

Town of Boone
Fourth Quarter
Reports

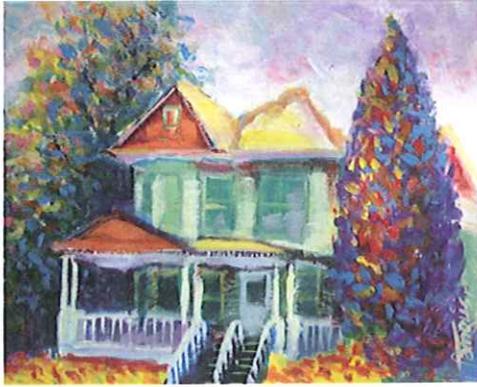
October, November &
December 2012



Appalachian Theatre Quarterly Update

December 2012

- The information added to the boxes located in the front of the theatre continues to generate new interest and excitement about the revitalization of the theatre. The Campaign Committee is still in the “silent” phase of the fundraising campaign, and hopes to be able to launch the public campaign very soon.
- Alfred Glover was elected as the newest member of the Board of Trustees, and they have been actively working on several areas of development for the Theatre.
 - Fundraising
 - History and Archives
 - Organization and Programming
 - Design and Construction
- Positioning Statement is complete
- Articles of Incorporation have been completed
- First version of By-laws are complete
- Still working on:
 1. 501c3 status
 2. Non-profit status
- To date, the committee has made payments totaling \$ 59,735.33 which is \$ 19,735.33 above the regularly scheduled payment of \$40,000 that was due in January 2013.
- Town Council was offered the opportunity for a Council Member to have an Ex-Officio spot of the BOT.



Cultural Resources Department
Quarterly Report
4th Quarter: October – December 2012

- The Cultural Resources Board was formed in July, since that time, they have formed several sub-committees and they have been working furiously.
- The sub-committees include:
 - Strategic Planning
 - Jones House
 - Rivers Property

Each sub-committee has continued to meet regularly, and each is working diligently to gather information and educate themselves about town policy and the possibilities for each property.

- In addition to the activities of the sub-committees, the Board has met as a whole each month to discuss the property that encompasses SAHA, Horn in the West, DB Gardens, Jaycee Park, and Strawberry Hill. The group has also had several requested appearances to discuss programming possibilities as well as facility improvements and additions.
- The CRaB will continue to meet regularly as a group on the first Monday of each month at the Jones House Community. Sub-committee meeting dates and times have not established a regular schedule as of yet.
- Mark Freed was hired as the Programs Coordinator.
- The Jones House continues to hold gallery openings as a part of the First Friday event, as well as provide a public meeting space and rental facility.
- A draft of proposed policies and procedures for the Jones House are currently with the Town Attorney for consideration.
- Acquired two historic pieces of furniture for the Jones House a desk and a weaving loom.
- Decorated the Jones House for the holidays without closing to the public.
- Offered public hours at the Jones House for 4 Saturdays in December.



Downtown Boone Development Association Quarterly Report 4th Quarter: October – December 2012

Organization:

- The Parking Appeals Committee continues to meet monthly to hear appeals.
- The DC continues to attending regular Council meetings, as well as additional meetings in an attempt to help increase the communication of accurate information to the stakeholders in downtown.

Promotion:

- The DBDA continues to host the First Friday Art Crawl promotional events each month as well as coordinate the Gallery Receptions at the Jones House as a part of this event.
- The DC worked with the members of the DBDA and other Cultural Resources staff to host the annual Downtown BOO! Halloween celebration. The weather was a little questionable, but we had a large turnout and the Jones House hosted a meet and greet with the ASU Men's basketball team.
- Hosted the annual Boone Christmas Parade with a record number of participants, including Yosef and members of the dance and cheer teams prior to the playoff game.

Design:

- The DBDA continues to work with to gather information on options and pricing for new sidewalks as well as parking meters in Downtown with hopes of establishing a plan and a partnership for the implementation of these improvements.
- Continuing to work with the Urban Architect from Glave and Holmes along with members of Public Works staff to explore options for Howard Street.

Economic Restructuring:

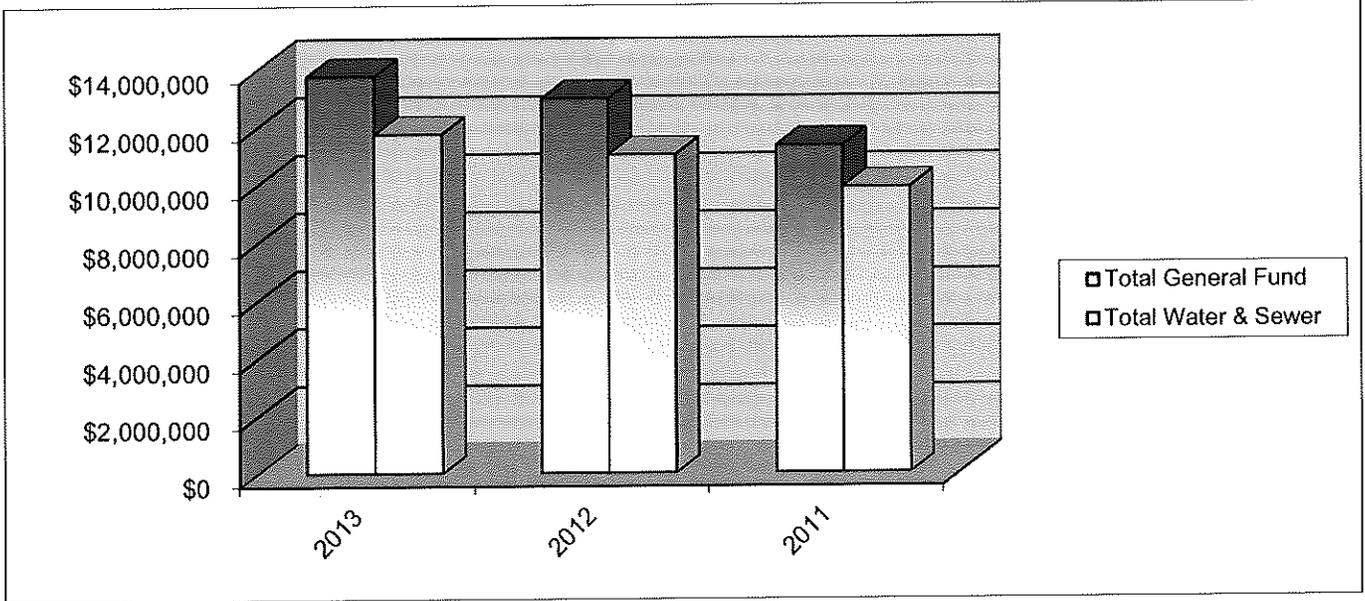
- The DBDA continues to work with the Appalachian Theatre Committee and Whitney Jones, Inc. to research and explore the renovation and rehabilitation of the Appalachian Theatre. The Committee is still in the "silent phase" of the campaign.

QUARTERLY REPORT AS OF DECEMBER 31, 2012
FISCAL YEAR 2012/2013
FINANCE DEPARTMENT

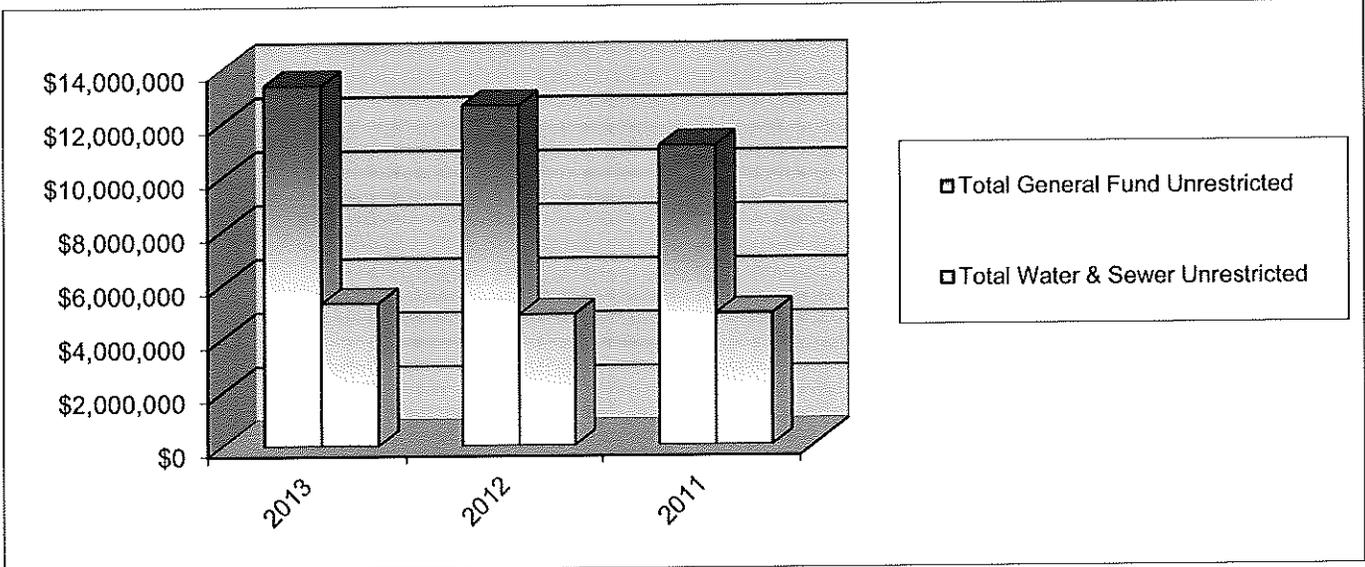
CASH AND INVESTMENTS

Cash and Investments Summary

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Total General Fund	\$13,776,501	\$12,986,156	\$11,337,286
Total Water & Sewer	\$11,761,086	\$11,031,602	\$9,889,879
Grand Total	\$25,537,587	\$24,017,758	\$21,227,165



	<u>2013</u>	<u>2012</u>	<u>2011</u>
Total General Fund Unrestricted	\$13,397,926	\$12,645,594	\$11,131,839
Total Water & Sewer Unrestricted	\$5,302,574	\$4,865,227	\$4,880,961
Grand Total	\$18,700,500	\$17,510,821	\$16,012,800



