City Manager Report

November 2015

Contents:

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

Reporting Schedule:

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

Featured Picture:

Food distribution for the 2015 Hands of Mercy and Kingston Police Department effort to feed 800-plus families for Thanksgiving

Distributed:

December 8, 2015

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

- Police
- Codes Enforcement
- Municipal Court
- Fire

Public Services

- Public Works
- Parks & Recreation
  - Three Rivers Amphitheater Report (None for November)
- Building Permits

Water Department

- Kingston Water Plant
- Kingston Wastewater Treatment Plant
- Kingston Water Distribution and Collection

Library

- Director's Report

E-911 Quarterly Report

- Director's Report

  Note: Fourth Quarter Meeting will be held 12/15

Project Status Updates

- Greenway
- N. Kentucky Street Paving (STP)
- WWTP Expansion
- Water Lines
- Sewer Lines
- LPRF Gertrude Porter Park
- Phase II Solar Project

December 8, 2015

To: Kingston City Council
City Staff
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

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

City Manager

Management Report: November 2015

Legislative Accomplishments

A. First Reading of an Ordinance to Fix the Time and Place of Regular Meetings of the Kingston City Council

Legislative Matters Forthcoming

A. Second Reading of an Ordinance to Fix the Time and Place of Regular Meetings of the Kingston City Council

Other Items Considered by the Council

A. Approved the Mayor to Execute the Retail Strategies Consulting Contract
B. Approved the Mayor to Execute a Contract Between Community Development Partners LLC and the City of Kingston Concerning the Community Development Block Grant Program
C. Approved the Mayor to Execute a Contract Between Vaughn & Melton Engineers, Inc. and the City of Kingston to Perform Engineering/Professional Services for the Sewer Rehabilitation
D. Approved the Mayor to Execute the 911 Contract for Fiscal Years 2015-2016

- **External Meetings**
  - Chamber Board Meeting
  - Roane Alliance Board
  - TDOT
- **Internal Meetings**
  - Discussed various legal issues with the City Attorney

Ongoing Work

- Greenway Project Extension: **Construction underway**
- Phase II Solar Project: **Construction underway**
- TVA Funding: **Construction began on pavilion at Gravel Pit**
- Porter Park: **Awaiting Notice to Proceed on Bids**
- HOME Grant: **Public meeting held on 11/18. Applications available in City Manager's Office**

FINANCE AND ADMINISTRATION REPORT NOVEMBER

* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD $1.00 PER MOI
* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 388 TOTAL -DONATIONS TOTAL $2399.06 DIS
* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR SEPTEMBER 3712 FOR A TOTAL AM
* NEW WATER SERVICE APPLICATIONS FOR AUGUST TOTALED 47 NEW CUSTOMERS MAKING TOTA
* 42 CUSTOMERS FINALED OUT SERVICE
* 309 PAST DUE ACCOUNTS
* TOTAL ACH-BANK DRAFT ACCOUNTS - 590
* TOTAL E-BILL ACCOUNTS - 128
*
*
*

CITY OF KINGSTON COMBINED

FINANCIAL SUMMARY FY NOVEMBER 2015

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	$1,394,479	$1,439,834	$990,877	$701,505	$544,227							
TVA			$375,000	$374,550	$374,506							
2008 Bond	$323,426	$322,326	$321,269	$320,182	$319,124							
Water/Sewer	$1,016,368	$1,093,273	$1,153,604	$1,152,932	$1,071,670							
1999 Bond	$156,101	$176,405	$173,756	$217,000	$237,385							
2004 Bond	$323,682	$332,582	$331,525	$350,438	$359,382							
RDA Reserve Fund	$222,442	$224,455	$224,468	$228,481	$230,494							
Rockwood Interconnect	$585,197	$582,386	$572,078	$514,353	$514,424							
Gallaher Rd Constrct	$468,200	$465,400	$465,427	$465,454	$465,481							
Drug Fund	$10,914	$9,707	$10,641	$11,264	$17,581							
Ladd Landing Const.	$309	$309	$309	$309	$309							
Total BALANCES	$3,106,639	$3,206,843	$4,618,954	$4,336,468	$4,134,583							

City of Kingston
Financial Summary
Nov-15

KEY REVENUE INDICIES

Operating Fund	Indicator	Month	YTD	Annualized/ Projected	Target	Projected Over (Under) Budget
General Fund	Local Sales Tax	$ 81,815	$ 355,174	$ 995,000	$ 995,000	
	State Shared Tax	$ 65,669	$ 367,818	$ 817,514	$ 817,514	
Current Property Tax		$ 2,338	$ 2,338	$ 1,976,537	$ 1,976,537	
Delinquent	Property Tax	$ 6,141	$ 41,387	$ 151,000	$ 151,000	
	Court Fines/Fees	$ 3,659	$ 16,702	$ 50,000	$ 50,000	
Tourism	Hotel/Motel Tax	$ 5,555	$ 25,639	$ 47,000	$ 47,000	
Water/Wastewater	User/Fees	$ 289,779	$ 1,413,504	$ 3,587,721	$ 3,587,721	

Revenue Summary			
General Fund Collected YTD	$ 2,000,093	Wastewater Fund Coll YTD	$ 1,413,504
General Fund Target	$ 6,029,914	Wastewater Fund Target	$ 3,587,721
Difference	$ 4,029,820	Difference	$ 2,174,216

EXPENDITURES SUMMARY

Operating Departments	Month	YTD	Annualized/ Projected	Budget	Projected (Over)Under Budget
General Government	$ 5,925.00	$ 64,488.00	$ 235,123.00	$ 235,123.00	
Community Development	$ 848.00	$ 4,239.00	$ 10,275.00	$ 10,275.00	
Police	$ 80,356.00	$ 392,521.00	$ 936,848.00	$ 936,848.00	
Fire	$ 84,870.00	$ 384,364.00	$ 996,406.00	$ 996,406.00	
Public Works	$ 59,364.00	$ 308,105.00	$ 812,595.00	$ 812,595.00	
Parks & Recreation	$ 45,660.00	$ 218,563.00	$ 601,289.00	$ 601,289.00	

OPERATIONS EXPENDITURE SUMMARY

Fund	Month	YTD	Target	% of Budget
General	$ 385,221.50	$ 2,278,289.93	$ 6,029,914.00	37.78%
Water/Wastewater	$ 345,943.08	$ 1,610,942.08	$ 3,587,721.00	44.90%

