



Department Reports for April 2023

Administrative Services

- Phone Records Report for April: 2,702 calls
 - Internal - 572 Town Hall – 371 Parks and Recreation – 463
 - Police Department – 481 Fire Department – 64 Outgoing totals – 751
- Building permits sold for April: 54 residential/commercial combined; \$7,482.57 total fees collected (includes 16 re-inspections)
- 153 Building inspections processed/24 Fire Inspections processed
- 123 Various receipts processed
- 2 Code enforcement violations
- 327 ONWASA payments processed, 3 New Service Setups, 6 Other transactions
- 5 Work Orders generated for Public Works
- 11 Notarization's performed
- 21 Beer & Wine Privilege Licenses renewed, 7 unpaid
- Admin staff worked at Visitor's Center (Alissa, Aliette, Linda, and Jackie)
- US Census Report Submitted – Permits
- Finalized March Departments Report
- Provided support to the Planning Department for numerous matters
- 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.
- Alissa attended the final week and graduated from the Municipal & County Administration course through the UNC School of Government in Chapel Hill
- Fulfilled Public Records Request
 - Construction Monitor for building permit records
 - SmartProcure - purchasing records from 8/17/2023 to current
 - 244 River Reach Drive permit records
- Continued FY 23/24 Budget Preparations
- Sam Bland Banquet planned and held April 30th
- Researched Municipal Park Sewer easement and PartF grant specifications related to sidewalk connenctions to adjoining parcels
- Handled Land Solicitation Packet details for EOC/PSB, weekly report given to committee
- Collected quotes for digital sign replacement
- Clean Sweep Week
 - Answered numerous calls, Facebook messages and comments and emails about coverage
 - Posted daily details related to the event for visibility
- Attended PirateFest Logistics meeting
- Issued New Releases/Constant Contact for:
 - BOC 4/9/2024 Meeting
 - Highway 24 Traffic Alert
 - BOC 4/23/2024 Meeting



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- Downtown Traffic Alert
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page: 1,975 views.

Top 5 pages viewed – Employment Opportunities: 556 | Departments-Permitting: 314

Departments-Police: 231 | Contacts: 216 | Government: 205

Finance

- Sales & Use Tax received in April 2024 is \$110,863
- Accounts Payable Summary for April 2024:
 - 208 Invoices-Totaling \$120,414
 - 32 Purchase Orders Issued
- Processed payroll- 4/5/2024 & 4/19/2024
- Stormwater Fees Collected-April 2024-\$190
- March 2024 Bank Reconciliation-Town accounts
- March 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 6 hours
- Processed Swansboro TDA checks.
- Gathered financial information for April 23, 2024, regular meeting
- Entering operating budget requests for FY 24/25 in budget spreadsheet
- Preparing Year End Projections FY 23/24/updating operating budget spreadsheet.
- Updating Capital Improvement Plan
- Submitted the closeout documents for Hurricane Isaias to NC Department of Public Safety, Division of Emergency Management.
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant) for quarter ending 3/30/2024
 - US Treasury- State and Local Fiscal Recovery Funds (SLFRF) for period 4/01/2023 - 3/30/2024
- Submitted the following reports:
 - Submitted HUBSCO for quarter ending 3/31/2024- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Prepared the Agenda and quarterly financial report for TDA Quarterly Meeting
- Swansboro TDA-Prepared and submitted the Budget Message/Proposed Budget for FY 24/25 to the Swansboro TDA members
- Swansboro TDA – Meeting was held on Thursday, April 11, 2024. The next scheduled meeting will be held on Thursday, July 11, 2024 at 2:30 pm in the Community Room

Fire Department

Incidents

- 116 Total Incidents



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- 56 EMS Incidents
- 60 Fire Incidents
- **24 Overlapping Incidents (Two or More Calls Simultaneously)**
- 84 incidents occurred in the Swansboro (City Limit District)
- 15 incidents occurred in the White Oak Fire District
- 16 incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute): 02:25
 - 90th Percentile (Less Than 120 Seconds)
 - 83% - EMS Incidents
 - 78.42% - Fire Incidents
 - Average On-Scene Time for EMS incidents
 - **16:35** minutes (EMS Incidents)
 - **54 minute 52 seconds** (Longest On-Scene Time)
 - **0** (Incidents On Scene over 1-hour)
 - **14** (Incidents On Scene over 20-minutes)
 - **4** (Incidents On Scene 30-minutes or Greater)

