

Department Reports for August 2025

Administrative Services

- Phone Records Report for (August): 1,929 calls

Internal – 431	Town Hall – 394	Parks and Recreation – 206
Police Department – 441	Fire Department – 68	Outgoing totals – 389
- Building permits sold for (Month): 42 residential/commercial combined; \$6,185.43 total fees collected (includes 8 re-inspections)
- 103 Building inspections processed/10 Fire Inspections processed:
- 86 Various receipts processed:
- 2 Code Enforcement Violations:
- ONWASA: 320 payments processed, 1 New Service Setups, 4 Other transactions
- 3 Work Orders generated for Public Works
- 3 Notarization performed.
- US Census Report Submitted – Permits
- Mullet Festival Parade preparations began
- Worked through a large issue w/ Computer Warriors – week long project to fix Office 365
- Public Records Request
 - Constriction on the Rise – Building Permits issued with values July 2025
 - Henderson – Building Permits issued with values July 2025
 - Carolina Permits – New Homes building in July 2025
 - Lauren Brown – Traffic Records for past 5 years
 - Laurent Mellieur – Flybridge TIA communications between Town/NCDOT/Traffic Engineer
 - Spearhead Investigations – Police Report for David Patterson III
 - George Venters – Copy of stie plans for Starbucks
 - Laurent Brown – Planning & Board of Commissioners decision making criteria & requirements for Flybridge proposal
 - Laurent Mellieur – Flybridge TIA memo's from NCDOT & Traffic Engineer
 - Jacob Brown – Records related to the incident at The Landings
- Finalized July Departments Report
- 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/Facebook posts for:
 - Road Closure - Main Street Extension
 - BOC 8/12/2025 Regular Meeting
 - BOC 8/26/2025 Regular Meeting
 - Yard Waste collection date change
 - Labor Day Office Closures
- Attended Tunnel 2 Towers Logistics Meetings

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- Attended meetings and answered questions related to IT change over to Onslow County IT
- Alissa attended the NC Association of Municipal Clerk Annual conference in Cherokee
- Received and handled 10 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Worked with Onslow County GIS on Subdivision Data and address issues
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 2,088

Top 5 pages viewed in August –Employment Opportunities 970 | Government 205

Departments: Commissioners 203 | Department: Permitting 189 | Department: Police 182

Finance

- Sales & Use Tax received in August 2025 is \$135,390
- Accounts Payable Summary for August 2025:
 - 215Invoices-Totaling: \$127,880
 - 49 Purchase Orders Issued
- Processed payroll- 8/8/2025 & 8/22/2025
- PEV ChargePoint Station-Accumulated (MWh) for August 2025 (1.22)/Session fees collected-\$338.76
- Stormwater Fees Collected-August 2025-\$410
- Attended staff meetings
- July 2025 Bank Reconciliation-Town accounts
- July 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 5 hours
- Processed Swansboro TDA checks
- Attended a meeting with the North Carolina League of Municipalities (NCLM) regarding cybersecurity
- Gathered financial information for 8/26/2025 regular meeting.
- Continued work on generating Stormwater billing in Utility Billing; gathered financial information for the Stormwater Annual Snapshot; and updated records accordingly.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Auditor Greg Redman began the annual field audit for FY 2024/2025 on August 25–26, 2025, and will return on October 6–7, 2025, to complete it.

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Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – August 31</i>
Swansboro Town {17A}	77	665
Swansboro County {17B}	18	185
Aid Given	11	131
Total Call Volume	106	981
Aid Received	0	27
Overlapping Incidents {% of Volume}	10 {9.25 %}	188 {19.16%}
Missed Incidents (Overlapping)	0	3

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to August 31</i>
Standard Fire Inspection	9	182
New Business Inspection	2	5
Fire Suppression – Hoods	1	68
Special Event – Tents	0	2
Plan Review	2	17
Code Violation/Complaint	0	2
Total	14	276

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Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 – July 31</i>
Company Training	269.5	2536
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	9
Hazardous Materials	3	48
Officers	19	62
New Driver	8	19
New Recruit	0	6
Existing Driver	13	150
EMS	0	24
Emergency Management	0	2
Total	312.5	2903

*Training hours may differ from previous reports, reconciliation taken place for appropriate ISO categorization.

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Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates-ongoing
- Applications are still being accepted for the Christmas Flotilla. Mullet Festival spaces have sold out.
- Secured fireworks for 2026.
- Working with graphic designer to design the Mullet Festival poster.
- Working with Jacksonville Onslow Sports Commission to host the 3rd Annual Movin' Mullet 5K.
- Continue working with Front Row Communications for festival advertising. Festivals will now be included in Beach guide.
- Continue to work with the Tideland news on advertising.

Miscellaneous

- Letter sent to Recreation Resources requesting removal of skatepark equipment.
- Completed contracts for Municipal Park field usage with Swansboro Youth and Adult Soccer Associations.
- Serving on America's 250 planning committee for Onslow County.
- Serving on the Tunnel to Towers committee. Attending planning meetings.
- Manage on-going reservations.
- 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.
- Manage community service work program.
- 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 pool committee meetings.
- 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.
- Attending quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.

