



# City Manager Report

## July 2015

**Contents:**

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

**Reporting Schedule:**

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

**Featured Picture:**

Annual Fireworks "Smokin' the Water"

**Distributed:**

August 11, 2015

## **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 and Collection

### **Project Status Updates**

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



August 11, 2015

To: Kingston City Council  
City Staff  
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website ([www.mykingstontn.com](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 2015**

### **Legislative Accomplishments**

- Second Reading Ordinance No. 15-6-9-1 Making and Fixing the Annual Budget for the Water and Sewer Department of the City of Kingston for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016 and Further Being an Ordinance Establishing Water and Sewer Rates and the Expenses of the Operation of the Kingston Water and Sewer Departments
- Second Reading Ordinance No. 15-6-9-3 to Amend the Budget Appropriation Ordinance for Fiscal Year 2014/15 for the City of Kingston
- Second Reading Ordinance No. 16-6-9-4 to Amending the Annual Budget for the Water and Sewer Department of the City of Kingston for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015

### **Legislative Matters Forthcoming**

- An Ordinance Making and Fixing the Annual Budget for the City of Kingston for the Fiscal Year Beginning July 1, 2015 and Ending June 30, 2016

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

- Auction of Surplus Items
- Approval of Sidewalk Sales for local businesses
- Appointment of a City Representative to the Roane Alliance Board
- **External Meetings**
  - Chamber Board Meeting
  - TDOT
- **Internal Meetings**
  - Discussed various legal issues with the City Attorney

### **Ongoing Work**

- Greenway Project Extension: **Accepting Bids**
- Phase II Solar Project: **Site prep complete, awaiting delivery and construction**
- TVA Funding: **Contract executed, awaiting funding**
- Porter Park: **Design Phase near completion**
- HOME Grant: **Awaiting policies and procedures**

## **FINANCE AND ADMINISTRATION REPORT JULY 2015**

- \* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO UTILITY BILLS
- \* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 271 TOTAL
- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JULY 3727 FOR A TOTAL AMOUNT OF \$325,483.16
- \* NEW WATER SERVICE APPLICATIONS FOR JULY TOTALED 43 NEW CUSTOMERS MAKING TOTAL OF 3727 ACCOUNTS
- \* 48 CUSTOMERS FINALED OUT SERVICE
- \* 180 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 582
- \* TOTAL E-BILL ACCOUNTS - 117
- \* TURNED OFF 113 CUSTOMERS FOR NON PAYMENT
- \* APPROVED FY 2015/16 BUDGET FOR THE WATER/SEWER DEPARTMENT
- \* APPROVED FY 2014/15 BUDGET AMENDMENTS FOR THE WATER/SEWER DEPARTMENT AND THE CITY GENERAL FUND

## CITY OF KINGSTON

### HUMAN RESOURCES REPORT MONTH OF JULY 2015

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL TIME EMPLOYEES: 60; TOTAL PART-TIME EMPLOYEES 41
- MET WITH CERTAIN DEPARTMENT HEADS REGARDING FY 2015/16 BUDGETS
- FILED INSURANCE CLAIMS FOR SEVERAL EMPLOYEES
- MET WITH LIBRARY BOARD REPRESENTATIVE
- HIRED 1 FULL TIME EMPLOYEE IN POLICE DEPT AND 1 IN FIRE DEPT and 2 Part-time in each
- HAD 2 FULL TIME EMPLOYEES RESIGN

# CITY OF KINGSTON

## New Business Licenses Issued in JuLY 2015

**1 CENTURY FIRE PROTECTION, LLC**

2450 Meadowbrook Parkway  
Duluth, Ga 30096  
770-945-2330  
CONTRACTOR

**2 Packard's Kingston, LLC**

603 N Kentucky Street  
Kingston, TN 37763  
865-248-8530

**3 MENEHUNE DETAILED CLEANING**

134 Meadowlark Dr  
Harriman, TN 37748

**4 Davis Family Services**

334 Sunrise Dr  
Kingston, TN 37763



# KINGSTON POLICE DEPARTMENT -July 2015

## TIBRS Group A Offenses

### Crimes Against Persons

Aggravated Assault	1
Simple Assault	
Intimidation	3
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	4

Subtotal

### Crimes Against Property

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

Subtotal

23

### Crimes Against Society

Drug/Narcotics Violations	1
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	1

Total

4

## TIBRS Group B Offenses

### Bad Checks

Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	5
Drunkenness	4
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	1
All Other Offenses	2

