City Manager Report

MAY 2018

Contents:

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

Reporting Schedule:

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

Featured Picture:

Aerial view of Kingston City Hall

Distributed: June 12, 2018

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

- Police
- Codes Enforcement
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- Kingston Wastewater Treatment Plant
- Kingston Water Distribution/Collection

Library

- Director's Report/Minutes

Beautification Committee

- May Meeting Minutes

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- May 15, 2018 Meeting Minutes

REU – Electric Power Board Meeting

- Agenda and Minutes (None Received)
- Report to TVA (None Received)

E-911 Quarterly Report

- Director's Report (Due after 6/30/18)
  Fourth Quarter Report

Project Status Updates

- HOME Grant
- AFG Turnout Gear

June 12, 2018

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

900 Waterford Place, Suite 200, Kingston, Tennessee 37763
Office: (865) 376-6584//Fax: (865) 376-1425
www.kingstontn.gov

City Manager

Management Report: May 2018

Legislative Accomplishments

A. None

Legislative Matters Forthcoming

A. First Reading of Ordinance No. 18-5-8-1 of the City of Kingston, Tennessee Adopting the Annual Budget and Setting the Tax Rate for the Fiscal Year Beginning July 1, 2018, and Ending June 30, 2019

B. First Reading of Ordinance No. 18-5-8-2 Making and Fixing the Annual Budget for the Water and Sewer Department of the City of Kingston for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019; and Further Being an Ordinance Establishing Water and Sewer Rates and the Expenses of the Operation of the Kingston Water and Sewer Departments

C. First Reading of Ordinance No. 18-5-8-3 to Amend the Budget Appropriation Ordinance for Fiscal Year 2017/2018 for the City of Kingston

D. First Reading of Ordinance No. 18-5-8-4 Amending the Annual Budget for the Water and Sewer Department of the City of Kingston for the Fiscal Year Beginning July 1, 2017, and Ending June 30, 2018

E. First Reading of Ordinance No. 18-5-8-5 to Permit and Regulate the Operation of Mobile Food Vendors and Food Trucks and Trailers in the City of Kingston

F. Approve and Authorize the Mayor to Execute the Annual Contract Between the State of Tennessee, Department of Transportation and the City of Kingston

Other Items Considered by the Council

- Approved Items to Surplus

- **External Meetings**
  - Meeting with potential real estate development prospect
  - Meeting with TDOT and Collier Engineering re. Dogwood Drive
  - Other Misc. Meetings
- **Internal Meetings**
  - Individual and Joint meetings with Department Heads
  - Individual and Joint meetings with Water Department Managers
  - Individual Meetings with members of Council

Ongoing Work

- TVA Funding: **Kayaks and Paddleboards ordered**
- HOME Grant: **Construction completed. Documents pending.**

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY APRIL 2018

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	$1,023,723	$1,156,473	$1,004,739	$968,487	$1,557,052	$1,472,336	$1,468,931	$2,048,260	$1,860,310	$1,635,590	$1,429,728	
TVA ENHANCE FNDS	$68,213	$55,213	$55,213	$55,213	$43,636	$41,355	$41,355	$40,635	$28,236	$28,236	$28,236	
2008 Bond	$1,402,122	$1,000,322	$233,679	$233,679	$233,802	CLOSED PAID IN FULL						
Water/Sewer	$1,507,009	$820,106	$904,669	$947,254	$972,167	$1,024,177	$1,112,483	$1,239,226	$1,262,129	$1,388,181	$1,486,144	
1999 Bond	$133,883	$161,565	$189,439	$216,629	$280,103	$504,899	$508,702	$514,482	$519,172	$522,257	$207,115	
2004 Bond	$330,121	$328,281	$326,401	$324,280	$322,325	$320,161	$317,324	$315,578	$313,181	$310,157	$240,687	
RDA Reserve Fund	$271,808	$273,808	$275,957	$277,956	$280,103	$282,180	$284,257	$286,327	$288,408	$290,407	$292,561	
Drug Fund	$12,812	$12,376	$13,067	$13,067	$13,483	$13,312	$13,616	$13,735	$10,951	$11,461	$10,000	
FIRE DEPT	$47,847	$47,847	$47,847	$47,847	$47,847	$47,847	$47,847	$47,847	$47,847	$47,847	$47,847	
Total BALANCES	**$4,797,538**	**$3,855,991**	**$3,051,011**	**$3,084,412**	**$3,750,518**	**$3,706,267**	**$3,794,515**	**$4,506,090**	**$4,330,234**	**$4,234,136**	**$3,742,318**	$0

CITY OF KINGSTON

REVENUES MAY 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAY 2018	BUDGETED REVENUES 2017-2018	ACTUAL MAY 2018	PERCENT OF BUDGET 92%
31110	CURRENT PROPERTY TAX	$1,943,300	$1,955,000	$1,950,760	99.8%
31120	PUBLIC UTILITIES PROPERTY TAX	$33,878	$33,878	$22,533	66.5%
31211	PROPERTY TAX DELINQUENT - 1ST	$68,139	$70,000	$50,908	72.7%
31212	PROPERTY TAX DELINQUENT - 2ND	$16,954	$20,000	$26,235	131.2%
31219	PROPERTY TAX DELINQUENT - 0TH	$20,561	$20,000	$19,783	98.9%
31300	INT, PENALTY, AND COURT COST	$24,510	$22,000	$23,295	105.9%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	$79,496	$79,495	$82,315	103.5%
31610	LOCAL SALES TAX - CO. TRUSTEE	$926,522	$1,050,000	$939,120	89.4%
31710	WHOLESALE BEER TAX	$151,830	$191,000	$161,562	84.6%
31720	WHOLESALE LIQUOR TAX	$53,850	$66,000	$42,811	64.9%
31800	BUSINESS TAXES	$69,091	$70,000	$71,149	101.6%
31912	CABLE TV FRANCHISE TAX	$74,217	$73,500	$75,519	102.7%
31913	ATT & BELLSOUTH FRANCHISE FEE	$14,364	$17,000	$11,235	66.1%
31920	HOTEL/MOTEL TAX	$28,221	$49,000	$39,079	79.8%
32210	BEER LICENSES	$1,200	$1,750	$1,550	
32220	LIQUOR PERMITS	$200	$300	$950	
32600	BZA HEARING FEE			$25	
33470	LADD LANDING (FINAL GRANT)	$16,383			
33490	TEMA ASSISTANCE TORNADO				
33500	TELECOM INTERSTATE SALES			$4,654	
33510	STATE SALES TAX	$447,661	$579,000	$460,225	79.5%
33520	STATE INCOME TAX	$126,023	$126,000	$87,612	69.5%

33530	STATE BEER TAX	$2,865	$3,000	$2,768	92.3%
33540	STATE LIQUOR TAX	$4,204	$6,000	$4,620	77.0%
33551	STATE GASOLINE TAXES	$150,900	$201,500	$175,935	87.3%
33552	STATE-CITY STREETS	$11,001	$12,500	$10,963	87.7%
33555	STATE STREET CONTRACT MAINT	$31,375	$48,000	$34,616	72.1%
33590	TVA REVENUE SOLAR JAMES FRY	$5,449	$3,100	$5,326	171.8%
33591	GROSS RECEIPTS - TVA	$52,329	$69,772	$52,581	75.4%
33592	TVA IMPACT FUNDS	$36,715	$27,800	$24,497	88.1%
33593	CORPORATE EXCISE TAX	$6,708	$9,300	$7,375	
33730	TML FULL PACKAGE BONUS	$4,000	$4,000	$4,000	100.0%
34100	GENERAL GOVERNMENT - CHARGES	$905	$600	$1,478	246.3%
34310	HIGHWAYS AND STREETS CHARGES	$200	$7,500	$425	5.7%
34420	GARBAGE TIP FEES	$301,359	$325,500	$304,689	93.6%
34720	SWIMMING POOL CHARGES	$7,416	$23,500	$13,557	57.7%
34740	PARK AND RECREATION CHARGES	$5,828	$6,300	$6,463	102.6%
34741	BOAT SLIP RENTAL	$5,900	$32,400	$26,545	81.9%
34742	FIREWORKS DONATIONS		$40,000	$13,507	33.8%
34743	PARK & REC AUCTION SALES		$9,088	$9,088	100.0%
34744	P&R DONATIONS, PAVILLION,WALK		$1,015		0.0%
34746	FIRE DEPT DONATIONS		$49,000		0.0%
35100	AUCTION SALES POLICE DEPT	$1,726	$2,000		
35110	CITY COURT FINES AND COST	$35,976	$50,000	$30,809	61.6%
35140	DRUG FINES	$787	$2,500	$606	24.2%
35150	TRAFFIC SCHOOL CHARGES	$3,514	$5,000	$2,502	50.0%
36000	FUND BALANCE		$88,525		
36100	INTEREST EARNINGS	$5,076	$4,000	$4,298	107.5%
36430	PAVILION RENTAL	$3,552	$4,000	$1,780	
36900	TMBF LOAN FIRE TRUCK		$486,000	$498,200	102.5%

