



# City Manager Report

JULY 2017



## **Contents:**

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

## **Reporting Schedule:**

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

## **Featured Picture:**

Aerial view of South West Point

**Distributed:** August 8, 2017

# 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
- ☐ Building Permits

## Water Department

- ☐ Kingston Water Plant
- ☐ Kingston Wastewater Treatment Plant
- ☐ Kingston Water Distribution/Collection

## Library

- ☐ Director's Report

## Planning Commission

- ☐ Minutes

## REU – Electric Power Board Meeting

- ☐ Agenda and Minutes
- ☐ Report to TVA

## E-911 Quarterly Report

- ☐ Director's Report  
Third Quarter Report due October 2017
- ☐ 2017 Annual Report to be Issued  
March 2018

## Project Status Updates

- ☐ Greenway
- ☐ HOME Grant
- ☐ LPRF Gertrude Porter Park



August 8, 2017

To: Kingston City Council  
City Staff  
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website ([www.mykingstontn.com](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: JULY 2017**

### **Legislative Accomplishments**

- A. Adopted a Resolution Adopting the Office of Open Records Counsel Model Public Records Policy
- B. Adopted a Resolution Authorizing the Execution, Terms, Issuance, Sale and Payment of General Obligation Refunding Bonds, Series 2017, of the City of Kingston, Tennessee, Not to Exceed \$1,754,440 for the Purpose of Re-Assigning the Loan for City Hall

### **Legislative Matters Forthcoming**

### **Other Items Considered by the Council**

- 1. Adoption of a Resolution Authorizing the City of Kingston to Participate in the TML Pool's 2017 Safety Partners and Driver Safety Matching Grant Programs
- 2. Approved the Appointment of Sammy Frogg to the Parks and Recreation Commission (4-Year Term Beginning July 1, 2017, and Ending June 30, 2021)

- **External Meetings**

- Evan Sanders (Grant possibilities)
- Robert Campbell and Assoc. (Porter Park)
- Retail Strategies Conference Call
- John Muir Festival Committee
- TML Annual Conference
- Discussions with TDOT, Senator Yager and Jim Henry
- Conference call with 245Tech reps regarding new website progress
- Other Misc. Meetings

- **Internal Meetings**

- Individual and Joint meetings with Department Heads
- Individual meetings with Dept. contacts and 2:45Tech members
- Finalized the Personnel Policy with the Committee and John Grubbs, MTAS Representative
- Individual Meetings with members of Council
- Meeting Regarding July 4th Activities and Proposed a Plan of Action for 2018

### **Ongoing Work**

- Greenway Project Extension: **Close-out in progress**
- TVA Funding: **Website development in progress, finalizing content**
- LPRF (Gertrude Porter Park): **60-Day extension expired, awaiting inspection**
- HOME Grant: **Two houses complete. Held bid opening on three other homes on June 26th. Estimated completion September 2017**

## CITY OF KINGSTON

## REVENUES JULY 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY 2016	BUDGETED REVENUES 2016- 2017	ACTUAL JULY 2017	PERCENT OF BUDGET 8%
31110	CURRENT PROPERTY TAX		\$1,955,000		
31120	PUBLIC UTILITIES PROPERTY TAX		\$33,878	\$158	0.5%
31211	PROPERTY TAX DELINQUENT - 1ST	\$6,797	\$70,000	\$5,907	8.4%
31212	PROPERTY TAX DELINQUENT - 2ND	\$435	\$20,000	\$180	0.9%
31219	PROPERTY TAX DELINQUENT - 0TH	\$482	\$20,000	\$1,198	6.0%
31300	INT, PENALTY, AND COURT COST	\$523	\$22,000	\$1,140	5.2%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$38,134	\$79,495	\$41,343	52.0%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$90,084	\$1,050,000	\$85,759	8.2%
31710	WHOLESALE BEER TAX	\$18,349	\$191,000	\$18,428	9.6%
31720	WHOLESALE LIQUOR TAX	\$8,286	\$68,000	\$4,410	6.7%
31800	BUSINESS TAXES	\$2,486	\$70,000	\$2,719	3.9%
31912	CABLE TV FRANCHISE TAX		\$73,500	\$19,181	26.1%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$3,918	\$17,000	\$3,111	18.3%
31920	HOTEL/MOTEL TAX	\$4,341	\$49,000	\$4,136	8.4%
32210	BEER LICENSES		\$1,750		
32220	LIQUOR PERMITS		\$300		
33490	TEMA ASSISTANCE TORNADO				
33510	STATE SALES TAX	\$39,996	\$578,000	\$42,580	7.4%
33520	STATE INCOME TAX	\$126,023	\$126,000	\$87,612	69.5%

33530	STATE BEER TAX			\$3,000		
33540	STATE LIQUOR TAX		\$657	\$6,000	\$440	7.3%
33551	STATE GASOLINE TAXES		\$14,377	\$201,500	\$13,770	6.8%
33552	STATE-CITY STREETS		\$1,005	\$12,500	\$959	8.0%
33555	STATE STREET CONTRACT MAINT		\$13,144	\$48,000		
33590	TVA REVENUE SOLAR JAMES FRY			\$3,100	\$2,873	92.7%
33591	GROSS RECEIPTS - TVA			\$89,772		
33592	TVA IMPACT FUNDS			\$27,800		
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS			\$4,000		
34100	GENERAL GOVERNMENT - CHARGES	\$28		\$600	\$96	16.0%
34310	HIGHWAYS AND STREETS CHARGES			\$7,500		
34420	GARBAGE TIP FEES	\$27,234		\$325,500	\$27,596	8.5%
34720	SWIMMING POOL CHARGES	\$3,746		\$23,500	\$3,049	13.0%
34740	PARK AND RECREATION CHARGES	\$287		\$6,300	\$240	3.8%
34741	BOAT SLIP RENTAL			\$32,400	\$2,250	6.9%
34742	FIREWORKS DONATIONS			\$40,000	\$10,017	25.0%
34743	PARK & REC AUCTION SALES			\$9,088	\$9,088	100.0%
34744	P&R DONATIONS, PAVILLION, WALK			\$1,015		
34746	FIRE DEPT DONATIONS			\$49,000		
35100	AUCTION SALES POLICE DEPT			\$2,000		
35110	CITY COURT FINES AND COST	\$2,658		\$50,000	\$2,891	5.8%
35140	DRUG FINES			\$2,500		
35150	TRAFFIC SCHOOL CHARGES			\$5,000	\$352	7.0%
36000	FUND BALANCE			\$88,525		
36100	INTEREST EARNINGS	\$455		\$4,000	\$351	8.8%
36430	PAVILION RENTAL	\$200		\$4,000		
36900	TMBF LOAN FIRE TRUCK			\$486,000		

36910	GRANT PROCEEDS PORTER PARK					
36967	CONTRACT NATURAL GAS	\$1,792	\$21,500	\$1,792		8.3%
36971	CONTRACT WATER BILLING		\$462,065			
TOTAL ESTIMATED REVENUES		\$405,438	\$6,429,388	\$393,666		6.1%

**CITY OF KINGSTON  
EXPENDITURES JULY 2017**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY 2016	2017-2018 BUDGET	ACTUAL JULY 2017	8% BUDGET
41100	LEGISLATIVE	\$9,032	\$71,988	\$9,656	13.4%
41210	CITY COURT	\$5,966	\$26,675	\$4,347	16.3%
41320	CITY MANAGER	\$13,046	\$122,510	\$8,911	7.3%
41500	FINANCIAL ADMINISTRATION	\$68,181	\$484,000	\$59,296	12.3%
41700	PLANNING AND ZONING	\$5,067	\$10,275	\$949	9.2%
41810	CITY HALL BUILDINGS	\$5,345	\$127,729	\$9,632	7.5%
41990	OTHER GEN. GOVMT EXP	\$7,209	\$253,565	\$6,496	2.6%
42100	POLICE	\$114,818	\$959,630	\$86,132	9.0%
42152	AUTOMOTIVE SERVICES	\$1,352	\$83,500	\$220	0.3%
42200	FIRE PROTECTION	\$107,639	\$1,005,455	\$77,084	7.7%
43100	PUBLIC WORKS	\$73,894	\$943,211	\$57,958	6.1%
43190	STATE STREET AID	\$13,127	\$161,500	\$24,612	15.2%
43240	WASTEMANAGEMENT	\$23,963	\$297,856	\$24,007	8.1%
43750	CAPITAL IMPROVEMENTS	\$2,000	\$522,088	\$4,711	0.9%
44143	ANIMAL CONTROL	\$2,971	\$27,490	\$2,155	7.8%
44400	RECREATION	\$62,820	\$711,925	\$62,916	8.8%
44440	SWIMMING POOLS	\$11,600	\$36,365	\$7,465	19.5%
44800	LIBRARIES	\$19,848	\$206,294	\$18,913	9.1%
49000	DEBT SERVICE	\$34,352	\$373,432	\$32,769	8.8%
<b>TOTAL EXPENDITURES</b>		<b>\$582,240</b>	<b>\$6,429,388</b>	<b>\$498,227</b>	<b>7.7%</b>

