



City Manager Report

August 2015



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:

Paddle Boards on Watts Bar Lake

Distributed:

September 8, 2015

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

- Police
- Codes Enforcement
- Municipal Court
- Fire

Public Services

- Public Works
- Parks & Recreation
- Building Permits

Water Department

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- Kingston Wastewater Treatment Plant
- Kingston Water Distribution and Collection

Project Status Updates

- Greenway
- N. Kentucky Street Paving (STP)
- WWTP Expansion
- Water Lines
- Sewer Lines
- LPRF Gertrude Porter Park
- Phase II Solar Project



September 8, 2015

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

City Manager

Management Report: August 2015

Legislative Accomplishments

- A.** First Reading of an Ordinance Amending Section 11-613 of the Municipal Zoning Ordinance
- B.** First Reading of a Budget Continuance Ordinance to Continue the Appropriation Contained in the FY 2014-2015 Budget as the Appropriations for FY 2015-2016 Until the Adoption of a New Budget Ordinance in Accordance With T.C.A. 6-56-210

Legislative Matters Forthcoming

- An Ordinance Making and Fixing the Annual Budget for the City of Kingston for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016

Other Items Considered by the Council

- **External Meetings**
 - Chamber Board Meeting
 - Roane Alliance Board
 - TDOT
- **Internal Meetings**
 - Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **Bid to be voted on**
- Phase II Solar Project: **Site prep complete, awaiting delivery and construction**
- TVA Funding: **working on proposal for first project**
- Porter Park: **Awaiting state approval to go to bid**
- HOME Grant: **Awaiting policies and procedures**

FINANCE AND ADMINISTRATION REPORT AUGUST 2015

- * CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO UTILITY BILLS
- * CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 301 TOTAL -DONATIONS TOTAL \$1523
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR AUGUST 3730 FOR A TOTAL AMOUNT OF \$325,237.88
- * NEW WATER SERVICE APPLICATIONS FOR AUGUST TOTALED 52 NEW CUSTOMERS MAKING TOTAL OF 3730 ACCOUNTS
- * 43 CUSTOMERS FINALED OUT SERVICE
- * 176 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 585
- * TOTAL E-BILL ACCOUNTS - 119
- * TURNED OFF 74 CUSTOMERS FOR NON PAYMENT
- *
- *

FINANCIAL SUMMARY FY AUGUST 2015

Total BALANCES	\$4,589,747	\$4,154,672
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CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF AUGUST 2015

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL TIME EMPLOYEES: 60; TOTAL PART-TIME EMPLOYEES 38
- MET WITH CITY COUNCIL AND CERTAIN DEPARTMENT HEADS REGARDING FY 2015/16 BUDGETS
- FILED INSURANCE CLAIMS FOR SEVERAL EMPLOYEES
- MET WITH INSURANCE REPRESENTATIVES REGARDING CHANGES FOR JANUARY 2016
- UPDATED ALL EMPLOYEES RECORDS FOR THE UPCOMING AFFORDABLE CARE ACT COMPLIANCE REPORTING BEGINNING WITH DECEMBER 2015

CITY OF KINGSTON

New Business Licenses Issued in AUGUST 2015

1 COLLISION PRO

620 W Race St

Kingston, TN 37763

2 Varsity Internship

Hanson Cook

Door to Door Sales

KINGSTON POLICE DEPARTMENT -August 2015

TIBRS Group A Offenses

Crimes Against Persons

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

Subtotal

7

Crimes Against Property

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

Subtotal

12

Crimes Against Society

Drug/Narcotics Violations	2
Drug Equipment Violations	1
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	1

Total

4

TIBRS Group B Offenses

Bad Checks

Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	2
Drunkenness	2
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	5

Total

Central Dispatch

Crash Reports	19	Patrol Mileage	15,901
Traffic Stops	94	Hours Worked	2,151
Investigator Needed on Scene	16	Reserve Hours Worked	499
Domestic Complaints	11	Total Overtime Hours	107
Escorts Funeral/Other	6	Total Amount of Overtime Wages	\$2,735.90
Animal Calls	9	City Court Citations	45
Vandalism	4	General Sessions Citations	4
Fights	6	Arrest	21
Burglar Alarms/Fire Alarms	29	Juvenile Arrest	0
Child Sexual Assaults		Incident Reports	39
Forgery			
Theft	12		
Vehicle Theft			
Public/Motorist Assist	4		
Arson/Explosive Devices			
Other Calls	167		
	Subtotal		
	377		
	Total Calls		
	396		

Municipal Codes

Animal Control Calls to Office	3
Animal Control Violations	0
Animal Control Letters Sent	0
Animals Transported to Shelter	0
Codes Concerns	24
Codes Violations	0
Codes Letters Sent	18
Property Maintenance Leins	2
Temporary Signs Removed	10

