

Department Reports for October 2025

Administrative Services

- Phone Records Report for October: 2,016 calls

Internal – 453	Town Hall – 354	Parks and Recreation – 375
Police Department – 412	Fire Department – 74	Outgoing totals – 438
- Building permits & Flood Development permits sold for October: 35 residential/commercial combined; \$4,575.00 total fees collected (includes 6 re-inspections)
- 87 Building inspections scheduled/5 Fire Inspections processed
- 164 Various receipts processed
- 1 Code Enforcement Violations
- 324 ONWASA payments processed; 4 New Services; 0 other requests
- 6 Work Orders generated for Public Works
- 3 Notarization's performed
- US Census Report Submitted - Permits
- Public Records Requests
 - Constriction on the Rise – Building Permits issued with values September 2025
 - Henderson – Building Permits issued with values September 2025
 - Carolina Permits – New Homes building in September 2025
 - Construction Monitor – Building permits issues September 2025
- Finalized September Departments Report
- Began planning for Thanksgiving Christmas employee celebrations
- 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.
- Cancellation of Mullet Festival and Parade, along with rescheduling smaller event for the following weekend was handled
- Aliette Cuadro completed the IIMC Clerks Certification Course, she will continue to pursue gaining enough points to qualify for her CMC designation.
- Received and handled 4 “Contact Us” request from the Website
- Received and responded to 3 emails from Jimmy Williams for information
- Worked with Onslow County IT on conversion project
- Issued New Releases/Constant Contact/Facebook posts for:
 - Shore Drive Temporary Street Closure
 - Mullet Festival Cancellation
 - Weather Alert, October 10th – 13th
 - Last Call for Sam Bland Award nominations
 - BOC 10/28/2025 regular meeting
 - Advisory Board Interest
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

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Website Home Page defaults: 1,417 Top 5 pages viewed in October:
 Employment Opportunities – 600 | BOC Members – 211 | Permitting - 199
 Police – 180 | Government – 173

Finance

- Sales & Use Tax received in October 2025 is \$137,693
- Accounts Payable Summary for October 2025:
 252 Invoices-Totaling: \$232,514
 60 Purchase Orders Issued
- Processed payroll-10/01/2025, 10/17/2025, & 10/31/2025
- PEV ChargePoint Station-Accumulated (kWh) for October 2025:(816)
- Session fees collected-\$363
- Stormwater Fees Collected-October 2025-\$14,078
- Attended staff meeting
- Assisted in Finger Mullet/Shuttle
- September 2025 Bank Reconciliation-Town accounts
- September 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 7 hours
- Processed Swansboro TDA checks
- Swansboro TDA – Regular Meeting was held on Thursday, October 9, 2025. The next scheduled meeting will be held on Thursday, January 8, 2026, at 2:30 pm in the Community Room.
- Gathered financial information for 10/28/2025 regular meeting session
- Attended Tyler Technologies implementation session for Data Insights, the Town's Open Data and Transparency platform.
- Attended County IT Meeting
- Submitted HUBSCO for quarter ending 9/30/25- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (July 1, 2025 – September 30, 2025)
- 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 –October 31</i>
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Swansboro Town {17A}	83	829
Swansboro County {17B}	29	238
Aid Given	15	167
Total Call Volume	127	1234
Aid Received	9	40
Overlapping Incidents {% of Volume}	18 {14.17% }	220 {17.82% }
Missed Incidents (Overlapping)	3	9

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to October 31</i>
Standard Fire Inspection	1	195
New Business Inspection	1	7
Fire Suppression – Hoods	8	104
Special Event – Tents	1	4
Plan Review	0	20
Code Violation/Complaint	0	2
Total	11	332

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Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 – October 31</i>
Company Training	477	3327
Facilities	189	207
Fire Arson Investigator	3	16
Fire Prevention Inspector	0	31
Fire Life Safety Educator	1	10
Hazardous Materials	0	67
Officers	0	67
New Driver	2	30
New Recruit	0	246
Existing Driver	0	61
EMS	0	41
Emergency Management	0	5.5
Total	672	4,108.5

