

Department Reports for February 2023

Administrative Services

- Phone Records Report for February: 1,981 calls

Internal – 522	Town Hall – 667	Parks and Recreation – 295
Police Department – 405	Fire Department – 77	Outgoing totals – 537
- Building permits sold for February: 44 residential/commercial combined; \$3,350.91 total fees collected (includes 10 re-inspections)
- 196 Building inspections processed/12 Fire Inspections processed
- 84 Various receipts processed
- 292 ONWASA payments processed; 3 New Service Setups, 11 Other transactions
- 12 Work Orders generated for Public Works
- 3 Notarizations performed
- Created Visitor Center schedule for March
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- US Census Report Submitted – Permits
- Finalized January Departments Report
- Scheduled Annual Clean Sweep Week – April 10th to 14th
- New Advisory Board appointments processed
- Provide planning support for numerous matters
- Town Newsletter created and shared through Constant Contact and on Facebook
- Attended Planning Board & BOC committee meeting for Table of Permitted uses review
- 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.
- Budget preparations, ongoing
 - Submitted operating budget
- Set up and worked Chamber Business showcase (Alissa & Aliette)
- Finalized all details for Advisory Board Appreciation Reception at the Rec center
- Met with Kathy Vinson, John Wade, and representatives from NCDOT on Boardwalk Project
- HR Hours: 17.75
- Issued New Releases/Constant Contact for:
 - Weather Alert #1 - Coastal Low
 - BOC 2/13/2023 Meeting
 - Weather Alert #2 - Coastal Low
 - Newsletter Winter 2023
 - BOC 2/27/2023 Meeting
- Tyler Technologies Permitting Program
 - Continued to address necessary changes/additions to streamline our process

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- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 2,024

Top 5 pages viewed in February

Employment Opportunities 447 | Government 251 | Departments/police 205

Departments/permitting 201 | Search/Question 199

Finance

- Sales & Use Tax received in February 2023 is \$112,681
- Accounts Payable Summary for February 2023:
234 Invoices-Totaling \$137,471.63
21 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for February 2023 (662.0)
- Processed payroll- 02/10/23 & 02/24/23
- Stormwater Fees Collected-February 2023-\$310-updated Stormwater spreadsheet
- January 2023 Bank Reconciliation-Town accounts
- January 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Gathered financial information for February 27, 2023 regular meeting.
- Preparing year-end projections for FY 22/23/updating operating budget spreadsheet
- Entering operating budget requests for FY 23/24 in budget spreadsheet
- Finalized the Fire Department Budget for County submittal
- Updating Capital Improvement Plan
- Submitted Report-TR-2: 2021 Municipal Certification-Valuation and Property Tax Levies for Fiscal Year ending June 30, 2023

Fire Department

(no report provided)

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.

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- 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.

Piratefest

- Partnership with Onslow County Parks and Recreation to host Piratefest in Downtown Swansboro, May 13, 2023, 10am-4pm.
- Save the date sent to previous performers and asking for proposals.
- Researching new performers for event.
- Proposals are being received.
- Portable toilets confirmed.

Comprehensive Master Plan Update

- Continuing to work with McAdams revising the draft master plan.

ARP Funding Projects

- Cameras-Cameras installed and working.
- UTV-has come in, accessories being added, waiting on delivery confirmation.

Miscellaneous

- Attending the Recreation Resource Services Directors Conference.
- Began preparing the 2023-24 Onslow County Tourism Assistance Grant.
- Attended Maintenance Management webinar.
- Met with EZ Dock for repairs on the kayak launch.
- Met with Bogue Banks Marine on Riverview, Church Street Dock, and kayak launch repairs.
- Preparing draft of 2023-24 budget for the department; attended BOC budget workshop.
- Revising standard operating procedures for Church Street Dock.
- 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.

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Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,341	12,433	1976	70
Instagram	644	51		23

Activity Report

Organization Activity					
From 2/6/2023 to 3/8/2023					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	188	46	8	0	138
Resident	34	3	2	0	14
Non-Resident	154	34	6	0	124
No Residency Set	0	0	0	0	0
Demographics					
< 18	105	7	1	0	48
18 - 65	56	25	6	0	75
65+	27	5	1	0	15
Male	76	14	4	0	55
Female	112	23	4	0	83
Other Genders	0	0	0	0	0
Online vs In-House					
Online	108	0	0	N/A	85
In-Person	80	37	8	N/A	53

Revenue

Slip Fee - Town Dock	\$860.50
Rental Fees-Parks	\$415
Rentals Rooms	\$2210
Dog Park Registrations	\$85
Rec Program Fees	\$1133
Gym Memberships	\$215
Vendor Fees	\$2010
Festival Sponsorships	\$9500

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.

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- 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.

Planned programs and other monthly work:

Budget

- End of year Expenses and Revenue projections for 2022-23 fiscal year.
- Reviewed previous years approved budget.
- Calculated Expenses and Revenue for 2023-24 budget.

Be Inspired: Art-A-Thon

- Meeting with Instructor Carol McDearmon about art-a-thon at Rec Center, Art Summer Camps, and future paint programs.
- Discussed details of event with instructor.
- Requested COI from volunteering art instructor assisting with event.
- Recorded video for event promotion at Recreation Center.

Summer Day Camp 2023

- Discussed with SDC staff about camp field trips and new locations to visit.
- Started contacting field trip destinations for reserving dates/programs for our camp to attend.
- Started daily schedules for each of the 8 weeks of camp.
- Prepared reviewed all weeks of camp for registration on March 1st.
- Adjusted camp fees per week and per series.