Total

12



Central Dispatch			
Crash Reports	16	Patrol Mileage	15,874
Traffic Stops	99	Hours Worked	2,011
Investigator Needed on Scene	14	Reserve Hours Worked	564
Domestic Complaints	6	Total Overtime Hours	369
Escorts Funeral/Other	9	Total Amount of Overtime Wages	\$9,387.16
Animal Calls	12	City Court Citations	35
Vandalism	6	General Sessions Citations	3
Fights	2	Arrest	32
Burglar Alarms/Fire Alarms	22	Juvenile Arrest	0
Child Sexual Assaults		Incident Reports	60
Forgery			
Theft	18		
Vehicle Theft			
Public/Motorist Assist	6		
Arson/Explosive Devices			
Other Calls	146		
	Subtotal		
	356		
	Total Calls		
	383		
Municipal Codes			
Animal Control Calls to Office	6		
Animal Control Violations	0		
Animal Control Letters Sent	0		
Animals Transported to Shelter	0		
Codes Concerns	10		
Codes Violations	0		
Codes Letters Sent	4		
Property Maintenance Leins	0		
Temporary Signs Removed	15		

Report for the citations issued, the disposition date for which was on  
July 7, 2015

Monies outstanding from August 7, 2007 – July 31, 2015	\$ 49,564.13
Monies collected from August 7, 2007 – July 31, 2015	\$ 365,334.75

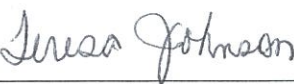
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 1,921.25	
Collected in court on fines and costs		\$ 275.00
Amount collected after July 2015 Court		\$ 198.75
Total collected for citations on July 2015		\$ 473.75
Amount outstanding for July 2015	\$ 1,447.50	
<u>9</u> Cash bond forfeitures		\$ 1,276.25
Total amount collected for July 2015 Citations		\$ 1,750.00
Amount collected from previous months/FTA etc.		\$ 1,200.50
Total collected in July 2015		<b>\$ 2,950.50</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 2015

  
\_\_\_\_\_  
TERESA JOHNSON  
Kingston City Court Clerk

  
\_\_\_\_\_  
BRENDA HALL MCDONALD  
Kingston City Judge

## Fire Department July 2015

### Summary of Month's Activities

#### Fire Operations

The Department responded to 88 calls for service during the month of July.

#### Fire Administration

- Attended Dept. Head meeting
- Continue planning for equipment for dive team
- Continuing to receive checks for fire pup program
- KFD helped with other departments in the city during the 4<sup>th</sup> of July activities.

#### July Overtime

OT Hours: 282.5hrs

Cost: \$6603.06

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

- KFD Dive Team training
- Kingston Fire in service
- State testing

	This Month	YTD
Fire Inspections	0	98

#### Public Fire Education

	This Month	YTD
Participants	54 kids	102
Education Hours	9	38
Number of Occurrences	1	8

#### Firefighter Training

KFD is continuing on-shift training.

### **Implemented Performance Standards Plan**

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

### **Fleet Maintenance**

- Fix door on U3
- Fix front brakes on four-wheeler

### **Special Projects**

- Finalizing rough draft for dive team SOG/SOP

### **Outstanding Issues**

- SCBAs are out dated and no longer NFPA compliant
- Aging fire apparatus.
- Aging turn out gear

### **Cost Savings**

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

**Kingston Fire Department**  
Incident Report  
Incident Totals

Kingston City

July 15'

**TOTAL CALLS**

**88**

Category	Total		Total
Structure Fires	2	Hazardous Calls	3
Vehicle Fires	1	Service Calls	10
Brush/Grass Fires	1	Good Intent Calls	6
Refuse/rubbish Fires	0	Unintentional False	5
Other Fires	0	Other False	
<b>Total Fires</b>	<b>4</b>	<b>Total Other Calls</b>	<b>24</b>
Rescue and EMS	60	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

