City of Kingsport
FY 2024-2025 Budget Book



Adopted Version

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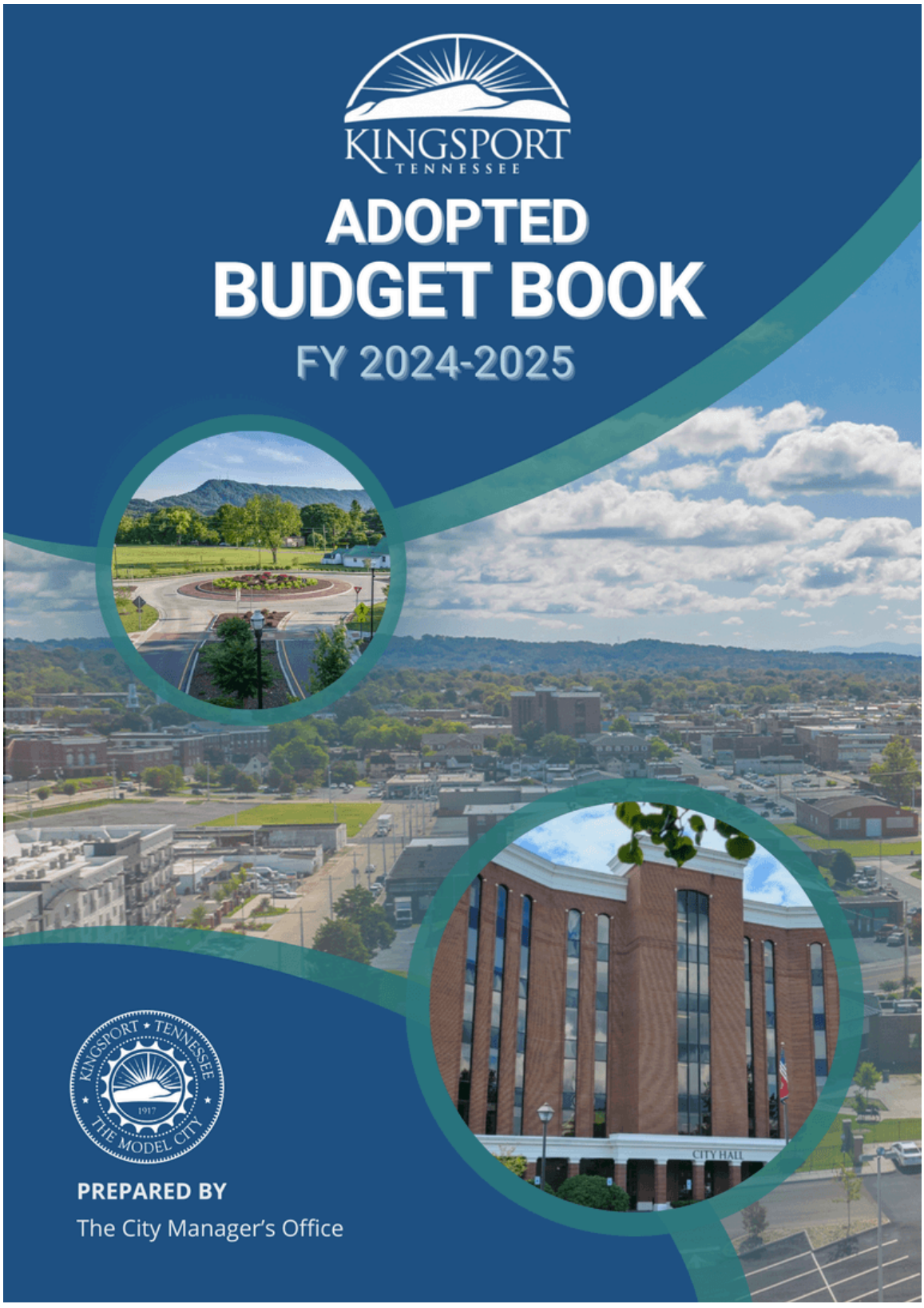
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INTRODUCTION


KINGSPORT
TENNESSEE
ADOPTED
BUDGET BOOK
FY 2024-2025
CITY HALL
KINGSPORT • TENNESSEE
1917
THE MODEL CITY
PREPARED BY
The City Manager's Office

Transmittal Letter

Honorable Board of Mayor and Aldermen:

In accordance with Article XV of the Kingsport City Charter, I am pleased to present the City Manager's recommended Fiscal Year 2024-2025 annual budget for the City of Kingsport.

The Fiscal Year 2024-2025 budget is balanced with no property tax increase. It has been prepared in accordance with the adopted financial policies of the Board of Mayor and Aldermen of the City of Kingsport. It includes adequate funding to maintain the City's high level of service and reflects the priorities of the Board of Mayor and Aldermen and community needs. General directives from the Board of Mayor and Aldermen included: that current revenues are sufficient to support current expenditures, service delivery to citizens continues to be maintained at least at current levels, and implementation of Phase 3 of the pay plan for employees. Departmental needs to provide desired services to the citizens were also considered.

The annual budget serves as a policy document, a financial plan, an operations guide, and a communications device for the City of Kingsport.

All departments of the City of Kingsport are required to submit requests for appropriation to the Budget Office, which are reviewed by the City Manager. The City Manager uses these requests as the starting point for developing a proposed budget. The City Manager then presents the proposed budget to the Board of Mayor and Alderman (BMA) for review by May 15th. In accordance with State Law, notification of annual budget appropriation ordinances must be published seven (7) days in advance of the first public hearing. The BMA is required to hold two public hearings on the proposed budget and is expected to adopt a final budget no later than June 30, the close of the City of Kingsport's fiscal year.

The FY 2024-2025 budget assumed a continued emphasis on personnel, implementing a 1% cost of living adjustment for all employees, along with funded step increases. The FY 2023-2024 budget established pay increases throughout the City, bringing all employee compensation up to market value. The market value was determined following a compensation study that began early in FY 2022-2023. This increase was implemented on July 1, 2023.

Economic Drivers

The City of Kingsport continues to be the "Model City" of Northeast Tennessee. With a larger than average industrial base, Kingsport remains the regional hub of employment while innovation continues to be our strong suit. Kingsport has a strong and proud industrial heritage spanning over 105 years. With an international airport, a crossing of two major US highways, traditional railway crossing north, south, east and west, and a plentiful water supply, Kingsport is suited for ample development opportunities for retail, housing, and industry.

The primary driver of our industrial base, Eastman Chemical Company, is expanding with an eye towards the future. With capital spending in the hundreds of millions, Eastman is currently building a methanolysis plant. With a capacity of 100,000 metric tons, the facility is expected to be "one of the world's largest plastic-to-plastic molecular recycling facilities", housing a process to break down post-consumer polyester scrap into chemicals.

Opened in 1916, our Domtar Paper Mill plant continues to innovate. In January 2023, the Kingsport mill officially became Domtar's first 100 percent recycled packaging facility. The mill is home to the second-largest containerboard machine in North America.

Despite the ongoing national inflation in goods and services and the challenges with supply chains, the City of Kingsport remains resilient and continues to experience robust growth. According to US Census data, from 2018 to 2023, the population of the City of Kingsport has grown from 52,698 to 56,150, or 6.55%. The State certified population used to allocate funding for various state shared taxes throughout FY 2024-2025 is 55,442. As residential development continues to expand our population numbers, planning for growth in services becomes more vital. As a result, this budget shows growth in investments in the infrastructure and services provided by the city. Investments in local infrastructure, such as roads, bridges, and sidewalks, as well as educational facilities, public safety facilities, the library, and multiple parks are major priorities in both short and long term planning. Continued investment in quality-of-life projects such as Bays Mountain Park & Planetarium, Riverbend Park, the Tribe Athletic Complex, and the Van Husk Dome help make Kingsport one of the most aesthetically pleasing communities in the region.

Kingsport is prepared to grow. Located next to the Tri-Cities Airport, Aerospace Park is still under development. The State of Tennessee, TVA, two counties, and three cities came together to create a 160-acre, build-ready site for maintenance and repair of any size of aircraft, ranging from corporate jets to commercial fleets. At build-out, Aerospace Park will be able to accommodate up to 2,000 jobs.

Tourism is also a key contributor to the local economy. Bays Mountain Park & Planetarium is one of the largest municipal parks in the nation. The 3,500 acre park features a picturesque 44 acre lake, a Nature Center with a newly renovated state-of-the-art Planetarium Theater, miles upon miles of hiking and biking trails, and Animal Habitats featuring wolves, bobcats, raptors, otters, reptiles, and more. With daily programs and events, the park attracts tourists from all over the nation. Bringing in tournaments and tourists alike, the Kingsport Aquatic Center is also a tourism generator for the region. The Kingsport Aquatic Center is the only facility within a 120-mile radius featuring three indoor pools, including a 50-meter lap pool and an outdoor waterpark featuring several water slides and a lazy river.

Opened in 2017, Brickyard Park is a 43 acre premier sports facility and community park. The park features four fenced and lighted baseball diamonds with ample grandstands and electronic scoreboards. In 2020, Kingsport opened up a fifth baseball field at Brickyard Park, Miracle Field, which was built to accommodate special-needs children. In 2022, the City opened the brand new Scott Adams Memorial Skate Park adjacent to Miracle Field and a bike park/pump track was added later in 2023.

Kingsport's economic stability, sound budgeting, and solid financial practices were recognized in 2023 with Standard and Poor's reaffirming its AA bond rating for the City and Moody's Investors Services reaffirming an equivalent Aa2 rating. These ratings will be renewed in January 2026 when the city prepares its next bond issuance.

General Fund

The General Fund consists of the departments most frequently associated with local governments, such as public safety, street maintenance, building inspection, land planning and zoning, parks, and administrative and leisure services. The primary objective of the General Fund budget is to communicate the processes of funding and implementing the dependable municipal infrastructure and the quality professional services our community has grown to expect here in Kingsport.

General Fund Revenue

The General Fund adopted revenue for FY 2024-2025 is $99.59M. The original revenue budget for FY 2023-2024 was $95.16M. This represents a $4.43M increase, or 4.6%.

Property Tax

- Projected to bring in $44,305,500 in FY 2024-2025, property tax is the largest revenue source for the City of Kingsport and accounts for nearly 45% of General Fund revenue. The total Property Tax budget for FY 2023-2024 was $42,874,730. Property Tax projections were hit extra hard in FY 2023-2024 due to a State Law concerning an appraisal ratio implemented on Tangible Personal Property and State Assessed Utilities. We were hit extra hard by this Appraisal Ratio, which is where the state compares property appraisals with actual property sales. This is determined on a county by county basis. A percentage is determined by taking the average appraised property value and dividing it by the average property sales value, and that percentage is applied to both Personal Property, which is assessed by the county every two years, and utility parcels, which are assessed by the state every two years. The ratio for the Sullivan side was determined to be 66.71% of appraised value, which cost us $3,648,450, and for the Hawkins side it was 69.21%, which only cost us about $24,405. The intent of this State Law is to "keep the tax rate fair" between personal and real property. However, it cost Kingsport millions in real revenue loss.

Sales Tax

- Local option sales tax is the second-largest revenue source and accounts for roughly 25% of General Fund revenue. Historically, staff have assumed a 1.5-2.0% growth rate for Local Option Sales Tax collections during a given year. However, due to our growing population and an increase in online sales, sales tax has grown at an incredible pace since the pandemic. Although growth has not slowed, staff continues to be conservative with revenue projections and budget amendments are introduced as increases materialize.

- In FY 2024-2025, staff continued the conservative approach of budgeting Local Option Sales Tax at less than FY 2023-2024 projected collections. Inflation has had a positive impact on Sales Tax collections, but at this point we are not anticipating continued inflation in the prices of goods and services. Due to conservative budgeting and a strong General Fund Undesignated Fund Balance, we could sustain current operations in the event of an economic downturn.

- Adjustments to other revenue sources were also established in the FY 2024-2025 budget. Revenue brought in from licenses and permits, recreation fees, court fines and forfeitures, and Motel-Hotel tax has been budgeted to expand for a second time since the pandemic. Most revenue lines in these areas were reduced anywhere from 35%-75% during the pandemic. Similar to FY 2023-2024, the FY 2024-2025 budget projects continued growth in these revenue generators, which were hit the hardest by the pandemic. All venues and city functions appear to have shed the negative impacts of the pandemic and are back to full capacity. The staff understands the national economy is still shaky, so all revenue lines will be closely monitored and adjusted as necessary throughout the fiscal year.

General Fund Expenditures

The General Fund adopted expenditures for FY 2024-2025 is $99.59M. The original budgeted expenditures for FY 2023-2024 was $95.16M. This represents a $4.43M increase, or 4.6%.

Personnel

- In FY 2020-2021, the pay plan was temporally paused, and no step increase was given to employees. Hiring during the pandemic was not easy. Vacant positions were becoming an issue and upon assessment, staff established adjusting scales and ranges to be more competitive in the region was the top priority. In March 2021, the pay plan was increased 2% across all funds. In FY 2021-2022, the pay plan was increased an additional 2% across all funds and the 17-step scale was adjusted to a 20-step scale. All entry level positions were adjusted between 7.5% to 22.5%. Adjusting entry level positions allowed us to compete with other local employers, but pay still needed to be addressed for all employees. In FY 2022-2023, phase two of the pay plan study was again the top priority and a 12 cent property tax increase was implemented to provide an additional 5% across all funds and qualifying full-time employees received a step on the pay scale. Following the completion of the compensation study, a new, simpler pay scale was developed and all positions and titles were assessed. The FY 2023-2024 pay plan implements this new 20-step scale and employees were placed on the new scale at market value. Changes to the pay plan and benefits over the 27-month period have increased personnel costs 25%. For FY 2024-2025, the city will implement a 1% COLA plus a step on the pay scale for all qualifying full-time employees.

Retirement Plan

- In FY2010-2011, the City of Kingsport voted to stay with the Tennessee Retirement Consolidated System with a 5% contribution for new employees hired after July 1, 2011. In FY 2012-2013, the City selected ICMA's Defined Contribution plan for employees hired after July 1, 2012. All new hires were initiated into the ICMA's Defined Contribution plan at 5%, with the city matching up to 8% of employee investment. In FY 2021-2022, the City of Kingsport voted to reenter TCRS for newly hired employees beginning January 1, 2023. The new TCRS Hybrid Retirement plan is a mixture of a 401k and a pension and will provide newly hired employees with a defined benefit upon retirement. This change has helped retain and recruit new employees.

Staffing Levels

- Although many positions were restructured and/or reclassified, none were added to the FY 2021-2022 budget. However, a Building Inspector and a Business Development Specialist were added to the FY 2022-2023 budget. In FY 2023-2024, a total of nine positions have been added to the budget, including 8 School Resource Officers and a Code Enforcement Officer. The City will also absorb the full cost, previously split with the school system, for School Resource Officers due to an SRO grant from the State of Tennessee. The total number of full-time employees in the FY 2023-2024 budget is 804. City administration is reviewing options which include the use of more part-time employees, temporary workers, and/or volunteers as a possible way to meet increased service demands. Restructuring through attrition is the preferred method of organizational change.

Operating Expenses

- Due to inflation and increases in personnel costs, operating budgets have been monitored closely over the last few years, and the FY 2024-2025 budget is not different. An increase in electric rates that was established by AEP in late 2022 has increased operating expenses for the city. The prices of new vehicles and equipment are consistently exceeding projected replacement costs. This has hampered the growth of other operations. Overall, operating budgets have increased across General Fund departments by 15% over the FY 2024-2025 budget.

Capital Outlay

- Due to budget strains caused by the State Appraisal Ratio placed on Tangible Personal Property and State Assessed Utilities, there was a significant decrease in Capital Outlay lines for FY 2023-2024 and going forward into FY 2024-2025. Capital Outlay was funded at $494,200 in FY 2022-2023. Purchases in FY 2022-2023 included police equipment, mowing/landscaping equipment, and computer/video equipment for various departments. Capital Outlay budgets totaled $307,000 in FY 2023-2024 and included monies for equipment purchases for Police Patrol, Leisure Services, Information Technology, and the Building & Codes Department. For FY 2024-2025, Capital Outlay is budgeted at $160,500, to purchase equipment for several departments, such as Police Patrol, Leisure Services, and Information Technology.

Internal Service Funds

The City of Kingsport has four (4) Internal Service Funds: Fleet Maintenance, Risk Management, Health Insurance, and Retirees Health Insurance. These departments are funded by various other city departments.

Fleet Maintenance

- Increased prices and prolonged wait time for replacement vehicles and parts has brought constant revisions to Fleet Maintenance projections. Over the last 36 months, many city vehicles have been well past their replacement date by the time of delivery. Older vehicles require more maintenance, but replaced vehicles are sold or traded during the replacement purchase. Total Fleet Maintenance costs have increased from $11,375,300 in FY 2019-2020 to $15,209,484 in FY 2024-2025.

Health Insurance

- The City maintains a self-insured health insurance plan, administered by Blue Cross Blue Shield. In the past, the City and the employees shared the cost of health insurance premiums on a 70/30 percentage split. In an effort to stabilize the cost of benefits for employees, a planned increase to the city's contribution to health insurance began January 1, 2022; establishing a 75/25 percentage split. Staff have consciously considered the cost of benefits for the employee during the multi-year pay plan adjustment. Although the cost of providing Health Insurance has increased, the cost to the employee has not.

- A major part of the overall Health Insurance strategy for the City of Kingsport has been the Wellness Clinic. In FY 2012-2013, the City opened a Wellness Clinic for employees, retirees, and dependents. The clinic provides healthcare for those that are on the city's insurance plan and is managed by My Premise Health. The clinic has shown major cost savings to the Health Insurance fund. While many are experiencing increases in the cost of providing health insurance for their employees, the City of Kingsport has seen a minimal increase overall in the Health Insurance fund. This is due to the prescription savings at the clinic, aggressive stop-loss insurance and a strong discount program through Blue Cross/Blue Shield.

Long Range Financial Plan

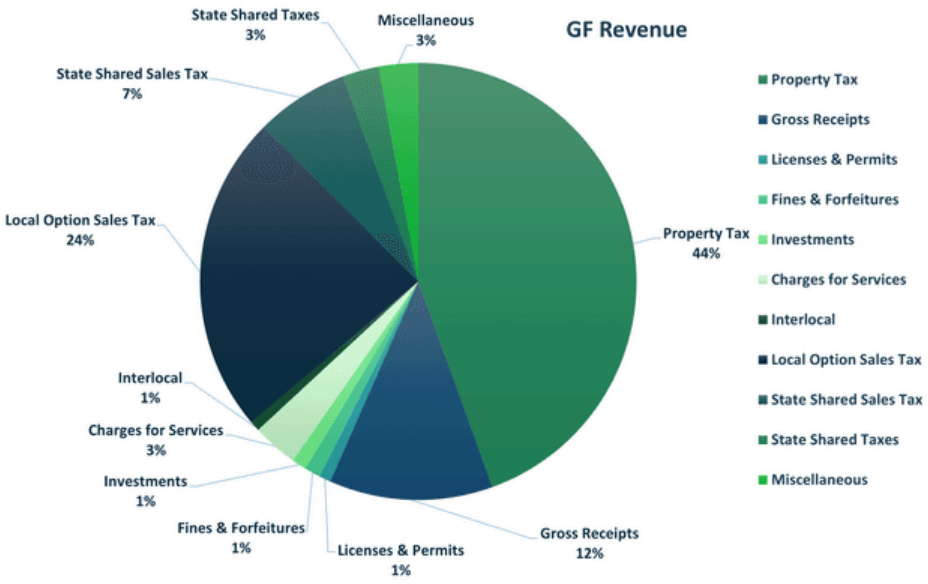
The City of Kingsport has adopted a comprehensive set of financial policies to guide its operations. One of the primary policies that has given the City the flexibility to address cash flow and emergency needs and to take advantage of significant grant opportunities that have matching requirements is the adoption of a General Fund Unassigned minimum balance policy of 15% of General Fund expenditures, with a further restriction that the City will not fund any recurring operating expenditures with the use of one-time revenues. Funding for the water and sewer consists of gradual annual rate increases and savings realized from declining annual debt service expenditures. This strategy is utilized to provide an annual funding source for non-major capital expenditures and to reserve issuance of new debt obligations for large major capital projects. The financial policy, fund balance policy and investment policy are located within the *Financial Policies* section.

As part of the City's annual budget, the Board of Mayor and Alderman (BMA) re-evaluate the adopted five-year Capital Improvement Plan (CIP) for utilities, general government, and school related activities to address needed improvements to existing city facilities, roads, bridges and infrastructure. In FY 2023-2024, the City issued bonds in the amount of $61,945,000. The breakout was $40,770,000 for general governmental projects, $11,425,000 for sewer projects and $9,750,000 for water projects. The biggest projects funded from this issue are DB Dome Replacement at $21,000,000; Justice Center Expansion at $13,400,000; combined water and sewer line relocation related to the State's Memorial Blvd Project at $7,500,000; Library Renovation at $4,400,000 and combined water and sewer lines for the Fieldcrest Annexation area at $3,700,000. The next bond issuance is planned for Spring 2026 to coincide with a property tax reappraisal year. It will fund a new elementary school.

The Major Capital Projects Summary of the major projects planned for FY 2024-2025 can be found under *Capital Improvements*. The impact of the Capital Improvement Plan on future budgets can be found under *CIP*. The Summary of the full *Five-Year Capital Improvement Plan* where projects are listed by funding source can be found within the same section.

The debt service principal payments in FY 2024-2025 for all funds total $16.37M. A summary of principal and interest payments due in FY 2024-2025 can be found under *Debt*. Due to a self-imposed policy of not borrowing more than debt being rolled off, there is very little impact on the operating budgets due to principal and interest payment increases. The long-term impact of the bond issues is shown in detail under *Total Debt Summary*.

Revenues



General Fund

The General Fund has two major sources of revenue: sales tax and property tax. Property tax revenue funds 44% of the General Fund budget and sales tax revenue funds 24%. The city has worked diligently to diversify the revenue stream by implementing the American Electric Power (AEP) Franchise fee and a sanitation fee to offset the elimination of Hall Income Tax revenue.

For FY 2024-2025, total property tax revenue is projected to come in at 98% of assessed value and the budget for Local Option Sales Tax is projected slightly over revised FY 2023-2024 projections.

In FY 2024-2025, the American Electric Power (AEP) Franchise Agreement accounts for $5.5 million in project and operational revenue or 5.5% of the General Fund Revenue budget. Traditionally, this funding source has been used to create project funds for paving, aesthetics, economic development, sidewalk enhancements, downtown enhancements, and extended mowing. In FY 2020-2021, many of those projects were funded through leftover project funds from previous years and nearly $3 million was used to help balance projected revenue shortfalls in the General Fund. AEP funding was restored in the FY 2021-2022 budget to fund intended projects and operations. Although some of these funds have been used for operating and debt expenses, over $3.5 million of these funds will be transferred to Street Resurfacing, Aesthetic Improvements, Sidewalk Improvements, and Enhanced Landscaping. Amounts for these projects can be found under the *Capital/Grant Project Ordinance Fund Summaries*.

Regional Sales Tax Fund

This fund was established to account for revenues from the 0.25% Regional Sales Tax levy. Funds help support the Meadowview Convention and Conference Center, Cattails Golf Course, and the Kingsport Aquatic Center. Details about the Regional Sales Tax Fund can be found by name under the *Regional Sales Tax Fund Summary* section.

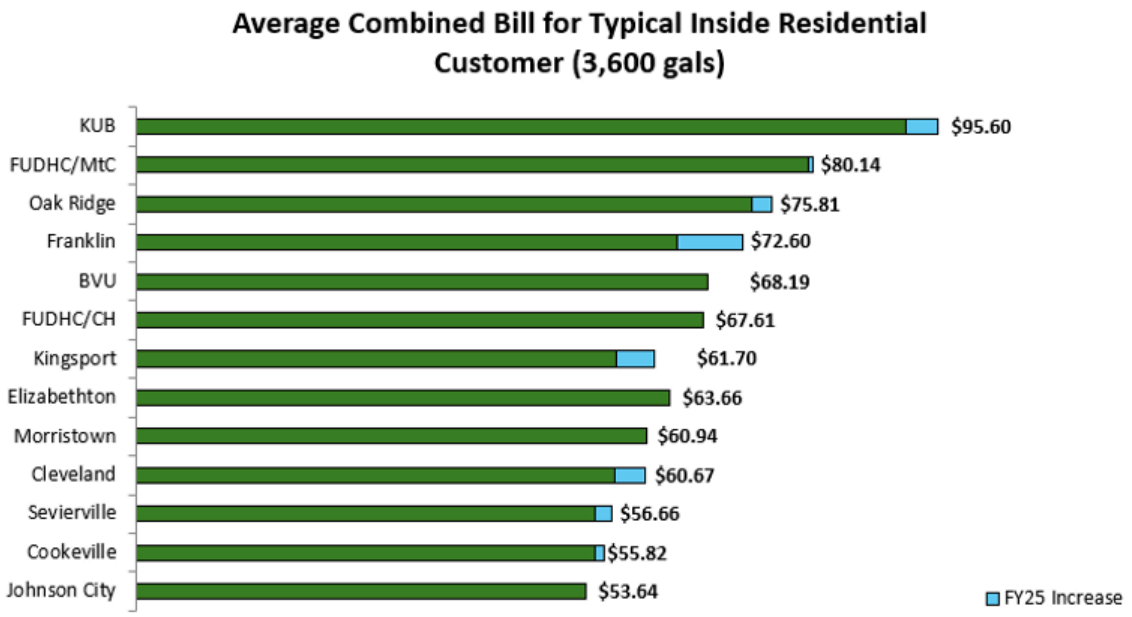
Water and Wastewater Funds

The customer base for water and sewer utilities remains relatively flat, but usage since March 2020 has increased 5.3%. There was a 4.75% increase in water rates for customers living inside or outside the corporate limits and there was a 6.5% increase in sewer rates for customers living inside and outside the corporate limits for FY 2024-2025.

In previous years, rates in the water and sewer funds would vary significantly from year to year. One purpose in developing the Water Fund and Wastewater Fund Multi-Year Capital, Operating and Maintenance Plans was to project anticipated future expenses and rates. This helps to smooth out rate increases.

The multi-year capital and operating plans for the Water and Wastewater funds continue to be implemented. Critical infrastructure needs are being addressed in a logical, planned manner. Using a loan from the State Revolving Fund (SRF), the City has begun major renovations at its water and sewer plants. Improvements to the water and sewer system will continue to be made.

The following graph compares the water & sewer rates with other cities:



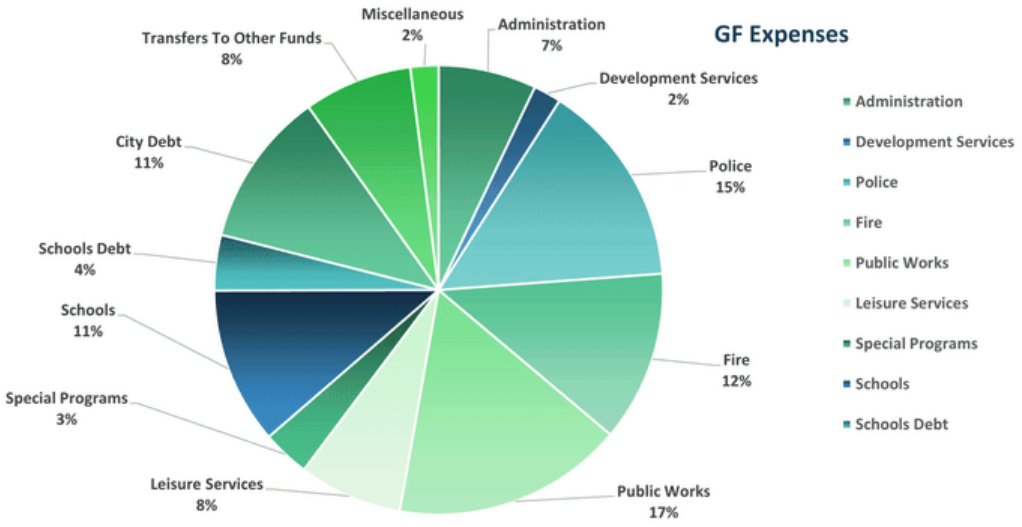
Solid Waste Fund

The Solid Waste Fund is an Enterprise Fund, but was historically subsidized almost entirely by the General Fund. In FY 2016-2017, an $8.00 sanitation fee was adopted to reduce the General Fund subsidy. In FY 2019-2020, the Board of Mayor and Aldermen voted to temporarily suspend the recycling program. The subsidy for FY 2021-2022 was 47%. Staff will continue to monitor the recycling market and when it becomes feasible, the recycling program will resume. Landfill Tipping Fees were raised from $32 per visit to $35 per visit in FY 2021-2022. There were no changes to rates or fees in the FY 2022-2023 budget. The Landfill Tipping Fees were increased from $35 per visit to $40 per visit for FY 2023-2024. For FY 2024-2025, the minimum Landfill Tipping Fee decreased to $30 per visit for any vehicle weighing less than 1,000 lbs. However, for vehicles weighing 1,000 and over, the tipping fee has increased to $60 which is then calculated on a per-ton basis at a "per-ton" rate.

Other Funds

Other than the increases in the Water & Sewer rates, there were no changes in fees charged within the rest of the Enterprise Funds. The Stormwater Fund has remained constant since it was established in FY 2011-2012. The Aquatic Center Fund, Meadowview Conference Center Fund, and Cattails Golf Course Fund will continue to be subsidized by the .25% Regional Sales Tax Fund established in FY 1992-1993. More detailed information on these funds may be found under the *Fund Summaries* section of the budget document.

Expenditures



General Fund

The General Fund Budget is balanced. The General Fund provides funding for many services, including public safety, recreation, and general services. Personnel accounts for nearly 45% of General Fund expenditures. School Maintenance of Effort and Debt Service accounts for nearly 15% of General Fund expenditures. General Fund Expenditures are estimated to be $99.59M which is an increase of nearly 4.4% compared to last year's original budget.

School Funding

The City of Kingsport operates its own city school system. The majority of the revenues for the school system were previously derived from the State of Tennessee (about 33%) and Sullivan County (about 33%). In FY 2017-2018, Sullivan County reduced its contribution to the schools MOE by $644,000 and to the schools capital by $1,136,912. In FY 2024-2025, the City General Fund will contribute $15.9M. This includes the additional $644,000 the County reduced to the school system. Of this amount, $11.25M is contributed to the School Fund for general operations and $4.52M is allocated for debt service.

The school funds are shown in the budget as a total, since the Board of Mayor and Aldermen does not have the authority to allocate funding within the various budget codes of the school system.

Regional Sales Tax Fund

This fund was established in FY 1992-1993 to build and support the Meadowview Convention and Conference Center and Cattails Golf Course. The original debt for the Meadowview Conference Center was retired in Fiscal Year 2007-2008, but the need for continued financial support for operating contributions and provisions for long term maintenance and expansion of the facilities will continue.

In FY 2010-2011, the city used the debt service savings from the retired Meadowview Convention and Conference Center and Cattails Golf Course debt to build the Kingsport Aquatic Center.

The Regional Sales Tax Fund is estimated to be $5M in the upcoming fiscal year. The fund continues to subsidize the Meadowview Conference Center Fund and Cattails Golf Course Fund, but now also subsidizes the Aquatic Center Fund. Subsidy amounts can be found in the *Regional Sales Tax Fund* narrative under *Fund Summaries*.

Meadowview Fund

The total fund is estimated to be $2.63M. Although there are some revenues generated by the operation of the conference center, the Regional Sales Tax Fund subsidizes nearly 87% of all revenue. The City contracts with Marriott Corporation for the day-to-day management and marketing services of the conference center.

Cattails Fund

The total fund is estimated to be $1.43M. Contributions from the General Fund to Cattails ceased in Fiscal Year 2003-2004 when it was determined that payment of the debt service contribution could be made from Regional Sales Tax revenues. Cattails is operated and managed by Marriott Golf.

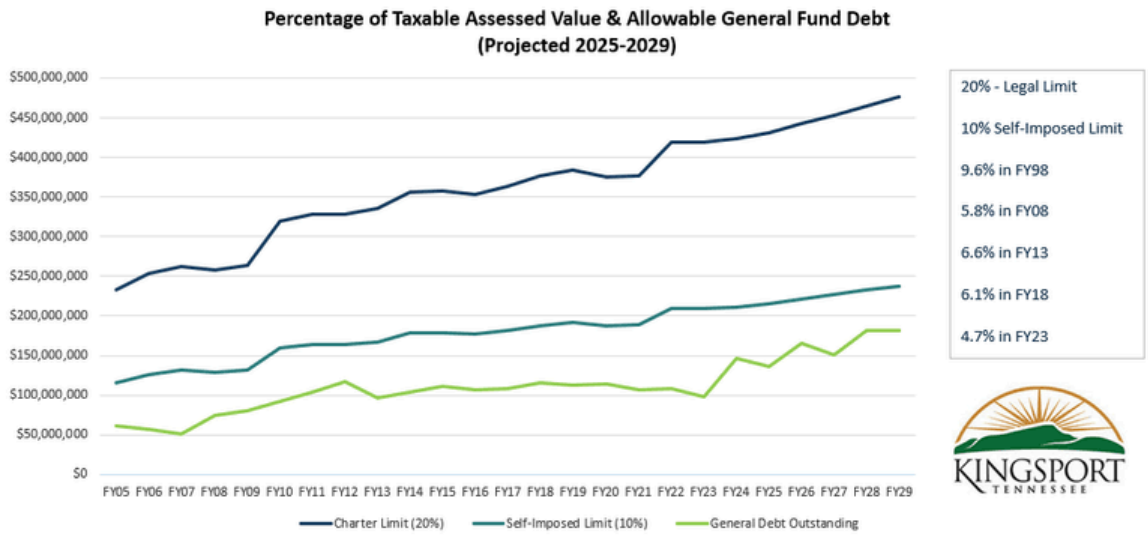
Water and Sewer Funds

The major expenditures for both of these enterprise funds are debt service, operations, and personnel.
The Water Fund expenditure is estimated to be $18.89M.
The Sewer Fund expenditure is estimated to be $20.26M.

Solid Waste Fund

The total Solid Waste Fund expenditures are estimated to be $6.76M. In FY 2015-2016, approximately 87% of its revenue was from the General Fund in order to provide the services. In FY 2016-2017, the Board of Mayor & Aldermen adopted an $8.00 sanitation fee to reduce the subsidy from the General Fund. This reduced the subsidy from the General Fund to approximately 47%. In FY 2019-2020, the Board of Mayor & Aldermen suspended the Recycle program due to the diminished market value of recyclables.

Debt, Debt Service, & Bond Rating



The recommended bond issuance across all funds for FY 2023-2024 was $41,400,000. Capital projects are generally planned according to the debt service rolling off each year. Due to a school purchase from Sullivan County, the planned reorganization of three city school facilities will require major renovations over the next three to five years. Planned debt will increase during that period.

General debt issued by the City is subject to debt limitations imposed by the City Charter. The total bonded indebtedness of the City shall not exceed twenty percent (20%) of the assessed value of the taxable property of the City according to the most recent complete assessment. In determining the debt applicable to the legal debt limit, the following types of debt are excluded:

-General obligation bonds payable out of the revenues of any public utility
-All bonds payable out of special assessment proceeds
-Tax anticipation bonds and notes

The Board of Mayor and Aldermen maintains a board policy that the general obligation bonded debt will not exceed ten percent (10%) of the assessed value of the taxable property.

The details of the City's Debt Management policy can be found under the *Financial Policies* section of the budget book.

A detailed analysis of the debt position, debt service requirements and bond rating of the City is in both the *Debt Service Fund Summary* and the *Debt* sections of the budget book.

Moody's bond rating for the City of Kingsport is Aa2 and S & P gave the City AA rating in FY 2022-2023, which remains the highest rating we have ever achieved. No debt was issued in FY 2024-2025. Debt is at a very manageable level.

Additional Information

Budget Contents

The Strategic Plan adopted by the Board of Mayor and Alderman can be found under the **Strategic Plan** under the Budget Overview section. Budget priorities, department narratives, and global measures are all linked to the Strategic Plan.

Budget Book Locations

Copies of the budget and the CIP are available for public inspection at the Kingsport Public Library and the Offices of the City Manager and City Recorder. A copy of the budget and CIP are on the City of Kingsport's website, **kingsporttn.gov/government/city-budget/**, or may be viewed directly at **city-kingsport-tn-budget-book.cleargov.com/13919**.

Overall Budget Position

The FY 2024-2025 Budget has been thoroughly reviewed and will be adequate to maintain operational standards for the departments and maintain the level of service our citizens have grown accustomed to receiving.

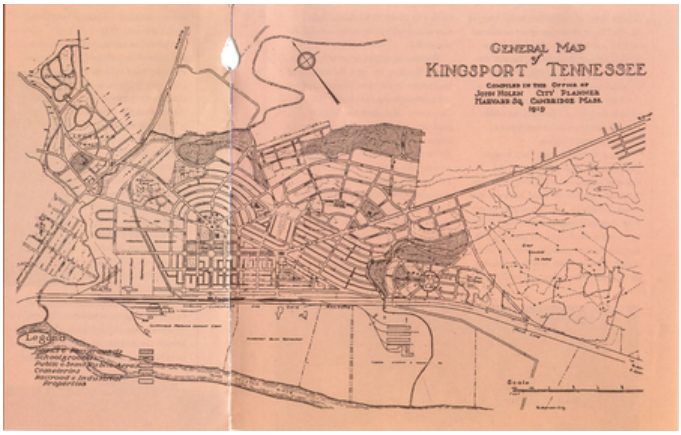
Sincerely,



Chris McCartt
City Manager of the City of Kingsport

Kingsport History

Situated among the Appalachian Mountains, Kingsport, Tennessee is located in the northeast corner of the state, near the Virginia border. Kingsport has a rich history that traces back to its strategic location along the Holston River. Initially inhabited by Native American tribes, it became a key area during early American settlement. The city's name is derived from "King's Port," referencing its function as a river port for local settlers and merchants in the 1700s. In 1775, Daniel Boone's Wilderness Road passed through the area, further establishing Kingsport as a transportation hub.



Nolen Plan-Archives of the City of Kingsport

During the 19th century, Kingsport remained a small but significant community, playing only a minor role in the Civil War. However, in the early 20th century, Kingsport underwent rapid industrialization and urban planning, culminating in the city charter in 1917. Kingsport became one of the first professionally planned and privately financed cities in the nation, designed by renowned city planner and landscape architect John Nolen of Cambridge, Massachusetts. His innovative plan featured distinct zoning, green spaces, and efficient infrastructure, earning Kingsport the nickname of the Model City. Due to its strategic location and abundant natural resources, the city experienced significant industrial growth around 1920, a legacy that remains a cornerstone of the local economy today.



Downtown Kingsport with a view of Bays Mountain

The city continued to expand throughout the 20th century, fostering a blend of industrial growth and community life. Today, Kingsport is known for its natural resources, unique history, planned urban design, and its role as a regional center for industry, culture, and education in Northeast Tennessee.



Kingsport, TN History Mural

BMA, Leadership & Management Teams

FY 2024-2025 BOARD OF MAYOR & ALDERMEN

Paul Montgomery
Mayor

Darrell Duncan, Vice-Mayor
Colette George, Alderman
Morris Baker, Alderman
Betsy Cooper, Alderman
James Phillips, Alderman
Gary Mayes, Alderman

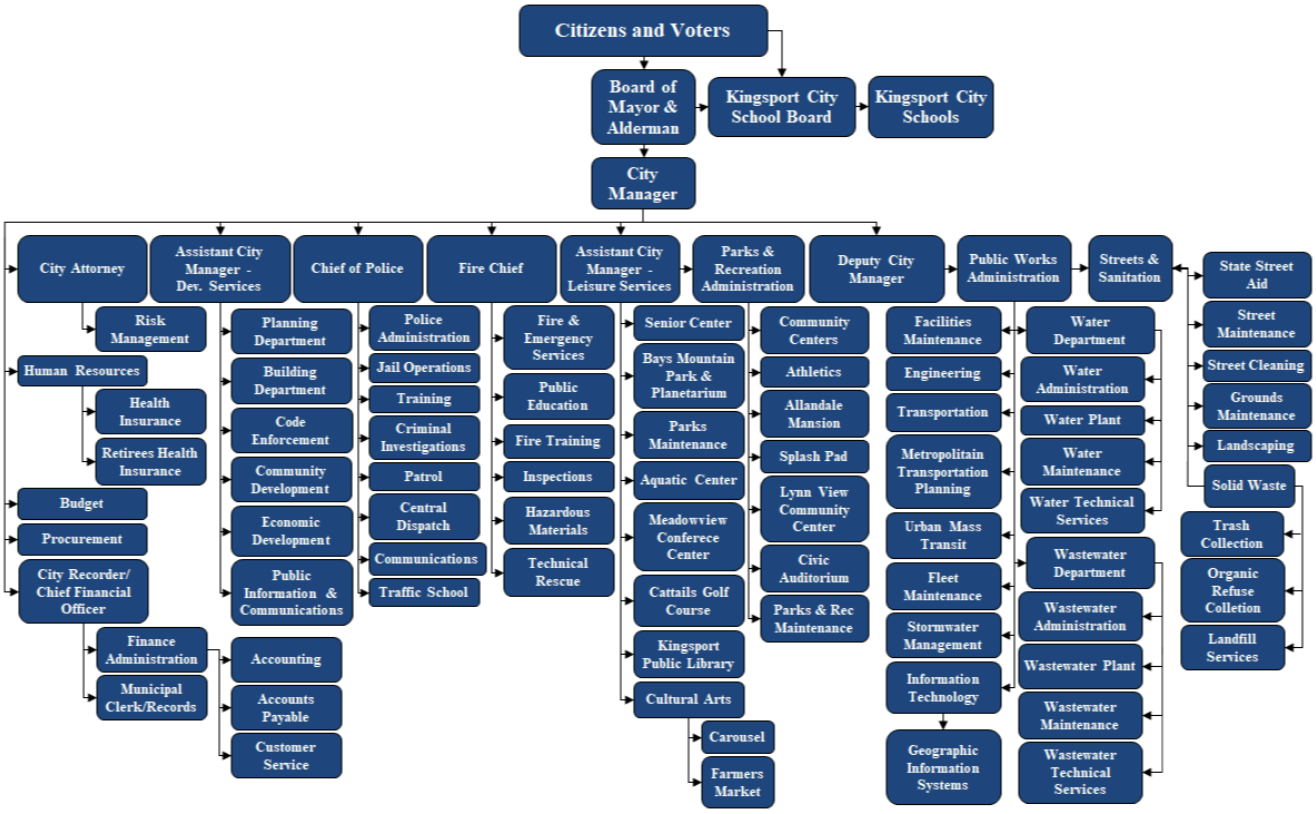
CITY ADMINISTRATION AND LEADERSHIP TEAM

Chris McCartt, City Manager
Ryan McReynolds, Deputy City Manager
Michael Borders, Assistant City Manager – Leisure Services
Jessica Harmon, Assistant City Manager – Development Services
Lisa Winkle, City Recorder/Treasurer
Rodney B. Rowlett III, City Attorney
Dale Phipps, Police Chief
Scott Boyd, Fire Chief
John Morris, Budget Director
Tyra Copas, Human Resources Director
Floyd Bailey, Chief Information Officer
Adrienne Batara, Public Information & Communications Director

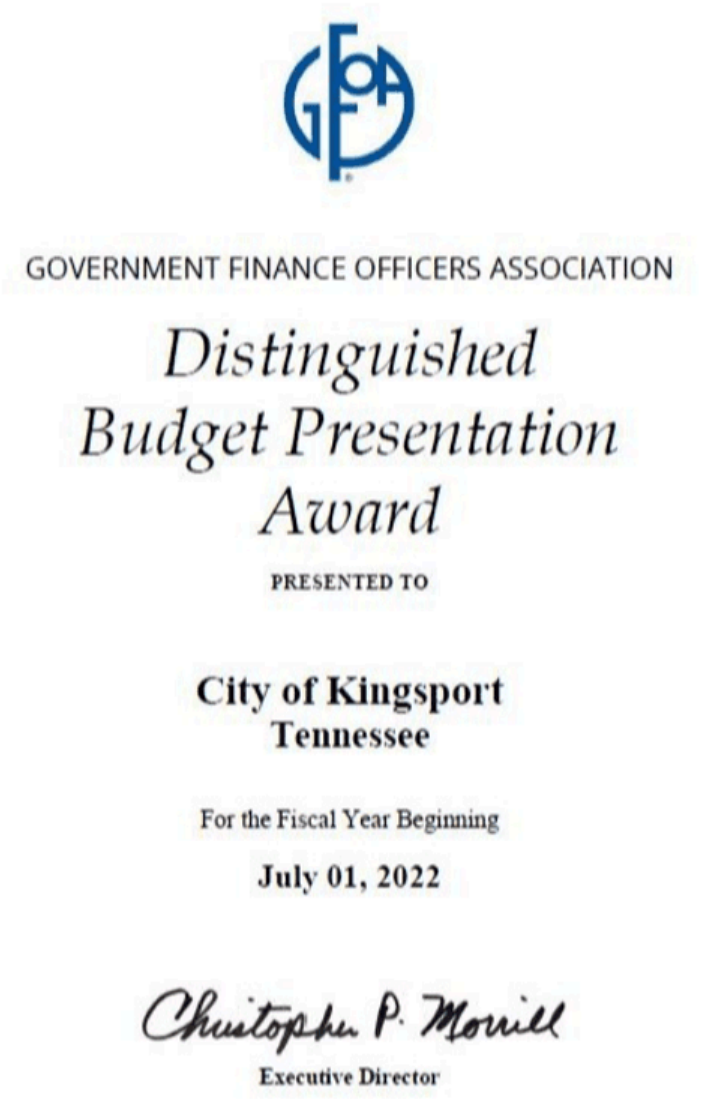
FY 2024-2025 MANAGEMENT TEAM

Niki Ensor, Utility Director
Michael Thompson, Public Works Director
Chad Austin, Assistant Utility Director
Hank Clabaugh, City Engineer
Tim Elsea, Assistant Public Works Director
Kitty Frazier, Parks & Recreation Manager
Jake White, GIS Manager
Jason Bellamy, Deputy Police Chief
Chris Campbell, Public Transit Manager
Tom Hensley, Assistant Utility Director
Shirley Buchanan, Senior Center Manager
Justin Quillen, Police Captain
David Chase, Deputy Fire Chief
Brent Morelock, Procurement/Contract Manager
Christy Bemrich, Accounting Supervisor
Chassy Smiley, Parks & Rec Superintendent
Ken Weems, Planning Manager
James Carter, Deputy Fire Chief
Keith Bruner, Chief Building Official
Emma Muller, Accounting Supervisor
Jim Hensley, Traffic Manager
Terry Arnold, Assistant Fire Chief
Sean Chambers, Police Commander
Chris Tincher, Police Captain
Steve Leonard, Fleet Maintenance Manager
Casey Applebaum, Interim Library Manager
Kristen Steach, IT Solutions Manager
Harvey Page, Field Operations Manager
Meagan Krager, Bays Mountain Park Manager
Kirby Walker, Utility Plant Manager
David Armenta, Instrument & Control Specialist
Greg Willis, Streets Manager
Kristen Hodgson, Risk Manager
Karl Berry, Facilities Maintenance Superintendent
Rodney Deel, Sanitation Manager
Brandon Stanley, Deputy Fire Chief
Wendy Terrazas, Aquatic Manager
Tonya Fletcher, Human Resources Administrator
Scott LaNasa, Accounting Supervisor
Lesley Phillips, MTPO Coordinator
Sarah Valk, Assistant City Attorney
Tamra Rossie, Grounds/Landscaping Manager
Eric Vermillion, Utility Plant Manager
Rodney Pierce, Lab Technician
Angela Marshall, Municipal Clerk
Zach Drozdowski, Leisure Services Maint. Manager
Michael Wessely, Benefits Administrator
Christopher Vandagriff, Fire Marshall
Cynthia Johnson, Transit Superintendent

City-Wide Organizational Chart



GFOA Distinguished Budget Presentation Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Kingsport for its annual FY 2022-2023 budget. The City received this award on December 17, 2022.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Budget Priorities

The top priorities of the FY 2024-2025 budget are putting the pandemic behind us and getting back to business as usual, remaining competitive in the local labor market with employee pay and benefits, upgrading city infrastructure, and spurring economic development, both residential and commercial. The City had focused on increasing the Fund Balance in its General Fund throughout the pandemic to protect itself from possible revenue shortfalls.

Employee Pay

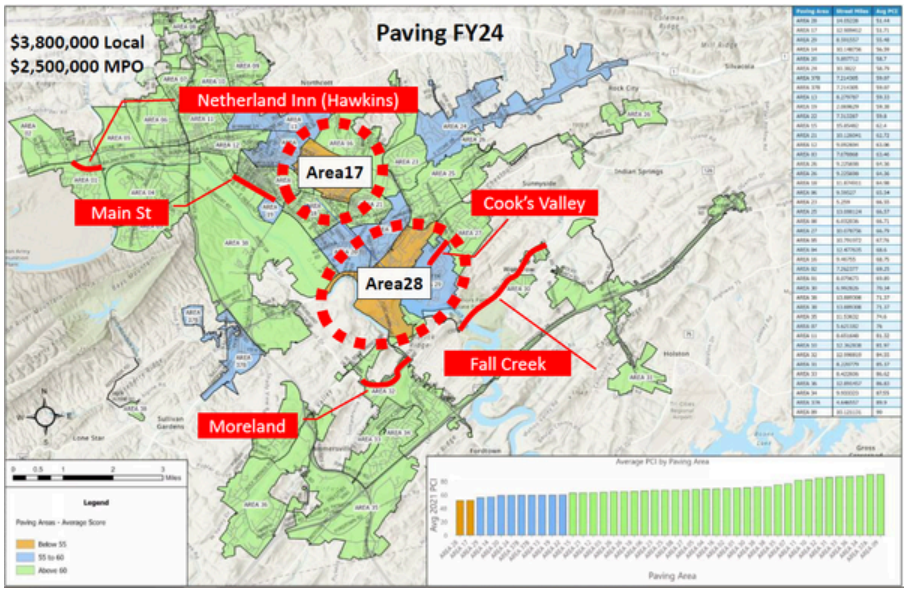
A tight and very competitive labor market has been a challenge for the City of Kingsport since the beginning of the pandemic. There were no pay increases in the original FY 2020-2021 budget, but a 2% COLA was established across all funds beginning in March 2021. All steps in the pay plan were held throughout FY 2020-2021. The FY 2021-2022 budget established another 2% COLA across all funds for all full-time employees beginning July 1, 2021. The city was still experiencing staffing shortages in specific areas, so to remain competitive with other area employers, positive adjustments were made for all entry level positions, such as Maintenance Workers, Equipment Operators, Library Assistants, and CDL Drivers. Another 5% COLA and a step on the pay scale was approved for all qualifying full-time employees beginning July 1, 2022 in the FY 2022-2023 budget. Over the past year, the Human Resources department has performed a complete audit of the pay structure used by the City of Kingsport. A new pay scale was developed and positions were audited individually to insure competitive wages for quality employees. For the FY2023-2024 budget, the newly developed Pay Plan has been implemented with a whole new pay scale. A 1% COLA and a Step increase for all qualifying full-time employees will begin on July 1, 2024, for the FY 2024-2025 budget.

Employee Health Insurance

The City maintains a self-insured health insurance plan, administered by Blue Cross Blue Shield. The City and the employees share the cost of health insurance premiums on a 70/30 percentage split until a planned increase in the city's contribution to health insurance began on January 1, 2022, which established a 75/25 percentage split. There will be no increase to the city's contribution to health insurance for FY 2024-2025.

Infrastructure

The Board of Mayor and Aldermen have continued to focus on infrastructure for several years now: water, sewer, storm water, and roads. An initiative called, “Pave Kingsport” is in the fourth year of a multiphase plan to get all local roads on an industry-standard 25-year paving cycle. The plan is data-driven, based on need, and is divided into three broad categories: neighborhoods, main roads, and spot repairs. The image below shows priority areas in red. Funding is in place for the priority areas to be repaved in FY 2024-2025. You can learn more at PaveKingsport.com.



Economic Development

Another focus of the Board of Mayor and Aldermen has been the need for housing development. In FY 2020-2021, a full assessment of the development process was reassessed. Policies were modernized throughout the Planning Commission, the Planning Department, and the Building & Codes Department to help make the process of project application to project completion as easy as possible. The application processes were streamlined and an online application process was initiated.

The final piece of this puzzle was reestablishing the Economic Development Director position into the General Fund. This position was previously city funded, but had been reporting to the Kingsport Economic Development Board since FY 2019-2020.

In FY 2022-2023, with nearly $2.8 million budgeted for street resurfacing and more than 2,000 housing lots currently under development, these priorities are at the forefront. In FY 2021-2022, our Engineering, Planning and Building departments were extremely busy and although development slowed down in FY 2022-2023, we expect national relocation trends to continue growing our population throughout FY 2024-2025.

Other Major Priorities for FY 2024-2025

The budget proposal, which was considered in May, was built accordingly. Assumptions are based on economic conditions, internal efficiencies, and external factors beyond our control (new legislation, county decisions that trickle down, etc.) Due to unforeseen effects on the economy from the pandemic, the following priorities were established in the FY 2023-2024 budget.

- Maintain excellent city services.
- Renovate the Justice Center – past investment, grants, bonds, and a county contribution will all help fund this improvement to our city courts, police facilities, and jail - $8.5 million will be bonded to fund this renovation.
- Improve infrastructure - $3.8 million in AEP revenue allocated to paving along with a $2.6 million bond issuance to make improvements to the Greenbelt, Pedestrian Bridge, Convenience Center, Clinchfield Street/Eastman Road bridge work and a Public Works Facility re-design.
- Improve Communications with citizens – $65k continued for the “This is Kingsport” communications campaign and upgrades to the city website.
- Upgrade City School facilities - $21 million bond will help upgrade the Dobyns Bennett High School Dome.
- Improve animal control – Petworks subsidy increased from $300k to $350k.
- Workforce development – training budgets increased in all departments, funding was also instated to maintain Police & Fire accreditation levels and certifications.
- Improve Cybersecurity – $900k for annual computer software and maintenance (increased $200k)
- Renovate the Public Library - $1.5 million in ARPA funding along with a $4.4 million bond will be used to fund upgrades and improvements to the Library.

Property Tax Rate

Tax year 2023 was a scheduled ratio adjustment between the Sullivan & Hawkins County portions of the city:

- Every four years, Tennessee counties conduct property reappraisals.
- Every 20 years, the property tax rates for both the Sullivan and Hawkins county portions of the city are equalized. The tax year 2021 rate for FY 2021-2022 was equalized by the state at $1.8783.
- The tax year 2022 rate for FY 2022-2023 was increased to $1.9983.
- State law requires an equalized tax rate to be established (unless a tax increase is advertised).
- The property tax rate was published and adopted at $1.9983 for both the Sullivan and Hawkins county portions of the city.
- No tax increase was implemented for last fiscal year or in FY 2024-2025 and the rate will remain at $1.9983.

Promoting Tourism

The City of Kingsport is a beautiful city with attractive amenities that are visited by citizens, returning visitors, vacationers, and tourists. The City shares 12.5% of collected Regional Sales Tax Revenue (budgeted at $1.1M in FY 2023-2024) with the Kingsport Convention and Visitor’s Bureau (KCVB) to promote the city and encourage visitors with events, such as the Annual World’s Longest Drive Competition held at Cattails Golf Course.

The Public Information and Communications department for the City of Kingsport also promotes city amenities such as Bays Mountain Park & Planetarium, the Kingsport Aquatic Center, the Kingsport Farmer’s Market, Allandale Mansion, and the Kingsport Carousel.

Encouraging Internal Efficiencies

As customer (citizen) demands continue to grow, our citizens expect to pay the same for services.

- The number of city employees per capita has been on a downward trend for 10 years.
- We are using technology like never before. From Zoom to YourGov, we’ve increased efficiencies and reduced costs. The City of Kingsport has been repeatedly recognized by Cartegraph as a High Performance Government. A new Central Square platform for our Building & Codes department has been praised by local developers for its ease of use. New budget software (ClearGov) was implemented in January 2023, which makes exploring our budget an informative and interactive experience.

- We now have robotic collection of garbage, yard waste and trash, automated water meter reading, remote monitoring of sewer lift stations and water tank levels, online payments for city services, automated pothole repair, 24/7 citizen reporting via YourGOV, mobile data for Police & Fire, and point of sale software and management apps for Bays Mountain, Farmers Market, and Aquatic Center
- We have realized a cumulative savings of $15.6 million in expected employee healthcare expenses by creating an employee wellness clinic. Through the savings, we have been able to provide pay increases for eligible employees, access to a doctor, nurse, and generic medications with no co-pay, and we haven't had a health insurance premium increase for employees in over 6 years. Our employees continue to thrive and excel while finding new ways to improve their job performance.

Impediments to our Priorities

- The City Manager is charged with presenting a balanced annual budget with no property tax increase. An increase was needed in FY 2022-2023 to keep up with growing wage demand in a weak labor market.
- Elimination of the Hall Income Tax.
- One of the unintended consequences in 2018 was a County reduction in funding for schools countywide that resulted in an annual loss of $644,000 for Kingsport City Schools (which is equivalent to a 4-cent city property tax increase). In order to comply with "Maintenance of Effort" requirements, the shortfall had to be made up by the City in FY 2018-2019. This was expected to happen again in 2021, which could have impacted the FY 2022-2023 budget. However, there is no change to the Maintenance of Effort for Kingsport City Schools for FY 2023-2024 or FY 2024-2025.
- Supply chain issues have slowed the pace of many ongoing projects and inflation also remains a concern. Staff will have to monitor and adjust budgets according to need.

Budget Timeline

The City's annual budget process provides a framework for communicating major financial operational objectives and for allocating resources to realize them. The budget process began in January and will end in June. The City Charter requires that a balanced budget must be presented to the Board of Mayor and Aldermen by May 15. A balanced budget must be adopted by June 30 and be effective July 1.

Nov 30, 2023

Budget Kick-Off Meeting

Dec 4, 2023

Green bar printouts, budget narrative templates, and CIP request forms for FY 2025 sent to departments

Dec 18, 2023

Fleet, Risk, and Payroll projections sent to departments

Feb 2, 2024

Departmental Budget Submissions Due (Narratives, Benchmarks, Performance Measures, etc.)

Final Date for Departments to Enter Budget Numbers

Feb 5, 2024

Meetings with Departments begin

Mar 8, 2024

Return to Department Heads with Numbers

Apr 19, 2024

Meeting with School Superintendent and Director of Finance for KCS, David Frye

May 1, 2024

Budget Balanced

May 6, 2024

BMA Budget Work Session Schools Budget and City Work Budget Overview for all funds and Revenue Awareness General Fund & CIP

May 13, 2024

BMA Work Session for Further Discussion (if needed)

May 17, 2024

Submit budget for publication in Kingsport Times News

Jun 4, 2024

BMA Business Meeting-Public Hearing and 1st Reading of Final Budget

Jun 18, 2024

BMA Business Meeting-2nd Reading/Final Adoption of Final Budget

Jun 28, 2024

Submit budget to the State of Tennessee Comptroller of the Treasury

Jul 1, 2024

Fiscal Year 2025 Budget Begins

Jul 19, 2024

Submit school budget information to State Department of Education

Jul 26, 2024

Finalize budget books for GFOA, submit to printer

Aug 5, 2024

Final Budget Books Available to Public

Submit budget to GFOA for Distinguished Budget Award Program

Oct 31, 2024

Approvals from State Department of Education and Comptroller of the Treasury received in City Manager's Office

Budget Preparation Process

A kickoff meeting with all departments is held in November by the Budget Director and City Manager to discuss Board of Mayor and Alderman priorities of the upcoming budget and the challenges going forward.

The department heads begin meeting with their departments in November and December of each year to discuss the operational and capital needs of the department. The departments are asked to have their budgets keyed into the system in January and their narratives and CIP requests finalized before presenting their budgets to the Budget Director and City Manager. Each department is scheduled to present their budget in detail during January and February.

The budgets are reviewed and balanced during March and April. The City Manager presents the budget to the BMA during the month of May. The citizens are invited to the budget work sessions during May and a public hearing is held on the 1st Tuesday of June.

The budget requires two readings in June and then submitted to the State of Tennessee.

The new fiscal year begins July 1. Copies of the budget are on the city's website, at the Public library, in the City Recorder's Office and in the budget office.

The bond rating agency review will take place in August and September for capital projects and the annual bond sale is in October.

During July through December, the city is closing out the prior year and the Comprehensive Annual Financial Reports and Audit is finalized in December.

Budget Management & Administration

The FY 2025 work budget is the recommended budget prepared by the City Manager for review and deliberation by the Board of Mayor and Aldermen (BMA). The Strategic Plan and Initiatives and Budget Priorities as adopted by the BMA as well as the day-to-day operational and capital operating needs of the City guided development of the budget. The work budget will be presented before May 15 and reviewed by the BMA during the month of May. A public hearing will be held in June and final adoption of the budget as amended by the governing body is scheduled for the third Tuesday of June. Concurrent with the readings of the Budget Ordinance will be any other appropriate Ordinances amending the tax rate and/or fee and rate schedules and Resolutions approving contracts with Community Partners. The adopted budget will become effective on July 1.

Once the budget is adopted, it becomes the shared responsibility of the City Manager and his staff, Budget Director, Chief Financial Officer and Leadership Team to oversee its implementation. After the budget is adopted by the BMA, the City Manager will meet with the Leadership Team to review the impact of the budget, its new initiatives and policies and request that departmental work plans be adjusted accordingly.

All Department Directors are expected to work within the framework of their respective budgets. Any problems associated with the allocation of resources vis-à-vis needs are initially directed to the Budget Director and ultimately to the City Manager if appropriate.

The budget is amended in two different ways. The first way is via an administrative budget amendment that is approved by the Budget Director. The Budget Director is authorized to approve the transfer of funds between the accounts within departments. The second way to amend the budget is via a formal budget amendment that is approved by the BMA. A formal budget amendment is effected via an Ordinance and requires two readings by the governing body.

The Budget Director reviews the budget on a daily basis and prepares administrative budget amendments as appropriate. Formal budget amendments are presented to the BMA as needed and appropriate. A global budget review is performed at the end of December and the end of April with appropriate formal budget amendments being presented to the BMA in February and June.

Budget Responsibilities & Authorities

The City Charter provides for the following specific budget responsibilities and authorities:

ARTICLE XV BUDGET AND APPROPRIATIONS

SEC. 1. DESIGNATION OF BUDGET COMMISSIONER, FISCAL YEAR; ESTIMATE OF EXPENDITURES, RECEIPTS.

The city manager shall be budget commissioner. The fiscal year of the city shall begin on the first day of July until otherwise provided by ordinance. The city manager shall on or before May 15th of each year, submit to the board of mayor and aldermen an estimate of the expenditures and revenues of the city for the ensuing fiscal year in a form and with documentation as required by the board of mayor and aldermen but at a minimum shall include:

(a) Estimates of proposed expenditures for each department, board, office or other agency of the city, showing in addition, the expenditures for corresponding items for the last fiscal year, projected expenditures for the current fiscal year and reasons for recommended departures from the current appropriation pattern as required by the board of mayor and aldermen.

(b) Estimates of anticipated revenues of the city from all sources including current and delinquent taxes, non-tax revenues and proceeds from the sale of any bonds or long-term notes with a comparative statement of the amounts received by the city from each of such sources for the last preceding fiscal year, the current fiscal year, and the coming fiscal year in such detail as may be prescribed by the board of mayor and aldermen.

(c) Such other information as required by the board of mayor and aldermen, or that the city manager may deem advisable to submit.

SEC. 2. TENTATIVE APPROPRIATION ORDINANCE; PREPARATION, PUBLICATION, ADOPTION

Upon receipt of such estimate the board of mayor and aldermen shall prepare a tentative appropriation ordinance, which shall also be published in a newspaper of general circulation in the city not less than one week before it is taken up for consideration by the board of mayor and aldermen, and before acting upon such tentative appropriation ordinance, the board of mayor and aldermen shall consider same at the next regular meeting and all voters and taxpayers may appear at said meeting and be heard in person or by attorney. The appropriation ordinance for each fiscal year shall be finally adopted before the first day of the fiscal year. Further appropriations and expenditures during the fiscal year after passage of the budget ordinance shall be by resolution of the board of mayor and aldermen as necessity and advisability shall become apparent.

The budget ordinance may be amended by resolution. Further appropriations and expenditures during the fiscal year after passage of the budget ordinance shall be made by resolution of the board of mayor and aldermen as the necessity and advisability shall become apparent.

SEC. 3. DISPOSITION OF UNENCUMBERED BALANCES OF APPROPRIATIONS

At the end of each year all unencumbered balances of appropriations in the treasury shall revert to the general fund and be subject to further appropriations. Such balances shall be considered unencumbered only when the city manager shall certify in writing that the purpose for which they were appropriated has been completely accomplished and that no further expenditure in connection with it will be necessary.

The following excerpts from the Tennessee Code Annotated provide additional guidance on the administration and preparation of a municipal budget.

6-56-203. ANNUAL BUDGET ORDINANCE. - The governing body of each municipality shall adopt and operate under an annual budget ordinance. The budget ordinance shall present a financial plan for the ensuing fiscal year, including at least the following information:

(1) Estimates of proposed expenditures for each department, board, office, or other agency of the municipality, showing in addition, the expenditures for corresponding items for the last preceding fiscal year, projected expenditures for the current fiscal year and reasons for recommended departures from the current appropriation pattern in such detail as may be prescribed by the governing body. It is the intent of this subdivision that except for monies expended pursuant to a project ordinance or accounted for in a proprietary type fund or a fiduciary type fund, which are excluded from the budget ordinance; all moneys received and expended by a municipality shall be included in a budget ordinance. Therefore, notwithstanding any other provision of law, no municipality may expend any moneys regardless of their source (including moneys derived from

bond and long-term note proceeds, federal, state or private grants or loans, or special assessments), except in accordance with a budget ordinance adopted under this section or through a proprietary type fund or a fiduciary type fund properly excluded from the budget ordinance;

(2) Statements of the bonded and other indebtedness of the municipality, including the debt redemption and interest requirement, the debt authorized and unissued, and the condition of the sinking fund

(3) Estimates of anticipated revenues of the municipality from all sources including current and delinquent taxes, non-tax revenues and proceeds from the sale of any bonds on long-term notes with a comparative statement of the amounts received by the municipality from each of such sources for the last preceding fiscal year, the current fiscal year, and the coming fiscal year in such detail as may be prescribed by the governing body;

(4) A statement of the estimated balance or deficit, as of the end of the current fiscal year;

(5) A statement of pending capital projects and proposed new capital projects, relating to respective amounts proposed to be raised therefore by appropriations in the budget and the respective amounts, if any, proposed to be raised therefore by the issuance of bonds during the fiscal year; and

(6) Such other supporting schedules as the governing body deems necessary, or otherwise required by law.

6-56-204. MUNICIPAL SCHOOL BUDGET. - a) The municipal school budget submitted by the board of education to the governing body shall include estimates of school revenues as well as estimates of expenditures necessary for the operation of the school system for the next fiscal period.

(b) The governing body shall have no authority to modify or delete any item of the school estimates and shall have the power to modify only the total amount of the school budget, except that in no event shall a reduction in the school budget exceed the total sum requested by the board of education from current municipal revenues.

(c) Such budget estimates shall not include any requests for the purchase of land, and the purchase, construction, reconstruction, or major alteration of any building for school purposes. Requests for such improvements shall be transmitted to the governing body of the municipality or to the planning commission, in those municipalities where there is a planning commission, for review and incorporation into the capital improvement program.

6-56-205. EXCESS APPROPRIATIONS PROHIBITED - EMERGENCIES. - The governing body shall not make any appropriations in excess of estimated available funds, except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of all members of the governing body present, when there is a quorum.

6-56-206. NOTICE AND HEARING ON PROPOSED BUDGET. - a) A public hearing shall be held on the proposed budget ordinance before its final adoption by the governing body, at such time and place as the governing body shall direct.

(b) The governing body of each municipality shall cause to be published the proposed annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated), which information shall include the following:

(1) Revenues and expenditures for the following governmental funds: general, streets/public works, general-purpose school and debt service;

(2) Revenues for each fund shall be listed separately by local taxes, state of Tennessee, federal government and other sources;

(3) Expenditures for each fund shall be listed separately by salaries and other costs;

(4) Beginning and ending fund balances shall be shown for each fund; and

(5) The number of full-time equivalent employee positions shall be shown for each fund.

The publication shall be a newspaper of general circulation and shall be published not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

(c) The budget and all supporting data shall be a public record in the office of the chief financial officer of the municipality and shall be open to public inspection by anyone.

(d) The chief financial officer shall cause sufficient copies of the budget ordinance and budget message, if there is one, to be prepared for distribution to interested persons at least ten (10) days before the hearing.

6-56-208. AMENDMENT OF BUDGET ORDINANCE. - Except as otherwise restricted by law, the governing body may amend the budget ordinance in the same manner as any other ordinance may be amended.

6-56-209. TRANSFER OF MONEY. - The governing body by appropriate resolution or ordinance may authorize the budget officer to transfer moneys from one appropriation to another within the same fund, subject to such limitations and procedures as it may prescribe. Any such transfers shall be reported to the governing body at its next regular meeting and shall be entered in the minutes.

6-56-210. CARRY OVER OF APPROPRIATIONS. - If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations for the last fiscal year shall become the appropriations for the next fiscal year, until the adoption of the new budget ordinance.

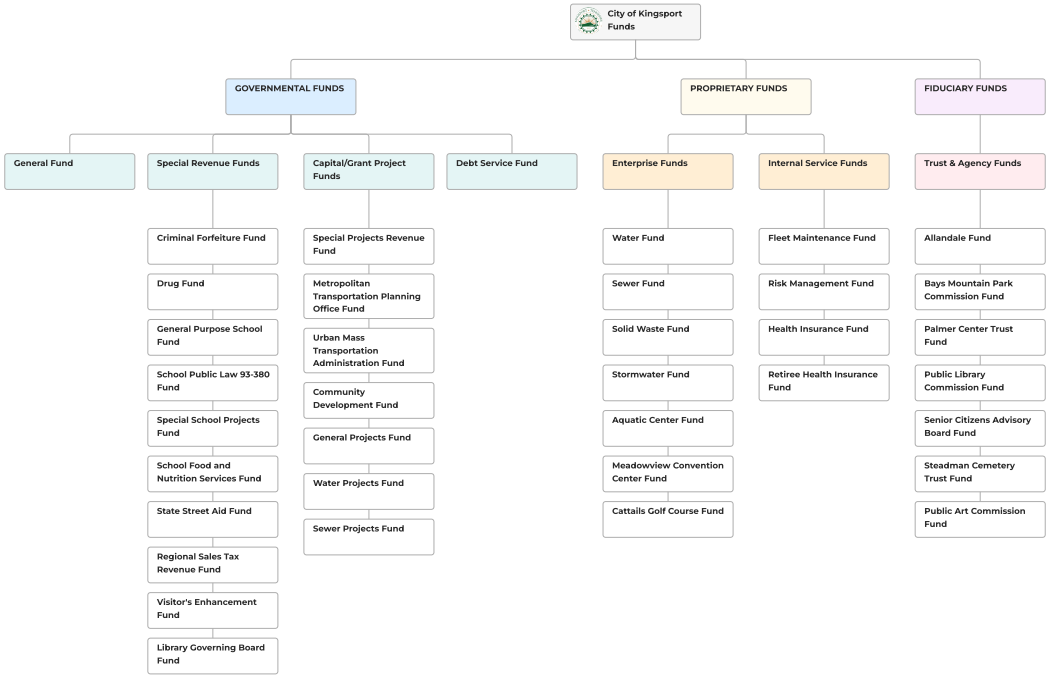
6-56-211. UNEXPENDED APPROPRIATIONS. - Any portion of any annual appropriation remaining unexpended and unencumbered at the close of a fiscal year shall lapse and be credited to the general fund, except that any balance remaining in any other fund at the end of a fiscal year may remain to the credit of that fund and be subject to further appropriation.

Fund Structure

The City of Kingsport organizes its expenditures and revenues by fund. The City's funds fall under one of three classifications: Governmental, Proprietary, or Fiduciary.

- **Governmental Funds** account for governmental activities.
- **Proprietary Funds** account for the business type activities of a government.
- **Fiduciary Funds** account for financial resources held by a government acting as a trustee or agent.

All of the City's funds are shown in this document.



Description of Funds

GENERAL FUND

- **The General Fund** is the primary operating fund for governmental activities such as public safety, general administration, and public works. The fund's most significant revenue sources are the local option sales tax, state shared revenues, and the property tax. The fund is maintained on a modified accrual basis.

SPECIAL REVENUE FUNDS

A Special Revenue Fund is a governmental fund used to account for specific revenues that legally restrict expenditures for particular purposes.

- **The Criminal Forfeiture Fund** accounts for seized property and money awarded through the courts resulting from law enforcement actions against all illegal activities except seizures resulting from illegal drug enforcement. Additionally, this fund accounts for funds received from the U.S. Department of Justice under the Equitable Sharing of Federally Forfeited Property program.

- **The Drug Fund** provides accountability for revenues received from confiscated property and fines levied against individuals involved in illegal drug activities. The fund also receives certain grant funds. Revenues received from these sources are earmarked for drug enforcement activities in compliance with state law. This fund is a special revenue fund accounted for on a modified accrual basis.

- **The General Purpose School Fund** accounts for administration, instructional, operational and capital costs of the City-operated schools, except for the food service program and specific academic programs. This fund is a special revenue fund accounted for on a modified accrual basis.

- **The School Public Law 93-380 Fund** accounts for federal grants used for instruction and other educational purposes.

- **The Special School Projects Fund** accounts for federal and state grants used for instruction and other educational purposes.

- **School Food and Nutrition Services** accounts for the administration, operations, and capital costs of providing food services to students and faculty.

- **The State Street Aid Fund** provides accountability for shared revenues derived from state gasoline taxes that are distributed on a per capita basis and earmarked specifically for street and traffic control improvements and maintenance. This fund is accounted for as a special revenue fund on a modified accrual basis.

- **The Regional Sales Tax Revenue Fund** accounts for the proceeds from a $0.0025 local sales tax previously approved by local referendum. These funds are earmarked for the retirement of debt issued to fund renovations to the Meadowview Conference Resort and Convention Center and to support the operations of the facility.

- **The Visitor's Enhancement Fund** accounts for twenty-five percent of the revenues from the hotel/motel tax. The funds are dedicated to projects that support tourism, such as the Kingsport Aquatic Center.

- **The Library Governing Board Fund** accounts for the administration and operations of the Kingsport Public Library and the Library archives. Due to new state laws regarding board governance, accounting for the library has moved from the General Fund to its own Special Revenue account to better track Maintenance of Effort.

CAPITAL/GRANT PROJECT FUNDS

A Capital/Grant Project fund is a governmental fund that accounts for multi-year projects and/or grants that cannot be easily accounted for in the traditional 12-month fiscal year cycle. Projects assigned to "Parent Funds" are not part of the annual budget process; however, reporting is made to reflect the level of total budget activity occurring during any fiscal year.

- **The Special Projects Revenue Fund** accounts for direct federal grants, pass through grants, etc.
- **The Metropolitan Transportation Planning Office Fund** accounts for federal grants from the Federal Highway Administration and Federal Transit Administration and State grant funds provided from federal funds granted to the State for support of local government MPO programs.
- **The Urban Mass Transportation Administration Fund** accounts for federal grants from the Federal Transit Administration and State grant funds provided from federal funds granted to the State from the FTA for support of local government transportation programs.
- **The Community Development Fund** provides accountability for Community Development Block Grant entitlements received from the Department of Housing and Urban Development that are earmarked for capital improvements to public facilities and the elimination of substandard and inadequate housing through the clearance of slum and blighted areas.
- **The General Projects Fund** accounts for multi-year projects originating in the General Fund.
- **The Water Projects Fund** accounts for multi-year capital projects originating in the Water Fund.
- **The Sewer Projects Fund** accounts for multi-year capital projects originating in the Sewer Fund.

DEBT SERVICE

- **The Debt Service Fund** is a governmental fund that accounts for the debt service payments for all long-term debt except for revenue bonds and revenue and tax bonds issued by Enterprise Funds and general obligation bonds accounted for by Enterprise Funds.

ENTERPRISE FUNDS

An Enterprise Fund is a proprietary fund in which the services provided are financed and operated similarly to those of private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

- **The Water Fund** provides accountability for activities involving the treatment of raw water and distribution of potable water supply to the public, businesses, and local industry, and for the maintenance of the water system infrastructure. The fund is self-supporting with its rate and user fee structure. Water rates for outside city customers are higher than rates for customers living within the city limits. This fund is an enterprise fund accounted on the full accrual basis.
- **The Sewer Fund** provides accountability for activities involving the collection of sewage and the treatment of the same for the public, businesses and local industry. The fund is self-supporting with its rate and user fee structure. Sewer rates for outside city customers are higher than rates for customers living within the city limits. This fund is an enterprise fund accounted on the full accrual basis.
- **The Solid Waste Fund** provides accountability for collection of residential garbage, refuse collection and recycling activities. The operating revenue sources are generated from commercial garbage collections, back door residential collection fees, tipping fees, sales of recyclable materials and a transfer from the General Fund. The Board of Mayor and

Aldermen has elected to provide for residential garbage collections through the property tax rate by appropriating a lump sum from the General Fund to the Solid Waste Fund. This fund is an enterprise fund accounted on the full accrual basis.

- **The Stormwater Fund** provides accountability for activities involving the maintenance and services associated with the collection, treatment, and disposal of stormwater. Operating revenues are generated from calculated stormwater fees based on the rain permeable surface area of each customer. This fund is an enterprise fund accounted on the full accrual basis.

- **The Aquatic Center Fund** accounts for the operation of the Aquatic Center Complex. Along with fees from patrons, contributions from individuals, civic groups, and private corporations account for the revenue for operations and continued development. This fund is an enterprise fund accounted on the full accrual basis.

- **The Meadowview Conference Resort and Convention Center Fund** accounts for the operation of the Meadowview Conference Center as an enterprise fund on an accrual basis. The Conference Center facility is operated under a management agreement with Marriott Hotel Services, Inc. The terms of the agreement set out the conditions under which the facility will operate. The Management Company submits an accounting to the City on a monthly basis showing the gross revenues, gross expenses, management fee, operating profit or loss and the distribution thereof. Net operating losses are subsidized by the City. However, the convention center bonds issued to finance the construction of the Conference Center facility are accounted for as a long-term liability of the Meadowview Fund and will continue to be serviced from the proceeds of the ¼ cent sales tax with an amount equal to the annual debt service transferred from the Regional Sales Tax Revenue Fund annually.

- **The Cattails Golf Course Fund** accounts for the operation of Cattails Golf Course. Fees from patrons, along with contributions from individuals, civic groups, and private corporations account for the revenue for operations and continued development. This fund is an enterprise fund accounted on the full accrual basis.

INTERNAL SERVICE FUNDS

An Internal Service Fund is a proprietary fund that accounts for the provision of services to city departments by other city departments on a cost reimbursement basis.

- **The Fleet Maintenance Fund** is an internal service fund and provides accountability for vehicle maintenance services and commodities provided to the other City departments. The Fleet Operations and Maintenance Division is responsible for maintaining the City's fleet of vehicles and mobile equipment. It monitors costs through a cost accounting system that provides the cost of operation of vehicles. This information assists fleet management in achieving the optimum cost efficiency through the planned replacement of equipment.

- **The Risk Management Fund** is an internal service fund and provides accountability for the following self-insurance programs: liability insurance, worker's compensation insurance, unemployment insurance and fire insurance. The fund also accounts for employee health insurance, which is provided through a managed health care agreement.

- **The Health Insurance Fund** is an internal service fund and provides for the operation of the City self-insured health insurance program for employees.

- **The Retirees Health Insurance Fund** is an internal service fund and provides for the operation of the City self-insured health insurance program for retirees.

TRUST & AGENCY FUNDS

A Trust and Agency Fund is a fiduciary fund that accounts for assets held by the city in a trustee capacity.

- **The Allandale Fund** accounts for non-expendable assets left to the City by the late Harvey Brooks, consisting of his home and other tangible and intangible assets. The Fund's earnings are used for the maintenance and operation of the estate.

- **The Bays Mountain Park Commission Fund** accounts for contributions from individuals, civic groups and private corporations for the support and continued development of the park. Donations to this fund are used exclusively for the Bays Mountain Park program and are authorized for expenditure by the adoption of an annual budget by the Board of Mayor and Aldermen upon recommendation of the Bays Mountain Park Commission.

- **The Palmer Center Trust Fund** accounts for a contribution from the heirs of the late Mary L. Robinson estate, earmarked for the support of educational and other services provided to the physically challenged children by the Palmer Center.

- **The Public Library Commission Fund** accounts for contributions from patrons, civic organizations, private corporations and other supporters of the Public Library. Donations to this fund are used for the exclusive benefit of the Public Library and are authorized for expenditure by the adoption of an annual budget by the Board of Mayor and Aldermen upon recommendation of the Library Commission.

- **The Public Art Commission** Fund accounts for contributions from individuals, civic groups and private corporations for the support and continued development of Cultural Arts. Donations to this fund are used exclusively for the Cultural Arts program and are authorized for expenditure by the adoption of an annual budget by the Board of Mayor and Aldermen upon recommendation of the Public Art Commission.

- **The Senior Citizens Advisory Board Fund** accounts for revenues earned from various programs and events conducted by participating senior citizens and contributions from individuals, civic groups and private corporations. Income generated from the Senior Citizens programs and outside contributions are earmarked exclusively for Senior Citizens programs and are authorized for expenditure by the adoption of an annual operating budget by the Board of Mayor and Aldermen, upon recommendation of the Senior Citizens Advisory Board.

- **The Steadman Cemetery Trust Fund** accounts for a contribution from the heirs of Bonnie M. Steadman to provide for the maintenance of the Steadman family cemetery.

Financial Policies

FINANCIAL MANAGEMENT POLICIES

Introduced 20 March 2000
Approved 6 June 2000

GENERAL FINANCIAL PHILOSOPHY

The financial policy of the City of Kingsport is to provide a sufficient financial base and the resources necessary to sustain a high level of municipal services for the citizens of Kingsport.
It is the goal of the City to achieve a strong financial condition with the ability to:

- Withstand local and regional economic impacts;
- Adjust efficiently to the community's changing service requirements;
- Effectively maintain and improve the city's infrastructure;
- Prudently plan, and coordinate and implement responsible community development and growth;
- Provide a high level of police, fire, and other protective services to assure public health and safety.

The City of Kingsport's financial policies shall address the following fiscal goals:

- Keep the City in a fiscally sound position in both the long and short term;
- Maintain sufficient financial liquidity to meet normal operating and contingent obligations;
- Expect that service users pay their fair share of program costs;
- Operate utilities in a responsive and fiscally sound manner;
- Maintain existing infrastructure and capital assets;
- Provide a framework for the prudent use of debt;
- Direct the City's financial resources toward meeting the goals of the City's strategic plan.

OPERATING BUDGET POLICIES

The annual budget is the central financial planning document that embodies all operating revenue and expenditure decisions. It establishes the level of services to be provided by each department within the confines of anticipated municipal services.
The City Manager shall incorporate the BMA's priorities in the formulation of the preliminary and final budget proposal.
Adequate maintenance and replacement of the City's capital plant and equipment will be provided for in the annual budget.
The budget shall balance recurring operating expenses with recurring operating revenues.
The City shall adopt a balanced budget annually.

CAPITAL IMPROVEMENT POLICIES

The City shall establish and implement a comprehensive five-year Capital Improvement Plan (CIP). This plan will be updated annually.
An annual Capital Improvement Budget will be developed and adopted by the BMA as part of the annual budget. The City will make all capital improvements in accordance with the CIP.
Unexpended capital project budgets shall be carried forward to future fiscal years to complete the intent of the original budget.
Routine capital needs will be financed from current revenues as opposed to the issuance of long-term debt.
The City will maintain all assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

REVENUE POLICIES

The City will estimate annual revenues by a conservative, objective and analytical process.
The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.
The City will periodically review the cost of activities-supported user fees to determine the impact of inflation and other cost increases. Fees will be adjusted where appropriate to reflect these increases.
The City will set fees and user charges for the utility funds at a level that fully supports the total direct and indirect costs of operations.
The City will continue to identify and pursue grants and appropriations from Federal, State and other agencies that are consistent with the City's goals and strategic plan.
The City will follow an aggressive policy of collecting revenues.

INVESTMENT POLICIES

Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The portfolio shall remain sufficiently liquid to enable the City to meet daily cash flow demands and conform to all state and local requirements governing the investment of public funds.

The City will continue the current cash management and investment practices which are designed to emphasize safety of capital first, sufficient liquidity to meet obligations second and the highest possible yield third.
Investments will be made in accordance with policies set by Tennessee Code Annotated 6-56-106. Authorized investments include, but are not limited to, the following:

- Bonds, notes or treasure bills of the United States Government;
- Bonds, debentures, notes or other evidences of indebtness issued or guaranteed by United States agencies;
- Certificates of deposit and other evidences of deposit at state and federally chartered banks, and savings and loan associations; and,
- The local government investment pool created by title 9, chapter4, part 7.

The City shall attempt to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than two (2) years from the date of issue without obtaining the approval of the state director of local finance as provided by T.C.A. 6-56-106(b). Any investment in longer-term investment, i.e., investment with a maturity date more than two (2) years from the date of issue but not exceeding five years from the date of issue, will generally be made from restricted cash funds and/or reserves that are not utilized for current operations. Budgeted and/or planned future disbursements from restricted cash funds and/or reserves will be considered when determining the availability of funds for investment in approved financial instruments as provided by T.C.A. 6-56-106 et. seq.
The City's financial information system will provide adequate information concerning cash position and investment performance.
**The Investment Policy of the City of Kingsport was updated in May 2012. The policy can be found in its entirety later in this section under Investment Policy.*

DEBT MANAGEMENT POLICIES*

Long-term borrowing will not be used to finance current operating expenditures.
The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements and capital assets.
The City is subject to debt limitations imposed by the City Charter. The total bonded indebtedness of the City shall not exceed twenty percent (20%) of the assessed value of the taxable property of the City according to the most recent complete assessment. In determining the debt applicable to the legal debt limit, the following types of debt are excluded:

- General obligation bonds payable out of the revenues of any public utility;
- All bonds payable out of special assessment proceeds; and
- Tax anticipation bonds and notes.

As a goal, the City will maintain its net general obligation bonded debt at a level not to exceed ten percent (10%) of the assessed valuation of taxable property of the City unless otherwise directed by the Board of Mayor and Aldermen ("Legislative Body").
Revenues and rates for self-supporting activities will be maintained to annually pay their operating expenses and one hundred and five percent (105%) of annual debt service for the tax-backed revenue bonds, general obligation bonds or other debt issued to finance their capital improvements.
Capital lease obligations, capital outlay notes or other debt instruments may be used as a medium-term method of borrowing for the financing of vehicles, computers, other specialized types of equipment, or other capital improvements.
The City will maintain good communication with bond rating agencies in order to optimize its bond rating status.
**The Debt Management Policy of the City of Kingsport was updated in May 2012. This policy can be found in its entirety later in this section under Debt Management Policy.*

UTILITY FUND POLICIES

Enterprise funds will be established for City-operated utility services.
Enterprise fund expenditures will be established at a level sufficient to properly maintain the Fund's infrastructure and provide for necessary capital development.
Enterprise fund expenditures will maintain an adequate rate structure to cover the costs of all operations, including maintenance, depreciation, capital and debt service requirements, reserves and any other costs deemed necessary.
Utility rate studies will be conducted periodically to update assumptions and make necessary adjustments to reflect inflation, construction needs, maintain bond covenants and avoid significant periodic rate increases.

RESERVE FUND POLICIES

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Reserve funds provide the City with the resources to manage cash flow and deal with unanticipated emergencies and changes in economic conditions. In addition, reserve funds enable the City to take advantage of matching funds and other beneficial (but limited) opportunities.

The City shall maintain unrestricted reserves in the General Fund equal to four (4) months' cash flow requirements of the operations of the General Fund and any other Fund significantly supported by the cash flow of the General Fund. The established target unrestricted fund balance should be an amount equal to the cash flow requirements determined annually for the four-month period of July through October and should include any amounts retained in any other funds supported by the cash flows of the General Fund. The cash flow requirement will be monitored annually, and the target amount will be updated during the budgetary process.
At the close of each budget year, any excess of revenues over expenditures that will increase the cumulative unrestricted fund balance above the established target amount will be recorded as a restricted reserve account available for appropriation by the BMA.
The City will maintain working capital reserves for the Water and Wastewater (Sewer) Funds equal to four (4) months' cash flow requirements. The established target Water and Wastewater (sewer) Funds working capital reserve amounts should be an amount equal to the cash flow requirements determined for the four-month period of July through October. The cash flow requirement will be monitored annually, and the target amount will be updated during the budgetary process.

The uncommitted fund balance from any prior fiscal year shall not be used to fund ongoing operations in a subsequent year.

Reversion of Bond Proceeds: Bond proceeds remaining (unspent) after the purpose for which the bonds were issued have been completed shall be returned to the respective bond funds for future appropriation. The balance of available bond proceeds will be reported to the BMA on a quarterly basis. Further use of these monies shall be consistent with provisions contained within the appropriate bond resolutions and in conformity with federal and state regulations.

Fund Balance Policy

FUND BALANCE POLICY
Adopted September 15, 2015

PURPOSE

To establish a policy that will maintain reservations of Fund Balance as defined herein in accordance with the Governmental Accounting and Financial Standards Board (GASB) Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions and to establish a level of funding that protects against unanticipated events that would adversely affect the financial condition of the City.

This policy will ensure the City maintains adequate fund balance and reserves in the City's governmental funds to provide the capacity to: (1) provide sufficient cash flow for daily financial needs, (2) secure and maintain investment grade bond ratings, (3) offset significant economic downturns or revenue shortfalls and (4) provide funds for unforeseen expenditures related to emergencies. Fund Balance represents the difference between assets and fund liabilities in the governmental funds balance sheet and is commonly referred to as fund equity.

The fund balance policy addresses the following components: (1) clearly defined classifications that make the nature and extent of the constraints placed on the various fund balances more transparent; (2) providing a better understanding of fund balances by clarifying the definitions of governmental fund types; (3) reservations of the City's General Fund and all governmental funds; (4) minimum level of unassigned fund balance; and (5) the City's order of spending regarding restricted and unrestricted fund balance and the order of spending for committed, assigned and unassigned fund balance.

SCOPE OF POLICY

This Policy shall apply to the City's General Fund and all governmental funds. This policy does not apply to Proprietary, Fiduciary and Internal Service Funds.

CLASSIFICATIONS OF FUND BALANCES

Under GASB Statement No. 54, fund balances are classified as non-spendable, restricted, committed, assigned or unassigned amounts.

Non-spendable – includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash (for example: inventories, prepaid amounts, and long-term notes receivable).

Restricted – includes amounts that are (a) externally restricted by creditors, grantors, contributors, or laws or regulations of other governments, or (b) restricted by law through constitutional provisions or enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

Committed – includes amounts that are constrained to be used for the specific purposes determined by a formal action of the City's highest level of decision making authority, the Board of Mayor and Aldermen (BMA) or the Board of Education (BOE) as it relates to School Funds. Amounts classified as committed are not subject to legal enforceability as restricted resources and the commitment may be changed or lifted only by the City's BMA or BOE taking the same formal action that imposed the constraint originally (for example: resolution and ordinance).

Assigned – includes amounts intended to be used by the City for specific purposes that are neither restricted nor committed. Assigned amounts also include all residual amounts in governmental funds (except negative amounts) that are not classified as non-spendable, restricted, or committed. The intent to assign fund balance shall be expressed by action of the BMA or BOE or a designee to which the BMA or BOE delegates that authority.

Unassigned – is a residual classification for the general fund and includes all spendable amounts available for any purpose (amounts that are not restricted, committed or assigned). It is also used for any negative fund balances in other funds.

GOVERNMENTAL FUND TYPE DEFINITIONS

The City of Kingsport's governmental fund types as defined by GASB No. 54 are as follows:

1. The General Fund is used to account for financial resources not accounted for and reported in other funds.

2. Special Revenue Funds is used to account for the proceeds from dedicated revenue sources that are required to be segregated from the General Fund and used for specific allowable expenditures. Special Revenue funds are categorized by the function they serve: education, public safety, transportation, culture and recreation, community development, and other projects. The most significant special revenue funds are the General Purpose School Fund, School Nutrition Fund, State Street Aid Fund, Federal Transit Administration Fund, and Regional Sales Tax Fund.

3. The Capital Projects Fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets related to the general operation of the City (excluding types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments). Assets purchased by the proprietary funds such as the Water and Sewer Fund are not included in this fund.

4. The Debt Service Fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest on long-term general obligation debt other than that payable from enterprise funds. This fund may also accumulate additional resources to make future debt service payments.

5. Permanent Funds are used to report resources that benefit the City, where only the earnings of the fund may be used for City related purposes, the principal must remain intact. The Allandale Trust fund is a permanent fund used to account for and report restricted, non-expendable assets left to the City by the late Harvey Brooks, consisting of his home (Allandale Mansion) and other tangible and intangible assets.

PRIORITIZATION OF FUND BALANCE USE (SPENDING POLICY)

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the City to use the restricted amounts first as permitted under the law. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the City to use the committed amounts first, followed by the assigned amounts and then unassigned amounts.

MINIMUM LEVEL OF UNASSIGNED GENERAL FUND BALANCE

Unassigned Fund Balance is the residual amount of Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance shall be maintained in the General Fund in order to cover unexpected expenditure and revenue shortfalls. Such fund balance shall serve cash flow needs, protect against unforeseen emergencies and enhance the credit worthiness of the City.

The Fund Balance policy establishes a minimum General Fund Unassigned fund balance equal to 15% of General Fund Expenditures. The City will strive toward maintaining the General Fund Unassigned fund balance, at a range between fifteen (15%) and twenty (20%) percent of the following year's budgeted expenditures as an appropriate level of unassigned fund balance in order to cover unexpected expenditures and revenue. The Fund Balance Policy will be reviewed as part of the annual budget process and the City Manager may amend the policy at that time and submit it to the BMA for approval.

REPLENISHMENT OF RESERVE DEFICITS

If, at the end of any fiscal year, the actual amount of unassigned fund balance falls below the minimum required fund balance level set forth herein, the City Manager shall prepare and submit a plan to replenish the fund balance to the established minimum level.

ANNUAL REVIEW AND DETERMINATION OF FUND BALANCE RESERVE AMOUNTS

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process and subsequent closing of the financial books at year-end (June 30) and the amounts of restricted, committed, assigned and non-spendable fund balance will be determined. Any residual general fund balance amounts will be classified as unassigned.

Investment Policy

INVESTMENT POLICY

Adopted September 2, 2014

PURPOSE

The purpose of this policy (the "Investment Policy") is to set forth the investment and operational policies for the management of the public funds of the City of Kingsport (the "City").

The Investment Policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices. The Investment Policy is in compliance with T.C.A. Section 6-56-106, regarding the investment of all idle city funds, and all applicable provisions of the City Charter.

SCOPE OF THE INVESTMENT POLICY

This policy applies to the investment of all funds of the City of Kingsport, Tennessee. Except for special funds that are otherwise specifically provided for, the City of Kingsport will consolidate the balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation of capital in the overall portfolio in accordance with generally accepted accounting principles.

INVESTMENT OBJECTIVES

The City Portfolio shall be managed to accomplish the following hierarchy of objectives:

1. **Preservation of Principal** - The single most important objective of the City investment program is the preservation of the principal of those funds within the City Portfolio. The objective will be to mitigate the following risks:

A. **Credit Risk**
The City will minimize credit risk, which is the risk of loss due to the failure of the investment issuer or backer, by:

- Limiting the portfolio to the types of investments pursuant to TCA 6-56-106.
- Pre-qualifying the financial institutions with which the City will do business.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

B. **Interest Rate Risk**
The City will minimize interest rate risk, which is the risk that the market value of investments in the portfolio will fall due to changes in market interest rates, by:

- Structuring the portfolio to meet the cash requirements of ongoing operations, thereby mitigating the need to liquidate investments at a loss prior to maturity;
- Investing operating funds primarily in shorter-term investments, money market accounts, CDs or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

C. **Concentration Risk**
The City will minimize Concentration of Credit Risk, which is the risk of loss due to having a significant portion of resources invested in a single issuer, by diversifying the investment portfolio as described in the ***Portfolio Diversification*** below. Investments issued or explicitly guaranteed by the U.S. government or Tennessee Bank Collateral Pool, Tennessee Local Government Investment Pool (LGIP) and any other external investment pools that are authorized by the State are excluded from this requirement.

D. **Custodial Credit Risk**
The City will minimize Custodial Credit Risk for deposits, which is the risk that in the event of the failure of a depository financial institution the deposits or collateralized investments that are in the possession of an outside party would not be able to be recovered. See ***Collateralization*** below.

The City will minimize Custodial Credit Risk for investments, which is the risk that in the event of the failure of the counterparty to a transaction the value or collateralized investments that are in the possession of an outside party would not be able to be recovered, as addressed in ***Safekeeping and Custody*** below.

2) **Maintenance of Liquidity** - The City Portfolio shall be managed in such a manner that assures that funds are available as needed to meet those immediate and/or future operating requirements of the City, including but not limited to payroll, accounts payable, capital projects, debt service and any other payments.

3) **Maximize Return** - The City Portfolio shall be managed in such a fashion as to maximize the return on investments but within the context and parameters set forth by objectives 1 and 2 above.

ORGANIZATION

The City Recorder/CFO will have responsibility for the investment process, carry out the day-to-day operational requirements and will maintain written administrative procedures for the operation of the investment program consistent with this Investment Policy.

Such procedures will include explicit delegation of authority to persons responsible for investment transactions. The City Recorder/CFO and those to whom he/she has delegated will be charged with the following responsibilities:

1) To review and update the Investment Policy at least annually;
2) Monitor the investment transactions to insure that proper controls are in place to ensure the integrity and security of the City Portfolio;
3) Assure that the City is in compliance with current state law, any applicable City Charter provisions and the Investment Policy;
4) Meet periodically to deliberate such topics as economic outlook, portfolio diversification and maturity structure, cash flow forecasts, potential risks and the target rate of return on the City Portfolio.

The City may employ an outside investment manager(s) to assist in managing some or all of the City Portfolio. Such outside investment manager(s) must be registered under the Investment Advisors Act of 1940.

STANDARD OF PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."

While the standard of prudence to be used by Investment Officers who are City officers or employees is the “Prudent Person” standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of “Prudent Expert”. The standard shall be that in investing and reinvesting money and in acquiring, retaining, managing, and disposing of investments of these funds, the Investment Advisor shall exercise: judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

ETHICS AND CONFLICT OF INTEREST

City employees involved in the investment process for the City shall refrain from personal business activity that could conflict with the proper execution and management of the City’s investment program, or that could impair their ability to make impartial decisions. City employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal finance or investment positions that could be related to the performance of the City Portfolio. City employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

AUTHORIZED AND SUITABLE INVESTMENTS

The City of Kingsport's investment officers, in order to provide a safe temporary medium for investment of idle funds, shall have the authority to purchase and invest prudently as authorized by TCA 6-56-106 or as it may be amended.

PORTFOLIO DIVERSIFICATION

It is the policy of the City of Kingsport to reduce overall risks while attaining average market rates of return by diversifying its investments.

The investments shall be diversified by:

- limiting investments to avoid over concentration in eligible securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- avoiding investment in ineligible securities that have higher credit risks,
- investing in securities with variable maturities, and
- investing a portion of the portfolio in readily available funds such as the Tennessee Local Government Investment Pool (LGIP) or collateralized money market accounts to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

In establishing specific diversification strategies, the following general policies and constraints shall apply:
Portfolio maturities shall be staggered to avoid undue concentration of assets with similar maturity dates. Maturities selected shall provide for stability of income and reasonable liquidity.

For cash management funds, liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury bills.

When the City has engaged the services of an outside investment firm, the funds managed by the firm will be subject to the diversification criteria included in the investment services agreement with the City.

MAXIMUM MATURITY

*M*aintenance of adequate liquidity to meet the cash flow needs of the City is essential. Accordingly the City Portfolio will be structured in a manner that ensures sufficient cash is available to meet anticipated liquidity needs. Selection of investment maturities must be consistent with the cash requirements of the City in order to avoid the forced sale of securities prior to maturity.

The City Portfolio will be invested in permitted investments with a stated maturity of no more than 4 years from the date of purchase unless the security is matched to a specific obligation or debt of the City. Prior written approval of Comptroller of the Treasury must be obtained to invest in a security with a maturity longer than 4 years.

MONITORING AND ADJUSTING THE PORTFOLIO

Those responsible for the day-to-day management of the City Portfolio will routinely monitor the contents of the City Portfolio, the available markets and the relative values of competing instruments, and will adjust the City Portfolio as necessary to meet the investment objectives listed herein.

INTERNAL CONTROLS

The City Recorder/CFO shall establish a system of internal controls governing the administration and management of the City Portfolio, and these controls shall be documented in writing. Such controls shall be designed to prevent and control losses of City funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by any personnel.

SELECTION, APPROVAL OF BROKERS, QUALIFIED FINANCIAL INSTITUTIONS

The City Recorder/CFO shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes. Written procedures listed below describe the competitive selection process for financial institutions with which investment transactions will be conducted. All brokers, dealers, and depositories deemed to be "qualified institutions" will be provided with current copies of the Investment Policy. Acknowledgement of receipt of this Investment Policy, including confirmation that it has been reviewed by persons dealing directly with the City's account, will be received from an organization prior to it providing investment services to the City. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City trades.

COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

It will be the policy of the City to transact all securities purchase/sales only with approved financial institutions through a formal and competitive process requiring the solicitation and evaluation of at least three bids/offers from qualified financial institutions. The City will accept the offer that provides (a) the highest rate of return within the maturity required; and (b) optimizes the investment objective of the overall portfolio. When selling a security, the City will select the bid that generates the highest sale price.

It will be the responsibility of the personnel involved with each purchase/sale to produce and retain written records of each transaction including the name of the financial institutions solicited, rate quoted, description of the security, investment selected, and any special considerations that had an impact on the decision. If the lowest priced security (highest yield) was not selected for purchase, an explanation describing the rationale will be included in this record.

COLLATERALIZATION

In accordance with State law TCA 9-4-105 and the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit, except when the institution issuing the certificate of deposit belongs to the Tennessee Bank Collateral Pool.

Whenever possible, every attempt should be made to secure City deposits and investments through the State of Tennessee Collateral Pool.

SAFEKEEPING AND CUSTODY

Except as noted below, all investment securities purchased by the City or held as collateral on either deposits or investments shall be held in third-party safekeeping at a financial institution (to be designated as the "Custodian") qualified to act in this capacity. All transactions will be conducted on a delivery-vs.-payment basis. All securities held for the City account will be held free and clear of any lien. The Custodian shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the Custodian will also provide reports which list all securities held for the City, the book value of holdings and the market value as of month-end.

Certificates of Deposit may be held in physical form by the City providing that said certificates of deposit are collateralized through the State of Tennessee Collateral Pool, or collateral pledged on such deposits is held by the Custodian and a system of internal controls has been established to protect the City against loss.

Appropriate City officials and representatives of the Custodian responsible for, or in any manner involved with, the safekeeping and custody process of the City shall be bonded in such a fashion as to protect the City from losses from malfeasance and misfeasance.

PERFORMANCE STANDARDS

The City Portfolio shall be designed and managed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs of the City. Short-term funds and other funds that must maintain a high degree of liquidity will be compared to the return on the three-month U. S. Treasury Bill. The core portfolio and other funds that have a longer-term investment horizon will be compared to an index of U. S. Treasury securities having a similar duration or other appropriate benchmark. Performance will be measured over a complete market cycle.

REPORTING

The Investment Officer shall prepare an investment report not less than quarterly of the status of the current investments. The report will include the following:

- Percent invested in each security type (CD, US Treasury, money market funds, etc.).
- Listing of investments by maturity date.

When the City has engaged the services of an outside investment firm, the outside investment manager(s) shall prepare and submit to the City Recorder/CFO a "Quarterly Investment Report" that summarizes the following: (i) recent market conditions, economic developments and anticipated investment conditions, (ii) the investment strategies employed in the most recent quarter, (iii) portfolio return (on a market value basis) versus appropriate benchmarks; (iv) a summary of broker activity, and (v) any areas of policy concern warranting possible revisions of current or planned investment strategies.

On a monthly basis, the outside investment manager(s) will provide the City Recorder/CFO with the following reports: (i) a listing of the existing portfolio in terms of investment securities, amortized book value, maturity date, return, market value and other features deemed relevant, (ii) the total investment earnings for the reporting period and (iii) a listing of all transactions executed during the month.

The report will also include a statement that the investment of the City Portfolio is in compliance with this Investment Policy and any applicable bond resolutions.

Debt Management Policy

DEBT MANAGEMENT POLICY

Adopted: November 15, 2011

I. INTRODUCTORY STATEMENT

This Debt Management Policy (the "Debt Policy") is a written guideline with parameters that affect the amount and type of debt that can be issued by the City of Kingsport [the "City"], the issuance process and the management of the City's debt. The purpose of this Debt Policy is to improve the quality of management and legislative decisions and to provide justification for the structure of debt issuances consistent with the Debt Policy's goals while demonstrating a commitment to long-term capital planning. It is also the intent of the City that this Debt Policy will signal to credit rating agencies, investors and the capital markets that the City is well managed and will always be prepared to meet its obligations in a timely manner. This Debt Policy fulfills the requirements of the State of Tennessee regarding the adoption of a formal debt management policy on or before January 1, 2012.

This Debt Policy provides guidelines for the City to manage its debt and related annual costs within both current and projected available resources while promoting understanding and transparency for our citizens, taxpayers, rate payers, businesses, vendors, investors and other interested parties.

In managing its debt (defined herein as tax-exempt or taxable bonds, capital outlay notes, other notes, capital leases, inter-fund loans or notes and loan agreements); it is the City's policy to:

- Achieve the lowest cost of capital within acceptable risk parameters
- Maintain or improve credit ratings
- Assure reasonable cost access to the capital markets
- Preserve financial and management flexibility
- Manage interest rate risk exposure within acceptable risk parameters

II. GOALS AND OBJECTIVE

Debt policies and procedures are tools that ensure financial resources are adequate to meet the City's long-term capital planning objectives. In addition, the Debt Policy helps to ensure that financings undertaken by the City have certain clear, objective standards which allow the City to protect its financial resources in order to meet its long-term capital needs.

The Debt Policy formally establishes parameters for issuing debt and managing a debt portfolio which considers the City's specific capital improvement needs; ability to repay financial obligations; and, existing legal, economic, and financial market conditions. Specifically, the policies outlined in this document are intended to assist in the following:

- To guide the City and its managers in policy and debt issuance decisions
- To maintain appropriate capital assets for present and future needs
- To promote sound financial management
- To protect the City's credit rating
- To ensure the City's debt is issued legally under applicable state and federal laws
- To promote cooperation and coordination with other parties in the financing
- To evaluate debt issuance options

III. GENERAL POLICIES

Long-term borrowing will not be used to finance current operating expenditures.

The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements and capital assets.

The City is subject to debt limitations imposed by the City Charter. The total bonded indebtedness of the City shall not exceed twenty percent (20%) of the assessed value of the taxable property of the City according to the most recent complete assessment. In determining the debt applicable to the legal debt limit, the following types of debt are excluded:

- general obligation bonds payable out of the revenues of any public utility;
- all bonds payable out of special assessment proceeds; and,
- tax anticipation bonds and notes.

As a goal, the City will maintain its net general obligation bonded debt at a level not to exceed ten percent (10%) of the assessed valuation of taxable property of the City unless otherwise directed by the Board of Mayor and Aldermen ("Legislative Body").

Revenues and rates for self supporting activities will be maintained to annually pay their operating expenses and one hundred and five percent (105%) of annual debt service for the tax-backed revenue bonds, general obligation bonds or other debt issued to finance their capital improvements.

Capital lease obligations, capital outlay notes or other debt instruments may be used as a medium-term method of borrowing for the financing of vehicles, computers, other specialized types of equipment, or other capital improvements.

IV. PROCEDURES FOR ISSUANCE OF DEBT

1. **Authority**

a. The City will only issue debt by utilizing the statutory authorities provided by the Tennessee Code Annotated, as supplemented and revised ("TCA") and the Internal Revenue Code (the "Code").

b. The City will adhere to any lawfully promulgated rules and regulations of the State and those promulgated under the Code.

c. All debt must be formally authorized by resolution of the City's Legislative Body.

2. **Transparency**

a. It is recognized that the issuance of debt must have various approvals, and on occasion, written reports provided by the State of Tennessee Comptroller's office, either prior to adoption of resolutions authorizing such debt, prior to issuance and/or following issuance. The City and/or its Financial Professionals (defined herein), if any, will ensure compliance with TCA, the Code and all applicable federal and State rules and regulations. Such State compliance will include, but not be limited to, compliance with all legal requirements regarding adequate public notice of all meetings of the City related to consideration and approval of debt. In the interest of transparency, all costs (including interest, issuance, continuing, and one-time), the terms and conditions of each debt issue along with a debt service schedule outlining the rate of retirement for the principal amount will be disclosed to the Legislative Body, citizens/members and other interested parties in a timely manner in the documents provided to the Legislative Body for approval, which are available for public review on request.

Additionally, the City will provide the Tennessee Comptroller's office with sufficient information on the debt to not only allow for transparency regarding the issuance, but also to assure that the Comptroller's office has sufficient information to adequately report on or approve any formal action related to the sale and issuance of debt. The City will also make this information available to its Legislative Body, citizens and other interested parties.

b. The City will file its Audited Financial Statements and any Continuing Disclosure document prepared by the City or its Dissemination Agent with the MSRB through the operation of the Electronic Municipal Market Access system ("EMMA") and any State Information Depository established in the State of Tennessee (the "SID"). To promote transparency and understanding, these documents should be furnished to members of the Legislative Body and made available electronically or by other usual and customary means to its citizens, taxpayers, rate payers, businesses, investors and other interested parties by posting such information on-line or in other prominent places.

V. CREDIT QUALITY AND CREDIT ENHANCEMENT

The City's debt management activities will be conducted in order to maintain or receive the highest possible credit ratings possible. The City Recorder, in conjunction with any professionals (including, but not limited to, financial advisors, underwriters, bond counsel, etc., individually or collectively referred to herein as "Financial Professionals") the City may choose to engage, will be responsible for maintaining relationships and communicating with one or more rating agencies.

The City will consider the use of credit enhancements on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when clearly demonstrable savings can be shown will an enhancement be considered. The City will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancements:

1. **Insurance**

The City may purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination will be based on such insurance being less costly than the present value of the difference in the interest on insured bonds versus uninsured bonds.

2. **Letters of Credit**

The City may enter into a letter-of-credit ("LOC") agreement when deemed prudent and advantageous. The City or its Financial Professionals, if any, may seek proposals from qualified banks or other qualified financial institutions pursuant to terms and conditions that are acceptable to the City.

VI. **AFFORDABILITY**

The City will consider the ability to repay debt as it relates to the total budget resources, the wealth and income of the community and its property tax base and other revenues available to service the debt. The City may consider debt ratios and other benchmarks compared to its peers when analyzing its debt, including materials published by the nationally recognized credit rating agencies.

VII. **DEBT STRUCTURE**

The City will establish all terms and conditions relating to the issuance of debt and will invest all debt proceeds pursuant to the terms of its investment policy, if any. Unless otherwise authorized by the City, the following will serve as the general terms and conditions for determining the structure:

1. **Term**

All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful economic life of the improvements and inconsideration of the ability of the City to absorb such additional debt service expense. The term of debt will be determined by, but not limited to, the economic life of the assets financed, conditions in the capital markets, the availability of adequate revenue streams to service the debt and the existing pattern of debt payable from such identifiable fund or enterprise activity, but in no event will the term of such debt exceed forty (40) years, as outlined in TCA.

2. **Capitalized Interest**

From time to time, certain financings may require the use of capitalized interest from the date of issuance until the City is able to realize beneficial use and/or occupancy of the financed project. Interest may be capitalized through a period permitted by federal law and TCA if it is determined by the Legislative Body that doing so is beneficial and is appropriately memorialized in the legislative action authorizing the sale and issuance of the debt.

3. **Debt Service Structure**

General obligation debt issuance will be planned to achieve relatively net level debt service or level principal amortization considering the City's outstanding debt obligations, while matching debt service to the useful economic life of facilities. Absent events or circumstances determined by its Legislative Body, the City will avoid the use of bullet or balloon maturities (with the exception of sinking fund requirements required by term bonds) except in those instances where such maturities serve to make existing overall debt service level or match specific income streams. Debt which is supported by project revenues and is intended to be self-supporting should be structured to achieve level proportional coverage to expected available revenues.

4. **Call Provisions**

In general, the City's debt should include a call feature no later than ten (10) years from the date of delivery of the bonds. The City will avoid the sale of long-term debt which carries longer redemption features unless a careful evaluation has been conducted by the City Recorder and/or Financial Professionals, if any, with respect to the value of the call option.

5. **Original Issuance Discount/Premium**

Debt with original issuance discount/premium will be permitted.

6. **Deep Discount Bonds**

Deep discount debt may provide a lower cost of borrowing in certain capital markets. The City Recorder and/or its Financial Professionals, if any, should carefully consider their value and effect on any future refinancing as a result of the lower-than-market coupon.

VIII. **DEBT TYPES**

When the City determines that debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued.

1. **Security Structure**

a. **General Obligation Bonds**

The City may issue debt supported by its full faith, credit and unlimited ad valorem taxing power ("General Obligation Debt"). General Obligation Debt will be used to finance capital projects that do not have significant independent creditworthiness or significant on-going revenue streams or as additional credit support for revenue-supported debt, if such support improves the economics of the debt and is used in accordance with these guidelines.

b. **Revenue Debt**

The City may issue debt supported exclusively with revenues generated by a project or enterprise fund ("Revenue Debt"), where repayment of the debt service obligations on such Revenue Debt will be made through revenues generated from specifically designated sources. Typically, Revenue Debt will be issued for capital projects which can be supported from project or enterprise-related revenues.

c. **Capital Leases**

The City may use capital leases to finance projects assuming the City Recorder and/or Financial Professionals, if any, determine that such an instrument is economically feasible.

2. **Duration**

a. **Long-Term Debt**

The City may issue long-term debt when it is deemed that capital improvements should not be financed from current revenues or short-term borrowings. Long-term debt will not be used to finance current operations or normal maintenance. Long-term debt will be structured such that financial obligations do not exceed the expected useful economic life of the project(s) financed.

i. *Serial and Term Debt.* Serial and Term Debt may be issued in either fixed or variable rate modes to finance capital infrastructure projects;

ii. *Capital Outlay Notes ("CONs").* CONs may be issued for up to twelve(12) years to finance capital infrastructure projects; or

iii. *Capitalized Leases.* Capitalized Leases may be issued to finance infrastructure projects or equipment with an expected life not greater than the term of the lease.

b. **Short-Term Debt**

Short-term borrowing may be utilized for:

i. Financing short economic life assets;

ii. The construction period of long-term projects;

iii. Interim financing; or

iv. Temporary funding of operational cash flow deficits or anticipated revenues;

Subject to the following policies:

1. *Bond Anticipation Notes ("BANs") BANs,* including commercial paper notes issued as BANs, may be issued instead of capitalizing interest to reduce the debt service during the construction period of a project or facility. The BANs will not mature more than 2 years from the date of issuance. BANs can be rolled in accordance with federal and state law. BANs will mature within 6 months after substantial completion of the financed facility.

2. *Revenue Anticipation Notes ("RANs") and Tax Anticipation Notes("TANs").* RANs and TANS will be issued only to meet cash flow needs consistent with a finding by bond counsel that the sizing of the issue fully conforms to federal IRS and state requirements and limitations.

3. *Lines of Credit.* Lines of Credit will be considered as an alternative to other short-term borrowing options. A line of credit will only be structured to federal and state requirements.

4. *Interfund Loans.* Interfund Loans will only be used to fund operational deficiencies among accounts or for capital projects to be paid from current fiscal year revenues. Such interfund loans will be approved by the State Comptroller's office and will only be issued in compliance with state regulations and limitations.

5. *Other Short-Term Debt.* Other Short-Term Debt including commercial paper notes, BANs, Capitalized Leases and CONs, may be used when it provides an interest rate advantage or as interim financing until market conditions are more favorable to issue debt in a fixed or variable rate mode. The City will determine and utilize the most advantageous

method for short-term borrowing. The City may issue short-term debt when there is a defined repayment source or amortization of principal.

3. **Interest Rate Modes**

a. **Fixed Rate Debt**

To maintain a predictable debt service schedule, the City may give preference to debt that carries a fixed interest rate.

b. **Variable Rate Debt**

The targeted percentage of net variable rate debt outstanding (excluding (1) debt which has been converted to synthetic fixed rate debt and (2) an amount of debt considered to be naturally hedged to short-term assets in the Unreserved General and/or Debt Service Fund Balance) will not exceed twenty-five percent (25%) of the City's total outstanding debt and will take into consideration the amount and investment strategy of the City's operating cash.

The following circumstances may result in the consideration of issuing variable rate debt:

i. *Asset-Liability Matching*;

ii. *Construction Period Funding;*

iii. *High Fixed Interest Rates*. Interest rates are above historic averages;

iv. *Diversification of Debt Portfolio*;

v. *Variable Revenue Stream*. The revenue stream for repayment is variable and is anticipated to move in the same direction as market-generated variable interest rates or the dedication of revenues allows capacity for variability; and

vi. *Adequate Safeguard Against Risk*. Financing structure and budgetary safeguards are in place to prevent adverse impacts from interest rate shifts such structures could include, but are not limited to, interest rate caps and short-term cash investments in the City's General Fund.

An analysis by the City Recorder and/or its Financial Professionals, if any, will be conducted to evaluate and quantify the risks and returns associated with the variable rate debt including, but not limited to, a recommendation regarding the use of variable rate debt.

4. **Zero Coupon Debt**

Zero Coupon Debt may be used if an analysis has been conducted by the City Recorder and/or Financial Professionals, if any, of the risks and returns associated with the Zero Coupon Debt. The analysis will include, but not be limited to, a recommendation regarding the use of Zero Coupon Debt as the most feasible instrument considering available revenues streams, the need for the project and other factors determined by the Legislative Body.

5. **Synthetic Debt**

The City will not enter into any new interest rate swaps or other derivative instruments unless it adopts a Debt Derivative Policy consistent with the requirements of TCA and only after approval of the State Comptroller's office and affirmative action of the Legislative Body. To the extent the City has any current existing interest rate swaps or other derivative instruments, the City will monitor these agreements and any amendments consistent with the compliance report issued by the State Comptroller's Office at the time the agreements were previously authorized.

IX. **REFINANCING OUTSTANDING DEBT**

The City Recorder, in conjunction with the Finance Professionals, if any, will have the responsibility to analyze outstanding debt for refunding opportunities. The City Recorder will consider the following issues when analyzing possible refunding opportunities:

1. **Debt Service Savings**

Absent other compelling considerations such as the opportunity to eliminate onerous or restrictive covenants contained in existing debt documents, the City has established a minimum net present value savings threshold of at least three percent (3%) of the refunded debt principal amount. Refunding opportunities may be considered by the City using any savings

threshold if the refunding generates positive net present value savings. The decision to take less than three percent (3%) net present value savings or to take the savings in any matter other than a traditional year-to-year level savings pattern must be approved by the Legislative Body.

2. **Restructuring for economic purposes**

The City may also refund debt when it is in its financial interest to do so. Such are funding will be limited to restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds, remove unduly restrictive bond covenants or any other reason approved by the Legislative Body in its discretion.

3. **Term of Refunding Issues**

Normally, the City will refund debt equal to or within its existing term. However, the City Recorder may consider maturity extension, when necessary to achieve desired outcomes, provided that such extension is legally permissible and it is approved by the Legislative Body. The City Recorder may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful economic life of the financed facility and the concept of inter-generational equity should guide these decisions.

4. **Escrow Structuring**

The City will utilize the least costly securities available in structuring refunding escrows. In the case of open market securities, a certificate will be provided by a third party agent, who is not a broker-dealer stating that the securities were procured through an arms-length, competitive bid process, that such securities were more cost effective than State and Local Government Obligations (SLGS), and that the price paid for the securities was reasonable within Federal guidelines. In cases where taxable debt is involved, the City Recorder, with the approval of bond counsel, may make a direct purchase as long as such purchase is the most efficient and least costly. Under no circumstances will an underwriter, agent or the Professional Advisors sell escrow securities involving tax-exempt debt to the City from its own account.

5. **Arbitrage**

The City will take all necessary steps to optimize escrows and to avoid negative arbitrage in its refunding. Any positive arbitrage will be rebated as necessary according to Federal guidelines.

X. **METHODS OF ISSUANCE**

The City Recorder may consult with a Finance Professional regarding the method of sale of debt. Subject to approval by the Legislative Body, the City Recorder will determine the method of issuance of debt on a case-by-case basis consistent with the options provided by prevailing State law.

1. **Competitive Sale**

In a competitive sale, the City's debt will be offered in a public sale to any and all eligible bidders. Unless bids are rejected, the debt will be awarded to the bidder providing the lowest true interest cost as long as the bid adheres to the requirements set forth in the official notice of sale.

2. **Negotiated Sale**

The City recognizes that some securities are best sold through a negotiated sale with an underwriter or group of underwriters. The City will assess the following circumstances in determining whether a negotiated sale is the best method of sale:

a. State requirements on negotiated sales;

b. Debt structure which may require a strong pre-marketing effort such as those associated with a complex transaction generally referred to as a "story" bond;

c. Size or structure of the issue which may limit the number of potential bidders;

d. Market conditions including volatility, wherein the City would be better served by the flexibility afforded by careful timing and marketing such as is the case for debt issued to refinance or refund existing debt;

e. Whether the debt is to be issued as variable rate obligations or perhaps as Zero Coupon Debt;

f. Whether an idea or financing structure is a proprietary product of a single firm;

g. In a publicly offered, negotiated sale, the Financial Advisor, if any, will not be permitted to resign as the Financial Advisor in order to underwrite an issue for which they are or have been providing advisory services; and

h. If there is no Financial Advisor, then the Underwriter in a publicly offered, negotiated sale will be required to provide pricing information both as to interest rates and to takedown per maturity to the Legislative Body (or its designated official) in advance of the pricing of the debt.

3. **Private Placement**

From time to time, the City may elect to privately place its debt. Such placement will only be considered if this method is demonstrated to be advantageous to the City.

XI. **PROFESSIONALS**

1. **Financial Professionals**

As needed, the City may select Financial Professionals to assist in its debt issuance and administration processes. Selection of the Financial Professionals will be based on, but not limited to, the following criteria:

a. Relevant experience with municipal government issuers and the public sector;

b. Indication that the firm has a broadly based background and is therefore capable of balancing the City's overall needs for continuity and innovation in capital planning and debt financing;

c. Experience and demonstrated success as indicated by its experience;

d. The firm's professional reputation;

e. Professional qualifications and experience of principal employees; and

f. Consideration should be given to the estimated costs, but price should not bethe sole determining factor.

2. **Miscellaneous**

a. **Written Agreements**

i. Any Financial Professionals engaged by the City will enter into written agreements including, but not limited to, a description of services provided and fees and expenses to be charged for the engagement.

ii. The City will enter into an engagement letter agreement with each lawyer or law firm representing the City in a debt transaction. (No engagement letter is required for any lawyer who is an employee of the City or lawyer or law firm which is under a general appointment or contract to serve as counsel to the City. The City does not need an engagement letter with counsel not representing the City, such as Underwriters' counsel.)

iii. The City will require all Financial Professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the City and the lender or conduit issuer, if any. This includes "soft" costs or compensations in lieu of direct payments.

iv. Financial Advisor: If the City chooses to hire financial advisors, the City will enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions. Whether in a competitive or negotiated sale, the Financial Advisor will not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance.

v. Underwriter: If there is an Underwriter, the City will require the Underwriter to clearly identify itself in writing *(e.g.,* in a response to a request for proposals or in promotional materials provided to an issuer) as an Underwriter and not as a Financial Advisor from the earliest stages of its relationship with the City with respect to that issue.

vi. The Underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction, and that it has financial and other interests that differ from those of the City. The Underwriter in a publicly offered, negotiated sale will be required to provide pricing information both as to interest rates and to takedown per maturity to the Legislative Body in advance of the pricing of the debt.

b. **Conflict of Interest**

i. Financial Professionals involved in a debt transaction hired or compensated by the City will be required to disclose to the City existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisors, swap advisors, bond counsel, swap counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure will include that information reasonably sufficient to allow the City to appreciate the significance of the relationships.

ii. Financial Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

XII. COMPLIANCE

1. Continuing Annual Disclosure

Normally, at the time debt is delivered, the City will execute a Continuing Disclosure Certificate in which it will covenant for the benefit of holders and beneficial owners of the publically traded debt to provide certain financial information relating to the City by not later than twelve months after each of the City's fiscal years, (the "Annual Report) and provide notice of the occurrence of certain enumerated events. The Annual Report (and audited financial statements, if filed separately) will be filed with the MSRB through the operation of the Electronic Municipal Market Access system ("EMMA") and any State Information Depository established in the State of Tennessee (the "SID"). If the City is unable to provide the Annual Report to the MSRB and any SID by the date required, notice of each failure will be sent to the MSRB and the SID on or before such date. The notices of certain enumerated events will be filed by the City with the MSRB and any SID. The specific nature of the information to be contained in the Annual Report or the notices of significant events is provided in Continuing Disclosure Certificate. These covenants are made in order to assist the Underwriter in complying with SEC Rule 15c2-12(b) (the "Rule").

2. Arbitrage Rebate

The City will also maintain a system of record keeping and reporting which complies with the arbitrage rebate compliance requirements of the Code.

3. Records

The City will also maintain records required by the Code including, but not limited to, all records related to the issuance of the debt including detailed receipts and expenditures for a period up to 6 years following the final maturity date of the debt.

XIII. DEBT POLICY REVIEW

1. General Guidance

The guidelines outlined herein are intended to provide general direction regarding the future issuance of debt. The City maintains the right to modify this Debt Policy and may make exceptions to any of its guidelines at any time to the extent that the execution of such debt achieves the goals of the City, as long as such exceptions or changes are consistent with TCA and any rules and regulations promulgated by the State.

This Debt Policy should be reviewed from time to time as circumstances, rules and regulations warrant.

2. Designated Official

The City Recorder is responsible for ensuring substantial compliance with this Debt Policy.

BUDGET OVERVIEW

Basis for Budgeting & Accounting

HISTORICAL INFORMATION

The Budget document for the City of Kingsport provides two prior years data and current comparisons of revenues and expenditures; allocations of resources, both fiscal and personnel; and the anticipated objectives of the City's programs.

BUDGET ORGANIZATION

The Budget Document is organized to provide a summary of the total budget with revenues and expenses for each fund. The major portion of the budget consists of summary pages containing a description of the funds and activities along with a recap by object code and object class of all expenses for the function. Also included in the Budget Document are a Budget Message, Personnel Schedule, Glossary, and Appendices.

FINANCIAL STRUCTURE

All the City's accounts are organized using fund, department and division. The operations of each fund are accounted for by a separate set of self-balancing accounts. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

BASIS FOR BUDGETING

The budget for all funds is adopted on a basis generally consistent with Generally Accepted Accounting Principals (GAAP). The budgeted amounts reflected in the accompanying budget and actual comparisons are as originally adopted or as amended by the Board of Mayor and Aldermen.

The City Manager is authorized to transfer budgeted amounts within departments within any fund. However, any revisions that alter the expenditures of any fund, or transfers budgeted amounts between departments, must be approved by the Board of Mayor and Aldermen. Expenditures may not exceed appropriations at the fund level.

Formal budgetary integration is used as an on-going management control device for all funds. Budgetary control is achieved by the Debt Service Fund through general obligation bond indenture provisions. All appropriations that are not expended or encumbered lapse at the fiscal year-end.

BASIS FOR ACCOUNTING

All government funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. All other governmental revenues are recorded as revenue when received. Property tax revenues are recognized in the fiscal year for which they are levied. Licenses and permits, charges for services, fines and forfeitures, and other revenues are recorded as revenue when received in cash. Expenditures are generally recognized under the modified accrual basis of accounting when the related expense is incurred. However, an exception to the general rule would include principal and interest on general long-term debt which is recognized when due.

All proprietary funds, such as the Water Fund and Sewer Fund, are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred. The reserve method is used to estimate the allowance for doubtful accounts for water and sewer service receivables.

The City distributes the cost of "in-house" expenses to the various operating departments on the basis of a predetermined cost distribution. The percentages are arrived at based upon the usage of the various departments.

Work performed by certain service centers will be paid for by the General Fund with the exception of work done on behalf of the Enterprise Funds. Examples of service centers are:

- Information Services Department
- Fleet Maintenance
- Finance Department
- Procurement (Purchasing) Department

In each case, these activities provide administrative support to the other city operations. The costs involved are transferred in whole or in part to the benefiting fund. The purpose of cost distribution is to assign all costs, to the extent possible, to the budget activity incurring or acquiring the expenditure.

Budget in Brief

The Five-Year Capital Improvement Plan and the FY 2024-2025 Budget were presented to the Board of Mayor and Aldermen (BMA) on May 13, 2024. Kingsport City School system presented their budget to the BMA on May 16, 2024. As a result of the two budget work sessions and a public hearing, the FY 2024-2025 Budget was adopted by the BMA on June 18, 2024.

The Adopted Budget is summarized as follows:

Global: BMA approved a new pay plan for the FY 2023-2024 Budget. A comprehensive pay study was conducted throughout the FY 2022-2023 budget year. All positions were assessed and compared to similar positions in the local job market. New pay grades were established and positions were placed at market level and adjusted according to experience. A 1% COLA was approved with the FY2024-2025 budget and qualifying employees received one step on the pay scale. Although a Capital Improvement Plan was approved for FY 2024-2025, there is no planned bond issuance until the FY 2025-2026 budget.

Water Fund: Water Rates increased by an average of 4.75% for customers living inside and outside the corporate limits. The Water Fund Capital Improvements Plan was approved with $1,340,000 in projects for FY 2024-2025.

Wastewater Fund: Sewer Rates increased by 6.5% for customers living inside and outside the corporate limits. The Wastewater Fund Capital Improvements Plan was approved with $1,145,000 in projects for FY 2024-2025.

General Fund: The FY 2024-2025 budget was balanced with no change in the property tax rate. The General Fund Capital Improvement Plan was approved with no planned bonded projects for FY 2024-2025. Cash funded projects total $4,700,000, of which $3,800,000 was allocated to Street Resurfacing.

Regional Sales Tax Fund: The Regional Sales Tax Fund budget funds Cattails, Meadowview, and the Aquatic Center's subsidy and debt service. The transfer of funds from the Regional Sales Tax Fund to Cattails is $250,000, the transfer of funds to Meadowview is $2,250,000 and the transfer for the Aquatic Center is $2,500,000.

- Cattails Golf Course budget is $1,427,900.
- Meadowview Conference Center budget is $2,634,400.
- The Aquatic Center's budget is $4,128,700.

Property Tax Rate: The property tax rate for City of Kingsport properties inside Sullivan County and properties inside Hawkins County was increased by 12 cents in FY 2023 to help keep employee pay competitive in the tightest labor market in recent history. The effective tax rate for the City of Kingsport is $1.9983.

General Fund Budget

The following are Revenue and Expenditure Projections for the General Fund as approved by the BMA:

GENERAL FUND REVENUES	ESTIMATED
Property Taxes	$44,305,500
Gross Receipts	$12,075,200
Licenses & Permits	$841,300
Fines & Forfeitures	$1,171,500
Investments	$1,100,000
Charges For Services	$3,365,000
Inter-local Government	$760,700
Local Option Sales Tax	$23,504,000
State Shared Sales Tax	$6,874,800
State Shared	$2,675,900
Miscellaneous	$2,919,600
Total General Fund Revenues	**$99,593,500**

GENERAL FUND EXPENDITURES	ESTIMATED
Personal Services	$44,210,500
Contractual Services	$10,658,800
Commodities	$1,787,850
Other Expenses	$2,533,000
Insurance	$1,098,550
Partners	$3,403,100
Subsidies	$49,500
Capital Outlay	$135,500
To Debt Service Fund	$11,148,900
To School Debt Service	$4,443,150
To School Fund Operations (MOE)	$11,245,300
Tax Incremental Financing (TIFs)	$410,100
Transfers to Other Funds	$8,469,250
Total General Fund Expenses	**$99,593,500**

Budget Facts

The following are Revenue & Expenditure Projections for All Funds as approved by the BMA:

TOTAL BUDGET SUMMARY	REV = EXP
General Fund	$99,593,500
Debt Service Fund	$16,370,100
Water Fund	$18,890,000
Sewer Fund	$20,264,000
Solid Waste Management Fund	$6,756,000
Storm Water Management Fund	$1,908,200
Aquatic Center Fund	$4,128,700
Meadowview Conference Center Fund	$2,634,400
Cattails Golf Course Fund	$1,427,900
Fleet Internal Service Fund	$15,209,484
Risk Management Fund	$3,220,700
Health Insurance Fund	$11,078,900
Retiree Insurance Fund	$1,545,800
State Street Aid Fund	$3,066,700
Criminal Forfeiture Fund	$6,000
Drug Fund	$157,100
Regional Sales Tax Fund	$5,000,000
Visitor's Enhancement Fund	$550,000
Library Governing Board Fund	$1,408,400
General Purpose School Fund	$98,532,250
School Food & Nutrition Fund	$4,850,000
Public Library Commission Fund	$10
Bays Mountain Commission Fund	$290,000
Senior Citizens Adv. Board Fund	$339,000
Steadman Cemetery Trust Fund	$2,600
Palmer Center Trust Fund	$100
Public Art Commission Fund	$10,000
Allandale Fund	$17,500
Gross Budget *(All Funds):*	**$317,257,344**
Less Inter-fund Transfers:	$69,093,574
TOTAL BUDGET *(All Funds):*	**$248,163,770**

FY 2024-2025 Total Capital Projects For Each Fund*	
General Project Fund	$2,700,000
Wastewater Fund	$1,340,000
Water Fund	$1,145,000
Total Capital Improvement Plan	**$5,185,000**

** All Capital Projects are funded within their respective operating budgets. The Capital Improvement Plan is tentative and subject to change. The City proposed the FY 2024-2025 Capital Improvement Plan without the intention of issuing bonded debt for any funds. The City plans to issue bonds in FY 2025-2026 in the January 2026 timeframe.*

City Fast Facts

Population - TN State Certified: 55,442

Total City Staffing by Category (Non-Schools)

- Full-Time - 807
- Part-Time - 23

Educational Facilities

- High Schools - 1
- Middle Schools - 2
- Elementary Schools - 8
- Cora Cox Academy Alternative School - 1
- Dobyns Bennett Excel - 1
- Palmer Center (Early Childhood) - 1

Kingsport Academic Village

- Regional Center for Applied Technology
- Regional Center for Health Professionals
- Kingsport Center for Higher Education
- Regional Center for Advanced Manufacturing
- The Pal Barger Center for Automotive Technology

Water Services

Provides clean water to 35,865 water customers (23,654 inside, 12,737 outside) and maintains 858 miles of water mains and 2,543 fire hydrants.

Wastewater Services

Provides sewage collection and treatment services to 23,556 customers and maintains 559 miles of sanitary sewer collection lines.

Solid Waste Services

Provides weekly curbside refuse collection for 27,152 customers within the City and 4,621 customers outside the city, collecting 27,207 tons per year.

Streets Maintenance

Maintains 503 miles of City streets, including snow removal, pothole repair, lane striping, and street cleaning, along with all sidewalks and intersections.

Traffic Maintenance

Maintains 10,786 streetlights and 108 traffic signals.

Emergency Services

Of the more than 154,288 calls received last year by Central Dispatch, 68,103 were emergency 911 calls. Of those, 7,667 were First Responder Medical/ Accident calls, 1,533 Fire Calls, and 68,099 were Police Calls.

Library

Total annual attendance of 115,000 and circulation of 329,066.

Leisure Services

Operates and maintains 36 park locations covering 4,012 acres. These locations include a skate park, a splash pad, pickleball courts, tennis courts, two senior centers, hiking trails, nature exhibits with expert-led nature shows, a state-of-the-art planetarium, a softball/baseball complex, a multi-pool Aquatic Center, and a nationally recognized Greenbelt trail system.

Strategic Plan

PURPOSE

The purpose of the Strategic Plan is to provide a visionary framework that forms the foundation for the tone and direction of how the City of Kingsport will deliver services to its customers as well as plan for key objectives for its future.



Core Values

Citizens
Employees
Integrity
Excellence & Innovation
Leadership
Partnerships

Goals

Citizen Friendly Government
Attract, Develop & Retain a Qualified Municipal Workforce
Economic Growth & Development
Strong Neighborhoods & Quality Development
Stewardship of Public Funds
Strong Education System
Reliable, Dependable Infrastructure
Superior Quality of Life
Safe Community

Citizen Survey	**Accreditation**	**Response Times**	**Crime Clearance**	**Training Hours**	**Policies/ Procedures**
General Fund Balance	**Water Plant Scores**	**Bond Rating**	**Tax Rate**	**Sales Tax**	**Awards and Recognitions**

Global Measures

**Strategic Plan Global Measures can be found in the Appendix of the Budget Book.*

CORE VALUES & PRINCIPLES THAT GUIDE OUR WORK

Citizens

1. **Citizens:** We value all of our citizens and residents and consider each and every one to be stakeholders in the City of Kingsport. We work cooperatively and communicate with the various stakeholders within our community through public hearings and input sessions for projects and proposals. We strive to provide an inclusive environment for all citizens to feel welcomed and valued.

2. **Citizen Participation:** We value and welcome citizen and customer participation and input through town hall meetings and citizen group meetings, citizen boards, public forums, and Chamber partnerships.

3. **Diversity:** We value the diversity of background and opinions of individuals – board member to board member, board member to staff, staff to board member, and board members and staff to citizens and customers. We are constantly seeking diversity not only on our Boards/Commissions/Citizen Groups but also in our various departments.

Integrity

4. **Trusteeship:** We value the trust placed in us by the citizens of Kingsport and we are committed to leading this City forward in a proactive, honest, customer-friendly manner. We consider this trust to be trusteeship and are constantly reviewing best practices to ensure we are providing the most efficient level of service we can.

5. **Integrity:** We value honesty, trust, integrity, ethical and professional behavior and exercise it diligently and at all times in the performance of our duties. We have established internal controls which ensure that we are good stewards of the public's time, money and trust.

6. **Transparency:** We value an open government where clear information is easily accessible by all. We are committed to providing transparency in all aspects of city operations.

Leadership

7. **Council-Manager Form of Government:** We value the Council-Manager form of government and its long tradition in Kingsport with professional management and a professional staff.

8. **Sound Leadership:** We value public input during the deliberative process and then make decisions based on sound leadership and anticipated results that are best for the community at-large. We respect and value the democratic process.

9. **Broad Policy:** Board decisions are predominately policy decisions that are formulated by determining the broadest values before progressing to more narrow ones.

10. **Board Composition:** The Board of Mayor and Aldermen is a non-partisan board that is comprised of community-oriented individuals.

11. **Model City:** We seek to set the standard for local governments within Tennessee.

12. **Performance Measurement:** We value the use of reasonable measures as tools to help us achieve the balance between the efficiency of services and the effective delivery of services.

Employees

13. **Employees:** We value our employees and the contributions they make to our citizens, customers and community.

14. **Good Work Environment:** We value the health and safety of our employees. We provide an open, inclusive atmosphere with an open-door policy.

15. **Continuous Learning:** We believe in continuous learning opportunities for our employees and provide them with the resources necessary to train and excel in their job and in becoming leaders.

Excellence & Innovation

16. **Performance Excellence:** We value continuous improvement in the structure and delivery of services. This is exemplified by Accreditation of our Police Department, Fire Department and Senior Center, as well as numerous certifications and awards received throughout various city departments.

17. **Values & Results:** We are a values-driven, results-oriented organization.

18. **Innovation:** We value innovation in all aspects of the organization. We remain committed to creative approaches to traditional functions.

Partnerships

19. **Partnerships:** We value regional partnerships and work cooperatively with various national, state, municipal, county and local organizations. These include organizations at many levels, including public, private, non-profit and civic.

20. **Outstanding Education:** We value our public education system and a strong working relationship with the Kingsport Board of Education. We are committed to connecting the community with higher education opportunities through our educational partners, including Northeast State Community College, East Tennessee State University, and Lincoln Memorial University and are continually looking for ways to expand our partnerships.



Photography by: Jay Huron

GOALS THAT GUIDE OUR WORK

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

To treat citizens within the city and our customers within our service and planning areas as valued customers deserving our respect and assistance.

Performance Value: We value a strong commitment to customer service in all aspects of municipal operations. We consider the citizens of Kingsport and its environs as customers deserving courtesy, honest, prompt attention, and our time to hear their concerns and our efforts to honestly respond to their concerns and needs. We strive to be a citizen friendly government and value working with neighborhood associations as a means to address needs and concerns. Connecting our citizens with our departments through events like Public Works Day or the Homebuilders Show each year have proven a great success for the citizens to see what services are being provided.

Objectives:

- Initiate a tri-annual community survey.
  - Utilize a 3rd party organization that is nationally recognized to solicit, gather, and analyze data received from survey.
  - Use data received in future Strategic Planning updates for new goals and objectives.
- Strengthen methods of public engagement to reach all segments of the community.
  - Pursue methods of reaching traditionally hard-to-reach populations utilizing various outreach platforms.
  - Equip staff with necessary measures to successfully lead public engagement
- Increase our hands on interactions with the citizen/customer base of Kingsport in all areas of service.
  - Continually look for ways to allow the citizens and customers of the City of Kingsport to have a front row look at services we provide – utilizing special events, marketing tools and excellent customer service.



Measures:

- Utilization rates of See.Click.Fix. tool
- Citizen call back system for Public Works notifications
- AMI real time water consumption information system
- Social media utilization/connection rates
- Community survey results*

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

To invest in our employees by providing training and educational opportunities, enabling them to better perform their jobs and prepare them for career advancement.

Performance Value: We value our employees and consider them to be our organization's most precious resource. We recognize that we must invest in our workforce in order for them to succeed, by providing the necessary training, tools and authority to get the job done. We value the opinions and ideas of our employees and encourage them to become part of the discussion on how we can improve. We strive to have the best municipal workforce. We value an empowered work force that can perform its tasks based on values and ideals rather than by rules and regulations to the extent feasible.

Objectives:

- Evaluate/modify 401 Contribution Plan to make sure we have the best options available for our employees.
  - Vesting schedule
  - Retiree health savings contribution
  - City contribution/Employee contribution
- Develop starting rate guide for employees with previous experience or extraordinary skills, certifications and/or education.
- Evaluate pay rates of jobs within the city in comparison with other municipalities, local employment opportunities and incumbent pay. Set strategy for addressing gaps.
- Evaluate health care premiums and participation levels
  - Single employee
  - Employee plus 1
  - Family
- Training at the Management Team level on various city topics to ensure that policies and procedures are clear, understood, and adhered to

Measures: (* denotes new measure beginning in FY 2021-2022, results will be published in FY 2022-2023)

- Competitive compensation package*
- Succession planning/cross training*
- Licensed and certified staff*
- Employee turnover
- Individual training & leadership training
- Accreditation for police and fire departments as well as Senior Center



GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

To provide a vibrant economy through the creation of value added jobs and wealth, and increase in the total number of jobs, expansion of the tax base and diversification of the economic base for Kingsport and the region.

Performance Value: We value the economic vitality of our community and region as the foundation for the quality of life that we enjoy. We value quality growth and redevelopment within the region that adds value to our community, including tax base expansion and new jobs creation. We strive to have a sustainable economy: meaning that residents can find employment and afford to live in the community and businesses are able to start, remain and expand in the community. We value a downtown that is strong, viable and vibrant. We value proactive investment in economic development in partnerships with our public and private sectors to achieve a healthy, sustainable, diversified regional economy. We recognize the importance of our existing business and industry and strive to be a resource to help them grow and flourish.

Objectives:

- Work with local developers to attract businesses to Kingsport.
- Develop a Healthy Economy Dashboard that can be updated using readily available data as it relates to the local economy.
- Create and distribute an existing business survey to understand their needs and how we can better assist them to grow their operation.
- Conduct regular visits with existing businesses.
- Coordinate and facilitate the redevelopment of the Brickyard Park property.
- Utilize economic partnerships with KEDB, Networks and Holston Business Development Center to grow our economy.
- Through resources such as Buxton, identify businesses that can be successful in Kingsport.
- Facilitate opportunities for local entrepreneurship and identify Kingsport as a place that new businesses can succeed.

Measures:

- Sales tax revenue growth
- Assessed property values growth
- Overall tourism economic impact
- KOSBE cost per job
- KOSBE businesses assisted
- KOSBE jobs created
- NETWORKS scorecard
- KEDB transactions
- Healthy Economy Dashboard
- Business survey*



Photography by: Jay Huron

GOAL #4: STRONG NEIGHBORHOODS & QUALITY DEVELOPMENT

To provide a high quality built environment that supports diverse neighborhoods and thriving development.

Performance Value: We value our existing strong neighborhoods and actively seek to preserve and support their vibrancy. We recognize the need for additional housing opportunities to provide for and support economic development activities. We are committed to creating an atmosphere that recognizes the importance of creating a safe, beautiful and welcoming experience for residents as well as visitors. We strive to guide and direct growth in the community through appropriate planning, land use and development review processes that operate in an effective and efficient manner. We recognize the need for innovative development and redevelopment strategies that maximize the use of existing property within the City Limits. We value attractive neighborhoods and developments and seek voluntary compliance with city codes and



Photography by: Jay Huron

regulations. We strive to preserve our historic areas and cultivate our gateways leading into our community.

Objectives:

- Strive to continuously develop and enhance relationships with local development stakeholders, providing prompt and comprehensive guidance for the duration of the development process.
  - Continually work to streamline and evaluate the process
  - Provide training on new software for developers to assist in a coordinated approach to traditional development practices
- Maintain a continuous and coordinated planning process that involves citizens, city boards and commissions, city departments and other public and private entities in policy development and decision-making.
- Preserve and enhance the City's built environment through the skillful application of historic preservation, gateway design review and urban design principles.
- Ensure quality housing choice for current and future residents through creative approaches to neighborhood preservation and enhancement, while promoting expansion of the City's housing stock by means of infill development.
  - Identify areas that are prime for redevelopment
- Promote neighborhood stabilization through strong code enforcement with emphasis on property maintenance and elimination of substandard housing.
  - Seek voluntary compliance when feasible through proactive, innovative and effective techniques
- Foster positive and respectful neighbor relationships and open communication to strengthen existing neighborhoods and allow new ones to be successful.
  - Encourage open communication, community engagement and the formation of strong neighborhood ties through inclusivity, respect and volunteerism through the Neighborhood Commission

Measures:

- Neighborhood commission*
- Major subdivisions*
- Historic Zoning Commission Certificates of Appropriateness
- Gateway Review Commission Certificates of Appropriateness
- Reduction in Board of Zoning Appeals cases
- Code Enforcement cases
- Façade & Redevelopment Grants
- New commercial permits
- New residential permits



GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

To practice sound financial management and responsible allocation of public funds.

Performance Value: We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City through automation of services, efficient reporting systems and matching public dollars with grant opportunities. We believe that the issuance of debt should be for value-added projects and facilities. We believe that the Board of Mayor and Aldermen should establish broad budget policies and parameters and the city staff should develop annual operating and capital budgets according to these policies.

Objectives:

- Maintain current bond ratings of Aa2 from Moody's and AA from S&P while striving to increase to the next level.
- Maintain net general obligation bonded debt at a level not to exceed ten percent of the assessed valuation of taxable property of the City.
- Maintain debt service expenditures at a level not to exceed ten percent of non-capital expenditures.
- Maintain utility rates sufficient to fund operations and related debt service.
- Maintain a responsible allocation of public debt for value-added projects and facilities.
- Review and reevaluate the City's Debt Service Policy annually.
- Maintain an unassigned general fund balance at a level of at least fifteen percent of the following year's budget.
- Review and reevaluate the City's Fund Balance Policy annually.

- Review and reevaluate the City's Fixed Asset Policy annually.
- Review and reevaluate the City's Procurement Policy annually.
- Maintain a property tax rate sufficient to support a balanced budget.

Measures:

- Bond Ratings
- Total bonded debt
- Excellence in financial management practices
  - GFOA Audit Award
  - GFOA Budget Award
  - Unmodified Audit Opinion
- G.O. debt capacity
- Debt Service as percent of budget
- Undesignated general fund balance
- Property tax rate
- Utility rates
- Total grant dollars received

GOAL #6: STRONG EDUCATION SYSTEM

To support a public school system that prepares students to compete in a global economy, higher education programs that provide opportunities for young adults, and workforce training programs that aid our local businesses and industry.

Performance Value: We value a strong public school system that strives for world-class curriculum and instruction with committed and innovative educators. Our school system prides itself on being fiscally responsible by allocating over 75 percent of all funds toward direct education/instruction. We encourage the expansion of higher education, including adult and continuing education, associate, baccalaureate and graduate degrees offered by various public and private participating universities and colleges within the Academic Village in an effort to ensure a marketable workforce is available for current and potential employers.



Photography by: Jay Huron

Objectives:

- Maintain the highest possible levels of health, safety and welfare of all students, staff, and families while providing exemplary learning opportunities for all.
- Address the academic and social-emotional needs of students impacted by the COVID-19 pandemic by identifying and providing needed support.
- Address short and long-term facility needs through a strategic commitment to capital improvements that meet community expectations for high-quality learning environments.
- Establish a recurring strategic planning process for the Academic Village
  - Follow the process towards the creation of a Strategic and Tactical Plan
- Work to strengthen partnerships with existing institutions in the Academic Village, while looking for ways to expand opportunity with other institutions
- Continue conversations with existing industry and business in the community to ensure that workforce needs are being met

Measures:

- Kingsport City Schools 2020 Strategic Plan Data Dashboard*
- ACT Scores
- Kingsport City Schools Enrollment
- Kingsport Academic Village Enrollmeny



From City of Kingsport Website

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

To provide comprehensive, sustainable land use planning along with a water, sanitary sewer, storm water, sidewalk and transportation system, city-wide high speed communication network and public buildings, parks and properties that offers safe, reliable, dependable service, all of which comply with environmental standards and meet the needs of a growing city and region.

Performance Value: We value a safe, dependable and well-maintained infrastructure and facilities that meets the current and future needs of our customers. We value a clean and healthy environment and will strive to ensure that our infrastructure meets and/or exceeds EPA regulations. We value a multi-modal transportation system that is safe and effective. We value the pedestrian and will plan our streets and highways with the needs of the pedestrian in mind. We value good planning and civic design in our utility and transportation infrastructure and facilities, utilize master plans for all aspects of our main infrastructure, and allowing data to drive decisions.

Objectives:

- Provide Sustainable Data Driven Asset Management Programs moving to Predictive Maintenance.
  - *Roadway Paving*: City wide avg. increase 5% between Measured Pavement Condition Index Surveys; Miles paved per year (20 miles); Maintain goal of 4% of total assets repaved per year
  - *Bridge Maintenance*: Continue bi-annual bridge inspections with 100% "good and above" score
  - *Sidewalk Maintenance*: Implement sidewalk survey; total number of handicap ramps installed per year
  - *Parks Maintenance*: Implement computerized management maintenance system
  - *Drinking Water System*: Continued use of Cartegraph for Asset Management; Maintain a +90 score on the TDEC Sanitary Survey; continue EPA partnership for Safe Drinking Water; Maintain 100% WTP Permit Compliance; Maintain an unaccounted for water validity score of > 80
  - *Wastewater System*: Continued use of Cartegraph for Asset Management; pass the TDEC Audit; Receive annual operational excellence & peak performance awards; Maintain 100% WWTP Permit Compliance
  - *Stormwater System*: Continued use of Cartegraph for Asset Management; pass the TDEC Audit
  - *Traffic Management System*: Continued use of Cartegraph for Asset Management; Replace 5% of traffic controllers each year
  - *City Owned Buildings*: Implement use of Cartegraph for Asset Management
  - *Fleet Maintenance:* Implement use of Cartegraph for Asset Management; Maximize fleet ability and minimize downtime



Photography by: Jay Huron

- Implement a Capital Delivery Plan based upon Master Plans
  - Utilize current master plans for capital delivery - - making sure plans are 10 years or younger.
- Deliver Effective and Efficient Services
  - Sanitation Services: Maintain positive response from satisfaction survey
  - Water Sector Services: Maintain positive response from satisfaction survey
  - High Speed Communication: Review and evaluate potential for city services

Measures:

- Five-Year Capital Improvement Plan financing
- Sustainable Paving Program – Data Driven*
- Potholes repaired
- Street Miles Maintained
- Sidewalk Miles Maintained
- Street Miles swept monthly
- City-Owned Buildings Work orders
- Parks Maintained

GOAL #8: SUPERIOR QUALITY OF LIFE

To provide a well-planned and aesthetically designed community that offers a wide variety of cultural and recreational opportunities and encourages citizen involvement in community affairs.

Performance Value: We value a community that provides high quality cultural and recreational services and amenities for citizens of all ages. We recognize the importance of a robust public art program, literacy endeavors, a wide array of unique recreational opportunities from pickleball to the Aquatic Center and many other opportunities that make Kingsport a great place to live. We value parks and greenways that take advantage of our community's natural beauty and historic heritage. We value a clean and beautiful city and region. We value our environment and conservation of our natural resources. We value citizen involvement and a community that cares for its fellow citizen and neighbors. We value a well-planned community


Photography by: Jay Huron

that incorporates aesthetic urban design in its infrastructure and facilities. We recognize the value added by a public transit system that serves all citizens and provides access to necessary destinations. We value our local farmers, gardeners, makers, crafters and other vendors that work to provide their products to our citizens through the Kingsport Farmers Market.

Objectives:

- Implement technological improvements to streamline the user experience and provide greater accessibility and ease of use for leisure services.
- Develop real-time customer/citizen feedback loops for leisure services programs and facilities to increase our responsiveness (outside the tri-annual survey).
- Phase 1 of Riverbend Park construction is complete.
  - New park construction is consistent with the Parks and Recreation Master Plan.
- Initiate construction of an outdoor multi-use facility ideally suited for speaking engagements, nature programs, entertainment, weddings and more at Bays Mountain Park.
- Construct basketball half court and pickleball court at Lynn View Community Center through Project Diabetes Grant.
- Increase aesthetics and seek improvement opportunities at Rock Springs Park to expand overall functionality and use.
- Complete renovation of Nature Center balcony with the goal to not only update providing the maintenance and repair as needed, but also to make space more presentable and suitable for special events, park programs, visitor concession break areas and as rental space for other functions.
- Continue to improve access to, and participation in programs and facilities that deal with recreation and culture.
- Construct new transit garage facility adjacent to new transit center utilizing federal and state funding as a source of revenue for the project.
- Construct Brickyard Park improvements including Pump Track, Skate Park and Greenspace.
- Develop plans for Cement Hill property and a path for implementation.

Measures:

- Park Maintenance
- Kingsport Aquatic Center
- Meadowview Resort & Conference Center
- Cattails Golf Course
- Bays Mountain Park & Planetarium
- Accredited Senior Center
- Athletics
- ADA Transition Plan
- Cultural Arts – Public Art Program





GOAL #9: SAFE COMMUNITY

To provide a safe and secure community which has a low crime rate and low fire losses and timely emergency responses through an all-hazards approach.

Performance Value: We value a safe and secure community in which the public safety agencies and employees work in partnership with the general public. We value community policing as a means to reduce crime and improve the safety of neighborhoods in transition. We value excellent fire and police departments that are national accredited. We recognize the need for continued outreach and public education for overall community risk reduction.

Objectives:

- Utilize a data-based approach to focus enforcement efforts on the suppression of crime and disorder within the community.
- Provide timely and accurate public information in a transparent format with a public educational focus.
- Continue to enhance public partnerships with businesses, non-profit and faith-based organizations, as well as strengthen partnerships with surrounding law enforcement agencies for a safe and strong community.
- Maintain national accreditation for police and fire.
- Analyze statistical data and trends and develop objectives and strategies to improve safety for all modes of travel, including vehicular, pedestrian and bicycles through public educational awareness, visibility and selected enforcement efforts.
- Evaluate and maintain adequate facilities utilizing the Fire Facilities Plan.
- Evaluate emergency medical services.
  - Work to develop Paramedics to replace the ones who separate from the city.
  - Attract and retain Paramedics through employment opportunities.
  - Work to develop alternatives to ensure the highest level of emergency services is provided.
- Work with dispatch and the water department to move the city towards an ISO 1 classification.
- Evaluate and implement the appropriate staffing level and structure with qualified personnel.
  - Adjust rank structure if needed

- Develop succession plan details
- Develop eligibility hire list and promotional list

Measures:

- Reponses times for police and fire emergency services
- Crime clearance rate
- Accreditation for Police and Fire Departments
- Effective and Reliable Communications





Photography by: Derek Cress

Personnel Summary

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
Governing Body		*Board of Mayor & Aldermen*	*7*	*7*	*7*	*7*	*7*
		City Judge	*1*	*1*	*1*	*1*	*1*
		Total Part-Time	*8*	*8*	*8*	*8*	*8*
		TOTAL EMPLOYEES	**8**	**8**	**8**	**8**	**8**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
City Attorney		City Attorney's Office	5	5	6	5	6
		Risk Management	4	3	3	4	3
		TOTAL EMPLOYEES	**9**	**8**	**9**	**9**	**9**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
City Manager		City Manager's Office	4	3	2	2	2
		Assistant to the City Manager	1	0	0	0	0
		Budget Office	2	2	2	2	2
		Procurement	3	3	3	3	3
		Mail Curier Part-Time	*1*	*1*	*1*	*1*	*2*
		Transit	24	25	25	25	25
		Transit Part-Time	*2*	*1*	*1*	*1*	*1*
		Total Full-Time	34	33	32	32	32
		Total Part-Time	*3*	*2*	*2*	*2*	*3*
		TOTAL EMPLOYEES	**37**	**35**	**34**	**34**	**35**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
Public Information & Communications		Public Information & Communications	2	4	4	4	4
		TOTAL EMPLOYEES	**2**	**4**	**4**	**4**	**4**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
Human Resources		Human Resources	4	4	4	3	4
		Health Benefits Administrator	1	1	1	2	2
		TOTAL EMPLOYEES	**5**	**5**	**5**	**5**	**6**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
Economic Development		Economic Development	2	2	3	3	3
		TOTAL EMPLOYEES	**2**	**2**	**3**	**3**	**3**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
Information Technology (IT)		Information Technology	7	7	7	11	11
		GIS	0	0	0	4	4
		TOTAL EMPLOYEES	**7**	**7**	**7**	**15**	**15**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25
Finance		Finance	27	28	28	30	30
		Records Admin	1	1	1	1	1
		Records Admin Part-Time	*1*	*1*	*1*	*1*	*1*
		Total Full-Time	28	29	29	31	31
		Total Part-Time	*1*	*1*	*1*	*1*	*1*
		TOTAL EMPLOYEES	**29**	**30**	**30**	**32**	**32**

Department		Division	FY 21	FY 22	FY 23	FY 24	FY 25

Development Services		Assistant City Manager - Development Services	0	1	1	1	1
		Planning	4	4	4	4	4
		Building & Codes	7	9	10	11	11
		GIS	4	4	4	0	0
		CDBG	1	1	1	1	1
		TOTAL EMPLOYEES	**16**	**19**	**20**	**17**	**17**

Department		**Division**	**FY 21**	**FY 22**	**FY 23**	**FY 24**	**FY 25**
Police		Police Administration	18	18	18	18	19
		Records Clerk Part-Time	*1*	*1*	*1*	*1*	*0*
		Jail Operations	9	9	9	9	9
		Training	3	3	3	3	3
		Criminal Investigations	20	20	20	20	20
		Patrol	87	87	87	95	95
		Central Dispatch	23	23	23	23	23
		Communications	2	2	2	2	2
		Total Full-Time	162	162	162	170	171
		Total Part-Time	*1*	*1*	*1*	*1*	*0*
		Total Sworn Officers	121	121	124	132	132
		TOTAL EMPLOYEES	**163**	**163**	**163**	**171**	**171**

Department		**Division**	**FY 21**	**FY 22**	**FY 23**	**FY 24**	**FY 25**
Fire		Fire & Emergency Services	121	121	121	121	121
		Fire & Emergency Services Part-Time	*1*	*1*	*1*	*1*	*1*
		Total Full-Time	121	121	121	121	121
		Total Part-Time	*1*	*1*	*1*	*1*	*1*
		TOTAL EMPLOYEES	**122**	**122**	**122**	**122**	**122**

Department		**Division**	**FY 21**	**FY 22**	**FY 23**	**FY 24**	**FY 25**

Assistant City Manager - Leisure Services		Assistant City Manager - Leisure Services	3	3	3	2	2
		Parks & Recreation Administration	3	3	3	3	3
		Parks & Rec Administration Part-Time	*1*	*1*	*1*	*1*	*1*
		Recreation Centers	3	3	3	3	3
		Athletics	3	3	3	3	4
		Cultural Arts	2	2	2	2	2
		Cultural Arts Part-Time	*1*	*0*	*0*	*0*	*0*
		Allandale	2	2	2	2	2
		Carousel	0	1	1	1	1
		Carousel Part-Time	*2*	*1*	*1*	*1*	*1*
		Senior Citizens	9	9	9	9	9
		Senior Citizens Part-Time	*1*	*1*	*1*	*1*	*1*
		Bays Mountain Park	14	11	11	11	15
		BMP Part Time	*4*	*1*	*1*	*1*	*0*
		Leisure Services Maintenance	0	25	26	26	27
		Leisure Services Maintenance Part-Time	*0*	*1*	*1*	*1*	*1*
		Parks & Rec Maintenance	6	0	0	0	0
		Library	15	16	16	14	14
		Library Part-Time	*7*	*6*	*6*	*7*	*7*
		Library Archives	1	1	1	1	1
		Aquatic Center	7	6	6	6	5
		Total Full-Time	68	85	86	83	88
		Total Part-Time	*16*	*11*	*11*	*12*	*11*
		TOTAL EMPLOYEES	**84**	**96**	**97**	**95**	**99**

Department		**Division**	**FY 21**	**FY 22**	**FY 23**	**FY 24**	**FY 25**

		Public Works Administration	4	5	5	4	4
		Streets & Sanitation Administration	4	4	4	4	4
		Street Maintenance	33	33	33	33	33
		Street Cleaning	5	5	5	5	5
		Facilities Maintenance	21	21	21	21	21
		Grounds Maintenance	17	17	17	17	17
		Parks Maintenance	10	0	0	0	0
		Landscaping	9	10	10	10	10
		Transportation	16	16	16	16	16
		Engineering	15	15	15	15	15
		MPO	3	3	3	2	2
		Water - Administration	4	4	4	4	4
		Water - Plant Operations	17	17	17	17	17
		Water - System Maintenance	32	32	33	33	33
Deputy City Manager		Water - Reading & Services	0	0	0	0	0
		Water - Technical Services	12	12	12	12	12
		Sewer - Administration	4	4	2	2	2
		Sewer - Plant Operations	18	20	21	21	21
		Sewer - System Maintenance	24	24	24	24	24
		Sewer - Technical Services	5	5	5	5	5
		Solid Waste - Trash Collection	10	10	10	10	10
		Solid Waste - Garbage Collection	19	19	19	19	19
		Solid Waste - Landfill	6	6	6	6	6
		Solid Waste - Recycle	0	0	0	0	0
		Stormwater	11	11	12	12	12
		Fleet Maintenance	22	22	22	22	22
		Fleet Maintenance Part-Time	*1*	*1*	*1*	*1*	*1*
		Total Full-Time	321	315	316	314	314
		Total Part-Time	*1*	*1*	*1*	*1*	*1*
		TOTAL EMPLOYEES	**322**	**316**	**317**	**315**	**315**

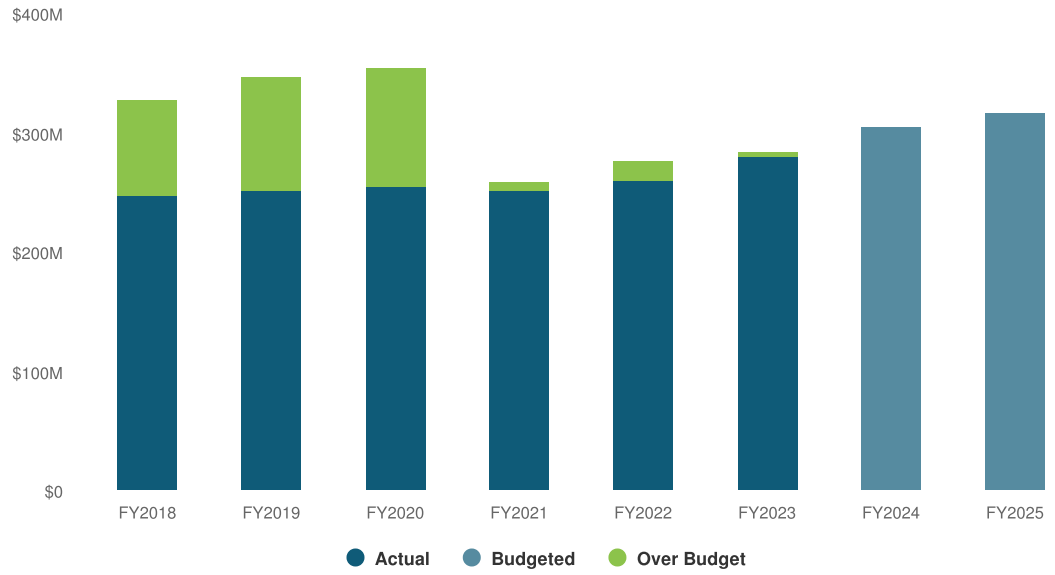
Department		**Division**	**FY 21**	**FY 22**	**FY 23**	**FY 24**	**FY 25**
		Governing Body	8	8	8	8	8
		City Attorney	9	8	9	9	9
		City Manager	37	35	34	34	34
		Public Information & Communications	2	4	4	4	4
		Information Technology	7	7	7	15	15
		Human Resources	5	5	5	5	5
		Finance	29	30	32	32	32
		Economic Development	2	2	3	3	3
Summary		Development Services	16	19	20	17	17
		Police	163	163	163	171	171
		Fire	122	122	122	122	122
		Assistant City Manager - Leisure Services	84	96	97	95	95
		Deputy City Manager	322	316	317	315	315
		Total Full-Time	777	790	796	804	804
		Total Part-Time	29	25	25	26	26
		TOTAL EMPLOYEES	**806**	**815**	**821**	**830**	**830**

MAJOR REVENUES

Major Revenues Summary

$317,257,344 **$11,944,484**
(3.91% vs. prior year)

Major Revenues Proposed and Historical Budget vs. Actual



MISSION

To provide efficient, effective services for all the City's citizens and customers.

SUMMARY

The City of Kingsport is a municipality founded in 1917 as a modern industrial center of business and commerce. As such, at an early date, the city created a high level of service and expectations of quality management.

The General Fund is made up of several revenue streams. **Taxes** make up the largest single revenue source, with Property Tax accounting for approximately 44% of the General Fund revenue and Sales Tax coming in at roughly 24%.

Other revenues include **Gross Receipts**, **Licenses & Permits**, **Fines & Forfeitures**, **Investments**, **Intergovernmental Revenue**, **Charges for Services** and **Miscellaneous Revenues**.

The Water and Sewer Fund's major revenues are water sales and sewer user fees.

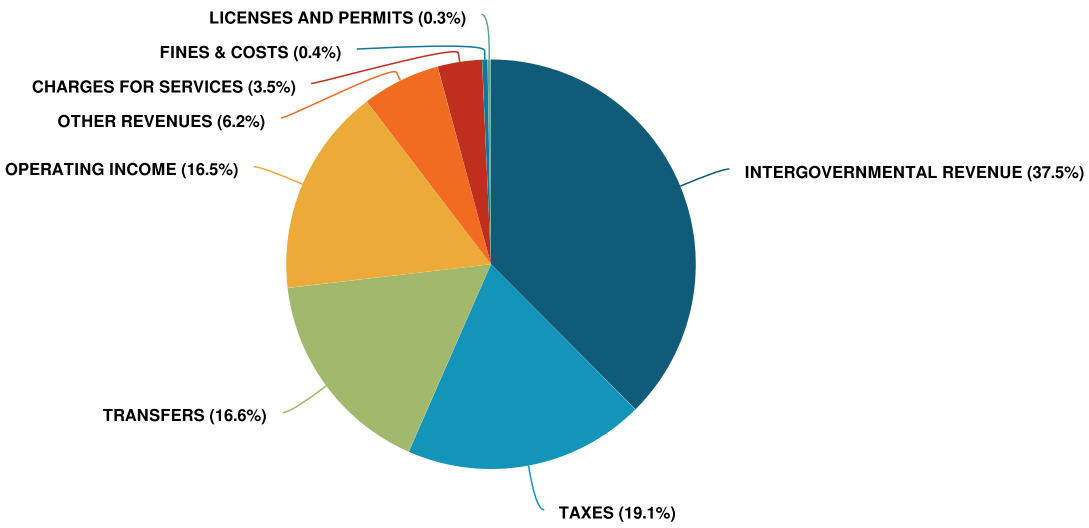
The School Fund's major revenue consists of taxes, state revenue, charges for services, sales, federal revenue and transfers from the General Fund.

The Internal Service Funds consist of charges to other departments for health insurance, workers' compensation, unemployment insurance, and fleet expenses.

The chart below is a summary of the major revenues. The following sections include details and descriptions of the major revenue groups.

Revenues by Source

Projected 2025 Revenues by Source

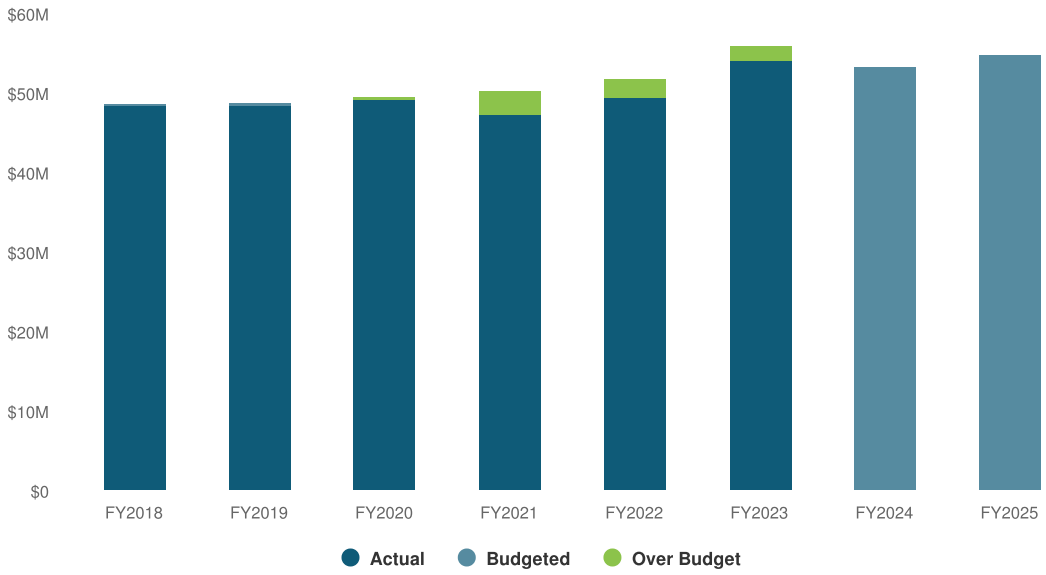


Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
TAXES	$56,986,860	$61,574,851	$58,949,100	$60,439,700	2.5%
LICENSES AND PERMITS	$691,451	$828,424	$795,000	$841,300	5.8%
INTERGOVERNMENTAL REVENUE	$107,095,535	$102,575,074	$118,860,400	$119,113,550	0.2%
CHARGES FOR SERVICES	$8,119,855	$9,559,654	$9,246,250	$11,131,000	20.4%
FINES & COSTS	$1,015,836	$1,096,564	$959,800	$1,339,300	39.5%
OTHER REVENUES	$18,299,607	$19,372,374	$18,155,910	$19,632,910	8.1%
OPERATING INCOME	$44,385,800	$48,587,666	$49,676,700	$52,211,284	5.1%
TRANSFERS	$39,762,728	$40,911,649	$48,669,700	$52,548,300	8%
Total Revenue Source:	**$276,357,671**	**$284,506,257**	**$305,312,860**	**$317,257,344**	**3.9%**

Taxes Summary

$54,889,700 **$1,490,600**
(2.79% vs. prior year)

Taxes Proposed and Historical Budget vs. Actual



Property Taxes

Property taxes comprise the largest single revenue source for the General Fund. Annual real property tax growth has been and continues to be moderate, reflecting continued growth and development within the City. Personal property values are affected by annual depreciation versus reinvestment and new growth. Annual revenue growth for this source of revenue is therefore dependent on the latter to offset the former. Property appraisal and assessment is determined by the Sullivan County and Hawkins County Property Assessors. Reappraisals are performed every four years for Sullivan County and every five years for Hawkins County. The State Division of Property Assessment provides the assessment for public utilities. Real property assessments are percentages of appraised values as follows: residential, farm, agriculture & forestry at 25%, commercial and industrial at 40%, and public utilities at 55%. Personal property assessments are percentages of appraised values as follows: commercial & industrial at 30% and public utilities at 55%. Average first year tax collection rates have varied from 95% to 98%. For the purposes of budgeting, the City Administration uses a collection rate of 97%.

Reappraisals occur every four years for Sullivan County and every five years for Hawkins County. Both counties' last reappraisal occurred in 2021.

The Personal Property Tax Appraisal Ratio is assessed every four years.

The City of Kingsport raised property taxes by $0.12 for the FY 2022-2023 Budget. The last time the City of Kingsport increased the tax rate was in FY 2014-2015 and it was increased by $0.13. The tax rate for FY 2022-2023 was set at $1.9983 for Kingsport-Sullivan County and $1.9983 for Kingsport-Hawkins County. For FY 2024-2025, there has been no increase to the tax rate for Kingsport-Sullivan County or Kingsport-Hawkins County and both remain at $1.9983.

Property taxes represent the largest single revenue source for the General Fund, with annual real property tax growth remaining moderate, reflecting ongoing development within the City. Personal property values are influenced by annual depreciation, reinvestment, and new growth, making revenue growth from this source dependent on new investments to offset depreciation.

Property appraisals and assessments are conducted by the Property Assessors of Sullivan and Hawkins counties. Reappraisals take place every four years in Sullivan County and every five years in Hawkins County. The State Division of Property Assessment provides appraisals for public utilities.

Real property assessments are based on a percentage of appraised values: 25% for residential, farm, agriculture, and forestry properties; 40% for commercial and industrial properties; and 55% for public utilities. Personal property assessments are 30% for commercial and industrial properties and 55% for public utilities.

The City typically collects 95% to 98% of property taxes in the first year, and for budgeting purposes, a collection rate of 97% is used.

The most recent reappraisals in both Sullivan and Hawkins counties occurred in 2021. The Personal Property Tax Appraisal Ratio is reassessed every four years.

For the FY 2022-2023 budget, the City of Kingsport raised property taxes by $0.12, the first increase since FY 2014-2015, when the rate was raised by $0.13. The current tax rate for FY 2022-2023 and FY 2024-2025 remains at $1.9983 for both Kingsport-Sullivan County and Kingsport-Hawkins County, with no further increases.

Gross Receipts Taxes

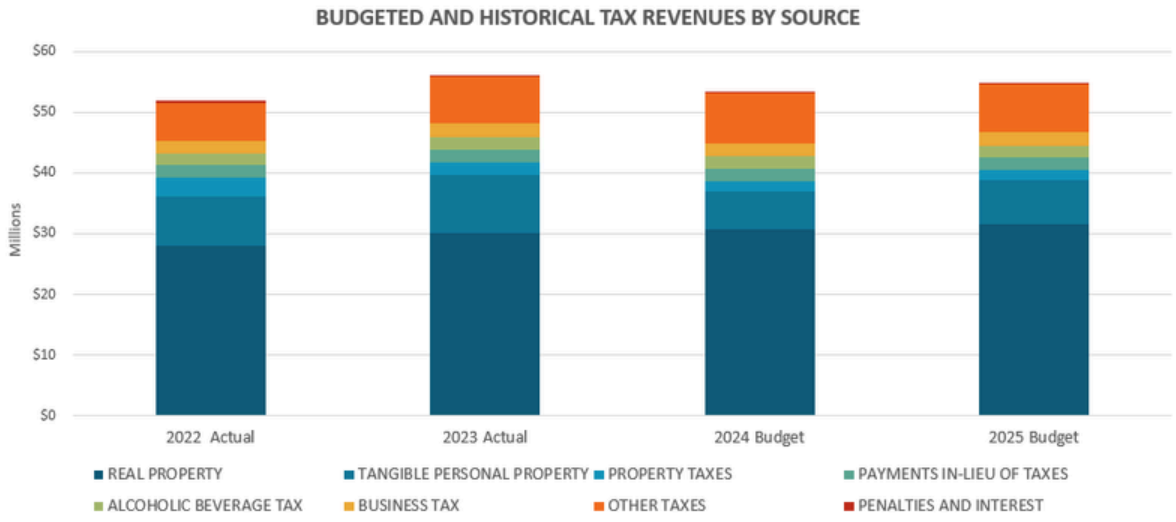
Gross Receipts Taxes represent a small, stable, but slow-growing revenue source for the General Fund. Revenue growth in this category for the upcoming fiscal year is expected to align with that of previous years, continuing the trend of gradual increases seen over time.

The City collects taxes from various categories at the following rates: 14% on beer, 6% on alcoholic beverages, 16% on business gross receipts, 0.1% for minimum business permits, 10% for motel taxes, and 9% for cable TV franchise fees. All revenue from these sources, except the motel tax, can be allocated at the discretion of the Board of Mayor and Aldermen (BMA).

Motel tax receipts are allocated as follows: 62.5% to the Kingsport Convention and Visitors Bureau, 25% to the Visitor's Enhancement Program, and 12.5% to the City's General Fund for administrative costs. Prior to FY 2015, all motel tax revenue was recorded in the General Fund and then transferred to the Visitors Enhancement Fund. Since FY 2015, the portion designated for the Visitors Enhancement Fund has been recorded directly into that fund.

For FY 2025, the City estimates it will receive $5,500,000 from the AEP Franchise Fee.

Revenues by Source

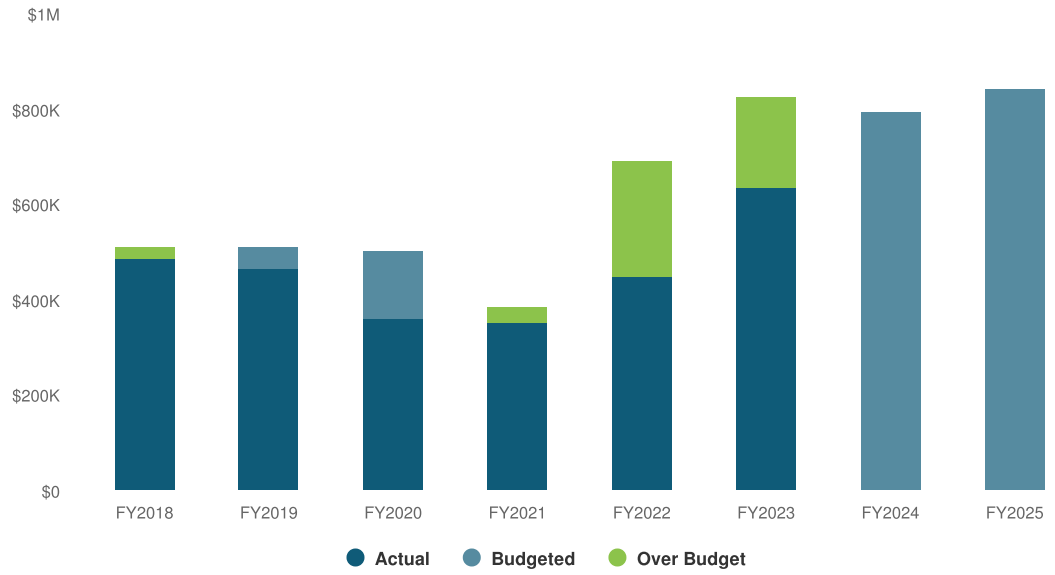


Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
TAXES					
REAL PROPERTY/COMMERCIAL	$11,020,055	$11,790,968	$12,088,350	$12,323,000	1.9%
REAL PROPERTY/INDUSTRIAL	$2,237,383	$2,385,642	$2,343,600	$2,437,700	4%
REAL PROPERTY/FARM	$86,944	$82,074	$90,300	$98,400	9%
REAL PROPERTY/AGRICULTURE	$54,213	$55,916	$55,100	$56,200	2%
REAL PROPERTY/RESIDENTIAL	$14,622,178	$15,824,431	$16,118,000	$16,528,600	2.5%
REAL PROPERTY/FORESTRY	$15,065	$16,452	$17,800	$17,900	0.6%
REAL PROPERTY/PUBLIC UTILITIES	$1,709	$0	$0	$0	0%
TANGIBLE PERSONAL PROPRTY/COMMERCIAL	$8,152,342	$9,533,921	$6,337,050	$7,357,200	16.1%
TANGIBLE PERSONAL PROPRTY/INDUSTRIAL	$1,147	$0	$0	$0	0%
PUBLIC UTIL-STATE ASSESSD/PUBLIC UTIL-STATE ASSESSD	$1,342,614	$1,468,042	$960,600	$1,166,200	21.4%
PRIOR YEARS/PRIOR YEARS	$1,723,483	$548,601	$600,000	$550,000	-8.3%
DEMO/IMPROVEMENT ASSESSED/DEMO/IMPROVEMENT ASSESSED	$0	$13,396	$0	$0	0%
KINGSPORT HOUSING AUTH/KINGSPORT HOUSING AUTH	$10,018	$1,353	$10,000	$0	-100%
THRU IDBK/THRU IDBK	$1,999,108	$2,152,241	$2,152,200	$1,991,600	-7.5%
OTHER/OTHER	$27,716	$29,995	$27,700	$29,900	7.9%
WHOLESALE BEER TAX/WHOLESALE BEER TAX	$1,276,793	$1,289,625	$1,306,900	$1,281,800	-1.9%
WHOLESALE LIQUOR TAX/WHOLESALE LIQUOR TAX	$651,573	$667,425	$665,300	$681,700	2.5%
BEER PRIVILEGE TAX/BEER PRIVILEGE TAX	$15,917	$14,784	$14,800	$15,200	2.7%
BEER PERMIT APPLICATIONS/BEER PERMIT APPLICATIONS	$5,317	$7,617	$7,600	$4,400	-42.1%
GROSS RECEIPTS TAX/GROSS RECEIPTS TAX	$2,017,606	$2,264,887	$2,119,900	$2,272,000	7.2%
NEW LICENSE FEE/NEW LICENSE FEE	$5,910	$5,640	$5,500	$6,400	16.4%
MINIMAL ACTIVITY LICENSE/MINIMAL ACTIVITY LICENSE	$830	$600	$600	$1,500	150%
TRANSIENT VENDOR LICENSE/TRANSIENT VENDOR LICENSE	$600	$50	$0	$0	0%
CABLE TV FRANCHISE/CABLE TV FRANCHISE	$768,729	$733,512	$745,300	$662,200	-11.1%
AEP FRANCHISE/AEP FRANCHISE	$4,049,165	$5,284,263	$5,800,000	$5,500,000	-5.2%
MOTEL-ROOM OCCUPANCY TAX/MOTEL-ROOM OCCUPANCY TAX	$1,529,660	$1,687,330	$1,650,000	$1,650,000	0%
PROPERTY TAXES/PROPERTY TAXES	$275,123	$252,796	$275,000	$250,000	-9.1%
PUBLICITY AND POSTAGE/PUBLICITY AND POSTAGE	$7,387	$8,764	$7,500	$7,800	4%
Total TAXES:	**$51,898,585**	**$56,120,326**	**$53,399,100**	**$54,889,700**	**2.8%**
Total Revenue Source:	**$51,898,585**	**$56,120,326**	**$53,399,100**	**$54,889,700**	**2.8%**

Licenses & Permits Summary

$841,300 **$46,300**
(5.82% vs. prior year)

Licenses & Permits Proposed and Historical Budget vs. Actual



Licenses and Permits represent a small, yet highly volatile revenue category in the General Fund. It is heavily dependent on local building construction and improvements, permit revenues generally rise during strong economic times and are reduced during weaker economic periods. In FY 2015, the City had several new projects, including another expansion at Eastman Chemical that increased revenue. In FY 2022, the increase in revenue was due to three apartment complexes and 1,500 housing units being built.

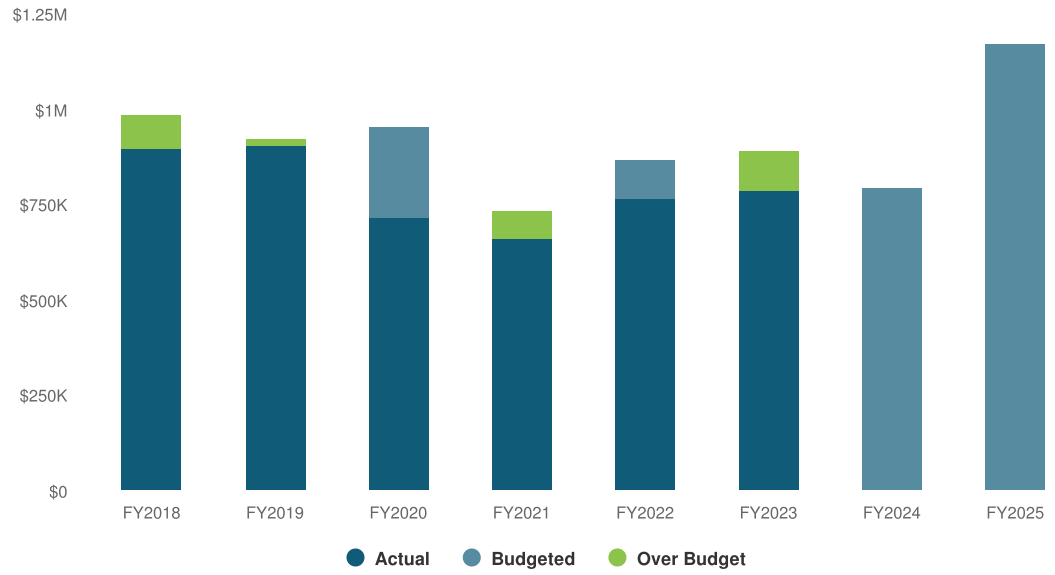
Revenue by Source

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
LICENSES AND PERMITS					
CONTRACTOR LICENSES/CONTRACTOR LICENSES	$11,418	$17,350	$16,000	$19,900	24.4%
BUILDING PERMITS/BUILDING PERMITS	$560,080	$608,340	$600,000	$584,900	-2.5%
ELECTRICAL PERMITS/ELECTRICAL PERMITS	$46,666	$67,439	$66,400	$75,400	13.6%
NATURAL GAS PERMITS/NATURAL GAS PERMITS	$47,777	$93,275	$73,300	$111,200	51.7%
PLUMBING PERMITS/PLUMBING PERMITS	$25,510	$42,020	$39,300	$49,900	27%
Total LICENSES AND PERMITS:	**$691,451**	**$828,424**	**$795,000**	**$841,300**	**5.8%**
Total Revenue Source:	**$691,451**	**$828,424**	**$795,000**	**$841,300**	**5.8%**

Fines & Forfeitures Summary

$1,171,500 $378,800
(47.79% vs. prior year)

Fines & Forfeitures Proposed and Historical Budget vs. Actual



The increase in City Court Fines is due to a fee increase and new court fees.

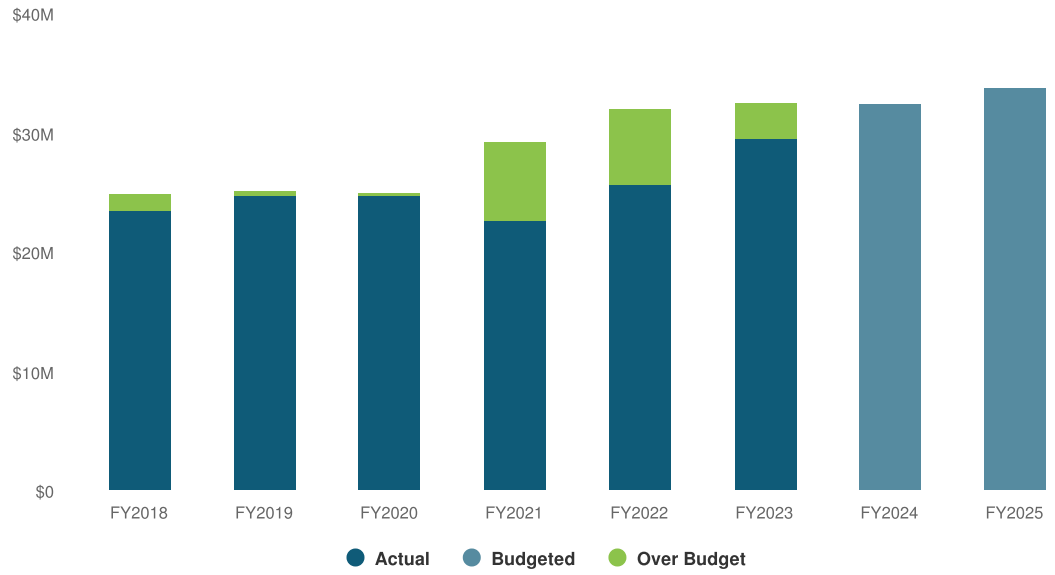
Revenue by Source

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
GENERAL FUND					
FINES & COSTS					
SESSIONS COURT FINES/SESSIONS COURT FINES	$52,940	$47,417	$52,000	$42,600	-18.1%
CIRCUIT COURT FINES/CIRCUIT COURT FINES	$10,837	$14,660	$15,000	$11,600	-22.7%
POLICE COURT FINES/POLICE COURT FINES	$127,799	$210,043	$180,000	$259,500	44.2%
POLICE COURT FINES/RED LIGHT CAMERA - FINES	$370,004	$320,006	$300,000	$394,100	31.4%
LOCAL COURT COSTS/LOCAL COURT COSTS	$153,347	$250,162	$200,000	$421,400	110.7%
LOCAL COURT COSTS/R LIGHT CAMERA-COURT COST	$26,715	$19,345	$22,200	$11,200	-49.5%
LOCAL LITIGATION FEE/LOCAL LITIGATION FEE	$6,269	$11,057	$5,500	$15,300	178.2%
COURT FINES & COSTS / JUVENILE COURT FINES		$71		$0	N/A
DRUG FINES/DRUG FINES	$17,495	$18,660	$18,000	$15,800	-12.2%
Total FINES & COSTS:	**$765,406**	**$891,422**	**$792,700**	**$1,171,500**	**47.8%**
Total GENERAL FUND:	**$765,406**	**$891,422**	**$792,700**	**$1,171,500**	**47.8%**

Intergovernmental Summary

$33,834,000 **$1,433,800**
(4.43% vs. prior year)

Intergovernmental Proposed and Historical Budget vs. Actual



Revenues From Other Agencies (Intergovernmental Revenues) represent a major revenue category for the General Fund. It consists of three distinct revenue centers as follows: 1) Sullivan County contributions, 2) State shared revenues and 3) Local inter-agency revenues.

From Sullivan County: The Local Option Sales Tax, a *Situs* based revenue, is distributed back to the County and dispersed as follows: 50% to the public schools and 50% back to the City. This revenue source is highly dependent on the economy. Sales Tax Revenue was down in FY 2017 compared to FY 2016. Sales tax increased by 5% in FY 2018. The City is expecting modest growth this fiscal year. Contributions to other city services, such as Bays Mountain, fire services, etc., reflect the County's subsidy for county residents' use of these facilities. The funds for the Justice Center reflect the County's pro rata share of the building's maintenance and upkeep. No increases in these direct County contributions are anticipated in the new year.

From the State of Tennessee: This revenue category is often referred to as State Shared Revenues and is a critical component of the General Fund's revenue stream.

Most notably, the State Shared Sales Tax has seen the majority of growth in this area. The other revenue sources have remained relatively stable. The State Legislature passed a bill to decrease sales tax on food and other items which, in turn, decreases the State Shared Sales Tax. The Legislature increased the gasoline tax, which increases revenues to help with roads, bridges, and infrastructure. Hall Income Tax was reduced in FY 2022 and FY 2023 and phased out this year. In FY 2017, the City passed a Sanitation Fee to compensate for the loss of Hall Income Tax revenue to the General Fund. The General Fund was subsidizing the Solid Waste Fund by 87%. In FY 2024, the General Fund will subsidize the Solid Waste Fund by 34%.

The Hall Income Tax was derived from the State tax on investments and dividends and fluctuated depending on the strength of the stock markets and investment rates, but it ended in FY 2021. The state also shares a percentage of its taxes on sales, beer and mixed drinks. All of these revenues may be appropriated at the discretion of the BMA. The state shares a portion of the gasoline tax with localities and funding is found in the streets, transportation and state maintenance of roads.

These funds are restricted to use in these functional areas. Each year the General Assembly considers appropriations to supplement the salaries of firefighters and police officers that meet certain training requirements. This revenue source is restricted and is subject to annual appropriations by the General Assembly. The Area Agency on Aging is a Federal pass-through grant and is restricted for use of target populations.

From Local Agencies: The PILOT payments may be appropriated without restriction.

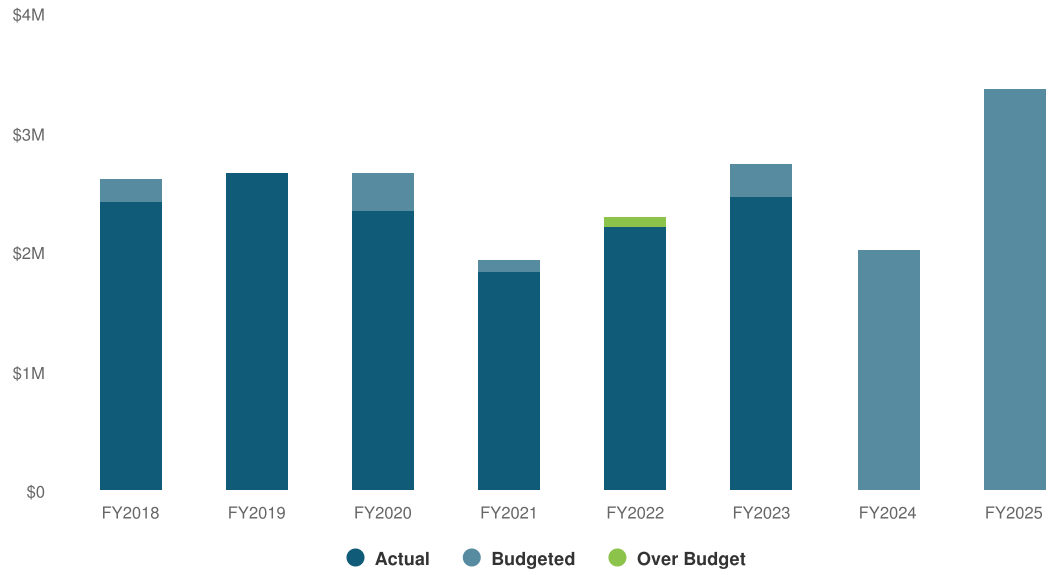
Revenue by Source

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
INTERGOVERNMENTAL REVENUE					
AMERICAN RESCUE PLAN ACT/AMERICAN RESCUE PLAN ACT	$1,033,063	$0	$0	$0	0%
HALL INCOME TAX/HALL INCOME TAX	$6,311	$2,053	$0	$0	0%
SALES TAX/SALES TAX	$6,287,825	$6,596,074	$6,619,400	$6,874,800	3.9%
TELECOMMUNICATION SALE TX/TELECOMMUNICATION SALE TX	$84,730	$78,787	$84,800	$77,700	-8.4%
TELECOM PRIVILEGE/TELECOM PRIVILEGE	$2,432	$76	$2,400	$0	-100%
FANTASY SPORTS PRIVILEGE/FANTASY SPORTS PRIVILEGE	$55,752	$98,845	$83,500	$105,900	26.8%
BEER TAX/BEER TAX	$25,325	$25,316	$25,600	$24,900	-2.7%
MIXED DRINK TAX/MIXED DRINK TAX	$326,648	$347,253	$341,200	$354,200	3.8%
STREET AND TRANSPORTATION/STREET AND TRANSPORTATION	$101,665	$101,570	$101,500	$101,500	0%
SUPPLEMENT FIREMAN SALARY/SUPPLEMENT FIREMAN SALARY	$93,600	$89,600	$89,600	$89,600	0%
SUPPLEMENT POLICE SALARY/SUPPLEMENT POLICE SALARY	$76,800	$80,800	$80,800	$78,400	-3%
IN-LIEU INTANGIBLE PER PR/IN-LIEU INTANGIBLE PER PR	$159,155	$167,954	$167,900	$233,300	39%
TVA IN-LIEU OF TAXES/TVA IN-LIEU OF TAXES	$575,639	$666,594	$666,500	$679,400	1.9%
TVA IMPACT PAYMENT/TVA IMPACT PAYMENT	$187,344	$219,582	$180,000	$167,300	-7.1%
DIRECT APPROPRIATION/DIRECT APPROPRIATION	$607,194	$0	$0	$900,000	N/A
FTDD AREA AGENCY ON AGING/FTDD AREA AGENCY ON AGING	$34,659	$31,079	$31,000	$31,000	0%
SALES TAX - HAWKINS/SALES TAX - HAWKINS	$1,344,619	$1,479,899	$1,415,100	$1,603,600	13.3%
SALES TAX - SULLIVAN/SALES TAX - SULLIVAN	$20,590,333	$21,967,927	$22,021,000	$21,900,400	-0.5%
CONTRIBUTION BAYS MT PARK/CONTRIBUTION BAYS MT PARK	$60,000	$60,000	$30,000	$30,000	0%
CONTRIBUTION FIRE SERVICE/CONTRIBUTION FIRE SERVICE	$138,664	$138,664	$138,600	$228,600	64.9%
CONTRIBUTION FIRE SERVICE/FIRST RESPONDER	$92,400	$162,696	$184,800	$184,800	0%
ADMINISTRATION BUILDING/ADMINISTRATION BUILDING	$136,949	$182,686	$125,000	$150,000	20%
FIN COMM ON APPALACHIAN/HIDTA	$19,878	$18,970	$11,500	$18,600	61.7%
Total INTERGOVERNMENTAL REVENUE:	**$32,040,986**	**$32,516,425**	**$32,400,200**	**$33,834,000**	**4.4%**
Total Revenue Source:	**$32,040,986**	**$32,516,425**	**$32,400,200**	**$33,834,000**	**4.4%**

Charges for Services Summary

$3,365,000 **$1,335,900**
(65.84% vs. prior year)

Charges for Services Proposed and Historical Budget vs. Actual



Charges for Services represent revenues from three broad categories: leisure service fees, internal recoveries and miscellaneous. This category represents an increase in group revenue and no net growth is anticipated in the new fiscal year. Administrative services represent a formula based allocation of general fund services to other funds and activities. Engineering fees represent charges to capital project funds for the use of engineering staff services. The engineering fees will vary depending on the projects each year.

Revenues by Source

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
CHARGES FOR SERVICES					
RECREATION RECEIPTS/ALLANDALE-RENTAL RECEIPTS	$106,770	$92,503	$105,000	$102,700	-2.2%
RECREATION RECEIPTS/AUDITORIUM RECEIPTS	$38,005	$13,110	$12,000	$0	-100%
RECREATION RECEIPTS/FUNFEST SOFTBALL TOURN.	$4,300	$2,514	$2,500	$2,800	12%
RECREATION RECEIPTS/CONCESSION RECEIPTS	$225,674	$127,596	$0	$0	0%
RECREATION RECEIPTS/ATHLETIC FACILITY RENTALS	$56,570	$50,998	$40,400	$56,600	40.1%
RECREATION RECEIPTS/ATHLETIC PROGRAMS	$60,672	$77,453	$60,600	$98,400	62.4%
RECREATION RECEIPTS/CULTURAL ARTS PROGRAMS	$7,219	$7,352	$7,700	$10,100	31.2%
RECREATION RECEIPTS/RENAISSANCE SET UP FEE	$5,970	$7,698	$7,800	$9,400	20.5%
RECREATION RECEIPTS/CONCESSION CONTRACT 15%	$0	$16,402	$45,000	$56,800	26.2%

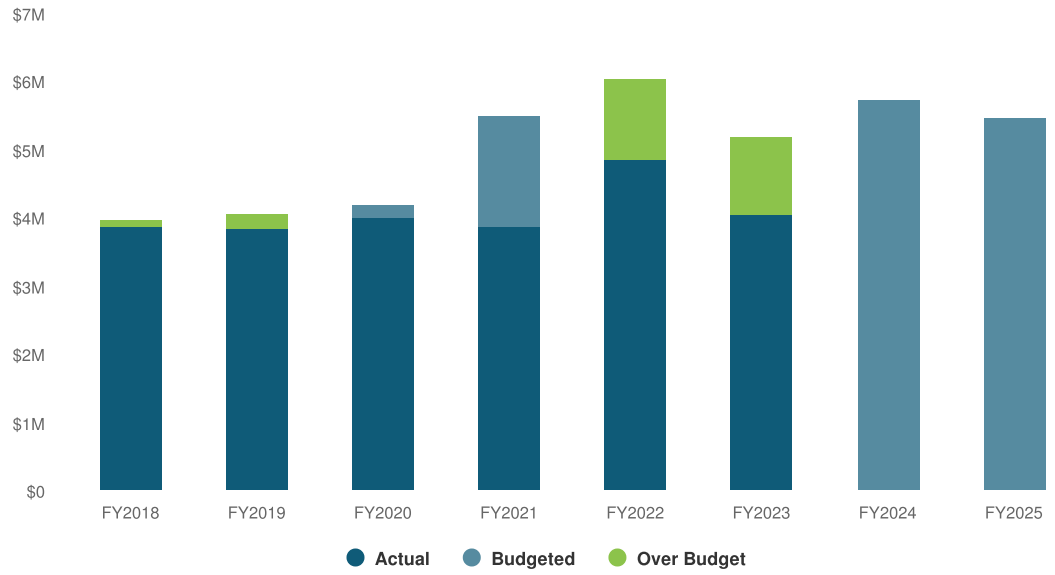
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
RECREATION RECEIPTS/RENAISSANCE CENTER	$58,986	$65,519	$71,100	$64,100	-9.8%
RECREATION RECEIPTS/COMMUMITY CTN BLDG RENTAL	$24,761	$23,365	$20,900	$19,100	-8.6%
RECREATION RECEIPTS/VO DOBBINS BLDG RENTAL	$197,371	$216,745	$210,700	$231,200	9.7%
RECREATION RECEIPTS/COMMUNITY CTN PROG EVENTS	$43,373	$59,809	$44,100	$72,700	64.9%
RECREATION RECEIPTS/LYNN VIEW COM. CENTER	$2,017	$3,850	$1,900	$5,800	205.3%
RECREATION RECEIPTS/FARMERS MARKET BLDG	$22,220	$26,748	$24,000	$17,500	-27.1%
RECREATION RECEIPTS/OTHER RECREATION RECEIPTS	$579	$1,264	$700	$700	0%
RECREATION RECEIPTS/OTHER REC BLDG RENTALS	$0	$40	$0	$0	0%
RECREATION RECEIPTS/DOG PARK FEES	$3,972	$3,625	$4,000	$3,600	-10%
RECREATION RECEIPTS/CAROUSEL TICKET SALES	$38,708	$41,050	$43,900	$36,000	-18%
RECREATION RECEIPTS/CAROUSEL RENTALS	$23,570	$21,825	$23,500	$31,500	34%
RECREATION RECEIPTS/CAROUSEL SPECIAL EVENTS	$2,800	$4,500	$4,500	$3,900	-13.3%
SENIOR CITIZEN RECEIPTS/MEMBERSHIP DUES	$25,545	$30,982	$30,800	$32,600	5.8%
SENIOR CITIZEN RECEIPTS/TRANSPORTATION FEES	$3,479	$3,146	$3,800	$5,700	50%
ADULT EDUCATION/CLASS FEES	$3,212	$750	$3,200	$500	-84.4%
BAYS MTN PARK RECEIPTS/ENTRANCE FEES	$103,036	$135,854	$137,000	$162,600	18.7%
BAYS MTN PARK RECEIPTS/SCHOOL PROGRAM FEES	$16,437	$25,746	$20,000	$25,500	27.5%
BAYS MTN PARK RECEIPTS/PLANETARIUM FEES	$31,009	$50,742	$47,500	$50,200	5.7%
BAYS MTN PARK RECEIPTS/BARGE RIDE FEES	$15,466	$26,766	$26,400	$27,800	5.3%
BAYS MTN PARK RECEIPTS/NATURE SHOW FEES	$3,433	$4,390	$5,600	$2,100	-62.5%
BAYS MTN PARK RECEIPTS/ROPE COURSE FEES	$14,907	$6,505	$12,000	$0	-100%
BAYS MTN PARK RECEIPTS/PARK TOURS	$10	$0	$0	$0	0%
BAYS MTN PARK RECEIPTS/PRIMITIVE CAMPING FEES	$210	$100	$100	$200	100%
BAYS MTN PARK RECEIPTS/FACILITY RENTAL FEES	$14,138	$10,699	$14,600	$14,500	-0.7%
FARMERS MARKET/MERCHANDISE SALES	$1,767	$1,683	$1,800	$1,300	-27.8%
FARMERS MARKET/BOOTH FEES	$10,689	$11,315	$12,000	$12,200	1.7%
PUBLIC SAFETY CHARGES / KHA POLICE PATROL				$346,200	N/A
SEXUAL OFFENDER REGISTR/SEXUAL OFFENDER REGISTR	$9,400	$9,200	$9,400	$8,200	-12.8%
DRIVERS SCHOOL/DRIVERS SCHOOL	$26,650	$38,100	$31,500	$46,500	47.6%
CHILD RESTRAINT CLASS/CHILD RESTRAINT CLASS	$25	$560	$500	$400	-20%
FIRE DEPARTMENT/FOOD TRUCK INSPECTION	$3,200	$3,950	$3,600	$7,300	102.8%
FIRE DEPARTMENT/FOOD TRUCK RENEWAL	$1,350	$1,975	$1,800	$1,000	-44.4%
FIRE DEPARTMENT/FOOD TRUCK 3 DAY PERMIT	$0	$25	$0	$25,000	N/A
BUSINESS LICENSE REC FEE/BUSINESS LICENSE REC FEE	$84	$0	$0	$0	0%
COMMERCIAL PLANS REVIEW/COMMERCIAL PLANS REVIEW	$18,224	$26,670	$18,000	$33,100	83.9%
E-911 CHARGES/E-911 CHARGES	$296,501	$296,501	$296,500	$396,500	33.7%
E-911 CHARGES/SUPPLEMENTAL PAY	$15,200	$12,000	$15,200	$12,800	-15.8%
STREET LIGHT IMPROVEMENTS/LINVILLE ST DISTRICT 1	$0	$315	$0	$0	0%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
CONTRACTED MAINT-STATE RD/CONTRACTED MAINT-STATE RD	$273,199	$242,679	$307,500	$329,900	7.3%
ENGINEERING SERVICES/ENGINEERING SERVICES	$494,938	$661,336	$300,000	$1,000,000	233.3%
Total CHARGES FOR SERVICES:	**$2,305,645**	**$2,465,953**	**$2,029,100**	**$3,365,000**	**65.8%**
Total Revenue Source:	**$2,305,645**	**$2,465,953**	**$2,029,100**	**$3,365,000**	**65.8%**

Miscellaneous/Transfers

$5,492,000 **-$254,900**
(-4.44% vs. prior year)

Miscellaneous Revenues/Transfers Proposed and Historical Budget vs. Actual



The Miscellaneous revenues (or Other Revenues) category reflects unexpected proceeds received by the General Fund from rental and /or sale of property, grant funds, donations, transfers from the school fund for security personnel, and transfers from other funds. The annual revenue stream is erratic, depending on activities that generate revenue during the year.

Revenues by Source

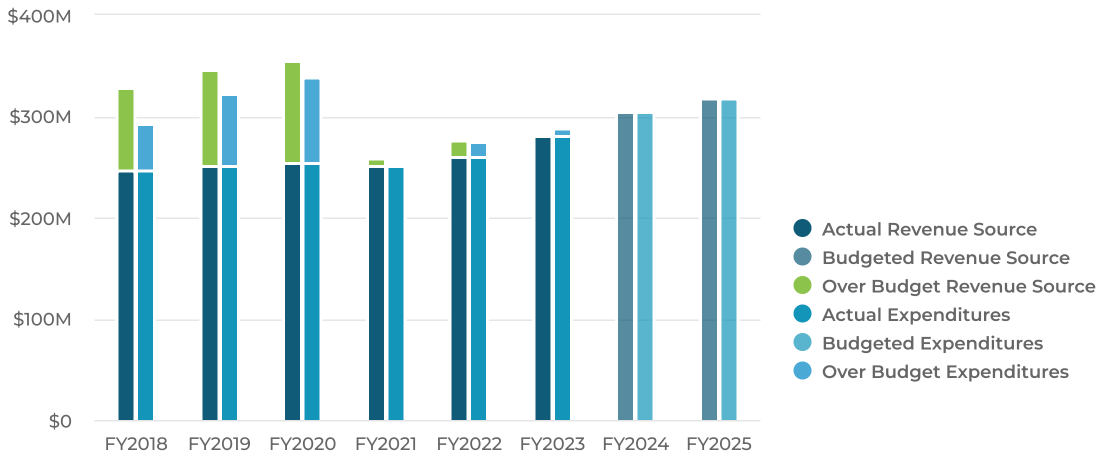
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Revenue Source				
OTHER REVENUES				
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$17,295	$954,035	$800,000	$1,100,000
INDIVIDUALS/INDIVIDUALS	$50	$0	$0	$0
FROM CORPORATIONS/FROM CORPORATIONS	$600,000	$200,320	$0	$0
FROM CORPORATIONS/KPT LIFE SAVING CREW	$75,000	$75,000	$75,000	$75,000
FROM NON-PROFIT GROUPS/FROM NON-PROFIT GROUPS	$75,000	$0	$75,000	$50,000
RENTAL OF LAND & BUILDING/RENTAL OF LAND & BUILDING	$39,870	$43,537	$35,000	$42,700
RETURN CHECK CHARGE/RETURN CHECK CHARGE	$930	$1,440	$1,200	$1,300
RETURN CHECK CHARGE/RED LIGHT CAMERA FINES	$270	$210	$300	$300
VENDING MACHINE REVENUE/VENDING MACHINE REVENUE	$3,656	$330	$3,500	$2,000
TRAINING FEES / FIRE				$20,000
POLICE MISC/COPIES	$68	$16	$0	$0
POLICE MISC/DATA ON CDS	$15	$0	$0	$0

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
POLICE MISC/OTHER	$0	$2,804	$0	$200
CONVENIENCE FEE/CONVENIENCE FEE	$6,586	$756	$500	$2,100
TAX PROCESSING FEE/TAX PROCESSING FEE	$14,799	$12,845	$13,000	$17,400
SETTLEMENT RECEIPTS/STAUBUS V ENDO PHARMACY	$1,559,318	$0	$0	$0
SETTLEMENT RECEIPTS/TN OPIOID SETTLEMENTS	$0	$191,005	$0	$0
MISCELLANEOUS/MISCELLANEOUS	$189,572	$166,540	$150,000	$200,000
Total OTHER REVENUES:	**$2,582,430**	**$1,648,836**	**$1,153,500**	**$1,511,000**
TRANSFERS				
FROM SCHOOL FUND/FROM SCHOOL FUND	$214,852	$0	$1,040,000	$0
FROM AQUATIC CENTER/ADMIN SERVICES RECOVERY	$48,000	$54,849	$85,000	$65,000
FROM SEWER FUND/ADMIN SERVICES RECOVERY	$618,806	$726,113	$650,000	$900,000
FROM SEWER FUND/PILOT	$838,000	$838,000	$838,000	$838,000
FROM WATER FUND/ADMIN SERVICES RECOVERY	$1,006,252	$1,180,301	$1,232,400	$1,400,000
FROM WATER FUND/PILOT	$653,000	$653,000	$653,000	$653,000
FROM STORM WATER/ADMIN SERVICES RECOVERY	$88,055	$103,223	$95,000	$125,000
Total TRANSFERS:	**$3,466,965**	**$3,555,486**	**$4,593,400**	**$3,981,000**
Total Revenue Source:	**$6,049,395**	**$5,204,322**	**$5,746,900**	**$5,492,000**

FUND SUMMARIES

Summary

City of Kingsport is projecting $318.06M of revenue in FY2025, which represents a 4.2% increase over the prior year. Budgeted expenditures are projected to increase by 4.2% or $12.75M to $318.06M in FY2025.



Major Revenues

The Major Revenues for the Total Budget Summary are as follows:

The key contributors to the General Fund and General Purpose School Fund are Property Tax and Sales Tax.

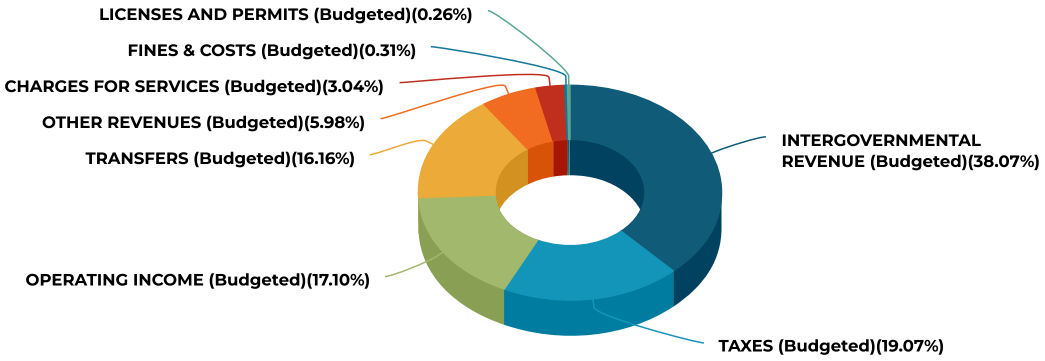
For the Enterprise Funds, the primary revenue sources are Charges for Service, Sales, and Tap Fees. These revenues are essential for providing city services. The City of Kingsport bills customers primarily for water and wastewater services, with Water and Sewer user fees making up 22% of the revenues. Previously, the General Fund supported 87% of the Solid Waste Fund. However, after the adoption of the sanitation fee and the discontinuation of the Recycle Program, the General Fund's contribution has decreased to 31%.

For Internal Service Funds, the major revenue source is also Charges for Service. The City manages four Internal Service Funds: the Health Insurance Fund, Retirees Insurance Fund, Fleet Fund, and Risk Fund.

The primary revenue for Special Revenue Funds is Inter-Local Funds, which are legally restricted for specific purposes. Kingsport has nine Special Revenue Funds, including the Criminal Forfeiture Fund, Drug Fund, General Purpose School Fund, School Public Law Fund, Special School Projects Fund, School Food and Nutrition Services Fund, State Street Aid Fund, Regional Sales Tax Revenue Fund, and the Library Governing Board.

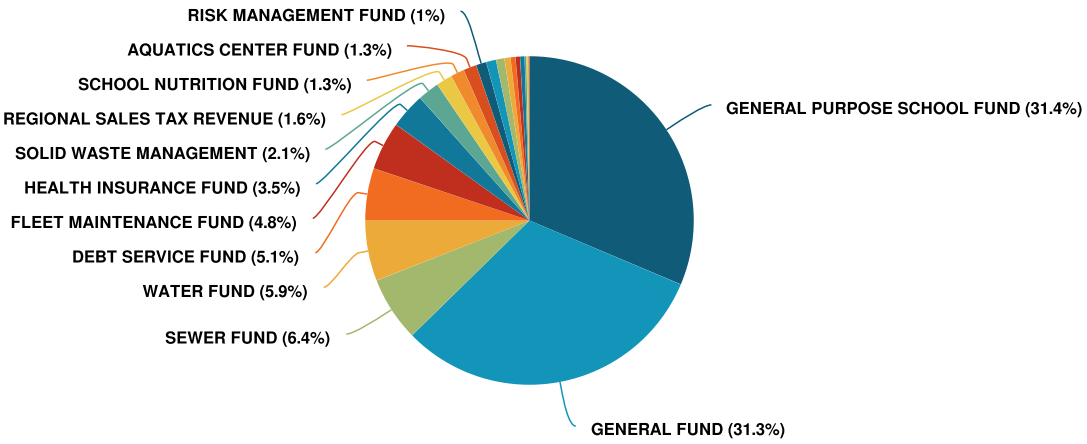
Finally, the main revenues for Trust and Agency Funds come from investment earnings and contributions. These funds include the Allandale Fund, Bays Mountain Commission Fund, Palmer Center Trust Fund, Public Library Commission Fund, Senior Citizens Advisory Board Fund, and Steadman Cemetery Trust Fund.

