



# City Manager Report

**FEBRUARY 2018**



## **Contents:**

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

## **Reporting Schedule:**

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

## **Featured Picture:**

Watts Bar Lake between the Gravel Pit and Fort Southwest Point

**Distributed: March 13, 2018**

## **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

### **Beautification Committee**

- ☐ February Minutes

### **Planning Commission**

- ☐ January 30, 2018 Meeting Minutes

### **REU – Electric Power Board Meeting**

- ☐ Agenda and Minutes
- ☐ Report to TVA

### **E-911 Quarterly Report**

- ☐ Director's Report  
Fourth Quarter Report Attached
- ☐ 2017 Annual Report to be Issued  
March 2018

### **Project Status Updates**

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



March 13, 2018

To: Kingston City Council  
City Staff  
Residents of Kingston

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

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

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

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

Sincerely,

David L. Bolling, City Manager  
City of Kingston

# **City Manager**

## **Management Report: February 2018**

### **Legislative Accomplishments**

- A. Second Reading of an Ordinance Requiring Non-Resident Property Owner Voters to Vote in Municipal Elections Through Absentee Ballot

### **Legislative Matters Forthcoming**

- A. First Reading of an Ordinance Requiring Non-Resident Property Owner Voters to Vote in Municipal Elections Through Absentee Ballot
- B. Passed a Resolution Annexing a Parcel Identified as Parcel 040.02 on Roane County Tax Map 068 and Incorporating Said Territory into the Corporate City Limits of the City of Kingston, TN
- C. Passed a Resolution to Adopt a Plan-of-Services in Furtherance of the Annexation of Parcel 040.02 on Roane County Tax Map 068 into the City of Kingston, Tennessee
- D. Adopted a Resolution to Accept Waterford Place Located in the Ladd Landing Development as a Public Street
- E. Adopted a Resolution for the 2018 Local Parks and Recreation Funds
- F. Adopted a Joint Resolution Recognizing the City of Rockwood's 150th Anniversary

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

- 1. Appointment of Carlotta Ward and Alisha Massengill to the Beautification Committee
- 2. Appointment of Tim Suter to the Board of Zoning Appeals
- 3. Re-appointment of Councilman Tony Brown to the Solid Waste Advisory Board
- **External Meetings**
  - Evan Sanders (Grant possibilities)
  - City Attorney Sandy McPherson
  - Collier Engineering regarding dog park
  - Spectratech regarding amphitheater project
  - Other Misc. Meetings
- **Internal Meetings**
  - Individual and Joint meetings with Department Heads
  - Individual Meetings with members of Council

### **Ongoing Work**

- TVA Funding: **Website development in final stages. Received Bid Documents for Community Center Sign.**
- 2018 LPRF (Project Pending): **Holding preliminary meetings.**
- HOME Grant: **Three houses complete. Final two homes nearing completion.**
- AFG Grant: **Application Pending**

# CITY OF KINGSTON FUNDS

## FINANCIAL SUMMARY FEBRUARY 2018

Cash in Bank:	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	\$1,023,723	\$1,156,473	\$1,004,739	\$968,487	\$1,557,052	\$1,472,336	\$1,488,931	\$2,048,260				
TVA ENHANCE FUNDS	\$68,213	\$55,213	\$55,213	\$55,213	\$43,636	\$41,355	\$41,355	\$40,635				
2008 Bond	\$1,402,122	\$1,000,322	\$233,679	\$233,679	\$233,802	CLOSED PAID IN FULL						
Water/Sewer	\$1,507,009	\$820,106	\$904,669	\$947,254	\$972,167	\$1,024,177	\$1,112,483	\$1,239,226				
1999 Bond	\$133,883	\$161,565	\$189,439	\$216,629	\$280,103	\$504,899	\$508,702	\$514,482				
2004 Bond	\$330,121	\$328,281	\$326,401	\$324,280	\$322,325	\$320,161	\$317,324	\$315,578				
RDA Reserve Fund	\$271,808	\$273,808	\$275,957	\$277,956	\$280,103	\$282,180	\$284,257	\$286,327				
Drug Fund	\$12,812	\$12,376	\$13,067	\$13,067	\$13,483	\$13,312	\$13,616	\$13,735				
FIRE DEPT	\$47,847	\$47,847	\$47,847	\$47,847	\$47,847	\$47,847	\$47,847	\$47,847				
<b>Total BALANCES</b>	<b>\$4,797,538</b>	<b>\$3,855,991</b>	<b>\$3,051,011</b>	<b>\$3,084,412</b>	<b>\$3,750,518</b>	<b>\$3,706,267</b>	<b>\$3,794,515</b>	<b>\$4,506,080</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## CITY OF KINGSTON

## REVENUES FEBRUARY 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEBRUARY 2017	BUDGETED REVENUES 2017-2018	ACTUAL FEBRUARY 2018	PERCENT OF BUDGET 66%
31110	CURRENT PROPERTY TAX	\$1,897,800	\$1,955,000	\$1,907,367	97.6%
31120	PUBLIC UTILITIES PROPERTY TAX	\$33,878	\$33,878	\$22,533	66.5%
31211	PROPERTY TAX DELINQUENT - 1ST	\$70,774	\$70,000	\$43,382	62.0%
31212	PROPERTY TAX DELINQUENT - 2ND	\$21,302	\$20,000	\$13,814	69.1%
31219	PROPERTY TAX DELINQUENT - 0TH	\$22,180	\$20,000	\$19,139	95.7%
31300	INT, PENALTY, AND COURT COST	\$23,789	\$22,000	\$14,632	66.5%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$79,496	\$79,495	\$82,315	103.5%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$695,610	\$1,050,000	\$699,099	66.6%
31710	WHOLESALE BEER TAX	\$110,237	\$191,000	\$120,462	63.1%
31720	WHOLESALE LIQUOR TAX	\$44,042	\$66,000	\$31,628	47.9%
31800	BUSINESS TAXES	\$17,491	\$70,000	\$16,686	23.8%
31912	CABLE TV FRANCHISE TAX	\$54,918	\$73,500	\$56,794	77.3%
31913	ATT & BELL SOUTH FRANCHISE FEE	\$11,083	\$17,000	\$8,627	50.7%
31920	HOTEL/MOTEL TAX	\$18,356	\$49,000	\$30,507	62.3%
32210	BEER LICENSES	\$1,200	\$1,750	\$1,550	
32220	LIQUOR PERMITS	\$200	\$300	\$200	
32600	BZA HEARING FEE			\$25	
33490	TEMA ASSISTANCE TORNADO				
33500	TELECOM INTERSTATE SALES			\$3,227	
33510	STATE SALES TAX	\$333,194	\$579,000	\$340,335	58.8%
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		\$3,246	\$6,000	\$3,180	53.0%
33551	STATE GASOLINE TAXES		\$113,150	\$201,500	\$130,560	64.8%
33552	STATE-CITY STREETS		\$6,005	\$12,500	\$7,974	63.8%
33555	STATE STREET CONTRACT MAINT		\$34,045	\$48,000	\$20,990	43.7%
33590	TVA REVENUE SOLAR JAMES FRY		\$4,217	\$3,100	\$1,800	58.1%
33591	GROSS RECEIPTS - TVA		\$34,886	\$69,772	\$35,054	50.2%
33592	TVA IMPACT FUNDS		\$36,715	\$27,800	\$24,497	88.1%
33593	CORPORATE EXCISE TAX			\$9,300		
33730	TML FULL PACKAGE BONUS		\$4,000	\$4,000	\$4,000	100.0%
34100	GENERAL GOVERNMENT - CHARGES		\$851	\$600	\$1,196	199.3%
34310	HIGHWAYS AND STREETS CHARGES		\$200	\$7,500	\$325	4.3%
34420	GARBAGE TIP FEES		\$218,798	\$325,500	\$221,542	68.1%
34720	SWIMMING POOL CHARGES		\$4,917	\$23,500	\$5,297	22.5%
34740	PARK AND RECREATION CHARGES		\$4,308	\$6,300	\$4,685	74.4%
34741	BOAT SLIP RENTAL			\$32,400	\$10,745	33.2%
34742	FIREWORKS DONATIONS			\$40,000	\$10,547	26.4%
34743	PARK & REC AUCTION SALES			\$9,088	\$9,088	100.0%
34744	P&R DONATIONS, PAVILLION, WALK			\$1,015		0.0%
34746	FIRE DEPT DONATIONS			\$49,000		0.0%
35100	AUCTION SALES POLICE DEPT			\$2,000		
35110	CITY COURT FINES AND COST		\$28,335	\$50,000	\$17,549	35.1%
35140	DRUG FINES		\$787	\$2,500	\$68	3.5%
35150	TRAFFIC SCHOOL CHARGES		\$2,800	\$5,000	\$1,652	33.0%
36000	FUND BALANCE			\$88,525		
36100	INTEREST EARNINGS		\$3,458	\$4,000	\$2,843	71.1%
36430	PAVILLION RENTAL		\$2,915	\$4,000	\$780	
36900	TMBF LOAN FIRE TRUCK			\$486,000	\$498,200	102.5%

36910	GRANT PROCEEDS PORTER PARK	\$72,848		\$23,775	
36967	CONTRACT NATURAL GAS	\$14,333	\$21,500	\$14,333	66.7%
36971	CONTRACT WATER BILLING	\$439,818	\$462,065	\$462,065	100.0%
TOTAL ESTIMATED REVENUES		\$4,595,732	\$6,428,388	\$5,014,197	78.0%



