

Department Reports for July 2022

Administrative Services

- Phone Records Report for July: 2,885 calls
 - Town Hall – 672 Parks and Recreation – 480
 - Police Department – 480 Fire Department – 78 Outgoing totals – 1175
- Building permits sold for July: 78 residential/commercial combined; \$7,219.51 total fees collected (includes 8 re-inspections)
- 183 Building inspections processed/7 Fire Inspections processed
- 62 Various receipts processed
- 302 ONWASA payments processed; 3 New Services; 6 other requests
- 9 Work Orders generated for Public Works
- 10 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa, Darla, Aliette and Lisa)
- US Census Report Submitted - Permits
- Public Records Request
 - Law Offices of Matthew Nichols
 - Pike Law Firm
- Finalized June Departments Report
- Issued New Releases/Constant Contact/Facebook posts for:
 - Tropical Storm Colin Weather Alert
 - BOC Meeting July 11, 2022
 - USMC Urban Environment Training exercise
 - Highway 24 Leak Repair
 - July 11, 2022, BOC Meeting
 - Garbage Collection Delay
- 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.
- HR-related items estimated at 26 hours
- New Phone System with Computer Warriors went into effect July 14
- ProudCity to begin website upgrade/change over
 - Attended bi-weekly meeting
 - Worked on content development
 - Images and design customization
 - Department pages & information
 - Document uploading
- Municode agenda software process/implementation
 - Attending weekly meeting
 - Provided agenda layout feedback
- Submitted Powell Bill Certified Statement

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- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management
- Tyler Technologies
 - Completed Cashiering Training
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 8,022. Top 5 pages viewed in July – Employment Opportunities 1848, Board of Commissioners Agendas 1537, Permitting: Planning, Inspections and Code Enforcement 1185, Police Department 1017, Board of Commissioners minutes 954

Finance

- Sales & Use Tax received in July 2022 is \$117,587
- Accounts Payable Summary for July 2022:
 - 161 Invoices-Totaling \$351,919
 - 76 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for July 2022 (1.05)
- Processed payroll-7/1/, 7/15 & 7/29; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-July 2022-\$867 and updated Stormwater spreadsheet
- June 2022 Bank Reconciliation-Town accounts
- June 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, July 14, 2022: The next scheduled meeting will be held on Thursday, October 13, 2022, at 2:30 pm in the Community Room
- Prepared June 2022 monthly financial report
- Submitted HUBSCO for quarter ending 6/30/22- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Submitted LGC-203 for period ending 06/30/22 (Town and Swansboro TDA)- Report of Deposits and Investments
- Auditor, Greg Redman will be conducting an annual audit for FY 2021/2022 during the week of September 19-September 21, 2022.
- Attended Tyler Technologies Core Financials configuration/end user classes and performed testing on financial and personnel management modules.
- Tyler software go-live sessions for the following modules:
 - Financial Management
 - Personnel Management

Fire Department

Fire Calls

- 72 Total Calls

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- 57 Calls in Town including – 35 EMS Calls, 1 Outside Fire Call, 1 Vehicle Fire Call, 1 Elevator Rescue Call, 2 Fuel Leak Calls, 1 Assist Police Call, 2 Service Calls, 2 Cancelled Enroute Calls, 8 False Alarm Calls, 4 MVC Calls
- 9 Calls in White Oak District – 7 EMS Calls, 2 False Alarm Calls
- 6 Calls Mutual Aid – 1 Grass Fire Call, 2 Vehicle Extrication Calls, 2 Cancelled Enroute Calls, 1 Authorized Burning Call
- 72 Training hours - Paid Staff
- 8 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties
- AC Stanley conducted annual firefighter skills assessments of all personnel on rescue rope knots and ground ladder deployment
- Personnel vacation time reduced the normal amount of monthly training hours. Normal training will resume in August
- Personnel have been working on station cleaning and organization

Volunteer staff

- Volunteer staff have been on summer vacations and military deployment

Vehicle repairs

- All vehicles in good working order.
- Annual apparatus servicing has been scheduled to be conducted in August. All apparatus will receive oil and transmission fluid changes, engine servicing and a federal safety inspection
- Department personnel have been evaluating two brands of Self-Contained Breathing Apparatus (SCBA) as part of the recent ARP funding awarded to the fire department. The two brands are Mine Safety Appliances (MSA) and Scott 3M. A final determination on which brand is awarded is pending price quotes and federal funding guidelines
- Lighting for the department's fire boat was upgraded with high powered LED lighting. This will allow for greater search and rescue abilities and add to our visibility while on the water

