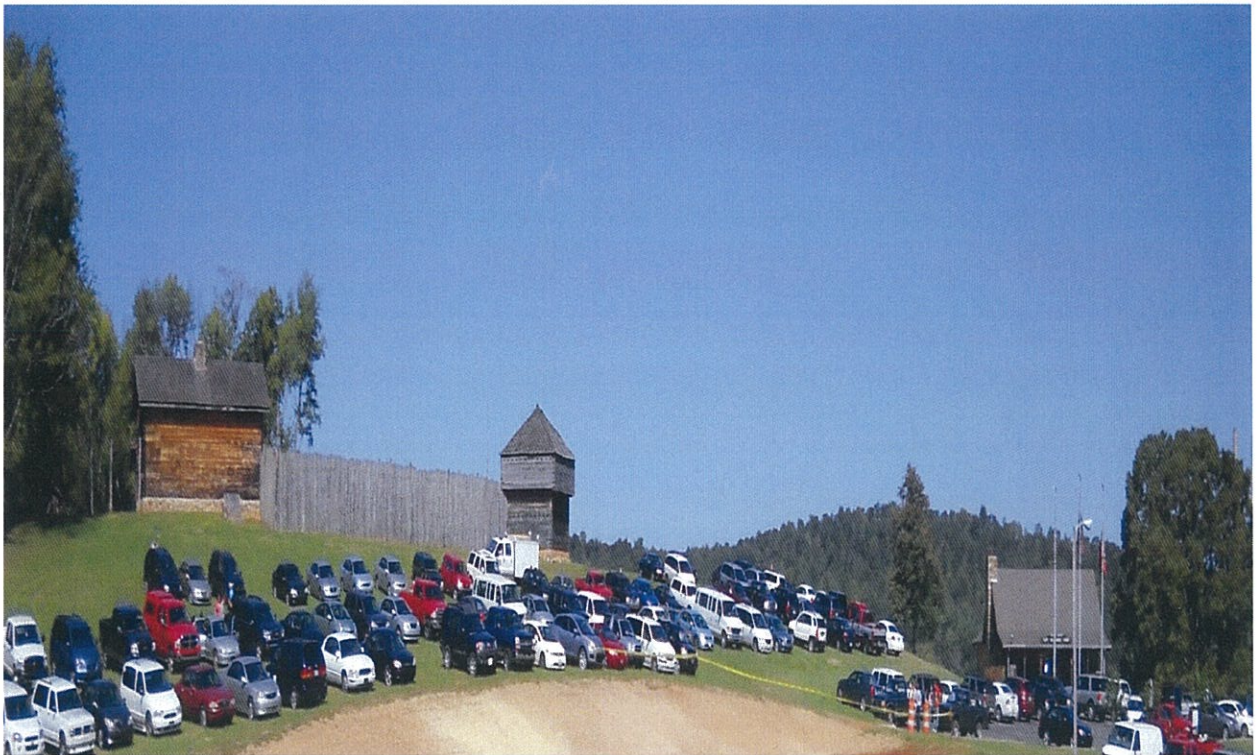




City Manager Report

May 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:

Fort Southwest Point During a Country Fair

Distributed:

June 9, 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



June 9, 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: April 2015

Legislative Accomplishments

-

Legislative Matters Forthcoming

-

Other Items Considered by the Council

- **Beer Board**
- **Planning Commission**
- **Parks & Recreation**
- **External Meetings**
 - Chamber Board Meeting
 - TDOT
- **Internal Meetings**
 - Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **Bids over budget; proposing rebid**
- North Kentucky Street Paving Project: **Complete**
- Phase II Solar Project: **Pending**
- TVA Funding: **Approved at May Foundation meeting**
- Porter Park: **Punch list being formulated**
- USDA / RD Sewer Extension: **Lift Station installed, awaiting REU**
- USDA / RD Water Extension: **In progress**

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF MAY 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 21
- * 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 CITY OFFICE
- * HIRED 5 NEW LIFEGUARDS FOR SWIMMING POOL
- * HIRED 3 PART-TIME EMPLOYEES IN PUBLIC WORKS DEPT