**CITY OF KINGSTON**  
**EXPENDITURES FEBRUARY 2018**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEBRUARY 2017	2017-2018 BUDGET	ACTUAL FEBRUARY 2018	66% BUDGET
41100	LEGISLATIVE	\$38,674	\$71,988	\$38,629	50.9%
41210	CITY COURT	\$17,075	\$28,875	\$15,731	59.0%
41320	CITY MANAGER	\$76,512	\$122,510	\$77,315	63.1%
41500	FINANCIAL ADMINISTRATION	\$230,572	\$484,000	\$314,397	65.0%
41700	PLANNING AND ZONING	\$10,201	\$10,275	\$11,124	108.3%
41810	CITY HALL BUILDINGS	\$57,971	\$127,729	\$77,221	60.5%
41980	OTHER GEN. GOVMT EXP	\$178,061	\$253,565	\$189,744	74.8%
42100	POLICE	\$654,460	\$959,530	\$670,747	69.9%
42152	AUTOMOTIVE SERVICES	\$46,005	\$83,500	\$58,422	70.0%
42200	FIRE PROTECTION	\$650,643	\$1,005,455	\$678,613	67.5%
43100	PUBLIC WORKS	\$483,035	\$943,211	\$557,146	59.1%
43190	STATE STREET AID	\$108,353	\$161,500	\$106,177	65.7%
43240	WASTEMANAGEMENT	\$191,847	\$297,856	\$197,267	66.2%
43750	CAPITAL IMPROVEMENTS	\$283,919	\$522,088	\$498,200	95.4%
44143	ANIMAL CONTROL	\$18,991	\$27,490	\$19,408	70.6%
44400	RECREATION	\$422,341	\$711,925	\$434,919	61.1%
44440	SWIMMING POOLS	\$19,468	\$38,365	\$15,340	40.0%
44800	LIBRARIES	\$137,268	\$208,294	\$145,538	69.9%
46000	DEBT SERVICE	\$148,434	\$373,432	\$149,953	40.2%
<b>TOTAL EXPENDITURES</b>		<b>\$3,822,828</b>	<b>\$6,429,388</b>	<b>\$4,253,911</b>	<b>66.2%</b>

## WATER/SEWER EXPENDITURES FEBUARY 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEBUARY 2017	BUDGET 2017/2018	ACTUAL FEBUARY 2018	PERCENT OF BUDGET 66%
41500	FINANCIAL ADMINISTRATION	\$439,818	\$462,065	\$462,065	100%
41990	OTHER GEN. GOVMT EXP	\$246,160	\$315,534	\$253,106	80%
43750	CAPITAL IMPROVEMENTS	\$104,781	\$430,000	\$157,922	37%
49000	DEBT SERVICES	\$133,214	\$1,942,103	\$91,905	5%
52113	PURIFICATION	\$340,374	\$611,941	\$358,590	59%
52114	TRANSMISSION AND DIST	\$387,528	\$712,476	\$418,139	59%
52213	SEWER TREATMENT AND COLLEC		\$514,585	\$274,659	53%
52117	UTILITY DIRECTOR	\$41,154	\$71,194	\$44,625	63%
TOTAL		\$1,693,029	\$5,059,898	\$2,061,011	41%

UPDATED 1-11-18

# **WATER DEPT REVENUES**

Feb-18

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FEBUARY 2017	BUDGETED 2017-2018	ACTUAL FEBUARY 2018	PERCENT OF BUDGET 66%
36100	INTEREST EARNINGS	\$5,046	\$5,000	\$5,115	102%
37110	METERED WATER SALES	\$801,135	\$1,168,600	\$760,192	65%
37114	SERVELINE LEAK PROTECTION	\$14,173		\$14,270	
37117	OUTSIDE WATER SALES	\$558,997	\$819,000	\$540,256	66%
37190	CREDIT CARD CHARGES		\$800		
37191	FORFEITED DISCOUNTS AND PENALTIES	\$26,566	\$52,000	\$24,675	47%
37194	SALES OF MATERIALS	\$5,030	\$10,000	\$6,838	68%
37195	INSTALLATION CHARGES	\$42,095	\$65,000	\$30,225	47%
37196	WATER USER FEES	\$14,700	\$20,000	\$7,841	39%
37199	MISCELLANEOUS	\$993	\$3,000	\$3,860	129%
37210	SEWER SERVICE CHARGES	\$871,728	\$1,260,000	\$845,463	67%
37296	SEWER USER FEES	\$4,025	\$8,000	\$4,200	53%
37299	MISCELLANEOUS	\$3,174	\$3,500	\$1,976	56%
33294	CDBG GRANT PROCEEDS				
34800	CAPITAL REIMBURSMENT		\$1,644,998	\$103,293	
TOTAL ESTIMATED REVENUES		\$2,347,662	\$5,059,898	\$2,348,204	46%

## **CITY OF KINGSTON**

### **HUMAN RESOURCES REPORT MONTH OF FEBUARY 2018**

**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 18**

**ONE FULL TIME EMPLOYEE IN FIRE DEPARTMENT ON EXTENDED MILITARY LEAVE**

- **TRANSFERRED ONE PART-TIME EMPLOYEE TO FULL-TIME POSITION IN POLICE DEPARTMENT**
- **UPDATED PAYROLL RECORDS WITH NEW IRS TAX RATES FOR ALL EMPLOYEES**
- **PROSCESSED DEPARTMENT OF LABOR QUARTERLY REPORTS**
- **PROCESSED QUARTERLY 941 REPORTS FOR IRS**

**ONE EMPLOYEE ATTENDED CMFO CLASS GIVEN BY UT MTAS**

**3 EMPLOYEES SIGNED UP FOR 401k**

- **UPDATED ALL 2018 W-4'S**
- 
-

## FINANCE AND ADMINISTRATION REPORT FEBUARY 2018

- \* CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL
- \* CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 782 -DONATIONS TOTAL \$17,962.61 DISBURSED -503.19 YTD
- \* UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR FEBUARY 3756 FOR A TOTAL AMOUNT OF \$318,690.55
- \* NEW WATER SERVICE APPLICATIONS FOR FEBUARY TOALED 24
- \* 34 CUSTOMERS FINALED OUT SERVICE
- \* 162 PAST DUE ACCOUNTS
- \* TOTAL ACH-BANK DRAFT ACCOUNTS - 679
- \* TOTAL E-BILL ACCOUNTS - 263
- \* ONLINE PAYMENTS PROCESSED 386
- \* WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2093
- \* WATER LOSS PROTECTION 1151
- \* WATER LINE PROTECTION 99
- \* SEWER LINE PROTECTION 11
- \* TRASH COLLECTIONS FOR FEBUARY 2420
- \* PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 389

### NEW BUSINESS LICENSES ISSUED IN FEBUARY 2018

- 1 OILY ESSENTIALS BY MELISSA- Peddler's Permit
- 2 NANA'S QUILTS, WRETH, TOTE BAGS, ETC.- Peddler's Permit
- 3 STACEY'S ACCESSORIES- OUTDOOR KINGSTON
- 4 G&C BASEBALL CARDS- OUTDOOR KINGSTON
- 5 RECOVERED RELICS  
701 N KENTUCKY ST
- 6 SIMPLY BEAUTIFUL/TREASURES,  
803 BONNYVIEW AVENUE

# KINGSTON POLICE DEPARTMENT - FEBRUARY 2018

## TIBRS Group A Offenses

### Crimes Against Persons

Aggravated Assault	1
Simple Assault	3
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

4

### Crimes Against Property

Arson	
Bribery	
Burglary/Breaking and Entering	
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	
Theft of Motor Vehicle Parts/Accessories	1
All Other Larceny	1
Motor Vehicle Theft	1
Robbery	1
Stolen Property Offenses	
Vandalism	

Subtotal

6

### 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	
Drunkenness	2
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	4
All Other Offenses	6
Total	

<b>Central Dispatch</b>	
Crash Reports	16
Traffic Stops	46
Investigator Needed on Scene	9
Domestic Complaints	8
Escorts Funeral/Other	11
Animal Calls	1
Vandalism	
Fights	1
Burglar Alarms/Fire Alarms	12
Child Sexual Assaults	
Forgery	
Theft	4
Vehicle Theft	
Public/Motorist Assist	6
Arson/Explosive Devices	
Other Calls	127
<b>Subtotal</b>	<b>241</b>
<b>Total Calls</b>	<b>251</b>
<b>Municipal Codes</b>	
Animal Control Calls to Office	8
Animal Control Violations/Citations	
Animal Control Letters Sent/notice given	
Animals Transported to Shelter	1
Codes Concerns	1
Codes Violations/Citations	
Codes Letters Sent	
Property Maintenance Leins	
Temporary Signs Removed	20

Patrol Mileage	19,891
Hours Worked	2,748
Reserve Hours Worked	51
Total Overtime Hours	129
Total Amount of Overtime Wages	3,422
City Court Citations	10
General Sessions Citations	2
Arrest	21
Juvenile Arrest	0
Incident Reports	24

FEBRUARY 2018 CASES PENDING

[illegible]



Report for the citations issued, the disposition date for which was on  
February 28, 2018

Monies outstanding from August 7, 2007 – Feb. 28, 2018	\$ 60,578.57
Monies collected from August 7, 2007 – Feb.28, 2018	\$ 439,412.36

JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,091.25	
Collected in court on fines and costs		\$ 300.00
Amount collected after Feb. 2018 Court		\$ 75.00
Total collected for citations on Feb. 2018		\$ 375.00
Amount outstanding for Fed. 2018	\$ 716.25	
<u>5</u> Cash bond forfeitures		\$ 568.75
Total amount collected for Feb. 2018 Citations		\$ 943.75
Amount collected from previous months/FTA etc.		\$ 180.00
Total collected in February 2018.		<b>\$ 1,123.75</b>

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 28<sup>th</sup> of February 2018.

