



City Manager Report

January 2015

**Contents:**

Monthly reports of the City Manager and all departments as presented to the Kingston City Council and to the citizens of Kingston

Reporting Schedule:

Published monthly on the City of Kingston website and distributed during the Kingston City Council meeting on the second Tuesday of each month

Featured Picture:

Local osprey pictured in their nests

Distributed:

February 10, 2015

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

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

Public Services

- Public Works
- Parks & Recreation

Water Department

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

Project Status Updates

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



February 10, 2015

To: Kingston City Council
City Staff
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website (www.mykingstontn.com). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: January 2015

Legislative Accomplishments

-

Legislative Matters Forthcoming

-

Other Items Considered by the Council

- Advertised in Roane County News and on the City Website:
 - None
- **Beer Board**
 - One pending
- **Planning Commission**
- **Parks & Recreation**
- **External Meetings**
 - Chamber Legislative Breakfast
 - Chamber Board Meeting
 - TDEC Meeting re. Illegal Dumping
 - TDOT
 - ATVG Meeting
- **Internal Meetings**
 - Held an offsite meeting with Department Heads in RMC Community Room
 - Discussed various legal issues with the City Attorney

Ongoing Work

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



City of Kingston
Project Status Update
December 2014

Any changes will appear in **RED**.

GREENWAY

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

Notes:

1. Received approval to reject bids
2. Project is being rebid with an anticipated opening set for March 2nd.
3. 180 Day Completion Time

NORTH KENTUCKY STREET PAVING

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

Notes:

1. Bids received
2. Awarded to Rogers Group
3. Work to begin in Spring 2015

Wastewater Treatment Plant Expansion

		Date Completed/Closed Out
Project Cost:	\$5,000,000	
Engineer/Architect/Consultant:	Jacobs (Rick Kirby)	
Contractor:	Haren Construction	
Status (Percent complete)		
Estimated Completion Date	3/01/2015	
Notable outstanding issues:		

Notes:

1. Work is concluding at this time.

SEWER LINES

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

Notes:

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

WATER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	\$69,910 for all 4 parts	
Contractor:	\$580,400 est. for both 1 & 2	
Status (Percent complete)	Design is complete	Waiting for Rural Dev. Approval
Estimated Completion Date	6/01/2015	
Notable outstanding issues:		

Notes:

1. Work is underway

LPRF GERTRUDE PORTER PARK

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

Notes:

1. Received Contract

PHASE II SOLAR PROJECT

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

Notes:

1. Notice to Proceed has been issued

FINANCE AND ADMINISTRATION REPORT JANUARY 2015

FINANCE

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- ~ CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO BILLS OF CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 85 TOTAL
- ~ MET WITH POLICE DEPARTMENT REPRESENTATIVES REGARDING DRUG FUND DEPOSITS AND EXPENDITURES
- ~ UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR DECEMBER 3719 FOR A TOTAL AMOUNT OF \$287,573.80
- ~ NEW WATER SERVICE APPLICATIONS FOR DECEMBER TOTALED 16 NEW CUSTOMERS MAKING A TOTAL OF 3723 ACCOUNTS 34 CUSTOMERS FINALED OUT SERVICE
- ~ TOTAL ACH-BANK DRAFT ACCOUNTS - 561
- ~ TOTAL E-BILL ACCOUNTS - 92
- ~ COMPLETED MONTHLY FINANCIAL REPORTS
- ~ COLLECTED \$ 22,057.52 IN DELINQUENT PROPERTY TAXES
- ~ COLLECTED \$ 101,136 IN CURRENT 2014 PROPERTY TAXES
- ~ MET WITH INSURANCE AGENTS TO CHECK FOR AFFORDABLE HEALTH CARE COMPLIANCE
- ~ RECEIVED SEVERAL TAX CHANGES FROM THE PROPERTY ASSESSOR'S OFFICE HAVING TO MAKE REFUNDS ON TAXES THAT HAD ALREADY BEEN PAID
- ~ TURNED OFF 82 CUSTOMERS WATER FOR NON PAYMENT

City of Kingston
Financial Summary
Jan-15

KEY REVENUE INDICIES

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Target</u>	<u>Projected Over (Under) Budget</u>
General Fund	Local Sales Tax	\$ 71,551	\$ 569,667	\$ 976,573	\$ 980,000	\$ (3,427.00)
	State Shared Tax	\$ 68,566	\$ 542,075	\$ 857,312	\$ 857,312	
(Delinquent and Current)	Property Tax	\$ 134,452	\$ 1,052,011	\$ 1,680,000	\$ 1,680,000	
	Court Fines/Fees	\$ 3,452	\$ 28,036	\$ 48,062	\$ 62,250	\$ (14,187)
Tourism	Hotel/Motel Tax	\$ 3,155	\$ 30,451	\$ 52,202	\$ 40,000	\$ 12,202
Water/Wastewater	User/Fees	\$ 1,785.00	\$ 18,665.00	\$ 31,997.00	\$ 60,000.00	\$ (28,002.00)