# WATER DEPT REVENUES

Jul-17

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY 2016	BUDGETED 2017-2018	ACTUAL JULY 2017	PERCENT OF BUDGET 8%
36100	INTEREST EARNINGS	\$685	\$5,000	\$804	16%
37110	METERED WATER SALES	\$121,076	\$1,168,600	\$96,095	8%
37114	SERVELINE LEAK PROTECTION				
37117	OUTSIDE WATER SALES	\$85,617	\$819,000	\$67,619	8%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$3,517	\$52,000	\$2,530	5%
37194	SALES OF MATERIALS	\$1,130	\$10,000		
37195	INSTALLATION CHARGES	\$4,440	\$65,000	\$4,900	8%
37196	WATER USER FEES		\$20,000		
37199	MISCELLANEOUS	\$2,484	\$3,000	\$5,400	180%
37210	SEWER SERVICE CHARGES	\$128,510	\$1,260,000	\$105,815	8%
37296	SEWER USER FEES	\$2,100	\$8,000		
37299	MISCELLANEOUS	\$725	\$3,500	\$175	5%
34800	CAPITAL REIMBURSMENT CDBG GRANT		\$1,644,998	\$64,589.00	4%
TOTAL ESTIMATED REVENUES		\$350,284	\$5,059,898	\$347,927	7%

## WATER/SEWER EXPENDITURES JULY 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL JULY 2016	BUDGET 2017/2018	ACTUAL JULY 2017	PERCENT OF BUDGET 8%
41500	FINANCIAL ADMINISTRATION		\$462,065		
41990	OTHER GEN. GOVMT EXP	\$19,452	\$315,534	\$18,409	6%
43750	CAPITAL IMPROVEMENTS		\$430,000	\$512	0%
49000	DEBT SERVICES	\$15,651	\$1,942,103	\$17,493	1%
52113	PURIFICATION	\$39,022	\$605,628	\$35,422	6%
52114	TRANSMISSION AND DIST	\$59,657	\$661,345	\$44,721	7%
52213	SEWER TREATMENT AND COLLEC	\$28,500	\$549,128	\$39,038	7%
52117	UTILITY DIRECTOR	\$7,369	\$68,350	\$4,689	7%
TOTAL		\$169,651	\$5,034,153	\$160,284	3%

**FINANCIAL SUMMARY JULY 2017**[illegible]

## FINANCE AND ADMINISTRATION REPORT JULY 2017

- \* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL
- \* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 723 -DONATIONS TOTAL \$13,171.80 DISBURSED -348.80 YTD
- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JULY 3773 FOR A TOTAL AMOUNT OF \$337,458.06
- \* NEW WATER SERVICE APPLICATIONS FOR JULY TOTALED 47
- \* 43 CUSTOMERS FINALED OUT SERVICE
- \* 103 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 658
- \* TOTAL E-BILL ACCOUNTS - 223
- \* WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2108
- \* WATER LOSS PROTECTION 1163
- \* WATER LINE PROTECTION 87
- \* SEWER LINE PROTECTION 10
- \* TRASH COLLECTIONS FOR JULY 2428
- \* BEGAN PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 526

### NEW BUSINESS LICENSES ISSUED IN JULY 2017

- 1 REDZONE PERFORMANCE #1138  
1112 ROANE STATE HWY HARRIAMN, TN 37748
- 2 HILL & MEHR HEATING AND COOLING INC  
367 MARKET ST, KAYSVILLE, UTAH 84037

## **CITY OF KINGSTON**

### **HUMAN RESOURCES REPORT MONTH OF JULY 2017**

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 64 ; TOTAL PART-TIME EMPLOYEES 38
- CLOSED FY 2016/17 AND INPUT FY 2017/18 BUDGETS
- UPDATED ALL EMPLOYEES FOR AFFORDABLE CARE ACT REPORTING FOR 2017
- COMPLETED USDOL-LABOR MONTHLY REPORT
- HIRED 1 FULL-TIME EMPLOYEE IN POLICE DEPARTMENT, 3 PART-TIME EMPLOYEES IN PUBLIC WORKS
- HIRED 1 PART-TIME IN FIRE DEPARTMENT AND 3 PART-TIME IN POLICE DEPARTMENT
- MET WITH FEMA AND TEMA REPRESENTATIVES AND FILLED OUT NECESSARY PAPER WORK FOR
- THE DISASTER RELIEF FOR THE MAY 2017 STORM
- HAD FINAL MEETING WITH PERSONNEL COMMITTEE TO FINALIZE PROPOSED PERSONNEL POLICY
- TRANSFERRED 1 EMPLOYEE FROM WTP TO WWTP
- 
- 
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# KINGSTON POLICE DEPARTMENT -JULY 2017

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

## 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	
<b>Total</b>	<b>5</b>

## TIBRS Group B Offenses

Bad Checks	1
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	
Drunkenness	2
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	4
<b>Total</b>	<b>4</b>

<b>Central Dispatch</b>	<b>Subtotal</b>	<b>10</b>
Crash Reports		11
Traffic Stops		77
Investigator Needed on Scene		19
Domestic Complaints		10
Escorts Funeral/Other		9
Animal Calls		9
Vandalism		3
Fights		1
Burglar Alarms/Fire Alarms		29
Child Sexual Assaults		
Forgery		
Theft		8
Vehicle Theft		
Public/Motorist Assist		8
Arson/Explosive Devices		
Other Calls		189
<b>Subtotal</b>		<b>373</b>
<b>Total Calls</b>		<b>388</b>
<b>Municipal Codes</b>		
Animal Control Calls to Office		6
Animal Control Violations/Citations		13
Animal Control Letters Sent/notice given		
Animals Transported to Shelter		3
Codes Concerns		4
Codes Violations/Citations		6
Codes Letters Sent		2
Property Maintenance Leins		3
Temporary Signs Removed		20

Patrol Mileage	18,531
Hours Worked	2,715
Reserve Hours Worked	195
Total Overtime Hours	378
Total Amount of Overtime Wages	\$10,293.84
City Court Citations	19
General Sessions Citations	1
Arrest	23
Juvenile Arrest	0
Incident Reports	29

[illegible][illegible]



Report for the citations issued, the disposition date for which was on  
July 31, 2017

Monies outstanding from August 7, 2007 – July 31, 2017	\$ 60,061.73
Monies collected from August 7, 2007 – July 31, 2017	\$ 427,238.82

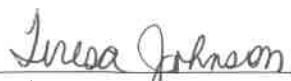
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,427.50	
Collected in court on fines and costs		\$ 250.00
Amount collected after July 2017 Court		\$ 225.00
Total collected for citations on July 2017		\$ 475.00
Amount outstanding for July 2017	\$ 952.50	
<u>6</u> Cash bond forfeitures		\$ 682.50
Total amount collected for July 2017 Citations		\$ 1,157.50
Amount collected from previous months/FTA etc.		\$ 1,304.42
Total collected in July 2017.		<b>\$ 2,461.92</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 July, 2017

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

## Kingston Fire Department July 2017

### Summary of Month's Activities

#### Fire Operations

The Department responded to 84 calls for service during the month of July.

