City Manager Report

AUGUST 2014

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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

Featured Picture:

Kingston's first Solar Farm behind the Water Treatment Plant on Highway 58

Distributed:

September 9, 2014

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

September 4, 2014

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.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,

David L. Bolling, City Manager
City of Kingston

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www.mykingstontn.com

City Manager

Management Report: August 2014

Legislative Accomplishments

- City Council adopted the following ordinances following a Public Hearing on August 12, 2014:
  - An ordinance amending section 11-304 of the Municipal Zoning Ordinance. (Second 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 (Second Reading)

Legislative Matters Forthcoming

- An Amendment to the Noise Ordinance
- A resolution in support of the T.V.A. plan for allocation of Foundation funding
- Approval of a contract with ADFAC for administration of the THDA Rebuild and Recover Grant
- Acceptance of Change Order #2 for the Wastewater Treatment Plant
- Approval of the 2014-2015 Dispatch Agreement with Roane County

Other Items Considered by the Council

- Approved the TDOT City Annual Maintenance Agreement
- Authorized the Mayor to execute the THDA Rebuild and Recover contract
- Authorized the Mayor to execute Amendment #2 for Phase II of the Kingston Greenway

Commissions and Boards

- **Beer Board**
  - No applications
- **Planning Commission**
- **Parks & Recreation**
  - Recommended appointments of Keenon Hethcoat and Karen High to the P&R Board
  - Stephanie Wright mailed an application to be considered for the P&R Board
- **External Meetings**
  - THDA, Ralph Perry
  - Roane County Alliance Green Team
  - Roane County Chamber Community Development Committee
  - TEMA Briefing in Knoxville on tornado relief efforts
- **Internal Meetings**
  - Met with Department Heads for regularly scheduled individual and group meetings
  - Met with City Attorney on the proposed changes to the Noise Ordinance
  - Met with Vaughn and Melton on various ongoing city projects

Ongoing Work

- Greenway Project Extension: **NTP received, soliciting bids at this time** ~~Project~~ Bid opening scheduled for Sept. 30th
- North Kentucky Street Paving Project: **Awaiting Notice to Proceed (Construction)**
- Revising Personnel Policies & Procedures: **Ongoing with City Attorney**
- Employee Performance Evaluations: **Received evaluations of employees, will begin evaluations of Department Heads next week**
- Noise Ordinance: **Working with Chief Washam and the City Attorney on options with goal of having recommendations to Council by the October workshop**
- Wastewater Treatment Plant Expansion: **Received Change Order reflecting Council's recent action. Council will vote on Sept. 9th.**
- Sewer Line Project: **Had a Conference call with Mike Jolly, Kent Olson and Dirt Works Rep. Final punch list items are being resolved. Projected end date Sept. 23rd.**
- Septage Receiving: **Soliciting Requests for Qualifications.**

- TEMA Kick-off meeting on Thursday
  75% Fed 12.5% State 12.5% local

City of Kingston

Project Status Update
August 2014

GREENWAY

		Date Completed/Closed Out
Project Cost:	$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:	n/a	
Status (Percent complete)	0%	
Estimated Completion Date	180 Day Completion	
Notable outstanding issues:	Adv for Const/Award	

Notes:

1. Project has received NTP for Construction Advertisement
2. Will advertise September 2014
3. 180 Day Completion Time

NORTH KENTUCKY STREET PAVING

		Date Completed/Closed Out
Project Cost:	$295,856 (Estimate)	
Engineer/Architect/Consultant:	V&M	
Contractor:	n/a	
Status (Percent complete)	0%	
Estimated Completion Date	30 day Completion	
Notable outstanding issues:	See below notes	

Notes:

1. Title VI certification
2. R/W Certification
3. NTP for Construction

Wastewater Treatment Plant Expansion

		Date Completed/Closed Out
Project Cost:	$5,000,000	
Engineer/Architect/Consultant:		
Contractor:		
Status (Percent complete)		
Estimated Completion Date		
Notable outstanding issues:		

Notes:

1.
2.
3.

SEWER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:		
Status (Percent complete)		
Estimated Completion Date		
Notable outstanding issues:		

Notes:

1.
2.
3.

WATER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:		
Status (Percent complete)		
Estimated Completion Date		
Notable outstanding issues:		

Notes:

1.
2.
3.

