



City Manager Report

OCTOBER 2017



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:

Safe Exchange Zone at Kingston City Hall Parking Lot

Distributed: November 14, 2017

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
- ☐ Building Permits

Water Department

- ☐ Kingston Water Plant
- ☐ Kingston Wastewater Treatment Plant
- ☐ Kingston Water Distribution/Collection

Library

- ☐ Director's Report

Planning Commission

- ☐ Minutes

REU – Electric Power Board Meeting

- ☐ Agenda and Minutes
- ☐ Report to TVA

E-911 Quarterly Report

- ☐ Director's Report
Third Quarter Report due October 2017
- ☐ 2017 Annual Report to be Issued
March 2018

Project Status Updates

- ☐ Greenway
- ☐ HOME Grant
- ☐ LPRF Gertrude Porter Park



November 14, 2017

To: Kingston City Council
City Staff
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: October 2017

Legislative Accomplishments

- A. Second Reading of Ordinance No. 17-9-12-1 *Amending the Zoning Ordinance of the City of Kingston, Tennessee* by Defining and Regulating Electronic Message Board Signs
- B. Second Reading of Ordinance No. 17-9-12-2 Adopting and Enacting a Comprehensive Codification and Revision of the Personnel Rules and Regulations of the City of Kingston
- C. Second Reading of Ordinance No. 17-9-12-1 to Repeal the Ordinance Establishing a Personnel Advisory Board and to Abolish the Existing Personnel Advisory Board of the City of Kingston

Legislative Matters Forthcoming

A.

Other Items Considered by the Council

- 1. Approved the Application for a Courtroom Security Grant
- 2. Approved moving City Court to the Council Chamber on the Fourth Tuesday of Each Month Beginning in January 2018
- 3. Approved the Reappointment of Glenda Johnson to the Board of Zoning Appeals; Term Beginning November 1, 2017 and Ending October 31, 2022
- 4. Continued Hearing on 115 Schubert Street
- **External Meetings**
 - Evan Sanders (Grant possibilities)
 - City Attorney Sandy McPherson
 - Robert Campbell and Assoc. (Porter Park)
 - Conference call and meetings with 245Tech reps regarding new website progress
 - Meetings With Kathy May Martin and County Executive staff regarding Jim Henry Day
 - Meeting with Collier Engineering regarding road projects
 - Other Misc. Meetings
- **Internal Meetings**
 - Individual and Joint meetings with Department Heads
 - Individual Meetings with members of Council
 - Meeting with Staff regarding Jim Henry Day
 - Meetings regarding Street Fest

Ongoing Work

- Greenway Project Extension: **Close-out in progress**
- TVA Funding: **Website transition being completed this week. Preparing Bid Documents for Community Center Sign.**
- LPRF (Gertrude Porter Park): **Awaiting transmittal of final reimbursement.**
- HOME Grant: **Two houses complete. Construction has begun on final three homes. Completion in Fall 2017.**

CITY OF KINGSTON

REVENUES OCTOBER 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2016	BUDGETED REVENUES 2017- 2018	ACTUAL OCTOBER 2017	PERCENT OF BUDGET 33%
31110	CURRENT PROPERTY TAX		\$1,955,000	\$180,227	9.2%
31120	PUBLIC UTILITIES PROPERTY TAX		\$33,878	\$158	0.5%
31211	PROPERTY TAX DELINQUENT - 1ST	\$25,913	\$70,000	\$30,674	43.8%
31212	PROPERTY TAX DELINQUENT - 2ND	\$11,663	\$20,000	\$1,225	6.1%
31219	PROPERTY TAX DELINQUENT - 0TH	\$18,859	\$20,000	\$5,381	26.9%
31300	INT, PENALTY, AND COURT COST	\$12,714	\$22,000	\$6,206	28.2%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$38,153	\$79,495	\$41,343	52.0%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$355,750	\$1,050,000	\$348,792	33.2%
31710	WHOLESALE BEER TAX	\$58,879	\$191,000	\$66,449	34.8%
31720	WHOLESALE LIQUOR TAX	\$26,429	\$66,000	\$15,528	23.5%
31800	BUSINESS TAXES	\$10,331	\$70,000	\$8,560	12.2%
31912	CABLE TV FRANCHISE TAX	\$18,637	\$73,500	\$19,181	26.1%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$7,463	\$17,000	\$6,064	35.7%
31920	HOTEL/MOTEL TAX	\$17,534	\$49,000	\$17,918	36.6%
32210	BEER LICENSES		\$1,750	\$250	14.3%
32220	LIQUOR PERMITS		\$300		
33490	TEMA ASSISTANCE TORNADO				
33510	STATE SALES TAX	\$159,726	\$579,000	\$163,180	28.2%
33520	STATE INCOME TAX	\$126,023	\$126,000	\$87,612	69.5%

33530	STATE BEER TAX		\$1,527	\$3,000	\$1,498	49.9%
33540	STATE LIQUOR TAX		\$1,705	\$6,000	\$1,481	24.7%
33551	STATE GASOLINE TAXES		\$57,760	\$201,500	\$63,752	31.6%
33552	STATE-CITY STREETS		\$4,009	\$12,500	\$3,990	31.9%
33555	STATE STREET CONTRACT MAINT		\$25,357	\$48,000	\$13,335	
33590	TVA REVENUE SOLAR JAMES FRY		\$4,666	\$3,100	\$1,249	40.3%
33591	GROSS RECEIPTS - TVA			\$69,772		
33592	TVA IMPACT FUNDS			\$27,800		
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	
34100	GENERAL GOVERNMENT - CHARGES		\$185	\$600	\$341	56.8%
34310	HIGHWAYS AND STREETS CHARGES		\$200	\$7,500		
34420	GARBAGE TIP FEES		\$109,237	\$325,500	\$110,626	34.0%
34720	SWIMMING POOL CHARGES		\$4,917	\$23,500	\$4,863	20.7%
34740	PARK AND RECREATION CHARGES		\$2,132	\$6,300	\$2,247	35.7%
34741	BOAT SLIP RENTAL			\$32,400	\$6,320	19.5%
34742	FIREWORKS DONATIONS			\$40,000	\$10,167	25.4%
34743	PARK & REC AUCTION SALES			\$9,088	\$9,088	100.0%
34744	P&R DONATIONS, PAVILLION,WALK			\$1,015		
34746	FIRE DEPT DONATIONS			\$49,000		
35100	AUCTION SALES POLICE DEPT			\$2,000		
35110	CITY COURT FINES AND COST		\$14,928	\$50,000	\$10,318	20.6%
35140	DRUG FINES			\$2,500		
35150	TRAFFIC SCHOOL CHARGES		\$1,400	\$5,000	\$1,252	25.0%
36000	FUND BALANCE			\$88,525		
36100	INTEREST EARNINGS		\$1,364	\$4,000	\$1,254	31.4%
36430	PAVILION RENTAL		\$2,290	\$4,000	\$650	
36900	TMBF LOAN FIRE TRUCK			\$486,000		

WATER DEPT REVENUES
Oct-17

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2016	BUDGETED 2017-2018	ACTUAL OCTOBER 2017	PERCENT OF BUDGET 33%
36100	INTEREST EARNINGS	\$1,750	\$5,000	\$2,686	54%
37110	METERED WATER SALES	\$442,405	\$1,168,900	\$388,741	33%
37114	SERVELINE LEAK PROTECTION	\$15,155		\$14,218	
37117	OUTSIDE WATER SALES	\$300,962	\$819,000	\$268,379	33%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$13,583	\$52,000	\$12,387	24%
37194	SALES OF MATERIALS	\$6,811	\$10,000	\$3,334	
37195	INSTALLATION CHARGES	\$22,045	\$65,000	\$17,450	27%
37196	WATER USER FEES	\$8,085	\$20,000	\$3,020	
37199	MISCELLANEOUS	\$2,384	\$3,000	\$4,000	133%
37210	SEWER SERVICE CHARGES	\$471,648	\$1,260,000	\$426,389	34%
37296	SEWER USER FEES	\$2,975	\$8,000	\$2,100	
37299	MISCELLANEOUS	\$1,822	\$3,500	\$1,042	30%
34800	CAPITAL REIMBURSEMENT CDBG GRANT		\$1,644,998	\$103,293	6%
TOTAL ESTIMATED REVENUES		\$1,289,625	\$5,059,898	\$1,247,039	25%

CITY OF KINGSTON
EXPENDITURES OCTOBER 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2016	2017-2018 BUDGET	ACTUAL OCTOBER 2017	33% BUDGET
41100	LEGISLATIVE	\$19,351	\$71,988	\$22,757	31.6%
41210	CITY COURT	\$10,709	\$28,675	\$12,008	45.0%
41320	CITY MANAGER	\$39,218	\$122,510	\$37,819	30.9%
41500	FINANCIAL ADMINISTRATION	\$159,081	\$484,000	\$165,019	34.1%
41700	PLANNING AND ZONING	\$5,087	\$10,275	\$949	9.2%
41810	CITY HALL BUILDINGS	\$24,414	\$127,729	\$51,918	40.6%
41990	OTHER GEN. GOVMT EXP	\$135,139	\$253,865	\$161,225	63.6%
42100	POLICE	\$332,706	\$959,530	\$330,610	34.5%
42152	AUTOMOTIVE SERVICES	\$31,324	\$83,500	\$24,262	29.1%
42200	FIRE PROTECTION	\$321,855	\$1,005,455	\$320,521	31.9%
43100	PUBLIC WORKS	\$248,259	\$943,211	\$265,620	28.2%
43190	STATE STREET AID	\$54,149	\$181,500	\$52,921	32.8%
43240	WASTEMANAGEMENT	\$95,793	\$297,856	\$97,490	32.7%
43750	CAPITAL IMPROVEMENTS	\$7,527	\$522,088	\$18,440	3.5%
44143	ANIMAL CONTROL	\$9,897	\$27,490	\$9,828	35.0%
44400	RECREATION	\$235,971	\$711,925	\$220,550	31.0%
44440	SWIMMING POOLS	\$18,224	\$38,365	\$14,843	38.7%
44800	LIBRARIES	\$68,546	\$208,294	\$74,141	35.6%
49000	DEBT SERVICE	\$104,199	\$373,432	\$113,533	30.4%
TOTAL EXPENDITURES		\$1,921,251	\$6,429,388	\$1,994,252	31.0%

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WATER/SEWER EXPENDITURES OCTOBER 2017

