

## Department Reports for December 2023

### Administrative Services

- Phone Records Report for December: 1,819 calls
 

Internal – 381	Town Hall – 310	Parks and Recreation – 221
Police Department – 388	Fire Department – 62	Outgoing totals – 457
- Building permits sold for December: 40 residential/commercial combined; \$3,745.91 total fees collected (includes 16 re-inspections)
- 154 Building inspections scheduled/9 Fire Inspections processed
- 86 Various receipts processed
- 291 ONWASA payments processed; 1 New Services; 1 Other
- 1 Work Orders generated for Public Works
- 5 Notarization's performed
- Created Visitor Center Schedule for January
- Admin Staff worked at Visitor's Center 3 days each week (Aliette, Linda, Alissa, and Jackie)
- US Census Report Submitted – Permits
- Finalized November Departments Report
- Sam Bland Award & Employee of the Quarter plaques purchased
- New Commissioner on boarding processed & plates ordered & registered for Essentials class
- Interim Town Manager on boarding processed
- Worked with Computer Warriors on Streaming services setup
- Assisted with numerous Planning department matters
- Created 2024 recycle calendar
- Town Employee Christmas Party planned and held at MacDaddys on December 9<sup>th</sup>
- Alissa attended the 3<sup>rd</sup> week of the 8 week Municipal & County Administration course through the UNC School of Government in Chapel Hill
- Public Records Requested processed
  - 280 Swansboro Loop Road – AEI
  - 1044 W. Corbett Avenue – PZR
  - Copy of Town Insurance Policy
- Issued News Releases for
  - Moore Street Traffic Movement Change
  - BOC 12/11/2024 Meeting
  - Weather Alert – Multiple hazards Dec 9-10
  - Historic District Survey
  - Weather Alert – Multiple hazards Dec. 17-18
  - Christmas & News Years Closures
  - Interim Manager Named
  - Yard Waste Collection Delay
  - Garbage Collection Holiday Changes
  - Christmas Tree Collection Information

## Department Reports for December 2023

- 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

### Finance

- Sales & Use Tax received in December 2023 is \$118,661
- Accounts Payable Summary for December 2023:
  - 259 Invoices-Totaling \$257,921.16
  - 22 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for December 2023 (1.05)
- Processed payroll- 12/01/2023, 12/15/2023, & 12/29/2023
- November 2023 Bank Reconciliation-Town accounts
- November 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- The Auditor is conducting the audit. The auditor is drafting the financial report. Draft will be reviewed by the Finance Director, and then sent to the LGC.
- Updated the Interim Town Manager agreement.
- Attended meeting with Cauley Pridgen, PA to discuss the proposed agreement for interim legal services.
- Submitted the Fiscal Data Report to the NCDOT for FY 22/23.

### Fire Department

#### *Incidents*

- **122** Total Incidents
  - 86 EMS Incidents
  - **36** Fire Incidents
  - **18 Overlapping Incidents (Two or More Calls Simultaneously)**
  - 80 incidents occurred in the Swansboro (City Limit District)
  - 31 incidents occurred in the White Oak Fire District
  - 11 incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
  - Average Turnout Time (Dispatch to Enroute): **2:09 (Decreased from 2:35)**
    - 90<sup>th</sup> Percentile (Less Than 80 Seconds)
      - 72.73% - EMS Incidents (Decreased from 81%)
      - 83.33% - Fire Incidents (Increased from 50%)
  - Average On-Scene Time for EMS incidents
    - **20.34** minutes (EMS Incidents)
      - **95 minutes** (Longest On-Scene Time)

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- 2 (Incidents On Scene over 1-hour)
- 32 (Incidents On Scene over 20-minutes)
- 19 (Incidents On Scene 30-minutes or Greater)

### *Training*

- Two Firefighters Completed the Coastal Carolina Fire Academy
- One Firefighter Completed the Crystal Coast Fire Academy (Carteret Community)
- Four Personnel are Attending North Carolina Fire Investigation Technician in January

### *Vehicle repairs*

- No major repairs to report

### *Department activities*

- All Fire Hydrants have been painted with the Barrel Color Yellow.
- Hydrant Caps receive paint to match the NFPA-recommended color for flow rates.
- Hydrant Flow Testing Ending in January.
- Truck 17 participated in the Maysville Christmas Parade

## Parks and Recreation

### DIRECTOR'S REPORT

#### *Festivals/Events*

- Finalized all the Christmas Flotilla invoices, receipts, and payments.
- All 2024 vendor policies and applications were revised.
- Sponsorship thank you letters sent with benefit recap.
- Sponsorship packet revised.
- Began training a Recreation Aide that will be assisting with festival planning.

