



# City Manager Report

DECEMBER 2016



## 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:

Beautiful Watts Bar Lake

**Distributed:** January 10, 2017

## **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**

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

### **Library**

- ☐ Director's Report

### **E-911 Quarterly Report**

- ☐ Director's Report  
(Reports are Issued Quarterly)

### **Solid Waste Advisory Board**

- ☐

### **Project Status Updates**

- ☐ Greenway
- ☐ HOME Grant
- ☐ LPRF Gertrude Porter Park
- ☐ CDBG Sewer Plant Improvements



January 10, 2017

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](http://www.mykingstontn.com)). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

Our goal is to become more transparent and more performance driven. The City staff and I will continue to make every effort to increase efficiencies in City services as we serve the citizens of Kingston.

It is our hope this report will help you become and stay informed regarding city issues and progress.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

David L. Bolling, City Manager  
City of Kingston

# **City Manager**

## **Management Report: December 2016**

### **Legislative Accomplishments**

- B. None

### **Legislative Matters Forthcoming**

- A. Discussion of proposed revisions to the City of Kingston Sign Ordinance

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

- A. Approved Acceptance of Proposal from 245tech for the Development of a New City Website using TVA Enhancement Funding in an Amount Not to Exceed \$52,000
- B. Approved Accepting the State of Tennessee Law Enforcement Equipment Grant in the Amount of \$15,000 for the Purchase of a Police Boat
- C. Approved disposal of surplus 1995 Hydra-Sport Boat and Motor
- D. Approved Appointments/Reappointments for:
  - a. Vice Mayor
  - b. Planning Commission Council Representative
  - c. Board of Zoning Appeals
  - d. Historic Zoning Commission
  - e. Library Board
  - f. Parks and Recreation Commission Council Representative

- **External Meetings**

- Green Team Meeting
- Robert Campbell (Porter Park)
- Conference Call with Retail Strategies
- Danl Hall (Greenway)
- Alliance Community Development Committee
- Chamber Board Meeting
- TVA Economic Development Luncheon
- TDOT and Senator Yager

- **Internal Meetings**

- Individual and Joint meetings with Department Heads
- Individual Meetings with members of Council

### **Ongoing Work**

- Greenway Project Extension: **State processing close-out**
- TVA Funding: **Website Pre-Planning underway**
- LPRF (Gertrude Porter Park): **Construction in progress. Estimated completion early 2017**
- HOME Grant: **Inspections began in early July. Estimated completion July 2017**
- CDBG (Sewer Plant): **Work on de-watering press in progress.**

## FINANCE AND ADMINISTRATION REPORT DECEMBER 2016

- \* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL
- \* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 630 -DONATIONS TOTAL \$8,533.80 DISBURSED -265.69 YTD
- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR DECEMBER 3739 FOR A TOTAL AMOUNT OF \$286,815.62
- \* NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 34
- \* 43 CUSTOMERS FINALED OUT SERVICE
- \* 237 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 621
- \* TOTAL E-BILL ACCOUNTS - 214
- \* WATER/SEWER SERVLINE LEAK PROTECTION TOTAL DECEMBER BILLING 2138
- \* WATER LOSS PROTECTION DECEMBER 1137
- \* WATER LINE PROTECTION DECEMBER 78
- \* SEWER LINE PROTECTION 4
- \* ADDED BAR CODE SCANNERS FOR UTILITY BILLS FOR BETTER CUSTOMER SERVICE

### NEW BUSINESS LICENSES ISSUED IN DECEMBER

- 1 EDWARD JONES FINANCIAL - PEDDLER PERMIT  
SAMMU FROG
- 2 COMCAST BUSINESS CLASS SECURITY LLC  
1701 JOHN F KENNEDY BLVD  
PHILADELPHIA, PA 19103

**CITY OF KINGSTON**  
**REVENUES DECEMBER 2016**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DEC- 2015	BUDGETED REVENUES 2016- 2017	ACTUAL 2016	PERCENT OF BUDGET 50%
31110	CURRENT PROPERTY TAX	\$936,682	\$1,950,000	\$1,011,856	51.9%
31120	PUBLIC UTILITIES PROPERTY TAX		\$39,400	\$0	0.0%
31211	PROPERTY TAX DELINQUENT - 1ST	\$24,219	\$60,000	\$34,508	57.5%
31212	PROPERTY TAX DELINQUENT - 2ND	\$11,862	\$20,000	\$12,475	62.4%
31219	PROPERTY TAX DELINQUENT - 0TH	\$6,178	\$15,000	\$18,859	125.7%
31300	INT, PENALTY, AND COURT COST	\$8,176	\$20,000	\$14,129	70.6%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$30,021	\$58,393	\$38,153	65.3%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$525,301	\$1,050,000	\$527,414	50.2%
31710	WHOLESALE BEER TAX	\$99,728	\$191,000	\$84,837	44.4%
31720	WHOLESALE LIQUOR TAX	\$22,613	\$46,000	\$36,139	78.6%
31800	BUSINESS TAXES	\$12,133	\$70,000	\$12,892	18.4%
31912	CABLE TV FRANCHISE TAX	\$37,181	\$73,500	\$36,771	50.0%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$8,442	\$17,000	\$7,463	43.9%
31920	HOTEL/MOTEL TAX	\$29,014	\$52,000	\$12,924	24.9%
32210	BEER LICENSES	\$300	\$1,750	\$1,100	62.9%
32220	LIQUOR PERMITS	\$100	\$300	\$100	33.3%
33490	TEMA ASSISTANCE TORNADO	\$134,741			
33510	STATE SALES TAX	\$234,922	\$486,000	\$241,430	49.7%
33520	STATE INCOME TAX	\$138,125	\$138,000	\$126,023	91.3%

