



City Manager Report

July 2019



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:

Summer in Kingston (date unknown)

Distributed: August 9, 2019

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

- ☐ Meeting Minutes

Planning Commission

- ☐ Meeting Minutes

REU – Electric Power Board Meeting

- ☐ Agenda and Minutes
- ☐ Report to TVA

E-911 Quarterly Report

- ☐ Director's Report

Project Status Updates

- ☐ Amphitheater



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.kingstontn.gov). 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: July 2019

Legislative Accomplishments

- A. First 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
- B. Authorization for the City Manager to solicit bids for banking services and return to Council for review
- C. Authorization for the Utility Director to enter in to an agreement with TAUD to conduct a water / sewer rate study

Other Items Considered by the Council

- Met to continue discussion on the proposed FY-20 budget
- **External Meetings**
 - EMA Hazard Mitigation Committee
 - Kingston Farmer's Market Steering Committee
 - Meeting with organizers of the Storm the Fort triathlon
 - Meetings with officials from FEMA re. storm damage
 - Other misc. meetings
- **Internal Meetings**
 - Weekly conference calls and misc. meetings with Department Heads and WD Managers
 - Meeting with Safety Committee
 - Weekly progress calls on the amphitheater
 - Other misc. staff meetings

Ongoing Work

- Southwest Point Amphitheatre



City of Kingston
Project Status Update
June 2019

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)	30%	
Estimated Completion Date	Sept. 2019	
Notable outstanding issues:	Construction	

Notes:

1. Site work and construction underway.

CITY OF KINGSTON FUNDS

FINANCIAL SUMMARY JULY 2019

	July	August	September	October	November	December	January	February	MARCH	APRIL	MAY	JUNE
Cash in Bank												
General Fund	\$1,550,308											
P&R BATTING CAGE	\$6,443											
CAPITAL RESERVE GF	\$95,000											
Water/Sewer	\$851,308											
1999 Bond	\$83,296											
2004 Bond	\$147,680											
RDA Reserve Fund	\$401,660											
PD SURPLUS												
Drug Fund	\$6,219											
Total BALANCES	\$3,141,924											

FINANCE AND ADMINISTRATION REPORT JULY 2019

- * UTILITY BILLING TOTAL NUMBER OF ACCOUNTS BILLED FOR JULY 3833 FOR A TOTAL AMOUNT OF \$320226.86
- * NEW WATER SERVICE APPLICATIONS FOR JULY TOTALED 46
- * 46 CUSTOMERS FINALED OUT SERVICE
- * 92 PAST DUE ACCOUNTS
- * TOTAL ACH-BANK DRAFT ACCOUNTS - 789
- * TOTAL E-BILL ACCOUNTS - 315
- * ONLINE PAYMENTS PROCESSED 560
- * WATER/SEWER SERVLIN LEAK PROTECTION TOTAL BILLING 2156
- * WATER LOSS PROTECTION 1163
- * WATER LINE PROTECTION 147
- * SEWER LINE PROTECTION 33
- * COMMERCIAL SINGLE PROTECTION 234
- * COMMERCIAL MULTI PROTECTION 6
- * COMMERCIAL LINE PROTECTION 1
- * TRASH COLLECTIONS FOR JULY 2457
- * PHONE TREE COURTESY CALLS FOR PAST DUE WATER CUSTOMERS-CALLED 271
- * 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
- * DONATIONS BALANCE \$21,137.13
- * DISBURSED -3518.52

NEW BUSINESS LICENSES ISSUED IN JULY 2019

- 1 Baker's Sales & Consulting, 1371 James Ferry Rd 37763
- 2 Twisted Sisters, 103 N First St, Kingston 37763

CITY OF KINGSTON

HUMAN RESOURCES REPORT MONTH OF JULY 2019

- * REVIEWED AND UPDATED ALL EMPLOYEES LEAVE AND ATTENDANCE RECORDS
- * RESEARCHED, VERIFIED AND CERTIFIED SEVERAL CURRENT AND PREVIOUS EMPLOYEE'S RECORDS
- * TOTAL FULL-TIME EMPLOYEES: 61; TOTAL PART-TIME EMPLOYEES 36
- * TRANSFERRED ONE EMPLOYEE FROM OFFICE TO MANAGEMENT
CHILDRENS' LIBRARIAN PROMOTED AS LIBRARY DIRECTOR
- * ONE EMPLOYEE IN PUBLIC WORKS TRANSFERRING TO WATER DEPARTMENT
- * TAKING APPLICATIONS FOR VACANT POSITION IN PUBLIC WORKS
- * HIRED ONE PART-TIME EMPLOYEE IN PUBLIC WORKS
- * MOVED ONE AUXILLARY POLICE TO PART-TIME POLICE OFFICER

JULY FINANCIAL REPORT

Carolyn Brewer

Wed 8/7/2019 3:47 PM

To: Kelly Jackson <Kelly.Jackson@kingstontn.gov>;

1 attachments (38 KB)

financial report july 19.pdf;

I did not do the budget vs actual since we don't have a budget yet.

Carolyn Brewer, CMFO
City of Kingston
900 Waterford Place
Kingston, TN 37763

BASIC FIRST AID

July 31, 2019 we discussed First Aid and posted an Instructional Sheet on the Cabinet where our First Aid Supplies are kept.

We made a pack that if someone has an injury or has a health event that one person will grab our First Aid Instructions to seek direction for treatment. Also another person would call for help from our First Responders and above all refrain from Panicking in the situation. We have a duty to help take care of each other when problems arise.

Lustie M. Meltm



Carolyn Brewer

Marsha Marshall

Kari Town

Val Mills

presented by: Michelle Kelly

Report for the citations issued, the disposition date for which was on
July 31, 2019

Monies outstanding from August 7, 2007 – July 31, 2019	\$ 66,324.50
Monies collected from August 7, 2007 – July 31, 2019	\$ 485,683.22

JUDGMENTS

COLLECTED

Total fines and costs billed in court	\$ 1,118.75	
Collected in court on fines and costs		\$ 527.50
Amount collected after July 2019 Court		\$ 75.00
Total collected for citations on July 2019		\$ 602.50
Amount outstanding for July 2019	\$ 516.25	
<u>4</u> Cash bond forfeitures		\$ 455.00
Total amount collected for July 2019 Citations		\$ 1,057.50
Amount collected from previous months/FTA etc.		\$ 796.50
Total collected in July 2019		\$ 1,854.00

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 31st of July 2019.



TERESA JOHNSON
Kingston City Court Clerk



BRENDA HALL MCDONALD
Kingston City Judge

KINGSTON POLICE DEPARTMENT -JULY 2019

TIBRS Group A Offenses	
Crimes Against Persons	
Aggravated Assault	
Simple Assault	3
Intimidation	
Stalking	
Murder/Non-Negligent Manslaughter	
Negligent Manslaughter	
Justifiable Homicide	
Commercial Sex Acts	
Involuntary Servitude	
Kidnapping/Abduction	
Rape	
Sodomy	
Sexual Assault with an Object	
Fondling	
Incest	
Statutory Rape	
Subtotal	
	3

TIBRS Group B Offenses	
Crimes Against Property	
Arson	
Bribery	
Burglary/Breaking and Entering	1
Counterfeiting/Forgery	
Embezzlement	
Extortion/Blackmail	
False Pretenses/Swindle/Confidence Game	
Credit Card/ATM Fraud	
Impersonation	
Welfare Fraud	
Wire Fraud	
Pocket-Picking	
Purse-Snatching	
Shoplifting	
Theft from a Building	1
Theft from Coin Operated Machine/Device	
Theft from Motor Vehicle	
Theft of Motor Vehicle Parts/Accessories	
All Other Larceny	6
Motor Vehicle Theft	1
Robbery	
Stolen Property Offenses	
Vandalism	1
Subtotal	
	10

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

TIBRS Group B Offenses	
Crimes Against Society	
Bad Checks	
Curfew/Loitering/Vagrancy Violations	
Disorderly Conduct	1
Driving Under the Influence	1
Drunkenness	3
Family Offenses, Non-Violent	
Liquor Law Violations	
Peeping Tom	
Trespass of Real Property	2
All Other Offenses	7
Total	
	7

Central Dispatch

Crash Reports	17
Traffic Stops	27
Investigator Needed on Scene	18
Domestic Complaints	7
Escorts Funeral/Other	12
Animal Calls	7
Vandalism	1
Fights	4
Burglar Alarms/Fire Alarms	13
Child Sexual Assaults	
Forgery	
Theft	6
Vehicle Theft	
Public/Motorist Assist	2
Arson/Explosive Devices	
Other Calls	167

Municipal Codes

Animal Control Calls to Office	3
Animal Control Violations/Citations	0
Animal Control Letters Sent/notice given	0
Animals Transported to Shelter	0
Codes Concerns/warning notices given	4
Codes Violations/Citations	0
Codes Letters Sent	1
Property Maintenance Leins	0
Temporary Signs Removed	50

Central Dispatch

Patrol Mileage	17,980
Hours Worked	2,571
Reserve Hours Worked	185
Total Overtime Hours	270.5
Total Amount of Overtime Wages	7,600.34
City Court Citations	18
Warning Citations	0
General Sessions Citations	3
Arrest	18
Juvenile Arrest	
Incident Reports	55



Kingston Police Department

Jim Washam, Chief
Proverbs 20:7



865/376-2081 Office
865/354-8045 Dispatch

Fax: 865/376-8798
E-Mail: jim.washam@kingstontn.gov

To: City Manager, Mayor and City Council
Date: August 5, 2019

The Kingston Police Department had a couple of different trainings for our department on month of July.

We had a safety briefing with all officers that was working on the 4th of July on traffic safety and traffic management and crowd control.

Chief Washam was able to attend the Chiefs Association meeting in Chattanooga Tn for 3 days of training on management concepts for departments. Captain Roy Montgomery attended a 4 day Court and Council Room Safety class that was taught at the Rhea County Sheriff's Office. This course was taught by

John Welch of J & P Welch Law Enforcement Training and Consultants. Mr Welch wrote most of the security measures that have put in place and laws for court and council meeting rooms all across Tennessee.

