

**KINGSTON CITY COUNCIL PUBLIC HEARING
FY 2019-2020 Budget
TUESDAY AUGUST 13, 2019 – 6:00 P.M.
KINGSTON CITY HALL**

The Kingston City Council held a Public Hearing on Tuesday August 13, 2019 at 6:00 p.m. Mayor Neal called the Hearing to Order.

Those In Attendance were:

Mike Shannon, Jeanine Shannon, Ralph Marlow, Harold Johnson, Sharon Johnson, Teresa Jackson, Doug Davies, Emily Smith, Tom Smith, Rivers Smith, and Brian Mannes.

City Council Members – Brackett, Brown, Childs, Humphreys, Wright, Vice Mayor Stockton, and Mayor Neal.

Staff present - City Manager David Bolling, City Attorney Jack McPherson, Finance Director Carolyn Brewer, City Manager Assistant Kelly Jackson, City Clerk Marsha Marshall, Michelle Kelley, Chase Clem, and Jim Washam.

CITIZEN COMMENTS – NONE

**REGULAR MEETING KINGSTON CITY COUNCIL
TUESDAY AUGUST 13, 2019 – 6:00 P.M.
KINGSTON CITY HALL**

The Kingston City Council met in regular session on Tuesday, August 13, 2019 immediately following a Public Hearing at 6:00 p.m. Mayor Neal called the meeting to order. Council Member Brown gave the Invocation and Council Member Wright led the pledge.

Upon roll call the following members were present: Council Member Brackett, Council Member Brown, Council Member Childs, Council Member Humphreys, Vice Mayor Stockton, Council Member Wright, and Mayor Neal. Staff present: City Manager David Bolling, Finance Director Carolyn Brewer, City Clerk Marsha Marshall, and City Attorney Jack McPherson.

PREVIOUS MINUTES

A motion was made by Council Member Wright, second by Vice Mayor Stockton to waive the reading and approve as written the minutes of the regular meeting on July 9, 2019.

The motion passed with a unanimous roll call vote. 7 Ayes

CITIZENS COMMENTS/ PERSONS TO APPEAR – None

PROCLAMATIONS –

1. A Proclamation honoring Harold Dewitt Johnson and declaring August 13, 2019 as "Harold Dewitt Johnson Day"

REPORTS –

Mayor and Council – Council Member Humphreys, Council Member Childs, Vice Mayor Stockton, and Council Member Brown.

City Manager's Report – Mr. Bolling

ADDITION OF ITEMS TO THE MEETING AGENDA RECEIVED AFTER CLOSE OF AGENDA DEADLINE (BY UNANIMOUS CONSENT OF ALL MEMBERS PRESENT). – NONE

UNFINISHED BUSINESS –

- 1. Second reading of Ordinance 19-6-11-3, an Ordinance of the City of Kingston, Tennessee adopting the annual budget, tax rate and water / sewer rates for the fiscal year beginning July 1, 2019 and ending June 30, 2020**

A motion was made by Council Member Brown, second by Council Member Childs to Approve the Second reading of Ordinance 19-6-11-3, an Ordinance of the City of Kingston, Tennessee adopting the annual budget, tax rate and water / sewer rates for the fiscal year beginning July 1, 2019 and ending June 30, 2020

Discussion - Council Member Brown, Mayor Neal, and City Attorney Jack McPherson

The motion passed with a unanimous roll call vote. 7 Ayes

- 2. Second reading of Ordinance 19-7-9-1 allowing the permitting and regulation of mobile food vendors in the City of Kingston, including food trucks, food trailers and ice cream trucks**

A motion was made by Council Member Wright, Second by Council Member Brackett to approve Second reading of Ordinance 19-7-9-1 allowing the permitting and regulation of mobile food vendors in the City of Kingston, including food trucks, food trailers and ice cream trucks

The motion passed with a unanimous roll call vote. 7 Ayes

NEW BUSINESS –

- A. Consideration of a request for a \$250.00 Sponsorship of the United Way ladies United Luncheon**

A motion was made by Vice Mayor Stockton, second by Council Member Wright to grant the request of a \$250.00 Sponsorship of the United Way Ladies United Luncheon

Council Member Brown moved to defer under New Business Items A & B until we are in compliance with State Law TN Code 654111 which passed in 2018, second by Council Member Brackett.

Discussion – Council Member Brown, Vice Mayor Stockton, and Council Member Wright

The motion passed with a unanimous roll call vote. 7 Ayes

- B. Consideration of a request for a \$300.00 sponsorship of the Kingston Century Club for a sign at the high school football field.

Action Deferred by previous motion.

- C. Consideration for the City Manager to apply for the annual Public Entity Partners Safety Grant

A motion was made by Vice Mayor Stockton, Second by Council Member Childs to approve the City Manager to apply for the annual Public Entity Partners Safety Grant

The motion passed with a unanimous roll call vote. 7 Ayes

Mayor Neal adjourned the meeting.

APPROVED September 10, 2019



Tim Neal, Mayor

ATTEST:



City Clerk

ORDINANCE No. 19-6-11-3

**AN ORDINANCE OF THE
CITY OF KINGSTON, TENNESSEE
ADOPTING THE ANNUAL BUDGET AND TAX RATE
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

WHEREAS, Tennessee Code Annotated § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Governing Body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

WHEREAS, the Water and Sewer Board of the City of Kingston, Tennessee, is charged with providing pure and safe potable water for its customers; and

NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF KINGSTON, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2020, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND

	Actual FY 2018	Est. Actual FY 2019	Budget FY 2020
Cash Receipts			
Local Taxes	\$ 3,657,727	\$ 3,772,798	\$ 3,983,825
Licenses And Permits	2,525	2,375	2,075
Intergovernmental	959,230	1,569,277	1,021,400
Charges For Services	391,845	399,090	395,618
Fines And Forfeitures	33,354	38,973	36,000
Debt Proceeds	498,200	-	-
Other Revenues	77,071	172,669	109,608
Transfers In - from other funds	462,065	485,168	485,168
Total Cash Receipts	\$ 6,082,017	\$ 6,440,350	\$ 6,033,694
Appropriations			
Legislative	\$ 74,129	\$ 123,445	\$ 72,956
City Court	23,469	22,106	26,565
City Manager and Assistant	116,547	106,592	112,373
Financial Administration	450,937	327,123	441,741
Planning and Zoning	10,175	10,255	10,275
City Hall Buildings	112,199	264,489	134,600
General Government	220,133	198,674	242,094
Police	978,496	978,057	1,058,357
Automotive Services	74,954	81,560	113,000
Fire Protection	1,000,805	1,001,104	1,054,944
Public Works	847,583	912,370	821,151
State Street Aid	160,517	156,628	161,500
Waste Disposal	297,410	308,976	308,642
Capital Improvements	528,818	609,348	417,100
Animal Control/Codes Enforcement	25,162	23,318	30,220
Parks and Recreation	680,269	623,359	721,191
Swimming Pool	33,193	35,208	39,365
Library	206,932	208,345	208,294
Debt Service	390,771	452,866	401,923
Total Appropriations	\$ 6,232,499	\$ 6,443,823	\$ 6,376,291
Change in Cash (Receipts - Appropriations)	(150,482)	(3,473)	(342,597)
Beginning Cash Balance July 1	1,382,992	1,232,510	1,229,037
Ending Cash Balance June 30	\$ 1,232,510	\$ 1,229,037	\$ 886,440
Ending Cash as a % of Total Cash Paymen	19.8%	19.1%	13.9%