DATE	LOCATION	ISSUE	ACTION	STATUS
8/3/2015	1828 Oak Hills Dr.	Accessory building in wrong place	Letter sent	In process of moving
	214 Meadowville Dr.	Accessory building in wrong place	Letter sent	In process of moving
8/4/2015	202 Kingwood St.	Yard needs mowing	Letter sent	Mowed 8/7/2015
	305 Kingwood St.	Yard needs mowing	Letter sent	Home in foreclosure..mowed by Five Brothers
	405 Kingwood St.	Yard needs mowing	Letter sent	Mowed 8/5/2015
	415 Kingwood St.	Yard needs mowing/Junk cars	Letter sent	Mowed and moved junk car
	424 Kingwood St.	Yard needs mowing	Letter sent	Mowed 8/13/2015
	1114 Old N. Ky. St	Yard needs mowing	Many letter sent in past....	Mowed by the City
			owner in prison..memo to Tim	
			Clark to mow	
	1354 Byrd Circle	Yard needs mowing/Health & Sanitation Nuisance	Called Safeguard	Mowed
			Properties...they have been released from the property	In foreclosure
	1113 Mayflower St.	Yard needs mowing	Called and email Safeguard	Not mowed
			Properties (twice)	In foreclosure
	1706 Kingston Hwy	Yard needs mowing	Called and email Safeguard	Not mowed
			Properties (twice)	In foreclosure
8/4/2015	314 Woodlawn	Yard needs mowing	phone call	mowed by owners
	506 E. Race St.	Health & Sanitation Nuisance	Letter sent	Renter called in..owner is letting them live in house as long as they fix it up. Cleaning and remodeling in process

DATE	LOCATION	ISSUE	ACTION	STATUS
8/5/2015	807 Sargent Drive	Gravel going into road and neighbors yard	Letter sent	Will be paved 9/1/2015
*	823 Sargent Drive	weeds etc	Letter sent to Select Portfolios	In foreclosure/ owner
			Services Mtg. Co./ Posted	committed suicide
				Posted ordinance #13-402
				13-404 Section 1-G
8/10/2015	500 N. Ky. St.	Junk vehicles, etc.	Met with Terry about getting property in complainece	Letter taken 9/1/2015
*	737 Montview Lane	House burned	Letter sent to Seterus Inc.,Mtg.	In foreclosure
			Ins company and owner	Posted ordinance
				# 13-402.. 13-404 Section 1-G
8/12/2015	437 Kingwood St.	Yard needs mowing	Letter sent	mowed
	201 Paint Rock Ferry Rd	Yard needs mowing	Letter sent	In foreclosure
*8/19/2015	409 Palmer St.	house that burned in 2011	Letter sent to Hamilton and Gallaher	House has been bought by Bill Moore for back taxes
				can't do anything until 3/2016
				Posted ordinance #13-402
				13-404 Section 1-G
	113 Hillcrest	Yard needs mowing	Memo to Tim to mow	Mowed by the City
8/20/2015	Sargent Drive	Vehicles parked in road	Letter sent placed on vehicles	Last checked no vehicles in road way
8/27/2015	115 Shubert St.	Yard needs mowing	Letter sent to Jack Wiseman	

Report for the citations issued, the disposition date for which was on
August 4, 2015

Monies outstanding from August 7, 2007 – August 31, 2015	\$ 49,734.15
Monies collected from August 7, 2007 – August 31, 2015	\$ 367,198.50

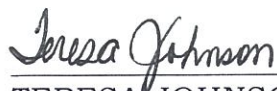
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,415.00	
Collected in court on fines and costs		\$ 588.75
Amount collected after August 2015 Court		\$ -0-
Total collected for citations on August 2015		\$ 588.75
Amount outstanding for August 2015	\$ 826.25	
<u>3</u> Cash bond forfeitures		\$ 341.25
Total amount collected for August 2015 Citations		\$ 930.00
Amount collected from previous months/FTA etc.		\$ 833.75
Total collected in August 2015		\$ 1,763.75

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 31st of August 2015



TERESA JOHNSON
Kingston City Court Clerk



BRENDA HALL MCDONALD
Kingston City Judge

Fire Department August 2015

Summary of Month's Activities

Fire Operations

The Department responded to 66 calls for service during the month of August.

Fire Administration

- Attended Dept. Head meeting
- Continue planning for equipment for dive team
- Continuing to receive checks for fire pup program

August Overtime

OT Hours: 116 hrs

Cost: \$2641.82

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

- KFD Dive Team training
- Kingston Fire in service
- State testing

	This Month	YTD
Fire Inspections	0	98

Public Fire Education

	This Month	YTD
Participants	0 kids	102
Education Hours	0	38
Number of Occurrences	0	8

Firefighter Training

KFD is continuing on-shift training.

KFD resumed state testing this month with several members of the dept testing.

KFD completed in-service for the month of August which was EVOC, VKF, and BBP.

Implemented Performance Standards Plan

- Continuing education for all KFD personnel
- On Shift Training is required each shift.
- KFD personnel testing once a month for state certifications .

