

Department Reports for July 2024

Administrative Services

- Phone Records Report for July: 2,488 calls
 - Internal – 527 Town Hall – 485 Parks and Recreation – 332
 - Police Department – 534 Fire Department – 85 Outgoing totals – 525
- Building permits sold for July: 64 residential/commercial combined; \$6,591.20 total fees collected (includes 11 re-inspections)
- 216 Building inspections processed/12 Fire Inspections processed
- 3 Code Enforcement Violations
- 117 Various receipts processed
- 317 ONWASA payments processed; 5 New Services; 2 other requests
- 4 Work Orders generated for Public Works
- 13 Notarization's performed
- Admin Staff worked at Visitor's Center (Alissa, Aliette, Jackie, Linda)
- Provided support for Dockwalk RFP. Finalized, posted to website, published in paper, mailed to 6 contractors
- Provided support to finalize JOED Developer Agreement
- US Census Report Submitted - Permits
- Public Records Request
 - Daily news – Legal Expenses for 2021, 2022, 2023
 - Construction Monitor – Building permits issued with values July 2024
 - Carolina Permits – New homes built in July 2024
 - Cynthia Lacorte – email addresses for BOC & EOC members
 - Ward & Smith – 244 River Reach Drive
- Finalized June Departments Report
- Attended Mullet Run Logistics Meetings
- Received and handled 7 “Contact Us” request from the Website
- Began Mullet Parade prep – secured DJ
- Researched easement for Elizabeth Way/Williamsport subdivision over town outfill line
- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 7/9/2024 Regular Meeting
 - Advisory Board Volunteers & Sam Bland Nominations sought
 - BOC 7/23/2024 Regular Meeting
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Submitted Powell Bill Certified Statement
- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management

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- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 2,083

Top 5 pages viewed in July – Employment Opportunities 536 | Department – Permitting 291 | Department – Police 241 | Government 217 | Contacts 195

Finance

- Sales & Use Tax received in July 2024 is \$122,552
- Accounts Payable Summary for July 2024:
 - 275 Invoices-Totaling \$363,145
 - 79 Purchase Orders Issued
- Processed payroll- 7/12/2024 & 7/26/2024
- PEV ChargePoint Station-Accumulated (MWh) for July 2024 (2.02)
- Stormwater Fees Collected-July 2024-\$561
- June 2024 Bank Reconciliation-Town accounts
- June 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 13.5 hours
- Processed Swansboro TDA checks
- Gathered financial information for July 23, 2024, regular meeting
- Began process to generate Stormwater Billing in Utility Billing/gathered financial information for the Stormwater Annual Snapshot/updated
- Submitted the following reports:
 - HUBSCO for quarter ending 6/30/24- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
 - LGC-203 for period ending 06/30/24 (Town and Swansboro TDA)- Report of Deposits and Investments
 - State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (April 1, 2024 – June 30, 2024)
- Auditor, Greg Redman will be conducting an annual audit for FY 2023/2024 during the week of September 9, 2024.

Fire Department

Incidents

- **127** Total Incidents
 - 78 EMS Incidents
 - 49 Fire Incidents
 - **22 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 86 Incidents occurred in the Swansboro (City Limit District)
 - 21 incidents occurred in the White Oak Fire District
 - 20 Incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics

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- 90th Percentile Turnout Time (Dispatch to Enroute): 2:15
 - Fire & Special Operation Incidents: 2:48
 - EMS Incidents: 2:05

Fire Life Safety – Operations

- Fire Prevention Inspections: 19
 - General Fire Inspections: 10
 - Initial Inspections: 5
 - Re-Inspections (Violations): 5
 - Fire Suppression Systems: 7
 - New Business (Certificate of Occupancy): 2

Training

- Total Training Hours: 192
 - Company Training: 169
 - Existing Driver: 0
 - Facilities: 0
 - Fire Arson Investigation: 0
 - Fire Life Safety Education: 0
 - Fire Prevention Inspection: 11
 - New Driver: 0
 - New Recruit: 12
 - Officers: 0
 - Hazardous Materials: 0
 - Automatic Aide Training Events: 0

