



City Manager Report

February 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:

Walking Trail behind Fort South West Point

Distributed:

March 8, 2016

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
 - Three Rivers Amphitheater Report (None for November)
- 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
- Note: Fourth Quarter Meeting will be held 3/16

Project Status Updates

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



March 8, 2016

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: February 2016

Legislative Accomplishments

A.

Legislative Matters Forthcoming

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

Other Items Considered by the Council

- A. Approved obligation to provide matching funds for the Emory, Clinch and Watts Bar Watersheds Habitat and Recreational Grant and the Clean Diesel Technologies Grant Authorization, if awarded, and authorization for the City Manager to submit Letters of Intent for each.
- B. Approved the Construction of a Rest Room Facility at 58 Landing with Funds from TVA
- C. Approved the Construction of a New City Website with Funds from TVA

- **External Meetings**

- Robert Campbell
- Chamber Board Meeting
- Roane Alliance Board
- TDOT

- **Internal Meetings**

- Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **Construction underway.**
- Phase II Solar Project: **Construction complete. Awaiting activation.**
- TVA Funding: **Preperations underway for construction at 58.**
- Porter Park: **Bid approval on March agenda.**
- HOME Grant: **Home Inspection Procurement Letters mailed**

FINANCE AND ADMINISTRATION REPORT FEBRUARY 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 436 -DONATIONS TOTAL \$3506.49 DISBURSED \$185.28
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR FEBRUARY 3719 FOR A TOTAL AMOUNT OF \$383,162.41
- * NEW WATER SERVICE APPLICATIONS FOR FEBRUARY TOTALED 43 NEW CUSTOMERS MAKING TOTAL OF 3719 ACCOUNTS
- * 45 CUSTOMERS FINALED OUT SERVICE
- * 193 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 600
- * TOTAL E-BILL ACCOUNTS - 142

CITY OF KINGSTON COMBINED

FINANCIAL SUMMARY FY JULY 2015 - FEBRUARY 2016

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,394,479	\$1,439,834	\$990,877	\$701,505	\$544,227	\$1,397,644	\$1,361,339	\$1,625,614				
TVA ENHANCEMENT FUNDS												
2008 Bond	\$323,426	\$322,326	\$321,269	\$320,182	\$319,114	\$318,070	\$317,051	\$316,086				
Water/Sewer	\$1,016,368	\$1,093,273	\$1,153,604	\$1,152,932	\$1,071,670	\$1,102,745	\$1,245,944	\$1,219,629				
1999 Bond	\$156,101	\$176,405	\$173,756	\$217,000	\$237,385	\$257,689	\$278,026	\$298,548				
2004 Bond	\$323,682	\$332,582	\$331,525	\$350,438	\$359,382	\$368,335	\$377,329	\$386,380				
RDA Reserve Fun	\$222,442	\$224,455	\$224,468	\$228,481	\$230,494	\$232,533	\$234,596	\$236,655				
Rockwood Interco	\$585,197	\$582,386	\$572,078	\$514,353	\$514,424	\$514,552	\$880,721	\$881,015				
Gallagher Rd Const	\$488,200	\$465,400	\$465,427	\$465,454	\$465,481	\$465,557	\$465,683	\$444,136				
Drug Fund	\$10,914	\$9,707	\$10,641	\$11,264	\$17,581	\$17,660	\$25,342	\$25,403				
Ladd Landing Cor	\$309	\$309	\$309	\$309	\$309	\$311	\$311	\$284				
3 RIVERS AMPHITHEATER							\$10,621	\$10,769				
Total BALANCES	\$3,106,639	\$3,206,843	\$4,618,954	\$4,336,468	\$4,134,583	\$5,037,238	\$5,435,927	\$5,669,480				

CITY OF KINGSTON
REVENUES JULY 2015 THRU FEB 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JUL-FEB 2015	BUDGETED REVENUES 2015- 2016	ACTUAL JULY-FEB 2015	PERCENT OF BUDGET 67%
31110	CURRENT PROPERTY TAX	\$1,571,309	\$1,976,537	\$1,819,084	92.0%
31120	PUBLIC UTILITIES PROPERTY TAX	\$30,664	\$30,000	\$37,660	125.5%
31211	PROPERTY TAX DELINQUENT - 1ST	\$58,663	\$80,000	\$35,487	44.4%
31212	PROPERTY TAX DELINQUENT - 2ND	\$18,745	\$24,000	\$13,406	55.9%
31219	PROPERTY TAX DELINQUENT - 0TH	\$16,428	\$22,000	\$6,230	28.3%
31300	INT, PENALTY, AND COURT COST	\$19,450	\$25,000	\$10,540	42.2%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$58,394	\$58,393	\$68,155	116.7%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$659,366	\$995,000	\$696,401	70.0%
31710	WHOLESALE BEER TAX	\$122,702	\$186,500	\$127,551	68.4%
31720	WHOLESALE LIQUOR TAX	\$32,949	\$53,300	\$30,734	57.7%
31800	BUSINESS TAXES	\$21,375	\$70,000	\$18,705	26.7%
31912	CABLE TV FRANCHISE TAX	\$54,176	\$73,500	\$55,609	75.7%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$10,542	\$14,500	\$12,893	88.9%
31920	HOTEL/MOTEL TAX	\$32,714	\$47,000	\$33,954	72.2%
32210	BEER LICENSES	\$1,750	\$1,750	\$950	54.3%
32220	LIQUOR PERMITS	\$700	\$300	\$200	66.7%
32600	BUILDING AND RELATED PERMITS	\$8,871			
33490	TEMA ASSISTANCE TORNADO		\$112,955	\$134,742	
33510	STATE SALES TAX	\$302,791	\$460,000	\$324,098	70.5%
33520	STATE INCOME TAX	\$81,254	\$138,000	\$138,124	100.1%

