

Department Reports for January 2023

Administrative Services

- Phone Records Report for January: 2,011 calls

Internal – 517	Town Hall – 317	Parks and Recreation – 257
Police Department – 328	Fire Department – 86	Outgoing totals – 506
- Building permits sold for January: 69 residential/commercial combined; \$28,346.79 total fees collected (includes 7 re-inspections)
- 95 Building inspections scheduled/21 Fire Inspections processed
- 77 Various receipts processed
- 317 ONWASA payments processed; 6 New Services; 9 Other
- 10 Work Orders generated for Public Works
- 8 Notarization's performed
- Created Visitor Center Schedule for February
- Admin Staff worked at Visitor's Center 3 days each week (Aliette, Darla, Alissa, and Lisa)
- US Census Report Submitted – Permits
- Finalized December Departments Report
- Spoke with Spectrum on lease renewal options
- Began Business Expo planning & coordination of attendance
- Began planning of Advisory Board Appreciation reception
- Met with Kathy Vinson & John Wade on Boardwalk Project
- Planned & attended Department head team building exercise @ Escape Room in Jacksonville
- Compiled and sent out employee newsletter
- Provide planning support for numerous matters
- Sent all UDO text amendments to American Legal for codification
- Contact all Flood Management Appeals Board members to confirm interest to still serve
- Provided documents for Town Hall & Public Safety Building to EOC Committee
- Architectural Firm conducting feasibility study
- Street Acceptance request received for Swansgate – Planner began process
- Attended Groundbreaking Celebration for Teacher's Building at Hammocks Beach State Park
- Conducted interview for Planning/Project Coordinator position
- Began budget preparation for Admin Services, Governing Body, Legal & Permitting
- New advisory board appointments processed
- Public Records Request
 - SmartProcure Public Records Request to Town of Swansboro for Contact Information
 - 112 Oyster Bay Rd Public Records Request
 - SmartProcure Public Records Request to Town of Swansboro for PO/Vendor Information
 - 214 S Walnut Street Records Request

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- Board terms/history for John Lister
- Open the Books request for an electronic copy of all payment transactions for fiscal year 2022
- Issued News Releases for
 - BOC 1/9/2023 Meeting
 - MLK Holiday Closures
 - Yard Waste Collection Delay
 - BOC 1/23/23 Meeting
 - Weather alert # 1 – Cold Front
 - Weather alert # 2 – Cold Front
- Tyler Technologies Permitting Program
 - Worked through technical difficulties with program setup
 - Worked with project lead to have specific procedures created to accommodate business practices
 - Worked to input fire inspections for businesses in system
- 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
- HR-related items estimated at 31.25 hours
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 3,501. Top 5 pages viewed in December

Employment Opportunities 436 | Government 301 | Departments/permitting 267
Services 277 | Search/Question 208

Finance

- Sales & Use Tax received in January 2023 is \$106,980
- Accounts Payable Summary for January 2023:
 - 240 Invoices-Totaling \$492,583
 - 23 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for January 2023 (695.0)
- Processed payroll- 01/13/23 & 1/27/23
- Stormwater Fees Collected-January 2023-\$904.44-updated Stormwater spreadsheet
- December 2022 Bank Reconciliation-Town accounts
- December 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- TDA-prepared the agenda and quarterly financial report.
- Swansboro TDA – Meeting was held on Thursday, January 12, 2023. The next scheduled meeting will be held on Thursday, April 13, 2023 at 2:30 pm.
- Gathered financial information for January 27, 2023 regular meeting.

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- Budget instructions for FY 23/24 distributed to Department Heads
- Preparing Year End Projections FY 22/23/updating operating budget spreadsheet
- Updating Capital Improvement Plan
- 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
- Submitted the Participant Application for the Certificate of Achievement Award for FY 21/22 to the Governmental Finance Officers Association.
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant)
- Attended the following Tyler Technologies classes:
 - 1095 Review Group Training
 - Time and Attendance Executime
 - Permits

Fire Department

Fire Calls

- 61 Total Calls
 - 42 Calls in Town including – 31 EMS Calls, 3 Traffic Accident Calls, 1 Grass Fire Call, 1 Electric Wiring Call, 3 Service Calls, 1 Authorized Burning Call, 2 False Alarm Calls
 - 9 Calls in White Oak District – 6 EMS Calls, 1 Service Call, 1 Authorized Burning Call, 1 False Alarm Call
 - 10 Calls Mutual Aid – 5 Fire Calls, 2 Grass Fire Calls, 1 Traffic Accident Call, 2 Cancelled Calls
- 202 Training hours - Paid Staff
- 40.75 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties
- Meaghan Kent and Michael Beck were hired to full-time firefighter positions in January. Meaghan comes to us from the Bear Creek Volunteer Fire Department and Michael was recently honorably discharged from the US Marine Corp and has been a volunteer firefighter with the Back Swamp and Western Carteret Fire Departments
- Captain Earles completed her Fire Officer Level 2 certification in January
- The department took possession of the new MSA Self-Contained Breathing Equipment purchased with the ARP funds approved by the Town Board of Commissioners. The new