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF NOVEMBER 2015

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- VERIFIED AND CERTIFIED SEVERAL PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL TIME EMPLOYEES:____62_____;TOTAL PART-TIME EMPLOYEES_____28_____
- MET WITH CITY COUNCIL AND CERTAIN DEPARTMENT HEADS REGARDING FY 2015/16 BUDGETS
- MET WITH INSURANCE REPRESENTATIVES REGARDING CHANGES FOR JANUARY 2016
- UPDATED ALL EMPLOYEES RECORDS FOR THE UPCOMING AFFORDABLE CARE ACT COMPLIANCE REPORTING BEGINNING WITH DECEMBER 2015
- LIBRARIAN RESIGNED IN OCTOBER AND NEW LIBRARIAN BEGAN NOVEMBER 2, 2015
- HIRED TWO NEW PART-TIME POLICE OFFICERS
-

CITY OF KINGSTON

New Business Licenses Issued in NOVEMBER 2015

1 MASTER DONUTS
500 W RACE STREET

2 CRYSTAL CLEAR HEARING & AUDIOLOGY LLC
508 N KENTUCKY STREET

3 OKINAWAN KARATE DO UNION INC
1128 BRENTWOOD POINT

November 2015 Billing Information and Business License

November 2015 Billing

Bill Net	318443.20		
Bill Gross	350576.22		
New Customers	47		
Final Bills	42		
Water	3712		
Sewer	2442		
Sprinkler	13		
Trash	2408		
Service Charge	0		
Sewer Flat Rate	1		
Secondary Water	49		
Secondary Sewer	37		
Landlord Fee	4		
Repayment Service	1		
Neighbors Helping Neighbors	388		
Number of Total Services		**9055**	
Number of Accounts		3717	
Past Due Accounts		309	
E-Bill Accounts	128		
ACH -Bank Draft Accounts		590	

Neighbors Helping Neighbors

Number of Customers	388	Amount Dispersed
Total Collected as of this Billing	2399.06	0

BUSINESS LICENSE INFO

Transient Vendor Permit	0	
New License	3	
Regular License		
Local Number	1068	Master Donuts 500 W Race St
	1065	Hardee's Big Benders, LLC 935 Old N Kentucky St
	1066	Crystal Clear Hearing & Audiology LLC 508 N Kentucky St, Suite 1
Minimal Activity License	1064	Okinawan Karate Do Union Inc 1128 Brentwood Pt
Final Closing	0	

KINGSTON POLICE DEPARTMENT -October 2015

TIBRS Group A Offenses

Crimes Against Persons

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

Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	1
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	2
Motor Vehicle Theft	2
Robbery	
Stolen Property Offenses	
Vandalism	1
Subtotal	**6**

Crimes Against Society

Drug/Narcotics Violations	1
Drug Equipment Violations	1
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	**2**

TIBRS Group B Offenses

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

Central Dispatch	
Crash Reports	22
Traffic Stops	69
Investigator Needed on Scene	17
Domestic Complaints	9
Escorts Funeral/Other	7
Animal Calls	10
Vandalism	5
Fights	1
Burglar Alarms/Fire Alarms	23
Child Sexual Assaults	
Forgery	
Theft	1
Vehicle Theft	
Public/Motorist Assist	5
Arson/Explosive Devices	
Other Calls	127
Subtotal	**296**
Total Calls	**304**

Municipal Codes	
Animal Control Calls to Office	1
Animal Control Violations	
Animal Control Letters Sent	1
Animals Transported to Shelter	
Codes Concerns	
Codes Violations	
Codes Letters Sent	
Property Maintenance Leins	
Temporary Signs Removed	15

Patrol Mileage	16,113
Hours Worked	2,189
Reserve Hours Worked	351
Total Overtime Hours	241
Total Amount of Overtime Wages	$6,150.15
City Court Citations	16
General Sessions Citations	2
Arrest	18
Juvenile Arrest	
Incident Reports	26

DATE	LOCATION	ISSUE	ACTION	STATUS
CASES PENDING				
		as of Nov. 2015		
	737 Montview Lane	Burned house		working with Mtg. Company
	500 N. Ky. St	Junk vehicles etc.		working with Mr. Harvey
	409 Palmer St.	Burned house		working with owner
	823 Sargent St.	Weeds		working with Mtg Company
	115 Schubert St.	Weeds		new owners working on getting cleaned up

Report for the citations issued, the disposition date for which was on November 3, 2015

Monies outstanding from August 7, 2007 – November 30, 2015	$ 51,427.85
Monies collected from August 7, 2007 – November 30, 2015	$375,769.75

JUDGMENTS		COLLECTED
Total fines and costs billed in court	$ 2,763.75	
Collected in court on fines and costs		$ 946.25
Amount collected after November 2015 Court		$ 787.50
Total collected for citations on November 2015		$ 1,733.75
Amount outstanding for November 2015	$ 1,030.00	
5 Cash bond forfeitures		$ 568.75
Total amount collected for November 2015 Citations		$ 2,302.50
Amount collected from previous months/FTA etc.		$ 751.25
Total collected in November 2015		**$ 3,053.75**

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 30th of November 2015

Teresa Johnson

TERESA JOHNSON
Kingston City Court Clerk

Brenda Hall McDonald

BRENDA HALL MCDONALD
Kingston City Judge

Kingston Fire Department
Incident Report
Incident Totals

Kingston City November 15'

TOTAL CALLS 72

Category	Total		Total
Structure Fires	1	Hazardous Calls	0
Vehicle Fires	1	Service Calls	3
Brush/Grass Fires	1	Good Intent Calls	5
Refuse/rubbish Fires	0	Unintentional False	3
Other Fires	3	Other False	
Total Fires	6	**Total Other Calls**	11
Rescue and EMS	55	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	1		
Fire Service Injuries	0	**Fire Dollar Loss**	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	**Non-Fire Dollar Loss**	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Fire Department
November 2015

Summary of Month's Activities

Fire Operations

The Department responded to _72__ calls for service during the month of November.

Fire Administration

- Attended Dept. Head meeting
- Continue planning for equipment for dive team
- Continuing to receive checks for fire pup program

November Overtime

OT Hours: 86 hrs
Cost: $2124.38

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

- KFD Dive Team training
- Kingston Fire in service
- State testing
- Shift Training
- Caldwell Banker Class

	This Month	YTD
Fire Inspections	11	116

Public Fire Education

	This Month	YTD
Participants	300 kids	457
Education Hours	4	43
Number of Occurrences	2	11

Firefighter Training

KFD is continuing on-shift training.
KFD resumed state testing this month with several members of the dept testing.
State Inservice

Implemented Performance Standards Plan

- Continuing education for all KFD personnel
- On Shift Training is required each shift.
- KFD personnel testing once a month for state certifications

Fleet Maintenance

- Brake Light Replaced on Engine 1

Special Projects

- Finalizing rough draft for dive team SOG/SOP
- Started fund raiser for more dive equipment

Outstanding Issues

- SCBAs are out dated and no longer NFPA compliant
- Aging fire apparatus.
- Aging turn out gear
- Cascade system out of service due to it not being serviced and producing excess oil which went into the banks and air packs which rendered them out of service till cleaning can be done and the cascade system replaced.

