



City Manager Report

FEBRUARY 2017



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:

Kingston City Boat Slips

Distributed: March 14, 2017

Message from the City Manager

Management

- ☐ City Manager

Finance

- ☐ Finance/HR
- ☐ Human Resources
- ☐ City Clerk (No new business in January)

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

Planning Commission

- ☐ Minutes

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



March 14, 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). 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 2017

Legislative Accomplishments

- A. Second Reading of an Ordinance Creating a Kingston Beautification Committee

Legislative Matters Forthcoming

- A. Amending Title 8 of the City of Kingston Municipal Code to Comply With State Law Regarding the Sale of High Gravity Beer

Other Items Considered by the Council

- A. Purchase of a Fire Truck
- B. Priorities for TDOT Surface Transportation Program Funding
- C. Set the Strategic Planning and Visioning Workshop for July 22nd
- D. Discussed Handicap Parking in Town
- E. Discussed Signs
- F. Discussed House Bill 0088 Presented by Kent Calfee

- **External Meetings**

- Green Team Meeting
- Robert Campbell and Assoc. (Porter Park)
- Conference Call with Retail Strategies
- Danl Hall (Greenway)
- Alliance Community Development Committee
- Chamber Board Meeting
- Discussions with TDOT and Senator Yager
- Roane County Green Team
- Other Misc. Meetings

- **Internal Meetings**

- Individual and Joint meetings with Department Heads
- Meetings with the Website Committee members and 2:45Tech members
- Meetings with the Personnel Policy Committee
- Individual Meetings with members of Council

Ongoing Work

- Greenway Project Extension: **State processing close-out**
- TVA Funding: **Website development underway**
- LPRF (Gertrude Porter Park): **Construction in progress, estimated completion April 2017**
- HOME Grant: **Inspections began in early July. Estimated completion July 2017**
- CDBG (Sewer Plant): **De-Watering press installed, work on clarifiers underway.**

FINANCE AND ADMINISTRATION REPORT FEBRUARY 2017

- * 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 653 -DONATIONS TOTAL \$9,807.80 DISBURSED -265.69 YTD
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR FEBRUARY 3732 FOR A TOTAL AMOUNT OF \$305,472.91
- * NEW WATER SERVICE APPLICATIONS FOR FEBRUARY TOTALED 31
- * 33 CUSTOMERS FINALED OUT SERVICE
- * 117 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 627
- * TOTAL E-BILL ACCOUNTS - 222
- * WATER/SEWER SERVLINE LEAK PROTECTION TOTAL FEBRUARY BILLING 2109
- * WATER LOSS PROTECTION FEBRUARY 1145
- * WATER LINE PROTECTION FEBRUARY 85
- * SEWER LINE PROTECTION 7
- * TRASH COLLECTIONS FOR FEBRUARY 2406

NEW BUSINESS LICENSES ISSUED IN FEBRUARY 2017

- 1 ROANE CO HABITAT FOR HUMANITY
733 E RACE ST
- 2 CREATIVE RESTORATION & FLOORING
1314 KINGSTON HWY

CITY OF KINGSTON COMBINED

FINANCIAL SUMMARY FEBRUARY 2017

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,597,732	\$1,437,793	\$1,180,145	\$1,213,107	\$1,223,062	\$1,744,289	\$1,651,693	\$2,098,790				
TVA ENHANCE FND	\$171,794	\$168,522	\$168,522	\$168,061	\$165,766	\$126,139	\$94,841	\$75,812				
2008 Bond	\$232,245	\$232,245	\$228,924	\$227,022	\$225,392	\$223,708	\$221,965	\$220,095				
Water/Sewer	\$1,448,269	\$1,097,781	\$1,034,955	\$1,184,035	\$1,318,529	\$1,347,381	\$1,385,398	\$1,448,324				
1999 Bond	\$127,855	\$157,856	\$179,692	\$204,748	\$230,977	\$256,870	\$284,919	\$308,411				
2004 Bond	\$361,638	\$366,638	\$368,319	\$371,434	\$374,825	\$378,201	\$381,258	\$384,633				
RDA Reserve Fund	\$246,978	\$248,979	\$251,046	\$253,112	\$255,181	\$257,316	\$259,387	\$261,450				
Rockwood Interconnect	\$870,860	\$870,860	\$871,171	\$871,471	\$871,766	\$872,231	\$872,468	\$872,682				
Gallaher Rd Constrot	\$417,684	\$325,557	\$321,657	\$321,743	\$303,973	\$304,138	\$35,523	\$295,873				
Drug Fund	\$17,040	\$16,057	\$16,866	\$17,304	\$17,148	\$17,970	\$12,214	\$16,365				
Ladd Landing Const.	\$40,148	\$135,524	\$35,127	\$35,131	\$15,353	\$15,365	\$1	\$1				
FIRE DEPT	\$67,299	\$60,604	\$60,604	\$60,604	\$60,604	\$60,604	\$90,604	\$49,173				
Total BALANCES	\$5,399,543	\$5,118,416	\$4,717,028	\$4,927,772	\$5,062,576	\$5,604,212	\$5,250,271	\$6,031,609	\$0	\$0	\$0	\$0