# Kingston Fire Department

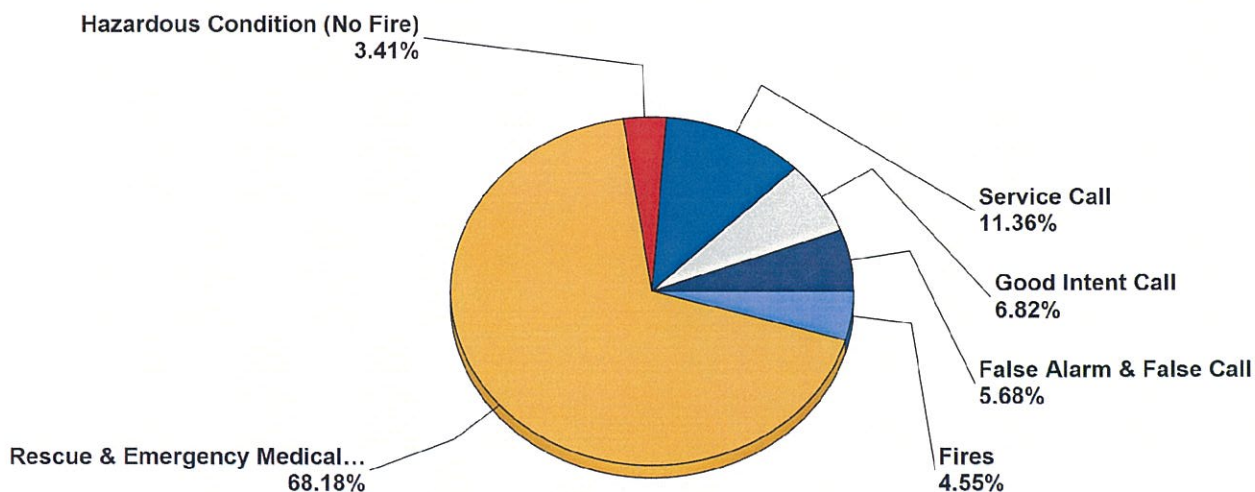
Kingston, TN

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2015 | End Date: 07/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.55%
Rescue & Emergency Medical Service	60	68.18%
Hazardous Condition (No Fire)	3	3.41%
Service Call	10	11.36%
Good Intent Call	6	6.82%
False Alarm & False Call	5	5.68%
TOTAL	88	100.00%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	2.27%
132 - Road freight or transport vehicle fire	1	1.14%
140 - Natural vegetation fire, other	1	1.14%
311 - Medical assist, assist EMS crew	9	10.23%
320 - Emergency medical service, other	1	1.14%
321 - EMS call, excluding vehicle accident with injury	46	52.27%
322 - Motor vehicle accident with injuries	4	4.55%
440 - Electrical wiring/equipment problem, other	1	1.14%
444 - Power line down	1	1.14%
463 - Vehicle accident, general cleanup	1	1.14%
510 - Person in distress, other	3	3.41%
522 - Water or steam leak	1	1.14%
550 - Public service assistance, other	1	1.14%
551 - Assist police or other governmental agency	3	3.41%
553 - Public service	1	1.14%
554 - Assist invalid	1	1.14%
600 - Good intent call, other	1	1.14%
611 - Dispatched & cancelled en route	4	4.55%
651 - Smoke scare, odor of smoke	1	1.14%
700 - False alarm or false call, other	1	1.14%
711 - Municipal alarm system, malicious false alarm	3	3.41%
733 - Smoke detector activation due to malfunction	1	1.14%
<b>TOTAL INCIDENTS:</b>	<b>88</b>	<b>100.00%</b>

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



# Kingston Fire Department

Kingston, TN

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## Minor Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SUM
Accident, potential accident				3	1	1	1		6
Bomb scare				1					1
Chemical release, reaction, or toxic condition			1						1
Combustible/flammable spills & leaks			1			1			2
Controlled burning					1	1			2
Dispatched and canceled en route	2	4		5	2	1	4		18
Electrical wiring/equipment problem			2				2		4
Emergency medical service (EMS) Incident	38	35	39	44	48	41	51	5	301
Extrication, rescue					1				1
False alarm and false call, other	6	6	5	3	1		1		22
Fire, other	1								1
Flammable gas or liquid condition, other		1							1
Good intent call, other	1	1	2	1	1		1		7
Malicious, mischievous false alarm	1	1	1		1		3		7
Medical assist	12	12	5	3	12	10	9		63
Mobile property (vehicle) fire		2		1	1	1	1		6
Natural vegetation fire			2		1	1	1		5
Outside rubbish fire				1	1	1			3
Person in distress			4	2	3		3		12
Public service assistance	9	1	2	9	7	3	6		37
Rescue, emergency medical call (EMS), other		1							1
Service call, other			1						1
Smoke, odor problem		1	1						2
Steam, other gas mistaken for smoke		1	1	1			1		4
Structure Fire	1	1	3		1	2	2		10
System or detector malfunction		1	1	1	2	1	1	1	8
Unauthorized burning				1					1
Unintentional system/detector operation (no fire)	1	4	1	3	2	1			12
Water problem							1		1
Wrong location, no emergency found	1			1	1	6			9
<b>Total</b>	<b>73</b>	<b>72</b>	<b>72</b>	<b>80</b>	<b>87</b>	<b>71</b>	<b>88</b>	<b>6</b>	<b>549</b>

