

Department Reports for June 2026

Administrative Services

- Phone Records Report for June: 1,838 calls
 - Internal – 389 Town Hall – 360 Parks and Recreation – 279
 - Police Department – 434 Fire Department – 47 Outgoing totals – 329
- Building permits sold for June: 44 residential/commercial combined; \$8,650.10 total fees collected (includes 2 re-inspections)
- 149 Building inspections processed/19 Fire Inspections processed.
- 2 Code Enforcement Violations
 - Grass Violation- 445 Patriots Point Ln
 - Zoning Violation- 1468 W Corbett Ave
- 124 Various receipts processed
- 336 ONWASA payments processed, 3 New Service Setups, 4 Other transactions.
- 0 Work Orders generated for Public Works
- 6 Notarization performed
- US Census Report Submitted - Permits
- Finalized May Departments Report
- Public Records request processed:
 - Construction Monitor – Building Permits issued with values May 2026
 - Construction on the Rise – Building Permits issued with values May 2026
 - Henderson – Building Permits issued with values May 2026
 - Carolina Permits – New Homes building in May 2026
 - Elena Messenger – Email communications between Town and NLCM related to event she proposed to P&R
 - Urbanski – Building permit records for 508 Diamond Ridge Court
 - Howes – lot survey provided for 156 Goodwill Lane
 - Public Safety Network – 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
 - Santana – building permit records available for 302 Swann Court
 - Meilleur – building permit records for shed at 233 River Reach Drive
- Issued New Releases/Constant Contact/Facebook posts for:
 - Yard Waste Collection Delay – 7/3/2026
 - Swansboro High School Senior Parade
 - BOC 6/19/2026 Regular Meeting
 - BOC 6/23/2026 Regular Meeting
 - July 4th Closures
- 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
- Prepared Arts by the Sea Street Closure Notices for distribution downtown



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- Attended July 3rd Logistical meeting
- Attended Damage Assessment training with Onslow County for ARM 360 program
- Began preparations for Annual Powell Bill Reporting
- Preparations for Annual North Carolina Demographic Surveys for Boundary/Annexation and Residential Construction began.
- Received and handled 8 “Contact Us” request from the Website
- Received and responded to 9 emails from Jimmy Williams for information
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.)

June Combined - Website Home Page defaults: 1,329

Top 5 pages viewed in June – Employment 538 | Department – Police 167

Departments – Permitting 160 | Government 148 | Contacts 124

Finance

- Sales & Use Tax received in June 2026 is \$145,577
- Accounts Payable Summary for June 2026:
 - 164 Invoices-Totaling: \$215,960
 - 4 Purchase Orders Issued
- Processed payroll-6/12/2026 & 6/26/2026
- PEV ChargePoint Station-Accumulated (kWh) for June 2026:(930)
- Session fees collected-\$187.70
- Stormwater Fees Collected-May 2026-\$550
- Attended staff meeting.
- May 2026 Bank Reconciliation-Town accounts
- May 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 10 hours
- Prepared and provided financial and budget information for the Board of Commissioners regular meetings held on June 9, 2026 and June 23, 2026
- Updated Year End Projections for FY 25/26
- Updated the Town's Capital Improvement Plan (CIP) to support long-term financial planning and capital project management.
- Updated financial information in the Budget Message for FY 26/27
- Updated adopted Budget Ordinance for FY 26/27
- Gathered information for Open Enrollment-FY 26/27
- Prepared and provided financial and budget information for the Swansboro TDA Board special meeting held on 6/25/2026.
- Attended the Swansboro Public Safety Building Project discussion with Bobbitt and MBP staff.

Department Reports for June 2026

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	4	40
<i>Initial Inspection</i>	3	19
<i>Reinspection {1st Revisit}</i>	1	19
<i>Reinspection {2nd + Revisit}</i>	0	2
New Business Inspection	3	14
<i>Initial Inspection</i>	2	10
<i>Reinspection</i>	1	4
Fire Suppression – Hoods	11	51
<i>Initial Inspection</i>	8	43
<i>Reinspection</i>	3	8
Special Event – Tents	2	3
Foster Home	0	1
Plan Review	1	10
Code Violation/Complaint	0	0
Total	21	119

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Finalized 2026 sponsorships and package benefits.
- Finalized marketing plans for ABTS and Independence Day Celebration.
- ABTS held on June 13, along with the food and wine tasting. 71 tickets were sold for the food and wine tasting, 95 vendors spaces were sold for the festival, and 49 vendor spaces were presold for 2027.
- Marine event applications were completed for Blessing of the Fleet and Christmas Flotilla.