CITY OF KINGSTON
REVENUES FEBRUARY 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2016	BUDGETED REVENUES 2016- 2017	ACTUAL FEBRUARY 2017	PERCENT OF BUDGET 66%
31110	CURRENT PROPERTY TAX	\$1,862,500	\$1,950,000	\$1,834,993	94.1%
31120	PUBLIC UTILITIES PROPERTY TAX	\$38,686	\$39,400	\$58,364	148.1%
31211	PROPERTY TAX DELINQUENT - 1ST	\$35,487	\$60,000	\$49,664	82.8%
31212	PROPERTY TAX DELINQUENT - 2ND	\$13,406	\$20,000	\$21,301	106.5%
31219	PROPERTY TAX DELINQUENT - 0TH	\$6,230	\$15,000	\$22,180	147.9%
31300	INT, PENALTY, AND COURT COST	\$10,540	\$20,000	\$20,305	101.5%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$68,154	\$58,393	\$38,153	55.3%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$696,400	\$1,050,000	\$606,122	57.7%
31710	WHOLESALE BEER TAX	\$127,551	\$191,000	\$110,237	57.7%
31720	WHOLESALE LIQUOR TAX	\$30,733	\$46,000	\$44,042	95.7%
31800	BUSINESS TAXES	\$18,705	\$70,000	\$19,857	28.4%
31912	CABLE TV FRANCHISE TAX	\$55,609	\$73,500	\$54,917	74.7%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$12,893	\$17,000	\$11,083	65.2%
31920	HOTEL/MOTEL TAX	\$33,954	\$52,000	\$18,356	35.3%
32210	BEER LICENSES	\$950	\$1,750	\$1,200	68.6%
32220	LIQUOR PERMITS	\$200	\$300	\$200	66.7%
33490	TEMA ASSISTANCE TORNADO	\$134,741			
33510	STATE SALES TAX	\$324,098	\$486,000	\$386,019	79.4%
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		\$5,624	\$8,000	\$3,697	46.2%
33551	STATE GASOLINE TAXES		\$109,900	\$163,000	\$127,685	78.3%
33552	STATE-CITY STREETS		\$8,051	\$12,500	\$9,004	72.0%
33555	STATE STREET CONTRACT MAINT		\$21,034	\$48,000	\$34,045	70.9%
33590	TVA REVENUE SOLAR JAMES FRY			\$3,100	\$4,217	136.0%
33591	GROSS RECEIPTS - TVA		\$36,227	\$72,450	\$34,886	48.2%
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		\$209	\$200	\$851	425.5%
34310	HIGHWAYS AND STREETS CHARGES			\$500	\$200	
34420	GARBAGE TIP FEES		\$216,776	\$325,500	\$218,798	67.2%
34720	SWIMMING POOL CHARGES		\$4,116	\$23,500	\$4,917	20.9%
34740	PARK AND RECREATION CHARGES		\$4,326	\$6,300	\$4,308	68.4%
35110	CITY COURT FINES AND COST		\$28,900	\$50,000	\$29,185	58.4%
35140	DRUG FINES			\$2,500	\$787	31.5%
35150	TRAFFIC SCHOOL CHARGES		\$3,550	\$7,500	\$1,950	26.0%
36000	FUND BALANCE			\$143,401		
36100	INTEREST EARNINGS		\$1,379	\$2,000	\$3,458	172.9%
36430	PAVILION RENTAL		\$1,893	\$3,500	\$2,915	83.3%
36900	TMBF LOAN PORTER PARK			\$200,000	\$0	0.0%
36910	GRANT PROCEEDS PORTER PARK			\$500,000	\$72,848	14.6%
36920	TMBF LOAN POLICE VEHICLES		\$124,000			0.0%
36967	CONTRACT NATURAL GAS		\$14,333	\$21,500	\$14,333	66.7%
36971	CONTRACT WATER BILLING		\$439,818	\$439,818	\$439,818	100.0%
TOTAL ESTIMATED REVENUES			\$4,684,664	\$6,375,063	\$4,473,160	70.2%

CITY OF KINGSTON
EXPENDITURES FEBRUARY 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2016	2016-2017 BUDGET	ACTUAL FEB 2017	66% BUDGET
41100	LEGISLATIVE	\$33,095	\$70,614	\$38,674	54.8%
41210	CITY COURT	\$15,916	\$27,199	\$17,287	63.6%
41320	CITY MANAGER	\$74,828	\$115,174	\$76,512	66.4%
41500	FINANCIAL ADMINISTRATION	\$288,042	\$465,880	\$291,795	60.1%
41700	PLANNING AND ZONING	\$7,631	\$10,275	\$10,201	99.3%
41810	CITY HALL BUILDINGS	\$46,374	\$63,677	\$59,459	71.1%
41990	OTHER GEN. GOVMT EXP	\$188,702	\$249,197	\$175,764	70.5%
42100	POLICE	\$624,893	\$948,629	\$655,440	68.1%
42152	AUTOMOTIVE SERVICES	\$54,349	\$78,000	\$53,499	68.6%
42200	FIRE PROTECTION	\$618,452	\$1,017,454	\$653,264	64.2%
42400	BUILDING & CODES	\$2,556			
43100	PUBLIC WORKS	\$476,231	\$672,363	\$496,735	56.9%
43190	STATE STREET AID	\$105,811	\$161,000	\$109,353	67.9%
43240	WASTEMANAGEMENT	\$192,230	\$297,856	\$191,847	64.4%
43750	CAPITAL IMPROVEMENTS	\$130,954	\$725,000	\$266,233	36.7%
44143	ANIMAL CONTROL	\$13,863	\$26,722	\$19,091	71.4%
44400	RECREATION	\$344,116	\$611,339	\$429,729	70.3%
44440	SWIMMING POOLS	\$15,995	\$38,365	\$19,468	50.7%
44800	LIBRARIES	\$145,796	\$208,294	\$138,951	66.7%
49000	DEBT SERVICE	\$154,862	\$348,025	\$148,434	42.7%
TOTAL EXPENDITURES		\$3,554,696	\$6,375,063	\$3,851,736	60.4%

WATER DEPT REVENUES

Feb-17

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2016	BUDGETED 2016-2017	ACTUAL FEB 2017	PERCENT OF BUDGET 66%
33490	TEMA GRANT	\$11,261			
36100	INTEREST EARNINGS	\$2,319	\$2,300	\$5,046	219%
37110	METERED WATER SALES	\$756,645	\$1,113,000	\$801,135	72%
37114	SERVELINE LEAK PROTECTION			\$14,173	
37117	OUTSIDE WATER SALES	\$595,755	\$780,000	\$558,997	72%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$26,602	\$55,000	\$26,566	48%
37194	SALES OF MATERIALS	\$6,435	\$12,000	\$5,030	42%
37195	INSTALLATION CHARGES	\$42,114	\$67,500	\$42,095	62%
37196	WATER USER FEES	\$14,385	\$20,000	\$14,700	74%
37199	MISCELLANEOUS	\$4,305	\$7,000	\$900	13%
37210	SEWER SERVICE CHARGES	\$836,427	\$1,200,000	\$871,728	73%
37296	SEWER USER FEES	\$3,400	\$15,000	\$4,025	27%
37299	MISCELLANEOUS	\$2,202	\$2,500	\$3,174	127%
34800	CAPITAL REIMBURSEMENT		\$337,792		
TOTAL ESTIMATED REVENUES		\$2,301,850	\$3,612,892	\$2,347,569	65%