FINANCE AND ADMINISTRATION REPORT AUGUST 2014

FINANCE

- COMPLETED TCRS REQUIREMENTS FOR ONLINE REPORTING EMPLOYEES RETIREMENT
- MET WITH TDOT REPRESENTATIVE TO CERTIFY NEW GIS MAPPING FOR STATE OF TENNESSEE
- ATTENDED BUDGET MEETING WITH CITY MANAGER AND DEPT. HEADS
- MONTHLY UTILITY BILLING; BILLED 3729 WATER SERVICE CUSTOMERS FOR A TOTAL AMOUNT OF: $230,000;
- BEGAN THE NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD $1.00 PER MONTH TO BILLS OF CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS
- ATTENDED COUNCIL WORKSESSION AND CITY COUNCIL MEETING
- RESEARCHED LOCAL SALES TAXES FOR PAST FIVE YEARS
- UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR AUGUST 3720 FOR A TOTAL AMOUNT OF $310,055.56
- NEW WATER SERVICE APPLICATIONS FOR AUGUST TOTALED 41 NEW CUSTOMERS
  FIFTY CUSTOMERS FINALED OUT SERVICE
- COMPLETED MONTHLY REPORTS
- COLLECTED $21,445.30 IN DELINQUENT PROPERTY TAXES

FINANCIAL SUMMARY MONTH OF AUGUST 2014

14-Aug

UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY	Current Month	Budget 08/31/14	Projected 08/31/1 %	
General Fund	$1,451,909.93	$1,311,699.14	$904,720.20	$392,398.60	17.90%

Cash in Bank	Feb	Mar	Apr	May	June	July	August
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	$823,793.07
2008 Bond	$276,786.26	$290,499.35	$304,235.96	$247,878.90	$261,666.78	$275,442.65	$289,264.59
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	$896,404.25
1999 Bond	$352,937.45	$372,720.36	$392,494.72	$150,096.60	$170,094.23	$190,055.12	$210,038.47
2004 Bond	$314,893.32	$323,624.37	$332,378.18	$281,039.61	$289,837.08	$298,621.05	$307,453.82
RDA Reserve Fund	$188,238.49	$190,249.73	$192,260.76	$194,272.23	$196,283.45	$198,283.45	$200,307.01
Rockwood Interconnect	$390,960.35	$391,016.80	$388,773.08	$388,829.21	$378,883.26	$378,883.26	$363,669.79
Gallaher Rd Constrct	$906,459.83	$832,958.80	$809,937.28	$772,453.58	$799,900.11	$799,257.65	$798,809.60
WWTP Expansion Con	$30,667.24	$30,679.06	$30,680.83	$30,682.65	$30,684.41	$30,684.41	$30,688.06
WWTP Retainage Acct	$226,414.42	$226,427.88	$226,440.91	$226,454.37	$226,467.40	$226,467.40	$226,494.33
Drug Fund	$10,000.41	$11,458.35	$9,357.19	$8,796.29	$8,821.29	$10,414.69	$7,439.53
Ladd Landing Const.	$309.26	$309.26	$309.26	$309.26	$309.26	$309.26	$309.26
Total BALANCES	$5,573,096.67	$5,566,123.66	$5,258,728.96	$4,696,168.80	$4,473,811.17	$4,589,747.03	$4,154,671.78

Governmental Revenues are typically received in arrears, i.e., July revenues are received in August. The revenues collected in August are for the month of July. Current property taxes will come due in October.

City of Kingston
Financial Summary
Aug-14

KEY REVENUE INDICIES

Operating Fund	Indicator	Month	YTD	Annualized/ Projected	Target	Projected Over (Under) Budget
General Fund	Local Sales Tax	$ 90,408	$ 175,294	$ 980,000	$ 980,000	
	State Shared Tax	$ 54,037	$ 188,373	$ 686,882	$ 686,882	
(Delinquent taxes)	Property Tax	$ 21,445	$ 34,655	$ 1,680,000	$ 1,680,000	
	Court Fines/Fees	$ 4,508	$ 6,603	$ 34,404	$ 62,250	$ (27,846)
Tourism	Hotel/Motel Tax	$ 4,925	$ 9,544	$ 57,266	$ 40,000	$ 17,266
Water/Wastewater	User/Fees	$ 1,050.00	$ 1,785.00	$ 10,710.00	$ 60,000.00	$ (49,290.00)

Revenue Summary			
General Fund Collected YTD	$ 969,128	Wastewater Fund Coll YTD	$ 525,120.00
General Fund Target	$ 904,720	Wastewater Fund Target	$ 573,149.00
Difference	$ 64,220	Difference	$ (48,028.00)
	17.90%		15.30%

OPERATIONS EXPENDITURE SUMMARY

Operating Dept	Month	YTD	Annualized/ Projected	Budget	Projected Over (Under) Budget
General Government	$ 139,475.12	$ 152,922.54	$ 267,202.00	$ 199,760.00	$ (67,442.00)
Community Development	$ 51.34	$ 5,138.84	$ 10,275.00	$ 10,275.00	
Police	$ 99,810.06	$ 182,547.90	$ 927,427.00	$ 896,497.00	$ (30,930.00)
Fire	$ 95,672.82	$ 169,071.10	$ 1,014,082.00	$ 986,264.00	$ (27,818.00)
Public Works	$ 72,528.01	$ 122,018.95	$ 748,171.00	$ 816,284.00	$ 68,113.00
Parks & Recreation	$ 61,074.70	$ 108,390.05	$ 569,507.00	$ 592,965.00	$ 23,458.00

