



City Manager Report

February 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:

Watts Bar Walking Trail maintenance

Distributed:

March 10, 2015

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

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

Public Services

- Public Works
- Parks & Recreation

Water Department

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

Project Status Updates

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



March 10, 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: January 2015

Legislative Accomplishments

- Adopted a Resolution to Pursue Making Application for the 2015 Home Grant
- Adopted a Resolution Authorizing the Presentation of a Reputation Enhancement Plan

Legislative Matters Forthcoming

- An Amendment to the City of Kingston Sign Ordinance
- A Proposed Amendment to the Beer Ordinance
- Approval of an Inter-local Agreement Between the Kingston and Harriman Fire Departments

Other Items Considered by the Council

- Advertised in Roane County News and on the City Website:
 - Public Notice of 2015 Home Grant Application (2014 Funds)
- **Beer Board**
 - One pending
- **Planning Commission**
- **Parks & Recreation**
- **External Meetings**
 - Energy Communities Alliance Meeting in Washington, DC
 - Chamber Board Meeting
 - TDOT
- **Internal Meetings**
 - Pre-Construction Meeting on February 10th
 - Department Head Meeting Regarding Inclement Weather Plans
 - Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **New bid date**
- North Kentucky Street Paving Project:
- Phase II Solar Project: **NTP has been issued. Waiting for equipment delivery**
- Septage Receiving: **Soliciting for additional haulers**
- Capital Improvement Plan: **Received preliminary plans from Dept. Heads**
- TVA Funding: **Approved by Council on February 10, 2015**
- Porter Park: **Contract received**
- USDA / RD Sewer Extension: **Approved**
- USDA / RD Water Extension: **Work to begin on 2/02**

City of Kingston
Financial Summary
Feb-15

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	\$ 89,698	\$ 659,366	\$ 980,000	\$ 980,000	
	State Shared Tax	\$ 62,202	\$ 590,942	\$ 886,412	\$ 886,412	
(Delinquent and Current)	Property Tax	\$ 656,622	\$ 1,708,694	\$ 1,876,476	\$ 1,876,476	
	Court Fines/Fees	\$ 5,405	\$ 33,441	\$ 50,162	\$ 62,250	\$ (12,087)
Tourism	Hotel/Motel Tax	\$ 2,263	\$ 32,714	\$ 49,071	\$ 40,000	\$ 19,071
Water/Wastewater	User/Fees	\$ 1,050.00	\$ 19,715.00	\$ 29,573.00	\$ 60,000.00	\$ (30,427)

Revenue Summary					
General Fund Collected YTD	\$ 3,986,637	Wastewater Fund Coll YTD	\$ 2,081,668.78		
General Fund Target	\$ 5,428,324	Wastewater Fund Target	\$ 3,438,891.00		
Difference	\$ (1,441,687)	Difference	\$ 1,357,222.22		
	73.40%		60.50%		

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	\$ 6,334.00	\$ 189,446.61	\$ 199,760.00	\$ 199,760.00	
Community Development		\$ 10,229.09	\$ 10,229.09	\$ 10,275.00	\$ (45.91)
Police	\$ 63,368.50	\$ 599,171.90	\$ 898,757.88	\$ 896,497.00	\$ (2,260.88)
Fire	\$ 68,246.78	\$ 602,750.03	\$ 986,264.00	\$ 986,264.00	
Public Works	\$ 45,656.44	\$ 404,913.63	\$ 816,284.00	\$ 816,284.00	
Parks & Recreation	\$ 46,871.65	\$ 356,287.01	\$ 592,965.00	\$ 592,965.00	

OPERATIONS EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	\$ 338,892.81	\$ 3,270,668.91	\$ 5,428,324.00	60.25%
Water/Wastewater	\$ 149,836.14	\$ 1,766,480.12	\$ 3,438,891.00	51.37%

FINANCE AND ADMINISTRATION REPORT FEBRUARY 2015

- * CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO BILLS OF CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 85 TOTAL
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR DECEMBER 3725 FOR A TOTAL AMOUNT OF \$300,620.99
- * NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 31 NEW CUSTOMERS MAKING A TOTAL OF 3725 ACCOUNTS. 29 CUSTOMERS FINALED OUT SERVICE
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 565
- * TOTAL E-BILL ACCOUNTS - 94
- * COMPLETED MONTHLY FINANCIAL REPORTS
- * COLLECTED \$ 7,974 IN DELINQUENT PROPERTY TAXES
- * COLLECTED \$ 619,312 IN CURRENT 2014 PROPERTY TAXES
- * COLLECTED \$29,396 IN CURRENT 2014 UTILITY TAXES
- * MET WITH INSURANCE AGENTS TO CHECK ON CLAIMS PROCESSING

