

Department Reports for May 2026

Administrative Services

- Phone Records Report for May: 1,657 calls
 - Internal – 338 Town Hall – 251 Parks and Recreation – 262
 - Police Department – 428 Fire Department – 60 Outgoing totals – 318
- Building permits sold for May: 34 residential/commercial combined; \$9,143.50 total fees collected (includes 1 re-inspections)
- 133 Building inspections processed/ 15 Fire Inspections processed
- 105 Various receipts processed
- 0 Code Enforcement Violations
- 352 ONWASA payments processed; 4 New Service Setups, 1 Other transactions
- 4 Work Orders generated for Public Works
- 9 Notarizations performed
- 3 Beer & Wine Privilege Licenses Renewed
- US Census Report Submitted - Permits
- Public Records Request
 - Construction Monitor for building permit records April 2025
 - Constriction on the Rise – Building Permits issued with values April 2025
 - Henderson – Building Permits issued with values April 2025
 - Mummer – 1468 W. Corbett Avenue property
 - Randal Lee – 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
 - Sunlight Access – Purchase Order history 1/1/2022 through 2/28/2026
 - Irene Lopez – 758 W. Corbett Avenue property
 - Inon Raz – 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
 - Johan Smith – 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
 - Cloud Core MSP LLC – Current IT Contract
 - Kimberly Powers – 1411 W. Corbett Avenue property
- Continued FY 26/27 Budget preparations
- Finalized April Departments Report
- Attended Arts by the Sea logistics meetings
- 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 for:

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- State Burn Ban Lifted
- 5/12/2026 BOC Meeting
- Lane Closures – Highway 24
- Memorial Day Closures Notice
- Yard Waste Collection Delay 5/20/2026
- 5/26/2026 BOC Meeting
- Hiring of Steve Edwards News Release
- Received and handled 8 “Contact Us” request from the Website
- Received and responded to 12 emails from Jimmy Williams for information
- Prepared and distributed PirateFest Street Closure Notices downtown
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.)

Website Home Page: 1,403 views.

Top 5 pages viewed – Employment Opportunities: 591 | Departments-Permitting: 209
Departments-Police: 157 | Search result-118 | Government: 117

Finance

- Sales & Use Tax received in May 2026 is \$111,477
- Accounts Payable Summary for May 2026:
 - 204 Invoices-Totaling: \$190,846
 - 86 Purchase Orders Issued
- Processed payroll-5/1/2026, 5/15/2026 & 5/29/2026
- PEV ChargePoint Station-Accumulated (kWh) for May 2026:(724)
- Session fees collected-\$173.64
- Stormwater Fees Collected-May 2026-\$335
- Attended staff meeting.
- April 2026 Bank Reconciliation-Town accounts
- April 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 15 hours
- Prepared and provided financial and budget information for the Board of Commissioners regular and special meetings held on May 12, 2026, May 19, 2026, and May 26, 2026
- Preparing Year End Projections FY 25/26 and updating operating budget spreadsheet.
- Updated the Town's Capital Improvement Plan (CIP) to support long-term financial planning and capital project management.
- Prepared the employee census for group health insurance renewal and benefits planning purposes.
- Attended meeting with the Laymon Group to discuss the group health insurance renewal
- Updated financial information in the Budget Message for FY 26/27
- Prepared the Proposed Budget Book for FY 26/27 for submittal

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- Prepared and provided financial and budget information for the Swansboro TDA Board special meetings held on 5/7/2026.

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	5	36
<i>Initial Inspection</i>	<i>2</i>	<i>16</i>
<i>Reinspection {1st Revisit}</i>	<i>3</i>	<i>18</i>
<i>Reinspection {2nd + Revisit}</i>	<i>0</i>	<i>2</i>
New Business Inspection	4	11
<i>Initial Inspection</i>	<i>3</i>	<i>8</i>
<i>Reinspection</i>	<i>1</i>	<i>3</i>
Fire Suppression – Hoods	4	40
<i>Initial Inspection</i>	<i>4</i>	<i>35</i>
<i>Reinspection</i>	<i>0</i>	<i>5</i>
Special Event – Tents	0	1
Foster Home	0	1
Plan Review	0	9
Code Violation/Complaint	0	0
Total	13	98

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Finalizing 2026 sponsorships
- Assistant Director continues to secure in-kind sponsorships.
- Continuing to coordinate sponsor benefits, marketing materials and plans.
- Met with WITN-7 to review marketing plan for Arts by the Sea (ABTS), these were funds that were won while attending a workshop hosted by WITN.

