



City Manager Report

NOVEMBER 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:

From a Fort Southwest Point Candlelight Tour

Distributed: December 11, 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/Minutes

Beautification Committee

- ☐ November Meeting Minutes

Planning Commission

- ☐ Meetings cancelled for October/November

REU – Electric Power Board Meeting

- ☐ Agenda and Minutes (None Received)
- ☐ Report to TVA (None Received)

E-911 Quarterly Report

- ☐ Director's Report

Project Status Updates

- ☐ Fort Paws Dog Park
- ☐ Amphitheatre
- ☐ AFG Turnout Gear



December 11, 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). We are producing this report in an effort to provide general and performance information to the Kingston City Council and the public regarding City services and programs and to enhance transparency in our local government. Information compiled by each department is analyzed and organized for presentation in this report.

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

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

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

Sincerely,

David L. Bolling, City Manager
City of Kingston

City Manager

Management Report: November 2018

Legislative Accomplishments

A. None

Legislative Matters Forthcoming

A. N/A

Other Items Considered by the Council

- A Contract with the Tennessee Department of Transportation (TDOT) for the Dogwood Drive Expansion
- Purchase of a Truck for the Public Works Department
- Public Works Brush Collection Policy
- **External Meetings**
 - Meeting with potential real estate development prospects
 - Meeting with Engineering firms regarding city projects
 - Other Misc. Meetings
- **Internal Meetings**
 - Meeting with Department Heads
 - Meetings with Water Department Managers
 - Meeting with Safety Committee
 - Individual Meetings with members of Council

Ongoing Work

- Fort Paws Dog Park
- Southwest Point Amphitheatre
- Water Line Extension on Gallilean Road

FINANCE AND ADMINISTRATION REPORT NOVEMBER 2018

- * CONTINUING THE EFFORT FOR NEIGHBORS HELPING NEIGHBORS PROJECT TO ADD \$1.00 PER MONTH TO THEIR UTILITY BILL -
THIS HAS BEEN SUSPENDED AS OF NOVEMBER BILLING-WILL BE ADDED BACK AS NEEDED
- * CUSTOMERS WHO VOLUNTEERED TO HELP OTHERS TOTAL 0 -DONATIONS TOTAL \$22,001.42
DISBURSED -3054.29 YTD
- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR NOVEMBER 3774 FOR A TOTAL AMOUNT OF \$338,908.14
- * NEW WATER SERVICE APPLICATIONS FOR NOVEMBER TOTALED 37
- * 36 CUSTOMERS FINALED OUT SERVICE
- * 294 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 722
- * TOTAL E-BILL ACCOUNTS - 315
- * ONLINE PAYMENTS PROCESSED 463
- * WATER/SEWER SERVLINE LEAK PROTECTION TOTAL BILLING 2124
- * WATER LOSS PROTECTION 1152
- * WATER LINE PROTECTION 131
- * SEWER LINE PROTECTION 26
- * COMMERCIAL SINGLE PROTECTION 237
- * COMMERCIAL MULTI PROTECTION 6
- * COMMERCIAL LINE PROTECTION 1
- * TRASH COLLECTIONS FOR NOVEMBER 2428
- * PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 0
- *

NEW BUSINESS LICENSES ISSUED IN NOVEMBER 2018

- 1 DRAGON FLY STUDIO - 902 LAKEVIEW DR, KINGSTON
- 2
- 3

TRANSIENT VENDOR PERMIT

- 1 DAVID POWELL - 7452 RABBIT LANE, BIRCHWOOD, TN
- 1

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF NOVEMBER 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:___ 65 _____;TOTAL PART-TIME EMPLOYEES _____ 31 _____
- ONE FULL-TIME EMPLOYEE FILED PAPER WORK FOR RETIREMENT DECEMBER 28, 2018
- ONE FULLE-TIME EMPLOYEE IN FIRE DEPARTMENT RESIGNED
- ONE EMPLOYEE ATTENDED CMFO CLASS GIVEN BY MTAS AND GRADUATED WITH CMFO CERTIFICATE
- AUDITOR COMPLETED FIELD WORK
- GETTING READY FOR YEAR END PROCESSES
- WORKING ON CAFR INFORMATION FOR FY END 2018
-
-

FINANCIAL SUMMARY NOVEMBER 2018

Cash in Bank	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
General Fund	\$1,709,035	\$1,527,962	\$1,291,237	\$1,032,959	\$1,037,270							
Grant Amphitheater			\$500,000	\$500,000	\$488,000							
TVA ENHANCE FNDS	\$9,735	\$9,735	\$9,735	\$9,735	\$9,735							
CAPITAL RESERVE GF			\$100,000	\$100,000	\$100,000							
Water/Sewer	\$1,008,597	\$1,007,346	\$1,104,607	\$1,196,518	\$922,951							
1999 Bond	\$227,973	\$242,619	\$257,405	\$271,823	\$286,333							
2004 Bond	\$236,827	\$233,923	\$231,503	\$228,863	\$226,123							
RDA Reserve Fund	\$296,718	\$298,718	\$300,878	\$330,964	\$161,055							
Drug Fund	\$5,781	\$20,900	\$20,989	\$20,963	\$19,452							
FIRE DEPT	\$47,847	\$0	\$0	\$0	\$0							
Total BALANCES	\$3,542,513	\$3,341,203	\$3,816,354	\$3,691,825	\$3,250,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF KINGSTON
REVENUES NOVEMBER 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOV 2017	BUDGETED REVENUES 2018- 2019	ACTUAL NOV 2018	PERCENT OF BUDGET 42%
31110	CURRENT PROPERTY TAX	\$347,392	\$1,994,100	\$341,285	17.1%
31120	PUBLIC UTILITIES PROPERTY TAX	\$158	\$33,878		
31211	PROPERTY TAX DELINQUENT - 1ST	\$32,051	\$70,000	\$41,990	60.0%
31212	PROPERTY TAX DELINQUENT - 2ND	\$2,081	\$20,000	\$7,872	39.4%
31219	PROPERTY TAX DELINQUENT - 0TH	\$5,816	\$20,000	\$1,466	
31300	INT, PENALTY, AND COURT COST	\$7,231	\$22,000	\$14,029	63.8%
31511	IN LIEU TAX, ROCKWOOD ELECTRIC	\$41,343	\$82,315	\$40,972	49.8%
31610	LOCAL SALES TAX - CO. TRUSTEE	\$445,370	\$1,135,774	\$447,337	39.4%
31710	WHOLESALE BEER TAX	\$80,493	\$200,000	\$83,925	42.0%
31720	WHOLESALE LIQUOR TAX	\$19,031	\$48,000	\$20,029	41.7%
31800	BUSINESS TAXES	\$10,248	\$70,000	\$10,485	15.0%
31912	CABLE TV FRANCHISE TAX	\$38,501	\$75,000	\$37,607	
31913	ATT & BELLSOUTH FRANCHISE FEE	\$6,064	\$17,000	\$5,286	
31920	HOTEL/MOTEL TAX	\$22,168	\$52,000	\$20,421	39.3%
32210	BEER LICENSES	\$250	\$1,750		
32220	LIQUOR PERMITS		\$300		
33479	ST GRANT AMPHITHEATER			\$500,000	
32600	BZA HEARING FEE	\$25	\$25	\$25	
33490	TEMA ASSISTANCE TORNADO			\$78,171	
33500	TELECOM INTERSTATE SALES		\$3,500	\$2,249	
33510	STATE SALES TAX	\$205,237	\$565,000	\$212,510	37.6%
33520	STATE INCOME TAX	\$87,612	\$94,500	\$74,614	79.0%

