



City Manager Report

JULY 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:

Picture of the Pavilion at 58 Landing

Distributed:

August 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

- ☐ Parks & Recreation
 - Three Rivers Amphitheater Report (None for July)
- ☐ 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 (Due end of Sept. 2016)
Reports are Issued Quarterly

Solid Waste Advisory Board

- ☐

Project Status Updates

- ☐ Greenway
- ☐ HOME Grant
- ☐ LPRF Gertrude Porter Park
- ☐ CDBG Sewer Plant Improvements



August 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). 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: July 2016

Legislative Accomplishments

- B. Adopted a Resolution Authorizing the City of Kingston to participate in the Pool's "Safety Partners" Matching Grant Program

Legislative Matters Forthcoming

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

Other Items Considered by the Council

- A. Authorized the Mayor to Execute the E-911 Dispatch Agreement for Fiscal Years 2016-2017
- B. Awarded the LPRF Contract for Improvements to Gertrude Porter Park
- C. Approved a Drought Management Plan for the City of Kingston

- **External Meetings**

- Harriman City Manager Kevin Helms and Fire Chief David Bailey
- Chamber Board Meeting
- De-Annexation Study Group
- United Way Board
- 245Tech (website development)

- **Internal Meetings**

- Individual and Joint meetings with Department Heads
- 4th of July evaluation meeting
- Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **Final Inspection scheduled for Aug. 6th**
- TVA Funding: **Soliciting RFPs for website development**
- LPRF (Porter Park): **Pre-Construction meeting being scheduled**
- HOME Grant: **Inspections began in early July**
- CDBG (Sewer Plant): **Bid awarded, awaiting State approval**

FINANCE AND ADMINISTRATION REPORT JULY 2016

- * CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL
- * CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 557 -DONATIONS TOTAL \$5884.49 DISBURSED - 0
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JULY 3745 FOR A TOTAL AMOUNT OF \$386,915.64
- * NEW WATER SERVICE APPLICATIONS FOR JULY TOTALED 54 NEW CUSTOMERS MAKING TOTAL OF 3745 ACCOUNTS
- * 51 CUSTOMERS FINALED OUT SERVICE
- * 141 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 624
- * TOTAL E-BILL ACCOUNTS - 194
- * CHANGED BILLING TO BILLING SERVICE WITH MAILING BILLS IN ENVELOPES
- * WE WILL BE ADDING SERVLINE INSURANCE TO THE OCTOBER BILLING FOR LEAKS
- * ADDING BAR CODE SCANNERS FOR UTILITY BILLS FOR BETTER CUSTOMER SERVICE

NEW BUSINESS LICENSES ISSUED IN JULY

- 1 SMOKEY MOUNTAIN DECK BUILDERS- 674 PEACHTREE LN, KINGSTON, 37763
- 2 WILLETT HOUSE- HUGH WILLETT- 202 S KENTUCKY ST, KINGSTON, 37763
- 3 KNOXVILLE CUSTOM CABINETS, LLC- JEFFERY MCGINNIS 5140 KNOXVILLE HWY- OLIVER SPRINGS 37840
- 4 SOUTHERN SELECT RESTORATION- JEREMIAH MARSHALL- 912 W RIDGECREST, KINGSTON 37763
- 5 WASTE SERVICES OF TN - 125 FARMER RD- KINGSTON 37763
- 6 POOLE'S RECONSTRUCTION & RESTORATION - 5010 LINBAR DR, NASHVILLE, TN 37211

CITY OF KINGSTON

REVENUES JULY 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JUL 2015	BUDGETED REVENUES 2016- 2017	ACTUAL JULY 2016	PERCENT OF BUDGET 8%
31110	CURRENT PROPERTY TAX		\$1,950,000	\$0	0.0%
31120	PUBLIC UTILITIES PROPERTY TAX		\$39,400	\$0	0.0%
31211	PROPERTY TAX DELINQUENT - 1ST	\$8,450	\$60,000	\$6,797	11.3%
31212	PROPERTY TAX DELINQUENT - 2ND	\$7,587	\$20,000	\$435	2.2%
31219	PROPERTY TAX DELINQUENT - 0TH	\$784	\$15,000	\$462	3.1%
31300	INT, PENALTY, AND COURT COST	\$739	\$20,000	\$524	2.6%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$30,021	\$58,393	\$38,134	65.3%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$92,248	\$1,050,000	\$90,094	8.6%
31710	WHOLESALE BEER TAX	\$17,867	\$191,000	\$18,349	9.6%
31720	WHOLESALE LIQUOR TAX	\$4,353	\$46,000	\$8,296	18.0%
31800	BUSINESS TAXES	\$4,637	\$70,000	\$2,486	3.6%
31912	CABLE TV FRANCHISE TAX		\$73,500	\$0	0.0%
31913	ATT & BELLSOUTH FRANCHISE FEE		\$17,000	\$3,918	23.0%
31920	HOTEL/MOTEL TAX	\$4,416	\$52,000	\$4,341	8.3%
32210	BEER LICENSES		\$1,750	\$0	0.0%
32220	LIQUOR PERMITS		\$300	\$0	0.0%
32600	BUILDING AND RELATED PERMITS				
33490	TEMA ASSISTANCE TORNADO			\$0	
33510	STATE SALES TAX	\$39,544	\$486,000	\$39,996	8.2%
33520	STATE INCOME TAX	\$138,125	\$138,000	\$126,023	91.3%