Captain Roy Montgomery 502
Kingston Police Department

JULY 2019 CASES PENDING

DATE	LOCATION	ISSUE	ACTION	STATUS
7/15/2019	816 Scenic Drive	13-501 Declaration of nuisances 13-502 Duty of maintenances 13-104 Weeds 17-106 Pre collocation practices 17-109 Abatment of nuisanes 13-302 wrecked, junk vehicles	talked to owners and mailed letter	Clean- up
7/15/2019	Harris Marine	13-104 Weeds	mowed and clean up	working with new owner to clean up
7/15/2019	899 Tyler Place	13-201 Declartation of nuisance 13-502 Duty of maintance of Private property	mailed letter	Clean-up

[illegible]

Kingston Fire Department
Incident Report
Incident Totals

Jurisdiction

Jul-19

TOTAL CALLS

80

Category	Total		Total
Structure Fires	1	Hazardous Calls	0
Vehicle Fires	0	Service Calls	5
Brush/Grass Fires	0	Good Intent Calls	5
Refuse/rubbish Fires	0	Unintentional False	2
Other Fires	0	Other False	
Total Fires	1	Total False: Total	12
Rescue and EMS	68	Overpressure Rupture/ Explosion - No Fire	0
Mutual Aid Received	1	Incidents with Exposures	0
Mutual Aid Given	1		
Fire Service Injuries	0	Fire Dollar Loss	
Non-Fire Service Injury	0	Property	23,900
Fire Service Death	0	Contents	0
Fire Civilian Injuries	0	Non-Fire Dollar Loss	
Non-Fire Civilian Injuries	0	Property	0
Fire Civilian Death	0	Contents	0
Non-Fire Civilian Death	0		

Kingston Fire Department July 2019

Summary of Month's Activities

Fire Operations

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

Fire Administration

- 4th of July Festivities
- Department head meeting
- Safety Meeting
- Roane County Fire Chiefs Meeting
- East TN Fire Chiefs Meeting

February 2019 Overtime

OT Hours: 266.25

Cost: \$6,697.13

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

- Shift Training
- Defenders Meeting

	This Month	YTD
Fire Inspections	1	186

Public Fire Education

	This Month	YTD
Participants	0	60
Education Hours	0	5
Number of Occurrences	0	1

Firefighter Training

- KFD is continuing shift training
- Driver Training continuing for 2019
- Automatic Aid Training with Harriman Fire Department

Implemented Performance Standards Plan

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

Fleet Maintenance

- Multiple Apparatus with Medical Problems

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 Vehicle Fires

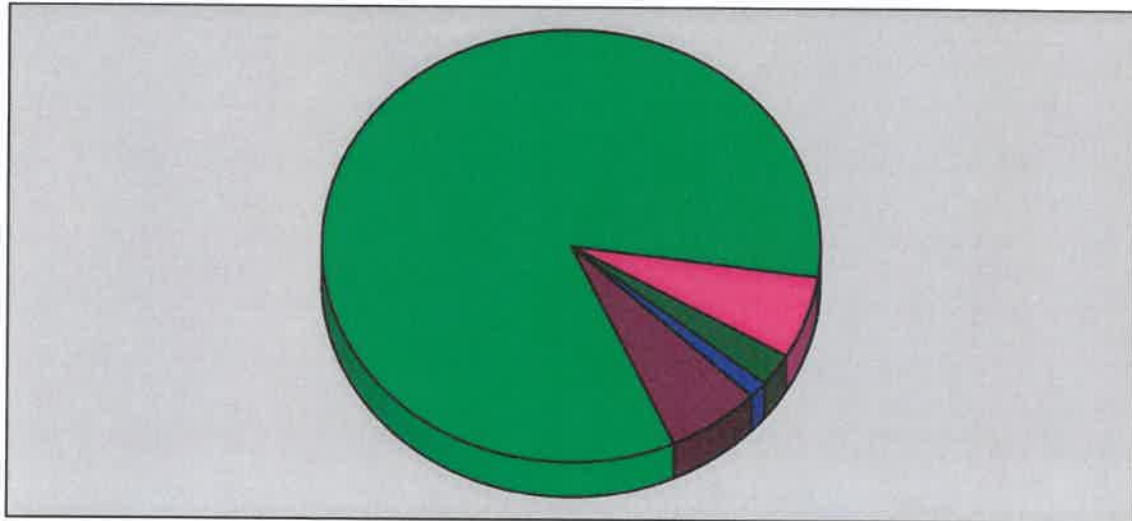
Kingston Fire Department

Kingston, TN

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Major Incident Types by Month for Date Range

Start Date: 07/01/2019 | End Date: 07/31/2019



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

INCIDENT TYPE	JUL	TOTAL
False Alarm & False Call	2	2
Fire	1	1
Good Intent Call	5	5
Rescue & Emergency Medical Service Incident	68	68
Service Call	5	5
Total	81	81

Only REVIEWED incidents included

Kingston Fire Department

Kingston, TN

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Minor Incident Types by Month for Year

Year: 2019

INCIDENT TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	SUM
Accident, potential accident	1	4	4	1	2				12
Chemical release, reaction, or toxic condition		1				1			2
Citizen complaint					1				1
Combustible/flammable spills & leaks			2						2
Controlled burning	1		1			1	2		5
Dispatched and canceled en route	6	4	10	6	3	3	2		34
Electrical wiring/equipment problem			2						2
Emergency medical service (EMS) Incident	37	37	42	39	43	37	47		282
False alarm and false call, other	2	3			2	3			10
Fire in mobile property used as a fixed structure					1				1
HazMat release investigation w/no HazMat			1						1
Lock-In						1			1
Malicious, mischievous false alarm		1				1			2
Medical assist	19	20	23	19	20	14	21		136
Mobile property (vehicle) fire					3				3
Natural vegetation fire			1		2				3
Other incident type						1			1
Person in distress	1		4	3	1	3	1		13
Public service assistance	8	3	4	8	10	5	4		42
Service call, other	1		3						4
Smoke, odor problem								1	1
Steam, other gas mistaken for smoke			2			2			4
Structure Fire		2	3			2	1		8
System or detector malfunction	2	2	3	1		2	1		11
Unintentional system/detector operation (no fire)	1	2	1	1	4	3	1		13
Wrong location, no emergency found	3		1	2	3		1		10
Total	82	79	107	80	95	79	81	1	604

Only REVIEWED incidents included



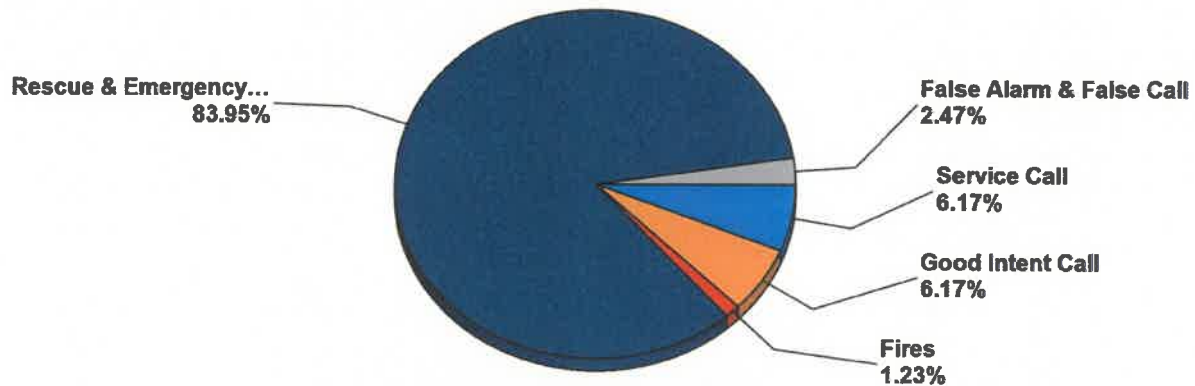
Kingston Fire Department

Kingston, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2019 | End Date: 07/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.23%
Rescue & Emergency Medical Service	68	83.95%
Service Call	5	6.17%
Good Intent Call	5	6.17%
False Alarm & False Call	2	2.47%
TOTAL	81	100.00%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	1.23%
311 - Medical assist, assist EMS crew	21	25.93%
321 - EMS call, excluding vehicle accident with injury	39	48.15%
322 - Motor vehicle accident with injuries	6	7.41%
324 - Motor vehicle accident with no injuries.	2	2.47%
510 - Person in distress, other	1	1.23%
551 - Assist police or other governmental agency	1	1.23%
553 - Public service	1	1.23%
554 - Assist invalid	2	2.47%
611 - Dispatched & cancelled en route	2	2.47%
622 - No incident found on arrival at dispatch address	1	1.23%
631 - Authorized controlled burning	2	2.47%
733 - Smoke detector activation due to malfunction	1	1.23%
743 - Smoke detector activation, no fire - unintentional	1	1.23%
TOTAL INCIDENTS:	81	100.00%

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





Kingston Fire Department

Vehicle Fires

Date & Time 07/15/2019 08:00 - 07/15/2019 12:00

Location station 1

Objective The objective of this class is to cover the difference types of vehicle fire that we could encounter and what tools we would use to extinguish

Instructors Edmonds, Clint (Captain/ Training Officer)

Sign-In Sheet

Name	Agency	ID	Signature
Cloyd, Greg W (LT)	Kingston Fire Department	1806	
Edmonds, Clint (Captain/ Training Officer)	Kingston Fire Department	1802	
Goss, Bradley (Assistant Chief)	Kingston Fire Department	1801	
Melhorn, Jordan (FF/EMR)	Kingston Fire Department	1811	
Munguia, Michael (FF/EMR)	Kingston Fire Department	1808	



Kingston Fire Department

Vehicle Fires

Class Information

Date/Time	07/15/2019 08:00 - 07/15/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	The objective of this class is to cover the difference types of vehicle fire that we could encounter and what tools we would use to extinguish		