New Business Licenses Issued in FEBRUARY 2015

1 KAY MART 3

517 N KENTUCKY ST
Shakentala Patel
882-6949

2 R.L. CONTRACTING

100 Paint rock Ferry Road
Richard Littleton
224-9596

HUMAN RESOURCES REPORT MONTH FEBRUARY 2015

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
- ~ MET WITH CERTAIN DEPARTMENT HEADS REGARDING FY 2015/16 BUDGETS
- ~ FILED INSURANCE CLAIMS FOR SEVERAL EMPLOYEES
- ~ MET WITH LIBRARY BOARD REPRESENTATIVE
- ~ CERTIFIED EMPLOYEE FOR RETIREMENT TO TCRS
- ~
- ~
- ~

FINANCIAL SUMMARY MONTH OF FEBRUARY 2015

UNASSIGNED FUND BALANCE
Operating Fund
General Fund

Cash in Bank	July	August	September	October	November	December	January	February
General Fund	\$1,026,550.41	\$823,793.07	\$661,750.69	\$649,717.39	\$661,900.60	\$1,077,879.51	\$1,108,137.83	\$1,677,852.24
2008 Bond	\$275,442.65	\$289,264.59	\$303,078.30	\$318,078.30	\$330,675.42	\$344,471.37	\$358,321.90	\$372,236.64
Water/Sewer	\$1,154,777.68	\$896,404.25	\$954,290.37	\$1,055,838.38	\$1,096,130.35	\$1,213,596.98	\$1,232,080.92	\$1,277,671.98
1999 Bond	\$190,055.12	\$210,038.47	\$230,131.33	\$253,131.33	\$270,333.68	\$290,377.73	\$310,489.48	\$330,803.48
2004 Bond	\$298,621.05	\$307,453.82	\$316,276.49	\$326,276.49	\$333,890.80	\$342,694.89	\$351,552.89	\$360,474.75
RDA Reserve Fund	\$198,283.45	\$200,307.01	\$202,318.54	\$204,318.54	\$206,342.40	\$208,354.73	\$210,367.18	\$212,367.18
Rockwood Interconnect	\$378,883.26	\$363,669.79	\$355,105.25	\$355,097.25	\$338,844.23	\$377,762.85	\$376,188.49	\$373,727.55
Gallaher Rd Constrect	\$799,257.65	\$798,809.60	\$798,592.44	\$798,592.44	\$767,893.42	\$767,939.13	\$767,984.79	\$768,026.03
WWTP Expansion Con	\$30,684.41	\$30,688.06	\$30,689.83	\$382,430.52	\$2,916.71	\$2,917.05	\$2,917.22	\$2,917.38
WWTP Retainage Acct	\$226,467.40	\$226,494.33	\$226,507.36	\$226,507.36	\$226,533.86	\$226,547.33	\$226,560.80	\$226,572.97
Drug Fund	\$10,414.69	\$7,439.53	\$7,372.12	\$6,241.62	\$5,917.99	\$7,073.84	\$5,330.97	\$5,869.14
Ladd Landing Const.	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26
Total BALANCES	\$4,589,747.03	\$4,154,671.78	\$4,086,421.98	\$4,576,538.88	\$4,241,688.72	\$4,859,924.67	\$4,950,241.73	\$5,608,828.60

Report for the citations issued, the disposition date for which was on
February 3, 2015

Monies outstanding from August 7, 2007 – Feb. 28, 2015	\$ 47,867.88
Monies collected from August 7, 2007 – Feb. 28, 2015	\$ 349,744.75

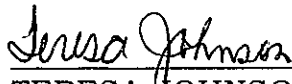
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$2,440.00	
Collected in court on fines and costs		\$ 691.25
Amount collected after February 2015 Court		\$ 195.00
Total collected for citations on February 2015		\$ 886.25
Amount outstanding for February 2015	\$1,553.75	
<u>15</u> Cash bond forfeitures		\$ 1,705.50
Total amount collected for February 2015 Citations		\$ 2,591.75
Amount collected from previous months/FTA etc.		\$ 2,450.00
Total collected in January 2015		\$ 5,041.75