Department activities

- The Department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district
- The department is still seeking three full-time driver/operator positions. These positions will add one extra person to each shift daily and help provide more staffing to emergency calls and OSFM required duties

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Parks and Recreation **DIRECTOR'S REPORT**

Festivals/Events

- Presented to Swansboro Tourism Development Authority-reviewed application that was submitted requesting funds to support the festivals. The festivals were awarded \$6500
- Began working with Front Row Communications to develop marketing plan for the festivals
- Awarded \$10,000 from Onslow County Tourism Assistance Grant for the 2022-23 festivals

July 4

- Worked with Curtis Media for radio advertising and JD news for print and digital advertising
- Held final logistical meeting
- Arranged for food and beverages for band, volunteers, and staff
- Arranged for delivery of golf cart, and portable toilets
- Event was successful

Mullet Festival

- Continue to accept vendors and are close to being sold out
- Began logistical planning

Tunnels 2 Tower 5K

- Attended a logistical meeting for event
- Secured golf carts for the event

Comprehensive Master Plan Update

- Meeting with McAdams and Public Works Director, Gerald Bates, to discuss and gather information for the park's maintenance section of the master plan
- Reviewed several chapters of the plan and submitted feedback
- Worked with Program Supervisor and staff to assist in gathering program revenues and expenditures for the programming chapter
- Continue to enter financial data for consulting firm to analyze for the finished product
- Attended interview for mid-point evaluation of the consulting firm

Miscellaneous

- Celebrated Park and Recreation Month with Popsicles at the Pad every Thursday, special programs, and collaborated with Program Supervisor to write an article for the Tideland News
- Began executing contract for Playground Guardian-quarterly playground maintenance contractor
- Presented to the BOC to amend the credit card fee schedule for the docks only. Motion was passed. Working with Finance Director to begin implementation of new reservation software, Dockwa

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- Continue closing out financial information for the fiscal year
- Began created new documents for tracking purchase orders, expenditures, parks and recreation staff hours, and festival staff hours
- Working with playground vendors securing quotes and placing orders for playground equipment repairs
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups
- Processed special event application for the annual Redfish Tournament
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise
- Continue to work at the Visitors Center twice a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call
- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- 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
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Metrics

- Social Media management continues

Facebook

Followers- 13,778

Page Reach- 23,822

Post Engagement-5,823

New Followers-137

Instagram

Followers- 500

Reach- 158

Profile visits- 26

New Followers - 19

Activity Report for July

Organization Activity

From 7/4/2022 to 8/3/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	109	55	9	0	133	0
Resident	13	10	1	0	6	
Non-Resident	96	45	8	0	127	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	31	1	0	0	26	
18 - 65	61	47	7	0	84	
65+	17	7	2	0	22	
Male	41	27	1	0	58	
Female	68	28	8	0	75	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	21	0	0	N/A	52	
In-Person	88	55	9	N/A	81	

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July Revenue

Slip Fee - Town Dock	\$2,189
Rental Fees-Parks	\$1080
RentalsRooms	\$1,235
Dog Park Registrations	\$85
Rec Program Fees	\$5,722
Gym Memberships	\$25
Vendor Fees	\$2,719

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Splash Pad Maintenance-weekend on call-regular maintenance, checking chemical levels, cleaning filters, ensure systems are functioning properly
- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department.
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

Summer Day Camp

- Supervise camp coordinators
- Conducted Summer Day Camp Week 3 program from July 5-8 and July 25-29
- Confirmed dates and times with all field trip hosts for visits during the month of July
- Adjusted Summer Camp schedule for weeks of camp in August

Pedal in the Park/ Parks & Recreation Month Event – July 24

- Meeting with VS & Co. Managers Valerie Perry and Laura Herr to plan event for July 24
- Contacted multiple Food Truck Vendors about availability for event
- Successfully scheduled Sunset Slush and The BFG food trucks to attend the event
- Submitted special event application to Onslow County Health Department in order to hold event in the Municipal Park

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- Partnered with Card My Yard company to come post signs in the Municipal Park prior to the event
- Prepared information about Parks and Recreation month for and article for the Tideland News newspaper
- Contacted East Carolina Fun to request availability of Inflatables for event

4th of July Celebration Event

- Assisted with event setup, breakdown, and cleanup
- Helped work and manage event in downtown on July 4th
- Responsible for collecting and disposing of all trash for event

Kids Afternoon Art Camp

- Prepared rosters for instructor to take attendance for each program week
- Emailed parent letters from instructor including program announcements, details, and weekly schedule for each Art Camp week in July

