



City Manager Report

October 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:

Boats line up on July 4th to view fireworks

Distributed:

November 10, 2015

Message from the City Manager

Management

- City Manager

Finance

- Finance/HR
- Human Resources
- City Clerk

Public Safety

- Police
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 - Three Rivers Amphitheater Report
- Building Permits

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

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- 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



November 10, 2015

To: Kingston City Council
City Staff
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: October 2015

Legislative Accomplishments

- A. Second Reading of an Ordinance to Amend the City Code Title 13 by Adding Regulations for Removal of Vegetation and Debris from Overgrown and Dirty Lots

Legislative Matters Forthcoming

- A. First 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. Approval of to Construct a Pavilion at the Gravel Pit with TVA Enhancement Funding (capped at \$56,000)
- B. Approval of HOME Grant Program Policies and Procedures and Resolution for the City of Kingston
- **External Meetings**
 - Chamber Board Meeting
 - Roane Alliance Board
 - City Manager Meeting
 - TDOT
- **Internal Meetings**
 - Discussed various legal issues with the City Attorney
 - Department Head Meeting
 - Work Group Meeting

Ongoing Work

- Greenway Project Extension: **Construction underway**
- Phase II Solar Project: **Construction underway**
- TVA Funding: **Construction began on pavilion at Gravel Pit**
- Porter Park: **State design approval pending**
- HOME Grant: **Public meeting set for 11/18**

FINANCE AND ADMINISTRATION REPORT OCTOBER 2015

- * CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO UTILITY BI
- * CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS 372 TOTAL -DONATIONS TOTAL \$2039.06 DISBURSED \$0
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR SEPTEMBER 3730 FOR A TOTAL AMOUNT OF \$310,858.
- * NEW WATER SERVICE APPLICATIONS FOR AUGUST TOTALED 44 NEW CUSTOMERS MAKING TOTAL OF 3730 ACCOUNTS
- * 59 CUSTOMERS FINALED OUT SERVICE
- * 172 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 589
- * TOTAL E-BILL ACCOUNTS - 122
- *
- *
- *

CITY OF KINGSTON COMBINED

FINANCIAL SUMMARY FY OCTOBER 2015

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

City of Kingston
Financial Summary
Oct-15

KEY REVENUE INDICIES

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Target</u>	<u>Projected Over (Under) Budget</u>
General Fund	Local Sales Tax	\$ 81,815	\$ 355,174	\$ 995,000	\$ 995,000	
	State Shared Tax	\$ 65,669	\$ 367,818	\$ 817,514	\$ 817,514	
(Delinquent and Current	Property Tax	\$ 10,059	\$ 34,247	\$ 2,157,537	\$ 2,157,537	
	Court Fines/Fees	\$ 4,656	\$ 13,042	\$ 50,000	\$ 50,000	
Tourism	Hotel/Motel Tax	\$ 5,619	\$ 20,084	\$ 47,000	\$ 47,000	
Water/Wastewater	User/Fees	\$ 274,688	\$ 1,123,724	\$ 3,587,721	\$ 3,587,721	

Revenue Summary					
General Fund Collected YTD	\$	1,764,538	Wastewater Fund Coll YTD	\$	1,123,724
General Fund Target	\$	6,029,914	Wastewater Fund Target	\$	3,587,721
Difference	\$	4,265,375	Difference	\$	2,463,996

EXPENDITURES SUMMARY

<u>Operating Departments</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized/ Projected</u>	<u>Budget</u>	<u>Projected (Over)Under Budget</u>
General Government	\$ 8,744.00	\$ 58,562.00	\$ 235,123.00	\$ 235,123.00	
Community Development	\$ 848.00	\$ 3,391.00	\$ 10,275.00	\$ 10,275.00	
Police	\$ 70,572.00	\$ 312,004.00	\$ 936,848.00	\$ 936,848.00	
Fire	\$ 72,187.00	\$ 297,692.00	\$ 996,406.00	\$ 996,406.00	
Public Works	\$ 87,222.00	\$ 248,868.00	\$ 812,595.00	\$ 812,595.00	
Parks & Recreation	\$ 37,863.00	\$ 172,902.00	\$ 601,289.00	\$ 601,289.00	

OPERATIONS EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Target</u>	<u>% of Budget</u>
General	\$ 398,097.91	\$ 1,469,135.53	\$ 6,029,914.00	
Water/Wastewater	\$ 243,648.57	\$ 992,045.15	\$ 3,587,721.00	