WATER/SEWER EXPENDITURES FEBRUARY 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEB 2016	BUDGET 2016/2017	ACTUAL FEB 2017	PERCENT OF BUDGET 66%
41500	FINANCIAL ADMINISTRATION	\$439,818	\$439,818	\$439,818	100%
41990	OTHER GEN. GOVMT EXP	\$210,830	\$291,211	\$246,160	85%
43750	CAPITAL IMPROVEMENTS	\$112,128	\$330,000	\$105,438	32%
49000	DEBT SERVICES	\$87,030	\$667,412	\$133,214	20%
52113	PURIFICATION	\$389,692	\$605,628	\$377,898	62%
52114	TRANSMISSION AND DIST	\$435,789	\$661,345	\$406,412	61%
52213	SEWER TREATMENT AND COLLEC	\$315,868	\$549,128	\$331,287	60%
52117	UTILITY DIRECTOR	\$42,426	\$68,350	\$41,154	60%
TOTAL		\$2,033,581	\$3,612,892	\$2,081,381	58%

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF FEBRUARY 2017

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 62; TOTAL PART-TIME EMPLOYEES 24
- ONE EMPLOYEE IN PUBLIC WORKS DEPARTMENT RESIGNED
- UPDATED ALL EMPLOYEES FOR AFFORDABLE CARE ACT REPORTING FOR 2017
- UPDATED ANNUAL ENROLLMENT FOR STATE HEALTH INSURANCE FOR ALL EMPLOYEES JAN 2017
- BEGAN DEDUCTIONS FOR EMPLOYEES TO JOIN STATE 401K & 457 PLANS
- COMPLETED USDOL-LABOR MONTHLY REPORT
- COMPLETED US CENSUS SURVEY REPORTS
- 2 EMPLOYEES ATTENDED UT MTAS TRAINING SESSION IN KNOXVILLE CMFO CPE

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KINGSTON POLICE DEPARTMENT -FEBRUARY 2017

TIBRS Group A Offenses

Crimes Against Persons	
Aggravated Assault	1
Simple Assault	1
Intimidation	1
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

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	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	2
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	
Motor Vehicle Theft	1
Robbery	
Stolen Property Offenses	
Vandalism	

Crimes Against Society

Drug/Narcotics Violations	1
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	2

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	1
Driving Under the Influence	2
Drunkenness	3
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	1
Total	

Central Dispatch		Subtotal	7
Crash Reports	14		
Traffic Stops	44		
Investigator Needed on Scene	11		
Domestic Complaints	7		
Escorts Funeral/Other	10		
Animal Calls	6		
Vandalism	1		
Fights	1		
Burglar Alarms/Fire Alarms	14		
Child Sexual Assaults			
Forgery			
Theft	6		
Vehicle Theft			
Public/Motorist Assist	3		
Arson/Explosive Devices			
Other Calls	146		
	Subtotal		263
	Total Calls		273
Municipal Codes			
Animal Control Calls to Office	6		
Animal Control Violations			
Animal Control Letters Sent/notice given			
Animals Transported to Shelter	4		
Codes Concerns	2		
Codes Violations			
Codes Letters Sent	2		
Property Maintenance Leins			
Temporary Signs Removed	14		

Patrol Mileage	17,689
Hours Worked	2,402
Reserve Hours Worked	155
Total Overtime Hours	160
Total Amount of Overtime Wages	\$4,391.67
City Court Citations	16
General Sessions Citations	2
Arrest	18
Juvenile Arrest	
Incident Reports	31

FEBRUARY 2017 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
2/10/2017	408 N. 3rd St.	16-205 Safety restrictions on excavations.	letter delivered	has but up plastic wall
2/20/2017	727 E. Race St	living in house with no water	Eviction notice has been given/they have until 3/23/2017 to move	as of 2/6/2017 still no water
2/23/2017	515 E. Race St.	no water	letter delivered	as of 2/6/2017 still no water
		13-106 Health & Sanitation nuisances 13-302 Junked vehicles 13-501 trash, furniture etc. 13-103 Stagnant water		
2/23/2017	1104 Pineywood		letter delivered	
2/23/2017	1105 Pineywood	13-106 Health & Sanitation nuisances	letter delivered	

FEBRUARY 2017 CASES PENDING

[illegible]

Report for the citations issued, the disposition date for which was on
February 28, 2017

Monies outstanding from August 7, 2007 – Feb. 28, 2017	\$ 59,453.94
Monies collected from August 7, 2007 – Feb. 28, 2017	\$417,065.36


JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 477.50	
Collected in court on fines and costs		\$ 165.00
Amount collected after Feb. 2017 Court		\$ -0-
Total collected for citations on Feb. 2017		\$ 165.00
Amount outstanding for Feb. 2017	\$ 312.50	
<u>1</u> Cash bond forfeitures		\$ 113.75
Total amount collected for Feb. 2017 Citations		\$ 278.75
Amount collected from previous months/FTA etc.		\$ 3,089.50
Total collected in February 2017.		\$ 3,368.25

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 January 2017


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

Kingston Fire Department February 2017

Summary of Month's Activities

Fire Operations

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

Fire Administration

- Attended Dept. Head meeting
- Officer Leadership Training
- Chief attended meeting with other city fire chiefs
- Continuing working on City website tasks
- FEMA 2015 AFG Financial Monitoring Activity Submitted
- Begin planning for SOG committee