Only REVIEWED incidents included

# Kingston Fire Department

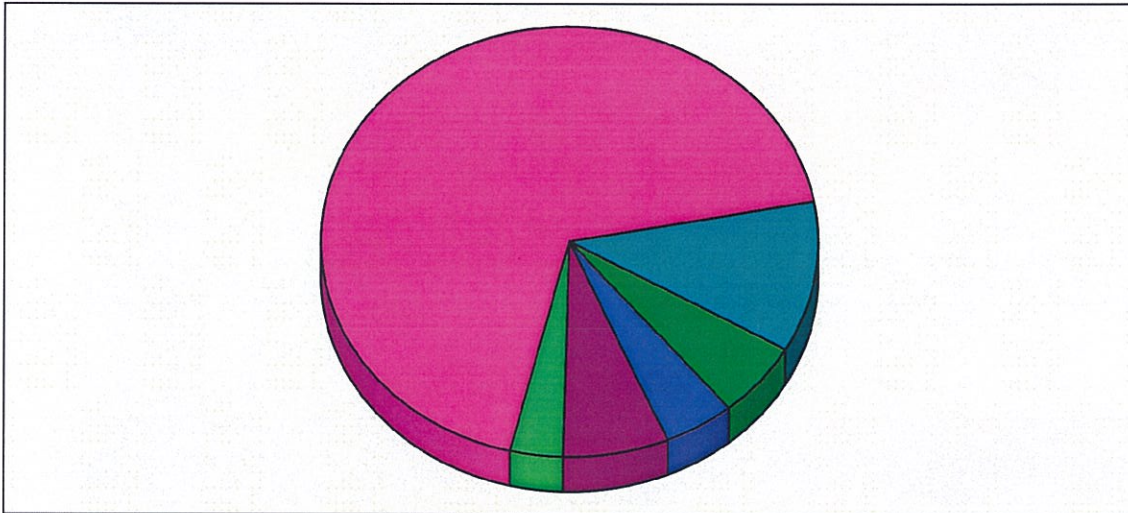
Kingston, TN

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## Major Incident Types by Month for Date Range

Start Date: 07/01/2015 | End Date: 07/31/2015



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	5	5
Fire	4	4
Good Intent Call	6	6
Hazardous Condition (No Fire)	3	3
Rescue & Emergency Medical Service Incident	60	60
Service Call	10	10
<b>Total</b>	<b>88</b>	<b>88</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

## Public Works Report – July 2015

### Solid Waste:

- Convenience center solid waste collected: \_\_\_\_\_ None \_\_\_\_\_
- Wood chips removed from lot: \_\_\_\_\_ None \_\_\_\_\_
- Solid Waste Tonnage collected: \_\_\_\_\_ None \_\_\_\_\_
- Street sweeping debris removed off streets: \_\_\_\_\_ 5 \_\_\_\_\_ Loads \_\_\_\_\_
- Recycled materials collected: \_\_\_\_\_ None \_\_\_\_\_
- \_\_\_\_\_

<b>Public Works Selected Performance Indicators</b>	<b>Total</b>	<b>YTD</b>
Brush Pick-Up Areas Covered	25 loads	25 loads
Culverts/Storm Drains Cleaned	11	11
Curb-Repair/Install/Remove	30ft	30ft
Drainage Inspection Requests	11	11
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	3	3
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	8	8
Storm water Inspections Performed	11	11
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	12	12
Streets Striped	None	None
Tennessee One Calls	4	4
Traffic Signal Repair	2	2
Tree Trimming Requests	3	3
Vehicle Maintenance – Routine	22	22
Vehicle Maintenance – Unscheduled	7	7
Water Quality – Related Outreach Events	NA	NA



### **Public Works Facility, Outreach & Project Review:**

- Residential meetings and work to assist with drainage-related projects –2
- 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- 6
- Signal inspection, repair and timing adjustments- 2
- Grant applications- None
- Participated in various weather calls- 3
- Brine acquisition and street prep in advance of weather events- None
- Fleet software implementation –N/A
- Stormwater educational outreach webinar- None
- Drainage law presentation- None
- Street Lighting- None

### **Continuing Projects**

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

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

(865) 376-2114

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

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

\_\_\_\_\_  
STREET SUPERVISOR

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

\_\_\_\_\_  
CAROLYN BREWER  
FISCAL OFFICER

STATE OF TENNESSEE  
COUNTY OF ROANE

NOTARY PUBLIC  
MY COMMISSION EXPIRES

\_\_\_\_\_  
\_\_\_\_\_

Activity	Description	Amount	Work Quantity	Work Quantity	Work Unit
	City of Kingston Month of July				
401	Manual Spot Checking				Tons
402	Crack Repair				Pounds
404	Mechanical Continuous Patching				Tons
405	Milling				Square Feet
406	Surface Replacement				Tons
411	Concrete Pavement Repair				Cubic Yards
412	Concrete Joint repair				Linear Feet
425	Grading Unpaved Surface (Shoulder)				Linear Miles
427	Patching Unpaved Surface (Shoulder)				Tons
435	Machine Mowing on Medians	\$43.65		0.97	Acres
438	Debris, Trees, Etc., Removal from Roadway surface only				Man Hours
441	Litter removal on medians	\$30.00		0.60	Roadway Miles
446	Mechanical Sweeping and Street Flushing				Miles
447	Manual Roadway Sweeping	\$4,371.52		103.5	Man Hours
460	Plowing Snow				Lane Miles
461	De-Icing Salt and/or Sand for snow abnd ice removal				Tons
463	Anti-icing (Salt Brine)				Gallons
470	Pavement Markings				Line Miles
471	Speciality Markings				Each
	Invoice Total	\$4,445.17			