October 2015 Billing Information and Business License

October 2015 Billing

Bill Net	310858.78
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Bill Gross	341633.71
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New Customers	44
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Final Bills	59
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Water	3730
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Sewer	2453
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Sprinkler	13
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Trash	2420
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Service Charge	0
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Sewer Flat Rate	1
-----------------	---

Secondary Water	49
-----------------	----

Secondary Sewer	37
-----------------	----

Landlord Fee	2
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Repayment Service	1
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Neighbors Helping Neighbors	372
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Number of Total Services	9078
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Number of Accounts	3734
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Past Due Accounts	172
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E-Bill Accounts	122
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ACH -Bank Draft Accounts	589
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Neighbors Helping Neighbors

Number of Customers	372
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Amount Dispersed

Total Collected as of this

Billing	2039.06
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0

BUSINESS LICENSE INFO

Transient Vendor Permit	0
New License	0

Local Number

Final Closing	0
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Report for the citations issued, the disposition date for which was on
October 6, 2015

Monies outstanding from August 7, 2007 – October 31, 2015	\$ 50,816.60
Monies collected from August 7, 2007 – October 31, 2015	\$372,716.00

JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$ 3,028.75
Collected in court on fines and costs	\$ 1,427.50
Amount collected after October 2015 Court	\$ 150.00
Total collected for citations on October 2015	\$ 1,577.50
Amount outstanding for October 2015	\$ 1,451.25
<u>10</u> Cash bond forfeitures	\$ 1,137.50
Total amount collected for October 2015 Citations	\$ 2,715.50
Amount collected from previous months/FTA etc.	\$ 471.25
Total collected in October 2015	\$ 3,186.25

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 2015


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

[illegible]

KINGSTON POLICE DEPARTMENT -October 2015

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	4
Simple Assault	1
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	5

Crimes Against Property	
Arson	
Bribery	
Burglary/Breaking and Entering	2
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	2
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	1
Theft of Motor Vehicle Parts/Accessories	1
All Other Larceny	2
Motor Vehicle Theft	
Robbery	
Stolen Property Offenses	
Vandalism	3
Subtotal	11

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

TIBRS Group B Offenses	
Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	
Driving Under the Influence	4
Drunkenness	6
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	
All Other Offenses	
Total	10

Central Dispatch		
Crash Reports	23	
Traffic Stops	68	
Investigator Needed on Scene	16	
Domestic Complaints	6	
Escorts Funeral/Other	9	
Animal Calls	7	
Vandalism	4	
Fights	3	
Burglar Alarms/Fire Alarms	27	
Child Sexual Assaults	1	
Forgery	0	
Theft	13	
Vehicle Theft	1	
Public/Motorist Assist	4	
Arson/Explosive Devices	0	
Other Calls	154	
	Subtotal	336
	Total Calls	352
Municipal Codes		
Animal Control Calls to Office	4	
Animal Control Violations	0	
Animal Control Letters Sent	1	
Animals Transported to Shelter	0	
Codes Concerns	4	
Codes Violations	0	
Codes Letters Sent	3	
Property Maintenance Leins	0	
Temporary Signs Removed	20	

Patrol Mileage	15,788
Hours Worked	2,235
Reserve Hours Worked	377
Total Overtime Hours	88
Total Amount of Overtime Wages	\$2,251.25
City Court Citations	22
General Sessions Citations	3
Arrest	21
Juvenile Arrest	0
Incident Reports	37

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

October 15'

TOTAL CALLS

33

Category	Total		Total
Structure Fires	1	Hazardous Calls	0
Vehicle Fires	0	Service Calls	2
Brush/Grass Fires	0	Good Intent Calls	1
Refuse/rubbish Fires	0	Unintentional False	1
Other Fires	0	Other False	
Total Fires	1	Total Other Calls	4
Rescue and EMS	28	Overpressure Rupture/ Explosion - No Fire	
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Fire Service Injuries	1	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	203,200
Fire Service Death	0	Contents	150,000
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 October 2015

Summary of Month's Activities

Fire Operations

The Department responded to 33 calls for service during the month of October.

Fire Administration

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

October Overtime

OT Hours: 51 hrs

Cost: \$1205.29

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	55 kids	157
Education Hours	1	39
Number of Occurrences	1	9

Firefighter Training

KFD is continuing on-shift training.

