

Department Reports for August 2024

Administrative Services

- Phone Records Report for (August): 2,077 calls
 - Internal – 396 Town Hall – 445 Parks and Recreation – 246
 - Police Department – 441 Fire Department – 99 Outgoing totals – 450
- Building permits sold for (Month): 52 residential/commercial combined; \$16,498.25 total fees collected (includes 14 re-inspections)
- 176 Building inspections processed/35 Fire Inspections processed:
- 109 Various receipts processed:
- 0 Code Enforcement Violations:
- ONWASA: 310 payments processed, 3 New Service Setups, 5 Other transactions
- 1 Work Orders generated for Public Works
- 14 Notarization performed.
- US Census Report Submitted – Permits
- Public Records Request
 - Construction Monitor – Building permits issued with values July 2024
 - Carolina Permits – New homes built in July 2024
 - Andrea Schmidt – 1443 Hammocks Beach Road
 - Aric Oostru – Copy of Lease
 - Finalized Sunshine list public records request
 - Cynthia Lacorte – Records of committees created in the last 7 years
 - Jimmy Williams – BOC meeting recording
- Finalized July Departments Report
- Letters mailed the below Organizations announcing Sam Bland Award Nominations sought
 - Church of Christ
 - First Baptist Church
 - Grace Church
 - Jehovah's Witness
 - One Harbour Church
 - St. Mildreds Catholic Church
 - St. Peters Church
 - St. Thomas Mt. Zion Church
 - Swansboro United Methodist Church
 - Swansboro High School
 - Swansboro Middle School
 - Swansboro Elementary School
 - Queens Creek Elementary School
 - Swansboro Rotary
 - Swansboro Area Chamber of Commerce
- Records researched for property easements in Williamsport Subdivision

Department Reports for August 2024

- 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.
- Began preparations for Mullet Parade
 - 2 applications processed
- Processed finalization of Best and Final Offer letters, and rejections letters to Property Owners that submitted Land Solicitation Packets for the EOC/PSB site
- Issued New Releases/Constant Contact/Facebook posts for:
 - Hurricane Debby Alert #1
 - Hurricane Debby Alert #2
 - Yard Waste Collection Delay Relate to Weather
 - Tropical Storm Debby Alert #3
 - BOC 8/13/2024 Meeting
 - Yard Waste Collection Delay due to volume
 - BOC 8/27/2024 Meeting
 - Labor Day Holiday Closure Notice
- Attended Dockwalk Bid opening
- Attended Mullet Run Logistics Meetings
- Attended Tunnel 2 Towers Logistics Meetings
- Attended Technology review with Computer Warriors/CWIT
- Attended TRC Meeting for Flybridge, Brezza Lofts, Main Street Family Care
- Received and handled 3 “Contact Us” request from the Website
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 2,239

Top 5 pages viewed in August –Employment Opportunities 523 | Government 255
Departments: Police 227 | Department: Fire 218 | Department: Permitting 217

Finance

- Sales & Use Tax received in August 2024 is \$135,701
- Accounts Payable Summary for August 2024:
 - 266 Invoices-Totaling \$355,975
 - 49 Purchase Orders Issued
- Processed payroll- 8/9/2024 & 8/23/2024
- PEV ChargePoint Station-Accumulated (MWh) for August 2024 (1.23)
- Stormwater Fees Collected-August 2024-\$5,220
- July 2024 Bank Reconciliation-Town accounts
- July 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 10 hours
- Processed Swansboro TDA checks

Department Reports for August 2024

- Gathered financial information for 8/27/2024, regular meeting
- Created Stormwater Billing in Utility Billing to send to third party vendor for processing
- Submitted the Powell Bill Expenditure Report for FY 23/24
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 23/24-Town and Swansboro TDA
- Auditor, Greg Redman will be conducting an annual audit for FY 2023/2024 during the week of September 9-September 12, 2024.

Fire Department

Incidents

- **143** Total Incidents
 - 97 EMS Incidents
 - 46 Fire Incidents
 - **24 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 102 Incidents occurred in the Swansboro (City Limit District)
 - 31 Incidents occurred in the White Oak Fire District
 - 10 Incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - 90th Percentile Turnout Time (Dispatch to Enroute): 2:15
 - Fire & Special Operation Incidents: 2:00
 - EMS Incidents: 2:19

Fire Life Safety – Operations

- Fire Prevention Inspections: 33
 - General Fire Inspections: 19
 - Initial Inspections: 12
 - Re-Inspections (Violations): 7
 - Fire Suppression Systems: 7
 - New Business (Certificate of Occupancy): 7

Training

- Total Training Hours: 186
 - Company Training: 186
 - Existing Driver: 0
 - Facilities:0
 - Fire Arson Investigation: 0
 - Fire Life Safety Education: 0
 - Fire Prevention Inspection: 0
 - New Driver: 0
 - New Recruit: 0
 - Officers: 0

Department Reports for August 2024

- Hazardous Materials: 0
- Automatic Aide Training Events: 0

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Mullet Festival vendor spaces are sold out
- Securing fireworks for 2025
- Working with WITN for Mullet festival advertising
- Preparing final logistics for the Mullet Festival, re-confirming toilets, tents, shuttles, golf carts, and creating final task sheets for departments.
- Met with Jacksonville Onslow Sports Commission and staff. Reviewed 2023 Movin' Mullet 5K logistics with department heads, Town Manager and new recommendations made for 2024 run.
- Received \$10,000 reimbursement for the Onslow County Tourism Assistance Grant and the Swansboro Tourism Development grant.

ARP Project Updates

Splashpad Renovation

- Concrete work complete: the 5ft addition around the splashpad, seating wall, and patio area. Shade structures will be installed the first week in September. The Advisory Board recommended additional amenities, will obtain quotes. Amenities will be installed over the next couple of months.