33530	STATE BEER TAX		\$3,090	\$0	0.0%
33540	STATE LIQUOR TAX	\$630	\$8,000	\$657	8.2%
33551	STATE GASOLINE TAXES	\$13,919	\$163,000	\$14,377	8.8%
33552	STATE-CITY STREETS	\$1,009	\$12,500	\$1,006	8.0%
33555	STATE STREET CONTRACT MAINT		\$48,000	\$13,144	27.4%
33590	TVA REVENUE SOLAR JAMES FRY		\$3,100	\$406	13.1%
33591	GROSS RECEIPTS - TVA		\$72,450	\$0	0.0%
33592	TVA IMPACT FUNDS		\$37,061	\$0	0.0%
33593	CORPORATE EXCISE TAX		\$9,300	\$0	0.0%
33730	TML FULL PACKAGE BONUS		\$4,000	\$0	0.0%
34100	GENERAL GOVERNMENT - CHARGES	\$48	\$200	\$28	14.0%
34310	HIGHWAYS AND STREETS CHARGES		\$500		
34420	GARBAGE TIP FEES	\$27,215	\$325,500	\$27,234	8.4%
34720	SWIMMING POOL CHARGES	\$3,519	\$23,500	\$3,746	15.9%
34740	PARK AND RECREATION CHARGES	\$145	\$6,300	\$287	4.6%
35110	CITY COURT FINES AND COST	\$3,462	\$50,000	\$2,558	5.1%
35140	DRUG FINES		\$2,500		0.0%
35150	TRAFFIC SCHOOL CHARGES	\$750	\$7,500	\$0	0.0%
36000	FUND BALANCE		\$143,401		
36100	INTEREST EARNINGS	\$53	\$2,000	\$455	22.8%
36430	PAVILION RENTAL	\$515	\$3,500	\$200	5.7%
36900	TMBF LOAN PORTER PARK		\$200,000	\$0	0.0%
36910	GRANT PROCEEDS PORTER PARK		\$500,000		0.0%
36920	TMBF LOAN POLICE VEHICLES	\$124,000			0.0%
36967	CONTRACT NATURAL GAS	\$1,792	\$21,500	\$1,792	8.3%
36971	CONTRACT WATER BILLING	\$439,818	\$439,818	\$0	0.0%
TOTAL ESTIMATED REVENUES		\$965,646	\$6,375,063	\$405,745	6.4%

CITY OF KINGSTON
EXPENDITURES JULY 2015

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY 2015	2016-2017 BUDGET	ACTUAL JULY 2016	8%
41100	LEGISLATIVE	\$6,510	\$70,614	\$10,117	14.3%
41210	CITY COURT	\$1,355	\$27,199	\$5,966	21.9%
41320	CITY MANAGER	\$8,615	\$115,174	\$13,047	11.3%
41500	FINANCIAL ADMINISTRATION	\$29,416	\$485,880	\$68,922	14.2%
41700	PLANNING AND ZONING	\$948	\$10,275	\$5,087	49.5%
41810	CITY HALL BUILDINGS	\$5,393	\$83,677	\$5,645	6.7%
41890	OTHER GEN. GOVMT EXP	\$9,370	\$249,187	\$7,209	2.9%
42100	POLICE	\$77,200	\$948,629	\$116,678	12.3%
42152	AUTOMOTIVE SERVICES	\$5,983	\$78,000	\$10,727	13.8%
42200	FIRE PROTECTION	\$75,564	\$1,017,454	\$111,189	10.9%
42400	BUILDING & CODES	\$1,188			
44143	ANIMAL CONTROL	\$1,577	\$26,722	\$3,071	11.5%
43100	PUBLIC WORKS	\$52,999	\$872,363	\$83,239	9.5%
43190	STATE STREET AID	\$13,184	\$161,000	\$13,127	8.2%
43240	WASTEMANAGEMENT	\$24,225	\$297,856	\$23,953	8.0%
43750	CAPITAL IMPROVEMENTS	\$123,020	\$725,000	\$2,827	0.4%
44400	RECREATION	\$43,995	\$611,339	\$70,113	11.5%
44440	SWIMMING POOLS	\$10,285	\$36,365	\$11,900	31.0%
44800	LIBRARIES	\$27,794	\$208,294	\$22,108	10.6%
49000	DEBT SERVICE	\$3,974	\$348,025	\$34,352	9.9%
TOTAL EXPENDITURES		\$522,495	\$6,375,063	\$619,277	9.7%

