



WORK SESSION - KINGSTON CITY COUNCIL

Tuesday, March 5, 2024

6:00 P.M.

A G E N D A

1. Invocation and Pledge
2. Call to Order
3. Citizens Comments
4. Discussion of appropriating funds from the undesignated fund balance for paving of streets (Mayor Tim Neal, City Manager David Bolling, Public Works Director Tim Clark)
5. Discussion of appropriating funds from the undesignated fund balance for the purchase of a new rescue truck for the Fire Department (City Manager David Bolling, Fire Chief Willie Gordon)
6. Discussion of adopting a new logo for the City of Kingston (City Manager David Bolling, City Clerk Kelly Jackson)
7. Discussion of Ordinance 24-03-12-01, an ordinance revising the comprehensive codification and revision of the 2023 personnel rules and regulations of the City of Kingston (City Manager David Bolling)
8. Discussion of Ordinances 24-03-12-02 and 24-03-12-03, ordinances amending the annual budget for the City of Kingston (Finance Director Michelle Kelley)
9. Discussion of Ordinance 24-03-012-04, an ordinance to abolish Ordinance 4-10-12-2, an ordinance to establish a driver safety course, and cease offering in-person driving school through the Kingston Police Department (City Manager David Bolling, Police Chief Jim Washam)
10. Discussion of a request by Jason Taylor to close West Cumberland Street from Johnson Street to Patton Ferry Road on April 27th from 1:00 pm to 6:00 pm for a car show (Police Chief Jim Washam)

THIS WORKSHOP IS OPEN TO THE PUBLIC AND WILL BE HELD IN THE CITY COUNCIL ROOM, ON THE 2nd FLOOR OF CITY HALL, AT 900 WATERFORD PLACE IN KINGSTON. IN ADDITION, ALL MEETINGS ARE LIVESTREAMED ON OUR WEBSITE, WWW.KINGSTONTN.GOV, AND WILL BE POSTED TO YOUTUBE. A LINK TO THE VIDEO WILL BE POSTED TO OUR FACEBOOK PAGE.

PROPOSED PAVING LIST

STREET	SQ YD	TONS	LENGTH	WIDTH	CONDITION	COST	PROPOSED PAVING
BOWDEN WYATT ST	1670	138	835	18	C-D	\$ 16,533.00	\$ 16,533.00
BRADFORD VILL. WAY	5329	440	2398	20	C-D	\$ 52,756.00	\$ 52,756.00
BRADFORD WAY	2249	186	920	22	C-D	\$ 22,264.00	\$ 22,264.00
BROWN AVE	1094	90	518	19	D	\$ 10,826.20	\$ 10,826.20
DAVIS DR	4495	371	1556	26	D	\$ 44,501.60	\$ 44,501.60
DOGWOOD DR	4500	371	2250	18	D	\$ 44,550.00	\$ 44,550.00
EASTON RD	1372	113	650	19	C-D	\$ 13,585.00	\$ 13,585.00
EBLEN CIR	5630	464	2303	22	C-D	\$ 55,732.60	\$ 55,732.60
FARMERS RD.	2847	235	1220	21	D	\$ 28,182.00	\$ 28,182.00
GREENWOOD ST	5273	435	2280	21	C-D	\$ 52,206.00	\$ 52,206.00
HART CIRCLE	2135	176	1201	16	D	\$ 21,137.60	\$ 21,137.60
KING ST	2910	240	1455	18	C-D	\$ 28,809.00	\$ 28,809.00
LADD LANDING WAY	21000	1733	6750	28	A-D	\$ 207,900.00	\$ 207,900.00
LAGESHORE DR	6333	523	2850	20	C-D	\$ 62,700.00	\$ 62,700.00
LAGGETT ST	882	73	441	18	C-D	\$ 8,731.80	\$ 8,731.80
MANCHESTER RD	1650	136	675	22	C-D	\$ 16,335.00	\$ 16,335.00
MONTVUE AVE	4503	371	1842	22	C-D	\$ 44,576.40	\$ 44,576.40
N THIRD ST	8602	710	2277	34	D	\$ 85,159.80	\$ 85,159.80
OAK HILLS DR	5110	422	1759	26	C-D	\$ 50,593.40	\$ 50,593.40
RIDGETRAIL SOUTH	3051	252	1615	17	D	\$ 30,200.50	\$ 30,200.50
RIDGETRAIL-NORTH	5857	483	2292	23	D	\$ 57,987.60	\$ 57,987.60
SCIENTIST RD	933	77	525	16	D	\$ 9,240.00	\$ 9,240.00
SHORT ST	420	35	180	21	D	\$ 4,158.00	\$ 4,158.00
STURGESS ST	1265	104	495	23	C-D	\$ 12,523.50	\$ 12,523.50
TYLER DR	2273	188	930	22	C-D	\$ 22,506.00	\$ 22,506.00
VERA ST	1142	94	585	15	D	\$ 11,302.50	\$ 11,302.50
			7.74469697	MILES		\$ 1,014,997.50	\$ 1,014,997.50