  
TERESA JOHNSON  
Kingston City Court Clerk

  
BRENDA HALL MCDONALD  
Kingston City Judge

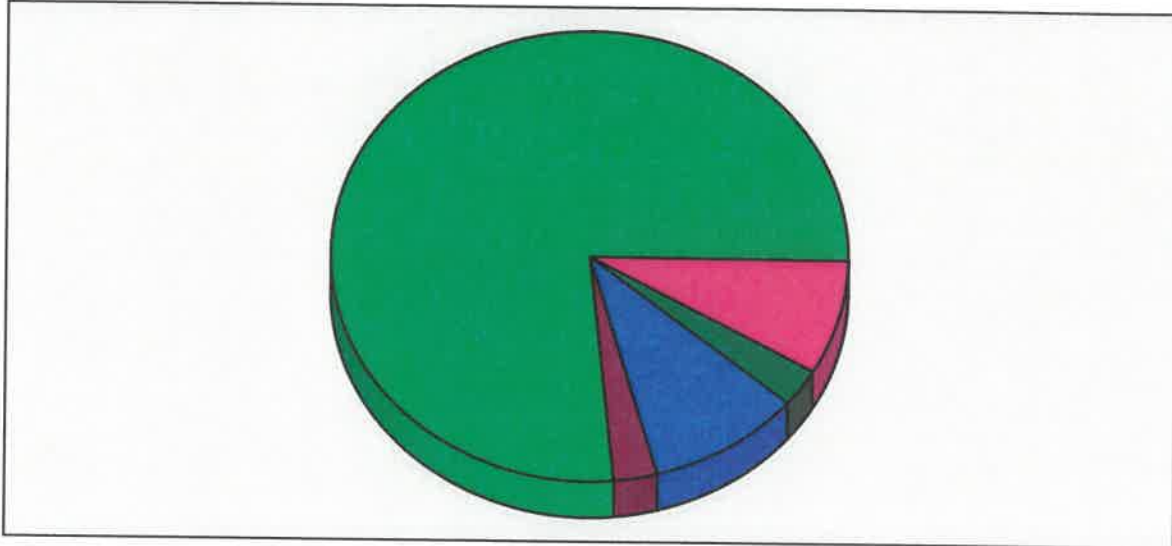
# Kingston Fire Department

Kingston, TN

This report was generated on 3/1/2018 8:47:16 AM

## Major Incident Types by Month for Date Range

Start Date: 02/01/2018 | End Date: 02/28/2018



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

INCIDENT TYPE	FEB	TOTAL
False Alarm & False Call	2	2
Good Intent Call	7	7
Hazardous Condition (No Fire)	2	2
Rescue & Emergency Medical Service Incident	56	56
Service Call	6	6
<b>Total</b>	<b>73</b>	<b>73</b>

Only REVIEWED incidents included



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

**Kingston Fire Department**  
Incident Report  
Incident Totals

Kingston City

February 2018

**TOTAL CALLS**

**73**

Category	Total		Total
Structure Fires	0	Hazardous Calls	2
Vehicle Fires	0	Service Calls	6
Brush/Grass Fires	0	Good Intent Calls	7
Refuse/rubbish Fires	0	Unintentional False	2
Other Fires	0	Other False	0
<b>Total Fires</b>	<b>0</b>	<b>Total False: Total</b>	<b>2</b>
Rescue and EMS	56	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	0		
Automatic Aid Given	0		
Fire Service Injuries	0	<b>Fire Dollar Loss</b>	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	<b>Non-Fire Dollar Loss</b>	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

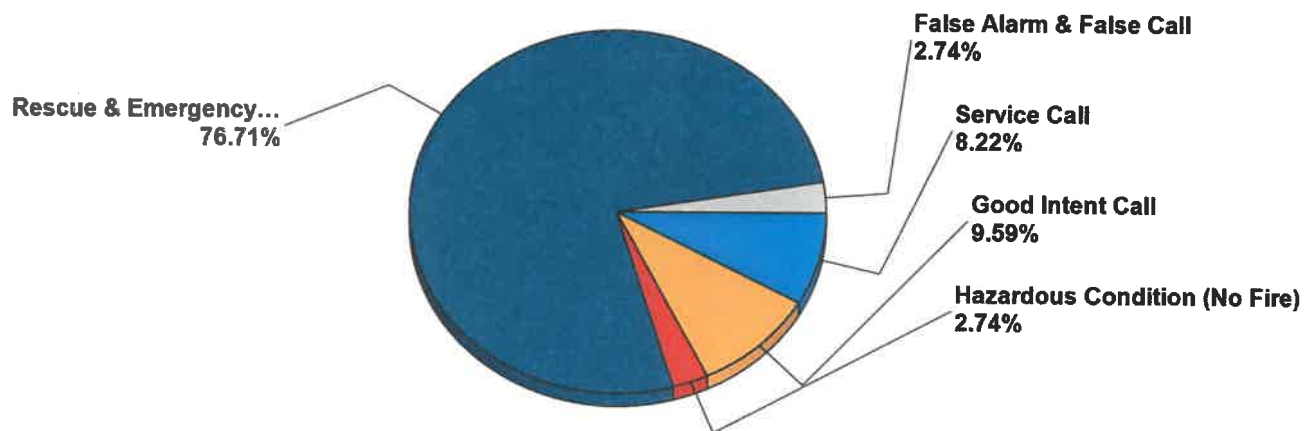
# Kingston Fire Department

Kingston, TN

This report was generated on 3/1/2018 8:45:10 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2018 | End Date: 02/28/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	56	76.71%
Hazardous Condition (No Fire)	2	2.74%
Service Call	6	8.22%
Good Intent Call	7	9.59%
False Alarm & False Call	2	2.74%
<b>TOTAL</b>	<b>73</b>	<b>100.00%</b>

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

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	12	16.44%
321 - EMS call, excluding vehicle accident with injury	36	49.32%
322 - Motor vehicle accident with injuries	5	6.85%
324 - Motor vehicle accident with no injuries.	3	4.11%
462 - Aircraft standby	2	2.74%
551 - Assist police or other governmental agency	1	1.37%
554 - Assist invalid	5	6.85%
611 - Dispatched & cancelled en route	6	8.22%
622 - No incident found on arrival at dispatch address	1	1.37%
700 - False alarm or false call, other	1	1.37%
744 - Detector activation, no fire - unintentional	1	1.37%
<b>TOTAL INCIDENTS:</b>	<b>73</b>	<b>100.00%</b>

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



**EMERGENCY  
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# Kingston Fire Department



Kingston, TN

This report was generated on 3/1/2018 8:48:15 AM

## Minor Incident Types by Month for Year

Year: 2018

INCIDENT TYPE	Jan	Feb	SUM
Accident, potential accident	1	2	3
Dispatched and canceled en route	7	6	13
Electrical wiring/equipment problem	1		1
Emergency medical service (EMS) Incident	46	44	90
False alarm and false call, other	1	1	2
Malicious, mischievous false alarm	1		1
Medical assist	12	12	24
Mobile property (vehicle) fire	1		1
Person in distress	3		3
Public service assistance	8	6	14
Rescue, emergency medical call (EMS), other	1		1
Structure Fire	2		2
Unintentional system/detector operation (no fire)	3	1	4
Wrong location, no emergency found	1	1	2
<b>Total</b>	<b>88</b>	<b>73</b>	<b>161</b>

Only REVIEWED incidents included



**EMERGENCY  
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Page # 1

## Kingston Fire Department February 2018

### Summary of Month's Activities

#### Fire Operations

The Department responded to 73 calls for service during the month of February.

#### Fire Administration

- Attended Dept. Head meeting
- SOGs being edited and finalized before approval
- Fund Raiser Planning
- ISO Evaluation
- Fire House Subs Grant \*See Special Projects
- 5-year capital budget planning
- FF Murrell promoted to Lieutenant. Lt. Murrell will be supervising C Shift starting 3/12/2018
- Shift change planning. Shift changes will be implemented 3/12/2018

#### January 2018 Overtime

OT Hours: 44

Cost: \$1,158.08

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

- Shift Training
- SOG committee meetings
- In service
- Staff Meeting

	This Month	YTD
Fire Inspections	0	151

#### Public Fire Education

	This Month	YTD
Participants	0	410
Education Hours	0	11
Number of Occurrences	0	5

### **Firefighter Training**

- KFD is continuing shift training
- Diver Training continuing for 2018
- Training over new fire truck
- FF Organek and FF Woody passed TN Fire Commission Fire Inspector Exam. All 8 KFD members have now passed the exam.
- FF Cloyd, FF Settles, and Capt. Goss signed up for Mass-Transit Rescue (School Bus Rescue) Class. Class will be held in March at the Roane County Rescue Squad building in Midtown.

### **Implemented Performance Standards Plan**

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

### **Fleet Maintenance**

- New tires put on Unit 4
- Engine 2 scheduled for air line repair on 3/5/2018
- Chief's vehicle had driver side window repaired at city garage

### **Special Projects**

- "Fit for Duty" program on going with work outs posted each shift
- SOG Committee ongoing, in final stages. Editing being performed by KFD Officers.
- Budget planning
- Fire House Subs grant submitted on 2/28/2018 for new thermal imaging cameras. Grant does NOT require match by the city.

