

Department Reports for September 2026

Administrative Services

- Phone Records Report for September: 1,939 calls

Internal – 424	Town Hall – 282	Parks and Recreation – 254
Police Department – 445	Fire Department – 69	Outgoing totals – 465
- Building permits sold for September: 32 residential/commercial combined; \$12,231.50 total fees collected (includes 7 re-inspections)
- 101 Building inspections scheduled/33 Fire Inspections processed
- 316 Various receipts processed
- 248 Stormwater payments processed
- 8 Code Enforcement Violations
 - 624 W. Corbett Avenue- Grass violation
 - 500 Bynum Lane- Unpermitted violation
 - 1158 Mt Pleasant Road- Unpermitted violation
 - 445 Patriots Point Lane- Grass Violation
 - 1468 W. Corbett Ave- Unpermitted violation
 - 303 Battery Park Court- Grass violation
 - 716 W Corbett Ave- Zoning Violation
 - Elm Street- Zoning Violation
- 359 ONWASA payments processed; 9 New Services; 3 other requests
- 5 Work Orders generated for Public Works
- 3 Notarization's performed
- US Census Report Submitted – Permits
- Finalized August Departments Report
- Submitted Annual Appointment Reporting for Local Government Boards
- Attended Mullet Run Logistics Meeting
- Attended Mullet Festival Logistics Meetings
- Letters mailed the below Organizations announcing Sam Bland Award Nominations sought and posted to constant contact and Facebook
 - Church of Christ
 - First Baptist Church
 - Grace Church
 - Jehovah's Witness
 - One Harbour Church
 - St. Mildreds Catholic Church
 - St. Peters Church
 - St. Thomas Mt. Zion Church
 - Swansboro United Methodist Church
 - Swansboro High School
 - Swansboro Middle School

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- Swansboro Elementary School
- Queens Creek Elementary School
- Swansboro Rotary
- Swansboro Area Chamber of Commerce
- Public Records Requests
 - bodycamrequestsfoia@gmail.com – Incident Details Related to an individual’s arrest to include Body Worn Camera Footage, Police Dashcam, Footage (if available), any associated incident reports, CAD Logs, or radio communications
 - Jennifer Leavitt – 1227 Hammock Beach Road (requested printed copies, never paid or picked up)
 - Research Resources and Special Services – Certificate of general liability
 - SmartProcure – PO/Vendor Information
 - Anna Hurst – 207 Webb Street all property records on file
 - Rawlings Barnes – 207 Webb Street violation complaint records
 - Scott Chadwick – copy of lease agreement for Moore Street Dock
 - Tim Vannoy – past 12 months violation records
 - McAllister – Stormwater Fund records
 - Constriction on the Rise – Building Permits issued with values August 2026
 - Henderson – Building Permits issued with values August 2026
 - Construction Monitor – Building permits issued with values August 2026
 - Carolina Permits – New Homes building in August 2026
- Received and handled 7 “Contact Us” request from the Website
- Received and responded to 4 emails from Jimmy Williams for information
- Mullet Festival Parade Preparations: 20 Applications Processed (processing applications, handling inquiries, contacting affected businesses, etc.)
- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 9/8/2026 Regular Meeting
 - 2026 Tunnel to Towers 5k Run/Walk
 - BOC 9/22/2026 Regular Meeting
 - Municipal Park Revitalization Project
- 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.
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,430

Top 5 pages viewed in September: Employment Opportunities – 607

Departments, Permitting – 211 | Government – 189 | Departments, Police - 167

Contacts – 148

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Finance

- Sales & Use Tax received in September 2026 is \$149,529
- Accounts Payable Summary for September 2026:
 130 Invoices-Totaling: \$177,403
 36 Purchase Orders Issued
- Processed payroll-9/4/2026 & 9/18/2026
- PEV ChargePoint Station-Accumulated (kWh) for September 2026:(559)
- Session fees collected-\$100.59
- Stormwater Fees Collected-September 2026-\$86,242
- Attended staff meetings.
- August 2026 Bank Reconciliation-Town accounts
- August 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 7 hours
- Gathered financial information for 9/22/2026 regular meeting.
- Gathered and submitted required information for the Workers' Compensation self-audit.
- 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
- The auditor is currently conducting the audit and drafting the financial statements. Once the draft is complete, the Finance Director will review it prior to submission to the Local Government Commission (LGC).

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	11	58
<i>Initial Inspection</i>	9	33
<i>Reinspection {1st Revisit}</i>	2	22
<i>Reinspection {2nd + Revisit}</i>	0	3
New Business Inspection	1	21
<i>Initial Inspection</i>	1	12
<i>Reinspection</i>	0	8
Fire Suppression – Hoods	21	77

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<i>Initial Inspection</i>	<i>20</i>	<i>68</i>
<i>Reinspection</i>	<i>1</i>	<i>9</i>
Special Event – Tents	0	3
Foster Home	0	2
Plan Review	1	11
Code Violation/Complaint	0	0
Total	33	172

Parks and Recreation

No report provided

Planning

Swansboro Historic Preservation Commission:

- The Swansboro Historic Preservation Commission's regular meeting was on September 15, 2026.
 - Employee Introduction of Michael Tata (started September 14th)
 - After-the-Fact Certificate of Appropriateness 2026-04 for Replacement of Front Door at 137 Front Street
 - Minor Work/Staff Approval Application Report July-September

Routine Activities:

- Discussed UDO requirements with new commercial developments.
- Attended transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
 - Continued work with ongoing Emmerton School rehabilitation.
- Reviewed and approved zoning and floodplain development permits.

Police Department

Patrol:

- 594 Calls for Service
- 200 Reportable Events
- 17 Wrecks
- 2 Felony Arrest

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- 14 Misdemeanor Arrests
- 12 Arrests by warrant Service
- 1 DWI Arrests
- 15 Arrests with Transport to the Onslow County Detention Center
- 83 Citations
- 93 Verbal/Written Warnings
- 14 Felonies Investigated (3-Sex Offenses; 3-Larcenies; 2-Break & Enter; 1-Embezzlement; 1-Maintaining Vehicle for Narcotics; 4-Other Narcotics Related)
- 48 Misdemeanors Reported (13-Larcenies; 10-Property Damage; 7-Narcotics Related; 4-Trespassing; 2-Assaults; 2-Harrassment; 2-Communicating Threat; 1-Resist, Obstruct, & Delay Peace Officer; 1-Child Abuse; 1-Littering; 1-Unauthorized Use of Motor Vehicle; 4-Traffic Related)
- 9 Disputes/Public Disturbances
- 9 Alarm/Open Door
- 3 Crisis Intervention with Mental Subject
- 6 Domestic
- 28 Suspicious Incident/Person/Vehicle
- 8 Vehicle Unlocks
- 7 Town Ordinance Violations
- 108 Requests by Other Agencies for Assistance
- 86 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 4 Funeral Escorts
- 12 Requests for Fingerprinting
- 18 Business Closing Standbys
- 356 Business Checks
- 2 RU Ok? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- Participated in 6th Annual Tunnel 2 Towers 5k.
- Participated in BarkFest held at the Municipal Park.
- Chief Taylor completed the Carolina Regional FBI Command College held in Blowing Rock, NC.

Public Works

No report provided