

PARKS AND RECREATION

July 2026

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- After action meeting for Independence Day Celebration held.
- Beginning to create marketing plan for remaining 2026-27 festival season
- Met with New Bern Sun Journal for marketing opportunities.
- Contacted Jacksonville Onslow Sports Commission to obtain updated information for Movin' Mullet Run. Information to follow and logistical meetings will be scheduled.
- Posted parade application on website.
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Projects-Municipal Park Enhancement

- Reviewed grant proposals with Town Manager, Finance Director, and Parks and Recreation Advisory Board. The board selected WithernRavenel and will present to the Board of Commissioners (BOC).
- Presented to the BOC on July 14 and approved to proceed with contract negotiations.
- Conducted first meeting with WithersRavel to begin contract negotiations, discuss project outline, and set up shared website.
- Meet with solar light company to discuss lighting plans for Municipal Park.
- Began gathering quotes and designs for replacement for tot lot in Municipal Park.
- Gathering updated quotes on pickleball court amenities for Municipal Park Enhancement Project.
- Gathering quotes for fencing for new pickleball courts.
- Developing budget online for project.

Miscellaneous

- Presented Parks and Recreation Proclamation to Commissioners and community.
- Prepared soccer associations contracts for the upcoming 2026-27 season.
- Conducting interviews for staff vacancies.
- Closing out 2025-26 expenses.
- Creating new budget documents to manage 2026-27 revenues, expenses, projects, etc.
- Executed annual contract for Onslow County Senior Services.
- Submitted request for reappropriation of funds from 2025-26 playground mulch that was backordered and park swings that have not been received. Finance Director submitted and was approved.
- Arranged for Titan Aquatic Chemical to deliver large drum of chlorine. This is beneficial as it a cost reduction, less need for staff to handle chemicals, and when the chlorine is low, a call is made to schedule a deliver.
- Completed staff annual performance evaluations.
- Managing special event applications.
- Manage on-going reservations.
- 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.
- 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.
- 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 7/4/2026 to 8/3/2026						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS
All	178	25	7	0	111	
Resident	24	2	6	0	11	
Non-Resident	154	22	1	0	100	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	51	1	1	0	29	
18 - 65	104	20	5	0	76	
65+	23	3	1	0	6	
Male	89	15	5	0	55	
Female	89	9	2	0	56	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	86	0	0	N/A	65	
In-Person	92	24	7	N/A	46	

Metrics-social media

July

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,965	252,600	38,900	2,300	8,600	171
Facebook-Festivals	9,398	7,3000	2,300	66	560	16

Revenue

July

Slip Fee - Town Dock	\$2,439
Rental Fees-Parks	\$390
Rentals Rooms	\$195
Rec Program Fees	\$1,786
Gym Memberships	\$280
Dog Park Memberships	\$25
Festival Vendor Fees	\$1,804
Festival Sponsorship	\$5,000

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 Sprout Scouts and Tiny Trekkers
- Planned and executed Parks & Recreation Month Programs and Events
- Confirmed Paddles & Pizza program
- Executed July 3rd Festival
- Handled organizing all Safety town supplies and communications with partners
- Met with Fire Chief to discuss Safety Town program
- Ordered supplies for all Parks & Recreation Month Programs and Events
- Attended Board of Commissioners meeting for Parks & Recreation Month Proclamation
- Attended Tunnel to Towers logistical meeting
- Organized and attended July 3rd After Action meeting
- Created dog media ads for BarkFest and Mullet Festival
- Scheduled interviews and handled reference checks for new employees
- Attended Senior Games meeting
- Submitted National Night Out Health Department application
- Began planning upcoming Theatre Trips
- Completed finance reports for past programs

Planned Programs and Events

Bubble Bash July 1st

- Estimated 250 in attendance

Independence Day Celebration July 3rd

- Estimated 10,000 in attendance

Tie Dye Tuesday July 7th

- 25 registered and 24 attended

Sunrise Yoga July 10th

- 9 registered and 7 attended

Doggie & Me July 11th

- 25 attended

Safety Town July 13th – 15th

- 46 registered and 36 attended

Storytime in the Park July 16th

- 20+ families attended

Sprouts of Freedom July 17th

- 13 registered and 11 attended

Music Bingo July 20th

- 42 registered and 32 attended

Popsicles at the Pad July 21st & 29th

- Estimated 80+ attended

Twist & Bleach July 23rd

- 15 registered and 15 attended

Tiny Patriots July 24th

- 13 registered and 13 attended

Glow in the Park July 25th

- Estimated 50+ attended

Summer Canvas July 27th – 30th

- 14 registered and 400 votes counted

Aquatic Adventure July 31st

- Estimated 250+ attended