Basketball Courts

- Began contacting asphalt companies to obtain new quotes. Contacted four companies, waiting for a response. Receiving quotes for new goals, backboards, and nets.

Replacement of outdoor toilets/water fountains: Contacted recommended plumber to obtain quotes on toilets and water fountains.

Miscellaneous

- New treadmill installed.
- Attended T2T meeting, reserved facilities, reviewed volunteer responsibilities
- Presented two special event applications to the Board of Commissioners for fee waiver recommendations.
- 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

Department Reports for August 2024

- 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
- Attended quarterly meetings for the Onslow County Tourism Board
- Attended Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

Media Outlet	Followers	Reach	Post Engagement	Page Visits	New Followers
Facebook	17,868	24,409	3,038	5,600	195
Instagram	844	279		38	11

Activity Report

Organization Activity					
From 8/4/2024 to 9/3/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	118	44	6	0	102
Resident	11	7	1	0	5
Non-Resident	107	37	5	0	97
No Residency Set	0	0	0	0	0
Demographics					
< 18	23	6	0	0	14
18 - 65	82	32	2	0	76
65+	12	6	4	0	11
Male	33	17	3	0	42
Female	85	27	3	0	60
Other Genders	0	0	0	0	0
Online vs In-House					
Online	45	0	0	N/A	49
In-Person	73	44	6	N/A	53

Revenue

Slip Fee - Town Dock	\$2427
----------------------	--------

Department Reports for August 2024

Rental Fees-Parks	\$180
Rentals Rooms	\$1345
Rec Program Fees	\$1294
Gym Memberships	\$105
Dog Park Memberships	\$80
Festival Vendor Fees	\$0

PROGRAM/EVENT MANAGER MONTHLY REPORT

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
- Continued supervising Summer Day Camp and worked Week 8
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Secured local vendors and businesses for BarkFest
- Began planning and posting Mullet Festival posts
- Helped promote T2T and volunteer program
- Created flyers for new programs, Wreaths for Heroes, Fall Pinecone, and Wreath & Wine
- Processed monthly reservations and damage deposits
- Submitted applications for Veteran's Day Service
- Created Parks & Recreation Month prizes and contacted winners
- Attended TAC meeting
- Attended T2T meeting
- Attended end of summer camp meeting

Planned Programs

Fellowship Night- August 19th

- 11 attended

Tiny Trekkers- August 30th

- 10 registered and 7 attended

Sprout Scouts- August 23rd

- 10 registered and 6 attended

Department Reports for August 2024

- 3 waitlisted

POUND! – August 17th – September 21st

- 7 drop-ins
- 2 series

Summer Day Camp Weeks 7 & 8

- Had to cancel camp due to Tropical Storm on August 8th and 9th
- 4 field trips for week 8

Planning

Planning Board

- The Planning Board regular meeting was on August 6, 2024.
 - UDO Text Amendment to Section 152.179 Table of Permitted/Special Uses and Section 152.212 Use Standards. After a recent Board of Adjustment meeting for an appeal to an administrative decision involving boat/boat trailer storage on an empty residential lot, Staff has been directed by the Board of Commissioners to present a text amendment to allow boat/boat trailer storage in Town. The Planning Board did recommend this amendment to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission meeting scheduled on August 20, 2024, was cancelled due to lack of agenda items.

Routine Activities:

- The Technical Review team met on August 21st to discuss Main Street Family Care 3rd submittal, Brezza Lofts 2nd submittal, and Flybridge 1st submittal.
- Approved the Site Plan for Mavis Tire.
- Discussed code requirements with new commercial developments.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.

Police Department

Patrol:

- 179
- 26 Wrecks
- 1 Felony Arrest
- 13 Misdemeanor Arrests
- 1 Warrant Service Arrest

Department Reports for August 2024

- 2 DWI Arrests
- 4 Arrests with Transport to the Onslow County Jail
- 23 Citations
- 171 Verbal/Written Warnings
- 5 Felonies Investigated (1-Possession of Firearm by Felon; 1-Forgery; 1-Fraud; 1-Possession of Stolen Vehicle; 1-Uttering Forged Document)
- 42 Misdemeanors Reported (7-Property Damage; 7-Trespassing; 4-Assaults; 2-Drug Related; 2-Domestic Violence Protection Order Violations; 1-Break & Enter; 1-Communicating Threat; 1-Harassment; 1-Cyber Stalking; 1-Open Alcohol Container; 15-Traffic Related)
- 10 Disputes/Public Disturbance
- 19 Alarm/Open Door
- 21 Suspicious Incident/Person/Vehicle
- 8 Town Ordinance Violations (4-Animal Complaint; 1-Noise Complaint; 3-Other)
- 68 Requests by Citizens for non-Crime Related Assistance

3,981 Total Events Performed on Patrol

Community Service/Training:

- 9 Vehicle Unlocks
- 9 Requests for Fingerprinting
- 10 Business Closing Standby's
- 40 Foot Patrols
- 16 Residence Checks
- 1 RU Ok? Participant
- SPD assisted with weekly SwanFest event.
- SPD provided security for an event at the Rotary Civic Center.
- Chief Taylor attended monthly Crime Stoppers meeting held in Jacksonville.
- Deputy Chief Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in River Bend.
- Chief Taylor and Deputy Chief Brim attended the General Membership meeting of the Swansboro Area Chamber of Commerce.
- Chief Taylor met with a group of downtown residents interested in starting a Neighborhood Watch Program.

Admin Services:

- Answered 337 phone calls during business hours.
- Assisted 124 walk-in requests for assistance during business hours.
- Took 87 requests for reports during business hours.

Public Works