33530	STATE BEER TAX	\$1,498	\$3,000	\$1,489	49.6%
33540	STATE LIQUOR TAX	\$1,937	\$4,700	\$2,951	62.8%
33551	STATE GASOLINE TAXES	\$81,576	\$257,000	\$89,204	34.7%
33552	STATE-CITY STREETS	\$4,986	\$12,000	\$4,924	41.0%
33555	STATE STREET CONTRACT MAINT	\$13,335	\$48,000	\$12,398	
33590	TVA REVENUE SOLAR JAMES FRY	\$3,591	\$3,100	(\$5,733)	
33591	GROSS RECEIPTS - TVA	\$17,527	\$70,000	\$18,272	
33592	TVA IMPACT FUNDS	\$24,497	\$18,500	\$12,913	
33593	CORPORATE EXCISE TAX		\$9,300		
33730	TML FULL PACKAGE BONUS	\$4,000	\$4,000	\$4,000	
33800	RO CO GRANT PARKING LOT			\$25,000	
34100	GENERAL GOVERNMENT - CHARGES	\$410	\$600	\$700	116.7%
34310	HIGHWAYS AND STREETS CHARGES		\$7,500		
34420	GARBAGE TIP FEES	\$138,387	\$332,318	\$138,978	41.8%
34720	SWIMMING POOL CHARGES	\$4,863	\$25,000	\$3,609	14.4%
34740	PARK AND RECREATION CHARGES	\$2,670	\$63,000	\$1,849	2.9%
34741	BOAT SLIP RENTAL	\$7,070	\$22,400	\$8,230	36.7%
34742	FIREWORKS DONATIONS	\$10,527	\$40,000	\$9,812	24.5%
34743	PARK & REC AUCTION SALES	\$9,088	\$9,088		
34744	P&R DONATIONS, PAVILLION,WALK		\$1,015		0.0%
34746	FIRE DEPT DONATIONS		\$47,800	\$44,200	92.5%
34747	DOG PARK GRANT			\$25,000	
35100	AUCTION SALES POLICE DEPT		\$2,000		
35110	CITY COURT FINES AND COST	\$12,695	\$27,000	\$22,373	82.9%
35140	DRUG FINES	\$88	\$500	\$1,085	217.0%
35150	TRAFFIC SCHOOL CHARGES	\$1,502	\$5,000	\$3,752	
36000	FUND BALANCE		\$239,000		
36100	INTEREST EARNINGS	\$1,571	\$4,200	\$2,259	

36430	PAVILION RENTAL		\$680	\$3,000	\$1,585	
36900	TMBF LOAN PROCEEDS FIRE TRUCK		\$498,200			
36910	GRANT PORTER PARK		\$23,775			
36967	CONTRACT NATURAL GAS		\$8,958	\$21,500	\$8,958	41.7%
36971	CONTRACT WATER BILLING		\$462,065	\$485,168	\$485,168	100.0%
TOTAL ESTIMATED REVENUES			\$2,686,567	\$6,270,831	\$2,863,249	45.7%

CITY OF KINGSTON
EXPENDITURES NOVEMBER 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOV 2017	2018-2019 BUDGET	ACTUAL NOV 2018	42% BUDGET
41100	LEGISLATIVE	\$22,801	\$81,669	\$20,273	24.8%
41210	CITY COURT	\$13,508	\$25,577	\$10,478	41.0%
41320	CITY MANAGER	\$46,245	\$115,941	\$44,097	38.0%
41500	FINANCIAL ADMINISTRATION	\$198,462	\$406,837	\$142,801	35.1%
41700	PLANNING AND ZONING	\$6,037	\$10,275	\$5,087	49.5%
41810	CITY HALL BUILDINGS	\$53,299	\$187,897	\$181,564	96.6%
41990	OTHER GEN. GOVMT EXP	\$169,045	\$251,956	\$110,734	43.9%
42100	POLICE	\$418,713	\$1,034,765	\$400,590	38.7%
42152	AUTOMOTIVE SERVICES	\$36,113	\$118,000	\$24,552	20.8%
42200	FIRE PROTECTION	\$415,109	\$1,021,725	\$386,846	37.9%
43100	PUBLIC WORKS	\$347,309	\$1,069,730	\$336,916	31.5%
43190	STATE STREET AID	\$65,913	\$161,500	\$61,756	38.2%
43240	WASTEMANAGEMENT	\$122,377	\$297,856	\$128,255	43.1%
43750	CAPITAL IMPROVEMENTS	\$21,209	\$199,000	\$46,267	23.2%
44143	ANIMAL CONTROL	\$12,269	\$31,070	\$9,824	31.6%
44400	RECREATION	\$269,286	\$555,045	\$228,873	41.2%
44440	SWIMMING POOLS	\$15,154	\$38,365	\$15,726	41.0%
44800	LIBRARIES	\$91,294	\$208,294	\$79,653	38.2%
49000	DEBT SERVICE	\$116,186	\$455,329	\$174,022	38.2%
TOTAL EXPENDITURES		\$2,440,329	\$6,270,831	\$2,408,314	38.4%

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WATER DEPT REVENUES
Nov-18

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOV 2017	BUDGETED 2018-2019	ACTUAL NOV 2018	PERCENT OF BUDGET 42%
36100	INTEREST EARNINGS	\$3,618	\$8,000	\$2,666	33%
37110	METERED WATER SALES	\$482,036	\$1,127,140	\$488,391	43%
37114	SERVELINE LEAK PROTECTION				
37117	OUTSIDE WATER SALES	\$334,245	\$810,000	\$381,772	47%
37191	FORFEITED DISCOUNTS AND PENALTIES	\$15,204	\$35,000	\$14,297	41%
37194	SALES OF MATERIALS	\$4,201	\$10,000	\$21,663	217%
37195	INSTALLATION CHARGES	\$20,325	\$60,000	\$23,710	40%
37196	WATER USER FEES	\$3,020	\$15,000	\$19,275	129%
37199	MISCELLANEOUS	\$4,250	\$5,000	\$2,710	54%
37210	SEWER SERVICE CHARGES	\$531,651	\$1,248,780	\$535,872	43%
37296	SEWER USER FEES	\$2,100	\$8,000	\$14,400	180%
37299	MISCELLANEOUS	\$1,273	\$3,500	\$958	27%
33294	CDBG GRANT PROCEEDS	\$103,293			
34800	CAPITAL REIMBURSEMENT		\$171,196		
	TOTAL ESTIMATED REVENUES	\$1,505,216	\$3,501,616	\$1,505,714	43%

WATER/SEWER EXPENDITURES NOVEMBER 2018

ACCOUNT NUMBER	DESCRIPTION	ACTUAL NOV 2017	BUDGET 2018/2019	ACTUAL NOV 2018	PERCENT OF BUDGET 42%
41500	FINANCIAL ADMINISTRATION	\$462,065	\$485,170	\$485,168	100%
41990	OTHER GEN. GOVMT EXP	\$214,209	\$434,480	\$296,542	68%
43750	CAPITAL IMPROVEMENTS	\$146,434	\$111,000	\$43,847	40%
49000	DEBT SERVICES	\$81,339	\$596,909	\$73,182	12%
52113	PURIFICATION	\$210,753	\$575,284	\$248,043	43%
52114	TRANSMISSION AND DIST	\$247,345	\$700,989	\$264,629	38%
52213	SEWER TREATMENT AND COLLEC	\$189,344	\$526,772	\$169,530	32%
52117	UTILITY DIRECTOR	\$25,354	\$71,012	\$27,229	38%
TOTAL		\$1,576,843	\$3,501,616	\$1,608,170	46%

KINGSTON POLICE DEPARTMENT -NOVEMBER 2018

TIBRS Group A Offenses

Crimes Against Persons

Aggravated Assault	2
Simple Assault	5
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 7

Crimes Against Property

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

Subtotal 3

Crimes Against Society

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

Total 2

TIBRS Group B Offenses

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

Total 2

Central Dispatch	
Crash Reports	25
Traffic Stops	23
Investigator Needed on Scene	24
Domestic Complaints	11
Escorts Funeral/Other	6
Animal Calls	2
Vandalism	2
Fights	1
Burglar Alarms/Fire Alarms	29
Child Sexual Assaults	
Forgery	
Theft	9
Vehicle Theft	1
Public/Motorist Assist	2
Arson/Explosive Devices	
Other Calls	152
Subtotal	135
Total Calls	287
Municipal Codes	
Animal Control Calls to Office	0
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	1
Codes Concerns	4
Codes Violations/Citations	0
Codes Letters Sent	4
Property Maintenance Leins	0
Temporary Signs Removed	15

