



Nice Matters!

Town of Emerald Isle
7500 Emerald Drive
Emerald Isle, NC 28594

252-354-8550 voice
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www.emeraldisle-nc.org

Finance Director
Laura Rotchford
lrotchford@emeraldisle-nc.org



MONTHLY DEPARTMENT REPORT - Narrative

Administration Department

December, 2019

Significant Accomplishments During Past Month:

- Reviewed daily deposit entries for accuracy
- Processed weekly accounts payable
- Monitored cash balances in BB&T and NCCMT accounts to optimize interest earnings over bank service fees
- Reconciled Bank and NCCMT statements for all Funds
- Submitted Annual Financial Information Report to NC State Treasurer
- Submitted Application to GFOA for Certificate of Achievement for Excellence in Financial Reporting award
- Submitted CAFR and Single-Audit Reporting to Federal Audit Clearinghouse
- Closed out payroll for 2019 Tax Year – updating all new State and Federal tax parameters for the 2020 Tax Year
- Submitted annual Claim for Refund of Sales and Use Tax to NC DOR
- Processed bi-weekly payrolls, and all related reports
- Completed all monthly, quarterly, and annual processes related to payroll
- Provided Human Resource assistance as needed and requested
- Enrolled 1 new part-time employee
- Posted Town notices, advertisements, proclamations
- Daily updates and maintenance to Town website, other social media
- Prepared Minutes for the December 10, 2019 Regular Board Meeting and the December 10, 2019 Special and Closed Session Meetings.

Significant Planned Tasks / Objectives for Next Month:

- Ongoing work with NC Emergency Management and FEMA on appropriate claims, and documentation for hurricane recovery expenses – Florence & Dorian
- Continue implementation process for Boardbook – new online and paperless agenda application
- Ongoing work with Tyler Technologies for implementation of Incode Software
- Submit quarterly and annual payroll reports to IRS and NC DOR
- Prepare and distribute 1099 tax forms
- Prepare and distribute annual ACA Health Care forms and W-2 tax forms
- Submit semi-annual LGC-203 report on Cash & Investments to NC State Treasurer
- Submit annual Municipal Certification for Valuation and Property Tax Levies (TR-2) to NC DOR
- Assess interest on delinquent tax bills for 2019 and begin delinquency notification process

Submitted by: Laura Rotchford, Finance Director



Nice Matters!

Emerald Isle EMS Department
7500 Emerald Drive
Emerald Isle, NC 28594

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EMS Chief
David Jones
djones@emeraldisle-nc.org

DIAL 911 FOR EMERGENCIES



MONTHLY DEPARTMENT REPORT – Narrative

EMS Department

December 2019

Significant Accomplishments during Past Month:

- EMS hosted the Emerald Isle Supper Club's meeting on December 12th.
- EMS taught a Continuing Education Class on Environmental Emergencies here on December 19th to our EMS personnel and others throughout the county.
- Chief Jones attending a meeting on Pulsara, which is an secure app that allows faster and more accurate cardiac data to be transferred to the receiving hospital. This is a free to EMS program and EIEMS will start utilizing this program in the coming months
- EMS participated in the Emerald Isle Christmas Parade and gave away lots of popcorn and hot chocolate to the parade attendees.
- EMS held its Christmas Party at CaribSea for all of our employees and volunteers. Everyone had a great time and the food was amazing.

Significant Planned Tasks / Objectives for Next Month:

- Chief Jones will be in Van Wert, Ohio January 8th-9th to do final inspection on the Town's new ambulance.
- EMS expects to take delivery of the new ambulance in January with the goal of having it in service for the community by the end of the month.
- EMS will be completing their yearly physicals in January.
- EMS will also be teaching an EMS continuing education class on January 23rd at the EMS building.

Special Items of Interest to Note:

- The Town's new EMS unit will be delivered in January.

Respectfully Submitted by: David Jones, EMS Chief



Nice Matters!