ACCOUNT NUMBER	DESCRIPTION	ACTUAL OCTOBER 2016	BUDGET 2017/2018	ACTUAL OCTOBER 2017	PERCENT OF BUDGET 33%
41500	FINANCIAL ADMINISTRATION	\$439,818	\$462,065	\$462,065	100%
41990	OTHER GEN. GOVMT EXP	\$181,867	\$315,534	\$183,546	58%
43750	CAPITAL IMPROVEMENTS	\$84,418	\$430,000	\$141,369	33%
49000	DEBT SERVICES	\$66,480	\$1,942,103	\$65,576	3%
52113	PURIFICATION	\$179,741	\$605,628	\$162,841	27%
52114	TRANSMISSION AND DIST	\$212,381	\$661,345	\$197,553	30%
52213	SEWER TREATMENT AND COLLEC	\$154,588	\$549,128	\$152,568	28%
52117	UTILITY DIRECTOR	\$20,821	\$68,350	\$20,675	30%
TOTAL		\$1,340,114	\$5,034,153	\$1,386,193	28%

36910	GRANT PROCEEDS PORTER PARK					
36967	CONTRACT NATURAL GAS		\$7,167	\$21,500	\$7,167	33.3%
36971	CONTRACT WATER BILLING		\$439,818	\$462,065	\$462,065	
TOTAL ESTIMATED REVENUES			\$1,570,736	\$6,429,388	\$1,714,411	26.7%

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY OCTOBER 2017

Cash in Bank	July	August	September	October	November	December
General Fund	\$1,023,723	\$1,156,473	\$1,004,739	\$968,487		
TVA ENHANCE FUNDS	\$68,213	\$55,213	\$55,213	\$55,213		
2008 Bond	\$1,402,122	\$1,000,322	\$233,679	\$233,679		
Water/Sewer	\$1,507,009	\$820,106	\$904,669	\$947,254		
1999 Bond	\$133,883	\$161,565	\$189,439	\$216,629		
2004 Bond	\$330,121	\$328,281	\$326,401	\$324,280		
ADA Reserve Fund	\$271,808	\$273,808	\$275,957	\$277,956		
Drug Fund	\$12,812	\$12,376	\$13,067	\$13,067		
FIRE DEPT	\$47,847	\$47,847	\$47,847	\$47,847		
Total BALANCES	\$4,797,538	\$3,855,991	\$3,051,011	\$3,084,412	\$0	\$0

FINANCE AND ADMINISTRATION REPORT OCTOBER 2017

- * 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 748 -DONATIONS TOTAL \$15,146.35 DISBURSED -227.45 YTD
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR OCTOBER 3779 FOR A TOTAL AMOUNT OF \$330,995.50
- * NEW WATER SERVICE APPLICATIONS FOR OCTOBER TOTALED 36
- * 32 CUSTOMERS FINALED OUT SERVICE
- * 178 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 670
- * TOTAL E-BILL ACCOUNTS - 250
- * WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2111
- * WATER LOSS PROTECTION 1150
- * WATER LINE PROTECTION 89
- * SEWER LINE PROTECTION 11
- * TRASH COLLECTIONS FOR OCTOBER 2433
- * PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 387

NEW BUSINESS LICENSES ISSUED IN OCTOBER 2017

- 1 Browder's Ace Hardware(New Owner
1100 Ladd Landing Blvd.
- 2 Old Capital Public House
1000 Ladd Landing Blvd
- 3 Mountain Clothier
121 Rose Road
- 4 Alpha Drywall Systems, Inc.
3105 Alcoa Highway Suite F, Knoxville, TN 37920

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF OCTOBER 2017

- REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- TOTAL FULL-TIME EMPLOYEES: 64 ; TOTAL PART-TIME EMPLOYEES 32
- WORKED WITH AUDITORS TO COMPLETE ANNUAL AUDIT REPORT TO BE SUBMITTED TO
COMPTROLLER AND COMPLETED INFORMATION NECESSARY TO APPLY FOR GFOA CAFR
AWARD
- UPDATED EMPLOYEES INFORMATION FOR AFFORDABLE CARE ACT REPORTING FOR 2017
- HAD FINAL READING ORDINANCE FOR NEW PERSONNEL POLICY
- COMPLETED TAUD ANNUAL BENEFIT SURVEY REPORT
- FILED APPLICATIONS FOR TWO EMPLOYEE'S RETIREMENT THROUGH TCRS
- VERIFIED AND FILLED OUT SALARY SURVEY FORMS FOR OTHER CITIES
- VERIFIED PREVIOUS EMPLOYEE FOR SECURITY CLEARANCE

KINGSTON POLICE DEPARTMENT -OCTOBER 2017

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	2
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

2

Crimes Against Property

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

Subtotal

8

Crimes Against Society

Drug/Narcotics Violations	1
Drug Equipment Violations	2
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	3

TIBRS Group B Offenses

Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	1
Driving Under the Influence	1
Drunkenness	3
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	6

SEPTEMBER 2017 CASES

[illegible]

SEPTEMBER 2017	CASES
PENDING	

[illegible]

Report for the citations issued, the disposition date for which was on
October, 2017

Monies outstanding from August 7, 2007 – Oct. 31, 2017	\$ 60,464.90
Monies collected from August 7, 2007 – Oct. 31, 2017	\$ 433,415.57

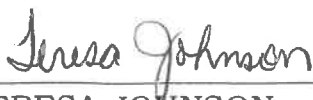
JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 688.75	
Collected in court on fines and costs		\$ 320.00
Amount collected after Oct. 2017 Court		\$ 158.75
Total collected for citations on Oct. 2017		\$ 478.75
Amount outstanding for Oct. 2017	\$ 210.00	
<u>5</u> Cash bond forfeitures		\$ 658.75
Total amount collected for Oct. 2017 Citations		\$ 1,137.50
Amount collected from previous months/FTA etc.		\$ 886.75
Total collected in October 2017.		\$ 2,024.25

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

This the 31st of October 2017.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

Kingston Fire Department October 2017

Summary of Month's Activities

Fire Operations

The Department responded to **81** calls for service during the month of October.

Fire Administration

- Attended Dept. Head meeting
- Chief attended meeting with other city fire chiefs
- Continuing working on City website tasks
- SOG committee meeting to begin writing SOGs
- Fund Raiser Planning
- New Fire Truck Planning
- Preparation for ISO

October 17 Overtime

OT Hours:58

Cost: \$1397.85

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

- Shift Training
- Defenders Meeting
- SOG committee meetings
- In Service Training
- TFACA Rookie School
- State testing

	This Month	YTD
Fire Inspections	0	151

Public Fire Education

	This Month	YTD
Participants	400	400
Education Hours	10	10

Number of Occurrences	4	4
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Firefighter Training

- KFD is continuing shift training
- Diver Training has begun for 2017
- In Service
- Fire Inspector Conference for Chief Gordon
- Leadership 3 class in Harriman

Implemented Performance Standards Plan

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

Fleet Maintenance

- U4 oil change
- U3 oil change
- AC compressor repaired on E1

Special Projects

- "Fit for Duty" program on going with work outs posted each shift
- Personnel Policy Committee ongoing
- SOG Committee ongoing
- KFD's 4th Haunted House Fund Raiser.
- Grant awarded for wildland trailer and equipment
- Trailer was picked up
- Ground ladder and aerial ladder testing completed
- Helped parks and rec prepare for street fest

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.

Cost Savings

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

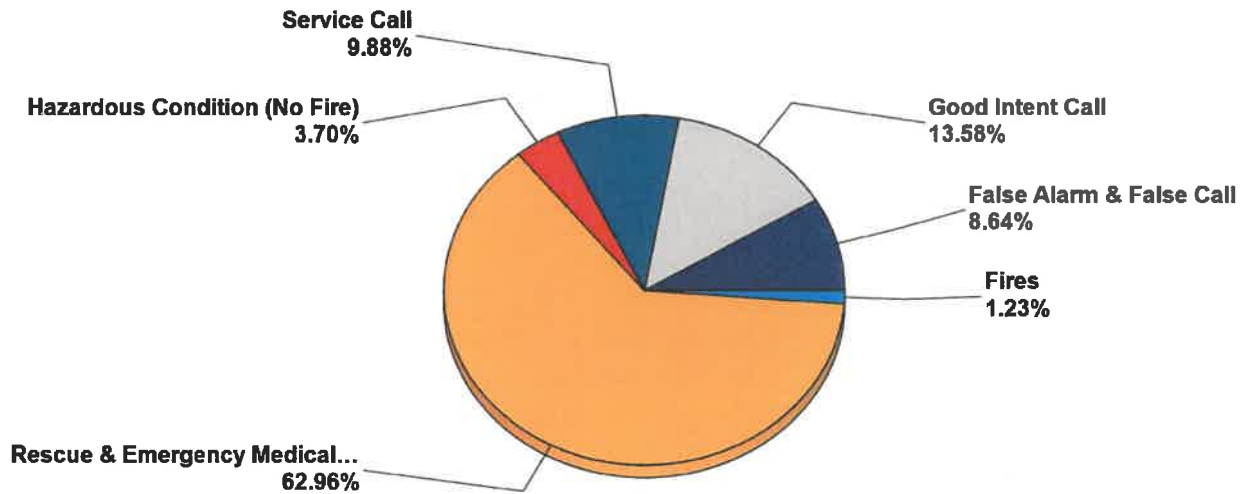
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2017 | End Date: 10/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.23%
Rescue & Emergency Medical Service	51	62.96%
Hazardous Condition (No Fire)	3	3.70%
Service Call	8	9.88%
Good Intent Call	11	13.58%
False Alarm & False Call	7	8.64%
TOTAL	81	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	1.23%
300 - Rescue, EMS incident, other	1	1.23%
311 - Medical assist, assist EMS crew	16	19.75%
321 - EMS call, excluding vehicle accident with injury	30	37.04%
322 - Motor vehicle accident with injuries	3	3.70%
324 - Motor vehicle accident with no injuries.	1	1.23%
411 - Gasoline or other flammable liquid spill	1	1.23%
462 - Aircraft standby	2	2.47%
500 - Service Call, other	1	1.23%
510 - Person in distress, other	2	2.47%
550 - Public service assistance, other	3	3.70%
551 - Assist police or other governmental agency	1	1.23%
553 - Public service	1	1.23%
600 - Good intent call, other	4	4.94%
611 - Dispatched & cancelled en route	3	3.70%
631 - Authorized controlled burning	2	2.47%
651 - Smoke scare, odor of smoke	2	2.47%
700 - False alarm or false call, other	5	6.17%
730 - System malfunction, other	1	1.23%
743 - Smoke detector activation, no fire - unintentional	1	1.23%
TOTAL INCIDENTS:	81	100.00%