33530	STATE BEER TAX	\$1,524	\$2,838	\$1,545	54.4%
33540	STATE LIQUOR TAX	\$5,406	\$7,428	\$5,624	75.7%
33551	STATE GASOLINE TAXES	\$106,680	\$158,000	\$109,899	69.6%
33552	STATE-CITY STREETS	\$8,075	\$12,500	\$8,051	64.4%
33555	STATE STREET CONTRACT MAINT	\$13,335	\$48,000	\$21,034	43.8%
33591	GROSS RECEIPTS - TVA	\$35,798	\$71,595	\$36,227	50.6%
33592	TVA IMPACT FUNDS	\$49,412	\$49,415	\$50,021	101.2%
33593	CORPORATE EXCISE TAX		\$7,600		0.0%
33730	TML FULL PACKAGE BONUS	\$3,500	\$3,500	\$4,000	114.3%
34100	GENERAL GOVERNMENT - CHARGES	\$91	\$200	\$209	104.5%
34310	HIGHWAYS AND STREETS CHARGES		\$500		
34420	GARBAGE TIP FEES	\$217,788	\$327,600	\$216,776	66.2%
34720	SWIMMING POOL CHARGES	\$5,718	\$23,500	\$4,116	17.5%
34740	PARK AND RECREATION CHARGES	\$4,057	\$6,300	\$4,326	68.7%
35110	CITY COURT FINES AND COST	\$33,441	\$50,000	\$28,900	57.8%
35140	DRUG FINES		\$2,500		0.0%
35150	TRAFFIC SCHOOL CHARGES	\$4,850	\$7,500	\$3,550	47.3%
36000	FUND BALANCE				
36100	INTEREST EARNINGS	\$359	\$500	\$1,379	275.8%
36350	INSURANCE RECOVERIES				
36430	PAVILION RENTAL	\$1,782	\$3,500	\$1,893	
36900	TMBF LOAN PORTER PARK		\$250,000		
36910	GRANT PROCEEDS LADD LANDING		\$42,885		
36920	TMBF LOAN POLICE VEHICLES		\$124,000	\$124,000	
36967	CONTRACT NATURAL GAS	\$12,542	\$21,500	\$14,333	66.7%
36971	CONTRACT WATER BILLING	\$386,000	\$439,818	\$439,818	100.0%
TOTAL ESTIMATED REVENUES		\$3,993,201	\$6,029,914	\$4,640,224	77.0%

CITY OF KINGSTON
EXPENDITURES JULY 2014 -FEB 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY- FEB 2015	2015-2016 BUDGET	ACTUAL JULY- FEB 2016	PERCENT 67%
41100	LEGISLATIVE	\$34,985	\$78,300	\$33,095	42.3%
41210	CITY COURT	\$17,159	\$26,894	\$15,916	59.2%
41320	CITY MANAGER	\$78,924	\$119,350	\$74,828	62.7%
41500	FINANCIAL ADMINISTRATION	\$267,772	\$494,150	\$298,042	60.3%
41700	PLANNING AND ZONING	\$10,229	\$10,275	\$7,631	74.3%
41810	CITY HALL BUILDINGS	\$42,708	\$85,800	\$46,164	53.8%
41990	OTHER GEN. GOVMT EXP	\$189,447	\$235,123	\$198,702	84.5%
42100	POLICE	\$600,022	\$936,848	\$624,893	66.7%
42152	AUTOMOTIVE SERVICES	\$44,579	\$81,500	\$54,349	66.7%
42200	FIRE PROTECTION	\$609,676	\$996,406	\$618,059	62.0%
42400	BUILDING & CODES	\$9,052	\$2,095	\$2,556	122.0%
44143	ANIMAL CONTROL	\$12,269	\$20,382	\$13,863	68.0%
43100	PUBLIC WORKS	\$408,988	\$812,595	\$476,231	58.6%
43190	STATE STREET AID	\$106,945	\$161,000	\$105,811	65.7%
43240	WASTEMANAGEMENT	\$197,371	\$322,098	\$192,230	59.7%
43750	CAPITAL IMPROVEMENTS	\$1,759	\$399,000	\$130,953	32.8%
44400	RECREATION	\$355,887	\$601,289	\$344,115	57.2%
44440	SWIMMING POOLS	\$15,313	\$38,365	\$15,995	41.7%
44800	LIBRARIES	\$108,599	\$208,294	\$145,796	70.0%
49000	DEBT SERVICE	\$152,593	\$399,150	\$154,862	38.8%
TOTAL EXPENDITURES		\$3,264,277	\$6,028,914	\$3,554,091	59.0%

