



# City Manager Report

## November 2014



### **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:**

Kingston's beautiful Watts Bar Lake at sunset.

### **Distributed:**

December 9, 2014

## **Message from the City Manager**

### **Management**

- City Manager

### **Finance**

- Finance/HR
- Human Resources
- City Clerk

### **Public Safety**

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

### **Public Services**

- Public Works
- 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



December 9, 2014

To: Kingston City Council  
City Staff  
Residents of Kingston

This City Manager Monthly Report is to be distributed and published on the city website ([www.mykingstontn.com](http://www.mykingstontn.com)). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

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

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

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

Sincerely,

David L. Bolling, City Manager  
City of Kingston

# **City Manager**

## **Management Report: November 2014**

### **Legislative Accomplishments**

- Adopted a Resolution to Encourage the NRC to Support the TVA License Application for Watts Bar Unit 2

### **Legislative Matters Forthcoming**

- Passed an Ordinance to Amend Ordinance No. 5-2-8, As Amended, Codified in the Kingston City Code as Chapter 8 Section 312 Relative to the Prohibited Conduct or Activities by Beer Permit Holders (Noise)
- Passed an Ordinance to Abolish the Fort Southwest Point Commission

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

- No other items were considered by Council
- **Beer Board**
  - No applications
- **Planning Commission**
- **Parks & Recreation**
  - Advertised in Roane County News and on the City Website for:
    - Filled the vacancy for the Board of Zoning Appeals (5yr. term—5 Members)
    - Received responses for the 2 open positions on the Historic Zoning Commission (5 yr. term—8 Members)
    - Received one response for the open position on the Planning Commission (8 yr. term—10 Members)
- **External Meetings**
  - Ground Breaking for Second Kingston Solar Farm
  - Gertrude Porter Park Celebration With Governor Bill Haslam
- **Internal Meetings**
  - Met with Department Heads for regularly scheduled individual and group meetings
  - Discussed various legal issues with the City Attorney

### **Ongoing Work**

- Greenway Project Extension: **Bids received, verifying at this time**
- North Kentucky Street Paving Project: **Bids received, work to begin in Spring 2015**
- Phase II Solar: **Materials being ordered**
- Septage Receiving: **Soliciting Requests for Qualifications.**
- Capital Improvement Plan: **Had preliminary meeting w / Dept. Heads**
- TVA Funding: **Setting up January workshop**
- Porter Park: **Awaiting Contract from TDEC**
- USDA / RD Sewer Extension: **Submitting plan to RD for remaining funds**
- USDA / RD Water Extension: **Bids received, verifying at this time**

## **FINANCE AND ADMINISTRATION REPORT NOVEMBER 2014**

### **FINANCE**

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~ UPDATED AND REREGISTERED FOR THE SAM CERTIFICATION FOR FEDERAL GRANTS ETC.

~ CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO BILLS OF CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 33 TOTAL

~ ATTENDED CITY COUNCIL MEETING

~ COMPLETED FINANCIAL REPORTS

~ UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR AUGUST 3719 FOR A TOTAL AMOUNT OF \$331,208.16

~ NEW WATER SERVICE APPLICATIONS FOR AUGUST TOTALED 23 NEW CUSTOMERS MAKING A TOTAL OF 3734 ACCTS  
43 CUSTOMERS FINALED OUT SERVICE

~ COMPLETED MONTHLY REPORTS

~ COLLECTED \$ 5,867.45 IN DELINQUENT PROPERTY TAXES

~ COLLECTED \$ 102,502 IN CURRENT 2014 PROPERTY TAXES

~ ATTENDED WORKSHOP ON AFFORDABLE CARE INSURANCE BY LGC IN ALCOA

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## **HUMAN RESOURCES REPORT MONTH NOVEMBER 2014**

### **HUMAN RESOURCES**

- 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: 15  
TERMINATED TWO FULL TIME EMPLOYEES ONE IN FIRE DEPARTMENT AND ONE IN POLICE DEPARTMENT
- TRANSFER ONE PART-TIME EMPLOYEE IN POLICE DEPARTMENT TO FULL-TIME EMPLOYEE
- FILED INSURANCE CLAIMS FOR SEVERAL EMPLOYEES
- HIRED ONE FULL-TIME FIREFIGHTER TO FILL VACANCY
- MET WITH LIBRARY BOARD REPRESENTATIVE
- CERTIFIED EMPLOYEE FOR RETIREMENT TO TCRS
- 
- 
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**New Business Licenses Issued in NOVEMBER 2014**

