

## Department Reports for October 2024

### Administrative Services

- Phone Records Report for October: 2,351 calls
 

Internal – 489	Town Hall – 419	Parks and Recreation – 503
Police Department – 365	Fire Department – 62	Outgoing totals – 513
- Building permits sold for October: 48 residential/commercial combined; \$9,648.02 total fees collected (includes 10 re-inspections)
- 126 Building inspections scheduled/28 Fire Inspections processed
- 204 Various receipts processed
- 1 Code Enforcement Violations
- 326 ONWASA payments processed; 3 New Services; 2 other requests
- 4 Work Orders generated for Public Works
- 12 Notarization's performed
- US Census Report Submitted - Permits
- Public Records Requests
  - Construction Monitor – Building permits issued with values September 2024
  - Carolina Permits – New homes built in September 2024
  - Pat Tantum – Building permit records for 244 River Reach Drive
  - Jimmy Williams – Sign permit for Strickland Oil
- Finalized September Departments Report
- Began planning for 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.
- Attended after Mullet Festival Logistics Meeting
- Mullet Festival and Parade Planning, Organizing, and Participation
- All Admin Services personnel volunteered for Mullet Festival
- Received and handled 8 “Contact Us” request from the Website
- Received and responded to 9 emails from Jimmy Williams for information
- Issued New Releases/Constant Contact/Facebook posts for:
  - Hurricane Helene Relief Efforts
  - Mullet Parade Road Closures
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).
 

Website Home Page defaults: 1,757 Top 5 pages viewed in November:  
 Employment Opportunities 709 | Permitting 243 | BOC Contacts 208  
 Police 191 | Government 169

## Department Reports for October 2024

### Finance

- Sales & Use Tax received in October 2024 is \$136,947
- Accounts Payable Summary for October 2024:  
     235 Invoices-Totaling \$460,569  
     46 Purchase Orders Issued
- Processed payroll- 10/4/2024 & 10/18/2024
- PEV ChargePoint Station-Accumulated (MWh) for October 2024 (1.42)
- Stormwater Fees Collected-October 2024-\$41,418
- September 2024 Bank Reconciliation-Town accounts
- September 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8.5 hours
- Assisted in Mullet Parade/Shuttle
- Processed Swansboro TDA checks
- Attended the TDA Special Meeting 10/1/2024; prepared the agenda
- Swansboro TDA – Regular Meeting was held on Thursday, October 10, 2024. The next scheduled meeting will be held on Thursday, January 9, 2025, at 2:30 pm in the Community Room.
- Gathered financial information for 10/22/2024, regular meeting
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 23/24-Town and Swansboro TDA
- The auditor submitted the audit report to the LGC.
- Submitted HUBSCO for quarter ending 9/30/24- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (July 1, 2024 – September 30, 2024)

### Fire Department

#### *Incidents*

District/Response Type	Call Volume {Monthly}	Call Volume {Annual} <i>January 1 to October 31</i>
Swansboro Town {17A}	91	927
Swansboro County {17B}	22	194
Aid Given	28	170
<b>Total Call Volume</b>	141	1,291
<b>Aid Received</b>	1	17

## Department Reports for October 2024

<b>Overlapping Incidents {% of Volume}</b>	34 <i>{24%}</i>	233 <i>{18.04%}</i>
--	-----------------	---------------------

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	2	2
EMS & Rescue	69	20
Hazardous Materials	1	1
Service Calls	12	3
Wildland	0	0
Emergency Management {Deployments}	1	0
Other – False Alarm/Canceled	2	0
<b>Total</b>	93	31

Incident Response	90 <sup>th</sup> Percentile Time {Monthly}	90 <sup>th</sup> Percentile Time {Annual} <i>January 1 to October 31</i>	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	2:15	2:16	1:06	<i>(1:09)</i>
Turnout Time {Dispatch to Enroute}	2:12	2:19	1:20	<i>(0:52)</i>
Travel Time {Enroute to Arrival}	6:08	6:25	4:00	<i>(2:08)</i>
Total Response Time {911 Call to Arrival}	8:58	9:19	7:06	<i>(1:52)</i>

