



Department Reports for April 2026

Administrative Services

- Phone Records Report for April: 2,031 calls
 - Internal – 378 Town Hall – 314 Parks and Recreation – 361
 - Police Department – 466 Fire Department – 82 Outgoing totals – 430
- Building permits sold for April: 40 residential/commercial combined; \$6,584.05 total fees collected (includes 5 re-inspections)
- 97 Building inspections processed/19 Fire Inspections processed
- 124 Various receipts processed
- 4 Code enforcement violations
- 337 ONWASA payments processed, 2 New Service Setups, 0 Other transactions
- 5 Work Orders generated for Public Works
- 3 Notarization's performed
- 23 Beer & Wine Privilege Licenses renewed
- US Census Report Submitted – Permits
- Finalized March 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.
- Fulfilled Public Records Request
 - Construction Monitor – Building Permits issued with values March 2025
 - Constriction on the Rise – Building Permits issued with values March 2025
 - Henderson – Building Permits issued with values March 2025
 - Carolina Permits – New Homes building in March 2025
 - Alex Jeromel - 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
 - Partner Assessment Corporation – 758 W. Corbett Avenue
 - Town of Surf City – Salary detail request
 - Carla Mikhail – 622 Barbour Point Road
 - Brian Archer – 115 Forest Lane
 - Hunter Dees – 233 River Reach Drive
 - Fred Torbush – 215 Knightheads Drive
- Received and responded to 5 emails from Jimmy Williams for information
- Received and handled 6 “Contact Us” request from the Website
- Continued FY 26/27 Budget Preparations
- Clean Sweep Week
 - Answered numerous calls, Facebook messages and comments and emails about coverage
 - Posted daily details related to the event for visibility
- Attended PirateFest Logistics meeting
- Attended Arts by the Sea Logistics meeting



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- Met with individuals from the Veterans Memorial Gardens
- Issued New Releases/Constant Contact for:
 - BOC 4/14/2026 Meeting
 - BOC 4/28/2026 Meeting
 - News Release – May 1st Water Fight Event Cancellation
 - News Release – Hammocks Beach Road Closure
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page: 1,236 views.

Top 5 pages viewed – Employment Opportunities: 499 | Departments-Permitting: 173
Contacts: 170 | Departments - Police: 142 | Government: 142

Finance

- Sales & Use Tax received in April 2026 is \$111,830
- Accounts Payable Summary for April 2026:
 - 180 Invoices-Totaling: \$220,310
 - 27 Purchase Orders Issued
- Processed payroll-4/3/2026 & 4/17/2026
- PEV ChargePoint Station-Accumulated (kWh) for April 2026:(705)
- Session fees collected-\$128
- Stormwater Fees Collected-April 2026-\$1,528
- Attended staff meeting.
- March 2026 Bank Reconciliation-Town accounts
- March 2026 Bank Reconciliation-Swansboro TDA
- Swansboro TDA-Prepared and submitted the Budget Message/Proposed Budget for FY 26/27 to the Swansboro TDA members
- Processed Swansboro TDA checks
- Updating and preparing the Request for Proposals (RFP) for Audit Services
- HR-related items estimated at 10 hours
- Gathered financial information for 4/28/2026 regular meeting session
- Preparing Year End Projections FY 25/26 and updating operating budget spreadsheet.
- Updating Capital Improvement Plan
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant) for quarter ending 3/30/2026
 - US Treasury- State and Local Fiscal Recovery Funds (SLFRF) for period 4/01/2025 - 3/30/2026
- Submitted the following reports:
 - Submitted HUBSCO for quarter ending 3/31/2026- (Historically Underutilized Businesses State Construction Office) Construction Reporting System



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- Swansboro TDA – Meeting was held on Thursday, April 9, 2026. Prepared the Agenda and quarterly financial report. The next meeting is scheduled to be held on Thursday, July 9, 2026 at 2:30 pm in the Community Room

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	11	31
<i>Initial Inspection</i>	<i>6</i>	<i>14</i>
<i>Reinspection {1st Revisit}</i>	<i>5</i>	<i>15</i>
<i>Reinspection {2nd + Revisit}</i>	<i>0</i>	<i>2</i>
New Business Inspection	2	7
<i>Initial Inspection</i>	<i>1</i>	<i>4</i>
<i>Reinspection</i>	<i>1</i>	<i>3</i>
Fire Suppression – Hoods	7	36
<i>Initial Inspection</i>	<i>2</i>	<i>31</i>
<i>Reinspection</i>	<i>5</i>	<i>5</i>
Special Event – Tents	0	1
Foster Home	0	1
Plan Review	5	9
Code Violation/Complaint	0	0
Total	25	85

SFD Incidents - All Response Areas 137	SFD - Fire Incidents (All) 13	SFD Fire Incidents (Primary Response Area) 4
SFD Incidents - Primary Response Area (Town 17A) 91	SFD - Medical Incidents (All) 88	SFD - Medical Incidents (Primary Response Area) 88
SFD Incidents - Primary Response Area (County 17B) 27	SFD - Rescue Incidents (All) 13	SFD - Rescue Incidents (Primary Response Area) 12
SFD Aid Incidents - Aid Given 19	SFD - Public Service Incidents (All) 18	SFD - Public Service Incidents (Primary Response Area) 12
SFD Incidents - Aid Received 8	SFD - Hazardous Situation Incidents (All) 2	SFD - Hazardous Situation Incidents (Primary Response Area) 2
SFD - Total Unit Responses 185	SFD - Law Enforcement Support Incidents (All) 0	SFD - Other Incidents (Outside Service/Aid Provided) 3
SFD - Total Incidents (A Shift) 43	SFD - Total Incidents (B Shift) 54	SFD - Total Incidents (C Shift) 40
SFD - Working Fire (All) 2	SFD - Working Fires (Primary Response Area) 0	OCEMS Transports - (SFD Primary Response Area) 62



Department Reports for April 2026

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Collecting 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, these were funds that were won while attending a workshop hosted by WITN.
- Met with new owner of Ward Farm Town Center and establish in-kind sponsorship/partnership to continue to use property for satellite parking during festivals.

