

## Department Reports for January 2026

### Administrative Services

- Phone Records Report for January: 1,540 calls
 

Internal – 388	Town Hall – 256	Parks and Recreation – 165
Police Department – 389	Fire Department – 71	Outgoing totals – 271
- Building permits sold for January: 45 residential/commercial combined; \$116,137.86 total fees collected (includes 7 re-inspections)
- 120 Building inspections scheduled/15 Fire Inspections processed
- 86 Various receipts processed
- 0 Code Enforcement violation
- 341 ONWASA payments processed; 0 New Services; 0 Other
- 1 Work Orders generated for Public Works
- 7 Notarization's performed
- US Census Report Submitted – Permits
- Finalized December Departments Report
- Began planning of Sam Bland Recipient Banquet
- Received and handled 4 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Began budget preparation for Admin Services, Governing Body, Legal & Permitting
- New advisory board appointments processed
- Updated Projects brief
- Public Records Request
  - Constriction on the Rise – Building Permits issued with values December 2025
  - Henderson – Building Permits issued with values December 2025
  - Carolina Permits – New Homes building in December 2025
  - Construction Monitor – Building permits issues December 2025
  - SmartProcure public records request all purchasing records from 6/19/2025 to current
  - Public Record request for Bodycam and Dashcam Footage x 2
  - Property violations/complaints – 110 Forest Lane (Cole)
  - Property violations/complaints – 112 Forest Lane & 110 Forest Lane (Kingrey)
  - Public Records Request: Purchase data
  - Property Records - 101 Leslie Lane
  - Email Record copies pertaining to prior employee – Stephanie Shepherd
- Issued News Releases for
  - BOC 12/9//2025 Organizational Meeting
  - MLK Holiday Closures
  - Weather Alert #1 Winter Weather January 25-29
  - Weather Alert #1 Winter Weather January 31-Feb 1
  - Weather Alert #2 Winter Weather January 31-Feb 1



## Department Reports for January 2026

### Fire Department Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date)
Swansboro Fire District {Primary Response Area}	<b>96</b>	96
Swansboro Fire {Aid Given by District}		
Onslow County Fire Rescue	6	6
Hubert Fire	5	5
Western Carteret Fire	3	3
Camp Lejeune Fire	0	0
Emerald Isle Fire	0	0
Piney Green Fire	0	0
<b>Call Type Grouping</b>		
Fire {Working Fires}	25 {2}	25 {2}
Rescue	5	5
EMS/Medical	78	78
Service	2	2
<b>Total Agency Call Volume</b>	<b>110</b>	110
<b>Aid Received</b>	<b>0</b>	0
<b>Overlapping Incidents {% of Volume}</b>	<b>14 {12.73%}</b>	14 {12.73%}
<b>Missed Incidents (Overlapping)</b>	<b>0</b>	<b>0</b>

## Department Reports for January 2026

### Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual
<b>Standard Fire Inspection</b>	<b>10</b>	<b>10</b>
<i>Initial Inspection</i>	<i>3</i>	<i>3</i>
<i>Reinspection {1<sup>st</sup> Revisit}</i>	<i>6</i>	<i>6</i>
<i>Reinspection {2<sup>nd</sup> + Revisit}</i>	<i>1</i>	<i>1</i>
<b>New Business Inspection</b>	<b>2</b>	<b>0</b>
<i>Initial Inspection</i>	<i>1</i>	<i>1</i>
<i>Reinspection</i>	<i>1</i>	<i>1</i>
<b>Fire Suppression – Hoods</b>	<b>3</b>	<b>0</b>
<i>Initial Inspection</i>	<i>3</i>	<i>3</i>
<i>Reinspection</i>	<i>0</i>	<i>0</i>
<b>Special Event – Tents</b>	<b>0</b>	<b>0</b>
<b>Plan Review</b>	<b>0</b>	<b>0</b>
<b>Code Violation/Complaint</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

## Department Reports for January 2026

### Parks and Recreation

#### DIRECTOR'S REPORT

##### **Festivals**

- Festival website updates are ongoing.
- Completed redesign of 2026 sponsorship packet.
- Began contacting key media sponsors.
- Met with WNCT-9 to devise marketing plan for the 2026 festival year.

##### **Miscellaneous**

- Continue to work on the pickleball courts project. Several meetings with engineering firm discussing design plans, stormwater plans, and received estimated costs for those plans. Met with Town Manager for review. Will review with BOC at mid-year budget review and prepare for a formal presentation at a public meeting. Met with Pickleball Committee to update them on progress and receive feedback on amenities for courts.
- Providing feedback on Visitors Centers plans.
- Budgeting: prepared documents, working on CIP plans, staffing needs, and obtaining quotes needed for the upcoming budget year, worked with Assistant Director on budgeting process, providing guidance and reviewing line items she would be responsible for.
- Preparing on-going reservation documents for both youth and adult soccer associations.
- Attended the local coordinators conference for State Senior Games representing Onslow County Senior Games.
- Conducted site visit to Morehead City Parks to see their pickleball courts, taking photo's for reference.
- 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.
- 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.