### **Outstanding Issues**

- Aging Fire Apparatus
- Aging turn out gear
- U6 aging and continues to need continuous repair. Unit 6 now displays over 180,000 miles.



- Medical, gas powered, and firefighting equipment affected by weather from units sitting outside in the elements

#### Cost Savings

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

## Public Works Report February 2018

### Solid Waste:

<input type="checkbox"/> Convenience center solid waste collected:	<u>None</u>
<input type="checkbox"/> Wood chips removed from lot:	<u>None</u>
<input type="checkbox"/> Solid Waste Tonnage collected:	<u>None</u>
<input type="checkbox"/> Street sweeping debris removed off streets:	<u>8 Loads</u>
<input type="checkbox"/> Recycled materials collected:	<u>None</u>

<b>Public Works Selected Performance Indicators</b>	<b>Total</b>	<b>YTD</b>
Brush Pick-Up Areas Covered	12 loads	578 Loads
Culverts/Storm Drains Cleaned	40	425
Curb/Sidewalk Repair/Install/Remove	60ft	925ft
Drainage Inspection Requests	None	29
Excavation/Street Cut Permits Issued	None	None
Exemption/Back Door Route Requests	None	None
Graffiti Removal Requests	None	None
Land Disturbance Permits Issued	None	None
Sanitation – Bulk Item/Junk Pick-Up Request	None	26
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	22	132
Storm water Inspections Performed	None	10
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	2
Streets Repaired (e.g., pothole)	20	92
Streets Striped	None	2
Tennessee One Calls	3	36
Traffic Signal Repair	None	9
Tree Trimming Requests	None	73
Vehicle Maintenance – Routine	9	192
Vehicle Maintenance – Unscheduled	11	197
Water Quality – Related Outreach Events	NA	NA

### **Public Works Facility, Outreach & Project Review:**

- ☐ Residential meetings and work to assist with drainage-related projects –None
- ☐ 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- 22
- ☐ Signal inspection, repair and timing adjustments- None
- ☐ Grant applications- None
- ☐ Participated in various weather calls- None
- ☐ Brine acquisition and street prep in advance of weather events- None
- ☐ Fleet software implementation –N/A
- ☐ Storm water educational outreach webinar- None
- ☐ Drainage law presentation- None
- ☐ Street Lighting- None

### **Continuing Projects**

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



**Kingston Parks and Recreation  
Board Minutes  
March 5, 2017**

**Present:** Eric Clark, Paul Rogers, Keenon Hethcoat, Ruth Thompson, Sue Collins, Josh Igou, Sammy Frogg, Tara Stockton; City Council Representative, Rick Ross

**Absent:** Karen High

**Guests:** Sonny Hunter

Chairman Eric Clark welcomed everyone to the meeting.  
He called the meeting to order.

Eric led the group in prayer.

The previous month's minutes were approved; Paul Rogers made a motion and Keenon Hethcoat seconded. Motion carried.

**Unfinished Business:**

1. Porter Park – The grand opening is set for April 7<sup>th</sup> at 12:00 p.m. after the KOC opening at Cherokee. The NAACP will provide food and there will be other activities. We hope to have ballgames throughout the afternoon.
2. LPRF Grant – A public meeting was scheduled for this evening and no one was present. Rick presented the information to those in attendance at the Parks and Recreation Meeting. The board has previously discussed the grant. Keenon Hethcoat made a motion that the board recommend/endorse the grant project; seconded by Paul Rogers. Motion carried.
3. Dog Park – There are two fundraisers scheduled: The River Sharks Concert at the Princess Theatre on May 19<sup>th</sup> and a Disc Golf Tourney scheduled for July. They have already raised over \$6,000.
4. Girl's Volleyball – We are still taking sign-ups through March 9<sup>th</sup> for all ages.
5. Girl's Softball – Sign-ups will end March 16<sup>th</sup>. The girls will play on Byrd Field and maybe Porter Park field if necessary.
6. Street Fest – March 24<sup>th</sup> – Plans are coming along; vendor spots are all full. Eric said he would assist with the car show. Rick said we could use some volunteers if anyone is available that day. There are lots of activities with music, car show, food trucks and kids games. Event ends with a movie on the lawn.

**New Business:**

1. Early American History Day/Kite Derby – Tentatively set for April 14<sup>th</sup>. Ken is calling re-enactors to see if he can get commitments for that day. We are looking to do a Hot Wheels car race one day in the future.

2. Board Members – The two members whose terms will be up in June are Keenon and Karen. We will turn in names of those wishing to stay on the board, and the City will advertise in the newspaper, as well, for others who might wish to apply.
3. Enduring Warrior Race – Scheduled for May 19<sup>th</sup> at Southwest Point. This will be a fundraiser and will feature military style obstacle courses.
4. Special Olympics – This event will take place April 13<sup>th</sup> at Southwest Point. We encourage folks to come out that day and cheer them on.

Board Comments: Keenon asked how maintenance in the parks was going. Rick reported are improving and he will keep the board informed.

Keenon Hethcoat made a motion to adjourn, Eric Clark seconded and motion carried.

Submitted by Rick Ross

City Council Workshop: March 6<sup>th</sup>  
City Council Meeting: March 13<sup>th</sup>  
Next Park Board Meeting: April 2<sup>nd</sup>

## **FEBRUARY 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 February, 2018:**

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

**These are the groups and events that were held in addition to the regularly scheduled ones at the Center during the month of February, 2018:**

LaCrosse Parents Meeting	City Beautification Meeting
Lakeside Condo Association	Daniel Bredwell Family
Tracy McCuller Family	Tolley Brackett Family
AARP Tax Assist	TAI CHI
Defenders Meeting	Damsels in Defense Meeting
Tara Hallcox Family	Tiffany Lewis Family
Kristen Cofer Shower	LaVonna Collins Family
Eric Dietrich Family	Emily Houston - Mary Kay
KGSA Softball Meeting	

**Com.Center Rent: \$450.00**

**Park Pavilions Rent: \$25.00**

**Submitted by Jo Ann Knies**



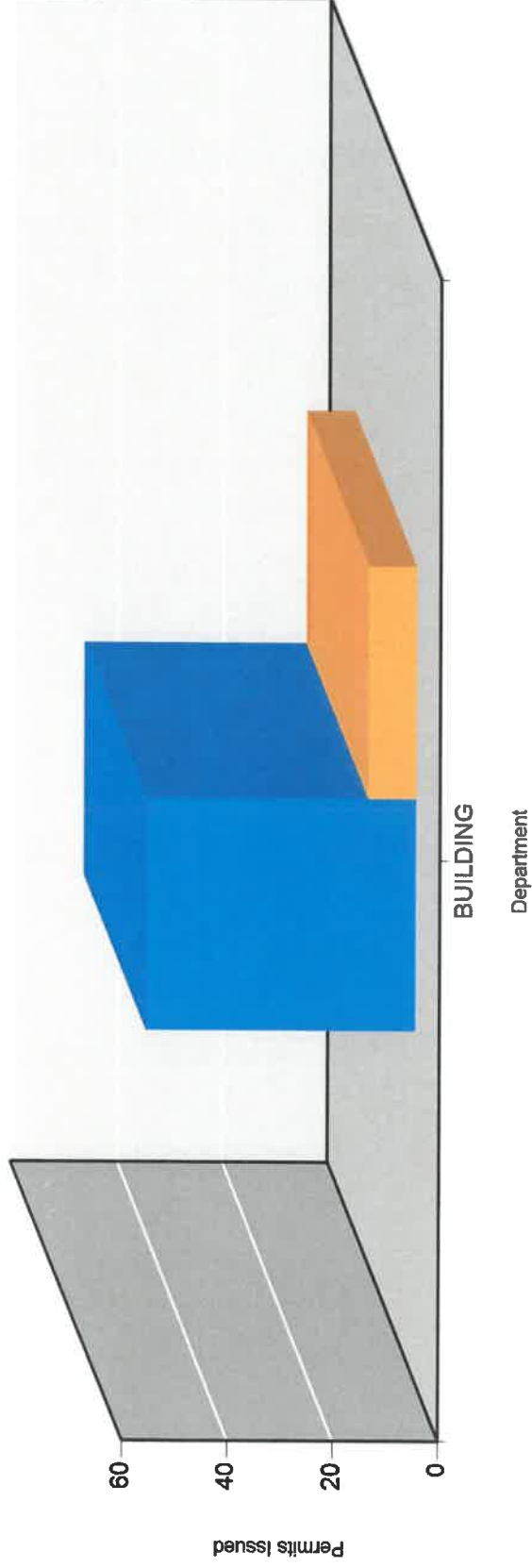
## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2018 AND 02/28/2018

Report run on: 03/01/2018 10:31 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	35	36	Same Day	2.04 Days	1	29	7
	PL	Same Day	10	11	6 Days	21.41 Days	1	10	1
	RM	Same Day	13	13	Same Day	0.28 Days	1	12	1

### Issued Permit Details



## Issued Permits By Department

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02/01/2018 AND 02/28/2018

Report run on: 03/01/2018 10:31 AM

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2018-033	Submitted: 01/31/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/01/2018	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1
		KC Dock		
		1222 Cove Lane, Kingston, TN 37763		
		BP2018-034	Submitted: 02/01/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 0
		OS Church Cross		
		1007 E Tri County Blvd, Oliver Springs, TN 37830		
		BP2018-035	Submitted: 02/01/2018 Technically Complete: Approved: 02/01/2018 Ready to Issue: Issued: 02/01/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC Dock addition		
		312 Windswept Lane, Kingston, TN 37763		
		BP2018-036	Submitted: 02/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
	DW	540 Tate Coley, Lenoir City, TN 37771		
		BP2018-037	Submitted: 02/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		Residential Home		
		560 Grande Vista Drive, Rockwood, TN 37854		
		BP2018-038	Submitted: 02/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		HC Remodel		
		527 Russell Ave, Harriman, TN 37748		
		BP2018-039	Submitted: 02/05/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/05/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		KC Window change out		
		119 N 3rd Street, Kingston, TN 37763		