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

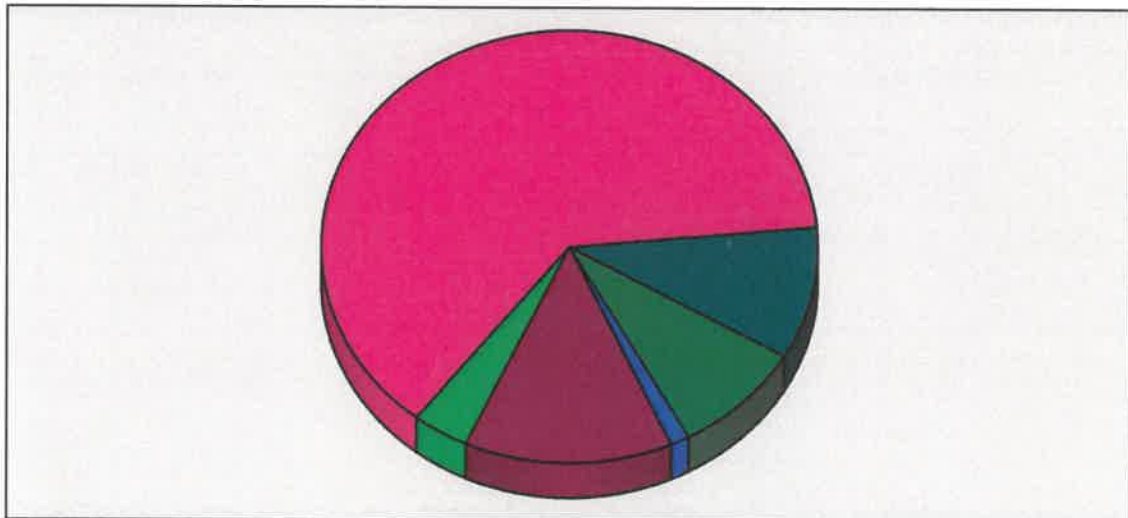
Kingston Fire Department

Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 10/01/2017 | End Date: 10/31/2017



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

INCIDENT TYPE	OCT	TOTAL
False Alarm & False Call	7	7
Fire	1	1
Good Intent Call	11	11
Hazardous Condition (No Fire)	3	3
Rescue & Emergency Medical	8	8
Service Incident	51	51
Service Call	8	8
Total	81	81

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Oct-17

TOTAL CALLS

81

Category	Total		Total
Structure Fires	1	Hazardous Calls	3
Vehicle Fires	0	Service Calls	8
Brush/Grass Fires	0	Good Intent Calls	11
Refuse/rubbish Fires	0	Unintentional False	7
Other Fires	0	Other False	0
Total Fires	1	Total False: Total	29
Rescue and EMS	51	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	1		
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: 2017

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	SUM
Accident, potential accident					2	1		1		2		6
Animal problem or rescue									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		1		2		6
Cover assignment, standby at fire station, move-up									1			1
Dispatched and canceled en route	4	5	2	3	4	3	7	3	6	3		40
Electrical wiring/equipment problem				1		1			1			3
Emergency medical service (EMS) Incident	50	32	39	46	42	38	48	44	50	34	1	424
Excessive heat, scorch burns with no ignition	2											2
False alarm and false call, other	6	1	4	4	3		2	6		5		31
Fire, other						1						1
Good intent call, other	1									4		5
Malicious, mischievous false alarm				2			1					3
Medical assist	12	9	8	11	13	14	9	9	16	16		117
Mobile property (vehicle) fire				2			1		2			5
Natural vegetation fire		4	1	1			1					7
Other incident type					2							2
Outside rubbish fire			1									1
Person in distress			5		1	4		2		2		14
Public service assistance	3	13	4	3	8	2	5	8	8	5		59
Rescue, emergency medical call (EMS), other						1				1		2
Search for lost person						1	2				1	4
Service call, other									2	1		3
Steam, other gas mistaken for smoke	1				3		2		1	2		9
Structure Fire	1	1	1		1	2	1	1	1	1		10
System or detector malfunction	1	1		2			1			1		6
Unauthorized burning				1					1			2
Unintentional system/detector operation (no fire)					4	2	1	2		1	1	11
Water or ice-related rescue							1					1
Wrong location, no emergency found		1				1	2	1				5
Total	82	68	66	77	84	72	84	79	90	81	4	787

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

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Page # 1



PARKS AND RECREATION

*"Unofficial" minutes
until Dec 4th
board meeting*

**Kingston Parks and Recreation
BOARD MEETING
November 6, 2017**

PRESENT: Tara Stockton, Sue Collins, Paul Rogers, Eric Clark, Ruth Thompson,
Keenon Hethcoat, Rick Ross

ABSENT: Josh Igou, Karen High, Sammy Frogg

GUEST: Sonny Hunter

Called to Order by Chairman, Eric Clark at 6:10 p.m. He welcomed everyone and led the group in the invocation.

A motion was made by Eric to accept the previous month's minutes. Keenon seconded and motion carried.

UNFINISHED BUSINESS:

1. Even though inclement weather caused a change in the date of the Kingston Street Festival to November 4th, the festival was a huge success. An estimated 3500 people turned out for the event held in downtown Kingston. There were 31 cars entered in the car show and vintage trophies were presented to the winners. Forty plus crafters/vendors attended. A mock trial was held upstairs in the old courthouse courtroom.
2. Porter Park – Ricks hopes it will be ready for full operation in late March or early April of next year.
3. Jim Henry Day was held October 2nd, was celebrated with many events throughout Roane County. One event was a reception at the Fort with the cannon being fired.
4. Christmas Parade – The parade is set for Monday, November 27th at 7:00 p.m. One major change is the route. Chief Washam has shortened the route to keep from major back-ups on Highway 58. Rick noted the changes that will need to take place and asked for volunteers.
5. Christmas Tree Lighting – The Park Foundation Board decided to have a tree lighting ceremony on the lawn of the Community Center where the big tree is. An Elf run is planned for children, with singing, hot chocolate and an ugly Christmas sweater contest. The date is set for November 25th from 5-7 p.m.

NEW BUSINESS:

1. Movie/Camp Night – Once again we will sponsor a a camp out at Fort Southwest Point on Nov 17th at Southwest Point. Rick is asking those interested to call and reserve a spot. You can watch the movie without staying overnight.
2. NFL Youth Flag Football – Rick reported it is going well and lots of people are turning out to watch it. He thinks there will be more kids sign up next year.
3. Adult Flag Football – Eight teams with 11 players each are playing in the men's league. Josh King has organized and is playing as well as referring. Coach Panky is also referring. Both these leagues practice an hour before they play the games; it does not take up a lot of time and all games are on Sunday.
4. City Website – Rick said the City will soon have a brand new website up and running.
5. Annual Christmas Bazaar – Our 4th annual bazaar will be held Saturday, December 2nd here at the Community Center from 10 a.m. – 3 p.m. The candy cane hunt for ages 5-7 will be held and also the candy cane run for ages 8-12.
6. December Boat Meeting – We will have our December meeting at the Fort again. Everyone will bring a dish to share. We will also recognize our Volunteer-of-the-Year that evening.
7. Fort Candlelight Tour – This annual event is scheduled for December 9th from 6-9 p.m. Everyone is encouraged to attend. Sue will over see the decorations.

Keenon made a motion to adjourn at 7:10. Paul seconded. Motion carried. Meeting adjourned.

Submitted by Jo Ann Knies

Date to Remember –

December 4th Park Board Meeting at the Fort 6:00 p.m.

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 October 2017:

Senior Luncheon	TEA Party
Senior Bridge	American Red Cross
Senior Quilting	Girl Scout Daisy Troop 21096
Cultural Arts (FCE)	D.A.R. Meetings and Luncheons
Senior Executive Board	Roane County Retired Teachers Luncheon
Senior Pinochle (2 groups)	Zumba Exercise Class
Senior Card Games	Salvation Army
Master Gardener's Club	Kingston City Court
Kingston Parks & Recreation Committee	Krafty Korner's - FCE
Girl Scout Leaders/Service Unit	"Stitch Angels" Sewing for Veterans
Adult Table Tennis	Roane County Foster Care Program Meeting
Antique Tractor Club	N.A.M.I.
Kingston City Court	Kingston Lion's Club
Any Body Can Exercise (ABC)	Roane County Sewing Club
Roane County Autism Support Group	"Bag Ladies" Mats for the Homeless

These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of October 2017:

Tupperware Bingo Party	Roane County Farm Bureau Dinner Meeting
Vickie Williams Wedding Reception	FCE Open House
Kevin Hamilton Family	Donna Gilmore Family
Kingston Century Club Meeting	Girl Scout Troop 21096
Senior Health Fair Day	United Health Care Seminars
Humana Health Care Seminars	

At City Park: Harriman Church of God, Jimmy Agee Family, Albert Ladd Family, Tiffany Daugherty Family,

At Southwest Point: Beverly Stone Family, Kingston Lion's Club Run/Walk for Sight,

Com.Center Rent: \$4460.00

Park Pavilions Rent: \$245.00

Submitted by Jo Ann Knies



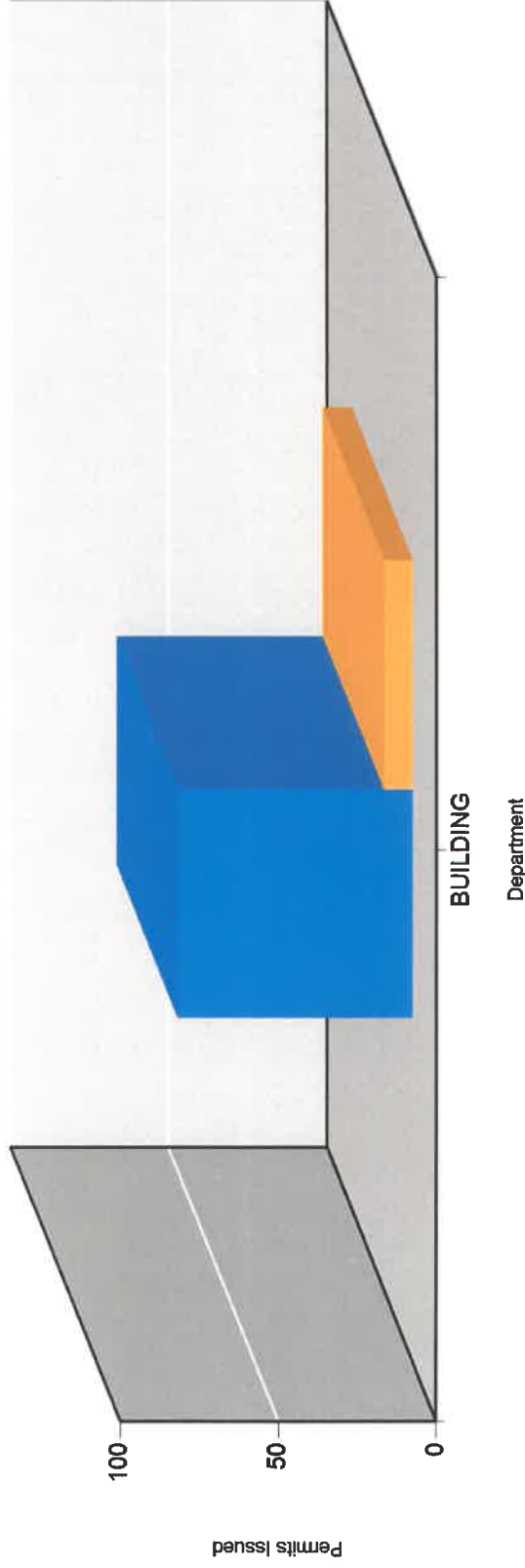
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ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