#### Fire Administration

- Attended Dept. Head meeting
- Chief attended meeting with other city fire chiefs
- Continuing working on City website tasks
- SOG committee meeting to begin writing SOGs

#### July 17 Overtime

OT Hours:204

Cost: \$5029.19

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

- Shift Training
- Defenders Meeting
- SOG committee meetings
- State Testing

	This Month	YTD
Fire Inspections	0	151

#### Public Fire Education

	This Month	YTD
Participants	0	240
Education Hours	0	10
Number of Occurrences	0	4

### **Firefighter Training**

- KFD is continuing shift training
- Diver Training has begun for 2017

### **Implemented Performance Standards Plan**

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

### **Fleet Maintenance**

- AC units on L1, U3, and E1 recharged

### **Special Projects**

- “Fit for Duty” program on going with work outs posted each shift
- Personnel Policy Committee ongoing
- SOG Committee ongoing
- Begin planning for KFD’s 4th Haunted House Fund Raiser.
- 4<sup>th</sup> of July festivities completed without any major incidents

### **Outstanding Issues**

- Aging Fire Apparatus
- Aging turn out gear
- U6 aging and continues to need continuous repair. Unit 6 now displays over 180,000 miles.

### **Cost Savings**

- Safety meeting
- 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

Jul-17

**TOTAL CALLS**

**84**

Category	Total		Total
Structure Fires	1	Hazardous Calls	0
Vehicle Fires	1	Service Calls	5
Brush/Grass Fires	1	Good Intent Calls	11
Refuse/rubbish Fires	0	Unintentional False	5
Other Fires	0	Other False	0
<b>Total Fires</b>	<b>3</b>	<b>Total False: Total</b>	<b>21</b>
Rescue and EMS	60	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	0		
Automatic Aid Given	1		
Fire Service Injuries	0	<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

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## Minor Incident Types by Month for Year

Year: 2017

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	SUM
Accident, potential accident					2	1		3
Combustible/flammable spills & leaks	1	1	1					3
Controlled burning				1	1	1		3
Dispatched and canceled en route	4	5	2	3	4	3	7	28
Electrical wiring/equipment problem				1		1		2
Emergency medical service (EMS) Incident	50	32	39	46	42	38	48	295
Excessive heat, scorch burns with no ignition	2							2
False alarm and false call, other	6	1	4	4	3		2	20
Fire, other						1		1
Good intent call, other	1							1
Malicious, mischievous false alarm				2			1	3
Medical assist	12	9	8	11	13	14	9	76
Mobile property (vehicle) fire				2			1	3
Natural vegetation fire		4	1	1			1	7
Other incident type					2			2
Outside rubbish fire			1					1
Person in distress			5		1	4		10
Public service assistance	3	13	4	3	8	2	5	38
Rescue, emergency medical call (EMS), other						1		1
Search for lost person						1	2	3
Steam, other gas mistaken for smoke	1				3		2	6
Structure Fire	1	1	1		1	2	1	7
System or detector malfunction	1	1		2			1	5
Unauthorized burning				1				1
Unintentional system/detector operation (no fire)					4	2	1	7
Water or ice-related rescue							1	1
Wrong location, no emergency found		1				1	2	4
<b>Total</b>	<b>82</b>	<b>68</b>	<b>66</b>	<b>77</b>	<b>84</b>	<b>72</b>	<b>84</b>	<b>533</b>

Only REVIEWED incidents included

# Kingston Fire Department

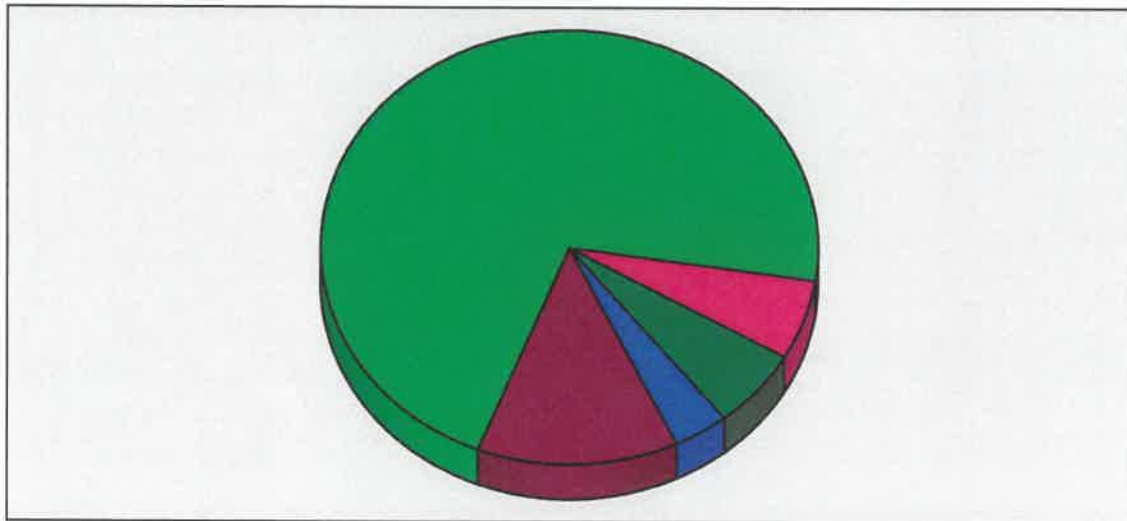
Kingston, TN

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## Major Incident Types by Month for Date Range

Start Date: 07/01/2017 | End Date: 07/31/2017



INCIDENT TYPE	JUL	TOTAL
False Alarm & False Call	5	5
Fire	3	3
Good Intent Call	11	11
Rescue & Emergency Medical Service Incident	60	60
Service Call	5	5
Total	84	84

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**  
emergencyreporting.com  
Doc Id: 495  
Page # 1

# Kingston Fire Department

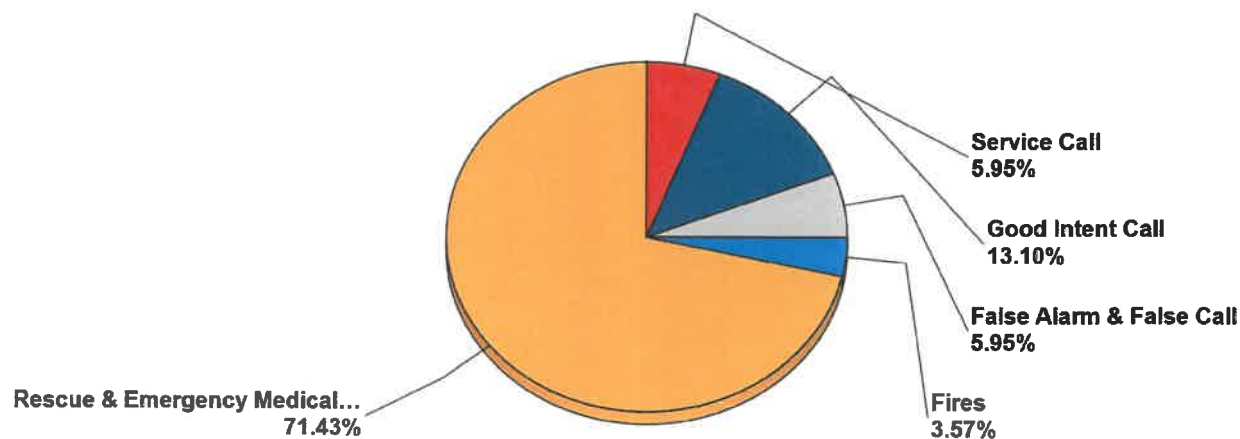
Kingston, TN

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2017 | End Date: 07/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	3.57%
Rescue & Emergency Medical Service	60	71.43%
Service Call	5	5.95%
Good Intent Call	11	13.10%
False Alarm & False Call	5	5.95%
<b>TOTAL</b>	<b>84</b>	<b>100.00%</b>