36910	GRANT PROCEEDS PORTER PARK	$72,848			
36967	CONTRACT NATURAL GAS	$19,708	$21,500	$19,708	91.7%
36971	CONTRACT WATER BILLING	$439,818	$462,065	$462,065	100.0%
	TOTAL ESTIMATED REVENUES	$5,306,559	$6,429,388	$5,789,721	90.1%

CITY OF KINGSTON
EXPENDITURES MAY 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAY 2017	2017-2018 BUDGET	ACTUAL MAY 2018	92% BUDGET
41100	LEGISLATIVE	$61,465	$71,988	$60,552	84.1%
41210	CITY COURT	$22,042	$26,675	$21,749	81.5%
41320	CITY MANAGER	$102,670	$122,510	$103,431	84.4%
41500	FINANCIAL ADMINISTRATION	$384,068	$484,000	$416,225	86.0%
41700	PLANNING AND ZONING	$10,201	$10,275	$10,175	99.0%
41810	CITY HALL BUILDINGS	$77,677	$127,729	$107,625	84.3%
41990	OTHER GEN. GOVMT EXP	$198,079	$253,565	$212,436	83.8%
42100	POLICE	$877,361	$959,530	$889,468	92.7%
42152	AUTOMOTIVE SERVICES	$65,704	$83,500	$69,743	83.5%
42200	FIRE PROTECTION	$866,779	$1,005,455	$899,943	89.5%
43100	PUBLIC WORKS	$646,392	$943,211	$734,843	77.9%
43190	STATE STREET AID	$149,891	$161,500	$146,817	90.9%
43240	WASTEMANAGEMENT	$263,945	$297,856	$272,278	91.4%
43750	CAPITAL IMPROVEMENTS	$485,071	$522,088	$509,437	97.6%
44143	ANIMAL CONTROL	$22,489	$27,490	$23,078	84.0%
44400	RECREATION	$560,591	$711,925	$606,781	85.2%
44440	SWIMMING POOLS	$21,501	$38,365	$20,464	53.3%
44800	LIBRARIES	$189,879	$208,294	$190,591	91.5%
49000	DEBT SERVICE	$354,852	$373,432	$389,123	104.2%
TOTAL EXPENDITURES		$5,360,657	$6,429,388	$5,684,759	88.4%

WATER DEPT REVENUES
May-18

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAY 2017	BUDGETED 2017-2018	ACTUAL MAY 2018	PERCENT OF BUDGET 92%
36100	INTEREST EARNINGS	$7,322	$5,000	$7,108	142%
37110	METERED WATER SALES	$1,068,543	$1,168,600	$1,027,957	88%
37114	SERVELINE LEAK PROTECTION			$0	
37117	OUTSIDE WATER SALES	$741,852	$819,000	$736,636	90%
37190	CREDIT CARD CHARGES		$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	$35,736	$52,000	$32,979	63%
37194	SALES OF MATERIALS	$10,490	$10,000	$8,310	83%
37195	INSTALLATION CHARGES	$59,170	$65,000	$44,366	68%
37196	WATER USER FEES	$20,580	$20,000	$11,355	57%
37199	MISCELLANEOUS	$1,043	$3,000	$4,010	134%
37210	SEWER SERVICE CHARGES	$1,168,864	$1,260,000	$1,140,304	
37296	SEWER USER FEES	$6,125	$8,000	$7,350	92%
37299	MISCELLANEOUS	$4,092	$3,500	$2,657	76%
33294	CDBG GRANT PROCEEDS			$103,293	
34800	CAPITAL REIMBURSMENT		$1,644,998		
	TOTAL ESTIMATED REVENUES	$3,123,817	$5,059,898	$3,126,325	62%

WATER/SEWER EXPENDITURES MAY 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL MAY 2017	BUDGET 2017/2018	ACTUAL MAY 2018	PERCENT OF BUDGET 92%
41500	FINANCIAL ADMINISTRATION	$439,818	$462,065	$462,065	100%
41990	OTHER GEN. GOVMT EXP	$276,740	$315,534	$294,683	93%
43750	CAPITAL IMPROVEMENTS	$150,555	$430,000	$198,070	46%
49000	DEBT SERVICES	$186,543	$1,942,103	$139,023	7%
52113	PURIFICATION	$457,110	$611,941	$477,960	78%
52114	TRANSMISSION AND DIST	$503,257	$712,476	$569,612	80%
52213	SEWER TREATMENT AND COLLEC	$408,633	$514,585	$374,614	73%
52117	UTILITY DIRECTOR	$56,001	$71,194	$58,747	83%
	TOTAL	$2,478,657	$5,059,898	$2,574,774	51%

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF MAY 2018

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- REVIEWED ALL RECORD RETENTION POLICIES FOR THE CITY OF KINGSTON
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES:___ _64_____:TOTAL PART-TIME EMPLOYEES_____ _28_____
- ONE FULL TIME EMPLOYEE IN FIRE DEPARTMENT ON EXTENDED MILITARY LEAVE
- UPDATED PAYROLL RECORDS WITH NEW IRS TAX RATES FOR ALL EMPLOYEES
- PROCESSED QUARTERLY 941 REPORTS FOR IRS
- ONE EMPLOYEE ATTENDED CMFO CLASS GIVEN BY UT MTAS
- ONE EMPLOYEE ATTENDED TAMCAR MUNICIPAL CLERKS CONFERENCE
- 3 EMPLOYEES ATTENDED LOCAL GOVERNMENT CONFERENCE IN MURFREESBORO
- UPDATED ALL 2018 W-4'S
- RE-HIRED 5 LIFEGUARDS AND HIRED 5 NEW LIFEGUARDS
- RE-HIRED 2 PART-TIME SEASONAL EMPLOYEES IN THE STREET DEPARTMENT
- INSTALLATION OF NEW SOFTWARE AND TRAINING ON FINANCIAL MANAGEMENT

FINANCE AND ADMINISTRATION REPORT MAY 2018

* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD $1.00 PER MONTH TO THEIR UTILITY BILL
* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 830 -DONATIONS TOTAL $18,648.27 DISBURSED -2227.23 YTD
* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR MAY 3791 FOR A TOTAL AMOUNT OF $319,922.11
* NEW WATER SERVICE APPLICATIONS FOR MARCH TOTALED 49
* 49 CUSTOMERS FINALED OUT SERVICE
* 134 PAST DUE ACCOUNTS
* TOTAL ACH-BANK DRAFT ACCOUNTS - 691
* TOTAL E-BILL ACCOUNTS - 272
* ONLINE PAYMENTS PROCESSED 478
* WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2105
* WATER LOSS PROTECTION 1163
* WATER LINE PROTECTION 108
* SEWER LINE PROTECTION 13
* TRASH COLLECTIONS FOR MAY 2437
* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 417

NEW BUSINESS LICENSES ISSUED IN MAY 2018

1. HARRISON BOOKS (HARRRISON KNOWLES), 2451 ATRIUM WAY, NASHVILLE, TN 37214
2. ROOSTER'S BARBER SHOP (MARK PATTON) 923 E RACE ST, KINGSTON, TN 37763
3. SOUTHWESTERN ADVANTAGE (EDUCATIONAL BOOKS) 2451 ATRIUM WAY NASHVILLE, TN 37214
4. AMBER WYRICK (OUTDOOR KINGSTON), YOUNG LIVING ESSENTIAL OILS
5. JUNE WILSON/PAM TOON(INDOOR MARKET) JOONEY TOONS PAINTED FURNITURE

KINGSTON POLICE DEPARTMENT -MAY 2018

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	
Simple Assault	
Intimidation	
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	**0**

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	
Subtotal	**0**

Crimes Against Society

Drug/Narcotics Violations	
Drug Equipment Violations	
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	**0**

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	
Drunkenness	
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	**0**

TIBRS numbers were not available at time of report.

Central Dispatch	
Crash Reports	22
Traffic Stops	55
Investigator Needed on Scene	20
Domestic Complaints	9
Escorts Funeral/Other	16
Animal Calls	15
Vandalism	
Fights	
Burglar Alarms/Fire Alarms	3
Child Sexual Assaults	
Forgery	
Theft	9
Vehicle Theft	
Public/Motorist Assist	6
Arson/Explosive Devices	
Other Calls	189
Subtotal	**344**
Total Calls	

Municipal Codes	
Animal Control Calls to Office	5
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	4
Codes Concerns	4
Codes Violations/Citations	
Codes Letters Sent	4
Property Maintenance Leins	
Temporary Signs Removed	25

Patrol Mileage	18,511
Hours Worked	2,612
Reserve Hours Worked	95
Total Overtime Hours	35
Total Amount of Overtime Wages	1,112
City Court Citations	16
General Sessions Citations	5
Arrest	14
Juvenile Arrest	
Incident Reports	36

MAY 2018 CASES

DATE	LOCATION	ISSUE	ACTION	STATUS
5/2/2018	519 Highland St.	Weeds, Health & Sanitation Declaration & nuisance, Duty of maintance	Letter send to owner	has 30 days to clean up

MAY 2018 CASES PENDING

DATE	LOCATION	ISSUE	ACTION	STATUS
	500 N. Ky St.			Waiting on volunteers to put the fence up
	421 Mid St	13-104 Weeds		Mowed
	154 Harbour View Way	13-104 Weeds		Mowed
	816 Scenic	13-302 Junkyard 13-502 Duty of maintane of property 13-501 Declaration of nuisance	Letter send	still cleaning up
	Lewis Drive	debris, etc		owner has ordered the fence will be in and up within 30 days

Report for the citations issued, the disposition date for which was on May 31, 2018

Monies outstanding from August 7, 2007 – May 31, 2018	$ 61,621.55
Monies collected from August 7, 2007 – May 31, 2018	$ 449,411.55

JUDGMENTS		COLLECTED
Total fines and costs billed in court	$ 1,553.75	
Collected in court on fines and costs		$ 593.75
Amount collected after May 2018 Court		$ 75.00
Total collected for citations on May 2018		$ 668.75
Amount outstanding for May 2018	$ 885.00	
12 Cash bond forfeitures		$ 1,365.00
Total amount collected for May 2018 Citations		$ 2,033.75
Amount collected from previous months/FTA etc.		$ 840.00
Total collected in May 2018.		**$ 2,873.75**

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 2018.