FY 25 Major Revenue All Funds



Revenue by Fund

2025 Revenue by Fund



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
GENERAL FUND					
TAXES	$51,898,585	$56,120,326	$53,399,100	$53,761,333	$54,889,700
LICENSES AND PERMITS	$691,451	$828,424	$795,000	$847,776	$841,300
INTERGOVERNMENTAL REVENUE	$32,040,986	$32,516,425	$32,400,200	$33,226,184	$33,834,000
CHARGES FOR SERVICES	$2,305,645	$2,465,953	$2,029,100	$3,459,641	$3,365,000
FINES & COSTS	$765,406	$891,422	$792,700	$1,231,284	$1,171,500
OTHER REVENUES	$2,582,430	$1,648,836	$1,153,500	$2,391,529	$1,511,000
TRANSFERS	$3,466,965	$3,555,486	$4,593,400	$4,338,802	$3,981,000
Total GENERAL FUND:	**$93,751,467**	**$98,026,872**	**$95,163,000**	**$99,256,547**	**$99,593,500**
STATE STREET AID FUND					
INTERGOVERNMENTAL REVENUE	$1,929,067	$1,926,024	$1,940,500	$1,949,224	$1,940,450
TRANSFERS	$566,668	$1,091,303	$1,026,200	$1,088,974	$1,126,250
Total STATE STREET AID FUND:	**$2,495,735**	**$3,017,327**	**$2,966,700**	**$3,038,198**	**$3,066,700**
CRIMINAL FORFEITURE FUND					
FINES & COSTS	$1,730	$45,257	$6,000	$9,975	$6,000
OTHER REVENUES	$72	$1,110	$0	$3,088	$0
Total CRIMINAL FORFEITURE FUND:	**$1,802**	**$46,366**	**$6,000**	**$13,063**	**$6,000**
DRUG FUND					
INTERGOVERNMENTAL REVENUE	$5,320	$5,906	$5,000	$5,369	$5,000
FINES & COSTS	$239,530	$149,191	$152,100	$66,948	$152,100
OTHER REVENUES	$0	$250	$0		$0

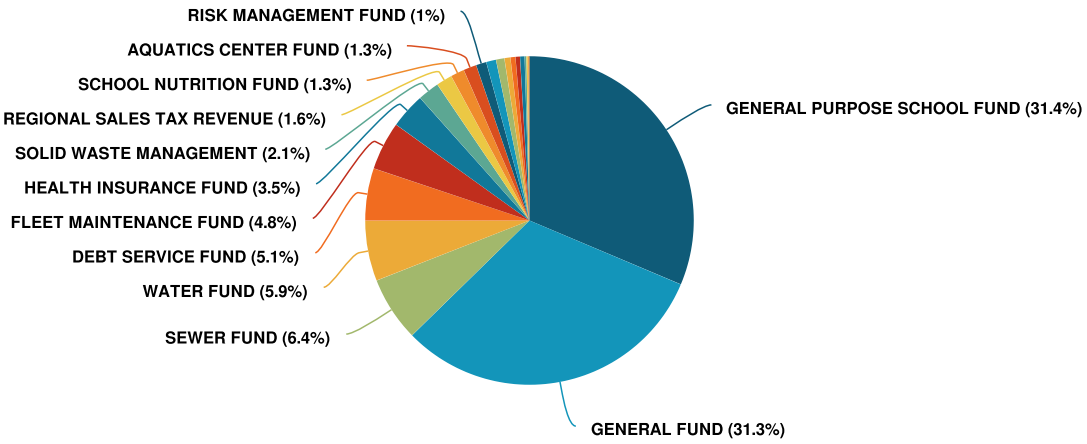
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Total DRUG FUND:	**$244,850**	**$155,347**	**$157,100**	**$72,317**	**$157,100**
REGIONAL SALES TAX REVENUE					
TAXES	$4,577,996	$4,892,083	$5,000,000	$4,809,227	$5,000,000
OTHER REVENUES	$124	$17,499	$0	$22,143	$0
Total REGIONAL SALES TAX REVENUE:	**$4,578,119**	**$4,909,582**	**$5,000,000**	**$4,831,369**	**$5,000,000**
VISITORS ENHANCEMENT FUND					
TAXES	$510,280	$562,443	$550,000	$526,873	$550,000
Total VISITORS ENHANCEMENT FUND:	**$510,280**	**$562,443**	**$550,000**	**$526,873**	**$550,000**
LIBRARY GOVERNING BOARD					
INTERGOVERNMENTAL REVENUE	$15,000	$15,000	$15,000	$15,000	$15,000
CHARGES FOR SERVICES	$8,805	$8,329	$7,900	$9,355	$8,700
FINES & COSTS	$9,170	$10,694	$9,000	$9,436	$9,700
OTHER REVENUES	$13,025	-$3,319	$1,500	$436	$0
TRANSFERS	$1,328,900	$1,375,000	$1,375,000	$1,375,000	$1,375,000
Total LIBRARY GOVERNING BOARD:	**$1,374,900**	**$1,405,704**	**$1,408,400**	**$1,409,228**	**$1,408,400**
GENERAL PURPOSE SCHOOL FUND					
INTERGOVERNMENTAL REVENUE	$68,203,340	$64,768,314	$81,112,700	$79,856,802	$79,974,100
CHARGES FOR SERVICES	$1,652,083	$1,618,311	$1,936,200	$1,711,472	$1,849,700
OTHER REVENUES	$1,258,929	$764,372	$800,000	$1,610,952	$945,000
TRANSFERS	$13,996,414	$13,577,376	$15,929,900	$15,018,758	$15,763,450
Total GENERAL PURPOSE SCHOOL FUND:	**$85,110,765**	**$80,728,372**	**$99,778,800**	**$98,197,983**	**$98,532,250**
SCHOOL NUTRITION FUND					
INTERGOVERNMENTAL REVENUE	$4,734,043	$3,343,405	$3,387,000	$3,382,901	$3,345,000
CHARGES FOR SERVICES	$304,843	$1,103,045	$896,850	$1,169,345	$1,140,000
OTHER REVENUES	$8,596	$52,947	$3,950	$16,923	$15,000
TRANSFERS				$0	$350,000
Total SCHOOL NUTRITION FUND:	**$5,047,482**	**$4,499,397**	**$4,287,800**	**$4,569,170**	**$4,850,000**
DEBT SERVICE FUND					
OTHER REVENUES	$43,094	$300,792	$275,000	$2,426,071	$250,000
TRANSFERS	$12,879,854	$13,782,601	$14,972,800	$12,796,507	$16,120,100
Total DEBT SERVICE FUND:	**$12,922,949**	**$14,083,394**	**$15,247,800**	**$15,222,578**	**$16,370,100**
WATER FUND					
OTHER REVENUES	$66,590	$302,337	$302,000	$901,403	$310,700
OPERATING INCOME	$14,573,061	$16,046,679	$16,369,800	$16,919,407	$18,239,300
TRANSFERS	$183,573	$285,778	$380,000	$265,705	$340,000
Total WATER FUND:	**$14,823,224**	**$16,634,794**	**$17,051,800**	**$18,086,516**	**$18,890,000**
SEWER FUND					

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
OTHER REVENUES	$26,520	$303,253	$249,000	$1,118,898	$447,600
OPERATING INCOME	$15,555,136	$18,108,315	$18,531,600	$19,926,265	$19,816,400
Total SEWER FUND:	**$15,581,656**	**$18,411,568**	**$18,780,600**	**$21,045,164**	**$20,264,000**
SOLID WASTE MANAGEMENT					
CHARGES FOR SERVICES	$3,484,180	$3,681,901	$3,808,000	$4,324,402	$4,205,400
OTHER REVENUES	$639	$37,072	$25,800	$74,700	$50,600
OPERATING INCOME	$367,788	$0	$0	$124,890	$0
TRANSFERS	$2,600,000	$2,600,000	$2,300,000	$2,578,400	$2,500,000
Total SOLID WASTE MANAGEMENT:	**$6,452,607**	**$6,318,973**	**$6,133,800**	**$7,102,392**	**$6,756,000**
STORM WATER MANAGEMENT					
OTHER REVENUES	$234	$10,082	$9,500	$21,812	$15,000
OPERATING INCOME	$1,853,793	$1,864,577	$1,863,900	$1,881,442	$1,893,200
Total STORM WATER MANAGEMENT:	**$1,854,026**	**$1,874,658**	**$1,873,400**	**$1,903,254**	**$1,908,200**
AQUATICS CENTER FUND					
OTHER REVENUES	$60,654	$32,725	$27,600	$33,273	$26,300
OPERATING INCOME	$1,447,546	$1,373,028	$1,402,400	$1,767,016	$1,602,400
TRANSFERS	$2,527,112	$2,081,406	$2,500,000	$2,589,624	$2,500,000
Total AQUATICS CENTER FUND:	**$4,035,312**	**$3,487,159**	**$3,930,000**	**$4,389,914**	**$4,128,700**
MEADOWVIEW CONFERENCE CTR					
OTHER REVENUES	$2,865	$40,948	$39,900	$71,267	$48,200
OPERATING INCOME	$232,276	$326,226	$322,500	$330,757	$336,200
TRANSFERS	$2,096,695	$2,413,355	$2,250,000	$2,627,327	$2,250,000
Total MEADOWVIEW CONFERENCE CTR:	**$2,331,836**	**$2,780,529**	**$2,612,400**	**$3,029,351**	**$2,634,400**
CATTAILS GOLF COURSE					
OTHER REVENUES	$543	$10,377	$10,300	$22,141	$86,600
OPERATING INCOME	$1,100,453	$1,123,365	$1,136,600	$1,254,815	$1,091,300
TRANSFERS	$116,547	$149,344	$250,000	$626,347	$250,000
Total CATTAILS GOLF COURSE:	**$1,217,544**	**$1,283,086**	**$1,396,900**	**$1,903,303**	**$1,427,900**
FLEET MAINTENANCE FUND					
INTERGOVERNMENTAL REVENUE	$167,778	$0	$0		$0
OTHER REVENUES	$44,361	$187,680	$0	$152,421	$0
OPERATING INCOME	$9,258,603	$9,745,475	$10,049,900	$9,864,632	$9,232,484
TRANSFERS	$0	$0	$3,076,900	$160,000	$5,977,000
Total FLEET MAINTENANCE FUND:	**$9,470,742**	**$9,933,155**	**$13,126,800**	**$10,177,053**	**$15,209,484**
LIBRARY COMMISSION FUND					
OTHER REVENUES	$9	$164	$10	$249	$10
Total LIBRARY COMMISSION FUND:	**$9**	**$164**	**$10**	**$249**	**$10**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
BAYS MT PARK COMM FUND					
CHARGES FOR SERVICES	$120,565	$283,897	$285,000	$278,152	$275,000
OTHER REVENUES	$792,060	$294,803	$5,000	$151,360	$15,000
Total BAYS MT PARK COMM FUND:	**$912,626**	**$578,700**	**$290,000**	**$429,512**	**$290,000**
RISK MANAGEMENT FUND					
OTHER REVENUES	$2,176,504	$2,581,841	$2,751,100	$2,882,201	$3,220,700
Total RISK MANAGEMENT FUND:	**$2,176,504**	**$2,581,841**	**$2,751,100**	**$2,882,201**	**$3,220,700**
SR CITIZENS ADVISORY BD					
CHARGES FOR SERVICES	$243,733	$398,219	$283,200	$464,693	$283,200
OTHER REVENUES	$62,548	$101,545	$55,800	$133,391	$55,800
Total SR CITIZENS ADVISORY BD:	**$306,281**	**$499,764**	**$339,000**	**$598,084**	**$339,000**
PALMER CENTER TRUST					
OTHER REVENUES	$145	$2,615	$100	$3,976	$100
Total PALMER CENTER TRUST:	**$145**	**$2,615**	**$100**	**$3,976**	**$100**
ALLANDALE TRUST FUND					
OTHER REVENUES	$4,336	$6,546	$4,500	$10,154	$4,500
TRANSFERS	$0	$0	$13,000	$0	$13,000
Total ALLANDALE TRUST FUND:	**$4,336**	**$6,546**	**$17,500**	**$10,154**	**$17,500**
STEADMAN CEMETERY TRUST					
OTHER REVENUES	$13	$196	$50	$243	$100
TRANSFERS	$0	$0	$2,500	$0	$2,500
Total STEADMAN CEMETERY TRUST:	**$13**	**$196**	**$2,550**	**$243**	**$2,600**
HEALTH INSURANCE FUND					
OTHER REVENUES	$9,913,279	$11,178,783	$10,941,100	$10,394,247	$11,078,900
OPERATING INCOME	-$2,855	$0	$0		$0
Total HEALTH INSURANCE FUND:	**$9,910,423**	**$11,178,783**	**$10,941,100**	**$10,394,247**	**$11,078,900**
RETIREES INSURANCE FUND					
OTHER REVENUES	$1,242,037	$1,498,921	$1,500,200	$1,583,608	$1,545,800
Total RETIREES INSURANCE FUND:	**$1,242,037**	**$1,498,921**	**$1,500,200**	**$1,583,608**	**$1,545,800**
Total:	**$276,357,671**	**$284,506,257**	**$305,312,860**	**$310,676,545**	**$317,247,344**

Expenditures by Fund

2025 Expenditures by Fund



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
GENERAL FUND					
PERSONNEL SERVICES	$36,063,777	$39,862,955	$43,736,400	$42,971,706	$44,210,500
CONTRACTUAL SERVICES	$7,927,307	$9,309,947	$9,757,460	$9,376,865	$10,658,800
COMMODITIES	$1,696,106	$1,617,203	$1,755,950	$1,714,029	$1,787,850
OTHER EXPENSES	$1,910,671	$2,174,052	$2,436,300	$2,397,895	$2,533,000
INSURANCE	$963,401	$945,670	$1,017,590	$1,013,390	$1,098,550
RESERVED FOR	$0	$0	$1,000,000	$0	$300,000
TRANSFERS	$37,712,049	$39,040,575	$31,553,200	$37,475,497	$35,416,700
SUBSIDIES & CONTRIBUTION	$3,238,605	$3,655,902	$3,599,100	$4,068,664	$3,427,600
CAPITAL OUTLAY	$168,636	$203,384	$307,000	$231,082	$160,500
Total GENERAL FUND:	**$89,680,553**	**$96,809,688**	**$95,163,000**	**$99,249,127**	**$99,593,500**
STATE STREET AID FUND					
CONTRACTUAL SERVICES	$1,927,710	$2,328,777	$2,365,000	$2,269,932	$2,420,000
COMMODITIES	$522,501	$557,992	$571,700	$637,376	$616,700
OTHER EXPENSES	$15,608	$44,938	$30,000	$55,303	$30,000
CAPITAL OUTLAY	$35,674	$85,621	$0	$64,364	$0
Total STATE STREET AID FUND:	**$2,501,493**	**$3,017,327**	**$2,966,700**	**$3,026,974**	**$3,066,700**
CRIMINAL FORFEITURE FUND					
OTHER EXPENSES	$0	$0	$6,000	$0	$6,000
TRANSFERS	$200,000	$0	$0	-$5,877	$0
Total CRIMINAL FORFEITURE FUND:	**$200,000**	**$0**	**$6,000**	**-$5,877**	**$6,000**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
DRUG FUND					
PERSONNEL SERVICES	$0	$0	$10,000	$0	$10,000
CONTRACTUAL SERVICES	$11,363	$10,400	$14,600	$9,930	$14,600
COMMODITIES	$28,217	$17,476	$37,500	$28,775	$37,500
OTHER EXPENSES	$12,000	$20,000	$45,000	$12,000	$45,000
TRANSFERS	$100,000	$0	$0	-$2,894	$0
CAPITAL OUTLAY	$0	$6,500	$50,000	$26,000	$50,000
Total DRUG FUND:	**$151,580**	**$54,376**	**$157,100**	**$73,810**	**$157,100**
REGIONAL SALES TAX REVENUE					
TRANSFERS	$4,276,272	$4,380,424	$5,000,000	$5,670,057	$5,000,000
Total REGIONAL SALES TAX REVENUE:	**$4,276,272**	**$4,380,424**	**$5,000,000**	**$5,670,057**	**$5,000,000**
VISITORS ENHANCEMENT FUND					
CONTRACTUAL SERVICES	$68,845	$208,159	$0	$45,000	$0
COMMODITIES	$75,000	$0	$0	$3,050	$0
TRANSFERS	$264,081	$285,240	$0	$323,241	$0
SUBSIDIES & CONTRIBUTION	$30,000	$15,150	$75,000	$125,000	$295,000
CAPITAL OUTLAY	$0	$0	$475,000	$0	$255,000
Total VISITORS ENHANCEMENT FUND:	**$437,926**	**$508,549**	**$550,000**	**$496,291**	**$550,000**
LIBRARY GOVERNING BOARD					
PERSONNEL SERVICES	$1,080,389	$1,072,997	$1,196,100	$958,076	$1,292,200
CONTRACTUAL SERVICES	$270,456	$301,037	$182,400	$213,943	$86,300
COMMODITIES	$18,095	$14,523	$26,200	$20,103	$26,200
OTHER EXPENSES	$4,288	$3,649	$3,700	$3,677	$3,700
CAPITAL OUTLAY	$6,000	$0	$0		$0
Total LIBRARY GOVERNING BOARD:	**$1,379,228**	**$1,392,206**	**$1,408,400**	**$1,195,798**	**$1,408,400**
GENERAL PURPOSE SCHOOL FUND					
UNASSIGNED	$80,319,468	$82,908,645	$99,778,800	$96,287,793	$98,532,250
Total GENERAL PURPOSE SCHOOL FUND:	**$80,319,468**	**$82,908,645**	**$99,778,800**	**$96,287,793**	**$98,532,250**
SCHOOL NUTRITION FUND					
UNASSIGNED	$3,698,530	$3,810,128	$4,287,800	$5,181,643	$4,850,000
COMMODITIES				$8,618	
Total SCHOOL NUTRITION FUND:	**$3,698,530**	**$3,810,128**	**$4,287,800**	**$5,190,261**	**$4,850,000**
DEBT SERVICE FUND					
CONTRACTUAL SERVICES	$10,650	$3,320	$125,000	$5,000	$332,300
OTHER EXPENSES	$12,890,609	$13,795,300	$15,122,800	$14,807,562	$16,037,800
Total DEBT SERVICE FUND:	**$12,901,259**	**$13,798,620**	**$15,247,800**	**$14,812,562**	**$16,370,100**
WATER FUND					
PERSONNEL SERVICES	$3,211,115	$4,170,171	$4,989,440	$4,552,341	$5,205,800

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
CONTRACTUAL SERVICES	$2,194,802	$3,043,809	$2,630,060	$3,162,166	$3,361,900
COMMODITIES	$975,338	$1,194,780	$980,150	$1,262,204	$1,243,000
OTHER EXPENSES	$6,771,143	$9,773,207	$6,874,650	$7,904,020	$7,306,900
INSURANCE	$57,249	$59,698	$56,000	$64,263	$64,700
TRANSFERS	$2,720,744	$1,947,500	$1,109,000	$12,417,425	$1,340,000
SUBSIDIES & CONTRIBUTION	$411,120	$55,999	$235,500	$82,426	$235,700
CAPITAL OUTLAY	$3,306	$8,103	$177,000	$43,420	$132,000
Total WATER FUND:	**$16,344,817**	**$20,253,266**	**$17,051,800**	**$29,488,264**	**$18,890,000**
SEWER FUND					
PERSONNEL SERVICES	$3,466,820	$4,043,389	$4,283,900	$4,146,380	$4,467,500
CONTRACTUAL SERVICES	$1,610,841	$2,356,497	$2,713,600	$3,833,946	$2,732,600
COMMODITIES	$1,079,947	$1,000,639	$988,700	$898,577	$1,064,700
OTHER EXPENSES	$8,784,627	$12,897,548	$9,683,100	$9,666,351	$10,665,600
INSURANCE	$36,399	$36,708	$36,600	$37,369	$36,600
TRANSFERS	$7,509,618	$660,000	$690,000	$14,891,660	$945,000
SUBSIDIES & CONTRIBUTION	$271,796	$81,634	$247,700	$80,664	$215,000
CAPITAL OUTLAY	$82,931	$84,470	$137,000	$23,106	$137,000
Total SEWER FUND:	**$22,842,980**	**$21,160,885**	**$18,780,600**	**$33,578,053**	**$20,264,000**
SOLID WASTE MANAGEMENT					
PERSONNEL SERVICES	$2,140,132	$2,643,347	$2,732,000	$3,139,461	$2,874,500
CONTRACTUAL SERVICES	$3,594,997	$2,311,004	$2,298,250	$2,117,750	$2,604,300
COMMODITIES	$94,563	$42,823	$68,400	$57,979	$75,300
OTHER EXPENSES	$1,021,660	$1,272,843	$1,006,000	$1,197,502	$998,300
INSURANCE	$30,035	$30,510	$29,150	$31,304	$38,600
TRANSFERS	$400,000	$250,000	$0	$278,400	$0
CAPITAL OUTLAY	$51,680	$56,310	$0	$21,511	$165,000
Total SOLID WASTE MANAGEMENT:	**$7,333,067**	**$6,606,838**	**$6,133,800**	**$6,843,908**	**$6,756,000**
STORM WATER MANAGEMENT					
PERSONNEL SERVICES	$639,681	$893,527	$967,000	$937,573	$1,028,500
CONTRACTUAL SERVICES	$141,887	$184,625	$363,600	$155,273	$330,200
COMMODITIES	$247,000	$499,979	$64,100	$43,362	$64,100
OTHER EXPENSES	$413,216	$532,507	$408,800	$456,412	$415,800
INSURANCE	$32,305	$32,377	$32,300	$32,365	$31,600
TRANSFERS	-$2	$170,000	$0	$200,000	$0
CAPITAL OUTLAY	$26,374	$750	$37,600	$20,612	$38,000
Total STORM WATER MANAGEMENT:	**$1,500,461**	**$2,313,764**	**$1,873,400**	**$1,845,595**	**$1,908,200**
AQUATICS CENTER FUND					
PERSONNEL SERVICES	$452,031	$326,057	$375,000	$359,386	$403,300
CONTRACTUAL SERVICES	$1,277,993	$1,402,867	$1,404,200	$1,450,995	$1,622,900
COMMODITIES	$302,529	$293,704	$374,600	$373,426	$352,400
OTHER EXPENSES	$1,139,136	$1,271,665	$1,733,700	$1,227,892	$1,707,700

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
INSURANCE	$40,380	$42,309	$42,500	$44,283	$42,400
TRANSFERS				$558,241	$0
Total AQUATICS CENTER FUND:	**$3,212,069**	**$3,336,602**	**$3,930,000**	**$4,014,223**	**$4,128,700**
MEADOWVIEW CONFERENCE CTR					
CONTRACTUAL SERVICES	$15,285	$17,827	$49,200	$13,251	$54,200
OTHER EXPENSES	$2,067,640	$2,108,863	$1,793,200	$2,151,680	$1,763,800
INSURANCE	$69,947	$78,664	$70,000	$117,416	$116,400
TRANSFERS	$902,133	$0	$0	$30,898	$0
SUBSIDIES & CONTRIBUTION	$518,587	$673,425	$700,000	$797,277	$700,000
CAPITAL OUTLAY	$4,988	$79,023	$0	$8,194	$0
Total MEADOWVIEW CONFERENCE CTR:	**$3,578,580**	**$2,957,802**	**$2,612,400**	**$3,118,716**	**$2,634,400**
CATTAILS GOLF COURSE					
PERSONNEL SERVICES	$575,833	$590,555	$566,750	$654,571	$566,750
CONTRACTUAL SERVICES	$272,592	$278,706	$371,450	$295,772	$484,200
COMMODITIES	$255,555	$218,048	$241,550	$279,221	$219,350
OTHER EXPENSES	$316,377	$329,745	$205,650	$361,785	$130,600
INSURANCE	$17,895	$27,375	$11,500	$25,703	$27,000
TRANSFERS				$464,970	$0
CAPITAL OUTLAY				$1,090	$0
Total CATTAILS GOLF COURSE:	**$1,438,251**	**$1,444,430**	**$1,396,900**	**$2,083,113**	**$1,427,900**
FLEET MAINTENANCE FUND					
PERSONNEL SERVICES	$1,197,655	$1,357,672	$1,515,800	$1,564,911	$1,515,800
CONTRACTUAL SERVICES	$75,491	$108,256	$108,300	$167,896	$109,300
COMMODITIES	$4,459,653	$5,115,588	$3,509,800	$4,956,783	$4,041,400
OTHER EXPENSES	$2,695,901	$2,805,843	$3,406,700	$2,956,502	$3,251,168
INSURANCE	$16,199	$16,526	$143,200	$16,937	$144,565
CAPITAL OUTLAY	$0	$37,175	$4,443,000	$0	$6,147,251
Total FLEET MAINTENANCE FUND:	**$8,444,898**	**$9,441,061**	**$13,126,800**	**$9,663,030**	**$15,209,484**
LIBRARY COMMISSION FUND					
CONTRACTUAL SERVICES	$0	$0	$10	$0	$10
Total LIBRARY COMMISSION FUND:	**$0**	**$0**	**$10**	**$0**	**$10**
BAYS MT PARK COMM FUND					
CONTRACTUAL SERVICES	$2,951	$31,520	$53,700	$69,031	$53,700
COMMODITIES	$30,148	$99,866	$195,000	$126,266	$195,000
TRANSFERS	$810,925	$250,000	$0	$116,492	$0
CAPITAL OUTLAY	$0	$0	$41,300	$0	$41,300
Total BAYS MT PARK COMM FUND:	**$844,024**	**$381,387**	**$290,000**	**$311,789**	**$290,000**
RISK MANAGEMENT FUND					
PERSONNEL SERVICES	$194,431	$116,159	$313,000	$263,561	$320,000

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
CONTRACTUAL SERVICES	$295,612	$168,502	$350,100	$91,905	$361,850
COMMODITIES	$2,225	$350	$1,900	$3,655	$2,000
OTHER EXPENSES	$29,593	$98,447	$36,800	$47,309	$46,800
INSURANCE	$1,807,880	$1,603,395	$2,049,300	$2,575,418	$2,328,050
CAPITAL OUTLAY				$0	$162,000
Total RISK MANAGEMENT FUND:	**$2,329,740**	**$1,986,854**	**$2,751,100**	**$2,981,848**	**$3,220,700**
SR CITIZENS ADVISORY BD					
CONTRACTUAL SERVICES	$269,853	$281,433	$302,200	$604,122	$302,200
COMMODITIES	$26,177	$40,104	$36,500	$32,016	$36,500
OTHER EXPENSES	$0	$239	$300	$0	$300
Total SR CITIZENS ADVISORY BD:	**$296,030**	**$321,777**	**$339,000**	**$636,138**	**$339,000**
PALMER CENTER TRUST					
CAPITAL OUTLAY	$0	$0	$100	$0	$100
Total PALMER CENTER TRUST:	**$0**	**$0**	**$100**	**$0**	**$100**
ALLANDALE TRUST FUND					
CONTRACTUAL SERVICES	$0	$0	$3,000	$0	$3,000
COMMODITIES	$0	$0	$7,500	$0	$7,500
CAPITAL OUTLAY	$0	$0	$7,000	$0	$7,000
Total ALLANDALE TRUST FUND:	**$0**	**$0**	**$17,500**	**$0**	**$17,500**
STEADMAN CEMETERY TRUST					
CONTRACTUAL SERVICES	$660	$1,280	$2,550	$2,720	$2,600
Total STEADMAN CEMETERY TRUST:	**$660**	**$1,280**	**$2,550**	**$2,720**	**$2,600**
HEALTH INSURANCE FUND					
PERSONNEL SERVICES	$92,806	$91,726	$136,900	$107,197	$148,250
CONTRACTUAL SERVICES	$544,921	$615,957	$620,500	$647,228	$650,850
COMMODITIES	$547,306	$509,520	$570,400	$766,989	$633,500
OTHER EXPENSES	$733,853	$712,058	$791,300	$754,596	$791,300
INSURANCE	$8,436,526	$8,574,703	$8,822,000	$8,488,536	$8,855,000
Total HEALTH INSURANCE FUND:	**$10,355,413**	**$10,503,964**	**$10,941,100**	**$10,764,546**	**$11,078,900**
RETIREES INSURANCE FUND					
CONTRACTUAL SERVICES	$670	$700	$700	$709	$800
OTHER EXPENSES	$74,890	$44,019	$55,000	$46,844	$55,000
INSURANCE	$1,286,795	$1,462,964	$1,261,200	$1,759,318	$1,305,000
RESERVED FOR	$0	$0	$183,300	$0	$185,000
Total RETIREES INSURANCE FUND:	**$1,362,355**	**$1,507,683**	**$1,500,200**	**$1,806,870**	**$1,545,800**
Total:	**$275,429,656**	**$288,897,552**	**$305,312,860**	**$333,135,610**	**$317,247,344**

Long Range Financial Plan

Property taxes and sales taxes make up nearly 50% of the budget and are estimated to remain stable over the next five years. Over the last 10 years, the annual growth rate has fluctuated between 0 and 5% with an average of about 2.9% annual growth. About 15% of all revenues go toward Internal Service Funds, such as Fleet Maintenance, and Health Insurance. Internal Service Funds are funded through various operating funds and are expected to grow at an average of 2% per year. Due to uncertainty in the economy, all revenues are expected to grow at an average of 2% annually. Larger growth has occurred during the last 12-month period, but with stimulus funding and other subsidies over that time period, estimating growth at higher rates would be risky.

Expenditures are anticipated to grow at an annual rate of 2% over the fiscal years 2025-2029. Personnel grades have been adjusted and with a large portion of topped out/near retirement employees, a step on the new scale will average about 1.75%. This leaves slight room for personnel growth and future adjustments.

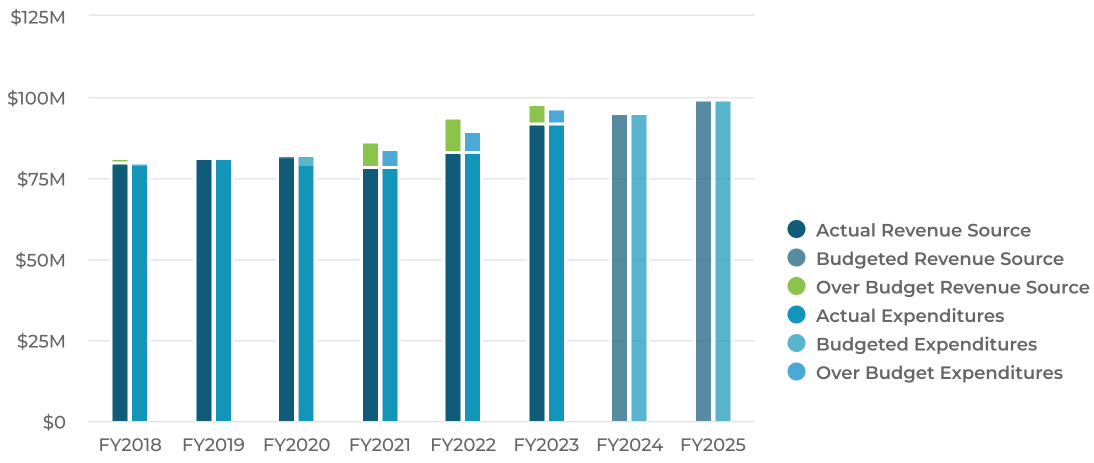
Keeping revenue projections conservative ensures the City of Kingsport remains in a sound fiscal position. Rolled over fund balance is routinely used for strategic projects at the discretion of the Board of Mayor and Aldermen.

General Fund

The General Fund is the primary operating fund for governmental activities such as public safety, general administration and public works. The fund's most significant revenue sources are the local option sales tax, state shared revenues, and the property tax. The fund is maintained on a modified accrual basis.

Summary

City of Kingsport is projecting $99.59M of revenue in FY2025, which represents a 4.7% increase over the prior year. Budgeted expenditures are projected to increase by 4.7% or $4.43M to $99.59M in FY2025.



MISSION

To provide efficient, effective services to all of the City's citizens and customers.

SUMMARY

The City of Kingsport is a municipality founded in 1917 as a modern industrial center of business and commerce. As such, it created at an early date a high level of services and expectations of quality management. The General Fund provides a wide array of services ranging from general administration to public safety, streets maintenance to planning and development, contributions to various community partners, economic development and perhaps the City's most important service, an outstanding public education system.

General Fund Divisions

- Board of Mayor & Aldermen
- City Judge
- City Attorney
- City Manager's Office
- Asst City Manager-Dev Services
- Special Programs
- Budget
- Procurement
- Non-Departmental Funds
- Public Information & Communications
- Human Resources
- Finance
- Records Management
- Economic Development
- Planning
- Building & Code Enforcement
- Geographic Information Systems
- Police
- Fire & Emergency Services
- Asst City Manager-Leisure Services
- Parks & Recreation
- Recreation Centers
- Cultural Arts
- Allandale Mansion
- Farmer's Market
- Carousel
- Splash Pad
- Lynn View Community Center
- Senior Center
- Bays Mountain Park
- Ropes Course
- Athletics
- Parks & Recreation Maintenance
- Public Works Administration
- Streets & Sanitation
- Street Maintenance
- Street Cleaning
- Facilities Maintenance
- Grounds Maintenance
- Landscaping
- Leisure Services Maintenance
- Information Technology
- Transportation
- Engineering

Key Issues

- Economic development is now a major activity of the General Fund. Networks is a Joint Economic Development Partnership for Sullivan County, Kingsport, Bristol, and Bluff City that promises to increase economic activities. The Kingsport Economic Development Board is also recruiting businesses.

- The joint partnership with Northeast State Technical Community College with the Higher Education Center and the Regional Center for Health Professions has increased economic activities. Northeast State also partners with Domtar and Eastman Chemical Company to provide training for existing and future manufacturing employees.

Capital Projects

The General Fund's capital improvement plan is funded through both cash projects and bonded debt projects. It has been a tradition of the board to try to keep oncoming debt at levels near debt service roll-off.

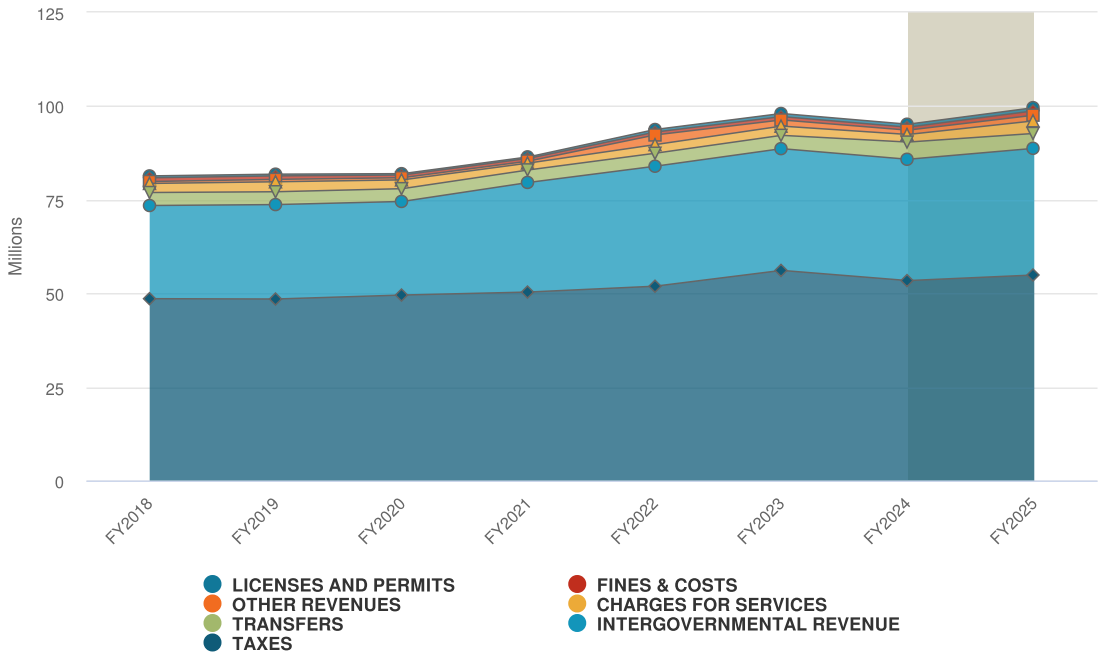
General Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Beginning Fund Balance:	**$20,503,707**	**$24,574,622**	**$25,577,044**	**$25,584,464**
Revenues				
TAXES	$51,898,585	$56,120,326	$53,399,100	$54,889,700
LICENSES AND PERMITS	$691,451	$828,424	$795,000	$841,300
INTERGOVERNMENTAL REVENUE	$32,040,986	$32,516,425	$32,400,200	$33,834,000
CHARGES FOR SERVICES	$2,305,645	$2,465,953	$2,029,100	$3,365,000
FINES & COSTS	$765,406	$891,422	$792,700	$1,171,500
OTHER REVENUES	$2,582,430	$1,648,836	$1,153,500	$1,511,000
TRANSFERS	$3,466,965	$3,555,486	$4,593,400	$3,981,000
Total Revenues:	**$93,751,467**	**$98,026,872**	**$95,163,000**	**$99,593,500**
Expenditures				
PERSONNEL SERVICES	$36,063,777	$39,862,955	$43,736,400	$44,210,500
CONTRACTUAL SERVICES	$7,927,307	$9,309,947	$9,757,460	$10,658,800
COMMODITIES	$1,696,106	$1,617,203	$1,755,950	$1,787,850
OTHER EXPENSES	$1,910,671	$2,174,052	$2,436,300	$2,533,000
INSURANCE	$963,401	$945,670	$1,017,590	$1,098,550
RESERVED FOR	$0	$0	$1,000,000	$300,000
TRANSFERS	$37,712,049	$39,040,575	$31,553,200	$35,416,700
SUBSIDIES & CONTRIBUTION	$3,238,605	$3,655,902	$3,599,100	$3,427,600
CAPITAL OUTLAY	$168,636	$203,384	$307,000	$160,500
Total Expenditures:	**$89,680,553**	**$96,809,688**	**$95,163,000**	**$99,593,500**
Total Revenues Less Expenditures:	**$4,070,914**	**$1,217,184**	**$0**	**$0**
Ending Fund Balance:	**$24,574,621**	**$25,791,806**	**$25,577,044**	**$25,584,464**

Revenues by Source

The General Fund has been balanced without any recommended property tax increase.

Budgeted and Historical 2025 Revenues by Source

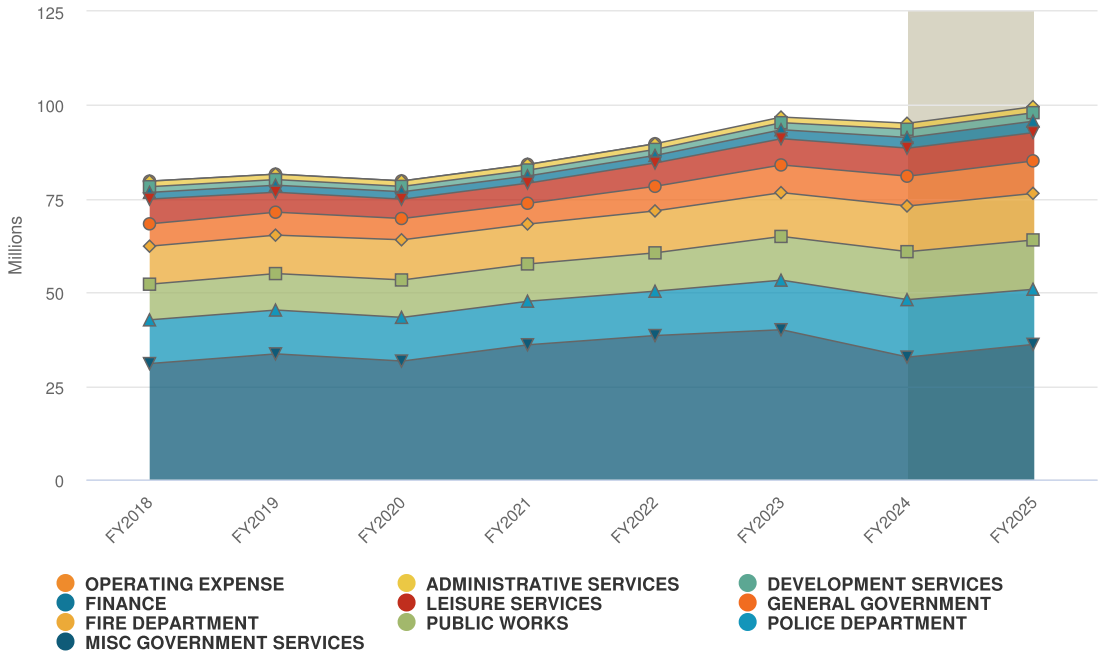


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Revenue Source				
TAXES	$51,898,585	$56,120,326	$53,399,100	$54,889,700
LICENSES AND PERMITS	$691,451	$828,424	$795,000	$841,300
INTERGOVERNMENTAL REVENUE	$32,040,986	$32,516,425	$32,400,200	$33,834,000
CHARGES FOR SERVICES	$2,305,645	$2,465,953	$2,029,100	$3,365,000
FINES & COSTS	$765,406	$891,422	$792,700	$1,171,500
OTHER REVENUES	$2,582,430	$1,648,836	$1,153,500	$1,511,000
TRANSFERS	$3,466,965	$3,555,486	$4,593,400	$3,981,000
Total Revenue Source:	**$93,751,467**	**$98,026,872**	**$95,163,000**	**$99,593,500**

Expenditures by Function

Budgeted and Historical Expenditures by Function

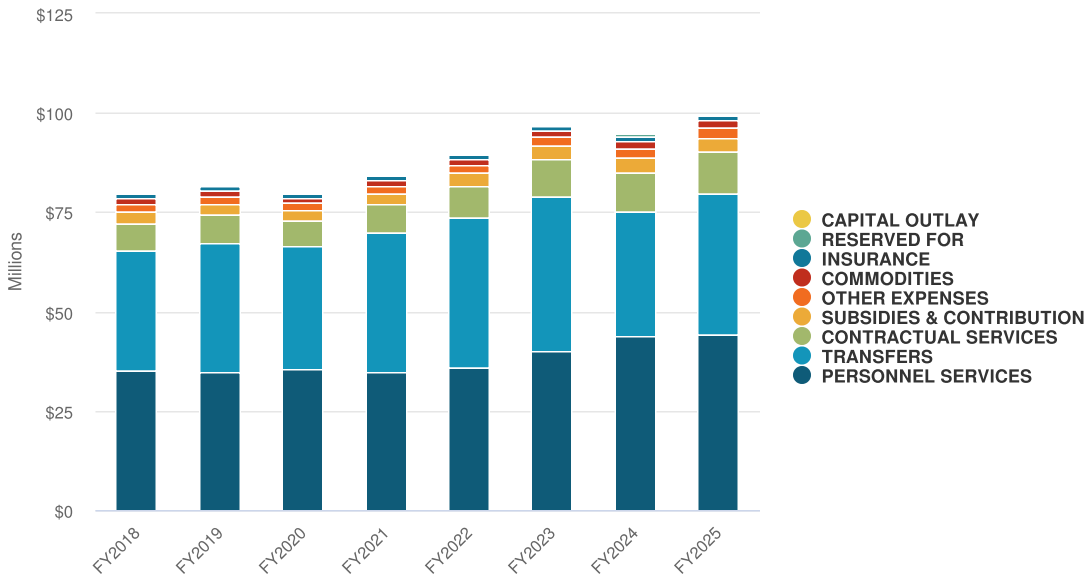


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expenditures					
GENERAL GOVERNMENT	$6,566,481	$7,390,074	$7,958,100	$8,438,130	$8,677,400
ADMINISTRATIVE SERVICES	$1,512,794	$1,503,539	$1,621,500	$1,601,429	$1,606,800
FINANCE	$2,028,766	$2,392,016	$2,843,900	$2,774,484	$3,060,500
DEVELOPMENT SERVICES	$1,607,189	$1,888,044	$2,192,400	$2,137,151	$2,252,600
POLICE DEPARTMENT	$11,853,369	$13,245,159	$15,343,600	$13,999,748	$14,721,000
FIRE DEPARTMENT	$11,199,315	$11,701,796	$12,201,200	$12,458,158	$12,446,400
PUBLIC WORKS	$10,236,728	$11,674,084	$12,817,100	$12,299,034	$13,167,400
LEISURE SERVICES	$6,227,523	$7,010,686	$7,491,100	$7,026,453	$7,560,600
MISC GOVERNMENT SERVICES	$38,448,349	$40,004,289	$32,694,100	$38,512,549	$36,100,800
OPERATING EXPENSE	$39	$0	$0	$1,992	$0
Total Expenditures:	**$89,680,553**	**$96,809,688**	**$95,163,000**	**$99,249,127**	**$99,593,500**

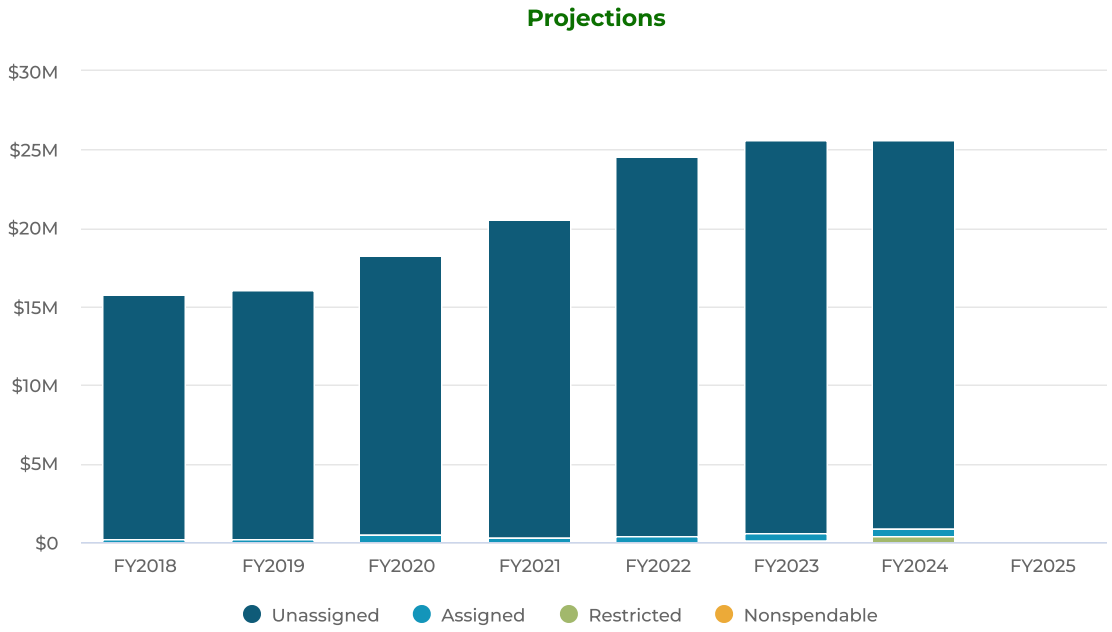
Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expense Objects				
PERSONNEL SERVICES	$36,063,777	$39,862,955	$43,736,400	$44,210,500
CONTRACTUAL SERVICES	$7,927,307	$9,309,947	$9,757,460	$10,658,800
COMMODITIES	$1,696,106	$1,617,203	$1,755,950	$1,787,850
OTHER EXPENSES	$1,910,671	$2,174,052	$2,436,300	$2,533,000
INSURANCE	$963,401	$945,670	$1,017,590	$1,098,550
RESERVED FOR	$0	$0	$1,000,000	$300,000
TRANSFERS	$37,712,049	$39,040,575	$31,553,200	$35,416,700
SUBSIDIES & CONTRIBUTION	$3,238,605	$3,655,902	$3,599,100	$3,427,600
CAPITAL OUTLAY	$168,636	$203,384	$307,000	$160,500
Total Expense Objects:	**$89,680,553**	**$96,809,688**	**$95,163,000**	**$99,593,500**

Fund Balance

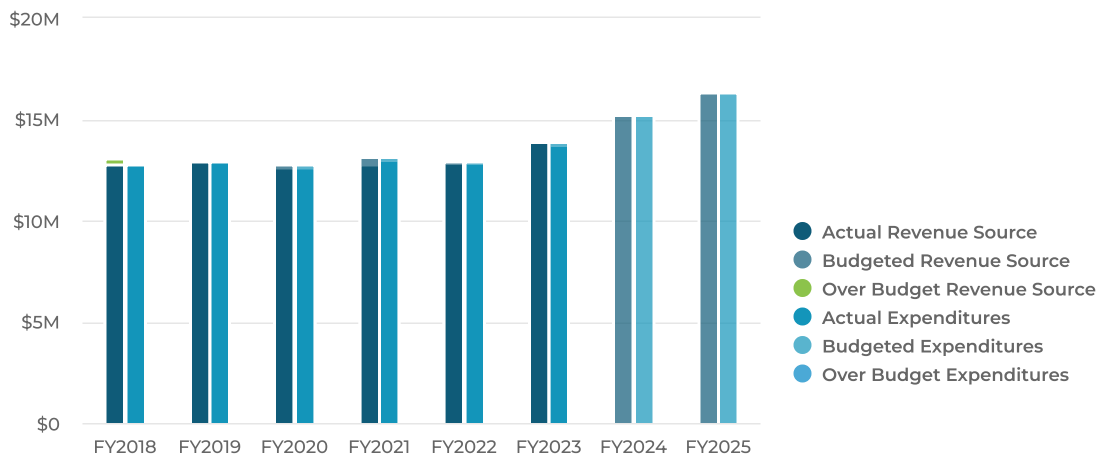


Debt Service Fund

The Debt Service Fund is a governmental fund that accounts for the debt service payments for all long-term debt except for revenue bonds and revenue and tax bonds issued by Enterprise Funds and general obligation bonds accounted for by Enterprise Funds.

Summary

City of Kingsport is projecting $16.37M of revenue in FY2025, which represents a 7.4% increase over the prior year. Budgeted expenditures are projected to increase by 7.4% or $1.12M to $16.37M in FY2025.



MISSION

To practice sound financial management and responsible allocation of public debt for value-added projects and facilities.

Strategic Plan Implementation

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

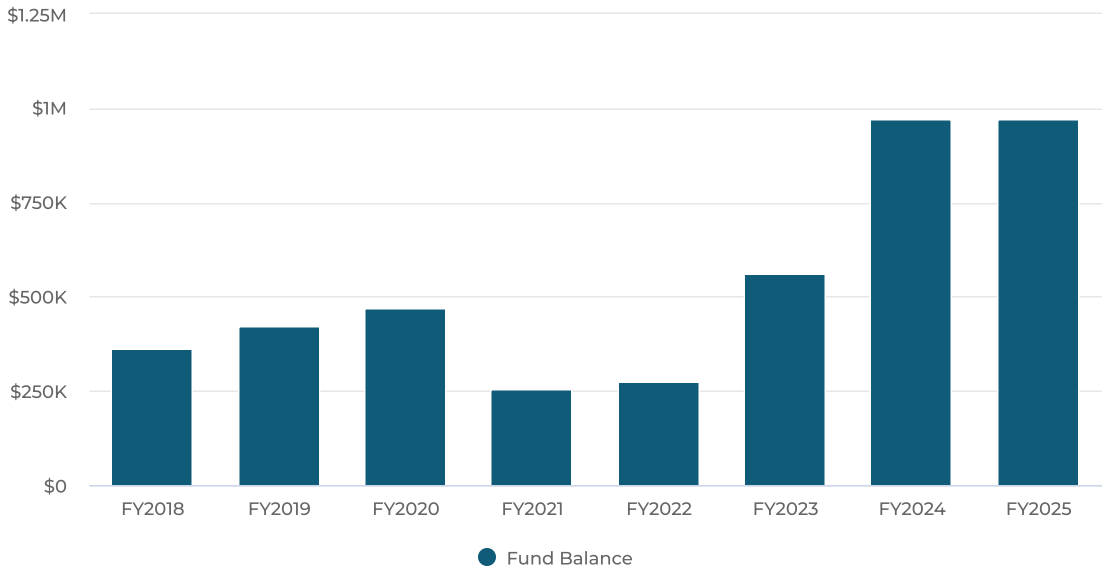
- Debt service is the first item in the budget for which resources are budgeted. Understanding and planning for the impacts of debt service on the various operating budgets is critical.

Debt Service Fund Comprehensive Summary

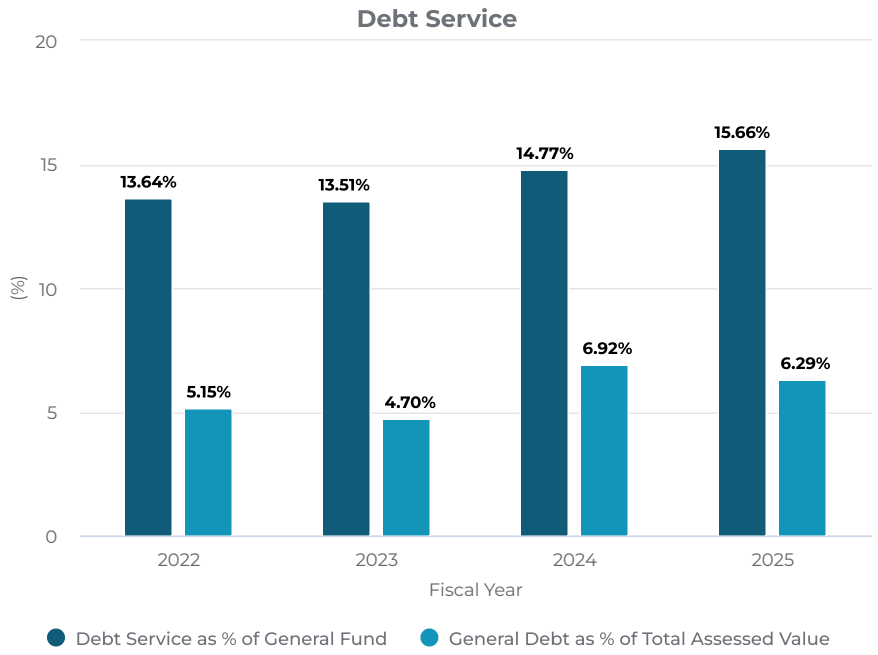
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$253,266**	**$274,955**	**$559,729**	**$559,729**	**$969,745**
Revenues					
OTHER REVENUES					
EARNINGS ON INVESTMENTS / EARNINGS ON INVESTMENTS	$33,343	$280,489	$250,000	$2,405,287	$250,000
EARNINGS ON INVESTMENTS/QZAB - INVESTMENT CREDIT	$7,608	$0	$0		$0
INT LGIP / GENERAL OBLIGATION BONDS	$2,143	$20,303	$25,000	$20,784	$0
Total OTHER REVENUES:	**$43,094**	**$300,792**	**$275,000**	**$2,426,071**	**$250,000**
TRANSFERS					
FROM GENERAL FUND / FROM GENERAL FUND	$9,557,978	$9,859,405	$10,571,300	$8,284,572	$11,148,900
FROM SCHOOL FUND / FROM SCHOOL FUND	$3,321,877	$3,910,788	$4,401,500	$4,511,935	$4,971,200
GENERAL PROJECT FUND/GENERAL PROJECT FUND	$0	$12,409	$0		$0
Total TRANSFERS:	**$12,879,854**	**$13,782,601**	**$14,972,800**	**$12,796,507**	**$16,120,100**
Total Revenues:	**$12,922,949**	**$14,083,394**	**$15,247,800**	**$15,222,578**	**$16,370,100**
Expenditures					
CONTRACTUAL SERVICES					
CONTRACTUAL SERVICES / PROFESSIONAL/CONSULTANT	$10,650	$3,320	$125,000	$5,000	$332,300
Total CONTRACTUAL SERVICES:	**$10,650**	**$3,320**	**$125,000**	**$5,000**	**$332,300**
OTHER EXPENSES					
OTHER EXPENSES / BOND PRINCIPAL-GENERAL	$6,513,718	$6,994,259	$7,286,300	$7,243,266	$7,861,200
OTHER EXPENSES / BOND PRINCIPAL-SCHOOL	$2,473,434	$3,023,131	$3,231,100	$3,230,974	$3,344,900
OTHER EXPENSES / BOND INTEREST-GENERAL	$3,039,909	$2,861,146	$3,285,000	$3,036,997	$3,175,400
OTHER EXPENSES / BOND INTEREST-SCHOOL	$857,165	$908,960	$1,170,400	$1,289,892	$1,626,300
OTHER EXPENSES / BANK SERVICE CHARGES	$6,383	$7,805	$30,000	$6,432	$30,000
OTHER EXPENSES / BOND ISSUE COST	$0	$0	$120,000	$0	$0
Total OTHER EXPENSES:	**$12,890,609**	**$13,795,300**	**$15,122,800**	**$14,807,562**	**$16,037,800**
Total Expenditures:	**$12,901,259**	**$13,798,620**	**$15,247,800**	**$14,812,562**	**$16,370,100**
Total Revenues Less Expenditures:	**$21,690**	**$284,773**	**$0**	**$410,016**	**$0**
Ending Fund Balance:	**$274,956**	**$559,728**	**$559,729**	**$969,745**	**$969,745**

Fund Balance

Projections



Performance Measures



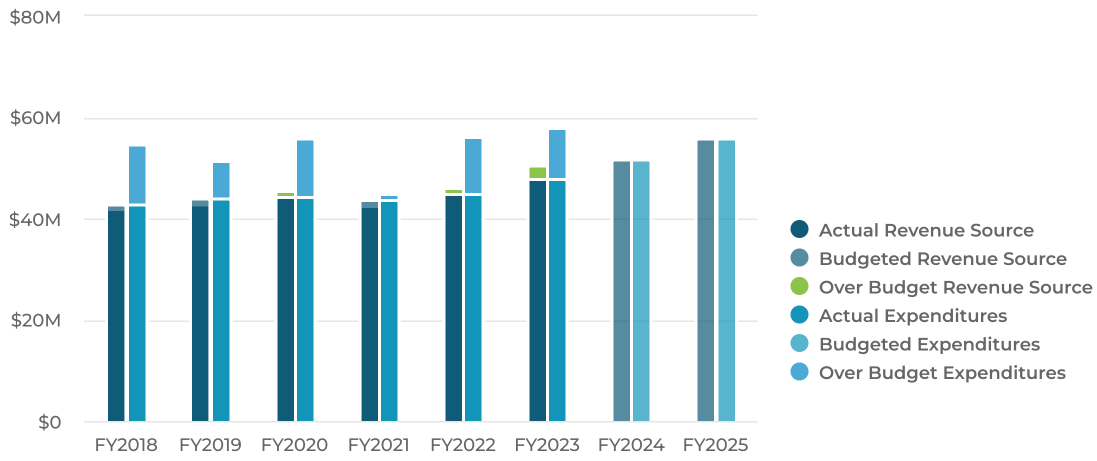
Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Moody Credit Rating	Aa2	Aa2	Aa2	Aa2	Aa2
S & P Credit Rating	AA	AA	AA	AA	AA
Maintain A1 Credit Rating	Yes	Yes	Yes	Yes	Yes

Enterprise Funds

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise – where the intent of the Board of Mayor and Aldermen is that the cost of providing goods or services to the general public on a continuing basis can be financed or recovered primarily through user charges, or where the determination of net income is an important measurement of performance.

Summary

City of Kingsport is projecting $56.01M of revenue in FY2025, which represents a 8.2% increase over the prior year. Budgeted expenditures are projected to increase by 8.2% or $4.23M to $56.01M in FY2025.



Enterprise funds include the following:

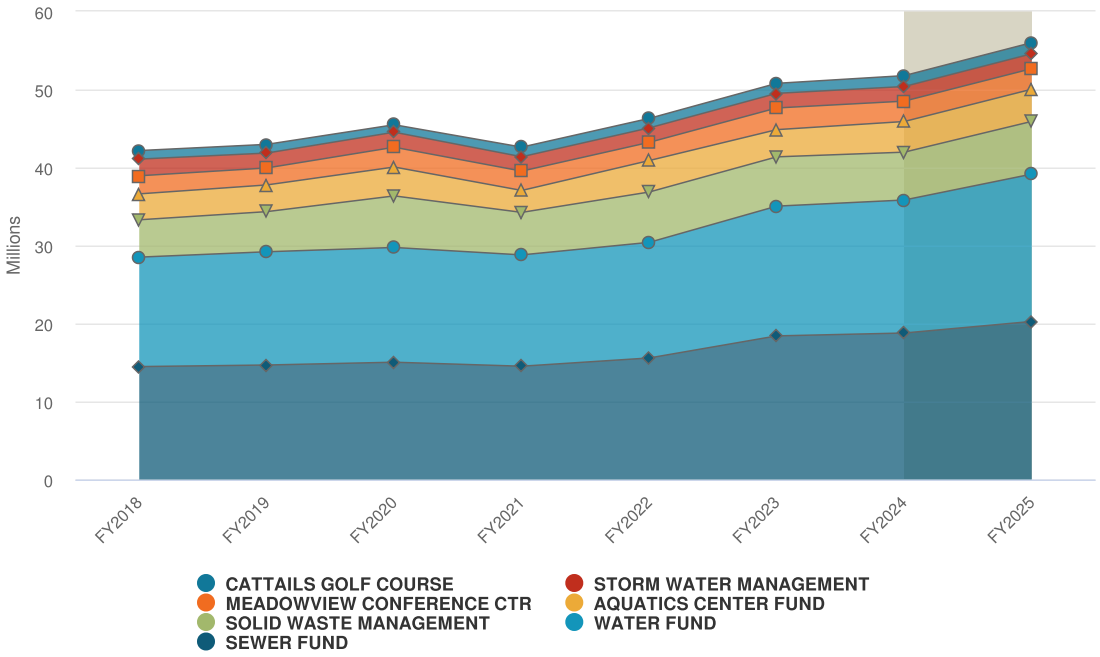
- **Water Fund** – accounts for assets, operations, maintenance and services associated with the production, storage and transportation of potable water to customers.
- **Wastewater (Sewer) Fund** – accounts for assets, operations, maintenance and services associated with the collection, transportation, treatment and disposal of wastewater from customers.
- **Solid Waste Management Fund** – accounts for the collection of residential garbage, refuse collection, recycling, and demolition landfill activities.
- **Stormwater Fund** accounts for assets, operations, maintenance and services associated with the collection, treatment and disposal of stormwater from customers.
- **Aquatic Center Fund**– accounts for the operation, maintenance and services associated with the Aquatic Center.
- **MeadowView Conference Resort and Convention Center Fund** – accounts for the operation, maintenance and services associated with the MeadowView Conference Center.
- **Cattails at Meadow View Golf Course Fund** – accounts for the operation, maintenance and services associated with the golf course.

Enterprise Funds Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$201,784,140**	**$204,436,074**	**$207,357,430**	**$207,357,430**	**$221,832,540**
Revenues					
CHARGES FOR SERVICES	$3,484,180	$3,681,901	$3,808,000	$4,324,402	$4,205,400
OTHER REVENUES	$158,046	$736,793	$664,100	$2,243,494	$985,000
OPERATING INCOME	$35,130,052	$38,842,190	$39,626,800	$42,204,592	$42,978,800
TRANSFERS	$7,523,926	$7,529,883	$7,680,000	$8,687,403	$7,840,000
Total Revenues:	**$46,296,205**	**$50,790,767**	**$51,778,900**	**$57,459,892**	**$56,009,200**
Expenditures					
PERSONNEL SERVICES	$10,485,613	$12,667,045	$13,914,090	$13,789,711	$14,546,350
CONTRACTUAL SERVICES	$9,108,397	$9,595,336	$9,830,360	$11,029,152	$11,190,300
COMMODITIES	$2,954,931	$3,249,974	$2,717,500	$2,914,769	$3,018,850
OTHER EXPENSES	$20,513,799	$28,186,377	$21,705,100	$22,965,641	$22,988,700
INSURANCE	$284,211	$307,640	$278,050	$352,704	$357,300
TRANSFERS	$11,532,493	$3,027,500	$1,799,000	$28,841,594	$2,285,000
SUBSIDIES & CONTRIBUTION	$1,201,503	$811,058	$1,183,200	$960,366	$1,150,700
CAPITAL OUTLAY	$169,279	$228,656	$351,600	$117,934	$472,000
Total Expenditures:	**$56,250,226**	**$58,073,585**	**$51,778,900**	**$80,971,872**	**$56,009,200**
Total Revenues Less Expenditures:	**-$9,954,021**	**-$7,282,818**	**$0**	**-$23,511,980**	**$0**
Ending Fund Balance:	**$191,830,119**	**$197,153,256**	**$207,357,430**	**$183,845,450**	**$221,832,540**

Revenue by Fund

Budgeted and Historical 2025 Revenue by Fund

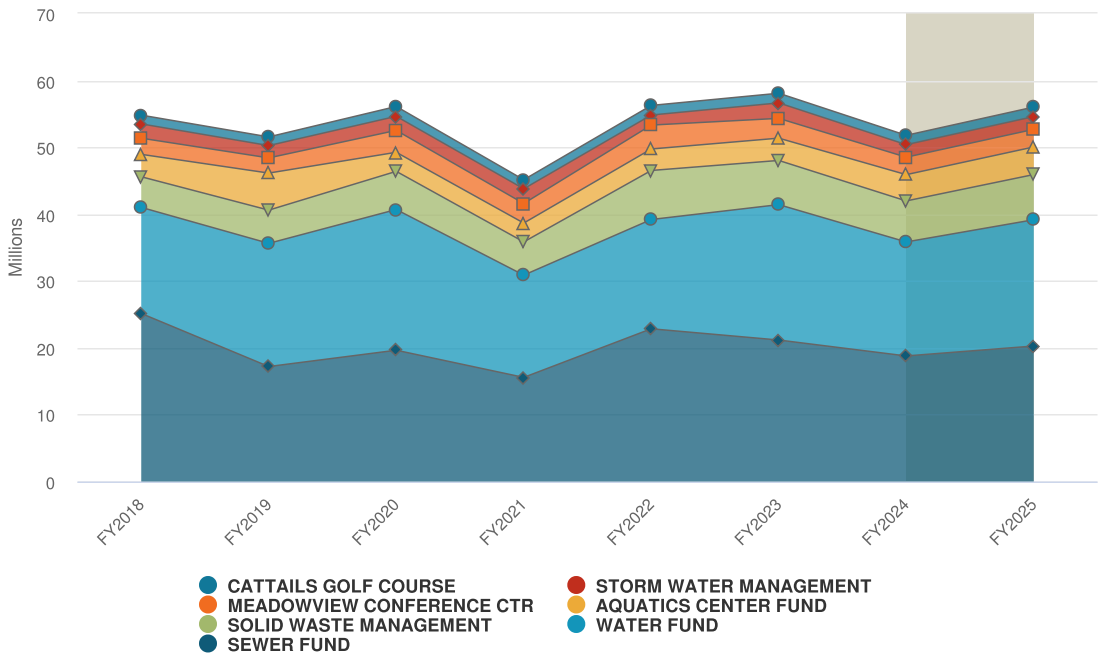


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
WATER FUND	$14,823,224	$16,634,794	$17,051,800	$18,086,516	$18,890,000
SEWER FUND	$15,581,656	$18,411,568	$18,780,600	$21,045,164	$20,264,000
SOLID WASTE MANAGEMENT	$6,452,607	$6,318,973	$6,133,800	$7,102,392	$6,756,000
STORM WATER MANAGEMENT	$1,854,026	$1,874,658	$1,873,400	$1,903,254	$1,908,200
AQUATICS CENTER FUND	$4,035,312	$3,487,159	$3,930,000	$4,389,914	$4,128,700
MEADOWVIEW CONFERENCE CTR	$2,331,836	$2,780,529	$2,612,400	$3,029,351	$2,634,400
CATTAILS GOLF COURSE	$1,217,544	$1,283,086	$1,396,900	$1,903,303	$1,427,900
Total:	**$46,296,205**	**$50,790,767**	**$51,778,900**	**$57,459,892**	**$56,009,200**

Expenditures by Fund

Budgeted and Historical 2025 Expenditures by Fund



Grey background indicates budgeted figures.

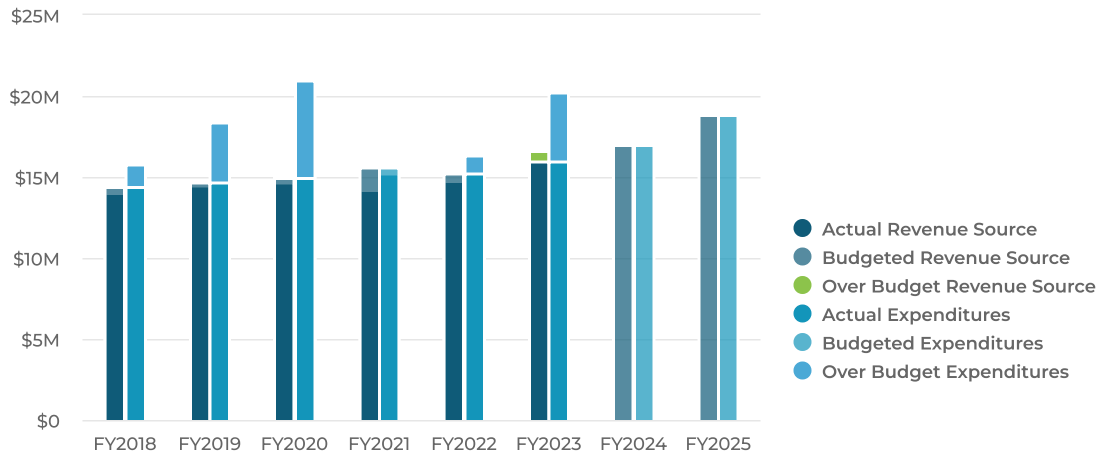
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
WATER FUND	$16,344,817	$20,253,266	$17,051,800	$29,488,264	$18,890,000
SEWER FUND	$22,842,980	$21,160,885	$18,780,600	$33,578,053	$20,264,000
SOLID WASTE MANAGEMENT	$7,333,067	$6,606,838	$6,133,800	$6,843,908	$6,756,000
STORM WATER MANAGEMENT	$1,500,461	$2,313,764	$1,873,400	$1,845,595	$1,908,200
AQUATICS CENTER FUND	$3,212,069	$3,336,602	$3,930,000	$4,014,223	$4,128,700
MEADOWVIEW CONFERENCE CTR	$3,578,580	$2,957,802	$2,612,400	$3,118,716	$2,634,400
CATTAILS GOLF COURSE	$1,438,251	$1,444,430	$1,396,900	$2,083,113	$1,427,900
Total:	**$56,250,226**	**$58,073,585**	**$51,778,900**	**$80,971,872**	**$56,009,200**

Water Fund

Accounts for assets, operations, maintenance and services associated with the production, storage and transportation of potable water to customers.

Summary

City of Kingsport is projecting $18.89M of revenue in FY2025, which represents a 10.8% increase over the prior year. Budgeted expenditures are projected to increase by 10.8% or $1.84M to $18.89M in FY2025.



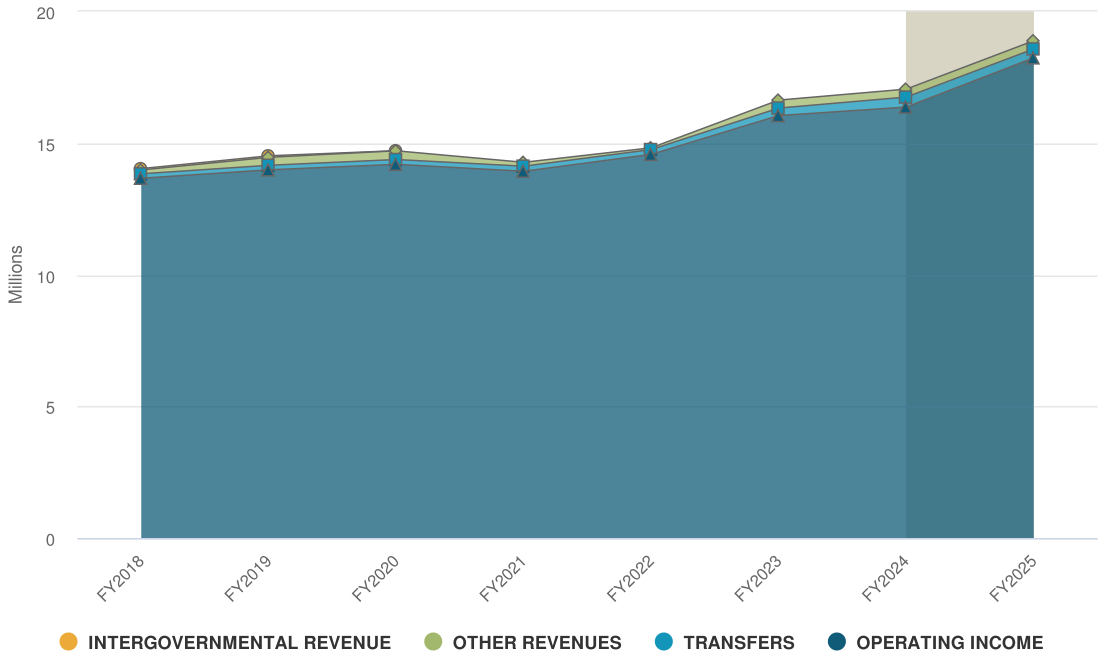
Water Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$68,736,974**	**$70,300,177**	**$71,447,327**	**$71,447,327**	**$79,411,327**
Revenues					
OTHER REVENUES	$66,590	$302,337	$302,000	$901,403	$310,700
OPERATING INCOME	$14,573,061	$16,046,679	$16,369,800	$16,919,407	$18,239,300
TRANSFERS	$183,573	$285,778	$380,000	$265,705	$340,000
Total Revenues:	**$14,823,224**	**$16,634,794**	**$17,051,800**	**$18,086,516**	**$18,890,000**
Expenditures					
PERSONNEL SERVICES	$3,211,115	$4,170,171	$4,989,440	$4,552,341	$5,205,800
CONTRACTUAL SERVICES	$2,194,802	$3,043,809	$2,630,060	$3,162,166	$3,361,900
COMMODITIES	$975,338	$1,194,780	$980,150	$1,262,204	$1,243,000
OTHER EXPENSES	$6,771,143	$9,773,207	$6,874,650	$7,904,020	$7,306,900
INSURANCE	$57,249	$59,698	$56,000	$64,263	$64,700
TRANSFERS	$2,720,744	$1,947,500	$1,109,000	$12,417,425	$1,340,000
SUBSIDIES & CONTRIBUTION	$411,120	$55,999	$235,500	$82,426	$235,700
CAPITAL OUTLAY	$3,306	$8,103	$177,000	$43,420	$132,000
Total Expenditures:	**$16,344,817**	**$20,253,266**	**$17,051,800**	**$29,488,264**	**$18,890,000**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Total Revenues Less Expenditures:	-$1,521,593	-$3,618,472	$0	-$11,401,749	$0
Ending Fund Balance:	$67,215,381	$66,681,705	$71,447,327	$60,045,578	$79,411,327

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

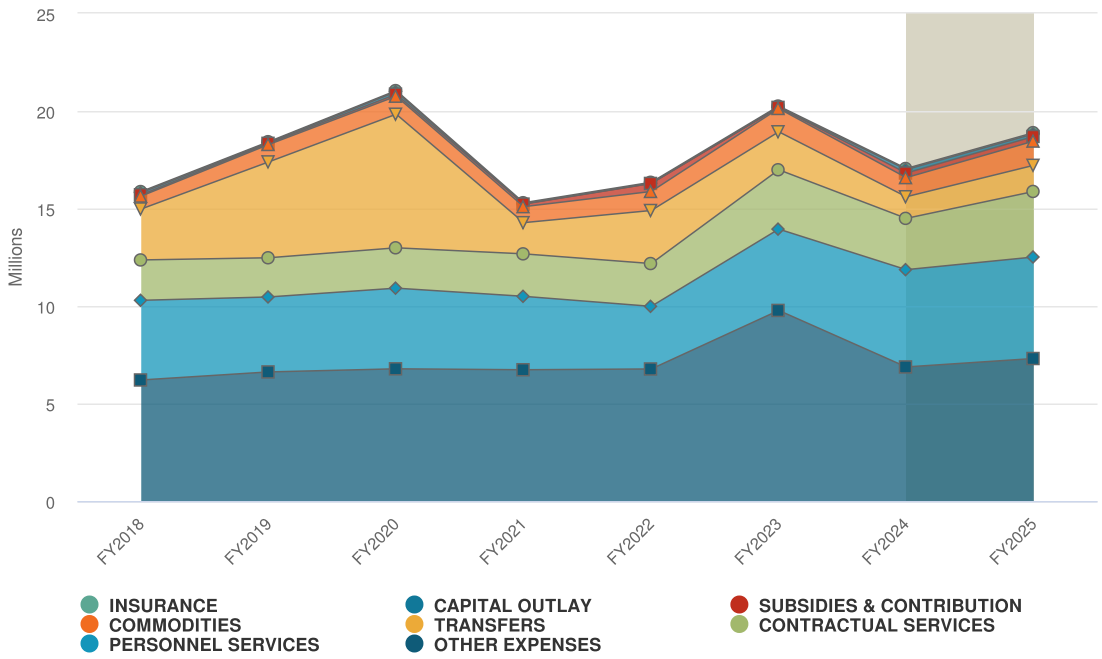


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Revenue Source					
OTHER REVENUES	$66,590	$302,337	$302,000	$901,403	$310,700
OPERATING INCOME	$14,573,061	$16,046,679	$16,369,800	$16,919,407	$18,239,300
TRANSFERS	$183,573	$285,778	$380,000	$265,705	$340,000
Total Revenue Source:	**$14,823,224**	**$16,634,794**	**$17,051,800**	**$18,086,516**	**$18,890,000**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

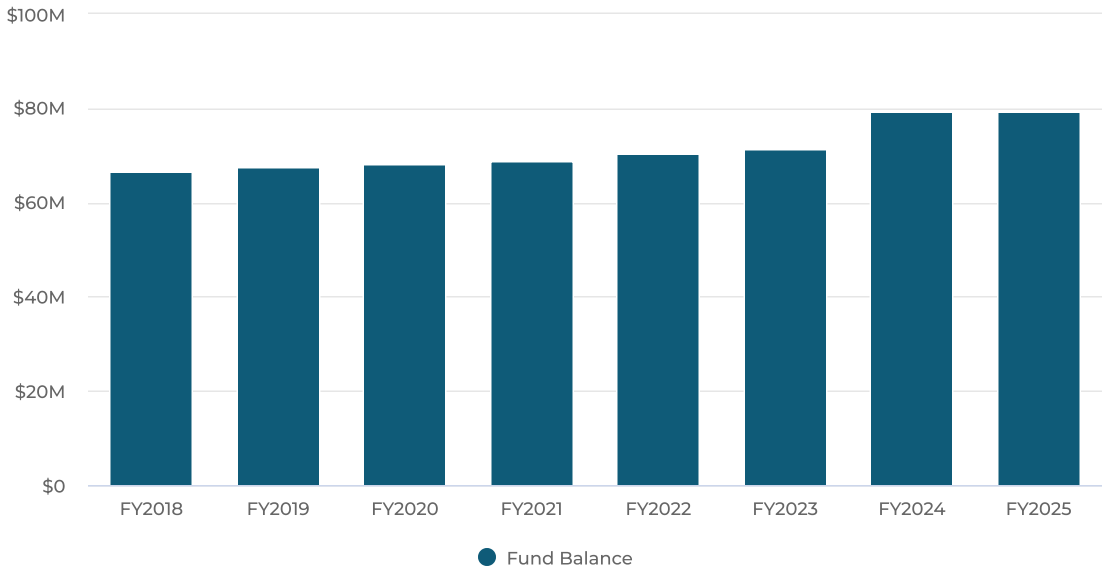


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$3,211,115	$4,170,171	$4,989,440	$4,552,341	$5,205,800
CONTRACTUAL SERVICES	$2,194,802	$3,043,809	$2,630,060	$3,162,166	$3,361,900
COMMODITIES	$975,338	$1,194,780	$980,150	$1,262,204	$1,243,000
OTHER EXPENSES	$6,771,143	$9,773,207	$6,874,650	$7,904,020	$7,306,900
INSURANCE	$57,249	$59,698	$56,000	$64,263	$64,700
TRANSFERS	$2,720,744	$1,947,500	$1,109,000	$12,417,425	$1,340,000
SUBSIDIES & CONTRIBUTION	$411,120	$55,999	$235,500	$82,426	$235,700
CAPITAL OUTLAY	$3,306	$8,103	$177,000	$43,420	$132,000
Total Expense Objects:	**$16,344,817**	**$20,253,266**	**$17,051,800**	**$29,488,264**	**$18,890,000**

Fund Balance

Projections

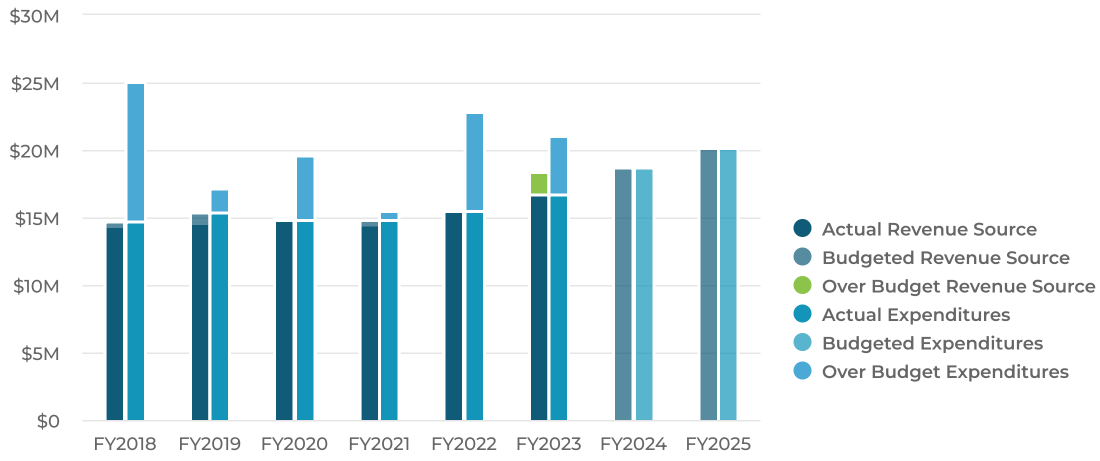


Sewer Fund

Accounts for assets, operations, maintenance and services associated with the collection, transportation, treatment and disposal of wastewater from customers.

Summary

City of Kingsport is projecting $20.26M of revenue in FY2025, which represents a 7.9% increase over the prior year. Budgeted expenditures are projected to increase by 7.9% or $1.48M to $20.26M in FY2025.



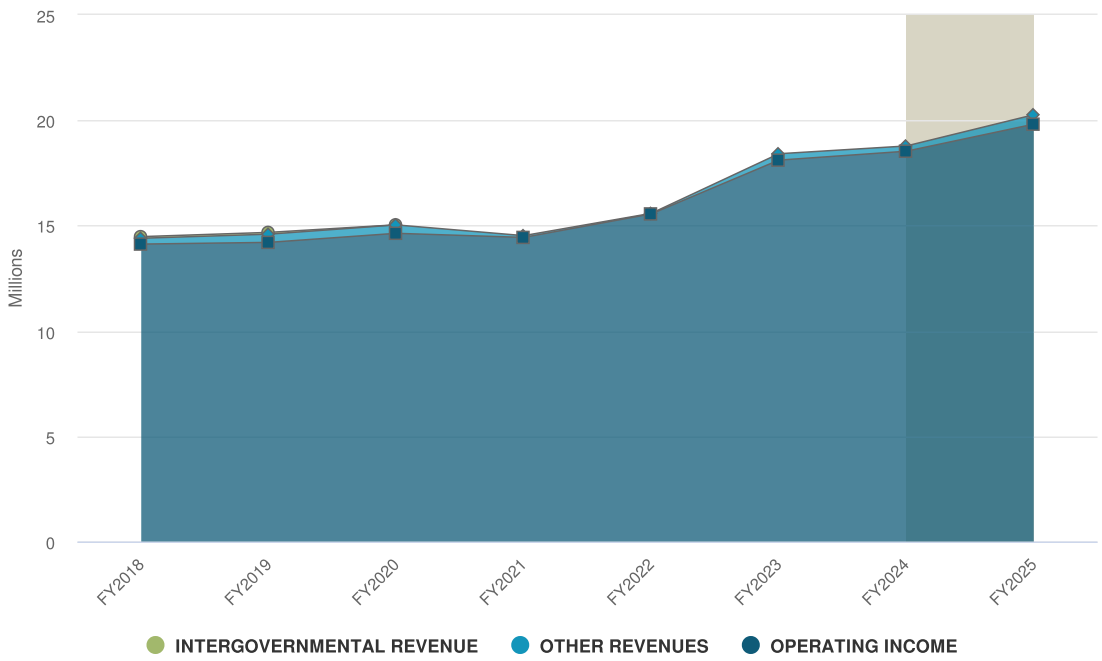
Sewer Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$105,692,633**	**$106,200,333**	**$108,455,334**	**$108,455,334**	**$113,065,696**
Revenues					
OTHER REVENUES	$26,520	$303,253	$249,000	$1,118,898	$447,600
OPERATING INCOME	$15,555,136	$18,108,315	$18,531,600	$19,926,265	$19,816,400
Total Revenues:	**$15,581,656**	**$18,411,568**	**$18,780,600**	**$21,045,164**	**$20,264,000**
Expenditures					
PERSONNEL SERVICES	$3,466,820	$4,043,389	$4,283,900	$4,146,380	$4,467,500
CONTRACTUAL SERVICES	$1,610,841	$2,356,497	$2,713,600	$3,833,946	$2,732,600
COMMODITIES	$1,079,947	$1,000,639	$988,700	$898,577	$1,064,700
OTHER EXPENSES	$8,784,627	$12,897,548	$9,683,100	$9,666,351	$10,665,600
INSURANCE	$36,399	$36,708	$36,600	$37,369	$36,600
TRANSFERS	$7,509,618	$660,000	$690,000	$14,891,660	$945,000
SUBSIDIES & CONTRIBUTION	$271,796	$81,634	$247,700	$80,664	$215,000
CAPITAL OUTLAY	$82,931	$84,470	$137,000	$23,106	$137,000
Total Expenditures:	**$22,842,980**	**$21,160,885**	**$18,780,600**	**$33,578,053**	**$20,264,000**
Total Revenues Less Expenditures:	**-$7,261,323**	**-$2,749,317**	**$0**	**-$12,532,889**	**$0**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Ending Fund Balance:	$98,431,310	$103,451,016	$108,455,334	$95,922,445	$113,065,696

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

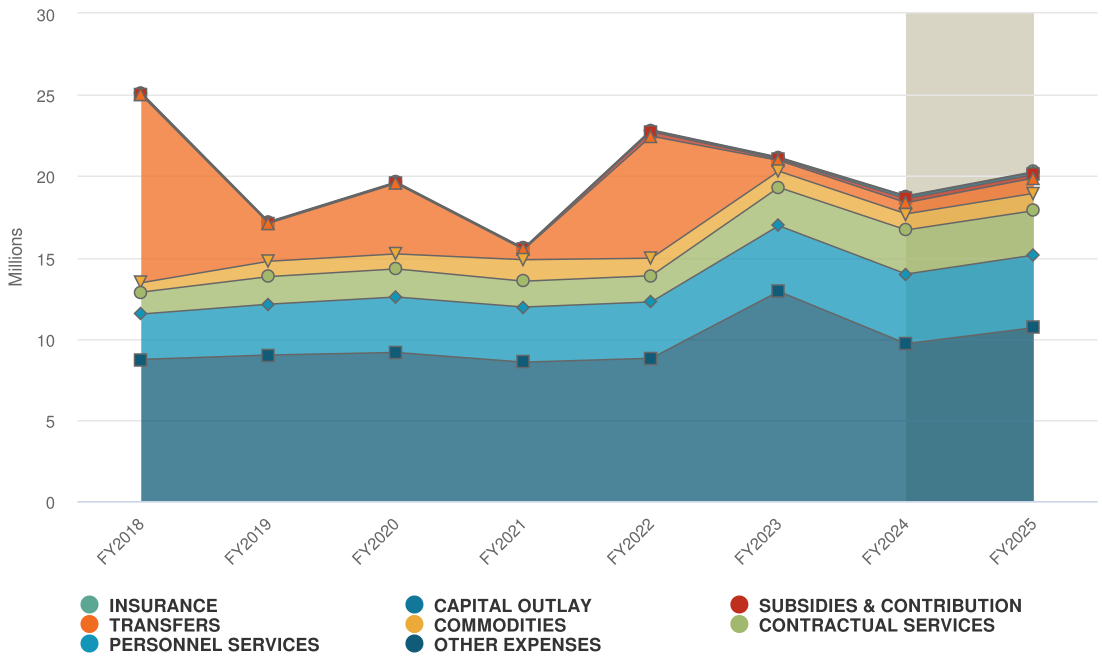


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Revenue Source					
OTHER REVENUES	$26,520	$303,253	$249,000	$1,118,898	$447,600
OPERATING INCOME	$15,555,136	$18,108,315	$18,531,600	$19,926,265	$19,816,400
Total Revenue Source:	**$15,581,656**	**$18,411,568**	**$18,780,600**	**$21,045,164**	**$20,264,000**

Expenditures by Expense Type

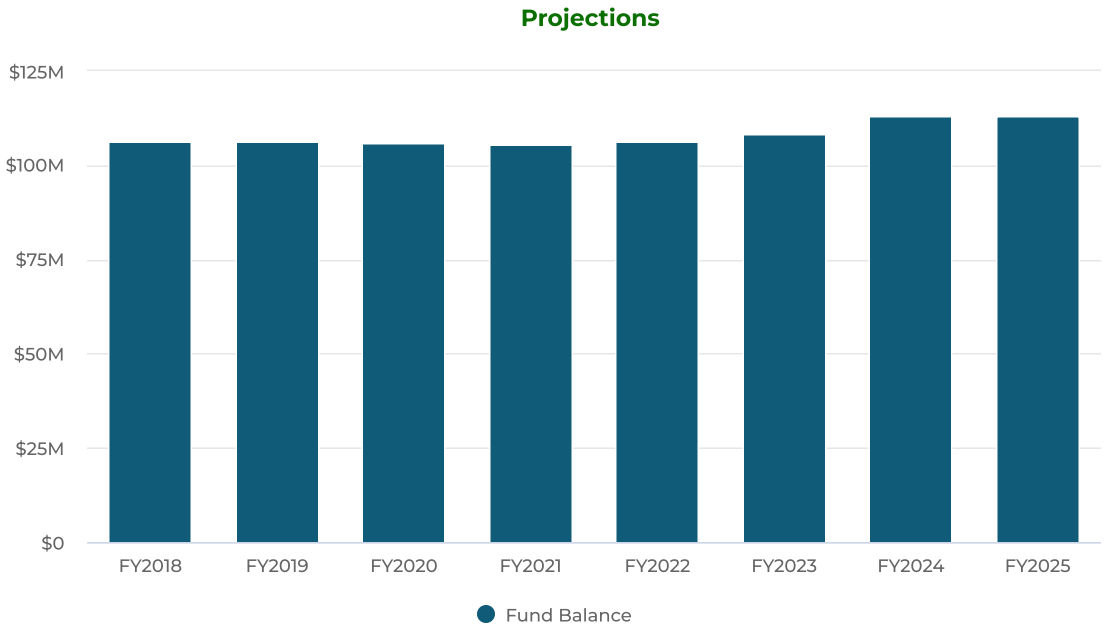
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$3,466,820	$4,043,389	$4,283,900	$4,146,380	$4,467,500
CONTRACTUAL SERVICES	$1,610,841	$2,356,497	$2,713,600	$3,833,946	$2,732,600
COMMODITIES	$1,079,947	$1,000,639	$988,700	$898,577	$1,064,700
OTHER EXPENSES	$8,784,627	$12,897,548	$9,683,100	$9,666,351	$10,665,600
INSURANCE	$36,399	$36,708	$36,600	$37,369	$36,600
TRANSFERS	$7,509,618	$660,000	$690,000	$14,891,660	$945,000
SUBSIDIES & CONTRIBUTION	$271,796	$81,634	$247,700	$80,664	$215,000
CAPITAL OUTLAY	$82,931	$84,470	$137,000	$23,106	$137,000
Total Expense Objects:	**$22,842,980**	**$21,160,885**	**$18,780,600**	**$33,578,053**	**$20,264,000**

Fund Balance

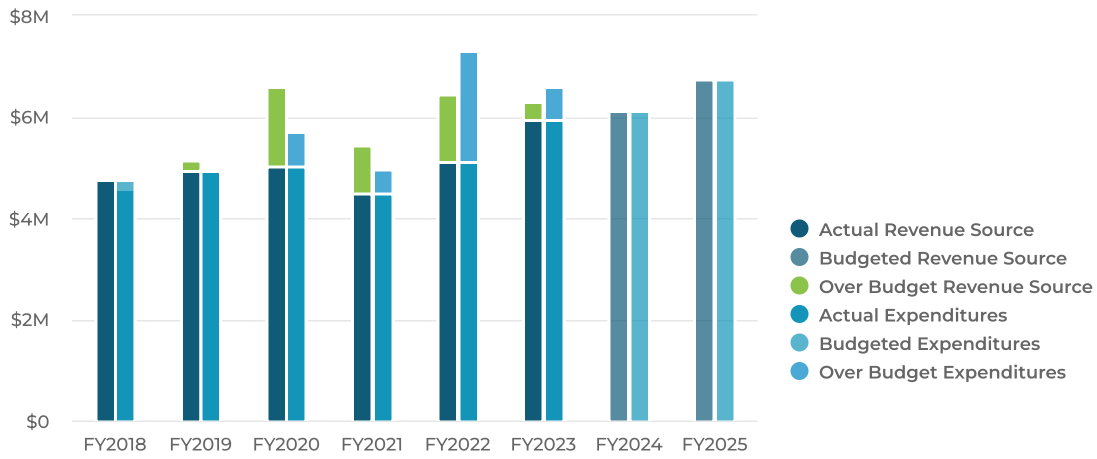


Solid Waste Management

Accounts for the collection of residential garbage, refuse collection, recycling, and demolition landfill activities.

Summary

City of Kingsport is projecting $6.76M of revenue in FY2025, which represents a 10.1% increase over the prior year. Budgeted expenditures are projected to increase by 10.1% or $622.2K to $6.76M in FY2025.



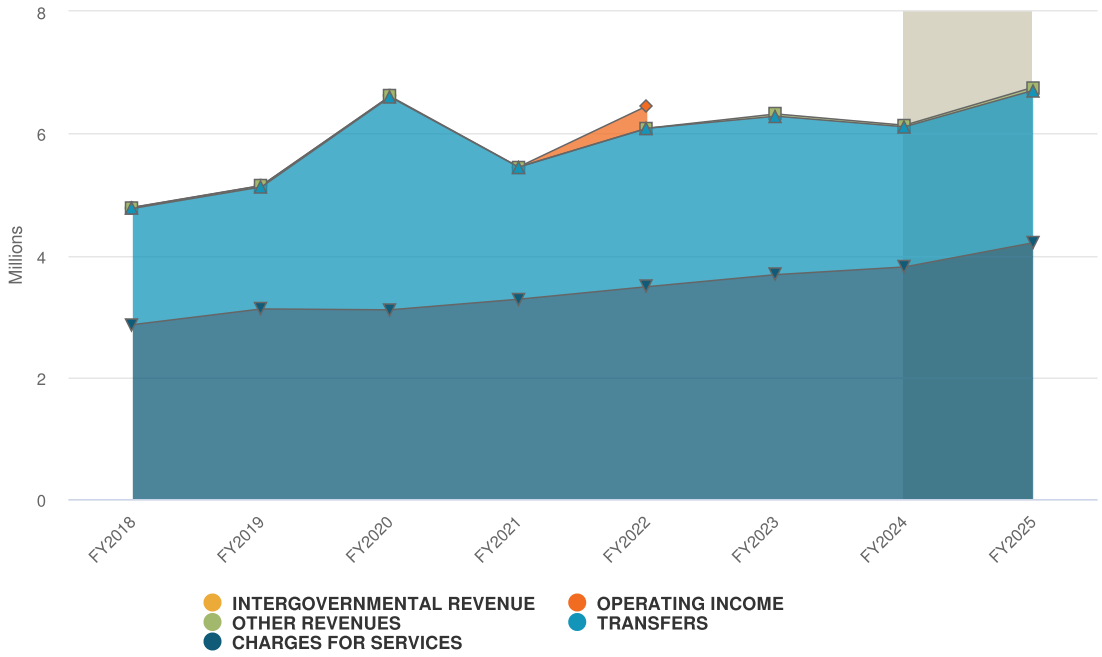
Solid Waste Management Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$2,093,405**	**$1,612,945**	**$1,469,826**	**$1,469,826**	**$1,867,313**
Revenues					
CHARGES FOR SERVICES	$3,484,180	$3,681,901	$3,808,000	$4,324,402	$4,205,400
OTHER REVENUES	$639	$37,072	$25,800	$74,700	$50,600
OPERATING INCOME	$367,788	$0	$0	$124,890	$0
TRANSFERS	$2,600,000	$2,600,000	$2,300,000	$2,578,400	$2,500,000
Total Revenues:	**$6,452,607**	**$6,318,973**	**$6,133,800**	**$7,102,392**	**$6,756,000**
Expenditures					
PERSONNEL SERVICES	$2,140,132	$2,643,347	$2,732,000	$3,139,461	$2,874,500
CONTRACTUAL SERVICES	$3,594,997	$2,311,004	$2,298,250	$2,117,750	$2,604,300
COMMODITIES	$94,563	$42,823	$68,400	$57,979	$75,300
OTHER EXPENSES	$1,021,660	$1,272,843	$1,006,000	$1,197,502	$998,300
INSURANCE	$30,035	$30,510	$29,150	$31,304	$38,600
TRANSFERS	$400,000	$250,000	$0	$278,400	$0
CAPITAL OUTLAY	$51,680	$56,310	$0	$21,511	$165,000
Total Expenditures:	**$7,333,067**	**$6,606,838**	**$6,133,800**	**$6,843,908**	**$6,756,000**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Total Revenues Less Expenditures:	-$880,460	-$287,865	$0	$258,484	$0
Ending Fund Balance:	$1,212,945	$1,325,080	$1,469,826	$1,728,310	$1,867,313

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

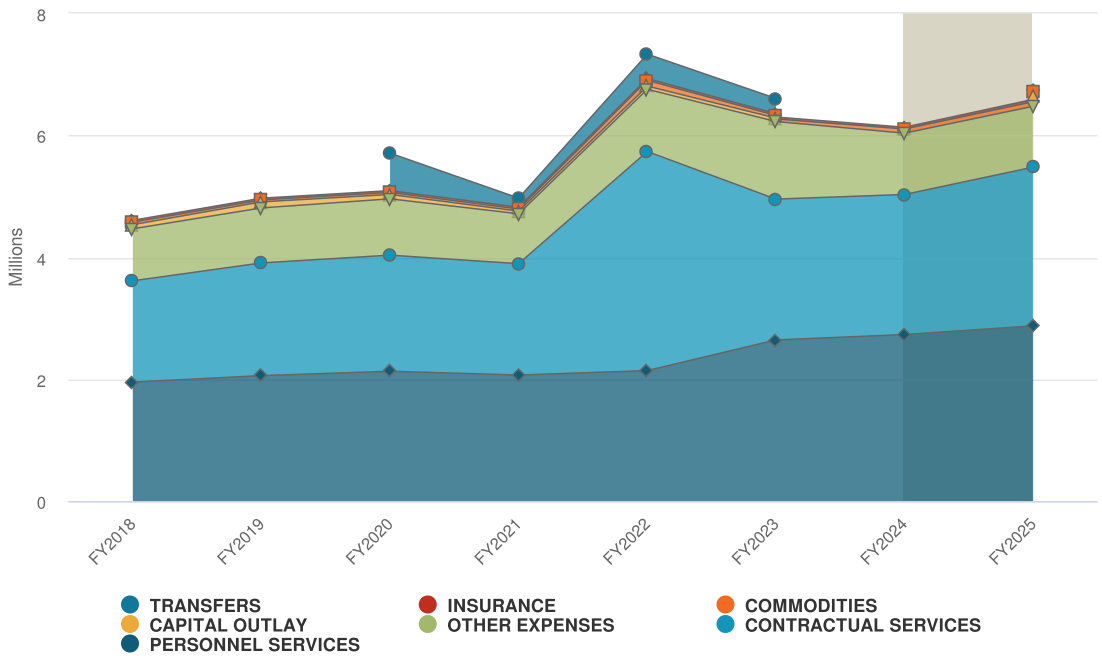


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Revenue Source					
CHARGES FOR SERVICES	$3,484,180	$3,681,901	$3,808,000	$4,324,402	$4,205,400
OTHER REVENUES	$639	$37,072	$25,800	$74,700	$50,600
OPERATING INCOME	$367,788	$0	$0	$124,890	$0
TRANSFERS	$2,600,000	$2,600,000	$2,300,000	$2,578,400	$2,500,000
Total Revenue Source:	$6,452,607	$6,318,973	$6,133,800	$7,102,392	$6,756,000

Expenditures by Expense Type

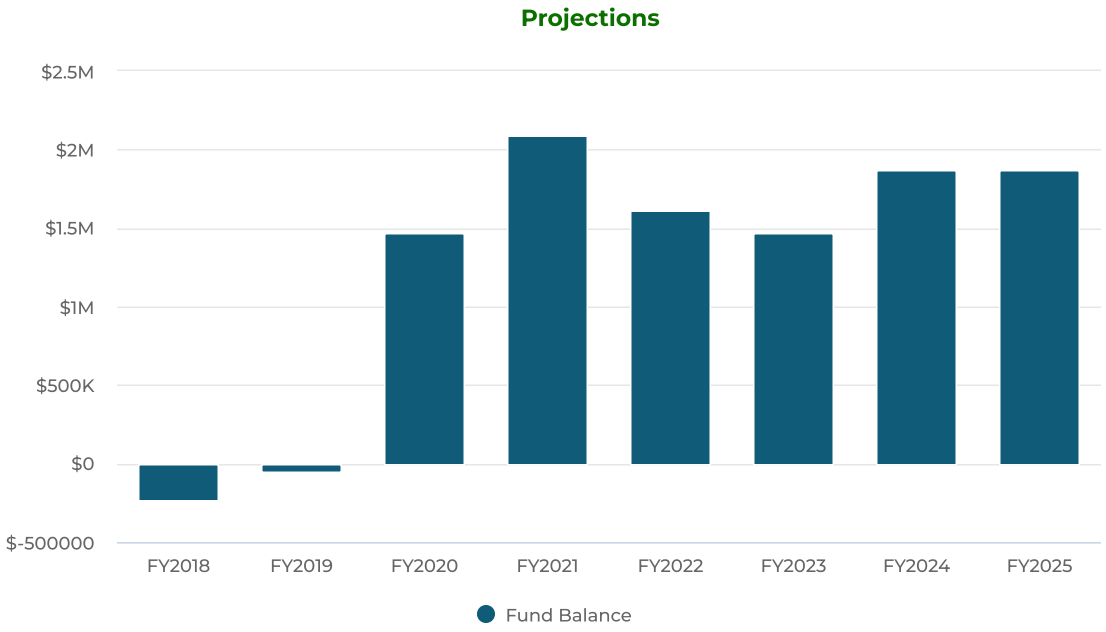
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$2,140,132	$2,643,347	$2,732,000	$3,139,461	$2,874,500
CONTRACTUAL SERVICES	$3,594,997	$2,311,004	$2,298,250	$2,117,750	$2,604,300
COMMODITIES	$94,563	$42,823	$68,400	$57,979	$75,300
OTHER EXPENSES	$1,021,660	$1,272,843	$1,006,000	$1,197,502	$998,300
INSURANCE	$30,035	$30,510	$29,150	$31,304	$38,600
TRANSFERS	$400,000	$250,000	$0	$278,400	$0
CAPITAL OUTLAY	$51,680	$56,310	$0	$21,511	$165,000
Total Expense Objects:	**$7,333,067**	**$6,606,838**	**$6,133,800**	**$6,843,908**	**$6,756,000**

Fund Balance

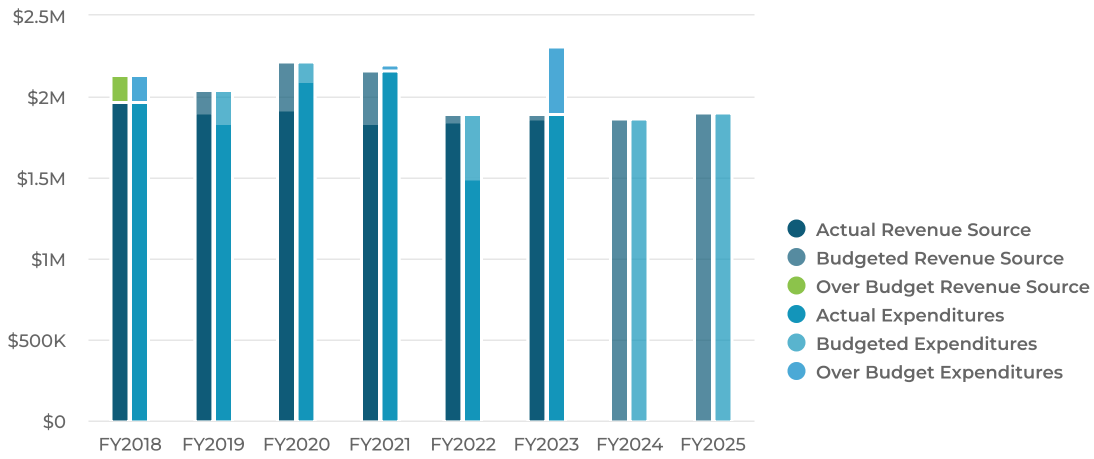


Stormwater Management

Accounts for assets, operations, maintenance and services associated with the collection, treatment and disposal of stormwater from customers.

Summary

City of Kingsport is projecting $1.91M of revenue in FY2025, which represents a 1.9% increase over the prior year. Budgeted expenditures are projected to increase by 1.9% or $34.8K to $1.91M in FY2025.

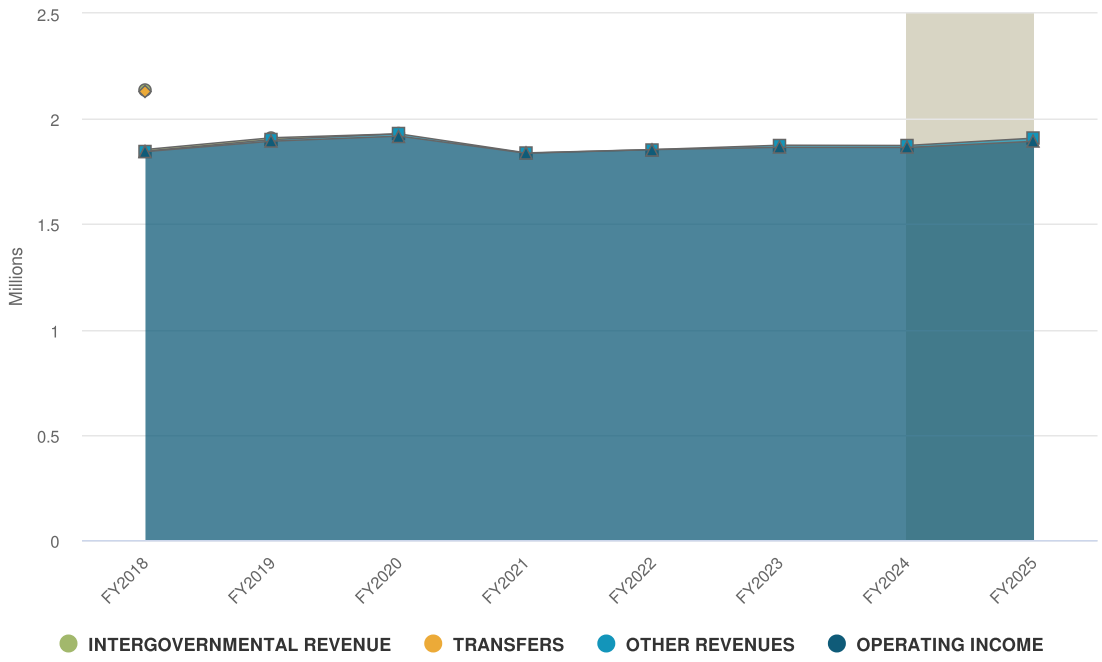


Stormwater Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$3,715,403**	**$4,068,966**	**$4,006,653**	**$4,006,653**	**$4,349,287**
Revenues					
OTHER REVENUES	$234	$10,082	$9,500	$21,812	$15,000
OPERATING INCOME	$1,853,793	$1,864,577	$1,863,900	$1,881,442	$1,893,200
Total Revenues:	**$1,854,026**	**$1,874,658**	**$1,873,400**	**$1,903,254**	**$1,908,200**
Expenditures					
PERSONNEL SERVICES	$639,681	$893,527	$967,000	$937,573	$1,028,500
CONTRACTUAL SERVICES	$141,887	$184,625	$363,600	$155,273	$330,200
COMMODITIES	$247,000	$499,979	$64,100	$43,362	$64,100
OTHER EXPENSES	$413,216	$532,507	$408,800	$456,412	$415,800
INSURANCE	$32,305	$32,377	$32,300	$32,365	$31,600
TRANSFERS	-$2	$170,000	$0	$200,000	$0
CAPITAL OUTLAY	$26,374	$750	$37,600	$20,612	$38,000
Total Expenditures:	**$1,500,461**	**$2,313,764**	**$1,873,400**	**$1,845,595**	**$1,908,200**
Total Revenues Less Expenditures:	**$353,565**	**-$439,105**	**$0**	**$57,658**	**$0**
Ending Fund Balance:	**$4,068,968**	**$3,629,861**	**$4,006,653**	**$4,064,311**	**$4,349,287**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

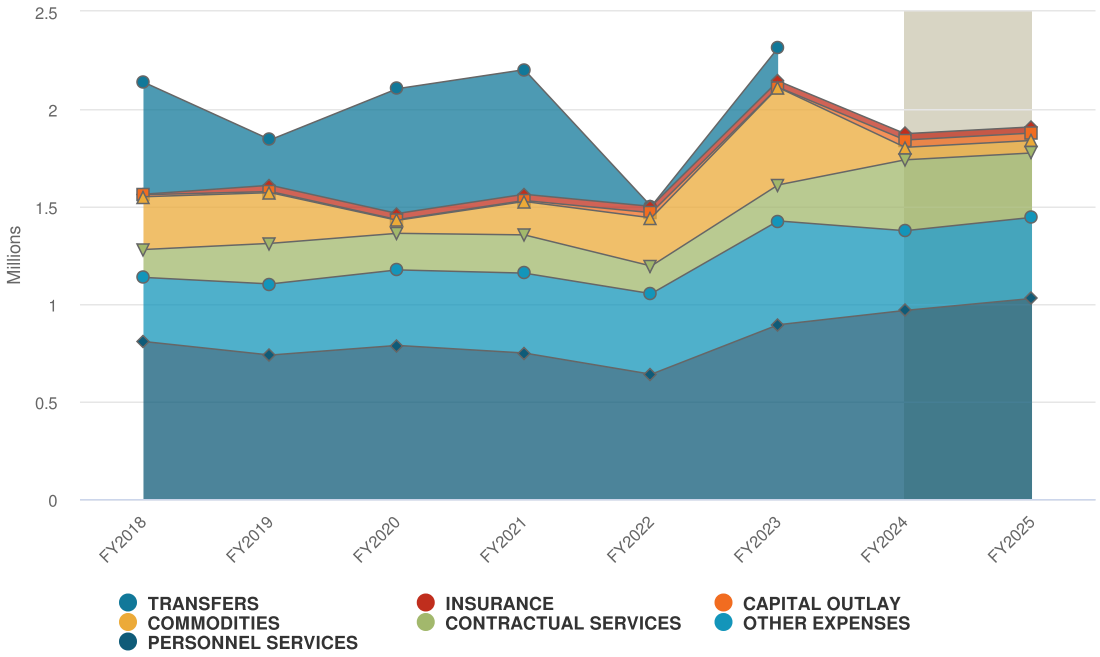


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Revenue Source					
OTHER REVENUES	$234	$10,082	$9,500	$21,812	$15,000
OPERATING INCOME	$1,853,793	$1,864,577	$1,863,900	$1,881,442	$1,893,200
Total Revenue Source:	**$1,854,026**	**$1,874,658**	**$1,873,400**	**$1,903,254**	**$1,908,200**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

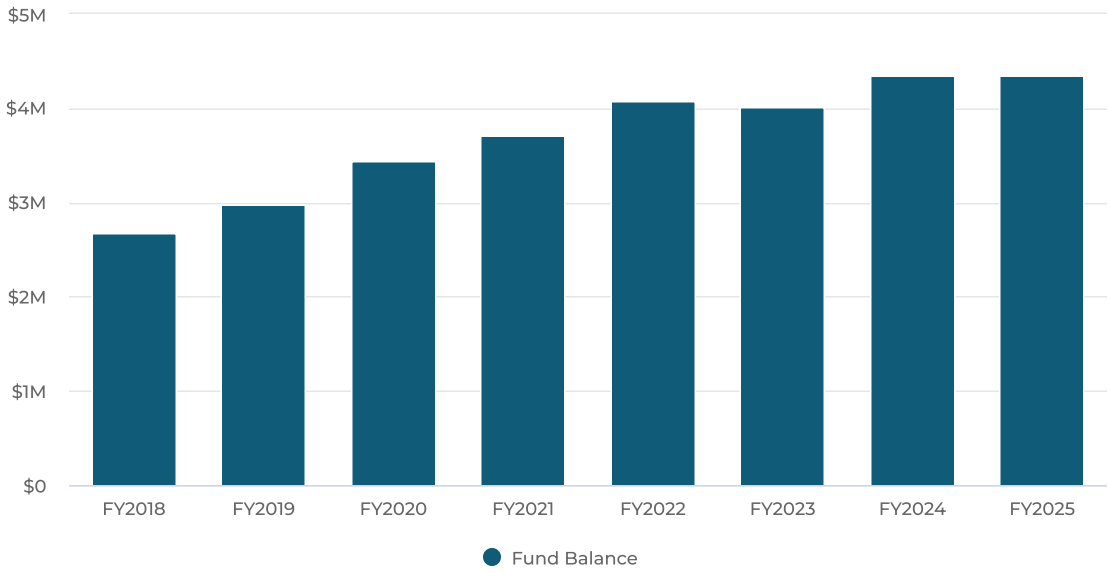


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$639,681	$893,527	$967,000	$937,573	$1,028,500
CONTRACTUAL SERVICES	$141,887	$184,625	$363,600	$155,273	$330,200
COMMODITIES	$247,000	$499,979	$64,100	$43,362	$64,100
OTHER EXPENSES	$413,216	$532,507	$408,800	$456,412	$415,800
INSURANCE	$32,305	$32,377	$32,300	$32,365	$31,600
TRANSFERS	-$2	$170,000	$0	$200,000	$0
CAPITAL OUTLAY	$26,374	$750	$37,600	$20,612	$38,000
Total Expense Objects:	**$1,500,461**	**$2,313,764**	**$1,873,400**	**$1,845,595**	**$1,908,200**

Fund Balance

Projections

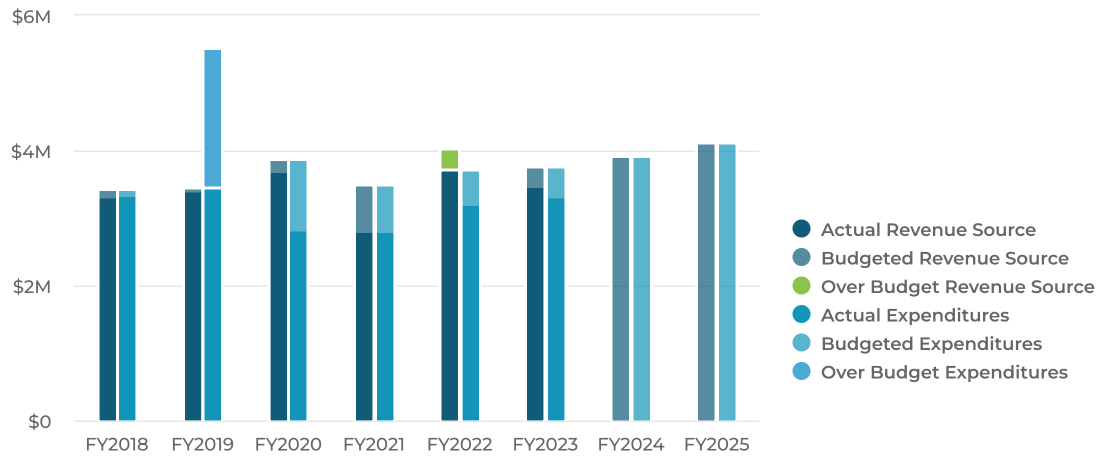


Aquatic Center Fund

Accounts for the operation, maintenance and services associated with the Kingsport Aquatic Center.

Summary

City of Kingsport is projecting $4.13M of revenue in FY2025, which represents a 5.1% increase over the prior year. Budgeted expenditures are projected to increase by 5.1% or $198.7K to $4.13M in FY2025.

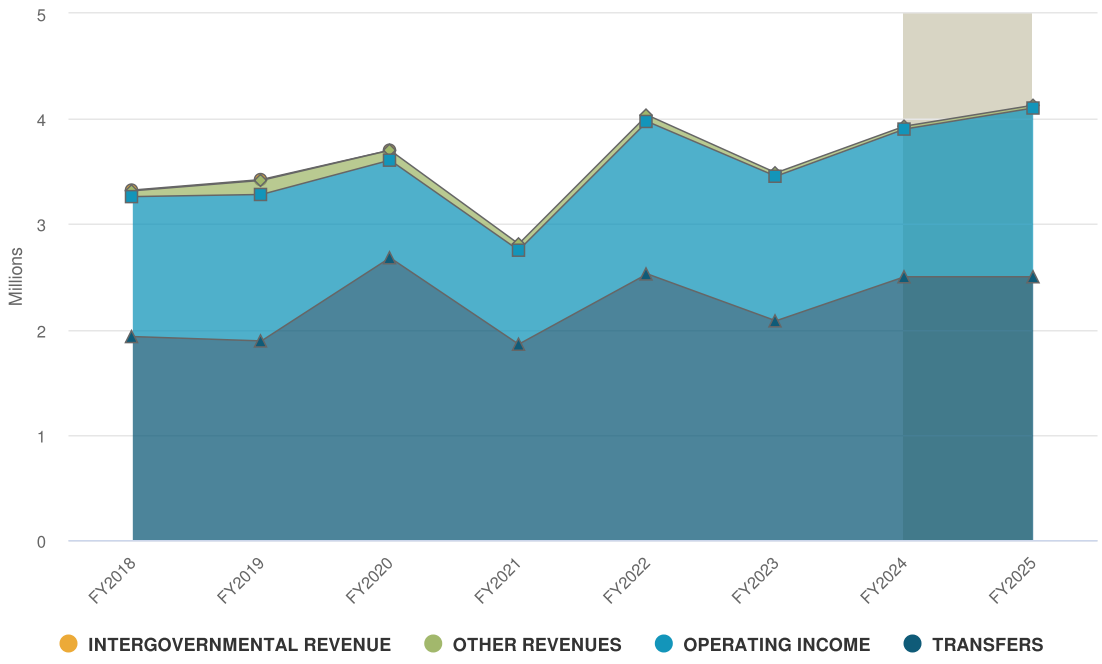


Aquatic Center Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$1,053,870**	**$2,327,117**	**$2,399,599**	**$2,399,599**	**$3,333,533**
Revenues					
OTHER REVENUES	$60,654	$32,725	$27,600	$33,273	$26,300
OPERATING INCOME	$1,447,546	$1,373,028	$1,402,400	$1,767,016	$1,602,400
TRANSFERS	$2,527,112	$2,081,406	$2,500,000	$2,589,624	$2,500,000
Total Revenues:	**$4,035,312**	**$3,487,159**	**$3,930,000**	**$4,389,914**	**$4,128,700**
Expenditures					
PERSONNEL SERVICES	$452,031	$326,057	$375,000	$359,386	$403,300
CONTRACTUAL SERVICES	$1,277,993	$1,402,867	$1,404,200	$1,450,995	$1,622,900
COMMODITIES	$302,529	$293,704	$374,600	$373,426	$352,400
OTHER EXPENSES	$1,139,136	$1,271,665	$1,733,700	$1,227,892	$1,707,700
INSURANCE	$40,380	$42,309	$42,500	$44,283	$42,400
TRANSFERS				$558,241	$0
Total Expenditures:	**$3,212,069**	**$3,336,602**	**$3,930,000**	**$4,014,223**	**$4,128,700**
Total Revenues Less Expenditures:	**$823,243**	**$150,557**	**$0**	**$375,691**	**$0**
Ending Fund Balance:	**$1,877,113**	**$2,477,674**	**$2,399,599**	**$2,775,290**	**$3,333,533**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

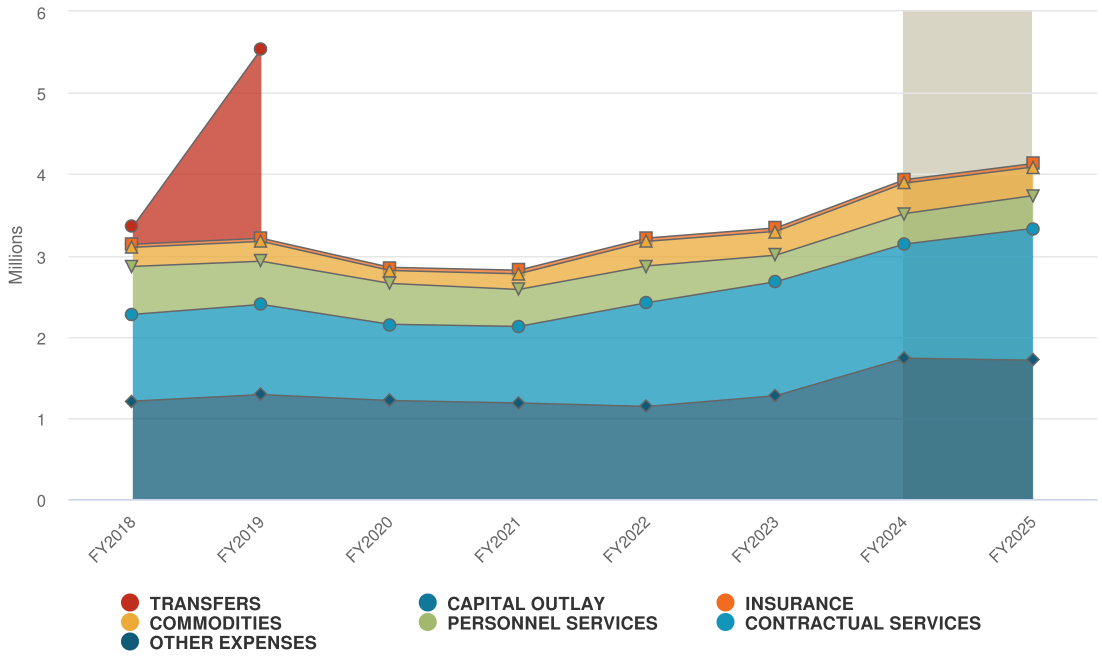


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Revenue Source					
OTHER REVENUES	$60,654	$32,725	$27,600	$33,273	$26,300
OPERATING INCOME	$1,447,546	$1,373,028	$1,402,400	$1,767,016	$1,602,400
TRANSFERS	$2,527,112	$2,081,406	$2,500,000	$2,589,624	$2,500,000
Total Revenue Source:	**$4,035,312**	**$3,487,159**	**$3,930,000**	**$4,389,914**	**$4,128,700**

Expenditures by Expense Type

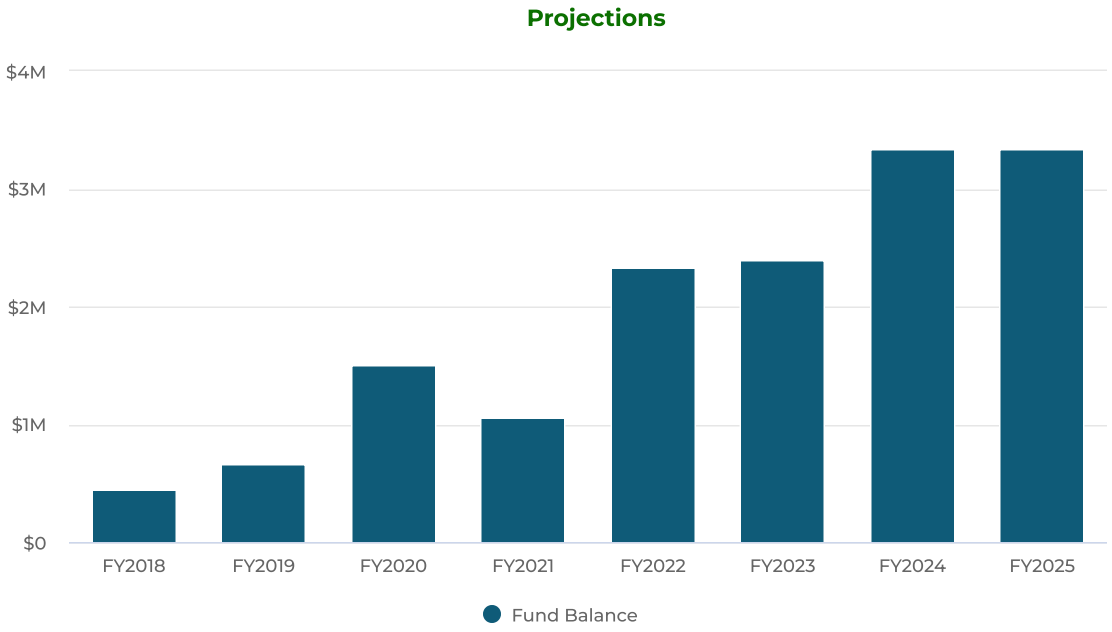
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$452,031	$326,057	$375,000	$359,386	$403,300
CONTRACTUAL SERVICES	$1,277,993	$1,402,867	$1,404,200	$1,450,995	$1,622,900
COMMODITIES	$302,529	$293,704	$374,600	$373,426	$352,400
OTHER EXPENSES	$1,139,136	$1,271,665	$1,733,700	$1,227,892	$1,707,700
INSURANCE	$40,380	$42,309	$42,500	$44,283	$42,400
TRANSFERS				$558,241	$0
Total Expense Objects:	**$3,212,069**	**$3,336,602**	**$3,930,000**	**$4,014,223**	**$4,128,700**

Fund Balance

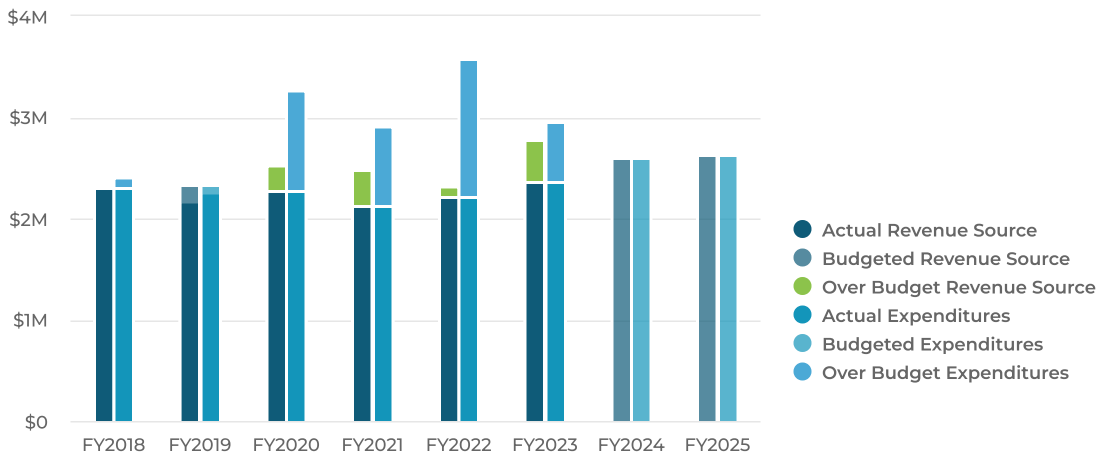


Meadowview Conference Center Fund

Accounts for the operation, maintenance and services associated with the MeadowView Conference Center.

Summary

City of Kingsport is projecting $2.63M of revenue in FY2025, which represents a 0.8% increase over the prior year. Budgeted expenditures are projected to increase by 0.8% or $22K to $2.63M in FY2025.



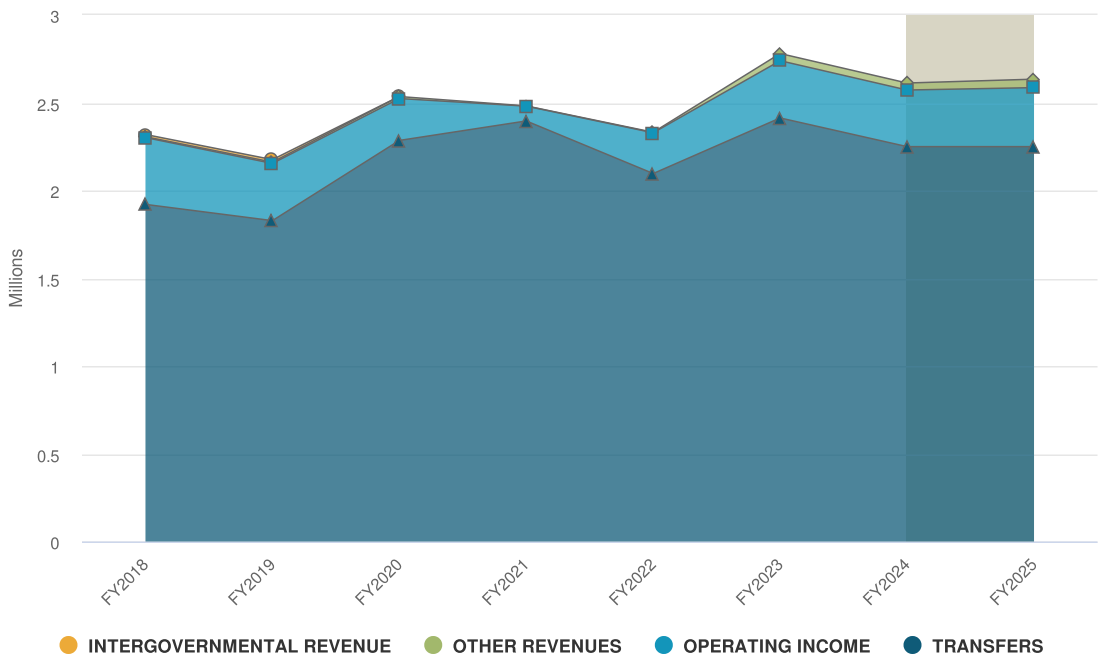
Meadowview Conference Center Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$17,558,224**	**$17,213,613**	**$17,036,338**	**$17,036,338**	**$16,977,870**
Revenues					
OTHER REVENUES	$2,865	$40,948	$39,900	$71,267	$48,200
OPERATING INCOME	$232,276	$326,226	$322,500	$330,757	$336,200
TRANSFERS	$2,096,695	$2,413,355	$2,250,000	$2,627,327	$2,250,000
Total Revenues:	**$2,331,836**	**$2,780,529**	**$2,612,400**	**$3,029,351**	**$2,634,400**
Expenditures					
CONTRACTUAL SERVICES	$15,285	$17,827	$49,200	$13,251	$54,200
OTHER EXPENSES	$2,067,640	$2,108,863	$1,793,200	$2,151,680	$1,763,800
INSURANCE	$69,947	$78,664	$70,000	$117,416	$116,400
TRANSFERS	$902,133	$0	$0	$30,898	$0
SUBSIDIES & CONTRIBUTION	$518,587	$673,425	$700,000	$797,277	$700,000
CAPITAL OUTLAY	$4,988	$79,023	$0	$8,194	$0
Total Expenditures:	**$3,578,580**	**$2,957,802**	**$2,612,400**	**$3,118,716**	**$2,634,400**
Total Revenues Less Expenditures:	**-$1,246,744**	**-$177,273**	**$0**	**-$89,366**	**$0**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Ending Fund Balance:	$16,311,480	$17,036,340	$17,036,338	$16,946,972	$16,977,870

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

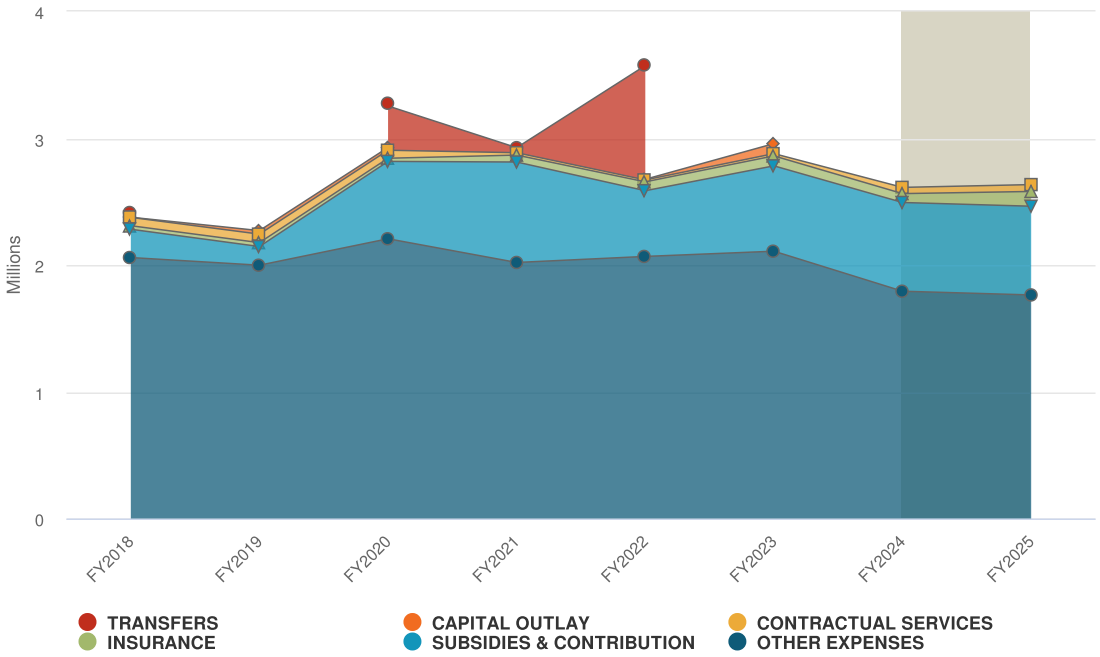


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Revenue Source					
OTHER REVENUES	$2,865	$40,948	$39,900	$71,267	$48,200
OPERATING INCOME	$232,276	$326,226	$322,500	$330,757	$336,200
TRANSFERS	$2,096,695	$2,413,355	$2,250,000	$2,627,327	$2,250,000
Total Revenue Source:	**$2,331,836**	**$2,780,529**	**$2,612,400**	**$3,029,351**	**$2,634,400**

Expenditures by Expense Type

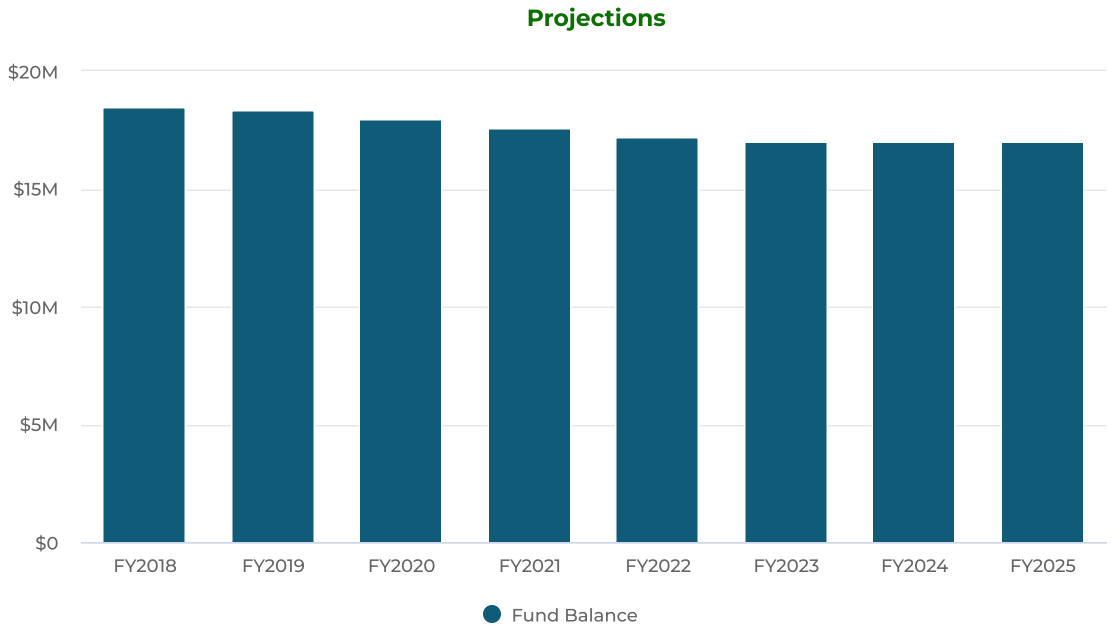
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
CONTRACTUAL SERVICES	$15,285	$17,827	$49,200	$13,251	$54,200
OTHER EXPENSES	$2,067,640	$2,108,863	$1,793,200	$2,151,680	$1,763,800
INSURANCE	$69,947	$78,664	$70,000	$117,416	$116,400
TRANSFERS	$902,133	$0	$0	$30,898	$0
SUBSIDIES & CONTRIBUTION	$518,587	$673,425	$700,000	$797,277	$700,000
CAPITAL OUTLAY	$4,988	$79,023	$0	$8,194	$0
Total Expense Objects:	**$3,578,580**	**$2,957,802**	**$2,612,400**	**$3,118,716**	**$2,634,400**

Fund Balance

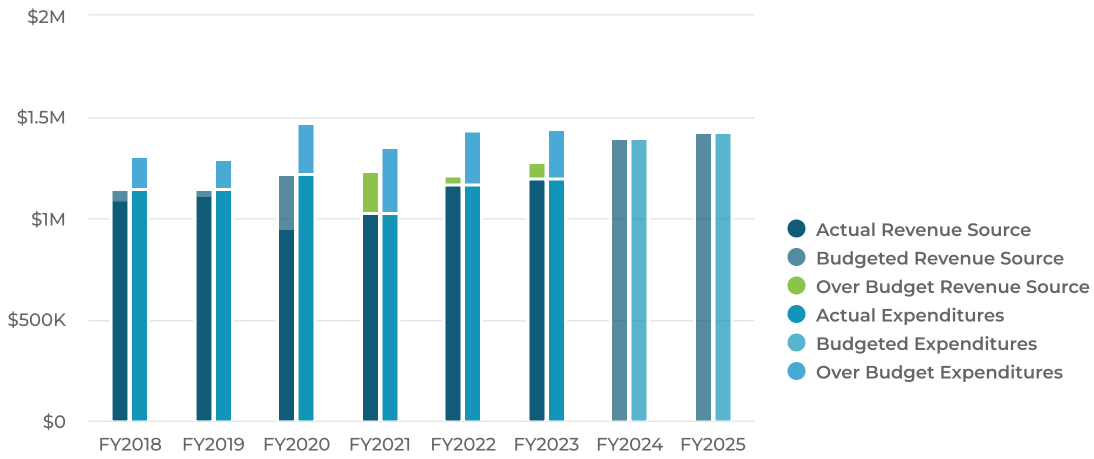


Cattails Golf Course Fund

Accounts for the operation, maintenance and services associated with the golf course.

Summary

City of Kingsport is projecting $1.43M of revenue in FY2025, which represents a 2.2% increase over the prior year. Budgeted expenditures are projected to increase by 2.2% or $31K to $1.43M in FY2025.



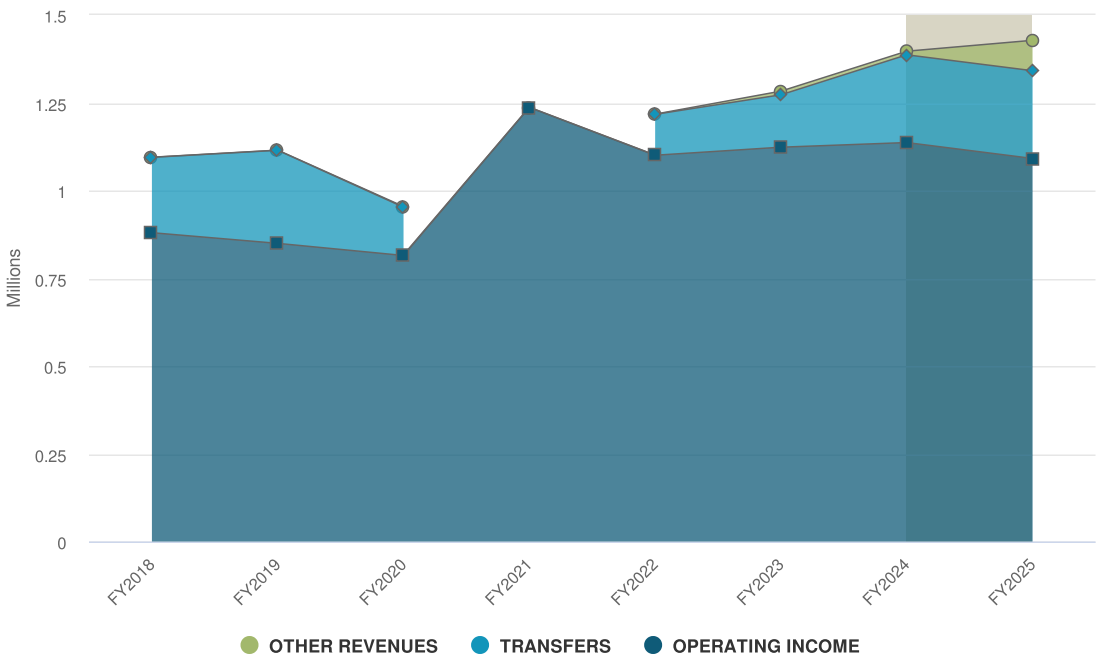
Cattails Golf Course Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$2,933,631**	**$2,712,923**	**$2,542,353**	**$2,542,353**	**$2,827,514**
Revenues					
OTHER REVENUES	$543	$10,377	$10,300	$22,141	$86,600
OPERATING INCOME	$1,100,453	$1,123,365	$1,136,600	$1,254,815	$1,091,300
TRANSFERS	$116,547	$149,344	$250,000	$626,347	$250,000
Total Revenues:	**$1,217,544**	**$1,283,086**	**$1,396,900**	**$1,903,303**	**$1,427,900**
Expenditures					
PERSONNEL SERVICES	$575,833	$590,555	$566,750	$654,571	$566,750
CONTRACTUAL SERVICES	$272,592	$278,706	$371,450	$295,772	$484,200
COMMODITIES	$255,555	$218,048	$241,550	$279,221	$219,350
OTHER EXPENSES	$316,377	$329,745	$205,650	$361,785	$130,600
INSURANCE	$17,895	$27,375	$11,500	$25,703	$27,000
TRANSFERS				$464,970	$0
CAPITAL OUTLAY				$1,090	$0
Total Expenditures:	**$1,438,251**	**$1,444,430**	**$1,396,900**	**$2,083,113**	**$1,427,900**
Total Revenues Less Expenditures:	**-$220,708**	**-$161,343**	**$0**	**-$179,810**	**$0**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Ending Fund Balance:	$2,712,923	$2,551,580	$2,542,353	$2,362,543	$2,827,514

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

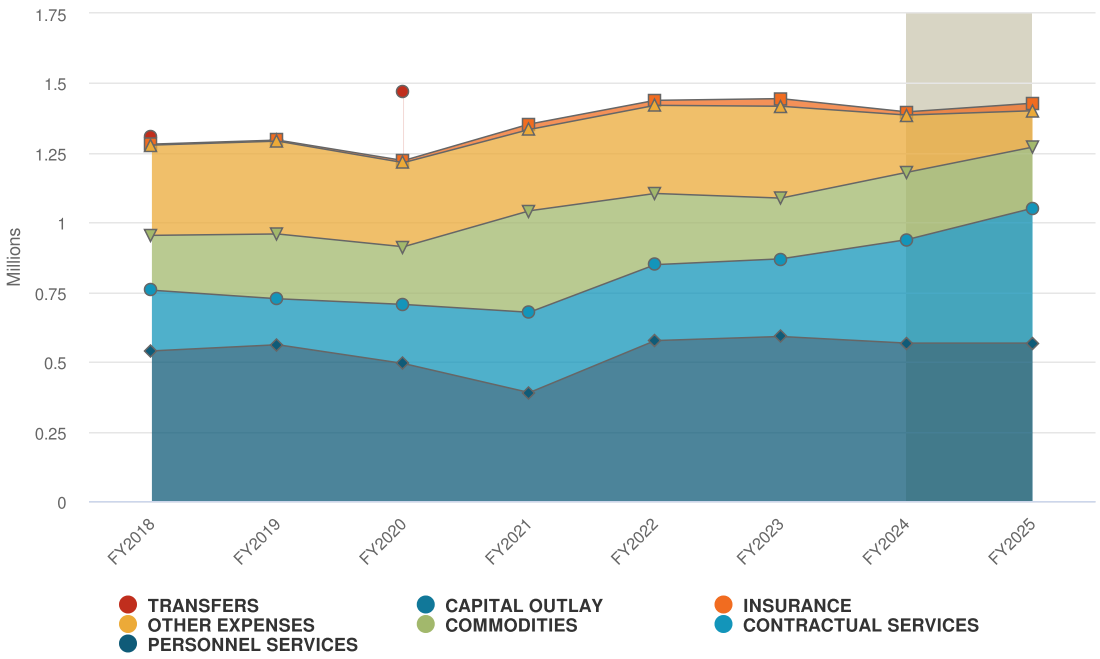


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Revenue Source					
OTHER REVENUES	$543	$10,377	$10,300	$22,141	$86,600
OPERATING INCOME	$1,100,453	$1,123,365	$1,136,600	$1,254,815	$1,091,300
TRANSFERS	$116,547	$149,344	$250,000	$626,347	$250,000
Total Revenue Source:	**$1,217,544**	**$1,283,086**	**$1,396,900**	**$1,903,303**	**$1,427,900**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

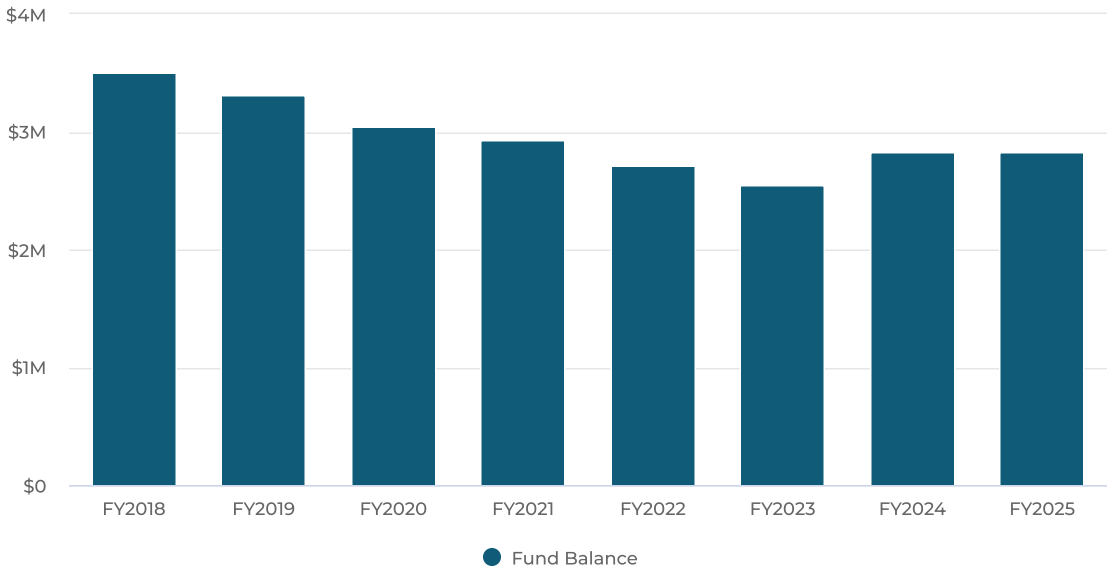


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$575,833	$590,555	$566,750	$654,571	$566,750
CONTRACTUAL SERVICES	$272,592	$278,706	$371,450	$295,772	$484,200
COMMODITIES	$255,555	$218,048	$241,550	$279,221	$219,350
OTHER EXPENSES	$316,377	$329,745	$205,650	$361,785	$130,600
INSURANCE	$17,895	$27,375	$11,500	$25,703	$27,000
TRANSFERS				$464,970	$0
CAPITAL OUTLAY				$1,090	$0
Total Expense Objects:	**$1,438,251**	**$1,444,430**	**$1,396,900**	**$2,083,113**	**$1,427,900**

Fund Balance

Projections

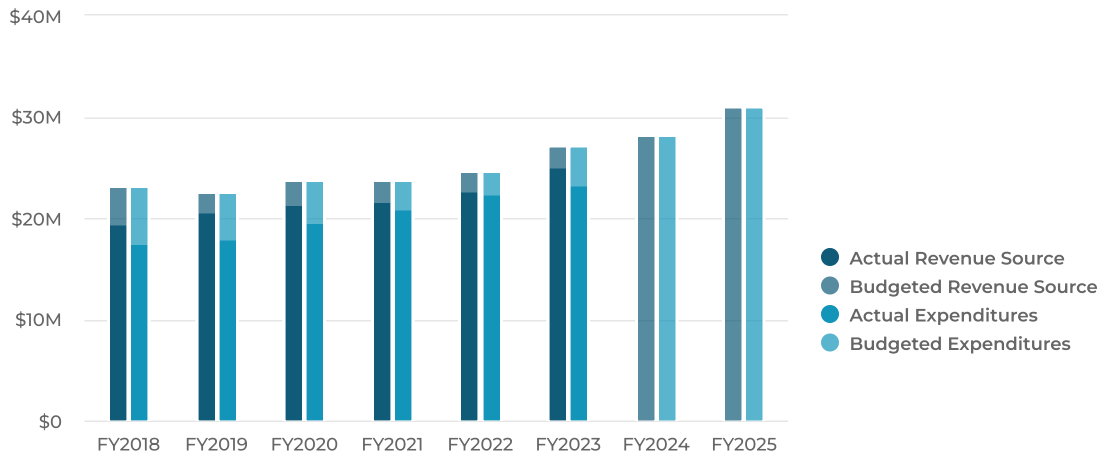


Internal Service Funds

Internal Service funds are used to account for activities that provide services to all of the City's departments.

Summary

City of Kingsport is projecting $31.05M of revenue in FY2025, which represents a 9.7% increase over the prior year. Budgeted expenditures are projected to increase by 9.7% or $2.74M to $31.05M in FY2025.



Internal Service funds include the following:

- **Fleet Fund—511:** accounts for the revenues and expenditures necessary to provide for the maintenance, replacement and expansion of the municipal fleet.
- **Risk Management Fund—615:** accounts for the revenue and expenditures for the City's risk management department, various insurance pools' costs and claims accounting.
- **Health Insurance Fund—625:** accounts for the revenue and expenditures of the City's self-insured employee health insurance fund.
- **Retirees Health Insurance Fund – 626**: accounts for the revenue and expenditures for the City's self-insured retiree health insurance fund.

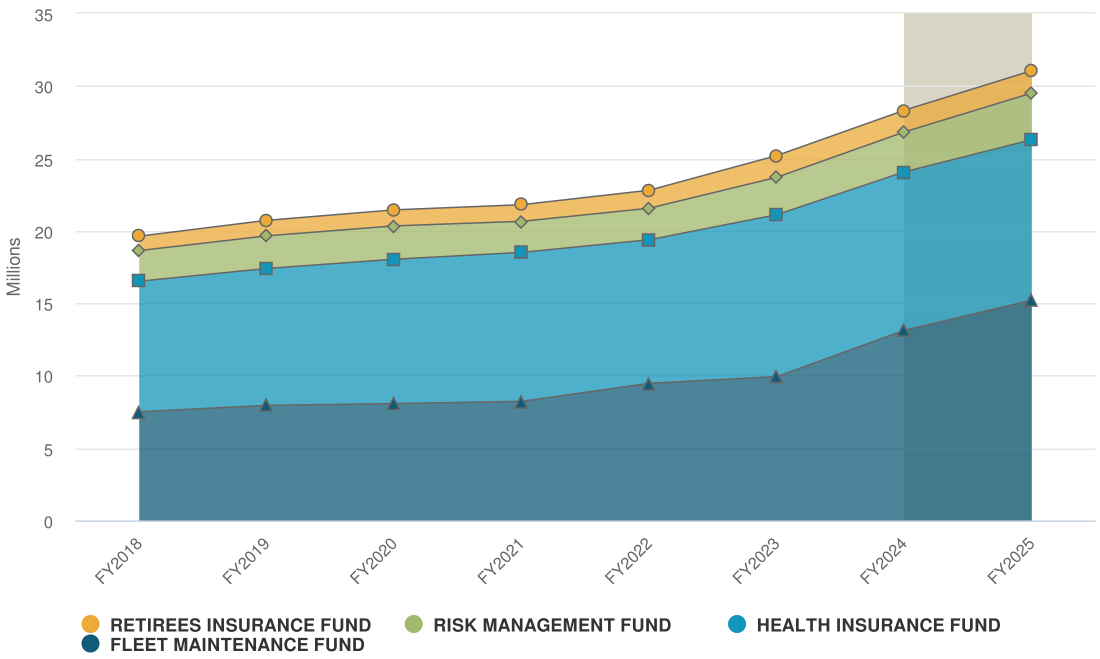
The bulk of the revenue for the operation of these funds comes from the General, Water and Sewer funds. The Health Insurance Fund also receives funding from employees and retirees. The origins of contributing funds are explained in detail in each of the respective fund's summary or department pages.

Internal Service Funds Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$25,548,532**	**$25,856,868**	**$27,868,483**	**$27,868,483**	**$27,689,299**
Revenues					
INTERGOVERNMENTAL REVENUE	$167,778	$0	$0		$0
OTHER REVENUES	$13,376,180	$15,447,225	$15,192,400	$15,012,477	$15,845,400
OPERATING INCOME	$9,255,748	$9,745,475	$10,049,900	$9,864,632	$9,232,484
TRANSFERS	$0	$0	$3,076,900	$160,000	$5,977,000
Total Revenues:	**$22,799,706**	**$25,192,700**	**$28,319,200**	**$25,037,109**	**$31,054,884**
Expenditures					
PERSONNEL SERVICES	$1,484,892	$1,565,557	$1,965,700	$1,935,668	$1,984,050
CONTRACTUAL SERVICES	$916,694	$893,416	$1,079,600	$907,738	$1,122,800
COMMODITIES	$5,009,184	$5,625,458	$4,082,100	$5,727,427	$4,676,900
OTHER EXPENSES	$3,534,236	$3,660,367	$4,289,800	$3,805,251	$4,144,268
INSURANCE	$11,547,400	$11,657,589	$12,275,700	$12,840,209	$12,632,615
RESERVED FOR	$0	$0	$183,300	$0	$185,000
CAPITAL OUTLAY	$0	$37,175	$4,443,000	$0	$6,309,251
Total Expenditures:	**$22,492,406**	**$23,439,561**	**$28,319,200**	**$25,216,294**	**$31,054,884**
Total Revenues Less Expenditures:	**$307,300**	**$1,753,139**	**$0**	**-$179,185**	**$0**
Ending Fund Balance:	**$25,855,832**	**$27,610,007**	**$27,868,483**	**$27,689,298**	**$27,689,299**

Revenue by Fund

Budgeted and Historical 2025 Revenue by Fund

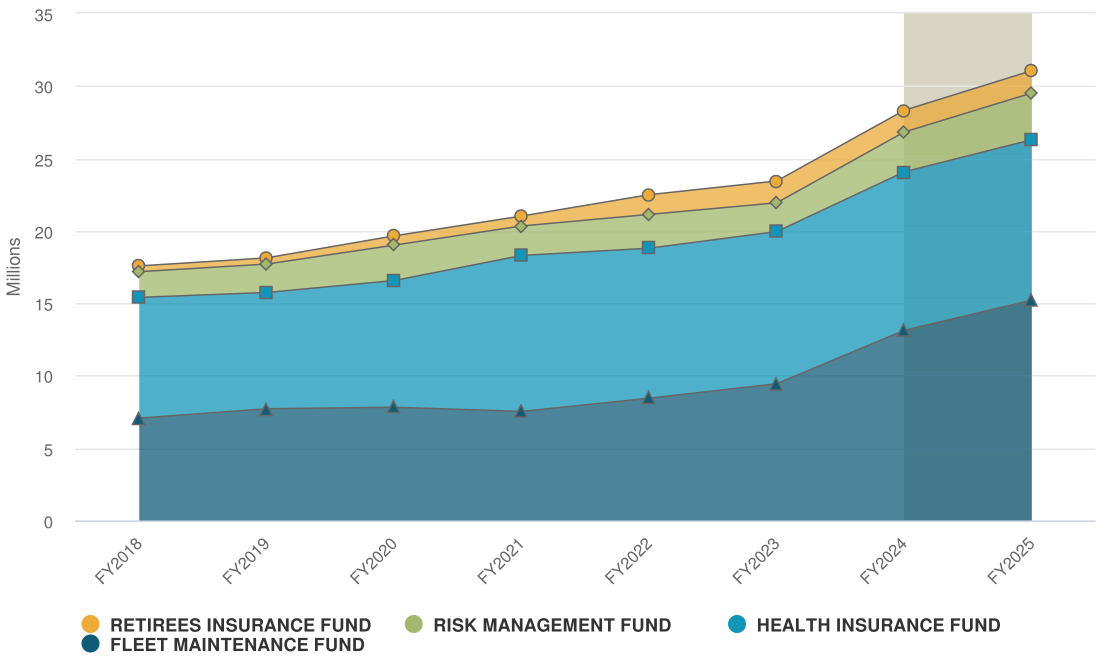


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
FLEET MAINTENANCE FUND	$9,470,742	$9,933,155	$13,126,800	$10,177,053	$15,209,484
RISK MANAGEMENT FUND	$2,176,504	$2,581,841	$2,751,100	$2,882,201	$3,220,700
HEALTH INSURANCE FUND	$9,910,423	$11,178,783	$10,941,100	$10,394,247	$11,078,900
RETIREES INSURANCE FUND	$1,242,037	$1,498,921	$1,500,200	$1,583,608	$1,545,800
Total:	**$22,799,706**	**$25,192,700**	**$28,319,200**	**$25,037,109**	**$31,054,884**

Expenditures by Fund

Budgeted and Historical 2025 Expenditures by Fund

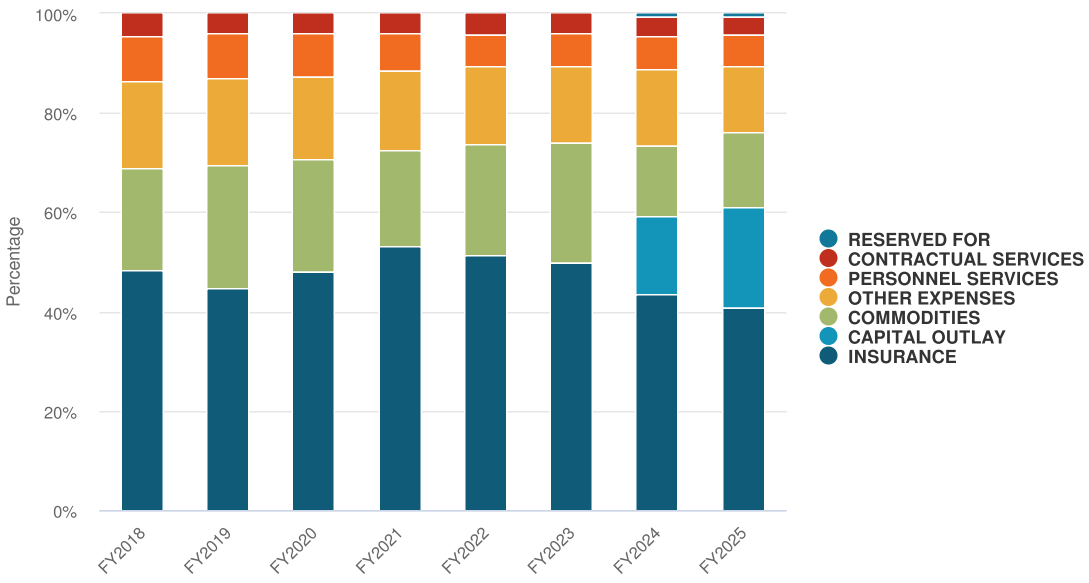


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
FLEET MAINTENANCE FUND	$8,444,898	$9,441,061	$13,126,800	$9,663,030	$15,209,484
RISK MANAGEMENT FUND	$2,329,740	$1,986,854	$2,751,100	$2,981,848	$3,220,700
HEALTH INSURANCE FUND	$10,355,413	$10,503,964	$10,941,100	$10,764,546	$11,078,900
RETIREES INSURANCE FUND	$1,362,355	$1,507,683	$1,500,200	$1,806,870	$1,545,800
Total:	**$22,492,406**	**$23,439,561**	**$28,319,200**	**$25,216,294**	**$31,054,884**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



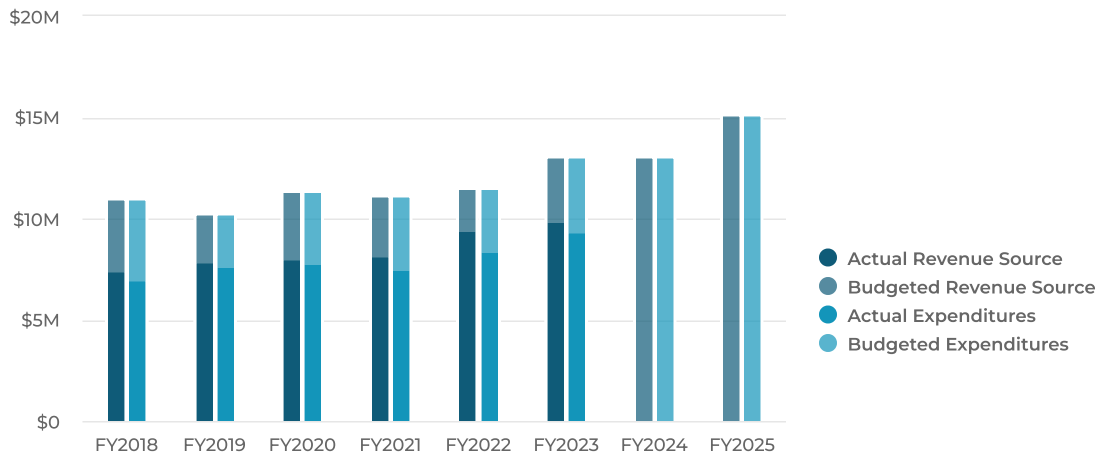
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$1,484,892	$1,565,557	$1,965,700	$1,935,668	$1,984,050
CONTRACTUAL SERVICES	$916,694	$893,416	$1,079,600	$907,738	$1,122,800
COMMODITIES	$5,009,184	$5,625,458	$4,082,100	$5,727,427	$4,676,900
OTHER EXPENSES	$3,534,236	$3,660,367	$4,289,800	$3,805,251	$4,144,268
INSURANCE	$11,547,400	$11,657,589	$12,275,700	$12,840,209	$12,632,615
RESERVED FOR	$0	$0	$183,300	$0	$185,000
CAPITAL OUTLAY	$0	$37,175	$4,443,000	$0	$6,309,251
Total Expense Objects:	**$22,492,406**	**$23,439,561**	**$28,319,200**	**$25,216,294**	**$31,054,884**

Fleet Maintenance Fund

Accounts for the revenue and expenditures necessary to provide for the maintenance, replacement and expansion of the municipal fleet.

Summary

City of Kingsport is projecting $15.21M of revenue in FY2025, which represents a 15.9% increase over the prior year. Budgeted expenditures are projected to increase by 15.9% or $2.08M to $15.21M in FY2025.



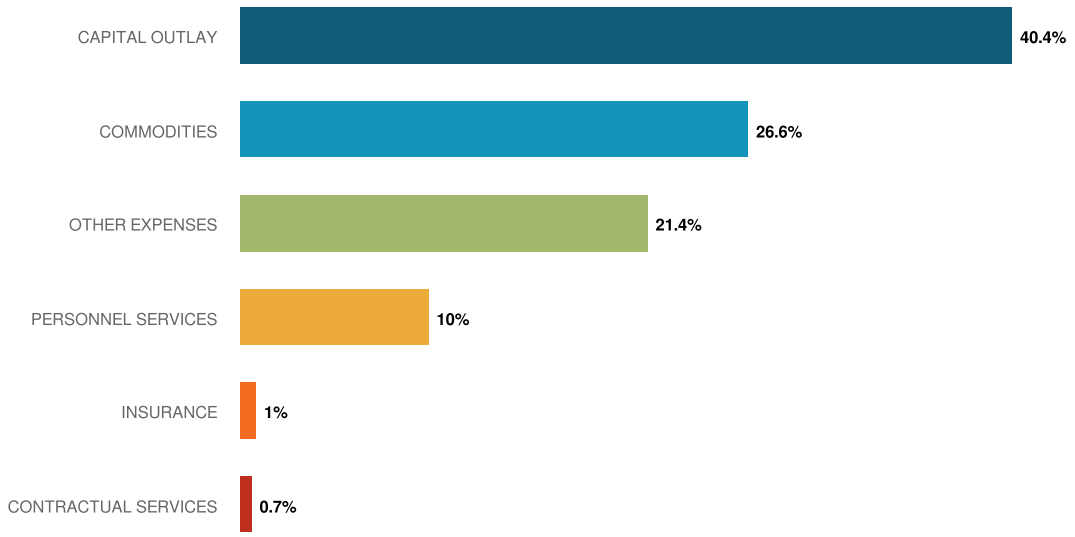
Fleet Maintenance Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$15,328,403**	**$16,354,248**	**$17,038,004**	**$17,038,004**	**$17,552,028**
Revenues					
INTERGOVERNMENTAL REVENUE	$167,778	$0	$0		$0
OTHER REVENUES	$44,361	$187,680	$0	$152,421	$0
OPERATING INCOME	$9,258,603	$9,745,475	$10,049,900	$9,864,632	$9,232,484
TRANSFERS	$0	$0	$3,076,900	$160,000	$5,977,000
Total Revenues:	**$9,470,742**	**$9,933,155**	**$13,126,800**	**$10,177,053**	**$15,209,484**
Expenditures					
PERSONNEL SERVICES	$1,197,655	$1,357,672	$1,515,800	$1,564,911	$1,515,800
CONTRACTUAL SERVICES	$75,491	$108,256	$108,300	$167,896	$109,300
COMMODITIES	$4,459,653	$5,115,588	$3,509,800	$4,956,783	$4,041,400
OTHER EXPENSES	$2,695,901	$2,805,843	$3,406,700	$2,956,502	$3,251,168
INSURANCE	$16,199	$16,526	$143,200	$16,937	$144,565
CAPITAL OUTLAY	$0	$37,175	$4,443,000	$0	$6,147,251
Total Expenditures:	**$8,444,898**	**$9,441,061**	**$13,126,800**	**$9,663,030**	**$15,209,484**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Total Revenues Less Expenditures:	$1,025,845	$492,095	$0	$514,023	$0
Ending Fund Balance:	$16,354,248	$16,846,343	$17,038,004	$17,552,027	$17,552,028

Expenditures by Expense Type

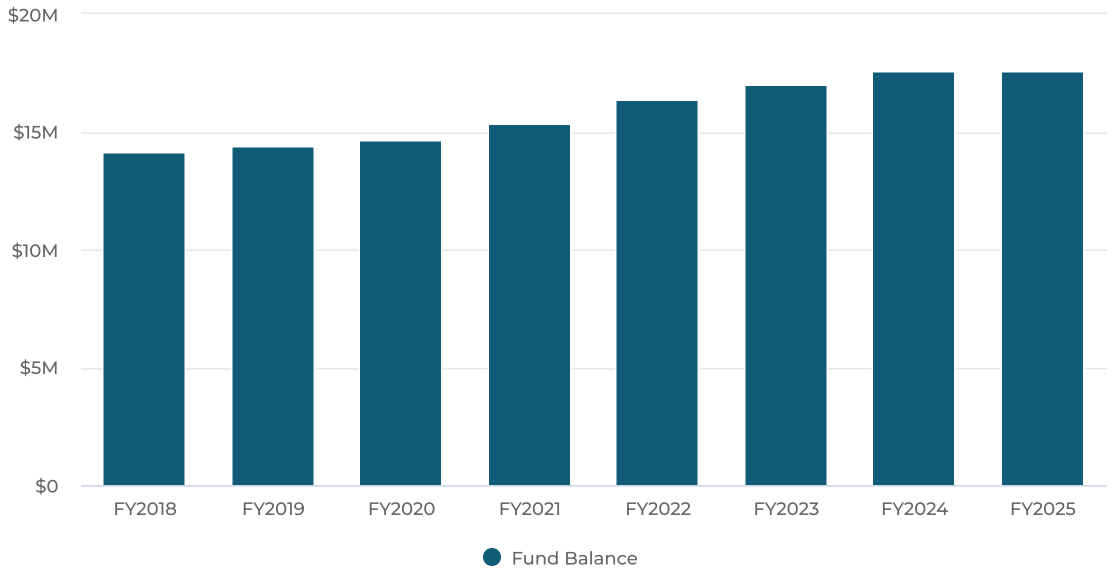
Budgeted Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$1,197,655	$1,357,672	$1,515,800	$1,564,911	$1,515,800
CONTRACTUAL SERVICES	$75,491	$108,256	$108,300	$167,896	$109,300
COMMODITIES	$4,459,653	$5,115,588	$3,509,800	$4,956,783	$4,041,400
OTHER EXPENSES	$2,695,901	$2,805,843	$3,406,700	$2,956,502	$3,251,168
INSURANCE	$16,199	$16,526	$143,200	$16,937	$144,565
CAPITAL OUTLAY	$0	$37,175	$4,443,000	$0	$6,147,251
Total Expense Objects:	$8,444,898	$9,441,061	$13,126,800	$9,663,030	$15,209,484

Fund Balance

Projections

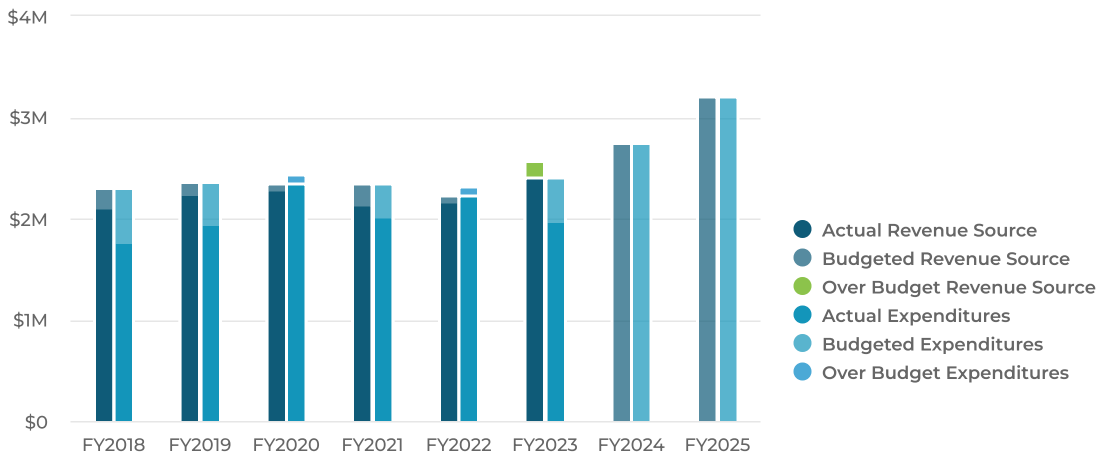


Risk Management Fund

Accounts for the revenue and expenditures for the city's Risk Management department, various insurance pools' costs and claims accounting.

Summary

City of Kingsport is projecting $3.22M of revenue in FY2025, which represents a 17.1% increase over the prior year. Budgeted expenditures are projected to increase by 17.1% or $469.6K to $3.22M in FY2025.

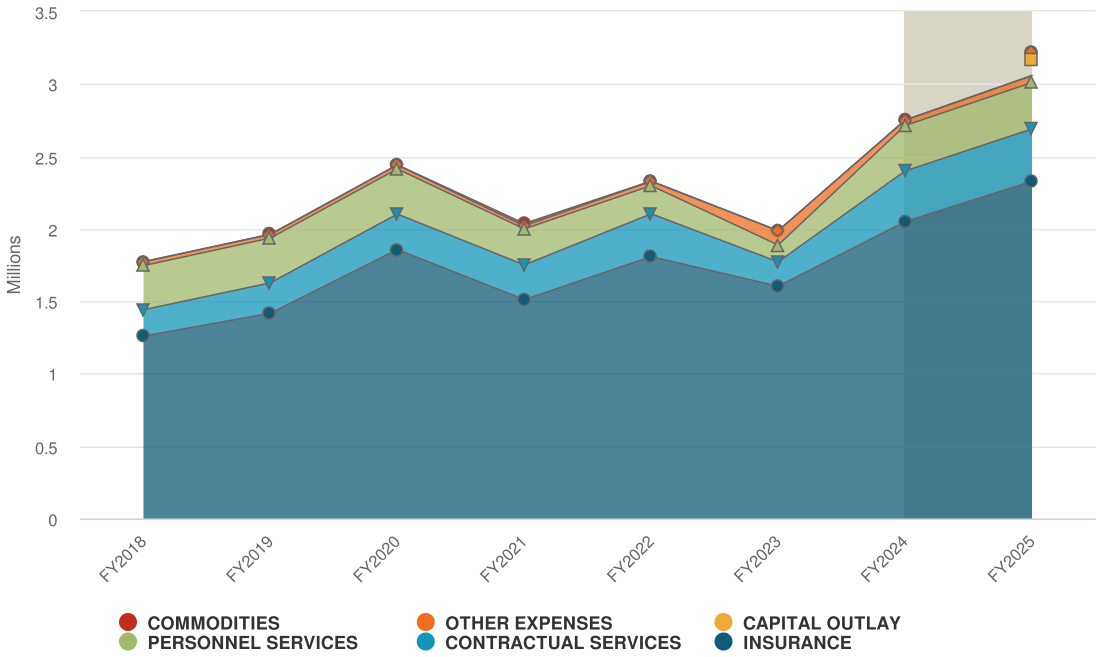


Risk Management Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$3,696,794**	**$3,543,557**	**$4,205,694**	**$4,205,694**	**$4,106,048**
Revenues					
OTHER REVENUES	$2,176,504	$2,581,841	$2,751,100	$2,882,201	$3,220,700
Total Revenues:	**$2,176,504**	**$2,581,841**	**$2,751,100**	**$2,882,201**	**$3,220,700**
Expenditures					
PERSONNEL SERVICES	$194,431	$116,159	$313,000	$263,561	$320,000
CONTRACTUAL SERVICES	$295,612	$168,502	$350,100	$91,905	$361,850
COMMODITIES	$2,225	$350	$1,900	$3,655	$2,000
OTHER EXPENSES	$29,593	$98,447	$36,800	$47,309	$46,800
INSURANCE	$1,807,880	$1,603,395	$2,049,300	$2,575,418	$2,328,050
CAPITAL OUTLAY				$0	$162,000
Total Expenditures:	**$2,329,740**	**$1,986,854**	**$2,751,100**	**$2,981,848**	**$3,220,700**
Total Revenues Less Expenditures:	**-$153,236**	**$594,987**	**$0**	**-$99,646**	**$0**
Ending Fund Balance:	**$3,543,558**	**$4,138,544**	**$4,205,694**	**$4,106,048**	**$4,106,048**

Expenditures by Expense Type

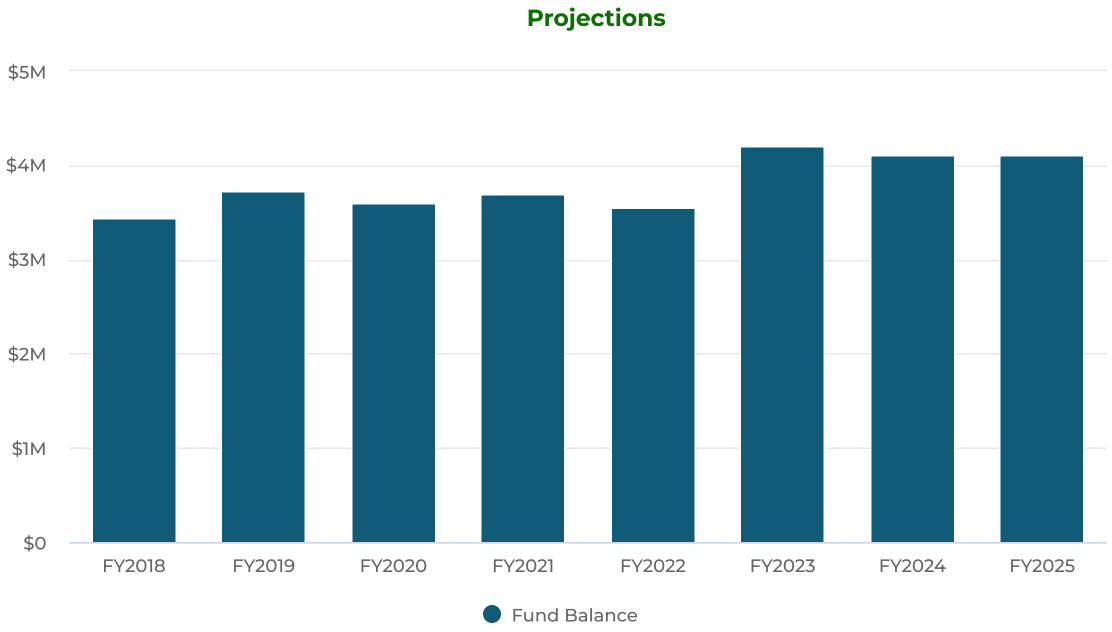
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$194,431	$116,159	$313,000	$263,561	$320,000
CONTRACTUAL SERVICES	$295,612	$168,502	$350,100	$91,905	$361,850
COMMODITIES	$2,225	$350	$1,900	$3,655	$2,000
OTHER EXPENSES	$29,593	$98,447	$36,800	$47,309	$46,800
INSURANCE	$1,807,880	$1,603,395	$2,049,300	$2,575,418	$2,328,050
CAPITAL OUTLAY				$0	$162,000
Total Expense Objects:	**$2,329,740**	**$1,986,854**	**$2,751,100**	**$2,981,848**	**$3,220,700**

Fund Balance

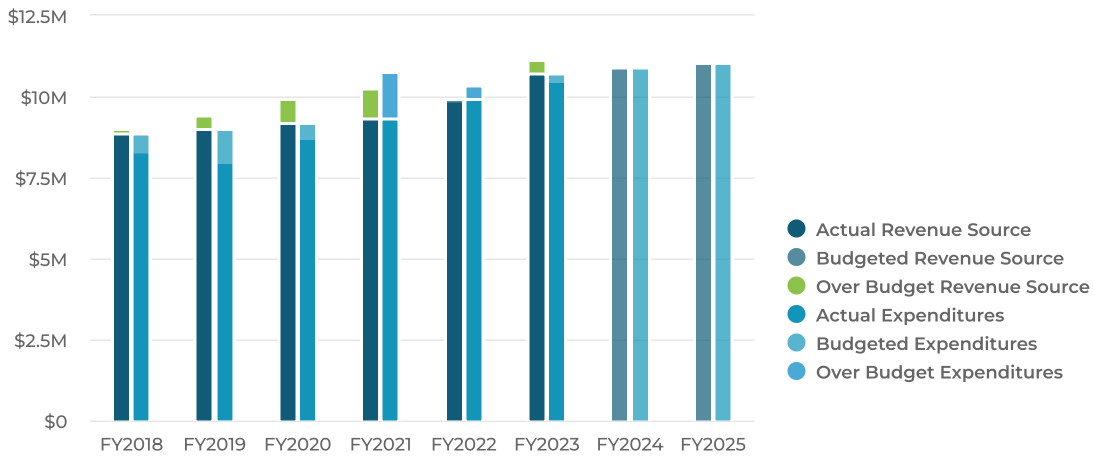


Health Insurance Fund

Accounts for the revenues and expenditures for the city's self-insured employee health insurance fund.

Summary

City of Kingsport is projecting $11.08M of revenue in FY2025, which represents a 1.3% increase over the prior year. Budgeted expenditures are projected to increase by 1.3% or $137.8K to $11.08M in FY2025.

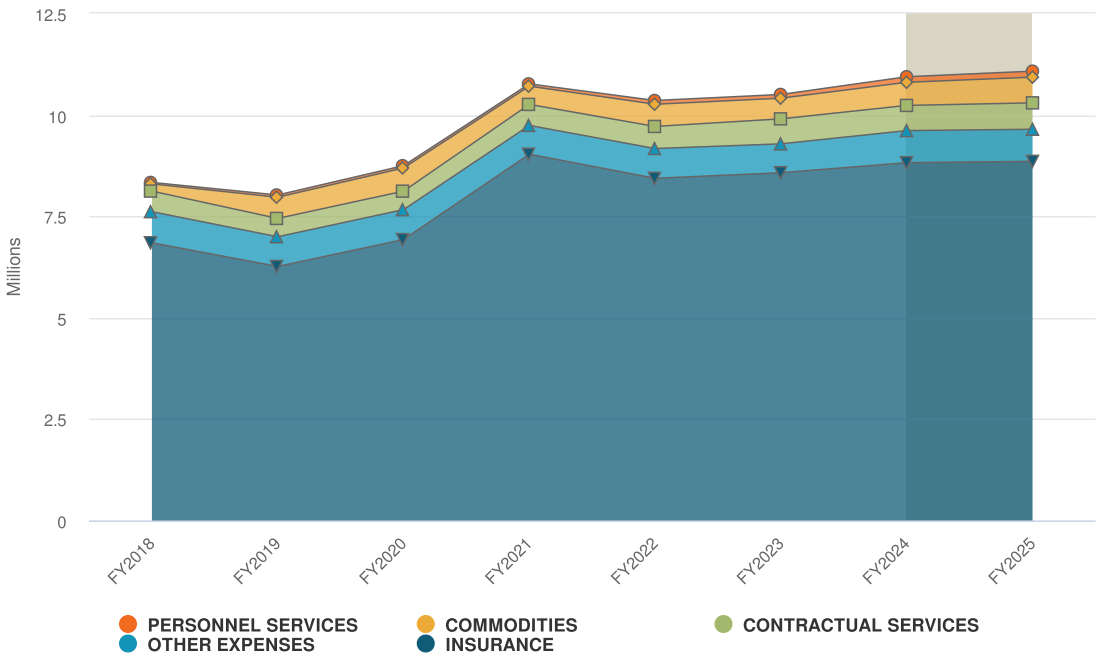


Health Insurance Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$3,696,794**	**$3,252,840**	**$3,927,323**	**$3,927,323**	**$3,557,025**
Revenues					
OTHER REVENUES	$9,913,279	$11,178,783	$10,941,100	$10,394,247	$11,078,900
OPERATING INCOME	-$2,855	$0	$0		$0
Total Revenues:	**$9,910,423**	**$11,178,783**	**$10,941,100**	**$10,394,247**	**$11,078,900**
Expenditures					
PERSONNEL SERVICES	$92,806	$91,726	$136,900	$107,197	$148,250
CONTRACTUAL SERVICES	$544,921	$615,957	$620,500	$647,228	$650,850
COMMODITIES	$547,306	$509,520	$570,400	$766,989	$633,500
OTHER EXPENSES	$733,853	$712,058	$791,300	$754,596	$791,300
INSURANCE	$8,436,526	$8,574,703	$8,822,000	$8,488,536	$8,855,000
Total Expenditures:	**$10,355,413**	**$10,503,964**	**$10,941,100**	**$10,764,546**	**$11,078,900**
Total Revenues Less Expenditures:	**-$444,990**	**$674,819**	**$0**	**-$370,299**	**$0**
Ending Fund Balance:	**$3,251,804**	**$3,927,659**	**$3,927,323**	**$3,557,024**	**$3,557,025**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

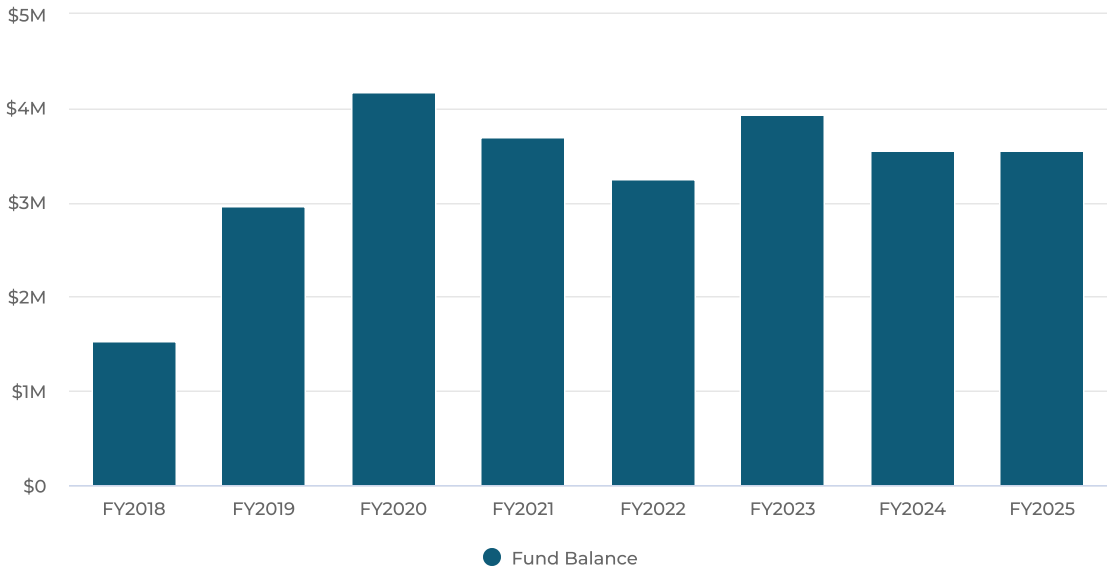


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
PERSONNEL SERVICES	$92,806	$91,726	$136,900	$107,197	$148,250
CONTRACTUAL SERVICES	$544,921	$615,957	$620,500	$647,228	$650,850
COMMODITIES	$547,306	$509,520	$570,400	$766,989	$633,500
OTHER EXPENSES	$733,853	$712,058	$791,300	$754,596	$791,300
INSURANCE	$8,436,526	$8,574,703	$8,822,000	$8,488,536	$8,855,000
Total Expense Objects:	**$10,355,413**	**$10,503,964**	**$10,941,100**	**$10,764,546**	**$11,078,900**

Fund Balance

Projections

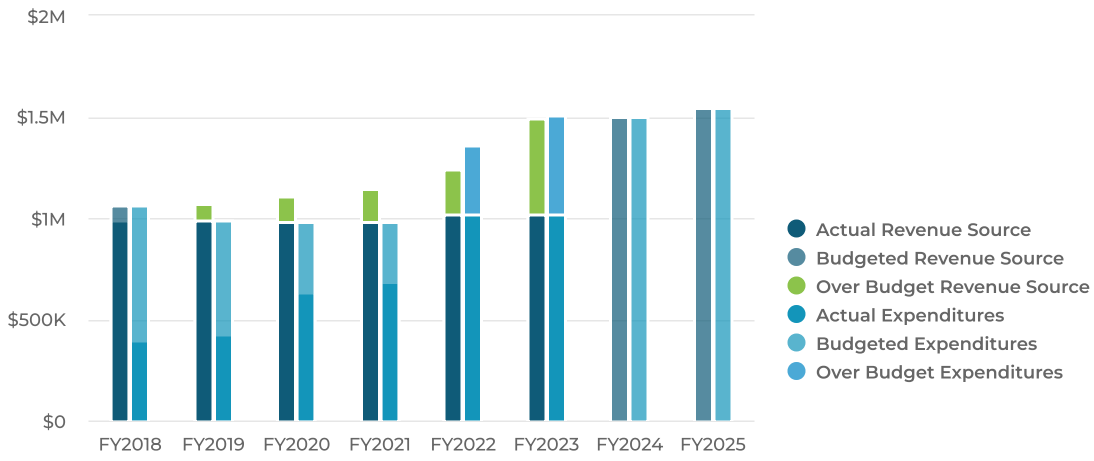


Retirees Insurance Fund

Accounts for the revenue and expenditures of the city's self-insured retiree health insurance fund.

Summary

City of Kingsport is projecting $1.55M of revenue in FY2025, which represents a 3.0% increase over the prior year. Budgeted expenditures are projected to increase by 3.0% or $45.6K to $1.55M in FY2025.

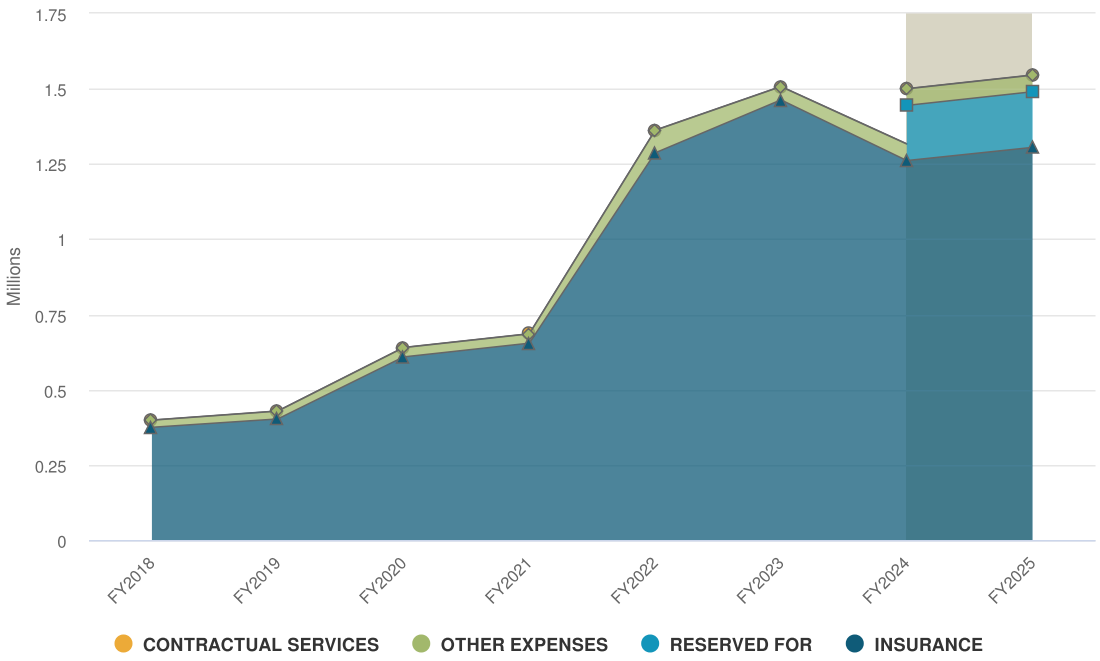


Retirees Insurance Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$2,826,541**	**$2,706,223**	**$2,697,462**	**$2,697,462**	**$2,474,198**
Revenues					
OTHER REVENUES					
EARNINGS ON INVESTMENTS / EARNINGS ON INVESTMENTS	$1,222	$53,886	$39,400	$89,097	$75,000
CITY CONTRIBUTIONS / RETIREES HEALTH	$750,000	$750,000	$750,000	$750,000	$750,000
PERSONNEL CONTRIBUTIONS / RETIREES	$430,224	$504,922	$546,100	$498,359	$530,000
REIMBURSED INSURED LOSS / PRESCRIPTION REFUNDS	$60,590	$190,114	$164,700	$246,152	$190,800
Total OTHER REVENUES:	**$1,242,037**	**$1,498,921**	**$1,500,200**	**$1,583,608**	**$1,545,800**
Total Revenues:	**$1,242,037**	**$1,498,921**	**$1,500,200**	**$1,583,608**	**$1,545,800**
Expenditures					
CONTRACTUAL SERVICES					
CONTRACTUAL SERVICES / ACCOUNTING AND AUDITING	$670	$700	$700	$709	$800
Total CONTRACTUAL SERVICES:	**$670**	**$700**	**$700**	**$709**	**$800**
OTHER EXPENSES					
OTHER EXPENSES / ADMINISTRATION FEES	$74,890	$44,019	$55,000	$46,844	$55,000
Total OTHER EXPENSES:	**$74,890**	**$44,019**	**$55,000**	**$46,844**	**$55,000**
INSURANCE					
INSURANCE PREMIUMS / OTHER	$69,254	$91,167	$100,000	$96,661	$105,000
INSURANCE CLAIMS /	$1,217,541	$1,371,797	$1,161,200	$1,662,657	$1,200,000
Total INSURANCE:	**$1,286,795**	**$1,462,964**	**$1,261,200**	**$1,759,318**	**$1,305,000**
RESERVED FOR					
RESERVE FOR / FUTURE APPROPRIATIONS	$0	$0	$183,300	$0	$185,000
Total RESERVED FOR:	**$0**	**$0**	**$183,300**	**$0**	**$185,000**
Total Expenditures:	**$1,362,355**	**$1,507,683**	**$1,500,200**	**$1,806,870**	**$1,545,800**
Total Revenues Less Expenditures:	**-$120,318**	**-$8,762**	**$0**	**-$223,263**	**$0**
Ending Fund Balance:	**$2,706,223**	**$2,697,461**	**$2,697,462**	**$2,474,199**	**$2,474,198**

Expenditures by Expense Type

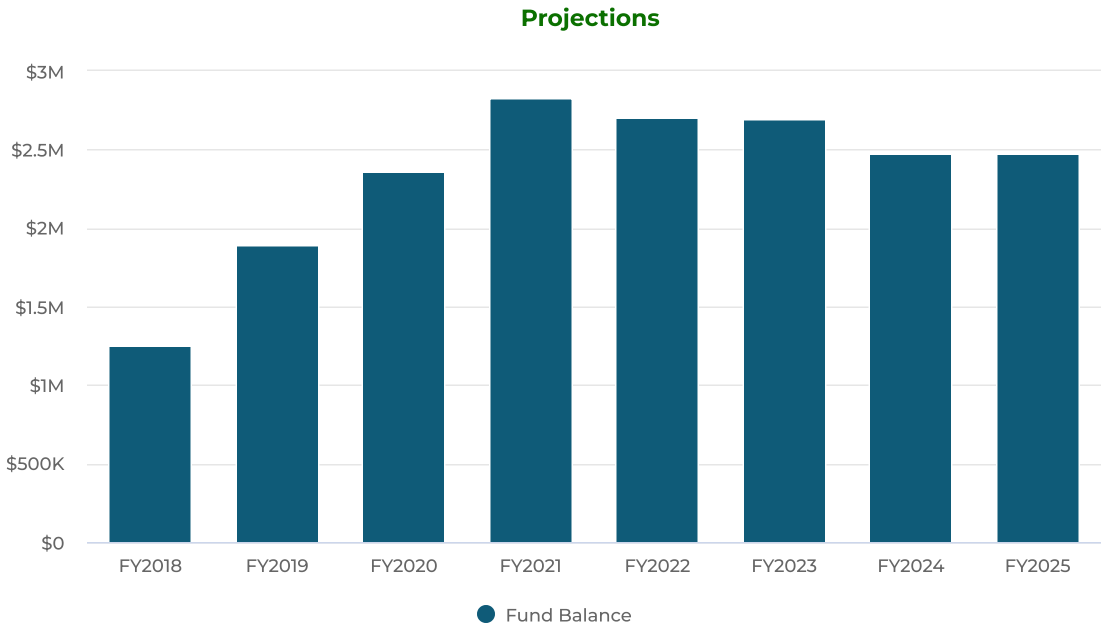
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expense Objects					
CONTRACTUAL SERVICES	$670	$700	$700	$709	$800
OTHER EXPENSES	$74,890	$44,019	$55,000	$46,844	$55,000
INSURANCE	$1,286,795	$1,462,964	$1,261,200	$1,759,318	$1,305,000
RESERVED FOR	$0	$0	$183,300	$0	$185,000
Total Expense Objects:	**$1,362,355**	**$1,507,683**	**$1,500,200**	**$1,806,870**	**$1,545,800**

Fund Balance

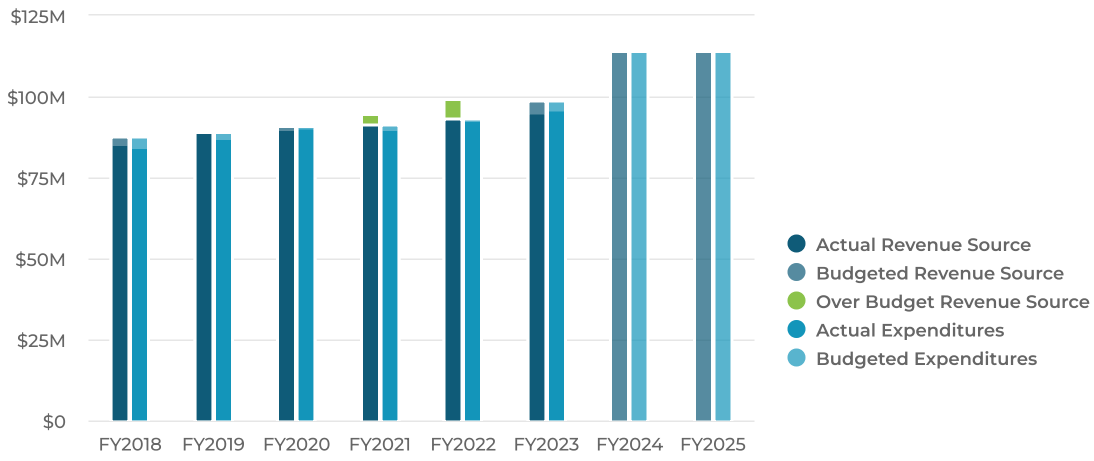


Special Revenue Funds

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Summary

City of Kingsport is projecting $114.25M of revenue in FY2025, which represents a 0.1% increase over the prior year. Budgeted expenditures are projected to increase by 0.1% or $100K to $114.25M in FY2025.



LAW ENFORCEMENT FUNDS

- **Criminal Forfeiture Fund** – **126** – accounts for seized property and money awarded through the courts resulting from law enforcement actions against all illegal activities except seizures resulting from illegal drug enforcement. Additionally, this fund accounts for funds received from the US Department of Justice under the Equitable Sharing of Federally Forfeited Property program.

- **Drug Fund - 127** – accounts for revenues received from fines and property confiscated from individuals involved in illegal drug activities and grant funds. These funds are earmarked for drug enforcement activities in compliance with state laws and regulations.

PUBLIC SCHOOL FUNDS

- **General Purpose School Fund -141** – accounts for administration, instructional, operational and capital costs of the City operated schools, except for the food service program and specific academic programs.

- **School Public Law 93-380 Fund – 142** – accounts for federal grants used for instruction and other educational purposes.

- **Special School Projects Fund - 145** – accounts for federal and state grants used for instruction and other educational purposes.

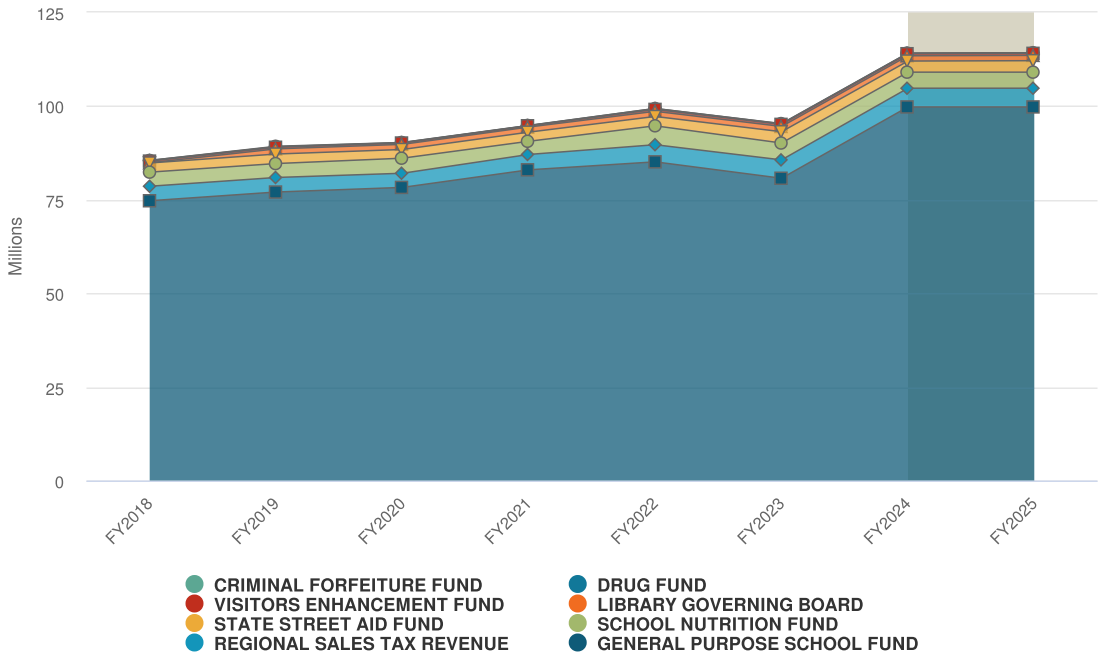
- **School Food and Nutrition Services - 147** – accounts for the administration, operations and capital costs of providing food services to students and faculty.

OTHER FUNDS

- **State Street Aid Fund - 121** – accounts for shared revenues derived from state gasoline taxes.
- **Regional Sales Tax Revenue Fund - 130** – accounts for the proceeds from a $0.0025 local sales tax previously approved by local referendum. These funds are earmarked for the retirement of debt issued to fund construction of the Meadowview Conference Resort and Convention Center and to support the operations of the facility.
- **Visitor's Enhancement Fund – 135 –** accounts for twenty-five percent of the revenues from the hotel/motel tax to support tourism.
- **The Library Governing Board Fund – 137 –** accounts for administration and operational the Kingsport Public Library and the Library archives. Due to new state laws regarding board governance, accounting for the library has moved from the General Fund to its own Special Revenue account to better track Maintenance of Effort.

Revenue by Fund

Budgeted and Historical 2025 Revenue by Fund

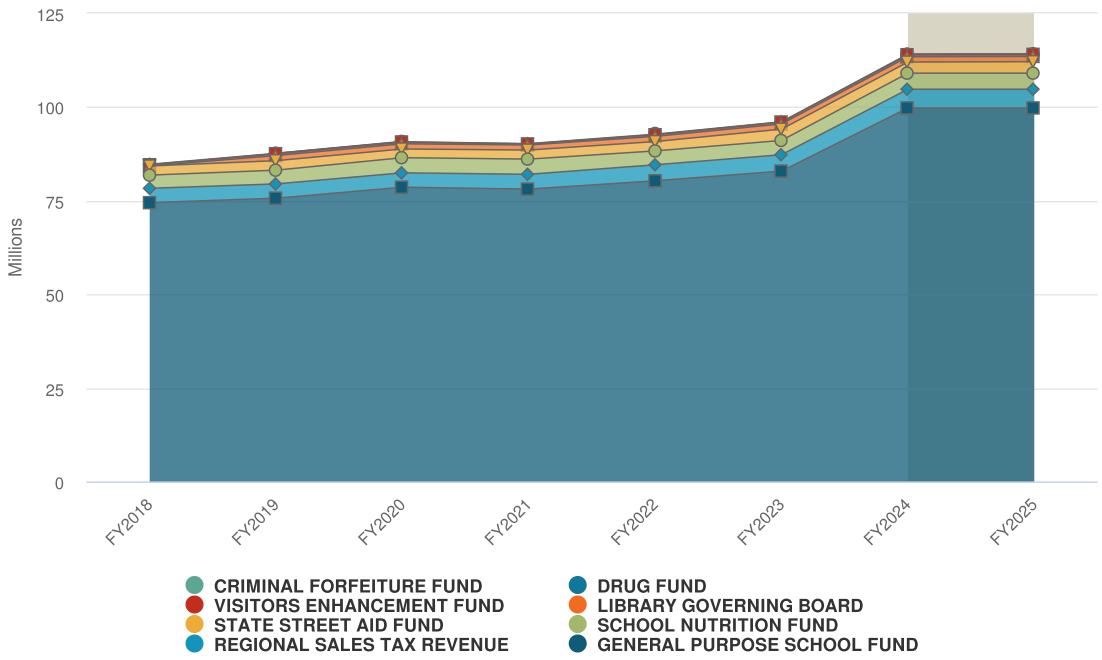


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
STATE STREET AID FUND	$2,495,735	$3,017,327	$2,966,700	$3,038,198	$3,066,700
CRIMINAL FORFEITURE FUND	$1,802	$46,366	$6,000	$13,063	$6,000
DRUG FUND	$244,850	$155,347	$157,100	$72,317	$157,100
REGIONAL SALES TAX REVENUE	$4,578,119	$4,909,582	$5,000,000	$4,831,369	$5,000,000
VISITORS ENHANCEMENT FUND	$510,280	$562,443	$550,000	$526,873	$550,000
LIBRARY GOVERNING BOARD	$1,374,900	$1,405,704	$1,408,400	$1,409,228	$1,408,400
GENERAL PURPOSE SCHOOL FUND	$85,110,765	$80,728,372	$99,778,800	$98,197,983	$98,532,250
SCHOOL NUTRITION FUND	$5,047,482	$4,499,397	$4,287,800	$4,569,170	$4,850,000
Total:	**$99,363,934**	**$95,324,538**	**$114,154,800**	**$112,658,200**	**$113,570,450**

Expenditures by Fund

Budgeted and Historical 2025 Expenditures by Fund



Grey background indicates budgeted figures.

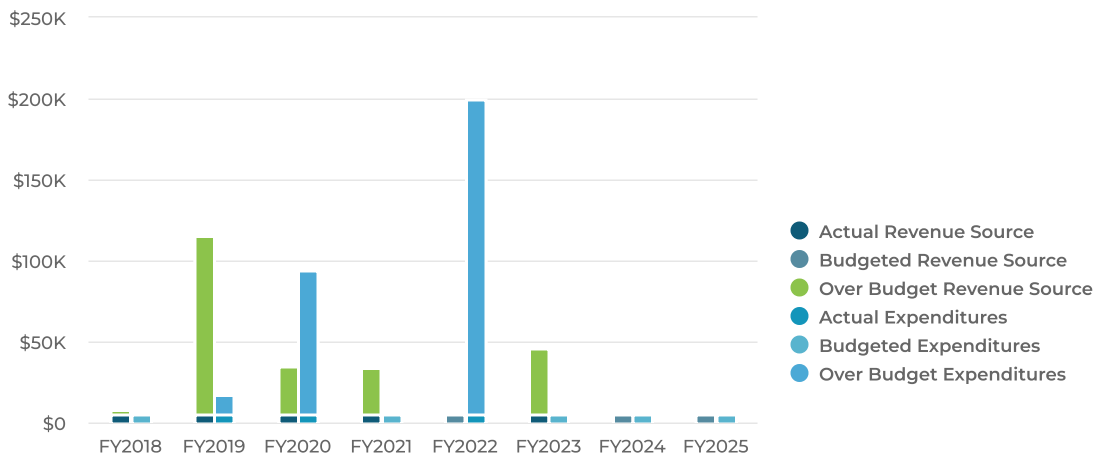
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
STATE STREET AID FUND	$2,501,493	$3,017,327	$2,966,700	$3,026,974	$3,066,700
CRIMINAL FORFEITURE FUND	$200,000	$0	$6,000	-$5,877	$6,000
DRUG FUND	$151,580	$54,376	$157,100	$73,810	$157,100
REGIONAL SALES TAX REVENUE	$4,276,272	$4,380,424	$5,000,000	$5,670,057	$5,000,000
VISITORS ENHANCEMENT FUND	$437,926	$508,549	$550,000	$496,291	$550,000
LIBRARY GOVERNING BOARD	$1,379,228	$1,392,206	$1,408,400	$1,195,798	$1,408,400
GENERAL PURPOSE SCHOOL FUND	$80,319,468	$82,908,645	$99,778,800	$96,287,793	$98,532,250
SCHOOL NUTRITION FUND	$3,698,530	$3,810,128	$4,287,800	$5,190,261	$4,850,000
Total:	**$92,964,498**	**$96,071,654**	**$114,154,800**	**$111,935,107**	**$113,570,450**

Criminal Forfeiture Fund

Accounts for seized property and money awarded through the courts resulting from law enforcement actions against all illegal activities except seizures resulting from illegal drug enforcement. Additionally, this fund accounts for funds received from the US Department of Justice under the Equitable Sharing of Federally Forfeited Property program.

Summary

City of Kingsport is projecting $6K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $6K in FY2025.



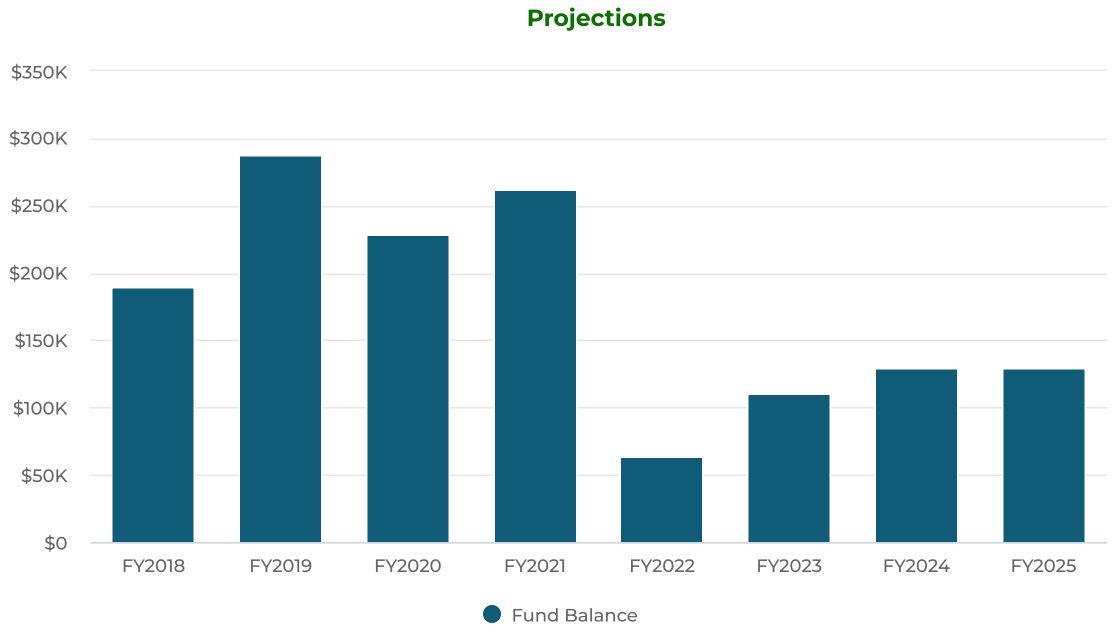
Criminal Forfeiture Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$262,193**	**$63,995**	**$110,362**	**$110,362**	**$129,302**
Revenues					
FINES & COSTS	$1,730	$45,257	$6,000	$9,975	$6,000
OTHER REVENUES	$72	$1,110	$0	$3,088	$0
Total Revenues:	**$1,802**	**$46,366**	**$6,000**	**$13,063**	**$6,000**
Expenditures					
OTHER EXPENSES					
POLICE DEPARTMENT	$0	$0	$6,000	$0	$6,000
Total OTHER EXPENSES:	**$0**	**$0**	**$6,000**	**$0**	**$6,000**
TRANSFERS					
MISC GOVERNMENT SERVICES	$200,000	$0	$0	-$5,877	$0
Total TRANSFERS:	**$200,000**	**$0**	**$0**	**-$5,877**	**$0**
Total Expenditures:	**$200,000**	**$0**	**$6,000**	**-$5,877**	**$6,000**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Total Revenues Less Expenditures:	-$198,198	$46,366	$0	$18,939	$0
Ending Fund Balance:	$63,995	$110,361	$110,362	$129,301	$129,302

Funding from the State of Tennessee is for fines and forfeitures from enforcement of criminal statues such as gambling and is not considered to be an annual revenue source. Contribution revenue comes from general fund budget based on forfeitures. From Federal Government represents revenues derived from seizures of property through federal court asset forfeiture.

Fund Balance



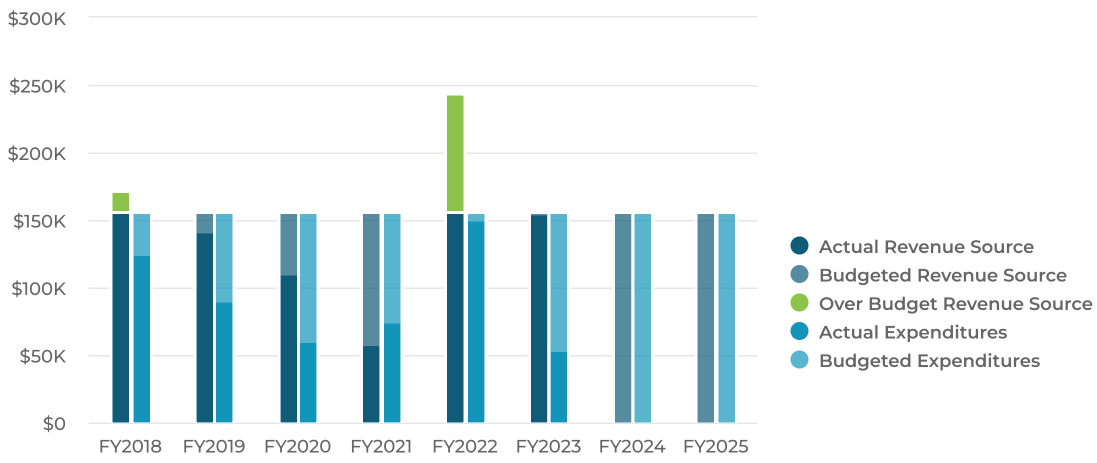
Financial Summary	FY2023
Fund Balance	—
Committed	$0
Restricted	$0
Total Fund Balance:	**$0**

Drug Fund

Accounts for revenue received from fines and property confiscated from individuals involved in illegal drug activities and grant funds. These funds are earmarked for drug enforcement activities in compliance with state laws and regulations.

Summary

City of Kingsport is projecting $157.1K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $157.1K in FY2025.



REVENUES:

Drug fines/forfeitures are derived from enforcement of anti-drug laws. Contribution revenues come from private citizens and corporations. Judicial district drug funds are derived from grants to participating agencies. Funding from the State of Tennessee is not considered to be an annual revenue source.

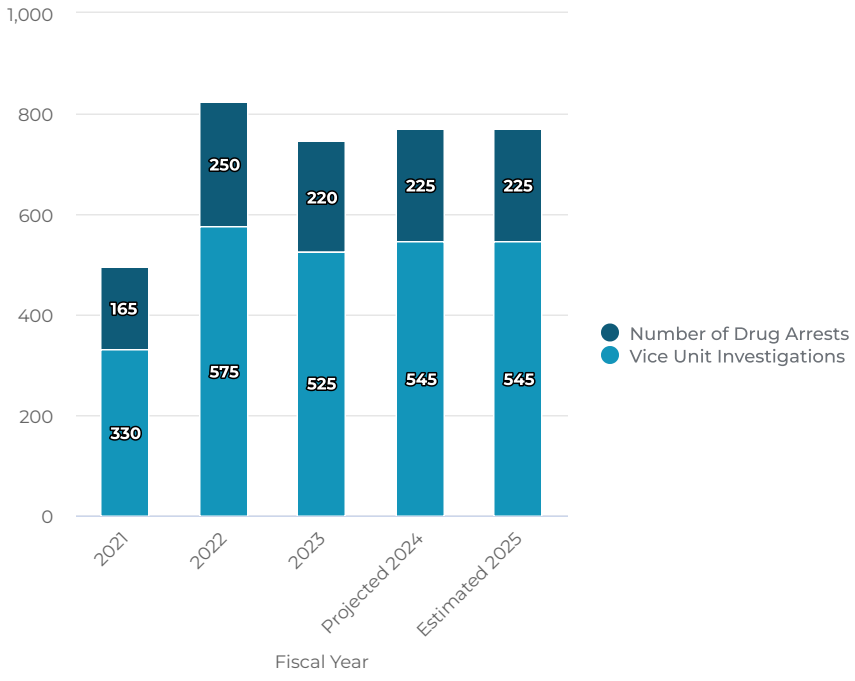
EXPENDITURES:

The majority of funding is used to assist the police department in conducting drug investigations. There are no personnel allocated to this fund.

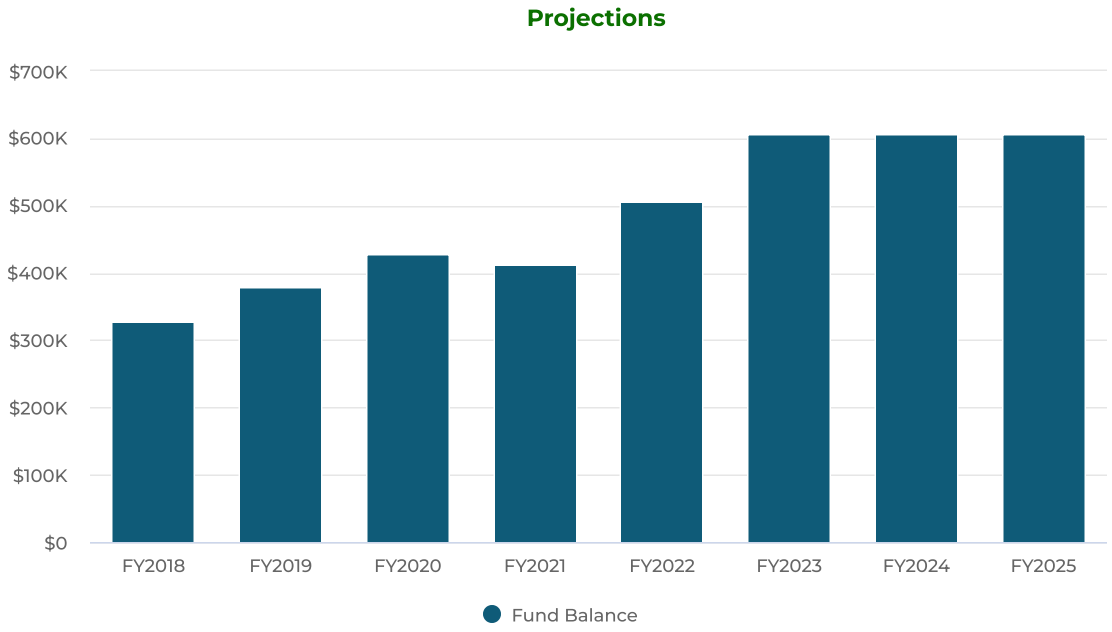
Drug Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$412,459**	**$505,729**	**$607,237**	**$607,237**	**$605,743**
Revenues					
INTERGOVERNMENTAL REVENUE	$5,320	$5,906	$5,000	$5,369	$5,000
FINES & COSTS	$239,530	$149,191	$152,100	$66,948	$152,100
OTHER REVENUES	$0	$250	$0		$0
Total Revenues:	**$244,850**	**$155,347**	**$157,100**	**$72,317**	**$157,100**
Expenditures					
PERSONNEL SERVICES	$0	$0	$10,000	$0	$10,000
CONTRACTUAL SERVICES	$11,363	$10,400	$14,600	$9,930	$14,600
COMMODITIES	$28,217	$17,476	$37,500	$28,775	$37,500
OTHER EXPENSES	$12,000	$20,000	$45,000	$12,000	$45,000
TRANSFERS	$100,000	$0	$0	-$2,894	$0
CAPITAL OUTLAY	$0	$6,500	$50,000	$26,000	$50,000
Total Expenditures:	**$151,580**	**$54,376**	**$157,100**	**$73,810**	**$157,100**
Total Revenues Less Expenditures:	**$93,270**	**$100,971**	**$0**	**-$1,494**	**$0**
Ending Fund Balance:	**$505,729**	**$606,700**	**$607,237**	**$605,743**	**$605,743**

Performance Indicators



Fund Balance

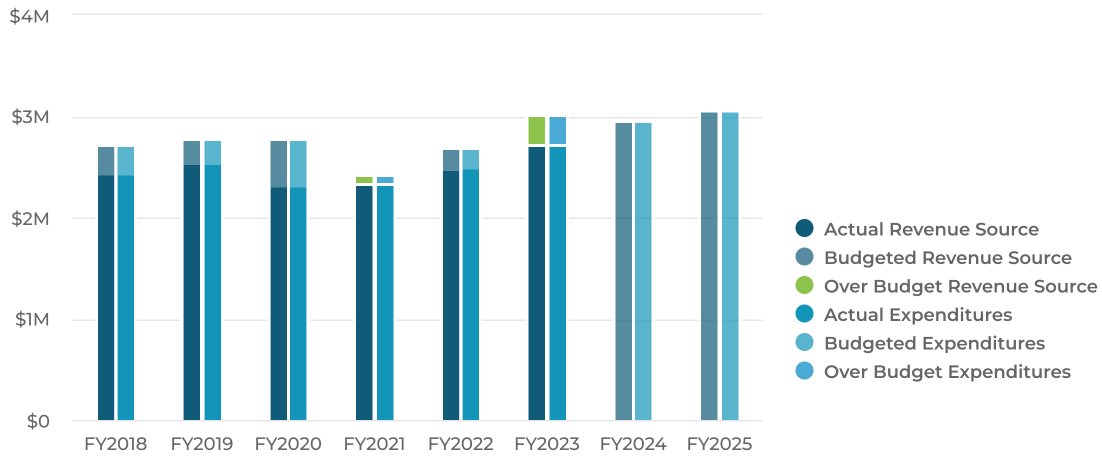


State Street Aid Fund

Accounts for shared revenues derived from state gasoline taxes.

Summary

City of Kingsport is projecting $3.07M of revenue in FY2025, which represents a 3.4% increase over the prior year. Budgeted expenditures are projected to increase by 3.4% or $100K to $3.07M in FY2025.

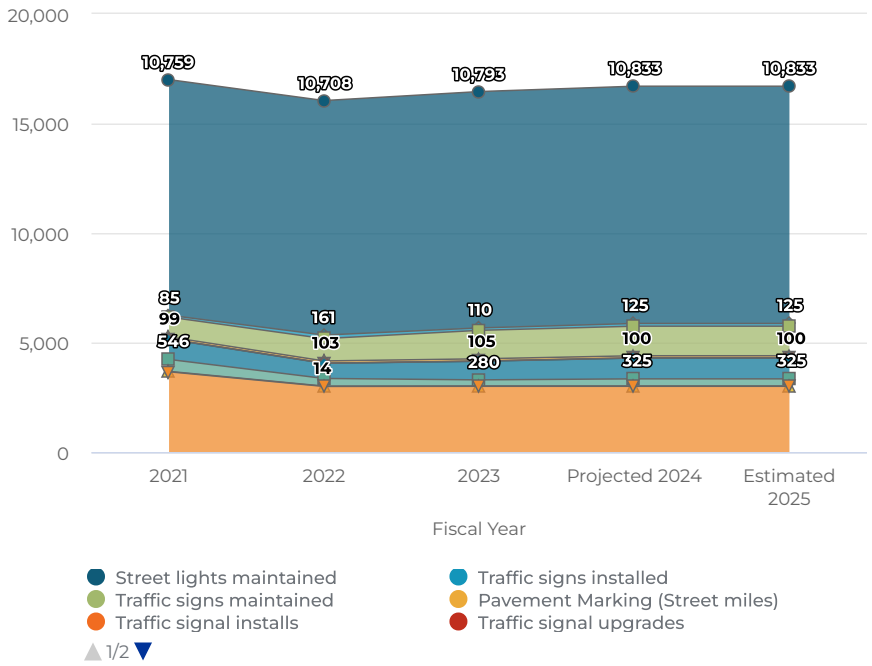


State of Tennessee revenues are provided to the City from the state gasoline tax. Revenue growth has been small on an annual basis. State shared taxes do not appear threatened this fiscal year.

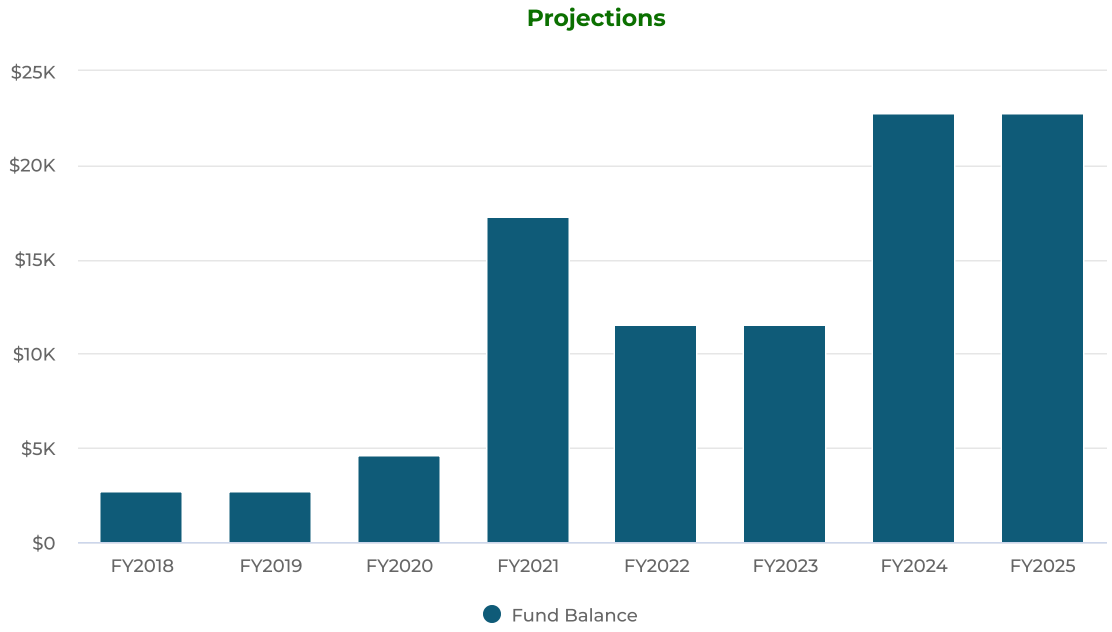
State Street Aid Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$17,300**	**$11,543**	**$11,543**	**$11,543**	**$22,767**
Revenues					
INTERGOVERNMENTAL REVENUE	$1,929,067	$1,926,024	$1,940,500	$1,949,224	$1,940,450
TRANSFERS	$566,668	$1,091,303	$1,026,200	$1,088,974	$1,126,250
Total Revenues:	**$2,495,735**	**$3,017,327**	**$2,966,700**	**$3,038,198**	**$3,066,700**
Expenditures					
CONTRACTUAL SERVICES	$1,927,710	$2,328,777	$2,365,000	$2,269,932	$2,420,000
COMMODITIES	$522,501	$557,992	$571,700	$637,376	$616,700
OTHER EXPENSES	$15,608	$44,938	$30,000	$55,303	$30,000
CAPITAL OUTLAY	$35,674	$85,621	$0	$64,364	$0
Total Expenditures:	**$2,501,493**	**$3,017,327**	**$2,966,700**	**$3,026,974**	**$3,066,700**
Total Revenues Less Expenditures:	**-$5,757**	**$0**	**$0**	**$11,224**	**$0**
Ending Fund Balance:	**$11,543**	**$11,543**	**$11,543**	**$22,767**	**$22,767**

Performance Indicators



Fund Balance



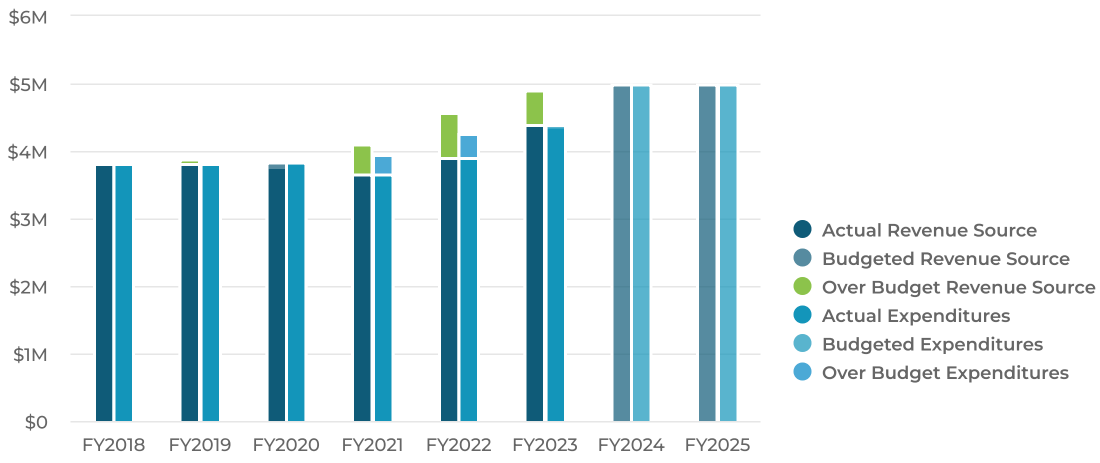
Financial Summary	FY2023
Fund Balance	—
Restricted	$0
Total Fund Balance:	**$0**

Regional Sales Tax Fund

Accounts for the proceeds from a $0.0025 local sales tax previously approved by local referendum. These funds are earmarked for the retirement of debt issued to fund construction of the Meadowview Conference Resort and Convention Center and to support the operations of the facility.