## Department Reports for January 2026

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

### Activity Report

Dec 16-Feb 16

#### Organization Activity

From 12/18/2025 to 2/16/2026

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	416	41	27	0	210
Resident	54	10	19	0	29
Non-Resident	362	30	8	0	181
No Residency Set	0	0	0	0	0
<b>Demographics</b>					
< 18	109	5	3	0	55
18 - 65	173	33	19	0	125
65+	134	2	5	0	30
Male	171	24	14	0	78
Female	245	16	13	0	132
Other Genders	0	0	0	0	0
<b>Online vs In-House</b>					
Online	160	0	0	N/A	139
In-Person	256	40	27	N/A	71

#### Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions
Facebook-Parks & Rec	19,549	149,600	25,400	942
Facebook-Festivals	9,333	6,000	2,900	79

#### Revenue

Slip Fee - Town Dock	\$1,372
Rental Fees-Parks	\$25
Rentals Rooms	\$3,295
Rec Program Fees	\$5,000
Gym Memberships	\$710
Dog Park Memberships	\$50

## Department Reports for January 2026

Festival Vendor Fees	\$2350
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### 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 Tiny Trekkers and Sprout Scouts for the month
- Began obtaining festival quotes for 2026
- Attended Pickleball meeting to discuss 2026 programs and new wind screens
- Finalized wind screen purchase
- Created a gym survey for our members about new equipment
- Processed Touch-A-Truck vendor applications
- Attended Supervisors meeting
- Planned and advertised upcoming Valentine's programs
- Began contacting PirateFest entertainers and receiving proposals
- Attended Fire Safety Programming with Fire Chief
- Completed Parks & Recreation Sponsorship Packet
- Created and advertised fire safety program survey
- Began planning all purchase orders for Youth Sports Grant
- Met with staff to discuss future programs and began planning new program ideas
- Attended Special Events meeting
- Completed all necessary budget data for Anna

### Planned Programs and Events

*Frost & Foam Winter Mug – January 14th*

- 12 registered and 12 attended

*Tiny Trekkers Little Astronauts – January 23rd*

- 12 registered and 7 attended

*PJ Party Sprouts – January 16th*

- 16 registered and 16 attended
- 2 waitlisted

*Music Bingo – January 8th*

## Department Reports for January 2026

- 43 registered and 31 attended

*Tai Chi – January 8th – February 12th*

- 12 registered and 4 waitlisted

*Adult Voice Classes*

- 10 registered

### Planning

*Planning Board*

- The Planning Board's regular meeting on January 6, 2026, was canceled due to a lack of agenda items.

*Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission's regular meeting was on January 20, 2026.
  - Certificate of Appropriateness/ 209 Main Street. The owner of 209 Main Street, or the “Ringware House” has requested a Certificate of Appropriateness for alterations to the accessory structures and property. This home is contributing to the Swansboro Historic District and is zoned R-6SF. This COA was approved.

*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.
- Submitted grant applications for Pedestrian Safety Call for Projects with NCDOT
- Submitted Certified Local Government report to the State Historic Preservation Office.

### Police Department

*Patrol:*

- 654 Calls for Service
- 150 Reportable Events
- 15 Wrecks
- 4 Felony Arrests

## Department Reports for January 2026

- 18 Misdemeanor Arrests
- 10 Arrests by Warrant Service
- 3 DWI Arrests
- 17 Arrests with Transport to the Onslow County Detention Center
- 115 Citations
- 108 Verbal/Written Warnings
- 12 Felonies Investigated (3-Obtaining Property by False Pretenses; 2-Larcenies; 2-Fraud; 1-Uttering Forged Instrument; 1-Assault on Law Enforcement; 1-Embezzlement; 1-Counterfeiting)
- 44 Misdemeanors Reported (15-Larcenies; 7-Property Damage; 7-Narcotics Related; 3-Harassment; 3-Trespassing; 2-Resist, Obstruct, Delay Public Officer; 2-Assaults; 2-Carrying Concealed Weapon; 1-Communicating Threat; 1-Extortion; 1-Traffic Related)
- 9 Disputes/Public Disturbances
- 7 Alarm/Open Doors
- 6 Domestic
- 6 Crisis Intervention with Mental Subject
- 18 Suspicious Incident/Person/Vehicle
- 3 Vehicle Unlocks
- 1 Missing Person
- 1 Death Investigation
- 114 Requests by Othe Agencies for Assistance
- 7 Town Ordinance Violations
- 58 Requests by Citizens for non-Crime Related Assistance

***4,665 Total Events Performed by Patrol***

### *Community Service/Training:*

- 4 Funeral Escorts
- 7 Requests for Fingerprinting
- 25 Business Closing Standbys
- 487 Business Checks
- 2 RU Ok? Participants
- 16 Residence Checks
- Provided security at one event at the Rotary Civic Center.
- Provided security each week for the First Baptist Church.
- Provided security each week for One Harbor Church.
- Lt. Ray attended the monthly Crime Stoppers meeting held in Jacksonville.

### *Admin Services:*

- Answered 262 phone calls during business hours.

## **Department Reports for January 2026**

- Assisted 140 walk-in requests for assistance during business hours.
- Took 44 requests for report copies during business hours.

### **Public Works**

(no report provided)