QUARTERLY REPORT AS OF DECEMBER 31, 2012
FISCAL YEAR 2012/2013
FINANCE DEPARTMENT

TAX REVENUES

		12/31/2012 % LEVY <u>COLLECTED</u>	12/31/2011 % LEVY <u>COLLECTED</u>
Town of Boone	\$ 3,999,162	76.63%	72.91%
Municipal Service District	\$ 90,075	72.99	84.20%

CAPITAL EXPENDITURES

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Police	2 ea. - Dodge Chargers	\$ 46,066
Public Works	Repeater	\$ 5,537
Total General Fund		\$ 51,603
Total Water & Sewer Fund		\$ -
Total General Fund & Water & Sewer Fund Capital Expenditures This Quarter		\$ 51,603

QUARTERLY REPORT AS OF DECEMBER 31, 2012
FISCAL YEAR 2012/2013
FINANCE DEPARTMENT

BUSINESS LICENSE ISSUED

July 1, 2012 - September 30, 2012

<u>License Type</u>	<u>Quantity Issued</u>
Automobile Dealer	0
Barber / Beauty Shops	1
Bicycle Dealers	0
Bowling Alleys	0
Chain Stores	0
Dealers in Firearms	0
Entertainments	0
General Business	12
General Contractors	31
Hotels & Motels	0
Itinerant Merchants	4
Peddlers	12
Plumbing, Heating or Electrical	26
Restaurant	11
Service Stations	0
ABC Licenses	4

SURPLUS PROPERTY SOLD VIA GOVDEALS AUCTIONS

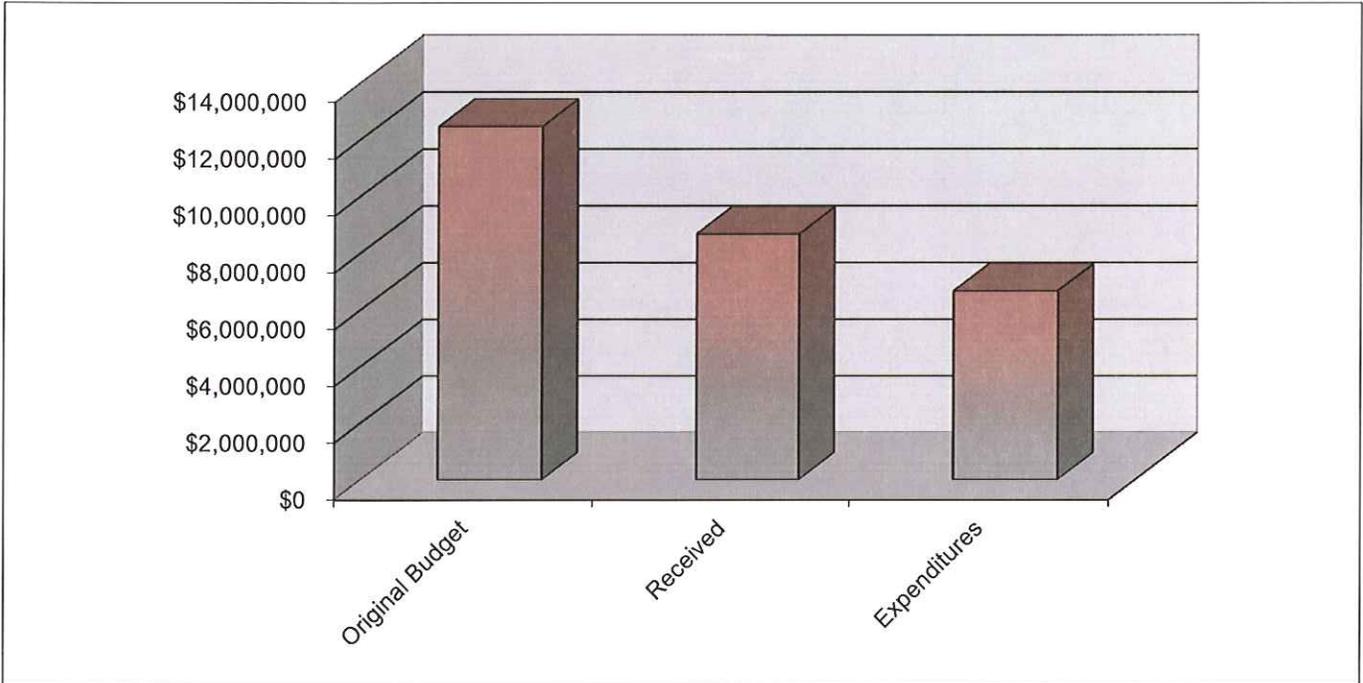


October 2012 \$	-
November 2012 \$	72
December 2012 \$	-
Total \$	72

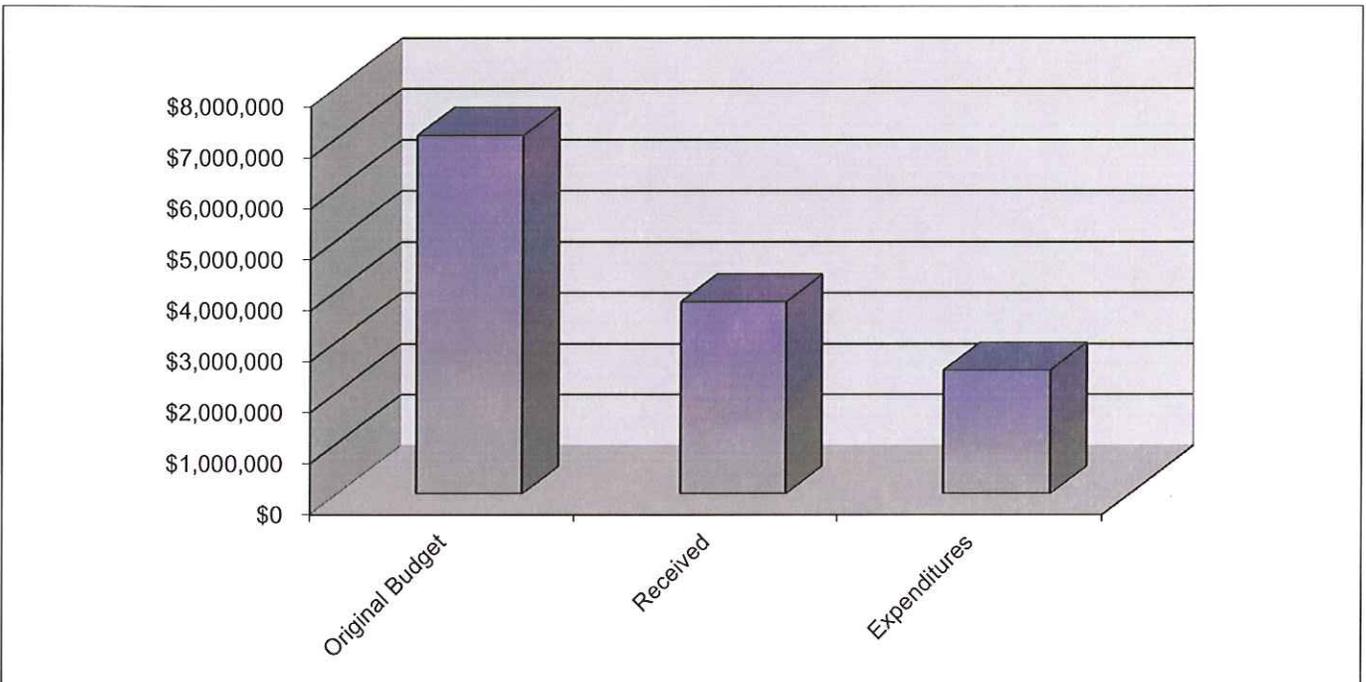
QUARTERLY REPORT AS OF DECEMBER 31, 2012
FISCAL YEAR 2012/2013
FINANCE DEPARTMENT

BUDGET / ACTUAL ANALYSIS

	<u>Original Budget</u>	<u>Revenues Received</u>	<u>Expenditures</u>
General Fund	\$12,445,205	\$8,662,142	\$6,662,212



	<u>Original Budget</u>	<u>Revenues Received</u>	<u>Expenditures</u>
Water & Sewer Fund	\$7,032,203	\$3,772,745	\$2,429,633





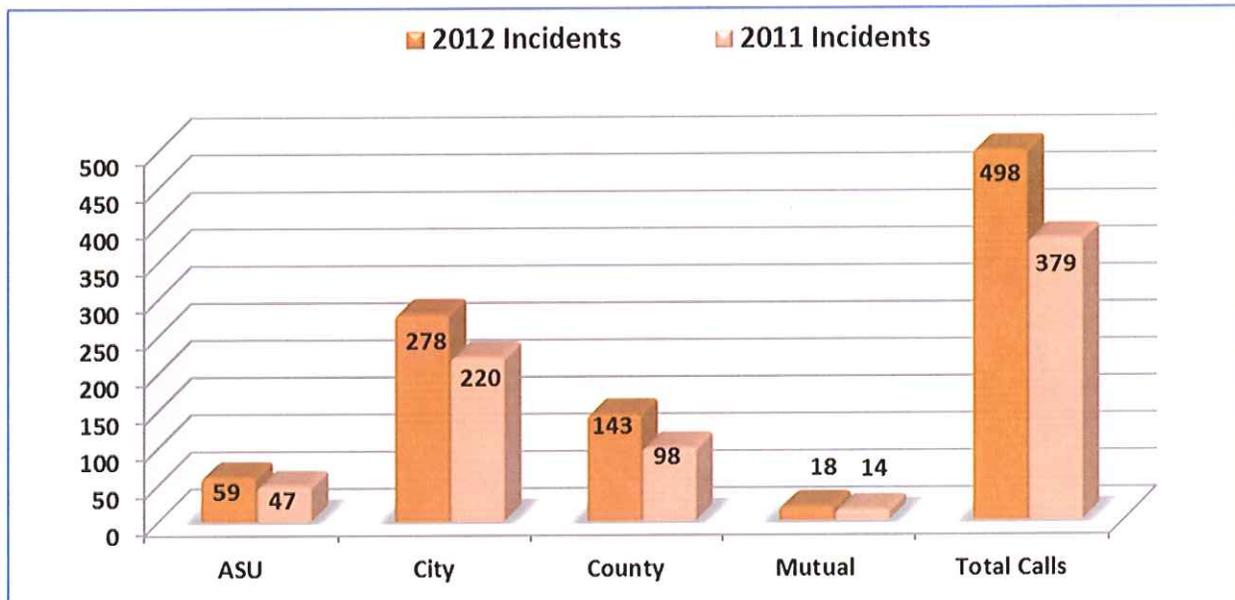
QUARTERLY REPORT

TO: Mayor & Council Members
FROM: James D. Isaacs, Fire Chief
DATE: January 16, 2013
SUBJECT: 4th Quarter 2012 (Oct, Nov, Dec)