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- Conduct Parks Advisory Board meetings.

Activity Report

Time Period: Last 30 Days ▼					
Organization Activity					
From 8/4/2025 to 9/3/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	129	30	5	0	106
Resident	16	5	2	0	7
Non-Resident	113	25	3	0	99
No Residency Set	0	0	0	0	0
Demographics					
< 18	15	3	0	0	9
18 - 65	84	23	4	0	78
65+	30	4	1	0	19
Male	53	16	2	0	40
Female	76	14	3	0	66
Other Genders	0	0	0	0	0
Online vs In-House					
Online	34	0	0	N/A	51
In-Person	95	30	5	N/A	55

Metrics-social media

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	19,065	27,966	5,722	165,027	105
Facebook-Festivals	9,244	13,943	914	24,180	30

Revenue

Slip Fee - Town Dock	\$1,103
Rental Fees-Parks	\$1,664
Rentals Rooms	\$740
Rec Program Fees	\$1,231
Gym Memberships	\$155
Dog Park Memberships	\$0
Festival Vendor Fees	\$260

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ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- 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
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Executed rescheduled Aquatic Adventure
- Began planning Halloweenie Roast & Truck-A-Treat event
- Communicated with previous attendees for park events about National Night Out and Halloweenie Roast
- Assisted with American Red Cross Blood Drive
- Created and published 2 wreath classes in RecDesk and social media
- Created and executed Staff Spotlight for social media
- Submitted Heath Department application for Mullet Festival
- Submitted Health Department application for BarkFest
- Attended Tunnel to Towers logistical meeting
- Attended pickleball committee meeting to discuss upcoming programs and tournaments
- Created and scheduled all social media while out on vacation
- Organized and completed tasks for vacation time including notes for staff, supervisor, and event contacts
- Began planning Tiny Trekkers and Sprout Scouts for September
- Created budget for military events
- Attended National Night Out logistical meeting
- Attended Safety Programs meeting with Fire Chief
- Attended Board of Commissioners meeting
- Began Mullet social media campaign
- Continued BarkFest social media campaign

Planned Programs

POUND! – August 2nd – August 30th

- 12 drop-ins
- 1 series

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Summer Art in the Afternoon – July 28th – August 1st

- 12 registered and 12 attended

Aquatic Adventure - August 7th (rescheduled)

- 100 attended

Theatre Trip: Oklahoma – August 24th

- 11 registered and 11 attended
- 4 waitlisted

Planning

Planning Board

- The Planning Board regular meeting was on August 5, 2025.
 - Planning Board Training Session.
 - CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center. Flybridge Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the site located at 1481 W Corbett Ave from a RA (rural/agricultural) designation to a Suburban Town Center designation. This agenda item was tabled until the September 2, 2025, regular planning board meeting.
 - Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning. Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning) to develop a proposed multi-family and commercial project. This agenda item was tabled until the September 2, 2025, regular planning board meeting.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on August 19, 2025.
 - Historic Preservation Commission Training Session.
 - Minor Work/Staff Approval Application Report July-August.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.

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- Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Attended Damage Assessment Training

Police Department

Patrol:

- 734 Calls for Service
- 205 Reportable Events
- 22 Wrecks
- 1 Felony Arrest
- 21 Misdemeanor Arrests
- 6 Arrests by Warrant Service
- 4 DWI Arrests
- 11 Arrests with Transport to the Onslow County Detention Center
- 107 Citations
- 105 Verbal/Written Warnings
- 10 Felonies Reported (2-Break & Enter; 2-Fraud; 2-Narcotics Related; 1-Felony; 1-Assault; 1-Possession of Stolen Vehicle; 1-Identity Theft)
- 32 Misdemeanors Reported (9-Property Damage; 6-Assaults; 5-Trespassing; 2-Larcenies; 2-Child Abuse; 2-Stalking; 1-False Imprisonment; 1-Animal Cruelty; 4-Traffic Related)
- 10 Disputes/Public Disturbances
- 14 Alarm/Open Doors
- 5 Domestic
- 1 Crisis Intervention with Mental Patient
- 24 Suspicious Incident/Person/Vehicle
- 11 Town Ordinance Violations
- 127 Requests by Other Agencies for Assistance
- 86 Requests by Citizens for non-Crime Related Assistance

4,067 total events performed by Patrol

Community Service/Training:

- 1 Funeral escort
- 12 requests for fingerprinting
- 20 Business closing standbys
- 348 Business checks
- 42 foot patrols
- 2 RU Ok? Participants
- 46 residence checks
- Provided security for an event at the Rotary Civic Center

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- Provided security for the weekly SwanFest event

Admin Services:

- Answered 294 calls during business hours
- Assisted 93 walk-in requests for assistance during business hours
- Took 52 requests for report copies during business hours

Public Works

(no report)