



		Nov 2025
Paid Golfers		815
Member Golfers		313
Memberships Sold		26



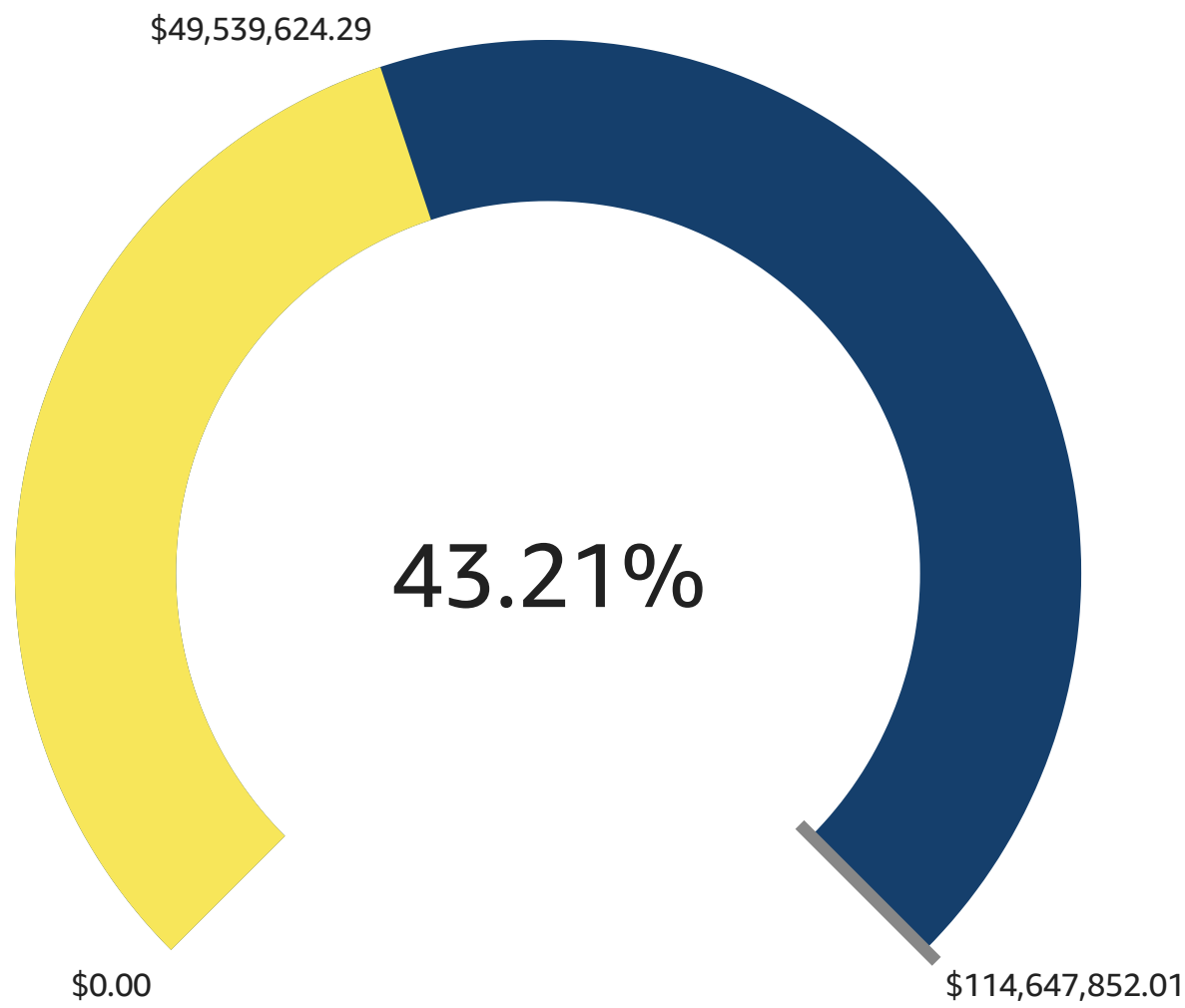
Events Booked by Month		Nov 2025
July 2025	4	
August 2025	3	
September 2025	9	
October 2025	9	
November 2025	6	
December 2025	4	
January 2026	1	
February 2026	1	
March 2026	6	
April 2026	5	
May 2026	5	
June 2026	1	
July 2026	2	
August 2026	1	
September 2026	3	
October 2026	4	
November 2026	2	
Total	66	



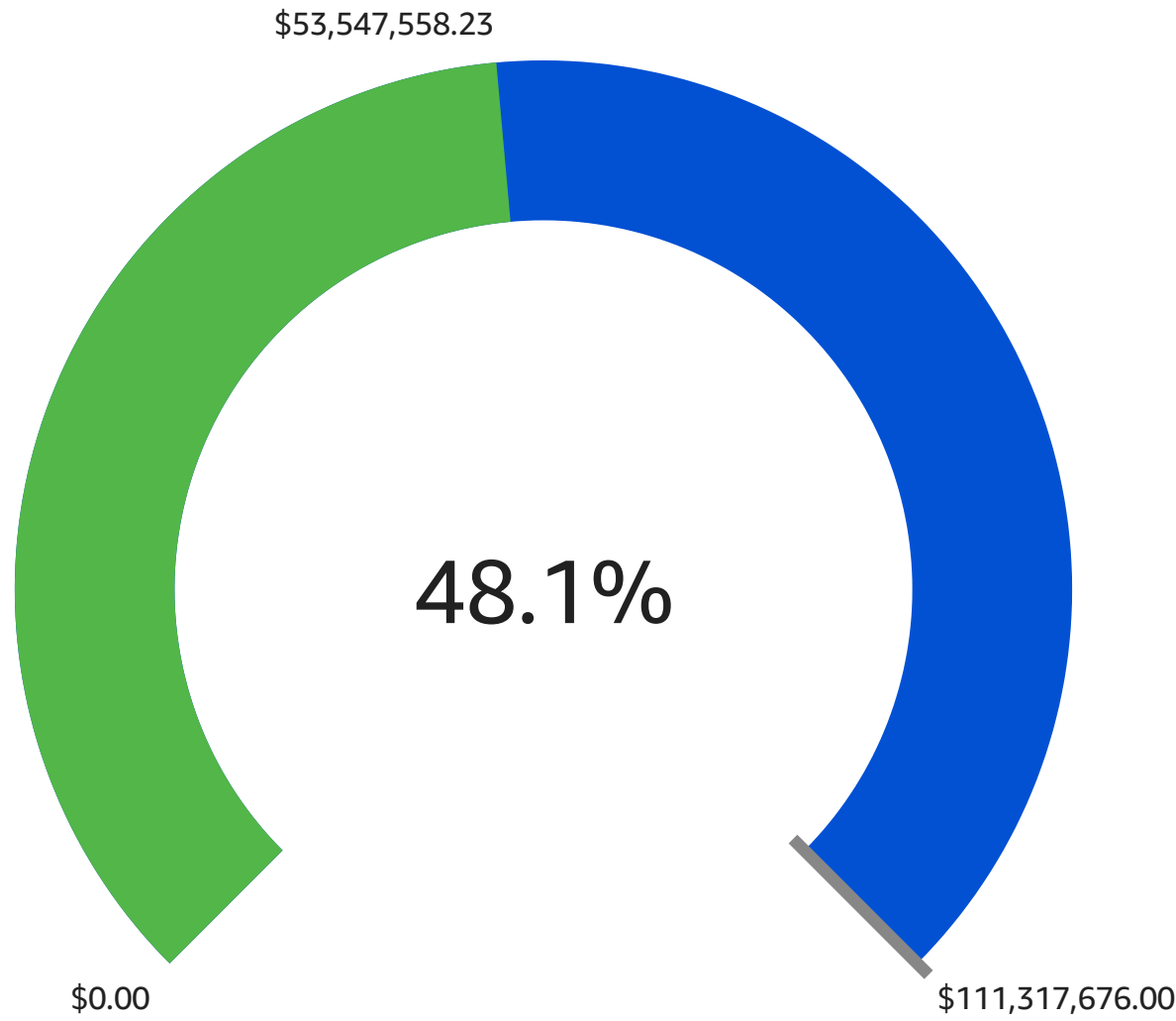
		Nov 2025
Angler Count		937
Annual Passes Sold		3