February Overtime

OT Hours: 32

Cost: \$789.04

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

- Shift Training
- Defenders Meeting
- In-Service Training

	This Month	YTD
Fire Inspections	150	150

Public Fire Education

	This Month	YTD
Participants	10	10
Education Hours	4	4
Number of Occurrences	1	1

Firefighter Training

KFD is continuing on shift training
In-service provided by TFACA

Implemented Performance Standards Plan

- Continuing education for all KFD personnel
- On shift training is required each shift
- Testing for state certifications offered

Fleet Maintenance

- See Attached
- Worked on painting new crash truck

Special Projects

- “Fit for Duty” program on going with work outs posted each shift
- NFPA Inspection completed on both Engines and Ladder truck by BST
- Purchased Rescue truck from Roane County Rescue Squad
- Begin searching for trailer for wildland/scuba gear
- Ordered lights for crash truck purchased from Roane County Rescue Squad
- Obtained 2 trailers from DOE for dive team/ wildland team and incident command

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

Kingston Fire Department

Kingston, TN

This report was generated on 3/1/2017 6:36:29 AM



Apparatus Maintenance History for Date Range (Landscape)

Start Date: 02/01/2017 | End Date: 02/28/2017

DATE	TITLE	DONE BY	MAINTENANCE NOTES	HOURS	COST
APPARATUS: E1					
02/01/2017	NFPA Inspection	BST			\$150.00
Total hours & cost for E1:					\$150.00
APPARATUS: E2					
02/01/2017	NFPA Inspection	BST			\$150.00
Total hours & cost for E2:					\$150.00
APPARATUS: L1					
02/01/2017	NFPA Inspection	BST			\$150.00
Total hours & cost for L1:					\$150.00

Includes Completed maintenance records for apparatus, for date range provided. Report display is optimized when Report Format is PDF.

Kingston Fire Department

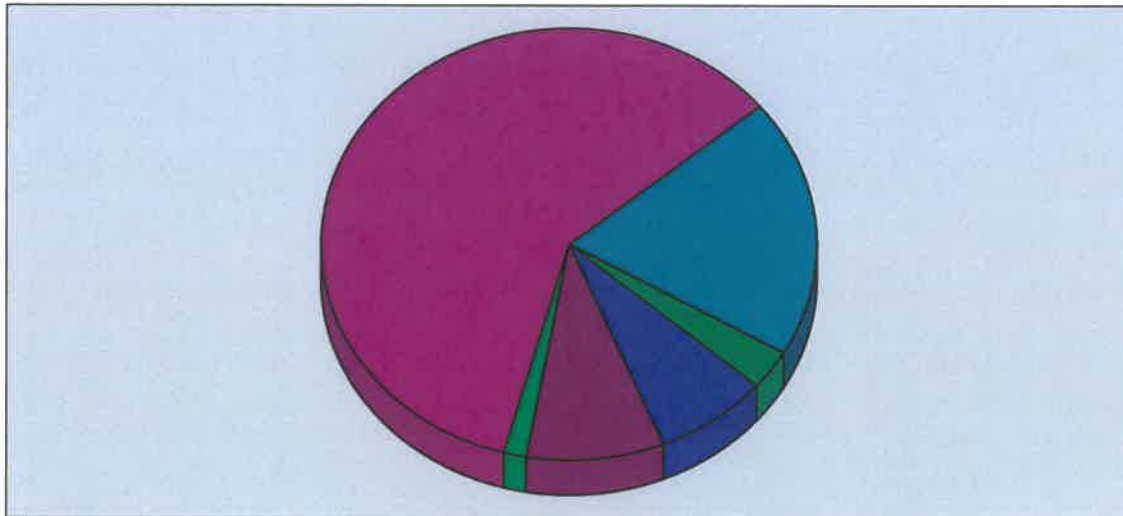
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 02/01/2017 | End Date: 02/28/2017



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	2	2
Fire	5	5
Good Intent Call	6	6
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	40	40
Service Call	13	13
Total	67	67

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Feb-17

TOTAL CALLS

67

Category	Total		Total
Structure Fires	1	Hazardous Calls	1
Vehicle Fires	0	Service Calls	13
Brush/Grass Fires	4	Good Intent Calls	6
Refuse/rubbish Fires	0	Unintentional False	2
Other Fires	0	Other False	0
Total Fires	5	Total False: Total	22
Rescue and EMS	40	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	0		
Automatic Aid Given	1		
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

This report was generated on 3/1/2017 6:34:31 AM



Minor Incident Types by Month for Year

Year: 2017

INCIDENT TYPE	Jan	Feb	SUM
Combustible/flammable spills & leaks	1	1	2
Dispatched and canceled en route	4	5	9
Emergency medical service (EMS) Incident	50	32	82
Excessive heat, scorch burns with no ignition	2		2
False alarm and false call, other	6	1	7
Good intent call, other	1		1
Medical assist	12	8	20
Natural vegetation fire		4	4
Public service assistance	3	13	16
Steam, other gas mistaken for smoke	1		1
Structure Fire	1	1	2
System or detector malfunction	1	1	2
Wrong location, no emergency found		1	1
Total	82	67	149

Only REVIEWED incidents included

Public Works Report –February 2017

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: _____ 6 Loads _____
- Recycled materials collected: _____ None _____
- _____

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	24 loads	166 loads
Culverts/Storm Drains Cleaned	40	133
Curb-Repair/Install/Remove	None	430ft
Drainage Inspection Requests	None	13
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	3	10
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	8	21
Storm water Inspections Performed	None	8
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	1
Streets Repaired (e.g., pothole)	None	25
Streets Striped	None	None
Tennessee One Calls	None	10
Traffic Signal Repair	None	2
Tree Trimming Requests	8	25
Vehicle Maintenance – Routine	12	76
Vehicle Maintenance – Unscheduled	19	68
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

- Residential meetings and work to assist with drainage-related projects –None
- 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- 15
- 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- None
- Fleet software implementation –N/A
- Storm water 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: JANUARY, 2017

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

18

TOTAL OVERTIME COST

\$ 451.48

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

Tim Clark, Department Head



The Parks Board will not meet until April 3rd so these minutes are "unofficial"

**KINGSTON PARKS AND RECREATION
BOARD MEETING
March 6, 2017**

PRESENT: Ruth Lentz, Sue Collins, Paul Rogers, Tara Stockton, Rick Ross, Eric Clark, Keenon Hethcoat, Ruth Thompson

ABSENT: Karen High, Josh Igou

GUEST: Sonny Hunter

Welcome by Chairman Sue Collins.