33530	STATE BEER TAX		\$1,545	\$3,090	\$1,527	49.4%
33540	STATE LIQUOR TAX		\$3,827	\$8,000	\$2,422	30.3%
33551	STATE GASOLINE TAXES		\$83,720	\$163,000	\$85,696	52.6%
33552	STATE-CITY STREETS		\$6,039	\$12,500	\$6,007	48.1%
33555	STATE STREET CONTRACT MAINT		\$6,890	\$48,000	\$34,045	70.9%
33590	TVA REVENUE SOLAR JAMES FRY			\$3,100	\$3,173	102.4%
33591	GROSS RECEIPTS - TVA		\$18,114	\$72,450	\$17,443	24.1%
33592	TVA IMPACT FUNDS		\$50,021	\$37,061	\$36,715	99.1%
33593	CORPORATE EXCISE TAX			\$9,300	\$0	0.0%
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	100.0%
34100	GENERAL GOVERNMENT - CHARGES		\$196	\$200	\$185	92.5%
34310	HIGHWAYS AND STREETS CHARGES			\$500	\$200	
34420	GARBAGE TIP FEES		\$162,734	\$325,500	\$136,672	42.0%
34720	SWIMMING POOL CHARGES		\$4,116	\$23,500	\$4,917	20.9%
34740	PARK AND RECREATION CHARGES		\$3,443	\$6,300	\$3,309	52.5%
35110	CITY COURT FINES AND COST		\$19,524	\$50,000	\$21,719	43.4%
35140	DRUG FINES			\$2,500	\$327	13.1%
35150	TRAFFIC SCHOOL CHARGES		\$2,800	\$7,500	\$1,600	21.3%
36000	FUND BALANCE			\$143,401		
36100	INTEREST EARNINGS		\$515	\$2,000	\$2,505	125.3%
36430	PAVILION RENTAL		\$1,893	\$3,500	\$2,540	72.6%
36900	TMBF LOAN PORTER PARK			\$200,000	\$0	0.0%
36910	GRANT PROCEEDS PORTER PARK			\$500,000		0.0%
36920	TMBF LOAN POLICE VEHICLES		\$124,000			0.0%
36967	CONTRACT NATURAL GAS		\$10,750	\$21,500	\$10,750	50.0%
36971	CONTRACT WATER BILLING		\$439,818	\$439,818	\$439,818	100.0%
TOTAL ESTIMATED REVENUES			\$3,205,683	\$6,375,063	\$3,032,643	47.6%

**CITY OF KINGSTON**  
**EXPENDITURES DECEMBER 2016**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DEC 2015	2016-2017 BUDGET	ACTUAL DEC 2016	50%
41100	LEGISLATIVE	\$23,577	\$70,614	\$28,238	40.0%
41210	CITY COURT	\$12,973	\$27,199	\$14,124	51.9%
41320	CITY MANAGER	\$54,923	\$115,174	\$56,291	48.9%
41500	FINANCIAL ADMINISTRATION	\$223,885	\$485,880	\$225,880	46.5%
41700	PLANNING AND ZONING	\$5,087	\$10,275	\$10,201	99.3%
41810	CITY HALL BUILDINGS	\$30,924	\$83,677	\$39,028	46.6%
41990	OTHER GEN. GOVMT EXP	\$70,419	\$249,197	\$148,359	59.5%
42100	POLICE	\$463,982	\$948,629	\$488,283	51.5%
42152	AUTOMOTIVE SERVICES	\$27,368	\$78,000	\$40,869	52.1%
42200	FIRE PROTECTION	\$449,682	\$1,017,454	\$487,714	47.9%
42400	BUILDING & CODES	\$1,978			
43100	PUBLIC WORKS	\$344,348	\$872,363	\$364,010	41.7%
43190	STATE STREET AID	\$78,541	\$161,000	\$92,441	57.4%
43240	WASTEMANAGEMENT	\$144,605	\$297,856	\$143,763	48.3%
43750	CAPITAL IMPROVEMENTS	\$131,754	\$725,000	\$137,208	18.9%
44143	ANIMAL CONTROL	\$9,554	\$26,722	\$14,102	52.8%
44400	RECREATION	\$251,973	\$611,339	\$332,810	54.4%
44440	SWIMMING POOLS	\$15,730	\$38,365	\$18,943	49.4%
44800	LIBRARIES	\$111,790	\$208,294	\$104,405	50.1%
49000	DEBT SERVICE	\$144,446	\$348,025	\$112,793	32.4%
<b>TOTAL EXPENDITURES</b>		<b>\$2,597,539</b>	<b>\$6,375,063</b>	<b>\$2,859,263</b>	<b>44.9%</b>