Town of Oak Island Monthly Financial Report

2026 Budget vs Expense (Enc/Req included based on above controls)



2026 Anticipated (Blue) vs Revenue (Green)



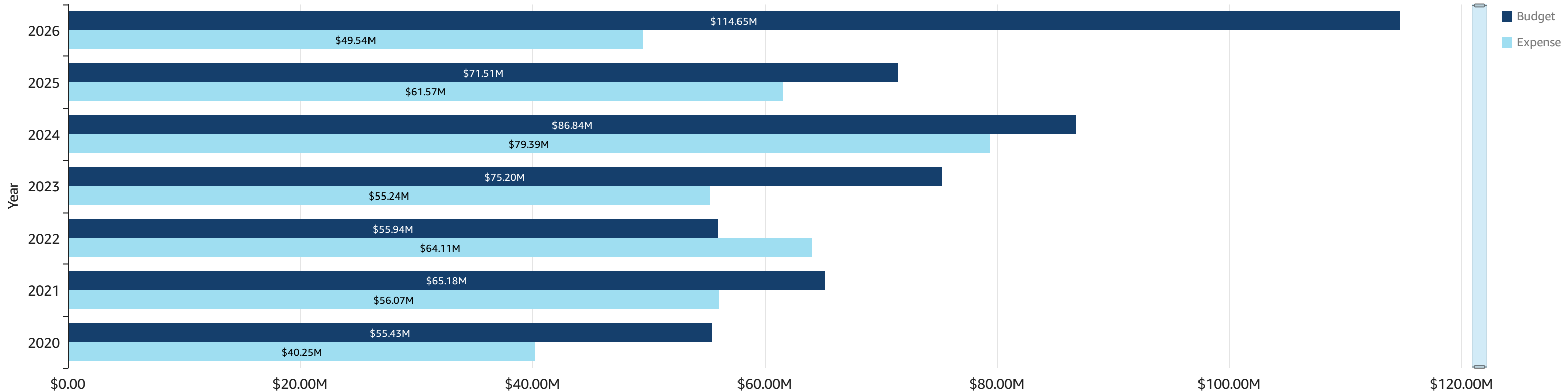
2026 YTD Expense

Fund	Budget	Expended	Balance	%
10 - General Fund	\$27,531,675.88	\$13,563,759.73	\$12,723,648.32	53.78%
30 - Water Fund	\$5,304,551.78	\$2,048,712.17	\$3,087,561.25	41.79%
31 - Wastewater Fund	\$16,727,395.71	\$3,468,426.40	\$12,287,556.77	26.54%
32 - Stormwater Fund	\$2,501,303.06	\$584,571.43	\$1,446,270.48	42.17%
35 - Solid Waste Fund	\$2,223,361.09	\$1,363,649.30	\$854,699.35	61.55%
38 - Oak Island Par 3 Golf Course	\$622,567.07	\$257,163.60	\$355,857.40	42.84%
39 - Sewer Fee District Fund	\$7,219,200.00	\$7,219,200.00	\$0.00	100.00%
40 - Sewer Assessments	\$1,000,000.00	\$1,000,000.00	\$0.00	100.00%
45 - Special Revenue-...	\$4,602,783.50	\$4,342,061.59	\$179,596.51	96.09%
46 - Special Revenue-Beach Ta...	\$2,800,000.00	\$2,600,000.00	\$200,000.00	92.85%
47 - Beach Renourishment ...	\$41,289,507.17	\$7,058,623.35	\$33,508,598.08	18.84%
49 - Pier Complex Fund	\$653,888.99	\$298,433.98	\$352,869.02	46.03%
50 - Parking Services Fund	\$1,061,617.76	\$930,252.36	\$111,570.54	89.49%
72 - Capital Reserve Fund	\$1,110,000.00	\$1,110,000.00	\$0.00	100.00%
Total	\$114,647,852.01	\$45,844,853.91	\$65,108,227.72	43.21%