Motion was made by Paul to accept previous month's minutes. Ruth L. seconded.

Motion passed.

Eric gave an invocation.

UNFINISHED BUSINESS:

1. Boat Slips – Rick reported that 24 applications for slips had been picked up and nine have been turned in. A newspaper ad will be out soon opening up the remaining slips to people outside the city limits. The ramp is finished. The gate will be operating soon. We hope to have cameras working by the middle of this month. Boaters will be able to begin using the slips by April 1st.
2. Porter Park – Rick discussed the slowness of the contractor's work and some other issues. The ADA ramp slope failed inspection and will be pulled out. Our backstop and other work we could do is delayed as a result. The hic test will be next week. Paul asked about them not finishing the work and Rick said their bond could be pulled.
3. Girls Volleyball – Sign-ups will close this week. There are 85 girls signed up to play. Some of the high school girls will volunteer to help with coaching.
4. Girls Softball – Tabby Fugate and Rick will meet Thursday to divided the teams and the girls will be able to start the second or third week of April.
5. John Muir Festival – A music festival is scheduled for September 9th at Fort Southwest Point. This author walked through Kingston 150 years ago and proclaimed it the most beautiful place on earth and viewed the area at the confluence of the rivers. He is responsible for the placement of where the national parks would eventually be located.

NEW BUSINESS:

1. Park Foundation – Rick told the Board he would like to see us get involved in establishing a foundation that would be 501-3C. We would be able to receive donations through this. Keenon made a motion to pursue establishing a Kingston Park Board Foundation and Eric seconded. Motion passed.
2. Park Sports Camps – We held our annual soccer camp on February 25th with 38 youths attending and this past Saturday, March 4th, our annual baseball clinic. Down from last year's attendance because of KOC Basketball mis-scheduling, however, 16 youth attended.
3. 'Soak in Roane' – A media event in conjunction with the Roane County Chamber is scheduled for March 29th. It will kick off at Southwest Point. It is an opportunity to show off Roane County. People will shuttle in from Knoxville for this event.
4. Special Olympics – Special needs youth from the county schools will participate in 12 different events for medals on March 24th at Southwest Point. Adults may participate later afternoon. Ruth T. said the Beta Club students might be able to participate that day. Tara told Rick McDonalds could supply hamburgers and drinks. Rick said he could get her a head count soon.

Keenon made a motion to adjourn. Ruth L. seconded. Meeting ended at 7:00 p.m.

Additional Business:

Tara mentioned the benefits of turning in any applicable information with our parks and recreation minutes to add to our monthly reports to council. She also brought up the Beautification Committee which will be active soon. Tara asked about a dog park grant. Rick said one comes available in the fall for us to apply for.

Paul brought up the amphitheater which Rick said would be located at Fort Southwest Point.

Sonny mentioned how nice the two new batting cages are at SWP. He also said the new water fountains are up and running in the parks.

Submitted by Jo Ann Knies

Dates to Remember:

Park Board – April 3rd, 2017

City Council Workshop – April 4th, 2017

City Council – April 11, 2017

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, 2017:

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 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	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 February, 2017:

Roxane County Class of 1967 Meetings	AYSO Soccer Sign-ups
The "Bag Ladies" - Homeless Beds	AARP Tax Assistance
Boating Class	Lakeside Reserve Condo Assoc.
Démocrate Party	Cheryl Jones Family
Isoganiaacs Health Product	Aqua Services Meeting
Kingston Swim Team Board Meeting	Kevin Hamilton Family
Two Rivers Church Meeting	Alyssa Barry- Baby Shower
Lavinna Kirby - Shower	Swan Harbour Property Owners Assoc.
"Power of Self Esteem" - J. Condon	

At SWP: Brad Roberts Youth Basketball Team
Kingston Parks Youth Soccer Camp, Kingston Parks Youth Baseball Camp

Com.Center Rent: \$412.00
City Park Rent: \$175.00

Submitted by Jo Ann Knies



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-048

BP

PROJECT NAME: K. C. Single Wide
SITE ADDRESS: 755 Gallaher Road Kingston

ISSUED: 02/01/2017

EXPIRES: 07/31/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 04700/049

ZONING:

APPLICANT: CLAYTONS OF HARRIMAN
865-803-3278

OWNER: Charles & Kathy Brewer
P. O. Box 372
Jacksboro, TN 37757

VALUATIONS:

Mobile Home	1216.00	\$11,612.80
Deck (has only decking no roof coverage)	50.00	\$383.50

FEES:

building permit fees

Paid

\$100.00

Due

\$0.00

Total:	\$11,996.30	Receipt Number :	Totals :	\$100.00	\$0.00
		BU7-00073			

REQUIRED INSPECTIONS

Final Inspection

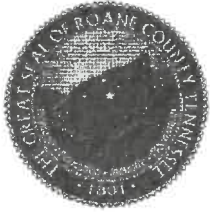
CONDITIONS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By:

Contractor or Authorized Agent:

Date: 2/01/17



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-048

PROJECT NAME: K. C. Single Wide
SITE ADDRESS: 755 Gallaher Road Kingston

BP

ISSUED: 02/01/2017

EXPIRES: 07/31/2017

Notes:

This permit is valid for 180 days from the date of issue to the start date of this project. if work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-059

BP

PROJECT NAME: K.C. Inground Pool
SITE ADDRESS: 108 Lakewood Landing Kingston

ISSUED: 02/08/2017

EXPIRES: 08/07/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 0020/B/047G

ZONING:

APPLICANT: James R. White DBA Construction Consulting & Management
800 Oak Ridge Turnpike
OAK RIDGE, TN 37830
865-679-3940

OWNER: Deana & Thomas Ramsey
108 Lakewood Landing
KINGSTON, TN 37763
865-323-5789

VALUATIONS:

Pool	510.00	\$17,289.00
Total:		\$17,289.00

FEES:

	<u>Paid</u>	<u>Due</u>
building permit fees	\$148.00	\$0.00
Receipt Number :	Totals :	\$148.00
BU7-00091		\$0.00

REQUIRED INSPECTIONS

Footings

Final Inspection

CONDITIONS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By:

Contractor or Authorized Agent:

Date: 2-8-2017



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-059

PROJECT NAME: K.C. Inground Pool
SITE ADDRESS: 108 Lakewood Landing Kingston

BP

ISSUED: 02/08/2017

EXPIRES: 08/07/2017

Notes:

This permit is valid for 180 days from the date of issue to the start date of this project. if work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.



