



## **Department Reports for May 2025**

### **Administrative Services**

- Phone Records Report for May: 2,095 calls
  - Internal – 458                      Town Hall – 358                      Parks and Recreation – 418
  - Police Department – 388      Fire Department – 84                      Outgoing totals – 389
- Building permits sold for May: 43 residential/commercial combined; \$17,002.11 total fees collected (includes 6 re-inspections)
- 81 Building inspections processed/ 37 Fire Inspections processed
- 96 Various receipts processed
- 4 Code Enforcement Violations
- 311 ONWASA payments processed; 1 New Service Setups, 1 Other transactions
- 3 Work Orders generated for Public Works
- 7 Notarizations performed
- 2 Beer & Wine Privilege Licenses Renewed
- US Census Report Submitted - Permits
- Public Records Request
  - Construction Monitor for building permit records April 2025
  - Constriction on the Rise – Building Permits issued with values April 2025
  - Henderson – Building Permits issued with values April 2025
  - Carolina Permits – New Homes building in April 2025
  - SLP Legal – Colin Lasch Personnel Records
  - Squires – 125 Clearblue Lane
  - Concerned Citizen Records Request for several subjects (ongoing collection of records)
- Advisory Board Appreciation banquet held
- Continued FY 25/26 Budget preparations
- Finalized April Departments Report
- Attended Arts by the Sea logistics meetings
- 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.
- Issued New Releases/Constant Contact for:
  - Yard Waste Collection Delay 5/7/2025
  - 5/13/2025 BOC Meeting
  - Yard Waste Collection Delay 5/14/2025
  - Memorial Day Closures Notice
  - 5/27/2025 BOC Meeting
  - Yard Waste Collection Delay 5/28/2025
- Received and handled 5 “Contact Us” request from the Website
- Received and responded to 8 emails from Jimmy Williams for information

## **Department Reports for May 2025**

- Prepared and distributed PirateFest Street Closure Notices downtown
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.)

Website Home Page: 1,835 views.

Top 5 pages viewed – Employment Opportunities: 617 | Departments-Permitting: 261

Questions for Swansfest: 250 | Departments-Police: 209 | Government: 188

### **Finance**

- Sales & Use Tax received in May 2025 is \$114,727
- Accounts Payable Summary for May 2025:
  - 248 Invoices-Totaling \$210,061
  - 73 Purchase Orders Issued
- Processed payroll- 5/02/2025, 5/16/2025, 5/30/2025
- PEV ChargePoint Station-Accumulated (MWh) for May 2025 (1.09)/Session fees collected-\$247.
- Stormwater Fees Collected-April 2025-\$1,089
- Attended staff meetings
- April 2025 Bank Reconciliation-Town accounts
- April 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 11 hours
- Processed Swansboro TDA check
- Attended budget meetings with Town Manager
- Gathered financial information for May 13, 2025 & May 27, 2025 regular meeting.
- Preparing Year End Projections FY 24/25 updating operating budget spreadsheet.
- Updated financial information in the Budget Message for FY 25/26
- Prepared the Proposed Budget Book for FY 25/26 for submittal
- Updated the PowerPoint slides for the Public Hearing meeting scheduled for June 10th
- TDA-Updated Budget Ordinance for FY 25/26
- TDA-Attended Public Hearing on the FY 25/26 Budget
- Attended the Public Employment Law Update

### **Fire Department**

#### *Incidents*

<u>District/Response Type</u>	<u>Call Volume {Monthly}</u>	<u>Annual Total (To Date)1/1 – 5/31</u>
Swansboro Town {17A}	83	406
Swansboro County {17B}	27	125
Aid Given	8	79
Total Call Volume	118	618
Aid Received	3	17

## Department Reports for May 2025

Overlapping Incidents	9	143
{% of Volume}	{7.62%}	{203.13%}
Missed Incidents (Overlapping)	0	3

<u>Dispatched Incident Type</u>	<u>Swansboro – Town {Zone 17A}</u>	<u>Swansboro – County {Zone 17B}</u>
Fire	0	0
EMS & Rescue	69	21
Hazardous	2	0
Materials/Conditions		
Service Calls	6	5
Wildland	0	0
Emergency Management		
{Deployments}	0	0
Other – False		
Alarm/Canceled	6	1
Total	83	27

