



# City Manager Report

## June 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:**

Smokin' the Water Boat Races 2015

### **Distributed:**

July 14, 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

### **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



July 14, 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: June 2015**

### **Legislative Accomplishments**

- 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
- Ordinance No. 15-6-9-3 to Amend the Budget Appropriation Ordinance for Fiscal Year 2014/15 for the City of Kingston
- 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**

- Bid from Stowers Equipment Company for Equipment and Services for the Kingston Water Plant and a Bid from Stowers Equipment Company for Equipment and Services for Pump Station #1
- Private Usage of City Parks and Facilities
- Approved a Resolution of the City of Kingston, Tennessee, Authorizing the Issuance of Interest Bearing Police Department Capital Outlay Notes, Series 2015, in an Amount Not to Exceed \$124,000 and Providing for the Payments of Said Notes
- **External Meetings**
  - Chamber Board Meeting
  - TDOT
- **Internal Meetings**
  - Discussed various legal issues with the City Attorney

### **Ongoing Work**

- Greenway Project Extension: **Received approval to rebid**
- North Kentucky Street Paving Project: **Complete**
- Phase II Solar Project: **Site prep in progress**
- TVA Funding: **Contract executed, awaiting funding**
- Porter Park: **Design Phase near completion**
- HOME Grant: Awaiting executed contract
- USDA / RD Water Extension: **In progress**



**City of Kingston**  
Project Status Update  
December 2014

Any changes will appear in **RED**.

**GREENWAY**

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

Notes:

1. TDOT has approved rebidding

**NORTH KENTUCKY STREET PAVING**

		Date Completed/Closed Out
Project Cost:	\$295,856 (Estimate)	
Engineer/Architect/Consultant:	V&M	
Contractor:	Roger's Group	
Status (Percent complete)	100%	
Estimated Completion Date	Complete	
Notable outstanding issues:	None	

Notes:

1. Project complete and closed out

## 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. Will be setting up a time for a formal dedication in next few weeks, as soon as the sign is installed.

## SEWER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	\$49,400 design	
Contractor:	\$376,033.28	
Status (Percent complete)	100%	
Estimated Completion Date	Complete	
Notable outstanding issues:		

Notes:

1. Lift Station is installed and operational

## WATER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	\$69,910 for all 4 parts	
Contractor:	Hampton	
Status (Percent complete)	90%	Waiting for Rural Dev. Approval
Estimated Completion Date	6/01/2015	
Notable outstanding issues:		

Notes:

1. Work is underway and in final stages

## LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	12/31/15	
Notable outstanding issues:	None	

Notes:

1. Design phase being finalized for State approval

## PHASE II SOLAR PROJECT

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:	Energy Source Partners	
Status (Percent complete)	0%	Construction began
Estimated Completion Date		
Notable outstanding issues:		

Notes:

1. Site prep has begun.

## **FINANCE AND ADMINISTRATION REPORT JUNE 2015**

- \* WE IMPLEMENTED A NEW 24/7 TELEPHONE PAYMENT SERVICE FOR WATER BILL AND TAX PAYMENTS
- \* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO BILLS OF
- \* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 239 TOTAL
- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR DECEMBER 3730 FOR A TOTAL AMOUNT OF \$326936.75
- \* NEW WATER SERVICE APPLICATIONS FOR MARCH TOTALED 412 NEW CUSTOMERS 3730 ACCOUNTS
- \* 49 CUSTOMERS FINALED OUT SERVICE
- \* 253 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 577
- \* TOTAL E-BILL ACCOUNTS - 116
- \* COMPLETED MONTHLY FINANCIAL REPORTS
- \* COLLECTED \$ 7,106.74 IN DELINQUENT PROPERTY TAXES
- \* TURNED OFF 70 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 COMBINED