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WATER DEPT REVENUES
JULY FEB 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY FEB 2015	BUDGETED 2015-2016	ACTUAL JULY -FEB 2016	PERCENT OF BUDGET 67%
33490	TEMA GRANT			\$11,261	
36100	INTEREST EARNINGS	\$1,006	\$1,200	\$2,319	193%
37110	METERED WATER SALES	\$711,166	\$1,104,600	\$756,644	68%
37117	OUTSIDE WATER SALES	\$493,620	\$768,600	\$595,754	78%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$26,982	\$54,500	\$26,602	49%
37194	SALES OF MATERIALS	\$6,925	\$12,500	\$6,435	51%
37195	INSTALLATION CHARGES	\$42,225	\$67,500	\$42,114	62%
37196	WATER USER FEES	\$8,165	\$25,000	\$14,385	58%
37199	MISCELLANEOUS	\$6,916	\$7,500	\$4,305	57%
37210	SEWER SERVICE CHARGES	\$771,750	\$1,199,808	\$836,427	70%
37296	SEWER USER FEES	\$11,550	\$20,000	\$3,400	17%
37299	MISCELLANEOUS	\$1,660	\$2,000	\$2,202	110%
34800	CAPITAL REIMBURSEMENT		\$323,713		
TOTAL ESTIMATED REVENUES		\$2,081,965	\$3,587,721	\$2,301,848	64%

WATER/SEWER EXPENDITURES JULY 2015-FEB 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY- FEB 2015	BUDGET 2015/2016	ACTUAL JULY-FEB 2016	PERCENT OF BUDGET 67%
41500	FINANCIAL ADMINISTRATION	\$386,000	\$439,818	\$439,818	100%
41990	OTHER GEN. GOVMT EXP	\$189,460	\$269,700	\$210,730	78%
43750	CAPITAL IMPROVEMENTS	\$42,653	\$380,646	\$112,126	
49000	DEBT SERVICES	\$63,317	\$662,844	\$87,031	13%
52113	PURIFICATION	\$331,780	\$613,344	\$389,692	64%
52114	TRANSMISSION AND DIST	\$435,119	\$706,046	\$432,789	61%
52213	SEWER TREATMENT AND COLLEC	\$271,673	\$449,120	\$315,868	70%
52117	UTILITY DIRECTOR	\$37,779	\$66,203	\$42,426	64%
TOTAL		\$1,757,781	\$3,587,721	\$2,030,480	57%

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF FEBRUARY 2016

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 63; TOTAL PART-TIME EMPLOYEES 23
- RE-HIRED ONE POLICE OFFICER TO FILL VACANCY OF A RESIGNATION
- MOVED ONE PART-TIME EMPLOYEE TO AN ADDITIONAL FULL-TIME EMPLOYEE IN PARK & RECREATION

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BUSINESS LICENSE INFO

Transient Vendor Permit	0	
New License	1	
Regular License		
Local Number	1077	HUMBLE BEE FLOWER SHOP LLC TAMMI CRIBBS - OWNER 164 E RACE ST REPLACING ORANS FLOWER SHOP
Peddler Vendor Permit	2	Weed Man 2 @ 20.00 Damian Shaw & Brent Hunter
Minimal Activity License		
Renewals	2	Tuttle Masonry Okinawan Karate do Union Inc.
Final Closing	0	

KINGSTON POLICE DEPARTMENT -February 2016

TIBRS Group A Offenses

Crimes Against Persons	
Aggravated Assault	1
Simple Assault	1
Intimidation	
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	

3

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	2
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	1
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	1
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	3
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	1

Crimes Against Society

Drug/Narcotics Violations	4
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	
Total	

5

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	3
Driving Under the Influence	
Drunkenness	3
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	2
All Other Offenses	8
Total	

8

Subtotal		9
Central Dispatch		
Crash Reports	16	
Traffic Stops	77	
Investigator Needed on Scene	11	
Domestic Complaints	7	
Escorts Funeral/Other	8	
Animal Calls	4	
Vandalism	3	
Fights	1	
Burglar Alarms/Fire Alarms	20	
Child Sexual Assaults		
Forgery		
Theft	10	
Vehicle Theft		
Public/Motorist Assist	3	
Arson/Explosive Devices		
Other Calls	132	
Subtotal		292
Total Calls		304
Municipal Codes		
Animal Control Calls to Office	8	
Animal Control Violations	1	
Animal Control Letters Sent		
Animals Transported to Shelter	1	
Codes Concerns	7	
Codes Violations		
Codes Letters Sent	5	
Property Maintenance Leins		
Temporary Signs Removed	30	

Patrol Mileage	15,111
Hours Worked	2,199
Reserve Hours Worked	150
Total Overtime Hours	56
Total Amount of Overtime Wages	\$669.78
City Court Citations	32
General Sessions Citations	7
Arrest	21
Juvenile Arrest	
Incident Reports	32

FEBRUARY 2016 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
2/17/2016	506 E. Race St.	appliances, furniture, trash etc	gave warning letter	owner is working on cleaning up the yard has until 3/17/2016
	801 W. Ridgcrest	debris	sent letter	in process of cleaning up
	816 Scenic Drive	Junk vehicle	sent letter	vehicle has been moved
	923 E. Race St.	sign issue	sent letter	signs been taken down
	935 E Race St.	sign issue	sent letter	signs been taken down
	213 A Brentwood Way	dumping mattress, box springs		has been cleaned up