Fleet Maintenance

- Fix exhaust on U5

Special Projects

- Finalizing rough draft for dive team SOG/SOP
- Started fund raiser for more dive equipment
- Receive 4 sets of dive gear

Outstanding Issues

- SCBAs are out dated and no longer NFPA compliant
- Aging fire apparatus.
- Aging turn out gear
- Cascade system out of service due to it not being serviced and producing excess oil which went into the banks and air packs which rendered them out of service till cleaning can be done and the cascade system replaced.

Cost Savings

- Safety meetings with no injuries reported
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs.

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

August 15'

TOTAL CALLS

88

Category	Total		Total
Structure Fires	0	Hazardous Calls	2
Vehicle Fires	0	Service Calls	9
Brush/Grass Fires	1	Good Intent Calls	5
Refuse/rubbish Fires	2	Unintentional False	4
Other Fires	1	Other False	
Total Fires	3	Total Other Calls	20
Rescue and EMS	43	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SUM
Accident, potential accident				3	1	1	1	1	7
Bomb scare				1					1
Chemical release, reaction, or toxic condition			1						1
Combustible/flammable spills & leaks			1			1		1	3
Controlled burning					1	1			2
Dispatched and canceled en route	2	4		5	2	1	4	3	21
Electrical wiring/equipment problem			2				2		4
Emergency medical service (EMS) Incident	38	35	39	44	48	41	51	41	337
Extrication, rescue					1				1
False alarm and false call, other	6	6	5	3	1		1	1	23
Fire, other	1								1
Flammable gas or liquid condition, other		1							1
Good intent call, other	1	1	2	1	1		1		7
Malicious, mischievous false alarm	1	1	1		1		3		7
Medical assist	12	12	5	3	12	10	9	2	65
Mobile property (vehicle) fire		2		1	1	1	1		6
Natural vegetation fire			2		1	1	1		5
Outside rubbish fire				1	1	1		1	4
Person in distress			4	2	3		3	1	13
Public service assistance	9	1	2	9	7	3	6	8	45
Rescue, emergency medical call (EMS), other		1							1
Service call, other			1						1
Smoke, odor problem		1	1						2
Steam, other gas mistaken for smoke		1	1	1			1	1	5
Structure Fire	1	1	3		1	2	3	2	13
System or detector malfunction		1	1	1	2	1	1	2	9
Unauthorized burning				1					1
Unintentional system/detector operation (no fire)	1	4	1	3	2	1		1	13
Water problem							1		1
Wrong location, no emergency found	1			1	1	6		1	10
Total	73	72	72	80	87	71	89	66	610

Only REVIEWED incidents included

Kingston Fire Department

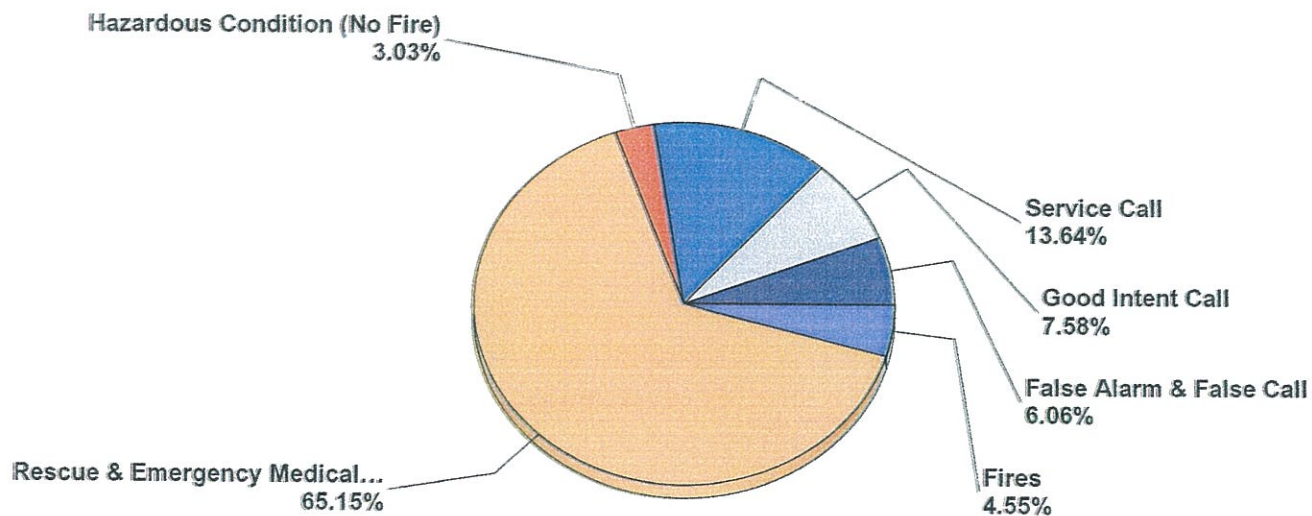
Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2015 | End Date: 08/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4.55%
Rescue & Emergency Medical Service	43	65.15%
Hazardous Condition (No Fire)	2	3.03%
Service Call	9	13.64%
Good Intent Call	5	7.58%
False Alarm & False Call	4	6.06%
TOTAL	66	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
113 - Cooking fire, confined to container	1	1.52%
118 - Trash or rubbish fire, contained	1	1.52%
151 - Outside rubbish, trash or waste fire	1	1.52%
311 - Medical assist, assist EMS crew	2	3.03%
321 - EMS call, excluding vehicle accident with injury	35	53.03%
322 - Motor vehicle accident with injuries	5	7.58%
324 - Motor vehicle accident with no injuries.	1	1.52%
411 - Gasoline or other flammable liquid spill	1	1.52%
462 - Aircraft standby	1	1.52%
510 - Person in distress, other	1	1.52%
550 - Public service assistance, other	4	6.06%
551 - Assist police or other governmental agency	1	1.52%
554 - Assist invalid	3	4.55%
611 - Dispatched & cancelled en route	3	4.55%
622 - No incident found on arrival at dispatch address	1	1.52%
651 - Smoke scare, odor of smoke	1	1.52%
700 - False alarm or false call, other	1	1.52%
735 - Alarm system sounded due to malfunction	2	3.03%
745 - Alarm system activation, no fire - unintentional	1	1.52%
TOTAL INCIDENTS:	66	100.00%

