.26	89.89 %	(7,500.00)	80,897.26	1,078.63 %
42200			Fire Protection	(1,112,900.00)	85,402.60	7.67 %	(92,741.67)	85,402.60	92.09 %
43100			Public Works	(842,619.00)	101,286.23	12.02 %	(70,218.25)	101,286.23	144.24 %
43190			State Street Aid	(161,500.00)	14,001.19	8.67 %	(13,458.33)	14,001.19	104.03 %
43240			Waste Disposal	(350,000.00)	27,115.20	7.75 %	(29,166.67)	27,115.20	92.97 %
44143			Animal Control/Codes Enforcement	(25,781.00)	1,337.99	5.19 %	(2,148.42)	1,337.99	62.28 %
44400			Parks & Recreation	(786,150.00)	99,382.03	12.64 %	(65,512.50)	99,382.03	151.70 %
44440			Swimming Pool	(40,450.00)	10,744.76	26.56 %	(3,370.83)	10,744.76	318.76 %

110 General Fund		Monthly Comparative:				8.33%	
		Year-To-Date		Month-To-Date			
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
44800	Library	(208,294.00)	17,659.67	8.48 %	(17,357.83)	17,659.67	101.74 %
49000	Debt Service	(410,023.00)	497.59	0.12 %	(34,168.58)	497.59	1.46 %
Total Expenditures		(6,053,343.00)	601,477.34	9.94 %	(504,445.25)	601,477.34	119.24 %
Total 110	General Fund	0.00	209,089.81	100.00 %	0.00	209,089.81	0.00 %

122	Drug Fund	Monthly Comparative:								8.33%
		Year-To-Date			Month-To-Date					
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg			
Revenues										
35140	Drug Fines	15,000.00	(118.69)	0.79 %	1,250.00	(118.69)			9.50 %	
Total Revenues		15,000.00	(118.69)	0.79 %	1,250.00	(118.69)			9.50 %	
Expenditures										
42122	Drug Fund	(15,000.00)	0.00	0.00 %	(1,250.00)	0.00			0.00 %	
Total Expenditures		(15,000.00)	0.00	0.00 %	(1,250.00)	0.00			0.00 %	
Total	122 Drug Fund	0.00	(118.69)	100.00 %	0.00	(118.69)			0.00 %	

300		Capital Fund	Monthly Comparative:				8.33%
			Year-To-Date		Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36100	Interest Earnings	0.00	9.88	0.00 %	0.00	9.88	0.00 %
Total		0.00	9.88	100.00 %	0.00	9.88	0.00 %
Total	300	0.00	9.88	100.00 %	0.00	9.88	0.00 %

413	Water And Sewer	Account	Description	Year-To-Date			Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues									
36100			Interest Earnings	5,000.00	328.70	-6.57 %	416.67	328.70	-78.89 %
37110			Metered Water Sales	1,394,197.00	(127,700.33)	9.16 %	116,183.08	(127,700.33)	109.91 %
37114			Serveline Leak Protection	0.00	(19,502.21)	0.00 %	0.00	(19,502.21)	0.00 %
37117			Outside Water Sales	691,652.00	(60,804.86)	8.79 %	57,637.67	(60,804.86)	105.50 %
37191			Penalties	30,000.00	(2,720.75)	9.07 %	2,500.00	(2,720.75)	108.83 %
37194			Sales Of Materials	25,000.00	(1,413.00)	5.65 %	2,083.33	(1,413.00)	67.82 %
37195			Installation Charges	55,000.00	(9,251.37)	16.82 %	4,583.33	(9,251.37)	201.85 %
37196			Water User Fees	33,000.00	(1,908.00)	5.78 %	2,750.00	(1,908.00)	69.38 %
37199			Miscellaneous	5,000.00	(1,000.00)	20.00 %	416.67	(1,000.00)	240.00 %
37210			Sewer Service Charges	1,568,888.00	(142,719.58)	9.10 %	130,740.67	(142,719.58)	109.16 %
37296			Sewer User Fees	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
37299			Miscellaneous	1,000.00	(95.40)	9.54 %	83.33	(95.40)	114.48 %
Total Revenues				3,823,737.00	(366,786.80)	9.59 %	318,644.75	(366,786.80)	115.11 %
Expenditures									
41500			Financial Administration	(485,168.00)	0.00	0.00 %	(40,430.67)	0.00	0.00 %
41990			General Government	(477,083.00)	20,831.13	4.37 %	(39,756.92)	20,831.13	52.40 %
49000			Debt Service	(800,000.00)	65,197.61	8.15 %	(66,666.67)	65,197.61	97.80 %
52113			Purification	(654,215.00)	114,701.38	17.53 %	(54,517.92)	114,701.38	210.39 %
52114			Transmission And Distribution	(1,073,801.00)	127,963.27	11.92 %	(89,483.42)	127,963.27	143.00 %
52117			Utility Director	(82,240.00)	6,766.38	8.23 %	(6,853.33)	6,766.38	98.73 %
52213			Sewer Treatment And Disposal	(511,732.00)	116,858.73	22.84 %	(42,644.33)	116,858.73	274.03 %
Total Expenditures				(4,084,239.00)	452,318.50	11.07 %	(340,353.25)	452,318.50	132.90 %
Total	413		Water And Sewer	(260,502.00)	85,531.70	32.83 %	(21,708.50)	85,531.70	394.00 %



HUMAN RESOURCES REPORT JULY 2021

- *WORKED ON POLICY BOOK*
- *CONDUCTED 3 INTERVIEWS FOR POLICE DEPARTMENT*
- *HIRED 1 FULL TIME POLICE OFFICER*
- *HIRED 1 FULL TIME FIRE FIGHTER*

TOTAL FULL TIME EMPLOYEES: 66TOTAL PART TIME EMPLOYEES: 23TOTAL SEASONAL EMPLOYEES:15

CITY OF KINGSTON – SAFETY NEWSLETTER

July 2021

SAFETY QUOTE

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

– Unknown

INTRODUCTION

This newsletter is to inform you on Battling Complacency

INFORMATION

Complacency is often a focus point when discussing workplace safety at many companies. For the most part, we understand what complacency is and what areas of work or life it affects us in. However, even though we may acknowledge it, we may not fully grasp the consequences it can have or what we need to do to overcome it

WHAT CAN WE DO?

- Recognize work tasks that you may so used to doing that you no longer take the same precautions when performing them. Think back to when you first got this job or the first time you did a specific task; were you more cautious or did you follow more safety procedures?
- Audit yourself or even have a coworker audit your work to see what your shortcomings may be when completing work tasks. Having someone else give you constructive feedback can help give you an honest look at where you can improve.
- Fight the urge to take the easy way out or make the easier decision when it comes to following safety rules or procedures. Rationalizing why you should allow yourself to cut corners leaves you open to more risk. Hold yourself and others around you accountable to do what needs to be done.
- Once you realize what risks you are leaving yourself exposed to begin to make it a habit to take the steps that mitigate or eliminate that hazard. Once an action is repeated over and over and has become a habit, it becomes automatic and it is much less likely you will have to face complacency to get yourself to do it.



Michelle Keely

Haley Brown

Raura Maw

Emelye Seeger

Masha Marshall

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

Monies outstanding from August 7, 2007 – July 31, 2021	\$ 66,437.20
Monies collected from August 7, 2007 – July 31, 2021	\$ 515,174.15

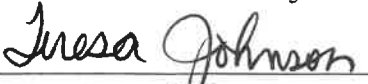
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,088.75	
Collected in court on fines and costs		\$ 263.75
Amount collected after July 2021 Court		\$ 75.00
Total collected for citations on July 2021		\$ 338.75
Amount outstanding for July 2021	\$ 750.00	
<u>5</u> Cash bond forfeitures		\$ 568.75
Total amount collected for July 2021 Citations		\$ 907.50
Amount collected from previous months/FTA etc.		\$ 288.75
Total collected in July 2021		\$ 1,196.25

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 30st of July 2021


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

JULY 2021 CASES PENDING

DATE	LOCATION	ISSUE	ACTION	STATUS
7/30/2021	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-Collocation Pracactices Section 2 par 3		Possible action taken with Sandy McPherson
	308 W. Race St	13-502 Duty of Maintenance of private property		As of July 1, 2021 windows and doors on back order
	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		new owners working on cleaning up

KINGSTON POLICE DEPARTMENT -JULY 2021

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	2
Simple Assault	2
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	4

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

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

TIBRS Group B Offenses	
Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	3
Drunkenness	
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	16
Total	20

Central Dispatch	
Crash Reports	26
Traffic Stops	68
Investigator Needed on Scene	
Domestic Complaints	9
Escorts Funeral/Other	12
Animal Calls	9
Vandalism	
Fights	2
Burglar Alarms/Fire Alarms	21
Child Sexual Assaults	
Forgery	
Theft	3
Vehicle Theft	
Public/Motorist Assist	6
Arson/Explosive Devices	
Other Calls	242
	Subtotal
	156
	Total Calls
	398
Municipal Codes	
Animal Control Calls to Office	4
Animal Control Violations/Citations	
Animal Control Letters Sent/notice given	1
Animals Transported to Shelter	
Codes Concerns/warning notices given	3
Codes Violations/Citations	
Codes Letters Sent	2
Property Maintenance Leins	
Temporary Signs Removed	22

Patrol Mileage	18,590
Hours Worked	2,006
Reserve Hours Worked	156
Total Overtime Hours	231
Total Amount of Overtime Wages	7,003
City Court Citations	25
Warning Citations	10
General Sessions Citations	3
Arrest	12
Juvenile Arrest	0
Incident Reports	28

July 2021 Inservice and Safety Training

Topic: Crisis Intervention, Persons with Mental Health Crises, Duty to Intervene

Instructors: Captain Tony Guy, Captain Roy Montgomery

Contents of Training: Power Point with Videos, Open Discussion, Scenarios, State Law and Department Policy

Goals: Reduce Use of Force Incidents, Reduce Officer Injuries as well as injuries to individuals in crisis or mentally ill.

Duty to Intervene: State mandated training to address excessive use of force, reporting of use of force and reduce potential use of force.

Crisis Intervention: State mandated training that emphasizes strategies to reduce use of force incidents involving persons in crisis or having mental health issues.

Training detailed the duty to intervene if a officer sees a excessive use of force as well as the duty to report the incident to a supervisor.

Training covered a variety of options and scenarios when dealing with a person in crisis or mentally ill. Examples and options were covered as to how to communicate effectively to de-escalate the situation.

Kingston Fire Department July 2021

Summary of Month's Activities

Fire Operations

The Department responded to 90 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
- Hired (1) new firefighter

Monthly Overtime

OT Hours: 65

Cost:

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

- Shift Training

	This Month	YTD
Fire Inspections		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

Implemented Performance Standards Plan

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

Fleet Maintenance

- All apparatus oil changes

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

- SCBA

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Jul-21

TOTAL CALLS

90

Category	Total		Total
Structure Fires		Hazardous Calls	3
Vehicle Fires	2	Service Calls	13
Brush/Grass Fires		Good Intent Calls	9
Refuse/rubbish Fires		Unintentional False	9
Other Fires	3	Other False	
Total Fires	5	Total False: Total	34
Rescue and EMS	50	Overpressure Rupture/ Explosion - No Fire	1
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			

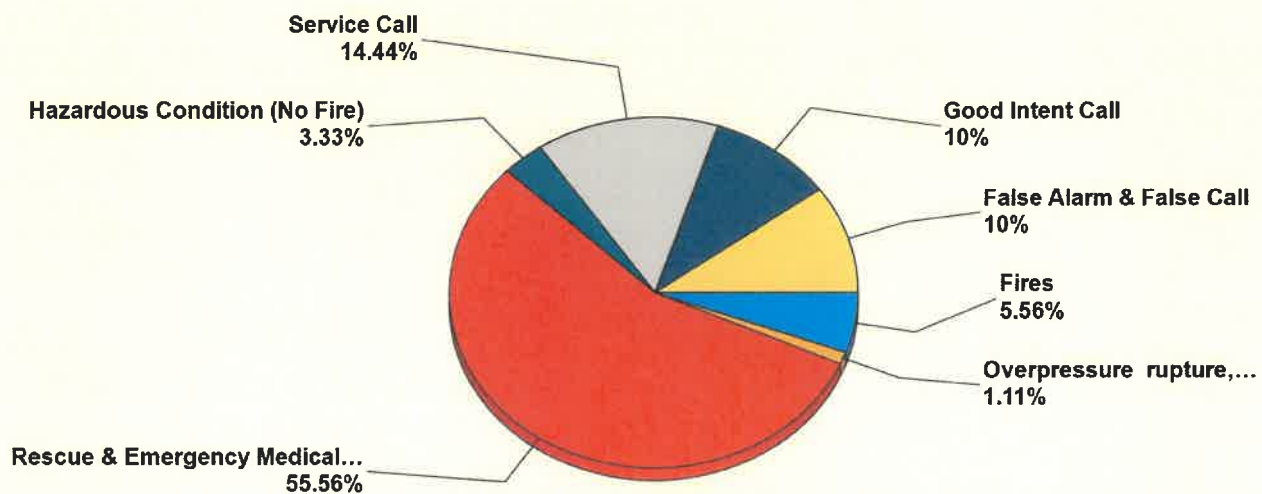
Kingston Fire Department

Kingston, TN

This report was generated on 8/4/2021 10:40:10 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2021 | End Date: 07/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	5.56%
Overpressure rupture, explosion, overheating - no fire	1	1.11%
Rescue & Emergency Medical Service	50	55.56%
Hazardous Condition (No Fire)	3	3.33%
Service Call	13	14.44%
Good Intent Call	9	10%
False Alarm & False Call	9	10%
TOTAL	90	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
112 - Fires in structure other than in a building	1	1.11%
131 - Passenger vehicle fire	2	2.22%
132 - Road freight or transport vehicle fire	1	1.11%
138 - Off-road vehicle or heavy equipment fire	1	1.11%
243 - Fireworks explosion (no fire)	1	1.11%
311 - Medical assist, assist EMS crew	21	23.33%
321 - EMS call, excluding vehicle accident with injury	24	26.67%
322 - Motor vehicle accident with injuries	3	3.33%
324 - Motor vehicle accident with no injuries.	2	2.22%
412 - Gas leak (natural gas or LPG)	1	1.11%
460 - Accident, potential accident, other	1	1.11%
481 - Attempt to burn	1	1.11%
541 - Animal problem	1	1.11%
551 - Assist police or other governmental agency	2	2.22%
553 - Public service	1	1.11%
554 - Assist invalid	6	6.67%
571 - Cover assignment, standby, moveup	3	3.33%
611 - Dispatched & cancelled en route	5	5.56%
621 - Wrong location	1	1.11%
651 - Smoke scare, odor of smoke	2	2.22%
652 - Steam, vapor, fog or dust thought to be smoke	1	1.11%
700 - False alarm or false call, other	5	5.56%
740 - Unintentional transmission of alarm, other	1	1.11%
743 - Smoke detector activation, no fire - unintentional	2	2.22%
745 - Alarm system activation, no fire - unintentional	1	1.11%
TOTAL INCIDENTS:	90	100%