**OPENING DATE**

**CLODICO, INC.**  
**JOY FISHER & SCOTT EWING**  
**1019 SHEERWATER RD**  
**865-243-7907**

**7-Nov-14**

City of Kingston  
Financial Summary  
Nov-14

KEY REVENUE INDICIES

Operating Fund	Indicator	Month	YTD	Annualized/ Projected	Target	Projected Over (Under) Budget
General Fund	Local Sales Tax	\$ 81,318	\$ 422,706	\$ 1,014,195	\$ 980,000	\$ 34,495.00
	State Shared Tax	\$ 52,054	\$ 342,947	\$ 823,072	\$ 686,882	\$ 136,190.00
(Delinquent and Current)	Property Tax	\$ 108,369	\$ 341,230	\$ 1,680,000	\$ 1,680,000	
	Court Fines/Fees	\$ 5,177	\$ 70,008	\$ 48,019	\$ 62,250	\$ (14,230)
Tourism	Hotel/Motel Tax	\$ 5,041	\$ 24,092	\$ 57,821	\$ 40,000	\$ 17,821
Water/Wastewater	User/Fees	\$ 10,710.00	\$ 16,880.00	\$ 40,512.00	\$ 60,000.00	\$ (19,488.00)

<b>Revenue Summary</b>			
General Fund Collections YTD	\$ 1,969,814	Water/Wastewater Fund YTD	\$ 1,355,200.00
General Fund Target	\$ 5,428,324	Water/Wastewater Fund Target	\$ 3,438,891.00
Performance	\$ (3,458,509)	Performance	\$ (186,411.00)
	36.30%		39.40%

OPERATIONS EXPENDITURE SUMMARY

Operating Departments	Month	YTD	Annualized/ Projected	Budget	Projected (Over/Under) Budget
General Government	\$ 6,331.37	\$ 172,864.61	\$ 199,760.00	\$ 199,760.00	
Community Development		\$ 5,141.59	\$ 10,275.00	\$ 10,275.00	
Police	\$ 81,320.68	\$ 393,094.70	\$ 943,427.28	\$ 896,497.00	\$ (46,930.28)
Fire	\$ 91,451.71	\$ 389,851.74	\$ 935,644.20	\$ 986,264.00	\$ 50,618.80
Public Works	\$ 52,638.41	\$ 263,445.57	\$ 632,269.44	\$ 816,284.00	\$ 184,014.56
Parks & Recreation	\$ 45,325.81	\$ 236,350.44	\$ 567,241.08	\$ 592,965.00	\$ 25,723.92

OPERATIONS EXPENDITURE SUMMARY

Fund	Month	YTD	Target	% of Budget
General	\$ 395,275.77	\$ 2,211,707.72	\$ 5,428,324.00	41.25%
Water/Wastewater	\$ 160,481.54	\$ 1,222,760.38	\$ 3,438,891.00	36.66%



# FINANCIAL SUMMARY MONTH OF NOVEMBER 2014

## UNASSIGNED FUND BALANCE

Operating Fund	Ending Balance FY	Current Month	Budget 11/30/14	Actual 11/30/14	%
General Fund	\$1,451,505.93	\$1,311,559.14	\$2,261,801.70	\$1,558,814.50	36.30%