Revenue Summary					
General Fund Collected YTD	\$ 3,017,128		Wastewater Fund Coll YTD	\$ 1,851,937.74	
General Fund Target	\$ 5,428,324		Wastewater Fund Target	\$ 3,438,891.00	
Difference	\$ (2,411,196)		Difference	\$ (1,586,953.26)	
	55.60%			53.90%	

OPERATIONS EXPENDITURE SUMMARY

<u>Operating Departments</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected (Over)Under Budget</u>
General Government	\$ 9,193.89	\$ 183,112.56	\$ 199,760.00	\$ 199,760.00	
Community Development	\$ 5,087.50	\$ 10,229.09	\$ 10,229.09	\$ 10,275.00	\$ (45.91)
Police	\$ 71,331.13	\$ 464,425.83	\$ 928,851.65	\$ 896,497.00	\$ (32,354.65)
Fire	\$ 70,048.48	\$ 459,900.23	\$ 919,800.46	\$ 986,264.00	\$ 66,463.54
Public Works	\$ 48,645.00	\$ 316,423.51	\$ 632,269.44	\$ 816,284.00	\$ 182,387.98
Parks & Recreation	\$ 38,341.64	\$ 274,692.08	\$ 549,384.16	\$ 592,965.00	\$ 43,580.84

OPERATIONS EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	\$ 339,127.68	\$ 2,900,381.54	\$ 5,428,324.00	54.01%
Water/Wastewater	\$ 150,969.63	\$ 1,501,888.07	\$ 3,438,891.00	47.01%

FINANCIAL SUMMARY MONTH OF JANUARY 2015

UNASSIGNED FUND BALANCE
Operating Fund
General Fund

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

HUMAN RESOURCES REPORT MONTH JANUARY 2015

HUMAN RESOURCES

- ~ REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- ~ VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE' S RECORDS
- ~ TOTAL FULL TIME EMPLOYEES: 62 ;TOTAL PART-TIME EMPLOYEES 15
- HIRED 1 PART-TIME EMPLOYEE IN POLICE DEPARTMENT and 1 PART-TIME IN FIRE DEPT.
- ~ MET WITH CERTAIN DEPARTMENT HEADS REGARDING EMPLOYEE CHANGES
- ~ FILED INSURANCE CLAIMS FOR SEVERAL EMPLOYEES
- ~ MET WITH LIBRARY BOARD REPRESENTATIVE
- ~ CERTIFIED EMPLOYEE FOR RETIREMENT TO TCRS
- ~ COMPLETED W-2' S FOR ALL EMPLOYEES, COMPLETED 1099' S FOR VENDORS, COMPLETED QUARTERLY REPORTS FOR IRS
- ~
- ~

New Business Licenses Issued in JANUARY 2015

	OPENING DATE
1 HOLY ROLLERS FAMILY SALON TAMMY LOWE 903 EAST RACE ST 865-224-0006	1-Jan-15
2 LP PHOTOGRAPHY LISA PACKETT 107 CEDAR GREENS DR 865-321-0048	1-Jan-15
3 R3 MARINE AND AUTO DAKOTA LAMPING 826 SARGENT DR 865-441-4434	1-Jan-15
4 TIM RHODES ELECTRIC CO INC 764 GALLAHER ROAD 256-766-9439	29-Jan-15

COLLECTED \$ 24235.09 IN BEER AND LIQUOR TAXES

TOTAL BEER AND LIQUOR TAXES COLLECTED YTD - \$142,300.19

Report for the citations issued, the disposition date for which was on
January 6, 2015

Monies outstanding from August 7, 2007 – Jan. 30, 2015	\$ 47,744.63
Monies collected from August 7, 2007 – Jan. 30, 2015	\$ 344,703.00

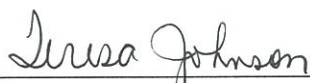
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$2,323.75	
Collected in court on fines and costs		\$ 350.00
Amount collected after January 2015 Court		\$ 377.50
Total collected for citations on January 2015		\$ 727.50
Amount outstanding for January 201	\$1,596.25	
<u>11</u> Cash bond forfeitures		\$ 1,240.50
Total amount collected for January 2015 Citations		\$ 1,968.00
Amount collected from previous months/FTA etc.		\$ 1,441.25
Total collected in January 2015		\$ 3,409.25

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 30th of January 2015


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT - January 2015

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	5
Simple Assault	3
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	8

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	4
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	1
Credit Card/ATM Fraud	1
Impersonation	1
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	1
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	2
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	5
Subtotal	15

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	1
Total	3

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	3
Drunkenness	1
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	3
Total	7