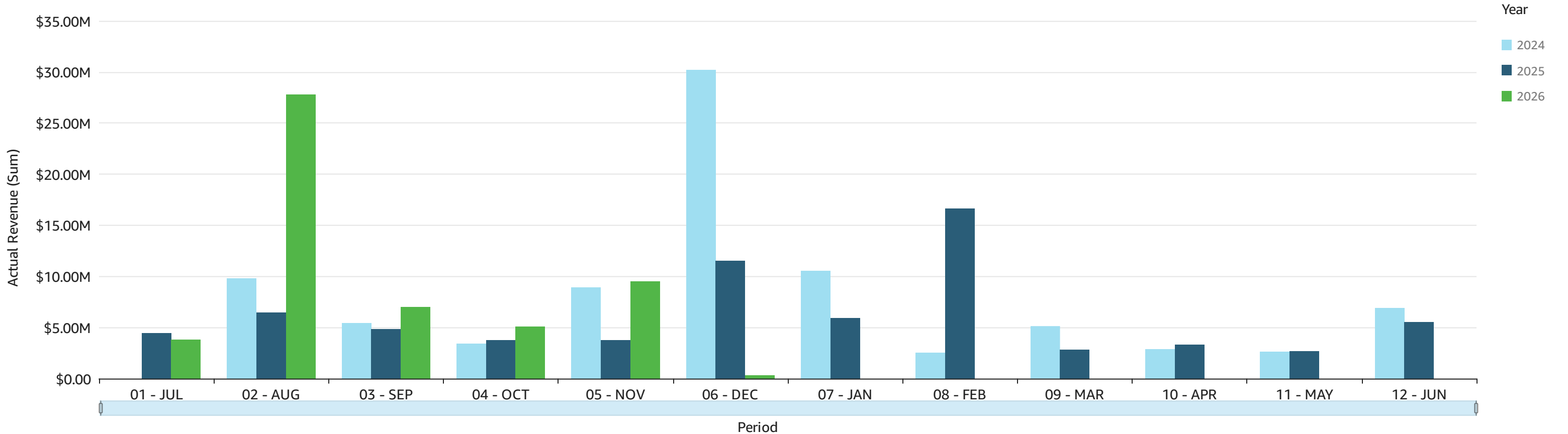
2026 YTD Revenue

Fund	Anticipated ...	Actual ...	Balance	%
10 - General Fund	\$26,634,781.00	\$13,479,773.30	-\$13,154,872.70	50.60%
30 - Water Fund	\$5,250,980.00	\$2,550,678.33	-\$2,700,301.67	48.57%
31 - Wastewater Fund	\$15,812,000.00	\$12,061,526.79	-\$3,750,473.21	76.28%
32 - Stormwater Fund	\$1,877,400.00	\$600,886.66	-\$1,276,513.34	32.00%
35 - Solid Waste Fund	\$2,219,090.00	\$1,066,480.90	-\$1,152,609.10	48.05%
38 - Oak Island Par 3 Golf Course	\$545,110.00	\$475,579.97	-\$69,530.03	87.24%
39 - Sewer Fee District Fund	\$7,219,200.00	\$4,479,952.84	-\$2,739,247.16	62.05%
40 - Sewer Assessments	\$1,000,000.00	\$0.00	-\$1,000,000.00	0.00%
45 - Special Revenue-...	\$4,598,300.00	\$2,406,056.81	-\$2,192,243.19	52.32%
46 - Special Revenue-Beach Ta...	\$2,800,000.00	\$1,603,701.15	-\$1,196,298.85	57.27%
47 - Beach Renourishment ...	\$40,550,000.00	\$13,728,015.75	-\$26,821,984.25	33.85%
49 - Pier Complex Fund	\$650,815.00	\$322,528.74	-\$328,286.26	49.55%
50 - Parking Services Fund	\$1,050,000.00	\$772,376.99	-\$277,623.01	73.55%
72 - Capital Reserve Fund	\$1,110,000.00	\$0.00	-\$1,110,000.00	0.00%
Total	\$111,317,676.00	\$53,547,558.23	-\$57,769,982.77	48.10%

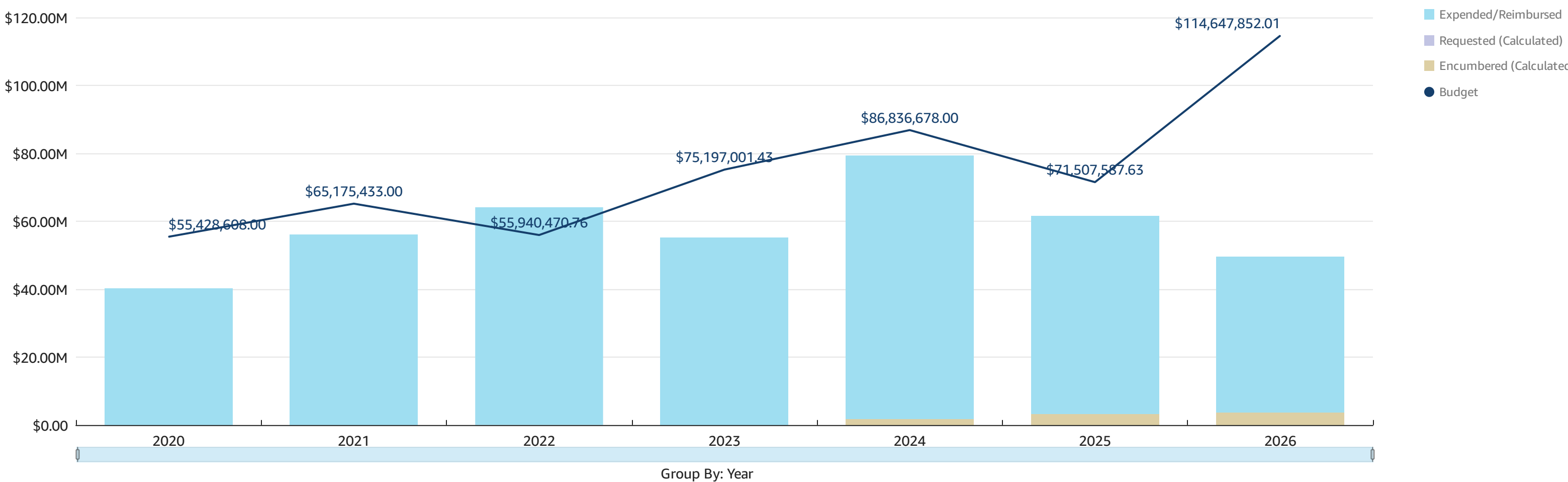
Budget vs Expense (Enc/Req included based on above controls) by Year



Anticipated YTD Revenue by Year and Period



Expense Breakdown by Year



Showing

Expense Fund All

Class All

Department All

Item All

Expense Periods All

Control Account All

Years to Include for Comparison All

Revenue Fund All

Revenue Current Period All

Expense Current Period All

Revenue Periods All

CAFR All

Include Encumbered Yes

Include Requested Yes

Year 2026

BUILDING REPORT
NOVEMBER 2025

[illegible]

BUILDING REPORT
NOVEMBER 2025

2025 Permits and Inspections

2025 PERMITS	Jan	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Single Family	15	11	10	9	6	18	11	10	10	16	11		127
Commercial	0	0	0	1	1	1	0	0	1	0	2		6
Comm. Repairs	1	3	0	0	4	3	1	2	0	1	1		16
Mobile Homes	0	1	0	0	0	0	0	1	1	0	1		4
Docks/Piers	6	10	2	7	8	8	3	6	5	2	8		65
Demo	3	3	2	4	2	2	2	4	5	4	1		32
E&G Development	14	15	11	14	14	11	13	10	17	17	12		148
Trade Bldg.	25	24	20	36	35	33	33	5	19	24	22		276
Electrical	94	96	93	164	133	146	110	96	81	77	72		1162
Mechanical	53	51	45	91	81	82	76	56	41	45	31		652
Plumbing	14	20	12	32	29	17	21	23	17	26	21		232
Plumb/Sewer Sys	1	2	0	3	1	1	1	0	1	1	0		11
Repairs/Additions	8	9	4	17	12	14	7	14	12	17	14		128
Fire	2	0	0	1	0	0	0	0	0	0	1		4
Zoning	68	137	115	157	186	182	108	113	111	120	84		1381
Pool	5	17	12	8	16	12	7	9	12	9	7		114
Irrigation Meters	4	9	10	16	12	13	12	14	12	14	11		127
TOTAL PERMITS	313	408	336	560	540	543	405	363	345	373	299	0	4485
Total permits w/o Sewer System	253	251	251	248	247	246	245	245	244	243	243		2716
Total Inspections Jan. – Dec. 2025	664	787	791	964	917	941	806	783	780	843	645		8,921