Instructors

Name	Instructor Type	Notes
Edmonds, Clint (Captain/ Training Officer)	Lead Instructor	

Resources

Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Combination Nozzle	Device placed on end of hose to control water flow. Combination nozzles can be operated from 1.5" and 2.5" coupling diameters. Combination nozzles can vary on GPM output.
Cribbing	Wood or composite blocks used for stabilization.
Engine 3	Ferrara Cinder custom pumper equipped with a 1500 GPM Hale pump and 1,000 gallons of water. Engine 3 is fully equipped with firefighting equipment.
1 3/4" Hose line	Hose line that travels from apparatus to nozzle for an attack line.
Firefighting Foam	A foam used for fire suppression. It interrupts combustion by cooling the fire and preventing oxygen from reaching the fire.
Fire Extinguisher	Device containing fire suppressant, often pressurized to expel suppressant when triggered by operator or an automatic release mechanism.
Foam Eductor	Venturi device through which water flows under 200 psi pressure to create a partial vacuum in a tube attached at 90-degrees and open to the water stream passing overhead. The vacuum draws liquid foam concentrate from a reservoir, which mixes with the water stream through a metering device on the discharge side of the eductor where a firefighting hose is connected
Halligan Bar	is a multipurpose tool for prying, twisting, punching, or striking
Internet Resource	Web pages and documents on the Internet that provide useful information.
Personal Protective Equipment	Bunker gear or turnout gear are terms used by many firefighters to refer to their Personal Protective Equipment or PPE. "Bunker gear" and "turnout gear" can refer, depending on the context, to just the trousers, boots and jacket, or to the entire combination of personal protective equipment and personal protective clothing.
Piercing Nozzle	Nozzle with an angled case hardened tip that can be driven through a wall, roof, or ceiling to extinguish hidden fire.
Portable Radio	Motorola XTS 1500 which is used for communication with dispatch and fire ground operations.
PowerPoint	Slideshow made for presenting Information to be used during training or meetings
Pressurized Water Canister	Water Can that is pressurized with a small amount of foam. Can be used for small fires or hitting hot spots in locations that the hoseline cannot penetrate



Kingston Fire Department

Vehicle Fires

SCBA	A self-contained breathing apparatus, or SCBA, sometimes referred to as a compressed air breathing apparatus (CABA), or simply breathing apparatus (BA), is a device worn by rescue workers, firefighters, and others to provide breathable air in an "Immediately Dangerous to Life or Health" atmosphere (IDLH).
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative

In this class we covered the IFSTA Power point and had discussion through out. After the power point the class pulled equipment off the engine that they thought would be useful and then explained how they would use the item of their choosing to help in extinguishing a vehicle fire.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name
Cloyd, Greg W
Edmonds, Clint
Goss, Bradley
Melhorn, Jordan
Munguia, Michael



Kingston Fire Department

Vehicle Fires

Date & Time 07/13/2019 08:00 - 07/13/2019 12:00

Location station 1

Objective Each member participated in a table top scenario on Apparatus placement during a vehicle fire incident.

Instructors Organeck, Shawn (LT)

Sign-In Sheet

Name	Agency	ID	Signature
Logan, Jay (FF/ AEMT)	Kingston Fire Department	1813	
Organeck, Shawn (LT)	Kingston Fire Department	1804	
Thacker, Jim (FF/EMR)	Kingston Fire Department	1810	
Woody, Josh D (FF/EMR)	Kingston Fire Department	1807	



Kingston Fire Department

Vehicle Fires

Class Information

Date/Time	07/13/2019 08:00 - 07/13/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	Each member participated in a table top scenario on Apparatus placement during a vehicle fire incident.		

Instructors

Name	Instructor Type	Notes
Organek, Shawn (LT)	Lead Instructor	

Resources

Name	Description
Engine 3	Ferrara Cinder custom pumper equipped with a 1500 GPM Hale pump and 1,000 gallons of water. Engine 3 is fully equipped with firefighting equipment.

Narrative

No narrative has been recorded.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name
Logan, Jay
Organek, Shawn
Thacker, Jim
Woody, Josh D



Kingston Fire Department

Vehicle Fires

Date & Time 07/14/2019 08:00 - 07/14/2019 12:00

Location station 1

Objective To become more familiar with fire ground operations on vehicle fires

Instructors Murrell, Jacob (Captain)

Sign-In Sheet

Name	Agency	ID	Signature
Hood, Kevin (FF/EMR)	Kingston Fire Department	1809	
Murrell, Jacob (Captain)	Kingston Fire Department	1803	
Riter, Mike (FF/EMR)	Kingston Fire Department	1812	
Settles, Jay (LT)	Kingston Fire Department	1805	



Kingston Fire Department

Vehicle Fires

Class Information

Date/Time	07/14/2019 08:00 - 07/14/2019 12:00		
Class Length	4:00	Category	Shift Training
Station	1 - Station 1	Evaluation Method(s)	None
Location	station 1 station 1		
Objective	To become more familiar with fire ground operations on vehicle fires		

Instructors

Name	Instructor Type	Notes
Murrell, Jacob (Captain)	Lead Instructor	

Resources

Name	Description
Computer	An electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
Smart Board	an interactive whiteboard that uses touch detection for user input (for example scrolling and right mouse-click) in the same way as normal PC input devices.

Narrative

Members on shift reviewed vehicle fires, the hazards they prevent, PPE to be worn, and the proper steps to take when on a car fire.
Members reviewed scotching tires, forcing entry multiple different ways, suppression, and usage of foam.

Training Codes

Category	Code	Description	Type
ISO	ISO	ISO approved training	Agency
Shift Training	ST	daily shift training	Agency

People

Name
Hood, Kevin
Murrell, Jacob
Riter, Mike
Settles, Jay

Public Works Report July 2019

Solid Waste:

Convenience center solid waste collected:
 Wood chips removed from lot:
 Solid Waste Tonnage collected:
 Street sweeping debris removed off streets:
 Recycled materials collected:
 trailer__3__

None_____
 None_____
 None_____
 6 Loads__6__
 3 None__3__

Public Works Selected Performance Indicators	Total	YTD
Brush Pick-Up Areas Covered	18 loads	18Loads
Culverts/Storm Drains Cleaned	12	12
Curb/Sidewalk Repair/Install/Remove	0 ft	0 ft
Drainage Inspection Requests	0	0
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	0	0
Sanitation – Cart Repairs	None	None
Sanitation – Second Cart Request	None	None
Signs Repaired/Installed (Street or Name)	4	4
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)	4	4
Streets Striped	0	0
Tennessee One Calls	2	2
Traffic Signal Repair	4	4

Tree Trimming Requests	4	4
Vehicle Maintenance – Routine	15	15
Vehicle Maintenance – Unscheduled	8	8
Water Quality – Related Outreach Events	NA	NA

Public Works Facility, Outreach & Project Review:

Residential meetings and work to assist with drainage-related projects –
Daily underground storage tank testing –N/A
Monthly fuel pump inspection and cleaning- N/A
Monthly safety meetings- 1
Weekly departmental meetings and monthly staff safety meetings-2
Sign repair, new sign installations- 3
Signal inspection, repair and timing adjustments- 2
Grant applications- None
Participated in various weather calls- Sat. Sun.
Brine acquisition and street prep in advance of weather events-
Fleet software implementation –N/A
Storm water educational outreach webinar- None
Drainage law presentation- None
Street Lighting- 0

Continuing Projects

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



Kingston Public Works

July 2019 Safety Training

Safety Topic: Hydration

Employees in Attendance:

Greg Leach
Rick Crawford
David Harrison
Logan Bell
Devin White
Robert Miller

****Public Works Department also ordered and implemented first aid kits for vehicles and restocked the first aid kit for the shop.**



Kingston Parks & Recreation **July 2019 Monthly Report**

July was a good month for Kingston Parks and Recreation. We had a successful July 4th celebration and would like to once again thank the mayor, city manager, council members, Parks and rec members, and any volunteer that helped make that event possible. It is without a doubt a group effort and everyone a part of it deserves praise.

We continue to see advancement on the amphitheater project it would like to encourage anyone to come visit the site and see the progress that is being made. In speaking with the project manager, he is hopeful that the project will be completed by the end of September.

During the month of July, we also set dates and spoke with event coordinators from Storm the fort as well as Three River rumble racing. These events will take place in the August months.

We continue to have open swim as well as pool parties and water aerobics. We always stress safety to our guards that they are responsible for the lives of the children and other swimmers while they are on duty. We have had exceptional participation from the community as well as churches the swim season.

Signups began for the Youth Flag Football.

Safety:

Myself, Debbie, and Charlie Schillings (part-time) continue to stress the importance of pool safety and maintenance to the lifeguards so that most importantly our swimmers stay safe, and that our pool remains clean for our swimmers and also for our grade that we get from the state.

During the hot July month, we also stressed staying hydrated throughout the day and taking the necessary steps if you begin to feel overheated. Our employees continue to wear the proper safety vests and eye protection that is necessary while operating Recreation machinery.