Teresa Johnson

TERESA JOHNSON
Kingston City Court Clerk

Brenda Hall McDonald

BRENDA HALL MCDONALD
Kingston City Judge

Kingston Fire Department

Kingston, TN

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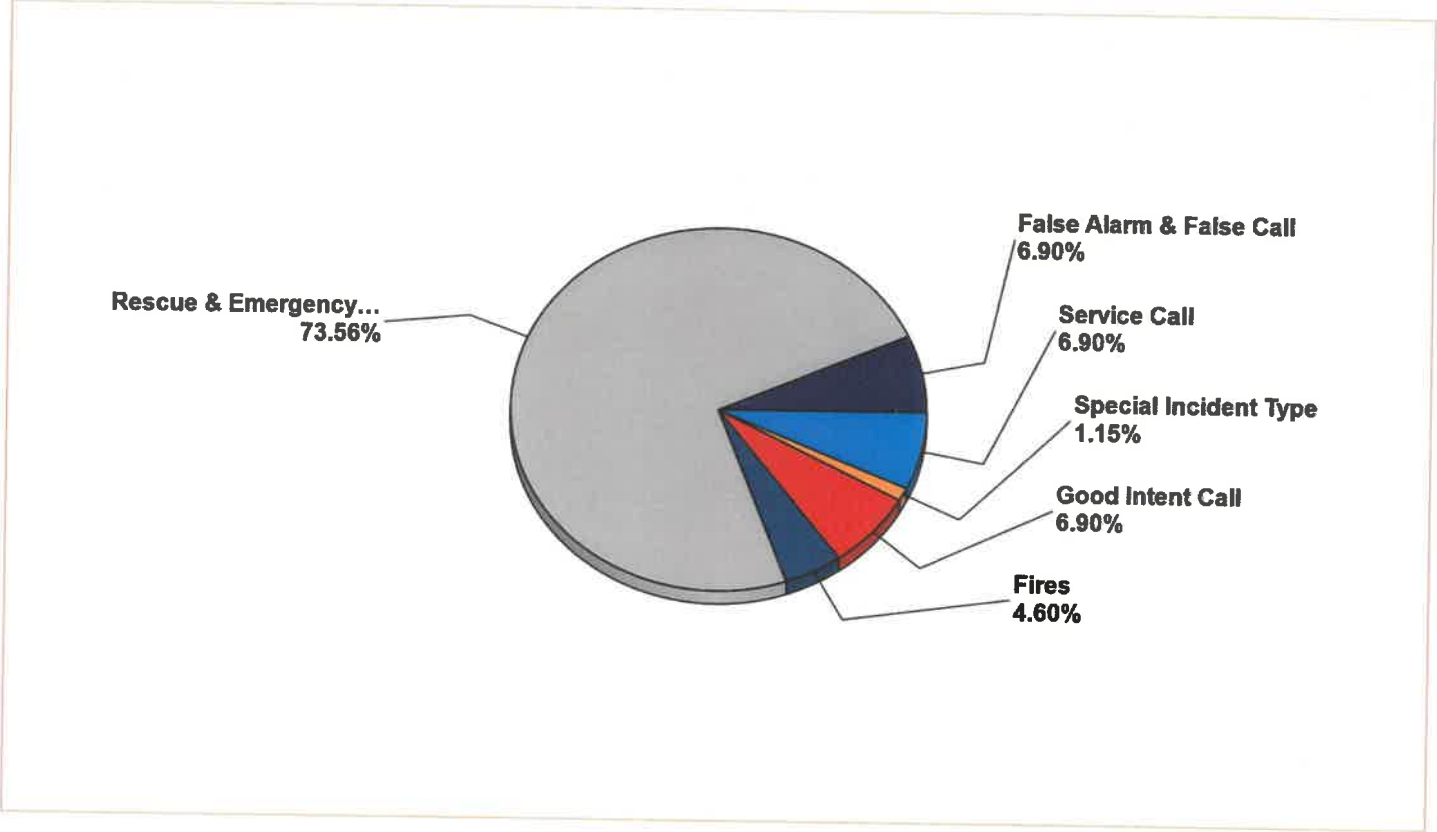
Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2018 | End Date: 05/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.60%
Rescue & Emergency Medical Service	64	73.56%
Service Call	6	6.90%
Good Intent Call	6	6.90%
False Alarm & False Call	6	6.90%
Special Incident Type	1	1.15%
TOTAL	87	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	1.15%
131 - Passenger vehicle fire	1	1.15%
132 - Road freight or transport vehicle fire	1	1.15%
150 - Outside rubbish fire, other	1	1.15%
311 - Medical assist, assist EMS crew	17	19.54%
320 - Emergency medical service, other	1	1.15%
321 - EMS call, excluding vehicle accident with injury	37	42.53%
322 - Motor vehicle accident with injuries	7	8.05%
324 - Motor vehicle accident with no injuries.	2	2.30%
551 - Assist police or other governmental agency	2	2.30%
553 - Public service	2	2.30%
554 - Assist invalid	2	2.30%
611 - Dispatched & cancelled en route	3	3.45%
621 - Wrong location	1	1.15%
622 - No incident found on arrival at dispatch address	2	2.30%
700 - False alarm or false call, other	3	3.45%
745 - Alarm system activation, no fire - unintentional	3	3.45%
911 - Citizen complaint	1	1.15%
TOTAL INCIDENTS:	87	100.00%

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

Kingston Fire Department

Kingston, TN

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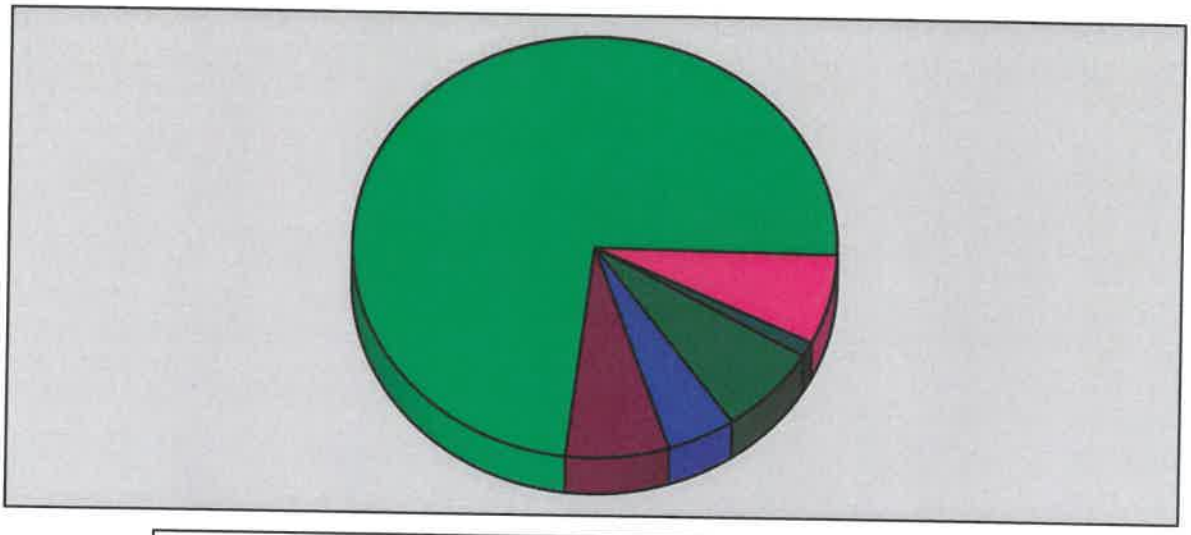
Major Incident Types by Month for Date Range

Start Date: 05/01/2018 | End Date: 05/31/2018



- False Alarm & False Call
- Fire
- Good Intent Call
- Rescue & Emergency Medical Service Incident
- Service Call
- Special Incident Type

INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	6	6
Fire	4	4
Good Intent Call	6	6
Rescue & Emergency Medical Service Incident	64	64
Service Call	6	6
Special Incident Type	1	1
Total	87	87