OPERATIONS EXPENDITURE SUMMARY

Fund	Month	YTD	Target	% of Budget
General	$ 711,806.68	$ 1,104,205.28	$ 904,720.00	20.74%
Water/Wastewater	$ 473,678.14	$ 779,424.02	$ 573,148.00	24.12%

HUMAN RESOURCES REPORT MONTH AUGUST 2014

HUMAN RESOURCES

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED AND CERTIFIED PREVIOUS EMPLOYEE'S RECORDS FROM 1989-1990 FOR STATE CERTIFICATION
- REHIRED 1 PART-TIME EMPLOYEE IN PUBLIC WORKS; REHIRED ONE PART-TIME EMPLOYEE IN LIBRARY
- TERMINATED; 1 PART-TIME IN LIBRARY; 2 PART-TIME IN PUBLIC WORKS
- TOTAL FULL TIME EMPLOYEES:___62_____;TOTAL PART-TIME EMPLOYEES_____ 29_____
- MET WITH UT MED-FLIGHT REPRESENTATIVE FOR REVIEW OF EMPLOYEES ANNUAL RENEWAL OF MED-E-VAC INSURANCE
- MET WITH DEPARTMENT HEADS TO REVIEW LEAVE RECORDS OF THEIR RESPECTIVE EMPLOYEES
- FILED INSURANCE CLAIMS FOR CERTAIN EMPLOYEES
- MET WITH LIBRARY BOARD REPRESENTATIVE REGARDING EMPLOYEES SALARY REQUIREMENTS

New Business Licenses Issued in August 2014

	OPENING DATE
WORLDWIDE TEE SHIRTS **PAT TIBBETTS** **1000-B 34 JAMES FERRY RD** **KINGSTON, TN 37763** **865-248-8101**	**8/1/2014**
COFFMAN THRIFT & CONSIGNMENT **JAMES COFFMAN** **806 GALLAHER ROAD** **KINGSTON, TN 37763** **865-399-0731**	**8/20/2014**
GIBSON GIRLS THIRD STREET, KINGSTON	**CLOSED IN AUGUST**

KINGSTON POLICE DEPARTMENT - August 2014

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	1
Simple Assault	2
Intimidation	2
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	5

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	3
Counterfeiting/Forgery	2
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	1
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	1
Theft from a Building	1
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	2
Motor Vehicle Theft	
Robbery	1
Stolen Property Offenses	
Vandalism	5
Subtotal	17

Crimes Against Society

Drug/Narcotics Violations	4
Drug Equipment Violations	
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	4

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	7
Drunkenness	3
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	10

Central Dispatch

Crash Reports		20
Traffic Stops		191
Investigator Needed on Scene		18
Domestic Complaints		9
Escorts Funeral/Other		4
Animal Calls		3
Vandalism		5
Fights		4
Burglar Alarms/Fire Alarms		26
Child Sexual Assaults		
Forgery		
Theft		8
Vehicle Theft		
Public/Motorist Assist		3
Arson/Explosive Devices		
Other Calls		168
	Subtotal	459
	Total Calls	190

Municipal Codes

Animal Control Calls to Office	6
Animal Control Violations	0
Animal Control Letters Sent	0
Animals Transported to Shelter	3
Codes Concerns	3
Codes Violations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	15

Patrol Mileage	14,696
Hours Worked	2,399
Reserve Hours Worked	198
Total Overtime Hours	51
Total Amount of Overtime Wages	$1,374.61
City Court Citations	101
General Sessions Citations	4
Arrest	29
Juvenile Arrest	
Incident Reports	50

Report for the citations issued, the disposition date for which was on August 12, 2014

Monies outstanding from August 7, 2007–August 29, 2014		$ 45,770.63
Monies collected from August 7, 2007 – August 29, 2014		$ 328,398.75
JUDGMENTS		COLLECTED
Total fines and costs billed in court	$ 3,167.50	
Collected in court on fines and costs		$ 318.75
Amount collected after August 2014 Court		$ 413.75
Total collected for citations on August 2014		$ 732.50
Amount outstanding for August 2014	$ 2,435.00	
12 Cash bond forfeitures		$ 1,390.00
Total amount collected for August 2014 Citations		$ 2,122.50
Amount collected from previous months/FTA etc.		$ 2,525.00
Total collected in August 2014		**$ 4,647.50**