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equipment was inventoried, staff was trained and the old equipment will be sold on GOVdeals.com

Volunteer staff

- Volunteer staff have conducted monthly training and perform standby duties
- The volunteers are currently enrolled in the North Carolina State Fire Marshal Driver/Operator certification course. The course consists of three 40 hour modules. Once complete, all successful students will obtain their State certification to operate as engineers in charge of providing water to interior firefighting crews. Having the extra engineers at fire scenes will greatly improve the level of service the department can provide to the community

Vehicle repairs

- All vehicles in good working order
- Minor repairs and preventative maintenance continue, and we are confident that we are able to respond to all fire and EMS emergencies

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Mullet-began booking bands and procuring contracts

Sponsorship

- Sponsorships have begun to come in
- Reaching out to previous sponsors and potential sponsors

Misc.

- Began securing portable toilets, tents, tables, shuttle service, and security services
- Met with Curtis Media to review sponsorship and dates for the 2023 events
- Met with Lamar Advertising to discuss marketing opportunities
- Secured new fireworks vendor, fireworks will be held on July 3, 2023
- Met with Diamond Bus Company to review shuttle needs for the year and secure sponsorship
- Met with Onslow County Tourism discuss and develop new marketing strategies for the 2023 festivals

Comprehensive Master Plan Update

- Received final draft, reviewing for changes, recommendations
- Met with Town Manager for review of draft

ARP Funding Projects

- Cameras-Cameras ordered, waiting for them to arrive
- UTV-order placed

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Miscellaneous

- Initial meeting with Onslow County Parks and Recreation to begin working on logistics for PirateFest. Event will be held May 13, 2023, 10am-4pm, Downtown Swansboro.
- Preparing 2023-24 budget for the department
- The Recreation Center celebrated its 10th anniversary this January. Event was held for celebration, free fitness demonstrations, pickleball class, performances from local dance studio, and other instructors featured classes offered at the Recreation Center
- 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	14,251	15,098	1,882	78
Instagram	615	247		29

Activity Report

Organization Activity						
From 1/7/2023 to 2/6/2023						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	P
All	93	40	14	0	85	
Resident	16	10	2	0	6	
Non-Resident	77	30	12	0	79	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	25	0	1	0	15	
18 - 65	48	31	10	0	58	
65+	20	9	3	0	12	
Male	43	20	2	0	35	
Female	50	20	12	0	50	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	35	0	0	N/A	31	
In-Person	58	40	14	N/A	54	

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Revenue

Slip Fee - Town Dock	\$2,122.50
Rental Fees-Parks	\$75
Rentals Rooms	\$200
Dog Park Registrations	\$875
Rec Program Fees	\$4,083
Gym Memberships	\$715
Vendor Fees	\$755
Festival Sponsorships	\$3,600
Program/Event Sponsorships	\$1,000

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed 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
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

2022-23 Budget and End of Year Revenue/Expense Projections

- Calculated expenses and revenue for remainder of fiscal year
- Prepared and adjusted budget for upcoming 2023-24 fiscal year

Instructor Contracts

- Contacted all current instructors to renew contract for 2023 year
- Requested updated Certificate of Insurance if needed

Teacher Workday Camp – Jan. 23 & 24

- Conducted full day program with scheduled staff

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- Prepared classroom with crafts necessary for daily planned activities
- Emailed all camp policies and documents needed for all registered parents

Pickleball

- Put all new ordered league equipment in new bin and moved older nets to community bin
- Secured fencing at tennis courts in preparation for wind gusts and storms
- Removed damaged windscreens from fencing after damage from wind gusts and storms
- Received ordered windscreens from Practice Sports and prepared payment for invoice

Fall Youth Flag Football

- Researched and contacted other recreation department about flag football programs, leagues, registration details, policies, and rules
- Discussed equipment pricing with BSN representative for startup cost and cost for season supplies
- Contacted Pamlico Parks & Recreation about their experience and working with NFL Flag organization for their flag football league
- Researched age group offerings by other recreation departments

Down Syndrome Network Onslow Carteret County

- Held meeting with Tiffany Flint about upcoming events and programs offered for 2023
- Discussed Holiday party dates and room availability
- Scheduled tentative date of December 2 for Holiday Party at the Town Hall Community Room
- Reviewed contract with Tiffany Flint and requested Certificate of Insurance required for instructor led programs offered with the department