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

Kingston Fire Department

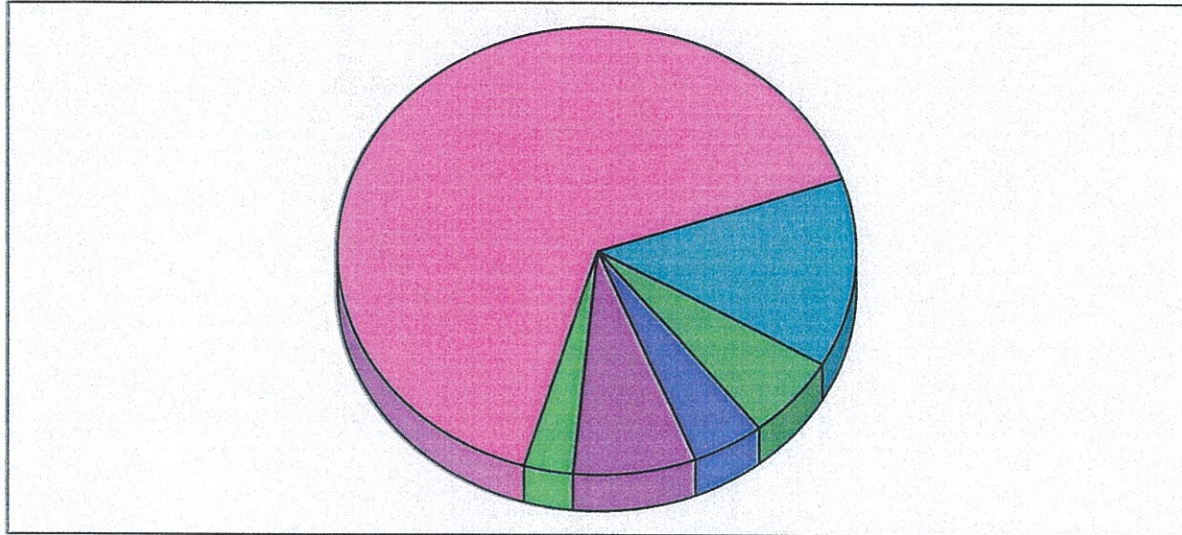
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 08/01/2015 | End Date: 08/31/2015



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

INCIDENT TYPE	AUG	TOTAL
False Alarm & False Call	4	4
Fire	3	3
Good Intent Call	5	5
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	43	43
Service Call	9	9
Total	66	66

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

Public Works Report – Aug 2015

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: 12 Loads
- Recycled materials collected: None
-

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	13 loads	38 loads
Culverts/Storm Drains Cleaned	18	29
Curb-Repair/Install/Remove	40ft	70ft
Drainage Inspection Requests	14	25
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	2	5
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	0	8
Storm water Inspections Performed	14	25
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	10	22
Streets Striped	None	None
Tennessee One Calls	4	8
Traffic Signal Repair	0	2
Tree Trimming Requests	1	4
Vehicle Maintenance – Routine	21	43
Vehicle Maintenance – Unscheduled	4	11
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

- Residential meetings and work to assist with drainage-related projects –4
- Daily underground storage tank testing –N/A
- Monthly fuel pump inspection and cleaning- N/A
- Storm water manager's meeting- N/A
- Weekly departmental meetings and monthly staff safety meetings-4
- Sign repair, new sign installations- 0
- Signal inspection, repair and timing adjustments- 0
- Grant applications- None
- Participated in various weather calls- 1
- 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- None

Continuing Projects

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

KINGSTON STREET DEPT.
900 Waterford Place,
KINGSTON, TN 37763

(865) 376-2114

STATEMENT OF MAINTENANCE OF STATE HIGHWAYS WITHIN THE CITY LIMITS
OF KINGSTON, TENNESSEE FOR THE MONTH OF August 2015

I HEREBY CERTIFY ALL THE EQUIPMENT USED OF THE ABOVE IS THE
PROPERTY OF THE CITY OF KINGSTON. ALL WORK AND MATERIAL USED
ON THIS STATEMENT IS FOR WORK DONE ON STATE HIGHWAY ROUTES.

