



City Manager Report

December 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:

Ladd Landing Greenway Walking Trail Bridge

Distributed:

January 13, 2015

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
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Public Safety

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Project Status Updates

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- N. Kentucky Street Paving (STP)
- WWTP Expansion
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January 13, 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: December 2014

Legislative Accomplishments

-

Legislative Matters Forthcoming

-

Other Items Considered by the Council

- Advertised in Roane County News and on the City Website:
 - Confirmed Tony Brown as the Vice Mayor effective December 1, 2014
 - Filled the two open positions on the Historic Zoning Commission (5 yr. term—8 Members)
 - Mayor Neal selected Lou Qualls to fulfill the remainder of the term left vacant by the resignation of Pete Malmquist on the Planning Commission (8 yr. term—10 Members)
 - Approved Councilman Don White as the City Representative on the REU Board
 - Approved John Byrkit as the Council Representative on the Planning Commission
 - Approved Library selections for the two open positions their Board
- **Beer Board**
 - No applications
- **Planning Commission**
- **Parks & Recreation**
- **External Meetings**
 - TDOT RPO Meeting
 - ETEC Meeting
 - Commercial Development Meeting
 - ETHRA/ETDD Meeting
 - TVA Conference – Knoxville
 - Recycling Center
 - Chamber Board Meeting
- **Internal Meetings**
 - Met with Department Heads for regularly scheduled individual and group meetings
 - Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **Bids received. On January agenda to reject.**
- North Kentucky Street Paving Project: **Work scheduled to begin in March.**
- Phase II Solar: **Materials being ordered.**
- Septage Receiving: **Soliciting for additional haulers.**
- Capital Improvement Plan: **Had preliminary meeting w / Dept. Heads**
- TVA Funding: **January workshop on January 9th at 2 p.m.**
- Porter Park: **Awaiting Contract from TDEC**
- USDA / RD Sewer Extension: **Submitting plan to RD for remaining funds**
- USDA / RD Water Extension: **Bids to be approved in January.**

FINANCE AND ADMINISTRATION REPORT DECEMBER 2014

FINANCE

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MET WITH AUDITORS REGARDING FIXED ASSETS UPDATES

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CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO BILLS OF CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 59 TOTAL

~

ATTENDED CITY COUNCIL MEETING AND WORK SESSION

~

MET WITH POLICE DEPARTMENT REPRESENTATIVES REGARDING DRUG FUND DEPOSITS AND EXPENDITURES

~

UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR DECEMBER 3724 FOR A TOTAL AMOUNT OF \$307,417.13

~

NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 23 NEW CUSTOMERS MAKING A TOTAL OF 3734 ACCTS 43 CUSTOMERS FINALED OUT SERVICE

~

TOTAL ACH-BANK DRAFT ACCOUNTS- 559

~

TOTAL E-BILL ACCOUNTS-98

~

COMPLETED MONTHLY AND QUARTERLY FINANCIAL REPORTS

~

COLLECTED \$ 5,337.79 IN DELINQUENT PROPERTY TAXES

~

COLLECTED \$ 460,011 IN CURRENT 2014 PROPERTY TAXES

~

MET WITH REPRESENTATIVE FROM EXXON MOBILE GAS TO SWITCH CARDS

~

MET WITH DEPARTMENT HEADS REGARDING CHANGING GAS CARDS

~

MET WITH INSURANCE AGENTS TO CHECK FOR AFFORDABLE HEALTH CARE COMPLIANCE

~

RECEIVED SEVERAL TAX CHANGES FROM THE PROPERTY ASSESSOR'S OFFICE HAVING TO MAKE REFUNDS ON TAXES THAT HAD ALREADY BEEN PAID

City of Kingston
Financial Summary
Dec-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	\$ 75,410	\$ 498,116	\$ 996,232	\$ 980,000	\$ 16,232.00
	State Shared Tax	\$ 50,215	\$ 473,508	\$ 857,312	\$ 857,312	
(Delinquent and Current)	Property Tax	\$ 576,338	\$ 917,578	\$ 1,680,000	\$ 1,680,000	
	Court Fines/Fees	\$ 4,576	\$ 24,584	\$ 49,168	\$ 62,250	\$ (48,546)
Tourism	Hotel/Motel Tax	\$ 3,203	\$ 27,296	\$ 54,592	\$ 40,000	\$ 14,592
Water/Wastewater	User/Fees		\$ 16,880.00	\$ 40,512.00	\$ 60,000.00	\$ (19,488.00)

Revenue Summary			
General Fund Collected YTD	\$ 2,732,744	Wastewater Fund Coll YTD	\$ 1,594,894.00
General Fund Target	\$ 5,428,324	Wastewater Fund Target	\$ 3,438,891.00
Difference	\$ (2,695,580)	Difference	\$ (1,843,997.00)
	50.30%		46.40%