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	57	54	1 Day	3.91 Days	1	48	6
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	PL	Same Day	20	19	Same Day	0.23 Days	1	18	1
	RM	Same Day	9	9	1 Day	2.2 Days	1	7	2



Issued Permits By Department

Report run on: 11/01/2017 08:07 AM

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2017-522 KC Remodel Taco Bell 514 N Kentucky Street, Kingston, TN 37763	Submitted: 09/12/2017 Technically Complete: Approved: Ready to Issue: Issued: 10/03/2017	In Process: 21 Waiting: 0 Total Days: 21 Total Cycles: 1
		BP2017-557 Carport 185 Bayside Drive, Tenmile, TN 37880	Submitted: 10/02/2017 Technically Complete: Approved: Ready to Issue: Issued: 10/02/2017	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2017-558 HC Metal Garage 460 Morton Rd, Harriman, TN 37748	Submitted: 10/03/2017 Technically Complete: Approved: Ready to Issue: Issued: 10/03/2017	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2017-559 Change of Occupancy 1415 Loudon Highway, Kingston, TN 37763	Submitted: 10/03/2017 Technically Complete: Approved: Ready to Issue: Issued: 10/03/2017	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2017-560 O.S. Carport 640 Butler Mill Road, Oliver Springs, TN 37840	Submitted: 10/04/2017 Technically Complete: Approved: Ready to Issue: Issued: 10/04/2017	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2017-561 Storage Building 912 WINTON CHAPEL, ROCKWOOD, TN 37854	Submitted: 10/05/2017 Technically Complete: Approved: Ready to Issue: Issued: 10/05/2017	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2017-562 HC Commercial Remodel 1832 Roane State Highway, Harriman, TN 37748	Submitted: 10/05/2017 Technically Complete: Approved: Ready to Issue: Issued: 10/05/2017	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	BP	Submitted: 10/05/2017	Technically Complete: 10/05/2017	In Process: 0
BP2017-563	Replacement Sign	Submitted: 10/05/2017	Technically Complete: 10/05/2017	Waiting: 0
2325 Ruritan Road, Harriman, TN 37748		Approved: 10/05/2017	Ready to Issue: 10/05/2017	Total Days: 0
				Total Cycles: 1
BP2017-564	Porch Roof Only	Submitted: 10/06/2017	Technically Complete: 10/06/2017	In Process: 0
		Approved: 10/06/2017	Ready to Issue: 10/06/2017	Waiting: 0
312 Blue Springs Circle, Ten Mile, TN 37880				Total Days: 0
				Total Cycles: 1
BP2017-565		Submitted: 10/06/2017	Technically Complete: 10/06/2017	In Process: 0
DW		Approved: 10/06/2017	Ready to Issue: 10/06/2017	Waiting: 0
1415 River Road, Kingston, TN 37763				Total Days: 0
				Total Cycles: 1
BP2017-566		Submitted: 10/06/2017	Technically Complete: 10/06/2017	In Process: 0
DW		Approved: 10/06/2017	Ready to Issue: 10/06/2017	Waiting: 0
4283 Kingston Highway, Loudon, TN 37774				Total Days: 0
				Total Cycles: 1
BP2017-567		Submitted: 10/06/2017	Technically Complete: 10/06/2017	In Process: 0
H.C. DW		Approved: 10/06/2017	Ready to Issue: 10/06/2017	Waiting: 0
108 Willow Drive, Harriman, TN 37748				Total Days: 0
				Total Cycles: 1
BP2017-568		Submitted: 10/10/2017	Technically Complete: 10/10/2017	In Process: 0
Residential Home		Approved: 10/10/2017	Ready to Issue: 10/10/2017	Waiting: 0
832 Post Oak Valley Road, Rockwood, TN 37854				Total Days: 0
				Total Cycles: 1
BP2017-569		Submitted: 10/10/2017	Technically Complete: 10/10/2017	In Process: 0
Residential Home		Approved: 10/10/2017	Ready to Issue: 10/10/2017	Waiting: 0
200 Highland Way, Harriman, TN 37748				Total Days: 0
				Total Cycles: 1
BP2017-570		Submitted: 10/11/2017	Technically Complete: 10/11/2017	In Process: 0
SW		Approved: 10/11/2017	Ready to Issue: 10/11/2017	Waiting: 0
472 Cedar Grove Road, Loudon, TN 37774				Total Days: 0
				Total Cycles: 1



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	BP	Submitted: 10/11/2017	Technically Complete: 10/11/2017	In Process: 13
Solar Panels on Roof	BP2017-571	Approved: 10/24/2017	Ready to Issue: 10/24/2017	Waiting: 0
505 Cardiff Valley Rd., Rockwood, TN 37854				Total Days: 13
				Total Cycles: 1
BP2017-573		Submitted: 10/11/2017	Technically Complete: 10/11/2017	In Process: 12
New Cell Tower		Approved: 10/23/2017	Ready to Issue: 10/23/2017	Waiting: 0
251 Lane Hollow Road, Philadelphia, TN 37846				Total Days: 12
				Total Cycles: 1
BP2017-574		Submitted: 10/12/2017	Technically Complete: 10/12/2017	In Process: 0
Attached Carport		Approved: 10/12/2017	Ready to Issue: 10/12/2017	Waiting: 0
126 Woody Lane, Kingston, TN 37763				Total Days: 0
				Total Cycles: 1
BP2017-575		Submitted: 10/12/2017	Technically Complete: 10/12/2017	In Process: 0
Residential Home		Approved: 10/12/2017	Ready to Issue: 10/12/2017	Waiting: 0
801 Paint Rock Road, Kingston, TN 37763				Total Days: 0
				Total Cycles: 1
BP2017-576		Submitted: 10/13/2017	Technically Complete: 10/13/2017	In Process: 19
311 Marney Cove Road, Kingston, TN 37763		Approved: 10/20/2017	Ready to Issue: 10/20/2017	Waiting: 0
				Total Days: 19
				Total Cycles: 1
BP2017-577		Submitted: 10/13/2017	Technically Complete: 10/13/2017	In Process: 7
Ready Removable		Approved: 10/20/2017	Ready to Issue: 10/20/2017	Waiting: 0
311 Marney Cove Road, Kingston, TN 37763				Total Days: 7
				Total Cycles: 1
BP2017-578		Submitted: 10/13/2017	Technically Complete: 10/13/2017	In Process: 0
Garage		Approved: 10/13/2017	Ready to Issue: 10/13/2017	Waiting: 0
211 Stiles Lane, Harriman, TN 37748				Total Days: 0
				Total Cycles: 1
BP2017-579		Submitted: 10/13/2017	Technically Complete: 10/13/2017	In Process: 0
Addition		Approved: 10/13/2017	Ready to Issue: 10/13/2017	Waiting: 0
314 Chestnut Ridge Road, Kingston, TN 37763				Total Days: 0
				Total Cycles: 1



Issued Permits By Department

Report run on: 11/01/2017 08:07 AM

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

BUILDING	BP	Submitted: 10/13/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2017-580	O.S. Pole Barn		
	208 Bennett Road, Oliver Springs, TN 37840		
BP2017-581	Garage	Submitted: 10/16/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	107 Scott Road, Harriman, TN 37748		
BP2017-582	DW	Submitted: 10/16/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	868 Skyline Drive, Harriman, TN 37748		
BP2017-583	Foundation Repair	Submitted: 10/16/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 8 Waiting: 0 Total Days: 8 Total Cycles: 1
	503 Poplar Springs Rd, Kingston, TN 37763		
BP2017-584	Residential Home	Submitted: 10/16/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	115 Docks of the bay drive, Rockwood, TN 37854		
BP2017-585	Sunroom	Submitted: 10/16/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	363 Chandley Road, Kingston, TN 37763		
BP2017-586	Residential Home	Submitted: 10/16/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	303 Lakeview Cove Drive, Loudon, Tn 37774		
BP2017-587	Porch & Deck	Submitted: 10/17/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	132 Duke Lane, Loudon, TN 37774		



Issued Permits By Department

Report run on: 11/01/2017 08:07 AM

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

BUILDING	BP		Submitted: 10/17/2017	In Process: 15
		Porch	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 15 Total Cycles: 1
		2051 Paint Rock Ferry rd, Kingston, TN 37763		
		BP2017-589	Submitted: 10/18/2017	In Process: 0
		Inground Pool	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		107 Ash Drive, Oliver Springs, TN 37840		
		BP2017-590	Submitted: 10/18/2017	In Process: 5
		Cell Tower Antenna Change Out	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 5 Total Cycles: 1
		182 Martin Rd., Harriman, TN 37748		
		BP2017-591	Submitted: 10/18/2017	In Process: 0
		Storage Building	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		179 Scenic Hill Drive, Lenoir City, TN 37771		
		BP2017-592	Submitted: 10/18/2017	In Process: 14
		PL for BP2017-521	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 14 Total Cycles: 1
		130 Deer Ridge Road, Kingston, TN 37763		
		BP2017-593	Submitted: 10/19/2017	In Process: 0
		DW	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		701 Old Harriman Hwy, Oliver Springs, TN 37840		
		BP2017-594	Submitted: 10/19/2017	In Process: 0
		OS Commercial Remodel	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		302 Main St., Oliver Springs, TN 37840		
		BP2017-595	Submitted: 10/19/2017	In Process: 0
		SW	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		234 Highpoint Orchard Road, Kingston, TN 37763		



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017
Report run on: 11/01/2017 08:07 AM

