



# City Manager Report

## JULY 2014

**Contents:**

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

**Reporting Schedule:**

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

**Featured Picture:**

A Watts Bar lake view of Fort Southwest Point

**Distributed:**

August 12, 2014

**Message from the City Manager**

**Management**

- City Manager

**Finance**

- Finance/HR
- Human Resources
- City Clerk

**Public Safety**

- Police
- Codes Enforcement
- Municipal Court
- Fire
- Building Inspections

**Public Services**

- Public Works
- Parks & Recreation

**Water Department**

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

**Project Status Updates**

- WWTP Expansion
- Greenway
- N. Kentucky Street Paving (STP)



August 12, 2014

To: Kingston City Council  
City Staff  
Residents of Kingston

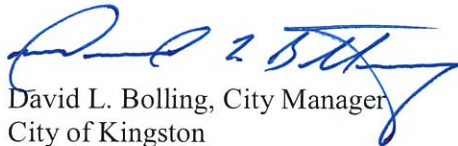
This is the first City Manager Monthly Report to be distributed and published on the city website ([www.mykingstontn.com](http://www.mykingstontn.com)). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City 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,

A handwritten signature in blue ink, appearing to read "David L. Bolling".

David L. Bolling, City Manager  
City of Kingston

# **City Manager**

## **Management Report: July 2014**

### **Legislative Accomplishments**

- City Council adopted the following ordinances:
  - An Ordinance Amending Section 11-304 of the Municipal Zoning Ordinance. (First Reading)
  - An Ordinance Rezoning parcels 011.00, Tax Map 047J, Group A and 027.00, Tax Map 047K, Group C from R-1 Residential to C-4 Commercial (First Reading)
- City Council took action on the following resolutions
  - Authorization to participate in the TML Risk Management Pool "Safety Partners" Loss Control Matching Grant Program
  - Authorization to participate in the TML Risk Management Pool "Driver Safety" Matching Grant Program

### **Legislative Matters Forthcoming**

- Second reading of an ordinance amending Section 11-304 of the Municipal Zoning Ordinance
- Second reading of an ordinance rezoning parcels 011.00, Tax Map 047J, Group A and 027.00, Tax Map 047K, Group C from R-1 Residential to C-4 Commercial
- An Ordinance in reference to noise within the city

### **Other Items Considered by the Council**

- Approved the TDOT City Annual Maintenance Agreement

### **Commissions and Boards**

- **Beer Board**
  - Approved the request for an "On Premises" beer permit for Gloria Jean's at 1000 Ladd Landing Way in Kingston
- **Planning Commission**
  - Recommended amending the Section 11-304 of the Municipal Zoning Ordinance
  - Recommended an ordinance rezoning parcels 011.00, Tax Map 047J, Group A and 027.00, Tax Map 047K, Group C from R-1 Residential to C-4 Commercial
- **Parks & Recreation**
  - There were no action items considered during the month of July
- **External Meetings**
  - Annual TML meeting, Chattanooga Convention Center
  - Roane County Green Team
  - Roane County Chamber of Commerce Board Retreat
  - FEMA / TEMA meeting on tornado relief efforts
- **Internal Meetings**
  - Met with Department Heads for regularly scheduled individual and group meetings
  - Met with Vaughn and Melton on various ongoing city projects
  - Conference Call meeting with representatives from Haren Construction and Jacobs Engineering regarding sewer plant expansion project

### **Ongoing Work**

- Greenway Project Extension: **Awaiting Notice to Proceed (Construction)**
- North Kentucky Street Paving Project: **Awaiting Notice to Proceed (Construction)**
- Revising Personnel Policies & Procedures: **Ongoing**
- Employee Performance Evaluations: **Department Heads evaluating employees now, and I will follow up with their evaluations afterwards. Should be finished by Sept. 1.**
- Noise Ordinance: **Working with Chief Washam and the City Attorney on options.**
- Wastewater Treatment Plant Expansion: **Awaiting Change Order reflecting Council's recent action. Should have within 10 days to 2 weeks.**
- Sewer Line Project: **Installations complete, finishing remaining punch list items. Estimated completion within one week.**
- Neighbors Helping Neighbors Project: **Notice to be placed on August billing, meeting with RCN next week for story.**
- Septage Receiving: **Soliciting Requests for Qualifications.**