Fire Life Safety – Operations

- Fire Prevention Inspections: 23
 - General Fire Inspections: 8
 - Fire Suppression Systems: 10
 - Re-Inspections (Violations): 3
 - New Business (Certificate of Occupancy): 2

Training

- Total Training Hours: 457
 - Company Training: 365
 - Existing Driver: 12.5
 - Facilities: 0
 - Fire Arson Investigation: 0
 - Fire Life Safety Education: 0
 - Fire Prevention Inspection: 0
 - New Driver: 12.5
 - Officers: 0
 - Hazardous Materials: 0
 - Automatic Aide Training: 30

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Finalizing end of year projections and 2024-25 budget
- Continuing to collect applications for Arts by the Sea, Independence Day, and Mullet Festival



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- Collecting 2024 sponsorships
- Finalized all quotes for all 2024 festivals: Portable toilets, sound, tents, golf carts, shuttles, security, and other logistics
- Completing permit applications for Coast Guard and Onslow County
- Met with Curtis Media on advertising sponsorship for the year
- Onslow County Tourism Assistance Grant-present before the Onslow County Board of Commissioners to request funding for the Swansboro Festivals
- Obtained permission from all property owners for the festival year

Arts by the Sea

- Submitted request for USMC band to perform
- Assisted in securing stage entertainment

Mullet-

- All bands have been booked, contracts completed, and deposits paid
- All service logistics have been finalized

ARP Project Updates

Splashpad Renovation

- Shade structures have been ordered; estimated delivery 10-12 weeks.

Senior Games

- Assist in facilitating Onslow County Senior Games
- Board of Commissioners proclamation for Senior Games month
- Guest speaker at the opening ceremonies
- Facilitated sporting events: bowling, cycling

Miscellaneous

- Finalizing logistics and entertainment contracts for annual Pirate Fest in partnership with Onslow County Parks and Recreation.
- Sara Elliott, Program and Event Manager was hired March 18, 2024
- Conducted training with Sara Elliott
- Began staff training for Program & Event Manager
- Attended webinar for a weather safety software application to monitor on-site weather and an alert system
- Revisions on the 2024-25 budget
- 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
- Serve on the Onslow County Senior Games Committee, meetings held once a month



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- 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

April

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	17,267	78,000	9,9882	4600	634
Instagram	815	296		20	15

Activity Report

Organization Activity					
From 4/9/2024 to 5/9/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	166	101	1	0	196
Resident	26	10	1	0	13
Non-Resident	140	90	0	0	183
No Residency Set	0	0	0	0	0
Demographics					
< 18	31	3	0	0	37
18 - 65	102	67	0	0	127
65+	33	30	1	0	32
Male	62	58	1	0	88
Female	104	42	0	0	108
Other Genders	0	0	0	0	0
Online vs In-House					
Online	34	0	0	N/A	84
In-Person	132	100	1	N/A	112

Revenue-

April

Slip Fee - Town Dock	\$6483.50
Rental Fees-Parks	\$959
Rentals Rooms	\$1865
Rec Program Fees	\$5781
Gym Memberships	\$75
Dog Park Memberships	\$15
Vendor Fees	\$2065
Festival Sponsorship	\$11350



Department Reports for April 2023

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
- Created program proposals for new programs to be approved by Director
- Completed instructor payouts for recently finished programs
- Finalized Pirate Fest schedule, food vendors, and scavenger hunt
- Began working on Arts by the Sea entertainment schedule
- Helped plan and create social media posts for Pirate Fest
- Oversaw 2 Teacher Workday Camps
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Completed contracts for instructors
- Oversaw several Senior Games events
- Received sponsorships/donations for Memorial Day Service and Summer Camp
- Organized itinerary for Memorial Day Service
- Began planning Summer Camp field trips
- Attended Marketing Workshop in Cary, NC

