



City Manager Report

September 2023



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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: September 2023

Legislative Accomplishments

- A. Approval of the first reading of Ordinance 23-09-12-01, an ordinance amending the annual budget for the City of Kingston, Tennessee for fiscal year 2023-2024
- B. Approval to authorize the Mayor to enter in to a professional services agreement with Ardurra Group, Inc. for professional services related to the ARC Ladd Landing expansion project
- C. Approval to accept the draft plan of services for an annexation by owner request at 1190 Gallaher Road and to forward accordingly to the Planning Commission for recommendation
- D. Approval of expenditures of an amount not to exceed \$90,000 for maintenance and repairs to the Ladd and Morrison Hill water tanks (Water Board)
- E. Approval to authorize writing off uncollectable water accounts (Water Board)

Other Items Considered by the Council

1. A proclamation declaring September 17th – 23rd, 2023 as “Constitution Week”

- **External Meetings**
 - Tennessee RiverLine meeting
 - ARPA meeting
 - BUILD grant meeting
 - BIG grant meeting
 - Other miscellaneous meetings
- **Internal Meetings**
 - Meeting with City Attorney re. annexation
 - Miscellaneous staff meetings



City of Kingston
Project Status Update
September 2023

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:	First meeting	

Notes:

1. First planning meeting scheduled for October 4th.

U.S. Fish and Wildlife Boating Infrastructure Grant

Project Cost:	\$400,000 (Estimate)	
Engineer/Architect/Consultant:	Community Development Partners	
Contractor:	TBD	
Status (Percent complete)	0%	
Estimated Completion Date	TBD	
Notable outstanding issues:	Application pending	

Notes:

1. Application submitted.

ARC Grant – Ladd Park Improvements

Project Cost:	\$1,300,000 (Estimate)	
Engineer/Architect/Consultant:	Ardurra Group / Community Development Partners	
Contractor:	TBD	
Status (Percent complete)	10%	
Estimated Completion Date	TBD	
Notable outstanding issues:	Togographical survey	

Notes:

1. Topographical survey has been scheduled and is pending.

Ladd Park Ramp Replacement

Project Cost:	\$65,000 (Estimate)	
Engineer/Architect/Consultant:	N/A	
Contractor:	TWRA	
Status (Percent complete)	TBD	
Estimated Completion Date	TBD	
Notable outstanding issues:	TBD	

Notes:

1. In discussions to possibly reject and replace this ramp due to construction issues.

Ladd Blvd. Resurfacing (STP)

Project Cost:	\$400,000 (Estimate)	
Engineer/Architect/Consultant:	Arcadis	
Contractor:	TBD	
Status (Percent complete)	25%	
Estimated Completion Date	Summer 2024	
Notable outstanding issues:	NTP to construction	

Notes:

1. Utility coordination phase concluded, awaiting notice to proceed to construction phase.
2. Delays due to change in TDOT staffing have delayed estimated completion date until 2024

FINANCE AND ADMINISTRATION REPORT 2023- 2024

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Major City Revenue Streams												
Property Taxes	\$59.00	\$1,325.00	\$67,396.00									
State Tax Revenues	\$87,093.94	\$86,902.70	\$73,359.52									
County Trustee	\$202,965.77	\$153,530.15	\$216,466.55									

Utility Billing Detail Summary			
Accounts Billed	3971	3983	3988
Billing Total	\$433,491.05	\$397,901.72	\$434,623.50
New Service	31	40	42
Finalled Accounts	31	37	45
Past Due Accounts	55	76	73
ACH Bank Drafts	1032	1042	1041
E-bill Accounts	536	542	552
Online Payments	1080	1162	1127
Trash Pickup	2551	2556	2550
Phone Tree Calls	191	216	190
NHN per month	\$0.00	\$0.00	\$0.00
NHN Balance	\$17,294.85	\$17,294.85	\$17,294.85
NHN Disbursed	\$0.00	\$0.00	\$0.00
Wtr/Swr Protection	2268	2273	2275
Water Loss Protection	1212	1214	1217
Water Line Protection	263	274	279
Sewer Line Protection	95	98	99
Commercial Single Protection	284	286	286
Commercial Multi Protection	3	3	0
Commercial Line Protection	9	9	9
Master Meter Protection	59	59	7
Combined Master Meter Multi	332	336	20
Combined Water Sewer 4 inch	1	1	1
Residential w/ Irrigation	42	42	42
Residential Combined w/ Irrigati	5	6	6

Business License

Shade Tree Automotive- 808 Ridge Crest Dr. Kingston, TN 37763 Jeffrey Bivens: 865-271-8963
 Nature Wash Landscapes, LLC- 217 Farmington Trl Kingston, TN 37763 Dawn Payne: 865-210-5431 Chad Payne: 865-406-7640
 Little Wildflower Boutique- 135 Hartford Village Way Kingston, TN 37763 Jennifer Turner: 865-680-0018

FINANCIAL SUMMARY 2023-2024

[illegible]

		Year-To-Date			Monthly Comparative:		25.00%
110 General Fund					Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
31110	Property Taxes (Current)	2,060,000.00	(68,721.00)	3.34 %	171,666.67	(67,396.00)	39.26 %
31120	Public Utilities Property Tax (Current)	31,500.00	(15.00)	0.05 %	2,625.00	0.00	0.00 %
31211	Property Tax Delinquent - 1st Prior	70,000.00	(25,122.00)	35.89 %	5,833.33	(18,343.00)	314.45 %
31212	Property Tax Delinquent - 2nd Prior	7,000.00	(137.00)	1.96 %	583.33	(137.00)	23.49 %
31219	Property Tax Delinquent - Other Prior	8,000.00	(592.00)	7.40 %	666.67	(592.00)	88.80 %
31300	Interest And Court Cost On Prop Tax	25,000.00	(2,681.72)	10.73 %	2,083.33	(1,962.00)	94.18 %
31511	In Lieu Tax, Rockwood Electric Utility	76,500.00	(27,720.13)	36.24 %	6,375.00	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	1,795,000.00	(572,962.47)	31.92 %	149,583.33	(216,466.55)	144.71 %
31710	Wholesale Beer Tax	225,000.00	(63,659.07)	28.29 %	18,750.00	(22,995.59)	122.64 %
31720	Wholesale Liquor Tax	40,000.00	(15,612.78)	39.03 %	3,333.33	(5,115.16)	153.45 %
31800	Business Taxes	100,000.00	(4,375.89)	4.38 %	8,333.33	(1,766.54)	21.20 %
31912	Comcast Cable Tv Fees	80,000.00	(20,526.38)	25.66 %	6,666.67	0.00	0.00 %
31913	Bellsouth Cable Fees	7,500.00	(1,088.16)	14.51 %	625.00	0.00	0.00 %
31920	Hotel, Motel Tax	47,000.00	(10,846.03)	23.08 %	3,916.67	(3,451.54)	88.12 %
32210	Beer Permits	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
32220	Liquor Licenses	600.00	0.00	0.00 %	50.00	0.00	0.00 %
32600	Bza Hearing Fee	100.00	(100.00)	100.00 %	8.33	0.00	0.00 %
33430	Public Entity Partners Grant Proceeds	2,000.00	(4,000.00)	200.00 %	166.67	(4,000.00)	2,400.00 %
33479	State Grant	0.00	(2,980.53)	0.00 %	0.00	(2,980.53)	0.00 %
33500	Telecom Interstate Sales	5,000.00	(1,336.19)	26.72 %	416.67	(493.36)	118.41 %
33510	State Sales Tax	685,000.00	(176,363.54)	25.75 %	57,083.33	(50,405.57)	88.30 %
33520	State Income Tax	0.00	(907.81)	0.00 %	0.00	0.00	0.00 %
33530	State Beer Tax	2,800.00	0.00	0.00 %	233.33	0.00	0.00 %

City of Kingston
Summary Financial Statement - City
September 2023

		Year-To-Date			Monthly Comparative:		25.00%
110 General Fund					Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
33540	State Liquor Tax	10,000.00	(2,723.75)	27.24 %	833.33	(765.00)	91.80 %
33551	State Gasoline Fuel Tax	195,000.00	(53,488.24)	27.43 %	16,250.00	(18,128.93)	111.56 %
33552	State-City Streets And Transportation	11,000.00	(2,726.48)	24.79 %	916.67	(908.82)	99.14 %
33555	State Street Contract Maintenance	40,000.00	0.00	0.00 %	3,333.33	0.00	0.00 %
33580	Sportsbettin Revenue	7,000.00	(2,365.37)	33.79 %	583.33	0.00	0.00 %
33590	Tva Solar Energy James Ferry	3,700.00	(1,267.31)	34.25 %	308.33	(450.03)	145.96 %
33591	Gross Receipts - Tva	75,000.00	0.00	0.00 %	6,250.00	0.00	0.00 %
33593	Corporate Excise Tax	18,000.00	0.00	0.00 %	1,500.00	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	(24.79)	0.99 %	208.33	0.00	0.00 %
34210	Police Service Supplements	9,500.00	0.00	0.00 %	791.67	0.00	0.00 %
34220	Special Fire Protection Fees	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
34230	Sex Offender Registry	300.00	(150.00)	50.00 %	25.00	(150.00)	600.00 %
34420	Garbage Tip Fees	344,000.00	(87,682.64)	25.49 %	28,666.67	(29,196.66)	101.85 %
34710	Roane EDU ballfield donation	5,000.00	(5,000.00)	100.00 %	416.67	(5,000.00)	1,200.00 %
34720	Swimming Pool Charges	5,000.00	(4,356.00)	87.12 %	416.67	0.00	0.00 %
34730	Fort Charges & Donations	500.00	(599.66)	119.93 %	41.67	(181.00)	434.40 %
34740	Park & Recreation Charges	14,000.00	(6,207.00)	44.34 %	1,166.67	(2,395.00)	205.29 %
34741	Boat Slip Rental	25,000.00	(9,020.00)	36.08 %	2,083.33	(900.00)	43.20 %
34742	Fireworks Donations	45,000.00	(615.00)	1.37 %	3,750.00	0.00	0.00 %
34745	Softball Program	4,000.00	0.00	0.00 %	333.33	0.00	0.00 %
34746	Fire Dept Donations	0.00	(4.00)	0.00 %	0.00	(4.00)	0.00 %
34751	Volleyball Program	4,200.00	0.00	0.00 %	350.00	0.00	0.00 %
34760	Library- Fines and Penalties	500.00	(654.92)	130.98 %	41.67	(315.97)	758.33 %

City of Kingston
Summary Financial Statement - City
September 2023

		Year-To-Date			Monthly Comparative:		25.00%
110 General Fund					Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
34761	Roane County Library MOE	5,000.00	(1,250.00)	25.00 %	416.67	(1,250.00)	300.00 %
34762	Library - Donations	0.00	(319.36)	0.00 %	0.00	(58.75)	0.00 %
35110	City Court Fines	55,000.00	(26,785.37)	48.70 %	4,583.33	(8,337.76)	181.91 %
35140	Drug Related Fines	2,000.00	(1,248.73)	62.44 %	166.67	(27.20)	16.32 %
35150	Traffic School Charges	3,000.00	(1,752.50)	58.42 %	250.00	(1,452.50)	581.00 %
36100	Interest Earnings	7,000.00	(6,205.48)	88.65 %	583.33	(1,924.16)	329.86 %
36350	Insurance Recoveries	0.00	(10,761.35)	0.00 %	0.00	(3,972.58)	0.00 %
36430	Sale of Surplus P&R	0.00	(602.67)	0.00 %	0.00	(602.67)	0.00 %
36967	Contract Natural Gas	21,500.00	(5,375.01)	25.00 %	1,791.67	(1,791.67)	100.00 %
36971	Contract Billing From Water Dept	499,275.00	0.00	0.00 %	41,606.25	0.00	0.00 %
38000	Donations	0.00	(10,000.00)	0.00 %	0.00	(10,000.00)	0.00 %
Total Revenues		6,695,475.00	(1,240,933.33)	18.53 %	557,956.25	(483,917.54)	86.73 %
Expenditures							
41100	Legislative	(93,699.00)	30,387.43	32.43 %	(7,808.25)	7,746.90	99.21 %
41210	City Court	(26,638.00)	7,548.61	28.34 %	(2,219.83)	2,205.61	99.36 %
41320	City Manager	(118,150.00)	25,912.54	21.93 %	(9,845.83)	7,793.02	79.15 %
41500	Financial Administration	(470,442.00)	130,533.84	27.75 %	(39,203.50)	32,242.57	82.24 %
41700	Planning And Zoning	(14,866.00)	0.00	0.00 %	(1,238.83)	0.00	0.00 %
41810	City Hall Buildings	(98,500.00)	23,664.11	24.02 %	(8,208.33)	12,439.93	151.55 %
41990	General Government	(268,700.00)	181,629.00	67.60 %	(22,391.67)	8,871.25	39.62 %
42100	Police	(1,231,055.00)	305,875.76	24.85 %	(102,587.92)	89,682.10	87.42 %
42152	Automotive Services	(90,000.00)	34,130.89	37.92 %	(7,500.00)	6,663.69	88.85 %
42200	Fire Protection	(1,234,307.00)	278,359.78	22.55 %	(102,858.92)	91,086.28	88.55 %
43100	Public Works	(967,758.00)	217,574.04	22.48 %	(80,646.50)	80,175.99	99.42 %

City of Kingston
Summary Financial Statement - City
September 2023

					Monthly Comparative:		25.00%
110 General Fund		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
43190	State Street Aid	(178,000.00)	27,716.02	15.57 %	(14,833.33)	13,654.78	92.05 %
43240	Waste Disposal	(350,000.00)	86,906.36	24.83 %	(29,166.67)	29,281.36	100.39 %
43750	Capital Improvements	0.00	275,482.32	0.00 %	0.00	4,509.32	0.00 %
44143	Animal Control/Codes Enforcement	(26,315.00)	4,963.89	18.86 %	(2,192.92)	2,097.40	95.64 %
44400	Parks & Recreation	(958,545.00)	262,276.92	27.36 %	(79,878.75)	69,760.23	87.33 %
44440	Swimming Pool	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44800	Library	(219,000.00)	49,606.69	22.65 %	(18,250.00)	16,255.64	89.07 %
49000	Debt Service	(349,500.00)	2,000.00	0.57 %	(29,125.00)	1,500.00	5.15 %
52130	American Rescue Plan Act	0.00	90,968.00	0.00 %	0.00	2,500.00	0.00 %
Total Expenditures		(6,695,475.00)	2,035,536.20	30.40 %	(557,956.25)	478,466.07	85.75 %
Total	110 General Fund	0.00	794,602.87	100.00 %	0.00	(5,451.47)	0.00 %

		Year-To-Date			Monthly Comparative:		
					25.00%		
122 Drug Fund					Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
35140	Drug Fines	5,000.00	(1,248.71)	24.97 %	416.67	(27.19)	6.53 %
	Total Revenues	5,000.00	(1,248.71)	24.97 %	416.67	(27.19)	6.53 %
Expenditures							
42122	Drug Fund	(5,000.00)	1,696.77	33.94 %	(416.67)	48.99	11.76 %
	Total Expenditures	(5,000.00)	1,696.77	33.94 %	(416.67)	48.99	11.76 %
Total	122 Drug Fund	0.00	448.06	100.00 %	0.00	21.80	0.00 %

					Monthly Comparative:		25.00%
300 Capital Fund		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	(186.28)	0.00 %	0.00	(60.77)	0.00 %
	Total Revenues	0.00	(186.28)	100.00 %	0.00	(60.77)	0.00 %
Total	300 Capital Fund	0.00	(186.28)	100.00 %	0.00	(60.77)	0.00 %

		Year-To-Date			Monthly Comparative:		25.00%
413 Water And Sewer					Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
36100	Interest Earnings	5,000.00	(4,012.70)	80.25 %	416.67	(1,350.62)	324.15 %
37110	Metered Water Sales	1,586,000.00	(417,308.17)	26.31 %	132,166.67	(144,301.42)	109.18 %
37114	Water Leak Relief Protection	0.00	(344.46)	0.00 %	0.00	(344.41)	0.00 %
37117	Outside Water Sales	690,000.00	(187,275.05)	27.14 %	57,500.00	(63,959.58)	111.23 %
37191	Penalties	30,000.00	(8,838.11)	29.46 %	2,500.00	(2,976.39)	119.06 %
37194	Sales Of Materials	25,000.00	(4,869.00)	19.48 %	2,083.33	(614.00)	29.47 %
37195	Installation Charges	65,000.00	(22,451.00)	34.54 %	5,416.67	(7,750.00)	143.08 %
37196	Water User Fees	38,000.00	(4,048.00)	10.65 %	3,166.67	(1,012.00)	31.96 %
37199	Miscellaneous	5,000.00	(9,300.00)	186.00 %	416.67	0.00	0.00 %
37210	Sewer Service Charges	1,825,000.00	(478,845.22)	26.24 %	152,083.33	(166,342.33)	109.38 %
37296	Sewer User Fees	35,000.00	(2,884.00)	8.24 %	2,916.67	(1,440.00)	49.37 %
37299	Miscellaneous	1,000.00	(810.00)	81.00 %	83.33	(360.00)	432.00 %
Total Revenues		4,305,000.00	(1,140,985.71)	26.50 %	358,750.00	(390,450.75)	108.84 %
Expenditures							
41500	Financial Administration	(499,275.00)	0.00	0.00 %	(41,606.25)	0.00	0.00 %
41990	General Government	(2,012,310.00)	539,103.25	26.79 %	(167,692.50)	120,866.47	72.08 %
49000	Debt Service	(808,500.00)	181,605.00	22.46 %	(67,375.00)	60,535.00	89.85 %
52130	American Rescue Plan Act	0.00	12,300.00	0.00 %	0.00	12,300.00	0.00 %
52310	Water & Sewer Operating Expenses	(984,915.00)	353,509.00	35.89 %	(82,076.25)	143,279.57	174.57 %
Total Expenditures		(4,305,000.00)	1,086,517.25	25.24 %	(358,750.00)	336,981.04	93.93 %
Total 413	Water And Sewer	0.00	(54,468.46)	100.00 %	0.00	(53,469.71)	0.00 %



Grants Administrator Report September 2023

- ***Awarded*** the 2023-2024 Safety Partners Grant through Public Entity Partners for ***\$1,500***.
 - o The grant app amount was \$3,000, this was a 50/50 grant.

- *Applied* for the 2023-2024 Property Conservation Grant through Public Entity Partners for \$8,458. (This is a 50/50 grant.)

Trainings & Certifications:



Human Resources Report September 2023

Interviews:

- *Public Works: One (1)*

New Hires:

Orientations:

- *Water: One (1)*

Trainings & Certifications:

- HR/Safety/Risk Management "Meeting of the Minds"

Miscellaneous:

FULL TIME EMPLOYEES: 68
PART TIME EMPLOYEES: 13
SEASONAL EMPLOYEES: 0

Report for the citations issued the disposition date for which was on September 2023

Money outstanding from July 1, 2022 – September 30, 2023 **\$ 5,185.50**
 Money collected from July 1, 2022 – September 30, 2023 **\$ 87,899.30**

(Above totals do not include additional program funds)


JUDGEMENTS


COLLECTED

Total fines and costs billed in court	\$0.00	\$ 1,991.25
Collected in court on fines and costs		\$ 1,572.50
Amount collected after Sept. 26, 2023, Court		
Total collected for citations on Sept. 26, 2023, Court		\$ 1,572.50
Amount outstanding for Sept. 26, 2023.		
<u>49</u> Cash bond forfeitures		\$ 5,573.75
Total amount collected for Seatbelt Citations in Sept. 2023		\$ 0.00
Total amount collected for Sept. 2023 court Citations		\$ 7,146.25
Amount collected from previous months/FTA etc.		\$ 1,468.75
Total collected for September 2023 citations		\$ 8,615.00
Additional Funds (not included in the above total) Driver Improvement Program	\$ 418.75	\$ 1,100.00

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

This, the 5th day of October 2023.


 Tiffany Moore
 Kingston City Court Clerk


 BREND A HALL MCDONALD
 Kingston City Judge

Activity Detail Summary (by Category)

Kingston Police Department
(09/01/2023 - 09/30/2023)

Incident/Investigations

13B - Simple Assault	2
23F - Theft From Motor Vehicle	2
240 - Motor Vehicle Theft	1
280 - Stolen Property Offenses	1
35A - Drug/Narcotic Violations	2
35B - Drug Equipment Violations	1
90C - Disorderly Conduct	1
90E - Drunkenness	1
39-13-526 - Violation of probation/ Community Supervision	1
90Z - All Other Offenses	3
Information Only - Information Only	5
Other Agency Warrant - Other Agency Warrant	9
Overdose - Suspected Overdose	1
PPC - Private Property Crash	2
Unatt/ Death - Unattended Death	3
Total Offenses	35
Total Incidents	34

Arrests

280 - Stolen Property Offenses	1
35A - Drug/Narcotic Violations	2
35B - Drug Equipment Violations	1
90C - Disorderly Conduct	1
90E - Drunkenness	1
90J - Trespass of Real Property	1
39-13-526 - Violation of probation/ Community Supervision	1
90Z - All Other Offenses	2
Other Agency Warrant - Other Agency Warrant	9
Total Charges	19
Total Arrests	13

Activity Detail Summary (by Category)

Kingston Police Department

(09/01/2023 - 09/30/2023)

Accidents

Total Accidents	8
-----------------	---

Citations

Total Violations	83
------------------	----

Total Citations	73
-----------------	----

Warning Tickets

Light Law	2
-----------	---

Other	1
-------	---

Registration Law	2
------------------	---

Speeding	8
----------	---

Total Charges	13
---------------	----

Total Warning Tickets	12
-----------------------	----

Ordinance Tickets

Total Ordinance Tickets	0
-------------------------	---

Criminal Papers

Total Criminal Papers Served	0
------------------------------	---

Total Criminal Papers	0
-----------------------	---

Civil Papers

Total Civil Papers Served	0
---------------------------	---

Total Civil Papers	0
--------------------	---

Citation Totals by Charge

Kingston Police Department

(09/01/2023 - 09/30/2023)

Charge / Statute:	Number of Charges:
39-17-418	1
Child Restraint Device / 55-9-602	1
Driving While License Suspended	2
Driving Without a License	1
Financial Responsibility	5
Hands Free/ Cell phone or Mobile Device Use / 55-8-199	3
Light Law / 55-9-	2
Registration Expired	7
Running at Large Prohibited 10-101	1
Running at Large Prohibited 10-101 / 44-8-408	1
Seat Belt - 18 and Older - Driver	1
Speeding / 55-8-152	58
Total:	83



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



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

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

To: Mayor, City Council, City Manager & Chief of Police
From: Captain Roy Montgomery GDI/TO

The Kingston Police Departments did not have training for the month of September due the number of events our department was working in the month of September.

The Kingston Police Department did host a training class for the Tn Highway Safety Office, the class being taught was Standardized Field Sobriety Training. This class was taught by Investigator Keith Kile, THSO Instructor John Mays and The 9th Judicial District Attorney's Office. This class was a 3 day class and several different agencies from across the state attended this class.

Captain Roy Montgomery GDI/TO
September 30, 2023

KINGSTON POLICE MONTHLY RESERVE REPORT TO CITY COUNCIL

		TRAINING	RIDE TIME	EVENT	TOTAL
JAN	Hours				
	Number of Officers				
	Notes:				
FEB	Hours				
	Number of Officers				
	Notes:				
MAR	Hours				
	Number of Officers				
	Notes:				
APR	Hours				
	Number of Officers				
	Notes:				
MAY	Hours				
	Number of Officers				
	Notes:				
JUNE	Hours				
	Number of Officers				
	Notes:				
JULY	Hours				
	Number of Officers				
	Notes:				
AUG	Hours				
	Number of Officers				
	Notes:				
SEPT	Hours	0	226 hrs	36 hrs	262 hours
	Number of Officers	0	6 officers	9 officers	15 officers
	Notes:				
OCT	Hours				
	Number of Officers				
	Notes:				
NOV	Hours				
	Number of Officers				
	Notes:				
DEC	Hours				
	Number of Officers				
	Notes:				
APPROVED BY <i>Carl B. M. H.</i>					

ROANE COUNTY E 9-1-1
4390 ROANE STATE HWY ROCKWOOD , TN 37854

CFS By Department - Select Department By Date
For KINGSTON POLICE DEPARTMENT 9/1/2023 - 9/30/2023

KINGSTON POLICE DEPARTMENT	Count	Percent
ALARM	24	6.12%
ALARM - MEDICAL	2	0.51%
ALARM- HOLDUP	1	0.26%
ANIMAL BITE	1	0.26%
ANIMAL PROBLEM	13	3.32%
ASSAULT	1	0.26%
AUTO ACCIDENT NO INJURY	9	2.30%
AUTO ACCIDENT WITH INJURY	3	0.77%
AUTO VS ANIMAL	1	0.26%
B&E	1	0.26%
BLEEDING	3	0.77%
BLOOD PRESSURE PROBLEM	2	0.51%
BOLO	2	0.51%
BREATHING PROBLEMS	1	0.26%
BUSY	8	2.04%
CALL THIS STATION	25	6.38%
CHECK WANTED	7	1.79%
DIABETIC PROBLEM	1	0.26%
DISPUTE/NEIGHBOR/LAND	3	0.77%
DOMESTIC	3	0.77%
DRUNK DRIVER	1	0.26%
DRUNK PERSON	2	0.51%
ESCORT	12	3.06%
FALL	2	0.51%
FIGHT	2	0.51%
FIRE- SMOKE / UNKNOWN	1	0.26%
FIRE- TRASH/DUMPSTER	1	0.26%
FIRE-STRUCTURE	1	0.26%
FIRE-VEHICLE	1	0.26%
FOLLOW UP	3	0.77%
HARASSMENT/THREATS MADE	1	0.26%
IDENTITY THEFT	1	0.26%
INFORMATION	11	2.81%
JUVENILE PROBLEM	5	1.28%
LARCENY/THEFT	3	0.77%
LIFT ASSIST	1	0.26%
LITTERING/DUMPING	1	0.26%
MENTAL STATUS CHANGE	3	0.77%
MOTORIST ASSIST	11	2.81%
OVERDOSE	1	0.26%
PATIENT DISCHARGE	1	0.26%
PROPERTY/VEHICLE DAMAGE	2	0.51%

KINGSTON POLICE DEPARTMENT	Count	Percent
PROWLER	3	0.77%
PSYCHIATRIC	1	0.26%
PUBLIC ASSISTANCE	3	0.77%
PURSUIT	1	0.26%
RECKLESS DRIVER OR 4 WHEELER CALL	12	3.06%
REQUEST BACK UP	1	0.26%
ROAD/TRAFFIC HAZARD	2	0.51%
RUNAWAY JUVENILE	1	0.26%
SEIZURES	1	0.26%
SERVING PAPER	2	0.51%
SHOPLIFTER	1	0.26%
SPECIAL EVENT	2	0.51%
STOLEN VEHICLE	1	0.26%
SUSPICIOUS ACTIVITY	14	3.57%
SUSPICIOUS PERSON	8	2.04%
SUSPICIOUS VEHICLE	14	3.57%
THEFT OF PROPERTY	3	0.77%
THREATENING SUICIDE	2	0.51%
TRAFFIC STOP	90	22.96%
TRANSPORT	2	0.51%
TRESPASSING	1	0.26%
UNCONSCIOUS	6	1.53%
UNWELCOME PERSON	2	0.51%
UTILITY PROBLEMS	1	0.26%
VANDELISM	1	0.26%
VEHICLE LOCK OUT	7	1.79%
VEHICLE PROBLEMS	1	0.26%
WALK IN	5	1.28%
WANT OFFICER	4	1.02%
WATER ACCIDENT/RESCUE	1	0.26%
WELFARE CHECK	15	3.83%
X PATROL	6	1.53%
Total Records For KINGSTON POLICE DEPARTMENT	392	Dept Calls/Total Calls 100.00%
Total Records	392	

2023 PENDING CASES

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 Declaration of nuisances, 13-502 Duty of Maintenance of property, 17-109 Abatement of nuisances, 17-106 Pre-Collecatation Pracactices Section 2 part 3	In progress	Per Cofer: Waiting for chancery court date. Court date set for 6/27/23.
5/22/2023	618 Paint Rock Ferry Rd.	13-104 Weeds, 13-302 Wrecked, junked, or abandoned vehicles prohibited, 13-501 Declaration of nuisances, 13-502 Duty of maintenance of private property, and 13-106 Health and sanitation nuisances.	Letter Sent	In Progress

September 2023 NEW CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
9/6/2023	904 Rosedale Ave	13-106 Health and Sanitation, 13-501 Declaration of Nuisances, and 13-502 Duty of Maintenance of Private Property	Letter Sent	Resolved
9/11/2023	115 King St.	13-402 Violations a civil offense and 13-106 Health and Sanitation Nuisances	Letter Sent	Follow Up
9/15/2023	899 Tyler Place	13-402 Violations a civil offense, 13-501 Declaration of Nuisances, and 13-502 Duty of Maintenance of Private Property	Letter Sent	In Progress
9/21/2023	617 N. Third St.	13-502 Duty of Maintenance of Private Property	Letter Sent	In Progress
9/22/2023	1318 N. Kentucky St.	13-104 Weeds	Letter Sent	Resolved
		3 Dogs Collected		

Kingston Fire Department

September 2023

Summary of Month's Activities

Fire Operations

The Department responded to 93 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**

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

- **Shift Training**

Fire Inspections

This Month-0

YTD-204

Public Fire Education

This Month-0

Participants-0

Education Hours-0

Number of Occurrences-0

YTD

Participants-9

Education hours-3

Occurrences- 1

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing
- Automatic Aid Training with Harriman Fire

Implemented Performance Standards Plan

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

Fleet Maintenance

Tires replaced on U6

Replaced right rear axel seal on U6

PPV fan on U3 out of service

Repaired PPV fan on E4

Replaced tires on 1800

Replaced tag light on U3

Replaced rear reflector on E3

Service E1

Special Projects

Install toilet and trim on station 2

Replace washing machine water valve

Repair garage door at station 1

Outstanding Issues

- Aging Fire Apparatus- Ladder 1 (2005) and Engine 1 (1998)

- U6 aging and continues to need continuous repair. Unit 6 now displays over 190,000 miles.
- Medical, gas powered, and firefighting equipment affected by weather from units sitting outside in the elements
- U4 needs constant repairs due to age

Cost Savings

- Safety meeting

Safety

Fire ground Operations

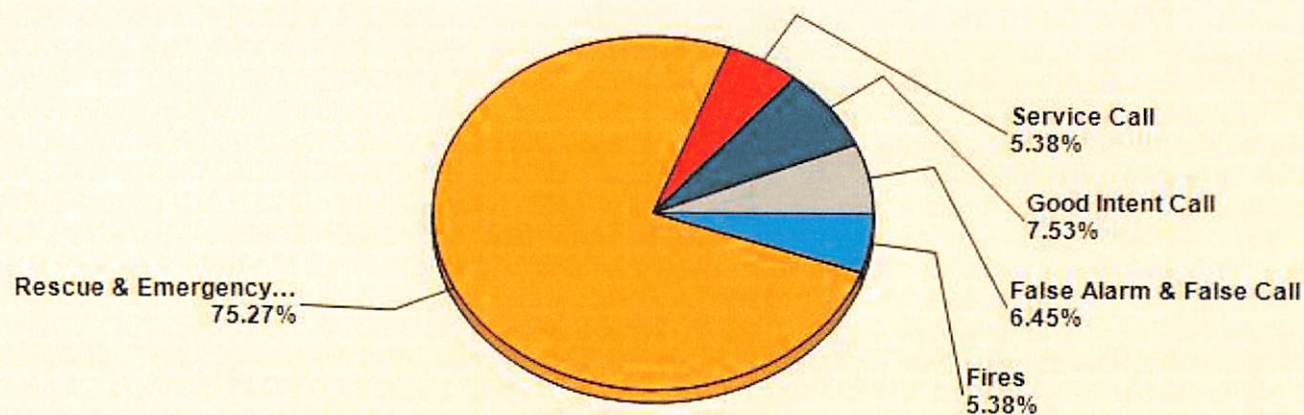
Kinaston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	5.38%
Rescue & Emergency Medical Service	70	75.27%
Service Call	5	5.38%
Good Intent Call	7	7.53%
False Alarm & False Call	6	6.45%
TOTAL	93	100%

Kinaston Fire Department

Kingston, TN

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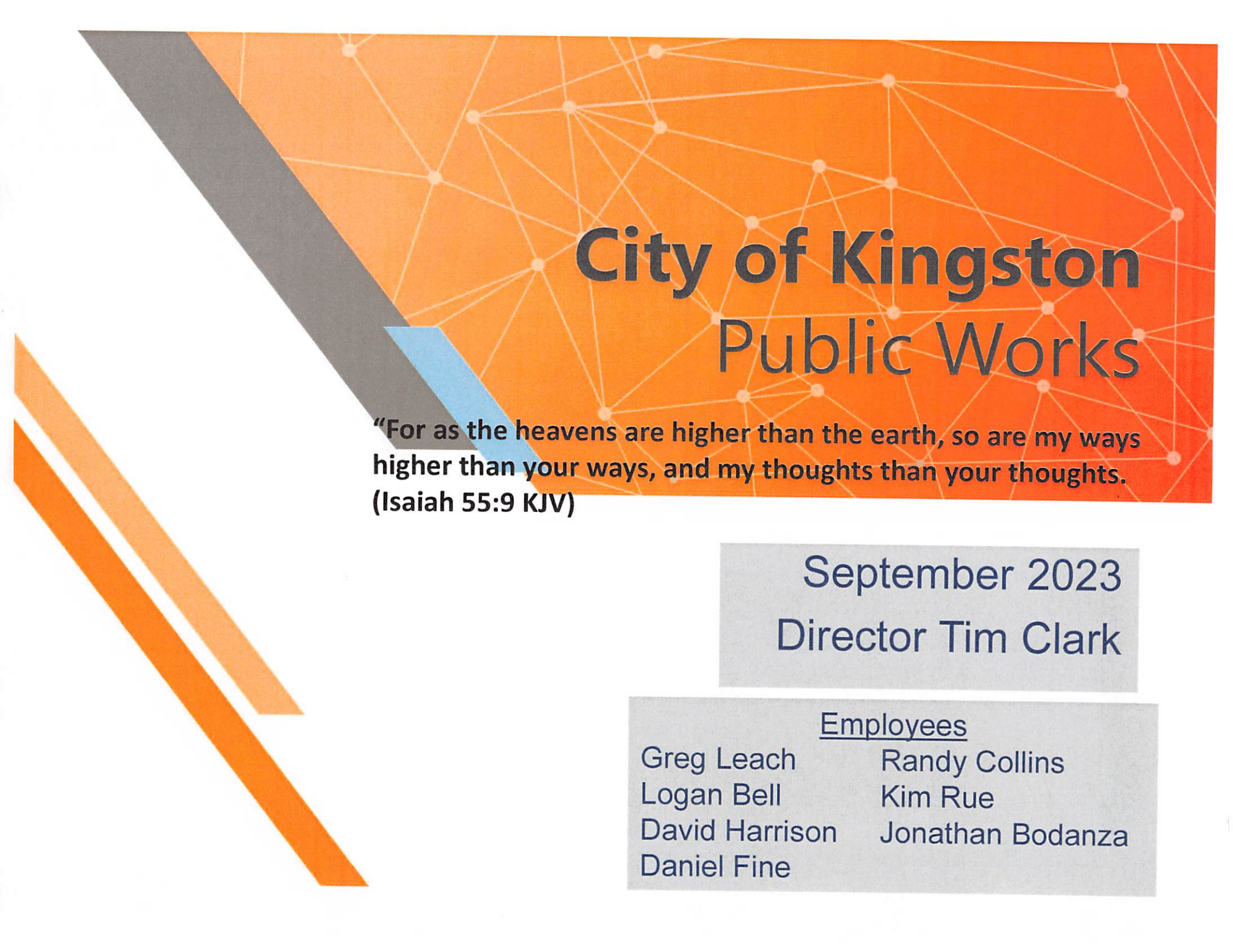
Minor Incident Types by Month for Year Year: 2023