Summary

City of Kingsport is projecting $5M of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $5M in FY2025.



MISSION

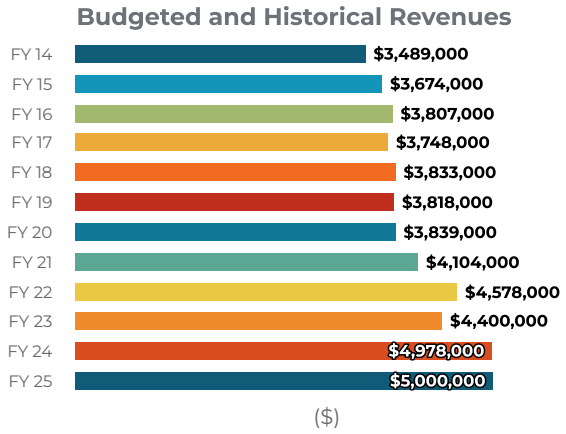
To provide for the financing of the debt, annual operating expenses and long term maintenance needs of the MeadowView Convention and Conference Center.

Regional Sales Tax Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$582,940**	**$884,788**	**$1,413,946**	**$1,413,946**	**$575,259**
Revenues					
TAXES					
CONFERENCE CENTER / CONFERENCE CENTER	$4,577,996	$4,892,083	$5,000,000	$4,809,227	$5,000,000
Total TAXES:	**$4,577,996**	**$4,892,083**	**$5,000,000**	**$4,809,227**	**$5,000,000**
OTHER REVENUES					
EARNINGS ON INVESTMENTS / EARNINGS ON INVESTMENTS	$124	$17,480	$0	$20,766	$0
INT LGIP / INT LGIP	$0	$20	$0	$1,377	$0
Total OTHER REVENUES:	**$124**	**$17,499**	**$0**	**$22,143**	**$0**
Total Revenues:	**$4,578,119**	**$4,909,582**	**$5,000,000**	**$4,831,369**	**$5,000,000**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Expenditures					
TRANSFERS					
TRANSFERS / TO MEADOWVIEW FUND	$2,096,695	$2,413,355	$2,250,000	$2,627,327	$2,250,000
TRANSFERS / TO CATTAILS @ MEADOWVIEW	$116,547	$149,344	$250,000	$626,347	$250,000
TRANSFERS / AQUATIC CENTER FUND	$2,063,030	$1,817,725	$2,500,000	$2,416,383	$2,500,000
Total TRANSFERS:	**$4,276,272**	**$4,380,424**	**$5,000,000**	**$5,670,057**	**$5,000,000**
Total Expenditures:	**$4,276,272**	**$4,380,424**	**$5,000,000**	**$5,670,057**	**$5,000,000**
Total Revenues Less Expenditures:	**$301,847**	**$529,158**	**$0**	**-$838,688**	**$0**
Ending Fund Balance:	**$884,787**	**$1,413,946**	**$1,413,946**	**$575,258**	**$575,259**

Regional Sales Tax Revenues

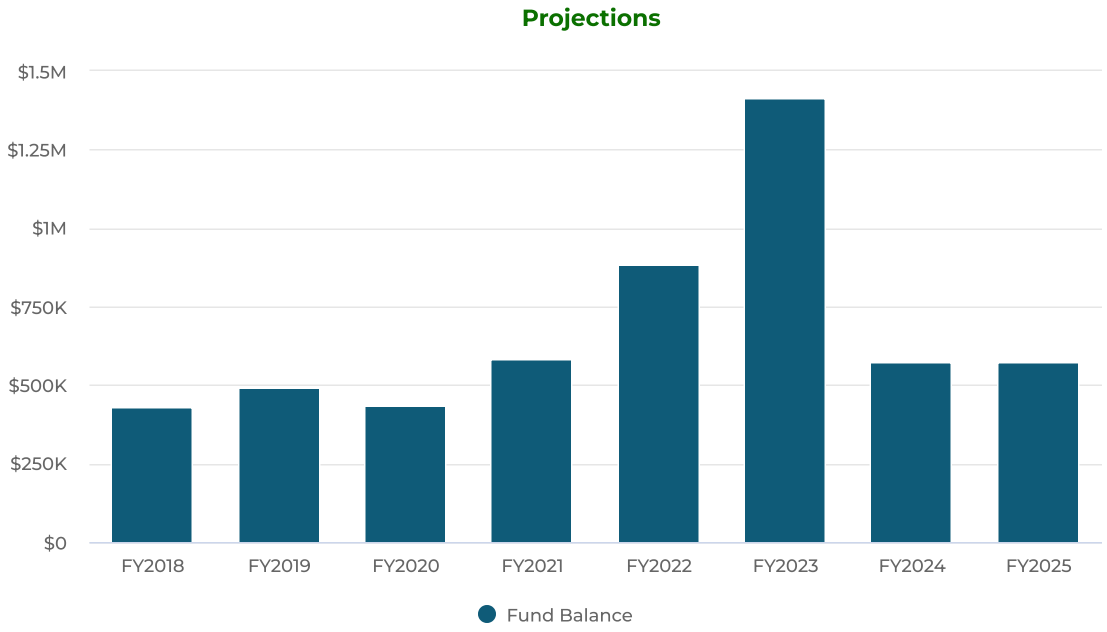


- **Local option sales tax**, a .0025 cent tax approved by the voters, provides funding for the Meadowview Convention and Conference Center (MVCC) and was first collected in September 1993. Its revenue stream is dependent on the economy. This income stream has been steadily growing, with the exception of FY99. The charts and graphs in this section describe the activities of the fund. Early years of budgeting were significantly off target for revenues received; however, that is reflective of the policy that only budgeted for debt service for the Conference Center. Beginning in FY01, General Fund allocations to the Conference Center and Golf Course were reduced and ultimately eliminated in favor of the Regional Sales Tax funding for these expenses.

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	*FY25
REVENUES	$3,674	$3,807	$3,748	$3,833	$3,818	$3,839	$4,104	$4,578	$4,400	$4,978	$5,000

**Budgeted Regional Sales Tax Revenues*

Fund Balance

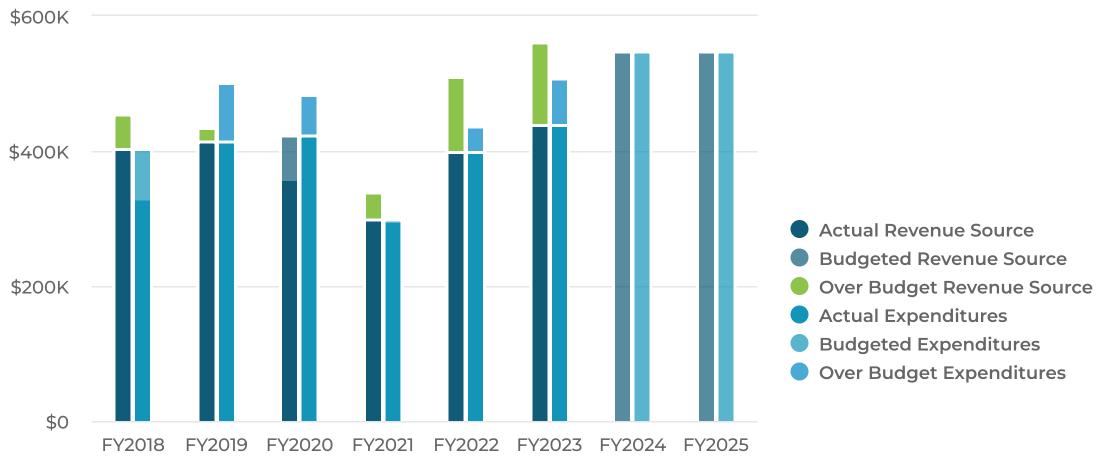


Visitors Enhancement Fund

Accounts for twenty-five percent of the revenues from the hotel/motel tax to support tourism.

Summary

City of Kingsport is projecting $550K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $550K in FY2025.

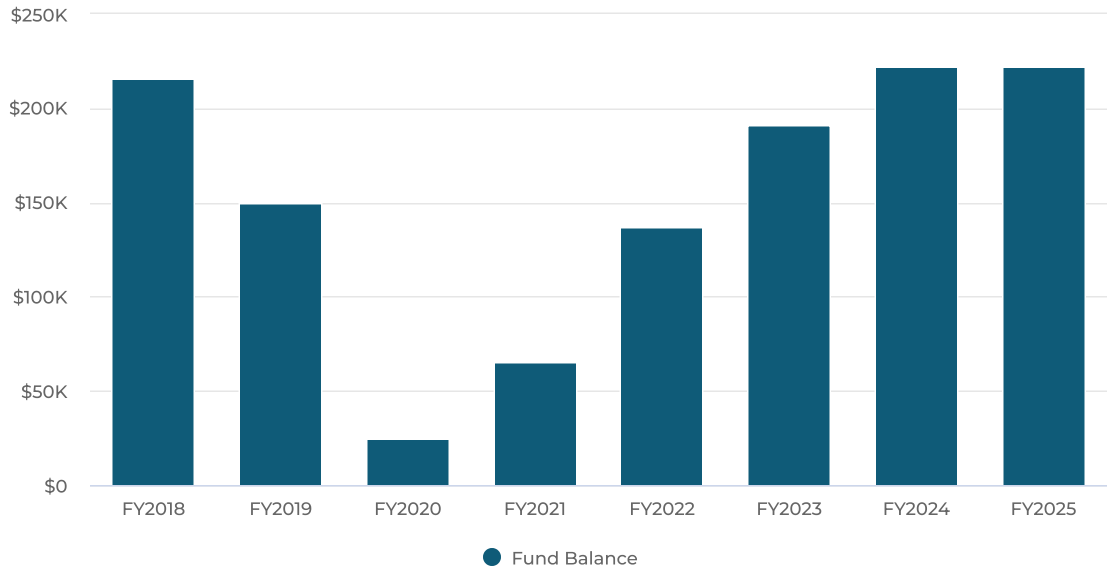


Visitors Enhancement Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$64,942**	**$137,296**	**$191,191**	**$191,191**	**$221,773**
Revenues					
TAXES	$510,280	$562,443	$550,000	$526,873	$550,000
Total Revenues:	**$510,280**	**$562,443**	**$550,000**	**$526,873**	**$550,000**
Expenditures					
CONTRACTUAL SERVICES	$68,845	$208,159	$0	$45,000	$0
COMMODITIES	$75,000	$0	$0	$3,050	$0
TRANSFERS	$264,081	$285,240	$0	$323,241	$0
SUBSIDIES & CONTRIBUTION	$30,000	$15,150	$75,000	$125,000	$295,000
CAPITAL OUTLAY	$0	$0	$475,000	$0	$255,000
Total Expenditures:	**$437,926**	**$508,549**	**$550,000**	**$496,291**	**$550,000**
Total Revenues Less Expenditures:	**$72,354**	**$53,894**	**$0**	**$30,582**	**$0**
Ending Fund Balance:	**$137,296**	**$191,190**	**$191,191**	**$221,773**	**$221,773**

Fund Balance

Projections

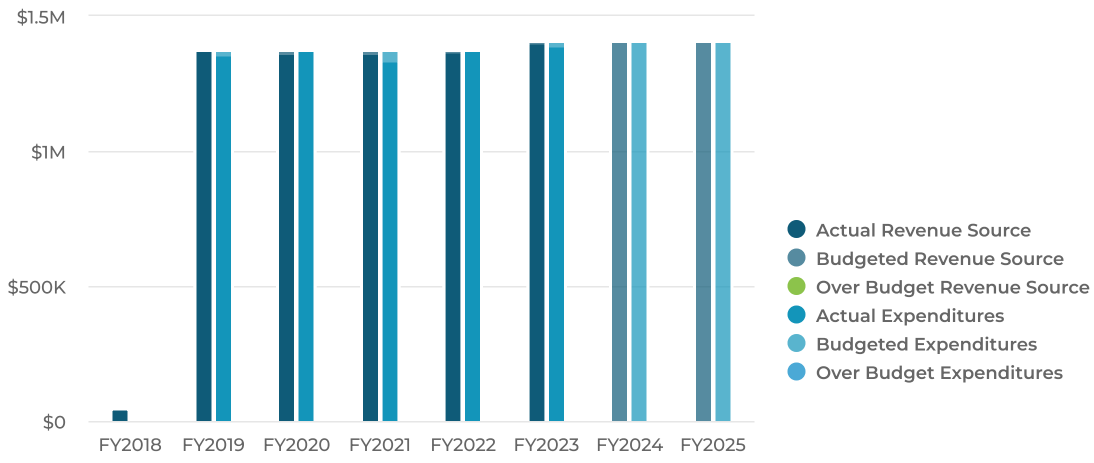


Library Governing Board

Accounts for the administration and operations of the Kingsport Public Library and the Library archives. Due to new state laws regarding board governance, accounting for the library has moved from the General Fund to its own Special Revenue fund to better account for Maintenance of Effort.

Summary

City of Kingsport is projecting $1.41M of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $1.41M in FY2025.





Kingsport Public Library

Library Governing Board Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$70,046**	**$65,717**	**$79,207**	**$79,207**	**$292,636**
Revenues					
INTERGOVERNMENTAL REVENUE	$15,000	$15,000	$15,000	$15,000	$15,000
CHARGES FOR SERVICES	$8,805	$8,329	$7,900	$9,355	$8,700
FINES & COSTS	$9,170	$10,694	$9,000	$9,436	$9,700
OTHER REVENUES	$13,025	-$3,319	$1,500	$436	$0
TRANSFERS	$1,328,900	$1,375,000	$1,375,000	$1,375,000	$1,375,000
Total Revenues:	**$1,374,900**	**$1,405,704**	**$1,408,400**	**$1,409,228**	**$1,408,400**
Expenditures					
PERSONNEL SERVICES	$1,080,389	$1,072,997	$1,196,100	$958,076	$1,292,200
CONTRACTUAL SERVICES	$270,456	$301,037	$182,400	$213,943	$86,300
COMMODITIES	$18,095	$14,523	$26,200	$20,103	$26,200
OTHER EXPENSES	$4,288	$3,649	$3,700	$3,677	$3,700
CAPITAL OUTLAY	$6,000	$0	$0		$0
Total Expenditures:	**$1,379,228**	**$1,392,206**	**$1,408,400**	**$1,195,798**	**$1,408,400**
Total Revenues Less Expenditures:	**-$4,329**	**$13,499**	**$0**	**$213,430**	**$0**
Ending Fund Balance:	**$65,717**	**$79,216**	**$79,207**	**$292,637**	**$292,636**

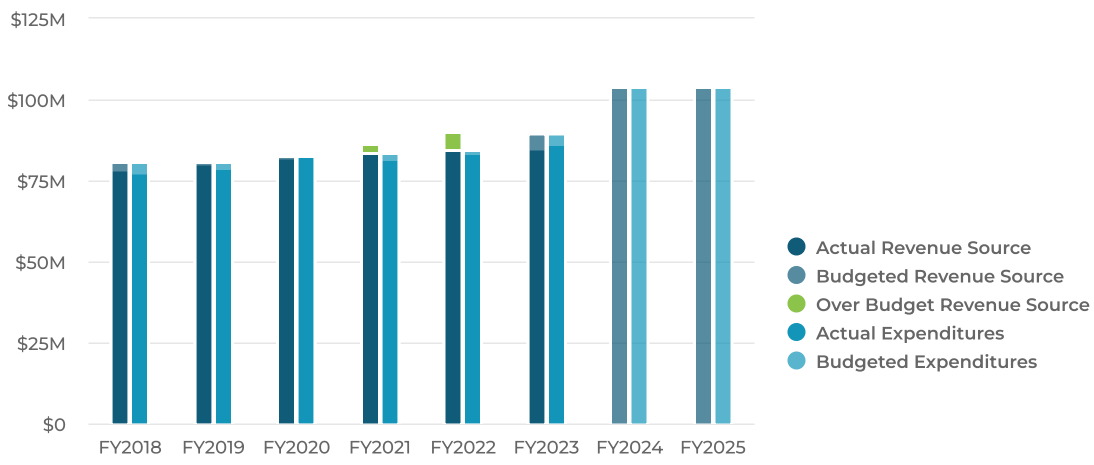
Public School Funds

MISSION

The mission of Kingsport City Schools is to provide a student-focused and world-class education that ensures college and career readiness for all students.

Summary

City of Kingsport is projecting $104.07M of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $104.07M in FY2025.



Public School Funds include the following funds:

- **General Purpose School Fund -141** – accounts for administration, instructional, operational and capital costs of the City-operated schools, except for the food service program and specific academic programs.
- **School Public Law 93-380 Fund – 142** – accounts for federal grants used for instruction and other educational purposes.
- **Special School Projects Fund - 145** – accounts for federal and state grants used for instruction and other educational purposes.
- **School Food and Nutrition Services - 147** – accounts for the administration, operations and capital costs of providing food services to students and faculty.

Kingsport City Schools

Pre-K:
Palmer Early Learning Center

Elementary Schools:
John Adams Elementary School
Andrew Jackson Elementary School
Thomas Jefferson Elementary School
Andrew Johnson Elementary School
John F. Kennedy Elementary School
Abraham Lincoln Elementary School
Theodore Roosevelt Elementary School
George Washington Elementary School

Middle Schools:
Ross N. Robinson Middle School
John Sevier Middle School

High School:
Dobyns-Bennett High School
D-B EXCEL Program

Alternative School:
Cora Cox Academy



Strategic Performance

- Plan, teach, assess, and evaluate to inform instructional practices through the use of the 4 critical questions.
- Incorporate problem-solving and innovation in teaching and learning.
- Guide teaching and learning using internationally benchmarked standards.
- Seek to understand and engage our families and community.
- Recruit, retain, and develop highly competent educators.
- Build leadership capacity within our educational community.
- Offer a rigorous, comprehensive, engaging, and vertically-aligned curriculum.
- Engage students in learning through the use of transformative tools and innovative practices.
- Actively engage and serve our families and community.
- Promote and support exemplary leadership through career progression and succession planning.
- Provide personalized professional learning opportunities for all employees.
- Promote collaboration through the utilization of professional learning communities.
- Support and sustain the organization with a performance improvement system.

Kingsport City Schools™
Inspire. Cultivate. Impact.

Public School Funds Comprehensive Summary

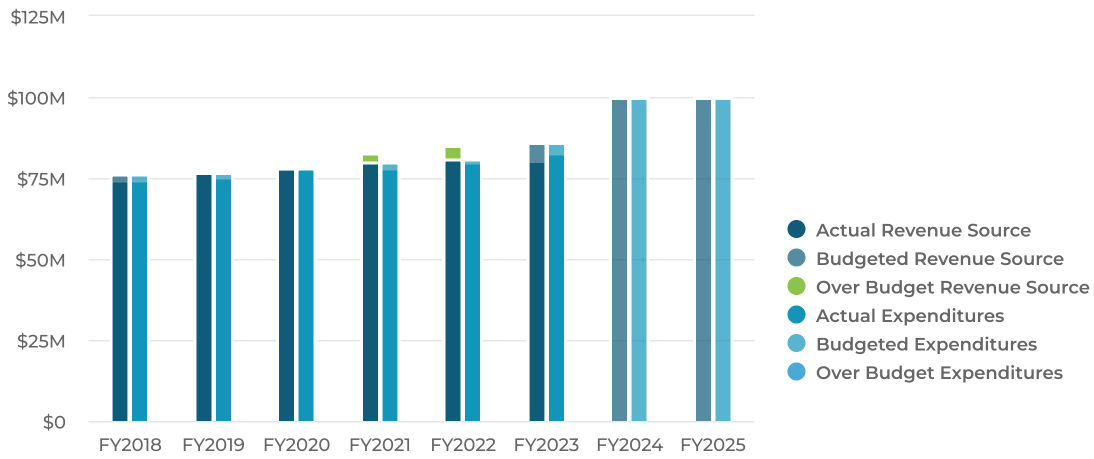
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$15,158,192**	**$21,298,440**	**$17,801,039**	**$17,801,039**	**$19,090,142**
Revenues					
INTERGOVERNMENTAL REVENUE	$72,937,383	$68,111,719	$84,499,700	$83,239,703	$83,319,100
CHARGES FOR SERVICES	$1,956,926	$2,721,355	$2,833,050	$2,880,817	$2,989,700
OTHER REVENUES	$1,267,525	$817,319	$803,950	$1,627,875	$960,000
TRANSFERS	$13,996,414	$13,577,376	$15,929,900	$15,018,758	$16,113,450
Total Revenues:	**$90,158,248**	**$85,227,768**	**$104,066,600**	**$102,767,153**	**$103,382,250**
Expenditures					
UNASSIGNED					
INSTRUCTION	$47,214,603	$41,382,309	$54,646,900	$52,354,321	$55,719,374
SUPPORT SERVICES	$26,384,633	$26,988,089	$35,200,100	$32,513,921	$35,229,056
NON-INSTRUCTIONAL SERVICE	$4,804,824	$5,092,503	$5,878,600	$6,597,294	$6,425,550
CAPITAL OUTLAY	$576,287	$479,927	$2,647,000	$852,275	$907,270
DEBT SERVICE	$3,321,877	$3,850,442	$4,524,000	$4,511,935	$4,971,000
OTHER USES	$1,715,775	$8,925,503	$1,170,000	$4,639,689	$130,000
Total UNASSIGNED:	**$84,017,998**	**$86,718,773**	**$104,066,600**	**$101,469,436**	**$103,382,250**
COMMODITIES					
NON-INSTRUCTIONAL SERVICE				$8,618	
Total COMMODITIES:				**$8,618**	
Total Expenditures:	**$84,017,998**	**$86,718,773**	**$104,066,600**	**$101,478,053**	**$103,382,250**
Total Revenues Less Expenditures:	**$6,140,249**	**-$1,491,005**	**$0**	**$1,289,100**	**$0**
Ending Fund Balance:	**$21,298,441**	**$19,807,435**	**$17,801,039**	**$19,090,139**	**$19,090,142**

General Purpose School Fund

Accounts for administration, instructional, operational and capital costs of the City-operated schools, except for the food service program and specific academic programs.

Summary

City of Kingsport is projecting $99.78M of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $99.78M in FY2025.

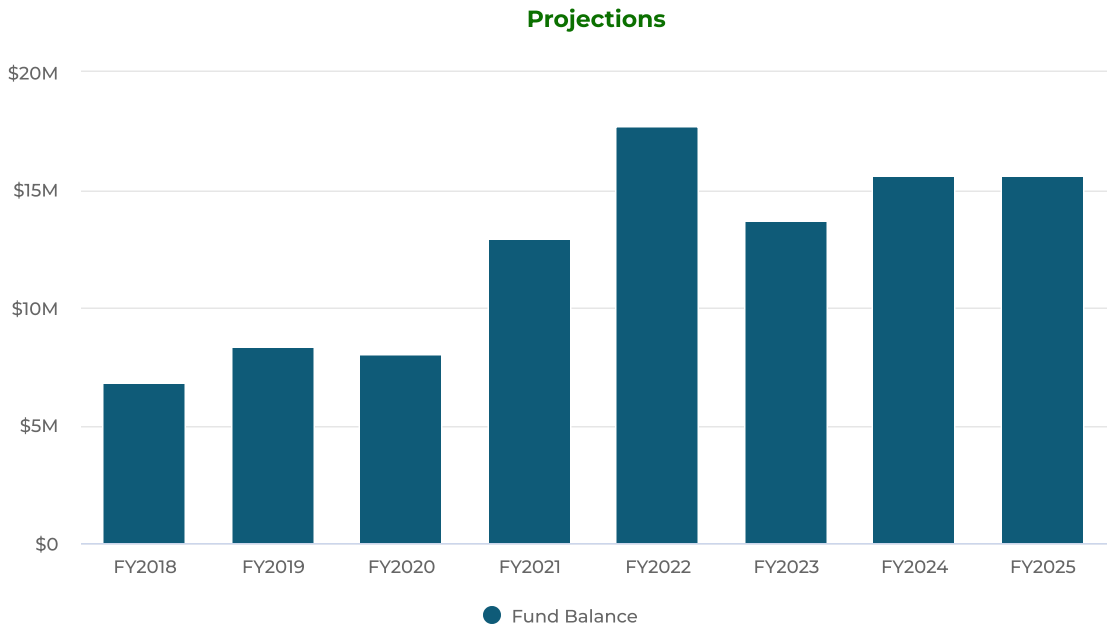


General Purpose School Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$12,915,883**	**$17,707,179**	**$13,663,087**	**$13,663,087**	**$15,573,280**
Revenues					
INTERGOVERNMENTAL REVENUE	$68,203,340	$64,768,314	$81,112,700	$79,856,802	$79,974,100
CHARGES FOR SERVICES	$1,652,083	$1,618,311	$1,936,200	$1,711,472	$1,849,700
OTHER REVENUES	$1,258,929	$764,372	$800,000	$1,610,952	$945,000
TRANSFERS	$13,996,414	$13,577,376	$15,929,900	$15,018,758	$15,763,450
Total Revenues:	**$85,110,765**	**$80,728,372**	**$99,778,800**	**$98,197,983**	**$98,532,250**
Expenditures					
UNASSIGNED					
INSTRUCTION	$47,214,603	$41,382,309	$54,646,900	$52,354,321	$55,719,374
SUPPORT SERVICES	$26,384,633	$26,988,089	$35,200,100	$32,513,921	$35,229,056
NON-INSTRUCTIONAL SERVICE	$1,106,293	$1,282,374	$1,590,800	$1,415,651	$1,575,550
CAPITAL OUTLAY	$576,287	$479,927	$2,647,000	$852,275	$907,270
DEBT SERVICE	$3,321,877	$3,850,442	$4,524,000	$4,511,935	$4,971,000
OTHER USES	$1,715,775	$8,925,503	$1,170,000	$4,639,689	$130,000

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Total UNASSIGNED:	$80,319,468	$82,908,645	$99,778,800	$96,287,793	$98,532,250
Total Expenditures:	$80,319,468	$82,908,645	$99,778,800	$96,287,793	$98,532,250
Total Revenues Less Expenditures:	$4,791,297	-$2,180,273	$0	$1,910,191	$0
Ending Fund Balance:	$17,707,180	$15,526,906	$13,663,087	$15,573,278	$15,573,280

Fund Balance

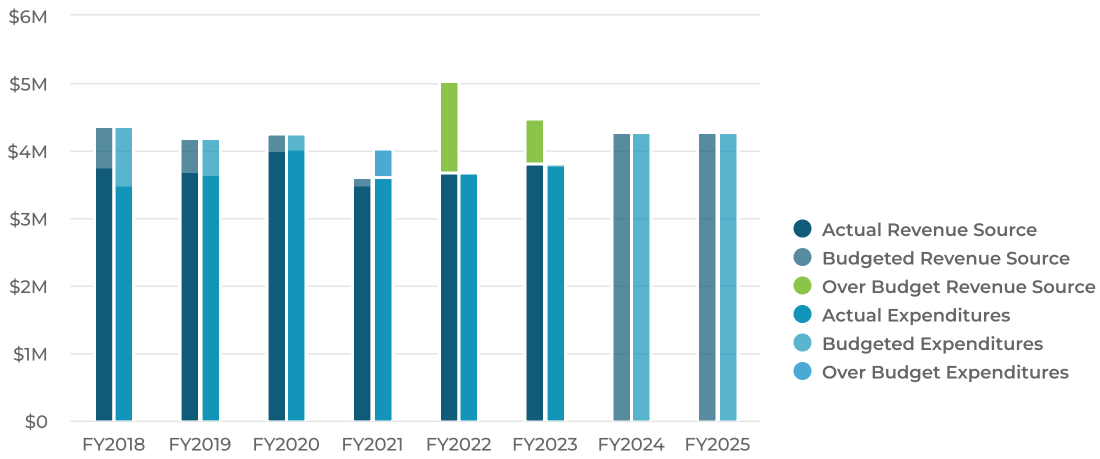


School Nutrition Fund

Accounts for the administration, operations and capital costs of providing food services to students and faculty.

Summary

City of Kingsport is projecting $4.29M of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $4.29M in FY2025.

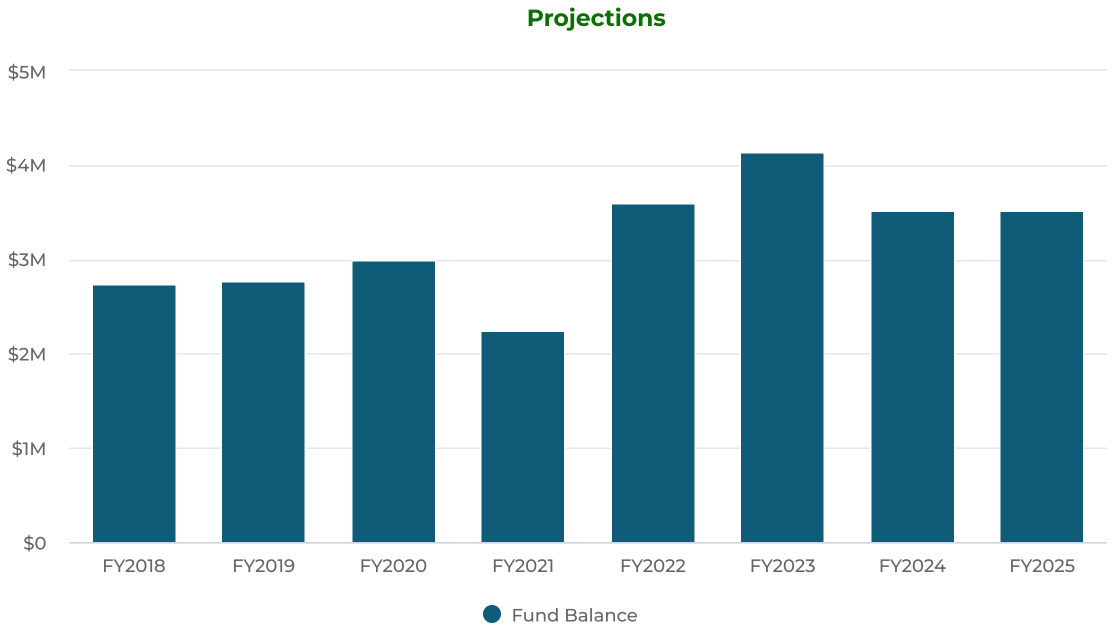


School Nutrition Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$2,242,309**	**$3,591,261**	**$4,137,952**	**$4,137,952**	**$3,516,862**
Revenues					
INTERGOVERNMENTAL REVENUE	$4,734,043	$3,343,405	$3,387,000	$3,382,901	$3,345,000
CHARGES FOR SERVICES	$304,843	$1,103,045	$896,850	$1,169,345	$1,140,000
OTHER REVENUES	$8,596	$52,947	$3,950	$16,923	$15,000
TRANSFERS				$0	$350,000
Total Revenues:	**$5,047,482**	**$4,499,397**	**$4,287,800**	**$4,569,170**	**$4,850,000**
Expenditures					
UNASSIGNED					
NON-INSTRUCTIONAL SERVICE	$3,698,530	$3,810,128	$4,287,800	$5,181,643	$4,850,000
Total UNASSIGNED:	**$3,698,530**	**$3,810,128**	**$4,287,800**	**$5,181,643**	**$4,850,000**
COMMODITIES					
NON-INSTRUCTIONAL SERVICE				$8,618	
Total COMMODITIES:				**$8,618**	
Total Expenditures:	**$3,698,530**	**$3,810,128**	**$4,287,800**	**$5,190,261**	**$4,850,000**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Total Revenues Less Expenditures:	$1,348,952	$689,268	$0	-$621,090	$0
Ending Fund Balance:	$3,591,261	$4,280,529	$4,137,952	$3,516,862	$3,516,862

Fund Balance

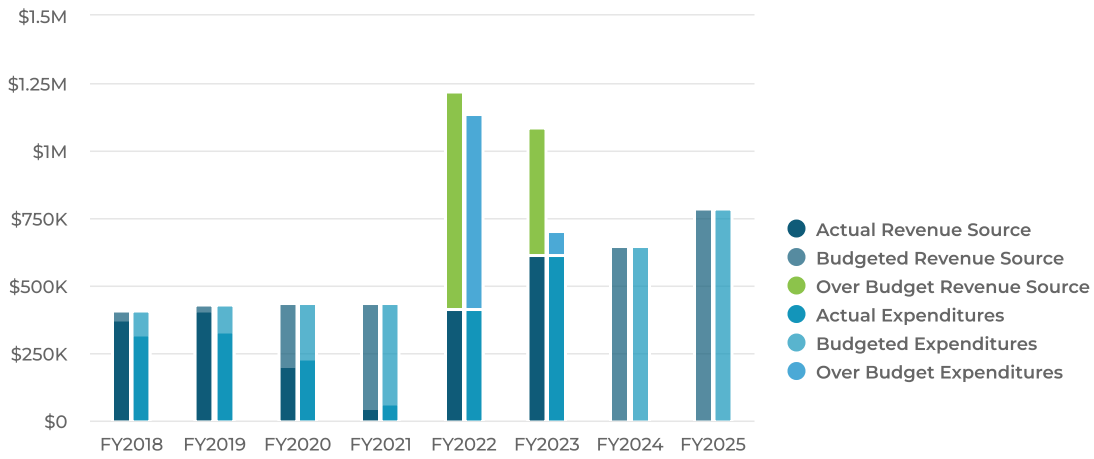


Trust & Agency Funds

Trust & Agency funds are used to account for assets held by the city in a trustee capacity.

Summary

City of Kingsport is projecting $791.11K of revenue in FY2025, which represents a 21.9% increase over the prior year. Budgeted expenditures are projected to increase by 21.9% or $141.95K to $791.11K in FY2025.



Trust & Agency Funds include the following funds:

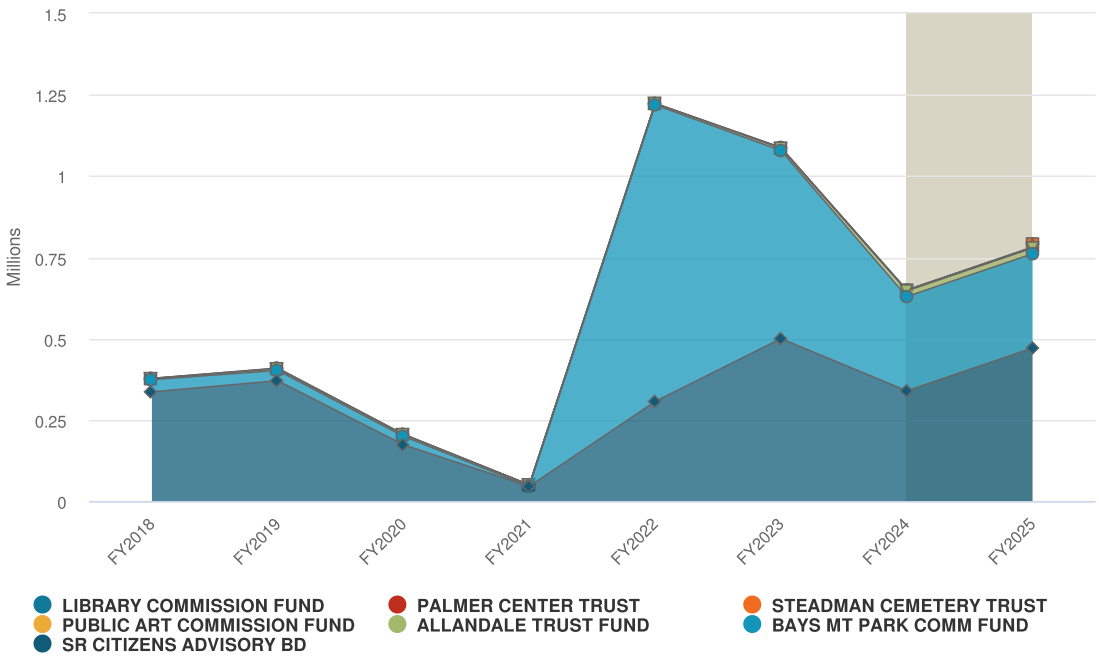
- **Allandale Fund** – Accounts for nonexpendable assets left to the City by the late Harvey Brooks, consisting of his home and other tangible and intangible assets. The Fund's earnings are used for the maintenance and operation of the estate. *This is a non-expendable trust with only investment earnings allowed for expenditure for maintenance.*
- **Bays Mountain Commission Fund** – Accounts for contributions from individuals, civic groups and private corporations for the support and continued development of Bays Mountain Park.
- **Palmer Center Trust Fund** – Accounts for a contribution from the heirs of the late Mary L. Robinson estate, earmarked for the support of educational and other services provided to the physically challenged children by the Palmer Center. *The Palmer Center Trust has seen no activity for years. Disbursements are made at the discretion of the Board of Education.*
- **Public Art Commission Fund** – Accounts for contributions from individuals, civic groups and private corporations for the support and continued development of Cultural Arts.
- **Public Library Commission Fund** – Accounts for contributions from patrons, civic organizations, private corporations and other supporters of the Public Library.
- **Senior Citizens Advisory Board Fund** – Accounts for revenues earned from various programs and events conducted by participating senior citizens and contributions from individuals, civic groups and private corporations.
- **Steadman Cemetery Trust Fund** – accounts for a contribution from the heirs of Bonnie M. Steadman to provide for the maintenance of the Steadman family cemetery. *This is the old Shipley Cemetery, located on Mountclair Drive.*

Trust & Agency Funds Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$723,097**	**$805,792**	**$1,177,737**	**$1,177,737**	**$1,291,500**
Revenues					
CHARGES FOR SERVICES	$364,299	$682,117	$568,200	$748,194	$562,200
OTHER REVENUES	$859,111	$405,869	$65,460	$313,851	$81,510
TRANSFERS	$0	$0	$15,500	$0	$15,500
Total Revenues:	**$1,223,410**	**$1,087,986**	**$649,160**	**$1,062,045**	**$659,210**
Expenditures					
CONTRACTUAL SERVICES	$273,465	$314,234	$361,460	$675,873	$365,510
COMMODITIES	$56,325	$139,971	$239,000	$158,330	$243,000
OTHER EXPENSES	$0	$239	$300	$0	$300
TRANSFERS	$810,925	$250,000	$0	$116,492	$0
CAPITAL OUTLAY	$0	$0	$48,400	$0	$48,400
COST OF SALES		$0	$0	$9,184	$2,000
Total Expenditures:	**$1,140,714**	**$704,443**	**$649,160**	**$959,879**	**$659,210**
Total Revenues Less Expenditures:	**$82,696**	**$383,543**	**$0**	**$102,166**	**$0**
Ending Fund Balance:	**$805,793**	**$1,189,335**	**$1,177,737**	**$1,279,903**	**$1,291,500**

Revenue by Fund

Budgeted and Historical 2025 Revenue by Fund

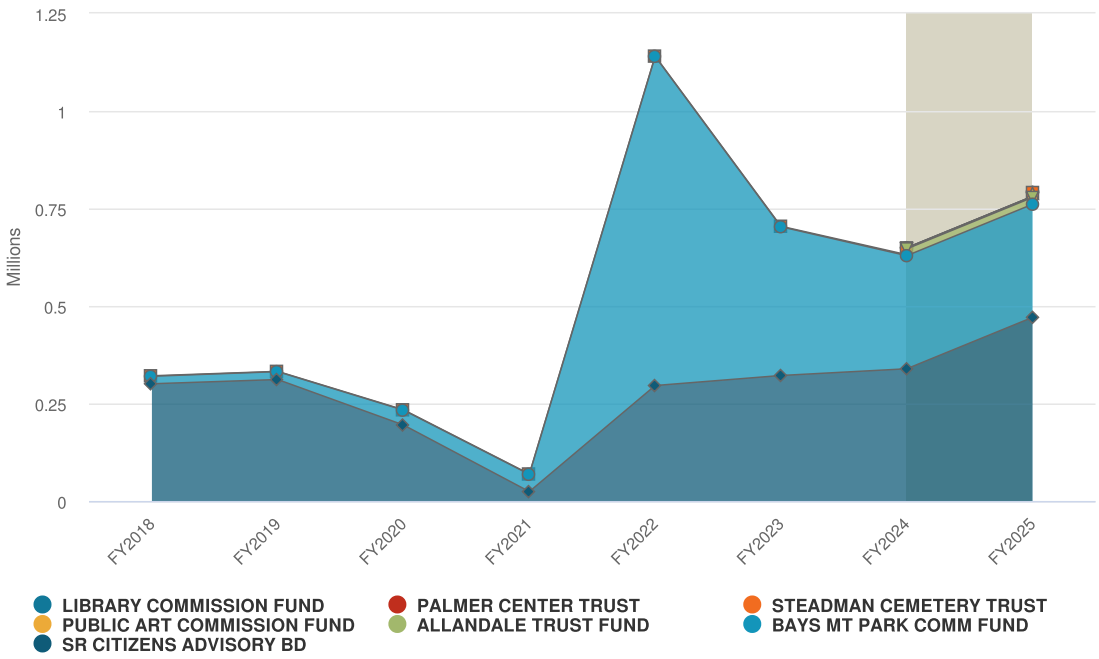


Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
LIBRARY COMMISSION FUND	$9	$164	$10	$249	$10
BAYS MT PARK COMM FUND	$912,626	$578,700	$290,000	$429,512	$290,000
SR CITIZENS ADVISORY BD	$306,281	$499,764	$339,000	$598,084	$339,000
PALMER CENTER TRUST	$145	$2,615	$100	$3,976	$100
PUBLIC ART COMMISSION FUND		$0	$0	$19,826	$10,000
ALLANDALE TRUST FUND	$4,336	$6,546	$17,500	$10,154	$17,500
STEADMAN CEMETERY TRUST	$13	$196	$2,550	$243	$2,600
Total:	**$1,223,410**	**$1,087,986**	**$649,160**	**$1,062,045**	**$659,210**

Expenditures by Fund

Budgeted and Historical 2025 Expenditures by Fund



Grey background indicates budgeted figures.

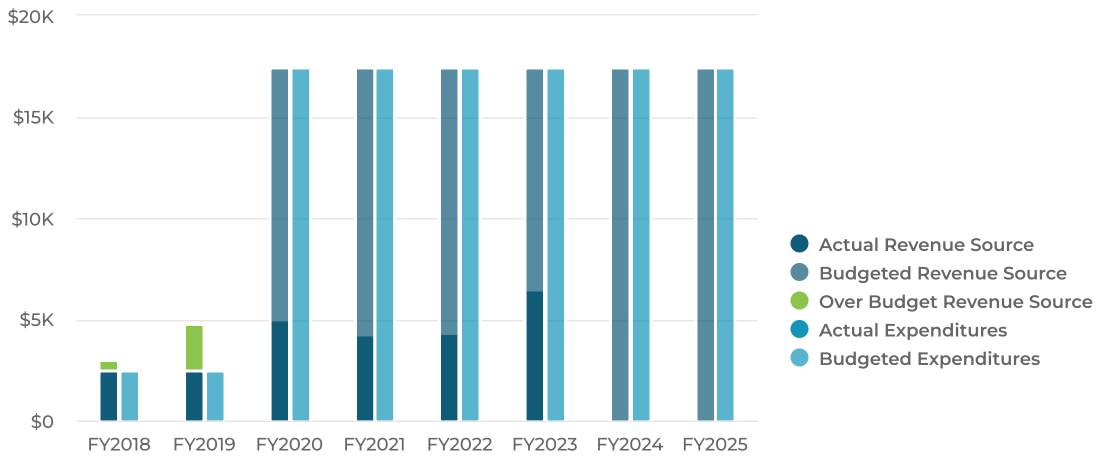
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
LIBRARY COMMISSION FUND	$0	$0	$10	$0	$10
BAYS MT PARK COMM FUND	$844,024	$381,387	$290,000	$311,789	$290,000
SR CITIZENS ADVISORY BD	$296,030	$321,777	$339,000	$636,138	$339,000
PALMER CENTER TRUST	$0	$0	$100	$0	$100
PUBLIC ART COMMISSION FUND		$0	$0	$9,232	$10,000
ALLANDALE TRUST FUND	$0	$0	$17,500	$0	$17,500
STEADMAN CEMETERY TRUST	$660	$1,280	$2,550	$2,720	$2,600
Total:	**$1,140,714**	**$704,443**	**$649,160**	**$959,879**	**$659,210**

Allandale Trust Fund

Accounts for nonexpendable assets left to the City by the late Harvey Brooks, consisting of his home and other tangible and intangible assets. The Fund's earnings are used for the maintenance and operation of the estate.

Summary

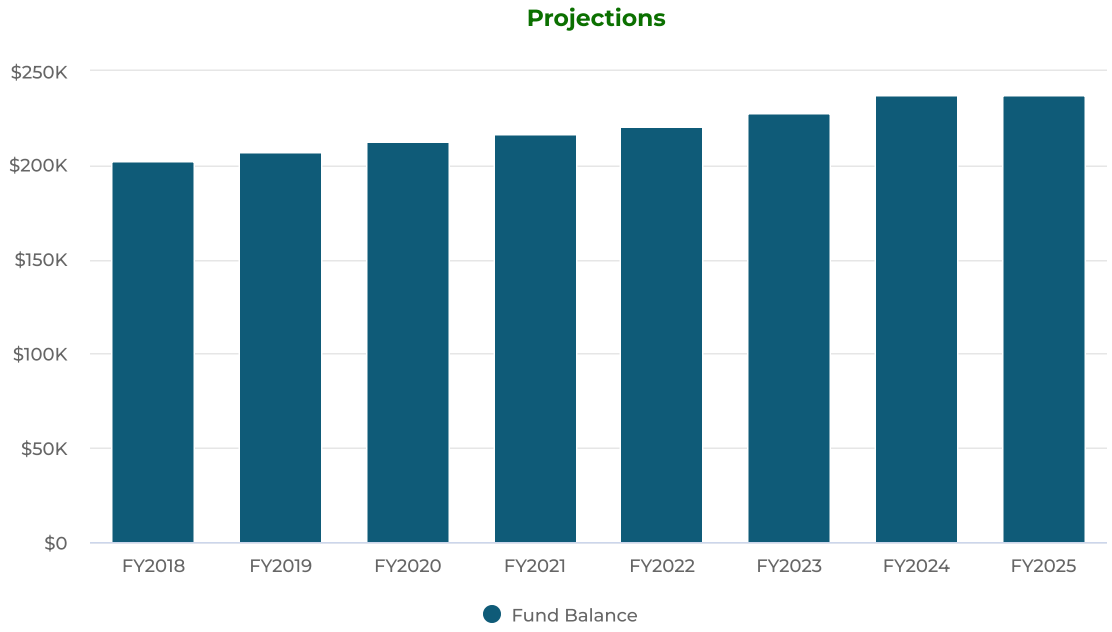
City of Kingsport is projecting $17.5K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $17.5K in FY2025.



Allandale Trust Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$216,522**	**$220,858**	**$227,405**	**$227,405**	**$237,559**
Revenues					
OTHER REVENUES	$4,336	$6,546	$4,500	$10,154	$4,500
TRANSFERS	$0	$0	$13,000	$0	$13,000
Total Revenues:	**$4,336**	**$6,546**	**$17,500**	**$10,154**	**$17,500**
Expenditures					
CONTRACTUAL SERVICES	$0	$0	$3,000	$0	$3,000
COMMODITIES	$0	$0	$7,500	$0	$7,500
CAPITAL OUTLAY	$0	$0	$7,000	$0	$7,000
Total Expenditures:	**$0**	**$0**	**$17,500**	**$0**	**$17,500**
Total Revenues Less Expenditures:	**$4,336**	**$6,546**	**$0**	**$10,154**	**$0**
Ending Fund Balance:	**$220,858**	**$227,404**	**$227,405**	**$237,559**	**$237,559**

Fund Balance

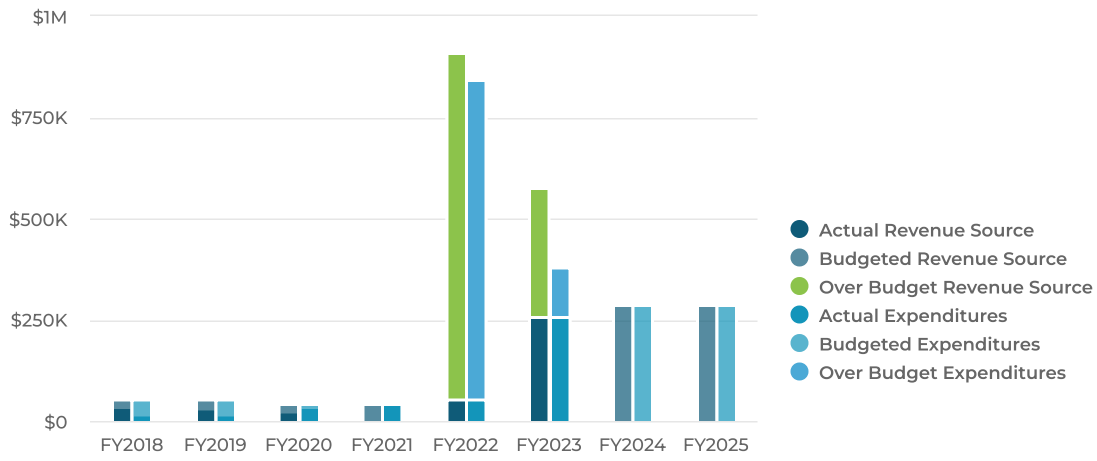


Bays Mountain Commission Fund

Accounts for contributions from individuals, civic groups and private corporations for the support and continued development of Bays Mountain Park.

Summary

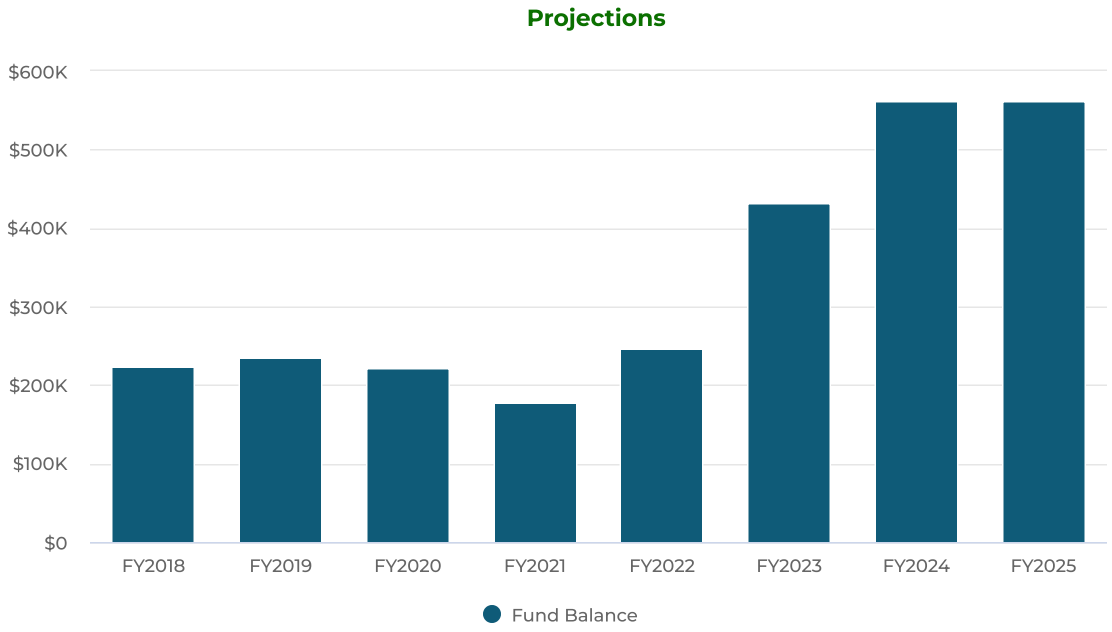
City of Kingsport is projecting $290K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $290K in FY2025.



Bays Mountain Commission Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$178,225**	**$246,826**	**$432,542**	**$432,542**	**$561,863**
Revenues					
CHARGES FOR SERVICES	$120,565	$283,897	$285,000	$278,152	$275,000
OTHER REVENUES	$792,060	$294,803	$5,000	$151,360	$15,000
Total Revenues:	**$912,626**	**$578,700**	**$290,000**	**$429,512**	**$290,000**
Expenditures					
CONTRACTUAL SERVICES	$2,951	$31,520	$53,700	$69,031	$53,700
COMMODITIES	$30,148	$99,866	$195,000	$126,266	$195,000
TRANSFERS	$810,925	$250,000	$0	$116,492	$0
CAPITAL OUTLAY	$0	$0	$41,300	$0	$41,300
Total Expenditures:	**$844,024**	**$381,387**	**$290,000**	**$311,789**	**$290,000**
Total Revenues Less Expenditures:	**$68,601**	**$197,313**	**$0**	**$117,723**	**$0**
Ending Fund Balance:	**$246,826**	**$444,139**	**$432,542**	**$550,265**	**$561,863**

Fund Balance



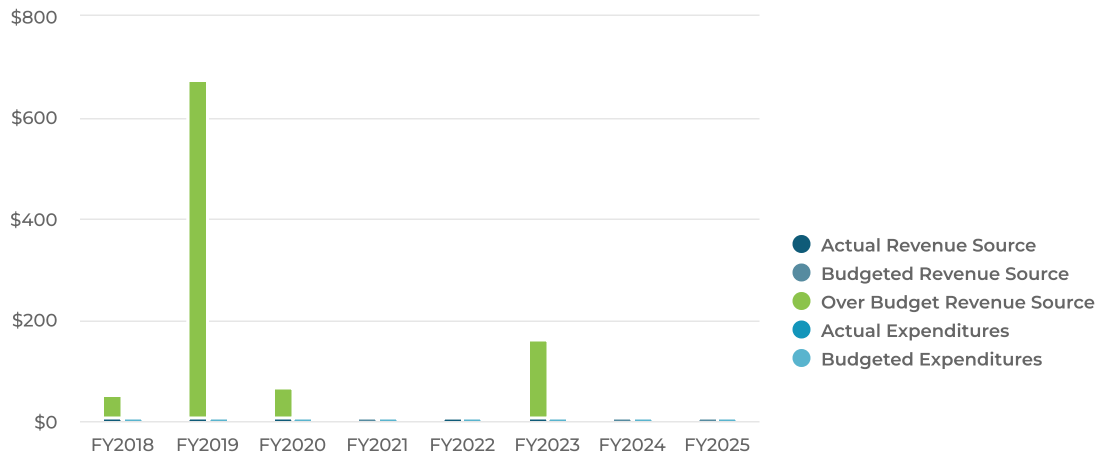
Financial Summary	FY2023
Fund Balance	—
Committed	$0
Nonspendable	$0
Total Fund Balance:	**$0**

Library Commission Fund

Accounts for contributions from patrons, civic organizations, private corporations and other supporters of the Public Library.

Summary

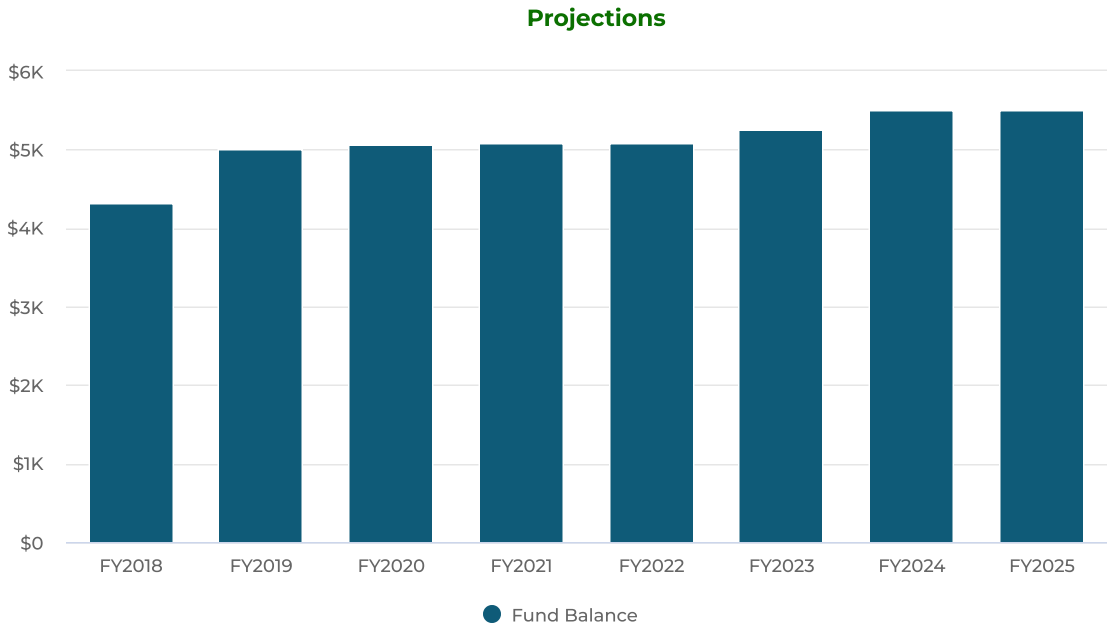
City of Kingsport is projecting $10 of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $10 in FY2025.



Public Library Commission Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	$5,076	$5,085	$5,249	$5,249	$5,498
Revenues					
OTHER REVENUES	$9	$164	$10	$249	$10
Total Revenues:	$9	$164	$10	$249	$10
Expenditures					
CONTRACTUAL SERVICES	$0	$0	$10	$0	$10
Total Expenditures:	$0	$0	$10	$0	$10
Total Revenues Less Expenditures:	$9	$164	$0	$249	$0
Ending Fund Balance:	$5,085	$5,249	$5,249	$5,498	$5,498

Fund Balance

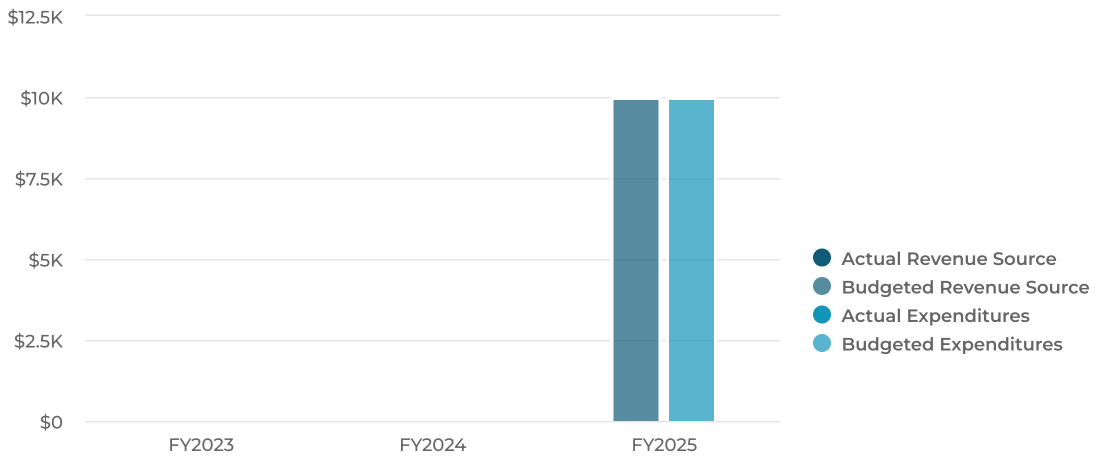


Public Art Commission Fund

Accounts for contributions from individuals, civic groups and private corporations for the support and continued development of Cultural Arts.

Summary

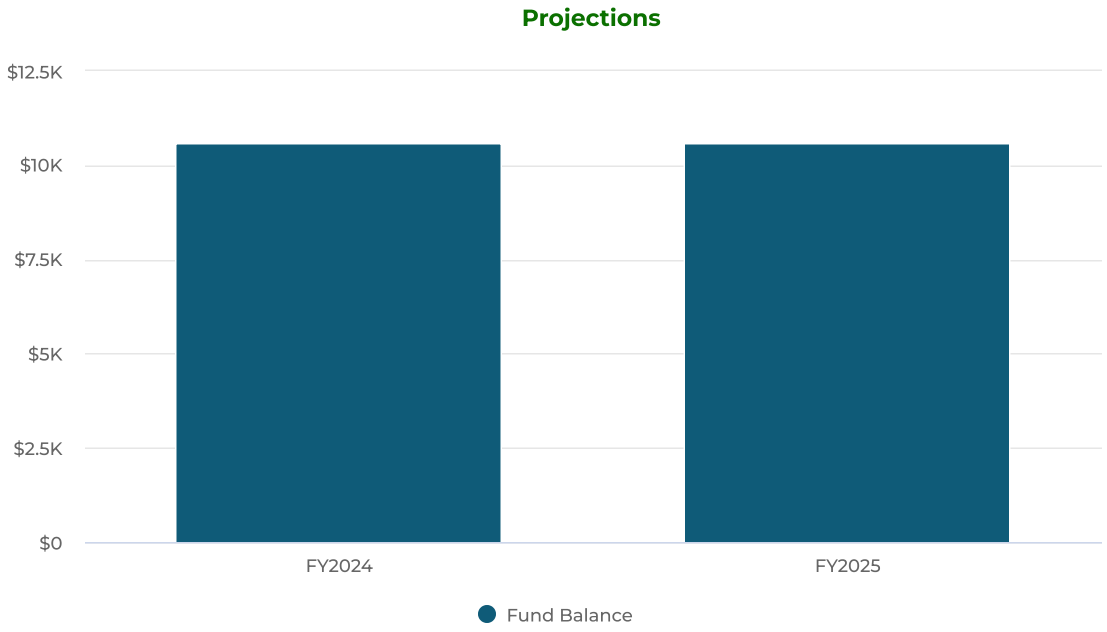
City of Kingsport is projecting $10K of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $10K to $10K in FY2025.



Public Art Commission Fund Comprehensive Summary

Name	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	N/A	N/A	N/A	**$10,594**
Revenues				
CHARGES FOR SERVICES	$0	$0	$5,349	$4,000
OTHER REVENUES	$0	$0	$14,477	$6,000
Total Revenues:	**$0**	**$0**	**$19,826**	**$10,000**
Expenditures				
CONTRACTUAL SERVICES	$0	$0	$0	$4,000
COMMODITIES	$0	$0	$48	$4,000
COST OF SALES	$0	$0	$9,184	$2,000
Total Expenditures:	**$0**	**$0**	**$9,232**	**$10,000**
Total Revenues Less Expenditures:	**$0**	**$0**	**$10,594**	**$0**
Ending Fund Balance:	N/A	N/A	N/A	**$10,594**

Fund Balance

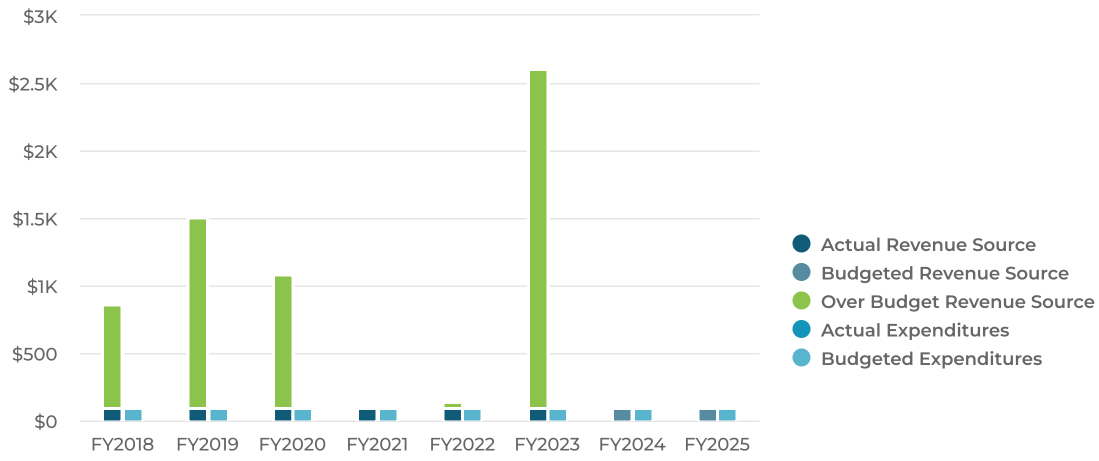


Palmer Center Trust Fund

Accounts for a contribution from the heirs of the late Mary L. Robinson estate, earmarked for the support of educational and other services provided to the physically challenged children by the Palmer Center.

Summary

City of Kingsport is projecting $100 of revenue in FY2025, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or $0 to $100 in FY2025.



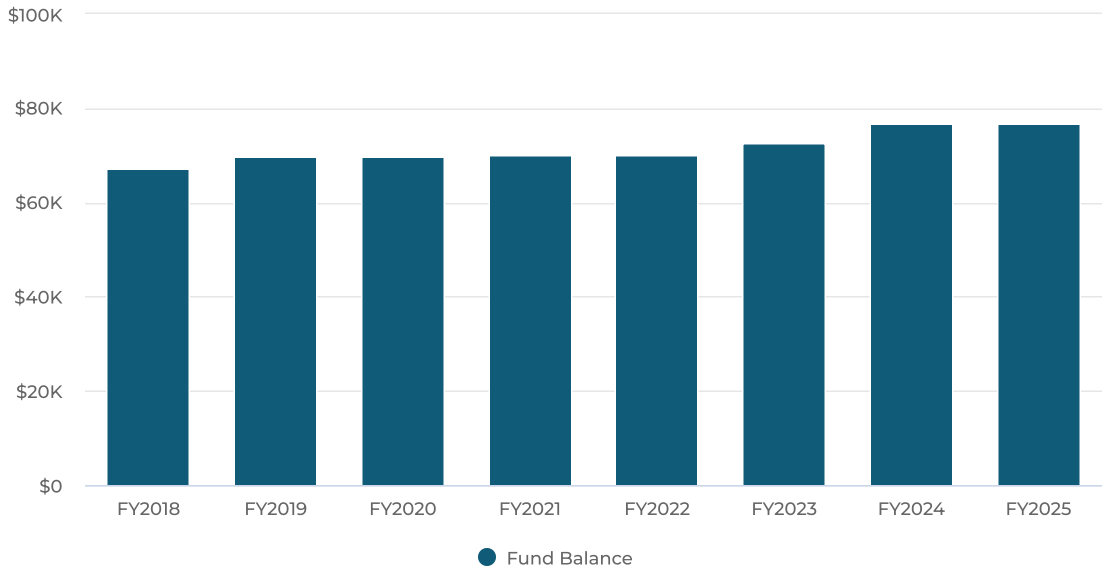
The Palmer Center Trust has seen no activity for years. Disbursements are made at the discretion of the Board of Education.

Palmer Center Trust Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	$69,957	$70,102	$72,717	$72,717	$76,693
Revenues					
OTHER REVENUES	$145	$2,615	$100	$3,976	$100
Total Revenues:	$145	$2,615	$100	$3,976	$100
Expenditures					
CAPITAL OUTLAY	$0	$0	$100	$0	$100
Total Expenditures:	$0	$0	$100	$0	$100
Total Revenues Less Expenditures:	$145	$2,615	$0	$3,976	$0
Ending Fund Balance:	$70,102	$72,717	$72,717	$76,693	$76,693

Fund Balance

Projections

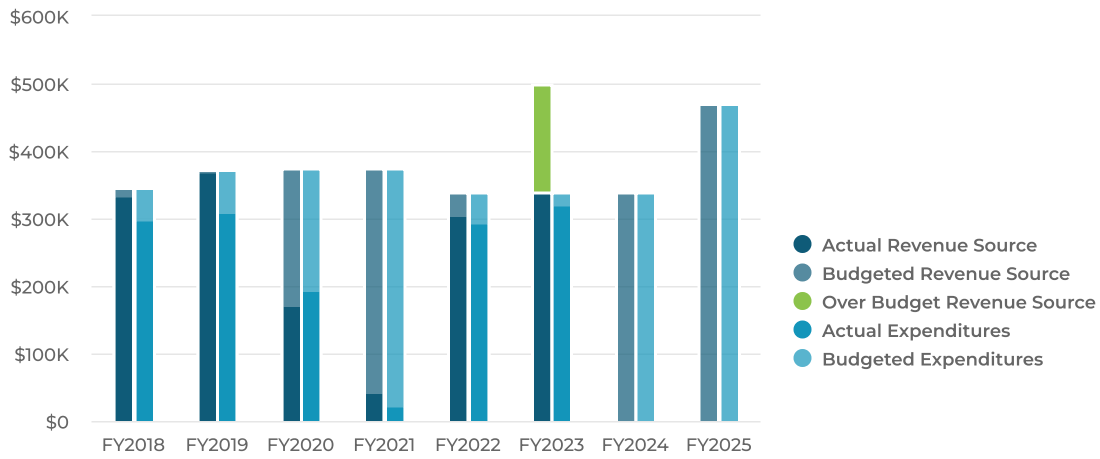


Senior Citizens Advisory Board Fund

Accounts for revenues earned from various programs and events conducted by participating senior citizens and contributions from individuals, civic groups and private corporations.

Summary

City of Kingsport is projecting $470.9K of revenue in FY2025, which represents a 38.9% increase over the prior year. Budgeted expenditures are projected to increase by 38.9% or $131.9K to $470.9K in FY2025.

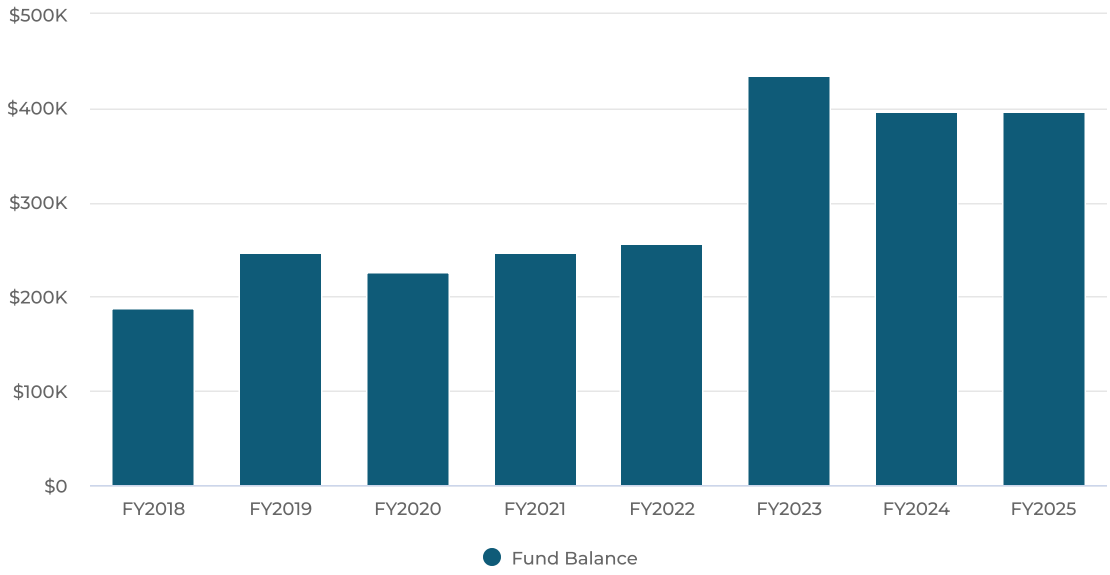


Senior Citizens Advisory Board Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$246,530**	**$256,781**	**$434,768**	**$434,768**	**$396,714**
Revenues					
CHARGES FOR SERVICES	$243,733	$398,219	$283,200	$464,693	$283,200
OTHER REVENUES	$62,548	$101,545	$55,800	$133,391	$55,800
Total Revenues:	**$306,281**	**$499,764**	**$339,000**	**$598,084**	**$339,000**
Expenditures					
CONTRACTUAL SERVICES	$269,853	$281,433	$302,200	$604,122	$302,200
COMMODITIES	$26,177	$40,104	$36,500	$32,016	$36,500
OTHER EXPENSES	$0	$239	$300	$0	$300
Total Expenditures:	**$296,030**	**$321,777**	**$339,000**	**$636,138**	**$339,000**
Total Revenues Less Expenditures:	**$10,251**	**$177,987**	**$0**	**-$38,054**	**$0**
Ending Fund Balance:	**$256,781**	**$434,768**	**$434,768**	**$396,714**	**$396,714**

Fund Balance

Projections

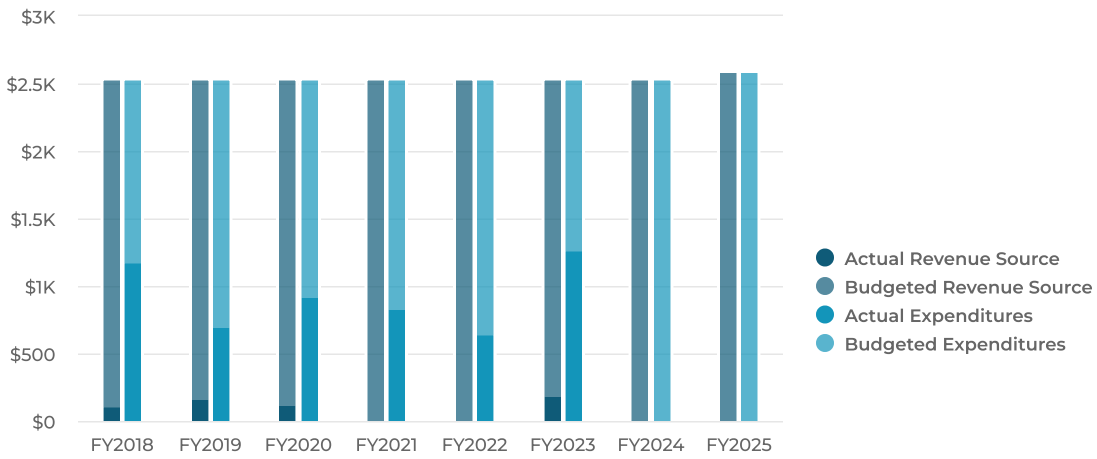


Steadman Cemetery Trust Fund

Accounts for a contribution from the heirs of Bonnie M. Steadman to provide for the maintenance of the Steadman family cemetery.

Summary

City of Kingsport is projecting $2.6K of revenue in FY2025, which represents a 2.0% increase over the prior year. Budgeted expenditures are projected to increase by 2.0% or $50 to $2.6K in FY2025.

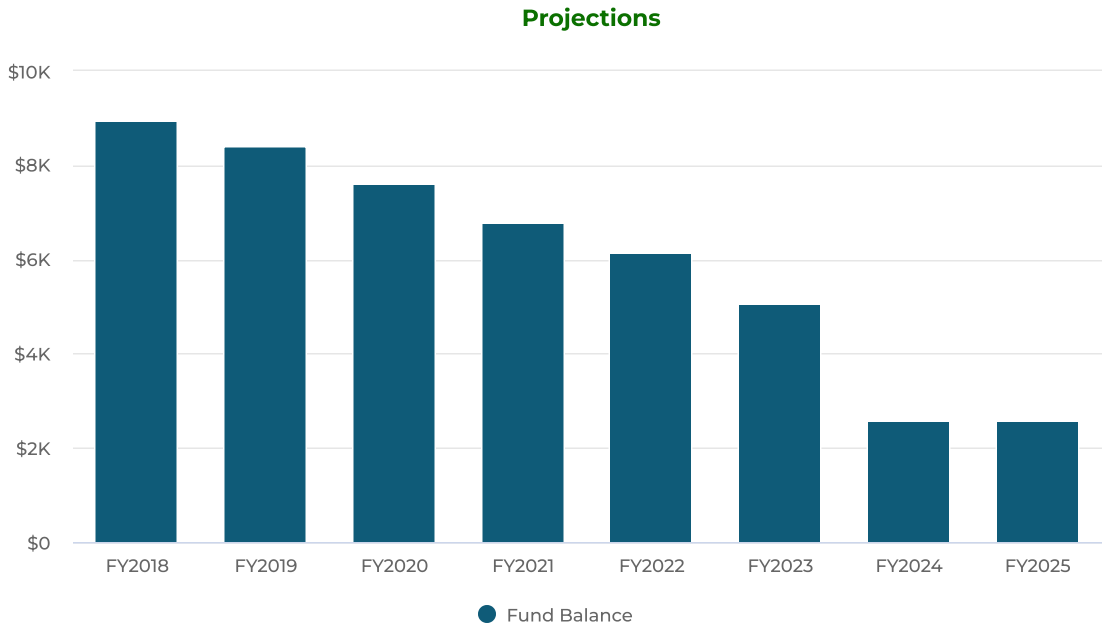


**This is the old Shipley Cemetery located on Mountclair Drive.*

Steadman Cemetery Trust Fund Comprehensive Summary

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2024 Estimated	FY2025 Budgeted
Beginning Fund Balance:	**$6,787**	**$6,140**	**$5,056**	**$5,056**	**$2,579**
Revenues					
OTHER REVENUES	$13	$196	$50	$243	$100
TRANSFERS	$0	$0	$2,500	$0	$2,500
Total Revenues:	**$13**	**$196**	**$2,550**	**$243**	**$2,600**
Expenditures					
CONTRACTUAL SERVICES	$660	$1,280	$2,550	$2,720	$2,600
Total Expenditures:	**$660**	**$1,280**	**$2,550**	**$2,720**	**$2,600**
Total Revenues Less Expenditures:	**-$647**	**-$1,084**	**$0**	**-$2,477**	**$0**
Ending Fund Balance:	**$6,140**	**$5,056**	**$5,056**	**$2,579**	**$2,579**

Fund Balance



DEPARTMENTS BY FUND

General Fund

The General Fund is the primary operating fund for governmental activities such as Public Safety, General Administration, Public Works, and Culture & Recreation. The fund's most significant revenue sources are the local option sales tax, state shared revenues, and the property tax. The fund is maintained on a modified accrual basis.

General Fund Divisions

- Board of Mayor & Aldermen
- City Judge
- City Attorney
- City Manager's Office
- Asst City Manager-Dev Services
- Special Programs
- Budget
- Procurement
- Non-Departmental Funds
- Public Information & Communications
- Human Resources
- Finance
- Records Management
- Economic Development
- Planning
- Building & Code Enforcement
- Geographic Information Systems
- Police
- Fire & Emergency Services
- Asst City Manager-Leisure Services
- Parks & Recreation
- Recreation Centers
- Cultural Arts
- Allandale Mansion
- Farmer's Market
- Carousel
- Splash Pad
- Lynn View Community Center
- Senior Center
- Bays Mountain Park
- Ropes Course
- Athletics
- Parks & Recreation Maintenance
- Public Works Administration
- Streets & Sanitation Administration
- Street Maintenance
- Street Cleaning
- Facilities Maintenance
- Grounds Maintenance
- Landscaping
- Leisure Services Maintenance
- Information Technology
- Transportation
- Engineering

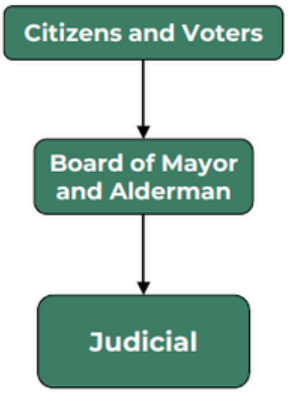
Detailed summary information may be found under the **General Fund Summary**.

Legislative



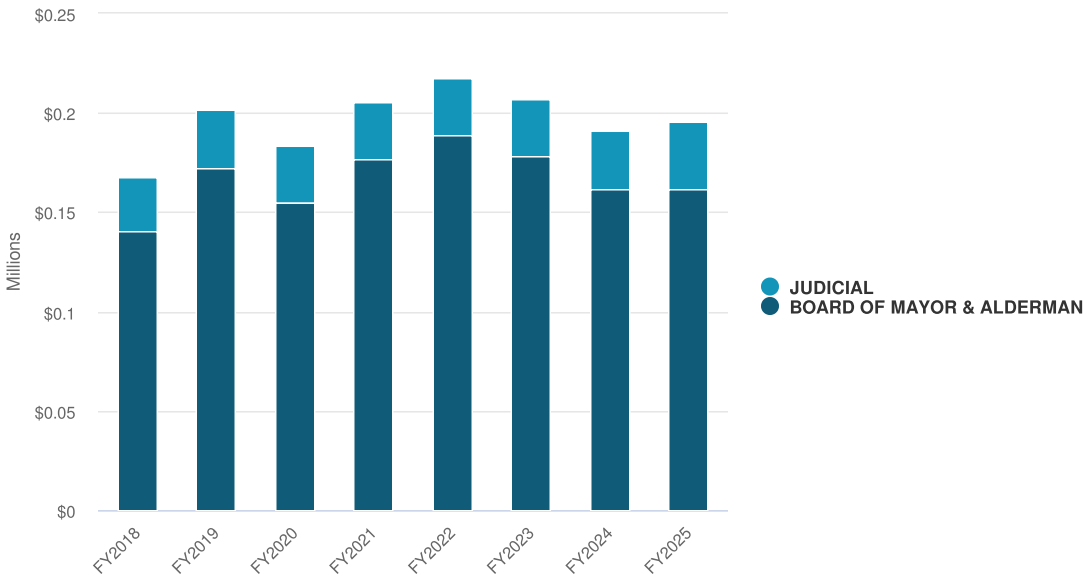
City Hall

Organizational Chart



Expenditures by Function

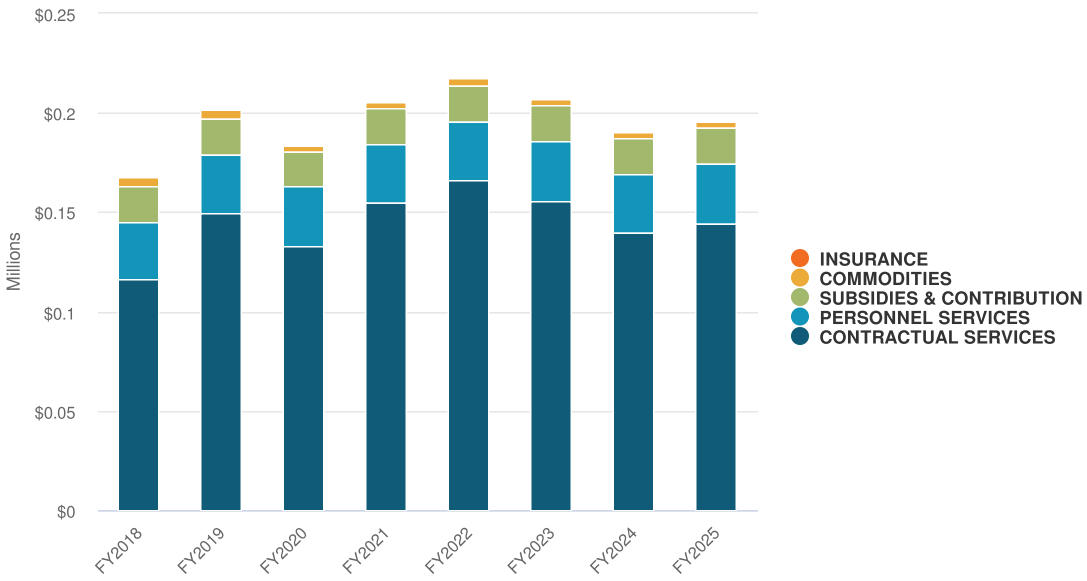
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
GENERAL GOVERNMENT					
BOARD OF MAYOR & ALDERMAN	$188,467	$178,324	$161,800	$161,900	0.1%
JUDICIAL	$28,913	$28,997	$29,000	$34,000	17.2%
Total GENERAL GOVERNMENT:	**$217,380**	**$207,321**	**$190,800**	**$195,900**	**2.7%**
Total Expenditures:	**$217,380**	**$207,321**	**$190,800**	**$195,900**	**2.7%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$29,426	$29,652	$29,600	$29,700	0.3%
CONTRACTUAL SERVICES	$166,382	$155,952	$139,600	$144,600	3.6%
COMMODITIES	$3,473	$3,616	$3,500	$3,500	0%
INSURANCE	$100	$100	$100	$100	0%
SUBSIDIES & CONTRIBUTION	$18,000	$18,000	$18,000	$18,000	0%
Total Expense Objects:	**$217,380**	**$207,321**	**$190,800**	**$195,900**	**2.7%**

Board of Mayor & Aldermen



Paul Montgomery
Mayor

FY 2024-2025
BOARD OF MAYOR & ALDERMEN

Name	*Position*	*Date Elected*	*Current Term Expires*
Paul Montgomery	Mayor	Elected August 2024	August, 2026
Darrell Duncan	Vice-Mayor	Re-elected August 2024	August, 2028
Betsy Cooper	Alderman	Re-elected May 2022	August, 2026
Colette George	Alderman	Re-elected May 2022	August, 2026
James Phillips	Alderman	Re-elected August 2024	August, 2028
Morris Baker	Alderman	Elected August 2024	August, 2028
Gary Mayes	Alderman	Appointed August 2024	August, 2026



PAUL MONTGOMERY
MAYOR



DARRELL DUNCAN
VICE MAYOR



BETSY COOPER
ALDERMAN



JAMES PHILLIPS
ALDERMAN



COLETTE GEORGE
ALDERMAN



MORRIS BAKER
ALDERMAN



GARY MAYES
ALDERMAN

MISSION

To provide legislative leadership for the overall improvement and advancement of the City of Kingsport and the City Government through efforts to realize the City's Vision, Mission and Goals as articulated in the City Code, Charter and the Strategic Plan including the OneKingsport Summit five-year plan recommendations.

SUMMARY

The City is governed by a seven-member Board of Mayor and Aldermen, elected at-large and on a non-partisan basis for four-year staggered terms. The exception to this rule is that the Mayor is elected at-large for a two-year term. Elections are held in May during even numbered years. The new Board of Mayor and Alderman is seated on July 1 of each election year.

Strategic Plan Implementation

The Board has global responsibility for the Strategic Plan Initiatives, in addition to the following action plans specific to the Board of Mayor and Aldermen.

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Conduct annual meetings between departments and neighborhood groups to review issues of concern by use of small meetings and listening posts.
- Review the process for citizen input at BMA work sessions and business meetings.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Develop a strong working relationship with our private sector and governmental economic development partners.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Develop operating and capital budget priorities.

GOAL #6: STRONG EDUCATION SYSTEM

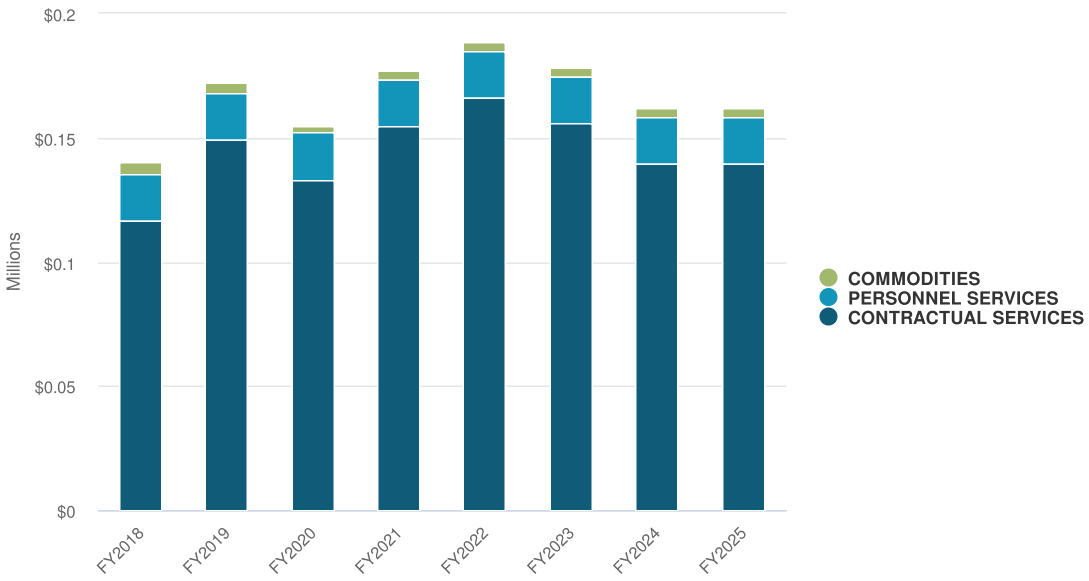
- Conduct joint work session meetings with the Board of Education.
- Allocate funding for the Educate and Grow Scholarship Program.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Create an annual 5-year capital improvements and funding plan that provides reasonable resources for the various infrastructure and facility needs as measured by approval by the BMA.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expense Objects				
PERSONNEL SERVICES	$18,612	$18,755	$18,700	$18,800
CONTRACTUAL SERVICES	$166,382	$155,952	$139,600	$139,600
COMMODITIES	$3,473	$3,616	$3,500	$3,500
Total Expense Objects:	**$188,467**	**$178,324**	**$161,800**	**$161,900**

Personnel

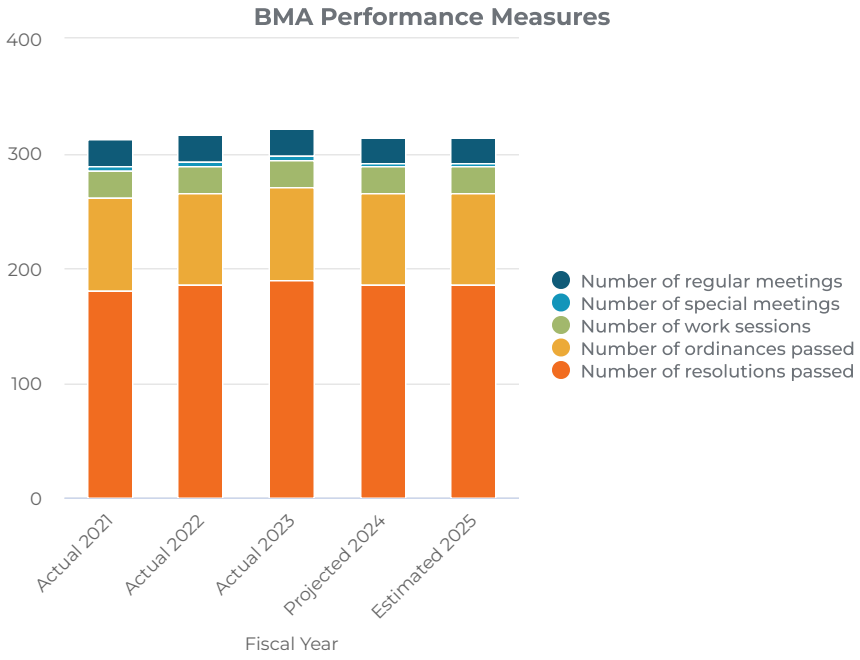
AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	COMPENSATION
1	1	Mayor	$3,000
6	6	Alderman	$2,400

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
7	7	7	7	7

Performance Measures



Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Number of regular meetings	23	23	23	23	23
Number of special meetings	4	4	4	2	2
Number of work sessions*	24	24	24	24	24
Number of ordinances passed	80	80	80	80	80
Number of resolutions passed	181	185	190	185	185

**Includes Budget and Capital Improvement Planning Work Sessions.*

Judicial

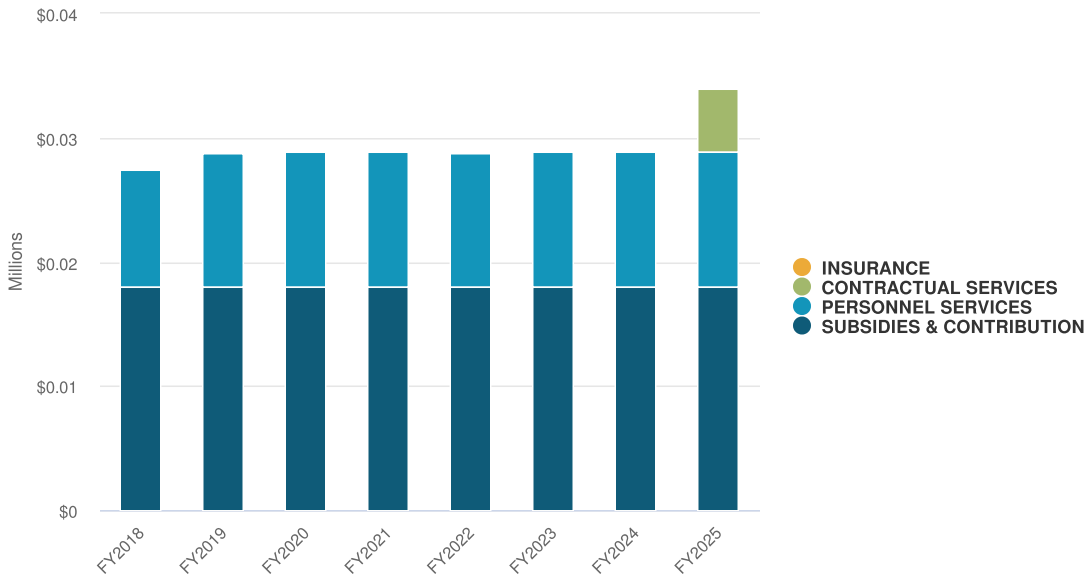
MISSION

To provide a judge and a judge pro-tem for City Court, as well as a juvenile referee for the once-a-week juvenile court. The Juvenile Referee from the City is one of two referees serving all of Sullivan County.

The City contributes nearly $29,000 toward this mission, of which $18,000 applies directly to the Juvenile Court. The City's contribution allows a referee to assist the juvenile court for one half-day per week. Sullivan County also contributes to the Juvenile Court.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expense Objects				
PERSONNEL SERVICES	$10,813	$10,897	$10,900	$10,900
CONTRACTUAL SERVICES				$5,000
INSURANCE	$100	$100	$100	$100
SUBSIDIES & CONTRIBUTION	$18,000	$18,000	$18,000	$18,000
Total Expense Objects:	**$28,913**	**$28,997**	**$29,000**	**$34,000**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	City Judge	$10,000	$10,000

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
1	1	1	1	1

City Attorney



Rodney B. Rowlett, III
City Attorney

MISSION

To provide legal counsel to the Board of Mayor and Aldermen, Board of Education, and City Staff and provide legal review and preparation of contracts, ordinances, resolutions and other documents. The City Attorney directs the management of all litigation in which the City is a party, represents the City in all legal matters and proceedings in which the City is a party or is interested and acquires all real property on behalf of the City.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Resolve litigation and other legal matters in an expeditious and cost-effective manner
- Provide continuous improvements and keep citizens informed of progress in code cases.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Develop and implement a comprehensive training program and provide fundamental and cross-training for employees

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Resolve litigation, settlements and other legal matters in an expeditious, cost-effective and cost-avoidance manner
- Acquire properties in the best interests of the City

GOAL #6: STRONG EDUCATION SYSTEM

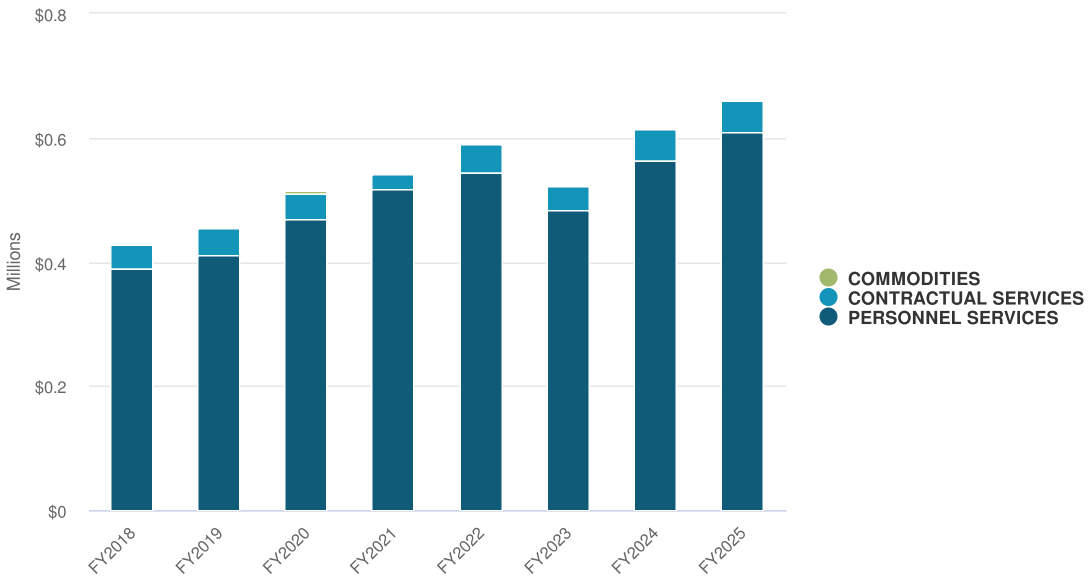
- Provide assistance, render legal services and practice preventative law for the Director of Schools, the Board of Education and various administrators on various issues such as reporting child abuse, zero tolerance, volunteer liability and child sexual abuse

Strategic Performance

- Providing the best possible legal assistance in the best interest of the City.
- Continually striving to improve service and fulfill the City's Strategic Plan by communicating and working with the entire city organization and city schools.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$543,501	$482,409	$563,000	$608,000	8%
CONTRACTUAL SERVICES	$46,268	$40,636	$51,600	$52,000	0.8%
COMMODITIES	$2,908	$2,233	$2,100	$2,200	4.8%
Total Expense Objects:	**$592,677**	**$525,278**	**$616,700**	**$662,200**	**7.4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	City Attorney	$115,473	$173,207
1	1	Assistant City Attorney	$85,435	$124,148
1	1	Property Acquisition Agent/ADA Rep	$53,603	$77,892
2	2	Legal Assistant/Paralegal	$42,459	$61,698
1	1	Legal Executive Admin Assistant	$37,788	$54,911

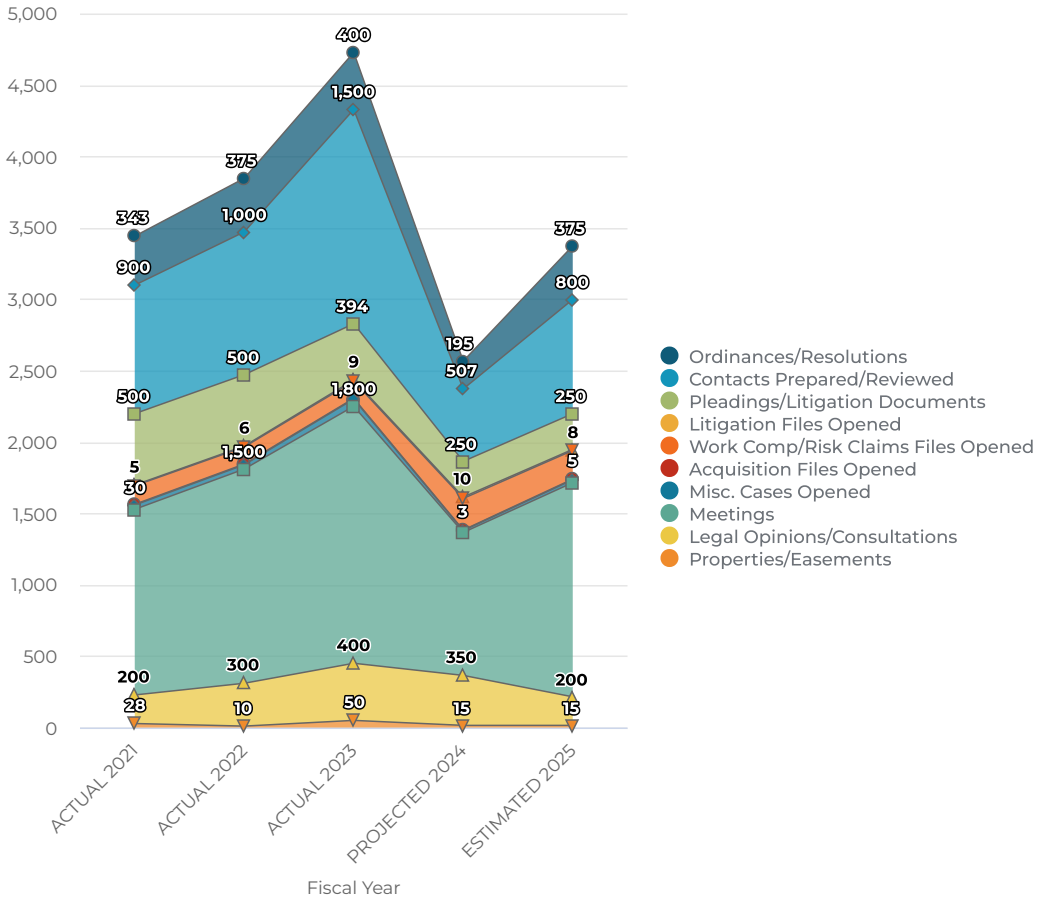
**Executive Secretary moved from City Manager's office and reclassified to Legal Executive Admin Assistant during FY 2023.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
5	5	6	6	6

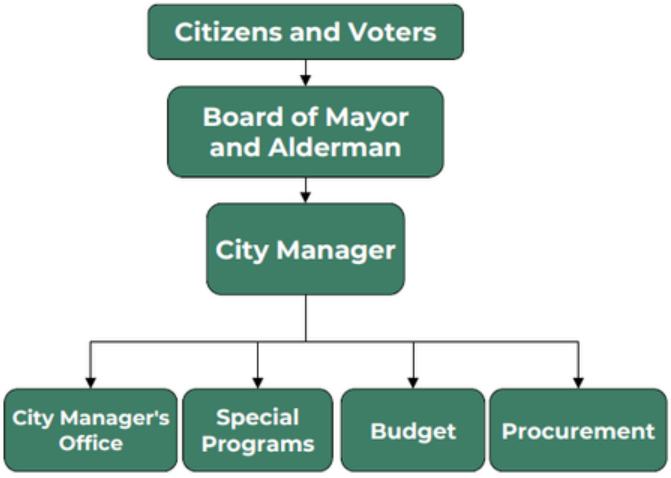
Performance Measures

Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Ordinances, Resolutions	343	375	400	195	375
Contracts Prepared/ Reviewed	900	1000	1500	507	800
Pleadings/Litigation Documents	500	500	394	250	250
Litigation Files Opened	5	6	9	10	8
Work Comp/Risk Claims Files Opened	130	120	120	221	200
Acquisition Files Opened	5	5	5	3	5
Misc. Cases Opened	30	30	50	14	20
Meetings	1300	1500	1800	1001	1500
Legal Opinions/Consultations	200	300	400	350	200
Properties/Easements	28	10	50	15	15



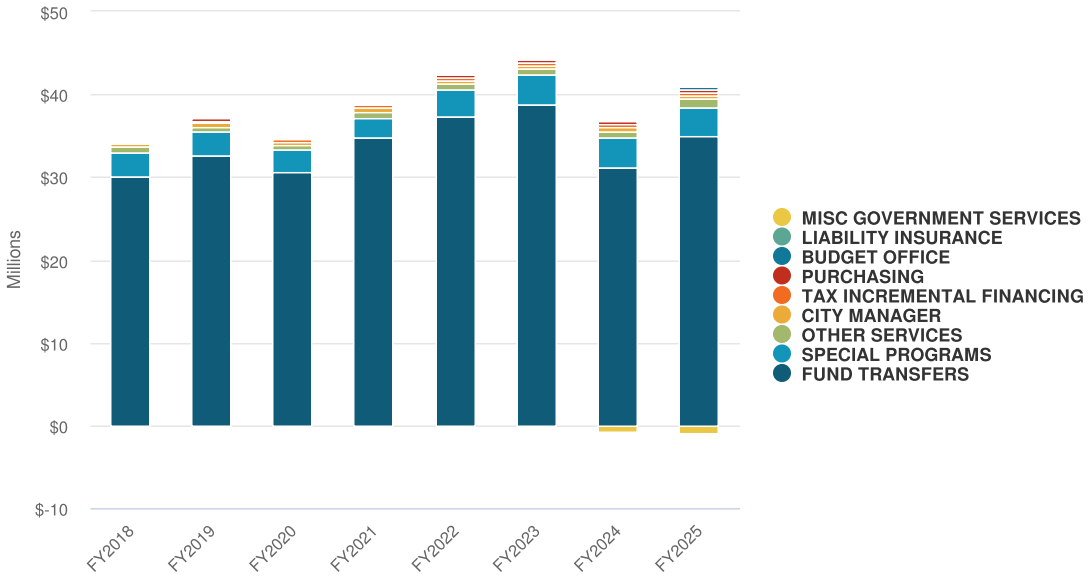
City Manager

Organizational Chart



Expenditures by Function

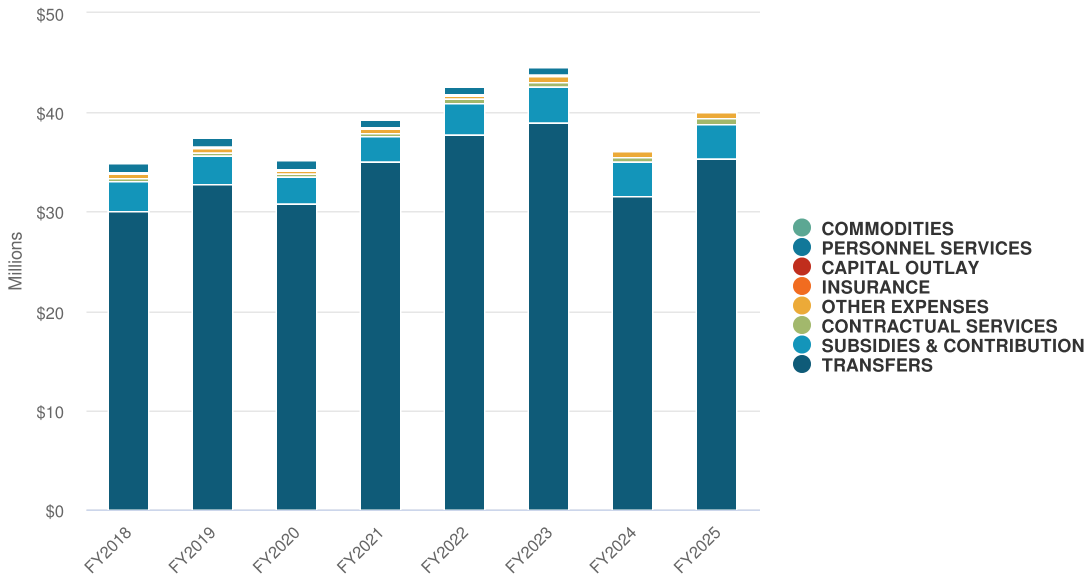
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
GENERAL GOVERNMENT					
CITY MANAGER	$482,878	$417,259	$424,700	$439,800	3.6%
SPECIAL PROGRAMS	$3,195,474	$3,637,416	$3,574,600	$3,403,100	-4.8%
BUDGET OFFICE	$151,851	$225,524	$259,100	$311,500	20.2%
Total GENERAL GOVERNMENT:	**$3,830,203**	**$4,280,199**	**$4,258,400**	**$4,154,400**	**-2.4%**
ADMINISTRATIVE SERVICES					
PURCHASING	$294,352	$320,868	$345,200	$346,500	0.4%
Total ADMINISTRATIVE SERVICES:	**$294,352**	**$320,868**	**$345,200**	**$346,500**	**0.4%**
MISC GOVERNMENT SERVICES					
LIABILITY INSURANCE	$107,600	$157,500	$157,500	$237,000	50.5%
FUND TRANSFERS	$37,385,615	$38,689,477	$31,201,900	$35,006,600	12.2%
MISC GOVERNMENT SERVICES	$0	$0	-$824,400	-$888,300	7.8%
OTHER SERVICES	$628,700	$806,214	$807,800	$1,035,400	28.2%
TAX INCREMENTAL FINANCING	$326,434	$351,098	$351,300	$410,100	16.7%
Total MISC GOVERNMENT SERVICES:	**$38,448,349**	**$40,004,289**	**$31,694,100**	**$35,800,800**	**13%**
Total Expenditures:	**$42,572,904**	**$44,605,356**	**$36,297,700**	**$40,301,700**	**11%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$745,993	$816,334	$50,800	$24,700	-51.4%
CONTRACTUAL SERVICES	$456,371	$410,203	$348,100	$620,200	78.2%
COMMODITIES	$22,605	$18,511	$13,000	$13,300	2.3%
OTHER EXPENSES	$329,667	$521,635	$588,200	$583,400	-0.8%
INSURANCE	$107,842	$157,742	$157,800	$237,300	50.4%
TRANSFERS	$37,712,049	$39,040,575	$31,553,200	$35,416,700	12.2%
SUBSIDIES & CONTRIBUTION	$3,198,375	$3,615,354	$3,552,600	$3,381,100	-4.8%
CAPITAL OUTLAY	$0	$25,000	$34,000	$25,000	-26.5%
Total Expense Objects:	**$42,572,904**	**$44,605,356**	**$36,297,700**	**$40,301,700**	**11%**

City Manager's Office



Chris McCartt
City Manager

MISSION

To provide effective and visionary leadership to the administrative section of city government, advise the Board of Mayor and Aldermen on matters of policy and to implement Board policy in a productive manner.

SUMMARY

Kingsport was the first City in Tennessee to adopt the Council-Manager Plan of Government. Since its inception in 1917, the city has been served by eleven City Managers.

Major efforts on the part of the City Manager for the new year will be continued emphasis on improvements in Performance Excellence within the organization, training and development of the workforce, coordinating with the Economic Development Partnership to help diversify the economy, create jobs and expand the economic base and representing the City on numerous boards and commissions within the community.

Strategic Plan Implementation

The City Manager has global responsibility for implementation of the city's *Strategic Plan*. Through coordination with members of the Leadership Team, the various elements of the *Plan* are implemented. Specific Strategic Plan responsibilities assigned to the City Manager's Office are provided as follows:

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Develop a strong working relationship with our private sector and governmental economic development partners.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Seek continuous improvement within operations for efficiency and productivity.

GOAL #6: STRONG EDUCATION SYSTEM

- Support our working relationship with the School Board and Superintendent.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

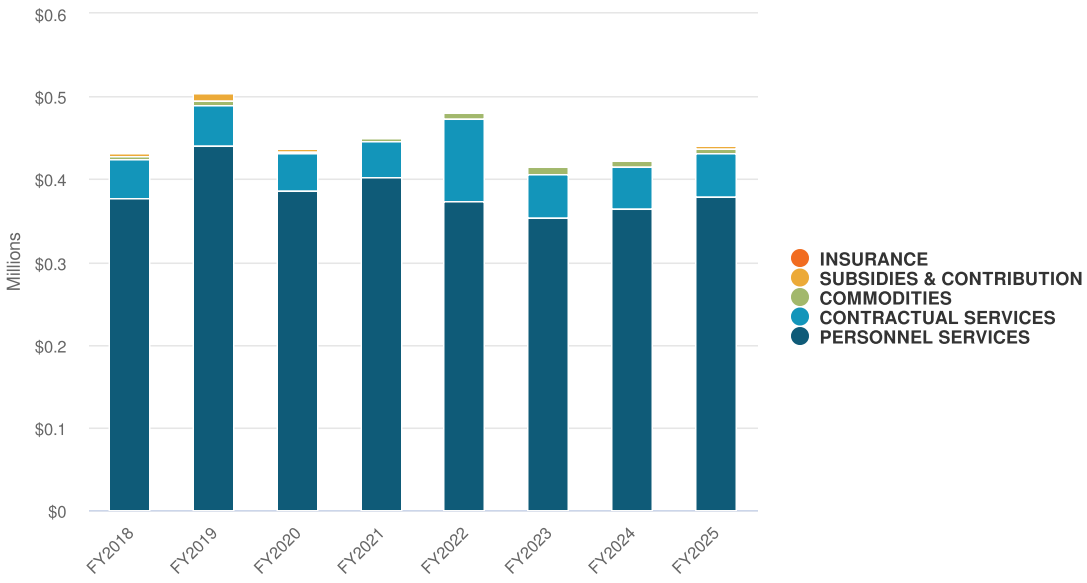
- Create an annual 5-year capital improvements and funding plan.

Strategic Performance

- Continued receipt of GFOA Distinguished Budget Presentation Award
- Continued receipt of GFOA Excellence in Financial Reporting Award

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$374,117	$353,393	$363,800	$378,900	4.2%
CONTRACTUAL SERVICES	$98,700	$52,424	$52,200	$52,200	0%
COMMODITIES	$7,060	$8,403	$5,600	$5,600	0%
INSURANCE	$100	$100	$100	$100	0%
SUBSIDIES & CONTRIBUTION	$2,902	$2,938	$3,000	$3,000	0%
Total Expense Objects:	**$482,878**	**$417,259**	**$424,700**	**$439,800**	**3.6%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	City Manager	$171,913	$249,811
1	1	City Manager's Executive Assistant	$42,459	$61,698
1	0	Executive Secretary	$35,297	$52,945

**Executive Secretary moved to City Attorney's office and reclassified to Legal Executive Admin Assistant during FY 2023.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4	3	2	2	2

Performance Measures

Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
# of BMA Memorandums Prepared	27	27	25	27	27
# of City Manager Reports Prepared	27	27	25	27	27
# of BMA Packets Prepared	27	27	25	27	27
# of Action Forms Prepared	261	261	265	265	265
GFOA Budget Award Received	Yes	Yes	Yes	Yes	Yes
Strategic Plan Updated	Yes	Yes	Yes	Yes	Yes

Special Programs

MISSION

To provide supplemental funding for various partners within the community that assist the Board of Mayor and Aldermen in achieving the City's Strategic Objectives.

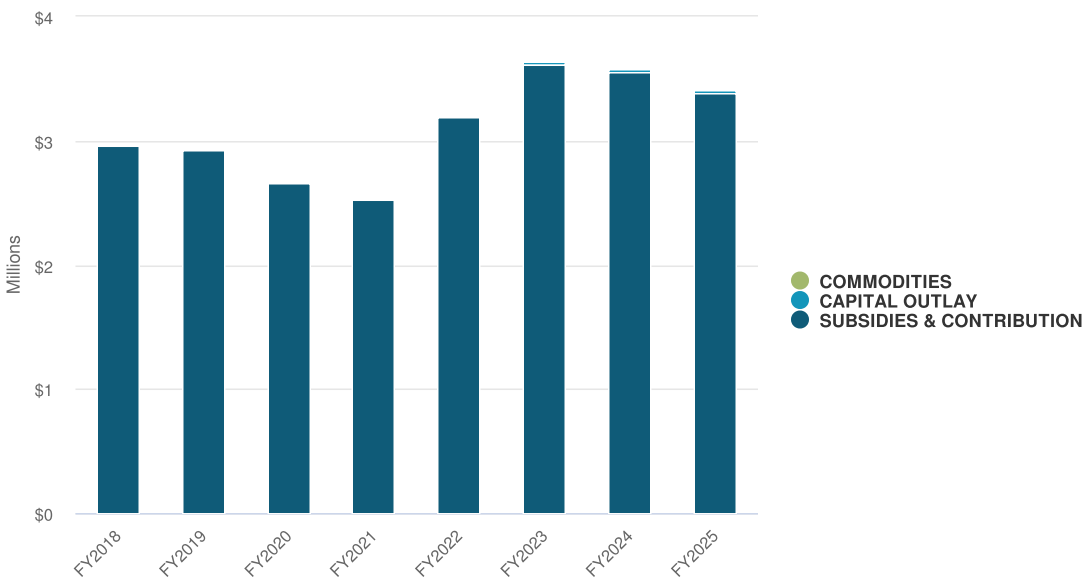
Strategic Plan Implementation

GOAL #8: SUPERIOR QUALITY OF LIFE

- Develop a strong working relationship with the City's Community Partners to provide budgetary planning for future endeavors.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
SUBSIDIES & CONTRIBUTION					
SPECIAL PROGRAMS					
SUBSIDIES/CONTR/GRANTS/KCVB (TOURISM COUNCIL)	$1,273,857	$1,406,108	$1,375,000	$1,375,000	0%
SUBSIDIES/CONTR/GRANTS/FIRST TN DEV DISTRICT	$6,320	$6,374	$6,374	$6,374	0%
SUBSIDIES/CONTR/GRANTS/KEEP KINGSPORT BEAUTIFUL	$43,000	$57,000	$48,000	$48,000	0%
SUBSIDIES/CONTR/GRANTS/KHA REDEVELOPMENT	$30,000	$90,000	$30,000	$30,000	0%
SUBSIDIES/CONTR/GRANTS/DOWNTOWN KINGSPORT ASSOC	$90,000	$90,000	$90,000	$90,000	0%
SUBSIDIES/CONTR/GRANTS/FIRST TN HUMAN RES AGCY	$9,212	$9,212	$9,212	$9,212	0%
SUBSIDIES/CONTR/GRANTS/CHILD ADVOCACY CENTER	$5,400	$5,400	$5,400	$5,400	0%
SUBSIDIES/CONTR/GRANTS/KINGSPORT SYMPHONY	$7,500	$7,500	$7,500	$7,500	0%
SUBSIDIES/CONTR/GRANTS/HOLSTON BUSINESS GROUP	$33,840	$33,840	$33,840	$33,840	0%
SUBSIDIES/CONTR/GRANTS/SBK ANIMAL CONTROL	$370,000	$405,000	$350,000	$350,000	0%
SUBSIDIES/CONTR/GRANTS/KINGSPORT THEATRE GUILD	$7,200	$7,200	$7,200	$7,200	0%
SUBSIDIES/CONTR/GRANTS/KEDB GENERAL SHALE LEASE	$135,000	$135,000	$135,000	$135,000	0%
SUBSIDIES/CONTR/GRANTS/HEALTHY KINGSPORT	$40,000	$40,000	$50,000	$50,000	0%
SUBSIDIES/CONTR/GRANTS/KEDB ECONOMIC DEVELOPMENT	$0	$180,000	$335,000	$163,500	-51.2%
SUBSIDIES/CONTR/GRANTS/AEROSPACE PARK	$110,875	$113,175	$115,000	$115,000	0%
SUBSIDIES/CONTR/GRANTS/KHRA ONE KINGSPORT HOUSIN	$224,672	$224,672	$224,672	$224,672	0%
SUBSIDIES/CONTR/GRANTS/KEDB FACADE PROGRAM	$100,000	$50,000	$100,000	$100,000	0%
SUBSIDIES/CONTR/GRANTS/SULLIVAN CO ECON DEV D S	$242,198	$279,535	$280,002	$280,002	0%
SUBSIDIES/CONTR/GRANTS/NETWORKS	$215,200	$215,200	$215,200	$215,200	0%
SUBSIDIES/CONTR/GRANTS/MOVE TO KINGSPORT	$25,000	$25,000	$25,000	$25,000	0%
SUBSIDIES/CONTR/GRANTS/KOSBE	$94,000	$100,000	$100,000	$100,000	0%
SUBSIDIES/CONTR/GRANTS/KINGSPORT BALLET	$7,200	$7,200	$7,200	$7,200	0%
SUBSIDIES/CONTR/GRANTS/KCVB DOWNTOWN PROMOTIONS	$125,000	$125,000	$0	$0	0%
Total SPECIAL PROGRAMS:	**$3,195,474**	**$3,612,416**	**$3,549,600**	**$3,378,100**	**-4.8%**
Total SUBSIDIES & CONTRIBUTION:	**$3,195,474**	**$3,612,416**	**$3,549,600**	**$3,378,100**	**-4.8%**
CAPITAL OUTLAY					
SPECIAL PROGRAMS					
CAPITAL OUTLAY/IMPROVEMENTS	$0	$25,000	$25,000	$25,000	0%
Total SPECIAL PROGRAMS:	**$0**	**$25,000**	**$25,000**	**$25,000**	**0%**
Total CAPITAL OUTLAY:	**$0**	**$25,000**	**$25,000**	**$25,000**	**0%**
Total Expense Objects:	**$3,195,474**	**$3,637,416**	**$3,574,600**	**$3,403,100**	**-4.8%**

Budget Office



John Morris
Budget Director

MISSION

To provide effective and efficient budgetary advice to the City Manager, BMA and City staff, for their use in developing and managing multi-year City operations.

SUMMARY

The Budget Office, under the Office of the City Manager, was created in FY 1999-2000 to expand the ability of the Leadership Team to focus on budgetary analysis, planning, and training of City staff. This has been coupled with the development of policies and procedures for more effective forecasting, and the creation of budgetary management tools.

The major emphases in developing the current budget have been a thorough overhaul of the strategic plan, continued focus on the development of multi-year operations, including fee and rate projections for the general, water and wastewater funds, the continued development of a multi-year water and wastewater capital plan, and a greater involvement in the Leadership and Management Teams.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Develop a strong working relationship with the City's Community Partners to provide budgetary planning for future endeavors.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Help the City Manager to identify and develop Budget Training and Budget Implementation for City staff.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Provide strong, conservative annual operating budgets consistent with the City's revenue stream, BMA guidance, and service offerings to the citizens.
- Help the City Manager to seek continuous improvement through process changes, and in-depth fiscal analysis of costs.
- Develop internal operating and capital budget policies, procedures, and controls.

GOAL #6: STRONG EDUCATION SYSTEM

- Help the City Manager and BMA support the Superintendent of Schools and BOE through the development of a good working relationship to bring about strong, conservative budgets consistent with the City's revenue stream, BMA/BOE guidance, and public-school system requirements.
- Work with the Regional Center for Applied Technology to provide adequate funding and planning for the Educate and Grow scholarship program.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

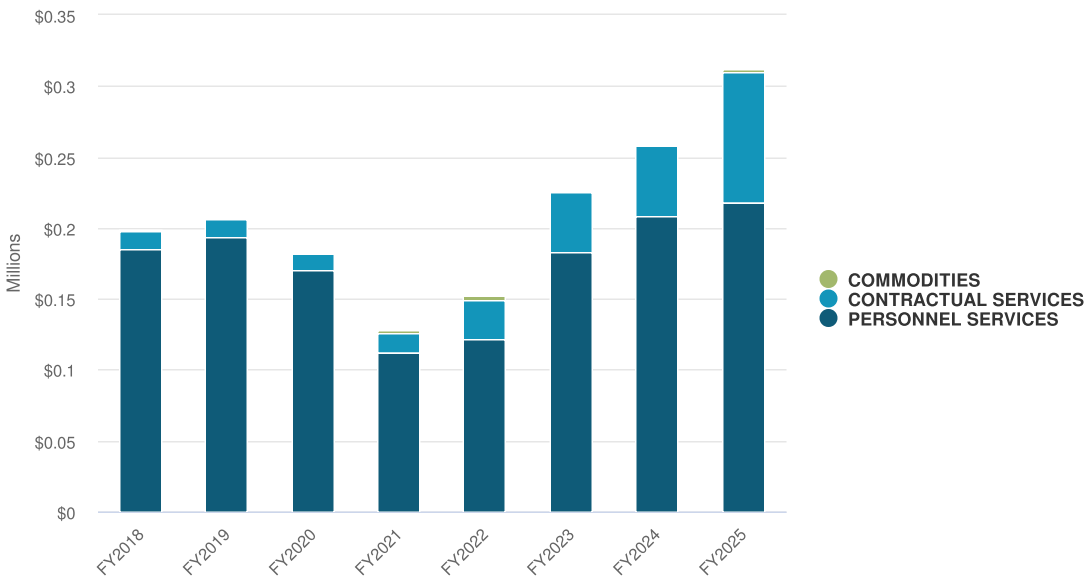
- Work closely with City Staff to provide budgetary analysis, as well as short-term and long-term budgetary planning for a safe, dependable, and well-maintained infrastructure and facilities.

Strategic Performance

- The City of Kingsport was awarded the Distinguished Budget Presentation Award by the Government Financial Officers Association (GFOA) for their FY 2022-2023 Adopted Budget and Capital Improvement Plan publications. This is the 24th consecutive year the city has received this award.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$121,557	$183,359	$208,700	$217,900	4.4%
CONTRACTUAL SERVICES	$28,029	$41,897	$48,900	$92,100	88.3%
COMMODITIES	$2,265	$269	$1,500	$1,500	0%
Total Expense Objects:	**$151,851**	**$225,524**	**$259,100**	**$311,500**	**20.2%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Budget Director	$90,561	$131,597
1	1	Budget Analyst	$47,707	$69,324

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
2	2	2	2	2

Performance Measures

Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Work Budget - Submitted to BMA by May 15	Yes	Yes	Yes	Yes	Yes
Budget Passed by BMA – 2 reads by July 1	Yes	Yes	Yes	Yes	Yes
Final Budget – Submitted to State by July 15	Yes	Yes	Yes	Yes	Yes
GFOA Budget Award - Received	Yes	Yes	Yes	Yes	Yes

Procurement



Brent Morelock
Procurement Manager

MISSION

To procure quality products and services for all city departments in a cost effective and efficient manner.

Strategic Plan Implementation

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- The Procurement Department is an office of the City Manager and is assigned the task of procuring quality products and services for all city departments in the most cost effective and efficient manner in accordance with the City of Kingsport Code of Ordinances as well as State and Federal law when applicable.

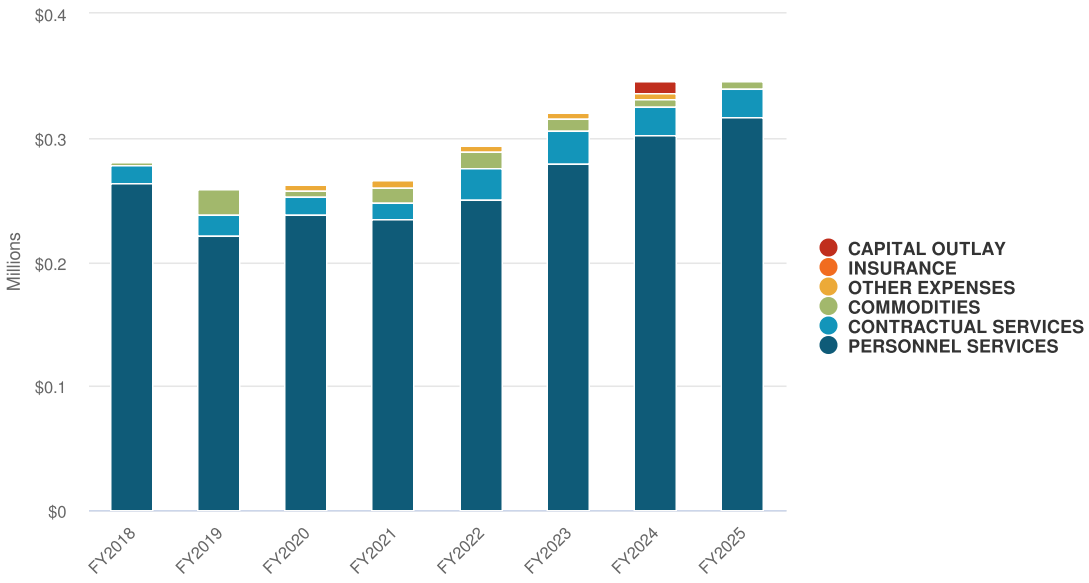
Strategic Performance

The changes approved by the Board of Mayor and Aldermen in Procurement Guidelines have enabled Procurement to process departmental requests more efficiently.

- Continue to expand the blanket pricing agreement program to maximize cost savings.
- To continue in our efforts in the utilization of the Internet for advertising for bids and procurement-related activities.
- Continue with internal efforts to assure that supplies and services are procured effectively to increase customer satisfaction for City Departments.
- To continue in our efforts to progress with the “Job Order Contract” concept for public improvement projects. This concept can reduce the administrative cost associated with the bid process, allow more effective and efficient utilization of staff and offer cost avoidance(s) associated with multiple procurement actions.
- Continue with evaluation of our procurement process governing regulations and/or rules, available resources (personnel and funds) with our emphasis on continual improvement and rationale on saving costs and time.
- Implement procurement card online reconciliation using current ERP software, AS400.
- Implementation and acceptance of electronic signatures for contracts and agreements.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$250,320	$279,582	$302,700	$316,200	4.5%
CONTRACTUAL SERVICES	$25,219	$25,914	$22,000	$23,300	5.9%
COMMODITIES	$13,280	$9,839	$5,900	$6,200	5.1%
OTHER EXPENSES	$5,390	$5,390	$5,400	$600	-88.9%
INSURANCE	$142	$142	$200	$200	0%
CAPITAL OUTLAY	$0	$0	$9,000	$0	-100%
Total Expense Objects:	**$294,352**	**$320,868**	**$345,200**	**$346,500**	**0.4%**

Personnel

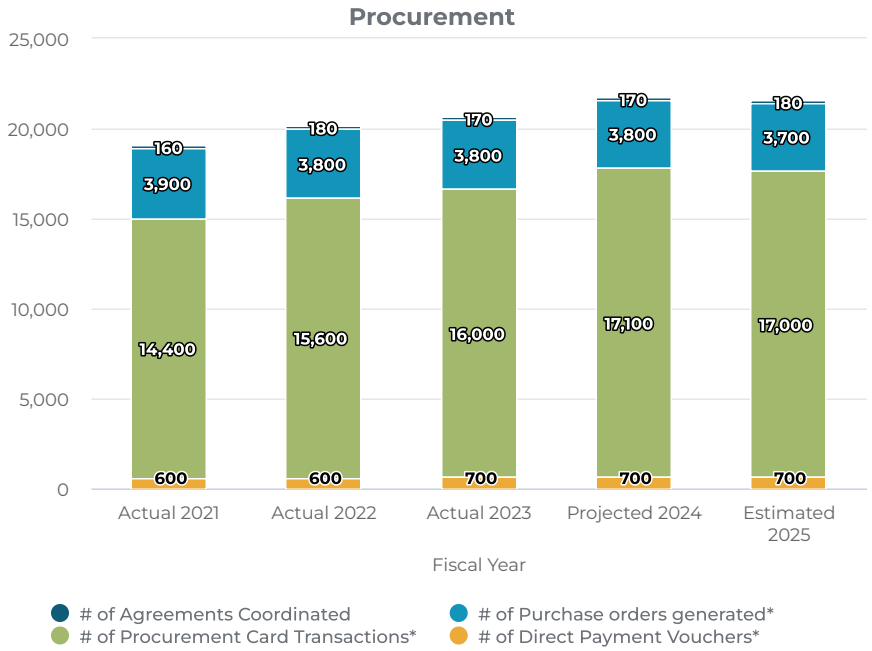
AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Procurement/Contract Manager	$76,037	$110,492
1	1	Assistant Procurement Manager	$50,569	$73,483
1	1	Procurement Specialist	$47,707	$69,324
1	2	Mail Courier (PT)	$28,237	$41,033

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4	4	4	5	5

Performance Measures



Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
# of Agreements Coordinated	160	180	170	170	180
# of Purchase Orders Generated*	3,900	3,800	3,800	3,800	3,700
# of Procurement Card Transactions*	14,400	15,600	16,000	17,100	17,000
# of Direct Payment Vouchers*	600	600	700	700	700

**Rounded to nearest hundred*

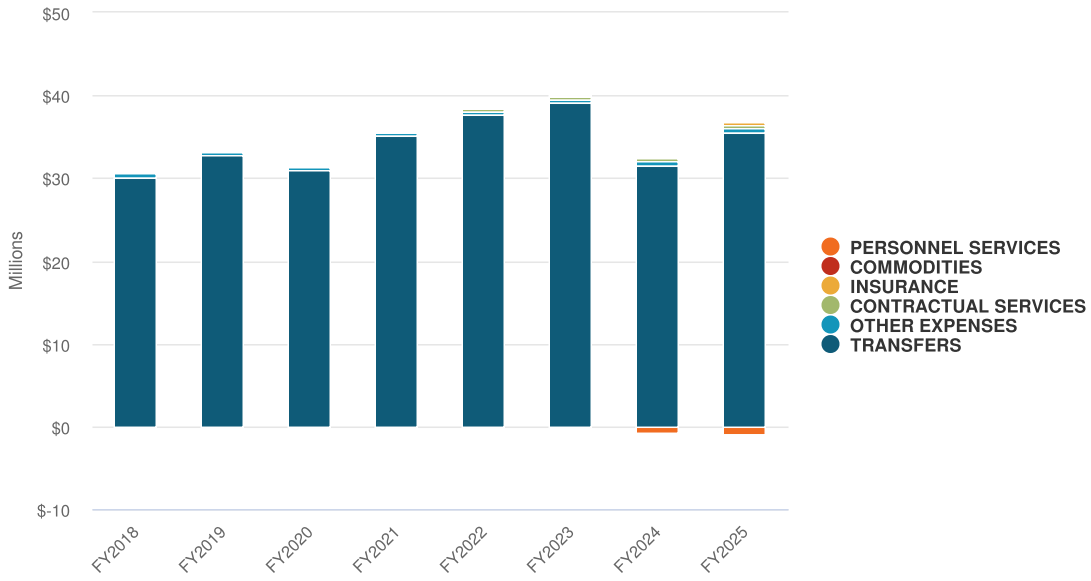
Non-Departmental

MISSION

To provide for transfers to the Debt Service Fund, transfer to Schools for operating and debt service, transfer to Solid Waste Fund, transfer to State Street Aid Fund, transfer to Other Funds, and transfer to the General Project Fund in the Miscellaneous Expense Budget.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES					
PERSONAL SERVICES/SALARIES AND WAGES	$0	$0	-$824,400	-$888,300	7.8%
Total PERSONNEL SERVICES:	**$0**	**$0**	**-$824,400**	**-$888,300**	**7.8%**
CONTRACTUAL SERVICES					
CONTRACTUAL SERVICES/ADVERTISING & PUBLICATION	$8,723	$0	$11,000	$11,000	0%
CONTRACTUAL SERVICES/PROFESSIONAL/CONSULTANT	$0	$2,641	$0	$0	0%
CONTRACTUAL SERVICES/ELECTRIC SERVICE	$4,281	$4,758	$4,000	$4,000	0%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
CONTRACTUAL SERVICES/WATER AND SEWER SERVICE	$0	$208	$500	$500	0%
CONTRACTUAL SERVICES/TELEPHONE	$186,727	$177,547	$170,000	$170,000	0%
CONTRACTUAL SERVICES / REPAIR & MAINT-VEHICLES				$227,600	N/A
CONTRACTUAL SERVICES/STORM WATER FEE EXPENSE	$3,422	$4,315	$3,500	$3,500	0%
CONTRACTUAL SERVICES/COURT COSTS & FEES	$15,673	$12,375	$18,000	$18,000	0%
CONTRACTUAL SERVICES/TRUSTEE'S COMMISSION	$20,597	$23,124	$18,000	$18,000	0%
CONTRACTUAL SERVICES/MISCELLANEOUS	$65,000	$65,000	$0	$0	0%
Total CONTRACTUAL SERVICES:	**$304,423**	**$289,968**	**$225,000**	**$452,600**	**101.2%**
OTHER EXPENSES					
OTHER EXPENSES/RISK FUND ADMIN CHARGES	$267,800	$394,800	$394,800	$394,800	0%
OTHER EXPENSES/EMPLOYEE RHSP BENEFITS	$186,576	$184,762	$188,000	$188,000	0%
OTHER EXPENSES/FORFEITURE REFUNDS	-$130,099	-$63,316	$0	$0	0%
Total OTHER EXPENSES:	**$324,277**	**$516,245**	**$582,800**	**$582,800**	**0%**
INSURANCE					
INSURANCE/LIABILITY	$107,600	$157,500	$157,500	$237,000	50.5%
Total INSURANCE:	**$107,600**	**$157,500**	**$157,500**	**$237,000**	**50.5%**
TRANSFERS					
TRANSFERS/TO UMTA FUND	$369,800	$172,125	$380,000	$380,000	0%
TRANSFERS/TO SCHOOLS ADDITIONAL MOE	$644,000	$644,000	$644,000	$644,000	0%
TRANSFERS/TO SCHOOL FUND-OPERATIONS	$10,601,300	$10,601,300	$10,601,300	$10,601,300	0%
TRANSFERS/TO SOLID WASTE MGMT FUND	$2,600,000	$2,600,000	$2,300,000	$2,500,000	8.7%
TRANSFERS/TO STATE STREET AID FUND	$566,668	$1,091,303	$1,026,200	$1,146,250	11.7%
TRANSFERS/SCHOOL FUND-DEBT-PRINCI	$1,866,887	$2,355,941	$2,377,500	$2,858,199	20.2%
TRANSFERS/SCHOOL FUND-DEBT-INTEREST	$808,200	$863,408	$1,103,600	$1,584,951	43.6%
TRANSFERS/TO DEBT SERV FD	$9,557,978	$9,859,405	$10,571,300	$11,148,900	5.5%
TRANSFERS/TO GEN PROJ-SPECIAL REV	$7,261,686	$8,106,908	$755,000	$2,700,000	257.6%
TRANSFERS/GENERAL PROJECT FUND	$1,516,483	$906,253	$0	$0	0%
TRANSFERS/AQUATIC CENTER FUND	$200,000	$0	$0	$0	0%
TRANSFERS/TO MPO FUND	$63,713	$113,834	$68,000	$68,000	0%
TRANSFERS/LIBRARY GOVERNING BOARD	$1,328,900	$1,375,000	$1,375,000	$1,375,000	0%
TIF - KHRA / DOWNTOWN TIF				$56,800	N/A
TIF - KHRA/INDIAN TRAIL TIF	$58,430	$62,904	$63,000	$63,300	0.5%
TIF - KHRA/RIVERBEND TIF	$135,001	$145,243	$145,300	$146,200	0.6%
TIF - KHRA/THE BLAKE	$133,004	$142,952	$143,000	$143,800	0.6%
Total TRANSFERS:	**$37,712,049**	**$39,040,575**	**$31,553,200**	**$35,416,700**	**12.2%**
Total Expense Objects:	**$38,448,349**	**$40,004,289**	**$31,694,100**	**$35,800,800**	**13%**

Public Information & Communications



Adrienne Batara
Public Information & Communications Director

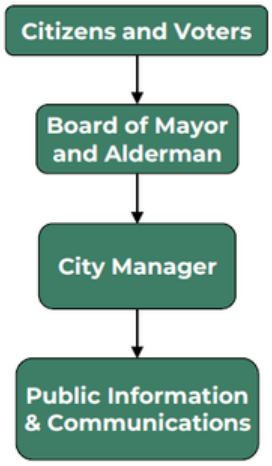
MISSION

To provide accurate, helpful and important information to residents, businesses and the media in a timely and efficient manner.

VISION

To be proactive, highly accessible and responsive with information and news about the City of Kingsport and to ensure the flow of information is accurate, timely and appropriate across all relevant forms of communication.

Organizational Chart



Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Educating citizens on services offered by the city and informing them of relevant updates through various media channels, such as news outlets, print and city social media channels.
- Serving as communications liaison for all media contacts.
- Director serves as staff liaison between Neighborhood Commission and city staff.

GOAL #5: STRONG EDUCATION SYSTEM

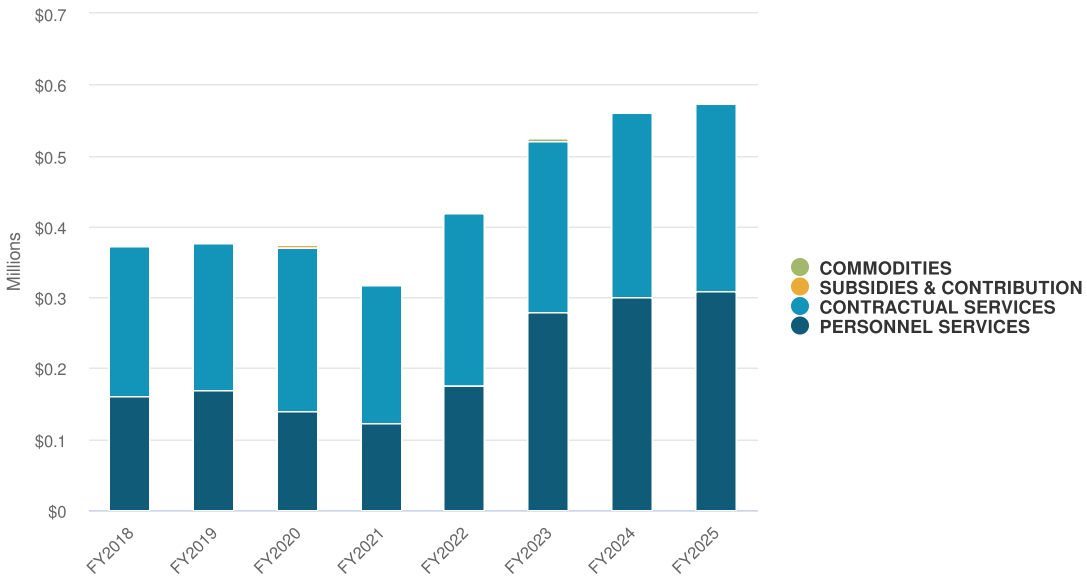
- Providing continuous improvements to the website to inform citizens and answer questions.
- Building an inventory of videos and information to educate citizens on various topics, from Public Works to Cultural Arts and departments in between.

Strategic Performance

- The Communications Department continues to excel at assisting other departments with their various needs, such as event planning, managing social media, reserving media spots and graphic design of promotion materials. Highlight assists and campaigns include the ARTS Festival, promoting the strategic plan process, regional event promotions, and Christmas in Kingsport.
- As the leading department of a new initiative, the city started an adult education program called Model City 101. The free, eight-week course provides an overview of various city departments and services with the goal being to better educate the public on the government's role within the community. 14 attendees were in the inaugural class.
- This is Kingsport community event calendar initiative saw growth in web traffic and event notification (text and email) sign ups. The calendar had over two thousand events listed on it in 2024.
- Pushing residents to use the free city app, ConnectKingsport, to communicate with the city has resulted in over ten thousand downloads and over twenty-eight thousand issues resolved.
- Advancing city social media channels with more direct posts and more videos has resulted in growth across all channels on all platforms.
- Completed year seven of Storm Drain Art Contest with artists completing drains near the Kingsport Press Building, on Clay Street, in downtown Kingsport and in neighborhoods. Since year one of the contest, over a dozen cities across the US have reached out about doing their own storm drain art contest.
- Completed a Progress Edition highlighting the year's accomplishments – mailed to all citizens via Times News in March.
- Completed another State of the City in partnership with the Chamber, highlighting accomplishments at the end of the year and creating another well received informational booklet not only for attendees to take, but also available online to those who didn't attend the event. This booklet is also given out to all Chamber boards and city boards and commissions.
- Billboard – more departments have utilized our billboard slot and continue to provide good feedback
- The Communications Department earned awards for a campaign, blog post and event.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$175,398	$279,445	$300,000	$309,500	3.2%
CONTRACTUAL SERVICES	$242,502	$239,936	$261,100	$264,100	1.1%
COMMODITIES	$1,261	$4,241	$1,500	$1,500	0%
SUBSIDIES & CONTRIBUTION	$198	$112	$1,500	$1,500	0%
Total Expense Objects:	**$419,359**	**$523,733**	**$564,100**	**$576,600**	**2.2%**

Website Statistics

KingsportTN.gov

- Website stats as of December 31, 2024
  - Over **409,000** users
  - Over **1.1 million** page views
  - Over **72%** of users via mobile device
  - Top 5 webpages
    - Homepage
    - Customer Service – Water/Sewer
    - Police Department – Alerts
    - Police Department – General
    - Police Department – FAQ Layla Santanello
  - Traffic Data for Visitors
    - Tennessee
    - Georgia
    - Florida
    - Virginia
    - North Carolina
    - New York
    - Ohio
    - Michigan
    - Illinois
    - Kentucky

ThisIsKingsport.com

- Website stats as of December 31, 2024
  - Over **56,000** users
  - Over **109,000** page views
  - **24** blog posts added
  - Over **1,630** text subscribers
  - Over **1,130** email subscribers
  - Over **77%** of users via mobile device
  - Traffic Data for 2024 Visitors
    - Kingsport
    - Nashville
    - Atlanta
    - Johnson City
    - Bristol

Social Media Statistics

2024 This is Kingsport
- Posts: 450
- Followers: 19,097
- Reach: 346,699

2024 Kingsport Alerts
- Posts: 795
- Followers: 14,965
- Reach: 878,154

2024 Top Video Posts on Facebook
- Model City Moment Video - Main Street (July)
  - 5.4K Views
- Model City Moment Video - Wedding Venues
  - 4.6K Views
- Model City Moment Video - Storm Drain Art
  - 4.5K Views
- Model City Moment Video - Main Street (September)
  - 3.5K Views
- Kingsport Minute Video (April)
  - 3.3K Views

2024 Top Social Media Posts
- Red, White & Boom
  - Reach: 132,372
- Water Restored
  - 102,883
- Carousel Birthday
  - 54,724
- Storm Drain Art
  - 46,848
- Balloon Glow
  - 39,120
- Christmas Parade
  - 33,455
- Breakfast with Balloons
  - 33,137
- Summer in the Park
  - 32,266
- Interactive Map
  - 29,396
- July 4th Parade
  - 27,266

**all organic posts; no boosted/paid posts included*

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Public Information & Communications Director	$76,037	$110,492
1	1	Communications Specialist	$47,707	$69,324
1	1	Public Information & Communications Specialist	$37,788	$54,911
1	1	Administrative & Communications Specialist	$35,649	$51,803

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
2	2	4	4	4

Resources & Strategies

Kingsport Times News

Weekly Page – A partnership with the Kingsport Times News, which includes a full page each Wednesday (highest circulation day). It has been an opportunity to train citizens to look for city news/information each week since 2016. Redesigned in November 2024.

Progress Edition – We dedicate one Wednesday page to an 8-pg update on city efforts to coincide with the monthly progress editions that Times News does. Produced every year since March 2017.

Senior Tab – Converted the monthly senior newsletter from a publisher print document with 500 copies to a newspaper insert reaching over 8,000/month.

Newsletters – A consistent way to push out information to a built-in audience (people who have signed up to receive information).

BMA Highlights – We inform the public of BMA actions, recognize staff/citizens and share relative stories.

Bays Mountain Park – Informs BMP Members of current and upcoming events at the park and includes educational and informative nature and astronomy articles.

Kingsport Aquatic Center – Informs subscribers of the upcoming month's events, classes and pool closures.

Main Street Rebuild – Informs subscribers of the current project work surrounding the Main Street Rebuild project.

Project Status in Pictures – An update to the BMA and public in regards to projects versus the highly detailed excel file. We use 4-5 pictures per meeting to show progress on projects.

Press Releases – This is a standard tool for all public relations departments to push out information. While we will utilize this avenue, we want the ability to control our message as much as possible, and in addition to a press release, we will create a more coordinated approach to hit more media outlets that includes avenues such as social media and billboards. We added a standard department specific boilerplate to each release with Kingsport achievements.

Social Media – A digital and consistent way to push out information on a daily basis. Used as a tool to send out good news, interesting facts and to be proactive in expanding the reach of our message. This is the most instantaneous form of media. The most successful city pages include *Kingsport Alerts*, *This is Kingsport*, *Bays Mountain Park* and *Kingsport Farmers Market*.

Billboards – A highly visible opportunity to share city information, promote departments and partner with other organizations such as DKA or Visit Kingsport.

Digital – One spot on the Eastman Rd digital billboard; very flexible in that there is only a few days turnaround to change the board.

Static – On occasion; utilize a static board to put info in more locations across the city or region.

ADA – The new federal requirements for ADA strongly affect the city's and all its departments' websites. We conducted an audit for compliance to reach the AA required level for the city. The city website currently is as compliant as possible.

City Website – *Redesigned December 2021 (looking to redesign in 2025) and integrated chatbot and increased security measures.* Our website is considered a hub, a reference point for all relevant and timely information for residents. By having a hub of information, you can have a more coordinated approach regarding media. The format of the website is intuitive so guests can easily find needed information. For example, one feature is *MyKingsport*, which includes a predictive text box where residents enter their address to learn about garbage pickup, nearest emergency service locations, school districts and more. Another example is the News section – all city press releases are posted in the News section making it easy for residents or media to access information.

Events – Examples include ribbon cuttings, holiday festivities, groundbreakings and press conferences. Continue to review opportunities to collaborate with organizations hosting events to improve attendance (i.e. Chamber, Visit Kingsport, DKA).

BMA Recognitions – Work with departments and community leaders to recognize excellence in our city. Used as an opportunity to further goodwill with organizations and individuals who have committed to providing excellence in our community. Create certificates, proclamations, commendations, etc. On occasion, we host receptions for organizations to recognize achievements.

Specialized Marketing for Departments – Assist departments with specialized needs. Updating and creating brochures, flyers, etc. for all departments. In addition to creating documents, the Public Information & Communications Department will approve all collateral for city branding alignment prior to distribution.

We try and meet with each department to work through promotional plans for the year, including Wednesday Page needs, TV spots, billboards and more.

State of the City Address – Partner with the Chamber of Commerce to host city address. Create a document and presentation for the event to walk through city's achievements and year in review. 2024 showed continual growth for the event held at MeadowView (over 255 rsvps).

Neighborhood Commission – The Neighborhood Advisory Commission is composed of 12 citizens of Kingsport. Their purpose is to advise and promote initiatives to strengthen neighborhoods and, as needed, provide input to the BMA regarding programs to strengthen and improve neighborhoods. This department acts as staff liaison to the commission and assists with any promotion or communication needs.

See.Click.Fix – 'ConnectKingsport' is the customized app name via the umbrella company of See.Click.Fix. We run multiple campaigns a year with the intent of increasing downloads and usage of the free app. The custom app also allows additional city-relevant information to be presented to the user, such as links to the city website, ongoing events, animal services and more. Currently we have over 10,000 downloads and over 29,000 issues resolved.
This Is Kingsport – Through rebranding of the community 'go-to' spot for events, This is Kingsport answers the question of, 'What's going on in Kingsport?' Through event additions every day to frequent blog posts, the website offers residents a place to plan their weekend and engage within the city. Events are either city department hosted, or local community organization hosted. Depending on the month, the site has anywhere from 3,000 to 10,000 users.

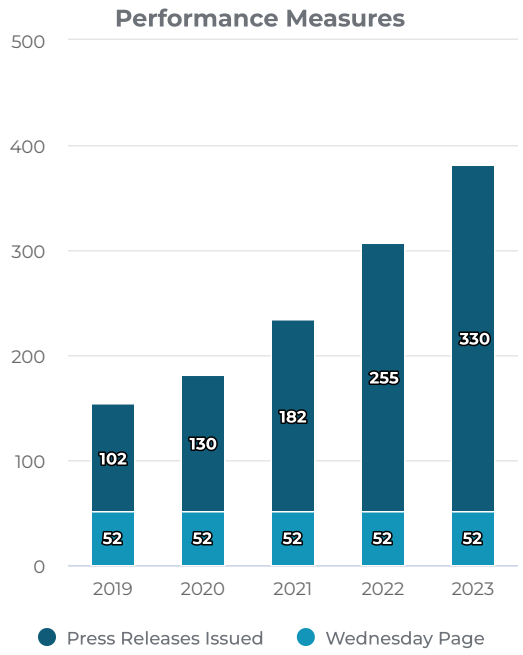
This is Kingsport also gives users of the site an option to sign up for events to be texted or emailed to them every Thursday evening. Currently, there are over 1600 subscribers to text and 1,100 to email.

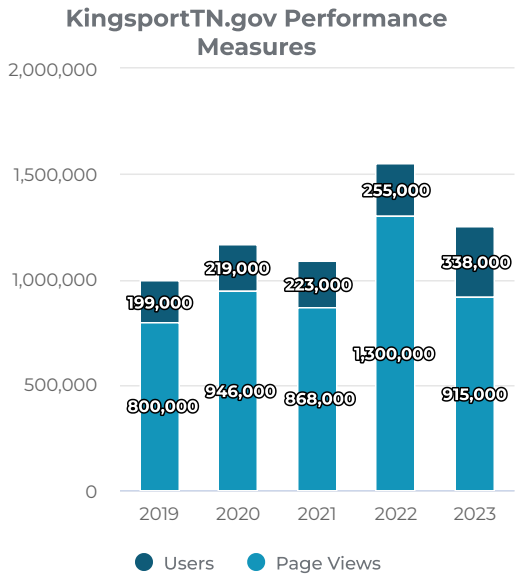
Main Street Rebuild Project – The project finally started in November 2022. We created a dedicated Facebook page and Instagram channel to provide updates. We also created a newsletter that's sent bi-weekly to a list of 103 recipients. It is sent regardless of whether it is a big update or not.

We also highlighted businesses along Main Street on the Facebook page for the project.

Media Room – August 2024, the department took steps to running BMA meetings in-house; a member of the media room team is on site for every BMA meeting. We partnered with the IT Department to broadcast BMA meetings for the public to view online using new streaming software – BoxCast. We also manage the media room by maintaining the

equipment, providing training as needed and helping others who utilize the space.





Information Technology

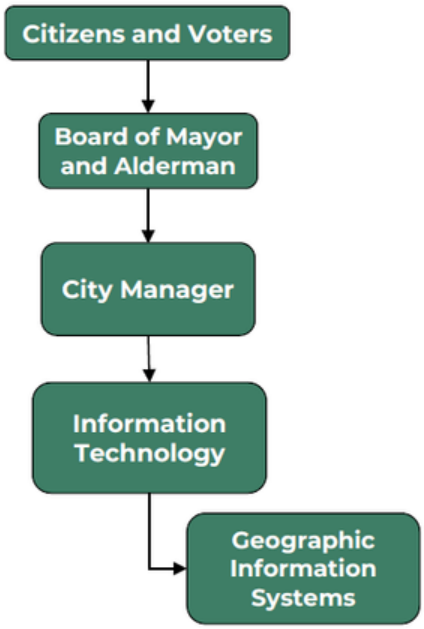


Floyd Bailey
Chief Information Officer

MISSION

To empower the city of Kingsport with smart, connected, and innovative technology solutions, enabling the municipality to service its residents with efficient and reliable services; and to ensure accessible, secure customer services, which will encourage transparency, engagement and continuing transformation and taxpayer value.

Organizational Chart



Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Provide system technology training for all employees for more effective use of the City's Computer Systems.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

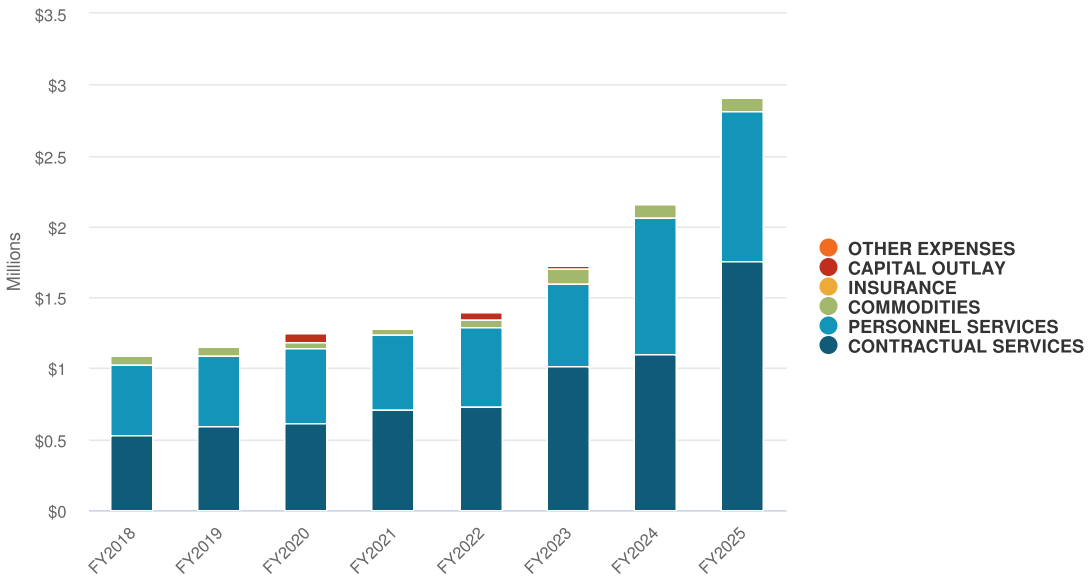
- Seek out and identify technological advances to enhance level of service and reduce long-term costs.

GOAL #6: STRONG EDUCATION SYSTEM

- Provide enhanced communications to the outlying areas.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$559,432	$576,510	$963,600	$1,063,200	10.3%
CONTRACTUAL SERVICES	$730,241	$1,019,227	$1,099,700	$1,752,700	59.4%
COMMODITIES	$53,195	$102,313	$90,450	$92,450	2.2%
INSURANCE	$569	$569	$550	$550	0%
CAPITAL OUTLAY	$50,271	$21,252	$0	$0	0%
Total Expense Objects:	**$1,393,708**	**$1,719,870**	**$2,154,300**	**$2,908,900**	**35%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Chief Information Officer	$107,860	$156,734
0	1	IT Manager	$71,733	$104,237
0	1	Solutions Manager	$71,733	$104,237
1	1	Network Administrator	$63,842	$92,771
3	3	Systems Analyst II	$56,819	$82,566
0	1	Project Management Specialist	$53,603	$77,892
2	2	Systems Analyst I	$50,569	$73,483
0	1	Information Technology Technician	$47,707	$69,324

**MPO Manager position moved from MPO to IT to create IT Manager for FY 2024.*

**Asset Manager position moved from PW Admin to IT and reclassified to Solutions Manager for FY 2024.*

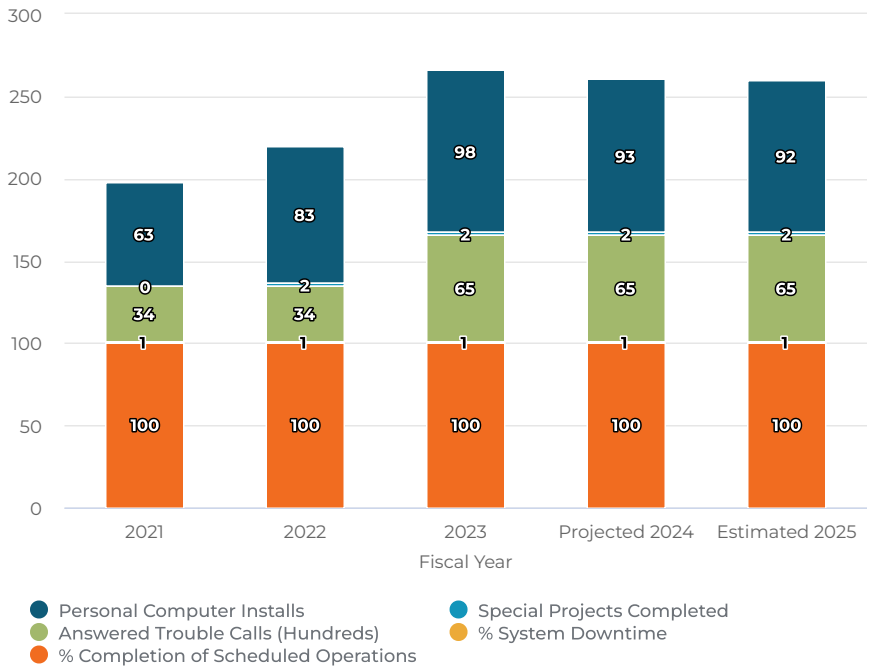
**Leisure Services Analyst position moved from Leisure Services to IT and reclassified to Project Management Specialist for FY 2024.*

**IT Technician moved from Library to IT for FY 2024.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
7	7	7	11	11

Performance Measures



Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Personal computer installations	63	83	98	93	92
System downtime	<1%	<1%	<1%	<1%	<1%
Special projects completed	0	2	2	2	2
Trouble calls answered Telephone – Service *	3,400	6,500	6,500	6,500	6,500
Completion of scheduled operations	100%	100%	100%	100%	100%

**Rounded to the nearest hundred*

Geographic Information Systems



Jake White
GIS Manager

MISSION

To provide support, storage, maintenance, and analysis of geographic information for city departments. The GIS is a computerized database management system capable of capturing, storing, retrieving, analyzing, and displaying spatially (geographically) referenced data.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Maintain one-day response time to citizen and city staff inquiries for geographic data.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Continue to provide GIS support for Economic Development.

GOAL #4: STRONG NEIGHBORHOODS & QUALITY DEVELOPMENT

- Continue to provide GIS support for Redevelopment, and Neighborhood activities.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Continue support and maintenance of GIS infrastructure for Public Works implementation of Cartegraph Asset management software for storm water, wastewater, water, streets, sanitation, traffic, and grounds maintenance divisions.
- Continue to support and develop map production, data entry and access to support water, wastewater departments.

GOAL #9: SAFE COMMUNITY

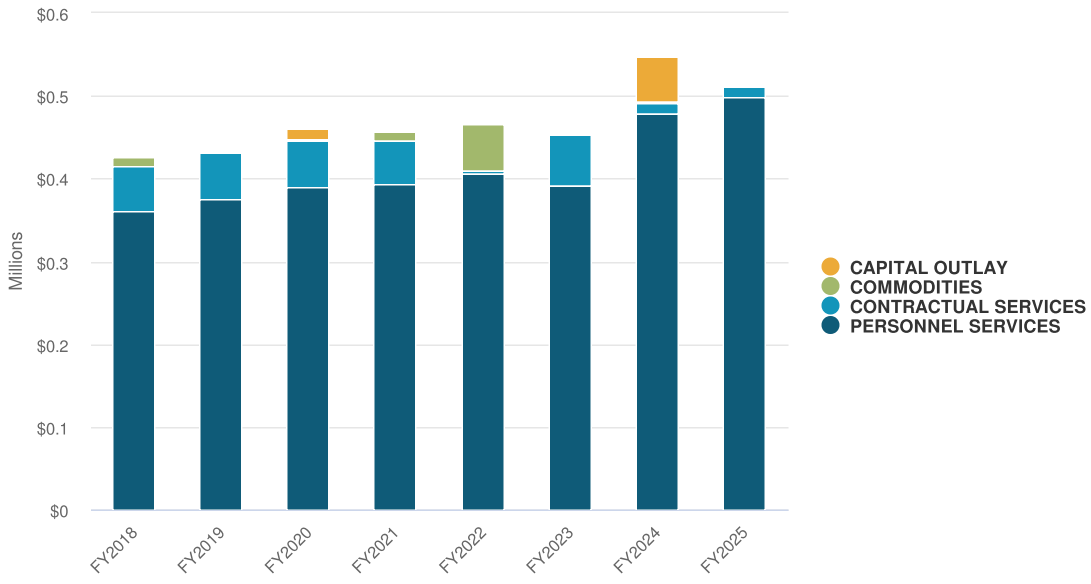
- Software support for crime mapping project
- Maintenance and update of geographic data for public safety
- Continue maintenance and update of e911 addressing and mapping system

Strategic Performance

- **FY 22-23 –**
  - GIS support for City of Kingsport Utility Services concerning Water Meter field data collection. Cost avoidance of **$40,000.**
  - Mapping software support for e911 Center. Cost avoidance of **$10,000**.
  - GIS support for Kingsport City Schools. Cost avoidance of approximately **$10,000**.
- **FY 21-22 –**
  - Mapping software support for e911 Center. Cost avoidance of **$10,000**.
  - GIS support for Kingsport City Schools. Cost avoidance of approximately **$10,000**.
  - GIS support of Cartegraph implementation for Public Works. Cost avoidance of approximately **$10,000**.
- **FY 19-20 –**
  - Mapping software support for e911 Center. Cost avoidance of **$7,500**.
  - Continued support for Kingsport City Schools. Cost avoidance of approximately **$7,500**.
- **FY 18-19 –**
  - Project management and support for upgrades to e911 Center Training Room\EOC. Cost avoidance of approximately **$20,000**.
  - Continued support for Kingsport City Schools. Cost avoidance of approximately **$7,500**.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$406,500	$390,981	$478,800	$498,900	4.2%
CONTRACTUAL SERVICES	$2,564	$62,256	$11,800	$11,800	0%
COMMODITIES	$56,452	$2,372	$2,200	$2,200	0%
CAPITAL OUTLAY	$0	$0	$55,000	$0	-100%
Total Expense Objects:	**$465,516**	**$455,609**	**$547,800**	**$512,900**	**-6.4%**

Personnel

AUTHORIZED POSITIONS

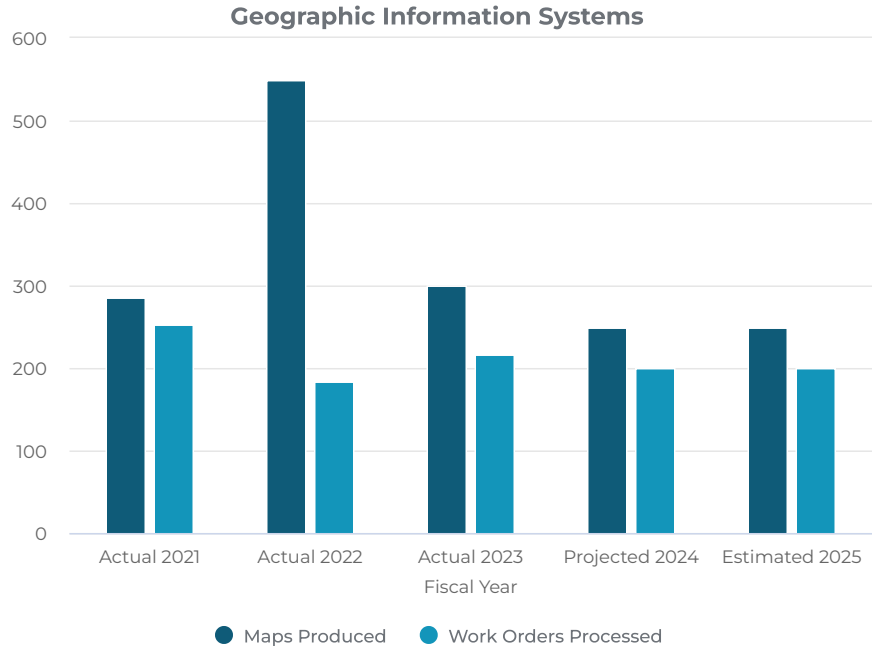
FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	GIS Manager	$71,733	$104,237
3	3	GIS Analyst	$53,603	$77,892

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4	4	4	4	4

Performance Measures

Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Maps produced	286	550	300	250	250
Work orders processed	253	183	217	200	200



Economic Development

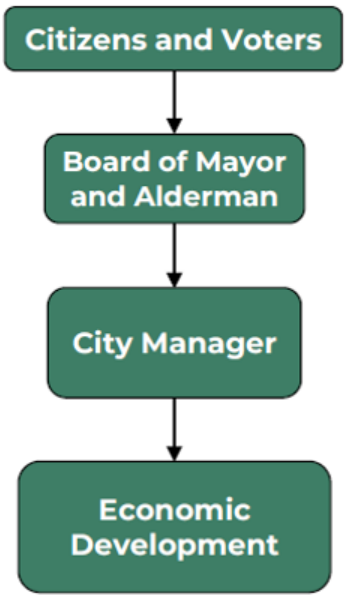


Steven H. Bower
Economic Development Director

MISSION

To provide support to the BMA and Kingsport community partners while leading city activities for development, construction, housing code enforcement, and economic development.

Organizational Chart



Strategic Plan Implementation

GOAL #1: CITIZEN-FRIENDLY GOVERNMENT

- Listen to the concerns of citizen groups and community organizations and work with them to resolve issues.
- Improve the city codes and regulations to provide more efficient delivery of city services.
- Improve response time and the handling of citizen requests.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Provide information and programs to encourage quality commercial, residential and industrial development, and redevelopment.
- Monitor and provide support to existing Kingsport business retention and expansion opportunities.
- Act as a resource and support for new business recruitment

GOAL #4: STRONG NEIGHBORHOODS & QUALITY DEVELOPMENT

- Work with home builders, realtors, neighborhoods, housing partners, and the development community to enhance development and redevelopment opportunities in Kingsport.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

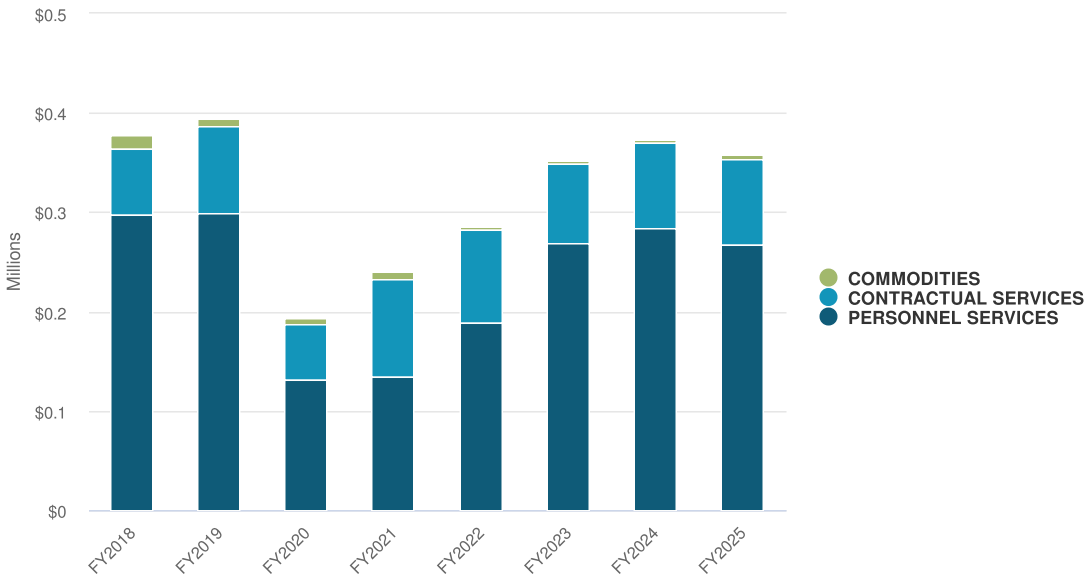
- Coordinate with the other city departments to create transportation and urban land use plans that provide opportunities for development.
- Work with other city departments to identify appropriate opportunities for development and redevelopment support.

Strategic Performance

- Continue emphasis on economic development coordination and recruiting and continue cooperation with our local development community, regional partners and existing businesses.
- Placed an emphasis on Codes Enforcement and the continuance of that has exceeded expectations. Using CDBG funds, we hire off-duty police officers to run field work, resulting in visible improvements in target neighborhoods and overall significant increases in case closures. The cooperative work with the police force has been outstanding.
- Further, downtown Kingsport has seen continued retail and restaurant growth, and significant apartment redevelopment with other opportunities on the horizon.
- Three mixed-use developments have been supported with financial incentives, with two beginning construction soon and one nearly complete.
- Work with community partners continues to be strong, supporting our Annual Homebuilders Show, NETWORKS Red Carpet Event, DKA, KEDB Façade Committee and others.
- The department has been directly involved in supporting the development and location of several retail and restaurant businesses.
- Assisted in business expansions, several new housing developments, and progress continuing on other economic development opportunities.
- Worked closely with Kingsport Economic Development Board to produce a Request for Proposals on properties to attract investment while growing the tax base, with proceeds being used for reinvestment in Kingsport.
- New investment in the Fort Henry Mall has been enabled through direct support from Development Services with new offerings added each year.
- Continued work with Tri-Cities Crossing and the surrounding property owners for future regional retail.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$188,412	$269,111	$283,700	$268,100	-5.5%
CONTRACTUAL SERVICES	$94,124	$79,833	$86,000	$86,000	0%
COMMODITIES	$3,276	$2,702	$3,400	$3,400	0%
Total Expense Objects:	**$285,812**	**$351,646**	**$373,100**	**$357,500**	**-4.2%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Economic Development Director	$80,599	$117,121
1	1	Business Development Specialist EDD	$53,603	$77,892
1	1	Econ Dev Executive Admin Assistant	$37,788	$54,911

** The Business Development Specialist EDD position transitioned to FT in FY 2023.*

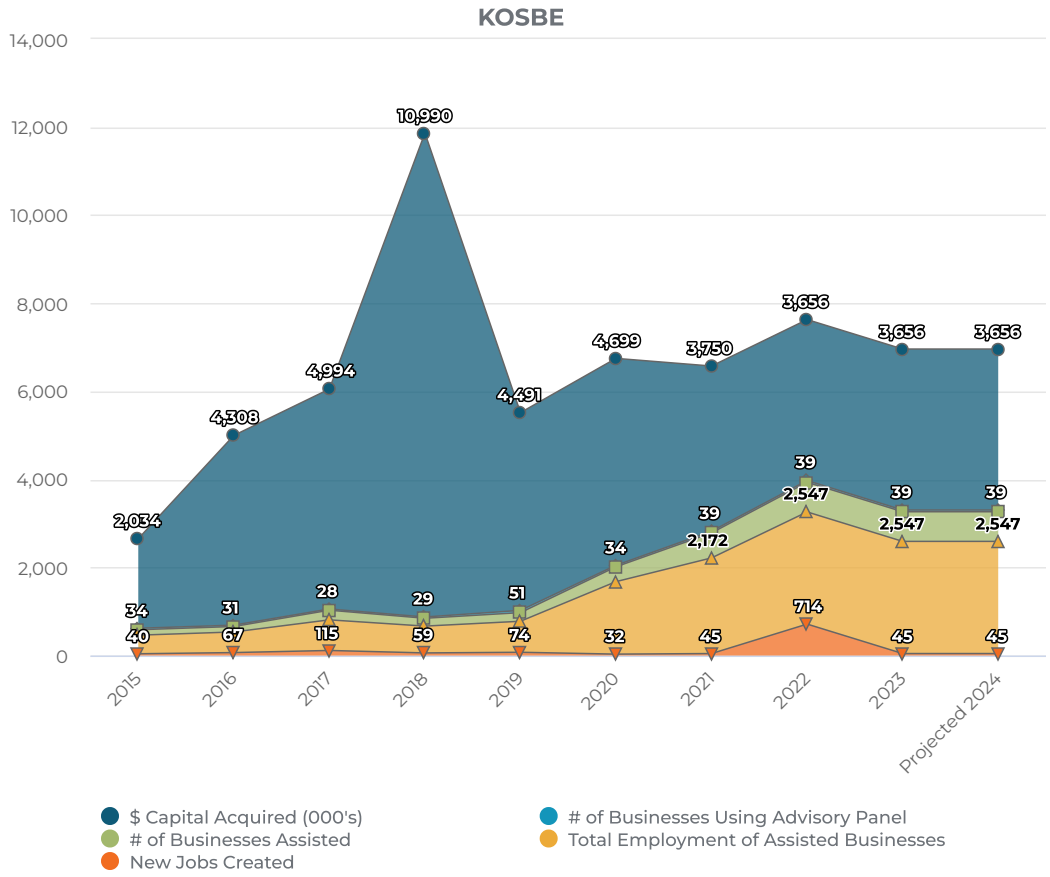
HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
2	2 FT 1 PT	3	3	3

Performance Measures

KOSBE PERFORMANCE MEASURES	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
# of Business Assisted	123	124	219	178	196	337	568	673	673	673
# of Business Using Advisory Panel	34	31	28	29	51	34	39	39	39	39
Total Employment of Assisted Businesses	422	468	695	609	704	1646	2172	2547	2547	2547
New Jobs Created	40	67	115	59	74	32	45	714	45	45
$ Capital Acquired	2,034k	4,308k	4,994k	10,990k	4,491k	4,699k	3,750k	3,656k	3,656k	3,656k
Survival Rate (in business 5 years or more)	10%	20%	20%	20%	20%	20%	20%	20%	20%	20%

Data from KOSBE's Annual Report; 2024 data is projected.



Human Resources



Tyra Copas
Human Resources Director

MISSION

To provide for the effective administration of all Human Resource functions for the City.

SUMMARY

The Human Resources Department serves as a support unit to all city departments in the areas of employment, employee relations, compensation, benefits, training, and development. Compliance with federal and state employment laws is a mandate of this group. It is also our charge to work for balance in the needs of the departments and workforce with the need for stewardship of public funds.

Strategic Plan Implementation

GOAL #1: CITIZEN-FRIENDLY GOVERNMENT

- Professional Development - Provide training programs and educational opportunities to employees enabling them to increase service and better job performance.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Continue to monitor salary structure to remain competitive in the market.
- Review and implement updated hiring processes making it easier to apply for jobs and quicker onboarding when hired.
- Provide training to employees including those at the Management Team level on various city policies and procedures to ensure topics covered are clear, understood, and adhered to.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

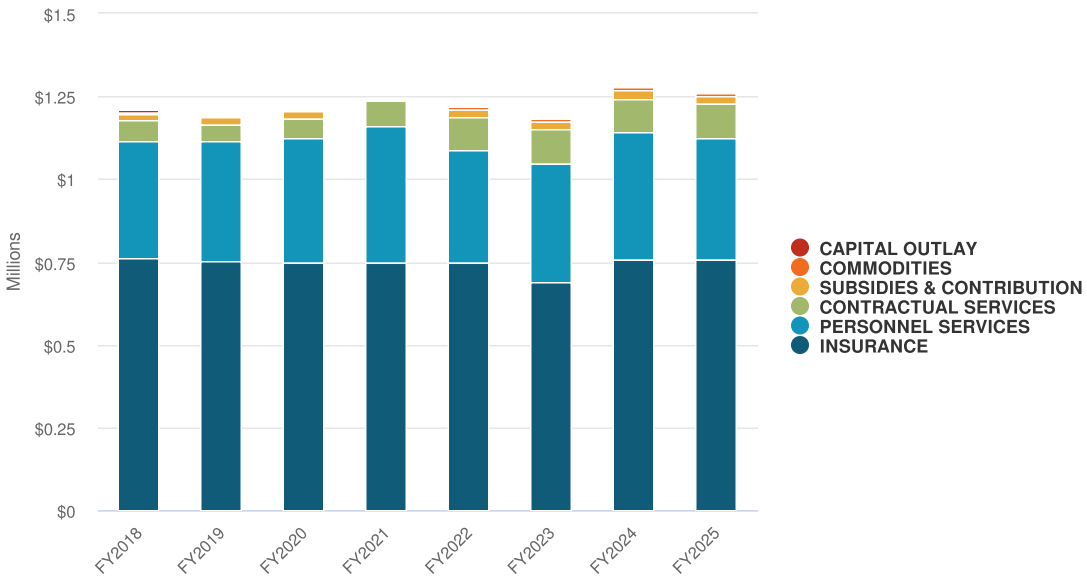
- Seek continuous improvement for greater efficiency and productivity.
- Eliminate non-value-adding activities & processes.

Strategic Performance

- Integrated the online platform for pre-hire/new hires pre-employment documentation.
- From 2,722 applications, we hired 152 employees.
- Provided retirement and resignation out-processing for 124 employees.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$336,366	$359,801	$386,800	$370,800	-4.1%
CONTRACTUAL SERVICES	$99,412	$104,225	$100,200	$100,200	0%
COMMODITIES	$10,632	$8,710	$7,300	$7,300	0%
INSURANCE	$750,000	$687,500	$755,000	$755,000	0%
SUBSIDIES & CONTRIBUTION	$22,032	$22,436	$27,000	$27,000	0%
Total Expense Objects:	**$1,218,442**	**$1,182,671**	**$1,276,300**	**$1,260,300**	**-1.3%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Human Resources Director	$107,860	$156,734
1	0	HR Administrator	$56,819	$82,566
1	1	HR Analyst	$56,819	$82,566
1	1	Human Resources Specialist	$47,707	$69,324
0	1	HR Administrative Assistant	$31,727	$46,104

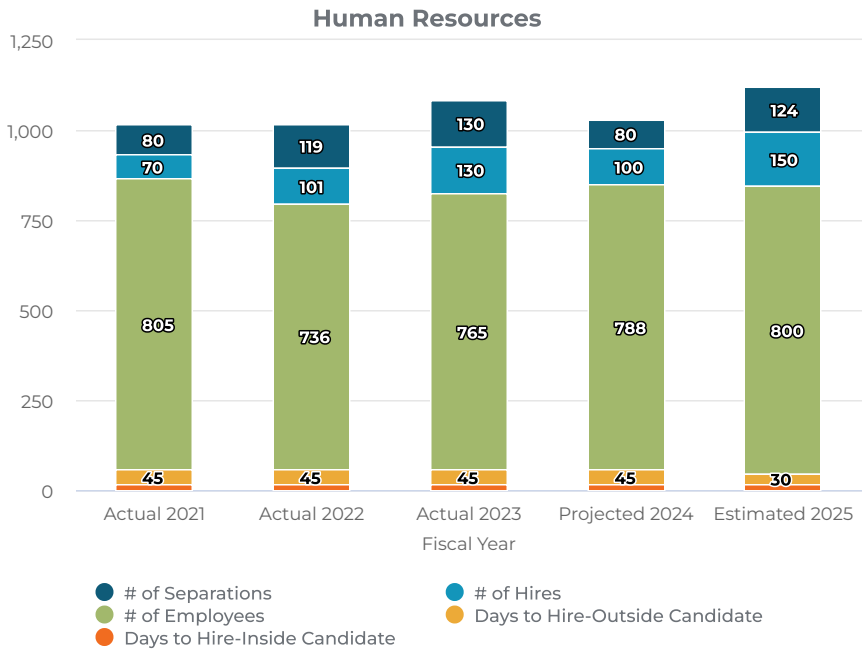
**HR Administrator position moved to Health Insurance and reclassified as Benefits Coordinator in FY 2024.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4	4	4	4	4

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
# Separations/Total avg. employment	80/805	119/736	130/765	80/788	124/800
# Hired/ # Applications	70/1,800	101/2,141	130/2,200	100/2,000	150/2,000
# Employees/ Appeals Requested	805/0	736/0	765/0	788/0	800/2
Days to hire- Outside Candidate	45	45	45	45	30
Days to hire- Inside Candidate	15	15	15	15	15
Training sessions/ Attendance	0/0	0/0	2/200	0/0	20/994



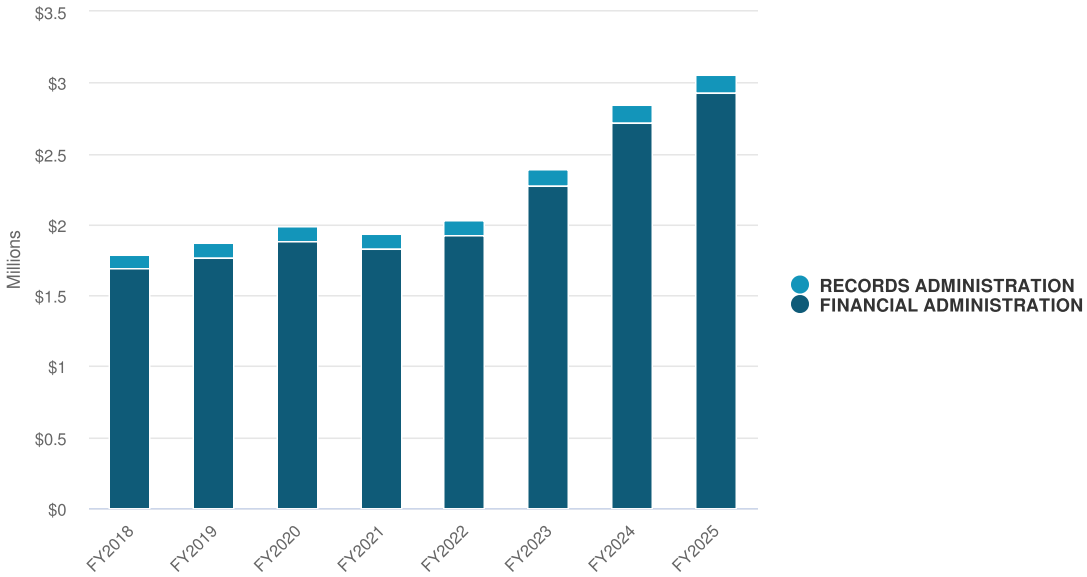
Finance

Organizational Chart



Expenditures by Function

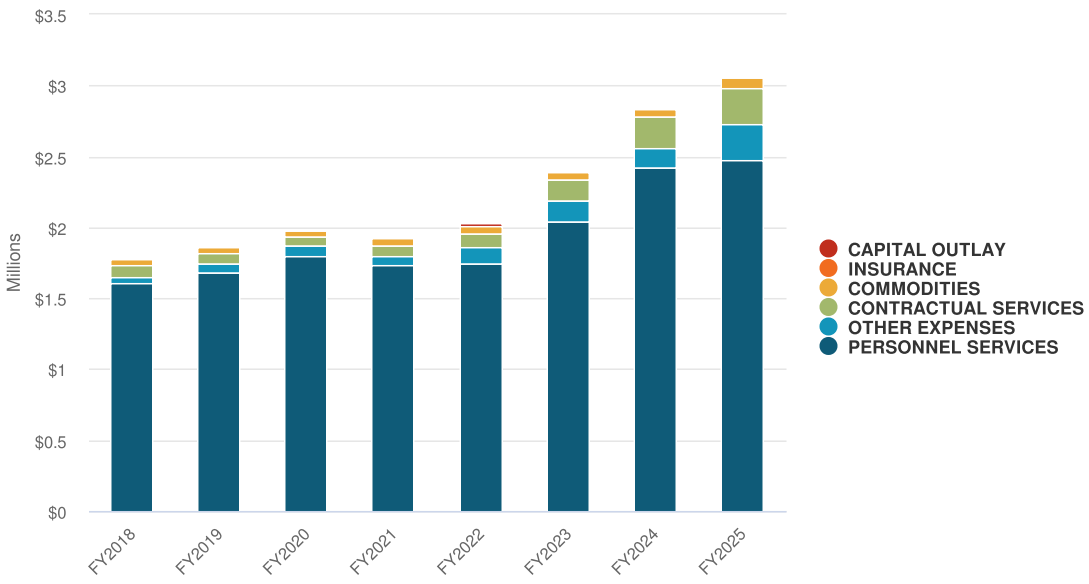
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
FINANCE					
FINANCIAL ADMINISTRATION	$1,925,129	$2,269,112	$2,719,600	$2,932,600	7.8%
RECORDS ADMINISTRATION	$103,637	$122,904	$124,300	$127,900	2.9%
Total FINANCE:	**$2,028,766**	**$2,392,016**	**$2,843,900**	**$3,060,500**	**7.6%**
Total Expenditures:	**$2,028,766**	**$2,392,016**	**$2,843,900**	**$3,060,500**	**7.6%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,741,245	$2,042,061	$2,426,200	$2,474,400	2%
CONTRACTUAL SERVICES	$100,174	$146,676	$220,100	$247,600	12.5%
COMMODITIES	$47,802	$52,684	$55,000	$75,200	36.7%
OTHER EXPENSES	$118,287	$144,795	$130,100	$256,300	97%
INSURANCE	$5,019	$5,801	$5,000	$7,000	40%
CAPITAL OUTLAY	$16,240	$0	$7,500	$0	-100%
Total Expense Objects:	**$2,028,766**	**$2,392,016**	**$2,843,900**	**$3,060,500**	**7.6%**

Finance Administration



Lisa Winkle
City Recorder/Treasurer

MISSION

Provide sound stewardship of the city's fiscal affairs and general accounting supervision over the city's property, assets and disposition thereof.

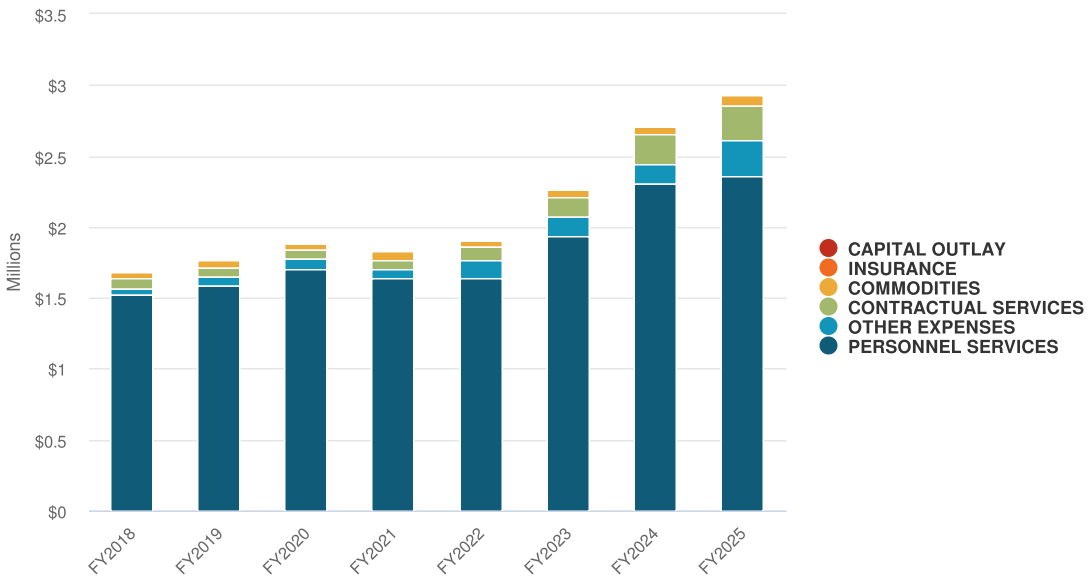
Strategic Implementation

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Continuance of the City's bond ratings
  - Moody's – (Aa2) - Obligations rated Aa are judged to be of high quality and are subject to very low credit risk.
  - S&P – (AA) - Very strong capacity to meet financial commitments
- Annual review of the City's financial policies.
- Continued participation in the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expense Objects				
PERSONNEL SERVICES	$1,642,579	$1,931,951	$2,309,700	$2,354,300
CONTRACTUAL SERVICES	$96,112	$136,186	$213,200	$240,700
COMMODITIES	$46,892	$50,429	$54,100	$74,300
OTHER EXPENSES	$118,287	$144,795	$130,100	$256,300
INSURANCE	$5,019	$5,751	$5,000	$7,000
CAPITAL OUTLAY	$16,240	$0	$7,500	$0
Total Expense Objects:	**$1,925,129**	**$2,269,112**	**$2,719,600**	**$2,932,600**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	City Recorder/CFO	$107,860	$156,734
1	1	Comptroller	$90,561	$131,597
3	3	Accounting Supervisor	$60,229	$87,520
1	1	Senior Accountant	$53,603	$77,892
4	4	Accountant	$50,569	$73,483
3	3	Fiscal Assistant Supervisor	$45,006	$65,400
0	1	Payroll Supervisor	$42,459	$61,698
1	1	Finance Exec Admin Assistant	$37,788	$54,911
2	3	Principal Fiscal Assistant	$37,788	$54,911
6	7	Senior Fiscal Assistant	$33,631	$48,871
6	5	Fiscal Assistant	$31,728	$46,104

**Added 2 additional Accountant positions in 2024.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
28	28	28	30	30

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
A/P checks Processed	13,204	10,798	10,958	11,000	10,000
A/P Invoices Processed	43,801	37,793	43,832	45,000	45,000
Payrolls Processed	52	52	52	52	52
Payroll processed on time	100%	100%	100%	100%	100%
Month-end closing by 20th of following month	2	0	0	0	0
Current Year Audit findings	0	2	1	1	0
Prior year audit findings not implemented	0	0	1	1	0
CAFR submitted on time with state	Yes	Yes	30 Day Extension	Yes	Yes
Property tax notices billed	29,715	29,617	29,845	30,371	30,500
Property taxes collected as % of levy	98.10%	97.62%	97.93%	97.90%	97.70%

Benchmarks

FROM 2023 CAFRs	Murfreesboro	Johnson City	Kingsport	Cleveland	Oak Ridge	Bristol
Population	157,519	72,514	56,150	48,557	31,402	27,698
Full Taxable Value	$23,059,184,559	$7,057,238,996	$6,822,577,856	$5,272,143,309	$3,207,879,253	$2,575,905,000
Assessed Taxable Value	$7,115,245,586	$2,181,411,945	$2,097,856,164	$1,637,187,949	$958,514,840	$816,707,000
Tax Rate	$0.953	$1.73	$1.9983	$1.7130	$2.3136	$1.9863
Bond Rating:						
(Moody)	Aa1	Aa2	Aa2	Aa3	Aa2	Aa2
(S & P)	AA+	AA	AA	AA	AA+	AA
Debt Limitation						
% of assessed taxable value					N/A	N/A
1) -% of appraised value	(1) 15%	(1) 10%	(1) 20%	(1) NA		
2) -by Council Resolution	(2) NA	(2) NA	(2) 10%	(2) 10%		
Net Debt per Capita	$2,301	$3,649	$3,773	$1,788	$3,970	$1,523
Tax Collections as % of Tax Levy	99.07%	98.06%	97.93%	95.3%	98.4%	96.7%
Number of Water Customers	30,731	47,202	36,391	33,956	15,517	12,863
Water Audit Data Validity Score	55,665	30,196	23,352	20,606	14,755	11,597
Audit Findings						
(1) Current Year	(1) 0	(1) 3	(1) 1	(1) 0	(1) 0	(1) 0
(2) Carryover from Prior Year	(2) 1	(2) 3	(2) 1	(2) 1	(2) 0	(2) 1
Received GFOA Excellent Reporting Award FY 2022	Yes	Yes	Yes	Yes	Yes	Yes

Records Administration



Angela Marshall
Municipal Clerk

MISSION

To provide the highest quality of municipal government service and responsiveness to the general public, Board of Mayor and Aldermen and city staff in an efficient and professional manner.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

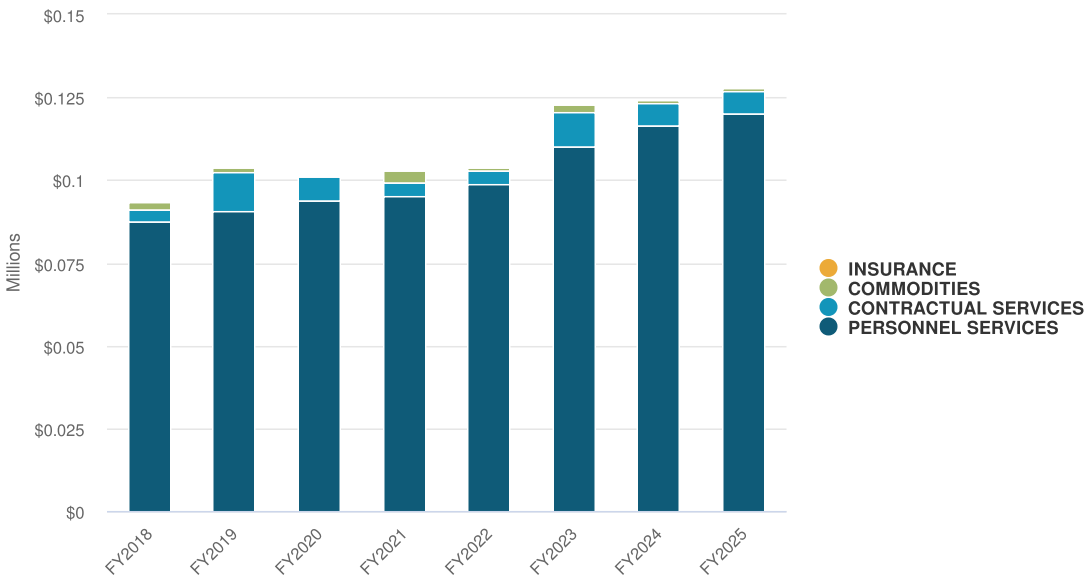
- To treat residents of the City and consumers within our service and planning areas as valued customers deserving our respect and assistance.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Management, protection, and organization of City documents/records
- Continued administration of Beverage Board meetings and actions
- Continued administration of City-owned real property
- Provision of requested public access to City documents/records
- Provision of staff access to City documents/records

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expense Objects				
PERSONNEL SERVICES	$98,666	$110,109	$116,500	$120,100
CONTRACTUAL SERVICES	$4,062	$10,489	$6,900	$6,900
COMMODITIES	$910	$2,255	$900	$900
INSURANCE	$0	$50	$0	$0
Total Expense Objects:	**$103,637**	**$122,904**	**$124,300**	**$127,900**

Personnel

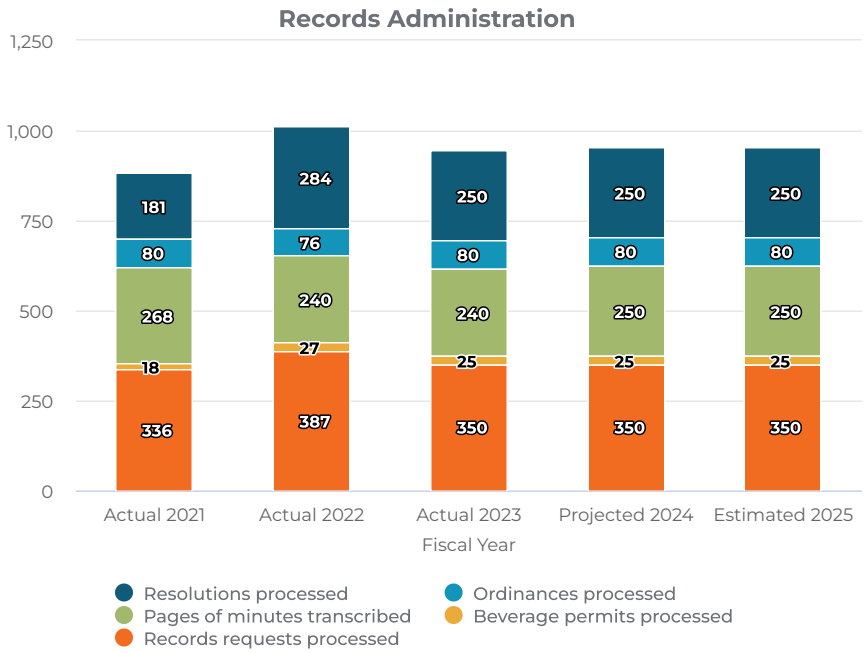
AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Municipal Clerk	$50,569	$73,483
1	1	Municipal Clerk Admin Asst	$28,237	$41,033

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
2	2	2	2	2

Performance Measures



Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Resolutions processed	181	284	250	250	250
Ordinances processed	80	76	80	80	80
Pages of minutes transcribed	268	240	240	250	250
Beverage permits processed	18	27	25	25	25
Records requests processed	336	387	350	350	350

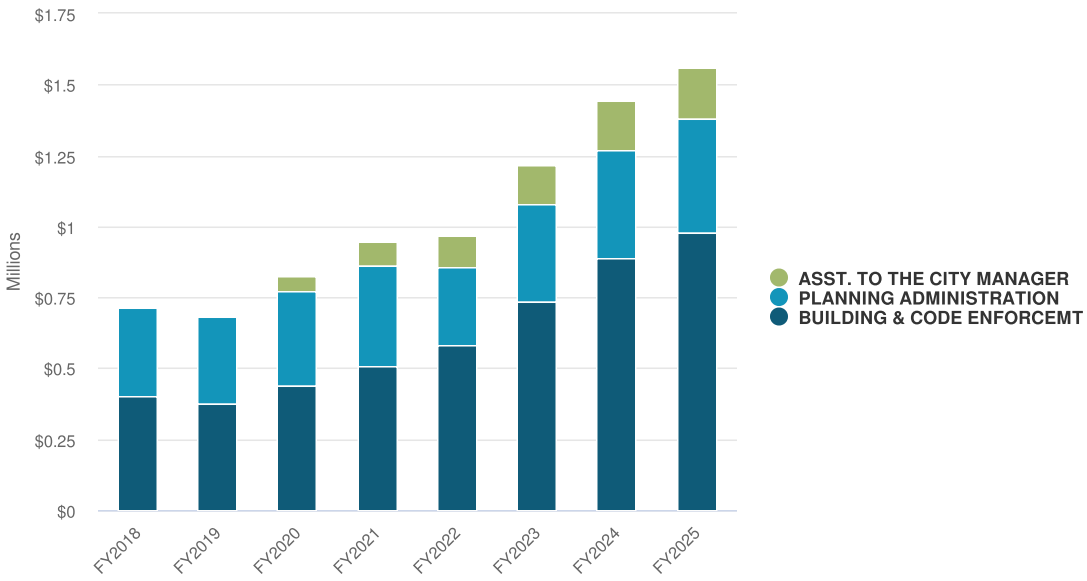
Development Services

Organizational Chart



Expenditures by Function

Budgeted and Historical Expenditures by Function

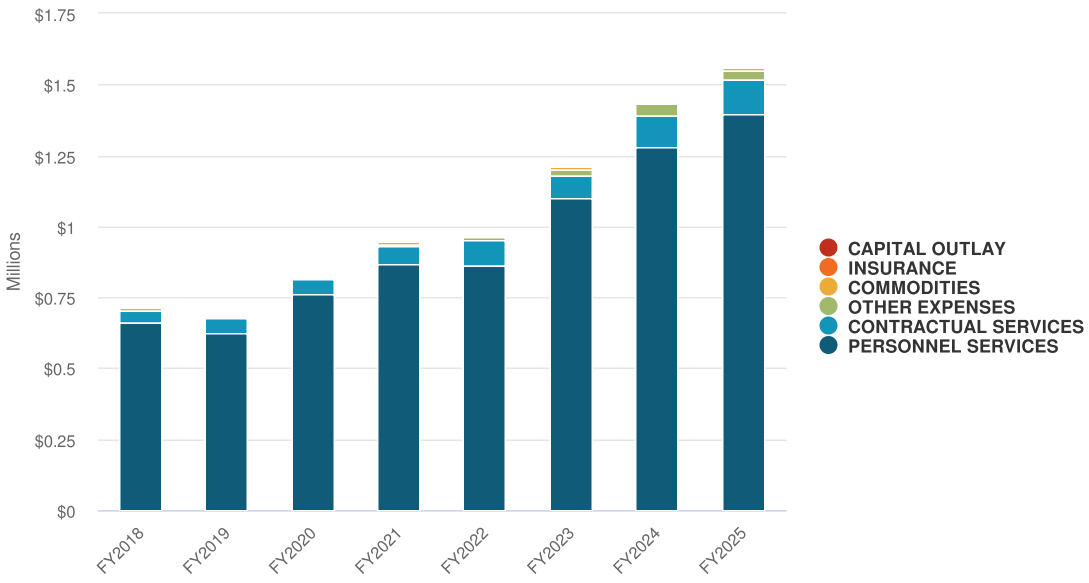


*Asst. to the City Manager is now known as Assistant City Manager-Development Services.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expenditures				
GENERAL GOVERNMENT				
ASST. TO THE CITY MANAGER	$113,155	$133,671	$173,800	$179,400
Total GENERAL GOVERNMENT:	**$113,155**	**$133,671**	**$173,800**	**$179,400**
DEVELOPMENT SERVICES				
PLANNING ADMINISTRATION	$274,576	$345,007	$384,600	$402,500
BUILDING & CODE ENFORCEMT	$581,284	$735,782	$886,900	$979,700
Total DEVELOPMENT SERVICES:	**$855,860**	**$1,080,789**	**$1,271,500**	**$1,382,200**
Total Expenditures:	**$969,015**	**$1,214,460**	**$1,445,300**	**$1,561,600**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expense Objects				
PERSONNEL SERVICES	$863,124	$1,099,550	$1,279,800	$1,397,900
CONTRACTUAL SERVICES	$85,935	$81,732	$112,500	$118,500
COMMODITIES	$5,892	$10,038	$8,200	$8,400
OTHER EXPENSES	$12,427	$21,431	$38,200	$35,200
INSURANCE	$1,637	$1,708	$1,600	$1,600
CAPITAL OUTLAY	$0	$0	$5,000	$0
Total Expense Objects:	**$969,015**	**$1,214,460**	**$1,445,300**	**$1,561,600**

Assistant City Manager - Development Services



Jessica Harmon
Assistant City Manager-Development Services

MISSION

To provide support and lead city activities for development, construction, housing codes enforcement, and economic development.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Improving relations between the City and its citizens.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

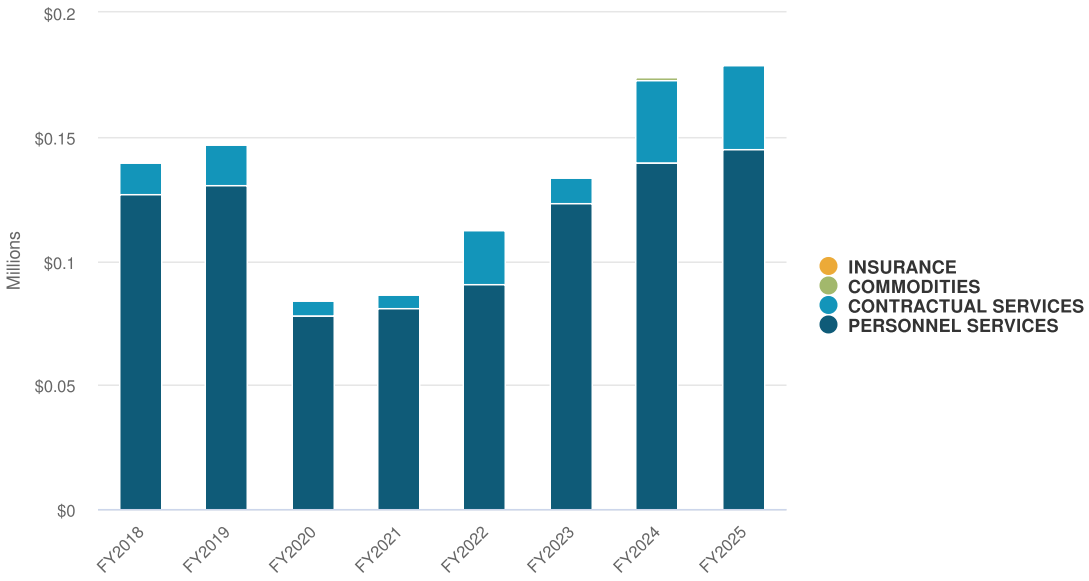
- Seek continuous improvement within operations for efficiency and productivity.

GOAL #6: STRONG EDUCATION SYSTEM

- Work to encourage expansion of opportunities to provide development services in various formats to citizens

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted
Expense Objects				
PERSONNEL SERVICES	$90,624	$123,103	$139,600	$145,200
CONTRACTUAL SERVICES	$21,704	$10,534	$33,400	$33,400
COMMODITIES	$826	$34	$800	$800
Total Expense Objects:	**$113,155**	**$133,671**	**$173,800**	**$179,400**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Assistant City Manager - Dev Services	$114,332	$166,138

**Assistant to the City Manager reclassified to Assistant City Manager-Dev Services in FY 2022.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
1	1	1	1	1

Planning



Ken Weems
Planning Manager

MISSION

To shape the built environment of the City of Kingsport by promoting the goals and vision of its citizens through quality planning and development without sacrificing excellence in quality of life.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Respectfully provide accurate and timely information to citizens.
- Provide timely notice to neighborhood groups, and citizens, about developments that may impact their properties.
- Provide fair and responsible staff recommendations to the various planning committees.
- Provide data and notices in an open and accessible format for staff, citizenry, and city leadership.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Provide opportunities for continued professional development appropriate to experience and assignments.
- Strive to hire the highest caliber employees internally and externally when openings arise.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Promote a business/developer friendly ethic by providing streamlined approval processes.
- Promote responsible, sustainable development practices through innovative regulations.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

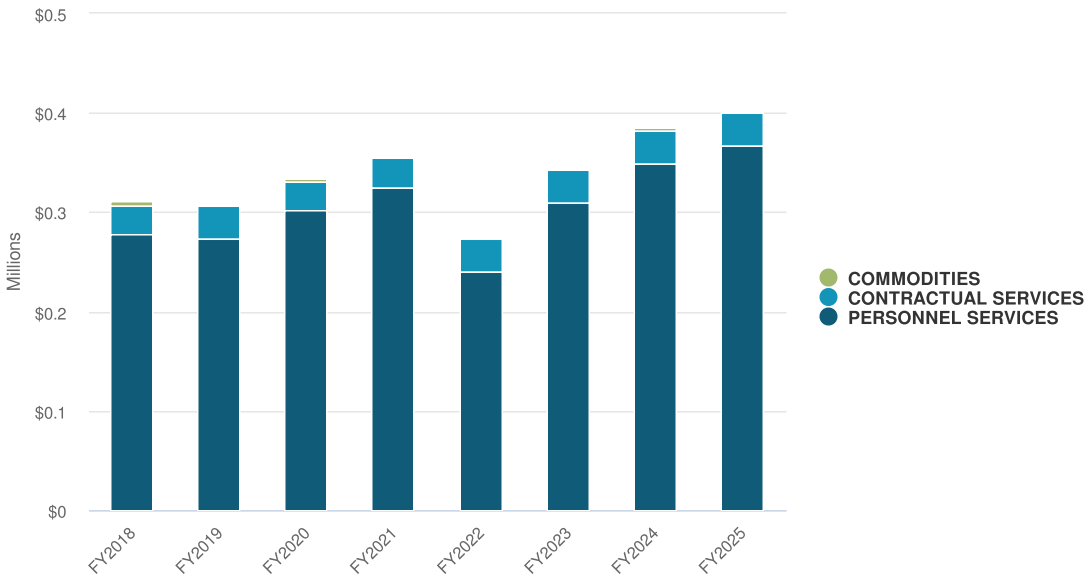
- Ensure high quality infrastructure is planned, permitted and installed correctly prior to dedication.
- Promote development within projects that limit inefficient extension of services and provide balanced infrastructure needs and open space.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Reduce the effects of sprawl development through appropriate planning and land use parameters.
- Promote aesthetically conscious development in key entry areas and destination points of the city.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$240,713	$309,385	$348,900	$366,600	5.1%
CONTRACTUAL SERVICES	$32,570	$33,800	$33,800	$33,800	0%
COMMODITIES	$1,293	$1,822	$1,900	$2,100	10.5%
Total Expense Objects:	**$274,576**	**$345,007**	**$384,600**	**$402,500**	**4.7%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Planning Manager	$71,733	$104,237
1	1	Planner III	$53,603	$77,892
1	1	Planner I	$50,569	$73,483
1	1	Planning Technician	$40,055	$58,206

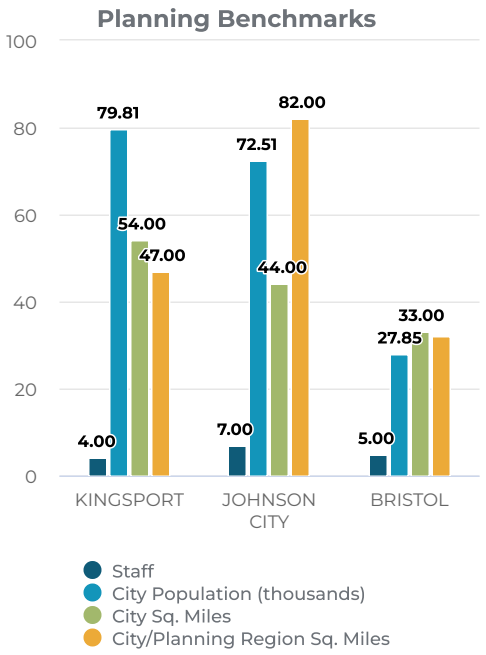
HISTORY OF BUDGETED POSITIONS

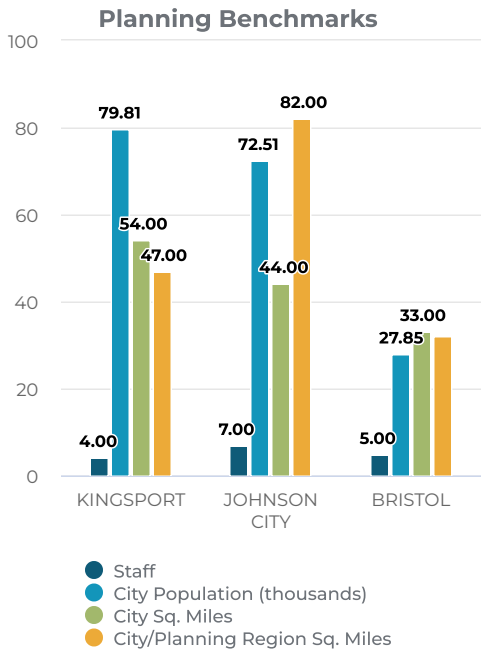
FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
5	4	4	4	4

Statistics

				Pop. Served		Sq. Miles
Year	Staff	City	Region	City	Region	Personnel Costs
FY 24-25	4	57,131	22,676	54.02	46.48	$366,600
FY 23-24	4	56,235	22,382	54.02	46.48	$348,900
FY 22-23	4	55,582	24,521	53.90	49.38	$332,800
FY 21-22	4	55,442	24,521	53.58	49.70	$320,500
FY 20-21	5	54,127	24,521	53.56	49.72	$375,600
FY 19-20	6	54,076	24,521	53.55	49.73	$305,964
FY 18-19	4	53,374	24,521	53.55	49.78	$293,126
FY 17-18	4	53,558	24,521	53.45	49.88	$277,992
FY 16-17	4	53,028	13, 696	53.42	49.91	$243,795
FY 15-16	4	53,028	13, 696	53.28	50.05	$281,094
FY 14-15	5	51,274	13,696	53.00	50.05	$463,000
FY 13-14	7	51,274	13,696	53.00	50.05	$510,200
FY 12-13	6	51,264	13,716	52.98	50.07	$442,900
FY 11-12	6	50,561	14,719	51.25	51.8	$444,880
FY 10-11	6	49,275	17,177	50.97	47.70	$403,400
FY 09-10	6	47,356	18,025	49.84	48.83	$384,082
FY 08-09	6	45,294	29,331	49.54	50.50	$343,082
FY 07-08	5	44,905	29,720	46.44	53.60	$354,585
FY 06-07	6	44,905	29,720	45.87	54.13	$358,865
FY 05-06	6	44,905	29,720	45.87	54.13	$358,865
FY 04-05	6	44,905	29,720	45.44	54.56	$324,200
FY 03-04	6	44,905	29,720	45.13	54.87	$264,400
FY 02-03	6	44,905	29,720	45.13	54.87	$267,447

Benchmarks





Performance Measures

Year	ANNEX	SUBD	REZ	ZDP	PD	VAC	HZC	BZA	Studies	Gateway	ZTA	SUB REGS	SUR	Façade/ Redev Apps
2024	0-0 Studies	91	6	18	5	2	14	36	0	2	2	0	1	8
2023	1-0 Studies	93	11	25	1	0	18	17	1	5	1	0	18	10
2022	2–0 Studies	89	7	30	4	6	23	16	0	9	1	2	-	10
2021	2-1 Studies	96	5	29	8	5	12	19	0	16	2	1	-	11
2020	2-0 Studies	64	5	8	11	23	0	4	1	1	6	2	-	12
2019	0-1 Studies	96	1	7	6	32	1	14	2	0	14	1	-	9
2018	1-0 Studies	94	10	4	6	7	8	25	2	13	4	0	-	9
2017	1-0 Studies	77	4	4	0	3	13	16	2	7	2	0	-	-
2016	4-0 Studies	99	10	7	1	7	17	27	1	12	5	0	-	-
2015	3-3 Studies	96	7	12	2	3	21	12	1	8	7	0	-	-
2014	5-4 Studies	97	15	8	0	4	22	11	1	11	7	1	-	-
2013	8-3 Studies	86	9	8	0	1	23	20	1	5	11	1	-	-
2012	14-1 Study	66	17	10	8	18	16	11	1	3	5	1	-	-
2011	21-3 Studies	77	10	2	1	8	12	15	2	9	8	0	-	-
2010	22-1 Studies	84	12	3	4	5	4	16	2	2	12	0	-	-
2009	20-0 Studies	88	14	6	10	12	10	17	1	7	4	0	-	-
2008	22-7 Studies	107	19	19	3	11	12	26	2	6	7	0	-	-
2007	18-5 Studies	132	23	20	6	8	20	31	2	6	4	1	-	-
2006	13-2 Studies	102	24	17	1	6	7	47	3	8	2	1	-	-
2005	12-15 Studies	111	27	13	4	3	16	46	2	8	3	2	-	-
2004	16-2 Studies	108	17	17	5	3	26	49	4	5	5	-	-	-
2003	- 15 Studies	115	22	23	3	6	23	41	3	5	2	6	-	-
2002	5 -12 Studies	85	17	12	2	5	20	55	1	6	6	-	-	-
2001	2 – 5 Studies	68	27	14	-	11	19	39	10	7	2	1	-	-
2000	7 – 11 Studies	85	13	13	1	10	21	50	-	7	3	-	-	-
1999	3 – 4 Studies	53	12	13	4	18	13	49	-	-	3	-	-	-
1998	6 – 13 Studies	51	13	30	5	5	21	63	-	-	1	-	-	-
1997	7 – 20 Studies	59	16	22	1	3	29	-	13	-	-	1	-	-
1996	8 -16 Studies	48	18	21	3	4	25	-	5	-	-	1		-
1995	20 -40 Studies	73	18	13	1	1	11	-	5	-	-	1		-

KEY

ANNEX – Annexations

Studies – Areas studied but not suitable for annexation

SUBD - Subdivisions

REZ – Rezoning (City & County)

ZDP – Zoning Development Plans

PD - Planned Developments

VAC – Vacating's

SUR-Surplus Properties (New for 2023)

HZC – Historic Zoning Commission items

BZA – Board of Zoning Appeals Items

Studies – Planning studies prepared by staff

Gateway – Items reviewed by the Gateway Review Commission

ZTA – Zoning Text Amendments

SUB REGS – Revisions to the Subdivision Regulations

Façade/Redev Apps- Façade and Redevelopment Applications (New for 2018).

Building & Code Enforcement



Keith Bruner
Chief Building Official

MISSION

To provide a safe community by enforcement of building and safety codes.

The City of Kingsport Building Department strives to achieve excellence in all facets of building inspection through providing timely, efficient and thorough building inspections. We are committed to providing quality services to all citizens through innovation, continuous improvement, determination and excellence in customer service.

Our primary mission is to safeguard the public, promote the health, safety and welfare through enforcement of the International Codes. We believe in equitable treatment for all individuals regardless of circumstances and strive to enforce all building codes in a fair and considerate manner

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Respond to all citizen inquiries in a timely, courteous manner.
- To help all homeowners, developers, and contractors understand and implement building codes and ordinances.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Provide training and educational opportunities to maintain certification of all inspectors.

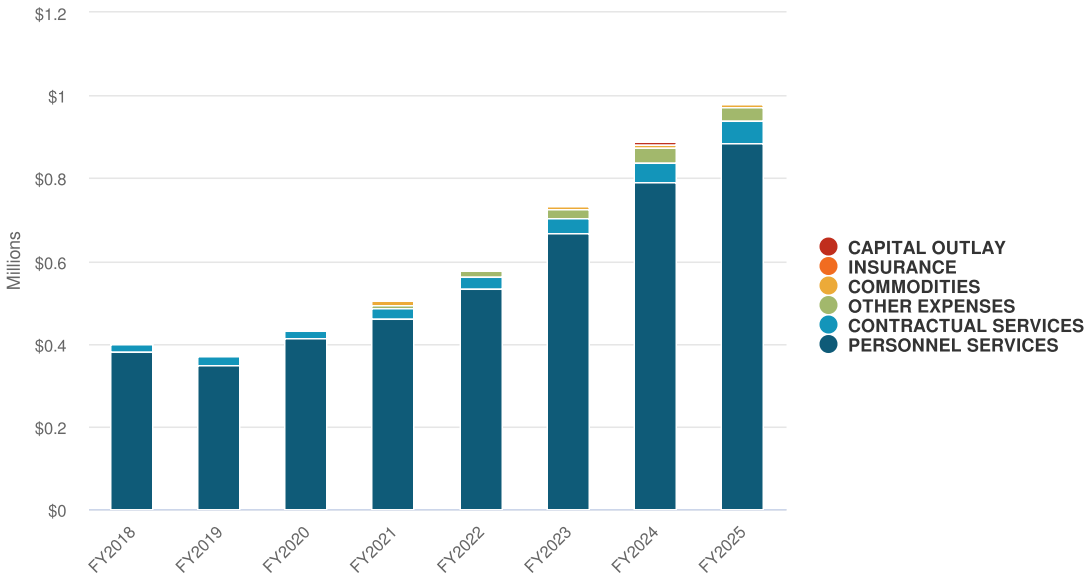
Strategic Performance

- Continue meeting with developers to help streamline the plans approval process.
- Continue adjusting staff schedules to better meet the time constraints of contractors.