Patrol Mileage	18,110
Hours Worked	2,559
Reserve Hours Worked	76
Total Overtime Hours	211.5
Total Amount of Overtime Wages	5,814
City Court Citations	9
General Sessions Citations	0
Arrest	8
Juvenile Arrest	0
Incident Reports	32

NOVEMBER 2018 CASES

[illegible]

NOVEMBER 2018 CASES
PENDING

[illegible]

Report for the citations issued, the disposition date for which was on
November 30, 2018

Monies outstanding from August 7, 2007 – Nov.30, 2018	\$ 64,401.55
Monies collected from August 7, 2007 – Nov.30, 2018	\$ 471,547.26

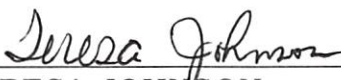
JUDGMENTS


COLLECTED

Total fines and costs billed in court	\$2,030.00	
Collected in court on fines and costs		\$ 988.75
Amount collected after Nov. 2018 Court		\$ 338.75
Total collected for citations on Nov. 2018		\$ 1,327.50
Amount outstanding for Nov. 2018	\$ 702.50	
<u>14</u> Cash bond forfeitures		\$ 1,617.50
Total amount collected for Nov. 2018 Citations		\$ 2,945.00
Amount collected from previous months/FTA etc.		\$ 1,410.00
Total collected in November 2018.		\$ 4,355.00

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

This the 30th of November 2018.


TERESA JOHNSON
Kingston City Court Clerk


BRENDA HALL MCDONALD
Kingston City Judge

Kingston Fire Department November 2018

Summary of Month's Activities

Fire Operations

The Department responded to 77 calls for service during the month of November.

Fire Administration

- SOGs added
- Fund Raiser Planning
- Department head meeting
- Promotion Process
- Application to hire 1 position

November 2018 Overtime

OT Hours: 136

Cost: \$3443.92

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

- Shift Training
- In-service Training
- Defenders Meeting
- Safety Training over flame jetting

	This Month	YTD
Fire Inspections	2	177

Public Fire Education

	This Month	YTD
Participants	0	1241
Education Hours	0	45
Number of Occurrences	0	15

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2018
- Emphasis on Rapid Intervention Operations
- TFSIA Inspector Conference attended

Implemented Performance Standards Plan

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

Fleet Maintenance

- Cab marker lights replaced on U3

Special Projects

- “Fit for Duty” program on going with work outs posted each shift

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

Safety

- Firefighter Safety training over Flame Jetting

Kingston Fire Department



Kingston, TN

This report was generated on 12/3/2018 7:43:42 AM

Minor Incident Types by Month for Year

Year: 2018

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Accident, potential accident	1	2	1	1		1		1	1	2			10
Animal problem or rescue						1							1
Citizen complaint					1								1
Combustible/flammable spills & leaks			1	1			3	1		1			7
Cover assignment, standby at fire station, move-up								1					1
Dispatched and canceled en route	7	6	11	6	3	2	5	8	11	6	4		69
Electrical wiring/equipment problem	1		2	1		1		1		1	1		8
Emergency medical service (EMS) Incident	46	44	45	46	47	45	60	55	38	36	38	3	503
Extrication, rescue										1			1
False alarm and false call, other	1	1	3	4	3	1	1	1		3	2		20
Good intent call, other				1			1	1	1				4
HazMat release investigation w/no HazMat									1				1
Malicious, mischievous false alarm	1						2		1				4
Medical assist	12	12	24	9	17	6	18	21	23	24	14	2	182
Mobile property (vehicle) fire	1		1	2	2	2	3	1	1	1			14
Natural vegetation fire			2	2		1	1			1			7
Outside rubbish fire				1	1								2
Person in distress	3		1			2	4	1	2	2	1		16
Public service assistance	8	6	6	3	6	7	9	7	1	10	7		70
Rescue or EMS standby			1					1					2
Rescue, emergency medical call (EMS), other	1												1
Search for lost person									1				1
Service call, other									1		1		2
Special outside fire										1			1
Steam, other gas mistaken for smoke			1					2		2	2		7
Structure Fire	2		4	1	1	2	3	3	1	2	6		25
System or detector malfunction			1					4	1	2			8
Unintentional system/detector operation (no fire)	3	1	3	3	3	6	3	1	1	1	1		26
Wrong location, no emergency found	1	1	2	1	3	3	2	1	1	2			17
Total	88	73	109	82	87	80	115	111	86	98	77	5	1011

Only REVIEWED incidents included



EMERGENCY REPORTING

emergencyreporting.com

Doc Id: 294

Page # 1

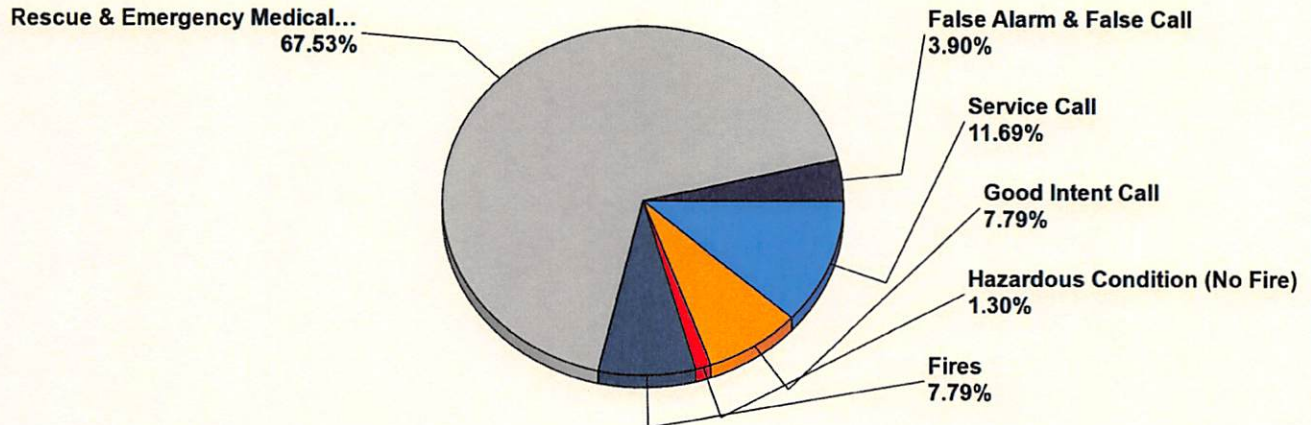
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2018 | End Date: 11/30/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	7.79%
Rescue & Emergency Medical Service	52	67.53%
Hazardous Condition (No Fire)	1	1.30%
Service Call	9	11.69%
Good Intent Call	6	7.79%
False Alarm & False Call	3	3.90%
TOTAL	77	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	5	6.49%
113 - Cooking fire, confined to container	1	1.30%
311 - Medical assist, assist EMS crew	14	18.18%
321 - EMS call, excluding vehicle accident with injury	32	41.56%
322 - Motor vehicle accident with injuries	4	5.19%
324 - Motor vehicle accident with no injuries.	2	2.60%
445 - Arcing, shorted electrical equipment	1	1.30%
500 - Service Call, other	1	1.30%
510 - Person in distress, other	1	1.30%
550 - Public service assistance, other	1	1.30%
551 - Assist police or other governmental agency	2	2.60%
554 - Assist invalid	4	5.19%
611 - Dispatched & cancelled en route	4	5.19%
651 - Smoke scare, odor of smoke	2	2.60%
700 - False alarm or false call, other	2	2.60%
745 - Alarm system activation, no fire - unintentional	1	1.30%
TOTAL INCIDENTS:	77	100.00%

