



## Department Reports for April 2023

### Administrative Services

- Phone Records Report for April: 2,430 calls
  - Internal - 533
  - Town Hall – 351
  - Parks and Recreation – 426
  - Police Department – 411
  - Fire Department – 1118
  - Outgoing totals – 591
- Building permits sold for April: 36 residential/commercial combined; \$6,831.06 total fees collected (includes 2 re-inspections)
- 78 Building inspections processed/21 Fire Inspections processed
- 83 Various receipts processed
- 287 ONWASA payments processed, 0 New Service Setups, 6 Other transactions
- 9 Work Orders generated for Public Works
- 7 Notarization's performed
- Mailed 29 Renewal statements for Beer & Wine Privilege Licenses, 20 payments received
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- US Census Report Submitted – Permits
- Finalized March Departments Report
- 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.
- Began open enrollment planning with Laymon Group – scheduled for June 8th
- Wellness Checks held for Employees – April 21 (NCLM)
- Began planning of Spring Employee Social – scheduled for May 12th
- Public Records Request
  - SmartProcure
- Continued FY 23/24 Budget Preparations
- Town Clerk & Deputy Clerk attended training/conferences
  - Building Code Official Certification Course
  - NCAMC Clerk Regional Academy in Ayden NC
  - NCLM Annual Conference in Concord
- Issued New Releases/Constant Contact for:
  - Easter holiday office closures
  - Annual Clean Sweep Week
  - Weather Alert # 1 – Easter weekend cold front
  - BOC 4/10/2023
  - Weather Alert # 2 – Easter weekend cold front
  - BOC 4/24/2023 Meeting
  - Weather Alert – Saturday weather threat (4/22)
  - April 2023 Newsletter
  - Weather Alert – Sunday strong low pressure (4/30)



## Department Reports for April 2023

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

Website Home Page: 4,570 views.

Top 5 pages viewed in April – Employment Opportunities: 587 | Departments-Police: 270 |

Questions: 227 views | Government: 194 | Departments -Permitting: 194 |

### Finance

- Sales & Use Tax received in April 2023 is \$109,194
- Accounts Payable Summary for April 2023:
  - 250 Invoices-Totaling \$223,051
  - 31 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for April 2023 (1.65)
- Processed payroll- 04/07/23 & 04/21/23
- Stormwater Fees Collected-April 2023-\$425-updated Stormwater spreadsheet
- March 2023 Bank Reconciliation-Town accounts
- March 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Preparing year-end projections for FY 22/23/updating operating budget spreadsheet
- Entering operating budget requests for FY 23/24 in budget spreadsheet
- Updating Capital Improvement Plan
- Attended Tyler Technologies Utility Billing Software End User Training
- Submitted the following expenditure reports: (Grant Funds)
  - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant) for quarter ending 3/30/2023
  - US Treasury- State and Local Fiscal Recovery Funds (SLFRF) for period 4/01/2022 - 3/30/2023
- Submitted the following reports:
  - Submitted HUBSCO for quarter ending 3/30/2023- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Prepared the Agenda and quarterly financial report for TDA Quarterly Meeting
- Preparation of budget and Budget Message for FY 23/24 for Swansboro TDA
- Submitted the proposed budget for FY 23/24 to the Swansboro TDA members
- Swansboro TDA – Meeting was held on Thursday, April 27, 2023. The next scheduled meeting will be held on Thursday, July 13, 2023 at 2:30pm in the Community Room

### Fire Department

#### *Incidents*

- 66 Total Incidents
  - 43 EMS Incidents
  - 23 Fire Incidents
  - 42 incidents occurred in the Swansboro (City Limit District)



## Department Reports for April 2023

- 12 incidents occurred in the White Oak Fire District
- 10 incidents were automatic or mutual aid to other jurisdictions.
  - Automatic Aid (initially dispatched): 7 of those 10 incidents
  - Mutual Aid (requested later): 3 of those incidents.
- Response Statistics
  - Average Turnout Time (Dispatch to Enroute)
    - 2:58
  - Average Response Time (Dispatch to On Scene)
    - Swansboro Fire District (City Limits): 5:11
    - White Oak Fire District: 5:56
    - Mutual or Automatic Aid Districts: 10:39
  - Average Number Personnel Responding to Incidents (Overall):
    - 2.92
  - Average Number Personnel Responding to Incidents (Time Range):
    - 0700-1700: 2.73
    - 1700-0700: 3.05

### *Training*

- Training hours: 216.45
  - Career Personnel: 192.45 Hours
  - Volunteer Personnel: 24 Hours

### *Paid staff*

- Currently we have two full-time (Firefighter) vacancies.