K.C.

Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-076

BP

PROJECT NAME: Commercial Remodel
SITE ADDRESS: 806 Gallaher Road Kingston

ISSUED: 02/15/2017

EXPIRES: 08/14/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 02600/A/049P

ZONING:

APPLICANT: ATM CONSTRUCTION LLC
ATM CONSTRUCTION, LLC365 LADD RIDGE
ROADKingston, TN 37763
607-2312

OWNER: Curtis & Joyce Fitzgerald
806 Gallaher RoadKingston, TN 37763

VALUATIONS:

Remodel Commercial	1200.00	\$5,004.00
Total:		\$5,004.00

FEES:

building permit fees

Paid

\$44.00

Due

\$0.00

Receipt Number :

Totals :

\$44.00

\$0.00

BU7-00121

BU7-00122

REQUIRED INSPECTIONS

Rough Plumbing

Energy Code

Framing Inspection

Final Inspection

CONDITIONS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By: Shelley Wilson

Contractor or Authorized Agent: Andrew T. Morgan

Date: 2-15-17



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-076

BP

PROJECT NAME: Commercial Remodel
SITE ADDRESS: 806 Gallaher Road Kingston

ISSUED: 02/15/2017

EXPIRES: 08/14/2017

Notes:

This permit is valid for 180 days from the date of issue to the start date of this project. if work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-075

Double

BP

PROJECT NAME: K. C. ~~3000~~ Wide 24x44 Clayton 2000
SITE ADDRESS: 530 N. 3rd Street Kingston

ISSUED: 02/15/2017

EXPIRES: 08/14/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 02000/F/058N

ZONING:

APPLICANT: Gerald & Barbara Smith
1437 Mobile Drive KINGSTON, TN 37763
865-789-5321

OWNER: Gerald & Barbara Smith
1437 Mobile Drive KINGSTON, TN 37763
865-789-5321

VALUATIONS:

Deck (has only decking no roof coverage)	208.00	\$1,595.36
Double Wide	1056.00	\$16,399.68

FEES:

building permit fees

Paid

\$148.00

Due

\$0.00

Total: \$17,995.04

Receipt Number :

Totals :

\$148.00

\$0.00

BU7-00119

REQUIRED INSPECTIONS

Final Inspection

CONDITIONS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By: *[Signature]*

Contractor or Authorized Agent: *[Signature]*

Date: *2-15-17*



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-075

PROJECT NAME: K. C. Single Wide 24x44 Clayton 2000
SITE ADDRESS: 530 N. 3rd Street Kingston

BP

ISSUED: 02/15/2017

EXPIRES: 08/14/2017

Notes:

This permit is valid for 180 days from the date of issue to the start date of this project. if work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-081

BP

PROJECT NAME: K.C. Remodel of Dominos
SITE ADDRESS: 525 E Race Street Kingston

ISSUED: 02/17/2017

EXPIRES: 08/16/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 02100/G/058G/058
F

ZONING:

APPLICANT: WBN Properties LLC
56 Milford Drive
ROSSVILLE, GA 30741
423-421-7185

OWNER: WBN Properties LLC
56 Milford Drive
ROSSVILLE, GA 30741
423-421-7185

VALUATIONS:

Remodel Commercial	1200.00	\$20,004.00
Total:		\$20,004.00

FEES:

	<u>Paid</u>	<u>Due</u>
building permit fees	\$164.00	\$0.00
Receipt Number :	Totals :	\$164.00
BU7-00128		\$0.00

REQUIRED INSPECTIONS

Rough Plumbing
Framing Inspection

Rough Mechanical
Final Inspection

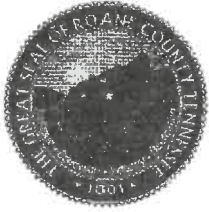
CONDITIONS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By:

Contractor or Authorized Agent:

Date:



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-081

PROJECT NAME: K.C. Remodel of Dominos
SITE ADDRESS: 525 E Race Street Kingston

BP

ISSUED: 02/17/2017

EXPIRES: 08/16/2017

Notes:

This permit is valid for 180 days from the date of issue to the start date of this project. If work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-089

BP

PROJECT NAME: K. C. Commercial Repair
SITE ADDRESS: 923 E Race St Kingston

ISSUED: 02/21/2017
EXPIRES: 08/20/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 01000/C/058F

ZONING:

APPLICANT: CREATIVE RESTORATION INC.
1100 Ladd Landing Blvd. Kingston, TN 37763
865-388-1627

OWNER: Patel, Janak
923 E Race ST
KINGSTON, TN 37763

VALUATIONS:

Remodel Commercial	160.00	\$20,000.00
Total:		\$20,000.00

FEES:

	<u>Paid</u>	<u>Due</u>
building permit fees	\$164.00	\$0.00
Receipt Number :	Totals :	\$164.00
BU7-00145		\$0.00

REQUIRED INSPECTIONS

Framing Inspection

Final Inspection

Energy Code

CONDITIONS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

Issued By:

Contractor or Authorized Agent:

Date:



Roane County
ROANE COUNTY CODES ENFORCEMENT

308 N. THIRD STREET
KINGSTON, TN 37763
Phone: 865-717-4230
Fax: 865-717-4176

codesenforcement@roanegov.org

BP2017-089

PROJECT NAME: K. C. Commercial Repair
SITE ADDRESS: 923 E Race St Kingston

BP

ISSUED: 02/21/2017

EXPIRES: 08/20/2017

Notes:

This permit is valid for 180 days from the date of issue to the start date of this project. If work is stopped for a period of 180 days the permit will be void. An extension can be applied for through the Codes Enforcement Office at 865-717-4230.