## STATE RT 1

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
	460 Plowing Snow			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$14.75	13	\$ 191.75
	OPERATOR	\$15.35	13	\$ 199.55
	FOREMAN	\$15.82	13	\$ 205.66
	SUB TOTAL			\$ 596.96
	FRINGE BENEFITS		45%	\$ 268.63
	FINAL LABOR SUBTOTAL			\$ 865.59
		<u>Acres/Miles</u>	<u>Rate</u>	<u>Total</u>
ACTIVITY	435 MACHINE MOWING on MEDIANS	0.97	\$45.00	\$43.65
	441 LITTER REMOVAL ON MEDIAN	0.60	\$50.00	\$30.00
	SUB TOTAL			\$73.65
EQUIPMENT RENTAL		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	17 SWEEPER TRUCK	\$48.22	13	\$ 626.86
	04 TRUCK	\$13.00	13	\$ 169.00
	EQUIPMENT SUBTOTAL			\$ 795.86
	TOTAL			\$ 1,735.10

STATE RT 1 GRANDTOTAL \$ 1,735.10

## STATE RT 58

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$13.54	20	\$ 270.80
	OPERATOR	\$15.35	20	\$ 307.00
	FOREMAN	\$15.82	20	\$ 316.40
	SUBTOTAL			\$ 894.20
	FRINGE BENRFITS		45%	\$ 402.39
	FINAL LABOR SUBTOTAL			<span style="background-color: yellow;">\$ 1,296.59</span>
Equipment Rental		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	17 SWEEPER TRUCK	\$ 48.22	20	\$ 964.40
	04 TRUCK	\$ 13.00	20	\$ 260.00
	EQUIPMENT SUBTOTAL			\$ 1,224.40
	TOTAL			<span style="background-color: yellow;">\$ 2,520.99</span>

STATE RT 58 GRANDTOTAL \$ 2,520.99



## STATE RT 326

## ACTIVITY

446 MECHANICAL SWEEPING  
447 MANNUAL SWEEPING

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
LABORER	\$13.54	1.5	\$ 20.31
OPERATOR	\$15.35	1.5	\$ 23.03
FOREMAN	\$15.82	1.5	\$ 23.73

SUBTOTAL		\$ 67.07
FRINGE BENRFITS	45%	\$ 30.18
FINAL LABOR SUBTOTAL		\$ 97.24

## Equipment Rental

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
17 SWEEPER TRUCK	\$ 48.22	1.5	\$ 72.33
04 TRUCK	\$ 13.00	1.5	\$ 19.50

EQUIPMENT SUBTOTAL	\$ 91.83
TOTAL	\$ 189.07

STATE RT 326 GRANDTOTAL	\$ 189.07
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State Rt. 1	Sub Total	\$ 1,735.10
State Rt. 58	Sub Total	\$ 2,520.99
State Rt. 326	Sub Total	\$ 189.07
GRANDTOTAL		\$ 4,445.17

PUBLIC WORKS DEPARTMENT  
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: July, 2015

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

18

TOTAL OVERTIME COST

\$ 1900.28

A handwritten signature in cursive script, reading "Tim Clark", is written over a horizontal line.

Tim Clark, Department Head



PARKS AND RECREATION

Parks and Recreation  
BOARD MINUTES  
July 6, 2015

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

ABSENT: Tony Brown, Eric Clark

GUEST: Sonny Hunter

Called to order by Chairman Josh Igou at 6:10 p.m.

Keenon led the group in prayer.

Paul made a motion to accept the June minutes.

Keenon seconded. Motion carried.

UNFINISHED BUSINESS:

1. Alcohol Permit for Special Events – Keenon made a motion to change the original request to City Council by the Board that an alcohol permit not only be allowed at the July 4<sup>th</sup> Festival, but also, at other specified events to be determined. *Keep the City Celebrating* Paul seconded. Motion carried.
2. Kid's Triathlon Re-cap - Rick said the Kid's Triathlon held this summer would help determine whether it will be kept as a future event, it grew by 35%.
3. Paddle Board – Jason Crabtree is slowly transitioning to the 'land between the bridges'. He has hopes of eventually turning the area into a small water sports complex.

NEW BUSINESS:

1. July 4<sup>th</sup> Re-cap – The APBA brought twice as many boats as last year, as well as, faster boats. Rick reported all went well; no major problems. Paul added favorable comments due to the delay in closing the dyke after a wreck on the interstate July 3<sup>rd</sup>, the first day of the event. The boat pit area was made bigger and more secure this year, due to an accident in another state before our event and was held at the Gravel Pit area and ramp. We had only 18 cars at the car show due to some inclement weather. Also, out of 750 fireworks, only 11 were 'duds'.

Rick is considering Friday, Saturday and Sunday racing days for next year and having the fireworks and festival only on Monday, July 4<sup>th</sup>. Paul remarked that everything seemed to go very well from his booth at the gravel pit area, as far as the crowds that were there.

