



# City Manager Report

## January 2016

**Contents:**

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

**Reporting Schedule:**

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

**Featured Picture:**

Mowing walking trail next to Watts Bar Lake

**Distributed:**

February 9, 2016

## **Message from the City Manager**

### **Management**

- City Manager

### **Finance**

- Finance/HR
- Human Resources
- City Clerk

### **Public Safety**

- Police
- Codes Enforcement
- Municipal Court
- Fire

### **Public Services**

- Public Works
- Parks & Recreation
  - Three Rivers Amphitheater Report (None for November)
- Building Permits

### **Water Department**

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

### **Library**

- Director's Report

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

- Director's Report
- Note: Fourth Quarter Meeting will be held 3/16

### **Project Status Updates**

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



February 9, 2016

To: Kingston City Council  
City Staff  
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager  
City of Kingston

# City Manager

## Management Report: January 2016

### Legislative Accomplishments

A.

### Legislative Matters Forthcoming

- A. Discussion of proposed infrastructure improvements relating to the Kingston Pointe Development
- B. Possible Amendment to Chapter 6 Section 11-603 (c) of the City of Kingston Municipal Code, Regarding the Discharge of Firearms Within City Limits

### Other Items Considered by the Council

- A. Approved a Location for City Owned Boat Slips
- B. Approved forwarding a proposed revision to the City of Kingston Sign Ordinance to the Planning Commission
- C. Approved designating Johnson Street as a one-way street
- D. Approved disposal of surplus property
- **External Meetings**
  - Robert Campbell
  - Chamber Board Meeting
  - Roane Alliance Board
  - TDOT
- **Internal Meetings**
  - Discussed various legal issues with the City Attorney

### Ongoing Work

- Greenway Project Extension: **Construction underway.**
- Phase II Solar Project: **Construction complete. Awaiting TVA approval.**
- TVA Funding: **Construction completed on pavilion at Gravel Pit**
- Porter Park: **Pre-Bid meeting set for Feb. 15<sup>th</sup>, Bids to be opened Feb. 25<sup>th</sup>.**
- HOME Grant: **Completed Applications Sent to Administrator in December 2015**



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

**GREENWAY**

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	120 Day Completion	
Notable outstanding issues:		

Notes:

1. Construction underway

**HOME GRANT**

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

Notes:

1. Public Meeting held on 11/18
2. Completed applications forwarded to Administrator in December 2015

## LPRF GERTRUDE PORTER PARK

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

Notes:

1. Pre-Bid Conference planned for 2/15.
2. Bids to be opened on 2/25.

## PHASE II SOLAR PROJECT

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:	Energy Source Partners	
Status (Percent complete)	25%	
Estimated Completion Date	03/01/16	
Notable outstanding issues:	TVA Approval	

Notes:

1. Construction complete. Awaiting TVA approval for activation.

CITY OF KINGSTON COMBINED  
FINANCIAL SUMMARY JANUARY 2016

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,394,479	\$1,439,834	\$990,877	\$701,505	\$544,227	\$1,397,644	\$1,361,339					
TVA Enhancement Fund			\$375,000	\$374,550	\$374,506	\$362,142	\$238,964					
2008 Bond	\$323,426	\$322,326	\$321,269	\$320,182	\$319,124	\$318,070	\$317,051					
Water/Sewer	\$1,016,368	\$1,093,273	\$1,153,604	\$1,152,932	\$1,071,670	\$1,102,745	\$1,245,944					
1999 Bond	\$156,101	\$176,405	\$173,756	\$217,000	\$237,385	\$257,689	\$278,026					
2004 Bond	\$323,682	\$332,582	\$331,525	\$350,438	\$359,382	\$368,335	\$377,329					
RDA Reserve Fund	\$222,442	\$224,455	\$224,468	\$228,481	\$230,494	\$232,533	\$234,596					
Rockwood Intercomm	\$585,197	\$582,386	\$572,078	\$514,353	\$514,424	\$514,552	\$880,721					
Gallaher Rd Constrct	\$468,200	\$465,400	\$465,427	\$465,454	\$465,481	\$465,557	\$465,683					
Drug Fund	\$10,914	\$9,707	\$10,641	\$11,264	\$17,581	\$17,660	\$25,342					
Ladd Landing Const.	\$309	\$309	\$309	\$309	\$309	\$311	\$311					
Three Rivers Amphitheater							\$10,621					
Total BALANCES	\$3,106,639	\$3,206,843	\$4,618,954	\$4,336,468	\$4,134,583	\$5,037,238	\$5,435,927					

## CITY OF KINGSTON

## REVENUES JULY 2015 THRU JAN 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JUL-JAN 2015	BUDGETED REVENUES 2015- 2016	ACTUAL JULY-JAN 2016	PERCENT OF BUDGET 59%
31110	CURRENT PROPERTY TAX	\$945,634	\$1,976,537	\$1,085,363	54.9%
31120	PUBLIC UTILITIES PROPERTY TAX	\$1,268	\$30,000	\$99	0.3%
31211	PROPERTY TAX DELINQUENT - 1ST	\$51,612	\$80,000	\$27,923	34.9%
31212	PROPERTY TAX DELINQUENT - 2ND	\$18,745	\$24,000	\$13,288	55.4%
31219	PROPERTY TAX DELINQUENT - 0TH	\$16,368	\$22,000	\$6,178	28.1%
31300	INT, PENALTY, AND COURT COST	\$18,384	\$25,000	\$9,163	36.7%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$58,393	\$58,393	\$68,155	116.7%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$569,667	\$995,000	\$603,437	60.6%
31710	WHOLESALE BEER TAX	\$111,388	\$186,500	\$115,977	62.2%
31720	WHOLESALE LIQUOR TAX	\$30,912	\$53,300	\$27,988	52.5%
31800	BUSINESS TAXES	\$16,255	\$70,000	\$14,890	21.3%
31912	CABLE TV FRANCHISE TAX	\$36,208	\$73,500	\$37,181	50.6%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$6,794	\$14,500	\$8,442	58.2%
31920	HOTEL/MOTEL TAX	\$30,451	\$47,000	\$31,624	67.3%
32210	BEER LICENSES	\$1,750	\$1,750	\$700	40.0%
32220	LIQUOR PERMITS	\$700	\$300	\$200	66.7%
32600	BUILDING AND RELATED PERMITS	\$8,596			
33490	TEMA ASSISTANCE TORNADO		\$112,955	\$134,742	
33510	STATE SALES TAX	\$255,554	\$460,000	\$272,788	59.3%
33520	STATE INCOME TAX	\$81,254	\$138,000	\$138,124	100.1%