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 28th of February 2015.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT - February 2015

TIBRS Group A Offenses

Crimes Against Persons	
Aggravated Assault	1
Simple Assault	1
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	
Incest	
Statutory Rape	
Subtotal	
2	

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	3
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	1
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	2
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	2
Subtotal	
10	

Crimes Against Society

Drug/Narcotics Violations	
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	
1	

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	1
Driving Under the Influence	5
Drunkenness	2
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	
8	

Central Dispatch	
Crash Reports	27
Traffic Stops	62
Investigator Needed on Scene	8
Domestic Complaints	4
Escorts Funeral/Other	4
Animal Calls	8
Vandalism	3
Fights	3
Burglar Alarms/Fire Alarms	33
Child Sexual Assaults	
Forgery	0
Theft	7
Vehicle Theft	
Public/Motorist Assist	1
Arson/Explosive Devices	
Other Calls	119
Subtotal	279
Total Calls	291
Municipal Codes	
Animal Control Calls to Office	
Animal Control Violations	
Animal Control Letters Sent	
Animals Transported to Shelter	
Codes Concerns	
Codes Violations	
Codes Letters Sent	
Property Maintenance Leins	
Temporary Signs Removed	15

Patrol Mileage	15,013
Hours Worked	2,113
Reserve Hours Worked	210
Total Overtime Hours	30
Total Amount of Overtime Wages	\$788.81
City Court Citations	22
General Sessions Citations	4
Arrest	37
Juvenile Arrest	0
Incident Reports	36

Fire Department February 2015

Summary of Month's Activities

Fire Operations

The Department responded to 71 calls for service during the month of July.

Fire Administration

- Attended Dept. Head meeting
- Severe weather planning for inclement weather
- Organized Road Block for Disabled Veterans
- Put 2 new Volunteers on with KFD.
- Completed gun raffle fund raiser for dive team.

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

- Introduction to Emergency Services Class
- Introduction to Kingston Fire Department Class for New Volunteers
- Severe weather conference call for Kingston Department Heads
- Kingston Fire in service
- State testing

	This Month	YTD
Fire Inspections	15	93

Public Fire Education

	This Month	YTD
Participants	10	11
Education Hours	16	24
Number of Occurrences	4	5

Firefighter Training

KFD is continuing on-shift training. KFD is also holding classes for members of county departments. All instructors are staff of KFD and state certified to teach fire service classes.

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

- Engine 1: Repaired pump packing, pump valves, and new breaks.
- Engine 2 scheduled to have 4 new rear tires on March 3rd
- New tire chains ordered for Engine 1
-

Special Projects

- Designing new training program for KFD Volunteers
- Building KFD Rescue Dive Team.

Outstanding Issues

- SCBAs are out dated and no longer NFPA compliant
- Aging fire apparatus.

Cost Savings

- Safety meetings with no injuries reported
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs.
- Fundraising helping towards cost of Rescue Dive Team efforts.

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Feb-15

TOTAL CALLS

Category	Total		Total
Structure Fires	1	Hazardous Calls	
Vehicle Fires	2	Service Calls	2
Brush/Grass Fires	0	Good Intent Calls	6
Refuse/rubbish Fires	0	Unintentional False	12
Other Fires	0	Other False	
Total Fires	3	Total False: Total	20
Rescue and EMS	47	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	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		