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WATER DEPT REVENUES

Jul-16

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY 2015	BUDGETED 2016-2017	ACTUAL JULY 2016	PERCENT OF BUDGET 8%
33490	TEMA GRANT				
36100	INTEREST EARNINGS	\$145	\$2,300	\$686	30%
37110	METERED WATER SALES	\$99,466	\$1,113,000	\$121,076	11%
37117	OUTSIDE WATER SALES	\$65,996	\$780,000	\$85,617	11%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$3,825	\$55,000	\$3,517	6%
37194	SALES OF MATERIALS	\$782	\$12,000	\$1,130	9%
37195	INSTALLATION CHARGES	\$9,030	\$67,500	\$4,440	7%
37196	WATER USER FEES	\$2,940	\$20,000	\$0	0%
37199	MISCELLANEOUS	\$4,300	\$7,000	\$2,484	35%
37210	SEWER SERVICE CHARGES	\$103,915	\$1,200,000	\$128,510	11%
37296	SEWER USER FEES		\$15,000	\$2,100	14%
37299	MISCELLANEOUS	\$509	\$2,500	\$615	25%
34800	CAPITAL REIMBURSEMENT		\$337,792		
TOTAL ESTIMATED REVENUES		\$290,908	\$3,612,892	\$350,175	10%

WATER/SEWER EXPENDITURES JULY 2016

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY 2015	BUDGET 2016/2017	ACTUAL JULY 2016	PERCENT OF BUDGET 8%
41500	FINANCIAL ADMINISTRATION	\$439,818	\$439,818	\$0	0%
41990	OTHER GEN. GOVMT EXP	\$8,320	\$291,211	\$19,452	7%
43750	CAPITAL IMPROVEMENTS	\$32,878	\$330,000	\$0	0%
49000	DEBT SERVICES	\$11,061	\$667,412	\$15,651	2%
52113	PURIFICATION	\$79,170	\$605,628	\$77,608	13%
52114	TRANSMISSION AND DIST	\$54,244	\$661,345	\$80,304	12%
52213	SEWER TREATMENT AND COLLEC	\$64,045	\$549,128	\$46,051	8%
52117	UTILITY DIRECTOR	\$4,188	\$68,350	\$7,369	11%
TOTAL		\$693,724	\$3,612,892	\$246,435	7%

CITY OF KINGSTON COMBINED

FINANCIAL SUMMARY FY JULY 2015 2016

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,397,732											
TVA ENHANCE FNDOS	\$171,704											
2008 Bond	\$232,245											
Water/Sewer	\$1,448,269											
1999 Bond	\$127,855											
2004 Bond	\$361,638											
RDA Reserve Fund	\$246,979											
Rockwood Interconnect	\$870,860											
Gallagher Rd Constict	\$417,684											
Drug Fund	\$17,040											
Ladd Landing Const.	\$40,148											
FIRE DEPT	\$67,299											
3 RIVERS AMPHITHEATE	\$11,468											
Total BALANCES	\$5,411,011	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

56

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF JULY 2016

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 63; TOTAL PART-TIME EMPLOYEES 43
- ADDED 2016-17 BUDGET INTO COMPUTER SYSTEM
- COMPLETED 2015-16 FISCAL YEAR END CLOSING
- COMPLETED AFFORDABLE CARE ACT REPORTING FOR ALL EMPLOYEES
- COMPLETED USDOL-LABOR MONTHLY REPORT
- COMPLETED TML RISK MANAGEMENT POOL INSURANCE APPLICATIONS AND QUESTIONNAIRES FOR THE FISCAL YEAR 2016-2017
- COMPLETED US CENSUS SURVEY REPORTS
- COMPLETED ALL QUARTERLY REPORTS 941, DOL, ETC.
- HAD 2 EMPLOYEES RESIGN
- 2 EMPLOYEES HAD BABIES AND ADDED TO FAMILY COVERAGE INSURANCE

KINGSTON POLICE DEPARTMENT -July 2016

Crimes Against Persons

Aggravated Assault	4
Simple Assault	
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

4

Crimes Against Property

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

Subtotal

9

Crimes Against Society

Drug/Narcotics Violations	3
Drug Equipment Violations	2
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	

Total

5

Bad Checks

Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	
Drunkenness	7
Family Offenses, Non-Violent	1
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	4
All Other Offenses	