Only REVIEWED incidents included

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

May-18

TOTAL CALLS 87

Category	Total		Total
Structure Fires	1	Hazardous Calls	0
Vehicle Fires	2	Service Calls	6
Brush/Grass Fires	0	Good Intent Calls	6
Refuse/rubbish Fires	1	Unintentional False	6
Other Fires	0	Other False	0
Total Fires	4	**Total False: Total**	18
		Special Incident	1
Rescue and EMS	64	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	0		
Automatic Aid Given	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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Minor Incident Types by Month for Year

Year: 2018

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	SUM
Accident, potential accident	1	2	1	1			5
Citizen complaint					1		1
Combustible/flammable spills & leaks			1	1			2
Dispatched and canceled en route	7	6	11	6	3		33
Electrical wiring/equipment problem	1		2	1			4
Emergency medical service (EMS) Incident	46	44	45	46	47	4	232
False alarm and false call, other	1	1	3	4	3		12
Good intent call, other				1			1
Malicious, mischievous false alarm	1						1
Medical assist	12	12	24	9	17		74
Mobile property (vehicle) fire	1		1	2	2		6
Natural vegetation fire			2	2		1	5
Outside rubbish fire				1	1		2
Person in distress	3		1				4
Public service assistance	8	6	6	3	6		29
Rescue or EMS standby			1				1
Rescue, emergency medical call (EMS), other	1						1
Steam, other gas mistaken for smoke			1				1
Structure Fire	2		4	1	1		8
System or detector malfunction			1				1
Unintentional system/detector operation (no fire)	3	1	3	3	3		13
Wrong location, no emergency found	1	1	2	1	3	1	9
Total	88	73	109	82	87	6	445

Only REVIEWED incidents included

Kingston Fire Department
May 2018

Summary of Month's Activities

Fire Operations

The Department responded to **87** calls for service during the month of May.

Fire Administration

- Attended Dept. Head meeting
- SOGs being edited and finalized before approval
- Fund Raiser Planning
- 5-year capital budget planning

May 2018 Overtime

OT Hours: 38.25
Cost: $924.81

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

- Shift Training
- In service
- Staff Meeting
- Defenders Meeting
- Officer Meeting
- Fire inspector course

	This Month	YTD
Fire Inspections	1	153

Public Fire Education

	This Month	YTD
Participants	300	711
Education Hours	8	27
Number of Occurrences	1	7

Firefighter Training

- KFD is continuing shift training
- Diver Training continuing for 2018
- Hazmat classes by several members
- Incident command classes by several members

Implemented Performance Standards Plan

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

Fleet Maintenance

- Minor issues on Engine 3 waiting for repairs by Ferrara
- U4 Fuel system flush and repair

Special Projects

- "Fit for Duty" program on going with work outs posted each shift
- SOG Committee ongoing, in final stages. Editing being performed by KFD Officers.
- Budget planning
- Station 1 new flooring downstairs
- 4th of July planning started and schedule completed

Outstanding Issues

- Aging Fire Apparatus
- Aging turn out gear
- U6 aging and continues to need continuous repair. Unit 6 now displays over 180,000 miles.
- Medical, gas powered, and firefighting equipment affected by weather from units sitting outside in the elements

Cost Savings

- Safety meeting
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs

Public Works Report June 2018

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:	9 Loads
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	12 loads	578 Loads
Culverts/Storm Drains Cleaned	22	465
Curb/Sidewalk Repair/Install/Remove	150ft	1075ft
Drainage Inspection Requests	1	30
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	None	26
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	4	136
Storm water Inspections Performed	None	10
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	2
Streets Repaired (e.g., pothole)	12	104
Streets Striped	None	2
Tennessee One Calls	1	36
Traffic Signal Repair	None	9
Tree Trimming Requests	4	77
Vehicle Maintenance – Routine	15	207
Vehicle Maintenance – Unscheduled	8	213
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects –one
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-2
Sign repair, new sign installations- 4
Signal inspection, repair and timing adjustments- None
Grant applications- None
Participated in various weather calls- None
Brine acquisition and street prep in advance of weather events- None
Fleet software implementation –N/A
Storm water educational outreach webinar- None
Drainage law presentation- None
Street Lighting- None

Continuing Projects

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

'Unapproved' until
next Board meeting

Kingston Parks and Recreation
Board Meeting
MINUTES
June 4, 2018

PRESENT: Sue Collins, Paul Rogers, Keenon Hethcoat, Tara Stockton, Josh Igou, Eric Clark, Sammy Frogg, Rick Ross, Jo Ann Knies

ABSENT: Karen High, Ruth Thompson

Meeting called to order at 6:00 p.m. Paul made a motion to accept the previous months minutes. Keenon seconded.
Keenon gave an invocation.

UNFINISHSED BUSINESS:

Dog Park – We have submitted the Dog Dash Grant. The next one to apply for is the Pet Safe Grant. Each is for $25,000 but could go higher.

Girl's Softball – The tournament for fast pitch will be held next week. Slow pitch will continue through June. Rick said it has gone pretty well for our first year running the KGSL.

Enduring Warrior Race – This event was held May 19th with 259 athletes participating. It was well attended by bystanders, as well. We provided a good location and it was a successful fundraiser for Operation Enduring Warriors Project.

Board Renewals – Two members are up for renewal, Karen and Keenon. Karen will not be able to serve again and Keenon made his request to stay on the Board to the City Manager. Three other citizens have applied. Council will vote at the next meeting.

Roadblock – Rick asked for volunteers to work the roadblock this Friday, June 8th from 6-9 p.m. to raise money for the fireworks.
Plans are coming along for the fireworks but we could use more sponsors. Three bands have been put on the schedule. We will sponsor another barbecue cook-off as well as our annual raft race. Rick said we have a new "Smokin' the Water" logo
Gates will open at 2 p.m. The vendors will set up beginning at 12 p.m.

Paddle Board Race – Race Day Events will host this race on June 30th. In addition to paddle board racing there will be a 5K race.

Movies in the Park/Camp Out – The date for the next movie is June 15th. This will also be the night for family camp out. The move is "The Goonies". You do not have to stay and camp if you watch the movie.

NEW BUSINESS:

Camp Get Out – Our annual camp is set for June 11-15 for kids 8-12. All of our parks will be visited on different days that week. Lunch is provided.

Y-12 Foundation Grant – We applied for the Y-12 Foundation Grant which consists of a 12 member panel. The project this year is to assist with Building 15 at the Fort and other Fort needs.

New Sign – The Community Center has a new electronic sign out front which we will begin using soon.

Rick commended Sue on her work with the Beautification Board and Outdoor Kingston. She recently worked with Y-12 and the DAR to obtain new plants for in front of the Community Center.

Eric made a motion to adjourn. Tara seconded. Meeting ended at 6:45 p.m.

Dates to Remember –

Parks and Recreation Board Meeting - July 2, 2017 6 p.m.

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, 2018:

Senior Luncheon
Senior Bridge
Senior Quilting
Cultural Arts (FCE)
Senior Executive Board
Senior Pinochle (2 groups)
Senior Card Games
American Red Cross
Kingston Parks & Recreation Committee
Girl Scout Leaders/Service Unit
Adult Table Tennis
Antique Tractor Club
Autism Support Group
Any Body Can Exercise (ABC)
"Bag Ladies" Mats for Homeless
American Red Cross
Girl Scout Troops
Zumba Classes
Roane County Retired Teachers Luncheon
Zumba Exercise Class
Salvation Army
Roane County Foster Care
Krafty Korners - FCE
Senior Bingo
Roane County Autism Support Meeting
N.A.M.I.
Kingston Lion's Club
Roane County Sewing 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, 2018:

Swim Team Registrations
Donny Cook Family
Emily Houston Mary Kay
Jimmy Agee Family
Cornell Family Graduation Party
Alumni Football Meeting
Wendy Smith Family
Swim Team Parents Meeting
EPA Public Meeting

At City Park - Veteran's Job Fair by TCAT, St, Jude's Fishing Tourney Fundraiser, Dan Dooley Family, Beverly Beckner Family, Leah King Family, Calvary Baptist Church, Roane County Defenders Fundraiser, Tesha Long Family, Beth Johnson for County Court Clerk, Roane County High School Teachers Picnic, Sail Away Academy.
At Southwest Point - Lenora Herndon Family, Breane Austin Family, Roane County High School Special Education Class Picnic
At Porter Park - Jimmy Anderson Family, DCS Child and Family Services

Community Center Rent: $620.00
Park Rent: $195
Boat Launch Fee: $50

Submitted by Jo Ann Knies

Kingston Parks and Recreation

Out of the Park

June 2018

Family Camp Out and Movies in the Park

Friday, June 15th at Fort South West Point
This kicks off our Summer Family Camp Series

We will be showing the movie
"The Goonies"

Bring a lawn chair or blanket and take in this movie classic.
This is a Free Family Friendly Event
(We will provide an opportunity for donation to the Fort Building Fund.)

You do not have to camp out to see the movie.
For those who do want to camp out here's some things to know:

- **Camping is open to families and is tent camping only.**
- **Camping is for the one night only**
- **Camping is only available in designated areas.**
- **At a reasonable hour the campsites will be lights out and quiet time.**
- **Only one centralized, park staff maintained fire pit will be allowed.**
- **People who do not abide by these rules will be asked to leave.**
- **All Campers must leave sites as good or better than they found it.**

Paddleboard and Kayak Rentals available this Summer.
There will be certain days during the week and weekends beginning in June.
Paddle Board Yoga Classes will be scheduled as well.
See you on the Water.