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
111 - Building fire	1	1.19%
132 - Road freight or transport vehicle fire	1	1.19%
140 - Natural vegetation fire, other	1	1.19%
311 - Medical assist, assist EMS crew	9	10.71%
320 - Emergency medical service, other	1	1.19%
321 - EMS call, excluding vehicle accident with injury	42	50.00%
322 - Motor vehicle accident with injuries	4	4.76%
324 - Motor vehicle accident with no injuries.	1	1.19%
341 - Search for person on land	1	1.19%
342 - Search for person in water	1	1.19%
360 - Water & ice-related rescue, other	1	1.19%
550 - Public service assistance, other	1	1.19%
551 - Assist police or other governmental agency	2	2.38%
553 - Public service	1	1.19%
554 - Assist invalid	1	1.19%
611 - Dispatched & cancelled en route	7	8.33%
622 - No incident found on arrival at dispatch address	2	2.38%
651 - Smoke scare, odor of smoke	2	2.38%
700 - False alarm or false call, other	2	2.38%
711 - Municipal alarm system, malicious false alarm	1	1.19%
734 - Heat detector activation due to malfunction	1	1.19%
745 - Alarm system activation, no fire - unintentional	1	1.19%
<b>TOTAL INCIDENTS:</b>	<b>84</b>	<b>100.00%</b>

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

## Public Works Report –July 2017

<ul style="list-style-type: none"> <li>• Convenience center solid waste collected:</li> <li>• Wood chips removed from lot:</li> <li>• Solid Waste Tonnage collected:</li> <li>• Street sweeping debris removed off streets:</li> <li>• Recycled materials collected:</li> </ul>	None None None 8 Loads None	
<b>Public Works Selected Performance Indicators</b>	<b>Total</b>	<b>YTD</b>
Brush Pick-Up Areas Covered	46 loads	450 Loads
Culverts/Storm Drains Cleaned	21	242
Curb/Sidewalk Repair/Install/Remove	40	710ft
Drainage Inspection Requests	5	29
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	23
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	None	31
Storm water Inspections Performed	None	8
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	2
Streets Repaired (e.g., pothole)	None	54
Streets Striped	None	None
Tennessee One Calls	5	19
Traffic Signal Repair	2	7
Tree Trimming Requests	None	65
Vehicle Maintenance – Routine	18	144
Vehicle Maintenance – Unscheduled	16	145
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- 3
- Signal inspection, repair and timing adjustments- None
- Grant applications- None
- Participated in various weather calls- 2
- Brine acquisition and street prep in advance of weather events- None
- Fleet software implementation –N/A
- Storm water educational outreach webinar- None
- Drainage law presentation- None
- Street Lighting- None

### **Continuing Projects**

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

PUBLIC WORKS DEPARTMENT  
MONTHLY OVERTIME REPORT

**To: Kingston City Council**

Month of: JULY, 2017

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

57

TOTAL OVERTIME COST

**\$1501.56**



**Tim Clark, Department Head**



PARKS AND RECREATION

## 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, 2017:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops - during school season only
Cultural Arts (FCE)	D.A.R. Meetings and Luncheons
Senior Executive Board	Roane County Retired Teachers Luncheon
Senior Pinochle (2 groups)	Zumba Exercise Class
Senior Card Games	Salvation Army
Master Gardener's Club	Kingston City Court
Kingston Parks & Recreation Committee	Krafty Korner's - FCE
Girl Scout Leaders/Service Unit	"Stitch Angels" Sewing for Veterans
Adult Table Tennis	Roane County Foster Care Program Meeting
Antique Tractor Club	N.A.M.I.
Kingston City Court	Kingston Lion's Club
Any Body Can Exercise (ABC)	Roane County Sewing Club
Roane County Autism Support Group	"Bag Ladies" Mats for the Homeless

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of July, 2017:

Celebrity Youth Theatre Youth	Mid-East Mini Health Clinic
Licht Family Party	UT Extension Diabetes Class
Romines Family Party	Ro Co Class of 1967 Reunion Meetings
Art Camp for Kids	Community Network Services
Wright Family Reunion	

At SWP: Parks and Rec Overnight Family Camp-Out

At City Park: "Live at Five at Four" WBIR-TV Film of City of Kingston, Morrison Hill Christian Church, Susie Moore Family Reunion

Com.Center Rent: \$330

Submitted by Jo Ann Knies



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

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

codesenforcement@roanegov.org

**BP2017-408 KC**

**PROJECT NAME:** Concrete Porch Stoop  
**SITE ADDRESS:** 605 W Ridgecrest Drive Kingston

**BP**

**ISSUED:** 07/18/2017

**EXPIRES:** 01/14/2018

**MAP:**

**GROUP:**

**FLOOD PLAIN:**

**Ctrl MAP:**

**PARCEL:** 02200/B/058J

**ZONING:**

**APPLICANT:** Bonnie Allmond  
605 W Ridgecrest Drive  
KINGSTON, TN 37763

**OWNER:** Bonnie Allmond  
605 W Ridgecrest Drive  
KINGSTON, TN 37763

**VALUATIONS:**

Porch (covered roof with deck) 96.00 \$4,594.56

**Total:** \$4,594.56

**FEES:**

building permit fees

Paid

\$44.00

Due

\$0.00

**Receipt Number :**

BU7-00578

**Totals :**

**\$44.00**

**\$0.00**

**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

**BP2017-351**

**PROJECT NAME:** KC Commerical Remodel REU  
**SITE ADDRESS:** 525 N Kentucky Street Kingston

**BP**

**ISSUED:** 07/10/2017

**EXPIRES:** 01/06/2018

**MAP:**

**GROUP:**

**FLOOD PLAIN:**

**Ctrl MAP:**

**PARCEL:** 00300/058B/D

**ZONING:**

**APPLICANT:** Collins, David  
550 W. Main street, suite 300  
KNOXVILLE, TN 37902  
865-805-6513

**OWNER:** Collins, David  
550 W. Main street, suite 300  
KNOXVILLE, TN 37902  
865-805-6513

**:** Johnson & Galyon, INC  
PO Box 3070  
1130 Atlantic Ave  
KNOXVILLE, TN 37927

**License:** 4710  
**Expires:** 03/31/2018

**VALUATIONS:**

Remodel Commercial      2958.00      \$250,010.16

**Total:**      **\$250,010.16**

**FEES:**

	<u>Paid</u>	<u>Due</u>
Plans Review Fee	\$612.00	\$0.00
building permit fees	\$1,224.00	\$0.00

**Receipt Number :**      **Totals :**      **\$1,836.00**      **\$0.00**

BU7-00502

BU7-00545

**REQUIRED INSPECTIONS**

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

**BP2017-383**

**PROJECT NAME:** KC Windows

**SITE ADDRESS:** 1099 Pineywood Road Kingston

**BP**

**ISSUED:** 07/07/2017

**EXPIRES:** 01/03/2018

**MAP:**

**GROUP:**

**FLOOD PLAIN:**

**Ctrl MAP:**

**PARCEL:** 016.00/047J/B

**ZONING:**

**APPLICANT:** Martha Litton  
1099 Piney Wood Road  
KINGSTON, TN 37763

**OWNER:** Martha Litton  
1099 Piney Wood Road  
KINGSTON, TN 37763

**VALUATIONS:**

Windows	12.00	\$5,000.04
<b>Total:</b>		<b>\$5,000.04</b>

**FEES:**

	<u>Paid</u>	<u>Due</u>
building permit fees	\$44.00	\$0.00
<b>Receipt Number :</b>	<b>Totals :</b>	
BU7-00544	<b>\$44.00</b>	<b>\$0.00</b>

**REQUIRED INSPECTIONS**

Framing Inspection

Energy Code

Rough Mechanical

Final Inspection

**CONDITIONS**

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

Issued By: 

Contractor or Authorized Agent: 

Date: 7/7/2017



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

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

codesenforcement@roanegov.org

**BP2017-394**

**PROJECT NAME:** KC Above Ground Pool  
**SITE ADDRESS:** 710 E Ridgecrest Drive Kingston

**BP**

**ISSUED:** 07/11/2017

**EXPIRES:** 01/07/2018

**MAP:**

**Ctrl MAP:**

**GROUP:**

**PARCEL:** 00900/058K/A

**FLOOD PLAIN:**

**ZONING:**

**APPLICANT:** Stout, Dennis  
710 E Ridgecrest Drive  
KINGSTON, TN 37763  
865-617-2556

**OWNER:** Stout, Dennis  
710 E Ridgecrest Drive  
KINGSTON, TN 37763  
865-617-2556

**VALUATIONS:**

Pool above ground vinyl lining	390.00	\$9,664.20
--------------------------------	--------	------------