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



Kingston Fire Department

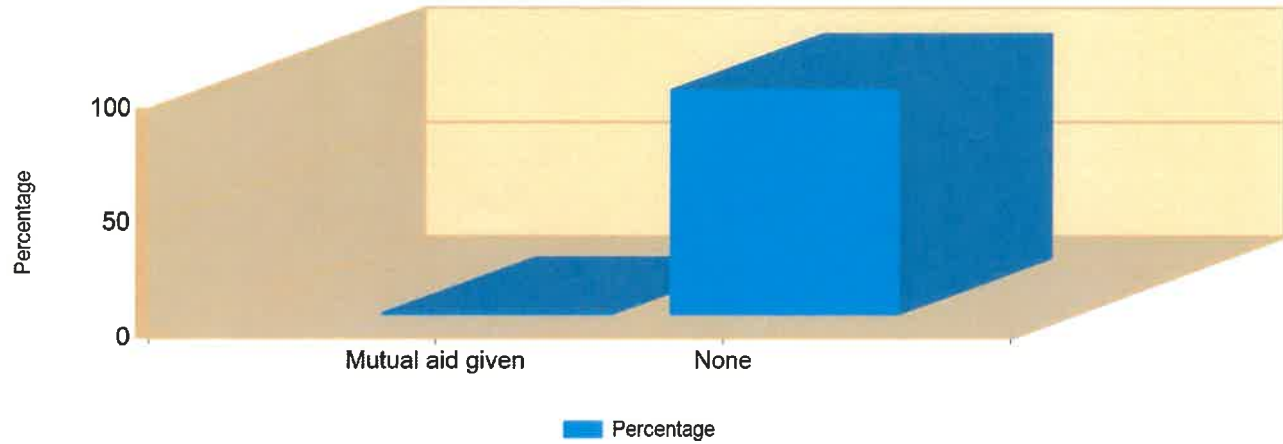
Kingston, TN

This report was generated on 8/4/2021 10:40:47 AM

Count of Aid Given and Received for Incidents for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Mutual aid given	1	1.1%
None	89	98.9%

Only REVIEWED incidents included



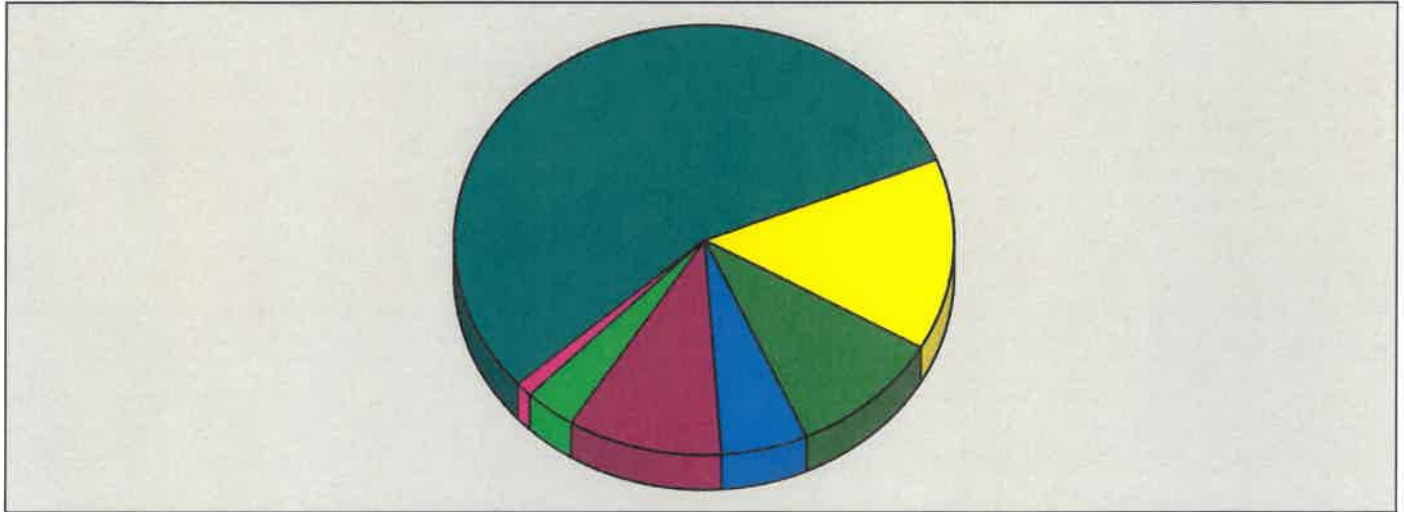
Kingston Fire Department

Kingston, TN

This report was generated on 8/4/2021 10:41:04 AM

Major Incident Types by Month for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021



False Alarm & False Call

Fire

Good Intent Call

Hazardous Condition (No Fire)

Overpressure Rupture, Explosion, Overheat(no fire)

Rescue & Emergency Medical Service Incident

Service Call

INCIDENT TYPE	JUL	TOTAL
False Alarm & False Call	9	9
Fire	5	5
Good Intent Call	9	9
Hazardous Condition (No Fire)	3	3
Overpressure Rupture, Explosion, Overheat(no fire)	1	1
Rescue & Emergency Medical Service Incident	50	50
Service Call	13	13
Total	90	90

Only REVIEWED incidents included



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Page # 1 of 1

Kingston Fire Department

Kingston, TN

This report was generated on 8/4/2021 10:41:20 AM

Minor Incident Types by Month for Year

Year: 2021

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SUM
Accident, potential accident	1			1		1	1		4
Animal problem or rescue							1		1
Attempted burning, illegal action							1		1
Chemical release, reaction, or toxic condition		1							1
Combustible/flammable spills & leaks							1		1
Controlled burning	1			2	1				4
Cover assignment, standby at fire station, move-up	6	3	5	5	4	7	3		33
Dispatched and canceled en route	13	8	7	8	10	9	5	1	61
Electrical wiring/equipment problem	1					1			2
Emergency medical service (EMS) Incident	20	27	31	32	36	24	29	1	200
Explosion (no fire)							1		1
Extrication, rescue						1			1
False alarm and false call, other	1	2	2	1	3	2	5		16
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	34	21	21		144
Mobile property (vehicle) fire	1	1		3		1	4		10
Natural vegetation fire					1				1
Outside rubbish fire				1	1				2
Person in distress	1	1	2			1			5
Public service assistance	6	7	3	12	6	17	9	1	61
Rescue or EMS standby		1	1		1				3
Smoke, odor problem						1			1
Steam, other gas mistaken for smoke	1		1	1		2	3		8
Structure Fire	1	1			1		1		4
System or detector malfunction			2	2		2			6
Unauthorized burning			1						1
Unintentional system/detector operation (no fire)	3	2		3	4	1	4		17
Wrong location, no emergency found	3	1		2	1	1	1		9
Total	77	76	68	92	104	92	90	3	602

Only REVIEWED incidents included





Kingston Fire Department

SCBA

Date & Time 07/22/2021 08:00 - 07/22/2021 12:00

Location station 1

Objective This class covers the basics of an SCBA and the parts and how they work.

Instructors Edmonds, Clint (Captain/ Training Officer)

Sign-In Sheet

Name	Agency	ID	Signature
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1807	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	



Kingston Fire Department

SCBA

Class Information

Date/Time	07/22/2021 08:00 - 07/22/2021 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	This class covers the basics of an SCBA and the parts and how they work.		

Instructors

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

Resources

Name	Description
Personal Protective Equipment	Bunker gear or turnout gear are terms used by many firefighters to refer to their Personal Protective Equipment or PPE. "Bunker gear" and "turnout gear" can refer, depending on the context, to just the trousers, boots and jacket, or to the entire combination of personal protective equipment and personal protective clothing.
SCBA	A self-contained breathing apparatus, or SCBA, sometimes referred to as a compressed air breathing apparatus (CABA), or simply breathing apparatus (BA), is a device worn by rescue workers, firefighters, and others to provide breathable air in an "Immediately Dangerous to Life or Health" atmosphere (IDLH).

Narrative

This class broke down and covered the parts of an airpack and how to properly use the SCBA and clean it and return it to service

Training Codes

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

People

Name
Edmonds, Clint
Goss, Bradley
Munguia, Michael
Woody, Josh D



Kingston Fire Department

SCBA

Date & Time 07/23/2021 10:00 - 07/23/2021 14:00

Location station 1

Objective To become more familiar with the use and selection of SCBA units

Instructors Cloyd, Greg W (Captain)

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (Captain)	Kingston Fire Department	1804	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1808	
Williamson, Jordan (FF/EMR)	Kingston Fire Department	1811	



Kingston Fire Department

SCBA

Class Information

Date/Time	07/23/2021 10:00 - 07/23/2021 14:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	Subjective
Location	station 1 station 1		
Objective	To become more familiar with the use and selection of SCBA units		

Instructors

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

Resources

Name	Description
Personal Protective Equipment	Bunker gear or turnout gear are terms used by many firefighters to refer to their Personal Protective Equipment or PPE. "Bunker gear" and "turnout gear" can refer, depending on the context, to just the trousers, boots and jacket, or to the entire combination of personal protective equipment and personal protective clothing.
RIT Pack	The SCOTT RIT-PAK III portable air supply consists of a combination LOW pressure / HIGH pressure supply assembly with a single cylinder coupling to attach to a breathing air cylinder. A carrying bag is used to support and transport the cylinder
SCBA	A self-contained breathing apparatus, or SCBA, sometimes referred to as a compressed air breathing apparatus (CABA), or simply breathing apparatus (BA), is a device worn by rescue workers, firefighters, and others to provide breathable air in an "Immediately Dangerous to Life or Health" atmosphere (IDLH).

Narrative

Class covered the proper use and limitations of an SCBA and all the key components. Class also demonstrated troubleshooting the SCBA system and possible problems that may arise whilst on the fire ground. Class demonstrated the proper use and selection of department SCBA units. Class demonstrated donning and doffing SCBA units in a timely and efficient manor. Class also covered the buddy breather system attached to each SCBA and RIT pack the use of said system.

Training Codes

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

People

Name
Cloyd, Greg W
Goss, Bradley
Logan, Jay
Williamson, Jordan



Kingston Fire Department

SCBA



Kingston Fire Department

SCBA

Date & Time 07/24/2021 08:00 - 07/24/2021 12:00

Location station 1

Objective To become more familiar with the SCBA and the use of it.

Instructors Murrell, Jacob (Captain)

Sign-In Sheet

Name	Agency	ID	Signature
Adkins, Michael (FF/ AEMT)	Kingston Fire Department	1812	
Milne, Ryan (FF/ EMT)	Kingston Fire Department	1810	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1806	



Kingston Fire Department

SCBA

Class Information

Date/Time 07/24/2021 08:00 - 07/24/2021 12:00			
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	To become more familiar with the SCBA and the use of it.		

Instructors

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

Resources

Name	Description
Personal Protective Equipment	Bunker gear or turnout gear are terms used by many firefighters to refer to their Personal Protective Equipment or PPE. "Bunker gear" and "turnout gear" can refer, depending on the context, to just the trousers, boots and jacket, or to the entire combination of personal protective equipment and personal protective clothing.
SCBA	A self-contained breathing apparatus, or SCBA, sometimes referred to as a compressed air breathing apparatus (CABA), or simply breathing apparatus (BA), is a device worn by rescue workers, firefighters, and others to provide breathable air in an "Immediately Dangerous to Life or Health" atmosphere (IDLH).

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
Adkins, Michael
Milne, Ryan
Murrell, Jacob
Woody, Josh D

Public Works Report July 2021

Solid Waste:

- | | |
|--|--------------|
| <input type="checkbox"/> Convenience center solid waste collected: | None_____ |
| <input type="checkbox"/> Wood chips removed from lot: | None_____ |
| <input type="checkbox"/> Solid Waste Tonnage collected: | None_____ |
| <input type="checkbox"/> Street sweeping debris removed off streets: | _6 Loads_97_ |
| <input type="checkbox"/> Recycled materials collected: | trailer__0__ |
| <input type="checkbox"/> | |

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	5 loads	293 Loads
Culverts/Storm Drains Cleaned	12	526
Curb/Sidewalk Repair/Install/Remove	0 ft.	1335ft
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)	0	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)	6	159
Streets Striped	0	3
Tennessee One Calls	3	50
Traffic Signal Repair	1	23
Tree Trimming Requests	3	18

Vehicle Maintenance – Routine	7	185
Vehicle Maintenance – Unscheduled	4	81
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

- ☐ Residential meetings and work to assist with drainage-related projects –
- ☐ Daily underground storage tank testing –N/A
- ☐ Monthly fuel pump inspection and cleaning- N/A
- ☐ Monthly safety meetings- 1
- ☐ Weekly departmental meetings and monthly staff safety meetings-2
- ☐ Sign repair, new sign installations- 0
- ☐ 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-July 2021

Kingston Parks & Recreation worked hard preparing for the “Smokin the Water” event by completing some much overdue maintenance to our parks including: clearing the river banks of overgrown brush, adding mulch to the playground, painting handrails, retaining walls, signs; cleaning and sealing the pavilions; replacing the wood on the picnic tables, cleared area around the batting facility and behind the City Park pavilion, landscaped around the signs at the parks, etc. The floating boat docks at the City Park sustained some damage and thankfully Dock-It LLC was able to assist and repair them prior to the event. Work continues to improve the area around Ladd Landing Pavilion. We have begun improving the electrical system around the Old Courthouse in preparation for the upcoming Street Festivals. We finally received and installed the garage doors at the batting facility at Southwest Point.



“ We are what we repeatedly do, excellence, therefore, is not an act but a habit” . -
Aristotle



Kingston Parks & Recreation - July 2021

Pavilion/Park Rentals

- City Park-6
- Gravel Pit-2
- Southwest Point Pavilion-1
- Amphitheater-2
- Fort SWP-2
- Ladd Park-1

Community Center Rentals

- Banquet Room-4
- Room C-1

Pool Events/Rentals

- Private Parties-34
- Swim Classes-23

On July 31st we hosted a Free Paddle Day at the Gravel Pit Park to promote our Kayak/Paddleboard Rentals and the Tennessee Riverline Fleet. It was a great event with over 30 participants

Congratulations to J.R. Best who was promoted to Parks & Recreation Director !!



Kingston Parks & Recreation-July 2021

July 3rd

- Car Show
- Concert Night at the Amphitheater

July 4th

- The Grove Church Service at the Amphitheater
- Kingston Lakeside Farmers Market
- Patriotic Puppy Pageant at Fort Paws
- Boat Parade
- Homemade Raft Race
- Concert at the City Park
- "Smokin' the Water " Event

July 8th

Announced J.R. Best as the newly appointed Kingston Parks & Recreation Director-Congrats !!

