

## **Department Reports for October 2022**

### **Administrative Services**

- Phone Records Report for October: 3,814 calls
  - Internal – 612                      Town Hall – 840                      Parks and Recreation – 576
  - Police Department – 437              Fire Department – 86      Outgoing totals – 656
- Building permits sold for October: 55 residential/commercial combined; \$3,376.65 total fees collected (includes 7 re-inspections)
- 186 Building inspections scheduled/10 Fire Inspections processed
- 198 Various receipts processed (large amount of Stormwater payments processed)
- 316 ONWASA payments processed; 4 New Services; 4 other requests
- 10 Work Orders generated for Public Works
- 5 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa Darla, Aliette, and Lisa)
- US Census Report Submitted - Permits
- Attended Chamber General Membership Meeting at Swansboro Food and Beverage
- Attended Mayors Association Meeting
- ProudCity website upgrade/change over
  - Attended bi-weekly meetings
  - Worked to moved website url from old provide
  - Final sweeps to ensure all content on old site had been moved
  - Go live was October 24<sup>th</sup>
- Municode agenda software process/implementation
  - Staff training provided for users & other administrators
- Planning Items
  - Starbucks
  - Water Street Rezoning
  - Onboarding of Planner Andrea Correll
- Tyler Technologies Time & attendance training provided to employees
- Tyler Technologies Permitting Program
  - Attended zoom meetings
  - Provided current procedures/processes/details
  - Reviewed system set up for fees, inspection types, permit types
- Public Records Requests
  - 820 Main Street Ext
- Finalized September Departments Report
- Began planning for Thanksgiving/Christmas employee celebration
- 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 14.25 hours

## **Department Reports for October 2022**

- Mullet Festival and Parade Planning, Organizing, and Participation
- Volunteered for Mullet Festival (Paula & Alissa)
- Attended After Mullet Festival Logistics Meeting
- Issued New Releases/Constant Contact/Facebook posts for:
  - Coastal Low Weather Alert
  - Sam Bland Award Nominations Sought
  - Delayed Yard Waste Collection
  - Advisory Board Applicants Sought
  - BOC 10/24/2022 Meeting
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). There are no logistic details to provide for the month due to the changeover.

### **Finance**

- Sales & Use Tax received in October 2022 is \$121,271
- Accounts Payable Summary for October 2022:
  - 252 Invoices-Totaling \$214,296
  - 15 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for October 2022 (475.0)
- Processed payroll- 10/7 & 10/21
- Stormwater Fees Collected-October 2022-\$14,977-updated Stormwater spreadsheet
- September 2022 Bank Reconciliation-Town accounts
- September 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared September 2022 monthly financial report
- Gathering financial information for annual audit FY 21/22-Town and Swansboro TDA
- Auditors are conducting the audit. Once fieldwork is completed, auditors will begin drafting the financial report. Draft will be reviewed by the Finance Director, and then sent to the LGC.
- Attended the TDA Quarterly Meeting: prepared the agenda & quarterly financial report.
- Swansboro TDA – Meeting was held on Thursday, October 13, 2022. The next scheduled meeting will be held on Thursday, January 12, 2023 at 2:30 pm in the Community Room
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Assisted in Mullet Parade

### **Fire Department**

#### *Fire Calls*

- 71 Total Calls
  - 52 Calls in Town including – 36 EMS Calls, 1 Brush Fire Call, 2 Vehicle Accident Calls, 2 Public Assistance Calls, 3 Canceled Calls, 8 False Alarm Calls

## **Department Reports for October 2022**

- 13 Calls in White Oak District – 10 EMS Calls, 1 Vehicle Accident Call, 1 Canceled Call, 1 Carbon Monoxide Call
- 6 Calls Mutual Aid – 1 Motor Home Fire Call, 2 EMS Calls, 1 Electrical Problem Call, 1 Canceled Call, 1 False Alarm Call
- 80.75 Training hours - Paid Staff
- 6 Training hours – Volunteer Training

### *Paid staff*

- Staff continues to conduct daily operations and station duties.
- Kyle Hunter resigned his full-time position with the department to take on employment with Camp Lejeune Fire Department. Kyle will remain in a part-time role with our department
- Department members provided fire prevention education for all Swansboro elementary students as well as various Town and local agency sponsored holiday events. These events included the 9<sup>th</sup> Annual Halloweenie Roast and the Hammock's Beach Trunk-Or-Treat.