**Total:** \$9,664.20

**FEES:**

building permit fees

**Paid**

\$84.00

**Due**

\$0.00

**Receipt Number :**

BU7-00559

**Totals :**

\$84.00

\$0.00

**REQUIRED INSPECTIONS**

Final Inspection

**CONDITIONS**

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

Issued By: 

Contractor or Authorized Agent: 

Date:

7-11-17



**Roane County**  
**ROANE COUNTY CODES ENFORCEMENT**

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

codesenforcement@roanegov.org

**BP2017-424**

**BP**

**PROJECT NAME:** KC Garage  
**SITE ADDRESS:** 132 Bailey Road Kingston

**ISSUED:** 07/28/2017

**EXPIRES:** 01/24/2018

**MAP:**

**GROUP:**

**FLOOD PLAIN:**

**Ctrl MAP:**

**PARCEL:** 058/060.00

**ZONING:**

**APPLICANT:** Lawson, Jerry Wayne  
132 Bailey Road  
KINGSTON, TN 37763

**OWNER:** Lawson, Jerry Wayne  
132 Bailey Road  
KINGSTON, TN 37763

**VALUATIONS:**

Garage	728.00	\$47,320.00
<b>Total:</b>		<b>\$47,320.00</b>

**FEES:**

building permit fees

Paid

\$364.00

Due

\$0.00

**Receipt Number :**

**Totals :**

**\$364.00**

**\$0.00**

BU7-00607

**REQUIRED INSPECTIONS**

Footings

Framing Inspection

Foundation

Final Inspection

Slab 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:**

*Brandi Humphreys*

**Contractor or Authorized Agent:**

*Jerry W Lawson*

**Date:** 7-28-2017

# KINGSTON WATER TREATMENT PLANT



## JULY OPERATIONS REPORT

2017

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	19,606,000	20,261,000	-3.34%	654,000	1,040,000	383,000
	Effluent (Finish)	17,631,000	18,042,000	-2.33%	588,000	904,000	359,000
	Spring Supply	13,351,000	14,028,000	-5.07%	445,000	479,000	413,000
	Total Finish Prod.	30,982,000	32,070,000	-3.51%	Distribution & WTP Report: 2,665,000 gals. usage flushing and Tank Refilling.		
Plant Efficiency		99.01%	98.28%	0.74%			
Distribution							
GALLONS	Consumption	21,538,300	21,839,300	-1.40%	Public Works: No Report		
	Reported Usage	2,665,000	3,690,000	-38.46%	Fire Dept: No Report		
	Water Loss	6,778,700	6,540,700	3.51%	Park & Rec: No Report		
		%	21.88%	20.40%	1.48%	WWTP: No Report	
					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.
- \* Performed regular maintenance at Plant and Spring Site.
- \* Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
- \* Completed all of the required regular monthly sampling.
- \* Mowed & trimmed the Waterplant grounds 4 times, at the Spring Pump House 2 times. Spring Site & over Spring Gravity Line once.
- \* Replumbed the water sampling tap / connection at the Spring Pump House due to a break,
- \* Working / gathering information for upcoming Lead & Copper sampling.
- \* Completed the AWWA Water Audit, The Systemwide Water Audit Validity Score is 94 out of 100.
- \* Completed site work on the Satellite System, also ran conduit & data lines at 3 sites.
- \* Completed SCADA cellular changeover from copper phone lines at another site, after testing is completed will have these 2 lines removed (savings of approx. \$400.00 + per month).
- \* Quarterly TOC (Total Organic Carbon) Sampling Results showed 35% removal (25% Required).
- \* Quarterly SOC (Semi-Volatile Organic Compounds) Results were Not Detectable at Finish Spring System Entry Point (Groundwater Source) or Water Treatment Plant Finish Water System Entry Point (Surface Water Source).

0  
Schedule of Unaccounted For Water  
July

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	30,982,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)	<u>30,982,000</u>
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	21,538,300
<b>G</b>	Metered for Consumption (in house usage)	<u>965,000</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>1,700,000</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> (Sum Lines F thru M)	<u>24,203,300</u>
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)	<u>6,778,700</u>
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)	<u>21.879%</u>

**Q Other (explain)**

See Below

Explain Other:

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



8/2/2017

# Kingston Wastewater Treatment Plant

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

**FROM:** Tony Workman, WWTP Manager

**DATE:** July 28, 2017

**RE:** June Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.4650*	.7110*	.3380*	12,554,000*
Effluent	.4647*	.7540*	.3330*	12,547,000*

(\* As of July 27<sup>th</sup>.)

Total gallons of chlorine used was 153.9 @ \$2.09 gallon= \$321.65

There was 2.38\* inches of rain.

There were no sewer overflows

There were 3 hauls of sludge to the landfill that totaled 27.51 tons.

DMRQA results should be in August 6<sup>th</sup>. I am not expecting any problems with our test results.

As most of you know, my daughter plays softball and her travel team qualified for the USA 16U National Tournament in Normal, Illinois. I will be out of town, July 29<sup>th</sup>- August 6<sup>th</sup> for this tournament. (There are 120 teams from across the USA.)

# WATER DEPARTMENT MONTHLY REPORT

**To: David Bolling**

Month of: JULY 2017

**From: Jimmy Agee**

**RE: Monthly Work Orders**

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	2	
Read-out	40	
RE- READS	1	
WATER TAP NEW ACCT.	3	
CLOSED ACCT WITH COMSUMPTION	2	
READ INS	39	
CHECK FOR HUNG METER	7	
CHANGE OUT HUNG / BROKEN METER	1	
CHECK FOR LEAK AT METER	15	
METER LEAKS		
AFTER HOURS - WATER	6	
SERVICE LINE LEAK	2	
LINE LOCATES	103	
TURN OFF FOR NON PAYMENT	40	
TURN WATER BACK ON	29	
YARD WORK	11	
DOOR HANGERS	4	
MANUAL READ	1	
AFTER HOURS - SEWER		
SEWER- TAP NEW ACCOUNT	1	
RELOCATE SEWER CONNECTION		
SEWER BACK UP	7	
CHECK TO SEE IF STILL OFF	2	
TAP ESTIMATES	1	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	1	

# WATER DEPARTMENT MONTHLY REPORT

Month of: JULY 2017

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
RELOCATE METER		
CHECK FOR TAMPERED METER	2	
ACCURACY TEST		
WATER TO BE TESTED		
WATER TASTE BAD		
CHECK WATER PRESSURE	2	
BAD WATER SMELL		
SIDEWALK-DRIVEWAY REPAIR	2	
REPLACE MAN HOLE COVER	1	
LOCATE SEWER LINES	1	
REPLACE METER /METER BOX/LID	2	
BLOW-OFF REPAIR	1	
REPLACE VALVE		
FLUSH LINES	3	
RUN 10 GAL WATER THRU		
METER BUSTED		
INSPECT SEWER CONNECTION	2	
TURN OFF DUE TO LEAK	4	
REPLACE CUT-OFF VALVE	1	
Install flotting meter		
LOCATE WATER METER	1	
Total		355
OVER-TIMES HOURS	115.5	
FIRE HYDRANTS	1	
ROAD PATCHES	10	
PULLED METERS	2	

  
 Jim Agee, Forman

**Kingston Public Library (KPL)**

1004 Bradford Way  
Kingston Tennessee 37763  
865-376-9905

2 August 2017

**TO: The Honorable Tim Neal, Mayor**  
**Members of the City Council**  
**David Bolling, City Manager**  
**FR: Emily Steele, MLIS, Director**  
**RE: Monthly Director's Report**

The following sum up library activities for the month of July, 2017:

**Children's Programming**

We had four story times with 80 kids and parents attending. We have also been doing weekly drawings for prizes. Kids put their names in each time they checked books out. We've given away candy and toys.

There were seven tech programs (kids 5-8, 8-12) with 21 participants. The activities include an online coding game and a building set with moving gears.

**Adult programs and classes**

We had two computer classes, one on Facebook and a tech lab. There were 5 attendees.

Our Thursday night program was a talk on Appalachian literature with 23 attendees. The speaker was Connie Green.

**Library work**

Next month, the library interior will be painted. This is our 25<sup>th</sup> anniversary in this building, so we will mark the occasion sometime this fall and we wanted to freshen up the library for the big day. We asked some local businesses for donations and so far have received 4, totaling \$995. Some of this money will go towards improving the young adult area.