<u>Incident Response</u>	<u>90<sup>th</sup> Percentile Time {Monthly}</u>	<u>90<sup>th</sup> Percentile Time {Previous Month}</u>	<u>Difference from Previous</u>	<u>Benchmark</u>	<u>Gap {Monthly}</u>
Call Handling Time {911 Call to Dispatch}	1:30	1:44	0:14	1:06	(0:24)
Turnout Time {Dispatch to Enroute}	1:59	2:11	0:12	1:20	(0:39)
Travel Time {Enroute to Arrival}	5:34	5:13	(0:21)	4:00	(1:34)
Total Response Time {911 Call to Arrival}	7:48	7:58	0:10	7:06	(0:42)

### *Community Risk Reduction - Inspections*

<u>Inspection Type</u>	<u>Monthly</u>	<u>Annual 1/1 to 5/31</u>
Standard Fire Inspection	33	152
New Business Inspection	0	2
Fire Suppression – Hoods	7	58

## **Department Reports for May 2025**

Special Event – Tents	0	0
Plan Review	3	5
Code Violation/Complaint	0	2

### *Agency Training*

<u>Training Category</u>	<u>Monthly</u>	<u>Annual (To Date)1/1 to 5/31</u>
Company Training	205	1825
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	9	8
Hazardous Materials	0	12
Officers	0	25
New Driver	0	22
New Recruit	0	21
Existing Driver	16	121
EMS	24	32
Total	<b>254</b>	<b>1725</b>

## **Parks and Recreation**

### **Director's Report**

#### *Festivals*

- Festival website updates-ongoing
- Sponsorships are being received. Many new sponsors this year, to date have raised \$40, 250
- Collaborating with graphic designer for 2025 marketing materials; rack card, sponsor graphic, Arts by the Sea (ABTS) and Independence Day Celebration.
- Held logistical meeting for ABTS
- Applications are still being accepted for all festivals, Arts by the Sea only has a few spaces remaining and Mullet is close to being full.

### **Events**

#### *PirateFest*

- Annual event is held on the second Saturday in May (May 10, 2025) in partnership with Onslow County Parks and Recreation.
- Added new feature: Pirate Cruise on May 9, 2025. Partnering with the Lady Swans and pirate entertainers to host a sunset cruise. The cruise was well received by participants and sold out.



## **Department Reports for May 2025**

- Attendance was high, many of the entertainers said, “this is the busiest we have been. We were talking with participants the entire day”. One group, had 175 participants “fight a pirate”.
- Held logistical meetings with Department heads.

### *Miscellaneous*

- Received estimates for two options for dedicated pickleball courts. Contacted engineering firm inquiring about stormwater permit modifications. Compiling information to present to the Town Manager and Board of Commissioners.
- Managed several Onslow County Senior Games events-work with county departments to hold annual games this May.
- Prepared documents for the annual Splashpad inspection. The inspection is complete and splashpad is open. Held grand re-opening event May 17, approximately 200 participants, games on the lawn, provided free snow cones for the first 100 participants, and gave away swim shirts.
- Assisted with Memorial Day Remembrance event.
- Manage on-going reservations.
- 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.
- Manage community service work program.
- 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.
- 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.

### *Activity Report*

## Department Reports for May 2025

Organization Activity					
From 4/15/2025 to 6/14/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	404	187	7	0	385
Resident	60	19	3	0	25
Non-Resident	344	164	4	0	360
No Residency Set	0	0	0	0	0
Demographics					
< 18	87	9	0	0	47
18 - 65	226	134	6	0	287
65+	91	40	1	0	51
Male	155	120	4	0	181
Female	249	63	3	0	204
Other Genders	0	0	0	0	0
Online vs In-House					
Online	148	0	0	N/A	181
In-Person	256	183	7	N/A	204

### *Metrics-social media*

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	18,798	71,693	6507	301,361	179
Facebook-Festivals	9183	6429	604	15,753	26

### *Revenue*

Slip Fee - Town Dock	\$7,802
Rental Fees-Parks	\$1,125
Rentals Rooms	\$1,015
Rec Program Fees	\$5,017
Gym Memberships	\$155
Dog Park Memberships	\$0
Festival Vendor Fees	\$4,180
2025 Festival Sponsorships	\$22,50
Arts by the Sea Wine Tasting	\$1,395

### Program/Event Manager Monthly Report

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits



## **Department Reports for May 2025**

- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Submitted Health Department application for Arts by the Sea and Independence Day
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Event Manager for Senior Games
- Executed PirateFest event and Pirate Cruise
- Secured volunteers for upcoming events including PirateFest, Splash Pad Reopening, and Arts by the Sea
- Helped create Memorial Day pamphlet and secure singers for event
- Began planning Safety Town with Chief Randal
- Met with Officer Hipps about National Night Out
- Attended Arts by the Sea logistical meeting
- Confirmed all Wine and Food Tasting restaurants
- Met with Pickleball Committee about new programs
- Began planning Parks and Recreation Month
- Executed Splash Pad Reopening