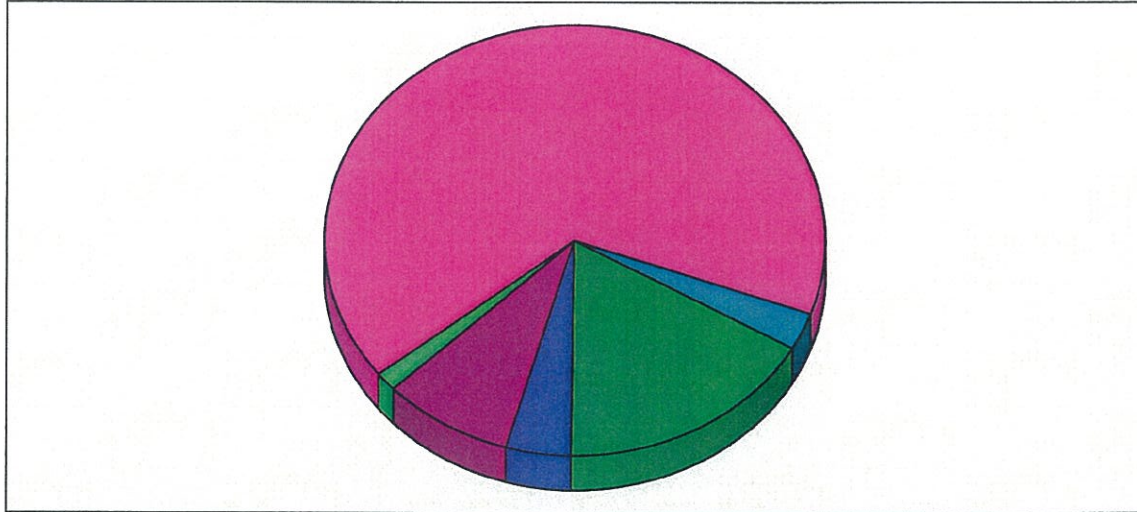
Kingston Fire Department

Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 02/01/2015 | End Date: 02/28/2015



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

INCIDENT TYPE	FEB	TOTAL
False Alarm & False Call	12	12
Fire	3	3
Good Intent Call	6	6
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	47	47
Service Call	2	2
Total	71	71

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

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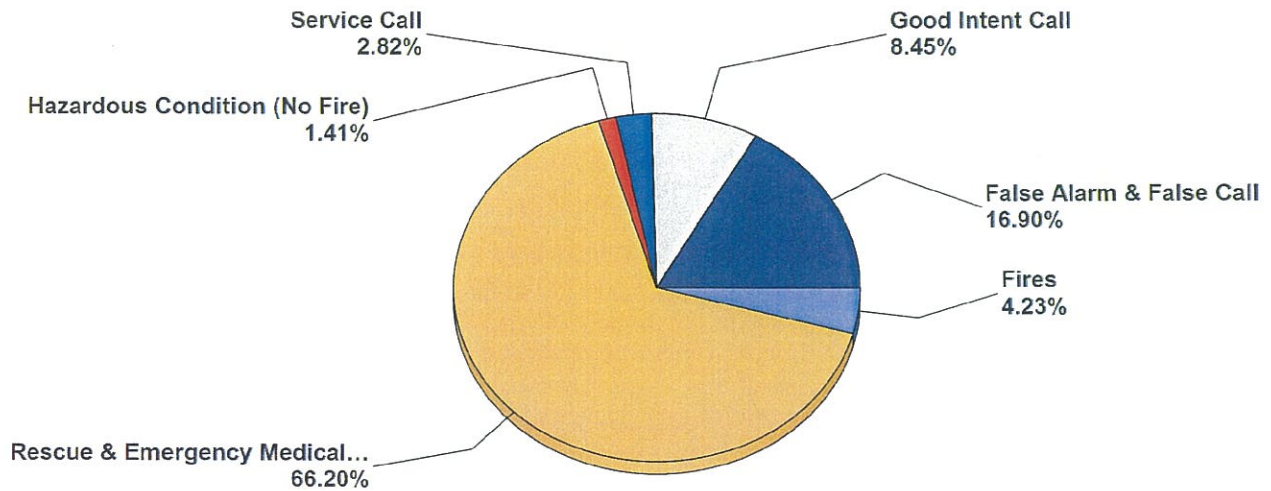
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Start Date: 02/01/2015 | End Date: 02/28/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4.23%
Rescue & Emergency Medical Service	47	66.20%
Hazardous Condition (No Fire)	1	1.41%
Service Call	2	2.82%
Good Intent Call	6	8.45%
False Alarm & False Call	12	16.90%
TOTAL	71	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
111 - Building fire	1	1.41%
130 - Mobile property (vehicle) fire, other	1	1.41%
132 - Road freight or transport vehicle fire	1	1.41%
300 - Rescue, EMS incident, other	1	1.41%
311 - Medical assist, assist EMS crew	12	16.90%
320 - Emergency medical service, other	1	1.41%
321 - EMS call, excluding vehicle accident with injury	30	42.25%
322 - Motor vehicle accident with injuries	2	2.82%
324 - Motor vehicle accident with no injuries.	1	1.41%
400 - Hazardous condition, other	1	1.41%
531 - Smoke or odor removal	1	1.41%
553 - Public service	1	1.41%
600 - Good intent call, other	1	1.41%
611 - Dispatched & cancelled en route	4	5.63%
651 - Smoke scare, odor of smoke	1	1.41%
700 - False alarm or false call, other	6	8.45%
715 - Local alarm system, malicious false alarm	1	1.41%
735 - Alarm system sounded due to malfunction	1	1.41%
743 - Smoke detector activation, no fire - unintentional	2	2.82%
745 - Alarm system activation, no fire - unintentional	2	2.82%
TOTAL INCIDENTS:	71	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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Minor Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Jan	Feb	Mar	SUM
Dispatched and canceled en route	2	4		6
Emergency medical service (EMS) Incident	38	34	1	73
False alarm and false call, other	6	6	2	14
Fire, other	1			1
Flammable gas or liquid condition, other		1		1
Good intent call, other	1	1		2
Malicious, mischievous false alarm	1	1		2
Medical assist	12	12		24
Mobile property (vehicle) fire		2		2
Public service assistance	9	1		10
Rescue, emergency medical call (EMS), other		1		1
Smoke, odor problem		1		1
Steam, other gas mistaken for smoke		1		1
Structure Fire	1	1		2
System or detector malfunction		1		1
Unintentional system/detector operation (no fire)	1	4		5
Wrong location, no emergency found	1			1
Total	73	71	3	147