Building permits 2014 CY compared to 2013 CY without sewer permits	#REF!
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Building permits 2014 CY compared to 2013 CY with sewer permits	#REF!
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Sewer permits 2014 CY compared to 2013 CY	#REF!
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Inspections 2014 CY compared to 2013 CY	#REF!
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SFR permits 2014 CY compared to 2013 CY	#REF!
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VALUES 2025

	A	B	C	D	E
1	DATE	New House Values	Mobile Homes Values	New/Rep Commercial Values	
2	Jan-25	\$ 6,381,300.00	-	\$ 75,000.00	
3	Feb-25	\$ 5,675,401.00	\$ 42,000.00	\$ 143,459.00	
4	Mar-25	\$ 4,686,500.00	-	-	
5	Apr-25	\$ 3,750,000.00	-	\$ 6,000.00	
6	May-25	\$ 2,659,700.00	-	\$ 7,203,714.00	
7	Jun-25	\$ 7,786,500.00	-	\$ 1,356,449.00	
8	Jul-25	\$ 6,378,900.00	-	\$ 482,100.00	
9	Aug-25	\$ 5,954,500.00	\$ 217,376.00	\$ 81,239.87	
10	Sep-25	\$ 5,098,187.00	\$ 118,230.00	\$ 2,600,000.00	
11	Oct-25	\$ 10,708,989.00		\$ 235,557.00	
12	Nov-25	\$ 5,772,520.00	\$ 180,700.00	\$ 333,000.00	
13	Dec-25				

OAK ISLAND FIRE DEPARTMENT



NOVEMBER 2025
MONTHLY REPORT

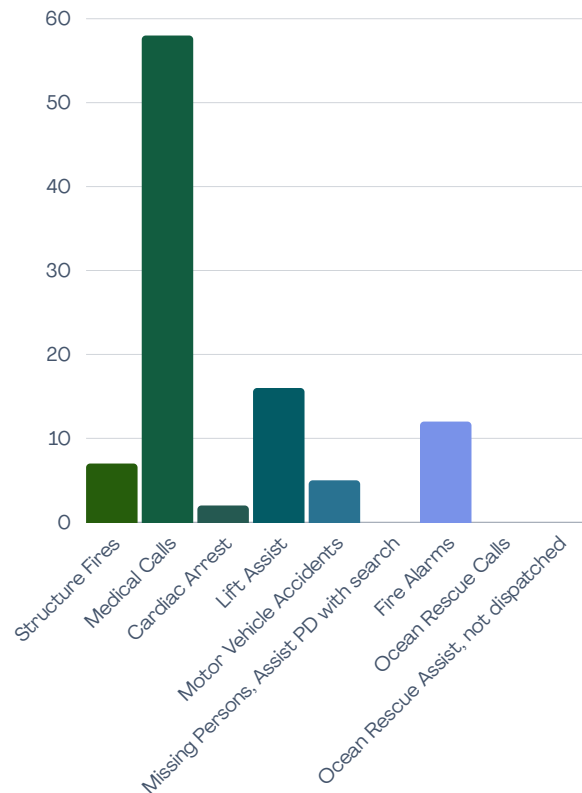
Summary

Total Responses	200	Ocean Rescue Calls	1	Medical Calls	58
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Response Breakdown	
Category	Amount
Chief 180	18
Chief 181	17
Drone Unit	3
Engine 171	57
Engine 173	64
Tower 161	21
Beach Safety Unit UTV's	1
QRV 191	18
QRV 190	0
Fire Marshall Response	2
Resident Medical Calls	46
NON-Resident Medical Calls	12

Overlapping Calls

13



Notes & Observations

- 7 Dispatched Structure Fires
2 Cardiac Arrest
12 Fire Alarms
- 1 Ocean Rescue Call
- 5 Motor Vehicle Accidents
13 Overlapping Calls (multiple calls at one time)

OAK ISLAND FIRE DEPARTMENT



**NOVEMBER 2025
PERFORMANCE
MEASURES**

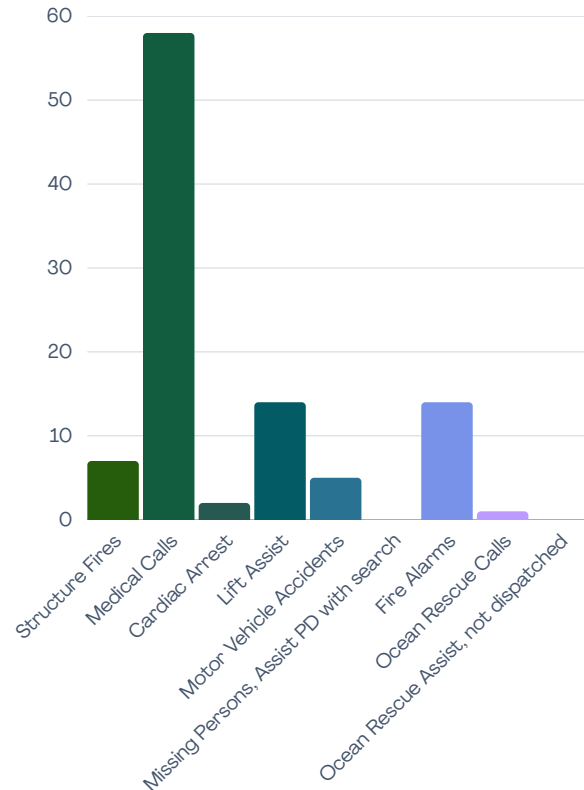
Summary

Total Responses	200	Ocean Rescue Calls	1	Medical Calls	58
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Performance Measures	
Category	Average Time
Response Time to All Calls	5:31
Response Time to Structure Fires	N/A
Response Time to Water Rescues	N/A
Response Time to EMS Calls	5:43
CATAGORY	Staffing
Average Staffing Level	8
Days without full staffing	8
Days at minimum staffing (7)	0
Days at full staffing	22

CATAGORY	% of budget used
Total Budget Expenses (1 month = 8% of budget used)	46%
Personnel expense	35%

CATAGORY	
Establish and Maintain an improved ISO rating with a straight grade.	Accomplished
Establish career ladder, creating a hierarchical	In Progress



Notes & Observations

- 7 Dispatched Structure Fires
- 2 Cardiac Arrest
- 12 Fire Alarms
- 1 Ocean Rescue/Watercraft
- 5 Motor Vehicle Accidents
- 13 Overlapping Calls (multiple calls at one time)