33530	STATE BEER TAX	\$1,524	\$2,838	\$1,545	54.4%
33540	STATE LIQUOR TAX	\$4,815	\$7,428	\$5,062	68.1%
33551	STATE GASOLINE TAXES	\$93,315	\$158,000	\$97,269	61.6%
33552	STATE-CITY STREETS	\$7,066	\$12,500	\$7,045	56.4%
33555	STATE STREET CONTRACT MAINT	\$13,336	\$48,000	\$8,890	18.5%
33591	GROSS RECEIPTS - TVA	\$35,798	\$71,595	\$36,227	50.6%
33592	TVA IMPACT FUNDS	\$49,412	\$49,415	\$50,021	101.2%
33593	CORPORATE EXCISE TAX		\$7,600		0.0%
33730	TML FULL PACKAGE BONUS	\$3,500	\$3,500	\$4,000	114.3%
34100	GENERAL GOVERNMENT - CHARGES	\$85	\$200	\$196	98.0%
34310	HIGHWAYS AND STREETS CHARGES		\$500		
34420	GARBAGE TIP FEES	\$190,567	\$327,600	\$189,738	57.9%
34720	SWIMMING POOL CHARGES	\$5,718	\$23,500	\$4,116	17.5%
34740	PARK AND RECREATION CHARGES	\$3,379	\$6,300	\$3,755	59.6%
35110	CITY COURT FINES AND COST	\$28,036	\$50,000	\$23,688	47.4%
35140	DRUG FINES		\$2,500		0.0%
35150	TRAFFIC SCHOOL CHARGES	\$4,250	\$7,500	\$3,550	47.3%
36000	FUND BALANCE				
36100	INTEREST EARNINGS	\$300	\$500	\$843	168.6%
36350	INSURANCE RECOVERIES				
36430	PAVILION RENTAL	\$1,782	\$3,500	\$1,893	
36900	TMBF LOAN PORTER PARK		\$250,000		
36910	GRANT PROCEEDS LADD LANDING		\$42,885		
36920	TMBF LOAN POLICE VEHICLES		\$124,000	\$124,000	
36967	CONTRACT NATURAL GAS	\$10,750	\$21,500	\$12,542	58.3%
36971	CONTRACT WATER BILLING	\$386,000	\$439,818	\$439,818	100.0%
TOTAL ESTIMATED REVENUES		\$3,099,566	\$6,029,914	\$3,610,460	59.9%

**CITY OF KINGSTON**  
**EXPENDITURES JULY 2015 -JAN 2016**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY- JAN 2015	2015-2016 BUDGET	ACTUAL JULY- JAN 2016	PERCENT 59%
41100	LEGISLATIVE	\$30,249	\$78,300	\$27,557	35.2%
41210	CITY COURT	\$15,516	\$26,894	\$14,413	53.6%
41320	CITY MANAGER	\$69,395	\$119,350	\$63,101	52.9%
41500	FINANCIAL ADMINISTRATION	\$241,204	\$494,150	\$257,379	52.1%
41700	PLANNING AND ZONING	\$10,229	\$10,275	\$5,935	57.8%
41810	CITY HALL BUILDINGS	\$35,212	\$85,800	\$36,959	43.1%
41990	OTHER GEN. GOVMT EXP	\$183,113	\$235,123	\$180,836	76.9%
42100	POLICE	\$535,803	\$936,848	\$532,220	56.8%
42152	AUTOMOTIVE SERVICES	\$30,753	\$81,500	\$30,536	37.5%
42200	FIRE PROTECTION	\$534,503	\$996,406	\$522,983	52.5%
42400	BUILDING & CODES	\$7,888	\$2,095	\$2,053	98.0%
43100	PUBLIC WORKS	\$359,257	\$812,595	\$391,519	48.2%
43190	STATE STREET AID	\$93,459	\$161,000	\$92,601	57.5%
43240	WASTEMANAGEMENT	\$173,016	\$322,098	\$168,486	52.3%
43750	CAPITAL IMPROVEMENTS	\$1,759	\$399,000	\$131,754	33.0%
44143	ANIMAL CONTROL	\$10,873	\$20,382	\$11,329	55.6%
44400	RECREATION	\$310,831	\$601,289	\$288,179	47.9%
44440	SWIMMING POOLS	\$13,169	\$38,365	\$15,995	41.7%
44800	LIBRARIES	\$96,376	\$208,294	\$126,064	60.5%
49000	DEBT SERVICE	\$147,476	\$399,150	\$150,150	37.6%
TOTAL EXPENDITURES		\$2,900,081	\$6,028,914	\$3,050,049	50.6%

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**WATER DEPT REVENUES**  
**JULY ~JAN 2016**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY ~JAN 2015	BUDGETED 2015-2016	ACTUAL JULY ~JAN 2016	PERCENT OF BUDGET 59%
33490	TEMA GRANT			\$11,261	
36100	INTEREST EARNINGS	\$889	\$1,200	\$1,683	140%
37110	METERED WATER SALES	\$631,527	\$1,104,600	\$664,887	60%
37117	OUTSIDE WATER SALES	\$432,267	\$768,600	\$457,027	59%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$25,196	\$54,500	\$23,000	42%
37194	SALES OF MATERIALS	\$5,416	\$12,500	\$3,355	27%
37195	INSTALLATION CHARGES	\$39,605	\$67,500	\$37,614	56%
37196	WATER USER FEES	\$8,165	\$25,000	\$9,555	38%
37199	MISCELLANEOUS	\$6,916	\$7,500	\$4,305	57%
37210	SEWER SERVICE CHARGES	\$690,268	\$1,199,808	\$733,242	61%
37296	SEWER USER FEES	\$10,500	\$20,000	\$2,350	12%
37299	MISCELLANEOUS	\$1,435	\$2,000	\$1,842	92%
34800	CAPITAL REIMBURSEMENT		\$323,713		
TOTAL ESTIMATED REVENUES		\$1,852,184	\$3,587,721	\$1,950,121	54%

## WATER/SEWER EXPENDITURES JULY 2015-JAN 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY- JAN 2015	BUDGET 2015/2016	ACTUAL JULY-JAN 2016	PERCENT OF BUDGET 59%
41500	FINANCIAL ADMINISTRATION	\$386,000	\$439,818	\$439,818	100%
41990	OTHER GEN. GOVMT EXP	\$183,981	\$269,700	\$194,219	72%
43750	CAPITAL IMPROVEMENTS	\$42,653	\$380,646	\$61,545	16%
49000	DEBT SERVICES	\$55,858	\$662,844	\$76,403	12%
52113	PURIFICATION	\$253,587	\$613,344	\$312,205	51%
52114	TRANSMISSION AND DIST	\$364,382	\$706,046	\$364,221	52%
52213	SEWER TREATMENT AND COLLEC	\$224,409	\$449,120	\$278,064	62%
52117	UTILITY DIRECTOR	\$33,671	\$66,203	\$36,049	54%
TOTAL		\$1,544,541	\$3,587,721	\$1,762,524	49%