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BUILDING	BP		Submitted: 02/05/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		113 Wise Road, Kingston, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/05/2018	
		BP2018-041		
		2 New Porches	Submitted: 02/06/2018	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/06/2018	
		1172 Swan Pond Circle Road, Harriman, TN 37748		
		BP2018-042		
		Pole Barn	Submitted: 02/08/2018	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/08/2018	
		288 Sweetwater Road, Philadelphia, TN 37846		
		BP2018-043		
		KC Remodel	Submitted: 02/08/2018	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/08/2018	
		307 Lakewood Road, Kingston, TN 37763		
		BP2018-044		
		KC Pole Barn	Submitted: 02/09/2018	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/09/2018	
		1432 James Ferry Road, Kingston, TN 37763		
		BP2018-045		
		KC Garage	Submitted: 02/09/2018	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/09/2018	
		525 Calvin Street, Kingston, Tn 37763		
		BP2018-046		
		Remodel Garage Floor	Submitted: 02/12/2018	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/12/2018	
		1116 LAUREL BLUFF RD, KINGSTON, TN 37763		
		BP2018-047		
		Residential Home	Submitted: 02/12/2018	In Process: 0
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 02/12/2018	
		240 Lane Hedgecock Road, Kingston, TN 37763		



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BUILDING	BP		Submitted: 02/13/2018	Technically Complete: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		HC Storage Building	Ready to Issue: 02/13/2018	Approved: 0				
		215 Westbury Heights Drive, Harriman, TN 37748	Issued: 02/13/2018					
		BP2018-049						
		HC Garage	Submitted: 02/13/2018	Technically Complete: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
			Approved: 0					
			Ready to Issue: 02/13/2018					
		829 Cumberland St., Harriman, TN 37748	Issued: 02/13/2018					
		BP2018-050						
		Remodel & Patio	Submitted: 02/14/2018	Technically Complete: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
			Approved: 0					
			Ready to Issue: 02/14/2018					
		240 Hickey Road, Kingston, TN 37763	Issued: 02/14/2018					
		BP2018-051						
		Remodel Garage to living space	Submitted: 02/14/2018	Technically Complete: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
			Approved: 0					
			Ready to Issue: 02/14/2018					
		1291 Laurel Bluff Rd, Kingston, Tn 37763	Issued: 02/14/2018					
		BP2018-052						
		Foundation Repair	Submitted: 02/15/2018	Technically Complete: 0	In Process: 1	Waiting: 0	Total Days: 1	Total Cycles: 1
			Approved: 0					
			Ready to Issue: 02/16/2018					
		311 Pinoak Drive, Rockwood, TN 37854	Issued: 02/16/2018					
		BP2018-053						
		HC Remodel	Submitted: 02/15/2018	Technically Complete: 0	In Process: 6	Waiting: 0	Total Days: 6	Total Cycles: 1
			Approved: 0					
			Ready to Issue: 02/21/2018					
		409 Cumberland St, Harriman, TN 37748	Issued: 02/21/2018					
		BP2018-054						
		Cell Tower Upgrades	Submitted: 02/16/2018	Technically Complete: 0	In Process: 4	Waiting: 0	Total Days: 4	Total Cycles: 1
			Approved: 0					
			Ready to Issue: 02/20/2018					
		386 Loudon HWY, Kingston, TN 37763	Issued: 02/20/2018					
		BP2018-055						
		SW	Submitted: 02/16/2018	Technically Complete: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
			Approved: 0					
			Ready to Issue: 02/16/2018					
		225 Jones Street, Rockwood, TN 37854	Issued: 02/16/2018					



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BUILDING	BP		Submitted: 02/20/2018	In Process: 0
		Residential Home	Technically Complete: Approved: Ready to Issue: Issued: 02/20/2018	Waiting: 0 Total Days: 0 Total Cycles: 1
		111 Delaware Point, Ten Mile, TN 37880		
		BP2018-057	Submitted: 02/20/2018	In Process: 0
		Dock	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		430 Lake Harbor Drive, Kingston, TN 37763		
		BP2018-058	Submitted: 02/20/2018	In Process: 0
		KC McDonald's Rebuild	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		840 N Kentucky Street, Kingston, TN 37763		
		BP2018-059	Submitted: 02/20/2018	In Process: 7
		KC Deck Repairs	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 7 Total Cycles: 1
		400 Lakewood Rd, Kingston, TN 37763		
		BP2018-060	Submitted: 02/21/2018	In Process: 0
		Deck	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		126 Whalen Lane, Harriman, TN 37748		
		BP2018-061	Submitted: 02/22/2018	In Process: 1
		KC Remodel	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 1 Total Cycles: 1
		1098 Bradford Way, Kingston, Tn 37763		
		BP2018-062	Submitted: 02/22/2018	In Process: 0
		Addition	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		5225 Estes Road, Loudon, TN 37774		
		BP2018-063	Submitted: 02/23/2018	In Process: 0
		Residential Home	Technically Complete: Approved: Ready to Issue: Issued:	Waiting: 0 Total Days: 0 Total Cycles: 1
		103 Emory Cove Drive, Harriman, TN 37748		



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BUILDING	BP		Submitted: 02/23/2018	In Process: 0
		KC Porch	Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		110 Gallaher View Drive, Kingston, TN 37763	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/23/2018	
		BP2018-065		
		KC Deck Replacement	Submitted: 02/23/2018	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		1828 Oak Hills Drive, Kingston, TN 37763	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/23/2018	
		BP2018-066		
		Dock	Submitted: 02/23/2018	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		1060 Paint Rock Ferry Road, Kingston, TN 37763	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/23/2018	
		BP2018-067		
		Residential Home	Submitted: 02/27/2018	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		177 Phillips Drive, Rockwood, TN 37854	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/27/2018	
		BP2018-068		
		SW	Submitted: 02/27/2018	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		160 MARNEY COVE Rd., Kingston, TN 37763	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/27/2018	
	PL	PL2017-159		
		PL for BP2017-656	Submitted: 11/27/2017	In Process: 71
			Technically Complete: 0	Waiting: 0
			Approved: 71	Total Days: 71
		169 Headwater Drive, Harriman, TN 37748	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/06/2018	
		PL2018-011		
		PL for BP2017-609	Submitted: 02/12/2018	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		190 Edwards Road, Harriman, TN 37748	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/12/2018	
		PL2018-012		
		PL for BP2017-544	Submitted: 02/14/2018	In Process: 0
			Technically Complete: 0	Waiting: 0
			Approved: 0	Total Days: 0
		2293 Buttermilk Road West, Lenoir City, Tn 37771	Ready to Issue: 1	Total Cycles: 1
			Issued: 02/14/2018	





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Report run on: 03/01/2018 10:31 AM

BUILDING	PL		Submitted: 02/14/2018	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 02/14/2018		
PL2018-013				
PL for BP2017-670				
3733 Buttermilk Road West, Kingston, TN 37763				
PL2018-014				
PL for BP2017-615				
838 Nelson Drive, Kingston, TN 37763				
PL2018-015				
PL for BP2017-599				
335 Pekoma Road, Philadelphia, TN 37846				
PL2018-016				
PL for BP2017-281				
1013 Gallaher Road, Kingston, TN 37763				
PL2018-017				
PL for BP2018-053				
409 Cumberland St, Harriman, TN 37748				
PL2018-018				
PL for BP2017-664				
258 MASSENGILL SPRINGS, HARRIMAN, TN 37748				
PL2018-019				
PL for BP2017-525				
1084 Black Jack Road, Rockwood, TN 37854				
PL2018-020				
PL for BP2017-478				
305 Tower Drive, Oliver Springs, TN 37840				



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02/01/2018 AND 02/28/2018

Report run on: 03/01/2018 10:31 AM

BUILDING	RM		Submitted: 02/06/2018	In Process: 0
		Technically Complete:		Waiting: 0
		Approved:		Total Days: 0
		Ready to Issue:		Total Cycles: 1
		Issued: 02/06/2018		
RM2018-013				
Mechanical Permit BP2017-532				
231 Mainsail Road, Kingston, TN 37763				
RM2018-014				
Mechanical Permit for BP2017-568				
842 Post Oak Valley Road, Rockwood, TN 37854				
RM2018-015				
RM for BP2017-584				
115 Docks of the bay drive, Rockwood, TN 37854				
RM2018-016				
Gas Piping Only for 2017-569				
200 Highland Way, Harriman, TN 37748				
RM2018-017				
RM for BP2017-609				
190 Edwards Road, Harriman, TN 37748				
RM2018-018				
RM for BP2017-569				
200 Highland Way, Harriman, TN 37748				
RM2018-019				
RM for BP2018-016				
912 Clifty Street, Harriman, TN 37748				
RM2018-020				
RM for BP2017-670				
3733 Buttermilk Road West, Kingston, TN 37763				



## Issued Permits By Department

ALL DEPARTMENTS  
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN  
02/01/2018 AND 02/28/2018