July 10th

Free Paddle Day (Postponed due to weather)

July 20th

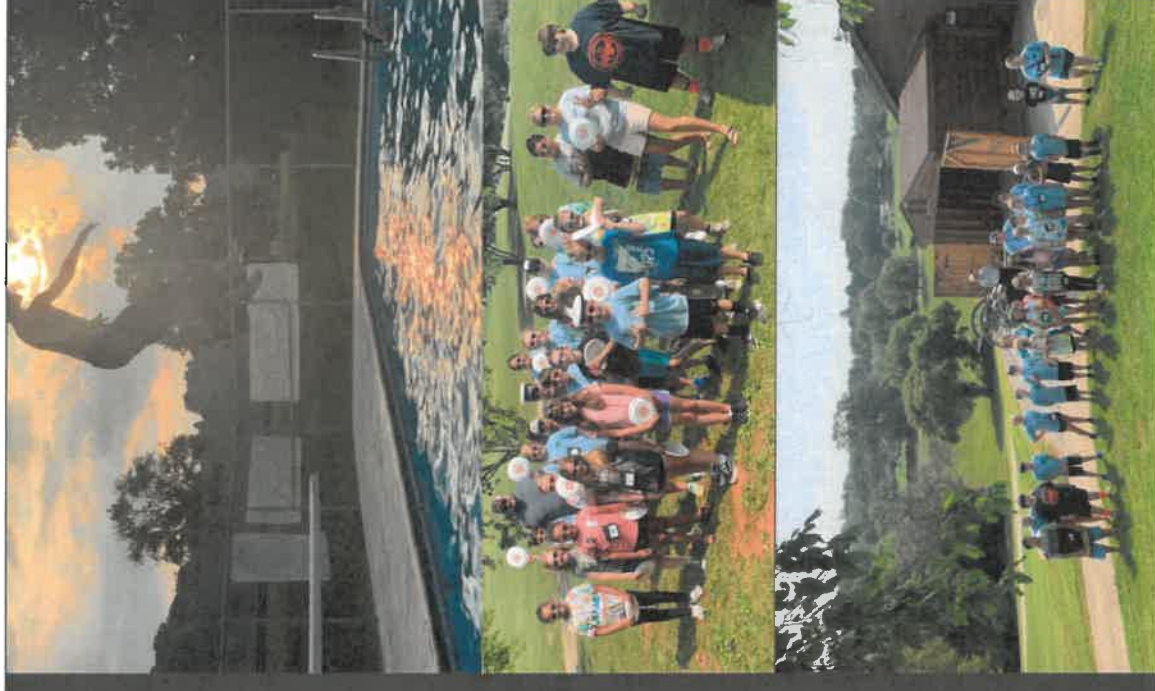
Free Swim Night sponsored by Roane Co. Anti-Drug Coalition

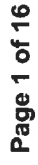
July 21st

Hosted 4-H Group at Fort Southwest Point

July 31st

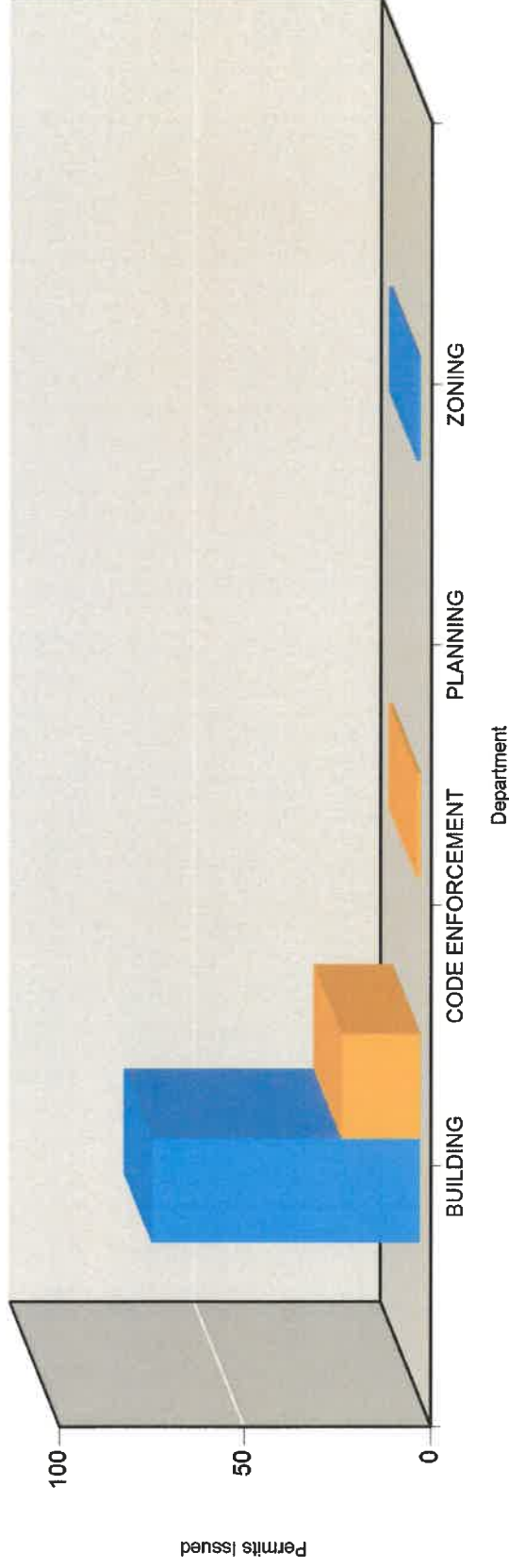
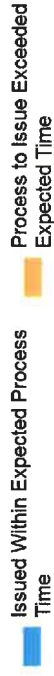
Free Paddle Day at Gravel Pit Park





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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	74	74	1 Day	5.04 Days	1	54	20
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	11	10	Same Day	0 Days	1	10	0
	RM	Same Day	9	8	Same Day	1.41 Days	1	7	1



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CODE ENFORCEMENT	BK	Same Day	2	0	Same Day	0 Days	1	0	0
	EV	Same Day	2	1	1 Day	0 Days	1	0	1
PLANNING	PLT	Same Day	7	0	Same Day	0 Days	1	0	0
ZONING	VAR	Same Day	1	1	Same Day	0 Days	1	1	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2021-452	Submitted: 06/22/2021	In Process: 9
		DW	Technically Complete:	Waiting: 0
		133 Shady Drive, Harriman, TN 37748	Approved:	Total Days: 9
			Ready to Issue:	Total Cycles: 1
		BP2021-457	Submitted: 06/22/2021	In Process: 14
		OS Addition	Technically Complete:	Waiting: 0
		524 First Norway Lane, Oliver Springs, TN 37840	Approved:	Total Days: 14
			Ready to Issue:	Total Cycles: 1
		BP2021-471	Submitted: 06/28/2021	In Process: 28
		Inground Pool	Technically Complete:	Waiting: 0
		282 Gamble Ln, Harriman, TN 37748	Approved:	Total Days: 28
			Ready to Issue:	Total Cycles: 1
		BP2021-475	Submitted: 06/28/2021	In Process: 8
		Residential Home	Technically Complete:	Waiting: 0
		114 Emory Pointe Lane, Harriman, TN 37748	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1
		BP2021-476	Submitted: 06/28/2021	In Process: 8
		Window Replacement	Technically Complete:	Waiting: 0
		153 Daniel Rd., Kingston, TN 37763	Approved:	Total Days: 8
			Ready to Issue:	Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Ready to Issue: Issued:	07/01/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-487		Addition			0 0 0 1
202 Jeffery Ln, Ten Mile, TN37880				07/01/2021	
BP2021-488		SW			1 0 1 1
425 Mans Hollow Rd, Kingston, TN 37763				07/01/2021	
BP2021-489		HC Sign Replacement			1 0 1 1
166 Ahler Rd, Harriman, TN 37748				07/01/2021	
BP2021-490		Carport & Retaining wall addition			26 0 26 1
114 Mountain View Road, Harriman, TN 37748				07/27/2021	
BP2021-491		Dock			0 0 0 1
412 Lakecrest Dr, Harriman, TN 37748				07/02/2021	
BP2021-492		Residential Home			0 0 0 1
387 Mays Valley Rd, Harriman, TN 3				07/02/2021	
BP2021-493		Residential Home			0 0 0 1
1424 River Rd, Kingston, TN 37763				07/02/2021	
BP2021-494		Above ground pool			0 0 0 1
136 Jennings Dr, Kingston, TN 37763				07/02/2021	



BUILDING	BP				
BP2021-495					
Dock				Submitted: 07/06/2021 Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
297 E Shore Dr, Rockwood, TN 37854				Issued: 07/06/2021	
BP2021-496					
MOD				Submitted: 07/06/2021 Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
943 Swan Pond Cir, Harriman, TN 37748				Issued: 07/06/2021	
BP2021-497					
Inground Pool				Submitted: 07/06/2021 Technically Complete: Approved: Ready to Issue:	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
227 Massengill Springs Rd., Harriman, TN 37748				Issued: 07/06/2021	
BP2021-498					
DW				Submitted: 07/06/2021 Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
336 Chandley Rd, Kingston, TN 37763				Issued: 07/06/2021	
BP2021-499					
Residential Home				Submitted: 07/07/2021 Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
155 E Shore Dr, Rockwood, TN 37854				Issued: 07/07/2021	
BP2021-500					
Residential Home				Submitted: 07/08/2021 Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
775 Oslo Ln, Harriman, TN 37748				Issued: 07/08/2021	
BP2021-501					
Residential Home				Submitted: 07/08/2021 Technically Complete: Approved: Ready to Issue:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
121 Roaming Fawn, Rockwood, TN 37854				Issued: 07/08/2021	
BP2021-502					
DW				Submitted: 07/08/2021 Technically Complete: Approved: Ready to Issue:	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
215 Eastwood Rd, Ten Mile, TN 37880				Issued: 07/09/2021	



BUILDING	BP		Submitted: 07/09/2021	In Process: 0
	BP2021-503	OS Carpet	Technically Complete: 0	Waiting: 0
	420 Prince St, Oliver Springs, TN 37840		Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	BP2021-504	KC Addition	Submitted: 07/09/2021	In Process: 0
	629 Paint Rock Ferry Road, Kingston, TN 37763		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	BP2021-505	Retaining Wall	Submitted: 07/09/2021	In Process: 0
	190 Marble Bluff Drive, Kingston, TN 37763		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	BP2021-506	Airplane Hanger	Submitted: 07/09/2021	In Process: 0
	208 Meadowlake Dr, Kingston, TN 37763		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	BP2021-507	Metal Garage	Submitted: 07/09/2021	In Process: 0
	230 Old Coalfield Rd., Harriman, TN 37748		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	BP2021-508	Residential Home	Submitted: 07/12/2021	In Process: 1
	536 Pointe Vista Dr, Rockwood, TN 37854		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 1
			Ready to Issue: 0	Total Cycles: 1
	BP2021-509	Garage	Submitted: 07/12/2021	In Process: 10
	114 Crosswinds Rd, Ten Mile, TN 37880		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 10
			Ready to Issue: 0	Total Cycles: 1
	BP2021-510	Inground Pool	Submitted: 07/12/2021	In Process: 0
	104 Easter Dr, Rockwood, TN 37854		Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1



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BUILDING	BP	BP2021-511	Submitted: 07/13/2021	Technically Complete: 07/13/2021	In Process: 0
		HC Inground Pool	Approved: 0	Waiting: 0	Waiting: 0
		489 Hilltop Drive, Harriman, TN 37748	Ready to Issue: 0	Total Days: 0	Total Cycles: 1
		BP2021-512	Issued: 07/13/2021		
		Remodel	Submitted: 07/13/2021	Technically Complete: 07/13/2021	In Process: 0
		497 Woolsey Rd, Harriman, TN 37748	Approved: 0	Waiting: 0	Waiting: 0
			Ready to Issue: 0	Total Days: 0	Total Cycles: 1
		BP2021-513	Issued: 07/13/2021		
		DW	Submitted: 07/13/2021	Technically Complete: 07/13/2021	In Process: 0
		816 Eagle Furnace Rd, Rockwood, TN 37854	Approved: 0	Waiting: 0	Waiting: 0
			Ready to Issue: 0	Total Days: 0	Total Cycles: 1
		BP2021-514	Issued: 07/13/2021		
		Cell Tower Upgrades	Submitted: 07/14/2021	Technically Complete: 07/14/2021	In Process: 0
		1825 Roark Rd, Kingston, Tn 37763	Approved: 0	Waiting: 0	Waiting: 0
			Ready to Issue: 0	Total Days: 0	Total Cycles: 1
		BP2021-515	Issued: 07/14/2021		
		KC Commercial Sign / Hardee's Menu Boards	Submitted: 07/14/2021	Technically Complete: 07/14/2021	In Process: 1
		935 Kentucky Street, Kingston, TN 37763	Approved: 0	Waiting: 0	Waiting: 0
			Ready to Issue: 0	Total Days: 1	Total Cycles: 1
		BP2021-516	Issued: 07/15/2021		
		SW	Submitted: 07/14/2021	Technically Complete: 07/14/2021	In Process: 0
		120 Breedlove Rd, Rockwood, TN 37854	Approved: 0	Waiting: 0	Waiting: 0
			Ready to Issue: 0	Total Days: 0	Total Cycles: 1
		BP2021-517	Issued: 07/14/2021		
		DW	Submitted: 07/14/2021	Technically Complete: 07/14/2021	In Process: 0
		135 Primrose Lane, Ten Mile, TN 37880	Approved: 0	Waiting: 0	Waiting: 0
			Ready to Issue: 0	Total Days: 0	Total Cycles: 1
		BP2021-518	Issued: 07/14/2021		
		Residential Home	Submitted: 07/14/2021	Technically Complete: 07/14/2021	In Process: 0
		304 W Shore Dr, Rockwood, TN 37854	Approved: 0	Waiting: 0	Waiting: 0
			Ready to Issue: 0	Total Days: 0	Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/14/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-519	DW				
		1400 River Rd, Kingston, TN 37763			
BP2021-520	Garage				
		1400 River Rd, Kingston, TN 37763			
BP2021-521	Garage				
		123 Starboard Ct, Harriman, TN 37748			
BP2021-522	Storage Building				
		193 Cates Road, Rockwood, TN 37854			
BP2021-523	Garage				
		114 DOCKS OF THE BAY Dr., HARRIMAN, TN 37748			
BP2021-524	Residential Home				
		464 Highpoint Orchard Rd, Kingston, TN 37763			
BP2021-525	Above ground Pool				
		133 Morris LN, Kingston, TN 37763			
BP2021-526	HC Commercial Sign / Hardee's				
		1608 Roane St S, Harriman, TN 37748			



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BUILDING	BP	BP2021-527	OS Commercial Sign / Hardee's	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/19/2021	In Process: Waiting: Total Days: Total Cycles:
		528 E Tri County Blvd, Oliver Springs, TN 37840			07/19/2021	0 0 0 1
		BP2021-528		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/19/2021	0 0 0 1
		Dock				
		1341 Bowman Bend Road, Harriman, TN 37748				
		BP2021-529		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/19/2021	0 0 0 1
		Storage Building				
		375 Skyline View Ln, Kingston, TN 37763				
		BP2021-530		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/21/2021	0 0 0 1
		Carport				
		672 Webster Road, Harriman, TN 37748				
		BP2021-531		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/21/2021	6 0 6 1
		Windows				
		616 Shenandoah Drive, Rockwood, TN 37854				
		BP2021-532		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/21/2021	6 0 6 1
		Windows				
		401 Squaw Valley Rd, Kingston, TN 37763				
		BP2021-533		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/21/2021	6 0 6 1
		Windows				
		115 Hillcrest Ln, Kingston, Tn 37763				
		BP2021-534		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/21/2021	0 0 0 1
		Residential Home				
		107 Delaware Point, Ten Mile, TN 37880				



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/21/2021	In Process: Waiting: Total Days: Total Cycles:
BP2021-535	Barn	4600 Kingston Highway, Lenoir City, TN 37771			0 0 0 1
BP2021-536	SW	260 Humphreys Rd, Philadelphia, TN 37846			0 0 0 1
BP2021-537	DW	754 Old Johnston Valley Road, Kingston, TN 37763			1 0 1 1
BP2021-538	Residential Home	180 Woods Lane, Kingston, TN 37763			0 0 0 1
BP2021-539	Garage	212 Wright Rd, Oliver Springs, TN 37840			0 0 0 1
BP2021-540	KC Inground Pool & Pavilion	110 Gallaher View Drive, Kingston, TN 37763			0 0 0 1
BP2021-542	SW	100 Eblen Cave Road, Lenoir City, TN 37771			0 0 0 1
BP2021-543	DW	384 Lancer Road, Harriaman, TN 37748			0 0 0 1