### **Planned Programs**

#### *Tiny Trekkers – May 9th*

- 8 registered and 6 attended

#### *Sprout Scouts- May 23rd*

- 10 registered and 8 attended
- 1 waitlisted

#### *POUND! – May 10th – June 7th*

- 7 drop-ins
- 1 series

#### *First Aid & CPR Training*

- 4 registered and 4 attended

#### *Tai Chi – May 8th – June 12th*

- 11 registered

#### *PirateFest- May 10th*



## **Department Reports for May 2025**

- Estimated 6,000 in attendance
- 8 vendors

### *Pirate Cruise- May 9th*

- 25 registered and 24 attended

### *Mother's Day Craft Night- May 6th*

- 7 families registered and 7 attended

## **Planning**

### *Planning Board*

- The Planning Board regular meeting was on May 6, 2025.
  - Extra Territorial Jurisdiction Expansion/Re-zoning Request for 106 Belgrade Swansboro Road. JOED, on behalf of property owner Linda Odum, has submitted an extra territorial jurisdiction expansion request in conjunction with a rezoning request. The property is currently zoned RA (through Onslow County zoning) and is requesting to be rezoned to B-1 along the front of the property and MI along the rear (through Town of Swansboro zoning). The property is further identified as tax parcel ID 1313-3 and the total acreage requested is +/- 15.797 acres. This was recommended to the BOC for approval.
  - Re-zoning Request 1476 W. Corbett Avenue. JOED, on behalf of property owner John Howell, has submitted a rezoning request for 1476 W. Corbett Ave from RA (Rural/Agricultural) to B-1 (Business) in the front of the property to MI (Light Industrial) in the rear of the property. The property is further identified as tax parcel ID 1312-114 and the total acreage requested for rezoning is +/- 30.880 acres. This was recommended to the BOC for approval.

### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission regular meeting on May 20, 2025, was cancelled due to lack of agenda items.

### *Routine Activities:*

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
  - Worked with grant writer from Eastern Carolina Council of Government on submitting a HMGP project.
  - Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.





## **Department Reports for May 2025**

- Submitted grant request through the Resilient Coastal Community Program for a CAMA Land Use Plan update.

### **Police Department**

#### *Patrol:*

- 685 Calls for Service
  - 179 Reportable Events
  - 33 Wrecks
  - 12 Misdemeanor Arrests
  - 3 Warrant Service Arrests
  - 4 DWI Arrests
  - 7 Arrests with Transport to the Onslow County Jail
  - 65 Citations
  - 94 Verbal/Written Warnings
  - 10 Felonies Investigated (5-Frauds; 1-Larceny; 1-Possession of Stolen Property; 1-Obtaining Property by False Pretenses; 1-Destroying Shoplifting Device; 1-Counterfeit)
  - 38 Misdemeanors Reported (13-Property Damage; 10-Larcenies; 4-Narcotics Related; 4-Trespassing; 2-Child Abuse; 1-Domestic Violence Protective Order Violation; 1-Communicating Threat; 3-Traffic Related)
  - 5 Disputes/Public Disturbances
  - 10 Alarm/Open Door
  - 2 Domestic Violence
  - 5 Crisis Intervention with Mental Patient
  - 16 Suspicious Incidents/Persons/Vehicles
  - 153 Requests by Other Agencies for Assistance
  - 14 Vehicle Unlocks
  - 11 Town Ordinance Violations
  - 107 Requests for non-Crime Related Assistance
- 5,004 Total Events Performed by Patrol

#### *Community Service/Training:*

- 6 Funeral Escorts
- 11 Requests for fingerprinting.
- 7 Business Closing Standbys.
- 529 Business Checks.
- 13 Foot Patrols.
- 2 RU Ok? Participants.
- Provided security for the SHS Prom.
- Participated in the Peace Officers Memorial Ceremony held in Jacksonville.



## **Department Reports for May 2025**

- Chief Taylor and Deputy Chief Brim attended the monthly Crime Stoppers meeting held in Jacksonville.
- Officer Stutes and Officer Mason completed Standardized Field Sobriety Testing Training. 32 hours training held at Craven Community College.
- Lt. Ray attended Supervisor Liability Training. 8 hours training held at Cape Fear Community College.

### *Admin Services:*

- Answered 253 phone calls during business hours.
- Assisted 169 walk in requests for assistance during business hours.
- Took 85 requests for report copies during business hours.

### **Public Works**

No Report Provided