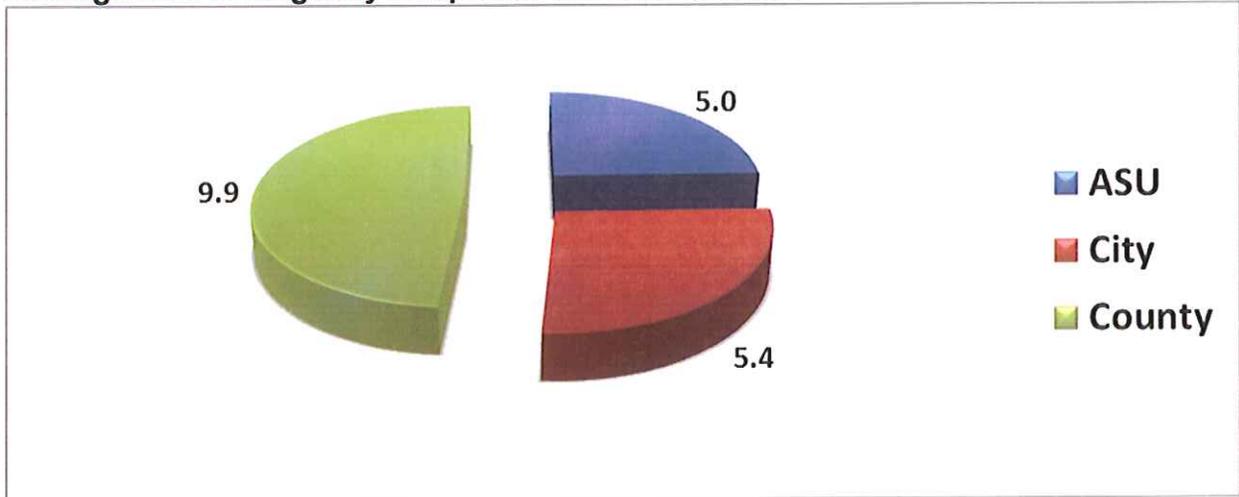
INCIDENT INFORMATION

During the fourth quarter of 2012, Boone Fire Department responded to 498 incidents. The average response time for non-emergency incidents was 6.03 minutes and 6.77 minutes for emergency situations.

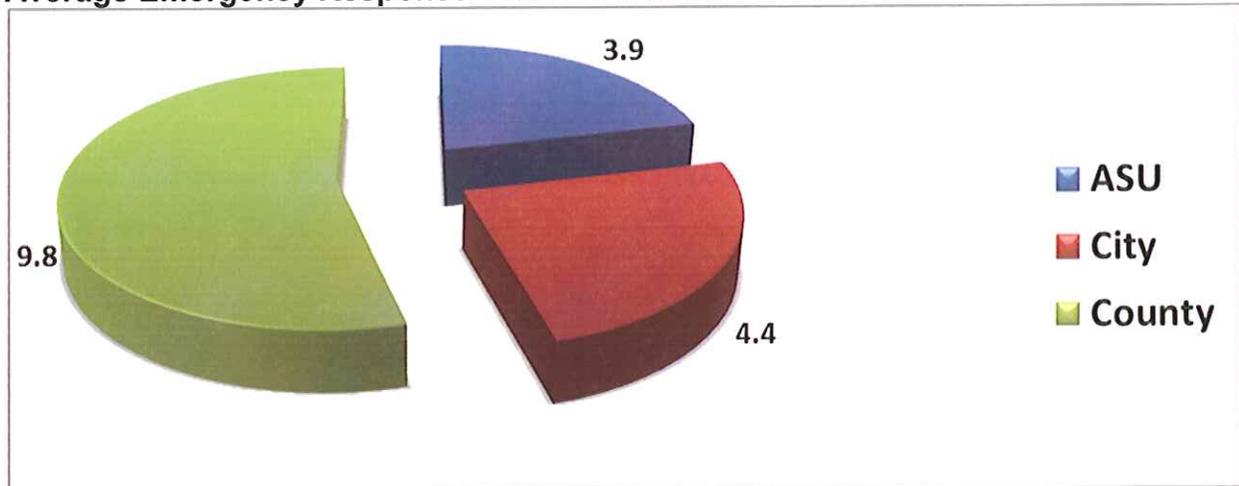
Number of Incidents by Jurisdiction



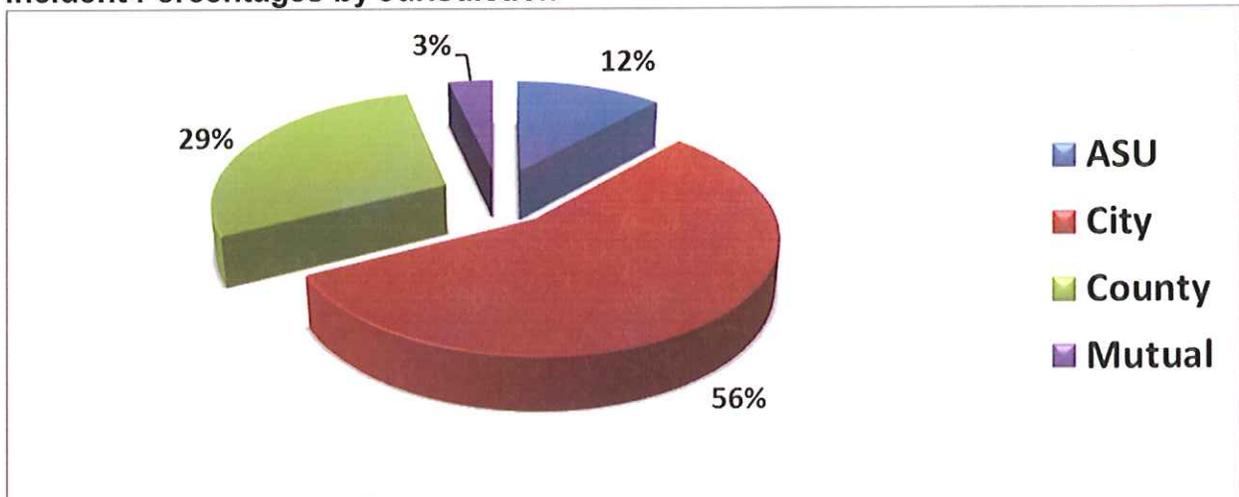
Average Non-Emergency Response Times In Minutes



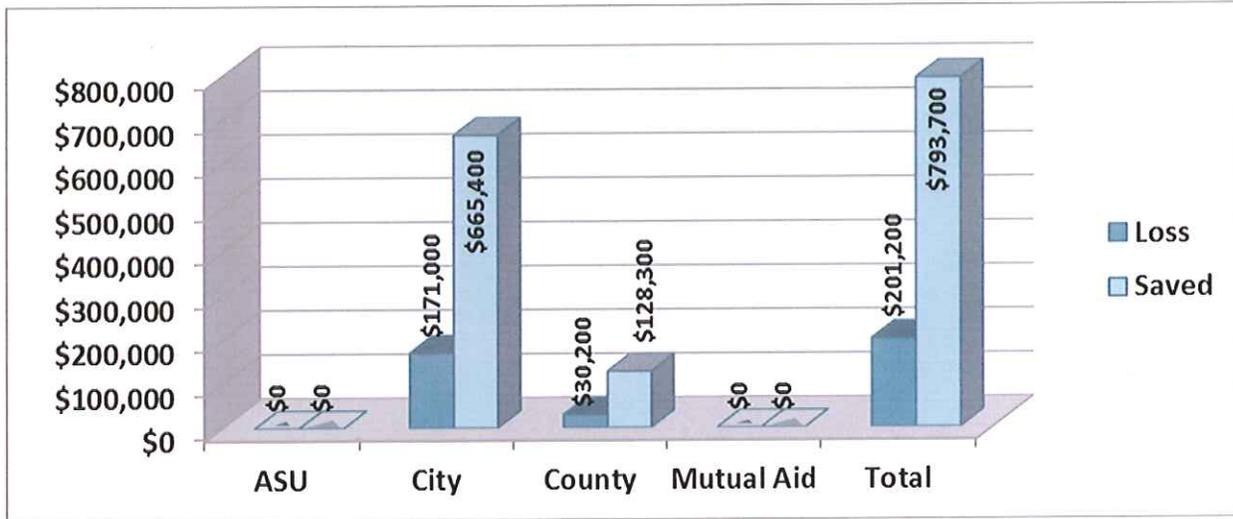
Average Emergency Response Times In Minutes