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	M	SU
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
Citizen complaint				1								1
Combustible/flammable spills & leaks			1	1	1		1					4
Controlled burning			1	1	1				1			4
Cover assignment, standby at fire station, move-up	5	5	2		1		1					14
Dispatched and canceled en route	2	4	11	4	7	7	14	6	5	1		61
Electrical wiring/equipment problem	2					1	5	1				9
Emergency medical service (EMS) Incident	26	29	32	27	40	39	49	41	56	2		341
Excessive heat, scorch burns with no ignition						1		1				2
Extrication, rescue									1			1
False alarm and false call, other	3		3	1	5	2	4	4	2			24
Fire, other							3					3
Good intent call, other					1							1
Malicious, mischievous false alarm					1				1			2
Medical assist	19	14	20	24	27	23	25	19	12	1		184
Mobile property (vehicle) fire	1	2				1	1	1	1			7
Natural vegetation fire	1		1	2	1				1			6
Other incident type				1								1
Outside rubbish fire	1		1				1		1			4
Person in distress		3	1	2	1		1					8
Public service assistance	10	4	10	10	3	4	6	7	4			58
Rescue or EMS standby	1							1	1			3
Rescue, emergency medical call (EMS), other		2										2
Smoke, odor problem	1											1
Special type of incident, other	1			2			1					4
Steam, other gas mistaken for smoke	1		1				2	1				5
Structure Fire		2	1	1			3		2			9
System or detector malfunction			1		2		4	3				10
Unauthorized burning		2	1						1			4

Unintentional system/detector operation (no fire)	3	2	3		1	1	1		3		14
Wrong location, no emergency found	2		3	1		1		1	1		9
Total	79	69	93	80	92	81	124	88	93	4	803

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.08%
113 - Cooking fire, confined to container	1	1.08%
131 - Passenger vehicle fire	1	1.08%
140 - Natural vegetation fire, other	1	1.08%
154 - Dumpster or other outside trash receptacle fire	1	1.08%
311 - Medical assist, assist EMS crew	12	12.9%
321 - EMS call, excluding vehicle accident with injury	47	50.54%
322 - Motor vehicle accident with injuries	4	4.3%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.08%
324 - Motor vehicle accident with no injuries.	4	4.3%
352 - Extrication of victim(s) from vehicle	1	1.08%
381 - Rescue or EMS standby	1	1.08%
553 - Public service	1	1.08%
554 - Assist invalid	3	3.23%
561 - Unauthorized burning	1	1.08%
611 - Dispatched & cancelled en route	5	5.38%
622 - No incident found on arrival at dispatch address	1	1.08%
631 - Authorized controlled burning	1	1.08%
700 - False alarm or false call, other	2	2.15%
715 - Local alarm system, malicious false alarm	1	1.08%
740 - Unintentional transmission of alarm, other	1	1.08%
743 - Smoke detector activation, no fire - unintentional	2	2.15%
TOTAL INCIDENTS:	93	100%



City of Kingston Public Works

**"For as the heavens are higher than the earth, so are my ways
higher than your ways, and my thoughts than your thoughts.
(Isaiah 55:9 KJV)**

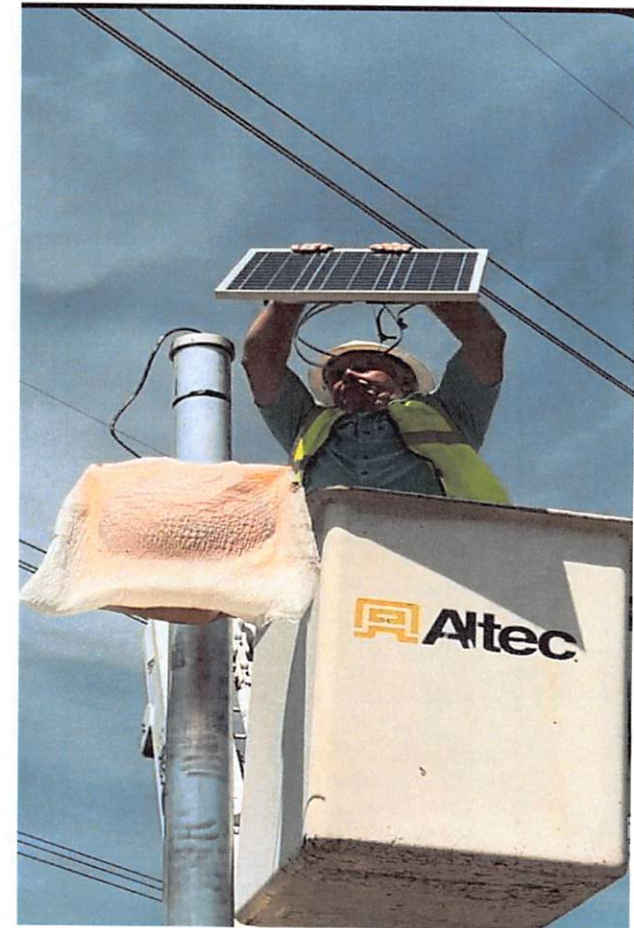
September 2023
Director Tim Clark

Employees

Greg Leach	Randy Collins
Logan Bell	Kim Rue
David Harrison	Jonathan Bodanza
Daniel Fine	

Street Maintenance/Drainage

- Collected Cleared Storm Brush
- Mowing ROW's
- Repaired 1 section of sidewalk
- Installed/Repaired 2 tiles
- Completed 1 yard work order
- Collected 2 loads on Sweeper Truck
- 23 tons of paving
- 3-811 Locates
- Removed 3 Dead Animals
- Assisted other Departments in 1 project



Fleet Maintenance

Police Department

- 2022 Ford F-250 (Montgomery)=\$202.00

Fire Department

- 2020 Dodge Durango (Gordon)=\$430.36

Parks & Recreation

- 2021 Ford F-250 (Murrell)=\$482.60
- 2022 Ford F-250 (Staff)=\$32.70

TOTAL \$ 1,147.66



Left Front: 7/32
Right Front: 7/32
Left Rear: 7/32
Right Rear: 7/32

Date: September 2023

Department Kingston Police Department

Mileage		Driver Name/Dept.	Job		
20825		Roy Montaomery	2022 Ford F-250		
VIN: 1FTFW1P88NKD04263					
Qty	Item #	Description	Unit Price	Column1	Line Total
1		New Battery	202.00		202.00
		</			



Fleet Maintenance

Tire Replacement Tread Depth:

Left Front: 13/32
 Right Front: 13/32
 Left Rear: 13/32
 Right Rear: 13/32

Date: September 2023

Department Kingston Fire Department

Mileage		Driver Name/Dept.	Job		
25937		Willie Gordon	2020 Dodge Durango		
VIN: 1C4SDJFT5LC214909					
Qty	Item #	Description	Unit Price	Column1	Line Total
1		New Tires	430.36		430.36



Fleet Maintenance

Tire Replacement Tread Depth:

Left Front: 13/32
 Right Front: 13/32
 Left Rear: 13/32
 Right Rear: 13/32

Date: September 2023

Department Kingston Parks & Recreation

Mileage		Driver Name/Dept.	Job		
15308		Jacob Murrell	2021 Ford F-250		
VIN: 1FT7W2B64MED51836					
Qty	Item #	Description	Unit Price	Column1	Line Total
1		New Tires	482.60		482.60
				</	



Fleet Maintenance

Tire Replacement Tread Depth:

Left Front: 7/32
Right Front: 7/32
Left Rear: 9/32
Right Rear: 9/32

Date: September 2023

Department Kingston Parks & Recreation

Mileage		Driver Name/Dept.	Job		
7532		Staff	2022 Ford F-250		
VIN: 1FT7W2B60MED51834					
Qty	Item #	Description	Unit Price	Column1	Line Total
1		Oil Filter	8.00		8.00
6.5		Oil	3.80		24.70
1		Tire Rotation			0.00
			</		



Upcoming Projects

Complete and submit 5-year Capital Plan

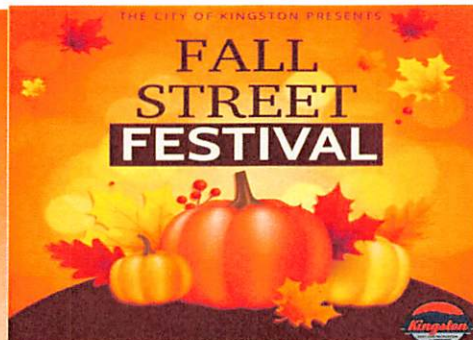
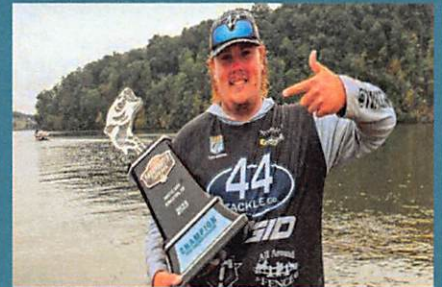


KINGSTON PARKS & RECREATION

September 2023

All our planning for the BASSMASTER Open tournament came together for a very successful tournament which was live-streamed on FS1. This was a great event not only for Kingston but for all of Roane County. Special Thanks to TVA for allowing us to utilize their parking and ramp for this tournament; Patterson's Appliances for loaning us a freezer for ice; and Michael Murphy for allowing us to use a great pic of WBL for advertising.

We wrapped up Flag Football registration on Sept 6th and season starts Oct 8th. Crews installed AC units at the City Park bathrooms. In preparation for the live streaming of the UT/Florida game we ran Fiber from the Visitors Center to the Amphitheater. We ended up having to cancel the viewing of the ballgame due to weather but were able to show the UT/SC game on September 30th. We hosted the Roane Alliance Elected Officials BBQ on September 26th at the City Park. We are also planning a concert at the Amphitheater on October 7th where Avery Trace and Stoney Point will take the stage for the 2nd year in a row. We are also planning for the Fall Street Fest on October 28th.



Facility Use

- Banquet Rm-26
- Room A-15
- Room B-11
- Room C-9
- Room D-5
- Room E-4
- City Park Pavilion-5
- Ladd Park Pavilion-2
- Porter Park Pavilion-4
- SWP Amphitheater-1
- SWP Pavilion-2
- SWP Track/Soccer-1



KINGSTON PARKS AND RECREATION BOARD MINUTES
September 7, 2023

PRESENT: Denise Headrick, Michael Greenwell, Ruth Thompson, Keenan Hethcoat, Paul Rodgers, Linda Townsend, Karly Page, JR Best

ABSENT:

GUESTS: Tim Neal

The meeting was called to order by Michael Greenwell at 6:00 p.m. Minutes from the August 2023 meeting were approved.

UNFINISHED/OLD BUSINESS:

1. **Flag Football:** Registrations will close on September 29th (regular and late registration). Referees are almost taken care of. We have three currently, but need one more. TN Titans will take care of scheduling and putting the kids on teams. They will also send each kid the gear that they need for the season. We are currently at 225 children registered to play.
2. **Movie Night Updates:** The Little Giants was a success. There were roughly 35 people in attendance. Kona Ice was in attendance and supplied each attendee with a free snow cone.
3. **Pool Update:** Cover is installed. Filter sand needs to be replaced.

NEW BUSINESS:

1. **BASSMASTER:** Boats will be coming in on Monday. Police will block off City Park and Gravel Pit on Sunday night. Wednesday night, they will block off 58 Landing, Ladd Landing, and TVA. TVA has allowed us to use 75% of their parking for anglers to launch from their boat ramp. Hotels are filling up around the area (Kingston, Harriman, Lenior City, etc.).
2. **Fall Fest Planning:** We are beginning to take vendor applications. There are roughly seven food trucks coming in to set up. There will be no costume contest or Trunk or Treat. We will have the car show that morning.
3. **Veteran Breakfast:** We are planning to do a veteran breakfast once per month for the veterans in our area. We will have sponsors for each breakfast. The first breakfast we decide to have, the fire department has agreed to come in and cook.

Dates to Remember

September 14th, 15th, 16th - Bass Master Classic

October 28th – Fall Street Fest

October 7th – Avery Trace & Stoney Point Concert

COMMUNITY CENTER MONTHLY REPORT

Anybody Can Exercise (ABC)

Strong/Zumba Mash Up Classes

Line Dancing

Take Off Pounds Sensibly (T.O.P.S.)

Adult Table Tennis

Outdoor Kingston

FCE

Pinochle

Rook

Roane Co. Retired Teachers

Senior Bingo

Submitted By: Karly Page



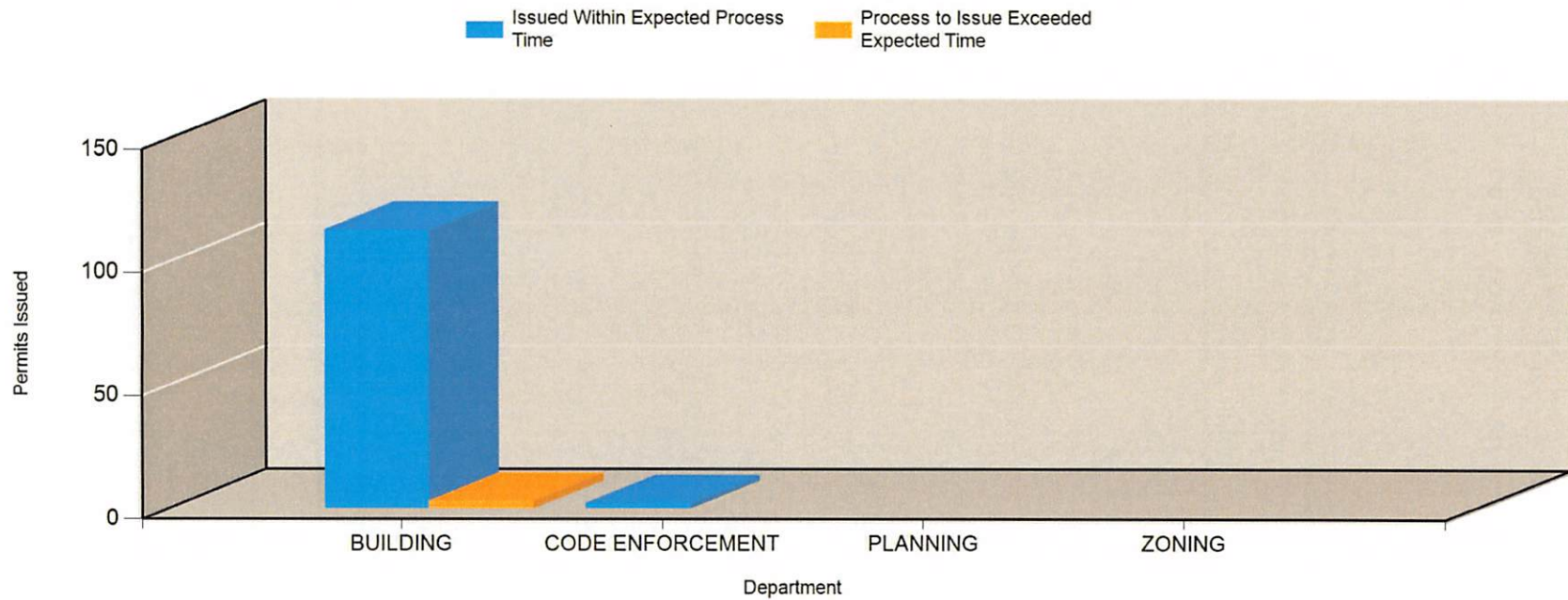
Issued Permits By Department

Page 1 of 24

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
09/01/2023 AND 09/30/2023

Report run on: 10/03/2023 04:10 PM

Permits Issued by Department



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	100	81	Same Day	0 Days	1	81	0
	CM	Same Day	3	1	7 Days	0 Days	1	0	1
	DEMO	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	29	24	Same Day	0 Days	1	24	0



Issued Permits By Department

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ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
09/01/2023 AND 09/30/2023

Report run on: 10/03/2023 04:10 PM

BUILDING	RM	Same Day	17	9	2 Days	4.31 Days	1	7	2
CODE ENFORCEMENT	EV	Same Day	8	2	Same Day	0 Days	1	2	0
PLANNING	PLT	Same Day	16	0	Same Day	0 Days	1	0	0
ZONING	SUP	Same Day	1	0	Same Day	0 Days	1	0	0
	VAR	Same Day	1	0	Same Day	0 Days	1	0	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2022-118 Jackson_Detached Garage 142 Cedar Point Drive, Kingston, TN 37763	Submitted: 02/22/2022 Technically Complete: 09/27/2023 Approved: 09/27/2023 Ready to Issue: 09/27/2023 Issued: 09/27/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2022-208 Chapman- Carport Repair 524 Winchester St., Rockwood, TN 37854	Submitted: 03/17/2022 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-579 Richardson_DW 260 Texas Lane, Kingston, TN 37763	Submitted: 08/31/2023 Technically Complete: 08/31/2023 Approved: 08/31/2023 Ready to Issue: 08/31/2023 Issued: 09/11/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-582 Collins_Inground Pool 205 Speers Rd., Kingston, TN 37763	Submitted: 08/31/2023 Technically Complete: 09/15/2023 Approved: 09/15/2023 Ready to Issue: 09/15/2023 Issued: 09/15/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-586 KC_Badger_Deck Replacement 235 S. Kentucky St., Kingston, TN 37763	Submitted: 09/01/2023 Technically Complete: 09/01/2023 Approved: 09/01/2023 Ready to Issue: 09/01/2023 Issued: 09/01/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

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ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
09/01/2023 AND 09/30/2023

Report run on: 10/03/2023 04:10 PM

BUILDING	BP	BP2023-587	Submitted: 09/01/2023 Technically Complete: 09/01/2023 Approved: 09/01/2023 Ready to Issue: 09/01/2023 Issued: 09/07/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		HC_Iekeler_Remodel		
		119 Love Dr, Harriman, TN 37748		
		BP2023-588	Submitted: 09/01/2023 Technically Complete: 09/07/2023 Approved: 09/07/2023 Ready to Issue: 09/07/2023 Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Porch Repair		
		1600 Kingston Hwy., Kingston, TN 37763		
		BP2023-589	Submitted: 09/01/2023 Technically Complete: 09/01/2023 Approved: 09/01/2023 Ready to Issue: 09/01/2023 Issued: 09/01/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Bruce_Utility Building		
		358 EdgeLake Dr, Kingston, TN 37763		
		BP2023-590	Submitted: 09/01/2023 Technically Complete: 09/01/2023 Approved: 09/01/2023 Ready to Issue: 09/01/2023 Issued: 09/01/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Frizzell_Deck		
		106 Creek Point, Ten Mile, TN 37880		
		BP2023-591	Submitted: 09/01/2023 Technically Complete: 09/01/2023 Approved: 09/01/2023 Ready to Issue: 09/01/2023 Issued: 09/01/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Lowe_SW		
		246 Lakecrest Dr, Harriman, TN 37748		
		BP2023-592	Submitted: 09/05/2023 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Swierzko_Metal Carport		
		136 Viars Road, Philadelphia, TN 37846		
		BP2023-593	Submitted: 09/05/2023 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC_Galyon_Detached Garage		
		258 Lawnville Rd., Kingston, TN 37763		
		BP2023-594	Submitted: 09/05/2023 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Stafford_New Residential Home		
		218 Shady Shores Ln, Kingston, TN 37763		



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BUILDING	BP	BP2023-595 Hastings_New Residential Home 110 Erie Point, Rockwood, TN 37854	Submitted: 09/05/2023 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-596 Jones_Detached Garage 120 Moore Ridge Road, Lenoir City, TN 37771	Submitted: 09/05/2023 Technically Complete:  Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		BP2023-597 Jones_Detached Garage 120 Moore Ridge Road, Lenoir City, TN 37771	Submitted: 09/05/2023 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-598 Whitehead_Barn 466 Old Poplar Springs Road, Kingston, TN 37763	Submitted: 09/05/2023 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-599 Smithee_Cabin Relocation 150 Camp Buck Toms, Rockwood, TN 37854	Submitted: 09/06/2023 Technically Complete: 09/06/2023 Approved: 09/06/2023 Ready to Issue: 09/06/2023 Issued: 09/06/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-600 Callaway_Replace Deck & French Door 137 Oak Dr., Kingston, TN 37763	Submitted: 09/06/2023 Technically Complete: 09/06/2023 Approved: 09/06/2023 Ready to Issue: 09/06/2023 Issued: 09/06/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-601 Brown_Addition 1049 HAMILTON Lane, Kingston, TN 37763	Submitted: 09/06/2023 Technically Complete: 09/06/2023 Approved: 09/06/2023 Ready to Issue: 09/06/2023 Issued: 09/06/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-602 Maden_New Residential Home 252 Melea Ln, Kingston, TN 37763	Submitted: 09/06/2023 Technically Complete: 09/06/2023 Approved: 09/06/2023 Ready to Issue: 09/06/2023 Issued: 09/06/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2023-603	Submitted: 09/07/2023	In Process: 0
		HC_Iekeler_ Remodel	Technically Complete: 09/07/2023	Waiting: 0
			Approved: 09/07/2023	Total Days: 0
		403 Carlock Ave, Harriman, TN 37748	Ready to Issue: 09/07/2023	Total Cycles: 1
			Issued: 09/07/2023	
		BP2023-604	Submitted: 09/07/2023	In Process: 0
		Bozievich_New Residential Home	Technically Complete: 09/07/2023	Waiting: 0
			Approved: 09/07/2023	Total Days: 0
		316 W Shore Dr., Rockwood, TN 37854	Ready to Issue: 09/07/2023	Total Cycles: 1
			Issued: 09/07/2023	
		BP2023-605	Submitted: 09/08/2023	In Process: 0
		Fritts_Detached Garage 40x40	Technically Complete: 09/08/2023	Waiting: 0
			Approved: 09/08/2023	Total Days: 0
		340 Rogers Ridge Rd., Kingston, TN 37763	Ready to Issue: 09/08/2023	Total Cycles: 1
			Issued: 09/08/2023	
		BP2023-606	Submitted: 09/08/2023	In Process: 0
		Linkous_New Residential Home	Technically Complete: 09/08/2023	Waiting: 0
			Approved: 09/08/2023	Total Days: 0
		469 Blackburn Ln, Lenoir City, TN 37771	Ready to Issue: 09/08/2023	Total Cycles: 1
			Issued: 09/08/2023	
		BP2023-607	Submitted: 09/08/2023	In Process: 25
		KC_CCC Management_ Remodel	Technically Complete: 09/08/2023	Waiting: 0
			Approved:	Total Days: 25
		705 W Race St, Kingston, Tn 37763	Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2023-608	Submitted: 09/08/2023	In Process: 0
		McKinney_DW 1568	Technically Complete: 09/08/2023	Waiting: 0
			Approved: 09/08/2023	Total Days: 0
		173 Suddath Rd., Harriman, TN 37748	Ready to Issue: 09/08/2023	Total Cycles: 1
			Issued: 09/08/2023	
		BP2023-609	Submitted: 09/08/2023	In Process: 0
		Valestro_New Residential Home	Technically Complete: 09/08/2023	Waiting: 0
			Approved: 09/08/2023	Total Days: 0
		136 Johnson Rd., Kingston, TN 37763	Ready to Issue: 09/08/2023	Total Cycles: 1
			Issued: 09/08/2023	
		BP2023-610	Submitted: 09/11/2023	In Process: 0
		Deane_New Residential Home	Technically Complete: 09/11/2023	Waiting: 0
			Approved: 09/11/2023	Total Days: 0
		3655 Buttermilk Road, Kingaton, TN 37763	Ready to Issue: 09/11/2023	Total Cycles: 1
			Issued: 09/11/2023	



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BUILDING	BP	BP2023-611	Submitted: 09/11/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		3000 Roane State Hwy, Harriman, TN 37748		
		BP2023-612	Submitted: 09/11/2023 Technically Complete: 09/11/2023 Approved: 09/11/2023 Ready to Issue: 09/11/2023 Issued: 09/11/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Schleben_SW		
		824 Salem Valley Rd., Ten Mile, Tn 37880		
		BP2023-613	Submitted: 09/12/2023 Technically Complete: 09/12/2023 Approved: 09/12/2023 Ready to Issue: 09/12/2023 Issued: 09/12/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC_Jim Henry Event Center_Pavilion		
		411 N Third St, Kingston, TN 37763		
		BP2023-614	Submitted: 09/12/2023 Technically Complete: 09/12/2023 Approved: 09/12/2023 Ready to Issue: 09/13/2023 Issued: 09/13/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Hamilton_SW		
		1127 Mountain View Rd., Rockwood, TN 37854		
		BP2023-615	Submitted: 09/12/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
		201 Pekoma Rd, Philadelphia, TN 37846		
		BP2023-616	Submitted: 09/12/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
		300 Pekoma Rd., Philadelphia, TN 37846		
		BP2023-617	Submitted: 09/12/2023 Technically Complete: 09/13/2023 Approved: 09/13/2023 Ready to Issue: 09/13/2023 Issued: 09/13/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Oehlerking_Connex Container		
		201 Pekoma Rd, Philadelphia, TN 37846		
		BP2023-618	Submitted: 09/13/2023 Technically Complete: 09/13/2023 Approved: 09/13/2023 Ready to Issue: 09/13/2023 Issued: 09/13/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		HC_Shumard_Carport		
		109 Oak St, Harriman, TN 37748		



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BUILDING	BP	BP2023-619	Submitted: 09/13/2023	In Process: 0
		Webster_Deck	Technically Complete: 09/13/2023	Waiting: 0
			Approved: 09/13/2023	Total Days: 0
		357 Old Hen Valley Rd., Oliver Springs, TN 37840	Ready to Issue: 09/13/2023	Total Cycles: 1
			Issued: 09/13/2023	
		BP2023-620	Submitted: 09/13/2023	In Process: 0
		JMB Investments_Dollar General	Technically Complete: 09/13/2023	Waiting: 0
			Approved: 09/13/2023	Total Days: 0
		103 Ladd Wright Rd., Kingston, TN 37763	Ready to Issue: 09/13/2023	Total Cycles: 1
			Issued: 09/13/2023	
		BP2023-621	Submitted: 09/13/2023	In Process: 0
		Gann_Storage Building	Technically Complete: 09/13/2023	Waiting: 0
			Approved: 09/13/2023	Total Days: 0
		196 Ben Henry Road, Harriman, tn 37748	Ready to Issue: 09/13/2023	Total Cycles: 1
			Issued: 09/13/2023	
		BP2023-622	Submitted: 09/14/2023	In Process: 0
		Budchanin_New Residential Home	Technically Complete: 09/14/2023	Waiting: 0
			Approved: 09/14/2023	Total Days: 0
		309 Pond View Dr, Kingston, TN 37763	Ready to Issue: 09/14/2023	Total Cycles: 1
			Issued: 09/14/2023	
		BP2023-623	Submitted: 09/14/2023	In Process: 0
		Caquelin_Modular Home	Technically Complete: 09/14/2023	Waiting: 0
			Approved: 09/14/2023	Total Days: 0
		236 Laurel Bluff Road, Klngston, TN 37763	Ready to Issue: 09/14/2023	Total Cycles: 1
			Issued: 09/14/2023	
		BP2023-624	Submitted: 09/15/2023	In Process: 0
		Barrett_DW	Technically Complete: 09/15/2023	Waiting: 0
			Approved: 09/15/2023	Total Days: 0
		115 Winding Trail, Harriman, TN 37748	Ready to Issue: 09/15/2023	Total Cycles: 1
			Issued: 09/15/2023	
		BP2023-625	Submitted: 09/15/2023	In Process: 0
		HRI Trust_Deck Replacement	Technically Complete: 09/15/2023	Waiting: 0
			Approved: 09/15/2023	Total Days: 0
		122 Wade Ln, Oliver Springs, Tn 37840	Ready to Issue: 09/15/2023	Total Cycles: 1
			Issued: 09/15/2023	
		BP2023-626	Submitted: 09/15/2023	In Process: 0
		HRI TRust_Deck Replacement	Technically Complete: 09/15/2023	Waiting: 0
			Approved: 09/15/2023	Total Days: 0
		132 Wade Lane, Oliver Springs, TN 37840	Ready to Issue: 09/15/2023	Total Cycles: 1
			Issued: 09/15/2023	



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BUILDING	BP	BP2023-627	Submitted: 09/15/2023	In Process: 0
		HRI Trust_Deck Replacement	Technically Complete: 09/15/2023	Waiting: 0
			Approved: 09/15/2023	Total Days: 0
		128 Wade Lane, Oliver Springs, TN 37840	Ready to Issue: 09/15/2023	Total Cycles: 1
			Issued: 09/15/2023	
		BP2023-628	Submitted: 09/15/2023	In Process: 0
		HRI Trust_Deck Replacement	Technically Complete: 09/15/2023	Waiting: 0
			Approved: 09/15/2023	Total Days: 0
		129 Wade Lane, Oliver Springs, TN 37840	Ready to Issue: 09/15/2023	Total Cycles: 1
			Issued: 09/15/2023	
		BP2023-629	Submitted: 09/18/2023	In Process: 0
		Allen_Detached Garage	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		152 East Shore Drive, Rockwood, TN 37854	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-630	Submitted: 09/18/2023	In Process: 0
		KC_Farmers Insurance_Sign	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		109 S Third St., Kingston, TN 37763	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-631	Submitted: 09/18/2023	In Process: 0
		Adams_DW 28x56	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		252 Cave Creek Rd., Loudon, TN 37774	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-632	Submitted: 09/18/2023	In Process: 0
		Palmer_Addition	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		469 Smith Rd, Kingston, TN 37763	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-633	Submitted: 09/18/2023	In Process: 0
		Lavender_New Residential Home	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		822 Dogwood Valley Rd, Kingston, TN 37763	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-634	Submitted: 09/18/2023	In Process: 0
		KC_Cox_New Residential Home	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		693 E. Race St, Kingston, Tn 37763	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	



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BUILDING	BP	BP2023-635	Submitted: 09/18/2023	In Process: 0
		Mendez_Remodel	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		115 Brownlow Dr, Rockwood, TN 37854	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 10/02/2023	
		BP2023-636	Submitted: 09/18/2023	In Process: 0
		Combes_ Finish out New Residential Home BP2020-734	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		210 Mainsail Rd, Kingston, TN 37763	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-637	Submitted: 09/18/2023	In Process: 0
		King and Priestly Farms_Shed	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
		330 Loop Rd, Rockwood, TN 37854	Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-638	Submitted: 09/18/2023	In Process: 0
		King and Priestly Farms_Shed	Technically Complete: 09/18/2023	Waiting: 0
			Approved: 09/18/2023	Total Days: 0
			Ready to Issue: 09/18/2023	Total Cycles: 1
			Issued: 09/18/2023	
		BP2023-639	Submitted: 09/19/2023	In Process: 0
		Campbell_DW	Technically Complete: 09/19/2023	Waiting: 0
			Approved: 09/19/2023	Total Days: 0
		290 High Ridge Rd, Kingston, TN 37763	Ready to Issue: 09/19/2023	Total Cycles: 1
			Issued: 09/19/2023	
		BP2023-640	Submitted: 09/19/2023	In Process: 0
		Clark_Home Repair	Technically Complete: 09/19/2023	Waiting: 0
			Approved: 09/19/2023	Total Days: 0
			Ready to Issue: 09/19/2023	Total Cycles: 1
			Issued: 09/19/2023	
		BP2023-641	Submitted: 09/20/2023	In Process: 0
		Kellogg_Inground Pool	Technically Complete: 09/20/2023	Waiting: 0
			Approved: 09/20/2023	Total Days: 0
		149 Kelsay Rd, Ten Mile, TN 37880	Ready to Issue: 09/20/2023	Total Cycles: 1
			Issued: 09/20/2023	
		BP2023-642	Submitted: 09/20/2023	In Process: 0
			Technically Complete: 09/20/2023	Waiting: 0
			Approved: 09/20/2023	Total Days: 0
			Ready to Issue: 09/20/2023	Total Cycles: 1
			Issued: 09/20/2023	
		Barger_Deck		
		695 Dickey Valley Rd, Harriman, TN 37748		



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BUILDING	BP	BP2023-643 Leonard_New Residential Home 970 Cave Creek Rd., Loudon, TN 37774	Submitted: 09/20/2023 Technically Complete: 09/20/2023 Approved: 09/20/2023 Ready to Issue: 09/20/2023 Issued: 09/20/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-644 Shambaugh_Inground Pool 142 Laurel Bluff Rd, Kingston, TN 37763	Submitted: 09/21/2023 Technically Complete: 09/21/2023 Approved: 09/21/2023 Ready to Issue: 09/21/2023 Issued: 09/21/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-645 Farmer_Carport 161 Patterson Ln, Oliver Springs, TN 37840	Submitted: 09/21/2023 Technically Complete: 09/21/2023 Approved: 09/21/2023 Ready to Issue: 09/21/2023 Issued: 09/21/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-646 126 Bending Bow Dr, Ten Mile, TN 37880	Submitted: 09/21/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
		BP2023-647 Woods_New Residential Home 115 Sterrett Ln, Kingston, TN 37763	Submitted: 09/21/2023 Technically Complete: 09/21/2023 Approved: 09/21/2023 Ready to Issue: 09/21/2023 Issued: 09/21/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-648 Mason_Addition 126 Bending Bow Dr, Ten Mile, TN 37880	Submitted: 09/21/2023 Technically Complete: 09/26/2023 Approved: 09/26/2023 Ready to Issue: 09/26/2023 Issued: 09/27/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-649 Kennedy_New Residential Home 200 Dogtown Rd, Ten Mile, TN 37880	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-650 Kennedy_Metal Barn 200 Dogtown Rd, Ten Mile, TN 37880	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2023-651 Woods_Steel Building 115 Bailes Rd., Harriman, TN 37748	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-652 Starr_Remodel 465 Smith Rd., Kingston, TN 37763	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-653 Mellow_Shed 1434 Poplar Creek Rd, Oliver Springs, TN 37840	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-654 McHugh_New Residential Home 171 E Shore Dr., Rockwood, TN 37854	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-655 Abbott_Gable Roof 1740 Bluff Rd, Harriman, TN 37748	Submitted: 09/25/2023 Technically Complete: 09/25/2023 Approved: 09/25/2023 Ready to Issue: 09/25/2023 Issued: 09/25/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-656 Thacker_Above Ground Pool 4615 HARRIMAN Hwy., Harriman, TN 37748	Submitted: 09/25/2023 Technically Complete: 09/25/2023 Approved: 09/25/2023 Ready to Issue: 09/25/2023 Issued: 09/25/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2023-657 208 Walden Ave, Harriman, TN 37748	Submitted: 09/25/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
		BP2023-658 Boileau_ Carport 24X40 3887 Buttermilk Road West, Kingston, TN 37763	Submitted: 09/25/2023 Technically Complete: 09/25/2023 Approved: 09/25/2023 Ready to Issue: 09/25/2023 Issued: 09/25/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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		Cook_Shed		
		5381 Kingston Hwy., Lenior City, TN 37771		
		BP2023-660	Submitted: 09/26/2023 Technically Complete: 09/26/2023 Approved: 09/26/2023 Ready to Issue: 09/26/2023 Issued: 09/26/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Walls_Roof Only		
		215 Orchard Valley Dr, Harriman, TN 37748		
		BP2023-661	Submitted: 09/27/2023 Technically Complete: 09/27/2023 Approved: 09/27/2023 Ready to Issue: 09/27/2023 Issued: 09/27/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Trelly_New Residential Home		
		109 Branham Rd, Ten Mile, TN 37880		
		BP2023-662	Submitted: 09/27/2023 Technically Complete: 09/27/2023 Approved: 09/27/2023 Ready to Issue: 09/27/2023 Issued: 09/27/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC_Cox_Addition		
		105 Rose Rd, Kingston, TN 37763		
		BP2023-663	Submitted: 09/27/2023 Technically Complete: 09/27/2023 Approved: 09/27/2023 Ready to Issue: 09/27/2023 Issued: 09/27/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		HC_Smith_DW		
		212.5 Morgan Ave., Harriman, TN 37748		
		BP2023-664	Submitted: 09/27/2023 Technically Complete: 09/27/2023 Approved: 09/27/2023 Ready to Issue: 09/27/2023 Issued: 09/27/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Anders_DW		
		1005 Poplar Springs, Kingston, TN 37763		
		BP2023-665	Submitted: 09/28/2023 Technically Complete: 09/28/2023 Approved: 09/28/2023 Ready to Issue: 09/28/2023 Issued: 09/28/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		OS_Stokes_Remodel		
		713 Sycamore Ln, Oliver Springs, TN 37840		
		BP2023-666	Submitted: 09/28/2023 Technically Complete: 09/28/2023 Approved: 09/28/2023 Ready to Issue: 09/28/2023 Issued: 09/28/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC_Smith_DW		
		1216 Mobile Dr, Kingston, TN 37763		