GALLAHAR RD. - HWY. 58
HWY. 70 - STATE RT. 1
HWY. 58 - KENTUCKY ST.

2.2 MILES
3.5 MILES
2.3 MILES

TOTAL STATE MILES

#REF!

#REF!

#REF!

#REF!

##REF

#REF! Linear Feet

#REF!

REF

#REF!

#REF!

PROPOSED PAVING LIST



CITY OF KINGSTON

CITY COUNCIL

AGENDA INFORMATION SHEET

AGENDA DATE: 03/05/24

DEPARTMENT: Fire Department

AGENDA CAPTION: Discussion of appropriating funds from the undesignated fund balance for the purchase of a new rescue truck for the Fire Department

SUBMITTOR: City Manager David Bolling, Fire Chief Willie Gordon

SUMMARY: The most utilized pieces of apparatus in the Fire Department are our rescue trucks. One of our trucks, which we are proposing for replacement, is a 2003 Chevrolet 3500 with 208,170 miles.

While the Fire Department is to be commended for the way that they have taken care of this truck, it is past time to replace it. We have had this in our capital plan for some time, and I feel that we are in a position to comfortably fund it out of our undesignated fund balance without the need to burden our operating budget or to incur additional debt.

The truck being proposed is a 2024 Chevrolet 3500 Heavy Duty, which will be purchased at state contract pricing. It will then be equipped with an aftermarket shell and the appropriate emergency equipment. This will serve the department's needs while saving a considerable amount of money compared to purchasing a traditional pre-equipped box style rescue truck.

CITY MANAGER'S RECOMMENDATION: Appropriation of an amount not to exceed \$80,000 from the undesignated fund balance.

IMPLEMENTATION PROCESS: TBD

FISCAL NOTE / FUNDING SOURCE: \$80,000 (NTE) / undesignated fund balance

ATTACHMENT(S): Copy of the RFQ and the statement of qualifications for East Tennessee GIS and Design



GOVERNMENT PRICE QUOTE

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)	DIRECT 863-402-4216	WWW.ALANJAY.COM	52728-2
Corporate Office 2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-505-9682	Mailing Address P.O. BOX 9200 Sebring, FL 33871-9200	
	FAX 863-402-4221		

ORIGINAL QUOTE DATE
2/21/2024

PRICE QUOTE FORM

REVISED QUOTE DATE
2/21/2024

REQUESTING AGENCY	KINGSTON FIRE DEPARTMENT (TN)		
CONTACT PERSON	WILLIE GORDON	EMAIL	WILLIE.GORDON@KINGSTONTN.GOV
PHONE	865-388-9678	MOBILE	
		FAX	

Contract No. 80358 - SWC209 EVENT # 32110-12904

MODEL	CK30743 1WT SRW	MSRP	\$53,355.00
	2024 CHEVY SILVERADO 3500HD CREW CAB 4WD SRW 6.5' BED WORK TRUCK V8 GAS		

CUSTOMER ID	GOVERNMENT PRICE	\$49,520.00
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BED LENGTH