November 2025			
Department Reach Via Facebook			
	New Followers	57	Monthly
	Overall Followers	17,190	Monthly
	Photos Views	79,652	Monthly
	Link Clicks From Individual Profiles	105	Monthly
	Shares	115	Monthly
	Interactions	900	Monthly
	Visits	2k	Monthly
	Comments	54	Monthly
Department Reach Via Instagram			
	Post Reach	2.5k	monthly
	content interactions	616	monthly
	Profile visits	102	monthly
	New followers	42	monthly
	Profile Views	20.5k	Monthly
	Over all followers	3,023	Monthly
Community Resource Center Programs	Nutrition Lunch	424	4x week plus first Friday
	Bingo	111	2x week
	Lower Cape Fear Life Care Presentation	19	As Scheduled
	Coastal Companion Care Presentation	17	As Scheduled
	Craft Day	12	monthly
	Camo Day	20	As Scheduled
	Trivia	19	As Scheduled
	BCC Calon Services	6	As Scheduled
	Chair Chi	33	weekly

	Hat/Headband day	23	As Scheduled
	Members Birthday Party	28	Monthly
	Chef John LaTour Cooking Demo	21	As Scheduled
	Excursions	23	3x month
Island activites all ages			
	Between the lines book club	4	Monthly
	Chess Club	16	Weekly
	Sotry Time by the Sea	1	As scheduled
	November Craft Class	8	As scheduled
Seasonal Sites	Oak Island Ocean Ed Center Visitors	0	3x week- Seasonal
	Oak Island Nature Center Visitors	0	3x week- Seasonal
	Nature Volunteer Training	0	as scheduled
Recreation Center Programs			
Fittness classes	Community Yoga	43	2x weekly
	Senior Yoga	77	2x weekly
	Qigong	0	Weekly
	Yoga For Balance	10	weekly
	Chair yoga	7	Weekly
	Barre	109	2x weekly
	Total Body Blast	0	1x weekly
	Silver Sneakers Stability w/ Mary Beth	47	weekly
	Silver Sneakers w/ Susan	86	weekly
	Sculpt & Flow Yoga	32	Weekly
	Mature Aerobics	150	3x week
	Silver Sneakers Circuit w/ Maggie	95	2x weekly
	Cardio & Weight Rooms	1,776	daily
	Silver Sneakers Members	160	daily

Rentals			
	Kayak Rental	0	as scheduled
	Picnic Shelters	0	as scheduled
	Room rentals at rec center	4	as scheduled
	Room rentals at Community Center	0	as scheduled
	Splashpad Rental	0	as scheduled
	Wheelchair Rental	14	as scheduled
Clubs			
	Quilting Club	99	Weekly
	Feral Cat club	0	Monthly
	Oak Island Art Guild	16	Monthly
	Line Dancing	29	Weekly
	Table Tennis	11	Weekly
Sports			
	KickBall	146	As scheduled



Oak Island Police Department

4621 East Oak Island Drive • Oak Island, N.C. 28465

Charles A. Morris II, Chief



Date: November 1, 2025 – November 30, 2025
To: Chief C. Morris
Subject: Community Policing Monthly Involvement Report
From: CRO Joe Trahey

November 2025 Community Policing Monthly Report

As we close out November 2025, our Department remains deeply grateful for the strong partnership we share with the residents and community organizations that make this work possible. This month exemplified the very best of community policing, from reviewing ideas on what worked and what didn't on the joyful National Night Out/Spooktacular celebration that brought hundreds of families together and the competitive pickleball tournament to supporting the "Feed the Families" Thanksgiving drive that delivered several complete holiday meals to neighbors in need, and continuing to strengthen workplace safety through active-shooter preparedness training. These efforts, alongside our daily patrol and outreach activities, reflect a shared commitment to safety, compassion, and connection. Together, we are not just responding to calls; we are building a stronger, more resilient community, one positive interaction at a time.

Formal After-Action with Pickleball Charleston - November 5, 2025

Community Resource Team and Pickleball Charleston conducted an after-action brief in reference to the pickleball tournament held October 18–19, 2025.

The two-day event attracted approximately 100 registered participants who averaged 7.2 matches each, which made a successful and delightful event throughout the weekend. Player feedback was positive, highlighting the smooth operations, welcoming environment, and excellent sportsmanship displayed on and off the courts. Financially, the tournament generated a little more than \$5,000 in net proceeds, which will be directed entirely toward the ongoing maintenance, resurfacing, and improvement of the community pickleball courts.

The debrief identified several minor operational adjustments—primarily related to registration flow, court scheduling transitions, and volunteer shift handoffs—that will be implemented to further enhance the participant experience at next year's event. Also, holding the Fun Event on Friday evening instead of Saturday or Sunday to cut the games down. Overall, the 2025 Pickleball Charleston Tournament was a success, strengthening both the local pickleball community and the infrastructure that supports it. Planning for the 2026 event is already underway with heightened enthusiasm.

Blood drive donation Ocean View Methodist Church - November 6, 2025



Oak Island Police Department

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Charles A. Morris II, Chief



As the need for blood is constant, one single donation can save up to three people. Trauma victims, surgery patients, newborns with complications, cancer patients, and people with sickle cell disease often depend on transfused blood to survive. There is still no lab-made substitute for human blood.

National Night Out After-Action Brief - November 6, 2025

The 2025 National Night Out, held in partnership with the Recreation Department's Spooktacular event, was a great success and marked the successful introduction of the community's first-ever Halloween-themed hayride. The combined events drew a large and energetic turnout, with hundreds of residents of all ages participating throughout the evening, fostering stronger neighborhood connections and positive interactions with first responders.

Key highlights included seamless coordination between agencies, excellent community engagement, and widespread praise for the inaugural hayride, which quickly became the evening's centerpiece attraction.

Lessons learned and planned improvements for 2026:

- Enhance the hayride experience by recruiting additional local businesses and organizations to create themed displays, interactive Halloween scenes, and treat stations along the route.
- Introduce a community pumpkin-decorating or carving contest with display areas and prizes to increase family participation.
- Improve traffic and pedestrian safety by expanding street closures, establishing clearer vendor-only zones, and implementing more defined non-motorized traffic flow patterns.

Ocean View Methodist Church, First Responders Breakfast - November 9, 2025

Each year the church celebrates First Responders in appreciation for their service with a service, breakfast and a potluck.