CITY OF KINGSTON

New Business Licenses Issued in MAY 2015

1 Tuttle Masonry Inc.

8050 Martel Road
Lenoir City, TN 37772
Tina J & William J
865-986-6165

2 Fallon's Repair Service

101-G-14 Paint Rock Ferry Road
Dawn D Fallon
865-356-3827

3 Computers-R-Us

155-1 East Race Street
Tammy L Waters
865-248-8320

4 JL Starnes Company

321 E. Race Street
Jody L Starnes
865-591-2902

City of Kingston
Financial Summary
May-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	\$ (19,559)
	State Shared Tax	\$ 63,021	\$ 729,549	\$ 799,835	\$ 886,412	\$ (86,577.00)
(Delinquent and Current	Property Tax	\$ 14,550	\$ 1,797,674	\$ 1,825,824	\$ 1,876,476	\$ (50,652.00)
	Court Fines/Fees	\$ 3,288	\$ 44,363	\$ 50,162	\$ 62,250	\$ (12,088)
Tourism	Hotel/Motel Tax	\$ 3,724	\$ 39,505	\$ 46,233	\$ 40,000	\$ 6,233
Water/Wastewater	User/Fees	\$ 3,255.00	\$ 22,970.00	\$ 23,658.00	\$ 60,000.00	\$ (36,342)

Revenue Summary			
General Fund Collected YTD	\$ 4,730,192	Wastewater Fund Coll YTD	\$ 2,813,559
General Fund Target	\$ 5,428,324	Wastewater Fund Target	\$ 3,438,891
Difference	\$ 698,133	Difference	\$ 625,331
	87.10%		81.80%

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	\$ 6,346.55	\$ 208,484.61	\$ 212,797.18	\$ 199,760.00	\$ (13,037.18)
Community Development		\$ 10,229.09	\$ 10,229.09	\$ 10,275.00	\$ (45.91)
Police	\$ 64,526.91	\$ 818,505.86	\$ 901,154.28	\$ 896,497.00	\$ (46,572.28)
Fire	\$ 68,718.62	\$ 844,392.77	\$ 935,068.80	\$ 986,264.00	\$ 51,196.00
Public Works	\$ 67,544.74	\$ 610,212.01	\$ 816,284.00	\$ 816,284.00	
Parks & Recreation	\$ 52,978.35	\$ 505,127.91	\$ 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	\$ 356,142.79	\$ 4,032,091.50	\$ 5,428,324.00	75.22%
Water/Wastewater	\$ 216,523.20	\$ 2,286,886.25	\$ 3,438,891.00	66.50%

FINANCIAL SUMMARY MONTH OF APRIL 2015

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY
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
2008 Bond	\$275,443	\$289,265	\$303,078	\$318,078	\$330,675	\$344,471	\$358,322	\$372,237	\$386,108	\$399,979	\$325,621
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
1999 Bond	\$190,055	\$210,038	\$230,131	\$253,131	\$270,334	\$290,378	\$310,489	\$330,803	\$350,934	\$371,100	\$115,795
2004 Bond	\$298,621	\$307,454	\$316,276	\$326,276	\$333,891	\$342,695	\$351,553	\$360,475	\$369,353	\$378,231	\$315,881
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
Rockwood Interconnect	\$378,883	\$363,670	\$355,105	\$355,097	\$338,844	\$377,763	\$376,188	\$373,728	\$132,159	\$272,092	\$205,673
Gallaher Rd Construct	\$799,258	\$798,810	\$798,592	\$798,592	\$767,893	\$767,939	\$767,985	\$768,026	\$768,072	\$468,116	\$468,116
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
Ladd Landing Const.	\$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

Report for the citations issued, the disposition date for which was on
May 5, 2015

Monies outstanding from August 7, 2007 – May 31, 2015	\$ 49,255.38
Monies collected from August 7, 2007 – May 31, 2015	\$ 358,331.00

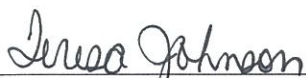
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 2,385.00	
Collected in court on fines and costs		\$ 813.75
Amount collected after May 2015 Court		\$ 125.00
Total collected for citations on May 2015		\$ 938.75
Amount outstanding for May 2015	\$ 1,446.25	
4 Cash bond forfeitures		\$ 568.75
Total amount collected for May 2015 Citations		\$ 1,507.50
Amount collected from previous months/FTA etc.		\$ 1,205.00
Total collected in May 2015		\$ 2,712.50

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 May 2015


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT - May 2015

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	2
Simple Assault	5
Intimidation	1
Stalking	2
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	10