### *Volunteer staff*

- Volunteer staff have conducted monthly training and perform standby duties

### *Vehicle repairs*

- All vehicles in good working order.

### *Department activities*

- The department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district. The Department has added an additional fire code inspector, Firefighter Joe West to assist with the increasing fire inspection demand. Joe has been a part-time employee for 2 years and has agreed to help in this area.
- The department has received the new all-band portable radios with the ARP funding. The radios have been programmed and are currently in use for all responses. Thank you commissioners!

## **Parks and Recreation**

### **DIRECTOR'S REPORT**

#### **Festivals/Events**

##### *Mullet Festival*

- 68th Annual Mullet Festival held October 8-9. Weather was great and the turnout was more than expected. This could be a record setting year for attendance.
- 2023 vendor application were revised to give to attending vendors. Collected vendor fees for 2023 festival. More than half of the spots for 2023 were sold on festival weekend
- Facilitated after action meeting with staff to review event, discuss ways to improve, and what was successful.
- Processed and submitted all final payments for festival services.

## **Department Reports for October 2022**

### *Flotilla*

- Finalized and sent event details to Sight and Sound Media for poster design.
- Distributed posters to town businesses and sponsors.
- Revised flotilla applications, rules, and procedures.
- Followed up with Coast Guard for the Marine permit.

### *Comprehensive Master Plan Update*

- McAdams sent a first draft of the plan for review. Reviewed and sent comments and questions/concerns I had.
- Sent to Town Manager for review

### *ARP Funding Projects*

- Rope Climber- received 3 quotes of 2 different sizes of climbers. Carolina Recreation and Design is conducting site visit to determine what size we can accommodate adhering to regulations.
- Cameras-Contacted seven other security companies to obtain quotes.
- UTV-Contacted other vendors to obtain quotes, since no response was received from previous vendors.
- Parks Maintenance Truck-Contacted four dealerships that are approved state contracts.
- Drinking Fountain/Commercial Toilets-contacted and met local plumber to review the project. He will make a site visit to all parks with restroom facilities.

### *Miscellaneous*

- Worked with Downtown Merchants on logistics for Swansboro by Candlelight.
- Final arrangements for the Swansboro Rotary 5-O fishing tournament made with point of contact.
- Recognized Tammy Manriquez for exceptional service to the Town's employee recognition program.
- Submitted nomination for the Sam Bland award.
- Coordinating contract with Playground Guardian for quarterly playground inspections.
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups.
- 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.

## Department Reports for October 2022

- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

### *Metrics-Social Media*

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,191	33,500	5,957	112
Instagram	589	239	286	21

### *Activity Report*

#### **Organization Activity**

From 10/3/2022 to 11/2/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	300	67	6	0	163
Resident	33	3	4	0	16
Non-Resident	267	64	2	0	147
No Residency Set	0	0	0	0	0
<b>Demographics</b>					
< 18	45	1	3	0	21
18 - 65	173	39	2	0	105
65+	82	27	1	0	37
Male	135	49	4	0	82
Female	165	18	2	0	81
Other Genders	0	0	0	0	0
<b>Online vs In-House</b>					
Online	86	0	0	N/A	87
In-Person	214	67	6	N/A	76

### *October Revenue*

Slip Fee - Town Dock	\$4052
Rental Fees-Parks	\$280
Rentals Rooms	\$1200
Dog Park Registrations	\$40
Rec Program Fees	\$2555
Gym Memberships	\$60
Vendor Fees	\$18,385

## **Department Reports for October 2022**

### **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
- Purchase all program supplies, preparation for programs, work with instructors (if applicable) to facilitate programs and debrief after conclusion of programs.
- 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:**