Operating Fund	Feb	Mar	Apr	May	June	July	August	September	October	November
General Fund	\$1,676,332.94	\$1,448,089.85	\$1,235,126.17	\$1,044,056.35	\$875,637.18	\$1,026,550.41	\$823,793.07	\$661,750.69	\$649,717.39	\$651,900.60
2009 Bond	\$276,786.26	\$290,499.35	\$304,235.96	\$247,878.50	\$261,656.78	\$275,442.65	\$289,164.59	\$303,078.30	\$318,076.30	\$240,575.42
Water/Sewer	\$1,139,096.70	\$1,448,089.85	\$1,538,734.52	\$1,351,259.75	\$1,234,666.72	\$1,154,777.66	\$895,404.25	\$654,290.37	\$1,055,838.38	\$1,095,130.35
1999 Bond	\$352,937.45	\$372,720.36	\$392,494.72	\$150,096.60	\$170,694.23	\$190,055.12	\$210,036.47	\$230,131.33	\$253,131.33	\$270,333.68
2004 Bond	\$314,859.32	\$323,624.37	\$332,378.18	\$281,039.61	\$289,637.08	\$296,521.05	\$307,453.82	\$316,275.49	\$326,276.49	\$333,850.60
RDA Reserve Fund	\$188,228.49	\$190,245.73	\$192,263.76	\$194,272.23	\$196,283.45	\$198,283.45	\$200,307.01	\$202,318.54	\$204,318.54	\$206,342.40
Rockwood Interconnect	\$390,960.35	\$391,016.80	\$388,773.06	\$383,825.21	\$378,683.26	\$378,383.25	\$363,666.75	\$355,105.25	\$355,097.25	\$332,844.23
Gallagher Rd Construct	\$506,453.83	\$832,556.80	\$805,937.26	\$772,452.53	\$799,900.11	\$799,257.65	\$798,809.50	\$798,592.44	\$798,592.44	\$767,855.42
WWTP Expansion Con	\$30,667.24	\$30,679.06	\$30,680.83	\$30,682.65	\$30,684.41	\$30,684.41	\$30,688.06	\$30,689.83	\$382,430.52	\$2,916.71
WWTP Retainage Acct	\$226,414.42	\$226,427.88	\$226,440.91	\$226,454.37	\$226,467.40	\$226,467.40	\$226,494.33	\$226,507.36	\$226,507.36	\$226,533.85
Drug Fund	\$10,000.41	\$11,458.35	\$9,357.19	\$8,796.29	\$8,821.29	\$10,414.69	\$7,439.53	\$7,372.12	\$6,241.62	\$5,917.59
Ledid Landing Const.	\$309.25	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26	\$309.26
<b>Total BALANCES</b>	<b>\$5,573,056.67</b>	<b>\$5,566,123.66</b>	<b>\$5,258,728.96</b>	<b>\$4,696,168.80</b>	<b>\$4,473,811.17</b>	<b>\$4,589,747.03</b>	<b>\$4,154,671.78</b>	<b>\$4,086,421.98</b>	<b>\$4,576,538.88</b>	<b>\$4,141,688.72</b>

Report for the citations issued, the disposition date for which was on  
November 18, 2014

Monies outstanding from August 7, 2007–November 30, 2014	\$ 46,645.88
Monies collected from August 7, 2007 – November 30, 2014	\$ 338,005.00

JUDGMENTS

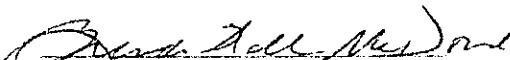
COLLECTED

Total fines and costs billed in court	\$ 1,683.75	
Collected in court on fines and costs		\$ 678.75
Amount collected after Nov. 2014 Court		\$ 288.75
Total collected for citations on Nov. 2014		\$ 967.50
Amount outstanding for Nov. 2014	\$ 716.25	
9 Cash bond forfeitures		\$ 1,137.50
Total amount collected for Nov. 2014 Citations		\$ 2,105.50
Amount collected from previous months/FTA etc.		\$ 1,327.50
Total collected in November 2014		\$ 3,432.50

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 30<sup>th</sup> day of November 2014

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

**Central Dispatch**

Crash Reports	14
Traffic Stops	90
Investigator Needed on Scene	13
Domestic Complaints	10
Escorts Funeral/Other	8
Animal Calls	4
Vandalism	5
Fights	3
Burglar Alarms/Fire Alarms	16
Child Sexual Assaults	
Forgery	
Theft	9
Vehicle Theft	
Public/Motorist Assist	1
Arson/Explosive Devices	
Other Calls	144
Subtotal	317
Total Calls	173

**Municipal Codes**

Animal Control Calls to Office	8
Animal Control Violations	
Animal Control Letters Sent	1
Animals Transported to Shelter	5
Codes Concerns	1
Codes Violations	
Codes Letters Sent	
Property Maintenance Leins	
Temporary Signs Removed	17

Patrol Mileage	14,603
Hours Worked	2,499
Reserve Hours Worked	438
Total Overtime Hours	99
Total Amount of Overtime Wages	\$2,531.64
City Court Citations	18
General Sessions Citations	0
Arrest	26
Juvenile Arrest	
Incident Reports	49

# KINGSTON POLICE DEPARTMENT - NOVEMBER 2014

## IBRS Group A Offenses

### Crimes Against Persons

Aggravated Assault	2
Simple Assault	6
Intimidation	2
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	1
Rape	1
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	

Subtotal 12

### Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	7
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	4
Theft from a Building	1
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	2
All Other Larceny	
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	3

Subtotal 17

### Crimes Against Society

Drug/Narcotics Violations	1
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	1

## IBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	5
Drunkenness	8
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	13

## Kingston Fire Department November

### Summary of Month's Activities

#### Fire Operations

The Department responded to \_\_\_\_68\_\_\_\_ calls for service during the month of July.