OPERATIONS EXPENDITURE SUMMARY

<u>Operating Departments</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected (Over)Under Budget</u>
General Government	\$ 1,054.06	\$ 173,918.67	\$ 199,760.00	\$ 199,760.00	
Community Development	\$ 5,087.50	\$ 10,229.09	\$ 10,229.09	\$ 10,275.00	\$ (45.91)
Police	\$ 71,331.13	\$ 464,425.83	\$ 928,851.65	\$ 896,497.00	\$ (32,354.65)
Fire	\$ 70,048.48	\$ 459,900.23	\$ 919,800.46	\$ 986,264.00	\$ 66,463.54
Public Works	\$ 48,645.00	\$ 316,423.51	\$ 632,269.44	\$ 816,284.00	\$ 182,387.98
Parks & Recreation	\$ 38,341.64	\$ 274,692.08	\$ 549,384.16	\$ 592,965.00	\$ 43,580.84

OPERATIONS EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	\$ 345,238.18	\$ 2,561,253.86	\$ 5,428,324.00	47.53%
Water/Wastewater	\$ 128,496.81	\$ 1,350,918.44	\$ 3,438,891.00	41.94%

FINANCIAL SUMMARY MONTH OF DECEMBER 2014

UNASSIGNED FUND BALANCE

Operating Fund	Current Month	Budget 12/31/14	Actual 12/31/14	%
General Fund	\$1,311,699.14	\$2,714,162.00	\$2,561,253.86	47.53%

Cash in Bank	Mar	Apr	May	June	July	August	September	October	November	December
General Fund	\$1,448,089.85	\$1,233,126.17	\$1,044,056.35	\$875,897.18	\$1,026,550.41	\$823,793.07	\$661,750.69	\$649,717.39	\$661,900.60	\$1,077,879.51
2008 Bond	\$290,499.35	\$304,235.96	\$247,878.90	\$261,666.78	\$275,442.65	\$289,264.59	\$303,078.30	\$318,078.30	\$330,675.42	\$344,471.37
Water/Sewer	\$1,448,089.85	\$1,338,734.62	\$1,351,299.75	\$1,234,966.72	\$1,154,777.68	\$896,404.25	\$954,290.37	\$1,055,838.38	\$1,096,130.35	\$1,213,596.98
1999 Bond	\$372,720.36	\$392,494.72	\$150,096.60	\$170,094.23	\$190,055.12	\$210,038.47	\$230,131.33	\$253,131.33	\$270,333.68	\$290,377.73
2004 Bond	\$323,624.37	\$332,378.18	\$281,039.61	\$289,837.08	\$298,621.05	\$307,453.82	\$316,276.49	\$326,276.49	\$333,890.80	\$342,694.89
RDA Reserve Fund	\$190,249.73	\$192,260.76	\$194,272.23	\$196,283.45	\$198,283.45	\$200,307.01	\$202,318.54	\$204,318.54	\$206,342.40	\$208,354.73
Rockwood Interconnect	\$391,016.80	\$388,773.08	\$388,829.21	\$378,883.26	\$378,883.26	\$363,669.79	\$355,105.25	\$355,097.25	\$338,844.23	\$377,762.85
Gallaheer Rd Constrect	\$832,958.80	\$809,937.28	\$772,453.58	\$799,900.11	\$799,257.65	\$798,809.60	\$798,592.44	\$798,592.44	\$767,893.42	\$767,939.13
WWTP Expansion Con	\$30,679.06	\$30,680.83	\$30,682.65	\$30,684.41	\$30,684.41	\$30,688.06	\$30,689.83	\$382,430.52	\$2,916.71	\$2,917.05
WWTP Retainage Acct	\$226,427.88	\$226,440.91	\$226,454.37	\$226,467.40	\$226,467.40	\$226,494.33	\$226,507.36	\$226,507.36	\$226,533.86	\$226,547.33
Drug Fund	\$11,458.35	\$9,357.19	\$8,796.29	\$8,821.29	\$10,414.69	\$7,439.53	\$7,372.12	\$6,241.62	\$5,917.99	\$7,073.84
Ladd Landing Const.	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26
Total BALANCES	\$5,566,123.66	\$5,258,728.96	\$4,696,168.80	\$4,473,811.17	\$4,589,747.03	\$4,154,671.78	\$4,086,421.98	\$4,576,538.88	\$4,241,688.72	\$4,859,924.67

HUMAN RESOURCES REPORT MONTH DECEMBER 2014

HUMAN RESOURCES

- ~ REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- ~ VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE'S RECORDS
- ~ TOTAL FULL TIME EMPLOYEES: 62; TOTAL PART-TIME EMPLOYEES 15
- TERMINATED 3 PART-TIME EMPLOYEES FROM LIBRARY
- ~ MET WITH CERTAIN DEPARTMENT HEADS REGARDING EMPLOYEE CHANGES
- ~ FILED INSURANCE CLAIMS FOR SEVERAL EMPLOYEES
- ~ MET WITH LIBRARY BOARD REPRESENTATIVE
- ~ CERTIFIED EMPLOYEE FOR RETIREMENT TO TCRS
- ~
- ~
- ~