Central Dispatch	
Crash Reports	10
Traffic Stops	118
Investigator Needed on Scene	15
Domestic Complaints	12
Escorts Funeral/Other	12
Animal Calls	2
Vandalism	6
Fights	2
Burglar Alarms/Fire Alarms	24
Child Sexual Assaults	
Forgery	
Theft	7
Vehicle Theft	1
Public/Motorist Assist	3
Arson/Explosive Devices	
Other Calls	148
Subtotal	360
Total Calls	383
Municipal Codes	
Animal Control Calls to Office	
Animal Control Violations	14
Animal Control Letters Sent	0
Animals Transported to Shelter	8
Codes Concerns	2
Codes Violations	3
Codes Letters Sent	0
Property Maintenance Leins	1
Temporary Signs Removed	12

Patrol Mileage	14,349
Hours Worked	2,201
Reserve Hours Worked	501
Total Overtime Hours	145
Total Amount of Overtime Wages	\$3,638.61
City Court Citations	25
General Sessions Citations	6
Arrest	23
Juvenile Arrest	
Incident Reports	39

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Jan-15

TOTAL CALLS

Category	Total		Total
Structure Fires	2	Hazardous Calls	
Vehicle Fires	0	Service Calls	9
Brush/Grass Fires	0	Good Intent Calls	4
Refuse/rubbish Fires	0	Unintentional False	8
Other Fires	0	Other False	
Total Fires	2	Total False:	Total
			21
Rescue and EMS	50	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	2		
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 January

Summary of Month's Activities

Fire Operations

The Department responded to 73 calls for service during the month of January.

Fire Administration

- Attended Dept. Head meeting.
- Began receiving specs and quotes for new fire engine.
- New Volunteer Program designed and approved.
- New Volunteer board formed and SOPs for volunteers created.
- Created 6 month plan
- Began receiving quotes for dive rescue classes.
- Began Gun Raffle as a fund raiser.
- First Juvenile Fire Setter Class took place on January 10th and was a success.

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

	This Month	YTD
Fire Inspections	78	147

Public Fire Education

	This Month	YTD
Participants	1	
Education Hours	8	515
Number of Occurrences	1	

Firefighter Training

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

Training Plan for 2015:

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

Implemented Performance Standards Plan

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

Fleet Maintenance

- Routine Checks

Outstanding Issues

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

Cost Savings

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

Kingston Fire Department

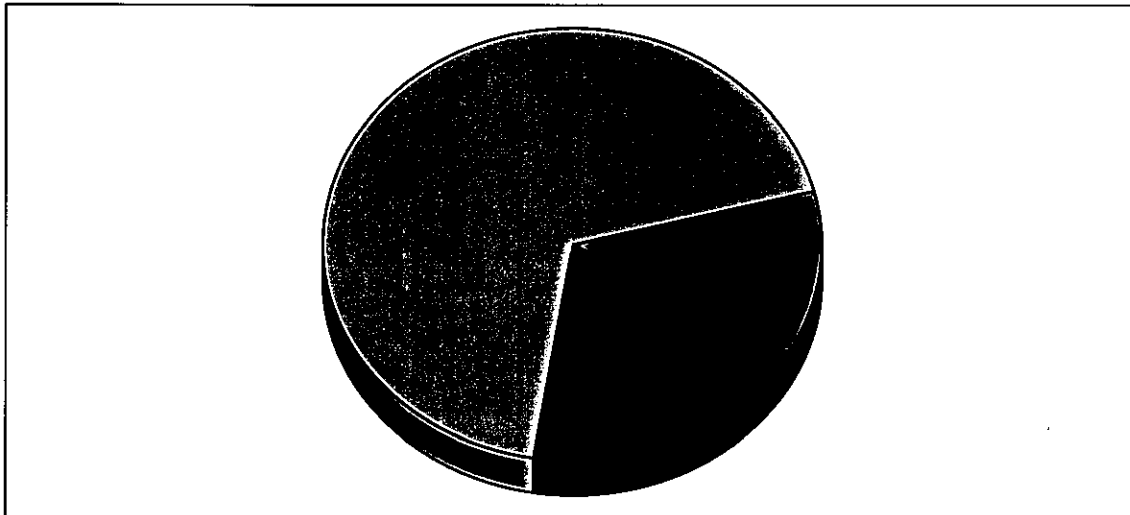
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 01/01/2015 | End Date: 01/31/2015



False Alarm & False Call Good Intent Call Service Call
Fire Rescue & Emergency Medical Service Incident

INCIDENT TYPE	JAN	TOTAL
False Alarm & False Call	8	8
Fire	2	2
Good Intent Call	4	4
Rescue & Emergency Medical Service Incident	50	50
Service Call	9	9
Total	73	73