Miscellaneous

- Meet with solar light company to discuss lighting plans for Municipal Park.
- RFQ for Municipal Park Enhancement project was opened and accepting proposals until June 29.
- Began gather quotes and designs for replacement for tot lot in Municipal Park.
- Gathering updated quotes on pickleball court amenities for Municipal Park Enhancement Project.
- Assistant Director is creating a memorial program for the department.

Department Reports for June 2026

- Met with new Public Works Director to review current and future projects, discuss staffing,
- Contacting soccer associations for new contracts for the upcoming 2026-27 season.
- 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.

Activity Report

Organization Activity					
From 6/23/2026 to 7/23/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	239	21	8	0	152
Resident	25	1	7	0	16
Non-Resident	214	19	1	0	136
No Residency Set	0	0	0	0	0
Demographics					
< 18	77	1	1	0	43
18 - 65	140	15	5	0	99
65+	22	4	2	0	10
Male	110	9	5	0	65
Female	129	11	3	0	87
Other Genders	0	0	0	0	0
Online vs In-House					
Online	116	0	0	N/A	91
In-Person	123	20	8	N/A	61

Department Reports for June 2026

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,963	194,000	28,900	1,500	5,800	107
Facebook-Festivals	9,394	21,900	3,000	217	1000	39

Revenue

Slip Fee - Town Dock	\$3,319
Rental Fees-Parks	\$1,035
Rentals Rooms	\$2,235
Rec Program Fees	\$2,310
Gym Memberships	\$375
Dog Park Memberships	\$0
Festival Vendor Fees	\$7,120
Arts by the Sea Wine Tasting	\$1,415

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
- Scheduled staff and volunteers for Arts by the Sea
- Communicated final checklist for Arts by the Sea to vendors, entertainers, wine participants, and staff
- Planned and executed Sprout Scouts and Tiny Trekkers
- Created and scheduled all Arts by the Sea social media posts
- Trained new staff
- Created new Festival A-Frame posters and ordered
- Met with Finance Director and Downtown Facilities Coordinator about new job description
- Oversaw new Walking Program survey and analyzed results
- Prepped, oversaw, and executed Arts by the Sea Festival



Department Reports for June 2026

- Met with potential new partnership for homeschool programs
- Organized and executed Paws by the Sea with Onslow County Animal Services
- Scheduled staff and volunteers for July 3rd festival
- Created and scheduled all social media posts for July 3rd festival
- Began finalizing volunteers and staff for Safety Town program
- Attended Threads of Hope logistical meeting
- Planned, organized, and executed Bugs & Butterflies Picnic
- Began ordering supplies for Parks & Recreation Month programs and events
- Communicated final checklist for vendors, staff, and volunteers for July 3rd festival
- Met with Pickleball Committee to discuss upcoming programs and concerns
- Began planning Paddles & Pizza

Planned Programs and Events

Walking Through Swansboro

- 20 registered

Sprout Scouts-Beach Bash

- 12 registered and 10 attended

Paws by the Sea

- 10 registered and 6 attended

Tiny Trekkers

- 12 registered and 12 attended

Arts by the Sea Festival

- Estimated 5,000 in attendance
- Over 75 vendors

Arts by the Sea Wine & Food Tasting

- 71 tickets sold and 58 attended

Bugs & Butterflies Picnic

- 21 kids registered and 20 attended

Planning

Planning Board

- The Planning Board's regular meeting was on June 2, 2026.
 - UDO Text Amendment to § 152.016 Definitions to Basic Terms. After the discovery of a discrepancy in UDO § 152.016 Definitions to Basic Terms for the definition of “Fence (Protective)” a text amendment is proposed for accuracy.



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The Planning Board did recommend approval for this text amendment to the Board of Commissioners.