FEBRUARY 2016 CASES PENDING

DATE	LOCATION	ISSUE	ACTION	STATUS
	737 Montview Lane	Burned house		foreclose 3/3/2016
	500 N. Ky. St	Junk vehicles etc.		working with Mr. Harvey
	409 Palmer St.	Burned house		new owner as of 3/15/2016

Report for the citations issued, the disposition date for which was on
February 2, 2016

Monies outstanding from August 7, 2007 – February 29, 2016	\$ 52,333.75
Monies collected from August 7, 2007 – February 29, 2016	\$ 380,116.00

JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 2,257.50	
Collected in court on fines and costs		\$ 1,375.00
Amount collected after February 2016 Court		\$ -0-
Total collected for citations on February 2016		\$ 1,375.00
Amount outstanding for February 2016	\$ 882.50	
<u>9</u> Cash bond forfeitures		\$ 1,023.75
Total amount collected for February 2016 Citations		\$ 2,398.75
Amount collected from previous months/FTA etc.		\$ 1,298.75
Total collected in February 2016		\$ 3,697.50

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

This the 29th of February 2016


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

**Fire Department
February 2016**

Summary of Month's Activities

Fire Operations

The Department responded to 53 calls for service during the month of January.

Fire Administration

- Attended Dept. Head meeting
- Continue planning for equipment for dive team
- Planning for SCBA replacement.
- SCBA Mask fit Test Scheduled

January Overtime

OT Hours: 34

Cost: \$811.44

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

- Kingston Fire in service
- State testing
- Shift Training

	This Month	YTD
Fire Inspections	50	50

Public Fire Education

	This Month	YTD
Participants	06 kids	06
Education Hours	2	2
Number of Occurrences	1	1

Firefighter Training

KFD is continuing on-shift training.

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

TN State In service- Built Ventilation prop and used in class

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
- KFD members designing a "Fit for Duty" program for KFD personnel

Fleet Maintenance

- Replaced siren speaker on Unit 3.

Special Projects

- Finalizing rough draft for dive team SOG/SOP
- KFD Station 1 Gym remodel complete.
- Fun Raiser for gym equipment complete
- New gym equipment purchased and arranged in station gym
- "Fit for Duty" program being designed

Outstanding Issues

- SCBAs are still out of service. KFD still using borrowed SCBAs.
- Aging fire apparatus.
- Aging turn out gear
- Cascade system out of service due to it not being serviced and producing excess oil which went into the banks and air packs which rendered them out of service till cleaning can be done and the cascade system replaced.

Cost Savings

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

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Feb-16

TOTAL CALLS **53**

Category	Total		Total
Structure Fires	0	Hazardous Calls	1
Vehicle Fires	2	Service Calls	6
Brush/Grass Fires	1	Good Intent Calls	5
Refuse/rubbish Fires	0	Unintentional False	4
Other Fires	0	Other False	
Total Fires	3	Total Other Calls	16
Rescue and EMS	34	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Kingston Fire Department