Kids Half-Day Adventure Camps

- Prepared snacks, rosters, water, and necessary program supplies prior to the program dates
- Conducted programs on July 20th & 27th from 8am-12pm

Master Plan

- Generated and organized all department program attendance for the past 5 years into different departmental categories
- Began working on spreadsheets for the past 5 years that included expenses, revenue, and cost recovery

Pickleball and Tennis Lessons with Tennis Bloc

- Requested updated flyer from Tennis Bloc with adjusted times for programs due to fall time change
- Promoted programs on social media and email blasted information to current and previous pickleball registrants

Pickleball & Court Maintenance

- Replaced windscreens that were damaged from recent storms
- Re-hung windscreens that became detached from rain/windstorms
- Informal meetings with Pickleball Council/Board members about requested program supplies and wants/needs for the upcoming year
- Contacted representative Oliver Trittenwein from Sportmaster company about available court paint colors
- Contacted City of Jacksonville Recreation & Parks Director Susan Baptist about installation companies used and costs associated with lights on tennis courts at Kerr St. Recreation Center

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Basketball Courts

- Requested quote from BSN Sports for replacement basketball hoop rims and nets

2022 Tunnel to Towers 5K Run & Walk

- Held meeting with Mary Pat Smey regarding volunteer request numbers, report time, jobs, and additional event volunteer information
- Submitted volunteer requests through Single Marine Program, Marine Corps Family Team Building, and Volunteer Onslow
- Contacted local run groups about volunteering and working water stations for event

Genealogy Workshop- Otway Burns National Society Daughters of American Revolution

- Scheduled workshop for September 24 at recreation center
- Requested program details from Linda Phelps for partnership with Recreation Department
- Reserved classroom at Recreation Center for program

American Red Cross Blood Drive

- Contacted Donor Recruitment Account Representative, Katelyn Brusaw, and scheduled Blood Drive at the Recreation Center for September 6th

Permitting

Planning Board

- July 5, 2022, Regular Meeting
As discussed at their June 20, 2022, regular meeting, Staff prepared an amendment related to building materials in the M-I zoning district. The Board voted 3 to 2 to recommend that metal be allowed as a secondary material.

Historic Preservation Commission

- July 19, 2022, Regular Meeting
 - 1) The Commission reviewed COA Amendment 2022-05 submitted for 220 Water Street by Michael and Anne Marie Crose to replace the front and back doors on the home, the Isaiah Willis House. The request was approved after it was determined that the doors were not original to the home.
 - 2) A presentation was provided by Annie McDonald, Senior Architectural Historian with Richard Grubb & Associates, Inc. and John Wood, Restoration Specialist with the NC State Historic Preservation Office, on the Architectural Survey Update (presentation attached).

Projects/Miscellaneous/Training

- **1071 & 1073 W. Corbett Ave (Valvoline/Old ABC Store):** Staff received a preliminary site plan in December from Kimley-Horn for a Wawa gas station and convenience store which requires a special use permit. (Update) We were copied on a TIA scoping document

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for NCDOT's review on 7/29. The document was forwarded to our consultant engineer, Jeff Hochanadel for review and his comments were provided to Traffic Planning and Design, Inc. on 8/1 who is representing the applicant. An application for special use has not yet been received.

- **640 W. Corbett Ave Site Plan Review:** We received a site plan from Tidewater Associates, Inc. for the property located at 640 W. Corbett, the old EMS building. The proposed use is a barber shop/nail salon. (Update) TRC comments were provided to Tidewater & Associates on 7/12. Staff has also been approached about a restaurant in this location which would require a special use permit.
- **Starbucks Special Use:** A special use permit application has been received for the property at 1117 W. Corbett Ave (Walmart outparcel) for a Starbucks restaurant with drive through. (Update) The Planning Board tabled the request until the TIA could be reviewed in full and comments provided. It is currently under review by our consultant engineer, Jeff Hochanadel.
- **Visitor's Center Project:** Met with John Wood on site at the Visitor's Center on March 1st to discuss options to reinstate the contributing historical status of the building. Solicited bids based on John's comments and secured Larion Engineering and Tidewater & Associates to complete the engineered drawings and survey work. Met on site with Shannon Weaver of Larion on March 30th. Received final drafts of the front step design on April 21st from Larion. The demolition work on the landing and stairs has been completed. (Update) An RFP was sent out for the construction of the steps and proposed landscaping work. Only one proposal was received and is under review.
- **Architectural Survey Update (HPF Grant):** Ellen Turco (Richard Grubb & Associates) provided a summary of their work to date which was presented to the Historic Commission at their regular meeting on May 17th. A presentation on the draft report was provided at the July 19th meeting of the SHPC.
- **Emmertton School HPF Grant:** The RFQ was approved by the State Historic Preservation office (SHPO) and sent out to prospective firms. Four responses were received and evaluated by Staff. (Update) Our comments were submitted to the SHPO and we are awaiting instruction on the format for interviews as they have to be coordinated with their staff.
- **Strickland Brothers, 1029 W. Corbett Ave:** Provided TRC comments to the developer. Awaiting permit submission. Site is adjacent to Swansboro Music & Pawn; the proposed use is a quick-change oil facility which is permitted in the B-1 zone.
- **Bird Micro-Electric Mobility:** Met with Camille Didio on March 15th on bringing Bird electric scooters to Swansboro. Provided takeaways to the Town Manager, Police Chief and Parks Director. We will require them to go through the Certificate of Convenience process as they operate in the public street right-of-way. Application submitted to Chief Jackson for review.