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	7
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	1
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	3
Theft from a Building	5
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	7
Theft of Motor Vehicle Parts/Accessories	1
All Other Larceny	
Motor Vehicle Theft	2
Robbery	
Stolen Property Offenses	
Vandalism	5

Crimes Against Society

Drug/Narcotics Violations	7
Drug Equipment Violations	3
Betting/Wagering	
Operating/Promoting/Assisting Gambling	
Gambling Equipment Violation	
Sports Tampering	
Pornography/Obscene Material	1
Prostitution	
Assisting or Promoting Prostitution	
Purchasing Prostitution	
Weapons Law Violations	
Total	11

TIBRS Group B Offenses

Bad Checks	1
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	3
Driving Under the Influence	5
Drunkenness	5
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	1
Trespass of Real Property	1
All Other Offenses	15
Total	15

TIBRS totals are for April and May 2015

Subtotal 31

Central Dispatch

Crash Reports	26	Patrol Mileage	14,811
Traffic Stops	80	Hours Worked	1,897
Investigator Needed on Scene	14	Reserve Hours Worked	244
Domestic Complaints	7	Total Overtime Hours	89
Escorts Funeral/Other	10	Total Amount of Overtime Wages	\$2,254.21
Animal Calls	12	City Court Citations	19
Vandalism	2	General Sessions Citations	3
Fights	1	Arrest	35
Burglar Alarms/Fire Alarms	26	Juvenile Arrest	0
Child Sexual Assaults		Incident Reports	54
Forgery			
Theft	6		
Vehicle Theft			
Public/Motorist Assist	6		
Arson/Explosive Devices			
Other Calls	195		
Subtotal	385		
Total Calls	426		

Municipal Codes

Animal Control Calls to Office	6
Animal Control Violations	1
Animal Control Letters Sent	0
Animals Transported to Shelter	2
Codes Concerns	15
Codes Violations	0
Codes Letters Sent	8
Property Maintenance Leins	2
Temporary Signs Removed	10

Kingston Fire Department

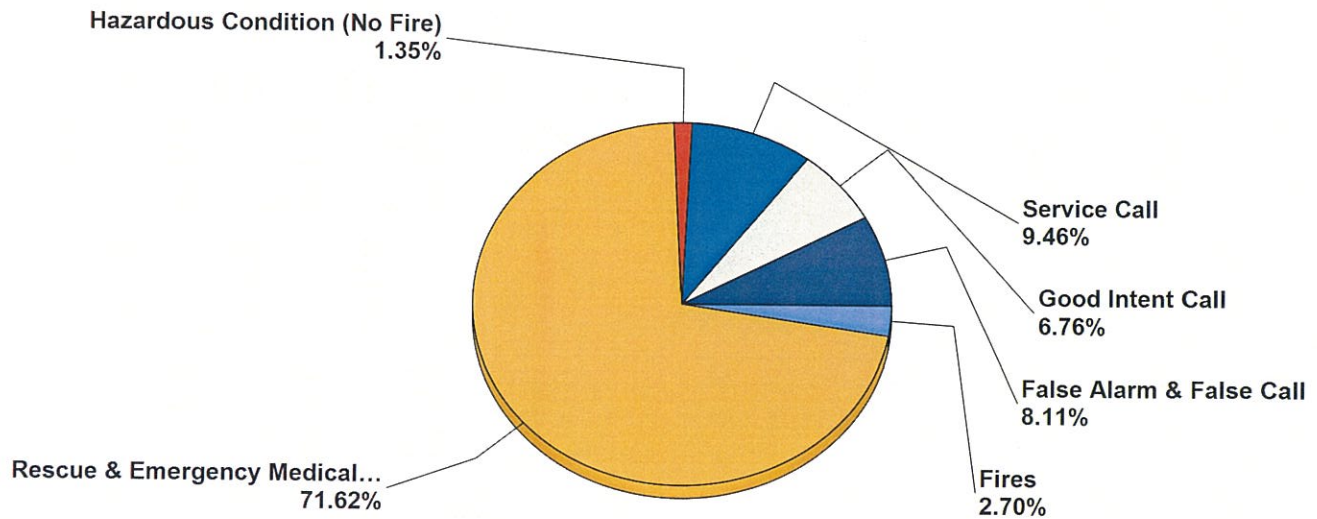
Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2015 | End Date: 05/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.70%
Rescue & Emergency Medical Service	53	71.62%
Hazardous Condition (No Fire)	1	1.35%
Service Call	7	9.46%
Good Intent Call	5	6.76%
False Alarm & False Call	6	8.11%
TOTAL	74	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
132 - Road freight or transport vehicle fire	1	1.35%
141 - Forest, woods or wildland fire	1	1.35%
311 - Medical assist, assist EMS crew	11	14.86%
321 - EMS call, excluding vehicle accident with injury	34	45.95%
322 - Motor vehicle accident with injuries	6	8.11%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.35%
351 - Extrication of victim(s) from building/structure	1	1.35%
462 - Aircraft standby	1	1.35%
510 - Person in distress, other	3	4.05%
550 - Public service assistance, other	1	1.35%
551 - Assist police or other governmental agency	2	2.70%
553 - Public service	1	1.35%
600 - Good intent call, other	1	1.35%
611 - Dispatched & cancelled en route	2	2.70%
621 - Wrong location	1	1.35%
631 - Authorized controlled burning	1	1.35%
700 - False alarm or false call, other	1	1.35%
711 - Municipal alarm system, malicious false alarm	1	1.35%
731 - Sprinkler activation due to malfunction	1	1.35%
735 - Alarm system sounded due to malfunction	1	1.35%
743 - Smoke detector activation, no fire - unintentional	1	1.35%
745 - Alarm system activation, no fire - unintentional	1	1.35%
TOTAL INCIDENTS:	74	100.00%