**Finance and Administration Monthly Report**  
**July 2014**

**FINANCE**

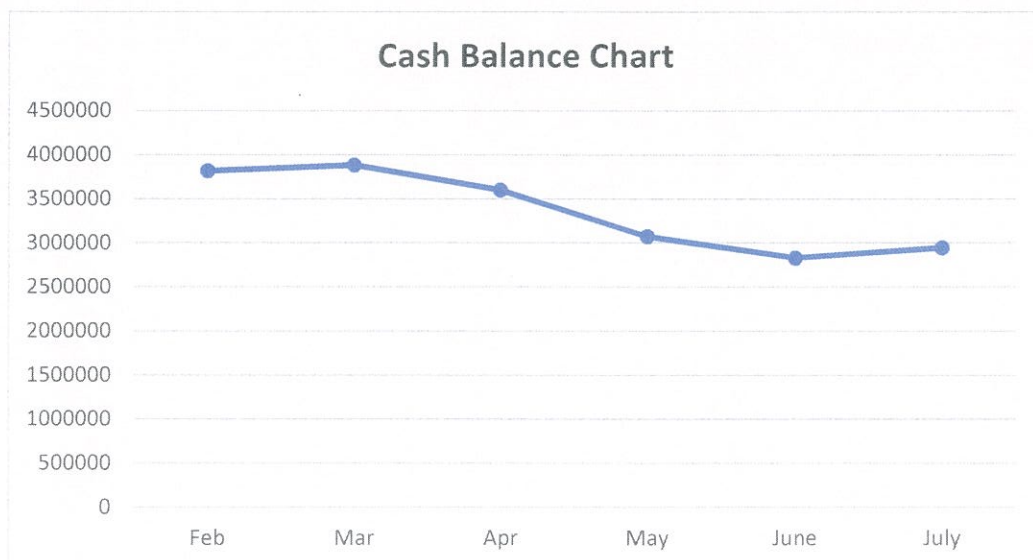
- Closed out 2013/2014 budgets
- Completed Quarterly payroll report; State Unemployment report
- Attended Budget meeting with City Manager and Department Heads
- Worked on budget templates and discussed with City Manager
- Updated 2014/15 approved budgets
- Discussed 2014/15 budget reports with MTAS representative and Comptroller representative
- Completed Budget submittal to Comptroller for approval of Amendments to FY 2013/14 and FY 2014/15 Budgets
- Completed Actual to Budget Quarterly Report FY June 2014



## UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY 14	Current Month	Budget 07/31/14	Projected 07/31/14	%
General Fund	\$1,451,909.93	\$1,325,004.42	\$452,360.34	\$392,398.60	7.61%

Cash in Bank	Feb	Mar	Apr	May	June	July
General Fund	\$1,676,332.94	\$1,448,089.85	\$1,233,126.17	\$1,044,056.35	\$875,897.18	\$1,026,550.41
2008 Bond	\$276,786.26	\$290,499.35	\$304,235.96	\$247,878.90	\$261,666.78	\$275,442.65
Water/Sewer	\$1,199,096.70	\$1,448,089.85	\$1,338,734.62	\$1,351,299.75	\$1,234,966.72	\$1,154,777.68
1999 Bond	\$352,937.45	\$372,720.36	\$392,494.72	\$150,096.60	\$170,094.23	\$190,055.12
2004 Bond	\$314,893.32	\$323,624.37	\$332,378.18	\$281,039.61	\$289,837.08	\$298,621.05
Total Cash	\$3,820,046.67	\$3,883,023.78	\$3,600,969.65	\$3,074,371.21	\$2,832,461.99	\$2,945,446.91



Governmental Revenues are typically received in arrears, i.e., July revenues are received in August. The revenues collected in July are for the month of June and are recorded in prior year financials.

**City of Kingston**  
Financial Summary  
Jul-14

**KEY REVENUE INDICIES**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Target</u>	<u>Projected Over (Under) Budget</u>
General Fund	Local Sales Tax	\$ 84,886	\$ 84,886	\$ 980,000	\$ 980,000	\$ 38,632
	State Shared Tax	\$ 134,337	\$ 134,337	\$ 686,882	\$ 686,882	\$ 84,448
	Property Tax			\$ 1,680,000	\$ 1,680,000	
	Court Fines/Fees	\$ 1,867	\$ 1,867	\$ 22,404	\$ 62,250	\$ (39,846)
Tourism	Hotel/Motel Tax	\$ 4,619	\$ 4,619	\$ 55,428	\$ 40,000	\$ 15,428
Water/Wastewater	Use/Fees	\$ 259,774	\$ 259,774	\$ 3,117,288	\$ 3,438,891	\$ (321,603)

Revenue Summary			
General Fund Collected YTD	\$ 519,633	Wastewater Fund Coll YTD	\$ 259,774
General Fund Target	\$ 452,360	Wastewater Fund Target	\$ 286,574
Difference	\$ 67,273	Difference	\$ (26,800)
	9.60%		7.6%