## FINANCIAL SUMMARY FY JULY 2014-JUNE 2015

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	\$1,026,550	\$823,793	\$661,751	\$649,717	\$661,901	\$1,077,880	\$1,108,138	\$1,677,852	\$1,460,407	\$1,364,515	\$1,128,407	\$815,622
2008 Bond	\$275,443	\$289,265	\$303,078	\$318,078	\$330,675	\$344,471	\$358,322	\$372,237	\$386,108	\$399,979	\$325,621	\$324,514
Water/Sewer	\$1,154,778	\$896,404	\$954,290	\$1,055,838	\$1,096,130	\$1,213,597	\$1,232,081	\$1,277,672	\$1,299,580	\$1,336,257	\$1,367,036	\$1,347,496
1999 Bond	\$190,055	\$210,038	\$230,131	\$253,131	\$270,334	\$290,378	\$310,489	\$330,803	\$350,934	\$371,100	\$115,795	\$135,954
2004 Bond	\$298,621	\$307,454	\$316,276	\$326,276	\$333,891	\$342,695	\$351,553	\$360,475	\$369,353	\$378,231	\$315,881	\$314,771
RDA Reserve Fund	\$198,283	\$200,307	\$202,319	\$204,319	\$206,342	\$208,355	\$210,367	\$212,367	\$214,378	\$216,404	\$218,404	\$220,429
Rockwood Interconnect	\$378,883	\$363,670	\$355,105	\$355,097	\$338,844	\$377,763	\$376,188	\$373,728	\$132,159	\$272,092	\$205,673	\$371,772
Gallaher Rd Constrct	\$799,258	\$798,810	\$798,592	\$798,592	\$767,893	\$767,939	\$767,985	\$768,026	\$768,072	\$468,116	\$468,116	\$468,173
WWTP Expansion Con	\$30,684	\$30,688	\$30,690	\$382,431	\$2,917	\$2,917	\$2,917	\$2,917	\$2,918	\$2,918	\$2,918	
WWTP Retainage Acct	\$226,467	\$226,494	\$226,507	\$226,507	\$226,534	\$226,547	\$226,561	\$226,573	\$226,586	\$226,599	\$226,599	
Drug Fund	\$10,415	\$7,440	\$7,372	\$6,242	\$5,918	\$7,074	\$5,331	\$5,869	\$5,485	\$6,497	\$7,408	\$9,709
Ladd Landing Const.	\$309	\$309	\$309	\$309	\$309	\$309	\$309	\$309	\$309	\$309	\$309	\$309
Total BALANCES	\$4,589,747	\$4,154,672	\$4,086,422	\$4,576,539	\$4,241,689	\$4,859,925	\$4,950,242	\$5,608,829	\$5,216,289	\$5,043,016	\$4,382,167	\$4,008,749

**City of Kingston**  
Financial Summary  
Jun-15

**KEY REVENUE INDICIES**

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Target</u>	<u>Projected Over (Under) Budget</u>
General Fund	Local Sales Tax	\$ 80,685	\$ 881,052	\$ 960,500	\$ 980,000	\$ (14,861)
	State Shared Tax	\$ 63,021	\$ 729,549	\$ 799,835	\$ 886,412	\$ 23,147.00
	(Delinquent and Current Property Tax	\$ 7,585	\$ 1,804,646	\$ 1,825,824	\$ 1,825,824	\$ (21,178.00)
	Court Fines/Fees	\$ 5,108	\$ 49,471	\$ 50,162	\$ 50,162	\$ (691)
Tourism	Hotel/Motel Tax	\$ 4,585	\$ 47,814	\$ 46,233	\$ 40,000	\$ 7,814
Water/Wastewater	User/Fees		\$ 22,970.00	\$ 23,658.00	\$ 60,000.00	\$ (36,342)

<b>Revenue Summary</b>					
General Fund Collected YTD	\$	4,981,652	Wastewater Fund Coll YTD	\$	3,113,701
General Fund Target	\$	5,063,978	Wastewater Fund Target	\$	3,438,891
Difference	\$	(82,326)	Difference	\$	325,190
		98.90%			90.50%

**EXPENDITURES SUMMARY**

<u>Operating Departments</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected (Over)Under Budget</u>
General Government	\$ 7,803.00	\$ 216,288.00	\$ 216,560.00	\$ 216,560.00	\$ (272.00)
Community Development		\$ 10,229.09	\$ 10,229.09	\$ 10,275.00	\$ (45.91)
Police	\$ 75,221.40	\$ 886,906.00	\$ 896,497.00	\$ 896,497.00	\$ (9,591.50)
Fire	\$ 73,667.27	\$ 913,760.04	\$ 986,264.00	\$ 986,264.00	\$ (72,503.96)
Public Works	\$ 164,589.05	\$ 751,239.06	\$ 806,484.00	\$ 806,484.00	\$ (55,244.94)
Parks & Recreation	\$ 54,127.18	\$ 553,605.61	\$ 592,965.00	\$ 592,965.00	\$ (39,359.39)