2. Betsy and Kenny Adcox came to see Rick and presented him with a business proposition to have paddleboats in the park. Rick informed them of the correct procedures, business license, insurance, schedule, etc. and told them to get back with him.
3. Camp Get Out – It was another success and the class was full. The Leadership class was well attended, as well.
4. Art Camp – There is another one scheduled for the week of July 20<sup>th</sup> coordinated by Brian Wilkerson from Roane State for children ages 8 to 12. The one held this past June was well received by parents.
5. New Sports under Parks and Recreation – Keenon made a motion that Parks and Recreation work toward a youth basketball development program request to City Council. Josh seconded. Some of the discussion included: Paul believes the amount of revenue brought would pay for referees, uniforms, etc. Ruth T. suggested there be defined criteria followed by all the coaches. Josh and Keenon re-iterated it is a good step towards an ultimate goal of having all youth sports eventually fall under Parks and Recreation.

Additional news from Rick:

Fort Southwest Point Welcome Center was broken into the evening/morning of July 4<sup>th</sup> or 5<sup>th</sup>. Nothing was reported stolen. The front door glass was shattered.

Porter Park is out to bid now.

Keenon made a motion to adjourn at 7:15 p.m. Ruth T. seconded. Motion carried.

Dates to Remember:

July 7 <sup>th</sup>	Council Work Session
July 14 <sup>th</sup>	Council Meeting
August 3 <sup>rd</sup>	Park Board Meeting

**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, 2015:**

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 Korners - FCE
Girl Scout Leaders/Service Unit	Roane County Reading Foundation
Adult Table Tennis	Roane County Foster Care Program Meeting
Antique Tractor Club	N.A.M.I.
Kingston City Court	Roane Co. Southern Bros. and Sisters (FCE)
Any Body Can Exercise Class	Roane County Sewing Club
Kingston Lion's Club	

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

Mary Kay Parties	Swim Team Sign-ups
TN Valley Defenders	Lifeline Screening
Lynette Ladd Family	Crystal Jones Family
Roane County Class of 1965	Boating Class
"Defenders" Motorcycle Club	Donna Ott Family
Fly Fishing Class	Ed Pitts Family
Hunter Safety Class	Social Security Class
Child Services Workshop	Art Camp for Kids - camps
Sonya Summitt Family	

**At City Park:** July 4th Festival, Jeff Brown - Kingston Church of Christ, Winstead Family  
Crystal Jones Family, Harriman Church of God, Dorothy Moore Family

**At Fort Southwest Point:** Makalah Burgess Family, Rebecca Hendrickson Family,  
Crystal Miller Family, Mila Glushchenko Family, Amanda Whitaker Family

**Com.Center Rent: \$285.00**

**Park Rent: \$435.00**

**Submitted by Jo Ann Knies**

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# Kingston City Permits

February 25, 2015 to  
July 30, 2015

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## Permit List

25 Records

Permit #	Site Address	Department	Type	Status	Submitted	Expires	Primary Parcel Address
BP2015-050	808 Gallaher Road	BUILDING	BP	ISSUED	02/25/2015	10/17/2015	808 Gallaher Road
BP2015-065	817 Tyler Place	BUILDING	BP	ISSUED	03/16/2015	11/24/2015	817 Tyler Place
BP2015-069	603 N. Kentucky Street	BUILDING	BP	ISSUED	03/18/2015	12/08/2015	603 N. Kentucky Street
BP2015-078	1209 N. Kentucky Street	BUILDING	BP	ISSUED	03/20/2015	09/16/2015	1209 N. Kentucky Street
BP2015-087	711 East Race Street	BUILDING	BP	ISSUED	03/25/2015	09/21/2015	711 East Race Street
BP2015-133	608 W. Spring Street	BUILDING	BP	ISSUED	04/15/2015	10/12/2015	608 W. Spring Street
BP2015-172	340 Lawnville Road	BUILDING	BP	ISSUED	05/01/2015	11/15/2015	340 Lawnville Road
BP2015-177	221 Woodlawn Drive	BUILDING	BP	ISSUED	05/01/2015	10/28/2015	221 Woodlawn Drive
BP2015-178	1543 James Ferry Road	BUILDING	BP	ISSUED	05/04/2015	10/31/2015	1543 James Ferry Road
BP2015-187	813 Tyler Place	BUILDING	BP	ISSUED	05/07/2015	11/28/2015	813 Tyler Place
BP2015-191	708 W. Race St.	BUILDING	BP	ISSUED	05/07/2015	12/08/2015	708 W. Race St.
BP2015-199	806 Bowden Wyatt Drive	BUILDING	BP	ISSUED	05/11/2015	11/07/2015	806 Bowden Wyatt Drive
BP2015-210	1204 N. Kentucky Street	BUILDING	BP	ISSUED	05/15/2015	11/11/2015	1204 N. Kentucky Street
BP2015-212	524 North 3rd Street	BUILDING	BP	ISSUED	05/18/2015	11/14/2015	524 North 3rd Street
BP2015-241	118 Hillcrest Lane	BUILDING	BP	ISSUED	05/28/2015	11/24/2015	118 Hillcrest Lane
BP2015-256	942 Patton Ferry Road	BUILDING	BP	ISSUED	06/03/2015	11/30/2015	942 Patton Ferry Road
BP2015-287	935 Kentucky Street	BUILDING	BP	ISSUED	06/17/2015	12/14/2015	935 Kentucky Street
BP2015-317	805 Oran Zirkle Road	BUILDING	BP	CLOSED	06/30/2015	01/16/2016	805 Oran Zirkle Road
BP2015-335	804 W. Race St.	BUILDING	BP	ISSUED	07/09/2015	01/05/2016	804 W. Race St.
BP2015-338	201 Kingwood Street	BUILDING	BP	ISSUED	07/13/2015	01/11/2016	201 Kingwood Street
PL2015-042	608 W. Spring Street	BUILDING	PL	ISSUED	05/05/2015	11/01/2015	608 W. Spring Street
		BUILDING	PL	ISSUED	07/13/2015	01/11/2016	201 Kingwood Street



