



City Manager Report

March 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

Distributed:

February 10, 2015

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

- Police
- Codes Enforcement
- Municipal Court
- Fire
- Building Inspections

Public Services

- Public Works
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- 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
-



April 10, 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). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: January 2015

Legislative Accomplishments

-

Legislative Matters Forthcoming

- Sent letter to Legislature re. HB 850

Other Items Considered by the Council

- Advertised in Roane County News and on the City Website:
 - None
- **Beer Board**
 - None
- **Planning Commission**
- **Parks & Recreation**
- **External Meetings**
 - TML Legislative Conference
 - ETDD Luncheon and Annual Meeting
 - FEMA Meeting re. Winter Storms
 - TDOT Meeting re. N. Kentucky Street
 - LLHA Meeting re. City Hall Assessment
- **Internal Meetings**
 - Meetings with Dept. Heads
 - Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **Bid Opening set for April 27th**
- North Kentucky Street Paving Project: **Pre-Con Meeting April 17th**
- Phase II Solar: **Contractor awaiting funds**
- Capital Improvement Plan: **Received preliminary plans from Dept. Heads**
- TVA Funding: **Final Foundation meeting set for May**
- Porter Park: **Awaiting final design approval and NTP**
- USDA / RD Sewer Extension: **Lift Station installed**
- USDA / RD Water Extension: **Installation of PR Valves underway**



City of Kingston
Project Status Update
December 2014

GREENWAY

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

Notes:

1. Received approval to reject bids
2. Bid Opening set for April 27th
3. 180 Day Completion Time

NORTH KENTUCKY STREET PAVING

		Date Completed/Closed Out
Project Cost:	\$295,856 (Estimate)	
Engineer/Architect/Consultant:	V&M	
Contractor:	Rogers Group	
Status (Percent complete)	0%	
Estimated Completion Date	30 day Completion	
Notable outstanding issues:	See below notes	

Notes:

1. Bids received
2. Awarded to Rogers Group
3. Pre-Construction Meeting set for April 17th

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)		
Estimated Completion Date	3/01/2015	
Notable outstanding issues:		

Notes:

1. Final walkthrough being scheduled

WATER LINE EXTENSION

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	V&M	
Contractor:	Hampton / T&B	
Status (Percent complete)	80%	
Estimated Completion Date	Pending	
Notable outstanding issues:		

Notes:

1. Lines have been installed
2. Pressure reducing valves being installed at this time
3. Awaiting electrical service for Kingston Heights pump

PORTER PARK (LPRF)

		Date Completed/Closed Out
Project Cost:	\$400,000	
Engineer/Architect/Consultant:	Campbell & Assoc.	
Contractor:		
Status (Percent complete)	Preliminary Design	Waiting for final design approval
Estimated Completion Date	10/2015	
Notable outstanding issues:		

Notes:

1. Contract approved
2. Awaiting final design approval and NTP

Pending Projects

North Kentucky Street Paving (STP)

- Contract signed
- Pre-Construction meeting set for Friday April 17th at 10:00

Greenway Phase II

- TDOT has granted concurrence on plans, specs and estimates for rebid
- Bid opening set for Monday April 27th at 2:00

Porter Park (LPRF)

- Contract has been approved by the State and signed by all parties
- Once approved by the State we will be cleared for final design work and the preliminary site work

Solar Phase II

- Financing has been finalized, will be approximately 30 days for ESP to receive funding
- Once funding is received equipment will be ordered; lead time 3-4 weeks
- Construction estimated at 6 weeks

THDA Rebuild and Recover Program

- Final preliminary paperwork has been submitted to THDA
- Three qualified applicants to date
- Final walk through next week and work will be cleared to begin

Lawnville Water Line Extension

- Lines are installed
- Pressure reducing valves are being installed at this time
- Will soon be ready to test, sanitize and activate lines

Kingston Heights Lift Station

- Pump is installed
- Waiting on REU to set a new pole

Sewer Plant Expansion

- All major work and repairs are complete
- Working on a few very minor electrical issues
- Had to hire a new contractor to finish installation of gate