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BUILDING	BP		Submitted: 07/26/2021	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued:	07/26/2021	
BP2021-544				
Metal Garage				
949 Swan Pond Cir, Harriman, TN 37748				
BP2021-545				
DW		Technically Complete:	07/26/2021	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	07/26/2021	Total Cycles: 1
227 Sunset View Drive, Kingston, TN 37763				
BP2021-546				
Remodel		Technically Complete:	07/26/2021	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	07/26/2021	Total Cycles: 1
231 Foremast Rd, Kingston, TN 37763				
BP2021-547				
Dock		Technically Complete:	07/27/2021	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	07/27/2021	Total Cycles: 1
168 Bayside Dr, Ten Mile, TN37880				
BP2021-548				
DW		Technically Complete:	07/28/2021	In Process: 0
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 0
		Issued:	07/28/2021	Total Cycles: 1
1706 Roark Rd, Kingston, TN 37763				
BP2021-549				
DW		Technically Complete:	07/28/2021	In Process: 1
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 1
		Issued:	07/29/2021	Total Cycles: 1
124 Collier Dr, Kingston, TN 37748				
BP2021-550				
HC DW		Technically Complete:	07/28/2021	In Process: 1
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 1
		Issued:	07/29/2021	Total Cycles: 1
108 Walnut St, Harriman, TN 37748				
BP2021-551				
Cell Tower Upgrades		Technically Complete:	07/28/2021	In Process: 15
		Approved:		Waiting: 0
		Ready to Issue:		Total Days: 5
		Issued:		Total Cycles: 1
222 PHILLIPS HOLLOW Rd., 'HARRIMAN, TN 37748				



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BUILDING	BP	BP2021-552	Submitted: 07/29/2021	In Process: 0
		KC Deck	Technically Complete: 0	Waiting: 0
		115 Hartford Village Way, Kingston, TN 37763	Ready to Issue: 0	Total Days: 0
		BP2021-553	Issued: 07/29/2021	Total Cycles: 1
		KC Solar Panels	Submitted: 07/29/2021	In Process: 1
		509 Greenwood St, Kingston, TN 37763	Technically Complete: 0	Waiting: 0
		BP2021-554	Approved: 07/29/2021	Total Days: 1
		Carport with slab	Ready to Issue: 07/30/2021	Total Cycles: 1
		1450 Oakdale Highway, Harriman, TN 37748	Submitted: 07/29/2021	In Process: 0
		BP2021-555	Technically Complete: 0	Waiting: 0
		Carport	Approved: 07/29/2021	Total Days: 0
		405 Blue Springs Circle, Ten Mile, TN 37880	Ready to Issue: 07/29/2021	Total Cycles: 1
		BP2021-556	Submitted: 07/29/2021	In Process: 0
		RM for BP2021-145	Technically Complete: 0	Waiting: 0
		249 Marble View Dr, Kingston, TN 37763	Approved: 07/29/2021	Total Days: 4
		BP2021-557	Ready to Issue: 07/29/2021	Total Cycles: 1
		HC Commercial Building / Burger King	Submitted: 07/29/2021	In Process: 1
		2024 Roane State Hwy, Harriman, TN 37748	Technically Complete: 0	Waiting: 0
		BP2021-558	Approved: 07/30/2021	Total Days: 1
		Above ground pool	Issued: 07/30/2021	Total Cycles: 1
		431 MARTIN Rd., ROCKWOOD, TN 37854	Submitted: 07/29/2021	In Process: 0
		BP2021-559	Technically Complete: 0	Waiting: 0
		Barn / Tax Exemption Certificate	Approved: 07/29/2021	Total Days: 0
		146 Mans Hollow Rd, Kingston, TN 37763	Ready to Issue: 07/30/2021	Total Cycles: 1



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BUILDING	BP	BP2021-560	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/30/2021	In Process: Waiting: Total Days: Total Cycles:
		HC Commercial Sign / Burger King			3 0 3 1
		2024 Roane State Hwy, Harriman, TN 37748			
		BP2021-561	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/30/2021	3 0 3 1
		KC Commercial Remodel			
		1100 Ladd Landing Blvd, Kingston, TN 37763			
CM		CM2021-007	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/13/2021	0 0 0 1
		CM for BP2021-094			
		1125 Ruritan Rd, Harriman, TN 37748			
PL		BP2021-541	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/23/2021	10 0 10 1
		205 Woodlawn Dr, Kingston, TN 37763			
		PL2021-102	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/06/2021	0 0 0 1
		PL for BP2021-190			
		3349 Sugar Grove Valley Road, Harriman, TN 37748			
		PL2021-103	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/07/2021	0 0 0 1
		PL for BP2021-499			
		155 E Shore Dr, Rockwood, TN 37854			
		PL2021-104	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/08/2021	0 0 0 1
		PL for BP2021-251			
		180 Squaw Valley Rd, Kingston, TN 37763			
		PL2021-105	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2021	0 0 0 1
		PL for BP2021-398			
		217 Joel Rd, Oliver Springs, TN 37840			



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
07/01/2021 AND 07/31/2021

Report run on: 08/02/2021 09:06 AM

BUILDING	PL	PL2021-106	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2021	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2021-397			0 0 0 1
		219 Joel Rd, Oliver Springs, TN 37840		07/12/2021	
		PL2021-107	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/13/2021	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2020-732			0 0 0 1
		117 Osprey pt, Kingston, TN 37763		07/13/2021	
		PL2021-108	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/19/2021	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2021-264			0 0 0 1
		473 Old Holderford Rd, Kingston, TN 37763		07/19/2021	
		PL2021-109	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/23/2021	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2019-002			0 0 0 1
		205 Woodlawn Dr, Kingston, TN 37763		07/23/2021	
		PL2021-110	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/27/2021	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2021-457			0 0 0 1
		524 First Norway Lane, Oliver Springs, TN 37840		07/27/2021	
		PL2021-111	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/29/2021	In Process: Waiting: Total Days: Total Cycles:
		PL for BP2021-425			0 0 0 1
		2717 Roane State Highway, Harriman, TN 37748		07/29/2021	
		RM2021-062	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/13/2021	In Process: Waiting: Total Days: Total Cycles:
		RM for BP2021-094			20 0 20 1
		1125 Ruritan Rd, Harriman, TN 37748		07/14/2021	
		RM2021-063	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/14/2021	In Process: Waiting: Total Days: Total Cycles:
		RM for BP2020-234			0 0 0 1
		2006 Woodduck Cove, Rockwood, TN 37854		07/14/2021	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
07/01/2021 AND 07/31/2021

Report run on: 08/02/2021 09:06 AM

BUILDING	RM	RM2021-064 RM for BP2020-715 288 Pin Oak Drive, Rockwood, TN 37854	Submitted: 07/15/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: Waiting: Total Days: Total Cycles:
		RM2021-065 RM for BP2021-259 118 Marble View Dr, Kingston, TN 37763	Submitted: 07/15/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-066 RM for BP2020-760 186 Pinoak Drive, Rockwood, TN 37854	Submitted: 07/19/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-067 RM for BP2018-352 455 Myrtle Ward Road, Philadelphia, TN 37846	Submitted: 07/19/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-068 RM for BP2021-133 4551 Highway 70, Lenoir City, TN 37771	Submitted: 07/19/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
		RM2021-069 RM for BP2021-396 160 Hawk Trail, Kingston, TN 37763	Submitted: 07/23/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2021-070 RM for BP2021-145 249 Marble View Dr, Kingston, TN 37763	Submitted: 07/29/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
CODE ENFORCEMENT	BK	BK-21-0009 Code Check Book 202 Jeffery Lane, Ten Mile, TN37880	Submitted: 07/01/2021 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 32 Waiting: 0 Total Days: 32 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
07/01/2021 AND 07/31/2021

Report run on: 08/02/2021 09:06 AM

CODE ENFORCEMENT	BK	BK-21-0010	Code Book	Submitted: 07/22/2021	In Process: 11 Waiting: 0 Total Days: 11 Total Cycles: 1
	EV	EV-21-0004	308 N. 3rd St., Kingston, TN 37763	Submitted: 06/30/2021	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		Electrical Variance		Submitted: 07/01/2021	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		285 Roane St S, Harriman, TN 37748		Submitted: 07/30/2021	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		Electrical Variance		Submitted: 07/30/2021	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		618 Thomas Ln, Kingston, TN 37763		Submitted: 07/30/2021	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		Electrical Variance		Submitted: 07/30/2021	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		615 Thomas Ln, Kingston, TN 37763		Submitted: 07/30/2021	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
	PLT	PLT2021-059	Plat Review/2 Lots-	Submitted: 07/06/2021	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
		4140 & 4150 Huffine Road, Loudon, TN 37774		Submitted: 07/14/2021	In Process: 19 Waiting: 0 Total Days: 19 Total Cycles: 1
PLANNING		PLT2021-060	Plat Review/Boundary Line	Submitted: 07/15/2021	In Process: 18 Waiting: 0 Total Days: 18 Total Cycles: 1
		507 High Point Circle, Kingaton, TN 37763		Submitted: 07/15/2021	In Process: 18 Waiting: 0 Total Days: 18 Total Cycles: 1
		PLT2021-061	Plat Review/Boundary Line	Submitted: 07/21/2021	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
		1591 & 1575 Poplar Creek Road, Oliver Springs, TN 37840		Submitted: 07/21/2021	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
		PLT2021-062	Plat Review/Boundary Line	Submitted: 07/21/2021	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
		4600 Kingston Highway, Lenoir City, TN 37771		Submitted: 07/21/2021	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
07/01/2021 AND 07/31/2021

Report run on: 08/02/2021 09:06 AM

PLANNING	PLT	PLT2021-063	Submitted: 07/23/2021	In Process: 10
		Plat Review/Boundary Line	Technically Complete:	Waiting: 0
		Poplar Springs Road, Kingston, TN 37763	Approved:	Total Days: 10
		PLT2021-064	Ready to Issue:	Total Cycles: 1
		Plat Review/5 Acres+	Issued:	
		5153 Estes Road, Loudon, Tn 37774	Submitted: 07/26/2021	In Process: 17
		PLT2021-065	Technically Complete:	Waiting: 0
		Plat Review/Boundary Line	Approved:	Total Days: 7
		227 Sunset View Drive, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
		VAR2021-007	Issued:	
ZONING	VAR	.12' front setback	Submitted: 07/26/2021	In Process: 17
		833 Poplar Creek Rd, Oliver Springs, TN 37840	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 07/21/2021	

KINGSTON WATER TREATMENT PLANT



JULY OPERATIONS REPORT

2021

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	17,496,000	17,491,000	0.03%	583,000	931,000	356,000
	Effluent (Finish)	16,161,000	16,279,000	-0.73%	539,000	797,000	336,000
	Spring Supply	13,532,000	14,090,000	-4.12%	451,000	468,000	437,000
	Total Finish Prod.	29,693,000	30,369,000	-2.28%	Distribution & WTP Report: gals. usage flushing and Tank refilling.		
Plant Efficiency		99.43%	99.50%	-0.07%			
Distribution							
GALLONS	Consumption	24,727,100	24,834,800	-0.44%	Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report		
	Reported Usage	834,000	847,000	-1.56%			
	Water Loss	4,131,900	4,587,200	-11.02%			
	%	13.92%	15.11%	-1.19%			

Note: The Water Production, Consumption and Loss data is for the June 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 Battling Complacency.
- * Facilities received daily and regular cleaning and disinfection.
- * Scoured / flushed out Plant sampling and wash lines.
- * Cut out / removed old concrete patching from Clearwell / Pipe Gallery wall to repair water seepage at lines.
- * Doing rehab in Pipe Gallery, removing / stripping the paint from the piping and walls, etc.
- * Completed and submitted Year End EPA and State Reports.
- * Completed and Submitted Inventory of Expendables and AWWA Water Audit Reports for Year End.
- * Flushing & Overflowing Tanks
- * Had bad storms / weather events. Lost a channel on both cellular & Satellite control boards at Ladd Tank.
- * Replaced an Isolation valve and installed a new disinfection discharge injection line at Spring Site.
- * Repacked retaining seals on both Raw Water Check Valves.
- * Adjusted Raw Water Packing Glands.
- * Replaced both Filter Valve Actuators, recalibrated limits and got both back online.

Kingston Water Department
Schedule of Unaccounted For Water
July

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	29,693,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased	<u>29,693,000</u>
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	24,727,100
G	Metered for Consumption (in house usage)	<u>834,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>0</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water	<u>25,561,100</u>
	(Sum Lines F thru M)	
O	Unaccounted for Water	<u>4,131,900</u>
	(Line D minus Line N)	
P	Percent Unaccounted for Water	<u>13.915%</u>
	(Line O divided by Line D times 100)	

Q Other (explain)

See Below

Explain Other:

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



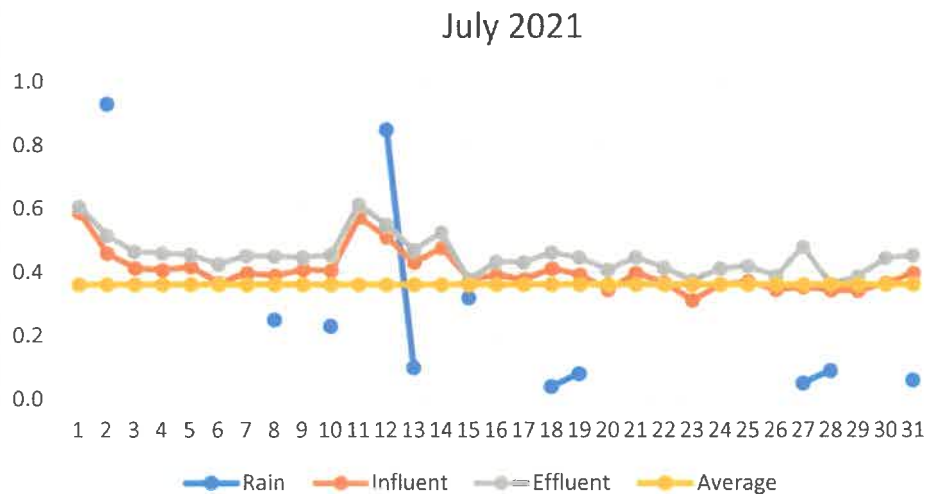
8/2/2021

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: July 2021 Monthly Report
DATE: August 5, 2021

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.4026	.5880	.3110	12,481,000
EFFLUENT	.4530	.6140	.3620	14,042,000

2519 Sewer customers 11,195,400 gallons billed. Daily average .3611 mgd.



Total gallons of chlorine used was 147.83 @\$2.09 gallon = \$308.96.

We had 3.0 inches of rain. There were no reported overflows.

Page and Associates received the wrong doors for the lab building. The replacement doors were ordered and should be here around the end of the month.

Tekwell came out to check a problem with our #2 Effluent pump. It was determined that a soft start was bad. We tried the soft start from the #1 pump, and it turns out both soft starts were bad. Wascon was able to repair and install the #1 pump but not able to run it because of the bad soft start. The soft starts were ordered and should be here in 7-10 days. Once these are installed, all three pumps will be running.

We have resumed testing the wastewater for COVID-19. We will be doing at least weekly tests.

Safety Meetings:

July 26, 2021-

Battling Complacency

City of Kingston



Water Distribution/Collection

July 2021

Services	Total
After Hours-Sewer	0
After Hours-Water	0
Door Hanger	2
Profile	3
Road Cut	0
Service Line Leak/Line Break	1
Sewer-Miscellaneous	3
Disconnect for Non-Payment	57
Water/Sewer Service Estimate	5
Water-Check for Leak	9
Water-Miscellaneous	66
Water-Hydrant	0
Water-Re-Read/Manual Read	26
Yard Work	3
Connect Order	45
Disconnect Order	39
Water Tap-New Account Number	2
811 Locates	54

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

1 August 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 July 2021

Summary

Our table for the back patio area has been delivered and Chris from parks and rec. was kind enough to set it up on his own time on our back patio for patron's use. The table is also in ADA compliance and will help people using the WI-FI outdoors. We have had a lot of positive feedback on this new addition to the Library. I have received requests from other Libraries about the cost and vender I used. They would like to have them installed at their facility. We have the advantage of having a beautiful lake view to look out at.

The Tech grant has opened and I have completed the paper work and summited it to the State for review. I am working on replacing some of our older public computers.

The building has been power washed again. The trim and doorways will be painted in the next week.

I would like to have the parking lot lines redone, as they are very faded.

We are now accepting donations that are clean and in good condition only.