KFD resumed state testing this month with several members of the dept testing.

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

- Engine 1 oil pressure sending unit replaced
- Rebuilt valve for deck gun on Engine 1
-

Special Projects

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

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

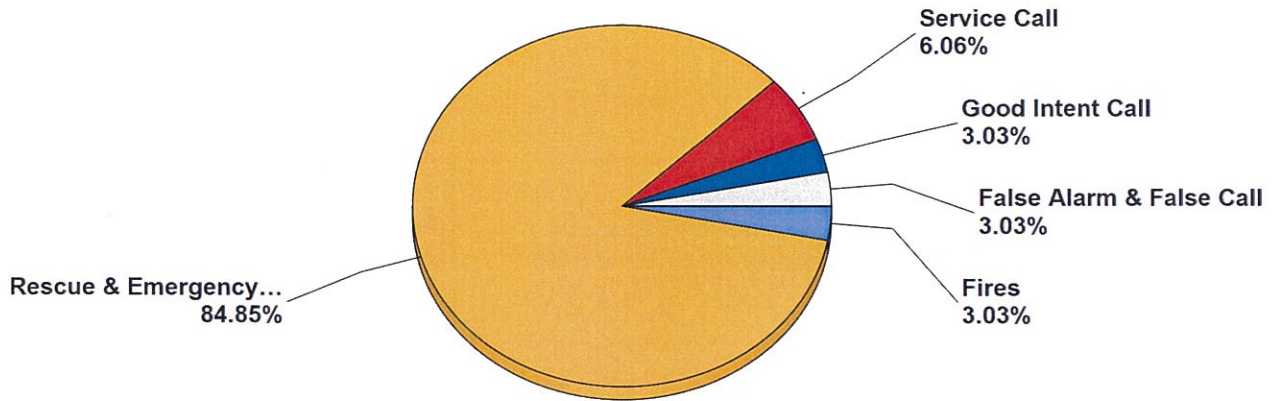
Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2015 | End Date: 10/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.03%
Rescue & Emergency Medical Service	28	84.85%
Service Call	2	6.06%
Good Intent Call	1	3.03%
False Alarm & False Call	1	3.03%
TOTAL	33	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	3.03%
311 - Medical assist, assist EMS crew	2	6.06%
321 - EMS call, excluding vehicle accident with injury	25	75.76%
324 - Motor vehicle accident with no injuries.	1	3.03%
554 - Assist invalid	2	6.06%
611 - Dispatched & cancelled en route	1	3.03%
745 - Alarm system activation, no fire - unintentional	1	3.03%
TOTAL INCIDENTS:	33	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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Minor Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	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			4
Controlled burning					1	1						2
Dispatched and canceled en route	2	4		5	2	1	4	4	1	1		24
Electrical wiring/equipment problem			2				2					4
Emergency medical service (EMS) Incident	38	35	39	44	48	41	51	49	44	26	3	418
Extrication, rescue					1							1
False alarm and false call, other	6	6	5	3	1		1	2	2			26
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					7
Medical assist	12	12	5	3	12	10	9	3	7	2		75
Mobile property (vehicle) fire		2		1	1	1	1	1				7
Natural vegetation fire			2		1	1	1					5
Outside rubbish fire				1	1	1		1				4
Person in distress			4	2	3		3	1				13
Public service assistance	9	1	2	9	7	3	6	9	6	2	1	55
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				5
Structure Fire	1	1	3		1	2	3	2		1		14
System or detector malfunction		1	1	1	2	1	1	2				9
Unauthorized burning				1								1
Unintentional system/detector operation (no fire)	1	4	1	3	2	1		1	2	1		16
Water problem							1					1
Wrong location, no emergency found	1			1	1	6		1				10
Total	73	72	72	80	87	71	89	80	65	33	4	726