#### Fire Administration

- Attended Dept. Head meeting.
- New parking pad constructed in front of station 1 for Unit 3
- Officers had a staff meeting to discuss daily operations.
- KFD welcomes FF Jay Settles to the team as our newest full time firefighter.
- 5 of KFD's FFs attended Hazmat Tech School at Oak Ridge Fire Department to obtain their TEMA Hazmat Tech certification. This was an 80 hour class
- Additional Commission Testing is being encouraged for all KFD Personnel.

The Training Room has been utilized this month for the following:  
Monthly testing and training

	This Month	YTD
Fire Inspections	3	69

#### Public Fire Education

	This Month	YTD
Participants	4	
Education Hours	1	506
Number of Occurrences	1	

#### Firefighter Training

KFD is continuing on shift-training. All training is being documented and turned into Lt./TO Clint Edmonds.

5 firefighters completed an 80 hour Hazmat Tech class at Oak Ridge Fire

#### **Training Plan for 2015:**

Kingston Fire Department is currently creating the 2015 training outline for monthly company training and individual shift training. This training must be approved by the state and be ISO compliant.

#### **Implemented Performance Standards Plan**

- Continuing Education for all KFD personnel
- Monthly testing to certify all KFD personnel to the highest level possible.

#### **Fleet Maintenance**

- Routine Checks
- New Apparatus Check Off Guideline
- Unit 4 had head gasket replaced by city garage

#### **Outstanding Issues**

- Aging Fire fighting apparatus and SCBAs (Self Contained Breathing Apparatus)
- Our SCBA harnesses need continuing repairs. Harnesses have begun to leak and have been removed from service until repair.

#### **Cost Savings**

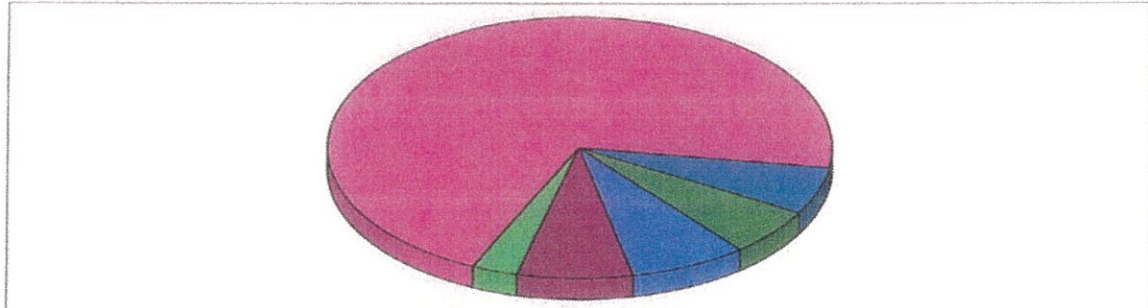
- Safety meetings with no injuries
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs.
- Fundraising activities are moving forward aggressively.

## Kingston Fire Department

Kingston, TN

This report was generated on 12/3/2014 9:13:26 AM

Major Incident Types by Month for Date Range  
Start Date: 11/01/2014 | End Date: 11/30/2014



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

INCIDENT TYPE	NOV	TOTAL
False Alarm & False Call	4	4
Fire	5	5
Good Intent Call	5	5
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical	48	48
Service Call	4	4
<b>Total</b>	<b>68</b>	<b>68</b>