BUILDING	BP	BP2017-596		Submitted: 10/19/2017	In Process: 0
	DW		Technically Complete:	Waiting: 0	
		535 Lawnville Road, Kingston, TN 37763	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
			Issued: 10/19/2017		
		BP2017-597		Submitted: 10/19/2017	In Process: 0
	SW		Technically Complete:	Waiting: 0	
			Approved:	Total Days: 0	
		318 Little Johnson Valley Road, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1	
			Issued: 10/19/2017		
		BP2017-598		Submitted: 10/20/2017	In Process: 0
	Residential Home		Technically Complete:	Waiting: 0	
		165 Gamble Lane, Harriman, TN 37748	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
			Issued: 10/20/2017		
		BP2017-599		Submitted: 10/20/2017	In Process: 0
	Residential Home		Technically Complete:	Waiting: 0	
		335 Pekoma Road, Philadelphia, TN 37846	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
			Issued: 10/20/2017		
		BP2017-600		Submitted: 10/23/2017	In Process: 0
	SW		Technically Complete:	Waiting: 0	
		1306 Joiner Hollow Road, Rockwood, TN 37854	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
			Issued: 10/23/2017		
		BP2017-601		Submitted: 10/25/2017	In Process: 7
	HC Handicap Ramp		Technically Complete:	Waiting: 0	
		553 Margrave Drive, Harriman, TN 37748	Approved:	Total Days: 7	
			Ready to Issue:	Total Cycles: 1	
			Issued:		
		BP2017-602		Submitted: 10/25/2017	In Process: 0
	Commercial Bathroom Addition		Technically Complete:	Waiting: 0	
		319 Roddy Lane, Harriman, TN 37748	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
			Issued: 10/25/2017		
		BP2017-603		Submitted: 10/25/2017	In Process: 0
	Repair to home		Technically Complete:	Waiting: 0	
		206 Kingston Ave, Oliver Springs, TN 37840	Approved:	Total Days: 0	
			Ready to Issue:	Total Cycles: 1	
			Issued: 10/25/2017		



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	BP		Submitted: 10/25/2017	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 10/25/2017		
BP2017-604				
Deck on BP2017-593				
701 Old Harriman Hwy, Oliver Springs, TN 37840				
BP2017-605				
KC Taco Bell Sign				
514 N Kentucky Street, Kingston, TN 37763				
BP2017-606				
Sign				
3015 Harriman HWY, Harriman, Tn 37748				
BP2017-607				
Porch				
701 Cumberland Street, Harriman, TN 37748				
BP2017-608				
Carport				
831 Post Oak Valley Road, Rockwood, TN 37854				
BP2017-609				
Residential Home				
190 Edwards Road, Harriman, TN 37748				
BP2017-610				
Dock				
131 Shady Oaks Lane, Kingston, TN 37763				
BP2017-611				
Dock				
282 Rockwood Ferry Road, Kingston, TN 37763				



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	BP	Submitted: 10/31/2017	Technically Complete: Approved: Ready to Issue: Issued: 10/31/2017	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	BP2017-612			
	Roof Repair			
	106 Birch Street, Harriman, TN 37748			
	BP2017-613			
	Pole Barn / Carport			
	369 Oak Leaf Street, Kingston, TN 37763			
	BP2017-614			
	SW Remodel			
	739 Gallaher Road, Kingston, TN 37763			
CM	CM2017-009			
	CM for BP2017-483			
	933 West Race St, Kingston, TN 37763			
PL	BP2017-572			
	PL for BP2016-542			
	945 Buck Creek Road, Kingston, TN 37763			
	PL2017-125			
	PL for BP2017-458			
	1346 Gallaher Road, Kingston, TN 37763			
	PL2017-126			
	PL for BP2017-429			
	2018 Roane State HWY, Harriman, TN 37748			
	PL2017-127			
	PL for BP2017-477			
	134 Chamberlain Cove Road, Kingston, TN 37763			



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	PL	Submitted: 10/10/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
PL2017-128	PL for BP2017-260		
	140 Old Johnston Valley Rd, Kingston, TN 37763		
PL2017-129	PL for BP2016-542	Submitted: 10/11/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	945 Buck Creek Road, Kingston, TN 37763		
PL2017-130	PL for BP2017-518	Submitted: 10/11/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	189 Old Kingston Highway, Rockwood, TN 37854		
PL2017-131	PLumbing permit for BP2017-301	Submitted: 10/12/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	1741 Eagle Furnace Road, Rockwood, TN 37854		
PL2017-132	H.C. Plumbing permit for BP2017-534	Submitted: 10/12/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	1245 South Roane St, Harriman, TN 37748		
PL2017-133	PL permit only	Submitted: 10/12/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	121 Dennis Drive, Kingston, TN 37763		
PL2017-134	PL for BP2017-337	Submitted: 10/16/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	126 Chandley, Kingston, TN 37763		
PL2017-135	PL for BP2017-447	Submitted: 10/18/2017 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	517 Poland Hollow Road, Harriman, TN 37748		



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	PL	PL2017-136	Submitted: 10/18/2017	In Process: 0
		PL for BP2017-521	Technically Complete:	Waiting: 0
		130 Deer Ridge Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2017-137	Issued: 10/18/2017	
		PL for BP2017-532	Submitted: 10/19/2017	In Process: 0
		231 Mainsail Road, Kingston, TN 37763	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2017-138	Issued: 10/19/2017	
		PL for BP2017-464	Submitted: 10/20/2017	In Process: 0
		233 Serenity Drive, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2017-139	Issued: 10/20/2017	
		PL for BP2016-326	Submitted: 10/24/2017	In Process: 0
		114 Yale Drive, Rockwood, TN 37854	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2017-140	Issued: 10/24/2017	
		PL for BP2017-234	Submitted: 10/24/2017	In Process: 0
		116 Lakewood Lane, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2017-141	Issued: 10/24/2017	
		PL for BP2017-603	Submitted: 10/25/2017	In Process: 0
		206 Kingston Ave, Oliver Springs, TN 37840	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2017-142	Issued: 10/25/2017	
		PL for BP2017-598	Submitted: 10/30/2017	In Process: 0
		165 Gamble Lane, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		PL2017-143	Issued: 10/30/2017	
		Plumbing Only	Submitted: 10/31/2017	In Process: 0
		211 Morris Street, Harriman, TN 37748	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 10/31/2017	



Issued Permits By Department

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	RM	Submitted: 10/10/2017	In Process: 0
RM2017-079		Technically Complete:	Waiting: 0
RM for BP2017-514		Approved:	Total Days: 0
101 Harbour View Ln, Harriman, TN 37748		Ready to Issue:	Total Cycles: 1
RM2017-080		Issued: 10/10/2017	
RM for BP2017-379		Submitted: 10/10/2017	In Process: 0
1185 Riggs Chapel Rd., Harriman, TN 37748		Technically Complete:	Waiting: 0
RM2017-081		Approved:	Total Days: 0
RM for BP2016-682		Ready to Issue:	Total Cycles: 1
162 Daniel Road, Kingston, TN 37763		Issued: 10/10/2017	
RM2017-082		Submitted: 10/11/2017	In Process: 5
RM for BP2017-293		Technically Complete:	Waiting: 0
152 Rose Circle, Kingston, Tn 37763		Approved:	Total Days: 5
RM2017-083		Ready to Issue:	Total Cycles: 1
RM for BP2017-072		Issued: 10/11/2017	
122 Turkey Ridge, Rockwood, TN 37854		Submitted: 10/12/2017	In Process: 5
RM2017-084		Technically Complete:	Waiting: 0
RM for BP2017-447		Approved:	Total Days: 5
517 Poland Hollow Road, Harriman, TN 37748		Ready to Issue:	Total Cycles: 1
RM2017-085		Issued: 10/17/2017	
RM for BP2017-464		Submitted: 10/30/2017	In Process: 0
233 Serenity Drive, Harriman, TN 37748		Technically Complete:	Waiting: 0
RM2017-086		Approved:	Total Days: 0
RM for BP2017-190		Ready to Issue:	Total Cycles: 1
179 Bluegreen Way, Rockwood, TN 37854		Issued: 10/30/2017	
RM2017-087		Submitted: 10/31/2017	In Process: 0
RM for BP2017-190		Technically Complete:	Waiting: 0
		Approved:	Total Days: 0
		Ready to Issue:	Total Cycles: 1
		Issued: 10/31/2017	



Issued Permits By Department

Page 13 of 13

ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
10/01/2017 AND 10/31/2017

Report run on: 11/01/2017 08:07 AM

BUILDING	RM	RM2017-087	Submitted: 10/31/2017	In Process: 0
		RM for BP2017-324	Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
		217 Majestic View Drive, Rockwood, TN 37854	Ready to Issue:	Total Cycles: 1
			Issued: 10/31/2017	

KINGSTON WATER TREATMENT PLANT



OCTOBER OPERATIONS REPORT

2017

Water Treatment Plant		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
G A L L O N S	Influent (Raw)	21,663,000	22,206,000	-2.51%	722,000	924,000	563,000
	Effluent (Finish)	19,937,000	20,424,000	-2.44%	665,000	823,000	452,000
	Spring Supply	13,066,000	13,727,000	-5.06%	436,000	466,000	409,000
	Total Finish Prod.	33,003,000	34,151,000	-3.48%	Distribution & WTP Report: 3,660,000		
Plant Efficiency		99.47%	99.56%	-0.09%	gals. usage flushing and Tank refilling.		
Distribution					Public Works: No Report		
G A L L O N S	Consumption	21,868,700	22,026,500	-0.72%	Fire Dept: No Report		
	Reported Usage	3,660,000	3,970,000	-8.47%	Park & Rec: No Report		
	Water Loss	7,474,300	8,154,500	-9.10%	WWTP: No Report		
	%	22.65%	23.88%	-1.23%			

Note: The Water Production, Consumption and Loss data is for the September 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 of the required regular monthly sampling.
- * Mowed & trimmed the Waterplant grounds 4 times, at the Spring Pump House 2 times. Spring Site & over Spring Gravity Line once.
- * Lead & Copper Sampling Results were very good. All sites were well below the MCL / Action Level.
- * Lead & Copper Sampling Results and Data etc. have been submitted to TDEC & EPA.
- * Customer Notifications have been sent to all participating residents of Lead & Copper Sampling.
- * Distribution has completed the Annual Fall System Flushing.
- * Completed the last two Satellite SCADA Sites (On-Line), allowing 4 more phone lines to be disconnected.
- * Replaced the valve and discharge line on the Rockwood Interconnect flush point.
- * Began 2 years of LT2 (Long Term 2 Enhanced Surface Water Treatment Rule) Bi-Weekly Sampling.
- * Completed Benchmarking of Ladd Landing Pump Station for future comparisons as necessary.
- * Installed 2 Air Relief Valves on Plant High Pressure Filter Surface Wash Lines.
- * Completed the Quarterly TOC (Total Organic Compounds) Sampling. The Results showed 38.6 % Removal. We are required 25% Removal. For the Year we Achieved 1.5 times the Amount Required of TOC Removal.