Basketball Court Renovation Project

- Contacted local asphalt companies to request quotes for resurfacing the basketball court asphalt
- Meeting with two local companies and completed a site walk through to discuss project
- Requested quotes for new backboards, rims, nets, and paint
- Prepared project proposal with project plans, affiliated costs, and justifications

Love Fur Exercise

- Meeting with prospective fitness class instructor Carrie White
- Discussed future programs dates and themes to offer in the park and in the Recreation Center
- Reviewed contract with instructor and discussed pricing for new programs

Fellowship Night- February

- Requested February date for program from staff/instructor- scheduled for February 20
- Discussed program theme with staff/instructor and inquired about any supplies needed

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Easter Egg Hunt

- Contacted event sponsor, Gigi Robles, about dates for Easter Egg Hunt and new sponsorship packet
- Selected March 31 date for program from 6-7 PM
- Contacted Scouts of America to request volunteer help for event

Summer Day Camp 2023

- Researched other local recreation department summer camp weekly fees/rates
- Reviewed weekly dates for Summer Day Camp 2023
- Adjusted rates for weekly and series camp fees for 2023
- Set March 1 registration start date at 7:30 PM
- Emailed recent summer camp attendees about upcoming March 1 camp registration
- Requested field trip ideas and Summer Camp programming ideas with returning camp staff

Theatre Trips

- Contacted Wilson Center in Wilmington about upcoming May 7th, My Fair Lady show and costs for reserving tickets
- Paid for remaining amount due for reserved tickets for Rehearsal for Murder show on February 26 at the Legacy Theater in Jacksonville
- Discussed future trips with program/staff leader for upcoming months

Be Inspired, Inc. Instructor Meeting

- Held meeting with instructor Carol McDearmon. Discussed and planned new art/paint class offerings for the upcoming months
- Discussed and planned Art in the Afternoons Half-Day Summer Camp program offering for summer 2023
- Scheduled Art-a-Thon program date for March 4th at the Recreation Center

Swansboro Parks & Rec 10 Year Anniversary Celebration

- Prepared rooms and set up facility for event
- Hosted event on January 28, 2023, from 10am-2pm
- Contacted and confirmed participation of program instructors and partners for event
- Confirmed food trucks participation and arrival time for event

Permitting

Planning Board

- The January Planning Board meeting included recommending the Massing text amendments with changes

Swansboro Historic Preservation Commission

- The January SHPC meeting was canceled

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Technical Review Meeting

- Worked with the building inspectors and the fire chief on an unpermitted fireplace and fire pit downtown
- Waiting for One Harbor to resubmit the church site plan and building plans addressing the fire department comments

Regional Meetings

- None to report this month

Routine Activities

- Continued working through issues and answering questions on Special Use Permits and Rezoning requests including:
 - The WaWa convenience store with fuel (TIA still under review)
 - A possible rezoning on Queens Creek
- Continue fielding complaints and notifying property owners of violations
- Development review, including: Worked with permit technician approving decks, docks, additions and accessory structures

Police Department

Patrol:

- 154 Reportable Events
- 13 Motor Vehicle Crashes
- 3 Felony Arrests
- 10 Misdemeanor Arrests
- 6 Arrests by Warrant Service
- 4 DWI Arrests
- 13 Arrests with Transport to the Onslow County Jail
- 50 Citations
- 96 Verbal/Written Warnings
- 9 Felonies Investigated (4-Break & Entering; 2-Larcenies; 2-Fraud; 1-Motor Vehicle Theft)
- 30 Misdemeanors Reported (10-Property Damage; 5-Trespassing; 3-Communicating Threats; 2-Assaults; 1-Assault on Law Enforcement Officer; 1-Domestic Violence Protection Order Violation; 1-Harrassment; 5-Traffic)
- 6 Disputes/Public Disturbance
- 3 Domestic
- 1 Crisis Intervention with Mental Patient
- 8 Alarm/Open door
- 23 Suspicious Person/Vehicle/Incident
- 1 Town Ordinance Violation
- 1 Death Investigation
- 229 Requests by Other Agencies for Assistance

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- 36 Requests by Citizens for non-crime related Assistance

4,603 Total Events Performed by Patrol

Community Service/Training:

- 9 Vehicle Unlocks
- 1 Funeral Escort
- 11 Requests for Fingerprints
- SPD conducted Coffee with a Cop. Event was held at Sweeter Things Café
- Chief Taylor and Lt. Brim attended the Annual Pastor's Dinner held at the Swansboro First Baptist Church
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in New Bern
- Chief Taylor attended the Swansboro Area Chamber of Commerce General Members Meeting held at Swansboro food and Beverage

Admin Services:

- Answered 407 phone calls during business hours
- Assisted 143 walk in requests for assistance
- Took 36 requests for reports

Public Works

(no report provided)