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



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Kingston Fire Department

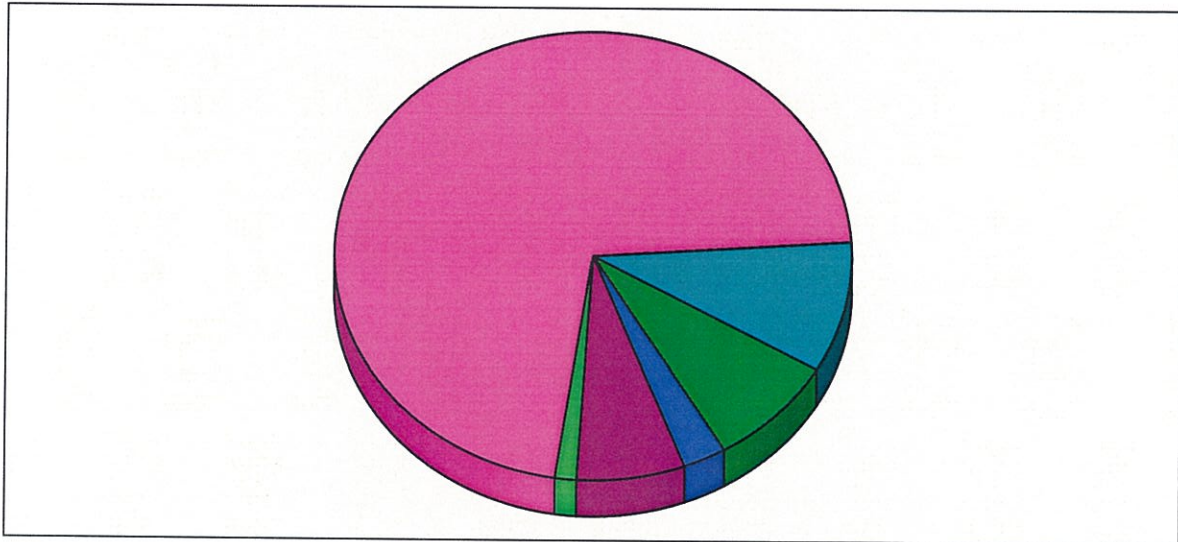
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 05/01/2015 | End Date: 05/31/2015



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

INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	6	6
Fire	2	2
Good Intent Call	5	5
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	53	53
Service Call	7	7
Total	74	74

Only REVIEWED incidents included



**EMERGENCY
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Page # 1

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	SUM
Accident, potential accident				3	1	4
Bomb scare				1		1
Chemical release, reaction, or toxic condition			1			1
Combustible/flammable spills & leaks			1			1
Controlled burning					1	1
Dispatched and canceled en route	2	4		5	2	13
Electrical wiring/equipment problem			2			2
Emergency medical service (EMS) Incident	38	35	39	44	41	197
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	11	43
Mobile property (vehicle) fire		2		1	1	4
Natural vegetation fire			2		1	3
Outside rubbish fire				1		1
Person in distress			4	2	3	9
Public service assistance	9	1	2	9	4	25
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			5
System or detector malfunction		1	1	1	2	5
Unauthorized burning				1		1
Unintentional system/detector operation (no fire)	1	4	1	3	2	11
Wrong location, no emergency found	1			1	1	3
Total	73	72	72	80	74	371

