

Department Reports for December 2025

Administrative Services

- Phone Records Report for December: 1,447 calls

Internal – 385	Town Hall – 208	Parks and Recreation – 174
Police Department – 325	Fire Department – 57	Outgoing totals – 298
- Building permits sold for December: 33 residential/commercial combined; \$12,310.24 total fees collected (includes 9 re-inspections)
- 74 Building inspections scheduled/22 Fire Inspections processed
- 77 Various receipts processed
- 354 ONWASA payments processed; 2 New Services; 2 Other
- 2 Work Orders generated for Public Works
- 4 Notarization's performed
- US Census Report Submitted – Permits
- Finalized November Departments Report
- Sam Bland Award items finalized
- Received and handled 6 “Contact Us” request from the Website
- Received and responded to 4 emails from Jimmy Williams for information
- Created 2026 recycle calendar
- Town Employee Christmas Party held at Town Hall on December 5th
- Public Records Requested processed
 - Constriction on the Rise – Building Permits issued with values November 2025
 - Henderson – Building Permits issued with values November 2025
 - Carolina Permits – New Homes building in November 2025
 - Construction Monitor – Building permits issues November 2025
 - Charlotte Clevenger – Flybridge records
 - Jamie Cook – copier & printing contract records
- Issued News Releases for
 - BOC 12/10/2025 Organizational Meeting
 - Christmas & New Years closing & schedule changes
 - Christmas Tree collection
- 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: 1,468 Top 5 pages viewed in October:

Employment Opportunities – 554 | Police – 198 | Permitting – 179

FAQ (Garbage P/U) – 178 | News (Holiday Schedules) – 157

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Finance

- Sales & Use Tax received in December 2025 is \$131,190
- Accounts Payable Summary for December 2025:
 287 Invoices-Totaling: \$187,667
 29 Purchase Orders Issued
- Processed payroll-12/12/2025 & 12/26/2025
- PEV ChargePoint Station-Accumulated (kWh) for December 2025:(532)
- Session fees collected-\$114
- Stormwater Fees Collected-December 2025-\$4,124
- Attended staff meeting
- November 2025 Bank Reconciliation-Town accounts
- November 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8 hours
- Processed Swansboro TDA checks
- Attended Tyler Technologies implementation session for Data Insights, the Town's Open Data and Transparency platform
- Submitted the Fiscal Data Report to the NCDOT for FY 24/25
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- The Finance Director received the draft of the financial report. The draft was reviewed by the Finance Director and submitted to the Local Government Commission (LGC)
- Submitted the Participant Application & Annual Comprehensive Financial Report (ACFR) for the Certificate of Achievement for Excellence in Financial Reporting Award to the Governmental Finance Officers Association

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 –December 31</i>
Swansboro Town {17A}	86	978
Swansboro County {17B}	25	285
Aid Given	21	211
Total Call Volume	132	1,474
Aid Received	5	51
Overlapping Incidents {% of Volume}	18 {11.32% }	250 {17.31% }

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Missed Incidents (Overlapping)	2	11
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Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to December 31</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 –December 31</i>
Company Training	132	3,962
Facilities	0	207
Fire Arson Investigator	24	40
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	10

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Hazardous Materials	33	118
Officers	37	123
New Driver	28	88
New Recruit	5	256
Existing Driver	6	160
EMS	4	51
Emergency Management	0	5.5
Total	672	5,051.5

** 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
- Facilitated after action meeting for Flotilla
- Began gathering statical marketing information to present to sponsors
- Began revising sponsorship packet for 2026

Miscellaneous

- Continue to work on the pickleball courts project. Several meetings with engineering firm discussing design plans, stormwater plans, and waiting on final costs for those plans. Plan to meet with Pickleball Committee in January to receive feedback on amenities for courts
- Providing feedback on Visitors Centers plans
- Began preparing budget documents
- 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
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Activity Report

Organization Activity					
From 12/8/2025 to 1/7/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	204	24	9	0	98
Resident	33	4	5	0	14
Non-Resident	171	19	4	0	84
No Residency Set	0	0	0	0	0
Demographics					
< 18	38	1	0	0	16
18 - 65	95	18	8	0	64
65+	71	4	1	0	18
Male	78	13	4	0	33
Female	126	10	5	0	65
Other Genders	0	0	0	0	0
Online vs In-House					
Online	80	0	0	N/A	63
In-Person	124	23	9	N/A	35

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Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions
Facebook-Parks & Rec	19,450	160,309	32,205	1,196
Facebook-Festivals	9,329	1,704		

Revenue

Slip Fee - Town Dock	\$2,849
Rental Fees-Parks	\$105
Rentals Rooms	\$2,460
Rec Program Fees	\$1,095
Gym Memberships	\$150
Dog Park Memberships	\$25
Festival Vendor Fees	\$800