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 29th day of August 2014

Teresa Johnson

TERESA JOHNSON
Kingston City Court Clerk

BRENDA HALL MCDONALD
Kingston City Judge

*Judge is on Vacation

Kingston Fire Department

Kingston, TN

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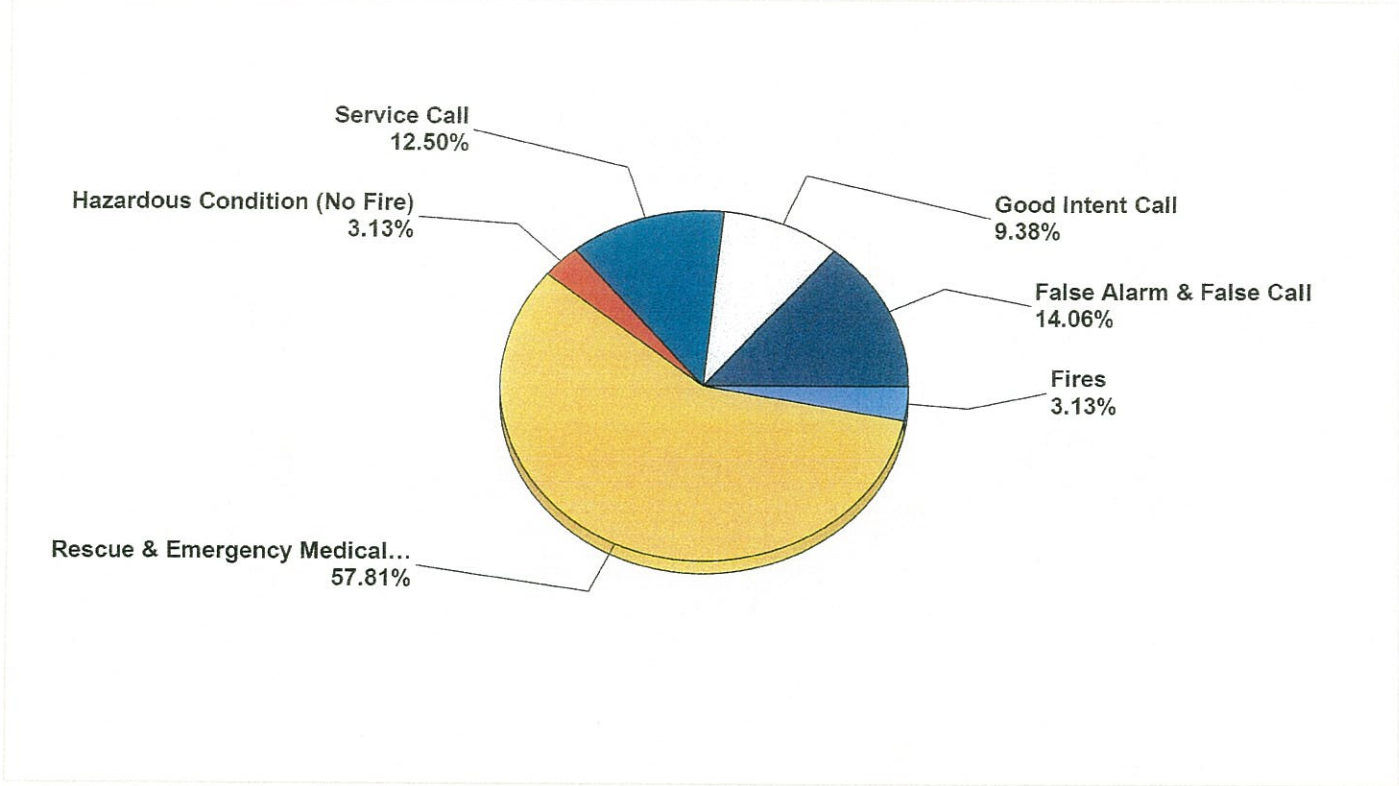
Breakdown by Major Incident Types for Date Range

Start Date: 08/01/2014 | End Date: 08/31/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.13%
Rescue & Emergency Medical Service	37	57.81%
Hazardous Condition (No Fire)	2	3.13%
Service Call	8	12.50%
Good Intent Call	6	9.38%
False Alarm & False Call	9	14.06%
TOTAL	64	100.00%

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**
131 - Passenger vehicle fire	1	1.56%
154 - Dumpster or other outside trash receptacle fire	1	1.56%
311 - Medical assist, assist EMS crew	5	7.81%
321 - EMS call, excluding vehicle accident with injury	30	46.88%
322 - Motor vehicle accident with injuries	2	3.13%
440 - Electrical wiring/equipment problem, other	1	1.56%
462 - Aircraft standby	1	1.56%
500 - Service Call, other	1	1.56%
510 - Person in distress, other	2	3.13%
550 - Public service assistance, other	2	3.13%
551 - Assist police or other governmental agency	2	3.13%
554 - Assist invalid	1	1.56%
611 - Dispatched & cancelled en route	5	7.81%
651 - Smoke scare, odor of smoke	1	1.56%
700 - False alarm or false call, other	6	9.38%
735 - Alarm system sounded due to malfunction	2	3.13%
743 - Smoke detector activation, no fire - unintentional	1	1.56%
TOTAL INCIDENTS:	64	100.00%