# WATER DEPT REVENUES

Dec-16

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DEC 2015	BUDGETED 2016-2017	ACTUAL DEC 2016	PERCENT OF BUDGET 50%
33490	TEMA GRANT	\$11,261			
36100	INTEREST EARNINGS	\$1,019	\$2,300	\$3,634	158%
37110	METERED WATER SALES	\$567,938	\$1,113,000	\$623,896	56%
37114	SERVELINE LEAK PROTECTION			\$42,599	
37117	OUTSIDE WATER SALES	\$386,006	\$780,000	\$429,254	55%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$19,844	\$55,000	\$20,044	36%
37194	SALES OF MATERIALS	\$2,862	\$12,000	\$5,025	42%
37195	INSTALLATION CHARGES	\$34,264	\$67,500	\$29,820	44%
37196	WATER USER FEES	\$8,085	\$20,000	\$13,230	66%
37199	MISCELLANEOUS	\$4,305	\$7,000	\$900	13%
37210	SEWER SERVICE CHARGES	\$622,560	\$1,200,000	\$670,727	56%
37296	SEWER USER FEES	\$2,350	\$15,000	\$4,025	27%
37299	MISCELLANEOUS	\$1,587	\$2,500	\$2,638	106%
34800	CAPITAL REIMBURSMENT		\$337,792		
TOTAL ESTIMATED REVENUES		\$1,662,081	\$3,612,892	\$1,845,792	51%

# **WATER/SEWER EXPENDITURES DECEMBER 2016**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL DEC 2015	BUDGET 2016/2017	ACTUAL DEC 2016	PERCENT OF BUDGET 50%
41500	FINANCIAL ADMINISTRATION	\$439,818	\$439,818	\$439,818	100%
41990	OTHER GEN. GOVMT EXP	\$287,897	\$291,211	\$228,070	78%
43750	CAPITAL IMPROVEMENTS	\$55,741	\$330,000	\$94,613	29%
49000	DEBT SERVICES	\$65,468	\$667,412	\$99,550	15%
52113	PURIFICATION	\$264,675	\$605,628	\$283,874	47%
52114	TRANSMISSION AND DIST	\$312,565	\$661,345	\$306,955	46%
52213	SEWER TREATMENT AND COLLEC	\$225,317	\$549,128	\$239,339	44%
52117	UTILITY DIRECTOR	\$31,667	\$68,350	\$29,923	44%
TOTAL		\$1,683,148	\$3,612,892	\$1,722,142	48%

# CITY OF KINGSTON COMBINED

## FINANCIAL SUMMARY DECEMBER 2016

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
<b>Cash in Bank</b>												
General Fund	\$1,397,732	\$1,437,793	\$1,180,145	\$1,213,107	\$1,223,062	\$1,744,289						
TYA ENHANCE FNDS	\$171,794	\$168,522	\$168,522	\$168,061	\$165,766	\$126,139						
2008 Bond	\$232,245	\$232,245	\$228,924	\$227,022	\$225,392	\$223,708						
Water/Sewer	\$1,448,269	\$1,097,781	\$1,034,955	\$1,184,035	\$1,318,529	\$1,347,381						
1999 Bond	\$127,855	\$157,856	\$179,692	\$204,748	\$230,977	\$256,870						
2004 Bond	\$361,638	\$366,638	\$368,319	\$371,434	\$374,825	\$378,201						
RDA Reserve Fund	\$246,979	\$248,979	\$251,046	\$253,112	\$255,181	\$257,316						
Rockwood Interconnect	\$870,860	\$870,860	\$871,171	\$871,471	\$871,766	\$872,231						
Gallaher Rd Constict	\$417,684	\$325,557	\$321,657	\$321,743	\$303,973	\$304,138						
Drug Fund	\$17,040	\$16,057	\$16,866	\$17,304	\$17,148	\$17,970						
Ladd Landing Consti.	\$40,148	\$135,524	\$35,127	\$35,131	\$15,353	\$15,365						
FIRE DEPT	\$67,299	\$60,604	\$60,604	\$60,604	\$60,604	\$60,604						
3 RIVERS AMPHITHEATE	\$11,468	\$11,468	\$11,468	\$11,468	REFUNDED							
<b>Total BALANCES</b>	<b>\$5,411,011</b>	<b>\$5,119,884</b>	<b>\$4,728,496</b>	<b>\$4,939,240</b>	<b>\$5,062,576</b>	<b>\$5,604,212</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **CITY OF KINGSTON**