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- **Howell Property:** Met with Charles Rawls, Johnny Howell and Mark Sutherland on March 16th to discuss development opportunities for the property at 1476 W. Corbett Ave (ETJ).
- **Ireland Ave/Swansboro Park Subdivision:** Received a building permit application for Lot 50/120 Ireland Ave in Swansboro Park, an 11-lot subdivision in town limits recorded in 1995. No infrastructure has ever been installed; reached out to Cliff in January for clarity on the ability for the Town to require a guarantee for street and other infrastructure improvements.
TRC comments have been solicited for a proposed 18,000 sq. ft. shopping center to be located behind the Bailey Center off of Ireland Ave (1.87 acres). The use is permitted in the B-1 zone, however some occupancies may require Special Use approval.
- **Pine Bluff Shores Section III (Bluffs Point):** Received a Minor Subdivision plat to create 3 lots (one buildable, a cemetery and common area) and a private street extension to the existing Nellie Lane. Provided comments to Tidewater Associates on February 2, 2022. (Update) The plat has been approved and is ready for recordation once the applicable fees/sureties have been collected. This section will serve as an entry to Bluffs Point subdivision consisting of 23 lots in Onslow County's jurisdiction (map attached).
- **Shipwright Pointe, Section II Acceptance:** Received final inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on March 21, 2022. Final repairs have been made, however we had previously communicated that the Town would not review the street acceptance until an application to accept the portion of Pine Bluff Road recently annexed was also made.
- **Shadow Creek Acceptance:** Letter of Credit on file for incomplete improvements has expired. Received final acceptance request and documentation on 6/24/21. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 2, 2021.
- **Swansgate:** Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. The site was clear-cut, so they are required to install an additional 23 trees per acre, see approved Preliminary Plat and approved Final Plat. Holding inspections on several addresses due to no foundation as-builts being submitted. Request for annexation remains pending. Met with Burch's landscaping on site to review the installed plantings on March 3rd. Provided comments and followed-up with Jonathan McDaniel at Tidewater & Associates.
- **Ward Farm Village Phase II (Residential):** Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite review. Reference Section 152.337, (H), (1) of the UDO.

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- **Lodge View Minor Plat:** Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks, no permits will be issued until it is received.
- **Yacht Club Flood Ordinance Violations:** Staff is working with the owners to close out the demolition permit for the site. Some items remain (outdoor bar, tables, gas tanks), which will need to be removed before we will conduct a final inspection.
- **Boro Temporary Structure:** Permit issued in December 2020, expired October 31, 2021. It had been extended by Session Law 2020-97 for 120 additional days, however the extension applies to permits which were “valid”. No inspections were requested for the improvement; therefore the permit has expired. The structure is allowed by the Flood Damage Prevention Ordinance/was permitted as a *Temporary Non-Residential Structure*.
- **Saltwater Grill Flood Violations:** Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021, that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021, for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Met on site with project engineer, owner and manager. Engineer will be providing a plan of work and floor plan to staff for review. Alex Wood dropped off the engineered plans, we are awaiting the building permit submittal.
- **One Harbor Church:** Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021, documenting the progress on site. Communicated via email with Ronda Lier on March 3, 2022, as to what the next steps for the church would be as far as permitting.
- **Shoreline Access Grant:** Awaiting final plans. Advised Colin Mellor on March 1, 2021, via email that per Eryn Futral, NFIP Planner with the NC Department of Public Safety, the Town would issue a Flood Permit and that we would need copies of all permits issued (State/Federal) for our records. Sent permit application.
- **Resilient Coastal Communities Program Grant:** Our application was approved for Phase III which includes developing plans to expand the existing Water Street Rehabilitation Plan to include a nature-based component, a bioretention area on Broad Street.