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

Kingston Fire Department

Kingston, TN

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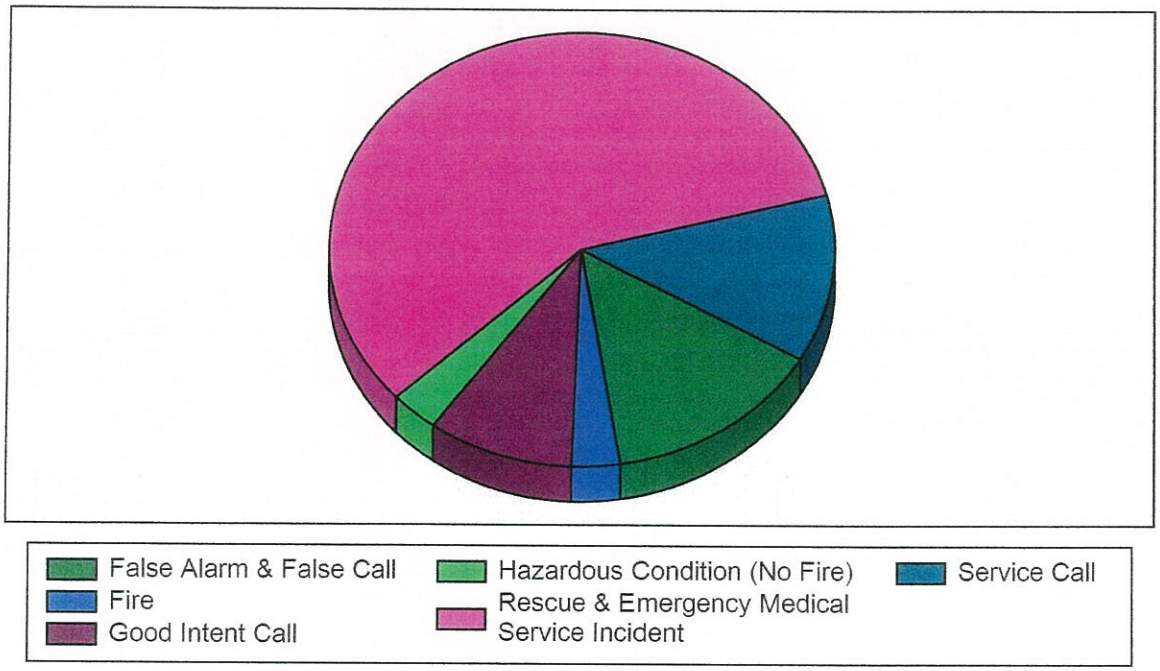
Major Incident Types by Month for Date Range

Start Date: 08/01/2014 | End Date: 08/31/2014



INCIDENT TYPE	AUG	TOTAL
False Alarm & False Call	9	9
Fire	2	2
Good Intent Call	6	6
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	37	37
Service Call	8	8
Total	64	64

Only REVIEWED incidents included

Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2014

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	SUM
Accident, potential accident	1			1			2	1		5
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	5		36
Electrical wiring/equipment problem			1			1		1		3
Emergency medical service (EMS) Incident	46	44	43	40	43	43	41	32	1	333
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	6		28
Good intent call, other							1			1
Malicious, mischievous false alarm			1							1
Medical assist	8	2	2			3	4	5		24
Mobile property (vehicle) fire		1						1		2
Natural vegetation fire	3	3	1	2		1				10
Other incident type						1				1
Outside rubbish fire								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		2		7
Public service assistance	1	4	1		2	6	4	5		23
Rescue or EMS standby							1			1
Rescue, emergency medical call (EMS), other		1								1
Service call, other				1	1			1		3
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		2
Structure Fire			1	1	2		2			6
System or detector malfunction	2	3	5		2	2		2		16
Unintentional system/detector operation (no fire)	2	1	2	3	2	2	3	1		16
Wrong location, no emergency found				1		1	1			3
Total	75	77	68	59	60	71	68	64	1	543

Only REVIEWED incidents included

Kingston Building Inspector Activity Report (FD)
July 2014

The purpose of this report is to ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and Safety, Fire Marshall Duties, and Property Safety. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.

Activity	Scope of Activity	Total Monthly
Fire Code Inspections	Inspect existing businesses within city limits – Hotels, Restaurants, Stores, etc.	54
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	0
Building Inspections	Building Related	14
I.B.C. Training	Training for the departments required certification test/International Building Certification	0
Fire Inspections Training	Required training on Fire Code	0
Kingston Building Permit Fees	Collect Building Permit Fees for New Residential Homes and Building Additions	160.00
Flood Event/FEMA	Assisting flood properties and FEMA requirements including all documentation	1
Issuing of Addresses	Assisting E-911 with assigning addresses for the city	0
Plan Reviews	In-house plan review (also with outsourced plan reviews)	3
Customer Service Calls	Facilitate calls contractors may have	Daily

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. 2nd. Motion passed.