Total

12

Central Dispatch	
Crash Reports	15
Traffic Stops	76
Investigator Needed on Scene	22
Domestic Complaints	15
Escorts Funeral/Other	10
Animal Calls	5
Vandalism	3
Fights	2
Burglar Alarms/Fire Alarms	32
Child Sexual Assaults	
Forgery	
Theft	5
Vehicle Theft	
Public/Motorist Assist	2
Arson/Explosive Devices	
Other Calls	198
Subtotal	385
Total Calls	398
Municipal Codes	
Animal Control Calls to Office	5
Animal Control Violations	1
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	1
Codes Concerns	12
Codes Violations	0
Codes Letters Sent	3
Property Maintenance Leins	0
Temporary Signs Removed	28

Patrol Mileage	15,338
Hours Worked	2,514
Reserve Hours Worked	234
Total Overtime Hours	114
Total Amount of Overtime Wages	\$3,514.00
City Court Citations	29
General Sessions Citations	3
Arrest	28
Juvenile Arrest	1
Incident Reports	51

JULY 2016 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
7/11/2016	100 Paint Rock Ferry Rd	weeds	letter send	Construction on blg. Starting soon
7/15/2016	305 Kingwood	weeds	call Five Brothers	LM...have not received call back
	112 Hillcrest	weeds	having Tim's crew to mow	Tim will mow
	308 Kingwood	weeds	call Safeguard	on list to mow
				owner called has been on vacation. On way home wife got sick had to have surgery. Will mow ASAP
7/20/2016	108 Meadowville	weeds	left notice	
	128 King St.	weeds	left notice	Tim will mow
				Mr. Caldwell called office. Checking with someone on the cost of having the blg. torn down
7/25/2016	145 Court St.	Dangerous blg.	letter send to Mr. Caldwell	
	101 Woodlawn Dr	weeds	left notice	mowed
	213 Woodlawn	weeds	left notice	mowed
7/26/2016	525 Kingwood	Dangerous blg.	send follow up letter to owner	

[illegible][illegible]

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

Monies outstanding from August 7, 2007 – July 31, 2016	\$ 55,681.25
Monies collected from August 7, 2007 – July 31, 2016	\$ 396,242.25

**No Court in July because of the 4TH

JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ -0-	
Collected in court on fines and costs		\$ -0-
Amount collected after July 2016 Court		\$ -0-
Total collected for citations on July 2016		\$ -0-
Amount outstanding for July 2016	\$ -0-	
<u>5</u> Cash bond forfeitures		\$ 568.75
Total amount collected for July 2016 Citations		\$ 568.75
Amount collected from previous months/FTA etc.		\$ 906.25
Total collected in July 2016		\$ 1,475.00

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 31st of July 2016


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

Kingston Fire Department July 2016

Summary of Month's Activities

Fire Operations

The Department responded to 59 calls for service during the month of July.

Fire Administration

- Attended Dept. Head meeting
- Award notification for 2015 AFG Grant
- Received Grant Award package and began the paperwork process.
- Planning for SCBA Replacement
- July 4th Festivities
- Ordered SCBA Fill Station. Scheduled to be delivered early August.

June Overtime

OT Hours: 167

Cost: \$4138.35

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

- Shift Training
- Kingston Fire In-Service
- Caldwell Banker Training

	This Month	YTD
Fire Inspections	3	103

Public Fire Education

	This Month	YTD
Participants	2	2
Education Hours	1	3
Number of Occurrences	1	2

Firefighter Training

KFD is continuing on shift training

State Testing

Implemented Performance Standards Plan

- Continuing education for all KFD personnel

**Kingston Fire Department
Incident Report
Incident Totals**

Kingston City

Jul-16

TOTAL CALLS

59

Category	Total		Total
Structure Fires	0	Hazardous Calls	0
Vehicle Fires	1	Service Calls	4
Brush/Grass Fires	0	Good Intent Calls	1
Refuse/rubbish Fires	1	Unintentional False	6
Other Fires	1	Other False	0
Total Fires	3	Total False:	Total 11
Rescue and EMS	40	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Kingston Fire Department