Sports and Youth Camps for Summer

Challenger British Soccer Camp

June 4-8th 9-noon at South West Point
3-5years old, $89 6-14 year old $135
Register at Challengersports.com

Brazilian Soccer Camp

Sponsored by Kingston Parks and Recreation
June 11-14th at South West Point
9-11:30 am $75 Ages 7-17
Register with Kingston Parks and Recreation

Jr. Ranger Camp

for Ages 13-14 June 6-8th
Service Based Camp with a focus on Leadership Skills conducted in our parks

Camp Get Out

for Ages 8-12 June 18-22nd
(Our most popular camp) Focus on the outdoors in each of our parks
Spaces are Limited for these camps, register today

Smokin' THE WATER
4th of July - Kingston, Tennessee

Wednesday, July 4th
2pm-Fireworks at Dark
BBQ Cook-off, Music, Kids games and Rides, Car Show, Home-made Raft Race, and Largest Fireworks show in East TN on the 4th.

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2018 AND 05/31/2018

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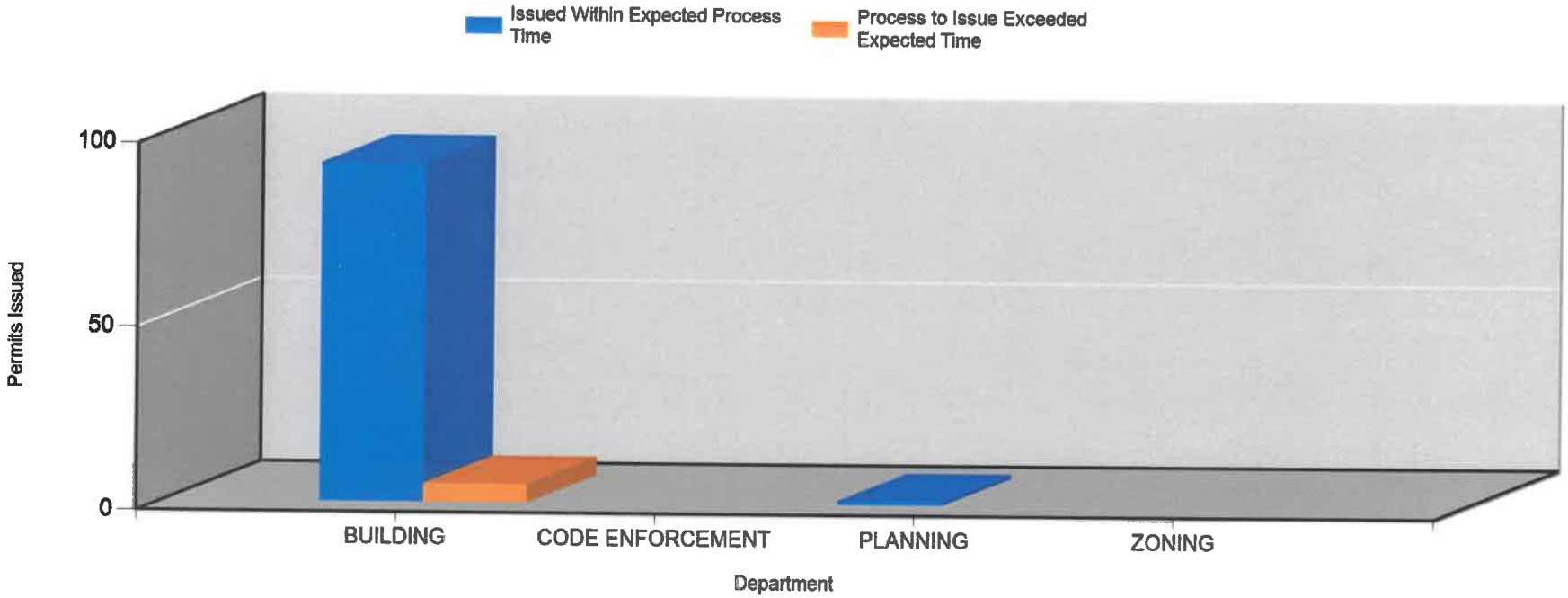
Permits Issued by Department



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	76	75	Same Day	1.95 Days	1	70	5
	PL	Same Day	14	14	Same Day	0 Days	1	14	0
	RM	Same Day	7	7	Same Day	0 Days	1	7	0
	VN	Same Day	1	1	Same Day	0 Days	1	1	0

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CODE ENFORCEMENT	BK	Same Day	2	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	3	1	Same Day	0 Days	1	1	0
ZONING	SUP	Same Day	1	0	Same Day	0 Days	1	0	0
	VAR	Same Day	1	0	Same Day	0 Days	1	0	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2018-183 Garage 105 Mossey Creek Drive, Kingston, TN 37763	Submitted: 05/01/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/02/2018	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		BP2018-184 Residential Home 304 Rose Circle, Kingston, TN 37763	Submitted: 05/01/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/02/2018	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		BP2018-185 OS Storage Building 515 Norwood Drive, Oliver Springs, TN 37840	Submitted: 05/01/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/01/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-186 Repairs 4537 Harriman Hwy, Harriman, TN 37748	Submitted: 05/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-187 Carport 333 MANS HOLLOW Rd., Kingston, TN 37763	Submitted: 05/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1

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BUILDING	BP	BP2018-188 Ubove Ground Pool 3480 River Rd., Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/02/2018 05/02/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-189 KC Dock 838 Nelson Drive, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2018 05/03/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-190 DW 130 Dogwood Ridge Drive, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2018 05/03/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-191 Porch Roof Only 334 Green Acres Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/03/2018 05/03/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-192 OS Commercial Sign 1030 Knoxville Hwy, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2018 05/07/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-193 KC Above ground pool 309 Willowbrook Dr, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2018 05/07/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-194 Deck 234 EVANS Rd., Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2018 05/07/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-195 Remodel 312 Peninsula Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2018 05/07/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

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BUILDING	BP	BP2018-196 Residential Home 101 Orchard Valley Dr, Harriman, TN 37748	Submitted: 05/08/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/08/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-197 Storage Building 205 Dogtown Road, Ten Mile, TN 37880	Submitted: 05/08/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/08/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-198 HC Commercial Remodel & Addition 116 S roane St, Harriman, Tn 37748	Submitted: 05/08/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/08/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-199 Residential Home 302 Joel Road, Oliver Springs, TN 37840	Submitted: 05/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-200 Storage Building 302 Joel Road, Oliver Springs, TN 37840	Submitted: 05/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-201 Garage & Carport 1900 Swan Pond Road, Harriman, TN 37748	Submitted: 05/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-202 DW 4654 Hall Road, Loudon, TN 37774	Submitted: 05/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-203 DW 1129 Little Dogwood Road, Kingston, TN 37763	Submitted: 05/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	

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BUILDING

BP[redacted]	BP2018-204 OS Storage Building 521 Second Norway Lane, Oliver Springs, TN 37840	Submitted: 05/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
	BP2018-205 Carport 344 Patton Lane, Harriman, Tn 37748	Submitted: 05/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
	BP2018-206 Residential Home 221 Holderford Road, Kingston, TN 37763	Submitted: 05/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
	BP2018-207 Dock 130 Nodding Pines Way, Ten Mile, TN 37880	Submitted: 05/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
	BP2018-208 Storage Building 124 Rose Lane, Harriman, TN 37748	Submitted: 05/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
	BP2018-209 Dock 145 Piney Point Dr, Kingston, Tn 37763	Submitted: 05/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
	BP2018-210 Remodel 152 Keylon Dr, Harriman, TN 37748	Submitted: 05/11/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/11/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
	BP2018-211 Garage 221 Holderford Road, Kingston, TN 37763	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	

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BUILDING	BP	BP2018-212 Dock 165 Primrose Lane, Kingston, TN 37763	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-213 Addition on existing slab 120 Poston Place, Harriman, TN 37748	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-214 Remodel & Replacement 107 S Victoria Rd, Kingston, TN 37763	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-215 Deck Replacement 129 S Victoria Rd, Kingston, TN 37763	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-216 Deck Replacement 123 S Victoria Rd, Kingston, TN 37763	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-217 Residential Home 605 Mans Hollow Road, Kingston, TN 37763	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-218 Above Ground Pool 247 Dan Circle, Rockwood, TN 37854	Submitted: 05/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-219 SW 316 Skyline Dr, Harriman, TN 37748	Submitted: 05/15/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/15/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	

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BUILDING	BP	BP2018-220 Above Ground Pool 792 Mays Valley Rd, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/15/2018 05/15/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-221 Deck 150 Edwards Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/16/2018 05/16/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-222 DW 1867 Ruritan RD, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/16/2018 05/16/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-223 Storage Building 180 Dug Ridge Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/16/2018 05/16/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-224 KC Commercial Storage Buildings 715 Gallaher Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/17/2018 05/29/2018	In Process: Waiting: Total Days: Total Cycles:	12 0 12 1
		BP2018-225 KC Commercial Storage Buildings 715 Gallaher Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/17/2018 05/29/2018	In Process: Waiting: Total Days: Total Cycles:	12 0 12 1
		BP2018-226 Mod 436 Lakecrest Drive, Harriman, Tn 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/17/2018 05/17/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2018-227 KC Remodel 643 Peachtree Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/17/2018 05/17/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