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- Worked with graphic designer on ABTS and Independence Day Celebration posters.
- Collaborated with Front Row Communication for ABTS Facebook campaign and Our State Magazine ad.
- Secured use of Spoil Island for July 3, fireworks.
- Completed all necessary documents for fireworks permits with Onslow County and Coast Guard.

Miscellaneous

- Continued to facilitate Senior Games events; bowling events. Assisted with the closing ceremonies and awards banquet.
- Annual PirateFest was held on May 9 in partnership with Onslow County Parks and Recreation. Event kicked off with a Pirate Cruise on Friday evening, which sold out. Approximately 6,000 visitors attended the event.
- Continue to work on the pickleball courts project. Preparing RFQ proposals.
- Continual planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Met with solar lighting vendor to explore lighting options for Municipal Park.
- Attended LWCF webinar.
- Budget adjustments.
- Order new bench swings for all the parks including downtown parks.
- Order new banquet chairs the multi-purpose room; have not been replaced since the Recreation Center opened.
- Order new air hockey table to replace broken table.
- Attended Memorial Day event.
- Managing special event applications.
- 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.
- 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.

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- 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.

Activity Report

Time Period: Last 30 Days					
Organization Activity					
From 5/4/2026 to 6/3/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	215	76	12	0	190
Resident	18	3	6	0	17
Non-Resident	197	73	6	0	173
No Residency Set	0	0	0	0	0
Demographics					
< 18	73	1	1	0	46
18 - 65	97	64	9	0	129
65+	45	11	2	0	15
Male	112	52	6	0	99
Female	103	24	6	0	91
Other Genders	0	0	0	0	0
Online vs In-House					
Online	111	0	0	N/A	102
In-Person	104	76	12	N/A	88

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,835	165,100	28,000	1,300	5,400	136
Facebook-Festivals	9,385	17,400	2,300	177	897	35

Revenue

Slip Fee - Town Dock	\$5,102
Rental Fees-Parks	\$795
Rentals Rooms	\$2,535
Rec Program Fees	\$1,560
Gym Memberships	\$150
Dog Park Memberships	\$30
Festival Vendor Fees	\$1,560
Arts by the Sea Wine Tasting	\$1,755
Festival Sponsorships	\$6,935

Department Reports for May 2026

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
- Planned and executed Tiny Olympics and Sprout-lympics for the month
- Executed Easter Egg Hunt
- Began promoting new pickleball program, Dinko De Mayo
- Organized Fellowship Night bowling trip
- Held interview for part time position
- Put together festival and event binder for Parks & Recreation staff
- Submitted PO and check requests for upcoming events
- Created PirateFest treasure hunt
- Collaborated with Onslow County Parks and Recreation staff for new PirateFest map
- Created and posted all Touch-A-Truck social media posts
- Began contacting local restaurants for Arts by the Sea Wine and Food Tasting
- Confirmed new program Paws by the Sea with Onslow County Animal Services
- Met with Swansboro Police Department for National Night Out
- Confirmed all Arts by the Sea entertainment
- Met with Fire Chief to continue working on Festival Emergency Management plans
- Planned and executed Mother's Day Tea Party
- Attended Supervisor's Workshop
- Submitted Health Department application for Arts by the Sea
- Began planning new programs and events for Parks and Recreation Month
- Submitted Health Department application for PirateFest
- Put together new Memorial Bench program including the brochure
- Event Manager for Senior Games Cycling
- Completed contracts for PirateFest
- Attended WITN Sprout Scouts promotion
- Oversaw Earth Day programs
- Attended upcoming Threads of Hope logistical meeting
- Attended BOC meeting and presented 2025 Parks and Recreation overview

Department Reports for May 2026

- Finalized PirateFest responsibilities with Onslow County Parks & Recreation
- Held first logistical meeting for Arts by the Sea
- Attended Onslow County Tourism Awards Luncheon
- Handled all refunds for cancelled program due to weather

Planned Programs and Events

Tiny Olympics – April 11th

- 13 registered and 13 attended

Sprout-lympics – April 17th

- 20 registered and 15 attended

Walking Through Swansboro – April 2026

- 18 registered and 1 waitlisted

Earth Day Suncatcher – April 22nd

- 20 registered and 17 attended
- 1 waitlisted

Tai Chi – April 23rd and May 28th

- 13 registered and 6 waitlisted

Touch-A-Truck – April 25th

- 36 organizations registered and 33 attended
- 3 vendors
- Estimated 2,000+ in attendance

Mother's Day Tea Party – April 29th

- 19 moms registered and 18 attended; 40 people totaled

Planning

Planning Board

- The Planning Board's regular meeting on May 5, 2026, was cancelled due to lack of agenda items.