Only REVIEWED incidents included



Kingston Fire Department

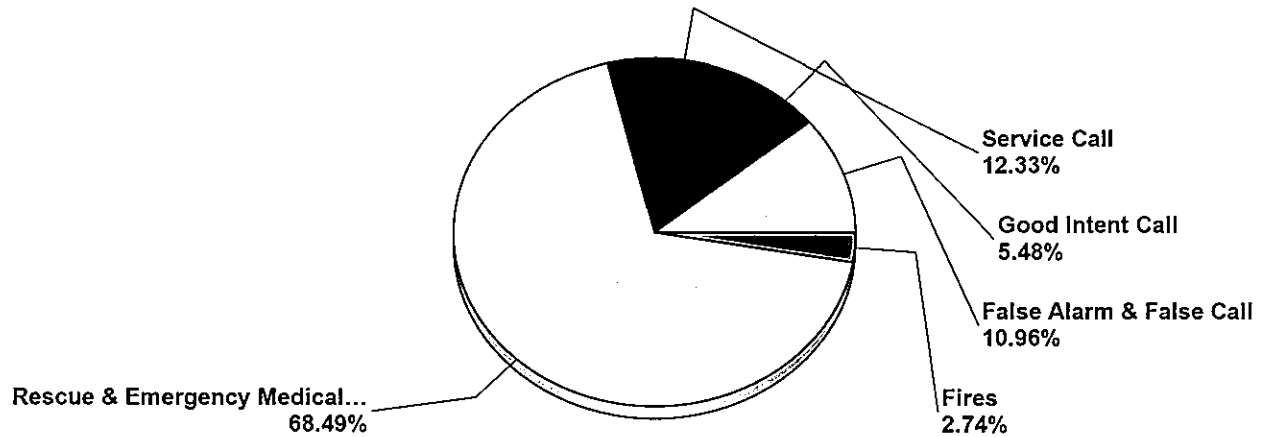
Kingston, TN

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Breakdown by Major Incident Types for Date Range

Start Date: 01/01/2015 | End Date: 01/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.74%
Rescue & Emergency Medical Service	50	68.49%
Service Call	9	12.33%
Good Intent Call	4	5.48%
False Alarm & False Call	8	10.96%
TOTAL	73	100.00%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	1.37%
111 - Building fire	1	1.37%
311 - Medical assist, assist EMS crew	12	16.44%
320 - Emergency medical service, other	2	2.74%
321 - EMS call, excluding vehicle accident with injury	34	46.58%
322 - Motor vehicle accident with injuries	1	1.37%
324 - Motor vehicle accident with no injuries.	1	1.37%
550 - Public service assistance, other	3	4.11%
551 - Assist police or other governmental agency	2	2.74%
553 - Public service	3	4.11%
554 - Assist invalid	1	1.37%
600 - Good intent call, other	1	1.37%
611 - Dispatched & cancelled en route	2	2.74%
622 - No incident found on arrival at dispatch address	1	1.37%
700 - False alarm or false call, other	6	8.22%
711 - Municipal alarm system, malicious false alarm	1	1.37%
744 - Detector activation, no fire - unintentional	1	1.37%
TOTAL INCIDENTS:	73	100.00%

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



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 553

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Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year Year: 2015

INCIDENT TYPE	Jan	SUM
Dispatched and canceled en route	2	2
Emergency medical service (EMS) Incident	38	38
False alarm and false call, other	6	6
Fire, other	1	1
Good intent call, other	1	1
Malicious, mischievous false alarm	1	1
Medical assist	12	12
Public service assistance	9	9
Structure Fire	1	1
Unintentional system/detector operation (no fire)	1	1
Wrong location, no emergency found	1	1
Total	73	73

Kingston Building Inspector Activity Report (FD) July 2014

The purpose of this report is to ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and Safety, Fire Marshall Duties, and Property Safety. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Fire Code Inspections	Inspect existing businesses within city limits – Hotels, Restaurants, Stores, etc.	19
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	2
Building Inspections	Building Related	8
I.B.C. Training	Training for the departments required certification test/International Building Certification	0
Fire Inspections Training	Required training on Fire Code	0
Kingston Building Permit Fees	Collect Building Permit Fees for New Residential Homes and Building Additions	576.00
Flood Event/FEMA	Assisting flood properties and FEMA requirements including all documentation	0
Issuing of Addresses	Assisting E-911 with assigning addresses for the city	2
Plan Reviews	In-house plan review (also with outsourced plan reviews)	0
Customer Service Calls	Facilitate calls contractors may have	Daily

BUILDING INSPECTOR REPORT JANUARY, 2015				
NAME AND ADDRESS	TYPE OF WORK	COST OF PROJECT	COST OF PERMIT	
Travis Harmon, 1120 Lakeshore Drive	Repair	\$ 8,000.00	\$ 50.00	
Monica Bailey, 284 Franklin Street	Mobile Home	\$ 123,733.35	\$ 356.00	
Terry Lawson, 815 Paint Rock Ferry Road	Addition	\$ 32,000.00	\$ 170.00	
	TOTALS	\$ 163,733.35	\$ 576.00	