Cost Savings

- Safety meetings with no injuries reported
- Firefighters encouraged swapping shifts when possible instead of taking vacation time to help with overtime costs.

Kingston Fire Department

Kingston, TN

This report was generated on 12/3/2015 7:20:38 AM

Minor Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Accident, potential accident				3	1	1	1	2	2				10
Bomb scare				1									1
Chemical release, reaction, or toxic condition			1										1
Combustible/flammable spills & leaks			1			1		1	1	1			5
Controlled burning					1	1						1	3
Dispatched and canceled en route	2	4		5	2	1	4	4	1	1	4	1	29
Electrical wiring/equipment problem			2				2						4
Emergency medical service (EMS) Incident	38	35	39	44	48	41	51	49	44	36	51	4	480
Extrication, rescue					1								1
False alarm and false call, other	6	6	5	3	1		1	2	2			1	27
Fire, other	1												1
Flammable gas or liquid condition, other		1											1
Good intent call, other	1	1	2	1	1		1						7
Malicious, mischievous false alarm	1	1	1		1		3				1		8
Medical assist	12	12	5	3	12	10	9	3	7	4	4	1	82
Mobile property (vehicle) fire		2		1	1	1	1	1		1	2		10
Natural vegetation fire			2		1	1	1				2		7
Outside rubbish fire				1	1	1		1					4
Person in distress			4	2	3		3	1		1	1		15
Public service assistance	9	1	2	9	7	3	6	9	6	2	2	1	57
Rescue, emergency medical call (EMS), other		1											1
Service call, other			1										1
Smoke, odor problem		1	1										2
Steam, other gas mistaken for smoke		1	1	1			1	1		1			6
Structure Fire	1	1	3		1	2	3	2		1	2	1	17
System or detector malfunction		1	1	1	2	1	1	2		1	1		11
Unauthorized burning				1									1
Unintentional system/detector operation (no fire)	1	4	1	3	2	1		1	2	2	1		18
Water problem							1						1
Wrong location, no emergency found	1			1	1	6		1			1		11
Total	73	72	72	80	87	71	89	80	65	51	72	10	822

Only REVIEWED incidents included

Kingston Fire Department

Kingston, TN

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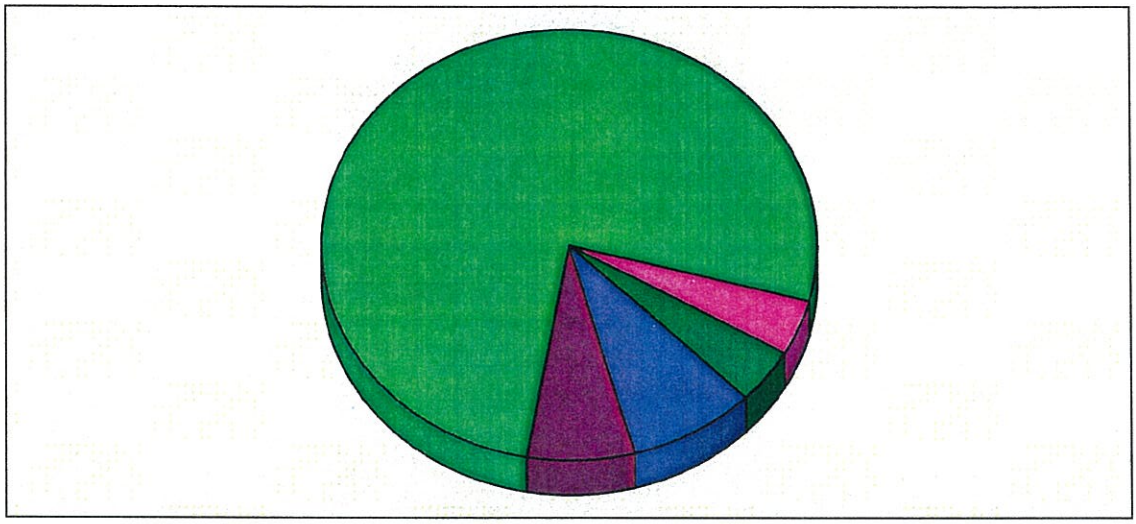
Major Incident Types by Month for Date Range

Start Date: 11/01/2015 | End Date: 11/30/2015



False Alarm & False Call | Good Intent Call | Service Call | Fire | Rescue & Emergency Medical Service Incident

INCIDENT TYPE	NOV	TOTAL
False Alarm & False Call	3	3
Fire	6	6
Good Intent Call	5	5
Rescue & Emergency Medical Service Incident	55	55
Service Call	3	3
Total	72	72