### *Volunteer staff*

- We currently have 11 volunteers on staff, four of which are interior firefighters the others are trainees.
- Recruitment efforts are underway to enhance the volunteer program.
- Volunteer Duty Crews: 39 Duty Hours
  - 24-hours Duty Shifts: 0

### *Vehicle repairs*

- Truck 17 (1717) Power steering leak corrected.
- Tanker 17 (1707) has a pump valve handle issue, part is on order, awaiting delivery and install.

### *Department activities*

- Participated in Touch a Truck Event
- Completed 11 Occupancy Inspections
- Two Full-Time employees have completed Driver Operator.

### *Upcoming Events*

- Strategic Planning Work Sessions:
  - May 9<sup>th</sup>, 1030a.m.
  - May 17<sup>th</sup>, 130p.m.



## Department Reports for April 2023

- May 23, 6p.m.
- Fire Department Open House, Saturday, May 27th

### **Parks and Recreation**

#### **DIRECTOR'S REPORT**

##### **Festivals/Events**

###### *Mullet-*

- Booking bands, finalizing contracts
- Secured sound

###### *Sponsorship*

- Finalizing sponsorships

###### *Misc.*

- Preparing marketing content-website updates, poster for Arts by the Sea, sponsor banner
- Vendor applications continue to come in for Arts by the Sea and Mullet Festival.

###### *Piratefest*

- Partnership with Onslow County Parks and Recreation to host Piratefest in Downtown Swansboro, May 13, 2023, 10am-4pm.
- Logistical meeting with Onslow County Parks and Recreation, Police, Fire, and Public Works Departments.

###### *Comprehensive Master Plan Update*

- Draft of plan is complete; send editorial edits, waiting to review edits.

###### *ARP Funding Projects*

- UTV-delivered.
- Splashpad-working with Bliss products on design. Held site visits with two contractors for the concrete work, waiting on proposals. Once proposals are received, can begin planning site furnishings and shade structures.

###### *Miscellaneous*

- Final revisions of the 2023-24 budget for the department.
- Completed equipment orders, docks, and playgrounds.
- Revised and presented new standard operating procedures for Church Street Dock.
- Researched and received quotes for new furniture for the Recreation Center lobby, game room, and offices.
- Splashpad-annual permit submitted to Onslow County Health Department.
- Dog Park Fence Project-reviewed quotes received, selected a vendor, and scheduled installment date in May.
- Attended the Town's Sexual Harassment class.
- Met with the Crystal Coast Chess Club to discuss event opportunity.



## Department Reports for April 2023

- Met with Emerald Ise Parks and Recreation Director to discuss Swansboro’s pickleball program.
- Working with SSA for the 2023 Spring and Fall season for using the Municipal Park fields.
- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice 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.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

### *Metrics-Social Media*

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,600	25,560	3,836	145
Instagram	705	7		26

### *Activity Report*

#### Organization Activity

From 4/2/2023 to 5/2/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	115	96	9	0	141
Resident	19	3	4	0	6
Non-Resident	96	93	5	0	135
No Residency Set	0	0	0	0	0
<b>Demographics</b>					
< 18	27	1	0	0	6
18 - 65	59	65	5	0	95
65+	29	29	4	0	39
Male	43	61	7	0	75
Female	72	35	2	0	66
Other Genders	0	0	0	0	0
<b>Online vs In-House</b>					
Online	36	0	0	N/A	36
In-Person	79	96	9	N/A	105

### *Revenue*



## Department Reports for April 2023

Slip Fee - Town Dock	\$5478
Rental Fees-Parks	\$377.50
Rentals Rooms	\$1413
Dog Park Registrations	\$45
Rec Program Fees	\$2621
Gym Memberships	\$675
Dog Park Memberships	\$40
Vendor Fees	\$3165
Festival Sponsorships	\$3750