Flood Management Appeal Board

- The Flood Management Appeal Board's special meeting was on May 18, 2026.
 - Flood Damage Prevention Ordinance Text Amendment. The National Flood Insurance Program has released an updated 2026 Model Flood Damage Prevention Ordinances for local coastal communities in North Carolina to implement into our own flood ordinance. This text amendment was recommended for approval to the Planning Board and Board of Commissioners.

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Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission's regular meeting on May 19, 2026, was cancelled due to lack of agenda items.
- Swansboro Historic Preservation Commission sub-committee met on May 7th at 2pm.
 - 2 SHPC members and 1 staff member met to discuss possible text amendments to the historic district design standards.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Attended festival logistics meetings.
- 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 Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Reviewed and approved zoning and floodplain development permits.
- Attended budget workshop meetings.
- Attended North Carolina Association of Flood Plain Managers yearly conference from May 4th-6th for continued education credits.

Police Department

Patrol:

- 548 Calls for Service
- 189 Reportable Events
- 25 Wrecks
- 1 Felony Arrest
- 16 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 7 DWI Arrests
- 126 Citations
- 130 Verbal/Written Warnings
- 12 Arrests with Transport to the Onslow County Detention Center
- 9 Felonies Investigated (3-Larcenies; 2-Break & Entering; 2-Narcotics Related; 1_Fraud; 1-Obtaining Property By False Pretenses)

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- 40 Misdemeanors Reported (9-Property Damage; 8-Larcenies; 4-Underage Consumption; 3-Assaults; 3-Trespassing; 2-Resist, Delay, Obstruct Peace Officer; 2-Communicating Threat; 2-Narcotics Related; 1-Cyber Bullying; 1-Failure to Deliver Title; 5-Traffic Related)
- 5 Disputes/Public Disturbances
- 6 Alarm/Open Door
- 2 Domestic
- 4 Crisis Intervention with Mental Subject
- 2 Drug Overdoses
- 25 Suspicious Incidents/Persons/Vehicles
- 6 Vehicle Unlocks
- 5 Town Ordinance Violations
- 134 Requests by Other Agencies/Departments for Assistance
- 104 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 2 Funeral Escorts.
- 11 Requests for Fingerprints.
- 14 Business Closing Standbys.
- 213 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 the Pirate Fest.
- Participated in the Peace Officer Memorial Ceremony held at the Jacksonville Police Department.
- Participated in the Memorial Day Ceremony held at the Bicentennial Park.
- Officer Ferguson completed Basic Radar Operator Certification Training held at Cape fear Community College.

Admin Services:

- Answered 409 phone calls during business hours.
- Assisted 187 walk-in requests for assistance during business hours.
- Took 101 requests for report copies during business hours.

Public Works

Streets

- Participated in walk through of Swansgate re: street and sidewalk acceptance consideration.
- Placed several patriotic street pole banners along Front and Main St.
- Repaired pothole on Morganser Dr.
- Reported three streetlights that are always on to Duke Energy.



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- Reached out to NC DOT local office to introduce myself and reported two issues that need repair.
- Gathering information/pre-plan re: conducting a street survey to determine pavement condition ratings for our streets.

Stormwater

- Reviewing stormwater easements to determine areas of responsibility.
- Investigating issue on Casting Net Way re: small sinkhole
- Investigating issue on W. Phillips Dr.

Sanitation

- Requested and held meeting with the area GM and Operations Manager for GFL.

Parks

- Introductory meeting with the Parks Director.
- Supported the annual Arts by the Sea festival.
- Pre-planning for Fourth of July event.
- Repaired the U.S. flag connector at the Bi-Centennial Park.
- Minor repairs and tubing replacement at the splash pad.

Facilities

- Town Hall – electrical repair completed on electronic message board.
- Visitors Center – ongoing assistance with re-opening of facility.
- Recreation Center – obtaining quotes for VCT floor service.

Other

- Starting on my third week and I am thankful for the opportunity to serve Swansboro again. Reaching out to re-establish professional relationships as well as introducing myself to many others.
- Four staff members attended OSHA 10 Hour Safety course in Jacksonville.
- Transferred APWA membership to Swansboro.