

Department Reports for July 2026

Administrative Services

- Phone Records Report for July: 1,950 calls

Internal – 364	Town Hall – 355	Parks and Recreation – 286
Police Department – 487	Fire Department – 54	Outgoing totals – 404
- Building permits sold for July: 40 residential/commercial combined; \$6,245.00 total fees collected (includes 3 re-inspections)
- 166 Building inspections processed/11 Fire Inspections processed
- 4 Code Enforcement Violations
 - 101 Oyster Bay Rd- Unpermitted driveway
 - 1450 W Corbett Ave- Unpermitted signs
 - 726 W Phillips Dr- Grass violation
 - 126 E Corbett Ave- Unpermitted deck
- 97 Various receipts processed
- 341 ONWASA payments processed; 2 New Services; 2 other requests
- 2 Work Orders generated for Public Works
- 7 Notarization's performed
- Provided support for July 3 Independence Day celebration
- US Census Report Submitted - Permits
- Public Records Request
 - Construction Monitor – Building Permits issued with values June 2026
 - Constriction on the Rise – Building Permits issued with values June 2026
 - Henderson – Building Permits issued with values June 2026
 - Carolina Permits – New Homes building in June 2026
 - Kathleen Casey – Police reports, narratives, arrest records, booking photos, and related records related to an individual
 - Michael Simmers – Contractor of project request
 - John Ostrander – 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
 - Jim Brown – 105 Webb Street
 - Jim Brown – 303 Elm Street permit records
 - Meredith Meilleur – 233 River Reach Drive permit records
 - Jay Ahlquist – 515 Bluff View Lane permit records
- Finalized June Departments Report
- Attended Tunnel 2 Towers Logistical meetings
- Attended National Night Out logistical meeting
- Received and handled 1 "Contact Us" request from the Website
- Received and responded to 3 emails from Jimmy Williams for information
- Began Mullet Parade prep

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- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 7/14/2026 Regular Meeting
 - Call for Nominations – Sam Bland Award
 - BOC 7/28/2026 Regular Meeting
 - Yard Waste Collection continued 1 additional day
 - USMC Urban Environment Training
- 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.
- Submitted Powell Bill Certified Statement
- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 1,326

Top 5 pages viewed in July – Employment Opportunities 585 | Department – Permitting 199
Government 194 | Contacts 160 | Department – Police 142

Finance

- Sales & Use Tax received in July 2026 is \$137,830
- Accounts Payable Summary for July 2026:
 - 233 Invoices-Totaling: \$413,056
 - 88 Purchase Orders Issued
- Processed payroll-7/10/2026 & 7/24/2026
- PEV ChargePoint Station-Accumulated (MWh) for July 2026:(1.91)
- Session fees collected-\$425.38
- Stormwater Fees Collected-July 2026-\$245
- Attended staff meeting.
- June 2026 Bank Reconciliation-Town accounts
- June 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 4 hours
- Gathered financial information for 7/28/2026 regular meeting.
- Began process to generate Stormwater Billing in Utility Billing/gathered financial information for the Stormwater Annual Snapshot/updated
- Submitted the following reports:
 1. HUBSCO for quarter ending 6/30/26- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
 2. LGC-203 for period ending 06/30/26 (Town and Swansboro TDA)- Report of Deposits and Investments

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3. State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (April 1, 2026 – June 30, 2026)
 4. Submitted the Powell Bill Expenditure Report for FY 25/26
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, July 9, 2026: The next scheduled meeting will be held on Thursday, October 8, 2026, at 2:30 pm in the Community Room
 - Auditors from Anderson Smith & Wike, PLLC are scheduled to return September 30th through October 2nd to conduct the audit fieldwork.
 - Entered the approved FY 2026–2027 budget into the financial system.

