

Department Reports for November 2025

Administrative Services

- Phone Records Report for November: 1,398 calls
 - Internal – 297
 - Town Hall – 216
 - Police Department – 321
 - Fire Department – 74
 - Parks and Recreation – 223
 - Outgoing totals – 267
- Building permits sold for November: 32 residential/commercial combined; \$10,221.18 total fees collected (includes 0 re-inspections)
- 66 Building inspections scheduled/18 Fire Inspections processed
- 108 Various receipts processed
- 0 code enforcement violation issue
- 350 ONWASA payments processed; 1 New Services; 4 other requests
- 1 Work Orders generated for Public Works
- 1 Notarization's performed
- US Census Report Submitted – Permits
- Town staff Christmas party scheduled and planned for December 5th
- Worked with Onslow County IT on conversion project
- Facilitated a food donation collection event with Onslow Community Outreach
- Registration for Essentials of Municipal Government & hotel reservations secured for Board members, manager and deputy clerk
- Registered Commissioner Vannoy & Herbert for virtual Elected Officials Training through NCLM
- Arranged and secured items for outgoing board members recognition
- 2024-2025 Secretary of State appointment report completed
- Public Records Request
 - Constriction on the Rise – Building Permits issued with values October 2025
 - Henderson – Building Permits issued with values October 2025
 - Carolina Permits – New Homes building in October 2025
 - Construction Monitor – Building permits issues October 2025
 - Prestigious Rentals LLC – 106 Elizabeth Way permit records
 - Junior Freeman – 768 W. Corbett Avenue permit records
 - Junior Freeman – 768 W. Corbett Avenue correspondence records
 - CREtelligent – 1161 Hammocks Beach Road permit records
- Prepared Street Closures notice for Swansboro by Candlelight and Flotilla Events
- Worked Golf Cart shuttle at Flotilla
- Issued New Releases/Constant Contact/Facebook posts for:
 - Town of Swansboro Collecting Food Donations
 - Closures for Veterans Day
 - Notice of Acquired Structure Fire Training
 - Thanksgiving Holiday Closures, Garbage & Yard Waste Collection Schedule
- Finalized October Departments Report

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- Received and handled 2 “Contact Us” request from the Website
- Received and responded to 5 emails from Jimmy Williams for information
- Finalized Sam Bland Award nominations and selection of recipient made
- Assisted with numerous Planning Department matters
- 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.

Finance

- Sales & Use Tax received in November 2025 is \$133,628
- Accounts Payable Summary for November 2025:
 - 220 Invoices-Totaling: \$114,117
 - 48 Purchase Orders Issued
- Processed payroll-11/14/2025 & 11/28/2025
- PEV ChargePoint Station-Accumulated (kWh) for November 2025:(546)
- Session fees collected-\$146
- Stormwater Fees Collected-November 2025-\$4,908
- Attended staff meeting
- October 2025 Bank Reconciliation-Town accounts
- October 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 5 hours
- Processed Swansboro TDA checks
- Gathered financial information for 11/25/2025 regular meeting session
- Attended Tyler Technologies implementation session for Data Insights, the Town’s Open Data and Transparency platform.
- Attended the NCGFOA Fall Conference
- 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 – November 30</i>
Swansboro Town {17A}	63	892
Swansboro County {17B}	22	260

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Aid Given	23	190
Total Call Volume	106	1342
Aid Received	1	41
Overlapping Incidents { % of Volume }	12 { 11.32% }	232 { 17.31% }
Missed Incidents (Overlapping)	0	9

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to November 30</i>
Standard Fire Inspection	8	203
New Business Inspection	0	7
Fire Suppression - Hoods	10	114
Special Event - Tents	0	4
Plan Review	1	21
Code Violation/Complaint	0	2
Total	19	351

Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 - November 30</i>
Company Training	271	3,830
Facilities	0	207

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Fire Arson Investigator	13	16
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	10
Hazardous Materials	1	68
Officers	20	87
New Driver	10	60
New Recruit	5	251
Existing Driver	4	65
EMS	6	47
Emergency Management	0	5.5
Total	672	4,827.5

**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 are ongoing
- Met with WNCT (Channel 9) to review marketing plan for the Christmas Flotilla
- Coordinated with Curtis Media for Mullet Festival radio advertising
- Coordinated Christmas Flotilla Logistical Meeting
- Continue working with Front Row Communications for festival advertising
- Continue to work with the Tideland news and Curtis Media on advertising

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- Coordinated and facilitated successful Christmas Flotilla, 17 boats registered, 10 participated, approximately 4000 attendees, several hundred children visited with Santa, \$3000 cash prizes for Flotilla winners

Miscellaneous

- Continue to work on the pickleball courts project. Drafting Request for Proposal to build courts
- Conducted interviews for Recreation Aide position
- Assisted in coordination of Veterans Day Celebration event
- 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
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Activity Report