Incident Percentages by Jurisdiction



FIRE DAMAGE LOSS VS SAVED: PERCENTAGE OF VALUE SAVED 88.29%



PERSONNEL

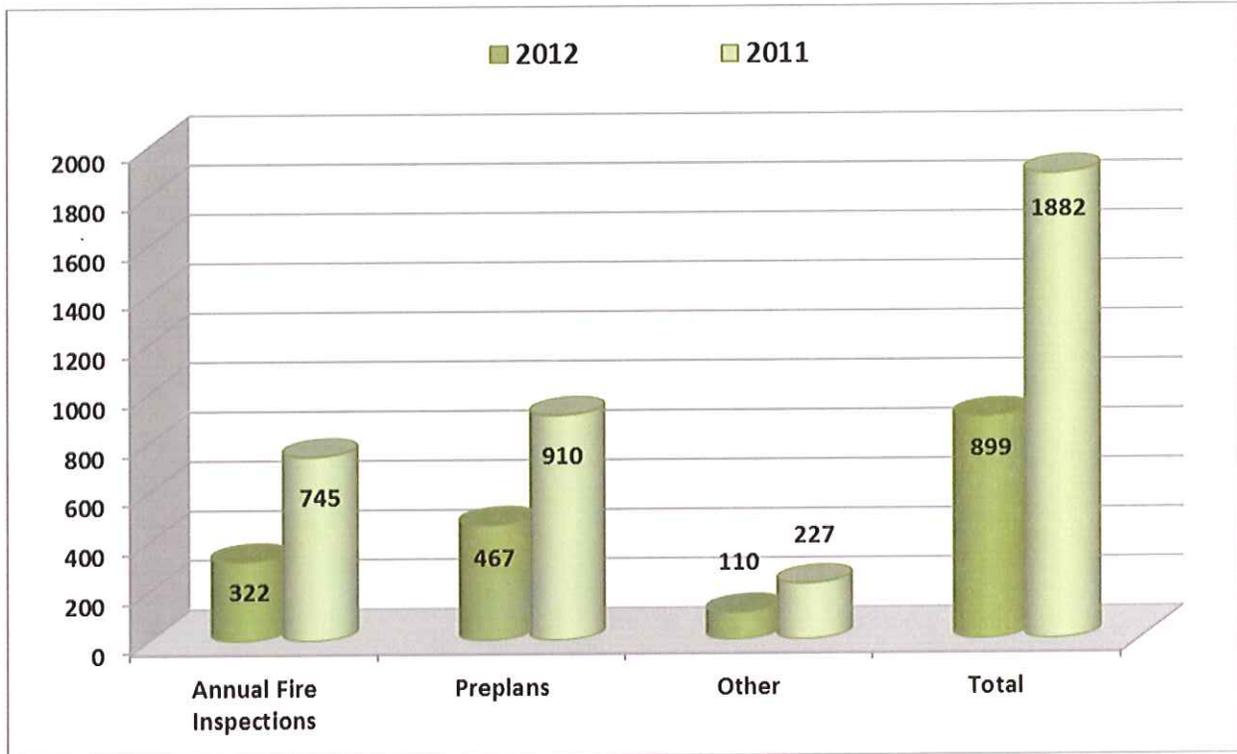
At the present time the Boone Fire Department is running a roster of 18 permanent firefighters and 18 volunteers for a total of 36 members. A total of 1551 training hours were completed during this quarter.

Departmental Roster

Name	Radio #	Name	Radio #
Brown, Edward	2133	Lentz, Adam	2166
Brown, Kent	2127	Marsh, Ronnie	2128
Campbell, Ryan	2175	Marsh, Taylor	2151
Clark, Matthew	2172	Maxey, Patrick	2160
Daniels, Jereme	2147	McLean, Walter	2143
Dean, Jeffrey	2150	McMurray, Jey	2178
Earp, Jacob	2152	Miller, Jared	2174
Earp, Jeremy	2153	Parlier, Mark	2136
Edmisten, John	2173	Propst, Lonnie	2125
Flieg, Amy	2157	Rawls, John	2155
Garland, Shane	2137	Reed, Matt	2164
Guy, David	2167	Smith, Greg	2170
Hassler, Kyle	2165	Spencer, Travis	2126
Hassler, Reginald	2142	Teague, Mike	2124
Ingold, Jimmy	2146	Triplett, Jordan	2159
Isaacs, James	2121	Wade, Andrew	2171
Kerley, Jay	2135	Wallace, Tate	2179
Kissel, Ryan	2156	Wilson, Aaron	2145
Krause, Matthew	2163		

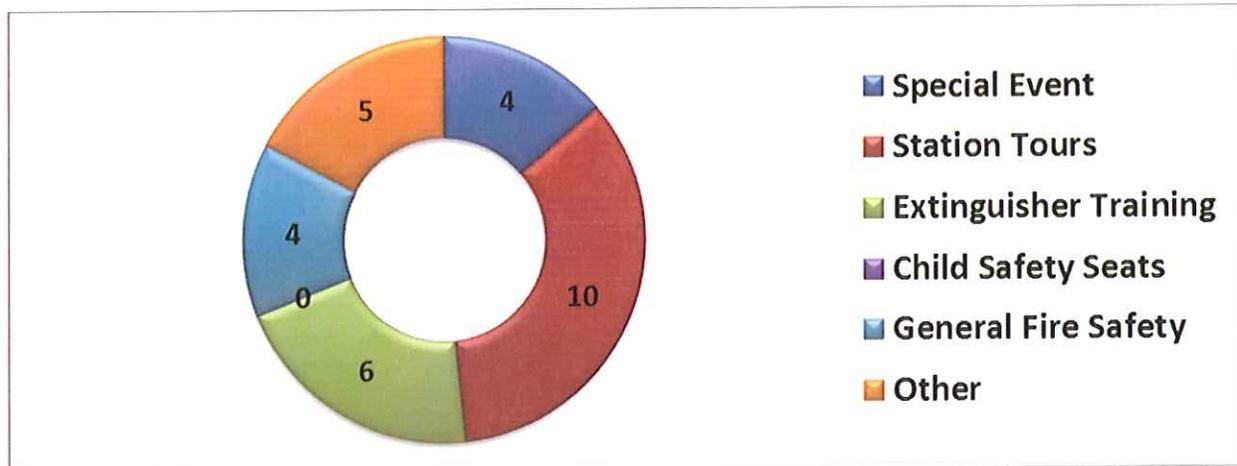
DEPARTMENTAL INSPECTIONS

The department performed 322 annual-fire, 467 preplan, and 110 other inspections for a total of 1882 inspections during the fourth quarter.



FIRE PREVENTION

The Boone Fire Department Prevention Bureau conducted 25 fire and life safety education programs.



HUMAN RESOURCES DEPARTMENT FOURTH QUARTER REPORT 2012

Congratulations to the following employees on their promotions:

Bradley Swift—Master Police Officer

Len Hagaman—Master Police Officer

Jason Lories—Senior Police Officer

Neal Long—Senior Police Officer

Justin Warren—Master Police Officer

The following employees resigned their positions:

Jimmy Ingold—Fire Driver/Operator

The Town of Boone would like to welcome the following new employees:

Brian Woods—Police Officer

Patrick Maxey—Firefighter

Mark Freed—Cultural Resources Coordinator

Master Police Officer **Justin Warren** requested and received a transfer to Canine Officer.

Wastewater Treatment Plant Operator **Dale Holman** received his Grade II Wastewater Operator certification.

Congratulations to Police Sergeant **Matt Stevens** who graduated from the FBI National Academy, a training program for law enforcement officers held in Quantico, VA.

Police officer **Jason Reid** transferred to the position of Detective in the Criminal Investigations Division.

Safety & Risk Management Division Fourth Quarter Report:

For the fourth quarter there were three worker's compensation claim filed.

A Police Officer while helping a victim got body fluids on them, possible blood borne exposure (recordable).

Two Fire Fighters while extrication victims of a crash hands were caught between machinery and the car (non-recordable).

For the year 2012 the Town had ten worker's compensation claims filed. Of the ten, six were recordable and two of these had lost workdays (45). The employees did a great job this year keeping accidents down and performing their jobs safely.

Our injury rates for the year are:

Incident Rate	=	3.45
Frequency Rate	=	1.15
Severity Rate	=	25.9

Rates are figured using the following:

Incident Rate = (recordable cases X 200,000) divided by (work hours for the year)

Frequency Rate = (lost work day cases X 200,000) divided by (work hours for the year)

Severity Rate = (lost work days X 200,000) divided by (work hours for the Year)

**OFFICE OF THE CLERK
FOURTH QUARTER REPORT – 2012**

The Clerk's Office issued eight special event permits during the fourth quarter of 2012.

Town of Boone

Planning & Inspections Department

Fourth Quarter Report 2012

Fourth Quarter, 2012 (October, November, December)

Zoning Amendments

Case 20120582 Building Heights In The B-1 Zoning District

Boone Town Council initiated a text amendment to Unified Development Ordinance Section 207 for the purpose of limiting building heights in the Central Business district to 40 feet. This request was approved.

Case 20120683 United Developers, Conditional District Map Amendment

At and near 170 Clawson Street, Watauga Co. PINs: 2911610160000, 2911603647000, 2911602100-000, request to rezone all/portions of the properties owned by Wayne & Dana Clawson from R-3 Multiple Family Residential & MH Manufacture Home Park to Conditional District R-3 Multiple Family, for 72 apartments, containing 180 bedrooms. Applicants requested a 3 year vesting. This request was approved with conditions.

Board of Adjustment

AR20120219 Delta Holdings

Nathan A. Miller, attorney for Delta Holdings LLC, filed an appeal of a notice of violation issued by the Town of Boone Planning and Inspections Department on March 16, 2012 for violations (UDO Article IV Section 61 Permits Required, Article XVI Section 290 Soil Erosion Control Design Standards, Article XVII Part II Drainage and Stormwater Management, Article XVI Section 284 Grading Performance Standards, Article VIII Section 144 Abandonment and Discontinuance of Nonconforming Situations, Article X, Section 165 Table of Permissible Uses and Article X, Section 172 Combination Uses Other than Multi-Family Uses in Business Districts Authorized by Section 179) occurring at 110 Seven Oaks Road (Watauga County PIN 2921-73-0192-000). This case is ongoing.

SU20070107 Templeton Medical Clinic

Adoption of findings of fact regarding a denial of a Special Use Permit request made in 2007 to allow a medical clinic to be built at 315 State Farm Road (Watauga County PIN 2910-45-2250-000). No public hearing was conducted. Findings of fact were made.

AR20120536 Michael Gragg

Michael and Paul Gragg filed an Administrative Review to a Notice of Violation to Section 290[c][2] of the UDO. 38+/- linear feet of culverting were installed without proper permits and approval. Section 290[c][2] does not allow permanent buffer zone disturbances without a Variance. (Watauga County PINs 2901-11-0582-000, 2901-11-4335-000). The Board upheld staff's decision.

ZV20120463 Michael Gragg

Michael and Paul Gragg requested a Variance to UDO Section 290[c][2] to allow 38+/- linear feet of permanent stream buffer zone encroachment, to allow impacts to the stream in which the UDO does not allow temporary or permanent impacts greater than 10% of the overall length of buffer zone on the site. The project is located at 504 Old Bristol Road (Watauga County PINs 2901-11-0582-000, 2901-11-4335-000). This request was approved.

ZV20120543 High Country Honda

Mitch Walters on behalf of High Country Honda (Pegasus Capital Partners, LLC) requested a Variance to UDO Section 331, Signs Permitted in the B-3 District, to allow High Country Honda to display more signs than the Ordinance allows. The additional signs do not meet the prescribed requirements listed in Section 331 of the UDO. The project is located at 1440 Blowing Rock Road (Watauga County PIN 2910-32-9982-000 and 2910-42-0771-000). This request was approved.