## CITY OF KINGSTON

### HUMAN RESOURCES REPORT MONTH OF JANUARY 2016

- \* REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS FOR 2015
- \* COMPLETED 2016 ATTENDANCE AND LEAVE REPORTS FOR ALL EMPLOYEES
- \* VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE'S RECORDS
- \* TOTAL FULL TIME EMPLOYEES: 61; TOTAL PART-TIME EMPLOYEES 21
- \* MADE NEW CHANGES AND UPDATES REGARDING EMPLOYEES INSURANCES BEGINNING JAN, 2016
- \* MADE CHANGES AND UPDATES FOR W2 RECORDS FOR 2015
- \* COMPLETED W-2'S FOR ALL EMPLOYEES FOR 2015
- \* UPDATED ALL EMPLOYEES RECORDS FOR THE UPCOMING AFFORDABLE CARE ACT COMPLIANCE REPORTING BEGINNING WITH DECEMBER 2015
- \* ONE POLICE OFFICER RESIGNED; HIRED 1 PART-TIME
- \* FILED QUARTERLY REPORTS 941'S ETC.
- \* FILED DEPARTMENT OF LABOR MONTHLY AND ANNUAL REPORTS
- \* UPDATED ALL EMPLOYEES W-4'S FOR 2016

## January 2016 Billing Information and Business License

### January 2016 Billing

Bill Net	318058.49
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Bill Gross	350874.36
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New Customers	36
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Final Bills	27
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Water	3700
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Sewer	2429
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Sprinkler	13
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Trash	2391
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Service Charge	0
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Sewer Flat Rate	1
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Secondary Water	49
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Secondary Sewer	37
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Landlord Fee	7
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Repayment Service	2
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Neighbors Helping Neighbors	414
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<b>Number of Total Services</b>	<b>9043</b>
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Number of Accounts	3704
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Past Due Accounts	222
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E-Bill Accounts	136
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ACH -Bank Draft Accounts	593
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#### Neighbors Helping Neighbors

Number of Customers	414	Amount Dispersed
Total Collected this Billing	391.00	0
Grand Total Collected as of this Billing	3166.06	<b>117.94</b>

**BUSINESS LICENSE INFO**

Transient Vendor Permit	0	
New License	0	
Regular License		
Local Number	1073	A & C Cleaners New Owners Only
Minimal Activity License	1072	TN TAILGATE UNIT 1100 Ladd Landing Blvd Suite 20 Kingston TN 37763
Final Closing	0	



# KINGSTON POLICE DEPARTMENT -January 2016

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	2
Simple Assault	2
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	
<b>Subtotal</b>	<b>5</b>

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

Crimes Against Society	
Drug/Narcotics Violations	
Drug Equipment Violations	
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
<b>Total</b>	<b>1</b>

TIBRS Group B Offenses	
Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	1
Driving Under the Influence	
Drunkenness	6
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	1
<b>Total</b>	<b>9</b>



Subtotal		7
Central Dispatch		
Crash Reports	18	
Traffic Stops	88	
Investigator Needed on Scene	16	
Domestic Complaints	7	
Escorts Funeral/Other	5	
Animal Calls	1	
Vandalism	2	
Fights	0	
Burglar Alarms/Fire Alarms	25	
Child Sexual Assaults	0	
Forgery	0	
Theft	4	
Vehicle Theft	0	
Public/Motorist Assist	1	
Arson/Explosive Devices	0	
Other Calls	120	
Subtotal	287	
Total Calls	299	
Municipal Codes		
Animal Control Calls to Office	2	
Animal Control Violations	0	
Animal Control Letters Sent	0	
Animals Transported to Shelter	0	
Codes Concerns	3	
Codes Violations	0	
Codes Letters Sent	1	
Property Maintenance Leins	0	
Temporary Signs Removed	25	

Patrol Mileage	15,987
Hours Worked	2,109
Reserve Hours Worked	153
Total Overtime Hours	27
Total Amount of Overtime Wages	\$669.78
City Court Citations	32
General Sessions Citations	3
Arrest	22
Juvenile Arrest	0
Incident Reports	23

JANUARY 2016 CASES				
DATE	LOCATION	ISSUE	ACTION	STATUS
1/6/2016	3rd St.	New construction causing drainage problems	Talked to owner and he will take care of the problem	Problem has been fixed.
	180 Boeing Dr	Trash, rubbish, etc	Sent letter	working on cleaning up

JANUARY 2016 CASES PENDING				
DATE	LOCATION	ISSUE	ACTION	STATUS
	737 Montview Lane	Burned house		James Price is interested in buying this property gave him the Mtg. Company information
	500 N. Ky. St	Junk vehicles etc.		working with Mr. Harvey
	409 Palmer St.	Burned house		working with owner
	823 Sargent St.	Weeds		working with Mtg Company
	115 Schubert St.	Weeds		new owners working on getting cleaned up

Report for the citations issued, the disposition date for which was on  
January 5, 2016

Monies outstanding from August 7, 2007 – January 31, 2016	\$ 52,005.85
Monies collected from August 7, 2007 – January 31, 2016	\$380,116.00

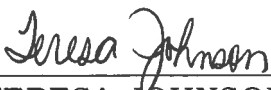
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,543.75	
Collected in court on fines and costs		\$ 688.75
Amount collected after January 2016 Court		\$ 138.75
Total collected for citations on January 2016		\$ 827.50
Amount outstanding for January 2016	\$ 716.25	
<u>5</u> Cash bond forfeitures		\$ 568.75
Total amount collected for January 2016 Citations		\$ 1,396.25
Amount collected from previous months/FTA etc.		\$ 927.50
Total collected in January 2016		<b>\$ 2,323.75</b>

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

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

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

**Fire Department  
January 2016**

**Summary of Month's Activities**

**Fire Operations**

The Department responded to 54 calls for service during the month of January.

**Fire Administration**

- Attended Dept. Head meeting
- Continue planning for equipment for dive team
- Continuing to receive checks for fire pup program
- Began planning fund raiser for FD gym equipment

**January Overtime**

OT Hours: 202 hrs

Cost: \$4797

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

- KFD Dive Team training
- Kingston Fire in service
- State testing
- Shift Training
- Caldwell Banker Class

	<b>This Month</b>	<b>YTD</b>
Fire Inspections	0	0

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	0 kids	0
Education Hours	0	0
Number of Occurrences	0	0

**Firefighter Training**

KFD is continuing on-shift training.

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

TN State In service

## **Implemented Performance Standards Plan**

- Continuing education for all KFD personnel
- On Shift Training is required each shift.
- KFD personnel testing once a month for state certifications

## **Fleet Maintenance**

- Fix 4-wheel drive on U4
- Replace batteries on Ladder 1
- Requested quote for On-Board battery charger for Ladder 1

## **Special Projects**

- Finalizing rough draft for dive team SOG/SOP
- AFG Grant submitted for new SCBAs and breathing-air compressor
- TDOT Letter of Intent submitted for Grant
- Haunted House equipment donated by Roane County Rescue Squad
- Chief Gordon, Lt. Logan, and FF Munguia traveled to TN Fire Academy to participate in awards ceremony. A student at RCHS won a fire prevention poster contest. KFD attended to represent the student.

## **Outstanding Issues**

- SCBAs are out dated and no longer NFPA compliant
- Aging fire apparatus.
- Aging turn out gear
- Cascade system out of service due to it not being serviced and producing excess oil which went into the banks and air packs which rendered them out of service till cleaning can be done and the cascade system replaced.