Only REVIEWED incidents included

Kingston Fire Department

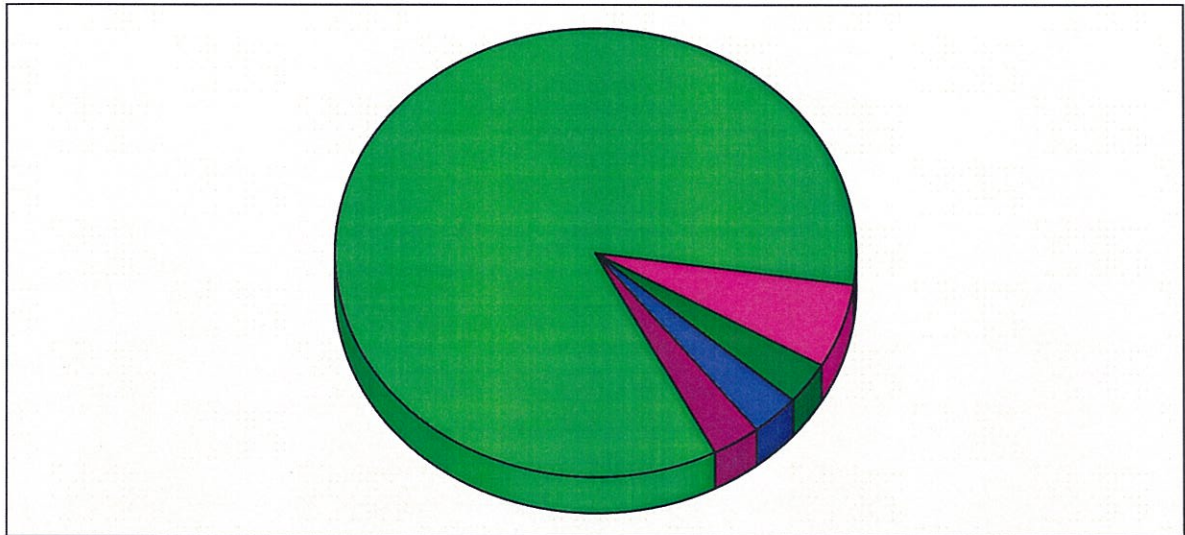
Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 10/01/2015 | End Date: 10/31/2015



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

INCIDENT TYPE	OCT	TOTAL
False Alarm & False Call	1	1
Fire	1	1
Good Intent Call	1	1
Rescue & Emergency Medical Service Incident	28	28
Service Call	2	2
Total	33	33

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

Public Works Report – Oct 2015

Solid Waste:

- Convenience center solid waste collected: _____ None _____
- Wood chips removed from lot: _____ None _____
- Solid Waste Tonnage collected: _____ None _____
- Street sweeping debris removed off streets: _____ 4 Loads _____
- Recycled materials collected: _____ None _____
- _____

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	23 loads	81 loads
Culverts/Storm Drains Cleaned	14	75
Curb-Repair/Install/Remove	None	250ft
Drainage Inspection Requests	2	31
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	None	7
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	8	49
Storm water Inspections Performed	None	29
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	None	30
Streets Striped	None	None
Tennessee One Calls	None	11
Traffic Signal Repair	6	8
Tree Trimming Requests	1	6
Vehicle Maintenance – Routine	8	73
Vehicle Maintenance – Unscheduled	7	24
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

- Residential meetings and work to assist with drainage-related projects –1
- Daily underground storage tank testing –N/A
- Monthly fuel pump inspection and cleaning- N/A
- Storm water manager's meeting- N/A
- Weekly departmental meetings and monthly staff safety meetings-4
- Sign repair, new sign installations- 8
- Signal inspection, repair and timing adjustments- 6
- Grant applications- None
- Participated in various weather calls- None
- Brine acquisition and street prep in advance of weather events- None
- Fleet software implementation –N/A
- Stormwater educational outreach webinar- None
- Drainage law presentation- None
- Street Lighting- None

Continuing Projects

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

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 **October** **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

STATE RT 1

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
	460 Plowing Snow			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$14.75	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
		<u>Acres/Miles</u>	<u>Rate</u>	<u>Total</u>
ACTIVITY	435 MACHINE MOWING on MEDIANS	0.97	\$45.00	\$43.65
	441 LITTER REMOVAL ON MEDIAN	0.60	\$50.00	\$30.00
	SUB TOTAL			\$73.65
EQUIPMENT RENTAL				
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	17 SWEEPER TRUCK	\$48.22	9	\$ 433.98
	04 TRUCK	\$13.00	9	\$ 117.00
	EQUIPMENT SUBTOTAL			\$ 550.98
	TOTAL			\$ 1,223.89