Organization Activity					
From 11/5/2025 to 12/5/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	140	42	5	0	95
Resident	18	4	4	0	3
Non-Resident	122	36	1	0	92
No Residency Set	0	0	0	0	0
Demographics					
< 18	36	0	0	0	8
18 - 65	62	31	3	0	67
65+	42	9	2	0	20
Male	55	30	3	0	46
Female	85	10	2	0	49
Other Genders	0	0	0	0	0
Online vs In-House					
Online	78	0	0	N/A	52
In-Person	62	40	5	N/A	43

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Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Visits
Facebook-Parks & Rec	19,424	198,800	30,600	1,500	7,400
Facebook-Festivals	9,327	13,300	3,500	112	573

Revenue

Slip Fee - Town Dock	\$4,470
Rental Fees-Parks	\$230
Rentals Rooms	\$695
Rec Program Fees	\$1,323
Gym Memberships	\$10
Dog Park Memberships	\$15
Festival Vendor Fees	\$0

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 Flotilla
- Scheduled and advertised all Christmas programs on social media and RecDesk
- Attended Veterans Day Meeting
- Facilitated Parks & Recreation Staff Meeting
- Developed and facilitated Fall Garland program
- Facilitated interviews for Recreation Aid
- Cancelled theatre trip and handled refunds
- Created letter for Flotilla donations
- Planned and executed Dinksgiving Pickleball Tournament
- Began planning Parks & Recreation Christmas party
- Handled all social media advertising for Flotilla

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- Order Flotilla supplies
- Attended Parks & Recreation Advisory Board Meeting
- Planned and executed Tiny Trekkers and Sprout Scouts program
- Attended Flotilla logistical meeting
- Met with potential contract instructor for a singing program
- Coordinated and hosted Music BINGO
- Planned while out for Carolinas Conference

Planned Programs

Sip & String Fall Garland – November 5th

- 6 registered and 6 attended

Tiny Trekkers Harvest Pals – November 7th

- 12 registered and 10 attended
- 2 waitlisted

Sprout Scouts Gobble Trot – November 21st

- 10 registered and 8 attended

Tai Chi Classes – November 6th – December 18th

- 13 registered and 3 waitlisted

Dinksgiving Pickleball Tournament – November 22nd

- 51 registered and 50 attended

Theatre Trip Spamalot – November 9th

- 11 registered and 1 attended
- 1 waitlisted

Music BINGO – November 25th

- 47 registered and 38 attended

Christmas Flotilla – November 28th

- 17 registered and 10 attended
- 14 vendors
- Estimated 5,000+ in attendance

Planning

Planning Board

- The Planning Board regular meeting was cancelled on November 4, 2025, due to lack of agenda items.

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Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was cancelled on December 18, 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.
- Reviewed and approved zoning and floodplain development permits.
- Submitted grant applications for Pedestrian Safety Call for Projects with NCDOT
- Attended the regional hazard mitigation plan meeting.

Police Department

Patrol:

- 563 Calls for Service
- 163 Reportable Events
- 26 Wrecks
- 4 Felony Arrests
- 11 Misdemeanor Arrests
- 8 Arrests by Warrant Service
- 12 Arrests with Transport to the Onslow County Detention Center
- 43 Citations
- 75 Verbal/Written Warnings
- 8 Felonies Investigated (2-Fraud; 2-Narcotics; 1-Larceny; 1-Break & Enter; 1-Elder Abuse)
- 44 Misdemeanors Reported (12-Property Damage; 11-Larcenies; 4-Trespassing; 3-Resist, Obstruct, & Delay Public Officer; 2-Assaults; 1-Communicating Threat; 1-Filing False Police Report; 1-Sexual Assault; 1-Break & Enter; 1-Narcotics; 1-Harassment; 1-Illegal Dumping; 1-Public Urination; 4-Traffic Related)
- 9 Disputes/Public Disturbances
- 10 Alarm/Open Door
- 3 Domestics
- 1 Death Investigation

Department Reports for November 2025

- 3 Crisis Intervention with Mental Subject
- 21 Suspicious Incidents/Persons/Vehicles
- 146 Requests by Other Agencies for Assistance
- 4 Town Ordnance Violations
- 50 Requests by Citizens for non-Crime Related Assistance

4,139 Total Events Performed by Patrol

Community Service/Training:

- 1 Funeral Escort
- 19 Requests for Fingerprinting
- 12 Business Closing Standbys
- 322 Business Checks
- 2 RU Ok? Participants
- 59 Residence Checks
- Provided security for the Annual Candlelight Event
- Provided security for the Annual Christmas Flotilla
- Participated in the Veteran's Day Ceremony
- Participated in handing out meals on Thanksgiving Day

Admin Services:

- Answered 260 phone calls during business hours
- Assisted 131 walk-in requests for assistance during business hours
- Took 57 requests for report copies during business hours

Public Works

(no report provided)