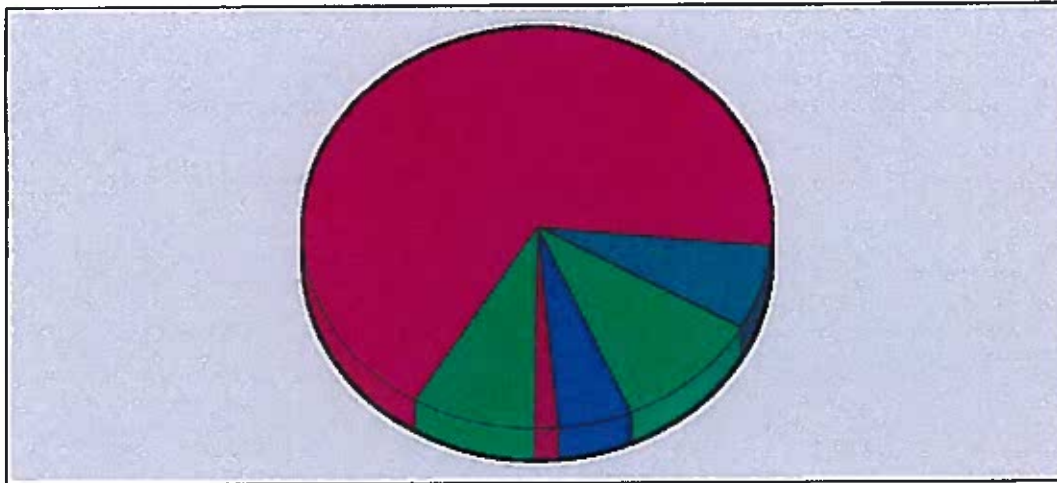
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 07/01/2016 | End Date: 07/31/2016



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

INCIDENT TYPE	JUL	TOTAL
False Alarm & False Call	6	6
Fire	3	3
Good Intent Call	1	1
Hazardous Condition (No Fire)	5	5
Rescue & Emergency Medical Service Incident	40	40
Service Call	4	4
Total	59	59

Only REVIEWED incidents included

Kingston Fire Department

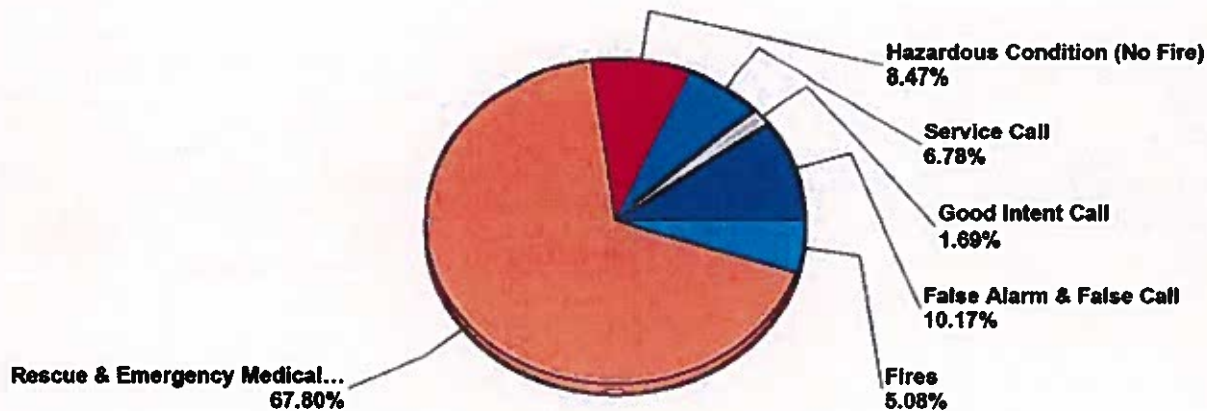
Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2016 | End Date: 07/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	5.08%
Rescue & Emergency Medical Service	40	67.80%
Hazardous Condition (No Fire)	5	8.47%
Service Call	4	6.78%
Good Intent Call	1	1.69%
False Alarm & False Call	6	10.17%
TOTAL	59	100.00%

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

Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2016

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	SUM
Accident, potential accident		1	1		2		1	5
Attempted burning, illegal action							1	1
Combustible/flammable spills & leaks			2		2		1	5
Controlled burning				1		1		2
Dispatched and canceled en route	7	3	6	13	3	4	1	37
Electrical wiring/equipment problem	1						2	3
Emergency medical service (EMS) Incident	33	28	43	26	34	49	33	246
False alarm and false call, other	1	1		7	4	3	5	21
Fire, other					1			1
Good intent call, other						2		2
Malicious, mischievous false alarm	1	1		1	1			4
Medical assist	5	6	8	11	13	6	6	55
Mobile property (vehicle) fire		2	1		1		1	5
Natural vegetation fire		1	1			2		4
Outside rubbish fire					1			1
Person in distress			1			2		3
Public service assistance	3	6	5	2	9	8	4	37
Search for lost person							1	1
Steam, other gas mistaken for smoke						1		1
Structure Fire	1		3	2	1		2	9
System or detector malfunction	1	1			1		1	4
Unintentional system/detector operation (no fire)	1	1		1	2	2		7
Water problem			1					1
Wrong location, no emergency found		2	2	2		2		8
Total	54	53	74	66	75	82	59	463

Only REVIEWED incidents included



PARKS AND RECREATION

These are unapproved
minutes until the Sept.
Board meeting

**PARKS AND RECREATION MEETING
MINUTES
AUGUST 1, 2016**

PRESENT: Ruth Lentz, Sue Collins, Paul Rogers, Josh Igou, Keenon Hethcoat,
Ruth Thompson, Tony Brown, Rick Ross, Jo Ann Knies

ABSENT: Karen High, Eric Clark

Called to order by Chairman Sue Collins. She welcomed members. An invocation was given by Keenon.