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	5	45
<i>Initial Inspection</i>	<i>3</i>	<i>19</i>
<i>Reinspection {1st Revisit}</i>	<i>1</i>	<i>19</i>
<i>Reinspection {2nd + Revisit}</i>	<i>1</i>	<i>2</i>
New Business Inspection	3	17
<i>Initial Inspection</i>	<i>1</i>	<i>10</i>
<i>Reinspection</i>	<i>2</i>	<i>4</i>
Fire Suppression – Hoods	3	54
<i>Initial Inspection</i>	<i>3</i>	<i>43</i>
<i>Reinspection</i>	<i>0</i>	<i>8</i>
Special Event – Tents	0	3
Foster Home	0	1
Plan Review	1	11
Code Violation/Complaint	0	0
Total	12	131

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Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- After action meeting for Independence Day Celebration held.
- Beginning to create marketing plan for remaining 2026-27 festival season
- Met with New Bern Sun Journal for marketing opportunities.
- Contacted Jacksonville Onslow Sports Commission to obtain updated information for Movin' Mullet Run. Information to follow and logistical meetings will be scheduled.
- Posted parade application on website.

Projects-Municipal Park Enhancement

- Reviewed grant proposals with Town Manager, Finance Director, and Parks and Recreation Advisory Board. The board selected WithernRavenel and will present to the Board of Commissioners (BOC).
- Presented to the BOC on July 14 and approved to proceed with contract negotiations.
- Conducted first meeting with WithersRavel to begin contract negotiations, discuss project outline, and set up shared website.
- Meet with solar light company to discuss lighting plans for Municipal Park.
- Began gathering quotes and designs for replacement for tot lot in Municipal Park.
- Gathering updated quotes on pickleball court amenities for Municipal Park Enhancement Project.
- Gathering quotes for fencing for new pickleball courts.
- Developing budget online for project.

Miscellaneous

- Presented Parks and Recreation Proclamation to Commissioners and community.
- Prepared soccer associations contracts for the upcoming 2026-27 season.
- Conducting interviews for staff vacancies.
- Closing out 2025-26 expenses.
- Creating new budget documents to manage 2026-27 revenues, expenses, projects, etc.
- Executed annual contract for Onslow County Senior Services.
- Submitted request for reappropriation of funds from 2025-26 playground mulch that was backordered and park swings that have not been received. Finance Director submitted and was approved.
- Arranged for Titan Aquatic Chemical to deliver large drum of chlorine. This is beneficial as it a cost reduction, less need for staff to handle chemicals, and when the chlorine is low, a call is made to schedule a deliver.
- Completed staff annual performance evaluations.
- Managing special event applications.

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- 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 7/4/2026 to 8/3/2026						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS
All	178	25	7	0	111	
Resident	24	2	6	0	11	
Non-Resident	154	22	1	0	100	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	51	1	1	0	29	
18 - 65	104	20	5	0	76	
65+	23	3	1	0	6	
Male	89	15	5	0	55	
Female	89	9	2	0	56	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	86	0	0	N/A	65	
In-Person	92	24	7	N/A	46	

Department Reports for July 2026

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,965	252,600	38,900	2,300	8,600	171
Facebook-Festivals	9,398	7,3000	2,300	66	560	16

Revenue

Slip Fee - Town Dock	\$2,439
Rental Fees-Parks	\$390
Rentals Rooms	\$195
Rec Program Fees	\$1,786
Gym Memberships	\$280
Dog Park Memberships	\$25
Festival Vendor Fees	\$1,804
Festival Sponsorship	\$5,000

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 Sprout Scouts and Tiny Trekkers
- Planned and executed Parks & Recreation Month Programs and Events
- Confirmed Paddles & Pizza program
- Executed July 3rd Festival
- Handled organizing all Safety town supplies and communications with partners
- Met with Fire Chief to discuss Safety Town program
- Ordered supplies for all Parks & Recreation Month Programs and Events
- Attended Board of Commissioners meeting for Parks & Recreation Month Proclamation
- Attended Tunnel to Towers logistical meeting
- Organized and attended July 3rd After Action meeting
- Created dog media ads for BarkFest and Mullet Festival
- Scheduled interviews and handled reference checks for new employees

Department Reports for July 2026

- Attended Senior Games meeting
- Submitted National Night Out Health Department application
- Began planning upcoming Theatre Trips
- Completed finance reports for past programs