Only REVIEWED incidents included



**EMERGENCY
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Doc Id: 294

Page # 1

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

May 15'

TOTAL CALLS

57

Category	Total		Total
Structure Fires	0	Hazardous Calls	1
Vehicle Fires	1	Service Calls	7
Brush/Grass Fires	1	Good Intent Calls	5
Refuse/rubbish Fires	0	Unintentional False	6
Other Fires	0	Other False	
Total Fires	2	Total Other Calls	19
Rescue and EMS	53	Overpressure Rupture/ Explosion - No Fire	
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		

Fire Department May 2015

Summary of Month's Activities

Fire Operations

The Department responded to 74 calls for service during the month of May.

Fire Administration

- Attended Dept. Head meeting
- Attended TVA Generator Oil Fire Drill
- Began planning for equipment for dive team
- Completed Dive Team Fund Raiser: Car Wash at Station 1
- Continuing to receive checks for fire pup program
- Captain Crawley had returned to shift after two firefighters have resigned from KFD. This will help save the city with overtime costs. However, KFD benefits greatly from having a day shift position for fire department administrative duties.

May Overtime

OT Hours: 24hrs

Cost: \$531.00

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	1	98

Public Fire Education

	This Month	YTD
Participants	40 kids	48
Education Hours	1	29
Number of Occurrences	1	7

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

- New tires on 1800
- Oil Change on E1 and service
- AC compressor replaced on L1.

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

Public Works Report – May 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: _____ 7 Loads _____
- Recycled materials collected: _____ None _____
- _____

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	22 loads	259 loads
Culverts/Storm Drains Cleaned	12	87
Curb-Repair/Install/Remove	4ft	159ft
Drainage Inspection Requests	None	22
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	1
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	None	2
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	6	49
Storm water Inspections Performed	3	9
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	None	29
Streets Striped	4	5
Tennessee One Calls	3	10
Traffic Signal Repair	None	2
Tree Trimming Requests	None	7
Vehicle Maintenance – Routine	4	49
Vehicle Maintenance – Unscheduled	17	118
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

- Residential meetings and work to assist with drainage-related projects –4
- 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- None
- 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

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			\$ 1,296.59
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			\$ 2,520.99

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: May, 2015

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS

5

TOTAL OVERTIME COST

\$ 125.70

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

Tim Clark, Department Head



PARKS AND RECREATION
Kingston Parks and Recreation
BOARD MINUTES
May 4, 2015

PRESENT: Ruth Lentz, Sue Collins, Paul Rogers, Tony Brown, Josh Igou, Eric Clark, Ruth Thompson, Karen High, Rick Ross, Jo Ann Knies

ABSENT: Keenon Hethcoat

GUEST: Sonny Hunter

Meeting called to order by Chairman Josh Igou. He welcomed members and Sonny and gave the invocation.

Approval of the minutes was made by Paul and seconded by Josh. Motion carried.

UNFINISHED BUSINESS:

1. Softball Scoreboard - The new scoreboard on the SWP softball field has been moved twice but is now in a permanent place, pleasing to all.
2. Ball field Work - Southern Athletic Turf has removed the 'lip' from all three ball fields. Rick says he hopes this procedure takes care of the fields for awhile. He also announced our department has a new lawnmower which allows us to do the mowing in half the time.
3. TVA Recovery Funds - A committee recommendation will decide how the \$375,00 will be spent for Kingston, based on a submission request that has already been made. Paul asked about land purchase, but this does not include land.
4. Youth Board - After T-Caps, applications will be sent to the Middle School and High School. It will be for kids in the seventh and eighth grades, and freshman. Rick would like the Board to be in on the selection.
5. Fort Southwest Point Volunteers - Rick is going to send Sue Collins (also a Southwest Point DAR member) a letter putting her in charge of the volunteers at the Fort. Y-12 in Oak Ridge recently had a service day and replaced plants and mulch at the entrance to the fort.