Only REVIEWED incidents included

# Kingston Fire Department

Kingston, TN

This report was generated on 12/3/2014 9:14:55 AM

## Minor Incident Types by Month for Year Year: 2014

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	SUM
Accident, potential accident	1						2	1		2			7
Bomb scare				1									1
Chemical release, reaction, or toxic condition				1		1					1		3
Citizen complaint		1											1
Combustible/flammable spills & leaks			3				2				1		6
Controlled burning			1										1
Cover assignment, standby at fire station, move-up								1					1
Dispatched and canceled en route	6	7	3	2	5	4	4	5	7	3	4		50
Electrical wiring/equipment problem						1		1					3
Emergency medical service (EMS) incident	45	44	43	40	43	43	41	32	45	52	36	2	467
Excessive heat, scorch burns with no ignition			1										1
Extraction, rescue					1								1
False alarm and false call, other	2	5	2	4	1	5	3	6	1	3	2	1	35
Good intent call, other						1							1
Malicious, mischievous false alarm			1										1
Medical assist	8	2	2			3	4	5	4	8	10	2	48
Mobile property (vehicle) fire								1		1	1		4
Natural vegetation fire	3	3	1	2		1					1		11
Other incident type						1							1
Outside rubbish fire								1					1
Overpressure rupture from air or gas (no fire)				1									1
Overpressure rupture from steam (no ensuing fire)	1												1
Person in distress	2	1	1			1		2	3	4	1		15
Public service assistance	1	4	1		2	6	4	5	5	3	3	3	37
Rescue or EMS standby							1						1
Rescue, emergency medical call (EMS), other	1									1	1		3
Search for lost person											1		1
Service call, other				1	1			1					3
Smoke, odor problem	2	1	1										4
Special outside fire											1		2
Special type of incident, other					1								1
Steam, other gas mistaken for smoke	1							1		1			3
Structure Fire			1	1	2	2	2	2	1		2		9
System or detector malfunction	2	3	5		2	2	2	2	1	2	2		17
Unintentional system/detector operation (no fire)	2	1	2	3	2	2	3	1	2				20
Wrong location, no emergency found				1	1	1	1	1			1		5
<b>Total</b>	<b>75</b>	<b>77</b>	<b>68</b>	<b>59</b>	<b>60</b>	<b>71</b>	<b>68</b>	<b>64</b>	<b>71</b>	<b>78</b>	<b>68</b>	<b>8</b>	<b>767</b>

Only REVIEWED incidents included



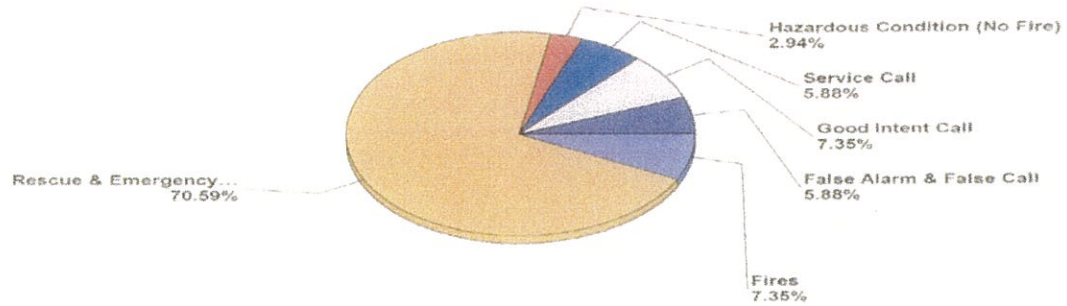
## Kingston Fire Department

Kingston, TN

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### Breakdown by Major Incident Types for Date Range

Start Date: 11/01/2014 | End Date: 11/30/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	7.35%
Rescue & Emergency Medical Service	48	70.59%
Hazardous Condition (No Fire)	2	2.94%
Service Call	4	5.88%
Good Intent Call	5	7.35%
False Alarm & False Call	4	5.88%
<b>TOTAL</b>	<b>68</b>	<b>100.00%</b>

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	2.94%
131 - Passenger vehicle fire	1	1.47%
142 - Brush or brush-and-grass mixture fire	1	1.47%
160 - Special outside fire, other	1	1.47%
300 - Rescue, EMS incident, other	1	1.47%
311 - Medical assist, assist EMS crew	10	14.71%
320 - Emergency medical service, other	2	2.94%
321 - EMS call, excluding vehicle accident with injury	33	48.53%
324 - Motor vehicle accident with no injuries	1	1.47%
341 - Search for person on land	1	1.47%
412 - Gas leak (natural gas or LPG)	1	1.47%
424 - Carbon monoxide incident	1	1.47%
510 - Person in distress, other	1	1.47%
550 - Public service assistance, other	1	1.47%
553 - Public service	2	2.94%
611 - Dispatched & cancelled en route	4	5.88%
622 - No incident found on arrival at dispatch address	1	1.47%
700 - False alarm or false call, other	2	2.94%
744 - Detector activation, no fire - unintentional	1	1.47%
745 - Alarm system activation, no fire - unintentional	1	1.47%
<b>TOTAL INCIDENTS:</b>	<b>68</b>	<b>100.00%</b>

