

# Department Reports for June 2024

## Administrative Services

- Phone Records Report for June: 2,256 calls
  - Internal – 501      Town Hall – 340      Parks and Recreation – 392
  - Police Department – 461      Fire Department – 50      Outgoing totals – 512
- Building permits sold for June: 51 residential/commercial combined; \$10,019.44 total fees collected (includes 8 re-inspections)
- 112 Building inspections processed/ 30 Fire Inspections processed.
- 0 Code Enforcement Violations
- 126 Various receipts processed
- 266 ONWASA payments processed, 1 New Service Setups, 2 Other transactions.
- 4 Work Orders generated for Public Works
- 5 Notarization performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa, Linda, Aliette and Jackie)
- US Census Report Submitted - Permits
- Finalized May Departments Report
- Public Records request processed:
  - Carolina Permits – New homes built in May 2024
  - Construction Monitor – Building permits issue with values May 2024
  - Open the Books – FY23/24 payment transactions
  - AEI Consultants – 400 Glancy Street
  - Cynthia Lacorte – Ordinance copy related to feeding of ducks
- Issued New Releases/Constant Contact/Facebook posts for:
  - Garbage & Recycle Collection Delay
  - BOC 6/11/2024 Regular Meeting
  - Swansboro High School Senior Parade
  - Live Burn Fire Department Training
  - Town Manager Hired
  - BOC 6/25/2024 Regular Meeting
  - July 4<sup>th</sup> Closures
- 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
- Annual Employee Social planned and held June 28<sup>th</sup>
- Prepared Arts by the Sea Street Closure Notices for distribution downtown
- Worked to schedule volunteers for Arts by the Sea help
- Prepared Resident notices for Shore Drive maintenance
- Attended July 3<sup>rd</sup> Logistical meeting
- Attended Damage Assessment training with Onslow County for ARM 360 program
- Began preparations for Annual Powell Bill Reporting

## Department Reports for June 2024

- Began preparations for Annual North Carolina Demographic Surveys for Boundary/Annexation and Residential Construction.
- Received and handled 11 “Contact Us” request from the Website
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.)

May & June Combined - Website Home Page defaults: 7,127

Top 5 pages viewed in June – Employment 1,847 | Department – Permitting 864

Department - Police 793 | Government 746 | Department – Fire 634

### Finance

- Sales & Use Tax received in June 2024 is \$133,615
- Accounts Payable Summary for June 2024:
  - 255 Invoices-Totaling \$197,199
  - 2 Purchase Orders Issued
- Processed payroll- 6/14/2024 & 6/28/2024
- Stormwater Fees Collected-June 2024-\$3,832
- May 2024 Bank Reconciliation-Town accounts
- May 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 11 hours
- Processed Swansboro TDA checks.
- Gathered financial information for June 25, 2024, regular meeting
- Updated adopted Budget Ordinance for FY 23/24
- Preparing Year End Projections FY 23/24/updating operating budget spreadsheet.
- Updated Capital Improvement Plan
- Gathered information for Open Enrollment-FY 24/25
- Auditor, Greg Redman will be conducting an annual audit for FY 2023/2024 during the week of September 9-September 12, 2024.

### Fire Department

- **148** Total Incidents
  - 96 EMS Incidents
  - 52 Fire Incidents
  - **42 Overlapping Incidents (Two or More Calls Simultaneously)**
  - 111 Incidents occurred in the Swansboro (City Limit District)
  - 17 incidents occurred in the White Oak Fire District
  - 20 Incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
  - 90<sup>th</sup> Percentile Turnout Time (Dispatch to Enroute): 02:27
    - 90<sup>th</sup> Percentile Incident Compliance
      - 83.49% - EMS Incidents

## Department Reports for June 2024

- 75.47% - Fire Incidents

### *Fire Life Safety – Operations*

- Fire Prevention Inspections: 29
  - General Fire Inspections: 18
    - Initial Inspections: 9
    - Re-Inspections (Violations): 9
  - Fire Suppression Systems: 9
  - New Business (Certificate of Occupancy): 1

### *Training*

Total Training Hours: 372

Company Training: 346.7

Existing Driver: 4

Facilities:0

Fire Arson Investigation: 7

Fire Life Safety Education: 0

Fire Prevention Inspection: 3

New Driver: 0

Officers: 2

Hazardous Materials: 0

Automatic Aide Training Events: 3

## **Parks and Recreation**

### **DIRECTOR'S REPORT**

#### **Festivals/Events**

- Continuing to collect applications for Arts by the Sea, Independence Day, and Mullet Festival
- 2024 sponsorships-\$26,000, increase from 2023
- Conducted logistics meetings for ABTS and Independence Day Celebration
- Worked with graphic designer for two festivals on poster designs and social media graphics
- Worked with two ad agencies for digital and Facebook advertising
- All permit applications from Coast Guard and Onslow County received

#### **ARP Project Updates**

##### *Splashpad Renovation*

- Shade structures have been ordered; estimated delivery is in July

##### *Miscellaneous*

- Facilitated annual Pirate Fest in partnership with Onslow County Parks and Recreation. Event was very well attended.
- Continued training with Sara Elliott
- Began preparing for financials to close out end of year budget

## Department Reports for June 2024

- Order final supplies
- Assisted with Memorial Day Service event
- 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

*May*

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	17,267	74,800		6800	324
Instagram	815	384		62	10

*June*

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	17,6000	140,000	14,000	6900	185
Instagram	815	357		48	17

