

Department Reports for March 2026

Administrative Services

- Phone Records Report for March: 1,816 calls

Internal – 372	Town Hall – 279	Parks and Recreation – 240
Police Department – 409	Fire Department – 127	Outgoing totals – 389
- Building permits and Flood Development permits sold for March: 91 residential/commercial combined; \$47,209.88 total fees collected (includes 12 re-inspections)
- 137 Building inspections processed/36 Fire Inspections processed
- 139 Various receipts processed
- 5 Code enforcement violations
- 350 ONWASA payments processed; 4 New Service, 6 other requests
- 9 Work Orders generated for Public Works
- 8 Notarizations performed
- US Census Report Submitted – Permits
- Finalized February 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.
- Advisory Board Appreciation Reception held March 19th
- Setup/hosted/attended Sam Bland Banquet held March 25th
- Budget preparations, ongoing
- Received and responded to 6 emails from Jimmy Williams for information
- Received and handled 10 “Contact Us” request from the Website
- Updated Projects brief
- Fulfilled Public Records Requests:
 - Construction Monitor – Building Permits issued with values February 2025
 - Constriction on the Rise – Building Permits issued with values February 2025
 - Henderson – Building Permits issued with values February 2025
 - Carolina Permits – New Homes building in February 2025
 - 101 Leslie Ln
 - Sean Maxwell – 107 Tundra Trail
 - Stephanie Shepherd – Email records
 - Justin Wenig/Starbridge Transparency – Purchase Data
 - Gregory Chase – 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
- Issued New Releases/Constant Contact/Facebook post for:
 - BOC 3/10/2026 Meeting
 - Reminder: Downtown Planned Utility Work 3/9/2026
 - Yard Waste collection Delay – 3/11/2026
 - Annual Clean Sweep Week
 - BOC 3/24/2026 Meeting

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- State Burn Ban
- Easter Holiday Office Closures
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,486 Top 5 pages viewed in March:

Employment Opportunities 635 | Town Limits Map 461 | Permitting Department 262
Police Department 209 | Government 198

Finance

- Sales & Use Tax received in March 2026 is \$144,714
- Accounts Payable Summary for March 2026:
 - 236 Invoices-Totaling: \$174,044
 - 46 Purchase Orders Issued
- Processed payroll-3/6/2026 & 3/20/2026
- PEV ChargePoint Station-Accumulated (kWh) for March 2026:(445)
- Session fees collected-\$119
- Stormwater Fees Collected-March 2026-\$650
- Attended staff meeting.
- February 2026 Bank Reconciliation-Town accounts
- February 2026 Bank Reconciliation-Swansboro TDA
- Swansboro TDA- Preparing Year End Projections for FY 25/26 & Proposed Budget for FY 26/27
- Processed Swansboro TDA checks
- Updating and preparing the Request for Proposals (RFP) for Audit Services
- HR-related items estimated at 7 hours
- Gathered financial information for 3/24/2026 regular meeting session
- Preparing Year End Projections FY 25/26 and updating operating budget spreadsheet.
- Met with Department Heads to review and discuss budget requests for FY 26/27
- Updating Capital Improvement Plan
- Submitted- LGC-131: Notice of Debt Principal & Interest-Municipal Building & Tanker Truck.

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	5	20
<i>Initial Inspection</i>	<i>4</i>	<i>8</i>
<i>Reinspection {1st Revisit}</i>	<i>1</i>	<i>10</i>
<i>Reinspection {2nd + Revisit}</i>	<i>0</i>	<i>2</i>

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New Business Inspection	3	5
<i>Initial Inspection</i>	<i>2</i>	<i>3</i>
<i>Reinspection</i>	<i>1</i>	<i>2</i>
Fire Suppression – Hoods	25	29
<i>Initial Inspection</i>	<i>25</i>	<i>29</i>
<i>Reinspection</i>	<i>0</i>	<i>0</i>
Special Event – Tents	1	1
Foster Home	1	1
Plan Review	2	4
Code Violation/Complaint	0	0
Total	36	60