We achieved a lot of improvements these last few months at the Library.

I have some more ideas in mind for improvements, we will see how the rest of the year goes.

I have finished the summer reading program for this year. We will be helping students get ready for the new school year. I donated some children's book to the Kingston Elementary school for their classroom.

The Library has been busy with new patrons coming in getting Library cards. There seems to be more people moving into the area.

Any questions can be emailed to me at: kpldirector@gmail.com

Respectfully submitted

Barbara T.

Kingston Public Library

Meeting Minutes

July 8, 2021

Present: Barbara Thorbjornsen– Director, Carolyn Brewer, Larry Ridinger, Trudy Wideman, Kelli Smith, Jeff Griffis Kerry Willett

1) Carolyn called the meeting to order at 5:05 pm.

2) Trudy moved to have the minutes of the May 2021 meeting approved; Larry seconded the motion and the minutes were approved.

3) Treasurer's Report- Larry presented the treasurers report. As of May 31, 2021, we currently have a balance of \$13136.06 in the bank. Jeff moved to approve the treasurers report, Kelli seconded.

4) Public Comments – no one from the public was present.

5) Regional Library –Liz Schreck presented opportunities the Regional Library offer

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

Our READS number for the month of June was 2972.

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

6) Barbara presented the Director's Report:

The library opened in April but we still offer curbside to those who request it. Inter library loans are now available.

Computers are limited to an hour use, with only a few in operation in order to maintain social distancing.

All MOE. Money has been spent.

The Summer Reading Program was a success. We had a total of 74 children attend

7) New Business-

The Board voted unanimously for a 5% raise for part time employees.

We will make an amendment to the budget.

Employee Behavior- All employees will be given a copy a statement from the board. The letter includes behavior consequences and job requirements. Each employee is required to read and sign this letter.

8) Recommendations for Improvement- no recommendations were mentioned.

9) Chairman's comments-good meeting, lots of improvements this last year done to the Library.

10) Next meeting date is set for Aug. 12, 2021 at 5 pm.

11) The meeting was adjourned at 6:05 pm. Larry made the motion and Trudy seconded.

Respectfully submitted,

Barbara T -Director

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
JULY 20, 2021
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on June 17, 2021	Approval
May 2021 Financial Statements	Approval
May 2021 Budget Report	Information
July 2021 Accounts Payable	Acceptance
2 nd Qtr Overtime Analysis and Comparison	Information
Manager's Report	Acceptance
Visitor Comments	

Old:

1. None

New:

- | | |
|---|----------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. Money Purchase Plan Amendment Resolution | Approval |
| 4. ACLARA Maintenance Agreement Renewal | Approval |
| 5. Altec Material Surcharge | Approval |
| 6. Bad Debts | Approval |

Announcements

August 2021 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on June 17, 2021. Following a prayer and the Pledge of Allegiance, Chairman Holloway called the meeting to order. Board members present were Childs, Davis, Holloway, Layne, and McCullough.

A motion was made by Davis, seconded by Childs to approve the minutes as recorded for the May 20, 2021 Board meeting. All voted yes.

A motion was made by Layne, seconded by Davis to approve the April 2021 Financial Statements. Manager Bear pointed out the TVA report has a different format due to an upgrade in the financial reporting software which now includes a Cash Flow Statement that will be included each month. The Utility maintains an overall budget below expenses. With sales flat, we continue to show a positive net income. Marsha O'Keefe stated cash remains level but May will reflect a decrease due to the bond payment. All voted yes.

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

As part of the Manager's Report, Manager Bear informed the Board:

- Outages on Saturday June 12, 2021 were mostly in Rockwood. Crews worked all night and most of the day on Sunday restoring power. Wednesday evening, June 16, 2021, a car wreck on Highway 229 took out power in to customers in the Westel and Daysville areas of Cumberland County. After some switching only a few customers were without power while we changed out the pole. He commended the employees for doing a really good job.
- The Roane County News is making some changes on public notices. They will be charging a fee for "notices of public meetings". Up to 10 classified lines will cost \$10.00 per notice. Manager Bear suggested the Utility be consistent with the City of Rockwood and Rockwood Water & Gas on posting REU's regular monthly meetings.
- The Utility is planning to release an advertisement announcing that we still have funding for two additional manufactured homes as part of TVA's Home Uplift program. A third party will evaluate the applications and make the final decision on a first-come first-serve basis.
- TMEPA has made him aware of a webinar to be held on June 29th about The American Recovery Plan Act. He is hoping we could leverage what the City of Rockwood may be eligible for and improve our system's network and infrastructure for reliability purposes or economic growth.
- TVA, TMEPA, and TVPPA have all scheduled their annual meetings for their member and partners to be held before the end of the year. Participation in these are in the budget under the training line item.
- Site work is underway at the Village of Center Farm for 44 new homes.
- The Utility is finishing up the estimate for work to be able to connect city facilities to our fiber network for shared services. Once we have those numbers, we will complete the application for TVA's Community Care Fund match.

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

There were no Visitor Comments.

A motion was made by McCullough, seconded by Davis to approve the final FY 2022 Budget. All voted yes. Manager Bear confirmed that the changes authorized by the Board at the May meeting had been incorporated. Specifically:

- Sales are expected to remain flat with no new revenue.
- A 4% general wage increase for all employees effective July 1, 2021.
- An increase in health care of 10% increase effective January 1, 2022.
- Christmas bonus for all employees of \$1,000.
- The Board will continue to approve new projects as they develop.
- Filling the vacant Human Resources position, but not at a director level.
- Travel/training up to \$25,000. The travel budget does not include funds for travel to areas that may be outside the valley such as, CSA's Annual User's Conference, ACLARA (AMI vendor), and Exceleron (Pre-pay vendor).

A motion was made by McCullough, seconded by Childs to ratify the purchase of approximately three (3) reels of #1/0, 15 kV, URD primary cable for \$19,809.40. All voted yes.

A motion was made by Childs, seconded by Layne to approve the purchase of several sizes of transformers. The purchase order is for \$36,410.00. All voted yes.

There were no new projects that exceed the \$10,000 threshold or in need of Board approval.

A motion was made by Davis, seconded by Childs to approve the renewal premium for Pollution Liability coverage from Distributors Insurance Company for \$2,635.00. The period covered is June 30, 2021-2022 and is the same as in prior years. All voted yes.

A motion was made by Layne, seconded by Childs to approve the write-off of uncollectible debts for the period of March 2021 in the amount of \$1,631.62 and noted the bad debts collected for May 2021 were \$2,427.95. All voted yes.

A motion was made by Childs, seconded by Davis to sell two (2) of the surplus trucks; one to the City of Kingston Parks and Recreation Department and the other one to City of Rockwood, City Garage for \$1,000 each. All voted yes.

Chairman Holloway announced the next Board meeting will be held on July 20, 2021.

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

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

UTILITY PLANT

Description	Item	May 2021	May 2020
Electric Plant	1	\$66,307,148.59	\$65,486,219.68
Less Depreciation	2	\$19,011,532.49	\$18,103,924.34
TOTAL	3	\$47,295,616.10	\$47,382,295.34
Unamortized Acquisition Adjustment	4	\$0.00	
Other Utility Plant - Net	5	\$0.00	
TOTAL PLANT - NET	6	\$47,295,616.10	\$47,382,295.34

OTHER PROPERTY AND INVESTMENTS

Description	Item	May 2021	May 2020
Non-Utility Property - Net	7	\$0.00	
Other Investments	8	\$39,135.29	\$33,765.14
Sinking Funds	9	\$0.00	
Depreciation Funds	10	\$0.00	
Other Special Funds	12	\$3,844,451.00	\$3,455,554.00
TOTAL	13	\$3,883,586.29	\$3,489,319.14

CURRENT AND ACCRUED ASSETS

Description	Item	May 2021	May 2020
General Cash and Temporary Cash Investments	14	\$6,475,289.33	\$2,840,179.28
Accounts Receivable	15	\$1,725,859.63	\$1,877,178.58
Materials and Supplies	16	\$393,965.21	\$463,636.53
Prepayments	17	\$146,869.56	\$158,191.94
Other Current Assets	18	\$728,378.94	\$1,024,656.95
TOTAL	19	\$9,470,362.67	\$6,363,843.28

DEFERRED DEBITS

Description	Item	May 2021	May 2020
Debt Expense	20	\$0.00	
Preliminary Survey	21	\$0.00	
Clearing Accounts	22	\$0.00	
Energy Service Loans Receivables	24	\$95,645.26	\$167,612.64
Deferred Costs on TVA Leases	25	\$0.00	
Other Deferred Debits	26	\$0.00	
TOTAL	27	\$95,645.26	\$167,612.64

TOTAL ASSETS AND OTHER DEBITS

Description	Item	May 2021	May 2020
TOTAL ASSETS AND OTHER DEBITS	28	\$60,745,210.32	\$57,403,070.40

ADDITIONAL INFORMATION

Description	Amount
CFC or CoBank Investments Included in Item No. 8	\$39,135.29
Construction Work In-Progress Included in Item No. 1	\$235,796.85
Construction Fund Included in Item No. 12	\$0.00
Total Miles of Distribution Lines	0.00
Total Miles of Transmission Lines	0.00

CAPITAL

Description	Item	May 2021	May 2020
Membership Certificates	30	\$0.00	

EARNINGS REINVESTED IN SYSTEM ASSETS

Description	Item	May 2021	May 2020
End of Previous Year	--	\$44,773,353.52	\$43,832,126.99
Retained Earnings Adjustment	--		
Beginning of Year	33	\$44,773,353.52	\$43,832,126.99
Current Year	34	\$2,781,880.78	\$1,312,405.29
TOTAL	35	\$47,555,234.30	\$45,144,532.28

LONG-TERM DEBT

Description	Item	May 2021	May 2020
RUS	36	\$0.00	
CFC	37	\$0.00	
CoBank	38	\$0.00	
Bonds and Other Long-Term Debt	39.1	\$3,000,000.00	\$3,500,000.00
TVA	39.3	\$0.00	
Debt Premium and Discount	40	\$31,494.48	\$36,218.64
TOTAL	41	\$3,031,494.48	\$3,536,218.64

OTHER NON-CURRENT LIABILITIES

Description	Item	May 2021	May 2020
Postretirement Benefits	39.2	\$4,406,556.03	\$3,584,076.93
Energy Service Loans - Advances	42	\$92,904.36	\$150,838.09
Energy Service Loans - Other	43	\$0.00	
TOTAL	44	\$4,499,460.39	\$3,734,915.02

CURRENT AND ACCRUED LIABILITIES

Description	Item	May 2021	May 2020
TVA Notes Payable	45.1	\$0.00	
Other Notes Payable	45.2	\$0.00	
Accounts Payable	46	\$3,587,391.42	\$3,214,028.97
Customer Deposits	47	\$1,352,767.71	\$1,263,017.71
Taxes and Equivalents Accrued	48	\$31,047.93	\$30,937.21
Interest Accrued - RUS	49	(\$5,468.75)	(\$5,802.08)
Interest Accrued - CFC	50	\$0.00	
Interest Accrued - CoBank	51	\$0.00	
Interest Accrued - TVA	52.1	\$0.00	
Interest Accrued - Other	52.2	\$0.00	
Other Current Liabilities	53	\$693,282.84	\$485,222.65
TOTAL	54	\$5,659,021.15	\$4,987,404.46

DEFERRED CREDITS

Description	Item	May 2021	May 2020
Advances for Construction - Refundable	55	\$0.00	
Other Deferred Credits	56	\$0.00	
TOTAL	57		

TOTAL LIABILITIES AND OTHER CREDITS

Description	Item	May 2021	May 2020
TOTAL LIABILITIES AND OTHER CREDITS	58	\$60,745,210.32	\$57,403,070.40

OPERATING REVENUE

Description	Item	May 2021	Year to Date
Electric Sales Revenue (Page 7, Item 332)	59	\$2,371,829.52	\$30,604,161.07
Revenue From Late Payments	60	\$8,820.10	\$142,697.57
Miscellaneous Service Revenue	61	\$2,115.00	\$29,810.00
Rent From Electric Property	62	\$49,517.76	\$546,495.36
Other Electric Revenue	63	\$5.00	\$55.00
TOTAL OPERATING REVENUE	64	\$2,432,287.38	\$31,323,219.00

PURCHASED POWER

Description	Item	May 2021	Year to Date
TOTAL POWER COST (PAGE 7, ITEM 342)	65	\$1,722,687.58	\$20,614,159.41

OPERATING EXPENSE

Description	Item	May 2021	Year to Date
Transmission Expense	66	\$0.00	
Distribution Expense	67	\$92,893.23	\$1,133,133.81
Customer Accounts Expense	68	\$50,649.58	\$813,110.85
Customer Service and Informational Expense	69	\$875.00	\$7,739.20
Sales Expense	70	\$15.00	\$12,338.00
Administrative and General Expense	71	\$187,297.61	\$2,200,755.25
OPERATING EXPENSE	72	\$331,730.42	\$4,167,077.11

MAINTENANCE EXPENSE

Description	Item	May 2021	Year to Date
Transmission Expense	73	\$0.00	
Distribution Expense	74	\$87,763.27	\$889,869.94
Administrative and General Expense	75	\$1,725.20	\$22,717.27
MAINTENANCE EXPENSE	76	\$89,488.47	\$912,587.21

OTHER OPERATING EXPENSE

Description	Item	May 2021	Year to Date
Depreciation Expense	77	\$136,897.16	\$1,495,238.59
Amortization of Acquisition Adjustment	78	\$0.00	
Taxes and Tax Equivalents	79	\$117,252.71	\$1,297,773.28
OTHER OPERATING EXPENSE	80	\$254,149.87	\$2,793,011.87

TOTAL OPERATING EXPENSE AND PURCHASED POWER

Description	Item	May 2021	Year to Date
TOTAL OPERATING EXPENSE AND PURCHASED POWER	81	\$2,398,056.34	\$28,486,835.60

INCOME

Description	Item	May 2021	Year to Date
Operating Income (Item 64, Less Item 81)	82	\$34,231.04	\$2,836,383.40
Other Income	83	\$0.00	\$9,879.84
TOTAL INCOME	84	\$34,231.04	\$2,846,263.24
Miscellaneous Income Deductions	85	\$665.98	\$8,556.69
NET INCOME BEFORE DEBT EXPENSE	86	\$33,565.06	\$2,837,706.55

DEBT EXPENSE

Description	Item	May 2021	Year to Date
Interest on Long-Term Debt - RUS	87	\$0.00	
Interest on Long-Term Debt - CFC	88	\$0.00	
Interest on Long-Term Debt - CoBank	89	\$0.00	
Interest on Long-Term Debt - Other	90.1	\$5,468.75	\$60,156.25
Interest - TVA	90.2	\$0.00	
Other Interest Expense	92	\$0.00	
Amortization of Debt Discount and Expense	93	\$0.00	
Amortization of Premium on Debt - Credit	94	(\$393.68)	(\$4,330.48)
TOTAL DEBT EXPENSE	95	\$5,075.07	\$55,825.77

NET INCOME

Description	Item	May 2021	Year to Date
Net Income Before Extraordinary Items (Item 86, Less Item 95)	96	\$28,489.99	\$2,781,880.78
Extraordinary Items	97	\$0.00	
NET INCOME	98	\$28,489.99	\$2,781,880.78

CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES

Description	May 2021	May 2020
Net Income	\$2,781,880.78	\$1,312,405.29
Adjustments to Reconcile Net Income to Net Cash:		
Depreciation	\$1,495,238.59	\$1,423,064.36
Amortization of:		
Acquisition Adjustment		
Additions to TVA Leases		
Debt Premium or Discount	(\$4,330.48)	(\$4,330.48)
Changes in Current and Deferred Items:		
Accounts Receivable	\$722,444.92	\$836,356.82
Materials and Supplies	\$42,344.60	\$46,726.80
Prepayments and Other Current Assets	\$109,733.15	(\$153,297.74)
Deferred Debits	\$0.00	
Accounts Payable	(\$222,854.40)	(\$1,455,760.36)
Customer Deposits	\$83,650.00	\$106,700.00
Taxes and Interest Accrued	\$25,579.18	\$25,135.13
Other Current Liabilities	(\$375,287.50)	(\$616,116.03)
Deferred Credits	\$6,000.82	\$5,215.14
Retained Earnings Adjustments	\$0.00	
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	\$4,664,399.66	\$1,526,098.93

CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES

Description	May 2021	May 2020
Change in Net Plant	(\$1,034,065.15)	(\$1,113,893.30)
Net Change in Other Property and Investment	\$0.00	
Energy Service Loans Receivable	\$67,212.05	\$89,752.44
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	(\$966,853.10)	(\$1,024,140.86)

CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES

Description	May 2021	May 2020
Change in Long-Term Debt	(\$857,638.70)	(\$200,000.00)
Notes Payable		
Memberships		
Energy Service Loans Advances	(\$55,178.40)	(\$47,436.56)
Post Retirement Benefit Adjustments	\$562,105.03	\$128,522.93
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	(\$350,712.07)	(\$118,913.63)

NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS

Description	May 2021	May 2020
NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS	\$3,346,834.49	\$383,044.44
CASH AND TEMPORARY INVESTMENTS BEGINNING OF YEAR	\$3,128,454.84	\$2,457,134.84
CASH AND TEMPORARY INVESTMENTS END OF YEAR	\$6,475,289.33	\$2,840,179.28

STATISTICAL DATA - REVENUE

Class of Service	Item	May 2021	Year to Date
Residential	100	\$1,287,778.98	\$18,206,731.96
Gen. Power - 50 kW & Under	101	\$316,283.24	\$4,127,152.69
Gen. Power - Over 50 kW	102	\$716,586.78	\$7,727,989.00
Street and Athletic - Codes 72, 73 & 74	103	\$17,396.22	\$189,243.08
Outdoor Lighting - Codes 75, 77 & 78	104	\$33,784.30	\$353,044.34
SUBTOTAL	330	\$2,371,829.52	\$30,604,161.07
Unbilled Revenue	331	\$0.00	
TOTAL (PAGE 3, ITEM 59)	332	\$2,371,829.52	\$30,604,161.07

STATISTICAL DATA - KILOWATT-HOURS SOLD

Class of Service	Item	May 2021	Year to Date
Residential	107	10,504,931	158,603,888
Gen. Power - 50 kW & Under	108	2,143,987	29,333,988
Gen. Power - Over 50 kW	109	8,286,526	86,643,017
Street and Athletic - Codes 72, 73 & 74	110	114,425	1,348,481
Outdoor Lighting - Codes 75, 77 & 78	111	201,312	2,235,523
TOTAL	335	21,251,181	278,164,897
Kilowatt-hours for Own Use	113	32,116	414,328
TOTAL KILOWATT-HOURS SOLD AND USED	114	21,283,297	278,579,225
Kilowatt-hours in Unbilled Revenue (Items 331) Above	336	0	

STATE & LOCAL SALES TAX ON ABOVE REVENUE (OPTIONAL)

	State	Sales Tax
Total		

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

Description	Item	Credits	Green Power Revenue
Green Power-Res	807		\$0.00
Green Power-GP < 50kW	808		\$0.00
Green Power-GP > 50kW	809		\$0.00
Gen Partners-Res	800	\$881.48	
Gen Partners-GP < 50kW	801	\$953.84	
Gen Partners-GP > 50kW	802	\$1,859.62	
SMC/GMC	803	\$0.00	
EGC	804	\$0.00	
VCP	805	\$0.00	
VII/VIP (IC)	806	\$0.00	

PURCHASED POWER - AMOUNT

Description	Item	May 2021	Year to Date
Purchased Power (TVA)	115	\$1,722,687.58	\$20,614,159.41
Facilities Rental (TVA)	116	\$0.00	
Other Charges/Credits (TVA)	117	\$0.00	
TOTAL FROM TVA	118	\$1,722,687.58	\$20,614,159.41
Other Purchased Power	218	\$0.00	
SUBTOTAL	340	\$1,722,687.58	\$20,614,159.41
Unbilled Purchases	341	\$0.00	
TOTAL (PAGE 3, ITEM 65)	342	\$1,722,687.58	\$20,614,159.41

PURCHASED POWER - KILOWATT-HOURS PURCHASED

Description	Item	May 2021	Year to Date
Purchased Power (TVA)	119	23,176,538	289,576,555
TOTAL FROM TVA	122	23,176,538	289,576,555
Other Purchased Power	222	0	
TOTAL	345	23,176,538	289,576,555
Less Kilowatt-hours Sold and Used (Item 114)	123	21,283,297	278,579,225
Line Losses and Kilowatt-hours Unaccounted for	124	1,893,241	10,997,330
Percent of Losses to Purchases (2 Decimal Places)	125	8.17%	3.80%
Cost per Kilowatt-hour Including Facilities Rental (cents)	127	7.43	7.12
Kilowatt-hours in Unbilled Purchases (Item 341) Above	346	0	

OTHER PURCHASED POWER

Purchased Power From	Contract No.	Dates

NUMBER OF CUSTOMERS

Class of Service	Item	May 2021	May 2020
Residential	675	11,816	11,708
Gen. Power - 50 kW & Under	680	2,781	2,778
Gen. Power - Over 50 kW	685	126	120
Street and Athletic - Codes 72, 73 & 74	690	38	39
Outdoor Lighting - Code 78	693	132	133
TOTAL	694	14,893	14,778
Special Outdoor Lighting - Code 75	696	0	
Outdoor Lighting - Code 77	697	2,167	2,148



Manager of Accounting

6/18/21

**ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT
4390 ROANE STATE HIGHWAY
ROCKWOOD, TENNESSEE 37854
865-354-0704 FAX 865-354-8481**

July 15, 2021

The regular monthly E-911 Board meeting will be Thursday, July 22, 2021 at 1:00 P.M.,
at 4390 Roane State Highway, Arvel McNelly Training Room.

Attached please find:

Agenda for the Board meeting
June 24, 2021 Board Minutes
June 2021 financial report
Fund Balances as of June 30, 2021
Certificate for Substantial on Grass
RC VFD Dispatch Protocols
Security of the Emerg. Comm. Center Policy Revision 2
Key Control and Electronic Access Policy Revision 2
June Dispatch Stats

"REMOTE ACCESS INFORMATION"

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

AGENDA
RCECD 911 MONTHLY BOARD MEETING
JULY 22, 2021 1:00 PM

CALL TO ORDER

APPROVAL OF MINUTES OF JUNE 24, 2021
APPROVAL OF JUNE FINANCIAL REPORTS

PUBLIC COMMENT

COMPTROLLER

JUNE FUND BALANCES

PERSONNEL COMMITTEE

HASN'T MET

BUDGET AND FINANCE COMMITTEE

HASN'T MET

BUILDING/ EQUIPMENT COMMITTEE

CHAIRMAN GENERAL REPORT

DIRECTOR'S REPORT

MONOLITH/UPLAND UPDATE
2 POLICY UPDATES
APPOVAL OF VFD DISPATCH PROTOCOLS
GENERAL REPORT

CHAIRMAN

GENERAL REPORT

OLD BUSINESS

NEW BUSINESS

MINUTES OF JUNE 24, 2021
ROANE COUNTY E-911 BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, June 24, 2021 at 1:00 pm. at the 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, Brad Daniels-Remote

MEMBERS ABSENT: Jack Stockton, Keith Farmer

EMPLOYEES PRESENT: Cody Anderson, Eric Franks, Kim Tharp

OTHERS PRESENT: None

CALL TO ORDER:

Chairman Randy Ellis called the meeting to order at 1:00 pm with a quorum of 7 declared. Six members in person and one on remote access.

APPROVAL OF MINUTES:

Mr. Suter made a motion to accept the minutes of April 22, 2021 Mr. Crowe second the motion. There was no discussion. All in person and on remote access voted Aye. Motion carried. There were no May minutes to approve since there wasn't a quorum at that meeting.

FINANCIAL STATEMENT:

Mr. Crowe made a motion to accept the April and May 2021 financial reports. Mr. Suter 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 COMMITTEE:

The committee has only received 2 Director Evaluations back, requested that all others complete them and turn in.

BUDGET COMMITTEE:

Budget committee meeting minutes were presented. Chairwoman Ms. Calfee and the committee recommended that the board approve the amended budget as presented. Mr. Jolly made motion to approve the amended budget, Mr. Crowe second the motion. There was some discussion requesting that in the future we make quarterly budget assessments for amendments to avoid so many at year end. Roll call vote was taken- all present and remote voted Aye. Motion carried.

BUILDING/EQUIPMENT COMMITTEE:

Mr. Brown, Committee Chairman, said there has been little progress on the finalization on the building. Committee chairman, Director and Mr. Leffew had an in person meeting with Upland Design Group, Allen Hill and the items discussed were presented to the full board as a proposed payment totaling \$50,893.42. This is the amount remaining from the balance of \$110,624.14 - \$33,500(Pre-substantial completion Liquidated damages) - \$5,125(Post-substantial completion liquidated damages) + \$4,757.82(Award of Change order #6-tower foundation)-\$4,363.54(Prior approved contractor credits-change order#7) -\$10,000(Hold until paving work is complete-then release to contractor) - \$10,000 (Hold until future use conduit work is complete-then release to contractor)-\$1,500 (Furniture moving

performed by owner) = Balance of \$50,893.42 to be released to contractor. Mr. Crowe made a motion to accept this proposal as presented, Mr. Jolly second the motion. Roll call vote was taken with all present and remote voting Aye. Motion carried. Mr. Brown made a motion to pay the full amount \$4,757.82 of Change order #6 for the Tower foundation, Mr. Crowe second the motion. All present and remote voted Aye. Motion carried.

DIRECTORS REPORT:

Director Anderson recommended asking for a credit for tile damages and discoloration instead of having the contractor repair/replace the tiles. After some discussion the board decided to have the director use his discretion and ask for a credit on this item. Director Anderson made the board aware that there has been down time with our recorder for software updates on 6/8/21 from 12:34pm to 12:40 pm and being off line on 5/26/21 from 14:58 pm to 15:00 pm totaling eight minutes. An updated version of the Records Requests policy was presented to the board for approval. Mr. Suter made a motion to accept the updated policy, Mr. Brown second the motion. All present and remote voted Aye. Motion carried. The board recessed to step outside to look at the proposed three future use conduit options presented from the contractor. (Mr. Daniels must have lost remote connection when the meeting was moved to outside) After each proposed option (A,B,C) were presented, Mr. Jolly made a motion to accept option C with the inclusion of contractor getting the permit, necessary inspections, reseeding the grass/sod. Mr. Suter second the motion. All present voted Aye. Motion carried. Director Anderson brought to their attention the past week storm damage to some trees on the property and the existing trees on the property that could fall on the fence in future storms or cause root damage to our septic fill lines that run through the tree area. Director has received one quote of \$20,000 to remove all the trees. The board requested that he get other quotes for this work and bring it back to the board.

CHAIRMAN REPORT

Chairman Ellis had nothing else to add.

OLD BUSINESS:

The sale of the Old 911 Center on Cardiff Valley Road was presented with two realtor cost quotes. The board decided to use the county assessment as a base price and to use Kath May-Martin of Caldwell Bankers as the realtor for 4% commission if sold by her or 5% commission if sold by another agent in the company. Ms. Calfee made the motion to proceed with the listing of the property, Mr. Jolly second the motion. All present voted Aye. Motion carried.

NEW BUSINESS:

Chairman Ellis asked for nominations for our annual election of officers. Mr. Brown nominated Mr. Suter for Chairman. With no other nominations, vote was taken with all voting Aye. Ms. Calfee nominated Mr. Crowe for Vice Chairman (he declined). Mr. Suter nominated Mr. Ellis for Vice Chairman. With no other nominations, vote was taken with all voting Aye. Ms. Calfee nominated Mr. Brown for Treasurer/Secretary. With no other nominations, vote was taken with all voting Aye. Election of officers was complete for fiscal year 2021-2022.

ADJOURNMENT:

With no other business to address, Mr. Suter made a motion to dismiss, Mr. Brown second. All present voted Aye. Meeting adjourned at 2:10 pm. Next regular board meeting will be July 22, 2021.

Regular April 22, 2021 minutes were approved at the Board Meeting of Roane County Emergency Communications District Board of Directors. Date : June 24, 2021.

Tony Brown / Secretary-Treasurer

Randy Ellis/Chairman

BUDGET F/Y 2020-2021		APPROVED BY BOARD			
	2020-2021 BUDGET	BUDGET MONTHLY	ACTUAL REC/PAY OUT	OVER(UNDER) MONTH	ACTUAL YEAR
REVENUES				JUNE	
3010 TCA Section 7-86-303 Receipts	640,518	53,376.50	106,753.00	53,376.50	640,518.00
3020 TCA Section 7-86-130 Receipts	75,136	6,261.33	0.00	(6,261.33)	75,136.00
3060 Local Government Contracts	674,373	56,197.75	56,197.75	0.00	674,373.00
3070 Contracted Services	47,387	3,948.92	3,948.92	0.00	47,387.04
3080 Sales & Fees	150	12.50	1.00	(11.50)	71.30
5002 Interest Income	500	41.67	18.92	(22.75)	395.80
5006 TECB Subsidies	250,122	20,843.50	41,687.00	20,843.50	250,122.00
5099 Other Non-Operating Revenue	68,298	5,691.50	161.88	(5,529.62)	70,389.68
TOTAL ESTIMATED REVENUE	1,756,484	146,373.67	208,768.47	62,394.80	1,758,392.82
=====					
SALARIES AND WAGES					
4001 Director	68,407	5,700.58	4,923.08	(777.50)	64,631.03
4002 Administrative Personnel	129,562	10,796.83	9,466.08	(1,330.75)	122,906.75
4004 Telecommunicators	374,596	31,216.33	26,776.52	(4,439.81)	360,649.62
4005 Dispatch Supervisor Personnel	44,431	3,702.58	6,068.80	2,366.22	42,742.92
4006 Mapping/Addressing Personnel	51,304	4,275.33	3,925.58	(349.75)	50,230.19
4007 Janitor	1,100	91.67	318.30	226.63	753.20
4012 I.T. Personnel	53,500	4,458.33	3,846.16	(612.17)	50,000.08
4099 Other Payroll Costs	31,759	2,646.58	2,725.58	79.00	29,119.90
4101 Social Security	45,811	3,817.58	1,859.93	(1,957.65)	42,780.86
4102 Medicare	10,827	902.25	434.96	(467.29)	10,005.21
4104 Medical Insurance	142,587	11,882.25	10,811.00	(1,071.25)	133,483.82
4106 Other Insurance	1,250	104.17	88.00	(16.17)	1,105.50
4107 Unemployment Compensation	1,300	108.33	0.00	(108.33)	591.11
4108 Pension Expense	41,133	3,427.75	2,859.48	(568.27)	38,831.62
4109 Other Postemployment Benefits	8,237	686.42	731.00	44.58	8,053.80
ADMINISTRATION					
4203 Audit Services	9,400	783.33	0.00	(783.33)	9,400.00
4204 Accounting/Bookkeeping Services	4,180	348.33	320.00	(28.33)	3,840.00
4208 Contracts with Vendors	682	56.83	21.00	(35.83)	262.50
4217 Legal Services	5,000	416.67	0.00	(416.67)	0.00
4229 Lease/Rental-Admin. Equip/furn/fixt	2,000	166.67	150.00	(16.67)	1,746.26
4232 Advertising	600	50.00	0.00	(50.00)	0.00
4233 Awards to Employees and Others	1,200	100.00	0.00	(100.00)	521.25
4237 Dues and Memberships - Admin.	5,135	427.92	0.00	(427.92)	5,135.00
4239 Equipment - General (non-capitalized)	1,900	158.33	34.95	(123.38)	1,445.55
4240 Insurance - Liability	7,427	618.92	0.00	(618.92)	7,388.00
4241 Insurance - Worker's Compensation	2,100	175.00	0.00	(175.00)	1,217.00
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	120.00
4245 Software & Licensing - Admin.	1,200	100.00	0.00	(100.00)	1,084.00
4246 Supplies & Materials - Admin.	3,140	261.67	255.41	(6.26)	2,608.07
4247 Training Costs - Administrative	950	79.17	0.00	(79.17)	889.95
4248 Travel - Administrative	1,700	141.67	127.84	(13.83)	1,331.40
4250 Telephone Costs - Administrative	2,900	241.67	180.31	(61.36)	2,650.37