FINANCE AND ADMINISTRATION REPORT MARCH 2015

- * WE IMPLEMENTED A NEW 24/7 TELEPHONE PAYMENT SERVICE FOR WATER BILL PAYMENTS
- * CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO BILLS OF CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 139 TOTAL
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR DECEMBER 3725 FOR A TOTAL AMOUNT OF \$252,176.06
- * NEW WATER SERVICE APPLICATIONS FOR MARCH TOTALED 32 NEW CUSTOMERS MAKING A TOTAL OF 3731 ACCOUNTS 29 CUSTOMERS FINALED OUT SERVICE
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 566
- * TOTAL E-BILL ACCOUNTS - 103
- * COMPLETED MONTHLY FINANCIAL REPORTS
- * COLLECTED \$ 7,974 IN DELINQUENT PROPERTY TAXES
- * COLLECTED \$ 619,312 IN CURRENT 2014 PROPERTY TAXES
- * COLLECTED \$29,396 IN CURRENT 2014 UTILITY TAXES
- * MET WITH INSURANCE AGENTS TO CHECK ON CLAIMS PROCESSING

HUMAN RESOURCES REPORT MONTH MARCH 2015

HUMAN RESOURCES

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE' S RECORDS
- TOTAL FULL TIME EMPLOYEES: 61 ; TOTAL PART-TIME EMPLOYEES 17
- MET WITH CERTAIN DEPARTMENT HEADS REGARDING FY 2015/16 BUDGETS
- FILED INSURANCE CLAIMS FOR SEVERAL EMPLOYEES
- MET WITH LIBRARY BOARD REPRESENTATIVE
- CERTIFIED 2 EMPLOYEES FOR RETIREMENT TO TCRS
- TERMINATED 2 FULL TIME EMPLOYEES 1 IN POLICE DEPT AND 1 IN CITY OFFICE
- HIRED 1 FULL TIME EMPLOYEE AS LIBRARY DIRECTOR AND 2 PART-TIME IN PUBLIC WORKS

New Business Licenses Issued in MARCH 2015

1 JOAN'S GOODIES

JOAN FORSYTHE
120 MURR ROAD
KINGSTON, TN
734-652-6051

2 MAKO ROOF REPAIRS

WILLIAM SMITH
347 MAYS VALLEY RD
772-579-2094

3 ROANE MARTIAL ARTS CENTER

JAMES PARKER
149 E RACE ST
865-376-4499

4 DOLLAR GENERAL STORE

764 GALLAHER ROAD

City of Kingston
Financial Summary
Mar-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	\$ 69,464	\$ 728,830	\$ 980,000	\$ 980,000	
	State Shared Tax	\$ 62,202	\$ 590,942	\$ 886,412	\$ 886,412	
(Delinquent and Current)	Property Tax	\$ 48,549	\$ 1,761,773	\$ 1,876,476	\$ 1,876,476	
	Court Fines/Fees	\$ 3,386	\$ 36,827	\$ 50,162	\$ 62,250	\$ (12,087)
Tourism	Hotel/Motel Tax	\$ 3,427	\$ 36,141	\$ 49,071	\$ 40,000	\$ 19,071
Water/Wastewater	User/Fees	\$ 1,050.00	\$ 19,715.00	\$ 29,573.00	\$ 60,000.00	\$ (30,427)

Revenue Summary					
General Fund Collected YTD	\$ 4,229,593	Wastewater Fund Coll YTD	\$ 2,320,927		
General Fund Target	\$ 5,428,324	Wastewater Fund Target	\$ 3,438,891		
Difference	\$ (1,198,731)	Difference	\$ 1,117,963		
	77.90%		67.50%		

OPERATIONS EXPENDITURE 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	\$ 10,428.79	\$ 199,875.40	\$ 199,760.00	\$ 199,760.00	\$ 115.40
Community Development		\$ 10,229.09	\$ 10,229.09	\$ 10,275.00	\$ (45.91)
Police	\$ 89,175.89	\$ 688,347.79	\$ 898,757.88	\$ 896,497.00	\$ (2,260.88)
Fire	\$ 93,326.99	\$ 695,716.50	\$ 986,264.00	\$ 986,264.00	
Public Works	\$ 79,103.25	\$ 484,016.88	\$ 816,284.00	\$ 816,284.00	
Parks & Recreation	\$ 54,078.06	\$ 407,414.57	\$ 592,965.00	\$ 592,965.00	