Only REVIEWED incidents included

Kingston Fire Department

Kingston, TN

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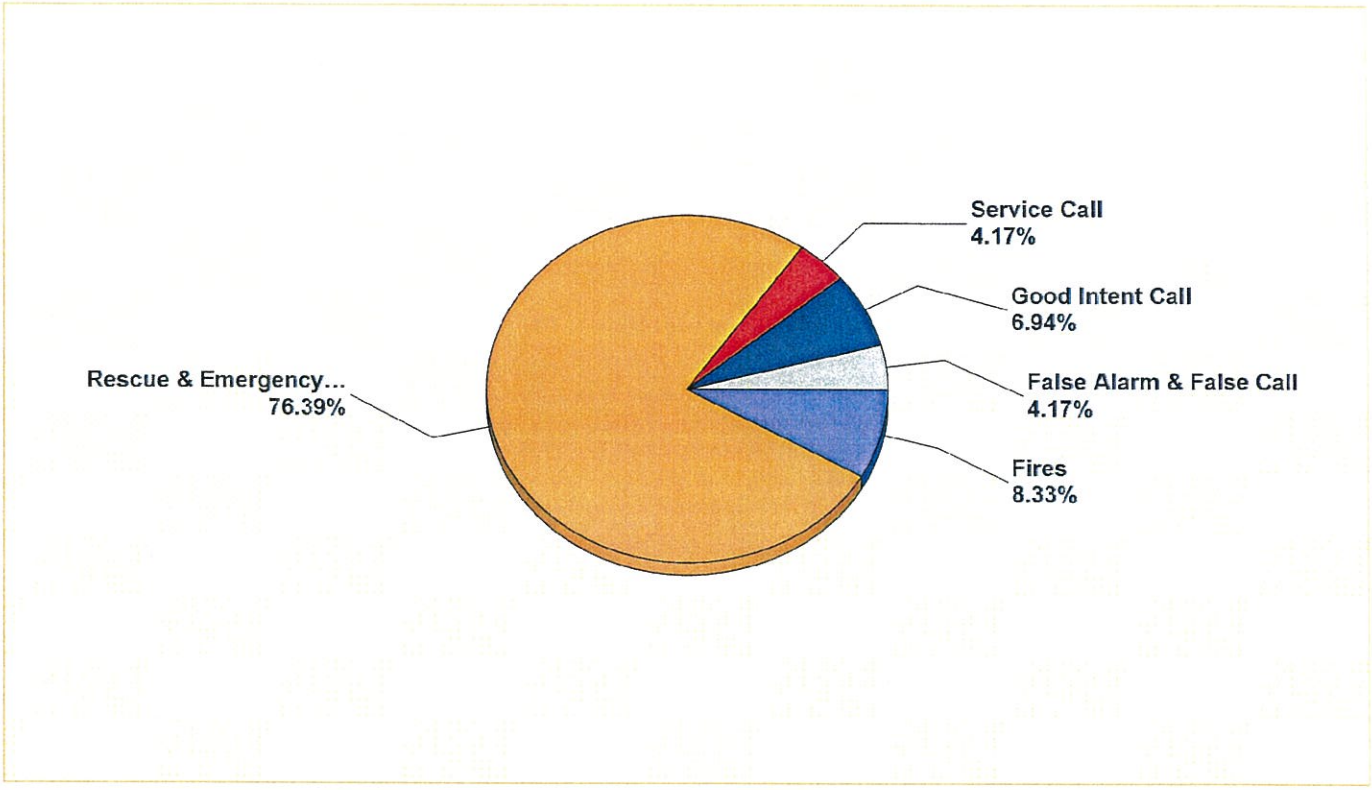
Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2015 | End Date: 11/30/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	8.33%
Rescue & Emergency Medical Service	55	76.39%
Service Call	3	4.17%
Good Intent Call	5	6.94%
False Alarm & False Call	3	4.17%
TOTAL	72	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	1.39%
113 - Cooking fire, confined to container	1	1.39%
130 - Mobile property (vehicle) fire, other	1	1.39%
131 - Passenger vehicle fire	1	1.39%
141 - Forest, woods or wildland fire	1	1.39%
142 - Brush or brush-and-grass mixture fire	1	1.39%
311 - Medical assist, assist EMS crew	4	5.56%
321 - EMS call, excluding vehicle accident with injury	45	62.50%
322 - Motor vehicle accident with injuries	4	5.56%
324 - Motor vehicle accident with no injuries.	2	2.78%
512 - Ring or jewelry removal	1	1.39%
551 - Assist police or other governmental agency	1	1.39%
553 - Public service	1	1.39%
611 - Dispatched & cancelled en route	4	5.56%
622 - No incident found on arrival at dispatch address	1	1.39%
711 - Municipal alarm system, malicious false alarm	1	1.39%
735 - Alarm system sounded due to malfunction	1	1.39%
743 - Smoke detector activation, no fire - unintentional	1	1.39%
TOTAL INCIDENTS:	72	100.00%

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

KINGSTON STREET DEPT.
900 Waterford Place,
KINGSTON, TN 37763

(865) 376-2114

STATEMENT OF MAINTENANCE OF STATE HIGHWAYS WITHIN THE CITY LIMITS OF KINGSTON, TENNESSEE FOR THE MONTH OF **November 2015**

I HEREBY CERTIFY ALL THE EQUIPMENT USED OF THE ABOVE IS THE PROPERTY OF THE CITY OF KINGSTON. ALL WORK AND MATERIAL USED ON THIS STATEMENT IS FOR WORK DONE ON STATE HIGHWAY ROUTES.

STREET SUPERVISOR

I HEREBY CERTIFY THAT THE ABOVE IS AN ACCURATE STATEMENT OF COST AND SAME HAS BEEN DULY PAID BY THE CITY OF KINGSTON AND IS NOW TO BE REIMBURSED UNDER OUR STANDARD CONTRACT AGREEMENT.

CAROLYN BREWER
FISCAL OFFICER

STATE OF TENNESSEE
COUNTY OF ROANE

NOTARY PUBLIC
MY COMMISSION EXPIRES

Activity	Description	Amount	Work	Work	Work Unit
	City of Kingston Month of November		Quantity	Quantity	
401	Manual Spot Checking				Tons
402	Crack Repair				Pounds
404	Mechanical Continuous Patching				Tons
405	Milling				Square Feet
406	Surface Replacement				Tons
411	Concrete Pavement Repair				Cubic Yards
412	Concrete Joint repair				Linear Feet
425	Grading Unpaved Surface (Shoulder)				Linear Miles
427	Patching Unpaved Surface (Shoulder)				Tons
435	Machine Mowing on Medians	$0.00		0	Acres
438	Debris, Trees. Etc., Removal from Roadway surface only				Man Hours
441	Litter removal on medians	$30.00		0.60	Roadway Miles
446	Mechanical Sweeping and Street Flushing				Miles
447	Manual Roadway Sweeping	$3,797.28		90	Man Hours
460	Plowing Snow				Lane Miles
461	De-Icing Salt and/or Sand for snow ab\nd ice removal				Tons
463	Anti-icing (Salt Brine)				Gallons
470	Pavement Markings				Line Miles
471	Speciality Markings				Each
	Invoice Total	$3,827.28			

STATE RT 1

ACTIVITY 446 MECHANICAL SWEEPING
447 MANNUAL SWEEPING
460 Plowing Snow

	Rate	Hrs.	Total
LABORER	$14.75	9	$ 132.75
OPERATOR	$15.35	9	$ 138.15
FOREMAN	$15.82	9	$ 142.38

SUB TOTAL		$ 413.28
FRINGE BENEFITS	45%	$ 185.98
FINAL LABOR SUBTOTAL		$ 599.26

ACTIVITY	Acres/Miles	Rate	Total
435 MACHINE MOWING on MEDIANS	0	$45.00	$0.00
441 LITTER REMOVAL ON MEDIAN	0.60	$50.00	$30.00

