

Department Reports for May 2023

Administrative Services

- Phone Records Report for May: 2,840 calls
 - Internal – 645 Town Hall – 348 Parks and Recreation – 548
 - Police Department – 457 Fire Department – 83 Outgoing totals – 759
- Building permits sold for May: 107 residential/commercial combined; \$13,123.22 total fees collected (includes 25 re-inspections)
- 108 Building inspections processed/ 8 Fire Inspections processed
- 152 Various receipts processed
- 305 ONWASA payments processed; 5 New Service Setups, 0 Other transactions
- 6 Work Orders generated for Public Works
- 1 Notarizations performed
- Admin Staff worked at Visitor's Center 3 days each week (Aliette, Alissa, Darla and Lisa)
- US Census Report Submitted - Permits
- Public Records Request
 - TDA May 12th Meeting Recording
 - American Transparency
 - JD Daily News
 - NCLM
- Conducted interviews for Permit Technician and Admin Assistant positions, job offers made and accepted – Jackie Stevens started May 25th as our new Admin Assistant
- Provided support to the Planning Department for numerous matters
- Town Chapter 92 Violation duties taken over from Planning, processed and issued 13 violations notices
- Held Employee Spring Social
- Continued FY 21/22 Budget Meetings
- Finalized April 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.
- Tyler Technologies Implementation Project
 - 1. Code Enforcement Module implementation
- Issued New Releases/Constant Contact for:
 - 1. May 8, 2023, BOC Meeting
 - 2. Recycle Collection Delay
 - 3. May 22, 2023, BOC Meeting
 - 4. May Newsletter
 - 5. Weather Alert # 1 – Weekend weather 5/26 – 5/28
 - 6. Yard Waste Collection Delay
 - 7. Fire Police Open House Postponed

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8. Memorial Day Closures
 9. Weather Alert # 2 – Weekend weather 5/26 – 5/28
 10. Yard Waste Collection Delay extended
 11. Weather Alert # 3 – Weekend weather 5/26 – 5/28
 12. Yard Waste Collection Temporary restrictions
- 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: 6,470

Top 5 pages viewed in May – Employment Opportunities 932 | Government 371 |
Permitting 260 | Police Department 259 | Services 250

Finance

- Sales & Use Tax received in May 2023 is \$92,189
- Accounts Payable Summary for May 2023:
 - 208 Invoices-Totaling \$155,607
 - 34 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for May 2023 (1.92)
- Processed payroll- 05/05/23 & 05/19/23
- Stormwater Fees Collected-May 2023-\$61-updated Stormwater spreadsheet
- April 2023 Bank Reconciliation-Town accounts
- April 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Attended budget meetings with Town Manager
- 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
- Updated financial information in the Budget Message for FY 23/24
- Gathered financial information for the Budget Workshop held on 5/17/2
- TDA-Updated Budget Ordinance for FY 23/24
- TDA-Attended Public Hearing on the FY 23/24 Budget
- Attended 11 Tyler Technologies Utility Billing Software End User Training Sessions

Fire Department

Incidents

- 91 Total Incidents (*Previously 66, 37.87% Increase*)
 - 70 EMS Incidents
 - 21 Fire Incidents
 - 61 incidents occurred in the Swansboro (City Limit District)
 - 21 incidents occurred in the White Oak Fire District



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- 9 incidents were automatic or mutual aid to other jurisdictions.
 - Automatic Aid (initially dispatched): 8 of those 9 incidents
 - Mutual Aid (requested later): 1 of those incidents.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute)
 - 2:42 (Decreased)
 - Average Response Time (Dispatch to On Scene)
 - Swansboro Fire District (City Limits): 4:31
 - White Oak Fire District: 6:51
 - Mutual or Automatic Aid Districts: 9:03
 - Average Number of Personnel Responding to Incidents (Overall):
 - 3.47 (Increased)
 - Average Number of Personnel Responding to Incidents (Time Range):
 - 0700-1700: 3.477 (Increased)
 - 1700-0700: 3.467 (Increased)

Training

- Training hours: 438.4 (Increased from 216.45)
 - Career Personnel: 390.30 Hours
 - Volunteer Personnel: 48.10 Hours

Paid staff

- Fully staffed, with the last full-time vacancy starting June 5th

Volunteer staff

- We currently have 10 volunteers on staff, four of which are interior firefighters the others are trainees.
- Recruitment efforts are underway to enhance the volunteer program, with one pending application.
- Chief Dawson departed as of 5/30/2023.

Vehicle repairs

- Truck 17 (1717) Hydraulic Cab Lift Assemblies.

Department activities

- Community Work sessions have concluded.
- Draft Strategic Plan in the works.
- Participated in the Memorial Day Event
- Participated in Pirate Fest
- Open House Event Postponed due to weather.

Upcoming Events

- Hammocks Beach State Park, Military Appreciation Event (Truck & Flag)



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- Arts By the Sea
- July 3rd Event.
- Public Safety Open House, Date TBD.