STATE RT 1 GRANDTOTAL \$ 1,223.89

STATE RT 58

ACTIVITY	446 MECHANICAL SWEEPING			
	447 MANNUAL SWEEPING			
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	LABORER	\$13.54	20	\$ 270.80
	OPERATOR	\$15.35	20	\$ 307.00
	FOREMAN	\$15.82	20	\$ 316.40
	SUBTOTAL			\$ 894.20
	FRINGE BENEFITS		45%	\$ 402.39
	FINAL LABOR SUBTOTAL			\$ 1,296.59
Equipment Rental				
		<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
	17 SWEEPER TRUCK	\$ 48.22	20	\$ 964.40
	04 TRUCK	\$ 13.00	20	\$ 260.00
	EQUIPMENT SUBTOTAL			\$ 1,224.40
	TOTAL			\$ 2,520.99

STATE RT 58 GRANDTOTAL \$ 2,520.99

STATE RT 326

ACTIVITY

446 MECHANICAL SWEEPING
447 MANNUAL SWEEPING

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
LABORER	\$13.54	1	\$ 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

	<u>Rate</u>	<u>Hrs.</u>	<u>Total</u>
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
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State Rt. 1	Sub Total	\$ 1,223.89
State Rt. 58	Sub Total	\$ 2,520.99
State Rt. 326	Sub Total	\$ 126.05
GRANDTOTAL		\$ 3,870.93

Activity	Description	Amount	Work Quantity	Work Quantity	Work Unit
	City of Kingston Month of October				
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	\$43.65		0.97	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 abnd ice removal				Tons
463	Anti-icing (Salt Brine)				Gallons
470	Pavement Markings				Line Miles
471	Speciality Markings				Each
	Invoice Total	\$3,870.93			



PARKS AND RECREATION

**Parks and Recreation
Board Meeting
October 5, 2015**

PRESENT: Ruth Lentz, Sue Collins, Eric Clark, Tony Brown, Paul Rogers, Rick Ross,
Jo Ann Knies

ABSENT: Keenon Hethcoat, Karen High, Josh Igou, Ruth Thompson

GUESTS: Sonny Hunter, Larry Mills

Called to order by Vice Chairman Sue Collins at 6:00 p.m. She welcomed members and guests.

Paul made a motion to accept the August minutes (there was no board meeting in September) and Ruth Lentz seconded. Motion carried.

UNFINISHED BUSINESS:

- Alcohol Permit – No action has been taken yet by the City Council on the sale of alcohol for outdoor special events. (This city-sponsored proposal was tabled last month.)
- Greenway at Ladd – After several TDOT's extensions, there is a pre-construction meeting this Friday according to Rick. The construction will consist of bathrooms, walk trails, signage, benches and water fountain.
- Docks for Rent – Council will decide whether to bid on covered boat slips now being refurbished by Norris Docks to be put at Highway 58 ramp location.
- Joe Webb is about two weeks away from installing new solar cameras at two of our parks, Ladd and Southwest Point. Rick said we are eligible for a TML matching grant to have new security cameras put in and around the Community Center and the Visitor's Center at the Fort.
- Park Budget – The City Council passed the new budget with an increase in city taxes and a 2% raise for city employees. No capital improvements were added except for the fire department.
- Country Fair – Due to inclement weather last Saturday and thus the impact on the crafters, Rick made the decision to cancel the Country Fair. Some compensation will be made available to those who did show up that morning with their crafts.

NEW BUSINESS:

- Spook-tacular Saturday – This annual event for kids and area businesses will be held Saturday, October 24, from 5 – 7 p.m. Please let Rick now if you would like to volunteer.
- Pavilions in the Parks – Discussion was held concerning City Council's plans to construct pavilions at the Gravel Pit Park and the Highway 58 Park with TVA ash spill funding. Rick said the Gravel Pit is scheduled to be constructed first. Paul made a motion that the Board recommend a pavilion for Highway 58 be constructed first due to the proximity of the restroom location for walkers. Eric seconded. Sue added that this would be a good idea if boat slips were to be added in the near future. Rick did say the Gravel Pit construction would probably go first due to not yet knowing the layout at Highway 58 if dock slips are installed. Motion carried.
- LPRF Grant at Porter Park – On-going process of having to re-submit paperwork has resulted in many delays. The latest two-week delay will be over soon and construction will hopefully begin in November according to Rick.
- The Christmas parade is scheduled for November 30th at 7:00 p.m. Volunteers are needed to help that evening. Discussion of the future possibility of a county-wide parade is a goal Kingston is ready to work with the other communities to help bring about.
- Our second annual Christmas Bazaar will be December 5th at the Community Center from 10:00 – 3:00. Some of the crafters from the cancelled Country Fair will be given the opportunity to attend the Christmas Bazaar at a discount.
- The Candle Light Tour at Fort Southwest Point is scheduled for Saturday, December 12th from 6:00 – 9:00 p.m.
- Additional Staff – Fort employee Don Lawrence is expected to miss some work due to his wife's recent surgery, and his health is in decline, as well. We need to be looking at training another person for future part-time help. An additional full-time Parks and Recreation maintenance employee might be hired in Mike Woody's vacated position.