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

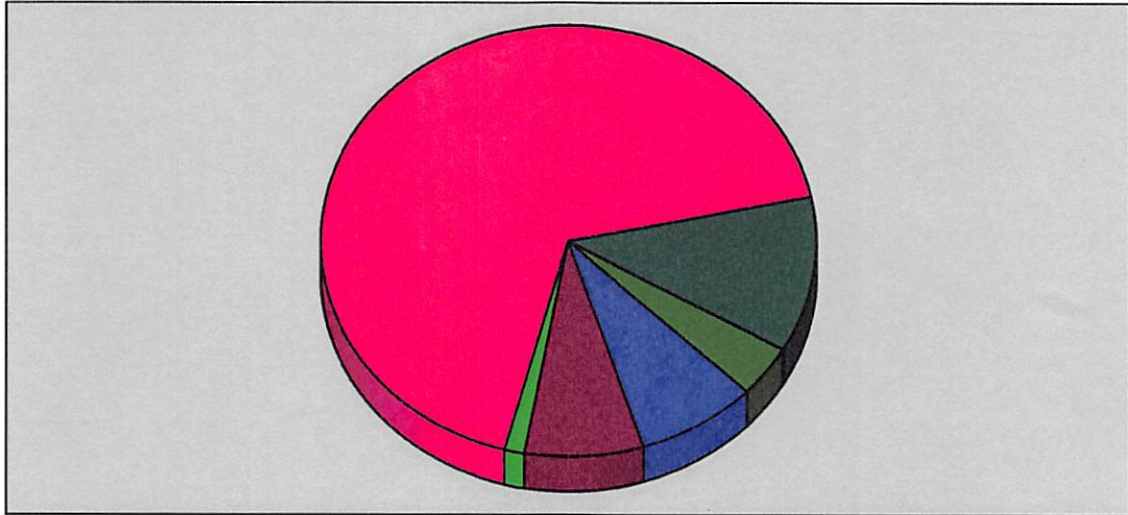
Kingston Fire Department

Kingston, TN

This report was generated on 12/3/2018 7:41:17 AM

Major Incident Types by Month for Date Range

Start Date: 11/01/2018 | End Date: 11/30/2018



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

INCIDENT TYPE	NOV	TOTAL
False Alarm & False Call	3	3
Fire	6	6
Good Intent Call	6	6
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	52	52
Service Call	9	9
Total	77	77

Only REVIEWED incidents included



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 495

Page # 1

Kingston Fire Department
Incident Report
Incident Totals

Kingston City

Nov-18

TOTAL CALLS

77

Category	Total		Total
Structure Fires	5	Hazardous Calls	1
Vehicle Fires	0	Service Calls	9
Brush/Grass Fires	0	Good Intent Calls	6
Refuse/rubbish Fires	0	Unintentional False	3
Other Fires	1	Other False	0
Total Fires	6	Total False: Total	19
		Special Incident	0
Rescue and EMS	52	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	0	Incidents with Exposures	0
Mutual Aid Given	0		
Automatic Aid Received	1		
Automatic Aid Given	1		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	0
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Public Works Report Nov 2018

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:	5 Loads 13
Recycled materials collected:	None

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	8 loads	21Loads
Culverts/Storm Drains Cleaned	5	26
Curb/Sidewalk Repair/Install/Remove	265ft	590 ft
Drainage Inspection Requests	0	1
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	2	5
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	3	15
Storm water Inspections Performed	None	None
Stream and/or Tributary Clean-Up/Clean-Outs	None	None
Streets paved	None	None
Streets Repaired (e.g., pothole)	6	6
Streets Striped	3	3
Tennessee One Calls	5	10
Traffic Signal Repair	2	2
Tree Trimming Requests	0	2
Vehicle Maintenance – Routine	10	36
Vehicle Maintenance – Unscheduled	6	16
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-2
Sign repair, new sign installations- 6
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



*Minutes to be
approved at
January
meeting*

Kingston Parks and Recreation
BOARD MINUTES
December 7, 2018

PRESENT: Paul Rogers, Sammy Frogg, Ruth Thompson, Josh Igou, Tara Stockton, Sue Collins, Rick Ross, Jo Ann Knies

ABSENT: Eric Clark, Keenon Hethcoat

GUESTS: Jeanie Rogers, Carrie Frogg, Tim Thompson, Elizabeth Igou, Jennifer Ross, Frank Knies, Sonny Hunter, Joyce Bullington

Called to order by Rick Ross at 7:00 P.M.

He welcomed members and guests to the annual Christmas Board meeting/social gathering.

Paul made a motion to accept the previous month's minutes and Tara seconded. Motion carried.

Rick thanked the members for all their volunteer efforts this past year that helped make it a successful one.

UNFINISHED BUSINESS:

1. Dog Park – The fencing should arrive tomorrow and will be stored at the city garage. The benches are here and are already put together. Thanks to Outdoor Kingston and the Boyd Foundation for this endeavor becoming a reality.
2. Amphitheatre – The site between the gazebo and the council house is first choice. It has an old roadbed and not much fill is required for this location. The site has also been approved by archeologists. Construction is targeted to be completed by June, 2019.
3. Flag Football – The Youth League finished up this past Sunday. The participants enjoyed the games and were recognized with medals and fireworks. There will be a meeting of coaches to determine whether to stay with the NFL league or play under the city. The volunteer referees were from RCHS Beta Club and the Tennessee Scholars program.
4. Christmas Events – The Bazaar was a success; more people attended the tree lighting event this year and there were a lot of volunteers who helped make it a success. The high school kids were dressed as elves and were a big hit with the children for the elf race.

NEW BUSINESS:

1. Rick handed out gifts to each board member and thanked them again for their volunteering.
2. Rick challenged the members for a 2019 Parks and Recreation Mission with this question "What do you want to focus on as a Board in 2019?" He will be sending everyone a letter after the holidays with some thoughts and information.

Ruth made a motion to adjourn and Sammy seconded. Motion passed and meeting ended at 7:30 p.m.

Next Park Board Meeting

January 7, 2018

Jo Ann Knies

NOVEMBER 2018
MONTHLY REPORT
Kingston Community Center

These are the regularly scheduled on-going meetings and events that were held at the Center during the month of November, 2018:

Senior Luncheon	Anybody Can Exercise
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)	Roane County Sewing Club
Senior Card Games	Salvation Army
American Red Cross	Roane County Foster Care
Kingston Parks & Recreation Committee	Krafty Korners - FCE
Girl Scout Leaders/Service Unit	Senior Bingo
Adult Table Tennis	Roane County Autism Support Meeting
Antique Tractor Club	N.A.M.I.
Autism Support Group	

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

Roxane Co. Democrats	Early Voting
Girl Scout Troop 20726	Kevin Hamilton Family
Kingston Swim Team	FCE Christmas Ideas Fair
Kay Drewry	Randy Childs
Lakeside Golf Assoc.	United Health Care Meeting
Child Family Services	Kingston Optimist Cheerleaders
Humana Health Care	Hands of Mercy Food Drive
Barbara Hammock Family	Outdoor Kingston
Kingston Beautification	Kingston Optimist Club

At City Park Pavilion:
Jennifer Hamby Family

Community Receipts: \$125.00
Park Rentals: 75.00

Parade Donations: \$170.00



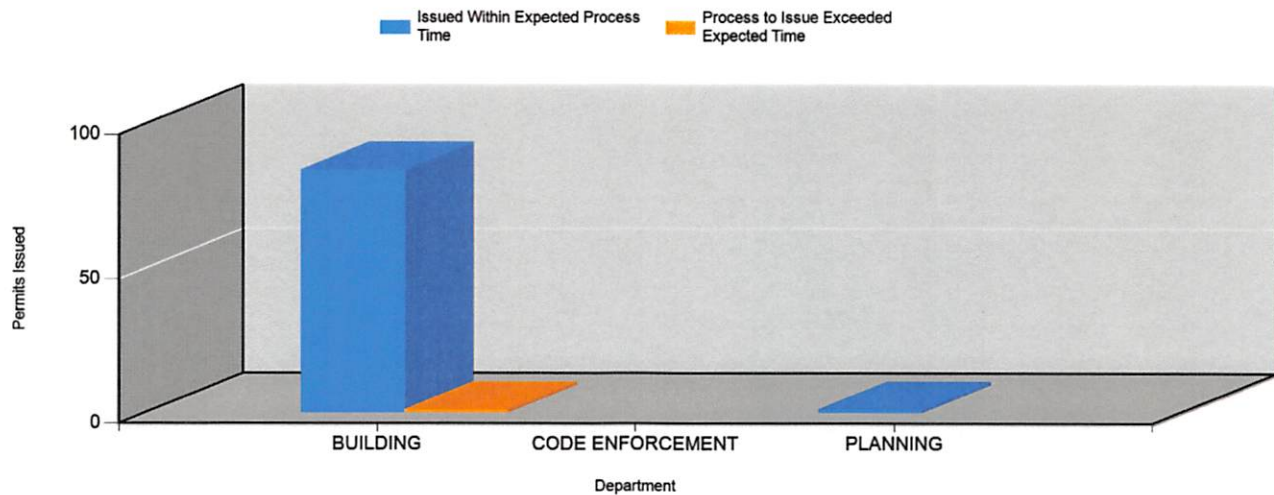
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ALL DEPARTMENTS
ALL PERMIT TYPES SUBMITTED OR ISSUED BETWEEN
11/01/2018 AND 11/30/2018