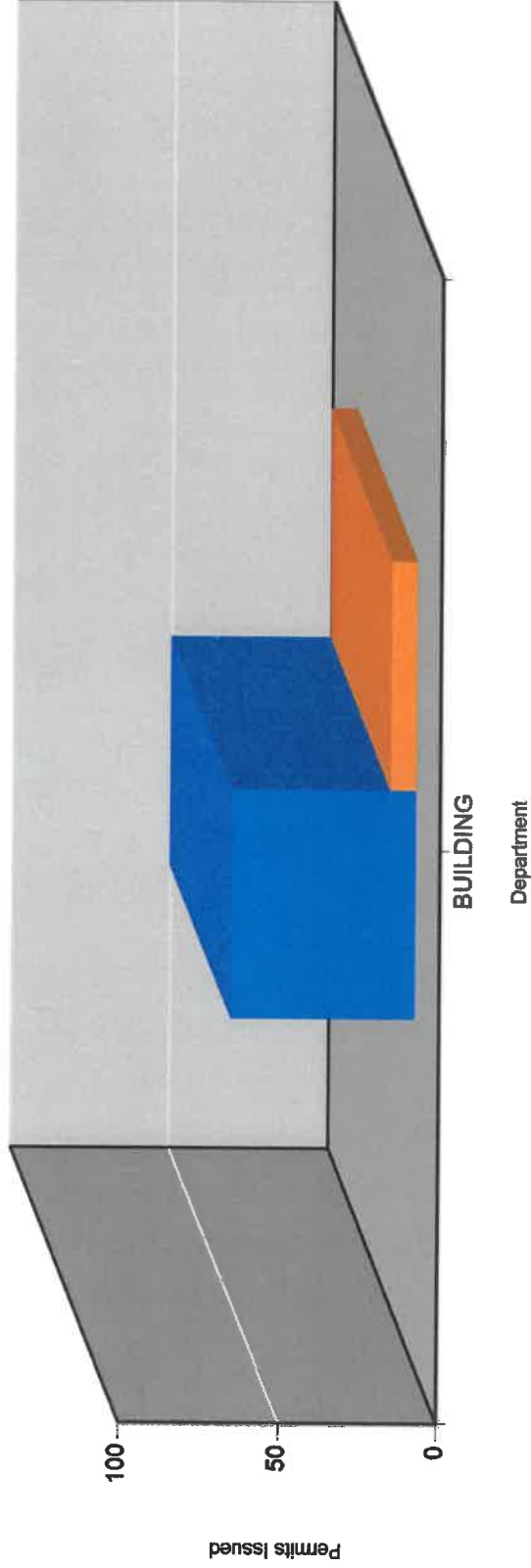
Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2019
AND 07/31/2019

Report run on: 08/01/2019 11:35 AM

Permits Issued by Department

Issued Within Expected Process Time
Process to Issue Exceeded Expected Time



Average Process Time

Department	Permit Type	Expected Process Time	Number Submitted	Number Issued	Mean Time to Issue	Standard Deviation	Average Cycles	Issued Within	Issued Over
BUILDING	BP	Same Day	69	66	1 Day	7.61 Days	1	58	8

Issued Permit Details

Department	Permit Type	Permit Number (State) Project Name/Address	Dates	Number of Days
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Issued Permits By Department

ALL DEPARTMENTS
BP ONLY SUBMITTED OR ISSUED BETWEEN 07/01/2019
AND 07/31/2019

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BUILDING	BP	BP2019-297	HC Commercial Remodel	Submitted: 49	05/20/2019	In Process: 49
				Technically Complete: 0		Waiting: 0
				Approved: 49		Total Days: 49
				Ready to Issue: 1		Total Cycles: 1
			1797 Roane State Hwy, Harriman, TN 37748	Issued: 07/08/2019		
		BP2019-344		Submitted: 38	06/04/2019	In Process: 38
			Metal Garage	Technically Complete: 0		Waiting: 0
				Approved: 38		Total Days: 38
			1168 Lawnville Rd, Kingston, TN 37763	Ready to Issue: 1	07/12/2019	Total Cycles: 1
		BP2019-410		Submitted: 31	07/01/2019	In Process: 31
				Technically Complete: 0		Waiting: 0
				Approved: 31		Total Days: 31
			413 A Shenandoah Dr., Rockwood, TN 37854	Ready to Issue: 1		Total Cycles: 1
		BP2019-411		Submitted: 0	07/01/2019	In Process: 0
			Storage Building	Technically Complete: 0		Waiting: 0
				Approved: 0		Total Days: 0
			1230 Forest Hill Dr, Harriman, TN 37748	Ready to Issue: 1	07/01/2019	Total Cycles: 1
		BP2019-412		Submitted: 0	07/01/2019	In Process: 0
			Dug outs(2)	Technically Complete: 0		Waiting: 0
				Approved: 0		Total Days: 0
			276 Patton Lane, Harriman, TN 37748	Ready to Issue: 1	07/01/2019	Total Cycles: 1
		BP2019-413		Submitted: 0	07/01/2019	In Process: 0
			Storage Building	Technically Complete: 0		Waiting: 0
				Approved: 0		Total Days: 0
			198 Peninsula Road, Harriman, TN 37748	Ready to Issue: 1	07/01/2019	Total Cycles: 1
		BP2019-414		Submitted: 0	07/01/2019	In Process: 0
			Addition	Technically Complete: 0		Waiting: 0
				Approved: 0		Total Days: 0
			112 Anderson Lane, Harriman, TN 37748	Ready to Issue: 1	07/01/2019	Total Cycles: 1
		BP2019-415		Submitted: 0	07/01/2019	In Process: 0
			Residential Home	Technically Complete: 0		Waiting: 0
				Approved: 0		Total Days: 0
			397 Myrtle Ward Rd, Philadelphia, TN 37846	Ready to Issue: 1	07/01/2019	Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/02/2019	In Process: Waiting: Total Days: Total Cycles:
	BP2019-416	Deck			0 0 0 1
	109 Sylvan Way, Kingston, TN 37763			07/02/2019	
	BP2019-417		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/02/2019	In Process: Waiting: Total Days: Total Cycles:
	HC Deck				0 0 0 1
	210 Howard Ave. Hamman, TN 37748			07/02/2019	
	BP2019-418	Workshop			0 0 0 1
	120 STERRETT Lane, Kingston, TN 37763			07/02/2019	
	BP2019-419	DW			0 0 0 1
	499 Myrtle Ward Rd, Philadelphia, TN 37846			07/03/2019	
	BP2019-420		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/03/2019	In Process: Waiting: Total Days: Total Cycles:
	KC Deck				0 0 0 1
	311 Homestead Court, Kingston, TN 37763			07/03/2019	
	BP2019-421	Carport			0 0 0 1
	189 Old Kingston Highway, Rockwood, TN 37854			07/08/2019	
	BP2019-422		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/08/2019	In Process: Waiting: Total Days: Total Cycles:
	KC Deck				0 0 0 1
	221 Woodlawn Drive, Kingston, TN 37763			07/08/2019	
	BP2019-423	SW			0 0 0 1
	1560 River Road, Kingston, TN 37763			07/08/2019	



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/08/2019	In Process: Waiting: Total Days: Total Cycles:
		BP2019-424			
		HC Retaining Wall			
		326 Carter Ave. Harriman, TN 37748		07/08/2019	
		BP2019-425			
		Addition	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/08/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		1389 Riggs Chapel Road, Harriman, TN 37748			
		BP2019-426			
		Handrails & Steps	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/08/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		605 Ridge Trail Rd, Kingston, TN 37763			
		BP2019-427			
		KC Sign	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/09/2019	In Process: 3 Waiting: 0 Total Days: 3 Total Cycles: 1
		410 N Kentucky Street, Kingston, Tn 37763		07/12/2019	
		BP2019-428			
		Repair/Replace	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/09/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		535 Abels Valley Road, Rockwood, TN 37854			
		BP2019-429			
		Carport	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/10/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		285 LAWSON CENTER Rd., Kingston, TN 37763			
		BP2019-430			
		BS Windows	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/10/2019	In Process: 1 Waiting: 1 Total Days: 1 Total Cycles: 1
		285 Cemetery Rd, Olive Springs, TN 37854		07/10/2019	
		BP2019-431			
		Cell Tower Upgrades	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
		386 Loudon Hwy, Kingston, TN 37763		07/11/2019	



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BUILDING	BP		Submitted: Technically Complete: Ready to Issue: Issued:	07/11/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-432	DW	110 Roddy Lane, Harriman, TN 37748	Submitted: Technically Complete: Ready to Issue: Issued:	07/11/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-433	RM for BP2019-092	293 Willow Springs Rd, Ten Mile, Tn 37880	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: 20 Waiting: 0 Total Days: 20 Total Cycles: 1
BP2019-434	Deck	820 Joiner Hollow Road, Rockwood, TN 37854	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-435	Porch	408 Lakeview Cove Rd, Loudon, TN 37774	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-436	Barn	4629 Harriman Hwy, Harriman, Tn 37748	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-437	Residential Home	1275 Sweetwater RD, Philidelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-438	Storage Building	1267 Sweetwater Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1
BP2019-439	Storage Building	1267 Sweetwater Road, Philadelphia, TN 37846	Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: 0 Waiting: 0 Total Days: 0 Total Cycles: 1



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BUILDING	BP		Technically Complete: Ready to Issue: Issued:	Submitted: Complete: Approved: Ready to Issue: Issued:	07/12/2019	In Process: Waiting: Total Days: Total Cycles:
	BP2019-440	Barn/Tax Exemption Certification				
		1267 Sweetwater Road, Philadelphia, TN 37846			07/12/2019	0 0 0 1
	BP2019-441	Storage Building				
		141 Holder Road, Harriman, TN 37748			07/12/2019	0 0 0 1
	BP2019-442	Deck				
		103 Browder Dr, Kingston, TN 37763			07/15/2019	0 0 0 1
	BP2019-443	KC Deck Repair				
		2115 Brentwood Way, Kingston, TN 37763			07/15/2019	0 0 0 1
	BP2019-444	DW				
		2882 Kingston Hwy, Kingston, TN 37763			07/15/2019	0 0 0 1
	BP2019-445	Cell Tower Upgrades				
		184 OAK Dr., Kingston, TN 37763			07/16/2019	0 0 0 1
	BP2019-446	Cell Tower Upgrades				
		222 PHILLIPS HOLLOW Rd., HARRIMAN, TN 37748			07/16/2019	0 0 0 1
	BP2019-447	Residential Home				
		307 Lakeview Cove Road, Lenoir City, TN 37771			07/16/2019	0 0 0 1



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/16/2019	In Process: Waiting: Total Days: Total Cycles:
	BP2019-448	Residential Home			0
	252 Serenity Dr, Harriman, TN 37748				0
	BP2019-449	DW			0
	175 Wilson Lane, Oliver Springs, TN 37840				1
	BP2019-450	KC Residential Home			5
	317 Homestead Court, Kingston, Tn 37763				0
	BP2019-451	KC Residential Home			5
	312 Homestead Court, Kingston, TN 37763				1
	BP2019-452	KC Residential Home			5
	308 Homestead Court, Kingston, Tn 37763				1
	BP2019-453	KC Residential Home			5
	406 Cottage Place, Kingston, Tn 37763				0
	BP2019-454	Residential Home			5
	188 Chestnut Hill Road, Harriman, TN 37748				0
	BP2019-455	KC Deck Replacement			1
	115 Hillcrest Ln, Kingston, Tn 37763				0