##### *Mullet Festival*

- Organized and assigned volunteer tasks for both Saturday and Sunday
- Set up Kids Zone area, delivered art supplies, and discussed area details with the high school volunteers working
- Set up VIP area prior to event start on Saturday morning
- Purchased drinks/beverages for VIP tent
- Finalized all tasks and reporting times for all volunteers
- Checked in volunteers at festival
- Picked up mullet fish from Clyde Phillips Seafood for Mullet Toss
- Conducted Mullet Toss and awarded prizes to age group winners
- Coordinated volunteer Golf Cart schedule and parking area volunteer staffing
- Prepared, signed, and emailed out LOA's for military volunteers
- Picked up delivered food for VIP area from Town Hall and took to VIP tent
- Assisted with festival breakdown and cleanup
- Distributed checkout tickets to vendors who were packed and ready to depart

##### *Halloweenie Roast*

- Requested volunteers for judges for the costume contest
- Requested card my yard to set up event signs in the pavilion area

## **Department Reports for October 2022**

- Transported all food, drink, program supplies from Recreation Center to downtown pavilion and Visitor Center
- Contacted Fire Department follow up on grill and hot dog cooking
- Purchased and borrowed Halloween decorations, decorated stage, and lawn area for event
- Prepared costume contest forms for judges, printed colored numbers for participants, and prize bundles for winners
- Prepared costume contest prize bags for each age group
- Requested student volunteers from Swansboro High School
- Set up games in the yard of Pug pavilion and judges tables
- Delegated tasks for staff prior to event (contest participant check in, games in field, serving food, etc.)
- Cleaned program/pavilion site after event

### *Pickleball Tournament – November 5*

- Gathered all registered players details and created brackets for tournament
- Purchased medals and prizes for tournament winners
- Created match scorecards for use in tournament
- Emailed detailed rules and tournament information to all registered players
- Planned and scheduled a meeting with Pickleball council members for October 13
- Designed Swansboro Pickleball logo for tournament prizes and medals

### *Tai Chi Fitness Workshop*

- Discussed COI and details with instructor for special guest attending program
- Created statement/contract for special guest to sign regarding program involvement
- Prepared consolidated roster for instructor to take attendance

### *Be Inspired, Inc. – Art in the Afternoons: Teacher Workdays & Early Release Days*

- Bulk emailed all previous summer art program parents and participants about upcoming teacher workdays and early release days
- Meeting with instructor about future programs (middle school art classes, kids book club, and winter camp days)

### *Elf in the Woods*

- Contacted staff about availability for weekend of December 3rd
- Discussed craft ideas and event details with staff members working the program

### *Santa Fest*

- Booked Santa for event
- Researched and reviewed program supplies online for purchase
- Designed flyer for distribution

## Department Reports for October 2022

### *Tennis Bloc Lessons*

- Discussed winter hours with organization
- Reviewed previous 10-week series with organization representatives
- Offered feedback from previous series and discussed program instructors
- Listed series details and program registration link on RecDesk for sign-up

### **Permitting**

#### *Planning Board:*

- **Oct. 4<sup>th</sup>** the SUP for the Starbuck coffee shop was recommended to the Town Board of Commissioners with criteria (1)-(4) being met. Concerns were discussed about the lighting plan and the 7% summer traffic increase.

#### *Swansboro Historic Preservation Commission:*

- **Oct. 18<sup>th</sup>** a staff approval was shared with the Commission- 202 Main Street was repainted with the same colors grey body and white trim. The Commission received an update on the Visitor's Center exterior work underway. Staff informed the Commission that a demolition permit was issued by staff on Oct. 4<sup>th</sup> for a previously approved COA for 2021-02/ 214 Water St.

#### *Regional Meetings:*

- **Oct. 13** attended the JUMPO TAC meeting remotely

#### *Activities:*

- Approved a final plat for Ward Farm Phase II
- Worked with the team reviewing One Harbor Church, Starbucks and Strickland Brothers Oil Change
- Worked responding to commercial inquiries and inquiries on rezoning.
- Worked responding to complaints and when needed engaged in code enforcement.