**Emerald Isle
Fire Department**
7500 Emerald Drive
Emerald Isle, NC 28594

252-354-2445 voice
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www.emeraldisle-nc.org

Fire Chief
William W. Walker
bwalker@emeraldisle-nc.org

DIAL 911 FOR EMERGENCIES



MONTHLY DEPARTMENT REPORT - Narrative

Fire Department

December 2019

Significant Accomplishments during Past Month:

- We attended a variety of area Christmas parades throughout the month
- Crews updated the local businesses preplans.
- We finished up the Hydrant test this month

Significant Planned Tasks / Objectives for Next Month:

- We have started taking applications for the lifeguards for the 2019 season.
- We are preparing for the 2020 season
- We are scheduled to take our annual physicals this month to certify to wear airpack's.
- Took delivery of a new jeep for the lifeguards

Special Items of Interest to Note:

- Chief Askew had rotator cuff Surgery this month, we are praying for a speedy recovery.

Submitted by: William W. Walker, Fire Chief



Nice Matters!

**Emerald Isle
Parks and Recreation
Department**

7500 Emerald Drive
Emerald Isle, NC 28594

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www.emeraldisle-nc.org

Parks and Recreation Director
Alesia F. Sanderson
asanderson@emeraldisle-nc.org



MONTHLY DEPARTMENT REPORT – Narrative

Parks and Recreation Department

December 2019

Significant Accomplishments during Past Month:

- Maintained parks
- Maintained town building grounds
- Maintained Emerald Dr. ROW appearance
- 8th Annual Holiday Arts and Crafts Fair occurred December 7th
- Santa and a Movie took place on December 13th
- American Red Cross Blood Drive was held on December 20th
- Community center closed at 5pm on December 24th
- Community Center was be closed on 25th for Christmas holiday
- Community Center closed at 5pm on December 31st

Significant Planned Tasks / Objectives for Next Month:

- Community Center will be closed on January 1st for New Year
- Friday Free Flick to take place on January 10th featuring “Norm of the North”

Special Items of Interest to Note:

- Friday Free Flick to take place on February 14th featuring “A Charlie Brown Valentine”
- American Red Cross Blood Drive is scheduled for February 21st

Submitted by: Alesia Sanderson, Parks and Recreation Director



Nice Matters!

Emerald Isle
Police Department
500 Emerald Drive
Emerald Isle, NC 28594

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www.emeraldisle-nc.org

Chief of Police
James A. Reese
reese@emeraldisle-nc.org

CALL 911 FOR EMERGENCIES



MONTHLY DEPARTMENT REPORT - Narrative

Police Department

December 2019

Significant Accomplishments during the past Month:

- The final presentation of the 2019 PEP program covered "Neighborhood Watch Annual Update" and was presented by Chief T. Reese of the police department. This class provided tips and information to citizens on how to ensure your safety through awareness of your surroundings and tactical planning. There were 18 people in attendance. Some of the highlights of this presentation were crime statistics which showed a 67% increase in the number of calls for service with a 25% decrease in the number of crimes being reported since the start of the program. Additionally, statistics indicate a 50% decrease in violent crimes and a 37.6% decrease in property crimes. This would indicate that the program has been a huge success for the community. The PEP program continues to be a great opportunity for the department to partner with the community and other agencies to educate the public on topics related to current events and to bring a better understanding of the public on the programs, capabilities and resources available in our area.
- Coffee with a Cop was held at "Ben and Jerry's" and there were 14 people in attendance, including some new residents. This program continues to be a great avenue of getting information out about the town and town events for the department and the town residents, as well as, an opportunity for the officers and our residents to get to know each other on a personal level and share information and ideas about the happenings and issues in Emerald Isle.
- The department continues its participation in the Carteret County HEAT Task Force. We would like to thank all of the agencies support this effort. The checking station this month was held in Emerald Isle and there were 3 DWI arrests and 15 citations issued.
- Beach Driving began on September 15th. The department continues daily patrols of the beach strand to ensure safety and enforcement of the rules and regulations of the program. This year, the department took over the issuance of Beach Driving Permits from Town Hall. In the month of December, the department issued 90 beach driving permits. A total of 2,490 beach driving permits have been issued for the FY19-20 season.
- The department continues to administer the Golf Cart Registration Program for the town. Registration for the 2020 calendar year began in November. In the month of December the department issued a total of 183 golf cart registrations. There have been a total of 189 registrations issued for calendar year 2020. The final total for golf cart registrations issued for the 2019 calendar year was 1,064, which was a 19.2% increase over the number of registrations issued for the 2018 calendar year. This continues to be a widely popular program and the department will continue to work hard to ensure the safety of the program and the public through education and enforcement.
- The department began offering the annual "Golf Cart Safety" classes, with two classes being offered in the month of December. This program provides valuable information to golf cart registrants while also providing a \$25.00 discount towards the cost of registration or renewal. There were a total of 53 attendees at the classes.
- The department began administering the annual Coyote trapping program on December 1, 2020 and will continue through February 28, 2020, which is the