**OPERATIONS EXPENDITURE SUMMARY**

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	\$ 511,175.45	\$ 5,073,653.55	\$ 5,428,324.00	93.47%
Water/Wastewater	\$ 765,440.04	\$ 3,048,626.29	\$ 3,438,891.00	88.65%

## CITY OF KINGSTON

### HUMAN RESOURCES REPORT MONTH OF JUNE 2015

- \* REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- \* VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE'S RECORDS
- \* TOTAL FULL TIME EMPLOYEES: 62; TOTAL PART-TIME EMPLOYEES 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
- \* HIRED 3 PART-TIME EMPLOYEES IN PUBLIC WORKS DEPT
- \* HAD 3 FULL TIME EMPLOYEES RESIGN

# CITY OF KINGSTON

## New Business Licenses Issued in June 2015

**1 HILLS BONDING COMPANY**

100 E RACE ST  
KINGSTON, TN 37763

**2 MIDWEST MEDICAL SUPPLY CO INC**

13400 LAKEFRONT DR  
EARTH CITY, MO

**3 WATHCO INC**

5470 TECHNOLOGY PKWY  
BRASELTON, GA  
865-248-8320

**4 STARNES WOODSTOVE & PATIO STORE LLC**

321 E RACE ST  
KINGSTON  
865-591-2902

**KINGSTON POLICE DEPARTMENT -June 2015**

## TIBRS Group A Offenses

Crimes Against Society

Drug/Narcotics Violations	4
Drug Equipment Violations	4
Betting/Wagering	2
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	6

## 3

## TIBRS Group B Offenses

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

Subtotal 13

Central Dispatch

Crash Reports	21	Patrol Mileage	15,105
Traffic Stops	75	Hours Worked	1,993
Investigator Needed on Scene	12	Reserve Hours Worked	261
Domestic Complaints	12	Total Overtime Hours	122
Escorts Funeral/Other	8	Total Amount of Overtime Wages	\$3,097.14
Animal Calls	9	City Court Citations	20
Vandalism	3	General Sessions Citations	1
Fights	3	Arrest	20
Burglar Alarms/Fire Alarms	15	Juvenile Arrest	41
Child Sexual Assaults		Incident Reports	50
Forgery			
Theft	9		
Vehicle Theft			
Public/Motorist Assist	7		
Arson/Explosive Devices			
Other Calls	162		
Subtotal	336		
Total Calls	352		

Municipal Codes

Animal Control Calls to Office	
Animal Control Violations	
Animal Control Letters Sent	
Animals Transported to Shelter	
Codes Concerns	2
Codes Violations	
Codes Letters Sent	3
Property Maintenance Leins	
Temporary Signs Removed	8

Report for the citations issued, the disposition date for which was on  
June 2, 2015

Monies outstanding from August 7, 2007 – June 30, 2015	\$ 48,939.63
Monies collected from August 7, 2007 – June 30, 2015	\$ 362,584.25

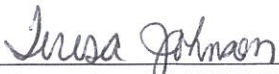
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 2,066.25	
Collected in court on fines and costs		\$ 1,102.50
Amount collected after June 2015 Court		\$ 388.75
Total collected for citations on May 2015		\$ 1,491.25
Amount outstanding for June 2015	\$ 575.00	
<u>3</u> Cash bond forfeitures		\$ 480.00
Total amount collected for June 2015 Citations		\$ 1,971.25
Amount collected from previous months/FTA etc.		\$ 2,282.00
Total collected in June 2015		<b>\$ 4,253.25</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 30<sup>th</sup> of June 2015

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge



## Fire Department June 2015

### Summary of Month's Activities

#### Fire Operations

The Department responded to 71 calls for service during the month of May.