### **RECREATION PROGRAM SUPERVISOR**

#### **Routine monthly job responsibilities:**

- Payments/Refunds for programs and special events.
- Emailed monthly distribution list the upcoming programs/events for the department.
- Dock Slip reservations/Pump Outs.
- Compiled daily deposits.
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News.
- Created all programs/events in RecDesk software for registration.
- Created program proposals for new programs to be approved by Director.
- Submitted weekly Community Service Work Program timesheets.
- Submitted departmental work orders.
- Parks advisory board monthly meeting – presented past, current, and future programs to board.
- Create marketing materials for new programs and events.

#### **Planned programs and other monthly work:**

##### *Summer Camp 2023*

- Created design for camp t-shirt
- Requested quote from team connection for t-shirts
- Secured camp field trips and reviewed schedule with summer camp staff

##### *Onslow County Senior Games*

- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.

##### *Touch-a-Truck-April 29*

- Finalized all truck participants
- Finalized food trucks for participation, confirmed Kona Ice and Capones

##### *Spring Break Youth Sports Camp (April 3-6)*

- Completed daily schedule for camp with activities and timeline
- Contacted High School and sent flyer to for volunteers for the program
- Facilitated camp



## Department Reports for April 2023

### *Tennis Bloc Spring Pickleball/Tennis Lessons*

- Continue to offer lessons

### *Teacher Workday Kids Camp*

- Instructed full day program on April 10
- Emailed camp schedule to all parents prior to program date

### *Summer Art in the Afternoons Camp*

- Discussed pricing, weeks offered with instructor Carol McDearmon
- Set up all weeks offered in RecDesk for registration.

### *Pogie's Fishing & Kayaking Center*

- New program for the upcoming summer (Senior Fishing, Bird Watching, & Teen Summer Camp Kayak Paddle trip)

### *American Red Cross Blood Drive*

- Emailed region representative, Bryson Schmidt, new contract form and discussed times available for future blood drives.
- Scheduled blood drive for July 26 in the multipurpose room.

## **Permitting**

### *Planning Board*

- The April 4<sup>th</sup> meeting included:
  - Justin Weiss's rezoning request for his property located at 1130 Hammock Beach Road from RA (Residential Agricultural) to B-1 (Highway Business). The property is further identified as tax parcel ID 025381 which contains +/- 1.26 acres of land and abuts properties zoned R-8SF (Residential) and B-1 (Highway Business)
  - Marc Howell, on behalf of Jessmarc Properties LLC, requested a special use permit to continue operating a Bed and Breakfast at 108 W. Corbett Avenue. The property is located in the B-2 zoning district and the use of "Bed and Breakfast Accommodations and Inns" is an allowance pursuant to the issuance of a special use permit.

Both requests were recommended to the Board of Commissioners.

### *Swansboro Historic Preservation Commission*

- The April 18th meeting included issuing 2 Certificate of Appropriateness
  - One on a request by Brad and Kenna Phillips to restore and improve 205 Walnut Street that was severely damaged by Hurricane Florence.
  - Another on a request by Randy Swanson to demolish the temporary structure that was approved after hurricane Florence destroyed the Icehouse.

### *Routine Activities*

- Site plan approval is being held up because of engineering firms not submitting in a timely fashion to the State agencies and making changes that start the 60-90-day time clock for review to kick in multiple time.



## **Department Reports for April 2023**

- Working with Strickland Brother Oil proposed at 1029 W. Corbett Ave however we have been waiting on sign off from the NCDNR prior to Town signoff.
- Worked with WAWA getting TIA approval prior to their special use permit being heard. The site plan was not correct because it did not include the changes required from the NCDOT TIA approval. We are waiting for approval on the proposed site plan from NCDNR.
- Continue fielding complaints and notifying property owners of violations.
- Local Historic District residences are now working with our Projects/Planning Coordinator on historic matters.
- Development review, including:
- Worked with permit technician approving decks, docks, additions, and accessory structures.
- Projects/Planning Coordinator and the Planner met with John Wood, Robin Walton, and the new Engineer, EB Stature, at the Emerson School for a preliminary meeting and overview of the plans and scope for the grant project.