Beginning Fund Balance

\$ 1,606,642 \$ 1,456,160 \$ 1,452,687

Ending Fund Balance

\$ 1,456,160 \$ 1,452,687 \$ 1,110,090

			Estimated	
DRUG FUND		Actual	Actual	Budget
		FY 2018	FY 2019	FY 2020
Cash Receipts				
Fines And Forfeitures		\$ 6,682	\$ 16,757	\$ 16,000
Other Revenue		-	-	8,000
Total Cash Receipts		\$ 6,682	\$ 16,757	\$ 24,000
Appropriations				
Drug Enforcement		16,090	8,726	24,000
Total Appropriations		\$ 16,090	\$ 8,726	\$ 24,000
Change in Cash (Receipts - Appropriations)		(9,408)	8,031	-
Beginning Cash Balance July 1		14,834	5,426	13,457
Ending Cash Balance June 30		\$ 5,426	\$ 13,457	\$ 13,457
Ending Cash as a % of Total Cash Payments/Approp.		33.7%	154.2%	56.1%

Water Sales	1,944,282	2,070,414	2,075,486
Sewer Fees	1,253,441	1,282,748	1,285,270
Tap Fees	20,490	75,045	80,000
Miscellaneous Other	107,904	132,357	141,500
	<u>3,326,117</u>	<u>3,560,564</u>	<u>3,582,256</u>

		Estimated	
WATER & SEWER FUND	Actual	Actual	Budget
	FY 2018	FY 2019	FY 2020
Cash Receipts			
Water Sales	\$ 1,944,282	\$ 2,070,414	\$ 2,075,486
Sewer Fees	1,253,441	1,282,748	1,285,270
Installation Charges and User Fees	69,881	133,050	140,000
Other Revenue	58,513	74,352	81,500
Total Cash Receipts	\$ 3,326,117	\$ 3,560,564	\$ 3,582,256
Appropriations			
General Government	302,454	402,548	427,193
Capital Improvement	324,364	111,531	135,000
Debt Service	152,415	656,904	588,409
Purification	554,649	590,215	635,457
Transmission and Distribution	659,253	655,118	737,671
Utility Director	61,274	65,911	71,012
Sewer Treatment and Disposal	421,848	463,129	630,452
Transfers Out - to other funds (PILOT)	462,065	485,168	485,170
Total Appropriations	\$ 2,938,322	\$ 3,430,524	\$ 3,710,364
Change in Cash (Receipts - Approp.)	387,795	130,040	(128,108)
Beginning Cash Balance July 1	981,870	1,369,665	1,499,705
Ending Cash Balance June 30	\$ 1,369,665	\$ 1,499,705	\$ 1,371,597
Ending Cash as a % of Total Cash Appr.	46.6%	43.7%	37.0%

SECTION 2: At the end of the fiscal year 2019, the governing body estimates fund balances or deficits as follows:

Fund	Balance at June 30, 2019
General Fund	\$ 1,380,000
Drug Fund	\$ 13,500
Water & Sewer Fund	\$ 15,500,000

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Authorized and Unissued	Principal Outstanding at June 30, 2019	FY2020 Principal Payment	FY2020 Interest Payment
Bonds -				
TMBF Series 1999	\$ -	\$ 2,391,500	\$ 351,000	\$ 26,000
TMBF, Series 2004	\$ -	\$ 1,245,000	\$ 72,000	\$ 14,000
USDA Rural Development, Series 2010	\$ -	\$ 1,166,665	\$ 22,600	\$ 28,500
USDA Rural Development, Series 2010A	\$ -	\$ 740,970	\$ 12,109	\$ 27,600
USDA Rural Development, Series 2010B	\$ -	\$ 834,296	\$ 14,700	\$ 20,500
Notes -				
TMBF Loan, Series 2003	\$ -	\$ 319,000	\$ 60,000	\$ 8,146
TMBF Loan, Series 2009	\$ -	\$ 489,000	\$ 72,000	\$ 14,595
TMBF Loan, Series 2017	\$ -	\$ 1,568,000	\$ 64,000	\$ 39,984
TMBF Loan, Series 2016	\$ -	\$ 45,300	\$ 22,400	\$ 974
TMBF Loan, Series 2016	\$ -	\$ 182,000	\$ 24,000	\$ 5,224
TMBF Loan, Fire Truck	\$ -	\$ 409,000	\$ 45,000	\$ 12,341
TMBF Loan, Police Vehicles	\$ -	\$ 32,200	\$ 32,200	\$ 789

SECTION 4: During the coming fiscal year (2020) the governing body has pending and planned capital projects with proposed funding as follows:

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
Public Works Capital Equipment	\$ 14,522	\$ 14,522	
Computers	\$ 15,000	\$ 15,000	
Police Vehicles	\$ 70,000	\$ 70,000	
Fire Vehicle and Equipment	\$ 55,000	\$ 55,000	
ADA Study and Paving	\$ 95,000	\$ 95,000	
Public Works Paving Reserve Account	\$ 73,600	\$ 73,600	
Ladd Park Improvements/Pool Cover	\$ 108,500	\$ 108,500	\$ -
TOTAL	\$ 431,622.00	\$ 431,622.00	\$ -

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (TCA § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tennessee Code Annotated § 6-56-205.

SECTION 6: Money may be transferred from one appropriation to another in the same department by the City Manager, subject to such limitations and procedures as set by the Governing Body pursuant to Tennessee Code Annotated § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Tennessee Code Annotated § 6-56-206 will be attached.

SECTION 8: There is hereby levied a property tax of \$1.45 per \$100 of assessed value on all real and personal property.

SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the City has debt issued pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21 of the Tennessee Code Annotated (the "Statutes".) If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the City does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.

SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.


SECTION 12: This ordinance shall take effect July 1, 2019, the public welfare requiring it.

Passed 1st Reading: June 11, 2019

Public Hearing Held: June 27, 2019

Second Public Hearing Held: August 13, 2019

Passed 2nd Reading: August 13, 2019


Tim Neal, Mayor

ATTESTED:


Marsha Marshall, City Clerk

Fund 110 General Fund

Statement of Proposed Operations
Fiscal Year Ending June 30, 2020
Account Number

	2018 Actual	2019 Original Budget	2019 Actual	City Mgr Proposed 2019-20
Revenues				
31110 Property Taxes (Current)	1,955,061	1,994,100	1,950,852	2,004,142
31120 Public Utilities Property Tax (Current)	22,666	33,878	31,146	33,878
31111 Property Tax Delinquent - 1st Prior Year	60,919	70,000	71,295	71,200
31112 Property Tax Delinquent - 2nd Prior Year	31,561	20,000	40,450	40,000
31219 Property Tax Delinquent - Other Prior Yr	19,783	20,000	17,185	17,000
31300 Interest And Court Cost On Prop Tax	26,434	22,000	49,205	49,000
31511 In Lieu Tax, Rockwood Electric Utility	82,315	82,315	82,225	82,255
31610 Local Sales Tax - Co. Trustee	1,025,578	1,135,774	1,088,802	1,237,550
31710 Wholesale Beer Tax	180,690	200,000	192,203	192,000
31720 Wholesale Liquor Tax	47,485	48,000	48,659	50,800
31800 Business Taxes	75,577	70,000	70,930	70,000
31912 Comcast Cable TV Fees	75,519	75,000	75,265	75,000
31913 BellSouth Cable Fees	11,235	17,000	10,126	15,000
31920 Hotel, Motel Tax	42,904	52,000	43,453	45,000
32210 Beer Permits	1,550	1,750	1,700	1,750
32220 Liquor Licenses	950	300	600	300
32600 Bza Hearing Fee	25	25	75	25
33420 Home Grant	0	0	0	0
33479 State Grant - Amphitheater	0	0	500,000	0
33490 Tema Grant	0	0	78,171	0
33500 Telecom Interstate Sales	5,334	3,500	5,095	5,200
33510 State Sales Tax	502,276	565,000	522,784	556,000
33520 State Income Tax	87,612	94,500	74,614	50,000
33530 State Beer Tax	2,768	3,000	2,747	3,000
33540 State Liquor Tax	5,146	4,700	7,516	6,800
33551 State Gasoline Fuel Tax	192,591	257,000	207,324	255,000
33552 State-City Streets And Transportation	11,959	12,000	11,797	12,000
33555 State Street Contract Maintenance	43,879	48,000	42,000	48,000
33590 Tva Solar Energy James Ferry	5,685	3,100	735	3,100
33591 Gross Receipts - Tva	70,108	70,000	73,090	73,000
33592 Special Impact Area Funds	24,497	18,500	12,913	0
33593 Corporate Exclde Tax	7,375	9,300	5,497	9,300
33730 Tmi Full Pkg Bonus	4,000	4,000	4,000	4,000
33800 Roane County Grant Parking Lot	0	0	25,000	0
34100 General Government - Charges For Service	1,705	600	2,646	2,500
34310 Highways And Streets Charges For Service	825	7,500	0	7,500
34420 Garbage Tip Fees	332,562	332,316	332,978	332,318
34720 Swimming Pool Charges	19,490	25,000	17,666	20,000
34730 Port Charges and Donations	0	0	6,811	0