**OPERATIONS EXPENDITURE SUMMARY**

<u>Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected Over (Under) Budget</u>
General Government	\$ 65,701	\$ 65,701	\$ 958,126	\$ 958,126	
Community Development	\$ 5,088	\$ 5,088	\$ 10,275	\$ 10,275	
Police	\$ 82,737	\$ 82,737	\$ 993,844	\$ 896,497	\$ 96,347
Fire	\$ 77,672	\$ 77,672	\$ 932,062	\$ 986,264	\$ (54,202)
Public Works	\$ 52,191	\$ 52,191	\$ 626,291	\$ 816,284	\$ 242,184
Parks & Recreation	\$ 48,764	\$ 48,764	\$ 585,164	\$ 592,965	\$ (56,565)

**OPERATIONS EXPENDITURE SUMMARY**

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	\$ 412,991	\$ 412,991	\$ 452,360	7.6%
Water/Wastewater	\$ 374,331	\$ 374,331	\$ 286,574	10.9%



**July 2014**

**Human Resources**

- Hired 5 Part Time employees:
  - 2 in Public Works
  - 3 in Police Department
- No fulltime employees were hired
- Two employees were terminated this month
  - 1 in Library
  - 1 in Business Office
- Number of Full-time employees: 62
- Number of Part-time employees 34
- Added Council approved raises to all Full-time employees
- Updated all leave and attendance records for all full-time employees

### **New Business Licenses Issued in July 2014**

- 1. B&C Kingston Collison Tire & Mechanical Repair      7-1-2014**  
**Melanie Goldstine & Brian Carroll**  
**620 W Race Street**  
**865-228-8792**
  
- 2. Gloria Jean's Fine Southern Provisions      7-1-2014**  
**1000-120 Ladd Landing Blvd**  
**Robert Debinder**  
**865-850-6324**
  
- 3. Michael Perry's Rug City      7-16-2014**  
**620 W Race Street**  
**Teresa Holt**  
**865-466-4722**

### **Beer Permits Issued in July 2014**

- 1. Gloria Jean's      Opened: 7/1/14**  
**c/o Robert William DeBinder      Issued: 7/8/14**  
**1000 Ladd Landing Way**  
**Kingston, TN 37763**  
**865-850-6324**

# KINGSTON POLICE DEPARTMENT - July 2014

## TIBRS Group A Offenses

Crimes Against Persons	
Aggravated Assault	1
Simple Assault	3
Intimidation	3
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
<b>Subtotal</b>	<b>7</b>

## Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	3
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	1
Credit Card/ATM Fraud	1
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	1
Theft from a Building	3
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	1
Motor Vehicle Theft	1
Robbery	
Stolen Property Offenses	
Vandalism	1
<b>Subtotal</b>	<b>12</b>

## Crimes Against Society

Drug/Narcotics Violations	2
Drug Equipment Violations	3
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
<b>Total</b>	<b>5</b>

## TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	5
Drunkenness	
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
<b>Total</b>	<b>5</b>



<b>Central Dispatch</b>	
Crash Reports	19
Traffic Stops	75
Investigator Needed on Scene	14
Domestic Complaints	9
Escorts Funeral/Other	14
Animal Calls	10
Vandalism	5
Fights	
Burglar Alarms/Fire Alarms	21
Child Sexual Assaults	
Forgery	
Theft	17
Vehicle Theft	3
Public/Motorist Assist	6
Arson/Explosive Devices	
Other Calls	132
<b>Subtotal</b>	<b>325</b>
<b>Total Calls</b>	
<b>Municipal Codes</b>	
Animal Control Calls to Office	8
Animal Control Violations	21
Animal Control Letters Sent	4
Animals Transported to Shelter	2
Codes Concerns	4
Codes Violations	5
Codes Letters Sent	2
Property Maintenance Leins	1
Temporary Signs Removed	30

Patrol Mileage	14,253
Hours Worked	2,415
Reserve Hours Worked	248
Total Overtime Hours	293
Total Amount of Overtime Wages	\$7,632.72
City Court Citations	23
General Sessions Citations	1
Arrest	18
Juvenile Arrest	
Incident Reports	44

Report for the citations issued, the disposition date for which was on  
July 1, 2014

Monies outstanding from August 7, 2007 – July 29, 2014	\$ 44,573.13
Monies collected from August 7, 2007 – July 29, 2014	\$ 323,751.25