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline	\$0.00
MKM	Transmission, Allison 10-Speed automatic	\$0.00
G7C	Red Hot	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
1WT	OPTIONS Work Truck Preferred Equipment Group	\$0.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GT4	Rear axle, 3.73 ratio	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo	\$0.00
JGN	GVWR, 11,550 lbs. (5239 kg) with single rear wheels	\$0.00
K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr	\$130.00
KHF	Alternators, dual, 220-amps primary, 170-amps auxiliary	\$375.00
PYT	Wheels, 18" (45.7 cm) painted steel	\$0.00
VK3	License plate kit, front	\$0.00
FACTORY OPTIONS		\$505.00

TRADE IN	TOTAL COST	\$50,025.00
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YES WE TAKE TRADE INS ASK ABOUT MUNICIPAL FINANCING

TOTAL COST LESS TRADE IN(S)	QTY	1	\$50,025.00
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Estimated Annual payments for 60 months paid in advance: \$11,203.54

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments	QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS
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VEHICLE QUOTED BY	MATT FORTE	GOVERNMENT ACCOUNT MANAGER	matt.forte@alanjay.com
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"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Alan Jay Automotive Management

Matt Forte | 904-505-9682 | matt.forte@alanjay.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 3500HD (CK30743) 4WD Crew Cab 159" Work Truck (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2024 Chevrolet Silverado 3500HD (CK30743) 4WD Crew Cab 159" Work Truck

Interior:Jet Black, Vinyl seat trim

Exterior 1:Red Hot

Exterior 2:No color has been selected.

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline

Transmission, Allison 10-speed automatic

OPTIONS


CODE	MODEL	MSRP
CK30743	[Fleet] 2024 Chevrolet Silverado 3500HD (CK30743) 4WD Crew Cab 159" Work Truck	
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
FE9	Emissions, Federal requirements	\$0.00
G7C	Red Hot	\$0.00
GT4	Rear axle, 3.73 ratio	\$0.00

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Data Version: 21762. Data Updated: Feb 20, 2024 6:58:00 PM PST.



Alan Jay Automotive Management

Matt Forte | 904-505-9682 | matt.forte@alanjay.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 3500HD (CK30743) 4WD Crew Cab 159" Work Truck (Complete) 

H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo	\$0.00
JGN	GVWR, 11,550 lbs. (5239 kg) with single rear wheels	\$0.00
K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr	
KHF	Alternators, dual, 220-amps primary, 170-amps auxiliary	
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline	\$0.00
MKM	Transmission, Allison 10-speed automatic	\$0.00
PYT	Wheels, 18" (45.7 cm) painted steel	\$0.00
VK3	License plate kit, front	\$0.00
SUBTOTAL		
	Adjustments Total	\$0.00
	Destination Charge	
TOTAL PRICE		

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A


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Matt Forte | 904-505-9682 | matt.forte@alanjay.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 3500HD (CK30743) 4WD Crew Cab 159" Work Truck ( Complete)

Standard Equipment

Package	Trailering Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)
Mechanical	<p>Durabed, pickup bed</p> <p>Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)</p> <p>Transmission, Allison 10-speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)</p> <p>Rear axle, 3.73 ratio (STD) (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)</p> <p>GVWR, 11,550 lbs. (5239 kg) with single rear wheels (STD) (Included and only available with CK30743 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels. Requires single rear wheels.)</p> <p>Push Button Start</p> <p>Air filter, heavy-duty</p> <p>Air filtration monitoring</p> <p>Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)</p> <p>Auto-locking rear differential</p> <p>Four wheel drive</p> <p>Cooling, external engine oil cooler</p> <p>Cooling, auxiliary external transmission oil cooler</p> <p>Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)</p> <p>Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)</p> <p>Recovery hooks, front, frame-mounted, Black</p> <p>Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section</p> <p>Suspension Package</p> <p>Steering, Recirculating ball with smart flow power steering system</p> <p>Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors</p> <p>Brake lining wear indicator</p> <p>Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)</p> <p>Exhaust, single, side</p>