Public Works Report – January 2015

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	31 loads	156 loads
Culverts/Storm Drains Cleaned	5	37
Curb-Repair/Install/Remove	None	150 ft
Drainage Inspection Requests	4	19
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	1	1
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	None	2
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name) Ladd Park stop sign Gallaher View Rd Slow children sign, Scenic stop sign, Bonnyview, Lookout St., and Patton Ferry Rd replaced signs	6	10
Storm water Inspections Performed	2	4
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	None	29
Streets Striped	None	None
Tennessee One Calls	None	3
Traffic Signal Repair	None	1
Tree Trimming Requests	None	7
Vehicle Maintenance – Routine	7	13
Vehicle Maintenance – Unscheduled	5	77
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
- Stormwater manager's meeting- N/A
- Weekly departmental meetings and monthly staff safety meetings- 4
- Sign repair, new sign installations- None
- 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
- 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

KINGSTON STREET DEPT.
900 Waterford Place,
KINGSTON, TN 37763

(865) 376-2114

STATEMENT OF MAINTENANCE OF STATE HIGHWAYS WITHIN THE CITY LIMITS
OF KINGSTON, TENNESSEE FOR THE MONTH OF January 2015

I HEREBY CERTIFY ALL THE EQUIPMENT USED OF THE ABOVE IS THE
PROPERTY OF THE CITY OF KINGSTON. ALL WORK AND MATERIAL USED
ON THIS STATEMENT IS FOR WORK DONE ON STATE HIGHWAY ROUTES.

STREET SUPERVISOR

I HEREBY CERTIFY THAT THE ABOVE IS AN ACCURATE STATEMENT OF COST
AND SAME HAS BEEN DULY PAID BY THE CITY OF KINGSTON AND IS NOW
TO BE REIMBURSED UNDER OUR STANDARD CONTRACT AGREEMENT.

CAROLYN BREWER
FISCAL OFFICER

STATE OF TENNESSEE
COUNTY OF ROANE

NOTARY PUBLIC
MY COMMISSION EXPIRES

STATE RT 1

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$14.75	9	\$ 132.75
	OPERATOR	\$15.35	9	\$ 138.15
	FOREMAN	\$15.82	9	\$ 142.38
	SUB TOTAL			\$ 413.28
	FRINGE BENEFITS		45%	\$ 185.98
	FINAL LABOR SUBTOTAL			\$ 599.26
		<u>Acres/Miles</u>	<u>Rate</u>	<u>Total</u>
ACTIVITY	435 MACHINE MOWING on MEDIANS	0.97	\$45.00	\$43.65
	441 LITTER REMOVAL ON MEDIAN	0.60	\$50.00	\$30.00
	SUB TOTAL			\$73.65
EQUIPMENT RENTAL				
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	17 SWEEPER TRUCK	\$48.22	9	\$ 433.98
	04 TRUCK	\$13.00	9	\$ 117.00
	EQUIPMENT SUBTOTAL			\$ 550.98
	TOTAL			\$ 1,223.89

STATE RT 1 GRANDTOTAL \$ 1,223.89

STATE RT 58

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$13.54	16	\$ 216.64
	OPERATOR	\$15.35	16	\$ 245.60
	FOREMAN	\$15.82	16	\$ 253.12
	SUBTOTAL			\$ 715.36
	FRINGE BENRFITS		45%	\$ 321.91
	FINAL LABOR SUBTOTAL			\$ 1,037.27
Equipment Rental				
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	17 SWEEPER TRUCK	\$ 48.22	16	\$ 771.52
	04 TRUCK	\$ 13.00	16	\$ 208.00
	EQUIPMENT SUBTOTAL			\$ 979.52
	TOTAL			\$ 2,016.79

STATE RT 58 GRANDTOTAL \$ 2,016.79

STATE RT 326

ACTIVITY

446 MECHANICAL SWEEPING
447 MANNUAL SWEEPING

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

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

Equipment Rental

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

EQUIPMENT SUBTOTAL	\$ 61.22
TOTAL	\$ 126.05

STATE RT 326 GRANDTOTAL	\$ 126.05
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State Rt. 1	Sub Total	\$ 1,223.89
State Rt. 58	Sub Total	\$ 2,016.79
State Rt. 326	Sub Total	\$ 126.05
GRANDTOTAL		\$ 3,366.73