OPERATIONS EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	\$ 453,863.50	\$ 3,690,690.40	\$ 5,428,324.00	68.66%
Water/Wastewater	\$ 192,243.37	\$ 1,835,839.03	\$ 3,438,891.00	56.55%

FINANCIAL SUMMARY MONTH OF MARCH 2015

Cash in Bank	July	August	September	October	November	December	January	February	MARCH
General Fund	\$1,026,550.41	\$823,793.07	\$661,750.69	\$649,717.39	\$661,900.60	\$1,077,879.51	\$1,108,137.83	\$1,677,852.24	\$1,460,407.26
2008 Bond	\$275,442.65	\$289,264.59	\$303,078.30	\$318,078.30	\$330,675.42	\$344,471.37	\$358,321.90	\$372,236.64	\$386,107.90
Water/Sewer	\$1,154,777.68	\$896,404.25	\$954,290.37	\$1,055,838.38	\$1,096,130.35	\$1,213,596.98	\$1,232,080.92	\$1,277,671.98	\$1,299,579.74
1999 Bond	\$190,055.12	\$210,038.47	\$230,131.33	\$253,131.33	\$270,333.68	\$290,377.73	\$310,489.48	\$330,803.48	\$350,934.04
2004 Bond	\$298,621.05	\$307,453.82	\$316,276.49	\$326,276.49	\$333,890.80	\$342,694.89	\$351,552.89	\$360,474.75	\$369,352.58
RDA Reserve Fund	\$198,283.45	\$200,307.01	\$202,318.54	\$204,318.54	\$206,342.40	\$208,354.73	\$210,367.18	\$212,367.18	\$214,378.48
Rockwood Interconnect	\$378,883.26	\$363,669.79	\$355,105.25	\$355,097.25	\$338,844.23	\$377,762.85	\$376,188.49	\$373,727.55	\$132,158.79
Gallaher Rd Constrct	\$799,257.65	\$798,809.60	\$798,592.44	\$798,592.44	\$767,893.42	\$767,939.13	\$767,984.79	\$768,026.03	\$768,071.69
WWTP Expansion Con	\$30,684.41	\$30,688.06	\$30,689.83	\$382,430.52	\$2,916.71	\$2,917.05	\$2,917.22	\$2,917.38	\$2,917.55
WWTP Retainage Acct	\$226,467.40	\$226,494.33	\$226,507.36	\$226,507.36	\$226,533.86	\$226,547.33	\$226,560.80	\$226,572.97	\$226,586.44
Drug Fund	\$10,414.69	\$7,439.53	\$7,372.12	\$6,241.62	\$5,917.99	\$7,073.84	\$5,330.97	\$5,869.14	\$5,485.19
Ladd Landing Const.	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26
Total BALANCES	\$4,589,747.03	\$4,154,671.78	\$4,086,421.98	\$4,576,538.88	\$4,241,688.72	\$4,859,924.67	\$4,950,241.73	\$5,608,828.60	\$5,216,288.92

KINGSTON POLICE DEPARTMENT - March 2015

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	1
Simple Assault	4
Intimidation	2
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	7

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	2
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	1
Credit Card/ATM Fraud	1
Impersonation	
Welfare Fraud	
Wire Fraud	1
Pocket-Picking	
Purse-Snatching	3
Shoplifting	1
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	3
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	5
Subtotal	18

Crimes Against Society

Drug/Narcotics Violations	5
Drug Equipment Violations	5
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	10

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	5
Driving Under the Influence	
Drunkenness	
Family Offenses, Non-Violent	1
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	3
All Other Offenses	9
Total	9