Report run on: 11/30/2018 03:51 PM

Permits Issued by Department



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	PL	Same Day	27	26	Same Day	0 Days	1	26	0
	CM	Same Day	1	1	Same Day	0 Days	1	1	0
	RM	Same Day	18	18	Same Day	2.12 Days	1	17	1
	BP	Same Day	42	40	Same Day	0 Days	1	40	0



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CODE ENFORCEMENT	BK	Same Day	1	0	Same Day	0 Days	1	0	0
PLANNING	PLT	Same Day	8	1	Same Day	0 Days	1	1	0

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
BUILDING	BP	BP2018-581 Sunroom & Deck 3450 River Road, Ten Mile, TN 37880	Submitted: 11/01/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/01/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-582 Indoor Pool 159 WILLIAMS Lane, Harriman, TN 37748	Submitted: 11/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-583 H.C. Remodel/Repair/Enclosing 131 Walker St., Harriman, TN 37748	Submitted: 11/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-584 Remodel 2602 Sugar Grove Rd., HARRIMAN, TN 37748	Submitted: 11/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-585 Repair to floor joist 802 Green Street, Oliver Springs, TN 37840	Submitted: 11/02/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/02/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		BP2018-586 Metal Garage 161 Turpin Hollow Road, Harriman, TN 37748	Submitted: 11/05/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/05/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP	BP2018-587	Submitted: 11/07/2018	In Process: 0
		Above Ground Pool & Deck	Technically Complete:	Waiting: 0
		1215 Riverbend Drive, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/07/2018	
		BP2018-588	Submitted: 11/08/2018	In Process: 0
		KC Loading Dock / Drop off Area	Technically Complete:	Waiting: 0
		127 S Kentucky Street, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/08/2018	
		BP2018-589	Submitted: 11/08/2018	In Process: 0
		Remodel / Sunroom	Technically Complete:	Waiting: 0
		313 Mays Valley Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/08/2018	
		BP2018-590	Submitted: 11/09/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		138 Stubbs Rd., Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/09/2018	
		BP2018-591	Submitted: 11/09/2018	In Process: 0
		HC Deck Replacement	Technically Complete:	Waiting: 0
		918 Sewanee St, Harriman, Tn 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/09/2018	
		BP2018-592	Submitted: 11/09/2018	In Process: 0
		HC Shingle Change Out ONLY	Technically Complete:	Waiting: 0
		729 Clifty St, Harriman, Tn 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/09/2018	
		BP2018-593	Submitted: 11/13/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		950 Lakewood Rd, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/13/2018	
		BP2018-594	Submitted: 11/13/2018	In Process: 0
		Dock Roof	Technically Complete:	Waiting: 0
		118 Pennybank Farm Rd, Kingston, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/13/2018	



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Report run on: 11/30/2018 03:51 PM

BUILDING	BP	BP2018-595	Submitted: 11/14/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		167 Pinoak Dr, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/14/2018	
		BP2018-596	Submitted: 11/14/2018	In Process: 0
		Shed with Lean-to	Technically Complete:	Waiting: 0
		314 Orchard Valley Dr, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/14/2018	
		BP2018-597	Submitted: 11/14/2018	In Process: 0
		Addition to Storage Building	Technically Complete:	Waiting: 0
		819 Patton Ferry Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/14/2018	
		BP2018-598	Submitted: 11/14/2018	In Process: 0
		OS SW	Technically Complete:	Waiting: 0
		409 Sunflower Lane, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/14/2018	
		BP2018-599	Submitted: 11/15/2018	In Process: 0
		Foundation Repair	Technically Complete:	Waiting: 0
		124 MOSSY CREEK Dr., Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/15/2018	
		BP2018-600	Submitted: 11/15/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		264 Timberline Drive, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/15/2018	
		BP2018-601	Submitted: 11/16/2018	In Process: 0
		Truly Agg Exempt	Technically Complete:	Waiting: 0
		4481 Decatur Highway, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/16/2018	
		BP2018-602	Submitted: 11/16/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		246 Willow Drive, Kingston, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/16/2018	



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Report run on: 11/30/2018 03:51 PM

BUILDING	BP	BP2018-603	Submitted: 11/16/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		150 Old Rockwood Highway, Harriman, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/16/2018	
		BP2018-604	Submitted: 11/19/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		436 Lakecrest Dr, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/19/2018	
		BP2018-605	Submitted: 11/19/2018	In Process: 0
		SW	Technically Complete:	Waiting: 0
		518 Emory Heights Rd, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/19/2018	
		BP2018-606	Submitted: 11/20/2018	In Process: 0
		Pole Barn	Technically Complete:	Waiting: 0
		1246 Laurel Bluff Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/20/2018	
		BP2018-607	Submitted: 11/20/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		120 Page Lane, Kingston, Tn 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/20/2018	
		BP2018-608	Submitted: 11/20/2018	In Process: 0
		DW	Technically Complete:	Waiting: 0
		4762 Harriman Hwy, Harriman, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/20/2018	
		BP2018-609	Submitted: 11/20/2018	In Process: 0
		OS DW-Variance	Technically Complete:	Waiting: 0
		855 Goodman Lane, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/20/2018	
		BP2018-610	Submitted: 11/20/2018	In Process: 0
		KC Carport	Technically Complete:	Waiting: 0
		101 Church Street, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/20/2018	



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BUILDING	BP	BP2018-611	Submitted: 11/21/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		149 University Road, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/21/2018	
		BP2018-612	Submitted: 11/26/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		103 Cena Lane, Harriman, Tn 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2018-613	Submitted: 11/26/2018	In Process: 0
		Inground Pool	Technically Complete:	Waiting: 0
		140 E. Shore Drive, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/26/2018	
		BP2018-614	Submitted: 11/27/2018	In Process: 0
		SW	Technically Complete:	Waiting: 0
		118 Holber Rd, Harriman, Tn 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2018-615	Submitted: 11/27/2018	In Process: 0
		Garage	Technically Complete:	Waiting: 0
		231 Branham Hollow Road, Ten Mile, TN 37880	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/27/2018	
		BP2018-616	Submitted: 11/27/2018	In Process: 0
		Carport	Technically Complete:	Waiting: 0
		112 Duke Lane, Loudon, TN 37774	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
		BP2018-617	Submitted: 11/27/2018	In Process: 0
		PL for BP2018-370	Technically Complete:	Waiting: 0
		325 Central Ave, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued:	
		BP2018-618	Submitted: 11/27/2018	In Process: 3
			Technically Complete:	Waiting: 0
			Approved:	Total Days: 3
		109 Maple Lane, Kingston, TN 37763	Ready to Issue:	Total Cycles: 1
			Issued:	