** 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*

Department Reports for October 2025

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Partnership with Jacksonville Onslow Sports Commission to host annual Movin' Mullet 5K. Run was held on October 4, over 700 runners participated in the event.
- Met with WNCT (Channel 9) to create marketing plan for the Mullet Festival and the Christmas Flotilla
- Coordinated with Curtis Media for Mullet Festival radio advertising.
- Conduct interview with WITN (Channel 7) on live TV.
- Conducted live interview with WCTI (Channel 12).
- Worked with Department Heads and Town Administration on the decision to cancel Mullet Festival due to severe weather.
- Worked with staff and departments to pivot to the coordination of Finger Mullet. Approximately 50 vendors attended and several hundred attendees.
- Communicated to booked entertainment about cancellation of Mullet and coordinated contracts to carry over to 2026 festival.
- Communicated to all Mullet Festival sponsors about cancellation of event and Finger Mullet.
- Coordinated Finger Mullet After Action Meeting.
- Coordinated Christmas Flotilla Logistical Meeting.
- Applications are still being accepted for the Christmas Flotilla and Arts by the Sea 2026.
- Secured fireworks for 2026.
- 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.

Miscellaneous

- Conducted 3 interviews for the Recreation Aide position.
- Coordinated One Harbor Meeting to review ongoing reservations for 2026.
- Coordinating Veteran's Day Celebration in collaboration with community groups.
- Attend local Parks and Recreation Directors meeting.
- LWCF Municipal Park Conversion-submitted draft of application and boundary map to Brittany Shipp, RRS Consultant.
- Continue to work on the pickleball courts project. Drafting Request for Proposal to build courts.
- 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.

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- 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 10/4/2025 to 11/3/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	141	65	16	0	107
Resident	19	6	9	0	10
Non-Resident	122	58	7	0	97
No Residency Set	0	0	0	0	0
Demographics					
< 18	21	2	0	0	10
18 - 65	77	49	16	0	80
65+	43	13	0	0	17
Male	65	45	12	0	63
Female	76	19	4	0	44
Other Genders	0	0	0	0	0
Online vs In-House					
Online	72	0	0	N/A	53
In-Person	69	64	16	N/A	54

Department Reports for October 2025

Metrics-social media

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	19,320	49,000	13,100	341,100	248
Facebook-Festivals	9,305	22,100	2,100	35,300	67

Revenue

Slip Fee - Town Dock	\$6,879
Rental Fees-Parks	\$470
Rentals Rooms	\$2,215
Rec Program Fees	\$1,592.62
Gym Memberships	\$195
Dog Park Memberships	\$0
Festival Vendor Fees	\$1,255

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 BarkFest 2026 Vendor Applications
- Executed Ghosts & Goblets craft program.
- Assisted with Movin' Mullet 5K
- Planned, marketed, and executed Tiny Trekkers and Sprout Scouts
- Confirmed all Mullet Festival vendors.
- Confirmed food for VIP tent at Mullet Festival
- Organized volunteer and staff schedule and sent out instructions.
- Met with Fire Chief to discuss Mullet Festival plan
- Continued Mullet Festival social media campaign
- Started Halloweenie Roast & Truck-a-Treat social media campaign
- Met and discussed cancelling Mullet Festival and began preparing for Finger Mullet
- Communicated to all Mullet Festival partners about cancellation of event and Finger Mullet