Expenditures by Expense Type

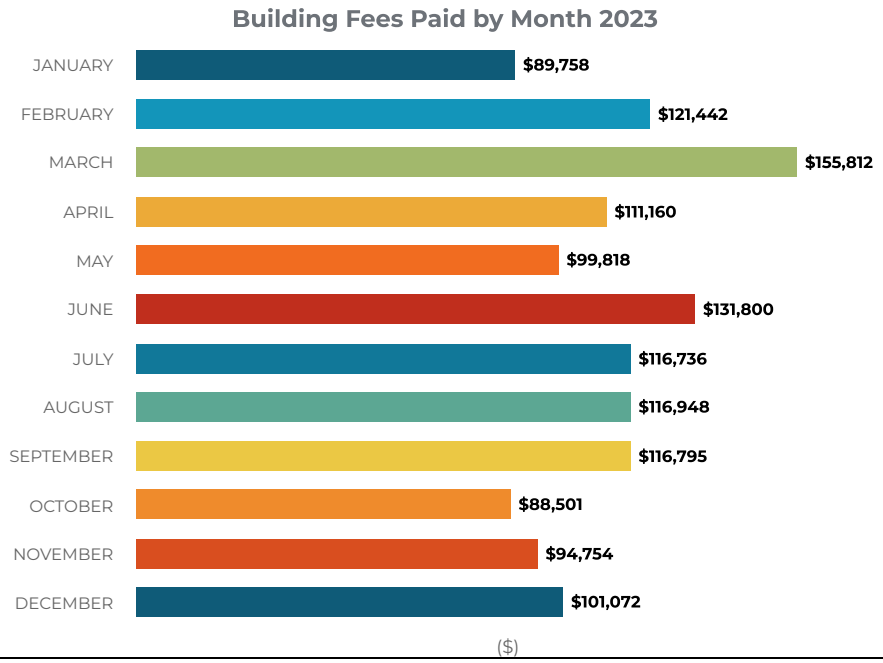
The only increase we are requesting is for reclassification of two positions. Creating a Permit Tech II position from Permit Tech and Permit Tech I from the Admin Assistant position. The increase to reclassify these positions is $3598.40 per HR.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$531,787	$667,062	$791,300	$886,100	12%
CONTRACTUAL SERVICES	$31,661	$37,399	$45,300	$51,300	13.2%
COMMODITIES	$3,773	$8,183	$5,500	$5,500	0%
OTHER EXPENSES	$12,427	$21,431	$38,200	$35,200	-7.9%
INSURANCE	$1,637	$1,708	$1,600	$1,600	0%
CAPITAL OUTLAY	$0	$0	$5,000	$0	-100%
Total Expense Objects:	**$581,284**	**$735,782**	**$886,900**	**$979,700**	**10.5%**

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Building permits	798	1,255	1,004	1,400	1,400
Electrical permits	858	925	928	1,100	1,100
Mechanical permits	581	625	754	800	800
Plumbing permits	375	425	455	600	600
TOTAL PERMITS	**2612**	**3230**	**3141**	**3900**	**3,900**
Building Inspections	2817	2900	3463	3500	3,500
Electrical Inspections	3715	2700	3478	3700	3,700
Mechanical Inspections	1943	1750	2170	2100	2,100
Plumbing Inspections	1587	1500	2487	1800	1800
Code Compliance Inspections	1639	1745	1601	1900	1900
TOTAL INSPECTIONS	**11,701**	**10,595**	**13,199**	**13,000**	**13,000**
Revenue	$1,267,887	$699,512	$827,248	$900,000	$900,000
Budget Expenses	$505,811	$581,750	$619,310	$805,132	$805,132
Revenue vs. Expenses	$762,076	$117,762	$207,938	$94,868	$94,868
ESTIMATED CONSTRUCTION COST	**$94,005,293**	**$132,933,768**	**$156,000,000**	**$120,000,000**	**$120,000,000**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Chief Building Official	$67,673	$98,337
1	1	Senior Building Inspector	$53,603	$77,892
2	2	Building Inspector III	$50,569	$73,483
1	1	Code Enforcement Coordinator	$47,707	$69,324
2	3	Building Inspector I	$45,006	$65,400
*2	2	Property Maintenance & Housing Inspector	$42,459	$61,698
1	1	Permit Technician	$40,055	$58,206
1	1	Building Admin Assistant II	$31,728	$46,104

**Property Maintenance & Housing Inspector added in FY 2023 and another added in FY 2024.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
6	7	11	11	11

Benchmarks

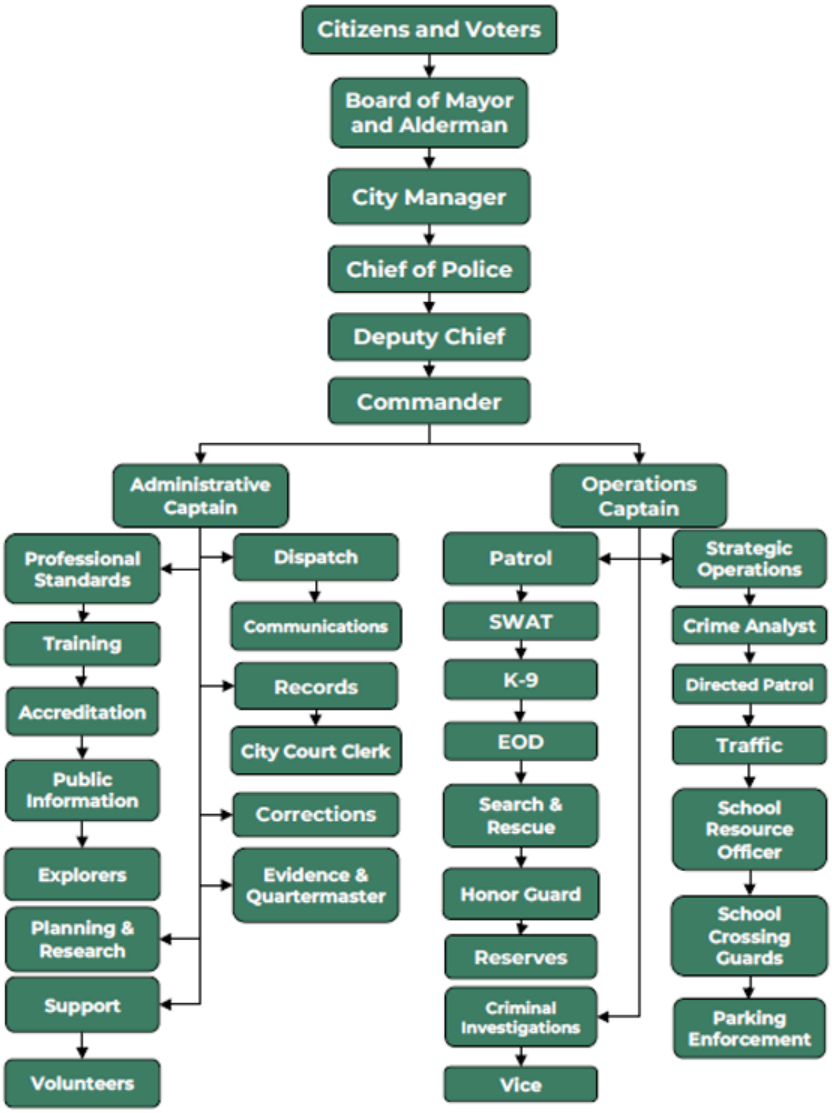
BENCHMARKS	KINGSPORT	BARTLETT	JOHNSON CITY	SMYRNA
Population	56,236	56,155	73,426	61,985
Staff per population	1 per 5,112	1 per 5,253	1 per 5,244	1 per 5,165
Staff	11	11	14	12

Police Department



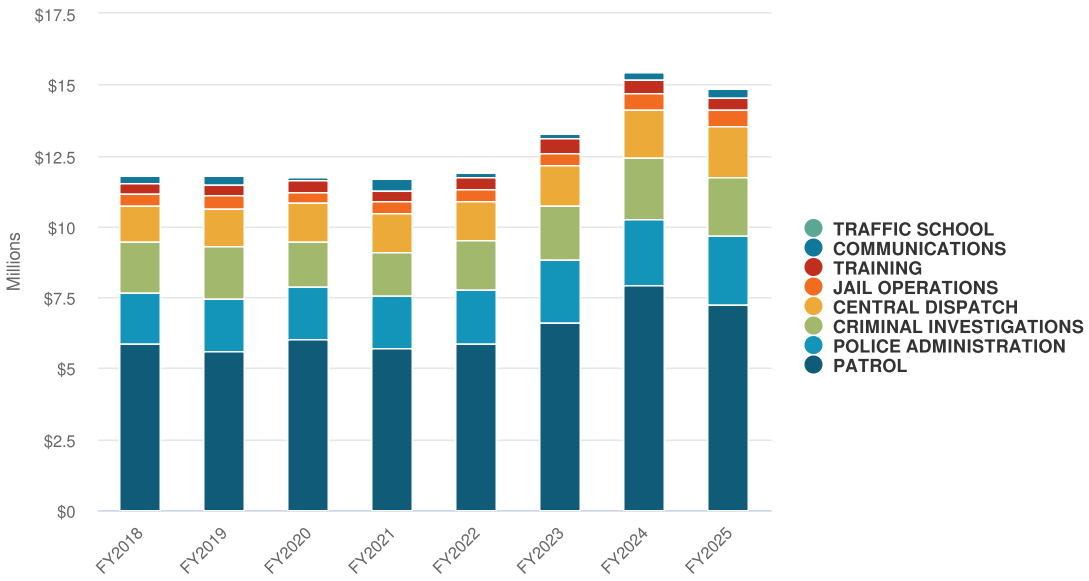
Dale Phillips
Police Chief

Organizational Chart



Expenditures by Function

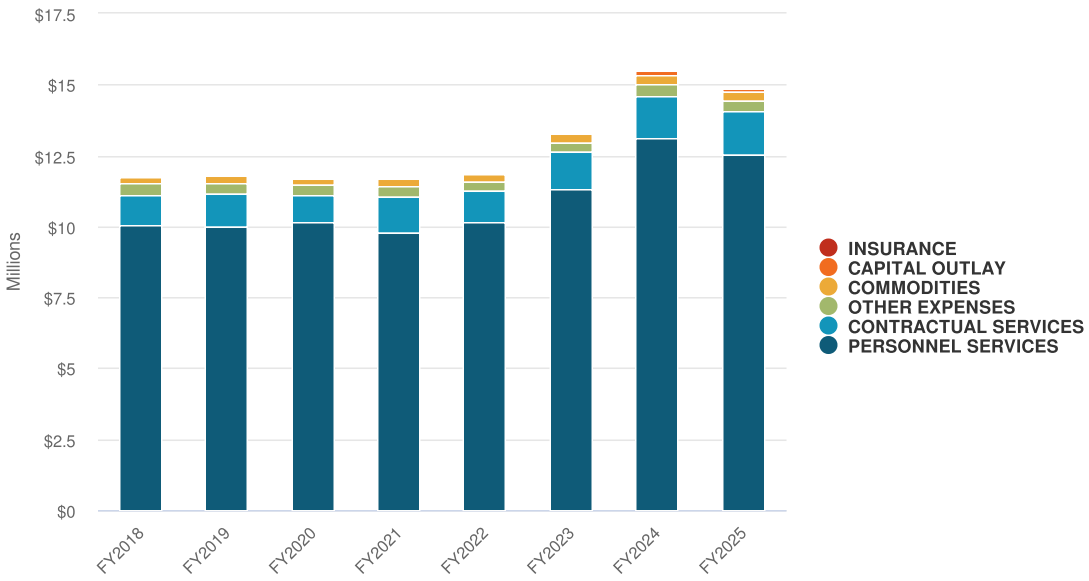
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
POLICE DEPARTMENT					
POLICE ADMINISTRATION	$1,933,866	$2,223,391	$2,336,600	$2,415,200	3.4%
JAIL OPERATIONS	$425,740	$441,664	$577,600	$579,000	0.2%
TRAINING	$394,688	$494,087	$480,000	$452,400	-5.7%
CRIMINAL INVESTIGATIONS	$1,724,393	$1,903,649	$2,136,400	$2,057,800	-3.7%
PATROL	$5,844,012	$6,584,500	$7,936,600	$7,247,800	-8.7%
CENTRAL DISPATCH	$1,397,756	$1,448,117	$1,710,500	$1,795,300	5%
COMMUNICATIONS	$159,532	$174,672	$286,600	$294,200	2.7%
TRAFFIC SCHOOL	$15,688	$20,332	$23,900	$23,900	0%
Total POLICE DEPARTMENT:	**$11,895,676**	**$13,290,412**	**$15,488,200**	**$14,865,600**	**-4%**
Total Expenditures:	**$11,895,676**	**$13,290,412**	**$15,488,200**	**$14,865,600**	**-4%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$10,157,564	$11,332,559	$13,095,300	$12,525,200	-4.4%
CONTRACTUAL SERVICES	$1,124,216	$1,328,874	$1,505,100	$1,515,500	0.7%
COMMODITIES	$253,017	$289,927	$302,200	$307,500	1.8%
OTHER EXPENSES	$313,336	$312,284	$409,850	$411,300	0.4%
INSURANCE	$26,329	$26,768	$20,250	$20,600	1.7%
CAPITAL OUTLAY	$21,213	$0	$155,500	$85,500	-45%
Total Expense Objects:	**$11,895,676**	**$13,290,412**	**$15,488,200**	**$14,865,600**	**-4%**

Police Administration

MISSION

To provide a safe community by preserving the peace; protecting life and property; preventing crime; apprehending criminals; recovering lost and stolen property; and enforcing laws fairly and impartially.

Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

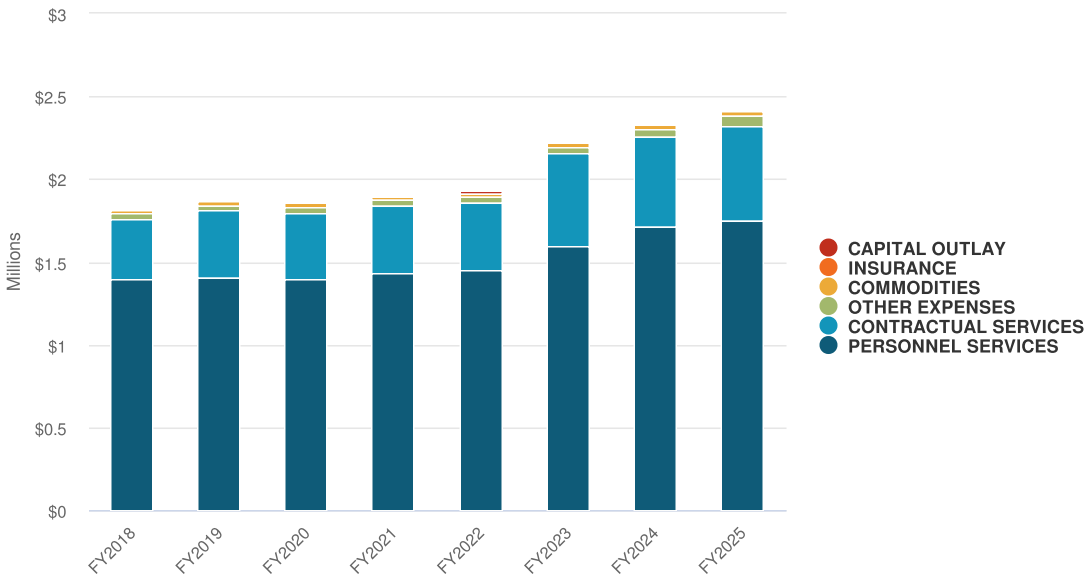
- Oversee police academy training, field training, and annual in-service training for all officers
- High performance organizational training provided to supervisory staff.

GOAL #9: SAFE COMMUNITY

- Continue to provide low response times to calls for service.
- Continue to strengthen our partnerships with surrounding law enforcement agencies for safer communities.
- Continue community policing as a means to reduce crime.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,452,455	$1,594,968	$1,713,500	$1,750,100	2.1%
CONTRACTUAL SERVICES	$401,355	$563,767	$544,500	$566,200	4%
COMMODITIES	$19,376	$22,363	$28,500	$29,500	3.5%
OTHER EXPENSES	$36,620	$39,151	$47,250	$65,900	39.5%
INSURANCE	$2,846	$3,143	$2,850	$3,500	22.8%
CAPITAL OUTLAY	$21,213	$0	$0	$0	0%
Total Expense Objects:	**$1,933,866**	**$2,223,391**	**$2,336,600**	**$2,415,200**	**3.4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Police Chief	$107,536	$156,264
1	1	Deputy Police Chief	$97,760	$142,058
1	1	Police Commander	$87,984	$127,852
1	1	Police Captain Admin	$78,208	$113,646
2	2	Police Lieutenant Admin	$63,544	$92,338
1	1	Homeless Outreach Coordinator	$53,768	$78,132
1	1	Police Sergeant Admin	$53,768	$78,132
1	1	Accreditation Manager	$51,075	$74,218
1	1	Police Officer Admin	$45,947	$66,767
1	1	Parking Enforcement Officer	$28,520	$41,443
1	1	Police Exec Admin Assistant	$38,166	$55,460
1	1	Traffic Court Clerk	$32,045	$46,565
1	1	Administrative Assistant II	$32,045	$46,565
4	4	Police Records Clerk	$30,231	$43,930
0	1	Homeless Outreach Liaison	$49,858	$72,449

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
19	19	19	19	19

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Grants Dollar Amount	$98,357	$198,125	$1,752,000	$1,227,134	$1,227,500
Mandatory CALEA* Standards Met	416	404	342	345	350
Optional CALEA* Standards Met	75	53	53	55	57

* CALEA Standards were upgraded to Edition 6 which reduced the number of Mandatory and Optional Standards requirements.

Jail Operations

MISSION

To provide a safe community through the provision of a short-term holding (72-hour) facility operated in accordance with standards established by the Tennessee Corrections Institute.

Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

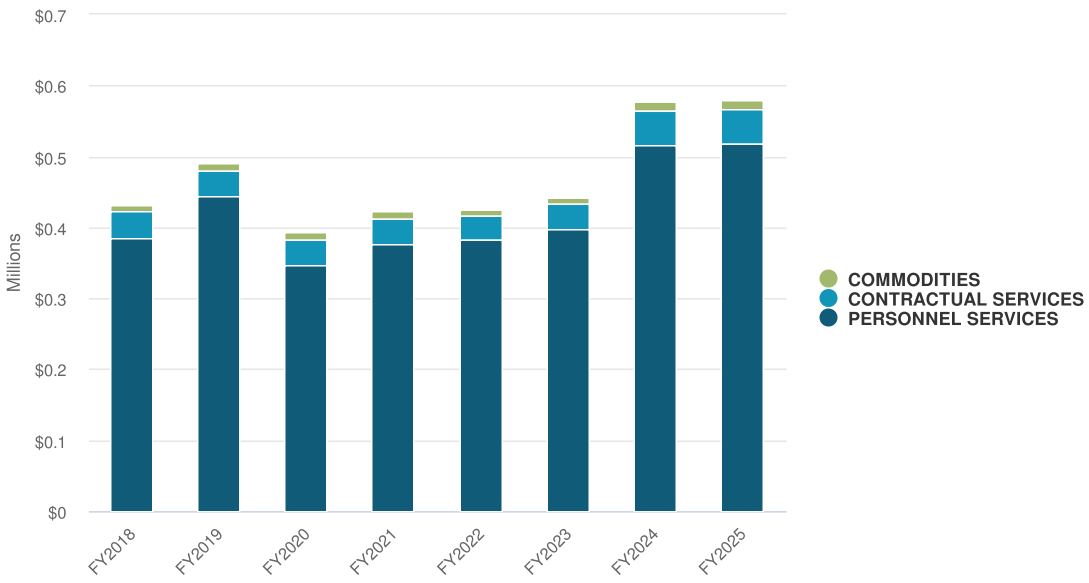
- Maintain training and certification for all jail personnel.

GOAL #9: SAFE COMMUNITY

- Maintain a safe and secure environment for arrestees when incarcerated.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$383,186	$396,948	$516,900	$518,300	0.3%
CONTRACTUAL SERVICES	$33,394	$35,623	$48,000	$48,000	0%
COMMODITIES	$9,160	$9,093	$12,700	$12,700	0%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Total Expense Objects:	$425,740	$441,664	$577,600	$579,000	0.2%

Personnel

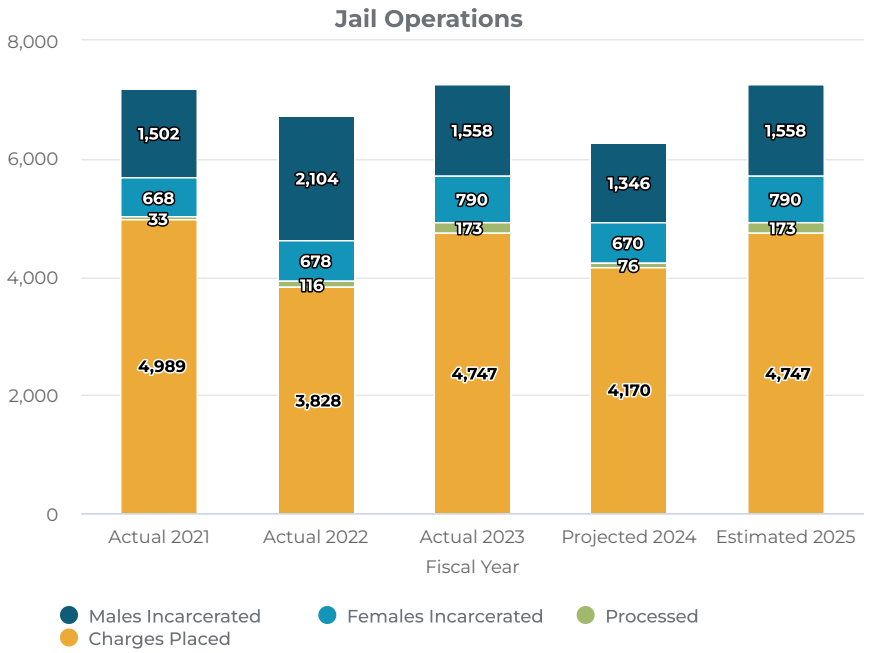
AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Jail Administrator	$53,768	$78,132
8	8	Corrections Officer	$39,104	$56,823

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
9	9	9	9	9

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Males Incarcerated	2,104	1,558	2,719	2,742	3,050
Females Incarcerated	678	790	1,025	1,178	1,352
Processed (Fingerprints, photos etc.)	116	173	135	160	170
Charges Placed	3,828	4,747	5,092	5,820	6,452

Police Training

MISSION

To provide a safe community through quality standardized training of police officers and employees.

Strategic Plan Implementation

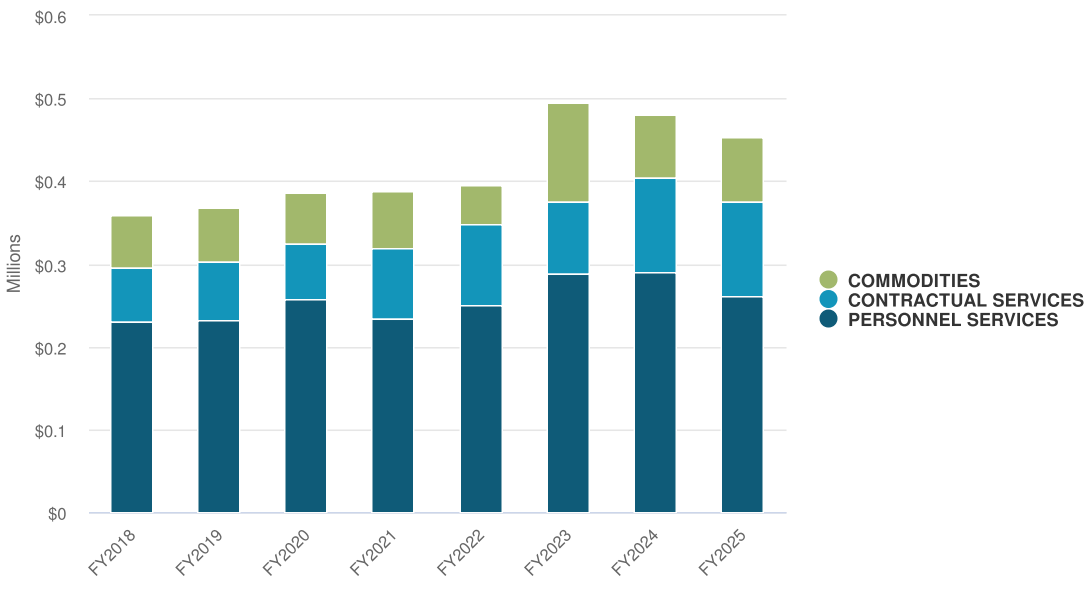
GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Basic police academy training for eight weeks (452 hrs)
- Intensive sixteen-week field training program (640 hrs)
- Annual in-service training for all officers (40 hrs)
- High performance organizational training provided to supervisory staff.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$250,144	$287,333	$290,200	$260,600	-10.2%
CONTRACTUAL SERVICES	$98,641	$88,421	$113,200	$115,200	1.8%
COMMODITIES	$45,903	$118,333	$76,600	$76,600	0%
Total Expense Objects:	**$394,688**	**$494,087**	**$480,000**	**$452,400**	**-5.7%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Police Sergeant (Training)	$53,768	$78,132
1	1	Police Corporal (FTO Coordinator)	$49,858	$72,449
1	1	Police Officer (Public Information Officer)	$45,947	$66,767

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
3	3	3	3	3



Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Police Officer Training Hours	19,675	20,530	20,810	21,474	22,041
Jail/Support Staff Training Hours	2,400	3,384	2,544	2,920	2,992
Field Training (FTO) Hours	5,947	8,647	9,699	11,850	13,727
Citizen Contacts	18,226	18,800	22,483	22,500	22,517





Criminal Investigations

MISSION

To provide a safe community through effective investigation of criminal activity and solving serious crime.

Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Maintain training and certification for all investigative personnel.

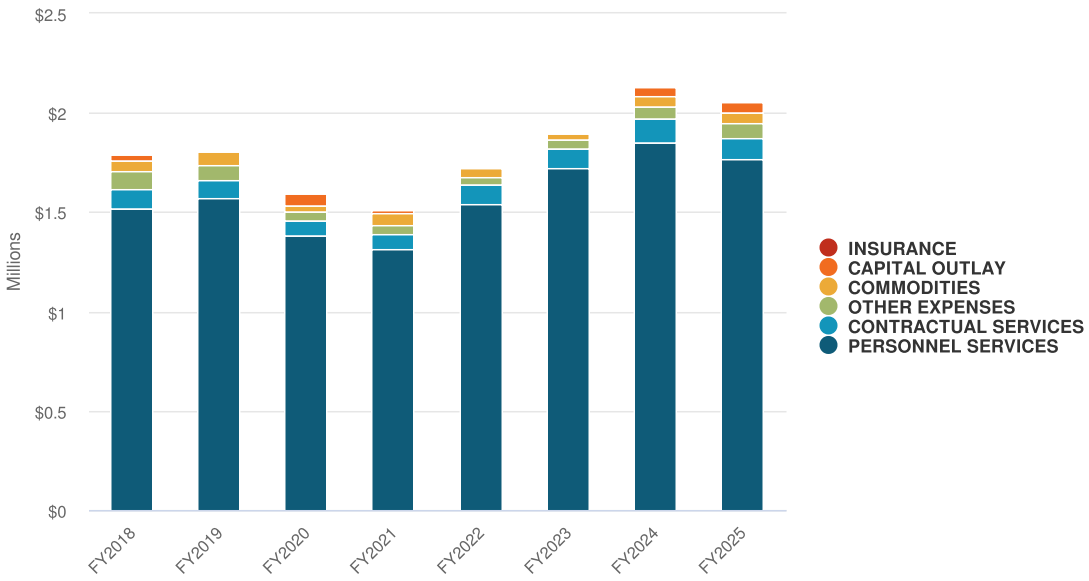
GOAL #9: SAFE COMMUNITY

- Maintain crime clearance rate above national average.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,538,176	$1,723,940	$1,854,000	$1,765,900	-4.8%
CONTRACTUAL SERVICES	$103,657	$95,896	$115,600	$109,600	-5.2%
COMMODITIES	$39,541	$36,538	$53,300	$57,400	7.7%
OTHER EXPENSES	$37,611	$42,151	$58,800	$70,400	19.7%
INSURANCE	$5,408	$5,124	$4,700	$4,500	-4.3%
CAPITAL OUTLAY	$0	$0	$50,000	$50,000	0%
Total Expense Objects:	**$1,724,393**	**$1,903,649**	**$2,136,400**	**$2,057,800**	**-3.7%**

Personnel

AUTHORIZED POSITIONS

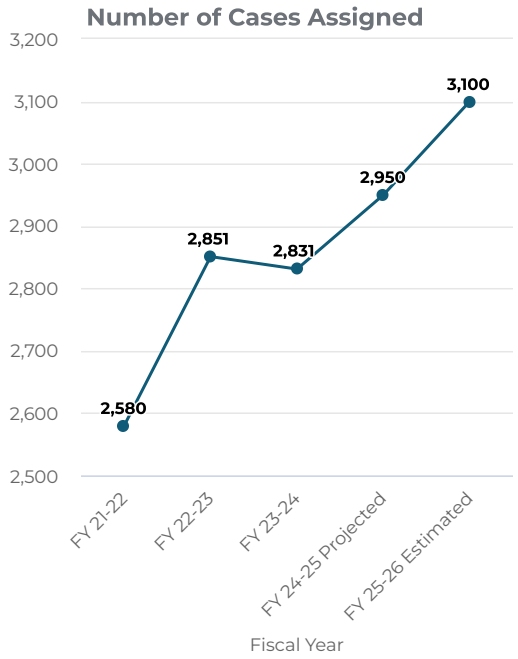
FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Police Lieutenant (CID)	$63,544	$92,338
2	2	Police Sergeant (CID + Vice)	$53,768	$78,132
2	2	Police Corporal (CID)	$49,858	$72,449
16	16	Police Officer (11 CID + 3 Vice + 1 DTF + 1 DEA TFO)	$45,947	$66,767
1	1	CID Admin Assistant II	$32,045	$46,565

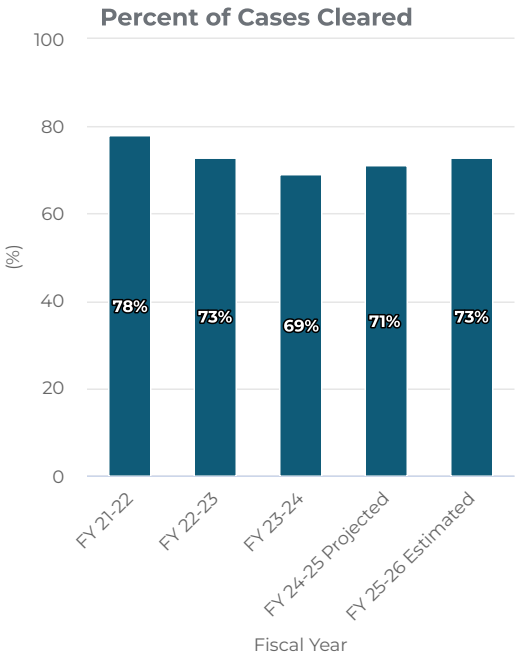
HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
22	22	22	22	22

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Number of cases assigned	2,580	2,851	2,831	2,950	3,100
Percent of cases cleared	78%	73%	69%	71%	73%





Police Patrol

MISSION

To provide a safe community by protecting life; individual liberty; and property through the enforcement of laws in a fair and impartial manner.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Provide professional, efficient, and courteous service to the community.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Provide quality training to personnel while keeping all personnel properly certified.

GOAL #9: SAFE COMMUNITY

- Provide low response times to calls for service.
- Continue to strengthen our partnerships with surrounding law enforcement agencies for safer communities.
- Continue community policing as a means to reduce crime.







Personnel

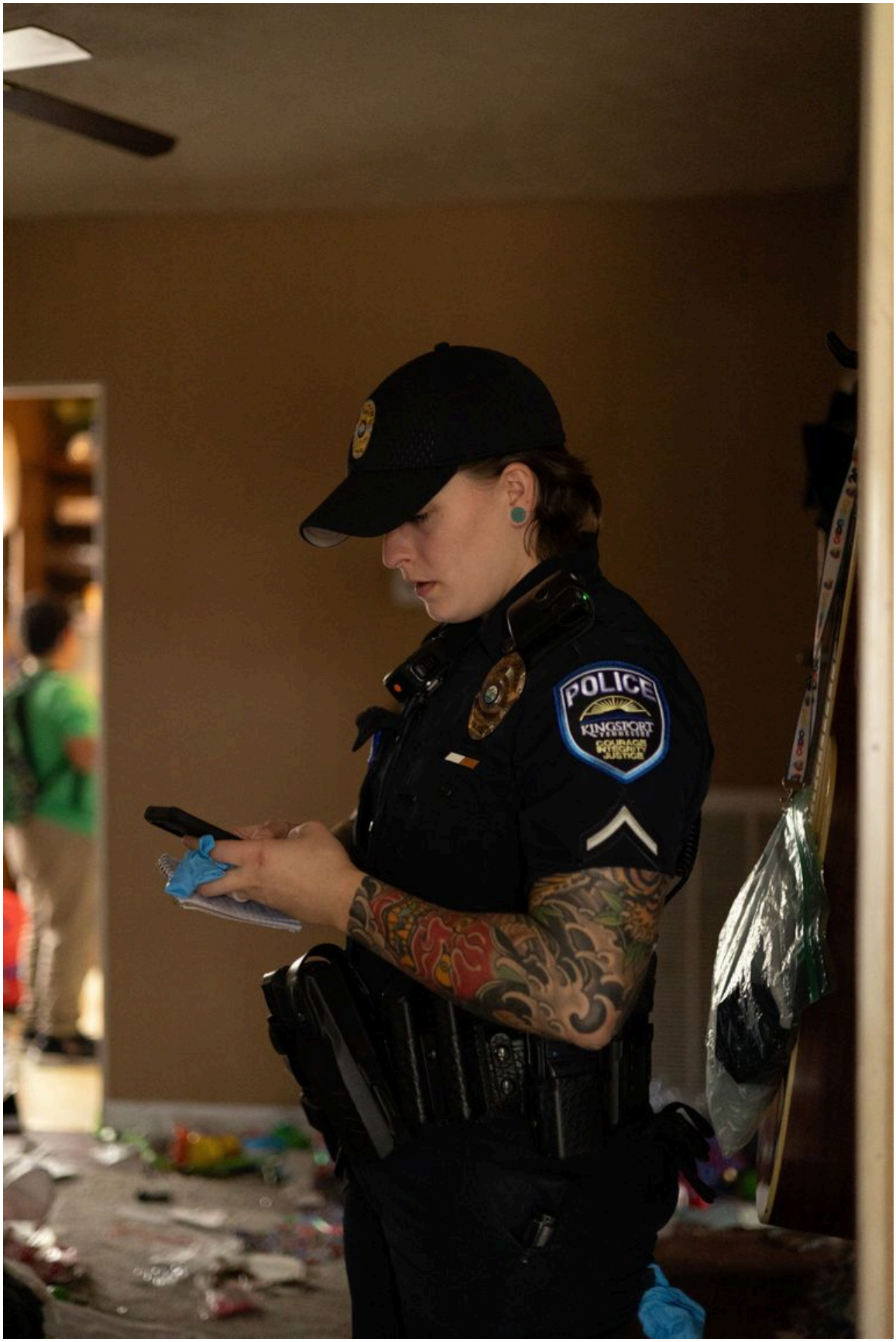
AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Police Captain Patrol	$78,208	$113,646
6	6	Police Lieutenant Patrol (Watch Commander)	$63,544	$92,338
6	6	Police Sergeant Patrol	$53,768	$78,132
5	5	Police Corporal Patrol	$49,858	$72,449
78	78	Police Officer Patrol	$45,947	$66,767

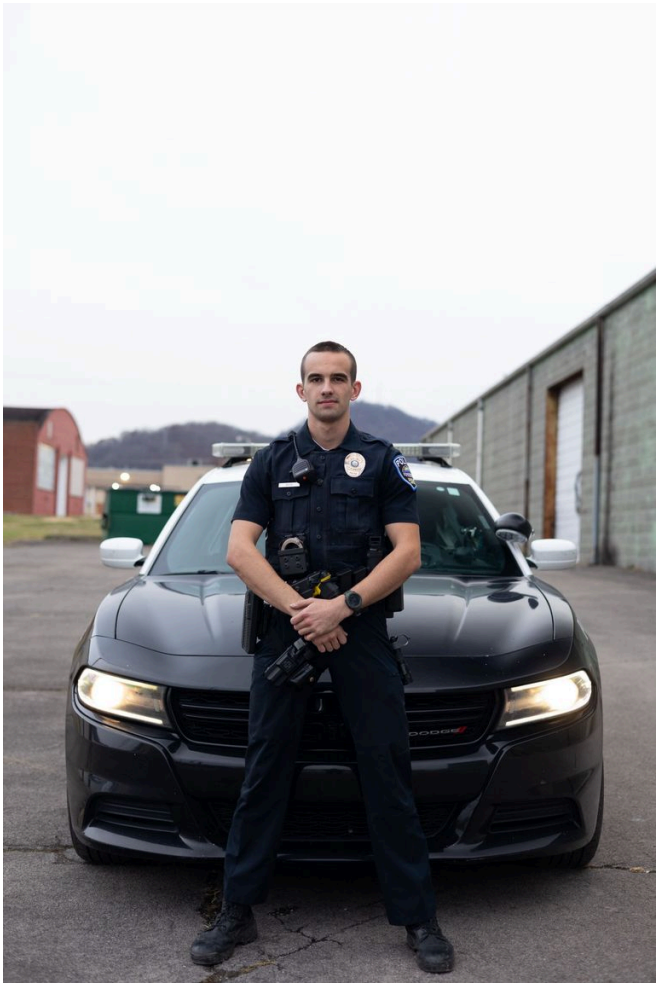
HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
87	96	96	106	96

Performance Measures



Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Collisions	2,730	2,689	2,275	2,565	2,510
Drug Related Arrests	1,477	1,593	1,390	1,487	1,490
Alcohol Related Arrests	765	676	618	686	660
Disturbances	3,625	3,146	3,448	3,406	3,333
Alarms	2,842	2,538	2,399	2,593	2,510





Central Dispatch



Kevin Hite
Police Lieutenant/ E-911 Director

MISSION

To provide a safe community through non-emergency and 9-1-1 emergency calls and the coordination and dispatching of radio traffic for public safety departments.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Provide professional, courteous telephone service to the citizens of the community.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Maintain certifications for emergency medical dispatch, CPR, NCIC/TIES, and State mandated dispatch certification for all personnel.

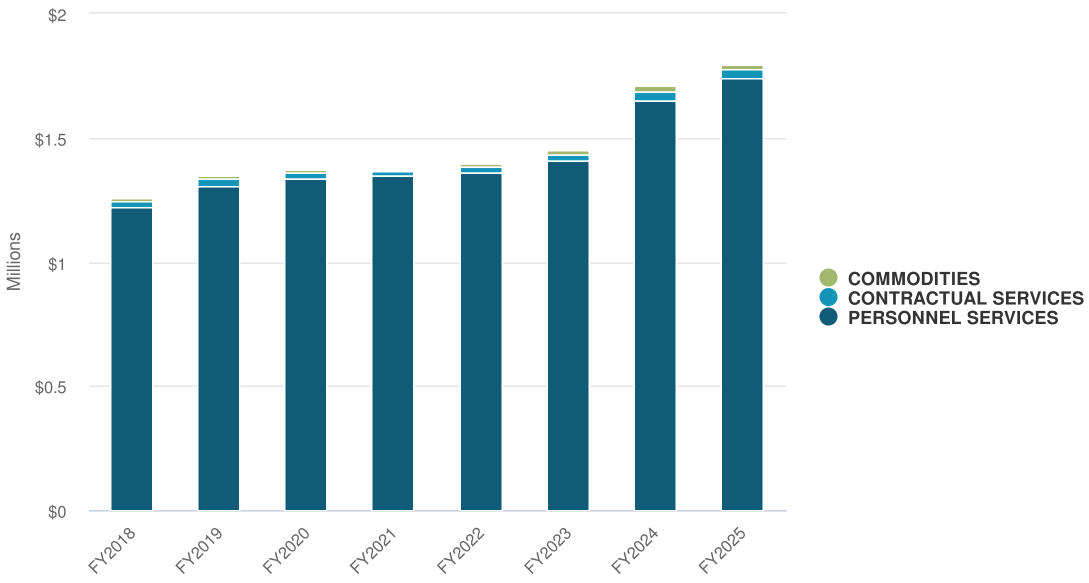
GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Manage telephone, cellular, paging and long-distance service for all city departments, while seeking means to further reduce overall costs.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,361,331	$1,406,063	$1,651,000	$1,739,600	5.4%
CONTRACTUAL SERVICES	$22,063	$28,515	$37,400	$37,400	0%
COMMODITIES	$14,362	$13,539	$22,100	$18,300	-17.2%
Total Expense Objects:	**$1,397,756**	**$1,448,117**	**$1,710,500**	**$1,795,300**	**5%**

Personnel

AUTHORIZED POSITIONS

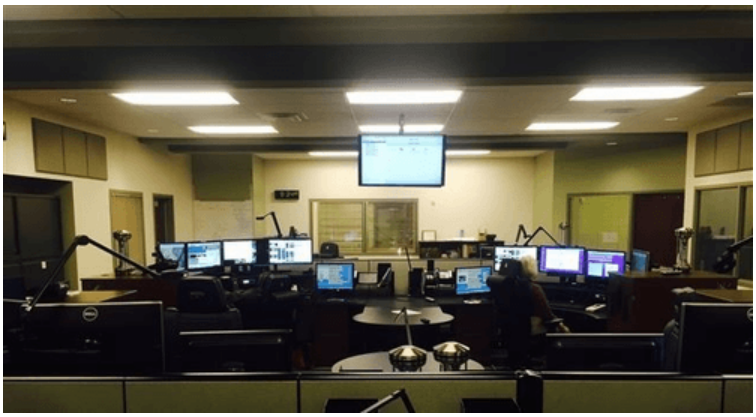
FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	E-911 Director (Police Lieutenant)	$63,544	$92,338
1	1	Comm Technical Service Coordinator	$53,768	$78,132
1	1	Emergency Dispatch Supervisor	$53,768	$78,132
4	4	Emergency Dispatch Shift Leader	$43,014	$62,505
16	16	Emergency Dispatch Specialist	$39,104	$56,823

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
23	23	23	23	23

Performance Measures

Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Business Telephone Calls	178,068	140,262	154,195	150,503	141,766
Avg. Answer time for 911 calls	10 sec.	10 sec.	9 sec.	9 sec.	8 sec.
911 Calls	51,390	61,912	64,392	70,173	75,128
Avg. answer time for non-emergency calls	15 sec.	14.75 sec.	15 sec.	15 sec.	15 sec.
Request for Police/Investigation	56,831	61,909	59,997	60,264	59,986
Fire Calls	1,165	1,268	1,219	1,271	1,298
First Responder Medical/Accidents	6,829	6,337	6,463	6,177	5,994
Medical Calls *	12,589	12,515	12,680	12,686	12,731
Water/Sewer/Public Works Transportation calls	743	571	605	502	433



Police Communications

MISSION

To provide a safe community by ensuring all communication equipment is functioning and maintained properly.

Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Continuous quality training for radio maintenance personnel.

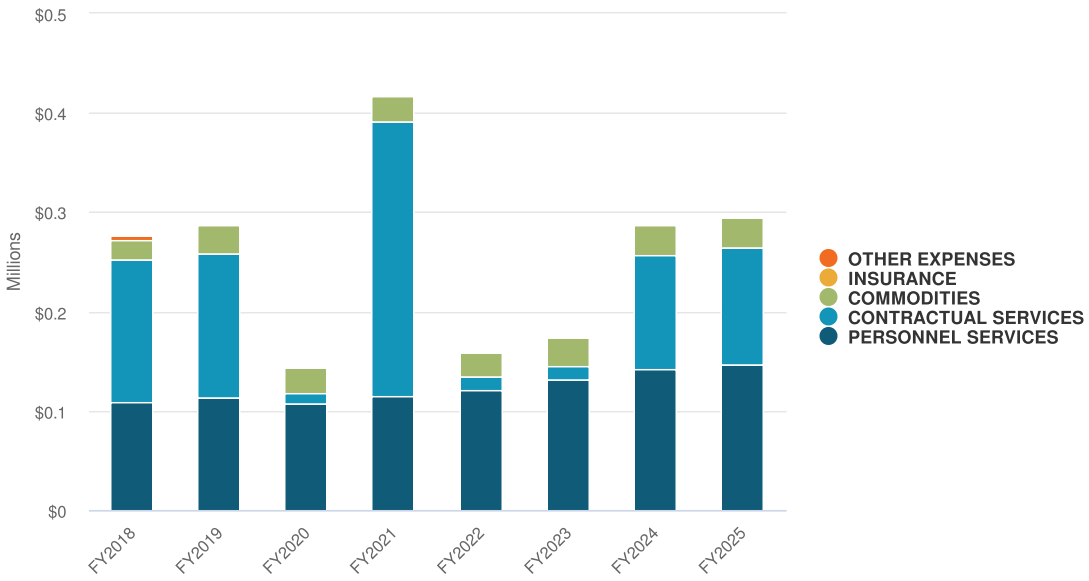
GOAL #9: SAFE COMMUNITY

- Continuous upgrades and expansion of 800Mhz radios for public safety



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$121,027	$131,850	$141,400	$146,300	3.5%
CONTRACTUAL SERVICES	$13,322	$13,768	$115,400	$118,100	2.3%
COMMODITIES	$24,898	$28,769	$29,500	$29,500	0%
INSURANCE	$285	$285	$300	$300	0%
Total Expense Objects:	**$159,532**	**$174,672**	**$286,600**	**$294,200**	**2.7%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
2	2	Telecommunications Technician	$42,883	$62,315

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
2	2	2	2	2

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Installation of Radios*	25	52	120	161	208
Programming Mobile/Portables*	66	126	200	265	332
Antenna Install-800 Mhz.	38	49	50	58	64

*Because we are now on the state-wide radio system, radio programming now has limited predictability because programming updates are released randomly. Additionally, installation of new radios has been completed throughout the city and updates, replacements, and repairs are made on an as-needed basis.





Traffic School

MISSION

To provide a safe community through quality standardized driver training to the public.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Providing an open forum where citizens and public safety can work together to provide a cohesive relationship.

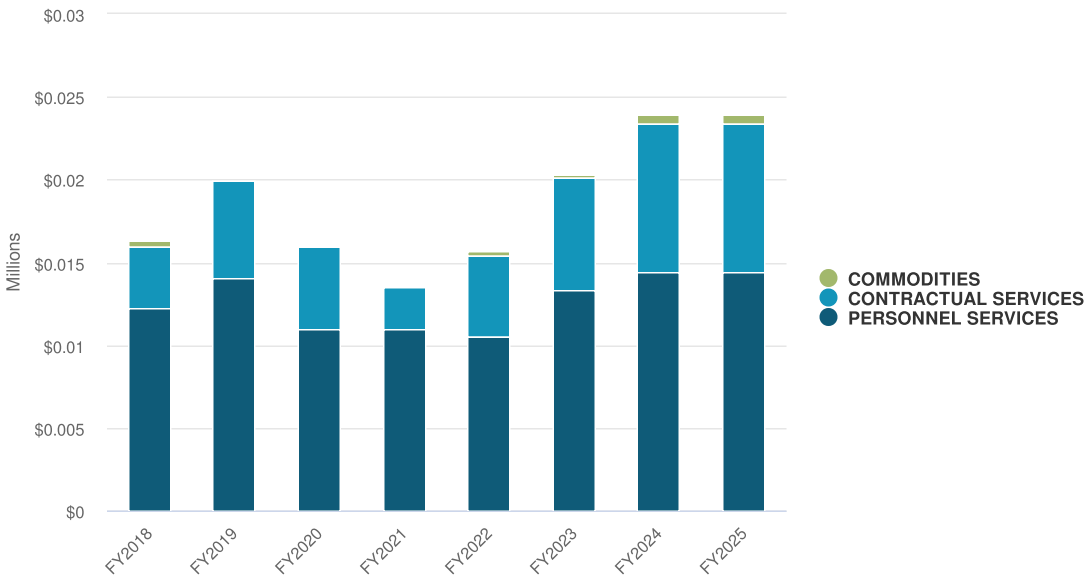
GOAL #9: SAFE COMMUNITY

- We value a safe and secure community where public safety education is available and communicated in order to partner citizens and public safety.



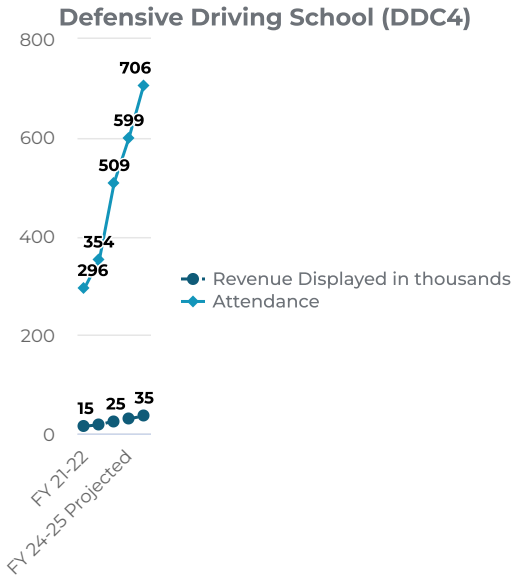
Expenditures by Expense Type

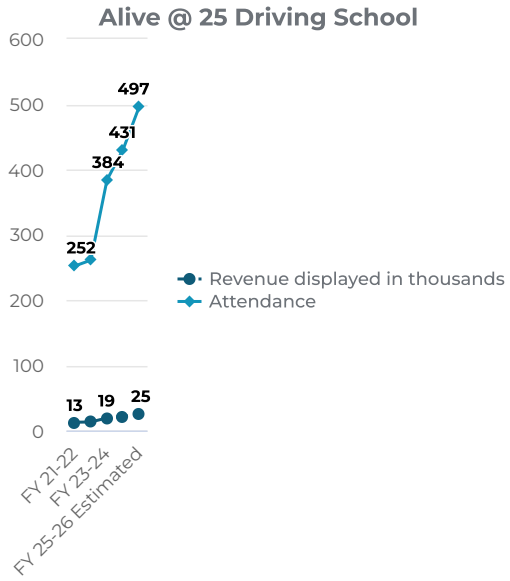
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$10,479	$13,366	$14,400	$14,400	0%
CONTRACTUAL SERVICES	$4,949	$6,770	$9,000	$9,000	0%
COMMODITIES	$260	$195	$500	$500	0%
Total Expense Objects:	**$15,688**	**$20,332**	**$23,900**	**$23,900**	**0%**

Performance Measures





Fire Department



Scott Boyd
Fire Chief

Organizational Chart

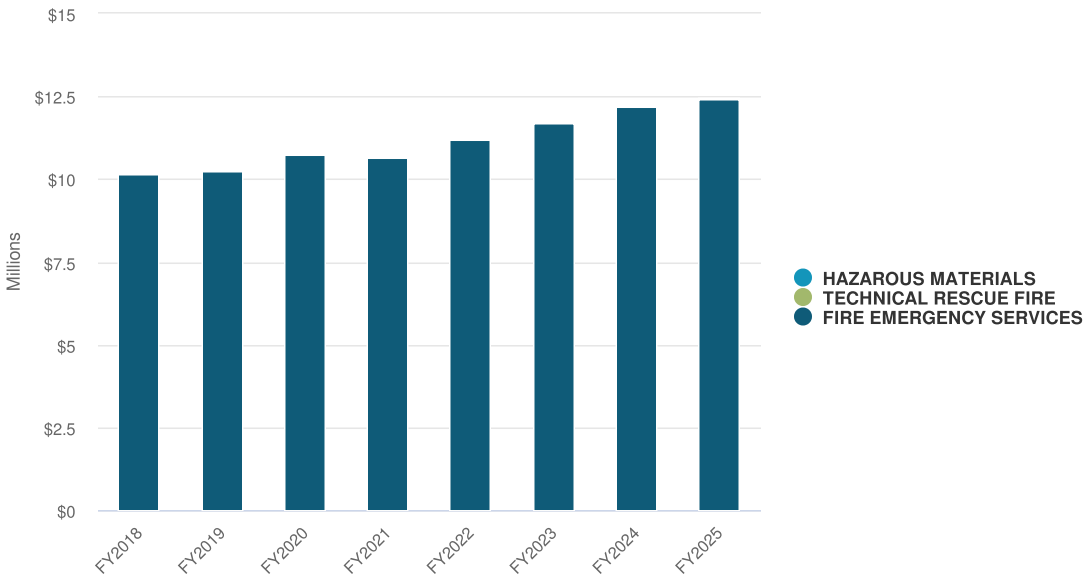






Expenditures by Function

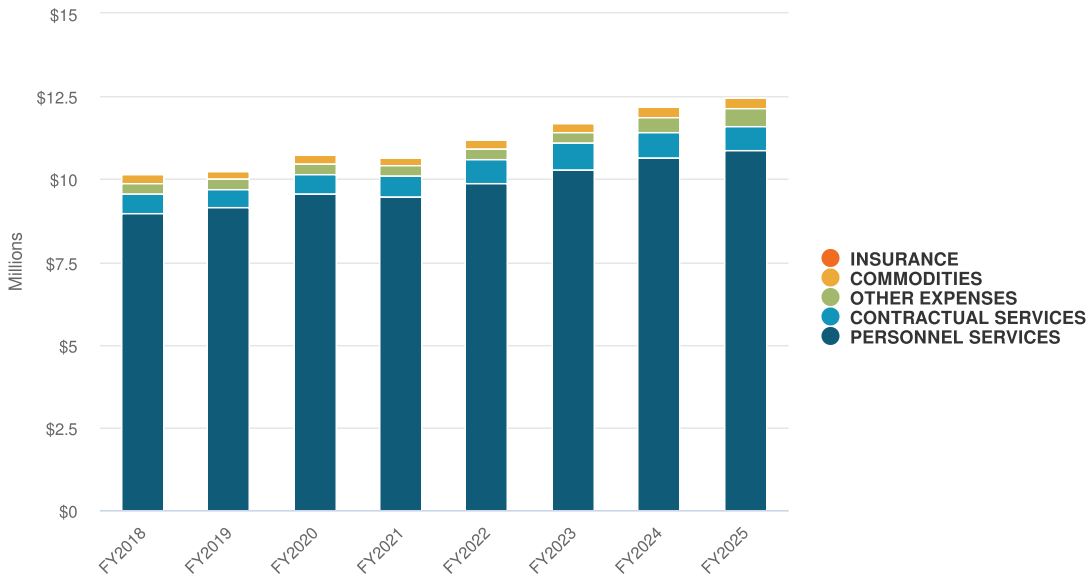
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
FIRE DEPARTMENT					
FIRE EMERGENCY SERVICES	$11,191,420	$11,686,460	$12,189,200	$12,433,400	2%
HAZAROUS MATERIALS	$3,086	$5,995	$6,000	$6,500	8.3%
TECHNICAL RESCUE FIRE	$4,809	$9,341	$6,000	$6,500	8.3%
Total FIRE DEPARTMENT:	**$11,199,315**	**$11,701,796**	**$12,201,200**	**$12,446,400**	**2%**
Total Expenditures:	**$11,199,315**	**$11,701,796**	**$12,201,200**	**$12,446,400**	**2%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$9,881,686	$10,265,448	$10,645,100	$10,864,800	2.1%
CONTRACTUAL SERVICES	$734,761	$840,558	$764,000	$716,500	-6.2%
COMMODITIES	$249,748	$279,423	$321,400	$306,100	-4.8%
OTHER EXPENSES	$326,863	$309,421	$463,900	$552,200	19%
INSURANCE	$6,257	$6,946	$6,800	$6,800	0%
Total Expense Objects:	**$11,199,315**	**$11,701,796**	**$12,201,200**	**$12,446,400**	**2%**

Fire & Emergency Services

MISSION

The Mission of the Kingsport Fire Department is to protect the lives and property of the citizens and visitors to the City of Kingsport.

VISION

The Department shall accomplish it's mission through vigorous fire prevention, public education, fire suppression, advanced life support, training, and maximum use of available resources in the mitigation of disasters.



Fire-Rescue 12 - 2012 E-One 1250 GPM Pumper

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We provide informational or public fire education meetings anywhere, anytime needed.
- Provide, along with fire response, emergency medical, vehicle rescue, hazardous materials, and specialized rescue teams.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- All personnel maintain Tennessee State Certifications in firefighting, etc.
- All Emergency Response personnel are certified as EMT-Advanced or EMT-Paramedic
- National Certifications and continuing education through the National Fire Academy
- Advanced training for hazardous materials and specialized rescue. An all-hazard department.
- International Accreditation, we meet the highest standards.
- Northeast Tennessee Regional Firefighting Training Academy is currently under our management.
- Certified fire investigators provide fire cause and determination.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Pursue Grants and other means to fund our high cost equipment, manpower, and training.
- Continue training local industry to bring in revenue for our training facility.
- Maintain fire structure maintenance under an adopted Fire Facilities Plan.
- We maintain our stations and equipment also have our own technicians for maintenance and repair of high tech equipment.

GOAL #6: STRONG EDUCATION SYSTEM

- Continue the “Learn Not to Burn” Program in all city elementary schools.
- Continue Public Education lectures, puppet shows and tours.
- Continue the “Remember When” Program, targeting the seniors in the community.
- Continue to assist with installation of child restraint seats in vehicles with a certified installer.
- Provide smoke alarms to low income residents within the community

GOAL #9: SAFE COMMUNITY

- Maintain lower response times for emergency response.
- Maintain high level of trained response personnel.
- Maintain inspection and code enforcement program within the City of Kingsport.
- Provide an All Hazards Department for the community.



Strategic Performance

- Utilization of in-house personnel to inspect and maintain self-contained breathing apparatus. Our Breathing Air Technician is Nationally Certified and is also working with the Police, Water and Wastewater Departments on their required programs to offset their costs. This is an efficient use of personnel, in lieu of contracting out. The estimated cost savings to the city is over $100,000 annually.

- Partner with private industry to train in industrial situations. This improves the quality and competency of our workforce.

- Assist in training recruit firefighters for the Northeast Tennessee Fire Chief Association, Kingsport, Johnson City, Bristol, Elizabethton, Greeneville, Newport, Morristown, Erwin, and Jonesborough.

- We continue to apply for grants and have received well over $4,350,000 from the federal government in the past seven years.

- We have sent several department members to classes across the United States, paid for by the Federal Government. Several of our members attend the National Fire Academy and a Specialized Department of Homeland Security class for a nominal fee. The cost savings is unknown, but it is estimated at tens of thousands of dollars a year.

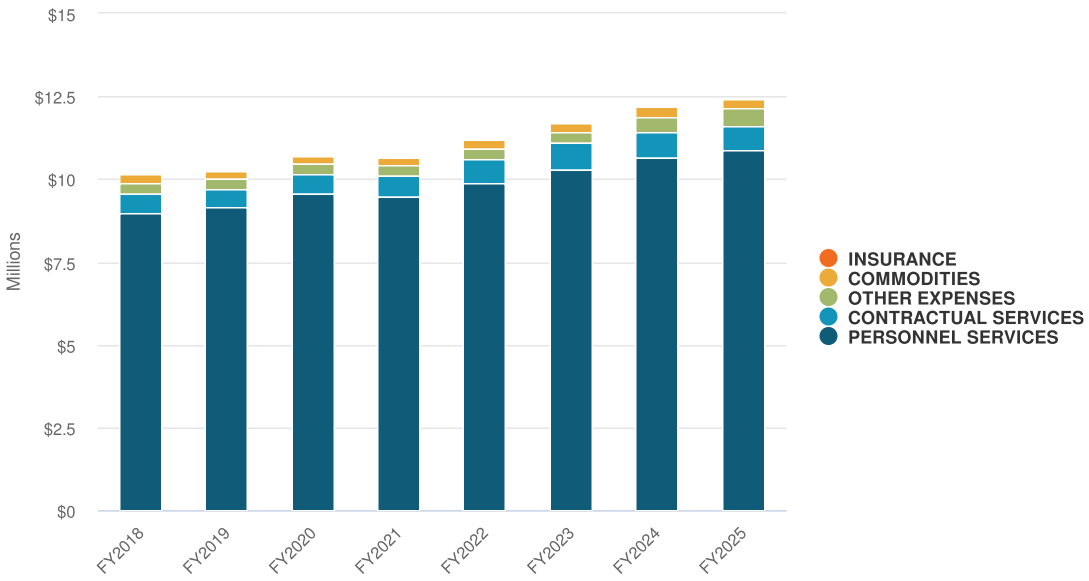
- Achieved ISO Class 2 in 2019. This, in turn, provides cost savings for residents and businesses on insurance premiums.

- KFD was reaccredited in 2021. We are one of seven agencies to receive this designation across the State of Tennessee.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$9,881,686	$10,265,448	$10,645,100	$10,864,800	2.1%
CONTRACTUAL SERVICES	$734,761	$840,558	$764,000	$716,500	-6.2%
COMMODITIES	$241,853	$264,086	$309,400	$293,100	-5.3%
OTHER EXPENSES	$326,863	$309,421	$463,900	$552,200	19%
INSURANCE	$6,257	$6,946	$6,800	$6,800	0%
Total Expense Objects:	**$11,191,420**	**$11,686,460**	**$12,189,200**	**$12,433,400**	**2%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Fire Chief	$98,585	$143,256
1	1	Assistant Fire Chief	$73,490	$106,791
3	3	Deputy Fire Chief (Shift Supervisor)	$63,184	$91,814
1	1	Fire Marshall	$56,014	$81,395
3	3	Assistant Fire Marshall	$49,292	$71,628
1	1	Fire Training/Safety Officer	$56,014	$81,395
1	1	Asst Fire Training/Safety Officer	$50,782	$73,793
1	1	Comm Fire Reduction Specialist	$44,811	$65,116
3	3	Senior Fire Captain	$59,451	$86,390
24	24	Fire Captain	$49,292	$74,900
33	33	Fire Engineer	$44,811	$69,112
48	49	Firefighter	$40,330	$62,201
1	1	Fire Exec Admin Assistant	$37,788	$54,911
1	1	Fire Admin Assistant I	$28,237	$41,033

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
122	122	122	123	123

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Average response times	8 min. 49 sec.	8 min. 34 sec	8 min. 42 sec	8 min. 33 sec	8 min. 30 sec.
ISO rating	2 / 2Y	2 / 2Y	2 / 2Y	2 / 2Y	2/2Y
Building Inspections	3,287	877	1,573	2,309	2,300
Certified Arson Investigators	4	3	3	4	4
Certified Fire Inspectors	5	5	5	5	5
Total Calls	8,413	7,927	8,332	8,114	8,500



Hazardous Materials

MISSION

The Hazardous Materials Team mitigates disasters in the City of Kingsport, Sullivan County, and assists in Homeland Security District One in East Tennessee.





Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We provide the only Hazardous Materials Team in Kingsport and Sullivan County. Due to changing times in the nation's history, we have been chosen as the lead team for eastern Tennessee.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- We are the CBRNE (chemical, biological, radiological, nuclear, and explosive) Team for Homeland Security District One. We work closely with Area Responders to include response and training.
- We acquired accreditation under TEMA (Tennessee Emergency Management Agency). We achieved this goal in the 2008 calendar year and reaccredited in 2011. We are currently one of four in the State of Tennessee.
- All Kingsport Fire Department employees are trained to the level of specialist, technician, or operations.
- Kingsport Fire Department trains emergency response personnel in Hazardous Material response. This is performed to state certification levels (TEMA & Fire Commission).

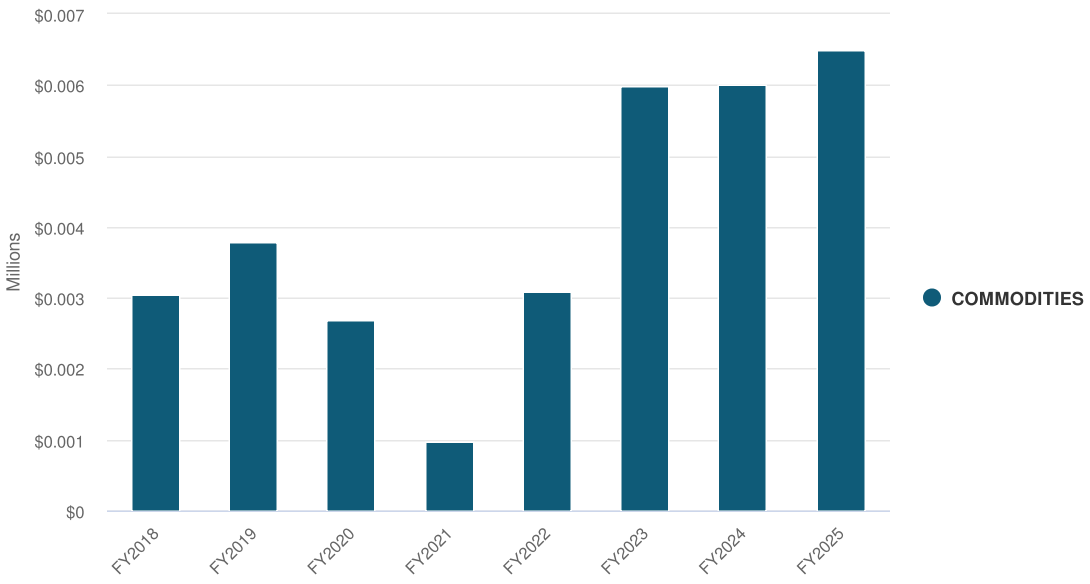
GOAL #9: SAFE COMMUNITY

- If we didn't provide this service, there would be a response delay from adjoining counties. Those responding counties will not be capable of providing the elevated level that Kingsport currently enjoys.
- Due to two major interstates, a north- south rail line, and a large chemical manufacturer in the City limits, this team's presence maintains the level of service the community needs.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
COMMODITIES	$3,086	$5,995	$6,000	$6,500	8.3%
Total Expense Objects:	**$3,086**	**$5,995**	**$6,000**	**$6,500**	**8.3%**

Technical Fire Rescue

MISSION

The Technical Rescue Team will mitigate disasters in the City of Kingsport, Sullivan County, and assist in Tennessee Homeland Security District One.



Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We provide the only Technical Rescue Team in Kingsport and Sullivan County.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Technical Team members are certified by the State of Tennessee in Rope Rescue. These employees are the only certified in the state.
- All Kingsport Fire Department employees are trained to the level of specialist, technician, operations or awareness

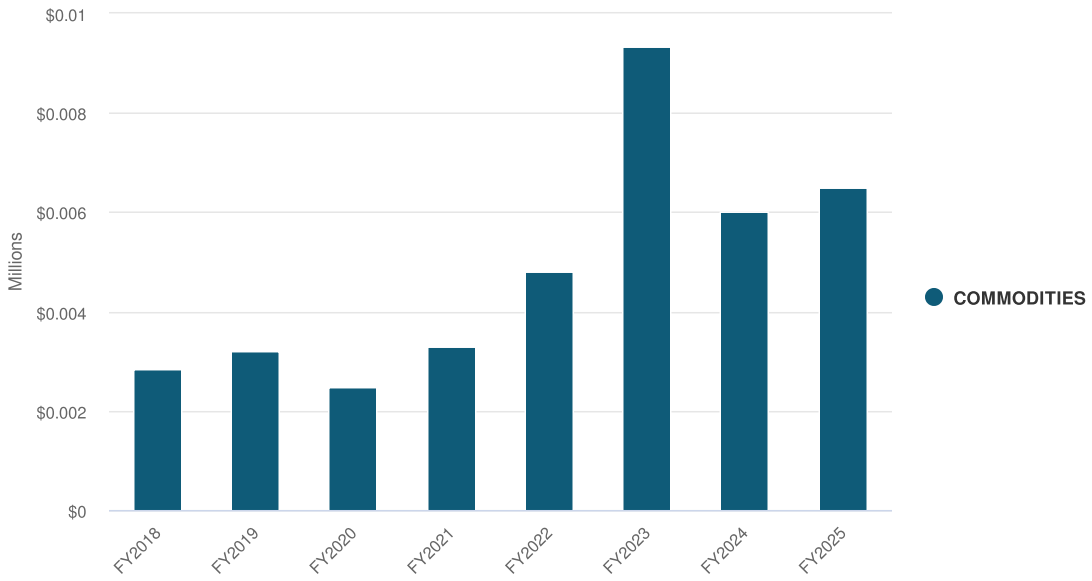


GOAL #9: SAFE COMMUNITY

- If we didn't provide this service, there would be a response delay from adjoining counties.
- Due to the growth inside the city limits this team's presence maintains the level of service the community needs.
- Types of rescue include High and Low angle, confined space, swift water, trench, search for lost persons and structural collapse.
- The team helps assist with technical skills needed beyond our city limits to include out of state if requested.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
COMMODITIES	$4,809	$9,341	$6,000	$6,500	8.3%
Total Expense Objects:	**$4,809**	**$9,341**	**$6,000**	**$6,500**	**8.3%**

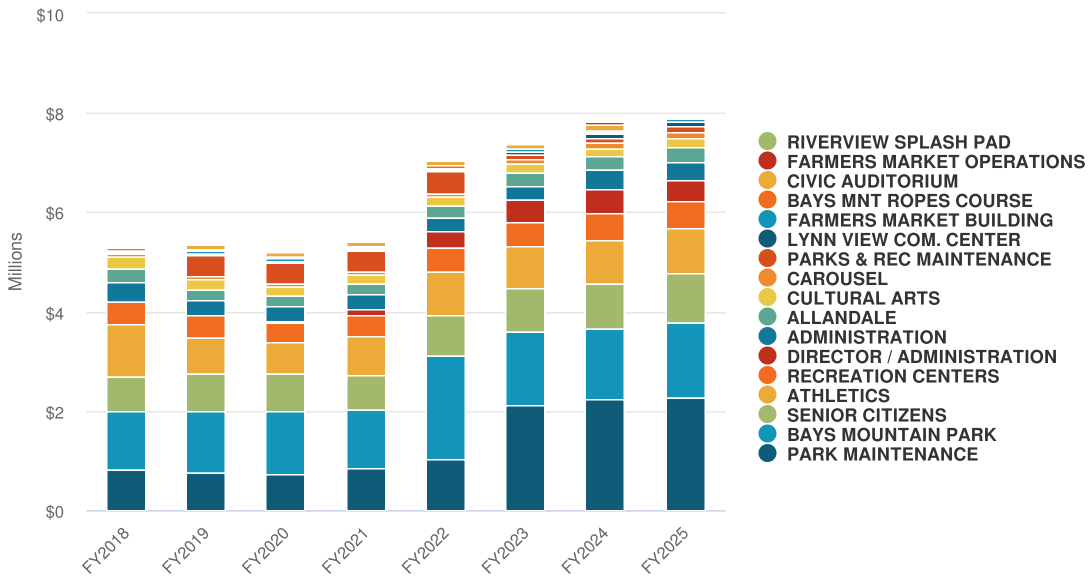
Leisure Services

Organizational Chart



Expenditures by Function

Budgeted and Historical Expenditures by Function



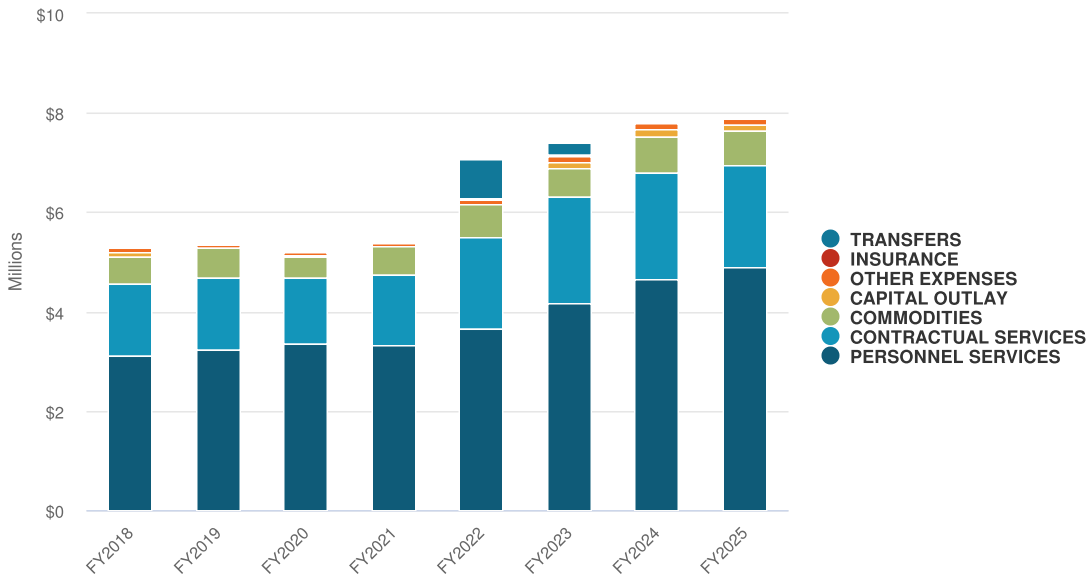
The Civic Auditorium was transferred to the Kingsport City Schools for FY 2025. *Parks Maintenance is now Leisure Services Maintenance.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
LEISURE SERVICES					
ADMINISTRATION	$282,563	$289,084	$384,200	$386,100	0.5%
RECREATION CENTERS	$471,076	$496,527	$532,800	$532,500	-0.1%
ATHLETICS	$895,880	$846,404	$880,900	$923,600	5.5%
CULTURAL ARTS	$201,786	$186,209	$156,300	$191,400	22.5%
ALLANDALE	$227,050	$245,624	$282,100	$286,100	1.4%
FARMERS MARKET BUILDING	$30,103	$38,764	$24,700	$74,300	200.8%
CAROUSEL	$63,287	$98,858	$119,900	$125,900	5%
RIVERVIEW SPLASH PAD	$19,562	$3,317	$0	$0	0%
LYNN VIEW COM. CENTER	$56,920	$68,883	$84,300	$84,300	0%
FARMERS MARKET OPERATIONS	$20,627	$23,768	$49,600	$0	-100%
SENIOR CITIZENS	$807,091	$860,319	$919,100	$991,300	7.9%
BAYS MOUNTAIN PARK	$2,092,457	$1,468,964	$1,395,800	$1,497,000	7.3%
CIVIC AUDITORIUM	$94,103	$106,104	$112,700	$0	-100%
BAYS MNT ROPES COURSE	$44,583	$3,800	$38,200	$0	-100%
PARK MAINTENANCE	$1,013,164	$2,127,265	$2,246,600	$2,276,600	1.3%
PARKS & REC MAINTENANCE	$426,366	$91,936	$91,700	$108,000	17.8%
DIRECTOR / ADMINISTRATION	$334,012	$449,132	$496,200	$407,500	-17.9%
Total LEISURE SERVICES:	**$7,080,630**	**$7,404,957**	**$7,815,100**	**$7,884,600**	**1%**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Total Expenditures:	$7,080,630	$7,404,957	$7,815,100	$7,884,600	1%

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$3,669,619	$4,161,560	$4,657,600	$4,881,800	4.8%
CONTRACTUAL SERVICES	$1,831,072	$2,159,854	$2,133,310	$2,051,600	-3.7%
COMMODITIES	$650,764	$579,748	$735,900	$689,400	-5.9%
OTHER EXPENSES	$95,169	$124,585	$125,150	$100,100	-20%
INSURANCE	$12,439	$15,677	$14,840	$13,400	-9.7%
TRANSFERS	$810,925	$250,000	$0	$0	0%
CAPITAL OUTLAY	$10,641	$113,532	$148,300	$148,300	0%
Total Expense Objects:	**$7,080,630**	**$7,404,957**	**$7,815,100**	**$7,884,600**	**1%**

Assistant City Manager - Leisure Services



Michael Borders
Assistant City Manager - Leisure Services

MISSION

To support the Leisure Services Department with strategic and fiscal planning, managerial expertise, and performance oversight in order to provide premier guest experiences at the best value for the citizens of Kingsport and visitors of our City. Leisure Services includes Bays Mountain Park, Kingsport Aquatic Center, Parks and Recreation, Kingsport Senior Center, Kingsport Public Library, Leisure Services Maintenance, Special Events, Farmers Market/Carousel, Kingsport Cultural Arts, MeadowView Convnetion Center, and Cattails.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue to implement citizen and customer feedback loops to continually improve service delivery and guest experiences.
- Continue to build relationships with various advisory and friends boards, committees, and commissions.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Implement a process to identify future leaders and develop individualized plans to foster future leaders.
- Ensure that all employees understand the mission of their division and how their work is meaningful to fulfilling that mission.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

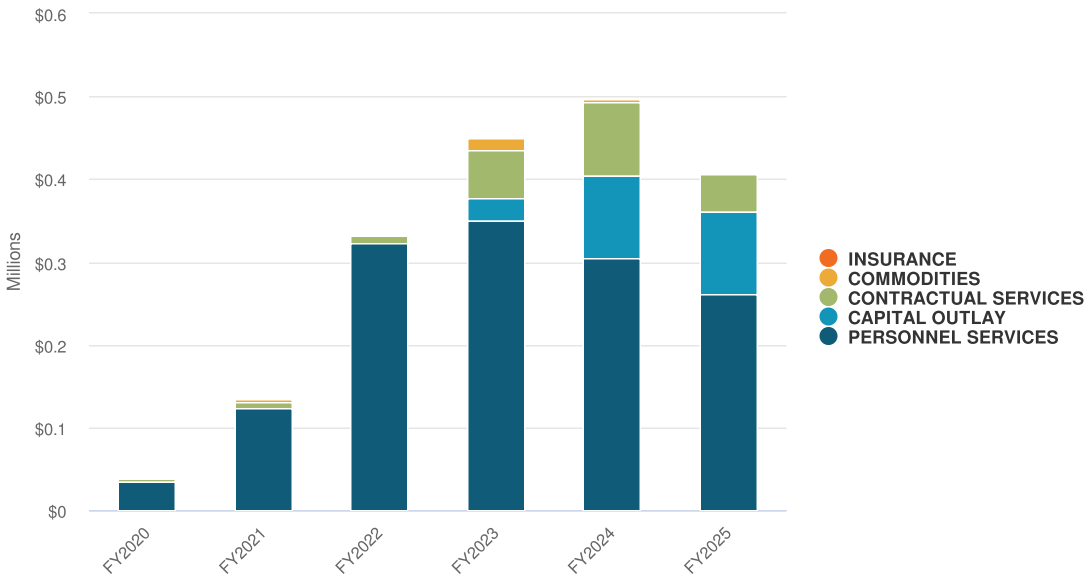
- We value strong, conservative management of the public fund through maximizing the use of our limited resources in addressing the various needs of the city.
- Using data to drive decisions for all aspects of operations.
- Research and apply for grant funding opportunities.
- Implement revenue targets for each division and explore alternative funding sources of revenues to support various functions.

Goal #8: SUPERIOR QUALITY OF LIFE

- Review and update Parks and Recreation Master Plan
- Work with stakeholders, staff, and citizens to create a plan for expanded and additional future services.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$322,363	$349,665	$304,600	$260,500	-14.5%
CONTRACTUAL SERVICES	$9,904	$58,870	$89,350	$44,700	-50%
COMMODITIES	$1,603	$13,777	$2,100	$2,100	0%
INSURANCE	$142	$285	$150	$200	33.3%
CAPITAL OUTLAY	$0	$26,536	$100,000	$100,000	0%
Total Expense Objects:	**$334,012**	**$449,132**	**$496,200**	**$407,500**	**-17.9%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Assistant City Manager-Leisure Services	$114,332	$166,138
*0	0	Leisure Services Analyst	$52,398	$78,596
1	1	Special Events & Cultural Arts Mgr	$56,819	$82,566

**Leisure Services Analyst moved to IT and reclassified to Project Management Specialist for FY 2024.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
3	3	2	2	2

Parks & Recreation Administration



Kitty Frazier
Parks and Recreation Manager

MISSION

To cultivate a stronger community through exceptional programs, facilities and recreation opportunities.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Engage the Parks and Recreation Advisory Committee in discussions and decisions about parks and recreation issues and needs.
- Demonstrate a strong commitment to premier customer service in all aspects of the department.
- Work to implement ADA needs throughout the park system and facilities.
- Plan and produce an exemplary 2025 TRPA conference at Meadowview Conference Center.

GOAL #2: ATTRACT, DEVELOP & RETAIN, A HIGH PERFORMING WORKFORCE

- Invest in employees by providing training and education opportunities.
- Foster professional networks to gain knowledge about available resources and “Best Practices”.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Manage a variety of CIP projects: Greenbelt extension; BlueCross BlueShield Healthy Place at Riverwalk Park; LPRF grant for Scott Adams Memorial Skatepark/Kingpsport Pump Track.
- Research grant funding opportunities, submit grant applications, and seek donations/in-kind support for projects and programs.
- Manage grant funds/projects: BlueCross BlueShield Foundation Grant; Tennessee Department of Environment and Conservation Local Parks and Recreation Fund, Tennessee Department of Environment and Conservation BRAGG .

GOAL #8: SUPERIOR QUALITY OF LIFE

- Provide quality active and passive parks for the community’s use.
- Implement the City of Kingsport strategic plan initiatives.
- Continue to implement the strategies and goals of the comprehensive Parks and Recreation Master Plan.
- Submit program and facility awards to highlight Kingsport’s achievements.
- Foster professional networks to gain knowledge about available resources and “Best Practices”.

Strategic Performance

- Completed renovation of the Riverview Park Playground.
- Completed design for the BlueCross BlueShield Healthy Place Park.
- Held an official ground breaking for the BlueCross BlueShield Healthy Place Park and began construction.
- Hosted the LPRF grant check presentation ceremony
- Applied for LWCF grant funds.
- Completed design for the LPRF project to expand the Scott Adams Memorial Skatepark/KIngsport Pump Track.
- Managed year 2 of TDH grant funds and closed out the grant.
- Updated the Kingsport Parks and Recreation Website.
- Developed committees and planned activities for the 2025 Tennessee Recreation and Parks Association Conference.
- Department manager served on the Tennessee Recreation and Parks Educational Foundation executive board.
- Made facility improvements:Riverview Park playground, Boatyard Riverfront Park playground; Greenbelt signage; Domtar Park landscaping; Domtar Park ballfields; Greenbelt landscaping; Domtar Park signage; neighborhood park signage.
- Completed an initial master plan for Cement Hill.
- Expanded marketing strategies: Greenbelt Welcome Center; Pop up Welcome Centers; Park Pointers; Online Program Guide; Farmers Market booth.
- Received a $500,000. Brownfield Grant to support the Cement Hill project.
- Installed 3 new Parks and Recreation Advisory Committee members.
- Improved customer communications through social media posts, updated phone system trees, website updates and civic rec emails/texts.
- Acquired property donation for a new Greenbelt parking lot on Cleek Road.
- Implemented strategies throughout the department based on the new Parks and Recreation Mission Statement.
- Completed right of way acquisition plans for Greenbelt West/Rotherwood section.
- Assisted with the relocation of HR office space to the V.O. Dobbins, Sr., Complex and renegotiated lease agreements with Big Brothers Big Sisters of East Tennessee.
- Developed a preliminary master plan for Riverview Park.



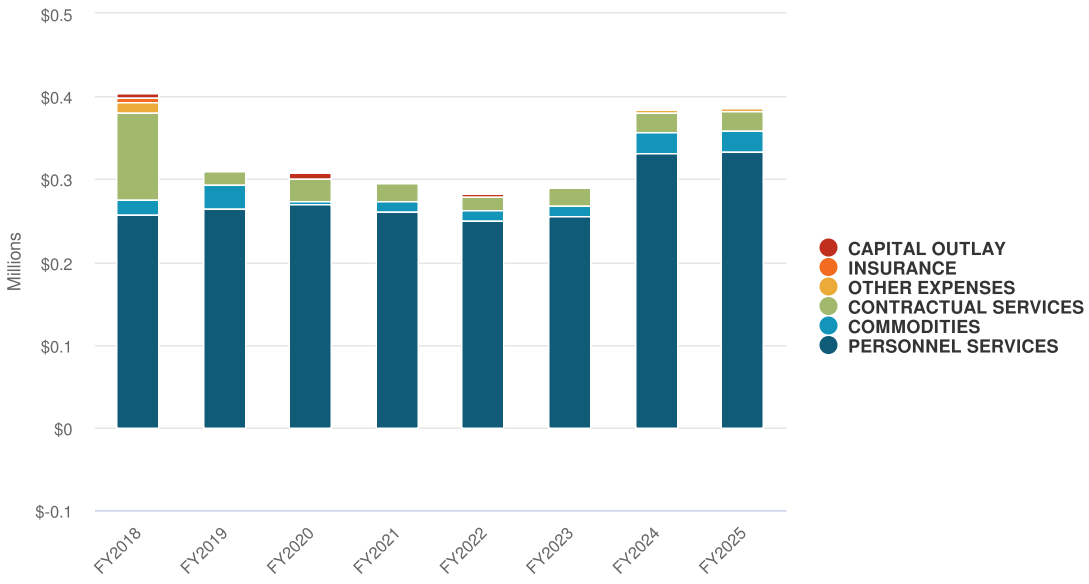


Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Coordinate efforts for services with citizen advisory committees/ support groups	7 Advisory Committees	7 Advisory Committees	7 Advisory Committees	7 Advisory Committees
CIP and special projects completed	3	3	2	2
Awards and recognition	0	0	0	1

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$249,191	$255,743	$331,800	$333,700	0.6%
CONTRACTUAL SERVICES	$15,443	$20,628	$24,100	$24,100	0%
COMMODITIES	$14,128	$12,713	$24,900	$24,900	0%
OTHER EXPENSES	$0	$0	$2,800	$2,800	0%
INSURANCE	$0	$0	$600	$600	0%
CAPITAL OUTLAY	$3,801	$0	$0	$0	0%
Total Expense Objects:	**$282,563**	**$289,084**	**$384,200**	**$386,100**	**0.5%**

Personnel

AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Parks & Recreation Manager	$71,733	$104,237
1	1	Parks & Recreation Superintendent	$53,603	$77,892
1	1	Administrative Assistant II	$31,728	$46,104
1	1	Administrative Assistant II	$31,728	$46,104

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
4	4	4	4	

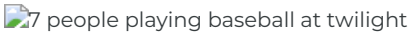
Recreation Centers



Kenny Lawson
Parks and Recreation Program Coordinator

MISSION

The mission of Parks and Recreation Department is to provide the people, facilities, and programs, which enhance leisure services by offering quality recreation opportunities for customers.



Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Provide resources and opportunities for full-time Parks & Recreation staff members to attend recreational conferences and workshops to obtain training and opportunities to maintain professional certifications and become more qualified employees.
- Partner with local high schools for student internships and student learning opportunities.
- Identify possible partnerships with local colleges and universities to recruit students for summer program employment which will offer practical experience in their respective field of study.
- Obtain and maintain CPR and AED certification for staff.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Utilize and expand the use of Civic Rec software to increase facility rental opportunities and revenues through online checkout and QR code capabilities.
- Identify ways to increase revenue through added programming opportunities at Borden Park.
- Work with citizen volunteer groups to make facility improvements and enhancements.
- Seek and identify grant funding available to utilize for both programs and facility improvements.

GOAL #6: STRONG EDUCATION SYSTEM

- Work with the Boys and Girls club to continue utilizing shared facility space for educational programming and needs.
- Partner with UT extension to offer healthy meal prep classes.
- Work with Kingsport City Schools to establish a mentoring and tutor program to provide help students with schoolwork and promote positive engagement before going home.
- Conduct a Geocaching class for kids in the community and provide activities throughout city parks and facilities to incorporate learned skills.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Expand the pickleball program offerings in Kingsport through additional classes, clinics, events, and tournaments for citizens.
- Work with Healthy Kingsport to create, support, and co-sponsor additional programs throughout the community to promote physical activity utilizing local park spaces.
- Establish relationships with local churches, schools, and businesses to expand and offer programming opportunities away from our Parks and Recreation facilities.
- Work with community groups like HOPE & New Vision youth to promote and provide vital teen programs and events.
- Lead and coordinate quarterly meetings for tenants and non-profit organizations of V.O. Dobbins, Sr. Complex.
- Utilize and expand the use of Civic Rec software to increase facility rental opportunities and revenues through online checkout and QR code capabilities.
- Conduct programs to provide kids with activities and fitness opportunities during school breaks and holidays year-round.
- Utilize the citizens' input results within the Kingsport Parks and Recreation Master Plans Needs Assessment to provide additional programming options such as walking clubs, trail meet ups, yoga, and recreational events that target desired community interest.
- Offer community lifestyle classes at Borden Park that enhance healthy eating habits and promote active lifestyles.

GOAL #9: SAFE COMMUNITY

- Partner with the Kingsport Police Department and neighborhood citizens to maintain and support Neighborhood Watch programs to keep community centers a safe place to recreate.
- Work with citizen volunteer groups to assist and identify facility improvements and enhancements.
- Conduct weekly and monthly walk-through inspections of facilities and grounds to maintain safety standards and ensure satisfactory customer experiences.
- Continue to work with the local community groups South Central Kingsport Community Development, Inc. and New Vision Youth to provide support for community activities such as Rhythm & Riverview, National Night Out, and UETHDA

Fall-O-ween.

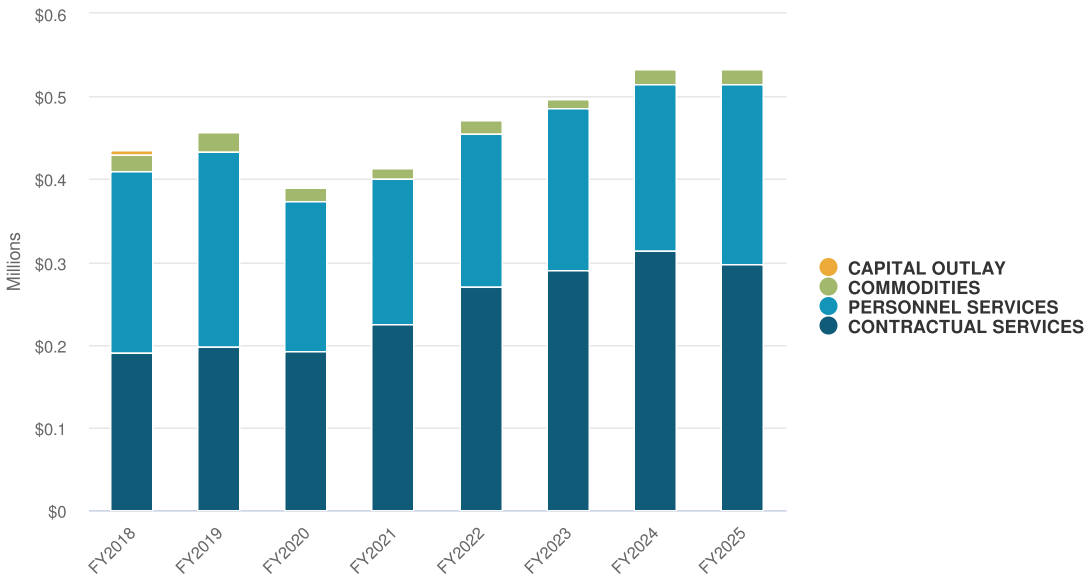
Strategic Performance



- Obtained CPR certification for staff during summer program training.
- Offered free family fun nights for citizens to enjoy time and become familiar with our parks and facilities.
- Increased revenue through new programs including Pickleball, Lego Camp, Skills & Drills and Family night out.
- Partnered with Eastman Recreation for two different Pickleball tournaments held at V.O. Dobbins Sr. Complex.
- Offered a beginner Pickleball class with 16 spots filling up and 16 on the waiting list.
- Multiple activities were offered during open gym times, including volleyball, ping pong, pickleball, basketball, crafts, and outdoor activities, as well as activities on the V.O. Dobbins Field.
- A family fun wiffleball game was held at Miracle Field with over 50 participants with free popcorn and drinks.
- Hosted Family Fun night with trivia questions and prizes.
- Held Build a Fort/Fortnite with over 100 participants while hosting a canned food drive allowing entry into the event.
- Hosted Kid Central for the 6th consecutive year with over 3,000 participants within the 3-day event.
- Helped run a mini kids' pickleball clinic during Kids Central.
- Hosted multiple disc golf tournaments with help from local pro Tim Barr at Borden Park.
- Ran pickleball slots indoors 5 days a week with an average of 70 players a week.
- Outdoor pickleball averaged over 350 a week.
- Hosted 5 outdoor pickleball tournaments.
- Hosted Pickleball Champions of the court with Pivot, a local pickleball club.
- Expanded the inclusion class beyond the regular setting to host families with special needs population outdoors and renaming the program ASPIRE.
- Hosted and ran basketball evaluations for all ages at V.O. Dobbins, Sr. Complex.
- Pickleball signage was added to outdoor courts for understanding of rules and regulations.
- Maintained a healthy and clean facility with spraying of equipment and high traffic areas.
- Continued to implement and expand the new CivicRec software system into the department for rentals, programs and registrations.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$185,824	$195,758	$202,600	$217,400	7.3%
CONTRACTUAL SERVICES	$269,632	$290,319	$312,900	$297,800	-4.8%
COMMODITIES	$15,620	$10,449	$17,300	$17,300	0%
Total Expense Objects:	**$471,076**	**$496,527**	**$532,800**	**$532,500**	**-0.1%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Recreation Programs Coordinator	$47,707	$69,324
2	2	Recreation Program Administrator	$42,459	$61,698

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
3	3	3	3	3

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Number of special events, activities, or programs executed	40	40	42	45	45
Average # of Participants in Recreation Center Programs/ Month	450	1,500	2,294	2,500	2,500
# of Participants Registered (tennis lessons, camps, and programs)	8	300	2,294	2,500	2,500
Program Revenue	$24,000	$38,000	$57,725	$62,000	$62,000
Recreation Centers Total Facility Rentals	250	400	1,025	1,100	1,100
Recreation Centers Total Revenue from Rentals	$14,000	$17,000	$41,537	$47,000	$47,000
Shelter usage numbers	22	30	205	215	215

Athletics



Chassy Smiley
Parks and Recreation Superintendent

MISSION

The mission of the Kingsport Parks and Recreation Department is to cultivate a stronger community through exceptional programs, facilities, and recreation opportunities.



Miracle Field - Photography by: David Cate



Domtar Park

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Expand partnerships with local volunteer groups, such as Gray's Community Chest, ETSU, and Milligan University's Occupational/Physical Therapy programs, to help with inclusive programming for the Miracle Field and the A.S.P.I.R.E program.
- Evaluate and utilize software apps to improve and expand communications with participants.
- Establish an evaluation process for participants to provide vital feedback about program offerings.
- Identify additional components in the Team Sideline software to utilize and improve program efficiencies.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Professional Development: Provide resources for full-time Parks & Recreation Athletic staff members to attend recreational conferences and workshops to obtain training and opportunities to maintain professional certifications and become more qualified employees.
- Evaluate temporary service positions and associated program needs.
- Partner with local officiating agencies to develop a high school-age officiating feeder training program for leagues.
- Partner with local colleges, universities, and high schools for student internship opportunities.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Maintain relationships with KCVB, Kingsport City Schools, Eastman Recreation, as well as, other tournament directors to promote and host premier events at Brickyard Park, Domtar Park and Eastman Park at Horse Creek.
- Improve and maintain the appearance of the facilities (Brickyard Park, Domtar Park, & Eastman Park at Horse Creek, Miracle field) to continue to attract people to the City of Kingsport.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Identify opportunities to utilize the Tribe Athletic Complex for programs and activities.
- Maintain partnership with "Tribe" sports programs to offer enhanced athletic programs.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Improve and expand ways to increase public knowledge of program offerings.
- Provide and grow Athletic programming that aligns with the Parks and Recreation Master Plan Needs Assessment.
- Identify and execute additional diverse programs to maximize use of the Miracle Field and other Parks and Recreation facilities.
- Identify additional operational improvements to make utilizing the use of "Civic Rec" in leagues, facility and program operations.

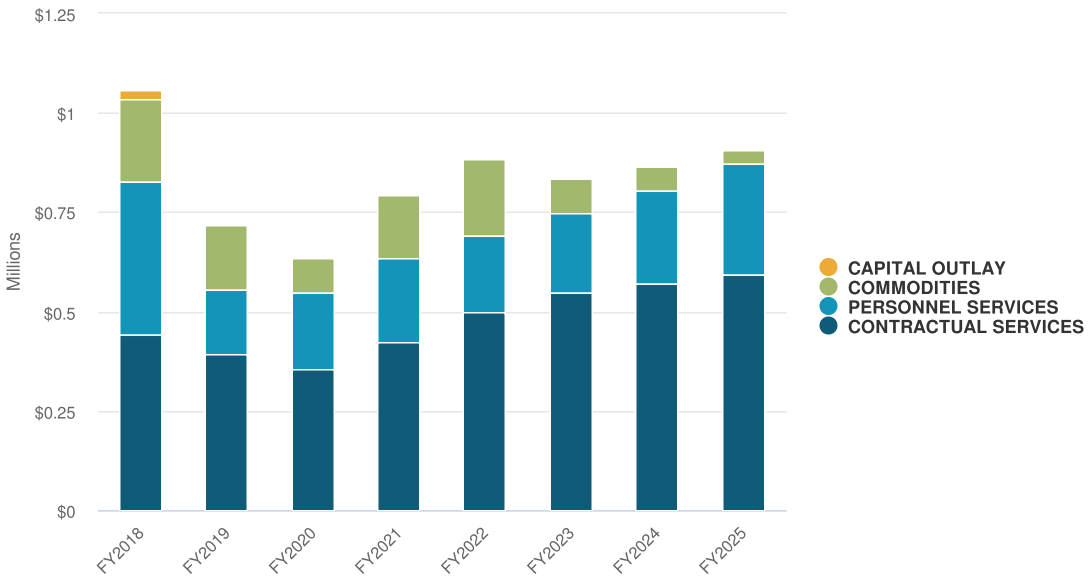


Strategic Performance

- Contracted concession operations to a private vendor at Domtar Park, Brickyard Park, Miracle Park, and V.O. Dobbins, Sr. Complex.
- Established TRIBE agreements with: Lacrosse, Baseball, Football, Basketball, Soccer.
- Incorporated Team Sideline software into league management.
- Established new processes for youth league evaluations and drafts.
- Hosted 59 tournaments at Domtar Park, Brickyard Park, and V.O. Dobbins, Sr. Complex.
- Laser graded all infields and upgraded the playground surface at Domtar Park.
- Completed renovation/repair of the main building of Eastman Park at Horsecreek.
- Established consistent branding for all youth league uniforms.
- Increased participation in Fall Adult Softball leagues.
- Utilized students from ETSU and West Ridge High School as interns.
- Relocated staff offices to V.O. Dobbins, Sr. Complex.
- Continued to operate within the approved budget, offering a full range of athletic programs.
- Hosted year round Miracle League program and expanded program offerings serving over 240 participants.
- Continued to utilize social media platforms to promote programs and engage citizens.
- Established program planning proposal process to align with budget and community input.
- Continued partnerships with TNT Sportsplex and Kingsport City Schools to utilize their facilities for athletic programs.
- Utilized input from recreation agencies in Johnson City, Bristol, Greenville, and Knoxville to benchmark and maximize skill development strategies in youth leagues.
- Staff with CPRP certification maintained and kept up to date.
- Incorporated Civic Rec software billing and report features to improve data driven efficiencies and operations.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$191,403	$201,979	$236,900	$279,100	17.8%
CONTRACTUAL SERVICES	$499,663	$546,537	$568,600	$594,100	4.5%
COMMODITIES	$192,309	$85,242	$59,200	$34,200	-42.2%
Total Expense Objects:	**$883,374**	**$833,757**	**$864,700**	**$907,400**	**4.9%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	0	Parks & Recreation Superintendent	$53,603	$77,892
2	2	Athletics Program Administrator	$42,459	$61,698
0	2	Parks & Rec Program Leader	$38,166	$55,460

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY24-25 REQUESTED	FY24-25 APPROVED
3	3	3	4	4

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Number of Adult and Youth League Teams	*294	333	360	349	366
Number of Volunteer hours used for Youth Sports Leagues	4,180	5,578	3,922	4,700	4,800
Number of games played in all Youth & Adult Sports Leagues	1,660	1,851	2,039	1,990	2,000
Provide facilities for special events	43	37	56	59	60
Program Attendance	76,344	98,023	121,538	116,807	120,000
Concession Revenue	$216,765	$185,000	$346,120	$373,234	$380,000
Brickyard/Domtar/Eastman Park Facility Attendance	146,277	187,892	419,247	444,354	460,000

**2023 Data calculations process updated to include soccer and Miracle Program*

Allandale



Rod Gemayel
Allandale Curator

MISSION

The mission of the Parks and Recreation Department is to provide the people, facilities and programs, which enhance Leisure Services by offering quality recreation opportunities for our customers.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Use “CivicRec” to receive payments for rentals.
- Use the “Public Information Department” to expand the use of public billboards, television, and radio.
- Use “CivicRec” to receive donations/memberships for Friends of Allandale.
- Continue to investigate the use of new social media outlets.
- Increase facility rentals and revenues.
- Participate in 10 radio and 4 television interviews to give Allandale and Parks & Recreation events and program updates.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Expand the use of “Living Room” rental.
- Work with the Chamber of Commerce to provide rental/tour opportunities for tourist.
- Expand the “Mardi Gras Murder Mystery.”
- Collaborate with community groups, other city departments, and non-profits by offering tours and presentations on Allandale.
- Host a “Wet Painting” competition prior to Fun Fest.
- Expand the use of Allandale’s participation with *Fun Fest.*
- Partner with Friends of Allandale to enhance the “August under the Stars at Allandale” concert series.
- Expand the “Allandale Drive-Thru” Christmas tours.

GOAL #6: STRONG EDUCATION SYSTEM

- Work with Community Centers to develop an “Inclusive Tea Party.”
- Develop and print a historical pamphlet for Allandale.
- Monthly talk on David Lights radio show about Allandale history.
- Give Allandale historical presentations to civic groups.
- Post monthly historical/antique Allandale facts on the cities “Wednesday Page”
- Host “Plain Air” painting groups, “Kingsport Birding Trail,” Eastman Photo Club, and school/home school outings.
- Reach out to middle and high school chorus/band groups.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Continue to partner with Friends of Allandale to host “August Under the Stars at Allandale” concert series.
- Partner with Fun Fest to provide a suitable, safe location for their Trash Barrel Painting, Dog Show, and Croquet at Allandale, Food Truck Rodeo, community church service, and Allandale Mansion tours.
- Develop a customer survey for renters.
- Continue to practice safe operation conditions by the spraying of germicide.
- Use social media, magazine, newspaper, radio, webpage, television and electronic billboards to advertise Allandale events and services.
- Host the Parks & Recreation Department’s annual “Easter Egg Roll,” an antique car show, “Christmas at Allandale Mansion” tours, Fun Fest tours, senior outings, Love FM concert, and Dobyns-Bennett choir performance.





Strategic Performance

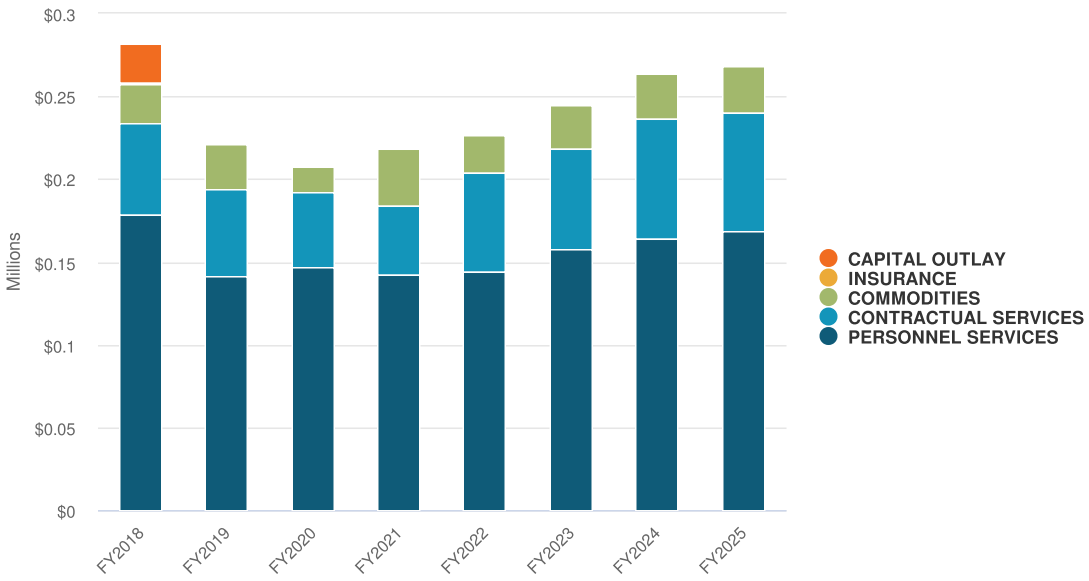
- Fun Fest “Allandale Family Picnic Day” had an 18% increase in attendance.
- Hosted two (2) “Spring Tea Party” and two (2) “Holiday Tea” parties.
- Expanded the “Allandale Drive-Thru Christmas” tour.
- Improved the Allandale campus by removing old trees, shrubs, and unsightly vegetation.
- Installed new chimney caps.
- Installed a storage shed at the Picnic Pavilion.
- Installed new carpeting on the front portico.
- Continue to practice safe operating procedures with extra cleaning, and spraying of germicide.
- Hosted “Family Picnic Day” during Fun Fest.
- Hosted the 45th Annual Daniel Boone Antique Automobile Car show.
- Hosted a Leadership Kingsport event.
- Friends of Allandale had a 20% increase in the monies donated.
- Hosted the Kingsport “goats” below Wheeler’s Show Barn.”
- Gave historical presentations to two out of state bus tours.
- Partnered with Friends of Allandale to host two “Mardi Gras Murder Mystery” fundraisers.
- Posted Allandale history photos on Facebook.
- Hosted Kingsport Art Guild’s “Plain Air” painters in the mansion and at various locations throughout the Allandale campus.
- Hosted Park and Recreation’s annual “Easter Egg Roll.”
- Hosted one of LOVE-FM’s summer concerts.
- Placed two new planters at the Brooks Pavilion.
- Laid concrete pads at the entrance to Harvey’s Barn and placed two large planters on the pads.
- Cleaned/painted the ceiling of the Heron Dome.
- Expanded the use of social media by working with the city’s marketing department.
- Participated in three (3) regional bridal shows.
- Hosted the Symphony of the Mountains July concert.
- Hosted three (3) Friends of Allandale’s “August under the Stars at Allandale” concert series.
- Partnered with the Kingsport Chamber to host Realtor Appreciation day.





Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$143,887	$157,666	$164,500	$168,300	2.3%
CONTRACTUAL SERVICES	$59,620	$61,051	$71,960	$72,100	0.2%
COMMODITIES	$23,009	$26,370	$27,600	$27,600	0%
INSURANCE	$534	$537	$540	$600	11.1%
Total Expense Objects:	**$227,050**	**$245,624**	**$264,600**	**$268,600**	**1.5%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Allandale Curator	$47,707	$69,324
1	1	Allandale Program Leader	$37,788	$54,911

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY24-25 REQUESTED	FY24-25 APPROVED
2	2	2	2	2

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Host FAM tours with KCVB	1	1	3	3	3
Market and Advertising	30 PUB.	30 PUB.	30 PUB.	30 PUB.	30 PUB.
Revenue	$55,800	$70,00	$106,770	$93,000	$95,000
Friends of Allandale Membership	145	175	165	161	180
Rentals/Reservations	105	175	152	161	165
Increase Rental/Reservations, Percent	+18.0%	+66.6%	-13.1%	+6.0%	+2.5%
Fundraising Events (Murder Mystery, raffle, Xmas tree sponsors)	1	3	3	3	3
Participants (visitors/guest)	9,078	16,000	23,800	24,155	25,000
Volunteer hours	600	600	645	638	650
Webpage / actual visits (previously recorded as "hits"	88,000	92,000	94,000	97,000	99,000
Friends of Allandale contributions	$12,295	$20,000	$20,700	$24,900	$27,000



Splash Pad



Chassy Smiley
Parks and Recreation Superintendent

MISSION

The mission of the Kingsport Parks and Recreation Department is to cultivate a stronger community through exceptional programs, facilities, and recreation opportunities.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Provide a clean & safe environment for families to enjoy the outdoor park & shelters.
- Provide online rental reservations for shelters through CivicRec
- Provide special events and activities for the public to enjoy.
- Maintain Slash Pad operations appropriately to minimize possible closures or shutdowns which could limit public use.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Advertise through a contracted temp agency for the recruitment of seasonal recreation attendants to maintain the cleanliness and effective working order of the Splash Pad and surrounding park area.
- Provide extensive training for seasonal staff to educate and ensure a full understanding of operational requirements and safety standards.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Make improvements as necessary to the Splash Pad with new paint, updated shelter kiosks, and signage.
- Maintain exceptional water quality cleanliness levels by performing daily testing and performing system backwashing as needed to meet standards and prevent system issues.
- Provide daily cleaning and maintenance services of the Splash Pad and shelters to ensure customer enjoyment.

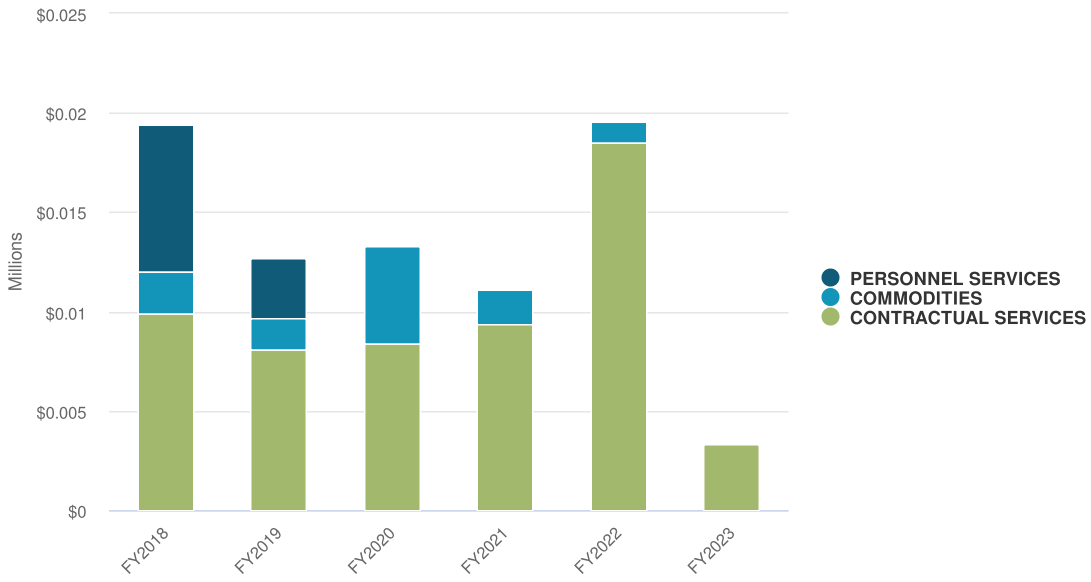
Strategic Performance

- Leisure Services Maintenance personnel were assigned to perform daily system checks and utilized a maintenance on-call system to help with operations.
- Maintained quality checks for cleanliness at the park with attendants stationed on site.
- Used social media outlets to keep citizens updated on park operations, events, and closings.
- Responded expeditiously to issues with the system which could have resulted in downtime.
- Performed pre-season training for staff on the Splash Pad system to maintain cleanliness.
- Assisted with shelter reservation postings and cleanliness throughout the season, allowing for proper cleaning between rental time slots.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$18,503	$3,317	$0	$0	0%
COMMODITIES	$1,060	$0	$0	$0	0%
Total Expense Objects:	**$19,562**	**$3,317**	**$0**	**$0**	**0%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Conduct in-service programs for splash pad staff	2 sessions	2 sessions	2 sessions		
Number of days Splash Pad did not operate due to maintenance	14 Hours	14 Hours	14 Hours		
Number of special activities/events hosted	0	0	0		

Lynn View Community Center



Kenny Lawson
Parks and Recreation Program Coordinator

MISSION

The mission of the Parks and Recreation Department is to provide the people, facilities, and programs which enhance Leisure Services by offering quality recreation opportunities for customers.



Strategic Plan Implementation



GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Partner with local organizations, churches, and businesses to get involved and support providing information about programs and events at Lynn View to the community.
- Coordinate programming that aligns with the Parks and Recreation Master Plan and increases activities offered at the Lynn View Community Center.
- Identify opportunities to offer and schedule various programs year round that will maximize the use of space at the Lynn View facilities.
- Offer a safe, friendly, and quality customer experience for citizens utilizing facilities.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Provide archery instructors that are certified by TWRA.
- Identify and pursue training and certification opportunities for part-time and full-time staff through webinars and online training.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Increase revenue opportunities through additional programs, rentals, and leases of the facility.
- Research Dog Park entry gates to best determine ease of use for citizens.
- Collaborate with various organizations such as local churches, Eastman Recreation, KCVB, and Healthy Kingsport to provide community programs and leisure sport activities at the Lynn View facilities.
- Work with TRIBE Sports & Pee Wee Football for outdoor space scheduling.
- Research and pursue grant funding as available for both programs.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Provide quality facilities, community, and multi-generational programming, and make physical improvements that provide a safer and more attractive facility.
- Work with the Lynn View Advisory Committee to encourage and promote a renewed sense of community pride within the Lynn Garden community through events such as the Fun Fest Block party.
- Pursue community volunteer projects at the facility through partnerships with organizations.
- Maintain and enhance the Kingsport Dog Park for members to enjoy.

Strategic Performance

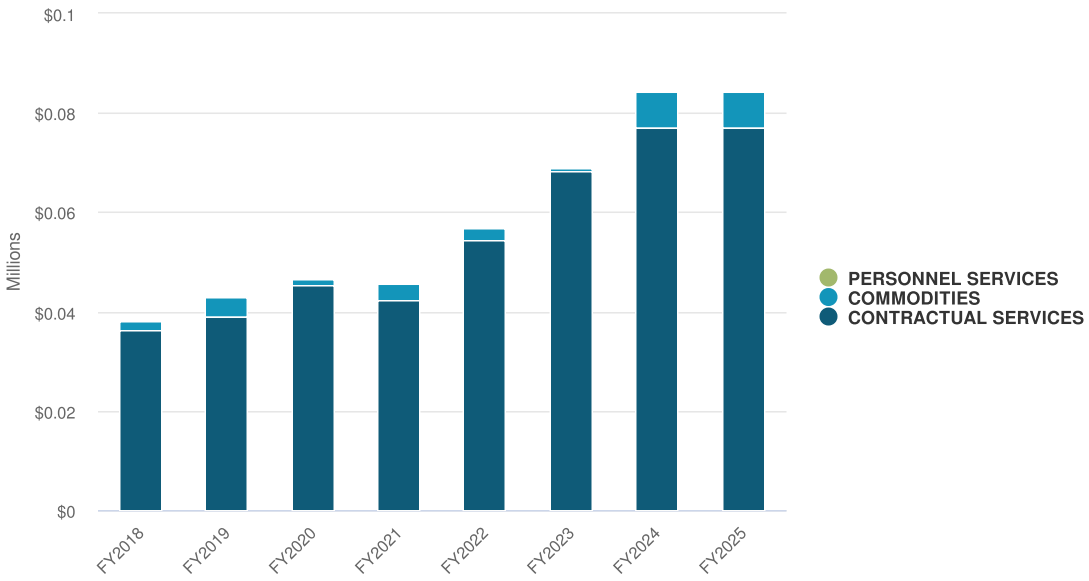
- TWRA certified archery instructor held 4 sessions at the Community Center, including beginner and advanced sessions, along with open range times.
- Worked with the Pee Wee Football organization to coordinate quality youth football leagues and maintain a good volunteer base.
- Partnered with TRIBE sports for scheduling of athletic facilities.
- Worked with Engage Tri-Cites to coordinate a dumpster drop off site at the Community Center.
- Partnered with Eastman to utilize Lynn View for Monday night volleyball league.
- Made preseason prep work improvements to lower baseball with help from Leisure Services Maintenance.
- Maintained a weekly facility check list for the dog park to help maintain a citizen-friendly park.
- Worked with Senior Center to have a trunk sale for the seniors in the Lynn view parking lot.
- Hosted Bring back the block party event with Engage Tri-Cites with over 500 citizens.
- Hosted Tribe football and lacrosse for tournaments and practices on the football field.
- Hosted family fun night glow in the dark dodgeball for parents and kids.
- Updated signage at Lynn View track and football stadium.
- Worked with TNT Sportsplex on the scheduling of Lynn View for tournaments.
- Planned a neighborhood clean-up day with surrounding churches and community businesses.
- Hosted a summer program site at Lynn View in the gymnasium.
- Maintained a clean and healthy facility environment.
- Worked closely with Advisory Board members to determine needs at the facility.
- Helped coordinate a neighborhood watch program hosted at the facility.
- Offered free programming opportunities along with paid activities for citizens to enjoy recreating.
- Held advisory committee meetings for the public to attend about the community center.
- Provided a safe facility for after-school participants to enjoy leisure activities.
- Held open gym Monday-Friday for kids to have a safe place to play and exercise.





Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$54,302	$68,140	$77,000	$77,000	0%
COMMODITIES	$2,619	$743	$7,300	$7,300	0%
Total Expense Objects:	**$56,920**	**$68,883**	**$84,300**	**$84,300**	**0%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Facility Attendance	27,000	35,000	53,000	55,000	55,000
Facility Revenue	$3,500	$1,500	$3940	$5000	$5,000
Number of Volunteer Hours	2,500	4,500	4,500	4,500	4,500
Facility Rentals	28	35	213	230	230
Program Attendance	1,500	4,500	4,500	4,500	4,500
Dog Park Registration	113 members 136 dogs	150 members 175 dogs	150 members 175 dogs	165 members 175 dogs	165 members 175 dogs

Civic Auditorium



Kitty Frazier
Parks and Recreation Manager

MISSION

The mission of the Parks and Recreation department is to provide the people, facilities, and programs, which enhance leisure services by offering quality recreation opportunities for customers.

The Civic Auditorium has been transferred to the Kingsport City School system for use and management beginning in FY 2024. Because of this, there will be no expense to the city for the Civic Auditorium in FY 2025 and going forward.



Civic Auditorium-Built in 1938

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Partner with the Kingsport City School system for management, maintenance, scheduling and operations of the Civic Auditorium.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Reduce expenses within the general government operating budget by transferring management of the Civic Auditorium to the Kingsport City School system.

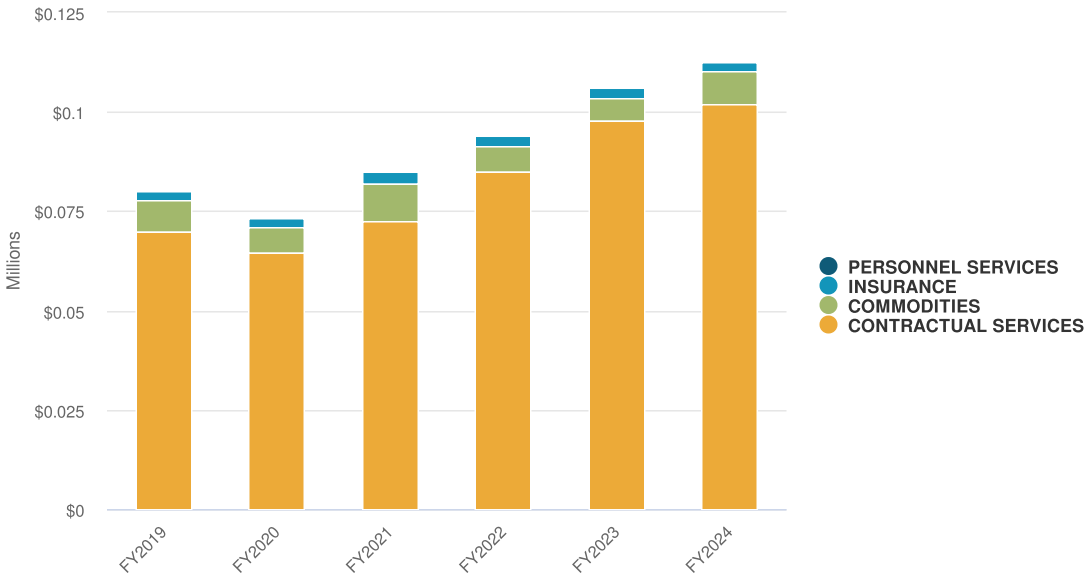
Strategic Performance

- Worked successfully with Dobyns Bennett High School administration, school custodial services, teachers, and coaches on activities taking place at the Civic Auditorium while the DB dome was closed for repair.
- Successfully transitioned Civic Auditorium management and general operating responsibilities to the Kingsport City School system.
- Parks and Recreation staff provided excellent customer service for reservations, inquiries, cleanliness of the building, and communication with customers for events, as well as facility management changes.
- Provided rental opportunities for customers July 1, 2023 - October 31, 2023.

Expenditures by Expense Type

The City transitioned Civic Auditorium management and general operating responsibilities to the Kingsport City School system beginning in FY 2024-2025.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$84,992	$97,858	$101,900	$0	-100%
COMMODITIES	$6,373	$5,523	$8,500	$0	-100%
INSURANCE	$2,738	$2,724	$2,300	$0	-100%
Total Expense Objects:	**$94,103**	**$106,104**	**$112,700**	**$0**	**-100%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Civic Auditorium Facility Attendance	68,670	50,980	88,000	15,515	0
Civic Auditorium Revenue	$24,845	$32,000	$7,000	$5,353	$0
Civic Auditorium Rentals	567	560	560	101	0

Parks & Rec Maintenance



Chassy Smiley
Parks and Recreation Superintendent

MISSION

The mission of the Kingsport Parks and Recreation Department is to cultivate a stronger community through exceptional programs, facilities, and recreation opportunities.

Strategic Plan Implementation

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Work with the LSM to evaluate maintenance services and operations for efficiency, effectiveness, and best practices.
- Establish a park property assessment plan for park spaces to identify what and when to allocate resources and funding needed to keep park assets at a quality level by replacing outdated items when needed.
- Implement maintenance items and standards identified in the parks and recreation Master Plan.
- Monitor and maintain the Greenbelt's Eco-counters data equipment system to utilize for reporting grant requirements and determining the need to install additional systems to make data related funding recommendations.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Provide input and work closely with LSM to provide citizens with well-maintained and exceptional services throughout parks and facilities such as Borden Park, Allandale Mansion and Grounds, Lynn View, VO Dobbins, Splash Pad, Domtar Park, Brickyard Park, Centennial Fountain, and Greenbelt.
- Provide excellent maintenance services and support for the department's dedications and park openings.
- Work to re-establish the Greenbelt Guardian program.
- Execute additional pop-up traveling Parks and Recreation Welcome Centers along the Greenbelt and park spaces.
- Work with volunteer and non-profit groups to hold cleanup and workdays at parks and facilities.
- Identify resources and tools to further incorporate throughout parks and facilities that will provide a more user friendly experience for customers.
- Work with the city marketing department to expand the Park Pointer campaign.

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Pop-Up Welcome Center at Greenbelt Indian Trail Trailhead

Strategic Performance

- Worked with Leisure Services Maintenance to install new sign kiosks in the parks to help improve communications with the public.
- Improved Carousel Park with the installation of concrete pads and 4 new benches with shade structures.
- Updated park signage at park facilities for shelters, playgrounds, and basketball courts with help from Leisure Services Maintenance.
- Established with collaboration from the city marketing department, a Park Pointer campaign to improve citizen awareness of park usage.
- Executed a Parks and Recreation traveling welcome center to improve community knowledge of the department and obtain vital feedback through citizen interactions.
- Worked with Kingsport Armature to install and update the outdated electrical panel box at Veteran's Memorial/J. Fred Johnson Park.
- Maintained and serviced Eco-counters at 4 locations along the Greenbelt to use for data collection and analysis.
- Worked collaboratively with LSM to operate the splash pad from Memorial Day to Labor Day at Riverview Park.
- Created through Civic Rec rental report and posting process for parks and facilities to improve communication with rental customers.
- Patched and repaired potholes on the East side parking lot of Civic Auditorium.
- Incorporated and educated the public about the ClickFix option on the Connect Kingsport app to quickly report maintenance issues, helping to quickly address concerns.
- Supported and helped to establish programming and events at the Scott Adams Memorial Skate Park with the Fun Fest block party, Autumn Skate Event, and skateboarding clinics.

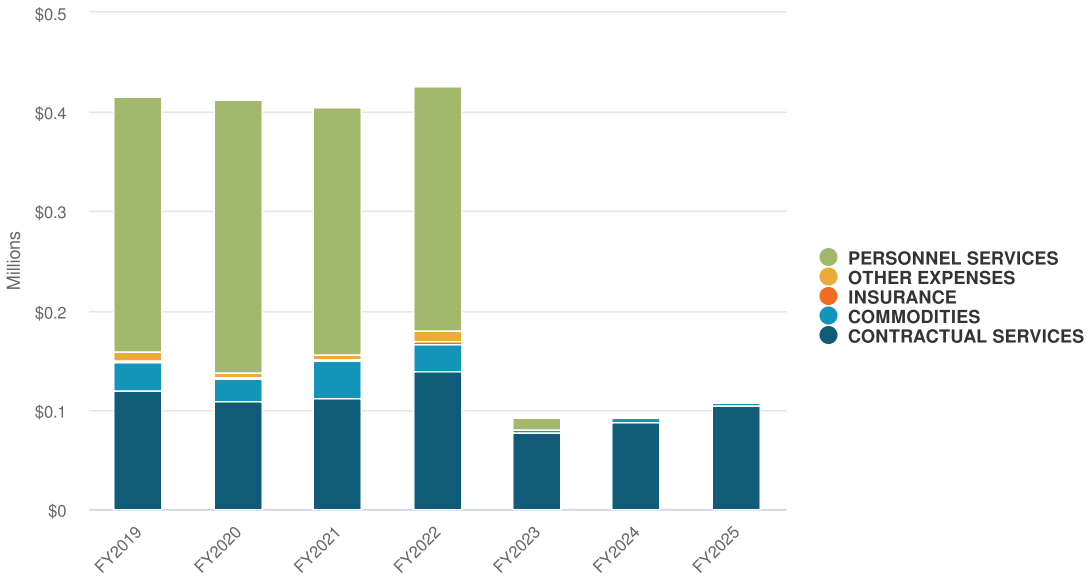


Scott Adams Memorial Skate Park Clinics

Expenditures by Expense Type

Parks & Rec Maintenance personnel was moved to the Leisure Services Maintenance Division in FY 2021-2022.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$246,531	$11,457	$0	$0	0%
CONTRACTUAL SERVICES	$139,417	$76,642	$87,700	$104,000	18.6%
COMMODITIES	$27,404	$2,983	$4,000	$4,000	0%
OTHER EXPENSES	$10,878	$0	$0	$0	0%
INSURANCE	$2,135	$854	$0	$0	0%
Total Expense Objects:	**$426,366**	**$91,936**	**$91,700**	**$108,000**	**17.8%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Prepared # ballfields for Leagues	568	721	0	0	0
Prepared # ballfields for Tournament's	317	470	0	0	0
Fun Fest Events	20	20	0	0	0
Prep and Set-up main Auditorium for events	667	700	0	0	0

**Parks Maintenance personnel and their operations were moved to Leisure Services Maintenance Division in FY 2021-2022.*

Cultural Arts

Kristie Leonard
Special Events & Cultural Arts Manager

MISSION

Kingsport Cultural Art connects, coordinates, and engages the public with a creative community.

KINGSPORT CULTURAL ARTS



One of the many murals in Kingsport

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Operate the Renaissance Center, Carousel, and Farmers Market facility, providing affordable rental space for the public.
- Provide the community with a Public Art Program.
- Connects the creative community to local resources.
- Provide information through strategic advertisements in local media, social media and website postings.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Partner with organizations in the community for community arts programming.
- Kingsport Carousel and gift shop operations.
- Rent out the Carousel party room and Carousel facility for those seeking an entertaining venue.
- Rent the Farmers Market to those needing a venue for concerts, gatherings, weddings, receptions, and various large-scale events.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Build and establish corporate and community relationships to ensure continued financial support of community programs.
- Generate revenue from room rentals of the Renaissance Center, Farmers Market, and Carousel for the city's general fund.
- Write grants for funding from the Tennessee Arts Commission to obtain funds that will be used for programs and marketing.
- Provide community programming.
- Hold quarterly meetings with the Public Art Committee to gain community support of the arts.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

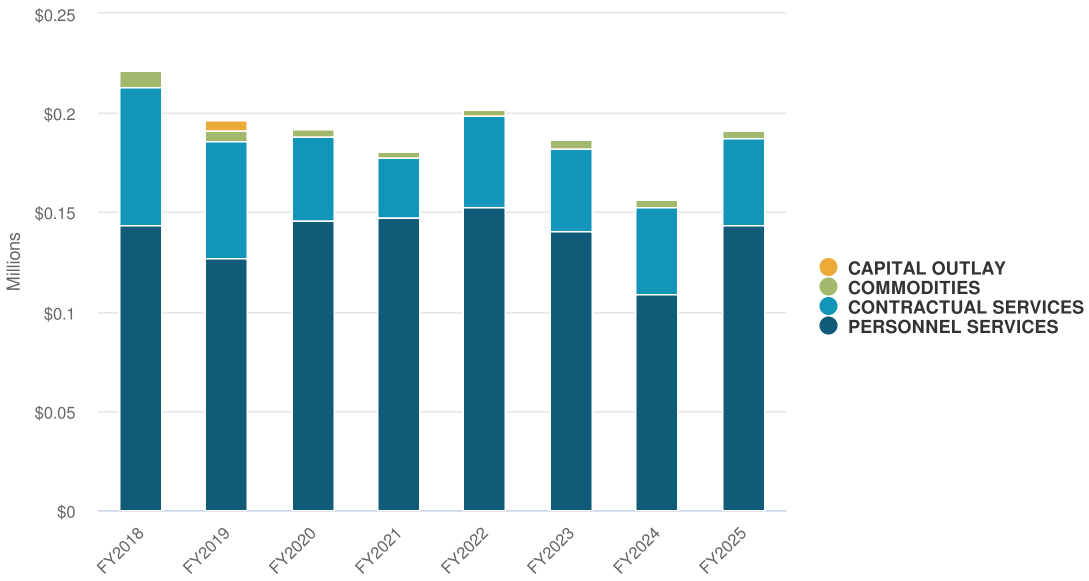
- Publicize and market the Renaissance Center, Farmers Market, and Kingsport Carousel facilities and services.
- Expand, enhance and efficiently operate programs by networking and collaborating with other community groups.
- Coordinate art exhibits for the Renaissance Center Atrium, City Hall and other City-owned facilities as requested.
- Coordinate the *Sculpture Walk* project with the Public Art Committee.
- Administer the City's Public Art Program and Public Art installations.
- Provide management, staffing, and volunteers for the Kingsport Carousel.

Strategic Performance

- With help from Engage Kingsport, we delivered a $2 million Kingsport Carousel facility to the citizens of Kingsport.
- Continue to provide public art programs for the city of Kingsport, which engages an estimated 217,231 people.
- Kingsport Carousel was voted #1 party venue in 2022 Kingsport Times-News Reader Poll.
- Continued management and renting of the Renaissance Center, Farmers Market, and Carousel facilities.
- Continued focus on customer service at the aforementioned facilities.
- Recruited more community volunteers to work at Carousel.
- Ongoing collaboration with local arts organizations.
- Continued collaboration with various city departments.
- Continued efficiency with office management, supplies, and programming.
- Provde the citizens of Kingsport with an excellent public art program, including sculpture, murals, public programs, and classes.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$152,760	$140,698	$109,000	$143,600	31.7%
CONTRACTUAL SERVICES	$45,895	$41,605	$43,300	$43,800	1.2%
COMMODITIES	$3,132	$3,906	$4,000	$4,000	0%
Total Expense Objects:	**$201,786**	**$186,209**	**$156,300**	**$191,400**	**22.5%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Cultural Arts Manager	$46,313	$69,469
1	1	Cultural Arts Program Leader	$37,788	$54,911

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
3	3	2	2	2

Carousel

MISSION

To provide the citizens and visitors with quality cultural and recreational opportunities and to provide a clean, safe, family-friendly facility for all customers.

KINGSPORT
CAROUSEL



Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Partner with Engage Kingsport, volunteers, painters, and artists to provide a unique attraction that emphasizes quality workmanship and regional heritage.
- Provide excellent customer service operating the carousel and its facility.
- Collaborate with community organizations including the Kingsport Chamber, Visit Kingsport and Downtown Kingsport Association to promote this attraction.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Revenue opportunities through birthday party rentals, carousel rides and gift shop sales.
- Continue partnerships with community creative organizations to provide community programs.
- Continue working with citizen volunteer groups and grant opportunities to make facility improvements and enhancements.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a clean and healthy environment.
- Maintain and enhance the community gathering space that is the Farmers Market Facility and Carousel Roundhouse and Park.
- Maintain a safe amusement ride attraction.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Continue providing quality facilities, community programming, multi-generational programming, and making physical improvements that provide a safer and more attractive facility.
- Seek new programming opportunities for school children and young people.
- Continue to provide a clean, safe, and entertaining family-oriented facility.
- Provide excellent customer service.
- Voted #1 venue to hold a birthday party in Kingsport in 2019, 2020, 2022 and 2023 Times-News reader poll.

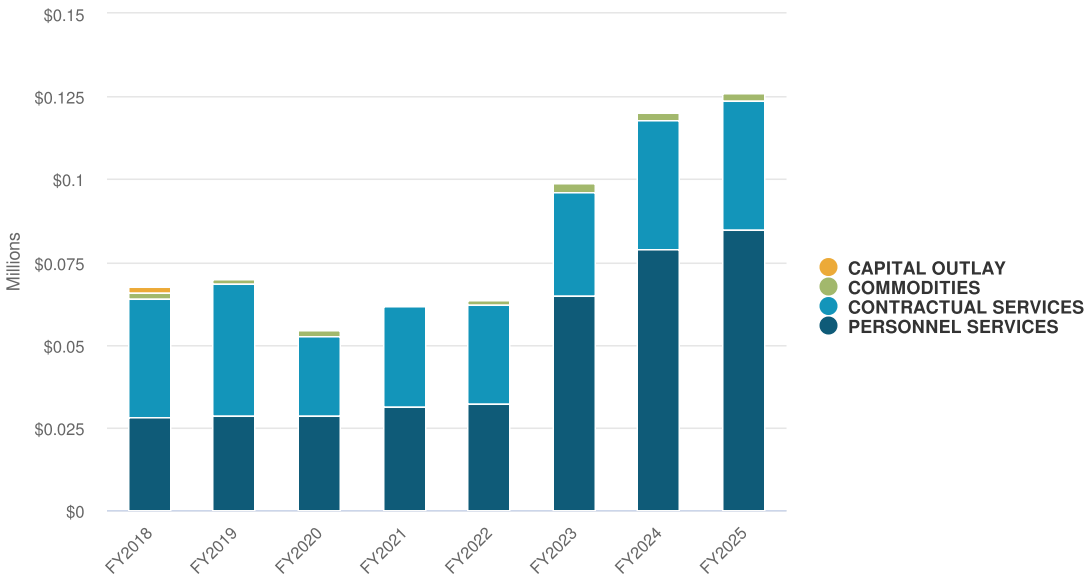
Strategic Performance



- Celebrated the 9th birthday of the Kingsport Carousel with additional programming and facility improvements.
- Customer service focused.
- Continue to recruit volunteers.
- Continue to provide an excellent rental venue for community parties and gatherings.
- Add programming around holidays throughout the year.
- Collaborate with special events and the Parks & Recreation department to provide excellent facilities and customer service.
- Maintain a clean, safe, and welcoming environment for both the young and young at heart.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$31,978	$64,945	$78,900	$84,900	7.6%
CONTRACTUAL SERVICES	$30,217	$31,262	$38,700	$38,700	0%
COMMODITIES	$1,091	$2,651	$2,300	$2,300	0%
Total Expense Objects:	**$63,287**	**$98,858**	**$119,900**	**$125,900**	**5%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Special Events Program Leader	$37,788	$54,911
1	1	Carousel Secretary (FT)	$14,573	$14,573

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
2	2	2	2	2

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
# of Riders	65,233	75,000	75,000	80,000	80,000

Farmers Market

MISSION

To serve as the home of the Kingsport Farmers Market program and to provide the community with a venue to host both public and private events.



Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Creates a commonplace for merchants and farmers to market their products.
- Provides rental space for birthdays, weddings, receptions, festivals and other community events.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Regional vendors produce income from market sales.
- Generate revenue from rentals of Farmers Market.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our resources in addressing the various needs of the City and surrounding municipalities.

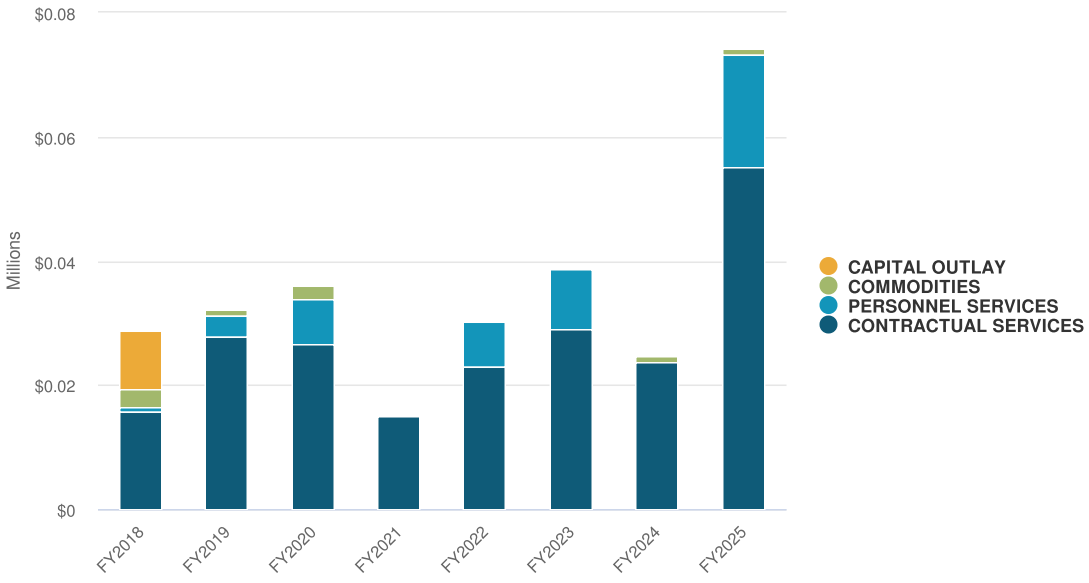
GOAL #8: SUPERIOR QUALITY OF LIFE

- Provide vendors a location to market their fresh produce and goods.
- Provide a venue for community rentals and entertainment.

Expenditures by Expense Type

The increase in expenditures for FY 2025 is due to the consolidation of the Famers Market Building and Famers Market Operations.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$7,160	$9,724	$0	$18,200	N/A
CONTRACTUAL SERVICES	$22,943	$29,040	$23,700	$55,100	132.5%
COMMODITIES	$0	$0	$1,000	$1,000	0%
Total Expense Objects:	**$30,103**	**$38,764**	**$24,700**	**$74,300**	**200.8%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
# of Events/ Rentals	86	150	150	165	165

Farmers Market Operations

MISSION

To provide a safe and convenient place for local farmers and merchants to market their goods and services and provide a community gathering/festival space.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Helps the surrounding communities find fresh produce and other goods and services.
- Creates a commonplace for merchants and farmers to market their products.
- Provides agricultural education opportunities and outreach to the community.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Regional vendors produce income from market sales.
- Generate revenue from rentals of Farmers Market.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City and surrounding municipalities.
- Build and establish corporate and community relationships to ensure continued financial support of community programs.

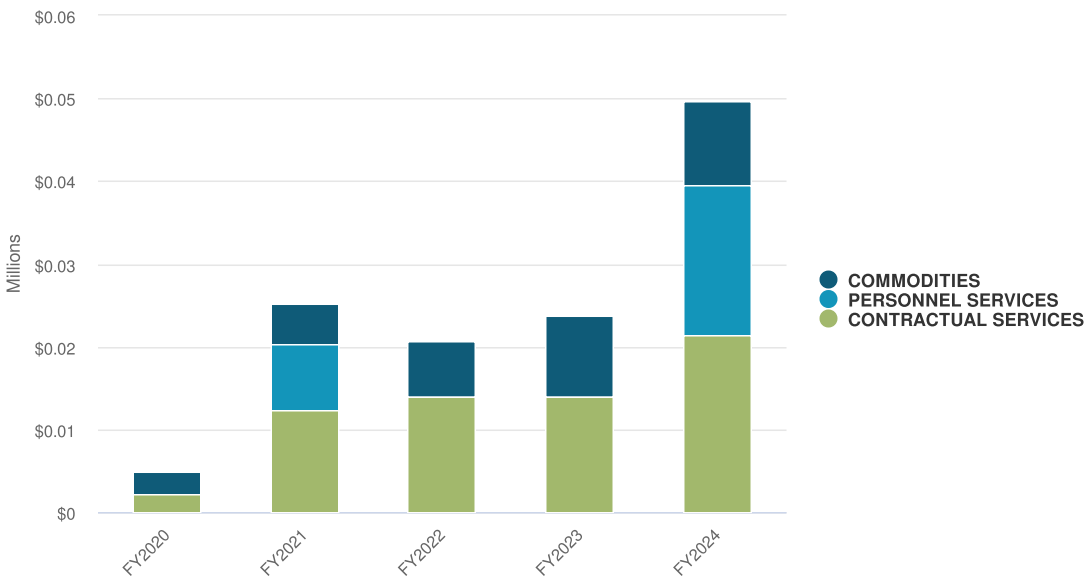
GOAL #8: SUPERIOR QUALITY OF LIFE

- Provide vendors a location to market their fresh produce and goods.
- Provide community with access to vendors, goods, and fresh produce.
- Provide a social gathering place that includes various programs and events such as Agriculture Literacy Week partnered with Kingsport City Schools and Fall Festival.

Expenditures by Expense Type

The decrease in expenditures for FY 2025 is due to the consolidation of the Famers Market Building and Famers Market Operations, which may be found under *Farmers Market*.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$0	$0	$18,200	$0	-100%
CONTRACTUAL SERVICES	$13,924	$13,999	$21,400	$0	-100%
COMMODITIES	$6,703	$9,769	$10,000	$0	-100%
Total Expense Objects:	**$20,627**	**$23,768**	**$49,600**	**$0**	**-100%**

Senior Center



Shirley Buchanan
Senior Center Manager

MISSION

The Kingsport Senior Center is a community resource dedicated to enriching the quality of life for area seniors.

VISION

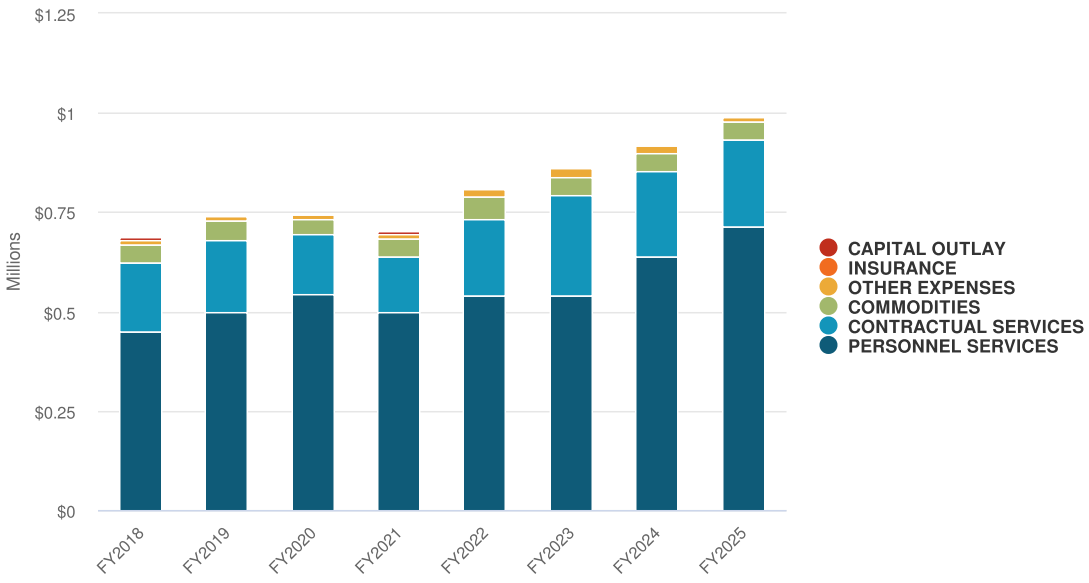
To be a Center of Excellence- a welcoming and safe facility, where seniors are empowered to be active and involved.

VALUES STATEMENT

The Center values: advocacy of senior issues; promotion of stimulating educational opportunities, and encouragement of community involvement and volunteerism.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$540,264	$540,984	$638,800	$712,900	11.6%
CONTRACTUAL SERVICES	$192,009	$250,408	$215,400	$221,100	2.6%
COMMODITIES	$56,566	$48,260	$44,100	$44,100	0%
OTHER EXPENSES	$17,683	$19,858	$19,900	$12,300	-38.2%
INSURANCE	$569	$569	$600	$600	0%
Total Expense Objects:	**$807,091**	**$860,080**	**$918,800**	**$991,000**	**7.9%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Active Members	4,053	4,655	5,151	5,500	5,700
Average Daily Att.	441	452	467	470	475
Exercise Room Units*	14,532	16,824	15,594	16,500	17,000
Wellness Class Units	53,636	57,059	48,894	51,000	52,000
Educational Class Units	**19,117,585	^3,815,156	^1,299,254	^1,400,000	^1,450,000
Nutrition Meals	35,358	35,765	20,167	25,000	25,550
Recreation Units	58,414	68,587	68,696	68,800	69,000
Senior Service Units	9,668	19,410	31,507	32,000	31,000
Blood Pressure Checks	3,757	4,832	4,471	4,500	4,850
Branch Site Units	20,972	26,779	37,502	38,000	38,000

**To clarify the unit measurement: A unit of service is roughly equal to an hour of service or a single class session. Class sessions are anywhere from 1 to 4 hours, and a member will receive a single unit for an afternoon spent in the exercise room, billiards room, etc.*

***** This number includes our virtual presence or number of impressions on our website, Instagram, Facebook, YouTube channel, and Twitter.***

^ Facebook changed their metrics capture & no longer counts impressions captures, resulting in a decline in metrics for this and future years.

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Senior Center Manager	$63,842	$92,771
1	1	Senior Center Branch Coordinator	$47,707	$69,324
1	1	Senior Center Program Coordinator	$47,707	$69,324
1	1	Senior Center Wellness Administrator	$42,459	$61,698
2	2	Senior Center Program Administrator	$42,459	$61,698
2	2	Senior Center Program Assistant	$31,728	$46,104
1	1	Senior Center Admin Assistant II	$31,728	$46,104
1	1	Senior Center Admin Assistant I (PT)	$28,237	$41,033

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
10	10	10	10	10

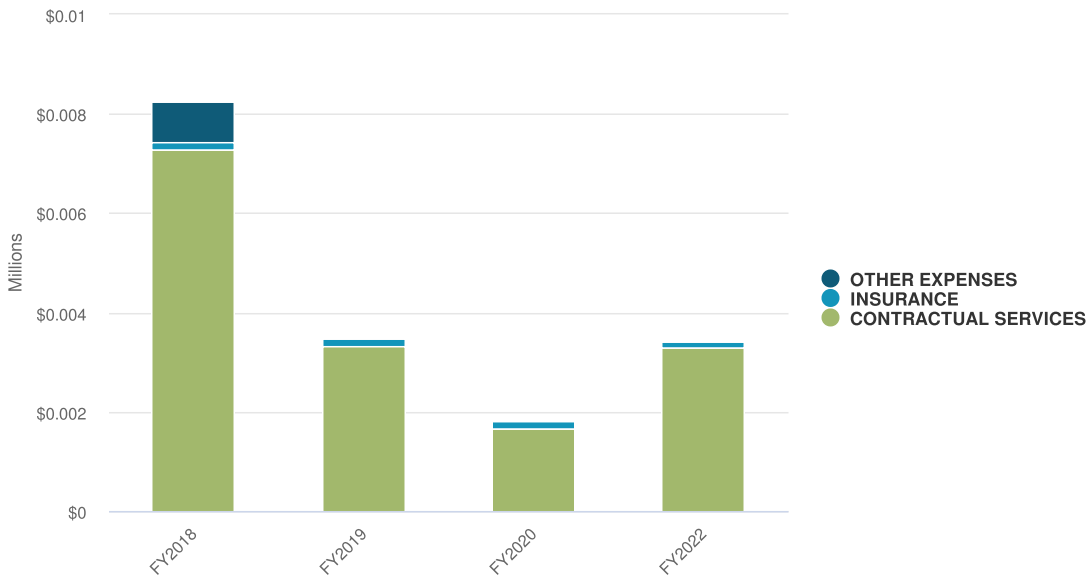
Charter Bus Services

MISSION

To aid in economic development for the City of Kingsport and to transport visitors with Move to Kingsport.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$3,281	$0	$0	$0	0%
INSURANCE	$142	$0	$0	$0	0%
Total Expense Objects:	**$3,423**	**$0**	**$0**	**$0**	**0%**

Bays Mountain Park



Meagan Krager
Bays Mountain Park Manager

MISSION

It is our mission to protect and maintain a preserve park in which people of all ages may participate in activities blending environmental education and recreation.



Bays Mountain Dam

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Staff members provide information on Astronomy, Natural History, Ecology, Wildlife Science and related subjects, and advise citizens on dealing with local wildlife issues.
- Our user-friendly website (also mobile and tablet friendly) guides potential visitors through park schedules, and provides program information. Local and national patrons have easy access to park information which is updated monthly, along with the development of an online, geographically-referenced trail map.
- The non-profit Bays Mountain Park Association is structured to provide a primary avenue for citizen support and involvement through memberships and donations.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Naturalist staff attend/provide programs for Wilderness Wildlife Week Natural History Conference.
- Naturalist staff continue working with TDEC HWA Task Force to combat Hemlock Woolly Adelgid in effort to save the Hemlocks within the Park's boundaries.
- Naturalist staff attend regularly State of Tennessee Wildlife Conferences and courses.
- Naturalist staff attend TDEC Wastewater and Water Treatment Certification Classes.
- Adventure Course Coordinator provides in-house training for staff and volunteers.
- Member of the Association of Challenge Course Technologies (ACCT), which sets safety policies for Adventure Courses.
- Planetarium staff attend annual Southeastern Planetarium Association (SEPA) and other planetarian conferences where they also take on leadership roles within the operation of the conferences.
- Exhibits staff trains annually on new software updates (Lightwave 3D, Adobe products, etc.).
- Staff receives safety training, including CPR/First Aid/AED, on an ongoing basis.
- Park has a working relationship with the Tennessee Wildlife Resources Agency, USDA, Tennessee Division of Forestry, and TDEC Department of Natural Areas.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- We continue to add new programming, activities, and offerings (such as seasonal food truck vendors) which will encourage visitors to spend an entire day at the Park, and then spend the night in our community. Diverse programming and proper promotion are necessary to entice these patrons.
- We actively explore agreements with local bike & rock climbing organizations to bring regional races and climbing events to the Park. The Park is promoted as a regional attraction.
- Events already taking place at the Park annually include up to five trail races per year and one USA Cycling sanctioned competitive event. Each of these events attract out-of-town participants, many of whom stay overnight in Kingsport. New events are considered annually.

GOAL #6: STRONG EDUCATION SYSTEM

- Bays Mountain Environmental Studies and Astronomy curricula are designed to meet the ever changing local and state educational standards for Tennessee, North Carolina & Virginia schools. Curricula are age appropriate for grades K – 12.
- The park provides a substantial regional resource for college students conducting research. Students, including seasonal interns, from the following colleges utilize the park to complete research projects: ETSU, Milligan, King, Northeast State, Carson Newman, Tusculum, Eastern Kentucky University, VA Highlands, & Southwest VA Comm. College.
- Adventure Course Team Building exercises are now available to Middle and High School students.
- Park hosts international student groups such as Ulster Project.
- Bays Mountain hosting of Tennessee and Virginia Governor's School program visits offers high achieving students the opportunity to advance their skills in Biology, Astronomy, and other sciences.



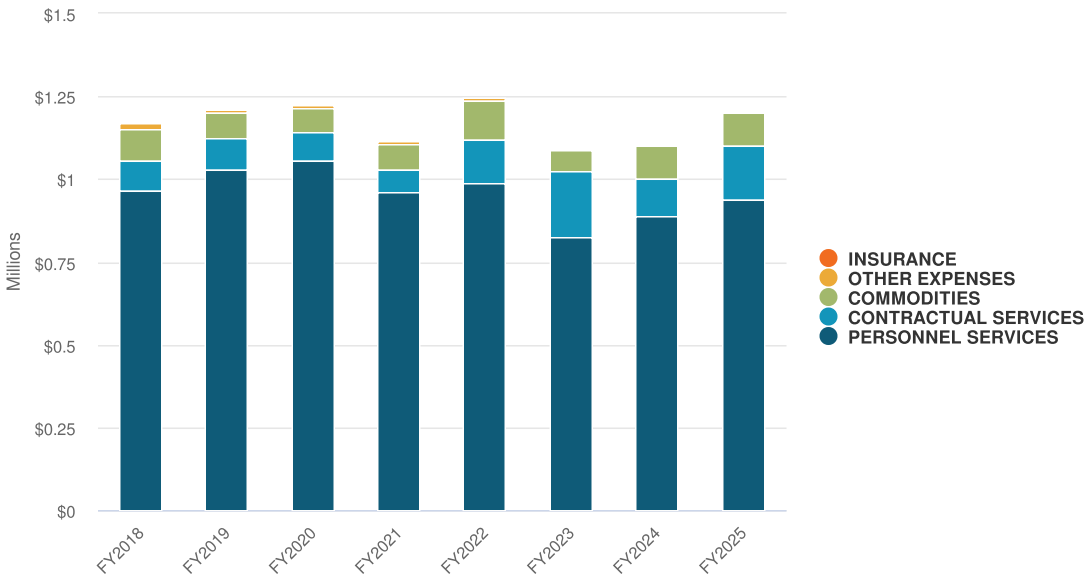
Strategic Performance

- Planetarium show production is performed in-house; this results in unique programs and significant yearly savings. Savings $16,000 - $20,000.
- Planetarium staff performs general maintenance on all Planetarium equipment – this allows us to avoid purchasing service contracts and contracting German engineers to perform the work. Savings $20,000+.
- Exhibit staff produces wayfinding, interpretive and exhibit signage in-house. Savings $32,000+
- Ranger staff provide routine animal medication. Savings $1,000+.
- Ranger staff partners with Trail Crew volunteers to provide maintenance to park trails. Savings $10,000+.
- Ranger staff treats and tests on-site drinking water. Savings $15,000+



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$985,662	$826,415	$886,600	$939,200	5.9%
CONTRACTUAL SERVICES	$135,717	$198,952	$117,100	$163,300	39.5%
COMMODITIES	$114,760	$61,464	$96,700	$96,500	-0.2%
OTHER EXPENSES	$10,514	$0	$4,650	$7,100	52.7%
INSURANCE	$1,779	$747	$750	$900	20%
Total Expense Objects:	**$1,248,432**	**$1,087,577**	**$1,105,800**	**$1,207,000**	**9.2%**



Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINNIMUM	MAXIMUM
1	1	BMP Manager	$67,673	$98,337
1	1	BMP Chief Ranger	$53,603	$77,892
2	2	BMP Program Coordinator	$50,569	$73,483
3	4	BMP Park Ranger	$42,459	$61,698
0	1	BMP Crew Leader	$42,459	$61,698
1	1	BMP Creative Exhibits Designer	$35,649	$51,803
1	1	Guest Services/Admin. Support Specialist	$35,649	$51,803
1	2	BMP Caretaker	$35,649	$51,803
1	1	BMP Maintenance Worker I	$32,045	$46,565
1	1	BMP Gatekeeper	$26,639	$38,710

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
17	12	12	15	15

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
***Public attendance**	106,558	127,500	134,834	135,000	145,000
School attendance and outreach	4,311	7,500	10,975	10,000	11,000
Total attendance	110,869	135,000	145,809	145,000	156,000
New planetarium programs	0*	6	3	3	3
Observatory programs	10**	15	72	75	75
New Exhibits produced	3	4	5	5	5
New Curriculum - Schools	28***	5	0	3	20
New Nature programs - Public	12	10	8	5	5
Total programs	781	1,200	1,730	1,600	1800
School	57	220	420	400	420
Public	724	980	1,310	1,200	1,380
Miles of roads & trails monitored	39	44	44	44	44
Park acreage managed/ maintained	3,663	3,663	3,750	3,750	3,750
Structures maintained	13	13	13	13	14
Volunteer hours	2,601	3,400	2,760	3,000	3,000
Passes used	20,190	21,000	21,108	20,000	20,000
Cost per visitor	10.07	9.45	8.69	9.00	9.00
Patrons per staff member	6,522	7,500	10,372	10,385	11,154
Contributions /BMP Association	$378,189	$1,200,000****	$7,099	$	$10,000

*No new programs due to COVID, equipment failure, and the planetarium update project.

**Planetarium staff conducted Virtual Star Viewing Parties with other planetariums/universities in the State of Tennessee AND added a canoe/kayak stargazing program as using the observatory during COVID was not considered safe.

***Addition of YouTube videos to serve both schools and the public virtually – how many classrooms fully utilize these offerings is unknown as views do not identify schools specifically.

****50th Anniversary Donors and Capital Fundraising receipts

***** Donations collected through CivicRec starting in 2022.

Ropes Course

MISSION

To promote group and personal growth, team building, leadership, as well as communication and trust by providing a safe, fun, unique and innovative opportunity.



Bays Mountain Park's Adventure Ropes Course

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Course was designed and built to exceed the current ACCT Standard.
- Yearly full course inspection performed by Challenge Design Group from North Carolina.

GOAL #6: STRONG EDUCATION SYSTEM

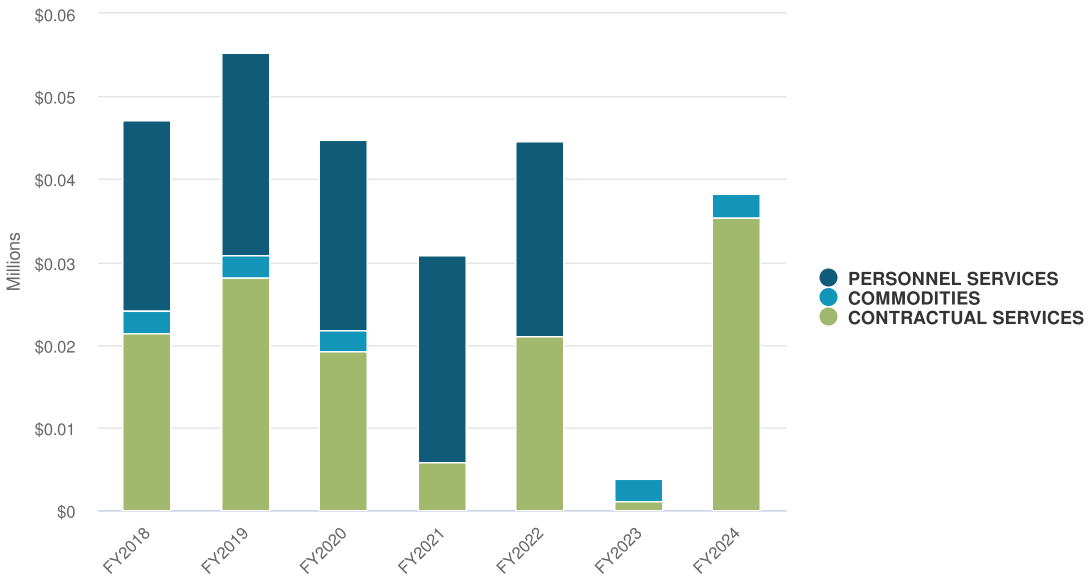
- Improve group skills in communication and leadership.
- Develop trust and respect for individual differences.
- Practice problem solving in a group setting.
- Build independence and risk-taking skills.
- Create a supportive environment.
- Increase self-confidence and self-esteem.

Strategic Performance

- Four Star Award Winner at TRPA Conference for State of Tennessee.
- Accredited by ACCT (Association for Challenge Course Technology).

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$23,520	$0	$0	$0	0%
CONTRACTUAL SERVICES	$21,063	$1,000	$35,400	$0	-100%
COMMODITIES	$0	$2,800	$2,800	$0	-100%
Total Expense Objects:	**$44,583**	**$3,800**	**$38,200**	**$0**	**-100%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Public Ropes Attendance	1,500	6,500	11,650	11,650	11,650
School Rope Attendance	0	925	5,500	5,500	5,500
Ropes Groups Serviced	0	12	23	23	23

Leisure Services Maintenance

Zach Drozdowski
Leisure Services Maintenance Manager

MISSION

To provide safe and beautiful parks.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We value a strong commitment to customer service by honestly responding to their concerns and needs.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Development that is aesthetically pleasing and environmentally sensitive.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a safe, dependable and well-maintained infrastructure and facilities. We value a clean and healthy environment.

GOAL #8: SUPERIOR QUALITY OF LIFE

- We value parks and greenways that take advantage of our community's natural beauty. We value a clean and beautiful city. We value our environment and conservation of our natural resources. We value citizen involvement and a community that incorporates aesthetic urban design in its infrastructure and facilities.

GOAL #9: SAFE COMMUNITY

- We value a safe and secure community.

Strategic Performance

Leisure Services Maintenance performs a variety of tasks to continually improve and maintain our beautiful park areas throughout the city. These tasks include but are not limited to:

- Managing sports turf areas
- Managing skinned sports surfaces
- Mowing in various parks
- Maintaining playground equipment
- Maintaining pickle ball and tennis surfaces
- Tree and brush cleanup and removal
- Animal habitat maintenance
- Leaf Cleanup (Fall)
- Walk path maintenance
- Event setup and tear down
- Restroom and event area cleaning
- Litter Pickup
- Swimming pool maintenance
- Aquatic feature maintenance

Kingsport Parks

Allandale Mansion
Bays Mountain Park
Boatyard Park
Borden Park
Brickyard Park
Carousel Park
Centennial Park
Cloud Park
Dale Street Park
Dogwood Park
Domtar Park
Eastman Park at Horse Creek
Edinburgh Park
Glen Bruce Park
Greenbelt
Hammond Park
Highland Street Park
Hunter Wright Stadium
Indian Highland Park
J. Fred Johnson Park
Lynn View Community Center
Memorial Gardens Park
Miracle Park
Preston Forest Park
Ridgefields Park
Riverbend Park
Riverfront Park
Riverview Park
Riverview Splash Pad
Riverwalk Park
Rock Springs Park
Rotary Park
Rotherwood Park
Scott Adams Memorial Skate Park
Brickyard Pump Track
Sevier Avenue Mini-Park
Veterans Park & Memorial

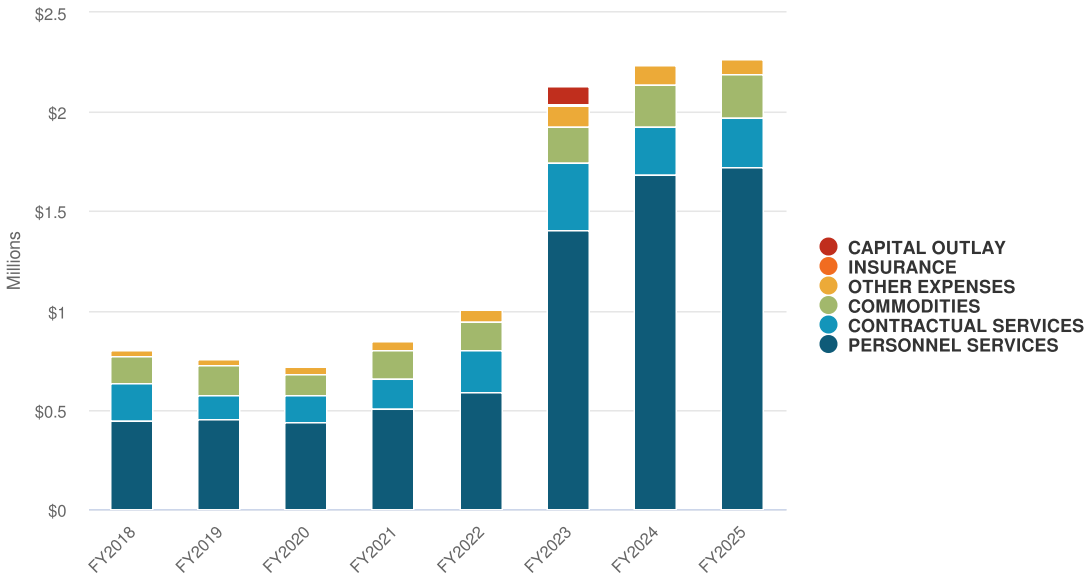




Expenditures by Expense Type

*Parks Maintenance is now Leisure Services Maintenance. 5 positions were moved from Bays Mountain Park, 6 positions were moved from Parks & Recreations Maintenance, and 3 from the Aquatic Center.

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$589,078	$1,406,527	$1,685,700	$1,724,000	2.3%
CONTRACTUAL SERVICES	$209,144	$336,407	$239,400	$250,400	4.6%
COMMODITIES	$147,465	$182,884	$214,100	$214,100	0%
OTHER EXPENSES	$56,094	$104,488	$97,500	$77,600	-20.4%
INSURANCE	$4,542	$9,962	$9,900	$10,500	6.1%
CAPITAL OUTLAY	$6,840	$86,996	$0	$0	0%
Total Expense Objects:	**$1,013,164**	**$2,127,265**	**$2,246,600**	**$2,276,600**	**1.3%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Leisure Services Maintenance Manger	$63,842	$92,771
3	3	LS Maintenance Foreman	$47,707	$69,324
3	3	LS Maintenance Crew Leader	$42,459	$61,698
0	1	LS Maintenance Equipment Operator	$37,788	$54,911
2	2	Leisure Services Maintenance Technician	$37,788	$54,911
4	5	LS Maintenance Worker II	$37,788	$54,911
11	11	LS Maintenance Worker I	$33,631	$48,871
1	1	LS Maintenance Custodian	$31,728	$46,104

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
10	11	25	25	27

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Miles of Greenbelt maintained	10.56	10.56	10.56	10.56	10.56
Number of parks maintained	32	32	36	36	36
Bags of litter & trash collected	15,000	15,925	16,500	17,150	17,675

Public Works



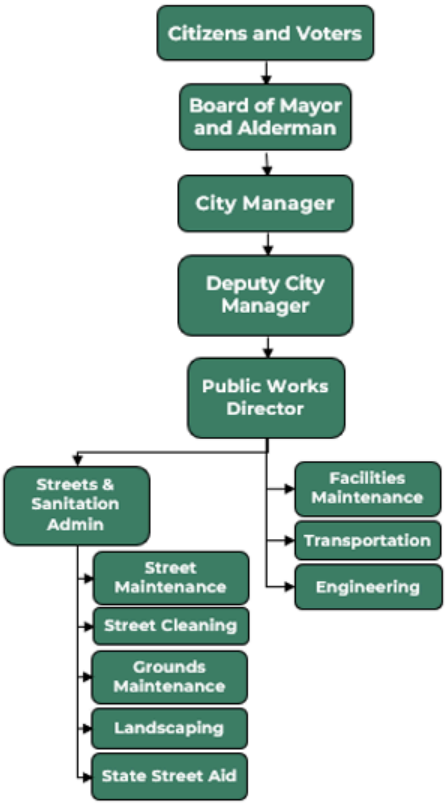
Ryan McReynolds
Deputy City Manager

Everyday people doing



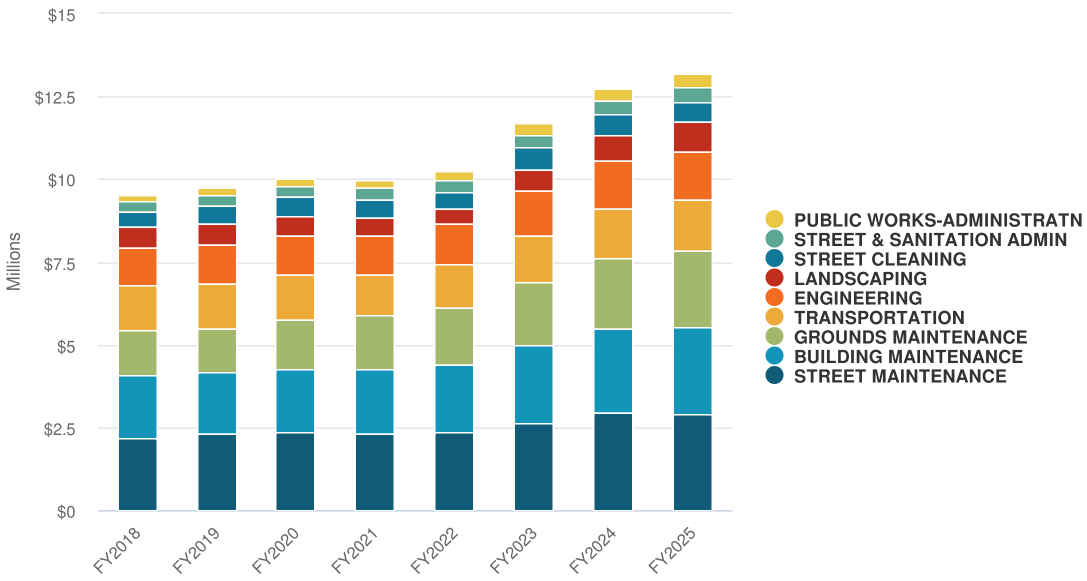
Extraordinary things...Everyday

Organizational Chart



Expenditures by Function

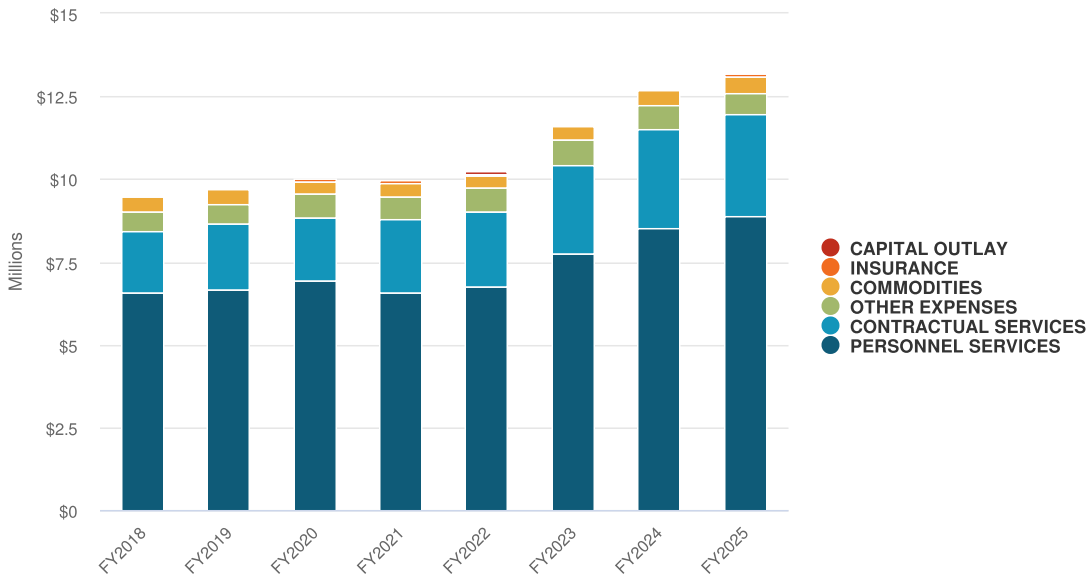
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
PUBLIC WORKS					
PUBLIC WORKS-ADMINISTRATN	$250,336	$328,775	$362,300	$392,900	8.4%
STREET MAINTENANCE	$2,371,937	$2,621,174	$2,934,900	$2,892,900	-1.4%
STREET CLEANING	$528,041	$677,561	$653,000	$578,500	-11.4%
BUILDING MAINTENANCE	$2,034,564	$2,384,733	$2,548,600	$2,649,600	4%
GROUNDS MAINTENANCE	$1,729,127	$1,864,768	$2,141,900	$2,284,300	6.6%
LANDSCAPING	$450,919	$642,414	$775,000	$908,300	17.2%
STREET & SANITATION ADMIN	$366,525	$387,519	$422,000	$438,500	3.9%
TRANSPORTATION	$1,278,951	$1,422,285	$1,480,000	$1,535,300	3.7%
ENGINEERING	$1,226,327	$1,344,855	$1,433,800	$1,487,100	3.7%
Total PUBLIC WORKS:	**$10,236,728**	**$11,674,084**	**$12,751,500**	**$13,167,400**	**3.3%**
Total Expenditures:	**$10,236,728**	**$11,674,084**	**$12,751,500**	**$13,167,400**	**3.3%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$6,765,510	$7,757,535	$8,531,500	$8,903,500	4.4%
CONTRACTUAL SERVICES	$2,230,051	$2,684,204	$2,993,350	$3,057,500	2.1%
COMMODITIES	$390,908	$385,747	$444,800	$510,400	14.7%
OTHER EXPENSES	$726,922	$760,140	$726,200	$639,800	-11.9%
INSURANCE	$53,065	$42,858	$55,650	$56,200	1%
CAPITAL OUTLAY	$70,271	$43,600	$0	$0	0%
Total Expense Objects:	**$10,236,728**	**$11,674,084**	**$12,751,500**	**$13,167,400**	**3.3%**

Public Works Administration



Michael Thompson
Public Works Director

MISSION

To support the Public Works Department with strategic and fiscal planning, project management, managerial expertise and performance oversight to provide the best services at the lowest cost for the citizens of Kingsport and the customers of Kingsport's various utilities.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

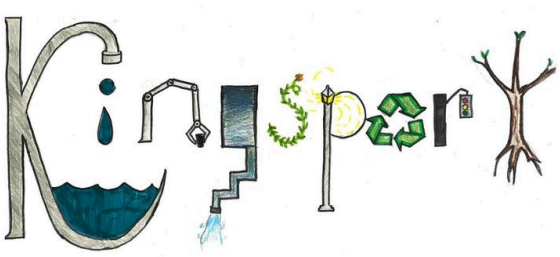
- Continue to improve the process in which we provide information to our customers, and the public.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- To invest in our employees by providing training and education opportunities.

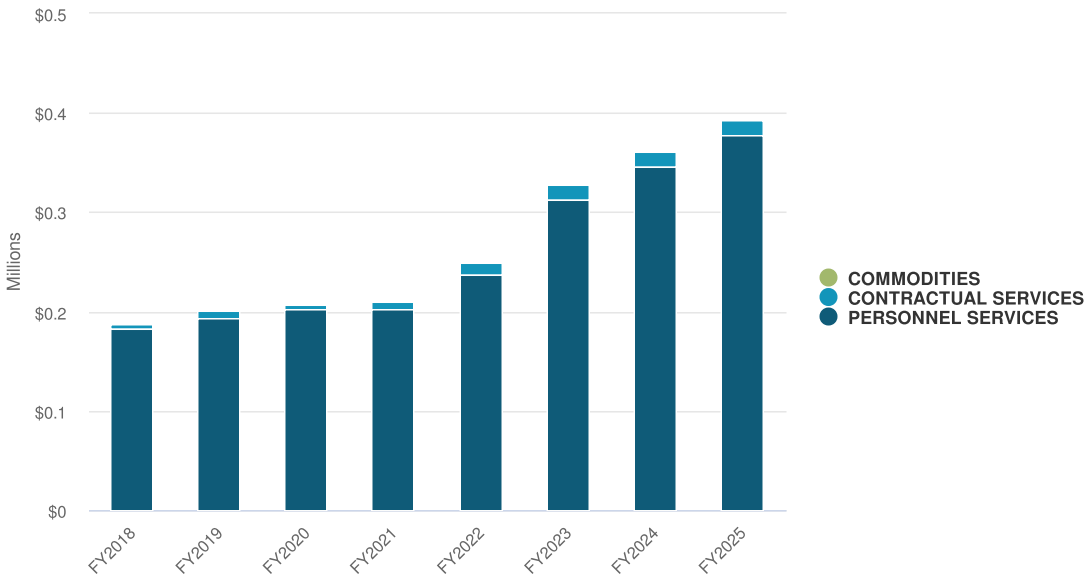
GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$236,754	$313,026	$346,600	$377,200	8.8%
CONTRACTUAL SERVICES	$13,117	$14,981	$14,900	$14,900	0%
COMMODITIES	$465	$769	$800	$800	0%
Total Expense Objects:	**$250,336**	**$328,775**	**$362,300**	**$392,900**	**8.4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Deputy City Manager	$121,192	$176,107
1	1	Public Works Director	$101,755	$147,863
1	*0	Asset Manager	$60,767	$91,149
1	1	ROW/ADA Superintendent	$56,819	$82,566
1	1	PW/ADA Administrator	$47,707	$69,324

* Asset Manager reclassified to Solutions Manager and moved to IT for FY 2024.

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4	5	5	4	4

Streets & Sanitation Administration



Tim Elsea
Assistant Public Works Director

MISSION

To provide a safe, clean and aesthetically pleasing community through effective maintenance of city-owned property, landscaping, parks, streets and right-of-ways and providing residential garbage and trash curb-side service.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue to improve response to citizen requests and complaints

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

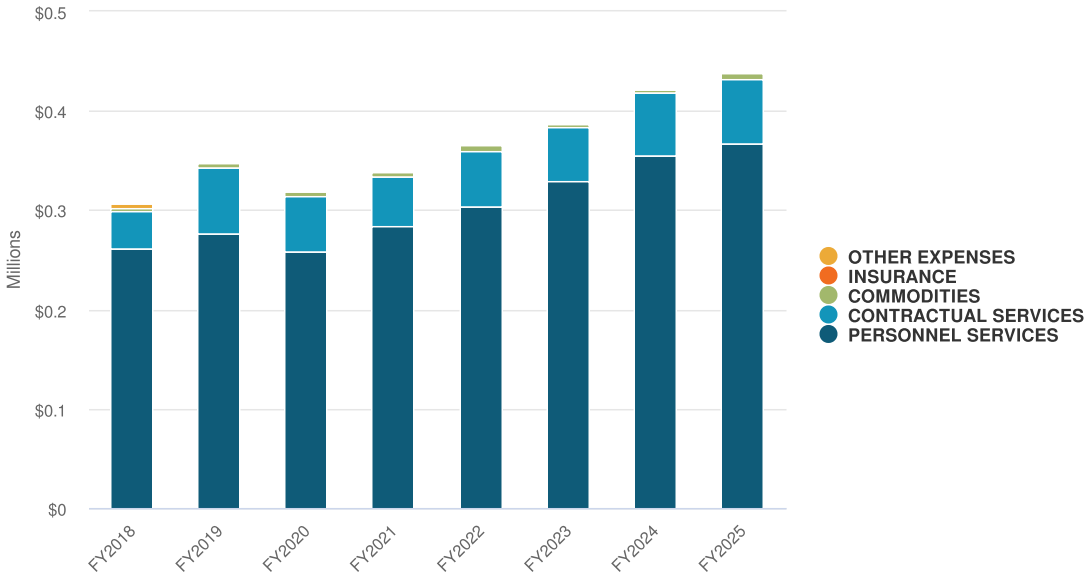
- To invest in our employees by providing training and education opportunities.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$303,467	$329,404	$354,800	$367,300	3.5%
CONTRACTUAL SERVICES	$56,365	$54,388	$63,600	$64,600	1.6%
COMMODITIES	$6,409	$3,443	$3,600	$6,600	83.3%
INSURANCE	$285	$285	$0	$0	0%
Total Expense Objects:	**$366,525**	**$387,519**	**$422,000**	**$438,500**	**3.9%**

Personnel

AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Asst. Public Works Director	$86,290	$125,390
3	3	Public Works Admin Assistant II	$32,045	$46,565

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
4	4	4	4	4

Street Maintenance



Greg Willis
Streets Manager

MISSION

To provide a safe and well-maintained transportation network that includes streets, sidewalks, and alleyways throughout the City.

SUMMARY

Personnel in this division are responsible for street cleaning, ice and snow removal, special construction projects, concrete and asphalt work, paving projects and short-term pavement maintenance such as patching and crack-sealing. Funding for materials in this division is provided through State Street Aid.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We value a strong commitment to customer service in all aspects of municipal operations.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- To invest in our employees by providing training and education opportunities.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- We value quality and development that is aesthetically pleasing and environmentally sensitive.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a safe, dependable and well-maintained infrastructure and facilities that meets the current and future needs of our customers.

GOAL #8: SUPERIOR QUALITY OF LIFE

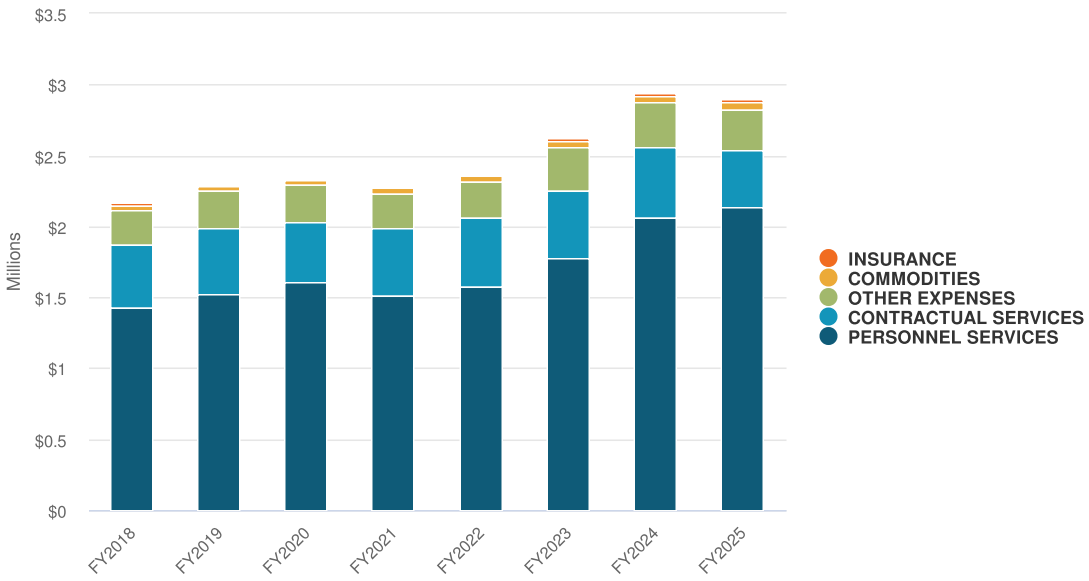
- We value a well-planned community that incorporates aesthetic urban design in its infrastructure and facilities.

Strategic Performance

- Implementation of a new area paving plan to bring the city on a 25-year paving cycle.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,579,910	$1,780,786	$2,057,400	$2,135,900	3.8%
CONTRACTUAL SERVICES	$481,068	$473,048	$506,000	$400,000	-20.9%
COMMODITIES	$33,672	$40,442	$40,100	$55,000	37.2%
OTHER EXPENSES	$258,358	$306,309	$311,250	$282,200	-9.3%
INSURANCE	$18,928	$20,589	$20,150	$19,800	-1.7%
Total Expense Objects:	**$2,371,937**	**$2,621,174**	**$2,934,900**	**$2,892,900**	**-1.4%**



Personnel

AUTHORIZED POSITIONS

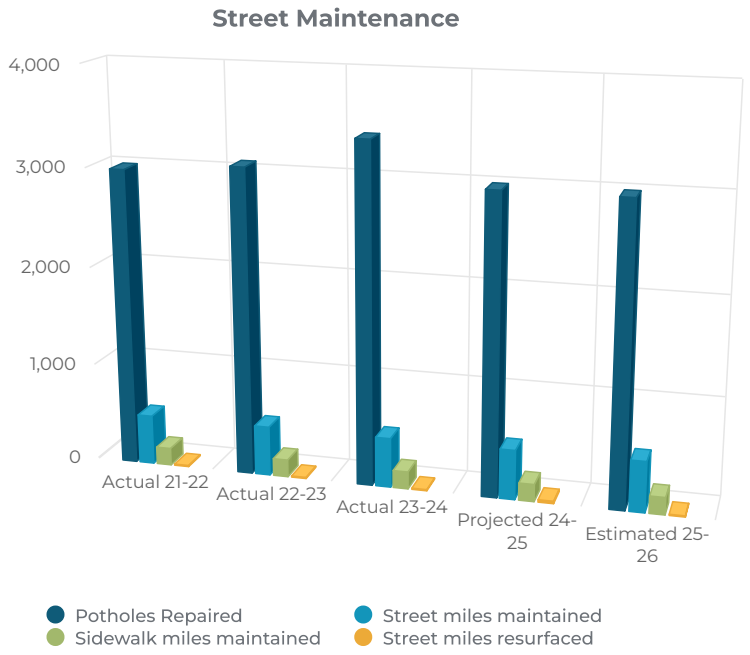
FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Streets Manager	$64,481	$93,699
1	1	Training Coordinator	$48,184	$70,017
2	2	Streets Foreman	$48,184	$70,017
4	4	Streets Crew Leader	$42,883	$62,315
2	2	Streets Equipment Operator II	$40,456	$58,788
5	5	Streets Equipment Operator I	$38,166	$55,460
9	9	Streets Maintenance Worker II	$33,968	$49,359
9	9	Streets Maintenance Worker I	$32,045	$46,565

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
33	33	33	33	33

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Potholes repaired	2,994	3,084	3,418	3,000	3,000
Street miles maintained	502.14	502.83	504.75	505	507
Sidewalk miles maintained	178	178	178	178	178
Streets resurfaced (miles)	13.99	13.5	16.65	20.00	15.00



Street Cleaning



MISSION

To provide an aesthetically pleasing and clean community by effective street cleaning and litter control.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We value a strong commitment to customer service in all aspects of municipal operations.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- To invest in our employees by providing training and education opportunities.

GOAL #4: STRONG NEIGHBORHOODS & QUALITY DEVELOPMENT

- We value quality developments that are aesthetically pleasing and environmentally sensitive.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a safe, dependable and well-maintained infrastructure and facilities that meets the current and future needs of our customers.

GOAL #8: SUPERIOR QUALITY OF LIFE

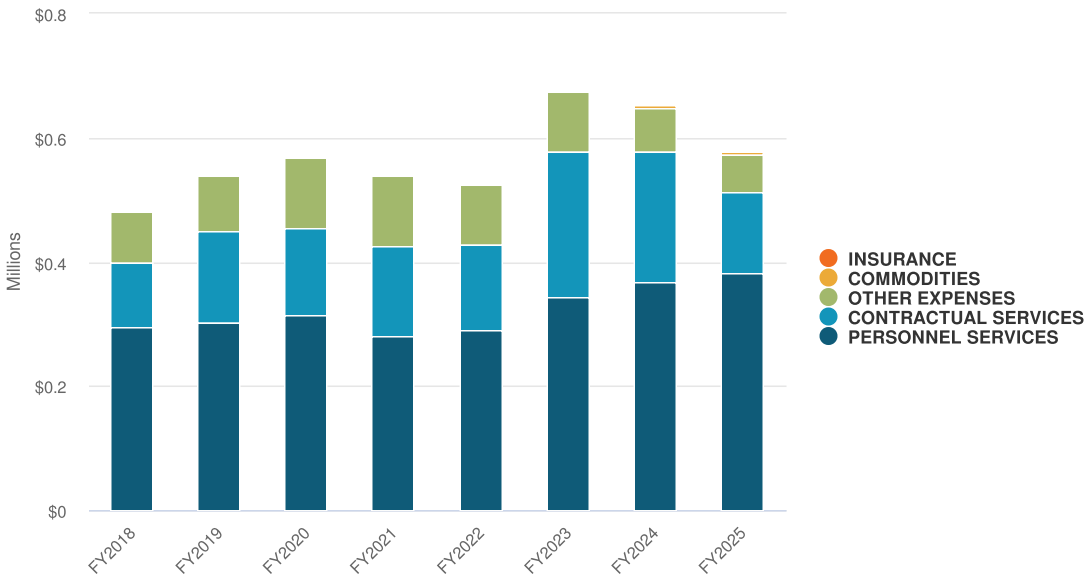
- We value a well-planned community that incorporates aesthetic urban design in its infrastructure and facilities.

Strategic Performance

- Continued improvement of tracking and responding to service requests from citizens.
- Provide employees with necessary Personal and Protective Equipment (PPE) to ensure duties can be carried out in the safest possible fashion.
- Strive to have zero preventable accidents each year.
- Provide resources so employees can meet expectations.
- Continue to replace equipment at appropriate intervals to ensure maintenance costs are held to a minimum and down time does not affect production.
- Improve the aesthetics of the city's right-of-way through the sweeping and flushing of roadways.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$290,492	$342,369	$367,900	$381,300	3.6%
CONTRACTUAL SERVICES	$138,444	$236,460	$210,000	$130,000	-38.1%
COMMODITIES	$2,727	$2,352	$4,200	$5,800	38.1%
OTHER EXPENSES	$95,383	$95,383	$69,900	$60,400	-13.6%
INSURANCE	$996	$996	$1,000	$1,000	0%
Total Expense Objects:	**$528,041**	**$677,561**	**$653,000**	**$578,500**	**-11.4%**

Personnel

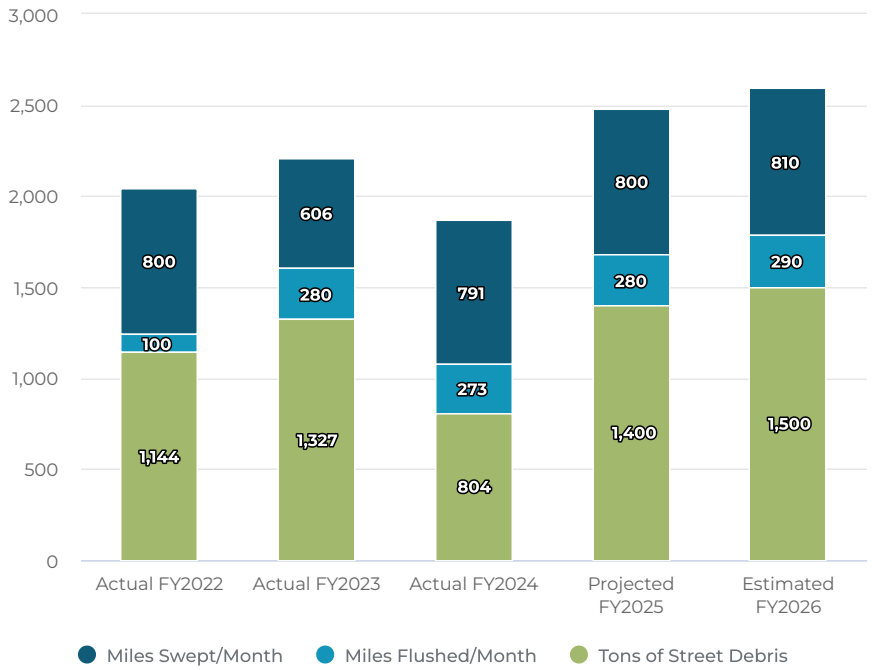
AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	St Clean Crew Leader	$42,883	$62,315
4	4	St Clean Equipment Operator I	$38,166	$55,460

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
5	5	5	5	5

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Miles swept monthly	800	606.08	790.98	800	810
Miles flushed monthly	100	273.21	273.21	280	290
Tons of street debris	1,144	1,326.65	804.43	1,400	1,500

Grounds Maintenance



Tamra Rossi
Grounds/Landscaping Manager

MISSION

To provide a safe and clean community through right-of-way mowing, curbside leaf collection, litter control, and cleanup at special events.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We value a strong commitment to customer service in all aspects of municipal operations.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- We value quality developments that are aesthetically pleasing and environmentally sensitive.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a safe, dependable and well-maintained infrastructure and facilities that meets the current and future needs of our customers,

GOAL #8: SUPERIOR QUALITY OF LIFE

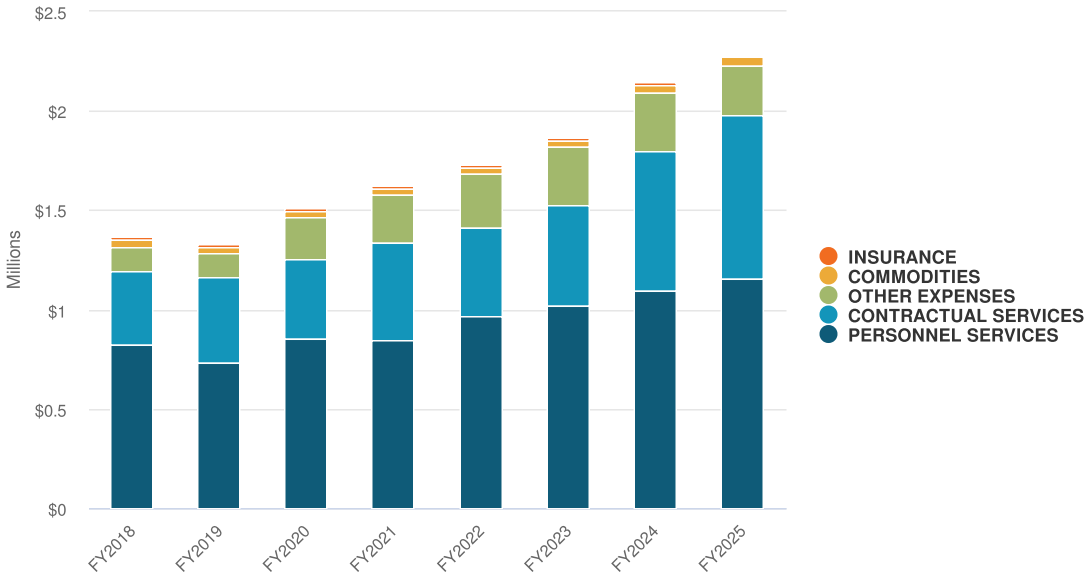
- We value a well-planned community that incorporates aesthetic urban design in its infrastructure and facilities.

Strategic Performance

- Continue to respond to citizen concerns in a courteous, honest, and prompt manner while managing our limited resources.
- Strive to increase citizen understanding of the function, practices and procedures of the Grounds Maintenance Department.
- Continue to maintain the aesthetics of City property and rights-of-way through litter, weed abatement, and turf management.
- Look for innovative ways to save money and increase production and quality
- Continue to manage vegetation growth from undeveloped properties into roadways to minimize damage to vehicles and ensure public safety.
- Continually evaluate departmental performance for possible cost savings, efficient time management, and equipment improvements.
- Continue to lobby for resources at appropriate levels to ensure employee safety, meet public expectations, hold maintenance costs to a minimum, and reduce downtime in order to increase production.
- Consider environmental issues when purchasing new equipment, including air quality and fuel efficiency.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$970,147	$1,018,397	$1,092,900	$1,154,200	5.6%
CONTRACTUAL SERVICES	$441,177	$503,676	$708,200	$828,200	16.9%
COMMODITIES	$29,198	$26,405	$38,600	$42,600	10.4%
OTHER EXPENSES	$272,155	$301,547	$290,800	$248,200	-14.6%
INSURANCE	$16,450	$14,742	$11,400	$11,100	-2.6%
Total Expense Objects:	**$1,729,127**	**$1,864,768**	**$2,141,900**	**$2,284,300**	**6.6%**

Personnel

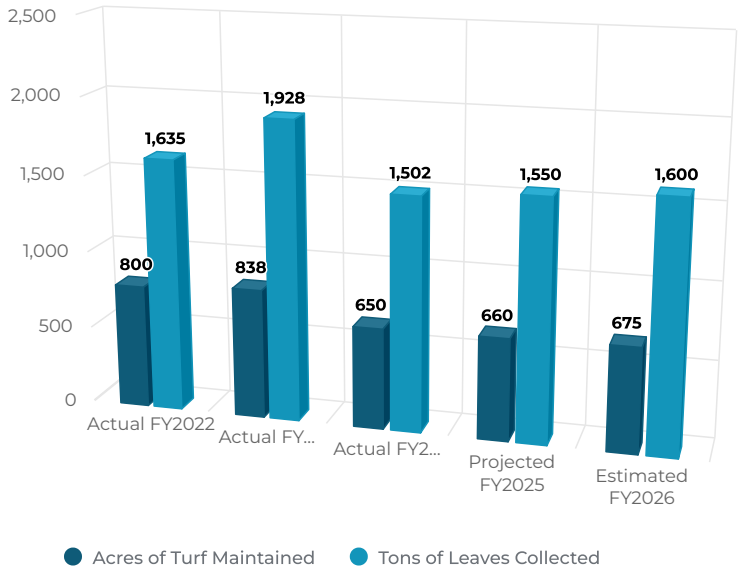
AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Grounds/Landscaping Manager	$64,481	$93,699
1	1	Grounds Foreman	$48,184	$70,017
1	1	Grounds Crew Leader	$42,883	$62,315
1	1	Grounds Equipment Operator I	$38,166	$55,460
7	7	Maintenance Worker II	$33,968	$49,359
5	5	Maintenance Worker I	$32,045	$46,565

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
17	16	16	16	16

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Acres of turf maintained	800	838	650	660	675
Tons of leaves collected	1,635	1,928	1,502	1,550	1,600

Landscaping



Tamra Rossi
Grounds/Landscaping Manager

MISSION

To provide a safe and aesthetically pleasing community by implementing, maintaining and managing the environmental infrastructure on public lands within the City.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- To honestly respond to citizen's concerns and needs.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- To provide development that is aesthetically pleasing and environmentally sensitive.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the City.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a safe, dependable and well-maintained infrastructure and facilities. We value a clean and healthy environment.

GOAL #8: SUPERIOR QUALITY OF LIFE

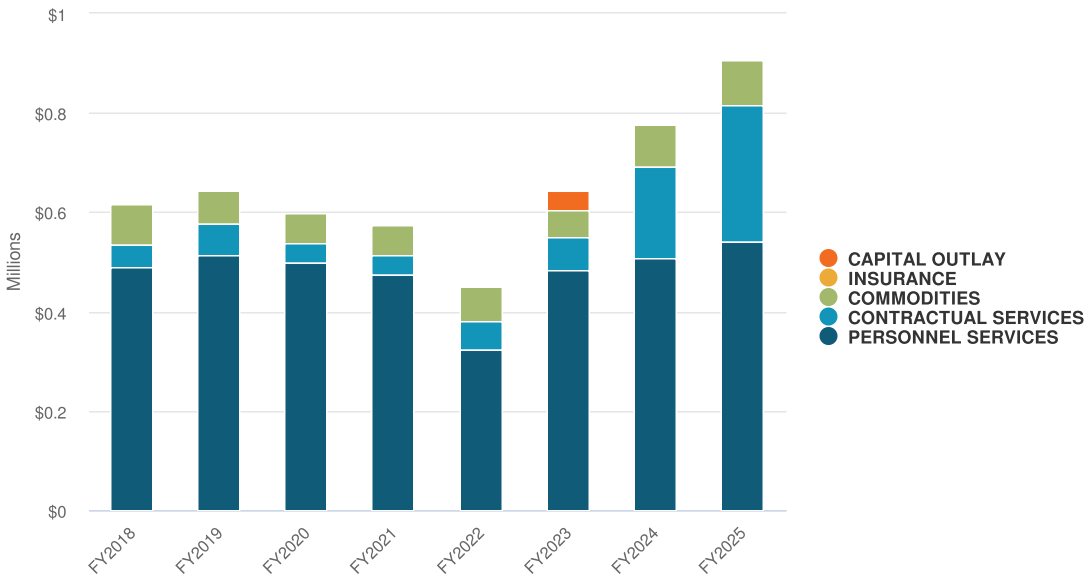
- We value parks and greenways that take advantage of our community's natural beauty. We value a clean and beautiful city. We value our environment and conservation of aesthetic urban design in its infrastructure and facilities.

Strategic Performance

- Continue to respond to citizen concerns in a courteous, honest, and prompt manner while managing our limited resources.
- Communicate to the public the proper use and placement of trees and landscaping to ensure public safety and minimize damage to property.
- Improve the aesthetics of city parks, open spaces, and rights-of-way through weed abatement, and sound horticultural practices.
- Continue to improve and update entrances into the City through landscaping as funding is made available.
- Continue to lobby for resources at appropriate levels to ensure employee safety, meet public expectations, hold maintenance costs to a minimum, and reduce downtime in order to increase production.
- Continue to manage over 14 acres of landscaping beds, an increase of over 300 percent since FY02.
- Continue to use sound arboriculture practices to maintain trees in order to minimize damage to vehicles and ensure public safety.
- Continue to develop and implement regularly scheduled routine, reactive, and preventive landscape and tree maintenance programs.
- Continue to meet and exceed the requirements for Tree City USA designation.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$323,626	$483,782	$507,800	$542,100	6.8%
CONTRACTUAL SERVICES	$57,167	$66,475	$183,500	$272,500	48.5%
COMMODITIES	$70,126	$54,060	$83,700	$92,500	10.5%
INSURANCE				$1,200	N/A
CAPITAL OUTLAY		$38,097		$0	N/A
Total Expense Objects:	**$450,919**	**$642,414**	**$775,000**	**$908,300**	**17.2%**

Personnel

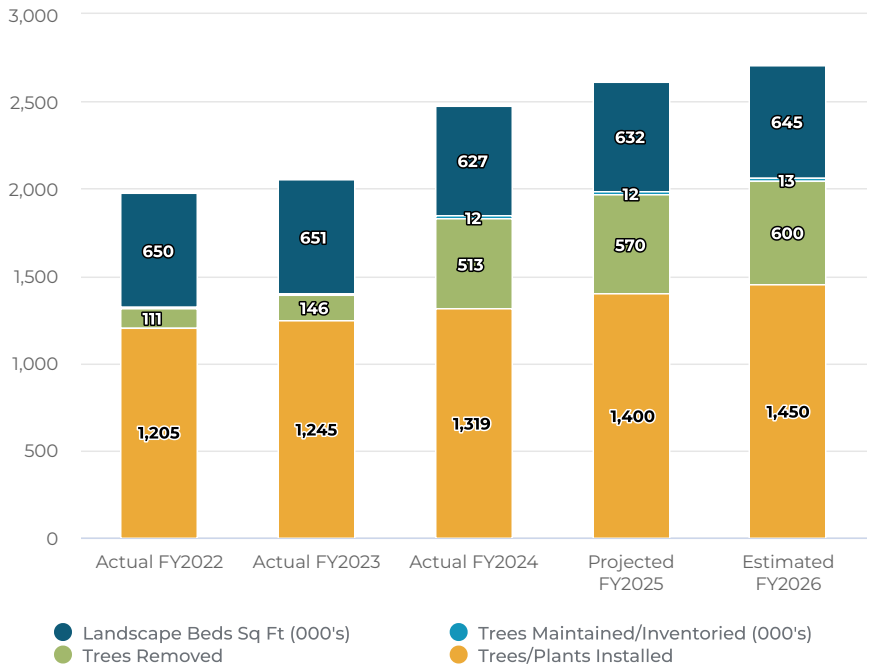
AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Landscaping Foreman	$48,184	$70,017
1	1	Landscaping Crew Leader	$42,883	$62,315
1	1	Landscaping Equipment Operator II	$40,456	$58,788
1	1	Landscaping Equipment Operator I	$38,166	$55,460
3	3	Landscaping Maintenance Worker II	$33,968	$49,359
3	3	Landscaping Maintenance Worker I	$32,045	$46,565

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
10	10	10	10	10

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Landscape Beds (sq. ft.)	650,000	650,856	627,359	632,000	645,00
Trees Maintained/Inventoried	12,072	12,173	12,177	12,400	12,500
Trees Removed	111	146	513	570	600
Trees/Plants Installed	1,205	1,245	1,319	1,400	1,450

Facilities Maintenance

Karl Berry
Facilities Maintenance Superintendent

MISSION

To provide the best possible service for the maintenance, operation, and minor renovations of city facilities. To provide maintenance and technical support for the city's annual festivals and events, such as Fun Fest, Arts and Crafts Festival, Fourth of July Parade, and to provide 24-hour on-call staff for emergencies.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Provide custodial service & maintenance repairs to city facilities with high citizen usage.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Provide specialized training onsite, online and through schooling for HVAC, Plumbing, and locksmith work.
- Provide the proper gear, tools and safety equipment, allowing staff to work in a safe and efficient manner.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Provide experienced staff capable of troubleshooting and repairing most problems without the need to call contractors.
- Provide preventive maintenance to extend the life of equipment, saving on costly failures and premature equipment replacement.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

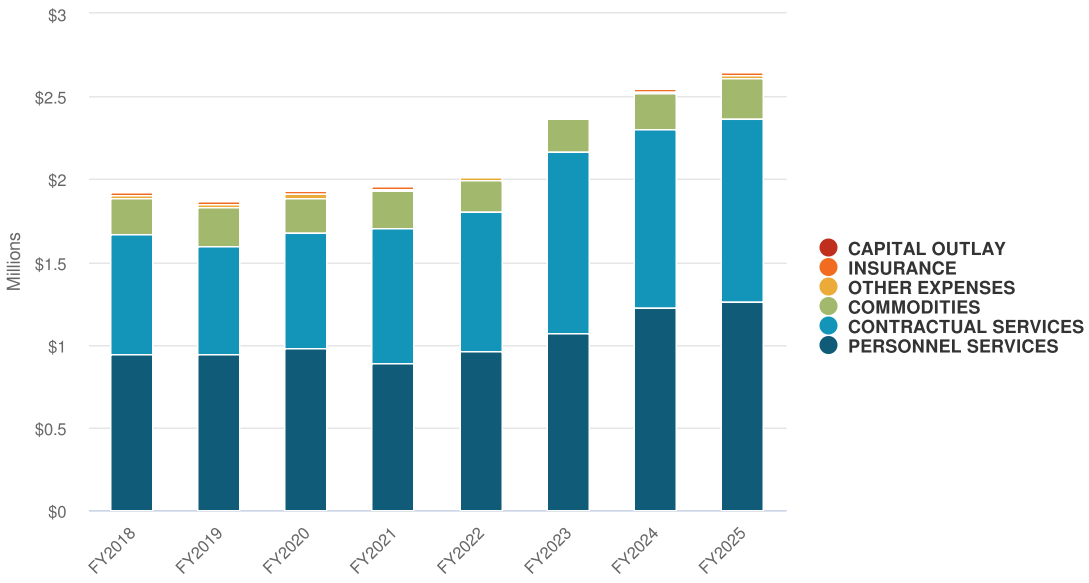
- Continue to provide various professional, quality service to our customers.
- Continue to replace old, inefficient equipment with energy-saving, higher efficient equipment.
- Continue to provide 24-hour on-call services for after-hours & weekend emergency repairs.
- Implemente monthly landlord meetings, and routine facility inspections.

Strategic Performance

- Train in-house personnel on the new City Hall Chiller/HVAC equipment and program.
- Train in-house personnel to do locksmith work, eliminating outside contractor expenses.
- Train in-house personnel on the new chiller at the Justice Center

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$958,439	$1,069,300	$1,227,800	$1,260,400	2.7%
CONTRACTUAL SERVICES	$845,654	$1,094,256	$1,076,300	$1,101,700	2.4%
COMMODITIES	$193,039	$205,971	$211,900	$244,000	15.1%
OTHER EXPENSES	$12,032	$8,439	$14,500	$25,200	73.8%
INSURANCE	$11,425	$1,265	$18,100	$18,300	1.1%
CAPITAL OUTLAY	$13,975	$5,503	$0	$0	0%
Total Expense Objects:	**$2,034,564**	**$2,384,733**	**$2,548,600**	**$2,649,600**	**4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Facilities Maintenance Superintendent	$56,819	$82,566
1	1	Facilities Maintenance Supervisor	$45,006	$65,400
2	2	Carpenter/Plumber	$37,788	$54,911
3	3	Electrician/HVAC Technician	$37,788	$54,911
1	1	Preventive Maintenance Technician	$33,631	$48,871
13	13	Custodian	$29,932	$43,495

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
21	21	21	21	21

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Electrical Repairs	558	577	234	612	620
Carpentry	62	69	111	82	80
Plumbing Repairs	261	203	191	302	320
General Maintenance	245	441	434	482	500
Preventative Maintenance	682	684	421	704	710
Inspect Fire Extinguishers	618	613	367	642	650
Appliance Repair	11	18	26	28	30
Repair/Replace Heating & Cooling Units	181	172	220	260	270
TOTAL	**2,915**	**1,916**	**2,993**	**3,112**	**3,180**

Engineering

Hank Clabaugh
City Engineer

MISSION

To provide engineering designs, technical support, project management, surveying, quality assurance, construction inspection, and development/project design review to all city divisions, including Schools. Supply citizens with technical information pertaining to their utility (water and sewer) connections and storm water/drainage issues and to develop and improve a model public infrastructure for the Model City.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Develop information packages and schedule workshops with local Engineers, Developers and Contractors highlighting Erosion and Sediment Control and storm water issues.
- Organize meetings with developers and design professionals desiring to develop within the City, and offer advice on how to have a successful development while meeting all rules, regulations, and requirements. Predevelopment meetings create a precursor for successful developments.
- Distribute informational letters to residents impacted by any construction related activity.
- Answered and respond to questions relating to citizen's concerns, customer inquiries (lateral locations, etc.), and outside questions from contractors, developers, and consultants.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Division staff attends numerous training programs and continued education seminars/conferences for technical advancements, registrations, certifications, professional development hours, and licensures.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Survey, design, manage, and inspect infrastructure improvement/expansion (water, sewer, stormwater, parks, schools, fire, etc.) projects that support existing and prospective developments and annexed areas' plans of services.
- Review plans for sub divisions, commercial developments, and other public projects, and inspect for quality assurance the installation of infrastructure including water, sewer, sidewalks, roads, and storm water and erosion control.

GOAL #4: STEWARDSHIP OF THE PUBLIC FUNDS

- Strive to complete all infrastructure improvement projects under budget.
- Providing in-house survey, design, project management, and inspections of projects for numerous City Divisions saved the City large amounts of money that would have been spent on private consultants.
- Provide quality assurance by project management and inspection.

GOAL #5: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Resurfaced numerous asphalt streets and replaced sections of faulty sidewalk.
- Surveyed, designed, and inspected numerous projects that replaced leaking/aged water and sanitary sewer lines.
- Identified and designed improvements to numerous storm water issues throughout the City.
- Help facilitate ADA improvements to sidewalks and City owned facilities.
- Manage the bridge condition, maintenance, repair, and replacement program.

GOAL #6: SUPERIOR QUALITY OF LIFE

- Surveyed, designed, managed, and inspected numerous sidewalk/mobility path/greenbelt extension projects.
- Review, inspect, and enforce Erosion and Sediment control measures to keep the City's roads, parks, and water bodies clean and aesthetically pleasing.
- Surveyed, designed, managed, and inspected road improvement projects – improving mobility and safety of the public.
- Surveyed, designed, managed, and inspected park and green belt projects – improving mobility and health of the public.
- Project development, guidance, and management of numerous projects for Bays Mountain Park and the City's Parks and Recreation Division.

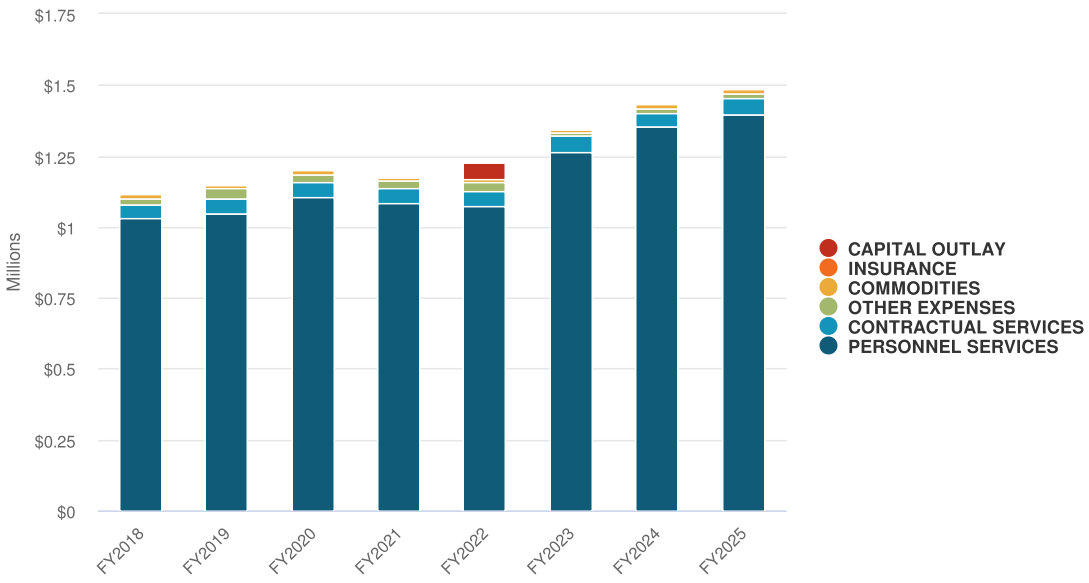
Strategic Performance

- Responsible for reducing the city's dependence on outside consultants for non-specialty projects.
- Serving other city divisions (Parks and Recreation, School System, Facilities Maintenance, Fleet, Fire Department, MPO, Leisure Services, etc.) with our professional design services.
- Continue keeping the majority of funds in-house that were previously leaving the city and going to outside consultants.
- Providing other city departments/divisions with high quality technical services under one roof.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,072,867	$1,263,752	$1,354,100	$1,395,400	3%
CONTRACTUAL SERVICES	$54,959	$57,791	$48,600	$60,300	24.1%
COMMODITIES	$12,670	$10,347	$13,500	$14,700	8.9%
OTHER EXPENSES	$28,020	$11,258	$15,900	$15,200	-4.4%
INSURANCE	$1,566	$1,708	$1,700	$1,500	-11.8%
CAPITAL OUTLAY	$56,246	$0	$0	$0	0%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Total Expense Objects:	$1,226,327	$1,344,855	$1,433,800	$1,487,100	3.7%

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	City Engineer	$80,599	$117,121
1	1	Civil Engineer II	$71,733	$104,237
2	2	Civil Engineer	$63,842	$92,771
1	1	Senior Project Manager	$63,842	$92,771
1	1	Survey Supervisor	$50,569	$73,483
1	1	Engineering Coordinator	$47,707	$69,324
1	1	Construction Inspector Supervisor	$47,707	$69,324
1	1	Survey Party Chief	$45,006	$65,400
4	4	Senior Construction Inspector	$45,006	$65,400
1	1	Engineering Design Technician II	$42,459	$61,698
1	1	Engineering Admin Assistant II	$31,728	$46,104

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
15	15	15	15	15

Transportation



Jim Hensley
Traffic Manager

MISSION

To provide a safe and effective street system through the use of engineering studies and services, street light coordination, traffic signs, traffic signal maintenance and traffic fiber maintenance, road markings, work zone safety and special events coordination.



New signal at the intersection of Clinchfield Street / W. Stone Drive

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- The Traffic Division set up or delivered items for 51 events during the year, including Fun Fest. During all of this activity, there were no reported injuries to pedestrians or participants.
- Traffic Division personnel regularly hang banners displaying the different events that occur throughout the City, along with placing American Flags and Christmas decorations.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Personnel regularly attend training sessions and keep all certifications necessary to be well-trained in their respective jobs.
- Traffic Division personnel are certified in the various areas of discipline required, including traffic signal technology, street markings, traffic control signage, and work zone traffic control.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- The Traffic Division continues to promote investment in signals and other traffic control devices through public-private partnership.
- Regular maintenance of equipment allows infrastructure to remain in place for years longer than the expected service life of this equipment.
- Based upon actual power consumption, a cost benefit study concluded that retrofitting existing incandescent traffic signal displays with LED displays will reduce the cost to the city. The replacement project is complete.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

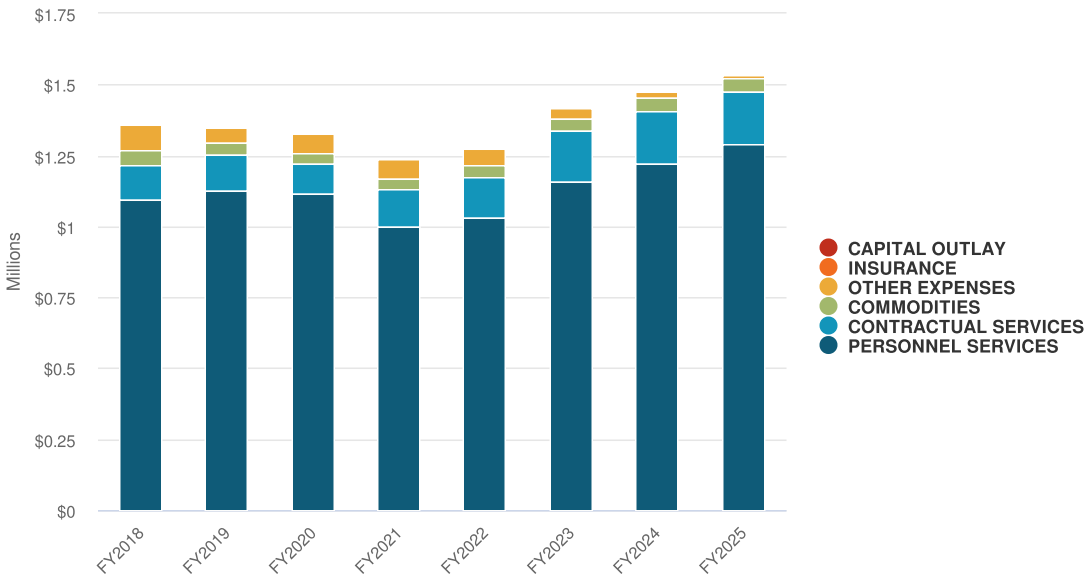
- Regularly review designs of traffic infrastructure. The Traffic Division technical staff reviewed signal projects and City construction projects where traffic control was required. The reviews provided valuable information to the requesting parties improving the efficiency, cost and safety of the project.
- Traffic Division personnel regularly attend project review meetings, developer conferences, and pre-construction meetings to ensure that pavement markings, signage, traffic signals, and street lighting are considered and included in the project scope where needed and are designed and installed consistent with city, state, and federal requirements.
- All signage and street markers within the city is replaced on a ten-year cycle to ensure that signage meets or exceeds the requirements set forth by federal guidelines for retro-reflectivity.
- Annual signal maintenance is performed to reduce the number of unexpected trouble calls. This includes testing and cleaning traffic control cabinets twice a year.
- The staff have completed the change over from incandescent bulbs to LED displays. This change increased reliability and allows staff to spend less time on this task, therefore providing additional time for other tasks. A 6-year maintenance cycle will be utilized to maintain the LED displays.

GOAL #9: SAFE COMMUNITY

- Establish safety parameters for community events such as Fun Fest, etc.
- Establish work zones for various construction projects and community activities.
- Installation and replacement of defective street lights, traffic signals, signage, and pavement markings.
- Traffic Division staff regularly clear the city and state rights of way of illegal signage that can distract or obscure the sight of passing traffic.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,029,809	$1,156,719	$1,222,200	$1,289,700	5.5%
CONTRACTUAL SERVICES	$142,099	$183,129	$182,250	$185,300	1.7%
COMMODITIES	$42,604	$41,959	$48,400	$48,400	0%
OTHER EXPENSES	$60,974	$37,205	$23,850	$8,600	-63.9%
INSURANCE	$3,416	$3,273	$3,300	$3,300	0%
CAPITAL OUTLAY	$50	$0	$0	$0	0%
Total Expense Objects:	**$1,278,951**	**$1,422,285**	**$1,480,000**	**$1,535,300**	**3.7%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Traffic Manager	$63,842	$92,771
1	1	Traffic Signal Supervisor	$50,569	$73,483
2	2	Traffic Engineering Technician II	$47,707	$69,324
1	1	Traffic Foreman	$47,707	$69,324
3	3	Traffic Signal Technician	$40,055	$58,206
7	7	Traffic Maintenance Technician	$37,788	$54,911

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
15	15	15	15	15

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Work orders completed	64	57	90	75	85	75
Traffic count performed	49	136	153	170	176	160
Traffic signs installed	198	100	168	122	110	125
Traffic signs maintained	2669	905	1239	1442	1425	2450
Pavement marking (Street miles)	78	99	103	65	145	100
Traffic signals install/upgrade	0/8	0/6	0/7	1/4	0/6	0/1*
Traffic signal maintenance calls	1285	923	1102	841	750	825
Street lights maintained*	10,659	10,679	10,738	10,957	10,984	11,015
Street lights Installed	12	20	59	27	60	50
Work Zone Request	371	546	325	262	280	300

** signal staff will be changing hi mast lighting to LED lights for multiple interchanges*

Enterprise Funds

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise – where the intent of the Board of Mayor and Aldermen is that the cost of providing goods or services to the general public on a continuing basis can be financed or recovered primarily through user charges, or where the determination of net income is an important measurement of performance.

Enterprise funds include the following:

- **Water Fund** – accounts for assets, operations, maintenance and services associated with the production, storage and transportation of potable water to customers.
- **Wastewater (Sewer) Fund** – accounts for assets, operations, maintenance and services associated with the collection, transportation, treatment and disposal of wastewater from customers.
- **Solid Waste Management Fund** – accounts for the collection of residential garbage, refuse collection, recycling, and demolition landfill activities.
- **Stormwater Fund** accounts for assets, operations, maintenance and services associated with the collection, treatment and disposal of stormwater from customers.
- **Aquatic Center Fund** – accounts for the operation, maintenance and services associated with the Aquatic Center.
- **MeadowView Conference Resort and Convention Center Fund** – accounts for the operation, maintenance and services associated with the MeadowView Conference Center.
- **Cattails at Meadow View Golf Course Fund** – accounts for the operation, maintenance and services associated with the golf course.

Summary information may be found under the **Enterprise Funds Summary**.

Water Department



Niki Ensor
Utilities Director

MISSION

To provide reliable, high quality water services that support the economic and quality of life priorities of the City at the lowest possible cost and in full compliance with all local, state and federal regulations.

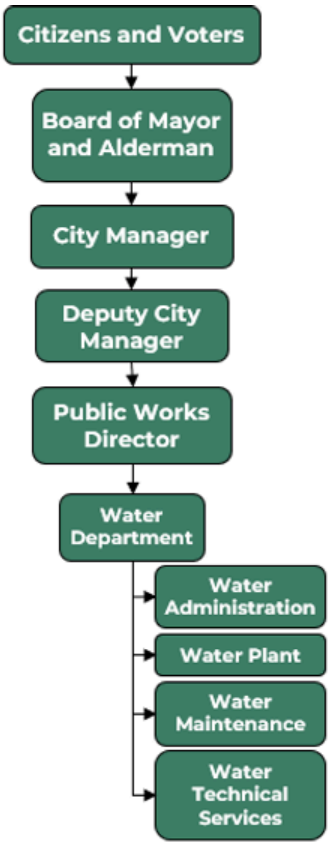
SUMMARY

The City of Kingsport manages a regional water system that provides potable water to approximately 36,391 customers over a 120 square mile service area. The distribution system consists of approximately 985 miles of water lines, 14 main-line pump stations, 21 small neighborhood booster pumps, and 22 storage tanks that are designed to provide the necessary water volumes and flow pressures to meet residential, commercial and industrial customer demands.