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BUILDING	BP	BP2018-619	Submitted: 11/28/2018	In Process: 0
		Residential Home	Technically Complete:	Waiting: 0
		590 Tennessee Chapel Circle, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
	BP	BP2018-620	Submitted: 11/28/2018	In Process: 0
		Pole Barn	Technically Complete:	Waiting: 0
		1420 Sweetwater Rd, Philadelphia, TN 37846	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
	BP	BP2018-621	Submitted: 11/29/2018	In Process: 0
		SW	Technically Complete:	Waiting: 0
		4165 Harriman Hwy, Harriman, Tn 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
	BP	BP2018-622	Submitted: 11/29/2018	In Process: 0
		Sunroom	Technically Complete:	Waiting: 0
		343 Edgelake Drive, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
	CM	CM2018-007	Submitted: 11/27/2018	In Process: 0
		CM for HUB	Technically Complete:	Waiting: 0
		200 N Roane Street, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
	PL	PL2018-136	Submitted: 11/05/2018	In Process: 0
		PL for BP2018-273	Technically Complete:	Waiting: 0
		187 Hartford Village Way, Kingston, TN 37763	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
	PL	PL2018-137	Submitted: 11/07/2018	In Process: 0
		PL for BP2018-392	Technically Complete:	Waiting: 0
		1634 Old Harriman Hwy, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
	PL	PL2018-138	Submitted: 11/07/2018	In Process: 0
		PL for BP2018-217	Technically Complete:	Waiting: 0
		605 Mans Hollow Road, Kingston, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1



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BUILDING	PL	PL2018-139 PL for BP2018-501 488 Emory River Road, Harriman, TN 37748	Submitted: 11/07/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/07/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-140 PL for BP2018-435 1011 Northbridge Close, Kingston, Tn 37763	Submitted: 11/07/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/07/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-141 PL for BP2018-462 546 Emory River Rd, Harriman, TN 37748	Submitted: 11/07/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/07/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-142 PL for BP2018-427 633 Emory River Rd, Harriman, TN 37748	Submitted: 11/07/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/07/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-143 PL for BP2018-534 185 On Lake Dr, Kingston, TN 37763	Submitted: 11/08/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/08/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-144 PL for BP2018-302 105 Hughes Lane, Ten Mile, TN 37880	Submitted: 11/09/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/09/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-145 PL for BP2018-589 313 Mays Valley Rd, Harriman, TN 37748	Submitted: 11/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-146 PL for BP2018-408 4008 Buttermilk Road West, Kingston, Tn 37763	Submitted: 11/15/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/15/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	PL	PL2018-147 PL for BP2017-169 111 MERRIWATER WAY, Kingston, TN 37763	Submitted: 11/15/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/15/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-148 PL for BP2018-468 246 Willow Drive, Kingston, Tn 37763	Submitted: 11/16/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/16/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-149 KC PL for BP2018-449 201 Picket Way, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-150 KC PL for 2018-450 301 Homestead Court, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-151 KC PL for BP2018-451 303 Homestead Court, Kingston, Tn 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-152 PL for BP2018-489 204 Picket Way, Kingston, Tn 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-153 KC PL for BP 2018-452 300 Homestead Court, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-154 PL for BP2018-488 206 Picket Way, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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Report run on: 11/30/2018 03:51 PM

BUILDING	PL	PL2018-155 KC PL for BP2018-453 200 Picket Way, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-156 PL for BP2018-487 400 Cottage Place, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-157 PL for BP2018-486 403 Cottage Place, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-158 KC PL for BP2018-485 302 Homestead Court, Kingston, TN 37763	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-159 PL for BP2018-611 149 University Road, Kingston, TN 37763	Submitted: 11/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/21/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-160 PL for BP2018-370 325 Central Ave, Harriman, TN 37748	Submitted: 11/27/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/27/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-161 PL for BP2018-374 109 Maple Lane, Kingston, TN 37763	Submitted: 11/27/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/27/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		PL2018-162 PL for BP2018-327 217 Marble Bluff Drive, Kingston, TN 37763	Submitted: 11/29/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 1 Waiting: 0 Total Days: 1 Total Cycles: 1



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Report run on: 11/30/2018 03:51 PM

BUILDING	RM	RM2018-087	Submitted: 11/05/2018	In Process: 0
		RM for BP2017-237	Technically Complete:	Waiting: 0
		124 Windrock Road, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/05/2018	
		RM2018-088	Submitted: 11/05/2018	In Process: 0
		Change out only	Technically Complete:	Waiting: 0
		1212 Forest Hill Drive, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/05/2018	
		RM2018-089	Submitted: 11/07/2018	In Process: 0
		RM for BP2018-196	Technically Complete:	Waiting: 0
		101 Orchard Valley Dr, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/07/2018	
		RM2018-090	Submitted: 11/07/2018	In Process: 0
		RM for BP2018-425	Technically Complete:	Waiting: 0
		213 Bayshore Dr, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/07/2018	
		RM2018-091	Submitted: 11/07/2018	In Process: 0
		RM for BP2018-392	Technically Complete:	Waiting: 0
		1634 Old Harriman Hwy, Oliver Springs, TN 37840	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/07/2018	
		RM2018-092	Submitted: 11/08/2018	In Process: 0
		RM for BP2018-324	Technically Complete:	Waiting: 0
		466 Emory River Road, Harriman, TN 37748	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/08/2018	
		RM2018-093	Submitted: 11/13/2018	In Process: 0
		RM for BP2018-254	Technically Complete:	Waiting: 0
		124 White Heron Ln, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/13/2018	
		RM2018-094	Submitted: 11/13/2018	In Process: 0
		RM for BP2018-479	Technically Complete:	Waiting: 0
		103 Creek View Circle, Rockwood, TN 37854	Approved:	Total Days: 0
			Ready to Issue:	Total Cycles: 1
			Issued: 11/13/2018	



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Report run on: 11/30/2018 03:51 PM

BUILDING	RM	RM2018-095 RM for BP2018-217 605 Mans Hollow Road, Kingston, TN 37748	Submitted: 11/13/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/13/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2018-096 RM for BP2018-257 150 Grisby Hollow Road, Kingston, TN 37763	Submitted: 11/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2018-097 New Unit on Existing Home 502 Bullard Ford Rd, Harriman, TN 37748	Submitted: 11/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2018-098 RM for BP2018-422 272 Crystal Springs Road, Rockwood, TN 37854	Submitted: 11/14/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/14/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2018-099 RM for BP2018-353 574 Eagle Point Dr, Rockwood, TN 37854	Submitted: 11/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/30/2018	In Process: 9 Waiting: 0 Total Days: 9 Total Cycles: 1
		RM2018-100 RM for BP2018-037 560 Grande Vista Drive, Rockwood, TN 37854	Submitted: 11/21/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/21/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2018-101 Mechanical Permit for BP 810 Winslow Road, Harriman, TN 37748	Submitted: 11/26/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/26/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2018-102 RM for BP2018-088 5783 Harriman Hwy., Oliver Springs, TN 37840	Submitted: 11/27/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/27/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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Report run on: 11/30/2018 03:51 PM

BUILDING	RM	RM2018-103 RM for BP2018-370 325 Central Ave, Harriman, TN 37748	Submitted: 11/28/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/28/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		RM2018-104 RM for BP2018-119 156 Marble View Dr, Kingston, Tn 37763	Submitted: 11/30/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/30/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
CODE ENFORCEMENT	BK	BK-18-0053 Book 308 N. 3rd St., Kingston, TN 37763	Submitted: 11/02/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
PLANNING	PLT	PLT2018-030 Plat Reveiw 358 Bleue Springs Circle, Ten Mile, TN 37880	Submitted: 11/02/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 28 Waiting: 0 Total Days: 28 Total Cycles: 1
		PLT2018-031 Plat Reveiw 153 Highland Reserve Way, Kingston,, TN 37763	Submitted: 11/05/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 25 Waiting: 0 Total Days: 25 Total Cycles: 1
		PLT2018-032 Plat Review 150 Long Road, Kingston, TN 37763	Submitted: 11/15/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 15 Waiting: 0 Total Days: 15 Total Cycles: 1
		PLT2018-033 Plat Review 2141 Dry Hill Road, Kingston, TN 37763	Submitted: 11/16/2018 Technically Complete: Approved: Ready to Issue: Issued:	In Process: 14 Waiting: 0 Total Days: 14 Total Cycles: 1
		PLT2018-034 Boundary Line 253 Massengill Springs Road, Harriman, TN 37748	Submitted: 11/20/2018 Technically Complete: Approved: Ready to Issue: Issued: 11/20/2018	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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Report run on: 11/30/2018 03:51 PM