34740	Parks and Recreation charges	6,048	63,000	12,934	6,300
34741	Boat Slip Rental	30,595	22,400	26,036	27,000
34742	Fireworks Donations	32,506	48,000	58,308	50,000
34743	Park & Rec Auction Sales	9,088	1,000	0	0
34744	Park & Rec Donations Pav, Walk Trail	0	1,015	150	1,015
34745	P&R Softball Program	0	0	7,750	7,750
34746	P&R Softball Program	0	0	42,300	7,105
34747	P&R Softball Program	0	0	28,000	0
34748	P&R Softball Program	0	2,000	1,000	0
34750	Parks Dept Auction Sales	0	0	4,891	5,000
34751	Valleyhead Program	32,748	27,000	37,338	30,000
35315	City Court Fines	606	500	1,435	1,000
35316	Drug Related Fines	2,903	8,000	7,333	5,000
35317	Traffic School Charges	0	200,000	0	0
35318	Fund Balance & Other Revenues	4,674	4,300	6,037	5,700
35319	Interest Earnings	2,000	3,000	1,555	2,000
35320	Pavilion Rental	492,300	0	0	0
35321	TMDR Note Proceeds	21,900	21,300	21,500	21,500
35322	Contract Natural Gas	402,035	405,168	405,168	405,168
35323	Contract Billing From Water Dept	0	0	0	0
35324	Donations	6,082,017	6,270,831	6,440,350	6,033,694
35325	Total				

Fund 110 General Fund

Statement of Proposed Operations
Fiscal Year Ending June 30, 2020

Account Number

Estimated/Appropriated/Actual

Expenditures

41100 Legislative

41100-141 Civil (Employer's Share)
41100-142 Hospital And Health Insurance
41100-143 Retirement
41100-201 Legal Notices & Ads
41100-202 No Co Responsibilities
41100-206 Public Relations
41100-207 News & Chamber Dues
41100-208 Field Dues
41100-209 Title, Associations & Dues
41100-248 Printing Tax Notices
41100-252 Legal Services
41100-255 Travel
41100-256 Operating Supplies
41100-720 Donation To Home Alliance

Total Legislative

41210 City Court

41210-114 Salaries - Temporary Employees - Regular
41210-141 Civil (Employer's Share)
41210-143 Retirement
41210-145 Court Costs
41210-206 Education
41210-250 Repair And Maintenance Services
41210-255 Travel
41210-320 Operating Supplies

Total City Court

41320 City Manager & Assistant

41320-111 Salaries - Permanent Employees - Regular
41320-114 Christmas Bonus
41320-112 Overtime
41320-141 Civil (Employer's Share)
41320-142 Hospital And Health Insurance
41320-143 Retirement
41320-216 Notices
41320-255 Education
41320-259 Title, Associations & Dues
41320-260 Travel

Total City Manager

2019 Actual 2019 Original Budget Estimated City Mgr Proposed 2020

1,918	1,900	1,981	1,940
7,871	8,082	8,145	8,213
1,548	878	874	922
2,683	4,000	1,861	2,800
7,300	10,000	8,622	9,000
7,314	8,600	8,609	8,600
478	0	0	0
949	900	900	900
1,239	2,100	2,016	2,100
731	2,600	1,714	2,800
28,802	28,343	78,943	28,306
8,946	7,047	4,819	2,000
101	500	183	500
10,650	10,000	10,478	10,478
74,129	81,669	129,443	72,896
14,022	14,798	14,310	14,385
1,072	1,132	1,095	1,108
255	190	150	185
3,234	4,000	4,970	5,400
515	1,000	750	1,000
2,944	2,300		2,300
907	1,000	1,281	1,000
410	200	0	200
21,469	20,577	22,108	20,505
82,221	82,400	79,130	83,967
300	1,000	0	275
0		0	1,900
6,194	6,390	5,948	6,538
21,281	23,179	16,731	14,821
4,934	2,843	2,733	2,436
128	137	0	137
100	0	0	0
581	0	0	0
838	0	0	0
116,547	115,941	108,392	112,373

41500	Financial Administration					
41500-111	Salaries - Permanent Employees - Regular	256,926	193,809	160,616	199,794	
41500-112	Overtime	2,325	3,000	6,358	4,000	
41500-114	Salaries - Temporary Employees - Regular	19,519	16,000	28,484	35,500	
41500-134	Christmas Bonus	2,275	3,000	2,322	3,000	
41500-141	Oasi (Employer's Share)	19,642	16,265	13,198	18,536	
41500-142	Hospital And Health Insurance	59,034	32,208	33,024	33,850	
41500-143	Retirement	14,320	7,035	5,478	14,561	
41500-211	Postage, Box Rent, Etc.	6,961	10,000	5,357	11,000	
41500-235	Education	2,749	4,000	2,235	4,000	
41500-245	Telephones & Pagers	6,517	8,000	3,094	6,000	
41500-253	Auditing Services	9,100	12,000	5,750	10,000	
41500-255	Data Processing Services	18,561	56,000	39,501	56,000	
41500-260	Repair And Maintenance Services	15,425	24,000	5,038	24,000	
41500-280	Travel	7,271	7,500	6,272	7,500	
41500-310	Office Supplies	9,224	13,000	10,402	13,000	
41500-345	Safety Incentive	978	1,000	0	1,000	
Total	Financial Administration	450,937	406,837	327,123	441,741	
41700	Planning And Zoning					
41700-257	Tennessee State Planning Office Services	10,175	10,175	10,175	10,175	
41700-320	Operating Supplies	0	100	80	100	
Total	Planning And Zoning	10,175	10,275	10,255	10,275	
41810	City Hall Buildings					
41810-111	Salaries - Part-time	14,998	35,261	32,231	3,500	
41810-134	Christmas Bonus	0	500	500	0	
41810-141	Oasi (Employer's Share)	1,481	2,697	2,294	0	
41810-142	Hospital And Health Insurance	7,494	16,104	14,971	0	
41810-143	Retirement	931	1,255	1,110	0	
41810-241	Electric	36,701	34,200	34,657	34,200	
41810-242	Water	1,042	1,200	1,079	1,200	
41810-244	Natural Gas	1,889	2,000	2,887	2,000	
41810-245	Telephones & Pagers	19,978	20,600	19,462	20,600	
41810-260	Repair And Maintenance Services	20,705	65,100	95,780	65,100	
41810-265	Building Maintenance					
41810-320	Operating Supplies	6,980	9,000	9,601	8,000	
41810-900	Capital Outlay	0	0	0	0	
41810-921	Land Purchase Parking Lot	0	0	50,517	0	
Total	City Hall Buildings	112,199	187,897	264,489	134,800	