New Business Licenses Issued in DECEMBER 2014

OPENING DATE

Outerwall, Inc

1-Dec-14

Donald R Rench

1000 Ladd Landing Blvd

Kingston, TN 37763

425-943-8000

COLLECTED \$ 2,000 IN ANNUAL BEER AND LIQUOR FEES

COLLECTED \$ 16,578.02 IN BEER AND LIQUOR TAXES

TOTAL BEER AND LIQUOR TAXES COLLECTED THIS FISCAL YEAR - \$121,645.32

Report for the citations issued, the disposition date for which was on
December 2, 2014

Monies outstanding from August 7, 2007–December 31, 2014	\$ 46,657.13
Monies collected from August 7, 2007 – December 31, 2014	\$ 341,293.75

JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 3,137.50	
Collected in court on fines and costs		\$ 818.75
Amount collected after Dec. 2014 Court		\$ 622.50
Total collected for citations on Dec. 2014		\$ 1,441.25
Amount outstanding for Dec. 2014	\$ 1,696.25	
<u>4</u> Cash bond forfeitures		\$ 480.00
Total amount collected for Dec. 2014 Citations		\$ 1,921.25
Amount collected from previous months/FTA etc.		\$ 1,367.50
Total collected in December 2014		\$ 3,288.75

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 day of December 2014


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT - NOVEMBER 2014

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	5
Simple Assault	8
Intimidation	4
Stalking	1
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	18

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	1
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	1
Credit Card/ATM Fraud	2
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	3
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	1
All Other Larceny	
Motor Vehicle Theft	
Robbery	1
Stolen Property Offenses	
Vandalism	3
Subtotal	13

Crimes Against Society

Drug/Narcotics Violations	3
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	5

TIBRS Group B Offenses

Bad Checks

Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	5
Drunkenness	2
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	7

Central Dispatch

Patrol Mileage	14,983
Hours Worked	2,411
Reserve Hours Worked	451
Total Overtime Hours	156
Total Amount of Overtime Wages	\$3,962.25
City Court Citations	56
General Sessions Citations	4
Arrest	43
Juvenile Arrest	0
Incident Reports	47

Municipal Codes

Animal Control Calls to Office	6
Animal Control Violations	0
Animal Control Letters Sent	2
Animals Transported to Shelter	3
Codes Concerns	0
Codes Violations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	15

Kingston Fire Department

Incident Report

Incident Totals

Kingston City

Dec-14

TOTAL CALLS

Category	Total		Total
Structure Fires	1	Hazardous Calls	1
Vehicle Fires	1	Service Calls	3
Brush/Grass Fires	0	Good Intent Calls	4
Refuse/rubbish Fires	0	Unintentional False	7
Other Fires	0	Other False	
Total Fires	2	Total False: Total	15
Rescue and EMS	38	Overpressure Rupture/ Explosion - No Fire	0
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	500
Fire Service Death	0	Contents	100
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 December

Summary of Month's Activities

Fire Operations

The Department responded to 55 calls for service during the month of July.

Fire Administration

- Attended Dept. Head meeting.
- Shift changes posted. New shift begin January 5th, 2015.
- Chief Gordon has implemented station rotations. Each Firefighter will be given the opportunity to work at Station 1. Supervisors will remain at Station 1.
- TML safety and management classes completed.
- Gun Raffle fundraiser started. The winner will be drawn on February 14th, 2015
- FF Robin Sheldon and Captain Lisa Crawley have been working extensively on the Junior Fire Setter Program. First class will be held January 10, 2015 at Station 1.

The Training Room has been utilized this month for the following:
Monthly testing and training

	This Month	YTD
Fire Inspections	0	69

Public Fire Education

	This Month	YTD
Participants	5	
Education Hours	1	507
Number of Occurrences	1	

Firefighter Training

KFD is continuing on shift-training. All training is being documented and turned into Lt./TO Clint Edmonds.

Training Plan for 2015:

Kingston Fire Department is currently creating the 2015 training outline for monthly company training and individual shift training. This training must be approved by the state and be ISO compliant.

Implemented Performance Standards Plan

- Continuing Education for all KFD personnel
- Monthly testing to certify all KFD personnel to the highest level possible.

Fleet Maintenance

- Routine Checks

Outstanding Issues

- Aging Fire fighting apparatus and SCBAs (Self Contained Breathing Apparatus)
- Our SCBA harnesses need continuing repairs. Harnesses have begun to leak and have been removed from service until repair.
- The two bullets above are still true and our airpacks are requiring more and more repair.