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BUILDING	BP	BP2019-456	HC Carport	326 Carter Ave, Harriman, TN 37748	Submitted: 07/19/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2019-457	SW	1150 Laurel Bluff Road, Kingston, TN 37763	Submitted: 07/22/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2019-458	Storage Building	233 Lawhon Farm Rd, Loudon, TN 37774	Submitted: 07/22/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2019-459	HC Pallet	1712 South Roane Street Harriman, TN 37748	Submitted: 07/22/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2019-460	DW	341 Gage Road, Philadelphia, TN 37846	Submitted: 07/23/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2019-461	Barn / Tax Exemption Certificate	2690 Sugar Grove Valley Road, Harriman, TN 37748	Submitted: 07/23/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2019-462	Residential Home	2879 Sugar Grove Valley Rd, Harriman, TN 37748	Submitted: 07/24/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1
		BP2019-463	MOD	405 Eblen Cave Road, Lenoir City, TN 37771	Submitted: 07/24/2019	Technically Complete: 0	Approved: 0	Ready to Issue: 0	In Process: 0	Waiting: 0	Total Days: 0	Total Cycles: 1



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BUILDING	BP		Submitted: Technically Complete: Ready to Issue: Issued:	07/25/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-464					
Cell Tower					
1825 Roark Rd, Kingston, Tn 37763					
BP2019-465					
470 High Ridge Road, Kingston, TN 37763					
BP2019-466					
SW					
470 High Ridge Road, Kingston, TN 37763					
BP2019-467					
Enclosing Existing Carport					
121 Dead Hollow Road, Kingston, TN 37763					
BP2019-468					
Dock					
1560 River Road, Kingston, TN 37763					
BP2019-469					
Deck Replacement					
157 Red Bud Drive, Harriman, TN 37748					
BP2019-470					
PS Foundation Repair					
108 Red Bud Lane, Oliver Springs, TN 37850					
BP2019-471					
Deck/ 2 doors					
1385 Byrd Circle, Kingston, TN 37763					



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BUILDING	BP		Submitted: Technically Complete: Approved: Ready to Issue: Issued:	07/29/2019	In Process: Waiting: Total Days: Total Cycles:
BP2019-472					
Shed					
147 Cunningham Blvd, Harriman, TN 37748					
BP2019-473					
Window Change Out					
163 Raby Hollow Rd, Kingston, TN 37763					
BP2019-474					
RM for BP2019-052					
320 Enclave Way, Kignston, Tn 37763					
BP2019-475					
Remodel					
640 Bowman Bend Rd, Harriman, TN 37748					
BP2019-476					
Deck					
784 Mays Valley Road, Harriman, TN 37748					
BP2019-477					
Barn					
102 Pecan Grove Lane, Lenoir City, Tn 37771					
BP2019-478					
Shed					
244 NEW MIDWAY Rd., Kingston, TN 37763					

KINGSTON WATER TREATMENT PLANT



JULY OPERATIONS REPORT

2019

<i>Water Treatment Plant</i>		Current Month	Previous Month	% Change	Avg Day	Max Day	Min Day
GALLONS	Influent (Raw)	15,922,000	17,844,000	-12.07%	531,000	1,064,000	360,000
	Effluent (Finish)	14,248,000	15,902,000	-11.61%	475,000	748,000	330,000
	Spring Supply	14,032,000	14,455,000	-3.01%	468,000	477,000	458,000
	Total Finish Prod.	28,280,000	30,357,000	-7.34%	<i>Distribution & WTP Report:</i> 1,435,000		
Plant Efficiency		99.70%	99.65%	0.05%	gals. usage flushing and Tank refilling.		
<i>Distribution</i>					<i>Public Works:</i> No Report		
GALLONS	Consumption	22,262,000	25,530,700	-14.68%	<i>Fire Dept:</i> No Report		
	Reported Usage	1,435,000	1,315,000	8.36%	<i>Park & Rec:</i> No Report		
	Water Loss	4,583,000	3,511,300	23.38%	<i>WWTP:</i> No Report		
	%	16.21%	11.57%	4.64%			

Note: The Water Production, Consumption and Loss data is for the June 2019 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 five times, at the Spring Pump House , Spring Site twice and Spring Gravity Feed Line right-of-way.
- * Completed and sent in the 2018 CCR Certifications.
- * Completed the Inventory of Expendables and Equipment Inventory.
- * Completed the 2018-2019 AWWA System Water Audit with the Score of 94.
- * Completed the 2018-2019 Unaccounted WaterLoss Report for Year. Unaccounted Water was 17.2%.
- * Kubeck & Chalmers replaced a microswitch on an Influent valve and an electric motor on a Waste valve.
- * Installed LED lighting under awning at the Water Treatment Plant.
- * Replaced a Fluoride Chemical Feeder at the Spring Pump House.
- * Reviewed and Updated the Laboratory Manual.
- * TDEC DWS did a Survey and Audit of the Plant Laboratory and Records and found 0 deficiencies.
- * Had to replace a Breaker at the Raw Water Intake on the #2 Raw Motor.

Kingston Water Dept
Schedule of Unaccounted For Water
July

(All amounts in gallons)

A Water Treated and Purchased		
B	Water Pumped (potable)	28,280,000
C	Water Purchased	<u>0</u>
D	Total Water Treated and Purchased (Sum Lines B and C)	<u>28,280,000</u>
E Accounted for Water:		
F	Water Sold	22,262,000
G	Metered for Consumption (in house usage)	<u>935,000</u>
H	Fire Department(s) Usage	<u>0</u>
I	Flushing	<u>500,000</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>23,697,000</u>
O	Unaccounted for Water (Line D minus Line N)	<u>4,583,000</u>
P	Percent Unaccounted for Water (Line O divided by Line D times 100)	<u>16.206%</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.



8/2/2019



Water Treatment Plant

July 2019 Safety Report

*Placed first aid kit in the Shop

*Discussed slips, trips and fall hazards. OSHA lists this as the most cited infraction. Applied appropriate measures.

Employees present: Dave Ott, Chuck Moore and Ed Roberts

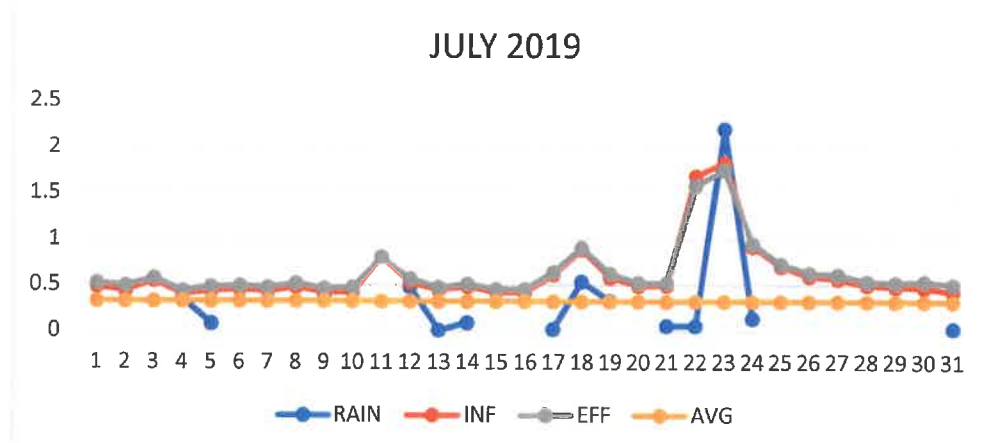
*Placed First Aid instructional poster near first aid kit in the Lab

KINGSTON WASTEWATER TREATMENT PLANT

TO: David Bolling, City Manager
FROM: Tony Workman, WWTP Plant Manager
RE: July 2019 Monthly Report
DATE: August 5, 2019

MONTHLY FLOW	AVERAGE FLOW	MAXIMUM FLOW	MINIMUM FLOW	TOTAL
INFLUENT	.6095	1.8330	.4010	18,894,000
EFFLUENT	.6409	1.7510	.4370	19,869,000

2502 Sewer Customers 10,066,500 gallons billed. Daily average .3247 mgd.



Total gallons of chlorine used was 299.70 @\$2.09 gallon = \$626.37.

There was 4.78 inches of rain. There were no overflows this month.

Wascon replaced the RAS screen/control panel. There are some issues that will need to be corrected with the VFD drives and communication. It appears one motor has electrical issues. They are installed a smaller pump that they had in stock to get us running again. These issues caused our EFF Bod is exceed our daily limits. With the repairs, our BODs were back within limits.

I had the Muffin Monster at the #1 pump Station looked at for replacement costs. BAR Environmental Inc came out to remove it and send the unit in for inspection. This is what it looked like as it was removed.