Central Dispatch	
Crash Reports	21
Traffic Stops	89
Investigator Needed on Scene	11
Domestic Complaints	13
Escorts Funeral/Other	12
Animal Calls	6
Vandalism	3
Fights	1
Burglar Alarms/Fire Alarms	28
Child Sexual Assaults	
Forgery	
Theft	10
Vehicle Theft	
Public/Motorist Assist	1
Arson/Explosive Devices	
Other Calls	148
	Subtotal
	343
	Total Calls
	368
Municipal Codes	
Animal Control Calls to Office	12
Animal Control Violations	12
Animal Control Letters Sent	3
Animals Transported to Shelter	7
Codes Concerns	0
Codes Violations	0
Codes Letters Sent	0
Property Maintenance Leins	0
Temporary Signs Removed	40

Patrol Mileage	14,814
Hours Worked	1,997
Reserve Hours Worked	216
Total Overtime Hours	103
Total Amount of Overtime Wages	\$2,746.83
City Court Citations	22
General Sessions Citations	3
Arrest	27
Juvenile Arrest	0
Incident Reports	32

Report for the citations issued, the disposition date for which was on
March 24, 2015

Monies outstanding from August 7, 2007 – March 31, 2015	\$ 48,317.88
Monies collected from August 7, 2007 – March 31 2015	\$ 52,446.00

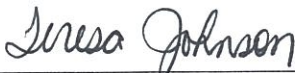
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$1,773.75	
Collected in court on fines and costs		\$ 325.00
Amount collected after March 2015 Court		\$ -0-
Total collected for citations on March 2015		\$ 325.00
Amount outstanding for March 2015	\$1,448.75	
<u>5</u> Cash bond forfeitures		\$ 821.25
Total amount collected for March 2015 Citations		\$ 1,146.25
Amount collected from previous months/FTA etc.		\$ 1,555.00
Total collected in March 2015		\$ 2,701.25

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

This the 31st of March 2015


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

Fire Department March 2015

Summary of Month's Activities

Fire Operations

The Department responded to 57 calls for service during the month of July.

Fire Administration

- Attended Dept. Head meeting
- Strategic planning for Kingston Fire Department Dive Rescue Team
- Prepared budget plan for July 1, 2015
- Began material preparations for Fire Prevention week of Oct 2015
- Received truck specs for potential apparatus
- Inventory recording underway
- Fire Extinguisher class given to staff at Brookdale Assisted Living

Over Time

Hours: 107.5

Cost: \$ 2413.11

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	3	96

Public Fire Education

	This Month	YTD
Participants	15	26
Education Hours	2	26
Number of Occurrences	1	5

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.

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

- Engine 1: Parking Brake Failure: Repairs completed at Peggy Anne's in Rockwood
- Engine 2: 4 new tires on rear
- Received Recall letter on vehicle emissions from Jerry Duncan Ford for Unit 3

Special Projects

- Hose Testing underway and expected to be completed by April 6.
- Planning for Hydrant testing to immediately follow hose testing
- Building KFD Rescue Dive Team.
- Preparation for "Career Day" at Roane State on April 2.

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.
- Fundraising helping towards cost of Rescue Dive Team efforts.

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Mar-15

TOTAL CALLS

57

Category	Total		Total
Structure Fires	1	Hazardous Calls	2
Vehicle Fires	0	Service Calls	8
Brush/Grass Fires	0	Good Intent Calls	2
Refuse/rubbish Fires	1	Unintentional False	5
Other Fires	1	Other False	
Total Fires	3	Total False: Total	5
Rescue and EMS	37	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Kingston Fire Department