SUB TOTAL $30.00

EQUIPMENT RENTAL

	Rate	Hrs.	Total
17 SWEEPER TRUCK	$48.22	9	$ 433.98
04 TRUCK	$13.00	9	$ 117.00

EQUIPMENT SUBTOTAL	$ 550.98
TOTAL	$ 1,180.24

STATE RT 1 GRANDTOTAL $ 1,180.24

STATE RT 58

ACTIVITY

446 MECHANICAL SWEEPING
447 MANNUAL SWEEPING

	Rate	Hrs.	Total
LABORER	$13.54	20	$ 270.80
OPERATOR	$15.35	20	$ 307.00
FOREMAN	$15.82	20	$ 316.40

SUBTOTAL		$ 894.20
FRINGE BENRFITS	45%	$ 402.39
FINAL LABOR SUBTOTAL		$ 1,296.59

Equipment Rental

	Rate	Hrs.	Total
17 SWEEPER TRUCK	$ 48.22	20	$ 964.40
04 TRUCK	$ 13.00	20	$ 260.00

EQUIPMENT SUBTOTAL	$ 1,224.40
TOTAL	$ 2,520.99

STATE RT 58 GRANDTOTAL $ 2,520.99

STATE RT 326

ACTIVITY

446 MECHANICAL SWEEPING
447 MANNUAL SWEEPING

	Rate	Hrs.	Total
LABORER	$13.54	1	$ 13.54
OPERATOR	$15.35	1	$ 15.35
FOREMAN	$15.82	1	$ 15.82

SUBTOTAL		$ 44.71
FRINGE BENRFITS	45%	$ 20.12
FINAL LABOR SUBTOTAL		$ 64.83

Equipment Rental

	Rate	Hrs.	Total
17 SWEEPER TRUCK	$ 48.22	1	$ 48.22
04 TRUCK	$ 13.00	1	$ 13.00

EQUIPMENT SUBTOTAL	$ 61.22
TOTAL	$ 126.05

STATE RT 326 GRANDTOTAL $ 126.05

State Rt. 1	Sub Total	**$ 1,180.24**
State Rt. 58	Sub Total	**$ 2,520.99**
State Rt. 326	Sub Total	**$ 126.05**
GRANDTOTAL		**$ 3,827.28**

PUBLIC WORKS DEPARTMENT

MONTHLY OVERTIME REPORT

To: Kingston City Council

Month of: November, 2015

FROM: Tim Clark

RE: Monthly Overtime Report

TOTAL OVERTIME HOURS	TOTAL OVERTIME COST
4	$ 96.54

Tim Clark, Department Head

PARKS AND RECREATION

Parks and Recreation

MINUTES
November 2, 2015

Present: Josh Igou, Sue Collins, Karen high, Keenon Hethcoat, Tony Brown, Paul Rogers, Rick Ross

Absent: Eric Clark, Ruth Thompson, Ruth Lentz

Guests: Mayor Tim Neal, Sonny Hunter

The meeting was called to order by Chairman Josh Igou at 6:00 p.m. He also gave an invocation.
Paul made a motion to accept the October minutes and Keenon seconded. Motion carried.

UNFINISHED BUSINESS:

1. Alcohol Permit at Special Events – Paul made a motion to have Tony bring the idea of an alcohol permit for specified events to City Council This had been discussed at a previous meeting. Keenon seconded. Motion carried.
2. Greenway at Ladd - $3,000 for pipe at the greenway on a change order…Rick said Stephan Smith & Associates is the contractor.
3. Spook-tacular Saturday – The number of children was down to (132), but 15 or so sponsors attended to hand out treats. Rick said we will look into doing something different next year and/or make a few changes to the event.
4. LPRF for Porter – Plans have been resent once again for ADA sidewalk die to several issues. Hopefully, we will be putting up for bid when this latest revision is resubmitted.
5. Rick discussed an additional staff person will be hired soon which will be filling Mike Woody's position, but will be mainly a parks and recreation department employee.

201 PATTON FERRY ROAD KINGSTON, TN. 37763 865-376-1356 FAX:865-376-0006

Paul asked about the latest on the solar cameras. Rick has not been able to get in touch with him; he is not returning our calls.

NEW BUSINESS:

1. Kingston Parade – Rick reminded the board the parade is Monday, November 30th and we need volunteers. Paul, Josh and Keenon committed and Sue and Karen might be available.
2. Christmas Bazaar – We will hold our second annual Christmas Bazaar on Saturday, December 6th. The Candy Cane Run and the Candy Cane Hunt for children will also be held that day.
3. Fort Candle Light Tour – Rick once again asked everyone to try and attend this annual event scheduled for December 12th. Sue discussed the donation of some valuable artifacts recently given to us from the Robert Winsbro family in Kingston. They have been gathered over the past 60 years and will now be displayed at the Fort. There will be opportunities to hear the benefactors discuss these artifacts at later dates.
4. Gravel Pit Pavilion Update – We hope to pour concrete next week and Chat Panky will do the stamping. Keenon asked about the electrical and lights and Rick said REU is installing the lights. The pad will be 48x56 feet, with off-setting bathrooms. Sue inquired if we would still be constructing the pavilion at Highway 58 Landing. Rick said it is still being planned.
5. TVA TDEC Funds – Ron Woody informed Rick they were behind and would probably not be here until the spring.
6. December Meeting/Social – It was decided the next meeting and social would be held at the fort and members will be contacted about what to bring.

Sonny discussed the boat slips at the proposed pavilion with restrooms at Highway 58.

Paul made a motion to adjourn and Keenon seconded. Meeting ended at 6:45 p.m.

Submitted by Jo Ann Knies

October 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,2015:

Senior Luncheon
Senior Bridge
Senior Quilting
Cultural Arts (FCE)
Senior Executive Board
Senior Pinochle (2 groups)
Senior Canasta
Master Gardener's Club
Kingston Parks & Recreation Committee
Girl Scout Leaders/Service Unit
Adult Table Tennis
Antique Tractor Club
Kingston City Court
Any Body Can Exercise Class
Kingston Lion's Club
TEA Party
American Red Cross
Girl Scout Daisy Troops - during school season only
D.A.R. Meetings and Luncheon
Roane County Children's Reading Foundation Program
DCS Parenting Classes
Salvation Army
Kingston City Court
Krafty Korners - FCE
Roane County Reading Foundation
Roane County Foster Care Program Meeting
N.A.M.I.
Roane Co. Southern Bros. and Sisters (FCE)
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,2015:

Blue Cross Blue Shield Meeting
RCHS Volleyball Dinner
LaCrosse Meeting
Adult Coloring Club Meeting
Two River's ' 90th Birthday Party
Three Rivers' Amphitheater Meeting
Ro. Co. Master Gardeners Dinner
Republican Women
Stephanie Goosie/Baby Shower
City Police/Hands of Mercy Food Drive
ZUMBA Classes
'Nature's Pearl'
Mary Kay Meeting
HUMANA Inc. Meetings
Karen Lawson/Wedding Shower
CPR Class
FCE Christmas Ideas Fair
Salvation Army Dinner

At City Park: Lance Easter Family, Brian Wilkerson/Parks and Rec. Pottery in the Parks Class

Com.Center Rent: $335.00

City Park Rent: $75.00

Submitted by Jo Ann Knies

Kingston Parks and Recreation

Out of the Park

December 2015

Christmas Bazaar

Saturday December 5th 10am-3pm
At the Kingston Community Center
Come shop from area crafters and small-home businesses.
We will also have our Annual Candy Run/Hunt for Kids.