**Summary**

Patron count for the month totaled 1132.

There were 2,331 checkouts and 496 renewals for the month, totaling 2827.

The READS circulation for ebooks totaled 2212.

Respectfully submitted,  
ERS

**MINUTES  
KINGSTON PLANNING COMMISSION  
JULY 18, 2017**

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on July 18, 2017 at the Kingston City Hall.

**Members Present**

Kevin King, Chmn.  
Gary Lay, V. Chmn.  
Bo Pickel, Sec.  
Tim Neal, Mayor  
Eric Bacon  
John Byrkit  
Gary Botkin  
Chuck Hutzler  
Stephanie Wright

**Members Absent**

Lou Qualls

**Others Present**

David Bolling  
Matt Caldwell

Staff Representative: David K. Williams

**CALL TO ORDER/MINUTES**

The meeting was called to order at 6:00 p.m. by Chairman King. On a motion by Mayor Neal and a second by Ms. Wright, the commission voted to approve the minutes of the May 16, and June, 2017 meetings. All voted aye except for Bacon, Botkin, and Lay who abstained.

**DISCUSSION OF POSSIBLE ZONING AMENDMENT TO ALLOW PUDs IN THE C-4 DISTRICT**

Staff reintroduced an ordinance that, if adopted, would allow planned unit developments in the C-4 district. This was in response to the commission's desire to address individual development projects on their own merit rather than have across the board changes to the subdivision regulations and/or zoning ordinance. The commission then briefly discussed this option.

**Action Taken**

On a motion by Mayor Neal and a second by Mr. Botkin, the commission unanimously voted to certify the proposed ordinance to the city council. The roll call vote was unanimous.

**ADJOURNMENT**

On a motion by Mr. Hutzler and a second by Ms. Wright, the meeting adjourned at 6:20 p.m.

MINUTES  
JOINT WORKSHOP MEETING  
KINGSTON PLANNING COMMISSION  
KINGSTON CITY COUNCIL  
JULY 18, 2017

The Kingston Planning Commission and Kingston City Council met in a joint workshop session at 6:30 p.m. on Tuesday July 18 at the city hall. The session was called so signs issues could be discussed.

PC Members Present

Kevin King, Chmn.  
Gary Lay, V. Chmn.  
Bo Pickel, Sec.  
Tim Neal, Mayor  
Eric Bacon  
John Byrkit  
Gary Botkin  
Chuck Hutzler  
Stephanie Wright

CC Members Present

Randy Childs  
Tony Brown  
Sarah Humphries  
Tara Stockton  
Don White

Others Present

David Bolling, City Manager  
Sandy McPherson, City Atty.  
Jim Washam, Police Chief  
David Williams, City Planner

David Bolling, city manager, welcomed attendees and stated that this session would allow the planning commission and city council to address some of the more pressing issues pertaining to signs. He noted that Sandy McPherson, city attorney, David Williams, city planner, Jim Washam, police chief, and himself had met previously to discuss this issue. All had agreed it would be best to have the city council and planning commission address sign issues to provide direction for any revisions that may be proposed. He and Mr. McPherson noted that the current regulations were generally compliant with the recent Supreme Court case that requires all signs to be content neutral. A general test is if you have to read the sign to determine what type of sign it is (i.e. political, real estate) the ordinance is not content neutral.

In response to a question, staff planner Williams stated that he was told by the building official that parts of the sign regulations were confusing or difficult to interpret. He noted that the entire ordinance will be reviewed and possibly revised. Mr. Bolling noted that the biggest issue appears to be message boards. Message boards are currently not allowed as the zoning ordinance does not allow flashing or scrolling signs. Mayor Neal said that several businesses have contacted the city about wanting to have message boards. Some businesses already have them although they may not scroll or flash. Chief Washam noted that the desire for message boards increased after one was installed by the school.

City manager Bolling had provided members with copies of zoning regulations pertaining to message boards from Kingsport, Tennessee. After considerable research, he believed the Kingsport example was a good starting point for regulating message boards if they are to be allowed. Members agreed that message board technology is here to stay and that the sign section of the zoning ordinance needs to be updated to allow but regulate them. Issues like message duration and brightness (nits) need to be addressed. Chief Wahsam explained that clear regulatory language is important when enforcement of sign regulations is necessary. The best language is "prohibited" when addressing signs that are not allowed.

Mr. Hutzler said that the entire ordinance should be revised at one time rather than doing it in sections. Commissioners noted that it was revised about nine years ago and that a lot of work and consideration went into the revisions. City staff agreed to have a draft of a revised sign ordinance at the next meeting. No official action was taken.

ADJOURNMENT

The meeting adjourned at about 7:45 p.m.

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
July 25, 2017  
341 W. ROCKWOOD STREET  
4:30 – 5:30 PM

ROLL CALL — DAVIS, FISHER, HOLLOWAY, LAYNE & WHITE

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from June 15, 2017	Approval
Financial Statements	Approval
Manager's Report	Approval
Visitor Comments	Information

**OTHER BUSINESS**

Old:

- |                                     |          |
|-------------------------------------|----------|
| 1. Pest and Insect Control Services | Approval |
|-------------------------------------|----------|

New:

- |                                  |          |
|----------------------------------|----------|
| 1. Health Care Insurance Renewal | Approval |
| 2. OPEB Trust Contribution       | Approval |
| 3. Bad Debts                     | Approval |

Announcements

Adjourn

The Regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on June 15, 2017. Board members present were Davis, Fisher, Holloway, and White. Layne was absent.

Mr. John Davis of JMD Group, LLC gave a presentation to the Board for a group captive program to see if this might be a concept which is a good fit for providing health care insurance to its active employees.

A motion was made by Holloway, seconded by Davis to approve the minutes as recorded for the May 30, 2017 meeting. All voted yes.

A motion was made by White, seconded by Davis to approve the Financial Statements. All voted yes.

As part of the Manager's Report, Manager Bear discussed the renewal of Health Care Insurance for active employees and the significant increase in premiums from BCBS-TN. He also informed the Board about the storm damages over the Memorial Day weekend. The crews were still working on repairs which were causing them to run behind on security light maintenance and new construction. A preliminary meeting with FEMA and Roane County Emergency Services was held on June 8, 2017; confirming state and county requirements for potential reimbursement had been met. It would now be presented to the Governor to submit to the President of the United States for confirmation. Expenses to date total more than \$600,000. He also congratulated the employees on having the 5<sup>th</sup> consecutive six (6) months period of no lost time due to injuries. A motion was made by Holloway, seconded by White to approve the Manager's Report. All voted yes.

A motion was made by White, seconded by Davis to approve the FY 2018 Budget. Janice Bardill gave a report on cash flow and days of cash on hand projected for 2017 and 2018. All voted yes.

A motion was made by White, seconded by Holloway to approve the Kingston Office Renovation project. Alan Flanigan, Johnson & Galyon, present the costs based on the 90% design drawings prepared by McCarty Holsaple McCarty. A detailed cost summary was \$249,510. All voted yes.

A motion was made by Davis, seconded by White to amend the motion made on May 30, 2017 to approve the Service Agreement with Chris Mitchell Management Consultants for fiscal year 2018. Mr. Mitchell offered a 3-year Service Agreement which including a 10% discount. The cost for 2018 decreased from \$28,270 to \$25,443. Noted was the fact that the utility only pays for the services performed. All voted yes on the revised Service Agreement.

A motion was made by Holloway, seconded by White to approve July 3, 2017 as an additional paid holiday since most employees worked during the storm on the Memorial Day holiday. All voted yes.

A motion was made by White, seconded by Holloway to defer action on approving the Pest and Insect Control Service Agreement until next month. All voted yes.

A motion was made by Holloway, seconded by Davis to adopt a Public Records Policy. All government entities are required to adopt a policy by July 1, 2017. A model policy provided by TMEPA and approved by the Utility's legal counsel has been used. All voted yes. The policy follows the minutes.

A motion was made by Davis, seconded by Holloway to approve the renewal of the Pollution Liability Insurance. The premium is \$2,640.00, an increase of \$5.00 over last year. All voted yes.

A motion was made by Davis, seconded by White to approve the write-off of uncollectible debts for the period of March 2017 in the amount of \$4,369.35 and noted \$2,318.39 was collected. All voted yes.