### **HUMAN RESOURCES REPORT MONTH OF DECEMBER 2016**

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 63; TOTAL PART-TIME EMPLOYEES 24
- UPDATED ALL EMPLOYEES FOR AFFORDABLE CARE ACT REPORTING FOR 2016
- ANNUAL ENROLLMENT FOR STATE HEALTH INSURANCE FOR ALL EMPLOYEES
- GETTING READY FOR ENROLLMENT FOR EMPLOYEES TO JOIN STATE 401K & 457 PLANS TO BEGIN JAN
- COMPLETED USDOL-LABOR MONTHLY REPORT
- COMPLETED US CENSUS SURVEY REPORTS
- COMPLETED ANNUAL MTAS SALARY SURVEY
- HIRED 1 NEW FIREMAN TO REPLACE THE ONE WHO QUIT
- 
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# KINGSTON POLICE DEPARTMENT -December 2016

## TIBRS Group A Offenses

Crimes Against Persons	
Aggravated Assault	
Simple Assault	1
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	
<b>Subtotal</b>	<b>3</b>

## Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	1
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	4
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	1
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	1
All Other Larceny	
Motor Vehicle Theft	1
Robbery	
Stolen Property Offenses	
Vandalism	3

## Crimes Against Society

Drug/Narcotics Violations	3
Drug Equipment Violations	3
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
<b>Total</b>	<b>6</b>

## TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	1
Drunkenness	1
Family Offenses, Non-Violent	2
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	1
<b>Total</b>	<b>6</b>

## Subtotal

<b>Central Dispatch</b>	
Crash Reports	17
Traffic Stops	40
Investigator Needed on Scene	18
Domestic Complaints	8
Escorts Funeral/Other	13
Animal Calls	1
Vandalism	1
Fights	
Burglar Alarms/Fire Alarms	21
Child Sexual Assaults	
Forgery	
Theft	5
Vehicle Theft	
Public/Motorist Assist	1
Arson/Explosive Devices	
Other Calls	128
<b>Subtotal</b>	<b>253</b>
<b>Total Calls</b>	<b>256</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	7
Animal Control Violations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	1
Codes Concerns	0
Codes Violations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	12

Patrol Mileage	17,580
Hours Worked	2,820
Reserve Hours Worked	151
Total Overtime Hours	183
Total Amount of Overtime Wages	\$4,598.83
City Court Citations	16
General Sessions Citations	2
Arrest	27
Juvenile Arrest	
Incident Reports	28

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Report for the citations issued, the disposition date for which was on  
December 31, 2016

Monies outstanding from August 7, 2007 – Dec. 30, 2016	\$ 59,787.69
Monies collected from August 7, 2007 – Dec. 30, 2016	\$411,533.36


JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,507.50	
Collected in court on fines and costs		\$ 150.00
Amount collected after Dec. 2016 Court		\$ 213.75
Total collected for citations on Dec. 2016		\$ 363.75
Amount outstanding for Dec. 2016	\$ 1,143.75	
<u>4</u> Cash bond forfeitures		\$ 455.00
Total amount collected for Dec. 2016 Citations		\$ 818.75
Amount collected from previous months/FTA etc.		\$ 1,250.75
Total collected in December 2016.		<b>\$ 2,069.50</b>

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

This the 31<sup>st</sup> of December 2016

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge



## Kingston Fire Department December 2016

### Summary of Month's Activities

#### Fire Operations

The Department responded to 67 calls for service during the month of December.

#### Fire Administration

- Attended Dept. Head meeting
- Work on Truck Specs for a new engine
- Officer Leadership Training
- Chief attended meeting with other city fire chiefs

#### November Overtime

OT Hours: 273

Cost: \$6430.05

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

- Shift Training
- Coldwell Banker
- Defenders Meeting

	This Month	YTD
Fire Inspections	0	103

#### Public Fire Education

	This Month	YTD
Participants	0	502
Education Hours	0	13
Number of Occurrences	0	6

#### Firefighter Training

KFD is continuing on shift training

Completed Pat Test

LT Edmonds and LT Goss attended peer review and Knoxville Fire for the Fire Commission

### **Implemented Performance Standards Plan**

- Continuing education for all KFD personnel
- On shift training is required each shift
- Testing for state certifications offered
- KFD members designing a "Fit for Duty" program for KFD personnel

### **Fleet Maintenance**

- Chiefs car front bumper fixed

### **Special Projects**

- "Fit for Duty" program on going with work outs posted each shift
- Pump test completed on both Engines and Ladder truck by BST
- Officers and firefighters went to Sevier county to assist Gatlinburg and Pigeon Forge on wildfires and structure fires
- Wild land gear received and issued

### **Outstanding Issues**

- Aging Fire Apparatus
- Aging turn out gear
- U4 aging and continues to need continuous repair. Unit 4 now displays over 180,000 miles.