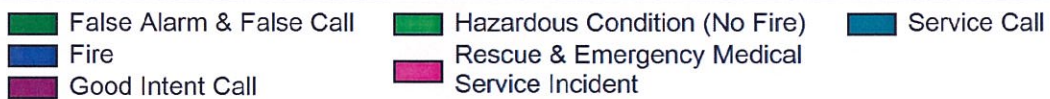
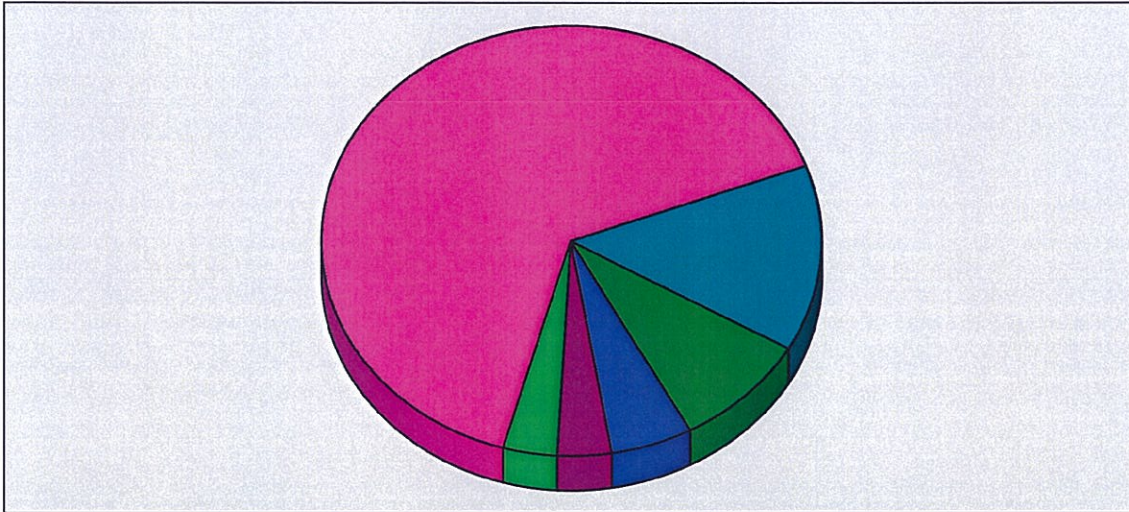
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 03/01/2015 | End Date: 03/31/2015



INCIDENT TYPE	MAR	TOTAL
False Alarm & False Call	5	5
Fire	3	3
Good Intent Call	2	2
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	37	37
Service Call	8	8
Total	57	57

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

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Kingston Fire Department

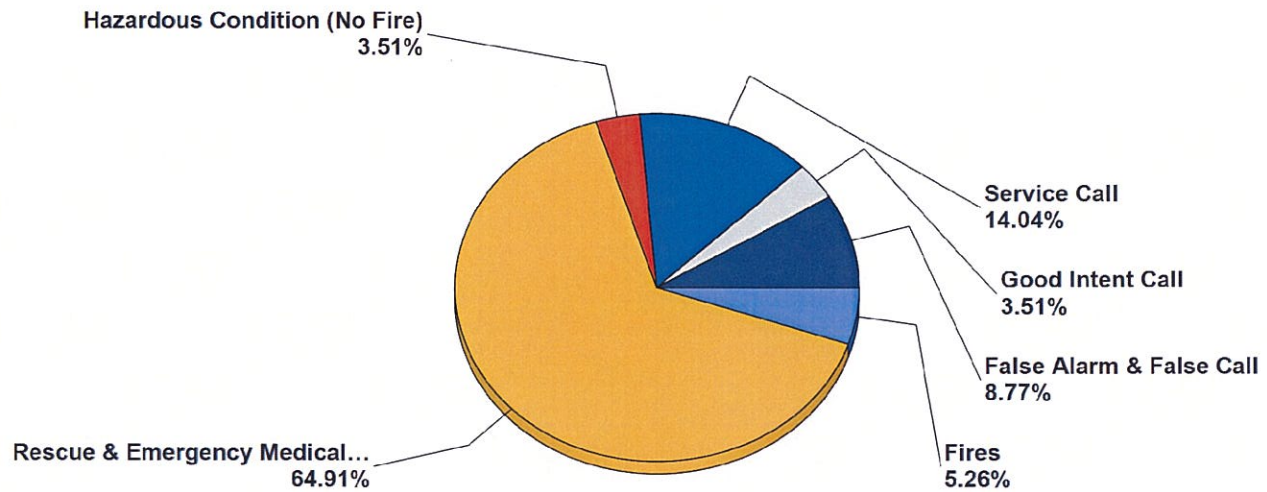
Kingston, TN

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Breakdown by Major Incident Types for Date Range