Only REVIEWED incidents included

PUBLIC WORKS DEPARTMENT
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: February, 2015

FROM: Tim Clark

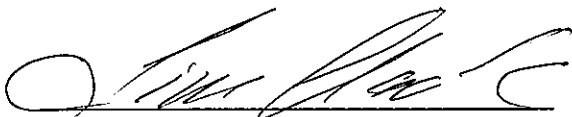
RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

4

TOTAL OVERTIME COST

\$ 94.62

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

Tim Clark, Department Head

BUILDING INSPECTOR REPORT FEBRUARY, 2015			
NAME AND ADDRESS	TYPE OF WORK	COST OF PROJECT	COST OF PERMIT
Teresa Kirkhan, 182 Boeing Drive	House	\$ 25,000.00	\$ 135.00
Bharatkumar Patel, 495 Gallaher Road	Sign	\$ 6,000.00	\$ 40.00
Tony Clough, 708 W. Race Street	Demolition		\$ 50.00
Vivian Manis, 1021 N. Kentucky	Demolition		\$ 50.00
Richard Brooksbank, 184 Lakeside Drive	Garage	\$ 22,000.00	\$ 120.00
TOTALS		\$ 53,000.00	\$ 395.00



PARKS AND RECREATION

**PARKS AND RECREATION
BOARD MEETING
FEBRUARY 2, 2015**

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

ABSENT: Josh Igou

GUESTS: Tony Riggs, Cherokee Boys Soccer; Jamey Davis, Kingston Optimist Club; Bruce Robinette, Kingston School High Baseball; Ronald Ladd, Kingston High School Softball; Stephen Guinn and Rich Goldschmitt, Roane County Knights Lacrosse; Brad Hamilton, Cherokee Softball; Tabby Fugate, KGSA; and Sonny Hunter

Meeting called to order by Vice Chairman Sue Collins. She welcomed members and guests.

Eric made a motion to accept the previous month's minutes. Keenon seconded. Motion passed. Eric gave an invocation.

- Rick conducted the facility users business first before the scheduled minutes. He expressed appreciation to those who donate their time to youth sports. He reported on the improvements that have been made at Southwest Point: new bathrooms, tree removal left baseball field line, (trees on right scheduled to be trimmed), new benches in both dugouts, all new roofs, new nets for backstop to cover gaps, new softball scoreboard arrival, lip removal at both fields (which will be playable the day they are done), and a discussion of batting cages and poles.
- Rick hopes to be able to purchase a field mower this spring, replace the temporary fencing; resurface and then rubberize the track when another resurfacing job is being done in the city.
- Rick re-emphasized the importance of working together with the parks department and coming to him with any problems, questions or concerns before airing out any complaints with city officials, giving him time to deal with concerns and issues.