NEW BUSINESS:

1. Porter Park Plans - Rick met with Rob Campbell & Assoc. and went over three drawings of proposed LPRF plans for Gertrude Porter Park. The City would do the infield work. Hopefully, grass will be growing on it this summer. It will be a multi-purpose field, as well as baseball, with

concessions, bathrooms, etc. The owner of the adjacent lot is still asking too much for her property (which could be leveled and converted for parking for us). The land still needs to be officially deeded to the City.

2. Alcoholic Beverages at July 4th Festival – Rick brought up the feasibility of a beer garden where you could purchase and drink a crafted beer in a designated area. Some Board thoughts/ideas were: consider bottled beer instead; approach a major beer vendor; no opinion by Board non-drinkers, the safety issue (based on an event that happened at the festival 20 years ago); and the issue that some patrons bring drinks there illegally, anyway. Tony suggested bringing it to Council as a special events fundraiser that they could approve on an event-by-event basis for various special activities. Sue suggested a possible wine tasting at the Fort for future fundraising. Several concurred. This will be put on the council agenda and will not have time to be approved by the July 4th festival, but if approved, would be in effect for selected future events.
3. Midway Middle School Soccer – Rick said their team might play some games here this fall. They would continue to hold their practices at Midway.
4. Fort Southwest Point Volunteers – Sue and several DAR volunteers will begin volunteering on a regular basis at the fort.
5. Our July 4th roadblock fundraiser is scheduled for June 6th from 3:00 – 6:00 p.m. Let Rick know if you can volunteer that day.
6. TVA Funds – There are TDEC fines that can be awarded to municipalities for water front projects, The city and county are going to apply for funding for additional docks.
7. Summer Camp – In addition to the half-day Camp Get Out we have the third week of June, we will join with Bryan Wilkerson, Roane State Professor, and hold two different all-day week long camps this summer. They will be art-centered, but will have some cooking and outdoor fun as well. This camp is for ages 8-12.
8. Jason Crabtree, who brought paddle boarding to City Park, has returned and we are working with him to set up 'shop' at the 'Land Between the Bridges' area across before you cross the Highway 70 Bridge.

Eric made a motion to adjourn. Ruth L. seconded. Motion carried. Meeting ended at 7:10 p.m.

Submitted by Jo Ann Knies

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

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

Mary Kay Parties	Kingston Swim Team Sign-ups
Dept. Children Services	Berkshire - Shower
Paint Rock Homeowners Assoc.	Roane Codes Enforcement Class
Dana Green - Anniversary Party	UT Mobile Breast Cancer Unit
Pankey Family Party	"Nature's Pearl" - New Product Intro
Wright Family Reunion	

At City Park: Ben Harris Wedding, KGSA Picnic, Elmore Family Picnic, ORUD Fish Fry for Kingston Employees, Roger's Family, Moore Family, St. Jude's Fishing Tournament and Picnic, 5k Run for Kennedy (MPS 1 Society), Reyes Family Picnic, The Grove Church

At Fort Southwest Point: Roane County School LaCrosse Picnic, Cherokee Middle School Track & Field Day, Leadership Roane County Lake-Media Day at Fort Southwest Point, Robertson Family, Frances Henderson Family

At Ladd Park: F.O.P. Fundraising Tourney and Picnic, Christy Boswell Family Picnic

Com.Center Rent: \$730.50

Park Rent: \$200.75

Submitted by Jo Ann Knies

KINGSTON WATER TREATMENT PLANT



MAY OPERATIONS REPORT

2015

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
GALLONS	Influent (Raw)	14,795,000	16,184,000	-9.39%	833,000	351,000	493,000
	Effluent (Finish)	13,882,000	14,552,000	-4.83%	648,000	350,000	463,000
	Spring Supply	12,970,000	13,461,000	-3.79%	463,000	396,000	432,000
	Total Finish Prod.	26,852,000	28,013,000	-4.32%	<i>Distribution & WTP Report:</i>		
Plant Efficiency		99.86%	99.94%	-0.08%	gals. usage flushing and Tank Refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
GALLONS	Consumption	20,823,400	20,742,100	0.39%	<i>Fire Dept:</i> No Report		
	Reported Usage	2,121,760	3,140,000	-47.99%	<i>Park & Rec:</i> No Report		
	Water Loss	3,906,840	4,130,900	-5.74%	<i>WWTP:</i> No Report		
	%	14.55%	14.75%	-0.20%	<i>OT Hrs:</i>		