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Vehicle: [Fleet] 2024 Chevrolet Silverado 3500HD (CK30743) 4WD Crew Cab 159" Work Truck (Complete)

Exterior

- Single Rear Wheels
- Wheels, 18" (45.7 cm) painted steel (STD) (Requires single rear wheels.)
- Tires, LT275/70R18E all-terrain, blackwall (Requires single rear wheels.)
- Tire, spare LT275/70R18 all-terrain, blackwall (Included and only available with (QF6) LT275/70R18E all-terrain, blackwall tires with (E63) Durabed, pickup bed single rear wheel models. Available to order when (ZW9) pickup bed delete and (QF6) LT275/70R18E all-terrain, blackwall tires are ordered with single rear wheel models. Not available with dual rear wheels.)
- Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)
- Bumpers, front, Black
- Bumpers, rear, Black
- BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)
- CornerStep, rear bumper
- Moldings, beltline, Black
- Cargo tie downs (12), fixed, rated at 500 lbs per corner
- Headlamps, halogen reflector with halogen Daytime Running Lamps
- IntelliBeam, automatic high beam on/off
- Taillamps, with incandescent tail, stop and reverse lights (Note: Trucks equipped with dual rear wheels will feature LED signature tail and stop lamps, with incandescent reverse lamp.)
- Lamps, cargo area cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel
- Mirrors, outside high-visibility vertical trailering lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black (Not included on Regular Cab models.)
- Mirror caps, Black
- Glass, solar absorbing, tinted
- Door handles, Black grained
- Tailgate, standard (Deleted with (ZW9) pickup bed delete.)
- Tailgate and bed rail protection cap, top
- Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)
- Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

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Vehicle: [Fleet] 2024 Chevrolet Silverado 3500HD (CK30743) 4WD Crew Cab 159" Work Truck (Complete) (✓)

Entertainment

Audio system, Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)

Bluetooth for phone connectivity to vehicle infotainment system

Wireless Phone Projection for Apple CarPlay and Android Auto

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Seat trim, Vinyl

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Compass, located in instrument cluster

Window, power front, drivers express up/down

Window, power front, passenger express down

Windows, power rear, express down (Not available with Regular Cab models.)

Door locks, power

Remote Keyless Entry with 2 transmitters

Power outlet, front auxiliary, 12-volt

USB Ports, 2, Charge/Data ports located on instrument panel

Air conditioning, single-zone

Air vents, rear, heating/cooling (Not available on Regular Cab models.)

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

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Complete)

Interior

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking

Front Pedestrian Braking

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

HD Rear Vision Camera (Deleted when (ZW9) pickup bed delete is ordered.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Indicator-Seat Belt WARNING, Rear Seat (Requires Crew Cab or Double Cab model.)

Seat Belt Adjustable Guide Loops front row only (Included and only available on Crew Cab and Double Cab models.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)


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Safety-Interior

3 Years of Remote Access. The Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Remote Access Plan does not include emergency or security services. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)

Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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Logo Design Process



COLOR CONCEPTS

Selected Revision

1



Color Context



Current Logo



Previous Logo



The current Kingston logo contains medium blue, dark blue, and red. The dark blue recalls the navy of the previous logo, and the red flag was enlarged to become a prominent feature of the logo. Both logos on a white background recall the colors of US flag, a very common (and therefore homogeneous) color scheme in government-related logos.



WELCOME TO THE CITY OF
ROCKWOOD
TENNESSEE



This sampling of relevant city logos shows an interesting trend: older and more traditional logos tend to feature several or many colors, but the more modern logos tend to be completely or mostly white on a colored background.

Color Concepts: On White

River and hill: Naturalistic, refreshing.



Heritage: Faithful, cool.



Gold and Silver: Sophisticated, quality.



Sunset: Warm, stirring.



Neon: Retro, striking.



Monotone: Understated, classy.