UNFINISHED BUSINESS:

1. There is still no contract for Porter Park from the state.

2. Ladd Greenway latest bids were rejected by City Council; the deadline for all spending for it is September 15, 2015.
3. The scoreboard arrived for the softball field. The total spent will be \$3700, (this included funds from the signs sold last year).
4. Rick reminded the group Mike Woody will be retiring at the end of February. The full time position will not be filled at this time. However, part time workers and volunteers will be utilized, as well as more involvement from the Southwest Point DAR.

NEW BUSINESS:

1. Rick passed out three to six month's goals for the new budget year.
2. Resurfacing the track and a soccer scoreboard are two budget requests.
3. New signs for all our parks and some replacement signs are some of the things TVA recovery money will be spent on. City Council will vote on this at the next council workshop.
4. The boat races are confirmed for July 4th. Three additional classes of boats will be added to the APBA and additional classes could be added each year. The organization has requested they locate their pit at City Park instead of Highway 58 Landing. Rick is checking into the feasibility of this request.
5. Rick is looking at establishing a parks and recreation youth council for seventh and eighth graders.
6. J.R. Best and Rick will be attending a maintenance school in Murfreesboro for two days next week.
7. If weather cooperates, our field work will begin soon and will consist of lip removal on the ball fields, and other work mentioned during the coaches session held at the beginning of this meeting.
8. A spring baseball camp is scheduled for Saturday, February 28th at Southwest Point for ages seven to twelve. Cost is \$25 and includes a tee shirt.

Keenon made a motion to adjourn. Paul seconded. Motion passed and meeting adjourned at 7 p.m.

Dates to Remember:

February 10th
March 2nd

Council Workshop
Park Board Meeting

Submitted by
Jo Ann Knies

JANUARY 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 February, 2015:

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
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 February, 2015:

Nicole Owings Children Party	Mary Colyer Family Party
Tax Assist AARP	Christian Phillips Children Party
ASA Umper Certification	Swan Harbour Owners Association
Brentwood Condo Association	Life Line Screenings
Greg & Mary Ann Newton Anniversary	Lakeside Reserve Association
Mary Kay Consultants	Kayla Hamilton Children Party
Norwex - Ruth King	Roane County Care House
AYSO Sign-ups	Rescue Squad Meeting
Coal Ash Landfill Meeting - SOCM	Auto Zone - Don Morgan

Com.Center Rent: \$665.00

City Park Rent: 25.00

Submitted by Jo Ann Knies

February 2015 Billing

Bill Net	285,885.85
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Bill Gross	314,918.98
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New Customers	27
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Final Bills	29
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Number of Total Services	8785
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Water	3721
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Sewer	2444
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Trash	2405
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Number of Accounts	3725
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Past Due Accounts	211
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E-Bill Accounts	94
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ACH -Bank Draft Accounts	565
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Neighbors Helping Neighbors

Grand Total

85

BUSINESS LICENSE INFO

Transient Vendor Permit	0
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New License	2
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Kay Mart 3

R.L. Contracting

KINGSTON WATER TREATMENT PLANT



FEBRUARY OPERATIONS REPORT

2015

Water Treatment Plant		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
GALLONS	Influent (Raw)	16,863,000	16,613,000	1.48%	728,000	333,000	544,000
	Effluent (Finish)	15,170,000	14,705,000	3.07%	623,000	316,000	489,000
	Spring Supply	13,007,000	13,192,000	-1.42%	454,000	363,000	420,000
	Total Finish Prod.	28,177,000	27,897,000	0.99%	Distribution & WTP Report: 2,855,360		
Plant Efficiency		99.86%	99.29%	0.57%	gals. usage flushing and Tank Refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	21,155,500	21,497,400	-1.62%	Fire Dept: No Report		
	Reported Usage	2,855,360	2,378,720	16.69%	Park & Rec: No Report		
	Water Loss	4,166,140	4,020,880	3.49%	WWTP: No Report		
		%	14.78%	14.41%	0.37%	OT Hrs: 151	

Note: The Water Production, Consumption and Loss data is for the January 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.
- * ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- * Replaced the Lightning / transient spike equipment on the Ladd Landing Tank.
- * Due to inclement weather and several hard freeze / thaw cycles Water Plant and Distribution Personnel had to deal with numerous problems and issues within the Plant, Stations and system.
- * Rebuilt the Spring Pump House #2 Pump, replacing the Impeller, shaft, bushing and seals etc.
- * Updated Bonneyview Tank Telemetry, it is now on-line and on SCADA VPN.
- * Water Plants, Tanks, Pump Stations and valves have had Survey Grade Elevations performed and mapped for the GIS.