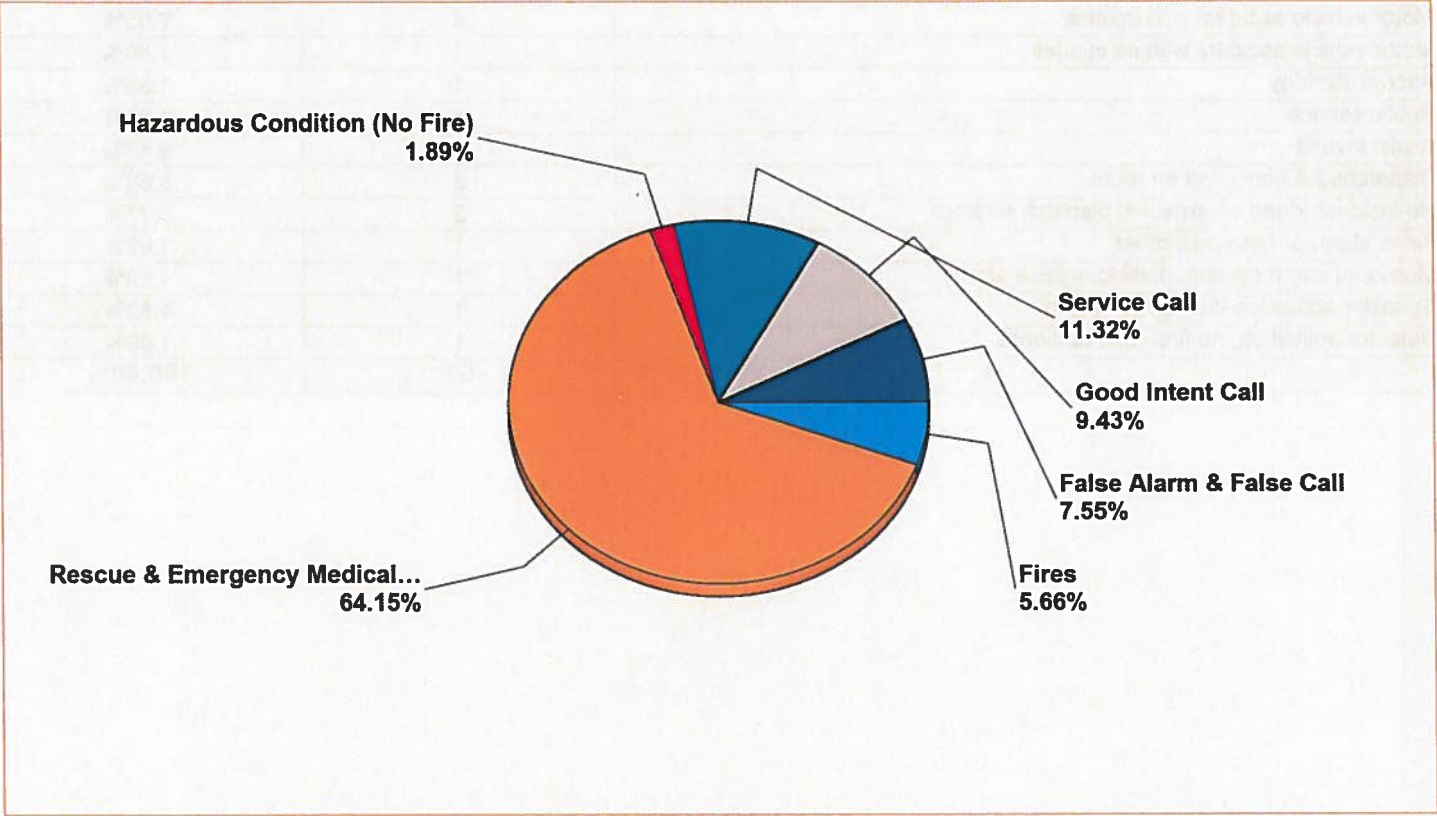
Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2016 | End Date: 02/29/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	5.66%
Rescue & Emergency Medical Service	34	64.15%
Hazardous Condition (No Fire)	1	1.89%
Service Call	6	11.32%
Good Intent Call	5	9.43%
False Alarm & False Call	4	7.55%
TOTAL	53	100.00%

Kingston Fire Department

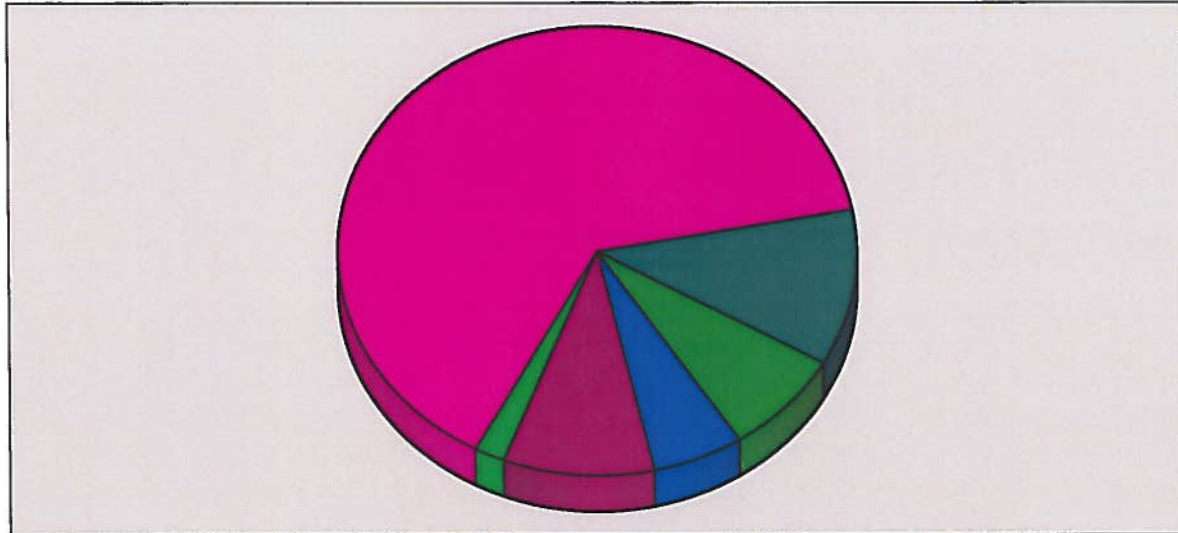
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 02/01/2016 | End Date: 02/29/2016



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

INCIDENT TYPE	FEB	TOTAL
False Alarm & False Call	4	4
Fire	3	3
Good Intent Call	5	5
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	34	34
Service Call	6	6
Total	53	53

Only REVIEWED incidents included

Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2016

INCIDENT TYPE	Jan	Feb	Mar	SUM
Accident, potential accident		1		1
Dispatched and canceled en route	7	3		10
Electrical wiring/equipment problem	1			1
Emergency medical service (EMS) Incident	33	28	1	62
False alarm and false call, other	1	1		2
Malicious, mischievous false alarm	1	1		2
Medical assist	5	6		11
Mobile property (vehicle) fire		2		2
Natural vegetation fire		1		1
Public service assistance	3	6	1	10
Structure Fire	1			1
System or detector malfunction	1	1		2
Unintentional system/detector operation (no fire)	1	1		2
Wrong location, no emergency found		2		2
Total	54	53	2	109