0

Schedule of Unaccounted For Water October

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	33,003,000
C	Water Purchased	0
D	Total Water Treated and Purchased (Sum Lines B and C)	33,003,000
E Accounted for Water:		
F	Water Sold	21,868,700
G	Metered for Consumption (in house usage)	1,160,000
H	Fire Department(s) Usage	0
I	Flushing	2,500,000
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)	25,528,700
O	Unaccounted for Water (Line D minus Line N)	7,474,300
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	22.647%

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.



11/6/2017

Kingston Wastewater Treatment Plant

TO: David Bolling, Kingston City Manager
FROM: Tony Workman, WWTP Manager
DATE: November 7, 2017
RE: October Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.5521	1.6330	.3630	17,115,800
Effluent	.5454	1.5670	.3620	16,907,300

Total gallons of chlorine used was 387 @ \$2.09 gallon= \$808.83.

There was 6.11 inches of rain. There were no sewer overflows. There were 5 hauls of sludge to the landfill that totaled 45.78 tons.

We are still waiting for the impeller for the Pump Station on Gallaher Road. I expect it to be arriving soon.

We are beginning to have some issues with the disposable wipes that are being flushed. Below is a picture of the amount towels from the #2 pump station, located on Highway 58, which we recently had cleaned. The #1 pump station also had the wipes accumulate on the transducer, triggering a high level alarm.



WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: OCT. 2017

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1


TASK	RESOLVED	PENDING
INSTALL NEW METER		
Read-out	44	
RE- READS	6	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION	1	
READ INS	34	
CHECK FOR HUNG METER	3	
CHANGE OUT HUNG / BROKEN METER	2	1
CHECK FOR LEAK AT METER	24	
METER LEAKS	9	
AFTER HOURS - WATER	10	
SERVICE LINE LEAK	10	
LINE LOCATES	120	
TURN OFF FOR NON PAYMENT	47	
TURN WATER BACK ON	35	
YARD WORK	14	1
DOOR HANGERS	4	
MANUAL READ	6	
AFTER HOURS - SEWER	1	
SEWER- TAP NEW ACCOUNT		
RELOCATE SEWER CONNECTION		
SEWER BACK UP	8	
CHECK TO SEE IF STILL OFF	17	
TAP ESTIMATES	1	
PROFILE REQUESTED	1	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	1	

WATER DEPARTMENT MONTHLY REPORT

Month of: OCT. 2017

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RELOCATE METER		
CHECK FOR TAMPERED METER		
REPAIR BROKEN SEWER LINE	1	
NO WATER	1	
WATER TASTE BAD		
CHECK WATER PRESSURE	2	
SEWER BAD SMELL		
SIDEWALK-DRIVEWAY REPAIR		
REPLACE MAN HOLE COVER	4	
LOCATE SEWER LINES		
REPLACE METER /METER BOX/LID	6	
REPLACE TAMPERED METER		
REPLACE VALVE	2	
FLUSH LINES	15	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	3	
REPLACE CUT-OFF VALVE	3	
Install flotting meter		
LOCATE WATER METER	2	
Total		440
		5
OVER-TIMES HOURS	76	
FIRE HYDRANTS		
ROAD PATCHES		3
PULLED METERS	3	


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

Kingston Public Library (KPL)

1004 Bradford Way
Kingston Tennessee 37763
865-376-9905

2 November 2017

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 October, 2017:

Children's Programming

We had four programs with 95 attending. The kids had a Halloween party in the last week.

Tech classes

We had a class on Oct. 7th on Google Docs and a Tech Lab on the 21st. We had four participants.

Evening program

Melanie Harmon came on the 26th and gave a very interesting presentation on her experience of hiking the Appalachian Trail. There were ten guests for that event.

Library work

A new bookshelf was installed in the young adult section, and a new display for newspapers was put up. This expands the space for kids without taking anything away from the adults. We'll be working now on getting some new books to fill up the new shelf.

Summary

Patron count for the month totaled 1582.

There were 2,078 checkouts and renewals for adults and 522 for kids, totaling 2600.

The READS circulation for ebooks was 2217 for adults and 108 for kids, totaling 2325.

Respectfully submitted,
ERS

Kingston Public Library

Meeting Minutes

October 12, 2017

Present: Vic King, Dianne Griffith, Trudy Wideman, Emily Steele, Joe Parker, Randy Childs, and Liz Schreck

Absent: Emily Smith, Mary Ann Wesoloski

- 1) Vic King called the meeting to order at 5:00 p.m.
- 2) Joe Parker moved to have the minutes of the September 14th meeting approved. Dianne Griffith seconded the motion and the minutes were approved.
- 3) Treasurer's Report
 - Treasurer Mary Ann Wesoloski was not present but Emily Steele reported the current treasury balance does not reflect an upcoming \$9,000 reimbursement from a technology purchase. KPL purchased new computers after being awarded a grant from the Tennessee State Library and Archives. Funds from the grant will provide the reimbursement.
 - Dianne Griffith moved to accept the treasurer's report. Joe Parker seconded the motion. The report was approved.
- 4) Public Comments
 - There was no one from the public present.
- 5) Ocoee Regional Library Report – Liz Schreck
 - Announcements
 - ❖ A R.E.A.D.S. Refresher Workshop led by Marion Bryant and Marlow Peters will be held on Thursday, October 19th at Ocoee River Regional Library. Discussion will include partnering with schools and digital cards.
 - ❖ Grant opportunities are as follows:
 - TOP Grant – Tennessee State Library & Archives partnering with the Department of Economic and Community Development will provide a grant opportunity to public libraries in Tennessee. Grant funds will be available for training opportunities for the public and can be used to purchase the services of trainers for computer classes, to purchase hardware/software for the express purpose of providing public training, and to provide supplemental funds for those in high poverty and low literacy areas. A local match is required and is based on the level of the library. Kingston is a level 3, therefore a 20% match is required. The deadline to apply is December 1, 2017.
 - STEM Grant – Science, Technology, Engineering, and Math grants are awarded for up to 10 libraries to create a STEM program for their communities that promote uses of broadband and digital technology. A 20% local match is required and the deadline to apply is December 1, 2018

- Library Technology Training Grant – For KPL this grant, which would provide laptops and training, would mean \$9,900 in grant monies. That, plus a required match of \$1,100, would net the Kingston Public Library a total of \$11,000 for technology purposes.
- 2018 LSTA Technology Grant – If awarded, this grant along with a match of \$660.00 would provide the Kingston Public Library with a total of \$1,320.00.
- TN Trustee Certification Program
 - ❖ Dr. Joe Parker was awarded a certificate in recognition of his completion of the Tennessee Library Trustee Certification Program. Dr. Parker completed 10 training session in order to receive this recognition.
- R.E.A.D.S.
 - ❖ R.E.A.D.S. Advantage Plus began on Monday, October 2nd. All Advantage titles purchased prior to April 1st will be available for all library patrons consortium-wide to check out.
 - ❖ Patrons now have a new feature that allows them to keep up with their reading history.
- Annual Maintenance of Effort form FY2017-18
 - ❖ Once figures and signatures are complete for Kingston, Roane County, and Oliver Springs this document will move on to the State library for final approval.

6) Director's Report

- Children's Programming
 - ❖ Four story times were offered in September. Seventy-one children and parents attended.
 - ❖ Friday morning programs for home schooled children were offered in September. A total of seventeen children attended the program.
- Adult Programs and Classes
 - ❖ Two computer classes are scheduled for adult participation in October. Google Docs and a tech lab will be offered.
 - ❖ A guest speaker scheduled during September showed photographs from her travels in Vietnam. Fifteen guests enjoyed the presentation. In October the library will host a speaker who will talk about hiking the Appalachian trail.
- Library Work
 - ❖ Painting is complete on the library's interior. Halloween decorations are displayed and include mums donated by a library patron.
 - ❖ Currently, the adult nonfiction section of the library is being weeded and relabeled. Books in the juvenile section have been moved and a number of them were relabeled as well. Old hand written labels are being replaced with typed labels.
 - ❖ A new bookshelf for the young adult section and a new newspaper stand will arrive in the month of October. These new additions will make it necessary to move furniture around to make better use of the space.
- Circulation Summary
 - ❖ There were 2,095 R.E.A.D.S. checkouts during the month of August.

- ❖ There were 2,309 adult checkouts and 459 children's checkouts for the month.
- ❖ Patron count for the month totaled 1536.
- Joe Parker made the motion to approve the director's report. Dianne Griffith seconded the motion and the report was approved.

7) Old Business

- 25th Anniversary in KPL's "New" Building
 - ❖ Kingston Public Library's 25th Anniversary celebration will be held on November 9, 2017 at 5:00 p.m.
 - ❖ Emily Steele will decorate and have light refreshments available for members of the public who would like to commemorate this milestone in the library's history. Money from the programs line of the budget will be used to fund the event.
 - ❖ A scrapbook and newspaper articles highlighting the library and its role in the community throughout the years will be displayed at the celebration.
 - ❖ Dr. Joe Parker will submit an article to the Roane County News prior to November 9th inviting the public to attend the anniversary party.
- Bench Donation
 - ❖ In an effort to select and purchase a memorial bench with a \$1,000.00 donation from the family of John Emch, Emily Steele was unable to reach Rick Ross for information as to the best type of bench to purchase for outdoor use and advice on how to secure the bench. It was recommended that she contact Tim Clark who is with the Street Department. He may be able to supply the information needed and his crew may be able to handle the installation.

8) New Business

- Report from Trustee Meeting
 - ❖ Dr. Joe Parker and Emily Steele attended the 2017 Library Trustee Workshop on September 15th in Crossville, Tennessee.
 - ❖ New library laws were included on the Trustee workshop agenda and were of special interest to our attendees.
 - ❖ Workshop attendance is highly encouraged and is tied to tech grants being awarded to public libraries.
- New Library Laws
 - ❖ New library laws were discussed at the Trustee Workshop. Of special interest was the criteria involved in asking someone to leave that made library staff and patrons uncomfortable.
 - ❖ Library Trustee term limits have been solidified. Joe Parker will check with City Manager, David Bowie, concerning our compliance with the beginning and end of Kingston Public Library Trustees' term limits.
- Training in November
 - ❖ Emily Steele will attend an ALA sponsored Youth Services Symposium in Louisville, Kentucky on November 2, 3, and 4.