STREET SUPERVISOR

I HEREBY CERTIFY THAT THE ABOVE IS AN ACCURATE STATEMENT OF COST
AND SAME HAS BEEN DULY PAID BY THE CITY OF KINGSTON AND IS NOW
TO BE REIMBURSED UNDER OUR STANDARD CONTRACT AGREEMENT.

CAROLYN BREWER
FISCAL OFFICER

STATE OF TENNESSEE
COUNTY OF ROANE

NOTARY PUBLIC
MY COMMISSION EXPIRES

Activity	Description	Amount	Work Quantity	Work Quantity	Work Unit
	City of Kingston Month of August				
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 abnd ice removal				Tons
463	Anti-icing (Salt Brine)				Gallons
470	Pavement Markings				Line Miles
471	Speciality Markings				Each
	Invoice Total	\$4,445.17			

STATE RT 1

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
	460 Plowing Snow			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$14.75	13	\$ 191.75
	OPERATOR	\$15.35	13	\$ 199.55
	FOREMAN	\$15.82	13	\$ 205.66
	SUB TOTAL			\$ 596.96
	FRINGE BENEFITS		45%	\$ 268.63
	FINAL LABOR SUBTOTAL			\$ 865.59
		<u>Acres/Miles</u>	<u>Rate</u>	<u>Total</u>
ACTIVITY	435 MACHINE MOWING on MEDIANS	0.97	\$45.00	\$43.65
	441 LITTER REMOVAL ON MEDIAN	0.60	\$50.00	\$30.00
	SUB TOTAL			\$73.65
EQUIPMENT RENTAL				
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	17 SWEEPER TRUCK	\$48.22	13	\$ 626.86
	04 TRUCK	\$13.00	13	\$ 169.00
	EQUIPMENT SUBTOTAL			\$ 795.86
	TOTAL			\$ 1,735.10

STATE RT 1 GRANDTOTAL \$ 1,735.10

STATE RT 58

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$13.54	20	\$ 270.80
	OPERATOR	\$15.35	20	\$ 307.00
	FOREMAN	\$15.82	20	\$ 316.40
	SUBTOTAL			\$ 894.20
	FRINGE BENRFITS		45%	\$ 402.39
	FINAL LABOR SUBTOTAL			\$ 1,296.59
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
Equipment Rental	17 SWEEPER TRUCK	\$ 48.22	20	\$ 964.40
	04 TRUCK	\$ 13.00	20	\$ 260.00
	EQUIPMENT SUBTOTAL			\$ 1,224.40
	TOTAL			\$ 2,520.99

STATE RT 58 GRANDTOTAL \$ 2,520.99

STATE RT 326

ACTIVITY

446 MECHANICAL SWEEPING
447 MANNUAL SWEEPING

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
LABORER	\$13.54	1.5	\$ 20.31
OPERATOR	\$15.35	1.5	\$ 23.03
FOREMAN	\$15.82	1.5	\$ 23.73

SUBTOTAL		\$ 67.07
FRINGE BENRFITS	45%	\$ 30.18
FINAL LABOR SUBTOTAL		\$ 97.24

Equipment Rental

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
17 SWEEPER TRUCK	\$ 48.22	1.5	\$ 72.33
04 TRUCK	\$ 13.00	1.5	\$ 19.50

EQUIPMENT SUBTOTAL	\$ 91.83
TOTAL	\$ 189.07

STATE RT 326 GRANDTOTAL	\$ 189.07
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State Rt. 1	Sub Total	\$ 1,735.10
State Rt. 58	Sub Total	\$ 2,520.99
State Rt. 326	Sub Total	\$ 189.07
GRANDTOTAL		\$ 4,445.17

PUBLIC WORKS DEPARTMENT
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: AUGUST, 2015

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

60.5

TOTAL OVERTIME COST

\$ 1406.91



Tim Clark, Department Head



PARKS AND RECREATION

There is no Parks and Recreation Board Meeting scheduled for September 7th, 2015 due to the Labor Day Holiday.

Attached is the monthly Community Center Report from August.

The next Parks and Recreation Meeting is scheduled for Monday, October 5, 2015.

THESE MINUTES ARE 'UNAPPROVED'. THERE IS NO MEETING IN SEPTEMBER. THEY WILL BE APPROVED AT THE OCTOBER MEETING.