To schedule an inspection call the Codes Enforcement Office at 865-717-4230, 24 hours in advance.

KINGSTON WATER TREATMENT PLANT



FEBRUARY OPERATIONS REPORT

2017

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	18,064,000	17,593,000	2.61%	583,000	821,000	452,000
	Effluent (Finish)	16,289,000	15,848,000	2.71%	525,000	685,000	432,000
	Spring Supply	13,904,000	13,359,000	3.92%	449,000	480,000	422,000
	Total Finish Prod.	30,193,000	29,207,000	3.27%	Distribution & WTP Report: gals. usage flushing and Tank Refilling.		
Plant Efficiency		99.66%	99.52%	0.14%			
Distribution							
GALLONS	Consumption	19,440,800	20,234,100	-4.08%	Public Works:	No Report	
	Reported Usage	3,617,000	3,094,000	14.46%	Fire Dept:	No Report	
	Water Loss	7,135,200	5,878,900	17.61%	Park & Rec:	No Report	
					WWTP:	No Report	
	%	23.63%	20.13%	3.50%	OT Hrs:		

Note: The Water Production, Consumption and Loss data is for the January Meter Read Period.
The consumption was for 30 days and the production was for 31 days. The waterloss is actually closer to 21%

- * 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.
- * Steve McKeethan and Jimmy Tipton attended a TAUD Operators Math Class.
- * Leveled Lab Bathroom floor, layed out and bedded ceramic tile, completed grouting.
- * Drilled new entrances, ran new plumbing and Installed commode and washbasin in Lab Bathroom.
- * Installed enclosure, pressure reducer and flow controls and ran new sampling water line for Lab on-line sampling equipment.
- * Working with X2nSat to begin testing phase of Satellite Service into our SCADA System and at some remote locations. Completed Site Surveys, etc.
- * Replaced In-Plant-use water pressure reducer as the old unit was failing and causing issues with the sampling / on-line instruments and due to the fluctuations.
- * Installed / ran new plumbing (hot & cold) to Plant main bathroom and break room water cooler.

Kingston Water Department
Schedule of Unaccounted For Water
February

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	30,193,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased	<u>30,193,000</u>
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	19,440,800
G	Metered for Consumption (in house usage)	<u>1,117,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>2,500,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water	<u>23,057,800</u>
	(Sum Lines F thru M)	
O	Unaccounted for Water	<u>7,135,200</u>
	(Line D minus Line N)	
P	Percent Unaccounted for Water	<u>23.632%</u>
	(Line O divided by Line D times 100)	

Q Other (explain)

See Below

Explain Other:

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



Kingston Wastewater Treatment Plant

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

FROM: Tony Workman, WWTP Manager

DATE: March 6, 2017

RE: February Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.5214	1.1600	.3610	14,598,000
Effluent	.4345	1.0450	.2910	12,166,000

Total gallons of chlorine used was 105.3 @ \$2.09 gallon= \$220.08.

There was 2.1 inches of rain. No sewer overflows occurred this month. The 5 hauls to the landfill totaled 53.62 tons.



The work on the clarifiers continues. The pictures show the progress.

We conducted a sewer odor tests at the #7 Pump Station and the manhole on Woodlawn to figure out what was causing the odors over the summer. The sulfide levels increased when the pump station was not pumping. We will figure out the cost to reduce and or eliminate the odors. More information will be provided.

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: Feb. 2017

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
Read-out	30	
RE- READS	2	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION	3	
READ INS	35	
CHECK FOR HUNG METER	1	
CHANGE OUT HUNG / BROKEN METER	1	
CHECK FOR LEAK AT METER	12	
METER LEAKS	5	
AFTER HOURS - WATER	11	
SERVICE LINE LEAK	7	
LINE LOCATES	121	
TURN OFF FOR NON PAYMENT	143	
TURN WATER BACK ON	126	
YARD WORK	24	6
DOOR HANGERS	5	
MANUAL READ	2	
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT		
SEWER MISC	1	
SEWER BACK UP	5	
CHECK TO SEE IF STILL OFF	15	
TAP ESTIMATES	1	
PROFILE REQUESTED	3	
TAP-EXISTING ACCT	1	
SEWER-TAP EXISTING ACCT	1	
WATER MAIN BREAKS		

WATER DEPARTMENT MONTHLY REPORT

Month of: Feb. 2017

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RELOCATE METER		1
INSTALL 6" VALVE	1	
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		
REPLACE VALVE	1	
FLUSH LINES	2	
RUN 10 GAL WATER THRU		
METER BUSTED	1	
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	4	
REPLACE CUT-OFF VALVE	5	
CHECK FOR LEAK		
BLOW-OFF REPLACE		
Total		577
		12
OVER-TIMES HOURS	70	
FIRE HYDRANTS		
ROAD PATCHES		5
PULLED METERS	3	


Jim Agee, Forman

Kingston Public Library (KPL)

1004 Bradford Way
Kingston Tennessee 37763
865-376-9905

3 March 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 February, 2017:

Children's Programming

We had four story-time programs with 64 attending. We had a Valentine's Day party for the kids during one of the story-times.

On March 2nd, we had a Dr. Seuss party for Read Across America. It was hard to get a good head count, but we had around 45 guests. We read two books, made a small craft, had snacks, and the kids got a goody-bag on the way out. Everyone seemed to enjoy it a lot.

Community

I attended Midway Middle School's parents fair on Feb. 28th. Many vendors and community services had tables set up with information for parents. I had library card applications, event calendars, and a tablet to demonstrate READS.

Library work

We have new, locking DVD cases on order and some of them have shipped. When they all come in, we will switch every DVD to the new cases. It will free up some space behind the desk and will be a faster check-out for our patrons.