4251 Telecomm cell phones/pagers-Admin	675	56.25	38.02	(18.23)	571.30
4253 Vehicle Expenses - Administrative	3,000	250.00	0.00	(250.00)	1,558.60
4254 Vehicle Fuel - Administrative	1,400	116.67	80.04	(36.63)	1,112.85
4299 Misc. Admin Services and Expenses	500	41.67	0.00	(41.67)	0.00
BUILDING AND FACILITIES					
4305 Equipment-Facilities (non capitalized)	9,497	791.42	0.00	(791.42)	5,759.21
4307 Utilities	28,586	2,382.17	2,074.69	(307.48)	20,923.11
4333 Maint. And Repairs - Build/Facilities	3,000	250.00	0.00	(250.00)	1,990.20
4338 Insurance - Buildings and Contents	20,057	1,671.42	0.00	(1,671.42)	12,978.00
4339 Maintenance & Warranty Contracts	4,000	333.33	660.00	326.67	3,120.00
4340 Supplies and Materials-Build/Facilit.	10,000	833.33	288.62	(544.71)	3,454.17
4399 Misc. Building and Facilities Costs	750	62.50	0.00	(62.50)	252.65
COMMUNICATIONS - OPERATIONS					
4406 Employee Testing/ Exams- Operations	2,050	170.83	0.00	(170.83)	1,660.00
4410 Insurance - Equipment (non admin)	318	26.50	0.00	(26.50)	318.00
4413 Communications License and Fees	41,300	3,441.67	264.12	(3,177.55)	40,149.38
4418 Training Expenses - Commun. Oper.	1,800	150.00	269.95	119.95	1,644.75
4419 Travel Expenses - Commun. Operation	2,100	175.00	19.74	(155.26)	1,561.90
4423 Addressing/mapping/data supplies	100	8.33	0.00	(8.33)	0.00
4424 Cable/Internet Charges - Commun.	30,850	2,570.83	3,740.14	1,169.31	28,799.32
4427 Equipment - Commun.(not capitalized)	6,700	558.33	320.83	(237.50)	4,486.55
4430 Language Interpreting	150	12.50	0.00	(12.50)	78.50
4431 Maintenance & Warranty Contracts	24,286	2,023.83	0.00	(2,023.83)	20,131.05
4432 Maint. And Repairs - Communication	2,000	166.67	0.00	(166.67)	1,462.03
4433 NCIC/TBI/TIES Expenses	6,060	505.00	0.00	(505.00)	5,660.00
4434 Software & License - Communictions	500	41.67	0.00	(41.67)	0.00
4435 Supplies, Materials & Serv. - Comm.	1,300	108.33	59.58	(48.75)	1,014.24
4437 Telephone Costs (Call Center Lines)	16,214	1,351.17	827.00	(524.17)	14,058.85
4438 Telecom. Cell Phones/Pagers-Com/Op	1,200	100.00	107.82	7.82	1,086.17
4439 Vehicle Expenses - Operations	2,700	225.00	0.00	(225.00)	2,518.26
4440 Vehicle Fuel - Operations	198	16.50	75.24	58.74	145.03
NONOPERATING EXPENSES					
5010 INTEREST EXPENSE	88,220	7,351.67	0.00	(7,351.67)	0.00
Depreciation	63,115	5,259.58	0.00	(5,259.58)	0.00
Building Payment Principal	28,824	2,402.00	0.00	(2,402.00)	0.00
TOTAL ESTIMATED EXPENSE	1,457,268	121,439.00	84,749.77	(36,689.23)	1,172,019.08
ESTIMATED RECEIPTS	1,756,484		208,768.47		
ESTIMATED EXPENDITURE	1,457,268		84,749.77		
OVER (UNDER)	299,216		124,018.70		

FUND BALANCES

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

REVENUE FUND	\$1,972,729.73
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OPERATING ACCOUNT	\$ 122,471.22
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TOTAL FUNDS	\$2,095,200.95
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LESS CAPITAL EQUIPMENT (Set aside 5/28/2020)	\$- 48,289.41
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LESS CAPITAL ADD 4 DISPATCH POSITIONS (3/25/21)	\$- 73,565.96
---	---------------

LESS CAPITAL NEW CENTER ITEMS (3/25/21)	\$- 9,854.45
---	--------------

LESS 800 MHZ SYSTEM MAINTENANCE	\$- 21,816.10
---------------------------------	---------------

LESS METRO COMM. MOVING RADIOS	\$- 10,796.47
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LESS USDA RESERVE ACCOUNT	\$- 173,771.56
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<u>LESS EST. 3 MONTH RESERVE</u>	<u>\$- 350,000.00</u>
----------------------------------	-----------------------

TOTAL DESIGNATED	<u>\$-688,093.95</u>
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TOTAL UN-DESIGNATED	\$1,407,107.00
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WE ARE RECEIVING 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

BUILDING PROJECT ACCOUNT	\$ 1,086.36
--------------------------	-------------

CD FOR DOWN PAYMENT-- US Bank	\$ 63,867.48
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	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	KEY CONTROL AND ELECTRONIC ACCESS CONTROL	02/11/2021 Revision: 2
		Generated by: Cody Anderson, Director
		Approved by:

TCA 10-7-504(i) Confidential records

(1) Information that would allow a person to obtain unauthorized access to confidential information or to government property shall be maintained as confidential. For the purpose of this section, "government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity subject to this chapter. For the purpose of this section, "governmental entity" means the state of Tennessee and any county, municipality, city or other political subdivision of the state of Tennessee. Such records include:

(A) Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property;

(B) Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and

(C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

PURPOSE:

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

DEFINITIONS:

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

SCOPE:

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

ISSUING KEYS:


Keys to property owned or operated by RCECD may be issued to those who have a valid and recurring need for such. Each key shall be issued and documented by the Executive Director or appointed designee. **Each physical key will be stamped with a unique code.**

No key shall be transferred from one person to another without first being returned to the Executive Director (or designee) for appropriate re-issue. **Each physical key will be stamped with a unique code.**

The person to whom key(s) will be issued will be required to pick up the key(s) in person and sign for them.

USE OF DISPATCH KEYS:

A key box shall be maintained in the dispatch center with individual keys to various rooms and equipment around the facility, as well as other facilities owned or operated by RCECD. The key box shall remain closed and locked at all times.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	KEY CONTROL AND ELECTRONIC ACCESS CONTROL	02/11/2021 Revision: 2
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(C) information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

The on-duty supervisor or senior telecommunicator may temporarily issue these keys to an individual or company who has a current and valid need for the key. A key will be considered "issued" if it is to be taken out of the key box. Any keys issued must be recorded in the log book and returned as soon as the need for access is complete. Upon return of the key, it shall be placed back into the key box and the date and time recorded in the log book.

If a key is needed that the dispatch key box does not have, the Executive Director should be notified.

If a key is issued for work which may take an extended period of time to complete, the key should be returned to dispatch at the end of each working day. It may then be reissued when work is to resume.

A set of master keys will also be maintained in the key box which may not be used except for in an emergency situation and under no circumstances will be issued to any individual or company.

CONTROL AND USE OF KEYS:


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

DUPLICATION:

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

KEY RETRIEVAL:

When a key is no longer needed by an individual or company, all keys must be returned immediately to the Executive Director or appointed designee. *Keys must be surrendered and returned upon request of the Executive Director.*

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	KEY CONTROL AND ELECTRONIC ACCESS CONTROL	02/11/2021 Revision: 2
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(C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

Failure to return keys may result in holding the person or company to whom the keys are assigned responsible for the cost to re-key a room, office, building(s), or other area based on the access provided by the key(s) not returned.

LOST OR STOLEN KEYS:

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

Roane County Volunteer Fire Department and OES **Dispatch Protocols**

Structure Fire:

All five volunteer fire departments and Roane County Office of Emergency Services (OES) shall be paged to any structure fire 24/7/365.

*** Blair Fire requests that Oliver Springs Fire Department be Dispatched as automatic aid on any structure fire in their district.

Other Fires and Fire Alarms:

Dispatch the fire department having jurisdiction and OES.

Monday through Friday 0730 – 1600 (Only for OES)

Dispatch the fire department having jurisdiction and Midtown VFD.

- If page is not answered after two (2) minutes re-page.
- Upon second page cycle, a county all call shall be dispatched.
 - Once the page has been copied, no other pages shall be transmitted unless requested.

Nights, Weekends, Holidays (See Attached List) (Only for OES)

Motor Vehicle Accidents (MVC):

All vehicle accidents with possible injury or entrapment shall be dispatched to the fire department having jurisdiction, the Roane County Rescue Squad, and OES.

Monday through Friday 0730 – 1600 (Only for OES)

All vehicle accidents with possible injury or entrapment shall be dispatched to the fire department having jurisdiction and the Roane County Rescue Squad.

Nights, Weekends, Holidays (See Attached List) (Only for OES)

Special Considerations for MVC:

The jurisdictional fire department shall be dispatched to any commercial vehicle accident, or any aircraft crash (see above for other considerations i.e. entrapment or hazmat).

- OES shall be dispatched for any mass casualty incident (**More than 5 Patients**).
- OES shall also be paged to any aircraft incident.

Medical Calls:

- Blair Fire and East Roane County Fire are to be dispatched to all medical calls in their jurisdiction 24/7/365.
- The Roane County Rescue Squad shall be dispatched to all medical calls inside the Midtown jurisdiction, or upon request from any other district.
-

Monday through Friday 0730 – 1600 (Only for OES)

- OES shall be dispatched to all CPR in progress. (Excluding city jurisdictions unless requested)
- OES shall be dispatched to all priority 1 and 2 calls **Anytime EMS is at level "0"** (Excluding city jurisdictions unless requested)

Search & Rescue / Water Rescue:

The Roane County Rescue Squad and the fire department having jurisdiction shall be dispatched.

Public / Lift Assist:

The fire department having jurisdiction shall be dispatched. If no answer in 2 minutes from the jurisdictional fire department, dispatch the Roane County Rescue Squad and OES.

Monday through Friday 0730 – 1600 (Only for OES)

The fire department having jurisdiction shall be dispatched. If no answer in 5 minutes from the jurisdictional fire department, dispatch the Roane County Rescue Squad.

Nights, Weekends, Holidays (See Attached List) (Only for OES)

Hazardous Materials Incident:

The department having jurisdiction and OES shall be dispatched to any potential or real incident involving a hazardous materials release. This includes MVC not inside city limits unless requested.

Special Incidents:

This section will include but is not limited to

- Severe weather incidents if requested by the Roane County Highway Department.
- Mass-casualty incidents or terrorist incidents as requested by law enforcement.

Roane County OES is to be notified of any Homeland Security incident involving Roane County buildings i.e. explosions, active shooter, or fires regardless of jurisdiction.

Notifications:

The fire department having jurisdiction shall be notified if a road way will be blocked or shut down completely for longer than 30 minutes. This notification can be sent as an informational message through Active 911.

Questions:

For incidents not covered by the above sections please call the Chief for the fire department having jurisdiction for clarification. If life safety is in danger when in doubt page it out.

Radio Procedures for Active Emergency Incidents:

Upon first fire unit's arrival on scene Dispatch will assign a fire ground channel to the scene.

- If dispatch wishes to speak to the Incident Commander of the scene they will switch to the assigned fire ground channel.
- If Incident Command wishes to speak to dispatch, the Incident Commander shall switch to Fire Dispatch channel.

Due to equipment and staffing at this time, it cannot be guaranteed that dispatch can monitor a fire ground channel for the duration of an incident.

Weekly Test Pages:

Weekly test pages are to be carried out every Saturday @ 1200 hrs.



Midtown VFD, Chief (865)389-0773



East Roane VFD, Chief (865)466-4127

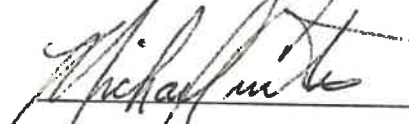


West Roane VFD, Chief (865)776-4139

Roane County E911 Director (865)617-2570



Blair VFD, Chief (865)712-8298




South Roane VFD, Chief (865)816-2934



Roane OES, Ops Chief (865)748-5297

Roane Rescue Squad, Captain (865)755-0480

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	SECURITY OF THE EMERGENCY COMMUNICATIONS CENTER	07/14/2021 Revision: 2
		Generated by: Cody Anderson, Director
		Approved by:

TCA 10-7-504(i) Confidential records

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- (C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

POLICY:

- ~~1. Exterior doors of the communications center shall remain closed and locked at all times.~~
 - ~~a. The front door shall be unlocked.~~
 - ~~b. The interior vestibule door shall remain closed and locked at all times.~~
- ~~2. Any keys, access codes, badges, or other means of access provided to any employee shall remain under the control of that employee and not be loaned, shared, or given to any other person. Any means of access must be surrendered upon request of the executive director.~~
- ~~3. No employee shall create or have created a duplicate key without the express consent of the executive director.~~

GATES:

1. Employees and visitors will access the Emergency Communications Center (ECC) through the front gate (off of Roane State Hwy.)
 - a. Employees and authorized personnel may use their issued access control key to operate the automatic gate and gain entry to the property.
 - b. Visitors may use the intercom located outside of the gate to speak with staff in dispatch or the administrative offices. Visitors must have a valid reason to access the property.
 - i. Staff should use the audio intercom, as well as video surveillance, to help determine identity of visitors requesting access to the property.
 - ii. Valid reasons for visitor access may include:
 1. Property addressing needs (during office hours)
 2. Records requests (during office hours)
 3. Other administrative reasons (during office hours – if in doubt, staff should check with administration prior to granting access)
 4. Attending RCECD Board or Committee meetings (when scheduled)
 5. Emergency personnel on official business
 6. Equipment repair personnel (AT&T, communications, etc.)
 7. Other reasons as approved by administration, on-duty supervisor, or senior telecommunicator on-duty.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	SECURITY OF THE EMERGENCY COMMUNICATIONS CENTER	07/14/2021 Revision: 2
		Generated by: Cody Anderson, Director
		Approved by:

TCA 10-7-504(ii) Confidential records

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- (C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

2. The front gate is to remain closed at all times, except when an employee or authorized visitor is driving through to enter or exit the property.

a. The supervisor or senior telecommunicator on-duty may electronically hold the front gate open during an emergency situation to allow access to responding personnel.

i. The gate should be returned to the closed position as soon as possible.

ii. Personnel should be alert for the potential for unauthorized access during this time.

3. The rear gate (off of Brown West Dr.) and man-gate shall remain closed and locked at all times.

a. A key for these gates is kept in dispatch and may be opened in the event of an emergency.

i. The gate should be returned to the closed and locked position as soon as possible.

ii. Personnel should be alert for the potential for unauthorized access during this time.