*Community Risk Reduction - Inspections*

## Department Reports for October 2024

<b>Inspection Type</b>	<b>Monthly</b>	<b>Annual</b> <i>January 1 to October 31</i>
Standard Fire Inspection	16	134
New Business Inspection	4	22
Fire Suppression – Hoods	8	75
Special Event – Tents	4	6
Plan Review	3	

### *Training*

<b>Training Category</b>	<b>Monthly</b>	<b>Annual</b> <i>January 1 to October 31</i>
Company Training	62	2342.5
Facilities	20	110
Fire Arson Investigator	0	200
Fire Prevention Inspector	0	30
Fire Life Safety Educator	0	1
Hazardous Materials	3	115
Officers	80	126

## Department Reports for October 2024

New Driver	0	342.5
New Recruit	0	65
Existing Driver	0	53.5
<b>Total</b>	<b>165</b>	<b>3,385.5</b>

### Parks and Recreation

#### DIRECTOR'S REPORT

##### **Festivals/Events**

- Partnering with the Jacksonville Onslow Sports Commission to host the Movin' Mullet 5 K on October 5, 2024. Met with Jacksonville Onslow Sports Commission and staff to review final logistics for the race.
- Executed 70th Annual Swansboro Mullet Festival
- Held after action meeting
- Began planning for annual Christmas Flotilla
- Festival website updates-ongoing

##### **ARP Project Updates**

###### *Splashpad Renovation*

- Concrete work complete: the 5ft addition around the splashpad, seating wall, and patio area. Shade structures were installed the first week in September. The amenities will be installed once the splashpad closes for the season.

###### *Basketball Courts*

- Collecting quotes from companies for the repair and asphalt overlay. Receiving quotes for new goals, backboards, and nets.

###### *Replacement of outdoor toilets/water fountains:*

- Contacted vendors and collecting quotes

###### *Miscellaneous*

- Assisted in planning for the Veterans Day Service.
- Process special event applications for Rotary 5'O Fishing Tournament
- Executed field usage agreements with Swansboro Soccer Association and Swansboro Adult Soccer League and conducted a meeting with both groups to discuss responsibilities and usage.

## Department Reports for October 2024

- Assisted with annual Halloweenie Roast
- Facilitated fall wreath class
- Began gathering information for pickleball courts, obtained contacts from other recreation departments that recently had courts built or renovated.
- Researching emergency call box information to apply for the NC
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- 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
- 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

*October*

Media Outlet	Followers	Reach	Post Engagement	Page Visits	New Followers
Facebook	18,119	46,403	8,493	10,300	160

### Activity Report

*October*

Organization Activity					
From 10/5/2024 to 11/4/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	254	57	5	0	117
Resident	24	8	0	0	10
Non-Resident	230	47	5	0	107
No Residency Set	0	0	0	0	0
Demographics					
< 18	25	2	0	0	8
18 - 65	185	42	4	0	87
65+	44	11	1	0	22
Male	92	30	2	0	55
Female	162	25	3	0	62
Other Genders	0	0	0	0	0
Online vs In-House					
Online	39	0	0	N/A	43
In-Person	215	55	5	N/A	74

## Department Reports for October 2024

### Revenue

*September*

Slip Fee - Town Dock	\$3499
Rental Fees-Parks	\$540
Rentals Rooms	\$1965
Rec Program Fees	\$883
Gym Memberships	\$0
Dog Park Memberships	\$60
Festival Vendor Fees	\$21,210
Sponsorship-Programs & Events	\$700

### 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
- Completed instructor payouts for recently finished programs
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Continued promoting Mullet Festival
- Secured food donations for Mullet Festival
- Completed Halloweenie Roast & Truck-A-Treat
- Handled several different logistical aspects of Mullet Festival including staff and volunteer schedule
- Participated in Movin' Mullet 5K
- Processed monthly reservations and damage deposits
- Planned and organized volunteers for Mullet Festival
- Created new craft class called Fall Pinecone Bouquet
- Helped organize and execute Blessing of the Fleet
- Attended Mullet Festival meeting
- Organized and planned Veteran's Day Service including securing military assistance and donations