Color Concepts: On Color



02/29/2024

Memo

TO
David Bolling

FROM
Lyndsay Collins

RE
Amendment to
Personnel Policy

COMMENTS:

It has been brought to the City's attention that TCA 50-6-207(1)(B)(i) regarding Workers' Compensation allows but does not require the city to allow employees to use accrued time, to be supplemented while receiving temporary disability insurance payments. Our current policy does not allow this resulting in the employee only making 66 2/3rd of their pay. It is recommended that the policy change to keep from punishing employees while they are out for a work-related injury. We are requesting that the policy be amended to remove the word 'not' in section 8.1 (9) in the last sentence of paragraph 1.

Thank you,
Lyndsay Collins
HR Coordinator

appropriate law enforcement authority, to complete an accident report that describes in sufficient detail the accident incurred. The employee will also complete a city accident investigation report that describes the incident. The supervisor or department head will conduct an investigation of the incident and complete a supervisor's property damage investigation report. These reports must be forwarded to the Safety Coordinator and City Manager within 24 hours.

7. Employee Negligence while operating a vehicle or equipment.

After investigation of an accident, if it can be demonstrated the employee operating the vehicle or equipment was negligent in operation of the vehicle or piece of equipment or in violation of motor vehicle regulations, operational safety rules, department guidelines or city policy, the employee may be subject to disciplinary action or termination of employment.

8. Driving Records

Any employee who is required as an employment condition to possess and maintain a valid Drivers or Commercial Driver's License must immediately, before reporting for duty the next workday, inform his/her supervisor should his/her license become denied, expired, suspended, restricted, or revoked any time during employment with the City. Periodic review of employee's driving records may be conducted by the city.

9. Workers Compensation

An employee of the City who suffers injury or illness as a result of a work-related accident or condition shall receive compensation during the period of illness or injury by the State Compensation Fund in accordance with the Tennessee Workers' Compensation Act. Workers' Compensation pays an employee 66.67% of their weekly salary once the employee has been disabled for seven (7) days. Compensation will be made as of the eighth day of disability due to an occupational injury. If the employee is disabled for seven (7) days or more, workers' compensation will pay the employee retroactively from the first full day of absence from work up to the return date. Employees receiving workers' compensation payments may ~~not~~ supplement their pay with accrued leave while receiving temporary disability insurance payments through worker compensation insurance.

Employees shall report any injury or illness incurred in the course of their employment, however minor, to their supervisor or Department Head. Failure to make such a report may disqualify the employee from receiving workers' compensation benefits and receiving any injury leave.

The employment of an injured employee, who is unable to return after a period of (3) three months, may be reassessed by the City Manager, at which time a determination regarding his/her employment status will be made.

B. Light Duty Policy

GENERAL POLICY

To provide temporary work for employees who cannot perform some or all of the essential functions of their job due to injury, illness, disability, or pregnancy-related restrictions.

SCOPE

All employees of the City of Kingston.

PROVISIONS

ORDINANCE 24-03-12-01

AN ORDINANCE REVISING THE COMPREHENSIVE CODIFICATION AND REVISION OF THE 2023 PERSONNEL RULES AND REGULATIONS OF THE CITY OF KINGSTON.

WHEREAS, the City Council of the City of Kingston has heretofore adopted a personnel system pursuant to Article 6, Section 6.02 of the Kingston City Charter; and,

WHEREAS, the Personnel Rules and Regulations of the City of Kingston need revision; and,

WHEREAS, the City Council of the City of Kingston deems it to be in the best interest of the City to revise the Personnel Rules and Regulations.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KINGSTON THAT:

Section 1. That the section of the 2023 City of Kingston Personnel Policy dealing with Workers Compensation is hereby deleted and the following is adopted in the place.