#### Fire Administration

- Attended Dept. Head meeting
- Attended K25 Drill
- Continue planning for equipment for dive team
- Continuing to receive checks for fire pup program
- Some of the Dive Team completed Rescue Class

#### June Overtime

OT Hours: 101hrs

Cost: \$2411.79

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. KFD is also holding classes for members of county departments. All instructors are staff of KFD and state certified to teach fire service classes.

KFD Dive team has begun wet classes and will be spending a lot of time in the water learning skills.



### **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

### **Special Projects**

- KFD Dive Team spending a lot of time in class and in the water for the month of June. Classes projected to be completed by mid June.
- 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

June 15'

**TOTAL CALLS**

**71**

Category	Total		Total
Structure Fires	2	Hazardous Calls	2
Vehicle Fires	1	Service Calls	3
Brush/Grass Fires	1	Good Intent Calls	8
Refuse/rubbish Fires	1	Unintentional False	2
Other Fires	1	Other False	
<b>Total Fires</b>	<b>6</b>	<b>Total Other Calls</b>	<b>15</b>
Rescue and EMS	51	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	1		
Fire Service Injuries	1	<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

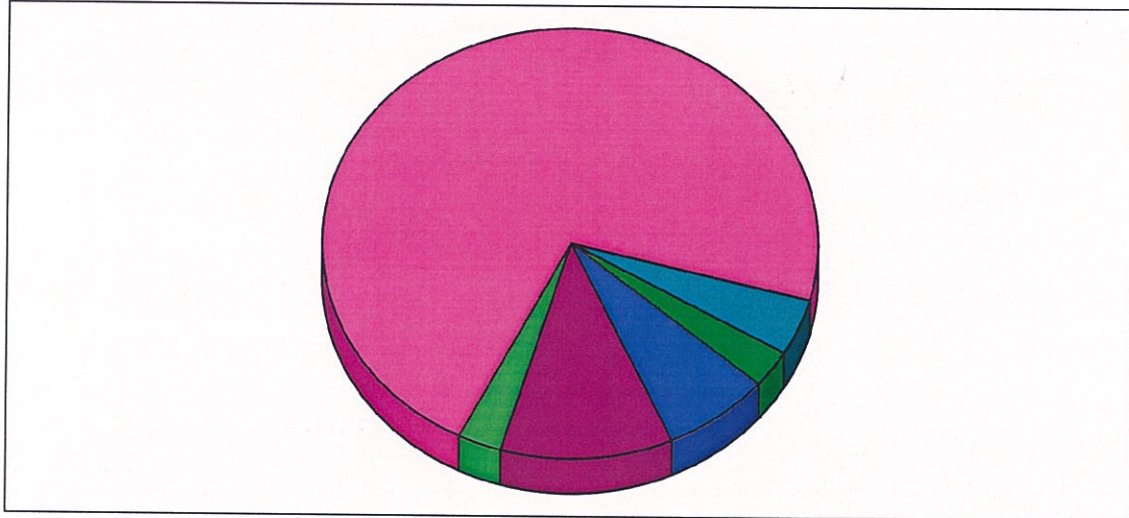
Kingston, TN

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## Major Incident Types by Month for Date Range

Start Date: 06/01/2015 | End Date: 06/30/2015



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

INCIDENT TYPE	JUN	TOTAL
False Alarm & False Call	2	2
Fire	5	5
Good Intent Call	8	8
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	51	51
Service Call	3	3
<b>Total</b>	<b>71</b>	<b>71</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

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Doc Id: 495

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# Kingston Fire Department

Kingston, TN

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## Minor Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	SUM
Accident, potential accident				3	1	1	5
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	14
Electrical wiring/equipment problem			2				2
Emergency medical service (EMS) Incident	38	35	39	44	48	41	245
Extrication, rescue					1		1
False alarm and false call, other	6	6	5	3	1		21
Fire, other	1						1
Flammable gas or liquid condition, other		1					1
Good intent call, other	1	1	2	1	1		6
Malicious, mischievous false alarm	1	1	1		1		4
Medical assist	12	12	5	3	12	10	54
Mobile property (vehicle) fire		2		1	1	1	5
Natural vegetation fire			2		1	1	4
Outside rubbish fire				1	1	1	3
Person in distress			4	2	3		9
Public service assistance	9	1	2	9	7	3	31
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			3
Structure Fire	1	1	3		1	2	8
System or detector malfunction		1	1	1	2	1	6
Unauthorized burning				1			1
Unintentional system/detector operation (no fire)	1	4	1	3	2	1	12
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>455</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