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Continuing to collect applications Mullet Festival; spaces are almost sold out
- Successfully executed Independence Day Celebration, the largest turnout in the past couple of years
- Securing fireworks for 2025
- Meeting with WITN for festival advertising
- 2024 sponsorships-\$26,000, increase from 2023
- Met with Front Row Communications to develop advertising plan for the 2024-25 fiscal year
- Met with Jacksonville Onslow Sports Commission and staff. Reviewed 2023 Movin' Mullet 5K logistics with department heads, Town Manager and new recommendations made for 2024 run.
- Completed and submitted reimbursement documents for the Onslow County Tourism Assistance Grant and the Swansboro Tourism Development grant.

ARP Project Updates

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Splashpad Renovation

- Concrete work began, the 5ft addition around the splashpad is complete. Seating wall and anchors for the shade structures scheduled to begin the first week in August.

Miscellaneous

- Attended T2T meeting, reserved facilities, reviewed volunteer responsibilities
- Finalizing financials to close out end of year budget; processed remaining receipts and invoices
- Completed annual contract with Onslow County Senior Services for use of the Multipurpose Room in the Recreation Center
- Received two special event applications, presented to the Parks and Recreation Advisory Board for fee waiver recommendations. Event applications will be presented to the Board of Commissioners at the August 13th meeting.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Serve on the Onslow County Senior Games Committee, meetings held once a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

July

<u>Media Outlet</u>	<u>Followers</u>	<u>Reach</u>	<u>Post Engagement</u>	<u>Page Visits</u>	<u>New Followers</u>
Facebook	17,687	66,700	6,959	8,600	231
Instagram	832	538		80	11

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Activity Report

July

Organization Activity					
From 7/6/2024 to 8/5/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	92	37	9	0	89
Resident	7	11	7	0	10
Non-Resident	85	24	2	0	79
No Residency Set	0	0	0	0	0
Demographics					
< 18	30	6	2	0	21
18 - 65	49	21	6	0	55
65+	13	8	1	0	13
Male	43	15	5	0	38
Female	49	20	4	0	51
Other Genders	0	0	0	0	0
Online vs In-House					
Online	37	0	0	N/A	45
In-Person	55	35	9	N/A	44

Revenue

July

Slip Fee - Town Dock	\$844
Rental Fees-Parks	\$290
Rentals Rooms	\$2640
Rec Program Fees	\$2025
Gym Memberships	\$200
Dog Park Memberships	\$30
Vendor Fees	\$3175

PROGRAM/EVENT MANAGER MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram

Department Reports for July 2024

- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Oversaw Independence Day Festival
- Continued supervising Summer Day Camp
- Oversaw Tiny Trekkers
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Began planning BarkFest 2024
- Created new online application for vendors
- Planned and posted all Independence Day Celebration social media posts
- Organized and planned Parks & Recreation Month events
- Facilitated new STEM Lego Robotics Camp
- Created new volunteer fly for Tunnels and Tower and met with MP about handling volunteers this year

Planned Programs

Fellowship Night- July 15th

- 10 registered and attended

Tiny Trekkers-July 12th

- 10 registered and 8 attended

POUND! – July 13th- August 10th

- 9 drop-ins
- 2 series

Independence Celebration – July 3rd

- Cat 5 performed
- 10 vendors
- ~10,000 in attendance

Summer Day Camp Weeks 3, 4, 5, & 6

- 12-13 registered, 12-13 attended
- 16 field trips
- Rest of camp is full

Art in the Afternoon – July 8th -12th

- 7 registered

Art in the Afternoon – July 29th -August 2nd

- 10 registered
- Only had 1 day due to medical emergency with instructor

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LEGO Robotics STEM Camp – July 15th-18th

- 8 registered

Parks & Recreation Month (Month of July)

- Popsicles at the Park (every Tuesday)
- Dog Day (8th & 22nd)
- Park Play Palooza (29th)
- Art in the Park (17th & 25th)
- Chalk the Park (19th)
- Rock Art in the Park (31st)
- Roughly 150 people participated
- Passports for continued participation