41990	General Government				
41990-114	Salaries - Temp	375			
41990-134	Christmas Bonus	1,200			
41990-136	Air E-Vac Insurance	3,068			
41990-141	OASI	120	3,100	3,080	3,100
41990-146	Workmen's Compensation				
41990-147	Unemployment Insurance	64,782	86,000	40,713	70,000
41990-230	Publicity, Subscriptions, And Dues	0	5,000	0	3,000
41990-234	Refund Tax Overpaid	0	500	0	500
41990-235	Education	1,500	100	0	100
41990-251	Physicals	400	1,000	0	1,000
41990-259	Drug Testing	472	1,500	370	1,000
41990-510	Property & Liability Insurance	320	1,500	281	1,000
41990-592	E-911 Radio Maintenance	70,627	70,500	71,875	75,500
41990-710	Home Grant	77,269	82,756	82,355	86,894
Total	General Government	220,133	251,956	198,674	242,094
42100	Police				
42100-111	Salaries - Permanent Employees - Regular	557,489	590,854	570,725	595,854
42100-112	Overtime	40,092	38,000	43,191	47,000
42100-114	Salaries - Temporary Employees - Regular	19,439	15,000	17,406	18,000
42100-134	Christmas Bonus	6,350	6,500	6,009	6,500
42100-141	Cash (Employer's Share)	49,099	48,505	48,713	50,063
42100-142	Hospital And Health Insurance	169,823	185,677	162,172	192,970
42100-143	Retirement	38,028	21,920	21,800	23,336
42100-216	Radios	2,435	3,675	299	4,000
42100-230	Publicity, Subscriptions, And Dues	0	3,434	3,634	3,634
42100-235	Education	1,715	5,300	6,889	5,300
42100-236	Public Relation	2,222	1,000	1,040	1,000
42100-245	Telephones & Pagers	16,887	19,000	15,086	16,000
42100-255	Data Processing Services	4,007	8,000	7,467	8,000
42100-262	Equipment Maintenance	6,865	10,000	7,240	10,000
42100-280	Travel	5,002	7,000	6,291	6,000
42100-310	Office Supplies	2,408	6,500	2,777	6,000
42100-320	Operating Supplies	5,978	6,500	5,883	6,500
42100-326	Uniforms & Safety Boots	5,578	9,500	5,480	10,000
42100-327	Fire Arm Supplies	4,057	4,500	3,220	3,000
42100-328	Supplies	1,415	1,000	500	200
42100-331	Gasoline	30,266	30,000	32,395	32,000
42100-344	Safety Supplies	4,869	6,000	6,679	6,000
42100-348	Safety Incentive	1,912	2,000	1,161	3,000
42100-940	Capital Equipment	2,560	2,500	0	0
Total	Police	978,496	1,034,765	978,057	1,058,357

42152	Automotive Services				
42152-260	Repair And Maintenance Services				
42152-331	Gasoline				
Total	Automotive Services	74,954	115,000	81,560	110,000
		0	3,000	0	3,000
		74,954	118,000	81,560	113,000
42200	Fire Protection				
42200-111	Salaries - Permanent Employees - Regular	582,301	571,410	567,245	570,900
42200-112	Overtime	37,826	40,000	39,949	45,000
42200-114	Salaries - Temporary Employees - Regular	4,350	10,000	4,313	4,000
42200-134	Christmas Bonus	7,400	7,500	7,340	7,000
42200-141	Cash (Employer's Share)	46,501	46,850	45,652	48,241
42200-142	Hospital And Health Insurance	189,504	207,065	201,326	239,091
42200-143	Retirement	37,761	20,700	21,274	22,612
42200-162	Volunteer Firemen	7,140	10,000	5,343	9,000
42200-216	Radios	1,309	1,500	1,071	2,000
42200-235	Education	8,289	12,000	6,654	12,000
42200-241	Electric	13,214	15,000	9,428	15,000
42200-242	Water	1,767	2,500	2,199	2,500
42200-244	Natural Gas	7,327	3,500	4,098	3,500
42200-245	Telephones & Pagers	8,452	10,800	6,583	8,000
42200-262	Equipment Maintenance	5,257	9,000	2,542	9,000
42200-266	Building Maintenance	2,884	5,000	7,054	5,000
42200-280	Travel	1,755	3,200	2,323	4,000
42200-310	Office Supplies	3,683	3,800	3,141	3,000
42200-320	Operating Supplies	10,393	8,000	29,683	8,000
42200-322	Apparatus & Equipment Testing	0	6,000	3,073	6,000
42200-326	Uniforms & Safety Boots	3,230	7,500	3,762	7,500
42200-331	Gasoline	10,841	10,000	13,755	12,000
42200-344	Safety Supplies	4,056	8,500	10,392	8,500
42200-348	Safety Incentive	5,565	3,000	2,904	3,000
Total	Fire Protection	1,000,805	1,021,725	1,001,104	1,054,944

43100	Public Works				
43100-111	Salaries - Permanent Employees - Regular	361,464	453,680	427,624	326,788
43100-112	Overtime	11,363	15,000	11,470	15,000
43100-114	Salaries - Temporary Employees - Regular	61,779	50,000	40,485	55,000
43100-124	Christmas Bonus	5,000	6,000	5,782	4,000
43100-141	Gas (Employer's Share)	31,484	40,370	33,600	30,661
43100-142	Hospital And Health Insurance	131,999	171,835	155,182	127,000
43100-143	Retirement	23,192	16,400	15,321	12,533
43100-216	Radios	43	210	0	227
43100-235	Education	0	1,000	92	1,000
43100-241	Electric	8,071	6,000	6,050	6,500
43100-242	Water	1,136	2,000	1,364	1,800
43100-244	Natural Gas	3,095	2,600	2,617	2,100
43100-245	Telephones & Pagers	5,223	5,000	4,826	5,000
43100-264	Traffic Lights Maintenance	2,590	4,000	4,531	4,000
43100-265	Grounds Maintenance	10,677	12,000	1,541	12,000
43100-266	Building Maintenance	1,952	3,000	381	3,000
43100-268	Brush Removal/Disposal	0	10,000	865	8,000
43100-280	Travel	0	500	134	500
43100-310	Office Supplies	1,354	1,500	127	1,000
43100-320	Operating Supplies	40,892	45,000	47,294	45,000
43100-326	Uniforms & Safety Boots	4,481	6,000	3,427	6,000
43100-331	Gasoline	23,546	25,500	28,281	25,500
43100-342	Signs	9,329	10,000	2,300	6,000
43100-344	Safety Supplies	781	2,500	0	2,000
43100-346	Safety Incentive	5,394	4,000	4,243	4,000
43100-416	Sidewalks & Curbs	9,926	10,000	34,511	20,000
43100-426	Storm Drainage	32,342	20,000	8,440	15,000
43100-454	Snow Removal, Salt, Etc.	4,045	19,000	9,325	17,000
43100-471	Street Paving & Repairs	49,192	119,625	16,852	50,000
43100-940	Capital Equipment	7,231	7,000	46,005	14,522
Total	Public Works	847,583	1,069,730	912,370	821,151