## **Cost Savings**

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

**Kingston Fire Department**  
Incident Report  
Incident Totals

Kingston City

Jan-16

**TOTAL CALLS** **54**

Category	Total		Total
Structure Fires	1	Hazardous Calls	1
Vehicle Fires	0	Service Calls	3
Brush/Grass Fires	0	Good Intent Calls	7
Refuse/rubbish Fires	0	Unintentional False	4
Other Fires	0	Other False	
<b>Total Fires</b>	<b>1</b>	<b>Total Other Calls</b>	<b>15</b>
Rescue and EMS	38	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

# Kingston Fire Department

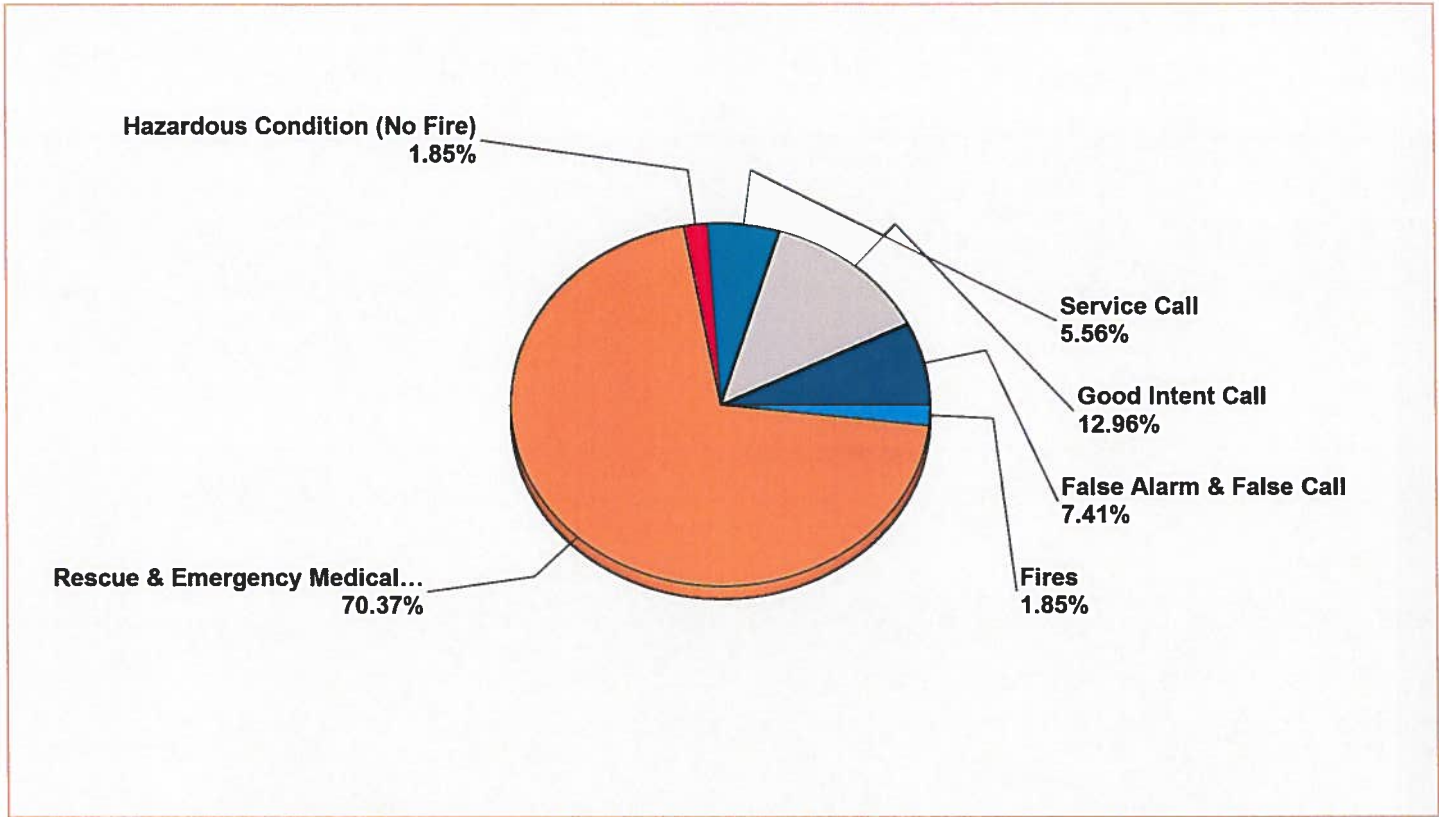
Kingston, TN

This report was generated on 2/1/2016 10:26:50 AM



## Breakdown by Major Incident Types for Date Range

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



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.85%
Rescue & Emergency Medical Service	38	70.37%
Hazardous Condition (No Fire)	1	1.85%
Service Call	3	5.56%
Good Intent Call	7	12.96%
False Alarm & False Call	4	7.41%
TOTAL	54	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
118 - Trash or rubbish fire, contained	1	1.85%
311 - Medical assist, assist EMS crew	5	9.26%
321 - EMS call, excluding vehicle accident with injury	29	53.70%
322 - Motor vehicle accident with injuries	4	7.41%
445 - Arcing, shorted electrical equipment	1	1.85%
553 - Public service	1	1.85%
554 - Assist invalid	2	3.70%
611 - Dispatched & cancelled en route	7	12.96%
700 - False alarm or false call, other	1	1.85%
711 - Municipal alarm system, malicious false alarm	1	1.85%
735 - Alarm system sounded due to malfunction	1	1.85%
744 - Detector activation, no fire - unintentional	1	1.85%
<b>TOTAL INCIDENTS:</b>	<b>54</b>	<b>100.00%</b>

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



# Kingston Fire Department

Kingston, TN

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## Minor Incident Types by Month for Year

Year: 2016

INCIDENT TYPE	Jan	Feb	SUM
Dispatched and canceled en route	7		7
Electrical wiring/equipment problem	1		1
Emergency medical service (EMS) Incident	33		33
False alarm and false call, other	1		1
Malicious, mischievous false alarm	1		1
Medical assist	5		5
Public service assistance	3	1	4
Structure Fire	1		1
System or detector malfunction	1		1
Unintentional system/detector operation (no fire)	1		1
<b>Total</b>	<b>54</b>	<b>1</b>	<b>55</b>