Ruth L. made a motion to accept the June minutes (there was no meeting in July). Keenon seconded. Motion carried.

UNFINISHED BUSINESS:

- New Pavilion at Hwy 58 – It was completed on July 1st. The cameras should be finished by tomorrow. It will be an asset to have them by the triathlon on August 20th. Rick has received many positive reviews.
- Ladd Greenway – It is 99.9% completed according to Rick. There was some discrepancy on the directional signage and thus a delay. The bathrooms are open but inspectors found some issues that need to be addressed. Sue asked if bathrooms would be open year around.
- Disc Golf – The baskets have been ordered. Rick expects them in three weeks.
- Art Camp – The second summer camp with Bryan Wilkerson from Roane State was a success. Both of his summer art camps were full.
- Porter Park – The bid has been tentatively awarded but Tony said the State was probably not going to approve and that most likely it would be put back out to bid.

NEW BUSINESS:

- Pool – Rick said it has mostly been a good summer. Attendance has been good, especially with First Baptist Church summer program kids coming. There have only been a few issues with the staff and scheduling. The Swim Team had some issues that will be addressed below.

- Anti-Bullying Policy – Rick discussed some of these issues, but mainly this season's Kingston Swim Team. Keenon said the coach should diffuse the situation when possible. Ruth T. said documentation is important. Tony said for Rick to meet with the City Attorney before something definite is put into effect. Tony also said that Dixie Youth now leans toward penalizing a group and/or team as a whole rather than an individual in such instances.
- The board voted to have the September meeting on September 12th due to the Labor Day Holiday. Keenon made a motion and Paul seconded. Motion carried.
- Rick discussed exploring different options and maybe going with the Mod Nationals next year for the races on July 4th. Some discussion was held on the pros and cons. Paul said it seems to be more advantageous to have some racing on the holiday itself, but that they were confusing this year because of the disorganization during some of the races. Rick will meet with the City Manager soon to discuss and make decisions regarding boat racing for next year.
- Paul made a motion to adjourn and Ruth L. seconded. Meeting adjourned at 6:45 p.m.

Dates to remember:

City Council August 9th 6 p.m.
 Park Board September 12th 6 p.m.

Submitted by Jo Ann Knies

**July 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 July, 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 July, 2016:

Self Defense Class	Republican Party
Home Ownership Presentation	Boating Safety
Early Voting	Snow Family Party
Art Class - Bryan Wilkerson	

At City Park Pavilion - July 4th Festival, David Morgan candidate, City Employee Family Luncheon, Brian Mullins candidate, Impact Church, Tim Clark candidate

Southwest Point - LaCrosse Camp for junior high school, Tall Cedars for Muscular Dystrophy

Com.Center Rent: \$420.00
Park Rentals: \$230.00

Submitted by Jo Ann Knies



Roane County
ROANE COUNTY CODES ENFORCEMENT

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

codesenforcement@roanegov.org

BP2016-375

BP

PROJECT NAME: K.C. Carport
SITE ADDRESS: 100 Virginia Street Kingston

ISSUED: 07/07/2016

EXPIRES: 01/03/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 00500/A/058L

ZONING:

APPLICANT: Dennis Long
100 Virginia Street
KINGSTON, TN 37763

OWNER: Dennis Long
100 Virginia Street
KINGSTON, TN 37763

VALUATIONS:

Good quality construction,
steel framed, and good
metal roof

620.00

\$3,000.80

FEES:

building permit fees

Paid

\$28.00

Due

\$0.00

Total:

\$3,000.80

Receipt Number :

BU6-00560

Totals :

\$28.00

\$0.00

REQUIRED INSPECTIONS

Framing Inspection

Final Inspection

CONDITIONS

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

Issued By:

Contractor or Authorized Agent:

Date:

7-7-16



Roane County
ROANE COUNTY CODES ENFORCEMENT

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

codesenforcement@roanegov.org

BP2016-375

BP

PROJECT NAME: K.C. Carport
SITE ADDRESS: 100 Virginia Street Kingston

ISSUED: 07/07/2016

EXPIRES: 01/03/2017

Notes:

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

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



Roane County
ROANE COUNTY CODES ENFORCEMENT

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

codesenforcement@roanegov.org

BP2016-393

BP

PROJECT NAME: K. C. Commercial Remodel
SITE ADDRESS: 1204 N. Kentucky Street Kingston

ISSUED: 08/01/2016

EXPIRES: 01/28/2017

MAP:

GROUP:

FLOOD PLAIN:

Ctrl MAP:

PARCEL: 00600/E/047N

ZONING:

APPLICANT: Jenkins & Stiles
10617 Deerbrook Drive
KINGSTON, TN 37763
865-671-0130

OWNER: ORNL
P.O. Box 365
OAK RIDGE, TN 37830

VALUATIONS:

Remodel Commercial	3600.00	\$353,016.00
Total:		\$353,016.00

FEES:

	<u>Paid</u>	<u>Due</u>
Plans Review Fee	\$818.00	\$0.00
building permit fees	\$1,636.00	\$0.00

Receipt Number : Totals : **\$2,454.00** **\$0.00**

BU6-00588

BU6-00639

REQUIRED INSPECTIONS

Footings

Foundation

Slab Inspection

Rough Plumbing

Framing Inspection

Rough Mechanical

Energy Code

Final Inspection

CONDITIONS



Roane County
ROANE COUNTY CODES ENFORCEMENT

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

codesenforcement@roanegov.org

BP2016-393

BP

PROJECT NAME: K. C. Commercial Remodel
SITE ADDRESS: 1204 N. Kentucky Street Kingston

ISSUED: 08/01/2016

EXPIRES: 01/28/2017

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

Issued By: Mescal Nealy

Contractor or Authorized Agent: Orlando R. Ruiz

Date: 8-1-16

Notes:

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

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

KINGSTON WATER TREATMENT PLANT



JULY OPERATIONS REPORT

2016

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	18,526,000	17,832,000	3.75%	618,000	891,000	372,000
	Effluent (Finish)	17,737,000	17,052,000	3.86%	591,000	817,000	368,000
	Spring Supply	13,328,000	13,739,000	-3.08%	444,000	485,000	389,000
	Total Finish Prod.	31,065,000	30,791,000	0.88%	Distribution & WTP Report: 995,000		
Plant Efficiency		99.78%	99.51%	0.27%	gals. usage flushing and Tank Refilling.		
Distribution					Public Works: No Report		
GALLONS	Consumption	27,727,800	22,464,100	18.98%	Fire Dept:	No Report	
	Reported Usage	995,000	3,352,000	-236.88%	Park & Rec:	No Report	
	Water Loss	2,342,200	4,974,900	-112.40%	WWTP:	No Report	
	%	7.54%	16.16%	-8.62%	OT Hrs:		

Note: The Water Production, Consumption and Loss data is for the June 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.
- * Mowed and trimmed Water Treatment Plant grounds 4 times
- * Mowed and trimmed Spring Pump House, across gravity line and Spring Site 2 times.
- * Replaced both Flocculator drive motor fans.
- * Completed and Submitted the 2016 AWWA Water Audit for Auditors, etc.
- * Had to replace a transducer and lightning arrestor at Bonneyview Tank due to one of the storms.
- * Jimmy Tipton attended a TAUD Fundamentals of Water Treatment Class in preparation for Fall Exam to attain his Grade 3 Water Treatment License.
- * Kevin Hamilton, David Loy and Daniel Bredwell attended TAUD Fundamentals of Distribution class at Murfreesboro in preparation for the Fall exam to attain their Grade 1 Distribution Certifications

Kingston Water Department
Schedule of Unaccounted For Water
July

(All amounts in gallons)

A Water Treated and Purchased		
B Water Pumped (potable)	31,065,000	
C Water Purchased	0	
D Total Water Treated and Purchased		31,065,000
(Sum Lines B and C)		
E Accounted for Water:		
F Water Sold	27,727,800	
G Metered for Consumption (in house usage)	995,000	
H Fire Department(s) Usage	0	
I Flushing	0	
J Tank Cleaning/Filling	0	
K Street Cleaning	0	
L Bulk Sales	0	
M Water Bill Adjustments (+/-)	0	
N Total Accounted for Water		28,722,800
(Sum Lines F thru M)		
O Unaccounted for Water		2,342,200
(Line D minus Line N)		
P Percent Unaccounted for Water		7.540%
(Line O divided by Line D times 100)		

Q Other (explain)

See Below

Explain Other:

Consumption was for 35 days June 6th thru July 11th, Production was 30 Days(month of June).

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.



8/1/2016

Kingston Wastewater Treatment Plant

TO: David Bolling, Kingston City Manager
Mike Jolly, Kingston Water Superintendent
FROM: Tony Workman, WWTP Manager
DATE: July 29, 2016
RE: July Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.4157	.7940	.3210	11,639,000
Effluent	.3560	.4720	.2710	9,969,000

(Totals are as of July 29th.)

