

Department Reports for June 2025

Administrative Services

- Phone Records Report for June: 1,942 calls
 - Internal – 380 Town Hall – 343 Parks and Recreation – 383
 - Police Department – 418 Fire Department – 70 Outgoing totals – 348
- Building permits sold for June: 56 residential/commercial combined; \$26,251.23 total fees collected (includes 4 re-inspections)
- 89 Building inspections processed/ 27 Fire Inspections processed.
- 6 Code Enforcement Violations
- 112 Various receipts processed
- 326 ONWASA payments processed, 5 New Service Setups, 4 Other transactions.
- 3 Work Orders generated for Public Works
- 11 Notarization performed
- US Census Report Submitted - Permits
- Finalized May Departments Report
- Public Records request processed:
 - Construction Monitor – Building Permits issued with values May 2025
 - Constriction on the Rise – Building Permits issued with values May 2025
 - Henderson – Building Permits issued with values May 2025
 - Carolina Permits – New Homes building in May 2025
 - Concerned Citizen Records Request for several subjects (ongoing collection of records)
 - SmartProcure – PO/Vendor Information
 - Keith Walsh – 503 Shipyard Court permit record
- Issued New Releases/Constant Contact/Facebook posts for:
 - Swansboro High School Senion Parade
 - BOC 6/10/2025 Regular Meeting
 - Advisory Board Vacancy Announcement
 - BOC 6/24/2025 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
- Prepared Resident notices for Water Street resurfacing
- 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.

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- Received and handled 8 “Contact Us” request from the Website
- Received and responded to 6 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: 1,769

Top 5 pages viewed in June – Employment 609 | Department – Police 220

Contacts 177 | Questions 170 | Department – Permitting 165

Finance

- Sales & Use Tax received in June 2025 is \$145,584
- Accounts Payable Summary for June 2025:
 - 299 Invoices-Totaling: \$220,065
 - 5 Purchase Orders Issued
- Processed payroll- 6/13/2025 & 6/27/2025
- PEV ChargePoint Station-Accumulated (MWh) for June 2025 (951)/Session fees collected-\$204.72.
- Stormwater Fees Collected-June 2025-\$600
- Attended staff meetings
- May 2025 Bank Reconciliation-Town accounts
- May 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8 hours
- Processed Swansboro TDA check
- Gathered financial information for 6/10/2025 & 6/24/2025 regular meeting.
- Preparing Year End Projections FY 24/25 updating operating budget spreadsheet.
- Updated financial information in the Budget Message for FY 25/26
- Updated the PowerPoint slides for the Public Hearing meeting scheduled for June 10th
- Updated adopted Budget Ordinance for FY 25/26
- Gathered information for Open Enrollment-FY 25/26
- Auditor, Greg Redman will be conducting an annual audit for FY 2024/2025 during the week of August 25-August 26, 2025.

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) 1/1-5/31
Swansboro Town {17A}	86	492
Swansboro County {17B}	22	147
Aid Given	19	98
Total Call Volume	127	745

Department Reports for June 2025

Aid Received	3	20
Overlapping Incidents {% of Volume}	14 {7.62%}	157 {23.13%}
Missed Incidents (Overlapping)	0	3

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	1	1
EMS & Rescue	70	15
Hazardous Materials/Conditions	1	0
Service Calls	9	6
Wildland	0	0
Emergency Management {Deployments}	0	0
Other – False Alarm/Canceled	5	0
Total	86	22

Incident Response	90th Percentile Time {Monthly}	90th Percentile Time {Previous Month}	Difference from Previous	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	1:48	1:30	(0:18)	1:06	(0:42)
Turnout Time {Dispatch to Enroute}	2:39	1:59	(0:40)	1:20	(1:19)
Travel Time {Enroute to Arrival}	6:40	5:34	(1:06)	4:00	(2:40)
Total Response Time {911 Call to Arrival}	9:59	7:48	(2:11)	7:06	(2:53)

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to June 30</i>
Standard Fire Inspection	21	173
New Business Inspection	0	2
Fire Suppression – Hoods	9	67



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Special Event – Tents	2	2
Plan Review	6	11
Code Violation/Complaint	0	2
Total	38	257

Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 – May 31</i>
Company Training	471	2296
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	17
Hazardous Materials	9	21
Officers	0	25
New Driver	0	22
New Recruit	0	21
Existing Driver	2	123
EMS	8	40
Emergency Management	2	2
Total	254	1725

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates-ongoing
- Held logistical meeting for ABTS and Independence Day Celebration
- Applications are still being accepted for the Mullet Festival and Christmas Flotilla. Mullet is close to being full.
- Submitted annual reports for Onslow County Tourism reimbursement.



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- Swansboro Festivals was awarded the Tourism Assistance Grant in the amount of \$20,000 from Onslow County Tourism.
- Continue working with Front Row Communications for festival advertising. Festivals will now be included in Beach guide. Coordinating professional photo shoot
- Continue to work with the Tideland news on advertising.

Miscellaneous

- Finalizing 2024-25 fiscal year receipts, financials, and begin preparing documents for the new fiscal year.
- Met with Task Contracting to discuss what would need to be done to skatepark if it was converted into pickleball courts. Vendor is sending estimate of concrete work.
- Working with youth organizations interested in using athletic fields throughout the year. Gathering information to create contract.
- Completed Marketing and Communication for Parks and Recreation Certificate offered by NCRPA.
- Coordinated annual contract with Onslow County Senior Services.
- Revising job descriptions for park and recreation staff positions.
- Completed annual staff performance reviews.
- Serving on America's 250 planning committee for Onslow County.
- 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.