Activity	Description	Amount	Work Quantity	Work Quantity	Work Unit
	City of Kingston Month of January				
401	Manual Spot Checking				Tons
402	Crack Repair				Pounds
404	Mechanical Continuous Patching				Tons
405	Milling				Square Feet
406	Surface Replacement				Tons
411	Concrete Pavement Repair				Cubic Yards
412	Concrete Joint repair				Linear Feet
425	Grading Unpaved Surface (Shoulder)				Linear Miles
427	Patching Unpaved Surface (Shoulder)				Tons
435	Machine Mowing on Medians	\$43.65		0.97	Acres
438	Debris, Trees. Etc., Removal from Roadway surface only				Man Hours
441	Litter removal on medians	\$30.00		0.60	Roadway Miles
446	Mechanical Sweeping and Street Flushing				Miles
447	Manual Roadway Sweeping	\$3,293.08		78	Man Hours
460	Plowing Snow				Lane Miles
461	De-Icing Salt and/or Sand for snow abnd ice removal				Tons
463	Anti-icing (Salt Brine)				Gallons
470	Pavement Markings				Line Miles
471	Speciality Markings				Each
	Invoice Total	\$3,366.73			

PUBLIC WORKS DEPARTMENT
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: January, 2015

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

17

TOTAL OVERTIME COST

\$ 427.23

s/Tim Clark

Tim Clark, Department Head



PARKS AND RECREATION

**Parks and Recreation Board Minutes
January 5, 2015**

PRESENT: Josh Igou, Ruth Lentz, Tony Brown, Sue Collins, Keenon Hethcoat, Paul Rogers, Eric Clark, Karen High

ABSENT: Ruth Thompson

Called to order by Chairman Josh Igou. Paul made a motion to accept the previous month's minutes and Ruth Lentz seconded. Motion passed.

Josh gave an invocation and welcomed members.

Unfinished/Old Business:

1. Porter/LPRF – No contract yet, but we have received an insurance letter according to Rick so we hope contract is forthcoming. We will then begin taking bids.
2. Ladd - We have until the middle of November to spend the grant money. There have been issues with the developer as to where to put the public restrooms, also. Tony said City Council has some concerns with the engineer and it is costing the city money every time we meet with him and Council is going to look again at the spreadsheets at the next workshop.
3. Scoreboard at Southwest Point - The old one will come down this week. As soon as we get approval for the new one it will be ordered, according to Rick.
4. The annual Candle-Light Tour at the Fort was another success and approximately 250-300 attended. The windows in the barracks were a special addition this year, done by Ken Inmon. It was noted there was an issue with some smoke in the Cherokee cabin and Paul said it wouldn't be a problem to adjust or replace the flute. He volunteered his services if needed.

New Business:

1. Debbie's surgery went well and she is on medical leave through January and maybe part of February.
2. TVA money split – Additional/new signage and a revamped web sight are two things the city is looking at to us the funds for. Keenon asked if we get another dock if it could be lower to the water surface. Rick agreed. Tony informed the group there would be a meeting held Friday at 2:00 p.m. to discuss these funds with whomever would like to attend.

3. Rick said that Mike Woody's position would likely be frozen when he retires at the end of February and that we would continue with two part-time positions and more volunteers. Jeannie Rogers has expressed an interest in volunteering. There might possibly be a part-time position at the start of the new fiscal year. Rick hopes the Southwest Point D.A.R. will take a more active role with volunteering and projects.
4. July 4th Plans – Rick has submitted a letter to the APBA expressing interest in the boat races returning again this summer. The racers would like to be at City Park to be 'closer to the action' and this might be do-able. They would race at least three days and possibly four. July 4th is on Saturday this year. He also stated "Dock-It" might be interested in sponsoring a barge for this year's fireworks.
5. The City Manager and the department heads will be doing a one-day 'retreat' together to begin going over budgets for coming fiscal year. Time to think of 'wish lists'.
6. The annual facility-users meeting will be held next month on February 2nd.

Ruth L. made a motion to adjourn the meeting. Keenon seconded. Meeting adjourned at 6:45 p.m.

Jo Ann Knies

JANUARY Monthly Report

Kingston Community Center

These are the regularly scheduled on-going meetings and events that were held at the Center during the month of January, 2015:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops
Cultural Arts (FCE)	D.A.R. Meetings and Luncheon
Senior Executive Board	Roane County Children's Reading Foundation Program
Senior Pinochle (2 groups)	DCS Parenting Classes
Senior Canasta	Salvation Army
Master Gardener's Club	Kingston City Court
Kingston Parks & Recreation Committee	Krafty 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

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of January, 2015:

Nicole Goss Family	Roane County Knights LaCrosse
Kingston Lion's Club	KGSA Softball
Mary Kay Meeting	CPR/First Aide
Moeller Family Party	Medic Blood Drive
AARP Tax Assist	McDonald Family Party

Com.Center Rent: \$786.25

Submitted by Jo Ann Knies



PARKS AND RECREATION

January 20, 2015

Dear League President or Team Coach:

Once again the New Year is here and it is time to complete your yearly paperwork for field reservations. In addition to the "Facility Use Application," Tennessee Municipal League has recommended that we require a "Hold Harmless Agreement" from the leagues and teams that use our facilities on a continuing basis. You can pick up your forms at the Coaches/Parks and Recreation Board Meeting on Feb. 2nd. Forms will not be given prior to the meeting to encourage attendance at the meeting. If you are unable to attend, a representative needs to be present. **If no one represents your organization, no access to the facilities will be granted without meeting one on one with myself. If you are a school coach your principal or athletic director will have to be present at this meeting. No Exceptions.** The city and park board feel attendance and information sharing is extremely important especially since it is one time a year.

