

Department Reports for February 2026

Administrative Services

- Phone Records Report for February: 1,536 calls

Internal – 304	Town Hall – 277	Parks and Recreation – 205
Police Department – 360	Fire Department – 71	Outgoing totals – 319
- Building permits sold for February: 28 residential/commercial combined; \$8,921.23 total fees collected (includes 7 re-inspections)
- 51 Building inspections processed/6 Fire Inspections processed
- 65 Various receipts processed
- 0 Code Violation
- 337 ONWASA payments processed; 3 New Service Setups, 0 Other transactions
- 5 Work Orders generated for Public Works
- 6 Notarizations performed
- US Census Report Submitted – Permits
- Finalized January Departments Report
- Scheduled Annual Clean Sweep Week for April 13th – 17th
- Received and handled 6 “Contact Us” request from the Website
- Received and responded to 6 emails from Jimmy Williams for information
- Updated Projects brief
- Began planning for Advisory Board Reception – scheduled for March 19th
- Sam Bland Reception confirmed for March 25th for Ms. Turner, invitations sent
- 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.
- Budget preparations, ongoing
- Fulfilled Public Records Request:
 - Construction Monitor – Building Permits issued with values January 2026
 - Constriction on the Rise – Building Permits issued with values January 2026
 - Henderson – Building Permits issued with values January 2026
 - Carolina Permits – New Homes building in January 2026
 - SmartProcure – purchasing records from 6/19/2025 to current
 - Request for 110 Forest Lane
 - Onslow News requests
 1. All new Commercial Building Permits
 2. Registered Businesses
 3. Vendor Payment Registers
 4. All new Residential Building Permits
 - 2 requests for 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

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- Data Research Blog – Jan 25 to Feb 25
 1. Code enforcement or building inspection violations
 2. Property maintenance violations
 3. Unsafe, substandard, or uninhabitable structure violations
 4. Notices of violation, citations, complaints, warnings, or enforcement actions
 5. Case logs, databases, reports, or spreadsheets containing these records
- Issued New Releases/Constant Contact for:
 - Office Closure Details for February 2nd
 - Office Closure Details for February 3rd and Yard Waste Schedule Change
 - Office Closure Details for February 4th
 - Weather Alert & Delayed Opening on February 5th
 - Garbage Collection Update for February 5th
 - Swansboro State of Emergency Rescinded
 - BOC 2/10/2026 Regular Meeting
 - Call for applications: Swansboro Advisory Board - Appearance Commission
 - Yard Waste & Recycle Collection Update
 - BOC 2/24/2026 Regular Meeting
 - Planned Utility Work - Downtown Swansboro
 - Reminder of Planned Utility Work - Downtown Swansboro
- Town website updates continue (including Homepage articles/minutes/agendas/calendar/special events/projects/plans, etc.).

Website Home Page defaults: 1,416

Top 5 pages viewed: Employment Opportunities 630 | Departments/Permitting 220
Government 193 | Contacts 172 | Services 164

Finance

- Sales & Use Tax received in February 2026 is \$132,267
- Accounts Payable Summary for February 2026:
 - 227 Invoices-Totaling: \$129,238
 - 50 Purchase Orders Issued
- Processed payroll-2/9/2026 & 2/20/2026
- PEV ChargePoint Station-Accumulated (kWh) for February 2026:(231)
- Session fees collected-\$42
- Stormwater Fees Collected-February 2026-\$1,309
- Attended staff meeting
- January 2026 Bank Reconciliation-Town accounts
- January 2026 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8 hours
- Processed Swansboro TDA checks

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- Gathered financial information for 2/11/2026 mid-year review/PowerPoint
- Gathered financial information for 2/24/2026 regular meeting session
- Preparing Year End Projections FY 25/26 and updating operating budget spreadsheet.
- Entering operating budget requests for FY 26/27 in budget spreadsheet
- Updating Capital Improvement Plan
- Submitted Report-TR-2: 2025 Municipal Certification-Valuation and Property Tax Levies for Fiscal Year ending June 30, 2025.
- Attended the NCGFOA Spring Conference

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date)
Swansboro Fire District {Primary Response Area}	81	177
Swansboro Fire {Aid Given by District}		
Onslow County Fire Rescue	9	15
Hubert Fire	4	9
Western Carteret Fire	4	7
Pumpkin Center Fire	1	1
Camp Lejeune Fire	0	0
Emerald Isle Fire	0	0
Piney Green Fire	0	0
Call Type Grouping		
Fire {Working Fires}	15 {2}	40 {4}
Rescue	5	5
EMS/Medical	71	149
Service	8	10

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Total Agency Call Volume	99	209
Aid Received	2	2
Overlapping Incidents {% of Volume}	26 {26.26%}	40 {19.14%}
Missed Incidents (Overlapping)	1	1

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual
Standard Fire Inspection	5	15
<i>Initial Inspection</i>	<i>1</i>	<i>4</i>
<i>Reinspection {1st Revisit}</i>	<i>3</i>	<i>9</i>
<i>Reinspection {2nd + Revisit}</i>	<i>1</i>	<i>2</i>
New Business Inspection	0	2
<i>Initial Inspection</i>	<i>0</i>	<i>1</i>
<i>Reinspection</i>	<i>0</i>	<i>1</i>
Fire Suppression – Hoods	1	4
<i>Initial Inspection</i>	<i>1</i>	<i>4</i>
<i>Reinspection</i>	<i>0</i>	<i>0</i>
Special Event – Tents	0	0

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Foster Home	0	0
Plan Review	1	2
Code Violation/Complaint	0	0
Total	7	23

Parks and Recreation DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Completed redesign of 2026 sponsorship packet.
- 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.
- Executed band contracts.
- 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.
- Budgeting: completed end of year expense and revenue projections, draft of 2026-27 budget, CIP plans, and staffing needs. Prepared mid-year annual review presentation for Board of Commissioners.
- Executed contracts for on-going reservation documents for both youth and adult soccer associations.
- Pre-planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Began preparing information for Onslow County Tourism Assistance Grant Program; application is due March 17, 2026.
- Preparing applications for Swansboro Tourism Development Authority. Submitting applications to request \$2000 for advertising funds for PirateFest and \$6500 for Swansboro Festivals.
- Attended the State Directors Conference for North Carolina.
- Assisted with Onslow County Senior Games Kickoff on February 15.