### **Cost Savings**

- Safety meeting with no injuries reported
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs
- Majority of in service for 2016 completed on shift



# Kingston Fire Department

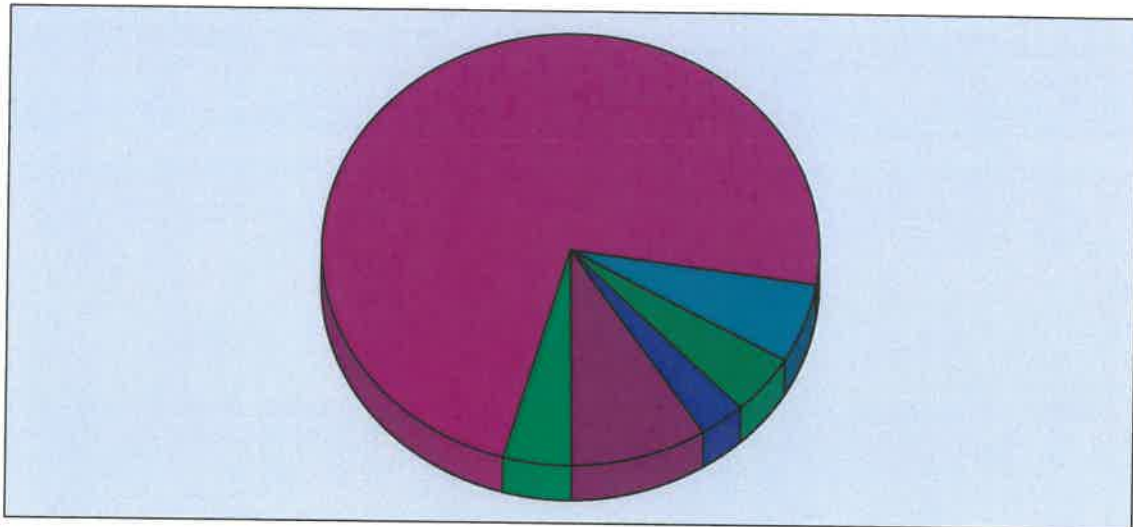
Kingston, TN

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## Major Incident Types by Month for Date Range

Start Date: 12/01/2016 | End Date: 12/31/2016



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

INCIDENT TYPE	DEC	TOTAL
False Alarm & False Call	3	3
Fire	2	2
Good Intent Call	6	6
Hazardous Condition (No Fire)	3	3
Rescue & Emergency Medical Service Incident	49	49
Service Call	4	4
<b>Total</b>	<b>67</b>	<b>67</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

# Kingston Fire Department

Kingston, TN

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## Minor Incident Types by Month for Year

Year: 2016

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Accident, potential accident		1	1		2		1	1	2		1	1	10
Attempted burning, illegal action							1						1
Combustible/flammable spills & leaks			2		2		1				1	2	8
Controlled burning				1		1							2
Dispatched and canceled en route	7	3	6	13	3	4	1	4	7	3	4	5	60
Electrical wiring/equipment problem	1						2						3
Emergency medical service (EMS) Incident	33	28	44	26	34	49	33	37	58	49	31	39	461
False alarm and false call, other	1	1		7	4	3	5	4	3	2	2		32
Fire in mobile property used as a fixed structure											1		1
Fire, other					1								1
Good intent call, other						2							2
Malicious, mischievous false alarm	1	1		1	1					2	1		7
Medical assist	5	6	8	11	13	6	6	5	7	12	11	10	100
Mobile property (vehicle) fire		2	1		1		1	1	2		1	1	10
Natural vegetation fire		1	1			2		1		2	3		10
Other incident type											1		1
Outside rubbish fire					1						2		3
Person in distress			1			2			2	1		2	8
Public service assistance	3	6	5	2	9	8	4	2	6	3	3	2	53
Search for lost person							1						1
Smoke, odor problem									1				1
Steam, other gas mistaken for smoke						1			1		3	1	6
Structure Fire	1		3	2	1		2	2	1	1	3	1	17
System or detector malfunction	1	1			1		1		1	1	1	1	8
Unauthorized burning									1		4		5
Unintentional system/detector operation (no fire)	1	1		1	2	2			3	2	4	2	18
Water problem			1										1
Wrong location, no emergency found		2	2	2		2				2			10
<b>Total</b>	<b>54</b>	<b>53</b>	<b>75</b>	<b>66</b>	<b>75</b>	<b>82</b>	<b>59</b>	<b>57</b>	<b>95</b>	<b>80</b>	<b>77</b>	<b>67</b>	<b>840</b>