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BUILDING	BP	BP2018-228 DW 327 Rose Circle, Kingston, TN 37763	Submitted: 05/17/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/17/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1		
		BP2018-229 KC Remodel 639 Peachtree Lane, Kingston, TN 37763	Submitted: 05/17/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/17/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1		
		BP2018-230 Carport 421 Martin Rd, Rockwood, TN 37854	Submitted: 05/18/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/18/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1		
		BP2018-231 Storage Building 183 Dickey Valley Road, Harriman, TN 37748	Submitted: 05/18/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/18/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1		
		BP2018-232 Remodel 159 Primrose Lane, Kingston, TN 37763	Submitted: 05/18/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/18/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1		
		BP2018-233 Dock 121 Centers Ferry Road, Harriman, TN 37748	Submitted: 05/18/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/18/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1		
		BP2018-234 115 OLD HEN VALLEY Rd., Oliver Springs, TN 37840	Submitted: 05/18/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 11 Waiting: 0 Total Days: 11 Total Cycles: 1		
		BP2018-235 Porch Addition and Roof 218 CLEAR SPRINGS Rd., HARRIMAN, TN 37748	Submitted: 05/18/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/18/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1		

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2018 AND 05/31/2018

Report run on: 06/01/2018 09:50 AM

BUILDING	BP	BP2018-236 Cell To wer - Antena Change Out 918A West Ridgecrest Drive, Kingston, TN 37763	Submitted: 05/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/21/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-237 Carport 977 Poplar Creek Road, Oliver Springs, TN 37840	Submitted: 05/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/21/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-238 Addition 351 Gallaher Road, Kingston, TN 37763	Submitted: 05/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/21/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-239 Remodel of living space 124 Warren Lane, Kingston, TN 37763	Submitted: 05/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/21/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-240 Garage Upgrade Original BP2014-467, BP2016-334 109 Cunningham Blvd., Harriman, TN 37748	Submitted: 05/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/22/2018	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1	
		BP2018-241 Greenhouse Midway High School 530 Loudon Hwy., KINGSTON, TN 37763	Submitted: 05/23/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/23/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-242 Deck 143 Shady Road, Oliver Springs, TN 37840	Submitted: 05/23/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/23/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-243 Garage 335 Pekoma Road, Philadelphia, TN 37846	Submitted: 05/23/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/23/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	

Issued Permits By Department

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05/01/2018 AND 05/31/2018

Report run on: 06/01/2018 09:50 AM

BUILDING	BP	BP2018-244 Deck 806 Bluff Road, Harriman, TN 37748	Submitted: 05/25/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/25/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-245 Mod 324 Howard Road, Loudon, TN 37774	Submitted: 05/25/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/25/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-246 Remodel 135 Dogwood Court, Hariman, TN 37748	Submitted: 05/25/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/25/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-247 Storage Building 135 Morris LN, Kingston, Tn 37763	Submitted: 05/25/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/25/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-248 Inground Pool 102 Pecan Grove Lane, Lenoir City, Tn 37771	Submitted: 05/29/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/29/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-249 Carport 198 Mountain View Lane, Oliver Springs, TN 37840	Submitted: 05/29/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/29/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-250 Carport 115 OLD HEN VALLEY Rd., Oliver Springs, TN 37840	Submitted: 05/29/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/29/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		BP2018-251 SW 108 Robbins Road, Harriman, TN 37748	Submitted: 05/30/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/30/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
05/01/2018 AND 05/31/2018

Report run on: 06/01/2018 09:50 AM

BUILDING	BP	BP2018-252	Submitted:	05/30/2018	In Process:	0
			Technically Complete:		Waiting:	0
		Barn	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		1370 Mountain View Road, Rockwood, TN 37854	Issued:	05/30/2018		
		BP2018-253	Submitted:	05/30/2018	In Process:	0
			Technically Complete:		Waiting:	0
		KC Deck	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		703 Hill St, Kingston, TN 37763	Issued:	05/30/2018		
		BP2018-254	Submitted:	05/30/2018	In Process:	0
			Technically Complete:		Waiting:	0
		Addition	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		124 White Heron Ln, Rockwood, TN 37854	Issued:	05/30/2018		
		BP2018-255	Submitted:	05/31/2018	In Process:	0
			Technically Complete:		Waiting:	0
		DW	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		431 Skyline Dr, Harriman, TN 37748	Issued:	05/31/2018		
		BP2018-256	Submitted:	05/31/2018	In Process:	0
			Technically Complete:		Waiting:	0
		DW	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		5041 Clay Hollow Rd, Sweetwater, TN 37874	Issued:	05/31/2018		
		BP2018-257	Submitted:	05/31/2018	In Process:	0
			Technically Complete:		Waiting:	0
		Residential Home	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		150 Grisby Hollow Road, Kingston, TN 37763	Issued:	05/31/2018		
		BP2018-258	Submitted:	05/31/2018	In Process:	0
			Technically Complete:		Waiting:	0
		Deck	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		135 Dogwood Court, Hariman, TN 37748	Issued:	05/31/2018		
	PL	PL2018-038	Submitted:	05/02/2018	In Process:	0
			Technically Complete:		Waiting:	0
		PL for BP2017-586	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		303 Lakeview Cove Drive, Loudon, Tn 37774	Issued:	05/02/2018		

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ALL DEPARTMENTS
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05/01/2018 AND 05/31/2018

Report run on: 06/01/2018 09:50 AM

BUILDING	PL	PL2018-039 PL for BP2018-058 840 N Kentucky Street, Kingston, TN 37763	Submitted: 05/07/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/07/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		PL2018-040 PL for BP2017-290 16072 Blue Springs Road, Philadelphia, TN 37846	Submitted: 05/07/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/07/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		PL2018-041 PL for BP2018-195 312 Peninsula Road, Harriman, TN 37748	Submitted: 05/07/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/07/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		PL2018-042 PL for BP2018-206 221 Holderford Road, Kingston, TN 37763	Submitted: 05/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		PL2018-043 PL for BP2018-072 385 Marble Bluff DR, Rockwood, TN 37854	Submitted: 05/10/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/10/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		PL2018-044 PL for BP2018-030 244 Lane Hedgecock Rd, Kingston, Tn 37763	Submitted: 05/17/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/17/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		PL2018-045 PL for BP2018-232 159 Primrose Lane, Kingston, TN 37763	Submitted: 05/18/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/18/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	
		PL2018-046 PL for BP2018-227 643 Peachtree Lane, Kingston, TN 37763	Submitted: 05/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 05/21/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	

Issued Permits By Department

ALL DEPARTMENTS
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05/01/2018 AND 05/31/2018

Report run on: 06/01/2018 09:50 AM

BUILDING	PL	PL2018-047	Submitted:	05/21/2018	In Process:	0
			Technically Complete:		Waiting:	0
		PL for BP2018-229	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		639 Peachtree Lane, Kingston, TN 37763	Issued:	05/21/2018		
		PL2018-048	Submitted:	05/21/2018	In Process:	0
			Technically Complete:		Waiting:	0
		PL for BP2018-088	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		5783 Harriman Hwy., Oliver Springs, TN 37840	Issued:	05/21/2018		
		PL2018-049	Submitted:	05/23/2018	In Process:	0
			Technically Complete:		Waiting:	0
		PL for BP2018-241	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		530 Loudon Hwy., KINGSTON, TN 37763	Issued:	05/23/2018		
		PL2018-050	Submitted:	05/25/2018	In Process:	0
			Technically Complete:		Waiting:	0
		PL for BP2018-246	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		135 Dogwood Court, Hariman, TN 37748	Issued:	05/25/2018		
		PL2018-051	Submitted:	05/30/2018	In Process:	0
			Technically Complete:		Waiting:	0
		PL for BP2018-254	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		124 White Heron Ln, Rockwood, TN 37854	Issued:	05/30/2018		
	RM	RM2018-037	Submitted:	05/01/2018	In Process:	0
			Technically Complete:		Waiting:	0
		RM for BP2017-647	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		475 Woody Lane, Kingston, TN 37763	Issued:	05/01/2018		
		RM2018-038	Submitted:	05/10/2018	In Process:	0
			Technically Complete:		Waiting:	0
		RM for BP2018-082	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		108 Settlers Road, Harriman, TN 37748	Issued:	05/10/2018		
		RM2018-039	Submitted:	05/15/2018	In Process:	0
			Technically Complete:		Waiting:	0
		RM for BP2018-063	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		103 Emory Cove Drive, Harriman, TN 37748	Issued:	05/15/2018		

Issued Permits By Department

ALL DEPARTMENTS
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05/01/2018 AND 05/31/2018