Unfinished Business:

1. Road Block for July 4th is June 20th 3-6 p.m. Volunteers needed.
2. Pool Opening - May 27th. Swim lessons start June 2nd.
3. Swim Team- has about 50 kids and begin practicing Monday. Mandy Knies is coaching.
4. Triathlon for Kids - Sat 7th at 9am
5. Double Triathlon- Sat 14th, 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 – 1st one - Leadership Camp, Jun 18-20th for three days at various locations. 2nd one - Camp Get Out, June 23-27. 9am-12pm.
5. Fireworks- June 5th Pyro Shows coming to test fireworks from Fort location.

6. July 4th 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 2nd. 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. 2nd. 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
Senior Bridge
Senior Quilting
Cultural Arts (FCE)
Senior Executive Board
Senior Pinochle (2 groups)
Senior Canasta
Master Gardener's Club
Kingston Parks & Recreation Committee
Girl Scout Leaders/Service Unit
AdultTable Tennis
Antique Tractor Club
Senior Dance Group
Any Body Can Exercise Class
Kingston City Court
TEA Party
American Red Cross
Girl Scout Daisy Troops - three groups
D.A.R.
Roane County Children's Reading Foundation Program
DCS Parenting Classes
Roane County Retired Teachers
Kingston City Court
Krafty Korners - FCE
Roane County Reading Foundation
Roane County Foster Care Program Meeting
N.A.M.I.
Roane Co. Southern Bros. and Sisters (FCE)
Roane County Sewing Club
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
Kingston Swim Team Sign-ups
Lifegurd Class
Organek Baby Shower
Roane Republican Party
UT Breast Mobile Unit
Roane Co. Walk Club Recognition Dinner
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

CITY OF KINGSTON
PARKS AND RECREATION COMMITTEE
BOARD MEMBERS

Tony Brown
209 Suzanne Place
Kingston, TN 37763
376-3738
Council Representative

Ruth Thompson
122 Bradford Village Way
Kingston, TN 37763
376-8835
Exp. 06/30/16

Paul Rogers
150 Hartford Village Way
Kingston, TN 37763
376-5950
Exp. 06/30/16

Keenon Hethcoat
170 Bradford Village Way
Kingston, TN 37763
376-8957
Exp. 06/30/18

Karen High
916 Bonnyview Avenue
Kingston, TN 37763
385-1117
Exp. 06/30/18

Eric Clark
1210 Blossom Lane
Kingston, TN 37763
376-4600
Exp. 06/30/15

Josh Igou
620 N. Kentucky Street
Kingston, TN 37763
376-7672
Exp. 06/30/15

Sue Collins
421 E. Church Street
Kingston, TN 37763
376-2508
Exp. 06/30/15

Ruth Lentz
1106 N. Kentucky St.
Kingston, TN 37763
376-6163
Exp. 06/30/17

August 2014

Kingston Public Library

1004 Bradford Way
Kingston, Tennessee 37763

Steve Jacks
Director of Library

865-376-9905
www.kpltn.org

3 September 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:

It is with some sadness that we announce the retirement of **Mary Chandler**. Mrs. Chandler has been a loyal volunteer for the past seventeen years.

Inventory of the Library's book and media collection has been completed.

The Library Board's **personnel committee** approved the re-hiring of Lana Foster as Cataloger. Mrs. Foster had resigned from the position due to family illness but once those issues were resolved she expressed a willingness to return. The Library has also announced an opening for a Thursday night worker who will also be on call to work hours due to absences.

Michaela Langley and Jenny Parrish attended a Children and Young Adult conference in Knoxville and brought back loads of information on new and forthcoming book titles.

State **IT** Techs returned to the Library to help us with issues concerning our laptops.

Attendance for Library programs during August were on the average, very good. We were, however, a little disappointed in the attendance for our two **Thursday Night at the Library** programs. We had a low turnout last year during the same time and it's possible that August is simply a bad month as folks have other things to do. Speaking of **Thursday Night at the Library** we are currently working on our schedule for the first four months of 2015. Mr. Tom Tutterrow, a former Kingston resident who now resides in Florida held a three day exhibit of his work. This is Mr. Tutterrow's second exhibit in the Kingston area over the past year.

The second phase of our **Free Access to Computer Training** has been completed. Amber Jacks from Mid-East and our own Michaela Langley completed a two-week basic computer class for seniors. A second basic computer class is being scheduled for October. Beginning September 6 the Library will be offering Microsoft Excel classes on Saturday.

A **writers' fest** is being planned for late September. We have held two previous writers events with moderate success. More information on the program will be forthcoming.