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# Kingston Fire Department

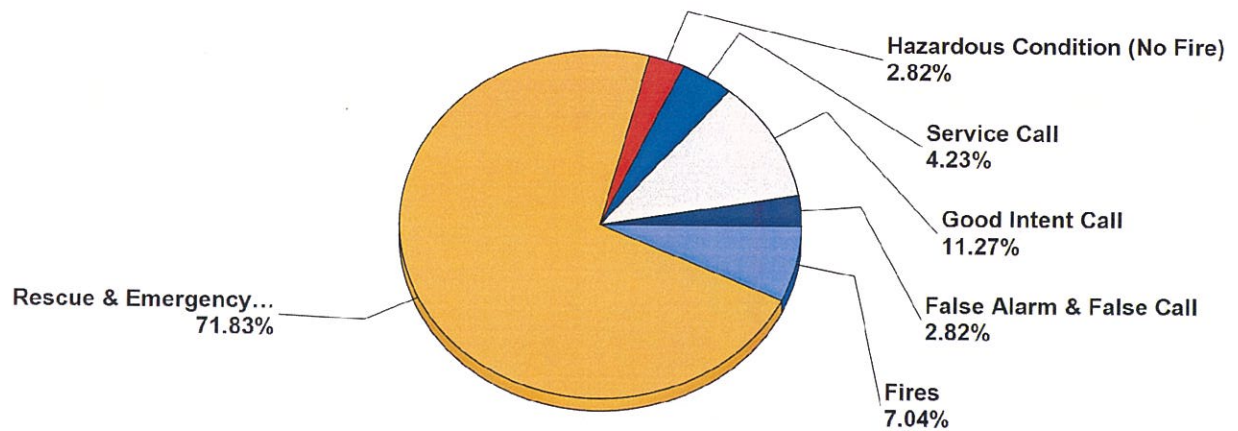
Kingston, TN

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2015 | End Date: 06/30/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	7.04%
Rescue & Emergency Medical Service	51	71.83%
Hazardous Condition (No Fire)	2	2.82%
Service Call	3	4.23%
Good Intent Call	8	11.27%
False Alarm & False Call	2	2.82%
<b>TOTAL</b>	<b>71</b>	<b>100.00%</b>

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



**EMERGENCY  
REPORTING**

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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	2.82%
131 - Passenger vehicle fire	1	1.41%
140 - Natural vegetation fire, other	1	1.41%
150 - Outside rubbish fire, other	1	1.41%
311 - Medical assist, assist EMS crew	10	14.08%
320 - Emergency medical service, other	2	2.82%
321 - EMS call, excluding vehicle accident with injury	32	45.07%
322 - Motor vehicle accident with injuries	4	5.63%
324 - Motor vehicle accident with no injuries.	3	4.23%
412 - Gas leak (natural gas or LPG)	1	1.41%
462 - Aircraft standby	1	1.41%
551 - Assist police or other governmental agency	1	1.41%
553 - Public service	1	1.41%
554 - Assist invalid	1	1.41%
611 - Dispatched & cancelled en route	1	1.41%
621 - Wrong location	1	1.41%
622 - No incident found on arrival at dispatch address	5	7.04%
631 - Authorized controlled burning	1	1.41%
735 - Alarm system sounded due to malfunction	1	1.41%
745 - Alarm system activation, no fire - unintentional	1	1.41%
<b>TOTAL INCIDENTS:</b>	<b>71</b>	<b>100.00%</b>

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



**EMERGENCY  
REPORTING**

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PUBLIC WORKS DEPARTMENT  
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: JUNE, 2015

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

16.5

TOTAL OVERTIME COST

\$ 376.78

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

Tim Clark, Department Head



PARKS AND RECREATION

**Kingston Parks and Recreation  
BOARD MINUTES  
June 1, 2015**

**PRESENT:** Eric Clark, Josh Igou, Ruth Lentz, Sue Collins, Keenon Hethcoat, Paul Rogers, Ruth Thompson, Rick Ross

**ABSENT:** Karen High, Tony Brown

**GUEST:** Sonny Hunter

Meeting was called to order by Chairman Josh Igou at 6:05 p.m. He welcomed everyone.  
Keenon made a motion to approve last month's minutes. Paul seconded. Motion passed.