Only REVIEWED incidents included

Public Works Report – February 2016

Solid Waste:

- Convenience center solid waste collected: None _____
- Wood chips removed from lot: None _____
- Solid Waste Tonnage collected: None _____
- Street sweeping debris removed off streets: 9 Loads _____
- Recycled materials collected: None _____
-

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	29 loads	133 loads
Culverts/Storm Drains Cleaned	40	145
Curb-Repair/Install/Remove	100ft	550ft
Drainage Inspection Requests	None	32
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	4	11
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	10	70
Storm water Inspections Performed	None	29
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	6	45
Streets Striped	None	None
Tennessee One Calls	3	18
Traffic Signal Repair	None	9
Tree Trimming Requests	2	11
Vehicle Maintenance – Routine	12	103
Vehicle Maintenance – Unscheduled	6	43
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

- Residential meetings and work to assist with drainage-related projects –4
- Daily underground storage tank testing –N/A
- Monthly fuel pump inspection and cleaning- N/A
- Storm water manager's meeting- N/A
- Weekly departmental meetings and monthly staff safety meetings-4
- Sign repair, new sign installations- 10
- Signal inspection, repair and timing adjustments- None
- Grant applications- None
- Participated in various weather calls- None
- Brine acquisition and street prep in advance of weather events- All streets 2 weather events
- Fleet software implementation –N/A
- Stormwater educational outreach webinar- None
- Drainage law presentation- None
- Street Lighting- None

Continuing Projects

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

PUBLIC WORKS DEPARTMENT
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: February, 2016

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

248.5

TOTAL OVERTIME COST

\$ 6883.68

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

Tim Clark, Department Head



PARKS AND RECREATION

**These minutes are 'unapproved' until the
Park Board meets March 7th**

**Kingston Parks and Recreation
MINUTES
February 1, 2016**

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

GUEST: Sonny Hunter

CITY FACILITY USER GUESTS: Bruce Robinette, RCHS Baseball, Kent Milsaps, RCHS Athletic Director, Donnie Morgan, KOC Football, Mandy Knies, Kingston Swim Team Coach, Ellen Daily, RCHS Girl's Soccer, Tony Riggs, Cherokee Girl's Soccer

Meeting called to order by Asst. Chairman Sue Collins. Keenon made a motion to accept the previous month's minutes and Paul seconded. Motion carried.

Paul gave an invocation. Rick welcomed everyone to the annual facility- users meeting. The Board each introduced themselves and told of their connection to the Board.

Facility Users business was first on the agenda.

- Rick discussed new baseball fencing, foul poles and new bullpen; also, a new concession stand for softball...also we will re-do the borders on the sand pit at the track.
- Rick reiterated some of the standing rules: please do not play on wet surfaces; use an off-the main playing area. (He mentioned we plan to add a new maintenance worker to our staff in near future.) Rick stressed to please not let someone unqualified do work on any of our fields.
- Mandy Knies, Swim Team Coach, spoke of the willow flies being a major problem for the team early in the mornings. She said help with this on those mornings would certainly be appreciated.
- Soccer Coach asked about the nets and Rick said they would be up the first week of March.

- High School Baseball Coach Robinette noted some work needed to be done behind 1st and 3rd baseline.
- Ruth asked about visiting schools and whether we will have the responsibility of making sure they have the new cardiac training.
- Rick will add a link on our Facebook page for all pertinent events going on at our facilities.

UNFINISHED BUSINESS:

1. Sign Ordinance –The Council will look at this issue since KES has put up a flashing school sign that has previously not been allowed in the city sign ordinance.
2. New Pavilion – The pavilion at Gravel Pit is coming along and we are under the spending amount allotted.
3. Zumba – We continue to have a few issues with the loudness of this class so it continues on a month-to-month basis.
4. Boat Docks – The city is proceeding with the purchase of the dock slips for Highway 58.

NEW BUSINESS:

1. Tea Party Meeting Feb. 4th – They are hosting a controversial speaker about Islam being taught in the public schools; we will be prepared to turn people away if exceed the room capacity ordinance.
2. Arrowhead Program at Fort – There will be a reception and discussion held at the Fort in honor of the Robert Winsbro family and Mr. Winsbro's recent donation of arrowhead and artifacts he recently donated to the fort. Everyone is encouraged to attend.
3. Art Camps - Brian Wilkerson will be conducting art camps again this summer on June 20-24 and July 25th-29th.
4. Volleyball – There is a link on our Facebook page announcing parks and recreation volleyball sign-ups for 3rd through high school age for girls. Practice should begin after spring break.
5. Future projects for TVA Image Repair Funds: new city signage, restrooms at 58 Landing and a new city website.

Paul made a motion to adjourn. Keenon seconded. Motion passed. Meeting ended at 7:15 p.m.