Start Date: 03/01/2015 | End Date: 03/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	5.26%
Rescue & Emergency Medical Service	37	64.91%
Hazardous Condition (No Fire)	2	3.51%
Service Call	8	14.04%
Good Intent Call	2	3.51%
False Alarm & False Call	5	8.77%
TOTAL	57	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	1	1.75%
113 - Cooking fire, confined to container	1	1.75%
118 - Trash or rubbish fire, contained	1	1.75%
311 - Medical assist, assist EMS crew	4	7.02%
320 - Emergency medical service, other	1	1.75%
321 - EMS call, excluding vehicle accident with injury	28	49.12%
322 - Motor vehicle accident with injuries	2	3.51%
324 - Motor vehicle accident with no injuries.	2	3.51%
441 - Heat from short circuit (wiring), defective/worn	1	1.75%
445 - Arcing, shorted electrical equipment	1	1.75%
500 - Service Call, other	1	1.75%
510 - Person in distress, other	4	7.02%
531 - Smoke or odor removal	1	1.75%
550 - Public service assistance, other	1	1.75%
551 - Assist police or other governmental agency	1	1.75%
600 - Good intent call, other	1	1.75%
651 - Smoke scare, odor of smoke	1	1.75%
700 - False alarm or false call, other	3	5.26%
710 - Malicious, mischievous false call, other	1	1.75%
744 - Detector activation, no fire - unintentional	1	1.75%
TOTAL INCIDENTS:	57	100.00%

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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Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Jan	Feb	Mar	SUM
Dispatched and canceled en route	2	4		6
Electrical wiring/equipment problem			2	2
Emergency medical service (EMS) Incident	38	35	33	106
False alarm and false call, other	6	6	3	15
Fire, other	1			1
Flammable gas or liquid condition, other		1		1
Good intent call, other	1	1	1	3
Malicious, mischievous false alarm	1	1	1	3
Medical assist	12	12	4	28
Mobile property (vehicle) fire		2		2
Person in distress			4	4
Public service assistance	9	1	2	12
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	2
Structure Fire	1	1	3	5
System or detector malfunction		1		1
Unintentional system/detector operation (no fire)	1	4	1	6
Wrong location, no emergency found	1			1
Total	73	72	57	202

Only REVIEWED incidents included



PARKS AND RECREATION
Parks and Recreation
MINUTES
March 2, 2015

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

Absent: Tony Brown, Karen High

Meeting brought to order by Chairman Josh Igou at 6:08 p.m.

He welcomed board members.

Keenon Hethcoat gave an invocation.

The minutes of the previous meeting were approved as read.

Motion by Keenon Hethcoat, second by Paul Rogers

Unfinished Business:

1. LPRF Grant- Contract is in. Hope to begin work early summer. Plans have been submitted to engineering.
2. Ladd Greenway- Second set of bids are out should close mid April. Would like to start construction as soon as possible.
3. Scoreboard at South West Point Softball- It is in and installed. The response has been favorable. Part of the money for signs was raised through the fence signs.

New Business:

1. TVA Funds – The last of the recovery money is being distributed to Kingston, Harriman, Rock wood, and the county. City should be about \$375,000. City has 3 areas of focus new web site, waterfront development and news signs.
2. Field Work- Spring has sprung lots of works on softball, baseball, and soccer field.
3. Fence at Softball field- Plans to install a 5' fence at 200' on the field to replace temp fence.
4. KGSA Softball-The league is offering a slow and fast pitch teams this year. They have also developed new by-laws for organization.
5. Fort Schedule- With Mike Woody's retirement, we are using our part-time workers to fill in for the time being.