ZV20120544 Andrew Shukis

Andrew and Elizabeth Shukis requested a Variance to UDO Section 200 to allow setback Variances to complete two additions to their home. The two additions do not meet the prescribed setback requirements listed in Section 200 of the UDO. The project is located at 112 Rolling Hills Drive (Watauga County PIN 2910-88-9718-000). This request was approved.

AR20120547 Paolucci's

Carl Paolucci filed an Administrative Review appealing staff's decision that Paolucci's Italian Bar and Grill was in violation of Article XVIII, Signs, Section 338 [6] and Section 326 [a] [6] of the Town of Boone Unified Development Ordinance (UDO). Paolucci's appealed the fines prescribed in Article VII, Enforcement and Review, Section 132 [a] of the UDO. Paolucci's Italian Bar and Grill is located at 783 W. King Street. (Watauga County PINs 2900-79-6480-000, 2900-79-7562-000). The Board upheld staff's decision and did not allow any reduction of fines.

SU20120681 Hackett Properties Inc.

Special Use Permit Modification request for 232 Park Street, to extend the approved 2 year vesting for Cedar Ridge Townhomes, (containing 50 town home units) originally approved on July 10, 2008 for an additional 2 years. This request was approved.

SU20120678 Caldwell Community College and Technical Institute

372 Community College Drive, Special Use Permit Modification, for construction of a building containing six classrooms. This request was approved.

ZV20120677 Waffle House

Blowing Rock Rd. (Watauga Co. PIN: 2910-24-1803-000), Variance request for a reduction to the required driveway spacing in a Corridor district from 150 feet to 80 feet from the adjacent driveway to the west and reduction from 150 feet to 108 feet from the adjacent driveway to the east. This request was approved.

Community Appearance Commission

Discussion of Design Guidelines

The Appearance Commission continues to discuss design guidelines, focusing on specific guidelines for the Downtown area. The Board also continues to discuss colors and features for the Downtown Central Business District and have narrowed down the colors and features to relate to the historic look of Downtown.

Tree Board

The Tree Board did not meet this quarter.

Planning Commission

Election of New Planning Commission Chairperson

Planning Commission elected Eric Woolridge as Chairman and Greg Simmons as Vice Chairman.

Appointment of New Affordable Housing Task Force Member

Ms. Phoenix Buathier was appointed as the new member.

The Planning Commission made recommendations on the one (1) map amendment and one (1) text amendment listed under Zoning Amendments above.

Affordable Housing Task Force

Develop Performance Standards for Family Oriented Multi-Family Housing

The Task Force is continuing to develop and refine specific standards and ordinance language for family oriented multifamily housing developments. In addition, the Task Force is working on a definition for townhouse. The Task Force is sending UDO Section 175 *Supplementary Standards for Multi-Family Housing Development* to the February Quarterly Public Hearing for public comment.

Election of Chairperson

Former Chairman Brett Scantlin resigned from the Task Force. Lynnwood Brown was elected as Chairman.

Discussion of Family Oriented Multi-Family Housing in Mixed Use Developments

The Task Force is continuing discussion of this item.

Discuss Meeting Schedule

The Task Force voted unanimously to meet the second Tuesday of each month at 5:30p.m.

Historic Preservation Commission

Create Study of Historic Structures/CLG Application

The Town of Boone will soon be submitting an application to become a Certified Local Government. The Historic Preservation Commission has been told that a CLG status will hopefully provide grant money that would enable the Town to hire a professional to create a study of Boone's Historic Structures.

Discuss Design Guidelines

The HPC continues to work on the Design Guidelines making gramatic and content changes.

Create Community Education Outreach Program

The HPC discussed having "Tea and Old Times" at the Jones House to gather historic information about Boone from the elder generations of Watauga County.

Violations

Illegal Signs

Staff patrolled the Town of Boone Corporate Limits and ETJ this past quarter to locate illegal signs. The Sign Administrator located 24 illegal signs that were displayed. One (1) Notice of Penalty was issued. All other violations were corrected with phone calls.

Occupancy Violations

The Planning & Inspections Department received one (1) occupancy complaints this quarter which was not substantiated.

Minimum Housing Violations

The Planning & Inspections Department received two (2) minimum housing complaints this quarter. One (1) was repaired, one (1) no violations were found. Files closed.

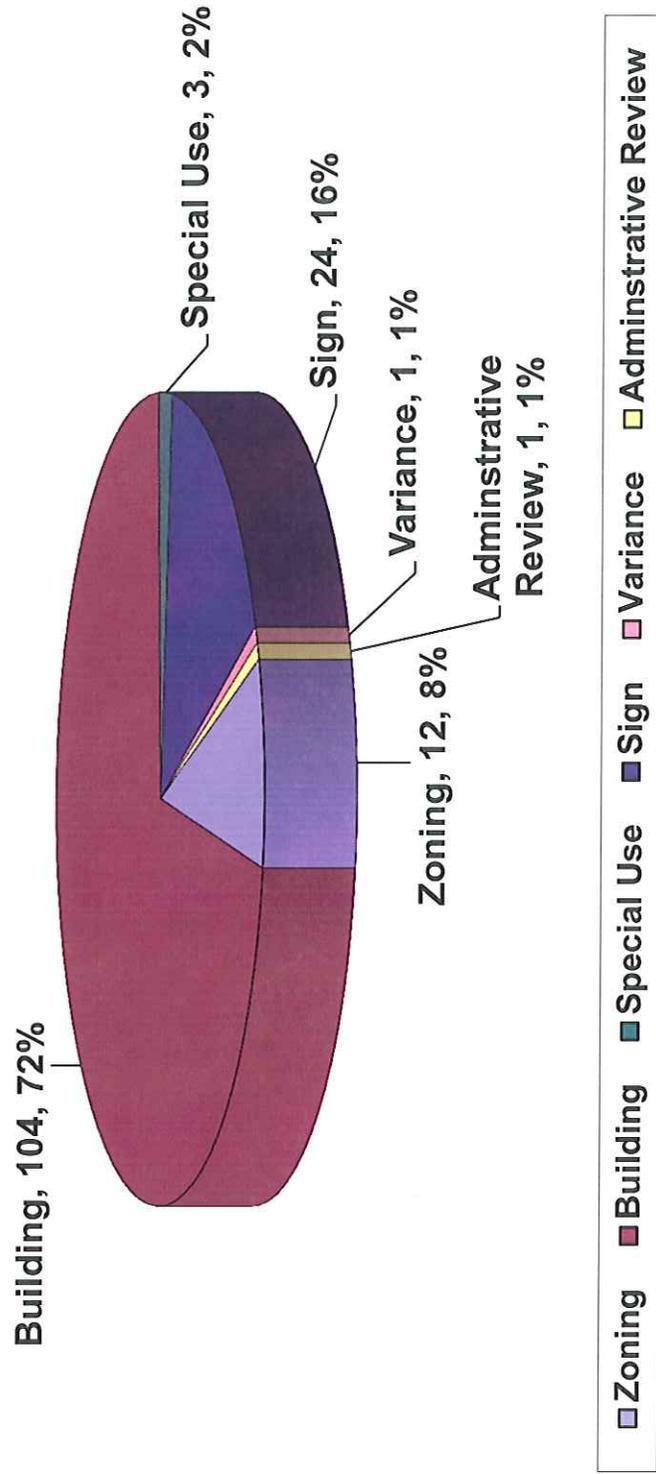
Other Violations

The Planning & Inspections Department received two (2) electrical service equipment complaints, one (1) repaired and one (1) building not occupied. There was one (1) stairway code violation at an apartment building that has been resolved. There were four (4) stop work orders issued for beginning work without a permit.

Erosion and Sedimentation Control Violations

The Planning & Inspections Department issued one (1) erosion and sedimentation control Notice of Violation.

Planning & Inspections Department
Number of Permit Applications Received
For 4th Quarter, 2012





*Town of Boone
Department of Public Utilities
Utilities and Engineering Division*

Fourth Quarter Report

October 1, 2012 ~December 31, 2012

Violations for this quarter

- 129 Bunny Lane – Sewer Meter

Projects Inspected this quarter

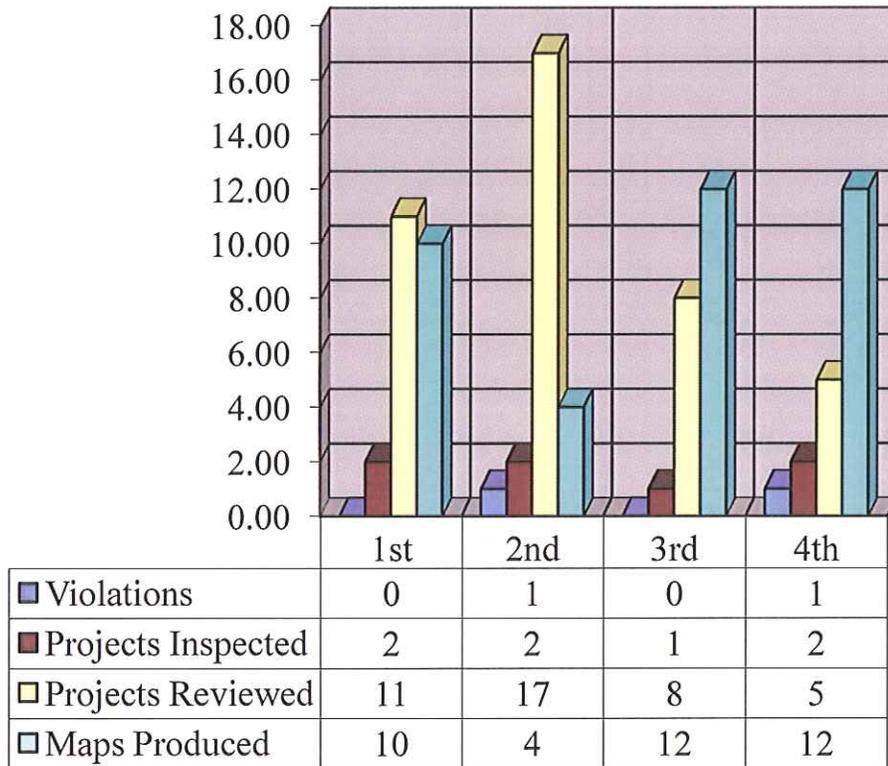
- Highway 421 Widening Water and Sewer Relocation/Replacement
- Pride Drive Sanitary Sewer Improvements

Projects under Review and/or Approved this quarter

- CCC&TI Multipurpose Classroom, Community College Drive
- The Orchard on Park Street
- Walgreens, King Street
- Waffle House, Highway 321
- Watauga Greene, Clawson Street

Maps produced this quarter

- Homespun Hills W&S
- Wilson Ridge Road Area W&S
- Will Morgan - Vestcor Service Request
- Highway 194 Area W&S
- Clawson Street W&S
- Perkinsville Drive Area W&S
- Crest Drive Area W&S
- Highway 194 & Fieldstream Area W&S
- DB Condos Area W&S
- BB&T Area W&S
- Bassinger~CCC&TI Service Request
- Mountaineer Village Service Request



**DEPARTMENT OF PUBLIC UTILITIES
FOURTH QUARTER REPORT 2012
(October, November and December)**

Water and Sewer Operations

During the fourth quarter of 2012 the Water and Sewer Operations Department continued to do normal maintenance on all water and sewer lines.