**Unfinished Business:**

Rick reported the City Council may have enough support for a special event/alcohol permit for the next July 4<sup>th</sup> festival, but the permit would not be limited to to Smokin' the Water. Two things discussed were getting a major sponsorship and the possible profits.

Road Block – Volunteer commitments for the July 4<sup>th</sup> roadblock include Eric, Paul and wife, Jeanie, Keenon and Sue. Eric will donate a case of water.

Youth Board – Rick is waiting for more student applications to be turned in this fall.

Camps – The upcoming camps are: A Leadership Camp, two separate weeks of Art Camp and our yearly Camp Get-Out.

**New Business:**

The board decided unanimously to re-appoint board members Josh, Eric and Sue to another term. Keenon made a motion to accept and Ruth L. seconded. Motion passed. Josh will remain chairman. Sue made the motion and Keenon seconded. Motion passed.

Paddle Board in Park – One of our citizens has approached Rick and the city mayor about Jason Crabtree operating in our parks as a business. Jason supports our parks



and our camps, has his business license and has been cleared by our attorney and city manager to operate, with no legal issues.

Ladd Park Parking – Rock the River would like to come to Ladd in October, 2016, with about 230 boats. This would be feasible with some re-structuring; TVA parking was mentioned as a possibility by Keenon. Rick also mentioned re-locating the pavilion, and removing the mound where the skate park was located.

July 4<sup>th</sup> – The necessary permits are all in. Still need \$20,000 to \$25,000 more donations. New this year at the two-day festival are a power lifting championship and a volleyball tournament. The raft race returns as one of our more popular events. The APBA boats, which are modified and faster this year will be pitting at the gravel pit area. The entertainment stage will be on the community center lot. The dyke will be closed July 3<sup>rd</sup> and 4<sup>th</sup> to traffic.

5K – A new route was used for a recent 5K run which only required two police officers. It went well for that size of a race.

July 5<sup>th</sup> meeting – We will have the board meeting as planned but not have the September meeting due to the Labor Day holiday.

Kid Triathlon June 20<sup>th</sup> – This run scheduled for kids 8 to 12 years old. There will be relays held as well.

Keenon brought up some past discussion about Parks and Recreation taking over the local sports, reminding us that basketball starts in October. Rick will submit research in July.

Keenon made a motion to adjourn and Paul seconded. Meeting ended at 7 p.m.

Submitted by Eric Clark

**Dates to remember:**

June 2 <sup>nd</sup>	Council Work Session
June 9 <sup>th</sup>	Council Meeting
June 12 <sup>th</sup>	Road Block for Fireworks 3-6 p.m.
July 6 <sup>th</sup>	Park Board Meeting

## June 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 June, 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 June, 2015:

Mary Kay Parties	Swim Team Sign-ups
TN Valley Defenders	Lifeline Screening
Lynette Ladd Family	Crystal Jones Family
Roane County Class of 1965	

**At City Park:** First Baptist Church Terrific Kids Picnic, TWRA Free Fishing Day, Watts Family Picnic, First Baptist Church Adult, Rockwood baseball team, Nancy Ortiz Family, Morrison Hill Christian Church

**At Fort Southwest Point:** Tall Cedars for Muscular Dystrophy, Jason Miller Family, Roane County Amateur Radio Club, Local Wedding

**At Ladd Park:** Polly Fitzgerald Family, Rebecca Jenkins Family

**Com.Center Rent: \$655.00**

**Park Rent: \$458.00**

**Submitted by Jo Ann Knies**

# KINGSTON WATER TREATMENT PLANT



## JUNE OPERATIONS REPORT

2015

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
G A L L O N S	Influent (Raw)	18,254,000	14,795,000	18.95%	1,012,000	339,000	630,000
	Effluent (Finish)	17,517,000	13,882,000	20.75%	1,008,000	339,000	604,000
	Spring Supply	12,982,000	12,970,000	0.09%	473,000	318,000	419,000
	Total Finish Prod.	30,499,000	26,852,000	11.96%	<i>Distribution &amp; WTP Report:</i>		
Plant Efficiency		99.96%	99.86%	0.10%	gals. usage flushing and Tank Refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
G A L L O N S	Consumption	21,599,500	20,823,400	3.59%	<i>Fire Dept:</i> No Report		
	Reported Usage	4,375,000	2,121,760	51.50%	<i>Park &amp; Rec:</i> No Report		
	Water Loss	4,524,500	3,906,840	13.65%	<i>WWTP:</i> No Report		
	%	14.84%	14.55%	0.29%	<i>OT Hrs:</i>		