#### *Mullet*

- Began researching band, two bands confirmed and processing contracts.
- 2024 applications posted online

#### ARP Projects

##### *Splashpad Renovation*

- The splashpad area will include concrete bench seating, a patio area with large shade structure and seating options (benches, picnic tables), The patio area will connect to the playground area. The concept is to provide a cohesive area while still having splashpad separate from the playground.
- Working with Bliss Products for conceptual design and amenities.
- Conceptual drawings received for concrete work for the area.
- Conting vendors for quotes on concrete work.
- Reviewing shading and seating options.

## Department Reports for December 2023

### *Commercial Toilets & Drinking Fountain w/ bottle fillers.*

- Install new toilets in the outdoor restrooms: Municipal Park, Pirates Den, and Bicentennial Park.
- Met with plumber that completed the concession stand project. Site visit was conducted and proposal was to be sent. Never received information after the site visit and vendor would not return calls.
- Currently looking for a new plumber for the project.

### *Completed*

- Utility Terrain Vehicle
- Church Street Dock Cameras
- Rope Climber in Municipal Park
- Parks Maintenance Truck Replacement

### *Miscellaneous*

- Conducted several days of training for new staff members.
- Assist Program & Event Manager with planning events.
- Applied for CAMA renewal permit at Ward Shore for possible future wetland plantings or future projects.
- Began creating new documents and spreadsheets for the next budget cycle.
- Began preparing annual contracts for on-going reservations and other departmental annual contracts.
- Review and revised refund policy for programs and festival vendors.
- 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 assist Dockmaster with RecDesk administration.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- 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*

## Department Reports for December 2023

Media Outlet	Followers	Page Reach	Post Engagement	Page Visits	New Followers
Facebook	16,063	26,487	2,745	3,684	155
Instagram	775	299		13	6

### *Activity Report*

<b>Organization Activity</b>					
From 12/4/2023 to 1/3/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	141	46	1	0	125
Resident	22	4	0	0	4
Non-Resident	119	42	1	0	121
No Residency Set	0	0	0	0	0
Demographics					
< 18	41	1	0	0	31
18 - 65	65	32	1	0	76
65+	35	13	0	0	18
Male	60	26	0	0	51
Female	81	20	1	0	74
Other Genders	0	0	0	0	0
Online vs In-House					
Online	57	0	0	N/A	75
In-Person	84	46	1	N/A	50

### *Revenue*

Slip Fee - Town Dock	\$2,679.50
Rental Fees-Parks	\$75
Rentals Rooms	\$1,495
Rec Program Fees	\$1,982
Gym Memberships	\$250
Dog Park Memberships	\$25
Vendor Fees	\$855

### Program/Event Manager Monthly Report

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Created program proposals
- 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 for registration

## Department Reports for December 2023

- Created program proposals for new programs to be approved by Director
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

### Planned Programs

#### *Tai Chi Class – November 16-December 28*

- Moving inside to multi-purpose Room from 2:00pm-3:00pm due to change in weather
- 6-week series
- As of 10/27/23 - 2 registered
- As of 11/30/23 – Program maxed at 14 participants

#### *Elf in the Woods – December 2*

- As of 10/30/23 - 1 registered
- As of 11/30/23 – 5 registered
- As of 12/2/23 - Maxed out at 10 participants

#### *HIIT Bootcamp Fitness Class – December 2-December 30 (Saturdays)*

- Met with new potential fitness class instructor – 10/17/23
- Signed contract to do 70/30 split fitness series for the month of December and potential to have additional classes in the future
- Pushed out on Facebook 11/14/23
- As of 11/30/23 – 1 series registration
- As of 12/30/23 - 4 drop-ins and 1 series

#### *Tennis and Pickleball Lessons – December 12-February 4*

- Not ran by Swansboro Parks and Recreation
- Posted on RecDesk with link to their website to register
- Printed flyers

#### *SantaFest – December 9*

- Booked Bob Hefner for Santa 10:00am-2:00pm
- Booked Tapsnap for Santa pictures
- Bob Hefner not able to attend, Reserved John Kopka as Santa

#### *Kids Holiday Camp – December 18-22, 27, 28*

- As of 10/30/23 - 3 series registrations, 9 day registrations
- As of 11/30/23 – 3 series registrations, 27 day registrations
- As of 12/28/23 - 3 series, 50 day registrations

#### *Ricky's Retreat – December 12th*

## Department Reports for December 2023

- Program ran by Wendy Kidwell for Mental Health Resource Event
- In an effort to reduce the suicide/overdose rate for young adults in our community, Ricky's Retreat provides a safe place for young people with trained peer support specialists available 24/7