Only REVIEWED incidents included

# Kingston Fire Department

Incident Report

Incident Totals

Kingston City

Dec-16

**TOTAL CALLS**

**67**

Category	Total		Total
Structure Fires	1	Hazardous Calls	3
Vehicle Fires	1	Service Calls	4
Brush/Grass Fires	0	Good Intent Calls	6
Refuse/rubbish Fires	0	Unintentional False	3
Other Fires	0	Other False	0
<b>Total Fires</b>	<b>2</b>	<b>Total False: Total</b>	<b>16</b>
Rescue and EMS	49	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	1		
Automatic Aid Received	0		
Automatic Aid Given	1		
Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

# Kingston Fire Department

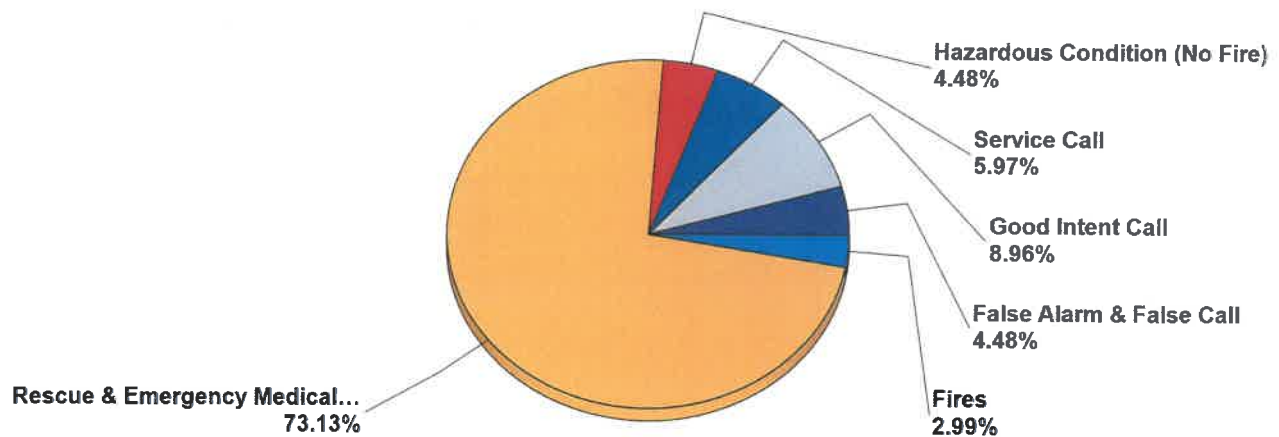
Kingston, TN

This report was generated on 1/2/2017 9:56:30 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2016 | End Date: 12/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.99%
Rescue & Emergency Medical Service	49	73.13%
Hazardous Condition (No Fire)	3	4.48%
Service Call	4	5.97%
Good Intent Call	6	8.96%
False Alarm & False Call	3	4.48%
<b>TOTAL</b>	<b>67</b>	<b>100.00%</b>

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

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	1.49%
132 - Road freight or transport vehicle fire	1	1.49%
311 - Medical assist, assist EMS crew	10	14.93%
321 - EMS call, excluding vehicle accident with injury	36	53.73%
322 - Motor vehicle accident with injuries	3	4.48%
411 - Gasoline or other flammable liquid spill	1	1.49%
412 - Gas leak (natural gas or LPG)	1	1.49%
462 - Aircraft standby	1	1.49%
510 - Person in distress, other	2	2.99%
554 - Assist invalid	2	2.99%
611 - Dispatched & cancelled en route	5	7.46%
652 - Steam, vapor, fog or dust thought to be smoke	1	1.49%
733 - Smoke detector activation due to malfunction	1	1.49%
744 - Detector activation, no fire - unintentional	1	1.49%
745 - Alarm system activation, no fire - unintentional	1	1.49%
<b>TOTAL INCIDENTS:</b>	<b>67</b>	<b>100.00%</b>

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





PARKS AND RECREATION

**Kingston Parks and Recreation  
MINUTES  
December 5, 2016**

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

**Absent:** Ruth Thompson, Josh Igou

**Guests:** Sonny Hunter, Joyce Bullington, Glenn Collins, Davia High, Tina Clark, Jeannie Brown, Josh Lentz, Jennifer Ross, Jordan Ross

Rick conducted the meeting. It was the Board's annual Christmas social gathering at Fort Southwest Point for food and fellowship. The group enjoys a potluck meal together with families beforehand.

Eric made a motion to accept last month's minutes and Karenn seconded. Motion passed.