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

Kingston Fire Department  
Incident Report  
Incident Totals

Kingston City

Nov-14

**TOTAL CALLS**

Category	Total	Total	Total
Structure Fires	2	Hazardous Calls	2
Vehicle Fires	1	Service Calls	4
Brush/Grass Fires	2	Good Intent Calls	5
Refuse/rubbish Fires	0	Unintentional False	4
Other Fires	0	Other False	
Total Fires	5	Total False:	15
		Total	
Rescue and EMS	48	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	500
Fire Service Death	0	Contents	600
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 Building Inspector Activity Report (FD)** **November 2014**

The purpose of this report is to ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and Safety, Fire Marshall Duties, and Property Safety. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.

<u>Activity</u>	<u>Scope of Activity</u>	<u>Total Monthly</u>
Fire Code Inspections	Inspect existing businesses within city limits- Hotels, Restaurants, Stores, etc.	18
Fire Investigations	Duties of Fire Marshall involving fires in the city limits	4
Building Inspections	Building Related	10
I.B.C. Training	Training for the departments required certification test/International Building Certification	0
Fire Inspections Training	Required training on Fire Code	2 hours
Kingston Building Permit Fees	Collect Building Permit Fees for New Residential Homes and Building Additions	\$1855.00
Flood Event/FEMA	Assisting flood properties and FEMA requirements including all documentation	0
Issuing of Addresses	Assisting E-911 with assigning addresses for the city	2
Plan Reviews	In-house plan review (also with outsourced plan reviews)	1
Customer Service Calls	Facilitate calls contractors may have	Daily

**PUBLIC WORKS DEPARTMENT  
MONTHLY OVERTIME REPORT**

**To: Kingston City Council**

**Month of: NOVEMBER, 2014**

**FROM: Tim Clark**

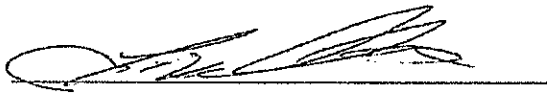
**RE: Monthly Overtime Report**

**TOTAL OVERTIME HOURS**

**19**

**TOTAL OVERTIME COST**

**\$ 458.61**

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

**Tim Clark, Department Head**



PARKS AND RECREATION

## DRAFT

### **Kingston Parks and Recreation MINUTES November 3, 2014**

**PRESENT:** Ruth Lentz, Karen High, Sue Collins, Paul Rogers, Rick Ross, Tony Brown, Jo Ann Knies

**ABSENT:** Keenon Hethcoat, Josh Igou, Ruth Thompson, Eric Clark

**GUEST:** Sonny Hunter

The meeting was held at Kingston Baptist Church and called to order by Vice Chairman Sue Collins. She welcomed members and guests.

Rick gave the invocation.

Ruth Lentz made a motion to approve last month's minutes. Karen seconded and motion passed.

#### **Unfinished Business:**

1. Governor Haslam attended a ceremony at Porter Park (LPRF Grant), but as yet no contract has been signed, according to Rick. He also made a stop at Handee Burger.
2. Rick had sent some new race policy forms home with board members last month and some discussion held was that roads should not be closed for more than 30-45 minutes and runners must get off the road when the time is up. Also, we might consider paying fees to the police department.
3. 'Spook'-tacular Saturday was a success, with maybe a 'tweak' or two here and there for next year. Many thanks to Tony Brown, Ruth Thompson, Tyler and Emily Thompson for volunteering their time for this event.
4. Applications are coming in for our first Christmas Bazaar to be held Saturday, December 6, from 10 a.m. to 3 p.m. We hope to have a good crowd of shoppers.
5. Rick mentioned some changes at the Fort, Mike Woody on-leave from back surgery until after the first of the year, Don Lawrence's health failing and Ken also committed to his job as a bailiff at Roane County Jail. We have sent some of our staff to cover on off days and would like to involve more volunteers. Jeannie Rogers has expressed an interest. The Southwest Point D.A.R. is still very much involved. The Fort Committee will be disbanded by City Council after two years of no meetings. The Council will vote on it at the next meeting.

6. The Christmas Parade is scheduled for Monday, December 1, at 7 p.m. We hope we can have as many volunteers as possible for this annual event. Paul, Sonny, Josh, Sue and Karen are possible volunteers.