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BUILDING	BP	BP2023-667	Submitted: 09/28/2023	In Process: 0
		Brown_Retaining Wall	Technically Complete: 09/28/2023	Waiting: 0
			Approved: 09/28/2023	Total Days: 0
		266 Serenity Dr, Harriman, TN 37748	Ready to Issue: 09/28/2023	Total Cycles: 1
			Issued: 09/28/2023	
		BP2023-668	Submitted: 09/28/2023	In Process: 0
		KC_Smith_New Residential Home	Technically Complete: 09/28/2023	Waiting: 0
			Approved: 09/28/2023	Total Days: 0
		421 High St, Kingston, TN 37763	Ready to Issue: 09/28/2023	Total Cycles: 1
			Issued: 09/28/2023	
		BP2023-669	Submitted: 09/29/2023	In Process: 0
		Windrock_Campground Office	Technically Complete: 09/29/2023	Waiting: 0
			Approved: 09/29/2023	Total Days: 0
		555 Windrock Park Lane, Oliver Springs, TN 37840	Ready to Issue: 09/29/2023	Total Cycles: 1
			Issued: 09/29/2023	
		BP2023-670	Submitted: 09/29/2023	In Process: 0
		Voyle_DW	Technically Complete: 09/29/2023	Waiting: 0
			Approved: 09/29/2023	Total Days: 0
			Ready to Issue: 09/29/2023	Total Cycles: 1
			Issued: 09/29/2023	
		BP2023-671	Submitted: 09/29/2023	In Process: 0
		Sauter Timber_Storage Bay	Technically Complete: 09/29/2023	Waiting: 0
			Approved: 09/29/2023	Total Days: 0
		505 Cardiff Valley Rd., Rockwood, TN 37854	Ready to Issue: 09/29/2023	Total Cycles: 1
			Issued: 09/29/2023	
		REFERENCE-23-0036	Submitted: 09/01/2023	In Process: 32
		119 Love dr	Technically Complete:	Waiting: 0
			Approved:	Total Days: 32
		119 Love Dr., Harriman, AL 37748	Ready to Issue:	Total Cycles: 1
			Issued:	
		REFERENCE-23-0038	Submitted: 09/05/2023	In Process: 28
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 28
		3655 Buttermilk Road, Kingaton, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued:	
		REFERENCE-23-0042	Submitted: 09/07/2023	In Process: 26
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 26
		308 N. 3rd St., Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued:	



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BUILDING	BP	REFERENCE-23-0043 308 N. 3rd St., Kingston, TN 37763	Submitted: 09/07/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
		REFERENCE-23-0044 308 N. 3rd St., Kingston, TN 37763	Submitted: 09/07/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 26 Waiting: 0 Total Days: 26 Total Cycles: 1
		REFERENCE-23-0045 Roane Vet Hospital 3000 Roane State Hwy, Harriman, TN 37748	Submitted: 09/11/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		REFERENCE-23-0051 111 WINDING TRAIL, HARRIMAN, TN 37748	Submitted: 09/14/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 19 Waiting: 0 Total Days: 19 Total Cycles: 1
		REFERENCE-23-0055 370 Waldo Rd., Rockwood, TN 37854	Submitted: 09/19/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
		REFERENCE-23-0056 3000 Roane State Hwy, Harriman, TN 37748	Submitted: 09/20/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 13 Waiting: 0 Total Days: 13 Total Cycles: 1
		REFERENCE-23-0058 627 The Battery, Kingston, AL 37763	Submitted: 09/21/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 12 Waiting: 0 Total Days: 12 Total Cycles: 1
		REFERENCE-23-0059 SMcCauley House 139 Crystal Springs Rd., Rockwood, TN 37854	Submitted: 09/24/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1



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BUILDING	BP	REFERENCE-23-0061 Detached Garage Concrete Pad 208 Walden Ave, Harriman, TN 37748	Submitted: 09/25/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
		REFERENCE-23-0066 C1005684SA101 4709 Kingston Hyw, Lenoir City, TN 37771	Submitted: 09/29/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
		REFERENCE-23-0068 C1005684SA101 4709 Kingston Hyw, Lenoir City, TN 37771	Submitted: 09/29/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
	CM	CM2023-005 CM for BP2023-693 450 Hamilton Industrial Way, Lenoir City, TN 37771	Submitted: 09/06/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/13/2023	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		CM2023-006 HVAC Upgrades 317 Roane St, Oliver Springs, TN 37840	Submitted: 09/25/2023 Technically Complete: Approved: Ready to Issue: Issued: 10/02/2023	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		CM2023-007 OS Middle School_CM for BP2021-114 317 Roane St, Oliver Springs, TN 37840	Submitted: 09/29/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
	DEMO	DM-2023-001 JMB Investment_DEMO 103 Ladd Wright Rd., Kingston, TN 37763	Submitted: 09/12/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/12/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-177 PL for BP2023-594 218 Shady Shores Ln, Kingston, TN 37763	Submitted: 09/05/2023 Technically Complete: 09/05/2023 Approved: 09/05/2023 Ready to Issue: 09/05/2023 Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	PL	PL2023-178 Porch Repair 1600 Kingston Hwy., Kingston, TN 37763	Submitted: 09/05/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		PL2023-179 Smithee_PL for BP2023-599 150 Camp Buck Toms, Rockwood, TN 37854	Submitted: 09/06/2023 Technically Complete: 09/06/2023 Approved: 09/06/2023 Ready to Issue: 09/06/2023 Issued: 09/06/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-180 Embleton_PL for BP2023-555 1209 Poplar Creek Rd, Oliver Springs, TN 37840	Submitted: 09/06/2023 Technically Complete: 09/06/2023 Approved: 09/06/2023 Ready to Issue: 09/06/2023 Issued: 09/06/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-181 403 Carlock 403 Carlock Ave, Harriman, TN 37748	Submitted: 09/07/2023 Technically Complete: 09/07/2023 Approved: 09/07/2023 Ready to Issue: 09/07/2023 Issued: 09/07/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-182 Buntin_PL for BP2023-421 413 Loop Rd., Rockwood, TN 37854	Submitted: 09/12/2023 Technically Complete: 09/12/2023 Approved: 09/12/2023 Ready to Issue: 09/12/2023 Issued: 09/12/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-183 PL for BP2022-711 304 Bay Pointe Ln, Rockwood, TN 37854	Submitted: 09/13/2023 Technically Complete: 09/13/2023 Approved: 09/13/2023 Ready to Issue: 09/13/2023 Issued: 09/13/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-184 PL for BP2023-250 233 Highland Dr, Harriman, TN 37748	Submitted: 09/13/2023 Technically Complete: 09/13/2023 Approved: 09/13/2023 Ready to Issue: 09/13/2023 Issued: 09/13/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-185 McCuiston_PL for BP2023-212 102 Emory Ln, Harriman, TN 37748	Submitted: 09/18/2023 Technically Complete: 09/18/2023 Approved: 09/18/2023 Ready to Issue: 09/18/2023 Issued: 09/18/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	PL	PL2023-186 McCuiston_PL for BP2023-150 857 Post Oak Valley Rd., Rockwood, TN 37854	Submitted: 09/18/2023 Technically Complete: 09/18/2023 Approved: 09/18/2023 Ready to Issue: 09/18/2023 Issued: 09/18/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-187 PL for BP2023-178 591 W. Rockwood Ferry, Ten Mile, TN 37880	Submitted: 09/19/2023 Technically Complete: 09/19/2023 Approved: 09/19/2023 Ready to Issue: 09/19/2023 Issued: 09/19/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-188 PL for BP2023-561 221 Woolsey Rd., Harriman, TN 37748	Submitted: 09/21/2023 Technically Complete: 09/21/2023 Approved: 09/21/2023 Ready to Issue: 09/21/2023 Issued: 09/21/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-189 PL for BP2023-649 200 Dogtown Rd, Ten Mile, TN 37880	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-190 Garrigan_PL for BP2023-521 112 Bennett Rd, Oliver Springs, TN 37840	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-191 Rivers_PL for BP2022-932 615 Lakeshore Dr., Kingston, TN 37763	Submitted: 09/22/2023 Technically Complete: 09/22/2023 Approved: 09/22/2023 Ready to Issue: 09/22/2023 Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-192 PL for BP2022-692 540 Grande Vista Bay Dr, Rockwood, TN 37854	Submitted: 09/25/2023 Technically Complete: 09/25/2023 Approved: 09/25/2023 Ready to Issue: 09/25/2023 Issued: 09/25/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2023-193 PL for BP2022-729 312 W Shore Dr., Rockwood, TN 37854	Submitted: 09/25/2023 Technically Complete: 09/25/2023 Approved: 09/25/2023 Ready to Issue: 09/25/2023 Issued: 09/25/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	PL	PL2023-194	Submitted: 09/26/2023	In Process: 0
		PL for BP2023-470	Technically Complete: 09/26/2023	Waiting: 0
		309 Country Ln., Lenoir City, Tn 37771	Approved: 09/26/2023	Total Days: 0
			Ready to Issue: 09/26/2023	Total Cycles: 1
			Issued: 09/26/2023	
		PL2023-195	Submitted: 09/27/2023	In Process: 0
		PL for Bp2023-422	Technically Complete: 09/27/2023	Waiting: 0
		600 Anglers Cove Rd, Kingston, TN 37763	Approved: 09/27/2023	Total Days: 0
			Ready to Issue: 09/27/2023	Total Cycles: 1
			Issued: 09/27/2023	
		PL2023-196	Submitted: 09/27/2023	In Process: 0
		PL for BP2023-538	Technically Complete: 09/27/2023	Waiting: 0
		230 Old Johnston Valley Rd, Kingston, TN 37763	Approved: 09/27/2023	Total Days: 0
			Ready to Issue: 09/27/2023	Total Cycles: 1
			Issued: 09/27/2023	
		PL2023-197	Submitted: 09/28/2023	In Process: 0
		PL for BP2023-665	Technically Complete: 09/28/2023	Waiting: 0
		713 Sycamore, Oliver Springs, TN 37840	Approved: 09/28/2023	Total Days: 0
			Ready to Issue: 09/28/2023	Total Cycles: 1
			Issued: 09/28/2023	
		PL2023-198	Submitted: 09/28/2023	In Process: 0
		PL for BP2022-536	Technically Complete: 09/28/2023	Waiting: 0
		623 The Battery, Kingston, TN 37763	Approved: 09/28/2023	Total Days: 0
			Ready to Issue: 09/28/2023	Total Cycles: 1
			Issued: 09/28/2023	
		PL2023-199	Submitted: 09/28/2023	In Process: 0
		PL for BP2023-668	Technically Complete: 09/28/2023	Waiting: 0
		421 High St, Kingston, TN 37763	Approved: 09/28/2023	Total Days: 0
			Ready to Issue: 09/28/2023	Total Cycles: 1
			Issued: 09/28/2023	
		PL2023-200	Submitted: 09/29/2023	In Process: 0
		PL for BP2023-566	Technically Complete: 09/29/2023	Waiting: 0
		132 Walker Way, Kingston, TN 37763	Approved: 09/29/2023	Total Days: 0
			Ready to Issue: 09/29/2023	Total Cycles: 1
			Issued: 09/29/2023	
		PL2023-201	Submitted: 09/29/2023	In Process: 0
		PL for BP2023-462	Technically Complete: 09/29/2023	Waiting: 0
		110 Evergreen Cove, Kingston, TN 37763	Approved: 09/29/2023	Total Days: 0
			Ready to Issue: 09/29/2023	Total Cycles: 1
			Issued: 09/29/2023	



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BUILDING	PL	REFERENCE-23-0046 Roane Vet Hospital 3000 Roane State Hwy, Harriman, TN 37748	Submitted: 09/11/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		REFERENCE-23-0050 Love Drive 119 Plumbing 119 Love Dr., Harriman, AL 37748	Submitted: 09/13/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 20 Waiting: 0 Total Days: 20 Total Cycles: 1
		REFERENCE-23-0062 Concrete Pad & Driveway 208 Walden Ave, Harriman, TN 37748	Submitted: 09/25/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
		REFERENCE-23-0064 308 N. 3rd St., Kingston, TN 37763	Submitted: 09/26/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
	RM	REFERENCE-23-0047 Roane Vet Hospital 3000 Roane State Hwy, Harriman, TN 37748	Submitted: 09/11/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 22 Waiting: 0 Total Days: 22 Total Cycles: 1
		REFERENCE-23-0053 HVAC Installation 213 West Shore, Rockwood, TN 37854	Submitted: 09/15/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 18 Waiting: 0 Total Days: 18 Total Cycles: 1
		RM2023-143 Sanabria_RM for BP2023-585 122 Gallaher Rd, Kingston, TN 37763	Submitted: 09/06/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
		RM2023-144 Bender_RM for BP2022-826 630 Eagle Point Drive, Rockwood, TN 37854	Submitted: 09/06/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/06/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	RM	RM2023-145 RM for BP2023-693 450 Hamilton Industrial Way, Lenoir City, TN 37771	Submitted: 09/06/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 27 Waiting: 0 Total Days: 27 Total Cycles: 1
		RM2023-146 RM for BP2023-353 106 Blue Heron Bluff, Harriman, TN 37748	Submitted: 09/15/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/15/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2023-147 RM for BP2023-291 213 West Shore, Rockwood, TN 37854	Submitted: 09/15/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 18 Waiting: 0 Total Days: 18 Total Cycles: 1
		RM2023-148 RM for BP2023-635 115 Brownlow Dr, Rockwood, TN 37854	Submitted: 09/18/2023 Technically Complete: Approved: Ready to Issue: Issued: 10/02/2023	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
		RM2023-149 RM for BP2022-692 540 Grande Vista Bay Dr, Rockwood, TN 37854	Submitted: 09/21/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/26/2023	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		RM2023-150 RM for BP2022-890 223 Poplar Springs Rd, Kingston, Tn 37763	Submitted: 09/22/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/22/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2023-151 Langley_RM for BP2023-054 144 Daniel Rd, Kingston, TN 37763	Submitted: 09/25/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/25/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2023-152 RM for BP2023-476 290 Ponders Gap Rd, Ten Mile, TN 37880	Submitted: 09/26/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/26/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	RM	RM2023-153 RM for BP2023-470 309 Country Ln., Lenoir City, Tn 37771	Submitted: 09/27/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/27/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2023-154 RM for BP2023-209 1031 Lawnville Rd, Kingston, AL 37763	Submitted: 09/28/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		RM2023-155 Mechanical Changeout Only 312 W Shore Dr., Rockwood, TN 37854	Submitted: 09/28/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/29/2023	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		RM2023-156 Mechanical Changeout Only 4709 Kingston Hwy, Lenoir City, TN 37771	Submitted: 09/29/2023 Technically Complete: Approved: Ready to Issue: Issued: 10/03/2023	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
		RM2023-157 RM for BP2022-247 194 Merriwater Way, Kingston, TN 37763	Submitted: 09/29/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/29/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
CODE ENFORCEMENT	EV	EV2023-020 Hamby_Electrical Variance 104 Hickory Ln, Kingston, TN 37763	Submitted: 09/01/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 32 Waiting: 0 Total Days: 32 Total Cycles: 1
		EV2023-021 Mlx_Electrical Variance 161 Vista Ridge Court, Rokwood, TN 37854	Submitted: 09/01/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 32 Waiting: 0 Total Days: 32 Total Cycles: 1
		EV2023-022 Goedeke_Electrical Variance 168 Lakeview Ln., Kingston, TN 37763	Submitted: 09/05/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/05/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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CODE ENFORCEMENT	EV	EV2023-023 Foti_ Electrical Variance 307 Pin Oak Rd., Rockwood, Tn 37854	Submitted: 09/05/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		EV2023-024 Bates_ Electrical Variance 1100 Bowman Bend Rd, Harriman, TN 37748	Submitted: 09/12/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
		EV2023-025 Flowers_ Electrical Variance 1607 River Rd, Kingston, TN 37763	Submitted: 09/21/2023 Technically Complete: Approved: Ready to Issue: Issued: 09/21/2023	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		EV2023-026 Povlin_ Electrical Variance 303 Pin Oak Dr., Rockwood, TN 37854	Submitted: 09/22/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 11 Waiting: 0 Total Days: 11 Total Cycles: 1
		EV2023-027 Helton_ Electrical Variance 176 Bill West Dr, Ten Mile, TN 37880	Submitted: 09/29/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 4 Waiting: 0 Total Days: 4 Total Cycles: 1
PLANNING	PLT	PLT2023-101 Roane County Industrial Development Board 133 Pawnook Farm Rd, Lenoir City, TN 37771	Submitted: 09/05/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		PLT2023-102 Wood 209 Melea Lane, Kingston, TN 37763	Submitted: 09/05/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		PLT2023-103 Hawkins 3681 Buttermilk Road West, Kingston, TN 37763	Submitted: 09/05/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1



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PLANNING	PLT	PLT2023-104	Submitted: 09/07/2023	In Process: 26
		Vinson	Technically Complete:	Waiting: 0
		462 & 466 Blackburn Lane, Lenoir City, TN 37771	Approved:	Total Days: 26
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2023-105	Submitted: 09/07/2023	In Process: 26
		White	Technically Complete:	Waiting: 0
		128 Kerns Lane, Kingston, TN 37763	Approved:	Total Days: 26
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2023-106	Submitted: 09/08/2023	In Process: 25
		Childs	Technically Complete:	Waiting: 0
		181 Shady Lane, Oliver Springs, TN 37840	Approved:	Total Days: 25
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2023-107	Submitted: 09/08/2023	In Process: 25
		Stone	Technically Complete:	Waiting: 0
		113 Wildwood Lane, Harriman, TN 37748	Approved:	Total Days: 25
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2023-108	Submitted: 09/08/2023	In Process: 25
		Wentland	Technically Complete:	Waiting: 0
		642 Caney creek, Harriman, TN 37748	Approved:	Total Days: 25
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2023-109	Submitted: 09/13/2023	In Process: 20
		KC Shirran	Technically Complete:	Waiting: 0
		61 Paint Rock Ferry Road, Kingston, TN 37763	Approved:	Total Days: 20
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2023-110	Submitted: 09/13/2023	In Process: 20
		Rackard	Technically Complete:	Waiting: 0
		117 Clark Lane, Harriman, TN 37748	Approved:	Total Days: 20
			Ready to Issue:	Total Cycles: 1
			Issued:	
		PLT2023-111	Submitted: 09/26/2023	In Process: 7
		Franz/Broker	Technically Complete:	Waiting: 0
		1115 Winton Chapel Road, Rockwood, TN 37854	Approved:	Total Days: 7
			Ready to Issue:	Total Cycles: 1
			Issued:	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
09/01/2023 AND 09/30/2023

Report run on: 10/03/2023 04:10 PM

PLANNING	PLT	PLT2023-112 Ferrante 141 Hensley Road, Kingston, TN 37763	Submitted: 09/26/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 7 Waiting: 0 Total Days: 7 Total Cycles: 1
		PLT2023-113 Seiber 153 Lancer Road, Harriman, TN 37748	Submitted: 09/27/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		PLT2023-114 Guldan Country Lane, Lenoir City, TN 37771	Submitted: 09/27/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 6 Waiting: 0 Total Days: 6 Total Cycles: 1
		PLT2023-115 Pack/Smith Rodgers Lane, Rockwood, TN 37854	Submitted: 09/28/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
		PLT2023-116 Slaven Paint Rock Ferry Road, Kingston, TN 37763	Submitted: 09/28/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 5 Waiting: 0 Total Days: 5 Total Cycles: 1
ZONING	SUP	SUP2023-008 Coulter 240 Black Creek Road, Rockwood, TN 37854	Submitted: 09/08/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
	VAR	VAR2023-004 Puckett 201 Deer Lane, Kingston, TN 37763	Submitted: 09/05/2023 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1

KINGSTON WATER TREATMENT PLANT



SEPTEMBER OPERATIONS REPORT

2023

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
G A L L O N S	Influent (Raw)	15,584,000	16,871,000	-8.26%	519,000	756,000	387,000
	Effluent (Finish)	15,215,000	16,403,000	-7.81%	507,000	759,000	393,000
	Spring Supply	13,311,000	13,645,000	-2.51%	444,000	500,000	394,000
	Total Finish Prod.	28,526,000	30,045,000	-5.32%	Distribution & WTP Report: 757,000		
Plant Efficiency		99.37%	99.36%	0.01%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
G A L L O N S	Consumption	24,092,700	22,533,000	6.47%	Fire Dept:	19,250	
	Reported Usage	776,250	771,172	0.65%	Park & Rec:	No Report	
	Water Loss	3,657,050	6,731,928	-84.08%	WWTP:	No Report	
	%	12.82%	22.41%	-9.59%			

Note: The Water Production, Consumption and Loss data is for the August 2023 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.
- * Final Mowing, trimming and spraying of grounds, Spring Pump House and Spring Site.
- * Regular Chemical Feed Maintenance was performed.
- * Had regular Plant Safety Training.
- * Facilities received daily and regular cleaning and disinfection.
- * Doing rehab in Pipe Gallery, removing / stripping the paint from the piping and walls, etc.
- * Preparing to rehab. Ladd Landing Tank to make sure system pressure can be used at pump station and everything is working as it should.
- * Waiting on pricing and repair of #2 check valve at spring pump station from Wascon.

Kingston Water Dept.
Schedule of Unaccounted For Water
September

(All amounts in gallons)

A	Water Treated and Purchased		
B	Water Pumped (potable)	28,526,000	
C	Water Purchased	0	
D	Total Water Treated and Purchased		28,526,000
	(Sum Lines B and C)		
E	Accounted for Water:		
F	Water Sold	24,092,700	
G	Metered for Consumption (in house usage)	757,000	
H	Fire Department(s) Usage	19,250	
I	Flushing	0	
J	Tank Cleaning/Filling	0	
K	Street Cleaning	0	
L	Bulk Sales	0	
M	Water Bill Adjustments (+/-)	0	
N	Total Accounted for Water		24,868,950
	(Sum Lines F thru M)		
O	Unaccounted for Water		3,657,050
	(Line D minus Line N)		
P	Percent Unaccounted for Water		12.820%
	(Line O divided by Line D times 100)		

Q Other (explain)

See Below

Explain Other:

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



Kingston Water & Sewer
Billing Consumption Totals Report

User:
Date/Time:

Alexandria Moss
9/22/2023 11:52
Page 1 of 1

Billing Batch: September Billing

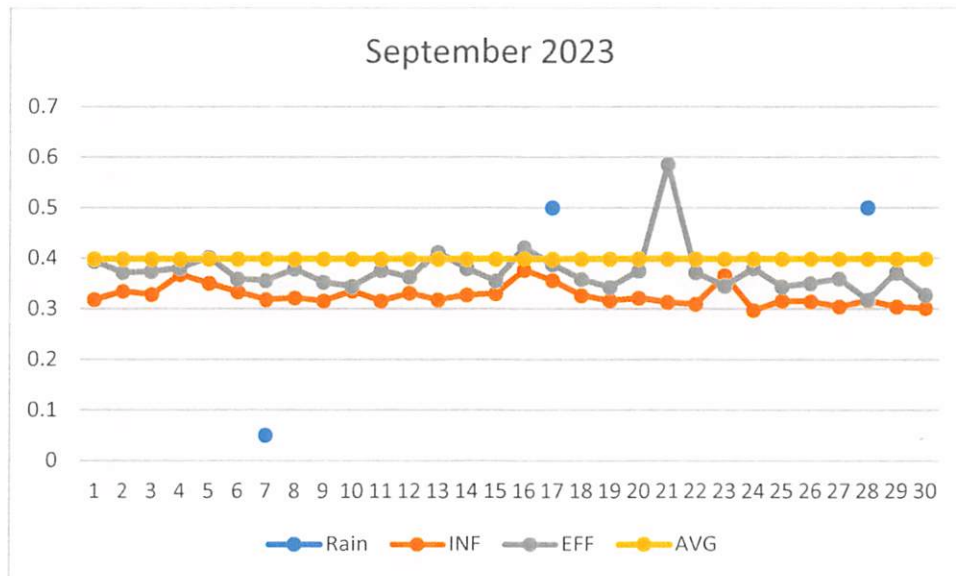
Service Number	Service Name	Number of Accounts	Total Billed Consumption
1	Water	4,035	240,927
3	Sewer	2,634	119,477
Total Services:	2	6,669	360,404

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: September 2023 Monthly Report
DATE: October 4, 2023

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.3258	.3760	.2970	9,773,000
EFFLUENT	.3743	.5847	.3179	11,228,600

2634 Sewer customers 11,947,700 gallons billed. Daily average .3925 mgd.



There were no reported overflows. Rainfall for the month was 1.05 inches.

The annual DMRQA study has been completed. We did not pass the pH test on the initial testing, but we were able to pass the next corrective action test. All other analyses were within the acceptable limits.

Still waiting for status on the WAS pumps.

Safety Meetings:

September 28, 2023

Material Handling and Storage- How Sling Angles Affect Capacity

[Oshatraining.com](https://oshatraining.com)

CERTIFICATE OF RECOGNITION

*ERA congratulates
KINGSTON STP*

*for your participation and successful evaluation in DMR-QA 43. We recognize the performance of this
laboratory for achieving acceptable evaluations for the following analytes.*

E.coli (MPN-Multiple Well)

Total Residual Chlorine

Settleable Solids

Total Suspended Solids



Craig Huff
Senior Technical Manager

K095784

CERTIFICATE OF EXCELLENCE

In recognition of the quality of your laboratory in proficiency testing for

WP-343

Kingston STP

is issued this certificate of achievement by ERA. This laboratory has been recognized as a Laboratory of Excellence for achieving 100% acceptable data in this study which included 712 participating laboratories. This achievement is a demonstration of the superior quality of the laboratory in evaluation of the standards listed below.

pH



Craig Huff
Senior Technical Manager



Water Distribution/Collection

September 2023

Services	Total
After Hours-Sewer	0
After Hours-Water	0
Door Hanger	16
Profile	3
Road Cut	0
Service Line Leak/Line Break	3
Sewer-Miscellaneous	7
Disconnect for Non-Payment	47
Water/Sewer Service Estimate	5
Water-Check for Leak	23
Water-Miscellaneous	89
Water-Hydrant	0
Water-Re-Read/Manual Read	3
Yard Work	0
Line Locate	0
Connect Order	44
Disconnect Order	46
Water Tap-New Account Number	2
Meter Change Order	0
811 Locates	93

Kingston Public Library (KPL)

1004 Bradford Way

Kingston Tennessee 37763

865-376-9905

WWW.kingstonpubliclibrarytn.org

WWW.facebook.com/KingstonPublicLibrary

1 October 2023

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 September 2023

Summary

Our meeting room is being use more frequently.

We have had more homeschooling family's using our facility.

The story times started again in September. Please let your family and friends know about the children's programs all are welcome.

We hosted a local Authors night September 29th at 5:30 -6:30pm. The following author's attended.

Poems of Faith

By Gary Mathis

The Kidnapping of Cody Moss

By Sara Foust

Marked by Miracles

By Retired Lieutenant Colonel Dixey Behnken

Big Top Trouble

By Janette Winkler

The yearly data report has been completed and sent into the State.

We have started the weeding of older books in our collection.

We have a book sale going on now of gently used books.

Our physical circulation was **3351 items** checked out for the month of September. Our digital total for September was **3143**. We had **117** computer users and **1117** visitors for the month of September. Our meeting room had **112** visitors.

WE issued **43 new patron cards** for the month of September. Since July 2022, we have added **680** new patrons to our database.

We also proctor The **TWRA Boater's safety test**. With the beautiful lake right across the street this is a great service we provide for our community. The nearest facilities for this test any time of the year is in Knoxville or Crossville. We have administer **160** test so far this year.

Treasurer's report for the month of September of money turned in City funds \$ **321.74** -Library donations \$ 45.00.

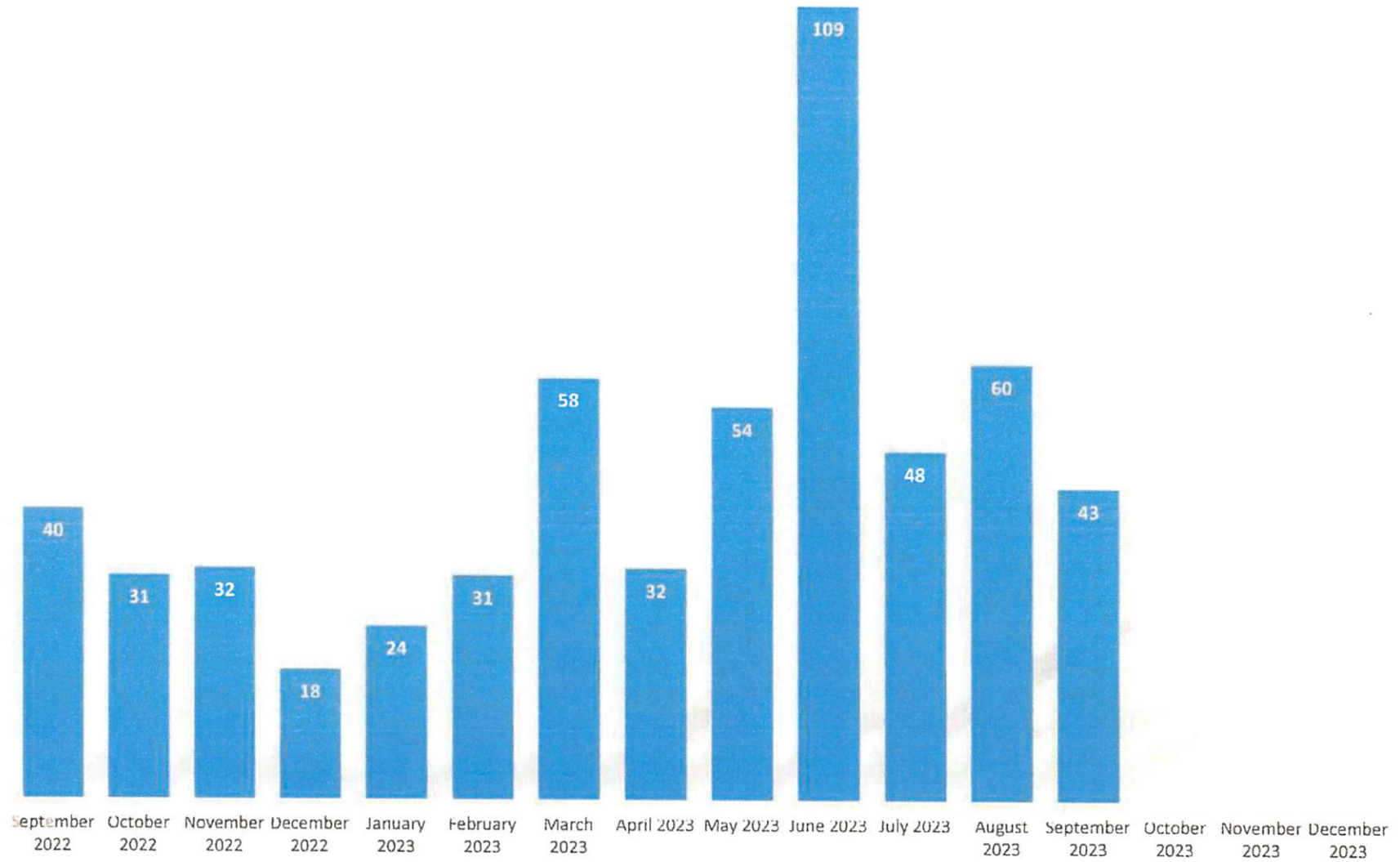
The Library is still issuing Library cards to new patrons moving to the area. Our patron base is growing. As you are well aware our area is growing at a fast pace, and we will need to look at a future budget to serve our community. We collect all this data, which I send to the State quarterly and yearly. A monthly chart is enclosed of the growth of the Library for new patrons joining our facility.

Any questions, can be e-mailed to me at: kpldirector@gmail.com

Respectfully submitted

Barbara T.

Chart Title





KINGSTON PUBLIC LIBRARY

Annual Report 2023



The library had **2,496**
open hours in 2023!



14,438 people have a
card at our library



11,777 people walked
through our doors last year



In addition to **1** website
visits



Print materials totaled
26,578



The collection contained
517,253 items



There were **34,800**
downloads of e-Content



Contributing to a total of **-1**
checkouts!



We lent our items to
libraries outside of our
system **385** times



4,788 Public Internet
Computer Uses



12,883 WiFi Connections



And brought in **157** items
upon patron request



69 total programs
offered



801 people attended in
total!

Imagine. Discover. Connect.



KINGSTONPUBLICLIBRARYTN.ORG
1004 BRADFORD WAY
KINGSTON, TN, 37763

<https://sos.tn.gov/tsla>

Kingston Public Library Board

September 14, 2023 Meeting Minutes

Attendees: Beverly Zeilmann, Doug Wilson, Kerry Willett, Savannah Washam, Kelli Smith, Barbara Thorbjornsen

Lucy Johnson – City Council representative

Mayor Tim Neal

Liz Schreck – Regional Library Director

KPL Chairwoman Kerry Willett called the meeting to order. Savannah Washam made a motion to approve the minutes from the previous meeting. Kerry seconded the motion, and the August meeting minutes were approved as written.