SAFETY MEETINGS THIS MONTH:

July 11th-Confined Space Entry Procedures

July 18th- Heat Stress

July 25th- Job Safety Analysis

WATER DEPARTMENT MONTHLY REPORT

Month of: JULY 2019

PAGE 2

TASK	RESOLVED	PENDING
MISC SERVICE ORDERS		
ESTIMATES RELOCATE METER	1	
CHECK FOR TAMPERED METER		
REPLACE SEWER TAP		
CHECK MANHOLE COVER		
WATER TASTE BAD		
CHECK WATER PRESSURE	2	
SEWER BAD SMELL		
CHECK FOR FROZEN METER		
REPLACE MAN HOLE COVER		
REPLACE CLEAN-OUT CAP		
REPLACE METER /METER BOX/LID	4	
REPLACE TAMPERED METER		
RELOCATE WATER METER	1	
FLUSH LINES	2	
RUN 10 GAL WATER THRU		
TURN OFF FOR INSPECTIONS		
INSPECT SEWER CONNECTION		
TURN OFF DUE TO LEAK	2	
REPLACE CUT-OFF VALVE		
Install flotting meter		
LOCATE WATER METER	1	
Total		3
OVER-TIMES HOURS	82	
FIRE HYDRANTS REPLACED	1	
ROAD PATCHES	9	
PULL OR LOCK METER	4	


 WATER DISTRIBUTION & COLLECTION
 MANAGER-JIM AGEE

WATER DEPARTMENT MONTHLY REPORT

To: David Bolling

Month of: JULY 2019

From: Jimmy Agee

RE: Monthly Work Orders

PAGE 1

TASK	RESOLVED	PENDING
INSTALL NEW METER	2	1
Read-out	49	
RE- READS	23	
WATER TAP NEW ACCT.		1
CLOSED ACCT WITH CONSUMPTION	1	
READ INS	50	
CHECK FOR HUNG METER		
CHANGE OUT HUNG / BROKEN METER	4	
CHECK FOR LEAK AT METER	12	
METER LEAKS	5	
AFTER HOURS - WATER	12	
SERVICE LINE LEAK	7	
LINE LOCATES	225	
TURN OFF FOR NON PAYMENT	48	
TURN WATER BACK ON	40	
YARD WORK	3	
DOOR HANGERS	4	
MANUAL READ	23	
AFTER HOURS - SEWER	2	
SEWER- TAP NEW ACCOUNT		
LOCATE SEWER TAP		
SEWER BACK UP	8	
CHECK TO SEE IF STILL OFF	9	
TAP ESTIMATES	1	
PROFILE REQUESTED	3	
TAP-EXISTING ACCT	1	
SEWER-TAP EXISTING ACCT		1
WATER MAIN BREAKS	1	



Water Distribution/Collection **July Safety Report**

- First Aid Kits Purchased and Distributed for each Vehicle
- First Aid Kit in the Shop was restocked
- First Aid Instructional Aid Posted

Kingston Public Library (KPL)
1004 Bradford Way
Kingston Tennessee 37763
865-376-9905
WWW.kingstonpubliclibrarytn.org
WWW.facebook.com/KingstonPublicLibrary

1 August 2019

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

FR: Barbara Thorbjornsen
Library Director

RE: Monthly Director's Report

The following sums up library activities for the month of July, 2019:

Programs: We finished our annual Summer Reading program.

Staff: The staff has performed superbly with the influx of children and adults that attended the summer program.

Training: I attended a training class July 30th and will be going to 2 additional classes in August.

Summary

The total count of children who attended the summer reading program this month was 162 plus adults.

We are had a wonderful time at the Library. I had wonderful feed back from the children and parents who attended.

We had several children win our reading challenge . Each time they checked out Library books they could enter the weekly drawing for prizes. The more times they visited the better chance of winning a prize.

We also had a special guest coming to the children's Wednesday story hour. His name is Atlas, he is a lovable golden retriever from HABIT with his handler Annie. He made his last appearance July 24th. We all became very attached to him. He will be back during the winter break.

The last Wednesday of the month the Roane County Anti-Drug Coalition did a show for the children at the Library about drug awareness.

We had a wonderful turn out of donations for the Stitch Angels. We collected many items to send overseas to our service men and women. We thank all who contributed.

We are now collecting school supplies for the United Way. The materials will be available to teachers to help the children have needed supplies. Please stop by with your donation and help Stuff the Bus!

The first Thursday of every month a new book club will be meeting here at 6:30 pm. all are welcome to join.

July 2nd Best Selling author Greer Macallister was here and we had 35 patrons attend to listen to Greer talk about her latest novel. "Woman 99".

I would like to thank Chief Washam and the police department for the periodical walk through of the Library.

The staff and myself greatly appreciate their presence.

Patron count for the month totaled 2852. We answered 278 computer and reference questions.

There were 2,704 checkouts for the month for adults and children.

The READS circulation for e-books was 2761. We added 33 new patrons this month.

Follow us on Facebook to see all the photos of our programs.

My hope is to make the Library a fun and educational experience for all who visit.

Respectfully submitted

Barbara T.

ELECTRIC POWER BOARD OF ROCKWOOD
MEETING AGENDA
JULY 15, 2019
ROCKWOOD ELECTRIC UTILITY – TRAINING ROOM
4:30 – 5:30 PM

ROLL CALL — CHILDS, DAVIS, HOLLOWAY, LAYNE, McCULLOUGH

<u>ACTIVITY</u>	<u>ACTION</u>
Minutes from Board Meeting on June 18, 2019	Approval
May 2019 Financial Statements	Approval
June 2019 Accounts Payable	Acceptance
Manager's Report	Approval
Visitor Comments	Information

Old:

None

New:

1. Health Care Insurance Renewal	Approval
2. Annual HVAC Maintenance Renewal	Approval
3. Personnel Policy Revisions	Approval
4. Bad Debts	Approval

Announcements

August 2019 Board Meeting

Adjourn

The regular meeting of the Rockwood Electric Power Board was called to order at 4:30 p.m. on June 18, 2019. Board members present were Childs, Davis, Holloway, Layne, and McCullough.

A motion was made by Layne, seconded by Childs to approve the minutes as recorded for the May 23, 2019 Board meeting. All voted yes.

A motion was made by Layne, seconded by Davis to approve the Financial Statements for April 2019. All voted yes.

A motion was made by Childs, second by Layne to accept the May 2019 accounts payable. All voted yes.

As part of the Manager's Report, Manager Bear spoke about the Voice of the Customer Survey (VOC). The survey has been posted on REU's website by K2 Alliance Group. It is currently being printed on the customers billing statement for the month of June. The Roane Alliance and Chamber of Commerce have agreed to reach out to its members and inform them of the survey. Customer Service Representatives are promoting the survey to our walk-in customers and those that use the drive-thru. Social media (e.g., Facebook) is being used to direct customers to the survey. As an incentive, customers that complete the survey and provide their contact information will have their names entered into a random drawing for \$100.00. Over 300 customers have responded. The fiscal year-end inventory has been completed and the auditors have reviewed the physical count. REU has over \$511,000 in inventory. There are a total of 248 items included in inventory. Only 48 items were out of balance. The net adjustment was for \$1,250.39. Manager Bear and Mr. Layne gave an update on the completed feasibility study by Strata*G. The study has recommendations that will enhance our existing fiber backbone, enhance the central office and communication systems for reliability, and improve our network security. They also recommend a wireless pilot program that would eliminate the need to purchase new or replace existing 900 MHz equipment. Along with the help from REU they will continue to monitor and pursue grants. Implementation of recommendations and the costs are built into the FY 2020 Budget. A motion was made by Davis, seconded by Childs to approve the Manager's Report. All voted yes.

Visitor Scott Staggs addressed the Board on REU's policy concerning REU's right to remove idle facilities at locations where there has been no service for over twelve (12) months. Mr. Staggs had service to a meter located at 144 Tinker Road, Rockwood. In 2015, he requested the meter to be pulled. He recently requested a service drop and meter to be installed at the location. The location passed the State Electrical Inspection; which is also a requirement in the policy. When engineering went to the location it was determined he would need to pay \$1,000.00 to have a pole set and the secondary & service to be installed per the current policy. He asked the Board to make an exception to the policy and waive the aid-to-construction. Chairman Holloway said the Board did not wish to make it a practice to grant exceptions to the policy but that he would ask Manager Bear to review the policy.

Dayle Beyer with the Roane County Citizens for Broadband informed the Board they have officially become ROANEnet; a non-profit 501c3 entity focusing on fostering affordable and reliable high-speed internet access and digital literacy throughout Roane County, TN. She

received some feedback about the customer survey. Manager Bear will look into the issues and make sure they have been corrected. She thanked the Board for their efforts in considering offering high speed internet service.

A motion was made by Davis, seconded by McCullough to make a change to the Capital Budget concerning the utility's contract construction crew, Service Electric. The change would decrease the expenditure by \$400,000 as opposed to the \$200,000 reduction which was in the budget. After discussion Mr. Davis amended his motion to decrease the expenditure by only \$300,000. All voted yes.

Holloway stated that contract construction crews needed to be structured so they would continue to be in REU's area if needed for bad weather. Manager Bear stated that he would talk to Service Electric and see if they could come up with a plan. After being questioned about REU's crews doing work on capital projects, Manager Bear stated that REU's crews have completed multiple projects in the past and are working on several others. Namely, the Coal Bank Hollow line relocation and upgrade have been completed by REU's crews and they are now working on a 3.5 mile line conversion project on Buttermilk Road. Other projects for REU crews consist of re-conductoring a section of S. Chamberlain Avenue and installing optical fiber cable between REU's main office and Burke Mill Substation. REU's crews will perform the tear-out of the existing line in Coal Bank Hollow during cooler weather. These are in addition to new services and other maintenance such as pole changeouts. He stated that if Service Electric crews were not supplementing our crews then REU would have to purchase wire pulling equipment that is estimated to cost up to \$200,000. He would look into the possibility of leasing equipment as-needed rather than purchasing.

As a follow-up to the budget workshop held on June 17, 2019, Davis asked Manager Bear if he was able to get any feedback on renewing our health care policy on a 4- or 16-month basis. He also wanted to know if Manager Bear was able to confirm if a 10% increase was accurate for active employees. Davis asked if the deductibles would increase with only a 10% increase. Manager Bear stated Sandy Helton was still out of the office but he was able to get in touch with her. He indicated that a 4-month renewal was possible but at the time, nobody seemed to be willing to quote a 16-month renewal but that he would double-check when Ms. Helton returned. Manager Bear also stated the deductibles could go up this next year depending on the structure or type of plan the Utility ultimately decided on but that there may be other options to offset the cost.

A motion was made by McCullough, seconded by Layne to approve the Fiscal Year 2020 Budget. The budget would include a 2% rate increase effective October 1, 2019 as follows:

- a) Increase residential class customer charge 1.8%
- b) Increase GSA1 class customer charge 2.9%
- c) Increase GSA2 energy charge 2.1%

The Budget will also include the deduction of \$300,000 for Service Electric. All voted yes.