43190	State Street Aid				
43190-241	Electric				
Total	State Street Aid	160,517	161,500	156,628	161,500
43240	Waste Disposal				
43240-295	Garbage Collection Fees Wd				
Total	Waste Disposal	297,410	297,856	308,976	308,642
43750	Capital Improvements				
43750-911	Dog Park Construction	0	0	24,467	0
43750-912	Amphitheater Construction	0	0	500,000	0
43750-940	Equipment Finance/Gen Govt	0		0	15,000
43750-941	Police Vehicles	0		0	70,000
43750-942	Fire Vehicle/Equipment	498,200	0	0	55,000
43750-943	Public Works Paving/Reserve Acct.	0	99,000	79,941	73,600
43750-944	Reserve Account ADA	11,237	100,000	5,000	95,000
43750-945	Security Camera System	0		0	
43750-946	Park & Rec Ladd Park Improv/pool cover	19,381	0	0	108,500
Total	Capital Improvements	528,818	199,000	609,348	417,100
44143	Animal Control/Codes Enforcement				
44143-114	Salaries - Temporary Employees - Regular	20,265	19,950	15,140	19,950
44143-141	Cost (Employer's Share)	1,510	1,530	1,126	1,530
44143-142	Hospital And Health Insurance	(85)	4,500	3,650	3,650
44143-143	Retirement	1,216	690	521	690
44143-235	Education	0	100	0	100
44143-258	Veterinary Services	920	3,000	2,530	3,000
44143-320	Operating Supplies	1,910	900	311	800
44143-331	Gasoline	26	500	0	500
Total	Animal Control/Codes Enforcement	25,162	31,070	23,918	30,220

44400	Parks & Recreation	264,840	193,240	189,867	278,968
44400-111	Salaries - Permanent Employees - Regular	6,689	3,000	8,947	7,500
44400-112	Overtime	32,114	25,000	36,593	40,000
44400-114	Salaries - Temporary Employees - Regular	3,644	2,700	3,700	4,000
44400-134	Christmas Bonus	22,537	14,825	17,759	25,283
44400-141	Oasi (Employer's Share)	81,934	55,370	41,861	71,580
44400-142	Hospital And Health Insurance	16,750	6,960	7,000	10,545
44400-143	Retirement	256	750	740	750
44400-211	Postage, Box Rent, Etc.	690	2,000	927	2,000
44400-235	Education	85	500	145	500
44400-239	Tml, Associations & Dues	41,075	48,000	47,337	48,000
44400-241	Electric	12,987	14,000	14,266	14,000
44400-242	Water	4,135	3,500	3,791	3,500
44400-244	Natural Gas	5,126	5,200	4,785	5,200
44400-245	Telephones & Pagers	27,201	22,000	25,597	33,000
44400-260	Repair And Maintenance Services	32,001	28,000	31,060	30,000
44400-265	Grounds Maintenance	29,813	28,000	32,005	35,000
44400-266	Building Maintenance	3,111	22,400	36,296	9,145
44400-267	Repair And Maintenance Boat Slips	1,731	2,500	1,110	1,500
44400-280	Travel	9,849	6,000	8,916	6,500
44400-310	Office Supplies	348	500	357	500
44400-312	Music License/Web	7,461	8,000	7,552	6,000
44400-320	Operating Supplies	9,213	7,000	5,887	7,000
44400-325	Recreation Supplies	1,548	2,000	1,891	2,000
44400-326	Uniforms & Safety Boots	8,276	7,200	5,427	7,200
44400-331	Gasoline	0	41,000	6,762	6,800
44400-335	Fort Maintenance	32,016	500	44,256	40,200
44400-337	Special Events-Fireworks	0	2,500	0	500
44400-344	Safety Supplies	709	0	10,894	12,500
44400-345	St Festivals/Special Events	100	0	0	0
44400-346	Spooktacular	0	2,000	5,000	4,500
44400-347	P&R Volleyball Program	1,000	0	0	2,000
44400-348	Safety Incentive	0	500	5,000	2,000
44400-350	Softball Program	500	0	0	4,500
44400-733	Christmas Parade	22,530	500	475	500
44400-910	Capital Outlay - Porter Park	0	0	17,156	0
44400-937	Capital Equipment	680,269	355,045	623,359	721,191
Total	Parks & Recreation	22,547	24,000	17,854	24,000
44440	Swimming Pool	1,687	1,865	1,305	1,865
44440-114	Salaries - Temporary Employees - Regular	2,508	2,000	2,298	2,000
44440-141	Oasi (Employer's Share)	2,623	5,000	6,373	6,000
44440-242	Water	3,828	5,000	7,038	5,000
44440-260	Repair And Maintenance Services	0	500	340	500
44440-320	Operating Supplies	33,193	38,365	35,208	39,565
44440-500	Permit Fee	0	0	0	0
Total	Swimming Pool	44,226	53,228	52,774	55,365

Fund 413 Water And Sewer

Statement of Proposed Revenues
Fiscal Year Ending June 30, 2020
Account Number

	2018 Actual	2019 Original Budget	2019 Actual	City Mgr Proposed 2020	Council Approved
36100 Interest Income	7,732	8,000	6,205	8,000	
37110 Metered Water Sales	1,131,806	1,127,140	1,157,003	1,160,828	
37117 Outside Water Sales	812,476	810,000	913,411	914,658	
37191 Penalties	35,340	35,000	31,188	35,000	
37194 Sales Of Materials	8,526	10,000	31,859	30,000	
37195 Installation Charges	49,391	60,000	58,005	60,000	
37196 Water User Fees	12,090	15,000	44,895	50,000	
37199 Miscellaneous	4,466	5,000	2,742	5,000	
37210 Sewer Service Charges	1,253,441	1,248,780	1,282,748	1,285,270	
37296 Sewer User Fees	8,400	8,000	30,150	30,000	
37299 Miscellaneous	2,449	3,500	2,358	3,500	
Total	3,326,117	3,501,616	3,560,964	3,582,256	

Fund 413 Water And Sewer Expenditures		2018 Actual	2019 Original Budget	2019 Actual	City Mgr Proposed 2020
Statement of Proposed Operations					
Fiscal Year Ending June 30, 2020					
Estimated/Appropriated/Actual					
Account Number					
41500 Financial Administration					
41500-200 Contract Operations		462,065	485,170	485,168	485,170
Total Financial Administration		462,065	485,170	485,168	485,170
41990 General Government					
Salaries - Permanent Employees:		0	81,405	80,410	83,891
41990-111		0		498	2,500
Overtime					
41990-112		9,046	11,000	9,364	8,500
Christmas Bonus		825	940	935	940
41990-136		3,739	6,885	9,830	10,485
Air E-Vac Insurance		7,871	37,962	36,547	28,102
41990-141		1,969	4,065	3,984	3,445
Oasi (Employer's Share)		49,526	55,000	55,000	55,000
41990-142		0	2,500	0	1,000
Hospital And Health Insurance		16,800	16,800	16,800	16,800
41990-143		12,336	11,000	10,571	12,000
Retirement		35,219	37,680	18,182	19,500
41990-146		25,801	25,343	25,345	25,343
Workmen's Compensation		17,500	17,500	17,500	17,500
41990-147		28,519	24,000	24,854	36,000
Unemployment Insurance		95	400	0	400
41990-161		304	4,000	325	5,000
Board Members		86,296	87,000	88,481	90,000
41990-239		3,442	10,000	2,736	9,787
Tmi, Associations & Dues		503	1,000	1,186	1,000
41990-245		2,663	0	0	0
Telephones & Pagers		302,454	434,480	402,548	427,193
41990-252					
Legal Services					
41990-253					
Auditing Services					
41990-255					
Data Processing Services					
41990-259					
Drug Testing					
41990-280					
Travel					
41990-510					
Property & Liability Insurance					
41990-516					
Insurance Deductible Sewer Ba					
41990-741					
Bad Debt Expense					
41990-932					
Engineering Costs					
Total General Government					