- UDO Text Amendment to § 152.400-462 Flood Damage Prevention Ordinance. 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. The Planning Board did recommend approval for this text amendment to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission's regular meeting was on June 16, 2026.
 - Certified Local Government Status Update. To provide an update on FY 2024-2025 Certified Local Government (CLP) Program activities and status through North Carolina's Historic Preservation Office.
 - Swansboro Historic Commission Training Update. To inform SHPC members and staff of the Certified Local Government (CLG) Program training requirements for each federal program year (October–September).
 - Minor Work/Staff Approval Application Report May-June.

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.

Police Department

Patrol:

- 579 Calls for Service
- 222 Reportable Events
- 19 Wrecks
- 1 Felony Arrest
- 21 Misdemeanor Arrests
- 10 Arrests by warrant Service
- 3 DWI Arrests
- 14 Arrests with Transport to the Onslow County Detention Center



Department Reports for June 2026

- 92 Citations
- 91 Verbal/Written Warnings
- 10 Felonies Investigated (4-Larcenies; 2-Break & Entering; 2-Fraud; 1-Soliciting Sexual Favors; 1-Narcotics Related)
- 54 Misdemeanors Reported (18-Larcenies; 11-Property Damage; 7-Trespassing; 4-Assaults; 2-Harassment; 1-Peeping in Window; 1-Resist, Delay, Obstruct Peace Officer; 1-Conspiracy to Commit Larceny; 1-Unauthorized Use of Motor Vehicle; 1-Failure to Return Rental Property; 1-Armed to the Terror of the Public; 4-Traffic Related; 2-Narcotics Related)
- 9 Disputes/Public Disturbances
- 12 Alarm/Open Door
- 4 Crisis Intervention with Mental Subject
- 2 Domestic Violence
- 1 Death Investigation
- 26 Suspicious Incident/Person/Vehicle
- 8 Vehicle Unlocks
- 12 Town Ordinance Violations
- 123 Requests by Other Agencies for Assistance
- 87 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 1 Funeral Escort
- 5 Requests for Fingerprinting
- 18 Business Closing Standbys
- 229 Business Checks
- 2 RU OK? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- Provided security checks for the Connect Camp held at the First Baptist Church
- Provided security for the Arts By the Sea Festival
- Provided security for the weekly SwanFest Music Event
- Participated in the Military Appreciation Day Event held at Hammocks Beach State Park
- Provided an escort for the SHS Seniors Parade
- Officer Mason completed Basic Intox Operator training held at Cape Fear Community College.
- Officer Ferguson completed Basic Intox Operator training held at Cape Fear Community College.

Admin Services:

- Answered 325 phone calls during business hours
- Assisted 204 walk-in requests for assistance during business hours



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- Took 42 requests for report copies during business hours

Public Works

Streets

- Placed two (2) dump truck loads of ABC rock and compacted on Fort Sumter Way to prep for resurfacing project scheduled for September.
- Reported a pothole and a damaged speed limit sign to NC DOT for repair.
- Reported three (3) streetlights that were always on to Duke Energy for repair.
- Gathering information / pre-plan re: conducting a street survey to determine pavement condition ratings for our streets.

Stormwater

- Gathering information for annual stormwater report.
- Reviewing stormwater easements to determine areas of responsibility.
- Repaired small sinkhole within the ROW on Casting Net Way.
- Began tracking of addresses for yard waste collection events on June 24th – 147 addresses were provided curbside collection. Future reports will include monthly address counts.

Sanitation

- Developing a plan for refuse collection for festival events in partnership with GFL.

Parks

- Supported the annual Independence Day fireworks event.
- Attended a pre-event planning meeting for the Tunnels to Towers 5k event.
- Scott Brinkley has retired as of 16 July and we are thankful for his service to the Town.
- Gathering data to develop a Town Parks Maintenance Plan. Will be working closely with the Director to gather inventory, identify tasks, and create standard operating procedures.
- One dolphin spring rocker was taken by someone from the Pirates Den park.

Facilities

- Town Hall – Seeking proposals for maintenance agreements for generators at Town Hall and the Public Safety facility.
- Visitors Center – supported the ribbon cutting event and re-opening of the Center.
- Recreation Center – obtaining quotes for VCT floor service and mechanical preventive maintenance.

Other

- Three staff members attended NC DOT flagger training in Raleigh,
- One on one team member meetings are ongoing to better understand the department's current strengths, weaknesses, and opportunities for presentation to the Town Manager.