Report run on: 06/01/2018 09:50 AM

BUILDING	RM	RM2018-040 RM for BP2017-586 303 Lakeview Cove Drive, Loudon, Tn 37774	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/18/2018 05/18/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2018-041 RM for BP2017-507 445 Scandlyn Hollow Road, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/23/2018 05/23/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2018-042 RM for BP2018-047 240 Lane Hedgecock Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/31/2018 05/31/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2018-043 RM for BP2014-505 235 Admiral Dr, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/31/2018 05/31/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
	VN	VN2018-001 Firework Tent 175 HILLTOP LOOP Rd., Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/30/2018 05/30/2018	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
CODE ENFORCEMENT	BK	BK-18-0006 Code Book 16072 Blue Springs Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/07/2018 	In Process: Waiting: Total Days: Total Cycles:	25 0 25 1
		BK-18-0007 Code Check Book 150 Grisby Hollow Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/31/2018 	In Process: Waiting: Total Days: Total Cycles:	1 0 1 1
PLANNING	PLT	PLT2018-006 Plat Review 275 Frost Hollow Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	05/24/2018 	In Process: Waiting: Total Days: Total Cycles:	8 0 8 1

Issued Permits By Department

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05/01/2018 AND 05/31/2018

Report run on: 06/01/2018 09:50 AM

PLANNING	PLT	PLT2018-007	Submitted:	05/24/2018	In Process:	0
			Technically Complete:		Waiting:	0
		Plat Review	Approved:		Total Days:	0
			Ready to Issue:		Total Cycles:	1
		3333 Sugar Grove Valley Road, Harriman, TN 37748	Issued:	05/24/2018		
		PLT2018-008	Submitted:	05/31/2018	In Process:	1
			Technically Complete:		Waiting:	0
		Plat Review	Approved:		Total Days:	1
			Ready to Issue:		Total Cycles:	1
		692 Cedar Grove Rd, Kingston, TN 37763	Issued:			
ZONING	SUP	SUP2018-002	Submitted:	05/08/2018	In Process:	24
			Technically Complete:		Waiting:	0
		SUP for Kennel	Approved:		Total Days:	24
			Ready to Issue:		Total Cycles:	1
		765 Little Dogwood Road, Kingston, TN 37763	Issued:			
	VAR	VAR2018-001	Submitted:	05/18/2018	In Process:	14
			Technically Complete:		Waiting:	0
		Variance	Approved:		Total Days:	14
			Ready to Issue:		Total Cycles:	1
		421 Martin Rd, Rockwood, TN 37854	Issued:			

KINGSTON WATER TREATMENT PLANT

MAY OPERATIONS REPORT 2018

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	15,748,000	17,524,000	-11.28%	525,000	752,000	349,000
	Effluent (Finish)	14,086,000	15,407,000	-9.38%	470,000	652,000	333,000
	Spring Supply	13,653,000	14,068,000	-3.04%	455,000	513,000	376,000
	Total Finish Prod.	27,739,000	29,475,000	-6.26%			
Plant Efficiency		99.60%	99.49%	0.11%			
Distribution							
GALLONS	Consumption	21,774,400	22,718,500	-4.34%			
	Reported Usage	2,054,000	1,534,000	25.32%			
	Water Loss	3,910,600	5,222,500	-33.55%			
	%	14.10%	17.72%	-3.62%			

Distribution & WTP Report: 2,054,000 gals. usage flushing and Tank refilling.

Public Works: No Report

Fire Dept: No Report

Park & Rec: No Report

WWTP: No Report

Note: The Water Production, Consumption and Loss data is for the March 2018 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 Distribution Bacteriological Sampling.
* Performed regular maintenance at Plant and Spring Site.
* Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
* Completed all required regular monthly sampling.
* Mowed & trimmed the Waterplant grounds four times, at the Spring Pump House , Spring Site and Spring Gravity Feed Line right-of-way.
* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
* LABTRONX performed the biannual Laboratory & Sampling Equipment Maintenance and Calibrations.
* Docking Stations and Automatic Switches for back-up power generation have been installed at the Kingston Heights and Ridgecrest Pump Stations.
* 2017 CCR has been completed and is posted on the City Website.
* Completed Employee Evaluations have been submitted .
* Gathering information to Update the 5 Year Plan.
* Began the Spring Distribution System Flushing & Overflow Program.

0

Schedule of Unaccounted For Water

May

(All amounts in gallons)

A	**Water Treated and Purchased**		
B	Water Pumped (potable)	27,739,000	
C	Water Purchased	0	
D	**Total Water Treated and Purchased (Sum Lines B and C)**		27,739,000
E	**Accounted for Water:**		
F	Water Sold	21,774,400	
G	Metered for Consumption (in house usage)	854,000	
H	Fire Department(s) Usage	0	
I	Flushing	1,200,000	
J	Tank Cleaning/Filling	0	
K	Street Cleaning	0	
L	Bulk Sales	0	
M	Water Bill Adjustments (+/-)	0	
N	**Total Accounted for Water (Sum Lines F thru M)**		23,828,400
O	**Unaccounted for Water (Line D minus Line N)**		3,910,600
P	**Percent Unaccounted for Water (Line O divided by Line D times 100)**		14.098%

Q Other (explain) See Below

Explain Other:

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

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager

FROM: Tony Workman, WWTP Plant Manager

RE: April Monthly Report

DATE: June 7, 2018

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.2918	1.5600	.2940	8,709,000
EFFLUENT	.4888	.7700	.3770	15,153,000

Total gallons of chlorine used was 178.20 @$2.09 gallon = $372.44.

There was 3.21 inches of rain.

There were no sewer overflows this month.

39.22 tons of sludge was hauled to the landfill.

Wascon is finishing the #4 pump station rehab. Work should be completed by June 8th.

We pressured washed the digester. Before and after picture.

WATER DEPARTMENT MONTHLY REPORT

Month of: May 2018

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RELOCATE METER		
CHECK FOR TAMPERED METER		
REPAIR BROKEN SEWER LINE		
NO WATER		
WATER TASTE BAD		
CHECK WATER PRESSURE	3	
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	5	
REPLACE TAMPERED METER		
REPLACE VALVE		
FLUSH LINES	5	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	2	
REPLACE CUT-OFF VALVE	2	
Install flotting meter		
LOCATE WATER METER	2	
Total	530	

OVER-TIMES HOURS 123.5

FIRE HYDRANTS	1	
ROAD PATCHES	14	3
PULLED METERS	2	

WATER DISTRIBUTION & COLLECTION
MANAGER-JIM AGEE

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling
From: Jimmy Agee
RE: Monthly Work Orders

Month of: May 2018

TASK	RESOLVED	PENDING
INSTALL NEW METER	2	
Read-out	63	
RE- READS	6	
WATER TAP NEW ACCT.	3	
CLOSED ACCT WITH COMSUMPTION	1	
READ INS	57	
CHECK FOR HUNG METER	3	
CHANGE OUT HUNG / BROKEN METER	1	
CHECK FOR LEAK AT METER	16	
METER LEAKS		
AFTER HOURS - WATER	7	
SERVICE LINE LEAK	3	
LINE LOCATES	205	
TURN OFF FOR NON PAYMENT	47	
TURN WATER BACK ON	39	
YARD WORK	11	
DOOR HANGERS	2	
MANUAL READ	6	
AFTER HOURS - SEWER		
SEWER- TAP NEW ACCOUNT		
RELOCATE SEWER CONNECTION		
SEWER BACK UP	1	
CHECK TO SEE IF STILL OFF	9	
TAP ESTIMATES		
PROFILE REQUESTED	1	
TAP-EXISTING ACCT	6	
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	4	

Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905

4 June 2018

TO: **The Honorable Tim Neal**
David Bolling, City Manager
Members of the City Council

FR: **Emily Steele, MLIS**
Director

RE: **Monthly Director's Report**

The following sum up library activities for the month of May 2018:

Children's Programming
We had five programs with 70 attending. June is our summer reading program. Each Wednesday at 1PM we'll have a program for kids of all ages in lieu of the 10:30 AM story time.

Classes
We had two computer classes this month. There were two students for a class on Microsoft Publisher, but no one stayed for the Microsoft Word beginners' class. This month, we have four classes. The first two will be more advanced Word classes, and the second two will cover academic and career resources on TEL.

Programs
We had five participants for our last craft night program. We'll have another craft night this month, and an author will be here on the 21st.

Summary
Patron count for the month totaled 1571.
There were 1,647 checkouts and 402 renewals for the month for adults and 323 checkouts with 93 renewals for children.
The READS circulation for e-books has not yet been reported.

Respectfully submitted,
ERS

Kingston Public Library
Meeting Minutes
May 10, 2018

Present: Joe Parker, Mary Ann Wesoloski, Vic King, Emily Steele - Director; Trudy Wideman, Randy Childs, Carolyn Brewer
Absent: Emily Smith

1) Joe Parker called the meeting to order at 5:05 pm.

2) Mary Ann moved to have the minutes of the April 12th meeting approved; Randy seconded the motion and the minutes were approved.