Planned Programs

Fellowship Night- April 15th

- 6 registered

Teacher Workday Camp – April 1st & April 29th

- 12 registered
- Completed both camps

POUND! – March 30th-April 27th

- 18 drop-ins
- 1 series

Tai Chi – March 7th- April 11th

- 10 series

Touch-A-Truck

- 27 different companies
- 2 food vendors and a DJ
- 1,500 + participants
- 2 helicopters



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Theatre Trip- April 14th

- 9 registered

Summer Day Camp Registration- June 17th – August 16th

- All 8 weeks filled with several kids on the waitlist for each week

Permitting

Planning Board

- The Planning Board regular meeting was on April 2, 2024.
 - Zoning Map amendment to rezone land located at 140,144 and 160 Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The Planning Board did not recommend the zoning change to the Board of Commissioners.
 - Text Amendment to Section 152.179 Table of Permitted/Special Uses and Section 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales in the B2HDO and M1 zoning districts. The Planning Board recommended the text amendment to the Board of Commissioners.
 - Text Amendment to Section 152.009 Maintenance of the Official Zoning Map. The purpose of the text amendment was to enable the time that official zoning maps are posted to be changed from two weeks to sixty days of notification. The Planning Board recommended the text amendment to the Board of Commissioners.
 - Text Amendment to Appendix II Historic District Design Standards, Section 3: Roofs. The Planning Board recommended the text amendment to the Board of Commissioners.
 - Text Amendment to Appendix II Historic District Design Standards, Section 5: Windows and Doors. The Planning Board recommended the text amendment to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission meeting was held on April 16, 2024.
 - Certificate of Appropriateness/ 204 Moore Street requested the demolition of an existing metal carport with a new wooden carport meeting the Historic District Standards. The request to build the new carport was approved.
 - Certificate of Appropriateness Amendment to COA-2024-02- 224 Water Street for an additional exterior alteration to the home was denied.
 - Discussion of Thirsty Mullet Staff Approval Application. The new tenants of 208 Main Street, “Thirsty Mullet Taproom”, have submitted a Staff approval Application for the addition of outdoor patio/seating space in the front and rear of the building, as well as planned privacy screening of adjacent residential properties. Two neighbors attended the meeting and participated in the discussion. The Commission made some suggestions and the business partners answered questions. The outdoor seating and landscape buffers were supported but no action by the Commission was required.

Routine Activities:

- The Technical Review team met April 3rd to discuss Mavis Tire which is locating in the outparcel of the Food Lion shopping center and Brezza Lofts in Ward Farm.
- Discussed code requirements with new commercial developments.



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- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.

Police Department

Patrol:

- 163 Reportable Events
- 15 Motor Vehicle Crashes
- 2 Felony Arrests
- 11 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 5 DWI Arrests
- 1-Felony Drug Arrest
- 12 Arrests with Transport to the Onslow County Jail
- 38 Citations
- 81 Verbal/Written Warnings
- 5 Felonies Reported (2-Fraud; 1-Break & Enter; 1-Larceny)
- 14 Misdemeanors Reported (6-Property Damage; 2-Drug; 1-Counterfeit; 1-Littering; 4-Traffic Related)
- 4 Disputes/Public Disturbances
- 4 Domestic
- 1 Crisis Intervention with Mental Patient
- 1 Death Investigation
- 10 Town Ordinance Violations
- 20 Alarm/Open Door
- 32 Suspicious Incident/Person/Vehicle
- 203 Requests by Other Agencies for Assistance

3,404 Total Events Performed on Patrol

Community Service/Training:

- 11 Vehicle Unlocks
- 2 Funeral Escorts
- 10 Requests for Fingerprints
- Participated in the Annual Touch-a-Truck Event held at the Municipal Park.
- Provided security for two events at the Rotary Civic Center.
- Provided a tour of the facility and a patrol vehicle to a group of Home-schooled elementary students.
- Chief Taylor, Lt. Brim and Det. McNeil attended the monthly General Membership meeting of the Chamber of Commerce.
- Chief Taylor attended the Crime Stoppers meeting held in Jacksonville.
- Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held MCB Camp LeJeune.



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Admin Services:

- Answered 414 phone calls during business hours.
- Assisted 168 walk in requests for assistance during business hours.
- Took 43 requests for reports.

Public Works

No report provided