43750 Capital Improvements					
43750-262	Equipment Maintenance	57,214		0	0
43750-270	Infiltration Inflow Program	126,292	0	0	93,000
43750-391	Water Meters	7,117	0	0	14,000
43750-901	Vehicle T&D	4,730	0	0	26,000
43750-932	Engineering Costs	0	36,000	48,590	0
43750-940	Capital Equipment	80,498	40,000	29,380	0
43750-942	Equipment	48,513	35,000	33,561	0
	Total Capital Improvements	324,364	111,000	111,531	133,000
48000 Debt Service					
48000-240	Depreciation	0		0	0
48000-610	Bond Payments	0	462,509	0	0
48000-631	Interest	152,415	134,000	183,993	116,000
48000-645	Rda Loans Payable	0	0	57,909	49,409
48000-690	Tml Loan Principal Payments	0	0	415,000	423,000
	Total Debt Service	152,415	596,509	656,904	588,409

52113 Purification

52113-111	Salaries - Permanent Employees	199,868	181,315	213,621	199,799
52113-112	Overtime	38,692	40,000	38,996	40,000
52113-141	Gas (Employer's Share)	17,563	16,935	18,345	16,943
52113-142	Hospital And Health Insurance	53,296	55,139	68,970	52,840
52113-143	Retirement	13,423	6,340	8,270	8,045
52113-231	Legal Notices & Ads	1,917	2,000	0	2,000
52113-235	Education	755	3,000	1,305	3,000
52113-241	Electric	85,715	101,215	106,789	108,830
52113-244	Natural Gas	173	800	175	800
52113-262	Equipment Maintenance	39,612	50,000	39,000	50,000
52113-265	Grounds Maintenance	7,942	8,000	2,873	8,000
52113-266	Building Maintenance	1,882	8,000	3,331	8,000
52113-280	Travel	1,119	2,000	2,077	2,300
52113-320	Operating Supplies	7,073	9,000	5,421	7,500
52113-322	Chemicals & Lab Supplies	78,613	81,249	69,699	81,000
52113-326	Uniforms & Safety Boots	5,175	4,000	5,692	4,000
52113-331	Gasoline	1,454	2,500	2,547	3,000
52113-344	Safety Supplies	0	1,500	697	1,500
52113-348	Safety Incentive	379	2,300	2,216	2,300
52113-640	Capital Equipment	0	0	0	40,000
Total Purification		584,649	573,294	600,315	636,467

52114 Transmission And Distribution

52114-111	Salaries - Permanent Employee:	303,060	303,112	297,339	339,483
52114-112	Overtime	43,544	52,000	48,313	52,000
52114-141	Cost (Employer's Share)	25,619	28,725	25,475	27,448
52114-142	Hospital And Health Insurance	91,693	107,602	102,278	126,103
52114-143	Retirement	20,800	12,300	11,932	13,849
52114-235	Education	6,385	6,250	2,661	6,350
52114-241	Electric	16,352	12,000	5,982	12,000
52114-244	Natural Gas	3,061	2,500	2,567	2,500
52114-282	Equipment Maintenance	16,177	28,000	15,552	28,142
52114-285	Grounds Maintenance	4,391	2,000	1,500	2,000
52114-280	Travel	5,027	5,500	413	5,500
52114-320	Operating Supplies	14,314	25,000	22,128	20,000
52114-326	Uniforms & Safety Boots	3,416	6,000	2,873	6,000
52114-331	Gasoline	18,319	21,000	19,634	21,000
52114-338	Repair Parts For Water Or Sewer	50,939	58,000	67,921	41,394
52114-344	Safety Supplies	1,015	1,500	0	1,500
52114-348	Safety Incentive	1,000	2,500	0	2,500
52114-451	Stone, Patching, Road Cuts	10,139	30,000	22,350	30,000
52114-940	Capital Equipment	20,000	0	0	0
Total Transmission And Distribution		689,353	700,989	685,119	737,671

52117 Utility Director

52117-111	Salaries - Permanent Employee:	45,771	52,330	49,744	52,330
52117-141	Cost (Employer's Share)	3,476	3,900	3,782	3,900
52117-142	Hospital And Health Insurance	6,140	5,972	6,441	5,972
52117-143	Retirement	2,747	1,810	1,712	1,810
52117-239	Tel, Associations & Dues	950	2,000	0	2,000
52117-280	Travel	0	2,000	1,772	2,000
52117-331	Gasoline	2,150	3,000	2,489	3,000
Total Utility Director		61,274	71,012	68,911	71,012

52213 Sewer Treatment And Disposal

52213-111	Salaries - Permanent Employees	135,002	147,091	152,304	217,201
52213-112	Overtime	14,291	20,000	16,069	20,000
52213-141	Cost (Employer's Share)	11,008	12,785	12,621	13,450
52213-142	Hospital And Health Insurance	36,317	55,126	33,272	53,206
52213-143	Retirement	8,836	5,770	5,811	8,535
52213-235	Education	1,408	5,000	4,611	5,000
52213-241	Electric	95,908	98,000	98,958	90,000
52213-262	Equipment Maintenance	1,512	36,000	27,127	36,000
52213-265	Grounds Maintenance	567	2,000	957	2,000
52213-266	Building Maintenance	785	2,000	41	38,000
52213-280	Travel	2,501	4,000	3,211	4,000
52213-320	Operating Supplies	11,390	20,000	10,388	20,000
52213-322	Chemicals & Lab Supplies	63,295	70,000	59,281	70,000
52213-326	Uniforms & Safety Boots	1,273	3,000	1,520	3,000
52213-331	Gasoline	2,904	6,000	3,703	6,000
52213-344	Safety Supplies	664	1,000	263	1,000
52213-346	Safety Incentive	0	2,000	0	2,000
52213-935	Garbage Disposal (Landfills, Inc)	34,112	45,000	32,932	41,000
Total Sewer Treatment And Disposal		431,848	528,772	463,129	630,482
Total		2,938,322	3,601,618	3,430,524	3,740,384

Beginning Net Position	15,446,728	15,894,523	15,964,563
Revenues	3,326,117	3,560,564	3,582,256
Expenditures	2,938,322	3,430,524	3,710,384
Excess (Deficit)	367,795	130,040 (128,108)	
Ending Net Position	15,834,523	15,964,563	15,836,453

Fund

122

Drug Fund

Statement of Proposed Operations

Fiscal Year Ending June 30, 2020

Revised City of Portland

Account Number

2018 Actual 2019 Actual City Mgr
Proposed
2020

Revenues				
35140	Drug Fines	6,682	16,757	16,000
34000	Fund Balance & Other Rev	0	0	8,000
Total		6,682	16,757	24,000
Expenditures				
421122 Drug Fund				
42122-235	Education	1,220	0	1,000
42122-233	Auditing Services	0	1,000	1,000
42122-290	Contract/Services	0	0	1,000
42122-320	Operating Supplies	8,823	497	3,000
42122-344	Safety Supplies	4,009	0	1,000
42122-390	Other Operating Expendit	0	1,000	1,000
42122-940	Capital Equipment	2,036	6,169	16,000
Total Drug Fund		16,098	8,726	24,000

Beginning Fund Balance	14,834	5,426	13,457
Revenues	6,682	16,757	24,000
Expenditures	16,098	8,726	24,000
Excess (Deficit)	(9,408)	8,031	0
Ending Fund Balance	5,426	13,457	13,457

ORDINANCE NO.19-7-9-1

AN ORDINANCE TO ALLOW THE PERMITTING AND
REGULATION OF MOBILE FOOD VENDORS IN THE CITY
OF KINGSTON, INCLUDING FOOD TRUCKS, FOOD
TRAILERS AND ICE CREAM TRUCKS.