Time Period: Last 30 Days ▼					
Organization Activity					
From 6/7/2025 to 7/7/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	311	63	2	0	276
Resident	41	11	2	0	26
Non-Resident	270	51	0	0	250
No Residency Set	0	0	0	0	0
Demographics					
< 18	93	6	0	0	78
18 - 65	169	50	1	0	176
65+	49	6	1	0	22
Male	116	42	2	0	118
Female	195	20	0	0	158
Other Genders	0	0	0	0	0
Online vs In-House					
Online	162	0	0	N/A	188
In-Person	149	62	2	N/A	88

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	18,937	66,144	7,216	284,000	155
Facebook-Festivals	9,214	7,908	1,144	30,460	33

Slip Fee - Town Dock	\$5,399
Rental Fees-Parks	\$625
Rentals Rooms	\$1,905
Rec Program Fees	\$2,507.42
Gym Memberships	\$75
Dog Park Memberships	\$0
Festival Vendor Fees	\$7,20

- 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



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- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Continued planning Safety Town with Chief Randal
- Attended Arts by the Sea logistical meeting
- Secured sponsor for BarkFest
- Confirmed location and organizations for Safety Town
- Created and posted Parks & Recreation Month flyers
- Completed Parks & Recreation logo
- Wrote and sent Letters of Appreciation for Arts by the Sea volunteers
- Met with potential partner for athletics
- Attended Independence Day logistical meeting
- Assisted with employee evaluations
- Attended and spoke at Board of Commissioners meeting for Parks & Recreation Proclamation
- Continued planning Parks and Recreation Month
- Executed Arts by the Sea Festival
- Assisted Fire Department with creating Strategic Planning survey
- Organized staff appreciation tie dye party for Independence Day Celebration
- Created and scheduled all social media posts for Independence Day Celebration

Planned Programs

Tiny Trekkers – June 27th

- 12 registered and 9 attended
- 2 waitlisted

Sprout Scouts- June 20th (2 sessions)

- 20 registered and 16 attended
- 4 waitlisted

POUND! – May 10th – June 7th

- 6 drop-ins
- 1 series

POUND! – June 21st- July 19th

- 7 drop-ins
- 1 series

Summer Shovel & Bloom – June 3rd



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- 15 registered and 12 attended

Tai Chi – May 8th – June 12th

- 11 registered

Arts by the Sea

- Estimated 5,000 in attendance
- 96 vendors

Arts by the Sea Wine & Food Tasting

- 54 registered

Summer Art in the Afternoon – June 9th – June 13th

- 5 registered and 5 attended

Theatre Trip, Hairspray – June 29th

- 9 registered and 9 attended

Planning

Planning Board

- The Planning Board regular meeting on June 3, 2025, was cancelled due to lack of agenda items.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on June 17, 2025.
 - Appointment of Representative to the Planning Board. Due to the resignation of a regular commission member that also served as the Planning Board representative, appointment of a representative to the planning board is needed. Chirstina Ramsey was appointed to serve as the Planning Board representative.
 - Minor Work/Staff Approval Application Report April-June

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- 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.
- Attended Damage Assessment Training
- Attended the South Eastern NC Regional Hazard Mitigation Plan Update meeting



Department Reports for June 2025

Police Department

Calls for Service:

- 653 Calls for Service
- 161 Reportable Events
- 22 Wrecks
- 1 Felony Arrest
- 14 Misdemeanor Arrests
- 2 Arrests by Warrant Service
- 5 DWI Arrests
- 8 Arrests with Transport to the Onslow County Detention Center
- 120 Citations
- 86 Verbal/Written Warnings
- 4 Felonies Investigated (2-Fraud; 1-Larceny; 1-Narcotics Related)
- 28 Misdemeanors Reported (10-Property Damage; 3-Larcenies; 3-Child Abuse; 2-Assaults; 2-Narcotics Related; 1-Harassment; 1-Trespassing; 1: Aid/Abet DWI; 1-Animal Cruelty; 1-Illegal Dumping; 3-Traffic Related)
- 7 Disputes/Public Disturbances
- 12 Alarm/Open Door
- 4 Domestic
- 6 Crisis Intervention with Mental Patient
- 13 Suspicious Incidents/Persons/Vehicles
- 2 Town Ordinance Violations
- 82 Requests for non-Crime Related Assistance

4,448 Total Events Performed by Patrol

Community Service/Training:

- 3 Funeral Escorts
- 6 Requests for fingerprinting.
- 7 Business Closing Standbys.
- 378 Business Checks.
- 22 Foot Patrols.
- 2 RU Ok? Participants.
- Completed its summer Cadet Camp for LEO Cadets.
- Provided an escort for the Swansboro High School Senior Parade.
- Participated in Military Appreciation Day at Hammocks Beach State Park.
- Participated in YMCA Camp held at Queens Creek Elementary School.
- Provided security and logistics for Arts By the Sea Festival.
- Provided security for SwanFest Events on Sunday evenings.



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- Det. Schott conducted a Fraud/Scam Awareness Seminar for seniors at the Swansboro Parks and Recreation facility.
- Officer Stutes completed Basic Narcotics Investigation Training. 40 hours training conducted at Craven Community College.
- Officer Mason completed Basic Radar Operator Training. 40 hours training conducted at Carteret Community College.

Admin Services:

- Answered 261 phone calls during business hours.
- Assisted 194 walk in requests for assistance during business hours.
- Took 90 requests for report copies during business hours.

Public Works

No report provided