SFD Incidents - All Response Areas	SFD - Fire Incidents (All)	SFD Fire Incidents (Primary Response Area)
119	5	0
SFD Incidents - Primary Response Area (Town 17A)	SFD - EMS Incidents (All)	SFD - EMS Incidents (Primary Response Area)
88	76	76
SFD Incidents - Primary Response Area (County 17B)	SFD - Rescue Incidents (All)	SFD - Rescue Incidents (Primary Response Area)
16	10	10
SFD Aid Incidents - Aid Given	SFD - Public Service Incidents (All)	SFD - Public Service Incidents (Primary Response Area)
14	22	16
SFD - Aid Received	SFD - Hazardous Situation Incidents (All)	SFD - Hazardous Situation Incidents (Primary Response Area)
1	1	1
SFD - Total Unit Responses	SFD - Working Fire Responses	OCEMS Transports - (SFD Primary Response Area)
153	1	56

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Parks and Recreation DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Distributed sponsorship packets to previous and prospective sponsors.
- Secured Title Sponsor, Team Chevrolet of Swansboro has remained on for another year.
- Assistant Director securing in-kind sponsorships.
- Collecting 2026 sponsorships; coordinating sponsor booths, marketing materials
- Coordinated with Front Row Communications on advertising for festivals with Our State Magazine.

Miscellaneous

- Continue to work on the pickleball courts project. Exploring grant options.
- Providing feedback on Visitors Centers plans and working with department heads on Onslow County Tourism Grant application
- Budgeting: met with Town Manager and Finance Director to review first draft of budget. Attended first budget review meeting.
- Continual planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Prepared information for Onslow County Tourism Assistance Grant Program; submitted application. Requested \$25,000.
- Prepared and submitted applications for Swansboro Tourism Development Authority. Submitting applications to request \$2000 for advertising funds for PirateFest and \$6500 for Swansboro Festivals.
- Continue with Onslow County Senior Games planning. Senior Games opening ceremonies will be held April 11 and events will take place around the county in April and May.
- Attended Advisory Board dinner.
- Attending marketing seminar held by WITN-7 and won a marketing package worth \$2750. Will split between two events, Touch a Truck and Arts by the Sea.
- Attended regional parks and recreation directors meeting.
- Attended webinar for LWCF new grant requirements.
- Attended informational session for software technology specifically for parks and recreation departments.
- Began prepping documents and supplies to open the splashpad in May.
- Met with vendor on playground surfacing.
- 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.

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- 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.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity					
From 3/3/2026 to 4/2/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	213	57	3	0	115
Resident	29	10	1	0	3
Non-Resident	184	39	2	0	112
No Residency Set	0	0	0	0	0
Demographics					
< 18	52	5	1	0	21
18 - 65	114	33	0	0	80
65+	47	11	2	0	14
Male	80	28	1	0	61
Female	133	21	2	0	54
Other Genders	0	0	0	0	0
Online vs In-House					
Online	92	0	0	N/A	69
In-Person	121	49	3	N/A	46

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Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,625	152,300	23,900	1,100	3,800	82
Facebook-Festivals	9,350	886	283	3	210	16

Revenue

Slip Fee - Town Dock	\$2,504
Rental Fees-Parks	\$510
Rentals Rooms	\$2,035
Rec Program Fees	\$4,145
Gym Memberships	\$270
Dog Park Memberships	\$15
Festival Vendor Fees	\$770
Festival Sponsorship	\$9,955

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 Trekkers and Sprout Scouts for the month
- Completed Easter Egg Hunt order
- PirateFest payments between departments arranged
- Created and sent out PirateFest vendor applications
- Met with art instructor about upcoming programs and camps
- Attended and assisted with the first Walking Through Swansboro session
- Met with Swansboro business owner about partnership with PirateFest
- Attended PirateFest logistical meeting
- Created survey for Youth Sports Grant
- Organized and executed Luck of the Paddle Pickleball Tournament
- Sent email to food vendors regarding new Health Department requirements and began collecting necessary paperwork