WHEREAS, current Ordinances do not provide for permitting and regulation of
mobile food vendors including food trucks, food trailers and ice cream trucks, and

WHEREAS, City Council desires to permit the mobile food vendor industry within
the City of Kingston and for its citizens to have the benefits of good mobile food vendor
practices while limiting the chance of undue harm to members of the community, and

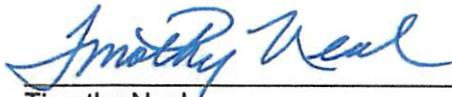
WHEREAS, the City Council wishes to regulate mobile food vendors in furtherance
of that goal.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kingston,
Tennessee, as follows:

A new Chapter of the City Code shall be and hereby is adopted as is set forth on
Exhibit A which is incorporated herein by reference as though set forth in full.

Section 2. The provisions of this Ordinance shall be in effect upon final passage, the
public welfare requiring it.

ADOPTED this 13th day of August, 2019



Timothy Neal
Mayor

ATTEST:



Marsha P. Marshall

City Clerk

APPROVED AS TO FORM:



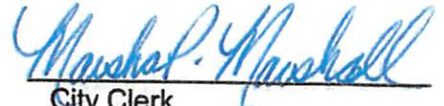
City Attorney

Passed 1st reading this 9th day of July, 2019



City Clerk

Passed 2nd reading this 13th day of August, 2019



City Clerk



City Clerk, Marsha P. Marshall | 900 Waterford Place | Kingston, TN 37763 | (865) 376-6584

APPLICATION FOR MOBILE FOOD VENDOR

PERMIT MUST BE ISSUED AT A MINIMUM OF FIVE (5) BUSINESS DAYS PRIOR TO EVENT

Original Application _____

Renewal Application _____

Date: Amount Paid _____

1. APPLICANT INFORMATION (Owner(s) of the Business)

Business Name: _____

Owner #1 Full Name: _____ Title: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Mailing Address (if different): _____

Date of Birth: _____ Social Security No. _____ Email Address: _____

Description of the nature of the business and of the goods to be sold: _____

Vehicle Make: _____ Vehicle Model: Year: _____

Have any of the officers, members or shareholders been convicted of a felony within a ten-year period immediately preceding the date of this application? No _____ Yes _____ If yes, describe in detail all such felonies: _____

OWNER #2 (If applicable)

Owner #2 Full Name: _____ Title: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Mailing Address (if different): _____

Date of Birth: _____ Social Security No. _____ Email Address: _____

(USE ADDITIONAL SHEETS IF NECESSARY, TO LIST ALL OWNERS)

2. PERMISSION FOR BACKGROUND CHECK:

The undersigned acknowledges that the City of Kingston will obtain a background check of the Owner(s) of the mobile food vendor vehicle. The City reserves the right to reject an applicant if he or she (or in the case of an LLC or corporation, its owner(s)), (1) is a registered sex offender; (2) has been convicted of a felony in the past ten years; (3) has a chronic history of an unreasonable number and kind of moving vehicle violations as determined by the Chief of Police; or (4) presents an unreasonable public health and safety risk based on past criminal history as determined by the Chief of Police.

The undersigned also acknowledges and affirms their duty as hereby required by this code to perform background checks on each employee or agent operating the mobile food vendor vehicle permitted herein. They acknowledge and affirm that they will not allow an employee or agent to work in the City of Kingston as a mobile food vendor if such employee or agent is a registered sex offender or if such employee or agent has been convicted of a felony within the past ten years.

3. STATEMENTS

- (a) The Applicant or Applicants named in this application agree to comply with all applicable federal, state and city laws and ordinances, and agree to the validity of and reasonableness of the application fee.
- (b) The Applicant or Applicants named in this application hereby certify the truthfulness of the information provided in this application.

Owner #1

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

STATE OF TENNESSEE)
COUNTY OF _____)

The applicant named above in my presence and who, after being duly sworn according to law, made oath that the facts as stated therein are true, signed this application.

Sworn and subscribed to me this _____ day of _____, 20____.

My commission expires: _____ Notary Public _____

Owner #2

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

STATE OF TENNESSEE)
COUNTY OF _____)

The applicant named above in my presence and who, after being duly sworn according to law, made oath that the facts as stated therein are true, signed this application.

Sworn and subscribed to me this _____ day of _____, 20____.

My commission expires: _____ Notary Public _____

Required Documents Checklist

This page is for reference only.

Additional documents or information may be required by the City Clerk.

Name of Mobile Food Vendor _____

Required Item	Applicant	Staff
Copy of City and County business licenses	<input type="checkbox"/>	<input type="checkbox"/>
Copy of TN Department of Health license	<input type="checkbox"/>	<input type="checkbox"/>
Copy of driver's license(s)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of vehicle registration	<input type="checkbox"/>	<input type="checkbox"/>
Copy of proof of automobile liability insurance	<input type="checkbox"/>	<input type="checkbox"/>
Color photo of the mobile food unit	<input type="checkbox"/>	<input type="checkbox"/>
Proof of sales tax registration	<input type="checkbox"/>	<input type="checkbox"/>
Letter of permission from business owner	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Transient Vendor License, if required	<input type="checkbox"/>	<input type="checkbox"/>
Application fee of \$120	<input type="checkbox"/>	<input type="checkbox"/>

For Office Use Only

Date of Receipt of Application: _____

Date Permit Issued: _____

Permit Number: _____

Background Check from KPD:

Approved _____ Denied _____

EXHIBIT A

Mobile Food Vendors and Food Trucks

Section _-01. Definitions.

- (a) **Mobile food vendor** is defined as any person selling food and/or drink from a mobile vehicle, including a food truck, food trailer and ice cream truck.
- (b) **Mobile food vendor vehicle** is defined as a vehicle that returns daily to its base of operations and is used either in the preparation or sale of food or drink products, or both.
- (c) **Food truck** is defined as an enclosed motor vehicle equipped with facilities for preparing, cooking and selling various types of food and/or drink products other than exclusively ice cream and related frozen products.
- (d) **Food trailer** is defined as a detached trailer that is equipped with facilities for preparation, cooking and selling various types of food and/or drink products.
- (e) **Ice cream truck** is defined as a motor vehicle containing a commercial freezer from which a vendor sells only frozen, pre-packaged food products such as ice cream, frozen yogurt, frozen custard, flavored frozen water and similar frozen items.

Section _-02. Requirements.

- (a) **Licenses and Permits.** It shall be unlawful for any person to engage in business as a mobile food vendor within the City of Kingston without first obtaining a business license and mobile food vendor license with a decal evidencing such license. Any permits, licenses and certifications required by the Roane County Department of Health and/or State of Tennessee for operation of the business are also required. City of Kingston transient vendor licenses for those business owners residing in Kingston or Roane County, Tennessee will not be required for mobile food vendors. State transient vendor licenses will be required for owners of businesses residing outside of Roane County, Tennessee, and/or businesses based outside of Roane County, Tennessee, if otherwise required by the State of Tennessee. Upon being granted a mobile food vendor license, a mobile food vendor must comply with the rules and regulations herein.
- (b) **Insurance.** At the time of the application for a mobile food vendor license, the mobile food vendor must provide proof of valid automobile liability insurance in an amount required by law for operation of the applicable mobile food vendor vehicle(s). Failure to maintain this insurance when acting as a

mobile food vendor will result in immediate revocation of the mobile food vendor license.