### Activity Report

*June*

Organization Activity					
From 6/3/2024 to 7/3/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	235	61	2	0	118
Resident	22	10	0	0	4
Non-Resident	213	49	2	0	114
No Residency Set	0	0	0	0	0
Demographics					
< 18	26	3	0	0	17
18 - 65	143	48	2	0	81
65+	66	8	0	0	20
Male	88	29	1	0	56
Female	147	30	1	0	62
Other Genders	0	0	0	0	0
Online vs In-House					
Online	41	0	0	N/A	47
In-Person	194	59	2	N/A	71

## Department Reports for June 2024

### Revenue

*May*

Slip Fee - Town Dock	\$5,401.50
Rental Fees-Parks	\$880
Rentals Rooms	\$2,065
Rec Program Fees	\$3,276
Gym Memberships	\$0
Dog Park Memberships	\$0
Vendor Fees	\$4,810
ABTS Wine Tasting	\$1,620
Festival Sponsorship	\$1,000

*June*

Slip Fee - Town Dock	\$5,962
Rental Fees-Parks	\$660
Rentals Rooms	\$740
Rec Program Fees	\$3,041
Gym Memberships	\$60
Dog Park Memberships	\$0
Vendor Fees	\$8,935
Festival Sponsorship	\$1,594

### 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 Arts by the Sea entertainment schedule and created all social media posts for the event
- Created summer day camp field trip scheduled
- Oversaw 2 new programs, Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Completed contracts for instructors

## Department Reports for June 2024

- Attended Senior Games banquet
- Organized and completed Memorial Day Service
- Began planning BarkFest 2024
- Organized staff meeting
- Planned and posted all Independence Day Celebration social media posts
- Helped finish purchasing for the department
- Organized and implemented new design for planter boxes with Ricky's Retreat and scheduled community planting day
- Oversaw Arts by the Sea Festival
- Began Summer Day Camp

### Planned Programs

#### *Fellowship Night- May 20th*

- 12 registered

#### *Tiny Trekkers-May 10th*

- 6 registered and attended

#### *POUND! – May 4th - June 1st*

- 21 drop-ins
- 3 series

#### *Tai Chi – May 9th- June 13th*

- 8 series

#### *PirateFest- May 11th*

- Several different performers/entertainments
- 1 food truck, 1 limited food truck
- Facepainting
- Scavenger hunt
- ~6,000 in attendance

#### *Mother/Daughter Craft Night- May 9th*

- 12 registered, 27 attended

#### *Memorial Day Service-May 27th*

- Several community partners including SWFD, SWPD, Dee's Flowers, Bloom in Swansboro, MAC, Marine Federal Credit Union, Publix, Food Lion, Swansboro United Methodist Church
- Marine Color Guard and Marine Honor Guard
- ~250 in attendance
- Local performers including Taps, singing, and Swansboro United Methodist Church Choir

## Department Reports for June 2024

### *Fellowship Night- June 12th*

- 7 registered and attended

### *Tiny Trekkers-June 14th*

- 10 registered and 8 attended

### *POUND! – June 8th – July 6th*

- 12 drop-ins
- 3 series

### *Tai Chi – May 9th- June 13th*

- 8 series

### *Arts by the Sea- June 8th*

- Several different performers/entertainments
- 85+ vendors
- Wine and Food Tasting- 59 tickets sold
- ~6,000 in attendance

### *Sprout Scouts-June 28th*

- 10 registered, 8 attended

### *Summer Day Camp Weeks 1 & 2*

- 12 registered, 12 attended
- 8 field trips
- Rest of camp is full

## **Planning**

### *Planning Board*

- The June 4<sup>th</sup> Planning Board regular meeting was cancelled due to lack of agenda items

### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission meeting was held on June 18th, 2024.
  - Discussion of Preston's Corner Bar and Grill Staff Approval application. The owners of the restaurant requested to paint a mural on the back concrete steps of the restaurant. There is no standard for murals in the Historic Ordinance, so staff brought it for discussion before the SHPC. The SHPC interpreted this request to be a violation of Section 10 Paint and Exterior Colors

### *Routine Activities:*

- The Technical Review team met June 26th to discuss Bamboo Asian House 2nd submittal and Wawa 3rd submittal
- Discussed code requirements with new commercial developments

## Department Reports for June 2024

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

### Police Department

#### *Patrol:*

- 163 Reportable Events
- 19 Wrecks
- 19 Misdemeanor Arrests
- 6 DWI Arrests
- 6 Arrests with Transport to the Onslow County Jail
- 74 Citations
- 188 Verbal/Written Warnings
- 8 Felonies Reported (3-Larcenies; 3-Fraud; 1-Break & Enter; 1-Counterfeit Bill)
- 48 Misdemeanors Reported (14-Property Damage; 5-Assaults; 6-Stalking/Harassment; 3-Larcenies; 4-Trespassing; 1-Communicating Threat; 1-Child Abuse; 1-Worthless Check; 2-Drug Offenses; 11-Traffic Related)
- 8 Disputes/Public Disturbances
- 13 Alarm/Open Door
- 20 Suspicious Person/Incident/Vehicle
- 10 Town Ordinance Violations
- 60 Requests by Citizens for non-Crime Related Assistance

#### **4,148 Total Events Performed by Patrol**

#### *Community Service/Training:*

- 6 Vehicle Unlocks
- 2 Funeral Escorts
- 6 Requests for Fingerprinting.
- 16 Business Closing Standby's
- 45 Foot Patrols
- 2 Requests by Citizens for Residence Check
- 1 RU Ok? Participant
- Aided with Arts By the Sea Festival
- Provided security for the weekly SwanFest event
- Provided security for an event at the Rotary Civic Center
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in Cape Carteret
- Officer Hult completed Field Training Officer Training. 40 hours training conducted online

#### *Admin Services:*

- Answered 235 phone calls during business hours
- Assisted 93 walk in requests for assistance during business hours
- Took 66 requests for reports during business hours





**Department Reports for June 2024**

**Public Works**

No report provided