Cost Savings

- Safety meetings with no injuries
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs.
- Fundraising activities are moving forward aggressively.

Kingston Fire Department

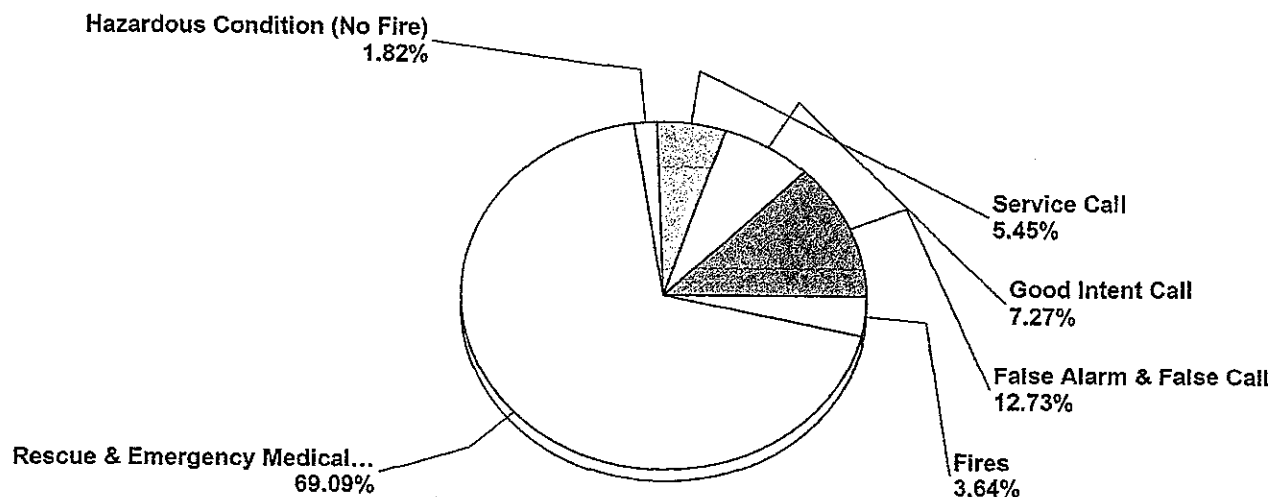


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Breakdown by Major Incident Types for Date Range

Start Date: 12/01/2014 | End Date: 12/31/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.64%
Rescue & Emergency Medical Service	38	69.09%
Hazardous Condition (No Fire)	1	1.82%
Service Call	3	5.45%
Good Intent Call	4	7.27%
False Alarm & False Call	7	12.73%

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
111 - Building fire	1	1.82%
131 - Passenger vehicle fire	1	1.82%
311 - Medical assist, assist EMS crew	9	16.36%
320 - Emergency medical service, other	1	1.82%
321 - EMS call, excluding vehicle accident with injury	25	45.45%
322 - Motor vehicle accident with injuries	1	1.82%
324 - Motor vehicle accident with no injuries.	1	1.82%
354 - Trench/below-grade rescue	1	1.82%
412 - Gas leak (natural gas or LPG)	1	1.82%
550 - Public service assistance, other	2	3.64%
554 - Assist invalid	1	1.82%
611 - Dispatched & cancelled en route	2	3.64%
621 - Wrong location	1	1.82%
651 - Smoke scare, odor of smoke	1	1.82%
700 - False alarm or false call, other	6	10.91%
743 - Smoke detector activation, no fire - unintentional	1	1.82%

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

Kingston Fire Department

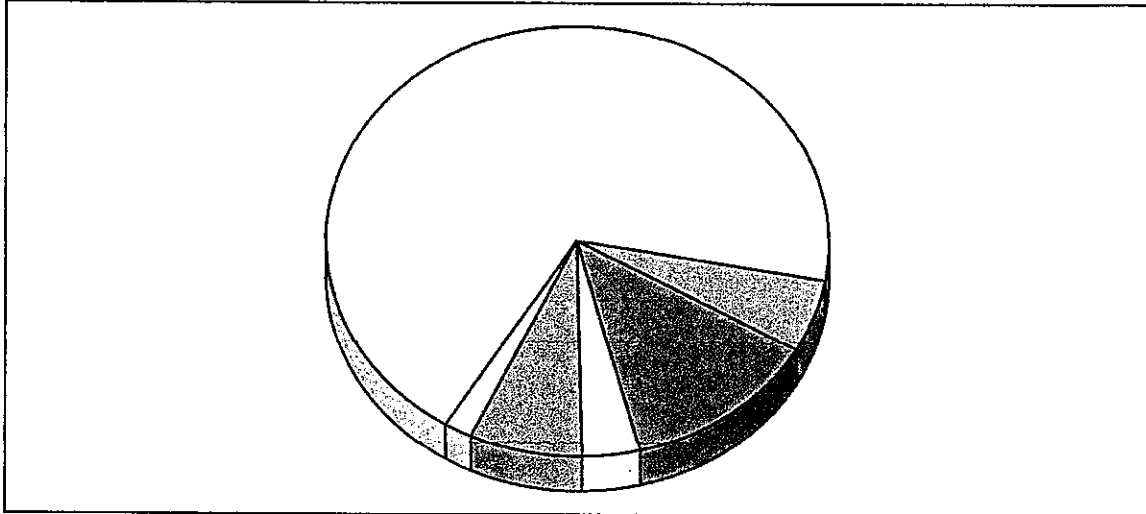
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 12/01/2014 | End Date: 12/31/2014