3) Treasurer, Mary Ann Wesoloski, reported our current balance to be $14,341.08. Deposits of $660.00 (LSTA grant), $625.00 (Roane County Library Board), $138.98(Kroger), $122.60 (Children's Jar), and $798.29 (Used Book Sales) have been deposited. Expenses include $6,220.00 for repair to the heating system in the library, $100.00 to pay technology class instructors, and additional funds required to cover supplies needed for a children's Easter event. Carolyn moved to accept the treasurer's report; Trudy seconded and the report was accepted.

4) No public comments were made.

5) A representative from the Ocoee Regional Library was not present.

6) Emily Steele presented the Director's Report:
   a) Children's Programming – Four programs were held in April with 95 participants.
   b) Supplies Drive – Supplies are being collected for Stitch Angels, a local organization making Ladies in Uniform care packages. Library patrons can reduce their fines by contributing items or cash.
   c) Summer Reading Program –A program to promote summer reading will be presented at 1:00 pm. each Wednesday during the month of June. The library has partnered with local elementary schools to encourage students to check out books during their summer break.
   d) Circulation Summary – Patron count for the month totaled 1,680. There were 2,170 checkouts and renewals for adults and 429 for children, totaling 2,599. READS count for e-books was 2,147 for adults and 70 for children, totaling 2,217.

Trudy moved to accept the director's report; Mary Ann seconded and the report was accepted.

7) Old Business:

a) Bench Order – A memorial bench has been purchased with a donation provided by the family of John Emch. The bench will be placed outside on the concrete area facing the water. The family will be contacted and a time and date will be set for a dedication ceremony.

8) New Business

a) Library Policies Review – The Board reviewed two current library policies: the Director's Absence Policy and the Library Foundation Policy. It was determined that no changes need to be made at this time.
b) Personnel Update – Kelvie Nabors has resigned. A possible replacement will not be considered until fall. In the meantime Romi Patel will be given additional hours. The library no longer has a cleaning staff. Emily Steele and Barbara have divided cleaning duties until something can be put in place.
c) Book Order – The book budget is down $3,000. Mary Ann made a motion that the board spend $500.00 to purchase new books for the children's department. Joe seconded the motion and the motion carried. New titles should be available for the summer reading program.
d) Grant Classes – On April 28th the library offered two classes funded by the LTT Grant. There were no participants. The instructor, who was paid, left her power point lesson and handouts so that they might be used in the future.
e) Summer Board Meetings – Joe made a motion that we cancel the June and July meetings of the KPL Board. A meeting can be called in the event of an emergency. Randy seconded the motion and the motion carried.

9) Recommendations for Improvement

a) In the suggestion box a patron commented that the library "keep up the good work".

10) Chairman's comments - Vic thanked all for coming; said he appreciated the library staff keeping up the good work.

11) Next meeting date is set for Aug 9, 2018 at 5 pm.

12) Adjournment was moved by Joe and seconded by Randy. The meeting was adjourned at 5:30 pm.

Kingston Beautification Committee

Meeting Minutes - Monday, May 7, 2018

I. Call to order

The regular meeting of the Kingston Beautification Committee was called to order at 5:00 p.m. on May 7th, 2018, at Kingston Community Center.

II. Roll call

Attendees: T. Stockton, S. Collins, J. Brown, J. Yeager, T. Nichols, A. Massengill
Guest: S. Gabbard, M. Langer

III. Approval of minutes from last meeting

The minutes from the April meeting were approved.

IV. Open issues

Flower beds adopted: Median on Kentucky Street (near I-40 intersection)

- B. Wilson
- M. Melton

Up for adoption: Ladd Park

Beautification Committee adopted the bed at Food City (intersection of Kentucky Street and Ladd Landing Boulevard). The Committee may be able to piggy-back off of the grant from provided to the Daughters of the American Revolution. The DAR plan to plant their adopted flower bed on May 25th. Flowers and some labor will be provided.

Action: Once flower beds have been planted, post progress pictures and updates on Facebook site. Approach Roane County news as well.

The new mural at Alot Less has been completed.

Hands of Mercy completion is at least a month out. The wall being painted is in rough shape and needs to be repaired/patched.

City light posts and globes: Light posts around the walking trail, old courthouse and at library are being cleaned and painted by the City. Some wiring was found that needs repair. This is the first time the light posts have been painted. The light globes are being cleaned and/or replaced. Globes are $100 each. This should also be promoted via Facebook.

Fines for littering: The City Council may be required to vote on increasing the littering fine to $50. To be charged with littering, litterers would have to be caught in the act. If the City adopts the new fine for littering, the issue should be promoted in the local paper. Civic community service could be provided in lieu of the $50 fine.

V. New business

Next litter pickup planned for October 20th.

Signs for flowerbed sponsors: Each adopted flower bed should be provided a sign promoting the person or organization making the effort to improve the flower bed(s).
ACTION: All committee members are to look for an example of a sign suitable for the adopted beds.

Murals: Mr. Scandlyn (Scandlyn Lumber) is looking to sponsor a mural. Other opportunities and sponsors for murals are being sought.

Grants: Y-12 is providing an opportunity for organizations to apply for grants. Grants range from $2000-$15,000 and are to focus on historic, cultural, mental health or substance abuse efforts. Schools and governments may apply. Applications are due by the end of the month.

ACTION: Post before and after photos of completed murals on the Beautification Committee's Facebook site. Approval for before and after FB posts will have be provided by the City.

VI. Adjournment

Meeting adjourned at 5:57 P.M.

MINUTES
KINGSTON PLANNING COMMISSION
MAY 15, 2018

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on May 15, 2018 at the Kingston City Hall.

Members Present	Members Absent	Others Present
Gary Lay, Chmn.	Tim Neal, Mayor	David Bolling
Bo Pickel, Sec.	Chuck Hutzler	Marsha Marshall
Eric Bacon	Jason Taylor	Jacki Hill
Gary Botkin		Keviin Hill
John Byrkit		
Lou Qualls		
Stephanie Wright		

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES
The meeting was called to order at 6:00 p.m. by Chairman Lay. On a motion by Mr. Botkin and a second by Mr. Byrkit, on a roll call vote, the commission voted to approve the minutes of the April 17, 2018 meeting. All voted aye except for Mr. Bacon and Mr. Qualls who passed.

REPORTS
City Manager Bolling reported that the driveway for Dr. Vora's office had not been not approved by the Tennessee Department of Transportation. The planning commission had approved a site plan for the business at an earlier meeting. The driveway in the process of being completed. Dr. Vora, TDOT, and David Bolling will meet Monday to hopefully resolve this issue. The planning commission may see a new site plan for the business if TDOT requires a change in the location or dimensions of the driveway.

SITE PLAN REVIEW – DIVERSIFIED SERVICES BY GARY BOTKIN
Mr. Gary Botkin recused himself from the commission for this issue and presented a site plan for an additional building addition for Diversified Services along Gallaher Road. He also submitted a site plan showing the entire property. The building would be used for storage and would be located at the left rear corner of the property. Staff stated that drainage would be handled by existing drainage facilities and the retention pond. Mr. Botkin noted that the proposed building site was currently impervious and that the building would not change storm water runoff. The existing facilities were designed to handle the storm water runoff on the site.

Action Taken
On a motion by Mr. Byrkit and a second by Ms. Wright, on a roll call vote, the commission voted to approve the site plan. All voted aye except for Mr. Botkin who had recused himself.

FINAL PUD PLAN – STORAGE BUILDING FOR JACKI HILL
Ms. Jacki Hill presented a PUD site plan of six existing storage buildings and a proposed 50' x 100' retail building. The retail building was to be located at the front of the property. She also provided minutes from the September 21, 2006 planning commission meeting where the planning commission had approved the PUD plan. She stated that she simply wanted the planning commission to sign the site

plan that had been approved. She also stated that the proposed retail building would be changed to a storage building.

Staff stated that the planning commission could require a new site plan since the building was changing from retail to storage, the approved site plan was more than one year old, and that the current site plan did not show any detail. Ms. Hill was adamant that since the PUD plan had been approved, it simply needed to be signed so she could proceed with the additional storage building. She stated that the storage building was of a lower use and would not require a revised site plan.

Action Taken
On a motion by Ms. Wright and a second by Mr. Botkin, the commission unanimously voted to approve the site plan with "retail" being scratched from the site plan.

REVIEW OF "GUIDE FOR PROPOSED SUBDIVISIONS"
Staff provided commissioners with a one-page guide for those who may wish to subdivide property. This was prepared at the request of the commission so those considering subdividing or platting property would understand the process. The commission reviewed and offered suggestions. It was noted that the document should address plats rather than subdivisions because plats are required for changes in lot lines and the combining of lots which may not be considered subdivisions under the strict definition of subdivision in state law. Also, many people think of subdivisions as being developments with new roads and numerous lots, which detracts from when plats are required.

Staff agreed to make changes to the document for the commission's next meeting. No action was taken.

ADJOURNMENT
On a motion by Mr. Botkin and a second by Mr. Bacon, the meeting adjourned at 7:00 p.m.

City of Kingston

Project Status Update

May 2018

HOME GRANT

		Date Completed/Closed Out
Project Cost:	$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	99%	
Estimated Completion Date	Fall 17 / Winter 18	
Notable outstanding issues:	Final Renovation Completed	

Notes:

1. Finished punch-list on final residence and it is awaiting Building Inspector approval.