Treasurer's Report:

- Barbara reported that she deposited \$208.55 to the City Finance Office thus far for the month of August.
- Michelle Kelley, City Finance Director reported the KPL donation balance was \$44,236.77. She also stated that donations were being recalculated to include the total amount donated in 2022, and the new total would be furnished to Barbara prior to the October KPL Board Meeting.

Regional Library Report:

- Training opportunities for the month were made available, including a reminder about the 2023 Trustee Workshop to be held on September 28 at Art Circle Public Library in Crossville.
- The annual Public Library Survey is due by September 30.

- The annual Maintenance of Effort Agreement (MOE) is circulating currently and is due by October 31, 2023.

Director's Report:

- A Technology Grant was approved from the State in the amount of \$1,156.00. The grant was requested to purchase new front desk computers. (KPL's public computers were replaced in 2022, also with funds from a Tech Grant.)

The cost of two new computers is estimated at approximately \$1,400.00 each. Because the Tech Grant is a matching program, the remaining balance will be paid from the KPL "Data Processing Services" budget line item.

- KPL will host Author's Night on September 29, 2023. This annual event will showcase five local authors. Books will be available for purchase and autographs. The event is free and no registration is required.

Old Business:

- Staffing continues to be a concern as library growth and activity remain steady. In addition, library hours are not permitted to decrease per the Tennessee Standards for Libraries/ MOE
of new patrons since last meeting? # of library cards issued?
- One of the air conditioning units has frozen multiple times recently, requiring maintenance. Several bids for replacing the three units were received and provided to the City Manager and Mayor. The Board is currently working with Mayor Neal to finalize a plan to replace the units. Kerry made a motion for the Board to pay \$1,750.00 toward the total cost. Doug seconded, and the motion passed.

New Business:

Mayor Neal discussed the Management Agreement KPL currently has with the City of Kingston. The Agreement was originally signed in February 2014, and may no longer be appropriate for the changing needs of the library. Kelli made a motion to schedule a meeting to review the specific terms of the Agreement and evaluate whether to rewrite or dissolve the agreement. Doug seconded the motion. The meeting will be held September 27, 2023 at 5 pm at KPL. Barbara will post the meeting information on the KPL website, building, and in the Roane County News.

Recommendations for Improvement:

Efforts are currently underway in two areas for improvement: replacement of the CHA units and evaluation of the Management Agreement.

Next meeting date: October 12, 2023

Special Meeting to Discuss Management Agreement:

September 27, 2023 @ 5 pm, Kingston Public Library

Kingston Public Library Board

September 27, 2023

Special Called Meeting to Discuss Management Agreement

Attendees: David Bolling, City Manager; Kelly Jackson, Executive Assistant to the City Manager

City Council Members: Lucy Johnson, Stephanie Wright, Tony Brown

Regional Library Director: Liz Schreck (via Zoom)

KPL Board Members: Kerry Willett - Chairwoman; Jinx Watson, Doug Wilson, Savannah Washam, Beverly Zeilmann, Kelli Smith, Barbara Thorbjornsen

Kerry Willett opened the meeting, which had been called to review and discuss the current Management Agreement between the City of Kingston and the Kingston Library Board.

City Manager, David Bolling shared statistics regarding the size of the city (Kingston population approximately 6,000), the size of the county (Roane County population approximately 53,000).

He stated that the county currently budgets \$20,000 annually for the four county libraries combined, of which Kingston Public Library receives an equal \$5,000 share. (The \$5,000 alone was a considerable increase in 2022 from previous years.)

Mr. Bolling also referenced statistics from the Regional Library READS Program (TN Regional eBook and Audiobook Download System) that show circulation from KPL far exceeding the circulation of all other Roane County libraries. Due to these numbers and data from KPL that shows library visitors come to the Kingston library from all areas of the county, Mr. Bolling suggests advocating for funding from the County.

In addition, Mr. Bolling shared information regarding Kingston City budget planning and recommends the KPL Board begin preparing and presenting budget requests in April for the upcoming fiscal year. He encouraged the Board to include a separate Capital Expenses fund, especially for long range expenses (3-5 years or more).

Several Council members spoke about the history of the Management Agreement and its effectiveness currently as compared to when it was originally signed in 2014.

Discussion followed regarding several specific items of the Agreement, such as maintenance, personnel and budget.

Kerry made a motion to finalize the status of the Agreement at the upcoming October 12, 2023 Board Meeting, either by rewriting portions of the current Management Agreement, or accepting the Agreement as written, or rescinding it and deferring to the "Library Board" chapter in the current Kingston City Charter. Doug seconded the motion. The Board voted unanimously to accept the motion; and the meeting was adjourned.

Next Meeting: October 12, 2023



Kingston Library Board

1004 Bradford Way
Kingston, Tennessee 37763

Public Notice

The Kingston Library Board will be holding its regularly called meeting on Thursday October 12 th, at 5:00 pm. The public is encouraged to attend.

Agenda for Thursday October 12th 2023

- 1) Meeting Called to Order
- 2) Approval of the Minutes (September)
- 3) Treasurer's Report
- 4) Regional Library (if present)
- 5) Director's Report
- 6) Old Business:
 - Agreement
- 7) New Business
 - Collection Development Policy
- 8) Public comments
- 9) Recommendations for Improvement
- 10) Chairman's comments
- 11) Next meeting date (Nov. 9th.)
- 12) Adjournment

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
SEPTEMBER 21, 2023
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 PM – 5:30 PM

ROLL CALL — CHILDS, LAYNE, McCULLOUGH, NICHOLS, and REED

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on August 22, 2023	Approval
July 2023 Financial Statements	Approval
August 2023 Accounts Payable	Acceptance
Manager's Report	Acceptance
Public Comments	

"This period of time has been reserved for the public to provide comments to the Board on matters that are relevant to items on the agenda. Visit www.rockwoodelectric.com for more information and to view the Board's policy."

Old:

- | | |
|---|----------|
| 1. Spectrum Southeast License Agreement | Approval |
|---|----------|

New:

- | | |
|--|-------------|
| 1. New Purchases | Approval |
| 2. New Projects | Approval |
| 3. Roane County Schools Work-Based Learning | Information |
| 4. Roane County Chamber of Commerce Membership | Approval |
| 5. Bad Debts | Approval |

Announcements

October 2023 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Utility Power Board was called to order at 4:30 p.m. on August 22, 2023. Following a prayer and the Pledge of Allegiance, Chairman McCullough called the meeting to order. Board members present were Childs, Layne, McCullough, Nichols, and Reed. Chairman McCullough recognized a quorum.

A motion was made by Reed, seconded by Nichols to approve the minutes as recorded for the meeting on July 18, 2023. All voted yes.

A motion was made by Layne, seconded by Childs to approve the June 2023 Financial Statements. It was noted that the financial statements were for the final month of the fiscal year and that the budget report and bank summary reports had been omitted. The 2022/2023 TVA Annual Report is a separate item on the agenda under New Business. All voted yes.

A motion was made by Reed, seconded by Layne to accept the July 2023 Accounts Payable. All voted yes.

As part of his report, Manager Bear gave an update to the Board on the following:

- Manager Bear read a letter from Scott and Lori Mason. They expressed how they received excellent service during the recent storm and thanked the staff and crews.
- The City of Kingston approved replacing existing HID interstate lighting on I-40 at Exit 352 with new LED fixtures. This will require the replacement of sixty (60) fixtures. REU will administer the project for the City and will be reimbursed for the fixtures and other appropriate expenses.
- On July 29, 2023, REU had around 3,000 customers without power when severe weather, which included high winds and heavy rains, passed through the service territory. Most of the damages were in areas adjacent to W. Race Street in Kingston (e.g., Mama Mia's) and on Bluff Road. Center Farms and an area East of Kingston (i.e., Holderford Road, Dogwood Valley, and Little Dogwood Valley Roads) were impacted. A 2nd round of storms that evening resulted in two (2) broken poles on Airport Road. Volunteer Energy, Service Electric, and crews from Kendall Vegetation Services provided mutual aid and/or contract work. The estimated cost of the storm is \$200,000. TVA provided mutual aid by repairing damage to the distribution circuit which crosses the river in Kingston.
- On August 7, 2023, REU estimates that over 6,900 customers were without power at some point in time when another severe storm passed through the area. REU is hoping the event will qualify for financial reimbursement. Service Electric, Benton County Electric System, and Athens Utilities Board provided mutual aid/contract work to help restore power. The main building did suffer some damage to a section of the built-up membrane roof and the parapet wall along S. Chamberlain Avenue. We have filed a claim with our insurance. Parts or all of over ten (10) different 3-phase distribution lines were without power at some point. At least 35 poles were broken and at least 26 transformers were replaced. Over 2,000 ft. of single phase, #6 copperweld line was down off of Seed Tick Road. It was suggested that we upgrade another section of line on Seed Tick Road and eliminate this section. The estimated cost of this storm is \$500,000 which is currently being evaluated by FEMA.

- Larry Brackett addressed the Board on the cost of R-O-W work due to the recent storms and the trimming that would be needed on Seed Tick Road. A review of our current budget may be required.
- Manager Bear welcomed Mr. Travis Dawson as our new Warehouse Assistant.

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

A motion was made by Layne, seconded by Nichols to approve the Strategic Plan 2024-2026. All voted yes. Chairman McCullough stated that more information on the Succession Plan will be presented in the future.

A motion was made by Reed, seconded by Nichols to approve REU's Public Comment Policy. All voted yes. The policy is as follows:

"The Electric Power Board of Rockwood (i.e., REU) shall reserve a period of time at each of its meetings for public comment. During that time, the public will have an opportunity to comment on matters that are germane to the items on the agenda for the meeting. The Board Chairman has the discretion to 1) limit the number of people allowed to speak during the public comment period; 2) limit the amount of time, usually two (2) minutes, that each person may speak; and 3) allow comments from the public on matters that are not on the agenda. Each person will be required to state their name and address when recognized by the Board Chairman. The public comment period is for purposes of the public sharing their thoughts with the Board and is not for Board response."

A motion was made by Childs, seconded by Layne to ratify the purchase of 30' and 35' power poles for inventory. The cost is \$11,838.00. Also needed for inventory purposes is the purchase of 40' and 45' power poles. The cost is \$23,805.00. All voted yes.

A motion was made by Reed, seconded by Layne to approve some purchases for different types and sizes of wire which exceeded the Board's threshold. These include #2 triplex (10,000 ft @ \$1.65 per ft = \$16,500.00) and of #1/0 triplex (5,000 ft @ \$1.97 per ft = \$9,850.00). All voted yes.

A motion was made by Layne, seconded by Childs to approve a new underground primary extension of nearly 1,000 ft. for a residential customer on Caney Creek Road. The cost is \$14,081.81 and includes the temporary and permanent services. All voted yes.

A motion was made by Reed, seconded by Childs to approve the proposal from Sharon Reynolds Clark and appoint her law firm Sharon Clark Law, PLLC as the utilities legal counsel. All voted yes.

A motion was made by Layne, seconded by Nichols to approve the recommendation from Manager Bear to pay off the two vehicle loans. The payoff amount for both loans is estimated to be \$280,983 with accrued interest due. All voted yes.

A motion was made by Reed, seconded by Layne to approve the TVA Annual Report. A copy has been included in the Board's packet of material. Peyton Webb, Regulatory Analyst II, TVA Regulatory Assurance and Compliance was here on August 22, 2023 for the initial phase of review. Auditors were in the office on August 16-17, 2023. All voted yes.

A motion was made by Nichols, seconded by Reed to approve the write-off of uncollectible debts for the period of May 2023 in the amount of \$958.73 and noted that bad debts collected for July 2023 were \$2,971.78. All voted yes.

A motion was made by Childs, seconded by Nichols to approve the purchase of a Bobcat T770 skidsteer with new FECON and bush hog attachments. The replacement was a part of the vehicle/equipment replacement plan which the Board approved in the past with the budget. The total cost, minus trade-in, is \$128,971.74. All voted yes.

Chairman McCullough announced the next Board meeting will be held on September 19, 2023. A motion was made by Reed, seconded by Childs to adjourn. All voted yes.

Chairman
Wade McCullough

Secretary/Treasurer
Don Layne

Recorded by M. O'Keefe

UTILITY PLANT

Description		Item	July 2023	July 2022
Electric Plant		1	\$68,947,928.99	\$67,589,287.99
Less Depreciation		2	\$21,331,978.46	\$20,324,629.86
TOTAL		3	\$47,615,950.53	\$47,264,658.13
Unamortized Acquisition Adjustment		4	\$0.00	
Other Utility Plant - Net		5	\$0.00	
TOTAL PLANT - NET		6	\$47,615,950.53	\$47,264,658.13

OTHER PROPERTY AND INVESTMENTS

Description		Item	July 2023	July 2022
Non-Utility Property - Net		7	\$0.00	
Other Investments		8	\$101,503.54	\$74,878.23
Sinking Funds		9	\$0.00	
Depreciation Funds		10	\$0.00	
Other Special Funds		12	\$6,295,670.64	\$6,111,848.00
TOTAL		13	\$6,397,174.18	\$6,186,726.23

CURRENT AND ACCRUED ASSETS

Description		Item	July 2023	July 2022
General Cash and Temporary Cash Investments		14	\$9,438,914.87	\$9,254,136.84
Accounts Receivable		15	\$2,074,838.31	\$3,141,817.14
Materials and Supplies		16	\$845,253.65	\$602,487.89
Prepayments		17	\$131,220.38	\$140,963.37
Other Current Assets		18	\$1,256,495.42	\$1,135,676.25
TOTAL		19	\$13,746,722.63	\$14,275,081.49

DEFERRED DEBITS

Description		Item	July 2023	July 2022
Debt Expense		20	\$0.00	
Preliminary Survey		21	\$0.00	
Clearing Accounts		22	\$0.00	
Energy Service Loans Receivables		24	\$34,351.52	\$62,636.56
Deferred Costs on TVA Leases		25	\$0.00	
Other Deferred Debits		26	\$0.00	
TOTAL		27	\$34,351.52	\$62,636.56

TOTAL ASSETS AND OTHER DEBITS

Description		Item	July 2023	July 2022
TOTAL ASSETS AND OTHER DEBITS		28	\$67,794,198.86	\$67,789,102.41

ADDITIONAL INFORMATION

Description	Amount
CFC or CoBank Investments Included in Item No. 8	\$101,503.54
Construction Work In-Progress Included in Item No. 1	(\$33.27)
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	July 2023	July 2022
Membership Certificates	30	\$0.00	

UNAPPROPRIATED EARNINGS

Description	Item	July 2023	July 2022
End of Previous Year	--	\$51,388,497.17	\$49,907,296.39
Retained Earnings Adjustment	--	\$0.00	
Beginning of Year	33A	\$51,388,497.17	\$49,907,296.39
Current Year	34A	\$105,184.90	\$361,804.27
TOTAL	35A	\$51,493,682.07	\$50,269,100.66

UNAPPROPRIATED UNDISTRIBUTED SUBSIDIARY EARNINGS

Description	Item	July 2023	July 2022
End of Previous Year	--		
Retained Earnings Adjustment	--	\$0.00	
Beginning of Year	33B		
Current Year	34B		
TOTAL	35B		

TOTAL UNAPPROPRIATED EARNINGS AND UNAPPROPRIATED UNDISTRIBUTED SUBSIDIARY EARNINGS

Description	Item	July 2023	July 2022
Total	--	\$51,493,682.07	\$50,269,100.66

LONG-TERM DEBT

Description	Item	July 2023	July 2022
RUS	36	\$0.00	
CFC	37	\$0.00	
CoBank	38	\$0.00	
Bonds and Other Long-Term Debt	39.1	\$2,000,000.00	\$2,500,000.00
TVA	39.3	\$0.00	
Debt Premium and Discount	40	\$21,258.80	\$25,982.96
TOTAL	41	\$2,021,258.80	\$2,525,982.96

OTHER NON-CURRENT LIABILITIES

Description	Item	July 2023	July 2022
Postretirement Benefits	39.2	\$6,585,727.24	\$6,522,526.68
Energy Service Loans - Advances	42	\$31,508.26	\$59,793.30
Energy Service Loans - Other	43	\$0.00	
TOTAL	44	\$6,617,235.50	\$6,582,319.98

CURRENT AND ACCRUED LIABILITIES

Description		Item	July 2023	July 2022
TVA Notes Payable		45.1	\$0.00	
Other Notes Payable		45.2	\$0.00	
Accounts Payable		46	\$5,186,232.30	\$6,047,099.73
Customer Deposits		47	\$1,631,608.47	\$1,513,974.47
Taxes and Equivalents Accrued		48	\$4,600.83	\$7,390.81
Interest Accrued - RUS		49	\$0.00	
Interest Accrued - CFC		50	\$0.00	
Interest Accrued - CoBank		51	\$0.00	
Interest Accrued - TVA		52.1	\$0.00	
Interest Accrued - Other		52.2	\$3,385.49	\$4,218.75
Other Current Liabilities		53	\$851,997.05	\$802,754.49
TOTAL		54	\$7,677,824.14	\$8,375,438.25

DEFERRED CREDITS

Description		Item	July 2023	July 2022
Advances for Construction - Refundable		55	\$0.00	
Other Deferred Credits		56	(\$15,801.65)	\$36,260.56
TOTAL		57	(\$15,801.65)	\$36,260.56

TOTAL LIABILITIES AND OTHER CREDITS

Description		Item	July 2023	July 2022
TOTAL LIABILITIES AND OTHER CREDITS		58	\$67,794,198.86	\$67,789,102.41

OPERATING REVENUE

Description		Item	July 2023	Year to Date
Electric Sales Revenue (Page 7, Item 332)		59	\$3,258,455.10	\$3,258,455.10
Revenue From Late Payments		60	\$9,449.64	\$9,449.64
Miscellaneous Service Revenue		61	\$3,815.00	\$3,815.00
Rent From Electric Property		62	\$61,807.57	\$61,807.57
Other Electric Revenue		63	\$5.00	\$5.00
TOTAL OPERATING REVENUE		64	\$3,333,532.31	\$3,333,532.31

PURCHASED POWER

Description		Item	July 2023	Year to Date
TOTAL POWER COST (PAGE 7, ITEM 342)		65	\$2,480,744.76	\$2,480,744.76

OPERATING EXPENSE

Description		Item	July 2023	Year to Date
Transmission Expense		66	\$0.00	
Distribution Expense		67	\$111,893.52	\$111,893.52
Customer Accounts Expense		68	\$50,814.43	\$50,814.43
Customer Service and Informational Expense		69	\$958.33	\$958.33
Sales Expense		70	\$15.00	\$15.00
Administrative and General Expense		71	\$211,318.01	\$211,318.01
OPERATING EXPENSE		72	\$374,999.29	\$374,999.29

MAINTENANCE EXPENSE

Description		Item	July 2023	Year to Date
Transmission Expense		73	\$0.00	
Distribution Expense		74	\$125,196.77	\$125,196.77
Administrative and General Expense		75	\$3,669.40	\$3,669.40
MAINTENANCE EXPENSE		76	\$128,866.17	\$128,866.17

OTHER OPERATING EXPENSE

Description		Item	July 2023	Year to Date
Depreciation Expense		77	\$141,766.84	\$141,766.84
Amortization of Acquisition Adjustment		78	\$0.00	
Taxes and Tax Equivalents		79	\$98,457.39	\$98,457.39
OTHER OPERATING EXPENSE		80	\$240,224.23	\$240,224.23

TOTAL OPERATING EXPENSE AND PURCHASED POWER

Description		Item	July 2023	Year to Date
TOTAL OPERATING EXPENSE AND PURCHASED POWER		81	\$3,224,834.45	\$3,224,834.45

INCOME

Description		Item	July 2023	Year to Date
Operating Income (Item 64, Less Item 81)		82	\$108,697.86	\$108,697.86
Other Income		83	\$0.00	
TOTAL INCOME		84	\$108,697.86	\$108,697.86
Miscellaneous Income Deductions		85	\$0.00	
NET INCOME BEFORE DEBT EXPENSE		86	\$108,697.86	\$108,697.86

DEBT EXPENSE

Description		Item	July 2023	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	\$3,906.64	\$3,906.64
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)	(\$393.68)
TOTAL DEBT EXPENSE		95	\$3,512.96	\$3,512.96

NET INCOME

Description		Item	July 2023	Year to Date
Net Income Before Extraordinary Items and Subsidiary Earnings (Item 86, Less Item 95)		96	\$105,184.90	\$105,184.90
Extraordinary Items		97	\$0.00	
Subsidiary Earnings		97.1	\$0.00	
NET INCOME		98	\$105,184.90	\$105,184.90

CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES

Description	July 2023	July 2022
Net Income	\$105,184.90	\$361,804.27
Adjustments to Reconcile Net Income to Net Cash:		
Depreciation	\$141,766.84	\$138,640.90
Amortization of:		
Acquisition Adjustment		
Additions to TVA Leases		
Debt Premium or Discount	(\$393.68)	(\$393.68)
Changes in Current and Deferred Items:		
Accounts Receivable	(\$101,036.06)	(\$824,998.90)
Materials and Supplies	\$23,093.02	(\$15,208.00)
Prepayments and Other Current Assets	(\$31,032.07)	(\$26,355.57)
Deferred Debits		
Accounts Payable	\$883,762.64	\$995,540.61
Customer Deposits	\$6,700.00	\$6,250.00
Taxes and Interest Accrued	\$7,986.32	\$11,609.56
Other Current Liabilities	(\$91,200.40)	(\$145,026.29)
Deferred Credits	(\$1,233.85)	\$30,252.26
Retained Earnings Adjustments		
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	\$943,597.66	\$532,115.16

CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES

Description	July 2023	July 2022
Change in Net Plant	(\$437,792.18)	(\$120,260.88)
Net Change in Other Property and Investment		
Energy Service Loans Receivable	\$1,380.48	\$1,894.42
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	(\$436,411.70)	(\$118,366.46)

CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES

Description	July 2023	July 2022
Change in Long-Term Debt	(\$299,113.80)	(\$378,411.14)
Notes Payable		
Memberships		
Energy Service Loans Advances	(\$1,380.48)	(\$1,894.42)
Post Retirement Benefit Adjustments	\$290,056.60	\$410,678.68
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	(\$10,437.68)	\$30,373.12

NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS

Description	July 2023	July 2022
NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS	\$496,748.28	\$444,121.82
CASH AND TEMPORARY INVESTMENTS BEGINNING OF YEAR	\$8,942,166.59	\$8,810,015.02
CASH AND TEMPORARY INVESTMENTS END OF YEAR	\$9,438,914.87	\$9,254,136.84

STATISTICAL DATA - REVENUE

Class of Service	Item	July 2023	Year to Date
Residential	100	\$1,933,285.00	\$1,933,285.00
Gen. Power - 50 kW & Under	101	\$461,491.04	\$461,491.04
Gen. Power - Over 50 kW	102	\$805,960.24	\$805,960.24
Electric Vehicles	102.1		
Street and Athletic - Codes 72, 73 & 74	103	\$17,774.67	\$17,774.67
Outdoor Lighting - Codes 75, 77 & 78	104	\$39,944.15	\$39,944.15
SUBTOTAL	330	\$3,258,455.10	\$3,258,455.10
Unbilled Revenue	331	\$0.00	
TOTAL (PAGE 3, ITEM 59)	332	\$3,258,455.10	\$3,258,455.10

STATISTICAL DATA - KILOWATT-HOURS SOLD

Class of Service	Item	July 2023	Year to Date
Residential	107	15,037,220	15,037,220
Gen. Power - 50 kW & Under	108	3,007,985	3,007,985
Gen. Power - Over 50 kW	109	7,586,170	7,586,170
Electric Vehicles	109.1		
Street and Athletic - Codes 72, 73 & 74	110	109,847	109,847
Outdoor Lighting - Codes 75, 77 & 78	111	181,278	181,278
TOTAL	335	25,922,500	25,922,500
Kilowatt-hours for Own Use	113	38,359	38,359
TOTAL KILOWATT-HOURS SOLD AND USED	114	25,960,859	25,960,859
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	\$609.43	
Gen Partners-GP < 50kW	801	\$968.04	
Gen Partners-GP > 50kW	802	\$1,439.62	
SMC/GMC	803	\$0.00	
EGC	804	\$0.00	
VCP	805	\$0.00	
VII/VIP (IC)	806	\$0.00	

PURCHASED POWER - AMOUNT

Description	Item	July 2023	Year to Date
Purchased Power (TVA)	115	\$2,480,744.76	\$2,480,744.76
Facilities Rental (TVA)	116	\$0.00	
Other Charges/Credits (TVA)	117	\$0.00	
TOTAL FROM TVA	118	\$2,480,744.76	\$2,480,744.76
Other Purchased Power	218	\$0.00	
SUBTOTAL	340	\$2,480,744.76	\$2,480,744.76
Unbilled Purchases	341	\$0.00	
TOTAL (PAGE 3, ITEM 65)	342	\$2,480,744.76	\$2,480,744.76

PURCHASED POWER - KILOWATT-HOURS PURCHASED

Description	Item	July 2023	Year to Date
Purchased Power (TVA)	119	29,596,153	29,596,153
TOTAL FROM TVA	122	29,596,153	29,596,153
Other Purchased Power	222	0	
TOTAL	345	29,596,153	29,596,153
Less Kilowatt-hours Sold and Used (Item 114)	123	25,960,859	25,960,859
Line Losses and Kilowatt-hours Unaccounted for	124	3,635,294	3,635,294
Percent of Losses to Purchases (2 Decimal Places)	125	12.28%	12.28%
Cost per Kilowatt-hour Including Facilities Rental (cents)	127	8.38	8.38
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	July 2023	July 2022
Residential	675	11,992	11,888
Gen. Power - 50 kW & Under	680	2,975	2,881
Gen. Power - Over 50 kW	685	132	129
Electric Vehicles	685.1		
Street and Athletic - Codes 72, 73 & 74	690	37	37
Outdoor Lighting - Code 78	693	132	134
TOTAL	694	15,268	15,069
Special Outdoor Lighting - Code 75	696	0	
Outdoor Lighting - Code 77	697	2,140	2,149


Manager of Accounting

AGENDA
RCECD 911 QUARTERLY BOARD MEETING
SEPTEMBER 28, 2023 9:00 AM

CALL TO ORDER

Approval of minutes of June 27, 2023
Approval of March, April, May variance reports
Approval of June, July, August variance reports

PUBLIC COMMENT

COMPTROLLER

August 2023 Fund Balances

PERSONNEL COMMITTEE

General Report

BUDGET AND FINANCE COMMITTEE

General Report

BUILDING/ EQUIPMENT COMMITTEE

General Report

CHAIRMAN

General report
USDA Reserve Account Lump payment made

DIRECTOR'S REPORT

General report

OLD BUSINESS

Footnote added to Budget

NEW BUSINESS

401K & 457b Resolutions

MINUTES OF June 27, 2023
ROANE COUNTY E-911 RESCHEDULED BOARD MEETING

The Roane County Emergency Communications District (E-911) Board met Thursday, June 27, 2023 at 9:00 am. at the E-911 Center, 4390 Roane State Highway, Arvel McNelly Training Room for a regular quarterly meeting that had been rescheduled from June 15, 2023.

MEMBERS PRESENT: Tim Suter, Cecil Crowe, Bobby Anderson, Baron Tapp, Keith Farmer, Jack Stockton, Tony Brown

MEMBERS ABSENT: Ben Wilson, Marilyn Calfee

EMPLOYEES PRESENT: Bryan Walker, Kim Tharp, Lou Goldblatt

OTHERS PRESENT none

CALL TO ORDER:

Chairman Tim Suter called the meeting to order promptly at 9:00 am. There was a quorum of seven declared in person.

APPROVAL OF MINUTES:

Mr. Crowe made a motion to approve the minutes of Regular Quarterly Meeting on March 23, 2023, Mr. Anderson second the motion. All present voted Aye, motion carried.

Mr. Anderson made a motion to approve the minutes of Special Called Meeting on April 13, 2023, Mr. Farmer second the motion. Mr. Crowe asked to have clarity on a line in the minutes that stated "The Director answered to the best of his knowledge". He then asked that it be removed from the minutes pending approval. Mr. Crowe also asked that a footnote be added to the 23/24 budget reflecting the amount of additional overtime that was added in order to accommodate the 12-hour dispatch shifts over the 8-hour shifts. No other discussion, all present voted Aye, motion carried.

FINANCIAL REPORTS:

Mr. Anderson made a motion to accept the financial variance reports for March, April and May, Mr. Crowe second the motion. Mr. Crowe asked why the May report was out of balance with the Statement of Net Position for May from our Accountants Uselton, Clay & Bright? After comparing the two and not being able to come to a quick resolution, this was tabled to the end of the agenda. No vote was taken.

Mr. Crowe made a motion to accept the 4th Quarter Amendments/Amended Budget for 22/23 f/y, Mr. Farmer second the motion. All present voted Aye, motion carried.

FUND BALANCES:

Comptroller read the May 2023 fund balance report. Mr. Brown asked the Director what he had left to purchase from the Capital that was set aside 1/27/22 that had a remaining \$16,325.30 balance. Director Walker said we still have a couple offices that are needing furniture. Mr. Crowe said he would like to increase the 3-Month Reserve balance in the report to \$450,000. After further discussion, Mr. Brown made a suggestion to increase the 3-Month Reserve balance to a minimum of \$500,000 for the 23/24 budget year. Mr. Crowe made this into a motion, Mr. Stockton second the motion. All present voted Aye, motion carried.

PERSONNEL COMMITTEE: Hasn't met

BUDGET COMMITTEE: Hasn't met

BULIDING/ EQUIPMENT: Hasn't met

CHAIRMAN REPORT:

Chairman Suter opened the floor for recommendations on paying down the loan debt. There was discussion of paying the designated \$515,666.54 that is in our Fund Balance report and possibly adding to that to total \$1,000,000.00 for this upcoming fiscal year. This will not reduce the amount of our payments but it will reduce the term of the loan. Mr. Crowe made a motion to pay the currently designated amount of \$515,666.54 to USDA on the loan in July, Mr. Brown second the motion. A voice roll call vote was taken, all members were a Yes vote. Motion carried.

Mr. Brown made a motion to reduce the Capital set aside 1/27/22 in the designated funds from \$16,325.30 to \$6,325.30 and using that \$10,000 toward the USDA loan since there were only a couple items remaining to be purchased from these funds. Mr. Crowe second the motion. A voice roll call vote was taken, all members were a Yes vote. Motion carried.

Mr. Crowe made a motion to add \$475,000.00 from our undesignated funds to a loan payment as well. This would bring the total payment to USDA loan to \$1,000,666.54 to be paid in July. A voice roll call vote was taken, all members were a Yes vote. Motion carried. USDA will be contacted for direction on how to make this payment.

DIRECTORS REPORT:

Director Walker asked about setting up a separate bank account for our Loan Reserve Account. Mr. Brown said he didn't see the need to open a separate account to keep track of this. Mr. Crowe asked that this be put on "hold" until the end of the meeting.

Director Walker as been working along with Karen, our GIS employee, to prepare a policy to present to the commission that will make us the addressing authority for the county. He will be taking this policy to Mr. Leffew once it is complete for his review. Mr. Brown asked if this was going to be an added employee expense to the center? Director Walker said it would but he would be willing to contact Mr. Creswell to work out a contract where the county would be paying a portion of the salary, etc. Mr. Brown said he thought we already had an addressing policy and asked Director Walker to check on this. Director Walker said he would look for one and review it.

Director Walker mentioned he had been looking for options on ways the board could invest some of the money in our Revenue account. He presented the options of Treasury bonds and the State Investment Pool. Chairman Suter said that this and the Reserve Account will be referred to the Budget Committee.

Director Walker mentioned that Mr. Curtis Sutton (TNECB Director) and Mr. James Barnes (TNECB Financial Director) have made themselves available to come out in a workshop setting and share information with the board and answer any questions they may have.

Director Walker will be hiring dispatchers due to probationary employees not working out and another one is leaving for other employment. Stacy Carter has retired and Denise Boles will be filling her position as TAC as well as being the Dispatch Supervisor.

Mr. Brown asked if our policies could be put on a PDF, Mr. Goldblatt replied yes. Mr. Brown also asked if text to 911 has been fully connected and is ready to roll out? Director Walker said he would check with the state on the text to 911.

OLD BUSINESS:

Mr. Crowe asked if there has been any research done on the Covid Retention bonus money that may be available? Director Walker said he hasn't found out any information on it. Mr. Crowe also asked that a footnote be added to the 23/24 budget reflecting the overtime that was added to compensate for the 12-hour shift difference in dispatch.

The March, April, May Financial reports comparison to the accountants Statement of net Position report will be tabled until the September meeting.

NEW BUSINESS: NONE

ADJOURNMENT:

Mr. Anderson made a motion to adjourn, Mr. Stockton second the motion. Next regular quarterly meeting was scheduled for September 28, 2023 at 9:00 a.m. Meeting adjourned at 10:45 a.m.

Regular Meeting March 23, 2023 minutes were approved and Special Called Meeting April 13, 2023 minutes were approved with correction made at the Board Meeting of Roane County Emergency Communications District Board of Directors on June 27, 2023.