- (c) **Litter Receptacles.** Each licensed mobile food vendor must maintain for customer use a litter receptacle of sufficient size to accept the litter being generated by the sales from the vendor's mobile food vehicle at the point of sales. The receptacle must be maintained in such a manner as to preclude an overflow of refuse. Each mobile food vendor shall pick up litter which is associated with the vendor's sale in the vicinity of the vendor's mobile food vehicle prior to departing a sales location. A pattern of leaving excessive litter caused by product packaging shall be basis for suspension or revocation of the mobile food vendor license.
- (d) **What Can Be Sold.** Mobile food vendors shall be limited to edibles and hot and cold beverages containing no alcohol. The sale of non-food or drink items from mobile food vendor vehicles shall be limited to merchandise displaying the mobile food company logo and/or branding.
- (e) **No Seating and Tables.** There shall be no benches, tables, chairs or other furniture which may be used for eating or sitting provided by or associated with a mobile food vendor vehicle.
- (f) **Fire Extinguishers and Fire Suppression Systems.** All food trucks and food trailers must be equipped with a fire extinguisher that is certified annually by a licensed company. Additionally, food trucks and food trailers that produce grease laden vapors (*i.e.* units with deep fat fryers or flat-top griddles) must have a fire suppression system certified bi-annually by a licensed company.
- (g) **Placement.** Mobile food vendor vehicles shall not obstruct or impede pedestrian or vehicular traffic, access to driveways, and sight distance for drivers.
- (h) **Pedestrian Only.** Mobile food vendor vehicles shall serve pedestrians only; drive-through or drive-in services are hereby prohibited.
- (i) **Health Regulations.** All mobile food vendors and their mobile food vendor vehicles must be in compliance with all applicable health regulations for Roane County and the State of Tennessee relating to food safety and preparation.
- (j) **Noises.** Other than ice cream trucks being able to play a song associated with its business at a reasonable level of sound, no mobile food vendors shall sound any device which produces an offensive or loud noise to attract customers, and mobile food vendors shall not use a public address system on the vehicle to broadcast and advertise products

- (k) **No parking in fire lanes.** No mobile food vendors shall park in fire lanes.
- (l) **Signs.** Signs which are permanently affixed to the mobile food vendor vehicle shall extend no more than six inches from the vehicle. Except as stated herein, all signs shall be attached or painted on the mobile food vendor vehicle. Electronic signs are prohibited as are signs that flash, reflect motion pictures, emit smoke or vapor, or produce any rotation, motion or movement. Each food truck or food trailer is permitted one sandwich board type sign located within ten (10) feet of the applicable food truck or food trailer for advertisement purposes while the food truck or food trailer is open for business. Such sandwich board sign shall be no more than forty-eight (48) inches high and contain no more than seven (7) square feet.

Section_-03. Sales on Streets and Public Property

- (a) **Ice cream trucks.** The hours of operation for ice cream trucks are between 9:00 a.m. and sunset as stated for that day for the Kingston area by the National Weather Service. Ice cream trucks may vend on public streets so long as they remain mobile and only make stops of ten (10) minutes or less at one location.
- (b) **Food trucks and food trailers.** Food trucks and food trailers are prohibited from selling food on any public street, sidewalk, alley, trail or right-of-way or any City owned or controlled property including, but not limited to, parks unless approved by the City as part of a City permitted special event. All mobile food vendors must comply with all rules, regulations and requirements related to the City permitted special event, including but not limited to, provisions as to where the mobile food vendors will be located, how long the mobile food vendors can be present at the location, and how many and which food trucks can participate in the City permitted special event.

Section_-04. Mobile Food Vendors on Private Property. All mobile food vendors shall be subject to the following regulations on private property:

- (a) **Existing Restaurants.** Other than an ice cream truck, no mobile food vendor shall operate within fifty (50) feet of a door intended for regular public use of a lawfully established eating establishment that is open for business (other than another mobile food vendor vehicle) unless the mobile food vendor provides documentation which is signed by the restaurant owner or operator that the restaurant owner or operator has no objection to a closer proximity.

- (b) **Location.** Mobile food vendors will be permitted on private property in the City according to the terms and conditions herein. A mobile food vendor under this section must have written permission from a private property owner for setting up for each location. The mobile food vendor must provide a copy of such written permission upon demand to City officials. No mobile food vendor on private property shall do business or operate within fifty (50) feet of any property line of any lot used for residential purposes.
- (c) **Hours of Operation.** Leaving the Location at Night. No mobile food vendor shall operate outside the hours of 8:00 a.m. to 10:00 p.m. At the end of each business day's operation, the mobile food vendor shall remove from the property the mobile food vendor vehicle (unless otherwise expressly permitted to stay by the City) and all materials associated with the business.

Section _-05. Permit. Applicants for a permit under this section shall file with the City Clerk a sworn application in writing on a form to be furnished by the City Clerk. Submission of false or misleading information will result in revocation of the permit and a ban on receiving future permits. The application shall provide the following:

- (a) The name and contact information of the applicant.
- (b) The applicant's permanent street address, mailing address and email address.
- (c) The applicant's telephone numbers including a cell phone number if available.
- (d) A brief description of the nature of the business and of the goods to be sold.
- (e) A copy of the vehicle registration for any mobile food vendor vehicle and proof of automobile insurance for the mobile food vendor vehicle.
- (f) A copy of the business license, proof of State of Tennessee sales tax registration, and any health department license or certification required by Roane County Department of Health or the State of Tennessee.
- (g) State transient vendor licenses will be needed for businesses based outside of Roane County, Tennessee, if required by the State of Tennessee.
- (h) Color photograph(s) of the mobile food vendor vehicle's interior and exterior.
- (i) Permission to obtain a background check of owner(s) of mobile food vendor vehicles. The City reserves the right to reject an applicant if he or she (or in the case of an LLC or corporation, its owner(s)), (1) is a registered sex offender; (2) has been convicted of a felony in the past ten years; (3) has a

chronic history of an unreasonable number and kind of moving vehicle violations as determined by the Chief of Police; or (4) presents an unreasonable public health and safety risk based on past criminal history as determined by the Chief of Police.

The applicant owner must also acknowledge and affirm his, her or its duty as hereby required by this code to perform background checks on each of his employees or agents operating the mobile food vendor vehicle permitted herein. The applicant must acknowledge and affirm that he, she or it will not allow an employee or agent to work in the City as a mobile food vendor if such employee or agent is a registered sex offender or if he or she has been convicted of a felony within the past ten years.

- (j) Payment of an application fee is \$120.00. No refunds will be issued.
- (k) Such other relevant information as may be reasonably requested by the City after review of submission of the material in order to assure full review of the information needed to assess the impact of the proposed operation on the health, safety and well-being of the public.

Section _-06. Permit Renewal. A permit issued under this section shall be valid for one calendar year from the date of issuance and shall be renewed on an annual basis on or by the anniversary date of issuance upon proper application and payment of the permit fee of an additional One Hundred Twenty dollars (\$120.00) per year. A permit shall be valid for only one mobile food vendor vehicle. Each operator and/or applicant shall file additional application and pay an additional permit fee for each additional mobile food vendor vehicle. No refunds will be issued for renewed permits and no renewed permits for partial years will be issued.

Section _-07. Permit. Each applicant upon being issued a permit under this section must display it at all times on the right front windshield's lower corner on each mobile food vendor vehicle or at such other location on the vehicle as the City in writing shall approve.

Section _-08. General Requirements of Mobile Food Vendor Vehicles: All exterior bodywork and mechanical equipment of a mobile food vendor vehicle shall be maintained in good condition, free of excessive wear, tear or damage.

Section __-09. Inspections:

- (a) **Department of Health Primary.** Nothing in this section shall be construed as limiting or replacing the role of the Tennessee Department of Health which has the primary task of inspecting mobile food vendor vehicles.
- (b) **Entry.** The City Police and other officials shall have the right at any time after displaying proper identification to enter into or upon any mobile food vendor vehicle for the purpose of ascertaining whether or not any provisions of this section are being violated and for general inspection purposes.
- (c) **Shut Down.** Any mobile food vendor vehicle which is found after any City inspection to be unsafe or not compliant with this section may be directed to be out of operation until the deficiency is corrected.

Section __-10. Penalties. Violations of this Chapter are subject to the general penalty clause for the City of Kingston. The City may also suspend or revoke a permit issued hereunder for violation of this Chapter