### Planned Programs

*Fellowship Night- September 16th*

- 7 attended

*Tiny Trekkers- October 20th*

## Department Reports for October 2024

- 10 registered and 7 attended

### *Sprout Scouts- October 4th*

- 10 registered and 8 attended
- 1 waitlisted

### *POUND! – September 28th – November 2nd*

- 10 drop-ins
- 2 series

### *Fall Pinecone Bouquet Craft & Sip – October 3rd*

- 15 registered and 13 attended

### *Tai Chi – October 31st – December 12th*

- 10 registered
- 6 waitlisted

### *Mullet Festival – October 12th and 13th*

- Estimated 40,000 people attended
- Over 50 participants for Mullet Toss
- Added information tent and Little Mullet activities that were both successful

### *Fall Wreath & Wine – October 23rd*

- 15 registered and 14 attended
- 2 waitlisted

### *Halloweenie Roast & Truck-A-Treat – October 25<sup>th</sup>*

- 320 hot dogs were served and gone by 7 PM
- 4 different costume categories for humans and 2 categories for dogs
- 17 Truck-A-Treat vehicles include police, fire, cement trucks, and personal vehicles
- Estimated 400-600 people attended
- Event sponsored by Lighthouse Realty

## **Permitting**

### *Planning Board*

- The Planning Board special meeting was on October 3, 2024.
  - Brezza Lofts Special Use Permit- Lot 8 Ward Farm Town Center. Lot 8 of the Ward Farm Town Center is a 1.22-acre parcel and is zoned B-3, Traditional Business. The applicant is asking to construct Townhome Dwellings which are allowed in the B-3 zone with a Special Use Permit. The Planning Board did recommend this Special Use Permit to the Board of Commissioners.

### *Historic Preservation Commission*



## Department Reports for October 2024

- The Swansboro Historic Preservation Commission regular meeting was on October 15, 2024.
  - Text Amendment to Section 14 Fences and Walls. At the September 17, 2024, Swansboro Historic Preservation meeting, the board directed staff to bring back a text amendment for Section 14 Fences and Walls found in our Historic District Design Standards to make clarifications on fence guidelines. The HPC recommended this text amendment to the Planning Board.

### *Routine Activities*

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.

## Police Department

### *Patrol:*

- 160 Reportable Events
- 32 Wrecks
- 2 Felony Arrests
- 11 Misdemeanor Arrests
- 3 Arrests by Warrant Service
- 2 Drug Arrests
- 1 DWI Arrest
- 8 Arrests with Transport to the Onslow County Jail
- 22 Citations
- 145 Verbal/Written Warnings
- 6 Felonies Investigated (4-Fraud; 2-Narcotics)
- 29 Misdemeanors Investigated (13-Property Damage; 3-Trespassing; 2-Narcotics; 2-Larcenies; 1-Resist, Obstruct & Delay; 8-Traffic Related)
- 4 Disputes/Public Disturbances
- 19 Alarm/Open Door
- 22 Suspicious Incident/Person/Vehicle
- 2 Crisis Intervention with Mental Patient
- 3 Town Ordinance Violations
- 123 Requests by Other Agencies for Assistance
- 70 Requests by Citizens for non-Crime Related Assistance

**4,393 Total Events Performed on Patrol**

## **Department Reports for October 2024**

### *Community Service/Training:*

- 11 Vehicle Unlocks
- 2 Requests for Fingerprinting
- 15 Business Closing Standby's
- 83 Foot Patrols
- 442 Business Checks
- 61 Business Walkthrough's
- 2 Residence Checks
- 1 RU Ok? Participant
- Participated in the planning and operation of the annual Mullet Festival Event.
- Participated in the Halloweenie Roast conducted by the Swansboro Parks and Recreation Department.
- Participated in the Trunk-or-Treat event held at the Eastside Masonic Lodge.
- Provided a presence in the various neighborhoods during the trick-or-treat activities.
- Assisted with the Mullet Run 5k.
- Provided security for the Rotary Five-O Finishing Tournament.
- Provided security two events at the Rotary Civic Center.
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville.
- Deputy Chief Brim attended the East Carolina Association of Law Enforcement Executives meeting held in Jacksonville.

### *Admin Services:*

- Answered 285 phone calls during business hours.
- Assisted 151 walk in requests for assistance during business hours.
- Took 76 requests for reports during business hours.

### **Public Works**

*No report provided*