### **Police Department**

#### *Patrol:*

- 176 Reportable Events
- 19 Motor Vehicle Crashes
- 4 Felony Arrests
- 16 Misdemeanor Arrests
- 2 Arrests by Warrant Service
- 7 DWI Arrests
- 1 Drug Arrest (Felony)
- 14 Arrests with Transport to the Onslow County Jail
- 163 Citations
- 129 Verbal/Written Warnings



## **Department Reports for October 2022**

- 5 Felonies Investigated (2-Larceny; 2-Forgery; 1-Fraud)
- 23 Misdemeanors Reported (10-Property Damage; 6-Larceny; 2-Assaults; 1-Trespassing; 1-Child Abuse; 1-Misuse of 911; 2-Traffic Related)
- 19 Disputes/Public Disturbances
- 3 Domestic
- 1 Crisis Intervention with Mental Patient
- 15 Alarm/Open Door Reports
- 47 Suspicious Incidents/Persons/Vehicles
- 3 Town Ordinance Violations
- 252 Request by Other Agencies for Assistance
- 83 Requests by Citizens for non-Crime-Related Assistance

**4,051 Total Events Performed on Patrol**

### *Community Service/Training:*

- 14 Vehicle Unlocks
- 4 Funeral Escorts
- 10 Requests for Fingerprints
- 33 Foot Patrols
- 5 Requests by Residents for Residence Check.
- SPD provided logistical planning and security for the Annual Mullet Festival.
- SPD provided security for an event at the Swansboro Civic Center
- Detective McNeil completed Interview & Interrogation Training. 40 hours training conducted at Pamlico Community College.
- Chief Taylor spoke at the Swansboro United Methodist Church Group monthly meeting.
- Chief Taylor and Lt. Brim attended the monthly meeting of the East Carolina Law Enforcement Executives held in River Bend.

### *Admin Services:*

- Answered 352 phone calls during business hours.
- Assisted 170 walk in requests for assistance.
- Took 32 requests for reports.

## **Public Works**

### *Grass Cutting (Year End)*

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center

## **Department Reports for October 2022**

- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lot
- Both sides of HWY 24 (Corbett Ave)
- Sidewalk easement on Old Hammock Rd.
- Ward Cemetery
- Halls Creek North Easements

### *Town Buildings and Grounds*

- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up  
Set up Community Room for Planning Board meeting

### *Vehicle Maintenance*

- Regular preventative maintenance performed on all vehicles

### *Equipment Maintenance*

- Yearend maintenance performed on all lawn mowers

### *Storm Water*

- Prep work begun on Jones Funeral Home Easement
- Cleared several blockages in Halls Branch
- Cleared debris and trash from storm drains throughout the town

### *Streets*

- Repaired street signs and traffic signs in the historic downtown district at Elm Street and Main Street, and Elm street and Water Street
- Prepared several streets for asphalt patch work, Church Street, Sabiston, Shore Drive, Broad Street, Front Street and Phillips

### *Yard Waste*

- Collected 625 Bags and 601 Bundles during October with 12 Loads and 32 Man Hours Expended

### *Parks & Rec*

- Twice Weekly Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies
- Cleared island, twice, for fireworks display and cleared 8 ft wide path from shoreline back to center of island for secondary site for fireworks display. Attempted to clear a 50 foot by 30 foot area, as requested by the fireworks company, along the shoreline, facing the town, however, tidal activity and the lay of the island inhibits us from getting exactly 50' X 30', as it fluctuates with the tide, especially the 30' depth.

## **Department Reports for October 2022**

- Set up for Mullet Festival
- Worked traffic control for Mullet Festival
- Tear down of Mullet Festival
- Removed Moore Street Dock off of Pavillion and secured it back in its original location until professional repairs can be made to the dock.

### *SOLID WASTE*

#### Weekly Yard Waste Run

Empty trash cans from all parks, downtown, the Pug, Church Street Dock, twice weekly.

Cleaned all town roads and storm water drain easements from debris and damage caused by remnants of Hurricane Ian