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- Transitioned all staff, volunteers, social media, vendors, and partners to Finger Mullet
- Handled all preparations for Finger Mullet including picking up items, changing schedule for deliveries, vendor lines, and schedule
- Conducted 3 interviews for the Recreation Aide position
- Facilitated all Halloweenie components including check-in, judging, maps, and communication
- Created Veterans Day Flyer and event page
- Secured DJ for Christmas Flotilla
- Confirmed Mac Daddy's for Senior Games
- Began planning SantaFest
- Organized December events and programs
- Attended Finger Mullet After Action Meeting
- Attended Christmas Flotilla Logistical Meeting
- Attended One Harbor Meeting
- Facilitated Pickleball Committee Meeting

Planned Programs

POUND! – September 6th – October 18th

- 11 drop-ins
- 1 series

Ghosts & Goblets – October 1st

- 8 registered and 8 attended

Tai Chi Classes – September 11th – October 16th

- 10 registered and 5 waitlisted

Tiny Terrors – October 3rd

- 12 registered and 12 attended

Spooky Scouts – October 31st

- 20 registered and 19 attended
- 3 waitlisted

POUND! – October 25th – November 22nd

- 4 drop-ins

Tai Chi Classes – November 6th – December 18th

- 13 registered and 3 waitlisted

Finger Mullet – October 18th

- 48 vendors
- Estimated 4,000 in attendance

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Halloweenie Roast & Truck-A-Treat – October 24th

- 21 companies registered
- Estimated over 1,000 in attendance
- 4 registered for Pumpkin Pie Contest

Permitting

Planning Board

- The Planning Board regular meeting was cancelled on October 7, 2025, due to lack of agenda items.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on October 21, 2025.
 - Staff Review of Historic District Violations.
 - Minor Work/Staff Approval Application Report September – October.

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

Police Department

Patrol:

- 680 Calls for Service
- 187 Reportable Events
- 23 Wrecks
- 2 Felony Arrests
- 16 Misdemeanor Arrests
- 11 Arrests by Warrant Service
- 1 DWI Arrest
- 14 Arrests with Transport to the Onslow County Jail
- 65 Citations
- 84 Verbal/Written Warnings

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- 13 Felonies Investigated (3-Break & Enter; 3-Fraud; 2-Obtaining Property by False Pretenses; 2-Counterfeit bills passed; 1-Money Laundering; 1-Larceny; Narcotics Related)
 - 42 Misdemeanors Reported (12-Larcenies; 12-Property Damage; 9-Trespassing; 3-Assaults; 2-Stalking; 2-Filing False Police Report; 2-Resist, Obstruct, Delay Police Officer; 2-Narcotics Related; 1-Child Abuse; 1-Communicating Threat; 1-Cyber Bullying; 2-Traffic Related)
 - 8 Disputes/Public Disturbances
 - 29 Alarm/Open Door Calls
 - 4 Domestic
 - 1 Death Investigation
 - 6 Crisis Intervention with Mental Subject
 - 22 Suspicious Incidents/Persons/Vehicles
 - 126 Requests by Other Agencies for Assistance
 - 10 Town Ordinance Violations
 - 66 Requests by Citizens for non-Crime Related Assistance
- 4,549 Total Events Performed on Patrol***

Community Service/Training:

- 2 Funeral Escorts.
- 7 Requests for fingerprinting.
- 51 Business closing standbys.
- 504 business checks.
- 2 RU Ok? Participants.
- 4 residence checks.
- SPD provided security for Finger Mullet Event.
- SPD provided security for the Rotary Five-O awards event.
- SPD participated in the Halloweenie Roast Event at the Municipal Park.
- SPD participated in a Trunk-or-Treat Event in Emerald Isle.
- SPD participated in a Trunk-or-Treat Event at Marine Federal Credit Union.
- SPD participated in a Trunk-or-Treat Event at the Hammocks Beach State Park.
- SPD provided extra patrols during the trick-or-treating in the various neighborhoods.
- Lt. Ray attended the monthly Crime Stoppers meeting held in Jacksonville.

Admin Services:

- Answered 406 phone calls during business hours.
- Assisted 149 walk-in requests for assistance during business hours.
- Took 70 requests for report copies during business hours.

Public Works

No report provided