authorized coyote trapping season for Carteret County. As usual, we are working closely with the North Carolina Department of Wildlife and utilizing the services of a Wildlife Depredation Agent in all trapping being conducted on town property. Additionally, the department is working with town residents interested in participating in the program by providing guidance and resources to have their concerns addressed on private property. In the month of December there were 7 coyotes harvested in Emerald Isle, all of which came from the Coast Guard Road area. The department continues to keep records on coyote harvests to provide information to the North Carolina Wildlife biologist as part of the towns urban wildlife management plan.

- Chief Reese attended the monthly Carteret County Chief's Meeting in Morehead City. The topic of discussion was updates to new legislation and the effects on law enforcement, active shooter training for agencies in the county and communications in the county.
- The department sponsored and attended the annual "Neighborhood Watch Appreciation Dinner" in recognition of the hard work and achievements the EINW program has achieved in reducing crime in Emerald Isle. This year's guest speakers were Rudy Rudolph who discussed beach re-nourishment, Town Manager Matt Zapp who discussed projects in Emerald Isle, and Chief Tony Reese who talked about the past, present and future of neighborhood watch in Emerald Isle. There were 92 people in attendance and this was a great event for the program. SRO S. DeLorme deserves a lot of credit for all that she does in aiding the board in administering the program and in putting events like this together.
- The department hosted a retirement reception for Assistant Chief Bill Bailey who retired in December after 29 years of service to the Town of Emerald Isle. Assistant Chief Bailey was a great leader and an asset to the department and community. His service was honored at this event with over 100 people in attendance. He was presented with the Distinguished Service Medal by Chief Reese at this event. Additionally, Assistant Chief Bailey was honored at the December town board meeting by the Board of Commissioners where he was presented with a retirement plaque and his badge and service weapon. He will truly be missed.
- Chief Reese attended a with the Town Manager and Department Heads as part of an effort to review and update our Town Emergency Operations Plan when dealing with storms and natural disasters. Additionally, Chief Reese and Town Manager Zapp met with the General Manager of MacDaddy's to negotiate the use of the facility as an off island EOC in the event of a catastrophic storm. That process is ongoing and updates will be provided as they are available.
- Chief Reese attended the Golf Cart Advisory Committee meeting where discussion of ways to improve community access for the golf cart program continued. The committee is continuing to work on plans to improve parking in various locations in town. There are three members whose terms are ending in January and have requested to be replaced. The openings have been posted to the public by the Town Clerk.
- The department provided escorts for the Mayor in several holiday parades being hosted in other local communities.
- Chief Reese, IT Paul Cheshire and records personnel worked with Southern Software and the State of North Carolina to update to a new RMS software format. The software is part of a new reporting requirement by the Federal Bureau of Investigation that will replace the UCR Crime Reporting system with the modern NIBRS reporting system. The new system has created several changes in the way reporting is being done and the department will continue to work to change policies and procedures, as needed, to adapt to the new demands.
- Officer T. Robinson completed the Crisis Intervention Training certification course offered December 9th through the 13th by the North Carolina Department of Health and Human Services in Pine Knoll Shores. This class teaches officers strategies and negotiation tactics when dealing with persons in crisis.
- Lt. M. Odom completed the Police Law Institute training course offered December 3rd through the 13th by the North Carolina Justice Academy. This class teaches officers the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications and nontestimonial identification and other high liability processes in law enforcement.