Discussion was held on the possibility of mini cell towers being installed within the Utility's right-of-way. Requirements and laws have not been established or passed but will continue to follow. Chairman Fisher changed the July 18<sup>th</sup> Board meeting to be Tuesday July 25, 2017.

A motion was made by Holloway, seconded by Davis to adjourn. All voted yes.

Chairman  
Lee Fisher

Secretary/Treasurer  
Don White

Recorded by M. O'Keefe

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

MAY 2017

PAGE 1

## BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
<b>UTILITY PLANT</b>		
Electric Plant .....	1	61,575,636.55
Less Depreciation .....	2	15,985,908.38
<b>Total</b> .....	3	45,589,728.17
Unamortized acq. adj. ....	4	
Other utility plant - net .....	5	
<b>Total Plant - net</b> .....	6	45,589,728.17

**OTHER PROPERTY AND INVESTMENTS**

Nonutility property - net .....	7	
Other investments .....	8	23,263.53
Sinking funds .....	9	
Depreciation funds .....	10	
Other special funds .....	12	2,038,071.00
<b>Total</b> .....	13	2,061,334.53

**CURRENT AND ACCRUED ASSETS**

General cash and temporary cash investments .....	14	4,567,699.59
Accounts receivable .....	15	2,316,009.27
Materials and supplies .....	16	556,873.23
Prepayments .....	17	138,957.62
Other current assets .....	18	683,312.19
<b>Total</b> .....	19	8,262,851.90

**DEFERRED DEBITS**

Debt expense .....	20	
Preliminary survey .....	21	
Clearing accounts .....	22	(30.00)
Energy Service Loans receivables .....	24	337,640.99
Deferred costs on TVA Leases .....	25	
Other deferred debits .....	26	
<b>Total</b> .....	27	337,610.99

**TOTAL ASSETS**

<b>AND OTHER DEBITS</b> .....	28	56,251,525.59
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LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
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**CAPITAL**

Membership certificates .....	30	
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**EARNINGS REINVESTED IN SYSTEM ASSETS**

Beginning of year .....	33	42,140,530.95
Current year to date .....	34	1,592,332.04
<b>Total</b> .....	35	43,732,862.99

**LONG-TERM DEBT**

RUS .....	36	
CFC .....	37	
CoBank .....	38	
Bonds and other long-term debt .....	39.1	4,525,200.00
TVA .....	39.3	
Debt premium and discount .....	40	50,391.12
<b>Total</b> .....	41	4,575,591.12

**OTHER NON-CURRENT LIABILITIES**

Postretirement Benefits .....	39.2	2,087,567.26
Energy Service Loans - Advances .....	42	331,522.11
Energy Service Loans - Other .....	43	
<b>Total</b> .....	44	2,419,089.37

**CURRENT AND ACCRUED LIABILITIES**

TVA notes payable .....	45.1	
Other notes payable .....	45.2	
Accounts payable .....	46	3,896,175.25
Customer deposits .....	47	1,172,292.71
Taxes and equivalents accrued .....	48	33,363.87
Interest accrued - RUS .....	49	(8,046.77)
Interest accrued - CFC .....	50	
Interest accrued - CoBank .....	51	
Interest accrued - TVA .....	52.1	
Interest accrued - other .....	52.2	
Other current liabilities .....	53	430,197.05
<b>Total</b> .....	54	5,523,982.11

**DEFERRED CREDITS**

Advances for construction - refundable .....	55	
Other deferred credits .....	56	
<b>Total</b> .....	57	

**TOTAL LIABILITIES**

<b>AND OTHER CREDITS</b> .....	58	56,251,525.59
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( ) Indicates red figures

CFC or CoBank Investments included in Item No. 8 23,263.53

Construction work in progress included in Item No. 1 7,556,080.63

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		MAY	2017	
<b>REVENUE AND EXPENSE SHEET</b>				
<b>REVENUE AND EXPENSE STATEMENT</b>	<b>ITEM NO</b>	<b>THIS MONTH</b>	<b>YEAR TO DATE</b>	
<b>OPERATING REVENUE</b>				
Electric sales revenue (page 7, item 332)	59	2,401,591.73	30,322,612.86	
Revenue from late payments	60	14,784.38	176,922.38	
Misc. service revenue	61	4,175.00	49,140.44	
Rent from electric property	62	46,157.68	498,403.79	
Other electric revenue	63	5.00	55.00	
<b>Total operating revenue</b>	<b>64</b>	<b>2,466,713.79</b>	<b>31,047,134.47</b>	
<b>PURCHASED POWER</b>				
<b>Total power cost (page 7, item 342)</b>	<b>65</b>	<b>1,783,520.53</b>	<b>22,474,956.27</b>	
<b>OPERATING EXPENSE</b>				
Transmission expense	66			
Distribution expense	67	92,932.89	943,970.74	
Customer accounts expense	68	49,041.06	560,124.37	
Customer service and informational expense	69	791.66	10,799.71	
Sales expense	70	11.66	23,960.64	
Administrative and general expense	71	197,511.24	2,122,716.43	
<b>Operating expense</b>	<b>72</b>	<b>340,288.51</b>	<b>3,661,571.89</b>	
<b>MAINTENANCE EXPENSE</b>				
Transmission expense	73			
Distribution expense	74	48,294.39	752,674.20	
Administrative and general expense	75	43.71	8,325.69	
<b>Maintenance expense</b>	<b>76</b>	<b>48,338.10</b>	<b>760,999.89</b>	
<b>OTHER OPERATING EXPENSE</b>				
Depreciation expense	77	115,135.43	1,247,251.71	
Amortization of acquisition adjustment	78			
Taxes and tax equivalents	79	106,429.12	1,178,261.64	
<b>Other operating expense</b>	<b>80</b>	<b>221,564.55</b>	<b>2,425,513.35</b>	
<b>TOTAL OPERATING EXPENSE AND PURCHASE POWER</b>	<b>81</b>	<b>2,393,711.69</b>	<b>29,323,041.40</b>	
<b>INCOME</b>				
Operating income (item 64, less item 81)	82	73,002.10	1,724,093.07	
Other income	83	301.00	(24,805.47)	
<b>Total income</b>	<b>84</b>	<b>73,303.10</b>	<b>1,699,287.60</b>	
Miscellaneous income deductions	85	4,147.56	22,810.95	
<b>Net income before debt expense</b>	<b>86</b>	<b>69,155.54</b>	<b>1,676,476.65</b>	
<b>DEBT EXPENSE</b>				
Interest on long-term debt - RUS	87			
Interest on long-term debt - CFC	88			
Interest on long-term debt - CoBank	89			
Interest on long-term debt - other	90.1	8,047.58	88,475.09	
Interest - TVA	90.2			
Other interest expense	92			
Amortization of debt discount and expense	93			
Amortization of premium on debt - credit	94	(393.68)	(4,330.48)	
<b>Total debt expense</b>	<b>95</b>	<b>7,653.90</b>	<b>84,144.61</b>	
<b>NET INCOME</b>				
Income before extraordinary items (item 86, less item 95)	96	61,501.64	1,592,332.04	
Extraordinary items	97			
<b>Net Income</b>	<b>98</b>	<b>61,501.64</b>	<b>1,592,332.04</b>	

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

PAGE 3

Rockwood Electric Utility

MAY

2017

## STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential.....	100	1,237,324.48	17,052,506.95	107	10,947,110	151,845,945
Gen. Power - 50 kW & under.....	101	328,642.17	3,957,848.03	108	2,485,733	29,549,822
Gen. Power - Over 50 kW.....	102	777,806.54	8,663,581.62	109	8,646,588	94,327,158
Street and athletic - Codes 72, 73 & 74.....	103	27,342.82	306,886.62	110	220,165	2,447,857
Outdoor lighting - Codes 75, 77 & 78.....	104	30,475.72	341,789.64	111	220,939	2,428,214
<b>Subtotal.....</b>	<b>330</b>	<b>2,401,591.73</b>	<b>30,322,612.86</b>			
Unbilled revenue*.....	331					
<b>Total (page 2, item 59).....</b>	<b>332</b>	<b>2,401,591.73</b>	<b>30,322,612.86</b>	<b>335</b>	<b>22,520,535</b>	<b>280,598,996</b>
Kilowatt-hours for own use.....				113	46,705	344,826
<b>Total kilowatt-hours sold and used.....</b>				<b>114</b>	<b>22,567,240</b>	<b>280,943,822</b>
Kilowatt-hours in unbilled revenue (items 331) above*.....				<b>336</b>		

## AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE

	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 884.51	N/A
Gen Partners-GP<50kW	\$ 303.65	N/A
Gen Partners-GP>50kW	\$ 1,322.34	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

## PURCHASED POWER

TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power.....	115	1,783,520.53	22,474,956.27	119	23,766,898	291,840,800
Facilities Rental.....	116					
Other Charges/Credits.....	117					
<b>Total from TVA.....</b>	<b>118</b>	<b>1,783,520.53</b>	<b>22,474,956.27</b>	<b>122</b>	<b>23,766,898</b>	<b>291,840,800</b>
Other Purchased Power*.....	218			222		
<b>Subtotal.....</b>	<b>340</b>	<b>1,783,520.53</b>	<b>22,474,956.27</b>			
Unbilled Purchases*.....	341					
<b>Total (page 2, item 65).....</b>	<b>342</b>	<b>1,783,520.53</b>	<b>22,474,956.27</b>	<b>345</b>	<b>23,766,898</b>	<b>291,840,800</b>
Less kilowatt hours sold and used (item 114).....				123	22,567,240	280,943,822
Line losses and kilowatt-hours unaccounted for.....				124	1,199,658	10,896,978
Percent of losses to purchases (2 decimal places).....				125	5.05	3.73
Cost per kilowatt-hour including facilities rental (cents).....				127	7.504	7.701
Kilowatt-hours in unbilled purchases (Item 341) above*.....				<b>346</b>		

\*\*Purchased other power under contract number TV- \_\_\_\_\_ from \_\_\_\_\_

## POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 417<sup>1</sup> (FIN-1-92)

## MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION Rockwood Electric Utility	FOR MONTH AND YEAR MAY 2017	PAGE 3a
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CUSTOMER DATA			LONG-TERM DEBT	
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT
Residential. ....	11,585	11,529	Long-term debt last report (item 41). ....	4,922,084.80
Gen. Power - 50 kW & under. ....	2,746	2,708	Add new long-term debt this month (page 3)	
Gen. Power - Over 50 kW. ....	128	136	Total. ....	4,922,084.80
Street and athletic - Codes 72, 73 & 74. ....	38	38	Less reductions this month (page 3). ....	346,493.68
Outdoor Lighting - Code 78. ....	141	141	Long-term debt this month (item 41). ....	4,575,591.12
Total. ....	14,638	14,552		
Special Outdoor Lighting - Code 75. ....				
Outdoor Lighting - Code 77. ....	2,169	2,164		

OPERATING RATIO	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	88.06%	86.63%

Footnotes:

SIGNED <i>Janice K. Bardell</i>	TITLE <i>Manager of Accounting</i>	DATE PREPARED <i>June 22, 2017</i>
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\*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.

**MINUTES  
KINGSTON PLANNING COMMISSION  
JULY 18, 2017**

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on July 18, 2017 at the Kingston City Hall.

**Members Present**

Kevin King, Chmn.  
Gary Lay, V. Chmn.  
Bo Pickel, Sec.  
Tim Neal, Mayor  
Eric Bacon  
John Byrkit  
Gary Botkin  
Chuck Hutzler  
Stephanie Wright

**Members Absent**

Lou Qualls

**Others Present**

David Bolling  
Matt Caldwell

Staff Representative: David K. Williams

**CALL TO ORDER/MINUTES**

The meeting was called to order at 6:00 p.m. by Chairman King. On a motion by Mayor Neal and a second by Ms. Wright, the commission voted to approve the minutes of the May 16, and June, 2017 meetings. All voted aye except for Bacon, Botkin, and Lay who abstained.

**DISCUSSION OF POSSIBLE ZONING AMENDMENT TO ALLOW PUDs IN THE C-4 DISTRICT**

Staff reintroduced an ordinance that, if adopted, would allow planned unit developments in the C-4 district. This was in response to the commission's desire to address individual development projects on their own merit rather than have across the board changes to the subdivision regulations and/or zoning ordinance. The commission then briefly discussed this option.

**Action Taken**

On a motion by Mayor Neal and a second by Mr. Botkin, the commission unanimously voted to certify the proposed ordinance to the city council. The roll call vote was unanimous.

**ADJOURNMENT**

On a motion by Mr. Hutzler and a second by Ms. Wright, the meeting adjourned at 6:20 p.m.

**MINUTES  
JOINT WORKSHOP MEETING  
KINGSTON PLANNING COMMISSION  
KINGSTON CITY COUNCIL  
JULY 18, 2017**

The Kingston Planning Commission and Kingston City Council met in a joint workshop session at 6:30 p.m. on Tuesday July 18 at the city hall. The session was called so signs issues could be discussed.

**PC Members Present**

Kevin King, Chmn.  
Gary Lay, V. Chmn.  
Bo Pickel, Sec.  
Tim Neal, Mayor  
Eric Bacon  
John Byrkit  
Gary Botkin  
Chuck Hutzler  
Stephanie Wright

**CC Members Present**

Randy Childs  
Tony Brown  
Sarah Humphries  
Tara Stockton  
Don White

**Others Present**

David Bolling, City Manager  
Sandy McPherson, City Atty.  
Jim Washam, Police Chief  
David Williams, City Planner

David Bolling, city manager, welcomed attendees and stated that this session would allow the planning commission and city council to address some of the more pressing issues pertaining to signs. He noted that Sandy McPherson, city attorney, David Williams, city planner, Jim Washam, police chief, and himself had met previously to discuss this issue. All had agreed it would be best to have the city council and planning commission address sign issues to provide direction for any revisions that may be proposed. He and Mr. McPherson noted that the current regulations were generally compliant with the recent Supreme Court case that requires all signs to be content neutral. A general test is if you have to read the sign to determine what type of sign it is (i.e. political, real estate) the ordinance is not content neutral.

In response to a question, staff planner Williams stated that he was told by the building official that parts of the sign regulations were confusing or difficult to interpret. He noted that the entire ordinance will be reviewed and possibly revised. Mr. Bolling noted that the biggest issue appears to be message boards. Message boards are currently not allowed as the zoning ordinance does not allow flashing or scrolling signs. Mayor Neal said that several businesses have contacted the city about wanting to have message boards. Some businesses already have them although they may not scroll or flash. Chief Washam noted that the desire for message boards increased after one was installed by the school.

City manager Bolling had provided members with copies of zoning regulations pertaining to message boards from Kingsport, Tennessee. After considerable research, he believed the Kingsport example was a good starting point for regulating message boards if they are to be allowed. Members agreed that message board technology is here to stay and that the sign section of the zoning ordinance needs to be updated to allow but regulate them. Issues like message duration and brightness (nits) need to be addressed. Chief Wahsam explained that clear regulatory language is important when enforcement of sign regulations is necessary. The best language is "prohibited" when addressing signs that are not allowed.

Mr. Hutzler said that the entire ordinance should be revised at one time rather than doing it in sections. Commissioners noted that it was revised about nine years ago and that a lot of work and consideration went into the revisions. City staff agreed to have a draft of a revised sign ordinance at the next meeting. No official action was taken.

ADJOURNMENT

The meeting adjourned at about 7:45 p.m.



**City of Kingston**  
Project Status Update  
July 2017

**GREENWAY**

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	100%	
Estimated Completion Date	February 1, 2017	
Notable outstanding issues:	Close-Out	

Notes:

1. Still awaiting final close-out notification from the State.

**HOME GRANT**

		Date Completed/Closed Out
Project Cost:	\$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	50%	
Estimated Completion Date	Fall 17 / Winter 18	
Notable outstanding issues:	Renovations Pending	

Notes:

1. Bids opened on other three homes on June 26<sup>th</sup>

**LPRF GERTRUDE PORTER PARK**

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	95%	
Estimated Completion Date	August 2017	
Notable outstanding issues:	Final Inspection	

Notes:

1. State approved 60-Day extension expired
2. Final inspection scheduled for August 14<sup>th</sup> at 10:30