Motion to adjourned - Keenon Hethcoat, Paul Rogers second

March 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 March, 2015:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troops
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 March, 2015:

Norwex Products	Brandy Garrett Family
AYSO Soccer Signups	AYSO Coaches Meeting
Melanie Roberts Family	Stephanie Cofer Family
Parents Soccer Meeting	RCHS Wrestling Team
Mary Kay Parties	KOC Fast Pitch Softball Meeting
KGSA Coaches Meeting	Boating Safety Class
TVA Retirees	TWRA Hunter's Safety Class
English Auto Society	Lee Turpin KOC Party
KOC Volley Ball	Republican Party
Lightening Women's Football Meeting	Doterra (Essential Oils Party)

At City Park: English Auto Society, Kim Nichols, Ball Team Party, Carol Treadway Family, Robin Tedder Family

Com.Center Rent: \$585.00

City Park Rent: 312.00

JoAnn Krues

Kingston Public Library
1004 Bradford Way
Kingston, Tennessee 37763

Barbara Thorbjornsen
Interim Director of Library

865-376-9905
www.kpltn.org

31 March 2015

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

Fr: Barbara Thorbjornsen
Interim Director of Library Services

Re: Director's Report

The Director's report is as followed:

Grants

We have purchased all remaining books from the federal funding grant. We have spent approximately \$4000.00 which uses all the federal funding. Our new computers from our LSTA grant have arrived. We were able to get 4 new desktops and 1 widescreen monitor for our handicap area.

Staff

Our new director Mr. Stephen Parrott will begin working March 30st
Please come by and meet him. I feel he will do a very good job.

Thursday Night at the Library Program

The displays are up to view for our Bittersweet Harvest program. We had a wonderful turn out March 12th for "Life on the Fence." Our next program will be April 16th "The Civil War: It happen right here" with Gerald Augustus. Please join us for an entertaining night.

Children's Programming

The story time enrolment for March was a total of 110 children. Our summer theme is super heroes. Our staff member Diane Pancoe has sewn 76 capes to give out to the children. I will stencil our logo on the backs of the capes.
We have finally cleaned out our sale books and Sonny Hunter was nice enough to clean out our storeroom.

Note

Our patron data base has increase and our daily patron usage also.

I know I have said this before but, the next monthly report should be turned in by our new Director. Again I would like to thank you and the staff for all your support these last 6 months. I would like to commend the staff who are all part-time for helping these last few months by keeping the Library running. We have maintain regular hours and all programs ,also use all grant money in a timely matter so as not to lose funding. We weeded the entire library of out dated books. They have really stepped up and I'm very appreciative to have such a great crew.

Respectfully submitted,
Barbara Thorbjornsen

PUBLIC WORKS DEPARTMENT
MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: MARCH, 2015

FROM: Tim Clark

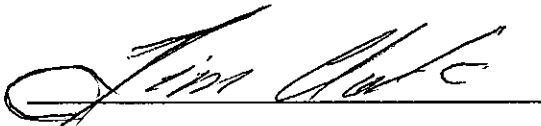
RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

400.5

TOTAL OVERTIME COST

\$ 9477.37

A handwritten signature in black ink, appearing to read "Tim Clark", is written over a horizontal line.

Tim Clark, Department Head

KINGSTON WATER TREATMENT PLANT



MARCH 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)	18,613,000	16,863,000	9.40%	1,016,000	439,000	665,000
	Effluent (Finish)	16,681,000	15,170,000	9.06%	909,000	370,000	596,000
	Spring Supply	11,741,000	13,007,000	-10.78%	470,000	333,000	419,000
	Total Finish Prod.	28,422,000	28,177,000	0.86%	<i>Distribution & WTP Report:</i> 3,310,000		
Plant Efficiency		99.81%	99.86%	-0.05%	gals. usage flushing and Tank Refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
G A L L O N S	Consumption	20,714,500	21,155,500	-2.13%	<i>Fire Dept:</i>	No Report	
	Reported Usage	3,310,000	2,855,360	13.74%	<i>Park & Rec:</i>	No Report	
	Water Loss	4,397,500	4,166,140	5.26%	<i>WWTP:</i>	No Report	
	%	15.47%	14.78%	0.69%	<i>OT Hrs:</i>		

Note: The Water Production, Consumption and Loss data is for the February 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.
- * Replaced the #1 High Service Variable Frequency Drive.
- * Mowed Trimmed WTP Grounds twice.
- * Fabricating / mounting equipment for the Kingston Heights Pump Station Control and Monitoring.
- * Ladd Landing Tank Telemetry is now on-line and on SCADA VPN.
- * Researching / gathering data for Back-Up Power Generation at the Water Treatment Plant and Spring Pump House.
- * Researching / gathering data for On-Line Bi-directional metering, pressure and flow Zone Distribution Meters.
- * Completed the 2014 AWWA System Water Audit, The Data Validity Score was 93 out of 100.