**New Business:**

1. Our Parks and Recreation Meeting/Social will be held Monday, December 8<sup>th</sup> due to the annual Kingston Christmas Parade held Monday, December 1<sup>st</sup>. Let us know if there is something specific you would like to bring.
2. The annual Candle Light Tour at the Fort is scheduled for Saturday, December 13<sup>th</sup>, 6 – 9 p.m. Rick encouraged everyone to attend if they haven't done so in the past. Sue and the D.A.R. ladies will be decorating and getting the fort ready.
3. A discussion was held about a new sign at the Gallaher Exit and Exit 352. Rick will discuss with the City Manager about which design type and also, a beautification project.

Paul made a motion to adjourn. Karen seconded. Meeting ended at 7:00 P.M.

**DATES TO REMEMBER:**

City Council Workshop	December 1 <sup>st</sup>
Christmas Bazaar	December 6 <sup>th</sup>
Parks and Rec Social	December 8 <sup>th</sup>
Council Meeting	December 9 <sup>th</sup>
Candle Light Tour	December 13 <sup>th</sup>

## November 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 November 2014:

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

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of November 2014:

Hands of Mercy Food Drive	Blue Cross Market Place Information Meeting
Soccer Team Dinner	HUMANA Meetings
Cherokee Middle School Soccer Dinner	Kevin Hamilton Family Party
Savannah Alexander Baby Shower	Autumn Mullings Family
Master Gardeners Graduation Social	Optimist Club Cheerleaders
FCE Christmas Ideas Fair	General Election
Ashley Ellis - Fundraiser	Brandy Crouse Family

**At City Park:** Tim Clark - Softball Party

**At Southwest Point:** Ralton Emory Family, Annual Run For Your Health School Function - Patti Wells

**Com.Center Rent:** \$332,50

Submitted by Jo Ann Knies



BUILDING INSPECTOR REPORT NOVEMBER, 2014			
NAME AND ADDRESS	TYPE OF WORK	COST OF PROJECT	COST OF PERMIT
Mike VanDan, 183 Orchard Road	Addition	\$ 20,000.00	\$ 110.00
Bee Mac Corp., 514 N. Kentucky Street	Sign	\$ 4,000.00	\$ 30.00
Ricky Henley, 414 Mid Street	Replace Deck	\$ 13,500.00	\$ 80.00
Bernadette Thomson, 101 Sunny Springs Lane	Mobile Home	\$ 19,000.00	\$ 105.00
Donald Blackman, 1107 Gallaher Road	Mobile Home	\$ 46,000.00	\$ 240.00
The Broadway Group LLC 764 Gallaher Road	Retail Building	\$ 315,000.00	\$ 1,285.00
State Farm, 1260 Gallaher Road	Sign	\$ 1,000.00	\$ 15.00
	TOTALS	\$ 418,500.00	\$ 1,865.00

# KINGSTON WATER TREATMENT PLANT



## NOVEMBER OPERATIONS REPORT

2014

Water Treatment Plant		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
G A L L O N S	Influent (Raw)	17,881,000	19,639,000	-9.83%	887,000	356,000	574,000
	Effluent (Finish)	16,319,000	18,047,000	-10.59%	842,000	336,000	526,000
	Spring Supply	13,271,000	12,556,000	5.39%	477,000	390,000	428,000
	Total Finish Prod.	29,590,000	30,603,000	-3.42%	Distribution & WTP Report: gals. usage flushing and Tank Refilling.		
Plant Efficiency			99.33%	#DIV/0!			
Distribution					Public Works: No Report		
G A L L O N S	Consumption		21,397,600	#DIV/0!	Fire Dept: No Report		
	Reported Usage		4,768,000	#DIV/0!	Park & Rec: No Report		
	Water Loss		4,437,400	#DIV/0!	WWTP: No Report		
	%		14.50%	-14.50%	OT Hrs: 30		

Note: The Water Production, Consumption and Loss data is for the October Meter Read Period.

\*\*This report will be completed and resubmitted as soon as Chuck Moore returns from surgery.