Public Works Report – August 2014

Solid Waste:

- Convenience center solid waste collected: ___None_____
- Wood chips removed from lot: ___None___ _____
- Solid Waste Tonnage collected: ___None_____
- Street sweeping debris removed off streets: ___6 Load_____
- Recycled materials collected: __ None _____
-

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	19 loads	
Culverts/Storm Drains Cleaned	6	
Curb-Repair/Install/Remove	None	
Drainage Inspection Requests	6	
Excavation/Street Cut Permits Issued	None	
Exemption/Back Door Route Requests	None	
Graffiti Removal Requests	None	
Land Disturbance Permits Issued	None	
Sanitation – Bulk Item/Junk Pick-Up Request	1	
Sanitation – Cart Repairs	None	
Sanitation – Second Cart Request	None	
Signs Repaired/Installed (Street or Name)	3	
Stormwater Inspections Performed	1	
Stream and/or Tributary Clean-Up/Clean-Outs	None	
Streets paved	None	
Streets Repaired (e.g., pothole)	12	
Streets Striped	None	
Tennessee One Calls	1	
Traffic Signal Repair	1	
Tree Trimming Requests	None	
Vehicle Maintenance – Routine	5	
Vehicle Maintenance – Unscheduled	17	
Water Quality – Related Outreach Events	NA	

Public Works Facility, Outreach & Project Review:

- Residential meetings and work to assist with drainage-related projects -1
- Daily underground storage tank testing –N/A
- Monthly fuel pump inspection and cleaning- N/A
- Stormwater manager's meeting- N/A
- Weekly departmental meetings and monthly staff safety meetings- 1
- Sign repair, new sign installations- 4
- Signal inspection, repair and timing adjustments- 1
- Grant applications- None
- Participated in various weather calls- 2
- Brine acquisition and street prep in advance of weather events- None
- Fleet software implementation –N/A
- Stormwater educational outreach webinar- None
- Drainage law presentation- None
- Street Lighting- 1

Continuing Projects

- Fleet system software implementation -None
- Bent sign inventory repair- None
- Upgrades to City's fueling system- None

Activity	Description	Amount	Work	Work	Work Unit
	City of Kingston Month of August		Quantity	Quantity	
401	Manual Spot Checking				Tons
402	Crack Repair				Pounds
404	Mechanical Continuous Patching				Tons
405	Milling				Square Feet
406	Surface Replacement				Tons
411	Concrete Pavement Repair				Cubic Yards
412	Concrete Joint repair				Linear Feet
425	Grading Unpaved Surface (Shoulder)				Linear Miles
427	Patching Unpaved Surface (Shoulder)				Tons
435	Machine Mowing on Medians	$43.65		0.97	Acres
438	Debris, Trees. Etc., Removal from Roadway surface only				Man Hours
441	Litter removal on medians	$30.00		0.60	Roadway Miles
446	Mechanical Sweeping and Street Flushing				Miles
447	Manual Roadway Sweeping	$4,371.52		103.5	Man Hours
460	Plowing Snow				Lane Miles
461	De-Icing Salt and/or Sand for snow ab\nd ice removal				Tons
463	Anti-icing (Salt Brine)				Gallons
470	Pavement Markings				Line Miles
471	Speciality Markings				Each
	Invoice Total	$4,445.17			

PUBLIC WORKS DEPARTMENT

MONTHLY OVERTIME REPORT

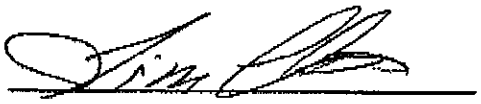
To: Kingston City Council

Month of: August, 2014

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS	TOTAL OVERTIME COST
14	$ 321.24



Tim Clark, Department Head

BUILDING INSPECTOR REPORT AUGUST, 2014			
NAME AND ADDRESS	TYPE OF WORK	COST OF PROJECT	COST OF PERMIT
Zoomer's Exxon, 935 N. Kentucky Street	Replace lights in sign	$ 14,000.00	$ 80.00
Craig Reinemeyer, 712 Clark Street	Repairs	$ 30,000.00	$ 160.00
	TOTALS	$ 44,000.00	$ 240.00

KINGSTON WATER TREATMENT PLANT

AUGUST OPERATIONS REPORT 2014

Water Treatment Plant		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
GALLONS	Influent (Raw)	17,958,000	17,403,000	3.09%	858,000	374,000	579,000
	Effluent (Finish)	16,389,000	15,617,000	4.71%	747,000	361,000	529,000
	Spring Supply	12,540,000	11,754,000	6.27%	472,000	331,000	405,000
	Total Finish Prod.	28,929,000	27,371,000	5.39%			
Plant Efficiency		99.34%	99.31%	0.03%			
Distribution							
GALLONS	Consumption	24,703,000	19,720,900	20.17%			
	Reported Usage	1,900,160	4,128,340	-117.26%			
	Water Loss	2,325,840	3,521,460	-51.41%			
	%	8.04%	12.87%	-4.83%			

Distribution & WTP Report: 1,900,160 gals. usage flushing and Tank Refilling.