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

INCIDENT TYPE	DEC	TOTAL
False Alarm & False Call	7	7
Fire	2	2
Good Intent Call	4	4
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	38	38
Service Call	3	3
Total	55	55

Only REVIEWED incidents included

Kingston Fire Department



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Minor Incident Types by Month for Year

Year: 2014

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Accident, potential accident	1			1			2	1		2			7
Bomb scare				1									1
Chemical release, reaction, or toxic condition				1		1					1		3
Citizen complaint		1											1
Combustible/flammable spills & leaks			3				2				1	1	7
Controlled burning			1										1
Cover assignment, standby at fire station, move-up									1				1
Dispatched and canceled en route	6	7	3	2	5	4	4	5	7	3	4	2	52
Electrical wiring/equipment problem			1			1		1					3
Emergency medical service (EMS) Incident	46	44	43	40	43	43	41	32	45	52	36	28	493
Excessive heat, scorch burns with no ignition				1									1
Extrication, rescue					1							1	2
False alarm and false call, other	2	5	2	4	1	5	3	6	1	3	2	6	40
Good intent call, other							1						1
Malicious, mischievous false alarm			1										1
Medical assist	8	2	2			3	4	5	4	8	10	9	55
Mobile property (vehicle) fire		1						1		1	1	1	5
Natural vegetation fire	3	3	1	2		1					1		11
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	3	4	1		15
Public service assistance	1	4	1		2	6	4	5	5	3	3	3	37
Rescue or EMS standby							1						1
Rescue, emergency medical call (EMS), other		1								1	1		3
Search for lost person											1		1
Service call, other				1	1			1					3
Smoke, odor problem	2	1	1										4
Special outside fire		1									1		2
Special type of incident, other					1								1
Steam, other gas mistaken for smoke		1						1		1		1	4
Structure Fire			1	1	2		2		1		2	1	10
System or detector malfunction	2	3	5		2	2		2	1				17
Unintentional system/detector operation (no fire)	2	1	2	3	2	2	3	1	2		2	1	21
Wrong location, no emergency found				1		1	1		1		1	1	6
Total	75	77	68	59	60	71	68	64	71	78	68	55	814

Only REVIEWED incidents included

KINGSTON FIRE DEPARTMENT

FIRST RESPONDER MONTHLY REPORT

For the Month of: **December**

Date of Report: **1/5/2015**

ROUTINE TASKS (MANHOURS)

	Current Month	Previous Month	Percent Change
1. First Responder Operations	38	48	-20.8%
2. Equipment Maintenance	30	30	0.0%
3. Public Education	1	10	-90.0%
4. Training	80	80	0.0%
5. Equipment Repair	10	0	#DIV/0!
6. Equipment Inspections	65	65	0.0%
7. Other	50	50	0.0%

TOTAL HOURS

274

283

Response Summary:

Assist Calls

Airway Obstruction	0
Allergic Reaction	0
Altered Mental Stat	2
Behavioral Disorder	0
Cardiac	4
MVC	3
Falls	5
Diabetic Emergency	
GI Problems	0
General Sickness	4
Overdose	0
OB Gyn	0
Obvious Death	0
Respiratory	8
Seizure	4
Syncope	0
Unresponsive	3
Other	5
TOTAL	38

Submitted By: WILLIAM GORDON, FIRE CHIEF

Kingston Building Inspector Activity Report (FD) December 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.

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Fire Code Inspections	Inspect existing businesses within city limits – Hotels, Restaurants, Stores, etc.	9
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	2
Building Inspections	Building Related	2
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	3705.00
Flood Event/FEMA	Assisting flood properties and FEMA requirements including all documentation	0
Issuing of Addresses	Assisting E-911 with assigning addresses for the city	0
Plan Reviews	In-house plan review (also with outsourced plan reviews)	0
Customer Service Calls	Facilitate calls contractors may have	Daily

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 **December 2014**

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 December				
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	\$3,797.28		90	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	\$3,870.93			

STATE RT 326

ACTIVITY

446 MECHANICAL SWEEPING
447 MANNUAL SWEEPING

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
LABORER	\$13.54	1	\$ 13.54
OPERATOR	\$15.35	1	\$ 15.35
FOREMAN	\$15.82	1	\$ 15.82