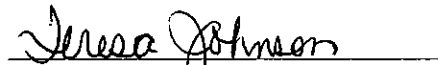
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 2,226.25	
Collected in court on fines and costs	\$	555.00
Amount collected after July 2014 Court	\$	338.75
Total collected for citations on July 2014	\$	893.75
Amount outstanding for July 2014	\$ 1,332.50	
<u>3</u> Cash bond forfeitures	\$	341.25
Total amount collected for July 2014 Citations	\$	1,235.00
Amount collected from previous months/FTA etc.	\$	412.50
Total collected in July 2014	\$	<b>1,647.50</b>

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 29<sup>th</sup> day of June 2014

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

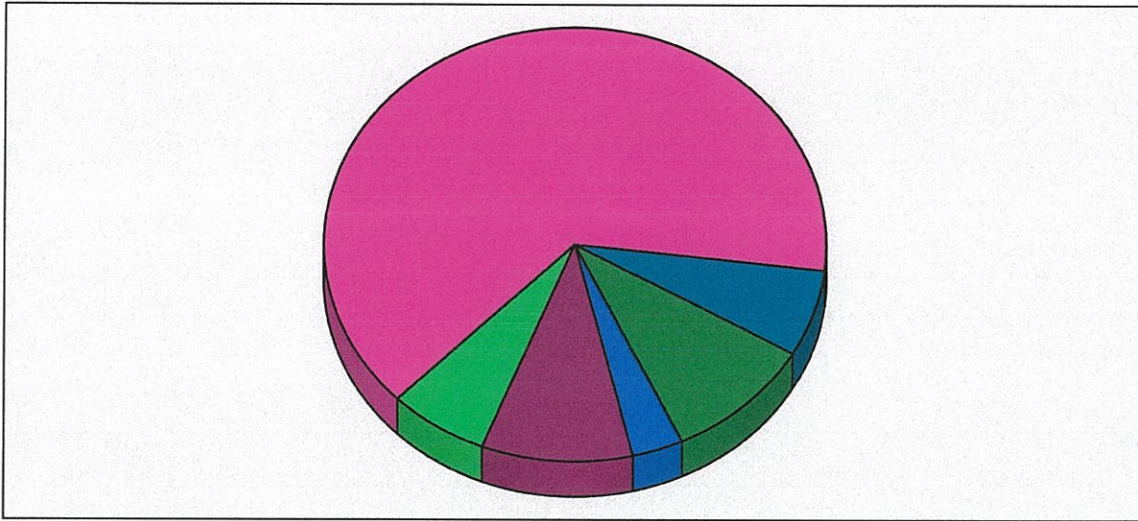
# Kingston Fire Department

Kingston, TN

This report was generated on 8/2/2014 11:30:13 AM

## Major Incident Types by Month for Date Range

Start Date: 07/01/2014 | End Date: 07/31/2014



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

INCIDENT TYPE	JUL	TOTAL
False Alarm & False Call	6	6
Fire	2	2
Good Intent Call	6	6
Hazardous Condition (No Fire)	4	4
Rescue & Emergency Medical Service Incident	40	40
Service Call	4	4
<b>Total</b>	<b>62</b>	<b>62</b>