Public Works: No Report

Fire Dept: No Report

Park & Rec: No Report

WWTP: No Report

OT Hrs: 77.75

Note: The Water Production, Consumption and Loss data is for the July 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 Dist. Bacteriological Sampling.
* Maintained continious 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 at Treatment Plant, Spring Pump House and Spring Site.
* Mowed over the Gravity Feed Line from the Spring Site to the Pump House.
* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
* Water Department employees completed OSHA approved Safety & Forklift / Equipment Training.
* Lead and Copper Sampling Results were extremely good. All 20 samples were only a small percentage of the mcl. * Our Dist. System Corrosion Control Process / Program is very successful.
* Performed Distribution System / Tank Flushing and Overflowing and Tank Refilling.
* Collected the Stage 2 TTHM / THAA5 Sampling. The Analysis Results were good. * Our Disinfection ByProduct Removal, Taste & Odor Control and Flushing Programs / Processes are very successful
* Replaced flooring on equipment trailer.
* Performed the Required Laboratory PT Study (Performance and Quality Control Testing) Results due upon Study Closing Date.
* Repaired / replaced and recalibrated On-Line Finished Water Turbidimeter photocell.

0

Schedule of Unaccounted For Water

August

(All amounts in gallons)

A	**Water Treated and Purchased**			
B	Water Pumped (potable)		28,929,000	
C	Water Purchased		0	
D	**Total Water Treated and Purchased (Sum Lines B and C)**			28,929,000
E	**Accounted for Water:**			
F	Water Sold		24,703,000	
G	Metered for Consumption (in house usage)		900,160	
H	Fire Department(s) Usage		1,000,000	
I	Flushing		0	
J	Tank Cleaning/Filling		0	
K	Street Cleaning		0	
L	Bulk Sales		0	
M	Water Bill Adjustments	(+/-)	0	
N	**Total Accounted for Water (Sum Lines F thru M)**			26,603,160
O	**Unaccounted for Water (Line D minus Line N)**			2,325,840
P	**Percent Unaccounted for Water (Line O divided by Line D times 100)**			8.040%

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.

CITY OF KINGSTON
WATER DEPARTMENT MONTHLY REPORT

Month of: AUG. 2014

To: David Bolling
From: Jimmy Agee

TASK	RESOLVED	PENDING
INSTALL NEW METER		
READ OUTS	56	
RE- READS	3	
WATER TAP NEW ACCOUNT		
HYDRANT LEAKS		
READ INS	57	
CHECK FOR HUNG METER	49	
CHANGE OUT HUNG / BROKEN METER	3	
CHECK FOR LEAK	18	
METER LEAKS		
AFTER HOURS - WATER	3	
SERVICE LINE LEAK	8	
LINE LOCATES	81	
TURN OFF FOR NON PAYMENT	12	
TURN WATER BACK ON	7	
YARD WORK	8	8
DOOR HANGERS	5	
MANUAL READ		
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION	3	
SEWER BACK UP	3	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	4	
PROFILE REQUESTED	4	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT	1	
CHECK TO SEE IF STILL OFF & LOCK	3	

CITY OF KINGSTON
WATER DEPARTMENT MONTHLY REPORT

Month of: JUNE 2014

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RAISE METER		
CHANGE METER TOPS		
ACCURACY TEST		
PESSURE TEST	2	
WATER TASTE BAD		
Check FOR TAMPERED METERS	1	
BAD SEWER SMELL		
TURN BACK ON TO FIND LEAK	1	
REPLACE MAN HOLE COVER		
WATER MAIN BREAK	1	
REPLACE METER /METER BOX/LID	3	
RESET TRANSPONDER	2	
CAMERA SEWER LINE		
FLUSH LINES		
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK	1	
REPAIR METER SHUT-OFF	2	2
SEWER LINE REPAIR		
INSTALL METER YOKE	1	
RE-LOCATE WATER METER	1	
LOCK METERS		
Total	345	10

FIRE HYDRANTS	1	
ROAD PATCHES	3	3
OVERTIME HOURS	141	

James A Agee

Jimmy Agee Forman

KINGSTON WASTEWATER TREATMENT PLANT

TO: **David Bolling, Kingston City Manager**

Mike Jolly, Kingston Water Superintendent

FROM: **Tony Workman, WWTP Manager**

DATE: **September 2, 2014**

RE: **August 2014 Monthly Report**

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.4568	.8890	.3630	14,161,000
Effluent	.4186	.8390	.3320	12,977,000

Total gallons of chlorine used was 233@ $2.09 gallon= $486.97.

There was 5.33 inches of rain. There were no overflows this month.

92.50 total overtime hours this month.

The camera system for the camera van is still having problems. The control box was sent off for repairs and the second time it was looked at, the monitor was discovered to be bad. Using a loaner control box, we were still not able to have a picture of the sewer lines. Rodders and Jets Supply are helping trouble shoot the other issues with the camera system.

PCI was able to clean the wet wells of the pump stations.

At the TAUD Business Conference in Gatlinburg, a company was demonstrating a service that may be beneficial for the City to look into. The company would be able to inspect all of the sewer lines in the city in 3-6 months. We would be given a GIS/GPS map that would show each line and the condition. The cost of repairs and or improvements would be estimated as well. This would help in creating a list of areas for repair, slip lined and or replaced. Total cost would also be spread out over a three year period.