Permitting

Planning Board

- The Planning Board regular meeting was on July 2, 2024.
 - UDO Text Amendment to Section 152.073 Moratoria. After a review of North Carolina General Statutes and UDO on Moratoria at a recent Board of Commissioners meeting, the Town Attorney has advised that the UDO Section 152.073, Moratoria, is not consistent with G.S. § 160D-107 Moratoria in that it is missing a portion of the first sentence under section (A) Authority. The Planning Board did recommend this amendment to the Board of Commissioners.
 - UDO Text Amendment to Section 152.445 Coastal High Hazard Areas (Zone VE). UDO Section 152.445 Coastal High Hazard Areas (Zone VE) (Q) in the Flood Damage Prevention Ordinance of the UDO is not feasible and needs to be deleted. The Planning Board did recommend this amendment to the Board of Commissioners.
 - Town Code/UDO Text Amendment to Section 150.45 Permits Required and Section 152.196 Notes to the Table of Area, Yard, and Height Requirements. A text amendment is proposed to Town Code Section 150.45 Permits Required to have a zoning permit added to the list of permits required for any new development. A text amendment is also proposed to UDO Section 152.196 Notes to the Table of Area, Yard, and Height Requirements, (F) Note 6. The Planning Board did recommend this amendment to the Board of Commissioners.
 - Town Code Amendment to Chapter 93: Streets and Sidewalks, Section 93.007 Playing Games in Streets. After direction from the Board of Commissioners and Town Manager, due to enforcement capabilities, a text amendment has been proposed to remove Town Code Section 93.007 Playing Games in Street. Allowing this activity to take place in Town Limits. The Planning Board did recommend this amendment to the Board of Commissioners.

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Historic Preservation Commission

- The Historic Preservation Commission meeting was held on July 16, 2024.
 - Certificate of Appropriateness/ 106 Water Street. The Swansboro Historic Association has requested the relocation of the J.T. Bartley Privy/Post Office from 106 Water Street to 114 Main Street. The COA was approved.

Routine Activities:

- The Technical Review team met July 24th to discuss Main Street Family Care 2nd submittal and Brezza Lofts 1st submittal.
- Discussed code requirements with new commercial developments.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.

Police Department

Patrol:

- 187 Reportable Events
- 24 Motor Vehicle Wrecks
- 1 Felony Arrest
- 12 Misdemeanor Arrests
- 2 DWI Arrests
- 2 Arrests by Warrant Service
- 5 Arrests with Transport to the Onslow County Jail
- 47 Citations
- 209 Verbal/Written Warnings
- 11 Felonies Reported (3-Larcenies; 3-Fraud; 2-Break & Enters; 1-Sexual Assault; 1-Counterfeit Currency; 1-Drug Offense)
- 31 Misdemeanors Reported (8-Property Damage; 6-Larcenies; 6-Trespassing; 2-Domestic Violence Protective Order Violations; 1-Drug Offense; 8-Traffic Related)
- 6 Disputes/Public Disturbances
- 26 Alarm/Open Door reports
- 33 Suspicious Incident/Person/Vehicle
- 3 Town Ordinance Violations
- 54 Requests by Citizens for non-Crime Related Assistance

3,843 Total Events Performed by Patrol

Community Service/Training:

- 12 Vehicle Unlocks
- 2 Funeral Escorts
- 10 Requests for Fingerprinting

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- 18 Business Closing Standby's
- 35 Foot Patrols
- 48 Residence Checks
- 1 RU Ok? Participant
- Assisted with the Independence Day Event
- Participated in weekly SwanFest Event
- Participated in a Summer Camp Tour of the Public Safety Building
- Provided security for an event at the Rotary Civic Center
- Chief Taylor attended the Multi-Disciplinary Team meeting for the Child Advocacy Center. Meeting was held at the Jacksonville Public Safety Building
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville
- Chief Taylor and Lt. Brim attended monthly East Carolina Association of Law Enforcement Executives meeting held in Jacksonville

Admin Services:

- Answered 396 phone calls during business hours
- Assisted 184 walk in requests for assistance
- Took 53 requests for reports

Public Works

No report provided.