Providing Water for Fun Fest Splash Dance

Organizational Chart



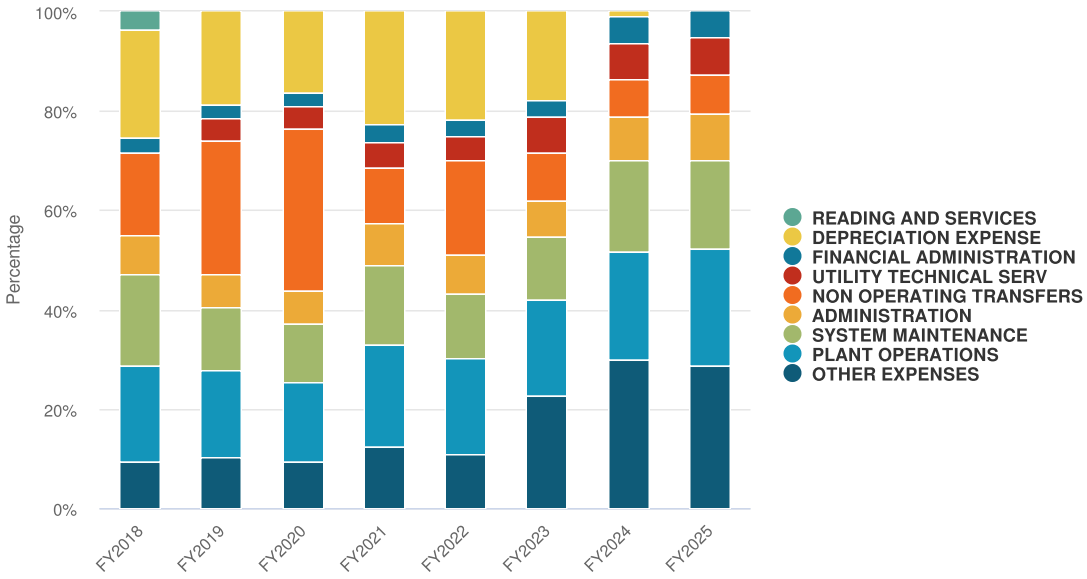
Strategic Performance

- Perform Capital Improvement projects identified in the Water System Master Plan. The plans for FY 2024-2025 include Water Storage Tank Rehabilitation, Meter Replacements, Water Line Improvements, and Plant Facility Improvements.
- Improvement of safety program for all divisions.
- Provide support for development through the Materials Agreement program.
- Continued participation in AWWA's Partnership for Safe Drinking Water Program to ensure the production of the highest quality drinking water with maximum removal of microbial contaminates.



Expenditures by Function

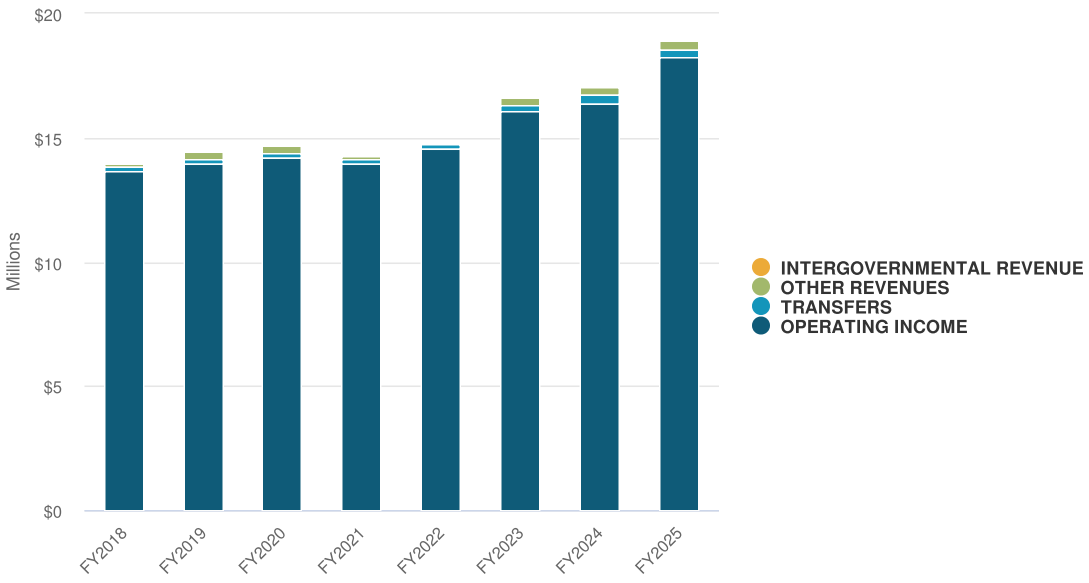
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
OPERATING EXPENSE					
ADMINISTRATION	$1,327,747	$1,495,727	$1,463,000	$1,756,100	20%
FINANCIAL ADMINISTRATION	$536,591	$659,270	$882,600	$985,800	11.7%
PLANT OPERATIONS	$3,115,390	$3,886,717	$3,693,550	$4,449,600	20.5%
SYSTEM MAINTENANCE	$2,117,057	$2,590,348	$3,154,900	$3,356,700	6.4%
DEPRECIATION EXPENSE	$3,557,245	$3,625,185	$166,050	$0	-100%
OTHER EXPENSES	$1,802,149	$4,607,606	$5,113,100	$5,424,500	6.1%
UTILITY TECHNICAL SERV	$803,841	$1,431,931	$1,282,100	$1,389,800	8.4%
Total OPERATING EXPENSE:	**$13,260,019**	**$18,296,784**	**$15,755,300**	**$17,362,500**	**10.2%**
NON OPERATING TRANSFERS					
RETAINED/CUR EARN APPN	$1,584,054	$1,064,983	$1,296,500	$1,527,500	17.8%
BOND PROCEEDS	$1,500,744	$891,500	$0	$0	0%
Total NON OPERATING TRANSFERS:	**$3,084,798**	**$1,956,483**	**$1,296,500**	**$1,527,500**	**17.8%**
Total Expenditures:	**$16,344,817**	**$20,253,266**	**$17,051,800**	**$18,890,000**	**10.8%**

Revenues by Source

Budgeted and Historical 2024 Revenues by Source



OPERATING BUDGET SUMMARY

- **Sale of Water** represents the single largest revenue source for the fund. Water sales for FY 2024 are currently on target to surpass the budget.
- **Penalties** are charges applied to past due accounts and are not considered a growth revenue source.
- **Line extension charges** reflect revenues for small line extensions outside the City as petitioned by customers. This revenue source is highly variable from year to year.
- **Reconnection Charges** reflect charges for reconnecting discontinued service.
- **Installation** revenues reflect charges to customers requesting new or the transferring of existing services. This revenue source remains fairly stable from year to year.
- **Water Tap Fees** are charged for new service on new or existing lines and are variable and dependent on new construction.

NON-OPERATING REVENUES

- **Investment** is the largest revenue source in this category.
- **Fund Balance** appropriation reflects funds for capital projects not expended during the prior year that have been brought forward for appropriation in the current year. Fund Balance has been used to fund one-time capital expenditures for several years in a row. Rate increases in FY 2023-2024 should end this trend for the foreseeable future.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$14,963	$204,762	$270,200	$300,000	11%
INT LGIP/INT LGIP	$503	$9,790	$7,800	$10,000	28.2%
INT LGIP/GENERAL OBLIGATION BONDS	$887	$2,449	$2,900	$700	-75.9%
MISCELLANEOUS/MISCELLANEOUS	$50,237	$85,336	$21,100	$0	-100%
Total OTHER REVENUES:	**$66,590**	**$302,337**	**$302,000**	**$310,700**	**2.9%**
OPERATING INCOME					
WATER SALES/WATER SALES	$13,707,533	$14,938,648	$15,650,600	$17,239,100	10.1%
PENALTIES/PENALTIES	$69,875	$57,492	$49,900	$168,700	238.1%
RECONNECT CHARGES/RECONNECT CHARGES	$12,550	$52,528	$34,000	$80,400	136.5%
INSTALLATION FEES/INSTALLATION FEES	$134,860	$121,630	$134,000	$135,000	0.7%
FIRE HYDRANT FLOW TEST/FIRE HYDRANT FLOW TEST	$0	$950	$0	$1,000	N/A
LINE EXTENSION CHARGES/LINE EXTENSION CHARGES	$13,875	-$5,050	$5,000	$0	-100%
FEES/MONITOR, INSPECTION, SURV	$6,965	$1,890	$1,800	$2,500	38.9%
WATER TAP FEE/WATER TAP FEE	$330,070	$368,543	$273,000	$373,200	36.7%
RETURN CHECK CHARGE/RETURN CHECK CHARGE	$5,160	$9,570	$8,800	$15,000	70.5%
IVR CONVENIENCE FEE/IVR CONVENIENCE FEE	$180,576	$197,286	$185,000	$207,500	12.2%
WATER FUND / GAIN ON SALE OF EQUIPMENT		$5,535		$0	N/A
RENTAL INCOME/RENTAL INCOME	$15,870	$20,087	$20,000	$16,900	-15.5%
MISCELLANEOUS OPERATING/MISCELLANEOUS OPERATING	$24,083	$13,316	$7,700	$0	-100%
MISCELLANEOUS OPERATING/DEVELOPER CONTRIBUTIONS	$71,643	$264,255	$0	$0	0%
Total OPERATING INCOME:	**$14,573,061**	**$16,046,679**	**$16,369,800**	**$18,239,300**	**11.4%**
TRANSFERS					
FROM SEWER FUND/ADMIN SERVICES RECOVERY	$161,456	$259,722	$306,900	$300,000	-2.2%
FROM STORM WATER/ADMIN SERVICES RECOVERY	$22,117	$26,056	$73,100	$40,000	-45.3%
Total TRANSFERS:	**$183,573**	**$285,778**	**$380,000**	**$340,000**	**-10.5%**
Total Revenue Source:	**$14,823,224**	**$16,634,794**	**$17,051,800**	**$18,890,000**	**10.8%**

Water Administration

MISSION

To provide reliable, high quality water services that support the economic and quality of life priorities of the City at the lowest possible cost and in full compliance with all local, state and federal regulations.

Clean Water, Public Health, and Serving Citizens.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue use of phone callout system to better inform customers about issues impacting their service.
- Distribute the annual Consumer Confidence Report (CCR) to all water customers providing them the previous years' water quality testing results.
- Implement improved communication with customers throughout the construction, repair process.
- Provide complete service disruption forms to Public Relations department for improved communications with impacted customers.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Continue to perform comprehensive budget monitoring to ensure financial accountability and to identify potential costs savings.
- Implement WaterWorth software to analyze rates in order to clearly and fairly charge customers for their usage.
- Continue to pursuing bulk water sales with neighboring utilities.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Continue to mine data in Cartegraph OMS to plan future upgrades and expansions throughout Water/Wastewater.
- Continue the Materials Agreement for development in the City of Kingsport
- Continuation of upgrades to the water distribution waterlines, tanks, and pump stations that are identified in the Water Capital Improvements Plan to ensure reliable service and improve water quality.
- Continued implementation of Master Plan for the Water System – from river to tap.
- Addition of Instrumentation & Control Specialist to handle the installation, implementation, & continuing performance of the systems SCADA systems.

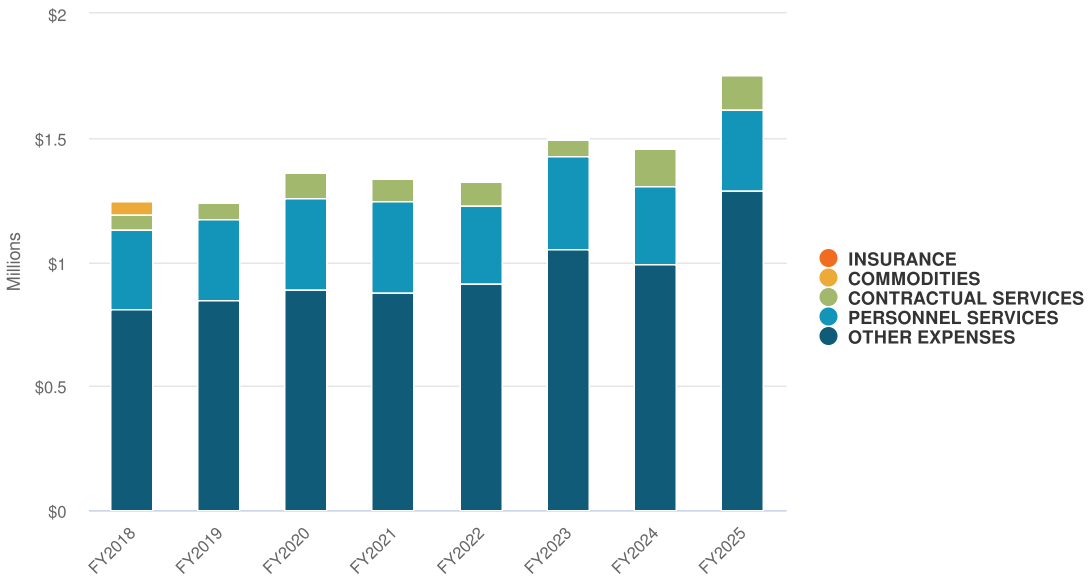
Strategic Performance

- Providing administrative functions for the water plant, water maintenance, and technical services at the water treatment plant.

- Providing administrative requirements in an efficient manner and ensuring required services are provided.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$314,111	$375,591	$317,400	$324,100	2.1%
CONTRACTUAL SERVICES	$94,386	$69,284	$149,000	$138,900	-6.8%
COMMODITIES	$3,663	$1,039	$5,800	$5,800	0%
OTHER EXPENSES	$915,017	$1,049,149	$990,200	$1,286,700	29.9%
INSURANCE	$569	$664	$600	$600	0%
Total Expense Objects:	**$1,327,747**	**$1,495,727**	**$1,463,000**	**$1,756,100**	**20%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Utility Director	$101,755	$147,863
1	1	Asst Utility Director-Water	$85,435	$124,148
2	2	W/WW Admin Assistant II	$31,728	$46,104

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
6	4	4	4	4

Water Financial Administration

MISSION

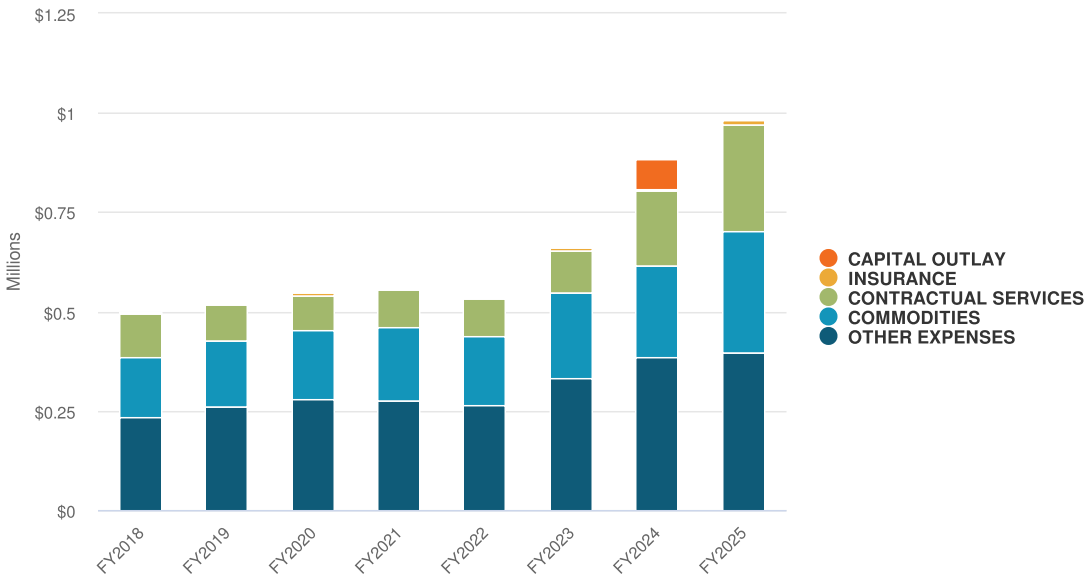
The Financial Administration Division of the Water Fund is responsible for servicing new and existing customers and processing the monthly billing and collecting of customer water, sewer, stormwater, and other usage charges. The costs associated with performing this activity are accounted for in this budget along with a reimbursement to the General Fund for shared costs of services provided by other departments.



Customer Service processes all utility payments

Expenditures by Expense Type

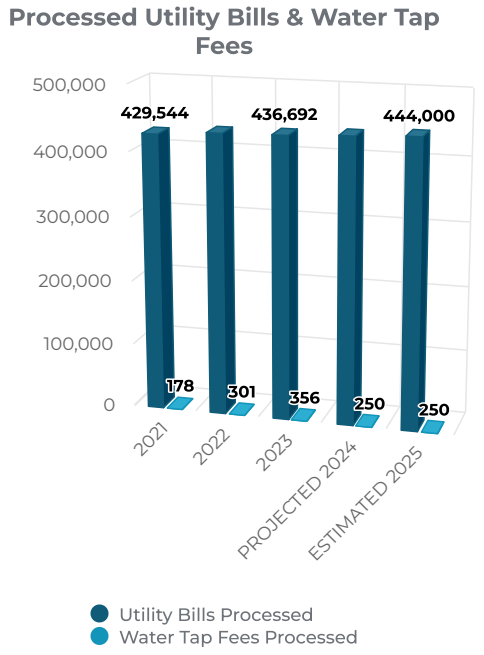
Budgeted and Historical Expenditures by Expense Type

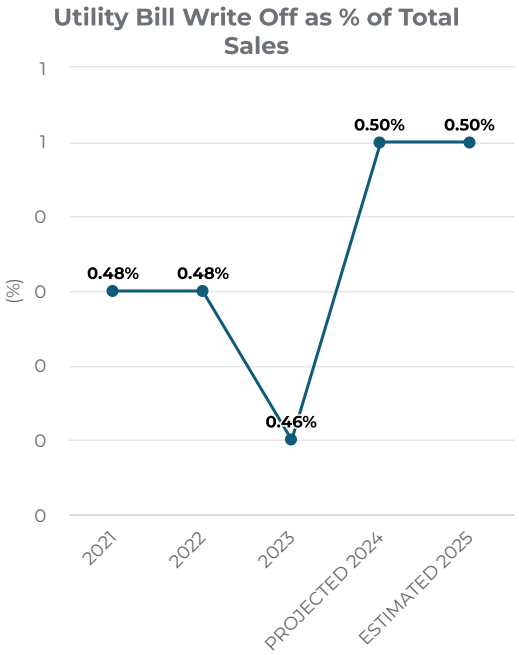


Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$93,373	$103,893	$186,600	$269,600	44.5%
COMMODITIES	$173,010	$217,629	$231,000	$306,200	32.6%
OTHER EXPENSES	$265,209	$330,513	$385,000	$395,000	2.6%
INSURANCE	$4,998	$7,234	$5,000	$10,000	100%
CAPITAL OUTLAY	$0	$0	$75,000	$5,000	-93.3%
Total Expense Objects:	**$536,591**	**$659,270**	**$882,600**	**$985,800**	**11.7%**

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Utility bill processing	429,544	434,448	436,692	440,000	444,000
Utility bill write off as percent of total sales	0.48%	.48%	.46%	.50%	.50%
Water tap fee processed	178	301	356	250	250





Water Plant

MISSION

To provide reliable, high quality water services that support the economic and quality of life priorities of the city at the lowest possible cost and in full compliance with all local, state and federal regulations.

Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Completed certification and/or recertification for all Water Treatment Plant Operators as State Certified Plant Operators.
- Volunteered with TN/KY American Water Works Association to network and benchmark with other water utilities.
- Partnered with the Tennessee Association of Utility Districts (TAUD) to sponsor several classes for water treatment and water distribution operator's certification/recertification and operator development.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Participate in EnerNOC's Emergency Load Response Program that allows the City to receive payment for reducing main line power during high energy demand.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Complete Water System Risk and Resiliency Assessment to identify and mitigate vulnerabilities from potential hazards
- Continue to implement projects identified in Water Treatment Plant Master Plan with project start of water intake screens and high service pump station replacement. These projects will ensure the long term viability to produce safe reliable drinking water.
- Complete addition of third pump at Colonial View pump station.

GOAL #9: SAFE COMMUNITY

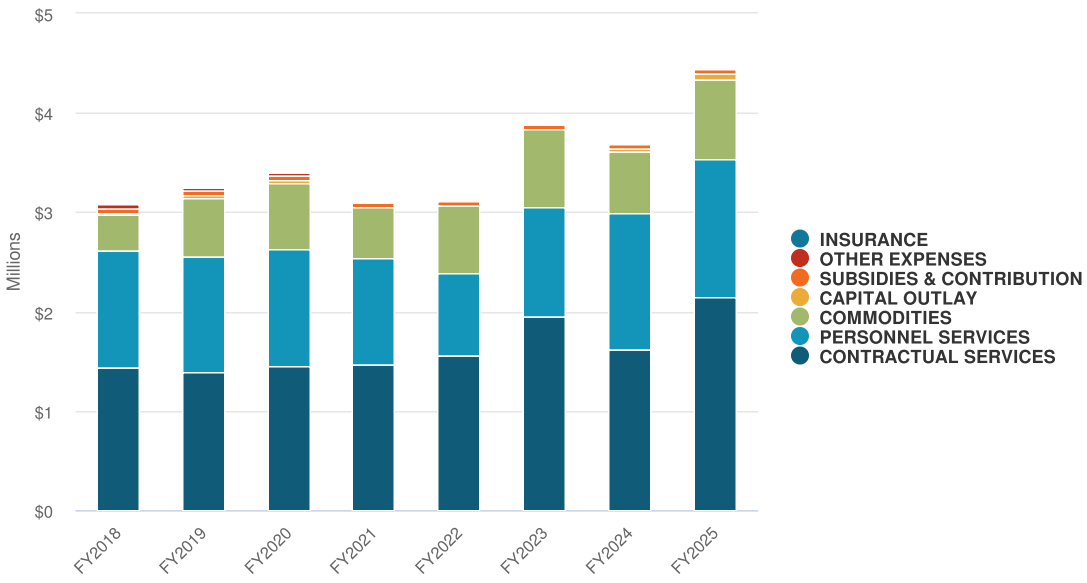
- Prepare annual Consumer Confidence Report to inform customers on drinking water quality.
- EPA Partnership for Safe Drinking Water Award eleven consecutive years.
- Participation in educational events such as Public Works Day, Kingsport City School 4th Grade Career Fair and assisting local high school teachers with sections on water treatment.

Strategic Performance

- Continue participation in the Partnership for Safe Drinking Water which recognizes our commitment to superior water quality.
- Continue 100% compliance with the Tennessee Department of Environment and Conservation.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$827,249	$1,103,110	$1,367,600	$1,395,400	2%
CONTRACTUAL SERVICES	$1,560,038	$1,949,628	$1,618,400	$2,145,700	32.6%
COMMODITIES	$672,410	$782,088	$622,850	$795,500	27.7%
OTHER EXPENSES	$4,284	$2,997	$1,800	$4,600	155.6%
INSURANCE	$1,915	$1,879	$1,900	$2,200	15.8%
SUBSIDIES & CONTRIBUTION	$47,066	$47,016	$48,000	$48,200	0.4%
CAPITAL OUTLAY	$2,429	$0	$33,000	$58,000	75.8%
Total Expense Objects:	**$3,115,390**	**$3,886,717**	**$3,693,550**	**$4,449,600**	**20.5%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Water Utility Plant Manger	$63,842	$92,771
1	1	Water Instrument Control Specialist II	$60,229	$87,520
4	5	Water Plant Mechanic	$45,006	$65,400
1	0	Water Plant Lab Technician	$45,006	$65,400
2	2	Water Plant Operator III-Cert	$42,459	$61,698
1	1	Water Equipment Operator II	$40,055	$58,206
2	2	Water Plant Operator II-Cert	$40,055	$58,206
5	5	Water Plant Operator I	$37,788	$54,911

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
17	17	17	17	17

Water Maintenance

MISSION

To provide reliable, high quality water services that support the economic and quality of life priorities of the City at the lowest possible cost and in full compliance with all local, state and federal regulations.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue to provide customer service response in a timely, efficient manner.
- Work with other City and County Departments to coordinate infrastructure improvement projects to provide less interruption of service to our residents.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Encourage additional employees to obtain certifications that shows our committal to improving our employees' knowledge base and providing more comfort to our regulatory agencies.
- Continue requirement for all employees to obtain Class A Commercial Driver's License.
- Reclassify positions throughout Maintenance Division to encourage advancement and certification.
- Require certification for all employees that make operational decisions.
- Addition of Maintenance Foreman to more efficiently complete increasing number of tasks assigned by reassigning from Technical Services.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Performance of the water storage tanks rehabilitation program to meet applicable standards and regulations for water tank structures and water quality.
- Continuation of upgrades to the water distribution waterlines, tanks, and pump stations that are identified in the Water Capital Improvements Plan to ensure reliable service and improve water quality.
- Develop standard operational procedures for the water distribution system to ensure reliable water service to our customers
- Continue water distribution repairs, extensions, taps, and improvements for reliable service.

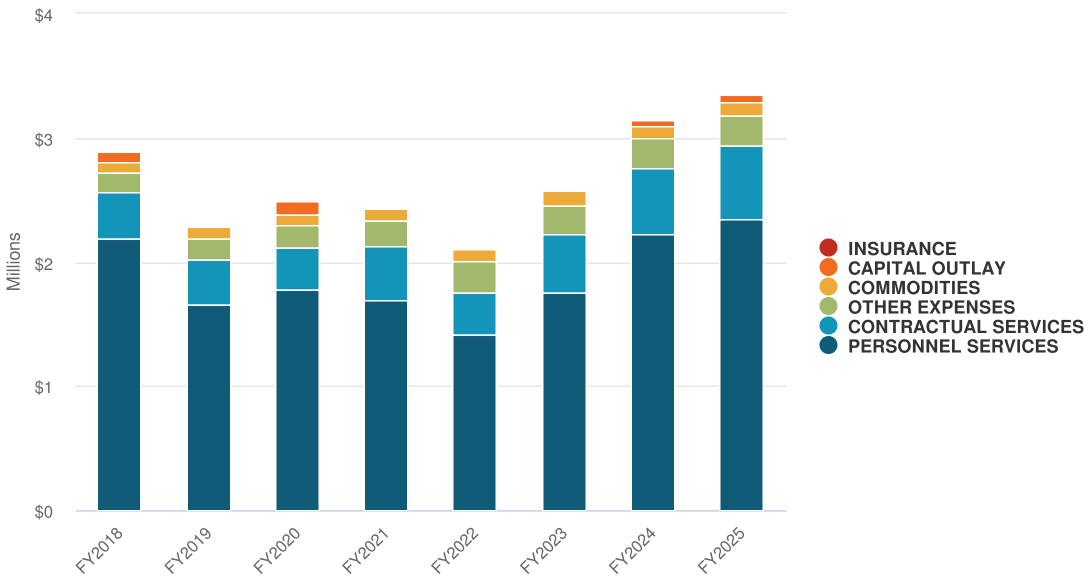
Strategic Performance



- Sustaining continued operation and maintenance of the City's water distribution system.
- Providing maintenance, repair and replacement of existing waterlines; installation of new waterlines.
- Providing maintenance and installation of fire hydrants.
- Providing customer water taps.
- Responding to customer service calls.
- Maintaining records and maps of the distribution system.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,410,452	$1,754,414	$2,227,100	$2,339,300	5%
CONTRACTUAL SERVICES	$345,606	$471,820	$527,800	$602,800	14.2%
COMMODITIES	$104,058	$122,960	$97,000	$112,000	15.5%
OTHER EXPENSES	$247,241	$227,702	$238,000	$236,400	-0.7%
INSURANCE	$8,823	$9,001	$8,000	$9,200	15%
CAPITAL OUTLAY	$877	$4,450	$57,000	$57,000	0%
Total Expense Objects:	**$2,117,057**	**$2,590,348**	**$3,154,900**	**$3,356,700**	**6.4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Utilities Field Operations Manager	$63,842	$92,771
1	1	Water Maintenance Superintendent	$56,819	$82,566
2	2	Water Maintenance Foreman	$47,707	$69,324
7	7	Water Maintenance Crew Leader	$42,459	$61,698
5	5	Water Maintenance Equipment Operator I	$37,788	$54,911
6	6	Water Utilities/Pipelayer II	$35,649	$51,803
9	9	Water Utilities/Pipelayer I	$33,631	$48,871

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
32	32	32	32	32

Non-Departmental Water

MISSION

To provide reliable, high quality water services that support the economic and quality of life priorities of the city at the lowest possible cost and in full compliance with all local, state and federal regulations.

SUMMARY

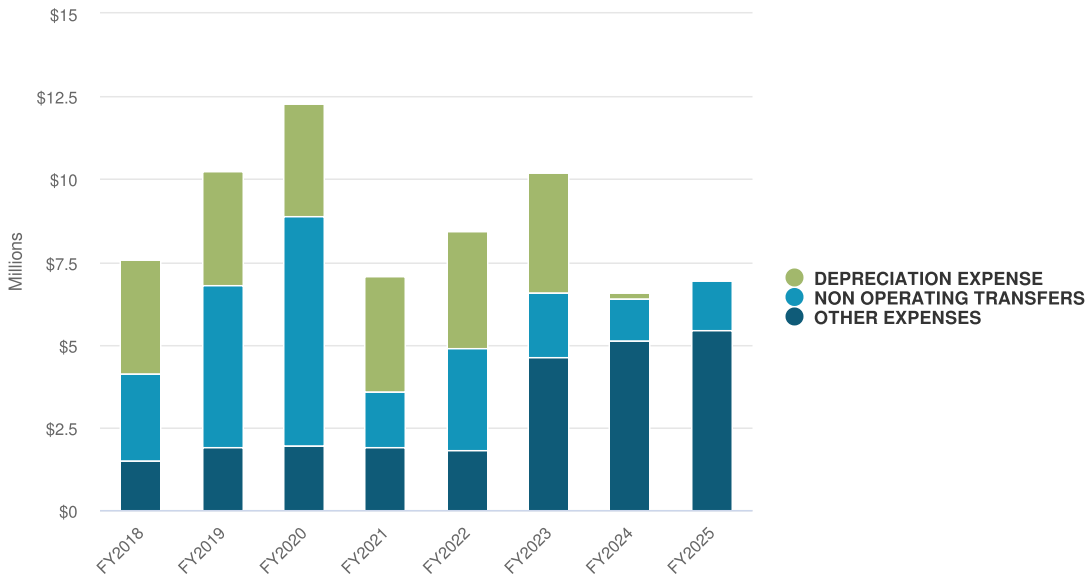
The funds budgeted in this division are for payment of debt principal, debt interest, and the department's payment in-lieu of taxes. The water operation in its entirety is a function of government and, therefore, it is not taxed. Because it is not taxed, we have established a payment in-lieu of tax payment for the fund and that dollar amount is budgeted in this division.



Aerial view of the Kingsport Water Filtration Plant

Expenditures by Function

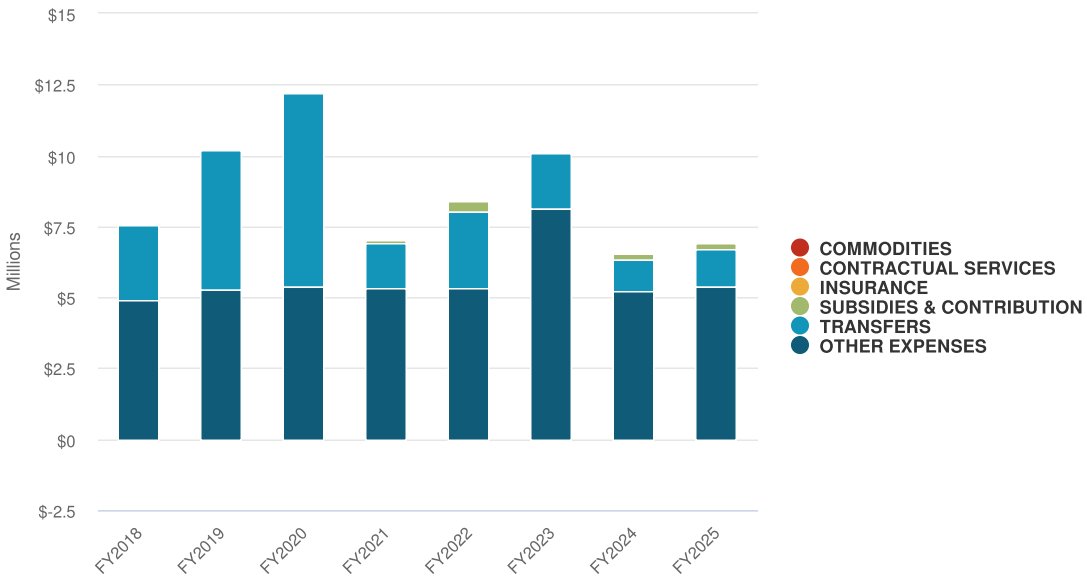
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
OPERATING EXPENSE					
DEPRECIATION EXPENSE	$3,557,245	$3,625,185	$166,050	$0	-100%
OTHER EXPENSES	$1,802,149	$4,607,606	$5,113,100	$5,424,500	6.1%
Total OPERATING EXPENSE:	**$5,359,393**	**$8,232,791**	**$5,279,150**	**$5,424,500**	**2.8%**
NON OPERATING TRANSFERS					
RETAINED/CUR EARN APPN	$1,584,054	$1,064,983	$1,296,500	$1,527,500	17.8%
BOND PROCEEDS	$1,500,744	$891,500	$0	$0	0%
Total NON OPERATING TRANSFERS:	**$3,084,798**	**$1,956,483**	**$1,296,500**	**$1,527,500**	**17.8%**
Total Expenditures:	**$8,444,191**	**$10,189,274**	**$6,575,650**	**$6,952,000**	**5.7%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$500	$595	$5,000	$10,000	100%
COMMODITIES	$2,845	$49,293	$0	$0	0%
OTHER EXPENSES	$5,317,548	$8,144,403	$5,235,650	$5,374,100	2.6%
INSURANCE	$38,500	$38,500	$38,500	$40,400	4.9%
TRANSFERS	$2,720,744	$1,947,500	$1,109,000	$1,340,000	20.8%
SUBSIDIES & CONTRIBUTION	$364,054	$8,983	$187,500	$187,500	0%
Total Expense Objects:	**$8,444,191**	**$10,189,274**	**$6,575,650**	**$6,952,000**	**5.7%**

Water Technical Services

MISSION

To provide reliable, high quality water services that support the economic and quality of life priorities of the city at the lowest possible cost and in full compliance with all local, state and federal regulations.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue to provide customer service response in a timely, efficient manner.
- Provide information to customer to assist with any problems that they may have in their system. Data provided includes usage data logs, pressure checks, leak checks, etc.
- Implementation of customer portal that will enable customers to monitor water usage.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Encourage additional employees to obtain certifications that shows our committal to improving our employees'

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Administration of annual large meter testing to insure accuracy of water billed to each customer.
- Continuation of new work order management system to assist in completing work in as efficient manner as possible.
- Implementation of vehicle tracking devices to aid in dispatch of work orders, allowing workers to stay in the field.
- Enhance leak detection program by adding additional personnel to allow for leak survey of entire system over five years.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Use valve maintenance trailer to programmatically clean out meter boxes and valve boxes, along with exercising valves to keep them in good operating order.
- Repair or replace meters as needed due to age or extended use.

GOAL #9: SAFE COMMUNITY

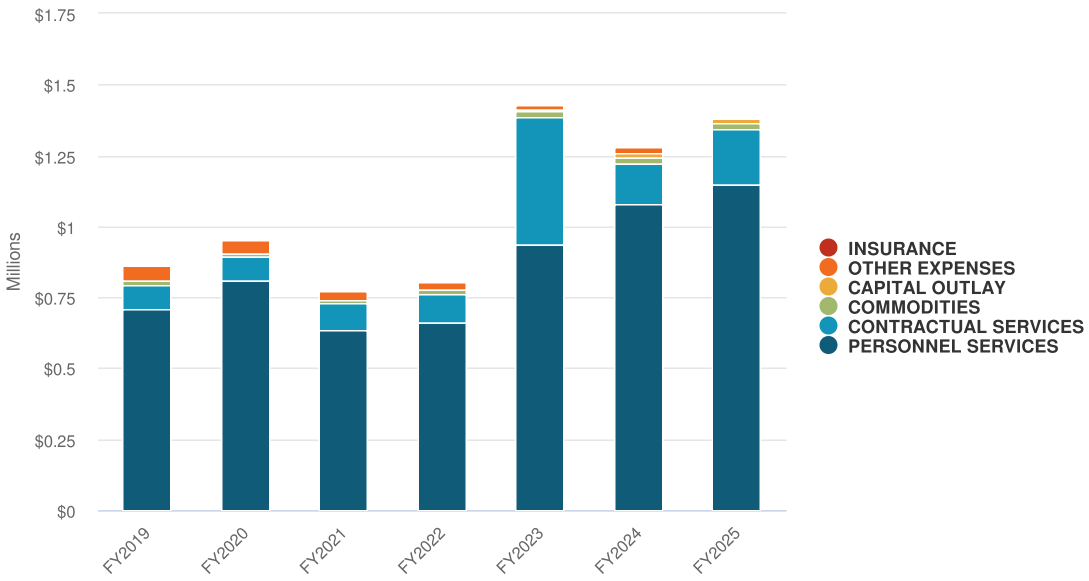
- Continue residential meter replacement program to include double-check assemblies to prevent backflows from plumbing systems. This program also meets forthcoming regulatory requirements.

Strategic Performance

- Continuously providing for testing, installation, replacement, reading of the water meters in the City's water distribution system.
- Ensuring water quality through the Cross Connection and Flushing programs.
- Continuously maintaining meters, testing backflow devices, and sustaining dead-end blow offs.
- Maintaining the integrity of the billing of our customers by properly maintaining, testing, repairing, or replacing water meters.
- Maintaining the excellent quality of our customers' water by routinely flushing waterlines and testing cross connection devices.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$659,303	$937,056	$1,077,340	$1,147,000	6.5%
CONTRACTUAL SERVICES	$100,899	$448,589	$143,260	$194,900	36%
COMMODITIES	$19,351	$21,771	$23,500	$23,500	0%
OTHER EXPENSES	$21,845	$18,443	$24,000	$10,100	-57.9%
INSURANCE	$2,443	$2,419	$2,000	$2,300	15%
CAPITAL OUTLAY	$0	$3,653	$12,000	$12,000	0%
Total Expense Objects:	**$803,841**	**$1,431,931**	**$1,282,100**	**$1,389,800**	**8.4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Water Civil Engineer	$63,842	$92,771
1	1	W/WW Technical Services Superintendent	$56,819	$82,566
1	1	Utilities Engineering Coordinator	$47,707	$69,324
1	1	Water Tech Foreman	$47,707	$69,324
5	5	Water Quality Control Specialist	$42,459	$61,698
1	1	Utilities Location Specialist	$40,055	$58,206
0	1	Utilities Warehouse Operator	$37,788	$54,911
2	1	Water Meter Technician	$33,631	$48,871

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
12	12	12	12	12

Wastewater Department

Tom Hensley
Assistant Utility Director-Wastewater

MISSION

To provide reliable, high quality wastewater services that support the economic, environmental and quality of life priorities of the city at the lowest possible cost and in full compliance with all local, state and federal regulations.

SUMMARY

The City of Kingsport's wastewater system provides sewage collection and treatment services to approximately 23,800 customers over a 50 square mile service district. The collection system consists of approximately 549 miles of sewer lines, 12,200 manholes, 101 main line lift stations and 176 single-unit residential pumps that work in combination with gravity flow to convey raw sewage to the treatment plant. At the treatment plant, wastewater undergoes sedimentation, biological processing and chemical treatment to produce sanitized bio-solids and clean water effluent that is returned to the Holston River watershed.



Industry Drive Sewer Line (Pre-Cleaning)

Organizational Chart

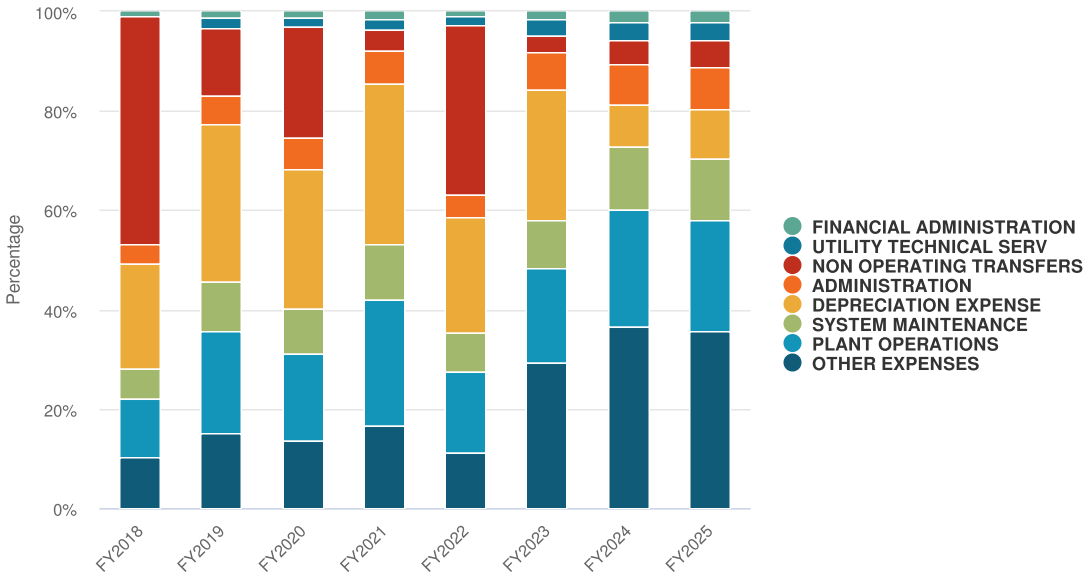


Strategic Performance

- Perform Capital Improvement projects identified in the Wastewater System Master Plan. The plans for FY 20 include Colonial Heights Sewer Extension, WWTP Equalization Basin, West Kingsport SLS Replacement, WWTP Improvements, Miscellaneous Sewerline Rehabilitation, System Improvements SLS, Pump Station Improvements, Sewer Line Improvements, and Maintenance Facility Improvements.
- Improvement of safety program for all divisions.
- Provide support for development through the Materials Agreement program.
- Provide new Computerized Maintenance Management System to meet requirements of the City's CMOM. This will allow for a more robust work order management system to assist in implementing improved sewer line inspection and cleaning programs.

Expenditures by Function

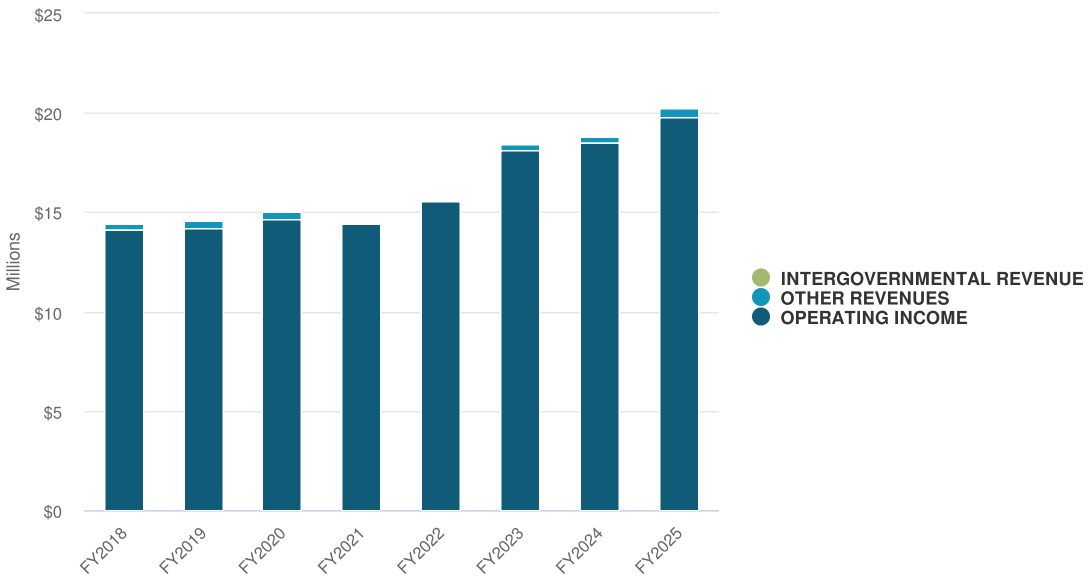
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
OPERATING EXPENSE					
ADMINISTRATION	$1,060,677	$1,573,495	$1,482,100	$1,710,900	15.4%
FINANCIAL ADMINISTRATION	$220,259	$345,927	$396,900	$400,000	0.8%
PLANT OPERATIONS	$3,706,203	$4,015,876	$4,380,000	$4,543,200	3.7%
SYSTEM MAINTENANCE	$1,759,371	$2,048,120	$2,397,300	$2,517,000	5%
DEPRECIATION EXPENSE	$5,332,769	$5,538,794	$1,606,300	$2,000,000	24.5%
OTHER EXPENSES	$2,581,635	$6,211,740	$6,897,300	$7,224,500	4.7%
UTILITY TECHNICAL SERV	$413,043	$687,383	$698,000	$723,400	3.6%
Total OPERATING EXPENSE:	**$15,073,956**	**$20,421,336**	**$17,857,900**	**$19,119,000**	**7.1%**
NON OPERATING TRANSFERS					
RETAINED/CUR EARN APPN	$868,542	$739,549	$922,700	$1,145,000	24.1%
BOND PROCEEDS	$6,900,482	$0	$0	$0	0%
Total NON OPERATING TRANSFERS:	**$7,769,024**	**$739,549**	**$922,700**	**$1,145,000**	**24.1%**
Total Expenditures:	**$22,842,980**	**$21,160,885**	**$18,780,600**	**$20,264,000**	**7.9%**

Revenues by Source

Budgeted and Historical 2023 Revenues by Source



- **Sewer User Fee** represents the lion's share of revenue for the fund's operations. User charges for FY 2023-2024 are currently on target to meet budget.
- **Tap fees** are revenues derived from new connections to new sewer lines, primarily lines built via the City-County sewer agreement and lines built to comply with annexation requirements.
- **Penalties and Class II Surcharges** are for users that are subjected to pre-treatment standards.
- **Disposal Receipts** pertain to septage hauler fees.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$10,306	$232,260	$186,700	$400,000	114.2%
INT LGIP/INT LGIP	$737	$13,607	$10,900	$15,000	37.6%
INT LGIP/GENERAL OBLIGATION BONDS	$3,240	$41,038	$36,900	$25,000	-32.2%
SEWER TAPS/SEWER TAPS	$8,179	$8,404	$8,400	$7,600	-9.5%
RECORDING FEES/RECORDING FEES	$34	$0	$0	$0	0%
MISCELLANEOUS/MISCELLANEOUS	$4,023	$7,944	$6,100	$0	-100%
Total OTHER REVENUES:	**$26,520**	**$303,253**	**$249,000**	**$447,600**	**79.8%**
OPERATING INCOME					
SEWER USER FEE/SEWER USER FEE	$14,627,440	$16,919,533	$17,900,800	$18,873,300	5.4%
CLASS II SURCHARGE/CLASS II SURCHARGE	$11,119	$0	$0	$0	0%
PENALTIES/PENALTIES	$66,513	$76,650	$70,100	$262,300	274.2%
TAP FEES/TAP FEES	$511,349	$502,550	$500,000	$500,000	0%
DISPOSAL RECEIPTS/DISPOSAL RECEIPTS	$151,996	$165,894	$58,400	$179,900	208%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
PERMITS/NON-DOMESTIC	$1,400	$1,250	$0	$0	0%
PERMITS/WASTE HAULER	$250	-$15,250	$400	$400	0%
FEES/MONITOR,INSPECTION,SURVAL	$300	$850	$800	$400	-50%
FEES/LATERAL CLEANING	$1,400	$850	$1,100	$100	-90.9%
FEES/RELOCATE RESIDENTIAL PUMP	$3,000	$0	$0	$0	0%
MISCELLANEOUS OPERATING/MISCELLANEOUS OPERATING	$4,480	$1,300	$0	$0	0%
MISCELLANEOUS OPERATING/DEVELOPER CONTRIBUTIONS	$175,890	$454,688	$0	$0	0%
Total OPERATING INCOME:	**$15,555,136**	**$18,108,315**	**$18,531,600**	**$19,816,400**	**6.9%**
Total Revenue Source:	**$15,581,656**	**$18,411,568**	**$18,780,600**	**$20,264,000**	**7.9%**

Wastewater Administration

MISSION

To provide reliable, high quality wastewater services that support the economic, environmental and quality of life priorities of the City at the lowest possible cost and in full compliance with all local, state and federal regulations.

SUMMARY

Sewer Administration provides for the administrative functions of sewer maintenance. The overall objective is to provide for administrative requirements in an efficient manner and ensure required services are provided.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue to improve Internet communications and services with our customers.
- Provide information to customers utilizing social media outlets.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

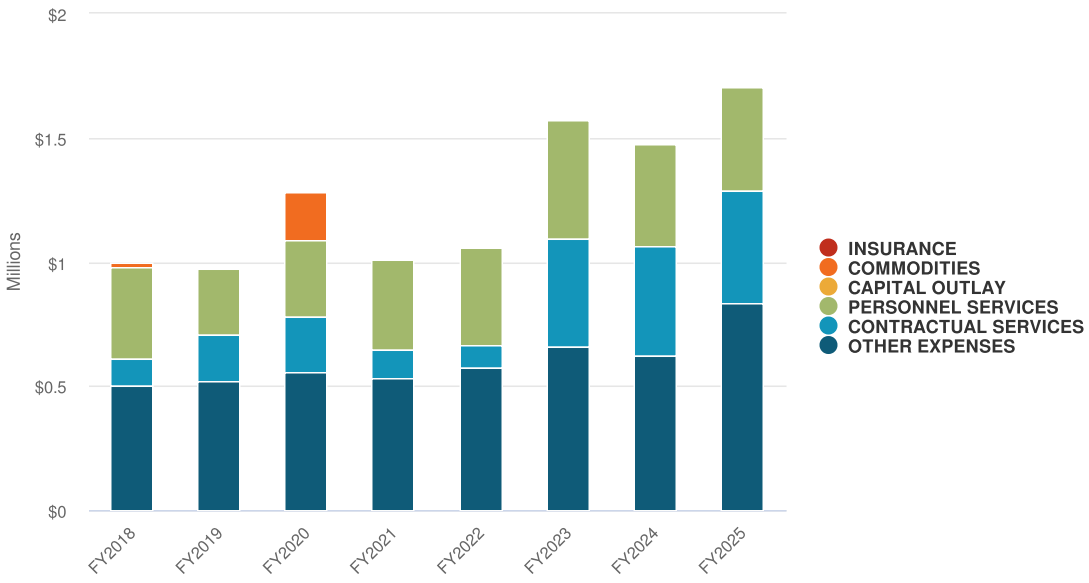
- Practice sound financial management and responsible allocation of the public funds
- Implement rate study done by third party consultant specializing in utility rates nationwide.
- Continue to seek out grant opportunities to fund capital improvement projects.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Continually improve daily operations and maintenance, reallocation of resources and prudent implementation of the multi-year plant capital improvement plan.
- Continue to mine data in Cartegraph OMS to plan future upgrades and expansions throughout all the Clean Water Utilities.
- Complete Wastewater Plant Master Plan to provide guidance for future growth and changing regulatory and business landscape.
- Continuation of upgrades to the collection system and sewer lift stations that are identified in the Sewer Capital Improvements Plan to ensure reliable service and protect public health.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$394,851	$480,341	$412,900	$419,900	1.7%
CONTRACTUAL SERVICES	$92,307	$433,449	$442,300	$448,200	1.3%
COMMODITIES	$181	$158	$2,600	$2,600	0%
OTHER EXPENSES	$573,054	$659,264	$620,000	$836,000	34.8%
INSURANCE	$285	$285	$300	$200	-33.3%
CAPITAL OUTLAY	$0	$0	$4,000	$4,000	0%
Total Expense Objects:	**$1,060,677**	**$1,573,495**	**$1,482,100**	**$1,710,900**	**15.4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Assistant Utility Director-WW	$85,435	$124,148
1	1	Wastewater Info Specialist/Lab Sup.	$50,569	$73,483

**Various admin positions are partially counted in this division.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4	4	2	2	2

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
WWTP Violations	0	6	1	1	0

Wastewater Plant

MISSION

To provide reliable, high quality wastewater services that support the economic, environmental and quality of life priorities of the City at the lowest possible cost and in full compliance with all local, state and federal regulations.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continually review the Sewer Use Ordinance to identify areas to streamline enforcement.
- Continuously communicate with food service establishments and industry on SUO requirements.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Reestablish 100% of Kingsport's WWTP operators to the highest level treatment certification.
- Encourage mechanics to obtain certifications that shows our committal to improving our employees' knowledge base and providing more comfort to our regulatory agencies.
- Complete certification and/or recertification for all Wastewater Treatment Plant Operators.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Continue to participate in EnerNOC's Emergency Load Response Program that allows the City to receive payment for reducing main line power during high energy demand.
- Cleaned 75' digesters which provide improved sludge feed for dewatering efficiency.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Continually improve daily operations and maintenance, reallocation of resources and prudent implementation of the multi-year plant capital improvement plan.
- Maintaining SCADA improvements to provide standardization of communication protocol and equipment allowing staff to more efficiently maintain the system.

GOAL #9: SAFE COMMUNITY

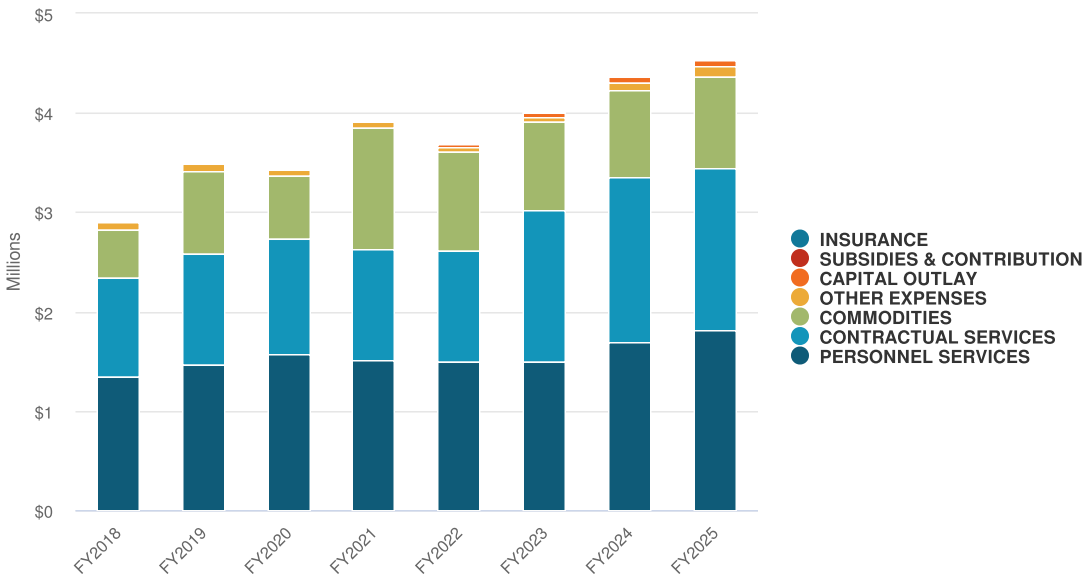
- Received NACWA Peak Performance Award for compliance.

Strategic Performance

- Providing for the operation and maintenance of the wastewater treatment plant and sewer lift stations.
- Protecting the public health and environment by operating within the limits of the City's wastewater discharge permit.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,490,357	$1,492,597	$1,688,100	$1,807,400	7.1%
CONTRACTUAL SERVICES	$1,126,242	$1,533,423	$1,669,400	$1,637,300	-1.9%
COMMODITIES	$997,551	$881,584	$870,000	$926,000	6.4%
OTHER EXPENSES	$37,155	$43,620	$74,000	$93,900	26.9%
INSURANCE	$3,338	$3,468	$3,500	$3,600	2.9%
SUBSIDIES & CONTRIBUTION	$12,390	$2,085	$15,000	$15,000	0%
CAPITAL OUTLAY	$39,169	$59,098	$60,000	$60,000	0%
Total Expense Objects:	**$3,706,203**	**$4,015,876**	**$4,380,000**	**$4,543,200**	**3.7%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Utility Plant Manager	$63,842	$92,771
1	1	Utility Facility Maintenance Superintendent	$56,819	$82,566
1	1	W/WW Instrument Control Specialist	$47,707	$69,324
1	1	Wastewater Facility Maintenance Foreman	$47,707	$69,324
1	1	W/W Lab Technician	$45,006	$65,400
5	5	W/W Plant Mechanic	$45,006	$65,400
4	4	W/W Plant Operator III - Certified	$40,055	$58,206
1	1	W/W Plant Operator II - Certified	$40,055	$58,206
4	4	W/W Plant Operator I	$37,788	$54,911
1	2	W/W Maintenance Worker I	$33,631	$48,871

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
18	18	20	21	21

Wastewater Maintenance

MISSION

To provide reliable, high quality wastewater services that support the economic, environmental and quality of life priorities of the City at the lowest possible cost and in full compliance with all local, state and federal regulations.



Wastewater Maintenance Crew in the field

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue to provide customer service response in a timely, efficient manner.
- Work in conjunction with paving contractors to adjust wastewater infrastructure to provide a better road surface product.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Encourage employees to participate in training and educational opportunities and obtain Collection Systems II certification
- Provide proper equipment to allow workforce to do their job safely and more efficiently.
- Reclassify positions throughout Maintenance Division to encourage advancement and certification.
- Require certification for all employees that make operational decisions.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Practice sound financial management and responsible allocation of the public funds.
- Pursue new technologies to more efficiently make repairs to the collection system. The use of acoustic inspection as a precursor to full CCTV inspection is a recent example.
- Implement new work order management system to allow for more efficient workflow throughout the organization.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

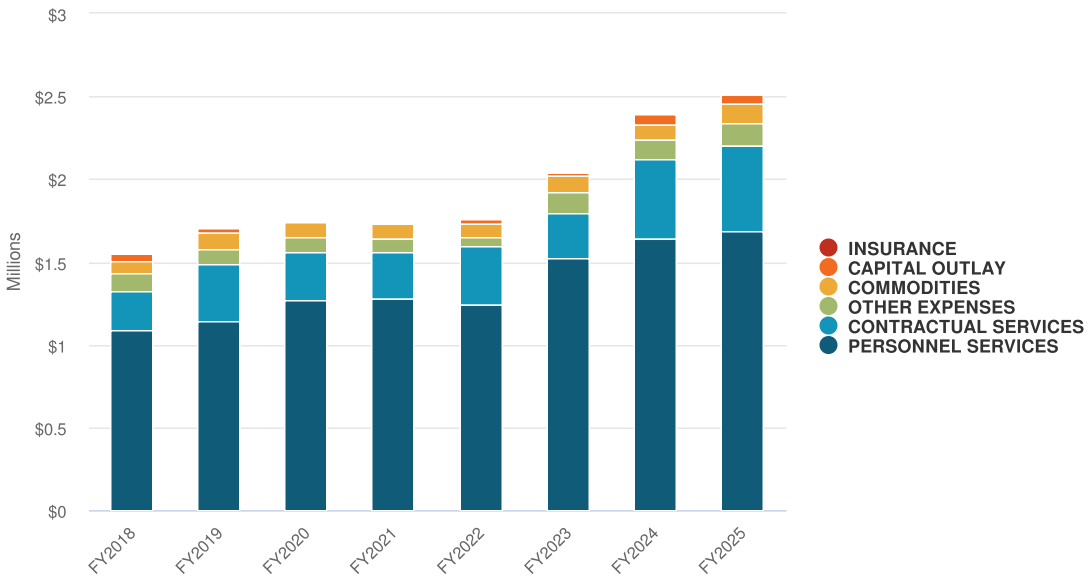
- Continuation of upgrades to the wastewater collection lines, lift stations, and I&I Program that are identified in the Wastewater Capital Improvements Plan to ensure reliable service and regulatory compliance.
- Implement the Master Planning Document for future sewer infrastructure improvements and upgrades.
- Continually improve daily operations and maintenance, reallocation of resources and prudent implementation of the multi-year sewer rehabilitation and lift station replacement programs.
- Utilize Operations Management System to plan future upgrades and expansions.

Strategic Performance

- Providing for the operation and maintenance of the City's sanitary sewer collection system, sanitary sewer collection lines, sanitary sewer manholes, sewer lift stations, and residential pumps.
- Providing for the maintenance, repair and replacement of existing sanitary sewer lines and installation of taps.
- Responding to customer service calls.
- Maintaining records and maps of the collection system.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,244,851	$1,522,205	$1,642,400	$1,689,400	2.9%
CONTRACTUAL SERVICES	$350,124	$274,127	$477,200	$511,700	7.2%
COMMODITIES	$76,760	$104,290	$93,100	$113,100	21.5%
OTHER EXPENSES	$58,999	$122,794	$119,600	$137,800	15.2%
INSURANCE	$5,065	$5,243	$5,000	$5,000	0%
CAPITAL OUTLAY	$23,571	$19,461	$60,000	$60,000	0%
Total Expense Objects:	**$1,759,371**	**$2,048,120**	**$2,397,300**	**$2,517,000**	**5%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Utility Maintenance Superintendent	$56,819	$82,566
2	2	Wastewater Foreman	$47,707	$69,324
5	5	W/W Maintenance Crew Leader	$42,459	$61,698
1	1	W/W Vac/Pump Truck Operator	$40,055	$58,206
5	5	W/W Equipment Operator I	$37,788	$54,911
3	3	W/W Utilities/Pipelayer II	$35,649	$51,803
7	7	W/W Utilities/Pipelayer I	$33,631	$48,871

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
24	24	24	24	24

Non-Departmental Wastewater

MISSION

To provide reliable, high quality wastewater services that support the economic, environmental and quality of life priorities of the City at the lowest possible cost and in full compliance with all local, state and federal regulations.

SUMMARY

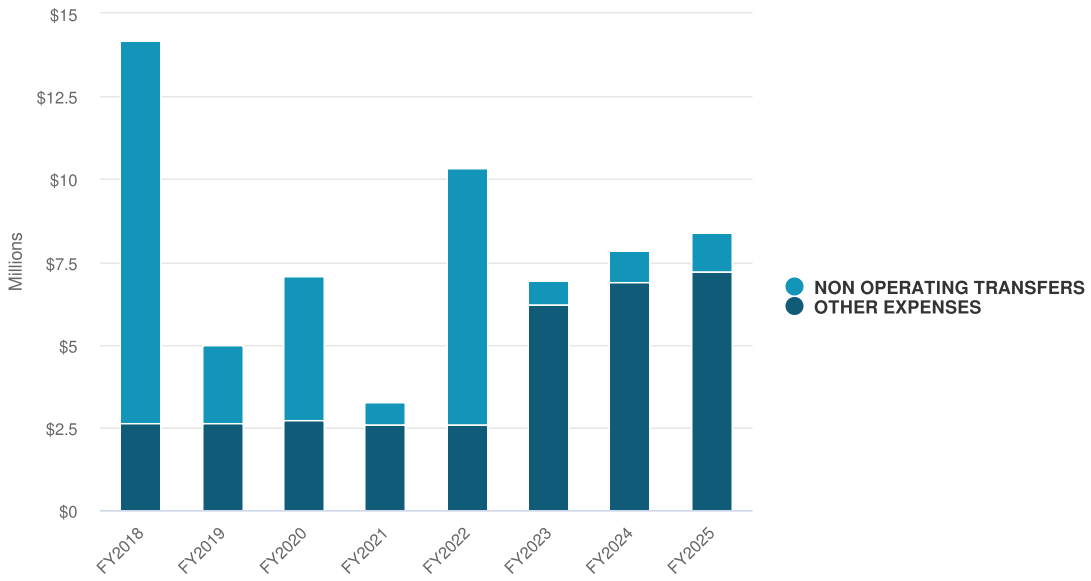
The funds that are budgeted in this division are for payment of debt service, both principal and interest and payment in-lieu of taxes. Wastewater Services in its entirety is a function of the operation of government and therefore it is not taxed. Because it is not taxed, we have established a payment in-lieu of tax payment for the fund and that dollar amount is budgeted in this division.





Expenditures by Function

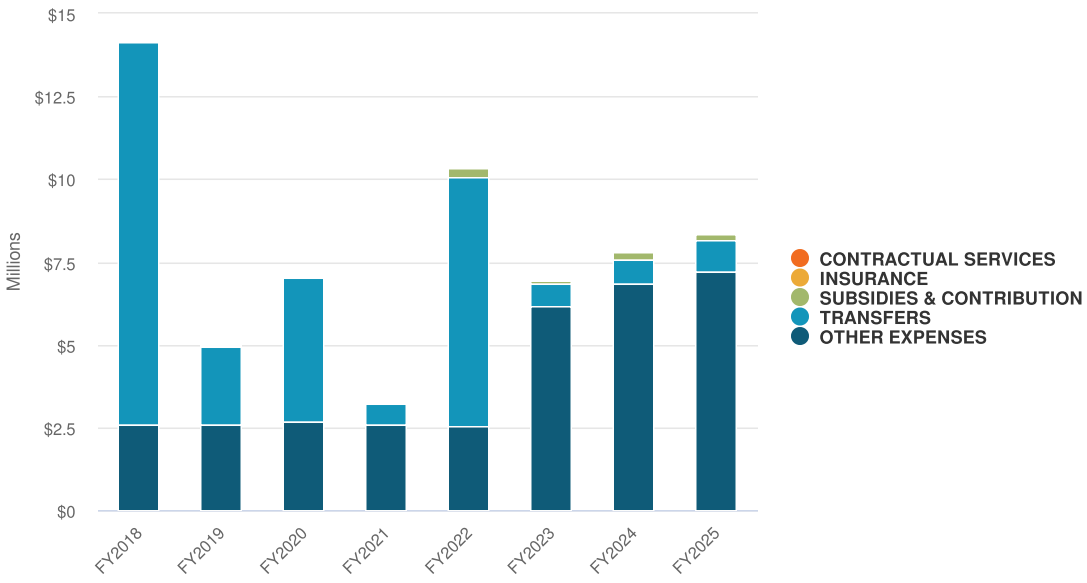
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
OPERATING EXPENSE					
OTHER EXPENSES	$2,581,635	$6,211,740	$6,897,300	$7,224,500	4.7%
Total OPERATING EXPENSE:	**$2,581,635**	**$6,211,740**	**$6,897,300**	**$7,224,500**	**4.7%**
NON OPERATING TRANSFERS					
RETAINED/CUR EARN APPN	$868,542	$739,549	$922,700	$1,145,000	24.1%
BOND PROCEEDS	$6,900,482	$0	$0	$0	0%
Total NON OPERATING TRANSFERS:	**$7,769,024**	**$739,549**	**$922,700**	**$1,145,000**	**24.1%**
Total Expenditures:	**$10,350,659**	**$6,951,289**	**$7,820,000**	**$8,369,500**	**7%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$1,000	$2,635	$5,000	$5,000	0%
OTHER EXPENSES	$2,553,635	$6,182,105	$6,865,300	$7,192,500	4.8%
INSURANCE	$27,000	$27,000	$27,000	$27,000	0%
TRANSFERS	$7,509,618	$660,000	$690,000	$945,000	37%
SUBSIDIES & CONTRIBUTION	$259,406	$79,549	$232,700	$200,000	-14.1%
Total Expense Objects:	**$10,350,659**	**$6,951,289**	**$7,820,000**	**$8,369,500**	**7%**

Wastewater Technical Services

MISSION

To provide reliable, high quality wastewater services that support the economic, environmental and quality of life priorities of the city at the lowest possible cost and in full compliance with all local, state and federal regulations.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Continue to provide customer service response in a timely, efficient manner.
- Provide information to customer to assist with any problems that they may have in their system. Data provided includes usage data logs, pressure checks, leak checks, etc.
- Implementation of customer portal that will enable customers to monitor water usage.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Encourage additional employees to obtain certifications that shows our committal to improving our employees'

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Administration of annual large meter testing to insure accuracy of water billed to each customer.
- Continuation of new work order management system to assist in completing work in as efficient manner as possible.
- Implementation of vehicle tracking devices to aid in dispatch of work orders, allowing workers to stay in the field.
- Enhance leak detection program by adding additional personnel to allow for leak survey of entire system over five years.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Use valve maintenance trailer to programmatically clean out meter boxes and valve boxes, along with exercising valves to keep them in good operating order.
- Repair or replace meters as needed due to age or extended use.

GOAL #9: SAFE COMMUNITY

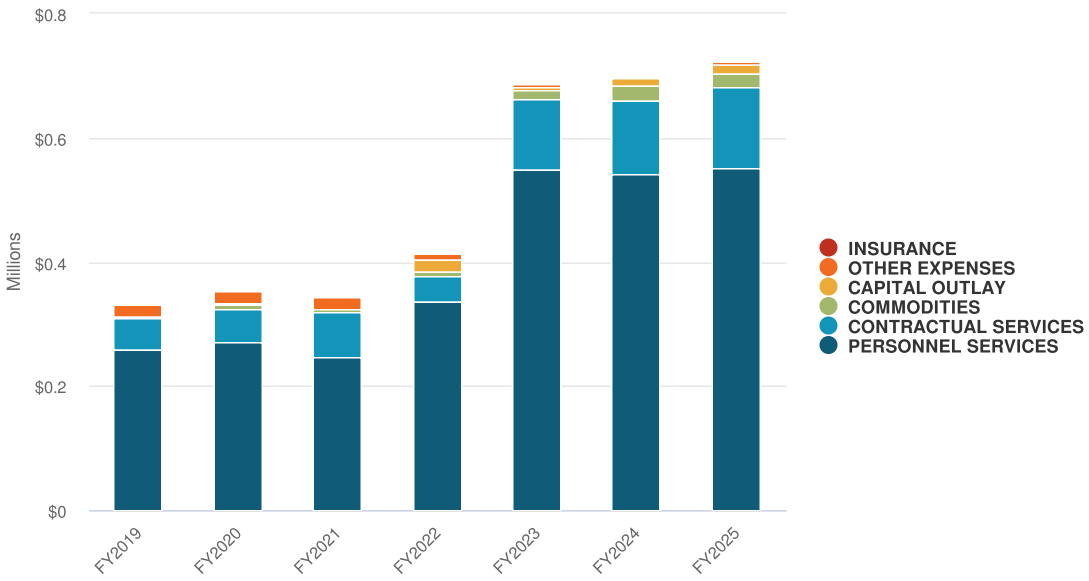
- Continue residential meter replacement program to include double-check assemblies to prevent backflows from plumbing systems. This program also meets forthcoming regulatory requirements.

Strategic Performance

- Providing testing, installation, replacement, and reading of the water meters in the city's water distribution system, which provides the basis for the billing of sewer to our customers.
- Maintaining the integrity of the billing of our customers by properly maintaining, testing, repairing, or replacing water meters.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$336,762	$548,246	$540,500	$550,800	1.9%
CONTRACTUAL SERVICES	$41,167	$112,863	$119,700	$130,400	8.9%
COMMODITIES	$5,454	$14,608	$23,000	$23,000	0%
OTHER EXPENSES	$8,757	$5,043	$1,000	$5,400	440%
INSURANCE	$712	$712	$800	$800	0%
CAPITAL OUTLAY	$20,191	$5,912	$13,000	$13,000	0%
Total Expense Objects:	**$413,043**	**$687,383**	**$698,000**	**$723,400**	**3.6%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	WW Civil Engineer	$63,842	$92,771
1	1	W/WW Tech Foreman	$47,707	$69,324
3	3	W/WW Utilities Location Specialist	$40,055	$58,206

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
5	5	5	5	5

Solid Waste Management

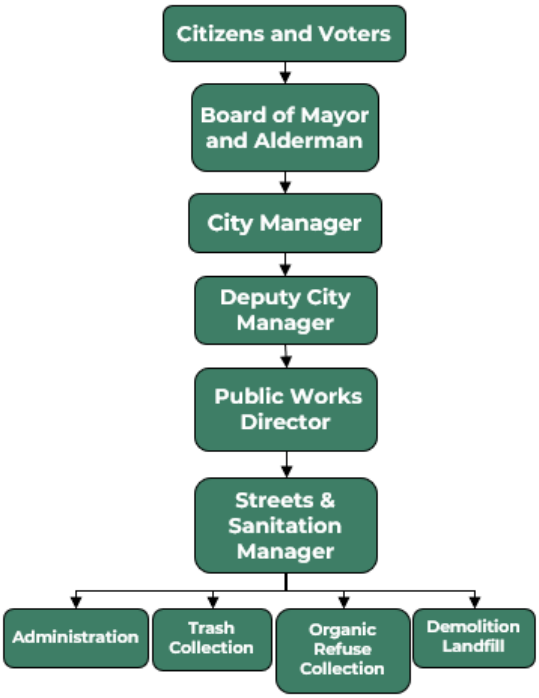


Rodney Deel
Sanitation Manager

MISSION

To provide a clean and healthy environment through a variety of services that meets the needs of residents, businesses and industries.

Organizational Chart



Strategic Plan Implementation

GOAL #8: SUPERIOR QUALITY OF LIFE

- Continued improved handling of code enforcement.
- Maintaining a clean, healthy urban environment.

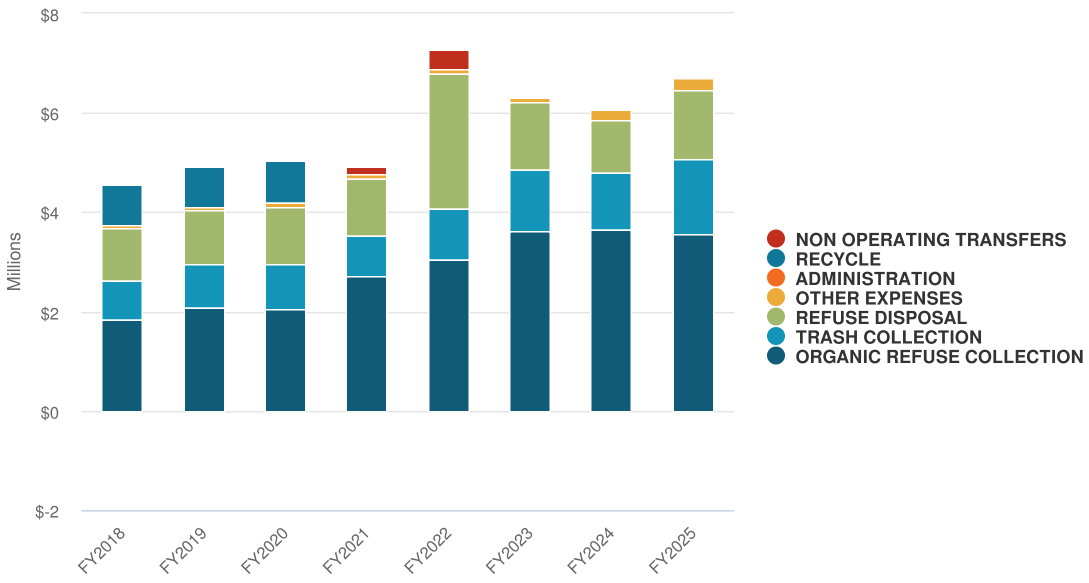


Strategic Performance

- Continue providing solid waste services to households within the city.
- Continue providing residential curbside organic refuse collection and disposal.
- Continue providing small commercial and governmental bulk container collection and disposal.
- Continue providing residential yard debris collection and disposal.
- Continue providing White goods and tires collection and disposal.
- Continue providing Demolition landfill services.

Expenditures by Function

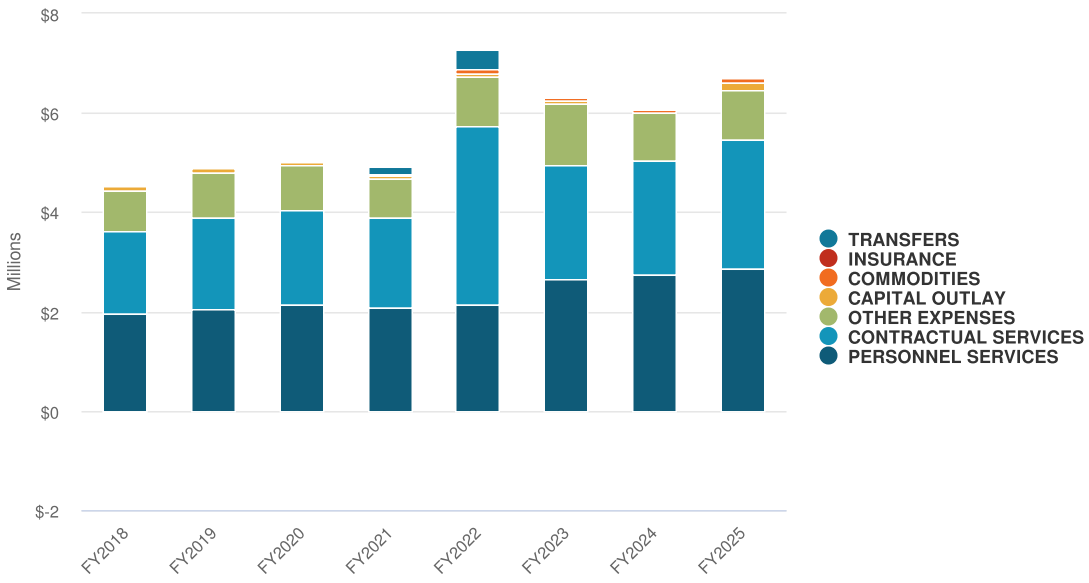
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
PUBLIC WORKS					
TRASH COLLECTION	$1,027,383	$1,247,221	$1,152,200	$1,491,900	29.5%
ORGANIC REFUSE COLLECTION	$3,036,326	$3,620,972	$3,652,700	$3,570,000	-2.3%
REFUSE DISPOSAL	$2,738,797	$1,359,975	$1,042,900	$1,395,900	33.8%
Total PUBLIC WORKS:	**$6,802,506**	**$6,228,168**	**$5,847,800**	**$6,457,800**	**10.4%**
OPERATING EXPENSE					
ADMINISTRATION	$13,137	$15,493	$11,800	$11,800	0%
OTHER EXPENSES	$71,815	$67,289	$228,800	$229,300	0.2%
Total OPERATING EXPENSE:	**$84,952**	**$82,782**	**$240,600**	**$241,100**	**0.2%**
NON OPERATING TRANSFERS					
RETAINED/CUR EARN APPN	$400,000	$0	$0	$0	0%
Total NON OPERATING TRANSFERS:	**$400,000**	**$0**	**$0**	**$0**	**0%**
Total Expenditures:	**$7,287,458**	**$6,310,951**	**$6,088,400**	**$6,698,900**	**10%**

Expenditures by Expense Type

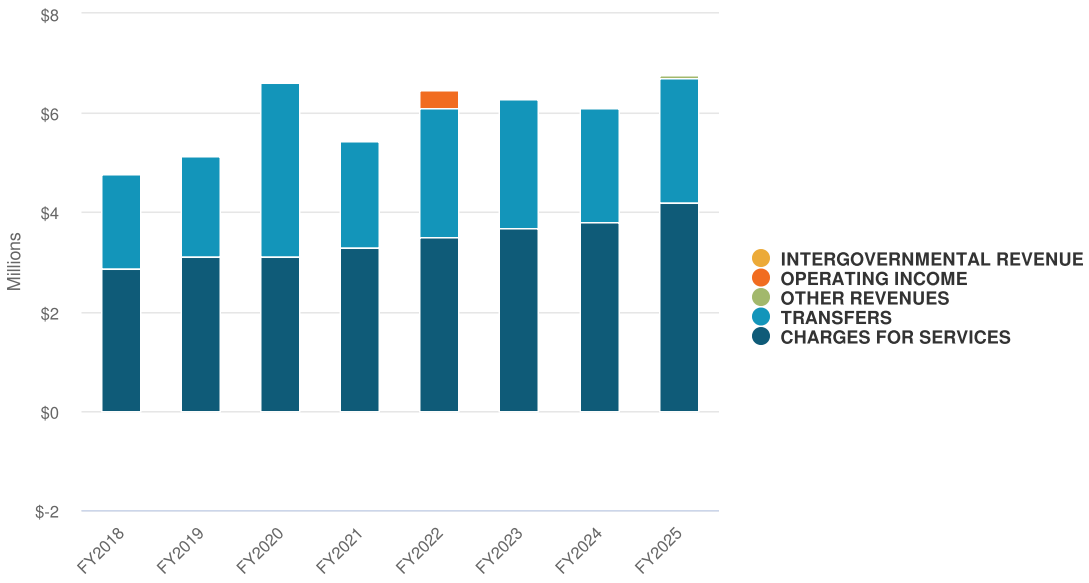
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$2,140,132	$2,643,347	$2,732,000	$2,874,500	5.2%
CONTRACTUAL SERVICES	$3,589,637	$2,305,504	$2,293,250	$2,598,400	13.3%
COMMODITIES	$94,563	$42,823	$68,400	$75,300	10.1%
OTHER EXPENSES	$1,001,910	$1,252,956	$986,100	$977,600	-0.9%
INSURANCE	$9,535	$10,010	$8,650	$8,100	-6.4%
TRANSFERS	$400,000	$0	$0	$0	0%
CAPITAL OUTLAY	$51,680	$56,310	$0	$165,000	N/A
Total Expense Objects:	**$7,287,458**	**$6,310,951**	**$6,088,400**	**$6,698,900**	**10%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



- **Refuse Collection Charges**: charges for service on small commercial establishments and charges for service on both small businesses and apartment complexes. Dumpster service is also provided to Kingsport City Schools and KHRA.
- **Backdoor Collection Charges:** charges for service to 94 customers. The current charge is $264 per year.
- **Landfill Tipping Fee**: charges for service, on a per-ton basis, for those that use the demolition landfill. The cost per ton is $60.00, and loads under 1,000 pounds cost $30.00.
- **General Fund Transfer**: transfer of general tax dollars to support solid waste services. The subsidy for FY 2022-2023 was 41%, with a projection of 37.5% for FY 2023-2024, and an estimated 37% for FY 2024-2025.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
CHARGES FOR SERVICES					
REFUSE COLLECTION CHARGES/REFUSE COLLECTION CHARGES	$0	-$1,265	$0	$0	0%
REFUSE COLLECTION CHARGES/INSIDE RESIDENT 1 CART	$1,698,902	$1,646,948	$1,750,000	$1,765,200	0.9%
REFUSE COLLECTION CHARGES/INSIDE RESIDENT AD CART	$88,658	$95,000	$100,000	$201,600	101.6%
REFUSE COLLECTION CHARGES/OUTSIDE RESIDENT 1 CART	$383,991	$449,967	$450,000	$569,200	26.5%
REFUSE COLLECTION CHARGES/OUTSIDE RESIDENT AD CART	$25,939	$29,618	$30,000	$32,900	9.7%
REFUSE COLLECTION CHARGES/COMMERICAL CART PICKUP	$137,968	$166,644	$160,000	$200,800	25.5%
REFUSE COLLECTION CHARGES/MOBILE HOME PARK CUSTOMER	$49,664	$56,996	$55,000	$57,500	4.5%
REFUSE COLLECTION CHARGES/DUMPSTER PICKUP	$191,380	$194,120	$213,000	$201,500	-5.4%
CONSTRUCTION WASTE MAT PU/CONSTRUCTION WASTE MAT PU	$10,284	$14,626	$10,000	$7,600	-24%
MT CARMEL COLLECTIONS/MT CARMEL COLLECTIONS	$163,125	$163,125	$241,400	$241,400	0%
SPECIAL PICK UP FEE/SPECIAL PICK UP FEE	$7,856	$8,154	$10,000	$9,700	-3%
TIRE DISPOSAL CHARGES/TIRE DISPOSAL CHARGES	$14,344	$17,705	$15,000	$12,800	-14.7%
BACK-DOOR COLLECTION FEES/BACK-DOOR COLLECTION FEES	$21,862	$24,804	$29,200	$26,400	-9.6%
RECYCLING PROCEEDS/RECYCLING PROCEEDS	$22,977	$13,197	$8,000	$15,300	91.3%
LANDFILL TIPPING FEE/LANDFILL TIPPING FEE	$614,381	$750,041	$677,200	$806,600	19.1%
ROLL OFF DUMPSTERS/RENTAL	$35,093	$36,802	$42,800	$39,200	-8.4%
ROLL OFF DUMPSTERS/TIPPING FEES	$13,497	$11,519	$12,300	$17,700	43.9%
GARBAGE CART FEE/GARBAGE CART FEE	$4,260	$3,900	$4,100	$0	-100%
Total CHARGES FOR SERVICES:	**$3,484,180**	**$3,681,901**	**$3,808,000**	**$4,205,400**	**10.4%**
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$577	$35,961	$25,000	$50,000	100%
INT LGIP/INT LGIP	$62	$1,111	$800	$600	-25%
Total OTHER REVENUES:	**$639**	**$37,072**	**$25,800**	**$50,600**	**96.1%**
OPERATING INCOME					
GAIN ON SALE OF EQUIPMENT/GAIN ON SALE OF EQUIPMENT	$367,788	$0	$0	$0	0%
Total OPERATING INCOME:	**$367,788**	**$0**	**$0**	**$0**	**0%**
TRANSFERS					
FROM GENERAL FUND/FROM GENERAL FUND	$2,600,000	$2,600,000	$2,300,000	$2,500,000	8.7%
Total TRANSFERS:	**$2,600,000**	**$2,600,000**	**$2,300,000**	**$2,500,000**	**8.7%**
Total Revenue Source:	**$6,452,607**	**$6,318,973**	**$6,133,800**	**$6,756,000**	**10.1%**

Trash Collection



Chris Coffey
Foreman

MISSION

To provide a clean and healthy environment through curbside residential yard waste, white goods and furniture collection to all households within the city.



Robotic arm safely picks up trash from curbside.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We strive to always keep the customer first and to build customer relations whenever possible.

GOAL #4: STRONG NEIGHBORHOODS & QUALITY DEVELOPMENT

- Include collections that are efficient and economical to new growth.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a clean and healthy environment.

GOAL #8: SUPERIOR QUALITY OF LIFE

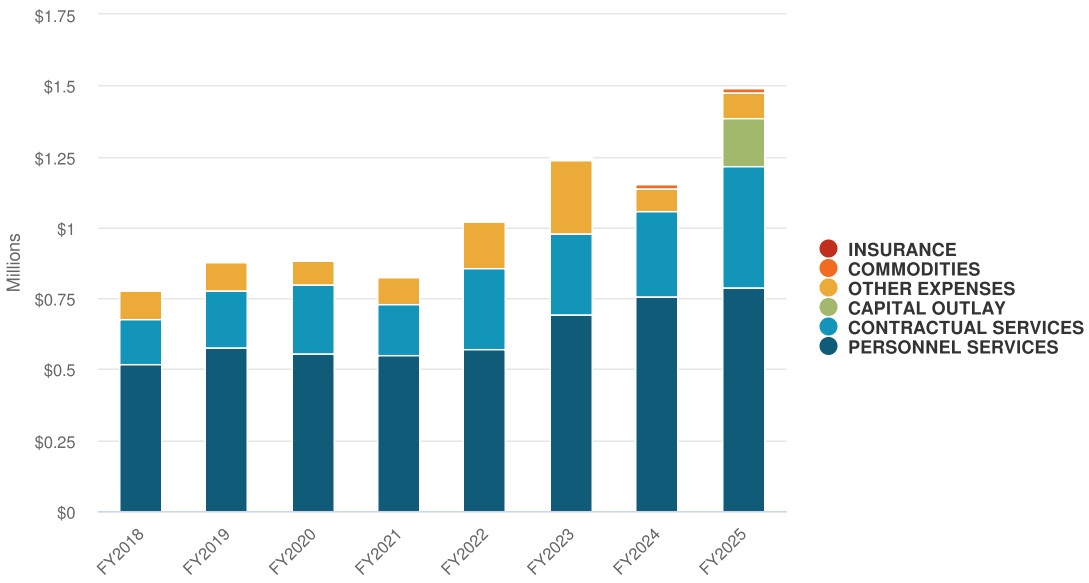
- We value environmentally friendly goals of the citizens and a community that cares for its citizens. We are committed to a clean and beautiful City of Kingsport

Strategic Performance

- Continued improvement of tracking and responding to service requests from citizens.
- Increase citizen understanding of the functions, practices, and procedures of Streets & Sanitation.
- Provide resources so employees can meet expectations.
- Strive to have zero preventable accidents each year.
- Continue to replace equipment at appropriate intervals to ensure maintenance costs are held to a minimum and down time does not affect production.
- Providing trash collection service to households within the city
- Every other week pick up on regular basis has given better service to residents while controlling cost.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$572,408	$692,604	$756,600	$789,700	4.4%
CONTRACTUAL SERVICES	$282,427	$287,472	$298,300	$428,800	43.7%
COMMODITIES	$6,762	$8,869	$15,800	$16,700	5.7%
OTHER EXPENSES	$163,472	$255,998	$79,500	$89,400	12.5%
INSURANCE	$2,313	$2,277	$2,000	$2,300	15%
CAPITAL OUTLAY				$165,000	N/A
Total Expense Objects:	**$1,027,383**	**$1,247,221**	**$1,152,200**	**$1,491,900**	**29.5%**

Personnel

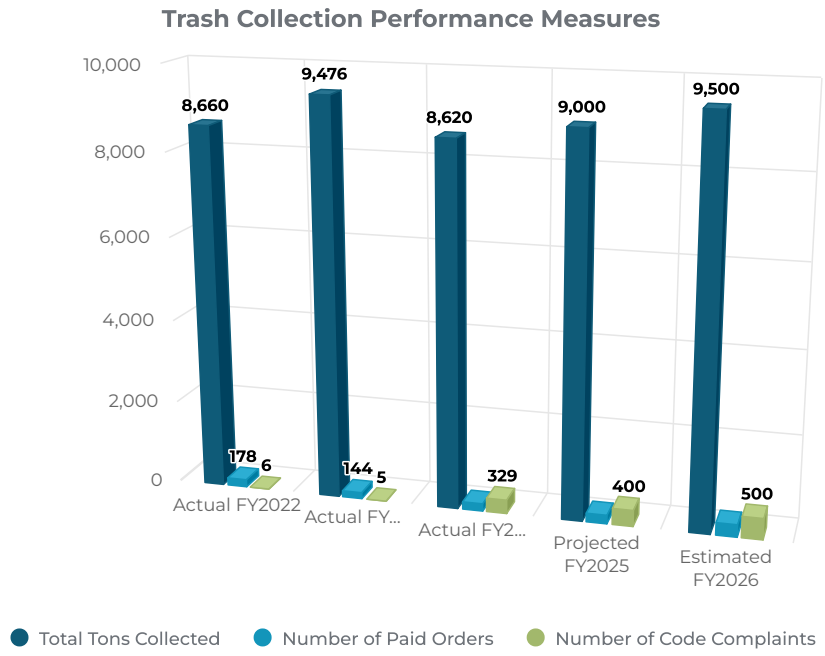
AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Trash Collection Foreman	$48,184	$70,017
1	1	Trash Collection Crew Leader	$42,883	$62,315
7	7	Trash Collection Equipment Op I	$38,166	$55,460

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
10	10	9	9	9

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Total tons collected	8,660	9,476	8,620	9,000	9,500
Number of paid orders	178	144	173	200	300
Number of code complaints	6	5	329	400	500

Organic Refuse Collection



Chris Bentley
Foreman

MISSION

To maintain a safe and healthy environment and community by providing weekly curbside collections of organic household refuse.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We strive to always keep the customer first and build customer relations whenever possible.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Include collections that are efficient and economical to new growth.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a safe, dependable and well-maintained infrastructure. We value a clean and healthy environment.

GOAL #8: SUPERIOR QUALITY OF LIFE

- We value a clean and beautiful City and region. We continue to maintain a clean, healthy urban environment by providing weekly garbage collection services.

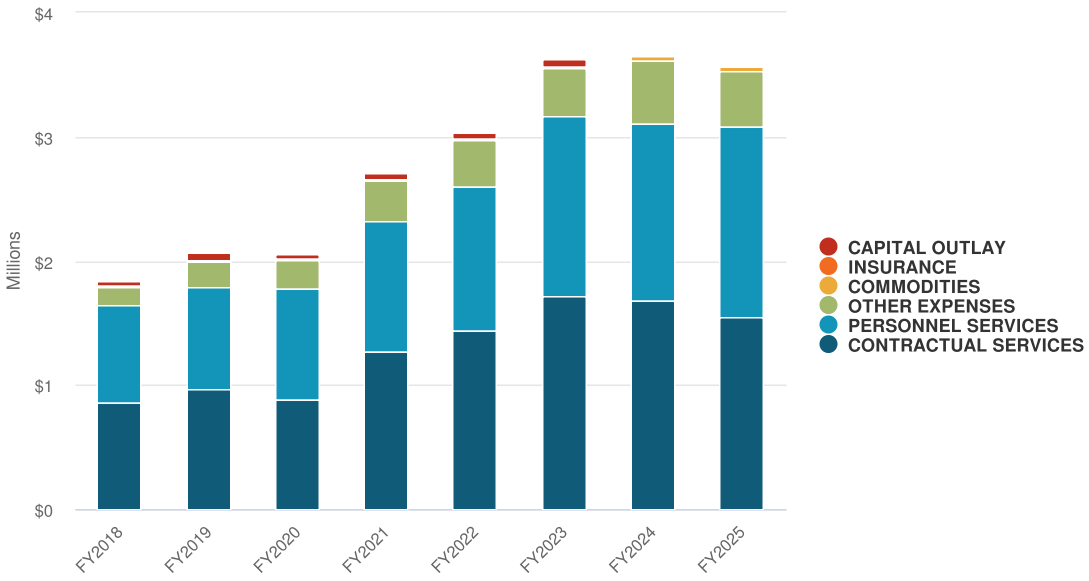


Strategic Performance

- Continue providing refuse collection to households within the city.
- Continue providing refuse collection to a few special needs customers for back door refuse collection.
- Continue providing assistance to the Streets Maintenance Division during weather emergencies and other special project needs.
- With the implementation of automated garbage collection, we continue to see savings of approximately $250,000 per year due to a smaller crew and fewer worker's compensation claims.
- Collection of Mt. Carmel garbage generates $163,125 in revenue per year.
- Continued improvement of tracking and responding to service requests from citizens.
- Increase citizen understanding of the function, practices, and procedures of Streets & Sanitation.
- Provide resources so employees can meet expectations.
- Strive to have zero preventable accidents each year.
- Continue to replace equipment at appropriate intervals to ensure maintenance costs are held to a minimum and downtime does not affect production.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,160,081	$1,443,303	$1,431,400	$1,531,100	7%
CONTRACTUAL SERVICES	$1,439,252	$1,717,759	$1,676,600	$1,547,600	-7.7%
COMMODITIES	$10,282	$11,429	$32,500	$33,000	1.5%
OTHER EXPENSES	$370,513	$387,712	$508,300	$454,700	-10.5%
INSURANCE	$4,519	$4,459	$3,900	$3,600	-7.7%
CAPITAL OUTLAY	$51,680	$56,310	$0	$0	0%
Total Expense Objects:	**$3,036,326**	**$3,620,972**	**$3,652,700**	**$3,570,000**	**-2.3%**

Personnel

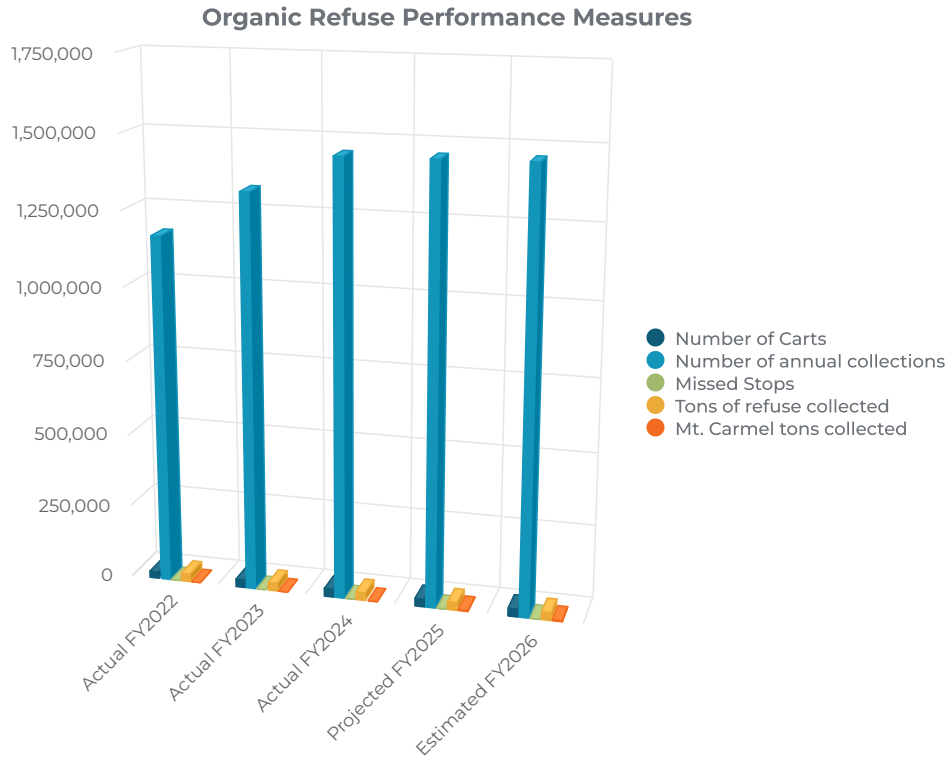
AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Sanitation Manager	$64,481	$93,699
1	1	Solid Waste Code Coordinator	$48,184	$70,017
1	1	Sanitation Foreman	$48,184	$70,017
1	1	Sanitation Crew Leader	$42,883	$62,315
1	1	Sanitation Equipment Operator II	$40,456	$58,788
10	10	Sanitation Equipment Operator I	$38,166	$55,460
4	4	Sanitation Maintenance Worker II	$33,968	$49,359
1	1	Sanitation Maintenance Worker I	$33,045	$46,565

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
19	19	20	20	20

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Number of carts	22,637	25,595	28,010	28,150	28,250
Number of annual collections	1,177,124	1,330,940	1,456,520	1,463,800	1,469,000
Missed stops	921	879	1,282	1,285	1,300
Tons of refuse collected	27,401	27,207	26,565	27,000	27,250
Mt. Carmel tons collected	2,058	2,022	2,223	2,250	2,250

**All numbers above are for Kingsport only, except the Mount Carmel tonnage.*

Demolition Landfill



Noah McMurray
Foreman

MISSION

To provide a Class IV demolition landfill that serves the needs of business, industry and private citizens.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We value a strong commitment to customer service in all aspects of municipal operations.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- To invest in our employees by providing training and education opportunities.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- We value quality, which includes development that is aesthetically pleasing and environmentally sensitive.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of public funds. We value maximizing the use of our limited resources in addressing the various needs of the City.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- We value a safe, dependable and well-maintained infrastructure and facilities that meet the current and future needs of our customers.

GOAL #8: SUPERIOR QUALITY OF LIFE

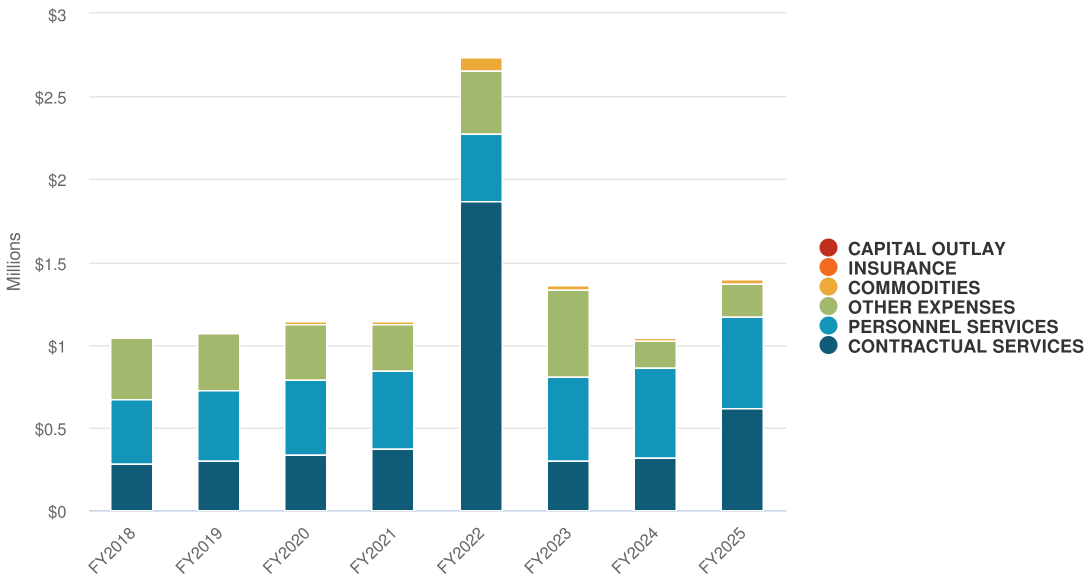
- We value a well-planned community that incorporates aesthetic urban design in its infrastructure and facilities.

Strategic Performance

- Mixing the compost and topsoil together has reduced expenses for the Public Works department by roughly $300,000 for 10.5 acres of landfill area to be closed out in 2012. In the last 20 years, the city has saved about $2,000,000 (compost/topsoil use) instead of buying topsoil from local contractors. Compost has also been offered for sale to the public. 132 buckets (3 ½ yds.) at $20 per bucket were sold for a total of $2,640.
- Since 2003, 1,370 tons of appliance/scrap metal have been recycled for $82,000 in revenue.
- Since 2007, 2.791 bales of hay were sold, generating $37,288 in revenue.
- Tire recycling started in 2009. Since then, 431 tons have been recycled, diverting it from the waste stream.
- Continued improvement of tracking and responding to service requests from citizens.
- Increase citizen understanding of the function, practices, and procedures of Streets & Sanitation.
- Provide resources so employees can meet expectations.
- Strive to have zero preventable accidents each year.
- Continue to replace equipment at appropriate intervals to ensure maintenance costs are held to a minimum and downtime does not affect production.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$407,643	$507,440	$544,000	$553,700	1.8%
CONTRACTUAL SERVICES	$1,867,958	$300,273	$318,350	$619,000	94.4%
COMMODITIES	$77,519	$22,526	$20,100	$25,600	27.4%
OTHER EXPENSES	$382,973	$526,464	$157,700	$195,400	23.9%
INSURANCE	$2,704	$3,273	$2,750	$2,200	-20%
Total Expense Objects:	**$2,738,797**	**$1,359,975**	**$1,042,900**	**$1,395,900**	**33.8%**

Personnel

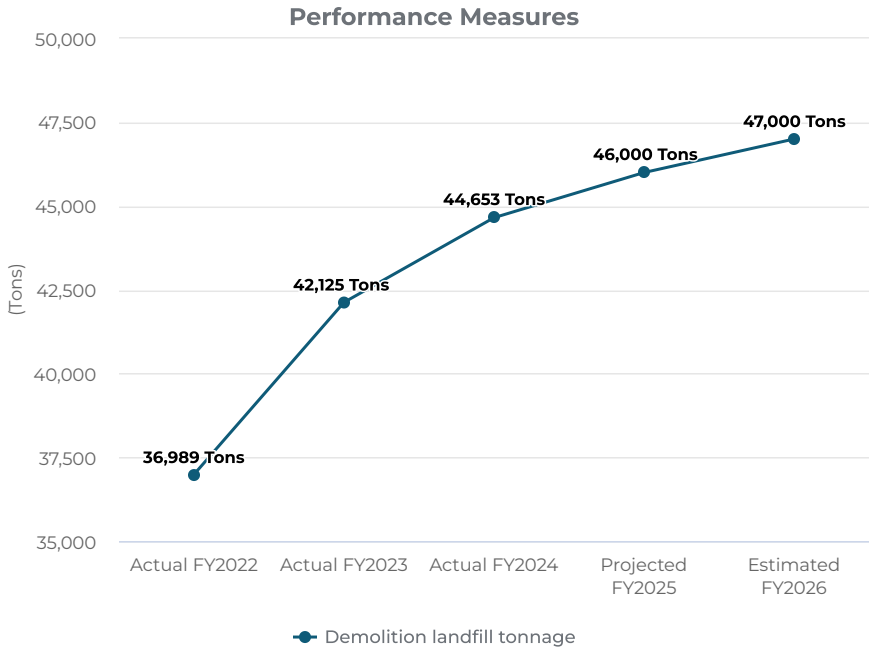
AUTHORIZED POSITIONS

FY 24-25	FY 25-26	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Landfill Foreman	$48,184	$70,017
1	1	Landfill Crew Leader	$42,883	$62,315
2	2	Landfill Equipment Operator II	$40,456	$58,788
1	1	Landfill Equipment Operator I	$38,166	$55,460
1	1	Landfill Weigh Station Clerk	$32,045	$46,565

HISTORY OF BUDGETED POSITIONS

FY 22-23	FY 23-24	FY 24-25	FY 25-26 REQUESTED	FY 25-26 APPROVED
6	6	6	6	6

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Demolition Landfill Tonnage	36,990	37,915	44,653	46,000	47,000

This service provides for the City's Class IV demolition landfill and costs associated with maintaining it in accordance with all applicable state and federal regulations. Personnel within this section also provide support to Public Works during weather emergencies and special events.

Recycling

MISSION

To protect the environment and preserve resources by offering citizens convenience centers located throughout the City.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We value always keeping the customer first and build customer relations whenever possible.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- We strive to provide collections that are efficient and economical to new growth.

GOAL #8: SUPERIOR QUALITY OF LIFE

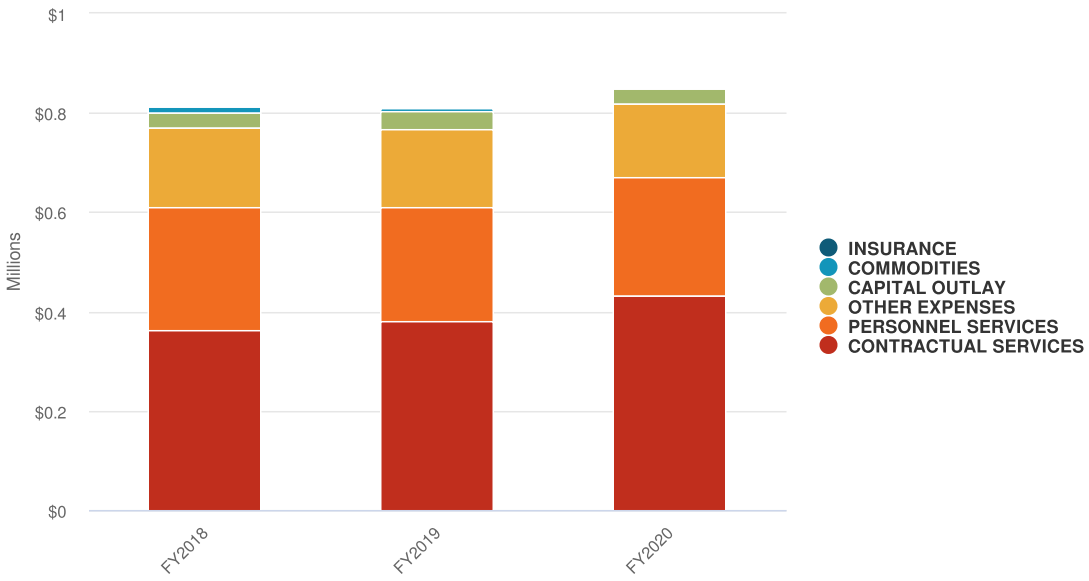
- We value a clean and beautiful City and region.



Expenditures by Expense Type

Due to the dramatic reduction in the revenue collected from recyclable materials, this department was consolidated with the Organic Refuse Collection division beginning in FY 2020-2021.

Budgeted and Historical Expenditures by Expense Type



Personnel

AUTHORIZED POSITIONS

FY 22-23	FY 23-24	CLASSIFICATION	MINIMUM	MAXIMUM
0	0	Foreman	$39,959	$59,938
0	0	Equipment Operator I	$31,216	$46,824

HISTORY OF BUDGETED POSITIONS

FY 20-21	FY 21-22	FY 22-23	FY 23-24 REQUESTED	FY 23-24 APPROVED
0	0	0	0	0

*This department was consolidated with the Organic Refuse Collection division beginning in FY 2021.

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	PROJECTED FY 22-23	ESTIMATED FY 23-24
Number of carts	13,562	13,562	13,562	13,562	13,562
Tons recycling collected	2,634	0	0	0	0

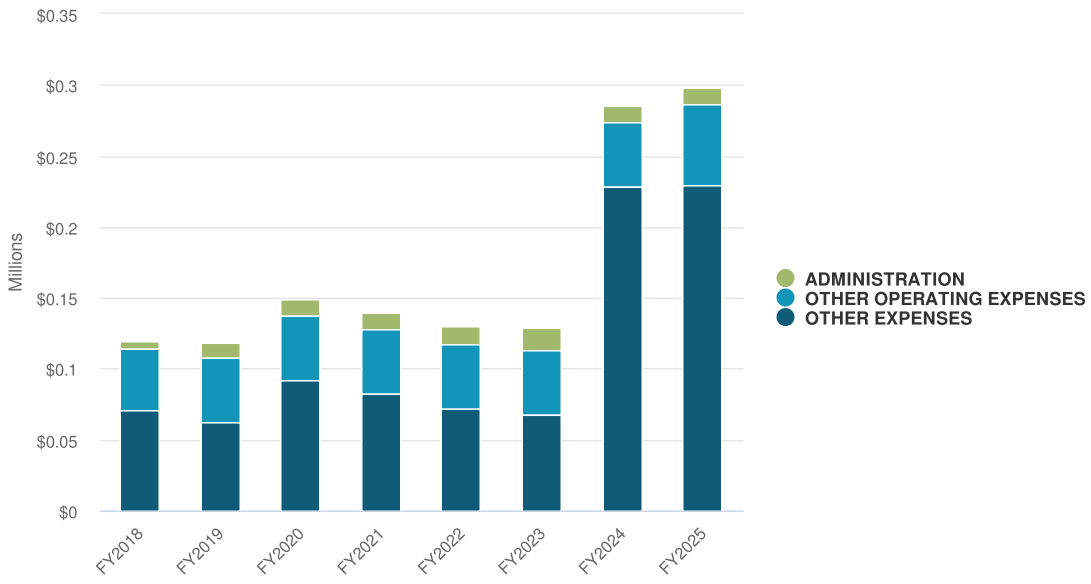
Solid Waste Non-Departmental

MISSION

To provide for Risk Management funding for solid waste operations and for the bond principal, interest and bank service charges for Solid Waste Fund.

Expenditures by Function

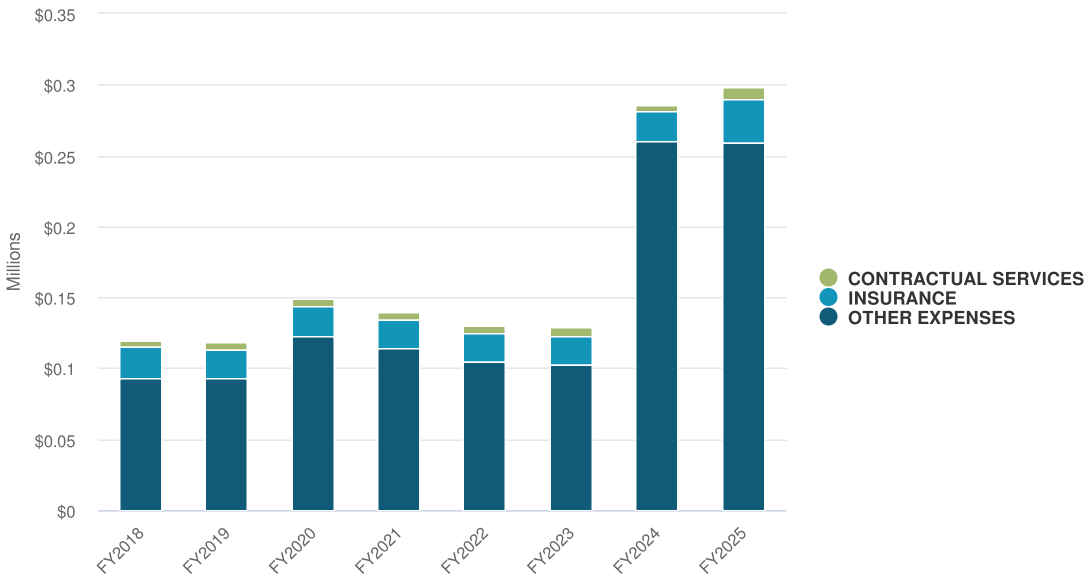
Budgeted and Historical Expenditures by Function



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
PUBLIC WORKS					
OTHER OPERATING EXPENSES	$45,609	$45,887	$45,400	$57,100	25.8%
Total PUBLIC WORKS:	**$45,609**	**$45,887**	**$45,400**	**$57,100**	**25.8%**
OPERATING EXPENSE					
ADMINISTRATION	$13,137	$15,493	$11,800	$11,800	0%
OTHER EXPENSES	$71,815	$67,289	$228,800	$229,300	0.2%
Total OPERATING EXPENSE:	**$84,952**	**$82,782**	**$240,600**	**$241,100**	**0.2%**
Total Expenditures:	**$130,561**	**$128,669**	**$286,000**	**$298,200**	**4.3%**

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



*415-5001 budgets money for Insurance OPEB. There are no personnel allocations for 415-4099 or 415-5010.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$5,360	$5,500	$5,000	$8,900	78%
OTHER EXPENSES	$104,701	$102,669	$260,500	$258,800	-0.7%
INSURANCE	$20,500	$20,500	$20,500	$30,500	48.8%
Total Expense Objects:	**$130,561**	**$128,669**	**$286,000**	**$298,200**	**4.3%**

Stormwater Management

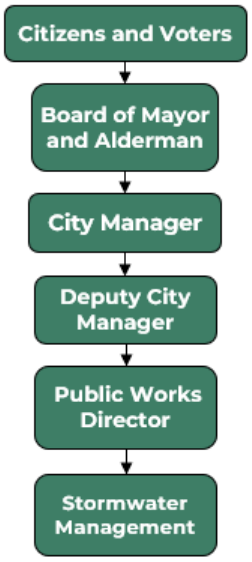
SUMMARY

The overall objective is to be in full compliance with the City's Municipal Separate Storm Sewer System (MS4) permit. The Stormwater Utility is tasked to improve the quality of waters of the State by implementing a stormwater management program. Elements of the program include public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site stormwater runoff control, permanent stormwater management, and pollution prevention and good housekeeping for municipal operations. In order to provide for the maintenance of existing and new infrastructure, the City has two crews for construction, cleaning and inspections.



Replacement of a failing culvert crossing on Bloomington Drive

Organizational Chart



Strategic Plan Implementation

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Multiple TDEC Level I and Level II Erosion Prevention and Sediment Control certifications.
- Member of the Tennessee Stormwater Association.
- Certified Floodplain Manager Certification (CFM).
- Qualified Hydrologic Professional certification (QHP).
- TDEC Qualified Local Program (QLP) designation.
- Biologist/water quality technician.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Use of grants funds wherever possible.
- Use of volunteers whenever possible.
- Use of existing and future partnerships.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

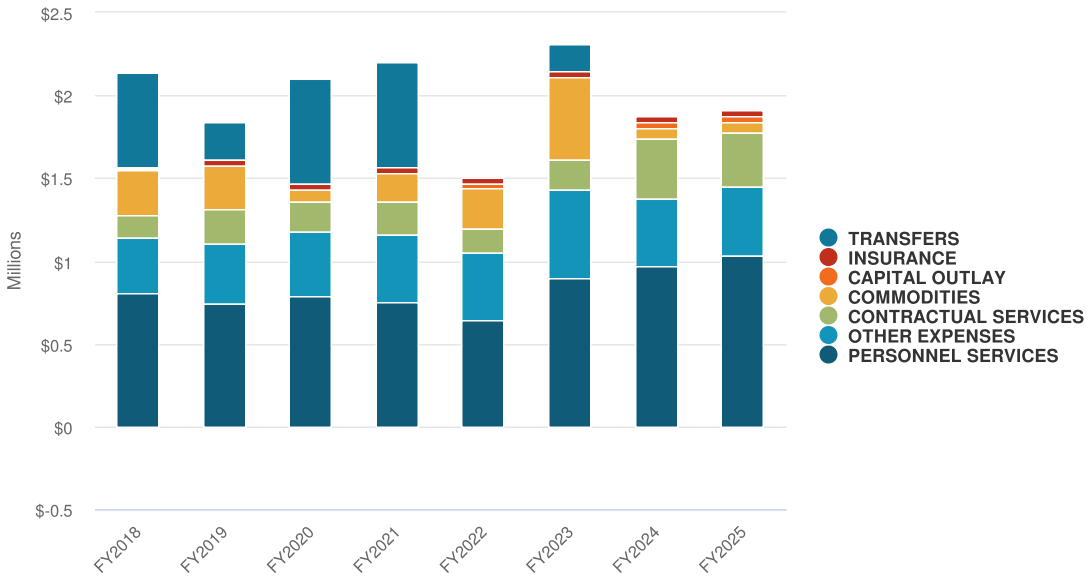
- Continued to identify deficiencies and subsequent improvement to the stormwater infrastructure.
- Continued implementation of capital improvement projects based on priority ranking.

GOAL #9: SAFE COMMUNITY

- Completed downtown drainage analysis.
- Minimize flooding and subsequent complaints.

Expenditures by Expense Type

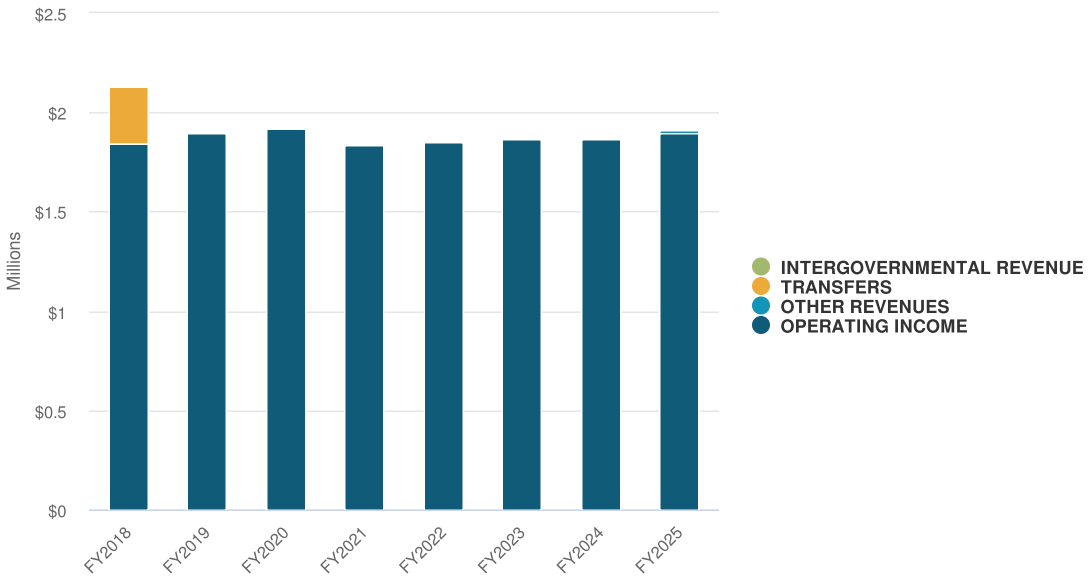
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$639,681	$893,527	$967,000	$1,028,500	6.4%
CONTRACTUAL SERVICES	$141,887	$184,625	$363,600	$330,200	-9.2%
COMMODITIES	$247,000	$499,979	$64,100	$64,100	0%
OTHER EXPENSES	$413,216	$532,507	$408,800	$415,800	1.7%
INSURANCE	$32,305	$32,377	$32,300	$31,600	-2.2%
TRANSFERS	-$2	$170,000	$0	$0	0%
CAPITAL OUTLAY	$26,374	$750	$37,600	$38,000	1.1%
Total Expense Objects:	**$1,500,461**	**$2,313,764**	**$1,873,400**	**$1,908,200**	**1.9%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$234	$10,082	$9,500	$15,000	57.9%
Total OTHER REVENUES:	**$234**	**$10,082**	**$9,500**	**$15,000**	**57.9%**
OPERATING INCOME					
STORM WATER FEES/STORM WATER FEES	$1,853,793	$1,864,577	$1,863,900	$1,893,200	1.6%
Total OPERATING INCOME:	**$1,853,793**	**$1,864,577**	**$1,863,900**	**$1,893,200**	**1.6%**
Total Revenue Source:	**$1,854,026**	**$1,874,658**	**$1,873,400**	**$1,908,200**	**1.9%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Stormwater Civil Engineer	$63,842	$92,771
1	1	Stormwater Foreman	$47,707	$69,324
1	1	Stormwater Quality Control Tech	$45,006	$65,400
2	2	Stormwater Crew Leader	$42,459	$61,698
1	1	Stormwater Vac/Pump Truck Operator	$40,055	$58,206
1	1	Equipment Operator I	$37,788	$54,911
1	1	Stormwater Utilities/Pipelayer II	$35,649	$51,803
3	3	Stormwater Utilities/Pipelayer I	$33,631	$48,871

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
11	11	11	11	11

Aquatic Center



Wendy Terrazas
Aquatic Manager

KINGSPORT
AQUATIC CENTER

MISSION

To provide a world-class **aquatic facility** that offers **recreation**, **educational programming**, and contributes to the **economic growth** of Kingsport.



SUMMARY

Kingsport Aquatic Center, owned and operated by the city, is a central hub for aquatic activities, combining competition and recreation. As the primary aquatic facility in the region, it reflects the city's commitment to diverse programs and services for residents. The center offers versatile spaces for events, including rental rooms for group gatherings. Rental spaces showcase adaptability for various occasions. The warm water therapy pool serves various purposes, accommodating therapy sessions, swim lessons, and water aerobics for community well-being. For aquatic fun, there are play features, a climbing wall, water slides, a lazy river, and an outdoor lap and soaking pool. Cabanas and a pavilion offer leisure and socializing, and a concession stand provides refreshments. Community education is a focus, with swimming lessons, water safety courses, and water fitness classes. The center hosts swim teams and special events, contributing to the economic prosperity of Kingsport. A flexible fee structure, including day passes and memberships, ensures accessibility for everyone, with group visit discounts available. The Kingsport Aquatic Center stands as a dynamic community asset, fostering aquatic enjoyment for all ages and interests.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- To provide an accessible, state of the art aquatic facility to enhance the quality of life of the citizens

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- American Red Cross certified lifeguards and swim instructors with monthly and annual training and recertifications.
- Exceeding the Tennessee State Health Department Requirements by ensuring one Certified Pool Operator is on duty during operations

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Enhance local businesses with revenue by providing a venue for hosting aquatic competitions and recreation
- Expansion of the tax base through increased tourism
- The state-of-the-art facility is an attractor for business relocation to the Kingsport area.

GOAL #8: SUPERIOR QUALITY OF LIFE

- A variety of aquatic features and amenities allow for an experience unmatched by other local municipalities.

GOAL #9: SAFE COMMUNITY

- Provide highly trained lifeguards in the supervision of aquatic activities
- Provide superior quality swimming lessons to educate the community on how to be safe in, on and around the water.

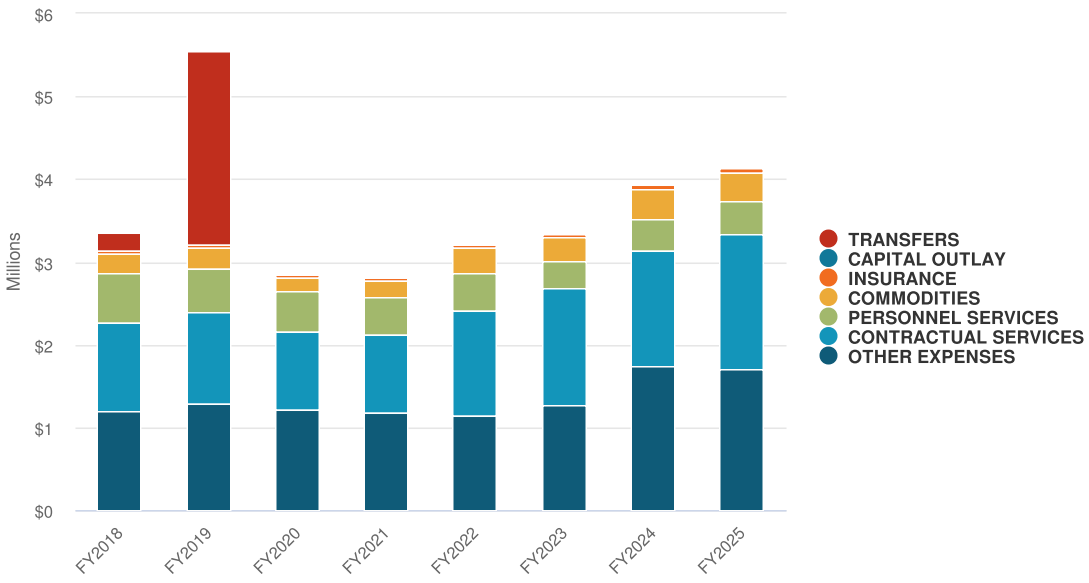






Expenditures by Expense Type

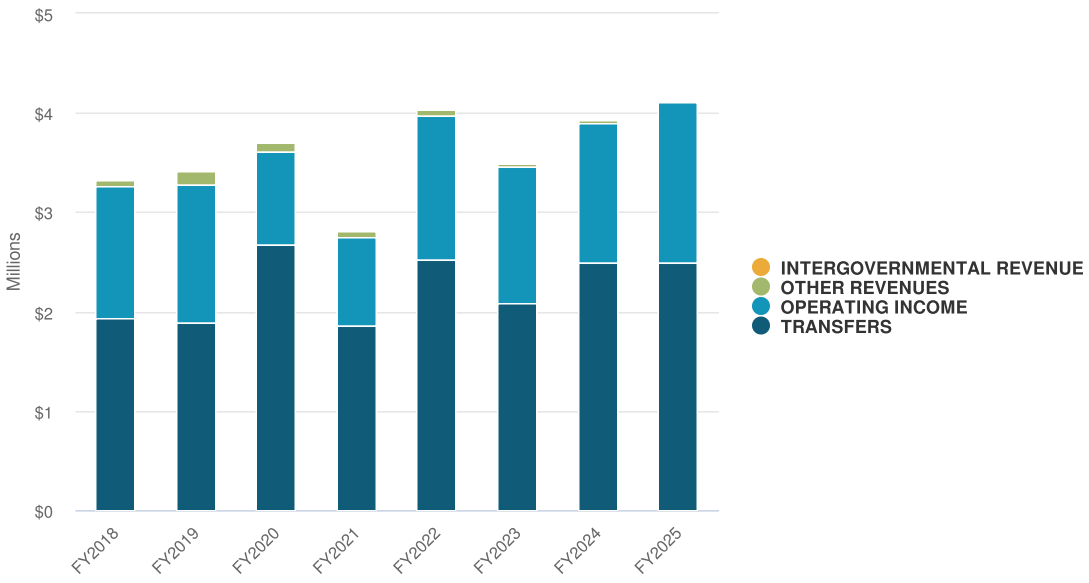
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$452,031	$326,057	$375,000	$403,300	7.5%
CONTRACTUAL SERVICES	$1,277,993	$1,402,867	$1,404,200	$1,622,900	15.6%
COMMODITIES	$302,529	$293,704	$374,600	$352,400	-5.9%
OTHER EXPENSES	$1,139,136	$1,271,665	$1,733,700	$1,707,700	-1.5%
INSURANCE	$40,380	$42,309	$42,500	$42,400	-0.2%
Total Expense Objects:	**$3,212,069**	**$3,336,602**	**$3,930,000**	**$4,128,700**	**5.1%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$151	$1,202	$500	$2,000	300%
INT LGIP/INT LGIP	$177	$3,207	$2,500	$3,000	20%
FROM CORPORATIONS/FROM CORPORATIONS	$56,458	$21,552	$20,000	$16,000	-20%
VENDING MACHINE REVENUE/VENDING MACHINE REVENUE	$1,628	$2,083	$2,000	$2,400	20%
MISCELLANEOUS/MISCELLANEOUS	$2,240	$4,681	$2,600	$2,900	11.5%
Total OTHER REVENUES:	**$60,654**	**$32,725**	**$27,600**	**$26,300**	**-4.7%**
OPERATING INCOME					
AQUATICS CENTER/YMCA MEMBERS	$193,678	$225,697	$210,600	$242,800	15.3%
AQUATICS CENTER/GATE RECEIPTS	$515,816	$407,344	$443,900	$513,100	15.6%
AQUATICS CENTER/ANNUAL MEMBERSHIPS	$82,217	$87,766	$90,800	$105,900	16.6%
AQUATICS CENTER/SEASON PASSES	$51,140	$54,854	$62,600	$51,500	-17.7%
AQUATICS CENTER/RENTALS	$153,141	$139,406	$143,600	$146,000	1.7%
AQUATICS CENTER/PROGRAM EVENTS	$107,173	$132,454	$121,000	$102,600	-15.2%
AQUATICS CENTER/CONCESSION RECEIPTS	$240,954	$192,788	$199,300	$223,300	12%
AQUATICS CENTER/YMCA REIMBURSEMENTS	$101,541	$128,096	$127,800	$213,500	67.1%
AQUATICS CENTER/MISCELLANEOUS	$1,887	$4,622	$2,800	$3,700	32.1%
Total OPERATING INCOME:	**$1,447,546**	**$1,373,028**	**$1,402,400**	**$1,602,400**	**14.3%**

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
TRANSFERS					
FROM GENERAL FUND/FROM GENERAL FUND	$200,000	$0	$0	$0	0%
FROM REGIONAL SALES TAX/FROM REGIONAL SALES TAX	$2,063,030	$1,817,725	$2,500,000	$2,500,000	0%
VISITORS ENHANCEMENT FUND/VISITORS ENHANCEMENT FUND	$264,081	$263,681	$0	$0	0%
Total TRANSFERS:	**$2,527,112**	**$2,081,406**	**$2,500,000**	**$2,500,000**	**0%**
Total Revenue Source:	**$4,035,312**	**$3,487,159**	**$3,930,000**	**$4,128,700**	**5.1%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Aquatic Manager	$63,842	$92,771
1	1	Assistant Aquatic Manager	$53,603	$77,892
1	1	Aquatic Program Coordinator	$47,707	$69,324
1	1	Aquatic Facility Operations Supervisor	$40,055	$58,206
1	1	Aquatic Shift Leader	$37,788	$54,911
1	1	Aquatic Guest Services/Admin Support	$35,649	$51,803
6	6	Head Life Guard (PT)	$12.00/hr.	$13.00/hr.
40	40	Life Guard (PT)	$10.50/hr.	$12.00/hr.
6	6	Gate Attendant (PT)	$10.00/hr.	$12.00/hr.
4	4	Aquatic Attendants (PT)	$9.50/hr.	$11.00/hr.
3	3	Water Safety Instructors (PT)	$12.00/hr.	$13.00/hr.

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
67	65	65	65	65

Meadowview Convention Center

MISSION

To provide a world class conference and convention center for the region. To be recognized as the standard for an operating team that produces outstanding services for owner and customer alike within a balanced set of mutually shared values.



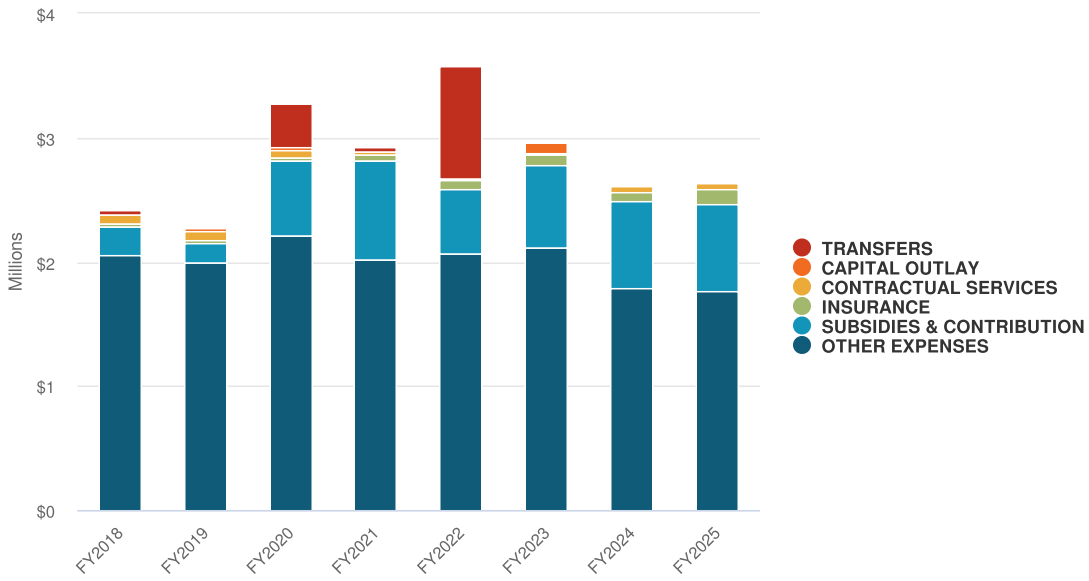
Meadowview Conference Resort and Convention Center - Kingsport, TN

SUMMARY

Meadowview Convention and Conference Center is a city-owned facility operated via contract with the Marriott Corporation. The Center requires operating contributions from the Regional Sales Tax Fund for the payment of annual debt service and operations subsidy and from the General Fund for operations subsidies.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

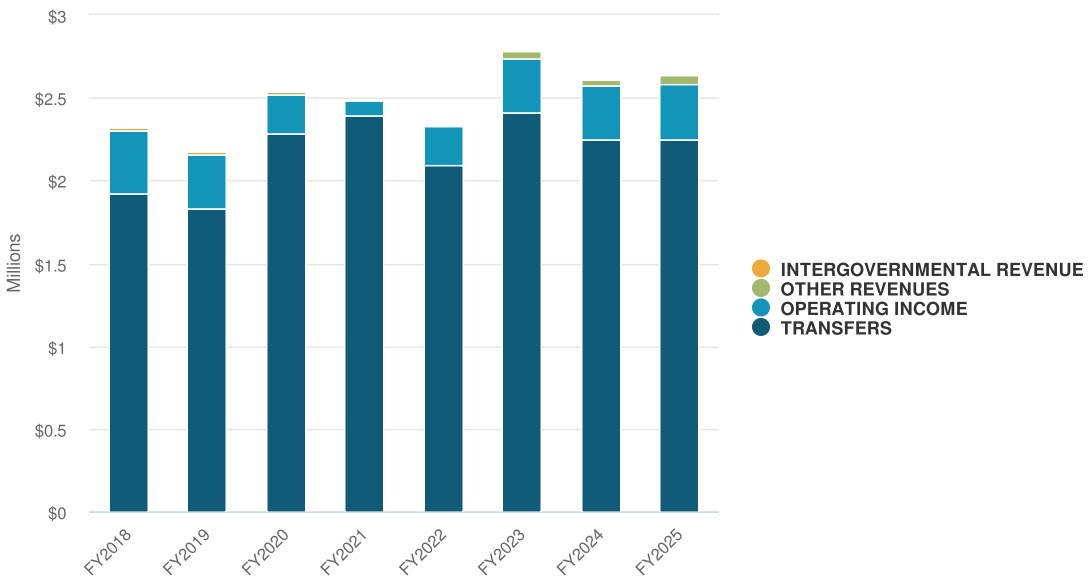


Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES					
CONTRACTUAL SERVICES/PROFESSIONAL/CONSULTANT	$0	$0	$19,900	$19,900	0%
CONTRACTUAL SERVICES/ACCOUNTING AND AUDITING	$5,360	$5,500	$5,500	$5,500	0%
CONTRACTUAL SERVICES/MACHINERY/EQUIP RENTAL	$9,925	$12,327	$23,800	$28,800	21%
Total CONTRACTUAL SERVICES:	**$15,285**	**$17,827**	**$49,200**	**$54,200**	**10.2%**
OTHER EXPENSES					
OTHER EXPENSES/BASE MANAGEMENT FEE	$158,142	$158,797	$158,000	$168,800	6.8%
OTHER EXPENSES/TAXES AND PERMITS	$414	-$3,154	$0	$0	0%
OTHER EXPENSES/TRADEMARK RENEWAL	$0	$0	$3,000	$0	-100%
OTHER EXPENSES/DEPRECIATION	$1,485,087	$1,472,457	$0	$0	0%
OTHER EXPENSES/BOND PRINCIPAL	$0	$0	$1,155,200	$1,199,900	3.9%
OTHER EXPENSES/BOND INTEREST	$351,788	$317,346	$336,100	$288,900	-14%
OTHER EXPENSES/BANK SERVICE CHARGES	$516	$539	$900	$900	0%
OTHER EXPENSES/BOND ISSUE COST	$9,443	$0	$0	$0	0%
OTHER EXPENSES/FURN/FIXTURES & EQPT FEES	$62,249	$162,878	$140,000	$105,300	-24.8%
Total OTHER EXPENSES:	**$2,067,640**	**$2,108,863**	**$1,793,200**	**$1,763,800**	**-1.6%**
INSURANCE					
INSURANCE/BUILDINGS	$69,947	$78,664	$70,000	$116,400	66.3%
Total INSURANCE:	**$69,947**	**$78,664**	**$70,000**	**$116,400**	**66.3%**
TRANSFERS					

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
BOND FUND TRANSFER/GO BONDS SERIES 2021	$902,133	$0	$0	$0	0%
Total TRANSFERS:	**$902,133**	**$0**	**$0**	**$0**	**0%**
SUBSIDIES & CONTRIBUTION					
SUBSIDIES & CONTRIBUTION/MEADOWVIEW CONFERENCE CTR	$518,587	$673,425	$700,000	$700,000	0%
Total SUBSIDIES & CONTRIBUTION:	**$518,587**	**$673,425**	**$700,000**	**$700,000**	**0%**
CAPITAL OUTLAY					
CAPITAL OUTLAY/IMPROVEMENTS	$4,988	$79,023	$0	$0	0%
Total CAPITAL OUTLAY:	**$4,988**	**$79,023**	**$0**	**$0**	**0%**
Total Expense Objects:	**$3,578,580**	**$2,957,802**	**$2,612,400**	**$2,634,400**	**0.8%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



- **Room Surcharge** is a percentage of gross room revenues generated by the Hotel for consideration of the facility easements granted by the City to the hotel. The percentage rate applicable in the 7th and subsequent years is 2%. This revenue source is expected to gradually trend upward.
- **Investments** represent earnings on cash on hand and investments.
- **Transfer from Regional Sales Tax Fund** provides funding for debt service payments and operating contribution and is funded via the $0.0025 regional sales tax. This revenue source is economy dependent. From FF&E represents the percentage of gross revenues that is to be held for FF&E needs by the facility.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$1,001.04	$10,173.21	$10,200.00	$10,200.00	0%
INT LGIP/FF&E SINKING FUND	$1,183.62	$22,920.56	$21,900.00	$30,000.00	37%
INT LGIP/GENERAL OBLIGATION BONDS	$678.08	$7,780.29	$7,800.00	$8,000.00	2.6%
INT LGIP/LOST REV & TAX BONDS	$2.70	$73.72	$0.00	$0.00	0%
Total OTHER REVENUES:	**$2,865.44**	**$40,947.78**	**$39,900.00**	**$48,200.00**	**20.8%**
OPERATING INCOME					
FEES/FURN/FIXTURES & EQPT FEES	$62,249.00	$162,878.00	$151,900.00	$165,600.00	9%
FEES/ROOM SURCHARGE	$170,026.57	$163,348.00	$170,600.00	$170,600.00	0%
Total OPERATING INCOME:	**$232,275.57**	**$326,226.00**	**$322,500.00**	**$336,200.00**	**4.2%**
TRANSFERS					
FROM REGIONAL SALES TAX/FROM REGIONAL SALES TAX	$2,096,694.53	$2,413,354.85	$2,250,000.00	$2,250,000.00	0%
Total TRANSFERS:	**$2,096,694.53**	**$2,413,354.85**	**$2,250,000.00**	**$2,250,000.00**	**0%**
Total Revenue Source:	**$2,331,835.54**	**$2,780,528.63**	**$2,612,400.00**	**$2,634,400.00**	**0.8%**

Cattails Golf Course

MISSION

To provide a quality golf facility that continues to maintain a leadership position in service delivery and product quality, along with a sound economic return on the City's investment.

Cattails at MeadowView is a par-71 championship course, designed by Dennis Griffith, opened July 1, 1998. Cattails has already positioned itself as the finest daily fee golf product in the Tri-Cities. As the only municipal golf course managed by Marriott Golf, Director of Golf, Pete DeBraal and his staff take great pride in making a resort golf experience available at an affordable price.



Cattails Golf Course - Kingsport, TN

SUMMARY

Cattails is a municipal golf course that also services the MeadowView Resort Conference and Convention Center. The City contracts with Marriott Corporation for the management of the golf course. Operating revenues are not sufficient to cover the cost of the facility less debt service and depreciation, thus transfers from the general fund were required for prior years. Beginning in FY04, the debt service was funded from the Regional Sales Tax Fund.

Strategic Plan Implementation

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

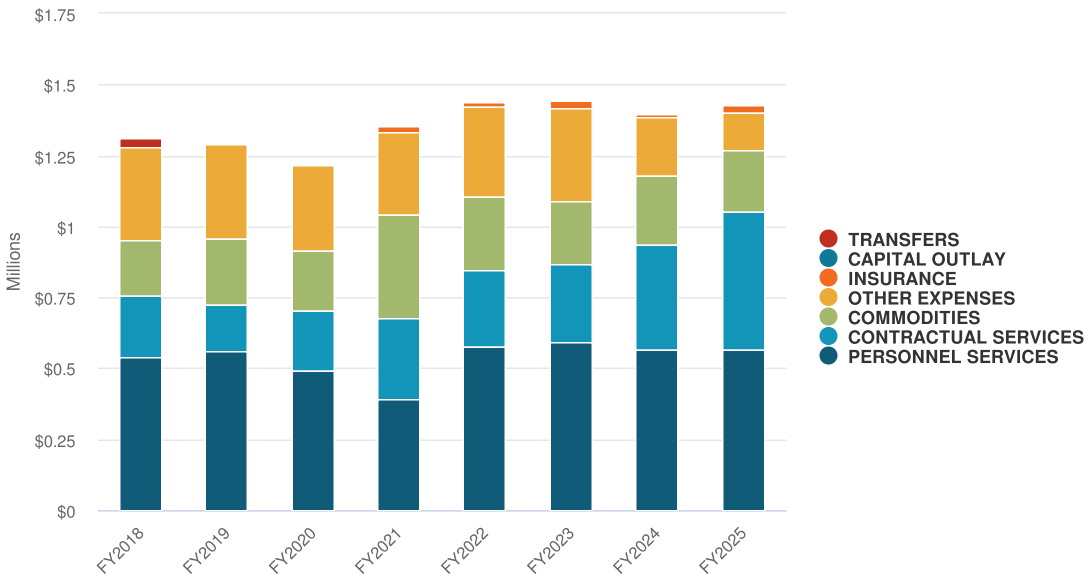
- Increase tourism and conventions as an economic development driver.

GOAL #8: SUPERIOR QUALITY OF LIFE

- To provide a well-planned and aesthetically designed community that offers a wide variety of cultural and recreational opportunities and encourages citizen involvement in community affairs.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

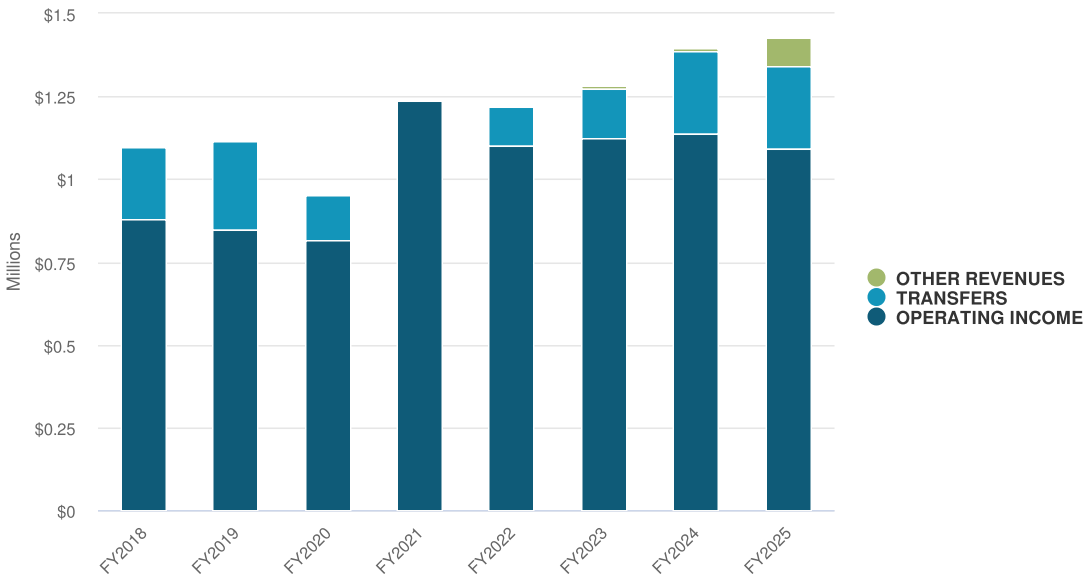


*An accounting change was made during Fiscal Year 08 in reporting revenue and expenses for Cattails based on the auditor's recommendations. In the past, only the revenue and expenses that were paid by the City were recorded on the system. Now all revenue and expenses are recorded including the amount that Cattails pays.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$575,833	$590,555	$566,750	$566,750	0%
CONTRACTUAL SERVICES	$272,592	$278,706	$371,450	$484,200	30.4%
COMMODITIES	$255,555	$218,048	$241,550	$219,350	-9.2%
OTHER EXPENSES	$316,377	$329,745	$205,650	$130,600	-36.5%
INSURANCE	$17,895	$27,375	$11,500	$27,000	134.8%
Total Expense Objects:	**$1,438,251**	**$1,444,430**	**$1,396,900**	**$1,427,900**	**2.2%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



- **Commission** represents net operating revenues from operations of the golf course.
- **FF&E** represents a percentage of net earnings that is reserved for future improvements to the facility.
- **Investments** represent earnings on cash-on-hand and reserves.
- **Transfer from General Fund** represents the net amount to fund debt service.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$17	$158	$200	$500	150%
INT LGIP/FF&E SINKING FUND	$7	$104	$100	$100	0%
INT LGIP/GENERAL OBLIGATION BONDS	$520	$10,115	$10,000	$10,000	0%
MISCELLANEOUS / MISCELLANEOUS				$76,000	N/A
Total OTHER REVENUES:	**$543**	**$10,377**	**$10,300**	**$86,600**	**740.8%**
OPERATING INCOME					
SALES AND FEES/CLOTHING SALES	$80,809	$59,400	$73,700	$0	-100%
SALES AND FEES/EQUIPMENT SALES	$70,695	$58,214	$63,200	$53,600	-15.2%
SALES AND FEES/CLUB RENTAL	$10,295	$10,284	$9,800	$10,200	4.1%
SALES AND FEES/CART RENTAL	$93,866	$88,321	$84,000	$100,000	19%
SALES AND FEES/GREEN FEES	$672,191	$707,180	$705,500	$725,000	2.8%
SALES AND FEES/CARD SALES	$77,697	$72,541	$81,800	$72,100	-11.9%
SALES AND FEES/MISC SALES	-$927	$7,956	$5,600	$9,100	62.5%
SALES AND FEES/FOOD & BEVERAGE SALES	$81,115	$83,546	$84,200	$87,200	3.6%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
GAIN ON SALE OF EQUIPMENT/GAIN ON SALE OF EQUIPMENT	$0	$2,750	$0	$0	0%
FEES/FURN FIXTURES & EQUIP	$14,712	$33,173	$28,800	$34,100	18.4%
Total OPERATING INCOME:	**$1,100,453**	**$1,123,365**	**$1,136,600**	**$1,091,300**	**-4%**
TRANSFERS					
FROM REGIONAL SALES TAX/FROM REGIONAL SALES TAX	$116,547	$149,344	$250,000	$250,000	0%
Total TRANSFERS:	**$116,547**	**$149,344**	**$250,000**	**$250,000**	**0%**
Total Revenue Source:	**$1,217,544**	**$1,283,086**	**$1,396,900**	**$1,427,900**	**2.2%**

Internal Service Funds

Internal Service funds are used to account for activities that provide services to all the City's departments.

- **Fleet Fund—511:** accounts for the revenues and expenditures necessary to provide for the maintenance, replacement and expansion of the municipal fleet.
- **Risk Management Fund—615:** accounts for the revenues and expenditures for the City's risk management department, various insurance pools' costs and claims accounting.
- **Health Insurance Fund—625:** accounts for the revenues and expenditures of the City's self-insured employee health insurance fund.
- **Retirees Health Insurance Fund – 626**: accounts for the revenues and expenditures for the City's self-insured retiree health insurance fund.

Summary information may be found under the **Internal Service Funds Summary**

Fleet Maintenance

Steve Leonard
Fleet Maintenance Manager

MISSION

To provide support and services maintaining, repairing and replacing vehicles and equipment for all City departments and agencies in a safe, timely, and efficient manner.

SUMMARY

Fleet owns, repairs and maintains all vehicles and equipment for the City, including the public schools. Rental, maintenance, and insurance charges are levied to all user departments as a means of financing operations. Funds are accrued in a Fleet Reserve Account that provides for the replacement of vehicles and equipment on a scheduled basis.

The Fleet Manager routinely benchmarks against private sector and other municipal fleet operations. It is significant to note that the City's operations compare very favorably to other operations. Additionally, training is given a very high priority, and it is with pride that we note that 54% of our technicians are certified.



The Fleet Department keeps our emergency vehicles in top condition

Fleet Maintenance

KEY ISSUES

The City of Kingsport's Fleet Operations and Maintenance Department faces many of the same strategic challenges that face other fleets in private industry and business. Some of the strategic challenges that face our fleet are as follows:

- Introduction of Hybrid and EV vehicles. With the ever increasing emission standards, fleets are now more than ever to look at these types of solutions to meet the demands. The city of Kingsport will be introducing its first all-electric truck in 2024. We are hoping this will be a beneficial and positive move with being in a controlled environment for future purchases. With this change, will come rising training costs as we train our technicians to work on electric vehicles.

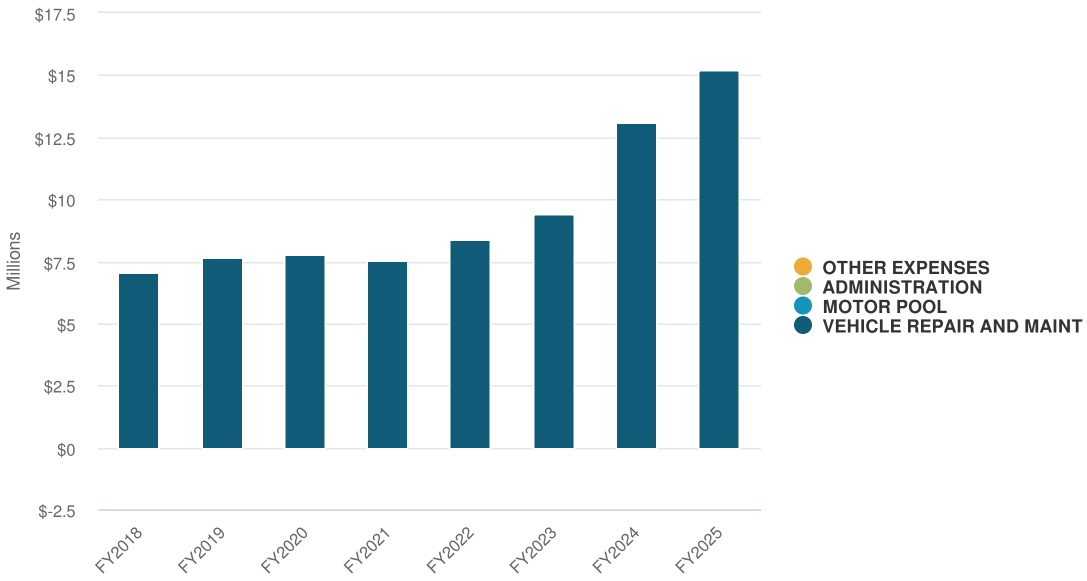
- Supply chain disruption. The pandemic and auto worker strikes has caused a slowdown of manufacturing and delivery of products across all industries. This has increased lead times for necessary parts needed for vehicle repairs, which has impacted overall efficiency and lead to longer vehicle down times. This slowdown has also created a shortage of parts and materials resulting in higher pricing of goods and services.

- Increasing cost of replacement/repair parts and components. Manufacturers have over time been "modularizing" parts based upon vehicle systems such as ignition, fuel, etc. This "modularization" process has in effect caused a resulting rise in the overall cost of repair parts. Costs have been further ticking up over the last few years due to supply chain disruptions and inflation.

- Rising personnel related costs. Ever increasing personnel costs such as health care, wages, and other benefits causes us to continually seek and avail ourselves of equipment efficiency and staff effectiveness opportunities.

Expenditures by Function

Budgeted and Historical Expenditures by Function



FLEET FUND: OPERATING AND VEHICLE REPAIR AND REPLACEMENT:

This service function provides for the backbone of the fleet operations. It is through this expenditure center that all repairs to and replacement of all vehicles and equipment are made. Benchmarks for private sector facilities and other cities are very favorable.

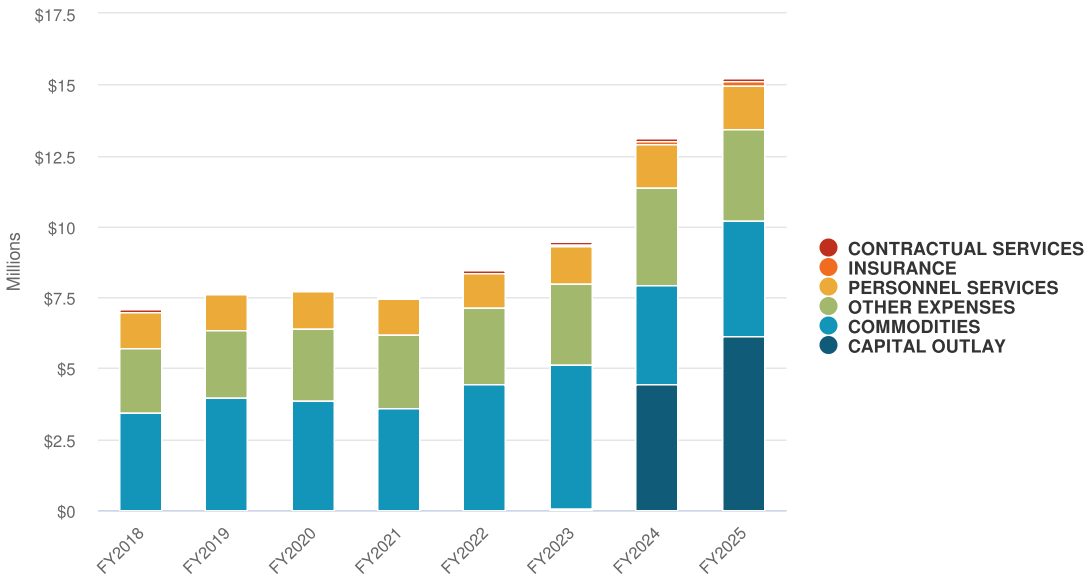
FLEET FUND: MOTOR POOL:

This service function provides for the rental of cars to the various departments on an as-needed basis. There are no positions allocated to this function.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
OPERATING EXPENSE					
ADMINISTRATION					
CONTRACTUAL SERVICES	$0	$8,834	$0	$0	0%
COMMODITIES	$34,613	$0	$0	$0	0%
OTHER EXPENSES	$8,063	$8,867	$8,000	$9,000	12.5%
Total ADMINISTRATION:	**$42,676**	**$17,701**	**$8,000**	**$9,000**	**12.5%**
VEHICLE REPAIR AND MAINT					
PERSONNEL SERVICES	$1,197,655	$1,357,672	$1,515,800	$1,515,800	0%
CONTRACTUAL SERVICES	$69,303	$90,230	$95,300	$99,800	4.7%
COMMODITIES	$4,420,036	$5,113,859	$3,509,800	$4,041,400	15.1%
OTHER EXPENSES	$2,676,375	$2,785,514	$3,392,700	$3,230,468	-4.8%
INSURANCE	$15,487	$15,815	$142,200	$143,565	1%
CAPITAL OUTLAY	$0	$37,175	$4,443,000	$6,147,251	38.4%
Total VEHICLE REPAIR AND MAINT:	**$8,378,855**	**$9,400,264**	**$13,098,800**	**$15,178,284**	**15.9%**
MOTOR POOL					
CONTRACTUAL SERVICES	$6,188	$9,193	$13,000	$9,500	-26.9%
OTHER EXPENSES	$11,463	$11,463	$6,000	$11,700	95%
INSURANCE	$712	$712	$1,000	$1,000	0%
Total MOTOR POOL:	**$18,362**	**$21,367**	**$20,000**	**$22,200**	**11%**
OTHER EXPENSES					
COMMODITIES	$5,004	$1,729	$0	$0	0%
Total OTHER EXPENSES:	**$5,004**	**$1,729**	**$0**	**$0**	**0%**
Total OPERATING EXPENSE:	**$8,444,898**	**$9,441,061**	**$13,126,800**	**$15,209,484**	**15.9%**
Total Expenditures:	**$8,444,898**	**$9,441,061**	**$13,126,800**	**$15,209,484**	**15.9%**

Expenditures by Expense Type

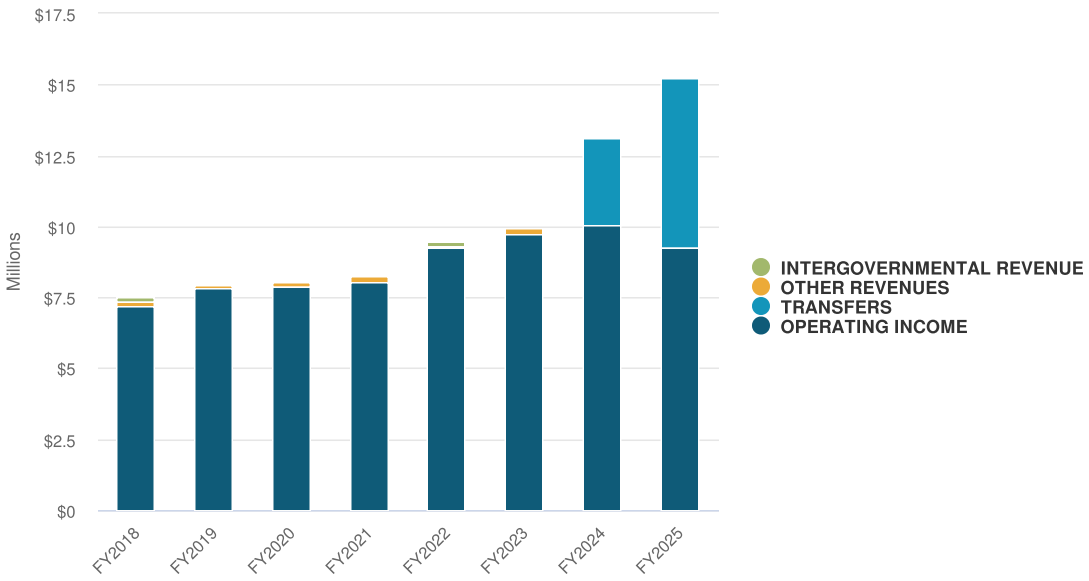
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,197,655	$1,357,672	$1,515,800	$1,515,800	0%
CONTRACTUAL SERVICES	$75,491	$108,256	$108,300	$109,300	0.9%
COMMODITIES	$4,459,653	$5,115,588	$3,509,800	$4,041,400	15.1%
OTHER EXPENSES	$2,695,901	$2,805,843	$3,406,700	$3,251,168	-4.6%
INSURANCE	$16,199	$16,526	$143,200	$144,565	1%
CAPITAL OUTLAY	$0	$37,175	$4,443,000	$6,147,251	38.4%
Total Expense Objects:	**$8,444,898**	**$9,441,061**	**$13,126,800**	**$15,209,484**	**15.9%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Charges for Sales/Service revenue category accounts for vehicle operation and maintenance charges recovered from the user departments.

Depreciation Recovery revenue category accounts for vehicle depreciation charges allocated to user departments.

Investment Income revenue category accounts for the interest earned on the investments of fleet reserves in interest-bearing accounts.

Miscellaneous revenues generally account for the gain or loss on the disposal of equipment owned by the Fleet.

Fund Transfer categories from the Water, Sewer, Solid Waste and General Funds and the General Fixed Assets account for vehicles or equipment purchased by these funds and donated to the Fleet.

Fund Balance accounts for the transfer of reserve funds for the purpose of purchasing replacement vehicles.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
INTERGOVERNMENTAL REVENUE					
CONTRIBUTION FLEET FUND/CONTRIBUTION FLEET FUND	$167,778	$0	$0	$0	0%
Total INTERGOVERNMENTAL REVENUE:	**$167,778**	**$0**	**$0**	**$0**	**0%**
OTHER REVENUES					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$1,048	$6,158	$0	$0	0%
INT LGIP/INT LGIP	$11,216	$125,691	$0	$0	0%
MISCELLANEOUS/MISCELLANEOUS	$32,097	$55,831	$0	$0	0%
Total OTHER REVENUES:	**$44,361**	**$187,680**	**$0**	**$0**	**0%**
OPERATING INCOME					
VEHICLE EXPENSE/GENERAL FUND	$2,268,535	$2,642,397	$2,764,300	$2,299,700	-16.8%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
VEHICLE EXPENSE/WATER FUND	$352,105	$452,717	$442,300	$451,000	2%
VEHICLE EXPENSE/SEWER FUND	$286,287	$346,409	$328,000	$306,000	-6.7%
VEHICLE EXPENSE/SOLID WASTE FUND	$1,363,557	$1,330,235	$1,595,000	$1,197,000	-25%
VEHICLE EXPENSE/URBAN MASS TRANSIT	$282,320	$324,812	$425,250	$285,000	-33%
VEHICLE EXPENSE/SCHOOL FUND	$930,203	$1,134,449	$979,350	$1,207,000	23.2%
VEHICLE EXPENSE/FLEET FUND	$15,001	$19,936	$19,200	$22,500	17.2%
VEHICLE EXPENSE/INSURANCE RESERVE FUND	$409	$2,802	$800	$1,100	37.5%
VEHICLE EXPENSE/AQUATIC CENTER	$2,338	$5,632	$5,800	$4,000	-31%
VEHICLE EXPENSE/STORMWATER FUND	$76,731	$69,338	$75,000	$48,000	-36%
VEHICLE EXPENSE/ANIMAL CONTROL CENTER INC	$6,654	$7,457	$0	$3,334	N/A
VEHICLE EXPENSE/KHRA	$23,555	$21,500	$0	$10,000	N/A
VEHICLE INSURANCE/GENERAL FUND	$87,882	$92,449	$78,300	$82,750	5.7%
VEHICLE INSURANCE/WATER FUND	$13,437	$13,650	$12,000	$14,000	16.7%
VEHICLE INSURANCE/SEWER FUND	$9,086	$9,394	$9,100	$9,300	2.2%
VEHICLE INSURANCE/SOLID WASTE FUND	$9,535	$10,010	$8,600	$8,000	-7%
VEHICLE INSURANCE/URBAN MASS TRANSIT	$3,345	$3,558	$0	$3,200	N/A
VEHICLE INSURANCE/SCHOOL FUND	$19,071	$19,818	$18,750	$19,400	3.5%
VEHICLE INSURANCE/FLEET FUND	$1,423	$1,423	$1,300	$1,420	9.2%
VEHICLE INSURANCE/INSURANCE RESERVE FUND	$142	$142	$150	$140	-6.7%
VEHICLE INSURANCE/AQUATIC CENTER	$142	$142	$300	$140	-53.3%
VEHICLE INSURANCE/STORMWATER FUND	$3,605	$3,677	$3,500	$2,900	-17.1%
DEPRECIATION RECOVERY/GENERAL FUND	$1,477,835	$1,500,553	$1,586,400	$1,652,400	4.2%
DEPRECIATION RECOVERY/WATER FUND	$273,340	$249,122	$283,800	$262,600	-7.5%
DEPRECIATION RECOVERY/SEWER FUND	$104,911	$165,583	$208,000	$253,100	21.7%
DEPRECIATION RECOVERY/SOLID WASTE FUND	$520,257	$577,453	$638,400	$669,300	4.8%
DEPRECIATION RECOVERY/SCHOOL FUND	$430,443	$443,376	$446,000	$285,300	-36%
DEPRECIATION RECOVERY/FLEET FUND	$13,985	$13,985	$11,500	$17,200	49.6%
DEPRECIATION RECOVERY/STORMWATER FUND	$103,904	$102,752	$104,600	$105,200	0.6%
MOTOR POOL CHARGES/GENERAL FUND	$10,698	$15,222	$3,400	$11,500	238.2%
MOTOR POOL CHARGES/WATER FUND	$0	$1,124	$0	$0	0%
MOTOR POOL CHARGES/SEWER FUND	$1,382	$0	$100	$0	-100%
MOTOR POOL CHARGES/SOLID WASTE FUND	$0	$1,118	$500	$0	-100%
MOTOR POOL CHARGES/UMTA FUND	$1,124	$894	$0	$0	0%
MOTOR POOL CHARGES/STORM WATER FUND	$0	$0	$200	$0	-100%
MOTOR POOL CHARGES/LIBRARY GOVERNING BOARD	$0	$129	$0	$0	0%
GAIN ON SALE OF EQUIPMENT/GAIN ON SALE OF EQUIPMENT	$565,358	$162,217	$0	$0	0%
Total OPERATING INCOME:	**$9,258,603**	**$9,745,475**	**$10,049,900**	**$9,232,484**	**-8.1%**
TRANSFERS					
FUND BAL APPROPRIATIONS/FUND BAL APPROPRIATIONS	$0	$0	$3,076,900	$5,977,000	94.3%
Total TRANSFERS:	**$0**	**$0**	**$3,076,900**	**$5,977,000**	**94.3%**
Total Revenue Source:	**$9,470,742**	**$9,933,155**	**$13,126,800**	**$15,209,484**	**15.9%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Fleet Maintenance Manager	$63,842	$92,771
1	1	Fleet Maintenance Supervisor	$47,707	$69,324
14	12	Fleet Mechanic	$40,055	$58,206
1	1	Small Engine Mechanic	$37,788	$54,911
4	4	Fleet Service Worker	$33,631	$48,871
1	1	Storekeeper	$35,649	$51,803
1	1	Storekeeper (PT)	$35,649	$51,803
1	1	Fleet Clerk	$29,932	$43,495
1	1	Fleet Admin Assistant	$31,728	$46,104
0	1	Fleet Maintenance Worker	$31,728	$46,104
0	1	Fleet Maintenance Intern (PT)	$15,340	$15,340

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
22 FT 1 PT	23 FT 1 PT	23 FT 2 PT	22 FT 2 PT	22 FT 2 PT

Performance Measures

PERFORMANCE MEASURES	ACTUAL				PROJECTED	ESTIMATED
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY23-24	FY 24-25
Repair Requests	9,424	9,327	9,410	9,343	10,538	10,000
Road Calls-Emergency Service	172	178	258	214	206	210
Recovery of Labor Hours	57%	60%	60%	57%	60%	65%
Certified Technicians	56%	67%	62%	54%	69%	69%
Services on Vehicles/Equipment	1,125	1,066	1,165	757	1,157	1,200
Equipment to Technician Ratio (1)	65:1	65:1	65:1	77:1	77:1	77:1
Rental Cost per Unit (2)	$773	$771	$761	$725	$776	$776
Labor Rate per Hour (3)	$50	$50	$50	$50	$50	$50
Number of Vehicles	585	591	605	613	612	615
Number of Equipment	332	326	345	370	390	390
Total Vehicles & Equipment	917	917	950	983	1002	1005

Notes:

Benchmarks are:

(1) 60:1 – Local Municipal Average

(2) $1,538 - Local Average Rental Rate for Passenger Vehicle

(3) $155.64 - Local Average

(4) Labor rate was last changed in FY 04-05 to reflect a fully burdened rate for comparative purposes

Benchmarks

BENCHMARKS	BUDGET	FLEET SIZE	COST PER UNIT	TECHNICIAN RATIO	TECHNICIANS
Johnson City	$9,050,000	1,100	$686	58:1	19
Knoxville	$19,038,120	1,600	$992	62:1	26
Oak Ridge	$1,700,000	275	$515	69:1	4
Danville, Virginia	$4,841,140	780	$517	52:1	15
Kingsport	$5,962,045	1002	$496	77:1	13
Local Average	N/A	N/A	$678	60:1	NA

Fleet Maintenance benchmarks with other municipalities and the private sector to ensure internal services are competitive.

Risk Management



Kristen Hodgson
Risk Manager

MISSION

To provide risk management support and services for all City departments and agencies, including the public schools.

SUMMARY

The Risk Management function, a division of the City Attorney's Office, is responsible for the administration of workers' compensation, general liability claims, employee safety, implementation of OSHA, TOSHA and other governmental regulations, as well as insurance policies for all city operations and the Kingsport City School system.

KEY ISSUES

Frequency of Workers' Compensation Claims/Safety Concerns – All departments have been working together to reduce the frequency of workers' comp claims. Risk Management continues to investigate each filed claim thoroughly. As safety is everyone's responsibility, each department is addressing safety needs, both proactively and in response to claims, with Risk Management support. Risk has implemented a Return-to-Work program that is expected to improve morale and continue to reduce recovery time.

Adequacy of Risk Reserves – The workers' compensation and Liability funds are evaluated annually by an independent actuary to determine if the reserves and program practices are adequate for the expected risks. Those studies did not indicate a need for any changes or additional reserves.

Hardening of Insurance Market – The City purchases reinsurance for workers' compensation and carries property insurance with large deductibles to maintain premium affordability. It is expected that the insurance market will continue to harden, resulting in increased premium costs.

Increasing Medical Costs – Increasing costs of medical services impacts the self-funded Workers' Compensation Program. State-mandated settlement of all claims has also resulted in an increase in the cost of the program. The new employee health and wellness clinic has been added to our mandated panel of physicians from which employees may choose a medical provider, if needed, for workers' compensation claims, resulting in a reduced cost for those claims.

Employee Safety Programs – The Risk Management department is working with other departments to develop training needs and is working to create a Safety Committee to serve all departments' needs. We are looking forward to increased training opportunities with the new Learning Management System.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

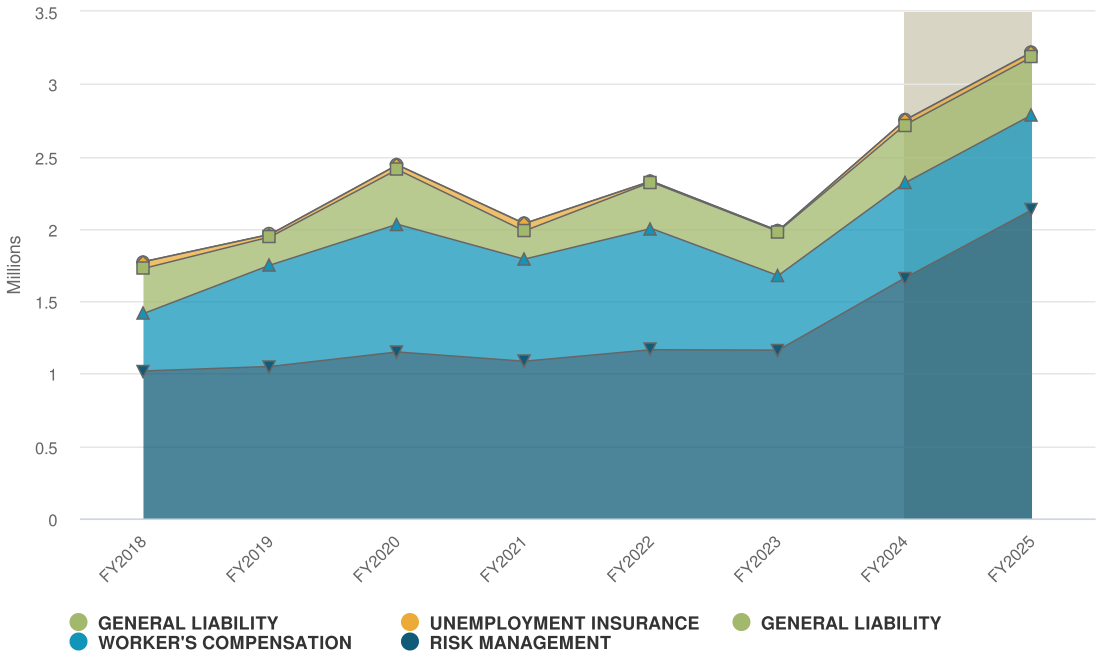
- We consider the citizens of Kingsport and its environs as customers deserving courtesy, honesty, prompt attention, and our time to hear their concerns and our efforts to honestly respond to their concerns and needs.

GOAL #6: STRONG EDUCATION SYSTEM

- Support our working relationships with the Board of Education and School Superintendent—include BOE staff on various City committees that evaluate and modify administrative policies that are applicable to both organizations.

Expenditures by Function

Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expenditures					
INSURANCE ADMINISTRATION					
RISK MANAGEMENT					
PERSONAL SERVICES/SALARIES AND WAGES	$135,227	$79,409	$212,890	$214,700	0.9%
PERSONAL SERVICES/SOCIAL SECURITY	$9,156	$5,434	$16,600	$16,740	0.8%
PERSONAL SERVICES/GROUP HEALTH INSURANCE	$33,238	$15,957	$52,800	$52,800	0%
PERSONAL SERVICES/TCRS RETIREMENT	$8,942	$13,400	$15,200	$15,200	0%
PERSONAL SERVICES/TCRS HYBRID RETIREMENT	$0	$0	$14,270	$19,320	35.4%
PERSONAL SERVICES/ICMA RETIREMENT	$7,014	$1,632	$0	$0	0%
PERSONAL SERVICES/LIFE INSURANCE	$267	$94	$430	$430	0%
PERSONAL SERVICES/LONG TERM DISABILITY INS	$256	$99	$410	$410	0%
PERSONAL SERVICES/WORKMEN'S COMPENSATION	$173	$96	$240	$240	0%
PERSONAL SERVICES/UNEMPLOYMENT INSURANCE	$158	$40	$160	$160	0%
CONTRACTUAL SERVICES/PRINTING AND BINDING	$572	$435	$600	$600	0%
CONTRACTUAL SERVICES/PROFESSIONAL/CONSULTANT	$53,153	$24,466	$50,000	$60,000	20%
CONTRACTUAL SERVICES/ACCOUNTING AND AUDITING	$2,680	$2,800	$2,700	$2,950	9.3%

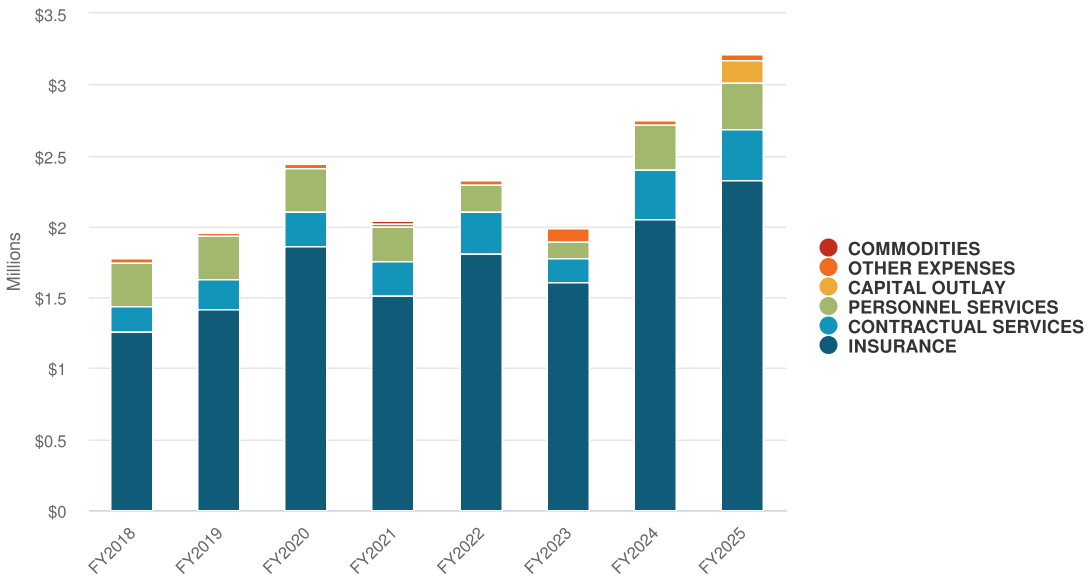
Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
CONTRACTUAL SERVICES/ELECTRIC SERVICE	$669	$0	$0	$0	0%
CONTRACTUAL SERVICES/TELEPHONE	$1,513	$1,586	$1,800	$2,200	22.2%
CONTRACTUAL SERVICES/TRAVEL EXPENSE	$3,714	$5,021	$8,000	$8,000	0%
CONTRACTUAL SERVICES/REGISTRATION FEES/TUITION	$1,395	$3,724	$2,500	$2,500	0%
CONTRACTUAL SERVICES/DUES AND MEMBERSHIPS	$1,778	$930	$2,000	$2,000	0%
CONTRACTUAL SERVICES/LITERATURE/SUBSCRIPTIONS	$909	$680	$1,000	$1,000	0%
CONTRACTUAL SERVICES/TRAINING	$2,031	$668	$2,000	$4,000	100%
CONTRACTUAL SERVICES/MEDICAL SERVICES	$9,838	$9,636	$10,000	$10,000	0%
CONTRACTUAL SERVICES/MACHINERY/EQUIPMENT RENTA	$2,461	$1,823	$3,000	$3,000	0%
CONTRACTUAL SERVICES/REPAIR & MAINT - VEHICLES	$409	$2,802	$2,000	$1,100	-45%
CONTRACTUAL SERVICES/WELLNESS PROGRAM	$204,490	$113,931	$190,000	$190,000	0%
CONTRACTUAL SERVICES/MISCELLANEOUS	$10,000	$0	$74,500	$74,500	0%
COMMODITIES/OFFICE SUPPLIES	$2,093	$162	$1,500	$1,500	0%
COMMODITIES/POSTAGE	$36	$188	$100	$100	0%
COMMODITIES/CLOTHING AND UNIFORMS	$95	$0	$300	$400	33.3%
OTHER EXPENSES/EMPLOYEE RHSP BENEFITS	$393	$448	$1,800	$1,800	0%
OTHER EXPENSES/ADMINISTRATION FEES	$29,200	$97,999	$35,000	$45,000	28.6%
INSURANCE PREMIUMS/BUILDINGS	$307,874	$370,084	$400,000	$556,800	39.2%
INSURANCE PREMIUMS/LIABILITY	$189,828	$217,285	$200,000	$263,700	31.9%
INSURANCE PREMIUMS/OTHER	$145,704	$191,376	$169,800	$228,050	34.3%
INSURANCE CLAIMS/INSURANCE CLAIMS	$0	$0	$190,000	$190,000	0%
INSURANCE ALLOCATION/VEHICLE INS CHGD BY FLEET	$142	$142	$150	$150	0%
CAPITAL OUTLAY / PURCHASES $5,000 & OVER				$162,000	N/A
Total RISK MANAGEMENT:	**$1,165,407**	**$1,162,345**	**$1,661,750**	**$2,131,350**	**28.3%**
GENERAL LIABILITY					
INSURANCE PREMIUMS/LIABILITY	$650	$585	$650	$650	0%
Total GENERAL LIABILITY:	**$650**	**$585**	**$650**	**$650**	**0%**
Total INSURANCE ADMINISTRATION:	**$1,166,057**	**$1,162,930**	**$1,662,400**	**$2,132,000**	**28.2%**
INSURANCE CLAIMS					
GENERAL LIABILITY					
INSURANCE CLAIMS/INSURANCE CLAIMS	-$127,243	-$3,613	$400,000	$400,000	0%
INSURANCE CLAIMS/ENGINEERING	$7,178	$1,149	$0	$0	0%
INSURANCE CLAIMS/CODE & BLDG INSPECTIONS	$678	$0	$0	$0	0%
INSURANCE CLAIMS/TRAFFIC PLANNING/ENGINEER	$8,451	$3,917	$0	$0	0%
INSURANCE CLAIMS/GROUNDS MAINTENANCE	$26,642	$19,930	$0	$0	0%
INSURANCE CLAIMS/POLICE ADMINISTRATION	$1,510	$0	$0	$0	0%
INSURANCE CLAIMS/POLICE-PATROL	$54,145	$56,680	$0	$0	0%
INSURANCE CLAIMS/FIRE PROTECTION & CONTROL	$5,502	$4,779	$0	$0	0%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
INSURANCE CLAIMS/PUBLIC WORKS-ADMIN	$0	$1,981	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-STREET MAINT	$12,641	$23,195	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-STREET CLEAN	$0	$6,204	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-ORGAN REFUSE	$1,183	$11,048	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-REFUSE DISP	$7,622	$525	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-TRASH COLLEC	$38,355	$47,487	$0	$0	0%
INSURANCE CLAIMS/RECREATION CENTERS	$153,535	$0	$0	$0	0%
INSURANCE CLAIMS/SWIMMING POOLS	$1,176	$4,500	$0	$0	0%
INSURANCE CLAIMS/ALLANDALE	$0	$1,395	$0	$0	0%
INSURANCE CLAIMS/BAYS MOUNTAIN PARK	$2,350	$1,000	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-ADMINISTRATION	$5,952	$8,173	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-INSTRUCTION	$3,158	$2,521	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-TRANSPORTATION	$43,533	$30,077	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-OPERATION	$1,894	$0	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-MAINTENANCE	$28,416	$31,655	$0	$0	0%
INSURANCE CLAIMS/WATER-PLANT OPERATIONS	$290	$20,120	$0	$0	0%
INSURANCE CLAIMS/WATER DISTRIBUTION SYSTEM	$13,486	$11,937	$0	$0	0%
INSURANCE CLAIMS/WATER-READING & SERVICES	$8,312	-$3,720	$0	$0	0%
INSURANCE CLAIMS/WATER LINE BREAK DAMAGES	$12,666	$12,357	$0	$0	0%
INSURANCE CLAIMS/SEWER-SYSTEM MAINTENANCE	$5,125	$3,688	$0	$0	0%
INSURANCE CLAIMS/STORM WATER MANAGEMENT	$1,174	$7,258	$0	$0	0%
INSURANCE CLAIMS/COMMUNITY DEVELOPMENT	$795	$0	$0	$0	0%
INSURANCE CLAIMS/UMTA	$1,504	$557	$0	$0	0%
Total GENERAL LIABILITY:	**$320,032**	**$304,800**	**$400,000**	**$400,000**	**0%**
WORKER'S COMPENSATION					
INSURANCE CLAIMS/INSURANCE CLAIMS	$119,392	-$217,297	$655,700	$655,700	0%
INSURANCE CLAIMS/DATA PROCESSING	$0	$519	$0	$0	0%
INSURANCE CLAIMS/ENGINEERING	$3,347	$3,975	$0	$0	0%
INSURANCE CLAIMS/TRAFFIC PLANNING/ENGINEER	$12,443	$15,693	$0	$0	0%
INSURANCE CLAIMS/METROPOLITAN PLANNING OFF	$472	$0	$0	$0	0%
INSURANCE CLAIMS/BUILDING MAINTENANCE	$14,373	-$125,801	$0	$0	0%
INSURANCE CLAIMS/GROUNDS MAINTENANCE	$8,866	$33,901	$0	$0	0%
INSURANCE CLAIMS/POLICE ADMINISTRATION	$11,460	$25,188	$0	$0	0%
INSURANCE CLAIMS/POLICE INVESTIGATION	$666	$37,665	$0	$0	0%
INSURANCE CLAIMS/POLICE-PATROL	$250,825	$123,440	$0	$0	0%
INSURANCE CLAIMS/FIRE PROTECTION & CONTROL	$82,094	$228,247	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-STREET MAINT	$27,590	$66,143	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-STREET CLEAN	$428	$0	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-ORGAN REFUSE	$5,134	$11,625	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-REFUSE DISP	$41,368	$3,051	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-TRASH COLLEC	$2,400	$335	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-ANIMAL CNTRL	$28,118	$1,777	$0	$0	0%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
INSURANCE CLAIMS/COMMUNITY SERVICES-ADMIN	$2,257	$0	$0	$0	0%
INSURANCE CLAIMS/RECREATION-ADMINISTRATION	$552	$6,377	$0	$0	0%
INSURANCE CLAIMS/SWIMMING POOLS	$175	$0	$0	$0	0%
INSURANCE CLAIMS/CULTUTAL ARTS	$1,134	$15	$0	$0	0%
INSURANCE CLAIMS/ALLANDALE	$2,878	$2,289	$0	$0	0%
INSURANCE CLAIMS/SENIOR CITIZENS	$11,922	$320	$0	$0	0%
INSURANCE CLAIMS/BAYS MOUNTAIN PARK	$4,578	$46,663	$0	$0	0%
INSURANCE CLAIMS/LIBRARY	$1,344	$0	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-ADMINISTRATION	$4,001	$5,698	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-INSTRUCTION	$62,640	$76,747	$0	$0	0%
INSURANCE CLAIMS/EDUCATION OF HANDICAPPED	$18,506	$32,242	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-HEALTH SERVICES	$0	$690	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-FOOD SERVICES	$12,643	$780	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-TRANSPORTATION	$4,969	$413	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-OPERATION	$10,725	$7,081	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-MAINTENANCE	$24,982	$15,969	$0	$0	0%
INSURANCE CLAIMS/WATER-PLANT OPERATIONS	$4,644	$3,320	$0	$0	0%
INSURANCE CLAIMS/WATER DISTRIBUTION SYSTEM	$20,125	$35,098	$0	$0	0%
INSURANCE CLAIMS/WATER-READING & SERVICES	$21,537	$7,170	$0	$0	0%
INSURANCE CLAIMS/SEWER-PLANT OPERATIONS	$10,441	$13,912	$0	$0	0%
INSURANCE CLAIMS/SEWER-SYSTEM MAINTENANCE	$1,290	$3,427	$0	$0	0%
INSURANCE CLAIMS/STORM WATER MANAGEMENT	$525	$480	$0	$0	0%
INSURANCE CLAIMS/FLEET MAINTENANCE	$0	$429	$0	$0	0%
INSURANCE CLAIMS/UMTA	$6,365	$47,087	$0	$0	0%
Total WORKER'S COMPENSATION:	**$837,208**	**$514,668**	**$655,700**	**$655,700**	**0%**
UNEMPLOYMENT INSURANCE					
INSURANCE CLAIMS/INSURANCE CLAIMS	$0	$0	$33,000	$33,000	0%
INSURANCE CLAIMS/ENGINEERING	$5,431	$0	$0	$0	0%
INSURANCE CLAIMS/CODE & BLDG INSPECTIONS	$0	$1,175	$0	$0	0%
INSURANCE CLAIMS/PUBLIC WORKS-STREET MAINT	$335	$0	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-INSTRUCTION	$363	$2,032	$0	$0	0%
INSURANCE CLAIMS/EDUCATION-FOOD SERVICES	$138	$0	$0	$0	0%
INSURANCE CLAIMS/UMTA	$176	$1,248	$0	$0	0%
Total UNEMPLOYMENT INSURANCE:	**$6,443**	**$4,456**	**$33,000**	**$33,000**	**0%**
Total INSURANCE CLAIMS:	**$1,163,683**	**$823,924**	**$1,088,700**	**$1,088,700**	**0%**
Total Expenditures:	**$2,329,740**	**$1,986,854**	**$2,751,100**	**$3,220,700**	**17.1%**

Expenditures by Expense Type

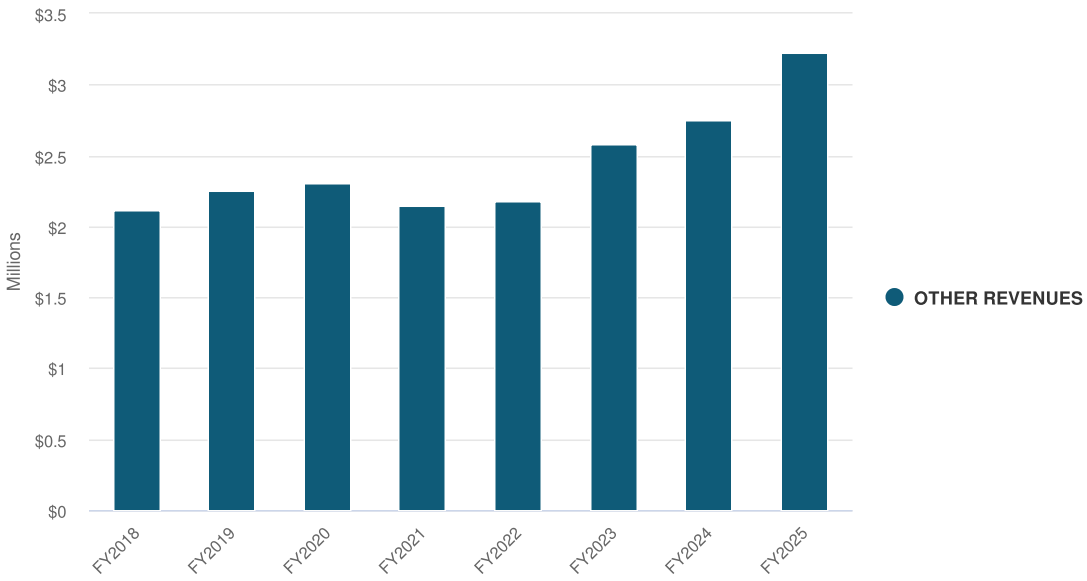
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$194,431	$116,159	$313,000	$320,000	2.2%
CONTRACTUAL SERVICES	$295,612	$168,502	$350,100	$361,850	3.4%
COMMODITIES	$2,225	$350	$1,900	$2,000	5.3%
OTHER EXPENSES	$29,593	$98,447	$36,800	$46,800	27.2%
INSURANCE	$1,807,880	$1,603,395	$2,049,300	$2,328,050	13.6%
CAPITAL OUTLAY				$162,000	N/A
Total Expense Objects:	**$2,329,740**	**$1,986,854**	**$2,751,100**	**$3,220,700**	**17.1%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
OTHER REVENUES					
UNEMPLOYMENT INS RESERVE/UNEMPLOYMENT INS RESERVE	$176	$4,082	$3,500	$5,000	42.9%
WORKER'S COMP INS RESERVE/WORKER'S COMP INS RESERVE	$4,695	$108,663	$102,500	$120,000	17.1%
LIABILITY INS RESERVE/LIABILITY INS RESERVE	$462	$10,700	$10,000	$12,000	20%
FIRE INS RESERVE/FIRE INS RESERVE	$284	$6,566	$5,800	$8,000	37.9%
CITY CONTRIBUTIONS/UNEMPLOYMENT INSURANCE	$66,614	$6,154	$92,200	$70,000	-24.1%
CITY CONTRIBUTIONS/WORKER'S COMP INSURANCE	$667,172	$771,726	$689,150	$700,000	1.6%
CITY CONTRIBUTIONS/LIABILITY INSURANCE	$373,900	$342,300	$497,250	$642,300	29.2%
CITY CONTRIBUTIONS/RISK ADMINISTRATION	$1,063,200	$1,329,400	$1,350,700	$1,663,400	23.2%
MISCELLANEOUS/MISCELLANEOUS	$0	$2,250	$0	$0	0%
Total OTHER REVENUES:	**$2,176,504**	**$2,581,841**	**$2,751,100**	**$3,220,700**	**17.1%**
Total Revenue Source:	**$2,176,504**	**$2,581,841**	**$2,751,100**	**$3,220,700**	**17.1%**

Personnel

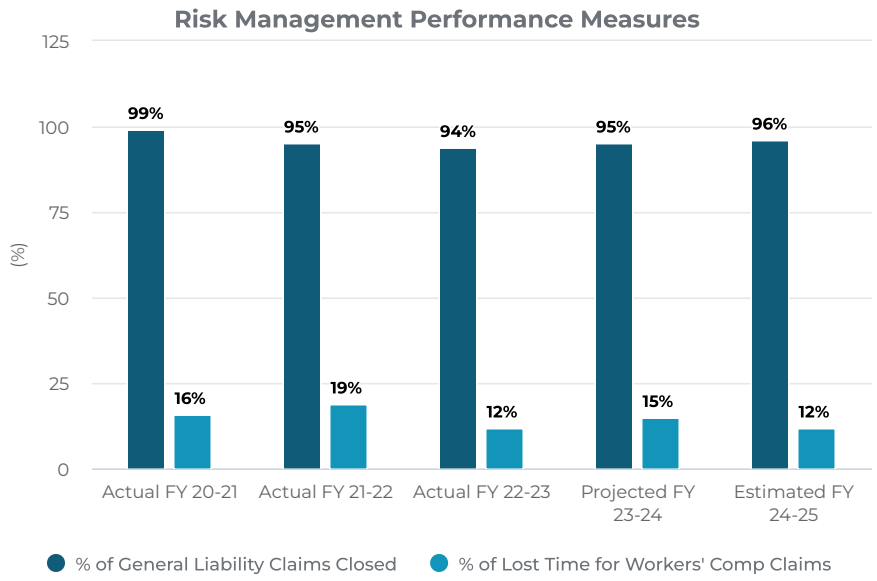
AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Risk Manager	$71,733	$104,237
2	2	Risk Management Representative	$44,108	$66,161

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4	3	3	3	3

Performance Measures



Performance Measures	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
General Liability Claims/Closed	145/144	168/160	126/118	130/124	140/134
Workers' Comp. Claims/Lost Time	80/13	91/17	95/11	100/15	98/12

Health Insurance

Michael Wessely
Health Benefits Coordinator

MISSION

To provide an effective self-funded health insurance program for City employees and non-Medicare eligible retirees that is competitive in the market and affordable.

KEY ISSUES

- Continued increase in the cost of providing health insurance.
- Continued decline in the overall health of employees/dependents.

Strategic Plan Implementation

- Provide and maintain a comprehensive benefits plan to attract and retain employees.
- Provide wellness initiatives and programs to improve employee health.
- Provide continuous education to employees on their health and benefits options.
- Research alternative health care options and strategies for cost containment.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Continually monitor health care costs and implement cost containment strategies.
- Utilize continuous improvement methods to increase productivity and efficiency.

Summary

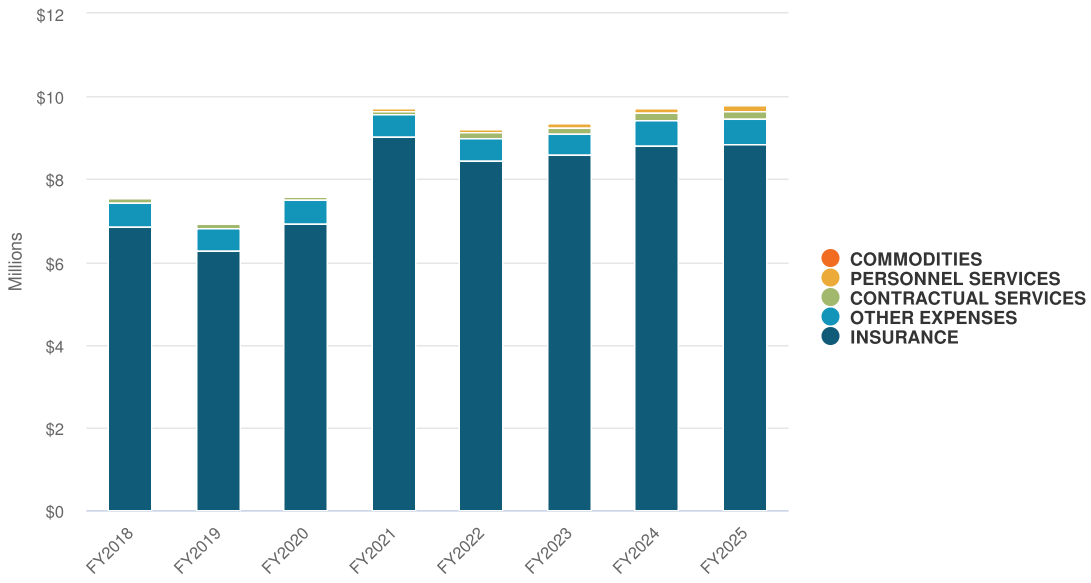
Health care costs continue to be a major challenge for employers. For calendar year 2024, The City of Kingsport will offer health care coverage with no increase in employee contribution amounts. In addition, employees are eligible to receive a 10% discount on their contribution by completing a Health Risk Assessment. The Leadership Team and Human Resources annually review the City's health insurance program and make adjustments to the plan structure and contribution amounts to ensure affordability for both the City and its employees.

Blue Cross BlueShield of Tennessee (BCBS) began administering our health plan on January 1, 2017 and will continue to do so through the 2023 calendar year. Currently, employees have the option to select from two health care plans. Employees may choose between the Standard Plan (lower out of pocket costs with a higher premium) and the Basic Plan (higher out of pocket costs with a lower premium).

As a means to help control health care costs, The City of Kingsport has established a Health and Wellness Clinic. The Clinic is available for employees, dependents, and retirees who have elected health care coverage. The clinic dispenses generic medications, offers acute care, conducts disease management programs, and performs lab work at no cost to the employee. Appointments through the clinic are less expensive than going to a regular physician's office and eliminate the need for claims processing.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type

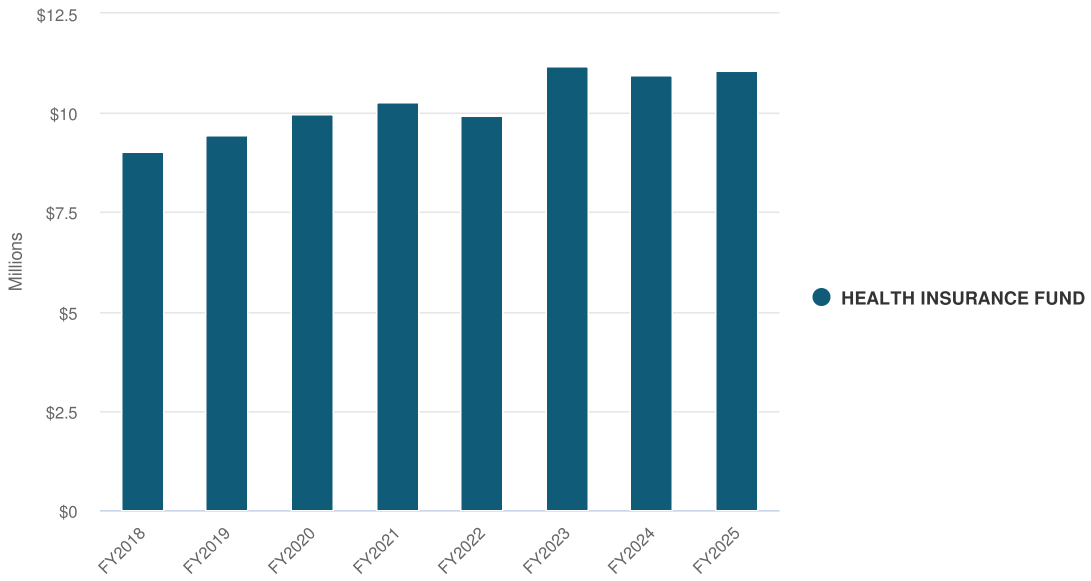


Operating expenditures include internal administration costs, as well as external health insurance claims processing expenses, and excess-risk reinsurance expenses. Beginning FY07-08, Contractual Services started to include the administration of the newly implemented Wellness program. The newly authorized Employee Health and Wellness Clinic has a separate fund established to track related expenses and charge-back allocated to other funds as they are utilized (workers' compensation, General Fund for post-offer employment physicals, etc.)

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$92,806	$91,726	$136,900	$148,250	8.3%
CONTRACTUAL SERVICES	$126,257	$147,018	$163,700	$168,700	3.1%
COMMODITIES	$2,355	$2,468	$3,500	$3,500	0%
OTHER EXPENSES	$566,203	$540,496	$609,800	$609,800	0%
INSURANCE	$8,436,526	$8,574,703	$8,822,000	$8,855,000	0.4%
Total Expense Objects:	**$9,224,148**	**$9,356,411**	**$9,735,900**	**$9,785,250**	**0.5%**

Revenue by Fund

Budgeted and Historical Revenue by Fund



As a self-funded program, health insurance revenues are generated through contributions from the participating funds noted as **Charges for Sales/Services**. The City pays approximately 70% of the premium cost. Approximately 30% of the full contributions are from **Employee Contributions**. For COBRA enrollees, 100% of the allocated premium expenses are paid by those persons and listed under **COBRA Contributions**.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
HEALTH INSURANCE FUND					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$1,432	$73,957	$62,000	$80,000	29%
CITY CONTRIBUTIONS/CITY EMPLOYEES HEALTH-JD	$6,230,695	$6,709,523	$7,236,560	$7,239,350	0%
CITY CONTRIBUTIONS/RETIREMENT HEALTH SAVINGS	$254,677	$254,928	$255,000	$255,000	0%
PERSONNEL CONTRIBUTIONS/CITY EMPLOYEES HEALTH-JD	$2,247,291	$2,327,313	$2,237,540	$2,319,950	3.7%
PERSONNEL CONTRIBUTIONS/COBRA PAYMENTS	$22,191	$1,182	$0	$0	0%
REIMBURSED INSURED LOSS/STOP LOSS REFUNDS	$383,744	$972,762	$400,000	$350,000	-12.5%
REIMBURSED INSURED LOSS/PRESCRIPTION REFUNDS	$773,248	$839,119	$750,000	$834,600	11.3%
Total HEALTH INSURANCE FUND:	**$9,913,279**	**$11,178,783**	**$10,941,100**	**$11,078,900**	**1.3%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Benefits Coordinator	$56,819	$82,566
1	1	Benefits Specialist	$47,707	$69,324

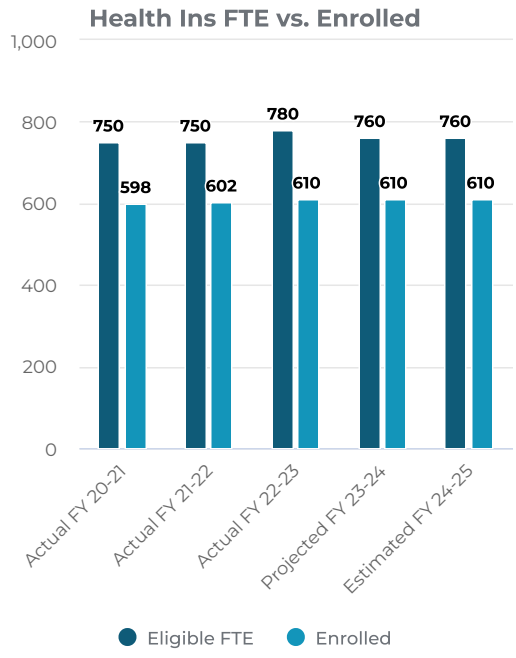
**HR Administrator moved from HR and reclassified as Benefits Coordinator in FY 2024.*

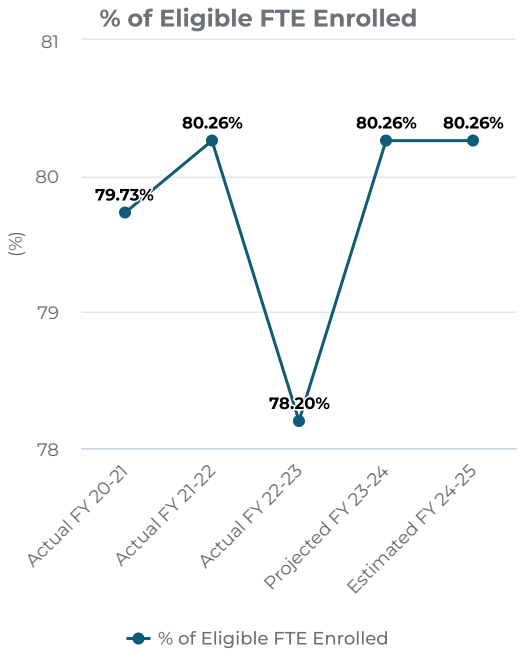
HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
1	1	2	2	2

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Health Ins. FTE vs. Enrolled	750/598	750/602	780/610	760/610	760/610





Retirees Health Insurance

MISSION

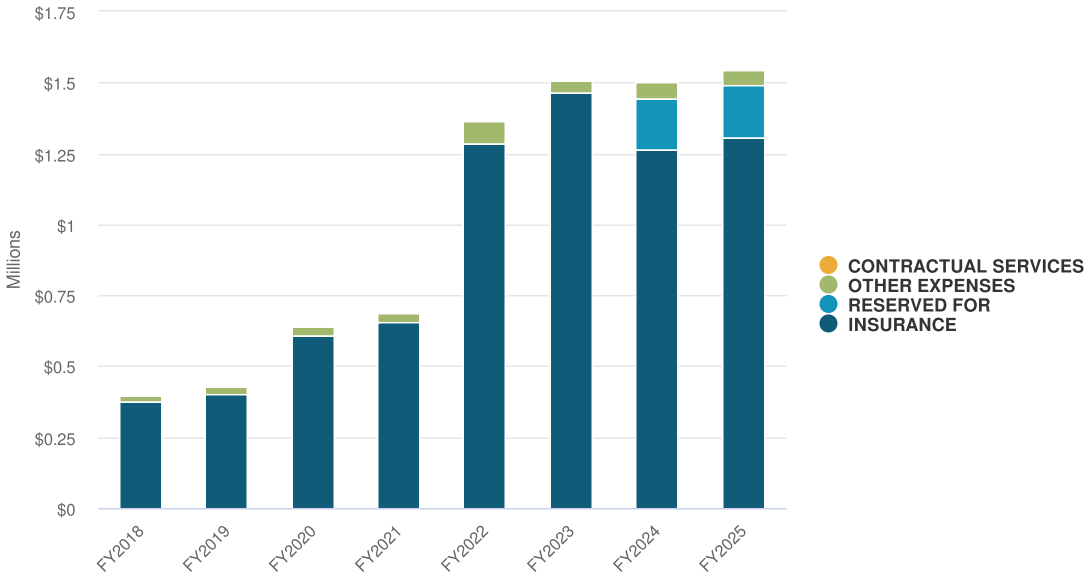
To provide an effective health insurance program for the retirees.

KEY ISSUES

- Continued increases in the cost of providing health insurance
- Retirees and dependents covered in this fund are eligible to utilize the Kingsport Employee Wellness clinic, providing an avenue by which claim costs can be lower than expected in the market. Since inception, the retirees and their dependents utilize 5.5% of the available appointments at the clinic

Expenditures by Expense Type

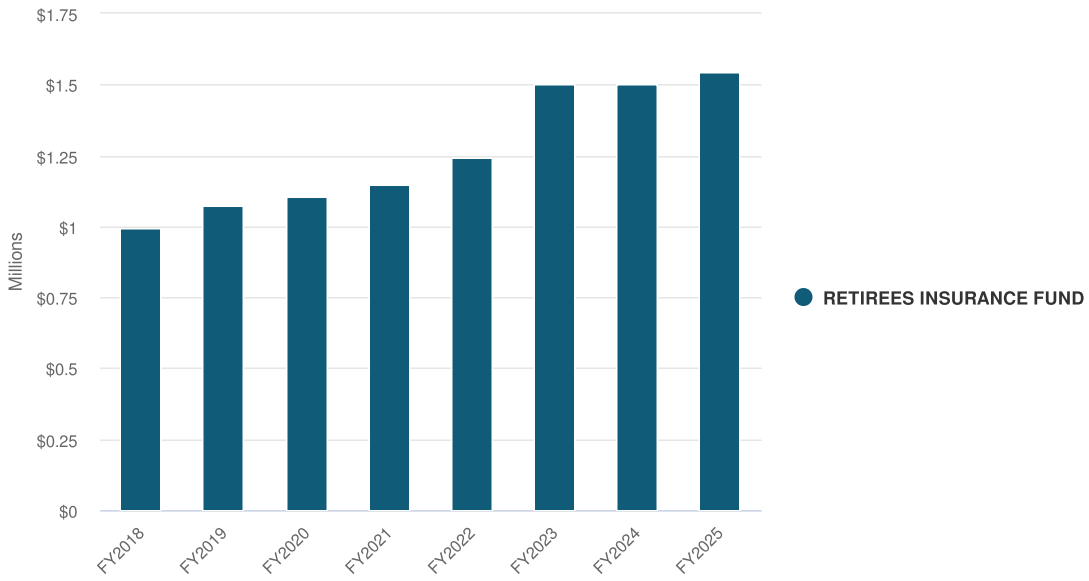
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$670	$700	$700	$800	14.3%
OTHER EXPENSES	$74,890	$44,019	$55,000	$55,000	0%
INSURANCE	$1,286,795	$1,462,964	$1,261,200	$1,305,000	3.5%
RESERVED FOR	$0	$0	$183,300	$185,000	0.9%
Total Expense Objects:	**$1,362,355**	**$1,507,683**	**$1,500,200**	**$1,545,800**	**3%**

Revenue by Fund

Budgeted and Historical Revenue by Fund



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
RETIREES INSURANCE FUND					
EARNINGS ON INVESTMENTS/EARNINGS ON INVESTMENTS	$1,222	$53,886	$39,400	$75,000	90.4%
CITY CONTRIBUTIONS/RETIREES HEALTH	$750,000	$750,000	$750,000	$750,000	0%
PERSONNEL CONTRIBUTIONS/RETIREES	$430,224	$504,922	$546,100	$530,000	-2.9%
REIMBURSED INSURED LOSS/PRESCRIPTION REFUNDS	$60,590	$190,114	$164,700	$190,800	15.8%
Total RETIREES INSURANCE FUND:	**$1,242,037**	**$1,498,921**	**$1,500,200**	**$1,545,800**	**3%**

Capital/Grant Project Ordinance Funds

Capital/Grant Project Ordinances are approved for multi-year projects and/or grants that cannot be easily accounted for in the traditional 12-month fiscal year cycle. Projects assigned to “Parent Funds” are not part of the annual budget process; however, a reporting is made here to reflect the level of total budget activity occurring during the upcoming fiscal year.

Capital/Grant Project Ordinance Funds include the following funds:

- **Special Revenue-General Projects Fund** – accounts for direct federal grants, pass through grants, etc.
- **Metropolitan Planning Office Fund –** accounts for federal grants from the Federal Highway Administration and Federal Transit Administration and State grant funds provided from federal funds granted to the State for support of local government MPO programs.
- **Urban Mass Transportation Administration Fund** – accounts for federal grants from the Federal Transit Administration and State grant funds provided from federal funds granted to the State from the FTA for support of local government transportation programs.
- **Community Development Block Grant Fund** – accounts for Community Development Block Grant entitlement grants received from the U.S. Department of Housing and Urban Development and special funds from the State for homeless shelter programs.
- **General Projects Fund** – accounts for multi-year projects originating in the General Fund.
- **Water Projects Fund** – accounts for multi-year capital projects originating in the Water Fund.
- **Sewer Projects Fund** – accounts for multi-year capital projects originating in the Sewer Fund.

Summary information may be found under the **Capital/Grant Project Ordinance Funds.**

Metropolitan Transportation Planning

Lesley Christian
MTPO Coordinator

MISSION

To provide short-term and long-term transportation plans and programs for the Kingsport Urban Area and Metropolitan Transportation Planning Organization (MTPO) member agencies as required through federal and state regulations.

SUMMARY

The Kingsport MTPO serves as the regional transportation planning and coordination agency for the Kingsport Urban Area. The Kingsport MTPO is a bi-state organization and includes the City of Kingsport, the Town of Mount Carmel, the City of Church Hill, the Town of Weber City (VA), the Town of Gate City (VA), and portions of Sullivan County, Hawkins County, Washington County, Greene County, and Scott County (VA). The urban area is defined by the US Census Bureau. Federal law requires an MPO to be established for any urban area with a population over 50,000. The Kingsport MTPO was established in 1977. The MTPO has an Executive Board, which is comprised of elected officials representing the various jurisdictions, and a Technical Coordinating Committee, which is comprised of officials of jurisdictions and agencies that are involved in transportation planning activities. The activities and funding for these activities are identified annually in the Unified Planning Work Program (UPWP) for the MTPO. The UPWP must be approved by the Tennessee Department of Transportation (TDOT), Virginia Department of Transportation (VDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA), as well as adopted by the MTPO Executive Board. Included in the UPWP are tasks for the development and maintenance of the Long-Range Transportation Plan, the Transportation Improvement Program, and all other required documents. All transportation projects in the MTPO area must be included in the Long-Range Transportation Plan in order to receive federal and state funding. The plan must cover a minimum twenty-year time frame and is updated every five years.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Follow the MTPO's Public Participation Plan regarding public involvement activities.
- Respectfully provide accurate and timely information to citizens.
- Provide data and notices in an open and accessible format for staff, citizens, and city leadership.

GOAL #4: STRONG NEIGHBORHOODS & QUALITY DEVELOPMENT

- With a focus on safety and traffic flow needs, implement transportation projects as identified in various transportation plans/programs in accordance with local and state economic development strategies, enabling creation of, access to, and support for, new economic growth corridors within the MTPO area.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- Secure state and federal grants, including Multimodal Access, Transportation Alternatives, and Urban Transportation Planning grants to further projects like the Greenbelt, bikeways, streetscaping / pedestrian improvements, and other state and federally funded projects.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Implement a multimodal transportation plan that addresses safety, helps improve traffic flow, improves access to residential areas, institutional sites, and business communities, and creates areas of opportunity for economic development, as measured by traffic counts and delays, safety records, and related economic development measurements.
- Initiate programs and projects found within the 2023-2026 Transportation Improvement Program (TIP) and make changes to the project listings as needed.
- Carry out recommendations found in the current Long-Range Transportation Plan, including highway and multimodal projects.
- Plan for the development of roads, bridges, sidewalks, trails, etc. with transit system patrons, pedestrians, and bicyclists' safety and comfort in mind.
- Assist in the initial development of specific projects, as identified in the Long-Range Transportation Plan and Transportation Improvement Program (TIP).
- Implement sustainable improvements to the transportation network that are compatible with land use and economic growth plans and strategies for the entire Kingsport metropolitan area (MTPO jurisdiction).
- Provide safe and effective access to all modes of transportation facilities and services for area citizens.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Develop a sustainable long-range transportation plan that is based on current and projected land use patterns and aligns with various community plans and the city's Capital and Strategic Plans. This plan should include methods for developing transportation facilities that improve safety, accessibility, and traffic flow while emphasizing economic development.
- Continue to focus on safety for the traveling public by emphasizing the development of safety-oriented improvements along streets, highways, trails, and sidewalks within the Kingsport metropolitan area.

Strategic Performance

- Develop and maintain all federal/state required documents for the Kingsport MTPO area, including the Long-Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, Public Participation Plan, Title VI Plan, and the Annual Listing of Obligated Projects
- Develop and maintain other documents for the Kingsport MTPO area such as the Local Road Safety Plan, Bicycle/Pedestrian Plan, corridor studies/plans, etc.
- Collect and evaluate traffic data
- Conduct ongoing research and plans for congestion management projects
- Plan and institute transportation-related safety and security measures
- Plan, program, and implement area roadway projects
- Plan, program, and implement alternative (multimodal/bike-ped) transportation projects
- Support agencies affiliated with the MTPO planning area (specifically TDOT, VDOT, and Federal Highway Administration)

Basis of Budgeting

The MTPO Project Fund was created in FY05 and has continued since then in order to better track grant expenses and revenues, which are available to the city throughout multiple fiscal years. The annual apportionment of federal and state funds provided by TDOT and VDOT, is treated as a grant "project" and each year's program will be authorized as a separate grant project ordinance.

Revenue Sources Described

The MTPO receives operating funds from three sources: federal, state, and local. The primary source of operating funding is from the Federal Highway Administration (FHWA) in the form of PL funds.

Tennessee:
TDOT utilizes a Consolidated Planning Grant (CPG) to pass federal funds through to the MTPO. FTA Section 5303 funds are "flexed" to FHWA PL funds so that all funding is under one contract/grant (the CPG). These funds are passed through TDOT to the MTPO with a split of 80% federal, 5% state, and 15% local.

Virginia:
FHWA PL funds are also received from VDOT with a split of 80% federal, 10% state, and 10% local. Beginning in FY25, VDOT increased the base of FHWA PL funds to $75,000 (previously $50,000). The MTPO shares these funds with the LENOWISCO Planning District Commission (PDC). Historically, the PDC has received approximately 92% of these FHWA PL funds with the MTPO receiving 8%. Beginning in FY25, the MTPO will receive 30% of the increased amount and the PDC will receive 70%. This will increase the amount of FHWA PL funds the MTPO receives from VDOT significantly. In the past, the MTPO has also received a small amount of FTA Section 5303 funds from the Virginia Department of Rail and Public Transportation (DRPT). Beginning in FY25, the MTPO opted out of receiving the FTA 5303 funds from Virginia. The MTPO opted out for a variety of reasons, including the urban area in Virginia was greatly reduced with the 2020 Decennial Census, we have very limited transit planning activities in the urban area of Virginia, the grant funds received were barely enough to cover administration of the grant program, and the increased PL funds from VDOT will more than offset the loss of FTA 5303 funds in Virginia.

The city's General Fund supports approximately 15% of the MTPO Fund (for operations).

The MTPO is also responsible for managing approximately $1,500,000 in Federal Highway Administration Surface Transportation Block Grant (STBG) funds provided by TDOT for the Tennessee portion of the Kingsport urban area each year for area roadway projects.

Budget Information

REVENUES	ACTUAL FY 23-24	ACTUAL FY 24-25	BUDGET FY 24-25	REQUEST FY 25-26	RECOMMEND FY 25-26	APPROVED FY 25-26
Federal FHWA - Va.	$28,722	$25,365	$25,365	$25,381		
FTA Section 5303-TN	$20,613	$0	$0	$0		
FTA Section 5303-VA	$9,579	$0	$0	$0		
Federal FHWA – TN.	$148,895	$278,274	$295,666	$347.916		
Dept of Transportation	$9,306	$17,392	$0	$21,745		
Interest	$422	$0	$0	$0		
General Fund	$146,535	$68,000	$54,994	$68,054		
Total Department Expenses	**$364,072**	**$389,031**	**$376,025**	**$463,096**		

EXPENDITURES	ACTUAL FY 23-24	ACTUAL FY 24-25	BUDGET FY 24-25	REQUEST FY 25-26	RECOMMEND FY 25-26	APPROVED FY 25-26
Personal Services	$216,308	$287,350	$287,350	$297,276		
Contractual Services	$9,055	$81,175	$81,175	$158,225		
Commodities	$1.844	$4,250	$4,250	$4,350		
Insurance	$207	$250	$250	$245		
Capital Outlay	$0	$16,006	$3,000	$3,000		
Total Department Expenses	**$227,414**	**$389,031**	**$376,025**	**$463,096**		
Total Excluding Personal Services	**$11,106**	**$101,681**	**$88,675**	**$165,820**		
Personal Services as a % of Budget	**95%**	**74%**	**76%**	**64%**		

MTPO Projects

MPO PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
MPO ADMINISTRATION VA2024	MPOV24	7/1/2023	5,008.00	4,999.83	4,998.69	9.31
MPO ADMINISTRATION VA2025	MPOV25	7/1/2024	28,183.00	0.00	0.00	28,183.00
MPO ADMINISTRATION	MPO024	7/1/2023	321,860.00	240,217.00	187,298.35	134,561.65
MPO ADMINISTRATION	MPO025	7/1/2024	360,848.00	0.00	0.00	360,848.00
STREET RESURFACING	MPO23A	12/20/2022	1,460,000.00	60,422.28	0.00	1,460,000.00
TOTAL			**$2,175,899.00**	**$305,639.11**	**$192,297.04**	**$1,983,601.96**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	MTPO Coordinator	$64,481	$93,699
1	1	MPO Assistant	$33,968	$49,359

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
4*	3*	3*	3*	3*

*includes part-time student intern position

Benchmarks

BENCHMARKS	KINGSPORT MTPO	JOHNSON CITY MTPO	BRISTOL MPO	JACKSON MPO	LAKEWAY MTPO
# of Jurisdictions	8	8	5	4	5
Bi-State	Yes	No	Yes	No	No
Urbanized Area Population (2020 Census)	98,411	128,519	70,638	72,809	66,539
Full Time Staff	2	2	1	1	1
Estimated Annual PL Fund Budget	$350,000	$375,000	$250,000	$275,000	$250,000

Urban Mass Transit

Chris Campbell
Public Transit Manager

MISSION

To provide transportation services to those who lack personal means of transportation.