Spring Pickleball Tournament May 19-21

- Reviewed Tournament prospective dates and tournament details and with Pickleball Ambassador, Rick Laskey
- Researched other pickleball tournaments in the area for dates during the month of May.

Touch-a-Truck

- Emailed past participants about date and event details.
- Requested police/fire to attend event.
- Emailed and requested DJ Services from Sam Lewis for event.

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Fall Youth Flag Football

- Meeting with public works to discuss area at park to paint field at the Municipal Park.
- Held meeting with Lorenzo Abalos to discuss details of league (ages, number of players per team, equipment needed, and other league details).
- Researched registration fees of other recreation departments for Rec Flag Football.
- Created League Details, Rules, Modifications, & Regulations for upcoming fall season.

Dog Park Fence Project

- Met with Anchor Fencing, Clays Fencing, and Fences Unlimited for a site walkthrough and quote request for the project.

My Fair Lady Theatre Trip

- Requested pricing from Wilson Center for May 7 theater production.
- Received quote for 11 tickets and paid deposit in order to hold tickets.

Tai Chi

- Held meeting with Harold McMillion about future Tai Chi classes for the upcoming months.
- Reviewed contract and requested new COI from instructor.
- Emailed all previous registrants to notify of upcoming classes.

Summer Teen Adventure Camp

- Researched and contacted field trip locations for pricing (Rock Wall – Wilmington, Swamp Park Ziplining– Shallotte, Roanoke River Kayak Trip, Water Parks – Kinston & Wilmington).
- Added dates of camp to end of Summer (August 14-18).
- Reviewed and modified fee schedule for camp based on feedback from field trip costs.

Spring Break Youth Sports Camp

- Emailed HS Athletic coaches about recruiting Student athletes to come volunteer for SAT hours for the program.
- Boosted event/post on Facebook to acquire more camp registrations.

Love Fur Exercise – Carrie White

- Meeting with instructor about details of new programs (dates, times, fees, and descriptions).
- Requested Memorial Day Special Event details from instructor.

Fellowship Night

- Requested upcoming months dates and themes for program.
- Requested supplies list from staff/instructor for upcoming program dates.

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Permitting

Planning Board

- The February Planning Board meeting was canceled. However, a joint meeting was held with the Board of Commissioners of Monday February 13th.

Swansboro Historic Preservation Commission:

- The February 21st SHPC meeting included issuing a Certificate of Appropriateness on the Dock Walk Extension and Public Day Docks to be in the riparian corridor from Bicentennial Park, NC 24 right-of-way under the White Oak Bridge, the Maddox House property and the Town-owned street-end at Moore Street. The project will extend the existing Bicentennial Park public boardwalk to the Moore Street dock, replace deteriorated bulkhead with riprap and construct seven public day docks.

Flood Management Review Board:

- Approved a variance request for substantial improvements on 203 W. Church Street requested by the Town at their February 21st meeting.

Regional Meetings:

- Attended the JUMPO transportation Technical Review Committee on February 9th remotely.

Routine Activities:

- Continue working through issues and answering questions on Special Use Permits and Rezoning requests including:
- Continue fielding complaints and notifying property owners of violations.
- Continue working with local Historic District residences but transitioning with the Projects/Planning Coordinator to be the primary contact on historic matters.
- Development review, including:
 - Worked with permit technician approving decks, docks, additions and accessory structures.

Police Department

Patrol:

- 150 Reportable Events
- 13 Motor Vehicle Crashes
- 3 Felony Arrests
- 9 Misdemeanor Arrests
- 7 Arrests by Warrant Service
- 4 DWI Arrests
- 14 Arrests with Transport to the Onslow County Jail
- 92 Citations
- 96 Verbal/Written Warnings

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- 5 Felonies Investigated (2-Fraud; 2-Larceny; 1-Break & Enter)
- 16 Misdemeanors Reported (8-Property Damage; 3-Trespassing; 2-Larceny; 1-Child Abuse; 2-Traffic Related)
- 6 Disputes/Public Disturbances
- 1 Crisis Intervention with Mental Patient
- 15 Alarm/Open Door
- 25 Suspicious Person/Vehicle/Incident
- 3 Town Ordinance Violations
- 1 Death Investigation
- 177 Requests by Other Agencies/Departments for Assistance
- 39 Requests by Citizens for non-Crime Related Assistance

4,035 Total Events Performed by Patrol

Community Service/Training:

- 4 Vehicle Unlocks
- 2 Funeral Escorts
- 19 Requests for fingerprinting
- Passed bi-annual 1033 Program Compliance Review (1033 Program is program that allows for agencies to acquire surplus government equipment)
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held at Swansboro Food and Beverage

Admin Services:

- Answered 406 phone calls during business hours
- Assisted 168 walk in requests for assistance
- Took 41 requests for reports

Public Works

- Weekly trash collection
- Weekly cleaning of Bathrooms
- Weekly setup of Church
- Bi-weekly set up for meetings
- Redefining, weeding, and mulching of flowerbeds
- Reworked Stormwater ditch in Halls Creek III
- Weekly yard waste collection
- Various asphalt patch work
- Completed various work orders
- Repainted Parking lot at Recreation Center
- Repainted lines at Visitor Center
- Repainted Stop bars around town

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- Replaced damaged Stormwater pip in River Reach
- New fan installed in men's bathroom at Town Hall
- Fixed broken water line at Church Street Dock
- Sprayed for weeds around all town buildings and town-maintained streets
- Researched quotes for new tractor
- Various employee trainings
- All fire extinguisher inspected
- All air filters in Town building replaced
- Trimmed all trees and bushes around town properties
- Assisted NCDOT with Highway 24 sinkhole