SUBTOTAL		\$ 44.71
FRINGE BENRFITS	45%	\$ 20.12
FINAL LABOR SUBTOTAL		\$ 64.83

Equipment Rental

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
17 SWEEPER TRUCK	\$ 48.22	1	\$ 48.22
04 TRUCK	\$ 13.00	1	\$ 13.00

EQUIPMENT SUBTOTAL	\$ 61.22
TOTAL	\$ 126.05

STATE RT 326 GRANDTOTAL	\$ 126.05
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State Rt. 1	Sub Total	\$ 1,223.89
State Rt. 58	Sub Total	\$ 2,520.99
State Rt. 326	Sub Total	\$ 126.05
GRANDTOTAL		\$ 3,870.93

STATE RT 1

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$14.75	9	\$ 132.75
	OPERATOR	\$15.35	9	\$ 138.15
	FOREMAN	\$15.82	9	\$ 142.38
	SUB TOTAL			\$ 413.28
	FRINGE BENEFITS		45%	\$ 185.98
	FINAL LABOR SUBTOTAL			\$ 599.26

ACTIVITY	435 MACHINE MOWING on MEDIANS	<u>Acres/Miles</u>	<u>Rate</u>	<u>Total</u>
	441 LITTER REMOVAL ON MEDIAN	0.97	\$45.00	\$43.65
		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	9	\$ 433.98
	04 TRUCK	\$13.00	9	\$ 117.00
	EQUIPMENT SUBTOTAL			\$ 550.98
	TOTAL			\$ 1,223.89

STATE RT 1 GRANDTOTAL \$ 1,223.89

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

Equipment Rental		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	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

PUBLIC WORKS DEPARTMENT
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: DECEMBER, 2014

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

33

TOTAL OVERTIME COST

\$ 761.02

Tim Clark, Department Head



PARKS AND RECREATION

BOARD MEETING MINUTES

December 8, 2014

Present: Karen High, Ruth Lentz, Ruth Thompson, Eric Clark, Tony Brown, Keenon Hethcoat, Sue Collins, Paul Rogers, Rick Ross, Jo Ann Knies

Absent: Josh Igou

Guests: Sonny Hunter, Davida High, Jeanie Rogers, Jeannie Brown, Tina Clark, Glen Collins, Frank Knies, Jennifer Ross, Jordon Ross, Tim and Emily Thompson, Earl Lentz

The meeting was held along with the annual social at the welcome center at Fort Southwest Point.

The minutes from the November meeting were read and approved. Keenon made a motion and Paul seconded and motion passed.

UNFINISHED BUSINESS:

1. The City Council will disband the fort committee at their next meeting according to Councilman Brown.
2. The LPRF grant should be finalized and received in January, 2015.
3. Bids will be received soon for the second part of the Ladd project. Restrooms are being planned for the area on the left side of the bridge. We would like to have more parking spaces and fitness stations.
4. The Christmas Bazaar was deemed a success. There were 30 crafters each paying \$30.00 for a space. The swim team made a profit selling hot dog lunches.

NEW BUSINESS:

1. Rick spoke to the group and thanked everyone for their volunteering throughout the year. He passed out knit parks and recreation shirts to all the board members. He announced that this year's winner of the Volunteer of the Year Award was the Eric Clark Family. Eric and his wife and three daughters assisted at various activities this year and worked tirelessly selling t-shirts during the 4th of July festival. Eric and Tina accepted the plaque on behalf of their family.
2. Paul complimented Rick for his continued efforts and accomplishments as Parks and Recreation Director. Rick recognized his employees as being part of these accomplishments and for everyone's efforts as part of a team.
3. Rick reminded the group of the annual Fort Candle Light Tour the following weekend on December 13th at 6 p.m. He encouraged everyone to attend.

The board members and their families enjoyed refreshments and fellowship before adjourning at 7:30. Ruth made a motion to adjourn and Karen seconded and motion passed.

Jo Ann Knies

December 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 December, 2014:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops
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

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

TVA Retires Luncheon	Jan Hardin - Norwex Dinner Party
NAMI Christmas Diner	Roane Republican Party
Pat Devine Employee Party	Missy Andrews Family Party
Eric Daniels Family Party	Teresa Walker Family Party
Kroger Employees Christmas Party	Loring E. Justice PLLC Depositions
City Firemen Christmas Dinner	Foust Family Fitness Christmas Party
Raiders Baseball Meeting	Heather Ellis Family Party
Jennifer Christopher Employee Lunch	

Com.Center Rent: \$423.00

Submitted by Jo Ann Knies

December 2014 Billing

Bill Net	307,417.13
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Bill Gross	336,133.90
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New Customers	23
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Final Bills	43
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Number of Total Services	8746
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Water	3720
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Sewer	2446
-------	------