A motion was made by McCullough, seconded by Layne to approve TVA's Local Rate Action Request Letter. The letter would include the request of a similar level of revenue increase for the next two years, beginning October 1, 2020 and October 1, 2021, respectively. The structure of these requests will be determined by the Board and REU reserves the right to make adjustments during the budget process each year, prior to the request being formally sent to TVA. All voted yes.

A motion was made by Davis, seconded by Childs to approve the change order for paving & curbing with Johnson & Galyon. The change would be for the curbing in the alley and the back parking lot only. It would not include paving the alley. The City of Rockwood indicated they would do this work under their contract. The change would save the Utility around \$20,000. All voted yes.

A motion was made by McCullough, seconded by Davis to ratify the renewal for Pollution Liability Insurance. The renewal was \$2,635; the same as in 2018. All voted yes.

A motion was made by McCullough, seconded by Childs to ratify the sale of surplus vehicles on the GovDeals.com website. The vehicles include Truck #17 which is a dump truck whose replacement is on order. It sold for \$10,500. The other truck is #23; a 2006 Ford F550 cab & chassis which sold for \$15,000. This truck is not being replaced. All voted yes.

A motion was made by Layne, seconded by McCullough to approve the Compensation Plan Report from Intandem, LLC and a revised Salary Structure. This will replace the current CY 2019 Pay Plan. All voted yes.

A motion was made by Davis, seconded by Layne to approve the write-off of uncollectible debts for the period of March 2018 in the amount of \$3,053.99 and noted 3,281.51 was collected. All voted yes.

Chairman Holloway changed the next regular Board meeting to Monday, July 15, 2019, at 4:30.

A motion was made by McCullough, seconded by Davis to adjourn. All voted yes.

Chairman
Harold Holloway

Secretary/Treasurer
Wade McCullough

Recorded by M. O'Keefe

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION

FOR MONTH AND YEAR

Rockwood Electric Utility

MAY

2019

PAGE 1

BALANCE SHEET

ASSETS AND OTHER DEBITS	ITEM NO	AMOUNT
UTILITY PLANT		
Electric Plant	1	64,724,218.31
Less Depreciation	2	17,279,393.19
Total	3	47,444,825.12
Unamortized acq. adj.	4	
Other utility plant - net.	5	
Total Plant - net	6	47,444,825.12
OTHER PROPERTY AND INVESTMENTS		
Nonutility property - net.	7	
Other investments	8	30,233.00
Sinking funds	9	
Depreciation funds	10	
Other special funds	12	2,286,147.00
Total	13	2,316,380.00
CURRENT AND ACCRUED ASSETS		
General cash and temporary cash investments ..	14	2,594,333.64
Accounts receivable	15	2,231,351.69
Materials and supplies	16	542,761.76
Prepayments	17	161,010.55
Other current assets	18	839,634.65
Total	19	6,369,092.29
DEFERRED DEBITS		
Debt expense	20	
Preliminary survey	21	
Clearing accounts	22	360.00
Energy Service Loans receivables ..	24	266,632.65
Deferred costs on TVA Leases	25	
Other deferred debits	26	
Total	27	266,992.65
TOTAL ASSETS AND OTHER DEBITS	28	56,397,290.06

LIABILITIES AND OTHER CREDITS	ITEM NO	AMOUNT
CAPITAL		
Membership certificates	30	
EARNINGS REINVESTED IN SYSTEM ASSETS		
Beginning of year	33	43,896,637.73
Current year to date	34	493,115.38
Total	35	44,389,753.11
LONG-TERM DEBT		
RUS	36	
CFC	37	
CoBank	38	
Bonds and other long-term debt	39.1	3,700,000.00
TVA	39.3	
Debt premium and discount	40	40,942.80
Total	41	3,740,942.80
OTHER NON-CURRENT LIABILITIES		
Postretirement Benefits	39.2	2,385,299.10
Energy Service Loans - Advances ..	42	205,542.22
Energy Service Loans - Other	43	
Total	44	2,590,841.32
CURRENT AND ACCRUED LIABILITIES		
TVA notes payable	45.1	
Other notes payable	45.2	
Accounts payable	46	4,034,056.64
Customer deposits	47	1,159,317.71
Taxes and equivalents accrued	48	33,980.95
Interest accrued - RUS	49	(6,135.38)
Interest accrued - CFC	50	
Interest accrued -CoBank	51	
Interest accrued -TVA	52.1	
Interest accrued - other	52.2	
Other current liabilities	53	454,291.83
Total	54	5,675,511.75
DEFERRED CREDITS		
Advances for construction - refundable ..	55	
Other deferred credits	56	241.08
Total	57	241.08
TOTAL LIABILITIES AND OTHER CREDITS	58	56,397,290.06

() Indicates red figures

CFC or CoBank Investments included in Item No. 8 30,233.00

Construction work in progress included in Item No. 1 1,347,030.71

Construction fund included in Item No. 12

Total miles of distribution lines

Total miles of transmission lines

Footnotes:

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION		FOR MONTH AND YEAR		PAGE 2
Rockwood Electric Utility		MAY	2019	
REVENUE AND EXPENSE SHEET				
REVENUE AND EXPENSE STATEMENT	ITEM NO	THIS MONTH	YEAR TO DATE	
OPERATING REVENUE				
Electric sales revenue (page 7, item 332)	59	2,343,074.54	30,633,299.25	
Revenue from late payments.	60	12,227.24	158,677.54	
Misc. service revenue.	61	4,905.00	56,450.00	
Rent from electric property.	62	49,026.54	542,291.94	
Other electric revenue.	63	5.00	55.00	
Total operating revenue.	64	2,409,238.32	31,390,773.73	
PURCHASED POWER				
Total power cost (page 7, item 342).	65	1,965,293.37	23,019,702.52	
OPERATING EXPENSE				
Transmission expense.	66			
Distribution expense.	67	83,431.07	1,024,688.24	
Customer accounts expense.	68	55,845.80	676,748.94	
Customer service and informational expense.	69	841.66	9,997.46	
Sales expense.	70	1,834.00	16,100.52	
Administrative and general expense.	71	203,788.56	2,347,030.96	
Operating expense.	72	345,741.09	4,074,566.12	
MAINTENANCE EXPENSE				
Transmission expense.	73			
Distribution expense.	74	89,576.06	936,258.05	
Administrative and general expense.	75	1,722.80	16,019.20	
Maintenance expense.	76	91,298.86	952,277.25	
OTHER OPERATING EXPENSE				
Depreciation expense.	77	133,416.33	1,409,543.47	
Amortization of acquisition adjustment.	78			
Taxes and tax equivalents.	79	115,997.60	1,310,060.67	
Other operating expense.	80	249,413.93	2,719,604.14	
TOTAL OPERATING EXPENSE AND PURCHASE POWER.	81	2,651,747.25	30,766,150.03	
INCOME				
Operating income (item 64, less item 81).	82	(242,508.93)	624,623.70	
Other income.	83		(53,777.92)	
Total income.	84	(242,508.93)	570,845.78	
Miscellaneous income deductions.	85	195.00	14,571.26	
Net income before debt expense.	86	(242,703.93)	556,274.52	
DEBT EXPENSE				
Interest on long-term debt - RUS.	87			
Interest on long-term debt - CFC.	88			
Interest on long-term debt - CoBank.	89			
Interest on long-term debt - other.	90.1	6,135.42	67,489.62	
Interest - TVA.	90.2			
Other interest expense.	92			
Amortization of debt discount and expense.	93			
Amortization of premium on debt - credit.	94	(393.68)	(4,330.48)	
Total debt expense.	95	5,741.74	63,159.14	
NET INCOME				
Income before extraordinary items (item 86, less item 95).	96	(248,445.67)	493,115.38	
Extraordinary items.	97			
Net income.	98	(248,445.67)	493,115.38	

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION				FOR MONTH AND YEAR		PAGE 3
Rockwood Electric Utility				MAY	2019	
STATISTICAL DATA						
CLASS OF SERVICE	ITEM NO	REVENUE		ITEM NO	KILOWATT-HOURS SOLD	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Residential.	100	1,242,881.65	17,509,903.58	107	10,984,597	155,249,347
Gen. Power - 50 kW & under.	101	315,297.15	4,028,142.73	108	2,364,225	29,909,344
Gen. Power - Over 50 kW.	102	738,377.50	8,546,746.00	109	8,620,781	94,852,354
Street and athletic - Codes 72, 73 & 74.	103	16,410.98	208,871.32	110	115,151	1,707,586
Outdoor lighting - Codes 75, 77 & 78.	104	30,107.26	339,635.62	111	213,343	2,369,861
Subtotal.	330	2,343,074.54	30,633,299.25			
Unbilled revenue*	331					
Total (page 2, item 59).	332	2,343,074.54	30,633,299.25	335	22,298,097	284,088,492
Kilowatt-hours for own use.				113	35,694	474,732
Total kilowatt-hours sold and used.				114	22,333,791	284,563,224
Kilowatt-hours in unbilled revenue (items 331) above* . . .				336		

AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE	Credits	Green Power Revenue
Green Power-Res	N/A	N/A
Green Power-GP < 50kW	N/A	N/A
Green Power-GP > 50kW	N/A	N/A
Gen Partners-Res	\$ 875.89	N/A
Gen Partners-GP<50kW	\$ 1,060.33	N/A
Gen Partners-GP>50kW	\$ 1,955.65	N/A
SMC	N/A	N/A
EGC	N/A	N/A
VCP	N/A	N/A
VII	N/A	N/A