Paul made a motion to adjourn and Eric seconded. Meeting ended at 7:00 p.m.

Submitted by Jo Ann Knies

Dates to Remember:

Council Work Session	October 6, 2015
Council Meeting	October 13, 2015
Park Board Meeting	November 2, 2015

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, 2015:

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

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

AARP Driving Class	Premier Design Jewelry
HUMANA Seminar	Gerald Largen Birthday Party
Auto Zone Employee Training	Farm Bureau Annual Meeting
Republican Women	Roane County Retired Teachers
Goss Family Party	Powers Family Gathering
MEDIC Blood Drive	Mary Kay Parties
Cold War Patriots	Wright Family
Welch Family Party	Terri Siler Family Gathering
Roane County Arts Council Art Show	

At City Park: Lennie Dykstra Family, Impact Church Family, Glasgow Family, Kathy Woody Family, Jimmy Agee Family, Rachel Henkle Family

At Fort Southwest Point: Spook-tacular Saturday, Grace Community Church

Com.Center Rent: \$365.00

City Park Rent: \$100.00

Submitted by Jo Ann Knies

Three Rivers Amphitheater Progress Report

DATE	FUNDS TO DATE	ACTIONS	STATUS	DESCRIPTION
11/2/2015	Balance \$8348.88			Revised Operating Procedure and
	Pledges \$3550.00	1	Complete	changed title to Operating
	Days - 426			Guidelines = approved.
		2	Complete	Speaking opportunity with WVLT
				held on 10/21/15.
		3	Complete	Speaking engagements for
				Rockwood Seniors Luncheon &
				Roane County Association of
				Women Executives on 10/21/2015.
		4	Complete	Senior Community Fair -
				10/23/2015 in Rockwood.
		5	Complete	Speaking engagement for
				Rockwood Civitan Club on
				10/23/2015.
		6	Complete	Benefit concert (flautist and pianist)
				@ RCHS auditorium, 10/25/2015 @
				3:00p.m.
		7	Complete	3RA on Kingston Water Dept. bill.
		8	In Progress	Blue Springs Yacht Club fund raiser
				for the amphitheater on 12/5/2015.
		9	In Progress	12/5/2015 Kingston Christmas
				Bazaar .
		10	In Progress	Apply for Lowe's grant which needs
				matching monies.

Three Rivers Amphitheater Progress Report

Date, Time, & Location	Team Members Present	Minutes		Treasurer's Report	Old/ New Business	Next Mting	Action Items
		Approved					
8/3/2015, 5:15, Bethel Library	F. Harris, C McDowell, N. Maynard, D. Maynard, K. Dungan, A. Jacks, D. Evans, B. Evans, M. Banker, D. Davis			Balance \$4681.88	1. 7/3 & 4 Booth @ Smokin' on the Water	9/14/2015 @ 5:00	1. ORNL contact and Patterson's Followup
		6/22/2015	Pledges \$3800.00		2. Kingston Rotary Club presentation; Followup with Patterson's; Letters to Buddy's, ORNL, Hackney's.		2. Dare 2 Dance and Frank Knies followup. Research new owner of Rocky Top
					3. Request to speak to Harriaman Rotary Club; Horizon Yacht Club Fund Raiser; Fund raising opportunity discussion with music		3. Oak Ridge Gas Followup
					4. Mr. Gordon unable to contribute time; REU board meeting opportunity; Oak Ridge Gas opportunity; Need 6k to complete design completed which would allow firm cost estimate.		4. Contact Hackney, Jerry Duncan Ford - Marty, and Jim Henry

5. Haslam Foundation awaiting TDEC monies to because serious discussion & Clayton Foundation inquiry

5. Apply for Lowe's grant

6. Energy Solutions support request for 2016; East TN Foundation does not support capital projects; CNS followup to take place; Hackneys, Jerry Duncan Ford and Jim Henry followup

7. Follow up with M. Caldwell and S. Kirkham contributions. John Browder - good opportunity

8. 4 X 8 Brick = \$50.00; 8 X 8 Brick = \$100.00; 8 X 8 Brick with Logo = \$150.00; Friend - \$500.00 to \$999.99; Bronze - \$1000.00 to \$2499.99; Silver - \$2500.00 to \$4999.99; Gold – \$5000.00 to \$9999.99; Platinum - \$10000.00 and beyond all tax deductible approved.