Note: The Water Production, Consumption and Loss data is for the May 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.
- \* Ran new underground conduit and installed electrical service to new Bleach Station
- \* Lined Spring Bleach Station with HDPE chemical resistant sheeting.
- \* Ran new plumbing for first stage of Sodium Hypochlorite into the Spring Gravity Feed Line.
- \* Replaced a pump impeller on a Spring Pump House prime mover.

## Schedule of Unaccounted For Water

### June

<b>A</b>	<b>Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	30,499,000	
<b>C</b>	Water Purchased	0	
<b>D</b>	<b>Total Water Treated and Purchased</b>		30,499,000
	(Sum Lines B and C)		
<b>E</b>	<b>Accounted for Water:</b>		
<b>F</b>	Water Sold	21,599,500	
<b>G</b>	Metered for Consumption (in house usage)	1,375,000	
<b>H</b>	Fire Department(s) Usage	0	
<b>I</b>	Flushing	3,000,000	
<b>J</b>	Tank Cleaning/Filling	0	
<b>K</b>	Street Cleaning	0	
<b>L</b>	Bulk Sales	0	
<b>M</b>	Water Bill Adjustments (+/-)	0	
<b>N</b>	<b>Total Accounted for Water</b>		25,974,500
	(Sum Lines F thru M)		
<b>O</b>	<b>Unaccounted for Water</b>		4,524,500
	(Line D minus Line N)		
<b>P</b>	<b>Percent Unaccounted for Water</b>		14.835%
	(Line O divided by Line D times 100)		

Explain Other:

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7/2/2015

# **KINGSTON WASTEWATER TREATMENT PLANT**

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

**FROM:** Tony Workman, WWTP Manager

**DATE:** July 2, 2015

**RE:** June Monthly Report

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MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.4516	1.428	.3530	13,547,000
Effluent	.3995	1.34	.1760	11,986,000

Total gallons of chlorine used was 202.5 @ \$2.09 gallon= \$423.23.

There was 5.81 inches of rain this month. There were no overflows this month.

59.01 tons of sludge was hauled to the landfill.

Pump station #2 and #5 will need to have a pump replaced. #5 had a capacitor go out and in trouble shooting the problem, it was discovered a pump was bad. At the #2 pump station, the pump went out.

The new plaque for the expansion work has arrived.



# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

Month of: JUNE 2015

To: David Bolling

From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER		
READ OUTS	48	
RE- READS		
WATER TAP NEW ACCOUNT		
INSTALL PRESSURE REDUCER		
READ INS	41	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER		
CHECK FOR LEAK	14	
NO WATER	1	
AFTER HOURS - WATER	16	
SERVICE LINE LEAK	6	
LINE LOCATES	156	
TURN OFF FOR NON PAYMENT	71	
TURN WATER BACK ON	69	
YARD WORK	12	4
DOOR HANGERS	5	
MANUAL READ		
AFTER HOURS - SEWER		
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION		
SEWER BACK UP	9	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	4	
PROFILE REQUESTED		
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
TEST WATER QUALITY	3	

# CITY OF KINGSTON

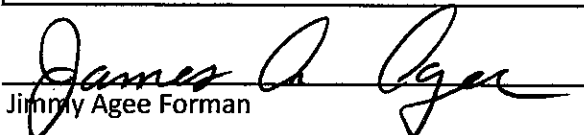
## WATER DEPARTMENT MONTHLY REPORT

Month of: JUNE 2015

PAGE 2

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

Fire Hydrant installed		
ROAD PATCHES	7	2
OVERTIME HOURS	197.5	

  
 Jimmy Agee Forman