Note: The Water Production, Consumption and Loss data is for the April 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.
- * Got the New Kingston Hgts. Pump Station on-line. This location is Monitored and Controlled by the SCADA System.
- * Completed the Installation of equipment at Ladd Landing Pump Station and Tank. This location is Monitored and Controlled by the SCADA.
- * Mowed and trimmed Water Treatment Plant Grounds 4 times
- * Mowed and trimmed Spring Pump House, across Gravity line and Spring Site 2 times.
- * Received the replacement Bleach Station for the Spring Site, completed the framing, installed the wiring and electrical, ventilation and insulation. Provisioned for heating.
- * Performing grounds maintenance, adding plants, shrubbery and trees, etc.

0

Schedule of Unaccounted For Water May

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	26,852,000
C	Water Purchased	0
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>26,852,000</u>
E Accounted for Water:		
F	Water Sold	20,823,400
G	Metered for Consumption (in house usage)	<u>721,760</u>
H	Fire Department(s) Usage	0
I	Flushing	<u>1,400,000</u>
J	Tank Cleaning/Filling	0
K	Street Cleaning	0
L	Bulk Sales	0
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>22,945,160</u>
O	Unaccounted for Water (Line D minus Line N)	<u>3,906,840</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>14.550%</u>

Q Other (explain)

See Below

Explain Other:

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



6/2/2015

CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: May 2015

To: David Bolling
From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	3	
READ OUTS	44	
RE- READS		
WATER TAP NEW ACCOUNT	3	
INSTALL PRESSURE REDUCER	1	
READ INS	44	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER	2	
CHECK FOR LEAK	11	
NO WATER	3	
AFTER HOURS - WATER	19	
SERVICE LINE LEAK	8	3
LINE LOCATES	55	
TURN OFF FOR NON PAYMENT	61	
TURN WATER BACK ON	41	
YARD WORK	7	3
DOOR HANGERS	9	
MANUAL READ	4	
AFTER HOURS - SEWER		
SEWER- TAP NEW ACCOUNT	1	
CLOSED ACCT WITH CONSUMPTION	4	
SEWER BACK UP	4	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	1	
PROFILE REQUESTED	3	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
INSTALL METER YOKE	2	

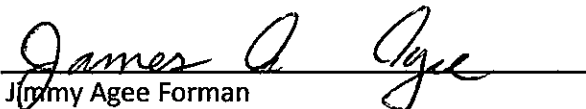
CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: May 2015

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
TURN OFF		
CHANGE METER TOPS	1	
PULL-METER	2	
PESSURE TEST		
WATER LOOKS MILKY-AIR IN LINE	2	
Check FOR TAMPERED METERS		
BAD SEWER SMELL		
TURN BACK ON TO FIND LEAK		
REPLACE MAN HOLE COVER	1	
WATER MAIN BREAK	2	
REPLACE METER /METER BOX/LID	2	
ADJUST PRV	3	
CAMERA SEWER LINE		
FLUSH LINES		
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK		
REPAIR METER SHUT-OFF	3	
SEWER LINE REPAIR		
LOCATE METER FOR CUSTOMER	1	
RE-LOCATE WATER METER		
REMOVE PRV	1	
Total		353
		9
Fire Hydrant installed		
ROAD PATCHES	3	3
OVERTIME HOURS	167.5	


 Jimmy Agee Forman



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. 2nd round of bidding over budget
2. Project to potentially be rebid
3. TDOT approved extension of deadline

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)	0%	
Estimated Completion Date	30 day Completion	
Notable outstanding issues:	See below notes	

Notes:

1. Bids received
2. Awarded to Rogers Group
3. Work to begin in Spring 2015

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)	99%	
Estimated Completion Date	06/01/2015	
Notable outstanding issues:		

Notes:

1. Final punch list walkthrough being conducted week of 5/05

SEWER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	\$49,400 design	
Contractor:	\$376,033.28	
Status (Percent complete)	98%	
Estimated Completion Date	Pending	
Notable outstanding issues:		

Notes:

1. Waiting on REU to connect power to new lift station

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 complete
2. Initial punch list being formulated

PHASE II SOLAR PROJECT

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:	Energy Source Partners	
Status (Percent complete)	0%	
Estimated Completion Date	7/01/15	
Notable outstanding issues:		

Notes:

1. ESP is currently seeking financing
2. Council vote on assignment of contract pending