Trash	2413
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Number of Accounts	3724
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Past Due Accounts	462
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E-Bill Accounts	98
-----------------	----

ACH -Bank Draft Accounts	559
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Neighbors Helping Neighbors

This Months Sign Ups	Grand Total
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5	59
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BUSINESS LICENSE INFO

Transient Vendor Permit	0
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New License	1
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KINGSTON WATER TREATMENT PLANT



DECEMBER OPERATIONS REPORT

2014

Water Treatment Plant		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
G A L L O N S	Influent (Raw)	17,905,000	17,881,000	0.13%	794,000	423,000	597,000
	Effluent (Finish)	16,169,000	16,319,000	-0.93%	692,000	394,000	539,000
	Spring Supply	12,696,000	13,271,000	-4.53%	459,000	400,000	423,000
	Total Finish Prod.	28,865,000	29,590,000	-2.51%	Distribution & WTP Report: 3,742,224		
Plant Efficiency		99.31%	99.43%	-0.12%	gals. usage flushing and Tank Refilling.		
Distribution					Public Works: No Report		
G A L L O N S	Consumption	20,023,800	23,319,600	-16.46%	Fire Dept: No Report		
	Reported Usage	3,742,224	2,903,680	22.41%	Park & Rec: No Report		
	Water Loss	5,098,976	3,366,720	33.97%	WWTP: No Report		
	%	17.67%	11.38%	6.29%	OT Hrs: 30		

Note: The Water Production, Consumption and Loss data is for the November 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.
- * Winterizing and doing extra maintenance etc. at the Treatment Plant and Spring Pump House.
- * Had to replace the control valve on the high pressure Basin wash line.
- * Calibrated the System Tank Targets and adjusted the on-line SCADA Setpoints.
- * Ran and installed a water line into Chemical Room.
- * Ran and installed a hot water line to the Shop sink.

Schedule of Unaccounted For Water
December

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	28,865,000
C	Water Purchased	0
D	Total Water Treated and Purchased	28,865,000
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	20,023,800
G	Metered for Consumption (in house usage)	1,442,224
H	Fire Department(s) Usage	0
I	Flushing	2,300,000
J	Tank Cleaning/Filling	0
K	Street Cleaning	0
L	Bulk Sales	0
M	Water Bill Adjustments (+/-)	0
N	Total Accounted for Water	23,766,024
	(Sum Lines F thru M)	
O	Unaccounted for Water	5,098,976
	(Line D minus Line N)	
P	Percent Unaccounted for Water	17.665%
	(Line O divided by Line D times 100)	

Q Other (explain)

See Below

Explain Other:

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





NOVEMBER OPERATIONS REPORT

2014

<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)	17,881,000	19,639,000	-9.83%	887,000	356,000	574,000
	Effluent (Finish)	16,319,000	18,047,000	-10.59%	842,000	336,000	526,000
	Spring Supply	13,271,000	12,556,000	5.39%	477,000	390,000	428,000
	Total Finish Prod.	29,590,000	30,603,000	-3.42%	<i>Distribution & WTP Report:</i>		
Plant Efficiency		99.43%	99.33%	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	23,319,600	21,397,600	8.24%	<i>Fire Dept:</i> No Report		
	Reported Usage	2,903,680	4,768,000	-64.21%	<i>Park & Rec:</i> No Report		
	Water Loss	3,366,720	4,437,400	-31.80%	<i>WWTP:</i> No Report		
	%	11.38%	14.50%	-3.12%	<i>OT Hrs:</i> 30		

Note: The Water Production, Consumption and Loss data is for the October 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.
- * ISI did the Quarterly Maintenance and Calibrations at Plant & Spring Pump House of all On-line Equipment, Meters, Controllers and Transmitters, etc.
- * LABTRONX performed the Bi-Annual Maintenance and Cals. on Lab Equipment and Instruments.
- * Installed tap, trenched and ran conduit, line and pressure pot at Kingston Heights Tank for SCADA - Telemetry System.
- * Replaced the Kingston Hgts. Tank drain valve and fabricated a winterized enclosure.
- * Replaced Ladd Landing Pump Station lightning protection, enabling Pumps automatic operation.
- * Replaced zone heater in old chemical room to protect chemical feed lines.
- * Replaced and winterized the pressure pot and SCADA - Telemetry System.
- * Winterizing and doing extra maintenance etc. at the Treatment Plant and Spring Pump House.
- * Insulated / winterized the Bonneyview Tank Transmitter / SCADA -Telemetry System.
- * Added 2.5 tons of Anthracite to the filters.

