

# Department Reports for May 2024

## Administrative Services

- Phone Records Report for May: 2,656 calls
  - Internal – 519                      Town Hall – 428                      Parks and Recreation – 467
  - Police Department – 512        Fire Department – 84                Outgoing totals – 646
- Building permits sold for May: 63 residential/commercial combined; \$10,487.95 total fees collected (includes 11 re-inspections)
- 145 Building inspections processed/ 24 Fire Inspections processed
- 205 Various receipts processed
- 5 Code Enforcement Violations
- 308 ONWASA payments processed; 5 New Service Setups, 4 Other transactions
- 3 Work Orders generated for Public Works
- 8 Notarizations performed
- 10 Beer & Wine Privilege Licenses Renewed
- Admin Staff worked at Visitor's Center 3 days each week (Aliette, Alissa, Jackie and Linda)
- US Census Report Submitted - Permits
- Public Records Request
  - 400 Glancy Street
  - American Transparency – fiscal year 2023 payment transactions
  - Bailey and Associates – Pizza Forno
  - Cynthia Lacorte – EOC/PSB Site Solicitation Records
  - Sunshine List – began request
  - Beer & Wine Privilege License copies for Onslow County – 2
  - Carolina Permits – New homes built in April 2024
  - Construction Monitor – Building permits issue with values April 2024
  - GoAptive – Town Attorney contact information
  - Jimmy Williams – Commissioner Eckendorf EMS letter/email
- Continued FY 24/25 Budget Meetings
- Finalized April Departments Report
- Attended Arts by the Sea first logistics meeting
- Researched details related to permitting of fireworks displays in Town limits
- 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.
- Issued New Releases/Constant Contact for:
  - Pirate Fest Street Closures
  - May 14, 2024, BOC Meeting
  - Memorial Day Closures
  - May 28, 2024, BOC Meeting
  - Stormwater Data Collection

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- Received and handled 10 “Contact Us” request from the Website
- Planned and held a retirement luncheon for Andrea Correll
- Prepared and distributed PirateFest Street Closure Notices downtown
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.) – see combined report on June report

### Finance

- Sales & Use Tax received in May 2024 is \$109,774
- Accounts Payable Summary for May 2024:
  - 237 Invoices-Totaling \$159,672
  - 57 Purchase Orders Issued
- Processed payroll- 5/3/2024, 05/17/2024, and 5/31/2024
- Stormwater Fees Collected-May 2024-\$12,409
- April 2024 Bank Reconciliation-Town accounts
- April 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 10 hours
- Processed Swansboro TDA checks.
- Gathered financial information for May 28, 2024, regular meeting
- Attended budget meetings with Town Manager
- Gathered information for 5/14/52024 budget workshop
- Prepared PowerPoint for Public Hearing on the FY 24/25 (6/11/2024)
- Preparing Year End Projections FY 23/24/updating operating budget spreadsheet.
- Updating Capital Improvement Plan
- Submitted the closeout documents for Hurricane Dorian to NC Department of Public Safety, Division of Emergency Management.
- Updated financial information in the Budget Message for FY 24/25
- TDA-Updated Budget Ordinance for FY 24/25
- TDA-Attended Public Hearing on the FY 24/25 Budget
- Submitted stormwater payment reminders

### Fire Department

#### *Incidents*

- **128** Total Incidents
  - 73 EMS Incidents
  - 28 Fire Incidents
  - **15 Overlapping Incidents (Two or More Calls Simultaneously)**
  - 101 Incidents occurred in the Swansboro (City Limit District)
  - 14 Incidents occurred in the White Oak Fire District
  - 13 Incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics

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- 90<sup>th</sup> Percentile Turnout Time (Dispatch to Enroute): 02:10
  - 90<sup>th</sup> Percentile Compliance (Less Than 120 Seconds)
    - 82.96% - EMS Incidents
    - 90.91% - Fire Incidents

### *Fire Life Safety – Operations*

- Fire Prevention Inspections: 18
  - General Fire Inspections: 11
    - Initial Inspections: 9
    - Re-Inspections (Violations): 3
  - Fire Suppression Systems: 4
  - New Business (Certificate of Occupancy): 2

### *Training*

Total Training Hours: **208**

Company Training: 170.4

Existing Driver: 10

Facilities:0

Fire Arson Investigation:7

Fire Life Safety Education: 0

Fire Prevention Inspection: 3

New Driver: 1

Officers: 2

Hazardous Materials: 4

New Recruit: 11

Automatic Aide Training Events: 4

## Parks and Recreation

(Combined with June report)

### Planning

#### *Planning Board*

- The Planning Board special meeting was on May 9, 2024
  - Amendment to the CAMA Future Land Use Plan pg. 41 in the Traditional Town Center (TTC) section, in order to better serve an upcoming condominium project, Brezza Lofts by changing the density requirements in compact residential. The Planning Board did recommend this amendment to the Board of Commissioners
  - UDO Text Amendment to Section 152.180 Notes to the Table of Permitted/Special Uses, note 37 to state that Lot 8 of the Ward Farm Town Center be exempt from having to limit residential use to 20% of the first floor. The Planning Board did recommend this amendment to the Board of Commissioners
  - UDO Text Amendments to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements to adjust dimensions in B-3 from 35ft to 40ft building

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height as well as add square footage minimums. The Planning Board did recommend this amendment to the Board of Commissioners