PLANNING	PLT	PLT2018-035	Submitted: 11/21/2018	In Process: 9
		Plat Review	Technically Complete:	Waiting: 0
		181 Orchard View Road, Oliver Springs, TN 37840	Approved: Ready to Issue: Issued:	Total Days: 9 Total Cycles: 1
		PLT2018-036	Submitted: 11/21/2018	In Process: 9
		Plat Review	Technically Complete:	Waiting: 0
		2141 Dry Hill Road, Kingston, TN 37763	Approved: Ready to Issue: Issued:	Total Days: 9 Total Cycles: 1
		PLT2018-037	Submitted: 11/29/2018	In Process: 1
		Boundary Line Agreement	Technically Complete:	Waiting: 0
		260 High Ridge Rd., Kingston, TN 37763	Approved: Ready to Issue: Issued:	Total Days: 1 Total Cycles: 1

KINGSTON WATER TREATMENT PLANT



NOVEMBER OPERATIONS REPORT

2018

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	15,461,000	16,633,000	-7.58%	499,000	631,000	387,000
	Effluent (Finish)	14,015,000	15,232,000	-8.68%	452,000	585,000	365,000
	Spring Supply	13,785,000	13,208,000	4.19%	445,000	461,000	425,000
	Total Finish Prod.	27,800,000	28,440,000	-2.30%	Distribution & WTP Report: 1,885,000		
Plant Efficiency		98.87%	99.42%	-0.56%	gals. usage flushing and Tank refilling.		
<i>Distribution</i>					Public Works: No Report		
GALLONS	Consumption	20,797,900	21,535,200	-3.55%	Fire Dept: No Report		
	Reported Usage	1,885,000	1,373,000	27.16%	Park & Rec: No Report		
	Water Loss	5,118,000	5,531,800	-8.09%	WWTP: No Report		
	%	18.41%	19.45%	-1.04%			

Note: The Water Production, Consumption and Loss data is for the October 2018 Meter Read Period.

- * Multiple Agencies here throughout the Month collecting water samples.
- * Drained and washed all Basins on two separate occasions.
- * Completed (collected and analyzed) 2 rounds of Compliance Distribution Bacteriological Sampling.
- * Performed regular maintenance at Plant and Spring Site.
- * Performed (QA/QC) Quality Assurance and Quality Control Checks and In-House Laboratory Training.
- * Completed all required regular monthly sampling.
- * Mowed ,trimmed & Sprayed the Waterplant grounds two times, at the Spring Pump House , Spring Site and Spring Gravity Feed Line right-of-way.
- * ISI performed Quarterly Maintenance & Calibrations at Plant & Spring Pump House of all On-Line Equipment, Meters, Controllers and Transmitters, etc.
- * LABTRONX performed the biannual Laboratory & Sampling Equipment Maintenance and Calibrations.
- * Installed Industrial Shelving (acquired from O.R. Surplus) in Plant Shop. We are currently in the reorganization process and will hopefully achieve the benefit of greater efficiency.
- * At Ladd Landing Pump Station we built forms and with the assistance of the Public Works Dept. were able to complete a concrete pour which will be used for the installation of the Generator and to permanently affix the metal port to as well.
- * Attended the Quarterly Utility Forum (Kingston hosted) with all of the Local Utilities.

Kingston Water Department
Schedule of Unaccounted For Water
November

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	27,800,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>27,800,000</u>
E Accounted for Water:		
F	Water Sold	20,797,000
G	Metered for Consumption (in house usage)	<u>885,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>1,000,000</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>22,682,000</u>
O	Unaccounted for Water (Line D minus Line N)	<u>5,118,000</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>18.410%</u>

Q Other (explain)

See Below

Explain Other:

--

All amounts included in this schedule are supported by documentation on file at the water system. If no support is on file for a line item or if line item is not applicable, a "0" is shown.



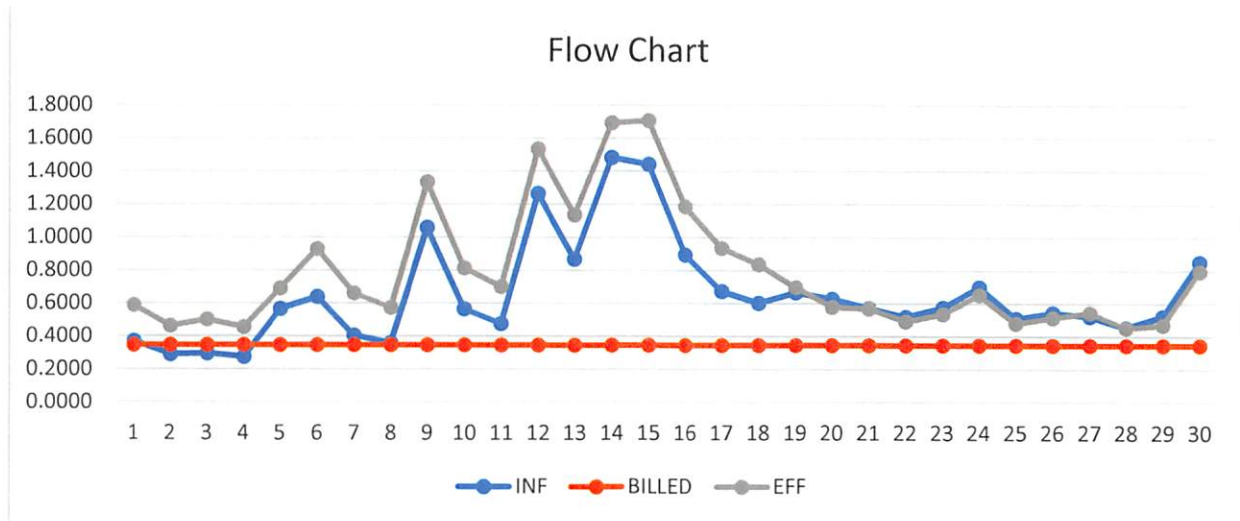
12/4/2018

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: November Monthly Report
DATE: December 3, 2018

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.6522	1.4830	.2740	19,567,000
EFFLUENT	.7837	1.7070	.4510	23,511,000

2475 Sewer Customers 10,340,000 gallons billed. Daily average .3446 mgd.



Total gallons of chlorine used was 340.20 @\$2.09 gallon = \$711.02.

There was 5.7 inches of rain.

There were no overflows this month.

36.94 tons of sludge was hauled to the landfill.

The NPDES permit will expire on December 31, 2018. This year we have a new grant writer, Jack Beach. I have completed all the information and forms requested for the new permit. If we do not have the new permit by then, we are authorized through our current permit.

One of the advantages of completing the permit application allowed me to look closer at the numbers. Our average daily I & I was on average 237,000 gallons per day. Looking at the flow chart, the amount of inflow is related to rainfall.

Jim Tipton and Daniel Bredwell continue to inspect sewer lines with the camera. The camera was not working properly so it was sent off for repairs. We are looking for areas that have open manholes, sump pumps and down spouts connected to the sewer lines. I am also looking for ways to monitor the sewer flows in the lines. I have contacted Wascon to see what options they have available. I will check other places that offer this service.

Labtronix came in to calibrate the lab equipment and the flow monitors at the headworks. There were no issues with any of the equipment.

Tracey Rone from the Cherokee Middle School contacted me about having the gifted students come out and take a tour of the plant in March 2019. More information will be given when details are finalized.


Have a Merry Christmas and Happy New Year!