EXTERIOR DOORS:

1. The front door of the building leading to the lobby may remain unlocked at all times as long as the interior lobby door remains closed and locked.

2. Other exterior doors of the building shall remain locked at all times.

3. Garage doors shall be kept closed unless staff is present in the garage.


DISPATCH:

1. The doors of the dispatch room shall be kept closed and locked at all times.

a. If at any point the electronic access control system fails, a key is maintained within dispatch that will allow the door knobs to be locked for non-electronic security.

2. Staff should not unlock or open a door to the dispatch room without first verifying the identity of the person attempting to gain access, and establishing that they are authorized to enter the room.

3. Extra caution should be taken when entering/exiting or opening doors to the dispatch room when members of the public are within in secured area the building, such as during meetings.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
	SECURITY OF THE EMERGENCY COMMUNICATIONS CENTER	07/14/2021 Revision: 2
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OFFICES:

1. Offices should be closed and locked at any time when the occupant is not present to prevent unauthorized access to computers, files, etc.

OTHER ROOMS:

1. Other rooms and areas of the building should remain closed and locked when not in use to prevent unauthorized access.

VISITORS:


1. All visitors must be escorted while in any secured areas of the emergency communications center.

SURVEILLANCE CAMERAS:

1. The emergency communications center is equipped with surveillance cameras to help protect against theft, vandalism, disruptions of operations, and other illegal or malicious activities.
2. Staff shall periodically observe camera monitor(s) for any unknown or unauthorized individuals on the property or activities occurring.

SERVER, RADIO, ELECTRICAL, AND MECHANICAL ROOMS:

1. No persons shall be authorized to access these the server rooms without the express permission of the executive or technical director.
2. All persons entering this room shall be escorted by staff as directed by the executive or technical director.
3. Emergency personnel do not require approval prior to entering while responding to a possible emergency situation involving these rooms. Unnecessary access should be limited as much as possible during a response to avoid possible interruptions to operations of the Emergency Communications Center.
4. Food and/or drink are not allowed at any time within these rooms.

	ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT	
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RESPONSE TO SUSPICIOUS ACTIVITY:

Any suspicious activity noted should be immediately reported to administration. If outside of administrative hours, law enforcement should be dispatched to investigate.

FIRE ALARM ACTIVATION:

1. Any unexpected activation of the fire alarm system shall be immediately dispatched to the fire department for response and investigation.
2. All persons in the building not essential to dispatching operations should evacuate the building.
 - a. Personnel essential to dispatch operations should evacuate the building at any time there is imminent danger to their health or well-being.
3. Administration shall be notified of the alarm.
4. The fire alarm may be silenced by the on-duty supervisor or senior telecommunicator to prevent interference by audible alarms to dispatch operations.
5. After investigation of the fire alarm by the fire department, the alarm may be reset by the on-duty supervisor or senior telecommunicator while the fire department is present to investigate any recurring alarms.

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Roane County E911 / Emergency Communications Rockwood, Tennessee	CONTRACT INFORMATION: Contract For: General Construction Date:	CERTIFICATE INFORMATION: Certificate Number: 002 Date: 6/22/2021
OWNER: <i>(name and address)</i> Roane County E911 / Emergency Communications 330 Cardiff Valley Rd. Rockwood, TN 37854	ARCHITECT: <i>(name and address)</i> Upland Design Group, Inc. P. O. Box 1026 (38557) 362 Industrial Blvd. Crossville, TN 38555	CONTRACTOR: <i>(name and address)</i> Monolith Construction, LLC. 9080 Barbee Lane Suite 101 Knoxville, Tennessee 37923

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

Upland Design Group,
Inc.

ARCHITECT *(Firm Name)*

SIGNATURE

Bryant Allen Hill, Vice
President

PRINTED NAME AND TITLE

April 14, 2021

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

Lawn warranty commences on 11/17/2020.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

1. Remove additional debris from lawn area (which has been completed).
2. There is an area to the West of the Highway 70 entrance drive that is retaining a small amount of water. It appears that this is due to erosion after the completion of work. Contractor is to address this as a warranty item.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within zero (0) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$0

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

Owner assumes full maintenance of lawn area as of date of this document.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Roane County E911 / Emergency Communications Rockwood, Tennessee	CONTRACT INFORMATION: Contract For: General Construction Date:	CERTIFICATE INFORMATION: Certificate Number: 002 Date: 6/22/2021
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PROJECT: <i>(name and address)</i> Roane County E911 / Emergency Communications Rockwood, Tennessee	CONTRACT INFORMATION: Contract For: General Construction Date:	CERTIFICATE INFORMATION: Certificate Number: 002 Date: 6/22/2021
OWNER: <i>(name and address)</i> Roane County E911 / Emergency Communications 330 Cardiff Valley Rd. Rockwood, TN 37854	ARCHITECT: <i>(name and address)</i> Upland Design Group, Inc. P. O. Box 1026 (38557) 362 Industrial Blvd. Crossville, TN 38555	CONTRACTOR: <i>(name and address)</i> Monolith Construction, LLC. 9080 Barbee Lane Suite 101 Knoxville, Tennessee 37923

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

Upland Design Group,
Inc.

ARCHITECT *(Firm Name)*

SIGNATURE

Bryant Allen Hill, Vice
President

PRINTED NAME AND TITLE

April 14, 2021

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

Lawn warranty commences on 11/17/2020.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

1. Remove additional debris from lawn area (which has been completed).
2. There is an area to the West of the Highway 70 entrance drive that is retaining a small amount of water. It appears that this is due to erosion after the completion of work. Contractor is to address this as a warranty item.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within zero (0) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$0

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

Owner assumes full maintenance of lawn area as of date of this document.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

MINUTES
KINGSTON PLANNING COMMISSION
JULY 20, 2021

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on July 20, 2021 at city hall.

Members Present

Stephanie Wright, Chair
Bo Pickel, Sec.
Tim Neal, Mayor
Kris Clifton
Sammy Frogg
Lou Qualls
Wade Lovin
Jim Owens

Members Absent

Gary Botkin
Jody Tipton

Others Present

Kelly Jackson
Charlie Brewer

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mayor Neal and a second by commissioner Lovin, the minutes of the March 16, April, and May, 2021 meetings were approved on a roll call vote. All voted aye except for Mr. Owens who passed.

REPORTS AND PUBLIC COMMENTS

Staff reported that he had received a call from Mr. Lee Honsa who was wishing to buy a property and build a small house on it. The property was 509 West Race Street (tax map 047P, group C, parcel 019.00) and was zoned as C-2. Staff reported that he had told Mr. Honsa that residences were not allowed in the C-2 district and that the owner could request rezoning.

Mayor Neal reported that the Board of Zoning Appeals has met three times. One variance was granted for a house setback that would allow for a swimming pool to be constructed.

There were no public comments.

POSSIBLE RV PARK TO BE CONSTRUCTED ALONG GALLAHER ROAD BY CHARLIE BREWER

Staff introduced the topic by saying that Mr. Charlie Brewer had contacted him about a possible RV Park at a property along Gallaher Road. Staff stated that the property is zoned as C-2.

Mr. Charlie Brewer then addressed the commission about his proposed RV Park. He stated that he already owned the Four Seasons RV Park that is located behind the Weigels on Gallaher Road. He has recently purchased the property where a house had burned and now owns two lots with the total property fronting on Gallaher Road. He stated that he would like to have a RV park similar to his other RV park.

Chairwoman Wright acknowledged that although RV parks are not mentioned as permitted uses in any district, there was agreement that the C-2 district was the appropriate district for this use. She then inquired about the clientele and whether the stays would be short term or longer term. Mr. Brewer

stated that he would likely rent most spaces to contract workers for ORNL and/or TVA, similar to his existing RV park. He would also rent short term (overnight) if he has the space.

Chairwoman Wright stated that the planning commission is in the process of developing RV park regulations and was hopeful Mr. Brewer would comply with them if he isn't in a rush to develop the RV park. Staff noted that in the absence of RV park regulations in the zoning ordinance, the planned unit development section of the zoning ordinance would apply. Staff agreed to email Glen Cofer the PUD section of the zoning ordinance so Mr. Brewer could obtain it from Mr. Cofer.

DISCUSSION OF POSSIBLE RV PARK REGULATIONS

The commission discussed the need for RV park regulations. Of major concern would be the length of stay for tenants. Short term rentals are subject to local and state taxes whereas long term rentals are not. Apparently, short term stays are those up to and including 29 days.

Staff had prepared a possible RV park ordinance as a starting point for developing regulations and provided it to planning commissioners. Staff stated that it was similar to one that Jefferson County and himself had worked extensively to prepare. Staff recommended that the commission look over the ordinance so it can be discussed further at the next meeting.

ADJOURNMENT

On a motion by Mayor Neal and a second by Mr. Clifton, the meeting adjourned at 6:37 p.m.



**KINGSTON BOARD OF ZONING APPEALS
CALLED MEETING
Monday, July 19, 2021**

MINUTES

The City of Kingston Board of Zoning Appeals met in a Special Called Meeting on Monday, July 19, 2021 at 6:00 p.m. Chair Glenda Johnson called the meeting to order. Upon roll call the following members were present: Chair Glenda Johnson, Mayor Tim Neal and Member Tori May. Staff present: City Clerk Kelly Jackson and Building Official Glen Cofer. Member Suter was absent.

A. New Business

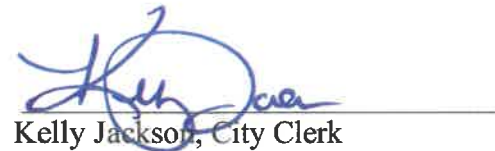
1. Request for Variance: Permitted use for accessory structure on residential property zoned as C-2. Owner: Donny Wilson, Property Location: 110 Gallaher View Drive.

Motion made by Member May, Second by Mayor Neal to grant a Variance Request permitting a accessory structure (pool) at 110 Gallaher View Drive

The motion passed with a unanimous roll call vote. 3 Ayes

Mayor Neal made a motion to adjourn, Second by Member May.
Chair Johnson adjourned the meeting


Glenda Johnson, Chair


Kelly Jackson, City Clerk



City of Kingston
BOARD OF ZONING APPEALS

BOARD OF ZONING APPEALS (BZA) ACTION FORM

For: ☐ Administrative Review ☒ Variance ☐ Special Use Permit

Date Filed: 7-6-21

Hearing Date: 7-19-2021 @ 6:00PM.

APPLICANT INFORMATION

Name: Donny Wilson

Address: 110 Gallaher View Dr.

City: Kingston

State: TN

ZIP Code: 37763

Phone: 865-617-8642

E-mail:

Fax:

If other than owner, nature of relationship:

OWNER INFORMATION

Name:

Address:

City:

State:

ZIP Code

Phone:

E-mail:

Fax:

PROPERTY IDENTIFICATION

Address: 110 Gallaher View Dr.

City: Kingston

State: TN

ZIP Code: 37763

Tax Map: 049B

Group: A

Parcel: 005.00

Size: (dimensions)

Acres/Sq. Ft.: 1.21 acres

Flood Zone:

Zoning: C-2

Current Use: Residential

ACTION REQUESTED

Proposed Use: Residential

Variance Requested: permitted use for accessory ~~to~~ structures

Front:

Side:

Rear:

Reason for Request: used as Residential property. Wanting to place pool & pavilion

Documentation Provided: Site map

BZA ACTIONS (OFFICIAL USE ONLY)

Granted: 7-19-2021

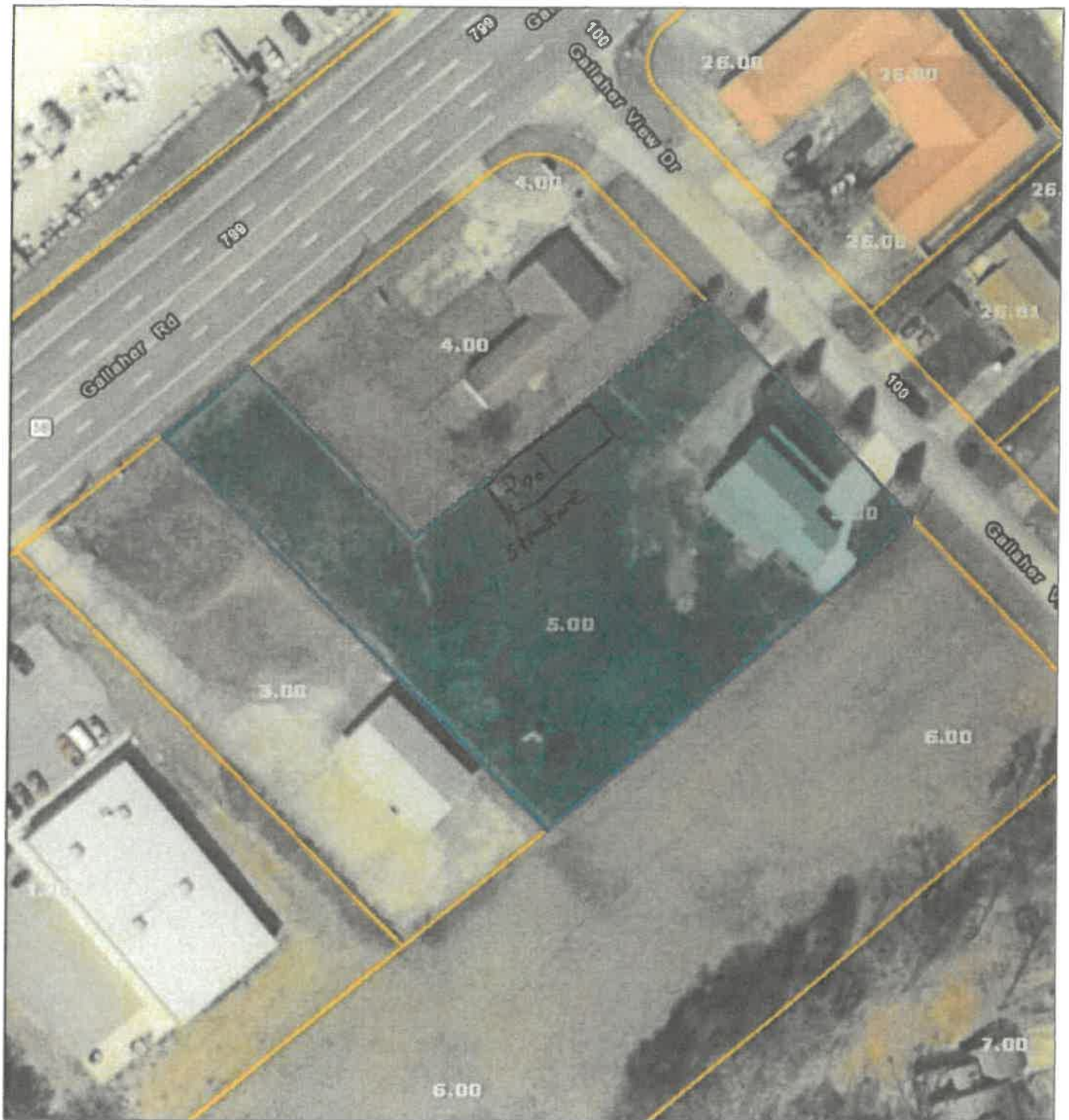
Conditions:

Denied:

Reason Denied:

Shonda Johnson
Chairman of Kingston City BZA

Roane County - Parcel: 049P A 005.00



Date: July 6, 2021
County: Roane
Owner: WILSON DONNY R & GRACE N
Address: GALLAHER VIEW DR 110
Parcel Number: 049P A 005.00
Deeded Acreage: 1.21
Calculated Acreage: 0
Date of Imagery: 2019

Esri, HERE, Garmin, (c) OpenStreetMap contributors
TN Comptroller - OLG
TDOT
State of Tennessee, Comptroller of the Treasury, Office of Local Government
(OLG)

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.