Permit #	Site Address	Department	Type	Status	Submitted	Expires	Primary Parcel Address
PL2015-074	201 Kingwood Street						
PL2015-075	708 W. Race St.	BUILDING	PL	ISSUED	07/13/2015	01/09/2016	708 W. Race St.
RM2015-016	1381 Byrd Circle	BUILDING	RM	CLOSED	03/16/2015	09/23/2015	1381 Byrd Circle
RM2015-041	905 N. Kentucky St.	BUILDING	RM	ISSUED	06/23/2015	12/20/2015	905 N. Kentucky St.

# KINGSTON WATER TREATMENT PLANT



## JULY OPERATIONS REPORT

2015

Water Treatment Plant		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
GALLONS	Influent (Raw)	19,291,000	18,254,000	5.38%	1,052,000	346,000	643,000
	Effluent (Finish)	18,118,000	17,517,000	3.32%	1,000,000	330,000	6,004,000
	Spring Supply	12,703,000	12,982,000	-2.20%	457,000	382,000	423,000
	Total Finish Prod.	30,821,000	30,499,000	1.04%	Distribution & WTP Report: 4,028,640 gals. usage flushing and Tank Refilling.		
Plant Efficiency		99.85%	99.96%	-0.11%			
Distribution							
GALLONS	Consumption	21,232,400	21,599,500	-1.73%	Public Works: No Report		
	Reported Usage	4,028,640	4,375,000	-8.60%	Fire Dept: No Report		
	Water Loss	5,559,960	4,524,500	18.62%	Park & Rec: No Report		
		%	18.04%	14.84%	3.21%	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.
- \* 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.
- \* New Spring Bleach House is operational and in use now. Still have several things to finish up before whole project is completed. Should get most completed in August.
- \* Replaced the Spring Pump House Clearwell overflow line.
- \* Had to replace a Main disconnect lug and 70amp molded breaker at the Spring Pump House.
- \* Installed a cooling system to the Ladd Landing Pump Station.
- \* We expect to receive the Back-up Power Generator for the Water Treatment Plant the middle of August.

Kingston Water Department  
Schedule of Unaccounted For Water  
July

*(All amounts in gallons)*

<b>A Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	30,821,000
<b>C</b>	Water Purchased	<u>0</u>
<b>D</b>	<b>Total Water Treated and Purchased</b>	<u>30,821,000</u>
	<b>(Sum Lines B and C)</b>	
<b>E Accounted for Water:</b>		
<b>F</b>	Water Sold	21,232,400
<b>G</b>	Metered for Consumption (in house usage)	<u>1,128,640</u>
<b>H</b>	Fire Department(s) Usage	<u>0</u>
<b>I</b>	Flushing	<u>2,000,000</u>
<b>J</b>	Tank Cleaning/Filling	<u>900,000</u>
<b>K</b>	Street Cleaning	<u>0</u>
<b>L</b>	Bulk Sales	<u>0</u>
<b>M</b>	Water Bill Adjustments (+/-)	<u>0</u>
<b>N</b>	<b>Total Accounted for Water</b>	<u>25,261,040</u>
	<b>(Sum Lines F thru M)</b>	
<b>O</b>	<b>Unaccounted for Water</b>	<u>5,559,960</u>
	<b>(Line D minus Line N)</b>	
<b>P</b>	<b>Percent Unaccounted for Water</b>	<u>18.040%</u>
	<b>(Line O divided by Line D times 100)</b>	

**Q Other (explain)**

See Below

Explain Other:

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



# **KINGSTON WASTEWATER TREATMENT PLANT**

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

**FROM:** Tony Workman, WWTP Manager

**DATE:** August 4, 2015

**RE:** July Monthly Report

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<b>MONTHLY FLOW</b>	<b>Average Flow</b>	<b>Maximum Flow</b>	<b>Minimum Flow</b>	<b>Total</b>
Influent	.9995	3.5620	.4830	30,983,000
Effluent	.9205	3.4160	.4290	28,535,000

Total gallons of chlorine used was 612 @ \$2.09 gallon= \$1279.08

There was 12.19 inches of rain this month. There were no overflows this month.