Report run on: 03/01/2018 10:31 AM

BUILDING	RM	RM2018-021	RM2018-022	RM2018-023	RM2018-024	RM2018-025
		RM for BP2017-255	RM for BP2018-007	RM for BP2017-599	RM for BP2016-542	RM for BP2017-506
		900 Old Harriman, Oliver Springs, TN 37840	874 Cave Creek Road, Loudon, TN 37774	335 Pekoma Road, Philadelphia, TN 37846	945 Buck Creek Road, Kingston, TN 37763	809 Ridge Trail RD, Kingston, TN 37763
		Submitted: 02/16/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/16/2018	Submitted: 02/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/21/2018	Submitted: 02/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/21/2018	Submitted: 02/26/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/26/2018	Submitted: 02/27/2018 Technically Complete: Approved: Ready to Issue: Issued: 02/27/2018
		In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1

# KINGSTON WATER TREATMENT PLANT



## FEBRUARY OPERATIONS REPORT

2018

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
G A L L O N S	Influent (Raw)	23,959,000	18,255,000	23.81%	773,000	1,549,000	514,000
	Effluent (Finish)	21,443,000	16,565,000	22.75%	692,000	1,364,000	466,000
	Spring Supply	13,553,000	13,743,000	-1.40%	437,000	454,000	278,000
	Total Finish Prod.	34,996,000	30,308,000	13.40%	<i>Distribution &amp; WTP Report:</i> 3,402,000		
Plant Efficiency		99.32%	99.13%	0.19%	gals. usage flushing and Tank refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
G A L L O N S	Consumption	22,423,700	24,452,100	-9.05%	<i>Fire Dept:</i> No Report		
	Reported Usage	3,402,000	1,303,950	61.67%	<i>Park &amp; Rec:</i> No Report		
	Water Loss	9,161,800	4,551,950	50.32%	<i>WWTP:</i> No Report		
	%	26.18%	15.02%	11.16%			

Note: The Water Production, Consumption and Loss data is for the January 2017 Meter Read Period.

\*\* There were several major Main Line breaks during this time 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.
- \* Doing Cold Weather Maintenance on outdoor equipment.
- \* Had several Main and Service Line Breaks due to extreme cold weather.
- \* Dropped Basins and washed / rinsed Tube Settlers.
- \* Working on adding further redundancy to the communications equipment at Ladd Tank, Pumpstation and Spring Pump House.
- \* Completed Required Yearly Site A & B VOC's (Volatile Organic Comp.) & Nitrate Sampling. Site A Sodium Sampling and Monthly Backwash / Aluminum Sampling.
- \* ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- \* Working on 5 year Plan.
- \* Gathered Information to update the existing Emergency, Sampling and Drought Management Plans.
- \* Preparing for an upcoming Sanitary Survey.
- \* Gathering Data for the upcoming Consumer Confidence Report.



0

# Schedule of Unaccounted For Water February

*(All amounts in gallons)*

<b>A</b>	<b>Water Treated and Purchased</b>		
<b>B</b>	Water Pumped (potable)	34,996,000	
<b>C</b>	Water Purchased	0	
<b>D</b>	<b>Total Water Treated and Purchased</b> (Sum Lines B and C)		34,996,000
<b>E</b>	<b>Accounted for Water:</b>		
<b>F</b>	Water Sold	22,423,700	
<b>G</b>	Metered for Consumption (in house usage)	1,402,000	
<b>H</b>	Fire Department(s) Usage	0	
<b>I</b>	Flushing	2,000,000	
<b>J</b>	Tank Cleaning/Filling	0	
<b>K</b>	Street Cleaning	0	
<b>L</b>	Bulk Sales	0	
<b>M</b>	Water Bill Adjustments (+/-)	8,500	
<b>N</b>	<b>Total Accounted for Water</b> (Sum Lines F thru M)		25,834,200
<b>O</b>	<b>Unaccounted for Water</b> (Line D minus Line N)		9,161,800
<b>P</b>	<b>Percent Unaccounted for Water</b> (Line O divided by Line D times 100)		26.180%

**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.



3/6/2018

# KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager  
FROM: Tony Workman, WWTP Plant Manager  
RE: January Monthly Report  
DATE: March 6, 2018

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MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT*	1.0250	3.1320	.3210	28,700,000
EFFLUENT	1.3084	2.9100	.5280	36,635,000

Total gallons of chlorine used was 313.88 @\$2.09 gallon = \$656.00.

There was 10.81 inches of rain.

We had 2 BOD EFF violations due to the heavy rainfall. The reason is the old clarifiers were opened and old sludge was in the lines. After the initial re-start, the BOD numbers returned to normal.

There were no sewer overflows this month.

24.68 tons of sludge was hauled to the landfill.

Due to the rainfall, the #2 pump station on Highway 58, near Brentwood Landing, had a high-level alarm. I called Chat Pankey to clean the debris that had the floats hung. During this time, a citizen called the state to report of people dumping into a pond. At no point, did any sewer overflow. Pankey was able to vacuum out the wet well and empty his truck at the septic receiving station at the plant. Natalie Harris, with TDEC, and I talked to clarify any issues. Below is a picture of the “disposable rags” or “bio-degradable wipes” that are causing issues at some pump stations.



# WATER DEPARTMENT MONTHLY REPORT

**To: David Bolling**

Month of: FEB.2018

**From: Jimmy Agee**

**RE: Monthly Work Orders**

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	3	
Read-out	25	
RE- READS	3	
WATER TAP NEW ACCT.		
CLOSED ACCT WITH COMSUMPTION		
READ INS	24	
CHECK FOR HUNG METER	15	
CHANGE OUT HUNG / BROKEN METER	8	
CHECK FOR LEAK AT METER	4	
METER LEAKS	3	
AFTER HOURS - WATER	1	
SERVICE LINE LEAK	8	
LINE LOCATES	101	
TURN OFF FOR NON PAYMENT	4	
TURN WATER BACK ON	10	
YARD WORK		20
DOOR HANGERS	4	
MANUAL READ	4	
AFTER HOURS - SEWER		
SEWER- TAP NEW ACCOUNT	1	
RELOCATE SEWER CONNECTION		
SEWER BACK UP	5	
CHECK TO SEE IF STILL OFF		
TAP ESTIMATES	6	
PROFILE REQUESTED	5	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT		
WATER MAIN BREAKS	1	

# WATER DEPARTMENT MONTHLY REPORT

Month of: FEB. 2018

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
RELOCATE METER		
CHECK FOR TAMPERED METER		
REPAIR BROKEN SEWER LINE		
NO WATER		
WATER TASTE BAD	1	
CHECK WATER PRESSURE	2	
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
repair BROKEN SEWER LINE	2	
REPLACE METER /METER BOX/LID		
REPLACE TAMPERED METER		
REPLACE VALVE		
FLUSH LINES	5	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION	5	
TURN OFF DUE TO LEAK		
REPLACE CUT-OFF VALVE	2	
Install flotting meter		
LOCATE WATER METER		
Total		253
		35
OVER-TIMES HOURS	107	
FIRE HYDRANTS		
ROAD PATCHES		15
PULLED METERS	1	

  
 WATER DISTRIBUTION & COLLECTION  
 MANAGER-JIM AGEE

**Kingston Public Library (KPL)**

1004 Bradford Way  
Kingston Tennessee 37763  
865-376-9905

5 March 2018

**TO: The Honorable Tim Neal  
David L. 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 February 2018:

**Children's Programming**

Barbara conducted 4 events with 77 participants at her weekly Wednesday children's story-time. We had a Valentine's Day party on the 14th.

**Tech Classes**

We had one tech lab with 3 participants. We covered smart phone settings and apps.

Later this month, we will begin giving classes paid for by the LTT grant that also paid for our laptops. Our first two classes will cover Windows 10 and Email.

**Programs**

Our crafts night was a big success. We had 21 participants. They all asked if we were going to have another one, so one is scheduled for this month, and it may become regular thing.

**Upcoming Programs**

Along with the craft night, we will have a speaker in on the 29th, taking about Vikings.

**Summary**

Patron count for the month totaled 1455.

There were 1984 checkouts and renewals for the month for adults and 388 for kids, totaling 2372. Our READS count for ebooks was 1888 for adults and 123 for children, totaling 2011.

Respectfully submitted,  
ERS

# ***Kingston Beautification Committee***

## ***Meeting Minutes - Monday, February 5, 2018***

### **I. Call to order**

The regular meeting of the Kingston Beautification Committee was called to order at 5:00 p.m. on February 5th, 2017, at Kingston Community Center (new location).

### **II. Roll call**

Attendees: S. Collins, T. Nichols, J. Brown, J. Washam

Guest: R. Ross, Kingston Parks and Recreation

### **III. Approval of minutes from last meeting**

The minutes from the January were not read. The January meeting was not held.

### **IV. Open issues**

Discussion for assistance provided for 500 N. Kentucky Street Recent improvements include:

- Sides of building painted
- Front of business cleaned
- Removal of debris

Clothes Closet – has plans for building improvements to handle the large amount of donations. Improvements include a privacy wall and loading dock.

### **V. New business**

A Kingston neighborhoods trash pick-up in March was mentioned as a pre-Earth Day (April 21<sup>st</sup>) event. This event is proposed to encourage Kingston neighborhood groups to patrol their neighborhood for litter. Details of this event have not been decided.

Empty storefronts may be decorated with older City pictures large enough to fill store-front windows.

Kingston City Parks & Recreation will have a Street Festival on March 24<sup>th</sup>.

Downtown sidewalk sales have not been possible due to hindering wheelchair access.