Submitted by Jo Ann Knies

**February 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, 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 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 Korners - 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	Zumba Exercise Class
Three Rivers Amphitheater Committee	

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

Stephen Guinn - Nature's Pearl	AYSO Soccer Signups
Swim Team Board Meeting	Roane County Retired Teachers
LaCrosse Meeting	Lakeshore Condo Reserve Assoc. Meeting
AARP Tax Assist	Early Voting President
Election Day President	Democrat Party Meeting
Pio Family Shower	Amphitheater Concert Fundraiser
Medic Blood Drive	Two Rivers Church Service
Bailey Family Baby Shower	Turner Family Baby Shower
Knoxville Youth Soccer Meeting	

Com.Center Rent: \$551.00

Submitted by Jo Ann Knies

Three Rivers Amphitheater Progress Report

DATE	FUNDS TO DATE	ACTIONS	STATUS	DESCRIPTION
3/7/2016	Balance \$11268.88 Pledges \$3700.00 Days - 300 from 3/7/2016 until 1/1/2017			
		1	In Progress	Acquire approval from Bethel Presbyterian Church and Presbytery for revised design and land conveyance.
		2	99.9% complete	Revise design plans.
		3	Complete	Mount LeConte Jug Band February 21 , 2016 from 3 p.m. until 5 p.m. @ the Kingston Community Center.
		4	Complete	Speaking engagement with Three Rivers Kiwanis on 2/24/16.
		5	Complete	Speaking engagement with Harriman Rotary Club on 2/25/16.

Date, Time, & Location	Team Members Present	Minutes		Old/ New Business	Next Mting	Action Items
		Approved	Treasurer's Report			
8/3/2015, 5:15, Bethel Library	F. Harris, C McDowell, N. Maynard, D. Maynard, K. Dungan, A. Jacks, D. Evans, B. Evans, M. Banker, D. Davis		Balance \$4681.88 6/22/2015 Pledges \$3800.00	<ol style="list-style-type: none"> 1. 7/3 & 4 Booth @ Smokin' on the Water 2. Kingston Rotary Club presentation; Followup with Patterson's; Letters to Buddy's, ORNL, Hackney's. 3. Request to speak to Harriaman Rotary Club; Horizon Yacht Club Fund Raiser; Fund raising opportunity discussion with music 4. Mr. Gordon unable to contribute time; REU board meeting opportunity; Oak Ridge Gas opportunity; Need 6k to complete design completed which would allow firm cost estimate. 5. Haslam Foundation awaiting TDEC monies to because serious discussion & Clayton Foundation inquiry 6. Energy Solutions support request for 2016; East TN Foundation does not support capital projects; CNS followup to take place; Hackneys, Jerry Duncan Ford and Jim Henry followup 7. Follow up with M. Caldwell and S. Kirkham contributions. John Browder - good opportunity 8. 4 X 8 Brick = \$50.00; 8 X 8 Brick = \$100.00; 8 X 8 Brick with Logo = \$150.00; Friend - \$500.00 to \$999.99; Bronze - \$1000.00 to \$2499.99; Silver - \$2500.00 to \$4999.99; Gold - \$5000.00 to \$9999.99; Platinum - \$10000.00 and beyond all tax deductible approved. 	9/14/2015 @ 5:00	<ol style="list-style-type: none"> 1. ORNL contact and Patterson's Followup 2. Dare 2 Dance and Frank Knies followup. Research new owner of Rocky Top 3. Oak Ridge Gas Followup 4. Contact Hackney, Jerry Duncan Ford - Marty, and Jim Henry 5. Apply for Lowe's grant

KINGSTON WATER TREATMENT PLANT



FEBRUARY OPERATIONS REPORT

2016

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	21,630,000	15,694,000	27.44%	698,000	1,312,000	308,000
	Effluent (Finish)	19,719,000	14,401,000	26.97%	636,000	1,188,000	306,000
	Spring Supply	14,131,000	14,235,000	-0.74%	456,000	492,000	411,000
	Total Finish Prod.	33,850,000	28,636,000	15.40%	<i>Distribution & WTP Report:</i> 563,520		
Plant Efficiency		99.51%	99.31%	0.20%	gals. usage flushing and Tank Refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
GALLONS	Consumption	27,608,900	23,896,500	13.45%	<i>Fire Dept:</i> No Report		
	Reported Usage	566,750	1,563,520	-175.87%	<i>Park & Rec:</i> No Report		
	Water Loss	5,675,230	3,175,980	44.04%	<i>WWTP:</i> No Report		
	%	16.77%	11.09%	5.68%	<i>OT Hrs:</i> 35		

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.
- * Trenched and installed new lines for sampling and flow totalizer at Spring Pump House.
- * Fencing was installed at Spring Pump House and Spring Bleach House Sites.
- * Fence was repaired at Ridgecrest Tank.
- * Fabricated and installed pressure pots for Water Treatment Plant Effluent Venturi Tube.
- * Ran new pressure sensor lines from Plant Effluent to Transmitters for Totalizer.
- * Had to have an electric filter valve actuator repaired.
- * Repaired a leaking concrete vault at Spring Site housing the gravity feed line.
- * Physically disconnected the old Gallaher Storage Tank from the Distribution System.
- * Performed maintenance and installed clean-out / drain lines and valves to Filter Loss of Head lines.

Kingston Water Department
Schedule of Unaccounted For Water
February

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	33,850,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>33,850,000</u>
E Accounted for Water:		
F	Water Sold	27,608,000
G	Metered for Consumption (in house usage)	<u>563,520</u>
H	Fire Department(s) Usage	<u>3,250</u>
I	Flushing	<u>0</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>28,174,770</u>
O	Unaccounted for Water (Line D minus Line N)	<u>5,675,230</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>16.766%</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.