Police Department

Patrol:

- 186 Reportable Events
- 17 Motor Vehicle Crashes
- 1 Felony Arrest
- 4 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 2 DWI Arrests

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- 8 Arrests with Transport to the Onslow County Jail
- 177 Citations
- 105 Verbal/Written Warnings
- 6 Felonies Investigated (1-Sexual Assault; 1-Obtaining Property by False Pretense; 1-Counterfeit; 1-Fleeing to Elude Law Enforcement; 1-Drug)
- 21 Misdemeanors Reported (10-Property Damage; 5-Trespassing; 2-Larceny; 2-Communicating Threat; 1-Animal Cruelty; 1-Traffic)
- 1-Death Investigation
- 13 Disputes/Public Disturbances
- 2 Domestic
- 4 Crisis Intervention with Mental Patient
- 18 Alarm/Open Door
- 23 Suspicious Incidents/Persons/Vehicles
- 3 Civil Disputes
- 10 Town Ordinance Violations
- 202 Requests by Other Agencies for Assistance
- 61 Requests by Citizens/Motorists for non-Crime Related Assistance

3,365 Total Events Performed on Patrol

Community Service/Training

- 11 Vehicle Unlocks
- 4 Funeral Escorts
- 28 Business Closing Standby's
- 35Foot Patrols
- 11 Requests for Fingerprints
- 6 Requests by Citizens for Residence Checks.
- SPD provided security for July 4th Event.
- SPD Provided security for weekly SwanFest.
- SPD provided security for an event held at the Rotary Civic Center.
- Sgt. Watt completed Field Training Officer training. 40 hours training held at the NC Justice Academy.
- Officer Edwards completed Lidar Operator Training. 8 hours training conducted at Coastal Carolina Community College.
- SPD participated in an Open House Field Trip sponsored by the Swansboro Parks & Recreation Department.

Admin Services:

- Answered 318 phone calls during business hours.
- Assisted 151 walk in requests for assistance during business hours.
- Took 28 requests for reports.

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Public Works

Grass Cutting

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center
- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lot
- Broad Street Pump Station Area
- Both sides of HWY 24 (Corbett Ave)
- Bush hogged vthe DOT Roadside drainage ditches
- Mowed the DOT right of ways on Hammocks Beach Rd, Old Hammocks Rd, Main Street Extension, Norris Road, Mount Pleasant Road and Swansboro Loop Road

Town Buildings and Grounds

- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up
- Performed temporary repairs to roof of Director of Public Works office
- Repaired or corrected, all issues at the Rec Center, Heritage Center/Old Town Hall, Town Hall, Public Safety Building, Public Works Garage/Storage Complex, Public Works Office, Public Works Director's office, Visitors Center, Cigar Shop, per the Fire Marshall's Inspection
- Repaired Air Conditioner drain at the Rec Center
- Hung white board in Town Clerk's office at Town Hall
- Repaired toilet seat at Bi-Park Men's room
- Cleaned the ice maker at the Rec Center and replaced the filter
- Cleaned and manicured Town Hall Cemetery for funeral services

Vehicle Maintenance

- Regular maintenance performed on all vehicles

Storm Water

- All Town storm drains cleared in preparation of thunderstorms
- Mowed, weed eaten, and cleared debris from Foster Creek Subdivision storm water easements
- Mowed, weed eaten, and cleared debris from Halls Creek North Subdivision storm water easements

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- All storm drains throughout the Town, cleared of debris

Streets

- Painted three “No Parking” areas downtown on Church and Main Streets
- Replaced stop sign and street sign at Main street and Water Street intersection, that had been intentionally knocked down by a vehicle
- Filled several potholes around the Town with gravel and packed down until we are able to patch them
- Edged and weed eaten the curbs and sidewalks in Foster Creek Subdivision
- Edged and weed eaten the curbs and sidewalks in Halls Creek 3 Subdivision

Yard Waste

- Collected 552 Bags and 761 Bundles during July with 11 Loads and 28 Man Hours
Expended

Parks & Rec

- Daily routine maintenance of Splash Pad
- Cleaned out Skate Park for Inspection
- Damaged Power Pedestal at Church Street Dock removed
- Cleaned up from 4th of July Event.
- Twice Weekly Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies
- Deep Clean of Splash Pad system
- Sprayed for weeds at Municipal Park
- Installed Fishing Line Disposal Containers at Bi-Park

SOLID WASTE

- Weekly Yard Waste Run
- Empty trash cans from all parks, downtown, the Pug, Church Street Dock, twice weekly