0

Schedule of Unaccounted For Water
February

(All amounts in gallons)

A Water Treated and Purchased

B	Water Pumped (potable)	28,177,000	
C	Water Purchased	<u>0</u>	
D	Total Water Treated and Purchased (Sum Lines B and C)		<u>28,177,000</u>
E	Accounted for Water:		
F	Water Sold	21,155,500	
G	Metered for Consumption (in house usage)	<u>1,155,360</u>	
H	Fire Department(s) Usage	<u>0</u>	
I	Flushing	<u>1,700,000</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>24,010,860</u>
O	Unaccounted for Water (Line D minus Line N)		<u>4,166,140</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)		<u>14.786%</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.



3/3/2015

KINGSTON WASTEWATER TREATMENT PLANT

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

FROM: Tony Workman, WWTP Manager

DATE: March 3, 2015

RE: February 2015 Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.7211	1.738	.4060	20,190,000
Effluent	.6398	1.583	.3320	17,913,000

Total gallons of chlorine used was 153.4 @ \$2.09 gallon= \$320.61

There was 8.92 inches of rain/snow this month. There were no overflows this month.

There were no major issues with the WWTP during the recent bad weather.

29.03 tons of sludge was hauled to the landfill.

Haren Construction is nearing completion on repairs to the oxidation ditch. Concrete walls are complete and the rotor has been installed.

Vaughan and Melton has been working on inspecting manholes and using GPS for mapping. This will allow us to prioritize the manholes for rehab and also be able to better locate all manholes.

The annual maintenance to the generator was completed.

DMRQA-35 will begin soon. The study will start March 20 and end July 10, 2015. This is the annual test to "...ensure the integrity of data submitted" and "...evaluate performance of the laboratories..."

The TML online courses are complete.

CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: Feb. 2015

To: David Bolling

From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	2	
READ OUTS	22	
RE- READS		
WATER TAP NEW ACCOUNT	2	
HYDRANT LEAKS		
READ INS	27	
CHECK FOR HUNG METER		
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK	8	
NO WATER	4	
AFTER HOURS - WATER	8	
SERVICE LINE LEAK	1	
LINE LOCATES	84	
TURN OFF FOR NON PAYMENT		
TURN WATER BACK ON	4	
YARD WORK	29	29
DOOR HANGERS	3	
MANUAL READ		
AFTER HOURS - SEWER	4	
SEWER- TAP NEW ACCOUNT	2	
CLOSED ACCT WITH CONSUMPTION		
SEWER BACK UP	7	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	2	
PROFILE REQUESTED	1	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
UN-THAW WATER METER	1	

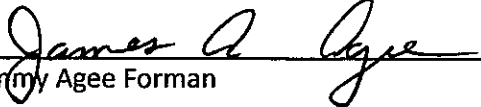
CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: Feb. 2015

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS	1	
RAISE METER BOX		
CHANGE METER TOPS		
PULL-METER		
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	6	
REPLACE METER /METER BOX/LID		
RESET TRANSPONDER		
CAMERA SEWER LINE	5	
FLUSH LINES		
RUN 10 GAL WATER THRU	2	
TURN OFF DUE TO LEAK	1	
REPAIR METER SHUT-OFF		
SEWER LINE REPAIR		
INSTALL METER YOKE	2	
RE-LOCATE WATER METER	1	1
CHECK IF HOOKED TO SEWER		
Total		44
LOCATE METER FOR CUSTOMER	1	
ROAD PATCHES	14	14
OVERTIME HOURS	230.5hrs	


 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:	Rebidding	

Notes:

1. Received approval to reject bids
2. Project is being rebid with an anticipated opening set for March 2nd.
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. Awarded to Rogers Group
3. 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	3/01/2015	
Notable outstanding issues:		

Notes:

1. Work is concluding at this time.

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:		

Notes:

1. Pre construction meeting set for 2/05/15

:

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	6/01/2015	
Notable outstanding issues:		

Notes:

1. Work is underway

LPRF GERTRUDE PORTER PARK

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

Notes:

1. Received Contract

PHASE II SOLAR PROJECT

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

Notes:

1. Notice to Proceed has been issued