Active Shooter Training for the Workspace - November 12 and 14, 2025

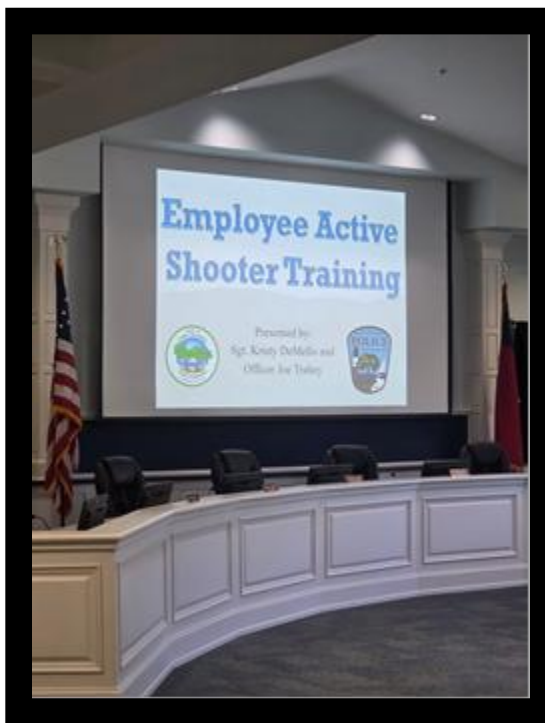
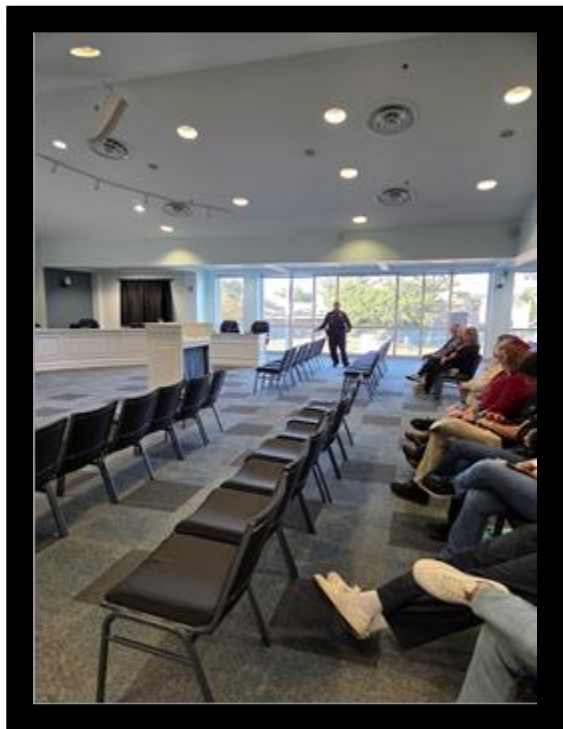
Active shooter preparedness training equips employees with the knowledge and skills to respond effectively during the rare but catastrophic event of a workplace shooting. Using the universally accepted Run-Hide-Fight protocol, the training teaches individuals to prioritize escape, when possible, barricade and conceal themselves if trapped, and, as a last resort, aggressively disrupt the attacker to survive. It emphasizes rapid decision-making, situational awareness, clear communication with 911, and basic bleeding-control techniques, all designed to maximize survival in the critical minutes before law enforcement arrives. Ultimately, the training transforms fear into actionable steps, significantly increasing the chances that employees and visitors will make it home safely if the unthinkable occurs.



Oak Island Police Department

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Charles A. Morris II, Chief



Shopping for food for the Feed the families for Thanksgiving - November 19, 2025

Successfully completed the annual Thanksgiving “Feed the Families” grocery shopping initiative. Community Resource Team members shopped at local stores to purchase turkeys, stuffing, canned vegetables, potatoes, gravy, cranberry sauce, pies, and other traditional holiday meal items for families in need throughout the area.

Thanksgiving Meals and Transporting those meals to Brunswick County Family Assistance - November 24, 2025

Working in assembly-line fashion, our team carefully prepared the holiday meal boxes containing stuffing, mashed potatoes, green beans, cranberry sauce, gravy, rolls, and pies. Each box was designed to feed a family of four to six. On November 24, we loaded a trailer and personally transported all the meals to Brunswick County Family Assistance to add the turkey’s that we previously purchased, for final distribution to pre-identified households. The timely delivery ensured every family received their full Thanksgiving dinner well in advance of the holiday, bringing warmth and relief during the season.



Oak Island Police Department

4621 East Oak Island Drive • Oak Island, N.C. 28465

Charles A. Morris II, Chief



November 2025 Community Impact Summary

November 2025 proved a rewarding month of reflection, service, and safety. Early in the month, teams debriefed two major October successes the Pickleball Charleston tournament and the National Night Out/Spooktacular with its popular community hayride identifying key improvements for even stronger 2026 events.

The Thanksgiving season brought the annual “Feed the Families” drive: on November 22 volunteers shopped for full holiday groceries, then on November 23–24 packed and delivered complete Thanksgiving meal boxes—turkeys, sides, pies, and trimmings—to Brunswick County Family Assistance, ensuring dozens of local families facing hardship could share a traditional holiday meal.

Additionally, active-shooter preparedness resources, included Run-Hide-Fight protocols training, were distributed to local workplaces, further strengthening community resilience.

From event planning and direct hunger relief to workplace safety, November embodied meaningful action and neighbor-to-neighbor support.

Public Works Department Monthly Report
November 2025

SOLID WASTE

11-3-2025 THRU 11-14-2025.

LAST TUB GRINDING FINISHED AROUND 6/13/2025 – 6/27/2025 REMOVING THE LAST OF THE MULCH.

LEAVES IN ZONE 1 - BRUSH IN ZONE 1 – 11/14/2025 – FINISHING ZONE 1

LEAVES ABOUT 2 DAYS BEHIND THE BRUSH.

STARTING ZONE 2 ON MONDAY 11/17/2025

WEEKLEY DUTIES: CONVENINECE SITE CLEANUP AFTER WEDNESDAY & FRIDAY & SATURDAY, VEHICLE MAINTENANCE & SPECIAL HAULING FOR TOWN PROJECTS.

EQUIPMENT:

MAINTENANCE ON LOADER ST12 & SW1 & SW2 & SW7 & SW8 & SW10 & SW9 & SW10 & SW12

LOADER MAINTENANCE

SPECIAL PICK UP'S:

HAULED BRUSH FOR OPERATIONS DEPARTMENT TOWN HALL – ½ HOUR

HAULED A DEAD DEER 66TH YACHT – 1 HOUR

HAULED DOWN TREE 17TH WEST YACHT – 1 HOUR

HAULED METAL & TIRES FROM MAINTENANCE SHOP SE 48TH STREET

TURNED OVER THE WHOLE LEAF PILE 6450 CU. YARDS – SEVERAL DAYS

NEW GRAPPLE TRUCK WAS DELIVERED.

SW8 STILL DOWN AT THE SHOP IN LELAND, NC WAITING ON PO. NUMBER & REPAIRS.

NEW BRUSH & LEAVES PILES:

BRUSH – 490 LOADS – 12,250 YDS

LEAVES – 258 LOADS – 6,450 YDS`

11-17-2025 THRU 11-26-2025.