**TOTAL HOURS:**

**Current Month 555**

**Last Month 565**

**OVERTIME HOURS:**

**37.5**

**\$5,014.31**

Only REVIEWED incidents included



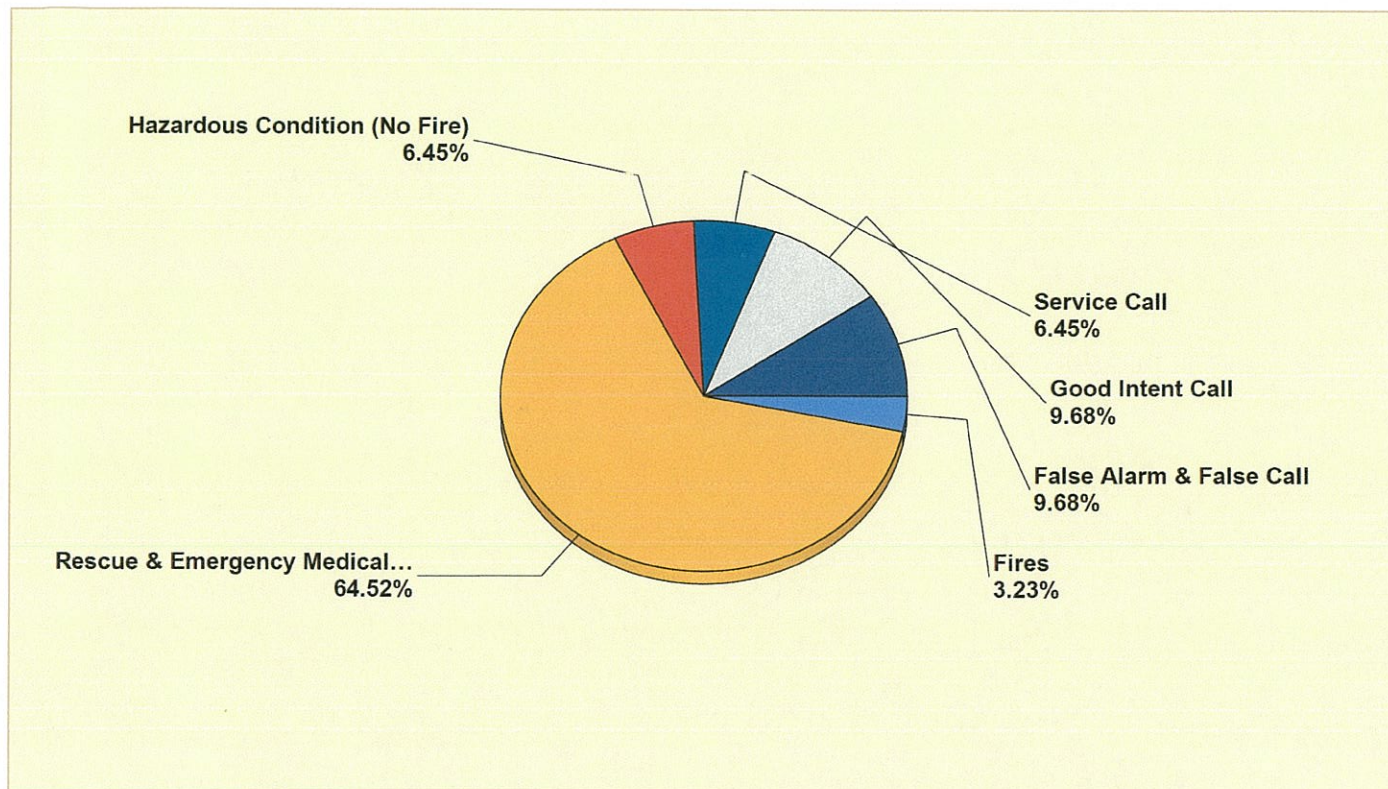
# Kingston Fire Department

Kingston, TN

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## Breakdown by Major Incident Types for Date Range

Start Date: 07/01/2014 | End Date: 07/31/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.23%
Rescue & Emergency Medical Service	40	64.52%
Hazardous Condition (No Fire)	4	6.45%
Service Call	4	6.45%
Good Intent Call	6	9.68%
False Alarm & False Call	6	9.68%
<b>TOTAL</b>	<b>62</b>	<b>100.00%</b>

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



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	2	3.23%
311 - Medical assist, assist EMS crew	4	6.45%
321 - EMS call, excluding vehicle accident with injury	31	50.00%
322 - Motor vehicle accident with injuries	2	3.23%
324 - Motor vehicle accident with no injuries.	2	3.23%
381 - Rescue or EMS standby	1	1.61%
411 - Gasoline or other flammable liquid spill	1	1.61%
412 - Gas leak (natural gas or LPG)	1	1.61%
462 - Aircraft standby	2	3.23%
550 - Public service assistance, other	1	1.61%
551 - Assist police or other governmental agency	2	3.23%
553 - Public service	1	1.61%
600 - Good intent call, other	1	1.61%
611 - Dispatched & cancelled en route	4	6.45%
622 - No incident found on arrival at dispatch address	1	1.61%
700 - False alarm or false call, other	3	4.84%
743 - Smoke detector activation, no fire - unintentional	2	3.23%
744 - Detector activation, no fire - unintentional	1	1.61%
<b>TOTAL INCIDENTS:</b>	<b>62</b>	<b>100.00%</b>