Completed forms must be accompanied with your proof of insurance, and will be collected as our first order of business at our February Parks and Recreation Board meeting on Monday, February 2nd, at 6 p.m. In addition to turning in your forms, there will be time set aside for you to ask questions or make requests. It would also be helpful to submit a copy of your practice and game schedules at the meeting.

We will be maintaining the fields again and will keep a painted foul line in the grass part of the field. The **team or organization** will be responsible for lining (chalk) the infield prior to each game as well as purchasing the lime or marble dust.

In the case of concession stands, please do not store any perishable items in the units as we have had a problem with rodents in those storage areas due to their proximity to the river. **If you take up a gate fee, make sure you mark this on your form.** Please remember that the combination locks are the property of the Parks and Recreation Department and if they are damaged it will be the responsibility of the user of the storage unit to reimburse the Parks and Recreation Department for the cost of a new lock. Combinations to the locks are set each January by the Parks and Recreation Department; these codes are not to be changed. If you feel that the code is not secure, please call the Director and a new code will be issued. If a team changes the code and the Parks and Recreation Department cannot obtain access to the storage area, the lock will be clipped and the team will be responsible for reimbursing the cost of a new lock.

One of the big issues that we have had in past years is trash pick-up after games and practices. It is the responsibility of the organization pick up the trash and clean the area after use.

Included also is the city's and state's concussion policy. We included the "No Harm Cause" that needs to be signed and turned in with a copy of the your organizations insurance. The school's insurance is on file. There is also a list of wants or requirements, we can not promise all we be addressed or provided but it is your opportunity to ask or make aware.

If you are no longer the contact for your organization or team, please call and give us the correct contact person's information to update our records. Also, if you have any questions that need to be addressed before the meeting, please give me a call. I look forward to seeing you at 6 p.m. on February 2nd.

Sincerely,

Rick Ross
Kingston Parks and Recreation Director

KINGSTON WATER TREATMENT PLANT



JANUARY OPERATIONS REPORT

2015

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
G A L L O N S	Influent (Raw)	16,613,000	17,905,000	-7.78%	849,000	327,000	536,000
	Effluent (Finish)	14,705,000	16,169,000	-9.96%	806,000	310,000	474,000
	Spring Supply	13,192,000	12,696,000	3.76%	461,000	391,000	426,000
	Total Finish Prod.	27,897,000	28,865,000	-3.47%	<i>Distribution & WTP Report:</i> 2,378,720		
Plant Efficiency		99.29%	99.31%	-0.02%	gals. usage flushing and Tank Refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
G A L L O N S	Consumption	21,497,400	20,023,800	6.85%	<i>Fire Dept:</i> No Report		
	Reported Usage	2,378,720	3,742,224	-57.32%	<i>Park & Rec:</i> No Report		
	Water Loss	4,020,880	5,098,976	-26.81%	<i>WWTP:</i> No Report		
	%	14.41%	17.67%	-3.25%	<i>OT Hrs:</i> 30		

Note: The Water Production, Consumption and Loss data is for the December 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.
- * Completed the required Quarterly Distribution Fluoride sampling.
- * Completed the required Quarterly Entry Point A (TOC's) Total Organic Compounds sampling.
- * Completed the required Annually Entry Point A and B Sodium sampling.
- * Completed the required Annually Entry Point A and B (VOC's) Volatile Organic Compounds Regulated and Unregulated sampling.
- * The SCADA VPN configuration is completed and has been Authenticated and is on-line.
- * Kingston Heights Tank is now on the SCADA Network.
- * Replumbed the Pre and Post Disinfection chemical feeder lines in the Chemical Room.
- * Performed maintenance / adjusted the impellers and packing on the #2 Raw Water Pump.

0

Schedule of Unaccounted For Water
January

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	27,897,000
C	Water Purchased	0
D	Total Water Treated and Purchased	27,897,000
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	21,497,400
G	Metered for Consumption (in house usage)	1,178,720
H	Fire Department(s) Usage	0
I	Flushing	1,200,000
J	Tank Cleaning/Filling	0
K	Street Cleaning	0
L	Bulk Sales	0
M	Water Bill Adjustments (+/-)	0
N	Total Accounted for Water	23,876,120
	(Sum Lines F thru M)	
O	Unaccounted for Water	4,020,880
	(Line D minus Line N)	
P	Percent Unaccounted for Water	14.413%
	(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.



CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: Jan. 2015

To: David Bolling
From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
READ OUTS	30	
RE- READS		
WATER TAP NEW ACCOUNT		
HYDRANT LEAKS		
READ INS	27	
CHECK FOR HUNG METER	5	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK	2	
METER LEAKS	3	
AFTER HOURS - WATER	13	
SERVICE LINE LEAK	4	
LINE LOCATES	63	
TURN OFF FOR NON PAYMENT	122	
TURN WATER BACK ON	91	
YARD WORK	27	27
DOOR HANGERS	3	
MANUAL READ		
AFTER HOURS - SEWER	4	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION		
SEWER BACK UP	12	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	4	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
CHECK TO SEE IF STILL OFF & LOCK	20	

CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: Jan. 2015

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RAISE METER BOX		
CHANGE METER TOPS		
PULL-METER	5	
PESSURE TEST		
WATER TASTE BAD		
Check FOR TAMPERED METERS		
BAD SEWER SMELL		
TURN BACK ON TO FIND LEAK		
REPLACE MAN HOLE COVER		
WATER MAIN BREAK	2	
REPLACE METER /METER BOX/LID	3	
RESET TRANSPONDER		
CAMERA SEWER LINE	15	
FLUSH LINES		
RUN 10 GAL WATER THRU	3	
TURN OFF DUE TO LEAK	4	
REPAIR METER SHUT-OFF		
SEWER LINE REPAIR		
INSTALL METER YOKE	1	
RE-LOCATE WATER METER		
CHECK IF HOOKED TO SEWER		
Total		478
		35
LOCATE METER FOR CUSTOMER	3	
FIRE HYDRANTS	3	1
ROAD PATCHES	7	7
OVERTIME HOURS	140.5 HRS	


Jimmy Agee Forman

KINGSTON WASTEWATER TREATMENT PLANT

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

FROM: Tony Workman, WWTP Manager

DATE: February 5, 2015

RE: January 2015 Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.7540	2.007	.4830	23,374,000
Effluent	.6625	1.874	.4040	20,538,000

Total gallons of chlorine used was 297 @ \$2.09 gallon= \$620.73.

44 total overtime hours this month.

There was 4.18 inches of rain. There were no overflows this month.

20.17 tons of sludge was hauled to the landfill.

Haren Construction continues to work on the repairs to the oxidation ditch. Concrete for part of the walls has been poured.

One of the drives used for the new Return Activated Sludge pumps has failed. I contacted Blake Lawson with Tennessee Associated Electric about the RAS issues. He had a technician, Kevin Pagodin, to come out and troubleshoot the problems with the drive. Attached is his report. I have forwarded this Steve Holterman.

Tennessee Associated help with repairs to the pump station near Highway 70 and Gallaher Road. The heater pack has gone bad.

The TML online courses are being completed.



7511 Taggart Lane
(865) 524-3686

Knoxville, Tennessee 37938
Fax (865) 522-1553

www.tn-associated.com

Tennessee Associated Electric

2-4-2015

The following report contains the findings associated with the Kingston Wastewater RAS pumps.

Upon arriving at the plant I found Pump #1 VFD had been removed and sent for repair due to a fault that was unable to be cleared. Kingston Wastewater had complained that the drives were going into a fault condition frequently. Pump #2 and Pump #3 VFD's both had a fault log that contained mostly F16 - Motor Over Temperature faults. I went through the parameters in both drives and found that the Switching Frequency was set to the next larger size drives default setting. Page A-3 Table A-1 in the 9000X Drives User Manual shows that for a 380-500V motor 1-30 hp the default is 10 kHz. Both drives were set to 3.6 kHz. That is the default for the 40-200 hp motor class.

I Megged the motors to determine if degradation of the winding insulation was a contributing factor to the faults. Ras Pumps #2 and #3 both scaled out my insulation tester set at 250, 500 and 1000 volts. Ras Pump #1 however had meg ohm readings of:

- L1 - Ground = 103 @ 250V, 73 @ 500V, 61 @ 1000V
- L2 - Ground = 92 @ 250V, 67 @ 500V, 58 @ 1000V
- L3 - Ground = 95 @ 250V, 66 @ 500V, 58 @ 1000V

Current readings were 8.5 amps for Pump #2 and 10.1 for Pump #3.

The level control system never calls for a lag pump. Pump #2 is the only pump at this time that will run in Auto but it must be selected as the lead. If pump #3 is selected as the lead it will not operate in Auto only in Hand and will not call Pump #2 as the lag. I went online with the PLC. Parameters and local variable names were unavailable making it difficult to troubleshoot without having a printed version of the logic. At this time I do not believe the program has been corrupted. I believe the program has been written to only allow the pumps to run in a specific order and that it was not noticed until Pump #1 was taken out of service. The 4-20 mA signal coming from the field is working properly. The Siemens HMI is almost unreadable due to hazing of the screen and a dim back light.

I also found the Intrinspak Safety Barrier is not working and someone has bypassed it to allow the 4-20 mA level signal to function.

Kevin Pagodin

Technical Services

Tennessee Associated Electric