LAST TUB GRINDING FINISHED AROUND 6/13/2025 – 6/27/2025 REMOVING THE LAST OF THE MULCH.

LEAVES IN ZONE 2 - BRUSH IN ZONE 2 – 11/26/2025 – FINISHING ZONE 2

LEAVES ABOUT 0 DAYS BEHIND THE BRUSH.

STARTING ZONE 3 ON MONDAY 12/1/2025

WEEKLEY DUTIES: CONVENINECE SITE CLEANUP AFTER WEDNESDAY & FRIDAY & SATURDAY, VEHICLE MAINTENANCE & SPECIAL HAULING FOR TOWN PROJECTS.

EQUIPMENT:

MAINTENANCE ON LOADER ST12 & SW1 & SW2 & SW7 & SW8 & SW10 & SW9 & SW10 & SW12

LOADER MAINTENANCE

SPECIAL PICK UP'S:

PICKED UP – TREE LIMBS FOR OPERATIONS DEPARTMENT NE 52ND STREET – ½ HR

HAULED 10 LOADS OF BRUSH FROM BILL SMITH PARK
HAULED 5 LOADS OF DIRT FROM BILL SMITH PARK
HAULED 2 LOADS OF CONCRETE FROM BILL SMITH PARK

SW9 – LEAF TRUCK REPAIRS AT THE MAINTENANCE SHOP 48TH STREET. VACUUM TRUCK ARM BRACKET
NEEDED REPLACING.

CALLED DUMPSTERS:

11/20/25 – 11/21/2025 – PICKED UP. (TRASH)

11/25/25 – 11/26/2025 – PICKED UP. (TRASH)

NEW BRUSH & LEAVES PILES:

BRUSH – 529 LOADS – 13,225 YDS'

LEAVES – 271 LOADS – 6,775 YDS'

FACILITIES

SEPT 1-30

- 1-FIXED HOLE IN FLOOR AT CABANA
- 2-REPAIRED LEAK AT MIDDLETON RESTROOM
- 3-TIGHTENED SPINDALES UP AT WEST END FISHING T
- 4-REPLACED DOOR HANDLE AT BAIT SHOP
- 5-REPAINTED DOOR AT 801
- 6-PATCHED HOLE IN WALL AT PIER HOUSE
- 7-PUT 3 CHAIRS AND FILE BOX TOGETHER FOR ASSIT. TOWN MANAGER
- 8-MOVED AED BOXES AT T.H. TO MAKE THEM MORE VISIBLE
- 9-HUNG NEW SIGN ON BILLBOARD BESIDE STAGE AT MIDDLETON PARK
- 10-PUT PLYWOOD DOWN ON TENNIS COURT FOR FIREWORKS
- 11- MADE 60 POLES FOR MIDDLETON PARK TO ROPE OFF FOR BIG PARTY
- 12-GREASED SWINGS AT MIDDLETON PARK
- 13-WORKED ON 42PLW TO ASECURE BOARDS
- 14-PICKED UP BOARDS AT TENNIS COURT AFTER FIREWORKS
- 15-MOVED STUFF FOR THE NEW IT GUY
- 16-TOOK TV MOUNT OFF ONE WALL PUT ON IT GUYS WALL
- 17-PATCHED WALLS AT T.H.WHERE SIGNS WERE OUTSIDE OF OFFICES
- 18-REPLACED TOILET SEAT AT AIRPORT SHOP
- 19-CHANGED OUT GARDEN HOSE AT GOLF COURSE , THE BIB BROKE WHILE TRYING TO GET HOSE OFF
SO HAD TO CHANGE OUT BIB ALSO
- 20-INSTALLED 2 PAPER TOWEL DISPENSERS AT 801
- 21-MOVED BRICE TAYLOR FROM T.H. TO P.W. BUILDINGS
- 22-FIXED RAILING AT PIER , SCREWED IT BACK TOGETHER
- 23-PUT NEW OUTSIDE LIGHT UP AT REC. CENTER
- 24-MOUNTED TV OUTSIDE OF DOOR AT COUNCIL CHAMBER
- 25- TRIED TO REPAIR KAYAK LANCH AT REC. CENTER DIDN'T WORK
- 26-GOT RAMP AT 604 PARKINK LOT BACK IN LINE
- 27-REDONE WALL AT RUBYS COFFEE SHOP , TOOK 3 DAYS
- 28-BUILT A BENCH FOR MAY MOORE PARK
- 29-PUT UP A NEW MAIL BOX AND POLE AT T.H.
- 30 HUNG WHITE BOARD FOR ASST TOWN MANAGER

31-PUT NEW DOOR HANDLE ON BAIT SHOP, FRONT DOOR

OCT 1-31

1-SPRAYED FOR BUGS AT NATURE CENTER
2-INSPECTED RAILING AND REPAIRED AT NATURE CENTER
3-KIOSK ARE IN GOOD SHAPE
4-FIXED FLIPPER VALVE ON TOILET AT MIDDLETON
5-CHECKED DEHU AT P.W. BUILDING
6-REPAIRED TOILET AT RUBYS, NEEDED PLUNGING
7-PUT PIEAT T.H.
CIES OF WEDGE WOOD IN THE DOOR JAM
8-CHANGED FILTER IN FRIDGE AT P.W.
9-HUNG WHITE BOARD AT BRICES OFFICE
10-CHANGED OUT KNOX BOX AT 801
11-CHANGED FILTER OUT AT 801 ICE MACHINE
12- MOVED JOHN ANDERSON FROM ONE OFFICE AT T.H. TO ANOTHER
13-TOOK A CUBILE DOWN AT T.H.
14-BUILT CABINET FOR P.W.
15-BUILT A GATE AT BARBEE PUMP STATION
16-MOVED MR BROOKS FROM ONE OFFICE TO ANOTHER
17-FIX WATER FAUCET AT BILL SMITH PARK, HAD TO REPLACE PIPE AS WELL
18-MOVED TRISTAN FROM ONE OFFICE TO ANOTHER
19-UNSTOPPED TOILET AT 801
20-STOPPED TOILET FROM LEAKING AT P.W. BUILDING
21-SECURED WIND SCREEN AT MIDDLETON PARK
22-BEEN GOING AROUND CHECKING ON WALK OVERS AND DOCKS MAKING SURE THEY ARE SAFE
23-JACKED PLATFORM UP AND STABLIZED IT AT KO KO
24-REPLACED BOARDS AT THE KAYAK WALK WAY AT BILL SMITH PARK, HAD TO REPLACE STRINGER AS WELL

OPERATIONS

11-3-2025 THRU 11-16-2025

DAILY DUTIES – GENERAL GROUNDS MAINTENANCE; TRASH PICKUP AT PARKS; TRIMMING; TREATING; MOWING.

