

Department Reports for January 2025

Administrative Services

- Phone Records Report for January: 1,674 calls

Internal – 392	Town Hall – 274	Parks and Recreation – 225
Police Department – 313	Fire Department – 74	Outgoing totals – 936
- Building permits sold for January: 27 residential/commercial combined; \$8,170.01 total fees collected (includes 6 re-inspections)
- 81 Building inspections scheduled/10 Fire Inspections processed
- 73 Various receipts processed
- 0 Code Enforcement violation
- 275 ONWASA payments processed; 2 New Services; 3 Other
- 2 Work Orders generated for Public Works
- 10 Notarization's performed
- US Census Report Submitted – Permits
- Finalized December Departments Report
- Began planning of Sam Bland Recipient Banquet
- Received and handled 9 “Contact Us” request from the Website
- Began budget preparation for Admin Services, Governing Body, & Legal
- New advisory board appointments processed
- Communicated with contractors associated with Emmerton School project and LASII Stormwater Mapping project
- Updated Projects brief
- Distributed the RFQ for Sidewalk Designs to interested parties and published online
- Public Records Request
 - Construction Monitor – Building Permits issued with values December 2024
 - Carolina Permits – New Homes building in December 2024
 - Brand Homer – 632 W. Corbett Avenue
 - Katharine Fretwell – 83 Pickett Way/Vista Del Mar
- Issued News Releases for
 - Christmas Tree Collections
 - Weather Alert #1 Winter Weather January 10-11
 - BOC 1/14/2025 Regular Meeting
 - Weather Alert #2 Winter Weather January 10-11
 - MLK Holiday Closures
 - Main Street Extension Road Closure Notice
 - Weather Alert #1 Winter Weather January 21-22
 - Weather Alert #2 Winter Weather January 21-22
 - Rescheduled: Main Street Extension Road Closure Notice
 - Office Closures & Winter Weather Final Alert
 - Office Closures Extended

Department Reports for January 2025

- Garbage Collection Delay
- Delayed Opening Notice for Town Hall
- BOC 1/28/2025 Regular Meeting
- Fire Department Live Burn Exercise
- 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
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 1,628.

Top 5 pages viewed in December

Employment Opportunities 515 | Departments/Permitting 232 | Government 224
Departments/Police 198 | Departments/Fire 180

Finance

- Sales & Use Tax received in January 2025 is \$130,369
- Accounts Payable Summary for January 2025:
 - 239 Invoices-Totaling \$909,994
 - 27 Purchase Orders Issued
- Processed payroll- 1/10/2025 & 1/24/2025
- PEV ChargePoint Station-Accumulated (kWh) for January 2025 (901)/Session fees collected-\$161
- Stormwater Fees Collected-January 2025-\$3,435
- December 2024 Bank Reconciliation-Town accounts
- December 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 7 hours
- Processed Swansboro TDA checks
- Gathered financial information for January 28, 2025 regular meeting
- Attended a webinar with Mark McClusky-Understanding Investments
- Attended meeting with Computer Warriors for IT discussion
- Attended the bank finance closing with Truist Bank on January 9, 2025 for the Jet Vac Truck, Police Interceptor, and two Fire Chief's vehicle
- Processed W-2, 1099-Misc & 1099-NEC
- Submitted the following reports:
 - HUBSCO Report (Historically Underutilized Businesses State Construction Office) Construction Reporting System.
 - LGC203-North Carolina State Treasurer-Cash Deposits and Investments for Town and Swansboro TDA
 - State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (October 1,2024 - December 31, 2024)
 - 941 Employer's Quarterly Federal Tax Return

Department Reports for January 2025

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – January 31</i>
Swansboro Town {17A}	75	75
Swansboro County {17B}	26	26
Aid Given	18	18
Total Call Volume	119	119
Aid Received	5	5
Overlapping Incidents {% of Volume}	44	272