Section 8-Safety

9. Workers Compensation

An employee of the City who suffers injury or illness as a result of a work-related accident or condition shall receive compensation during the period of illness or injury by the State Compensation Fund in accordance with the Tennessee Workers' Compensation Act. Workers' Compensation pays an employee 66.67% of their weekly salary once the employee has been disabled for seven (7) days. Compensation will be made as of the eighth day of disability due to an occupational injury. If the employee is disabled for seven (7) days or more, workers' compensation will pay the employee retroactively from the first full day of absence from work up to the return date. Employees receiving workers' compensation payments may supplement their pay with accrued leave while receiving temporary disability insurance payments through worker compensation insurance.

Employees shall report any injury or illness incurred in the course of their employment, however minor, to their supervisor or Department Head. Failure to make such a report may disqualify the employee from receiving workers' compensation benefits and receiving any injury leave.

The employment of an injured employee, who is unable to return after a period of (3) three months, may be reassessed by the City Manager, at which time a determination regarding his/her employment status will be made.

Section 2. This ordinance shall take effect upon passage. Any ordinance in conflict with this ordinance is hereby repealed.

Mayor

ATTEST:

City Clerk

Passed First Reading: _____

Passed Second Reading: _____

Memorandum

To: Mayor and City Council

Cc: City Manager David Bolling

From: Finance Director Michelle Kelley

Date: 03/01/2024

Re: Budget Amendment Ordinance 23-03-12-02 & 23-03-12-03

The city of Kingston Finance Department would like to request the following changes be made to the 2023-2024 budget and appropriations made to expenditures to accommodate the following needs.

A donation has been made for \$1500 to support the Veterans breakfast program as well as a reimbursement from the NFL for \$4520 to support the Flag Football Program. Parks and Rec is also amending \$7,980.67 from the Sale of Surplus items sold to assist with the cost of the much-required water line repairs to the Community Center.

Parks and Rec also needs to amend \$8000 which was awarded in TCAD grant that furnishes recreation supplies for Senior programs.

The library received money for a Tech grant which is reimbursing expenses paid for the grant guidelines in the amount of \$1156.

The police department had many manufacturing delays in trying to equip the Police Car's that were being paid for with ARPA money. That pushed those expenses into this budget year and we need to amend \$1,155.33 to finalize the project of properly equipping these vehicles.

Public Works has sold some surplus items and would like to amend those funds in the amount of \$10,522 to purchase a plasma cutter.

The following items are being funded out of fund balance to cover expenses paid: Ladd Park Project for \$13,000, STP Ladd Blvd project for 398.72, and the now completed I40 Lighting Project for \$116,709.98. Lastly, the Fire Hall had some expenses that needed to be covered out of the Fire Hall roofing and renovations from last year that didn't get completed until this current budget in the amount of \$5,509.32. All of these fund balance projects total to \$135,618.02.

The Water and Sewer Budget also requires an amendment this month in the amount of \$23,249.52 to cover expenses paid and being reimbursed by the TDEC ARPA Funding.

Thank you,

Michelle Kelley
Finance Director

ORDINANCE NO. 23-03-12-02

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF KINGSTON, TENNESSEE FOR
FISCAL YEAR 2023-2024**

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires funds first be appropriated before being expended and that no appropriations may exceed available funds;

WHEREAS, *Tennessee Code Annotated* Title 6 Chapter 56 Section 208 allows amendment of the budget ordinance in the same manner as any other ordinance may be amended;

NOW, THEREFORE BE IT ORDAINED by the City Council for the City of Kingston, Tennessee, that:

SECTION 1: Appropriations. The governing body appropriates the following increases for Reimbursing Grants and Programs, Donations to Park and Recreation, Expenditures being appropriated by Sales of old Surplus items for Public Works and Parks and Recreation, and items being appropriated by Fund Balance and American Rescue Plan Act Grant:

General Fund:

Fund Balance:

110-27100	Fund Balance	\$135,618.02
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Revenues:

110-38000	Donation	\$6,020.00
110-36539	Public Works Surplus	\$10,522.00
110-33193	ARPA Revenue	\$1,155.33
110-33479	TCAD State Grant	\$8,000.00
110-33430	Library Tech Grant	\$1,156.00
110-36430	Sale of Surplus P&R	\$7,980.67

