

Department Reports for September 2025

Administrative Services

- Phone Records Report for September: 1,948 calls
 - Internal – 522 Town Hall – 358 Parks and Recreation – 245
 - Police Department – 369 Fire Department – 78 Outgoing totals – 376
- Building permits sold for September: 25 residential/commercial combined; \$12,147.12 total fees collected (includes 4 re-inspections)
- 73 Building inspections scheduled/31 Fire Inspections processed
- 397 Various receipts processed
- 522 Stormwater payments processed
- 3 Code Enforcement Violations
- 344 ONWASA payments processed; 1 New Services; 4 other requests
- 6 Work Orders generated for Public Works
- 6 Notarization's performed
- US Census Report Submitted – Permits
- Finalized August Departments Report
- Submitted Annual Appointment Reporting for Local Government Boards
- Attended Mullet Run Logistics Meeting
- Attended Mullet Festival Logistics Meetings
- Letters mailed the below Organizations announcing Sam Bland Award Nominations sought and posted to constant contact and Facebook
 - Church of Christ
 - First Baptist Church
 - Grace Church
 - Jehovah's Witness
 - One Harbour Church
 - St. Mildreds Catholic Church
 - St. Peters Church
 - St. Thomas Mt. Zion Church
 - Swansboro United Methodist Church
 - Swansboro High School
 - Swansboro Middle School
 - Swansboro Elementary School
 - Queens Creek Elementary School
 - Swansboro Rotary
 - Swansboro Area Chamber of Commerce
- Public Records Requests
 - Tideland News – Festival economic impact information
 - SmartProcure – PO/Vendor Information
 - Mass public records request – Joe Brown email records

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- The Data Branch – All purchase orders issued January 1, 2021, to present day
- Vicki Brown – Flybridge related emails & text messages
- Junior Freeman – Rotarty Property purchase records
- Daniel Cornell – Conflict of interest disclosure records for BOC (does not exist)
- Constriction on the Rise – Building Permits issued with values August 2025
- Henderson – Building Permits issued with values August 2025
- Carolina Permits – New Homes building in August 2025
- Construction Monitor – Building permits issues August 2025
- MarketGraphics Research Group – New Homes building in August 2025
- Received and handled 13 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Worked with Onslow County IT on conversion project
- Provided assistance with Stormwater maintenance coverage information in subdivisions.
- Mullet Festival Parade Preparations 22 Applications Processed (processing applications, handling inquiries, contacting affected businesses, etc.)
- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 9/9/2025 Regular Meeting
 - 2024 Tunnel to Towers 5k Run/Walk
 - Fire Department Strategic Planning Meeting
 - Yard Waste Collection – Delay 9/10/2024
 - Call for nominations, Sam Bland 2025
 - BOC 9/23/2025 Regular Meeting
- 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.
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,808

Top 5 pages viewed in September: Employment Opportunities – 573

BOC Members – 321 | Departments, Police – 246 | Departments, Permitting - 205

Contacts – 157

Finance

- Sales & Use Tax received in September 2025 is \$144,051
- Accounts Payable Summary for September 2025:
 - 189 Invoices-Totaling: \$310,049
 - 60 Purchase Orders Issued
- Processed payroll- 9/5/2025 & 9/19/2025
- PEV ChargePoint Station-Accumulated (kWh) for September 2025:(888)
- Session fees collected-\$246.24

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- Stormwater Fees Collected-September 2025-\$120,463
- Attended staff meetings
- August 2025 Bank Reconciliation-Town accounts
- August 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8 hours
- Processed Swansboro TDA checks
- Gathered financial information for 9/23/2025 regular meeting session
- Gathered and submitted required information for the Workers' Compensation self-audit.
- Attended the following webinars:
 - New State Law Requiring Background Checks-Parks & Recreation
 - NC 401K and NC 457 Plans: Employer Corner
- Attended Tyler Technologies implementation session for Data Insights, the Town's Open Data and Transparency platform.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- The auditor is currently conducting the audit and drafting the financial statements. Once the draft is complete, the Finance Director will review it prior to submission to the Local Government Commission (LGC).

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – September 30</i>
Swansboro Town {17A}	81	746
Swansboro County {17B}	24	209
Aid Given	21	152
Total Call Volume	126	1107
Aid Received	4	31
Overlapping Incidents {% of Volume}	14 {11.1%}	202 {18.24%}
Missed Incidents (Overlapping)	3	6

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to September 30</i>
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Standard Fire Inspection	12	194
New Business Inspection	1	6
Fire Suppression – Hoods	28	96
Special Event – Tents	1	3
Plan Review	3	20
Code Violation/Complaint	0	2
Total	45	321

Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 – September 30</i>
Company Training	385	3082
Facilities	0	18
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	12	21
Hazardous Materials	45	84
Officers	34	85
New Driver	13	48

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New Recruit	0	246
Existing Driver	0	150
EMS	9	41
Emergency Management	3.5	5.5
Total	501.5	3819.5

* Training hours may differ from previous reports, reconciliation is still processing for appropriate ISO categorization.

** New Recruit hours increase only upon members' successful completion of a fire academy

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates-ongoing
- Applications are still being accepted for the Christmas Flotilla, Arts by the Sea 2026
- Secured fireworks for 2026.
- Working with graphic designer to design the Mullet Festival map and information piece.
- Continue working with Front Row Communications for festival advertising.
- Collaborating with WITN and WNCT for digital advertising and commercials.
- Continue to work with the Tideland news and Curtis Media on advertising.
- Working with Jacksonville Onslow Sports Commission to host the 3rd Annual Movin' Mullet 5K. Logistical meeting held.