Miscellaneous

- Interviewed part time staff position.
- Attended Onslow County Senior Games Opening Ceremony. Facilitated several athletic events; softball throw, swimming events, and bowling events.
- Continue to work on the pickleball courts project. Exploring grant options.
- Continual planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Presented to the Swansboro Tourism Develop Authority and requested \$2000 for advertising funds for PirateFest and \$6500 for Swansboro Festivals. Both requests were approved.
- Attended County Parks and Recreation Director's Meeting.
- 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.
- 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 April 2026

Activity Report

Organization Activity					
From 4/4/2026 to 5/4/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	211	92	11	0	209
Resident	27	8	6	0	13
Non-Resident	184	83	5	0	196
No Residency Set	0	0	0	0	0
Demographics					
18	46	1	2	0	29
18 - 65	122	77	7	0	158
65+	43	12	2	0	21
Male	70	65	8	0	99
Female	141	26	3	0	110
Other Genders	0	0	0	0	0
Online vs In-House					
Online	106	0	0	N/A	99
In-Person	105	91	11	N/A	110

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,179	260,500	37,200	2,100	6,500	128
Facebook-Festivals	9,351	3,900	2,000	22	263	12

Revenue

Slip Fee - Town Dock	\$5,543
Rental Fees-Parks	\$1,230
Rentals Rooms	\$1,440
Rec Program Fees	\$2,240
Gym Memberships	\$405
Dog Park Memberships	\$0
Festival Vendor Fees	\$2,285
Arts by the Sea Wine Tasting	\$180

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



Department Reports for April 2026

- 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
- 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 refunded for cancelled program due to weather



Department Reports for April 2026

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

Permitting

Board of Adjustment

- The Board of Adjustment's special meeting was on Monday, April 6, 2026.
 - Brezza Lofts Minor 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.

Planning Board

- The Planning Board's regular meeting on April 7, 2026, was cancelled due to lack of agenda items.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission's regular meeting was on April 21, 2026.
 - Certificate of Appropriateness/114 Elm Street. The owner of 114 Elm Street or the "Jonathan Greene House" has requested a Certificate of Appropriateness for exterior alteration to the home of a new cedar shake shingle roof. This home is contributing to the Swansboro Historic District and is zoned R-6SF.



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- Certificate of Appropriateness/Bartley House Privy/Post Office (114 Main Street). The Swansboro Historic Association has requested a Certificate of Appropriateness for an exterior alteration to the Bartley House Privy & Post Office that was recently relocated to 114 Main Street.
- Preston's Corner Rooftop Bar Discussion. Preston's Corner Bar & Grill located at 106 Front Street has requested discussion for the SHPC opinion on an addition of a rooftop bar to the restaurant.

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.
- Attended budget workshop meetings.

Police Department

Patrol:

- 849 Calls for Service
- 216 Reportable Events
- 37 Wrecks
- 1 Felony Arrest
- 23 Misdemeanor Arrests
- 11 Arrest by Warrant Service
- 6 DWI Arrests
- 18 Arrests with Transport to the Onslow County Detention Center
- 248 Citations
- 179 Verbal/Written Warnings
- 7 Felonies Investigated (3-Obtaining Property By False Pretenses; 2-Fraud; 1-Extortion/Blackmail; 1-Sexual Battery)
- 30 Misdemeanors Reported (10-Property Damage; 5-Larcenies; 3-Assaults; 3-Narcotics Related; 2-Trespassing; 2-Illegal Dumping; 1-Sexual Battery; 1-Cyberstalking; 1-Animal Cruelty; 2-Traffic Related)
- 4 Disputes/Public Disturbances
- 13 Alarm/Open Door
- 4 Domestic
- 2 Crisis Intervention with Mental Subject



Department Reports for April 2026

- 2 Deaths
- 2 Drug Overdoses
- 26 Suspicious Incident/Person/Vehicle
- 12 Vehicle Unlocks
- 9 Town Ordinance Violations
- 125 Requests by Other Agencies for Assistance
- 91 Requests by Citizens for non-Crime Related Assistance20 Residence Checks.

Community Service/Training:

- 3 Funeral Escorts.
- 12 Requests for Fingerprinting.
- 50 Business Closing Standbys.
- 410 Business Checks.
- 2 RU Ok? Participants.
- Provided security weekly for One Harbor Church services.
- Provided security for the weekly First Baptist Church services.
- Participated in the Annual Touch-a-Truck Event at the Municipal Park.
- Provided security for one event held at the Rotary Civic Center.

Admin Services:

- Answered 376 phone calls during business hours.
- Assisted 149 walk-in requests for assistance during business hours.
- Took 104 requests for report copies during business hours.

Public Works

No report provided