

Department Reports for August 2026

Administrative Services

- Phone Records Report for (August): 1,616 calls

Internal – 344	Town Hall – 300	Parks and Recreation – 204
Police Department – 381	Fire Department – 67	Outgoing totals – 320
- Building permits sold for (Month): 43 residential/commercial combined; \$15,988.67 total fees collected (includes 7 re-inspections)
- 131 Building inspections processed/7 Fire Inspections processed:
- 243 Various receipts processed
- 134 Stormwater payments processed
- 6 Code Enforcement Violations:
 - 605 Sabiston Dr- Unpermitted violation
 - 1111 Seashore Dr- Unpermitted violation
 - 831 Main Street Ext- Grass violation
 - 216 Channel Marker Loop- Grass violation
 - 1276 Mt. Pleasant Rd- Grass Violation
 - 118 Cormorant Dr- Abandoned/Junked vehicles
- ONWASA: 354 payments processed, 2 New Service Setups, 64 Other transactions
- 11 Work Orders generated for Public Works
- 7 Notarization performed.
- US Census Report Submitted – Permits
- Mullet Festival Parade preparations ongoing
- 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
 - Building Permit Records for 207 Webb Street – Tamika Jones
 - Building Permit Records for 309 Glancy Street – Collin Pendergraph
 - Starbridge Transparency – Purchase Data
 - SmartProcure – PO/Vendor Information
 - Onslow County Government – Fire Inspection Records for Recreation Center
- Finalized July Departments Report
- Covered Planning department during planner vacancy
- 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:
 - BOC 8/11/2026 Regular Meeting
 - BOC 8/25/2026 Regular Meeting
 - Labor Day Office Closures

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- Attended Tunnel 2 Towers Logistics Meetings
- Alissa attended the NC Association of Municipal Clerk Annual conference in Wilmington
- Received and handled 7 “Contact Us” request from the Website
- Received and responded to 4 emails from Jimmy Williams for information
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 1,654

Top 5 pages viewed in August –Employment Opportunities 522 | Dept: Permitting 197
Government 205 | Contacts 136 | Dept: Police 132

Finance

- Sales & Use Tax received in August 2026 is \$137,962
- Accounts Payable Summary for August 2026:
 - 147 Invoices-Totaling: \$105,800
 - 38 Purchase Orders Issued
- Processed payroll-8/7/2026 & 8/21/2026
- PEV ChargePoint Station-Accumulated kWh) for August 2026:(940)
- Session fees collected-\$169.27
- Stormwater Fees Collected-August 2026-\$52,727
- Attended staff meetings.
- July 2026 Bank Reconciliation-Town accounts
- July 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 8 hours
- Gathered financial information for 8/25/2026 regular meeting.
- Generated and mailed the monthly Stormwater Utility bills through Utility Billing and updated the Stormwater Annual Snapshot.
- Attended a GFOA online class, Preparing an Annual Comprehensive Financial Report (ACFR).
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 25/26-Town and Swansboro & Swansboro TDA
- Auditors from Anderson Smith & Wike, PLLC are scheduled to return September 30th through October 2nd to conduct the audit fieldwork.

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	2	47

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<i>Initial Inspection</i>	<i>2</i>	<i>24</i>
<i>Reinspection {1st Revisit}</i>	<i>0</i>	<i>20</i>
<i>Reinspection {2nd + Revisit}</i>	<i>0</i>	<i>3</i>
New Business Inspection	3	30
<i>Initial Inspection</i>	<i>1</i>	<i>12</i>
<i>Reinspection</i>	<i>2</i>	<i>8</i>
Fire Suppression – Hoods	2	56
<i>Initial Inspection</i>	<i>2</i>	<i>48</i>
<i>Reinspection</i>	<i>0</i>	<i>8</i>
Special Event – Tents	0	3
Foster Home	0	1
Plan Review	0	11
Code Violation/Complaint	0	0
Total	7	138

Parks and Recreation

(no report)

Planning

Department covered by Admin Services during vacancy

Police Department

Patrol:

- 598 Calls for Service
- 233 Reportable Events
- 23 Wrecks
- 1 Felony Arrest
- 13 Misdemeanor Arrests
- 5 Arrests by warrant Service
- 4 DWI Arrests
- 10 Arrests with Transport to the Onslow County Detention Center
- 55 Citations

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- 79 Verbal/Written Warnings
- 11 Felonies Investigated (4-Fraud; 2-Larcenies; 2-Break & Enter; 2-Counterfeit Bills; 1-Obtaining Property by False Pretenses)
- 40 Misdemeanors Reported (11-Larcenies; 8-Property Damage; 7-Trespassing; 5-Assaults; 2-Communicating Threat; 1-Affray; 1-Harassment; 5-Traffic Related)
- 10 Disputes/Public Disturbances
- 14 Alarm/Open Door
- 2 Crisis Intervention with Mental Subject
- 8 Domestic
- 22 Suspicious Incident/Person/Vehicle
- 10 Vehicle Unlocks
- 7 Town Ordinance Violations
- 162 Requests by Other Agencies for Assistance
- 139 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 1 Funeral Escort
- 6 Requests for Fingerprinting
- 14 Business Closing Standbys
- 314 Business Checks
- 2 RU Ok? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- National Night Out held in conjunction with the Swansboro Parks & Recreation Department and Swansboro Fire Department.
- Provided security for the weekly SwanFest Music Event
- Officer McLaughlin completed Basic Radar Operator Certification training held at Carteret Community College.
- Officer Thompson completed Basic Radar Operator Certification Training held at Cape Fear Community College.

Admin Services:

- Answered 328 phone calls during business hours.
- Assisted 143 walk-in requests for assistance during business hours.
- Took 64 requests for report copies during business hours.

Public Works

(no report)