Discussion was held about the boat docks, i.e. having them gated, supplying them with trash cans, security and lighting.

Rick thanked those who helped with the parade: Paul, Keenon, Tony, Sue, and Karen. He noted that a tree fell onto parade route and the parade itself had to be re-routed, causing some delays. Some ideas for next year: portable bath rooms, slowing the parade entries down (especially where the announcers and the cameras are) and maybe more lighting. When Porter Park is completed, it may be incorporated in with the parade route.

Work continues at Porter Park. The footers are down and bathroom footers should be down next week.

Rick noted how green the baseball field is at Southwest Point.

Tony announced we had been awarded the county wide TEDEC grant to help add canoe handicap accessibility to the 'Land Between The Bridges'.

Rick reminded everyone of our Christmas Bazaar to be held this Saturday, December 3<sup>rd</sup>, and encouraged to attend the annual Candle Light Tour at Fort Southwest Point, Saturday, December 10<sup>th</sup>.

Meeting concluded with Eric making a motion and Paul seconding. Motion passed.

*Submitted by 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 Dec.2016:

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 Luncheons
Senior Executive Board	Roane County Children's Reading Foundation Program
Senior Pinochle (2 groups)	Zumba Exercise Class
Senior Card Games	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	Kingston Lion's Club
Any Body Can Exercise (ABC)	Roane County Sewing Club
Roane County Autism Support Group	

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of Dec.2016:

Roxane Retired Teachers Lunch	Kingston Parks Christmas Bazaar
TVA Retirees Luncheon	Roane Chamber Ambassadors Awards Luncheon
Homeless Mats Ministry	Yoga
LaCrosse Team Christmas Dinner	Impact Church Christmas Dinner
Jessica Ariks Family	Roane County Autism Families Support Group
NAMI Christmas Dinner	Scrapbook Group
Stacey Shipwash Family	Kroger Employee's Christmas Party
Roxane County Girl Scout Party	Darrell Young Family
Kingston City Employee's Christmas Lunch	

Com.Center Rent: \$930.00

Submitted by Jo Ann Knies

**Did not receive the monthly report for the City of  
Kingston from the Building Inspectors office.**

# WATER DEPARTMENT MONTHLY REPORT

**To: David Bolling**

Month of: DEC. 2016

**From: Jimmy Agee**

**RE: Monthly Work Orders**

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	3	
Read-out	40	
RE- READS	2	
WATER TAP NEW ACCT.	3	1
CLOSED ACCT WITH COMSUMPTION	3	
READ INS	33	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK AT METER	9	
METER LEAKS		
AFTER HOURS - WATER	7	
SERVICE LINE LEAK	3	
LINE LOCATES	125	
TURN OFF FOR NON PAYMENT	23	
TURN WATER BACK ON	19	
YARD WORK		2
DOOR HANGERS	7	
MANUAL READ	2	
AFTER HOURS - SEWER	6	
SEWER- TAP NEW ACCOUNT	1	
SEWER MISC	3	
SEWER BACK UP	7	
CHECK TO SEE IF STILL OFF	5	
TAP ESTIMATES		
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	1	

# WATER DEPARTMENT MONTHLY REPORT

Month of: DEC. 2016

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
RELOCATE METER		
LOCATE WATER METER		
ACCURACY TEST		
WATER TO BE TESTED		
WATER TASTE BAD		
CHECK WATER PRESSURE	3	
BAD WATER SMELL		
IRRIGATION METER		
REPLACE MAN HOLE COVER		
LOCATE SEWER LINES		
REPLACE METER /METER BOX/LID	1	
CHECK FOR TAMPERED METER	2	
BAD SEWER SMELL		
FLUSH LINES		
RUN 10 GAL WATER THRU		
METER BUSTED		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	3	
REPLACE CUT-OFF VALVE	1	1
CHECK FOR LEAK	2	
BLOW-OFF REPLACE		
Total		4
OVER-TIMES HOURS	87	
FIRE HYDRANTS		
ROAD PATCHES	16	
PULLED METERS	2	

  
Jim Agee, Forman

# Kingston Wastewater Treatment Plant

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

**FROM:** Tony Workman, WWTP Manager

**DATE:** January 3, 2017

**RE:** December Monthly Report

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MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.7875	2.0210	.3810	24,414,000
Effluent	.7291	1.8340	.2840	22,601,000

Total gallons of chlorine used was 313.8 @ \$2.09 gallon= \$655.84

There was 8.92 inches of rain this month. No sewer overflows occurred this month.

The work on replacing the old centrifuge and clarifiers has started. This is the CBDG grant.



These pictures show the New Volute Dewatering press arriving at the Wastewater Treatment Plant and the removal of the old Centrifuge.



These pictures show the only remaining parts of the old centrifuge that will be used, the new pad that was poured to allow the new press to fit, and the new press. The start up for the press should be around the middle of January. Electricians need to complete the electrical work.