Permit List

12 Records

Permit #	Site Address	Department	Type	Status	Submitted	Expires	Primary Parcel Address
BP2015-253	210 S. Kentucky St.	BUILDING	BP	ISSUED	06/02/2015	11/30/2015	210 S. Kentucky St.
BP2015-274	935 Kentucky Street	BUILDING	BP	ISSUED	06/10/2015	12/19/2015	935 Kentucky Street
BP2015-379	741 Montvue Drive	BUILDING	BP	ISSUED	08/04/2015	01/31/2016	741 Montvue Drive
BP2015-407	204 Ridge Trail	BUILDING	BP	ISSUED	08/13/2015	02/09/2016	204 Ridge Trail
BP2015-456	806 Bowden Wyatt Drive	BUILDING	BP	ACTIVE	09/15/2015	03/13/2016	806 Bowden Wyatt Drive
BP2015-464	201 High Pointe Village Way	BUILDING	BP	ISSUED	09/16/2015	03/14/2016	201 High Pointe Village Way
BP2015-472	162 Lakeside Drive	BUILDING	BP	ISSUED	09/18/2015	04/13/2016	162 Lakeside Drive
BP2015-484	530 North 3rd St.	BUILDING	BP	ISSUED	09/25/2015	04/04/2016	530 North 3rd St.
BP2015-516	500 W. Race St.	BUILDING	BP	ISSUED	10/13/2015	04/10/2016	500 W. Race St.
BP2015-527	136 Hartford Village Road	BUILDING	BP	ISSUED	10/16/2015	04/13/2016	136 Hartford Village Road
BP2015-541	604 Scenic Drive	BUILDING	BP	ISSUED	10/22/2015	04/19/2016	604 Scenic Drive
PL2015-100	930 W. Race Street	BUILDING	PL	ISSUED	09/09/2015	03/08/2016	930 W. Race Street

KINGSTON WATER TREATMENT PLANT



OCTOBER OPERATIONS REPORT

2015

Water Treatment Plant		Current Month	Previous Month	% Change	Max Day	Min Day	Avg. Day
GALLONS	Influent (Raw)	27,516,000	29,071,000	-5.65%	1,165,000	559,000	917,000
	Effluent (Finish)	26,571,000	27,827,000	-4.73%	1,078,000	555,000	886,000
	Spring Supply	13,091,000	13,447,000	-2.72%	463,000	383,000	436,000
	Total Finish Prod.	39,662,000	41,274,000	-4.06%	Distribution & WTP Report: gals. usage flushing and Tank Refilling. Public Works: No Report Fire Dept: No Report Park & Rec: No Report WWTP: No Report OT Hrs:		
Plant Efficiency		99.65%	99.62%	0.03%			
Distribution							
GALLONS	Consumption	20,358,600	21,060,300	-3.45%			
	Reported Usage	4,770,320	6,288,640	-31.83%			
	Water Loss	14,533,080	13,925,060	4.18%			
	%	36.64%	33.74%	2.90%			

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 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.
- * Received back-up Generator, completed running conduit and wiring.
- * Leveled and rocked the back of Plant.
- * Poured addition to concrete pad in back of Plant, formed & poured to hold / level the Generator
- * Distribution has been doing System-wide flushing to maintain the infrastructure and integrity of the piping system and assure consistent high quality water.
- * We have also began dropping and overflowing Tanks to ensure high quality water is always available for our customers.
- * The Large main-line (high pressure) leak was found (N. Kentucky / Ladd Landing area) accounting for the higher than usual WaterLoss.

Kingston Water Department
Schedule of Unaccounted For Water
October

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	39,662,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>39,662,000</u>
E Accounted for Water:		
F	Water Sold	20,358,600
G	Metered for Consumption (in house usage)	<u>1,770,320</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>3,000,000</u>
J	Tank Cleaning/Filling	<u>0</u>
K	Street Cleaning	<u>0</u>
L	Bulk Sales	<u>0</u>
M	Water Bill Adjustments (+/-)	<u>0</u>
N	Total Accounted for Water (Sum Lines F thru M)	<u>25,128,920</u>
O	Unaccounted for Water (Line D minus Line N)	<u>14,533,080</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>36.642%</u>

Q Other (explain)

See Below

Explain Other:

A large main-line leak was found & repaired on N. Kentucky St. / Ladd Landing area accounting for the larger than usual loss the last two months. Production and usage have returned to normal since.