- Members of the Planning Board and staff attended a Planning & Zoning Board Workshop online on May 16<sup>th</sup>

### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission meeting was held on May 21, 2024
  - Discussion of Historic District Ordinance Enforcement. Staff discussed with the SHPC options such as updating the Certificate of Appropriateness application to require samples and signatures after each instruction, hold check-in meetings on-site during a project, and involve the Build Inspector with code enforcement
- The Swansboro Historic Preservation Commission hosted a Local Landmark Designation Workshop at the Emmerton School, hosted by Kristi Brantley from the State Historic Preservation Office on May 16<sup>th</sup>
- Members of the Swansboro Historic Preservation Office and staff attended a Certified Local Government Workshop in Beaufort on May 17<sup>th</sup>

### *Routine Activities:*

- The Technical Review Committee met May 29th to discuss Main Street Family Care submittal
- Discussed code requirements with new commercial developments
- Continue working with development and zoning inquiries
- Continue resolving code enforcement issues

## **Police Department**

### *Patrol:*

- 190 Reportable Events
- 25 Wrecks
- 12 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 3 DWI Arrests
- 8 Arrests with Transport to the Onslow County Jail
- 59 Citations
- 187 Verbal/Written Warnings
- 5 Felonies Reported (2-Fraud; 1-Larceny; 1-ID Theft; 1-Break & Enter)
- 39 Misdemeanors Reported (14-Property Damage; 3-Communicating Threat; 2-Assaults; 2-Harassments; 2-Resist, Obstruct & Delay Public Officer; 2-Larcenies 1-Sexual Assault; 1-Trespassing; 1-Stalking; 11-Traffic Related)
- 11 Disputes/Public Disturbances
- 15 Alarm/Open Door
- 23 Suspicious Incident/Person/Vehicle

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- 18 Crisis Intervention with Mental Patient
- 7 Town Ordinance Violations
- 166 Requests by Other Agencies for Assistance
- 47 Requests by Citizens for non-Crime Related Assistance

### **4,249 Total Events Performed by Patrol**

#### *Community Service/Training:*

- 7 Vehicle Unlocks
- 1 Funeral Escort
- 8 Requests for Fingerprinting
- 15 Business Closing Standbys
- 22 Foot Patrols
- Participated in Career Day at Queens Creek Elementary School
- Attended the Peace Officer Memorial Service held in Jacksonville
- Participated in Pirate Fest
- Officer Wruble conducted Driver Safety Awareness Training to new Marines at MCB Camp LeJeune
- Provided security for weekly SwanFest music event
- Chief Taylor attended monthly Crime Stoppers meeting held in Jacksonville
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held at MCB Camp LeJeune

#### *Admin Services:*

- Answered 221 Phone calls during business hours
- Assisted 78 walk in requests for assistance during business hours
- Took 30 requests for reports during business hours

### **Public Works**

The following report is submitted, listing major and routine work efforts, performed by the Department of Public Works for the month of May, 2024

#### *Public Buildings*

- Twice weekly cleaning of all park bathrooms, conducted on Monday and Friday mornings.
- Weekly set-up and tear down of Town Hall Community Room for various meetings to include:
- Bi-weekly Board of Commissioners Meetings, Planning Board Meetings, Historic Board Meetings, TDA Meetings, etc.
- Minor repairs conducted to the following Public Buildings:
  - Town Hall – Replaced breaker in Electrical Panel # 2, for the Electric Vehicle Charging Station, bringing both sides to full operation.

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- Old Town Hall –Replaced the batteries in the smoke detectors throughout the building.
- Public Safety Building – Repaired toilet in men’s bathroom. Fortin Mechanical dispatched to clear and clean the grinder pump.
- Replaced all HVAC filters in all public buildings.
- Cleaned out all outside HVAC units at all public buildings.

### *Public Streets*

- Edged the curbs, gutters and sidewalks in the following neighborhoods:
- Historic/Downtown Area
- Cleaned all street/traffic signs in the Historic/Downtown Area.
- Coordinated repairs and resurfacing of the parking lot adjacent to the Port O Swansborough businesses and the resurfacing of a portion of Church Street from just above the intersection with Water Street, and east, 200 feet to the Church Street Gazebo.

### *Storm Water*

- Continued routine maintenance on various stormwater easements throughout the town.
- Cut the stormwater easements in the following Subdivisions:
  - Halls Creek
  - Swansboro Acres
  - Deer Run
  - Forest Brook
  - Park Place
  - River Reach
  - River Reach West
- Cleared stormwater drains throughout the town.

### *Solid Waste*

- Twice weekly trash pick up at all parks and Downtown areas, conducted on Monday and Friday mornings.
- Weekly Yard Waste Run
- Litter sweep and pick up conducted at all town parks.

### *Grass Cutting & Grounds Maintenance*

- Mowed grass and trimmed weeds in Ward Cemetery.
- Bi-weekly grass cutting of all Town Parks.
- Bi-weekly grass cutting of all grounds, in and around all Public Buildings.

### *Vehicle & Equipment Maintenance*

- Performed basic maintenance, when required, on all Department vehicles and equipment, to include oil changes, wiper blade replacement, vehicle bulb replacement, tire inflation/repair,



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battery replacement, fuse replacement, lube various areas, and washed and vacuumed all vehicles.

### *Miscellaneous Efforts*

- Constructed the platform for the Festival Swan at the Visitors Center and installed the Festival Swan atop ,the platform.