### **VI. Adjournment**

1800 Meeting adjourned

**MINUTES**  
**KINGSTON PLANNING COMMISSION**  
**FEBRUARY 20, 2018**

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on February 20, 2018 at the Kingston City Hall.

**Members Present**

Kevin King, Chmn.  
Bo Pickel, Sec.  
Eric Bacon  
Gary Botkin  
John Byrkit  
Stephanie Wright

**Members Absent**

Gary Lay, V. Chmn.  
Tim Neal, Mayor  
Chuck Hutzler  
Lou Qualls

**Others Present**

Marsha Marshall  
Rodney McKee  
Harold Cannon

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 Secretary Lay and a second by Mr. Botkin, the commission voted to approve the minutes of the January 30, 2018 meeting. All voted aye on a roll call vote.

**REPORTS**

There were no reports.

**DISCUSSION OF EASEMENTS/PRIVATE ROADS FOR NEW SUBDIVISION**

Prior to the meeting, staff had provided commissioners with a document listing what he considered the plusses and minuses of access easements. Staff then went over each listing on the document and discussed it with the commission. For the record, the document is attached to these minutes.

Mr. Harold Cannon, of Cannon and Cannon, Inc., represented Mr. Rodney McKee. He said he agreed with staff's assessment of easements and private roads. He stated that easements have traditionally been abused. However, there has been a greater demand for them recently. They can improve traffic safety by minimizing the number of driveways along a public road. They can also add to a more rural atmosphere in a development. He also noted that perhaps variances could be granted to allow variances in certain circumstances. Staff noted that he disagreed with granting variances for easements since it would be difficult to be consistent. Staff said he would prefer to amend the subdivision regulations rather than grant variances. Mr. Cannon noted that access easements would allow residents to have control over access to their properties.

The planning commission then discussed this issue. Chairman King said that most of the benefits of allowing access easements seem to go to the developer. The commission agreed that it would like to see the regulations that are in Roane County's subdivision regulations. The commission also requested that Mr. McKee provide a copy of his proposed subdivision so the commission can evaluate it in terms of the need for easements. The commission also requested that staff obtain a copy of Roane County's subdivision regulations and provide copies of the easement regulations to each commissioner.

**ADJOURNMENT**

On a motion by Mr. Botkin and a second by Mr. Bacon, the meeting adjourned at 6:47 p.m.



## **PRIVATE ROADS & EASEMENTS IN SUBDIVISIONS**

(Prepared by David Williams, East Tennessee Development District, February 2018)

Subdivision regulations are designed to ensure that all subdivision lots are served by well designed and constructed roads that are suitable for automobiles, school busses, delivery services, moving vans, and emergency vehicles. Most communities require that all subdivision lots be served by public roads that meet the requirements of the subdivision regulations. Some communities allow private roads in subdivisions provided they meet the design and construction standards of the subdivision regulations. Such private roads may be requested so that access can be limited, such as in a gated community. Regardless, all lots would be provided with adequate road access.

Certain communities have subdivision regulations that allow access easements to serve a specific number of lots. These are essentially private roads that may not be required to meet the design and construction standards of the subdivision regulations. An easement that serves two or more properties will require a legal document establishing the easement and a maintenance agreement for the properties it serves. Each property owner will have to agree to a maintenance amount that will be assessed based on an agreed formula.

An easement crossing one property to serve another property is the simplest type of access easement. The easement should be legally established. A maintenance agreement may not be necessary since only one lot is served. In most cases, an access easement would not be necessary if the lot was designed as a "flag lot."

Access easements are often allowed to be designed and constructed to a lower standard than subdivision roads. Developers may prefer to use access easements to minimize road construction costs or provide access to lots on steep or other property where roads would be difficult or expensive to build.

Whether private roads and access easements are good or bad depends on one's perspective. The following discusses the potential "pluses" and "minuses" of access easements and private roads.

### **Pluses**

**May allow developers to subdivide property with less investment in road infrastructure.** This would depend on whether there are lesser standards for easements or private roads.

**May allow developers to maximize the number of lots in a subdivision.** This would most likely occur where topography would make it difficult for roads to comply with the design and construction standards of the subdivision regulations.

**May make lots more affordable.** Lots could be more affordable as a result of maximizing the number of lots while reducing the roads and associated costs. Whether reduced costs would result in lower lot prices would be at the discretion of the developer and based on the market.

**Would not increase public road maintenance and improvements costs.** Property owners would maintain and improve the easements or private roads at no cost to the public.

### **Minuses**

**Easements may not accommodate emergency service and other vehicles.** Slope, width, and condition of the easement could limit access. Access by fire trucks, ambulances, moving vans, school busses, and other vehicles may be hindered on substandard easements or private roads, especially if they fall into disrepair.

**Easements may prevent further subdivision of large properties.** This would depend on the maximum number of lots allowed on an easement and whether the extension of an easement is allowed.

**Maintenance of easements or private roads would be the responsibility of affected property owners.** This could be a problem if one or more property owners did not, or could not, contribute financially to the maintenance of the road. The property owners at the end of an easement are most vulnerable.

**Property owners must pay legal costs to sue for maintenance compliance in the event of default.**

**To be accepted into the city's road system, affected property owners would need to improve easements to the standards of the subdivision regulations and donate property as right-of-way.** Easements and private roads are often requested to be accepted as city roads when they have fallen into disrepair and property owners are unwilling, or incapable, of improving and maintaining them. However, substandard roads and easements should not be accepted into the public road system unless they meet the standards of the subdivision regulations at the time they are proposed for public acceptance.

ELECTRIC POWER BOARD OF ROCKWOOD  
MEETING AGENDA  
FEBRUARY 20, 2018  
ROCKWOOD ELECTRIC UTILITY BOARD ROOM  
4:30 – 5:30 PM

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

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from January 16, 2018	Approval
December 2017 Financial Statements	Approval
Manager's Report	Approval
Visitor Comments	Information

**OTHER BUSINESS**

Old:

1. Property at 301 W. Rockwood Street	Approval
---------------------------------------	----------

New:

1. Retirement Plan Fiduciary Management	Approval
2. Elevator Maintenance Service Agreement	Approval
3. Leadership Roane County Youth Program	Approval
4. Bad Debts	Approval

Announcements

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on January 16, 2018. Board members present were Fisher, Holloway, Layne, and White. Mr. Davis was absent.

A motion was made by Holloway, seconded by White to approve the minutes as recorded for the December 19, 2017. All voted yes.

A motion was made by Layne, seconded by White to approve the financial statements for November 17, 2017. All voted yes.

Because of the inclement weather and in the interest of time, the Manager's Report was brief. Mr. Bear informed the Board that Central Service Association was in the office this week performing training on time reporting and leave requests. This is part of their Business Services Upgrade. He also updated the Board on the sponsorship level for the Greenwood School Education Foundation. The amount decided upon was \$250.00 which is less than the Bronze Level (\$500.00) but greater than just a souvenir ad (\$100.00). Manager Bear reminded the Board of the dates for various conferences that have already been scheduled for this year and their locations. Many of these require registration prior to reserving a hotel room. After entertaining questions from the Board, Mr. Bear concluded his report. A motion was made by Holloway, seconded by White to approve the Manager's Report. All voted yes.

A motion was made by Holloway, seconded by Layne to approve the 2018 Pay Plan. Manager Bear had included in his report to the Board that the pay plan had been reviewed and compared with the 2017 TVPPA Salary Survey for utilities with a customer base between 10,000 and 20,000 customers and revenue between \$25 and 50 million. Overall, the pay plan is very comparable to these utilities. This year, the pay plan was adjusted by 3% based on the cost of living increase the Board approved at its meeting on November 16, 2017. All voted yes.

Manager Bear gave the Board a summary of the appraisal which had been completed on property located at 301 W. Rockwood Street. The Board had previously authorized the General Manager to obtain an appraisal of the property and begin negotiations with the owner for purchase of the property after receipt of the appraisal. Should discussions not be productive, Manager Bear was authorized to initiate condemnation proceedings.

Station West Realty Services, Inc. was selected to perform an appraisal of the property. The appraisal has been received.

*The entire lot is only about 2500 sq. ft. (0.057 acres) with the building, which was constructed circa 1900, taking up nearly 2100 sq. ft. The site is located in an identified flood zone. The sales comparison approach was used which compared this property with others similar in nature that have recently sold or which are listed for sale in Rockwood. Four were used for comparison, all of them along Rockwood Street. The words "average" and "adequate" are used throughout the appraisal to describe the building. The overall utility of the site is average to good. The most recent "improvements" to the building are sealing the roof, exterior paint, and an HVAC unit; all in 2006. The appraised value is \$45,000.*

Manager Bear gave the Board a letter which he had received from legal counsel with a reminder that although the appraisal does not represent an exact value, the property is being purchased with ratepayer funds and that the fair market value of the property should be the maximum amount paid. A motion was made by Holloway, seconded by White to make an offer of **\$30,000** to purchase the property at 301 W. Rockwood Street. All voted yes.

Manager Bear updated the Board on staff's meeting with Michele Bowman, Loomis Branch Account Manager, for providing armored car service for daily deposits at Rockwood and Kingston. Since we are still waiting on a proposal, Manager Bear asked the Board to authorize Mr. Miller and himself, along with input from other staff, to review the proposals when they were received and select the best option for the Utility. Mr. Bear felt like this would be completed prior to next month's meeting and he would bring the decision back to them for ratification. Mr. White made a motion to proceed with an amended agreement, seconded by Layne. All voted yes.