Only REVIEWED incidents included



**EMERGENCY  
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# Kingston Fire Department

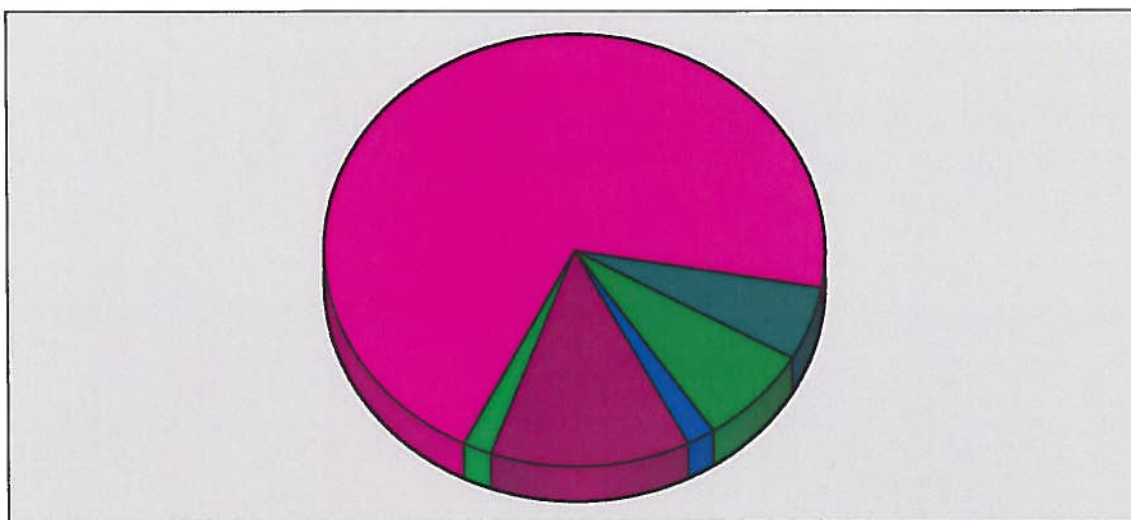
Kingston, TN

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## Major Incident Types by Month for Date Range

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



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

INCIDENT TYPE	JAN	TOTAL
False Alarm & False Call	4	4
Fire	1	1
Good Intent Call	7	7
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	38	38
Service Call	3	3
Total	54	54

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

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## 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: 7 Loads \_\_\_\_\_
- Recycled materials collected: None \_\_\_\_\_
- 

<b>Public Works Selected Performance Indicators</b>	<b>Total</b>	<b>YTD</b>
Brush Pick-Up Areas Covered	12 loads	113 loads
Culverts/Storm Drains Cleaned	22	105
Curb-Repair/Install/Remove	200ft	450ft
Drainage Inspection Requests	None	32
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	None	7
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	5	60
Storm water Inspections Performed	None	29
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	9	39
Streets Striped	None	None
Tennessee One Calls	4	15
Traffic Signal Repair	None	9
Tree Trimming Requests	3	9
Vehicle Maintenance – Routine	8	91
Vehicle Maintenance – Unscheduled	5	37
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- 5
- Signal inspection, repair and timing adjustments- None
- Grant applications- None
- Participated in various weather calls- None
- Brine acquisition and street prep in advance of weather events- All streets 2 weather events
- Fleet software implementation –N/A
- Stormwater educational outreach webinar- None
- Drainage law presentation- None
- Street Lighting- None

### **Continuing Projects**

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



PARKS AND RECREATION

**Parks and Recreation Board  
MINUTES  
January 4, 2016**

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

**ABSENT:** Tony Brown

**GUEST:** Sonny Hunter

The meeting was called to order by Josh Igou at 6:00 p.m. He welcomed members and guests.

Keenon gave the invocation.

Eric made a motion to accept the previous month's minutes. Keenon seconded.

**UNFINISHED BUSINESS:**

1. Dock Purchase – Rick discussed the latest on the dock slip placements, after meeting with TVA officials. The Highway 58 Park is the location that seems best after looking into the others. The covered slips are 12x30, appraise at \$160,000 and will cost us \$90,000. After they are paid for and rented, we should profit \$32,000 per year.
2. ZUMBA classes are being held month-to-month as we evaluate the noise level and inconvenience to other meetings in the building.
3. Cardiac Emergency for all Sports – Special training will soon be required on sudden cardiac arrest education by all youth coaches and an awareness sheet signed by every parent of children in youth sports. Keenon noted this would be a hardship due to extra paperwork, but agreed a good policy handed down by the State. He made a motion to enact this policy immediately, for all the leagues that use our facility. Paul seconded and motion passed. Keenon adjusted the motion to wholeheartedly support the

mandatory policy and it is put in place in our city athletic programs using our facilities by the deadline of.....Josh seconded and motion passed.

#### **NEW BUSINESS:**

1. Facebook – Rick reminded everyone to pass the word to like us on Facebook and to follow us as we keep our page posted with the latest information on our events. We will post this on our marquee.
2. Facility Users – Rick said the city is looking at the ordinance to revise scrolling signs. KES recently put one at their school.
3. New Pavilion at Gravel Pit – Rick expects the completion is a week or so away from completion. The fixtures will be in this coming week. Old Castle donated the block. Most of the work has been completed by our city employees and the county inmates. Rick praised Street Department Head, Tim Clark for his work and guidance. We have spent around \$30,000.
4. Board Attendance – Rick mentioned that we missed several of our members at our last meeting/Christmas social.

Keenon made a motion that our department look into establishing a recreation 'step-up' volleyball league for 6<sup>th</sup> through 9<sup>th</sup> grade girls which would be a feeder program into the high school team. Josh seconded the motion. Motion passed. Josh said we should try and begin soon since the board only meets monthly.

Sue asked if we were getting the logs soon for the fort. Rick plans to get them next week.

Submitted by Jo Ann Knies

Dates to Remember: January 5, Council Workshop  
January 12, Council Meeting  
February 1, Parks and Rec Meeting

**November 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, 2016:**

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops - during school season only
Cultural Arts (FCE)	D.A.R. Meetings and Luncheon
Senior Executive Board	Roane County Children's Reading Foundation Program
Senior Pinochle (2 groups)	DCS Parenting Classes
Senior Canasta	Salvation Army
Master Gardener's Club	Kingston City Court
Kingston Parks & Recreation Committee	Krafty Korner's - FCE
Girl Scout Leaders/Service Unit	Roane County Reading Foundation
Adult Table Tennis	Roane County Foster Care Program Meeting
Antique Tractor Club	N.A.M.I.
Kingston City Court	Roane Co. Southern Bros. and Sisters (FCE)
Any Body Can Exercise Class	Roane County Sewing Club
Kingston Lion's Club	Zumba Exercise Class
Three Rivers Amphitheater Committee	

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

Stephen Guinn - Nature's Pearl	AYSO Soccer Signups
TN Promise Students	Marshall Family Party
Baylis Family 50th Birthday Party	LaCrosse Team Meeting
TVA Credit Union 'Blue Line' Luncheon	Mary Kay Make-up Sessions

**Com.Center Rent:   \$375.00**

**Submitted by Jo Ann Knies**

## Three Rivers Amphitheater Progress Report

DATE	FUNDS TO DATE	ACTIONS	STATUS	DESCRIPTION
2/1/2016	Balance \$10620.88 Pledges \$3700.00 Days - 335 from 2/1/2016 until 1/1/2017			
		1	In Progress	Acquire approval from Bethel Presbyterian Church and Presbytery for revised design and land conveyance.
		2	In Progress	Revise design plans
		3	Scheduled	Mount LeConte Jug Band February 21, 2016 from 3 p.m. until 5 p.m. @ the Kingston Community Center
		4	Planning	Dare to Dance in 2016
5		5	A discussion	John Muir Festival
		6	A discussion	Park Foundation discussion