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- Updated financial budget reports for programs
- Attended Planting Day event with Ricky's Retreat
- Submitted request for Marine Band on Arts by the Sea
- Began finalizing Arts by the Sea Entertainment
- Attended Parks & Recreation Advisory Board Meeting
- Filled and organized all Easter eggs for the hunt
- Attended Advisory Board dinner
- Attended Easter Wreath segment with WCTI 12 and planned a future segment for other programs
- Distributed sponsorship packets and t-shirts
- Attended Safety Town meeting with Fire Chief
- Ordered staff uniforms
- Followed up on more Touch-A-Truck vehicles
- Attended Supervisors meeting
- Created and executed Easter Wreath program
- Began advertising for new programs, Tiny Olympics and Sprout-lympics

Planned Programs and Events

Lucky Little Sprouts – March 6th

- 21 registered and 16 attended
- 4 waitlisted

Tiny Titans - March 20th

- 8 registered and 8 attended

Walking Through Swansboro – March 2026

- 16 registered and 13 waitlisted

Adult Voice Classes – March 4th – April 8th

- 9 registered

Tai Chi – March 5th – April 9th

- 12 registered and 11 waitlisted

Luck of the Paddle Pickleball Tournament – March 14th

- 38 registered and 36 attended

Theatre Trip 1776 The Musical – March 15th

- 8 registered and 8 attended

Music Bingo – March 12th

- 44 registered and 25 attended

Easter Wreath – March 25th

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- 6 registered and 6 attended

Planning

Planning Board

- The Planning Board's regular meeting was on March 3, 2026.
 - Brezza Lofts Special Use Permit- Lot 8 Ward Farm Town Center. Lot 8 of the Ward Farm Town Center is a 1.22-acre parcel and is zoned B-3, Traditional Business. The applicant is asking to construct a mixed-use development of condos and retail space which is permitted in B-3 zoning with issuance of a Minor Special Use Permit. This was recommended for approval to the Board of Adjustment.

Swansboro Historic Preservation Commission & BOC Joint Meeting

- The Swansboro Historic Preservation Commission's regular meeting on March 17, 2026, was cancelled due to lack of agenda items.

Routine Activities:

- 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.
- Submitted grant applications for Pedestrian Safety Call for Projects with NCDOT
- Helped submit grant to Onslow TDA for Visitor Center Renovation.
- Attended budget workshop meetings.

Police Department

Patrol:

- 741 Calls for Service
- 195 Reportable Incidents
- 33 Wrecks
- 1 Felony Arrest
- 13 Misdemeanor Arrests
- 4 DWI Arrests
- 4 Arrests by Warrant Service
- 9 Arrests with Transport to the Onslow County Detention Center
- 169 Citations

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- 175 Verbal/Written Warnings
- 11 Felonies Investigated (3-B&E to Motor Vehicle; 3-Fraud; 1-Larceny; 1-Assault on Law Enforcement; 1-Prescription Fraud; 1-Identity Theft; 1-B&E to a Building)
- 32 Misdemeanors Reported (12-Property Damage; 3-Stalking; 2-Larcenies; 2-Communicating Threats; 2-Trespassing; 1-Resist, Obstruct & Delay; 1-Abuse of 911; 1-Carrying Concealed Weapon; 1-Aid & Abet DWI; 1-Open Container in Passenger Area; 1-Unauthorized Use of Motor Vehicle; 1-Child Abuse; 4-Traffic Related)
- 4 Disputes/Public Disturbance
- 7 Alarm/Open Door
- 8 Domestic
- 4 Crisis Intervention with Mental Subject
- 1 Death Investigation
- 2 Drug Overdoses
- 37 Suspicious Incidents/Persons/Vehicles
- 10 Vehicle Unlocks
- 5 Town Ordinance Violations
- 97 Requests by Other Agencies for Assistance
- 73 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 5 Funeral Escorts
- 15 Requests for Fingerprinting
- 37 Business Closing Standbys
- 285 Business Checks
- 23 Residence Checks 2 RU Ok? Participants
- Provided weekly security at One Harbor Church.
- Provided weekly security at Swansboro First Baptist Church.
- Provided security at the Annual Rotary Oyster Roast.
- Officer Gregor completed Basic Narcotics Investigation Training. 24 hours training conducted at Craven Community College.

Admin Services:

- Answered 311 phone calls during business hours.
- Assisted 140 walk-in requests for assistance during business hours.
- Took 74 requests for report copies during business hours.
- 12 citizens dropped off medication in the front lobby medicine drop box.