The pictures below, show work being done to clean the clarifiers.



# KINGSTON WATER TREATMENT PLANT



## DECEMBER OPERATIONS REPORT

2016

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	21,018,000	21,134,000	-0.55%	701,000	952,000	508,000
	Effluent (Finish)	19,738,000	20,529,000	-4.01%	658,000	842,000	491,000
	Spring Supply	9,605,000	10,805,000	-12.49%	320,000	372,000	285,000
	Total Finish Prod.	29,343,000	31,334,000	-6.79%	Distribution & WTP Report: 4,070,000 gals. usage flushing and Tank Refilling.		
Plant Efficiency		99.56%	99.87%	-0.31%			
Distribution							
GALLONS	Consumption	18,564,000	21,275,800	-14.61%	Public Works: No Report		
	Reported Usage	4,070,000	3,047,000	25.14%	Fire Dept: No Report		
	Water Loss	6,727,000	7,011,200	-4.22%	Park & Rec: No Report		
		%	22.93%	22.38%	0.55%	WWTP: No Report	
					OT Hrs:	40	

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.
- \* Completed all of the required regular monthly sampling.
- \* Sent all 2016 Sampling records to Watts Bar Utility Dist. / Wesley Barger.
- \* Ran a new Ground Fault isolated power drop in Laboratory for the On-line Sampling Equipment (Chlorine and Turbidity Monitoring)
- \* Installed a new grounding rod at Kingwood Tank and new grounding fasteners at Ladd Landing Tank.
- \* Installed line / valve markers on the Spring Gravity Line air relief valves.
- \* Flushed / Purged the air out of the Spring Gravity line to allow all of the water from the recent rains to flow from the recharged Spring Supply which is producing all the Gravity Line can carry.
- \* Installed a Stainless Steel Plug on Ridgecrest Tank at the old Pressure Sampling Point.
- \* Completed the installation of PVC Ceiling Tile at the Water Treatment Plant.
- \* Had to replace the hardware on the #2 Filter Surface wash which had deteriorated under water.



Kingston Water Department  
Schedule of Unaccounted For Water  
December

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	29,343,000
<b>C</b>	Water Purchased	0
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	29,343,000
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	18,546,000
<b>G</b>	Metered for Consumption (in house usage)	1,070,000
<b>H</b>	Fire Department(s) Usage	0
<b>I</b>	Flushing	3,000,000
<b>J</b>	Tank Cleaning/Filling	0
<b>K</b>	Street Cleaning	0
<b>L</b>	Bulk Sales	0
<b>M</b>	Water Bill Adjustments (+/-)	0
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)	22,616,000
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	6,727,000
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	22.925%

**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 Public Library (KPL)**

1004 Bradford Way  
Kingston Tennessee 37763  
865-376-9905

4 January 2017

**TO: The Honorable Tim Neal  
Mayor, City of Kingston**

**Mr. David Bolling  
Manager, City of Kingston**

**Members of the City Council**

**FR: Emily Steele, MLIS  
Director**

**RE: Monthly Director's Report**

The following sum up library activities for the month of December, 2016:

**Children's Programming**

Barb conducted 3 events with 59 participants at her weekly Wednesday children's story-time.

**Tech classes**

We only had one class this month, on Pinterest. We had two participants. We went over adding apps to a tablet and using Pinterest with a blog, as well. With small classes we sometimes get more questions and branch out.

**Meetings, etc.**

- KPL hosted the Roane County Library Board meeting.
- I attended a roundtable on young adult programs at the Ocoee office.

**Upcoming programs**

We have a license to show movies now. There are two events for January, a children's movie and a classic movie for seniors.

**Summary**

Patron count for the month totaled 1189.

There were 2,405 checkouts and 447 renewals for the month, totaling 2852. Our READS count for ebooks was 1634.

Respectfully submitted,  
ERS



**City of Kingston**  
Project Status Update  
December 2016

**GREENWAY**

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	100%	
Estimated Completion Date	February 1, 2017	
Notable outstanding issues:	Close-Out	

Notes:

1. State working on closing out project

**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 2017	
Notable outstanding issues:	Home Inspections	

Notes:

1. Home Inspections began in early July.

**LPRF GERTRUDE PORTER PARK**

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	40%	
Estimated Completion Date	Feb. 23, 2017	
Notable outstanding issues:	Work underway	

Notes:

1. Construction of restrooms underway
2. REU is seeking pricing for lighting
3. Work in progress on City portion of project

**CDBG SEWER PLANT IMPROVEMENTS**

		Date Completed/Closed Out
Project Cost:	\$630,000	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	15%	
Estimated Completion Date	Winter 2017	
Notable outstanding issues:	Construction	

Notes:

1. Work on de-watering press in progress.