Kingsport Area Transit Service (KATS)

SUMMARY

Major achievements were made at KATS during the previous year. KATS celebrated the opening of a brand new Transit Station. This highly anticipated project provides much needed improvements for safety, efficiency, future service expansion, and serves as a catalyst for improvements to the eastern downtown gateway. All six fixed routes were realigned to coordinate with the station's move. One fixed route was extended into the Colonial Heights area of Kingsport for the first time. Throughout the year, A&E work began on phase 2 of the comprehensive transit center project. This phase will provide critical vehicle storage and securement facilities and include an area for basic vehicle maintenance such as a vehicle wash system. Staff will continue to seek funding for phase 2 construction. Investments are made in the fleet of vehicles as well. Four new fixed route buses and five new vans were placed into service. It is critical that the transit fleet remain in a state of good repair in order to successfully and safely complete trips while maintaining a high standard of reliability that customers can depend on. In coordination with the Transit Center opening and new vehicles, KATS unveiled a new brand identity. The new logo is modern, uses a traditional KATS green color, and incorporates the silhouettes of mountains and rivers into the cat icon. During the Fiscal Year 18-19, KATS completed 160,937 total passenger trips. The Fixed Route service provided 142,306 trips, while the Dial-A-Ride service completed 18,631 passenger trips. Ridership continues to remain strong compared to a decade ago. However, lower gas prices, an increase in telecommuting, online shopping, increased home delivery services, and an improved economy has created a nationwide trend for lower annual ridership statistics. There are reasons to believe that KATS ridership will increase again over time as the population ages, if gasoline prices rise, and new services are offered. KATS, like any other transit agency, has multiple goals to accomplish with its operations. While maximizing ridership has many benefits including reducing road congestion and pollution, and reducing operating costs, there are other gauges of success for transit. One of these is area coverage, which makes sure as many people as possible have access to transit; second is providing access to critical services; and third is providing access for those with severe needs. KATS transit lines

currently reach many neighborhoods and destinations while the paratransit service covers the entire city limits. Public transportation provides personal mobility and freedom for people from every walk of life, and it has been encouraging to see the positive community impact that KATS growth has ignited over the previous year.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Responds to citizen needs for transportation, Para-transit ADA services and route changes.
- Coordinate with local agencies to assist their clients with transportation services, particularly underserved to-work participants.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Provide bus transportation services as part of an effective multi-modal transportation system.

KINGSPORT AREA TRANSIT SERVICE

Strategic Performance

- Continue efforts to implement Phase II of the Transit Center Project which is to construct a vehicle storage and maintenance facility adjacent to the new Transit Station.
- Make progress towards disposition of the old transit center located on Clay St.
- Continue to replace and modernize fleet assets.
- Monitor and respond to fixed route changes due to the Transit Center move.
- Continue to implement recommended strategies/enhancements of the Comprehensive Operations Analysis.



Revenue Sources

The City's Transit Division receives funding from three sources, Federal, State, and Local. The major source of funding for transit is Federal Transit Administration's Section 5307 Grant Program. Through this grant, Transit receives three categories of funding, Capital, Planning, and Operating funding sources. Capital/Planning is generally funded at an 80% Federal, 10% State, and 10% local matching. Operating funds are funded at a 50% Federal, 25% State, and 25% Local matching.

City Transit is eligible for additional Capital/Operating assistance through the Tennessee Department of Transportation. TDOT applies for a Federal Transit Administration 5339 Capital block grant for capital assistance. TDOT awards allocations of this grant to local transit agencies across the State of Tennessee to help support capital needs. The matching to obtain these funds is typically Federal 80%, State 10%, local 10%. State UROP funds are provided to fund operating and capital expenses. UROP funds are currently matched at 80% State and 20% Local for the first total $500,000 of expenses then it changes to 50% State and 50% Local for the remainder of the contract.

Budget Information

FY2024-2025 GRANT			
OPERATING REVENUES:		**OPERATING EXPENSES**	
Fare box	60,000	Personal	1,340,300
RCAT	0	Contractual	580,700
FTA	958,550	Commodities	48,500
State	676,985	Insurance	7,600
General Fund	281,565		0
Subtotal	**$1,977,100**		**$1,977,100**

CAPITAL REVENUES:		**CAPITAL EXPENSES**	
Federal	860,000	Vehicle Purchases	800,000
State	82,500	Vehicle Preventive Maintenance	100,000
General Fund	82,500	Transit Center/Garage Sealant / Support Equipment	125,000
Subtotal	**$1,025,000**		**$1,025,000**
Total	**$3,002,100**		**$3,002,100**

EXPENDITURES	**ACTUAL FY 22-23**	**ACTUAL FY 23-24**	**BUDGET FY 23-24**	**REQUEST FY 24-25**	**RECOMMEND FY 24-25**	**APPROVED FY 24-25**
Personal Services	$1,548,170	$1,276,700	$1,477,800	$1,406,100	$1,406,100	$1,406,100
Contractual Services	$555,700	$555,700	$545,700	$533,700	$533,700	$533,700
Commodities	$43,900	$43,900	$43,900	$48,000	$48,000	$48,000
Insurance	$7,600	$7,600	$7,600	$7,600	$7,600	$7,600
Capital Outlay	$460,000	$183,307	$675,000	$755,000	$755,000	$755,000
Total Department Expenses	**$2,615,370**	**$2,067,207**	**$2,750,000**	**$2,750,400**	**$2,750,400**	**$2,750,400**
Total Excluding Personal Services	**$1,067,200**	**$790,507**	**$1,272,200**	**$1,344,300**	**$1,344,300**	**$1,344,300**
Personnel Expense as a % of Budget	**59%**	**62%**	**54%**	**51%**	**51%**	**51%**

Transit Projects

URBAN MASS TRANSIT PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
URBAN MASS TRAN ASST TN22	UMS822	7/1/2021	60,000.00	29,612.61	24,473.54	35,526.46
URBAN MASS TRAN ASST TN23	UMS823	7/1/2022	60,000.00	9,000.00	0.00	60,000.00
URBAN MASS TRAN ASST TN24	UMS824	7/1/2023	61,148.00	9,171.00	0.00	61,148.00
URBAN MASS TRAN ASST VA23	UMV823	7/1/2022	5,348.00	5,328.00	5,326.60	21.40
URBAN MASS TRAN ASST VA24	UMV824	7/1/2023	5,348.00	5,320.94	5,317.71	30.29
TOTAL			**$191,844.00**	**$58,432.55**	**$35,117.85**	**$156,726.15**

FEDERAL TRANSIT PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
TRANSIT CARES	FTA022	4/1/2020	5,260,515.00	5,131,863.74	5,126,301.60	134,213.40
FY19 Operating Grant	FTA023	6/30/2019	2,291,376.00	2,141,192.01	2,141,192.44	150,183.56
FY22 OPERATIONS GRANT	FTA024	2/1/2022	0.00	0.00	0.00	0.00
FY24 OPERATIONS GRANT	FTA025	1/1/2023	864,750.00	915,201.14	915,178.89	(50,428.89)
TRANSIT ARP	FTA026	7/1/2024	496,995.00	0.00	0.00	496,995.00
SECTION 5339 CAPITAL GRAN	FTA027	2/29/2024	332,100.00	25,693.75	849.95	331,250.05
VEHICLE REPLACEMENT	FTA028	7/1/2024	740,758.00	0.00	0.00	740,758.00
TRAN MINI BUSES & VANS	FTA029	9/30/2016	563,631.00	423,134.71	411,742.58	151,888.42
SECT 5339 CAPITAL GRANT	FTA033	10/1/2020	471,482.00	175,099.00	141,621.04	329,860.96
SECT 5339 CAPITAL GRANT B	FTA034	6/1/2021	123,551.00	12,355.00	0.00	123,551.00
TOTAL			**$11,145,158.00**	**$8,824,539.35**	**$8,736,886.50**	**$2,408,271.50**

Personnel

AUTHORIZED POSITIONS

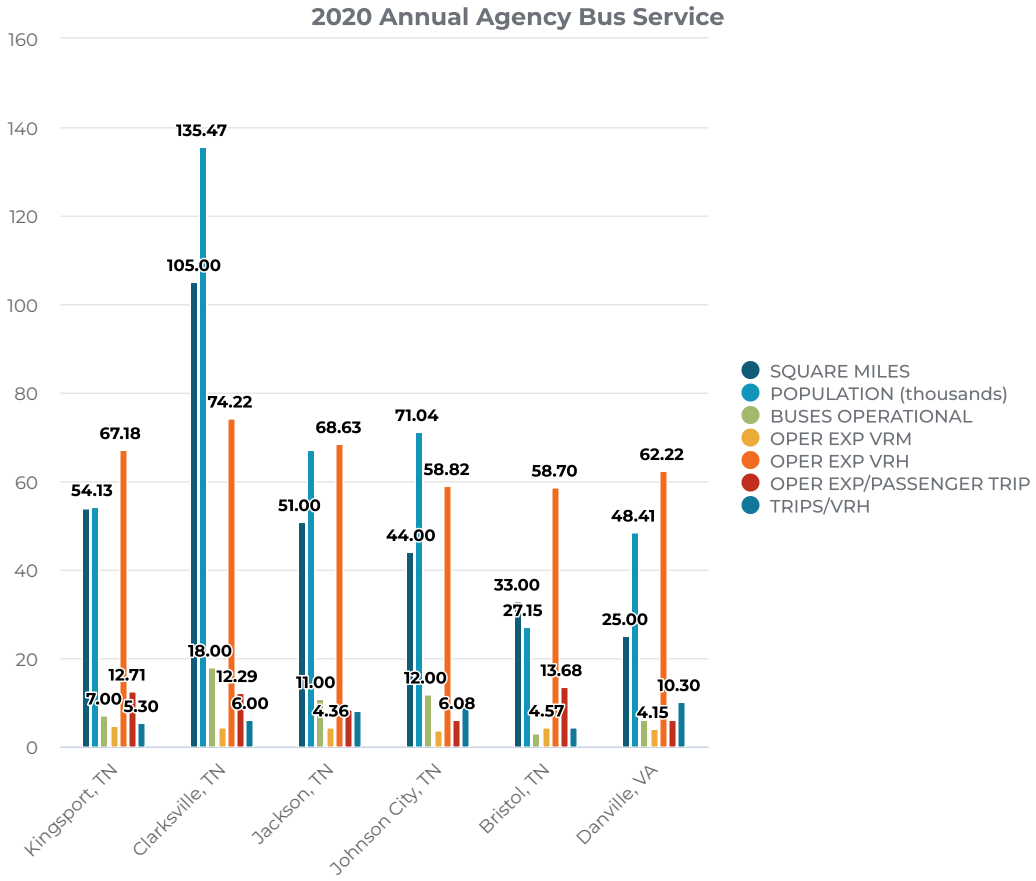
FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Transit Manager	$71,733	$104,237
1	1	Transit Superintendent	$56,819	$82,566
2	2	Transit Planner	$50,569	$73,483
1	1	Transit Foreman	$47,707	$69,324
0	0	Scheduler & Dispatcher	$36,179	$54,268
4	4	Assistant Scheduler/Dispatch-Driver	$33,631	$48,871
14	14	Transit Bus/Van Driver	$31,728	$46,104
1	1	Transit Bus/Van Driver (PT)	$31,728	$46,104
1	1	Transit Maintenance Worker I	$31,728	$46,104
1	1	Transit Administrative Assistant II	$31,728	$46,104

**Scheduler & Dispatcher position reclassified to Transit Superintendent in FY 2023-2024.*

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
26	26	26	26	26

Benchmarks



Agencies Name	Square Miles	Pop.	Buses Oper.	Oper. Expense VRM*	Oper. Expense VRH**	Oper. Expense-Per passenger trip	Trips Per VRH**
Kingsport, TN	54	54,127	7	4.66	67.18	12.71	5.3
Clarksville, TN	105	135,471	18	4.45	74.22	12.29	6.0
Jackson, TN	48	67,265	11	4.36	68.63	8.31	8.3
Johnson City, TN	44	71,046	12	3.89	58.52	6.08	9.7
Bristol, TN	33	27,147	3	4.57	58.70	13.68	4.3
Danville, VA	25	48,411	6	4.15	62.22	6.02	10.3

*VRM - Vehicle Revenue Minute
**VRH - Vehicle Revenue Hour

Community Development

Michael Price
Housing & Community Development Coordinator

MISSION

To improve the quality of life for low and moderate-income citizens, eliminate blight and improve the housing stock in compliance with the Consolidated Plan for Housing and Community Development approved May, 2020.

Strategic Plan Implementation

GOAL #4: STRONG NEIGHBORHOODS & QUALITY DEVELOPMENT

- Provide support to the KHRA CNI Program, including staff liaison with KHRA and HUD.
- Funds are provided to South Central Kingsport Community Development Corporation for operation of the Riverview Employment Outreach and Weed & Seed programs.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

- Public facility improvements in CNI Study Area.

GOAL #8: SUPERIOR QUALITY OF LIFE

- Funding to public service agencies (Lee Family Learning Center, CASA of Sullivan County, H.O.P.E., Sons and Daughters of Douglass) to enhance the lives of underprivileged children through literacy and advocacy.
- Improve housing through substantial rehabilitation of substandard structures.

GOAL #9: SAFE COMMUNITY

- Removal of lead-based paint hazards from housing.

Summary

During calendar year 2023-2024, Community Development continued the process of identifying projects which had been physically completed and contained a remaining balance. Projects were identified; the remaining balances were either consolidated or “rolled into” other projects, eliminating specific projects which were scheduled to be closed at the end of the fiscal year. This process results in more efficient and effective management of the Community Development program, for both the Community Development staff and the Finance Department's Accounting staff.

In cooperation with First Broad Street UMC, Holston Habibtat for Humanity and Appalachia Service Project, Community Development continued the Kingsport Alliance for Housing Revitalization (KAHR) program. The program completes emergency and minor repairs to deteriorating, low and moderate income housing. Grant funds are used to purchase materials. For FY 2023-2024, Community Development anticipates addressing over 10 owner-occupied houses and over 10 for FY 2024-2025. Increased material and labor expenses are a direct variable in the number of projects completed each year.

Additionally, $65,109.60 was allocated to local nonprofits for community enrichment projects.

AGENCY	ALLOCATION	EXPENSED
United Way	$25,000.00	
South Central Kingsport	$4,345.00	
Holston Terrace	$7,400.00	$3,486.60
Keep Kingsport Beautiful	$2,664.00	
Second Harvest Food Bank	$10,000.00	$10,000.00
Friends In Need	$15,700.60	

Proposed FY 25 Project Budget

For the Utilization of $434,064 in CDBG Revenues:

		FY 24	FY 25
Public Facilities			
	HOPE VI Project	$70,000	$70,000
Housing			
	KAHR Program	$175,000	$162,142
	Demolition	$0	$0
Public Services			
	Community Enrichment	$62,311	$65,110
Code Enforcement	Code Enforcement	$50,000	$50,000
Administration	Administration	$58,101	$86,812
	Total	**$415,412**	**$434,064**

CDBG Projects

The City of Kingsport is an entitlement city and its CDBG Program is 100% federally funded. Funding for FY 25 is based on the Federal fiscal year. The CDBG budget is not part of the annual budget; however, it is set up in a special grant project ordinance annually.

COMMUNTIY DEVELOPMENT PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
CODE ENFORCEMENT	CD2125	7/1/2020	91,080.00	87,873.00	87,873.00	3,207.00
CODE ENFORCEMENT	CD2225	7/1/2021	50,000.00	33,224.94	33,224.94	16,775.06
CDBG ADMINISTRATION	CD2301	7/1/2022	58,101.00	58,101.00	58,101.00	0.00
KAHR PROGRAM	CD2304	7/1/2022	175,000.00	175,000.00	175,000.00	0.00
CODE ENFORCEMENT	CD2325	7/1/2022	50,000.00	0.00	0.00	50,000.00
HOPE VI - SECTION 8	CD2335	7/1/2022	70,000.00	57,460.92	57,460.92	12,539.08
CDBG ADMINISTRATION	CD2401	6/20/2023	86,812.00	3,738.19	3,738.19	83,073.81
KAHR PROGRAM	CD2404	6/20/2023	162,142.00	99,517.01	99,517.01	62,624.99
COMMUNITY ENRICHMENT	CD2405	6/20/2023	65,110.00	64,401.12	64,401.12	708.88
HOME ARP GRANT	CD2406	7/1/2023	220,000.00	128,685.32	128,685.32	91,314.68
CODE ENFORCEMENT	CD2425	6/20/2023	50,000.00	0.00	0.00	50,000.00
HOPE VI - SECTION 108	CD2435	6/20/2023	70,000.00	0.00	0.00	70,000.00
CDBG ADMINISTRATION	CD2501	7/1/2024	86,812.00	0.00	0.00	86,812.00
KAHR PROGRAM	CD2504	7/1/2024	162,142.00	0.00	0.00	162,142.00
COMMUNITY ENRICHMENT	CD2505	7/1/2024	65,110.00	0.00	0.00	65,110.00
CODE ENFORCEMENT	CD2525	7/1/2024	50,000.00	0.00	0.00	50,000.00
HOPE VI SECTION 108	CD2535	7/1/2024	70,000.00	0.00	0.00	70,000.00
TOTAL			**$1,582,309.00**	**$708,001.50**	**$708,001.50**	**$874,307.50**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Housing & Community Development Coordinator	$53,603	$77,892

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
1	1	1	1	1

Special Revenue Funds

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

LAW ENFORCEMENT FUNDS

- **Criminal Forfeiture Fund** – **126** – accounts for seized property and money awarded through the courts resulting from law enforcement actions against all illegal activities except seizures resulting from illegal drug enforcement. Additionally, this fund accounts for funds received from the US Department of Justice under the Equitable Sharing of Federally Forfeited Property program.

- **Drug Fund - 127** – accounts for revenues received from fines and property confiscated from individuals involved in illegal drug activities and grant funds. These funds are earmarked for drug enforcement activities in compliance with state laws and regulations.

PUBLIC SCHOOL FUNDS

- **General Purpose School Fund -141** – accounts for administration, instructional, operational and capital costs of the City-operated schools, except for the food service program and specific academic programs.

- **School Public Law 93-380 Fund – 142** – accounts for federal grants used for instruction and other educational purposes.

- **Special School Projects Fund - 145** – accounts for federal and state grants used for instruction and other educational purposes.

- **School Food and Nutrition Services - 147** – accounts for the administration, operations and capital costs of providing food services to students and faculty.

OTHER FUNDS

- **State Street Aid Fund - 121** – accounts for shared revenues derived from state gasoline taxes.

- **Regional Sales Tax Revenue Fund - 130** – accounts for the proceeds from a $0.0025 local sales tax previously approved by local referendum. These funds are earmarked for the retirement of debt issued to fund construction of the Meadowview Conference Resort and Convention Center and to support the operations of the facility.

- **Visitor's Enhancement Fund – 135 –** accounts for twenty-five percent of the revenues from the hotel/motel tax to support tourism.

- **The Library Governing Board Fund – 137 –** accounts for the administration and operations of the Kingsport Public Library and the Library archives. Due to new state laws regarding board governance, accounting for the library has moved from the General Fund to its own Special Revenue account to better track Maintenance of Effort.

Summary information may be found under the **Special Revenue Funds Summary**.

State Street Aid



Michael Thompson
Public Works Director

MISSION

To provide for a safe and well-maintained public road and street system.

BUDGET INFORMATION

Almost 70% of the State Street Aid Fund provides for street lighting and traffic signals. The balance provides for street resurfacing, traffic engineering supplies, street maintenance supplies, etc. Since state funding is not sufficient to provide these services, a significant contribution from the City's General Fund is required on an annual basis.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- We value a strong commitment to customer service in all aspects of municipal operations.

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- We value quality...also including development that is aesthetically pleasing and environmentally sensitive.

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

- We value strong, conservative management of the public funds. We value maximizing the use of our limited resources in addressing the various needs of the city.

GOAL #7: RELIABLE, DEPENDABLE INFRASTRUCTURE

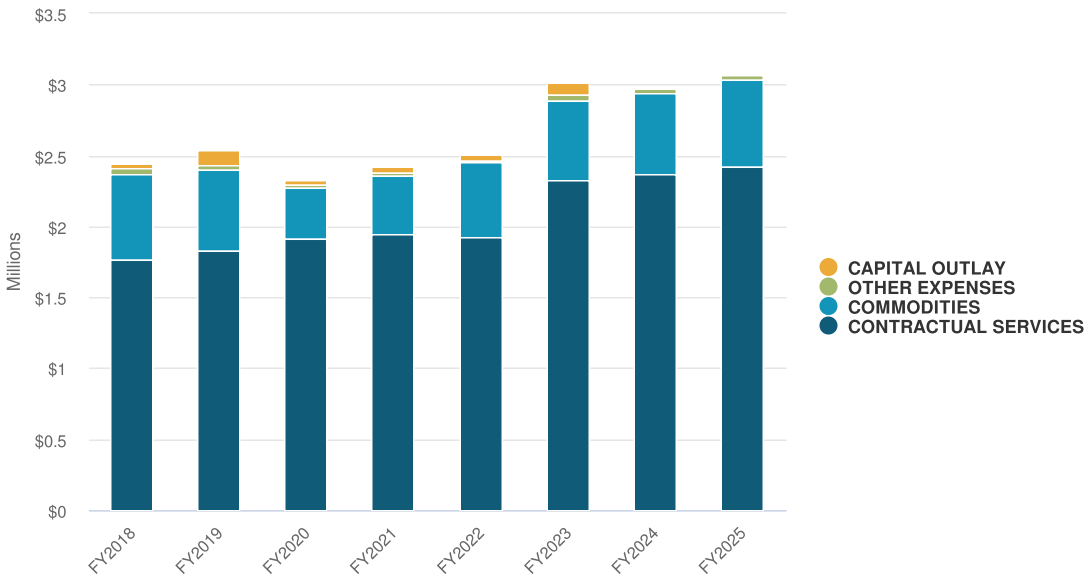
- We value a safe, dependable and well-maintained infrastructure and facilities that meets the current and future needs of our customers.

GOAL #8: SUPERIOR QUALITY OF LIFE

- We value a well-planned community that incorporates aesthetic urban design in its infrastructure and facilities.

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
CONTRACTUAL SERVICES	$1,927,710	$2,328,777	$2,365,000	$2,420,000	2.3%
COMMODITIES	$522,501	$557,992	$571,700	$616,700	7.9%
OTHER EXPENSES	$15,608	$44,938	$30,000	$30,000	0%
CAPITAL OUTLAY	$35,674	$85,621	$0	$0	0%
Total Expense Objects:	**$2,501,493**	**$3,017,327**	**$2,966,700**	**$3,066,700**	**3.4%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source

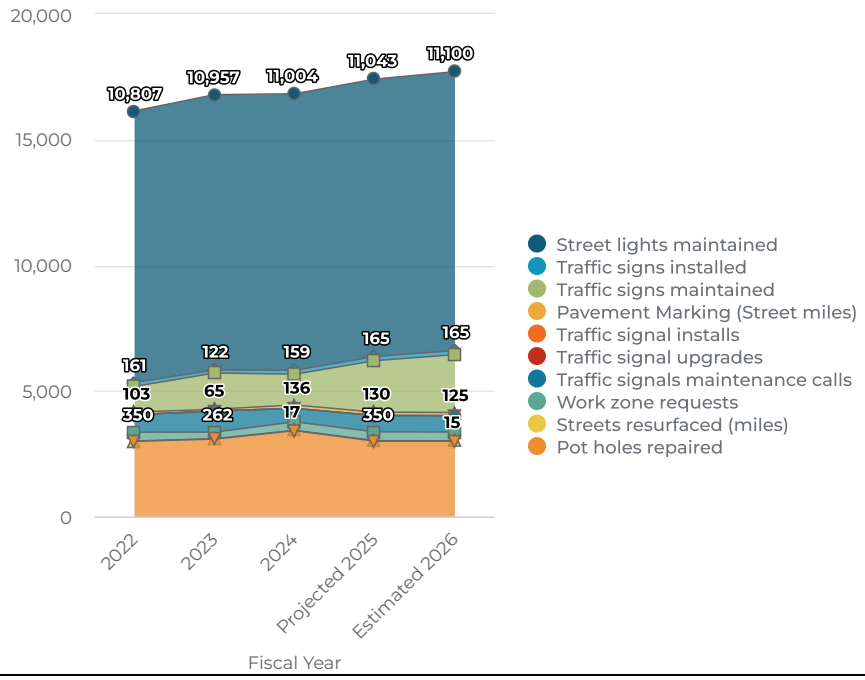


MAJOR REVENUES

State of Tennessee revenues are provided to the City from the state gasoline tax. Revenue growth has been small on an annual basis. State shared taxes do not appear threatened this fiscal year.

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
INTERGOVERNMENTAL REVENUE					
GASOLINE & MOTOR FUEL TAX/GASOLINE & MOTOR FUEL TAX	$1,929,067.23	$1,926,023.97	$1,940,500.00	$1,940,450.00	0%
Total INTERGOVERNMENTAL REVENUE:	**$1,929,067.23**	**$1,926,023.97**	**$1,940,500.00**	**$1,940,450.00**	**0%**
TRANSFERS					
FROM GENERAL FUND/FROM GENERAL FUND	$566,668.21	$1,091,303.48	$1,026,200.00	$1,126,250.00	9.7%
Total TRANSFERS:	**$566,668.21**	**$1,091,303.48**	**$1,026,200.00**	**$1,126,250.00**	**9.7%**
Total Revenue Source:	**$2,495,735.44**	**$3,017,327.45**	**$2,966,700.00**	**$3,066,700.00**	**3.4%**

Performance Measures



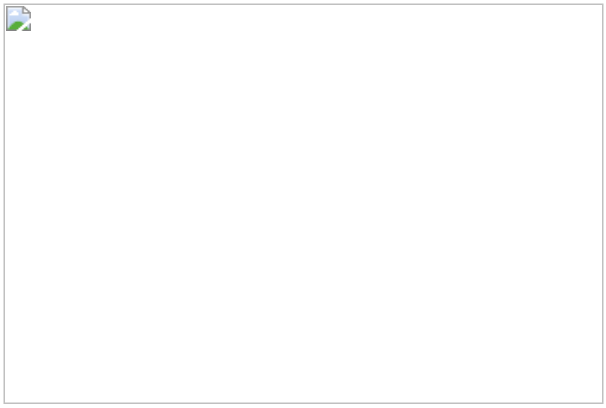
PERFORMANCE MEASURES	ACTUAL FY 21-22	ACTUAL FY 22-23	ACTUAL FY 23-24	PROJECTED FY 24-25	ESTIMATED FY 25-26
Street lights maintained	10,807	10,957	11,004	11,043	11,100
Traffic signs installed	161	122	159	165	165
Traffic signs maintained*	1020	1442	1222	2050	2300
Pavement marking (Street miles)	103	65	136	130	125
Traffic signals install/upgrade**	0/7	1/4	0/5	1/3	1/2
Traffic signals maintenance calls	690	841	530	650	650
Work zone requests	350	262	337	350	350
Streets resurfaced (miles)	13.99	13.5	16.65	20	15
Pot holes repaired	2,994	3,084	3,418	3,000	3,000

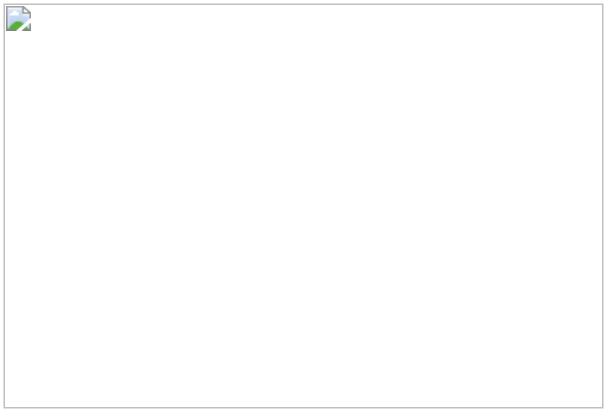
*Difference from year to year is due to the size of each sign area maintained being different.
**2024-2025 signal staff will upgrade Hi-Mast lighting to LED fixtures

Kingsport Public Library

MISSION

To help residents reach their full potential and further lifelong learning and community in a welcoming setting.





Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Provided information about library materials and conducted reference research
- 8,802 people used our public computers
- 137,262 audio/eBooks were downloaded
- Provided home delivery to the homebound and curbside delivery of materials
- 373 Library programs were offered
- Provided a self-check machine to improve customer wait time and provide privacy for check-outs
- Provided variety of digital services available anytime from home
- Provided a digital card for access to the Library digital services from home
- Hotspots, that provide access to the Internet for work, school or entertainment, were available for checkout for free
- Promoted our services via print media, TV programs, electronic newsletters, social media and our website, www.kingsportlibrary.org.
- Partnered with other organizations (Head Starts, preschools, City Schools, homeschoolers, Girls, Inc., Boys and Girls Club, Literacy Council, Senior Center, KHRA) in providing programs and services.
- Provided in-person and virtual assistance to the public in applying online for local, state and federal services

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- All staff completed at least 10 hours of professional development related to the library
- Onboarding process continues to be updated and streamlined to ensure consistent training and competency

GOAL #3: ECONOMIC GROWTH & DEVELOPMENT

- Supported many genealogy researchers, including many from out of town who spent money in the community while they used our genealogy collection
- Supported small business with our specialized collection and online information
- Supported job seekers and students with our Job and Career information collection and online info
- Supported job seekers by assisting them in applying for jobs online and providing resume assistance
- Offered ESOL classes in partnership with the Literacy Council

GOAL #5: STEWARDSHIP OF THE PUBLIC FUNDS

◦ *Avoided Costs:*	
Downloadable eBooks/audio/movies paid for by State Library	$ 3,834,264
Online databases paid for by State Library	$ 147,721
Statewide courier service paid for by State Library	$ 10,000
Training/support services provided by Regional Library	$ 2,000
Friends of the Library yearly donation	$ 19,000
Total Avoided Costs	***$ 4,012,985***
◦ *Recurring Cost Savings:*	
Library materials savings due to membership in statewide purchasing group	$ 50,000
Library management system savings due to consortium membership	$ 40,000
Federal/state funds received through Regional Library	$ 13,700
Staff time savings due to time and print management system for public	$ 112,000
Staff time savings due to patron self-check machine	$ 6,000
Staff time savings due to sending notices and overdues via text and email	$ 4,500
Staff time savings by ordering pre-processed materials	$ 29,000
Total Recurring Cost Savings	***$ 255,200***
◦ *Grants:*	
American Recovery Plan Grant	$ 18,706
Total Grants and Sponsorships	***$ 18,706***

GOAL #8: SUPERIOR QUALITY OF LIFE

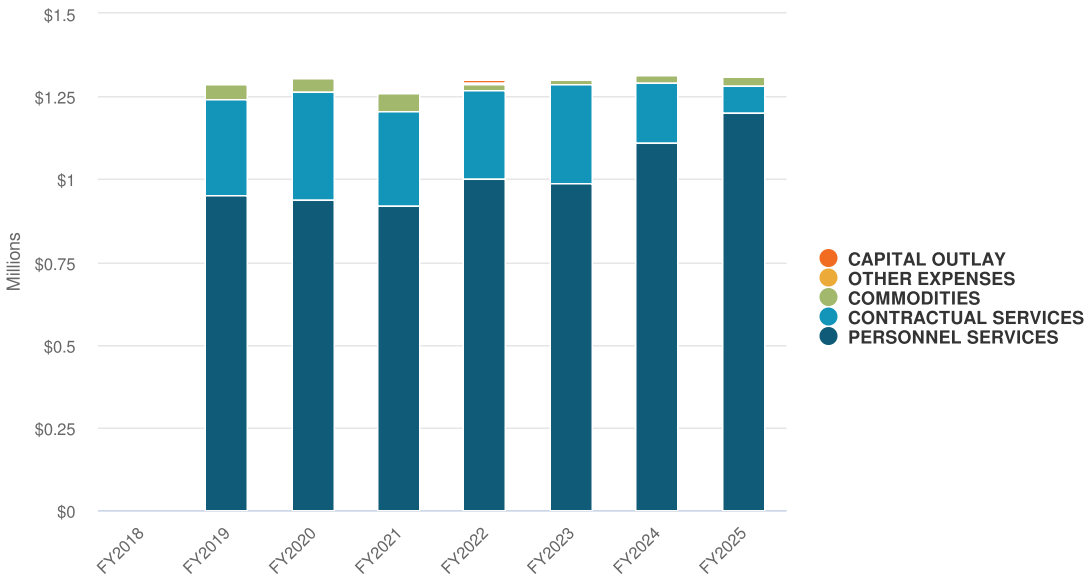
- Developed and managed print collection of over 90,000 items; digital collection of over 150,000 items and 75 online databases

- Updated the collections available for community members to borrow to include a Library of Things, including tools and games
- Introduced a Seed Library
- Provided 375 free informational, educational and entertaining programs for children, teens and adults
- Provided in person and virtual professional library reference and research services to the community
- Provided a makerspace and 3D printer, scanner, animation station and other technology
- Provided a variety of digital resources that can be accessed from anywhere, including Libby and hoopla
- Installed two additional Storywalks in city parks in partnership with the Parks and Recreation Department. The three Storywalks are regularly updated to provide opportunities for families to engage in literacy and movement together



Expenditures by Expense Type

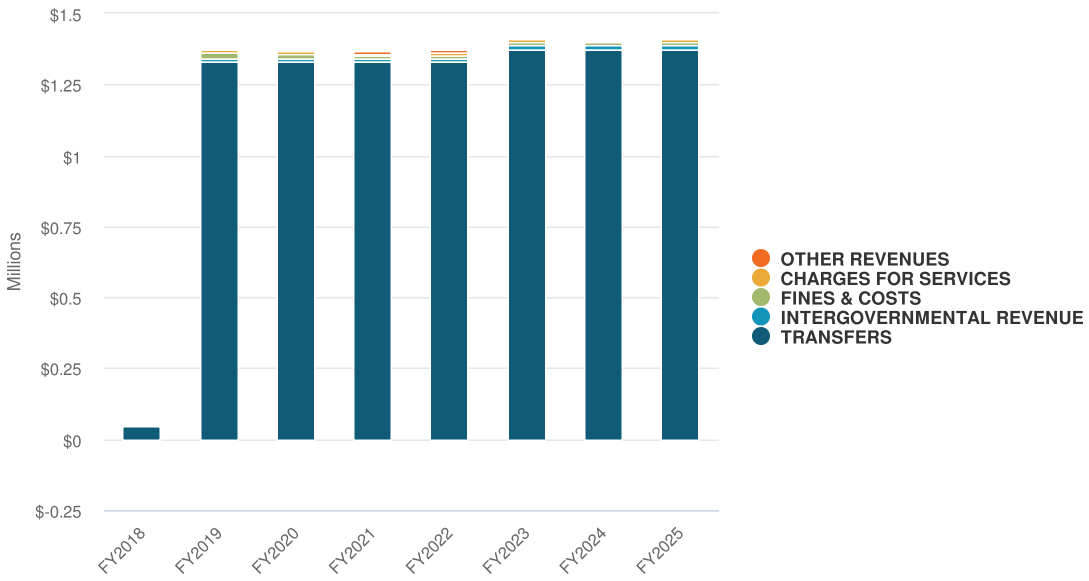
Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$1,001,978	$986,216	$1,110,500	$1,199,200	8%
CONTRACTUAL SERVICES	$269,140	$298,845	$181,200	$85,100	-53%
COMMODITIES	$17,005	$13,302	$24,700	$24,700	0%
OTHER EXPENSES	$4,288	$3,649	$3,700	$3,700	0%
CAPITAL OUTLAY	$6,000	$0	$0	$0	0%
Total Expense Objects:	**$1,298,412**	**$1,302,012**	**$1,320,100**	**$1,312,700**	**-0.6%**

Revenues by Source

Budgeted and Historical 2025 Revenues by Source



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Revenue Source					
INTERGOVERNMENTAL REVENUE					
CONTRIBUTION LIBRARY/CONTRIBUTION LIBRARY	$15,000	$15,000	$15,000	$15,000	0%
Total INTERGOVERNMENTAL REVENUE:	**$15,000**	**$15,000**	**$15,000**	**$15,000**	**0%**
CHARGES FOR SERVICES					
LIBRARY RECEIPTS/LIBRARY FEES	$89	$223	$200	$300	50%
LIBRARY RECEIPTS/BOOK SALES	$895	$219	$200	$200	0%
LIBRARY RECEIPTS/COPIER REVENUE	$7,821	$7,887	$7,500	$8,200	9.3%
Total CHARGES FOR SERVICES:	**$8,805**	**$8,329**	**$7,900**	**$8,700**	**10.1%**
FINES & COSTS					
OVERDUE BOOK FINES/OVERDUE BOOK FINES	$9,170	$10,694	$9,000	$9,700	7.8%
Total FINES & COSTS:	**$9,170**	**$10,694**	**$9,000**	**$9,700**	**7.8%**
OTHER REVENUES					
FROM NON-PROFIT GROUPS/FROM NON-PROFIT GROUPS	$12,897	-$3,332	$1,500	$0	-100%
MISCELLANEOUS/MISCELLANEOUS	$127	$13	$0	$0	0%
Total OTHER REVENUES:	**$13,025**	**-$3,319**	**$1,500**	**$0**	**-100%**
TRANSFERS					
FROM GENERAL FUND/FROM GENERAL FUND	$1,328,900	$1,375,000	$1,375,000	$1,375,000	0%

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Total TRANSFERS:	$1,328,900	$1,375,000	$1,375,000	$1,375,000	0%
Total Revenue Source:	$1,374,900	$1,405,704	$1,408,400	$1,408,400	0%

Personnel

AUTHORIZED POSITIONS

FY 22-23	FY 23-24	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Library Manager	$63,842	$92,771
0	1	Assist Library Manager	$53,603	$77,892
4	3**	Senior Librarian	$47,707	$69,324
4	4	Librarian	$45,006	$65,400
1	1	Librarian (P/T)	$63,842	$92,771
1	0*	Information Technology Technician	$38,034	$57,050
1	0	Sr. Library Assistant	$26,918	$40,376
4	5	Library Assistant	$28,237	$41,033
5	6**	Library Assistant (P/T)	$28,237	$41,033
1	1	Library Admin Assistant II	$27,590	$41,385

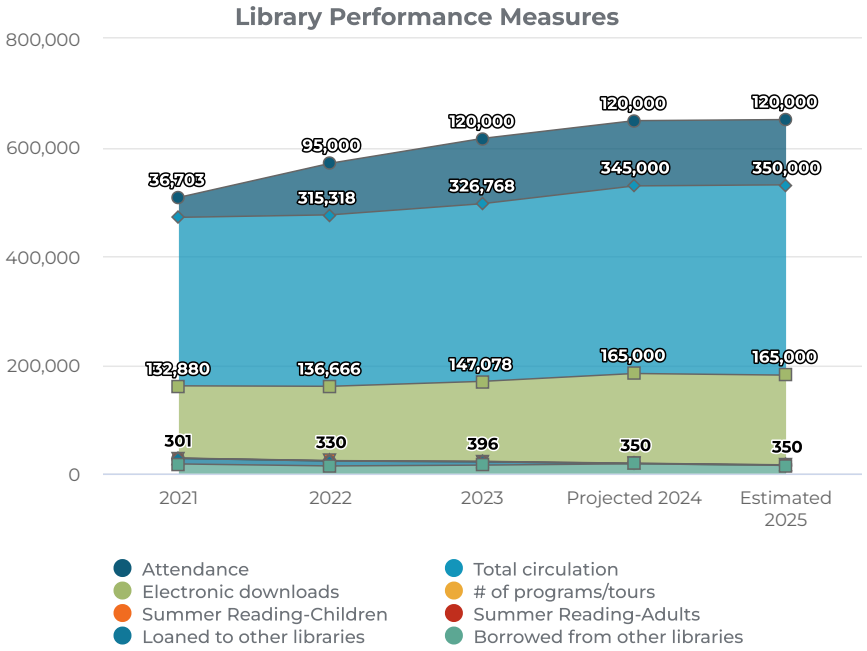
**IT Tech moved to IT for FY 2024*

***Senior Librarian moved to PT Library Assistant for FY 2024*

HISTORY OF BUDGETED POSITIONS

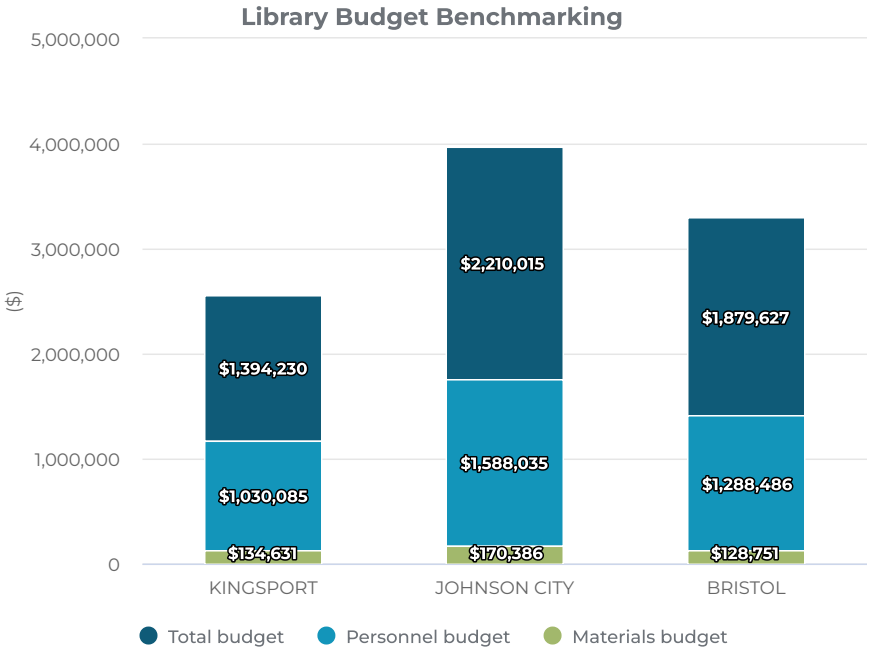
FY 20-21	FY 21-22	FY 22-23	FY 23-24 REQUESTED	FY 23-24 APPROVED
22	22	22	22	22

Performance Measures



PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Attendance	36,703	95,000	120,000	120,000	120,000
Total circulation (adult and children)	309,870	315,318	326,768	345,000	345,000
Electronic downloads-eBooks/audio	132,880	136,666	147,078	165,000	165,000
Total # programs & tours	301	330	396	350	350
Children in Summer Reading	171	340	425	475	475
Adults in Summer Reading	91	114	150	175	175
Loaned to other libraries	10,188	9,000	6,000	N/A	N/A
Borrowed from other libraries	17,665	14,000	15,500	18,000	18,000

Benchmarking



STATISTICS	KINGSPORT	JOHNSON CITY	BRISTOL
Total budget	$1,394,230	$2,210,015	$1,879,627
Salary/benefits budget	$1,030,085	$1,588,035	$1,288,486
Materials budget	$134,631	$170,386	$128,751
Full-time equivalent	20.43	32.8	28.95
Library Visits	98,140	133,267	134,382
Circulation	307,528	616,239	271,815
Reference Questions	12,998	18,457	14,269
Public Access Computer Usage	8,802	11,200	12,958

Library Archives

Brianne Wright
Archivist

MISSION

The Archives of the City of Kingsport preserves for consultation and study the documentary heritage of the City of Kingsport, Tennessee.

Strategic Plan Implementation

GOAL #1: CITIZEN FRIENDLY GOVERNMENT

- Provided information and research services in person, by phone and by email about archival collection.
- Maintained the archives' website and continued digitization process to provide remote 24/7 access to archival collection.
- Maintained social media sites for community engagement (Facebook, Instagram, Pinterest).
- Worked with citizen-based Friends of the Archives group.
- Developed a strong working relationship with various city departments, civic organizations, and citizens of Kingsport.
- Provided reference research, photos, and partnerships with local businesses and organizations.
- Focused on Community Outreach.

GOAL #2: ATTRACT, DEVELOP & RETAIN A HIGH PERFORMING WORKFORCE

- Virtually attended a number of workshops, webinars, and trainings for professional development.

GOAL #6: STRONG EDUCATION SYSTEM

- Provided tours and talks to a variety of groups to educate citizens on the importance of archives and local history.

GOAL #8: SUPERIOR QUALITY OF LIFE

- The Friends of the Archives provided an avenue for citizen support and involvement.
- Developed, maintained, preserved, and managed collection of photos and documents pertaining to the history of Kingsport for use by the public.
- Created displays using archive materials to highlight the historical heritage of Kingsport.
- Continued partnership with East Tennessee PBS on the Black in Appalachia Project.
- Sponsored the Rediscover Kingsport Scavenger Hunt Fun Fest event.

Strategic Performance

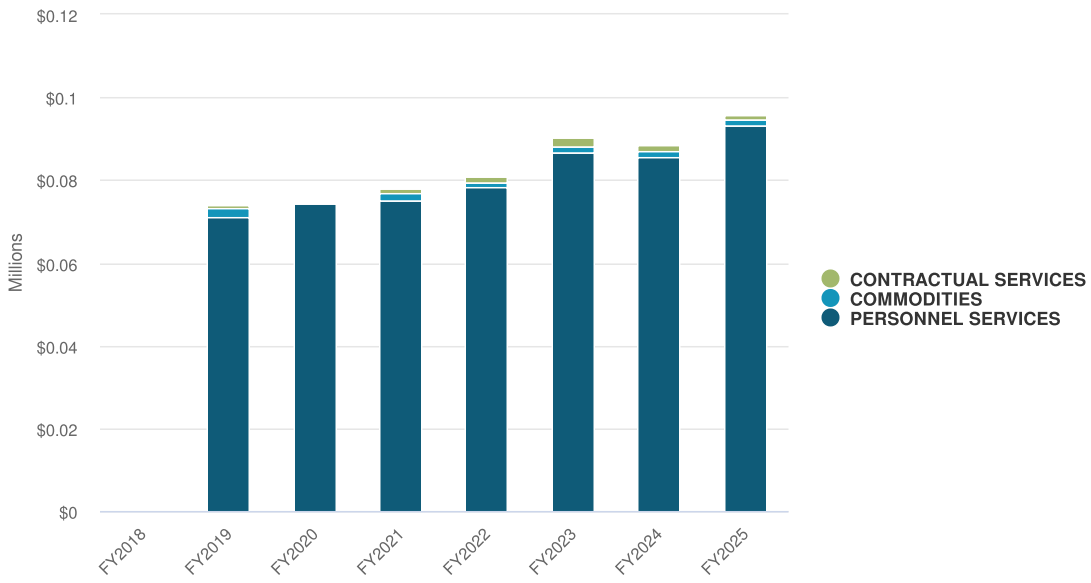
- Awarded a Society of American Archivists Foundation Travel Award.

- Completed moving of the archives to its new location at City Hall, including unpacking, arranging, and organizing the collections.



Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 Original Budget	FY2025 Budgeted	FY2024 Original Budget vs. FY2025 Budgeted (% Change)
Expense Objects					
PERSONNEL SERVICES	$78,411	$86,781	$85,600	$93,000	8.6%
CONTRACTUAL SERVICES	$1,317	$2,193	$1,200	$1,200	0%
COMMODITIES	$1,089	$1,220	$1,500	$1,500	0%
Total Expense Objects:	**$80,817**	**$90,194**	**$88,300**	**$95,700**	**8.4%**

Personnel

AUTHORIZED POSITIONS

FY 23-24	FY 24-25	CLASSIFICATION	MINIMUM	MAXIMUM
1	1	Archivist	$42,459	$61,698

HISTORY OF BUDGETED POSITIONS

FY 21-22	FY 22-23	FY 23-24	FY 24-25 REQUESTED	FY 24-25 APPROVED
1	1	1	1	1

Performance Measures

PERFORMANCE MEASURES	ACTUAL FY 20-21	ACTUAL FY 21-22	ACTUAL FY 22-23	PROJECTED FY 23-24	ESTIMATED FY 24-25
Attendance	*	500	500	500	500
Collections added	8	10	10	12	12
Images added to website	645	500	500	645	645
Talks, tours and events	3	5	5	12	12
Exhibits	5	12	12	12	12
Research assistance	230	240	240	284	284

**Closed to the public due to Covid restrictions in FY 2020-2021.*

CAPITAL PROJECT FUNDS

Fund Description

Capital/Grant Project Ordinances are approved for multi-year projects and/or grants that cannot be easily accounted for in the traditional 12-month fiscal year cycle. Projects assigned to "Parent Funds" are not part of the annual budget process; however, a reporting is made here to reflect the level of total budget activity occurring during the upcoming fiscal year.

Capital/Grant Project Ordinance Funds include the following funds:

- **Special Revenue-General Projects Fund** – accounts for direct federal grants, pass through grants, etc.
- **Metropolitan Planning Office Fund –** accounts for federal grants from the Federal Highway Administration and Federal Transit Administration and State grant funds provided from federal funds granted to the State for support of local government MPO programs.
- **Urban Mass Transportation Administration Fund** – accounts for federal grants from the Federal Transit Administration and State grant funds provided from federal funds granted to the State from the FTA for support of local government transportation programs.
- **Community Development Block Grant Fund** – accounts for Community Development Block Grant entitlement grants received from the U.S. Department of Housing and Urban Development and special funds from the State for homeless shelter programs.
- **General Projects Fund** – accounts for multi-year projects originating in the General Fund.
- **Water Projects Fund** – accounts for multi-year capital projects originating in the Water Fund.
- **Sewer Projects Fund** – accounts for multi-year capital projects originating in the Sewer Fund.

Capital/Grant Project Funds Summary

CAPITAL/GRANT PROJECT FUNDS	BUDGET	REVENUES TO DATE	EXPENDITURES & ENCUMB. TO DATE	AVAILABLE
Special Rev-Gen Project -111	$23,407,694	$19,859,490	$12,319,047	$11,088,647
MPO -122	$2,175,899	$305,639	$192,297	$1,983,602
UMTA -123	$11,337,002	$8,882,972	$8,772,004	$2,564,998
CDBG -124	$1,582,309	$708,002	$708,002	$874,308
General Projects Fund - 311	$126,162,750	$116,694,440	$67,611,083	$58,562,641
Water Capital Projects - 451	$43,815,334	$27,780,868	$18,791,897	$25,023,437
Sewer Capital Projects - 452	$32,860,140	$29,435,039	$14,162,902	$18,699,362
Total	**$241,341,128**	**$203,666,450**	**$122,557,232**	**$118,796,994**

**All Balances as of 6/30/2024*

Special Revenue/General Projects Fund

Special Revenue-General Projects Fund – accounts for direct federal grants, pass through grants, etc.

A listing of projects currently active is provided as follows:

NON CAPITAL PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
CLERKS OFFICE E CITATIONS	NC1507	2/27/2015	18,655.00	18,761.00	958.29	17,696.71
ENFORCEMENT E CITATIONS	NC1508	2/27/2015	75,187.00	75,615.70	22,118.32	53,068.68
COCA COLA APPROPRIATION	NC1604	12/11/2015	95,200.00	102,295.00	66,600.76	28,599.24
FIRE MARSHALL OFFICE	NC1801	8/10/2017	4,800.00	4,800.00	4,791.31	8.69
K-9 DONATION	NC1808	12/1/2017	28,000.00	28,000.00	17,500.00	10,500.00
LYNN VIEW CM CTR FUNFEST	NC1810	4/2/2018	20.00	20.90	0.00	20.00
FARMERS MARKET SNAP GRANT	NC1811	4/6/2018	6,300.00	7,388.00	3,095.00	3,205.00
BULLET PROOF VEST	NC2011	11/5/2019	21,374.00	20,272.96	19,171.91	2,202.09
BORDER REG DIST SALES TAX	NC2013	11/1/2019	831,570.00	831,569.42	831,569.44	0.56
LIBRARYT CARES ACT	NC2025	9/15/2020	7,358.00	7,428.00	0.00	7,358.00
GENERAL PROJECTS	NC2100	7/1/2020	977,797.00	977,802.22	850,858.74	126,938.26
BULLET PROOF VEST	NC2110	11/17/2020	41,600.00	45,029.55	48,459.11	(6,859.11)
FARMERS MARKET ADVERTISIN	NC2112	3/1/2021	2,500.00	4,000.00	3,025.00	(525.00)
TAC CREATIVE PARTNER GRAN	NC2117	6/1/2021	20,299.00	20,299.04	13,321.63	6,977.37
PARKS ADA	NC2207	11/2/2021	300,000.00	300,000.00	110,932.03	189,067.97
IT CYBERSECURITY	NC2208	11/2/2021	140,000.00	120,337.25	120,337.25	19,662.75
BROADBAND STUDY	NC2212	11/2/2021	170,000.00	170,000.00	111,788.48	58,211.52
ARPA COMMUNITY GRANTS	NC2213	11/2/2021	356,906.00	142,060.00	142,060.00	214,846.00
POLICE TRAINING/EQUIPMENT	NC2214	11/2/2021	254,900.00	254,900.00	136,323.20	118,576.80
FIRE SCBA EQUIPMENT	NC2215	11/2/2021	587,025.00	587,020.00	587,020.00	5.00
ALLANDALE IMPROVEMENTS	NC2217	11/2/2021	539,486.00	539,486.40	488,296.71	51,189.29
SENIOR CENTER IMPROVEMENT	NC2218	11/2/2021	225,000.00	131,950.93	131,950.93	93,049.07
BMP NATURE CENTER BALCONY	NC2220	11/2/2021	125,000.00	124,088.33	125,312.63	(312.63)
FACILITIES IMPROVEMENTS	NC2221	10/21/2021	976,817.00	976,817.53	523,452.16	453,364.84
TRAFFIC SIGNALS/POLES	NC2228	11/2/2021	109,900.00	109,900.00	108,618.63	1,281.37
GREENBELT BRIDGE	NC2231	11/2/2021	59,290.00	59,290.52	57,290.00	2,000.00
BULLET PROOF VEST PROJECT	NC2232	11/16/2021	16,900.00	8,450.00	0.00	16,900.00
LIBRARY ARPA GRANT	NC2233	12/7/2021	21,390.00	19,305.25	18,731.18	2,658.82
DOWNTOWN HOLIDAY DECOR	NC2234	12/7/2021	55,448.00	55,448.00	31,223.92	24,224.08
I-26 GATEWAY ENHANCEMENTS	NC2237	6/30/2022	50,000.00	50,000.00	37,200.00	12,800.00
CODE ENFORCEMENT	NC2238	6/30/2022	150,000.00	150,000.00	79,840.18	70,159.82
STREETS LANDSCAPE-TREE RM	NC2239	6/30/2022	50,000.00	50,000.00	0.00	50,000.00
IT OFFICE 365 & EQUIP	NC2240	6/30/2022	200,000.00	200,000.00	104,964.85	95,035.15
BRIDGE REPAIRS/STUDY	NC2242	6/30/2022	150,000.00	150,000.00	24,466.00	125,534.00
CHRISTMAS DECORATIONS PH1	NC2243	6/30/2022	125,000.00	125,000.00	80,380.62	44,619.38
RENAISSANCE CTR IMP	NC2244	6/30/2022	60,000.00	60,000.00	19,509.12	40,490.88
FARMERS MKT IMP	NC2247	6/30/2022	328,957.00	328,957.00	307,499.11	21,457.89
STREET RESURFACING	NC2300	7/1/2022	4,396,601.00	4,394,862.17	4,356,381.18	40,219.82
SIDEWALK IMP	NC2302	7/1/2022	384,924.00	384,924.05	328,505.00	56,419.00
TAC SPECIAL OPPORTUNITIES	NC2304	8/2/2022	3,000.00	3,000.00	2,506.29	493.71
FARMACY FIT	NC2305	8/2/2022	5,000.00	0.00	5,000.00	0.00
BULLET PROOF VEST	NC2309	10/18/2022	14,070.00	7,035.00	0.00	14,070.00
TECHNICAL RESCUE GRANT	NC2310	10/18/2022	353,293.00	291,860.64	285,716.91	67,576.09
BUILDING DEMOLITION	NC2313	11/1/2022	1,759,643.00	1,759,643.35	339.98	1,759,303.02
PATTON STORE DEMOLITION	NC2314	11/1/2022	100,000.00	100,000.00	0.00	100,000.00
TRI-CITY LINEN DEMOLITION	NC2315	11/1/2022	300,000.00	300,000.00	262,388.72	37,611.28
WETLAND MITIGATION	NC2316	11/1/2022	480,000.00	480,000.00	0.00	480,000.00

AG ENHANCEMENT	NC2319	1/1/2023	1,500.00	1,500.00	0.00	1,500.00
PARAMEDIC TRAINING	NC2321	7/1/2022	120,000.00	120,000.00	44,840.05	75,159.95
GREEN VALLEY PROGRAM	NC2323	7/1/2022	50,321.00	50,322.46	2,220.25	48,100.75
MISC PROJECTS	NC2325	3/21/2023	1,398,804.00	1,398,804.00	0.00	1,398,804.00
FARMACY FIT	NC2326	4/18/2023	4,500.00	7,086.00	9,055.00	(4,555.00)
DOUBLE UP FOOD BUCKS	NC2327	4/18/2023	6,000.00	2,033.00	2,936.00	3,064.00
BUILD IT UP BUCKS	NC2328	4/18/2023	5,000.00	4,785.00	4,850.00	150.00
APPALACHIAN FARMACY (RX)	NC2329	4/18/2023	9,000.00	4,330.00	4,500.00	4,500.00
ERP PHASE 1	NC2330	6/20/2023	500,000.00	500,000.00	540.00	499,460.00
LEISURE SERVICES PROJECTS	NC2331	6/20/2023	780,037.00	780,037.00	8,000.00	772,037.00
FM DIABETES	NC2332	6/30/2023	460.00	460.00	0.00	460.00
AESTHETIC IMP	NC2400	7/1/2023	0.00	0.00	0.00	0.00
SIDEWALK IMP	NC2401	7/1/2023	260,000.00	260,000.00	244,036.38	15,963.62
CONTRACTED LANDSCAPING	NC2402	7/1/2023	207,313.00	207,313.10	184,744.20	22,568.80
VIOLENT CRIME INTERVENTIO	NC2403	8/1/2023	475,917.00	475,917.00	475,917.00	0.00
TAC CREATIVE PARTNER GRAN	NC2404	7/1/2023	12,400.00	12,400.00	0.00	12,400.00
TN HWY SAFETY OFFICE GRNT	NC2405	10/3/2023	44,000.00	30,258.33	31,359.55	12,640.45
THSO COORDINATOR GRANT	NC2406	10/3/2023	20,000.00	15,518.62	15,518.62	4,481.38
TCAD MAIN SITE	NC2407	10/17/2023	8,000.00	8,000.00	7,690.00	310.00
TCAD LYNN VIEW SITE	NC2408	10/17/2023	8,000.00	8,000.00	7,630.00	370.00
SRO REIMBURSEMENT	NC2409	10/17/2023	900,000.00	900,000.00	697,409.68	202,590.32
BULLET PROOF VEST	NC2410	11/7/2023	14,250.00	7,125.00	0.00	14,250.00
POLICE RETENTION	NC2411	11/7/2023	200,000.00	0.00	0.00	200,000.00
RIVERVIEW PARK	NC2412	11/21/2023	80,000.00	0.00	0.00	80,000.00
FARMSTEAD MUSEUM	NC2413	12/19/2023	130,000.00	130,000.00	10,664.20	119,335.80
ATHLETIC FIELD IMPROVEMEN	NC2414	12/19/2023	100,000.00	100,000.00	82,427.78	17,572.22
OBSERVATION TOWER	NC2415	2/20/2024	130,000.00	30,000.00	0.00	130,000.00
LNG TRAINING PROJECT	NC2416	1/31/2024	22,000.00	2,000.00	15,204.07	6,795.93
DRIVER SAFETY TRAINING	NC2417	5/21/2024	5,000.00	5,000.00	0.00	5,000.00
FIREWALL ENHANCEMENT	NC2418	5/21/2024	15,000.00	0.00	0.00	15,000.00
TN OPIOID SETTLEMENTS	NC2420	6/18/2024	220,982.00	220,982.51	0.00	220,982.00
SRO REIMBURSEMENT GRANT	NC2500	7/1/2024	900,000.00	0.00	0.00	900,000.00
TAC CREATIVE PARTNERSHIP	NC2502	7/1/2024	0.00	0.00	0.00	0.00
STREET RESURFACING	NC2503	7/1/2024	1,800,000.00	0.00	0.00	1,800,000.00
TOTAL			**$23,407,694.00**	**$19,859,490.23**	**$12,319,047.37**	**$11,088,646.63**

General Projects Fund

General Projects Fund – accounts for multi-year projects originating in the General Fund.

GENERAL PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
BORDER REG RD IMPROVEMNTS	GP1228	6/11/2012	1,900,493.00	3,027,926.78	1,650,029.06	250,463.94
RIVER BEND	GP1512	10/29/2014	2,531,053.00	2,531,052.56	2,532,195.93	(1,142.93)
MAIN STREET IMPROVEMENTS	GP1516	10/29/2014	19,569,037.00	11,788,475.10	11,981,069.78	7,587,967.22
FT ROBINSON BRIDGE REPL	GP1618	2/29/2016	68,534.00	68,558.24	62,097.30	6,436.70
STONE DR SIDEWALK EXTEND	GP1623	5/11/2016	1,063,101.00	855,843.10	800,755.57	262,345.43
STONE DR SIDEWALK EXTEN	GP1725	11/11/2016	714,145.00	672,051.09	606,649.89	107,495.11
TRANSIT GARAGE	GP1727	11/11/2016	6,293,426.00	6,224,355.08	6,148,205.14	145,220.86
SULLIVAN NORTH RENOVATION	GP1733	1/15/2017	8,914,369.00	8,942,117.80	8,610,337.36	308,219.14
LOCAL ROADS	GP1836	9/8/2017	783,946.00	783,945.61	767,637.41	16,308.59
LIBRARY IMPROVEMENTS	GP1908	9/20/2018	223,071.00	235,871.28	122,692.36	100,378.64
FACILITIES ADA	GP1909	9/20/2018	527,668.00	527,667.90	515,017.52	12,650.48
ISLAND ROAD IMPROVEMENTS	GP1926	5/21/2019	2,870,203.00	72,082.71	63,543.38	2,806,659.62
WEST END GREENBELT EXTEN	GP1927	6/4/2019	1,245,746.00	412,057.40	33,091.54	1,212,654.46
PUBLIC WORKS-PARKS ADA	GP2007	11/1/2019	307,654.00	307,655.76	214,674.07	92,979.93
FACI MAINT-IMPROV HVAC	GP2009	11/1/2019	777,572.00	777,571.45	750,763.88	26,808.12
AEP SIDEWALK IMPROVEMENTS	GP2015	7/1/2019	602,165.00	602,168.17	585,597.31	16,567.69
PROJECT DIABETES	GP2019	7/1/2019	468,694.00	468,694.00	468,311.27	382.73
WARRRIORS PATH WATER LINE	GP2023	10/1/2019	150,000.00	104,581.70	59,163.39	90,836.61
STREET RESURFACING	GP2033	5/1/2020	2,500,000.00	501,961.82	12,631.27	2,487,368.73
PUBLIC SAFETY SFTWR&EQUIP	GP2103	11/3/2020	1,288,917.00	1,293,417.00	1,023,938.00	264,979.00
GENERAL PARK IMPROVEMENTS	GP2106	11/3/2020	161,006.00	161,006.43	135,854.21	25,151.79
CEMENT HILL PUMP TRACK	GP2107	11/3/2020	57,962.00	57,961.52	48,424.02	9,537.98
PEDESTRIAN BRIDGE	GP2108	1/19/2021	789,243.00	790,969.42	57,970.35	731,272.65
DOBYNS-BENNETT REVOVATION	GP2111	4/1/2021	5,442,072.00	5,447,571.90	2,099,433.97	3,349,424.76
COLONIAL HEIGHTS SIDEWALK	GP2202	11/2/2021	716,130.00	36,022.79	4,990.73	711,139.27
BIKE PARK & LIGHTING	GP2204	11/19/2021	1,593,191.00	1,593,192.70	1,486,660.51	106,530.49
JUSTICE CENTER DESIGN	GP2205	11/19/2021	424,818.00	424,818.96	387,746.68	37,071.32
BAYS MTN EXHIBITS	GP2206	11/19/2021	386,055.00	386,056.05	261,423.51	124,631.49
PW RECYCLE CENTERS	GP2207	11/19/2021	851,996.00	851,999.81	363,015.75	488,980.25
FIRE FACILITIES/CAPITAL	GP2208	11/19/2021	321,900.00	310,770.92	193,965.64	127,934.36
FIRE STATION #2 IMP	GP2209	11/19/2021	277,998.00	277,998.34	85,844.34	192,153.66
PETWORKS DEBT REDUCTION	GP2212	5/3/2022	250,000.00	250,000.00	107,208.57	142,791.43
FOX DEN PLAYGROUND	GP2214	5/3/2022	57,550.00	57,550.00	25,391.21	32,158.79
BMP NATURE CENTER	GP2215	5/3/2022	1,067,196.00	1,067,196.97	837,638.18	229,557.82
PUBLIC ART	GP2217	6/21/2022	30,000.00	30,000.00	25,000.00	5,000.00
STREET LIGHTS & SIGNALS	GP2218	6/21/2022	103,947.00	103,948.50	14,534.36	89,412.64
LIBRARY RENOVATIONS	GP2300	11/1/2022	7,225,138.00	5,802,162.86	232,504.45	6,992,633.55
SCHOOL CAPITAL IMPROVEMEN	GP2301	7/1/2022	1,288,942.00	1,288,942.88	960,824.08	328,117.92
SCHOOLS HVAC REPLACEMENTS	GP2302	7/1/2022	6,777,317.00	6,777,317.00	3,761,332.90	3,015,984.10
LITIGATION CONTINGENCY	GP2304	6/30/2023	5,000.00	5,000.00	0.00	5,000.00
BMP OTTER EXHIBIT	GP2305	6/30/2023	1,535,075.00	1,535,076.54	48,711.86	1,486,363.14
PINNACLE TOWERS ROAD	GP2306	6/30/2023	11,492.00	11,492.24	0.00	11,492.00
STREET RESURFACING	GP2400	8/1/2023	5,860,677.00	5,501,078.99	3,378,265.88	2,482,411.12
DB DOME REPLACEMENT	GP2401	7/1/2023	23,881,529.00	23,881,528.48	15,660,053.07	8,221,475.93
JUSTICE CENTER EXPANSION	GP2402	7/1/2023	13,538,644.00	19,138,644.36	144,325.26	13,394,318.74
BRIDGE IMPROVEMENTS	GP2403	7/1/2023	588,078.00	588,077.95	281,561.88	306,516.12
JOHN ADAMS PLAYGROUND	GP2404	3/1/2024	120,000.00	120,000.00	0.00	120,000.00
PARKING GARAGE	GP2501	8/20/2024	0.00	0.00	0.00	0.00

TOTAL	**$126,162,750.00**	**$116,694,440.16**	**$67,611,082.84**	**$58,562,641.39**

Water Project Fund

Water Projects Fund – accounts for multi-year capital projects originating in the Water Fund.

WATER PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
STATE RT 93 WL RELOCATION	WA1708	2/21/2017	39,741.00	0.00	39,670.25	70.75
HUNT RD WATERLINE EXT	WA1804	12/31/2016	162,813.00	9,725.37	16,654.71	146,158.29
MAIN ST WL REPLACEMENT	WA1901	9/20/2018	1,825,393.00	1,825,397.19	1,680,758.98	144,634.02
MEMORIAL BLVD IMP	WA1908	10/2/2018	412,744.00	0.00	183,351.63	229,392.37
MASTER PLAN WATER UPGRADE	WA2001	11/1/2019	150,518.00	150,517.58	150,517.58	0.42
WTP HIGH SERVICE IMP	WA2007	4/1/2020	10,127,410.00	1,627,411.07	1,872,357.86	8,255,052.14
METER REPLACEMENTS	WA2008	6/1/2020	5,668,068.00	5,668,067.58	5,668,067.58	0.42
PLANT FACILITY IMP	WA2101	7/1/2020	99,885.00	99,886.38	96,411.11	3,473.89
MASTER WATER PLAN UPG	WA2204	11/19/2021	351,307.00	351,306.26	351,306.26	0.74
HUNTS CROSSING PH 2	WA2254	10/19/2021	24,795.00	24,794.63	25,354.39	(559.39)
MILLER PARKE PH 3	WA2257	1/18/2022	25,895.00	28,448.60	28,448.60	(2,553.60)
WATER LINE IMP	WA2300	7/1/2022	1,141,137.00	1,141,136.80	1,141,136.80	0.20
PUMP STATION IMP	WA2301	7/1/2022	116,077.00	116,077.50	116,077.50	(0.50)
FACILITY IMP	WA2302	7/1/2022	230,000.00	230,000.00	2,723.02	227,276.98
WASHINGTON CO WA EXT	WA2303	11/10/2022	2,772,700.00	2,275,166.12	2,275,588.86	497,111.14
SULLIVAN CO WA UPG	WA2304	11/10/2022	4,475,000.00	2,322,812.15	2,055,057.11	2,419,942.89
COLONIAL VIEW PUMP STATIO	WA2305	2/21/2023	357,000.00	357,000.80	114,874.95	242,125.05
AMI METER PURCHASE	WA2306	2/28/2023	2,826,363.00	300,000.00	117,596.40	2,708,766.60
WA VALVE LOC & ASSESSMENT	WA2307	2/28/2023	941,241.00	191,241.00	92,480.91	848,760.09
WTP WA INTAKE SCREEN REPL	WA2308	2/28/2023	1,548,000.00	450,531.70	1,376,070.00	171,930.00
ST ANDREW'S GARTH PH 2	WA2350	2/14/2023	18,923.00	18,923.00	21,400.23	(2,477.23)
WATER LINE IMP	WA2400	7/1/2023	850,000.00	850,000.00	1,009,949.51	(159,949.51)
PUMP STA IMP	WA2401	7/1/2023	173,826.00	173,826.00	130,936.84	42,889.16
PLANT FACILITY IMP	WA2402	7/1/2023	100,000.00	100,000.00	0.00	100,000.00
DISTRINUTION SYSTEM UPGRA	WA2403	7/1/2023	525,000.00	2,000,000.00	0.00	525,000.00
HORSE CREEK AREA UPGRADES	WA2404	7/1/2023	477,900.00	435,000.00	41,660.17	436,239.83
MEMORIAL BLVD WATER LINE	WA2405	7/1/2023	3,300,000.00	3,300,000.00	0.00	3,300,000.00
WATAUGA ST WATER IMPROVE	WA2406	7/1/2023	1,000,000.00	1,000,000.00	0.00	1,000,000.00
WATER TANK REHAB	WA2407	7/1/2023	1,000,000.00	1,000,000.00	0.00	1,000,000.00
FIELDCREST ANNEXATION	WA2408	7/1/2023	1,200,000.00	1,200,000.00	135,922.94	1,064,077.06
PLANT & DISTRIB SYSTEM	WA2409	7/1/2023	501,860.00	501,859.84	0.00	501,860.00
MAGNOLIA RIDGE PH 2	WA2450	9/29/2023	12,546.00	12,545.68	12,545.68	0.32
LEBANON MEADOWS	WA2451	4/19/2024	0.00	0.00	15,784.41	(15,784.41)
RIVERBEND TOWNHOMES	WA2452	3/12/2024	19,192.00	19,192.42	19,192.42	(0.42)
WA PUMP STATIONS	WA2500	7/1/2024	165,000.00	0.00	0.00	165,000.00
WATER LINE IMP	WA2501	7/1/2024	875,000.00	0.00	0.00	875,000.00
FACILITY IMPROVEMENTS	WA2502	7/1/2024	100,000.00	0.00	0.00	100,000.00
HYDRO EXCAVATOR	WA2503	7/1/2024	200,000.00	0.00	0.00	200,000.00
BRICKYARD VILLAGE PH 1	WA2550	9/17/2024	0.00	0.00	0.00	0.00
		TOTAL	**$43,815,334.00**	**$27,780,867.67**	**$18,791,896.70**	**$25,023,437.30**

Sewer Project Fund

Sewer Projects Fund – accounts for multi-year capital projects originating in the Sewer Fund.

SEWER PROJECTS		DATE BEGUN	BUDGET	REVENUES TO DATE	EXPENSES	BALANCE
MAIN ST SEWER LINE REPLAC	SW1901	9/20/2018	1,265,197.00	1,265,198.10	948,168.77	317,028.23
MEMORIAL BLVD IMP	SW1908	10/2/2018	293,701.00	0.00	119,751.43	173,949.57
WWTP EQUALIZATION BASIN	SW2002	11/1/2019	712,545.00	712,544.16	712,544.16	0.84
SYSTEMWIDE FLOW MONITORIN	SW2004	10/15/2019	363,778.00	363,777.54	363,777.54	0.46
SYSTEM IMPROVEMENTS SLS	SW2005	11/1/2019	1,684,094.00	1,684,094.26	1,673,743.32	10,350.68
WWTP DIGESTER CLEANING	SW2010	7/1/2019	634,502.00	634,501.21	634,501.21	0.79
REEDY CREEK TRUNK LINE	SW2011	6/1/2020	839,900.00	839,900.00	839,900.00	0.00
MAINT FACILITY IMP	SW2202	7/1/2021	45,213.00	45,213.00	36,181.76	9,031.24
SEWER I&I REHAB	SW2203	11/19/2021	504,287.00	504,287.00	504,309.00	(22.00)
SLS IMPROVEMENTS	SW2204	11/19/2021	1,686,400.00	1,686,400.00	170,875.90	1,515,524.10
REEDY CREEK TRUNK LINE	SW2205	11/19/2021	783,134.00	783,133.88	783,133.88	0.12
WWTP ELECTRIC UPG	SW2206	11/19/2021	519,475.00	519,475.00	352,750.00	166,725.00
W KPT SEWER EVALUATION	SW2207	4/1/2022	357,020.00	357,025.55	218,223.24	138,796.76
LITIGATION CONTINGENCY	SW2208	6/7/2022	6,120.00	6,119.72	6,119.72	0.28
HUNTS CROSSING PH 2	SW2254	10/19/2021	13,129.00	13,128.72	12,834.38	294.62
MILLER PARKE PH 3	SW2257	1/18/2022	27,857.00	39,701.79	39,701.79	(11,844.79)
PUMP STA IMP O&M	SW2300	7/1/2022	317,397.00	317,396.73	317,396.73	0.27
SEWER LINE IMP	SW2301	7/1/2022	265,116.00	265,115.20	265,115.20	0.80
EQUIPMENT PURCHASES	SW2302	7/1/2022	0.00	0.00	0.00	0.00
VALLEYBROOK SEWER EXT	SW2303	8/30/2022	1,350,000.00	1,159,895.58	1,176,850.98	175,272.87
SOUTH FORK SEWER BASIN	SW2304	9/13/2022	202,000.00	40,500.00	51,800.00	150,200.00
WWTP EQUIPMENT	SW2305	11/1/2022	215,069.00	215,070.67	197,004.62	18,064.38
I&I UPG-GARDEN/INDSTRY DR	SW2306	2/28/2023	3,124,747.00	1,878,097.00	3,124,745.55	1.45
SW VACTOR TRUCK DEWATERNG	SW2307	2/28/2023	577,600.00	177,600.00	172,550.31	405,049.69
ST ANDREW'S GARTH PH 2	SW2350	2/14/2023	18,806.00	18,806.00	17,128.47	1,677.53
PUMP STA IMP	SW2400	7/1/2023	453,072.00	453,073.39	465,278.10	(12,206.10)
SEWER LINE IMP	SW2401	7/1/2023	265,000.00	265,000.00	256,135.32	8,864.68
MAINT FACILITY IMP	SW2402	7/1/2023	429,242.00	429,244.52	139.60	429,102.40
INDUSTRY DR PROP PURCH	SW2403	8/1/2023	401,681.00	401,680.64	401,680.64	0.36
MEMORIAL BLVD SEWER LINE	SW2405	7/1/2023	4,200,000.00	4,200,000.00	0.00	4,200,000.00
WATAUGA ST SEWER IMPROVE	SW2406	7/1/2023	0.00	0.00	0.00	0.00
WWTP ELECTRICAL IMPROVEME	SW2407	7/1/2023	2,401,660.00	2,401,660.11	273.47	2,401,386.53
FIELDCREST ANNEXATION	SW2408	7/1/2023	2,500,000.00	2,500,000.00	0.00	2,500,000.00
COLLECTION SYSTEM UPGRADE	SW2409	12/19/2023	1,701,119.00	1,701,120.28	112,149.60	1,588,969.40
REEDY CREEK SULLIVAN CLIN	SW2410	4/2/2024	1,000,000.00	1,000,000.00	126,508.15	873,491.85
WWTP HEADWORKS IMPROVEMEN	SW2411	4/2/2024	1,500,000.00	1,500,000.00	0.00	1,500,000.00
COLLECTION SYSTEM UPGRADE	SW2412	6/18/2024	1,000,000.00	1,000,000.00	0.00	1,000,000.00
MAGNOLIA RIDGE PH 2	SW2450	9/29/2023	31,125.00	31,125.36	31,125.36	(0.36)
LEBANON MEADOWS	SW2451	4/19/2024	0.00	0.00	0.00	0.00
RIVERBEND TOWNHOMES	SW2452	3/12/2024	25,154.00	25,153.67	30,503.87	(5,349.87)
SW LIFT STATIONS	SW2500	7/1/2024	375,000.00	0.00	0.00	375,000.00
SEWER LINE IMP	SW2501	7/1/2024	270,000.00	0.00	0.00	270,000.00
FACILITY IMPROVEMENTS	SW2502	7/1/2024	200,000.00	0.00	0.00	200,000.00
MAINTENANCE FACILITY IMP	SW2503	7/1/2024	100,000.00	0.00	0.00	100,000.00
HYDRO EXCAVATOR TRUCK	SW2504	7/1/2024	200,000.00	0.00	0.00	200,000.00
BRICKYARD VILLAGE PH 1	SW2550	9/17/2024	0.00	0.00	0.00	0.00
		TOTAL	**$32,860,140.00**	**$29,435,039.08**	**$14,162,902.07**	**$18,699,361.78**

CAPITAL IMPROVEMENTS

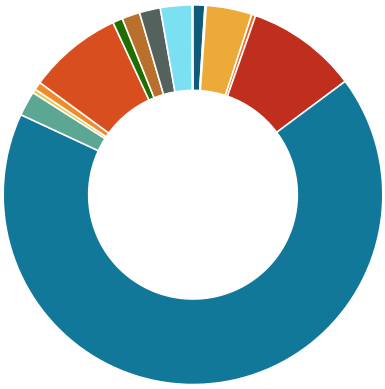
Capital Improvements: One-year Plan

Total Capital Requested

$29,397,436

67 Capital Improvement Projects

Total Funding Requested by Department



ADMINISTRATION (1%)	$300,000.00
AQUATIC CENTER ADMIN (0%)	$25,000.00
BAYS MOUNTAIN PARK (0%)	$6,000.00
BUILDING MAINTENANCE (4%)	$1,145,000.00
CAPITAL IMPROV - GEN GOVT (0%)	$100,000.00
CAPITAL IMPROVEMENT PROJ (9%)	$2,779,584.00
CAPITAL IMPROVEMENT-WATER (67%)	$19,731,002.00
CULTURAL ARTS (2%)	$621,500.00
DIRECTOR / ADMINISTRATION (0%)	$100,000.00
FIRE DEPARTMENT (1%)	$200,000.00
INFORMATION TECHNOLOGY (8%)	$2,355,000.00
PLANNING ADMINISTRATION (1%)	$250,000.00
STORM WATER ADMIN (2%)	$450,000.00
TRANSPORTATION (2%)	$525,000.00
UNASSIGNED (3%)	$784,350.00
VEHICLE REPAIR AND MAINT (0%)	$25,000.00
TOTAL	**$29,397,436.00**

Total Funding Requested by Source



10 Year Capital Outlay Note (0%)	$80,000.00
Bonds (8%)	$2,491,000.00
Fleet Maintenance Funds (0%)	$25,000.00
Funding Source 1 (1%)	$190,000.00
General Fund (21%)	$6,436,434.00
Sewer Bonds (40%)	$12,385,000.00
Sewer Fund (3%)	$945,000.00
Stormwater Fund (3%)	$960,000.00
Water Bonds (20%)	$6,100,000.00
Water Fund (4%)	$1,371,000.00
TOTAL	**$30,983,434.00**

Capital Costs Breakdown



Capital Costs (100%)	$29,397,436.00
TOTAL	**$29,397,436.00**

CAPITAL IMPROVEMENT PROJ Requests

Itemized Requests for 2025

Allandale Roof Repairs **$300,000**

Allandale roof and guttering need repair to eliminate leaks and damage to the interior of the mansion.

BMP Herpetarium Improvements **$10,000**

FY 25 July - Having issues with plumbing. Need to run a camera down lines to view pipe conditions. Need to know the location of septic pipelines in the ground for future animal habitat improvements. Need new septic tank caps. FY 25-26 Modernize...

Brickyard Park Laser Grading **$30,000**

The fields at brickyard park need laser grading. There are areas that are humped up and areas that are low. This request will allow us to get the fields graded properly, which will improve drainage and safety on these fields. There is also a layer...

Bridge repairs **$190,000**

This request is for the next round of repairs for the bridges outlined in the Mattern and Craig Bridge inspection report.

Cement Hill Goats **$30,000**

This is to fund the vegetation control on Cement Hill through the implementation of Goats. They will be used to control the Kudzu on areas that are to steep to use equipment.

Domtar Park Fencing **$20,000**

There are several sections of the fencing around the baseball fields at Domtar Park that need to be replaced. These fences have been climbed on by the kids in the park, causing them to bow out and look unseemly. This request allows us to replace...

Edinburgh Park Ponds **$25,000**

This will be for the removal of vegetation in all ponds in Edinburgh Park. The contractor will be completing this through a maintenance plan and will clean the ponds 4 times throughout the year. This was the suggested practice for quality control...

Greenbelt Cleek Road parking lot **$300,000**

Construction of a parking lot on the east end of the greenbelt. A design is in place.

Greenbelt Improvements **$100,000**

Enhancements and improvements to the existing Greenbelt. The Greenbelt is one of the most utilized recreational areas in Kingsport. It is important to continue improving and enhancing the Greenbelt in order to keep it pleasing to customers. The...

Greenbelt Repairs **$100,000**

This will allow us to start working on the issues outlined in the Steve Willson report.

Holdover Vehicle Replacement **$400,000**

We currently have 6 Holdover vehicles that are used every day. I would like to replace these with new fleet vehicles so that we can have them replaced on a rotation with the rest of our vehicles. We rely on these trucks every day to complete our...

Mini Excavator **$100,000**

We are needing a mini excavator to complete mowing tasks on the greenbelt and other various tasks throughout the parks. We are currently borrowing Tamra's side arm mower for this mowing on the greenbelt when it is available, however this mower...

Police Body Worn Cameras **$203,084**

To provide funds to equip the police department with body-worn cameras. Body worn cameras will provide video evidence of police interactions and are an effective tool to assist in police accountability and transparency as well as for evidentiary...

Ren Cen Parking Lot Renovation **$46,500**

Renaissance Center Parking Lot renovation to include the addition of parking spaces to the front level parking lot and the addition of an overhang attached to the building so that cars can pull under and unload passengers that are on walkers,...

Restroom Hardening **$100,000**

Hardening of the restrooms in city parks. These restrooms have been destroyed several times. Measures need to be taken to make it more difficult for individuals to vandalize and break items, such as installing metal paper product dispensers, metal...

Rock Springs Park **$350,000**

Demolition of the former school building located at Rock Springs Park and the complete renovations to the park outlined in the Rock Springs Park Master Plan include: Park Shelter, Parking Lot, and Landscaping. Rock Springs Park contains a building...

Senior Center Equipment **$25,000**

Replacement of exercise equipment at the Reniassance Center location and the Lynn View location. Exercise equipment is frequently used and beginning to show signs of excess wear. New equipment is needed.

Senior Center/ Parks and Recreation Community Center (Combined Facility) **$100,000**

The Kingsport Senior Center's membership growth continues to reach new record numbers year after year. The Parks and Recreation Department has lost usage of the Civic Center and other facilities, resulting in a need for additional...

Tractor and Bush hog **$250,000**

We need a tractor and a bush hog to complete mowing tasks throughout the parks and on the greenbelt. We are currently borrowing Tamra's backup tractor. This is not always available to borrow if on of Tamra's tractors goes down. This piece...

Turf Equipment **$100,000**

I would like to replace the aerifier that we have for our sports fields. The old one uses weight instead of being PTO driven and does not reach the depths that we need to properly aerify our fields. This will improve turf health on our sports...

Total: $2,779,584

CAPITAL IMPROVEMENT-WATER Requests

Itemized Requests for 2025

Collection System Upgrades1	**$1,000,000**
Needs Description	
Distribution System Upgrades	**$1,500,000**
Needs Description	
Hydro Excavator Truck (Water)	**$200,000**
Needs Description	
Lift Station Upgrades	**$2,350,000**
Needs Description	
Maintenance Facility Improvements	**$100,001**
Improvements to the facility on Konnarock Rd. This will allow us to continue improving the property and making it more useful for our staff.	
Maintenance Facility Improvements (Water)	**$100,000**
Needs Description	
Meter Replacements (4k per year)	**$1,000,000**
Needs Description	
Plant Facility Improvements	**$1**
Improvements to the Wastewater Treatment Plant facility. This will allow us to continue improving the property and making it more useful for our staff.	
Portable Pump Replacement	**$60,000**
Needs Description	
Reedy Creek Trunk Sewer	**$6,800,000**
Needs Description	
Stormwater Infrastructure Improvements	**$200,000**
Needs Description	
Tank Rehabilitation	**$1,500,000**
Needs Description	
Tranbarger Branch Improvements	**$250,000**
Needs Description	
Water Line Improvements	**$875,000**
Needs Description	
Water Pump Station Improvements	**$196,000**
Needs Description	
WTP Chemical Feed / Pipe Gallery	**$500,000**
Needs Description	

WTP Sed Basin Concrete and Floc Repair (Impr) **$1,600,000**

Needs Description

WWTP Master Plan Improvements **$1,500,000**

Needs Description

Total: $19,731,002

FIRE DEPARTMENT Requests

Itemized Requests for 2025

Cardiac Monitors **$100,000**

Replace and upgrade current Cardiac Monitors used on emergency apparatus. The current equipment is eight years old and has met the life expectancy per the manufacturers' recommendation. This new technology would provide options such as 12 lead...

Fire Facilities **$100,000**

The City of Kingsport contracted with Cain, Rash and West Architects to perform a fire facilities study. This study was to determine the condition, needs, and plan for repairs needed and prioritized those repairs. The study covers a comprehensive...

Total: $200,000

VEHICLE REPAIR AND MAINT Requests

Itemized Requests for 2025

Fleet Access Control **$5,000**

To provide door security for three doors coming into the Fleet offices. The door security would allow a safer environment in our offices. Currently, there are no windows to view visitors wanting to gain access. The card slider entrance...

Security Camera System Replacement **$20,000**

Camera system upgrade for fleet maintenance, fuel sites and parking area. This upgrade would provide better coverage and security for the city assets located at fleet maintenance both internally and externally, as well as, our fuel sites and...

Total: $25,000

INFORMATION TECHNOLOGY Requests

Itemized Requests for 2025

CIS - Software installation **$2,000,000**

-Purchase and installation of CIS for Utility billing

Conference Room Equipment and Upgrades **$80,000**

conference room technology upgrades Year 1 - 2nd floor Year 2 - floors 4- 5 and 6

Information Technology Infrastructure and Maintenance **$200,000**

- Access controls, security across all department and buildings - network infrastructure

Microsoft 365 **$75,000**

Needs description

Total: $2,355,000

STORM WATER ADMIN Requests

Itemized Requests for 2025

Stormwater Infrastructure **$200,000**

New stormwater infrastructure installation or replacement of existing stormwater assets. Areas are identified through customer complaints, routine visual or CCTV inspections. This work will be completed by stormwater maintenance crews. Kingsport...

Tranbarger Branch Improvments **$250,000**

Improvements of stream channel, bank stabilization, and aquatic habitats. The purpose of the stormwater division is to improve stream quality throughout Kingsport. This can be done by improving the aquatic habitats, improving buffer areas, and...

Total: $450,000

TRANSPORTATION Requests

Itemized Requests for 2025

Signal Cabinet Replacements **$60,000**

The fund is dedicated for updating older signal cabinets that have reached life expectancy or maybe don't work with newest technology. Some cabinets have reached their life expectancy and need to be updated to new standards or updated equipment.

Signal Pole Upgrades **$100,000**

This fund is dedicated to updating signal poles that may have reached their life expectancy or a new addition. Replacing degraded poles or adding new improved intersections.

Streetlight LED Replacements **$165,000**

AEP has updated charges for high pressure sodium and mercury vapor lighting in November of 2022. Changing lights to LED will drop prices dramatically. Converting all current lights to LED's will drop monthly costs dramatically and monies spent...

Streetlight Projects **$200,000**

This fund is dedicated to adding street lights along city roadways that don't have lighting or upgrades to existing lighting. Adding street lights would make traversing roadways safer for motorists and in some instances more aesthetically...

Total: $525,000

UNASSIGNED Requests

Itemized Requests for 2025

Clay Street Transit Garage Disposition **$217,350**

For the purchase of the old Transit Garage facility owned by the Federal Government. KATS is constructing a new transit garage and maintenance facility located at 880 East Main St. The old transit garage located at 141 Clay St can now be...

Old Transit Center / RCAT Disposition **$567,000**

For the purchase of the old Transit Center and RCAT Facility owned by the Federal Government. KATS is constructing a new transit garage and maintenance facility located at 880 East Main St. The old transit garage located at 141 Clay St can now be...

Total: $784,350

BAYS MOUNTAIN PARK Requests

Itemized Requests for 2025

BMP Exhibit Upgrades **$6,000**

FY 25 - 30 Purchase trail junction signposts and vinyl for each sign. Starting in 2020, the park has replaced trail junction posts and signs along the following trails: Lakeside, Dolan Branch, Barred Owl, Moonshinters' and several other...

Total: $6,000

PLANNING ADMINISTRATION Requests

Itemized Requests for 2025

Future Land Use Plan update **$250,000**

The Planning Department recognizes the need to update the current Future Land Use Plan, which was an internal document created in 2010. The desire is to hire a consultant to help facilitate creation of an updated plan and assist with a focus...

Total: $250,000

CULTURAL ARTS Requests

Itemized Requests for 2025

Carousel Upgrades **$54,500**

The Kingsport Carousel turns 10 in 2025! In those 10 years, the carousel has become a much beloved destination in the region and we plan to show it off. After 10 years of use, it is time for the facility to get a refresh to keep the facility...

Farmers Market Improvements Phase 2 **$217,000**

The Farmers Market is seeing much needed repairs in the phase 1 improvement. The facility is a much sought after location for a variety of events and rentals. The market hosts everything from Racks by the Tracks, car shows, weekly farmers market,...

Farmers Market Improvements Phase 3 **$200,000**

Phase 3 would include switching the manual garage doors to electric garage doors.

Kingsport Renaissance Center Theatre Seating **$110,000**

The seating in the Renaissance Center theater is original to the facility. Building Maintenance has had to start removing seats that are broken and unsafe because you can no longer find parts for the outdated seating. The theater is...

Kpt Cultural Arts office upgrade **$40,000**

The current Kingsport Cultural Arts office is located in the Renaissance Center. The facility is outdated and the offices are in need of expansion. As the dept has been in the process of rebranding, we are meeting with more and more...

Total: $621,500

CAPITAL IMPROV - GEN GOVT Requests

Itemized Requests for 2025

Jessee St/Memorial Blvd traffic signal **$100,000**

FY2025-Survey and signal design for new traffic signal FY2026-Signal construction, lane modifications and conduit/fiber installation.

Total: $100,000

BUILDING MAINTENANCE Requests

Itemized Requests for 2025

Facilities ADA **$345,000**

Funding needed to finish bringing all city facilities up to ADA standards.

Facility Repairs **$800,000**

FY 2025 Identified needs: Replacement of fleet roof 248,000 BMP Nature...

Total: $1,145,000

AQUATIC CENTER ADMIN Requests

Itemized Requests for 2025

KAC Window Blinds-Main Pool Area **$25,000**

The current issue involves a lack of window treatments, leading to challenges with light filtering in the pool area. This lack of filtration causes glare issues on the water, making it difficult for lifeguards to see certain pool bottom areas....

Total: $25,000

ADMINISTRATION Requests

Itemized Requests for 2025

Leisure Services - ADA **$300,000**

Fund pool used to make upgrades and renovations to ensure that all parks in the city are ADA compliant. Specific Park requirements were added to the 2010 ADA standards that took effect in 2012.

Total: $300,000

DIRECTOR / ADMINISTRATION Requests

Itemized Requests for 2025

MV Chiller R'newal **$100,000**

We previously did the Trane R'newal program and were satisfied with the results. This would be a R'newal program for the other chiller. If it is not completed within a certain timeframe we are ineligible for the program.

Total: $100,000

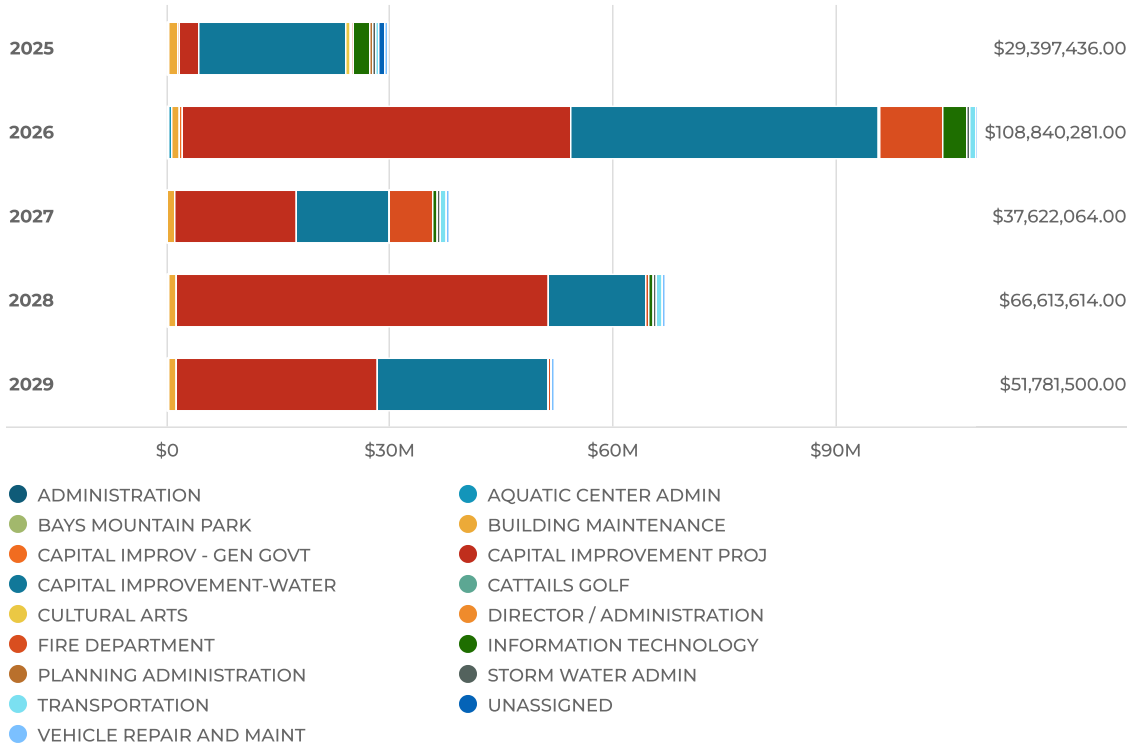
Capital Improvements: Multi-year Plan

Total Capital Requested

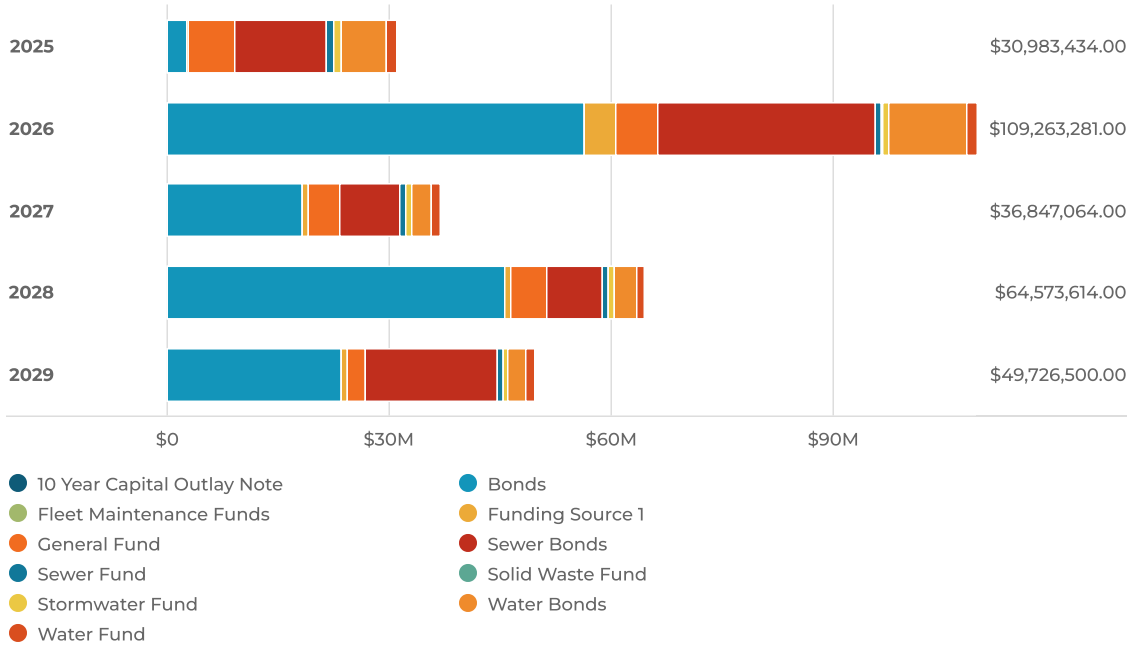
$294,254,895

128 Capital Improvement Projects

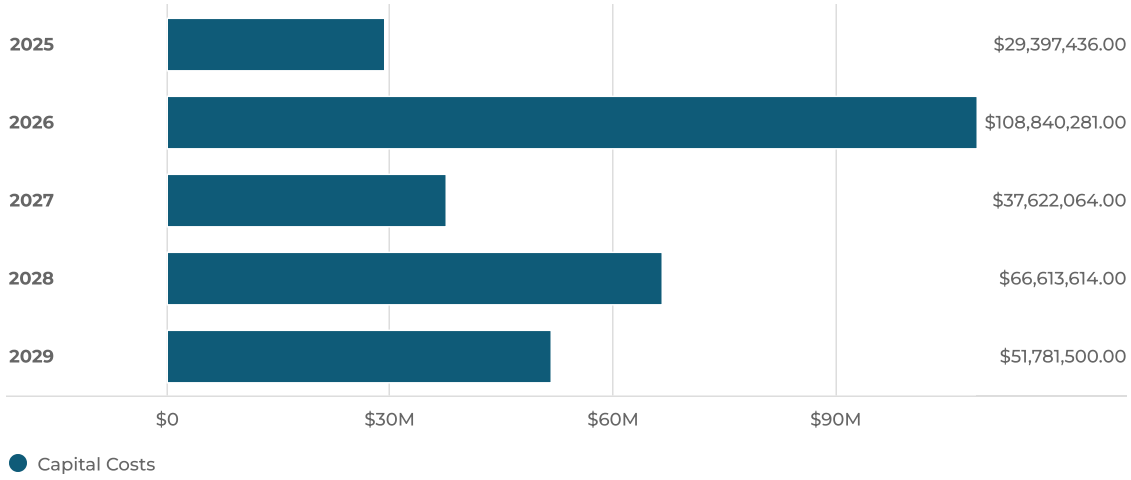
Total Funding Requested by Department



Total Funding Requested by Source



Capital Costs Breakdown



CAPITAL IMPROVEMENT PROJ Requests

Itemized Requests for 2025-2029

Allandale Amphitheater **$440,000**

Construction of a permanent tension roof stretching over the primary stage to provide shelter for the performers. Convert the existing Men's and Women's restroom into a Men's Restroom and construct a new Women's restroom. The Friends of Allandale...

Allandale Improvements **$375,000**

Renovation of the outdoor restroom facility beside the Heron Dome and paving. Enhancements will increase rentals by offering improved options to customers.

Allandale Paving **$150,000**

The pavillion entrance and barn parking need to be paved.

Allandale Roof Repairs **$300,000**

Allandale roof and guttering need repair to eliminate leaks and damage to the interior of the mansion.

Automated Garbage Truck **$450,000**

Add an automated garbage truck to the Fleet to handle future growth.

BMP Animal Habitats **$3,250,000**

The Park Improvement Plan has laid out several areas of improvement over the next five years. This is what the park envisions the next five years could look like. FY 25 - Finish construction of the Otter Habitat. Work on site plans for...

BMP Entrance Gate **$210,000**

FY 29 - Work on drawings. FY 30 - Construct new gate. Due to the many renovations taking place in the park, it would be nice to renovate the entrance to the park. The gate is old, and it sags when you close it. The main aluminum bracket holding...

BMP Floating Bridge **$250,000**

FY 26 - Acquire drawings for the project. FY 27 - Construct Floating Bridge. The bridge is over 20 years old. Most of the wooden structure has been replaced several times. The main support beams under the bridge have been scabbed in with new...

BMP Herpetarium Improvements **$360,000**

FY 25 July - Having issues with plumbing. Need to run a camera down lines to view pipe conditions. Need to know the location of septic pipelines in the ground for future animal habitat improvements. Need new septic tank caps. FY 25-26 Modernize...

BMP Observatory Replacement **$610,000**

FY 28 - Begin drawings for a new structure. FY 29 - Construct new structure. In the 2010 Strategic Plan, it states improvements to this area are of high priority. The site is not ADA accessible. The site the main observatory is sitting on is...

Brickyard Park Laser Grading **$30,000**

The fields at brickyard park need laser grading. There are areas that are humped up and areas that are low. This request will allow us to get the fields graded properly, which will improve drainage and safety on these fields. There is also a layer...

Bridge repairs **$190,000**

This request is for the next round of repairs for the bridges outlined in the Mattern and Craig Bridge inspection report.

Cement Hill **$1,000,000**

Cement Hill is the newest property designated for park development in the city. When completed, it will create a great park for downtown residents and guests. A master plan has been developed to guide development.

Cement Hill Goats **$30,000**

This is to fund the vegetation control on Cement Hill through the implementation of Goats. They will be used to control the Kudzu on areas that are to steep to use equipment.

Clinchfield Street Bridge Repairs **$1,000,000**

The bridge deck is in the well-developed stage of potholes and re-bar exposure. Several minor repairs have been done and it has created a poor ride for motorists. A complete deck overlay is needed to protect and preserve the life of this...

Concrete Roadways **$2,000,000**

Funds dedicated to repair concrete roadway panels around the City.

Convenience Center **$350,000**

Enhance convenience center sites in Rock Springs, Lynn Garden and the landfill on Brookside Drive. These sites provide residents an opportunity to recycle and could potentially evolve into accepting c&d debris and yard waste.

Domtar Park **$900,000**

Improvements, repairs, and enhancements to the existing facilities. Improve service to customers. Benefits tourism/economic development for the City of Kingsport.

Domtar Park Fencing **$20,000**

There are several sections of the fencing around the baseball fields at Domtar Park that need to be replaced. These fences have been climbed on by the kids in the park, causing them to bow out and look unseemly. This request allows us to replace...

Eastman Road Bridge Over Lincoln Street **$1,200,000**

Continue with repairs to bridge bents and caps. This will address the portions of bridge over the railroad lines.

Edinburgh Park Ponds **$25,000**

This will be for the removal of vegetation in all ponds in Edinburgh Park. The contractor will be completing this through a maintenance plan and will clean the ponds 4 times throughout the year. This was the suggested practice for quality control...

Fordtown Road Bridge **$500,000**

Both approaches for this bridge have begun to fail in recent years creating a wedging effect. Crews have made repairs to the approaches several times only to have them fail again.

General Parks & Recreation Improvements **$500,000**

Improve the use, aesthetic value, and recreational opportunities of City Parks and Recreation facilities. Parks that are for consideration include: Mini parks, Edinburgh Park, J. Fred Johnson Park, Legion Park, and small neighborhood parks....

Grabber Truck - Landscaping **$250,000**

Replace 1 of the 3 holdover grabbers that are used each day. One is used daily by the landscaping crew, one is used by the foreman of the grabber crew, and the third is a back-up route truck. All equipment that is used on route for daily...

Grabber Truck - Trash/Yard Waste **$250,000**

Replace 1 of the 3 holdover grabbers that are used each day. One is on route for the landscaping crew, one is used by the foreman of the grabber crew, and the third is a back-up route truck. All equipment that is used on a daily basis should...

Greenbelt Cleek Road parking lot **$300,000**

Construction of a parking lot on the east end of the greenbelt. A design is in place.

Greenbelt Improvements **$400,000**

Enhancements and improvements to the existing Greenbelt. The Greenbelt is one of the most utilized recreational areas in Kingsport. It is important to continue improving and enhancing the Greenbelt in order to keep it pleasing to customers. The...

Greenbelt Repairs **$100,000**

This will allow us to start working on the issues outlined in the Steve Willson report.

Greenbelt West End construction **$300,000**

Matching funds for the Construction of the West end Greenbelt from Rotherwood to Stone Drive.

Holdover Vehicle Replacement **$400,000**

We currently have 6 Holdover vehicles that are used every day. I would like to replace these with new fleet vehicles so that we can have them replaced on a rotation with the rest of our vehicles. We rely on these trucks every day to complete our...

J. Fred Johnson Park **$1,250,000**

Renovation of J. Fred Johnson Park based on the Master Plan developed for the park site. Improvements are needed for Kingsport's oldest community park and will create additional amenities for the community that support the Veterans Memorial and...

LF Dump Truck **$250,000**

Tri axle dump truck to move soil and rock as needed at the landfill. The landfill needs a dump truck of their own to use each day.

Lynn Garden Bulbouts **$800,000**

Funds to add aesthic improvements at intersections along Lynn Garden Drive while also addressing ADA issues and shortening crossings for pedestrians.

Lynn Garden Elementary School **$40,000,000**

Construction of a new elementary school in the Lynn Garden area

Memorial Gardens Park **$300,000**

Renovations to enhance the functionality of the Park. Memorial Gardens Park is a popular location to hold large-scaled events such as Fun Fest. There is potential for this space to become an event arena in the future.

Mini Excavator **$100,000**

We are needing a mini excavator to complete mowing tasks on the greenbelt and other various tasks throughout the parks. We are currently borrowing Tamra's side arm mower for this mowing on the greenbelt when it is available, however this mower...

Netherland Inn Bridge Repairs **$500,000**

The approach on the western side of the bridge is settling and needs to be remediated through a structural repair.

Parking Lots **$400,000**

Money for maintenance of city-owned parking lots. Most of the parking lots are in the heart of downtown and provide parking for businesses and residents.

Parks Master Plan & Land Acquisition **$300,000**

The purchase and acquisition of land for parks to serve the general community. The continuous acquisition of land is vital for future growth and success of Kingsport's park system. The comprehensive Parks and Recreation Master Plan identifies...

Pickup Truck - Landscaping **$50,000**

Replace a holdover Ford Escape that is used daily by Landscaping Division personnel to perform tasks throughout the City. There are not enough vehicles in this division to transport personnel to work sites in the event this vehicle...

Police Body Worn Cameras **$464,876**

To provide funds to equip the police department with body-worn cameras. Body worn cameras will provide video evidence of police interactions and are an effective tool to assist in police accountability and transparency as well as for evidentiary...

Public Works Site **$10,500,000**

Build a new administrative office building on Industry Drive to house the Streets, Grounds, Landscaping and Administrative groups. Also, it will include improvements to old sheds that house equipment, along with constructing new storage...

Ren Cen Parking Lot Renovation **$321,500**

Renaissance Center Parking Lot renovation to include the addition of parking spaces to the front level parking lot and the addition of an overhang attached to the building so that cars can pull under and unload passengers that are on walkers,...

Restroom Hardening **$100,000**

Hardening of the restrooms in city parks. These restrooms have been destroyed several times. Measures need to be taken to make it more difficult for individuals to vandalize and break items, such as installing metal paper product dispensers, metal...

Ridgefields Park Improvements **$250,000**

Build a restroom facility; Provide enhancements and maintenance to the existing park. Ridgefields Park is a very popular neighborhood green space used by Kingsport residents. Multiple requests have been made to the City to install permanent...

Riverbend Park **$7,800,000**

Complete various phases of the Riverbend Park Master Plan. This new park will create recreation space where there is currently a need for green space and park opportunities. The need for this type of park is identified in the comprehensive Parks...

Riverfront Park (Boatyard) General Improvements **$2,000,000**

Riverfront (Boatyard) Park is one of Kingsport's oldest recreational spaces. Create recreational opportunities in one of Kingsport's highly utilized community parks.

Riverview Park and V. O. Dobbins, Sr. Complex **$450,000**

Improvements to Riverview Park and the V. O. Dobbins, Sr. Complex to enhance operations and customer experiences.

Rock Springs Park **$1,250,000**

Demolition of the former school building located at Rock Springs Park and the complete renovations to the park outlined in the Rock Springs Park Master Plan include: Park Shelter, Parking Lot, and Landscaping. Rock Springs Park contains a building...

Salt Mine and Shed Repairs **$100,000**

Quanson Hut salt mine on Industry Drive is in need of a new back wall. The existing back wall has rusted and needs replacement. Repair of this wall is needed to prevent water from entering and solidifying the salt stored inside. ...

Sanitation Site **$9,500,000**

Build a site on the land near the landfill entrance (City owned). Will include office space, shop area, three sided sheds to park equipment under with front carton (for cold weather) so we can heat the trucks before starting, fuel area, training...

Senior Center Equipment **$100,000**

Replacement of exercise equipment at the Reniassance Center location and the Lynn View location. Exercise equipment is frequently used and beginning to show signs of excess wear. New equipment is needed.

Senior Center/ Parks and Recreation Community Center (Combined Facility) **$23,100,000**

The Kingsport Senior Center's membership growth continues to reach new record numbers year after year. The Parks and Recreation Department has lost usage of the Civic Center and other facilities, resulting in a need for additional...

Snow Shed Generator **$35,000**

Emergency power is needed at the snow shed to maintain communication with crews and dispatch if power is lost during storm events or other emergency events. Our current generator is a 1966 model U.S. Army Generator that was refurbished about 20...

Street Sweeper	**$250,000**
Money that is needed to make up the difference when the mini street sweeper is replaced with a full size street sweeper.	
Sullivan North Renovations	**$30,000,000**
Renovation of Sullivan North to be utilized as a middle school for City use.	
Taser 7	**$506,967**
To provide funds to upgrade the police department to Taser 7's. The current Taser technology used by the police department is outdated. The new Taser 7 model is more effective and will enable the police department personnel to diffuse potentially...	
Tractor and Bush hog	**$250,000**
We need a tractor and a bush hog to complete mowing tasks throughout the parks and on the greenbelt. We are currently borrowing Tamra's backup tractor. This is not always available to borrow if on of Tamra's tractors goes down. This piece...	
Turf Equipment	**$100,000**
I would like to replace the aerifier that we have for our sports fields. The old one uses weight instead of being PTO driven and does not reach the depths that we need to properly aerify our fields. This will improve turf health on our sports...	
Whitewater Park	**$1,300,000**
Development of a whitewater park in the South Fork of the Holston River	

Total: $148,468,343

CAPITAL IMPROVEMENT-WATER Requests

Itemized Requests for 2025-2029

Collection System Upgrades1	**$7,000,000**
Needs Description	
Distribution System Upgrades	**$7,500,000**
Needs Description	
Hydro Excavator Truck (Sewer)	**$200,000**
Needs Description	
Hydro Excavator Truck (Water)	**$200,000**
Needs Description	
Leslie Branch Stream Improvements'	**$450,000**
Needs Description	
Lift Station Upgrades	**$11,550,000**
Needs Description	
Maintenance Facility Improvements	**$200,001**
Improvements to the facility on Konnarock Rd. This will allow us to continue improving the property and making it more useful for our staff.	
Maintenance Facility Improvements (Sewer)	**$100,000**
Needs Description	
Maintenance Facility Improvements (Water)	**$300,000**
Needs Description	
Meter Replacements (4k per year)	**$5,000,000**
Needs Description	
Plant Facility Improvements	**$200,001**
Improvements to the Wastewater Treatment Plant facility. This will allow us to continue improving the property and making it more useful for our staff.	
Plant Facility Improvements1	**$200,000**
Needs Description	
Portable Pump Replacement	**$60,000**
Needs Description	
Pump Station Improvements	**$720,000**
Needs Description	
Reedy Creek Trunk Sewer	**$28,800,000**
Needs Description	
Sewanee Drainage Improvements	**$350,000**
Needs Description	

Sewer Line Improvements	**$545,000**
Needs Description	
Stormwater Infrastructure Improvements	**$1,000,000**
Needs Description	
Tank Rehabilitation	**$2,000,000**
Needs Description	
Tranbarger Branch Improvements	**$500,000**
Needs Description	
Water Line Improvements	**$4,595,000**
Needs Description	
Water Pump Station Improvements	**$874,000**
Needs Description	
WTP Chemical Feed / Pipe Gallery	**$8,500,000**
Needs Description	
WTP Sed Basin Concrete and Floc Repair (Impr)	**$1,600,000**
Needs Description	
WWTP Biosolids Improvements	**$1,500,000**
Needs Description	
WWTP Electrical Improvements	**$6,200,000**
Needs Description	
WWTP Equalization Basin	**$18,000,000**
Needs Description	
WWTP Facility Improvements	**$200,000**
Needs Description	
WWTP Master Plan Improvements	**$1,500,000**
Needs Description	
	Total: $109,844,002

FIRE DEPARTMENT Requests

Itemized Requests for 2025-2029

Cardiac Monitors **$250,000**

Replace and upgrade current Cardiac Monitors used on emergency apparatus. The current equipment is eight years old and has met the life expectancy per the manufacturers' recommendation. This new technology would provide options such as 12 lead...

Fire Facilities **$1,748,700**

The City of Kingsport contracted with Cain, Rash and West Architects to perform a fire facilities study. This study was to determine the condition, needs, and plan for repairs needed and prioritized those repairs. The study covers a comprehensive...

Fire Station #2 **$7,500,000**

Kingsport has performed a fire facilities study and feasability study for Station # 2, Administration, and Prevention facility issues. This CIP addresses issues found in need of replacement, upgrade, or repairs. During the 21/22 budget year,...

Fire Station #9 **$5,900,000**

Construction of a new station in the Fall Creek / Indian Springs community. The station will provide coverage for Fall Creek, Cooks Valley, Old Island, Indian Springs, Airport, and Exit 66 of Interstate 81 region. The project also addresses...

Staff Vehicles **$90,000**

Three vehicles with two hold overs and one addition for Public Education, are used for fire prevention have reached their end of useful life. The vehicles requested are Ford Maverick trucks that will allow the employees to perform their duties and...

Total: $15,488,700

VEHICLE REPAIR AND MAINT Requests

Itemized Requests for 2025-2029

Fleet Access Control **$5,000**

To provide door security for three doors coming into the Fleet offices. The door security would allow a safer environment in our offices. Currently, there are no windows to view visitors wanting to gain access. The card slider entrance...

Security Camera System Replacement **$20,000**

Camera system upgrade for fleet maintenance, fuel sites and parking area. This upgrade would provide better coverage and security for the city assets located at fleet maintenance both internally and externally, as well as, our fuel sites and...

Total: $25,000

INFORMATION TECHNOLOGY Requests

Itemized Requests for 2025-2029

CIS - Software installation	**$2,000,000**
-Purchase and installation of CIS for Utility billing	
Conference Room Equipment and Upgrades	**$160,000**
conference room technology upgrades Year 1 - 2nd floor Year 2 - floors 4- 5 and 6	
Cybersecurity	**$168,000**
-Crowdstrike 3 year renewal estimate - $150,000 for 3- year contract - Cybersecurity initiatives - Penetration testing, fishing campaigns and user awareness initiatives	
Fiber Optic Repairs and Expansion	**$150,000**
Bays Mountain fiber repairs and replacement Downtown fiber repairs Interior fiber expansions	
Financial Information Solution (FIS)	**$2,500,000**
To replace the current Legacy solution.	
Information Technology Infrastructure and Maintenance	**$1,280,000**
- Access controls, security across all department and buildings - network infrastructure	
Microsoft 365	**$375,000**
Needs description	

Total: $6,633,000

STORM WATER ADMIN Requests

Itemized Requests for 2025-2029

Leslie Branch Stream Improvements	**$450,000**
Improvements of stream channel, bank stabilization, and aquatic habitats. The purpose of the stormwater division is to improve stream quality throughout Kingsport. This can be done by improving the aquatic habitats, improving buffer areas, and...	
Stormwater Infrastructure	**$800,000**
New stormwater infrastructure installation or replacement of existing stormwater assets. Areas are identified through customer complaints, routine visual or CCTV inspections. This work will be completed by stormwater maintenance crews. Kingsport...	
Tranbarger Branch Improvments	**$500,000**
Improvements of stream channel, bank stabilization, and aquatic habitats. The purpose of the stormwater division is to improve stream quality throughout Kingsport. This can be done by improving the aquatic habitats, improving buffer areas, and...	

Total: $1,750,000

TRANSPORTATION Requests

Itemized Requests for 2025-2029

Signal Cabinet Replacements **$240,000**

The fund is dedicated for updating older signal cabinets that have reached life expectancy or maybe don't work with newest technology. Some cabinets have reached their life expectancy and need to be updated to new standards or updated equipment.

Signal Pole Upgrades **$400,000**

This fund is dedicated to updating signal poles that may have reached their life expectancy or a new addition. Replacing degraded poles or adding new improved intersections.

Streetlight LED Replacements **$1,665,000**

AEP has updated charges for high pressure sodium and mercury vapor lighting in November of 2022. Changing lights to LED will drop prices dramatically. Converting all current lights to LED's will drop monthly costs dramatically and monies spent...

Streetlight Projects **$575,000**

This fund is dedicated to adding street lights along city roadways that don't have lighting or upgrades to existing lighting. Adding street lights would make traversing roadways safer for motorists and in some instances more aesthetically...

Total: $2,880,000

UNASSIGNED Requests

Itemized Requests for 2025-2029

Clay Street Transit Garage Disposition **$217,350**

For the purchase of the old Transit Garage facility owned by the Federal Government. KATS is constructing a new transit garage and maintenance facility located at 880 East Main St. The old transit garage located at 141 Clay St can now be...

Old Transit Center / RCAT Disposition **$567,000**

For the purchase of the old Transit Center and RCAT Facility owned by the Federal Government. KATS is constructing a new transit garage and maintenance facility located at 880 East Main St. The old transit garage located at 141 Clay St can now be...

Total: $784,350

BAYS MOUNTAIN PARK Requests

Itemized Requests for 2025-2029

BMP Exhibit Upgrades **$30,000**

FY 25 - 30 Purchase trail junction signposts and vinyl for each sign. Starting in 2020, the park has replaced trail junction posts and signs along the following trails: Lakeside, Dolan Branch, Barred Owl, Moonshinters' and several other...

Total: $30,000

PLANNING ADMINISTRATION Requests

Itemized Requests for 2025-2029

Future Land Use Plan update **$250,000**

The Planning Department recognizes the need to update the current Future Land Use Plan, which was an internal document created in 2010. The desire is to hire a consultant to help facilitate creation of an updated plan and assist with a focus...

Total: $250,000

CULTURAL ARTS Requests

Itemized Requests for 2025-2029

Carousel Upgrades **$54,500**

The Kingsport Carousel turns 10 in 2025! In those 10 years, the carousel has become a much beloved destination in the region and we plan to show it off. After 10 years of use, it is time for the facility to get a refresh to keep the facility...

Farmers Market Improvements Phase 2 **$217,000**

The Farmers Market is seeing much needed repairs in the phase 1 improvement. The facility is a much sought after location for a variety of events and rentals. The market hosts everything from Racks by the Tracks, car shows, weekly farmers market,...

Farmers Market Improvements Phase 3 **$200,000**

Phase 3 would include switching the manual garage doors to electric garage doors.

Kingsport Renaissance Center Theatre Seating **$110,000**

The seating in the Renaissance Center theater is original to the facility. Building Maintenance has had to start removing seats that are broken and unsafe because you can no longer find parts for the outdated seating. The theater is...

Kpt Cultural Arts office upgrade **$40,000**

The current Kingsport Cultural Arts office is located in the Renaissance Center. The facility is outdated and the offices are in need of expansion. As the dept has been in the process of rebranding, we are meeting with more and more...

Total: $621,500

CAPITAL IMPROV - GEN GOVT Requests

Itemized Requests for 2025-2029

Jessee St/Memorial Blvd traffic signal **$600,000**

FY2025-Survey and signal design for new traffic signal FY2026-Signal construction, lane modifications and conduit/fiber installation.

Total: $600,000

BUILDING MAINTENANCE Requests

Itemized Requests for 2025-2029

Facilities ADA **$1,725,000**

Funding needed to finish bringing all city facilities up to ADA standards.

Facility Repairs **$3,200,000**

FY 2025 Identified needs: Replacement of fleet roof 248,000 BMP Nature...

Total: $4,925,000

AQUATIC CENTER ADMIN Requests

Itemized Requests for 2025-2029

KAC Storage Shed **$50,000**

Our current storage space, shared with the maintenance team, has proven insufficient. To address this, we are exploring the option of acquiring a pre-built shed with concrete floors and electricity to expand our storage capacity.

KAC Window Blinds-Main Pool Area **$25,000**

The current issue involves a lack of window treatments, leading to challenges with light filtering in the pool area. This lack of filtration causes glare issues on the water, making it difficult for lifeguards to see certain pool bottom areas....

Timing System **$280,000**

In 2023, we learned that Daktronics, our current timing system provider, will be ceasing support for parts and updates. Consequently, we are gearing up for a comprehensive replacement with Colorado timing equipment. While there is...

Total: $355,000

ADMINISTRATION Requests

Itemized Requests for 2025-2029

Leisure Services - ADA **$1,200,000**

Fund pool used to make upgrades and renovations to ensure that all parks in the city are ADA compliant. Specific Park requirements were added to the 2010 ADA standards that took effect in 2012.

Total: $1,200,000

DIRECTOR / ADMINISTRATION Requests

Itemized Requests for 2025-2029

MV Chiller R'newal **$100,000**

We previously did the Trane R'newal program and were satisfied with the results. This would be a R'newal program for the other chiller. If it is not completed within a certain timeframe we are ineligible for the program.

Total: $100,000

CATTAILS GOLF Requests

Itemized Requests for 2025-2029

CG Cart Path Repaving	**$300,000**
Repave existing cart paths.	

Total: $300,000

DEBT

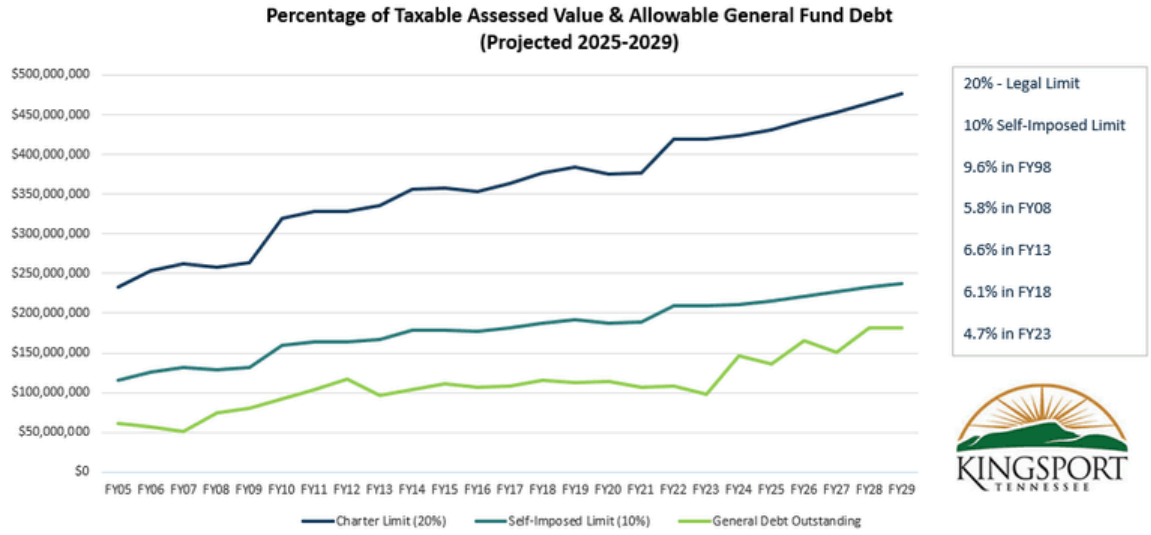
Government-Wide Debt

In 2001, a capital improvements plan was approved by the Board and City Administration that would provide for the incremental approval of a comprehensive plan over a three-fiscal year period of time. Therefore, the Water Fund, Sewer Fund and General Fund capital plans were approved in FY 2002, FY 2003, and FY 2004, respectively. Until the approval of the final increment in FY 2004, the City had not operated with a comprehensive five-year capital improvements plan since the late 1980s. This plan was not fully implemented until FY 2007. The graph below shows the projects that were funded from FY 2005 - FY 2024 and projects pending from FY 2025 - FY 2029.

The adoption of a well-reasoned multi-year capital improvements and financing plan is to provide a funding plan to address the needs of capital infrastructure. The debt service roll off will fund the new projects each year. The plan is reviewed annually.

It was proposed that the Five-Year Capital Improvements Plan be amended to provide for the issuance of new debt for the upcoming five fiscal years.

The total debt limit by charter is 20% of the taxable assessed value and the Board of Mayor and Alderman have a self-imposed debt limit of 10%. See the chart below with the debt limits and taxable assessed value with proposed General Fund Debt. The total debt for FY 2025, which includes the new bonded projects, is 6.29% of the assessed value.



DEBT SERVICE

Debt service is the term used to describe the allocation of operating funds for the retirement of debt (principal and interest). Debt service is the first item in the budget for which resources are budgeted. Understanding and planning for the impact of debt service on the various operating budgets is critical.

The annual debt is structured to include the debt service payments that retire for that budget year. As debt retires, new debt is incurred. Therefore, we are not increasing the debt service payments in the operating budget; it is remaining flat.

Kingsport's Debt Management Policy can be found within Financial Policies.

BOND RATING

The City enjoys a solid Aa2 bond rating with Moody's along with a strong AA rating with S&P, which is the highest we have ever achieved. Debt is at a very manageable level. Our sister cities of Johnson City and Bristol, TN each enjoy an Aa2 with Moody's. Johnson City also has AA rating with S & P as well.

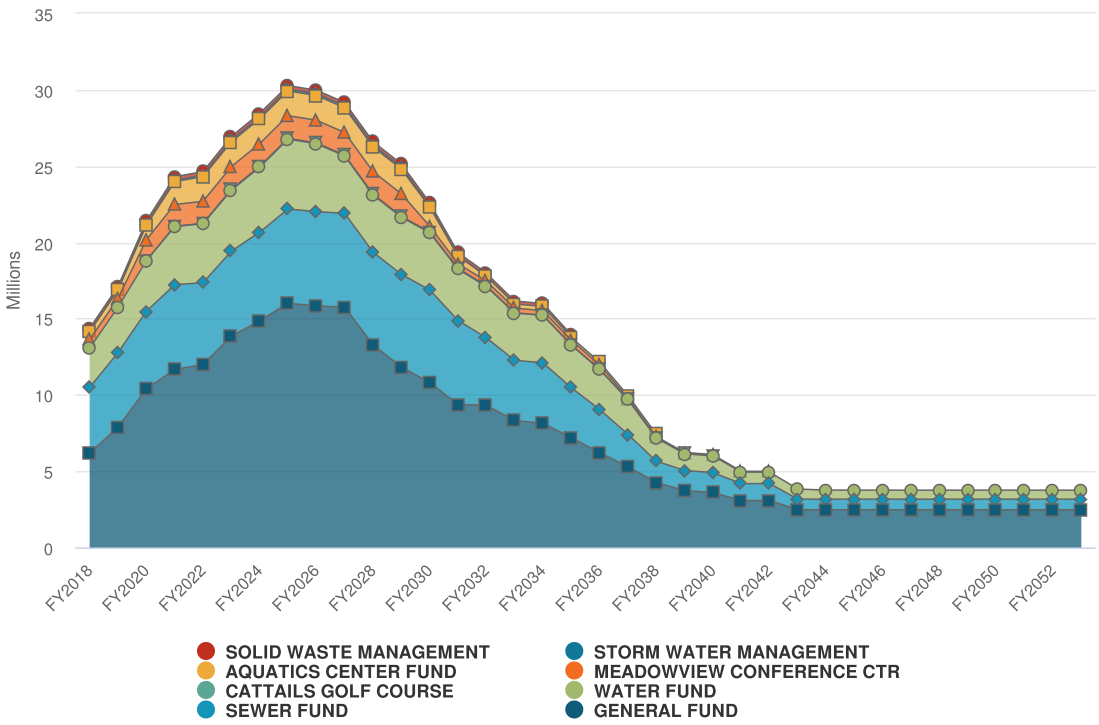
The City's written financial policies, strong General Fund undesignated balance, well-reasoned and conservative multi-year capital improvement plans and reducing total debt levels all contribute to maintaining this excellent bond rating.

Government-wide Debt Overview

$30,272,172

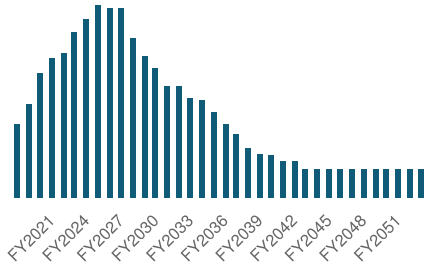
$1,820,439 (6.40% vs. 2024 year)

Debt by Fund



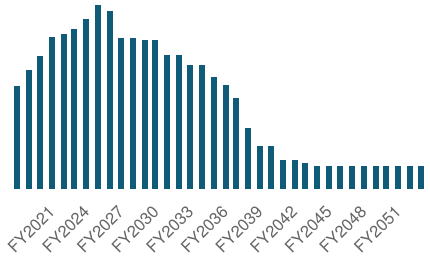
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
All Funds	—	—	—	—	
GENERAL FUND	$11,996,273	$13,845,195	$14,857,122	$16,007,566	7.7%
WATER FUND	$3,866,129	$3,995,828	$4,257,813	$4,575,626	7.5%
SEWER FUND	$5,357,477	$5,577,058	$5,809,341	$6,177,521	6.3%
SOLID WASTE MANAGEMENT	$228,360	$228,482	$228,524	$226,042	-1.1%
STORM WATER MANAGEMENT	$100,268	$121,578	$121,879	$120,812	-0.9%
AQUATICS CENTER FUND	$1,618,536	$1,626,407	$1,631,385	$1,621,112	-0.6%
MEADOWVIEW CONFERENCE CTR	$1,441,582	$1,487,727	$1,491,053	$1,488,698	-0.2%
CATTAILS GOLF COURSE	$26,825	$54,689	$54,616	$54,795	0.3%
Total All Funds:	**$24,635,450**	**$26,936,964**	**$28,451,733**	**$30,272,172**	**6.4%**

GENERAL FUND



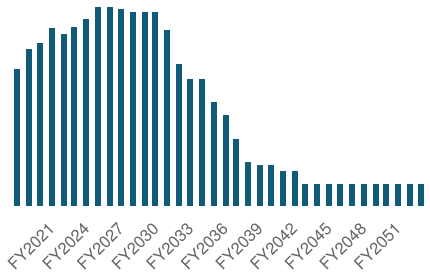
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
GENERAL FUND	—	—	—	—	
GENERAL FUND	$11,996,273	$13,845,195	$14,857,122	$16,007,566	7.7%
Total GENERAL FUND:	**$11,996,273**	**$13,845,195**	**$14,857,122**	**$16,007,566**	**7.7%**

WATER FUND



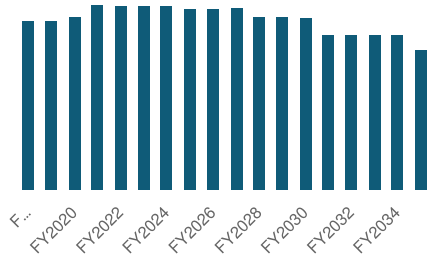
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
WATER FUND	—	—	—	—	
WATER FUND	$3,866,129	$3,995,828	$4,257,813	$4,575,626	7.5%
Total WATER FUND:	**$3,866,129**	**$3,995,828**	**$4,257,813**	**$4,575,626**	**7.5%**

SEWER FUND



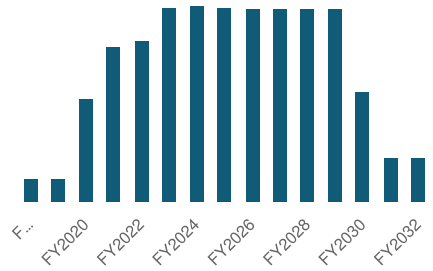
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
SEWER FUND	—	—	—	—	
SEWER FUND	$5,357,477	$5,577,058	$5,809,341	$6,177,521	6.3%
Total SEWER FUND:	**$5,357,477**	**$5,577,058**	**$5,809,341**	**$6,177,521**	**6.3%**

SOLID WASTE MANAGEMENT



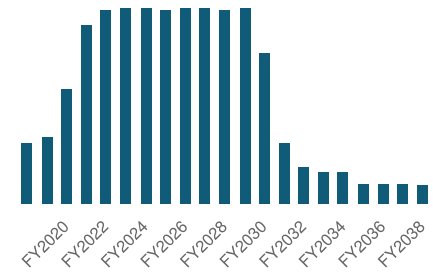
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
SOLID WASTE MANAGEMENT	—	—	—	—	
SOLID WASTE MANAGEMENT	$228,360	$228,482	$228,524	$226,042	-1.1%
Total SOLID WASTE MANAGEMENT:	**$228,360**	**$228,482**	**$228,524**	**$226,042**	**-1.1%**

STORM WATER MANAGEMENT



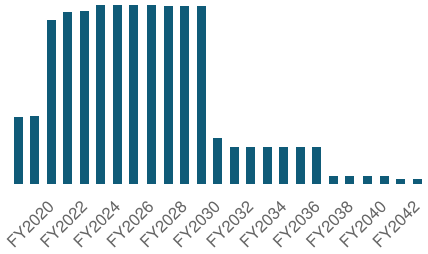
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
STORM WATER MANAGEMENT	—	—	—	—	
STORM WATER MANAGEMENT	$100,268	$121,578	$121,879	$120,812	-0.9%
Total STORM WATER MANAGEMENT:	**$100,268**	**$121,578**	**$121,879**	**$120,812**	**-0.9%**

AQUATICS CENTER FUND



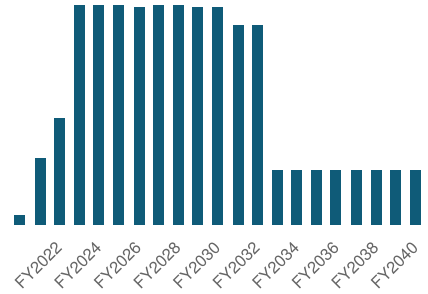
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
AQUATICS CENTER FUND	—	—	—	—	
AQUATICS CENTER FUND	$1,618,536	$1,626,407	$1,631,385	$1,621,112	-0.6%
Total AQUATICS CENTER FUND:	**$1,618,536**	**$1,626,407**	**$1,631,385**	**$1,621,112**	**-0.6%**

MEADOWVIEW CONFERENCE CTR



Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
MEADOWVIEW CONFERENCE CTR	—	—	—	—	
MEADOWVIEW CONFERENCE CTR	$1,441,582	$1,487,727	$1,491,053	$1,488,698	-0.2%
Total MEADOWVIEW CONFERENCE CTR:	**$1,441,582**	**$1,487,727**	**$1,491,053**	**$1,488,698**	**-0.2%**

CATTAILS GOLF COURSE



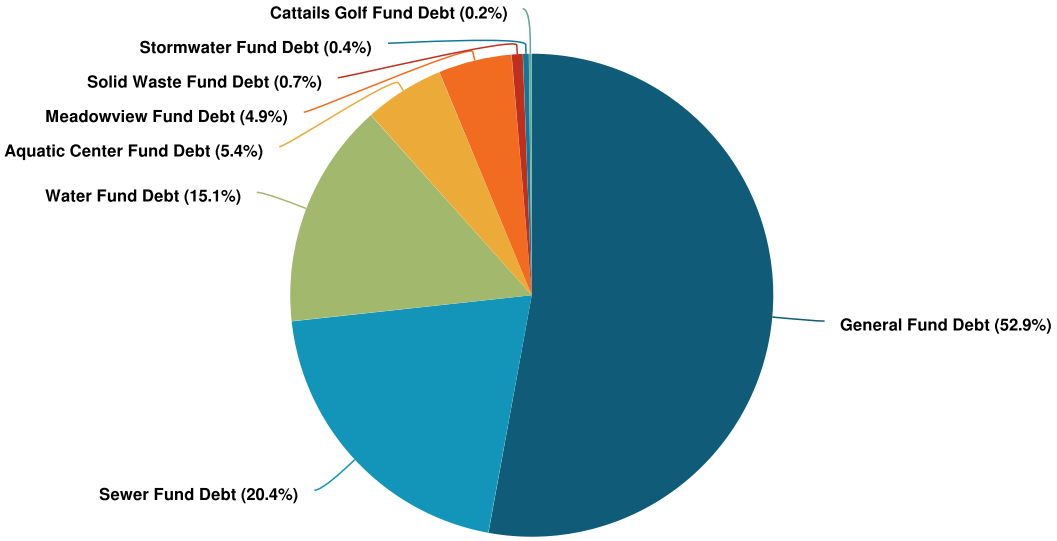
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
CATTAILS GOLF COURSE	—	—	—	—	
CATTAILS GOLF COURSE	$26,825	$54,689	$54,616	$54,795	0.3%
Total CATTAILS GOLF COURSE:	**$26,825**	**$54,689**	**$54,616**	**$54,795**	**0.3%**

Debt Snapshot

$30,272,172

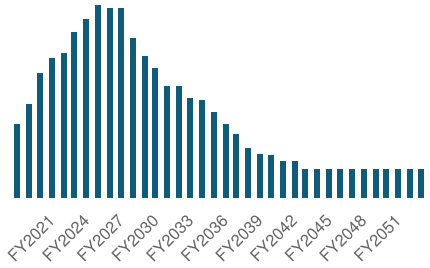
$1,820,439 (6.40% vs. 2024 year)

Debt by Type



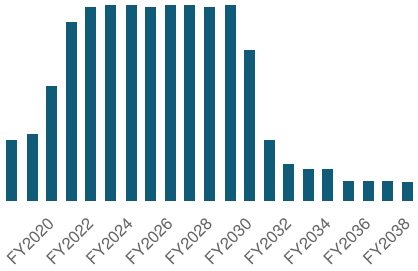
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Debt	—	—	—	—	
General Fund Debt	$11,996,273	$13,845,195	$14,857,122	$16,007,566	7.7%
Aquatic Center Fund Debt	$1,618,536	$1,626,407	$1,631,385	$1,621,112	-0.6%
Stormwater Fund Debt	$100,268	$121,578	$121,879	$120,812	-0.9%
Solid Waste Fund Debt	$228,360	$228,482	$228,524	$226,042	-1.1%
Water Fund Debt	$3,866,129	$3,995,828	$4,257,813	$4,575,626	7.5%
Sewer Fund Debt	$5,357,477	$5,577,058	$5,809,341	$6,177,521	6.3%
Meadowview Fund Debt	$1,441,582	$1,487,727	$1,491,053	$1,488,698	-0.2%
Cattails Golf Fund Debt	$26,825	$54,689	$54,616	$54,795	0.3%
Total Debt:	**$24,635,450**	**$26,936,964**	**$28,451,733**	**$30,272,172**	**6.4%**

General Fund Debt



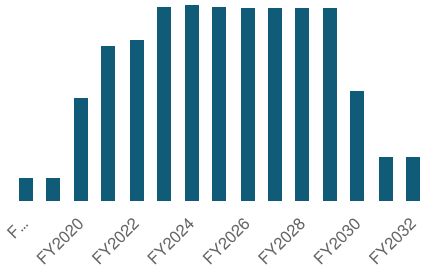
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
General Fund Debt	—	—	—	—	
2009 QSCB Loan - Schools	$96,160	$96,160	$96,160	$96,160	0%
2010 EESI - Schools	$439,752	$439,752	$439,752	$146,647	-66.7%
2010 HUD 108 - CDBG	$59,812	$58,187	$56,518	$54,807	-3%
2013 General Obligation Refunding	$993,466	$994,851	$993,614	$991,636	-0.2%
2013B General Obligation	$1,024,651	$1,024,358	$1,023,992	$956,251	-6.6%
2014 General Obligation	$971,637	$972,295	$971,892	$969,666	-0.2%
2015 General Obligation Refunding	$1,701,600	$2,810,800	$2,808,800	$2,808,200	0%
2015A GO Public Improvement	$1,015,941	$419,238	$370,526	$371,007	0.1%
2016A GO Public Improvement	$825,370	$825,369	$826,456	$826,456	0%
2016B GO Public Improvement	$515,338	$514,561	$516,440	$514,366	-0.4%
2016 (NOV) GO Public Improvement	$571,303	$570,423	$572,696	$572,477	0%
2017 GO Public Improvement	$1,030,434	$1,029,197	$1,031,423	$1,031,917	0%
2018 GO Public Improvement	$552,700	$546,950	$550,700	$548,450	-0.4%
2019 General Obligation Refunding	$969,018	$968,887	$975,036	$947,828	-2.8%
2019 GO Public Improvement	$704,447	$704,448	$703,490	$703,969	0.1%
2020 Capital Outlay Notes - Schools	$204,809	$201,492	$198,175	$194,859	-1.7%
2020 General Obligation Refunding	$234,701	$1,005,022	$1,003,720	$1,008,306	0.5%
2021 GO Public Improvement	$85,134	$601,089	$606,790	$603,679	-0.5%
2021 EESI - Schools	$0	$62,116	$186,348	$186,348	0%
2023 GO Public Improvement	$0	$0	$924,594	$2,474,537	167.6%
Total General Fund Debt:	**$11,996,273**	**$13,845,195**	**$14,857,122**	**$16,007,566**	**7.7%**

Aquatic Center Fund Debt



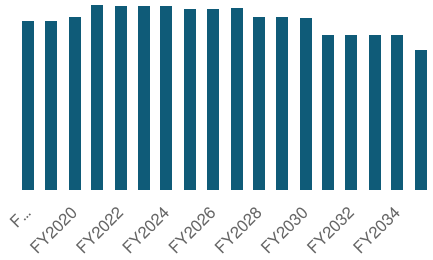
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Aquatic Center Fund Debt	—	—	—	—	
2012 General Obligation	$226,756	$228,044	$228,794	$223,981	-2.1%
2013 General Obligation	$95,613	$93,212	$96,413	$94,463	-2%
2016 General Obligation	$1,074,662	$1,073,040	$1,076,960	$1,072,634	-0.4%
2017 General Obligation	$11,554	$11,540	$11,565	$11,570	0%
2018 General Obligation	$168,469	$170,469	$167,319	$169,169	1.1%
2019 GO Refunding 2009 BABS	$38,854	$38,849	$39,095	$38,004	-2.8%
2020 GO Refunding 11 & 12 GO	$2,628	$11,253	$11,239	$11,291	0.5%
Total Aquatic Center Fund Debt:	**$1,618,536**	**$1,626,407**	**$1,631,385**	**$1,621,112**	**-0.6%**

Stormwater Fund Debt



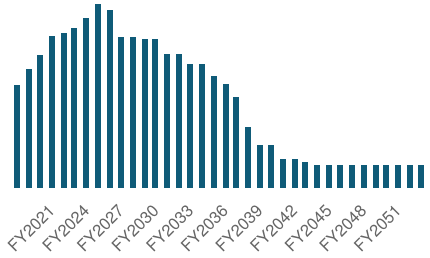
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Stormwater Fund Debt	—	—	—	—	
2016A General Obligation	$51,229	$51,228	$51,296	$51,296	0%
2019 GO Refunding 2009 BABS	$42,544	$42,539	$42,808	$41,614	-2.8%
2020 GO Refunding 11 & 12	$6,495	$27,811	$27,775	$27,902	0.5%
Total Stormwater Fund Debt:	**$100,268**	**$121,578**	**$121,879**	**$120,812**	**-0.9%**

Solid Waste Fund Debt



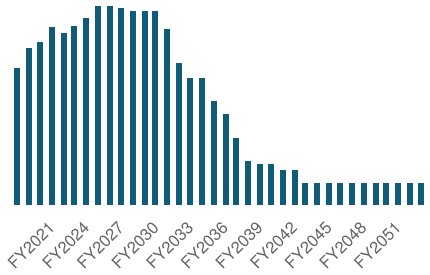
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Solid Waste Fund Debt	—	—	—	—	
2013A General Obligation	$10,847	$10,862	$10,848	$10,827	-0.2%
2013B General Obligation	$22,153	$22,146	$22,139	$20,674	-6.6%
2014 General Obligation	$174,087	$174,205	$174,133	$173,734	-0.2%
2019 General Obligation	$21,273	$21,269	$21,404	$20,807	-2.8%
Total Solid Waste Fund Debt:	**$228,360**	**$228,482**	**$228,524**	**$226,042**	**-1.1%**

Water Fund Debt



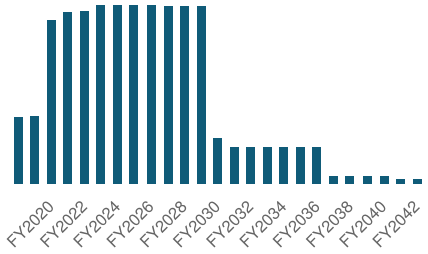
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Water Fund Debt	—	—	—	—	
2008 TMBF	$829,660	$851,910	$841,409	$804,659	-4.4%
2013 GO Refunding	$11,813	$11,412	$11,113	$10,812	-2.7%
2013B General Obligation	$325,757	$325,664	$325,548	$304,012	-6.6%
2014 General Obligation	$184,276	$186,103	$184,948	$185,979	0.6%
2015 General Obligation	$280,819	$115,883	$102,418	$102,551	0.1%
2016 General Obligation	$240,639	$240,269	$241,225	$241,133	0%
2017 General Obligation	$81,392	$81,547	$81,574	$81,469	-0.1%
2018 General Obligation	$287,518	$287,330	$290,525	$289,398	-0.4%
2019 GO Refunding 2009 BABS	$283,629	$283,590	$285,390	$277,427	-2.8%
2019 General Obligation	$453,246	$453,246	$452,630	$452,938	0.1%
2020 GO Refunding 11 & 12	$59,301	$253,935	$253,606	$254,765	0.5%
2021 General Obligation	$12,763	$90,115	$90,969	$90,502	-0.5%
2014 DWF State Revolving Loan	$815,316	$814,824	$814,332	$813,816	-0.1%
2022 DG8 State Revolving Loan	$0	$0	$60,980	$73,140	19.9%
2023 General Obligation	$0	$0	$221,146	$593,025	168.2%
Total Water Fund Debt:	**$3,866,129**	**$3,995,828**	**$4,257,813**	**$4,575,626**	**7.5%**

Sewer Fund Debt



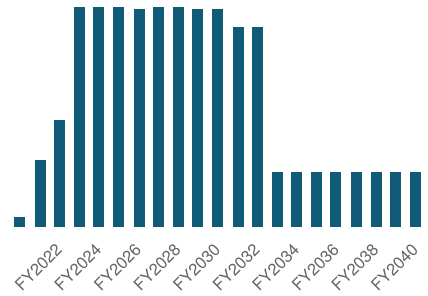
Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Sewer Fund Debt	—	—	—	—	
2013 GO Refunding	$1,445,081	$1,441,681	$1,437,931	$1,433,282	-0.3%
2013B General Obligation	$729,957	$729,749	$729,489	$681,230	-6.6%
2014B General Obligation	$446,274	$450,697	$447,902	$450,396	0.6%
2015A General Obligation	$608,440	$251,079	$221,905	$222,193	0.1%
2016 General Obligation	$507,864	$507,081	$509,102	$508,907	0%
2017B General Obligation	$703,170	$704,515	$704,739	$703,843	-0.1%
2018B General Obligation	$94,894	$94,833	$95,887	$95,515	-0.4%
2019 GO Refunding 2009 BABS	$425,444	$425,386	$428,085	$416,140	-2.8%
2019 General Obligation	$270,628	$270,627	$270,259	$270,444	0.1%
2020 GO Refunding 11 & 12	$67,042	$287,080	$286,708	$288,018	0.5%
2021 General Obligation	$58,683	$414,330	$418,259	$416,116	-0.5%
2023 General Obligation	$0	$0	$259,075	$691,437	166.9%
Total Sewer Fund Debt:	**$5,357,477**	**$5,577,058**	**$5,809,341**	**$6,177,521**	**6.3%**

Meadowview Fund Debt



Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Meadowview Fund Debt	—	—	—	—	
2016 GO Refunding	$1,098,402	$1,098,402	$1,099,849	$1,099,848	0%
2016 General Obligation	$238,594	$238,227	$239,175	$239,083	0%
2019 GO Refunding 2009 BABS	$71,240	$71,230	$71,682	$69,682	-2.8%
2019 General Obligation	$25,670	$25,669	$25,634	$25,652	0.1%
2021 General Obligation	$7,676	$54,199	$54,713	$54,433	-0.5%
Total Meadowview Fund Debt:	**$1,441,582**	**$1,487,727**	**$1,491,053**	**$1,488,698**	**-0.2%**

Cattails Golf Fund Debt



Financial Summary	FY2022	FY2023	FY2024	FY2025	% Change
Cattails Golf Fund Debt	—	—	—	—	
2019 General Obligation	$18,336	$18,335	$18,310	$18,322	0.1%
2020 GO Refunding 11 & 12	$8,489	$36,354	$36,306	$36,473	0.5%
Total Cattails Golf Fund Debt:	**$26,825**	**$54,689**	**$54,616**	**$54,795**	**0.3%**

APPENDICES

Population Overview

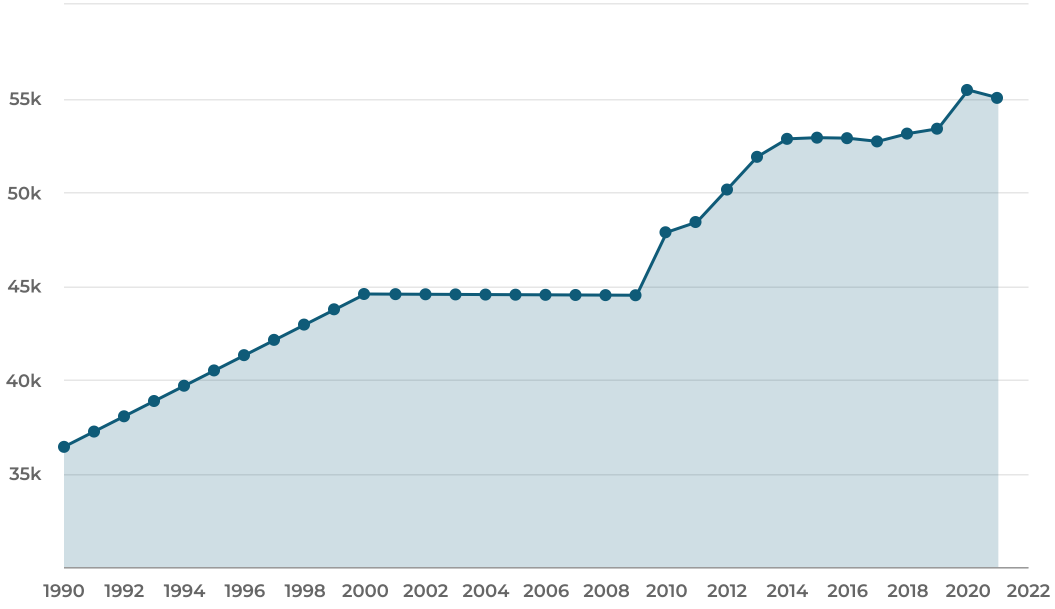
TOTAL POPULATION

55,019

▼ .8%
vs. 2020

GROWTH RANK

213 out of **346**
Municipalities in Tennessee



** Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses*

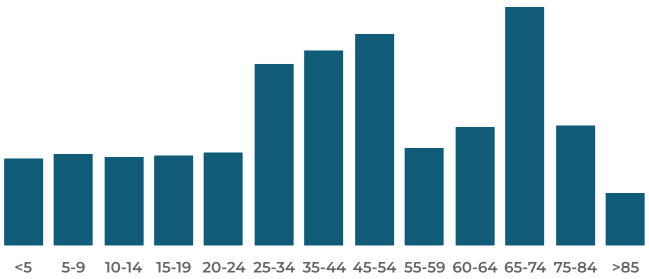
DAYTIME POPULATION

75,444

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

** Data Source: American Community Survey 5-year estimates*

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

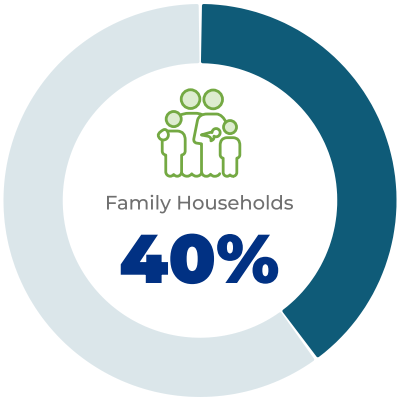
** Data Source: American Community Survey 5-year estimates*

Household Analysis

TOTAL HOUSEHOLDS

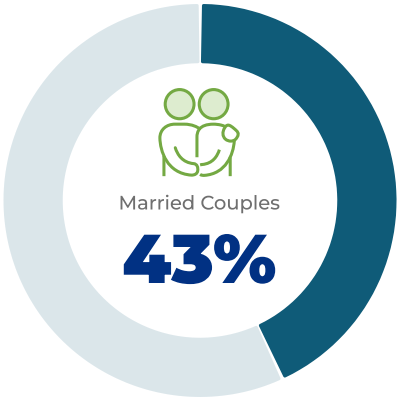
24,665

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



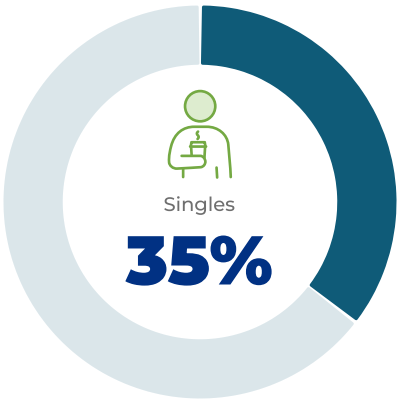
▼ 17%

lower than state average



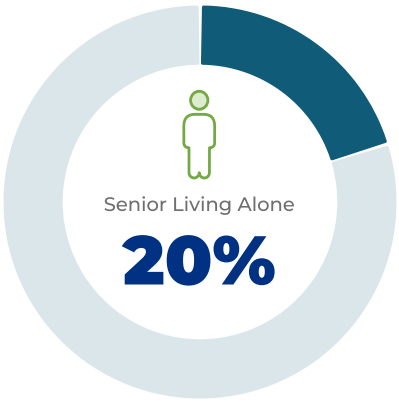
▼ 11%

lower than state average



▲ 26%

higher than state average



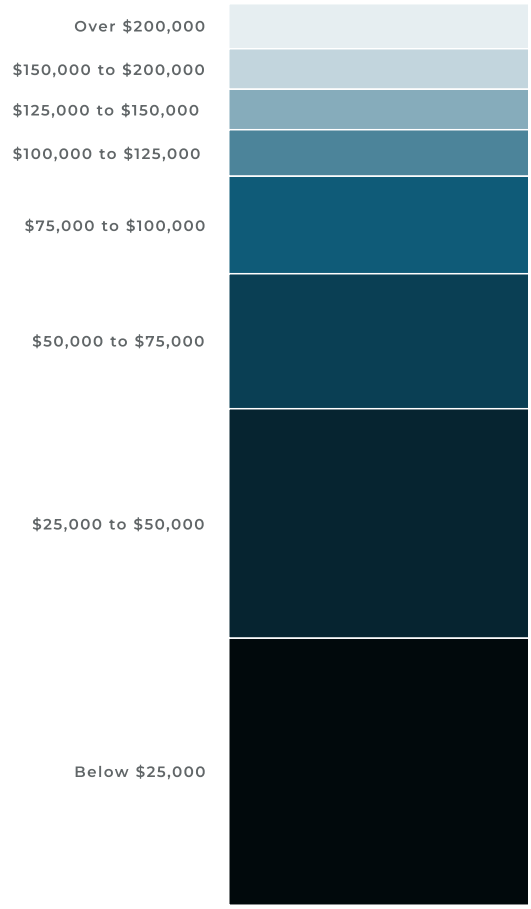
▲ 25%

higher than state average

** Data Source: American Community Survey 5-year estimates*

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



HOUSEHOLD INCOME

Above $200,000

5%

▼ 20%
lower than state average

Median Income

$43,025

▼ 26%
lower than state average

Below $25,000

30%

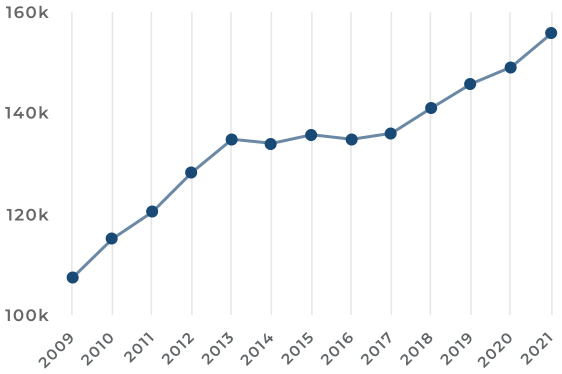
▲ 47%
higher than state average

** Data Source: American Community Survey 5-year estimates*

Housing Overview

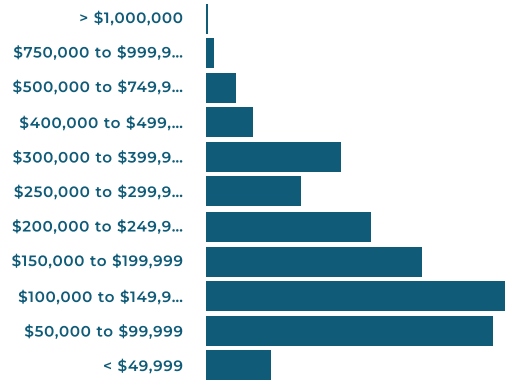
2021 MEDIAN HOME VALUE

$155,700



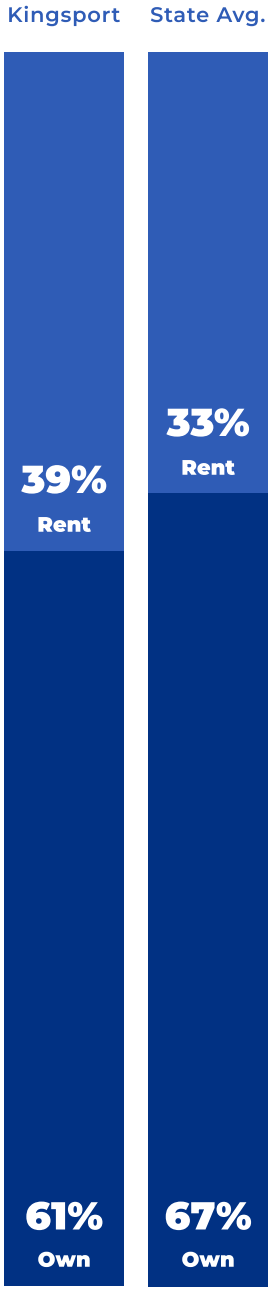
** Data Source: 2021 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME VALUE DISTRIBUTION



** Data Source: 2021 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

HOME OWNERS VS RENTERS



** Data Source: 2021 US Census Bureau (http://www.census.gov/data/developers/data-sets.html), American Community Survey. Home value data includes all types of owner-occupied housing.*

APPENDIX

ADMINISTRATION REQUESTS

Leisure Services - ADA

Overview

Request Owner	Michael Borders, Assistant City Manager - Leisure Services
Department	ADMINISTRATION
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

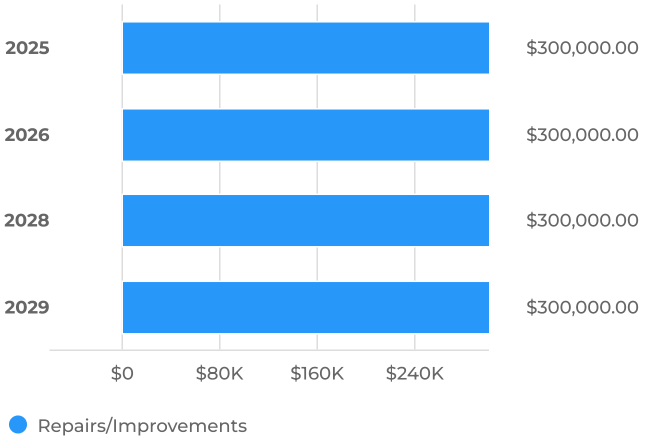
Description

Fund pool used to make upgrades and renovations to ensure that all parks in the city are ADA compliant. Specific Park requirements were added to the 2010 ADA standards that took effect in 2012.

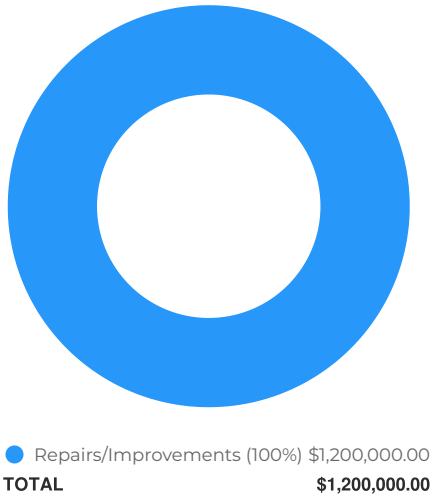
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$300,000	$1.2M	$1.2M

Capital Cost by Year



Capital Cost for Budgeted Years



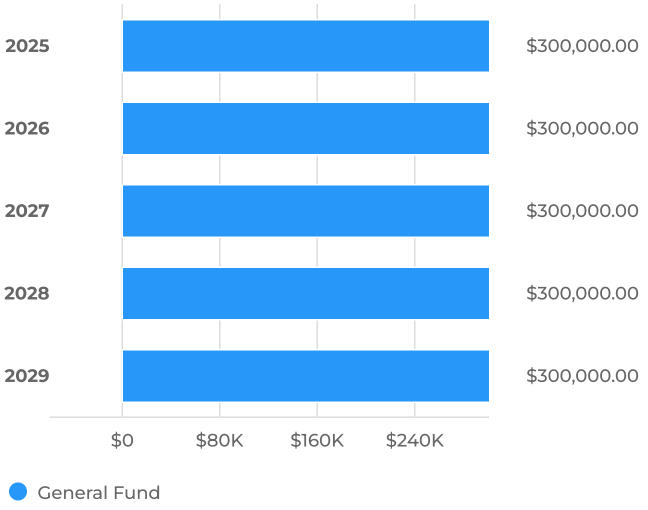
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2028	FY2029	Total
Repairs/Improvements	$300,000	$300,000	$300,000	$300,000	$1,200,000
Total	**$300,000**	**$300,000**	**$300,000**	**$300,000**	**$1,200,000**

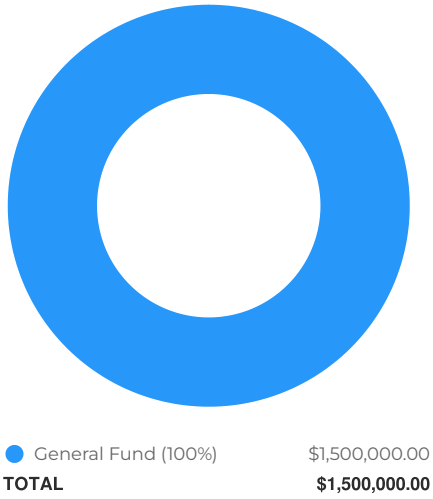
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$300,000	$1.5M	$1.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
General Fund	$300,000	$300,000	$300,000	$300,000	$300,000	$1,500,000
Total	**$300,000**	**$300,000**	**$300,000**	**$300,000**	**$300,000**	**$1,500,000**

AQUATIC CENTER ADMIN REQUESTS

KAC Storage Shed

Overview

Request Owner	Wendy Terrazas, Aquatics Center Manager
Department	AQUATIC CENTER ADMIN
Request Groups	Leisure Services
Type	Capital Improvement

Description

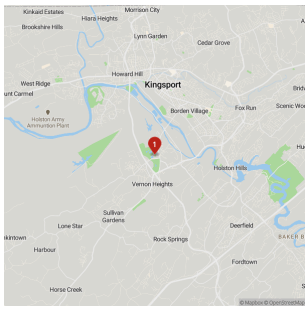
Our current storage space, shared with the maintenance team, has proven insufficient. To address this, we are exploring the option of acquiring a pre-built shed with concrete floors and electricity to expand our storage capacity.

Details

Type of Project	New Construction

Location

Address: 1820 Meadowview Parkway

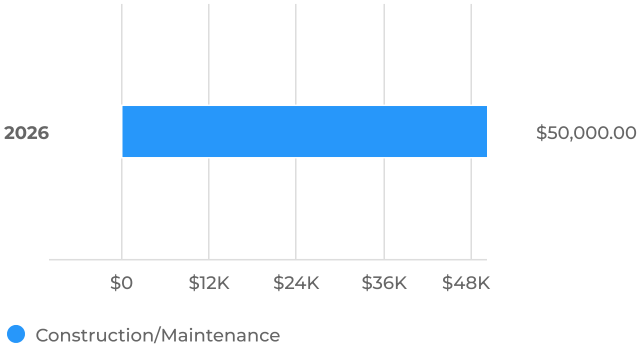


Capital Cost

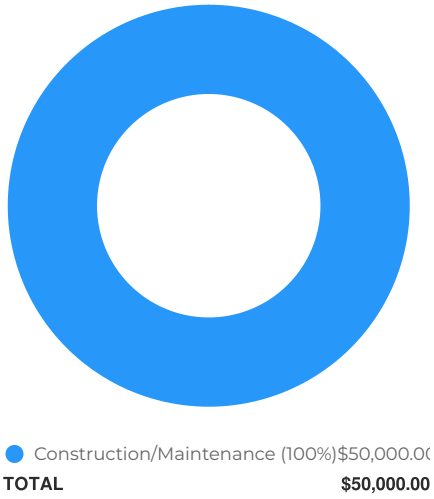
Total Budget (all years)
$50K

Project Total
$50K

Capital Cost by Year



Capital Cost for Budgeted Years



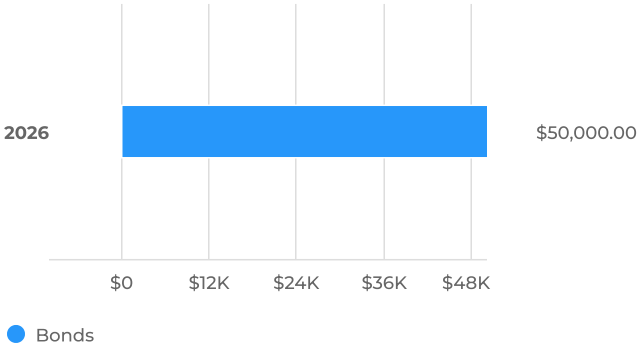
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Construction/Maintenance	$50,000	$50,000
Total	**$50,000**	**$50,000**

Funding Sources

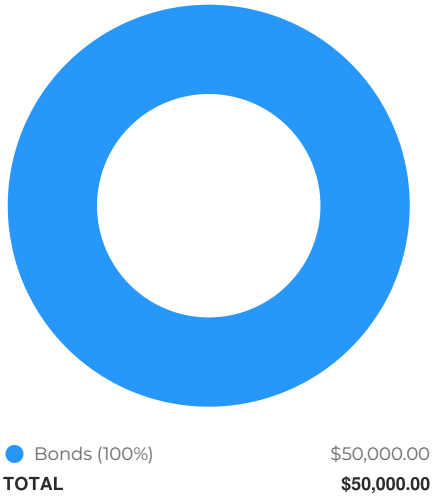
Total Budget (all years)
$50K

Project Total
$50K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$50,000	$50,000
Total	**$50,000**	**$50,000**

KAC Window Blinds-Main Pool Area

Overview

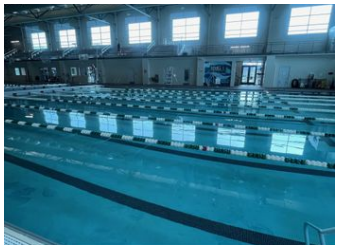
Request Owner	Wendy Terrazas, Aquatics Center Manager
Department	AQUATIC CENTER ADMIN
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

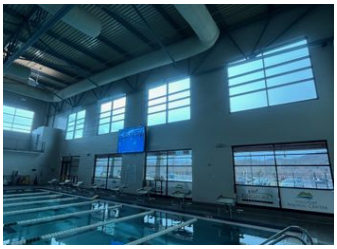
Description

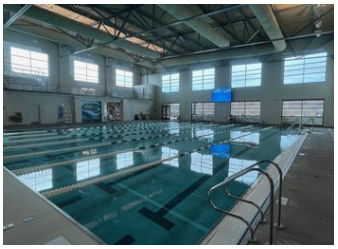
The current issue involves a lack of window treatments, leading to challenges with light filtering in the pool area. This lack of filtration causes glare issues on the water, making it difficult for lifeguards to see certain pool bottom areas. Additionally, the direct sunlight poses a surveillance problem for lifeguards, impacting their ability to monitor the pool effectively. This safety concern is significant and needs attention.

As the host of swim meets, there are complications for both officials and swimmers. The sunlight shining into their eyes creates difficulties in accurate officiating and may hinder swimmers navigating in their lanes. Recent comments from meet officials emphasize the need for shades during events. Addressing these issues is crucial to ensure a safer and more conducive environment for all pool activities.

Images


Windows 2


Windows 1

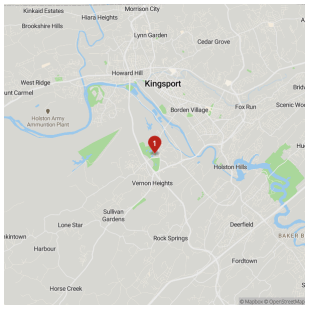

Windows 3

Details

Type of Project	Other improvement

Location

Address: 1820 Meadowview Parkway



Supplemental Attachments

Workspace Interiors Quote(/resource/cg-prod-v2/projects/documents/a131e4742c3b88987bf9.PDF)

Workspace Interiors(/resource/cg-prod-v2/projects/documents/a7b48b0dbb0021c7e526.pdf)

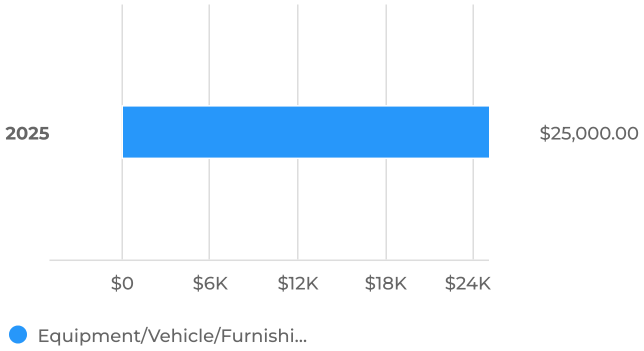
Benefit to Community

Heating and Cooling. Swim Meets, Comfort for swimmers, Public Safety, Lifeguards blind spots

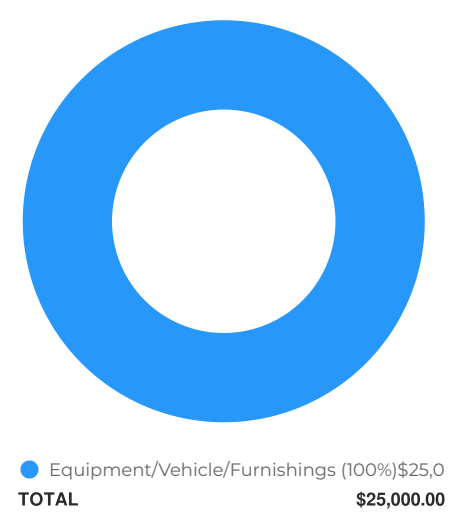
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$25,000	$25K	$25K

Capital Cost by Year



Capital Cost for Budgeted Years



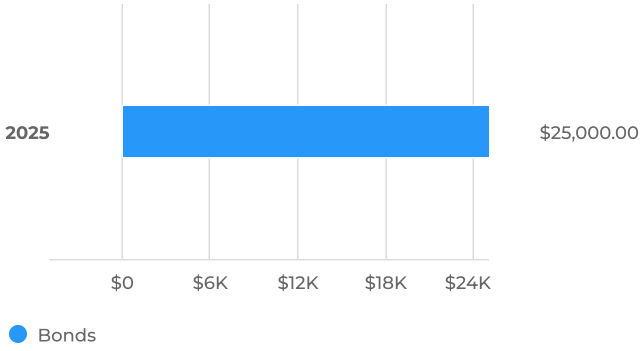
Capital Cost Breakdown

Capital Cost	FY2025	Total
Equipment/Vehicle/Furnishings	$25,000	$25,000
Total	**$25,000**	**$25,000**

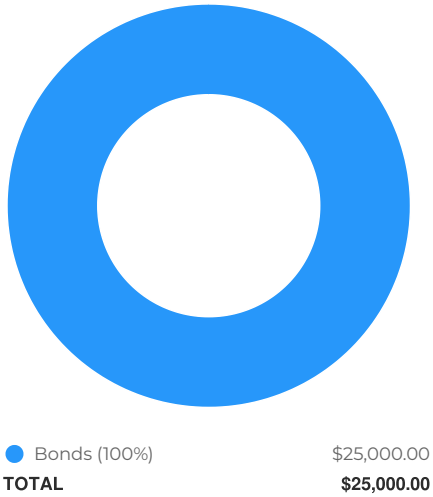
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$25,000	$25K	$25K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
Bonds	$25,000	$25,000
Total	**$25,000**	**$25,000**

Timing System

Overview

Request Owner	Wendy Terrazas, Aquatics Center Manager
Department	AQUATIC CENTER ADMIN
Request Groups	Leisure Services
Type	Capital Equipment

Description

In 2023, we learned that Daktronics, our current timing system provider, will be ceasing support for parts and updates. Consequently, we are gearing up for a comprehensive replacement with Colorado timing equipment. While there is a chance that the Colorado system might work with our existing board, it remains uncertain whether the scoreboard will need replacement. It's crucial to note that full support for Daktronics will conclude by calendar year 2026. To ensure a smooth transition, we must plan for the purchase and installation of the new system by 2026. The purchase will include:

scoreboard (& installation), touchpads, cable harness, starting system, relay judging platforms, pace clocks, scoreboard controller, accessories for all items listed, training.

Details

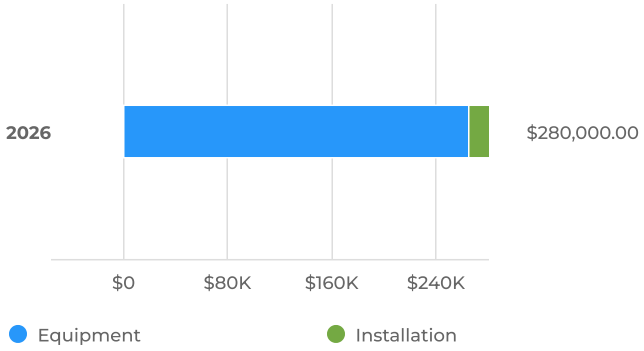
New Purchase or Replacement	New

Capital Cost

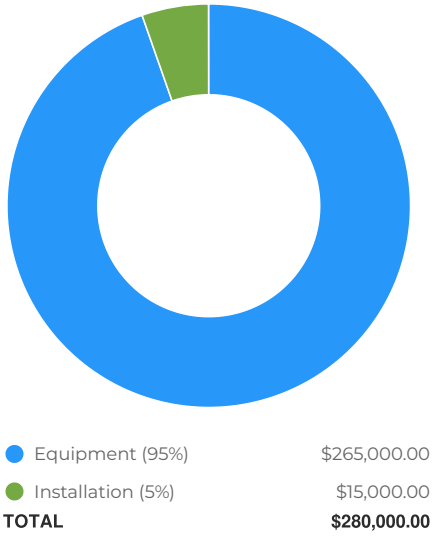
Total Budget (all years)
$280K

Project Total
$280K

Capital Cost by Year



Capital Cost for Budgeted Years



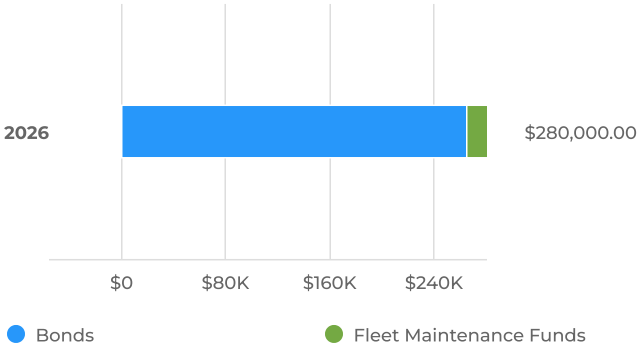
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Equipment	$265,000	$265,000
Installation	$15,000	$15,000
Total	**$280,000**	**$280,000**

Funding Sources

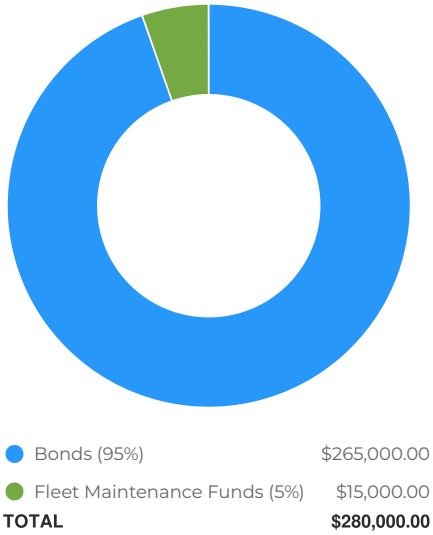
Total Budget (all years)
$280K

Project Total
$280K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$265,000	$265,000
Fleet Maintenance Funds	$15,000	$15,000
Total	**$280,000**	**$280,000**

BAYS MOUNTAIN PARK REQUESTS

BMP Exhibit Upgrades

Overview

Request Owner	Megan Krager, Bays Mountian Park Manager
Est. Start Date	08/01/2025
Est. Completion Date	12/24/2029
Department	BAYS MOUNTAIN PARK
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2604

Description

FY 25 - 30 Purchase trail junction signposts and vinyl for each sign. Starting in 2020, the park has replaced trail junction posts and signs along the following trails: Lakeside, Dolan Branch, Barred Owl, Moonshinters' and several other trails. In FY 25 - 30 the park would like to continue replacing all trail junction posts/signs throughout the whole park. Updating the trail signs makes the park look more uniform. Park guests have made positive comments about the new signs stating they are easier to read.

Details

Type of Project	Refurbishment

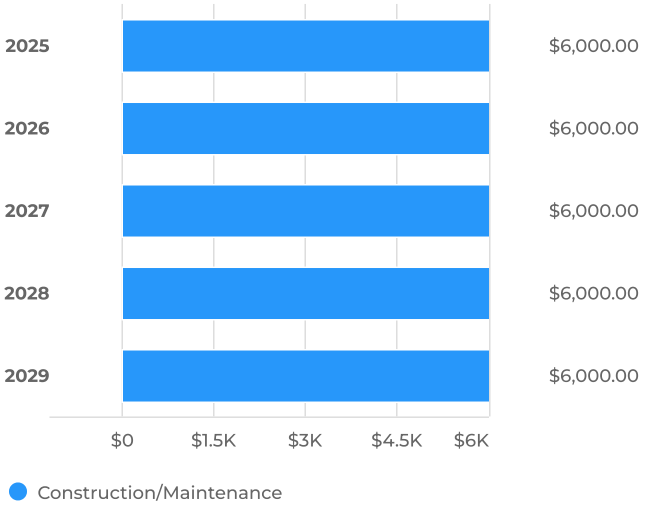
Benefit to Community

Signs are easier to read. A reflective coating is placed on each sign to aid in search and rescues.

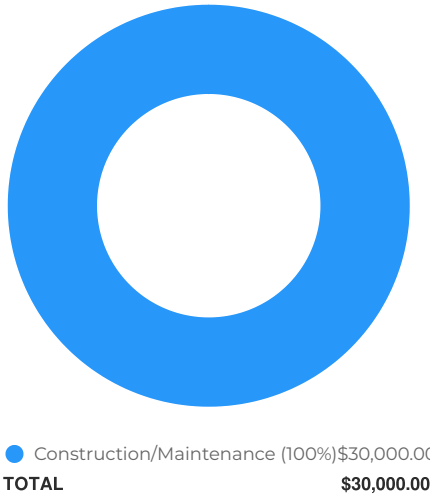
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$6,000	$30K	$30K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Construction/Maintenance	$6,000	$6,000	$6,000	$6,000	$6,000	$30,000
Total	**$6,000**	**$6,000**	**$6,000**	**$6,000**	**$6,000**	**$30,000**

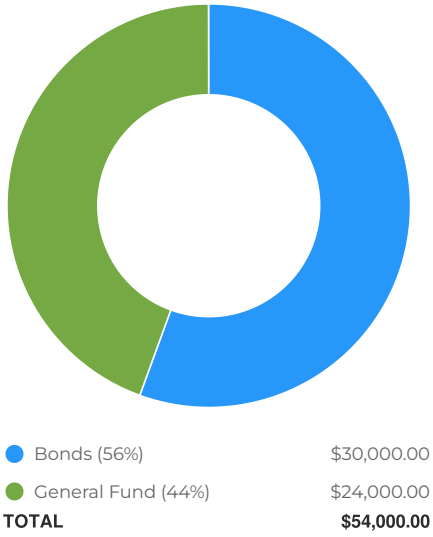
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$12,000	$54K	$54K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
General Fund	$6,000	$3,000	$10,000	$5,000	$0	$24,000
Bonds	$6,000	$6,000	$6,000	$6,000	$6,000	$30,000
Total	**$12,000**	**$9,000**	**$16,000**	**$11,000**	**$6,000**	**$54,000**

BUILDING MAINTENANCE REQUESTS

Facilities ADA

Overview

Request Owner	Karl Berry, Failities Maintenance Superintendent
Department	BUILDING MAINTENANCE
Request Groups	Facilities Maintenance
Type	Capital Improvement

Description

Funding needed to finish bringing all city facilities up to ADA standards.

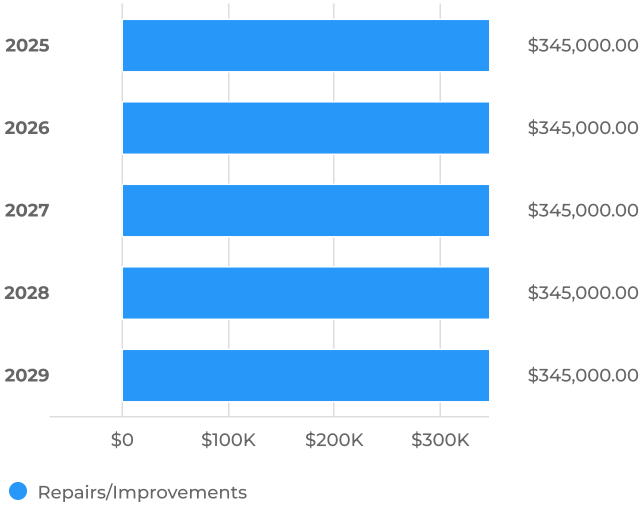
Details

Type of Project	Refurbishment

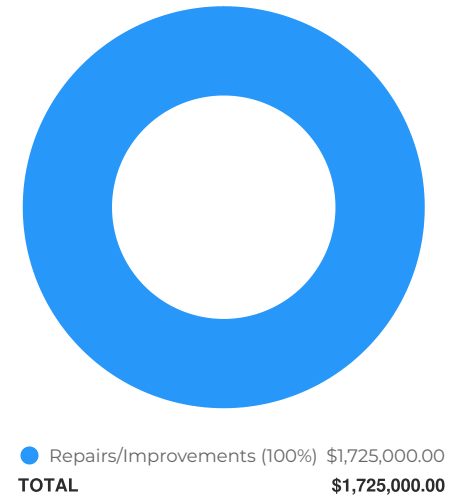
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$345,000	$1.725M	$1.725M

Capital Cost by Year



Capital Cost for Budgeted Years

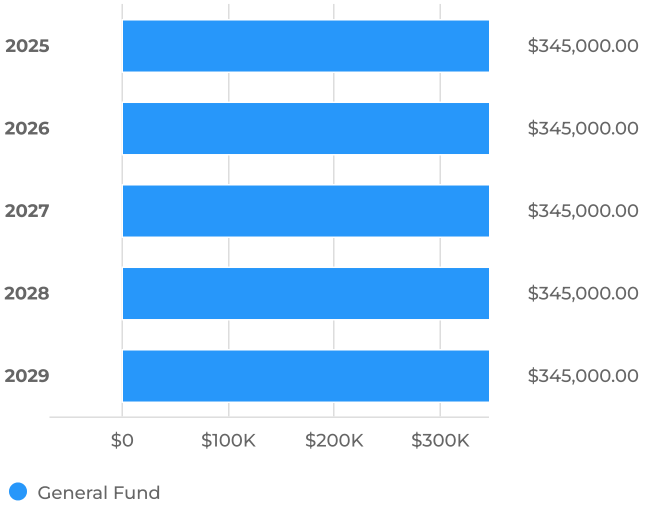


Capital Cost Breakdown						
Capital Cost	**FY2025**	**FY2026**	**FY2027**	**FY2028**	**FY2029**	**Total**
Repairs/Improvements	$345,000	$345,000	$345,000	$345,000	$345,000	$1,725,000
Total	**$345,000**	**$345,000**	**$345,000**	**$345,000**	**$345,000**	**$1,725,000**

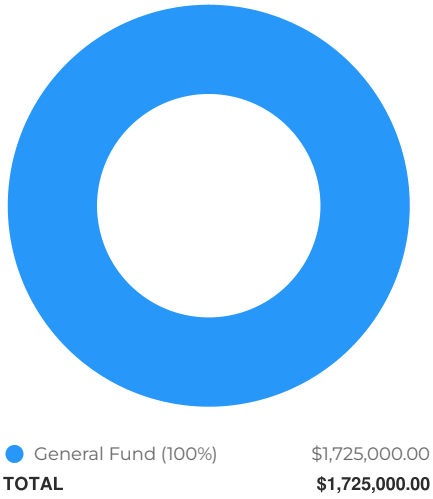
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$345,000	$1.725M	$1.725M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
General Fund	$345,000	$345,000	$345,000	$345,000	$345,000	$1,725,000
Total	**$345,000**	**$345,000**	**$345,000**	**$345,000**	**$345,000**	**$1,725,000**

Facility Repairs

Overview

Request Owner	Karl Berry, Failities Maintenance Superintendent
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	BUILDING MAINTENANCE
Request Groups	Facilities Maintenance
Type	Capital Improvement

Description

FY 2025 Identified needs:

Replacement of fleet roof	248,000
BMP Nature Center shingle re-roof	60,000
BMP Farmstead shingle re-roof	21,000
Allyn Hood TPO Roof	50,000
Allandale Mansion repairs	153,000
Additional funding to complete Civic Aud. Chiller	200,000
Justice Center air handler motor replacement	10,000

Fy 2026 Identified needs:

Demolition of 615 Industry Drive [Old animal shelter]	25,000
Retrofit parking garage restrooms to vandal resistant	150,000
V.O Dobyns cooling tower	95,000
Hunter Wright Stadium shingle roof	51,000

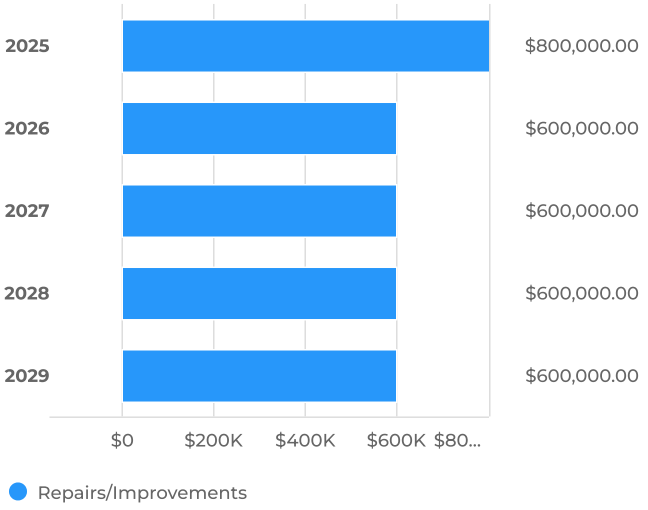
Details

Type of Project	Other

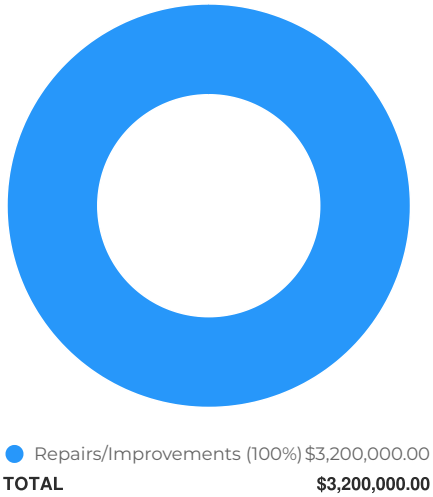
Capital Cost

Total Historical	FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$800,000	$3.2M	$3.4M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Repairs/Improvements	$200,000	$800,000	$600,000	$600,000	$600,000	$600,000	$3,400,000
Total	**$200,000**	**$800,000**	**$600,000**	**$600,000**	**$600,000**	**$600,000**	**$3,400,000**

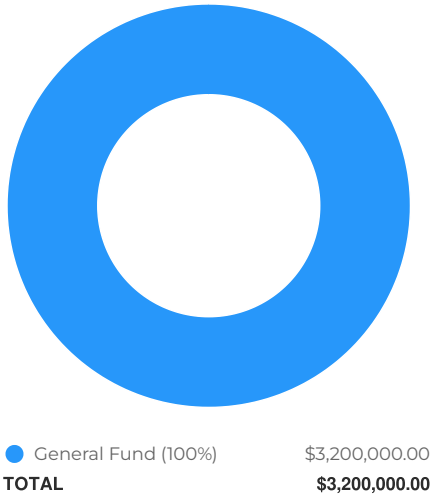
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$800,000	$3.2M	$3.2M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
General Fund	$800,000	$600,000	$600,000	$600,000	$600,000	$3,200,000
Total	**$800,000**	**$600,000**	**$600,000**	**$600,000**	**$600,000**	**$3,200,000**

CAPITAL IMPROV - GEN GOVT REQUESTS

Jessee St/Memorial Blvd traffic signal

Overview

Request Owner	Jim Hensley, Traffic Manager
Est. Start Date	07/01/2024
Est. Completion Date	10/15/2026
Department	CAPITAL IMPROV - GEN GOVT
Request Groups	Traffic
Type	Capital Improvement

Description

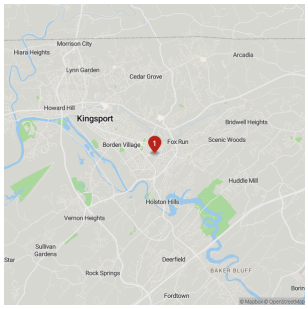
FY2025-Survey and signal design for new traffic signal

FY2026-Signal construction, lane modifications and conduit/fiber installation.

Details

Type of Project	New Construction

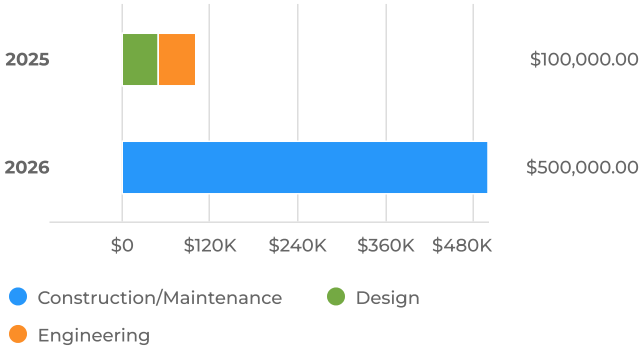
Location



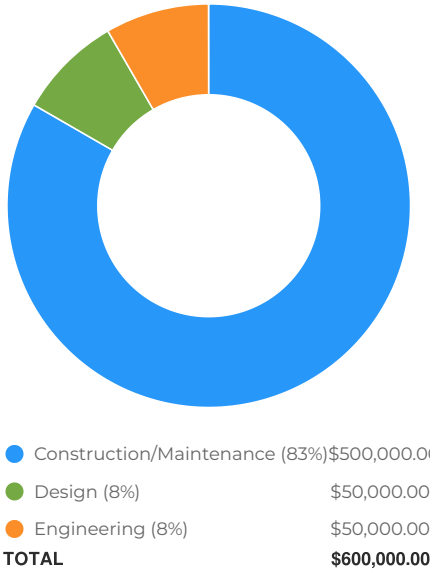
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$600K	$600K

Capital Cost by Year



Capital Cost for Budgeted Years



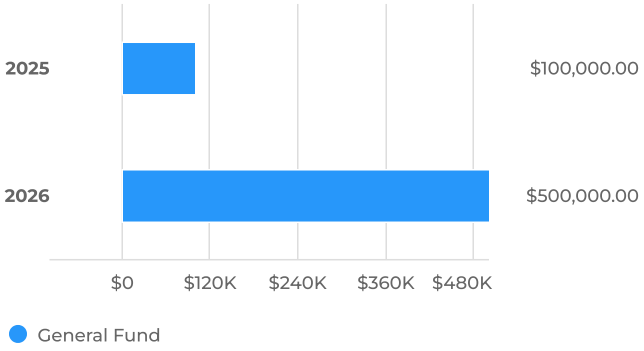
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	Total
Design	$50,000	$0	$50,000
Engineering	$50,000	$0	$50,000
Construction/Maintenance	$0	$500,000	$500,000
Total	**$100,000**	**$500,000**	**$600,000**

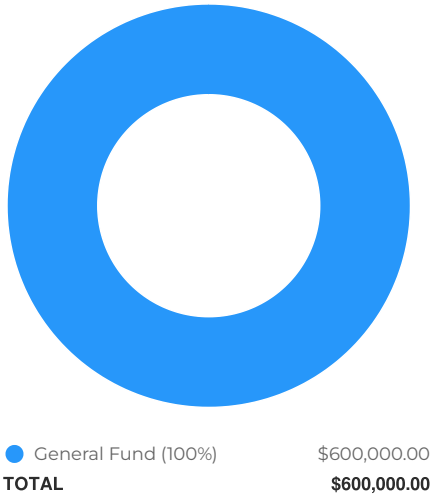
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$600K	$600K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	Total
General Fund	$100,000	$500,000	$600,000
Total	**$100,000**	**$500,000**	**$600,000**

CAPITAL IMPROVEMENT PROJ REQUESTS

Allandale Amphitheater

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	11/30/2026
Est. Completion Date	11/30/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Construction of a permanent tension roof stretching over the primary stage to provide shelter for the performers. Convert the existing Men's and Women's restroom into a Men's Restroom and construct a new Women's restroom. The Friends of Allandale completed and dedicated the Amphitheater in July 2013. The Friends of Allandale and the City of Kingsport are in a partnership for continued development of the site.

Details

Type of Project	New Construction

Benefit to Community

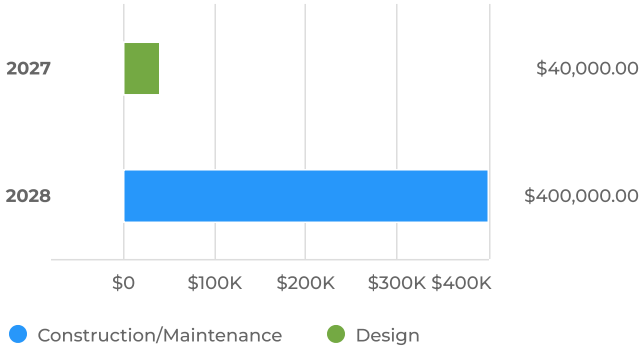
Improvements

Capital Cost

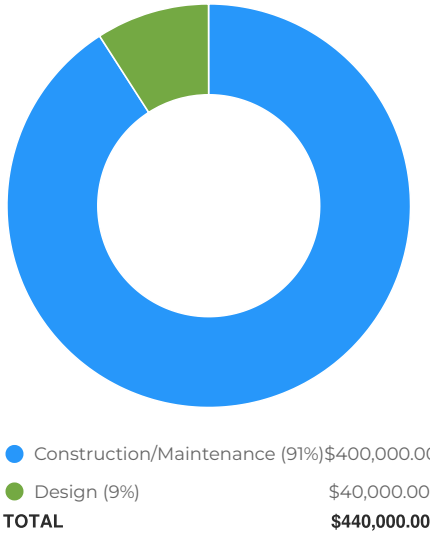
Total Budget (all years)
$440K

Project Total
$440K

Capital Cost by Year



Capital Cost for Budgeted Years



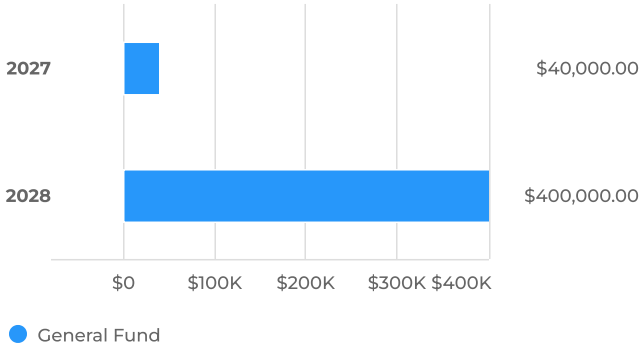
Capital Cost Breakdown			
Capital Cost	**FY2027**	**FY2028**	**Total**
Design	$40,000	$0	$40,000
Construction/Maintenance	$0	$400,000	$400,000
Total	**$40,000**	**$400,000**	**$440,000**

Funding Sources

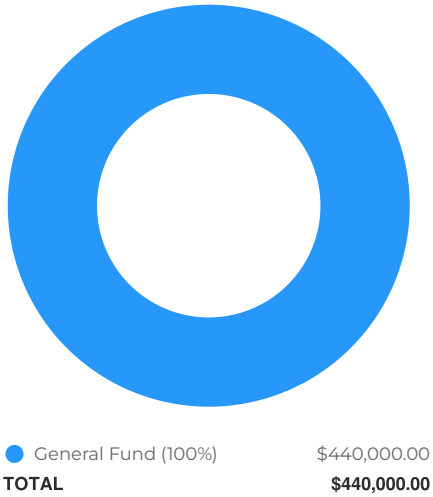
Total Budget (all years)
$440K

Project Total
$440K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2027	FY2028	Total
General Fund	$40,000	$400,000	$440,000
Total	**$40,000**	**$400,000**	**$440,000**

Allandale Improvements

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/29/2026
Est. Completion Date	04/30/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Renovation of the outdoor restroom facility beside the Heron Dome and paving. Enhancements will increase rentals by offering improved options to customers.

Details

Type of Project	Refurbishment

Benefit to Community

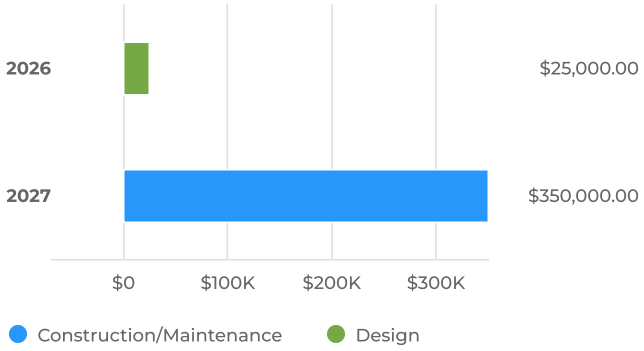
Improvements

Capital Cost

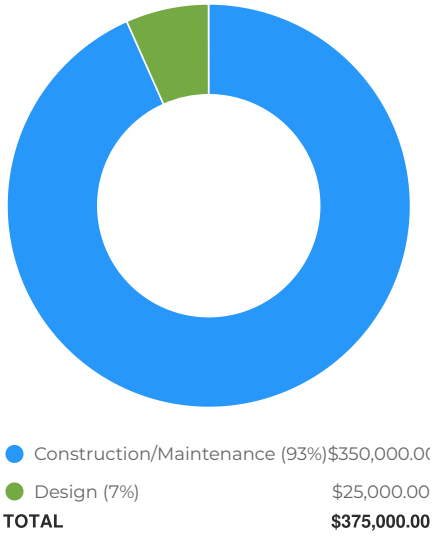
Total Budget (all years)
$375K

Project Total
$375K

Capital Cost by Year



Capital Cost for Budgeted Years



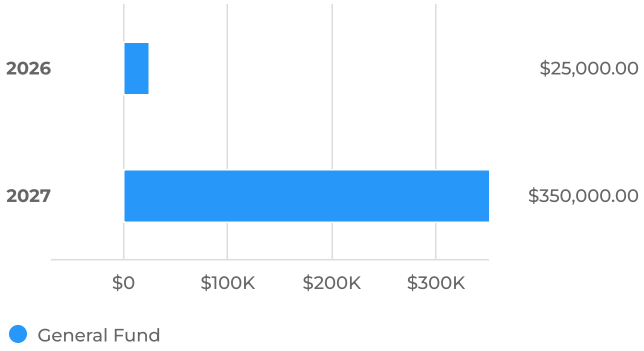
Capital Cost Breakdown			
Capital Cost	**FY2026**	**FY2027**	**Total**
Design	$25,000	$0	$25,000
Construction/Maintenance	$0	$350,000	$350,000
Total	**$25,000**	**$350,000**	**$375,000**

Funding Sources

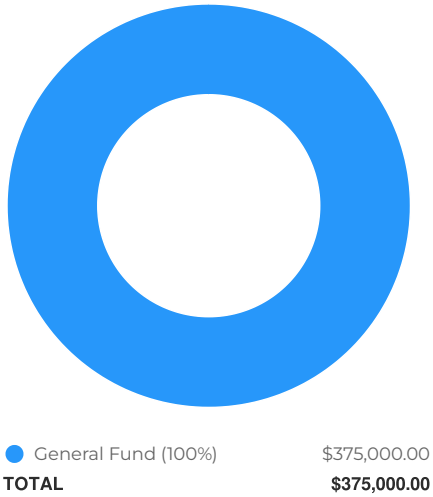
Total Budget (all years)
$375K

Project Total
$375K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	Total
General Fund	$25,000	$350,000	$375,000
Total	**$25,000**	**$350,000**	**$375,000**

Allandale Paving

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	03/11/2025
Est. Completion Date	05/01/2025
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

The pavillion entrance and barn parking need to be paved.

Details

Type of Project	Refurbishment

Benefit to Community

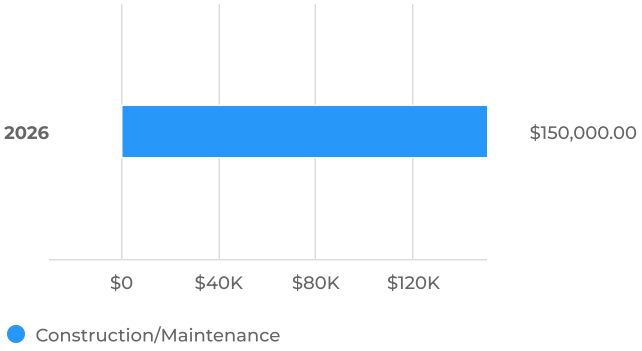
Improve esthetics and user convenience at the facility.

Capital Cost

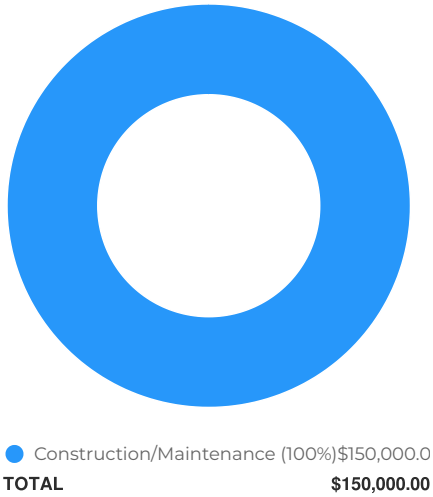
Total Budget (all years)
$150K

Project Total
$150K

Capital Cost by Year



Capital Cost for Budgeted Years



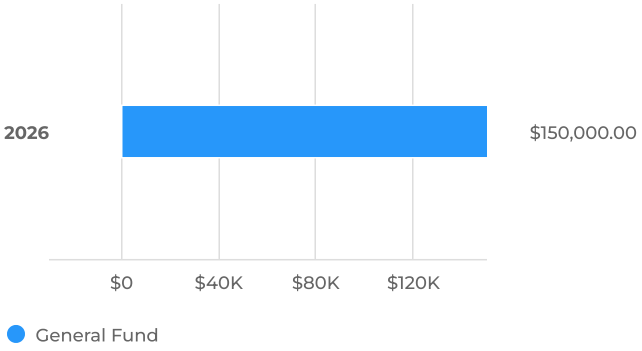
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Construction/Maintenance	$150,000	$150,000
Total	**$150,000**	**$150,000**

Funding Sources

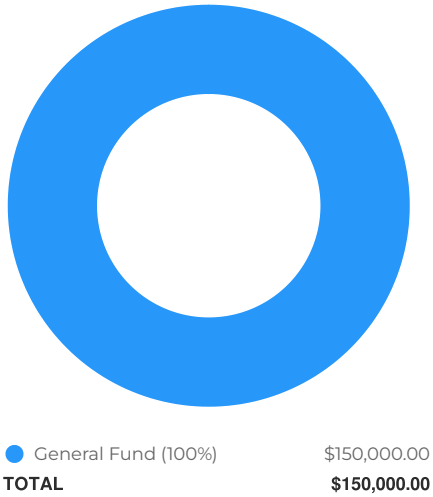
Total Budget (all years)
$150K

Project Total
$150K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
General Fund	$150,000	$150,000
Total	**$150,000**	**$150,000**

Allandale Roof Repairs

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/02/2024
Est. Completion Date	03/03/2026
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

Allandale roof and guttering need repair to eliminate leaks and damage to the interior of the mansion.

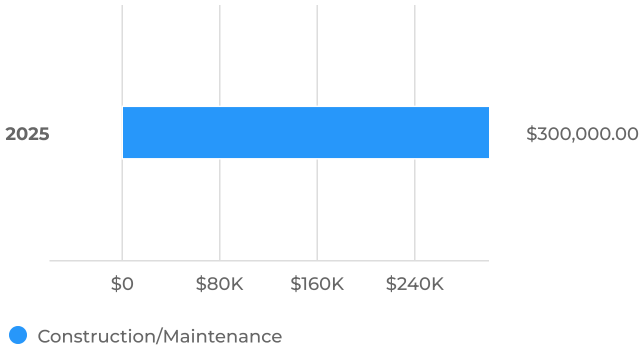
Details

Type of Project	Refurbishment

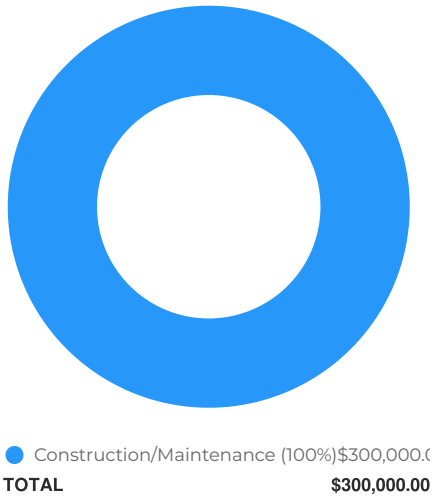
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$300,000	$300K	$300K

Capital Cost by Year



Capital Cost for Budgeted Years



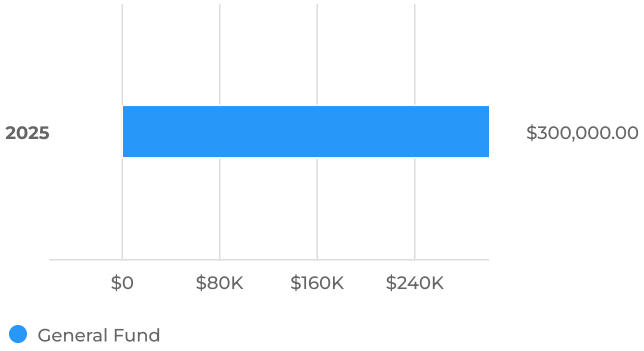
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$300,000	$300,000
Total	**$300,000**	**$300,000**

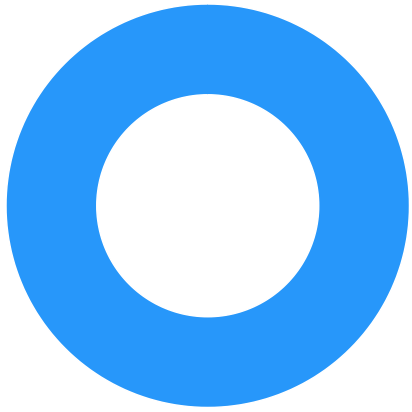
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$300,000	$300K	$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$300,000	$300,000
Total	**$300,000**	**$300,000**

Automated Garbage Truck

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Solid Waste
Type	Capital Equipment

Description

Add an automated garbage truck to the Fleet to handle future growth.

Details

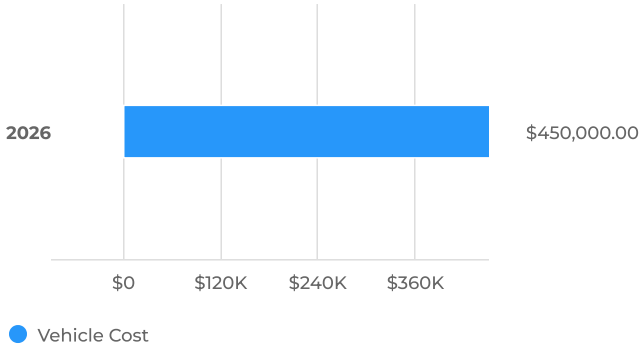
New or Used Vehicle	New Vehicle
Useful Life	7

Capital Cost

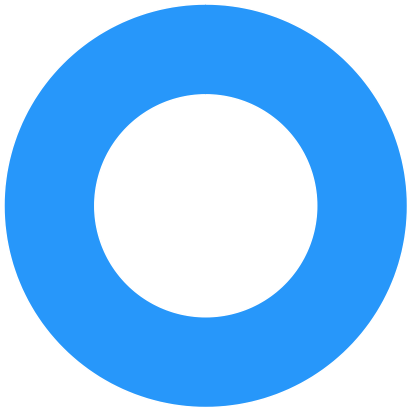
Total Budget (all years)
$450K

Project Total
$450K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

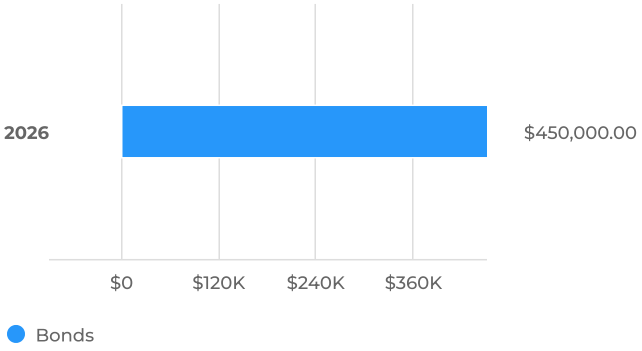
Capital Cost	FY2026	Total
Vehicle Cost	$450,000	$450,000
Total	**$450,000**	**$450,000**

Funding Sources

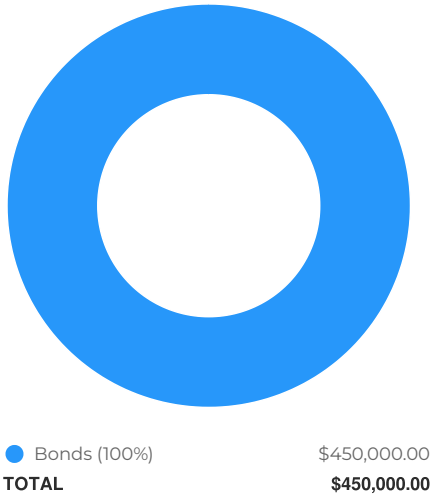
Total Budget (all years)
$450K

Project Total
$450K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$450,000	$450,000
Total	**$450,000**	**$450,000**

BMP Animal Habitats

Overview

Request Owner	Megan Krager, Bays Mountian Park Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2025
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2501

Description

The Park Improvement Plan has laid out several areas of improvement over the next five years. This is what the park envisions the next five years could look like. FY 25 - Finish construction of the Otter Habitat. Work on site plans for a new Bobcat Habitat and quarantine facility. FY 26 - Construct animal quarantine facility and new Bobcat Habitat. Work-on site plans for the Ancient Forest - Red Panda. FY 27 - Construct the Ancient Forest - Red Panda Habitat. Work on plans for a new trail system around the barge/pavilion area to include the Water and Songbird Habitat. FY 28 - Construct new trail system around the barge/pavilion area incorporating the Water and Songbird Habitat. Work on site plans for the Elk Habitat and trail system to tie into the Fox Den Playground. FY 29 - Construct a new Elk Habitat and ADA Trail access to the Fox Den Playground. Work on site plans for the Ridges ADA Trail system using FSTAG.

Details

Type of Project	New Construction

Benefit to Community

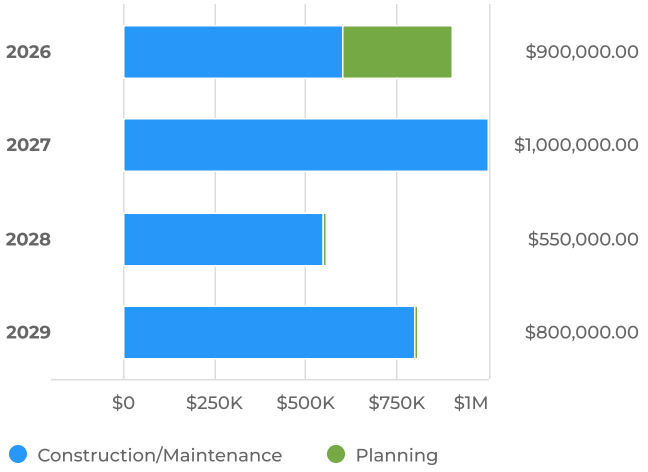
Improved animal habitats will increase attendance. Improvements to habitats will help the park fulfill requirements to become AZA accredited. Not only are we looking at improving the habitats, but the trail systems around the habitats to current ADA standards.

Capital Cost

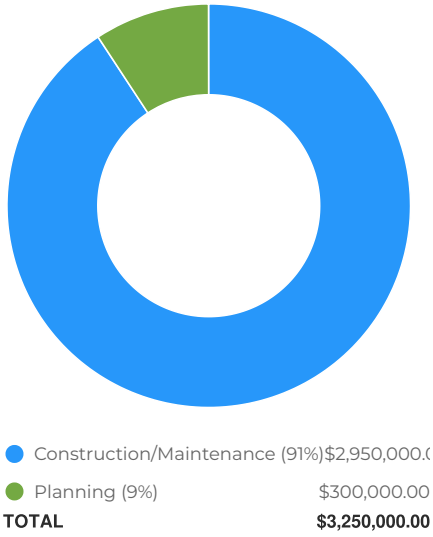
Total Budget (all years)
$3.25M

Project Total
$3.25M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

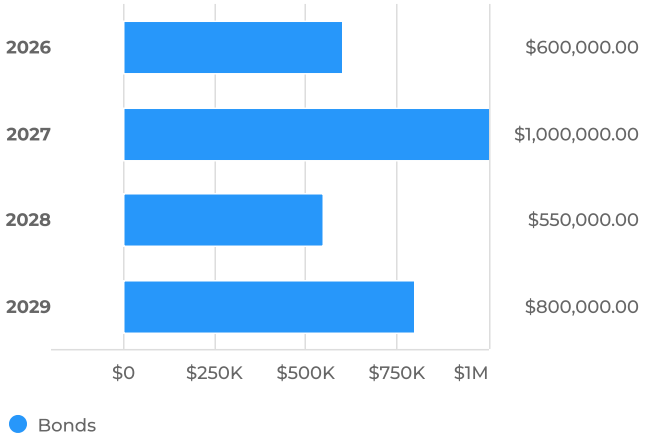
Capital Cost	FY2026	FY2027	FY2028	FY2029	Total
Planning	$300,000	$0	$0	$0	$300,000
Construction/Maintenance	$600,000	$1,000,000	$550,000	$800,000	$2,950,000
Total	**$900,000**	**$1,000,000**	**$550,000**	**$800,000**	**$3,250,000**

Funding Sources

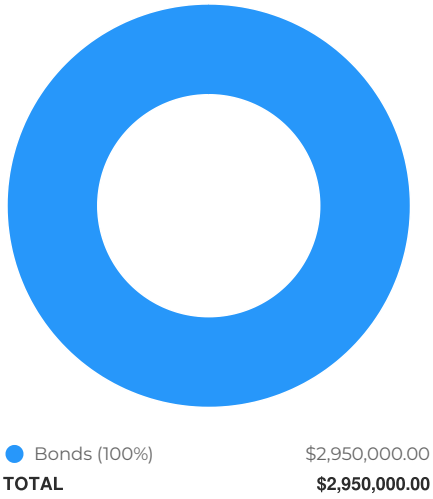
Total Budget (all years)
$2.95M

Project Total
$2.95M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	FY2029	Total
Bonds	$600,000	$1,000,000	$550,000	$800,000	$2,950,000
Total	**$600,000**	**$1,000,000**	**$550,000**	**$800,000**	**$2,950,000**

BMP Entrance Gate

Overview

Request Owner	Megan Krager, Bays Mountian Park Manager
Est. Start Date	10/01/2029
Est. Completion Date	10/05/2029
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2809

Description

FY 29 - Work on drawings. FY 30 - Construct new gate. Due to the many renovations taking place in the park, it would be nice to renovate the entrance to the park. The gate is old, and it sags when you close it. The main aluminum bracket holding the gate to the aluminum post has been patched so much it cannot be patched anymore. Install an electronic arm allowing members to scan membership cards at the gate house.

Details

Type of Project	Refurbishment

Benefit to Community

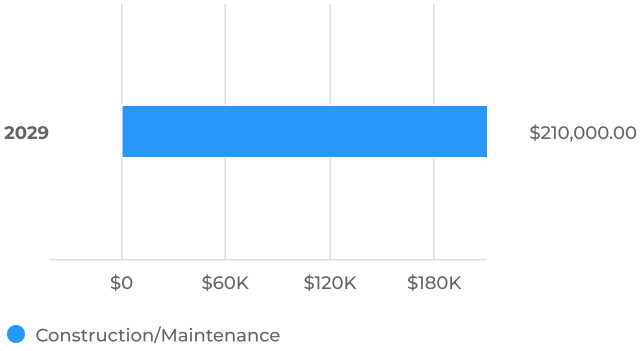
A new entrance gate will enhance the park due to current and future improvements.

Capital Cost

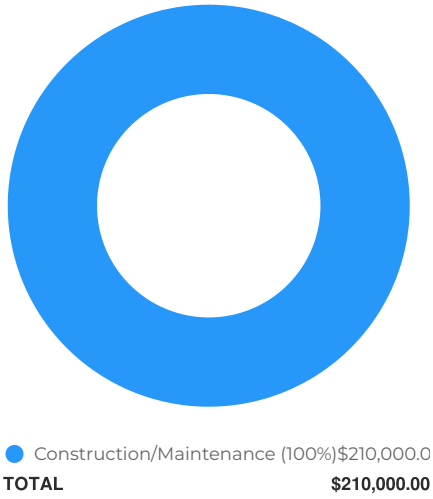
Total Budget (all years)
$210K

Project Total
$210K

Capital Cost by Year



Capital Cost for Budgeted Years



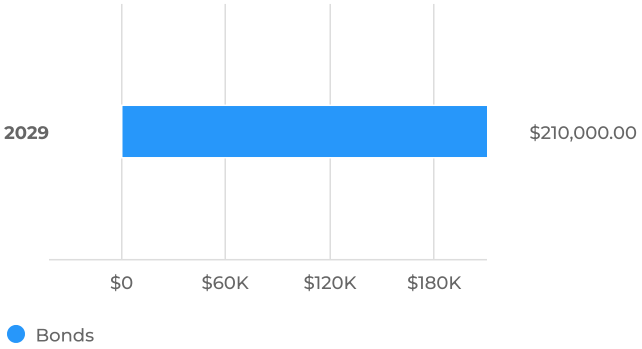
Capital Cost Breakdown		
Capital Cost	**FY2029**	**Total**
Construction/Maintenance	$210,000	$210,000
Total	**$210,000**	**$210,000**

Funding Sources

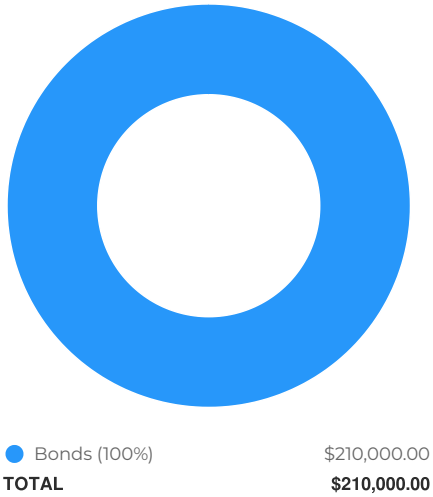
Total Budget (all years)
$210K

Project Total
$210K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2029	Total
Bonds	$210,000	$210,000
Total	**$210,000**	**$210,000**

BMP Floating Bridge

Overview

Request Owner	Megan Krager, Bays Mountian Park Manager
Est. Start Date	02/02/2027
Est. Completion Date	03/31/2027
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2608

Description

FY 26 - Acquire drawings for the project. FY 27 - Construct Floating Bridge. The bridge is over 20 years old. Most of the wooden structure has been replaced several times. The main support beams under the bridge have been scabbed in with new lumber in several places over the years. There is a lot of rot under the bridge. The bridge needs updating to current TDEC standards.