The following is a list that consists of the water leaks that were repaired during this quarter:

1. 10/3/12 3/4" Water leak at 683 Blowing Rock Road
2. 10/5/12 6" Water leak on Boone Heights Drive
3. 10/5/12 3/4" Water leak at 171 Grand Boulevard
4. 10/11/12 8" Water leak at Highway 321 and Boone Heights Drive
5. 10/30/12 2" Water leak at 151 Kimberly Drive
6. 10/30/12 3/4" Water leak at 155 Clement Street
7. 10/30/12 3/4" Water leak on Pine Street
8. 11/2/12 3/4" Water leak at Carriage Square
9. 11/5/12 6" Water leak at Winkler Highlands
10. 11/7/12 2" Water leak on Woodland Drive

11. 11/19/12 3" Water leak at 372 Community College Drive
12. 11/20/12 3" Water leak at Water Treatment Plant
13. 11/21/12 2" Water leak on Pride Drive
14. 12/4/12 ¾" Water leak at 435 Grand Boulevard
15. 12/5/12 ¾" Water leak at 224 Boone Docks Drive
16. 12/5/12 1" Water leak at 610 Grand Boulevard
17. 12/12/12 ¾" Water leak at 215 Wintergreen Lane

The following is a list that consists of the new water taps that were made during this quarter:

1. 10/18/12 ¾" water tap at 1274 Winkler's Creek Road

The following is a list that consists of the replaced water services that were made during this quarter:

1. 11/5/12 Replaced line at 635 Howard Street
2. 12/3/12 Replaced line at 274 Crest Drive

The following water system apparatus were replaced/repared during this quarter:

1. 10/3/12 Located line at 458 Circle Drive
2. 10/4/12 Check for "no water" complaint at 112 Alexander Drive (tenants were on cut off list)
3. 10/4/12 Worked with gas company on Grand Boulevard
4. 10/4/12 Installed meter at Boone Point
5. 10/5/12 Checked for leak at 629 Grand Boulevard (home owners side)
6. 10/5/12 Camera 10' of 15" culvert at 949 Blowing Rock Road
7. 10/10/12 Dug out tap at 458 Circle Drive
8. 10/10/12 Located lines on Grand Boulevard
9. 10/10/12 Hauled gravel to stockyard
10. 10/10/12 Hauled dirt out of stockyard
11. 10/10/12 Changed out meter at 1281 Fairway Drive
12. 10/11/12 Worked on meter change outs
13. 10/11/12 Replaced meter box at 178 Hunting Road
14. 10/11/12 Hauled gravel to stockyard
15. 10/11/12 Located lines on Grand Boulevard
16. 10/12/12 Worked on meter change outs
17. 10/12/12 Hauled dirt out of stockyard
18. 10/12/12 Checked for leak at 126 Juniper Drive
19. 10/15/12 Took apart old meters
20. 10/16/12 Raised valve boxes on Archie Carroll Road
21. 10/17/12 Killed old water tap at 644 Howard Street
22. 10/17/12 Hauled dirt away from 1700 Blowing Rock Road
23. 10/18/12 Landscaped at 1274 Winklers Creek Road
24. 10/18/12 Back filled at 1700 Blowing Rock Road
25. 10/19/12 Pulled meter at old Humane Society
26. 10/19/12 Hauled dirt out of stockyard
27. 10/19/12 Installed 1.5" meter at 330 University Hall Drive

28. 10/22/12 Mowed around town lake
29. 10/22/12 Placed dirt on spillway at town lake
30. 10/23/12 Placed dirt on spillway at town lake
31. 10/24/12 Installed landscape mat on spillway at town lake
32. 10/24/12 Hauled dirt out of stockyard
33. 10/25/12 Installed 6" valve at 1150 Winklers Creek Road
34. 10/29/12 Check for leak at 150 Winter Drive (private)
35. 10/30/12 Replaced valve top at Furman Road and Kimberly Drive
36. 10/31/12 Checked for leak at 611 West King Street
37. 11/5/12 Flushed hydrant at 194 Boone Heights Drive
38. 11/5/12 Checked for "no water" at 116 Grand Boulevard (home owners side)
39. 11/5/12 Checked pressure at 163 Westbrook (it was ok)
40. 11/5/12 Cleaned up stockyard
41. 11/6/12 Replaced hydrant at 2491 Highway 105
42. 11/7/12 Lowered meter at 1018 Archie Carroll Road
43. 11/9/12 Located lines at 225 Birch Street
44. 11/14/12 Checked for leak at 183 Delmar Street (home owners side)
45. 11/14/12 Cleaned out valve boxes on Grand Boulevard
46. 11/14/12 Replaced meter lid at 268 Faculty Street
47. 11/14/12 Worked on meter change outs
48. 11/14/12 Located lines at 147 Meadowview Drive
49. 11/15/12 Cleaned out valve boxes
50. 11/15/12 Replaced meter at 521 Old East King Street
51. 11/15/12 Located valves on Highway 105, Highway 321 and King Street
52. 11/15/12 Worked on meter change outs
53. 11/15/12 Raised meter box at 127 North Street
54. 11/15/12 Worked on meter change outs
55. 11/16/12 Repaired meter box at Meadow Hills
56. 11/16/12 Raised meter box at 440 Poplar Hill
57. 11/19/12 Installed 200' of 2" line at Pride Drive
58. 11/26/12 Located lines at 242 Charles Street
59. 11/26/12 Checked valve boxes on Deerfield Road, Camp Rock Road and Bamboo Road
60. 11/29/12 Raised valve box at 191 Longvue Drive
61. 11/29/12 Mowed around New Market tank
62. 11/30/12 Hauled dirt out of stockyard
63. 11/30/12 Checked pressure on Bub Teams Road
64. 12/4/12 Bush-hogged at spillway
65. 12/5/12 Hauled gravel to stockyard
66. 12/6/12 Tested town backflow
67. 12/7/12 Tested town backflow
68. 12/10/12 Tested town backflow
69. 12/11/12 Cut side-walk at 191 Longvue Drive
70. 12/12/12 Raised hydrant at 191 Longvue Drive
71. 12/13/12 Located lines on Crest Drive
72. 12/14/12 Changed out pump at Eagle Drive pump station
73. 12/18/12 Repaired hydrant on Perkinsville Drive
74. 12/19/12 Changed out meter at 370 Watauga Village Drive
75. 12/19/12 Cut asphalt on Queen Street (for taps)

- 76. 12/20/12 Cleaned out valve boxes on State Farm Road
- 77. 12/20/12 Bench tested meter for Tuckers at Boone Mall
- 78. 12/20/12 Pumped out hydrants that would not drain
- 79. 12/28/12 Worked on trailer brakes

The following list consists of sewer taps that were completed during this quarter:

- 1. 11/9/12 4" sewer tap at 230 East King Street

The following sewer mains were unstopped and or cleaned during this quarter:

- 1. 10/5/12 Unstopped and cleaned 100' of 4" line at 575 Green Street (est. 1 gallon)
- 2. 10/5/12 Unstopped and cleaned 20' of 4" line at 146 Clawson Street
- 3. 10/5/12 Cleaned 425' of 6" main at Clawson Street
- 4. 10/19/12 Unstopped and cleaned 60' of 4" line at 280 Pine Street
- 5. 10/22/12 Cleaned 125' of 8" main at 630 West King Street
- 6. 10/22/12 Cleaned 150' of 4" line at 199 Highway 105 Extension
- 7. 10/22/12 Unstopped and cleaned 1200' of 4" line at 581 Trillium Ridge
- 8. 10/24/12 Cleaned 100' of 4" line at 754 Dogwood Road
- 9. 10/24/12 Cleaned 75' of 4" line at 214 Park Street
- 10. 10/26/12 Cleaned 75' of 4" line at 214 Park Street
- 11. 10/26/12 Cleaned 200' of 4" line at 280 Pine Street
- 12. 10/26/12 Cleaned 150' of 4" line at 199 Highway 105 Extension
- 13. 11/5/12 Unstopped and cleaned 60' of 4" line at 1864 Highway 421 North
- 14. 11/7/12 Unstopped and cleaned 80' of 6" main on Green Street
- 15. 11/9/12 Unstopped and cleaned 100' of 4" line at 326 Woodland Drive
- 16. 11/14/12 Unstopped and cleaned 200' of 6" main at 106 Green Street
- 17. 11/14/12 Cleaned 100' of 4" line at 1358 West King Street
- 18. 11/14/12 Unstopped and cleaned 50' of 3" line at 231 Boone Heights Drive
- 19. 11/21/12 Cleaned 50' of 4" line at 368 Jefferson Road (p/m)
- 20. 11/21/12 Cleaned 400' of 4" line at 199 Highway 105 Extension (p/m)
- 21. 12/5/12 Cleaned 100' of 6" line at 148 Wintergreen Lane
- 22. 12/5/12 Unstopped and cleaned 50' of 4" line at 196 Oakdale Street (est. 2 gallon)
- 23. 12/6/12 Unstopped and cleaned 60' of 4" line at 130 Berkley Avenue
- 24. 12/6/12 Unstopped and cleaned 60' of 4" line at 511 Oak Street
- 25. 12/10/12 Unstopped and cleaned 40' of 4" line at 462 Trillium Ridge (est. 5 gallon)
- 26. 12/14/12 Cleaned 40' of 4" line on Crest Drive
- 27. 12/17/12 Unstopped and cleaned 20' of 4" line on Deck Hill Road (est. 2 gallon)
- 28. 12/17/12 Cleaned 263' of 6" main at 1144 Hunting Hills Lane
- 29. 12/27/12 Unstopped and cleaned 100' of 4" line at 670 Queen Street
- 30. 12/28/12 Unstopped and cleaned 500' of 4" line at 169 CherryBrook Drive
- 31. 12/31/12 Unstopped and cleaned 20' of 4" line at 169 Windy Drive