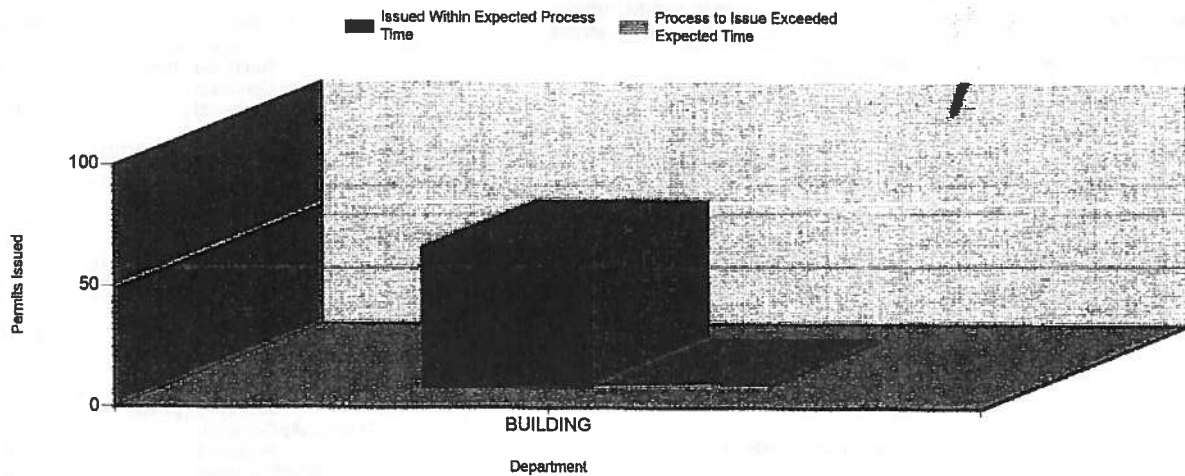
## Issued Permits By Department

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ALL DEPARTMENTS  
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### Permits Issued by Department



### Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	38	33	3 Days	17.05 Days	1	31	2
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	EG	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	14	14	Same Day	0 Days	1	14	0



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BUILDING	RM	Same Day	13	12	Same Day	0 Days	1	12	0
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### Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2015-508 Camp Buck Tom's Addition & Remodel 373 CAMP BUCK TOM Rd., Rockwood, TN 37854	Submitted: 10/07/2015 Technically Complete: Approved: Ready to Issue: Issued: 01/13/2016	In Process: 98 Waiting: 0 Total Days: 98 Total Cycles: 1
		BP2016-001 Enclosing Carport for Living Space 625 Dickey Valley Road, Harriman, TN 37748	Submitted: 01/05/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/05/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-002 Single Wide Mobile Home 1455 Mobile Drive, Kingston, TN 37763	Submitted: 01/05/2016 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		BP2016-003 Single Wide Mobile Home 645 Clacks Gap Road, Harriman, TN 37748	Submitted: 01/05/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/05/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-004 K. C. Repair from fire damage 529 East Ridgecrest Drive, Kingston, TN 37763	Submitted: 01/05/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/07/2016	In Process: 2 Waiting: 0 Total Days: 2 Total Cycles: 1
		BP2016-005 Kennel 2233 Sugar Grove Valley Road, Harriman, TN 37748	Submitted: 01/05/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/05/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2016-006 O.S. Cabin 5 555 Windrock Park Lane Cabin 1, Oliver Springs, TN 37840	Submitted: 01/06/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/06/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-007 O.S. Cabin 6 555 Windrock Park Lane Cabin 1, Oliver Springs, TN 37840	Submitted: 01/06/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/06/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-008 Above Ground Pool 3869 Buttermilk Road, Kingston, TN 37763	Submitted: 01/06/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/06/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-009 Residential Addition 128 LERCHEN Rd., Kingston, TN 37763	Submitted: 01/08/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/08/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-010 Dock 516 Half Moon Shores Drive, Ten Mile, TN 37880	Submitted: 01/08/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/08/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-011 Porch 313 Chandler Lane, Harriman, TN 37748	Submitted: 01/08/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/08/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2016-012 Addition to Existing Tower 616 Airport Rd., Rockwood, TN 37854	Submitted: 01/08/2016 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
		BP2016-013 Pole Barn 135 Brenray Drive, Harriman, TN 37748	Submitted: 01/08/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/08/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1

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BUILDING	BP	BP2016-014	Submitted: 01/12/2016	In Process: 0
		Residential New Home	Technically Complete:	Waiting: 0
		2600 Sugar Grove Valley Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/12/2016	
		BP2016-015	Submitted: 01/13/2016	In Process: 0
		Remodel	Technically Complete:	Waiting: 0
		121 Shady Road, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/13/2016	
		BP2016-016	Submitted: 01/13/2016	In Process: 0
		Storage Building	Technically Complete:	Waiting: 0
		Youngs Creek Way, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/13/2016	
		BP2016-017	Submitted: 01/13/2016	In Process: 20
		PL for BP2015-522	Technically Complete:	Waiting: 0
		467 Blackburn Lane, Lenoir City, TN 37771	Approved:	Total Days: 20
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2016-018	Submitted: 01/13/2016	In Process: 0
		O. S. Residential Change Out of Windows	Technically Complete:	Waiting: 0
		317 Ridgeview Drive, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/13/2016	
		BP2016-019	Submitted: 01/14/2016	In Process: 0
		Deck	Technically Complete:	Waiting: 0
		514 Emory River Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/14/2016	
		BP2016-020	Submitted: 01/14/2016	In Process: 0
		K. C. Storage Building	Technically Complete:	Waiting: 0
		818 Rosedale Ave., Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/14/2016	
		BP2016-021	Submitted: 01/15/2016	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		132 Eblen Cave Road, Lenoir City, TN 37771	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/15/2016	

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BUILDING	BP	BP2016-022	Submitted: 01/15/2016	In Process: 0
		Agricultural Shed	Technically Complete:	Waiting: 0
		121 Hughes Lane, Ten Mile, TN 37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/15/2016	
		BP2016-023	Submitted: 01/19/2016	In Process: 0
		Porch	Technically Complete:	Waiting: 0
		171 Rendezvous Road, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		BP2016-024	Submitted: 01/19/2016	In Process: 0
		O.S DW	Technically Complete:	Waiting: 0
		616 E. Spring Street, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		BP2016-025	Submitted: 01/19/2016	In Process: 0
		Repair to Home with Fire Damage	Technically Complete:	Waiting: 0
		480 W. Circle, Ten Mile, TN 37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		BP2016-026	Submitted: 01/19/2016	In Process: 14
		New Home	Technically Complete:	Waiting: 0
		524 Caney Creek Road, Harriman, TN 37748	Approved:	Total Days: 14
			Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		BP2016-027	Submitted: 01/25/2016	In Process: 0
		Deck	Technically Complete:	Waiting: 0
		205 Hatt Lane, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/25/2016	
		BP2016-028	Submitted: 01/25/2016	In Process: 0
		Dock	Technically Complete:	Waiting: 0
		106 Bradford Village Way, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/25/2016	
		BP2016-029	Submitted: 01/25/2016	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		285 LAWSON CENTER Rd., Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/25/2016	