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	2	0
EMS & Rescue	60	15
Hazardous Materials	1	0
Service Calls	8	6
Wildland	1	0
Emergency Management {Deployments}	0	0
Other – False Alarm/Canceled	3	0
Total	75	26

Department Reports for January 2025

Incident Response	90 th Percentile Time {Monthly}	90 th Percentile Time {Previous Month}	Difference from Previous	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	4:19	2:09	(2:10)	1:06	(1:23)
Turnout Time {Dispatch to Enroute}	1:58	2:17	0:19	1:20	(0:38)
Travel Time {Enroute to Arrival}	5:55	6:05	0:10	4:00	(1:55)
Total Response Time {911 Call to Arrival}	7:25	8:49	1:24	7:06	(0:21)

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to December 31</i>
Standard Fire Inspection	1	1
New Business Inspection	0	0
Fire Suppression – Hoods	0	0
Special Event – Tents	0	0
Plan Review	-	-

Department Reports for January 2025**Agency Training**

Training Category	Monthly	Annual
Company Training	438	438
Facilities	0	0
Fire Arson Investigator	0	0
Fire Prevention Inspector	24	24
Fire Life Safety Educator	0	0
Hazardous Materials	0	0
Officers	0	0
New Driver	0	0
New Recruit	0	0
Existing Driver	0	0
Total	438	438

Department Reports for January 2025

Parks and Recreation

Festivals

- Gathering social media reports
- Festival website updates-ongoing
- Revisions for 2025 sponsorship package finalized, and began sending out to businesses. Created new level of sponsorship, Title Sponsor \$7500
- Contacted Hampton Inn regarding hotel links for festival attendees and vendors to be posted on our websites.
- Prepared and submitted grant for Swansboro TDA-\$6500 requesting funds for Swansboro Festivals

ARP Project Updates

Basketball Courts

- Purchase order submitted for asphalt work and new basketball equipment (backboards, goals, and nets).
- Equipment has been received.
- Resurfacing will take place after the first of the year, weather conditions need to be warmer.

Replacement of outdoor toilets/water fountains:

- Refillable water bottle and fountains replaced in Recreation Center
- Outdoor toilets-Replaced in Bicentennial, Pirates Den, and Municipal Parks. The contractor is working with ONWASA for plumbing issues.

Splashpad

- Remaining amenities ordered and received
- Amenities will be installed March/April timeframe

Miscellaneous

- Prepared documents and submitted for end of year projections for 2024-25 fiscal year
- Began preparing the 2025-26 budget, including CIP and staff requests
- Attended demo for location data analysis software
- Met with Onslow County Parks and Recreation regarding Piratefest event
- Began preparing grant for Swansboro TDA to request funds (\$2000) for Piratefest
- Met with Crystal Coast Engineering to obtain boundary maps required for LWCF
- 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.

Department Reports for January 2025

- 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.

Metrics-social media

January

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook	18,398	20,500	5,400	156,200	176
Instagram	1900	329		1900	

Organization Activity					
From 1/4/2025 to 2/3/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	139	26	22	0	95
Resident	23	7	9	0	5
Non-Resident	116	19	13	0	90
No Residency Set	0	0	0	0	0
Demographics					
< 18	28	4	1	0	19
18 - 65	74	14	16	0	65
65+	37	8	5	0	11
Male	46	14	10	0	28
Female	93	12	12	0	67
Other Genders	0	0	0	0	0
Online vs In-House					
Online	51	0	0	N/A	63
In-Person	88	26	22	N/A	32

Revenue

January

Slip Fee - Town Dock	\$2472
Rental Fees-Parks	\$125
Rentals Rooms	\$3420
Rec Program Fees	\$4714

Department Reports for January 2025

Gym Memberships	\$1315
Dog Park Memberships	\$100
Festival Vendor Fees	\$160
2025 Festival Sponsorships	\$8750