The following sewer system apparatus were replaced/repared during this quarter:

1. 10/1/12 Worked on floats at Industrial Park pump station
2. 10/3/12 Replaced 6" line at 970 Rivers Street
3. 10/4/12 Took generator to all lift stations
4. 10/5/12 Checked manhole on Perkinsville Drive (for back up O.K.)
5. 10/5/12 Installed clean out at 146 Clawson Street
6. 10/8/12 Uncovered and raised manholes on Clawson Street
7. 10/8/12 Located line on Creekside Lane
8. 10/8/12 Cleaned roots out of manhole at 140 Depot Street
9. 10/12/12 Checked manhole at Industrial Park that was hit by mower
10. 10/16/12 Raised manholes on Archie Carroll Road
11. 10/22/12 Checked alarm at GDS pump station
12. 10/22/12 Mud down manhole lids on Greenway Trail
13. 10/22/12 Installed clean out at 581 Trillium Ridge
14. 10/23/12 Replaced 40' of 4" line and installed clean out on Trillium Ridge
15. 10/23/12 Mud down lids on Greenway Trail
16. 10/24/12 Pumped grease out of lift stations
17. 10/24/12 Pumped grease out of manhole at Hungry Howie's and Kellwood.
18. 10/25/12 Repaired tap at 1180 Blowing Rock Road
19. 10/26/12 Hauled dirt out of stockyard
20. 10/29/12 Checked alarm at GDS pump station
21. 11/5/12 Replaced manhole lid on Rivers Street
22. 11/7/12 Installed clean out on Green Street
23. 11/8/12 Replaced rim and lid on Rivers Street
24. 11/8/12 Camera 155' of culvert at 230 West King Street
25. 11/9/12 Installed clean out at 326 Woodland Drive
26. 11/9/12 Pumped grease out of Armory pump station
27. 11/14/12 Checked alarm at Dewey Wright pump station
28. 11/14/12 Checked alarm at GDS pump station
29. 11/16/12 Took generator to all lift stations
30. 11/21/12 Mowed right of way at New Market Boulevard
31. 11/21/12 Checked clean out at 122 Carolina Avenue (it was o.k.)
32. 11/28/12 Mowed right of way at New Market
33. 11/29/12 Mowed right of way on Johnson Street
34. 11/30/12 Mowed right of way on Greenway Trail and Appalachian Drive
35. 12/4/12 Repaired basket rails at GDS pump station
36. 12/6/12 Replace 20' of 4" line at 196 Oakdale Street
37. 12/6/12 Cut tree roots off of manhole on Highland Avenue
38. 12/10/12 Cleaned grease off of floats at GDS pump station
39. 12/13/12 Located lines on Crest Drive
40. 12/13/12 Pumped grease out of Armory pump station
41. 12/14/12 Repaired 6" line on South Water Street (gas company hit)
42. 12/17/12 Took generator to all lift stations
43. 12/27/12 Checked on sewer valve at WWTP
44. 12/27/12 Took generator to Industrial Park pump station due to power outage

The following sewer mains were CCTV inspected during this quarter

1. 10/5/12 126' of 6" Main on Clawson Street
2. 10/8/12 480' of 6" Main on Clawson Street
3. 10/22/12 20' of 8" Main at 1180 Blowing Rock Road
4. 10/26/12 40' of 4" Line at 368 Jefferson Road
5. 10/26/12 16' of 4" Line at 214 Park Street
6. 10/26/12 120' of 4" Line at 280 Pine Street
7. 10/29/12 24' of 4" Line at 630 West King Street
8. 12/6/12 30' of 4" Line at 196 Oakdale Street
9. 12/14/12 40' of 4" Line on Crest Drive
10. 12/28/12 300' of 8" Main at 169 Cherry Brook Drive

The Water and Sewer Maintenance Division installed 3 new meters and changed out 49 meters.

The Water and Sewer Maintenance Division Bench tested 3 meters.

The Water and Sewer Division mowed an estimated 1 mile of right of ways this quarter.

Wastewater Treatment Plant

2012 Fourth Quarter Report

Personnel and Training

1. Darrell Moody received his Maintenance Tech certificate.
2. Mark Soule attended FOG school.
3. Plant received operation and maintenance excellence award.

Influent Treatment

1. Process Control: The plant is operating at a solids retention time of 13 days with system solids ranging from 65,000-80,000 pounds. MLSS is maintained at 3000-3500 ppm.

2. Selected discharge monitoring data is given below:

	<u>2011</u>			<u>2012</u>		
	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Average Flow (MGD)	2.31	2.34	2.46	2.31	2.09	1.99
BOD (mg/L)	<2	<2	<2	<2	<2	<2
TSS (mg/L)	<1	<1	<1	<1	<1	<1
Ammonia Nitrogen (mg/L)	<.01	<0.1	<0.1	<0.1	<0.1	<0.1
Chronic Toxicity	Passed			Passed		
Metals	None			None		

Solids Handling/Air Quality

1. Production for the quarter was 39 tons. Distribution was 27 tons. The storage area is now at about 25% of capacity.

Maintenance

Some of the significant maintenance activities included:

1. Replaced regulation spring in Boiler system.
2. Installed new AC unit on VFD cabinet.
3. Performed annual service on digester blowers.
4. Installed new Temp sensor on Dryer.
5. Replaced float on #1 scum well.
6. Repaired softner piping on boiler system.
7. Installed new grit pump.

Laboratory

1. Renewed annual laboratory certification
2. QA Plan updated per 40 CFR 136 changes

Pretreatment

1. Quarterly sample at Goodnight Brothers.
2. Draft SUO approved by State in November, adopted by Council in December.
3. Issued 3 NOV's to Hospitality Mints
4. Annual Inspection of Hospitality Mints
5. 3 Carwash facilities in variance study for decreased pump frequency.

WATER TREATMENT PLANT
FOURTH QUARTER REPORT 2012
(October, November, December)

The Water Treatment Plant operated in a normal fashion during the 92 days of the fourth quarter of 2012. The plant was operated every day with an average of 13.011 hours per day, and a total of 1197 hours during this quarter. Total production of drinking water was 129.622 million gallons with an average of 1.409 million gallons of water each day. This water met or exceeded all Federal and State standards for drinking water.

Day to day operations were routine throughout the quarter.

The following information compares the fourth quarter of 2011 with the fourth quarter of 2012:

	<u>Fourth Quarter 2011</u>	<u>Fourth Quarter 2012</u>
Total Water Treated	147.486 million gallons	129.622 million gallons
Ave. Treated Water	1.603 million gallons	1.409 million gallons
Total Hrs. of Operation	1158.0 hours	1197.0 hours
Ave. Hour per Day	12.59 hrs/day	13.011 hrs./day



Water Conservation Program
Fourth Quarter Report 2012

WaterSense® Toilet Rebate Program

During the Fourth Quarter of 2012 the WaterSense Toilet Rebate Program received 15 applications. Of those 8 were single family applications, 5 were multi-family applications and 2 were commercial applications. In total 28 toilets were replaced.

Enviroscape

On Tuesday October 23, 2012 Lane Weiss Water Conservation Program Coordinator presented Mrs. Darcy's class with the Storm Water Pollution and Prevention Enviroscape as well as a short presentation on Water Conservation. The students also received a variety of promotional items to help with water conservation.

Operation Medicine Cabinet

During this quarter the Water Conservation Program Coordinator worked along with local and state law enforcement, the Watauga River Keeper, Watauga Cooperative Extension Staff and a variety of other community members to coordinate the fall Operation Medicine Cabinet Event. The goal of Operation Medicine Cabinet is to take back any unused or expired pharmaceuticals to prevent them from entering our water systems and/or children's hands. During the October take back, Operation Medicine Cabinet reached the goal of collecting, to date, over 1 million pills!

Fun in the Park

This quarter the "Every Drops Counts" Program participated in the 6th Annual "Fun in the Park Day" on October 13th at the Boone Jaycees Park. The event was co-sponsored by the Towns Recycling, Adopt a Street and Water Conservation Program coordinators. The event was an educational outreach opportunity that encouraged children and their families to be good stewards of our community by conserving water, recycling and keeping our community litter free. The Children's Council also participated by having a recycled crafts table, a free book give-away, and many fun games and activities for the children. Each family had the opportunity to learn about being a good steward of our community through informational tables and various give away items. Numerous door prizes were given away including a "green kit", a compost bin, and indoor/outdoor conservation kits. There were also three giant bounce houses and slides, free reusable grocery totes, balloons, paint sheets, stickers and a free t-shirt or water bottle for the first 50 children. Despite a chilly beginning the event was a big success, attracting roughly 200 people from 10am until 2pm.