Tim Suter/Chairman

Tony Brown/Secretary-Treasurer

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

July 31, 2023

CURRENT ASSETS

Revenue Acct. - Regions Bank	\$ 2,196,306
Oper/Maint Acct. - Regions Bank	106,214
Prepaid Insurance	7,971
Prepaid Expenses	28,620
Accounts Receivable	13,131

TOTAL CURRENT ASSETS	<u>2,352,242</u>
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CAPITAL ASSETS NOT BEING DEPRECIATED

Land	176,749
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CAPITAL ASSETS BEING DEPRECIATED

Buildings & Improvements	2,320,148
Furniture & Fixtures	115,485
Office Equipment	11,951
Communications Equipment	1,399,236
Vehicles	30,893
Mapping & CAD System	143,347

TOTAL CAPITAL ASSETS	4,197,809
Accumulated Depreciation	<u>(1,298,760)</u>

CAPITAL ASSETS, NET	<u>2,899,049</u>
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OTHER ASSETS

Net Pension Asset	682,868
Bond Reserve Fund	5,128
Utility Deposit	1,065

TOTAL OTHER ASSETS	<u>689,061</u>
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TOTAL ASSETS	<u>\$ 5,940,352</u>
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DEFERRED OUTFLOW OF RESOURCES

Pension Cont after Measurement Date (GASB68)	\$ 255,476
OPEB Deferred outflows	<u>26,939</u>

TOTAL DEFERRED OUTFLOW OF RESOURCES	<u>\$ 282,415</u>
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See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

July 31, 2023

CURRENT LIABILITIES

Accounts Payable	\$	1,344
Accrued Compensated Absences		34,762
Payroll Deductions Payable		1,174
Employee Health Ins. W/H		7,326
SUTA Taxes Payable		3
Insurance W/H Payable		314

TOTAL CURRENT LIABILITIES 44,923

NON CURRENT LIABILITIES

Notes payable - long term	<u>1,256,383</u>
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TOTAL NON CURRENT LIABILITIES 1,256,383

OTHER LIABILITIES

Net OPEB (Asset) Liability	<u>70,346</u>
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TOTAL OTHER LIABILITIES 70,346

TOTAL LIABILITIES \$ 1,371,652

DEFERRED INFLOW OF RESOURCES

Pension Changes in Experience	\$	342,685
OPEB Deferred Inflows		<u>27,859</u>

TOTAL DEFERRED INFLOW OF RESOURCES \$ 370,544

NET POSITION

Net Investment in Capital Assets	\$	1,642,666
Restricted for Pension		682,868
Restricted for Bond		5,128
Unrestricted Net Position		<u>2,149,909</u>

TOTAL NET POSITION \$ 4,480,571

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the One Month Ended July 31, 2023

	<u>Amount</u>	<u>Percent</u>
OPERATING REVENUES		
TCA Section 7-86-303 Receipts	\$ 6	0.0 %
Local Government Contracts	62,879	93.4
Contracted Services	4,418	6.6
Sales & Fees	<u>2</u>	<u>0.0</u>
TOTAL OPERATING REVENUES	<u>67,305</u>	<u>100.0</u>
OPERATING EXPENSES		
<u>SALARIES AND WAGES</u>		
Salaries and Wages	3,477	5.2
Salary - Director	5,707	8.5
Salary - Administrative Personnel	5,764	8.6
Salary - Telecommunicators	29,655	44.1
Salary - Dispatch Supervisor Personnel	3,643	5.4
Salary - Admin-Mapping & PT Consultant	3,802	5.6
Salary - Other Salaries & Wages	288	0.4
IT Personnel	3,818	5.7
Compensated Absences	<u>679</u>	<u>1.0</u>
TOTAL SALARIES AND WAGES	<u>56,833</u>	<u>84.4</u>
<u>EMPLOYEE BENEFITS</u>		
Taxes - Payroll - Social Security	3,479	5.2
Taxes - Payroll - Medicare	814	1.2
Insurance - Employee Health	11,454	17.0
Other Insurance	83	0.1
Taxes - Payroll - SUTA	3	0.0
Retirement Contributions	<u>3,056</u>	<u>4.5</u>
TOTAL EMPLOYEE BENEFITS	<u>18,889</u>	<u>28.1</u>

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the One Month Ended July 31, 2023

	<u>Amount</u>	<u>Percent</u>
<u>ADMINISTRATION</u>		
Accounting / Bookkeeping Services	380	0.6
Maintenance & Warranty Contracts	34	0.1
Lease/Rental - Admin Equipment/Furniture/Fixtures	242	0.4
Dues and Memberships - Admin	430	0.6
Insurance-Liability	675	1.0
Software & Licensing - Admin	105	0.2
Supplies & Materials - Admin	232	0.3
Training costs - Admin	275	0.4
Telephone costs - Admin	877	1.3
Telecomm Cell Phones and Pagers - Admin	38	0.1
Vehicle Expenses - Admin	120	0.2
Vehicle Fuel - Admin	236	0.4
	<u>3,644</u>	<u>5.4</u>
TOTAL ADMINISTRATION		
	<u>3,644</u>	<u>5.4</u>
<u>BUILDINGS AND FACILITIES</u>		
Utilities	1,633	2.4
Maintenance & Repairs - Misc	464	0.7
Supplies and Materials - Buildings and Facilities	263	0.4
Addressing/Mapping/Database Supplies	445	0.7
	<u>2,805</u>	<u>4.2</u>
TOTAL BUILDINGS AND FACILITIES		
	<u>2,805</u>	<u>4.2</u>
<u>COMMUNICATIONS - OPERATIONS</u>		
Awards to Employees and Others	70	0.1
Insurance - Workers' Compensation	145	0.2
Premiums on Surety/Fidelity Bonds (Insurance)	31	0.0
Insurance-Buildings and Contents	1,424	2.1
Insurance - Equipment (non-admin)	27	0.0
Communications Licenses and Fees	3,696	5.5
Cable/Internet Charges-Communications	1,541	2.3
Language Interpreting	56	0.1
Maintenance & Warranty Contracts	2,203	3.3
Maintenance & Repairs - Communications	132	0.2
NCIC/TBI/TIES Expenses	558	0.8
Supplies, Materials & Services - Communications	86	0.1
Telecomm Cell Phones and Pagers - Comm and Ops	94	0.1
Vehicle Expenses - Operations	216	0.3
	<u>10,279</u>	<u>15.3</u>
TOTAL COMMUNICATIONS - OPERATIONS		
	<u>10,279</u>	<u>15.3</u>
<u>DEPRECIATION</u>		
Depreciation	<u>13,943</u>	<u>20.7</u>

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the One Month Ended July 31, 2023

	<u>Amount</u>	<u>Percent</u>
TOTAL DEPRECIATION	<u>13,943</u>	<u>20.7</u>
TOTAL OPERATING EXPENSES	<u>106,393</u>	<u>158.1</u>
OPERATING INCOME (LOSS)	<u>(39,088)</u>	<u>(58.1)</u>
<u>NONOPERATING REVENUES AND (EXPENSES)</u>		
Interest Income	25	0.0
Other Non-operating Revenue	47,722	70.9
Interest Expense	<u>(730)</u>	<u>(1.1)</u>
TOTAL NONOPERATING REVENUES AND (EXPENSES)	<u>47,017</u>	<u>69.9%</u>
INCREASE (DECREASE) IN NET POSITION	<u>7,929</u>	<u>11.8%</u>
NET POSITION - BEGINNING OF PERIOD	<u>4,472,642</u>	
NET POSITION - END OF PERIOD	<u>\$ 4,480,571</u>	

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and One Month Ended July 31, 2023

	1 Month Ended Actual July 31, 2023	1 Month Ended Budget July 31, 2023	Variance	Percent	1 Month Ended Actual July 31, 2023	1 Month Ended Budget July 31, 2023	Variance	Percent
Operating Revenues								
TCA Section 7-86-303 Receipts	\$ 6	\$ 53,377	(53,371)	0.01 %	\$ 6	\$ 53,377	(53,371)	0.01 %
TCA Section 7-86-130 Receipts	-	25,427	(25,427)	-	-	25,427	(25,427)	-
Local Government Contracts	62,879	62,879	-	93.43	62,879	62,879	-	93.43
Contracted Services	4,418	4,418	-	6.56	4,418	4,418	-	6.56
Sales & Fees	2	21	(19)	-	2	21	(19)	-
Total Operating Revenues	67,305	146,122	(78,817)	100.01	67,305	146,122	(78,817)	100.01
Operating Expenses								
Salaries and Wages								
Salaries and Wages	3,477	-	3,477	5.17	3,477	-	3,477	5.17
Salary - Director	5,707	6,313	(606)	8.48	5,707	6,313	(606)	8.48
Salary - Administrative Personnel	5,764	11,666	(5,902)	8.56	5,764	11,666	(5,902)	8.56
Salary - Telecommunicators	29,655	46,256	(16,601)	44.06	29,655	46,256	(16,601)	44.06
Salary - Dispatch Supervisor Personnel	3,643	4,600	(957)	5.41	3,643	4,600	(957)	5.41
Salary - Admin-Mapping & PT Consultant	3,802	4,622	(820)	5.65	3,802	4,622	(820)	5.65
Salary - Other Salaries & Wages	288	491	(203)	0.43	288	491	(203)	0.43
IT Personnel	3,818	4,224	(406)	5.67	3,818	4,224	(406)	5.67
Compensated Absences	679	1,715	(1,036)	1.01	679	1,715	(1,036)	1.01
Other Payroll Costs	-	994	(994)	-	-	994	(994)	-
Total Salaries and Wages	56,833	80,881	(24,048)	84.44	56,833	80,880	(24,048)	84.44
Employee Benefits								
Taxes - Payroll - Social Security	3,479	5,060	(1,581)	5.17	3,479	5,060	(1,581)	5.17
Taxes - Payroll - Medicare	814	1,174	(360)	1.21	814	1,174	(360)	1.21
Insurance - Employee Health	11,454	14,631	(3,177)	17.02	11,454	14,631	(3,177)	17.02
Other Insurance	83	108	(25)	0.12	83	108	(25)	0.12
Taxes - Payroll - SUTA	3	98	(95)	-	3	98	(95)	-
Retirement Contributions	3,056	4,426	(1,370)	4.54	3,056	4,426	(1,370)	4.54
Total Employee Benefits	18,889	25,497	(6,608)	28.06	18,889	25,496	(6,608)	28.06

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE

For the One Month and One Month Ended July 31, 2023

	1 Month Ended Actual July 31, 2023	1 Month Ended Budget July 31, 2023	Variance	Percent	1 Month Ended Actual July 31, 2023	1 Month Ended Budget July 31, 2023	Variance	Percent
Administration								
Audit Services	-	1,018	(1,018)	-	-	1,018	(1,018)	-
Accounting / Bookkeeping Services	380	380	-	0.56	380	380	-	0.56
Contracts with Vendors	-	42	(42)	-	-	42	(42)	-
Legal and Professional	-	83	(83)	-	-	83	(83)	-
Maintenance & Warranty Contracts	34	-	34	0.05	34	-	34	0.05
Lease/Rental - Admin	242	256	(14)	0.36	242	256	(14)	0.36
Equipment/Furniture/Fixtures								
Dues and Memberships - Admin	430	471	(41)	0.64	430	471	(41)	0.64
Employee Testing and Exams - Admin	-	35	(35)	-	-	35	(35)	-
Equipment - General (non-capitalized)	-	83	(83)	-	-	83	(83)	-
Insurance-Liability	675	742	(67)	1.00	675	742	(67)	1.00
Software & Licensing - Admin	105	178	(73)	0.16	105	178	(73)	0.16
Supplies & Materials - Admin	232	292	(60)	0.34	232	292	(60)	0.34
Training costs - Admin	275	63	212	0.41	275	63	212	0.41
Travel - Admin	-	275	(275)	-	-	275	(275)	-
Telephone costs - Admin	877	215	662	1.30	877	215	662	1.30
Telecomm Cell Phones and Pagers - Admin	38	133	(95)	0.06	38	133	(95)	0.06
Vehicle Expenses - Admin	120	258	(138)	0.18	120	258	(138)	0.18
Vehicle Fuel - Admin	236	250	(14)	0.35	236	250	(14)	0.35
Total Administration	3,644	4,775	(1,130)	5.41	3,644	4,775	(1,130)	5.41
Buildings and Facilities								
Maintenance & Repairs - Admin	-	42	(42)	-	-	42	(42)	-
Uniforms -Admin	-	42	(42)	-	-	42	(42)	-
Equipment - Facilities (Not Capitalized)	-	333	(333)	-	-	333	(333)	-
Utilities	1,633	2,351	(718)	2.43	1,633	2,351	(718)	2.43
Maintenance & Repairs - Misc	464	1,442	(978)	0.69	464	1,442	(978)	0.69
Building and Facilities Costs	-	13	(13)	-	-	13	(13)	-
Maintenance & Warranty Contracts	-	274	(274)	-	-	274	(274)	-
Supplies and Materials - Buildings and Facilities	263	208	55	0.39	263	208	55	0.39
Addressing/Mapping/Database Supplies	445	42	403	0.66	445	42	403	0.66
Total Buildings and Facilities	2,805	4,746	(1,942)	4.17	2,805	4,746	(1,942)	4.17
Communications - Operations								
Advertising	-	21	(21)	-	-	21	(21)	-
Awards to Employees and Others	70	42	28	0.10	70	42	28	0.10
Insurance - Workers' Compensation	145	182	(37)	0.22	145	182	(37)	0.22
Premiums on Surety/Fidelity Bonds (Insurance)	31	34	(3)	0.05	31	34	(3)	0.05
Insurance-Buildings and Contents	1,424	1,566	(142)	2.12	1,424	1,566	(142)	2.12
Employee Testing and Exams - Operations	-	205	(205)	-	-	205	(205)	-
Insurance - Equipment (non-admin)	27	29	(2)	0.04	27	29	(2)	0.04
Communications Licenses and Fees	3,696	3,833	(137)	5.49	3,696	3,833	(137)	5.49

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and One Month Ended July 31, 2023

	1 Month Ended Actual July 31, 2023	1 Month Ended Budget July 31, 2023	Variance	Percent	1 Month Ended Actual July 31, 2023	1 Month Ended Budget July 31, 2023	Variance	Percent
Training Expenses-Communications Operations	-	187	(187)	-	-	187	(187)	-
Travel Expenses-Communications Operations	-	342	(342)	-	-	342	(342)	-
Cable/Internet Charges-Communications	1,541	1,726	(185)	2.29	1,541	1,726	(185)	2.29
Equipment-Communications (not capitalized)	-	369	(369)	-	-	369	(369)	-
Language Interpreting	56	46	10	0.08	56	46	10	0.08
Maintenance & Warranty Contracts	2,203	4,128	(1,925)	3.27	2,203	4,128	(1,925)	3.27
Maintenance & Repairs - Communications	132	125	7	0.20	132	125	7	0.20
NCIC/TBI/TIES Expenses	558	558	-	0.83	558	558	-	0.83
Supplies, Materials & Services - Communications	86	42	44	0.13	86	42	44	0.13
Uniforms - Communications	-	67	(67)	-	-	67	(67)	-
Telephone costs (Call Center Lines)	-	910	(910)	-	-	910	(910)	-
Telecomm Cell Phones and Pagers - Comm and Ops	94	142	(48)	0.14	94	142	(48)	0.14
Vehicle Expenses - Operations	216	260	(44)	0.32	216	260	(44)	0.32
Vehicle Fuel - Operations	-	58	(58)	-	-	58	(58)	-
Total Communications - Operations	10,279	14,852	(4,573)	15.27	10,279	14,852	(4,573)	15.27
Depreciation	13,943	13,537	406	20.72	13,943	13,537	406	20.72
Depreciation	13,943	13,537	406	20.72	13,943	13,537	406	20.72
Total Depreciation	13,943	13,537	406	20.72	13,943	13,537	406	20.72
Total Operating Expenses	106,393	144,288	(37,895)	158.08	106,393	144,288	(37,895)	158.08
Operating Income (Loss)	(39,088)	1,834	(40,922)	(58.08)	(39,088)	1,834	(40,922)	(58.08)
Nonoperating Revenues and (Expenses)	25	20	(5)	0.04	25	20	(5)	0.04
Interest Income	25	20	(5)	0.04	25	20	(5)	0.04
Other Non-operating Revenue	47,722	3,977	(47,722)	70.90	47,722	3,977	(43,745)	70.90
Interest Expense	(730)	(5,833)	(730)	(1.08)	(730)	(5,833)	5,103	(1.08)
Total Other Income (Expenses)	47,017	(1,837)	48,854	69.86	47,017	(1,837)	48,854	69.86
Change in Net Position	\$ 7,929	\$ (3)	7,932	11.78 %	\$ 7,929	\$ (3)	7,932	11.78 %

See accountants' compilation report.

Proposed E-911 Budget 2023-2024		
6.5% Revenue Increase		
BOARD APPROVED 3/23/23		2023-2024
REVENUES		BUDGET
3010 TCA Section 7-86-303 Receipts		640,518
3020 TCA Section 7-86-130 Receipts		305,122
3060 Local Government Contracts		754,548
3070 Contracted Services		53,021
3080 Sales & Fees		250
5002 Interest Income		240
5099 Other Non-Operating Revenue		47,722
<u>TOTAL ESTIMATED REVENUE</u>		1,801,421
SALARIES AND WAGES		
9% Salary Increase + Longevity		12 hour disp
4001 Director		75,755
4002 Administrative Personnel (3)		139,997
4004 Telecommunicators (11)		555,070
4005 Dispatch Supervisor Personnel (1)		55,195
4006 Mapping/Addressing Personnel (1.5)		55,458
4007 Janitor		5,895
4012 IT Personnel		50,685
4013 Compensated Absences		20,576
4099 Other Payroll Costs		11,928
4101 Social Security		60,714
4102 Medicare		14,086
4104 Medical Insurance		175,570
4106 Other Insurance		1,296
4107 Unemployment Compensation		1,176
4108 Pension Expense		53,107
ADMINISTRATION		
4203 Audit Services		12,213
4204 Accounting/Bookkeeping Services		4,560
4208 Contracts with Vendors		500
4217 Legal Services		1,000
4229 Lease/Rental-Admin Equip/furniture/fixt.		3,074
4232 Advertising		250
4233 Awards to Employees and Others		500
4237 Dues and Memberships - Administrative		5,654
4238 Employee Test/Exams - Administrative		420
4239 Equipment- General (non-capitalized)		1,000
4240 Insurance - Liability		8,905
4241 Insurance - Worker's Compensation		2,186
4242 Maintenance and Repairs - Administrative		500
4243 Prem. On Surety/Fidelity Bonds		409
4245 Software & Licensing - Administration		2,137
4246 Supplies & Materials-Administration		3,500
4247 Training Costs - Administrative		755
4248 Travel -Administrative		3,300
4249 Uniforms - Administrative		500
4250 Telephone Costs - Administrative		2,580

4251 Telecomm cell phones/pagers- Admin.		1,600
4253 Vehicle Expenses - Administrative		3,100
4254 Vehicle Fuel - Administrative		3,000
BUILDING AND FACILITIES		
4305 Equipment -Facilities (non capitalized)		4,000
4307 Utilities		28,216
4333 Maint. and Repairs-Buildings and Facilities		17,300
4337 Building and Facilities Costs		150
4338 Insurance - Buildings and Contents		18,797
4339 Maintenance & Warranty Contracts		3,285
4340 Supplies and Materials-Build. and Facilities		2,500
COMMUNICATIONS - OPERATIONS		
4406 Employee Testing and Exams - Operations		2,460
4410 Insurance - Equipment (non-administrative)		350
4413 Communications License and Fees		46,000
4418 Training Expenses - Communicat. Operat.		2,000
4419 Travel Expenses - Communicat. Operat.		4,100
4423 Addressing/mapping/database supplies		500
4424 Cable/Internet Charges - Communications		20,713
4427 Equipment - Communications (not capital)		4,433
4430 Language Interpreting		550
4431 Maintenance & Warranty Contracts		49,542
4432 Maintenance and Repairs - Communications		1,500
4433 NCIC/TBI/TIES Expenses		6,690
4435 Supplies, Materials, & Services - Comm.		500
4436 Uniforms - Communications/Operations		800
4437 Telephone Costs (Call Center Lines)		10,917
4438 Telecom. Cell Phones & Pagers- Comm/OPS		1,705
4439 Vehicle Expenses - Operations		3,117
4440 Vehicle Fuel - Operations		700
NONOPERATING EXPENSE		
4501 Depreciation		162,446
5010 Interest Expense		70,000
<u>TOTAL ESTIMATED EXPENSE</u>		1,801,421
ESTIMATED RECEIPTS		1,801,421
ESTIMATED EXPENDITURE		1,801,421
OVER (UNDER)		(0)
CAPITAL EXPENSE		
2203 Notes Payable-Long Term		36,000
FOOTNOTE:		
** \$48,752 in Overtime was added to line 4004 to cover the 12-hour shifts **		
** \$7,969 in Overtime was added to line 4005 to cover the 12-hour shifts **		

	APPROVED BY BOARD 3/23/2023					
	2023-2024	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
REVENUES				August		
3010 TCA Section 7-86-303 Receipts	640,518	106,753.00	106,753.00	0.00	106,753.00	(533,765.00)
3020 TCA Section 7-86-130 Receipts	305,122	50,853.67	41,687.00	(9,166.67)	41,687.00	(263,435.00)
3060 Local Government Contracts	754,548	62,879.00	62,879.09	0.09	125,758.18	(628,789.82)
3070 Contracted Services	53,021	4,418.42	8,836.84	4,418.42	8,836.84	(44,184.16)
3080 Sales & Fees	250	20.83	156.29	135.46	158.64	(91.36)
5002 Interest Income	240	20.00	20.45	0.45	45.31	(194.69)
5099 Other Non-Operating Revenue	47,722	3,976.83	2,529.45	(1,447.38)	41,539.19	(6,182.81)
TOTAL ESTIMATED REVENUE	1,801,421	228,921.75	222,862.12	(6,059.63)	324,778.16	(1,476,642.84)
=====						
SALARIES AND WAGES						
4001 Director	75,755	6,312.92	5,827.30	(485.62)	11,534.32	(64,220.68)
4002 Administrative Personnel (3)	139,997	11,666.45	7,111.22	(4,555.23)	14,075.67	(125,921.75)
4004 Telecommunicators (11)	555,070	46,255.80	30,617.86	(15,637.94)	62,002.76	(493,066.80)
4005 Dispatch Supervisor Personnel (1)	55,195	4,599.55	4,228.13	(371.42)	7,871.13	(47,323.49)
4006 Mapping/Addressing Personnel (1.5)	55,458	4,621.47	4,321.38	(300.09)	8,670.57	(46,787.11)
4007.4 Janitor	5,895	491.23	334.95	(156.28)	622.77	(5,271.95)
4012 I.T. Personnel	50,685	4,223.75	3,898.84	(324.91)	7,717.20	(42,967.80)
4013.12 Compensated Absences (Holiday)	20,576	1,714.65	0.00	(1,714.65)	678.88	(19,896.88)
4099.11 Other Payroll Costs (Christmas)	11,928	994.00	0.00	(994.00)	0.00	(11,928.00)
4101 Social Security	60,714	5,059.54	3,432.87	(1,626.67)	6,911.42	(53,803.00)
4102 Medicare	14,086	1,173.81	802.86	(370.95)	1,616.39	(12,469.36)
4104 Medical Insurance	175,570	14,630.85	11,846.50	(2,784.35)	25,326.05	(150,244.15)
4106.21 Other Insurance-Life	1,296	108.00	77.00	(31.00)	147.00	(1,149.00)
4107 Unemployment Compensation	1,176	98.00	0.00	(98.00)	74.50	(1,101.50)
4108 Pension Expense	53,107	4,425.60	3,010.24	(1,415.36)	6,065.78	(47,041.42)
ADMINISTRATION						
4203 Audit Services	12,213	1,017.75	0.00	(1,017.75)	0.00	(12,213.00)
4204 Accounting/Bookkeeping Services	4,560	380.00	380.00	0.00	760.00	(3,800.00)
4208 Contracts with Vendors	500	41.67	0.00	(41.67)	0.00	(500.00)
4217 Legal Services	1,000	83.33	0.00	(83.33)	22.05	(977.95)
4229 Lease/Rental-Admin. Equip/furn/fixt	3,074	256.17	242.00	(14.17)	484.00	(2,590.00)
4232 Advertising	250	20.83	0.00	(20.83)	0.00	(250.00)
4233 Awards to Employees and Others	500	41.67	70.00	28.33	70.00	(430.00)
4237 Dues and Memberships - Admin.	5,654	471.17	0.00	(471.17)	5,154.00	(500.00)
4238 Employee Test/Exams - Admin	420	35.00	0.00	(35.00)	0.00	(420.00)
4239 Equipment - General (non-capitalized)	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4240 Insurance - Liability	8,905	742.08	0.00	(742.08)	0.00	(8,905.00)
4241 Insurance - Worker's Compensation	2,186	182.17	0.00	(182.17)	0.00	(2,186.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4243 Prem. On Surety/Fidelity Bonds	409	34.08	0.00	(34.08)	0.00	(409.00)
4245 Software & Licensing - Admin.	2,137	178.08	90.00	(88.08)	195.00	(1,942.00)
4246 Supplies & Materials - Admin.	3,500	291.67	228.28	(63.39)	331.28	(3,168.72)
4247 Training Costs - Administrative	755	62.92	550.00	487.08	550.00	(205.00)
4248 Travel - Administrative	3,300	275.00	0.00	(275.00)	0.00	(3,300.00)
4249 Uniforms - Administrative	500	41.67	0.00	(41.67)	0.00	(500.00)
4250 Telephone Costs - Administrative	2,580	215.00	876.71	661.71	1,088.42	(1,491.58)
4251 Telecomm cell phones/pagers-Admin	1,600	133.33	37.71	(95.62)	75.42	(1,524.58)
4253 Vehicle Expenses - Administrative	3,100	258.33	25.00	(233.33)	45.00	(3,055.00)
4254 Vehicle Fuel - Administrative	3,000	250.00	241.61	(8.39)	477.15	(2,522.85)
BUILDING AND FACILITIES						

4305 Equipment-Facilities (non capitalized)	4,000	333.33	261.26	(72.07)	261.26	(3,738.74)
4307 Utilities	28,216	2,351.33	1,638.75	(712.58)	3,165.40	(25,050.60)
4333 Maint. And Repairs - Build/Facilities	17,300	1,441.67	791.15	(650.52)	1,243.15	(16,056.85)
4337 Building and Facilities Costs	150	12.50	150.00	137.50	150.00	0.00
4338 Insurance - Buildings and Contents	18,797	1,566.42	0.00	(1,566.42)	0.00	(18,797.00)
4339 Maintenance & Warranty Contracts	3,285	273.75	0.00	(273.75)	0.00	(3,285.00)
4340 Supplies and Materials-Build/Facilit.	2,500	208.33	23.34	(184.99)	286.26	(2,213.74)
COMMUNICATIONS - OPERATIONS						
4406 Employee Testing/ Exams- Operations	2,460	205.00	0.00	(205.00)	0.00	(2,460.00)
4410 Insurance - Equipment (non admin)	350	29.17	0.00	(29.17)	0.00	(350.00)
4413 Communications License and Fees	46,000	3,833.33	0.00	(3,833.33)	11,088.70	(34,911.30)
4418 Training Expenses - Commun. Oper.	2,000	166.67	0.00	(166.67)	0.00	(2,000.00)
4419 Travel Expenses - Commun. Operation	4,100	341.67	728.87	387.20	728.87	(3,371.13)
4423 Addressing/mapping/data supplies	500	41.67	0.00	(41.67)	445.00	(55.00)
4424 Cable/Internet Charges - Commun.	20,713	1,726.08	1,541.29	(184.79)	3,082.58	(17,630.42)
4427 Equipment - Commun.(not capitalized)	4,433	369.42	247.60	(121.82)	247.60	(4,185.40)
4430 Language Interpreting	550	45.83	59.50	13.67	115.75	(434.25)
4431 Maintenance & Warranty Contracts	49,542	4,128.50	0.00	(4,128.50)	0.00	(49,542.00)
4432 Maint. And Repairs - Communication	1,500	125.00	247.50	122.50	247.50	(1,252.50)
4433 NCIC/TBI/TIES Expenses	6,690	557.50	4,450.00	3,892.50	5,010.00	(1,680.00)
4435 Supplies, Materials & Serv. - Comm.	500	41.67	85.98	44.31	85.98	(414.02)
4436 Uniforms-Commun./ Operations	800	66.67	0.00	(66.67)	0.00	(800.00)
4437 Telephone Costs (Call Center Lines)	10,917	909.75	0.00	(909.75)	0.00	(10,917.00)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,705	142.08	93.68	(48.40)	187.32	(1,517.68)
4439 Vehicle Expenses - Operations	3,117	259.75	0.00	(259.75)	0.00	(3,117.00)
4440 Vehicle Fuel - Operations	700	58.33	97.41	39.08	97.41	(602.59)
NONOPERATING EXPENSES						
4501 DEPRECIATION	162,446	13,537.17	13,537.17	0.00	27,074.34	(135,371.66)
5010 INTEREST EXPENSE	70,000	5,833.33	3,211.57	(2,621.76)	3,941.29	(66,058.71)
TOTAL ESTIMATED EXPENSE	1,801,421	150,118.44	105,415.53	(44,702.91)	220,025.17	(1,581,396.16)
ESTIMATED RECEIPTS	1,801,421		222,862.12			
ESTIMATED EXPENDITURE	1,801,421		105,415.53			
OVER (UNDER)	0		117,446.59			
Capital Expense						
2203 Building Payment Principal	36,000	3,000.00	5,335.43	2,335.43	13,152.71	(22,847.29)
FOOTNOTE:						
** \$48,752 in Overtime was added to line 4004 to cover the 12-hour shifts **						
** \$7,969 in Overtime was added to line 4005 to cover the 12-hour shifts **						

FUND BALANCES 8/31/23	
As of August 31, 2023 the following are the funds we have on hand	
REVENUE FUND	\$ 2,309,085.58
OPERATING ACCOUNT	\$ 128,981.59
TOTAL CASH FUNDS	\$ 2,438,067.17
DESIGNATED FUNDS:	
New Capital (Adjusted 6/27/23)	\$ 2,121.71
800 MHZ SYSTEM MAINTENANCE (IN/OUT MONEY)	\$ 63,667.70
USDA Reserve Account ({7 mo}10 year) hold for loan duration	\$ 5,982.90
ESTIMATED 3 MONTHS RESERVE (general op. exp./loan pmt/resrv)	\$ 500,000.00
TOTAL DESIGNATED FUNDS	\$ 571,772.31
TOTAL UN-DESIGNATED FUNDS	\$ 1,866,294.86
We are receiving ECB payments of \$106,753 every two months	
We are receiving ECB subsidy of \$41,687 every two months	
ECB Statute 130 Excess Funds Distribution is once a year typically	
USDA Reserve Funds are currently being deposited/held in the Operating Acct.	
As of 8/29/23 USDA Loan Balance is \$1,255,123.58	

	APPROVED BY BOARD 3/23/2023					
	2023-2024	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
REVENUES				July		
3010 TCA Section 7-86-303 Receipts	640,518	106,753.00	0.00	(106,753.00)	0.00	(640,518.00)
3020 TCA Section 7-86-130 Receipts	305,122	50,853.67	0.00	(50,853.67)	0.00	(305,122.00)
3060 Local Government Contracts	754,548	62,879.00	62,879.09	0.09	62,879.09	(691,668.91)
3070 Contracted Services	53,021	4,418.42	0.00	(4,418.42)	0.00	(53,021.00)
3080 Sales & Fees	250	20.83	2.35	(18.48)	2.35	(247.65)
5002 Interest Income	240	20.00	24.86	4.86	24.86	(215.14)
5099 Other Non-Operating Revenue	47,722	3,976.83	39,009.74	35,032.91	39,009.74	(8,712.26)
TOTAL ESTIMATED REVENUE	1,801,421	228,921.75	101,916.04	(127,005.71)	101,916.04	(1,699,504.96)
=====						
SALARIES AND WAGES						
4001 Director	75,755	6,312.92	5,707.02	(605.90)	5,707.02	(70,047.98)
4002 Administrative Personnnel (3)	139,997	11,666.45	6,964.45	(4,702.00)	6,964.45	(133,032.97)
4004 Telecommunicators (11)	555,070	46,255.80	31,384.90	(14,870.90)	31,384.90	(523,684.66)
4005 Dispatch Supervisor Personnel (1)	55,195	4,599.55	3,643.00	(956.55)	3,643.00	(51,551.62)
4006 Mapping/Addressing Personel (1.5)	55,458	4,621.47	4,349.19	(272.28)	4,349.19	(51,108.49)
4007.4 Janitor	5,895	491.23	287.82	(203.41)	287.82	(5,606.90)
4012 I.T. Personel	50,685	4,223.75	3,818.36	(405.39)	3,818.36	(46,866.64)
4013.12 Compensated Absences (Holiday)	20,576	1,714.65	678.88	(1,035.77)	678.88	(19,896.88)
4099.11 Other Payroll Costs (Christmas)	11,928	994.00	0.00	(994.00)	0.00	(11,928.00)
4101 Social Security	60,714	5,059.54	3,478.55	(1,580.99)	3,478.55	(57,235.87)
4102 Medicare	14,086	1,173.81	813.53	(360.28)	813.53	(13,272.22)
4104 Medical Insurance	175,570	14,630.85	13,479.55	(1,151.30)	13,479.55	(162,090.65)
4106.21 Other Insurance-Life	1,296	108.00	70.00	(38.00)	70.00	(1,226.00)
4107 Unemployment Compensation	1,176	98.00	74.50	(23.50)	74.50	(1,101.50)
4108 Pension Expense	53,107	4,425.60	3,055.54	(1,370.06)	3,055.54	(50,051.66)
ADMINISTRATION						
4203 Audit Services	12,213	1,017.75	0.00	(1,017.75)	0.00	(12,213.00)
4204 Accounting/Bookkeeping Services	4,560	380.00	380.00	0.00	380.00	(4,180.00)
4208 Contracts with Vendors	500	41.67	0.00	(41.67)	0.00	(500.00)
4217 Legal Services	1,000	83.33	22.05	(61.28)	22.05	(977.95)
4229 Lease/Rental-Admin. Equip/furn/fixt	3,074	256.17	242.00	(14.17)	242.00	(2,832.00)
4232 Advertising	250	20.83	0.00	(20.83)	0.00	(250.00)
4233 Awards to Employees and Others	500	41.67	0.00	(41.67)	0.00	(500.00)
4237 Dues and Memberships - Admin.	5,654	471.17	5,154.00	4,682.83	5,154.00	(500.00)
4238 Employee Test/Exams - Admin	420	35.00	0.00	(35.00)	0.00	(420.00)
4239 Equipment - General (non-capitalized)	1,000	83.33	0.00	(83.33)	0.00	(1,000.00)
4240 Insurance - Liability	8,905	742.08	0.00	(742.08)	0.00	(8,905.00)
4241 Insurance - Worker's Compensation	2,186	182.17	0.00	(182.17)	0.00	(2,186.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4243 Prem. On Surety/Fidelity Bonds	409	34.08	0.00	(34.08)	0.00	(409.00)
4245 Software & Licensing - Admin.	2,137	178.08	105.00	(73.08)	105.00	(2,032.00)
4246 Supplies & Materials - Admin.	3,500	291.67	103.00	(188.67)	103.00	(3,397.00)
4247 Training Costs - Administrative	755	62.92	0.00	(62.92)	0.00	(755.00)
4248 Travel - Administrative	3,300	275.00	0.00	(275.00)	0.00	(3,300.00)
4249 Uniforms - Administrative	500	41.67	0.00	(41.67)	0.00	(500.00)
4250 Telephone Costs - Administrative	2,580	215.00	211.71	(3.29)	211.71	(2,368.29)
4251 Telecomm cell phones/pagers-Admin	1,600	133.33	37.71	(95.62)	37.71	(1,562.29)
4253 Vehicle Expenses - Administrative	3,100	258.33	20.00	(238.33)	20.00	(3,080.00)
4254 Vehicle Fuel - Administrative	3,000	250.00	235.54	(14.46)	235.54	(2,764.46)
BUILDING AND FACILITIES						

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

June 30, 2023

CURRENT ASSETS

Revenue Acct. - Regions Bank	\$ 3,215,138
Oper/Maint Acct. - Regions Bank	96,087
Prepaid Insurance	10,587
Prepaid Expenses	18,869

TOTAL CURRENT ASSETS	<u>3,340,681</u>
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CAPITAL ASSETS NOT BEING DEPRECIATED

Land	176,749
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CAPITAL ASSETS BEING DEPRECIATED

Buildings & Improvements	2,320,148
Furniture & Fixtures	115,485
Office Equipment	11,951
Communications Equipment	1,399,236
Vehicles	30,893
Mapping & CAD System	143,347

TOTAL CAPITAL ASSETS	4,197,809
Accumulated Depreciation	<u>(1,284,818)</u>

CAPITAL ASSETS, NET	<u>2,912,991</u>
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OTHER ASSETS