**Parks and Recreation
Board Meeting
MINUTES
August 3, 2015**

PRESENT: Keenon Hethcoat, Sue Collins, Paul Rogers, Josh Igou, Eric Clark, Rick Ross, Jo Ann Knies

ABSENT: Ruth Lentz, Tony Brown, Ruth Thompson

Call to order – at 6:00 p.m. by Chairman Josh Igou. A motion was made by Keenon to accept the previous month's minutes and seconded by Paul. Motion carried.

UNFINISHED BUSINESS:

1. Alcohol Permit – Council will discuss the possibility of having alcohol at special events. More news at next meeting.
2. Park Sports – The Board's advice on bringing sports under the parks and recreation department has been sent to City Council. They recommended we begin with a basketball program.
3. Paddle boarding – Jason is not moving to the 'land between the bridges' in near future but hopes by next,
4. Art Camp Re-cap – The second camp had more enrollment than the first and was a success. We have received very positive feedback by all those who participated.

NEW BUSINESS:

1. 2015 Pool Re-cap – The official closing date is August 11th and we have a special back-to-school bash. No major incidents to report; all-in-all, another good summer
2. Budget – The City is waiting for the County to set their tax rate.
3. Goals – A new scoreboard is needed for the soccer field.
4. Fieldwork at TVA – They have put sod down and are waiting for the County to take it over. There was some discussion as to when and if this would happen. The Board agreed the city might want to check into acquiring this for our facility usage.
5. Christmas Parade – There has been discussion that we move in the direction of a combined county parade and the cities take turns hosting it. This would

allow all the school bands to be together in one parade and bring the cities together.

6. Greenway Project/Porter Grants – There is a contractors meeting scheduled for the Ladd Greenway project next week. We are re-bidding for the third time and we are almost out of time to spend the funds. We are sending plans to the state for Porter Park for approval before we can solicit bids.
7. Sue discussed the Fort and the curtains she and the DAR ladies made and hung that have added to the looks of the Fort. The wall has fallen down on the hill and we are looking into purchasing new logs. (Rick said the wall is in good condition but the poles have rotted.) He hopes to get the inmates soon. Sue asked about any grants we might pursue for work on that area. She said Ken could use some machinery at the fort to get more work done.
8. Docks for Rent – Norris Docks is getting 18 slips from Rarity Ridge and will propose the sale of them to the City for 58 Landing. If the city purchases and then rents them, they should pay for themselves in about five years. Josh said this would help tourism and Eric motioned the Board to approve Rick pursuing it and Josh seconded. Motion carried.
9. Rick discussed the technician from Lenoir City working on solar security cameras for three of our parks. The costs would be discounted and in return, Kingston could be a 'satellite' city for other towns interested in getting the same system. The city manager and police chief are in favor of moving forward with this system.

Eric made a motion to adjourn and Josh seconded. Meeting ended at 7:10 p.m.

DATES to REMEMBER:

August 4th	Council Work Session
August 11 th	Council Meeting

**August 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 August, 2015:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops - during school season only
Cultural Arts (FCE)	D.A.R. Meetings and Luncheon
Senior Executive Board	Roane County Children's Reading Foundation Program
Senior Pinochle (2 groups)	DCS Parenting Classes
Senior Canasta	Salvation Army
Master Gardener's Club	Kingston City Court
Kingston Parks & Recreation Committee	Krafty Korner's - 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.
Kingston City Court	Roane Co. Southern Bros. and Sisters (FCE)
Any Body Can Exercise Class	Roane County Sewing Club
Kingston Lion's Club	

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of August, 2015:

TWRA Hunter Safety Class	Moore Family Get-Together
Operation Reach Meeting	Ben Reynolds Wedding
Board of Zoning Appeals	AYSO Soccer Sign-ups
DCS Foster Parents	Mary Kay - Emily Houston
Natasha Davis - 50th Anniversary	KOC Girls Basketball
Medic Blood Drive	Cathy Pethel - Your Diet Affects Cancer
Amanda Hall Family	

At City Park: Donna Roberts Family, Handicapped Water Event - Patricia Neal
Morrison Hill Christian Church, Kim Nichols Family

At Fort Southwest Point: Annual Triathlon - Half Storm and Sprint Storm
Local Weekly Walk Club Meeting

Com.Center Rent: \$340.00

City Park Rent: \$665.00

Submitted by Jo Ann Knies

August 2015 Billing Information and Business License

AUGUST 2015 Billing

Bill Net	325,237.88
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Bill Gross	359,053.61
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New Customers	52
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Final Bills	43
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Water	3730
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Sewer	2454
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Sprinkler	13
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Trash	2419
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Service Charge	1
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Sewer Flat Rate	1
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Secondary Water	49
-----------------	----

Secondary Sewer	37
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Landlord Fee	8
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Repayment Service	1
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Neighbors Helping Neighbors	301
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Number of Total Services	9014
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Number of Accounts	3734
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Past Due Accounts	176
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E-Bill Accounts	119
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ACH -Bank Draft Accounts	585
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Neighbors Helping Neighbors

Number of Customers	301	Amount Dispersed
Total Collected as of this Billing	1523.00	0