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BUILDING	BP	BP2016-030	Submitted: 01/25/2016	In Process: 0
		Garage	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		113 Five Mile Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 01/25/2016	
		BP2016-031	Submitted: 01/26/2016	In Process: 0
		Remodel to Apartment Building & Deck	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		104 Skyline Drive, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 01/26/2016	
		BP2016-032	Submitted: 01/26/2016	In Process: 0
		Remodel	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1830 Paint Rock Ferry Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 01/26/2016	
		BP2016-033	Submitted: 01/27/2016	In Process: 6
		Remodel Commercial	Technically Complete:	Waiting: 0
			Approved:	Total Days: 6
		150 CEDAR GROVE Rd., Loudon, TN 37774	Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2016-034	Submitted: 01/27/2016	In Process: 6
		Mechanical Permit Weatherization	Technically Complete:	Waiting: 0
			Approved:	Total Days: 6
		368 Tate-Coley Rd., Lenoir City, TN 37771	Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2016-035	Submitted: 01/28/2016	In Process: 0
		Replacement of Walk Way	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		197 Kirkham Drive, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 01/28/2016	
		BP2016-036	Submitted: 01/28/2016	In Process: 0
		Lean To	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		423 Highpoint Orchard Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 01/28/2016	
		BP2016-037	Submitted: 01/28/2016	In Process: 0
		Shed	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		280 Broken Arrow Point, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 01/28/2016	

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ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
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BUILDING	BP	BP2016-038	Submitted: 01/29/2016	In Process: 0
		Residential Home	Technically Complete: 0	Waiting: 0
		305 Sunrise Pt., Rockwood, TN 37854	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	CM	CM2016-001	Submitted: 01/27/2016	In Process: 0
		Mechanical Permit for BP2015-58	Technically Complete: 0	Waiting: 0
		200 Sam Rayburn Blvd., Lenoir City, TN 37771	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	EG	EG2016-001	Submitted: 01/08/2016	In Process: 0
		Jones Road Realignment	Technically Complete: 0	Waiting: 0
		Jones Road, Lenoir City, TN 37771	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
	PL	PL2016-001	Submitted: 01/08/2016	In Process: 0
		Plumbing Permit for BP2016-009	Technically Complete: 0	Waiting: 0
		128 LERCHEN Rd., Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
		PL2016-002	Submitted: 01/08/2016	In Process: 0
		PL for BP2015-418	Technically Complete: 0	Waiting: 0
		410 Paint Rock Ferry Road, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
		PL2016-003	Submitted: 01/12/2016	In Process: 0
		Plumbing Permit for BP2015-586	Technically Complete: 0	Waiting: 0
		120 Victoria Road, Kingston, TN 37763	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
		PL2016-004	Submitted: 01/13/2016	In Process: 0
		PL for BP2015-522	Technically Complete: 0	Waiting: 0
		467 Blackburn Lane, Lenoir City, TN 37771	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1
		PL2016-005	Submitted: 01/14/2016	In Process: 0
		Plumbing Permit for BP2015-508	Technically Complete: 0	Waiting: 0
		373 CAMP BUCK TOM Rd., Rockwood, TN 37854	Approved: 0	Total Days: 0
			Ready to Issue: 0	Total Cycles: 1

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BUILDING	PL	PL2016-006	Submitted: 01/15/2016	In Process: 0
		Plumbing Permit for BP2015-572	Technically Complete:	Waiting: 0
		102 Shiloh Way North, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/15/2016	
		PL2016-007	Submitted: 01/19/2016	In Process: 0
		K.C. PL for BP2015-606	Technically Complete:	Waiting: 0
		000 Ladd Landing, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		PL2016-008	Submitted: 01/19/2016	In Process: 0
		Plumbing Permit	Technically Complete:	Waiting: 0
		818 Sergeant Drive, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		PL2016-009	Submitted: 01/19/2016	In Process: 0
		Plumbing Permit for BP2016-25	Technically Complete:	Waiting: 0
		480 W. Circle, Ten Mile, TN 37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		PL2016-010	Submitted: 01/22/2016	In Process: 0
		Plumbing Permit for BP2015-593	Technically Complete:	Waiting: 0
		143 S. Victoria Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/22/2016	
		PL2016-011	Submitted: 01/25/2016	In Process: 0
		PL for BP2015-587	Technically Complete:	Waiting: 0
		365 Ellis Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/25/2016	
		PL2016-012	Submitted: 01/25/2016	In Process: 0
		Plumbing Permit for BP2015-616	Technically Complete:	Waiting: 0
		144 Joel Road, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/25/2016	
		PL2016-013	Submitted: 01/25/2016	In Process: 0
		Plumbing Permit for BP2015-468	Technically Complete:	Waiting: 0
		Bowers Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 01/25/2016	





## Issued Permits By Department

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ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2016 AND 01/31/2016

Report run on: 02/02/2016 11:19 AM

BUILDING	PL	PL2016-014	Submitted: 01/28/2016	In Process: 0
		Plumbing Permit for BP2015-598	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		113 Wildwood Lane, Harriman, TN 37748	Ready to Issue:	Total Cycles: 1
			Issued: 01/28/2016	
	RM	RM2016-001	Submitted: 01/08/2016	In Process: 0
		Mechanical Permit for BP2015-586	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		120 Victoria Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 01/08/2016	
		RM2016-002	Submitted: 01/13/2016	In Process: 0
		O. S. Mechanical Permit	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		317 Ridgeview Drive, Oliver Springs, TN 37840	Ready to Issue:	Total Cycles: 1
			Issued: 01/13/2016	
		RM2016-003	Submitted: 01/13/2016	In Process: 20
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 20
		317 Ridgeview Drive, Oliver Springs, TN 37840	Ready to Issue:	Total Cycles: 1
			Issued:	
		RM2016-004	Submitted: 01/14/2016	In Process: 0
		Mechanical Permit for BP2015-508	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		373 CAMP BUCK TOM Rd., Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 01/14/2016	
		RM2016-005	Submitted: 01/15/2016	In Process: 0
		K. C. Mechanical Permit for BP2015-605 Oak Ridge is doing gas piping	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		1318 James Ferry Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 01/15/2016	
		RM2016-006	Submitted: 01/19/2016	In Process: 0
		Mechanical Permit for BP2015-449	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		133 Daniel Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	
		RM2016-007	Submitted: 01/19/2016	In Process: 0
		Mechanical Permit for BP2016-25	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		480 W. Circle, Ten Mile, TN 37880	Ready to Issue:	Total Cycles: 1
			Issued: 01/19/2016	

## Issued Permits By Department

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ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
01/01/2016 AND 01/31/2016