Net Pension Asset	682,868
Bond Reserve Fund	4,274
Utility Deposit	1,065

TOTAL OTHER ASSETS	<u>688,207</u>
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TOTAL ASSETS	<u>\$ 6,941,879</u>
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DEFERRED OUTFLOW OF RESOURCES

Pension Cont after Measurement Date (GASB68)	\$ 255,476
OPEB Deferred outflows	<u>26,939</u>

TOTAL DEFERRED OUTFLOW OF RESOURCES	<u>\$ 282,415</u>
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See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

June 30, 2023

CURRENT LIABILITIES

Accounts Payable	\$	22
Accrued Compensated Absences		34,762
Payroll Deductions Payable		1,272
Employee Health Ins. W/H		9,352
SUTA Taxes Payable		75
Insurance W/H Payable		<u>413</u>

TOTAL CURRENT LIABILITIES		<u>45,896</u>
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NON CURRENT LIABILITIES

Notes payable - long term		<u>2,264,866</u>
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TOTAL NON CURRENT LIABILITIES		<u>2,264,866</u>
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OTHER LIABILITIES

Net OPEB (Asset) Liability		<u>70,346</u>
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TOTAL OTHER LIABILITIES		<u>70,346</u>
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TOTAL LIABILITIES	\$	<u>2,381,108</u>
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DEFERRED INFLOW OF RESOURCES

Pension Changes in Experience	\$	342,685
OPEB Deferred Inflows		<u>27,859</u>

TOTAL DEFERRED INFLOW OF RESOURCES	\$	<u>370,544</u>
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NET POSITION

Net Investment in Capital Assets	\$	648,125
Restricted for Pension		682,868
Restricted for Bond		4,274
Unrestricted Net Position		<u>3,137,375</u>

TOTAL NET POSITION	\$	<u>4,472,642</u>
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See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the Year Ended June 30, 2023

	<u>Amount</u>	<u>Percent</u>
OPERATING REVENUES		
TCA Section 7-86-303 Receipts	\$ 640,520	35.9 %
TCA Section 7-86-130 Receipts	385,004	21.6
Local Government Contracts	712,645	39.9
Contracted Services	45,636	2.6
Sales & Fees	<u>343</u>	<u>0.0</u>
TOTAL OPERATING REVENUES	<u>1,784,148</u>	<u>100.0</u>
OPERATING EXPENSES		
<u>SALARIES AND WAGES</u>	59,845	3.4
Salaries and Wages	52,091	2.9
Salary - Director	112,065	6.3
Salary - Administrative Personnel	375,210	21.0
Salary - Telecommunicators	42,678	2.4
Salary - Dispatch Supervisor Personnel	48,300	2.7
Salary - Admin-Mapping & PT Consultant	3,575	0.2
Salary - Other Salaries & Wages	43,806	2.5
IT Personnel	14,912	0.8
Compensated Absences	11,392	0.6
Other Payroll Costs	<u>763,874</u>	<u>42.8</u>
TOTAL SALARIES AND WAGES		
<u>EMPLOYEE BENEFITS</u>	47,053	2.6
Taxes - Payroll - Social Security	11,004	0.6
Taxes - Payroll - Medicare	149,363	8.4
Insurance - Employee Health	1,106	0.1
Other Insurance	521	0.0
Taxes - Payroll - SUTA	38,099	2.1
Retirement Contributions	<u>247,146</u>	<u>13.9</u>
TOTAL EMPLOYEE BENEFITS		

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the Year Ended June 30, 2023

	<u>Amount</u>	<u>Percent</u>
<u>ADMINISTRATION</u>		
Audit Services	10,350	0.6
Accounting / Bookkeeping Services	4,000	0.2
Legal and Professional	2,653	0.1
Maintenance & Warranty Contracts	443	0.0
Lease/Rental - Admin Equipment/Furniture/Fixtures	2,816	0.2
Dues and Memberships - Admin	5,154	0.3
Employee Testing and Exams - Admin	605	0.0
Equipment - General (non-capitalized)	529	0.0
Insurance-Liability	7,971	0.4
Software & Licensing - Admin	1,905	0.1
Supplies & Materials - Admin	2,581	0.1
Training costs - Admin	612	0.0
Travel - Admin	1,832	0.1
Telephone costs - Admin	2,541	0.1
Telecomm Cell Phones and Pagers - Admin	329	0.0
Vehicle Expenses - Admin	2,383	0.1
Vehicle Fuel - Admin	1,507	0.1
	<hr/>	<hr/>
TOTAL ADMINISTRATION	48,211	2.7
<u>BUILDINGS AND FACILITIES</u>		
Uniforms -Admin	133	0.0
Equipment - Facilities (Not Capitalized)	417	0.0
Utilities	17,595	1.0
Maintenance & Repairs - Misc	15,397	0.9
Building and Facilities Costs	124	0.0
Maintenance & Warranty Contracts	418	0.0
Supplies and Materials - Buildings and Facilities	1,917	0.1
Other Building and Facilities Costs	472	0.0
	<hr/>	<hr/>
TOTAL BUILDINGS AND FACILITIES	36,473	2.0 %
<u>COMMUNICATIONS - OPERATIONS</u>		
Awards to Employees and Others	275	0.0
Insurance - Workers' Compensation	1,511	0.1
Premiums on Surety/Fidelity Bonds (Insurance)	364	0.0
Insurance-Buildings and Contents	18,504	1.0
Employee Testing and Exams - Operations	1,900	0.1
Insurance - Equipment (non-admin)	318	0.0
Communications Licenses and Fees	44,330	2.5
Training Expenses-Communications Operations	743	0.0
Travel Expenses-Communications Operations	666	0.0

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

For the Year Ended June 30, 2023

	<u>Amount</u>	<u>Percent</u>
Cable/Internet Charges-Communications	18,727	1.0
Equipment-Communications (not capitalized)	1,265	0.1
Language Interpreting	398	0.0
Maintenance & Warranty Contracts	22,012	1.2
Maintenance & Repairs - Communications	4,582	0.3
NCIC/TBI/TIES Expenses	6,545	0.4
Supplies, Materials & Services - Communications	149	0.0
Uniforms - Communications	216	0.0
Telephone costs (Call Center Lines)	9,097	0.5
Telecomm Cell Phones and Pagers - Comm and Ops	1,129	0.1
Vehicle Expenses - Operations	<u>5,506</u>	<u>0.3</u>
TOTAL COMMUNICATIONS - OPERATIONS	<u>138,237</u>	<u>7.7</u>
<u>DEPRECIATION</u>		
Depreciation	<u>167,756</u>	<u>9.4</u>
TOTAL DEPRECIATION	<u>167,756</u>	<u>9.4</u>
TOTAL OPERATING EXPENSES	<u>1,401,697</u>	<u>78.6</u>
OPERATING INCOME (LOSS)	<u>382,451</u>	<u>21.4</u>
<u>NONOPERATING REVENUES AND (EXPENSES)</u>		
Interest Expense	(64,797)	(3.6)
Interest Income	310	0.0
Other Non-operating Revenue	<u>44,579</u>	<u>2.5</u>
TOTAL NONOPERATING REVENUES AND (EXPENSES)	<u>(19,908)</u>	<u>(1.1%)</u>
INCREASE (DECREASE) IN NET POSITION	362,543	<u>20.3%</u>
NET POSITION - BEGINNING OF PERIOD	<u>4,110,099</u>	
NET POSITION - END OF PERIOD	<u>\$ 4,472,642</u>	

See accountants' compilation report

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Year Ended June 30, 2023

	1 Month Ended Actual June 30, 2023	1 Month Ended Budget June 30, 2023	Variance	Percent	Year Ended Actual June 30, 2023	Year Ended Budget June 30, 2023	Variance	Percent
Operating Revenues								
TCA Section 7-86-303 Receipts	\$ 106,760	\$ 53,377	53,383	46.05 %	\$ 640,520	\$ 840,518	2	35.90 %
TCA Section 7-86-130 Receipts	61,875	24,594	37,281	26.69	385,004	295,122	89,882	21.58
Local Government Contracts	59,041	59,041	-	25.47	712,845	708,498	4,149	39.94
Contracted Services	4,149	4,149	-	1.79	45,636	49,785	(4,149)	2.56
Sales & Fees	15	21	(6)	0.01	343	250	93	0.02
Total Operating Revenues	231,840	141,182	90,658	100.00	1,784,148	1,894,171	89,977	100.00
Operating Expenses								
Salaries and Wages								
Salaries and Wages	2,825	-	2,825	1.22	59,845	-	59,845	3.35
Salary - Director	5,613	5,549	64	2.42	52,091	66,586	(14,495)	2.92
Salary - Administrative Personnel	6,240	11,053	(4,813)	2.69	112,065	132,638	(20,573)	6.28
Salary - Telecommunicators	32,670	36,782	(4,092)	14.09	375,210	441,149	(65,939)	21.03
Salary - Dispatch Supervisor Personnel	4,078	6,735	(2,657)	1.76	42,678	80,820	(38,142)	2.39
Salary - Admin-Mapping & PT Consultant	3,715	4,643	(928)	1.60	48,300	55,715	(7,415)	2.71
Salary - Other Salaries & Wages	257	517	(260)	0.11	3,575	6,208	(2,631)	0.20
IT Personnel	3,577	4,585	(1,008)	1.54	43,806	55,020	(11,214)	2.46
Compensated Absences	1,052	1,806	(754)	0.45	14,912	21,673	(6,761)	0.84
Other Payroll Costs	-	977	(977)	-	11,392	11,719	(327)	0.64
Total Salaries and Wages	60,027	72,627	(12,600)	25.89	763,874	871,526	(107,652)	42.81
Employee Benefits								
Taxes - Payroll - Social Security	3,673	4,540	(867)	1.58	47,053	54,474	(7,421)	2.84
Taxes - Payroll - Medicare	859	1,053	(194)	0.37	11,004	12,638	(1,634)	0.62
Insurance - Employee Health	13,165	12,958	207	5.88	149,363	155,500	(6,137)	8.37
Other Insurance	96	114	(18)	0.04	1,106	1,368	(262)	0.06
Taxes - Payroll - SUTA	328	147	181	0.14	521	1,764	(1,243)	0.03
Retirement Contributions	3,020	3,763	(743)	1.30	38,099	45,150	(7,051)	2.14
Other Postemployment Benefits (OPEB)	-	500	(500)	-	-	6,000	(6,000)	-
Total Employee Benefits	21,141	23,075	(1,934)	9.12	247,146	276,894	(29,748)	13.65

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Year Ended June 30, 2023

	1 Month Ended Actual June 30, 2023	1 Month Ended Budget June 30, 2023	Variance	Percent	Year Ended Actual June 30, 2023	Year Ended Budget June 30, 2023	Variance	Percent
Administration								
Audit Services	-	870	(870)	-	10,350	10,441	(91)	0.58
Accounting / Bookkeeping Services	380	402	(22)	0.18	4,000	4,826	(826)	0.22
Contracts with Vendors	-	32	(32)	-	-	380	(380)	-
Legal and Professional	22	692	(670)	0.01	2,653	8,300	(5,647)	0.15
Maintenance & Warranty Contracts	34	-	34	0.01	443	-	443	0.02
Lease/Rental - Admin	242	270	(28)	0.10	2,816	3,240	(424)	0.16
Equipment/Furniture/Fixtures								
Dues and Memberships - Admin	430	449	(19)	0.19	5,154	5,392	(238)	0.29
Employee Testing and Exams - Admin	-	77	(77)	-	605	920	(315)	0.03
Equipment - General (non-capitalized)	-	125	(125)	-	529	1,500	(971)	0.03
Insurance-Liability	675	708	(33)	0.29	7,971	8,495	(524)	0.45
Software & Licensing - Admin	105	183	(78)	0.05	1,605	2,200	(295)	0.11
Supplies & Materials - Admin	192	308	(116)	0.08	2,581	3,700	(1,119)	0.14
Training costs - Admin	-	63	(63)	-	612	750	(138)	0.03
Travel - Admin	394	333	61	0.17	1,832	3,990	(2,158)	0.10
Telephone costs - Admin	212	288	(76)	0.09	2,541	3,460	(919)	0.14
Telecomm Cell Phones and Pagers - Admin	38	50	(12)	0.02	329	600	(271)	0.02
Vehicle Expenses - Admin	1,106	258	848	0.48	2,383	3,100	(717)	0.13
Vehicle Fuel - Admin	224	167	57	0.10	1,507	2,000	(493)	0.08
Total Administration	4,054	5,274	(1,221)	1.75	48,211	63,294	(15,083)	2.70
Buildings and Facilities								
Maintenance & Repairs - Admin	-	42	(42)	-	-	500	(500)	-
Uniforms -Admin	-	42	(42)	-	133	500	(367)	0.01
Equipment - Facilities (Not Capitalized)	-	167	(167)	-	417	2,000	(1,583)	0.02
Utilities	1,295	2,200	(905)	0.56	17,595	26,400	(8,805)	0.99
Maintenance & Repairs - Misc	667	1,458	(791)	0.29	15,397	17,500	(2,103)	0.88
Building and Facilities Costs	-	42	(42)	-	124	500	(376)	0.01
Maintenance & Warranty Contracts	-	100	(100)	-	418	1,200	(782)	0.02
Supplies and Materials - Buildings and Facilities	63	250	(187)	0.03	1,917	3,000	(1,083)	0.11
Other Building and Facilities Costs	-	54	(54)	-	472	650	(178)	0.03
Addressing/Mapping/Database Supplies	-	92	(92)	-	-	1,100	(1,100)	-
Total Buildings and Facilities	2,025	4,446	(2,422)	0.87	36,473	53,350	(16,877)	2.04
Communications - Operations								
Advertising	-	42	(42)	-	-	500	(500)	-
Awards to Employees and Others	70	63	7	0.03	275	750	(475)	0.02
Insurance - Workers' Compensation	145	167	(22)	0.06	1,511	2,000	(489)	0.08
Premiums on Surety/Fidelity Bonds (Insurance)	31	32	(1)	0.01	364	387	(23)	0.02
Insurance-Buildings and Contents	1,424	1,789	(365)	0.61	18,504	21,470	(2,966)	1.04
Employee Testing and Exams - Operations	-	217	(217)	-	1,900	2,600	(700)	0.11
Insurance - Equipment (non-admin)	27	29	(2)	0.01	318	350	(32)	0.02

See accountants' compilation report.

ROANE COUNTY EMERGENCY COMMUNICATIONS DISTRICT

SUPPLEMENTAL SCHEDULE - BUDGETARY COMPARISON SCHEDULE For the One Month and Year Ended June 30, 2023

	1 Month Ended Actual June 30, 2023	1 Month Ended Budget June 30, 2023	Variance	Percent	Year Ended Actual June 30, 2023	Year Ended Budget June 30, 2023	Variance	Percent
Communications Licenses and Fees	9,552	3,750	5,802	4.12	44,330	45,000	(870)	2.48
Training Expenses-Communications	-	233	(233)	-	743	2,800	(2,057)	0.04
Operations	-	250	(250)	-	666	3,000	(2,334)	0.04
Travel Expenses-Communications	-	250	(250)	-	666	3,000	(2,334)	0.04
Cable/Internet Charges-Communications	1,548	1,750	(202)	0.67	18,727	21,000	(2,273)	1.05
Equipment-Communications (not capitalized)	-	333	(333)	-	1,265	4,000	(2,735)	0.07
Language Interpreting	26	42	(16)	0.01	398	500	(102)	0.02
Maintenance & Warranty Contracts	2,203	2,467	(264)	0.95	22,012	29,600	(7,588)	1.23
Maintenance & Repairs - Communications	132	343	(211)	0.06	4,582	4,110	472	0.26
NCIC/TB/TIES Expenses	558	585	(27)	0.24	6,545	7,025	(480)	0.37
Supplies, Materials & Services - Communications	-	125	(125)	-	149	1,500	(1,351)	0.01
Uniforms - Communications	-	67	(67)	-	216	800	(584)	0.01
Telephone costs (Call Center Lines)	-	910	(910)	-	9,097	10,917	(1,820)	0.51
Telecomm Cell Phones and Pagers - Comm and Ops	94	150	(56)	0.04	1,129	1,800	(671)	0.06
Vehicle Expenses - Operations	219	483	(264)	0.09	5,506	5,800	(294)	0.31
Vehicle Fuel - Operations	-	76	(76)	-	-	910	(910)	-
Total Communications - Operations	16,029	13,902	2,126	6.91	138,237	166,819	(28,582)	7.75
Depreciation								
Depreciation	14,125	14,589	(464)	6.09	167,756	175,065	(7,309)	9.40
Total Depreciation	14,125	14,589	(464)	6.09	167,756	175,065	(7,309)	9.40
Total Operating Expenses	117,401	133,912	(16,511)	50.64	1,401,697	1,606,948	(205,251)	78.56
Operating Income (Loss)	114,439	7,270	107,169	49.36	382,451	87,223	295,228	21.44
Nonoperating Revenues and (Expenses)								
Interest Expense	129,554	(8,375)	(129,554)	55.88	(64,797)	(100,500)	(35,703)	(3.63)
Interest Income	27	20	27	0.01	310	240	70	0.02
Other Non-operating Revenue	-	3,547	-	-	44,579	42,566	2,013	2.50
Total Other Income (Expenses)	129,581	(4,808)	134,389	55.89	(19,908)	(57,694)	37,786	(1.12)
Change in Net Position	\$ 244,020	\$ 2,462	241,558	105.25 %	\$ 362,543	\$ 29,529	333,014	20.32 %

See accountants' compilation report.

4th Qtr. Amendments Approved 6/27/23	APPROVED BY BOARD 3/24/2022					
3rd Qtr. Amendments Approved 3/23/23						
2nd Qtr Amendment Approved 12/8/22	2022-2023	BUDGET	ACTUAL	OVER(UNDER)	ACTUAL	OVER(UNDER)
	BUDGET	MONTHLY	REC/PAY OUT	MONTH	YEAR	YEAR
REVENUES				June		
3010 TCA Section 7-86-303 Receipts	640,518	106,753.00	106,753.00	0.00	640,518.00	0.00
3020 TCA Section 7-86-130 Receipts	295,122	49,187.00	61,875.00	12,688.00	385,004.00	89,882.00
3060 Local Government Contracts	708,496	59,041.33	66,702.77	7,661.44	708,496.20	0.20
3070 Contracted Services	49,785	4,148.75	4,148.75	0.00	49,785.00	0.00
3080 Sales & Fees	250	20.83	15.16	(5.67)	342.20	92.20
5002 Interest Income	240	20.00	27.09	7.09	308.96	68.96
5099 Other Non-Operating Revenue	42,566	3,547.17	0.00	(3,547.17)	45,665.65	3,099.65
TOTAL ESTIMATED REVENUE	1,736,977	222,718.08	239,521.77	16,803.69	1,830,120.01	93,143.01
=====						
SALARIES AND WAGES						
4001 Director	66,586	5,548.80	5,514.44	(34.36)	58,057.07	(8,528.53)
4002 Administrative Personnel	132,638	11,053.17	7,056.30	(3,996.87)	124,782.25	(7,855.75)
4004 Telecommunicators	441,149	36,762.42	34,464.15	(2,298.27)	400,572.01	(40,576.99)
4005 Dispatch Supervisor Personnel	80,820	6,735.00	4,078.32	(2,656.68)	45,881.99	(34,938.01)
4006 Mapping/Addressing Personnel	55,715	4,642.92	4,028.95	(613.97)	52,015.69	(3,699.31)
4007.4 Janitor	6,206	517.14	256.85	(260.29)	3,574.96	(2,630.72)
4012 I.T. Personnel	55,020	4,585.00	3,576.92	(1,008.08)	52,805.83	(2,214.17)
4013.12 Compensated Absences	21,673	1,806.05	1,051.52	(754.53)	15,084.64	(6,587.94)
4099.11 Other Payroll Costs	11,719	976.58	0.00	(976.58)	11,392.25	(326.75)
4101 Social Security	54,474	4,539.47	3,673.32	(866.15)	47,034.53	(7,439.12)
4102 Medicare	12,638	1,053.16	859.05	(194.11)	11,000.00	(1,637.89)
4104 Medical Insurance	155,500	12,958.33	13,479.55	521.22	147,274.70	(8,225.30)
4106.21 Other Insurance-Life	1,368	114.00	93.50	(20.50)	1,083.25	(284.75)
4107 Unemployment Compensation	1,764	147.00	0.00	(147.00)	524.40	(1,239.60)
4108 Pension Expense	45,150	3,762.53	3,020.05	(742.48)	38,098.82	(7,051.55)
4109 Other Postemployment Benefits	6,000	500.00	0.00	(500.00)	2,166.00	(3,834.00)
ADMINISTRATION						
4203 Audit Services	10,441	870.08	0.00	(870.08)	10,350.00	(91.00)
4204 Accounting/Bookkeeping Services	4,826	402.17	380.00	(22.17)	4,350.00	(476.00)
4208 Contracts with Vendors	380	31.67	0.00	(31.67)	0.00	(380.00)
4217 Legal Services	8,300	691.67	0.00	(691.67)	1,131.22	(7,168.78)
4229 Lease/Rental-Admin. Equip/furn/fixt	3,240	270.00	242.00	(28.00)	2,816.00	(424.00)
4232 Advertising	500	41.67	0.00	(41.67)	52.00	(448.00)
4233 Awards to Employees and Others	750	62.50	70.00	7.50	275.00	(475.00)
4237 Dues and Memberships - Admin.	5,392	449.33	0.00	(449.33)	5,154.00	(238.00)
4238 Employee Test/Exams - Admin	920	76.67	0.00	(76.67)	735.00	(185.00)
4239 Equipment - General (non-capitalized)	1,500	125.00	0.00	(125.00)	528.66	(971.34)
4240 Insurance - Liability	8,495	707.92	0.00	(707.92)	8,095.00	(400.00)
4241 Insurance - Worker's Compensation	2,000	166.67	0.00	(166.67)	1,583.00	(417.00)
4242 Maintenance and Repairs - Admin.	500	41.67	0.00	(41.67)	0.00	(500.00)
4243 Prem. On Surety/Fidelity Bonds	387	32.25	0.00	(32.25)	371.00	(16.00)
4245 Software & Licensing - Admin.	2,200	183.33	105.00	(78.33)	1,904.95	(295.05)
4246 Supplies & Materials - Admin.	3,700	308.33	191.61	(116.72)	2,528.51	(1,171.49)
4247 Training Costs - Administrative	750	62.50	0.00	(62.50)	612.16	(137.84)
4248 Travel - Administrative	3,990	332.50	393.60	61.10	1,832.40	(2,157.60)
4249 Uniforms - Administrative	500	41.67	0.00	(41.67)	133.00	(367.00)
4250 Telephone Costs - Administrative	3,460	288.33	211.71	(76.62)	2,540.68	(919.32)
4251 Telecomm cell phones/pagers-Admin	600	50.00	37.68	(12.32)	329.48	(270.52)
4253 Vehicle Expenses - Administrative	3,100	258.33	1,005.70	747.37	2,369.63	(730.37)
4254 Vehicle Fuel - Administrative	2,000	166.67	224.38	57.71	1,506.51	(493.49)

BUILDING AND FACILITIES						
4305 Equipment-Facilities (non capitalized)	2,000	166.67	0.00	(166.67)	416.99	(1,583.01)
4307 Utilities	26,400	2,200.00	1,432.83	(767.17)	18,159.66	(8,240.34)
4333 Maint. And Repairs - Build/Facilities	17,500	1,458.33	678.61	(779.72)	15,357.66	(2,142.34)
4337 Building and Facilities Costs	500	41.67	0.00	(41.67)	123.81	(376.19)
4338 Insurance - Buildings and Contents	21,470	1,789.17	0.00	(1,789.17)	17,088.00	(4,382.00)
4339 Maintenance & Warranty Contracts	1,200	100.00	0.00	(100.00)	418.00	(782.00)
4340 Supplies and Materials-Build/Facilit.	3,000	250.00	62.72	(187.28)	1,917.36	(1,082.64)
4399 Misc. Building and Facilities Costs	650	54.17	0.00	(54.17)	471.97	(178.03)
COMMUNICATIONS - OPERATIONS						
4406 Employee Testing/ Exams- Operations	2,600	216.67	0.00	(216.67)	1,770.00	(830.00)
4410 Insurance - Equipment (non admin)	350	29.17	0.00	(29.17)	318.00	(32.00)
4413 Communications License and Fees	45,000	3,750.00	0.00	(3,750.00)	44,005.50	(994.50)
4418 Training Expenses - Commun. Oper.	2,800	233.33	0.00	(233.33)	742.95	(2,057.05)
4419 Travel Expenses - Commun. Operation	3,000	250.00	0.00	(250.00)	859.36	(2,140.64)
4423 Addressing/mapping/data supplies	1,100	91.67	0.00	(91.67)	404.00	(696.00)
4424 Cable/Internet Charges - Commun.	21,000	1,750.00	1,548.08	(201.92)	18,717.09	(2,282.91)
4427 Equipment - Commun.(not capitalized)	4,000	333.33	0.00	(333.33)	1,264.92	(2,735.08)
4430 Language Interpreting	500	41.67	25.50	(16.17)	398.25	(101.75)
4431 Maintenance & Warranty Contracts	29,600	2,466.67	0.00	(2,466.67)	26,805.24	(2,794.76)
4432 Maint. And Repairs - Communication	4,110	342.50	0.00	(342.50)	3,930.01	(179.99)
4433 NCIC/TBI/TIES Expenses	7,025	585.42	0.00	(585.42)	6,690.00	(335.00)
4435 Supplies, Materials & Serv. - Comm.	1,500	125.00	0.00	(125.00)	148.79	(1,351.21)
4436 Uniforms-Commun./ Operations	800	66.67	0.00	(66.67)	215.50	(584.50)
4437 Telephone Costs (Call Center Lines)	10,917	909.75	0.00	(909.75)	9,097.00	(1,820.00)
4438 Telecom. Cell Phones/Pagers-Com/Op	1,800	150.00	93.64	(56.36)	1,129.37	(670.63)
4439 Vehicle Expenses - Operations	5,800	483.33	0.00	(483.33)	5,385.58	(414.42)
4440 Vehicle Fuel - Operations	910	75.83	0.00	(75.83)	0.00	(910.00)
NONOPERATING EXPENSES						
4501 DEPRECIATION	175,065	8,375.00	13,829.80	5,454.80	165,957.60	(9,107.40)
5010 INTEREST EXPENSE	100,500	14,588.75	5,669.36	(8,919.39)	28,418.39	(72,081.61)
TOTAL ESTIMATED EXPENSE	1,707,447	142,287.23	107,355.14	(34,932.09)	1,430,757.59	(276,689.18)
ESTIMATED RECEIPTS						
	1,736,977		239,521.77			
ESTIMATED EXPENDITURE						
	1,707,447		107,355.14			
OVER (UNDER)						
	29,530		132,166.63			
Capital Expense						
2203 Building Payment Principal	29,500	2,458.33	2,877.64	419.31	14,316.61	(15,183.39)

STATE OF TENNESSEE

DEFERRED COMPENSATION PLAN II

- 401(k) -

RESOLUTION AND

PARTICIPATING EMPLOYER AGREEMENT

Roane County Emergency Communications District

[Participating Employer]

Administered by:
Treasurer, State of Tennessee
502 Deaderick Street, 15th Floor
Andrew Jackson State Office Building
Nashville, Tennessee 37243
Telephone: 615-532-2347

RESOLUTION

WHEREAS, Roane County Emergency Communications District, (hereinafter referred to as the "Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a 401(a) or 401(k) defined contribution plan, funded by employee deferrals and, if elected pursuant to Section N, Q, or HH of the Participating Employer Agreement, employer contributions;

WHEREAS, Tennessee Code Annotated, Section 8-25-111(a) allows a Tennessee local governmental entity to participate in the State of Tennessee's 401(a)/401(k) defined contribution plan subject to the approval of the Chair of the Tennessee Consolidated Retirement System (hereinafter referred to as the "Chair");

WHEREAS, the liability for participation and the costs of administration shall be the sole responsibility of the Employer and/or its employees, and not the State of Tennessee;

WHEREAS, the Employer has also determined that it wishes to encourage employees' saving for retirement;

WHEREAS, the Employer has reviewed the State of Tennessee Deferred Compensation Plan II Adoption Agreement for a Section 401(k) Cash or Deferred Arrangement for Governmental Employers, as adopted by the State of Tennessee, as amended and restated effective January 1, 2010, as amended December 21, 2010, and as amended by Amendment Number Two dated January 4, 2012, as well as the Section 401(k) Cash or Deferred Arrangement for Governmental Employer Basic Plan Document (collectively known as the "Plan" or "Plan Document");

WHEREAS, the Employer wishes to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Employer is eligible to become a Participating Employer in the Plan, pursuant to Article XX of the Plan Document;

WHEREAS, the Employer is concurrently executing a Participating Employer Agreement for the Plan; and

WHEREAS, the Board of Directors ("Governing Authority") of the Employer is authorized by law to adopt this resolution approving the Participating Employer Agreement on behalf of the Employer;

NOW, THEREFORE, the Governing Authority of the Employer hereby resolves:

1. The Employer adopts the Plan Document for its Employees; provided, however, that for the purpose of the Plan, the Employer shall be deemed to have designated irrevocably the Chair as its agent, except as otherwise specifically provided herein or in the Participating Employer Agreement.

2. The Employer acknowledges that the Plan does not cover, and the Trustees of the Plan ("Trustees") have no responsibility for, other employee benefit plans maintained by the Employer.
3. The Employer acknowledges that it may not provide employer contributions to the Plan on behalf of any of its employees that exceed three percent (3%) of the respective employees' salary if the employees are members of the Tennessee Consolidated Retirement System ("TCRS") or of any other retirement program financed from public funds whereby such employees obtain or accrue pensions or retirement benefits based upon the same period of service to the Employer, unless such employees are members of TCRS' local government hybrid plan established under Tennessee Code Annotated, Section 8-35-256 or TCRS' State hybrid plan established under Tennessee Code Annotated, Title 8, Chapter 36, Part 9. If such employees participate in either of those hybrid plans, the total combined amount of employer contributions to the Plan and to any one or more additional defined contribution plans may not exceed seven percent (7%) of the respective employees' salary. In no instance shall the total combined employer contributions to all defined contributions plans on behalf of a single employee exceed the maximum allowed under the Internal Revenue Code ("Code"), and shall conform to all applicable laws, rules and regulations of the Internal Revenue Service ("IRS") governing profit sharing and/or salary reduction plans for governmental employees.
4. The Employer hereby adopts the terms of the Participating Employer Agreement, which is attached hereto and made a part of this resolution. The Participating Employer Agreement (a) permits all employees of the respective entity to make elective deferrals; (b) sets forth the Employees to be covered pursuant to Section N, Q, or HH of the Participating Employer Agreement for employer contributions, if any; (c) outlines the benefits to be provided by the Participating Employer under the Plan; and, (d) states any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participating Employer Agreement, so long as the amendment is not inconsistent with the Plan, the Code, Tennessee law, or other applicable law and is approved by the Chair.
5. The Chair may amend the Plan on behalf of all Employers, including those Employers who have adopted the Plan prior to a restatement or amendment of the Plan, for changes in the Code, the regulations thereunder, Tennessee law, revenue rulings, other statements published by the Internal Revenue Service ("IRS"), including model, sample, or other required good faith amendments, and for other reasons that are deemed at the Chair's sole discretion to be in the interest of the Plan. These amendments shall be automatically applicable to all Employers.

6. The Chair will maintain, or will have maintained a record of the Employers and will make reasonable and diligent efforts to ensure that Employers have received all Plan amendments.
7. The Employer shall abide by the terms of the Plan, including amendments to the Plan and Trust made by the Chair, all investment, administrative, and other service agreements of the Plan, and all applicable provisions of the Code, Tennessee law, and other applicable law.
8. The Employer accepts the administrative services to be provided by the Tennessee Treasury Department and any services provided by Plan vendors. The Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' Accounts and/or charged to the Employer.
9. Subject to the provisions of Section 20.06 of the Plan, the Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements pursuant to the Plan, if it takes the following actions:
 - a. A resolution must be adopted by the Governing Authority of the Employer terminating the Employer's participation in the Plan.
 - b. The resolution must specify the proposed date when the participation will end, which must be at least six calendar months after notice to the Chair and the Employer's employees.
 - c. The Chair shall (i) determine whether the resolution complies with the Plan, and all applicable federal and state laws, (ii) determine an appropriate effective date, and (iii) provide appropriate forms to terminate ongoing participation. Distributions under the Plan of existing accounts to Participants will be made in accordance with the Plan Document.
 - d. Once the Chair determines the appropriate effective date, the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof.
 - e. The Chair can, in the Chair's sole discretion, reduce the six month notice and withdrawal period to a shorter period if the Employer so requests, but in no event shall the period be less than three months.
10. The Employer acknowledges that the Plan Document contains provisions for Plan termination by the Trustees, subject to applicable Tennessee law.
11. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, shall

be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan and subject to the vesting provisions of the Plan. All contributions to the Plan must be timely transferred by the Employer to the Trust Fund pursuant to and in the manner provided by the Chair. The Employer acknowledges that if the Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees, or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.

12. The Employer agrees to offer and enroll only those persons, whether appointed, elected, or under contract, wherein an employee-employer relationship is established, providing service to the Employer for which compensation is paid by the Employer.
13. The Employer understands that IRS rules and Tennessee law limit participation in the Plan to governmental entities and their respective employees. The Employer will notify the Chair in writing within ten (10) calendar days if it ceases to be a governmental entity under applicable federal or Tennessee law, and/or if it discovers that it is transferring or having transferred employee deferrals and/or employer contributions to the Plan on behalf of an individual who does not meet the requirements in Paragraph 12 above.
14. The Employer acknowledges that the Chair and other Trustees are the fiduciaries of the Plan and have sole and exclusive authority to interpret the Plan and decide all claims and appeals for Plan benefits. The Employer agrees to abide by the Chair's decisions on all matters involving the Plan.
15. This resolution and the Participating Employer Agreement shall be submitted to the Chair for approval. The Chair shall determine whether the resolution and the Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement participation in the Plan. The Chair may refuse to

approve a Participating Employer Agreement executed by an Employer that, in the Chair's sole discretion, does not qualify to participate in the Plan.

16. The Governing Authority hereby acknowledges that it is responsible to assure that this resolution and the Participating Employer Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Governing Authority on _____, _____, in accordance with applicable law.

By: _____
Signature

Printed Name

Title

Attest: _____

Date: _____

[Governing Authority must assure that applicable law is followed in the adoption and execution of this resolution.]

STATE OF TENNESSEE

DEFERRED COMPENSATION PLAN II - 401(k)

PARTICIPATING EMPLOYER AGREEMENT

A. PARTICIPATING EMPLOYER INFORMATION

Name: Roane County Emergency Communications District

NOTE: A Participating Employer Agreement must be completed for each employer. For example, if a city has separate legal entities for the city and a utility company – each would need to complete their own Participating Employer Agreement in order to participate. However, divisions of the same employer (e.g., finance, HR, departments, etc.) do not need to complete and should not complete separate agreements.