Schedule of Unaccounted For Water
November

(All amounts in gallons)

A	Water Treated and Purchased		
B	Water Pumped (potable)	29,590,000	
C	Water Purchased	<u>0</u>	
D	Total Water Treated and Purchased		<u>29,590,000</u>
	(Sum Lines B and C)		
E	Accounted for Water:		
F	Water Sold	23,319,600	
G	Metered for Consumption (in house usage)	<u>1,403,680</u>	
H	Fire Department(s) Usage	<u>0</u>	
I	Flushing	<u>1,500,000</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		<u>26,223,280</u>
	(Sum Lines F thru M)		
O	Unaccounted for Water		<u>3,366,720</u>
	(Line D minus Line N)		
P	Percent Unaccounted for Water		<u>11.378%</u>
	(Line O divided by Line D times 100)		

Q Other (explain)

See Below

Explain Other:

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



KINGSTON WASTEWATER

TREATMENT PLANT

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

FROM: Tony Workman, WWTP Manager

DATE: January 6, 2015

RE: December 2014 Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.7064	1.907	.3770	21,897,000
Effluent	.6269	1.788	.2930	19,434,000

Total gallons of chlorine used was 265.3 @ \$2.09 gallon= \$554.48.

68 total overtime hours this month.

There was 6.38 inches of rain. There were no overflows this month.

28.51 tons of sludge was hauled to the landfill.

Haren Construction has started repairing the damaged oxidation wall. They are cutting of the wall appears complete. Forms are being formed so concrete can be poured.

One of the drives used for the new Return Activated Sludge pumps has failed. I contacted Blake Lawson with Tennessee Associated Electric about the RAS issues. He had a technician, Kevin Pagodin, to come out and troubleshoot the problems with the drive. It appears that a motor has also failed. Kevin mentioned there are several issues going on and continues to fix the problems as they occur. He will give me a report if the problems found and repairs made/needed.

The TML online courses are being completed.

CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: Dec. 2014

To: David Bolling
From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
READ OUTS	34	
RE- READS	2	
WATER TAP NEW ACCOUNT		
HYDRANT LEAKS		
READ INS	32	
CHECK FOR HUNG METER		
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK	7	
METER LEAKS		
AFTER HOURS - WATER	5	
SERVICE LINE LEAK	3	
LINE LOCATES	73	
TURN OFF FOR NON PAYMENT	10	
TURN WATER BACK ON	9	
YARD WORK	2	3
DOOR HANGERS		
MANUAL READ		
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION	1	
SEWER BACK UP	5	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	2	
PROFILE REQUESTED	5	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
CHECK TO SEE IF STILL OFF & LOCK	4	

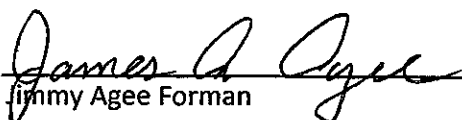
CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: Dec. 2014

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RAISE METER BOX		
CHANGE METER TOPS		
LOWER METER BOX		
PESSURE TEST	1	
WATER TASTE BAD		
Check FOR TAMPERED METERS		
BAD SEWER SMELL		
TURN BACK ON TO FIND LEAK		
REPLACE MAN HOLE COVER		
WATER MAIN BREAK	1	
REPLACE METER /METER BOX/LID	2	
RESET TRANSPONDER		
CAMERA SEWER LINE	1	
FLUSH LINES		
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK		
REPAIR METER SHUT-OFF	2	
SEWER LINE REPAIR		
INSTALL METER YOKE		
RE-LOCATE WATER METER		
CHECK IF HOOKED TO SEWER		
Total		208
		7
LOCATE METER FOR CUSTOMER		
FIRE HYDRANTS	4	2
ROAD PATCHES	1	2
OVERTIME HOURS	149	


Jimmy Agee Forman



City of Kingston
Project Status Update
December 2014

Any changes will appear in **RED**.

GREENWAY

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:	Pending	
Status (Percent complete)	0%	
Estimated Completion Date	180 Day Completion	
Notable outstanding issues:	Verifying Bids	

Notes:

1. Bids received—on January agenda to reject
2. Plans to be being revised
3. 180 Day Completion Time

NORTH KENTUCKY STREET PAVING

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

Notes:

1. Bids received
2. Work to begin in Spring 2015

Wastewater Treatment Plant Expansion

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

Notes:

1. Work has resumed on ditch repair

SEWER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	\$49,400 design	
Contractor:	\$376,033.28	
Status (Percent complete)	98%	
Estimated Completion Date	Pending	
Notable outstanding issues:	Approval from RD	

Notes:

1. Plan for remaining funds on January agenda
2. Will require approval from USDA / RD

WATER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	\$69,910 for all 4 parts	
Contractor:	\$580,400 est. for both 1 & 2	
Status (Percent complete)	Design is complete	Waiting for Rural Dev. Approval
Estimated Completion Date	Pending	
Notable outstanding issues:		

Notes:

1. Bids opened, verified
2. Will be on January agenda