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





# Kingston Fire Department

Kingston, TN

This report was generated on 8/2/2014 11:31:33 AM

## Minor Incident Types by Month for Year

Year: 2014

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SUM
Accident, potential accident	1			1			2		4
Bomb scare				1					1
Chemical release, reaction, or toxic condition				1		1			2
Citizen complaint		1							1
Combustible/flammable spills & leaks			3				2		5
Controlled burning			1						1
Dispatched and canceled en route	6	7	3	2	5	4	4	1	32
Electrical wiring/equipment problem			1			1			2
Emergency medical service (EMS) Incident	46	44	43	40	43	43	35	1	295
Excessive heat, scorch burns with no ignition				1					1
Extrication, rescue					1				1
False alarm and false call, other	2	5	2	4	1	5	3		22
Good intent call, other							1		1
Malicious, mischievous false alarm			1						1
Medical assist	8	2	2			3	4		19
Mobile property (vehicle) fire		1							1
Natural vegetation fire	3	3	1	2		1			10
Other incident type						1			1
Overpressure rupture from air or gas (no fire)				1					1
Overpressure rupture from steam (no ensuing fire)		1							1
Person in distress	2	1	1			1			5
Public service assistance	1	4	1		2	6	4		18
Rescue or EMS standby							1		1
Rescue, emergency medical call (EMS), other		1							1
Service call, other				1	1				2
Smoke, odor problem	2	1	1						4
Special outside fire		1							1
Special type of incident, other					1				1
Steam, other gas mistaken for smoke		1							1
Structure Fire			1	1	2		2		6
System or detector malfunction	2	3	5		2	2		1	15
Unintentional system/detector operation (no fire)	2	1	2	3	2	2	3		15
Wrong location, no emergency found				1		1	1		3
<b>Total</b>	<b>75</b>	<b>77</b>	<b>68</b>	<b>59</b>	<b>60</b>	<b>71</b>	<b>62</b>	<b>3</b>	<b>475</b>

Only REVIEWED incidents included



**PARKS AND RECREATION****Parks and Recreation  
MINUTES  
June 2, 2014**

**PRESENT:** Rick Ross, Sue Lentz, Ruth Thompson, Keenon Hethcoat, Ruth Thompson, Sue Collins, Josh Igou, Karen High, Eric Clark, Tony Brown

Josh Igou called meeting to order. Eric made a motion to approve previous month's minutes. Ruth L. 2<sup>nd</sup>. Motion passed.

**Unfinished Business:**

1. Road Block for July 4<sup>th</sup> is June 20<sup>th</sup> 3-6 p.m. Volunteers needed.
2. Pool Opening - May 27<sup>th</sup>. Swim lessons start June 2<sup>nd</sup>.
3. Swim Team- has about 50 kids and begin practicing Monday. Mandy Knies is coaching.
4. Triathlon for Kids - Sat 7<sup>th</sup> at 9am
5. Double Triathlon- Sat 14<sup>th</sup>. Sprint and ½ Iron Man - 150 in Iron Man and 150 in sprint.
6. KOC Sports- Rick is meeting this week with head of KOC to determine its future.
7. Paddleboard in City Park- Jason Crabtree to bid on access to continue with paddleboard business he is doing on John Agee's property at Carabella Catering.

**New Business:**

1. Fort Business- Started construction on the barracks. Inmates are doing the work.
2. Safety Meeting- Roane Co. EMS Services met regarding boat races to cover requirements. Insurance cost has decreased. More boats and faster requires better logistics this year.
3. Farmers Market- Sue got the ball 'rolling'. It will begin at SWP this Saturday.
4. Camps- Two Scheduled - 1<sup>st</sup> one - Leadership Camp, Jun 18-20<sup>th</sup> for three days at various locations. 2<sup>nd</sup> one - Camp Get Out, June 23-27. 9am-12pm.
5. Fireworks- June 5<sup>th</sup> Pyro Shows coming to test fireworks from Fort location.

6. July 4<sup>th</sup> Fairview Union Band heading with Temper Evans opening- the "River D's" Sherry will be here to do live broadcast.
7. July Meeting- Keenon made a motion to forego July Board meeting. Sue 2<sup>nd</sup>. Motion passed.
8. Ladd Landing Trail is being certified for 5k runs. Needing less police manpower, this would save the city money by using this trail.

Keenon made a motion to adjourn. Ruth L. 2<sup>nd</sup>. Meeting adjourned at 6:45 pm.

Submitted by Keenon Hethcoat

**Monthly Report**  
**Kingston Community Center**

These are the regularly scheduled, on-going meetings and events that were held at the Center during the month of May, 2014:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops - three groups
Cultural Arts (FCE)	D.A.R.
Senior Executive Board	Roane County Children's Reading Foundation Program
Senior Pinochle (2 groups)	DCS Parenting Classes
Senior Canasta	Roane County Retired Teachers
Master Gardener's Club	Kingston City Court
Kingston Parks & Recreation Committee	Krafty Korners - FCE
Girl Scout Leaders/Service Unit	Roane County Reading Foundation
Adult Table Tennis	Roane County Foster Care Program Meeting
Antique Tractor Club	N.A.M.I.
Senior Dance Group	Roane Co. Southern Bros. and Sisters (FCE)
Any Body Can Exercise Class	Roane County Sewing Club
Kingston City Court	Salvation Army

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of May, 2014:

Lois Trivett - Bridal Shower	Roane Republican Party
Kingston Swim Team Sign-ups	UT Breast Mobile Unit
Lifeguard Class	Roane Co. Walk Club Recognition Dinner
Orgonek Baby Shower	TCAT Annual Fundraiser Dinner