QUARTERLY REPORT PUBLIC WORKS DEPARTMENT OCTOBER - DECEMBER, 2012

STREET –

- 675 man hours – snow removal work using 500 tons of slat, 265 tons of slag and 4000 gallons of brine
- 350 man hours – preparation, maintenance and cleaning of snow removal trucks and equipment
- 232 man hours – resurfacing Daniel Boone Dr Ext and VFW Dr using 375 tons of asphalt
- 178 man hours – misc asphalt patching using 30 tons of asphalt
- 166 man hours – patching utility cuts using 57 tons of asphalt
- 386 man hours – cleaning storm drains, ditch lines, catch basins and installing 150 ft of new storm
- 107 man hours – sidewalk maintenance work
- 392 man hours – hauling and stock piling fill dirt for future use and hauling spoil pile to dumpsite
- 230 man hours – grading and extending security fence at our equipment yard
- 301 man hours – repairing 67 streetlights, hanging holiday decorations and switching banners downtown
- 227 man hours – paint striping and marking streets
- 455 man hours – making and installing 90 various signs, repairing 20 others and installed snow route signs downtown

FACILITIES MAINTENANCE –

- 443 man hours – residential brush pick-up
- 246 man hours – residential junk pick-up
- 659 man hours – leaf route
- 187 man hours – completion of long arm mowing route
- 55 man hours – blowing down sidewalks 3 days a week
- 87 man hours – street sweeping downtown 3 days a week
- 395 man hours – trash pick-up 7 days a week in downtown area
- 77 man hours – tree work, R.O.W. trimming
- 484 man hours – snow removed on sidewalks
- 26 man hours – mowing
- 21 man hours – weed eating
- 140 man hours – equipment maintenance
- 37 man hours – vehicle washing
- 18 man hours – assisting with concrete work

PUBLIC FACILITIES –

- Completed Water St sidewalk repair
- Completed brick sidewalk w/ADA parking at Mast Store
- Completed section of sidewalk on Rivers St at River Park
- Repaired sidewalk on US321 at Visitor Center
- Did sidewalk patching in downtown area
- Built cabinets for Police Department
- Installed wireless bridge at City Hall & Jones House
- Winterized Horn in the West
- Built Christmas parade float
- Refinished antique desk for Jones House
- Performed basic facilities maintenance as requested (carpentry, plumbing, electrical)
- Performed radio maintenance
- Assisted with network and security maintenance

COMMUNITY APPEARANCE-

- Planned, supervised and participated in the maintenance of grounds, park comfort stations and other town properties including Daniel Boone Gardens, Greenway trail system, cemetery and the Jones House
- Planned, supervised and participated in the winter maintenance program for Junaluska Park, North St Park, Jimmy Smith Park, Jones House, 45 beautification areas and all entrance ways
- Assisted with Flowerbed Program
- Planned, supervised and participated in town's forestry program which includes keeping an annual work plan, tree planting, pruning and brush removal, management of forestry budget, maintaining Tree City USA certification requirements
- Maintained work records, prepared bills and ordered stock
- Seasonal decorations

FLEET MAINTENANCE –

- Serviced all Town vehicles, trucks and equipment as needed
- Replaced brakes, wiper blades and batteries as needed
- Repaired snow trucks, and tractors as needed
- Installed snow tires on police vehicles

COMMUNITY IMPROVEMENT-

Three (3) reports pertaining to litter and debris accumulation, vehicle violations as well as noxious growth were handled by phone and /or written notice. All of the complaints reported were closed with corrective action met.

ADOPT-A-FLOWERBED PROGRAM-

All flowerbeds are currently adopted with the exception of Flowerbed #2 ~ Corner of Hardin Street and East King Street and Flowerbed #7 ~ Corner of Grove Street and US Hwy 421 S which are both in construction zones.

ADOPT-A-STREAM PROGRAM-

Seven (7) of the thirteen (13) Adopt-A-Stream segments are adopted this quarter. Thank you to The Boonenites for braving the cold temperatures to clean their stream segment in October. Thank you to all who have committed to helping Boone maintain a clean stream environment.

ADOPT-A-STREET PROGRAM–

Seventy-four (74) organizations/individuals are participating in the Adopt-A-Street Program this quarter adopting 118 streets (37.36 miles) within the town limits of Boone. These fine individuals cleared 33 bags, a collection weighing approximately 450 pounds, of trash and recycling from our town streets.

We are also proud to announce the following organizations that have joined the Adopt-A-Street Program this quarter:

- Gents & Belles Wedding Photography, Inc. ~ Deck Hill Road
- Pi Kappa Alpha ~ Sunset Drive and Laurel Drive

The following streets are available for adoption:

	STREET	LENGTH(FEET)	LENGTH(MILES)
1	CHEROKEE ST	338	0.06
2	HIGH SCHOOL DR**	1702	0.32
3	HODGES ST	420	0.08
4	INDUSTRIAL PARK DR* Watauga Democrat	1873	0.36
5	IVY DR *Alpha Kappa Alpha	1188	0.23
6	STATE FARM RD* Alpha Phi Sorority	6251	1.16
7	TEMPLE DR**	656	0.12
	TOTAL	22400	4.31

TENTATIVELY ADOPTED*
NOT AVAILABLE AT THIS TIME**

COMMUNITY SERVICE PROGRAM-

During the 4th quarter, community service workers performed a total of 111.75 hours of litter pick up and other services within the Town. Approximately 25 bags of litter and recycling were collected from Town streets.

RECYCLING –

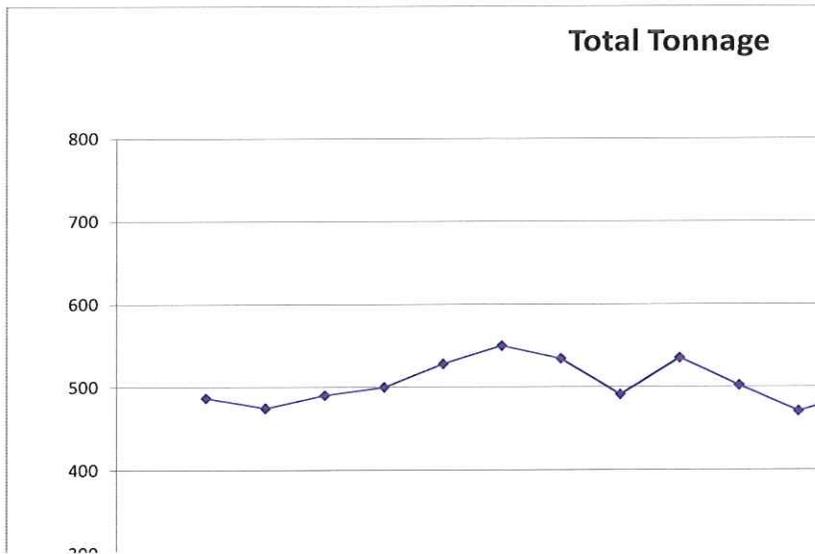
TONNAGE	FISCAL YR. 2ND QTR.	FISCAL YR. TOTAL
Aluminum/steel cans:	13.23	28.78
Plastic:	20.67	43.72
Office Ledger:	24.25	59.40
Newspaper/magazines/ catalogs/telephone directories:	68.16	132.84
Glass:	138.48	306.37
OCC:	190.85	404.70
TOTAL	455.64	975.81

Participation – Fiscal Yr. 2nd Quarter:

Residential curbside: 73%	Restaurants: 44
Apartment Complex: 58	Business OCC route: 69
Businesses/Offices: 393	Home compost bins: 520(total)
Recycling Bins: 56 (distributed this quarter)	

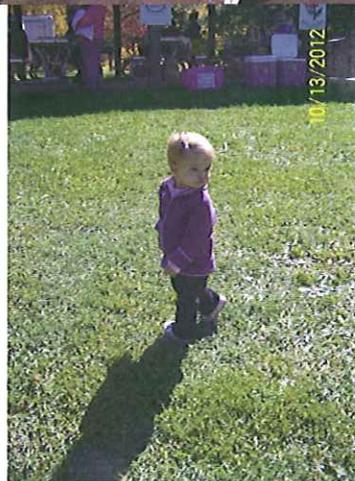
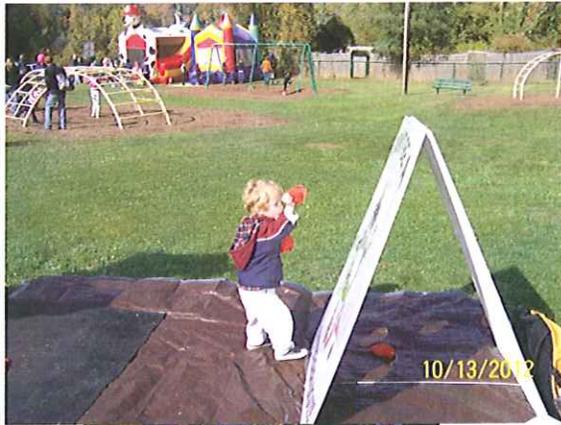
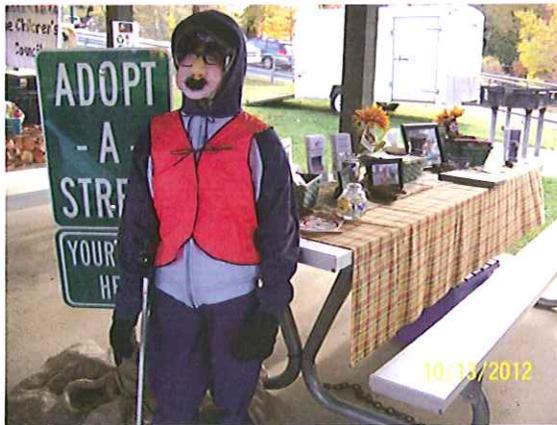
Boone Recycling Center Tonnage (included in above totals)

	FISCAL YR 2 nd QTR	FISCAL YR TOTAL
Aluminum/Steel Cans:	3.17	6.44
Plastic:	4.84	8.60
Mixed Paper:	12.67	26.33
Glass:	19.47	47.75
Cardboard (OCC):	<u>7.28</u>	<u>14.56</u>
TOTAL	47.43	103.68



EVENTS AND PROMOTIONALS:

- On October 13, 2012 the Town held it's 6th annual "Fun in the Park Day" at Boone Jaycee's Park. It was a huge success with over 200 attendees. This event is geared to educate families with small children the importance of being good stewards of our environment by conserving water, recycling, and keeping our community litter free. Activities include: Air Walks, tattoos, face painting, games, door prize giveaways, T-Shirts, water bottles, reusable grocery bags, compost bin giveaway and more. Compost Winner: Billie Pardue.



- **“Household Hazardous Waste Day”** was held on October 27, 2012. The Public Works Staff participated by assisting Watauga County’s Sanitation Department with the event. 55 pounds of dry cell batteries, 150 fluorescent tubes, and 6 CFL’s were collected from the Town.
- In participation with **“America Recycles Day”** held on November 15th each year, the Town’s Recycling Coordinator placed Recycling Program flyers in 5000+ Town of Boone Water Bills.
- On December 6, 2012 the Town Recycling Program donated 40 reusable grocery bags to High Country Council of Governments to give to Board Members.