Parks and Recreation – *no report provided.*

Permitting

Planning Board

- The May 2nd Planning Board meeting was canceled

Swansboro Historic Preservation Commission

- The April 16th SHPC meeting included:
 - A request by Ed and Cynthis Binanay owners of 222 S. Elm St. to remove an overgrown tree over 8” in front of their home.
 - A request by Steve Barbour, owner of 106 S. Walnut Street, to replace siding on the front of garage with same wood material siding and paint the same color as the house.
 - A request by Steve Barbour, owner of 106 S. Walnut Street, to replace the current garage doors with steel carriage house doors with iron handles and windows.
 - Quasi-Judicial training was held and presented by the planner.

Flood Management Appeals Board

- The May 23 special meeting included:
 - A variance request by Jordan Proctor for substantial improvements at 209 Water Street in able restoration of the historic home.

National Flood Insurance Program (NFIP) Community Assistance Visit (CAV)

- May 15th Eryn Futural, NFIP Planner for the Eastern Branch, did a five-year review of our project files and approvals in the regulated flood areas of Swansboro and the ETJ.
 - We are waiting for her comments and do not expect more than follow-up for some additional information she might need.

Routine Activities

- Continue fielding complaints and notifying property owners of violations.
- Local Historic District residences are now working with our Projects/Planning Coordinator on historic matters.
- Continue to work with development inquiries and active sites in process including:
 - Strickland Brothers Oil
 - WaWa
 - Waffle House



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Police Department

Patrol:

- 195 Reportable Events
- 27 Motor Vehicle Crashes
- 4 Felony Arrests
- 10 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 5 DWI Arrests
- 1 Felony Drug Arrest
- 14 Arrests with transport to the Onslow County Jail
- 92 Citations
- 136 Verbal/Written Warnings
- 10 Felonies Reported (5-Obtaining Property by False Pretenses; 3-Sexual Assaults; 2-Larcenies)
- 25-Misdemeanors Reported (14-Larcenies; 6-Property Damage; 2-Trespassing; 3-Traffic Related)
- 12 Disputes/Public Disturbances
- 4 Domestic
- 2 Misdemeanor Drug Investigations
- 1 Crisis Intervention with Mental Subject
- 1 Drug Overdose (non-fatal)
- 14 Alarm/Open Doors Reported
- 26 Suspicious Incident/Person/Vehicle
- 2 Town Ordinance Violations
- 38 Requests by Citizens for non-crime related assistance
- 203 Requests by Other Agencies for assistance

4,187 Total Events Performed by Patrol

Community Service/Training:

- 11 Vehicle Unlocks
- 2 Funeral Escorts
- 23 requests for fingerprinting
- 31 Business Closing Standby's
- Participated in the annual PirateFest event held in downtown Swansboro.
- Provided security for two events held at the Rotary Civic Center.
- Provided security for SwanFest.
- Chief Taylor and Det. McNeil attended the monthly meeting of the East Carolina Association of Law Enforcement Executives. Meeting was held at the U.S. Coast Guard Station at Fort Macon.



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Admin Services:

- Answered 458 phone calls during business hours.
- Assisted 214 walk in requests for assistance during business hours.
- Took 51 requests for reports during business hours.

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 – Light bulbs replaced in hallway and Men’s bathroom. Repaired hole in the wall inside the Community Room
 - Old Town Hall – Repaired door lock on Heritage Center side of Old Town Hall
 - Public Safety Building –Light bulbs replaced in 2 rooms at the Police Department. Sensor to emergency light replaced in front office of Police Department
 - Visitors Center –Door handle and lock replaced on bathroom door

Public Streets

- Applied over 14 tons of asphalt on the following public streets:
 - Cormorant Dr (Halls Creek North) – 2 patches totaling 6 tons of asphalt.
 - Broad Street – 2 patches totaling 7 tons of asphalt.
 - Sabiston Dr. – 1 patch totaling 1 ton of asphalt
- Painted curbs at the corners of several streets in the downtown area

Storm Water

- Continued routine maintenance on various stormwater easements throughout the town.
- Cut the stormwater easements in the following Subdivisions:
 - Halls Creek
 - Swansboro Acres
 - Deer Run
 - Forest Brook
 - Park Place
- Cleared stormwater drains throughout the town



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Solid Waste

- Twice weekly trash pickup at all parks and Downtown areas, conducted on Monday and Friday mornings
- Weekly Yard Waste Run
- Litter sweep and pick up conducted at all town parks

Grass Cutting & Grounds Maintenance

- Edged the sidewalks and curbs in the following Subdivisions:
 - Forest Brook
 - Swansboro Acres
 - Halls Creek 3
- Trimmed and cut back vegetation along the Nature Trail at Municipal Park
- Trimmed and cut back vegetation around Municipal Park, where needed
- Mowed grass and trimmed weeds in Ward Cemetery
- Spread grass seed at the Pug Pavillion Lawn
- Weeded flower beds at all town buildings
- Repaired fencing at the Town Hall Cemetery
- 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.

Miscellaneous Efforts

- Pressure washed Bi-Park Dock Gazebo
- Set-up and tore down, downtown area for Pirates Fest
- Set up downtown for Swan Fest on last Sunday in May