BUSINESS LICENSE INFO

Transient Vendor Permit	1
New License	2

Local Number	1056	Collison Pro 620 W Race St Kingston TN
	1052	J I Construction

Vendor Permit	Varsity Internship Hanson Cook Bible In Stories Books Door to Door Sales
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Final Closing	0
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KINGSTON WATER TREATMENT PLANT



AUGUST OPERATIONS REPORT

2015

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
G A L L O N S	Influent (Raw)	19,663,000	19,291,000	1.89%	1,588,000	263,000	634,000
	Effluent (Finish)	18,923,000	18,118,000	4.25%	1,520,000	265,000	610,000
	Spring Supply	13,441,000	12,703,000	5.49%	468,000	217,000	434,000
	Total Finish Prod.	32,364,000	30,821,000	4.77%	<i>Distribution & WTP Report:</i>		
Plant Efficiency		99.95%	99.85%	0.10%	gals. usage flushing and Tank Refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
G A L L O N S	Consumption	22,288,300	21,232,400	4.74%	<i>Fire Dept:</i> No Report		
	Reported Usage	4,093,600	4,028,640	1.59%	<i>Park & Rec:</i> No Report		
	Water Loss	5,982,100	5,559,960	7.06%	<i>WWTP:</i> No Report		
	%	18.48%	18.04%	0.44%	<i>OT Hrs:</i>		

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 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.
- * Completed all of the required regular monthly sampling.
- * Mowed and trimmed Water Treatment Plant grounds 4 times
- * Mowed and trimmed Spring Pump House, across gravity line and Spring Site 2 times.
- * ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- * Performed Distribution System / Tank Flushing and Overflowing and Tank Refilling.
- * Collected the Stage 2 TTHM / THAA5 Sampling. The Analysis Results were good. Due to our reduced monitoring status we are required to only do this once per year instead of Quarterly.
- * Performed the Required Laboratory PT Study (Performance and Quality Control Testing) Results due upon Study Closing Date.

Kingston Water Department
Schedule of Unaccounted For Water
August

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	32,364,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>32,364,000</u>
E Accounted for Water:		
F	Water Sold	22,288,300
G	Metered for Consumption (in house usage)	<u>1,093,600</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>3,000,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>26,381,900</u>
O	Unaccounted for Water (Line D minus Line N)	<u>5,982,100</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>18.484%</u>

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.



8/31/2015

Kingston Wastewater

Treatment Plant

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

FROM: Tony Workman, WWTP Manager

DATE: September 3, 2015

RE: August Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.5240	1.657	.3690	16,244,000
Effluent	.4575	1.548	.3080	14,181,000

Total gallons of chlorine used was 170.1 @ \$2.09 gallon= \$355.51

There was 6.15 inches of rain this month. There was 1 overflow this month caused by the heavy rainfall, 3.71 inches.

6.72 tons of sludge was hauled to the landfill.

The Oak Hills pump Station had both pumps to fail. A new pump arrived and was installed.

The polymer pump for the centrifuge was replaced.

I have received phone calls about odors on Woodlawn Avenue. I gave the lady my cell phone number so she could give me updates on progress we are making. I think the cause of the odor is the pump station #7 allowing the sewer to stay in the line to long. We lowered the level so the pump station will turn on more often. We are also adding a masking agent that helps control odors.

CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: AUG. 2015

To: David Bolling

From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	1	
READ OUTS	43	
RE- READS	2	
WATER TAP NEW ACCOUNT	1	
INSTALL PRESSURE REDUCER	1	
READ INS	48	
CHECK FOR HUNG METER	13	
CHANGE OUT HUNG / BROKEN METER	13	
CHECK FOR LEAK	18	
NO WATER		
AFTER HOURS - WATER	12	
SERVICE LINE LEAK	12	
LINE LOCATES	97	
TURN OFF FOR NON PAYMENT	77	
TURN WATER BACK ON	66	
YARD WORK	6	3
DOOR HANGERS	6	
MANUAL READ		
AFTER HOURS - SEWER	3	
SEWER- TAP NEW ACCOUNT	1	
CLOSED ACCT WITH CONSUMPTION	11	
SEWER BACK UP	3	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	2	
PROFILE REQUESTED	8	
TAP-EXISTING ACCT	1	
SEWER-TAP EXISTING ACCT		
TEST WATER QUALITY		

CITY OF KINGSTON


WATER DEPARTMENT MONTHLY REPORT

Month of: AUG. 2015

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
CHECK TO SEE IF STILL OFF	23	
CHANGE METER TOPS	3	
PULL-METER		
PESSURE TEST	2	
WATER LOOKS MILKY-AIR IN LINE	1	
Check FOR TAMPERED METERS		
BAD SEWER SMELL	1	
INSPECT, SEWER TAP FOR CUSTOMER		
REPLACE MAN HOLE COVER		
WATER MAIN BREAK	4	
REPLACE METER /METER BOX/LID	4	
ADJUST PRV	1	
CAMERA SEWER LINE		
FLUSH LINES	3	
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK	1	
REPAIR METER SHUT-OFF	2	
SEWER LINE REPAIR	6	
LOCATE WATER METER FOR CUSTOMER	1	
EST. TO RELOCATE WATER METER		
CHANGE TRANSPONDER		
Total		4
		457