3/2/2016

Kingston Wastewater Treatment Plant

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

FROM: Tony Workman, WWTP Manager

DATE: March 2, 2016

RE: February Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	1.084	2.271	.5211	31,390,000
Effluent	.9742	2.132	.4210	28,253,000

Total gallons of chlorine used was 145 @ \$2.09 gallon= \$303.05

There was 8.07 inches of rain this month. There was one sewer overflow this month at a manhole near Bettis Lane and oak Plaza. This was caused by a blocked line. The line was cleared and the area cleaned. The state was notified.

No sludge was hauled to the landfill.

Work on the old clarifier valves has begun. This appears to be a bigger project than what the contractor had planned. W & O construction has been doing the work.

The SCADA system installed by Wascon continues to work well. We are able to monitor the number of starts each motor has and the run times. This allows us to see when a problem occurs.

CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

To : David Bolling
From: Jimmy Agee
RE: Monthly Work Orders

Month of: FEB. 2016

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
READ OUTS	42	
RE- READS	3	
WATER TAP NEW ACCOUNT	7	
RELOCATE WATER METER		
READ INS	39	
CHECK FOR HUNG METER	6	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK	13	
METER LEAKS		
AFTER HOURS - WATER	6	
SERVICE LINE LEAK	5	
LINE LOCATES	91	
TURN OFF FOR NON PAYMENT	5	
TURN WATER BACK ON	10	
YARD WORK		
DOOR HANGERS	22	
MANUAL READ		
AFTER HOURS - SEWER		
SEWER- TAP NEW ACCOUNT		
SEWER MISC		
SEWER BACK UP	11	
LOCATE SEWER LINES	1	
WATER TAPE ESTIMATES	9	
PROFILE REQUESTED	4	
TAP-EXISTING ACCT	6	
LOCATE WATER METER	1	

WATER MONTHLY REPORT

Month of: FEB. 2016

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RAISE METER		
TURN-OFF DUE TO LEAK		
ACCURACY TEST		
WATER TO BE TESTED	2	
WATER TASTE BAD	1	
LOW PRESSURE		
SEWER TAP ESTIMATES		
PULLED METERS	5	
SEWER ESTIMATES		
WATER MAIN BREAK	3	
REPLACE METER /METER BOX/LID	1	
YARDS WORK		8
BAD SEWER SMELL		
FLUSH LINES	2	
RUN 10 GAL WATER THRU		
CAMERA SEWER LINE		
ROAD PATCHES		6
WATER PRESSURE TEST	1	
TURN-OFF VACANT HOUSE		
CHECH IF STILL OFF	1	
INSTALL SEWER CLEAN-OUT		
OVERTIME HOURS	118 HOURS	
TOTAL		297
		15
FIRE HYDRANTS		1
JIMMY AGEE, FORMAN		

James A. Agee

Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
“**K**nowledge is **P**ower at your **L**ibrary”

1 March 2016

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 February, 2016:

Adult Library Programs

On February 27th, author Mack Tayne came to the library to promote his book, Conversations with Vietnam Heroes. With him was Roane County native Melvin Page, one of the veterans featured in the book. We couldn't get an exact headcount for the event, but the total count for the day was 73, which is 40-50 more people than the other Saturdays this month.

Tech classes

We had six classes this month, covering Facebook, LinkedIn, computer basics, email, and Powerpoint. The total attendance of these was 41.

Children's Programming

Barbara conducted 4 events with 80 participants at her weekly Wednesday children's story-time.

Meetings, etc.

- KPL hosted the Ocoee Regional Library Board meeting.
- The director attended a technology roundtable for new directors hosted by Ocoee Regional Library.

Upcoming events

March 19th: An author's day for local writers to showcase their books. We'll have an illustrations display in the morning in the children's area, and mystery writer Sallie Bissell will read from her latest book in the afternoon.

March 24th: A slideshow presentation from Randy Hedgepath, the state naturalist for the state parks.

Summary

Patron count for the month totaled 1670.

There were 2,713 checkouts and 775 renewals for the month, totaling 3,469.

Respectfully submitted,
ERS



City of Kingston

Project Status Update

February 2016

GREENWAY

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	10%	
Estimated Completion Date	120 Day Completion	
Notable outstanding issues:		

Notes:

1. Construction underway

HOME GRANT

		Date Completed/Closed Out
Project Cost:	\$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	Spring 2016	
Notable outstanding issues:	Applications Received	

Notes:

1. Public Meeting held on 11/18
2. Completed applications forwarded to Administrator in December 2015
3. Home Inspection Procurement letters mailed

LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	5%	
Estimated Completion Date	Summer 2016	
Notable outstanding issues:	Bids Received	

Notes:

1. Bids opened. Low bid was from Wright Construction (\$522,199)
2. Awarding of bid on March agenda.

PHASE II SOLAR PROJECT

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:	Energy Source Partners	
Status (Percent complete)	98%	
Estimated Completion Date	03/01/16	
Notable outstanding issues:	TVA Approval	

Notes:

1. Construction complete. Awaiting TVA approval for activation.