(1) GOVERNING AUTHORITY

Name: Board of Directors

Address: 4390 Roane State Highway, Rockwood, TN 37854

Phone: 865-354-0704

Person Authorized to receive Official Notices from the Plan or Administrator:

Kim Tharp and Bryan Walker

(2) PARTICIPATING EMPLOYER TAX ID NUMBER: 62-1463632

(3) **DISCLOSURE OF DEFERRED COMPENSATION OR RETIREMENT PLAN(S)
[INCLUDING, IF APPLICABLE, PARTICIPATION IN THE TENNESSEE
CONSOLIDATED RETIREMENT SYSTEM ("TCRS")]**

This Participating Employer ☒ does or ☐ does not have an existing deferred compensation or retirement plan. If the Participating Employer does have one or more deferred compensation plans or retirement plans (including TCRS), the Governing Authority must provide in the space below the plan name, name and telephone number of the provider, and such other information requested by the Administrator.

TCRS Legacy

B. TYPE OF ADOPTION AND EFFECTIVE DATE

NOTE: This Participating Employer Agreement ("Agreement"), with the accompanying Plan, is designed to comply with Internal Revenue Code ("Code") Section 401(a), as applicable to a governmental qualified defined contribution plan. By adopting this Participating Employer Agreement, with its accompanying Resolution, the Participating Employer is adopting a Plan Document intended to comply with Code Sections 401(a) and 414(d).

This Agreement is for the following purpose: *(Check and complete box 1 OR box 2 OR box 3.)*

1. ☒ This is a new defined contribution plan adopted by the Participating Employer for its Employees effective October 1, 2023 (insert effective date of this Agreement).
2. ☐ This is an amendment to be effective as of _____, _____, to the current Agreement previously adopted by the Participating Employer, which was originally effective _____, _____, as follows (please specify type below):
 - a. ☐ This is an amendment to change one or more of the Participating Employer's contribution elections in the existing Participating Employer Agreement.
 - b. ☐ Other (must specify elective provisions in this Agreement that are being changed):

3. ☐ This is an amendment and restatement of another defined contribution plan of the Participating Employer, the effective date of which shall be _____, _____ (insert effective date of this Agreement). This Agreement is intended to replace and serve as an amendment and restatement of the Participating Employer's preexisting plan, which became effective on _____, _____ (insert original effective date of preexisting plan). The Participating Employer understands that it is the Participating Employer's responsibility to ensure that the preexisting plan met all applicable state and federal requirements.

C. PLAN YEAR. Plan Year shall mean the calendar year.

D. CUSTODY OF ASSETS. Code § 401(a) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries, in a Trust pursuant to the provisions of Article VIII of the Plan. The Trustees for the Plan are also the Trustees for the separate accounts for each participating employer.

E. ELIGIBLE EMPLOYEES.

1. "Employee" shall mean, for purposes of making **Elective Deferrals or Mandatory Employee Salary Reduction Contributions**, any person, whether appointed, elected or under contract wherein an employee-employer relationship is established, providing services to the Participating Employer for which Compensation is paid by the Participating Employer. Any other individual who is a subcontractor, contractor, or employed by a subcontractor or contractor, or is under any other similar arrangement wherein an employer-employee relationship is not established will not be treated as an Employee. An Employee is immediately eligible to make Elective Deferrals under the Plan. An Employee is required to make mandatory salary reduction contributions if and as specified in Section 2.e. or f., below. An Employee's Entry Date, unless otherwise specified in Article IV of the Plan, shall be for purposes of any Matching Contributions as described in Section N, any Non-Matching Contributions as described in Section Q, and Mandatory Employee Salary Reduction Contributions as described in Section II:

- a. ☐ the date the Employee satisfies the eligibility requirements specified in this Section E for the relevant types of contributions
- b. ☐ the January 1 and July 1 following the date the Employee satisfies the eligibility requirements specified in this Section E for the relevant type of contributions
- c. ☐ the first payroll following the date the Employee satisfies the eligibility requirements specified in this Section E for the relevant type of contributions

2. a. "Employee" shall mean for purposes of **Matching Contributions as described in Section N** of this Agreement: *(Check and complete each box that applies. If no Matching Contributions will be made, do not complete.)*

- i. ☐ any full-time employee, which is an employee who renders ____ or more Hours of Service per week, as defined in Section H below
- ii. ☐ any permanent part-time employee, which is an employee who is not a full-time employee and who renders ____ or more Hours of Service per week, as defined in Section H below
- iii. ☐ any seasonal, temporary or similar part-time employee
- iv. ☐ any elected or appointed official
- v. ☐ any employee in the following class(es) of employees:

who meets the definition in Section E.1 above.

- b. Each Employee will be eligible to participate in this Plan for purposes of receiving **Matching Contributions as described in Section N** of this Agreement and in accordance with the provisions of Article IV of the Plan, except the following: *(Check and complete each box that applies. If no Matching Contributions will be made, do not complete.)*

- i. ☐ Employees who have not attained the age of ____ (not to exceed 21).
- ii. ☐ Employees who have not completed ____ Years of Service during the Vesting Computation Period as defined in Section X below.
- iii. ☐ Employees who do not satisfy the following eligibility requirements:

- c. "Employee" shall mean for purposes of **Non-Matching Contributions as described in Section Q** of this Agreement: *(Check and complete each box that applies. If no Non-Matching Contributions will be made, do not complete.)*

- i. ☐ any full-time employee, which is an employee who renders _____ or more Hours of Service per week, as defined in Section H below.
- ii. ☐ any permanent part-time employee, which is an employee who is not a full-time employee and who renders _____ or more Hours of Service per week, as defined in Section H. below.
- iii. ☐ any seasonal, temporary or similar part-time employee
- iv. ☐ any elected or appointed official
- v. ☐ any employee in the following class(es) of employees:

- v. ☐ any employee listed or otherwise described in Schedule I attached to this Agreement

who meets the definition in Section E.1 above.

- d. Each Employee will be eligible to participate in this Plan for purposes of receiving **Non-Matching Contributions as described in Section Q** of this Agreement and in accordance with the provisions of Article IV of the Plan, except the following: *(Check and complete each box that applies. If no Non-Matching Contributions will be made, do not complete.)*

- i. ☐ Employees who have not attained the age of _____ (not to exceed 21).
- ii. ☐ Employees who have not completed _____ Years of Service during the Vesting Computation Period as defined in Section X below.
- iii. ☐ Employees who do not satisfy the following eligibility requirements:

- e. "Employee" shall mean for purposes of **Mandatory Employee Salary Reduction Contributions as described in Section II** of this Agreement: *(Check and complete each box that applies. If no Mandatory Salary Reduction Contributions will be made, do not complete.)*

- i. ☐ any full-time employee, which is an employee who renders _____ or more Hours of Service per week, as defined in Section H below
- ii. ☐ any permanent part-time employee, which is an employee who is not a full-time employee and who renders _____ or more Hours of Service per week, as defined in Section H below
- iii. ☐ any seasonal, temporary or similar part-time employee
- iv. ☐ any elected or appointed official
- v. ☐ any employee in the following class(es) of employees:

who meets the definition in Section E.1 above.

- f. Each Employee will be eligible to participate in this Plan for purposes of making **Mandatory Employee Salary Reduction Contributions as described in Section II** of this Agreement and in accordance with the provisions of Article IV of the Plan, except the following: *(Check and complete each box that applies. If no Mandatory Salary Reduction Contributions will be made, do not complete.)*

i. ☐ Employees who have not attained the age of _____ (not to exceed 21).

ii. ☐ Employees who do not satisfy the following eligibility requirements:

F. AUTOMATIC ENROLLMENT. *(Check and complete box 1 OR box 2.) [NOTE: THIS SECTION F ONLY APPLIES TO ELECTIVE DEFERRALS, NOT TO MANDATORY EMPLOYEE SALARY REDUCTION CONTRIBUTIONS.]*

1. ☒ The Participating Employer DOES NOT elect automatic enrollment.
2. ☐ The Participating Employer DOES elect automatic enrollment, which will be effective on and after _____ as follows:

a. Employees covered under the automatic enrollment are: *(If this Section F (Automatic Enrollment) is elected, check one option below. Otherwise, do not complete.)*

i. ☐ All Employees.

- ii. ☐ All Employees who become members of the TCRS State Employee and Teacher Hybrid Plan on or after January 1, 2023 and who do not have an alternative election in effect.

- b. The default percentage contributed to the Plan on behalf of the Participant will be a deferral of 2% of the Participant's Compensation. The 2% default percentage will be subject to a percentage annual increase thereafter if provided for in the Plan Document. Any deferral percentage increase will take effect annually on the first day of the Plan Year. Participants' default deferrals will remain at the same percentage for at least twelve (12) months before their automatic deferral percentages will be increased automatically.

The automatic deferrals will be contributed on a pre-tax basis and will continue until the Participant affirmatively elects otherwise.

An Employee who affirmatively declines coverage after the first automatic enrollment contribution was made, may make an election to withdraw his or her entire automatic enrollment contribution. This election must be submitted no later than 90 days after the payroll date in which the first automatic enrollment contribution is made on behalf of the Participant. The amount of the distribution will be the value of the automatic enrollment contributions plus or minus investment gains or losses as of the date the distribution is processed. Automatic enrollment contributions made after such date remain in the Plan and are subject to the Plan's regular distribution rules. Further, an Employee who has made an election to withdraw who leaves employment and is then rehired by the Participating Employer before a 12-continuous-month absence may not make another election to withdraw his or her automatic enrollment contribution. Any Employer Matching Contributions attributable to the distribution of the automatic enrollment contributions will be forfeited regardless of the vesting percentage in the Matching Contributions. **[NOTE: If HH.2, "FICA Replacement ("3121") Plan", is elected and F.2 is elected, the Employee may not make an election to withdraw his or her automatic enrollment contribution.]**

- c. An Employee who leaves employment and is rehired by the Participating Employer before a 12-continuous-month absence has occurred will be treated as subject to the automatic contribution schedule. An Employee who leaves employment and is rehired by the Participating Employer after a 12-continuous-month absence: *(Check one option below.)*

- i. ☐ will be treated as a new Employee, or
- ii. ☐ will not be treated as a new Employee

for purposes of determining the Employee's contribution rate in F.2.b above.

G. SERVICE WITH PREDECESSOR EMPLOYER. *(If Vesting or Eligibility requirements will apply to Matching Contributions as described in Section N of this Agreement and/or Non-Matching Contributions as described in Section Q of this Agreement, check and complete box 1 OR box 2 OR box 3.)* "Predecessor employer" means a governmental employer that served the same functions as the current employer or has employees whose jobs were merged into the current employer.

1. ☒ This section is N/A because there are no predecessor employers.
2. ☐ Service with any predecessor employers will not be counted for any purposes under the Plan.
3. ☐ Service with (insert name of predecessor employer(s)):

will be counted under the Plan for eligibility and vesting.

H. HOURS OF SERVICE. Hours of Service shall be determined on the actual hours for which an Employee is paid or entitled to payment.

I. YEAR OF SERVICE FOR ELIGIBILITY AND VESTING. If Eligibility or Vesting requirements will apply to Matching Contributions as described in Section N of this Agreement and/or Non-Matching Contributions as described in Section Q of this Agreement, Year of Service shall mean the 12-consecutive-month period beginning on the Employee's Employment Commencement Date and each anniversary thereof.

Years of Service for Vesting shall include any Years of Service with a participating employer.

J. COMPENSATION DEFINITION. Compensation shall mean Code § 415 compensation as defined in Section 2.06 of the Plan.

K. COMPENSATION COMPUTATION PERIOD. Compensation shall be determined on the basis of the calendar year.

L. FIRST YEAR COMPENSATION. If Matching or Non-Matching Contributions will be made, for purposes of determining the Compensation on the basis of which such contributions will be allocated for a Participant's first year of participation, the Participant's Compensation shall be the Participant's Compensation for the period commencing as of the first day the Employee became a Participant.

M. EMPLOYMENT COMMENCEMENT DATE. An Employee's Employment Commencement Date means the Employee's date of hire or rehire, as applicable, with respect to which an Employee is first credited with an Hour of Service.

N. MATCHING CONTRIBUTIONS. *(Complete 1 and 2 below.)*

1. Matching Contributions on Elective Deferrals. *(Check and complete box a OR box b OR box c OR box d.)* The Participating Employer shall:

- a. ☒ NOT make Matching Contributions on Elective Deferrals.
- b. ☐ match ___% of Participant elective deferrals into either the 401(k) or 457(b) of up to ___% of Compensation.
- c. ☐ match ___% of the first \$_____ of Participant elective deferrals.
- d. ☐ match the percentage of Participant elective deferrals that the Employer determines in its discretion for the respective Plan Year.

If the Participating Employer elects Automatic Enrollment under Section F.2., Matching Contributions related to the distributed permissible withdrawal election will be placed in a forfeiture account and used in the manner provided in Section V below. Matching Contributions will not be made if a permissible withdrawal is taken before the date the Matching Contribution is allocated.

2. Matching Contributions on Mandatory Salary Reduction Contributions under Section II of this Agreement. *(Check and complete box a OR box b OR box c OR box d.)* The Participating Employer shall:

- a. ☒ NOT make Matching Contributions on Mandatory Salary Reduction Contributions.
- b. ☐ match ___% of Mandatory Salary Reduction Contributions for the Participant up to ___% of Compensation.
- c. ☐ match ___% of the first \$_____ of Mandatory Salary Reduction Contributions for the Participant.
- d. ☐ match the percentage of Mandatory Salary Reduction Contributions for the Participant that the Employer determines in its discretion for the respective Plan Year.

O. ALLOCATION OF MATCHING CONTRIBUTIONS. If Matching Contributions will be made, allocations will be made to each Participant who satisfies the applicable requirements of Section E of this Participating Employer Agreement.

P. VESTING SCHEDULE – MATCHING CONTRIBUTIONS. *(If Matching Contributions will be made, check box 1 OR box 2 OR box 3. Otherwise, do not complete.)* The vested interest of each Participant in his or her Matching Contribution Account shall be determined on the basis of the following schedule:

1. ☐ 100% vesting immediately.
2. ☐ 100% vesting after 3 Years of Service.
3. ☐ 20% after one Year of Service.
40% after two Years of Service.
60% after three Years of Service.
80% after four Years of Service.
100% after five Years of Service.

Q. NON-MATCHING CONTRIBUTIONS. *(If non-matching contributions will be made, check box 1 OR box 2.)*

1. ☒ The Participating Employer shall NOT make Non-Matching Contributions.
2. ☐ The Participating Employer shall contribute: *(Check and complete one box.)*
 - a. ☐ an amount fixed by appropriate action of the Employer.
 - b. ☐ ____% of Compensation of Participants for the Plan Year.
 - c. ☐ \$____ per Participant.
 - d. ☐ an amount pursuant to Schedule 1 attached to this Agreement and which is referenced in Section E.2.c above.
 - e. ☐ a contribution matching the Participant's contribution to the Employer's § 457(b) plan as follows: (Specify rate of match and time of allocation, e.g., payroll by payroll, monthly, last day of Plan Year.)

R. ALLOCATION OF NON-MATCHING CONTRIBUTIONS. If Non-Matching Contributions will be made, allocations will be made to each Participant who satisfies the requirements of Section E.2.c and E.2.d of this Participating Employer Agreement.

S. VESTING SCHEDULE – NON-MATCHING CONTRIBUTIONS. *(If Non-Matching Contributions will be made, check box 1 OR box 2 OR box 3. Otherwise, do*

not complete.) The vested interest of each Participant in his or her Non-Matching Contribution Account shall be determined on the basis of the following schedule:

1. ☐ 100% vesting immediately.
2. ☐ 100% vesting after 3 Years of Service.
3. ☐ 20% after one Year of Service.
40% after two Years of Service.
60% after three Years of Service.
80% after four Years of Service.
100% after five Years of Service.

T. ROTH CONTRIBUTIONS. Participant Roth Contributions SHALL BE allowed.

U. AFTER-TAX CONTRIBUTIONS. Participant After-tax Contributions SHALL NOT BE allowed.

V. FORFEITURES. *(If Non-Matching or Matching Contributions will be made, check box 1 OR box 2. Otherwise, do not complete.)*

1. ☐ N/A because all contributions are 100% vested immediately.
2. ☐ Forfeitures will be used first to reduce the Employer's Matching Contributions (if any), then to reduce the Non-Matching Contributions (if any), and then to offset Plan expenses.

W. RETIREMENT AGES AND DISABILITY DEFINITION.

1. Normal Retirement Age shall mean age 60.
2. Early Retirement shall mean age 59 ½.
3. Disability shall mean a determination of disability by the Social Security Administration or, if the Participant is a member of the Tennessee Consolidated Retirement System, a determination of disability by the Tennessee Consolidated Retirement System.

X. VESTING COMPUTATION PERIOD. A Participant's Years of Service shall be computed by reference to the 12-consecutive-month period beginning on the Employee's Employment Commencement Date and each anniversary thereof.

Y. ROLLOVERS. Rollovers from eligible Code § 457(b) plans, qualified plans under Code §§ 401(a), 403(a) and 403(b), Individual Retirement Accounts and Annuities described in Code §§ 408(a) and (b), and eligible rollover contributions of designated Roth contributions made from an applicable retirement plan described in Code § 402A(e)(1) SHALL BE allowed.

- Z. TRANSFERS.** Transfers from plans qualified under Code § 401(a) SHALL BE allowed.
- AA. HARDSHIP WITHDRAWALS.** The Administrator SHALL allow hardship withdrawals in accordance with Section 10.04 of the Plan. If Section HH (FICA Replacement Plan) is elected, hardship distributions are not permitted.
- BB. PARTICIPANT LOANS.** The Administrator SHALL direct the Trustee to make Participant loans in accordance with Article XIII of the Plan. Loans payments must be made by payroll deduction. If a Participant severs employment with the Participating Employer and is immediately hired by another Participating Employer, the loan will be carried forward and any missed loan repayment caused by a change in payroll processing can be made up by personal check in a single lump payment. If a Participant severs employment and is not hired by another Participating Employer, loan repayments may continue to made by personal check. If Section HH (FICA Replacement Plan) is elected, loans are not permitted.
- CC. QUALIFIED DOMESTIC RELATIONS ORDERS.** The Plan shall accept qualified domestic relations orders as provided in Section 15.02 of the Plan.
- DD. PAYMENT OPTIONS.** The forms of payment that will be allowed under the Plan, to the extent consistent with the limitations of Code § 401(a)(9) and proposed or final Treasury regulations thereunder, include a single lump-sum payment; installment payments for a period of years; partial lump-sum payment of a designated amount, with the balance payable in installment payments for a period of years; annuity payments (payable on a monthly, quarterly, or annual basis) for the lifetime of the Participant or for the lifetimes of the Participant and Beneficiary; and such other forms of installment payments as may be approved by the Administrator, which is not inconsistent with the Plan.
- EE. DEEMED TRADITIONAL IRA.** The deemed traditional IRA provisions of Article XVI of the Plan SHALL NOT apply.
- FF. DEEMED ROTH IRA.** The deemed Roth IRA provisions of Article XVII of the Plan SHALL NOT apply.
- GG. DISTRIBUTIONS.** A Participant may request distributions as follows:
1. A Participant may request a distribution at any time upon Severance from Employment. "Severance from Employment" means the complete severance of the employer/employee relationship with any and all employers participating in the Plan, including retirement or death. Thus, a Severance from Employment would not occur if a Participant transfers employment (i) from one local government that participates in the Plan to another local government that participates in the Plan, or (ii) from the State to a local government that participates in the Plan, or (iii) from a local government that participates in the Plan to the State.

2. A Participant may request a distribution prior to Severance of Employment after reaching age 59½ or, if earlier, upon death. A Participant may also request a distribution prior to Severance of Employment upon incurring a hardship; however, the distribution will be limited to the Participant's Elective Deferral Account and transfer Elective Deferral Account, if any.
3. A Participant may request a distribution from a Rollover Contribution Account at any time.
4. If Section HH (FICA Replacement Plan) is elected, in-service distributions for hardship, loans, and attainment of age 59½ are not permitted.
5. Distributions taken before the Participant reaches age 59½ may be subject to a federal early withdrawal tax.

HH. FICA REPLACEMENT PLAN ("3121" PLAN). *(Check box 1 OR box 2.)* This Participating Employer Agreement as adopted:

1. ☒ IS NOT *(if checked continue to II below)*, or
2. ☐ IS

intended to provide FICA replacement benefits pursuant to regulations under Code Section 3121(b)(7)(F).

a. Eligible Employee means: *(If this Section HH (FICA Replacement Plan) is elected, check each box that applies. Otherwise, do not complete):*

- i. ☐ any full-time employee, which is an employee who renders _____ or more Hours of Service per week, as defined in Section H above,
- ii. ☐ any part-time employee, which is an employee who is not a full time employee and who renders _____ or more Hours of Service per week, as defined in Section H above.
- iii. ☐ Any employee who is not covered by Social Security.

b. Contributions: *(If this Section HH (FICA Replacement Plan) is elected, check and complete each box that applies. Otherwise, do not complete):*

- i. ☐ The Employer shall make an annual contribution to each Participant's account equal to _____ percent of such Participant's Compensation.
- ii. ☐ Each Participant is required to make an annual contribution of _____ percent of Compensation.

(NOTE: The total percentage of b.i and b.ii must equal at least 7.5%.)

In the event that this Plan is a retirement system providing FICA replacement retirement benefits as described above, all references in the Plan Document to in-service distributions for hardship withdrawals, loans, and age 59½ shall be null and void. In addition, any part-time employee included under HH.2.a. shall be fully vested at all times. In the event F.2 "Automatic Enrollment" is selected, a Participant may not change his or her deferral election to an amount less than the Participant required annual contribution, if any, in HH.2.b above.

II. MANDATORY SALARY REDUCTION CONTRIBUTIONS. (Check box 1 OR box 2.) This Participating Employer Agreement as adopted:

1. ☒ does not provide for Mandatory Salary Reduction Contributions. *(If checked continue to JJ below.)*
2. ☐ provides "Mandatory Salary Reduction Contributions" to be paid by the Employer through a reduction of the Participant's salary for services rendered, in accordance with Code § 414(h). These contributions are required as a condition of employment. Mandatory Salary Reduction Contributions are treated as Employer Contributions for federal income tax purposes, but are considered "wages" for purposes of FICA and FUTA. Such contributions shall be made as of each payroll period and allocated to the Mandatory Employee Contribution Account of the Participant on whose behalf they were made and shall be 100% vested at all times.

By the adoption of this Participating Employer Agreement, the Employer specifies that the mandatory employee salary reduction contributions, although designated as employee contributions, are being paid via salary reduction by the Employer as provided in Code § 414(h)(2) and Revenue Ruling 2006-43 or subsequent guidance. For this purpose, the adoption of this Participating Employer Agreement constitutes formal action to provide that the contributions on behalf of a specific class of Employees as defined in Section E, although designated as employee contributions, will be paid by the employing unit in lieu of employee contributions.

- a. The Participant shall make Mandatory Salary Reduction Contributions to the Plan equal to _____ % (must be a fixed percentage and expressed only in whole and tenths of a percent) of the Participant's Compensation.

The contribution percentage above may be revised no more frequently than annually by the Employer, the new rate to become effective on the January 1 following the execution of an amendment to this Participating Employer Agreement. An amendment that changes the contribution percentage, at the Employer's election: *(Complete box i or box ii below):*

i. ☐ shall apply only to Employees who become Participants on or after the effective date;

ii. ☐ shall apply to all Employees.

b. Mandatory Salary Reduction Contributions: *(Complete box i or ii below):*

i. ☐ are

ii. ☐ are not

counted as Compensation for all Contribution purposes. However, Mandatory Salary Reduction Contributions are counted as for determining Annual Additions under Plan Section 6.06.

JJ. ADMINISTRATIVE INFORMATION.

The Participating Employer further understands and acknowledges that:

- This Participating Employer Agreement has not been approved by the Internal Revenue Service. Obtaining such approval, if desired by the Employer, is solely the responsibility of the Employer.
- The Chair of the Tennessee Consolidated Retirement System ("Chair") and the Participating Employers are not responsible for providing tax or legal advice to Participants.
- The Participating Employer has consulted, to the extent necessary, with its own legal and tax advisors.
- All capitalized terms which are used herein but not defined herein shall have the meanings set forth in the Plan Document.
- The Participating Employer will electronically remit in a timely manner, all employee and employer contributions to the Plan in a manner acceptable with the Plan's Third Party Administrator. The Employer's payroll administrator is responsible for reconciliation of all contributions to the Plan and shall provide the Plan Administrator with required contribution reconciliation reports. Each Employer is required to use the Plan Service Center to administer their employee contributions, indicative data, and enrollment information. If the Participating Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole

responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done.

- Participating Employers are required to use the investment options made available under the Plan. From time to time those investment options may be changed. If an investment option is eliminated, the Administrator may automatically reinvest the money in the eliminated investment option into a new investment option. After any appropriate black-out period, the affected Participants may re-direct money in the new investment option to any other available investment option. The Participants shall have no right to require the Administrator to select or retain any investment option. Any change with respect to investment options made by the Plan (on the Plan level) or a Participant (on the individual level), however, shall be subject to the terms and conditions (including any rules or procedural requirements) of the affected investment options.

This Participating Employer Agreement is duly executed on behalf of the Participating Employer by the undersigned authorized signatories.

PARTICIPATING EMPLOYER'S AUTHORIZED SIGNATORIES:

By: _____ By: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

**ACCEPTANCE OF PARTICIPATING EMPLOYER'S PARTICIPATION IN THE
 STATE OF TENNESSEE DEFERRED COMPENSATION PLAN II BY THE
 TREASURER, STATE OF TENNESSEE, CHAIR OF THE TENNESSEE
 CONSOLIDATED RETIREMENT SYSTEM.**

By: _____
 David H. Lillard, Jr.

Title: Treasurer, State of Tennessee, Chair of the Tennessee Consolidated Retirement System

Date: _____

SCHEDULE 1

STATE OF TENNESSEE

DEFERRED COMPENSATION PLAN II - 401(k)

PARTICIPATING EMPLOYER AGREEMENT

Participating Employer Name: Roane County Emergency Communications District

Classes of Eligible Employees

Contribution Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TENNESSEE STATE
EMPLOYEES DEFERRED COMPENSATION
PLAN AND TRUST
- 457(b)
RESOLUTION AND
PARTICIPATING EMPLOYER AGREEMENT

Roane County Emergency Communications District

[Participating Employer]

Administered by:
Treasurer, State of Tennessee
502 Deaderick Street, 15th Floor
Andrew Jackson State Office Building
Nashville, Tennessee 37243
Telephone: 615-532-2347

RESOLUTION

WHEREAS, Roane County Emergency Communications District, (hereinafter referred to as the "Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a governmental 457(b) deferred compensation plan, funded by employee deferrals and, if elected pursuant to Section I and/or K of the Participating Employer Agreement, employer contributions;

WHEREAS, Tennessee Code Annotated, Section 8-25-111(a) allows a Tennessee local governmental entity to participate in the State of Tennessee's 457(b) deferred compensation plan subject to the approval of the Chair of the Tennessee Consolidated Retirement System (hereinafter referred to as the "Chair");

WHEREAS, the liability for participation and the costs of administration shall be the sole responsibility of the Employer and/or its employees, and not the State of Tennessee;

WHEREAS, the Employer has also determined that it wishes to encourage employees' saving for retirement;

WHEREAS, the Employer has reviewed the Tennessee State Employees Deferred Compensation Plan and Trust Adoption Agreement for a Section 457(b) Eligible Deferred Compensation Plan for Governmental Employers, as adopted by the State of Tennessee, as amended and restated effective December 22, 2010, and as amended by Amendment Number One signed December 22, 2010, Amendment Number Two signed February 8, 2012, Amendment Number Three signed February 26, 2015 and Amendment Number Four signed September 26, 2016 as well as the Section 457(b) Eligible Deferred Compensation Plan for Governmental Employer Basic Plan Document (collectively known as the "Plan" or "Plan Document");

WHEREAS, the Employer wishes to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Employer is eligible to become a Participating Employer in the Plan, pursuant to Article XVII of the Plan Document;

WHEREAS, the Employer is concurrently executing a Participating Employer Agreement for the Plan;
and

WHEREAS, the Board of Directors ("Governing Authority") of the Employer is authorized by law to adopt this resolution approving the Participating Employer Agreement on behalf of the Employer;

NOW, THEREFORE, the Governing Authority of the Employer hereby resolves:

1. The Employer adopts the Plan Document for its Employees; provided, however, that for the purpose of the Plan, the Employer shall be deemed to have designated irrevocably the Chair as its agent, except as otherwise specifically provided herein or in the Participating Employer Agreement.
2. The Employer acknowledges that the Plan does not cover, and the Trustees of the Plan ("Trustees") have no responsibility for, other employee benefit plans maintained by the Employer.

3. The Employer acknowledges that it may not provide employer contributions to the Plan on behalf of any of its employees that exceed three percent (3%) of the respective employees' salary if the employees are members of the Tennessee Consolidated Retirement System ("TCRS") or of any other retirement program financed from public funds whereby such employees obtain or accrue pensions or retirement benefits based upon the same period of service to the Employer, unless such employees are members of TCRS' local government hybrid plan established under Tennessee Code Annotated, Section 8-35-256 or TCRS' State hybrid plan established under Tennessee Code Annotated, Title 8, Chapter 36, Part 9. If such employees participate in either of the hybrid plans, the total combined amount of employer contributions to the Plan and to any one or more additional defined contribution plans may not exceed seven percent (7%) of the respective employee's salary. In no instance shall the total combined employer contributions to all defined contribution plans on behalf of a single employee exceed the maximum allowed under the Internal Revenue Code ("Code"), and shall conform to all applicable laws, rules and regulations of the Internal Revenue Service ("IRS") governing profit sharing and/or salary reduction plans for governmental employees.
4. The Employer hereby adopts the terms of the Participating Employer Agreement, which is attached hereto and made a part of this resolution. The Participating Employer Agreement (a) permits all employees of the respective entity to make elective deferrals; (b) sets forth the Employees to be covered pursuant to Section I and/or K of the Participating Employer Agreement for employer contributions, if any; (c) outlines the benefits to be provided by the Participating Employer under the Plan; and, (d) states any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participating Employer Agreement, so long as the amendment is not inconsistent with the Plan, the Code, Tennessee law, or other applicable law and is approved by the Chair.
5. The Chair may amend the Plan on behalf of all Employers, including those Employers who have adopted the Plan prior to a restatement or amendment of the Plan, for changes in the Code, the regulations thereunder, Tennessee law, revenue rulings, other statements published by the Internal Revenue Service ("IRS"), including model, sample, or other required good faith amendments, and for other reasons that are deemed at the Chair's sole discretion to be in the interest of the Plan. These amendments shall be automatically applicable to all Employers.
6. The Chair will maintain, or will have maintained, a record of the Employers and will make reasonable and diligent efforts to ensure that Employers have received all Plan amendments.
7. The Employer shall abide by the terms of the Plan, including amendments to the Plan and Trust made by the Chair, all investment, administrative, and other service agreements of the Plan, and all applicable provisions of the Code, Tennessee law, and other applicable law.
8. The Employer accepts the administrative services to be provided by the Tennessee Treasury Department and any services provided by Plan vendors. The Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' Accounts and/or charged to the Employer.
9. Subject to the provisions of Section 17.06 of the Plan, the Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements pursuant to the Plan, if it takes the following actions:

- a. A resolution must be adopted by the Governing Authority of the Employer terminating the Employer's participation in the Plan.
 - b. The resolution must specify the proposed date when the participation will end, which must be at least six calendar months after notice to the Chair and the Employer's employees.
 - c. The Chair shall (i) determine whether the resolution complies with the Plan, and all applicable federal and state laws, (ii) determine an appropriate effective date, and (iii) provide appropriate forms to terminate ongoing participation. Distributions under the Plan of existing accounts to Participants will be made in accordance with the Plan Document.
 - d. Once the Chair determines the appropriate effective date, the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof.
 - e. The Chair can, in the Chair's sole discretion, reduce the six month notice and withdrawal period to a shorter period if the Employer so requests, but in no event shall the period be less than three months.
10. The Employer acknowledges that the Plan Document contains provisions for Plan termination by the Trustees, subject to applicable Tennessee law.
 11. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be timely transferred by the Employer to the Trust Fund pursuant to and in the manner provided by the Chair. The Employer acknowledges that if the Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees, or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
 12. The Employer agrees to offer and enroll only those persons, whether appointed, elected, or under contract, wherein an employee-employer relationship is established, providing service to the Employer for which compensation is paid by the Employer.

13. The Employer understands that IRS rules and Tennessee law limit participation in the Plan to governmental entities and their respective employees. The Employer will notify the Chair in writing within ten (10) calendar days if it ceases to be a governmental entity under applicable federal or Tennessee law, and/or if it discovers that it is transferring or having transferred employee deferrals and/or employer contributions to the Plan on behalf of an individual who does not meet the requirements in Paragraph 12 above.
14. The Employer acknowledges that the Chair and other Trustees are the fiduciaries of the Plan and have sole and exclusive authority to interpret the Plan and decide all claims and appeals for Plan benefits. The Employer agrees to abide by the Chair's decisions on all matters involving the Plan.
15. This resolution and the Participating Employer Agreement shall be submitted to the Chair for approval. The Chair shall determine whether the resolution and the Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement participation in the Plan. The Chair may refuse to approve a Participating Employer Agreement executed by an Employer that, in the Chair's sole discretion, does not qualify to participate in the Plan.
16. The Governing Authority hereby acknowledges that it is responsible to assure that this resolution and the Participating Employer Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Governing Authority on _____, _____, in accordance with applicable law.

By: _____
Signature

Printed Name

Title

Attest: _____

Date: _____

[Governing Authority must assure that applicable law is followed in the adoption and execution of this resolution.]

TENNESSEE STATE

EMPLOYEES DEFERRED COMPENSATION PLAN AND TRUST - 457(b)

PARTICIPATING EMPLOYER AGREEMENT

A. PARTICIPATING EMPLOYER INFORMATION

Name: Roane County Emergency Communications District

NOTE: A Participating Employer Agreement must be completed for each employer. For example, if a city has separate legal entities for the city and a utility company – each would need to complete their own Participating Employer Agreement in order to participate. However, divisions of the same employer (e.g., finance, HR, departments, etc.) do not need to complete and should not complete separate agreements.

(1) GOVERNING AUTHORITY

Name: Board of Directors

Address: 4390 Roane State Highway, Rockwood, TN 37854

Phone: 865-354-0704

Person Authorized to receive Official Notices from the Plan or Administrator:

Kim Tharp and Bryan Walker

(2) PARTICIPATING EMPLOYER TAX ID NUMBER: 62-1463632

(3) DISCLOSURE OF RETIREMENT PLAN(S) [INCLUDING, IF APPLICABLE, PARTICIPATION IN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM ("TCRS")]

This Participating Employer ☒ does or ☐ does not have an existing deferred compensation or retirement plan. If the Participating Employer does have one or more deferred compensation plans or retirement plans (including TCRS), the Governing Authority must provide in the space below the plan name, name and telephone number of the provider, and such other information requested by the Administrator.

TCRS (Legacy)

B. TYPE OF ADOPTION AND EFFECTIVE DATE

NOTE: This Participating Employer Agreement ("Agreement"), with the accompanying Plan, is designed to comply with Internal Revenue Code ("Code") Section 457(b), as applicable to a governmental plan.