- \* 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.
- \* ISI did the Quarterly Maintenance and Calibrations at Plant & Spring Pump House of all On-line Equipment, Meters, Controllers and Transmitters, etc.
- \* LABTRONX performed the Bi-Annual Maintenance and Cals. on Lab Equipment and Instruments.
- \* Installed tap, trenched and ran conduit, line and pressure pot at Kingston Heights Tank for SCADA - Telemetry System.
- \* Replaced the Kingston Hgts. Tank drain valve and fabricated a winterized enclosure.
- \* Replaced Ladd Landing Pump Station lightning protection, enabling Pumps automatic operation.
- \* Replaced zone heater in old chemical room to protect chemical feed lines.
- \* Replaced and winterized the pressure pot and SCADA - Telemetry System.
- \* Winterizing and doing extra maintenance etc. at the Treatment Plant and Spring Pump House.
- \* Insulated / winterized the Bonneyview Tank Transmitter / SCADA -Telemetry System.
- \* Added 2.5 tons of Anthracite to the filters.

# **KINGSTON WASTEWATER TREATMENT PLANT**

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

**FROM:** Tony Workman, WWTP Manager

**DATE:** December 3, 2014

**RE:** November 2014 Monthly Report

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MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.4802	.9060	.3660	14,405,000
Effluent	.4124	.8440	.3070	12,370,000

Total gallons of chlorine used was 172.13 @ \$2.09 gallon= \$359.75.

58 total overtime hours this month.

There was 2.74 inches of rain. There were no overflows this month.

19 tons of sludge was hauled to the landfill.

Haren Construction has started removing the damaged oxidation wall. They are cutting sections each day and removing each part. The upper section should be completed by the end of this week, provided all goes well.

One of the drives used for the new Return Activated Sludge pumps has failed. Talking with the representative from Eaton, the manufacturer of the drive, it appears to be a drive related issue. Tek-Well was contacted to remove the drive and see if it is able to be repaired. Prices to repair or replace will be evaluated.

# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

To: David Bolling  
From: Jimmy Agee

Month of: Nov. 2014

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	4	
READ OUTS	31	
RE- READS	4	
WATER TAP NEW ACCOUNT	4	
HYDRANT LEAKS		
READ INS	31	
CHECK FOR HUNG METER	13	
CHANGE OUT HUNG / BROKEN METER	1	1
CHECK FOR LEAK	2	
METER LEAKS	4	
AFTER HOURS - WATER	3	
SERVICE LINE LEAK	5	
LINE LOCATES	58	
TURN OFF FOR NON PAYMENT	8	
TURN WATER BACK ON	13	
YARD WORK		5
DOOR HANGERS	3	
MANUAL READ		
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT	5	
CLOSED ACCT WITH CONSUMPTION	6	
SEWER BACK UP	9	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	4	
PROFILE REQUESTED	3	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT	1	
CHECK TO SEE IF STILL OFF & LOCK	8	

# CITY OF KINGSTON

## WATER DEPARTMENT MONTHLY REPORT

Month of: Nov. 2014

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RAISE METER BOX		
CHANGE METER TOPS		
LOWER METER BOX		
PESSURE TEST	1	
WATER TASTE BAD		
Check FOR TAMPERED METERS		
BAD SEWER SMELL		
TURN BACK ON TO FIND LEAK		
REPLACE MAN HOLE COVER		
WATER MAIN BREAK	1	
REPLACE METER /METER BOX/LJD		
RESET TRANSPONDER		
CAMERA SEWER LINE		
FLUSH LINES		
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK		
REPAIR METER SHUT-OFF	1	
SEWER LINE REPAIR		
INSTALL METER YOKE		
RE-LOCATE WATER METER		
CHECK IF HOOKED TO SEWER		
Total		226
LOCATE METER FOR CUSTOMER	2	11
FIRE HYDRANTS		3
ROAD PATCHES	2	2
OVERTIME HOURS	47.5	

  
Jimmy Agee Forman



## City of Kingston

### Project Status Update

November 2014

Any changes will appear in **RED**.

### GREENWAY

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

Notes:

1. Bids received, verifying at this time
2. Will have on January agenda
3. 180 Day Completion Time

### NORTH KENTUCKY STREET PAVING

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

Notes:

1. Bids received, to be awarded at Dec. meeting
2. 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)		
Estimated Completion Date		
Notable outstanding issues:		

Notes:

1. Work has resumed on ditch repair

## 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:	Approval from RD	

Notes:

1. Plan for remaining funds on Dec. agenda
2. Will require approval from USDA / RD

## WATER LINES

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:	\$69,910 for all 4 parts	
Contractor:	\$580,400 est. for both 1 & 2	
Status (Percent complete)	Design is complete	Waiting for Rural Dev. Approval
Estimated Completion Date	Pending	
Notable outstanding issues:		

Notes:

1. Bids opened, verifying
2. Will be on January agenda