### *Tai Chi Class – January 4-February 8*

- Instructor made the decision to make max number of participants to 10 due to overcrowding.
- 6 week series
- Program maxed out at 10 participants

### *HIIT Bootcamp Fitness Class – January 6-January 27*

- 4 week series

### *POUND Fitness Class – January 6-February 3*

- 5 Week Series

### *Fellowship Night – January 15*

- Theme: New years

### *Wooden Snowman Box Workshop – January 11*

- Program by Susan Swain

### *Paint and Sip ENCORE: Hydrangeas – January 18*

- Finger painting class for adults
- As of 1/1/24 - 7 registered

### *Cook with your Kid: Pie Making – January 20*

- As of 1/1/24 - 12 participants, 5 on waitlist

### *Teacher Workday Camp – January 22-23*

- As of 1/1/24 - 11 participants registered for both dates

### *Play with paper Pulp – February 3*

- Art program for kids in the works by Carolyn McDearmon

## Permitting

### *Planning Board*

- The Planning Board meeting was held on December 5<sup>th</sup>, 2023.
  - The Planner presented a Zoning Map Amendment to Rezone four parcels from R-10 SF to RA(Agricultural) to continue the family farm (harvesting pecan trees) which has been the use since the 1930s. The Planning Board unanimously recommended the rezoning to the Board of Commissioners.

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- Projects/ Planning Coordinator presented an amendment to the Historic District color palette. The Historic Board recommended eliminating a few bright and out of character colors from the palette, add a “Approved Primary Colors- Business” section, and to add a disclaimer to Section 152.479 subsection 58 stating staff have the right to refer to the board for input for any out of character color/color combination choices to the Historic District. The Planning Board unanimously recommended the rezoning to the Board of Commissioners.

### *Swansboro Historic Preservation Commission*

- The regular meeting was held on December 19th, 2023.
  - The Projects/ Planning Coordinator presented the Minor Work and Staff Approval Application Report.
  - The Projects/ Planning Coordinator presented information on Local Landmark Workshop to held January 13th, 2024, from 9:30 am to 11:30 am with a presentation by Kristi Brantley from the State Historic Preservation Office. It will be at the Emmerton School with refreshments to follow. RSVPs are due by Monday, January 8th.
  - The Projects/ Planning Coordinator presented a text amendment requested by the SHPC to amend the massing study requirements for Section 11.1 New Construction Standards that if a small outbuilding is 150 square feet or less or if an addition of a home is 250 square feet or less or not visible from any street, a massing study is not required. The text amendment was recommended to the Planning Board.
  - The Projects/ Planning Coordinator presented a summary of the Historic Resilience Workshop. The workshop was held on December 7th by the NC School of Government in New Bern. Two SHPC members attended the workshop along with the Projects/ Planning Coordinator

### *Routine Activities:*

- Continue working with development inquiries.
- Projects/Planning Coordinator attended the Historic Resilience Workshop on December 7th by the NC School of Government in New Bern.

## Police Department

### *Patrol:*

- 166 Reportable Events
- 16 Motor Vehicle Crashes
- 8 Misdemeanor Arrests
- 1 Arrest by Warrant Service
- 2 DWI Arrests



## Department Reports for December 2023

- 3 Arrests with Transport to the Onslow County Jail
- 12 Citations
- 77 Verbal/Written Warnings
- 6 Felonies Reported (3-Fraud; 1-Break & Enter; 1-Larceny; 1-Sexual Offense)
- 22 Misdemeanors Reported (8-Larceny; 7-Property Damage; 2-Communicating Threat; 2-Trespassing; 1-Stalking; 1-Drug Offense; 1-Detach by Motor Vehicle)
- 11 Domestic
- 5 Public Disturbances
- 2 Overdoses (no fatalities)
- 12 Alarm/Open Door Reports
- 20 Suspicious Incident/Person/Vehicle Reports
- 4 Town Ordinance Violations
- 195 Requests by Other Agencies for Assistance
- 46 Requests by Citizens for non-Crime Related Assistance

### **2,884 Total Events Performed by Patrol**

#### *Community Service/Training:*

- 7 Vehicle Unlocks
- 1 Request for Fingerprinting
- 30 Business Closing Standby's
- 395 Business Checks
- 3 Requests by Citizens for Residence Check.
- 6 Funeral Escorts
- SPD conducted its annual Shop-with-a-Cop.
- SPD participated in Operation Deployed Santa.
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in Jacksonville.
- Chief Taylor attended the Strategic Overdose Advance Team meeting via Zoom.

#### *Admin Services:*

- Answered 293 phone calls during business hours.
- Assisted 148 walk in requests for assistance during business hours.
- Took 31 requests for reports during business hours.

### **Public Works**

(no report provided)