By adopting this Participating Employer Agreement, with its accompanying Resolution, the Participating Employer is adopting a Plan Document intended to comply with Code Section 457(b).

This Agreement is for the following purpose: *(Check and complete box 1 OR box 2 OR box 3.)*

1. ☒ This is a new 457(b) deferred compensation plan adopted by the Participating Employer for its Employees effective October 1, 2023 **(insert effective date of this Agreement).**
2. ☐ This is an amendment to be effective as of _____, _____, to the current Agreement previously adopted by the Participating Employer, which was originally effective _____, _____, as follows **(please specify type below):**
 - a. ☐ This is an amendment to change one or more of the Participating Employer's contribution elections in the existing Participating Employer Agreement.
 - b. ☐ Other **(must specify elective provisions in this Agreement that are being changed):**

3. ☐ This is an amendment and restatement of another 457(b) deferred compensation plan of the Participating Employer, the effective date of which shall be _____, _____ **(insert effective date of this Agreement).** This Agreement is intended to replace and serve as an amendment and restatement of the Participating Employer's preexisting plan, which became effective on _____, _____ **(insert original effective date of preexisting plan).** The Participating Employer understands that it is the Participating Employer's responsibility to ensure that the preexisting plan met all applicable state and federal requirements.

C. PLAN YEAR. Plan Year shall mean the calendar year.

D. CUSTODY OF ASSETS. Code § 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries, in a Trust pursuant to the provisions of Article VII of the Plan. The Trustees for the Plan are also the Trustees for the separate accounts for each participating employer.

E. ELIGIBLE EMPLOYEES.

1. "Employee" shall mean, for purposes of making **Elective Deferrals**, any person, whether appointed, elected or under contract wherein an employee-employer relationship is established, providing services to the Participating Employer for which Compensation is paid by the Participating Employer. Any other individual who is a subcontractor, contractor, or employed by a subcontractor or contractor, or is under any other similar arrangement wherein an employer-employee relationship is not established will not be treated as an Employee. An Employee is immediately eligible to make Elective Deferrals under the Plan.

2. a. "Employee" shall mean for purposes of **Matching Contributions as described in Section I of this Agreement:** *(Check and complete each box that applies. If no Matching Contributions will be made, do not complete.)*

- i. ☐ any full-time employee, which is an employee who renders ____ or more Hours of Service per week, as defined in Section G below
- ii. ☐ any permanent part-time employee, which is an employee who is not a full-time employee and who renders ____ or more Hours of Service per week, as defined in Section G below
- iii. ☐ any seasonal, temporary or similar part-time employee
- iv. ☐ any elected or appointed official
- v. ☐ any employee in the following class(es) of employees:

who meets the definition in Section E.1 above, regardless of the Employee's age or the number of years of service the Employee has rendered to the Employer. All Matching Contributions made on behalf of such Employees are 100% vested immediately, except as provided in Section F.2.b below.

b. "Employee" shall mean for purposes of **Non-Matching Contributions as described in Section K of this Agreement:** *(Check and complete each box that applies. If no Non-Matching Contributions will be made, do not complete.)*

- i. ☐ any full-time employee, which is an employee who renders ____ or more Hours of Service per week, as defined in Section G below
- ii. ☐ any permanent part-time employee, which is an employee who is not a full-time employee and who renders ____ or more Hours of Service per week, as defined in Section G below
- iii. ☐ any seasonal, temporary or similar part-time employee
- iv. ☐ any elected or appointed official
- v. ☐ any employee in the following class(es) of employees:

- vi. ☐ any employee listed or otherwise described in Schedule 1 attached to this Agreement

who meets the definition in Section E.1 above, regardless of the Employee's age or the number of years of service the Employee has rendered to the Employer. All Non-Matching Contributions made on behalf of such Employees are 100% vested immediately.

F. AUTOMATIC ENROLLMENT. (Check and complete box 1 OR box 2.)

1. ☒ The Participating Employer DOES NOT elect automatic enrollment.
2. ☐ The Participating Employer DOES elect automatic enrollment, which will be effective for Plan Years beginning on and after January 1, _____ as follows:
 - a. Employees covered under the automatic enrollment are: *(If this Section F (Automatic Enrollment) is elected, check one option below. Otherwise, do not complete.)*
 - i. ☐ All Employees.
 - ii. ☐ All Employees who become Employees on or after the date set forth in Section F.2. above and who do not have an affirmative election in effect.
 - b. The default percentage contributed to the Plan on behalf of the Participant will be a deferral of 2% of the Participant's Compensation. The 2% default percentage will be subject to a percentage annual increase thereafter if provided for in the Plan Document. Any deferral percentage increase will take effect annually on the first day of the Plan Year. Participants' default deferrals will remain at the same percentage for at least twelve (12) months before their automatic deferral percentages will be increased automatically.

The automatic deferrals will be contributed on a pre-tax basis and will continue until the Participant affirmatively elects otherwise.

An Employee who affirmatively declines coverage after the first automatic enrollment contribution was made, may make an election to withdraw his or her entire automatic enrollment contribution. This election must be submitted no later than 90 days after the payroll date in which the first automatic enrollment contribution is made on behalf of the Participant. The amount of the distribution will be the value of the automatic enrollment contributions plus or minus investment gains or losses as of the date the distribution is processed. Automatic enrollment contributions made after such date remain in the Plan and are subject to the Plan's regular distribution rules. Further, an Employee who has made an election to withdraw who leaves employment and is then rehired by the Participating Employer before a 12-continuous-month absence may not make another election to withdraw his or her automatic enrollment contribution. Any Employer Matching Contributions attributable to the distribution of the automatic enrollment contributions will be forfeited and used for the purposes set forth in Section O below.

- c. An Employee who leaves employment and is rehired by the Participating Employer before a 12-continuous-month absence has occurred will be treated as subject to the automatic contribution schedule. An Employee who leaves employment and is rehired by the Participating Employer after a 12-continuous-month absence: *(Check one option below.)*

- i. ☐ will be treated as a new Employee, or
 ii. ☐ will not be treated as a new Employee

for purposes of determining the Employee's contribution rate in Section F.2.b above.

- G. **HOURS OF SERVICE.** Hours of Service shall be determined on the actual hours for which an Employee is paid or entitled to payment.

- H. **COMPENSATION DEFINITION.** Compensation means all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under Code §§ 125, 132(f), 401(k), 403(b), or 457(b) (including an election to defer compensation under Article III of the Plan). If elected below and to the extent permitted by the Treasury regulations or other similar guidance (including, without limitation, the requirements contained in Treasury Regulations §§ 1.457-4(d)(1) and 1.415-2(e)(3)(i)), "compensation" also means accrued bona fide sick, vacation or other leave payable after severance from employment so long as the Participant would have been able to use the leave if employment had continued and it is paid within the longer of two and one-half (2½) months after the Participant severs employment with the Employer or the end of the calendar year in which the Participant severs employment with the Employer.

The Participating Employer:

1. ☒ SHALL allow the deferral of leave provision described above.
 2. ☐ SHALL NOT allow the deferral of leave provision described above.

- I. **MATCHING CONTRIBUTIONS.** *(Check and complete box 1 OR box 2 OR box 3 OR box 4.)*
 [NOTE: Any Matching Contribution will reduce, dollar for dollar, the amount a Participant can contribute.]

The Participating Employer shall:

1. ☒ NOT make Matching Contributions.
 2. ☐ match ___% of Participant elective deferrals of up to ___% of Compensation.
 3. ☐ match ___% of the first \$_____ of Participant elective deferrals.
 4. ☐ match the percentage of Participant elective deferrals that the Employer determines in its discretion for the respective Plan Year.

If the Participating Employer elects Automatic Enrollment under Section F.2., Matching Contributions related to the distributed permissible withdrawal election will be placed in a forfeiture account and used in the manner provided in Section O below. Matching Contributions will not be made if a permissible withdrawal is taken before the date the Matching Contribution is allocated.

J. ALLOCATION OF MATCHING CONTRIBUTIONS. If Matching Contributions will be made, allocations will be made to each Participant who satisfies the requirements of Section E.2.a. of this Participating Employer Agreement.

K. NON-MATCHING CONTRIBUTIONS. *(If non-matching contributions will be made, check box 1 OR box 2.)* [NOTE: Any Non-Matching Contribution will reduce, dollar for dollar, the amount a Participant can contribute.]

1. ☒ The Participating Employer shall NOT make Non-Matching Contributions.
2. ☐ The Participating Employer shall contribute: *(Check and complete one box.)*
 - a. ☐ an amount fixed by appropriate action of the Employer.
 - b. ☐ ____% of Compensation of Participants for the Plan Year.
 - c. ☐ \$____ per Participant.
 - d. ☐ an amount pursuant to Schedule 1 attached to this Agreement and which is referenced in Section E.2.b above.
 - e. ☐ a contribution matching the Participant's contribution to the Employer's § 457(b) plan as follows: (Specify rate of match and time of allocation, e.g., payroll by payroll, monthly, last day of Plan Year.)

L. ALLOCATION OF NON-MATCHING CONTRIBUTIONS. If Non-Matching Contributions will be made, allocations will be made to each Participant who satisfies the requirements of Section E.2.b of this Participating Employer Agreement.

M. ROTH CONTRIBUTIONS. Participant Roth Contributions SHALL NOT BE allowed.

N. AFTER-TAX CONTRIBUTIONS. Participant After-tax Contributions are not permitted in a 457(b) Plan and, accordingly, SHALL NOT BE allowed.

O. FORFEITURES. Forfeitures of Matching Contributions, as provided in Section F.2.b, will be used first to reduce the Employer's Matching Contributions (if any), then to reduce the Non-Matching Contributions (if any), and then to offset Plan expenses.

P. NORMAL RETIREMENT AGE. Normal Retirement Age shall mean age 70½.

- Q. ROLLOVERS.** Rollovers from eligible Code § 457(b) plans, qualified plans under Code §§ 401(a), 403(a) and 403(b), Individual Retirement Accounts and Annuities described in Code §§ 408(a) and (b) SHALL BE allowed pursuant to Section 6.01 of the Plan. However, a direct rollover from an eligible plan under Code § 457(b), 401(k) or 403(b) shall exclude any portion of a designated Roth account. A rollover contribution that is a Participant rollover from an eligible plan under Code Section 457(b), 401(k), or 403(b) shall exclude distributions of a designated Roth account.
- R. TRANSFERS.** Transfers from other 457(b) plans SHALL BE allowed. If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in Code § 414(d)) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account Balance transferred to the defined benefit governmental plan. A transfer under this Section R may be made before the Participant has had a Severance from Employment as defined in Section W below.
- A transfer may be made under this Section if the transfer is either for the purchase of permissive service credit (as defined in Code § 415(n)(3)(A)) under the receiving defined benefit governmental plan or a repayment to which Code § 415 does not apply by reason of Code § 415(k)(3) or as otherwise allowed by the IRS.
- S. UNFORESEEABLE EMERGENCY WITHDRAWALS.** In the case of an unforeseeable emergency, the Administrator SHALL allow distributions in accordance with Section 5.05 of the Plan. An unforeseeable emergency is a severe financial hardship resulting from a sudden illness, disability or accidental property loss, subject to strict IRS guidelines.
- T. PARTICIPANT LOANS.** The Administrator has directed the Trustee NOT to make Participant loans in accordance with Article IV of the Plan.
- U. QUALIFIED DOMESTIC RELATIONS ORDERS.** The Plan shall accept qualified domestic relations orders as provided in Section 13.02 of the Plan.
- V. PAYMENT OPTIONS.** The forms of payment that will be allowed under the Plan, to the extent consistent with the limitations of Code § 401(a)(9) and proposed or final Treasury regulations thereunder, include a single lump-sum payment; installment payments for a period of years; partial lump-sum payment of a designated amount, with the balance payable in installment payments for a period of years; annuity payments (payable on a monthly, quarterly, or annual basis) for the lifetime of the Participant or for the lifetimes of the Participant and Beneficiary; and such other forms of installment payments as may be approved by the Administrator, which is not inconsistent with the Plan.
- W. DISTRIBUTIONS.** A Participant may request distributions as follows:
1. A Participant may request a distribution at any time upon Severance from Employment. "Severance from Employment" means the complete severance of the employer/employee relationship with any and all employers participating in the Plan, including retirement or death. Thus, a Severance from Employment would not occur if a Participant transfers employment (i) from one local government that participates in the Plan to another local government that participates in the Plan, or (ii) from the State to a local government that participates in the Plan, or (iii) from a local government that participates in the Plan to the State.

2. A Participant may request a distribution prior to Severance from Employment during the calendar year in which he or she reaches age 70½ or, thereafter, or, if earlier, upon death. A Participant may also request a distribution prior to Severance from Employment upon incurring an approved Unforeseeable Emergency.
3. A Participant may request a distribution from a Rollover Contribution Account at any time.

X. ADMINISTRATIVE INFORMATION.

The Participating Employer further understands and acknowledges that:

- This Participating Employer Agreement has not been approved by the Internal Revenue Service. Obtaining such approval, if desired by the Employer, is solely the responsibility of the Employer.
- The Chair of the Tennessee Consolidated Retirement System ("Chair") and the Participating Employers are not responsible for providing tax or legal advice to Participants.
- The Participating Employer has consulted, to the extent necessary, with its own legal and tax advisors.
- All capitalized terms which are used herein but not defined herein shall have the meanings set forth in the Plan Document.
- The Participating Employer will electronically remit in a timely manner, all employee and employer contributions to the Plan in a manner acceptable with the Plan's Third Party Administrator. The Employer's payroll administrator is responsible for reconciliation of all contributions to the Plan and shall provide the Plan Administrator with required contribution reconciliation reports. Each Employer is required to use the Plan Service Center to administer their employee contributions, indicative data, and enrollment information. If the Participating Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done.
- Participating Employers are required to use the investment options made available under the Plan. From time to time those investment options may be changed. If an investment option is eliminated, the Administrator may automatically reinvest the money in the eliminated investment option into a new investment option. After any appropriate black-out period, the affected Participants may re-direct money in the new investment option to any other available investment option. The Participants shall have no right to require the Administrator to select or retain any investment option. Any change with respect to investment options made by the Plan (on the Plan level) or a Participant (on the individual level), however, shall be subject to the terms and conditions (including any rules or procedural requirements) of the affected investment options.

This Participating Employer Agreement is duly executed on behalf of the Participating Employer by the undersigned authorized signatories.

PARTICIPATING EMPLOYER'S AUTHORIZED SIGNATORIES:

By: _____ By: _____
Title: _____ Title: _____
Date: _____ Date: _____

ACCEPTANCE OF PARTICIPATING EMPLOYER'S PARTICIPATION IN THE TENNESSEE STATE DEFERRED COMPENSATION PLAN AND TRUST BY THE TREASURER, STATE OF TENNESSEE, CHAIR OF THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM.

By: _____
David H. Lillard, Jr.
Title: Treasurer, State of Tennessee, Chair of the Tennessee Consolidated Retirement System
Date: _____

SCHEDULE 1

TENNESSEE STATE

DEFERRED COMPENSATION PLAN AND TRUST- 457(b)

PARTICIPATING EMPLOYER AGREEMENT

Participating Employer Name: _____

Classes of Eligible Employees

Contribution Amount

DRAFT 7/5/2023

Roane County E-911

Street Naming & Addressing Policy

Prepared by the
Roane County E-911 Department

Draft Copy

Bryan Walker, Karen

Roane County
Street Naming & Addressing Policy

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Section 1 – Purpose and Legal Authority

a) Purpose

The purpose of this County-Wide Street Naming and Addressing Policy is to outline the Roane County, TN standards for the naming of roadways and the assignment of address numbers to all homes, businesses, and industrial sites. The street naming and addressing policy will assist emergency service agencies, the United States Postal Service, and the public in the timely and efficient provision of services to the residents and businesses of Roane County.

b) Goals

The primary goal of this policy is to provide emergency service agencies with a complete set of structure addresses so that emergency victims can be located with the greatest efficiency.

Secondary goals include:

- 1) To improve the quality of life for residents of Roane County by facilitating the location of buildings for services, mail, and packages
- 2) To standardize the spelling and addressing of Roane County's roads across all agencies within the county
- 3) To project a positive and progressive image to residents, prospective residents, and developers, and
- 4) To promote the local tourist industry by making it easier for visitors to locate attractions in Roane County.

c) Continuing Objectives

Long term project objectives include:

1. Ongoing assignment of addresses to new developments
2. Maintaining a countywide street and address Geographic Information System (GIS) database
3. Improving the consistency of existing addresses and street names
4. Continued integration and improvement of Roane County's street and address data with the Tennessee State-wide database

d) Legal Authority and Jurisdiction

This Street Naming and Addressing policy applies only to the incorporated and unincorporated areas of Roane County, TN as managed by the Roane E911. This policy does not include the portions of Oliver Springs and Oak Ridge within Roane County that are managed by Anderson County or the City of Oak Ridge.

Legal Authority to name streets and address buildings is granted in

Tennessee Code

Title 7 - Consolidated Governments and Local Governmental Functions and Entities

Chapter 86 - Emergency Communications District Law

§ 7-86-127. Street Names and Numbers

The referenced Tennessee Code is available online at [Tenn. Code Ann. § 7-86-127](#)

DRAFT

Section 2 – Street Naming Policy

a) Streets Requiring Names

A roadway shall be named if it meets at least one of the following conditions:

1. If a municipality, county, or state maintains the roadway
2. If three or more dwellings or businesses are located or will be located along the roadway
3. If the roadway is non-continuous as a single path or branches, the non-continuous portion will be given a separate name.

Please note:

- Alleys will not be named unless they are the primary access to a business or home.
- Assigning a name to a private driveway does not mean the county will start maintaining the roadway or that the mail carrier will deliver mail directly to the houses. It will still be a private road but it will have an official and addressable street name.

b) Selecting a Street Name

A street name has several components.

The “**Full Street Name**” consists of the following parts:

	Prefix (optional)	Primary Name (required)	Type (required)	Suffix (optional)
Example:	N	Cumberland	St	SW

Prefix: *Optional* street pre-direction of 1 to 2 characters written as N, E, W, S, NW, SW, NE, or SE

Primary Name: Required unique name consisting of 3 to 17 characters and no more than two words

Type: Required abbreviated street type such as RD or ST. see the [Index of Street Types](#) for details

Suffix: *Optional* street post-direction written as NE, NW, SE, or SW. Contains 2 characters

A new street name **MUST**:

- have a primary name that is unique throughout the county. Duplicate street names, regardless of street prefix, type, or suffix, will not be allowed.
- contain only the alphabetical letters A-Z without any acronyms, initials, punctuation, or special characters. For sequential numbered streets, numeric street names should be spelled out, not abbreviated. For example: EIGHTH ST instead of 8TH ST

- have a primary name that is limited to 1 or 2 words and also contains a total of 3 to 17 characters. For example: in Forest Hill Dr, “Forest Hill” is 11 characters
- include a recognized street “Type” (see the [Street Type Index](#)). Note that street “Type” words may only be used as the street type. For example: You may not use Forest Point Lane as Point is a street type.
- be appropriate and easy to read to prevent any confusion in an emergency situation
- retain historical street names where possible

A street name **MUST NOT**:

- have complicated wording or unconventional spelling (For example: Smythe Rd)
- have a spelling or pronunciation that is similar to existing street names (For example: Gem or Jim; Ellis or Allice; Queensboro or Queensbury)
- include any offensive wording such as slang words or double meanings
- contain directional words in the primary street name. Directional words are reserved for use as the Prefix or Suffix only. (For example: Northwoods Ln includes directional wording in the primary name and would not be accepted)
- include commonly used words (For example: do not use names including Lake, River, Heron, or Cumberland)
- contain the wording “Old” or “New”

c) Existing Street Names

While all street names are held to these regulations, some existing non-conforming street names may be allowed. Permission will be determined on a case-by-case basis and consideration will be given to city and county government and to the United State Post Office. All new streets will be held to the provisions set in this document.

d) Street Name Change

A property owner(s) may request to change a street name. When a requested change affects several addresses, such as the naming of a private drive or the changing of a street name, a petition will need to be presented to the Roane County E-911 Addressing Office to complete the process. This petition should contain the desired change that the owners wish to make, as well as a list of each property owner affected (their names, addresses, phone numbers, and tax map/parcel information for each lot and address). The petition must be signed and dated by each owner. The preferred street name will need to meet the rules outlined in this policy. After approval, The Roane County E-911 Addressing Office can enact changes and assign addresses where needed. Should the property owners cannot come to an agreement on a road name within one month, the Roane County E-911 Addressing Office will assign the road name.

On occasion, an existing street name may be reviewed due to issues related to conflicts as outlined within the guidelines of this policy. If a decision is made to change a street name due to such conflicts, all land owners will be sent a notification letter at the current tax address by standard mail.

It is the responsibility of each notified addressee to verify their updated address information with the USPS, local utilities, billing agencies, and other entities.

e) Private Streets

Private streets shall be named when three or more homes or businesses are accessed from driveways along the roadway. Each home or business structure will require its own unique 911 address on the named street. Private street signs are not provided by the county. Private signs are to be blue in color and must be posted at the beginning of the street. Signage must follow county and city guidelines.

f) Street Addressing Range

New streets will be assigned an address range based on the conventional standards outlined in this addressing policy with even numbers on the right and odd numbers on the left. The numbering will allow for a unique address every 5.28ft. for approximately 1000 available addresses per mile as there are 5,280 feet in a mile. Please see [this section](#) for more details.

Existing street ranges are often non-standard and will be handled accordingly.

a) Responsibility for the Display of Street Name

i) Existing Public Streets

Roane County highway department and city municipalities are responsible for fabricating and installing street name signs at the intersections of all existing public streets, within respective municipal boundaries, in compliance with TDOT regulations.

ii) New Public Streets

The Roane County highway department shall be responsible for fabricating and installing street name signs at the intersections of all new public streets, in compliance with TDOT and the county highway department's regulations. Municipalities shall be responsible for installation of all new public street signs located inside their municipal boundaries.

iii) New Private Streets

The developer or owner or petitioner shall be responsible for installing and maintaining private street signs. Private street signs are not provided by the county but may be available from your local fire department. Private signs are to be blue in color and must be posted at the beginning of the street. Signage must follow county and city guidelines.

Section 3 – Addressing Policy

The Roane County E-911 Addressing Office will establish and assign street address numbers in accordance with these guidelines.

a) Structures Requiring an Address

All buildings actively used for residential, commercial, and/or industrial purposes shall be provided with an address in order to identify the structure. Other structures containing a landline or emergency phone system may also be addressed including major utility structures. Power poles, utility meters, traffic lights, garages, sheds, etcetera do not qualify for a 911 address unless in reference to an existing home or business structure.

New Structures

An address must be assigned or confirmed whenever a new home or business structure is to be built. In order to receive a building permit, a new E911 address must be obtained from the Roane County E-911 Addressing Office. A letter of confirmation of this address will be required before receiving the building permit. The address given will be valid for as long as the permit is. When the structure is completed, the address will become valid. Should the structure not be built, the address will expire. A new validation of address will be required if and when another building permit is obtained in the future. The address requirement on new structures only applies to those structures requiring an address as outlined in the paragraph above.

An existing address on vacant land not under a current building permit will not be considered a valid E-911 address. When a structure is built, the E-911 address may be validated through the process outlined in the above paragraph.

b) Addressing Methodology

1. Addressing on new and existing streets

All addresses and street address ranges on new, recent, or previously undeveloped streets will follow the Frontal Interval Addressing System as described below.

Existing streets are often non-conforming and will be addressed accordingly.

2. Frontage Interval Addressing System

The Frontage Interval Addressing System is based on the measurement of the intervals between the beginning of a road and the entrances to the structures along the road. The frontage interval system will follow an interval guideline of measurement increments, which will yield approximately 1000 possible address numbers per mile. The beginning of each street shall start at one hundred (100). For example: If you are assigned an address of 500 Example St., then you are one half of a mile from the beginning of this street. If you are assigned an address of 1000 Example St., then you are one

mile from the start of this street, etc. This system translates to a new address every 5.28 feet allowing ample and measurable addressing along the street. All new and previously undeveloped streets will be measured using this process.

2. The Frontage Interval

The Frontage Interval Addressing System assigns numbers every 5.28'. This will yield approximately 1000 numbers per mile, 500 even on one side and 500 odd on the other side. Odd numbers will be assigned on the left side of the street and even numbers will be assigned to the right side of the street.

3. Fractional, Alphanumeric, Hyphenated Addresses

Fractional addresses, alphanumeric address numbers, or hyphenated address numbers will not be allowed for new addresses.

For example: 125 ½ Example St, 125A Example St, 125-4 Example St are not allowed

4. Corner Lots

When assigning numbers to corner lots, the entry driveway of the structure will be used. The property number will be assigned based on where the driveway intersects with the street.

5. Apartment Complexes

Apartments and other multi-tenant structures should be numbered by the access to each main building and then assigned apartment numbers as secondary location indicators (For example: 125 Example St Apt. 100 or Apt. 200, apartment 100 being the first floor and apartment 200 being the second floor, etc.)

All new and existing apartment, condo, and office complexes must provide a map showing all of the apartment locations and numbers to the Roane County E-911 Addressing Office.

6. Mobile Home Parks

To reduce confusion for emergency service, all mobile homes located inside a mobile home park will be assigned a unique address. Streets will be named if there are over 2 addresses given on an existing road or driveway and unique addresses will be given for each mobile home. Should a mobile home be moved, you will need to request a new 911 address as the address is based on structure location.

7. Shopping Centers

Businesses and business districts shall be numbered just as apartments, with the address being given to each building, then having suite numbers assigned to each independent business. (For example: 125 Industrial St. Suite 100, 200, 300, etc. with 100 being the first floor and 200 being the second floor and 300 being the third floor, etc.) As a rule, if you are standing in front of the businesses, the suites will be assigned starting from the left to right.

c) Exempt Buildings and Vacant Property

The following buildings and vacant pieces of property will be exempt from the addressing system.

- Farm Buildings which are not residential or commercial and have no phone service
- Unoccupied farmland or vacant property having no dwellings or businesses
- Temporary addresses **will not** be given for utility poles, utility meters, and unoccupied farmland or acreage not containing a dwelling or business.

d) Changing an Address

If you believe that your address is incorrect or are having address related issues, please contact the Roane County E-911 Addressing Office for assistance.

If an address number needs to be changed for any reason, the Roane County E-911 Addressing Office shall be responsible for changing the address number. The Roane County E-911 Addressing Office will produce a change of address letter and mail it to the owner indicating that the address is to be changed. The Roane County E-911 Addressing Office will also notify the Roane County Property Assessor that the address has been changed. The owner will need to notify the United States Post Office, local utilities, their insurance company, and other such entities that their address is changing.

Address changes will be made if inconsistencies are found in the dataset. It is critical that 911 have correct data in order to properly respond to emergencies and to meet State compliance.

e) Responsibility for Display of Address Numbers

Clearly posting your address near the street access to your home or business can save lives! It is the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business, and industry to purchase, post, and maintain address numbers on each home or building.

- Address numbers should be posted on each structure or driveway entrance to assure that emergency personnel can find you in the event of an emergency.
- Address numbers should be made up of numbers and/or letters which are no less than four inches (4") in height, contrasting in color with the background on which they are affixed, as near the main home or driveway entrance as possible and practical, so that the number is legible from the road day or night.
- When addresses are placed on mailboxes, numbers should be displayed on each side of mailbox in order for emergency responders to locate address quickly.

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Street TYPE

The following street “Types” are accepted for naming a type of roadway. The noted abbreviation will be the official street type in the Full Street Name. The street suffix must be abbreviated per [USPS Publication 28 Appendix C: Street Suffix Abbreviations](#) as shown below.

ALY	Alley	a narrow lane between or behind a row of buildings
AVE	Avenue	a roadway or thoroughfare in a densely-populated area running North and South
BLVD	Boulevard	a very wide city avenue, often with a vegetated median, lined with vegetation and trees
CIR	Circle	a cul-de-sac or looped street that begins and circles back to terminate on the same road
CT	Court	a permanently closed street, not exceeding 1,000FT, such as a cul-de-sac
CV	Cove	a circular or oval inlet that dead ends
DR	Drive	a curvilinear street
GRV	Grove	a residential road, usually a cul-de-sac, featuring a group of trees
HWY	Highway	a primary state or federal route, suitable for heavy traffic volume
LN	Lane	a minor dead end street or private road
LNDG	Landing	a broad level road
LP	Loop	a cul-de-sac or circular street that begins and circles back to terminate on the same road
PKWY	Parkway	a landscaped thoroughfare
PL	Place	a relatively short, uninterrupted dead-end street
PT	Point	a short road ending in a dead end or cul-de-sac often at a high elevation
RD	Road	a common roadway, usually in a less densely populated areas
RDG	Ridge	a high road along a mountain ridge
ST	Street	a common roadway, usually in more densely populated areas
TRCE	Trace	a minor road that follows a winding path
TRL	Trail	a minor dead-end street or private lane
WAY	Way	a minor roadway

This is the Tennessee Code information from LexisNexis as linked in the document. The link will be will be the primary reference as this website updates this information annually. This is for draft reference only.

TENN. CODE ANN. § 7-86-127

Copy Citation

Current through the 2022 Regular Session.

- [TN - Tennessee Code Annotated](#)
- [Title 7 Consolidated Governments and Local Governmental Functions and Entities](#)
- [Special Districts](#)
- [Chapter 86 Emergency Communications](#)
- [Part 1 Emergency Communications District Law](#)

7-86-127. STREET NAMES AND NUMBERS.

- (a) Unless expressly provided otherwise by law, the authority to name public and private roads and streets, including roads and streets located within residential developments, and to assign property numbers relating to the roads and streets, is exclusively vested in the legislative bodies of counties for unincorporated areas, and municipalities within their incorporated boundaries; provided, that the exercise of this authority must be in a manner acceptable to the United States postal service.
- (b) The legislative bodies of any county or municipality may delegate the authority provided under this section to the emergency communications district, if there be one; provided, that the legislative body shall approve road or street name changes made by the district under such terms as the legislative body may determine.
- (c) Any county or city, including districts with delegated authority, may establish and impose reasonable fees and enforce policies relating to the changing of names of roads and streets, and may establish and enforce policies for the assignment and posting requirements of property numbers.
- (d) The legislative bodies of all counties and municipalities, or their designees, shall provide their local county election commissions an updated list of any modifications or changes to all house, road, or street names or numbers every six (6) months.
- (e) This section may not be construed to require a local government to maintain any portion of a road that the local government has not accepted.

HISTORY

Acts 1994, ch. 807, § 2; 1995, ch. 68, § 4; 1997, ch. 136, § 1; 2004, ch. 480, § 13.

**KINGSTON MUNICIPAL PLANNING COMMISSION
REGULAR MEETING
TUESDAY, SEPTEMBER 19, 2023 – 6:00 P.M.
KINGSTON CITY HALL**

The Kingston Municipal Planning Commission met in regular session on Tuesday, September 19, 2023 at 6:00 P.M. Chair Stephanie Wright called the meeting to order. Upon roll call the following members were present: Member Gary Botkin, Member Mike Farmer, Mayor Tim Neal, Member Jim Owens, Secretary Robert Pickel, and Chair Stephanie Wright. Staff present: City Clerk Kelly Jackson, and Roane County Planning/Building Official Glen Cofer and Brooke Eubanks. Member Sammy Frogg and Vice-Chair Wade Lovin were absent.

APPROVAL OF PREVIOUS MINUTES

A motion was made by Member Owens, second by Secretary Pickel to waive the reading and approve as written the minutes of the regular meeting on August 15, 2023

The motion passed with a unanimous roll call vote. 6 Ayes.

REPORTS-

- Chair/Vice-Chair-Advised the Commission about the Tennessee Riverline Concept Plan that will be presented on September 20, 2023 during the Food Truck Rally at the Old Courthouse. They are wanting public comment on the plans for the Downtown Dock area.
- Mayor/City Manager-None
- Building Official- None
- Bonding Committee-None
- Historic Zoning Commission-None
- Board of Zoning Appeals- Approved a Use on Review for property located at Roane County Tax Map 058K, Group G, Parcel 013.00 for indoor/outdoor warehousing/storage.

PUBLIC COMMENTS: NONE

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

- A. **Review/Recommendation on the Proposed Plan-of-Services and Annexation by owner request of the property located at 1190 Gallaher Road (Roane County Tax Map 049G, Group A, Parcel 001.06).**

A motion was made by Mayor Neal, second by Member Owens to approve the proposed Plan-of-Services and to recommend to City Council the approval of the Plan-of-Services and the annexation of the property located at 1190 Gallaher Road (Roane County Tax Map 049G, Group A, Parcel 001.06). Further, that this property be zoned as C-2 after the final adoption of annexation is complete.

The original motion passed with a unanimous roll call vote. 6 Ayes.

B. Consideration to extend the Preliminary Plat approval of Hightower Subdivision: Discuss and act on a request from Developer Matt Caldwell to extend the Preliminary Plat approval of Hightower Subdivision for a period of one year (Revised Preliminary Plat approved on August 16, 2022)

Roane County Planner Glen Cofer discussed TCA 13-4-310

A motion was made by Member Botkin, second by Member Owens to approve the request to extend the Preliminary Plat for Hightower Subdivision which was initially approved on August 16, 2022 for a period of one (1) year.

The original motion passed with a unanimous roll call vote. 6 Ayes

C. Discuss/Review/Recommend changes to existing City of Kingston Zoning Ordinance

Discussion ensued and it was determined that Roane County Planning Office will review first and prepare recommended changes to the Zoning Ordinance to present to the planning commission at a future date. No formal action taken.

D. Discussion of New House Bill to amend Tennessee Code Annotated, Section 13-3-402 and Section 13-4-302, relative to planning commission.

A motion was made by Member Farmer, second by Secretary Pickel to table this item for a period of six (6) months.

The original motion passed with a unanimous roll call vote. 6 Ayes

Chair Wright adjourned the meeting at 6:21 pm



**KINGSTON BOARD OF ZONING APPEALS
CALLED MEETING
Tuesday, September 19, 2023**

MINUTES

The City of Kingston Board of Zoning Appeals met in a Special Called Meeting on Tuesday, September 19, 2023 at 5:00 p.m. Chair Glenda Johnson called the meeting to order. Upon roll call the following members were present: Member Rob Jago, Chair Glenda Johnson, Member Levi Lankford, Member Tori May, and Mayor Tim Neal. Staff present: Roane County Building Officials/Planners Glen Cofer and Brooke Eubanks

A. New Business

1. Permitted Use on Review, Property Location: Roane County Tax Map 058K, Group G, Parcel 013.00; Property Owner: Tim Shirran

Motion made by Mayor Neal, Second by Member May to approve the requested Permitted Use on Review for indoor/outdoor warehousing and storage for the period of duration of ownership of current owners, Property Location: Roane County Tax Map 058K, Group G, Parcel 013.00 Property Owner: Tim Shirran

The motion passed with a unanimous roll call vote. 5 Ayes

Discussion ensued about a previous agenda item from March 2022 and a review of the minutes.

Meeting was adjourned at 5:14


Glenda Johnson, Chair


Kelly Jackson, City Clerk