At Southwest Point: Fort-sponsored Car Show, Morrison Hill Christian Church, FortSponsored Car Show, Wayne Smith Cook-out

At City Park: Kingston Explorer Scouts Bike Ride, Reynolds Marine Fishing Tournamen, Nelson Family Picnic,

At Ladd Park: Heartland Fishing Tournament, Fishing with a Wounded Soldier Tournament/Curtis Bunch

Com.Center Rent: \$300.00	City Park Pavilion: \$100.00
Southwest Point: 210.00	

Submitted by Jo Ann Knies



**Kingston Public Library**  
1004 Bradford Way  
Kingston, Tennessee 37763

Steve Jacks  
Director of Library

865-376-9905  
[www.kpltn.org](http://www.kpltn.org)

5 August 2014

**To**    **Honorable Troy Beets**  
         **Mayor, City of Kingston**  
         **Mr. David Bolling, City Manager**  
         **Members of the City Council**

**Fr:**    **Steve Jacks**  
         **Director of Library Services**

**Re:**    **Director's Report**

The Director's report is as followed:

**Inventory** of the Library's book and media collection is near completion and should be completed by the end of the first week of August. The Director wishes to thank his staff and volunteers for the hard work they put in to get this task done and because of the work they have completed, often under some difficult circumstances the Director is requesting that the Library Board approve a cash bonus to the following staff and volunteers: Barbara Thorjbornsen, Laura Roberson, Diane Pancoe, Michaela Langley, Jenny Parris, Maria Vanegas, and Ava Tanner. Ms. Tanner has been a volunteer at the library this summer and has worked as hard as any staff member on the inventory and working at the circulation desk while staff did other duties.

The **Summer Food Program** has ended with mixed reviews. Staff will evaluate the program in the coming weeks and make a recommendation on whether to continue with the program or move in a different direction.

At the request of several Staff we initiated **Fine Free Month** for July as a means to encourage patrons who are holding onto library materials in fear of having huge library fines to return those items and have their fines and other charges removed. While a number of patrons took advantage of the program to avoid fines during the month, we saw no significant return in long, overdue items. We did, however, experience good will among many patrons who were relieved when told their fines were being forgiven.

The Board's personnel committee met to review the Director's job description, make recommendations on a job description for a cataloger and review hiring procedures. The

Director will be making a recommendation to the personnel committee that the Library establish two ten-hour per week positions: a cataloger and an assistant children's librarian

**Mrs. Pancoe** has returned. Ms. Langley did an excellent job filling in for Diane.

With the inventory taking up most of the staff's time this past month the Director has put aside staff review of the **procedure** and **policy** manual until August.

State IT Techs assisted us in converting two laptops into staff use computers. The Library is currently in process of replacing its XP machines.

The Library had three very good **Thursday Night at the Library** programs during the month of July. In addition to the two programs we have scheduled for August, we will be having an art exhibit presented by Mr. Tom Tutterrow.

The first phase of our **Free Computer Classes** has been completed. The second phase, a nine-session course on basic computer usage for seniors is underway and in September we will be adding a class on Microsoft Excel. Additional classes on Facebook and Ebay are being planned.

The **lock** issue with the rear exit door has been fixed.

PUBLIC WORKS DEPARTMENT  
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: July, 2014

FROM: Tim Clark


RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

96

TOTAL OVERTIME COST

\$ 1507.80

A handwritten signature in dark ink, appearing to read 'Tim Clark', is written over a horizontal line.

Tim Clark, Department Head

BUILDING PERMIT REPORT JULY, 2014			
NAME AND ADDRESS	TYPE OF WORK	COST OF PROJECT	COST OF PERMIT
Brenda Spellman, 162 Bradford Village Way	Addition	\$ 20,000.00	\$ 110.00
BLC Wellington-Kingston LLC, 1098 Bradford Way	Roof	\$ 105,000.00	\$ 475.00
Brenda Bredwell, 1411 James Ferry Road	Replace house	\$ 90,000.00	\$ 420.00
Jeff Smith, 901 Lookout Street	House	\$ 100,000.00	\$ 460.00
	TOTALS	\$ 315,000.00	\$ 1,465.00

