

PARKS AND RECREATION

January 2024

DIRECTOR'S REPORT

Festivals/Events

- Began preparing end of year projections
- 2024 vendor policies and applications revised and posted.
- Applications are beginning to come in for Arts by the Sea and Mullet Festival.
- Sponsorship packet revised and sent to previous sponsors. Began soliciting new sponsors.
- Continue to train a Recreation Aide that will be assisting with festival planning.
- Began collecting quotes for all 2024 festivals: Portable toilets, sound, tents, golf carts, shuttles, security, and other logistics.
- Contacted Onslow County Code officer for permit application for July 3 fireworks.
- Working with Hampton Inn to provide discount codes for Arts by the Sea and Mullet Festival vendors and patrons.

Mullet-

- All bands have been booked, finalizing contracts to send out

ARP Projects

Splashpad Renovation

- The splashpad area will include concrete bench seating, a patio area with large shade structure and seating options (benches, picnic tables), The patio area will connect to the playground area. The concept is to provide a cohesive area while still having splashpad separate from the playground.
- Conceptual drawings received for concrete work for the area.
- Met with Task Contracting, waiting on quote
- Obtaining quotes shading and seating options.

Commercial Toilets & Drinking Fountain w/ bottle fillers.

- Install new toilets in the outdoor restrooms: Municipal Park, Pirates Den, and Bicentennial Park.
- Met with plumber that completed the concession stand project. Site visit was conducted and proposal was to be sent. Never received information after the site visit and vendor would not return calls.
- Currently looking for a new plumber for the project.

Completed

- Utility Terrain Vehicle
- Church Street Dock Cameras
- Rope Climber in Municipal Park
- Parks Maintenance Truck Replacement

Miscellaneous

- Met with Pickleball committee to review 2024 league information. Fees remain the same for this year, membership packet updated, new ladder league to begin in February, and reviewed supplies and equipment needed for next fiscal year.
- Began planning for the annual PirateFest in partnership with Onslow County Parks and Recreation.
- Executed annual contracts for on-going reservations and instructor contracts.
- Executed annual contract for playground maintenance and software application.
- Attended webinar for a weather safety software application to monitor on-site weather and an alert system.
- Began preparing for the Program and Event Manager vacancy.
- Attended quarterly review meeting with Computer Warriors.
- Attended the annual Recreation Resources Directors Conference.
- Began preparing budget for 2024-25 fiscal year.
- Worked with Onslow County Board of Elections to offer early voting at the Recreation Center.

- Met with Swansboro High School Marching Band Volunteer Coordinator to discuss ways to have the band involved in departments special events and festivals.
- 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.
- 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.

Metrics-social media

Media Outlet	Followers	Page Reach	Post Engagement	Page Visits	New Followers
Facebook	16,063	19,756	2,745	3292	208
Instagram	775	10		20	15

Activity Report

Organization Activity

From 1/15/2024 to 2/14/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	139	35	15	0	76
Resident	20	6	4	0	5
Non-Resident	119	24	11	0	71
No Residency Set	0	0	0	0	0
Demographics					
< 18	6	1	0	0	8
18 - 65	92	23	8	0	54
65+	41	6	7	0	14
Male	45	10	10	0	28
Female	94	20	5	0	48
Other Genders	0	0	0	0	0
Online vs In-House					
Online	25	0	0	N/A	32
In-Person	114	30	15	N/A	44

Revenue

Slip Fee - Town Dock	\$1305..50
Rental Fees-Parks	\$25
Rentals Rooms	\$2805
Rec Program Fees	\$14555
Gym Memberships	\$345
Dog Park Memberships	\$170
Vendor Fees	\$560
Festival Sponsorship	\$2000

Program/Event Manager Monthly Report

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Created program proposals
- 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 for registration
- Created program proposals for new programs to be approved by Director
- Completed instructor payouts for recently finished programs

Planned Programs

Tennis and Pickleball Lessons – December 12-February 4

- Not ran by Swansboro Parks and Recreation
- Posted on RecDesk with link to their website to register
- Printed flyers

Tai Chi Class – January 4-February 8

- Instructor made the decision to make max number of participants to 10 due to overcrowding.
- 6 week series
- Program maxed out at 10 participants

HIIT Bootcamp Fitness Class – January 6-January 27

- 4 week series
- As of 1/24/24 – 5 drop ins, 3 series registrations

POUND Fitness Class – January 6-February 3

- 5 Week Series
- As of 1/24/24 – 20 drop ins, 6 series registration
- Will move into multipurpose room if available due to increased participation

Wooden Snowman Box Workshop – January 11

- Program by Susan Swain
- Program cancelled due to no registrations

Fellowship Night – January 15

- Theme: New years

Paint and Sip ENCORE: Hydrangeas – January 18

- Finger painting class for adults
- As of 1/1/24 - 7 registered
- As of 1/24/24 – 9 registered

Teacher Workday Camp – January 22-23

- 1/1/24 - 11 participants registered for both dates

- Completed program maxed at 12 participants for both dates

HIIT Bootcamp Fitness Class – February 3-February 24

- 4 weeks series

Play with paper Pulp – February 10

- Art program for kids in the works by Carolyn McDearmon

POUND Fitness Class – February 10-March 9

- 5 week series
- Series starting directly after January series ends per instructor request

Teacher Workday Camp – February 19

- Cancelled due to no one being about to oversee the program

Cook with your Kid: Pie Making – ~~January 20~~ February 24

- As of 1/1/24 - 12 participants, 5 on waitlist
- Instructor had to cancel due to COVID, rescheduled to 2/24/2024
- Informed participants and refunded those who requested for one; filled their spot with waiting list

Tai Chi Class – March 7-April 11

- 6-week series

Tennis and Pickleball Lessons – March 16-May 11

- Not ran by Swansboro Parks and Recreation
- Posted on RecDesk with link to their website to register
- Printed flyers

HIIT Bootcamp Fitness – March 2-March 23

- Would be a 5-week series, however, instructor will be out of town the last week so he requested to have a 4 week series

Teacher workday Camp – April 1

- As of 1/24/24 – 2 participants registered

Teacher Workday Camp – April 29

- As of 1/24/24 – 1 participant registered

Tai Chi Class – May 9-June 13

- 6 week series