Report run on: 02/02/2016 11:19 AM

BUILDING	RM	RM2016-008 Mechanical Permit for BP2015-414 260 Serenity Drive, Harriman, TN 37748	Submitted: 01/19/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/19/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2016-009 RM for BP2015-587 365 Ellis Road, Kingston, TN 37763	Submitted: 01/20/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/20/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2016-010 Mechanical Permit for BP2015-445 1009 Paint Rock Ferry Road, Kingston, TN 37763	Submitted: 01/22/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/22/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2016-011 Mechanical Permit for BP2015-594 711 Hill Street, Kingston, TN 37763	Submitted: 01/26/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/26/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2016-012 Mechanical Permit for BP2015-524 111 Scarbrough Lane, Harriman, TN 37748	Submitted: 01/27/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/27/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2016-013 Mechanical Permit Weatherization 368 Tate-Coley Rd., Lenoir City, TN 37771	Submitted: 01/27/2016 Technically Complete: Approved: Ready to Issue: Issued: 01/27/2016	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1

# KINGSTON WATER TREATMENT PLANT



## JANUARY OPERATIONS REPORT

2016

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	15,694,000	15,612,000	0.52%	506,000	1,100,000	283,000
	Effluent (Finish)	14,401,000	14,966,000	-3.92%	465,000	1,080,000	282,000
	Spring Supply	14,235,000	13,134,000	7.73%	459,000	491,000	423,000
	Total Finish Prod.	28,636,000	28,100,000	1.87%	Distribution & WTP Report: 1,563,520 gals. usage flushing and Tank Refilling.		
Plant Efficiency		99.31%	99.96%	-0.65%			
Distribution							
GALLONS	Consumption	23,896,500	19,817,800	17.07%	Fire Dept: No Report		
	Reported Usage	1,563,520	3,894,000	-149.05%	Park & Rec: No Report		
	Water Loss	3,175,980	4,388,200	-38.17%	WWTP: No Report		
		%	11.09%	15.62%	-4.53%	OT Hrs: 50	

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.
- \* Chuck Moore and Kevin Hamilton attended / completed the TN Division of Water Supply Drinking Water Program on the Revised Total Coliform Rule. Chuck tested and became Certified to conduct Level 2 Assessments.
- \* Weather conditions and events kept the whole Water Department busy through the month, checking for problems and leaks, etc.
- \* The State Division of Water Supply conducted a Sanitary Survey. All facilities, Pump Stations, Tanks, Monitoring Records and Sampling Records, etc. were examined. The State's Findings and System Score should be back in a couple of weeks.

Kingston Water Department  
Schedule of Unaccounted For Water  
January

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	28,636,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b>	<u>28,636,000</u>
	<b>(Sum Lines B and C)</b>	
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	23,896,500
<b>G</b>	Metered for Consumption (in house usage)	<u>563,520</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>1,000,000</u>
<b>J</b>	Tank Cleaning/Filling	<u>0</u>
<b>K</b>	Street Cleaning	<u>0</u>
<b>L</b>	Bulk Sales	<u>0</u>
<b>M</b>	Water Bill Adjustments (+/-)	<u>0</u>
<b>N</b>	<b>Total Accounted for Water</b>	<u>25,460,020</u>
	<b>(Sum Lines F thru M)</b>	
<b>O</b>	<b>Unaccounted for Water</b>	<u>3,175,980</u>
	<b>(Line D minus Line N)</b>	
<b>P</b>	<b>Percent Unaccounted for Water</b>	<u>11.091%</u>
	<b>(Line O divided by Line D times 100)</b>	

**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.



2/2/2016

# Kingston Wastewater Treatment Plant

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

**FROM:** Tony Workman, WWTP Manager

**DATE:** February 2, 2016

**RE:** January Monthly Report

---

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.7634	1.867	.4660	23,665,000
Effluent	.6420	1.674	.3650	19,902,000

Total gallons of chlorine used was 236.9 @ \$2.09 gallon= \$495.12

There was 3.98 inches of rain this month. There were no overflows this month.

20.75 tons of sludge was hauled to the landfill.

A shed was purchased and assembled to cover the Influent sampler. This will protect the sampler from freezing during the cold days and help keep the sample cold during the summer.

Work on the old clarifier valves will begin in February.

# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

Month of: JAN.2016

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RAISE METER		
TURN-OFF DUE TO LEAK		
ACCURACY TEST		
WATER TO BE TESTED	1	
WATER TASTE BAD		
LOW PRESSURE		
SEWER TAP ESTIMATES		
IRRIGATION METER		
SEWER ESTIMATES	2	
WATER MAIN BREAK	3	
REPLACE METER /METER BOX/LID	2	
YARDS WORK		8
BAD SEWER SMELL	1	
FLUSH LINES		
RUN 10 GAL WATER THRU		
CAMERA SEWER LINE		
REPAIR BLOW-OFF	6	
WATER PRESSURE TEST	3	
TURN-OFF VACANT HOUSE		
CHECH IF STILL OFF	2	
INSTALL SEWER CLEAN-OUT		
OVERTIME HOURS	199.5	
TOTAL		234
		14
FIRE HYDRANTS		
ROAD PATCHES		6
PULLED METERS	1	

JIMMY AGEE, FORMAN

*James A. Agee*

# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

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

Month of: JAN.2016

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	1	
READ OUTS	31	
RE- READS		
WATER TAP NEW ACCOUNT	1	
RELOCATE WATER METER	2	
READ INS	33	
CHECK FOR HUNG METER		
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK	21	
METER LEAKS	1	
AFTER HOURS - WATER	3	
SERVICE LINE LEAK	4	
LINE LOCATES	85	
TURN OFF FOR NON PAYMENT	15	
TURN WATER BACK ON		
YARD WORK		
DOOR HANGERS	3	
MANUAL READ	1	
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT	1	
SEWER MISC	2	
SEWER BACK UP	7	
SEWER - PUMP STATION		
WATER TAPE ESTIMATES	2	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
REPLACE CUT-OFF	2	

**Kingston Public Library (KPL)**

1004 Bradford Way  
Kingston Tennessee 37763  
865-376-9905

2 February 2016

**TO: The Honorable Tim Neal**  
**Mayor, City of Kingston**  
**Mr. David Bolling**  
**Manager, City of Kingston**  
**Members of the City Council**

**FR: Emily Steele, MLIS**  
**Director**

**RE: Monthly Director's Report**

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

**Technolgy classes**

The library is hosting technology classes funded by the FACT grant that was awarded in 2014. We had six classes this month with thirty-three students.

**Children's Programming**

Barb conducted 3 events with 51 participants at her weekly Wednesday children's story-time. The story-time was closed one week due to weather.

**Meetings, etc.**

The director met with Beth Mercer of the Ocoee River Regional Library to discuss the Tennessee standards for non-metropolitan public libraries, and Ms. Mercer was present at the library board meeting.

**Summary**

Patron count for the month totaled 1227.  
There were 2320 checkouts and 646 renewals for the month, totaling 2966.

Respectfully submitted,  
ERS