PURCHASED POWER						
TVA	ITEM NO	AMOUNT		ITEM NO	KILOWATT-HOURS PURCHASED	
		THIS MONTH	YEAR TO DATE		THIS MONTH	YEAR TO DATE
Purchased Power.	115	1,965,293.37	23,019,702.52	119	26,039,840	297,766,080
Facilities Rental.	116					
Other Charges/Credits.	117					
Total from TVA.	118	1,965,293.37	23,019,702.52	122	26,039,840	297,766,080
Other Purchased Power*	218			222		
Subtotal.	340	1,965,293.37	23,019,702.52			
Unbilled Purchases*	341					
Total (page 2, item 65).	342	1,965,293.37	23,019,702.52	345	26,039,840	297,766,080
Less kilowatt hours sold and used (item 114).				123	22,333,791	284,563,224
Line losses and kilowatt-hours unaccounted for.				124	3,706,049	13,202,856
Percent of losses to purchases (2 decimal places).				125	14.23	4.43
Cost per kilowatt-hour including facilities rental (cents).				127	7.547	7.731
Kilowatt-hours in unbilled purchases (Item 341) above* . .				346		

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

POWER DISTRIBUTORS

O.M.B.NO. 3316-0001

TVA 4171 (FIN-1-92)

MONTHLY REPORT TO TVA

APPROVAL EXPIRES 11-30-2004

NAME OF REPORTING ORGANIZATION	FOR MONTH AND YEAR	PAGE 3a
Rockwood Electric Utility	MAY 2019	

CUSTOMER DATA			LONG-TERM DEBT	
CLASS OF SERVICE	THIS MONTH	SAME MONTH LAST YEAR	CHANGE THIS MONTH	AMOUNT
Residential.	11,659	11,633	Long-term debt last report (item 41).	3,941,336.48
Gen. Power - 50 kW & under.	2,739	2,754	Add new long-term debt this month (page 3)	
Gen. Power - Over 50 kW.	130	134	Total.	3,941,336.48
Street and athletic - Codes 72, 73 & 74.	41	39	Less reductions this month (page 3).	200,393.68
Outdoor Lighting - Code 78.	135	135	Long-term debt this month (item 41).	3,740,942.80
Total.	14,704	14,695		
Special Outdoor Lighting - Code 75.				
Outdoor Lighting - Code 77.	2,146	2,158		

OPERATING RATIO	THIS MONTH	YEAR TO DATE
Item 81 minus item 80 divided by item 64 equals	99.71%	89.35%

Footnotes:

SIGNED 	TITLE <i>Accounting Manager</i>	DATE PREPARED <i>6/26/19</i>
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*Item numbers 331, 336, 341, and 346 are to be filled in only if distributor chooses the option to estimate the unbilled electric sales.



KINGSTON BEAUTIFICATION COMMITTEE

Monday, August 5, 2019, 5:00 pm

AGENDA

1. Call to Order – Tara Stockton
2. Roll Call – Tara Stockton
3. Review and Approval of July Minutes – All
4. Ongoing (Unfinished) Business
 - Budget Request – Teresa Nichols has not received any official news yet, Tara has budget been approved?
 - Member Replacement – Teresa Nichols update—Teresa sent Mack an email but she has not received a response yet
5. Status updates from Tara Stockton
 - New signs in city – Teresa will provide list of business types and if anyone wants to help, pls let Teresa know. Signage will not include specific business names just business types located on Race Street within the City limits. A review will be sent to entire committee to ensure no business is missed.
 - Status of new sponsors for Planters and Trashcan holders for Downtown (Tara—Clinton greenhouse and Glenda—Westel Greenhouse)
 - Updates on Control Box Painting Project
 - Updates on mural projects
 - Status of Light Posts sales
 - Update re Dog Park Grand opening
6. Updates from Codes Enforcement – Chief Jim Washam
7. New Business
 - Any Items not included on the Agenda
 - Possible Fall Trash Bash Pickup and Flower planting? Unfortunately, Teresa will be unavailable in Sept and Oct due to foot surgery but schedule can be planned
 - Next Meeting, Sept 9, 2019 (due to Sept 2 being Labor Day Holiday)

Kingston Beautification Committee

July 1, 2019

Attendees:

Jason Brown, Teresa Nichols, Tara Stockton, Sue Collins, Alisha Massengill, Glenda Johnson

Call To Order- Teresa Nichols

Review and approval of May minutes- Email did not come through. Teresa read minutes and they were approved by all. Alisha will resend the minutes to all members.

Ongoing (Unfinished Business)

Budget Request-Teresa Nichols. The City Budget is expected to be approved by the end of July. We feel that the budget request will be approved then. Flowers are not scheduled to be planted until the fall.

Member Replacement-Teresa Nichols. Mack Schmidt was asked if he would be interested in becoming a member. Teresa Nichols will follow up with him about becoming a board member.

Status Updates from Tara Stockton

Status of Interstate Exits- Kingston Fire Department has done a great job of cleaning it up. There was a short delay in waiting for a permit. After the 4th of July there will be a stronger focus on this as resources will be more available.

New Signs in City-

1. The Kingston sign was completed in black and white.
2. Direction sign had to be approved by the city attorney and signs have to be generalized...as in restaurants and not name of specific restaurants.

Updates for planters and trashcan holders for downtown- Tara reached out to a nursery in Clinton about sponsoring the planters on the sidewalk adjacent to the vacant lot beside the mural. There are seven planters there. They will sponsor those.

Planters at apartments adjacent to the courthouse, on court street and race street are being sponsored by Humble Bee.

Updates on Business canopies- Canopies have been cleaned on Race Street. (Baggetts, Mr. Martins).

Status of Light Post sales- Sales are ongoing.

Status of bench for new city parking lot- Judy Yeager is sponsoring both benches. Benches have been installed and are facing the mural.

Update on dog park- Fort Paws Dog Park has sign installed. July 4 Dog Park will be open. Sponsor pavers have come in and plaques will be installed tomorrow. Grand opening will be soon. Three grants are being applied for.

Updates on Codes Enforcement- Chief Washam is unavailable for update.

Fourth of July activities- Full agenda for the 4th was distributed by Teresa Nichols

Control Boxes at interstate exit and through town will be painted to Advertise the parks.

New Business-No new business

Next Meeting is August 5th.

Meeting to adjourn: Tara Stockton

Second: Jason Brown

Submitted by Alisha Massengill, July 1, 2019

MINUTES
KINGSTON PLANNING COMMISSION
JULY 16, 2019

The regular meeting of the Kingston Planning Commission was held at 6:00 p.m. on July 16, 2019 at the Kingston City Hall.

Members Present

Stephanie Wright, Chair
John Byrkit, V. Chmn.
Bo Pickel, Sec.
Tim Neal, Mayor
Gary Botkin
Chuck Hutzler
Gary Lay
Wade Lovin
Lou Qualls

Members Absent

Jason Taylor

Others Present

David Bolling
Kelly Jackson
Jacki Hill
Josh Biden

Staff Representative: David K. Williams

CALL TO ORDER/MINUTES

The meeting was called to order at 6:00 p.m. by Chairwoman Wright. On a motion by Mr. Hutzler and a second by Vice Chairman Byrkit, the commission unanimously voted to approve the minutes of the June 18, 2019 meeting on a roll call vote.

REPORTS

Chairwoman Wright welcomed Mr. Wade Lovin as new member of the planning commission. She said is knowledge and input will be greatly appreciated.

City Manager Bolling reported that grading at the amphitheater has begun and completion is estimated to occur in mid September. Mr. Bolling also reported that he has met with FEMA engineers regarding damage to the greenway. It is anticipated that it will be put back as it was beginning in about a month.

PUBLIC COMMENTS

There were no public comments.

PRELIMINARY SITE PLAN REVIEW – EARL DUFF SUBARU (MAP 059, PARCELS 20.00 AND 21.00)

Mr. Josh Biden presented a site plan of the proposed Earl Duff Subaru, to be located on two properties along Gallaher Road, in the C-2 district of Kingston. One property was to be leased. The site plan showed a 20,000 square foot building, a large asphalt parking area with 9' x 18' parking spaces, a large gravel area for overflow parking, and a forty-foot divided driveway with large turning radii. Staff and the commission asked about drainage. Staff noted that a drainage plan, based on a ten-year 24-hour storm was required. Staff noted that the site was heavily wooded and that the large amount of asphalt and gravel would increase runoff. The commission agreed that the large 48" underground tiles would collect and slowly release much of the storm water on the rear portion of the site. The front portion would flow in a sheet towards the drainage swales along Gallaher Road.

The commission then noted that they believed the site plan was a preliminary site plan. Staff stated that the site plan process did not require a preliminary site plan. Only one site plan was required, which could be considered a final site plan. The commission then agreed that this was a preliminary site plan and would be treated as such.

Action Taken

On a motion by Mayor Neal and a second by Vice Chairman Byrkit, on a roll call vote, the commission unanimously voted to approve the site plan as a preliminary site plan.

SITE PLAT REVIEW – PELICAN PROPERTIES SELF STORAGE FACILITIES

Ms. Jacki Hill presented a site plan showing the combining of two properties and existing and proposed buildings. The lower (roadside) portion of the property has an existing self-storage building and three similar buildings are proposed. This portion of the property has been graded for several years and the only changes will be the addition of three self-storage buildings. A thirty-foot entrance with sliding gate would provide access to this portion of the property. Mr. Lay noted that the site plan would need building pad elevations and address drainage.

Action Taken

On a motion by Mr. Hutzler and a second by Vice Chairman Byrkit, on a roll call vote, the commission unanimously voted to accept the site plan.

POSSIBLE AMENDMENTS TO THE SUBDIVISION REGULATIONS

Staff had provided commissioners with Resolution R-2019-1 that would amend the subdivision regulations by requiring that final plats be between 18" to 24" by 24" to 36" in size. The resolution would also require that electronic copies of all plats be submitted with twelve paper copies to the city ten days prior to the meeting when the plat will be reviewed.

The commission also discussed proposed Resolution R-2019-2 that would allow one-way street to have a 40' right-of-way and a 16' roadway. Staff noted that many subdivision regulations have a length limit of 1,200 feet. The commission agreed to limit one-way streets to 1,200 feet in length.

The commission agreed to hold public hearings these proposed changes to the subdivision regulations.

ADJOURNMENT

On a motion by Mr. Hutzler and a second by Mr. Lay, the meeting adjourned at 7:10 p.m.