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
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed weekly Community Service hours
- Completed monthly reservation receipts
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Continued to work on 2025 instructor contracts
- Attended Sports Management Senior Games Clinic
- Created Touch-A-Truck flyer and sent details to past participants to begin registration
- Reorganized several spaces in Recreation Center
- Gathered several festival quotes for the 2025 festivals
- Assisted with Festival Sponsorship packet
- Began working on 2025-26 budget including EOY projects for 2024-25
- Planned Valentine's Programs including Game Night and Galentine's Craft Night
- Advertised Luck of the Paddle Pickleball Tournament
- Organized new partnership with Boulder Designs for Welcome Rock Workshop

Planned Programs

Tiny Trekkers – January 10th

- 9 registered and 8 attended

Sprout Scouts- January 31st

- 10 registered and 8 attended
- 4 waitlisted

POUND! – December 14th – January 11th

- 15 drop-ins
- 2 series

POUND! – January 18th – February 15th

- 13 drop-ins

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- 5 series

Tai Chi – January 9th – February 13th

- 10 registered
- 4 waitlisted

Touch-A-Truck – April 26th

- 6 vehicles registered

Planning

Planning Board

- The Planning Board regular meeting was on January 7, 2025.
 - CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center. Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the site located at 1481 W Corbett Ave from a RA (rural/agricultural) designation to a Suburban Town Center designation. The Planning Board did not recommend this amendment for approval.
 - Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning. Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning) to develop a proposed multi-family and commercial project. The Planning Board did not recommend this amendment for approval.
 - UDO Text Amendment to § 152.016 Definition of Basic Terms and § 152.267 Computation of Sign Area. After the discovery of a discrepancy in UDO Sections 152.016 Definitions of Basic Terms for the definition “Sign, Area Of” and 152.267 Computation of Sign Area (C) when it comes to calculating the square footage allowed on a sign, a text amendment to these sections is proposed for consistency. The Planning Board did recommend this amendment for approval.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting on January 21, 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.

Department Reports for January 2025

Police Department

Patrol:

- 131 Reportable Events
- 21 Wrecks
- 1 Felony Arrest
- 8 Misdemeanor Arrests
- 3 Arrests by Warrant Service
- 2 DWI Arrests
- 6 Arrests with Transport to the Onslow County Jail
- 36 Citations
- 68 Verbal/Written Warnings
- 8 Felonies Reported (2-Break & Enter; 2-Obtaining Property By False Pretenses; 2-Fraud; 1-Larceny; 1-Narcotics Related)
- 24 Misdemeanors Reported (8-Larcenies; 5-Property Damage; 4-Communicating Threat; 2-Narcotics Related; 1-Assault; 1-Stalking; 1-Trespassing; 2-Traffic Related)
- 5 Disputes/Public Disturbances
- 25 Open Door/Alarm Calls
- 20 Suspicious Incident/Person/Vehicle
- 6 Crisis Intervention with Mental Patient
- 1 Town Ordinance Violation
- 121 Requests by Other Agencies for Assistance
- 98 Requests by Citizens for non-Crime Related Assistance

3,631 Total Events Performed by Patrol

Community Service/Training:

- 1 Funeral Escort
- 7 Requests for Fingerprinting
- 10 Business Closing Standby's
- 476 Business Checks
- 30 Foot Patrols
- 23 Residence Checks
- 1 RU Ok? Participant
- Officer Stutes completed Basic Radar Operator training. 40 hours training held at Carteret Community College.
- Chief Taylor attended monthly Crime Stoppers meeting held in Jacksonville.
- Chief Taylor and Deputy Chief Brim attended monthly East Carolina Association of Law Enforcement Executives meeting held in Jacksonville

Department Reports for January 2025

Admin Services:

- Answered 245 phone calls during business hours.
- Assisted 170 walk in requests for assistance during business hours.
- Took 75 requests for a report during business hours.

Public Works

(no report provided)