Fire Hydrant installed	2	
ROAD PATCHES	5	1
OVERTIME HOURS	169	


 Jimmy Agee Forman

Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
“Knowledge is Power at your Library”

1 September 2015

TO: The Honorable Tim Neal
Mayor, City of Kingston
Mr. David Bolling
Manager, City of Kingston
Members of the City Council

FR: J. Steve Parrott, MLIS, MEd
Director

RE: Monthly Director's Report

The following sum up activities for the library for the month of August, 2015:

Staff

Our new staff members, Sheryl and Sawyer, started with the pay period beginning August 17th. They received training primarily with Jenny and Michaela, and have “jumped in with both feet” on projects, collection maintenance, and circulation desk operations. They have already shown tremendous ability assisting patrons with technology and providing exceptional customer service.

Beka Ochs (attending Johnson University in Knoxville) will still be with us on some Saturdays throughout the school year. She, too, is a superior employee.

Adult Library Programs

We hosted author Ron Miller for a book sale/signing. He had been referred to us by Kay Shostak (a Kingston-ite author who now lives elsewhere). A lack of local support, and a change in the weather, resulted in a disappointing showing for Ron's book sale/signing.

Children's Programming

Barb conducted 4 events with 138 participants at her weekly Wednesday children's story-time. During the rainy weeks early in the month, the children had craft and reading time. On the final Wednesday of the month, they were treated to a summer's end splash party on the patio area.

Meetings, etc.

I took part in the following:

- Attended a session of Regional Library training in Athens. Beth, Liz, and Lynette invited sales representatives from various companies for a Vendor Day.
- Attended a workshop on non-profit financial management hosted by the Roane County United Way.
- Participated in two meetings of the Library Foundation and completed the actions they requested (movement of the Truman Anderson plaque and picture; placement of the donor plaques).
- Spoke at the monthly meetings of Rotary Club (at Gloria Jean's) and Lion's Club (at the Community Center).

Physical Facility

The library interior looks amazing! We transformed the children's area from its "industrial poo" (Michaela's words) pigmentation to the beautiful colors from the book "The Lorax" (Dr. Seuss). Various canvases of scenes from the book and 3-D truffula trees now adorn the walls. Barb is still working on the truffula tree stump with the Lorax sitting atop, and Barb & Diane will be re-covering the benches (which seem to work best in the children's area) with a fabric that complements the ornamentation.

New furniture for the adult areas—nine club chairs—arrived from Brown Squirrel. The quality, comfort and appearance are even better than I imagined. Patrons are now using the club chairs more than the wooden tables and chairs. With Wi-Fi and electrical outlet access, the chairs make a great spot to use laptops, tablets/ipads, etc. (or even for...reading).

Summary

Rearranging has slowed tremendously. We now have the collection "under control" and are continuing to purchase materials that are making drastic improvements while proceeding with our de-selection (weeding) scheme. However, this tedious process will require many more months before we see a "full ripening of the fruit."

Patron count for the month totaled 1621; this is a decrease in patronage. It's normal for a slowdown at the end of summer as school ramps up and folks try to get out and enjoy the waning days of vacation. As well, training new staff to keep an accurate count may have been a factor. I am looking into digital patron counters to install.

Cleanup after the flood last month seems to have been complete; no smell or other issues related to water damage have been noted.

Jenny, Michaela, Sheryl, and Sawyer accomplished weeding in the Young Adult area and a re-labeling project of the DVD's and other materials. Until we are able to procure more labels, re-labeling is on hold. I have ordered labels but am awaiting payment of the invoice.

Book sales depleted many items from the \$1.00 per bag shelves. However, we received numerous boxes of donations that increased our inventory once again. Some donated items were pulled and will be cataloged and added to the library collection.

Respectfully submitted,
JSP



City of Kingston
Project Status Update
July 2015

GREENWAY

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	120 Day Completion	
Notable outstanding issues:	Approval of bid	

Notes:

1. One bid received, from Stethen Smith in the amount of \$310,125
2. Bid will be voted on at Sept. meeting

HOME GRANT

		Date Completed/Closed Out
Project Cost:	\$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	Spring 2016	
Notable outstanding issues:	None	

Notes:

1. Awaiting HUD / THDA release of Policies and Procedures

LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	5%	
Estimated Completion Date	Spring 2016	
Notable outstanding issues:	None	

Notes:

1. Awaiting approval to go out for bids

PHASE II SOLAR PROJECT

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:	Energy Source Partners	
Status (Percent complete)	25%	
Estimated Completion Date	10/1/2015	
Notable outstanding issues:		

Notes:

1. Site prep complete
2. Awaiting delivery of materials
3. Met with Ron Merville on 9/3 about lack of work on the project.