Expenditures:

110-44400-265	P&R Maintenance	\$1,500.00
110-42100-350	P&R Flag Football funds	\$4,520.00
110-52130-941	ARPA Police Car Equipment	\$1,155.33
110-44400-325	P & R Recreation Supplies	\$8,000.00
110-43190-471	STP Paving Project	\$398.72
110-43750-933	I 40 Lighting Project	\$116,709.98
110-44400-266	Building Maintenance	\$7,980.67
110-43100-940	Public Works Capital	\$10,522.00
110-44800-255	Library Date Processing	\$1,156.00
110-43750-925	Fire Hall Roof	\$5,509.32
110-43750-946	Ladd Park Project	\$13,000.00

Section 2 : **Submission to the Director of Local Finance.** This amendment will be submitted to the Director of the Office of State and Local Finance as required by state statute to show continued compliance with the requirements of Tennessee Code Annotated Title 9 Chapter 21 Section 403 to maintain a balanced budget.

Tim Neal
Mayor

Kelly Jackson
City Clerk

Passed 1st Reading _____

Passed 2nd Reading _____

ORDINANCE NO. 24-03-12-03
AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF KINGSTON, TN
WATER/SEWER FUND FOR FISCAL YEAR 2022-2023

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires funds first be appropriated before being expended and that no appropriations may exceed available funds;

WHEREAS, *Tennessee Code Annotated* Title 6 Chapter 56 Section 208 allows amendment of the budget ordinance in the same manner as any other ordinance may be amended;

WHEREAS, Appropriations are being made to cover project management for Water department ARPA projects.

NOW, THEREFORE BE IT ORDAINED by the City Council for the City of Kingston, Tennessee, that:

SECTION 1: Appropriations. The governing body appropriates the following increases for the ARPA TDEC project:

Water/Sewer Fund:

Revenues:

413-33194	TDEC Reimbursement Grant	\$23,249.52
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Expenditures:

413-52330-250	TDEC Funding	\$23249.52
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Section 2 : **Submission to the Director of Local Finance.** This amendment will be submitted to the Director of the Office of State and Local Finance as required by state statute to show continued compliance with the requirements of Tennessee Code Annotated Title 9 Chapter 21 Section 403 to maintain a balanced budget.

Tim Neal
Mayor

Kelly Jackson
City Clerk

Passed 1st Reading _____

Passed 2nd Reading _____

ORDINANCE: 24-03-12-04

AN ORDINANCE TO REPEAL ORDINANCE 4-10-12-2 AND TO ABOLISH THE DRIVER SAFETY COURSE PROVIDED BY THE CITY OF KINGSTON

WHEREAS, the City Council of the City of Kingston established the driver safety course offered by the City of Kingston by Ordinance 4-10-12-2 in 2004; and,

WHEREAS, over time, the existence of online classes is readily available and more convenient to attend and achieve the requirements from the courts; and,

WHEREAS, the City Council of the City of Kingston believes that it would be in the best interest of the City of Kingston to abolish this program offered by the City of Kingston.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KINGSTON THAT,

Section 1. The enabling ordinance 4-10-12-2 establishing a Driver Safety Course is hereby repealed and deleted in its entirety.

Section 2. This ordinance shall take effect from and after its final passage the public welfare requiring it.

Passed on first reading: _____

Passed on second reading: _____

Mayor

City Clerk



Kingston Police Department

Jim Washam, Chief
Proverbs 22:6



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

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

February 6, 2024

At this time, it is our recommendation that we no longer participate in offering in person driving school through the Kingston Police Department/Kingston City Court. Offering our own driving school requires overtime from my department's budget and with what we bring in for these classes, it does not cover the amount to pay for it. We know this program offers a great service to our community. When we started this program in 2002, there were no online options and the state required in person classes to satisfy the court. We know now that there are many online options approved by the state. People can go online and achieve the requirements for court easier than ever so, we will still be offering a service to the public that they can easily obtain online. We will be starting this in city court beginning 2/27/2024.