Candy Cane Hunt -Ages 3-7
Hunt is a free event

Candy Cane Run is a 1-mile run for Ages 8-12. Race Fee $5.00 and participants get a run-tech shirt while supplies last.
There will be crafts for the kids and a visit from Santa, so bring your cameras.
Make plans to attend!

CHRISTMAS CANDLELIGHT TOUR AT FORT SOUTH WEST POINT DECEMBER 12TH 6-9PM

Step back in time and experience the sights, sounds, and flavors common to the people of the 18th Century.
Enjoy a tour of the fort's buildings and grounds by Candlelight. Period-dress re-enactors will share historical facts and serve refreshments common to our 18th Century Ancestors.

This is a free event!

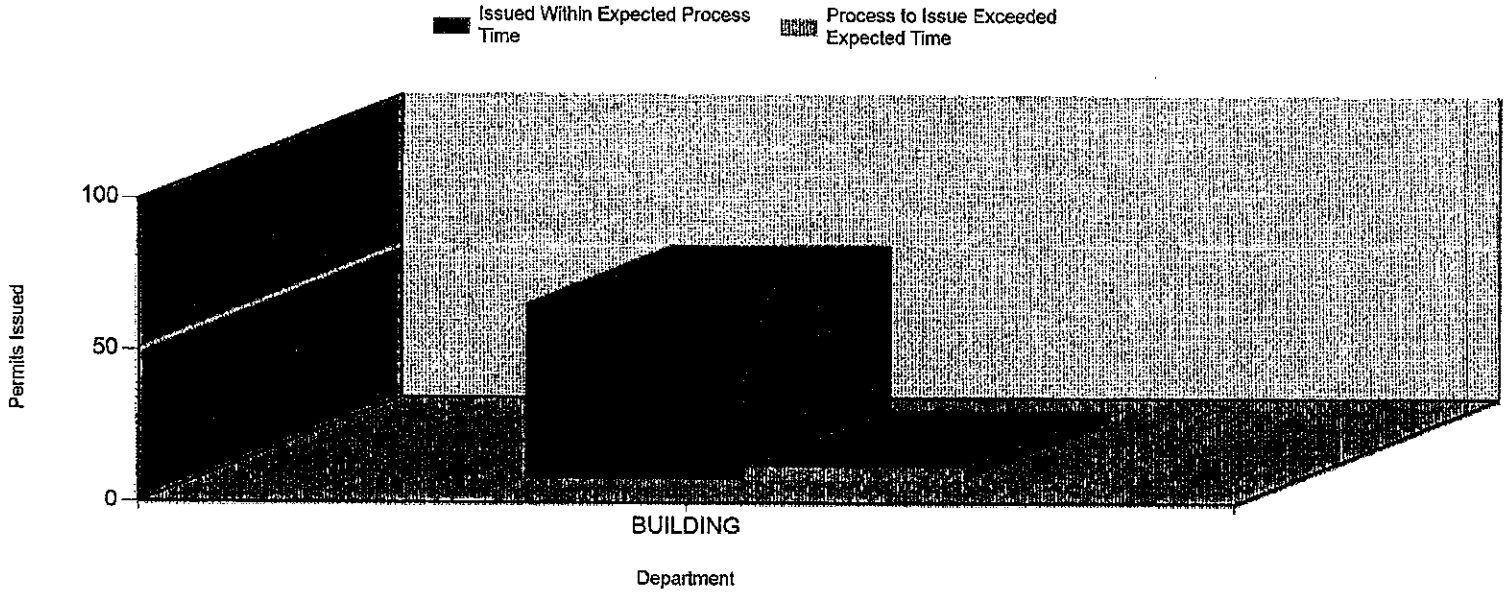
The Community Center will be Closed from December 23rd-January 4th for the holidays and maintenance on the building.

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

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	41	38	2 Days	15.24 Days	1	35	3
	PL	Same Day	17	17	Same Day	0.73 Days	1	16	1
	RM	Same Day	7	7	Same Day	0 Days	1	7	0