0

Schedule of Unaccounted For Water March

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	28,422,000
C	Water Purchased	0
D	Total Water Treated and Purchased	28,422,000
	(Sum Lines B and C)	
E Accounted for Water:		
F	Water Sold	20,714,500
G	Metered for Consumption (in house usage)	1,110,000
H	Fire Department(s) Usage	2,200,000
I	Flushing	0
J	Tank Cleaning/Filling	0
K	Street Cleaning	0
L	Bulk Sales	0
M	Water Bill Adjustments (+/-)	0
N	Total Accounted for Water	24,024,500
	(Sum Lines F thru M)	
O	Unaccounted for Water	4,397,500
	(Line D minus Line N)	
P	Percent Unaccounted for Water	15.472%
	(Line O divided by Line D times 100)	

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.



CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: March 2015

To: David Bolling
From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	1	1
READ OUTS	47	
RE- READS	8	
WATER TAP NEW ACCOUNT		
INSTALL PRESSURE REDUCER	99	
READ INS	52	
CHECK FOR HUNG METER		
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK	25	
NO WATER	1	
AFTER HOURS - WATER	10	
SERVICE LINE LEAK		
LINE LOCATES	96	
TURN OFF FOR NON PAYMENT	119	
TURN WATER BACK ON	77	
YARD WORK	29	29
DOOR HANGERS	10	
MANUAL READ	7	
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION	1	
SEWER BACK UP	16	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	3	
PROFILE REQUESTED	2	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
INSTALL METER YOKE	3	

CITY OF KINGSTON


WATER DEPARTMENT MONTHLY REPORT

Month of: MARCH 2015

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
CHECK FOR HUNG METER	4	
CHANGE METER TOPS	2	
PULL-METER	10	
PESSURE TEST	1	
WATER TASTE BAD		
Check FOR TAMPERED METERS		
BAD SEWER SMELL	1	
TURN BACK ON TO FIND LEAK	3	
REPLACE MAN HOLE COVER	1	
WATER MAIN BREAK		
REPLACE METER /METER BOX/LID	2	
RESET TRANSPONDER		
CAMERA SEWER LINE		
FLUSH LINES	2	1
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK	2	
REPAIR METER SHUT-OFF	2	
SEWER LINE REPAIR		
LOCATE METER FOR CUSTOMER	1	
RE-LOCATE WATER METER	2	
CHECK IF HOOKED TO SEWER	1	
Total		33

ROAD PATCHES	16	2
OVERTIME HOURS	149.5	


 Jimmy Agee Forman

KINGSTON WASTEWATER TREATMENT PLANT

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

FROM: Tony Workman, WWTP Manager

DATE: April, 2015

RE: March 2015 Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.8701	1.800	.4960	26,974,000
Effluent	.7993	1.667	.4320	24,778,000

Total gallons of chlorine used was 240.75 @ \$2.09 gallon= \$503.64.

There was 4.74 inches of rain this month. There were no overflows this month.

49.57 tons of sludge was hauled to the landfill.

Haren Construction completed the repairs to the oxidation ditch. Concrete walls are complete and the rotor has been installed.

There are issues with the RAS pump drive, Headworks PLC program, and the gate still does not work. The RAS pump report was sent to Steve Holterman. The Headworks program does not turn off and is not able to be changed. Several people have looked at it and are not able to connect because of the type of cable being used. The new cable is on order. The gate has not been able to be programmed.

Thank you for the support given to me with the death of my father in law Ted Morton. He was a great man who loved the City of Kingston.