Sincerely,

Chief Jim Washam
Kingston Police Department

900 Waterford Place
Kingston, TN 37763

AN ORDINANCE TO ESTABLISH A DRIVER SAFETY COURSE

WHEREAS, municipalities are authorized by the terms of *Tennessee Code Annotated* §55-10-301 to operate and conduct a driver education course, provided the same is approved by the Tennessee Department of Safety; and,

WHEREAS, the City Council of the City of Kingston deems it to be in the best interest of the City and its citizens to establish a driver education course as permitted by statute.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KINGSTON THAT:

SECTION 1. There is hereby established a driver education program. The program will be administered by the City Manager of the City of Kingston in accordance with the provisions of TCA §55-10-301, et seq., and as approved by the Tennessee Department of Safety. A copy of the program statement is attached hereto as Exhibit A.

SECTION 2. The instructor for the program will be an employee of the City appointed by the City Manager.

SECTION 3. This ordinance shall take effect upon final passage, the public welfare requiring it.

Diane McKeithan
Mayor

ATTEST:

Eileen Neal
City Clerk

Passed first reading October 12, 2004

Passed second reading November 9, 2004

**CITY OF KINGSTON
DRIVER EDUCATION PROGRAM
PROGRAM STATEMENT**

Rules and guidelines of the program:

A. Those eligible to attend the program:

Referrals from Kingston city court;
Referrals from all state courts;
Referrals from other city courts

B. Curriculum to be taught or reference list of material to be taught:

Tennessee Drivers manual,
TCA Laws and Rules of Road
safety films, videos, slides);
TCA Motor Vehicle Section;
National Highway Traffic Safety Administration (NHTSA) approved materials
and Tennessee Department of Safety statistic materials

C. Adoption of instructors position for teaching or instructing the programs:

Instructor will be a salaried employee of the city of Kingston

D. Fees:

All fees collected from attendees to go through the program will be paid into the
general fund of the city of Kingston.

E. Department of Safety approval:

City courts must follow same guidelines as county courts, except the City
Council/Alderman must act as Governing Legislative Body.

F. Instructors:

1. Department of Safety must receive resume of education and experience in
motor vehicle laws, enforcement and traffic control.
2. Court approved recommendation with resume of the instructor.
3. For four (4) hour to eight (8) hour defensive driving course the instructor must
be a certified instructor for Defensive Driving Course approved by National
Highway Traffic Safety Administration (NHTSA), for that time span safety
program.
4. Also of knowledge of safety laws and procedures for operators and passenger to
use while on public highways in a motor vehicle or on a motorcycle.
5. For safety program under time frame of less than four (4) hours.
6. A three (3) year experience (minimum) police officer or court officer may be
accepted for instructing a less than four (4) hour safety program.
7. An instructor with minimum experience in teaching highway safety - such as a
driver's education teacher with the State Board of Education will be approved for
the short safety programs under four (4) hours.
8. A certified Defensive Driving Course (DDC) instructor will qualify for any
program up to eight (8) hours.

An approved instructor for the court program doing an eight (8) hour defensive driving
course will not be accepted to do driver improvement course for referrals of drivers to complete a
(DDC) unless they are approved by the Department of Safety Driver Improvement Division for
the state.

Kelly Jackson

From: Jim Washam
Sent: Friday, February 16, 2024 11:17 AM
To: Kelly Jackson
Subject: Fwd: Street closure

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From: Jason Taylor <tmckingston@gmail.com>
Sent: Friday, February 9, 2024 5:46:29 PM
To: Jim Washam <Jim.Washam@kingstontn.gov>
Subject: Street closure

****EXTERNAL****

Have we done the request yet for the next car show?

If not could I request Cumberland St to be blocked off on April 27th from 1pm-6pm for our 4th "Cruise in for a Cause" car show.

We have decided on the afternoon for a bigger turnout.

Thank you!

Jason Taylor
Taylor Motor Company
Kingston, TN

****This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected emails.****