# KINGSTON WATER TREATMENT PLANT



## JULY OPERATIONS REPORT

2014

Water Treatment Plant		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
GALLONS	Influent (Raw)	17,403,000	17,630,000	-1.30%	923,000	355,000	580,000
	Effluent (Finish)	15,617,000	15,389,000	1.46%	869,000	334,000	521,000
	Spring Supply	11,754,000	12,837,000	-9.21%	444,000	246,000	392,000
	Total Finish Prod.	27,371,000	28,226,000	-3.12%	Distribution & WTP Report: 4,128,640 gals. usage flushing and Tank Refilling.		
Plant Efficiency		99.31%	99.54%	-0.23%			
Distribution							
GALLONS	Consumption	19,720,900	22,545,600	-14.32%	Fire Dept: No Report		
	Reported Usage	4,128,340	2,293,600	44.44%	Park & Rec: No Report		
	Water Loss	3,521,460	3,386,800	3.82%	WWTP: No Report		
	%	12.87%	11.99%	0.88%	OT Hrs: 26		

Note: The Water Production, Consumption and Loss data is for the June 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 routine Compliance Dist. Bac-T Sampling.
- \* Maintained continuous flushing of the Rockwood and Kingston Interconnect lines to maintain disinfection residuals throughout the lines and System.
- \* Performed regular maintenance at Plant and Spring Site.
- \* Did In-House Laboratory Training.
- \* Performed (QA/QC) Quality Assurance and Quality Control Checks.
- \* Mowed and trimmed all Treatment Plant, Spring Pump House and Spring Site.
- \* Mowed over the Gravity Feed Line from the Spring Site to the Pump House.
- \* Quarterly and Monthly Sampling was completed.
- \* Repaired / rodded out and flushed the pressure pot supply line @ Morrison Hill Tank.
- \* Storms / Weather Conditions caused power transients / spikes etc. to blow 200 amp fuses at the Spring Pump House. The damaged fuses were replaced.
- \* Fabricated and Installed a new cl2 chemical feeder manifold at Spring Site.
- \* All Distribution System Lead and Copper Sampling has been completed.

0

# Schedule of Unaccounted For Water July

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	27,371,000
<b>C</b>	Water Purchased	0
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	27,371,000
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	19,720,900
<b>G</b>	Metered for Consumption (in house usage)	1,128,640
<b>H</b>	Fire Department(s) Usage	0
<b>I</b>	Flushing	3,000,000
<b>J</b>	Tank Cleaning/Filling	0
<b>K</b>	Street Cleaning	0
<b>L</b>	Bulk Sales	0
<b>M</b>	Water Bill Adjustments (+/-)	0
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)	23,849,540
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	3,521,460
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	12.866%

**Q Other (explain)**

See Below

Explain Other:

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



8/5/2014



# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

Month of: JULY 2014

To: David Bolling

From: Jimmy Agee

PAGE 1

TASK	RFSOLVED	PENDING
INSTALL NEW METER	1	
READ OUTS	60	
RE- READS	4	
WATER TAP NEW ACCOUNT	1	
HYDRANT LEAKS		
READ INS	43	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK	8	
METER LEAKS		
AFTER HOURS - WATER	10	
SERVICE LINE LEAK	9	
LINE LOCATES	77	
TURN OFF FOR NON PAYMENT	56	
TURN WATER BACK ON	55	
YARD WORK	3	3
DOOR HANGERS	5	
MANUAL READ	4	
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION	1	
SEWER BACK UP	4	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	2	
PROFILE REQUESTED	4	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT	1	
CHECK TO SEE IF STILL OFF & LOCK	7	

# **KINGSTON WASTEWATER**

## **TREATMENT PLANT**

**TO:** David Bolling, Kingston City Manager  
Mike Jolly, Kingston Water Superintendent

**FROM:** Tony Workman, WWTP Manager

**DATE:** August 4, 2014

**RE:** July 2014 Monthly Report

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<b>MONTHLY FLOW</b>	<b>Average Flow</b>	<b>Maximum Flow</b>	<b>Minimum Flow</b>	<b>Total</b>
Influent	.4555	.9580	.3570	14,121,000
Effluent	.4375	.9160	.3290	13,562,000

Total gallons of chlorine used was 206.55@ \$2.09 gallon= \$431.69.

There was 4.35 inches of rain. There were no overflows this month.

TDEC made their annual inspection of the Sewer Plant operations on the 24<sup>th</sup> of June. We received the written report of the findings. Most of the items were corrected prior to receiving the letter from John West. Our flow samples required us to order new cords for the samplers. These cords will allow for flow proportional sampling instead of samples every 15 minutes. All issues will be addressed and corrected as needed.

DMRQA-34 results were all acceptable. We once again passed the yearly quality assurance testing.

The camera system for the camera van was sent off for repairs. A new control box for the camera is estimated at \$12,600.

Mike and I will be attending a Business Conference August 13-15 in Gatlinburg. This will allow us to receive continuing education credits for our State certifications.