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.



11/4/2015

Kingston Wastewater

Treatment Plant

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

FROM: Tony Workman, WWTP Manager

DATE: November 3, 2015

RE: October Monthly Report

MONTHLY FLOW	Average Flow	Maximum Flow	Minimum Flow	Total
Influent	.5897	1.200	.3840	18,282,000
Effluent	.5135	1.0830	.3220	15,917,000

Total gallons of chlorine used was 275.4 @ \$2.09 gallon= \$575.59

There was 4.36 inches of rain this month. There were no overflows this month.

20.86 tons of sludge was hauled to the landfill.

The #3 pump station, across the street from ORNL Credit Union, had a new pump and valves installed this month.

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CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: OCT. 2015

To: David Bolling
From: Jimmy Agee

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	3	
READ OUTS	57	
RE- READS	3	
WATER TAP NEW ACCOUNT	3	
INSTALL PRESSURE REDUCER	1	
READ INS	45	
CHECK FOR HUNG METER	22	
CHANGE OUT HUNG / BROKEN METER	12	2
CHECK FOR LEAK	7	
TEST WATER QUALITY		
AFTER HOURS - WATER	8	
SERVICE LINE LEAK	17	
LINE LOCATES	101	
TURN OFF FOR NON PAYMENT	32	
TURN WATER BACK ON	18	
YARD WORK	13	13
DOOR HANGERS	12	
MANUAL READ		
AFTER HOURS - SEWER	6	
SEWER- TAP NEW ACCOUNT		
CLOSED ACCT WITH CONSUMPTION	2	
SEWER BACK UP	10	
RE-LOCATE WATER MAIN		
TAP ESTIMATES	5	
PROFILE REQUESTED	6	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		

CITY OF KINGSTON

WATER DEPARTMENT MONTHLY REPORT

Month of: OCT. 2015

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
CHECK TO SEE IF STILL OFF	2	
CHANGE METER TOPS		
PULL-METER	2	
PESSURE TEST	1	
WATER LOOKS MILKY-AIR IN LINE		
Check FOR TAMPERED METERS		
BAD SEWER SMELL		
INSPECT, SEWER TAP FOR CUSTOMER		
REPLACE MAN HOLE COVER		
WATER MAIN BREAK	2	
REPLACE METER /METER BOX/LID	3	
ADJUST PRV		
CAMERA SEWER LINE		
FLUSH LINES		
RUN 10 GAL WATER THRU		
TURN OFF DUE TO LEAK	2	
REPAIR METER SHUT-OFF	2	
SEWER LINE REPAIR		
LOCATE WATER METER FOR CUSTOMER		
EST. TO RELOCATE WATER METER		
REPAIR METER SHUT-OFF	1	
Total	409	16
Fire Hydrant installed		
ROAD PATCHES	10	
OVERTIME HOURS	166	

James A. Lyee

Kingston Public Library
1004 Bradford Way
Kingston, Tennessee 37763

Barbara Thorbjornsen
Interim Director of Library

865-376-9905
www.kpltn.org

October 31, 2015

To Honorable Tim Neal
Mayor, City of Kingston
Mr. David Bolling, City Manager
Members of the City Council

Fr: Barbara Thorbjornsen
Interim Director of Library Services

Re: Director's Report

The Director's report is as followed:

Grants

We have started to purchase books from the federal funding grant.

Staff

Our new director Emily Steele will begin working November 2nd.
Please come by and welcome her to Kingston. I feel she will do a very good job.

Thursday Night at the Library Program

We had two programs this month. Our attendance was 38 patrons.

Children's Programming

The story time enrollment for October was 145 children.

Note

Our patron data base continues to increase and our daily patron usage also.

The next monthly report should be turned in by our new Director.

Respectfully submitted,
Barbara Thorbjornsen



City of Kingston

Project Status Update

July 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:	Public Meeting	

Notes:

1. Public Meeting set for 11/18

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:	Approval of Design	

Notes:

1. Awaiting approval on design specs.

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. Construction underway