Department Reports for February 2026

- Assisted Onslow County Board of Elections to hold early voting at the Swansboro Recreation Center.
- 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.
- 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.

Department Reports for February 2026

Activity Report

Organization Activity					
From 2/9/2026 to 3/11/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	263	31	10	0	125
Resident	44	6	5	0	14
Non-Resident	219	25	5	0	111
No Residency Set	0	0	0	0	0
Demographics					
< 18	56	3	2	0	19
18 - 65	131	24	3	0	84
65+	76	4	5	0	22
Male	112	11	4	0	49
Female	151	20	6	0	76
Other Genders	0	0	0	0	0
Online vs In-House					
Online	105	0	0	N/A	72
In-Person	158	31	10	N/A	53

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,577	148,800	23,700	833	4,400	83
Facebook-Festivals	9,340	1,100	484	10	153	9

Revenue

Slip Fee - Town Dock	\$386
Rental Fees-Parks	\$1,678
Rentals Rooms	\$2,040
Rec Program Fees	\$3,177
Rec Event Sponsorship	\$500
Gym Memberships	\$315
Dog Park Memberships	\$15
Festival Vendor Fees	\$1,790
Festival Sponsorship	\$10,500

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

Department Reports for February 2026

- 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
- Continued obtaining festival quotes for 2026
- Continued working on 2026-27 budget
- Confirmed WTF t-shirts for PirateFest
- Obtained all quotes for PirateFest 2026
- Planned and executed several Valentine's programs including Galentines, The Valentine Exchange, and Love at First Dink
- Completed and delivered Parks & Recreation Sponsorship packet to potential sponsors
- Submitted PO's and completed purchases for Youth Sports Grant
- Attended NC Festival ShowFest in Charlotte
- Attended Onslow County Health Department training
- Met with Onslow County Animal Services about new partnership
- Helped planned and advertise new walking program
- Attended Swansboro Parks & Recreation Advisory Board Meeting
- Met with Onslow County Parks & Recreation to discuss PirateFest 2026
- Finalized PirateFest payments
- Submitted military request for Touch-A-Truck
- Began planning for Easter

Planned Programs and Events

Sweetheart Sprouts – February 6th

- 18 registered and 17 attended

Tiny Trekkers Dino Sensory Play Day – February 20th

- 12 registered and 11 attended
- 1 waitlisted

Stitchin' With My Galentines – February 10th

- 11 registered and 11 attended

Love at First Dink – February 14th

- 51 registered and 46 attended

Tai Chi – January 8th – February 12th

- 12 registered and 4 waitlisted

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Adult Voice Classes

- 10 registered

Fellowship Night – February 16th

- 9 attended

Permitting

Planning Board

- The Planning Board's regular meeting on February 3, 2026, was canceled due to a lack of agenda items.

Swansboro Historic Preservation Commission & BOC Joint Meeting

- The Swansboro Historic Preservation Commission's regular meeting was on February 17, 2026.
 - State Historic Preservation Office Presentation. Presenters: Lauren A. Poole and Wade Rogers Historic Preservation Specialist NC State Historic Preservation Office, Eastern Office NC Dept. of Natural and Cultural Resources.

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
- Attended North Carolina Association for Zoning Officials conference in Cary, NC to receive continuing education hours to keep Certified Zoning Official certification.
- Helped submit grant to Onslow TDA for Visitor Center Renovation.

Police Department

Patrol:

- 606 Calls for Service
- 153 Reportable Events
- 20 Wrecks
- 1 Felony Arrest
- 12 Misdemeanor Arrests

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- 2 Arrests by Warrant Service
- 4 DWI Arrests
- 7 Arrests with Transport to the Onslow County Detention Center
- 162 Citations
- 145 Verbal/Written Warnings
- 4 Felonies Investigated (1-Narcotics; 1-Embezzlement; 1-Obtaining Property by False Pretense; 1-Fraud)
- 32 Misdemeanors (9-Property Damage; 4-Larcenies; 3-Assaults; 3-Trespassing; 3-Break & Enter Vehicle; 2-Child Abuse; 1-Impersonating Law Enforcement; 1-Sexual Battery; 6-Traffic Related)
- 6 Disputes/Public Disturbances
- 10 Alarm/Open Door
- 7 Domestic
- 4 Crisis Intervention with Mental Subject
- 18 Suspicious Incidents/Vehicles/Persons
- 5 Vehicle Unlocks
- 1 Missing Person
- 57 Requests by Other Agencies for Assistance
- 4 Town Ordinance Violations
- 85 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 4 Funeral Escorts
- 12 Requests for Fingerprinting
- 35 Business Closing Standbys
- 542 Business Checks
- 2 RU Ok? Participants
- Provided security each week for the First Baptist Church.
- Provided security each week for One Harbor Church.
- Sgt. Rodriguez and Officer Mason completed LIDAR Operator training. 8 hours training held at Cape Fear Community College.

Admin Services:

- Answered 262 phone calls during business hours.
- Assisted 116 walk-in requests for assistance during business hours.
- Took 54 requests for report copies during business hours.

Public Works

(no report provided)