### **Police Department**

#### *Patrol:*

- 163 Reportable Events
- 15 Motor Vehicle Crashes
- 2 Felony Arrests
- 11 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 5 DWI Arrests
- 1-Felony Drug Arrest
- 12 Arrests with Transport to the Onslow County Jail
- 38 Citations
- 81 Verbal/Written Warnings
- 5 Felonies Reported (2-Fraud; 1-Break & Enter; 1-Larceny)
- 14 Misdemeanors Reported (6-Property Damage; 2-Drug; 1-Counterfeit; 1-Littering; 4-Traffic Related)
- 4 Disputes/Public Disturbances
- 4 Domestic
- 1 Crisis Intervention with Mental Patient
- 1 Death Investigation
- 10 Town Ordinance Violations
- 20 Alarm/Open Door
- 32 Suspicious Incident/Person/Vehicle
- 203 Requests by Other Agencies for Assistance

### **3,404 Total Events Performed on Patrol**

#### *Community Service/Training:*

- 11 Vehicle Unlocks





## Department Reports for April 2023

- 2 Funeral Escorts
- 10 Requests for Fingerprints
- SPD participated in the Annual Touch-a-Truck Event held at the Municipal Park.
- SPD provided security for two events at the Rotary Civic Center.
- SPD provided a tour of the SPD facility and a patrol vehicle to a group of Home-schooled elementary students.
- Chief Taylor, Lt. Brim and Det. McNeil attended the monthly General Membership meeting of the Chamber of Commerce.
- Chief Taylor attended the Crime Stoppers meeting held in Jacksonville.
- Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held MCB Camp LeJeune.

### *Admin Services;*

- Answered 414 phone calls during business hours.
- Assisted 168 walk in requests for assistance during business hours.
- Took 43 requests for reports.

## **Public Works**

### *Public Buildings*

- Twice weekly cleaning of all park bathrooms, conducted on Monday and Friday mornings.
- Weekly set-up and tear down of Town Hall Community Room for various meetings to include:
- Bi-weekly Board of Commissioners Meetings, Planning Board Meetings, Historic Board Meetings, TDA Meetings, etc.
- Weekly set-up and tear down of Town Hall Community Room for One Harbor Church services.
- Minor repairs conducted to the following Public Buildings:
- Town Hall – Women’s Bathroom toilet repaired
- Old Town Hall – HVAC Warranty repairs and servicing on HVAC System # 1
- Public Safety Building – Various lightbulbs replaced.
- Visitors Center – Bathroom urinal repaired

### *Public Streets*

- Mowed both sides of Corbett Ave (HWY 24), the length of the Town limits, from the Causeway to the traffic light at HWY 24 and Belgrade/Swansboro Road.
- Applied over 5 tons of asphalt patches to four separate spots in Downtown area.
- Established and painted 3 No Parking areas in the Downtown area on Main Street and Church Street.

### *Storm Water*

- Continued routine maintenance on various stormwater easements throughout the town.
- Cut the stormwater easements in the following Subdivisions:
- Halls Creek



## Department Reports for April 2023

- Swansboro Acres
- Deer Run
- Forest Brook
- Park Place
- Cleared stormwater drains throughout the town.

### *Solid Waste*

- Twice weekly trash pick up at all parks and Downtown areas, conducted on Monday and Friday mornings.
- Weekly Yard Waste Run
- Conducted the Annual Clean Sweep effort throughout the town for one week.
- Litter sweep and pick up conducted at all town parks.

### *Grass Cutting & Grounds Maintenance*

- Edged the sidewalks and curbs in the following Subdivisions:
- Halls Creek 3
- Foster Creek
- Edged sidewalks and curbs on Old Hammocks Road.
- Bi-weekly grass cutting of all Town Parks.
- Bi-weekly grass cutting of all grounds, in and around all Public Buildings.

### *Vehicle & Equipment Maintenance*

Performed basic maintenance, when required, on all Department vehicles and equipment, to include oil changes, wiper blade replacement, vehicle bulb replacement, tire inflation/repair, battery replacement, fuse replacement, lube various areas, and washed and vacuumed all vehicles.