- Kingston Public Library Board Member Expirations
 - ❖ Liz Schreck will send an updated KPL board member term expiration list.
 - ❖ A sign will be placed at the library circulation desk encouraging anyone interested in serving on the board to apply.
 - Upcoming Maintenance
 - ❖ Emily Steele provided a list of 17 maintenance needs that will need to be addressed in the near future.
- 9) Recommendations for Improvement – Notes in Suggestion Box
- ❖ A follow up from last month's suggestion that the library collection contain more conservative titles produced a list of authors and titles that can be considered when purchasing this type of books.
- 10) Chairman's Comments
- ❖ Vic King commented that he was pleased with the meeting, information provided by Liz Schrek from the Ocoee Regional Library, the information Joe Parker was able to share from the Trustee workshop, recent improvements on the building, the possibility of a new bench, and the \$11,000.00 technology grant that the KPL received.
- 11) The next KPL Board meeting date is scheduled for November 9, 2017 at 4:30 p.m.
- 12) Adjournment was moved by Trudy Wideman and seconded by Dianne Griffith. The motion was approved and the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Trudy Wideman

**MINUTES
KINGSTON PLANNING COMMISSION
OCTOBER 17, 2017**

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on October 17, 2017 at the Kingston City Hall.

Members Present

Kevin King, Chmn.
Gary Lay, V. Chmn.
Bo Pickel, Sec.
Tim Neal, Mayor
Eric Bacon
John Byrkit
Lou Qualls
Stephanie Wright

Members Absent

Gary Botkin
Chuck Hutzler

Others Present

David Bolling
Marsha Marshall
Kristin Lang

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairman King. On a motion by Vice Chairman Lay and a second by Mr. Byrkit, the commission voted to approve the minutes of the September 19, 2017 meetings.

REPORTS

Mayor Neal reported that the ordinance to regulate message board signs had passed on second reading and was now in effect.

SITE PLAN REVIEW – MCDONALDS RESTAURANT BY KRISTIN LANG

Kristin Lang, of Britt Peters and Associates, presented a site plan of the McDonalds Restaurant proposed redevelopment. The site plan showed an adjacent property that has been acquired and incorporated into the site plan. The McDonalds building will be demolished and rebuilt. The site plan showed an approximate 50' x 100' building to be located in the center of the property. There would be forty-nine parking spaces primarily at a 60 degree angle with the one-way counter clockwise flow of traffic. The traffic aisles would be twenty feet wide and the ingress/egresses were proposed to be about 27' wide. The ingress/egress to Kentucky Street was proposed to be moved away from the traffic light. Ms. Lang stated that the parking was designed to the standards of the "Architectural Graphic Standards" document, as required by the zoning ordinance.

Also, the dumpster is to be located at the rear of the property and will be enclosed. Additional landscaping will be provided in the areas that are not used for the building or parking.

City Manager Bolling noted that even though the Kentucky Street driveway was moved away from the traffic light, left turns entering and exiting the site would be difficult and dangerous. Ms. Lang stated that TDOT was contacted regarding the driveway and found it to be satisfactory. Mr. Bolling said he would contact TDOT and see if they had any suggestions to improve safety.

Staff Comments and Recommendations

Staff stated that the site plan met the requirements of the zoning ordinance and that it be approved by the planning commission.

Action Taken

On a motion by Vice Chairman Lay and a second by Secretary Pickel, the commission unanimously voted to approve the site plan on a roll call vote.

PLANNING COMMISSIONER TRAINING - ZONING

Staff provided commissioners with one hour of training about zoning. Staff began the training with the statutory authority of zoning, the purpose of zoning, the rolls of the legislative body and planning commission, how zoning maps and regulations are adopted and amended, elements of zoning regulations, and the board of zoning appeals.

ADJOURNMENT

On a motion by Ms. Wright and a second by Mr. Qualls, the meeting adjourned at 7:20 p.m.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
OCTOBER 26, 2017
341 W. ROCKWOOD STREET
4:30 PM

ROLL CALL — DAVIS, FISHER, HOLLOWAY, LAYNE & WHITE

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from September 28, 2017	Approval
August 2017 Financial Statements	Approval
Manager's Report	Approval
Visitor Comments	Information

OTHER BUSINESS

Old:

1. None

New:

- | | |
|--|----------|
| 1. FY 2017 Financial Audit | Approval |
| 2. Retiree Health Care Insurance Renewal | Approval |
| 3. Retiree Health Care Policy Amendment | Approval |
| 4. Bad Debts | Approval |
| 5. Election of Officers | Approval |

Announcements

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on September 28, 2017. Board members present were Davis, Fisher, Holloway, Layne and White.

A motion was made by Holloway, seconded by Davis to approve the July 25, 2017 minutes as recorded. All voted yes.

A motion was made by Davis, seconded by White to approve the special called meeting on August 2, 2017. All voted yes.

A motion was made by White, seconded by Davis to approve the Financial Statements. All voted yes.

As part of the Manager's Report, the fuel cost adjustment beginning October 1, 2017 will be 1.707 cents per kilowatt-hour for standard service classes and 1.656 cents per kilowatt-hour for non-standard service customers. The annual TVPPA/DIC Safety audit was conducted on August 23, 2017. There were no items on the checklist marked for non-compliance. The auditor, Steve Powell, commented on several items he found in excellent order. As a result, the utility is eligible to receive a discount of 5% on its workers' compensation insurance renewals. Congratulation to Marty Hill, the warehouse, and all employees on an excellent job. SecurIT360 has submitted three different proposals on varying levels and pricing for a security audit for the utility's network. At this time the base line proposal of \$4,900.00 is all the utility needs. It consist of both an internal and external vulnerability assessment and should help to improve our policies. The leading practice if for a utility to conduct cyber security assessments annually or when new systems are implemented. The last assessment performed by Rockwood Electric was in 2012.

In other news, the new bucket truck should arrive later this year. The Kingston Office renovations are almost complete. The reopen date is still set for October 16, 2017. Some minor things may still be needed after the opening date but should not interfere with the office operations. Several sponsorship requests have been received from various agencies. The Board agreed to participate in the Rockwood Civitan Golf tournament for \$100. The utility has 2 tickets to the Roane Alliance Gala 2017. Don White said he would be interested in attending to represent Rockwood Electric. Mr. Holloway will check with the City of Rockwood on combining a sponsorship to support CASA Winter Blast. The Board asked for an itemized list of events that the Board sponsors each year along with the cost. The September 2017 edition of CSA's "Lines" magazine has a feature article on Rockwood Electric's new office building and our decision to go with a geothermal system for heating and cooling. The safety meeting this month was on the use of cell-phones and electronic devices. The new APPA safety manual has more stringent requirements than the previous editions. A motion was made by Layne, seconded by Davis to approve the Manager's Report. All voted yes.

Chairman Fisher and the Board congratulated Angie Wampler on her new role as the Utility's Manager of Accounting. They also welcomed Ms. Tabatha Watts as a new employee in the Customer Service Department. Holloway commended the employees on the safety audit.

Allan Thompson invited the Board to have lunch and play golf on October 10, 2017. This is our second annual golf tournament. All proceeds of the golf tournament will go to MidEast for the "Thinking of Others" program.

A motion was made by White, seconded by Layne to approve TVA's Wholesale Power Cost Rate Adjustment effective October 1, 2017. The impact on residential customers for 1,000 kWh usage is 1.36% or approximately \$19.00 per year. All voted yes.

A motion was made by Davis, seconded by Layne to approve the TVA Annual Report which includes the Pole Attachment Rate Calculation for 2017. The new rate is \$32.27. All voted yes.

A motion was made by White, seconded by Layne to have a Draft copy of the Special Lighting Agreement with the City of Rockwood and Rockwood Electric sent to Greg Leffew for legal approval. As part of the Agreement, the Board approved a pole utilization fee of \$21.18 per pole per year. All voted yes.

A motion was made by Holloway, seconded by White to approve Manager Bear to send an agreement and move forward on a Dark Fiber Lease with Windstream. The agreement was provided by Larry Cash, Miller & Martin law firm. Windstream will extend fiber for REU along W. Spring Street and W. Race Street in Kingston. Windstream will pull their own fiber to the Roane Medical Center. The agreement would consider a dark fiber swap of 24 fibers for the mutual benefit of each party. All voted yes.

A motion was made by Davis, seconded by Holloway to approve the proposal from S&C Electric to purchase a communication network management system to continuously monitor the performance and integrity of the entire radio system and the distribution equipment and intelligent switches on the system. This includes recloser, intellirupter, capacitors banks, and voltage regulators. The cost is \$38,750 with an on-going annual software license fee and maintenance plan of \$4,800. All voted yes.

A motion was made by Layne, seconded by Davis to approve the revised organizational chart. The change adds Angie Wampler as Manager of Accounting and includes Tabatha Watts in the Customer Service Department. All voted yes.

A motion was made by Holloway, seconded by White to approve signing the US Bank Master Services Agreement Amendment. All voted yes. The amendment adds Angie Wampler to the list of approved signers.

A motion was made by Davis, seconded by White to approve the OPEB Trust Full Trading Authorization. All voted yes. The authorization adds Angie Wampler to the list of approved signers.

IBEW Local 760 sent a letter to Manager Bear on August 11, 2017. The Union informed Rockwood Electric of its desire to modify and/or change the existing Memorandum of Understanding. Proposed changes include: (1) a 3 year contract. January 1, 2018 to December 31, 2020. (2) Wage increase over the duration of the agreement of 5% each year. (3) Adding President's Day or other floating holiday. Allowing employees with birthdays falling on normal work days to be allowed to take a day off, of their choosing, prior to or immediately following within the same pay period. (4) Time worked on approved holidays be paid for at two times the regular straight rate of time. (5) Increasing the employer contribution into the retirement plan from 10% to 15% of regular wages for employees hired after June 1, 2001. The employee would still be required to contribute 5% of their regular wages. (6) To open a discussion about Spouse Insurance after retirement for all employees and to discuss options for Health insurance coverage for employees with 10 years of service to REU that become disabled or deceased regardless if on the job or away from work when an accident occurs. (7) To have a discussion about disciplinary procedures involving personal days when there is a report of an on the job accident. Manager Bear gave the Board written recommendations to the proposals. He also stated that nothing disciplinary was associated with receiving personal leave. It is based solely on the use of sick leave and the OSHA 300 log, which the Utility is required to maintain. To comply with Tennessee's laws on open meetings for governing bodies of public entities, he also recommended to the Chairman that he should appoint himself or another board member to serve as part of an advisory committee to talk with the IBEW representative about the Memorandum of Understanding proposals. A motion was made by White, seconded by Layne to defer action on the Memorandum of Understanding. All voted yes.