Significant Planned Tasks / Objectives for Next Month:

- The first PEP Program presentation for 2020 will be held on January 21, 2020 in the Town Board Room at 10:00am. This month's topic will be on "Firearm's Safety" and will be presented by Department Firearms Instructor Sergeant Tyler Biskup of the Emerald Isle Police Department.
- The Coffee with a Cop community outreach program will be held at "Movement Mortgage" in the K&V Plaza on January 23, 2020 at 9 am. Movement Mortgage is a new business to the program this year and we look forward seeing everyone there and always look forward to meeting and welcoming new attendees.
- The department will continue its support and participation in the Carteret County HEAT Task Force.
- The department will continue to participate in the Carteret County Chief's Meeting held monthly at the Morehead City Police Department. This meeting is an opportunity for command staff officers from across the county to meet and discuss events, training and other concerns in the law enforcement community.
- The department will continue to offer in house training on relevant topics for our officers. Officers are still encouraged to attend online training through the NCJA website and will be attending training in other job related areas.
- The department will continue to participate in the multi-agency Rapid Response Active Shooter training and Command Staff Active Shooter Training in the county.
- Chief Reese and SRO DeLorme will attend the monthly meeting of the EINW Program. These meetings are open to the public and held on the first Tuesday of the month in the Board Meeting Room at the police department. The EINW Board is doing a great job of promoting the program in the community and working with the department to educate and inform residents on crime safety information and crime prevention strategies.
- Chief Reese will continue to participate in the Golf Cart Advisory Committee meetings. These meeting are open to the public and held on the third Tuesday of the month in the Board Meeting Room at the police department at 5:30pm. This committee is focused on improving and expanding the Golf Cart Program in Emerald Isle.
- The department will continue to administer the annual Coyote Trapping program as part of the Towns Urban Wildlife Management Plan.
- The department will continue to administer the Golf Cart Safety classes as part of the Golf Cart program. Classes began in December and will continue through May of 2020. The department will host at least two classes per month to promote education and safety as part of the program.
- The department will begin a recruiting process to select a replacement for retired Assistant Chief Bailey. The current timeline for that process is as follows:
 - January 3rd: Public posting of position
 - January 24th: Application Deadline
 - January 30th: Application screening committee begins review of applicants
 - February 4th: Application screening committee makes final selection of candidates for interviews.
 - February 7th: Status letters sent to all applicants. Finalist will receive continuation packet with project instructions, process requirements and interview dates and times.
 - February 21st: Candidate Interviews and presentations
 - February 24 – March 4th: reserved for follow up interviews and deliberation
 - March 6th: - Announcement of new Assistant Chief.

Special Items of Interest to Note:

- The department continues recruiting efforts to fill six (9) vacancies in our part-time staff. There are currently multiple openings for full-time officers in the county and surrounding areas, which makes recruiting officers for part-time work more challenging.

- The department continues to offer refrigerator magnets containing beach safety information and beach rules and regulations for purchase for \$2.00 per magnet. They have been widely popular and are being utilized by realty companies and private homeowners to put in rental units to bring awareness to beach flag meanings, rip current information and the Emerald Isle APP. All proceeds will go to purchase more magnets.

Respectfully Submitted by: James A. Reese, Chief of Police



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Emerald Isle
Public Works Department
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Public Works Director
John "Artie" Dunn
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MONTHLY DEPARTMENT REPORT - Narrative

Public Works Department

December 2019

Significant Accomplishments During Past Month:

- Made stormwater repairs/improvements at Cape Emerald discharge pipe
- Replaced a failed driveway culvert at Island Circle
- Returned New Bern brush truck
- Assisted Cape Carteret with annual brush pick up
- Cleaned ditches throughout town
- Maintained all stormwater drop inlets throughout town (100 +)
- Load and Haul 48 Cu. Yds. of white goods to recycler
- Painted STOP bars at Lee Ave. / Archers Creek Dr.
- Used PKS bucket truck to assist Paul Cheshire with Police Dept. camera maintenance (Roundabout)
- Maintained rain gutters at all town facilities.
- Installed safety mirror at Point Ramp to aid in the safety of beach drivers

Significant Planned Tasks / Objectives for Next Month:

- Continue to monitor and maintain stormwater system
- Continue to make stormwater improvements where necessary
- Continue to work on street repair list.
- Keep all vehicle beach access ramps maintained
- Continue to work on street sign list

Special Items of Interest to Note:

- Removed and buried 4 deer from Town ROW's
- Recorded 2.78 inches of rainfall for December
- Recorded 35.85 inches rainfall for all of 2019
- Loaded and hauled 2100 Cu Yds of vegetative debris from town ROW's
- Removed 18 tires from beach strand after the Nor Easter