Total gallons of chlorine used was 166.05 @ \$2.09 gallon= \$275.04.

There was 5.91 inches of rain this month. No sewer overflows occurred this month.

No sludge was hauled to the landfill this month due to problems with the centrifuge. The hope is to be able to make it until the new press is installed. Once a better time frame is established, I will know which way to proceed.

DMRQA 36 results were completed and official results will be returned in July or August.

John West from TDEC came and inspected the plant. Any areas of concern, will be corrected. Based on the meeting with him, one of the recommendations would for us to attend lab workshops offered by Fleming Training Center. There are some slight differences in the testing procedures and this would serve as a refresher.

I will be out of town the first week of August.

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: JULY 2016

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	1	
Read-out	50	
RE- READS	1	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION	1	
READ INS	52	
CHECK FOR HUNG METER	4	
CHANGE OUT HUNG / BROKEN METER	3	
CHECK FOR LEAK AT METER		
METER LEAKS		
AFTER HOURS - WATER		
SERVICE LINE LEAK	1	5
LINE LOCATES	81	
TURN OFF FOR NON PAYMENT	4	
TURN WATER BACK ON	3	
YARD WORK	10	2
DOOR HANGERS	12	
MANUAL READ	1	
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT		
SEWER MISC		
SEWER BACK UP	4	
CHECK TO SEE IF STILL OFF		
TAP ESTIMATES	3	
PROFILE REQUESTED	3	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	3	

WATER DEPARTMENT MONTHLY REPORT

Month of: JULY 2016

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RAISE METER	1	
RE-LOCATE WATER METER		
ACCURACY TEST		
WATER TO BE TESTED	1	
WATER TASTE BAD		
CHECK WATER PRESSURE	1	
BAD SEWER SMELL		
IRRIGATION METER		
REPLACE MAN HOLE COVER		
LOCATE SEWER LINES	1	
REPLACE METER /METER BOX/LID	3	
RESET TRANSPONDER		
BAD SEWER SMELL		
FLUSH LINES	1	
RUN 10 GAL WATER THRU		
METER BUSTED		
RAISE MANHOLE	1	
TURN OFF DUE TO LEAK	2	
REPLACE CUT-OFF VALVE	6	
CHECK FOR LEAK	16	
BLOW-OFF REPLACE	1	
Total		9
OVER-TIMES HOURS	90	
FIRE HYDRANTS	1	
ROAD PATCHES	1	2
PULLED METERS	1	


 Jim Agee, Forman

Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905

1 August 2016

TO: The Honorable Tim Neal, Mayor, City of Kingston
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 July, 2016:

Children's Programming

We had four programs with 75 participants. All children who checked out books during the month of July were eligible to win an Atlanta Braves backpack, and we had many participants in that.

Staff

Longtime staffer Micheala Langley is leaving us this month to go to college. She will be greatly missed. Her replacement is already on staff and trained.

We have had several volunteers through TnAchieves this summer. They have impressed us with their work ethic, and they helped us with many different tasks.

Programs

On July 7th, the Dept. of Labor and Workforce Development's Career Coach was at the library all afternoon. We also had a local young adult author, Brooks Benjamin (*My Seventh-grade Life in Tights*), in for a talk about publishing.

For August, we will have a class on knitting and crocheting, and an author visit from Eva M. Wike.

Technology classes

In July, we offered classes on using the career resources in Tennessee Electronic Library, social network Tumblr, and Windows 10.

Summary

Patron count for the month totaled 1601. There were 3,284 checkouts. The READS circulation for ebooks totaled 1745.

We just completed the 15-16 fiscal year summary for Ocoee River Regional Library. We had 8,803 total borrowers, 18,518 visits for the year, and 34,660 checkouts.

Respectfully submitted,
ERS



City of Kingston
Project Status Update
July 2016

GREENWAY

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	99%	
Estimated Completion Date	September 1, 2016	
Notable outstanding issues:		

Notes:

1. Final inspection scheduled for August 6th.

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 2017	
Notable outstanding issues:	Home Inspections	

Notes:

1. Home Inspections began in early July.

LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	10%	
Estimated Completion Date	Late Fall 2016	
Notable outstanding issues:	Pre-Construction	

Notes:

1. State approval of Southeast Contractors has been received.
2. Pre-Construction meeting is being scheduled.

CDBG SEWER PLANT IMPROVEMENTS

		Date Completed/Closed Out
Project Cost:	\$630,000	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	5%	
Estimated Completion Date	Winter 2017	
Notable outstanding issues:	Awaiting state approval.	

Notes:

1. Bid awarded to J.S. Haren, awaiting state approval to proceed.