9.07 tons of sludge was hauled to the landfill.

As the new budget cycle begins, pumps are going out. Pumps are out at the #2, #5 and now Oak Hills pump stations. These pumps have been ordered and as they arrive are being installed. The Oak Hills pump Station had both pumps to fail. A new pump arrived and was installed. The Oak Hills pump station was pumped every 3 days to prevent any sewer overflows.

The polymer pump for the centrifuge has also stopped working. We have rebuilt the pump several times, cleaned the pump without success. A new pump was ordered.

David Pinner and I attend a 2 day class in Loudon, dealing with "12 Steps of Lab Quality/Assuarance" and Nutrient removal.

We successfully completed the DMRQA-35 Study for this year. All tests were within the acceptable level.

# CERTIFICATE OF RECOGNITION

*ERA congratulates*  
**KINGSTON STP**

*for your participation and successful evaluation in DMR-QA 35. We recognize the performance of this laboratory for achieving acceptable evaluations for the following analytes.*

E.coli (MPN)	Settleable Solids	Total Suspended Solids
pH	Total Residual Chlorine	



Kristina Sanchez  
Quality Officer

K095784

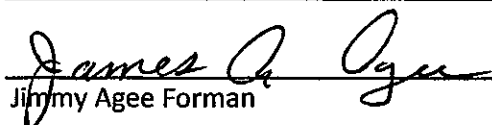
# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

Month of: JULY 2015

PAGE 2

TASK	RESOLVED	PENDING
<b>MISC SERVICE ORDERS</b>		
CHECK TO SEE IF STILL OFF	14	
CHANGE METER TOPS	1	
PULL-METER		
PESSURE TEST	3	
WATER LOOKS MILKY-AIR IN LINE	3	
Check FOR TAMPERED METERS		
BAD SEWER SMELL	1	
INSPECT, SEWER TAP FOR CUSTOMER		
REPLACE MAN HOLE COVER		
WATER MAIN BREAK	4	
REPLACE METER /METER BOX/LID	1	
ADJUST PRV	2	
CAMERA SEWER LINE		
FLUSH LINES	5	
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK	2	
REPAIR METER SHUT-OFF	4	
SEWER LINE REPAIR	5	
LOCATE SEWER FOR CUSTOMER	1	
EST. TO RELOCATE WATER METER		
CHANGE TRANSPONDER	1	
Total		7
Fire Hydrant installed		
ROAD PATCHES	3	3
OVERTIME HOURS	185	

  
 Jimmy Agee Forman

# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

Month of:       JULY 2015      

**To: David Bolling**

**From: Jimmy Agee**

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	2	
READ OUTS	44	
RE- READS		
WATER TAP NEW ACCOUNT	2	
INSTALL PRESSURE REDUCER		
READ INS	47	
CHECK FOR HUNG METER	1	
CHANGE OUT HUNG / BROKEN METER	1	
CHECK FOR LEAK	20	
NO WATER	1	
AFTER HOURS - WATER	21	
SERVICE LINE LEAK	5	
LINE LOCATES	106	
TURN OFF FOR NON PAYMENT	108	
TURN WATER BACK ON	89	
YARD WORK	3	4
DOOR HANGERS	5	
MANUAL READ	2	
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION	2	
SEWER BACK UP	5	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	3	
PROFILE REQUESTED	8	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
TEST WATER QUALITY		





**City of Kingston**  
Project Status Update  
July 2015

## GREENWAY

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

Notes:

1. Accepting Bids
2. Bids will opened on Aug. 24th

## HOME GRANT

		Date Completed/Closed Out
Project Cost:	\$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	Spring 2016	
Notable outstanding issues:	None	

Notes:

1. Awaiting HUD / THDA release of Policies and Procedures

## WASTEWATER TREATMENT PLANT EXPANSION

		Date Completed/Closed Out
Project Cost:	\$5,000,000	
Engineer/Architect/Consultant:	Jacobs (Rick Kirby)	
Contractor:	Haren Construction	
Status (Percent complete)	100%	
Estimated Completion Date	Complete	
Notable outstanding issues:	None	

Notes:

1. Official dedication / closing out set for August 7<sup>th</sup>.

## LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	5%	
Estimated Completion Date	Spring 2016	
Notable outstanding issues:	None	

Notes:

1. Design phase being finalized for State approval
2. Awaiting approval to go out for bids

## PHASE II SOLAR PROJECT

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:	Energy Source Partners	
Status (Percent complete)	25%	
Estimated Completion Date	10/1/2015	
Notable outstanding issues:		

Notes:

1. Site prep complete
2. Awaiting delivery of materials