WEEKLY DUTIES – CLEARING HANDICAP MATS/WALKWAYS; CONVENIENCE SITE MANAGEMENT; BALLFIELD PREP FOR PLAY; 46TH ST. PARK TRASH CANS EMPTYING; BLOW OFF AROUND THE NATURE CENTER & MALCOLM REGISTER PARK.

PLAYGROUND INSPECTIONS FOR OCTOBER 2025 LAST.

WORK ORDER COMPLETION - PW-02690 - COUNTRY CLUB RD – DEBRIS - PW-02689 - PKL CTS – BENCH - PW-02692 - NW 19 - SLOPE MOW - PW-02698

11-17-2025 THRU 11-30-2025

DAILY DUTIES – GENERAL GROUNDS MAINTENANCE; TRASH PICKUP AT PARKS; TRIMMING; TREATING; MOWING.

WEEKLY DUTIES – CLEARING HANDICAP MATS/WALKWAYS; CONVENIENCE SITE MANAGEMENT; BALLFIELD PREP FOR PLAY; 46TH ST. PARK TRASH CANS EMPTYING; BLOW OFF AROUND THE NATURE CENTER & MALCOLM REGISTER PARK.

JOHN DEERE MOWER WITH 22 FT CUTTER (EAST PELICAN DITCH LINE CUTTING AT EAST 58 STREET ALL THE WAY TO WEST 39TH STREET). SOME CUTTING ON EAST & WEST DOLPHIN, WEED TRIM ALL CORNERS NEEDED.

EXTRAS: WINDSTORM HAD TO REINSTALL SOME OF THE WIND SCREENS AT THE PICKLEBALL COURTS. MULCH THE NEW PLANTINGS AT ABORETUM PARK (ONE CU. YARD). ASSEMBLY OF CHRISTMAS TREE BEFORE DECEMBER 1ST TO CHECK ALL ELECTRICAL & LIGHTS. BUY NEW BULBS AND CHRISTMAS ORNAMENTS. NOVEMBER 30TH SUNDAY MORNING INSTALL ALL POLE CHRISTMAS LIGHTS WITH CONTRACTOR COUNTY CLUB DRIVE & OAK ISLAND DRIVE.

DIRECTOR/ADMINISTRATIVE

DIRECTOR DUTIES – ATTENDANCE OF MEETINGS (BI-WEEKLY STAFF & MONTHLY BEACH PRESERVATION MEETINGS)

ADMIN DUTIES – 57 PHONE CALLS TAKEN(MOST COMMUNICATION IS DONE VIA E-MAIL); 5 VISITORS IN OFFICE; 25 REGULAR WORK ORDERS; 31 FLEET WORK ORDERS

STREET DIVISION

November 3rd- November 14th

- Added rock and worked on holes @ West End Parking lot
- Cleared 49th SE Beach access (Work Order)
- Placed 3 tons of asphalt @ Bill Smith Park
- Hauled dirt for Waste water department @ 67 and Oak
- Placed new Scenic Walkway signs at crossovers
- Placed new Beach Strand Sign @ 39th SE
- Added rock and back drug 17th. 33rd, and 69th West clay streets
- Added 3 tons of asphalt in the McGlamery-Ocean Dr area
- Worked on entrance to West End parking area and added rock to spots
- Cleaned 6th SE access and installed sand fence
- Moved bus parking sign in town hall parking lot (Work Order}
- Cleaned access areas around pier area
- Replaced Child at Play sign on 11th NW
- Swept streets in NE 70's
- Sat in on interviews for Facility Maintenance Position
- Started construction on rock bays @ 52nd NE
- Swept Streets on West end
- 2.5 tons of asphalt on Dolphin
- Replaced 67th NE street sign
- Searched for runaway dock to no avail (Work Order)

November 17th- November 28th

- Repaired sand fence in Middleton parking lot
- Replaced broken Stop sign @ 18th SE and OID
- Placed 3 tons of asphalt in Keziah / Elizabeth area
- Removed deceased deer from Airport rd
- Completed rock pens @ 52nd NE pump station
- Moved rock from 5th NE street end
- Replaced stop sign @ 17th NE and Yacht
- Checked speed limit signs on Yacht @ 24th NE (Work Order)
- Placed rock in NW 1st street end
- Sprayed for weeds
- Cleaned 5th NE street end
- Replaced Pedestrian walking sign @ 48th OID
- Placed Scenic Walkway sign @ 29th SE
- Repaired two access bicycle racks
- 3 tons of asphalt on West Dolphin
- Trimmed trees in NW 1st @ Yacht access
- Repaired water cuts on 36th and 38th NE
- Placed 3 tons of asphalt in west end radius's
- Painted bumpers on east end

STORMWATER

SHOP (MULTIPLE DAYS)

HAUL TO RECYCLE PLANT

NE76 WASHOUT

NE64 TRIM

NW74 TRIM AND WASHOUT

LANDFILL

MOVE LEAF PILE SEARCHING FOR METAL PLATE (MULTIPLE DAYS)

SHOP ROAD REPAIR

PICKED UP ORDER FROM FERGUSONS

811 NE76

MEETING @1PM WITH J BRICE

FILL DELIVERED TO BILL SMITH PARK

MOVED JETTER INSIDE SHOP

VEHICLE MAINTENANCE (MULTIPLE DAYS)

SILT BAG CHECK

PAINT FOR STW2 BACKHOE

PREP NE76

HOLIDAY

STORM MAP (MULTIPLE DAYS)

NE76 RIP RAP STONE (3 AREAS)

JOB CHANGED AND STRUCTURE BACK TO SHOP

MEETING @7::30 WITH BRICE

SHOOTER CLASS @TOWN HALL

DEEP POWER WASH AND PAINT STW2 BACKHOE

SAFETY MEETING @11 AM AT STREETS

Public Utilities Department
Water and Sewer

COMPLETED WORK ORDERS AND OTHER WORK INFORMATION



November 2025 - Completed Work Orders

1	Auto flusher maintenance
6	Busted water line
10	Check meter malfunction
52	Check for leaks
9	Flush water lines
37	Unlock
9	Turn on or off
209	Locates (water and sewer)
1	Meter cover damage repair
256	Need meter read to bill - manual or not reading on SA
9	Install irrigation
11	Install new tap and meter
6	Place well points
88	Sewer maintenance
3	Install sewer tap
11	Public utility water and sewer construction reviews
1	Raiser or lower water meter
1	Move water service
1	Raiser or lower water meter
3	Replace meter box
41	Replace/program transmitter
1	Replace transmitter cage
16	Replace meter
8	Water valve maintenance
5	Miscellaneous

794 Completed Water & Sewer Work Orders

Admin for water and sewer - fielded approximately 231 calls.

Admin supplied sewer cost for approximately 10 properties per customer requests.

Admin added approximately 11 new accounts for new home construction.

Admin answered approximately 18 emails via the website or town email.