A motion was made by Layne, seconded by White to approve the write-off of uncollectible debts for the period of May 2017 in the amount of \$2,898.95 and for the period of June 2017 in the amount of \$3,248.27 and noted in July 2017 \$701.77 was collected and in August 2017 \$3,825.35 was collected. All voted yes.

Mr. Holloway was going to check to see if it would be a conflict of interest for a Mike Fuller, Rockwood City Council, to prepare an appraisal on the annex office located at the corner of Rockwood Street and Wilder. He noted that the property at the corner of Chamberlain and Rockwood Street where a pawn shop was previously located was for sale as well.

Manager Bear announced the retirement of Jim Cooley. Mr. Cooley's last day will be February 18, 2018. Tentative plans are to post the position in-house in the near future to minimize impacts to the operations of the utility and ensure adequate time for transition.

A motion was made by Holloway, seconded by Layne to adjourn. All voted yes.

Chairman
Lee Fisher

Secretary/Treasure
Don White

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 1
Rockwood Electric Utility		AUGUST 2017		
BALANCE SHEET				
ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT	LIABILITIES AND OTHER CREDITS	ITEM NO
UTILITY PLANT Electric Plant. 1 62,122,009.32 Less Depreciation. 2 15,621,679.07 Total. 3 46,500,330.25 Unamortized acq. adj. 4 Other utility plant - net. 5 Total Plant - net. 6 46,500,330.25			CAPITAL Membership certificates. 30 EARNINGS REINVESTED IN SYSTEM ASSETS Beginning of year. 33 43,416,689.29 Current year to date. 34 319,539.35 Total. 35 43,736,228.64	
OTHER PROPERTY AND INVESTMENTS Nonutility property - net. 7 Other investments. 8 26,239.37 Sinking funds. 9 Depreciation funds. 10 Other special funds. 12 2,092,067.00 Total. 13 2,118,306.37			LONG-TERM DEBT RUS. 36 CFC. 37 CoBank. 38 Bonds and other long-term debt. 39.1 4,525,200.00 TVA. 39.3 Debt premium and discount. 40 49,210.08 Total. 41 4,574,410.08	
CURRENT AND ACCRUED ASSETS General cash and temporary cash investments. 14 4,991,739.17 Accounts receivable. 15 2,698,805.92 Materials and supplies. 16 503,054.90 Prepayments. 17 91,448.62 Other current assets. 18 942,900.84 Total. 19 9,227,949.45			OTHER NON-CURRENT LIABILITIES Postretirement Benefits. 39.2 2,100,067.00 Energy Service Loans - Advances. 42 311,000.57 Energy Service Loans - Other. 43 Total. 44 2,411,067.57	
DEFERRED DEBITS Debt expense. 20 Preliminary survey. 21 Clearing accounts. 22 Energy Service Loans receivables. 24 474,503.74 Deferred costs on TVA Leases. 25 Other deferred debits. 26 Total. 27 474,503.74			CURRENT AND ACCRUED LIABILITIES TVA notes payable. 45.1 Other notes payable. 45.2 Accounts payable. 46 5,508,333.91 Customer deposits. 47 1,185,607.71 Taxes and equivalents accrued. 48 15,958.18 Interest accrued - RUS. 49 14,673.74 Interest accrued - CFC. 50 Interest accrued - CoBank. 51 Interest accrued - TVA. 52.1 Interest accrued - other. 52.2 Other current liabilities. 53 855,736.19 Total. 54 7,580,309.73	
DEFERRED CREDITS Advances for construction - refundable. 55 Other deferred credits. 56 19,073.79 Total. 57 19,073.79				
TOTAL ASSETS AND OTHER DEBITS. 28 58,321,089.81			TOTAL LIABILITIES AND OTHER CREDITS. 58 58,321,089.81	

() Indicates red figures

CFC or CoBank Investments included in Item No. 8 26,239.37

Construction work in progress included in Item No. 1 1,876,023.82

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		AUGUST 2017		
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT	ITEM NO	THIS MONTH	YEAR TO DATE	
OPERATING REVENUE				
Electric sales revenue (page 7, item 332).....	59	3,192,650.07	6,340,711.18	
Revenue from late payments.....	60	19,714.49	33,715.35	
Misc. service revenue.....	61	5,240.00	9,319.00	
Rent from electric property.....	62	47,175.57	96,956.90	
Other electric revenue.....	63	5.00	10.00	
Total operating revenue.....	64	3,264,785.13	6,480,712.43	
PURCHASED POWER				
Total power cost (page 7, item 342).....	65	2,292,605.59	4,786,155.12	
OPERATING EXPENSE				
Transmission expense.....	66			
Distribution expense.....	67	130,261.90	197,005.99	
Customer accounts expense.....	68	62,123.42	104,681.07	
Customer service and informational expense.....	69	833.33	1,666.66	
Sales expense.....	70	18,188.00	17,683.00	
Administrative and general expense.....	71	196,135.29	381,298.38	
Operating expense.....	72	407,541.94	702,335.10	
MAINTENANCE EXPENSE				
Transmission expense.....	73			
Distribution expense.....	74	108,633.22	182,424.79	
Administrative and general expense.....	75			
Maintenance expense.....	76	108,633.22	182,424.79	
OTHER OPERATING EXPENSE				
Depreciation expense.....	77	124,701.13	249,292.03	
Amortization of acquisition adjustment.....	78			
Taxes and tax equivalents.....	79	116,987.12	226,054.66	
Other operating expense.....	80	241,688.25	475,346.69	
TOTAL OPERATING EXPENSE AND PURCHASE POWER.....	81	3,050,469.00	6,146,261.70	
INCOME				
Operating income (item 64, less item 81).....	82	214,316.13	334,450.73	
Other income.....	83			
Total income.....	84	214,316.13	334,450.73	
Miscellaneous income deductions.....	85	1,025.00	1,025.00	
Net Income before debt expense.....	86	213,291.13	333,425.73	
DEBT EXPENSE				
Interest on long-term debt - RUS.....	87			
Interest on long-term debt - CFC.....	88			
Interest on long-term debt - CoBank.....	89			
Interest on long-term debt - other.....	90.1	7,336.87	14,673.74	
Interest - TVA.....	90.2			
Other interest expense.....	92			
Amortization of debt discount and expense.....	93			
Amortization of premium on debt - credit.....	94	(393.68)	(787.36)	
Total debt expense.....	95	6,943.19	13,886.38	
NET INCOME				
Income before extraordinary items (item 86, less item 95).....	96	206,347.94	319,539.35	
Extraordinary items.....	97			
Net Income.....	98	206,347.94	319,539.35	

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	PAGE 3
Rockwood Electric Utility	AUGUST 2017	

STATISTICAL DATA

CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential.	100	1,777,991.99	3,543,357.41	107	15,805,838	31,137,488
Gen. Power - 50 kW & under.	101	478,329.76	898,573.13	108	3,663,583	6,789,983
Gen. Power - Over 50 kW.	102	880,324.54	1,782,551.45	109	9,713,491	19,300,905
Street and athletic - Codes 72, 73 & 74.	103	24,533.41	52,742.23	110	158,724	368,102
Outdoor lighting - Codes 75, 77 & 78.	104	31,470.37	63,486.96	111	219,512	439,455
Subtotal.	330	3,192,650.07	6,340,711.18			
Unbilled revenue*	331					
Total (page 2, item 59).	332	3,192,650.07	6,340,711.18	335	29,561,148	58,035,933
				113	40,822	80,628
				114	29,601,970	58,116,561
				336		

Kilowatt-hours for own use.

Total kilowatt-hours sold and used.

Kilowatt-hours in unbilled revenue (items 331) above* . . .

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 914.06	N/A
Gen Partners-GP<50kW	\$ 314.89	N/A
Gen Partners-GP>50kW	\$ 1,312.14	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

PURCHASED POWER

TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power.	115	2,292,605.59	4,786,155.12	119	29,466,458	60,743,413
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	2,292,605.59	4,786,155.12	122	29,466,458	60,743,413
Other Purchased Power*	218			222		
Subtotal.	340	2,292,605.59	4,786,155.12			
Unbilled Purchases*	341					
Total (page 2, item 65).	342	2,292,605.59	4,786,155.12	345	29,466,458	60,743,413
				123	29,601,970	58,116,561
				124	(135,512)	2,626,852
				125	(.46)	4.32
				127	7.780	7.879
				346		

Less kilowatt hours sold and used (item 114).

Line losses and kilowatt-hours unaccounted for.

Percent of losses to purchases (2 decimal places).

Cost per kilowatt-hour including facilities rental (cents).

Kilowatt-hours in unbilled purchases (Item 341) above* . . .

**Purchased other power under contract number TV- _____ from _____

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

Rockwood Electric Utility

FOR MONTH AND YEAR

AUGUST 2017

PAGE 3a

CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential.	11,591	11,561
Gen. Power - 50 kW & under.	2,806	2,758
Gen. Power - Over 50 kW.	127	139
Street and athletic - Codes 72, 73 & 74.	39	38
Outdoor Lighting - Code 78.	140	141
Total.	14,703	14,637
Special Outdoor Lighting - Code 75.		
Outdoor Lighting - Code 77.	2,160	2,168

LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41).	4,574,803.76
Add new long-term debt this month (page 3).	
Total.	4,574,803.76
Less reductions this month (page 3).	393.68
Long-term debt this month (item 41).	4,574,410.08

OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals	THIS MONTH	YEAR TO DATE
Footnotes:	86.03%	87.50%

SIGNED

Angela J. Wampler

TITLE

Accounting Mgr.

DATE PREPARED

September 29, 2017

*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.



City of Kingston
Project Status Update
October 2017

GREENWAY

		Date Completed/Closed Out
Project Cost:	\$369,505.00	
Engineer/Architect/Consultant:	V&M	
Contractor:		
Status (Percent complete)	100%	
Estimated Completion Date	February 1, 2017	
Notable outstanding issues:	Close-Out	

Notes:

1. Still awaiting final close-out notification from the State

HOME GRANT

		Date Completed/Closed Out
Project Cost:	\$250,000	
Engineer/Architect/Consultant:	Comm. Dev. Partners	
Contractor:		
Status (Percent complete)	50%	
Estimated Completion Date	Fall 17 / Winter 18	
Notable outstanding issues:	Renovations Pending	

Notes:

1. Bids opened on other three homes on June 26th

LPRF GERTRUDE PORTER PARK

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Robert Campbell	
Contractor:		
Status (Percent complete)	100%	
Estimated Completion Date	August 2017	
Notable outstanding issues:	State Approval	

Notes:

1. Awaiting transmittal of final reimbursement.