Details

Type of Project	New Construction

Benefit to Community

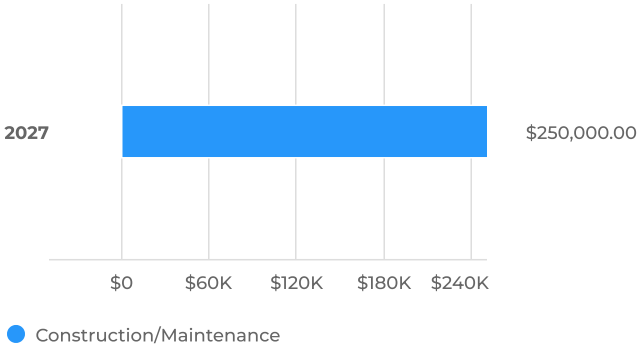
Lakeside Trail is the most hiked trail in the park. Having a new bridge will mean a better and safer hiking experience for the park guest.

Capital Cost

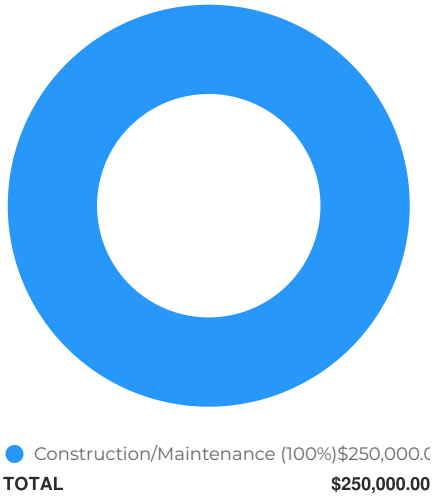
Total Budget (all years)
$250K

Project Total
$250K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

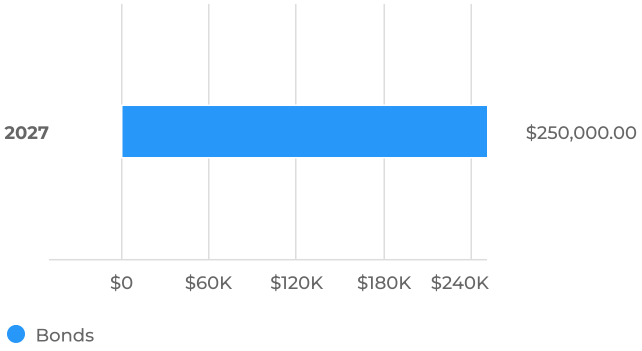
Capital Cost	FY2027	Total
Construction/Maintenance	$250,000	$250,000
Total	**$250,000**	**$250,000**

Funding Sources

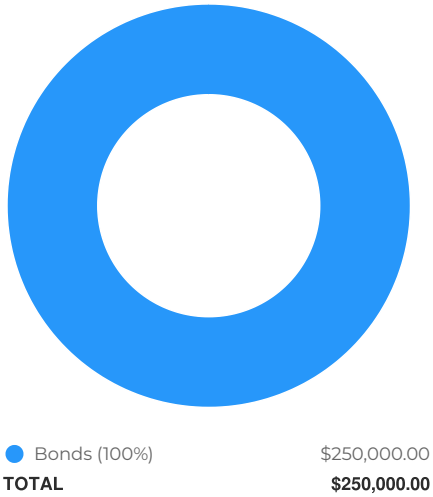
Total Budget (all years)
$250K

Project Total
$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2027	Total
Bonds	$250,000	$250,000
Total	**$250,000**	**$250,000**

BMP Herpetarium Improvements

Overview

Request Owner	Megan Krager, Bays Mountian Park Manager
Est. Start Date	07/02/2024
Est. Completion Date	12/29/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2603

Description

FY 25 July - Having issues with plumbing. Need to run a camera down lines to view pipe conditions. Need to know the location of septic pipelines in the ground for future animal habitat improvements. Need new septic tank caps. FY 25-26 Modernize bathrooms. The Fox Den Playground will be constructed during the summer of 2024, and it would be nice to have updated restroom facilities. Would like to install tank-less toilets and automatic hand dryers. FY 27 - Renovate exterior. Remove and replace rotten siding. FY 28 - Update existing exhibits. The typical life span of an exhibit is 10 years. The exhibits in the Herpetarium are over 25 years old. They are showing wear.

Details

Type of Project	Refurbishment

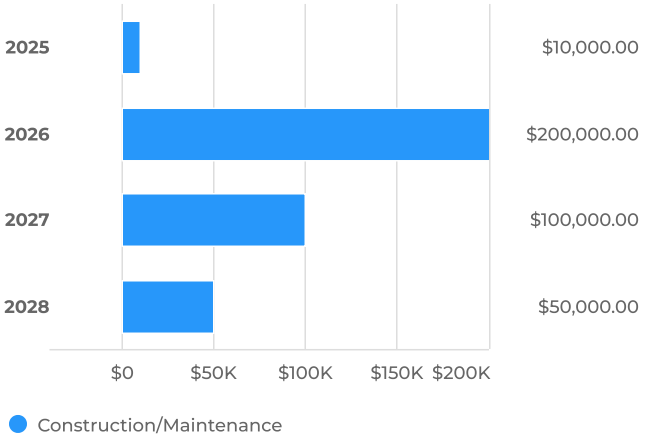
Benefit to Community

Modern restroom facility. ADA/user-friendly. Improved first impression of the Herpetarium.

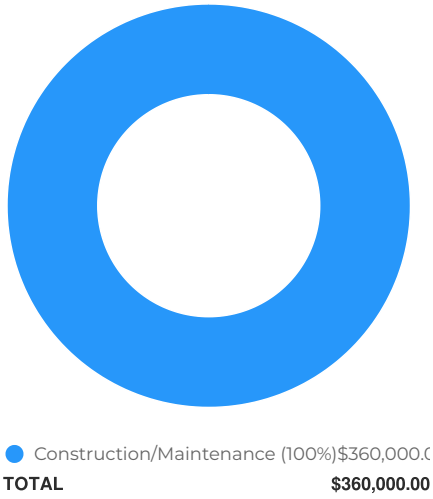
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$10,000	$360K	$360K

Capital Cost by Year



Capital Cost for Budgeted Years



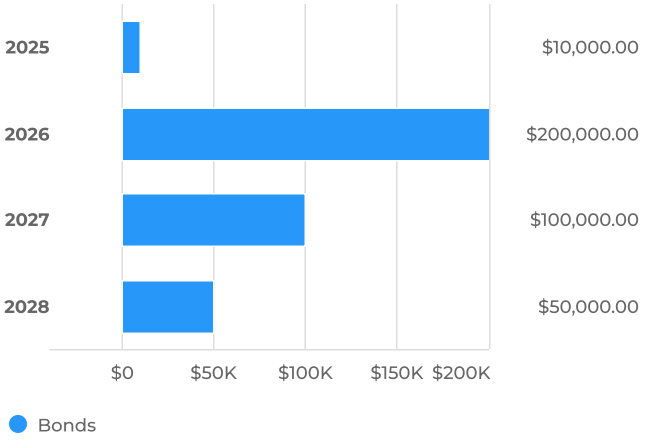
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	$10,000	$200,000	$100,000	$50,000	$360,000
Total	**$10,000**	**$200,000**	**$100,000**	**$50,000**	**$360,000**

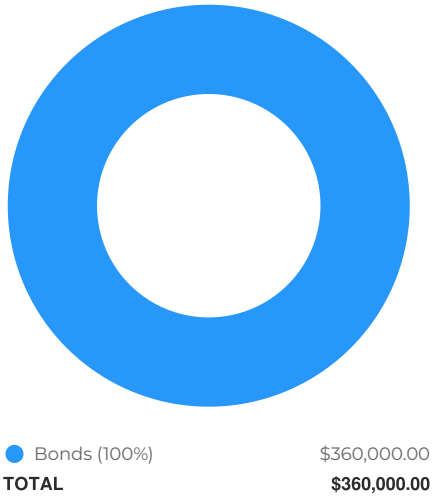
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$10,000	$360K	$360K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
Bonds	$10,000	$200,000	$100,000	$50,000	$360,000
Total	**$10,000**	**$200,000**	**$100,000**	**$50,000**	**$360,000**

BMP Observatory Replacement

Overview

Request Owner	Megan Krager, Bays Mountian Park Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2025
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2506

Description

FY 28 - Begin drawings for a new structure. FY 29 - Construct new structure. In the 2010 Strategic Plan, it states improvements to this area are of high priority. The site is not ADA accessible. The site the main observatory is sitting on is sinking down hill toward Dolan Branch. The structure is sitting on a lot of fill dirt. Would like to construct a new structure or improve what is currently there. The new structure would provide night sky views above the tree line, and a wider area of visibility.

Details

Type of Project	Refurbishment

Benefit to Community

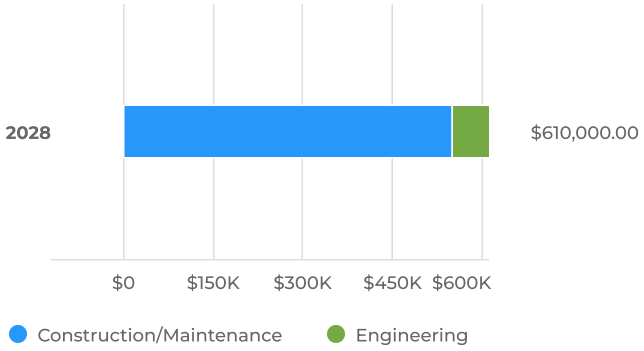
Wider visibility of the night sky. Provide more ADA visibility.

Capital Cost

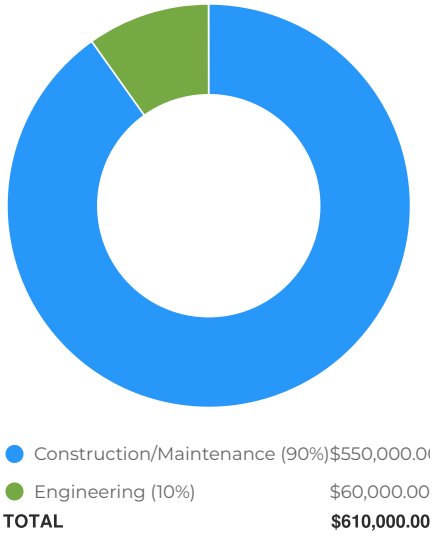
Total Budget (all years)
$610K

Project Total
$610K

Capital Cost by Year



Capital Cost for Budgeted Years



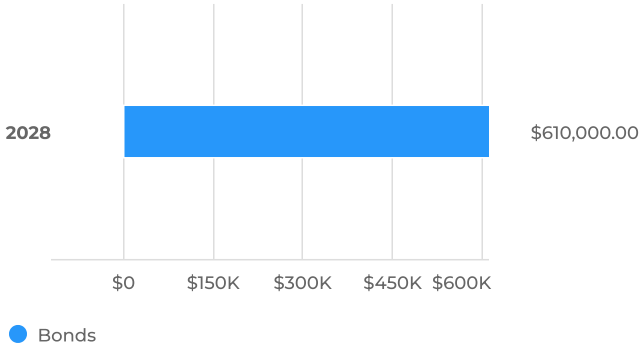
Capital Cost Breakdown		
Capital Cost	**FY2028**	**Total**
Engineering	$60,000	$60,000
Construction/Maintenance	$550,000	$550,000
Total	**$610,000**	**$610,000**

Funding Sources

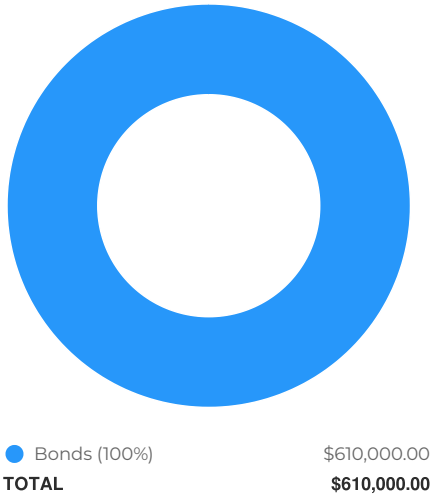
Total Budget (all years)
$610K

Project Total
$610K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2028	Total
Bonds	$610,000	$610,000
Total	**$610,000**	**$610,000**

Brickyard Park Laser Grading

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Est. Start Date	11/04/2024
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

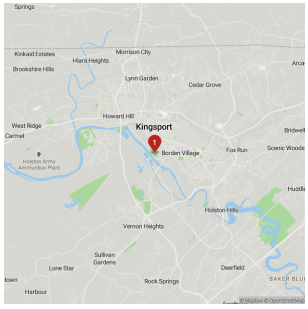
Description

The fields at brickyard park need laser grading. There are areas that are humped up and areas that are low. This request will allow us to get the fields graded properly, which will improve drainage and safety on these fields. There is also a layer of SAF coat that had been added to these fields by the previous maintenance group. This product was not used properly and has now created a layer that holds onto a lot of water, not allowing the fields dry out properly. Laser grading these fields would bust this layer up and mix it into the dirt correcting this issue.

Details

Type of Project	Refurbishment

Location



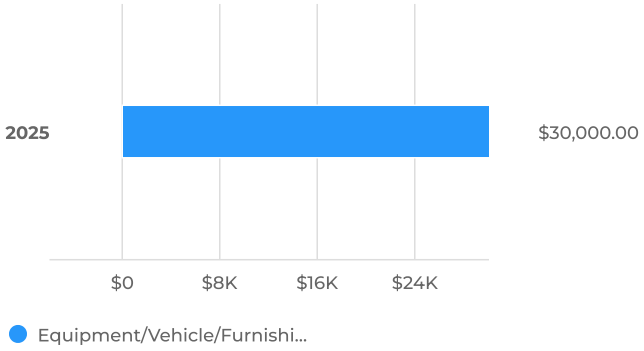
Benefit to Community

Laser grading these fields will improve the safety of the fields and help to minimize the impact of rain events on scheduled games.

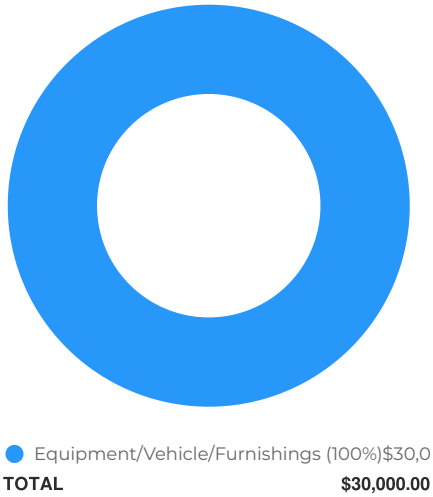
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$30,000	$30K	$30K

Capital Cost by Year



Capital Cost for Budgeted Years



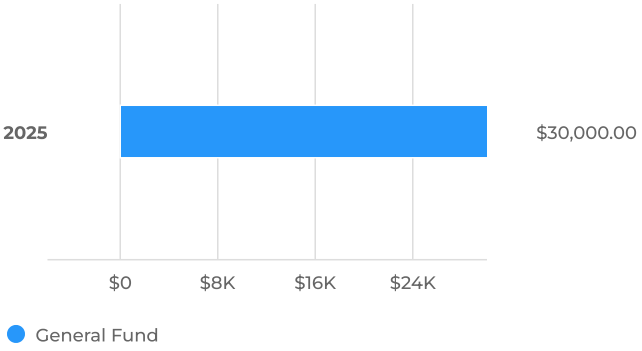
Capital Cost Breakdown

Capital Cost	FY2025	Total
Equipment/Vehicle/Furnishings	$30,000	$30,000
Total	**$30,000**	**$30,000**

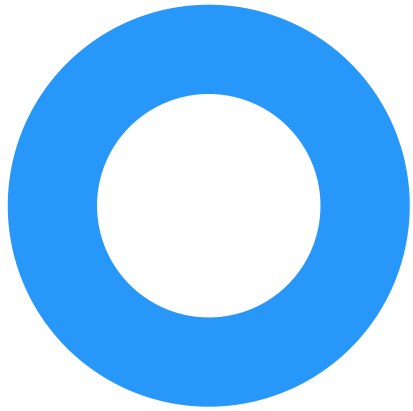
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$30,000	$30K	$30K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$30,000	$30,000
Total	**$30,000**	**$30,000**

Bridge repairs

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Est. Start Date	09/02/2024
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

This request is for the next round of repairs for the bridges outlined in the Mattern and Craig Bridge inspection report.

Details

Type of Project	Other

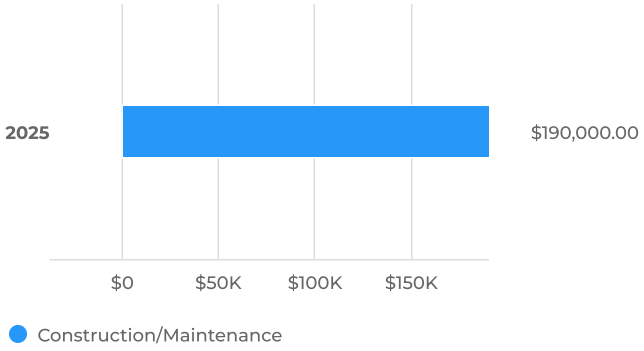
Benefit to Community

This will ensure that the bidges on the greenbelt and the Cattails Golf Course are maintained properly and safe to use by the public.

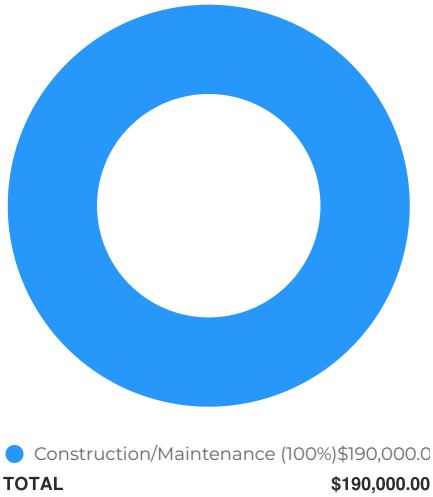
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$190,000	$190K	$190K

Capital Cost by Year



Capital Cost for Budgeted Years



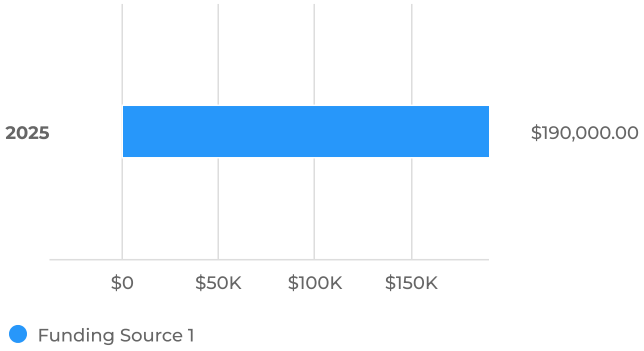
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$190,000	$190,000
Total	**$190,000**	**$190,000**

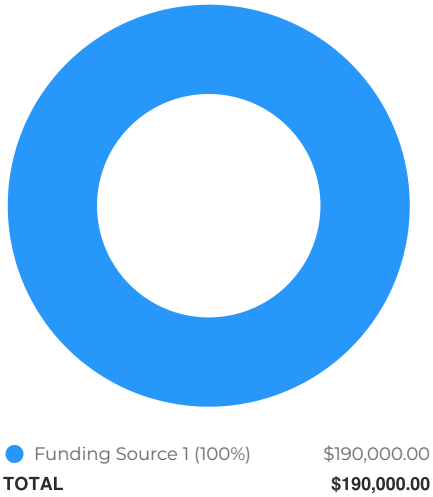
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$190,000	$190K	$190K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
Funding Source 1	$190,000	$190,000
Total	**$190,000**	**$190,000**

Cement Hill

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	11/24/2025
Est. Completion Date	11/25/2030
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

Cement Hill is the newest property designated for park development in the city. When completed, it will create a great park for downtown residents and guests. A master plan has been developed to guide development.

Details

Type of Project	New Construction

Benefit to Community

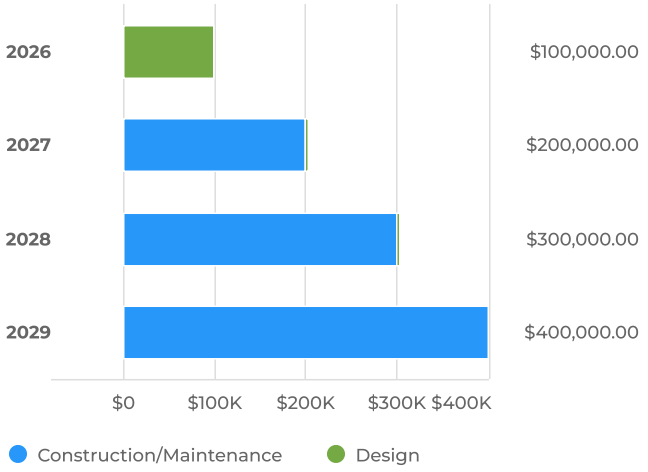
New park space.

Capital Cost

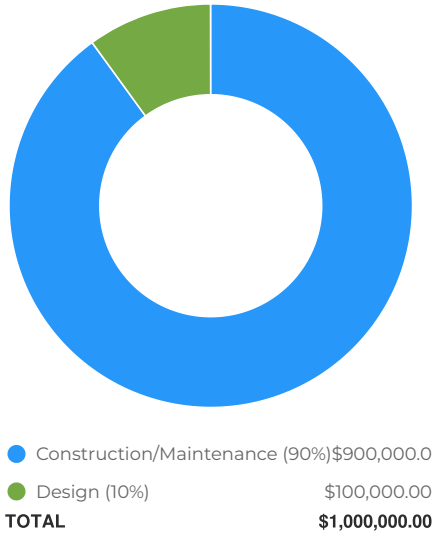
Total Budget (all years)
$1M

Project Total
$1M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

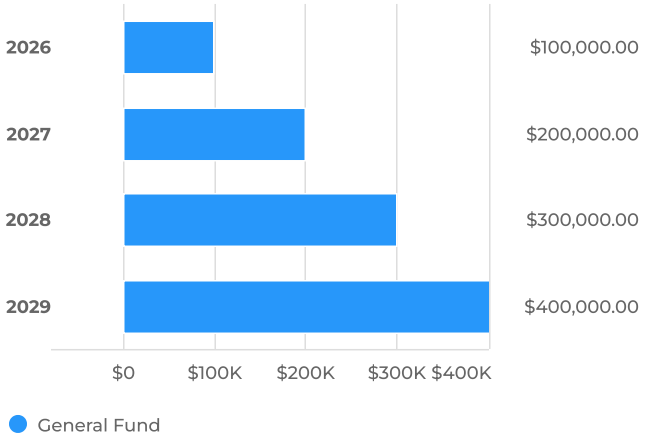
Capital Cost	FY2026	FY2027	FY2028	FY2029	Total
Design	$100,000	$0	$0	$0	$100,000
Construction/Maintenance	$0	$200,000	$300,000	$400,000	$900,000
Total	**$100,000**	**$200,000**	**$300,000**	**$400,000**	**$1,000,000**

Funding Sources

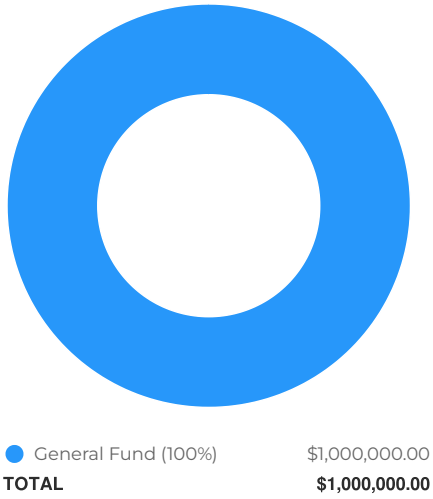
Total Budget (all years)
$1M

Project Total
$1M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	FY2029	Total
General Fund	$100,000	$200,000	$300,000	$400,000	$1,000,000
Total	**$100,000**	**$200,000**	**$300,000**	**$400,000**	**$1,000,000**

Cement Hill Goats

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Est. Start Date	07/01/2024
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

This is to fund the vegetation control on Cement Hill through the implementation of Goats. They will be used to control the Kudzu on areas that are to steep to use equipment.

Details

Type of Project	Other improvement

Location



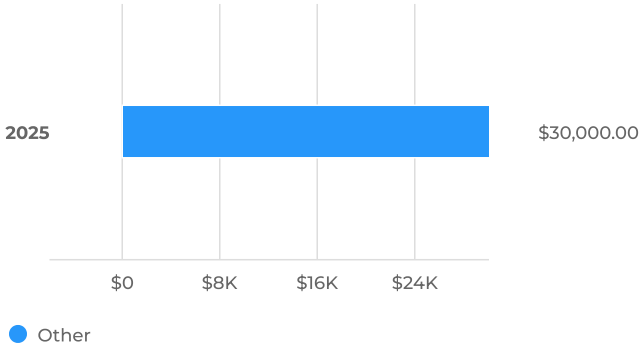
Benefit to Community

This will help control the Kudzu and not let it take back over this property.

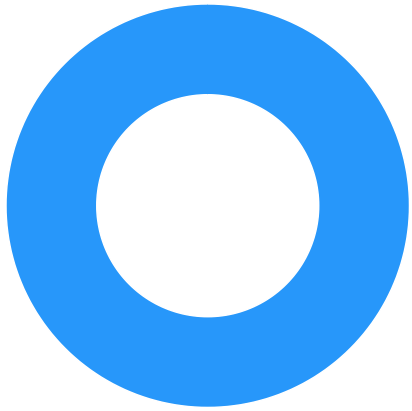
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$30,000	$30K	$30K

Capital Cost by Year



Capital Cost for Budgeted Years



Other (100%)	$30,000.00
TOTAL	**$30,000.00**

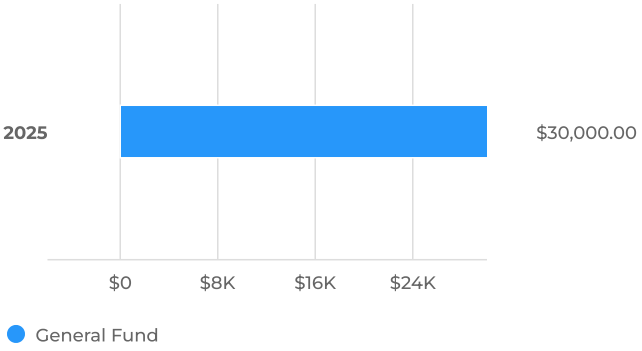
Capital Cost Breakdown

Capital Cost	FY2025	Total
Other	$30,000	$30,000
Total	**$30,000**	**$30,000**

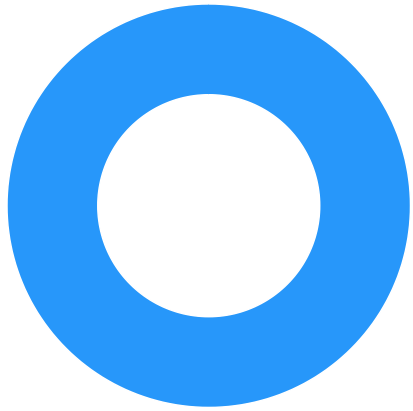
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$30,000	$30K	$30K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$30,000	$30,000
Total	**$30,000**	**$30,000**

Clinchfield Street Bridge Repairs

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Improvement

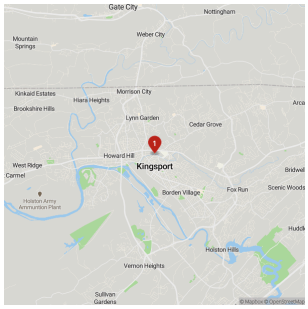
Description

The bridge deck is in the well-developed stage of potholes and re-bar exposure. Several minor repairs have been done and it has created a poor ride for motorists. A complete deck overlay is needed to protect and preserve the life of this bridge.

Details

Type of Project	Other

Location



Benefit to Community

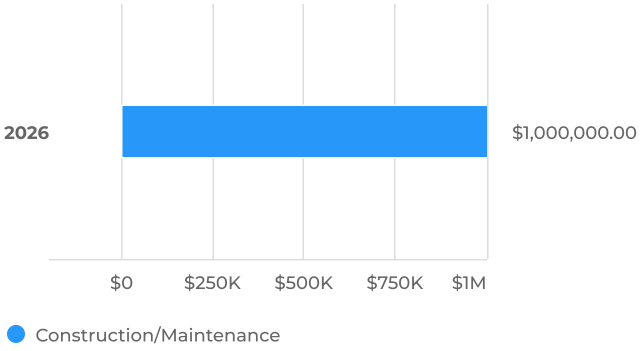
Reliable infrastructure for safe and efficient movement of people and goods through City of Kingsport.

Capital Cost

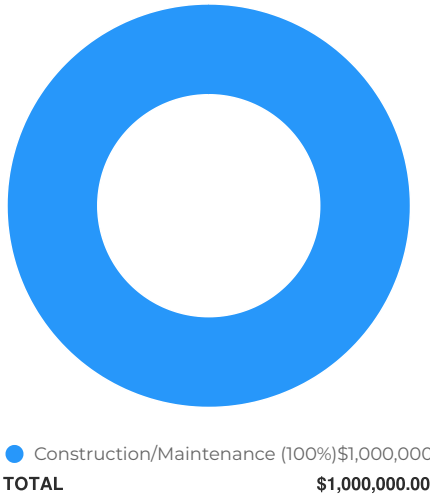
Total Budget (all years)
$1M

Project Total
$1M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

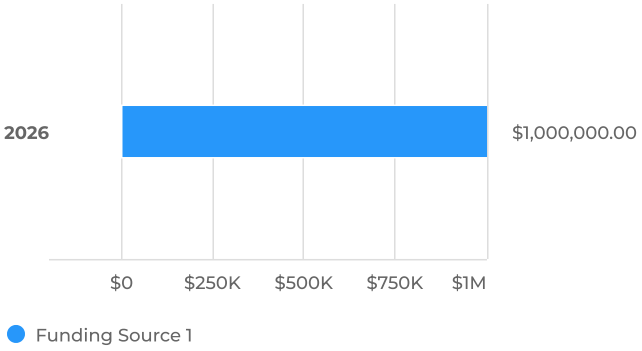
Capital Cost	FY2026	Total
Construction/Maintenance	$1,000,000	$1,000,000
Total	**$1,000,000**	**$1,000,000**

Funding Sources

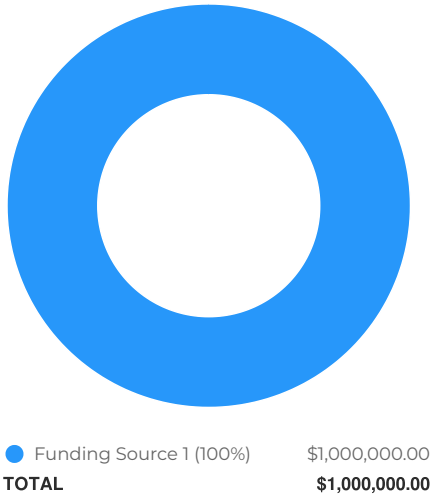
Total Budget (all years)
$1M

Project Total
$1M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Funding Source 1	$1,000,000	$1,000,000
Total	**$1,000,000**	**$1,000,000**

Concrete Roadways

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Improvement

Description

Funds dedicated to repair concrete roadway panels around the City.

Details

Type of Project	Resurface Current Road

Benefit to Community

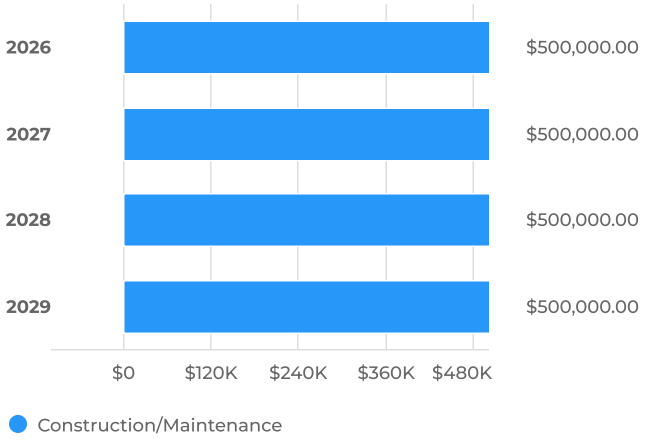
Reliable infrastructure for safe and efficient movement of people and goods through City of Kingsport.

Capital Cost

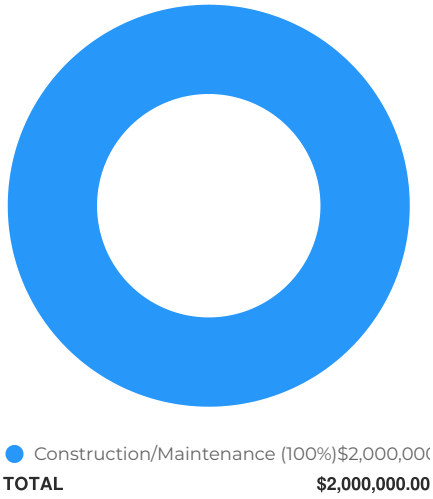
Total Budget (all years)
$2M

Project Total
$2M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

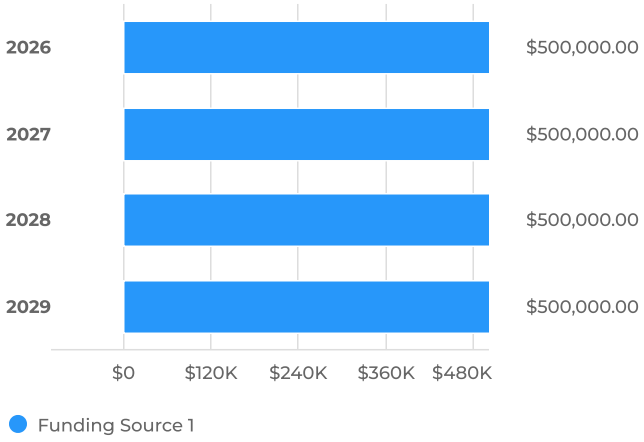
Capital Cost	FY2026	FY2027	FY2028	FY2029	Total
Construction/Maintenance	$500,000	$500,000	$500,000	$500,000	$2,000,000
Total	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$2,000,000**

Funding Sources

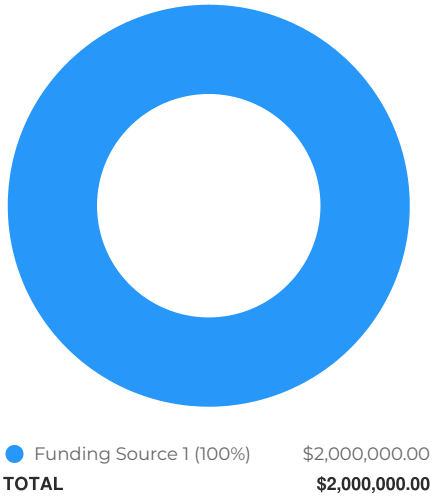
Total Budget (all years)
$2M

Project Total
$2M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	FY2029	Total
Funding Source 1	$500,000	$500,000	$500,000	$500,000	$2,000,000
Total	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$2,000,000**

Convenience Center

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2025
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Solid Waste
Type	Capital Improvement
Project Number	DL2600

Description

Enhance convenience center sites in Rock Springs, Lynn Garden and the landfill on Brookside Drive. These sites provide residents an opportunity to recycle and could potentially evolve into accepting c&d debris and yard waste.

Details

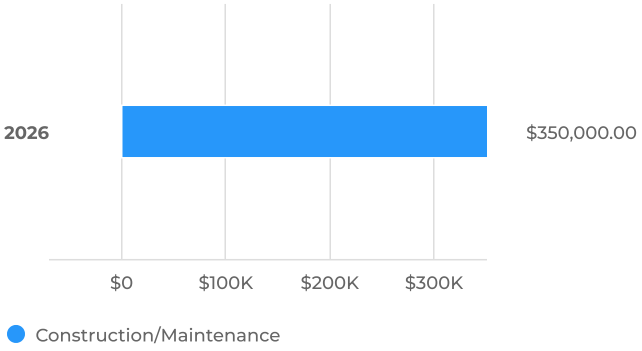
Type of Project	Other

Capital Cost

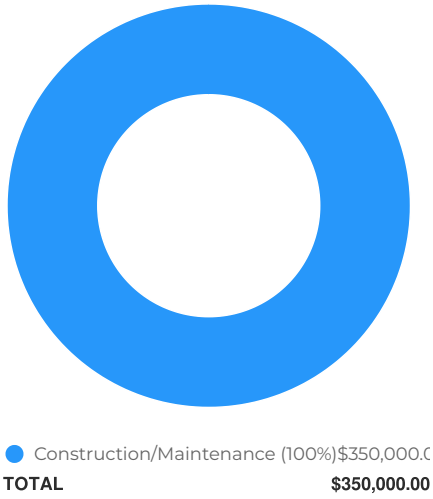
Total Budget (all years)
$350K

Project Total
$350K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

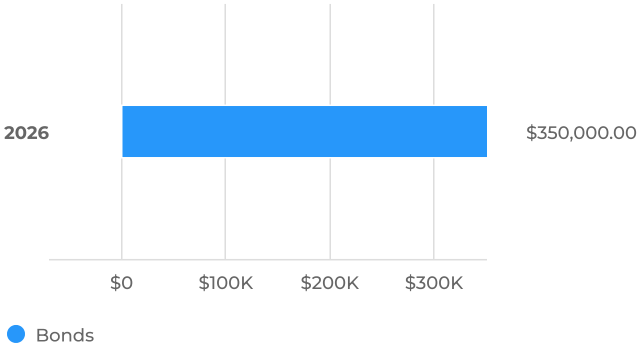
Capital Cost	FY2026	Total
Construction/Maintenance	$350,000	$350,000
Total	**$350,000**	**$350,000**

Funding Sources

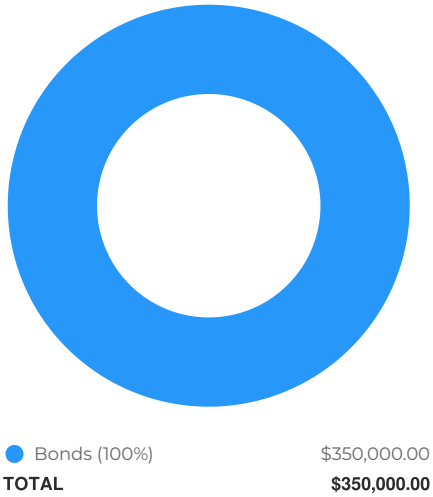
Total Budget (all years)
$350K

Project Total
$350K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	**FY2026**	**Total**
Bonds	$350,000	$350,000
Total	**$350,000**	**$350,000**

Domtar Park

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	10/27/2025
Est. Completion Date	03/25/2030
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Improvements, repairs, and enhancements to the existing facilities. Improve service to customers. Benefits tourism/economic development for the City of Kingsport.

Details

Type of Project	Refurbishment

Benefit to Community

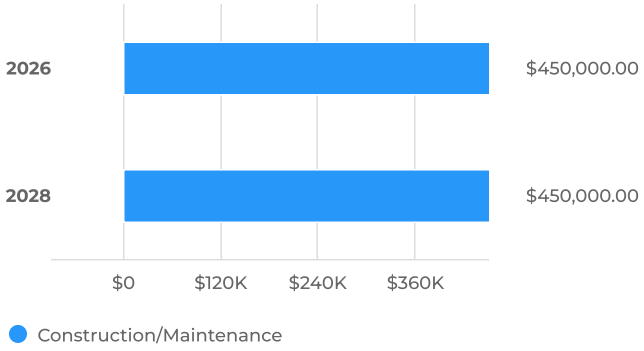
Improvements

Capital Cost

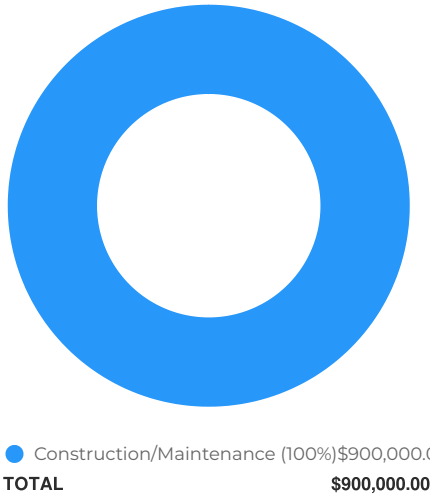
Total Budget (all years)
$900K

Project Total
$900K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

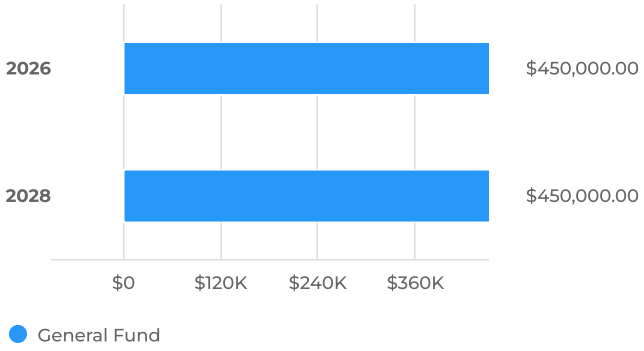
Capital Cost	FY2026	FY2028	Total
Construction/Maintenance	$450,000	$450,000	$900,000
Total	**$450,000**	**$450,000**	**$900,000**

Funding Sources

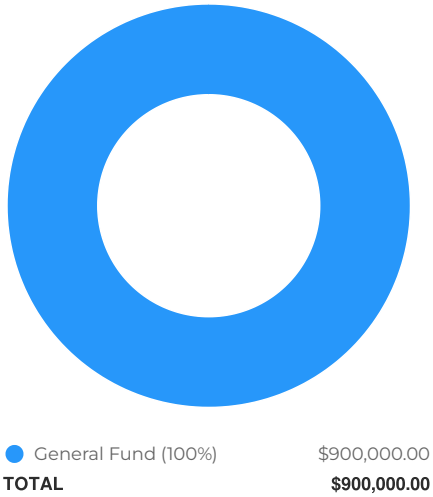
Total Budget (all years)
$900K

Project Total
$900K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2028	Total
General Fund	$450,000	$450,000	$900,000
Total	**$450,000**	**$450,000**	**$900,000**

Domtar Park Fencing

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Est. Start Date	08/01/2024
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

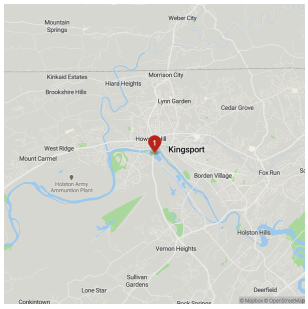
Description

There are several sections of the fencing around the baseball fields at Domtar Park that need to be replaced. These fences have been climbed on by the kids in the park, causing them to bow out and look unseemly. This request allows us to replace these sections and upgrade the appearance of the park.

Details

Type of Project	Replacement

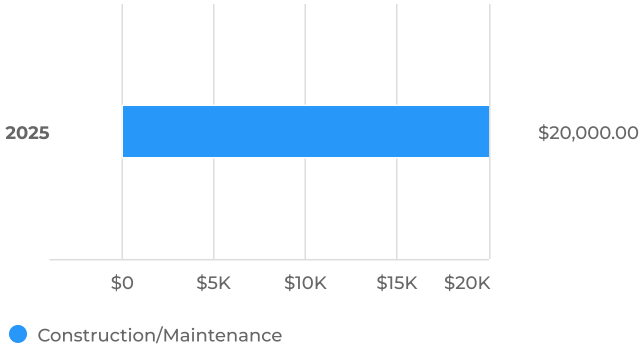
Location



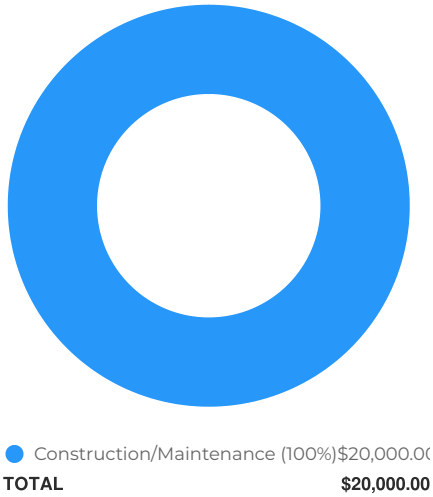
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$20,000	$20K	$20K

Capital Cost by Year



Capital Cost for Budgeted Years



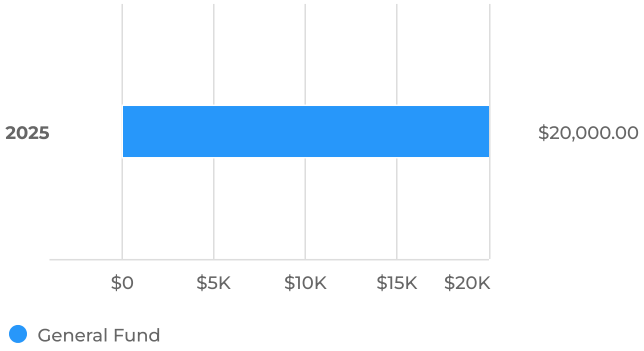
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$20,000	$20,000
Total	**$20,000**	**$20,000**

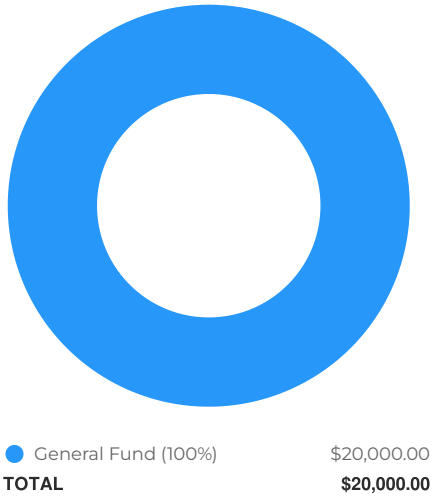
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$20,000	$20K	$20K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$20,000	$20,000
Total	**$20,000**	**$20,000**

Eastman Road Bridge Over Lincoln Street

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Improvement

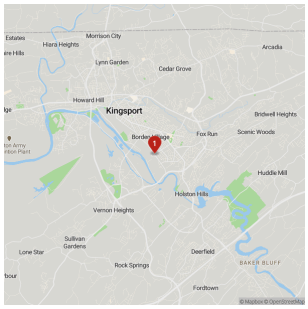
Description

Continue with repairs to bridge bents and caps. This will address the portions of bridge over the railroad lines.

Details

Type of Project	Other

Location



Benefit to Community

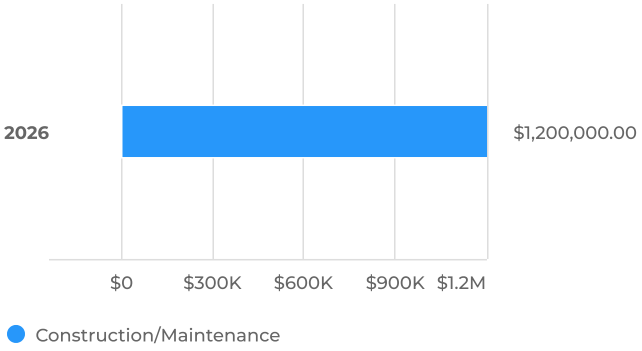
Reliable infrastructure for safe and efficient movement of people and goods through City of Kingsport.

Capital Cost

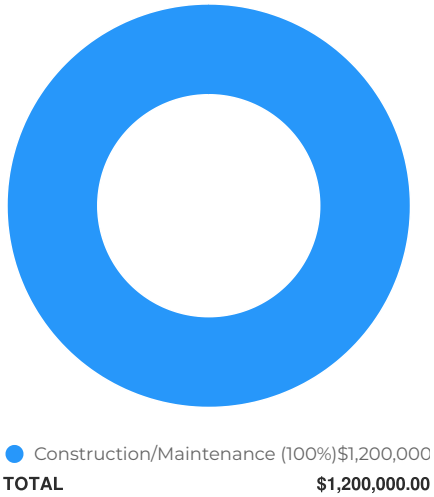
Total Budget (all years)
$1.2M

Project Total
$1.2M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

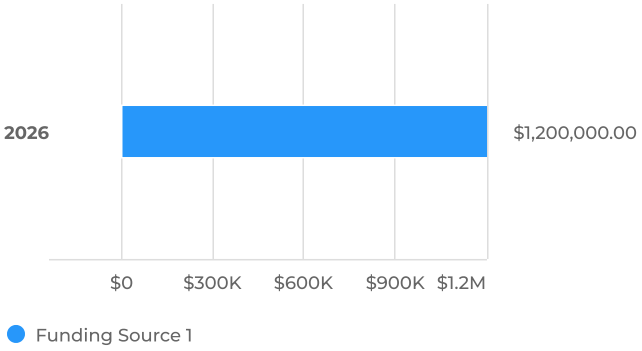
Capital Cost	FY2026	Total
Construction/Maintenance	$1,200,000	$1,200,000
Total	**$1,200,000**	**$1,200,000**

Funding Sources

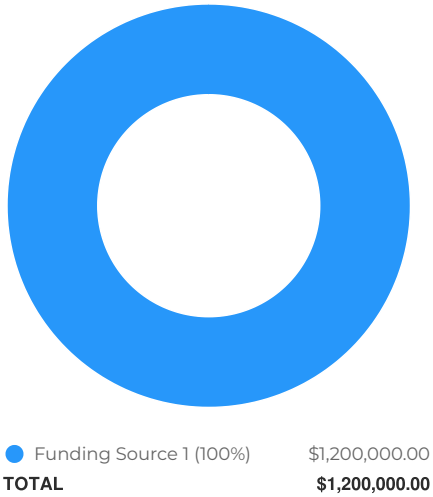
Total Budget (all years)
$1.2M

Project Total
$1.2M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Funding Source 1	$1,200,000	$1,200,000
Total	**$1,200,000**	**$1,200,000**

Edinburgh Park Ponds

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Est. Start Date	08/05/2024
Est. Completion Date	06/27/2025
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

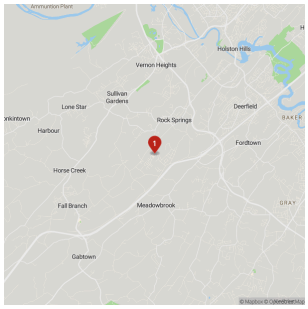
Description

This will be for the removal of vegetation in all ponds in Edinburgh Park. The contractor will be completing this through a maintenance plan and will clean the ponds 4 times throughout the year. This was the suggested practice for quality control of the vegetation in the ponds.

Details

Type of Project	Other improvement

Location



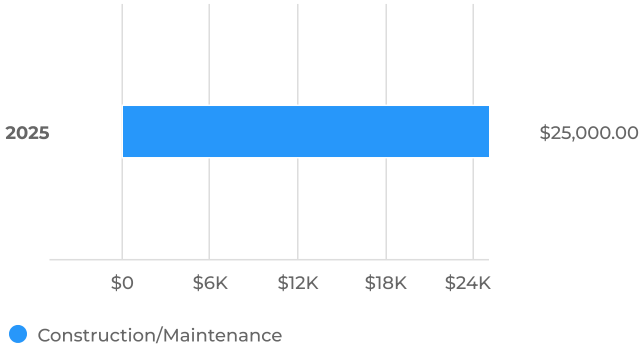
Benefit to Community

This will drastically improve the appearance of the park. There have been complaints from the residents around the park.

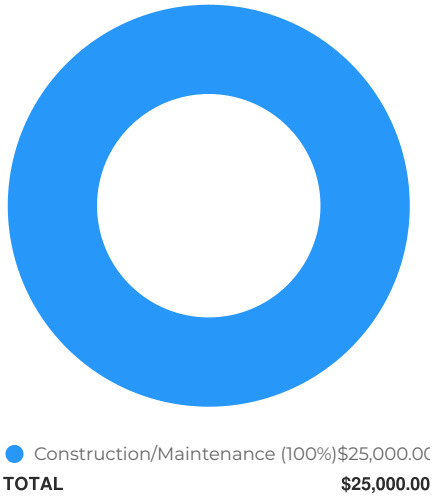
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$25,000	$25K	$25K

Capital Cost by Year



Capital Cost for Budgeted Years



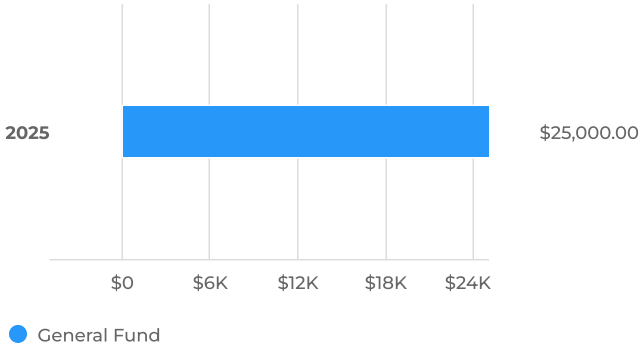
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$25,000	$25,000
Total	**$25,000**	**$25,000**

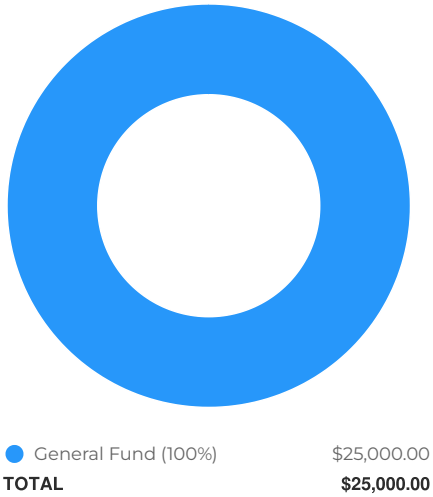
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$25,000	$25K	$25K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$25,000	$25,000
Total	**$25,000**	**$25,000**

Fordtown Road Bridge

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Improvement

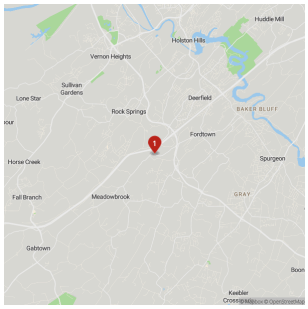
Description

Both approaches for this bridge have begun to fail in recent years creating a wedging effect. Crews have made repairs to the approaches several times only to have them fail again.

Details

Type of Project	Other

Location



Benefit to Community

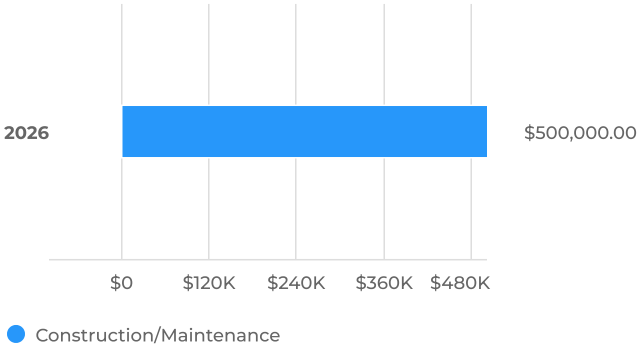
Reliable infrastructure for safe and efficient movement of people and goods through City of Kingsport.

Capital Cost

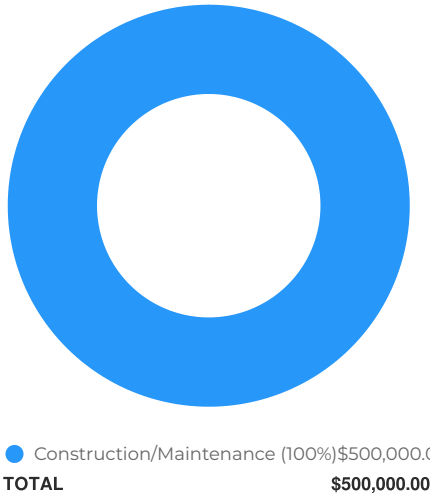
Total Budget (all years)
$500K

Project Total
$500K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

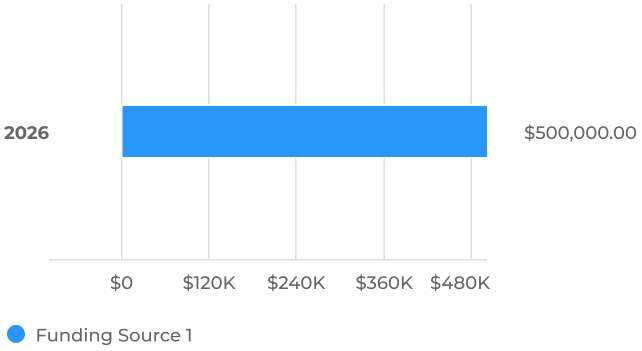
Capital Cost	FY2026	Total
Construction/Maintenance	$500,000	$500,000
Total	**$500,000**	**$500,000**

Funding Sources

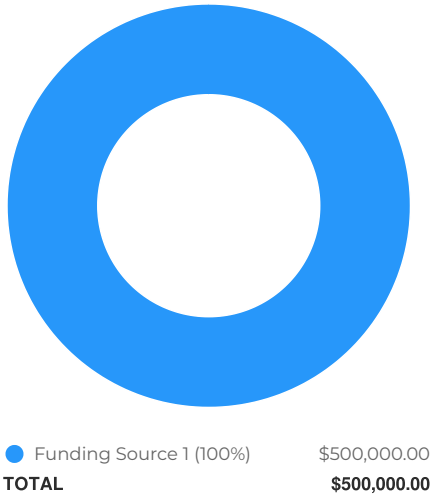
Total Budget (all years)
$500K

Project Total
$500K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	**FY2026**	**Total**
Funding Source 1	$500,000	$500,000
Total	**$500,000**	**$500,000**

General Parks & Recreation Improvements

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/29/2025
Est. Completion Date	11/27/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Improve the use, aesthetic value, and recreational opportunities of City Parks and Recreation facilities. Parks that are for consideration include: Mini parks, Edinburgh Park, J. Fred Johnson Park, Legion Park, and small neighborhood parks. Facilities that could be considered include: Borden Park Community Center building. Enhance and improve service to the Kingsport community. Many Parks and Recreation facilities are outdated and are of limited use.

Benefit to Community

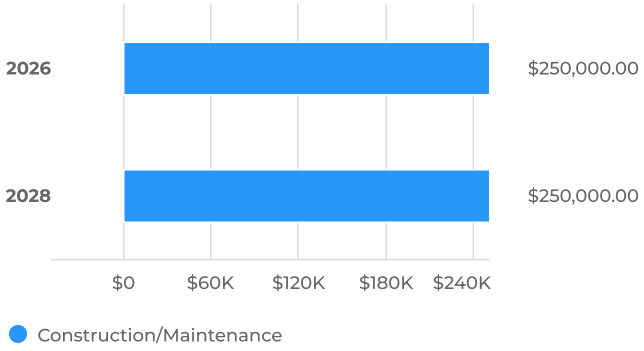
Improvements

Capital Cost

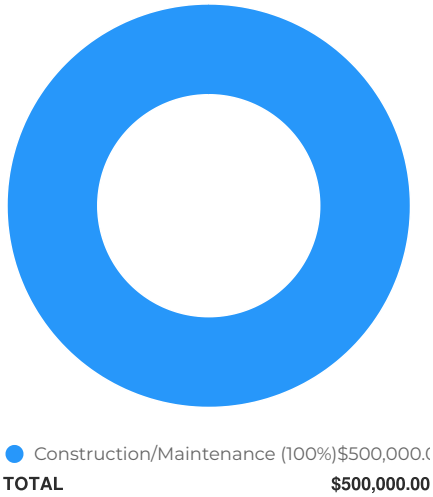
Total Budget (all years)
$500K

Project Total
$500K

Capital Cost by Year



Capital Cost for Budgeted Years



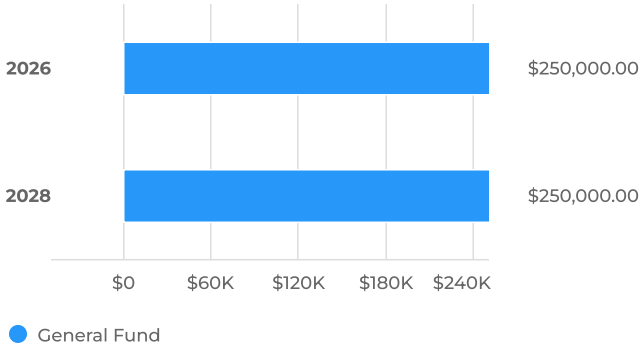
Capital Cost Breakdown			
Capital Cost	**FY2026**	**FY2028**	**Total**
Construction/Maintenance	$250,000	$250,000	$500,000
Total	**$250,000**	**$250,000**	**$500,000**

Funding Sources

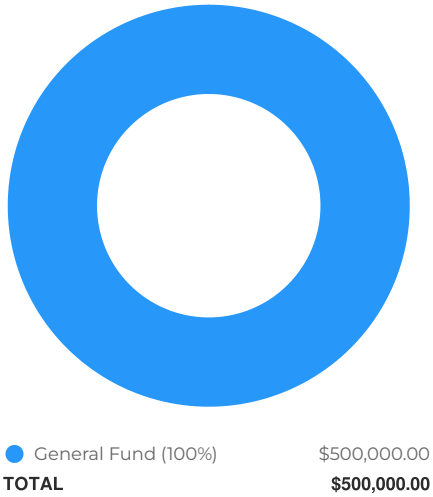
Total Budget (all years)
$500K

Project Total
$500K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2028	Total
General Fund	$250,000	$250,000	$500,000
Total	**$250,000**	**$250,000**	**$500,000**

Grabber Truck - Landscaping

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Grounds Maintenance
Type	Capital Equipment

Description

Replace 1 of the 3 holdover grabbers that are used each day. One is used daily by the landscaping crew, one is used by the foreman of the grabber crew, and the third is a back-up route truck. All equipment that is used on route for daily operations should be in Fleet Replacement. This upgrade will allow us to put a new truck with the landscaping crew, that performs daily tree removal and landscaping tasks, in a reliable piece of equipment. It will also help us lower operational cost by not working on 20-year-old trucks.

Details

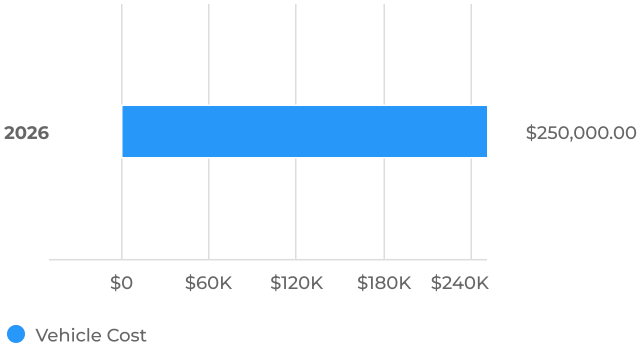
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

Capital Cost

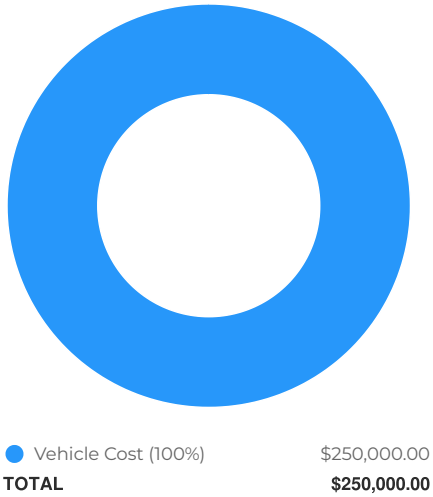
Total Budget (all years)
$250K

Project Total
$250K

Capital Cost by Year



Capital Cost for Budgeted Years



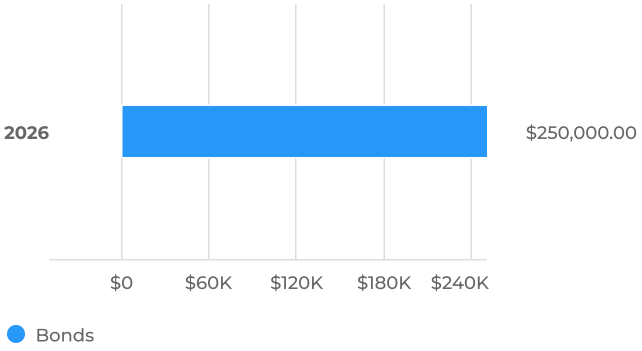
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Vehicle Cost	$250,000	$250,000
Total	**$250,000**	**$250,000**

Funding Sources

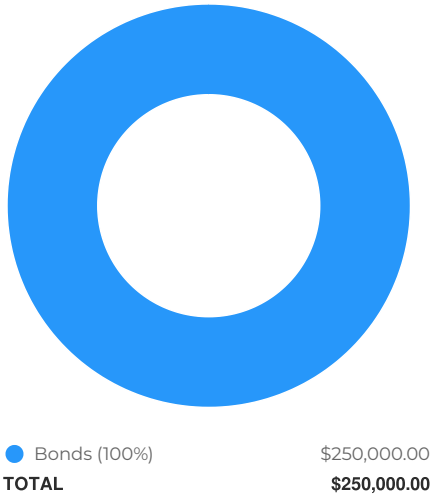
Total Budget (all years)
$250K

Project Total
$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$250,000	$250,000
Total	**$250,000**	**$250,000**

Grabber Truck - Trash/Yard Waste

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Solid Waste
Type	Capital Equipment

Description

Replace 1 of the 3 holdover grabbers that are used each day. One is on route for the landscaping crew, one is used by the foreman of the grabber crew, and the third is a back-up route truck. All equipment that is used on a daily basis should be in Fleet Replacement. This upgrade will allow us to put the Foreman of Trash/Yard Waste, that performs daily route tasks and orders, in a reliable piece of equipment. It will also help us lower operational cost by not working on 20-year-old trucks.

Details

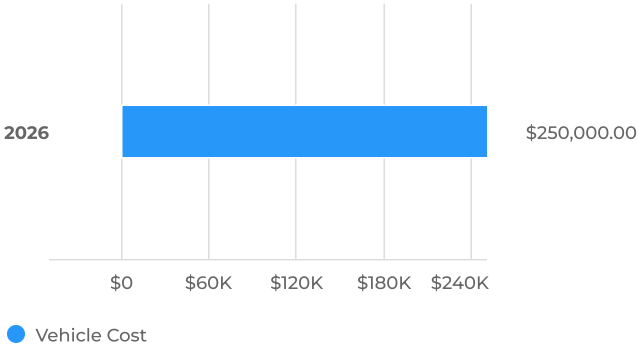
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	7

Capital Cost

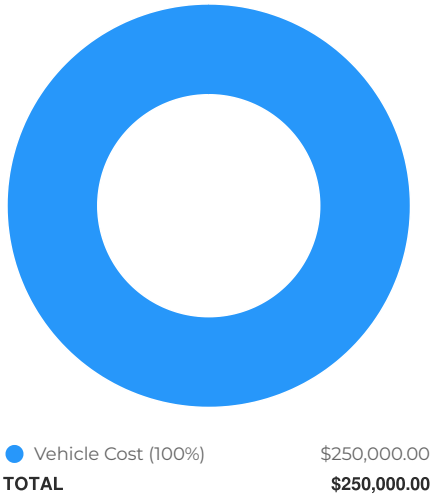
Total Budget (all years)
$250K

Project Total
$250K

Capital Cost by Year



Capital Cost for Budgeted Years



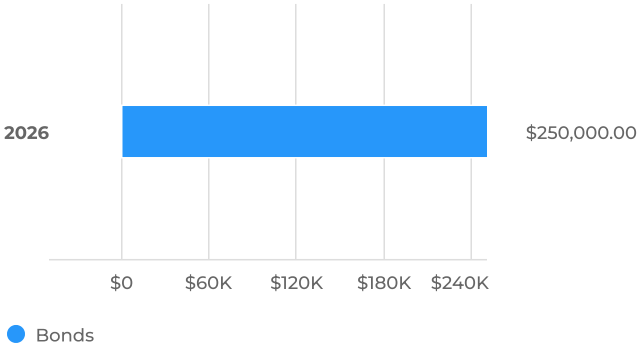
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Vehicle Cost	$250,000	$250,000
Total	**$250,000**	**$250,000**

Funding Sources

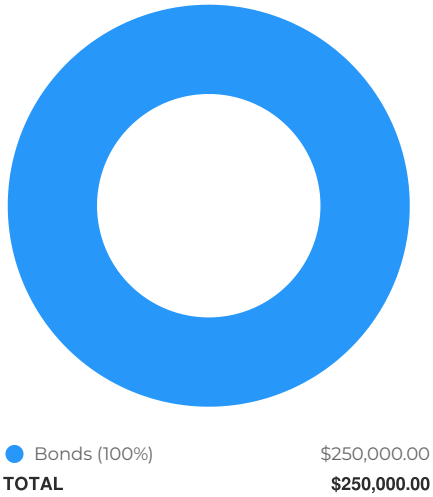
Total Budget (all years)
$250K

Project Total
$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$250,000	$250,000
Total	**$250,000**	**$250,000**

Greenbelt Cleek Road parking lot

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/29/2025
Est. Completion Date	08/24/2026
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

Construction of a parking lot on the east end of the greenbelt. A design is in place.

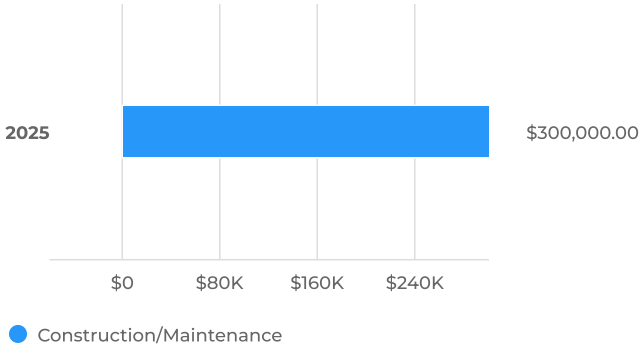
Benefit to Community

The Greenbelt is the most used park in the city. In order to improve customer satisfaction, a parking lot is needed on the East end of the Greenbelt.

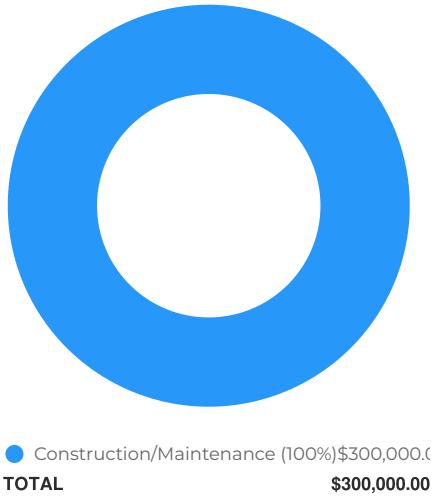
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$300,000	$300K	$300K

Capital Cost by Year



Capital Cost for Budgeted Years



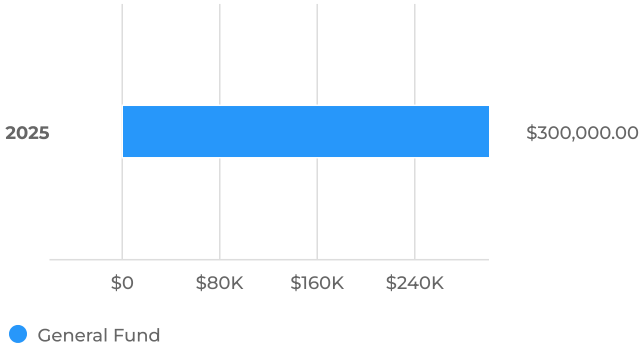
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$300,000	$300,000
Total	**$300,000**	**$300,000**

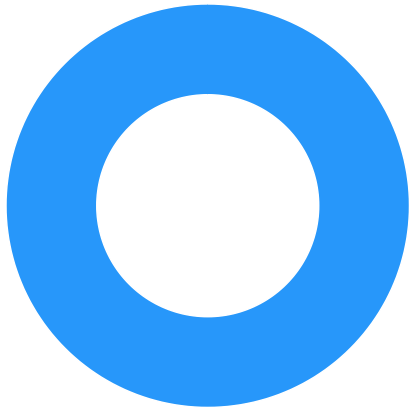
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$300,000	$300K	$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$300,000	$300,000
Total	**$300,000**	**$300,000**

Greenbelt Improvements

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	10/30/2024
Est. Completion Date	06/29/2029
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Enhancements and improvements to the existing Greenbelt. The Greenbelt is one of the most utilized recreational areas in Kingsport. It is important to continue improving and enhancing the Greenbelt in order to keep it pleasing to customers. The comprehensive Parks and Recreation Master Plan identified the Greenbelt as being of high value to customers and Kingsport citizens.

Details

Type of Project	Refurbishment

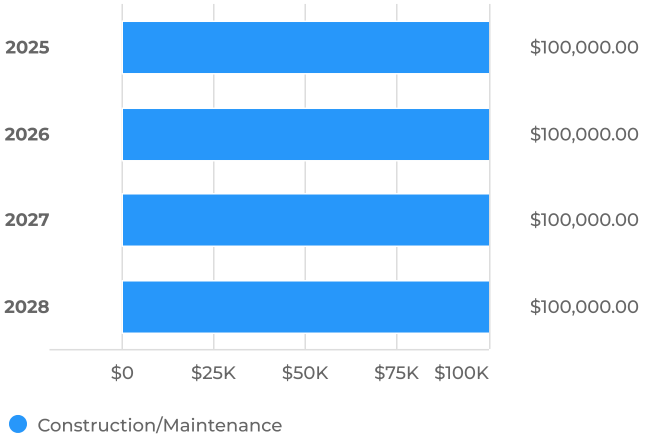
Benefit to Community

Improvements

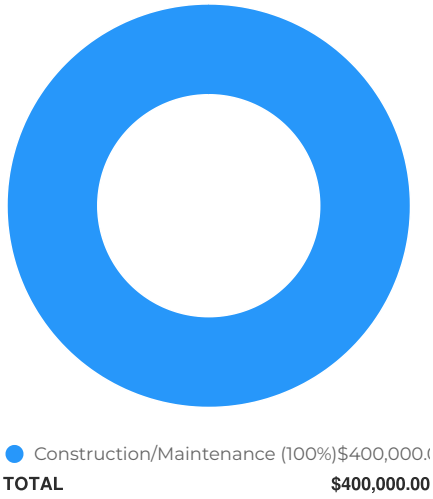
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$400K	$400K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	$100,000	$100,000	$100,000	$100,000	$400,000
Total	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$400,000**

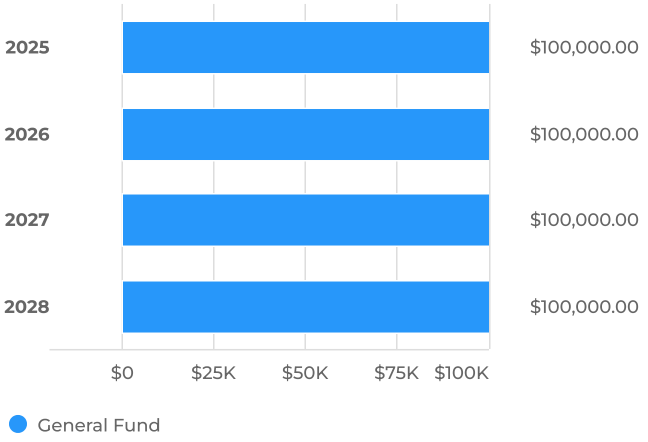
Funding Sources

FY2025 Budget
$100,000

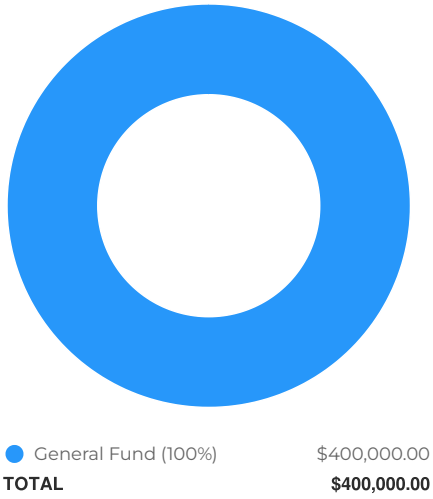
Total Budget (all years)
$400K

Project Total
$400K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
General Fund	$100,000	$100,000	$100,000	$100,000	$400,000
Total	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$400,000**

Greenbelt Repairs

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Est. Start Date	08/01/2024
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

This will allow us to start working on the issues outlined in the Steve Willson report.

Details

Type of Project	Refurbishment

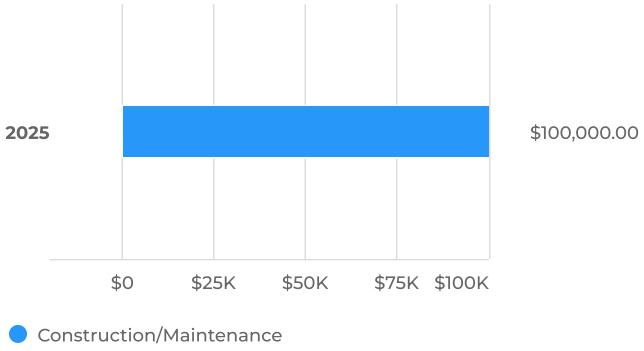
Benefit to Community

This will improve the greenbelt safety by addressing a lot of the erosion and bank stability issues that are described in Steve Willson's report.

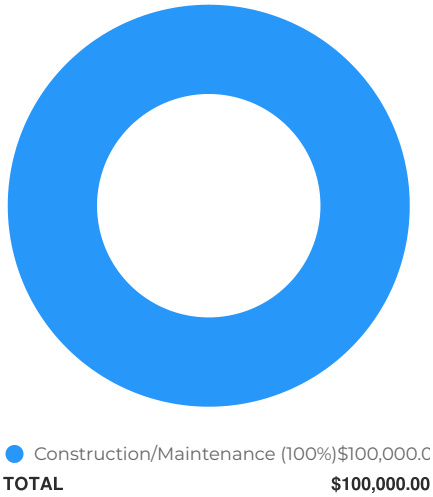
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Capital Cost by Year



Capital Cost for Budgeted Years



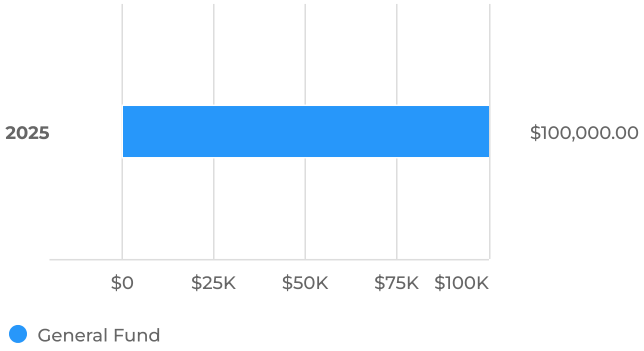
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$100,000	$100,000
Total	**$100,000**	**$100,000**

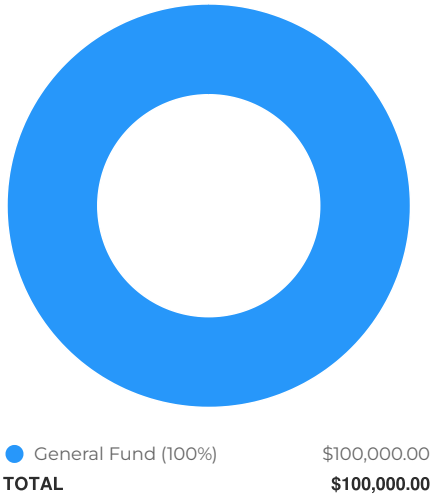
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$100,000	$100,000
Total	**$100,000**	**$100,000**

Greenbelt West End construction

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	07/27/2026
Est. Completion Date	10/25/2027
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

Matching funds for the Construction of the West end Greenbelt from Rotherwood to Stone Drive.

Details

Type of Project	New Construction

Benefit to Community

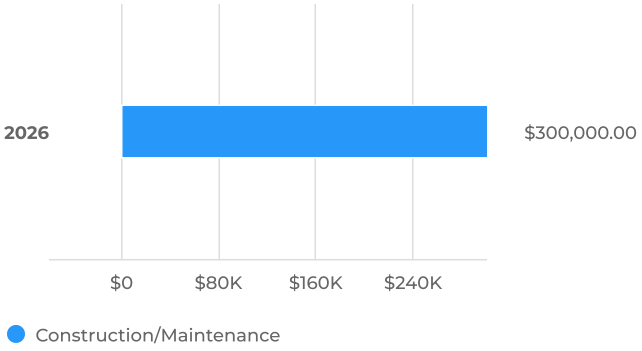
The greenbelt is the most popular and best used park in the city. Expansion of the greenbelt also is identified in the parks and recreation master plan.

Capital Cost

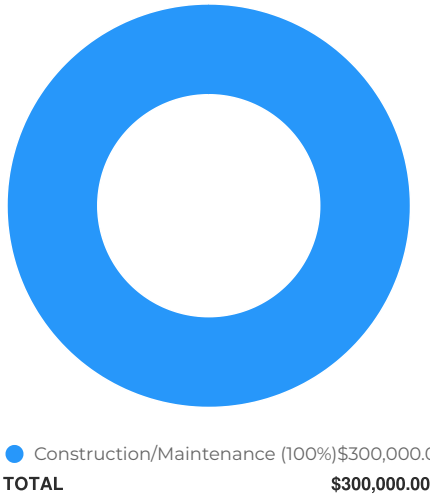
Total Budget (all years)
$300K

Project Total
$300K

Capital Cost by Year



Capital Cost for Budgeted Years



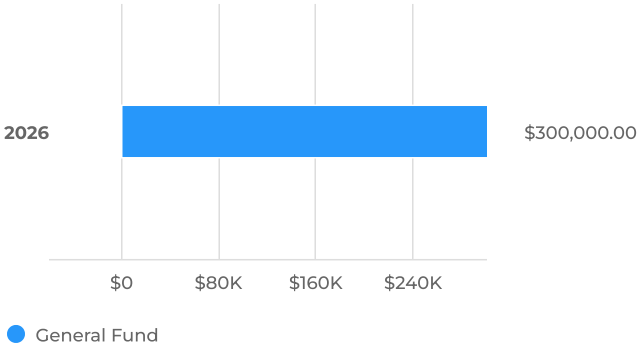
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Construction/Maintenance	$300,000	$300,000
Total	**$300,000**	**$300,000**

Funding Sources

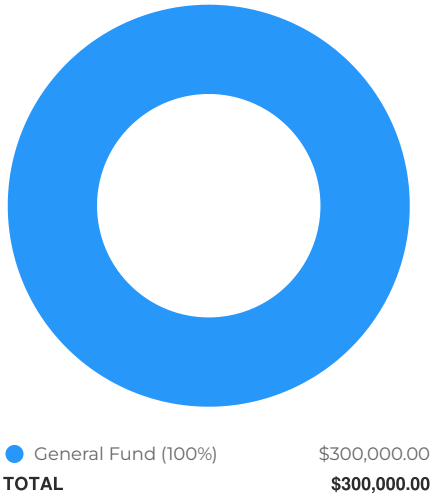
Total Budget (all years)
$300K

Project Total
$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
General Fund	$300,000	$300,000
Total	**$300,000**	**$300,000**

Holdover Vehicle Replacement

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Equipment

Description

We currently have 6 Holdover vehicles that are used every day. I would like to replace these with new fleet vehicles so that we can have them replaced on a rotation with the rest of our vehicles. We rely on these trucks every day to complete our work and many of them are very old and showing their age. I would like to have reliable vehicles that we don't have to worry about going down and not having a backup for, These trucks are 1841, 1624, 1692, 1882,1871, and 1461

Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

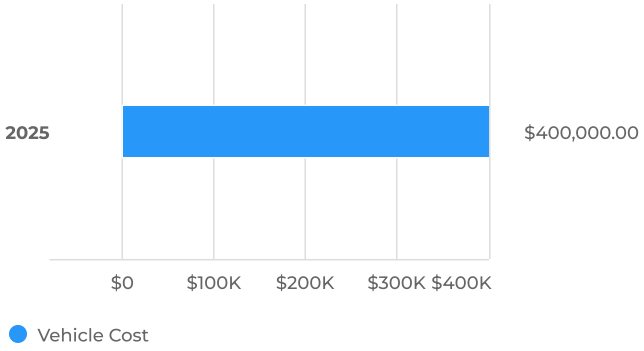
Capital Cost

FY2025 Budget
$400,000

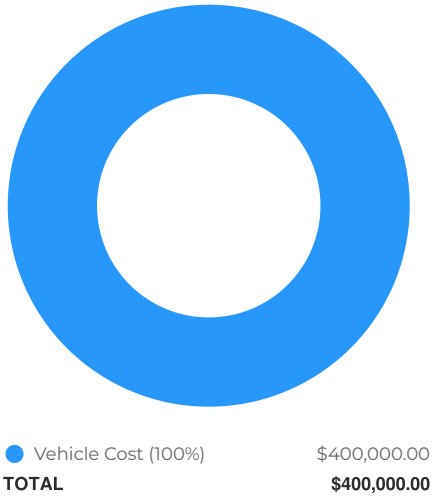
Total Budget (all years)
$400K

Project Total
$400K

Capital Cost by Year



Capital Cost for Budgeted Years



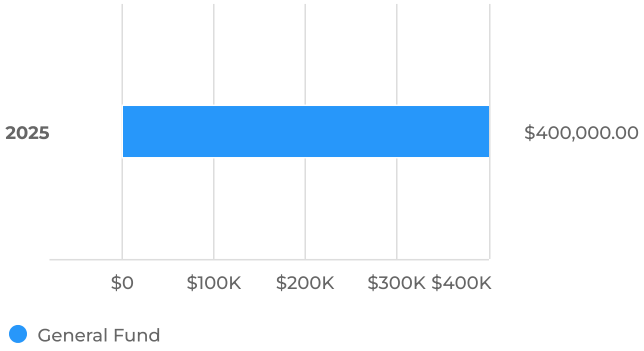
Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	$400,000	$400,000
Total	**$400,000**	**$400,000**

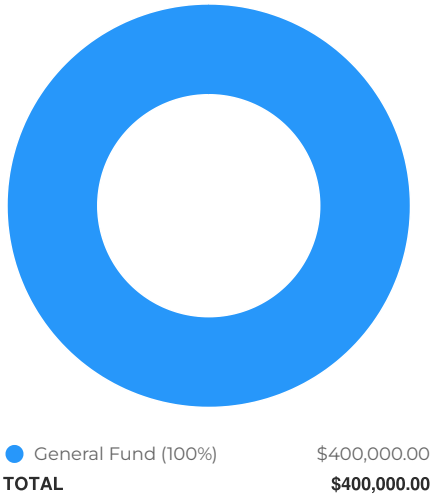
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$400,000	$400K	$400K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$400,000	$400,000
Total	**$400,000**	**$400,000**

J. Fred Johnson Park

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/26/2025
Est. Completion Date	03/26/2029
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Renovation of J. Fred Johnson Park based on the Master Plan developed for the park site. Improvements are needed for Kingsport's oldest community park and will create additional amenities for the community that support the Veterans Memorial and Dobyns-Bennett High School.

Details

Type of Project	Refurbishment

Benefit to Community

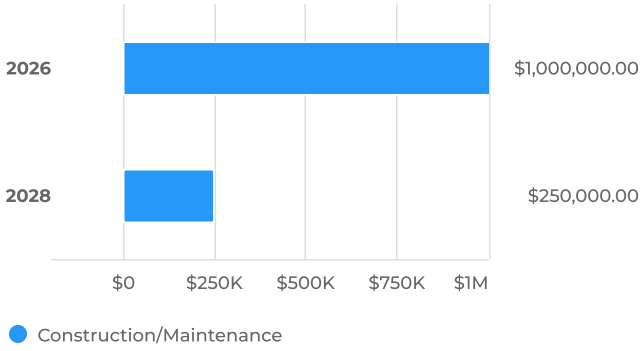
Improvements

Capital Cost

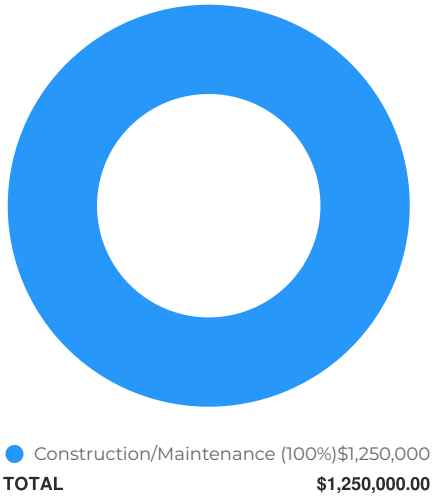
Total Budget (all years)
$1.25M

Project Total
$1.25M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

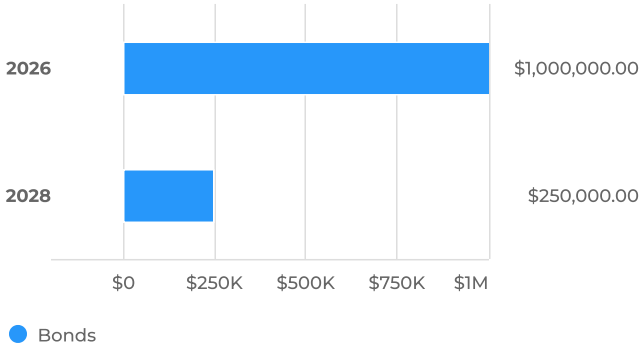
Capital Cost	FY2026	FY2028	Total
Construction/Maintenance	$1,000,000	$250,000	$1,250,000
Total	**$1,000,000**	**$250,000**	**$1,250,000**

Funding Sources

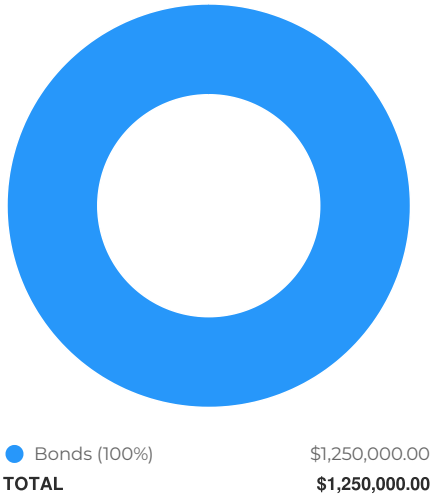
Total Budget (all years)
$1.25M

Project Total
$1.25M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2028	Total
Bonds	$1,000,000	$250,000	$1,250,000
Total	**$1,000,000**	**$250,000**	**$1,250,000**

LF Dump Truck

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Solid Waste
Type	Capital Equipment

Description

Tri axle dump truck to move soil and rock as needed at the landfill. The landfill needs a dump truck of their own to use each day.

Details

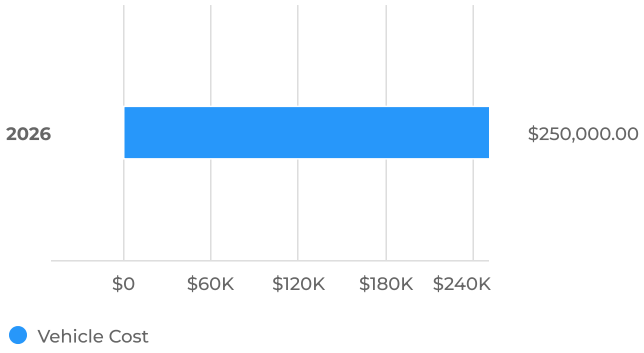
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	7

Capital Cost

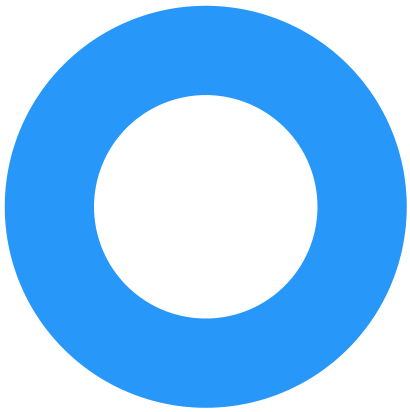
Total Budget (all years)
$250K

Project Total
$250K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

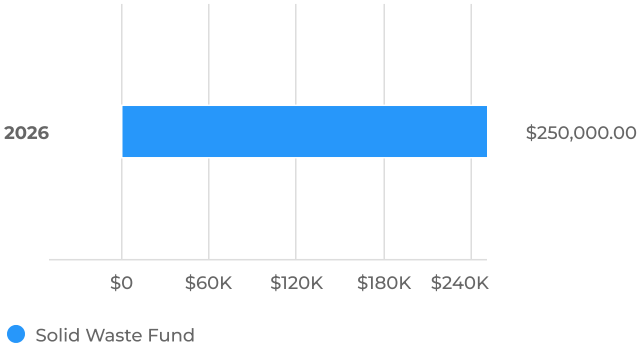
Capital Cost	FY2026	Total
Vehicle Cost	$250,000	$250,000
Total	**$250,000**	**$250,000**

Funding Sources

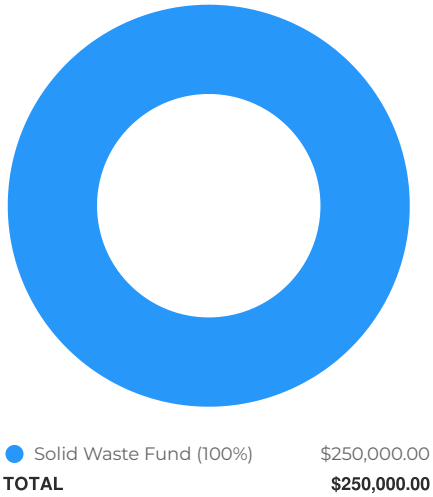
Total Budget (all years)
$250K

Project Total
$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Solid Waste Fund	$250,000	$250,000
Total	**$250,000**	**$250,000**

Lynn Garden Bulbouts

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Public Works
Type	Capital Improvement

Description

Funds to add aesthic improvements at intersections along Lynn Garden Drive while also addressing ADA issues and shortening crossings for pedestrians.

Details

Type of Project	Other

Benefit to Community

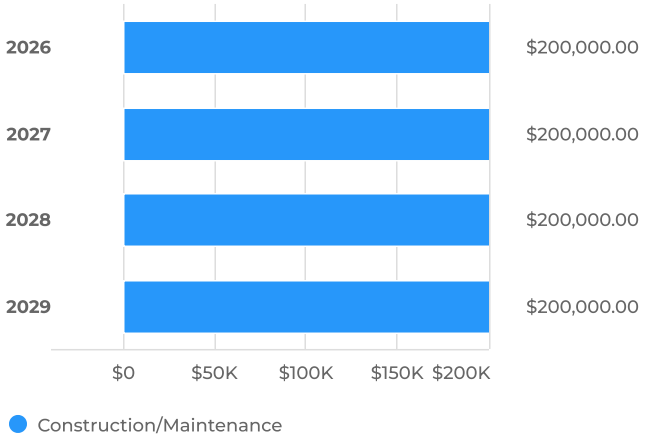
Aesthetic and safety improvements for residents and businesses along the Lynn Garden Drive corridor.

Capital Cost

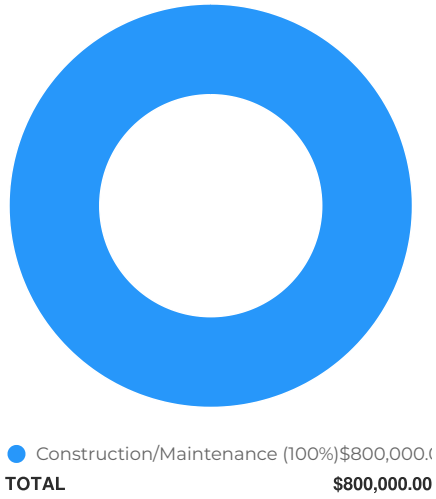
Total Budget (all years)
$800K

Project Total
$800K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

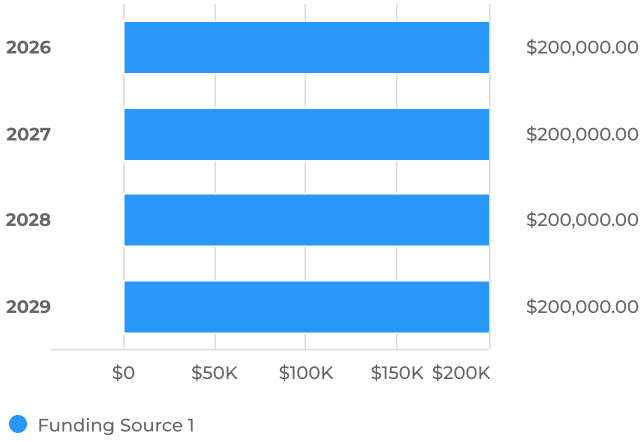
Capital Cost	FY2026	FY2027	FY2028	FY2029	Total
Construction/Maintenance	$200,000	$200,000	$200,000	$200,000	$800,000
Total	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$800,000**

Funding Sources

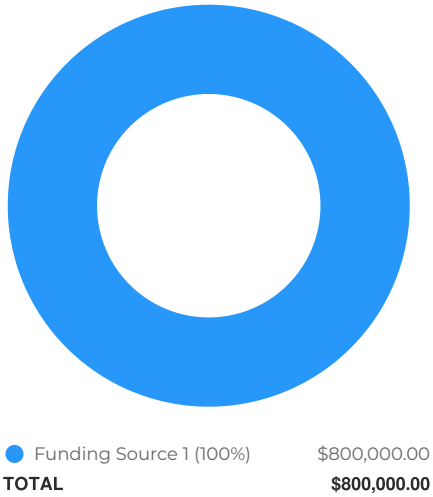
Total Budget (all years)
$800K

Project Total
$800K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	FY2029	Total
Funding Source 1	$200,000	$200,000	$200,000	$200,000	$800,000
Total	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$800,000**

Lynn Garden Elementary School

Overview

Request Owner	David Frye, Chief Financial Officer Kingsport City Schools
Est. Start Date	05/01/2024
Est. Completion Date	08/01/2030
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Education
Type	Capital Improvement
Project Number	GP2800

Description

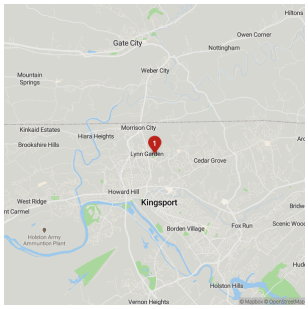
Construction of a new elementary school in the Lynn Garden area

Details

Type of Project	Refurbishment

Location

Address: 257 Walker Street

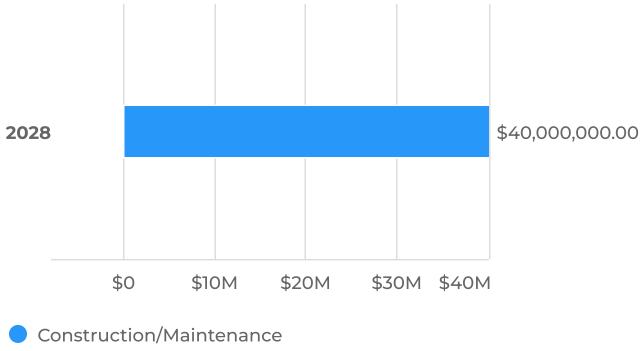


Capital Cost

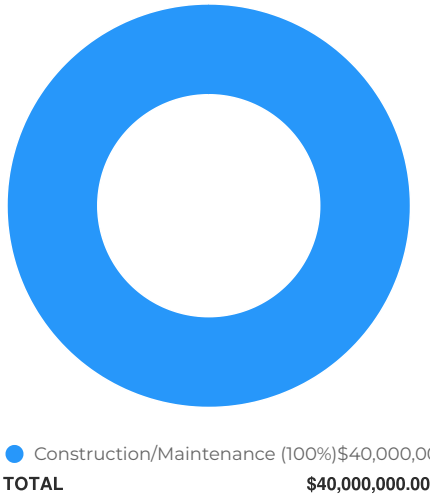
Total Budget (all years)
$40M

Project Total
$40M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

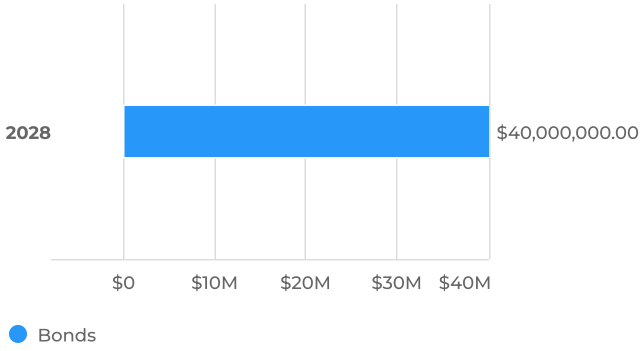
Capital Cost	FY2028	Total
Construction/Maintenance	$40,000,000	$40,000,000
Total	**$40,000,000**	**$40,000,000**

Funding Sources

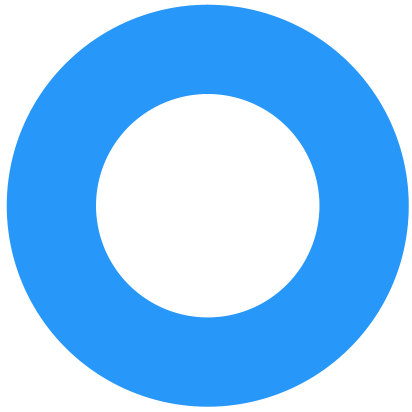
Total Budget (all years)
$40M

Project Total
$40M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2028	Total
Bonds	$40,000,000	$40,000,000
Total	**$40,000,000**	**$40,000,000**

Memorial Gardens Park

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	06/29/2026
Est. Completion Date	12/30/2027
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Renovations to enhance the functionality of the Park. Memorial Gardens Park is a popular location to hold large-scaled events such as Fun Fest. There is potential for this space to become an event arena in the future.

Details

Type of Project	Refurbishment

Benefit to Community

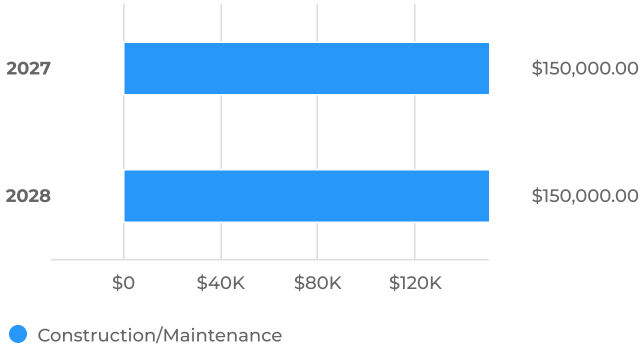
Improvements

Capital Cost

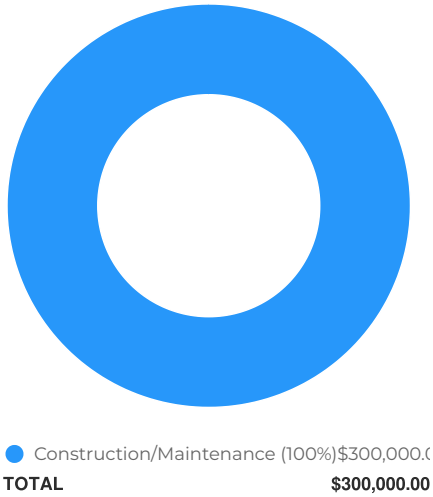
Total Budget (all years)
$300K

Project Total
$300K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

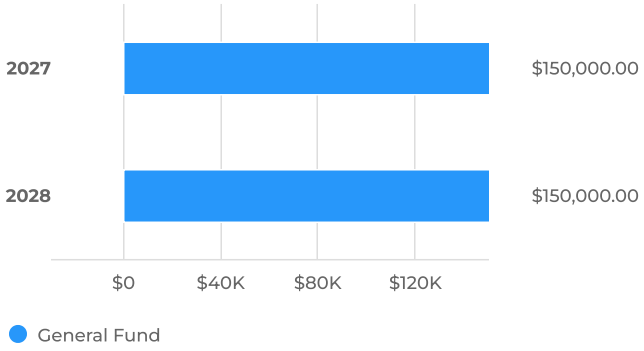
Capital Cost	FY2027	FY2028	Total
Construction/Maintenance	$150,000	$150,000	$300,000
Total	**$150,000**	**$150,000**	**$300,000**

Funding Sources

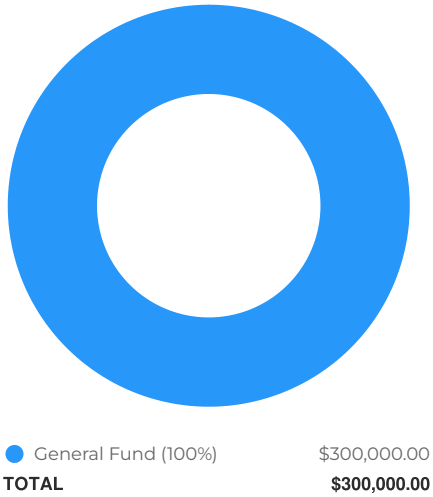
Total Budget (all years)
$300K

Project Total
$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2027	FY2028	Total
General Fund	$150,000	$150,000	$300,000
Total	**$150,000**	**$150,000**	**$300,000**

Mini Excavator

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Equipment

Description

We are needing a mini excavator to complete mowing tasks on the greenbelt and other various tasks throughout the parks. We are currently borrowing Tamra's side arm mower for this mowing on the greenbelt when it is available, however this mower is too big for the job and the mini excavator will do a much better job. We are also borrowing Tamra's backhoe for all the digging tasks that we have. Having this 1 piece of equipment will allow us to replace borrowing 2 different pieces of equipment.

Details

New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

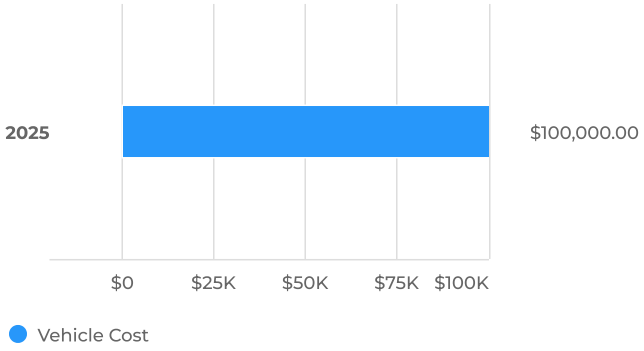
Capital Cost

FY2025 Budget
$100,000

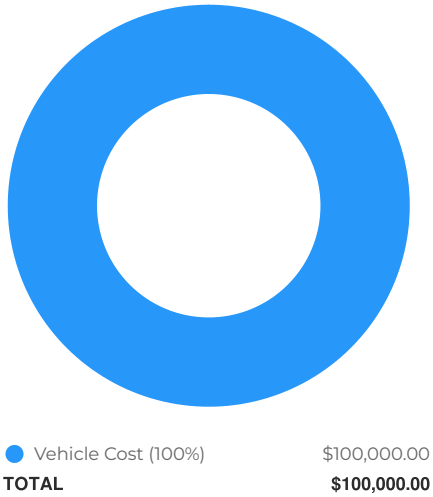
Total Budget (all years)
$100K

Project Total
$100K

Capital Cost by Year



Capital Cost for Budgeted Years



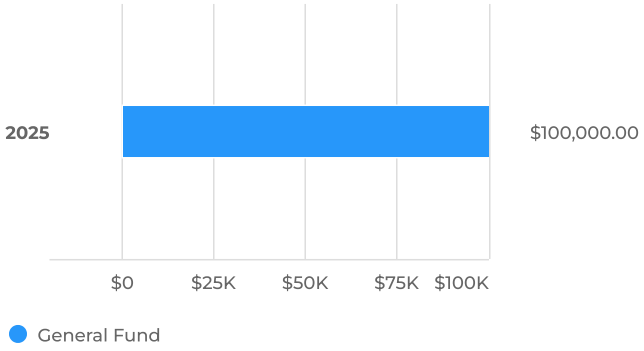
Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	$100,000	$100,000
Total	**$100,000**	**$100,000**

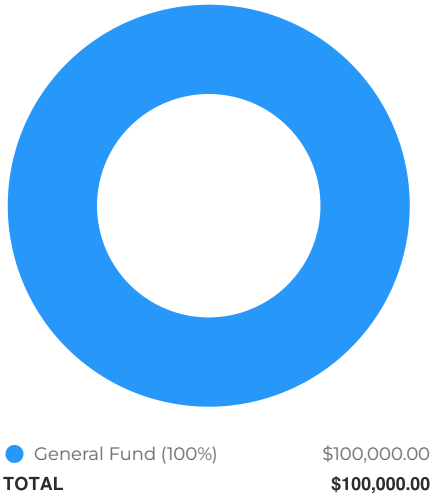
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$100,000	$100,000
Total	**$100,000**	**$100,000**

Netherland Inn Bridge Repairs

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Improvement

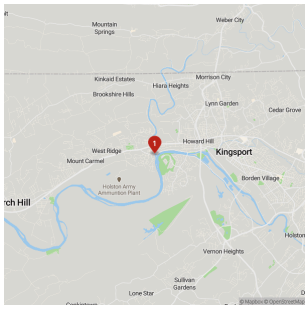
Description

The approach on the western side of the bridge is settling and needs to be remediated through a structural repair.

Details

Type of Project	Other

Location



Benefit to Community

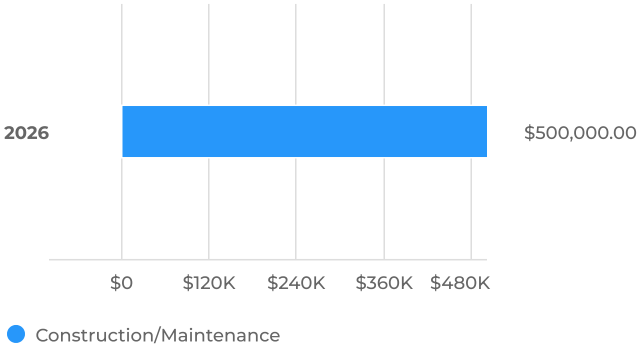
Reliable infrastructure for safe and efficient movement of people and goods through City of Kingsport.

Capital Cost

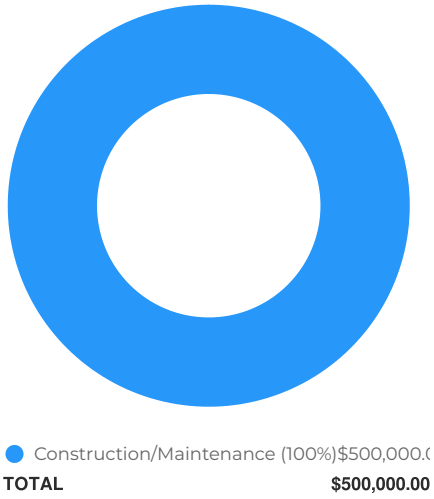
Total Budget (all years)
$500K

Project Total
$500K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

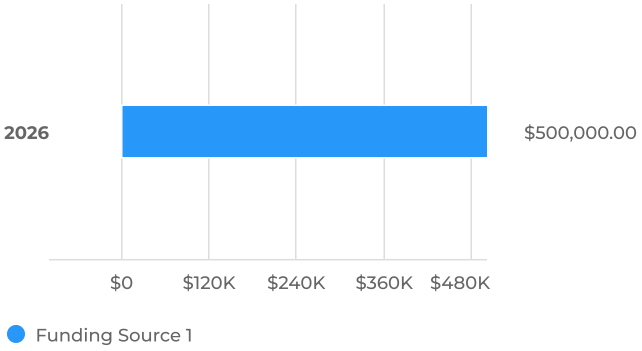
Capital Cost	FY2026	Total
Construction/Maintenance	$500,000	$500,000
Total	**$500,000**	**$500,000**

Funding Sources

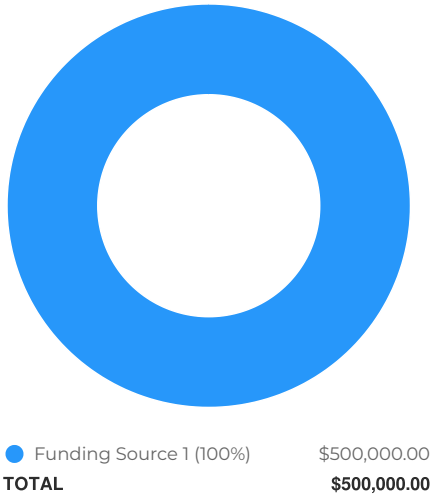
Total Budget (all years)
$500K

Project Total
$500K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	**FY2026**	**Total**
Funding Source 1	$500,000	$500,000
Total	**$500,000**	**$500,000**

Parking Lots

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Public Works
Type	Capital Improvement

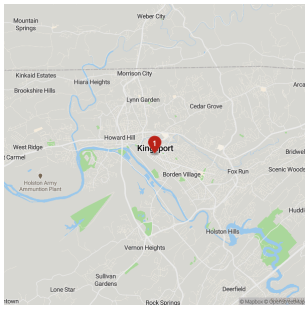
Description

Money for maintenance of city-owned parking lots. Most of the parking lots are in the heart of downtown and provide parking for businesses and residents.

Details

Type of Project	Other

Location



Benefit to Community

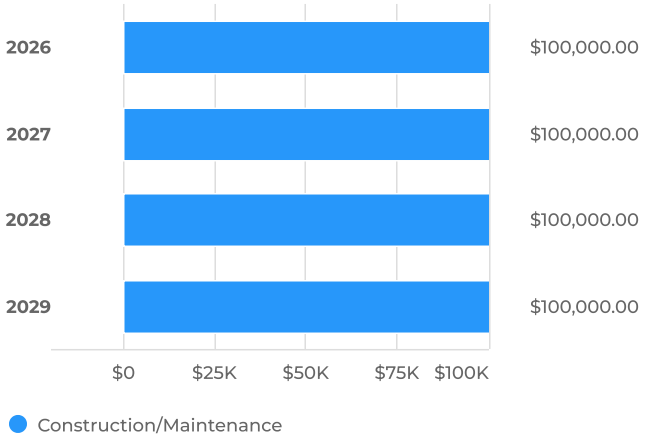
Enhance Kingsport's downtown by having safe and viable parking options.

Capital Cost

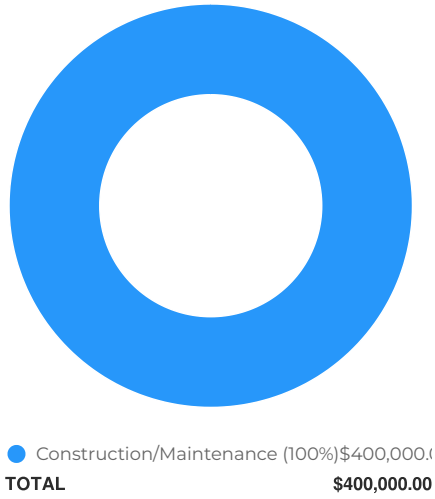
Total Budget (all years)
$400K

Project Total
$400K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

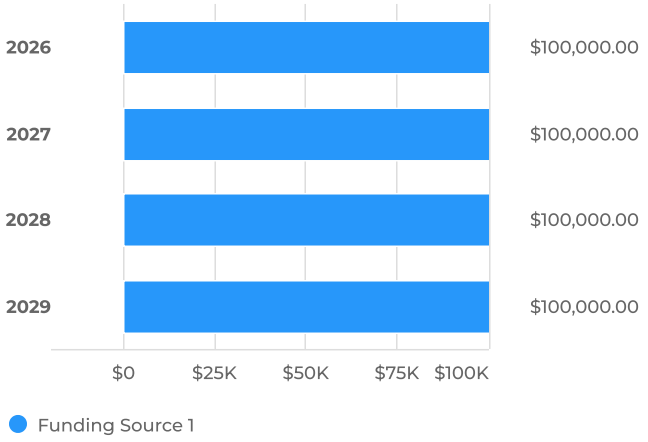
Capital Cost	FY2026	FY2027	FY2028	FY2029	Total
Construction/Maintenance	$100,000	$100,000	$100,000	$100,000	$400,000
Total	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$400,000**

Funding Sources

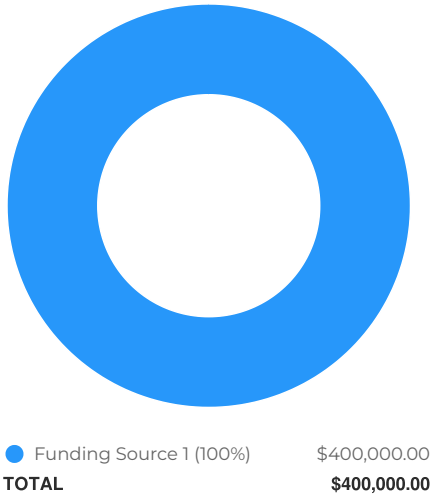
Total Budget (all years)
$400K

Project Total
$400K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	FY2029	Total
Funding Source 1	$100,000	$100,000	$100,000	$100,000	$400,000
Total	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$400,000**

Parks Master Plan & Land Acquisition

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	03/30/2027
Est. Completion Date	05/29/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

The purchase and acquisition of land for parks to serve the general community. The continuous acquisition of land is vital for future growth and success of Kingsport's park system. The comprehensive Parks and Recreation Master Plan identifies needs for more community and neighborhood parks.

Benefit to Community

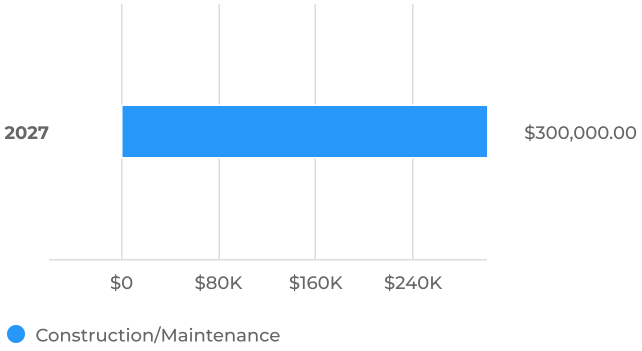
Improvements

Capital Cost

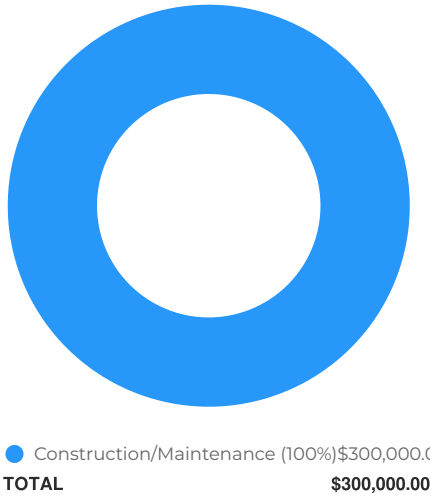
Total Budget (all years)
$300K

Project Total
$300K

Capital Cost by Year



Capital Cost for Budgeted Years



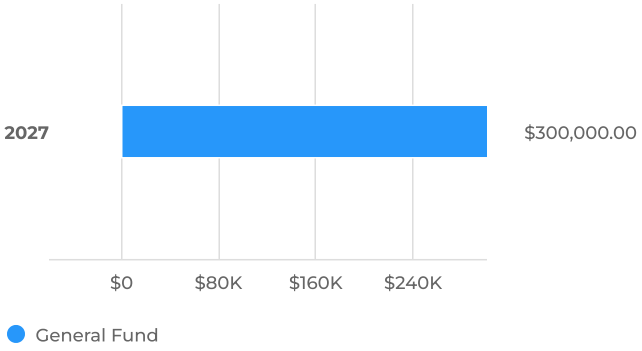
Capital Cost Breakdown		
Capital Cost	**FY2027**	**Total**
Construction/Maintenance	$300,000	$300,000
Total	**$300,000**	**$300,000**

Funding Sources

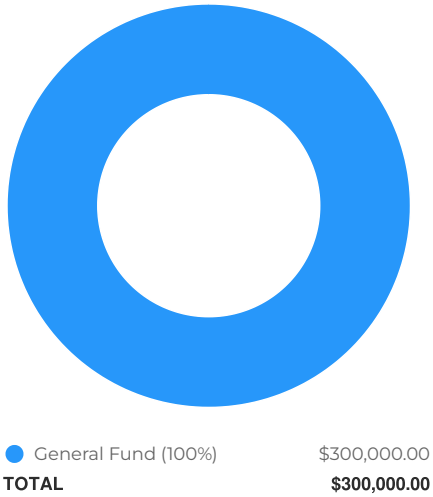
Total Budget (all years)
$300K

Project Total
$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2027	Total
General Fund	$300,000	$300,000
Total	**$300,000**	**$300,000**

Pickup Truck - Landscaping

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Grounds Maintenance
Type	Capital Equipment

Description

Replace a holdover Ford Escape that is used daily by Landscaping Division personnel to perform tasks throughout the City. There are not enough vehicles in this division to transport personnel to work sites in the event this vehicle isn't operable.

Details

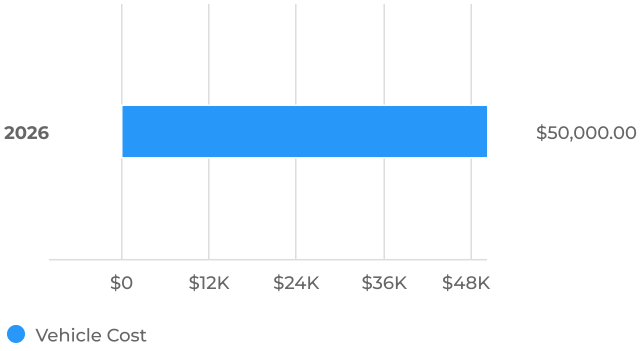
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	5

Capital Cost

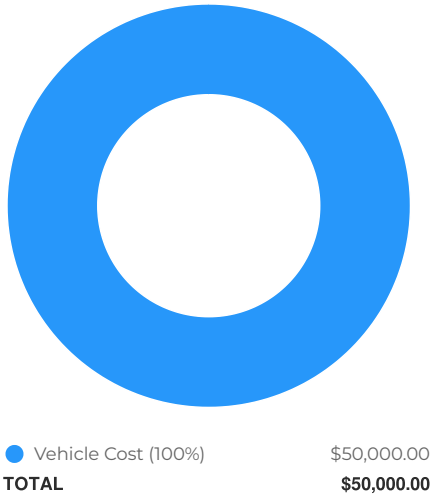
Total Budget (all years)
$50K

Project Total
$50K

Capital Cost by Year



Capital Cost for Budgeted Years



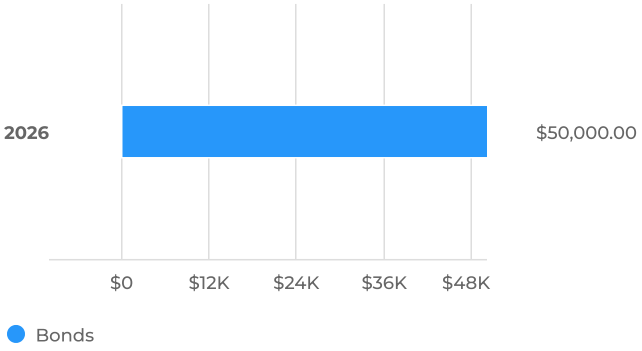
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Vehicle Cost	$50,000	$50,000
Total	**$50,000**	**$50,000**

Funding Sources

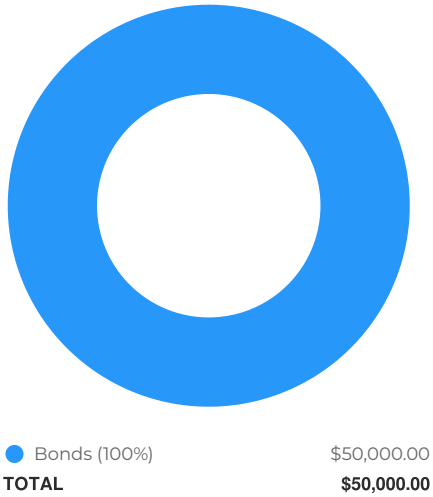
Total Budget (all years)
$50K

Project Total
$50K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$50,000	$50,000
Total	**$50,000**	**$50,000**

Police Body Worn Cameras

Overview

Request Owner	Sean Chambers, Police Commander
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Police Department
Type	Capital Equipment
Project Number	NC2500

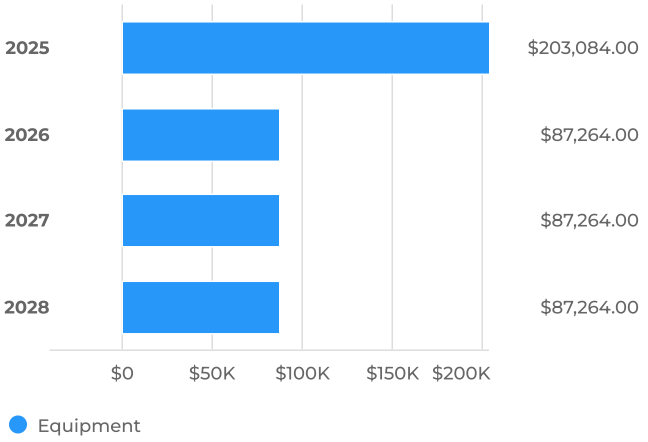
Description

To provide funds to equip the police department with body-worn cameras. Body worn cameras will provide video evidence of police interactions and are an effective tool to assist in police accountability and transparency as well as for evidentiary value.

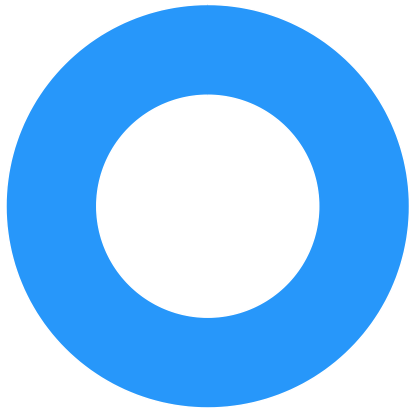
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$203,084	$464.876K	$464.876K

Capital Cost by Year



Capital Cost for Budgeted Years



Equipment (100%)	$464,876.00
TOTAL	**$464,876.00**

Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Equipment	$203,084	$87,264	$87,264	$87,264	$464,876
Total	**$203,084**	**$87,264**	**$87,264**	**$87,264**	**$464,876**

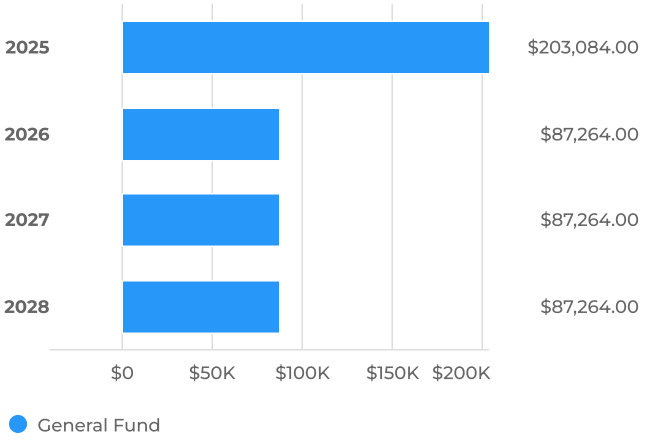
Funding Sources

FY2025 Budget
$203,084

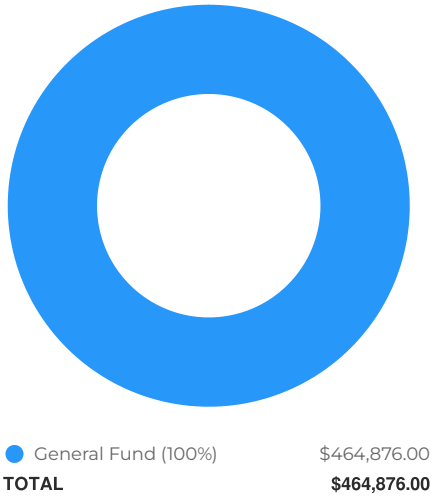
Total Budget (all years)
$464.876K

Project Total
$464.876K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
General Fund	$203,084	$87,264	$87,264	$87,264	$464,876
Total	**$203,084**	**$87,264**	**$87,264**	**$87,264**	**$464,876**

Public Works Site

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Est. Start Date	07/01/2027
Est. Completion Date	12/31/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Public Works
Type	Capital Improvement

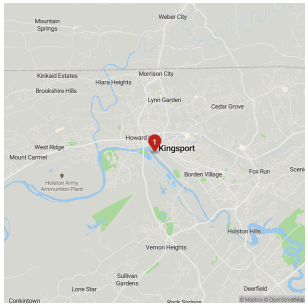
Description

Build a new administrative office building on Industry Drive to house the Streets, Grounds, Landscaping and Administrative groups. Also, it will include improvements to old sheds that house equipment, along with constructing new storage facilities. Expansion of Fleet Maintenance is included in this site plan as well. Once the Solid Waste group is moved to a new location, this will allow for improvements to the location on Industry Drive. Safety for all personnel at the site on Industry Drive would be greatly enhanced with these improvements.

Details

Type of Project	New Construction

Location



Supplemental Attachments

Site Layout(/resource/cg-prod-v2/projects/documents/413dd6d44cdf5751feeb.pdf)

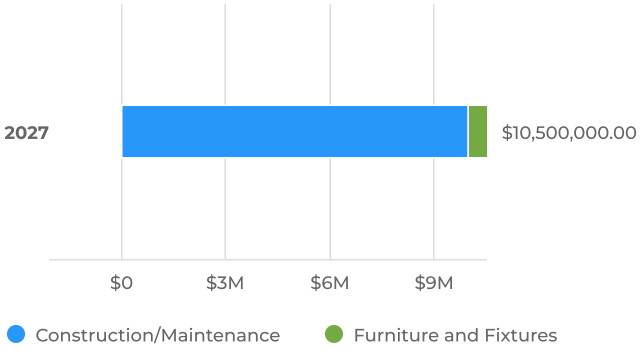
From July 2023

Capital Cost

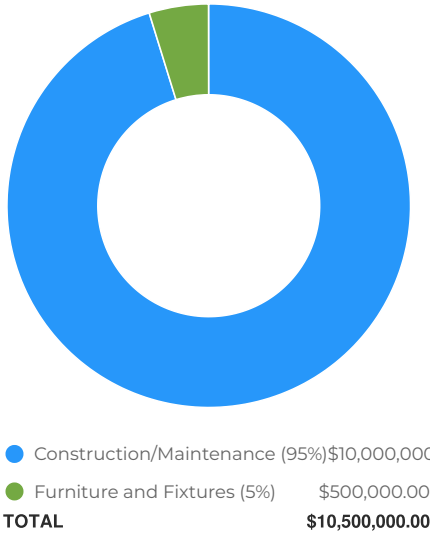
Total Budget (all years)
$10.5M

Project Total
$10.5M

Capital Cost by Year



Capital Cost for Budgeted Years



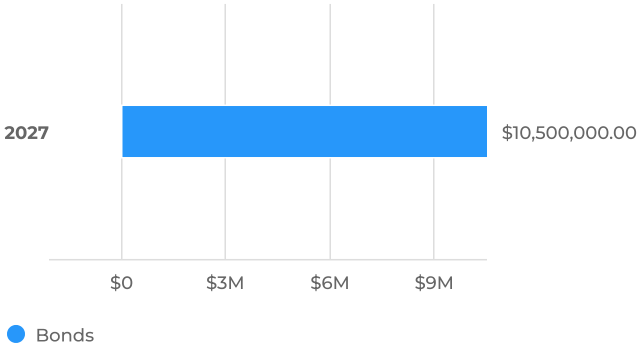
Capital Cost Breakdown		
Capital Cost	**FY2027**	**Total**
Construction/Maintenance	$10,000,000	$10,000,000
Furniture and Fixtures	$500,000	$500,000
Total	**$10,500,000**	**$10,500,000**

Funding Sources

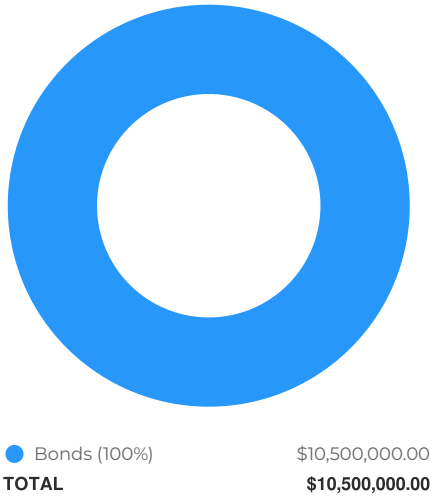
Total Budget (all years)
$10.5M

Project Total
$10.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2027	Total
Bonds	$10,500,000	$10,500,000
Total	**$10,500,000**	**$10,500,000**

Ren Cen Parking Lot Renovation

Overview

Request Owner	Shirley Buchanan, Senior Center Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/29/2026
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2520

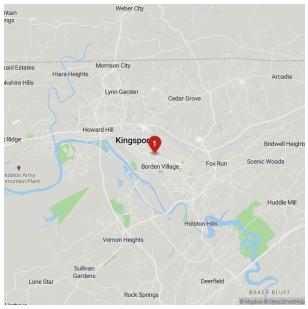
Description

Renaissance Center Parking Lot renovation to include the addition of parking spaces to the front level parking lot and the addition of an overhang attached to the building so that cars can pull under and unload passengers that are on walkers, wheelchairs, or in inclement weather.

Details

Type of Project	Other

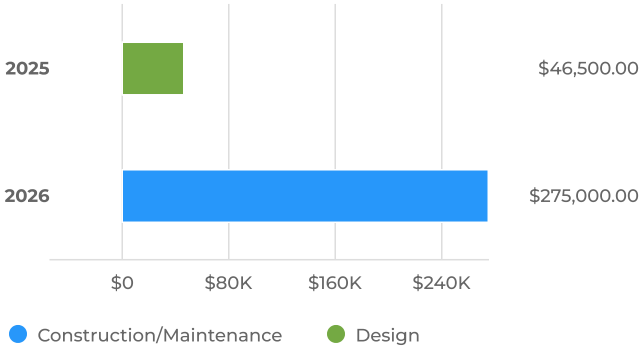
Location



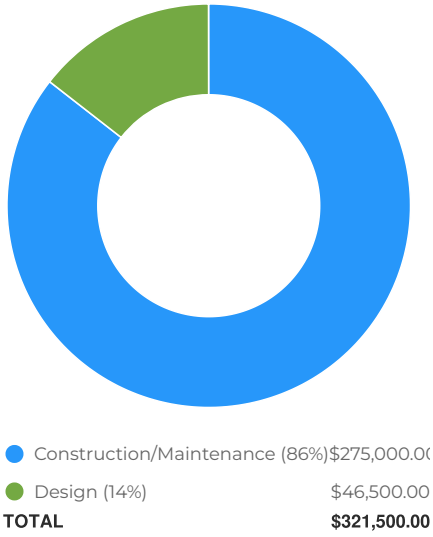
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$46,500	$321.5K	$321.5K

Capital Cost by Year



Capital Cost for Budgeted Years



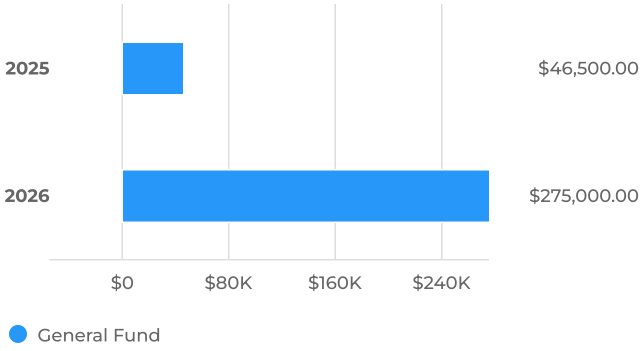
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	Total
Design	$46,500	$0	$46,500
Construction/Maintenance	$0	$275,000	$275,000
Total	**$46,500**	**$275,000**	**$321,500**

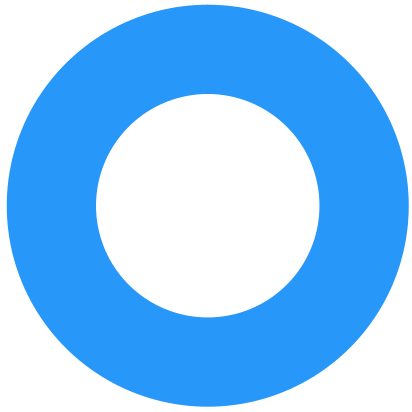
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$46,500	$321.5K	$321.5K

Funding Sources by Year



Funding Sources for Budgeted Years



General Fund (100%)	$321,500.00
TOTAL	**$321,500.00**

Funding Sources Breakdown

Funding Sources	FY2025	FY2026	Total
General Fund	$46,500	$275,000	$321,500
Total	**$46,500**	**$275,000**	**$321,500**

Restroom Hardening

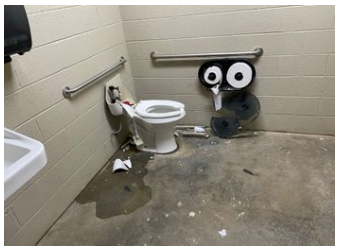
Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

Hardening of the restrooms in city parks. These restrooms have been destroyed several times. Measures need to be taken to make it more difficult for individuals to vandalize and break items, such as installing metal paper product dispensers, metal soap dispensers, and metal sinks.

Images



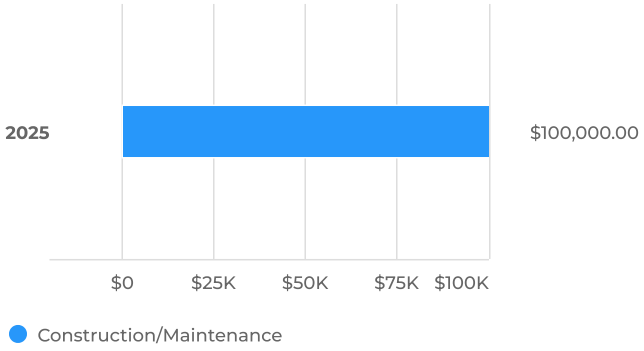
Details

Type of Project	Replacement

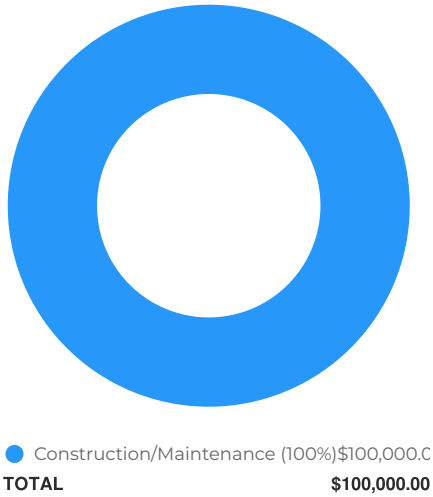
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Capital Cost by Year



Capital Cost for Budgeted Years



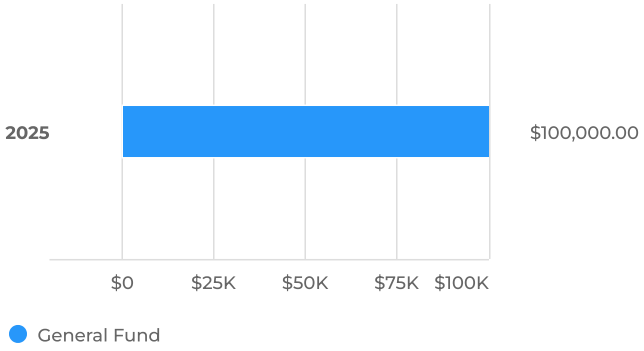
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$100,000	$100,000
Total	**$100,000**	**$100,000**

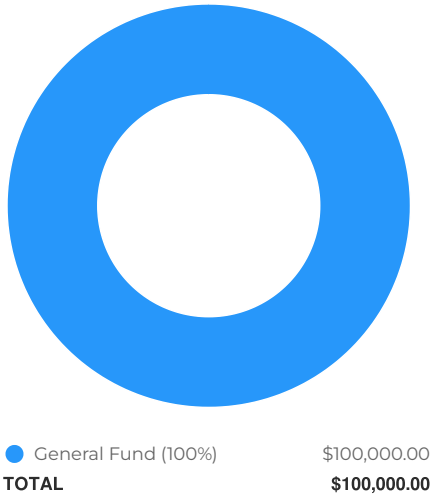
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$100,000	$100,000
Total	**$100,000**	**$100,000**

Ridgefields Park Improvements

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	08/30/2028
Est. Completion Date	11/30/2029
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Build a restroom facility; Provide enhancements and maintenance to the existing park. Ridgefields Park is a very popular neighborhood green space used by Kingsport residents. Multiple requests have been made to the City to install permanent restrooms.

Benefit to Community

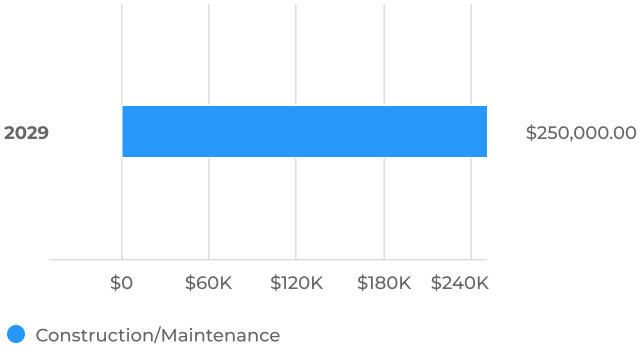
Improvements

Capital Cost

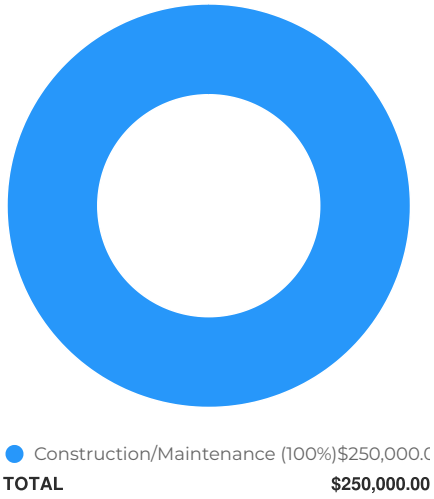
Total Budget (all years)
$250K

Project Total
$250K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

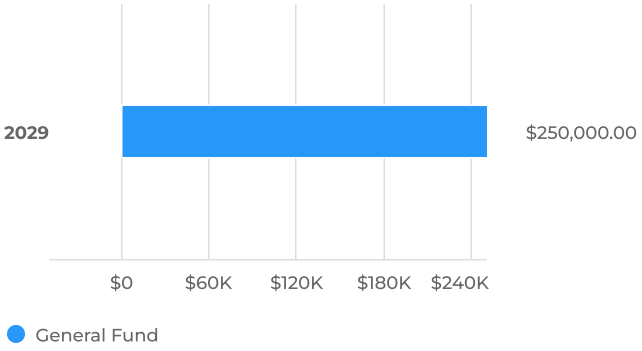
Capital Cost	FY2029	Total
Construction/Maintenance	$250,000	$250,000
Total	**$250,000**	**$250,000**

Funding Sources

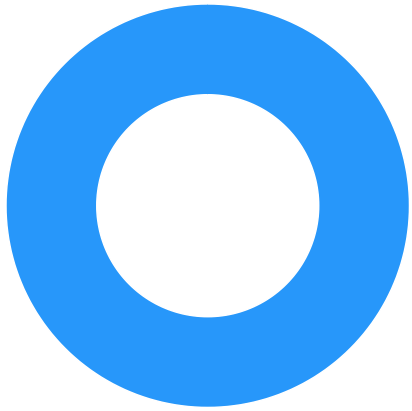
Total Budget (all years)
$250K

Project Total
$250K

Funding Sources by Year



Funding Sources for Budgeted Years



General Fund (100%)	$250,000.00
TOTAL	**$250,000.00**

Funding Sources Breakdown

Funding Sources	FY2029	Total
General Fund	$250,000	$250,000
Total	**$250,000**	**$250,000**

Riverbend Park

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/30/2025
Est. Completion Date	12/31/2030
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Complete various phases of the Riverbend Park Master Plan. This new park will create recreation space where there is currently a need for green space and park opportunities. The need for this type of park is identified in the comprehensive Parks and Recreation Master Plan.

Benefit to Community

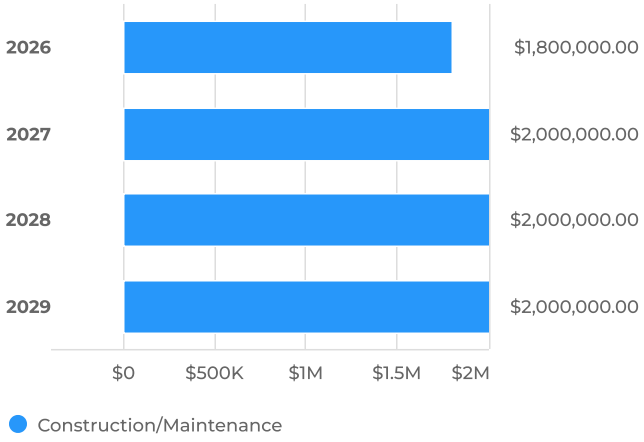
Improvements

Capital Cost

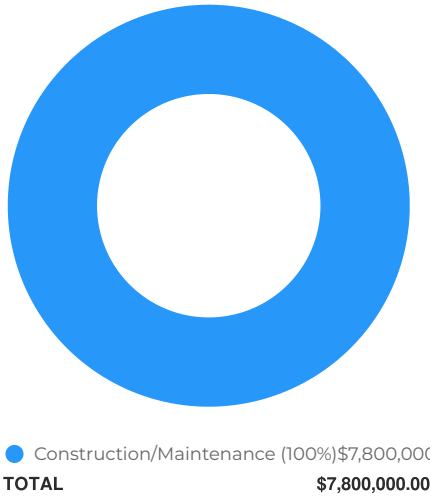
Total Budget (all years)
$7.8M

Project Total
$7.8M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

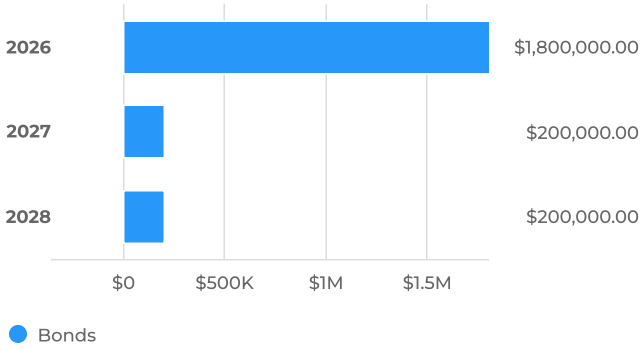
Capital Cost	FY2026	FY2027	FY2028	FY2029	Total
Construction/Maintenance	$1,800,000	$2,000,000	$2,000,000	$2,000,000	$7,800,000
Total	**$1,800,000**	**$2,000,000**	**$2,000,000**	**$2,000,000**	**$7,800,000**

Funding Sources

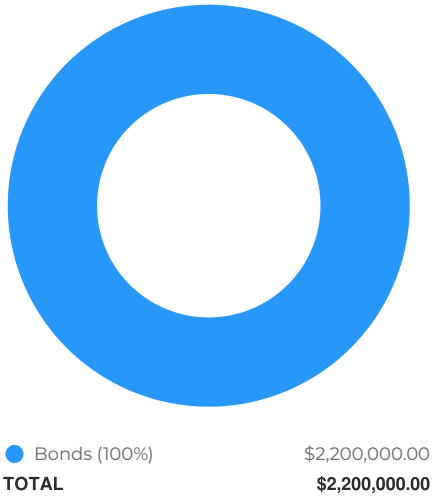
Total Budget (all years)
$2.2M

Project Total
$2.2M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	Total
Bonds	$1,800,000	$200,000	$200,000	$2,200,000
Total	**$1,800,000**	**$200,000**	**$200,000**	**$2,200,000**

Riverfront Park (Boatyard) General Improvements

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	08/30/2027
Est. Completion Date	12/30/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Riverfront (Boatyard) Park is one of Kingsport's oldest recreational spaces. Create recreational opportunities in one of Kingsport's highly utilized community parks.

Details

Type of Project	Refurbishment

Benefit to Community

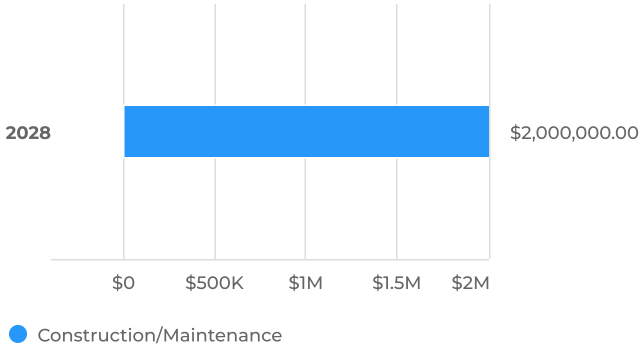
Improvements

Capital Cost

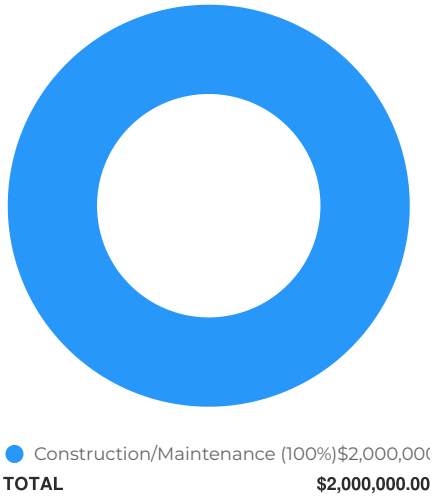
Total Budget (all years)
$2M

Project Total
$2M

Capital Cost by Year



Capital Cost for Budgeted Years



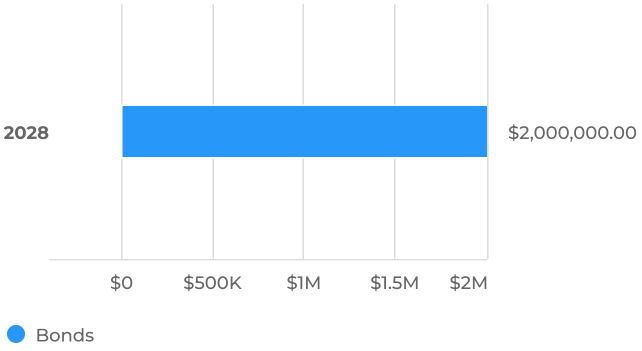
Capital Cost Breakdown		
Capital Cost	**FY2028**	**Total**
Construction/Maintenance	$2,000,000	$2,000,000
Total	**$2,000,000**	**$2,000,000**

Funding Sources

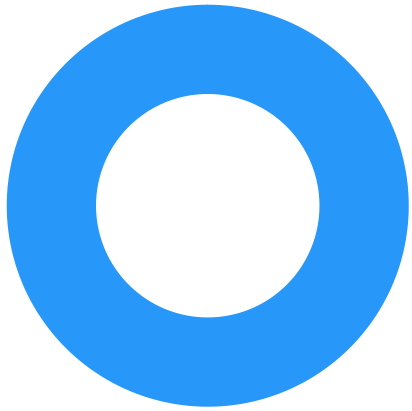
Total Budget (all years)
$2M

Project Total
$2M

Funding Sources by Year



Funding Sources for Budgeted Years



Bonds (100%)	$2,000,000.00
TOTAL	**$2,000,000.00**

Funding Sources Breakdown

Funding Sources	FY2028	Total
Bonds	$2,000,000	$2,000,000
Total	**$2,000,000**	**$2,000,000**

Riverview Park and V. O. Dobbins, Sr. Complex

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/29/2026
Est. Completion Date	10/29/2029
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

Improvements to Riverview Park and the V. O. Dobbins, Sr. Complex to enhance operations and customer experiences.

Details

Type of Project	Refurbishment

Benefit to Community

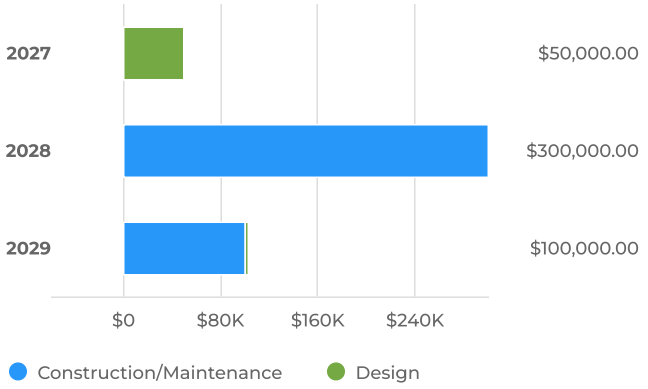
Improve customer experience and provide recreation services.

Capital Cost

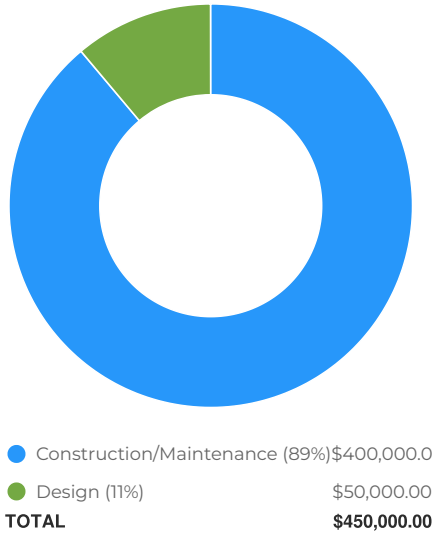
Total Budget (all years)
$450K

Project Total
$450K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

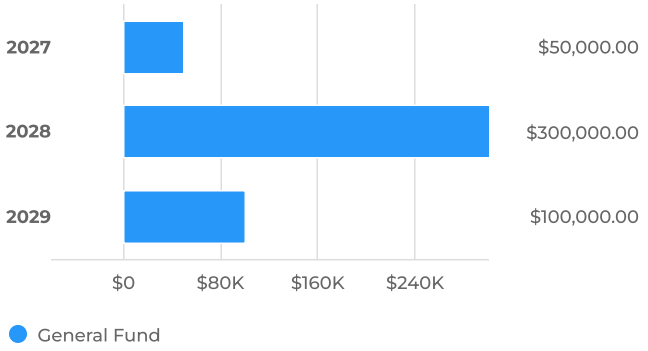
Capital Cost	FY2027	FY2028	FY2029	Total
Design	$50,000	$0	$0	$50,000
Construction/Maintenance	$0	$300,000	$100,000	$400,000
Total	**$50,000**	**$300,000**	**$100,000**	**$450,000**

Funding Sources

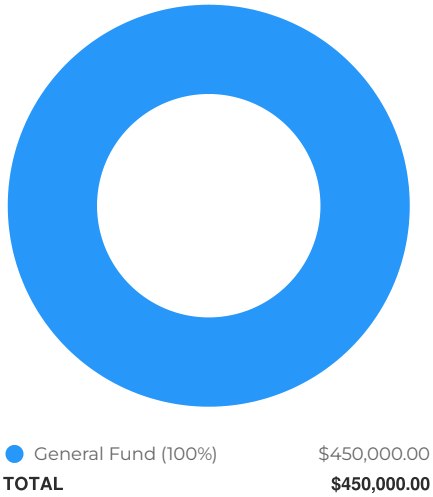
Total Budget (all years)
$450K

Project Total
$450K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown				
Funding Sources	**FY2027**	**FY2028**	**FY2029**	**Total**
General Fund	$50,000	$300,000	$100,000	$450,000
Total	**$50,000**	**$300,000**	**$100,000**	**$450,000**

Rock Springs Park

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	08/26/2024
Est. Completion Date	03/31/2029
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	Pending

Description

Demolition of the former school building located at Rock Springs Park and the complete renovations to the park outlined in the Rock Springs Park Master Plan include: Park Shelter, Parking Lot, and Landscaping. Rock Springs Park contains a building that was a former Elementary School. The structure is an eyesore and safety hazard. The building is not salvageable and needs to be demolished. Rock Springs Park was annexed by the City with expectations of the community to upgrade the recreational facility.

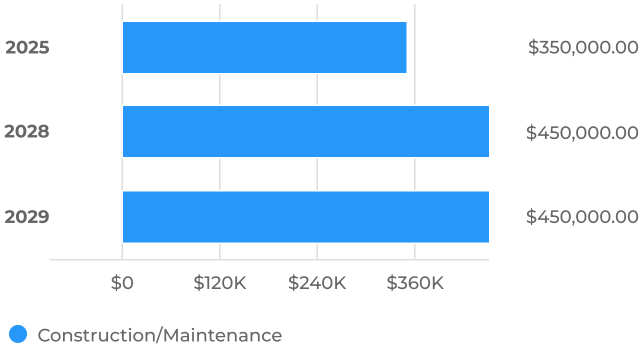
Benefit to Community

Improvements

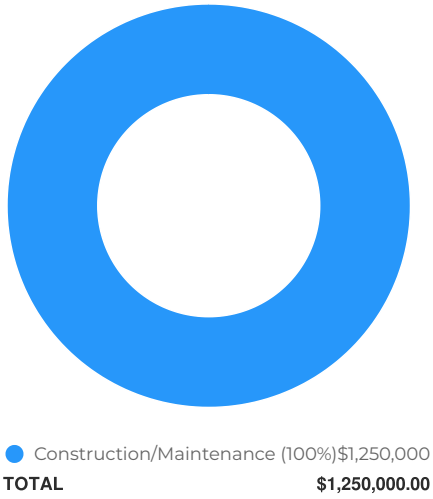
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$350,000	$1.25M	$1.25M

Capital Cost by Year



Capital Cost for Budgeted Years



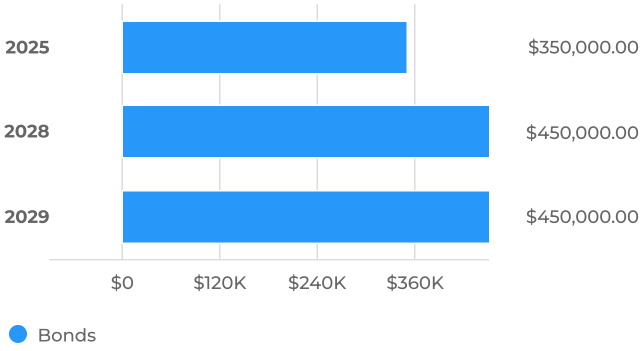
Capital Cost Breakdown

Capital Cost	FY2025	FY2028	FY2029	Total
Construction/Maintenance	$350,000	$450,000	$450,000	$1,250,000
Total	**$350,000**	**$450,000**	**$450,000**	**$1,250,000**

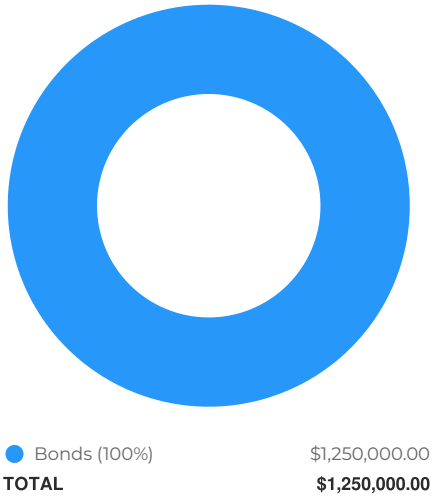
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$350,000	$1.25M	$1.25M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2028	FY2029	Total
Bonds	$350,000	$450,000	$450,000	$1,250,000
Total	**$350,000**	**$450,000**	**$450,000**	**$1,250,000**

Salt Mine and Shed Repairs

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Improvement

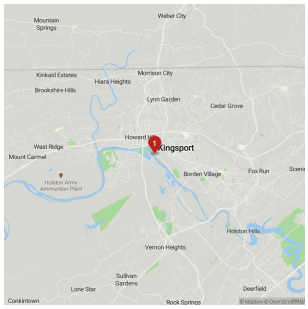
Description

Quanson Hut salt mine on Industry Drive is in need of a new back wall. The existing back wall has rusted and needs replacement. Repair of this wall is needed to prevent water from entering and solidifying the salt stored inside. Sheds covering snow fighting equipment have lost most of the roofing. Winds are removing sheets of tin roofing and pose a hazard for employees.

Details

Type of Project	Refurbishment

Location

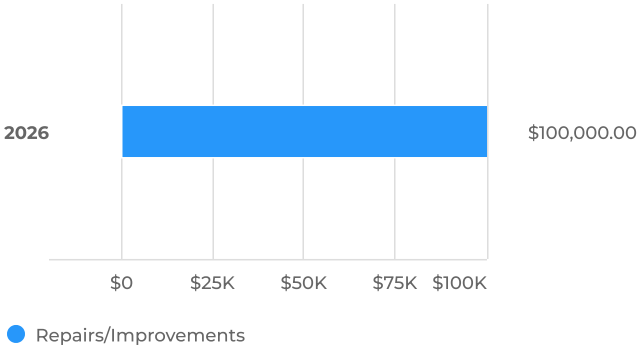


Capital Cost

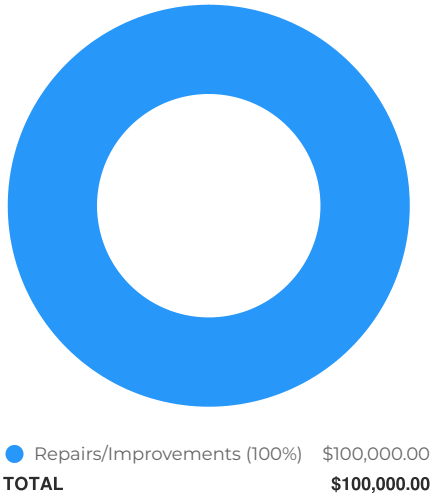
Total Budget (all years)
$100K

Project Total
$100K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

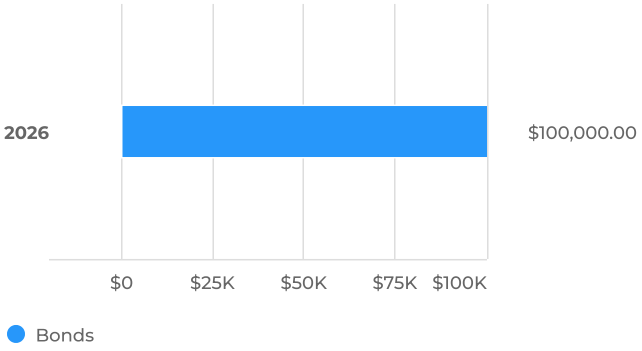
Capital Cost	FY2026	Total
Repairs/Improvements	$100,000	$100,000
Total	**$100,000**	**$100,000**

Funding Sources

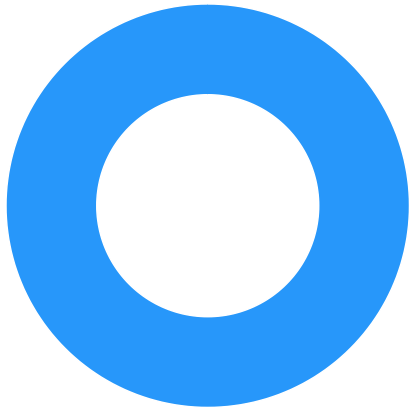
Total Budget (all years)
$100K

Project Total
$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$100,000	$100,000
Total	**$100,000**	**$100,000**

Sanitation Site

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Est. Start Date	07/01/2026
Est. Completion Date	07/01/2027
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Solid Waste
Type	Capital Improvement
Project Number	DL2601

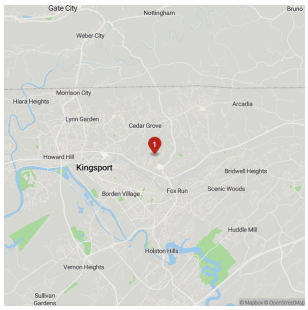
Description

Build a site on the land near the landfill entrance (City owned). Will include office space, shop area, three sided sheds to park equipment under with front carton (for cold weather) so we can heat the trucks before starting, fuel area, training room/ breakroom (kitchen), and clothes changing area (locker room). We will need a wash out area with an auto truck wash on site. Overflowing at the site on Industry Dr. Will make room to improve at the location on Industry Dr. Will take the next step towards self-funding sanitation. Safety for all at the site on Industry would be greatly improved.

Details

Type of Project	New Construction

Location



Supplemental Attachments

Site Layout(/resource/cg-prod-v2/projects/documents/5cb851b3958b5da91c7b.pdf)

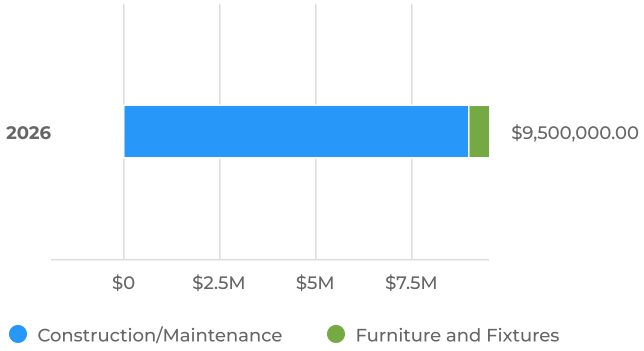
From July 2023

Capital Cost

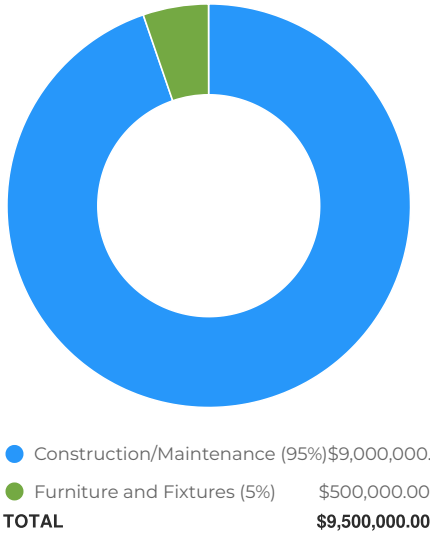
Total Budget (all years)
$9.5M

Project Total
$9.5M

Capital Cost by Year



Capital Cost for Budgeted Years



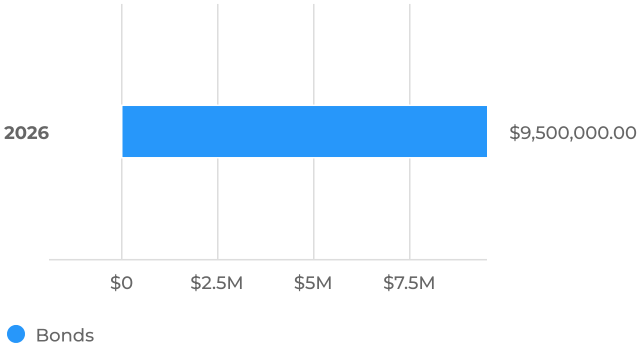
Capital Cost Breakdown		
Capital Cost	**FY2026**	**Total**
Construction/Maintenance	$9,000,000	$9,000,000
Furniture and Fixtures	$500,000	$500,000
Total	**$9,500,000**	**$9,500,000**

Funding Sources

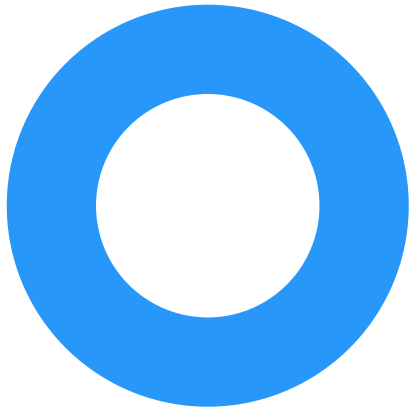
Total Budget (all years)
$9.5M

Project Total
$9.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$9,500,000	$9,500,000
Total	**$9,500,000**	**$9,500,000**

Senior Center Equipment

Overview

Request Owner	Shirley Buchanan, Senior Center Manager
Est. Start Date	05/01/2024
Est. Completion Date	07/01/2026
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	AQ2500

Description

Replacement of exercise equipment at the Reniassance Center location and the Lynn View location. Exercise equipment is frequently used and beginning to show signs of excess wear. New equipment is needed.

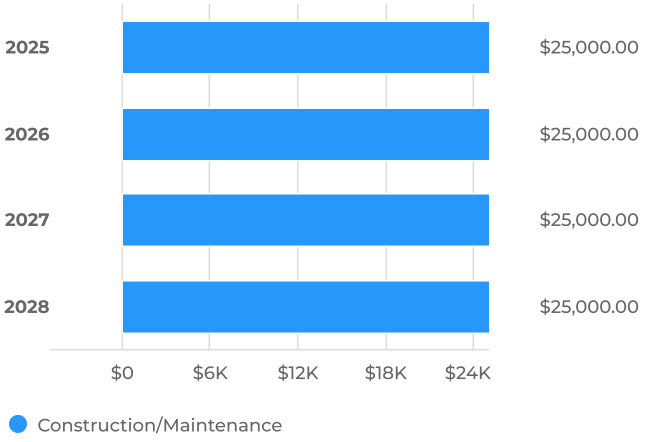
Details

Type of Project	Other

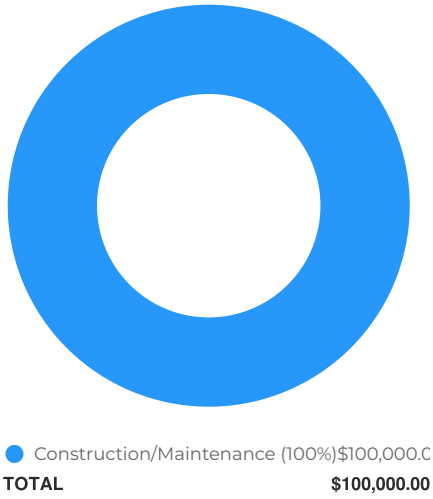
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$25,000	$100K	$100K

Capital Cost by Year



Capital Cost for Budgeted Years



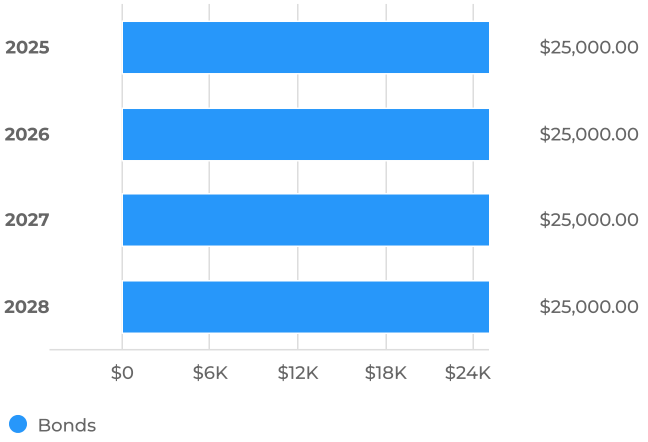
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	$25,000	$25,000	$25,000	$25,000	$100,000
Total	**$25,000**	**$25,000**	**$25,000**	**$25,000**	**$100,000**

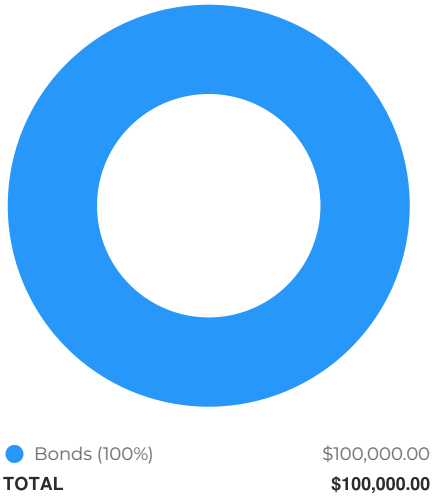
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$25,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
Bonds	$25,000	$25,000	$25,000	$25,000	$100,000
Total	**$25,000**	**$25,000**	**$25,000**	**$25,000**	**$100,000**

Senior Center/ Parks and Recreation Community Center (Combined Facility)

Overview

Request Owner	Shirley Buchanan, Senior Center Manager
Est. Start Date	07/01/2026
Est. Completion Date	06/30/2030
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NC2621

Description

The Kingsport Senior Center's membership growth continues to reach new record numbers year after year. The Parks and Recreation Department has lost usage of the Civic Center and other facilities, resulting in a need for additional space. Working together, the Senior Center and the Parks and Recreation Departments could meet the needs by sharing space together in a new facility. A City wide combined facility study would be the starting point of such a plan and has been requested in the planning portion of this request. Bringing together the needs of both groups would create a place that would be utilized from sun up to well past sun down, and would save expenses by having everything under one roof. Two facility studies have showcased the need for a major renovation or a new facility for the Senior Center, and the Parks and Recreation Departments Master Plan identified the need for additional community centers. The Senior Center studies were conducted around 10 years ago and the membership has grown by over 1500 since that time. The need to have a solution to the facility needs of the Senior Center membership and Community Center space continues to grow every year. This combined concept is on display in our neighboring city. The Johnson City Memorial Park Community Center began with the need for a new Senior Center Facility. The city saw the benefits of enlarging the project and planning for its combined use. A combined facility would meet the needs of Kingsport residents both young and old for many generations to come.

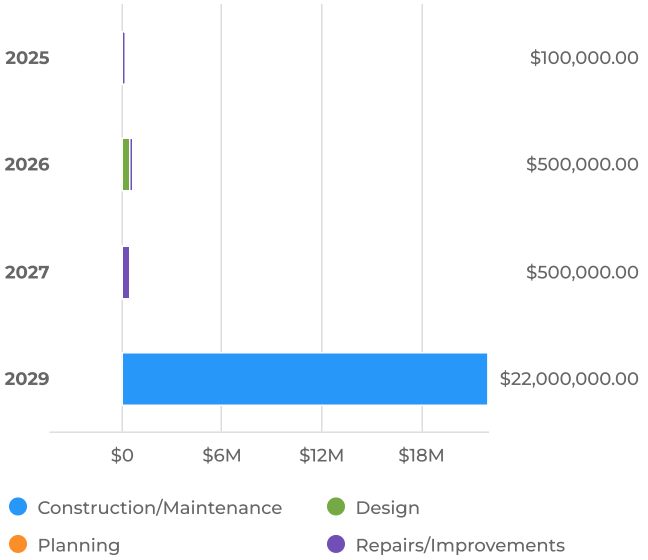
Details

Type of Project	New Construction

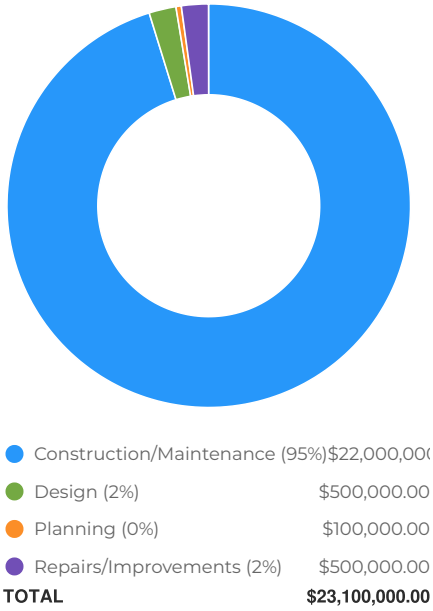
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$23.1M	$23.1M

Capital Cost by Year



Capital Cost for Budgeted Years



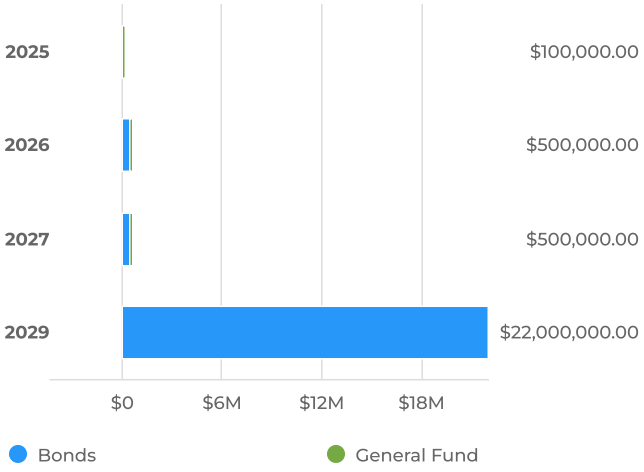
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2029	Total
Planning	$100,000	$0	$0	$0	$100,000
Design	$0	$500,000	$0	$0	$500,000
Repairs/Improvements	$0	$0	$500,000	$0	$500,000
Construction/Maintenance	$0	$0	$0	$22,000,000	$22,000,000
Total	**$100,000**	**$500,000**	**$500,000**	**$22,000,000**	**$23,100,000**

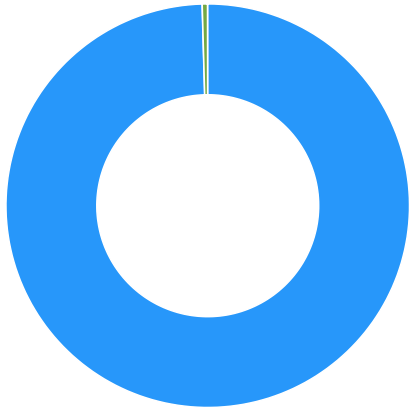
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$23.1M	$23.1M

Funding Sources by Year



Funding Sources for Budgeted Years



Bonds (100%)	$23,000,000.00
General Fund (0%)	$100,000.00
TOTAL	**$23,100,000.00**

Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2029	Total
Bonds	$0	$500,000	$500,000	$22,000,000	$23,000,000
General Fund	$100,000	$0	$0	$0	$100,000
Total	**$100,000**	**$500,000**	**$500,000**	**$22,000,000**	**$23,100,000**

Snow Shed Generator

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Equipment

Description

Emergency power is needed at the snow shed to maintain communication with crews and dispatch if power is lost during storm events or other emergency events. Our current generator is a 1966 model U.S. Army Generator that was refurbished about 20 years ago. This unit also provides power for special events where ease of power is not readily available. This generator has become unreliable in recent years and is in need of replacement with a more reliable unit.

Details

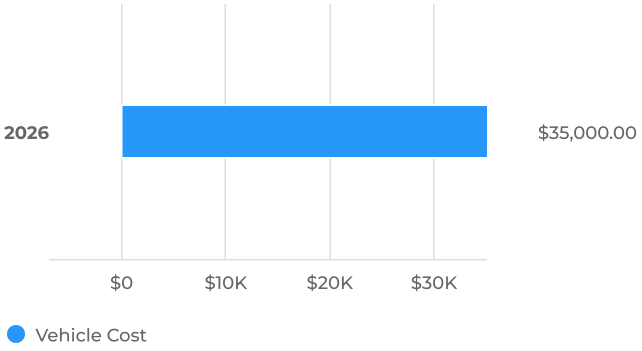
New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

Capital Cost

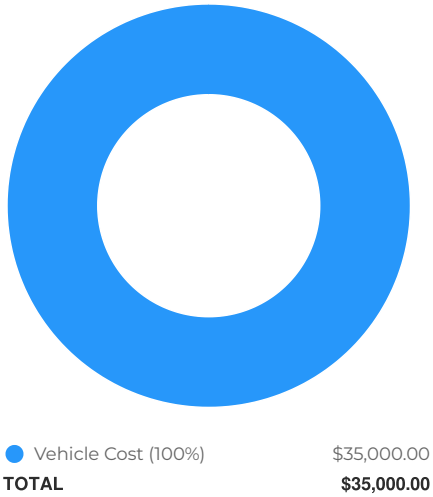
Total Budget (all years)
$35K

Project Total
$35K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

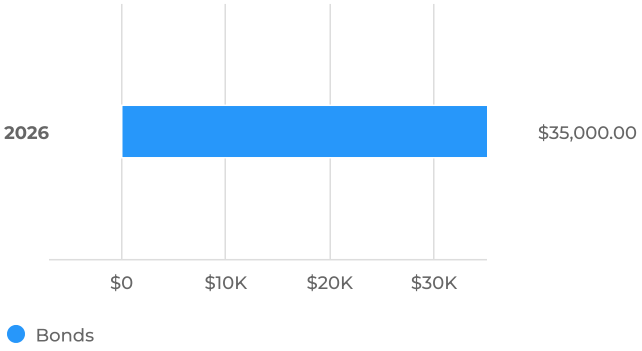
Capital Cost	FY2026	Total
Vehicle Cost	$35,000	$35,000
Total	**$35,000**	**$35,000**

Funding Sources

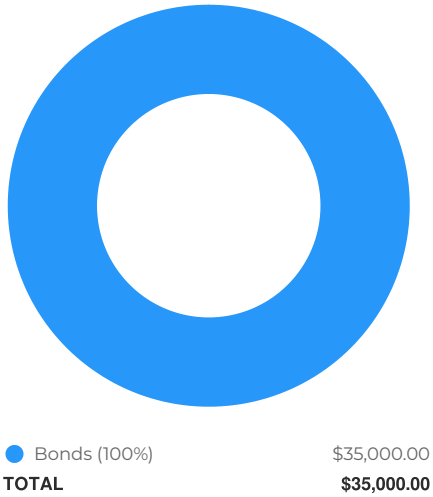
Total Budget (all years)
$35K

Project Total
$35K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$35,000	$35,000
Total	**$35,000**	**$35,000**

Street Sweeper

Overview

Request Owner	Tim Elsea, Assistant Public Works Director
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Street Maintenance
Type	Capital Equipment

Description

Money that is needed to make up the difference when the mini street sweeper is replaced with a full size street sweeper.

Details

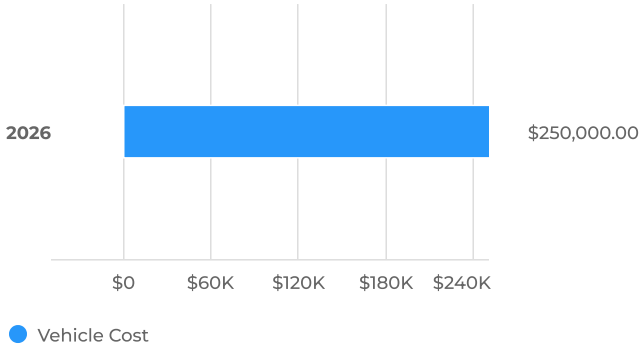
New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle

Capital Cost

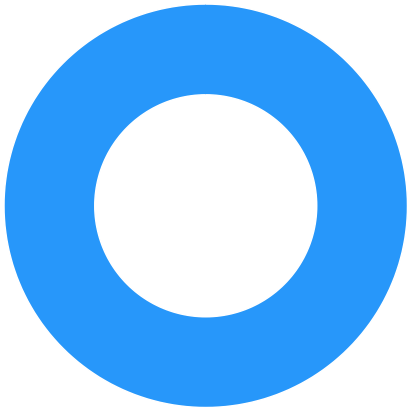
Total Budget (all years)
$250K

Project Total
$250K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

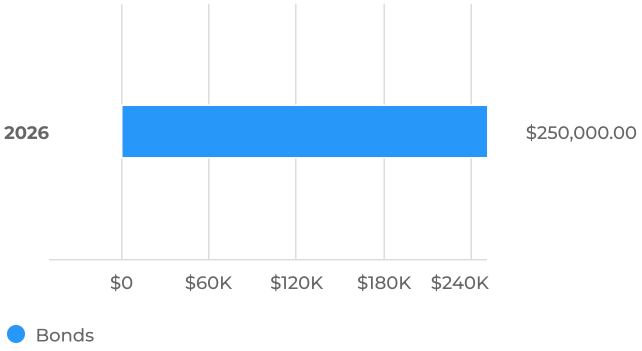
Capital Cost	FY2026	Total
Vehicle Cost	$250,000	$250,000
Total	**$250,000**	**$250,000**

Funding Sources

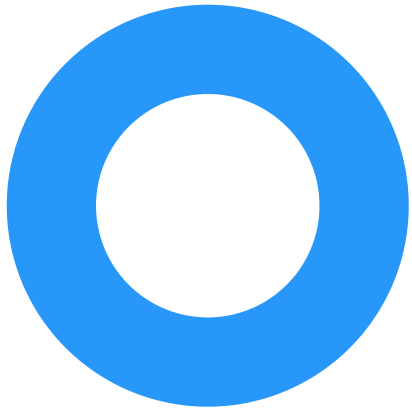
Total Budget (all years)
$250K

Project Total
$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Bonds (100%)	$250,000.00
TOTAL	**$250,000.00**

Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$250,000	$250,000
Total	**$250,000**	**$250,000**

Sullivan North Renovations

Overview

Request Owner	David Frye, Chief Financial Officer Kingsport City Schools
Est. Start Date	05/01/2026
Est. Completion Date	08/01/2028
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Education
Type	Capital Improvement
Project Number	GP2600

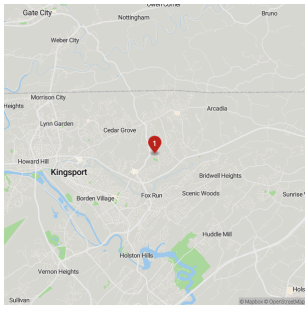
Description

Renovation of Sullivan North to be utilized as a middle school for City use.

Details

Type of Project	Refurbishment

Location

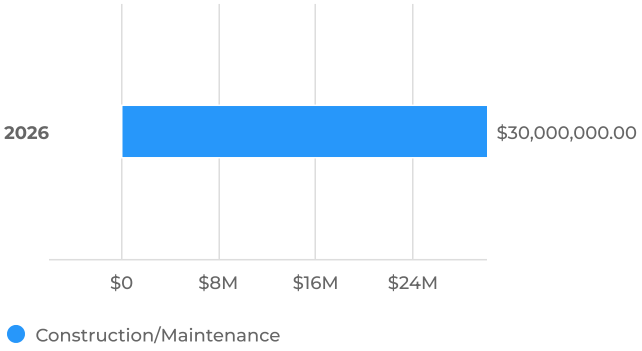


Capital Cost

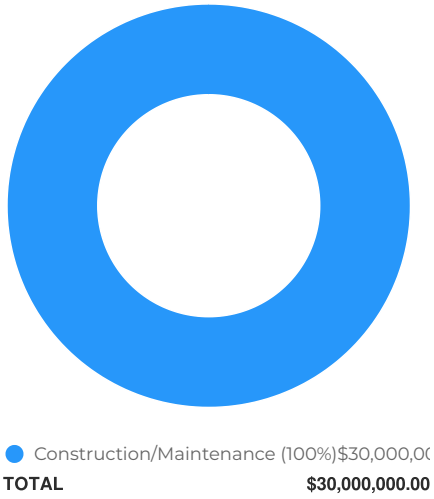
Total Budget (all years)
$30M

Project Total
$30M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

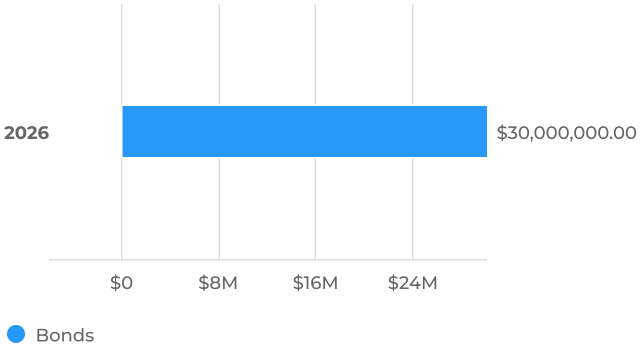
Capital Cost	FY2026	Total
Construction/Maintenance	$30,000,000	$30,000,000
Total	**$30,000,000**	**$30,000,000**

Funding Sources

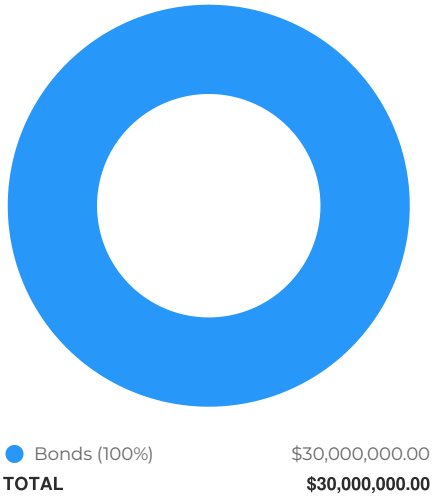
Total Budget (all years)
$30M

Project Total
$30M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$30,000,000	$30,000,000
Total	**$30,000,000**	**$30,000,000**

Taser 7

Overview

Request Owner	Sean Chambers, Police Commander
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Police Department
Type	Capital Equipment
Project Number	NC2403

Description

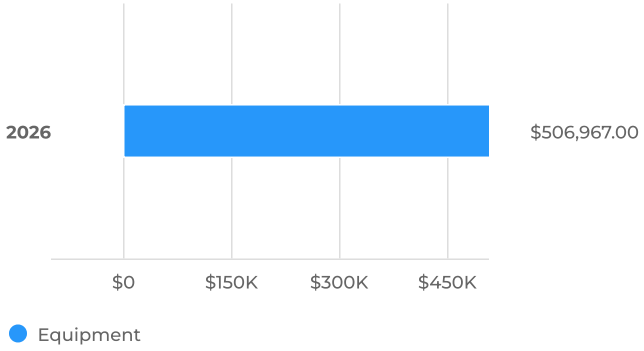
To provide funds to upgrade the police department to Taser 7's. The current Taser technology used by the police department is outdated. The new Taser 7 model is more effective and will enable the police department personnel to diffuse potentially volatile situations with a less lethal option.

Capital Cost

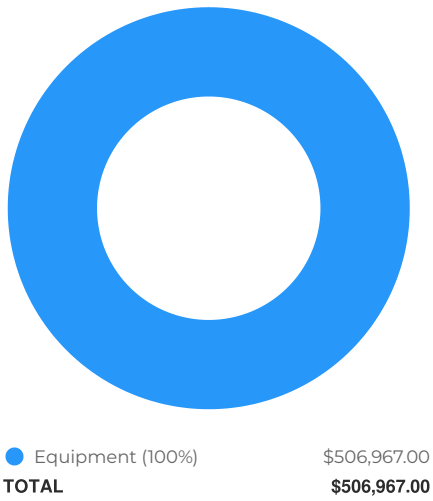
Total Budget (all years)
$506.967K

Project Total
$506.967K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

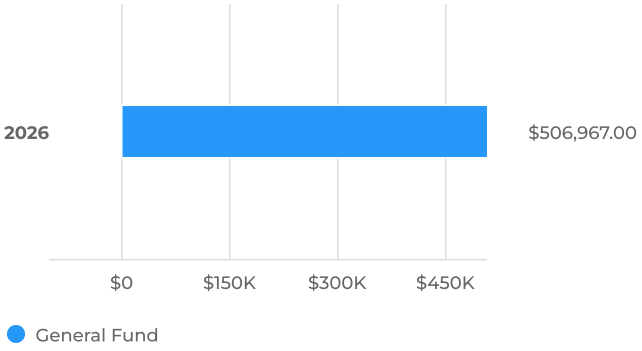
Capital Cost	FY2026	Total
Equipment	$506,967	$506,967
Total	**$506,967**	**$506,967**

Funding Sources

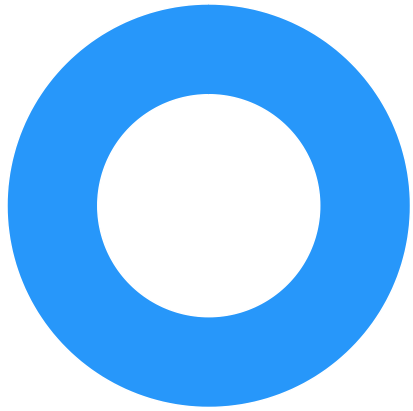
Total Budget (all years)
$506.967K

Project Total
$506.967K

Funding Sources by Year



Funding Sources for Budgeted Years



General Fund (100%)	$506,967.00
TOTAL	**$506,967.00**

Funding Sources Breakdown

Funding Sources	FY2026	Total
General Fund	$506,967	$506,967
Total	**$506,967**	**$506,967**

Tractor and Bush hog

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Equipment

Description

We need a tractor and a bush hog to complete mowing tasks throughout the parks and on the greenbelt. We are currently borrowing Tamra's backup tractor. This is not always available to borrow if on of Tamra's tractors goes down. This piece of equipment will allow us to stay on top of the high grass mowing and not get behind while we wait to borrow Tamra's mower.

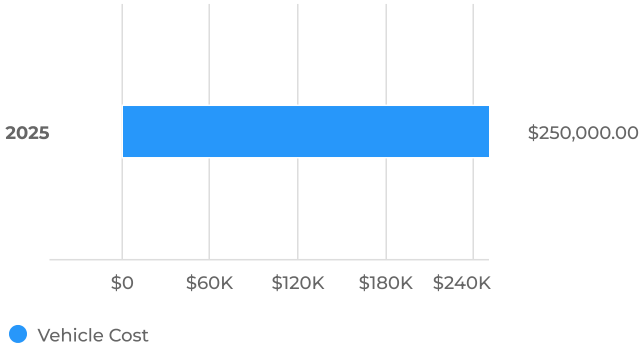
Details

New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

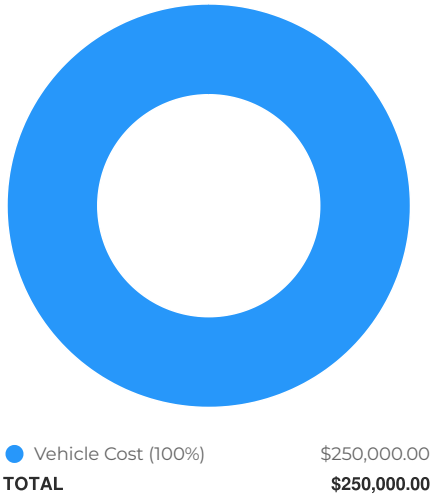
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$250,000	$250K	$250K

Capital Cost by Year



Capital Cost for Budgeted Years



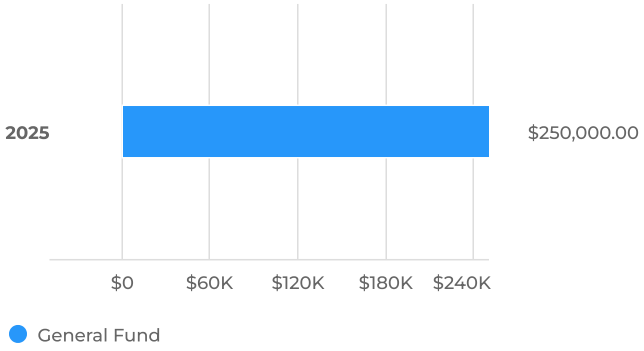
Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	$250,000	$250,000
Total	**$250,000**	**$250,000**

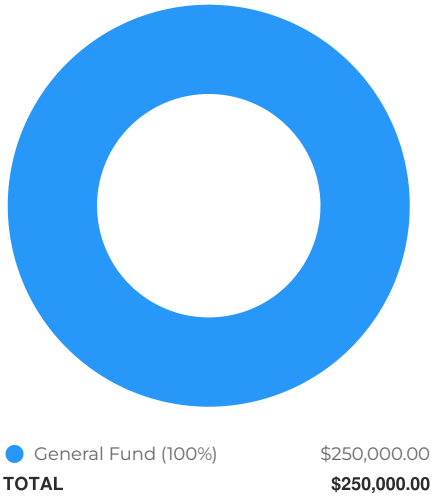
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$250,000	$250K	$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$250,000	$250,000
Total	**$250,000**	**$250,000**

Turf Equipment

Overview

Request Owner	Zach Drozdowski, Leisure Services Maintenance Manager
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Equipment

Description

I would like to replace the aerifier that we have for our sports fields. The old one uses weight instead of being PTO driven and does not reach the depths that we need to properly aerify our fields. This will improve turf health on our sports fields. We also need to replace a bunker rake that we use to drag our baseball fields.

Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	10 or more years

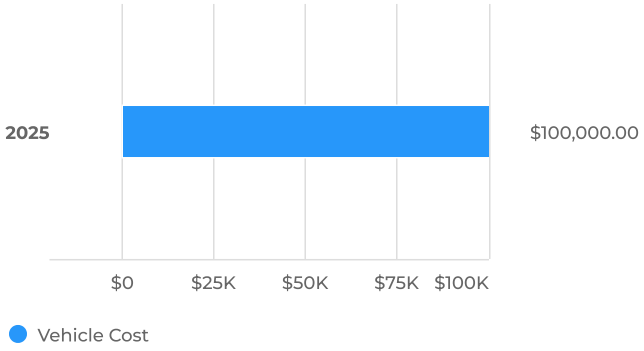
Capital Cost

FY2025 Budget
$100,000

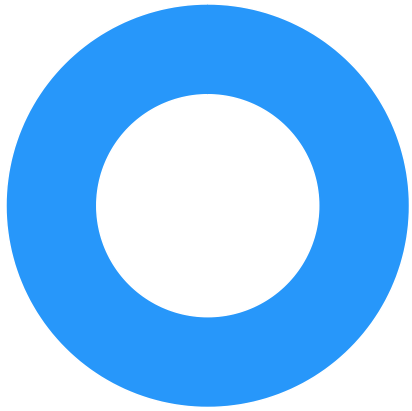
Total Budget (all years)
$100K

Project Total
$100K

Capital Cost by Year



Capital Cost for Budgeted Years



Vehicle Cost (100%)	$100,000.00
TOTAL	**$100,000.00**

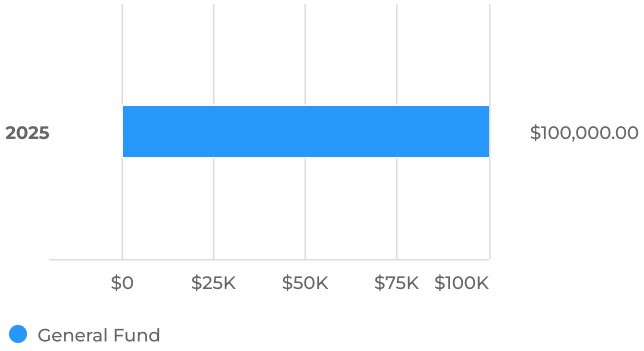
Capital Cost Breakdown

Capital Cost	FY2025	Total
Vehicle Cost	$100,000	$100,000
Total	**$100,000**	**$100,000**

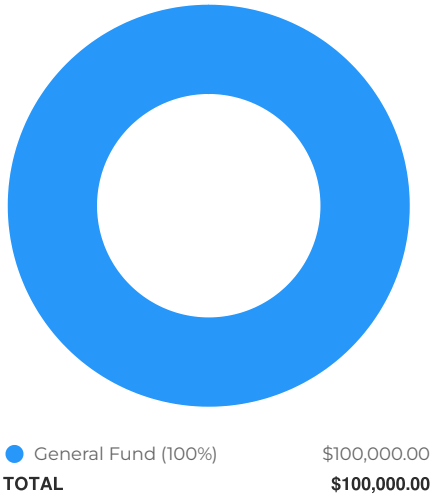
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$100,000	$100,000
Total	**$100,000**	**$100,000**

Whitewater Park

Overview

Request Owner	Kitty Frazier, Parks & Recreation Manager
Est. Start Date	09/01/2024
Est. Completion Date	04/03/2029
Department	CAPITAL IMPROVEMENT PROJ
Request Groups	Leisure Services
Type	Capital Improvement

Description

Development of a whitewater park in the South Fork of the Holston River

Details

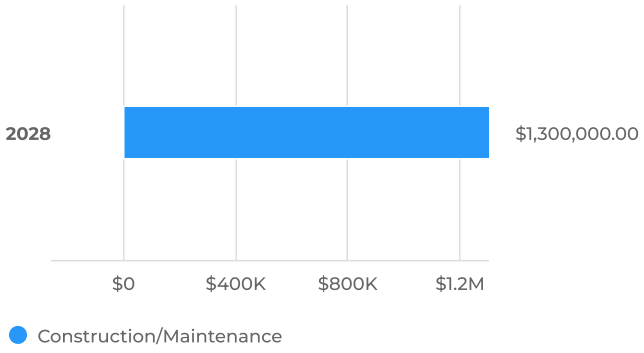
Type of Project	New Construction

Capital Cost

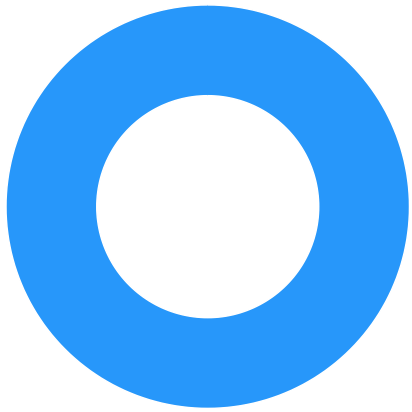
Total Budget (all years)
$1.3M

Project Total
$1.3M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

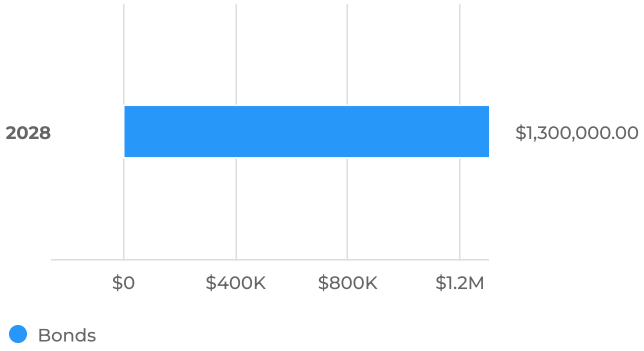
Capital Cost	FY2028	Total
Construction/Maintenance	$1,300,000	$1,300,000
Total	**$1,300,000**	**$1,300,000**

Funding Sources

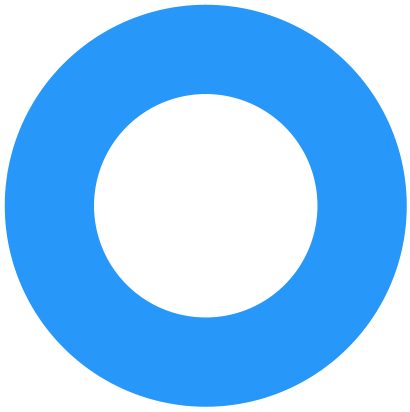
Total Budget (all years)
$1.3M

Project Total
$1.3M

Funding Sources by Year



Funding Sources for Budgeted Years



Bonds (100%)	$1,300,000.00
TOTAL	**$1,300,000.00**

Funding Sources Breakdown

Funding Sources	FY2028	Total
Bonds	$1,300,000	$1,300,000
Total	**$1,300,000**	**$1,300,000**

CAPITAL IMPROVEMENT-WATER REQUESTS

Collection System Upgrades1

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2503

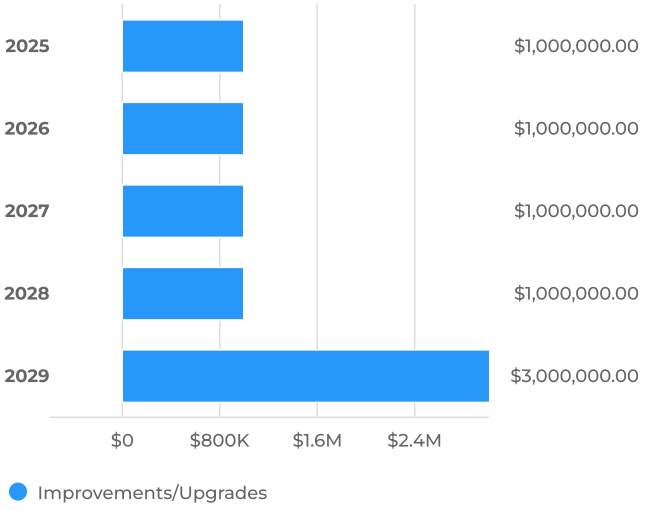
Description

Needs Description

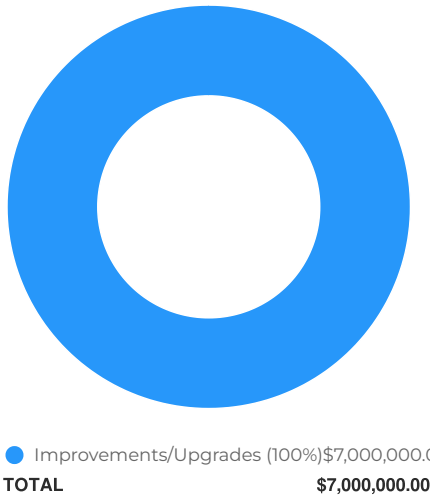
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$1,000,000	$7M	$7M

Capital Cost by Year



Capital Cost for Budgeted Years



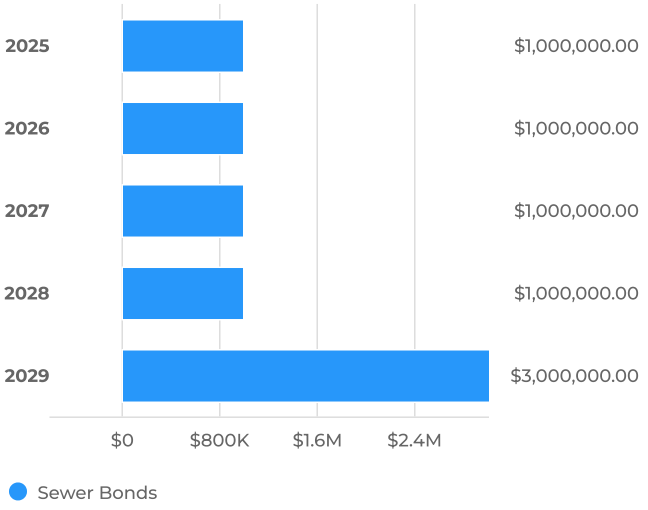
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$3,000,000	$7,000,000
Total	**$0**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$3,000,000**	**$7,000,000**

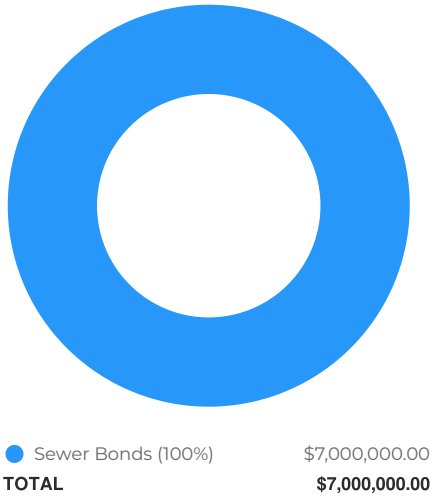
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$1,000,000	$7M	$7M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$3,000,000	$7,000,000
Total	**$0**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$3,000,000**	**$7,000,000**

Distribution System Upgrades

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2501

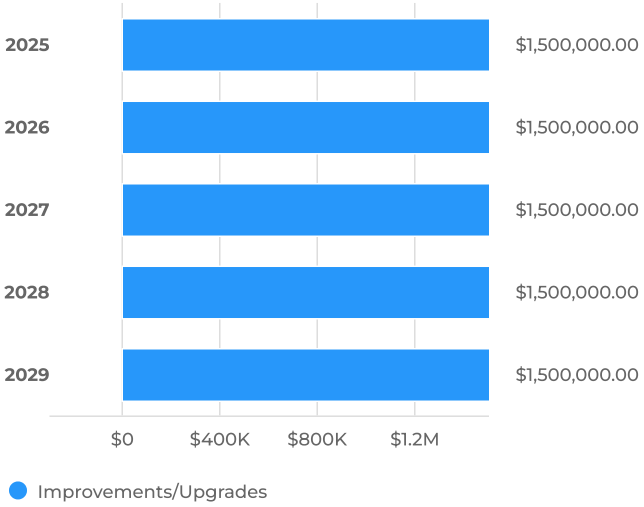
Description

Needs Description

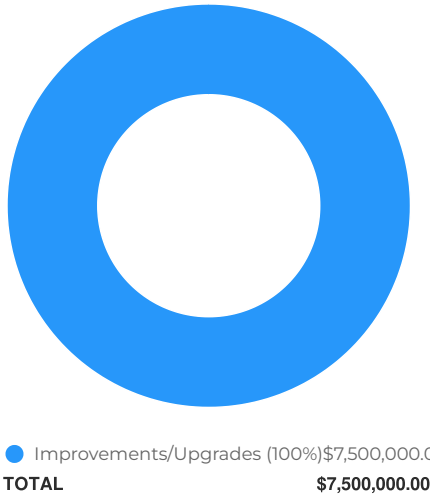
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$1,500,000	$7.5M	$7.5M

Capital Cost by Year



Capital Cost for Budgeted Years



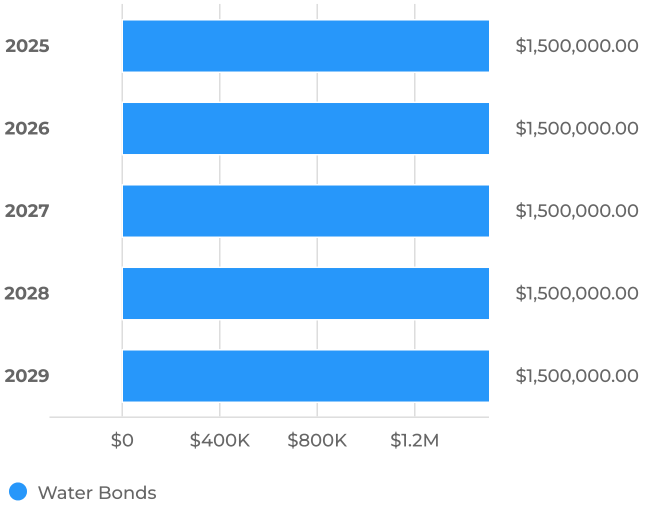
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$7,500,000
Total	**$0**	**$1,500,000**	**$1,500,000**	**$1,500,000**	**$1,500,000**	**$1,500,000**	**$7,500,000**

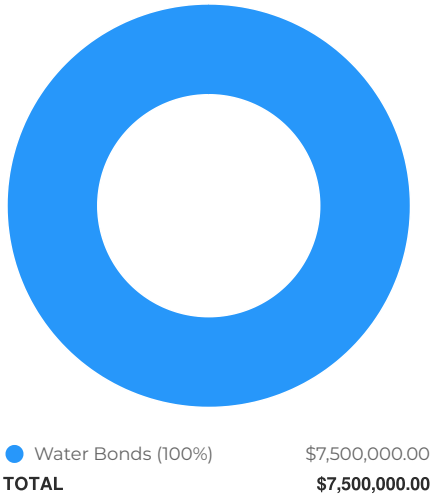
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$1,500,000	$7.5M	$7.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Bonds	$0	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$7,500,000
Total	**$0**	**$1,500,000**	**$1,500,000**	**$1,500,000**	**$1,500,000**	**$1,500,000**	**$7,500,000**

Hydro Excavator Truck (Sewer)

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2506

Description

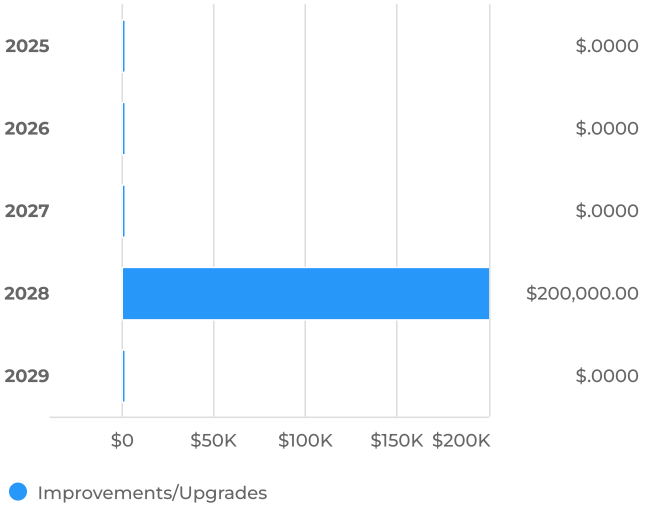
Needs Description

Capital Cost

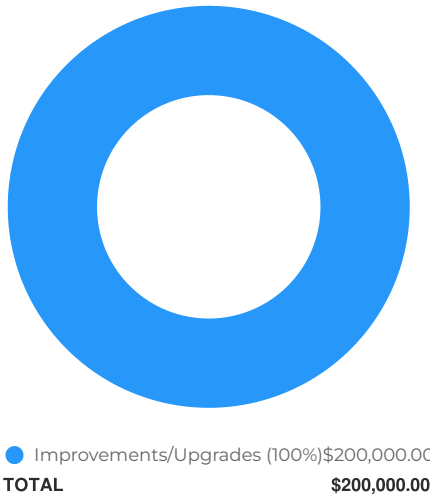
Total Budget (all years)
$200K

Project Total
$200K

Capital Cost by Year



Capital Cost for Budgeted Years



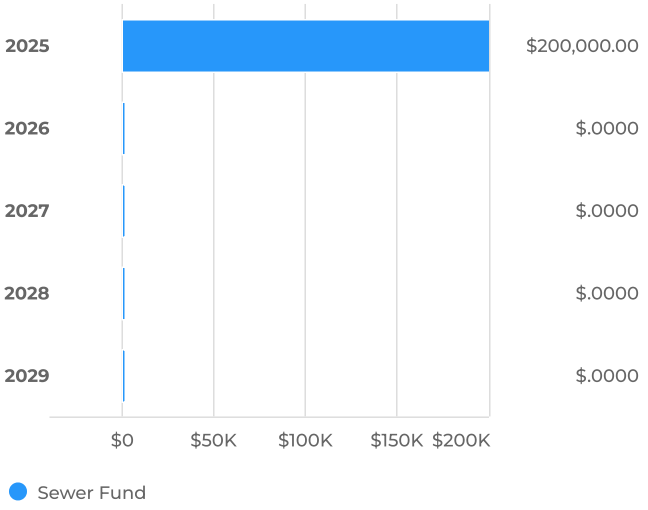
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$0	$0	$200,000	$0	$200,000
Total	**$0**	**$0**	**$0**	**$0**	**$200,000**	**$0**	**$200,000**

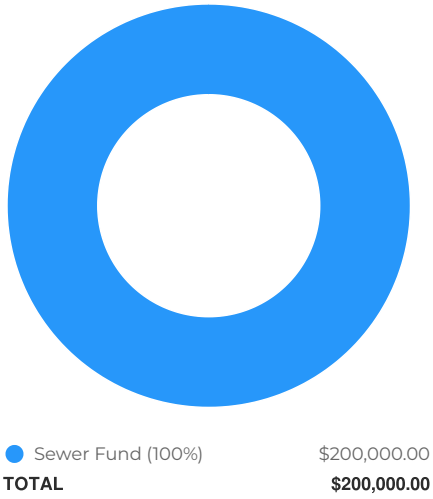
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$200K	$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Fund	$0	$200,000	$0	$0	$0	$0	$200,000
Total	**$0**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$200,000**

Hydro Excavator Truck (Water)

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2506

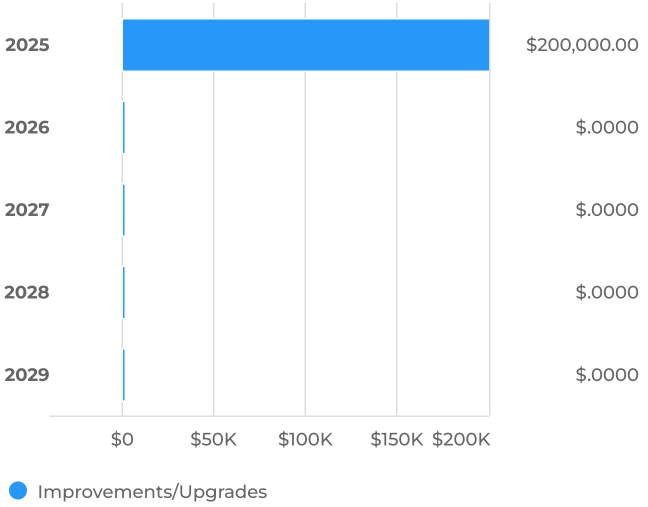
Description

Needs Description

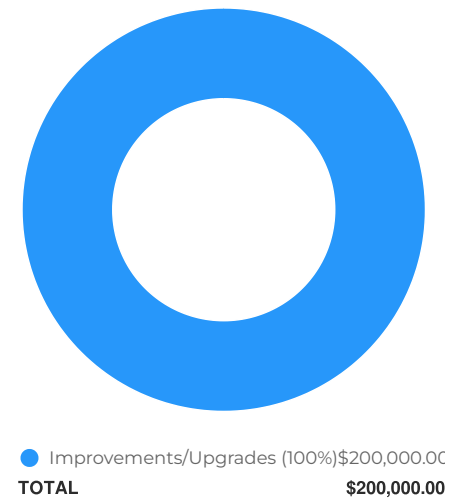
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$200K	$200K

Capital Cost by Year



Capital Cost for Budgeted Years



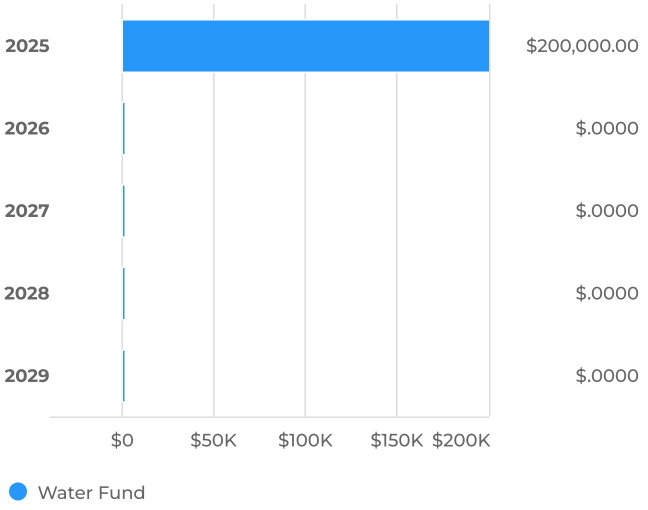
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$200,000	$0	$0	$0	$0	$200,000
Total	**$0**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$200,000**

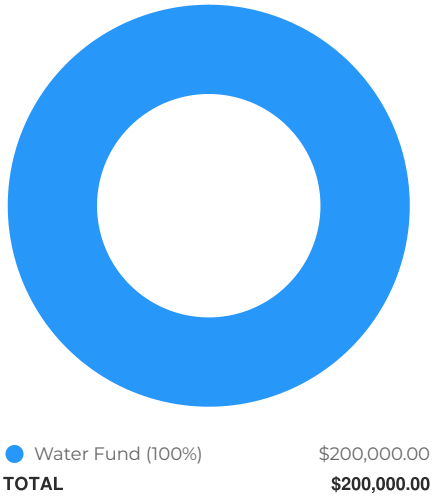
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$200K	$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Fund	$0	$200,000	$0	$0	$0	$0	$200,000
Total	**$0**	**$200,000**	**$0**	**$0**	**$0**	**$0**	**$200,000**

Leslie Branch Stream Improvements'

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2700

Description

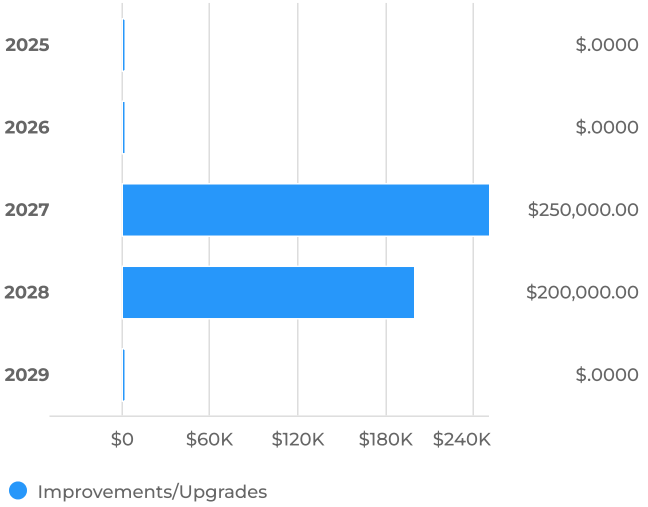
Needs Description

Capital Cost

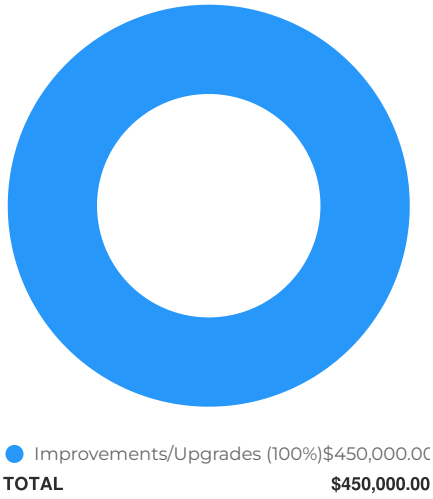
Total Budget (all years)
$450K

Project Total
$450K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

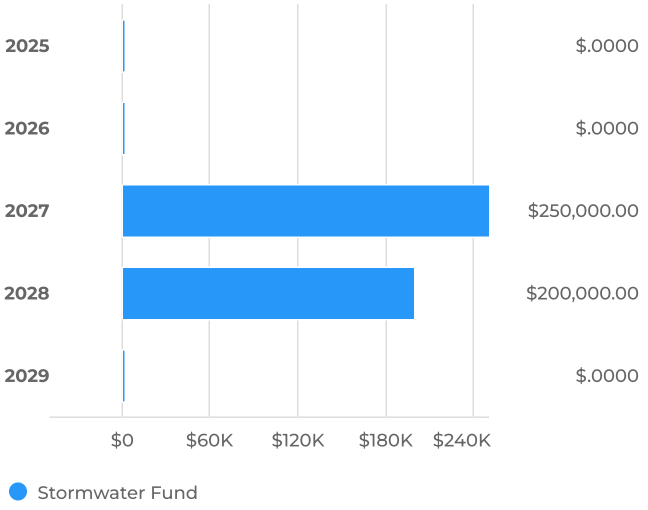
Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$0	$250,000	$200,000	$0	$450,000
Total	**$0**	**$0**	**$0**	**$250,000**	**$200,000**	**$0**	**$450,000**

Funding Sources

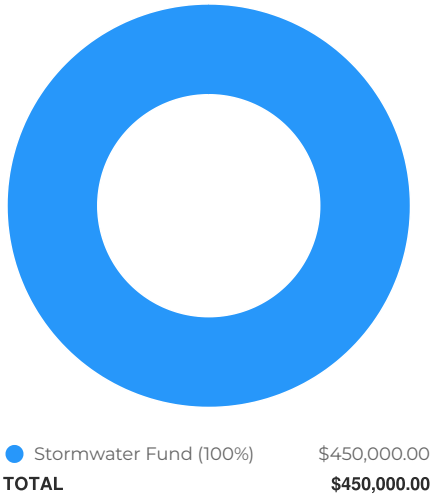
Total Budget (all years)
$450K

Project Total
$450K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Stormwater Fund	$0	$0	$0	$250,000	$200,000	$0	$450,000
Total	**$0**	**$0**	**$0**	**$250,000**	**$200,000**	**$0**	**$450,000**

Lift Station Upgrades

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2501

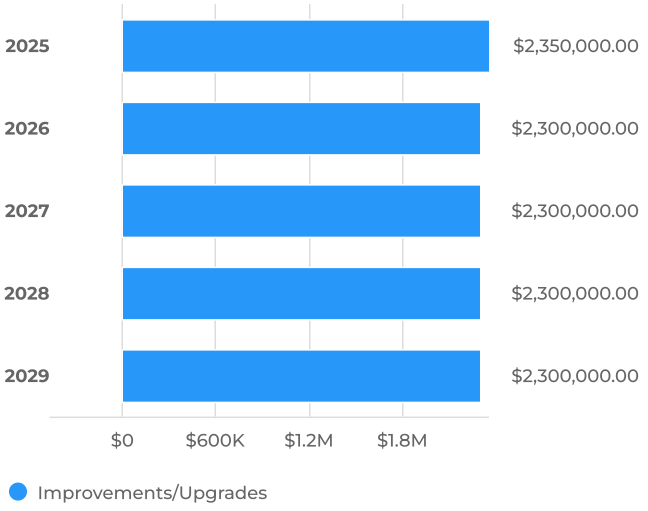
Description

Needs Description

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$2,350,000	$11.55M	$11.55M

Capital Cost by Year



Capital Cost for Budgeted Years



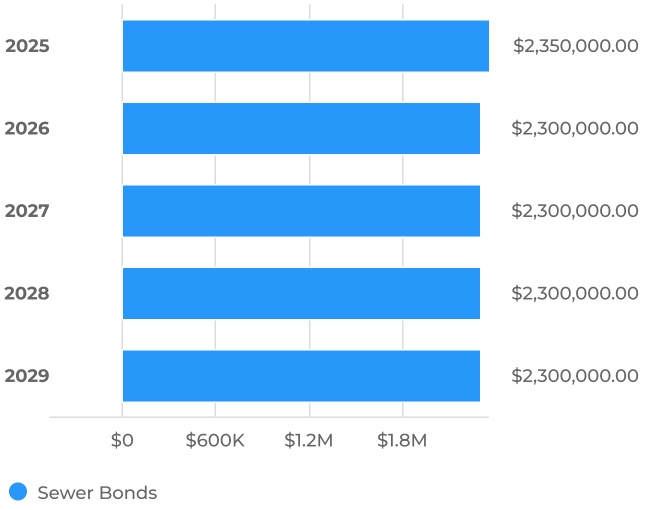
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$2,350,000	$2,300,000	$2,300,000	$2,300,000	$2,300,000	$11,550,000
Total	**$0**	**$2,350,000**	**$2,300,000**	**$2,300,000**	**$2,300,000**	**$2,300,000**	**$11,550,000**

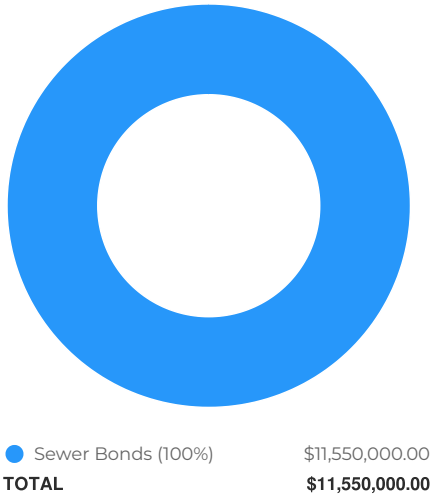
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$2,350,000	$11.55M	$11.55M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$2,350,000	$2,300,000	$2,300,000	$2,300,000	$2,300,000	$11,550,000
Total	**$0**	**$2,350,000**	**$2,300,000**	**$2,300,000**	**$2,300,000**	**$2,300,000**	**$11,550,000**

Maintenance Facility Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Est. Start Date	10/01/2025
Est. Completion Date	09/30/2026
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2501

Description

Improvements to the facility on Konnarock Rd. This will allow us to continue improving the property and making it more useful for our staff.