Miscellaneous

- Serving on the Tunnel to Towers committee. Attending planning meetings. Event was held on September 13, with 1125 registered participants. Estimated attendance was 1,400.
- Met with area parks and recreation directors. The group was formed with the intention of collaborating with events, shared expertise, peer support, problem-solving network, resources sharing, training opportunities, and staying current the recreation trends. The group plans to meet quarterly.
- Continue to work on project for pickleball courts.
- Serving on America's 250 planning committee for Onslow County.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.

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- 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.
- Attending quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity					
From 9/7/2025 to 10/7/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	160	39	24	0	104
Resident	16	6	13	0	14
Non-Resident	144	32	11	0	90
No Residency Set	0	0	0	0	0
Demographics					
< 18	43	2	0	0	14
18 - 65	100	32	21	0	83
65+	17	4	3	0	7
Male	66	18	18	0	49
Female	94	20	6	0	55
Other Genders	0	0	0	0	0
Online vs In-House					
Online	81	0	0	N/A	52
In-Person	79	38	24	N/A	52

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Metrics-social media

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	19,136	341,000	6,300	224,700	105
Facebook-Festivals	9,305	7,400	751	51,400	45

Revenue

Slip Fee - Town Dock	\$1,352
Rental Fees-Parks	\$415
Rentals Rooms	\$1,805
Rec Program Fees	\$2,007.66
Gym Memberships	\$295
Dog Park Memberships	\$30
Festival Vendor Fees	\$3,060

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
- Completed all purchase orders for Mullet Festival
- Began planning social media campaign for Mullet Festival
- Attended meeting with T2T director about volunteers
- Attended meeting with Fire Chief about upcoming programs
- Attended 4H interest meeting
- Attended 2 Mullet Festival logistical meetings
- Planned pickleball tournament
- Continued planning and executing upcoming Sprout Scouts and Tiny Trekkers
- Attended Coastal Carolina Community Fair
- Began coordinating with local restaurants for Mullet Festival VIP tent
- Coordinated with contract instructors on upcoming programs
- Met with Diamond Bus Shuttle Company to discuss alternate route for Mullet Festival
- Helped plan and execute National Night Out

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- Worked with T2T director on volunteers for event and marketing
- Continued BarkFest social media campaign
- Planned and organized Halloween Craft Night
- Attended National Night Out logistical meeting
- Attended sponsorship webinar
- Began preparations for Mullet Festival: mullet toss, mullet hair competition, supply list, staffing, volunteers, and communication
- Attended Movin' Mullet meeting

Planned Programs

POUND! – September 6th – October 18th

- 11 drop-ins
- 1 series

Wreath & Wine Fall Wreath

- 5 registered and 5 attended

Tai Chi Classes – September 11th – October 16th

- 10 registered and 5 waitlisted

Seaside Book Buzz

- 27 registered

Sprout Scouts Puppy Pals – September 19th

- 20 registered and 15 attended
- 3 waitlisted

National Night Out – September 19th

- 41 vendors
- Estimated 800+ in attendance

Finger Painting Art Class – September 25th

- 8 registered and 8 attended

BarkFest – September 27th

- 22 vendors
- Estimated 500+ in attendance

Wreath, Witches, and Wine – September 30th

- 7 registered and 7 attended.

Department Reports for September 2025

Planning

Planning Board

- The Planning Board regular meeting was on September 2, 2025.
 - CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center. Flybridge Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the site located at 1481 W Corbett Ave from a RA (rural/agricultural) designation to a Suburban Town Center designation. This agenda item was recommended for denial to the Board of Commissioners.
 - Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning. Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning) to develop a proposed multi-family and commercial project. This agenda item was recommended for denial to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on September 16, 2025, due to lack of agenda items.

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.
- Attended Risk Assessment Training

Police Department

Patrol

- 456
- 153 Reportable Events
- 15 Wrecks
- 1 Felony Arrest
- 11 Misdemeanor Arrests

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- 4 Arrests by Warrant Service
- 3 DWI Arrests
- 8 Arrests with transport to the Onslow County Jail
- 68 Citations Issued
- 73 Verbal/Written Warnings
- 7 Felonies Reported (3-Fraud; 2-Larceny; 2-Identity Theft)
- 39 Misdemeanors Reported (17-Larceny; 9-Property Damage; 4-Assaults; 3-Trespassing; 2-Communicating Threat; 2-Narcotics Related; 1-Stalking; 1-Traffic Related)
- 4 Disputes/Public Disturbances
- 14 Alarm/Open Door Reports
- 4 Domestic Violence
- 2 Death Investigations
- 3 Drug Overdoses
- 1 Crisis Intervention with Mental Subject
- 29 Suspicious Incidents/Persons/Vehicles
- 7 Town Ordinance Violations
- 118 Requests by other agencies for assistance.
- 45 requests by citizens for non-crime related assistance.

3,916 Total Events Performed by Patrol

Community Service/Training

- 6 Funeral Escorts.
- 5 requests for fingerprinting.
- 23 Business closing standbys.
- 406 Business checks.
- 2 RU Ok? Participants.
- 4 residence checks.
- Provided security and traffic control for the Tunnel 2 Towers 5k run/walk.
- Conducted first National Night Out.
- Lt. Ray completed First Line Supervision training. 40-hour training conducted at Cape Fear Community College.
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville.

Admin Services

- Answered 365 phone calls during business hours.
- Assisted 153 walk-in request for assistance during business hours.
- Took 50 requests for report copies during business hours.

Public Works

no report provided