Planned Programs and Events

Bubble Bash July 1st

- Estimated 250 in attendance

Independence Day Celebration July 3rd

- Estimated 10,000 in attendance

Tie Dye Tuesday July 7th

- 25 registered and 24 attended

Sunrise Yoga July 10th

- 9 registered and 7 attended

Doggie & Me July 11th

- 25 attended

Safety Town July 13th – 15th

- 46 registered and 36 attended

Storytime in the Park July 16th

- 20+ families attended

Sprouts of Freedom July 17th

- 13 registered and 11 attended

Music Bingo July 20th

- 42 registered and 32 attended

Popsicles at the Pad July 21st & 29th

- Estimated 80+ attended

Twist & Bleach July 23rd

- 15 registered and 15 attended

Tiny Patriots July 24th

- 13 registered and 13 attended

Glow in the Park July 25th

- Estimated 50+ attended

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Summer Canvas July 27th – 30th

- 14 registered and 400 votes counted

Aquatic Adventure July 31st

- Estimated 250+ attended

Planning

No report.

Police Department

Patrol:

- 660 Calls for Service
- 229 Reportable Events
- 28 Wrecks
- 3 Felony Arrest
- 16 Misdemeanor Arrests
- 7 Arrests by warrant Service
- 4 DWI Arrests
- 14 Arrests with Transport to the Onslow County Detention Center
- 106 Citations
- 107 Verbal/Written Warnings
- 8 Felonies Investigated (2-Break & Enter; 2-Larcenies; 2-Fraud; 1-Narcotics; 1-Conspiracy to Commit a Felony)
- 39 Misdemeanors Reported (11-Larcenies; 11-Property Damage; 5-Assaults; 2-Trespassing; 2-Communicating Threat; 1-Harassment; 1-Practicing Without a License; 1-Animal Cruelty; 1-Sexual Offense; 1-Narcotics; 3-Traffic Related)
- 10 Disputes/Public Disturbances
- 6 Alarm/Open Door
- 5 Crisis Intervention with Mental Subject
- 2 Domestic
- 30 Suspicious Incident/Person/Vehicle
- 7 Vehicle Unlocks
- 17 Town Ordinance Violations
- 174 Requests by Other Agencies for Assistance
- 121 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 2 Funeral Escort
- 14 Requests for Fingerprinting
- 10 Business Closing Standbys

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- 248 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 Independence Day Fireworks Event.
- Provided security for the weekly SwanFest Music Event
- Completed Law Enforcement Cadet Summer Camp.

Admin Services:

- Answered 377 phone calls during business hours
- Assisted 214 walk-in requests for assistance during business hours
- Took 94 requests for report copies during business hours

Public Works

Streets

- Resurfacing project with Onslow Grading & Paving scheduled for second week of September.
- Investigated sinkhole in front of 709 Shearwater Lane in the roadway. Tested and found chlorine present in the water. Reported to ONWASA who repaired the water service line and we assisted by providing ABC.
- Repaired large pothole at the end of Recreation Way.
- Gathering information / pre-plan re: conducting a street survey to determine pavement condition ratings for our streets.

Stormwater

- Curbside yard waste collection was provided on five (5) Wednesdays for 556 addresses in July.
- Gathering information for annual stormwater report due September 1.
- Reviewing stormwater easements to determine areas of responsibility.
- Jetted storm water piping in front of 105 and 107 Oyster Bay Rd.
- Reshaped and cleaned out drainage ditch at the end of Recreation Way.

Sanitation

- Arrangements have been made for a new refuse collection process for future 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.

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- 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.
- New swings are on hand and we are scheduling the needed repairs to some of the shade structures to occur prior to swing replacement.
- New chlorine tank was delivered and placed at the Splash Pad.

Facilities

- Town Hall – Obtained preventive maintenance proposals / agreements for the generators at Town Hall and the Public Safety facility. Crepe Myrtles were trimmed back from the edges of Town Hall.
- Visitors Center – installed new cord on dryer, extended condensate drain line.
- Recreation Center – obtaining quotes for VCT floor service and mechanical preventive maintenance.