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
- Attended Carolinas Parks & Recreation Conference
- Attended Visitor Center Meeting
- Coordinated with TennisBloc for upcoming Spring and Summer programs
- Handled all SantaFest prep and executed event with staff and volunteers
- Trained new staff member
- Executed Handmade Holidays Christmas Sweater program
- Attended Flotilla After Action Meeting
- Created, planned, and scheduled social media for Parks & Recreation programs and events
- Planned and executed Ugly Sweater Pickleball Smash program
- Sent survey to pickleball league about evening hours
- Updated 2026 pickleball league membership packet including play time adjustment
- Promoted and handled Holiday Canvas program
- Created recipe book for Christmas Exchange participants

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- Executed Christmas Exchange program
- Planned new adult voice classes with new instructor
- Attended meeting with Fire Chief to discuss new safety programs for 2026
- Began event and program planning for 2026 including dates and vendors
- Continued to work on 2026 Parks & Recreation Sponsorship Packet
- Coordinated with two different theatres for upcoming theatre trips
- Began working on 26-2027 budget
- Began planning athletic toddler programs with grant money

Planned Programs and Events

Christmas Wreath – December 4th

- 5 registered and 5 attended

Tiny Trekkers Frosty Adventures – December 12th

- 11 registered and 11 attended

Jolly Little Sprouts – December 19th 10 AM & 11:30 AM

- 20 registered and 11 attended

SantaFest – December 6th

- Estimated 350 + in attendance

Holiday Canvas December 15th – 18th

- 12 participated
- Over 300 votes

Ugly Sweater Pickleball Smash – December 12th

- 41 registered and 40 attended

Christmas Exchange – December 18th

- 11 registered and 11 attended

Tai Chi Classes – November 6th – December 18th

- 13 registered and 3 waitlisted

Handmade Holidays Holiday Sweater – December 11th

- 7 registered and 5 attended

Planning

Planning Board

- The Planning Board regular meeting was on December 2, 2025.
 - Rezoning Request- Parcel ID 012535 (Swansboro Loop Road). Pinnacle Construction and Development, LLC, on behalf of property owners, Family Freedom, LLC has submitted a rezoning request for a property on Swansboro

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Loop Road from RA (Residential/Agricultural) to R10 Single Family. The property is located in Swansboro's ETJ, is further identified as tax parcel ID 012535, and the total acreage requested for rezoning is +/- 1 acre. The Planning Board **did not** recommend this for approval to the BOC. (Revised 1/26/2026)

- Ward Farm Village Preliminary Plat Modification. Ward Farm, LLC is requesting an amendment to the preliminary plat that was previously approved for Ward Farm Village Subdivision, located on Deer Island Road located within Swansboro town limits and zoned R-8 SF. The Planning recommended this for approval to the BOC.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on December 16, 2025.
 - Certificate of Appropriateness/ 206 Walnut Street. The owners of 206 Walnut Street or the "Fannie B. Oglesby House" have requested a Certificate of Appropriateness for exterior alterations of the home. This home is contributing to the Swansboro Historic District and is zoned R6SF. This request was approved.
 - Minor Work/Staff Approval Application Report October-December.

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:

- 592 Calls for Service
- 128 Reportable Events
- 27 Wrecks
- 1 Felony Arrest
- 7 Misdemeanor Arrests

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- 3 Arrests by Warrant Service
- 2 DWI Arrests
- 6 Arrests with Transport to the Onslow County Detention Center
- 52 Citations
- 98 Verbal/Written Warnings
- 9 Felonies Investigated (3-Larcenies; 2 Fraud; 1-Documentaion Fraud; 1-Obtaining Property by False Pretenses; 1-Conspiracy to Commit a Felony)
- 28 Misdemeanors Reported (7-Property Damage; 7-Trespassing; 5-Larcenies; 2-Communicating Threat; 1-Elder Abuse; 1-Child Abuse; 1-Harassment; 4-Traffic Related)
- 5 Disputes/Public Disturbances
- 8 Alarm/Open Doors
- 6 Domestic
- 6 Crisis Intervention with Mental Subject
- 17 Suspicious Incidents/Persons/Vehicles
- 141 Requests by Other Agencies for Assistance
- 6 Town Ordinance Violations
- 70 Requests by Citizens for non-Crime Related Assistance

4,692 Total Events Performed by Patrol

Community Service/Training:

- 3 Funeral Escorts
- 9 Requests for Fingerprinting
- 14 Business Closing Standbys
- 463 Business Checks
- 2 RU Ok? Participants
- 43 Residence Checks
- Conducted Shop-with-a-Cop
- Participated in SantaFest
- Participated in Operation Deployed Santa
- Participated in a Santa Parade throughout the Town
- Provided security at One Harbor Church throughout the month
- Officer Gates completed Standardized Field Sobriety Testing Training. 32 hours training held in Jacksonville

Admin Services:

- Answered 320 phone calls during business hours
- Assisted 115 walk-in requests for assistance during business hours
- Took 63 requests for reports during business hours

Public Works – no report provided