We turned in a grant application this month for a state technology grant. The grant would cover new laptops for our computer training and money to pay a trainer. Maybe we'll have some good news on that soon.

New and upcoming programs

This month, the American Library Association celebrates Teen Tech Week. We will have after-school activities each day from March 6 to the 10th. On Thursday, the event will be a visit from two scientists from TVA for the Thursday night program at 6PM.

On the 14th, we will begin a STEAM (science, technology, engineering, arts, math) program for kids aged 8-12. They'll be building with K'nex, which is a bit like Legos but with different sized pieces, and some flexible pieces. That will be a weekly program on Tuesday afternoons. We're hoping that the older kids will want to start a weekly or monthly program to work with technology in the library after Teen Tech Week.

Summary

Patron count for the month totaled 1425.

There were 2,267 checkouts and 429 renewals for the month, totaling 2696.

The READS circulation for ebooks totaled 1918.

Respectfully submitted,

ERS

Kingston Public Library

Meeting Minutes

February 9, 2017

Present: Vic King, Emily Smith, Dianne Griffith, Mary Ann Wesoloski, Randy Childs, Trudy Wideman, Barbara Thorbjornsen, and Liz Schreck

Absent: Joe Parker and Emily Steele

- 1) Vic King called the meeting to order at 5:00.
- 2) Randy Childs moved to have the minutes of the January 12th meeting approved. Emily Smith seconded the motion and the minutes were approved.
- 3) Treasurer's Report
 - Balance to date is \$21,148.33
 - Randy Childs made the motion to approve the Treasurer's Report; Emily Smith seconded the motion and the Treasurer's report was approved.
- 4) Report from Dianne Griffith
 - Dianne Griffith attended a workshop entitled 'Delivering Quality Early Literacy Programming '.
 - Dianne reported that the workshop, led by Jinx Watson, emphasized the importance of exposing children to good literature at an early age.
 - Dianne noted that some of the titles recommended at the workshop are a part of the KPL collection.
- 5) Public Comments
 - Melanie Harmon, a frequent library patron, spoke to the high quality of service that all patrons receive from the Kingston Public Library director and her staff.

- Ms. Harmon commented that the KPL staff is obviously committed to serving the public. She stated that staff members are respectful, polite and punctual. According to Ms. Harmon customers come first at the Kingston Public Library.
- Ms. Harmon was also impressed with how well library facilities are cared for and the beautiful displays in the building.

6) Regional Library (Liz Schreck)

- Liz Schreck noted that the library training workshop led by Jinx Watson was a practical hands-on learning experience that would aid librarians in serving their young patrons well.
- READS usage has increased since last month.
- The board was reminded that the Tennessee State Library and Archives is offering a grant opportunity to purchase laptops for public training, and/or purchase the services of trainers for computer classes. It was commented that Emily Steele plans to apply.
- Vic King proposed that the Kingston Library Board send someone to the 2017 Tennessee Library Association Annual Conference to be held April 5-7 in Knoxville, Tennessee and pay expenses incurred.
- Emily Smith proposed that the KPL board send library director, Emily Steele, and Barbara Thorbjornsen to this conference. She suggested that the board finance the conference registration costs and provide a meal stipend. Vic King suggested that board members step in and cover library responsibilities while they are gone.
- Dianne Griffith made the motion that the conference registration costs and a food stipend be approved for Emily Steele and Barbara Thorbjornsen to attend the 2017 TLA Annual Conference and that board members step in to staff the library in their absence if needed. Randy Childs seconded the motion and it was approved.
- Randy Childs offered an amendment to the motion stating that the food stipend will match that of the \$59.00 per day stipend offered by the city to public officials attending similar events. The amendment was approved.

7) Director's Report

- Emily Steele was unable to attend. Barbara Thorbjornsen reported in her absence.
- Children's Youth Theater
 - ❖ Large amount of interest
 - ❖ Members meeting at the KPL on Thursday nights and Saturdays
 - ❖ Need for a stage to perform the play 'Alice in Wonderland' opened a discussion for possible performance sites in the community, including the stage at Bethel Presbyterian Church.
- Children's Programming
 - ❖ Booking guests and special programs for the KLP children's summer reading program has begun. Funding is a concern.
 - ❖ The line item funding the children's summer reading program has been taken out of the Kingston City budget. Summer program expenses are to come from a lump sum covering all library expenses. Randy Childs will look more closely into this matter.
 - ❖ Emily Smith discussed with Barbara the possibility of planning after school children's programs at the library as well as school field trips being made to KPL.
 - ❖ 75 children participated in the 4 children's programs that were offered in January.
- Senior Events - Book Club and Movie Days
 - ❖ Three seniors attended the two new senior events offered in January. It was suggested that more advertising could possibly increase numbers.
- Library Work
 - ❖ Audio books are being weeded and reorganized to make room for new releases.

8) Old Business

- New DVD cases are arriving. An inventory will be done prior to transferring DVDs and a second inventory will be done at the completion of the transfer.

9) New Business

- See the Director's Report section for information concerning the Celebrity Youth Theater and new programs for seniors.

10) There were no recommendations for improvement

11) There were no specific Chairman's comments.

12) The next meeting date is scheduled for March 9, 2017.

13) Adjournment was moved by Randy Childs and seconded by Emily Smith.
The meeting was adjourned at 5:42 p.m.



City of Kingston
Project Status Update
February 2017

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)	5%	
Estimated Completion Date	Spring 2017	
Notable outstanding issues:	Home Inspections	

Notes:

1. Bids were opened on 2/28.

LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	75%	
Estimated Completion Date	April 2017	
Notable outstanding issues:	Work underway	

Notes:

1. Work in progress on City portion of project
2. REU installation of lighting currently being scheduled
3. State inspection scheduled for March 17th.

CDBG SEWER PLANT IMPROVEMENTS

		Date Completed/Closed Out
Project Cost:	\$630,000	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	85%	
Estimated Completion Date	Summer 2017	
Notable outstanding issues:	Construction	

Notes:

1. Work on clarifiers in progress