Issued Permit Details

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

Department	Permit Type	Permit Number (State) Project Name/Address	Dates		Number of Days	
BUILDING	BP	BP2015-399 Up-grade to existing tower 390 FIRE TOWER Rd., ROCKWOOD, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	08/11/2015 11/13/2015	In Process: Waiting: Total Days: Total Cycles:	94 0 94 1
		BP2015-555 Replacement of Building 30x45 217 Ollis Road, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/02/2015 11/02/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-556 O. S. Storage Building #1 504 Main Street, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/02/2015 	In Process: Waiting: Total Days: Total Cycles:	29 0 29 1
		BP2015-557 Camper Port 217 Ollis Road, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/02/2015 11/02/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-558 Residential Porch 153 Gordon Drive, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/03/2015 11/03/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-559 Garage 947 Lawnville Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/03/2015 11/03/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-560 Addition & Remodel 275 De Armond Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/04/2015 11/04/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	BP	BP2015-561 Residential Porch 115 Wright Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/04/2015 11/04/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-562 Double Wide 152 Old Jones Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/04/2015 11/04/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-563 Residential Porch 427 Smalley Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/04/2015 11/04/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-564 Ramp 1123 Lawnville Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/05/2015 11/05/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
	*	BP2015-565 930 W. Race Street, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/06/2015	In Process: Waiting: Total Days: Total Cycles:	25 0 25 1
		BP2015-566 O. S. Wastewater Plant 435 Joel Road, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/09/2015 11/10/2015	In Process: Waiting: Total Days: Total Cycles:	1 0 1 1
	*	BP2015-567 K. C. Pavilion 000 Race Street, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/12/2015 11/12/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-568 Residential Double Wide 147 Odd Fellow Cemetary Road, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/12/2015 11/12/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	BP	BP2015-569 K. C. Sign 1259 Gallaher Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/12/2015 11/12/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-570 Shed/Storage Building 298 ORCHARD VIEW Rd., Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/12/2015 11/12/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-571 Roof on Existing Shed 1554 Poplar Creek Road, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/13/2015 11/13/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-572 Residential New Home 102 Shiloh Way North, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/13/2015 11/13/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-573 Carport 913 New Midway Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/13/2015 11/13/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-574 Inground Pool 155 Lawhon Farm Road, Loudon, TN 37774	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/16/2015 11/16/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-575 Repair to carport 2644 Decatur Highway, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/17/2015 11/17/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-576 Garage 163 Shoreline Drive, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/17/2015 11/17/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	BP	BP2015-577 Storage Building 541 Half Moon Shores Drive, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/17/2015 11/17/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-578 Carport 1554 Poplar Creek Road, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/18/2015 11/18/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-579 Carport 1868 James Ferry Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/18/2015 11/18/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-580 Residential Log Home 251 LONG Rd., KINGSTON, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/18/2015 11/19/2015	In Process: Waiting: Total Days: Total Cycles:	1 0 1 1
	*	BP2015-581 K. C. Sign Permit 101 1st. Street, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/19/2015 11/19/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
	*	BP2015-582 K.C. Sign Permit 935 E. Race St., Kingston, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/19/2015 11/19/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-583 Storage Shed 865 JOHNSON Rd., Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/20/2015 11/20/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-584 Tube Steel Carport 2579 Old Harriman Highway, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/24/2015 11/24/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	BP	BP2015-585 Deck 116 Bending Bow Drive, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/25/2015	In Process: Waiting: Total Days: Total Cycles:	6 0 6 1
		BP2015-586 Residential Remodel 120 Victoria Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-587 Residential Home 365 Ellis Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-588 Carport 195 Lakeland Estates Drive, Lenoir City, TN 37771	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-589 Residential Garage 365 Ellis Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-590 Unfinished Garage 1220 Loudon Hwy., Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-591 Upgrade Cell Tower 180 MARTIN Rd., Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-592 Agricultural Shed 16365 Blue Springs Rd., Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	BP	BP2015-593 Remodel 143 S. Victoria Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-594 K. C. Addition & Remodel 711 Hill Street, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		BP2015-595 133 Daniel Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015	In Process: Waiting: Total Days: Total Cycles:	1 0 1 1
	PL	PL2015-121 Plumbing Permit for BP2015-285 125 Lawson Lane, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/02/2015 11/02/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-122 Plumbing Permit for BP2015-274 935 Kentucky Street, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/03/2015 11/03/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-123 PL for BP2015-458 338 Phillips Drive, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/05/2015 11/05/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-124 Plumbing Permit for BP2015-510 120 Rench Rd., Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/09/2015 11/09/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-125 Plumbing Permit for BP2015-485 1841 Roark Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/09/2015 11/09/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	PL	PL2015-126 Plumbing Permit for BP2015-568 147 Odd Fellow Cemetary Road, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/12/2015 11/12/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-127 O. S. Plumbing Permit for BP2015-478 555 Windrock Park Lane Cabin 1, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/16/2015 11/16/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-128 PL for BP2015-421 210 Old Johnson Valley, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/16/2015 11/16/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-129 Plumbing Permit for BP2015-445 1009 Paint Rock Ferry Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/16/2015 11/16/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-130 O. S. PL for BP2015-477 cabin 3 555 Windrock Park Lane Cabin 1, Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/16/2015 11/16/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-131 PL for BP2015-382 1055 Laurel Bluff Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/17/2015 11/17/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-132 Plumbing Permit for BP2015-441 174 Bluegreen Way, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/20/2015 11/23/2015	In Process: Waiting: Total Days: Total Cycles:	3 0 3 1
		PL2015-133 O. S. PL for BP2015-531 919 Green St., Oliver Springs, TN 37840	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/23/2015 11/23/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	PL	PL2015-134 PL for BP2015-488 1335 Gallaher Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/24/2015 11/24/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-135 Plumbing Permit for BP2015-576 163 Shoreline Drive, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-136 Plumbing Permit for BP2015-449 133 Daniel Road, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		PL2015-137 K. C. Plumbing Permit for BP2015-553 518 N Third Street, Kingston, TN 37763	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/30/2015 11/30/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
	RM	RM2015-090 Mechanical Permit for BP2015-255 520 Pointe Vista, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/05/2015 11/05/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2015-091 Mechanical Permit for BP2015-95 129 Brenway Drive, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/09/2015 11/09/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2015-092 Mechanical Permit for BP2015-225 149 Docks Of The Bay Drive, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/12/2015 11/12/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2015-093 RM for BP2015-003 515 Point Vista Drive, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/12/2015 11/12/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2015 AND 11/30/2015

Report run on: 12/01/2015 12:47 PM

BUILDING	RM	RM2015-094 RM for BP2015-468 Bowers Road, Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/17/2015 11/17/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2015-095 RM for BP2015-183 823 Half Moon Shores, Ten Mile, TN 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/17/2015 11/17/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1
		RM2015-096 Mechanical Permit for BP2015-83 137 Dogwood Ct., Harriman, TN 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	11/19/2015 11/19/2015	In Process: Waiting: Total Days: Total Cycles:	0 0 0 1

KINGSTON WATER TREATMENT PLANT

NOVEMBER OPERATIONS REPORT 2015

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	17,838,000	27,516,000	-54.25%	575,000	1,158,000	374,000
	Effluent (Finish)	17,066,000	26,571,000	-55.70%	551,000	1,148,000	351,000
	Spring Supply	13,603,000	13,091,000	3.76%	439,000	467,000	418,000
	Total Finish Prod.	30,669,000	39,662,000	-29.32%			
Plant Efficiency		99.90%	99.65%	0.25%			
Distribution							
GALLONS	Consumption	22,333,800	20,358,600	8.84%			
	Reported Usage	2,894,000	4,770,320	-64.83%			
	Water Loss	5,441,200	14,533,080	-167.09%			
	%	17.74%	36.64%	-18.90%			

Distribution & WTP Report: 2,894,000 gals. usage flushing and Tank Refilling.