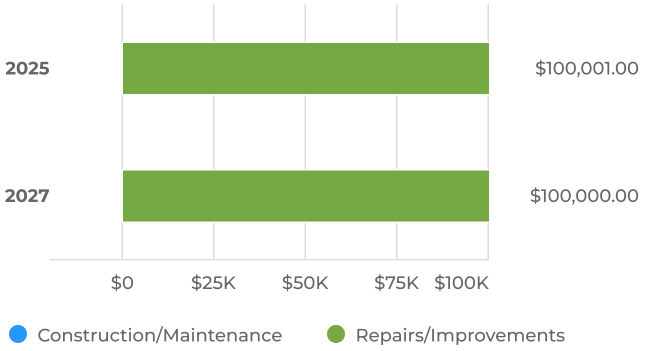
Details

Type of Project	Other

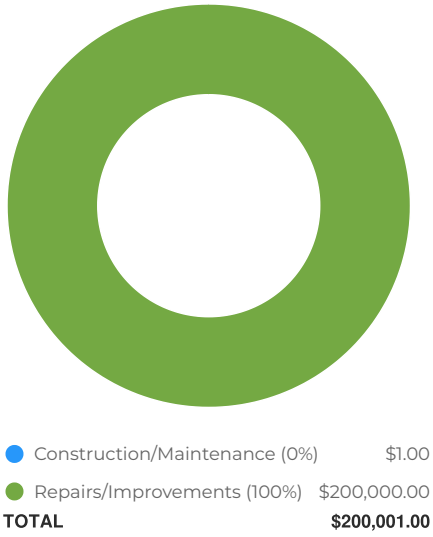
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,001	$200.001K	$200.001K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	FY2027	Total
Repairs/Improvements	$100,000	$100,000	$200,000
Construction/Maintenance	$1	$0	$1
Total	**$100,001**	**$100,000**	**$200,001**

Maintenance Facility Improvements (Sewer)

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2507

Description

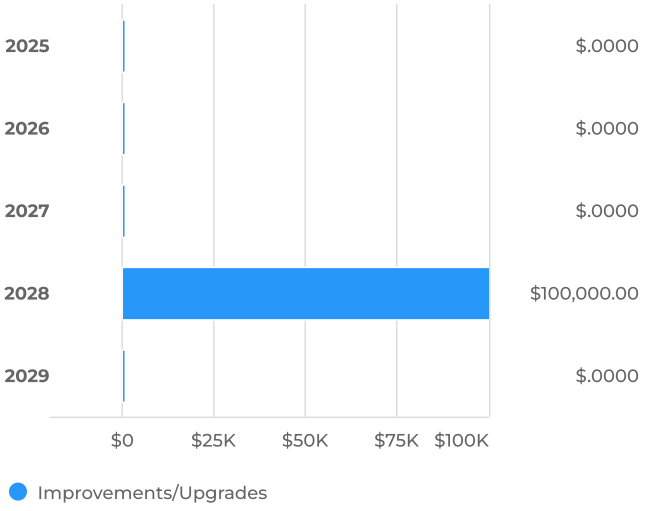
Needs Description

Capital Cost

Total Budget (all years)
$100K

Project Total
$100K

Capital Cost by Year



Capital Cost for Budgeted Years



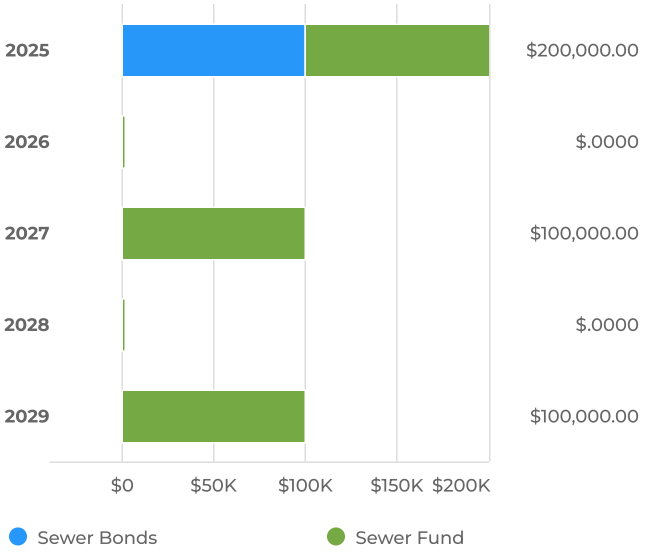
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$0	$0	$100,000	$0	$100,000
Total	**$0**	**$0**	**$0**	**$0**	**$100,000**	**$0**	**$100,000**

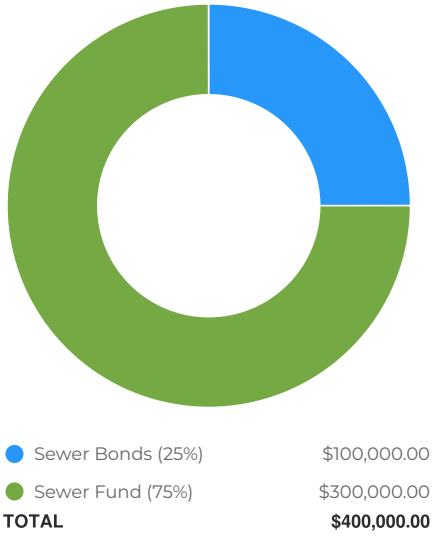
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$400K	$400K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$100,000	$0	$0	$0	$0	$100,000
Sewer Fund	$0	$100,000	$0	$100,000	$0	$100,000	$300,000
Total	**$0**	**$200,000**	**$0**	**$100,000**	**$0**	**$100,000**	**$400,000**

Maintenance Facility Improvements (Water)

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2508

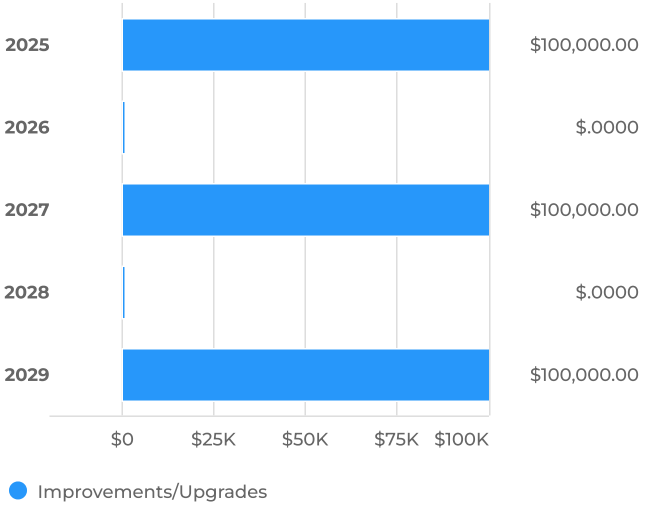
Description

Needs Description

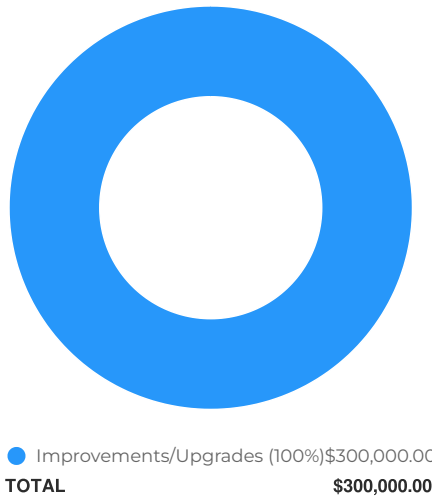
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$300K	$300K

Capital Cost by Year



Capital Cost for Budgeted Years



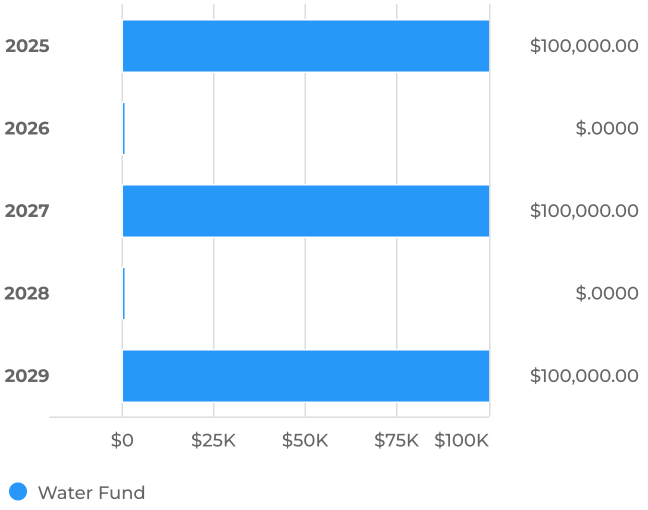
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$100,000	$0	$100,000	$0	$100,000	$300,000
Total	**$0**	**$100,000**	**$0**	**$100,000**	**$0**	**$100,000**	**$300,000**

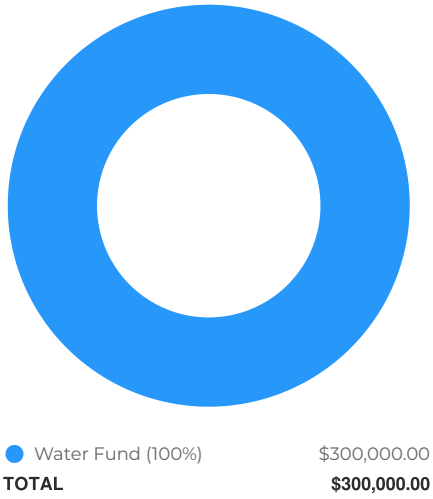
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$300K	$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Fund	$0	$100,000	$0	$100,000	$0	$100,000	$300,000
Total	**$0**	**$100,000**	**$0**	**$100,000**	**$0**	**$100,000**	**$300,000**

Meter Replacements (4k per year)

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2503

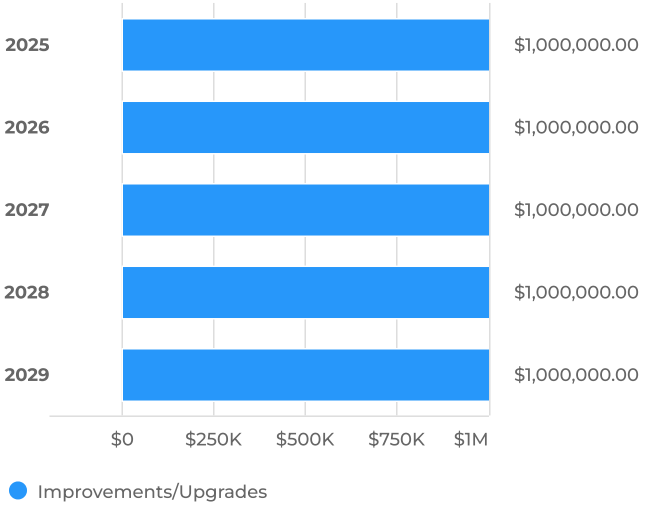
Description

Needs Description

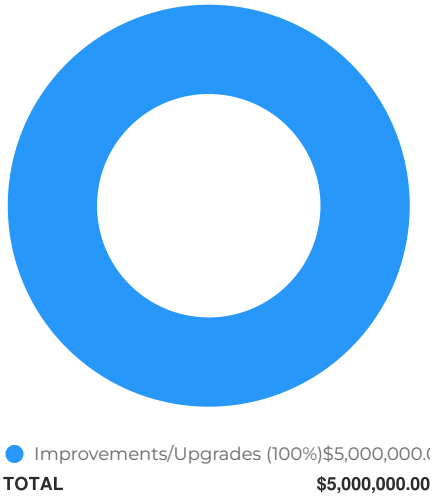
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$1,000,000	$5M	$5M

Capital Cost by Year



Capital Cost for Budgeted Years



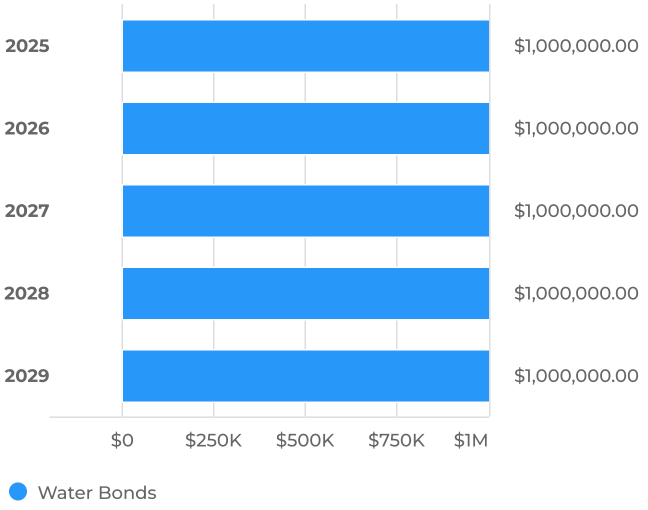
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,000,000
Total	**$0**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$5,000,000**

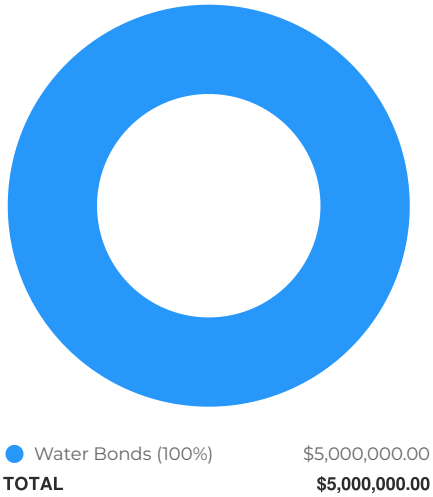
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$1,000,000	$5M	$5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Bonds	$0	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,000,000
Total	**$0**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$5,000,000**

Plant Facility Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Est. Start Date	10/01/2023
Est. Completion Date	09/30/2025
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2402

Description

Improvements to the Wastewater Treatment Plant facility. This will allow us to continue improving the property and making it more useful for our staff.

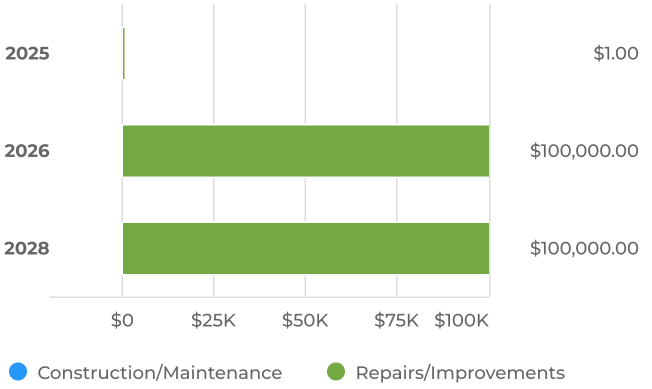
Details

Type of Project	Other

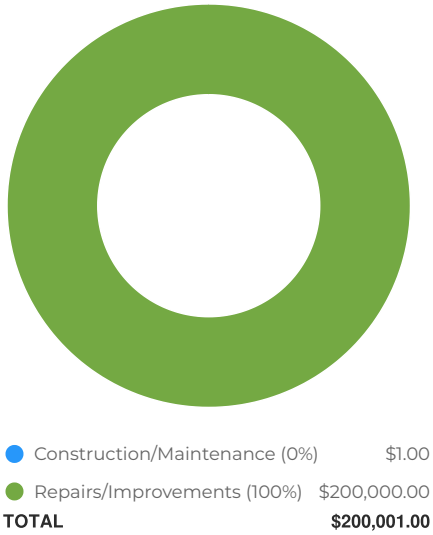
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$1	$200.001K	$200.001K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2028	Total
Repairs/Improvements	$0	$100,000	$100,000	$200,000
Construction/Maintenance	$1	$0	$0	$1
Total	**$1**	**$100,000**	**$100,000**	**$200,001**

Plant Facility Improvements1

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2600

Description

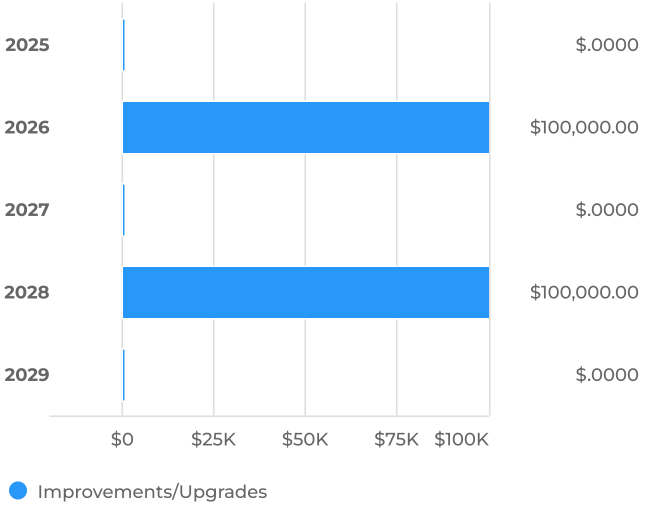
Needs Description

Capital Cost

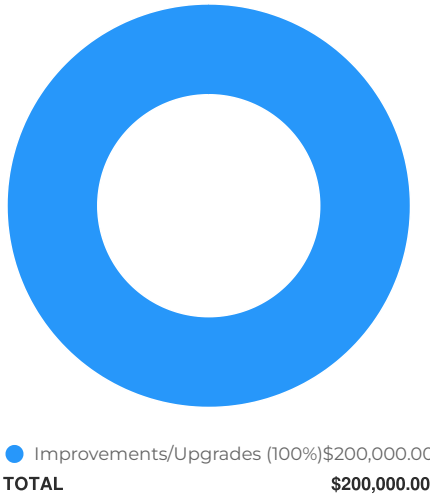
Total Budget (all years)
$200K

Project Total
$200K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

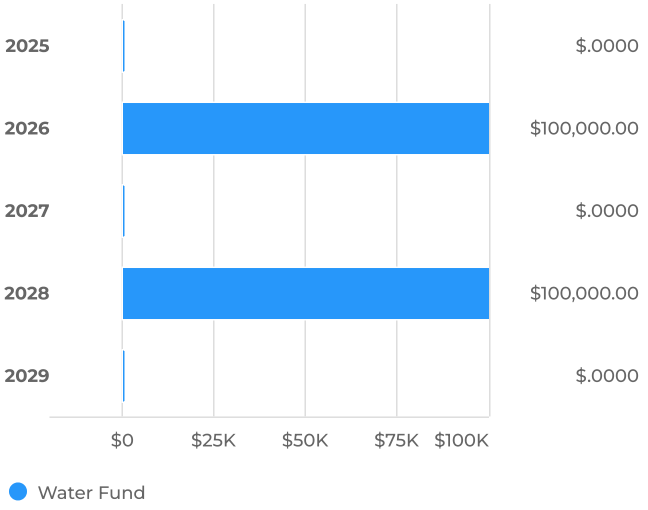
Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$100,000	$0	$100,000	$0	$200,000
Total	**$0**	**$0**	**$100,000**	**$0**	**$100,000**	**$0**	**$200,000**

Funding Sources

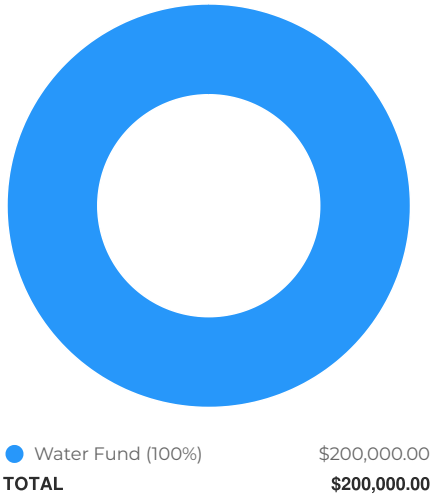
Total Budget (all years)
$200K

Project Total
$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown							
Funding Sources	**Historical**	**FY2025**	**FY2026**	**FY2027**	**FY2028**	**FY2029**	**Total**
Water Fund	$0	$0	$100,000	$0	$100,000	$0	$200,000
Total	**$0**	**$0**	**$100,000**	**$0**	**$100,000**	**$0**	**$200,000**

Portable Pump Replacement

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2502

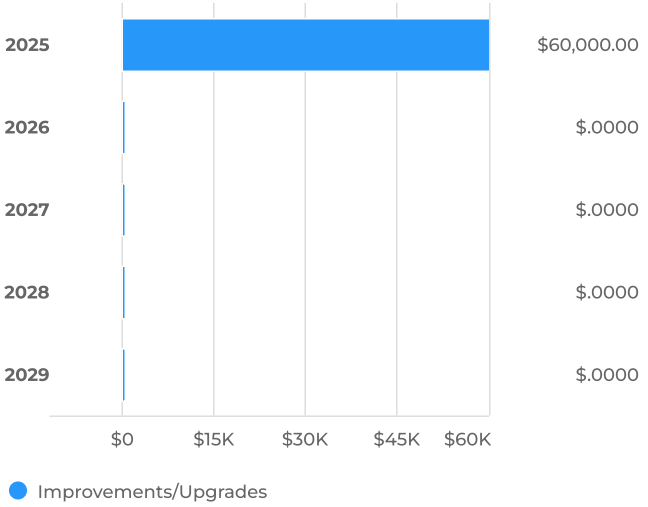
Description

Needs Description

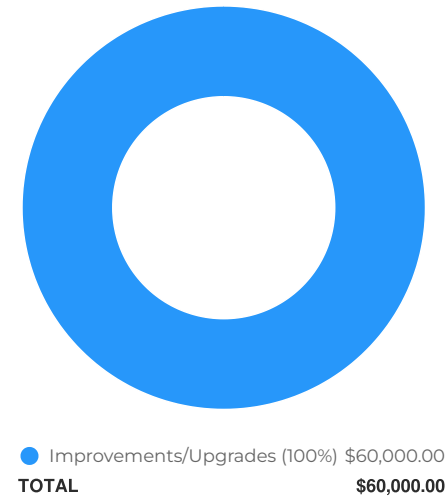
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$60,000	$60K	$60K

Capital Cost by Year



Capital Cost for Budgeted Years



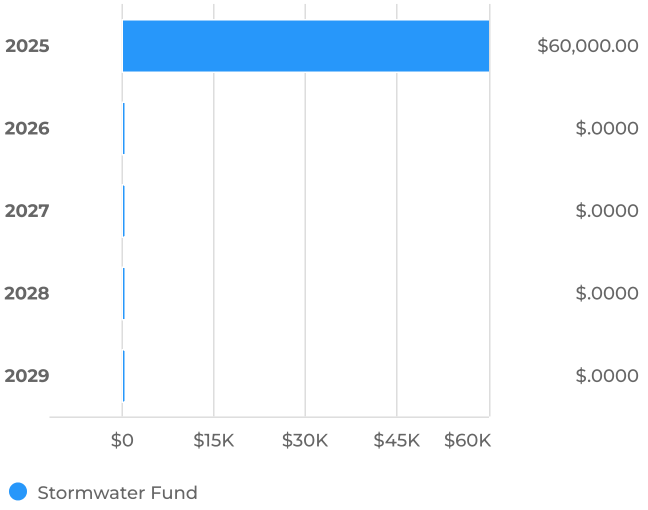
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$60,000	$0	$0	$0	$0	$60,000
Total	**$0**	**$60,000**	**$0**	**$0**	**$0**	**$0**	**$60,000**

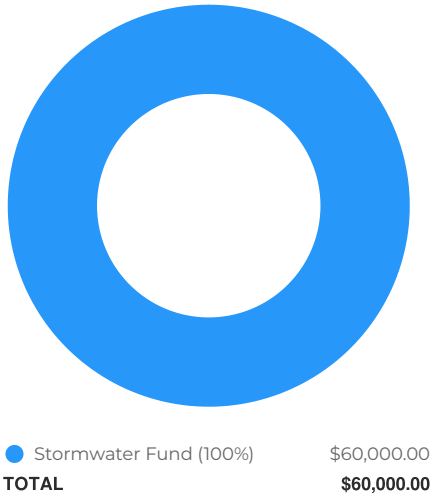
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$60,000	$60K	$60K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Stormwater Fund	$0	$60,000	$0	$0	$0	$0	$60,000
Total	**$0**	**$60,000**	**$0**	**$0**	**$0**	**$0**	**$60,000**

Pump Station Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2504

Description

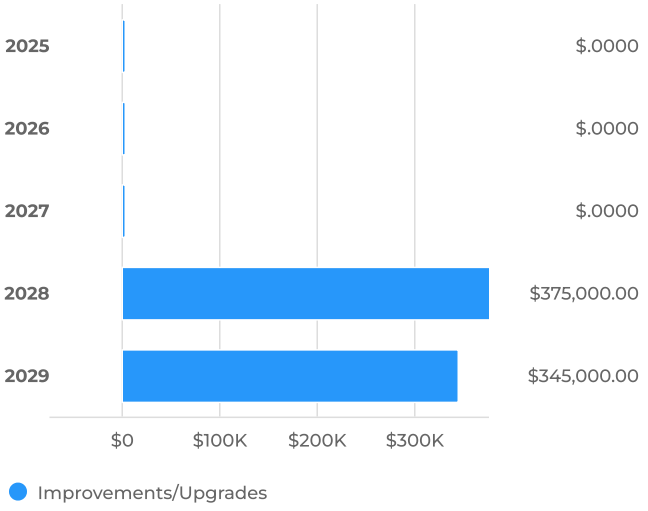
Needs Description

Capital Cost

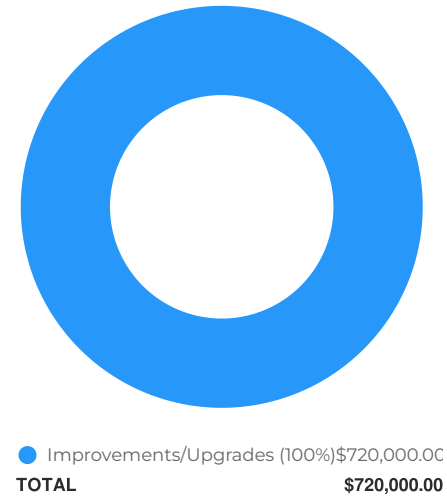
Total Budget (all years)
$720K

Project Total
$720K

Capital Cost by Year



Capital Cost for Budgeted Years



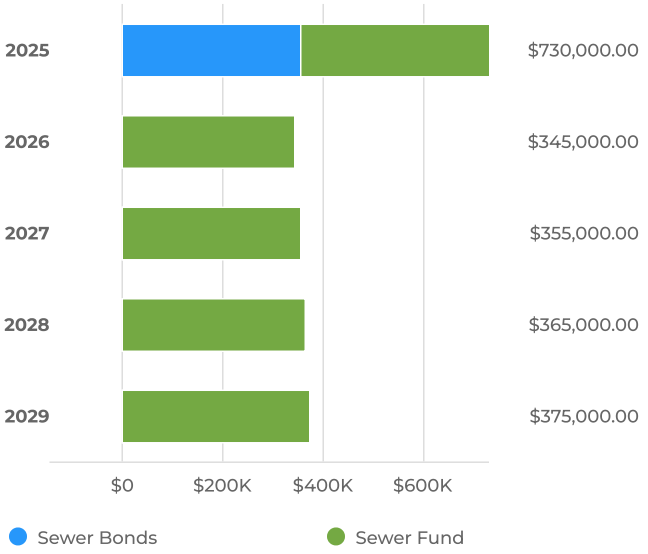
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$0	$0	$375,000	$345,000	$720,000
Total	**$0**	**$0**	**$0**	**$0**	**$375,000**	**$345,000**	**$720,000**

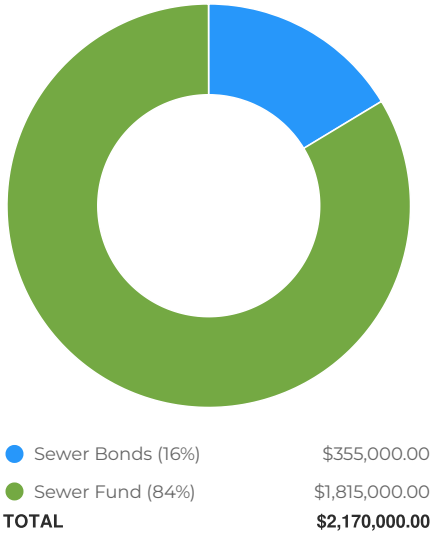
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$730,000	$2.17M	$2.17M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$355,000	$0	$0	$0	$0	$355,000
Sewer Fund	$0	$375,000	$345,000	$355,000	$365,000	$375,000	$1,815,000
Total	**$0**	**$730,000**	**$345,000**	**$355,000**	**$365,000**	**$375,000**	**$2,170,000**

Reedy Creek Trunk Sewer

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2500

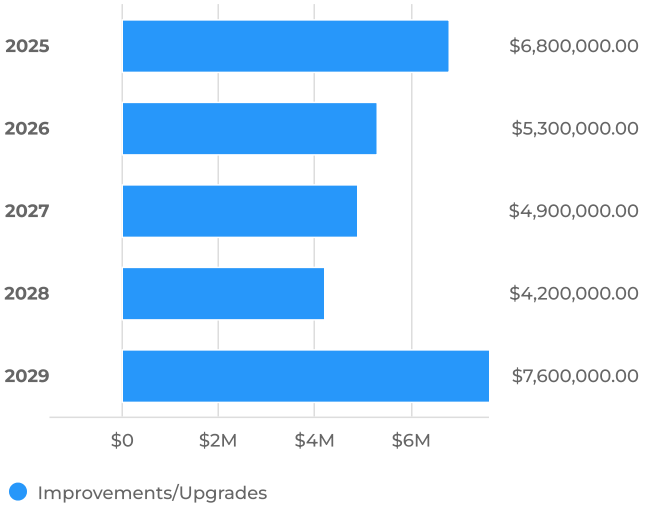
Description

Needs Description

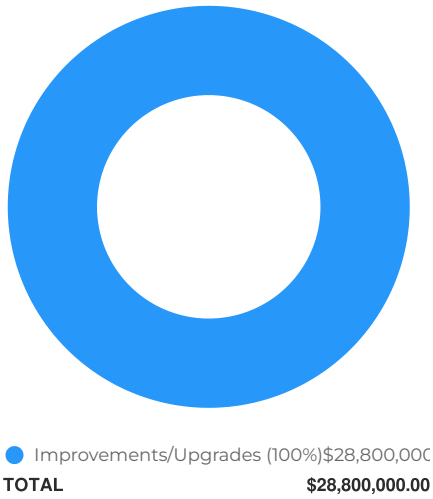
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$6,800,000	$28.8M	$28.8M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$6,800,000	$5,300,000	$4,900,000	$4,200,000	$7,600,000	$28,800,00
Total	**$0**	**$6,800,000**	**$5,300,000**	**$4,900,000**	**$4,200,000**	**$7,600,000**	**$28,800,0**

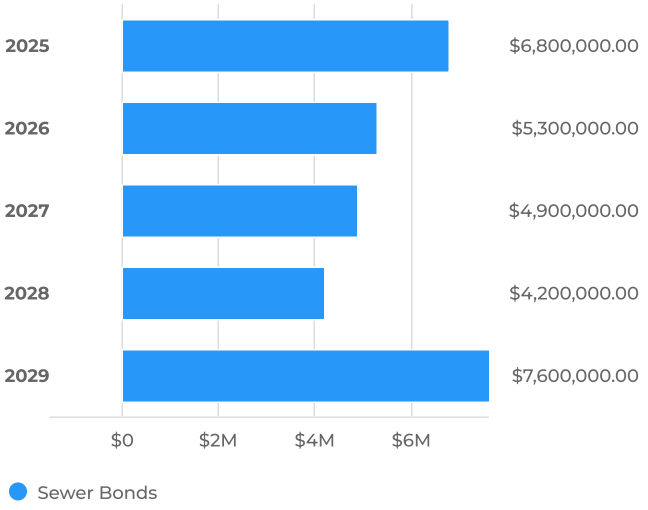
Funding Sources

FY2025 Budget
$6,800,000

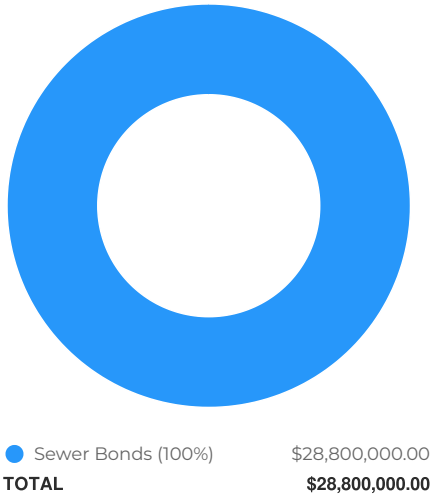
Total Budget (all years)
$28.8M

Project Total
$28.8M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$6,800,000	$5,300,000	$4,900,000	$4,200,000	$7,600,000	$28,800,000
Total	**$0**	**$6,800,000**	**$5,300,000**	**$4,900,000**	**$4,200,000**	**$7,600,000**	**$28,800,000**

Sewanee Drainage Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2900

Description

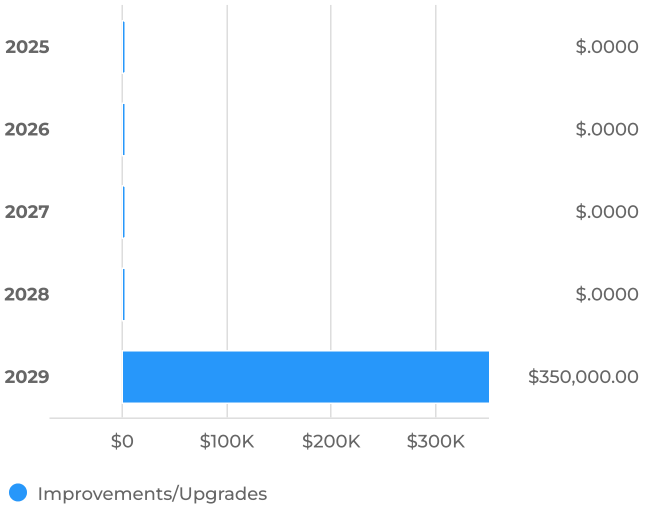
Needs Description

Capital Cost

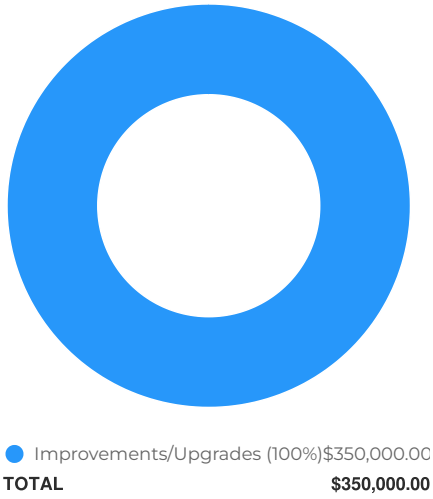
Total Budget (all years)
$350K

Project Total
$350K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

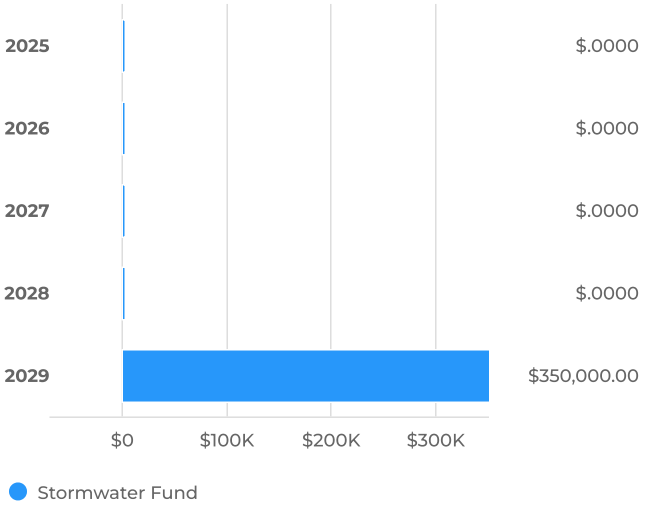
Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$0	$0	$0	$350,000	$350,000
Total	**$0**	**$0**	**$0**	**$0**	**$0**	**$350,000**	**$350,000**

Funding Sources

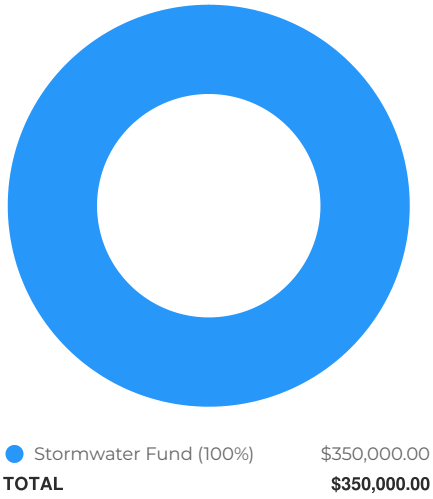
Total Budget (all years)
$350K

Project Total
$350K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Stormwater Fund	$0	$0	$0	$0	$0	$350,000	$350,000
Total	**$0**	**$0**	**$0**	**$0**	**$0**	**$350,000**	**$350,000**

Sewer Line Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2505

Description

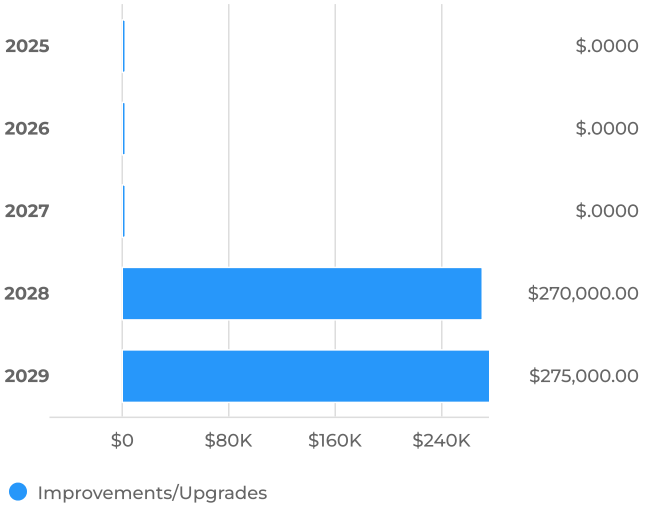
Needs Description

Capital Cost

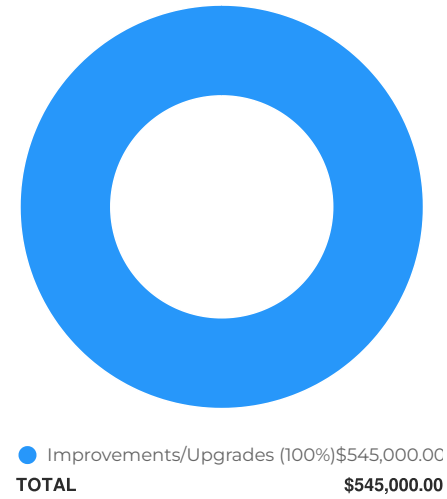
Total Budget (all years)
$545K

Project Total
$545K

Capital Cost by Year



Capital Cost for Budgeted Years



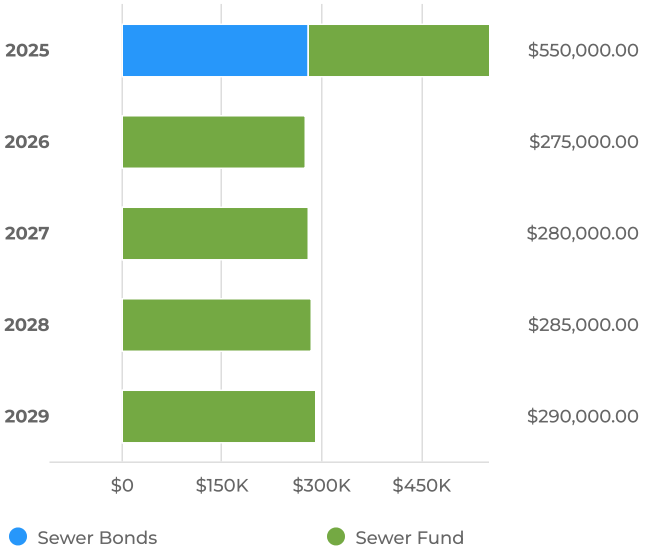
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$0	$0	$270,000	$275,000	$545,000
Total	**$0**	**$0**	**$0**	**$0**	**$270,000**	**$275,000**	**$545,000**

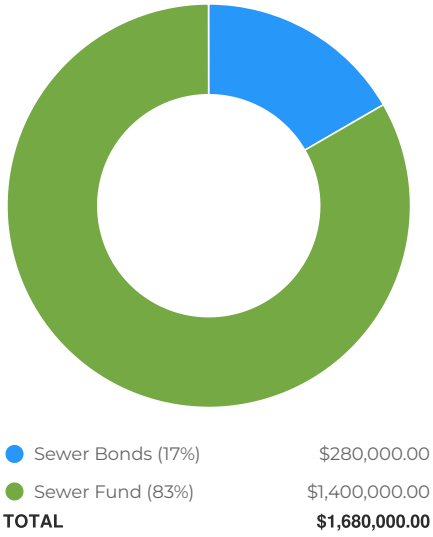
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$550,000	$1.68M	$1.68M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$280,000	$0	$0	$0	$0	$280,000
Sewer Fund	$0	$270,000	$275,000	$280,000	$285,000	$290,000	$1,400,000
Total	**$0**	**$550,000**	**$275,000**	**$280,000**	**$285,000**	**$290,000**	**$1,680,000**

Stormwater Infrastructure Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2501

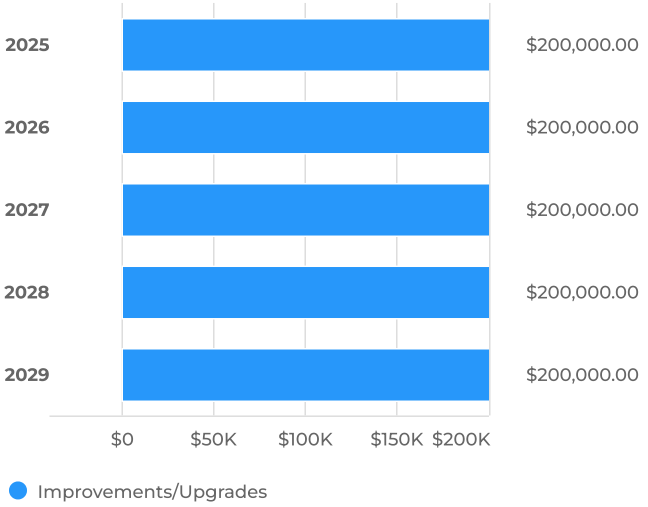
Description

Needs Description

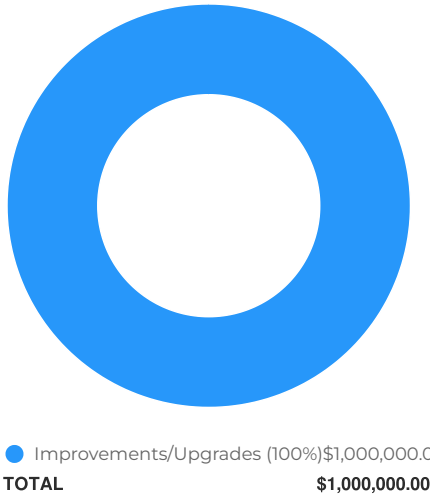
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$1M	$1M

Capital Cost by Year



Capital Cost for Budgeted Years



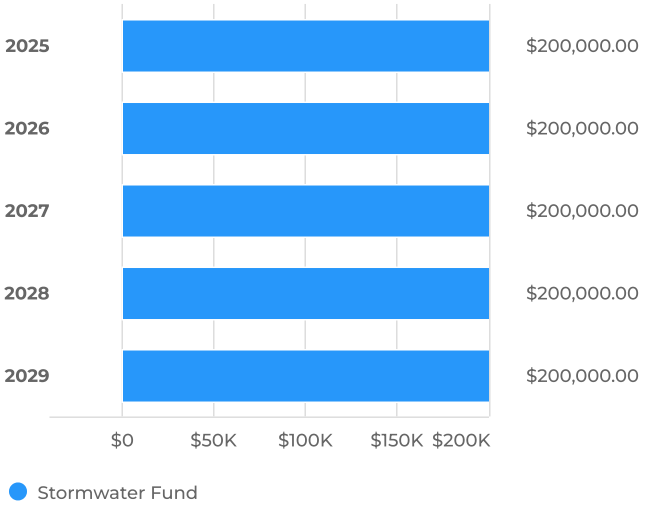
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$200,000	$200,000	$200,000	$200,000	$200,000	$1,000,000
Total	**$0**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$1,000,000**

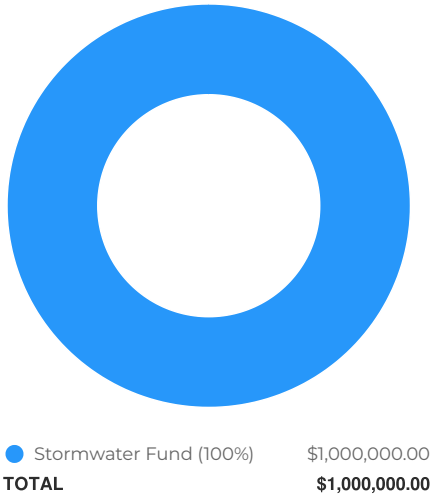
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$1M	$1M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Stormwater Fund	$0	$200,000	$200,000	$200,000	$200,000	$200,000	$1,000,000
Total	**$0**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$1,000,000**

Tank Rehabilitation

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2502

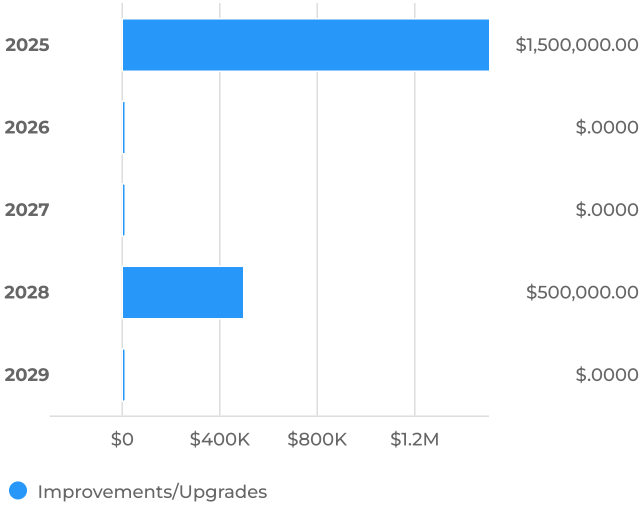
Description

Needs Description

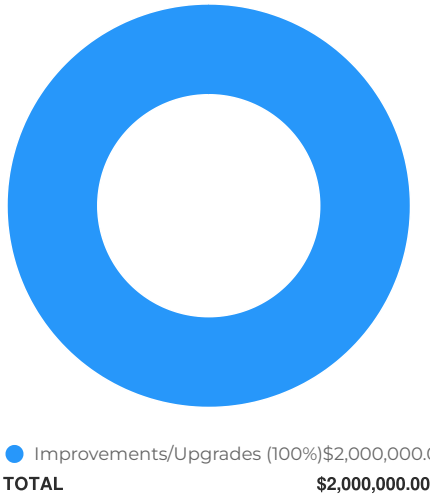
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$1,500,000	$2M	$2M

Capital Cost by Year



Capital Cost for Budgeted Years



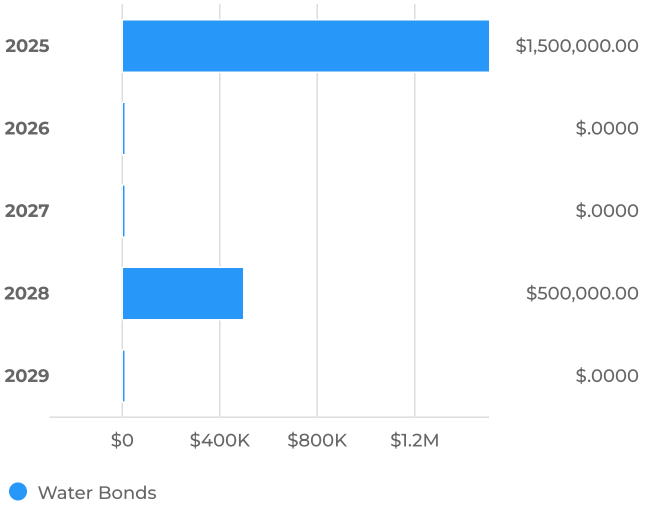
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$1,500,000	$0	$0	$500,000	$0	$2,000,000
Total	**$0**	**$1,500,000**	**$0**	**$0**	**$500,000**	**$0**	**$2,000,000**

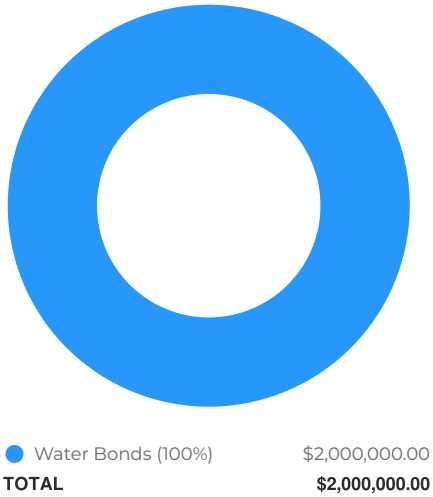
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$1,500,000	$2M	$2M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Bonds	$0	$1,500,000	$0	$0	$500,000	$0	$2,000,000
Total	**$0**	**$1,500,000**	**$0**	**$0**	**$500,000**	**$0**	**$2,000,000**

Tranbarger Branch Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2500

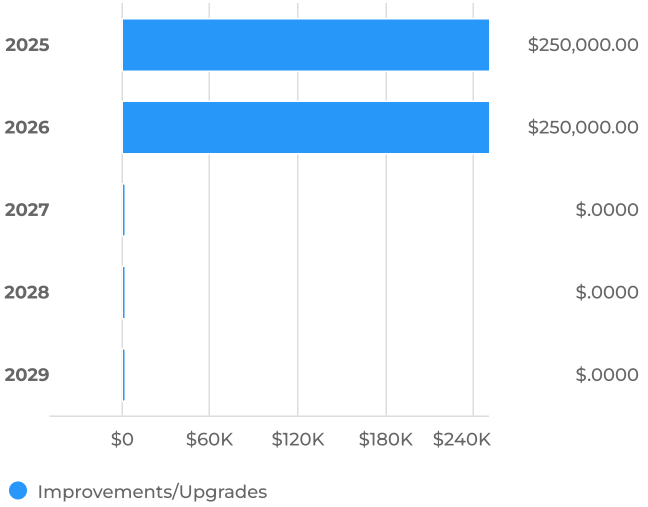
Description

Needs Description

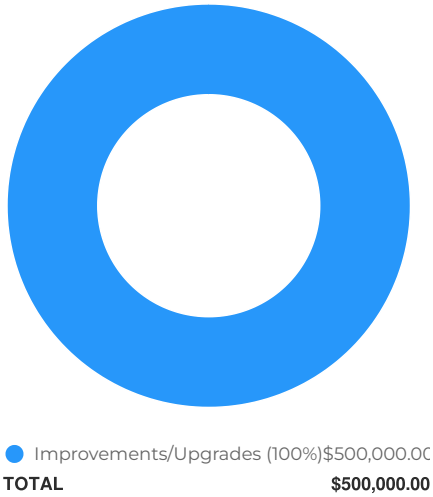
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$250,000	$500K	$500K

Capital Cost by Year



Capital Cost for Budgeted Years



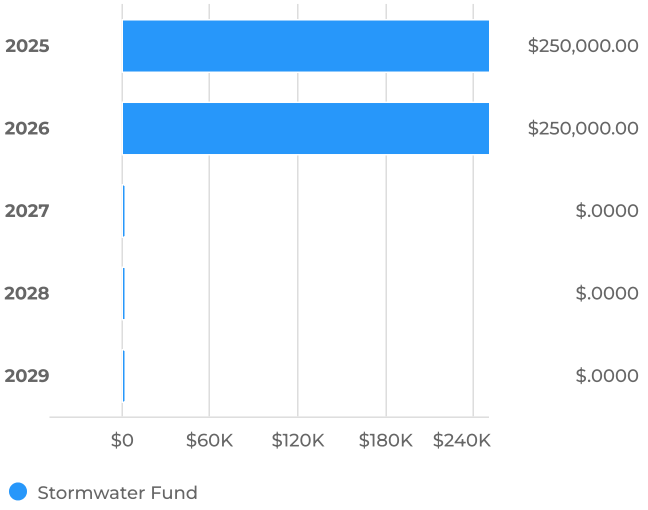
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$250,000	$250,000	$0	$0	$0	$500,000
Total	**$0**	**$250,000**	**$250,000**	**$0**	**$0**	**$0**	**$500,000**

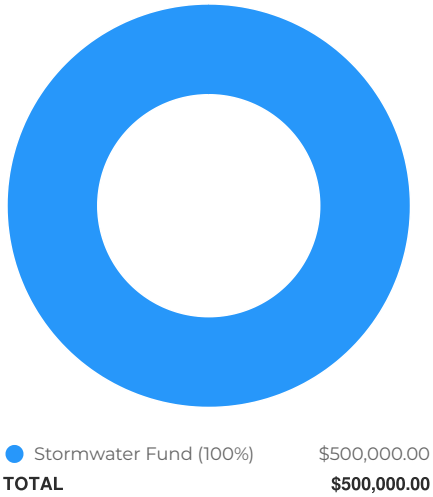
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$250,000	$500K	$500K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Stormwater Fund	$0	$250,000	$250,000	$0	$0	$0	$500,000
Total	**$0**	**$250,000**	**$250,000**	**$0**	**$0**	**$0**	**$500,000**

Water Line Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2505

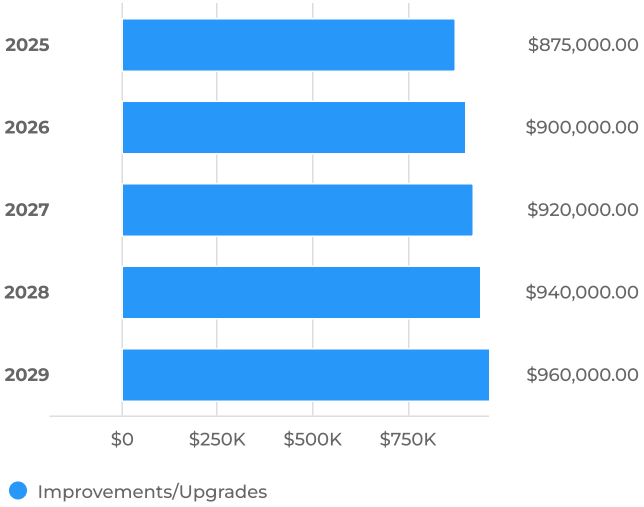
Description

Needs Description

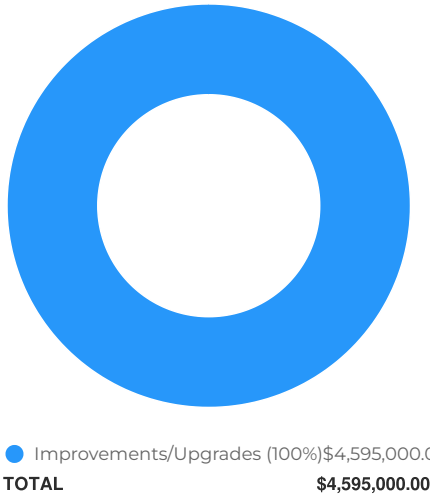
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$875,000	$4.595M	$4.595M

Capital Cost by Year



Capital Cost for Budgeted Years



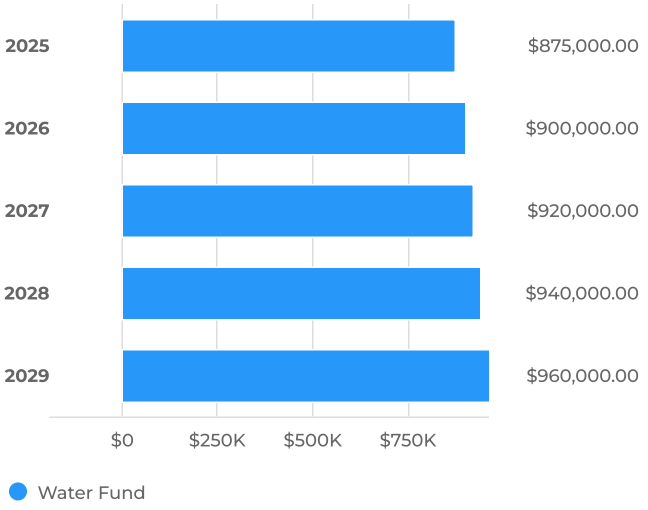
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$875,000	$900,000	$920,000	$940,000	$960,000	$4,595,000
Total	**$0**	**$875,000**	**$900,000**	**$920,000**	**$940,000**	**$960,000**	**$4,595,000**

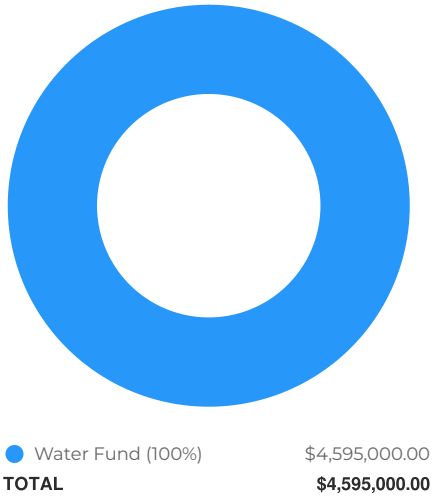
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$875,000	$4.595M	$4.595M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Fund	$0	$875,000	$900,000	$920,000	$940,000	$960,000	$4,595,000
Total	**$0**	**$875,000**	**$900,000**	**$920,000**	**$940,000**	**$960,000**	**$4,595,000**

Water Pump Station Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2507

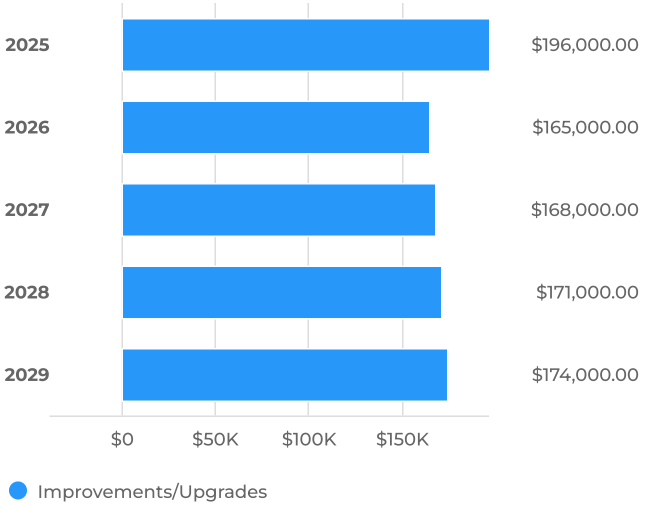
Description

Needs Description

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$196,000	$874K	$874K

Capital Cost by Year



Capital Cost for Budgeted Years



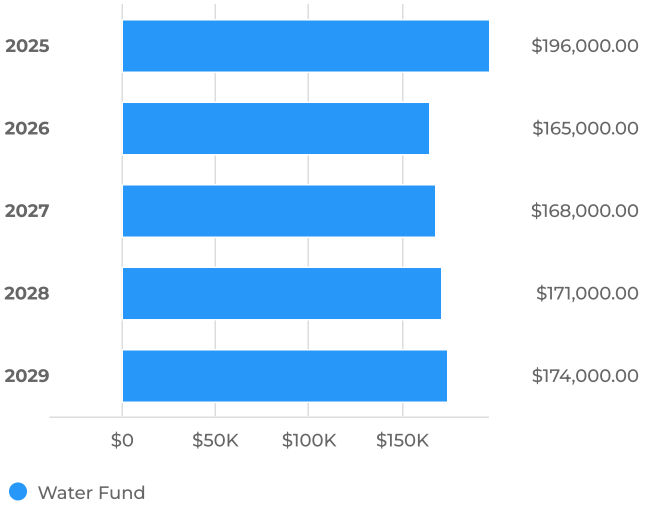
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$196,000	$165,000	$168,000	$171,000	$174,000	$874,000
Total	**$0**	**$196,000**	**$165,000**	**$168,000**	**$171,000**	**$174,000**	**$874,000**

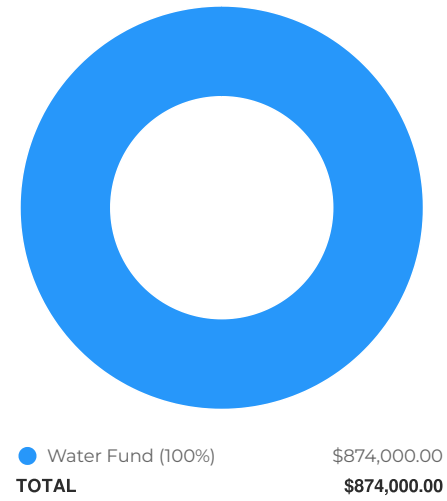
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$196,000	$874K	$874K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Fund	$0	$196,000	$165,000	$168,000	$171,000	$174,000	$874,000
Total	**$0**	**$196,000**	**$165,000**	**$168,000**	**$171,000**	**$174,000**	**$874,000**

WTP Chemical Feed / Pipe Gallery

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2504

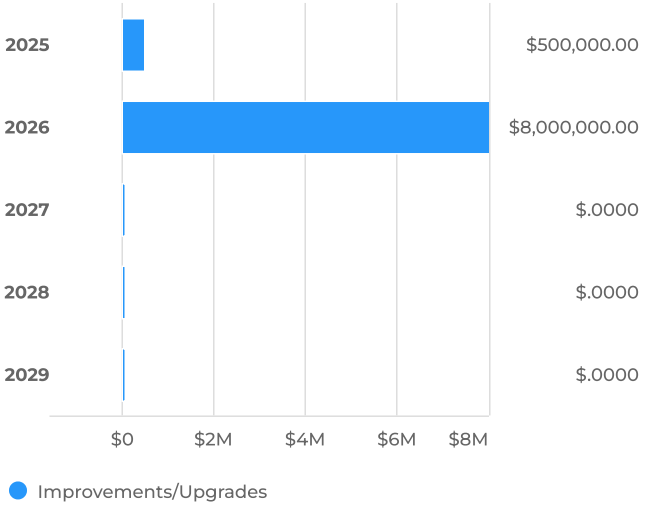
Description

Needs Description

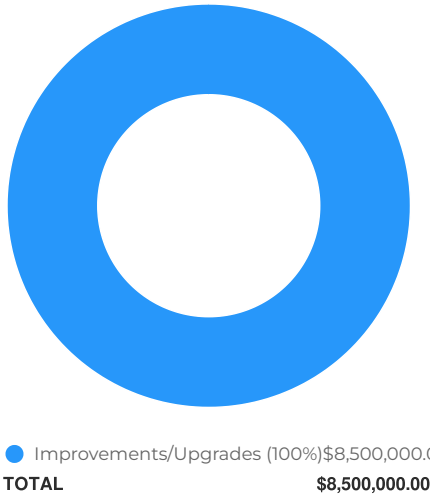
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$500,000	$8.5M	$8.5M

Capital Cost by Year



Capital Cost for Budgeted Years



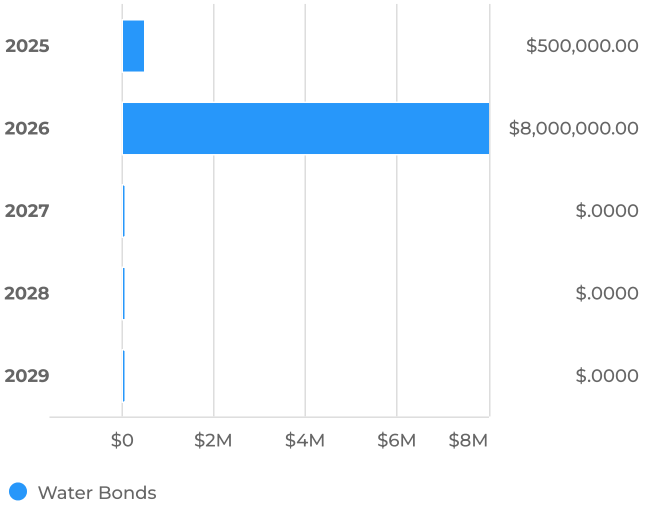
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$500,000	$8,000,000	$0	$0	$0	$8,500,000
Total	**$0**	**$500,000**	**$8,000,000**	**$0**	**$0**	**$0**	**$8,500,000**

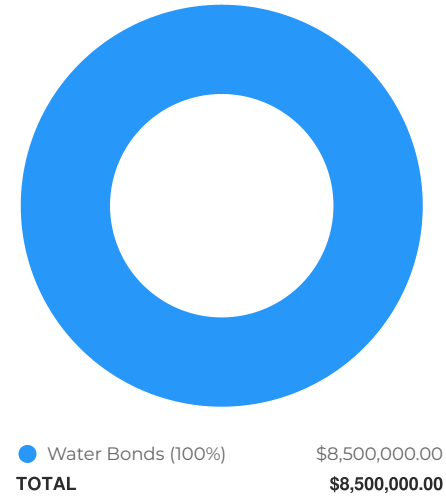
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$500,000	$8.5M	$8.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Bonds	$0	$500,000	$8,000,000	$0	$0	$0	$8,500,000
Total	**$0**	**$500,000**	**$8,000,000**	**$0**	**$0**	**$0**	**$8,500,000**

WTP Sed Basin Concrete and Floc Repair (Impr)

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Request Groups	Water
Type	Capital Improvement
Project Number	WA2500

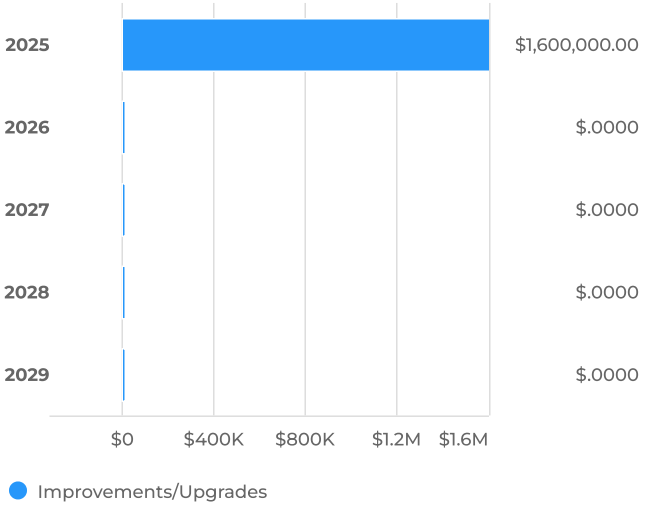
Description

Needs Description

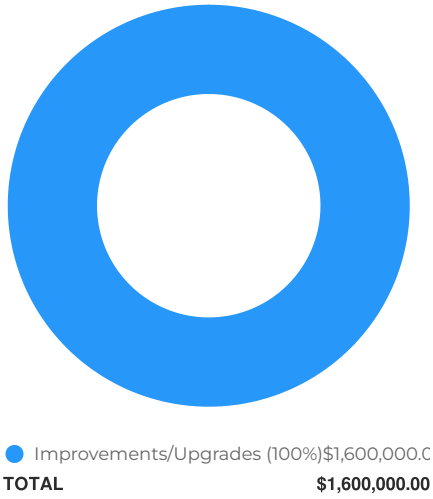
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$1,600,000	$1.6M	$1.6M

Capital Cost by Year



Capital Cost for Budgeted Years



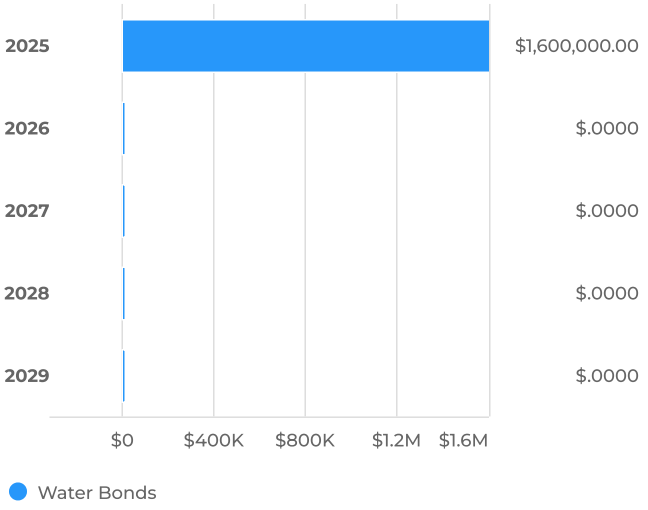
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$1,600,000	$0	$0	$0	$0	$1,600,000
Total	**$0**	**$1,600,000**	**$0**	**$0**	**$0**	**$0**	**$1,600,000**

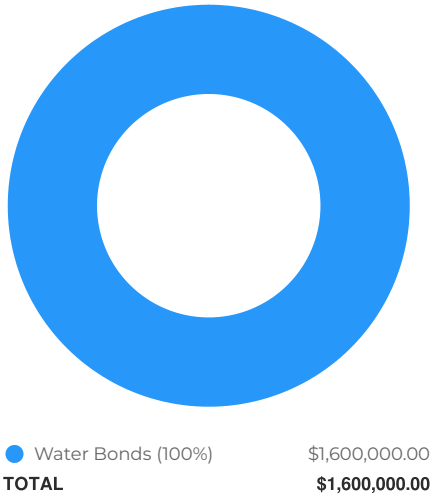
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$1,600,000	$1.6M	$1.6M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Water Bonds	$0	$1,600,000	$0	$0	$0	$0	$1,600,000
Total	**$0**	**$1,600,000**	**$0**	**$0**	**$0**	**$0**	**$1,600,000**

WWTP Biosolids Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2602

Description

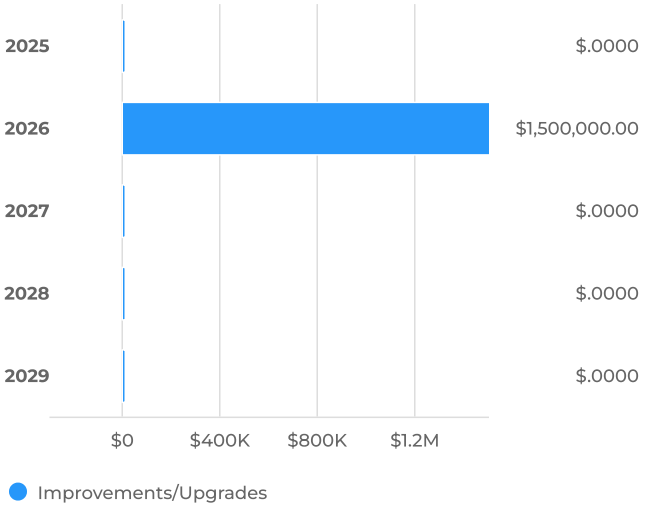
Needs Description

Capital Cost

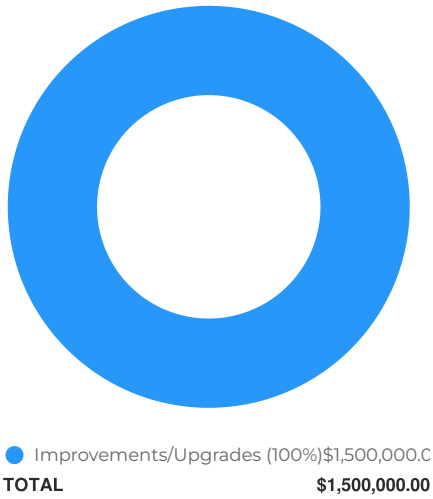
Total Budget (all years)
$1.5M

Project Total
$1.5M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

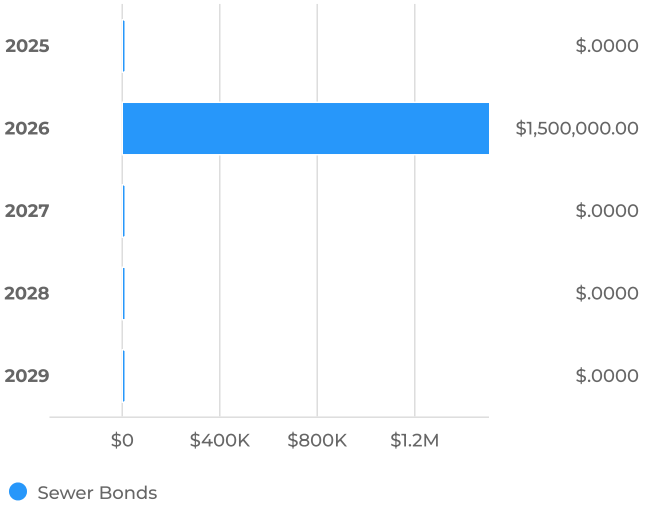
Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$1,500,000	$0	$0	$0	$1,500,000
Total	**$0**	**$0**	**$1,500,000**	**$0**	**$0**	**$0**	**$1,500,000**

Funding Sources

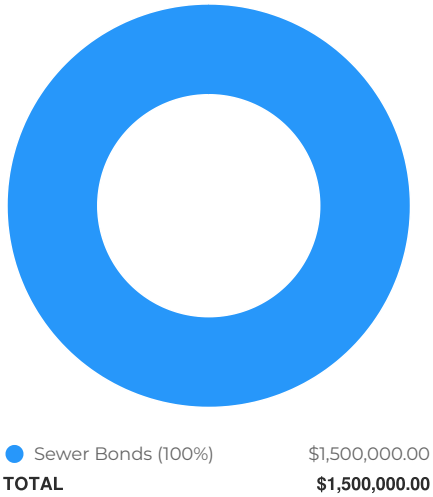
Total Budget (all years)
$1.5M

Project Total
$1.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$0	$1,500,000	$0	$0	$0	$1,500,000
Total	**$0**	**$0**	**$1,500,000**	**$0**	**$0**	**$0**	**$1,500,000**

WWTP Electrical Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2601

Description

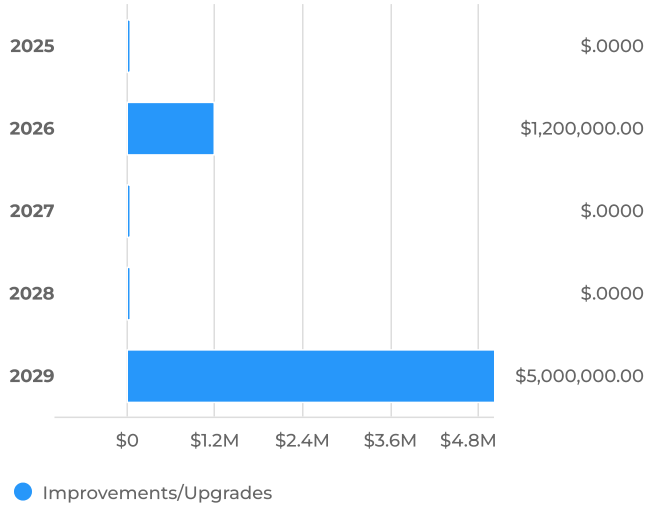
Needs Description

Capital Cost

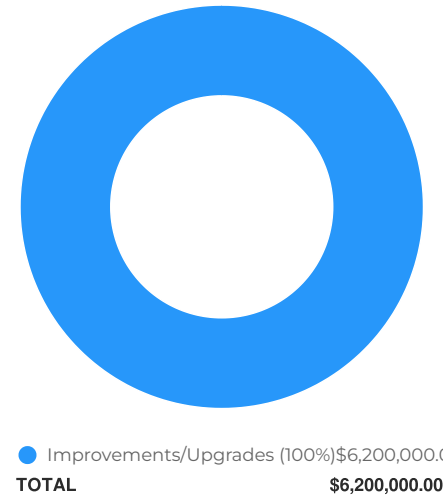
Total Budget (all years)
$6.2M

Project Total
$6.2M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

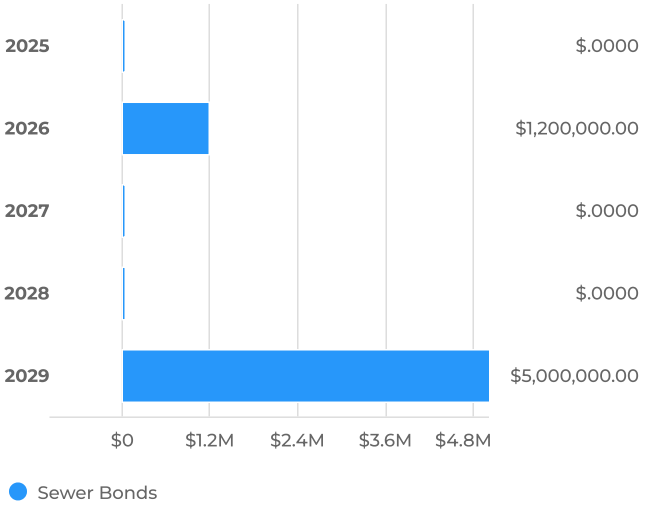
Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$1,200,000	$0	$0	$5,000,000	$6,200,000
Total	**$0**	**$0**	**$1,200,000**	**$0**	**$0**	**$5,000,000**	**$6,200,000**

Funding Sources

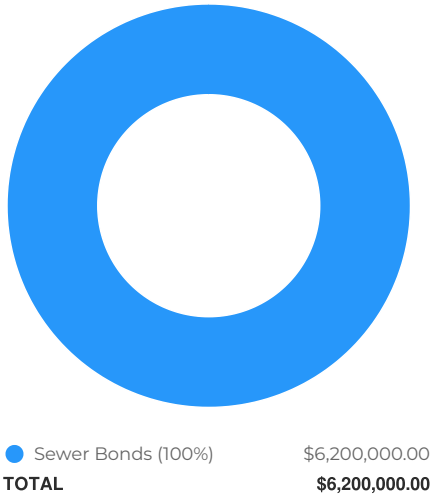
Total Budget (all years)
$6.2M

Project Total
$6.2M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$0	$1,200,000	$0	$0	$5,000,000	$6,200,000
Total	**$0**	**$0**	**$1,200,000**	**$0**	**$0**	**$5,000,000**	**$6,200,000**

WWTP Equalization Basin

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2600

Description

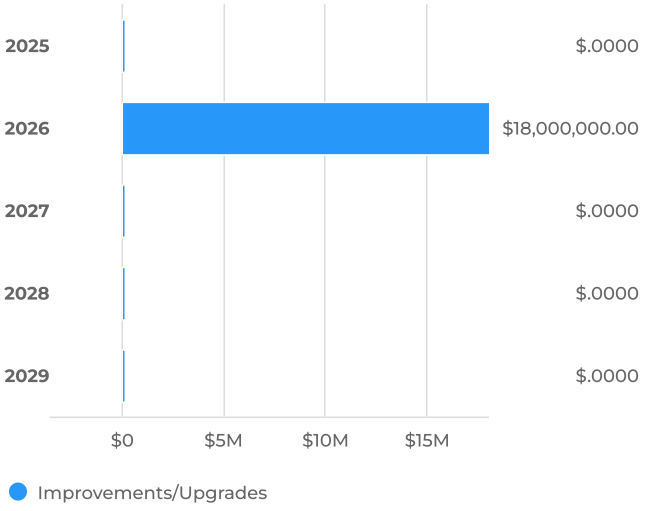
Needs Description

Capital Cost

Total Budget (all years)
$18M

Project Total
$18M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

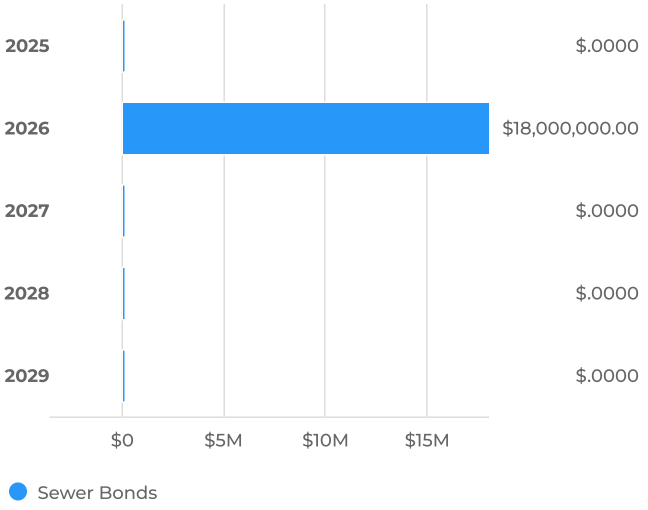
Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$18,000,000	$0	$0	$0	$18,000,000
Total	**$0**	**$0**	**$18,000,000**	**$0**	**$0**	**$0**	**$18,000,000**

Funding Sources

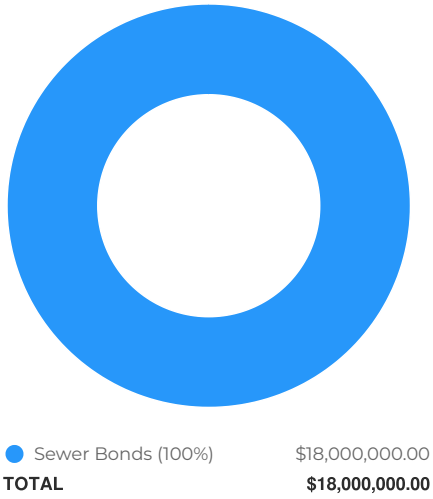
Total Budget (all years)
$18M

Project Total
$18M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$0	$18,000,000	$0	$0	$0	$18,000,000
Total	**$0**	**$0**	**$18,000,000**	**$0**	**$0**	**$0**	**$18,000,000**

WWTP Facility Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2603

Description

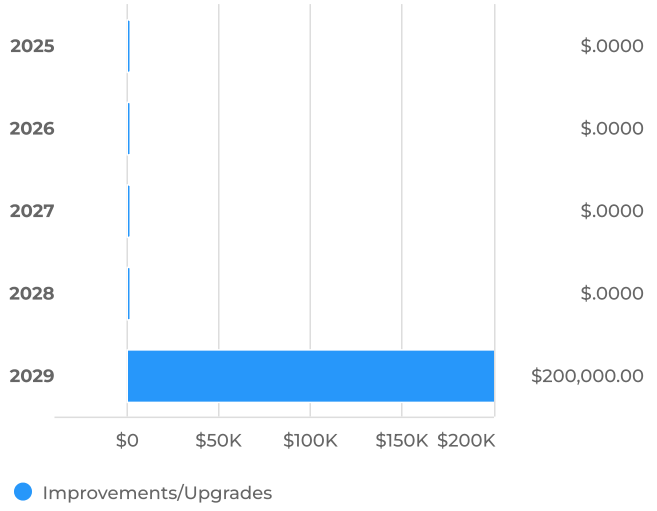
Needs Description

Capital Cost

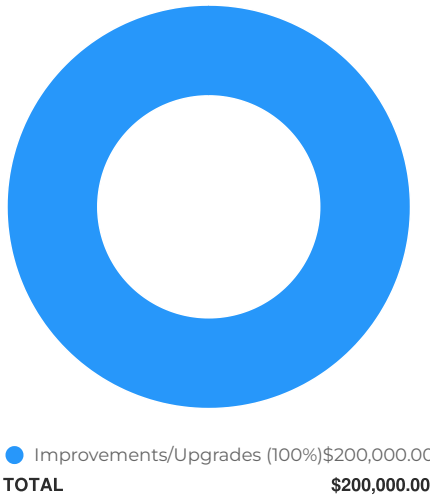
Total Budget (all years)
$200K

Project Total
$200K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

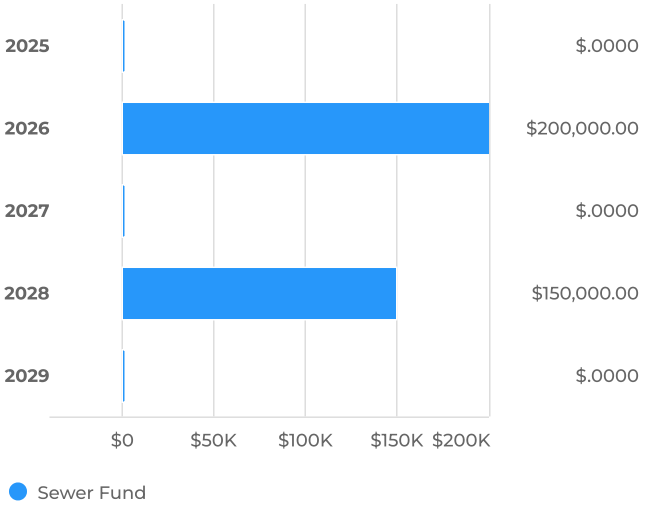
Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$0	$0	$0	$0	$200,000	$200,000
Total	**$0**	**$0**	**$0**	**$0**	**$0**	**$200,000**	**$200,000**

Funding Sources

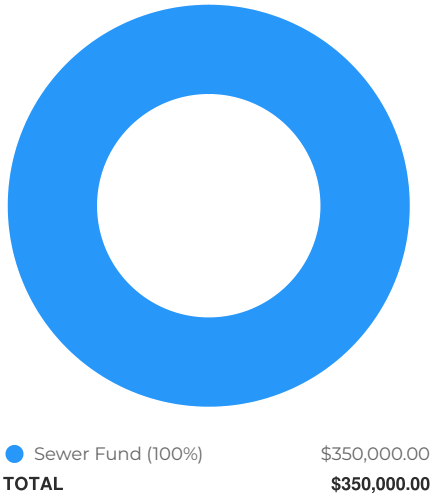
Total Budget (all years)
$350K

Project Total
$350K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Fund	$0	$0	$200,000	$0	$150,000	$0	$350,000
Total	**$0**	**$0**	**$200,000**	**$0**	**$150,000**	**$0**	**$350,000**

WWTP Master Plan Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Department	CAPITAL IMPROVEMENT-WATER
Type	Capital Improvement
Project Number	SW2502

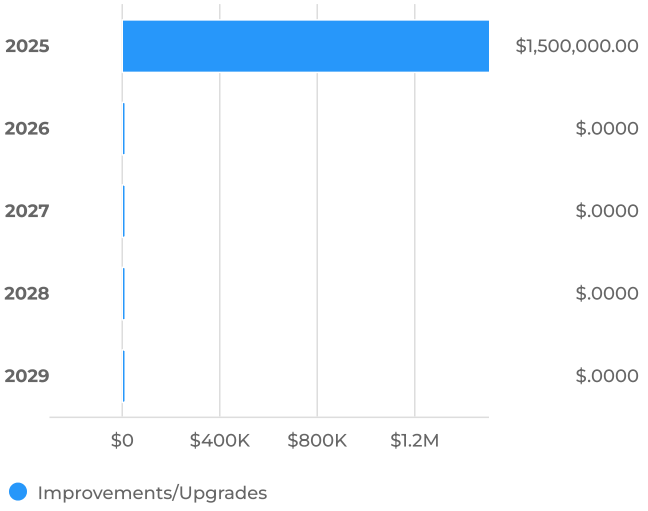
Description

Needs Description

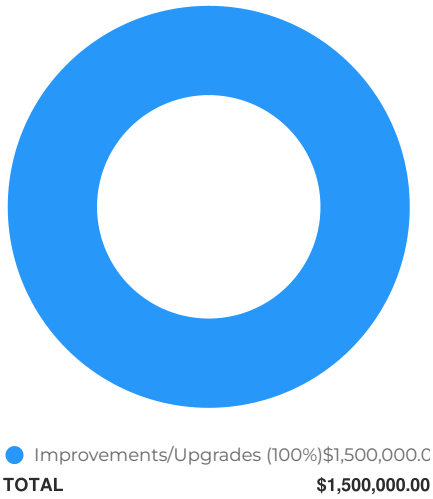
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$1,500,000	$1.5M	$1.5M

Capital Cost by Year



Capital Cost for Budgeted Years



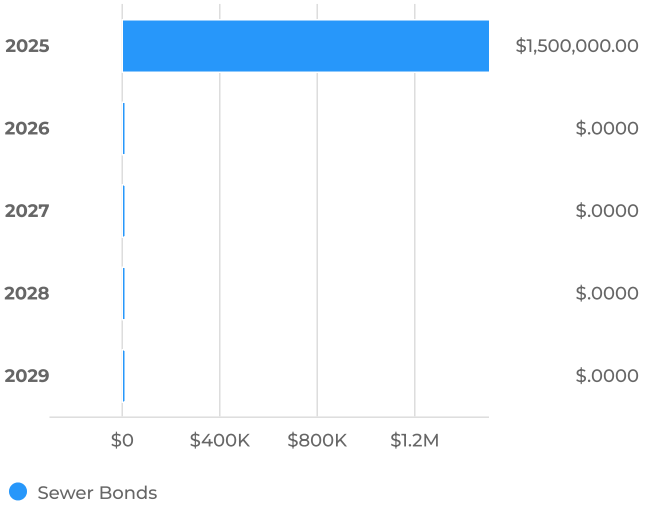
Capital Cost Breakdown

Capital Cost	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Improvements/Upgrades	$0	$1,500,000	$0	$0	$0	$0	$1,500,000
Total	**$0**	**$1,500,000**	**$0**	**$0**	**$0**	**$0**	**$1,500,000**

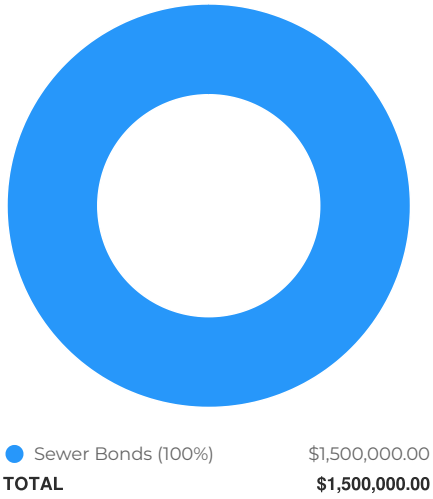
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$1,500,000	$1.5M	$1.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Sewer Bonds	$0	$1,500,000	$0	$0	$0	$0	$1,500,000
Total	**$0**	**$1,500,000**	**$0**	**$0**	**$0**	**$0**	**$1,500,000**

CATTAILS GOLF REQUESTS

CG Cart Path Repaving

Overview

Request Owner	Michael Borders, Assistant City Manager - Leisure Services
Department	CATTAILS GOLF
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	TBD

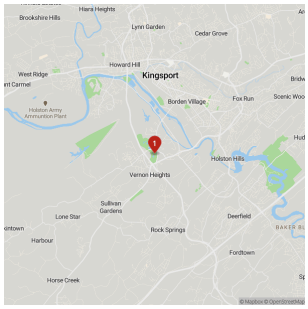
Description

Repave existing cart paths.

Details

Type of Project	Other

Location

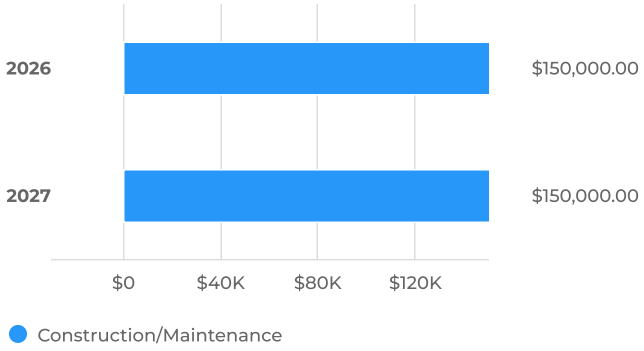


Capital Cost

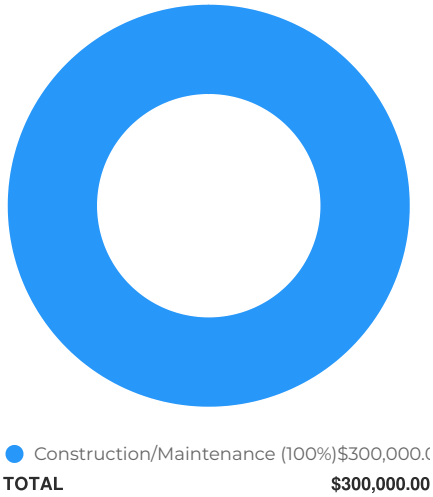
Total Budget (all years)
$300K

Project Total
$300K

Capital Cost by Year



Capital Cost for Budgeted Years



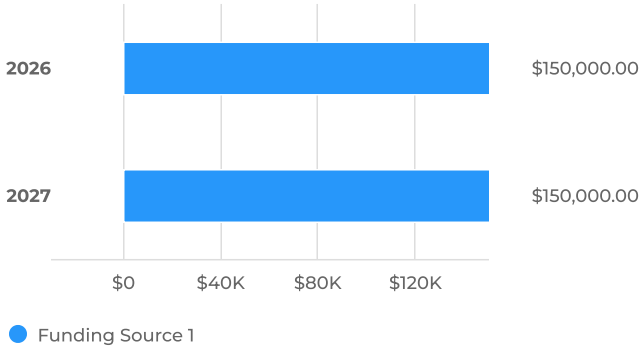
Capital Cost Breakdown				
Capital Cost	**Historical**	**FY2026**	**FY2027**	**Total**
Construction/Maintenance	$0	$150,000	$150,000	$300,000
Total	**$0**	**$150,000**	**$150,000**	**$300,000**

Funding Sources

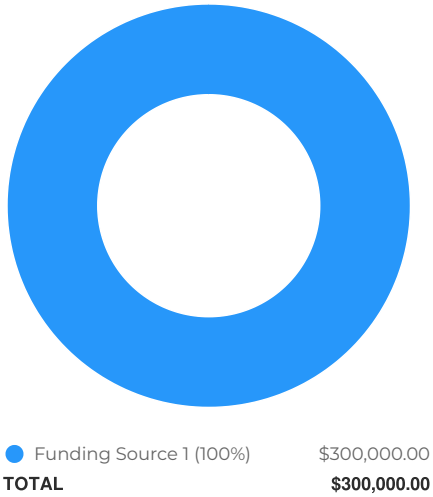
Total Budget (all years)
$300K

Project Total
$300K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2026	FY2027	Total
Funding Source 1	$0	$150,000	$150,000	$300,000
Total	**$0**	**$150,000**	**$150,000**	**$300,000**

CULTURAL ARTS REQUESTS

Carousel Upgrades

Overview

Request Owner	Kristie Leonard, Special Events & Cultural Arts Manager
Est. Start Date	01/01/2025
Est. Completion Date	03/31/2025
Department	CULTURAL ARTS
Request Groups	Leisure Services
Type	Capital Improvement

Description

The Kingsport Carousel turns 10 in 2025! In those 10 years, the carousel has become a much beloved destination in the region and we plan to show it off. After 10 years of use, it is time for the facility to get a refresh to keep the facility looking happy and new. Currently, the carousel animals are getting a paint touch up and new top coats and the carousel floor has been sanded and refinished. This work was done through the TN Arts Commission partnership grant through the Cultural Arts office. Other upgrades for the 10th year include a commemorative mural in the entrance hallway, commemorative animals, commemorative plaques, and other artwork paid for through the TN Arts Commission grant through Engage Kingsport. Staff is also working on a maintenance plan to avoid doing projects all at once in the future. One complaint the dept receives often is the lighting is very dim in the carousel, gift shop, hallway and restrooms during after-hour events. Building maintenance has advised that the current light fixtures are obsolete and would need to be retrofitted for LED lights or replaced.

Updates requested include (estimated costs):

Painting the gift shop and carousel area - $4,500

Paint hallway - $4,000

Refinishing the floors in the carousel, gift shop - $8,000

Refinishing the floors in hallway - $5,000

Lighting - $13,000

Fixtures for the gift shop including a new cashier stand - $10,000

Cleanup outside including pressure washing the facility and cleaning garage doors - $5,000

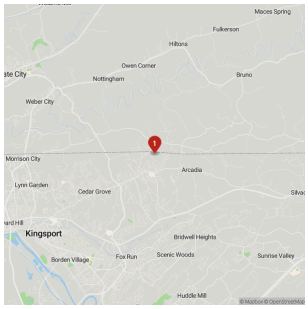
New sign for building - $5,000

Details

Type of Project	Refurbishment

Location

Address: 384 Carousel Private Drive



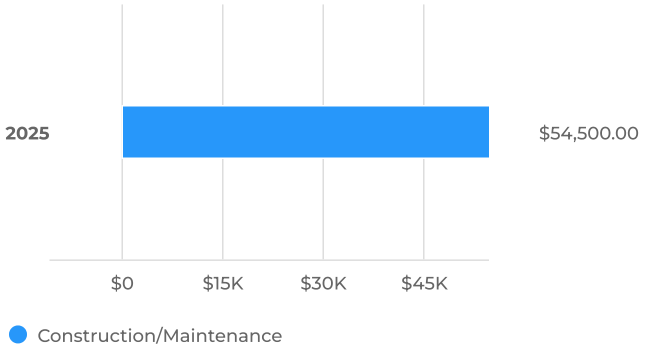
Benefit to Community

The Kingsport Carousel is a destination in our region. The Carousel has been voted #1 best birthday party venue for several years and has also been recognized in national publications such as Reader's Digest. It also hosts conference attendees such as the Mayor's Conference and Governor's Conference. Many Kingsport volunteers spent countless hours carving and painting carousel animals to make it the happiest place in Kingsport. The community takes great pride in the carousel, and we want to keep the carousel and the round house looking up-to-date for visitors.

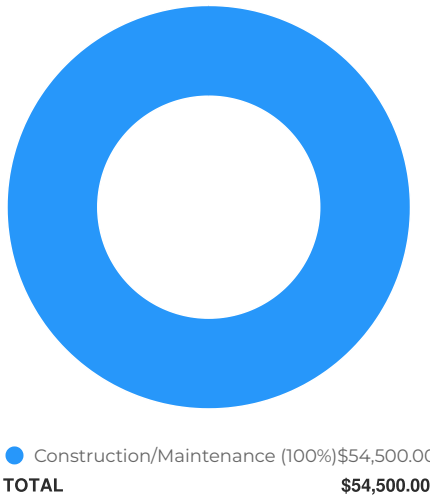
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$54,500	$54.5K	$54.5K

Capital Cost by Year



Capital Cost for Budgeted Years



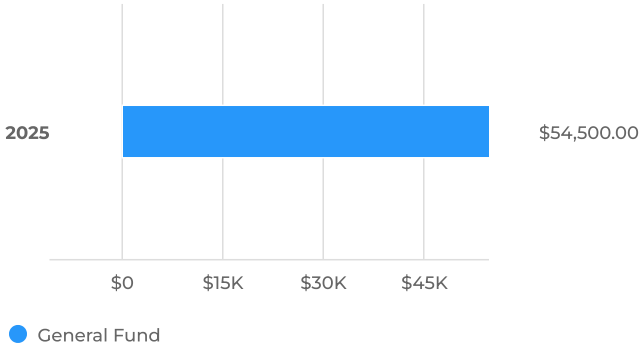
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$54,500	$54,500
Total	**$54,500**	**$54,500**

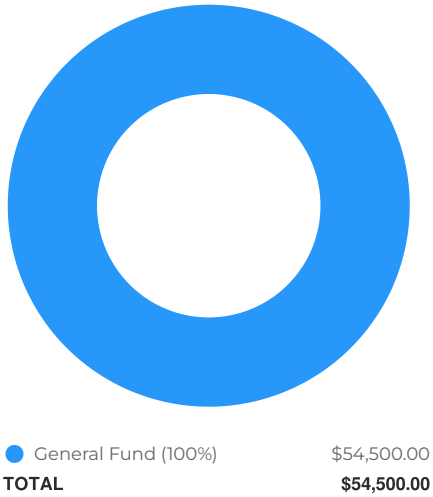
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$54,500	$54.5K	$54.5K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$54,500	$54,500
Total	**$54,500**	**$54,500**

Farmers Market Improvements Phase 2

Overview

Request Owner	Kristie Leonard, Special Events & Cultural Arts Manager
Est. Start Date	01/01/2025
Est. Completion Date	04/01/2025
Department	CULTURAL ARTS
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	NA

Description

The Farmers Market is seeing much needed repairs in the phase 1 improvement. The facility is a much sought after location for a variety of events and rentals. The market hosts everything from Racks by the Tracks, car shows, weekly farmers market, conferences, weddings and other private parties. The market will also be celebrating its 30th year in 2027. As the facility is seeing more and more events, other upgrades need to happen to make the facility more accommodating.

Upgrades needed:

- Electrical - $100,000 (estimated)
  - Currently, outlets cannot accommodate large sound systems or multiple items plugged in at once without tripping a breaker. Electrical upgrades are also needed to accommodate the following requests for updated lighting and key system.
- Cameras - $5,300 (see IT quote)
  - For security of the facility and customers
- Tables - $3,500 (see table pricing)
  - We provide tables/chairs for customers' use for events. We currently have 10 usable tables (down from 26 several years ago). Would like to replace existing tables and add additional tables.
- Key System - $10,000 (estimated)
  - Currently, a customer must pick up a key for a rental at the Cultural Arts office at the Renaissance Center. Occasionally, keys get lost or misplaced, and door locks have to be re-keyed. All the spare keys were stolen recently during a break in at the Cultural Arts office and all the locks to the farmers market and carousel had to be re-keyed. Going to an electronic key system would allow staff the ability to give key access for a period of time, providing better customer service by savin the customer a trip to check in/out a key. It would also be an increased security measure as keys could not be copied. If a key is lost, staff could disconnect the key.
- Brick repair - $50,000 (estimated)
  - The current contractor will fix brick on the interior of the market. Need to focus on the brickwork on the back (carousel park) of the facility.
- Paint exterior market/carousel doors - $30,000 (estimated)
  - The doors are faded due to sun and wear.
- New sign for FM building - $5,000 (estimated)
  - Would like to put signs with newer logos on the facilities for better visibility, identification and esthetics of the facility
- New sign on street for farmers market (to match new sign on facility)- $3,000
  - Years ago there was a sign on the street that both identified and directed people to the market. The sign was the victim of a car crash and was never replaced. A street sign would give the market more visibility and make it easier to find.
- Upgraded lighting in Farmers Market pavilion - $10,000
  - The lighting in the market is very dim, events held in the evening hours have to bring in their own lighting.

Images



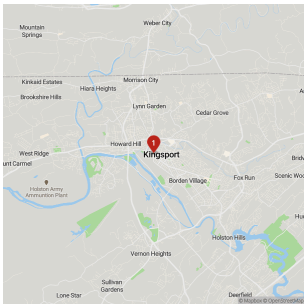


Details

Type of Project Refurbishment

Location

Address: Kingsport Farmer's Market



Supplemental Attachments

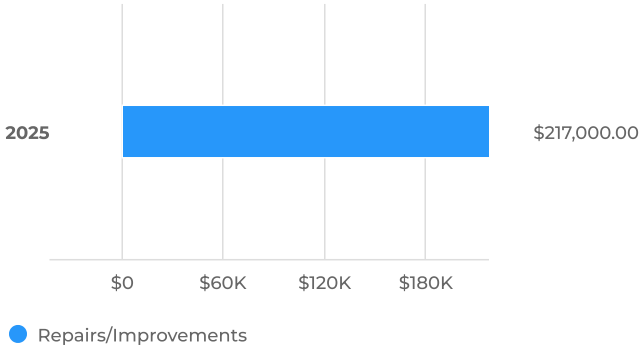
Camera quote from IT(/resource/cg-prod-v2/projects/documents/f78adc10a88802815aa8.pdf)

Table pricing(/resource/cg-prod-v2/projects/documents/22d7b8bff763ce26dfcc.pdf)

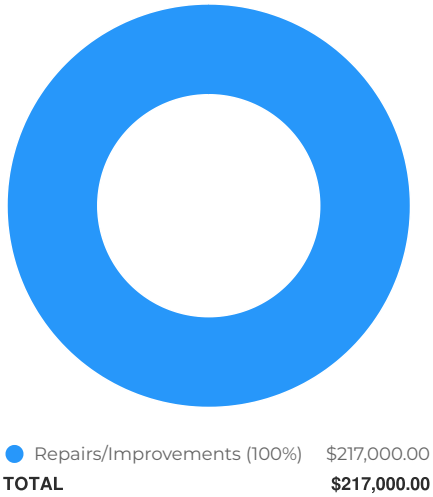
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$217,000	$217K	$217K

Capital Cost by Year



Capital Cost for Budgeted Years



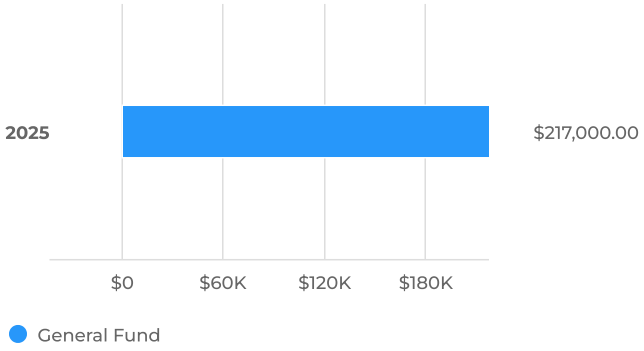
Capital Cost Breakdown

Capital Cost	FY2025	Total
Repairs/Improvements	$217,000	$217,000
Total	**$217,000**	**$217,000**

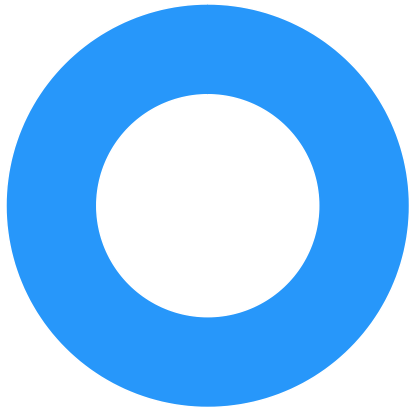
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$217,000	$217K	$217K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$217,000	$217,000
Total	**$217,000**	**$217,000**

Farmers Market Improvements Phase 3

Overview

Request Owner	Kristie Leonard, Special Events & Cultural Arts Manager
Est. Start Date	01/01/2025
Est. Completion Date	04/01/2025
Department	CULTURAL ARTS
Request Groups	Leisure Services
Type	Capital Improvement

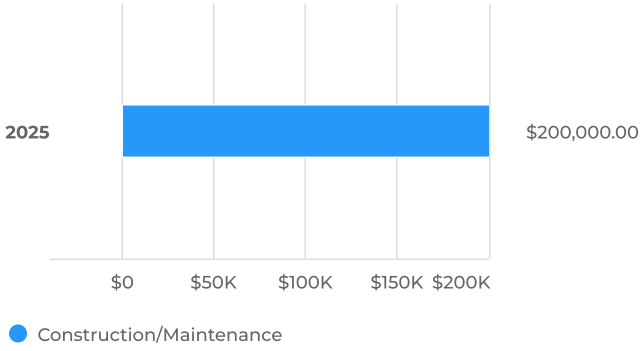
Description

Phase 3 would include switching the manual garage doors to electric garage doors.

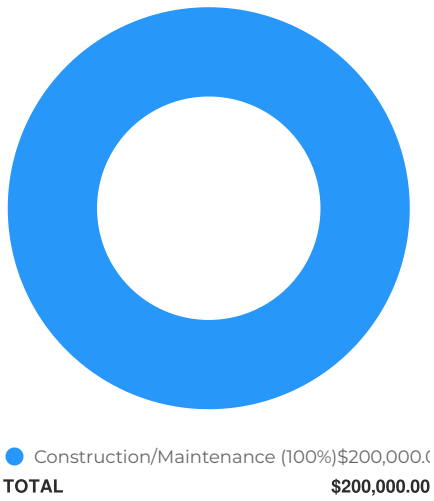
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$200K	$200K

Capital Cost by Year



Capital Cost for Budgeted Years



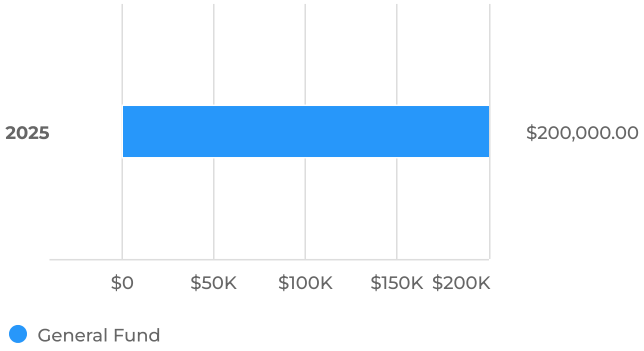
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$200,000	$200,000
Total	**$200,000**	**$200,000**

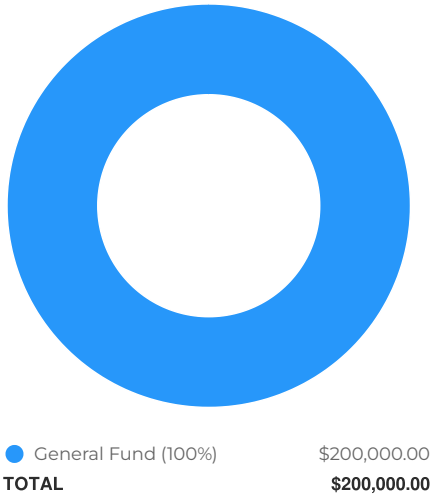
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$200K	$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$200,000	$200,000
Total	**$200,000**	**$200,000**

Kingsport Renaissance Center Theatre Seating

Overview

Request Owner	Kristie Leonard, Special Events & Cultural Arts Manager
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	CULTURAL ARTS
Request Groups	Leisure Services
Type	Capital Improvement

Description

The seating in the Renaissance Center theater is original to the facility. Building Maintenance has had to start removing seats that are broken and unsafe because you can no longer find parts for the outdated seating. The theater is currently used for Theater Guild performances, Symphony of the Mountain concerts, Suzuki concerts, and various other organizations use this facility for a variety of shows.

Cost of seating, delivery and install (floor and balcony) - $100,000

Demo of existing chairs - $10,000

Images



Kingsport Renaissance Center Theatre Seating

Broken or removed Renaissance Center Theatre Seating



Kingsport Renaissance Theatre Seating

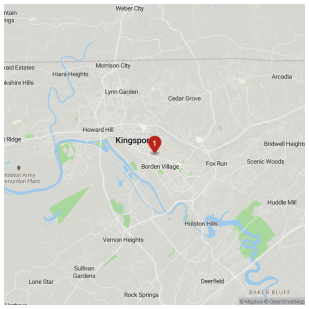


Details

Type of Project	Refurbishment

Location

Address: 1200 East Center Street



Supplemental Attachments

Kingsport Renaissance Center Theatre Seating(/resource/cg-prod-v2/projects/documents/ddff4676e350f54f833d.pdf)

Price quote for replacing theatre seating

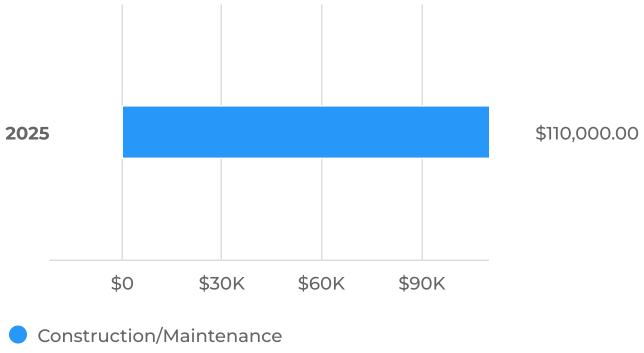
Benefit to Community

The Renaissance Center is home to the Kingsport Theatre Guild, Sympthony of the Mountains and Suzuki. These organizations use the theater for performances that draws visitors to our area from all over the region. We want to make a good impression on those visiting our facility, the current seating makes the facility look very run down and neglected. Other organizations in our community also use the theater for a variety of shows and performances.

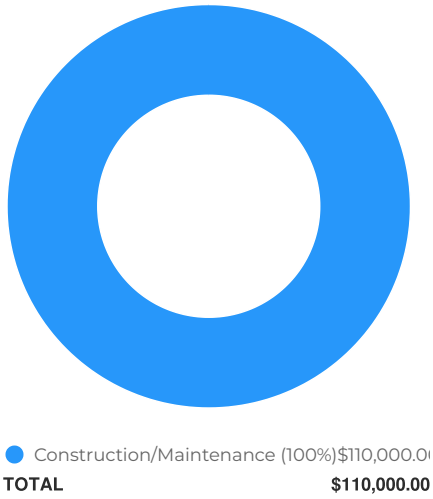
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$110,000	$110K	$110K

Capital Cost by Year



Capital Cost for Budgeted Years

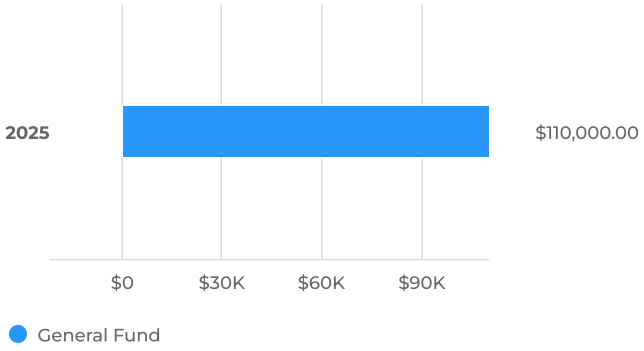


Capital Cost Breakdown		
Capital Cost	**FY2025**	**Total**
Construction/Maintenance	$110,000	$110,000
Total	**$110,000**	**$110,000**

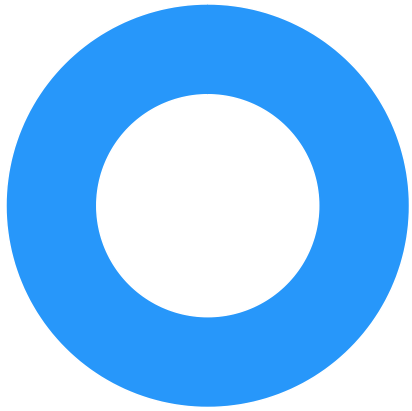
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$110,000	$110K	$110K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$110,000	$110,000
Total	**$110,000**	**$110,000**

Kpt Cultural Arts office upgrade

Overview

Request Owner	Kristie Leonard, Special Events & Cultural Arts Manager
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	CULTURAL ARTS
Request Groups	Leisure Services
Type	Capital Improvement

Description

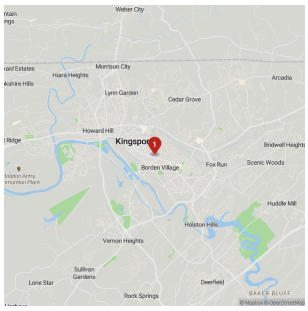
The current Kingsport Cultural Arts office is located in the Renaissance Center. The facility is outdated and the offices are in need of expansion. As the dept has been in the process of rebranding, we are meeting with more and more partners in our community. Our current office space is insufficient for meetings, work space, storage, presentations. The request is to expand the office suite into the neighboring Room 228 for additional office space and work area. The upgrade would include new paint, refinishing floors, building 2 office spaces with new furniture, furniture for workspace.

Details

Type of Project	Refurbishment

Location

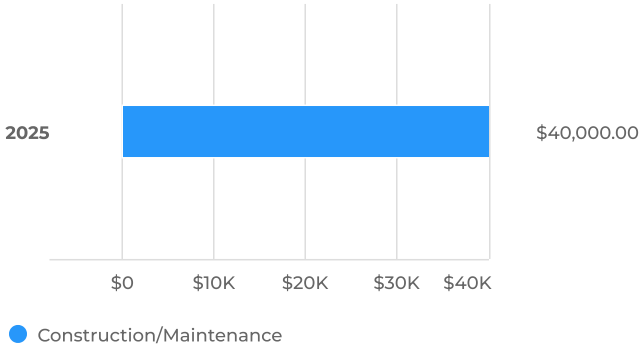
Address: 1200 East Center Street



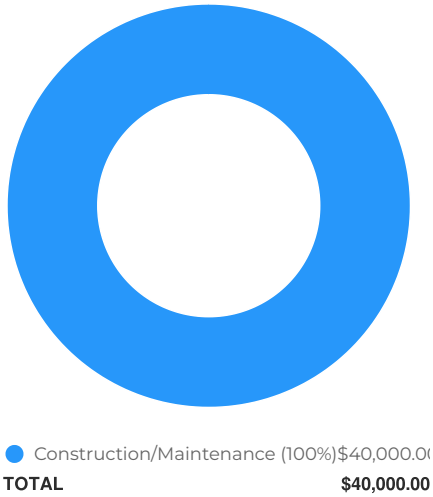
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$40,000	$40K	$40K

Capital Cost by Year



Capital Cost for Budgeted Years



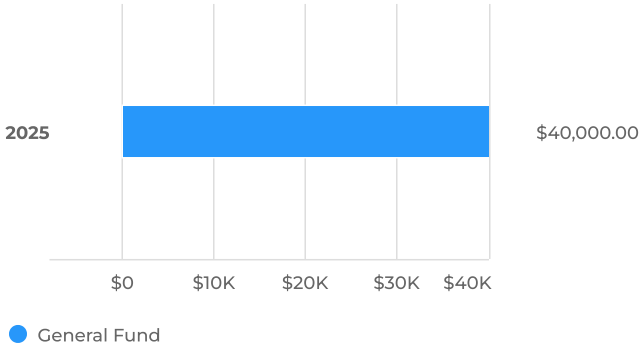
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$40,000	$40,000
Total	**$40,000**	**$40,000**

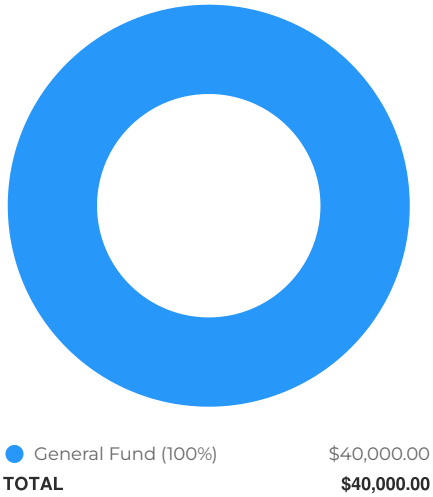
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$40,000	$40K	$40K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$40,000	$40,000
Total	**$40,000**	**$40,000**

DIRECTOR / ADMINISTRATION REQUESTS

MV Chiller R'newal

Overview

Request Owner	Michael Borders, Assistant City Manager - Leisure Services
Department	DIRECTOR / ADMINISTRATION
Request Groups	Leisure Services
Type	Capital Improvement
Project Number	To be Assinged

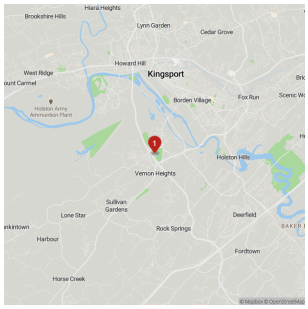
Description

We previously did the Trane R'newal program and were satisfied with the results. This would be a R'newal program for the other chiller. If it is not completed within a certain timeframe we are ineligible for the program.

Details

Type of Project	Refurbishment

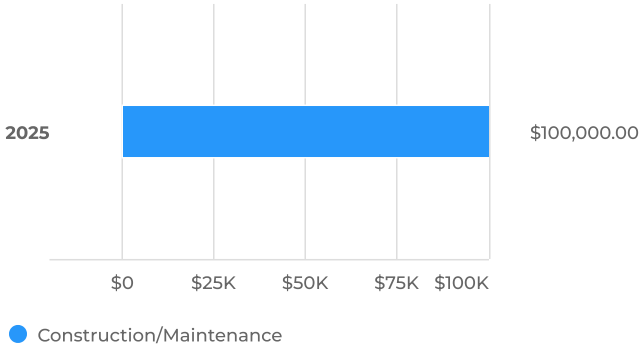
Location



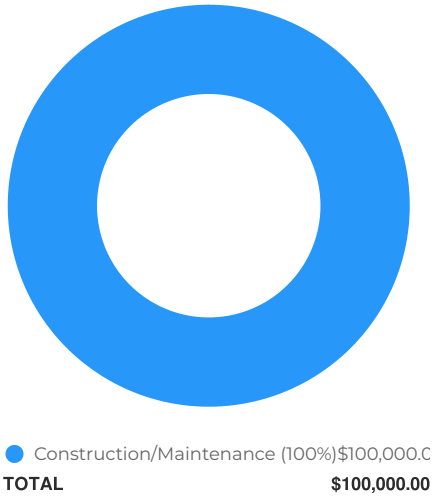
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Capital Cost by Year



Capital Cost for Budgeted Years



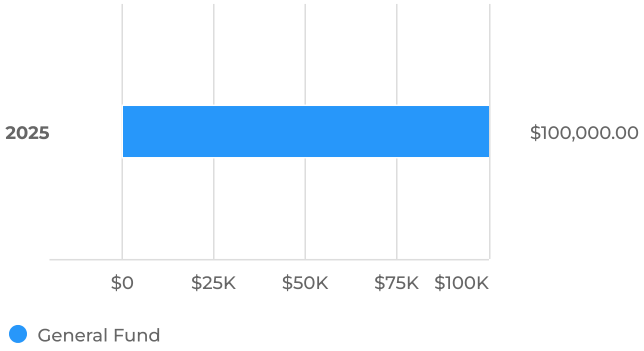
Capital Cost Breakdown

Capital Cost	Historical	FY2025	Total
Construction/Maintenance	$0	$100,000	$100,000
Total	**$0**	**$100,000**	**$100,000**

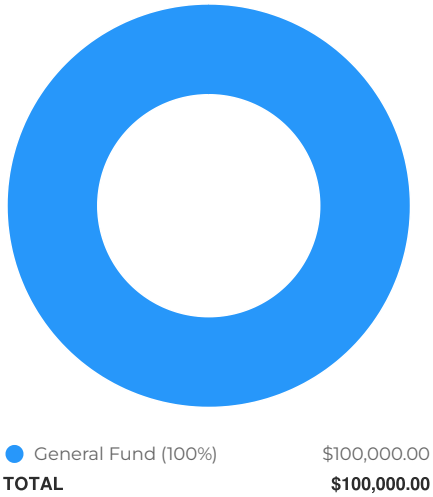
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$100K	$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2025	Total
General Fund	$0	$100,000	$100,000
Total	**$0**	**$100,000**	**$100,000**

FIRE DEPARTMENT REQUESTS

Cardiac Monitors

Overview

Request Owner	Scott Boyd, Fire Chief
Department	FIRE DEPARTMENT
Request Groups	Fire Department
Type	Capital Equipment
Project Number	NC2518

Description

Replace and upgrade current Cardiac Monitors used on emergency apparatus. The current equipment is eight years old and has met the life expectancy per the manufacturers' recommendation. This new technology would provide options such as 12 lead capability and EMS/hospital interoperability. These upgrades should help with better patient care and treatment. This request is to replace three monitors and will work for the replacement of ten units. Currently three are being replaced using ARPA funding ($90,000). The units currently in service have met the needs of the fire department for the last eight years. The upgrade in technology is needed to provide patients with the current standards being provided across the region. KFD has made an effort to secure replacements from the local medical system - with no positive results.

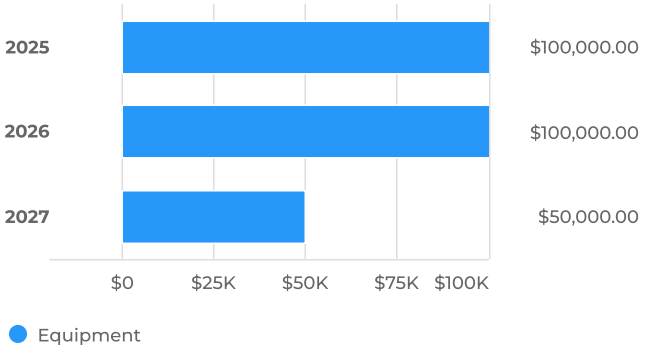
Details

New Purchase or Replacement	Replacement

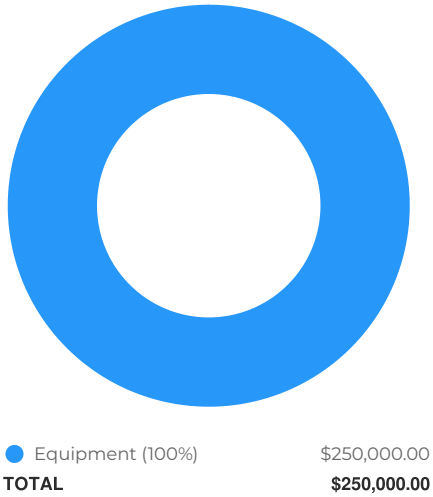
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$250K	$250K

Capital Cost by Year



Capital Cost for Budgeted Years



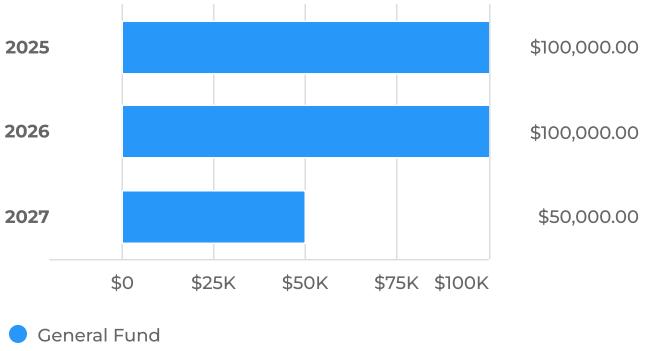
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	Total
Equipment	$100,000	$100,000	$50,000	$250,000
Total	**$100,000**	**$100,000**	**$50,000**	**$250,000**

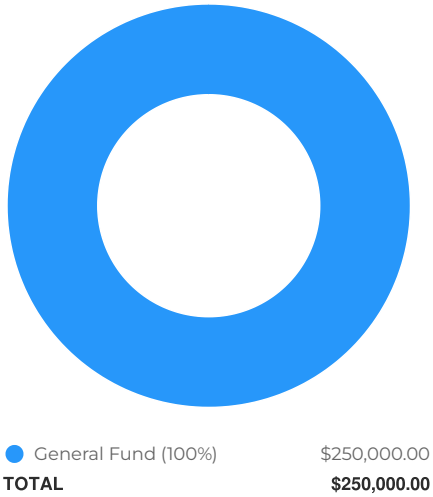
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$250K	$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
General Fund	$100,000	$100,000	$50,000	$250,000
Total	**$100,000**	**$100,000**	**$50,000**	**$250,000**

Fire Facilities

Overview

Request Owner	Scott Boyd, Fire Chief
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2025
Department	FIRE DEPARTMENT
Type	Capital Improvement
Project Number	NC2516

Description

The City of Kingsport contracted with Cain, Rash and West Architects to perform a fire facilities study. This study was to determine the condition, needs, and plan for repairs needed and prioritized those repairs. The study covers a comprehensive plan to be used over the next ten years. The city is in year five of the facilities plan, with funding being provided in the prior four years. Funding request have been reduced due to construction of training ground classroom and request for construction of Station # 2, Administration, and Prevention. The city identified the need to study city owned buildings that are in need of repairs. The study helps identify the needs and cost of those repairs. Building Maintenance assisted in the study to lay out a plan for repairs. Building Maintenance removed HVAC and roof repairs to be placed within their budget. The plan was updated in 2023 with numbers reflecting current cost and projects.

Details

Type of Project	Other

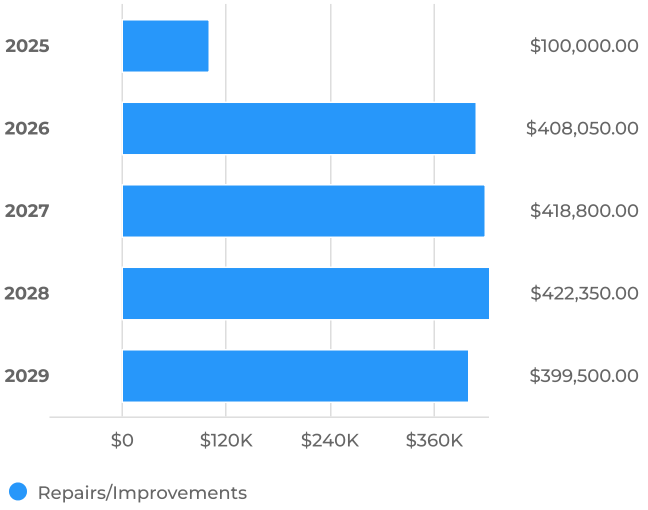
Supplemental Attachments

2023 Facilities Plan(/resource/cg-prod-v2/projects/documents/3463a393df38a59cc805.docx)

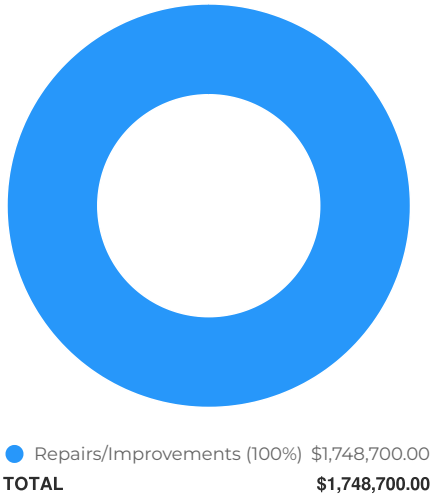
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$1.749M	$1.749M

Capital Cost by Year



Capital Cost for Budgeted Years



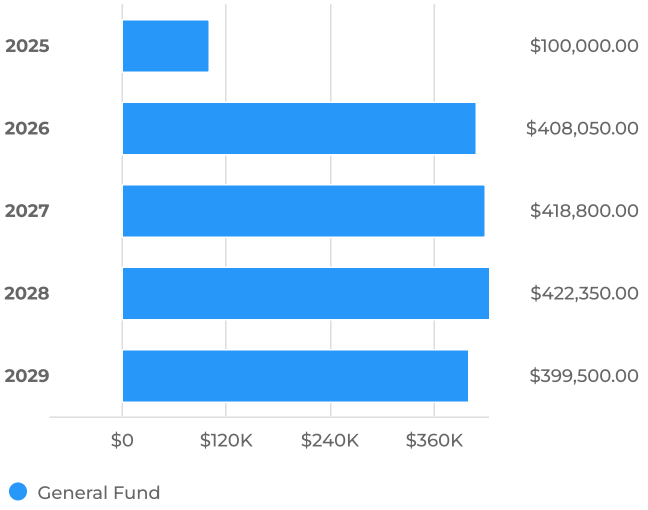
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Repairs/Improvements	$100,000	$408,050	$418,800	$422,350	$399,500	$1,748,700
Total	**$100,000**	**$408,050**	**$418,800**	**$422,350**	**$399,500**	**$1,748,700**

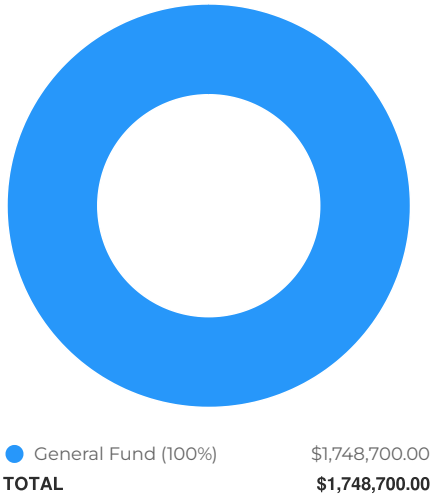
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$1.749M	$1.749M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
General Fund	$100,000	$408,050	$418,800	$422,350	$399,500	$1,748,700
Total	**$100,000**	**$408,050**	**$418,800**	**$422,350**	**$399,500**	**$1,748,700**

Fire Station #2

Overview

Request Owner	Scott Boyd, Fire Chief
Est. Start Date	07/01/2025
Est. Completion Date	12/31/2026
Department	FIRE DEPARTMENT
Type	Capital Improvement
Project Number	NC2515

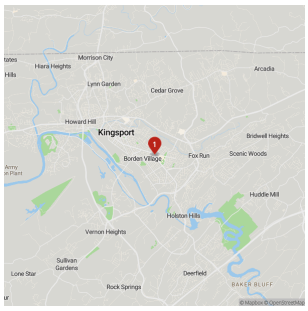
Description

Kingsport has performed a fire facilities study and feasability study for Station # 2, Administration, and Prevention facility issues. This CIP addresses issues found in need of replacement, upgrade, or repairs. During the 21/22 budget year, funding was provided to secure an architect and perform services in design and geo studies. The architect performed drawings and renderings of the project. The project looks to be performed in three phases. 1. Construct Station # 2. 2. Demo current Station # 2. 3.Construction of Administration and Prevention. The city identified the need to study city owned buildings that are in need of repair. The study helps identify the needs and cost of those repairs. Building Maintenance assisted in the study to lay out a plan for repairs. Repairs, Upgrades, or new construction have been identified in the plans with Fire Facilities requested budget to help offset some contruction cost.

Details

Type of Project	Other

Location



Supplemental Attachments

Budget Proposal(/resource/cg-prod-v2/projects/documents/b7110778l5b0f605d940.pdf)

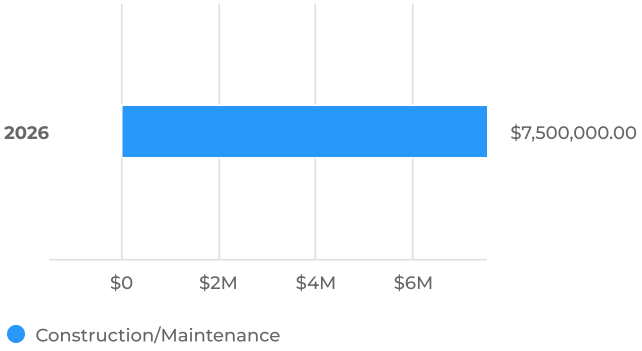
Old Numbers

Capital Cost

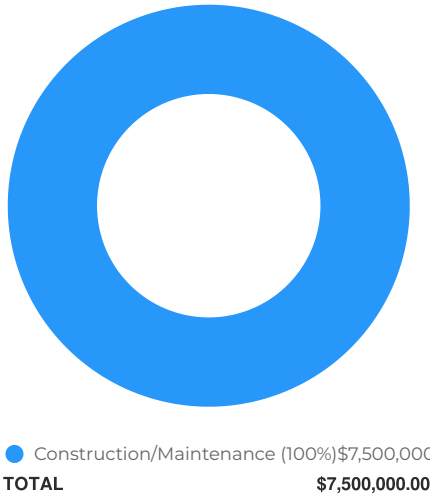
Total Budget (all years)
$7.5M

Project Total
$7.5M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

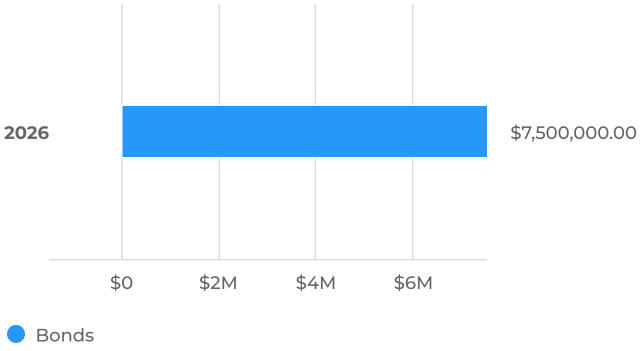
Capital Cost	FY2026	Total
Construction/Maintenance	$7,500,000	$7,500,000
Total	**$7,500,000**	**$7,500,000**

Funding Sources

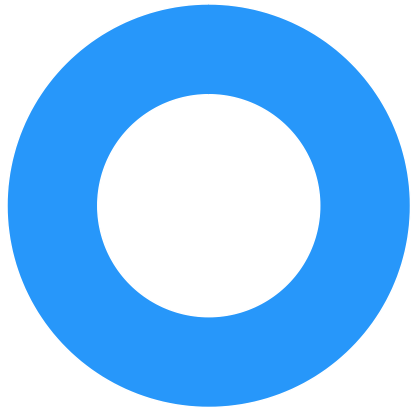
Total Budget (all years)
$7.5M

Project Total
$7.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Bonds (100%)	$7,500,000.00
TOTAL	**$7,500,000.00**

Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$7,500,000	$7,500,000
Total	**$7,500,000**	**$7,500,000**

Fire Station #9

Overview

Request Owner	Scott Boyd, Fire Chief
Est. Start Date	01/01/2026
Est. Completion Date	07/31/2027
Department	FIRE DEPARTMENT
Type	Capital Improvement
Project Number	NC2517

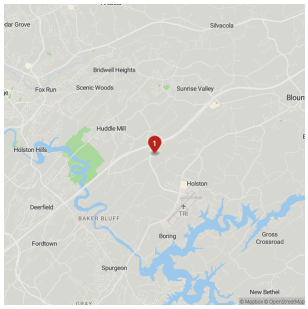
Description

Construction of a new station in the Fall Creek / Indian Springs community. The station will provide coverage for Fall Creek, Cooks Valley, Old Island, Indian Springs, Airport, and Exit 66 of Interstate 81 region. The project also addresses purchase of a new fire apparatus due to addition of station. This also includes a ladder truck to be added for the east end of Kingsport. To assure ISO compliance. Due to annexation in the east and southeastern sections of the city, a fire station will be needed to provide services to those designated areas. ISO has determined that a station is needed due to response coverage standards. Fire department services are listed for new city residents and businesses in the city plan of services.

Details

Type of Project	Other

Location

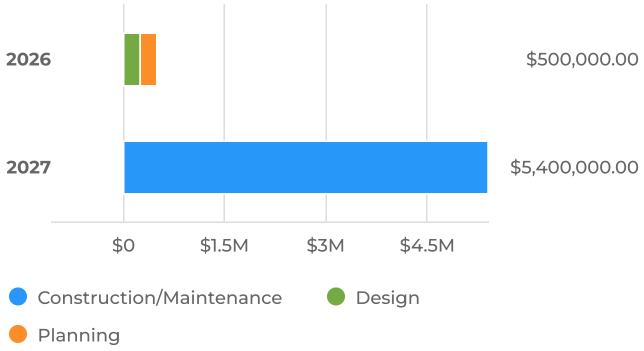


Capital Cost

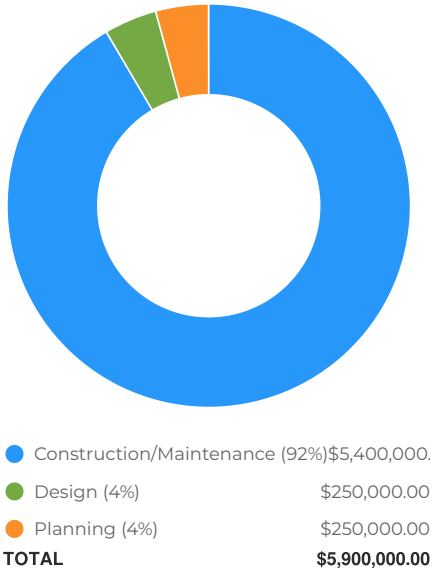
Total Budget (all years)
$5.9M

Project Total
$5.9M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

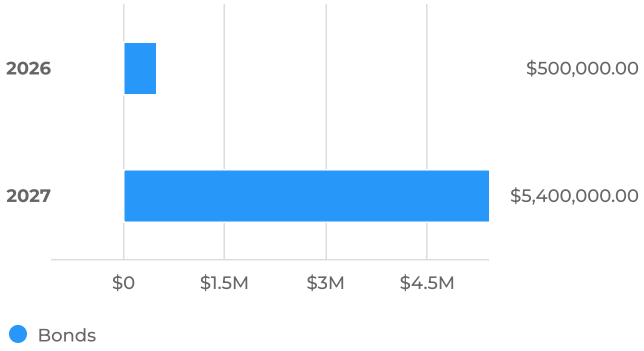
Capital Cost	FY2026	FY2027	Total
Planning	$250,000	$0	$250,000
Design	$250,000	$0	$250,000
Construction/Maintenance	$0	$5,400,000	$5,400,000
Total	**$500,000**	**$5,400,000**	**$5,900,000**

Funding Sources

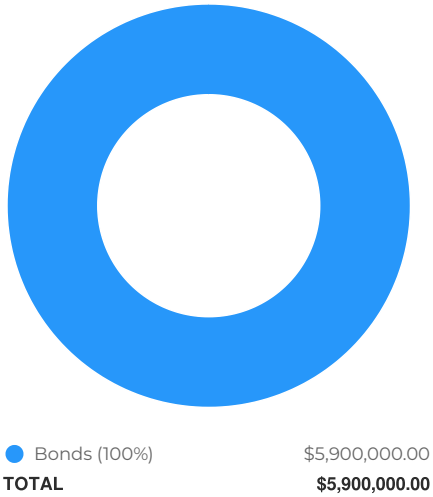
Total Budget (all years)
$5.9M

Project Total
$5.9M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	Total
Bonds	$500,000	$5,400,000	$5,900,000
Total	**$500,000**	**$5,400,000**	**$5,900,000**

Staff Vehicles

Overview

Request Owner	Scott Boyd, Fire Chief
Department	FIRE DEPARTMENT
Request Groups	Fire Department
Type	Capital Equipment

Description

Three vehicles with two hold overs and one addition for Public Education, are used for fire prevention have reached their end of useful life. The vehicles requested are Ford Maverick trucks that will allow the employees to perform their duties and the ability to carry equipment that assists in fire investigations. The purchase will include the base vehicle and safety equipment needed on it such as emergency sirens, emergency lighting, protective cover, and radio communications. No loose equipment will be needed with this purchase due to current equipment transferring to new vehicles. Replacement of staff vehicles #1831 and #1736. These are vehicles assigned to prevention and used by Assistant Fire Marshals daily during field inspections and fire investigations. The current vehicles will be returned to Fleet Maintenance for appropriate disposal.

Details

New Purchase or Replacement	New
New or Used Vehicle	New Vehicle
Useful Life	7

Supplemental Attachments

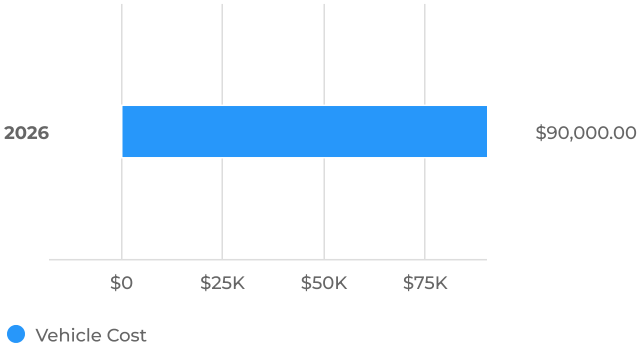
Staff Vehicles(/resource/cg-prod-v2/projects/documents/5f3d7df15cd9bcd81e62.pdf)

Capital Cost

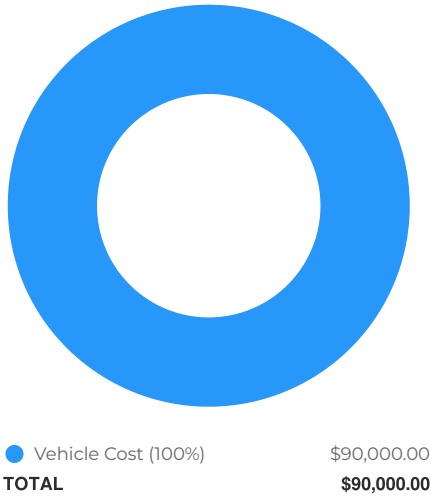
Total Budget (all years)
$90K

Project Total
$90K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

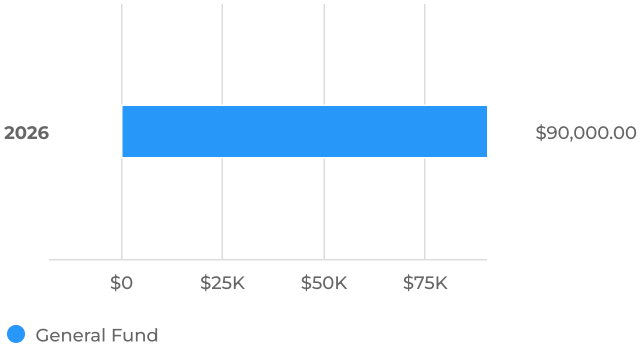
Capital Cost	FY2026	Total
Vehicle Cost	$90,000	$90,000
Total	**$90,000**	**$90,000**

Funding Sources

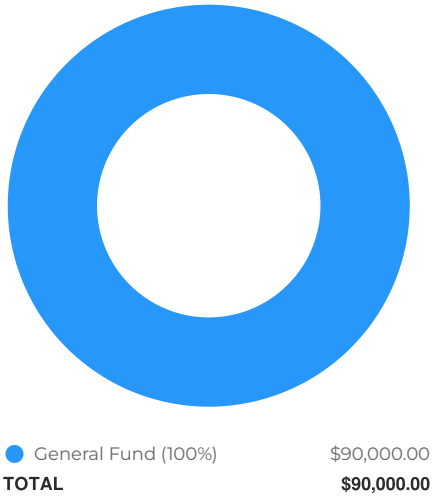
Total Budget (all years)
$90K

Project Total
$90K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
General Fund	$90,000	$90,000
Total	**$90,000**	**$90,000**

INFORMATION TECHNOLOGY REQUESTS

CIS - Software installation

Overview

Request Owner	Floyd Bailey, Cheif Information Officer
Department	INFORMATION TECHNOLOGY
Request Groups	Information Technology
Type	Capital Equipment

Description

-Purchase and installation of CIS for Utility billing

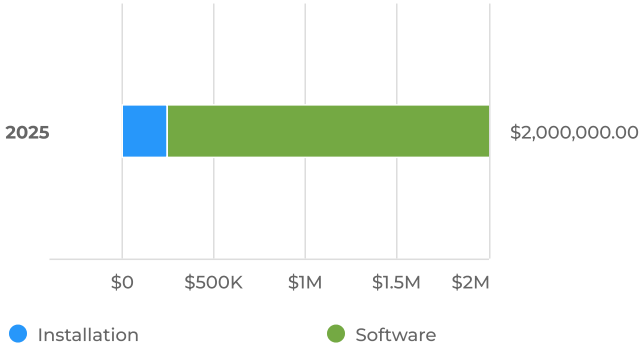
Details

New Purchase or Replacement	Replacement

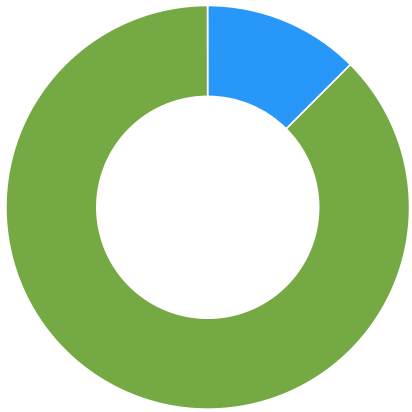
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$2,000,000	$2M	$2M

Capital Cost by Year



Capital Cost for Budgeted Years



Installation (13%)	$250,000.00
Software (88%)	$1,750,000.00
TOTAL	**$2,000,000.00**

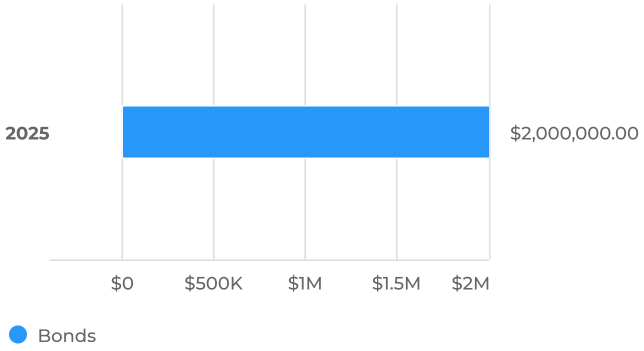
Capital Cost Breakdown

Capital Cost	FY2025	Total
Software	$1,750,000	$1,750,000
Installation	$250,000	$250,000
Total	**$2,000,000**	**$2,000,000**

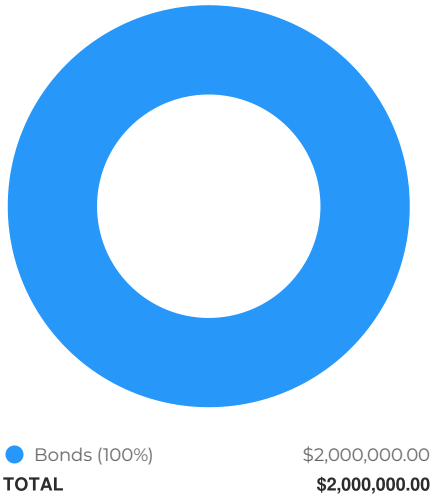
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$2,000,000	$2M	$2M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
Bonds	$2,000,000	$2,000,000
Total	**$2,000,000**	**$2,000,000**

Conference Room Equipment and Upgrades

Overview

Request Owner	Floyd Bailey, Cheif Information Officer
Department	INFORMATION TECHNOLOGY
Request Groups	Information Technology
Type	Capital Equipment

Description

conference room technology upgrades

Year 1 - 2nd floor

Year 2 - floors 4- 5 and 6

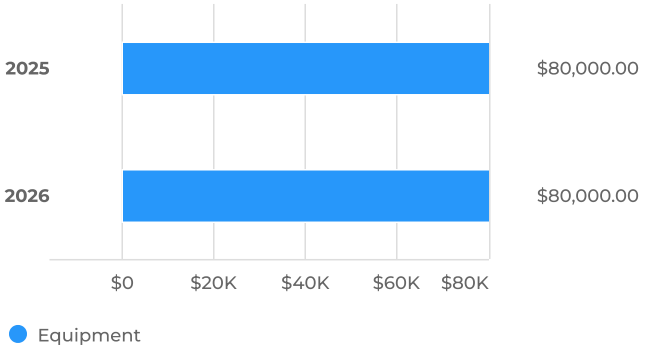
Details

New Purchase or Replacement	New

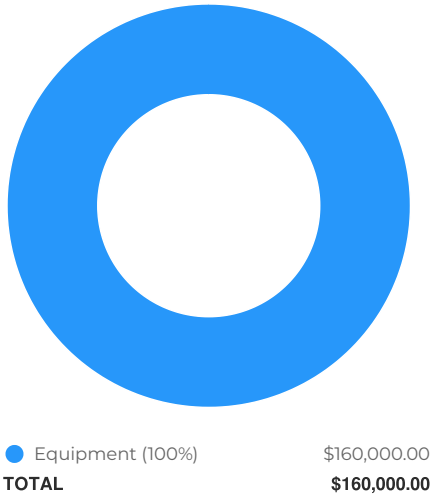
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$80,000	$160K	$160K

Capital Cost by Year



Capital Cost for Budgeted Years



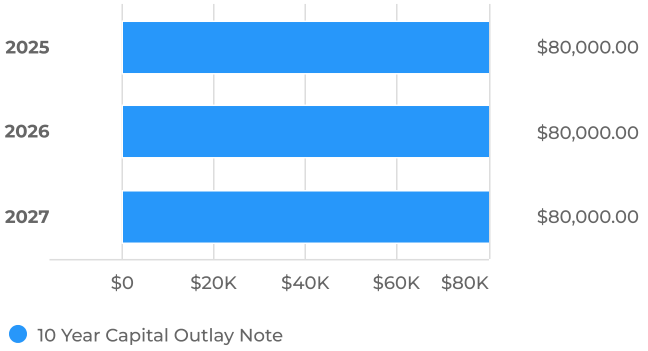
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	Total
Equipment	$80,000	$80,000	$160,000
Total	**$80,000**	**$80,000**	**$160,000**

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$80,000	$240K	$240K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	Total
10 Year Capital Outlay Note	$80,000	$80,000	$80,000	$240,000
Total	**$80,000**	**$80,000**	**$80,000**	**$240,000**

Cybersecurity

Overview

Request Owner	Floyd Bailey, Cheif Information Officer
Department	INFORMATION TECHNOLOGY
Request Groups	Information Technology
Type	Capital Equipment

Description

-Crowdstrike 3 year renewal estimate - $150,000 for 3- year contract

- Cybersecurity initiatives - Penetration testing, fishing campaigns and user awareness initiatives

Details

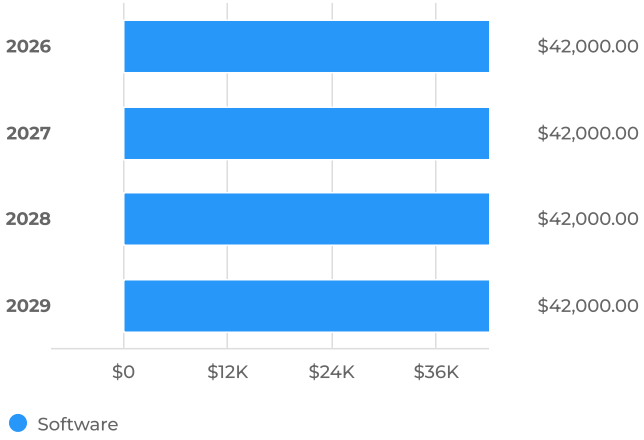
New Purchase or Replacement	New

Capital Cost

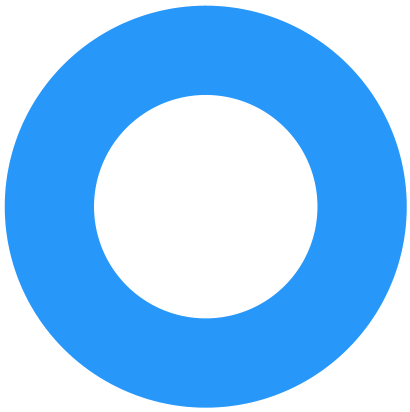
Total Budget (all years)
$168K

Project Total
$168K

Capital Cost by Year



Capital Cost for Budgeted Years



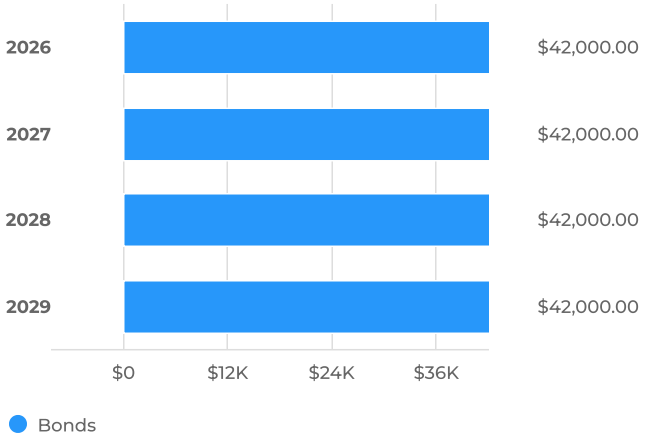
Capital Cost Breakdown					
Capital Cost	**FY2026**	**FY2027**	**FY2028**	**FY2029**	**Total**
Software	$42,000	$42,000	$42,000	$42,000	$168,000
Total	**$42,000**	**$42,000**	**$42,000**	**$42,000**	**$168,000**

Funding Sources

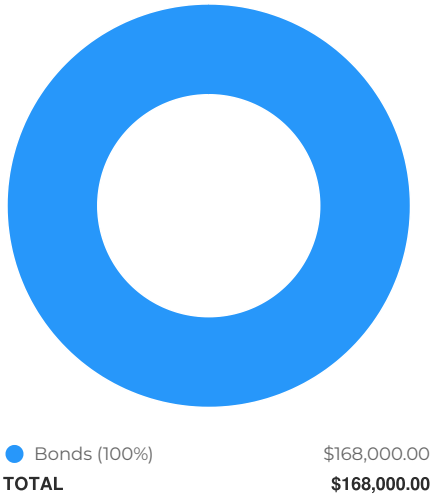
Total Budget (all years)
$168K

Project Total
$168K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	FY2029	Total
Bonds	$42,000	$42,000	$42,000	$42,000	$168,000
Total	**$42,000**	**$42,000**	**$42,000**	**$42,000**	**$168,000**

Fiber Optic Repairs and Expansion

Overview

Request Owner	Floyd Bailey, Cheif Information Officer
Department	INFORMATION TECHNOLOGY
Request Groups	Information Technology
Type	Capital Equipment
Project Number	NA

Description

Bays Mountain fiber repairs and replacement

Downtown fiber repairs

Interior fiber expansions

Details

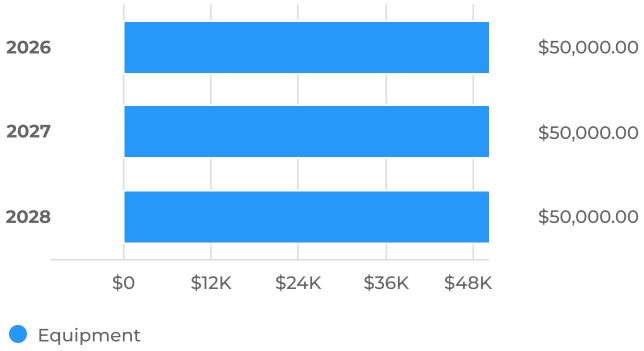
New Purchase or Replacement	Replacement

Capital Cost

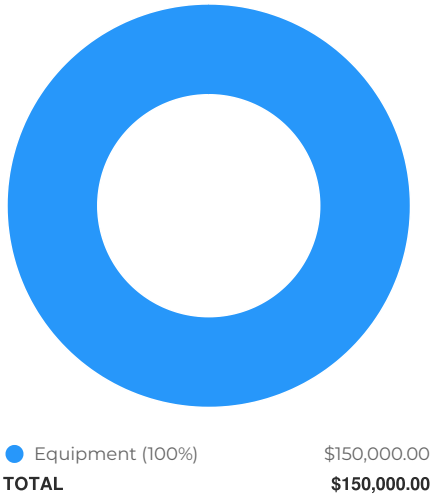
Total Budget (all years)
$150K

Project Total
$150K

Capital Cost by Year



Capital Cost for Budgeted Years



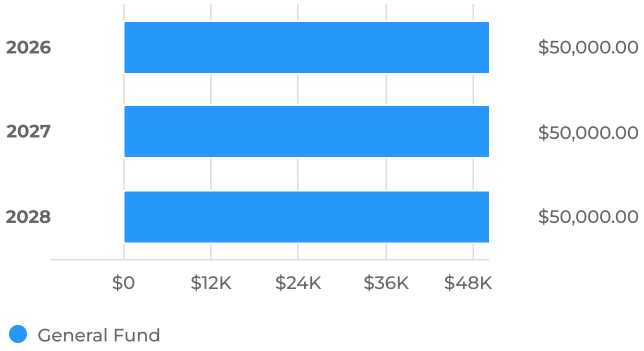
Capital Cost Breakdown				
Capital Cost	**FY2026**	**FY2027**	**FY2028**	**Total**
Equipment	$50,000	$50,000	$50,000	$150,000
Total	**$50,000**	**$50,000**	**$50,000**	**$150,000**

Funding Sources

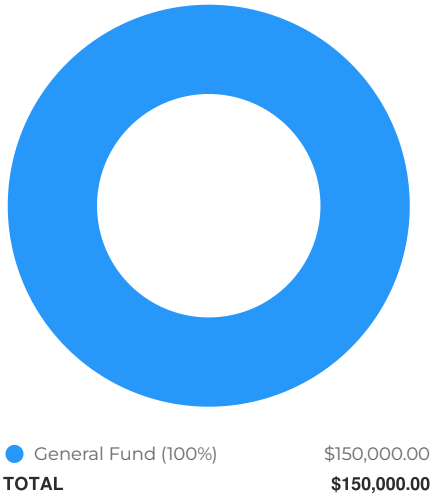
Total Budget (all years)
$150K

Project Total
$150K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	FY2027	FY2028	Total
General Fund	$50,000	$50,000	$50,000	$150,000
Total	**$50,000**	**$50,000**	**$50,000**	**$150,000**

Financial Information Solution (FIS)

Overview

Request Owner	Floyd Bailey, Cheif Information Officer
Department	INFORMATION TECHNOLOGY
Request Groups	Information Technology
Type	Capital Equipment

Description

To replace the current Legacy solution.

Details

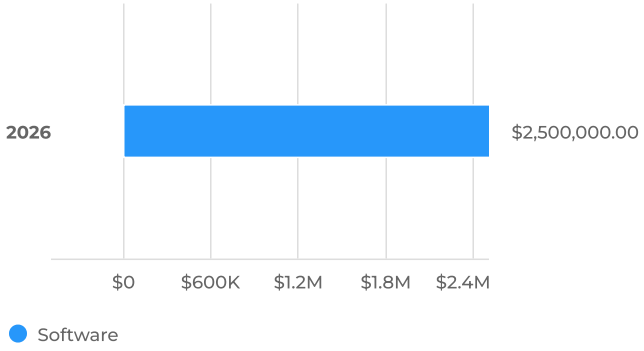
New Purchase or Replacement	Replacement

Capital Cost

Total Budget (all years)
$2.5M

Project Total
$2.5M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

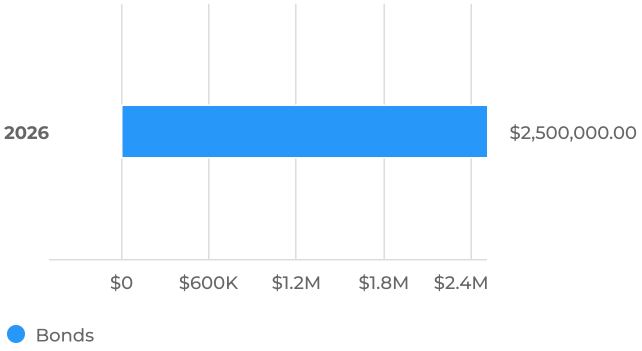
Capital Cost	FY2026	Total
Software	$2,500,000	$2,500,000
Total	**$2,500,000**	**$2,500,000**

Funding Sources

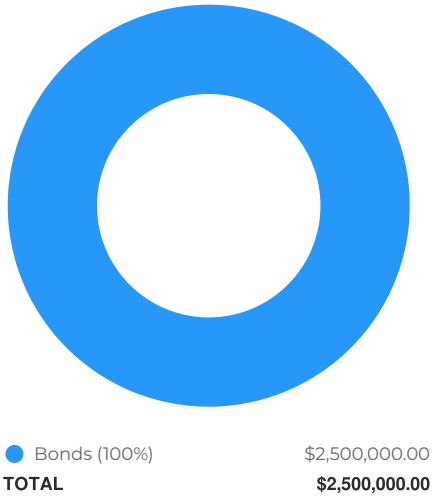
Total Budget (all years)
$2.5M

Project Total
$2.5M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2026	Total
Bonds	$2,500,000	$2,500,000
Total	**$2,500,000**	**$2,500,000**

Information Technology Infrastructure and Maintenance

Overview

Request Owner	Floyd Bailey, Cheif Information Officer
Department	INFORMATION TECHNOLOGY
Request Groups	Information Technology
Type	Capital Equipment
Project Number	NC2521

Description

- Access controls, security across all department and buildings

- network infrastructure

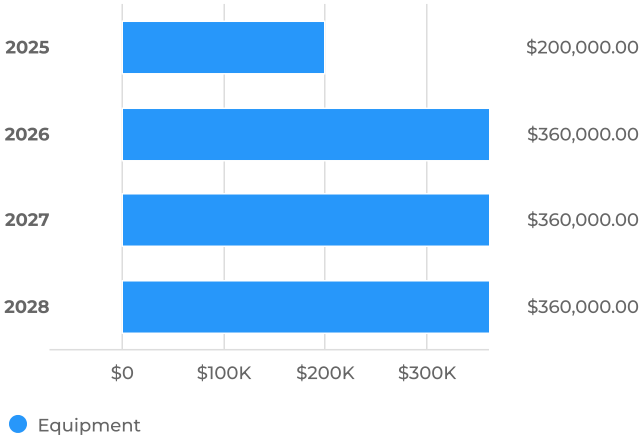
Details

New Purchase or Replacement	Replacement

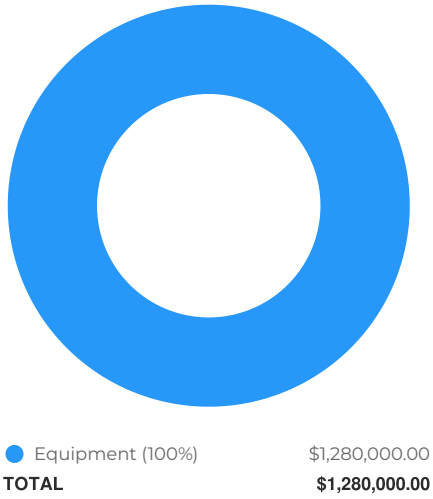
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$1.28M	$1.28M

Capital Cost by Year



Capital Cost for Budgeted Years



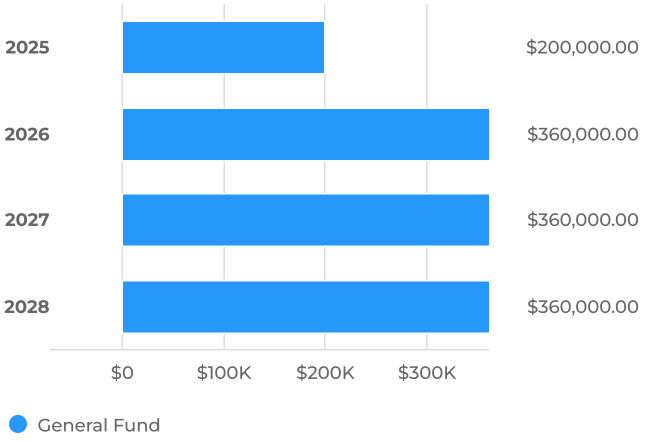
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Equipment	$200,000	$360,000	$360,000	$360,000	$1,280,000
Total	**$200,000**	**$360,000**	**$360,000**	**$360,000**	**$1,280,000**

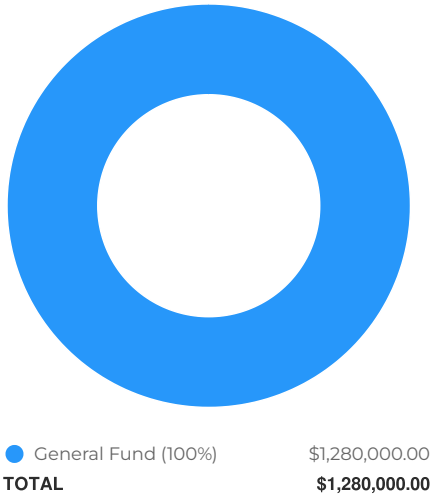
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$1.28M	$1.28M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
General Fund	$200,000	$360,000	$360,000	$360,000	$1,280,000
Total	**$200,000**	**$360,000**	**$360,000**	**$360,000**	**$1,280,000**

Microsoft 365

Overview

Request Owner	Floyd Bailey, Cheif Information Officer
Department	INFORMATION TECHNOLOGY
Request Groups	Information Technology
Type	Capital Equipment

Description

Needs description

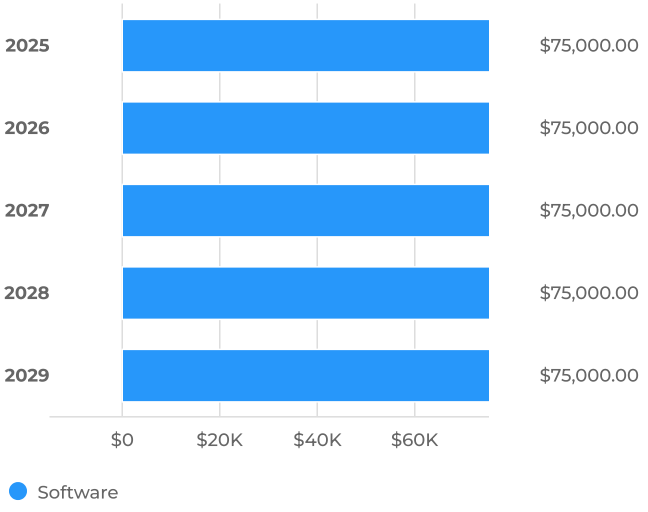
Details

New Purchase or Replacement	New

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$75,000	$375K	$375K

Capital Cost by Year



Capital Cost for Budgeted Years

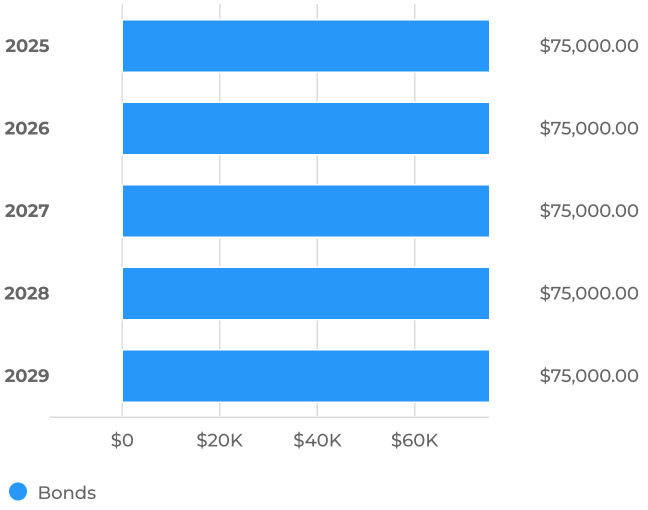


Capital Cost Breakdown						
Capital Cost	**FY2025**	**FY2026**	**FY2027**	**FY2028**	**FY2029**	**Total**
Software	$75,000	$75,000	$75,000	$75,000	$75,000	$375,000
Total	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$375,000**

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$75,000	$375K	$375K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Bonds	$75,000	$75,000	$75,000	$75,000	$75,000	$375,000
Total	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$375,000**

PLANNING ADMINISTRATION REQUESTS

Future Land Use Plan update

Overview

Request Owner	Ken Weems, Planning Manager
Department	PLANNING ADMINISTRATION
Type	Capital Equipment

Description

The Planning Department recognizes the need to update the current Future Land Use Plan, which was an internal document created in 2010. The desire is to hire a consultant to help facilitate creation of an updated plan and assist with a focus on public engagement and associated input. The working title of the current land use plan is "Land Use Plan-2030," and there are multiple areas that need to be studied and assigned appropriate future land uses. The Department has reviewed many examples of plans from various consultants, arriving at a $250,000 request for funding to assist with creating a plan with will best serve the needs of the citizens of Kingsport. Without funding, the Planning Department will continue to use the current plan and seek alternative funding streams.

Details

New Purchase or Replacement	New

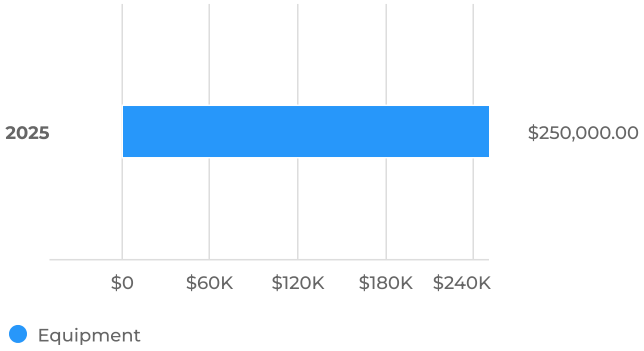
Capital Cost

FY2025 Budget
$250,000

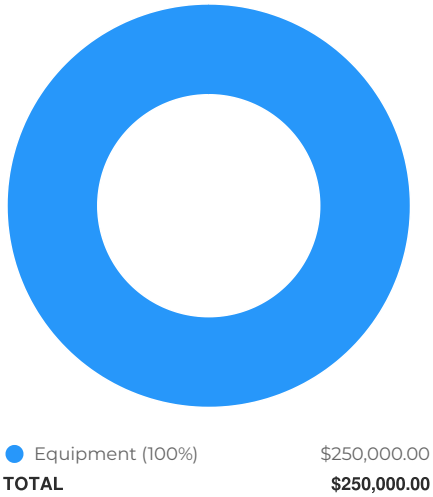
Total Budget (all years)
$250K

Project Total
$250K

Capital Cost by Year



Capital Cost for Budgeted Years



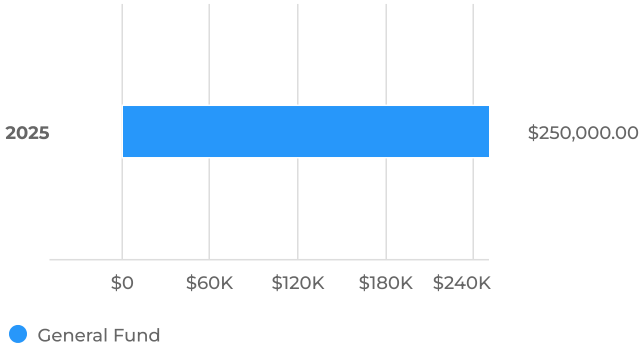
Capital Cost Breakdown

Capital Cost	Historical	FY2025	Total
Equipment	$0	$250,000	$250,000
Total	**$0**	**$250,000**	**$250,000**

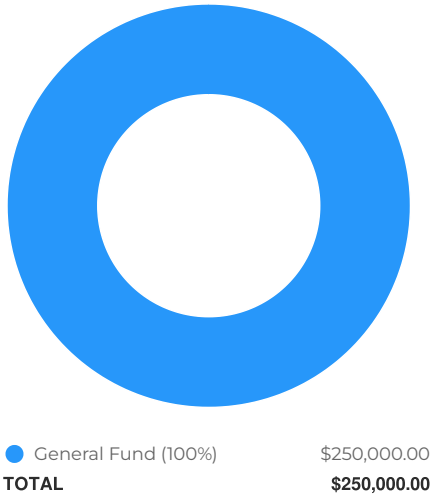
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$250,000	$250K	$250K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$250,000	$250,000
Total	**$250,000**	**$250,000**

STORM WATER ADMIN REQUESTS

Leslie Branch Stream Improvements

Overview

Request Owner	Niki Ensor, Utility Director
Est. Start Date	10/01/2023
Est. Completion Date	09/30/2024
Department	STORM WATER ADMIN
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2600

Description

Improvements of stream channel, bank stabilization, and aquatic habitats. The purpose of the stormwater division is to improve stream quality throughout Kingsport. This can be done by improving the aquatic habitats, improving buffer areas, and stabilizing the banks of streams that flow through residential and commercial areas.

Details

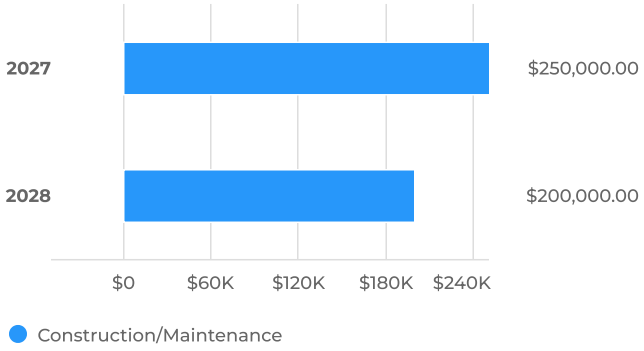
Type of Project	Other improvement

Capital Cost

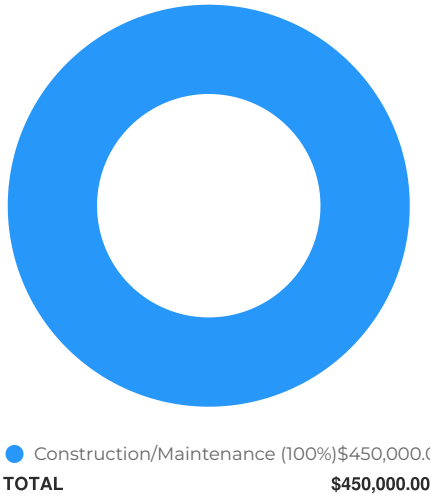
Total Budget (all years)
$450K

Project Total
$450K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

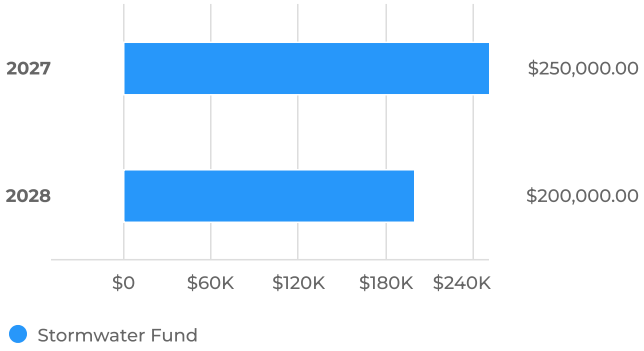
Capital Cost	FY2027	FY2028	Total
Construction/Maintenance	$250,000	$200,000	$450,000
Total	**$250,000**	**$200,000**	**$450,000**

Funding Sources

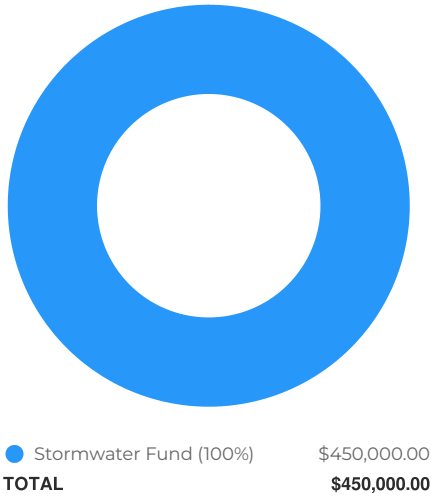
Total Budget (all years)
$450K

Project Total
$450K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2027	FY2028	Total
Stormwater Fund	$250,000	$200,000	$450,000
Total	**$250,000**	**$200,000**	**$450,000**

Stormwater Infrastructure

Overview

Request Owner	Niki Ensor, Utility Director
Est. Start Date	10/01/2023
Est. Completion Date	09/30/2024
Department	STORM WATER ADMIN
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2400

Description

New stormwater infrastructure installation or replacement of existing stormwater assets. Areas are identified through customer complaints, routine visual or CCTV inspections. This work will be completed by stormwater maintenance crews. Kingsport currently owns and operates approximately 400 miles of stormwater pipes and culverts, along with over 9,000 stormwater inlets. Systematic replacement of aging, deteriorating infrastructure is critical to maintaining necessary long term service levels.

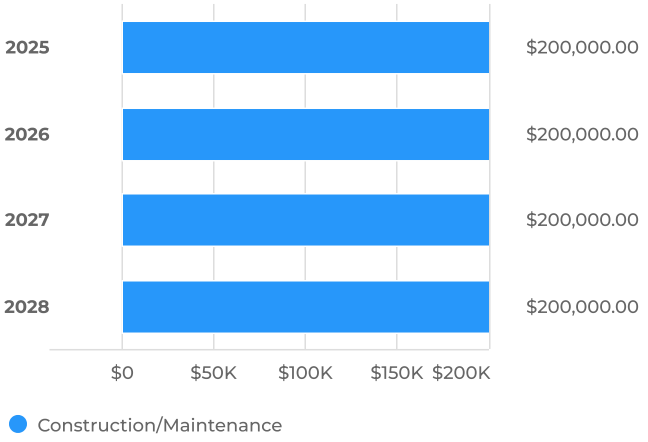
Details

Type of Project	Other improvement

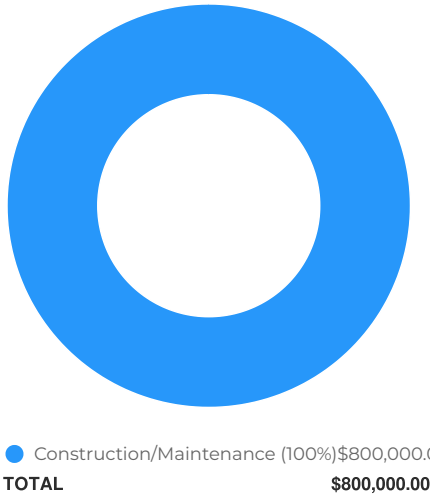
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$800K	$800K

Capital Cost by Year



Capital Cost for Budgeted Years



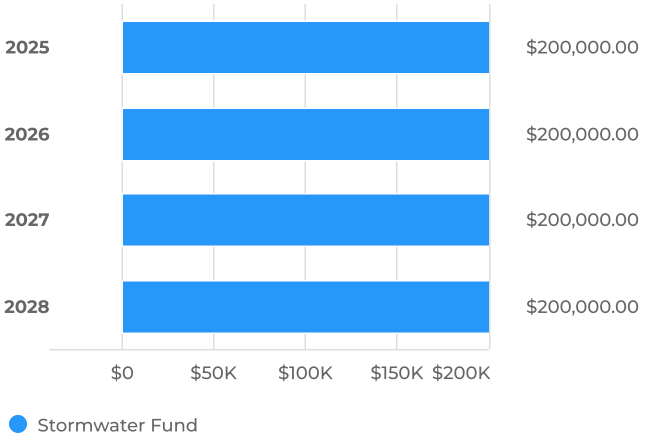
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Construction/Maintenance	$200,000	$200,000	$200,000	$200,000	$800,000
Total	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$800,000**

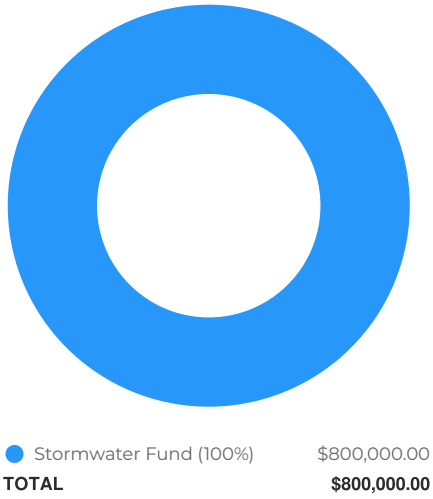
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$800K	$800K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
Stormwater Fund	$200,000	$200,000	$200,000	$200,000	$800,000
Total	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$800,000**

Tranbarger Branch Improvments

Overview

Request Owner	Niki Ensor, Utility Director
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2025
Department	STORM WATER ADMIN
Request Groups	Stormwater
Type	Capital Improvement
Project Number	ST2500

Description

Improvements of stream channel, bank stabilization, and aquatic habitats. The purpose of the stormwater division is to improve stream quality throughout Kingsport. This can be done by improving the aquatic habitats, improving buffer areas, and stabilizing the banks of streams that flow through residential and commercial areas.

Details

Type of Project	Other improvement

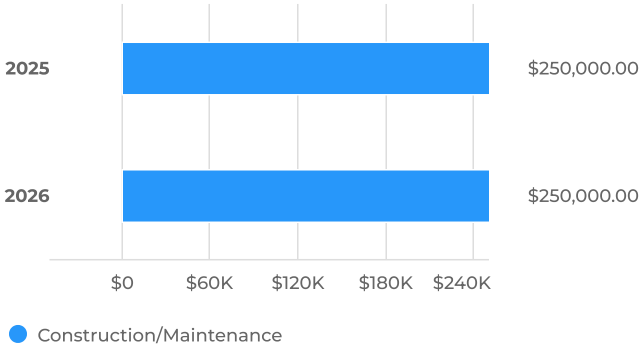
Benefit to Community

Improvements

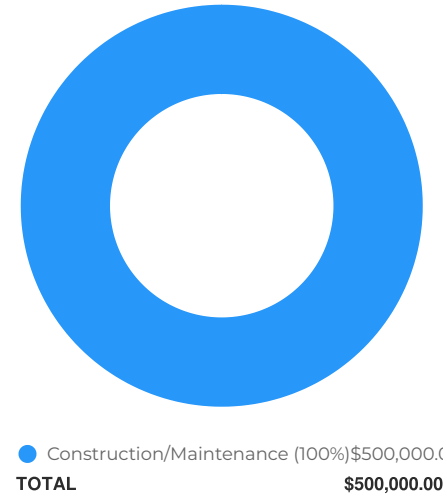
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$250,000	$500K	$500K

Capital Cost by Year



Capital Cost for Budgeted Years



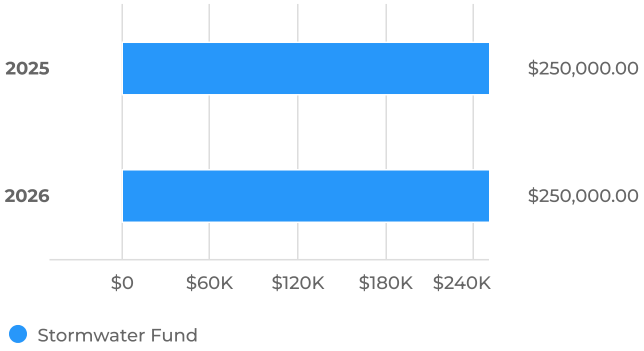
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	Total
Construction/Maintenance	$250,000	$250,000	$500,000
Total	**$250,000**	**$250,000**	**$500,000**

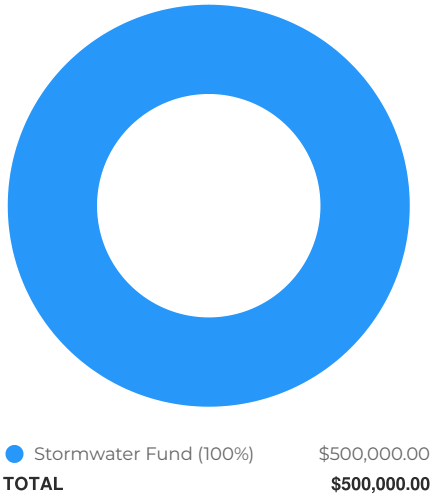
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$250,000	$500K	$500K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	Total
Stormwater Fund	$250,000	$250,000	$500,000
Total	**$250,000**	**$250,000**	**$500,000**

TRANSPORTATION REQUESTS

Signal Cabinet Replacements

Overview

Request Owner	Jim Hensley, Traffic Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2028
Department	TRANSPORTATION
Request Groups	Traffic
Type	Capital Improvement
Project Number	GP2509

Description

The fund is dedicated for updating older signal cabinets that have reached life expectancy or maybe don't work with newest technology. Some cabinets have reached their life expectancy and need to be updated to new standards or updated equipment.

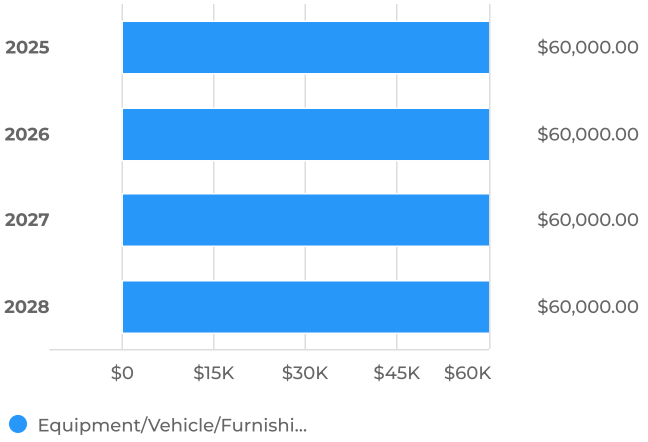
Details

Type of Project	Improvement

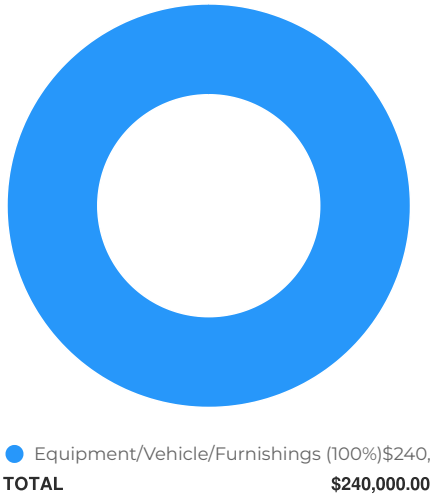
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$60,000	$240K	$240K

Capital Cost by Year



Capital Cost for Budgeted Years



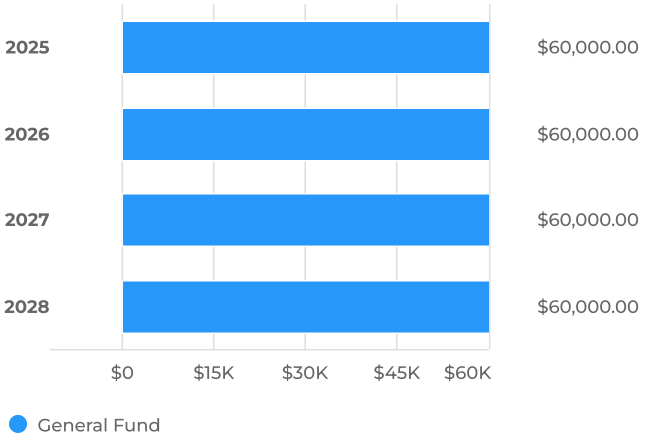
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Equipment/Vehicle/Furnishings	$60,000	$60,000	$60,000	$60,000	$240,000
Total	**$60,000**	**$60,000**	**$60,000**	**$60,000**	**$240,000**

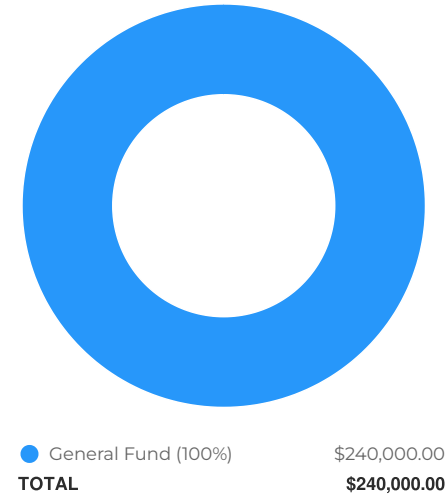
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$60,000	$240K	$240K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
General Fund	$60,000	$60,000	$60,000	$60,000	$240,000
Total	**$60,000**	**$60,000**	**$60,000**	**$60,000**	**$240,000**

Signal Pole Upgrades

Overview

Request Owner	Jim Hensley, Traffic Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2028
Department	TRANSPORTATION
Request Groups	Traffic
Type	Capital Improvement
Project Number	GP2508

Description

This fund is dedicated to updating signal poles that may have reached their life expectancy or a new addition. Replacing degraded poles or adding new improved intersections.

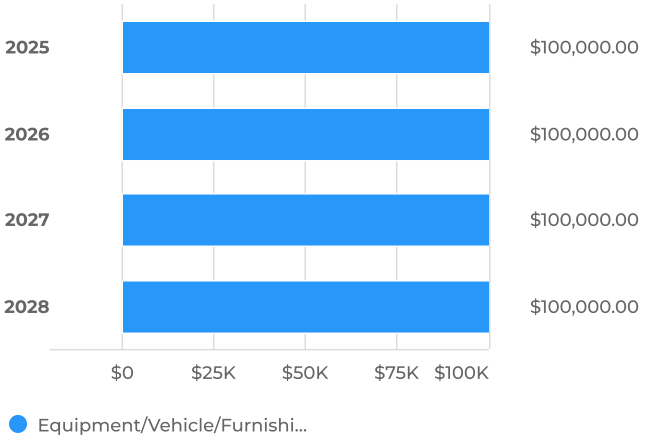
Details

Type of Project	Improvement

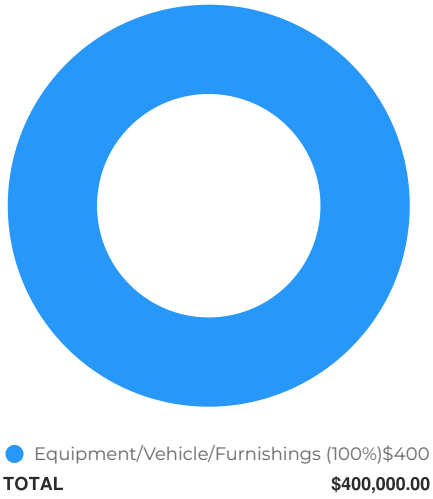
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$400K	$400K

Capital Cost by Year



Capital Cost for Budgeted Years



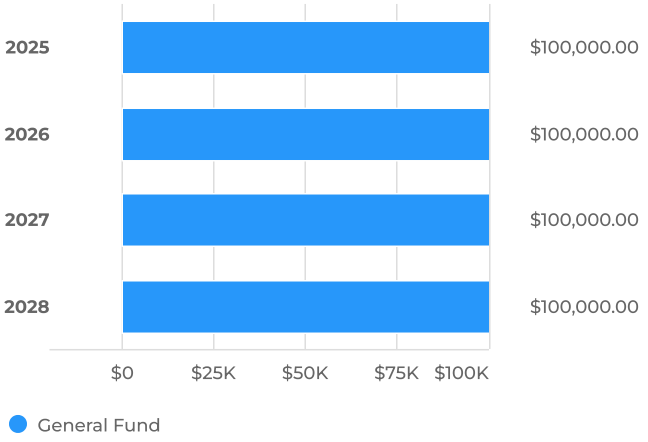
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Equipment/Vehicle/Furnishings	$100,000	$100,000	$100,000	$100,000	$400,000
Total	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$400,000**

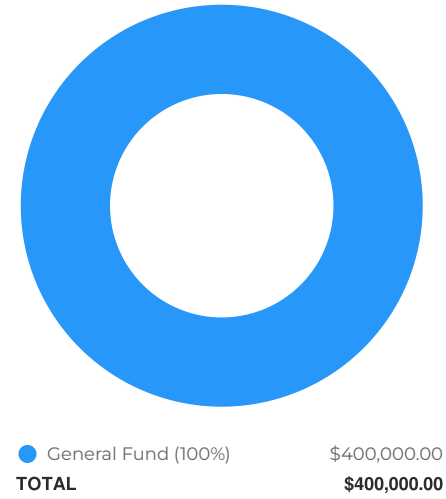
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$100,000	$400K	$400K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
General Fund	$100,000	$100,000	$100,000	$100,000	$400,000
Total	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$400,000**

Streetlight LED Replacements

Overview

Request Owner	Jim Hensley, Traffic Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2028
Department	TRANSPORTATION
Request Groups	Traffic
Type	Capital Improvement
Project Number	GP2506

Description

AEP has updated charges for high pressure sodium and mercury vapor lighting in November of 2022. Changing lights to LED will drop prices dramatically. Converting all current lights to LED's will drop monthly costs dramatically and monies spent will be recuperated in several years. Currently, 10,040 lights on AEP system and the one-year change out would be 1000 lights and then 3000 lights per year for the next 3 years. In four years, all 10,040 lights will be updated to LED lighting. Cost per light change out is set at $165.00 per fixture.

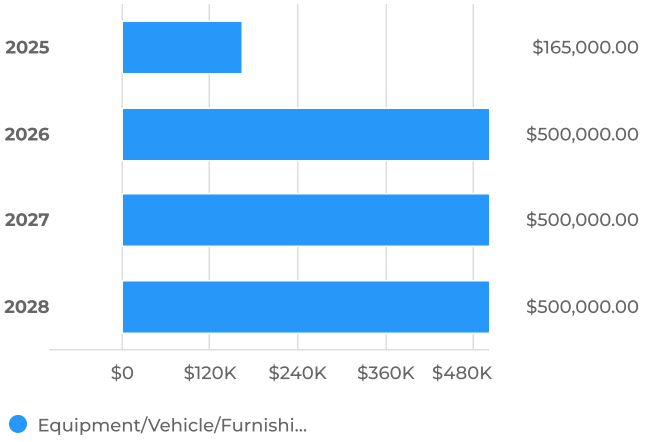
Details

Type of Project	Improvement

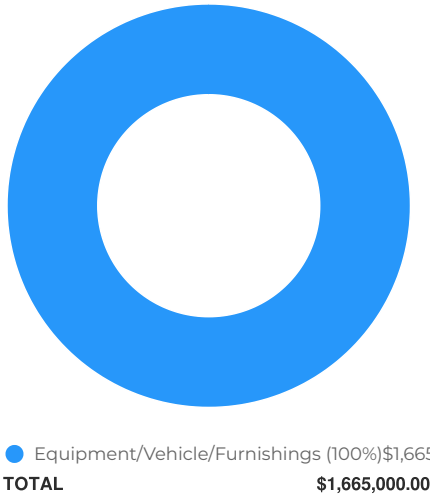
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$165,000	$1.665M	$1.665M

Capital Cost by Year



Capital Cost for Budgeted Years



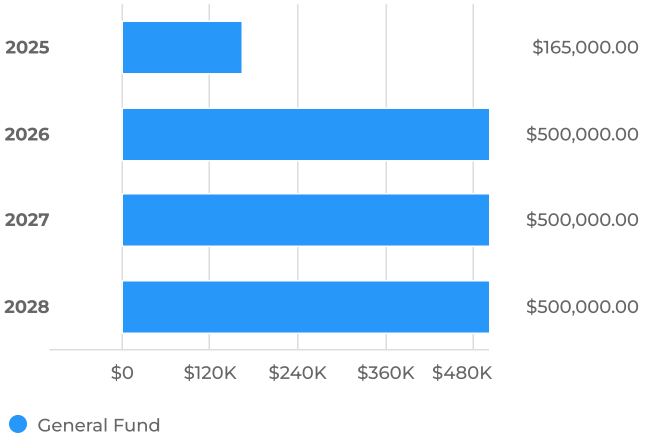
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Equipment/Vehicle/Furnishings	$165,000	$500,000	$500,000	$500,000	$1,665,000
Total	**$165,000**	**$500,000**	**$500,000**	**$500,000**	**$1,665,000**

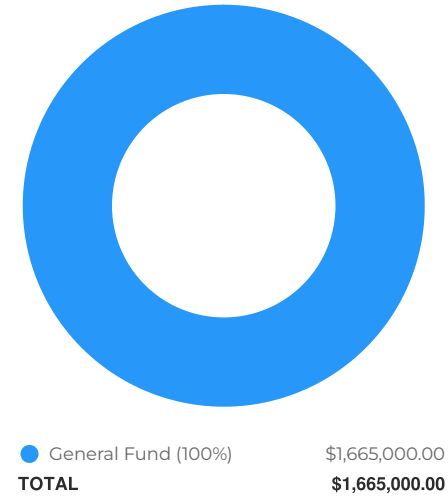
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$165,000	$1.665M	$1.665M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
General Fund	$165,000	$500,000	$500,000	$500,000	$1,665,000
Total	**$165,000**	**$500,000**	**$500,000**	**$500,000**	**$1,665,000**

Streetlight Projects

Overview

Request Owner	Jim Hensley, Traffic Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2028
Department	TRANSPORTATION
Request Groups	Traffic
Type	Capital Improvement
Project Number	GP2507

Description

This fund is dedicated to adding street lights along city roadways that don't have lighting or upgrades to existing lighting. Adding street lights would make traversing roadways safer for motorists and in some instances more aesthetically pleasing.

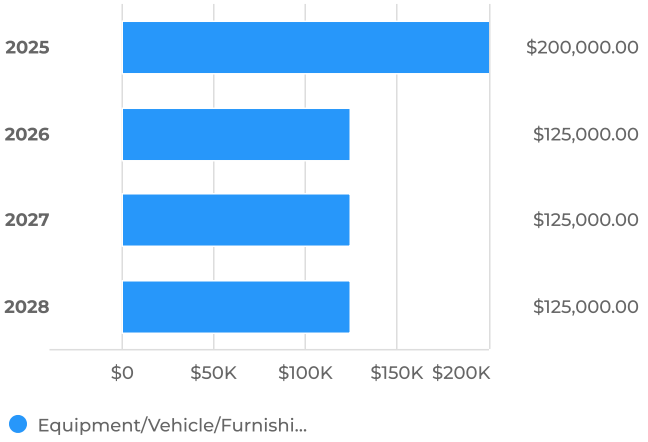
Details

Type of Project	Improvement

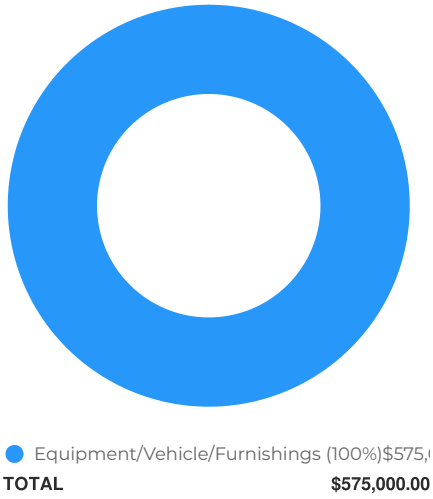
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$575K	$575K

Capital Cost by Year



Capital Cost for Budgeted Years



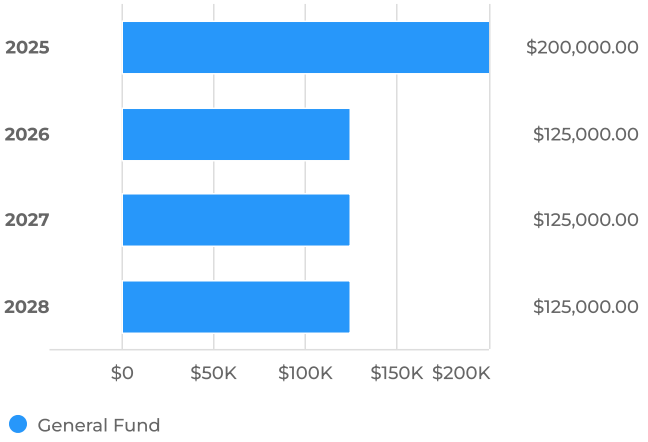
Capital Cost Breakdown

Capital Cost	FY2025	FY2026	FY2027	FY2028	Total
Equipment/Vehicle/Furnishings	$200,000	$125,000	$125,000	$125,000	$575,000
Total	**$200,000**	**$125,000**	**$125,000**	**$125,000**	**$575,000**

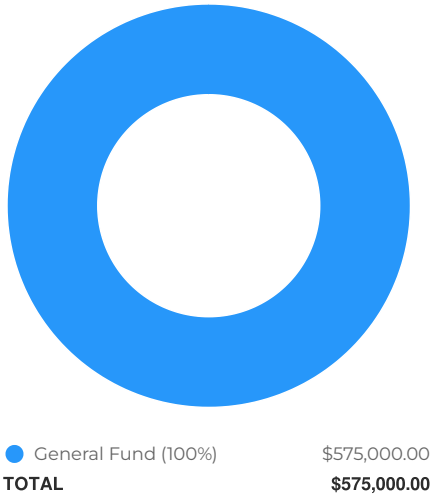
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$200,000	$575K	$575K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	FY2026	FY2027	FY2028	Total
General Fund	$200,000	$125,000	$125,000	$125,000	$575,000
Total	**$200,000**	**$125,000**	**$125,000**	**$125,000**	**$575,000**

UNASSIGNED REQUESTS

Clay Street Transit Garage Disposition

Overview

Request Owner	Chris Campbell, Public Transit Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2025
Department	UNASSIGNED
Request Groups	Urban Mass Transit
Type	Capital Improvement
Project Number	GP2615

Description

For the purchase of the old Transit Garage facility owned by the Federal Government. KATS is constructing a new transit garage and maintenance facility located at 880 East Main St. The old transit garage located at 141 Clay St can now be dispositioned and used for something else. Because FTA has the majority interest in the facility, their guidelines must be followed to dispose of the facility. The most recent appraisal (2016) of the facility provided an estimate of $200,000 which is less than the original purchase price. At a minimum, FTA will expect their portion of the match back. $241,500 total was used to purchase the facility and land it sits on in 2008. The following shows the amounts and total matching of each participating agency: FTA provided $193,200 (80%); TDOT $24,150 (10%); and City $24,150 (10%). If the property is sold, it's anticipated that FTA and TDOT will expect their original investment back. $217,350 would be needed to transfer either to them or an internal account that would then be used as their share in a future transit capital project.

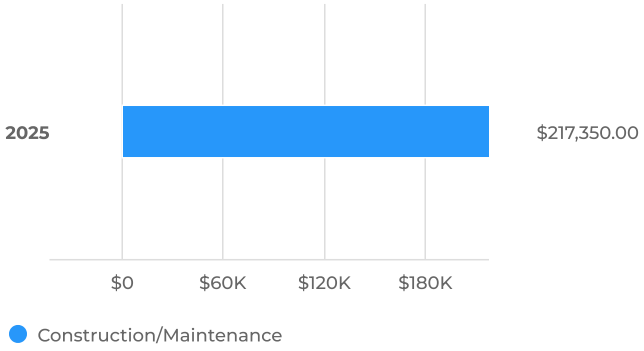
Details

Type of Project	Other

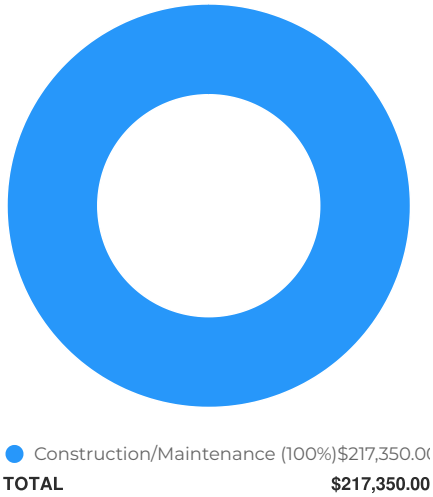
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$217,350	$217.35K	$217.35K

Capital Cost by Year



Capital Cost for Budgeted Years



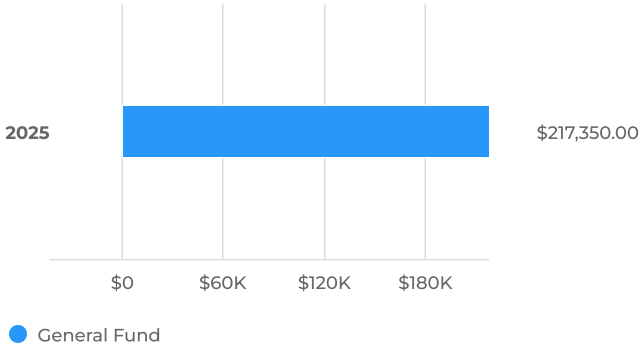
Capital Cost Breakdown

Capital Cost	FY2025	Total
Construction/Maintenance	$217,350	$217,350
Total	**$217,350**	**$217,350**

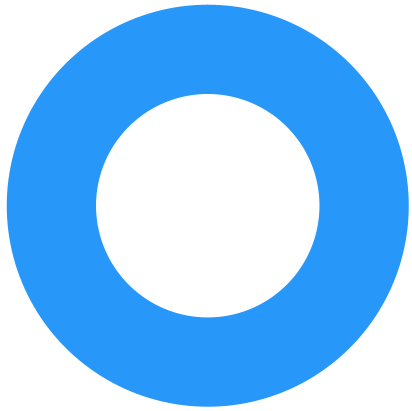
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$217,350	$217.35K	$217.35K

Funding Sources by Year



Funding Sources for Budgeted Years



General Fund (100%)	$217,350.00
TOTAL	**$217,350.00**

Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$217,350	$217,350
Total	**$217,350**	**$217,350**

Old Transit Center / RCAT Disposition

Overview

Request Owner	Chris Campbell, Public Transit Manager
Est. Start Date	10/01/2024
Est. Completion Date	09/30/2025
Department	UNASSIGNED
Type	Capital Improvement
Project Number	GP2614

Description

For the purchase of the old Transit Center and RCAT Facility owned by the Federal Government. KATS is constructing a new transit garage and maintenance facility located at 880 East Main St. The old transit garage located at 141 Clay St can now be disposed of and used for something else. Because FTA has the majority interest in the facility, their guidelines must be followed to dispose of the facility. The most recent appraisal (2016) of the facility provided an estimate of $200,000 which is less than the original purchase price. At a minimum, FTA will expect their portion of the match back. $241,500 total was used to purchase the facility and land it sits on in 2008. The following shows the amounts and total matching of each participating agency: FTA provided $193,200 (80%); TDOT $24,150 (10%); and City $24,150 (10%). If the property is sold it's anticipated that FTA and TDOT will expect their original investment back. $217,350 would be needed to transfer either to them or an internal account that would then be used as their share in a future transit capital project.

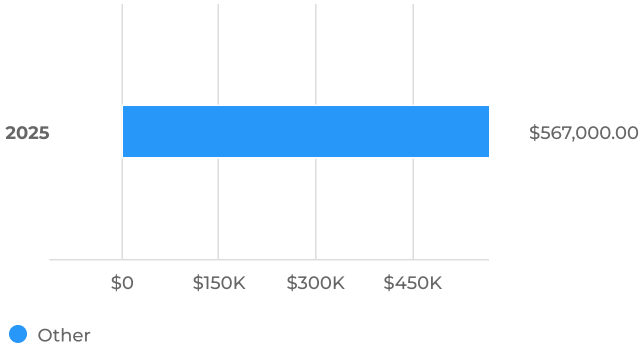
Details

Type of Project	Other

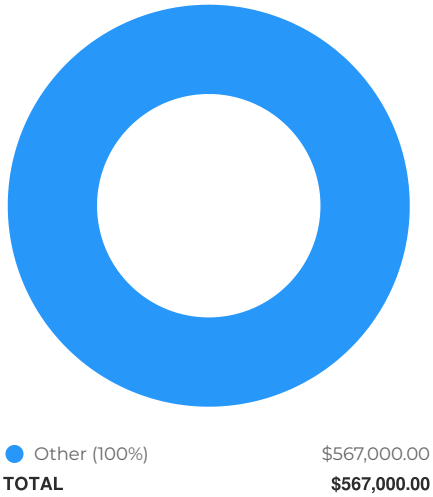
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$567,000	$567K	$567K

Capital Cost by Year



Capital Cost for Budgeted Years



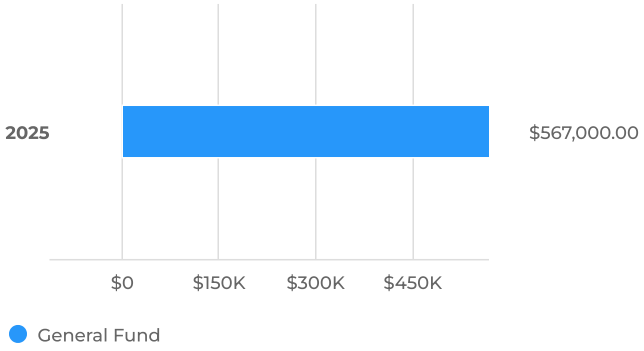
Capital Cost Breakdown

Capital Cost	FY2025	Total
Other	$567,000	$567,000
Total	**$567,000**	**$567,000**

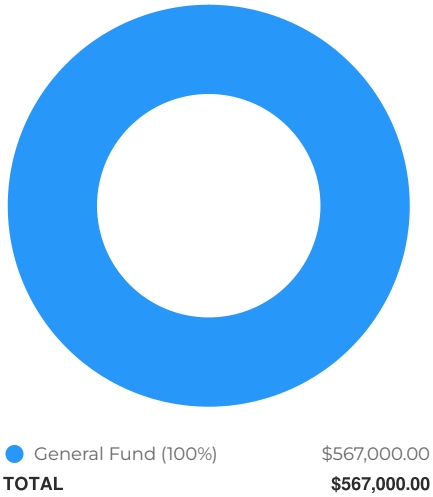
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$567,000	$567K	$567K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	$567,000	$567,000
Total	**$567,000**	**$567,000**

VEHICLE REPAIR AND MAINT REQUESTS

Fleet Access Control

Overview

Request Owner	Steve Leonard, Fleet Maintenance Manager
Department	VEHICLE REPAIR AND MAINT
Request Groups	Fleet Maintenance
Type	Capital Equipment
Project Number	NC2501

Description

To provide door security for three doors coming into the Fleet offices. The door security would allow a safer environment in our offices. Currently, there are no windows to view visitors wanting to gain access. The card slider entrance incorporated with cameras would allow staff to grant or deny permission to enter.

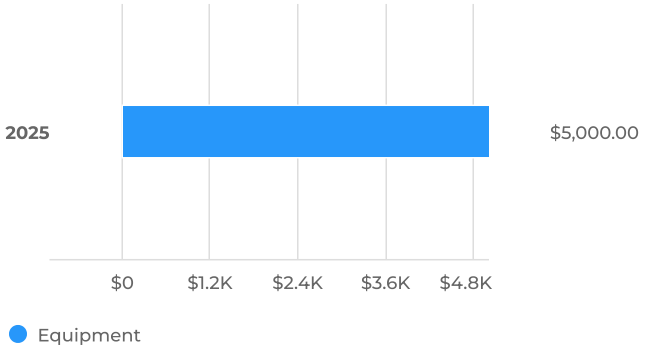
Details

New Purchase or Replacement	New

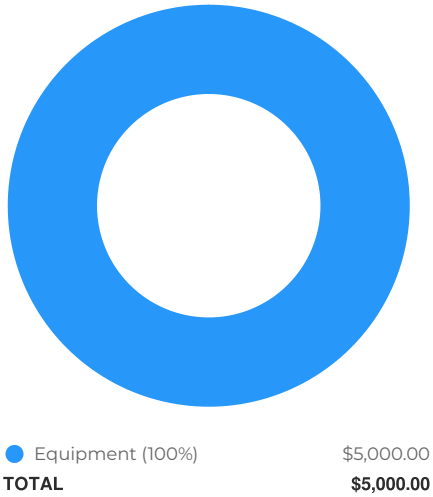
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$5,000	$5K	$5K

Capital Cost by Year



Capital Cost for Budgeted Years



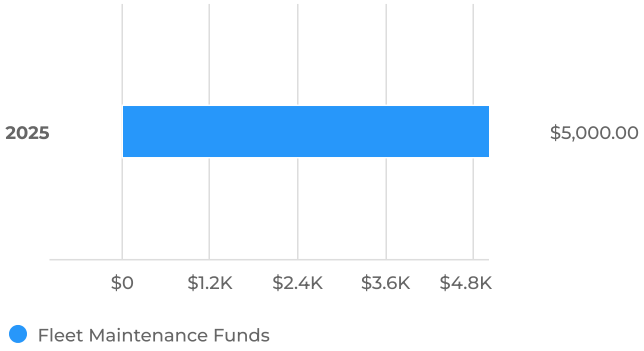
Capital Cost Breakdown

Capital Cost	FY2025	Total
Equipment	$5,000	$5,000
Total	**$5,000**	**$5,000**

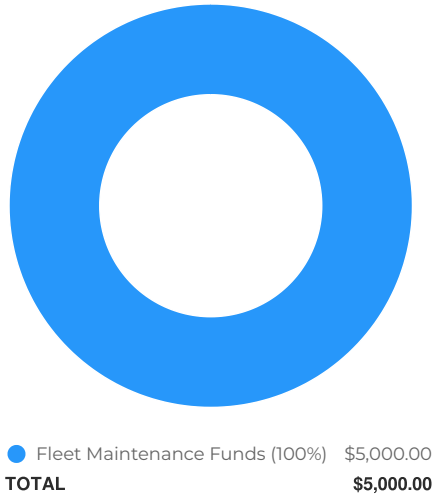
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$5,000	$5K	$5K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
Fleet Maintenance Funds	$5,000	$5,000
Total	**$5,000**	**$5,000**

Security Camera System Replacement

Overview

Request Owner	Steve Leonard, Fleet Maintenance Manager
Department	VEHICLE REPAIR AND MAINT
Request Groups	Fleet Maintenance
Type	Capital Equipment
Project Number	NC2500

Description

Camera system upgrade for fleet maintenance, fuel sites and parking area. This upgrade would provide better coverage and security for the city assets located at fleet maintenance both internally and externally, as well as, our fuel sites and parking area.

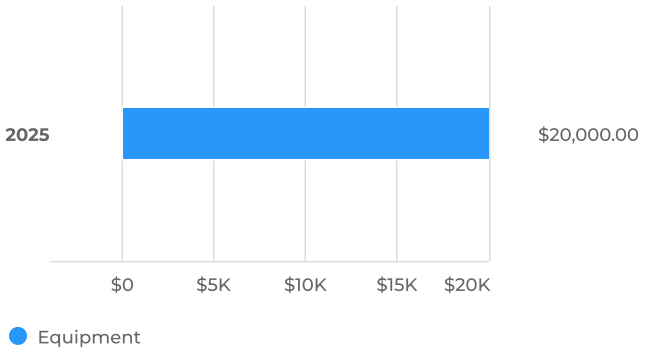
Details

New Purchase or Replacement	Replacement

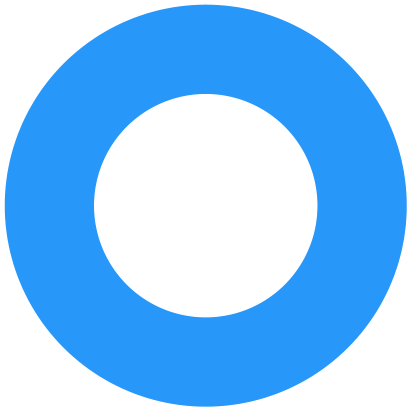
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
$20,000	$20K	$20K

Capital Cost by Year



Capital Cost for Budgeted Years



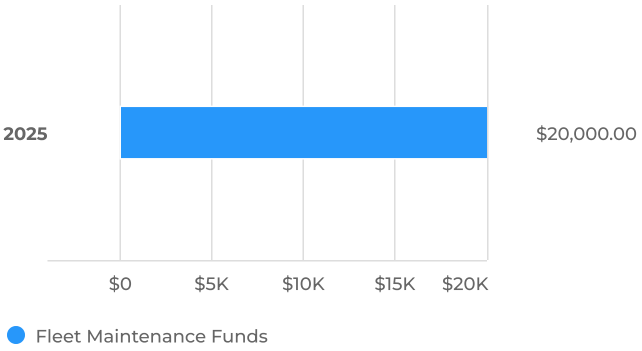
Capital Cost Breakdown

Capital Cost	FY2025	Total
Equipment	$20,000	$20,000
Total	**$20,000**	**$20,000**

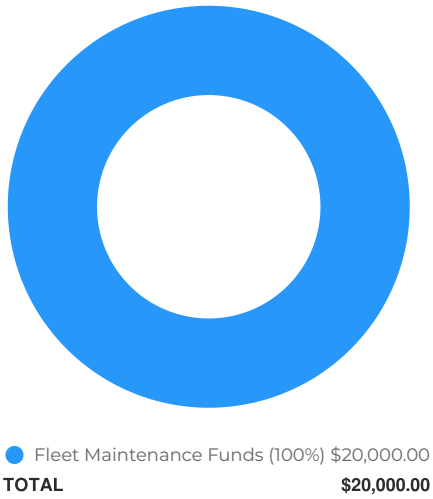
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
$20,000	$20K	$20K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
Fleet Maintenance Funds	$20,000	$20,000
Total	**$20,000**	**$20,000**

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year’s apportionment along with one year’s committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful live extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government’s account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking bodyof a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as “personal services,” “expenses,” or “capital outlay.”

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors’ analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, $14.80 per $1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account’s balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank’s reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders’ equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community’s assessed value on property must reflect its market, or full and fair cash value.