WATER DEPARTMENT MONTHLY REPORT

Month of: Nov. 2018

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
ESTIMATES RELOCATE METER		
CHECK FOR TAMPERED METER	1	
NO WATER	1	
WATER TASTE BAD		
CHECK WATER PRESSURE	1	
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	4	
REPLACE TAMPERED METER		
REPLACE VALVE		
FLUSH LINES	2	
RUN 10 GAL WATER THRU	1	
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION	1	
TURN OFF DUE TO LEAK	5	
REPLACE CUT-OFF VALVE	2	
Install flotting meter		
LOCATE WATER METER		
	Total	
	350	12
OVER-TIMES HOURS	103	
FIRE HYDRANTS REPLACED	1	
ROAD PATCHES	3	2
PULLED METERS	1	


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: Nov. 2018

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	2	
Read-out	34	
RE- READS	4	
WATER TAP NEW ACCT.	2	
CLOSED ACCT WITH COMSUMPTION		
READ INS	36	
CHECK FOR HUNG METER	9	
CHANGE OUT HUNG / BROKEN METER	5	
CHECK FOR LEAK AT METER	11	
METER LEAKS	5	
AFTER HOURS - WATER	5	
SERVICE LINE LEAK	7	
LINE LOCATES	164	
TURN OFF FOR NON PAYMENT	4	
TURN WATER BACK ON	6	
YARD WORK		10
DOOR HANGERS	3	
MANUAL READ	4	
AFTER HOURS - SEWER	4	
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP		
SEWER BACK UP	6	
CHECK TO SEE IF STILL OFF		
TAP ESTIMATES	9	
PROFILE REQUESTED	4	
TAP-EXISTING ACCT		
SEWER-TAP EXISTING ACCT	1	
WATER MAIN BREAKS	2	

Kingston Public Library (KPL)

1004 Bradford Way
Kingston Tennessee 37763
865-376-9905

3 Dec 2018

TO: The Honorable Tim Neal
David Bolling, Manager, City of Kingston
Members of the City Council

FR: Emily Steele, MLIS, Director

RE: Monthly Director's Report

The following sum up library activities for the month of November, 2018:

Library work: We're relabeling in junior non-fiction and biography now, the last large section we'll do; we're correcting mistakes in the catalog as we go; we've inventoried the children's section and are starting on the adult's section; the Director is working with the other county directors and Ernestine Hicks from Ocoee on a Disaster Recovery Plan.

Programs: We had seven people at the last craft night and fifteen for our Nov. board game party. We won't have a board game party in December because of the holidays, but they'll be back in January.

Children's programs: We had four storytimes this month, with 56 attending.

Community: The library participated in the Christmas in Our Town tour for Outdoor Kingston.

Maintenance: A water heater was replaced that had been dripping. The streets department will sweep our parking lot as soon as it is dry enough. I put in a second request to have our flag put up.

Grants: Our funds for LSTA are now available, so that order will be made soon. We are spending most of it on replacing Windows 7 computers with Windows 10 computers.

Training: The Director attended a training given by Ocoee Regional Library on collection development. Many vendors of books and other materials came to the meeting to talk about their products.

Upcoming programs: We have winter break programs scheduled for the school break. We'll have the usual storytimes on Wednesdays and a craft on Thursday mornings. We'll have a Lego project on three afternoons in the break.

Summary

Patron count for the month totaled 1227. We answered 82 computer and reference questions. There were 1,948 checkouts and renewals for the month for adults and 300 for children. The READS circulation for ebooks was 2294 for adults and 162 for kids.

Respectfully submitted,
ERS



BEAUTIFICATION COMMITTEE

Monday, December 3, 2018, 5:00 pm

AGENDA

1. Call to Order – Teresa Nichols
2. Roll Call – Teresa Nichols
3. Review and Approval of November Minutes – All
4. Unfinished Business
 - a. Status of Sidewalks – Councilwoman Tara Stockton
 - b. Status of wreath purchases – Sue Collins
 - c. Status of Light Posts sales and installations plans – Councilwoman Tara Stockton
 - d. Status of Planters and Trashcans for Downtown – Councilwoman Tara Stockton/Rick Ross
 - e. Update/Ideas for the New City Parking Lot – Councilwoman Tara Stockton
 - f. Interstate exit ideas/updates - Councilwoman Tara Stockton
 - g. Outdoor Kingston Updates – Councilwoman Tara Stockton
 - h. Updates from Code Enforcement – Chief Jim Washam
 - i. City Events updates and Greenway Trail Haunted trail idea – Rick Ross
5. New Business
 - a. Candlelight Evening at the Fort Southwest Point, December 8, 6pm – Rick Ross
 - b. Any Items not included on the Agenda

***Wishing everyone a very Special Christmas with family and friends and
God's Blessings in the new year!!!***

From: Alisha Massengill
Date: November 24, 2018 at 5:42

Kingston City Beautification Committee
Meeting Minutes
Monday, November 5, 2018

Call To Order- Tara Stockton

Roll Call- Tara Stockton, Alisha Massengill, Carlotta Ward, Rick Ross, Sue Collins, Glenda Johnson

Approval of minutes from October meeting was approved-All

Unfinished Business

Clean-up date during the week was very successful. Public works, Fire Department and several departments were able to help out with it being a work day. Inmates were able to help out with the Interstate.

Status of Sidewalks - Race Street. Sewer line had to be replaced in front of the old karate place. Once sidewalk is completed, lights will be installed.

Sales and sponsorships- Almost at our full 30 sponsorships.

Planters/Trashcans - Holding off on planters. Trashcans - Uniform throughout the city. Tara spoke with Kathy May about the apartments. Kathy would be interested in purchasing trashcans. There is a possibility of building a concrete wall. Asking business owners to store trashcans out of visibility.

Wreaths - Sue found them at Hobby Lobby. \$5 each for 18-inch. Outdoor Kingston gave Sue a check for the purchase. Sue will purchase 30 wreaths.

Outdoor Kingston - Starting fund raising for decorations. Looking for a project downtown, Race Street specifically.

Glenda Johnson - New Jim Henry Event Center is considering doing something similar to Fantasy of Trees.

New City Parking Lot – One-way through Race Street and exit right at Court Street. Angled parking to maximize space. Building a concrete raised bed 2.5 foot high for the Leland Cypress to block the view of the apartments. Flag pole is donated for the green space at the corner of Court Street.

Jim Washam was unavailable for updates on code enforcement.

New Business - Upcoming Events

Lighting of the Tree -November 24th 5pm

Kingston City Parade - November 26th 7 pm—if rain will move to the 30th

Christmas Bazar - December 1st, 10am - 3pm

6th Annual Candy Cane Run- December 1st at 11 am

Candlelight Tour at Ft. Southwest Point, December 8th, 6-9 pm. Knoxville Dulcimer Players will be there.

Fundraiser idea was given to Rick Ross for a fundraiser. Ladd Greenway Trail Haunted trail.

Plants/Flowers for exits off of interstate - Needs to be low maintenance as far as upkeep .

(Water/maintenance) Idea of using a stamp concrete with the city name in the grassy area.

Meeting was adjourned by Rick Ross, Glenda seconded.



City of Kingston
Project Status Update
November 2018

GALLILEAN ROAD WATER LINE

		Date Completed/Closed Out
Project Cost:	\$35,000	
Engineer/Architect/Consultant:	J. R. Wauford	
Contractor:		
Status (Percent complete)		
Estimated Completion Date	Feb. 2019	
Notable outstanding issues:	Awaiting Delivery of Materials	

Notes:

1. Materials have been ordered and we are awaiting delivery. Our plan is to begin installation after Christmas.

Fort Southwest Point Amphitheater

		Date Completed/Closed Out
Project Cost:	\$500,000	
Engineer/Architect/Consultant:	Spectra Tech/Design and Engineering Services	Agreement executed by Mayor on August 14, 2018
Contractor:		
Status (Percent complete)		
Estimated Completion Date	June 2019	
Notable outstanding issues:	Design Approval	

Notes:

1. Topographical survey complete.
2. Scheduling meeting for next week to start finalizing details on design proposal.

Fort Paws Dog Park

		Date Completed/Closed Out
Project Cost:	\$25,000	
Engineer/Architect/Consultant:		
Contractor:		
Status (Percent complete)		
Estimated Completion Date	February 2019	
Notable outstanding issues:	Installation	

Notes:

1. Materials have arrived and installations should begin within the next week, weather permitting.