Public Works: No Report

Fire Dept: No Report

Park & Rec: No Report

WWTP: No Report

OT Hrs: 40

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

* Multiple Agencies here throughout the Month collecting water samples.
* Drained and washed all Basins on two separate occasions
* Completed (collected and analyzed) 2 rounds of Compliance Dist. Bacteriological Sampling.
* Maintained continuous flushing of the Rockwood and Kingston Interconnect lines to maintain disinfection residuals throughout the lines and System.
* Performed regular maintenance at Plant and Spring Site.
* Did In-House Laboratory Training.
* Performed (QA/QC) Quality Assurance and Quality Control Checks.
* Completed all of the required regular monthly sampling.
* Mowed and trimmed Water Treatment Plant grounds 3 times
* Mowed and trimmed Spring Pump House twice, across gravity line and Spring Site once.
* Performed back-up Generator start-up, It is On-Line.
* Doing maintenance and preperation for the Upcoming Winter Months.
* 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 Equipment Maintenance and Calibrations.
* Doing maintenance on the Basins at the flash mix, pressure washed and refinished the internal mixing chamber to reseal / recoat the old concrete with XYPEX Crystallization Technology to resist extreme hydrostatic pressure by increasing the psi strength of the concrete.

Kingston Water Department
Schedule of Unaccounted For Water
November

(All amounts in gallons)

A	**Water Treated and Purchased**		
B	Water Pumped (potable)	30,669,000	
C	Water Purchased	0	
D	**Total Water Treated and Purchased (Sum Lines B and C)**		30,669,000
E	**Accounted for Water:**		
F	Water Sold	22,333,800	
G	Metered for Consumption (in house usage)	1,094,000	
H	Fire Department(s) Usage	0	
I	Flushing	1,800,000	
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)**		25,227,800
O	**Unaccounted for Water (Line D minus Line N)**		5,441,200
P	**Percent Unaccounted for Water (Line O divided by Line D times 100)**		17.742%

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.

12/2/2015

Kingston Wastewater

Treatment Plant

TO: **David Bolling, Kingston City Manager**

Mike Jolly, Kingston Water Superintendent

FROM: **Tony Workman, WWTP Manager**

DATE: **December 3, 2015**

RE: **November Monthly Report**

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.6646	2.8090	.3910	19,939,000
Effluent	.5853	2.6700	.3220	17,5590,000

Total gallons of chlorine used was 222.75 @ $2.09 gallon= $465.55

There was 5.61 inches of rain this month. There were no overflows this month.

The WWTP had a high influent flow of 2.809 million gallons of sewer. There were no problems with the plant.

29.36 tons of sludge was hauled to the landfill.

We have begun to prepare the pump station for winter weather. Heaters are working in the stations that may be affected by the colder temperatures.

CITY OF KINGSTON
WATER DEPARTMENT MONTHLY REPORT

Month of: NOV. 2015

To: David Bolling
From: Jimmy Agee

TASK	RESOLVED	PENDING
INSTALL NEW METER		
READ OUTS	42	
RE- READS		
WATER TAP NEW ACCOUNT		
INSTALL PRESSURE REDUCER		
READ INS	35	
CHECK FOR HUNG METER	2	
CHANGE OUT HUNG / BROKEN METER	1	1
CHECK FOR LEAK	19	
TEST WATER QUALITY	3	
AFTER HOURS - WATER	5	
SERVICE LINE LEAK	6	
LINE LOCATES	75	
TURN OFF FOR NON PAYMENT	63	
TURN WATER BACK ON	27	
YARD WORK		13
DOOR HANGERS	4	
MANUAL READ		
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION	3	
SEWER BACK UP	5	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	4	
PROFILE REQUESTED	4	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT	1	

CITY OF KINGSTON
WATER DEPARTMENT MONTHLY REPORT

Month of: NOV. 2015

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
CHECK TO SEE IF STILL OFF	7	
CHANGE METER TOPS		
PULL-METER	1	
PESSURE TEST		
WATER LOOKS MILKY-AIR IN LINE		
Check FOR TAMPERED METERS		
BAD SMELL WATER	2	
INSPECT, SEWER TAP FOR CUSTOMER		
REPLACE MAN HOLE COVER	1	
WATER MAIN BREAK	4	
REPLACE METER /METER BOX/LID	1	
ADJUST PRV		
CAMERA SEWER LINE		
FLUSH LINES		
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK		
REPAIR METER SHUT-OFF	4	
SEWER LINE REPAIR		
LOCATE WATER METER FOR CUSTOMER		
EST. TO RELOCATE WATER METER	1	
METER ACCURACY TEST	1	
Total	323	14
FIRE HYDRANTS INSTALLED		
ROAD PATCHES		
OVERTIME HOURS	116.5	
James A. Agee		

JIMMY AGEE FORMAN

Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
"Knowledge is Power at your Library"

1 December 2015

TO: **The Honorable Tim Neal**
Mayor, City of Kingston
Mr. David Bolling
Manager, City of Kingston
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 November, 2015:

Adult Library Programs

On November 24, author Kay Shostak was at the library to sign and sell copies of her new book. The event was well-attended, and the participants seemed to enjoy themselves very much. Ms. Shostak donated copies of her two books, *Next stop, Chancey* and *Chancey Family Lies*.

Children's Programming

Barbara conducted 3 events with 82 participants at her weekly Wednesday children's story-time. One story-time was canceled for Veteran's Day, and the Wednesday before Thanksgiving only had 14 participants.

Meetings, etc.

- I participated in meetings with the Library Board and the Friends of the Library, Kingston group.
- I and some members of the Board will represent the library this Friday at the town's Christmas parade.

Upcoming

- We will have a meeting of the Foundation and the Friends group on December 3rd. These two groups may merge.

- We will host the county library board meeting on December 8.
- We have funds left from a technology grant that was awarded in 2014. The funds are to be used to provide technology training for patrons, and we will have four classes in December. The first two are scheduled Dec. 4th and 5th.

Summary

Patron count for the month totaled 1,459.
Total number of circulations and renewals was 3,732.

The staff, Foundation, Friends and Board have been wonderfully welcoming, and have made my first month a real pleasure.

Respectfully submitted,
Emily Steele

City of Kingston

Project Status Update

October 2015

GREENWAY

		Date Completed/Closed Out
Project Cost:	$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	120 Day Completion	
Notable outstanding issues:		

Notes:

1. Construction underway

HOME GRANT

		Date Completed/Closed Out
Project Cost:	$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	Spring 2016	
Notable outstanding issues:	Awaiting Applications	

Notes:

1. Public Meeting held on 11/18
2. Applications available in Kingston City Manager's office

LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	5%	
Estimated Completion Date	Summer 2016	
Notable outstanding issues:	NTP on Bids	

Notes:

1. Awaiting Notice to Proceed on Bids.

PHASE II SOLAR PROJECT

		Date Completed/Closed Out
Project Cost:		
Engineer/Architect/Consultant:		
Contractor:	Energy Source Partners	
Status (Percent complete)	25%	
Estimated Completion Date	10/30/2015	
Notable outstanding issues:	Construction	

Notes:

1. Remaining panels were on back order. Have been shipped from China and awaiting clearance through customs in San Diego.