A motion was made by White, seconded by Layne to approve the write-off of uncollectible debts for the period of October 2017 in the amount of \$1,022.13 and noted \$2,668.81 was collected. All voted yes.

In other business, Manager Bear informed the Board that the appraisal for the utility's small office building at 401 W. Rockwood Street had also been completed. The appraised value was estimated to be \$75,000. Mr. Bear noted that there were still some files stored in that building and it had not been completely cleaned out since our move to the new building.

Mr. Bear also gave the Board a DRAFT copy of the retirement plan funding policy developed by USI Consulting for its Other Post-Employment Benefit Trust. Manager Bear said that staff had not reviewed the policy nor had it been discussed with Matt and Sandra Cross of USI Consulting. He would let the Board know when a meeting or conference call was planned.

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

Chairman  
Lee Fisher

Secretary/Treasurer  
Don White

Recorder by Kendall Bear

## 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

DECEMBER 2017

PAGE 1

## BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
<b>UTILITY PLANT</b>		
Electric Plant .....	1	62,964,958.11
Less Depreciation .....	2	16,014,815.58
Total .....	3	46,950,142.53
Unamortized acq. adj. ....	4	
Other utility plant - net .....	5	
Total Plant - net .....	6	46,950,142.53
<b>OTHER PROPERTY AND INVESTMENTS</b>		
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
<b>CURRENT AND ACCRUED ASSETS</b>		
General cash and temporary cash investments ..	14	3,774,107.35
Accounts receivable .....	15	2,461,309.46
Materials and supplies .....	16	515,534.54
Prepayments .....	17	27,845.62
Other current assets .....	18	1,108,514.32
Total .....	19	7,887,311.29
<b>DEFERRED DEBITS</b>		
Debt expense .....	20	
Preliminary survey .....	21	
Clearing accounts .....	22	
Energy Service Loans receivables ..	24	416,334.60
Deferred costs on TVA Leases .....	25	
Other deferred debits .....	26	
Total .....	27	416,334.60
<b>TOTAL ASSETS AND OTHER DEBITS .....</b>	<b>28</b>	<b>57,372,094.79</b>

LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
<b>CAPITAL</b>		
Membership certificates .....	30	
<b>EARNINGS REINVESTED IN SYSTEM ASSETS</b>		
Beginning of year .....	33	43,416,689.29
Current year to date .....	34	416,096.11
Total .....	35	43,832,785.40
<b>LONG-TERM DEBT</b>		
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	47,635.36
Total .....	41	4,572,835.36
<b>OTHER NON-CURRENT LIABILITIES</b>		
Postretirement Benefits .....	39.2	2,116,067.00
Energy Service Loans - Advances ..	42	295,435.09
Energy Service Loans - Other .....	43	
Total .....	44	2,411,502.09
<b>CURRENT AND ACCRUED LIABILITIES</b>		
TVA notes payable .....	45.1	
Other notes payable .....	45.2	
Accounts payable .....	46	4,498,639.47
Customer deposits .....	47	1,191,539.35
Taxes and equivalents accrued .....	48	(5,529.89)
Interest accrued - RUS .....	49	
Interest accrued - CFC .....	50	
Interest accrued - CoBank .....	51	
Interest accrued - TVA .....	52.1	
Interest accrued - other .....	52.2	
Other current liabilities .....	53	890,404.36
Total .....	54	6,575,053.29
<b>DEFERRED CREDITS</b>		
Advances for construction - refundable ..	55	
Other deferred credits .....	56	(20,081.35)
Total .....	57	(20,081.35)
<b>TOTAL LIABILITIES AND OTHER CREDITS .....</b>	<b>58</b>	<b>57,372,094.79</b>

( ) Indicates red figures

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

Construction work in progress included in Item No. 1 2,268,682.67

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

Rockwood Electric Utility

FOR MONTH AND YEAR  
DECEMBER 2017

PAGE 2

## 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	2,830,976.12	16,410,455.51
Revenue from late payments	60	12,154.02	88,782.72
Misc. service revenue	61	3,050.00	24,724.00
Rent from electric property	62	46,978.45	284,870.70
Other electric revenue	63	5.00	30.00
<b>Total operating revenue</b>	64	2,893,163.59	16,808,862.93

## PURCHASED POWER

Total power cost (page 7, item 342)	65	2,306,873.39	12,365,226.58
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## OPERATING EXPENSE

Transmission expense	66		
Distribution expense	67	84,179.70	518,167.12
Customer accounts expense	68	52,250.41	322,090.28
Customer service and informational expense	69	1,572.53	5,739.18
Sales expense	70	(600.00)	15,983.00
Administrative and general expense	71	209,844.19	1,151,929.25
<b>Operating expense</b>	72	347,246.83	2,013,908.83

## MAINTENANCE EXPENSE

Transmission expense	73		
Distribution expense	74	83,165.15	544,691.48
Administrative and general expense	75		500.00
<b>Maintenance expense</b>	76	83,165.15	545,191.48

## OTHER OPERATING EXPENSE

Depreciation expense	77	125,476.57	749,974.21
Amortization of acquisition adjustment	78		
Taxes and tax equivalents	79	122,197.42	667,867.98
<b>Other operating expense</b>	80	247,673.99	1,417,842.19

## TOTAL OPERATING EXPENSE AND PURCHASE POWER

	81	2,984,959.36	16,342,169.08
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## INCOME

Operating income (item 64, less item 81)	82	(91,795.77)	466,693.85
Other income	83		
<b>Total income</b>	84	(91,795.77)	466,693.85
Miscellaneous income deductions	85	4,384.52	8,938.62
<b>Net Income before debt expense</b>	86	(96,180.29)	457,755.23

## 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	7,336.85	44,021.20
Interest - TVA	90.2		
Other interest expense	92		
Amortization of debt discount and expense	93		
Amortization of premium on debt - credit	94	(393.68)	(2,362.08)
<b>Total debt expense</b>	95	6,943.17	41,659.12

## NET INCOME

Income before extraordinary items (item 86, less item 95)	96	(103,123.46)	416,096.11
Extraordinary items	97		
<b>Net Income</b>	98	(103,123.46)	416,096.11

## 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

DECEMBER 2017

PAGE 3

## 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	1,692,543.61	9,144,160.31	107	15,414,167	81,447,959
Gen. Power - 50 kW & under.....	101	376,297.33	2,254,884.10	108	2,837,182	16,991,957
Gen. Power - Over 50 kW.....	102	704,124.59	4,667,067.29	109	7,858,789	52,379,885
Street and athletic - Codes 72, 73 & 74.....	103	27,402.80	160,590.90	110	208,049	1,197,783
Outdoor lighting - Codes 75, 77 & 78.....	104	30,607.79	183,752.91	111	218,896	1,307,171
Subtotal.....	330	2,830,976.12	16,410,455.51			
Unbilled revenue*.....	331					
Total (page 2, item 59).....	332	2,830,976.12	16,410,455.51	335	26,537,083	153,324,755
				113	45,391	235,193
				114	26,582,474	153,559,948
				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	\$ 474.88	N/A
Gen Partners-GP<50kW	\$ 131.98	N/A
Gen Partners-GP>50kW	\$ 586.17	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	2,306,873.39	12,365,226.58	119	30,914,767	162,896,903
Facilities Rental.....	116					
Other Charges/Credits.....	117					
Total from TVA.....	118	2,306,873.39	12,365,226.58	122	30,914,767	162,896,903
Other Purchased Power*.....	218			222		
Subtotal.....	340	2,306,873.39	12,365,226.58			
Unbilled Purchases*.....	341					
Total (page 2, item 65).....	342	2,306,873.39	12,365,226.58	345	30,914,767	162,896,903
				123	26,582,474	153,559,948
				124	4,332,293	9,336,955
				125	14.01	5.73
				127	7.462	7.591
				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

DECEMBER 2017

PAGE 3a

## CUSTOMER DATA

CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR
Residential. . . . .	11,559	11,494
Gen. Power - 50 kW & under. . . . .	2,801	2,758
Gen. Power - Over 50 kW. . . . .	122	137
Street and athletic - Codes 72, 73 & 74. . . . .	39	38
Outdoor Lighting - Code 78. . . . .	136	141
Total. . . . .	14,657	14,568
Special Outdoor Lighting - Code 75. . . . .		
Outdoor Lighting - Code 77. . . . .	2,154	2,162

## LONG-TERM DEBT

CHANGE THIS MONTH	AMOUNT
Long-term debt last report (item 41). . . . .	4,573,229.04
Add new long-term debt this month (page 3). . . . .	
Total. . . . .	4,573,229.04
Less reductions this month (page 3). . . . .	393.68
Long-term debt this month (item 41). . . . .	4,572,835.36

## OPERATING RATIO

Item 81 minus item 80 divided by item 64 equals	THIS MONTH	YEAR TO DATE
Footnotes:	94.61%	88.79%

SIGNED

TITLE

DATE PREPARED

\*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  
February 2018

**HOME GRANT**

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

Notes:

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

**LPRF (Project Pending)**

		Date Completed/Closed Out
Project Cost:	TBD	
Engineer/Architect/Consultant:	Collier Engineering	
Contractor:		
Status (Percent complete)	0%	
Estimated Completion Date	2020	
Notable outstanding issues:	Application Resolution	

Notes:

1. Resolution to apply for funding on Feb. agenda

**AFG (Turnout Gear)**

		Date Completed/Closed Out
Project Cost:	\$44,450	
Engineer/Architect/Consultant:	N/A	
Contractor:	N/A	
Status (Percent complete)	0%	
Estimated Completion Date	2018	
Notable outstanding issues:	Application Pending	