POLICE DEPARTMENT:

Patrol/Investigations:
- Scotchman Convenience Store 900 North Lake Park Boulevard, CB reported on March 18th they were the victim of Larceny by Employee. A suspect has been identified and the case is under further investigation.
- Melissa Powell (50) reported on March 18th she was the victim of Larceny in the One block of Ocean Boulevard, CB. The case is under further investigation.
- Rosemary Straughter (58) reported on March 18th she was the victim of Damage to Real Property and Trespassing in the 500 block of Cape Fear Boulevard, CB. The case is closed by arrest.
- Ollin Manning (79) reported on March 21st he was the victim of Simple Assault in the 700 block of Raleigh Avenue, CB. The case is closed by arrest.

Arrests:
- There were no arrests in the Town of Carolina beach between March 16-22, 2020.

Civil Citations:
- Civil Citations written March 16-22, 2020: 0

FIRE DEPARTMENT

Fire/Rescue Administration Division:
- Chief participated in updates/conference calls all week on COVID 19 (Coronavirus)
- Assisted with IAP objectives
- Response to medical calls have been modified to follow county medical director guidance’s

Fire/Rescue Fire Prevention Division:
- 4 Site visits

Fire/Rescue Operations Division:
- Departmental training has been postponed until April 6, 2020.
- Staff preformed monthly preventative maintenance on the pumps for Engine 21 and squad 22.

Ocean Rescue:
- Applications for seasonal lifeguards are open, tryout dates are set for April 18th and 25th, 11 a.m. at Hamlet Beach Access.
- Staff worked on setting up temporary lifeguard station at Hamlet Ave. (Pictured below)
- Work continues on rust prevention on 4 wheelers and UTV.
The Parks and Recreation department is managing cleaning supplies for Covid-19. We have purchased extra cleaning and disinfectant supplies for this event. All employees at Town Hall were supplied with disinfectant wipes and hand sanitizer.

Due to Covid-19, the restrooms at Mike Chappell Park have been closed. Currently, as of Friday, March 27th, the parks are still open to the public. However, social distancing must be practiced within the parks. There also should be No organized practices or group pickup games at the fields.

Although a decision to close the parks or certain areas, such as the playground, skate park, or basketball court has not been made, the Parks and Recreation Dept is ready to move forward if given the directive. We have signs made and a plan in place to close high density park areas.

Due to Covid-19, we have postponed summer camp registration that was originally scheduled for Tuesday, March 24th. Once we get clear information on when normal operations will return, we will send out information on registration. We are continuing to move forward with summer camp planning in preparation for a great summer program. Carolina Beach residents will have the opportunity to register first, once sign ups start.

Unfortunately, due to Covid-19 we have canceled the spring youth volleyball program and adult kickball league. All participants have been contacted. We also are working with our contract tennis instructor on rescheduling tennis lessons at Mike Chappell Park. Lastly, we are working with the organizers of the pickleball tournament to reschedule to a later date.

An email was sent to all youth basketball coaches to get feedback on the season and input for next year. Staff is currently working and researching ways to improve the league for next year.
• With the Recreation Center closed, the staff has purchased materials for several projects to complete while the facility is closed. Currently, we are painting certain areas, installing wainscoting in areas, and will be deep cleaning the floors. We are taking advantage of the closure to complete several projects throughout the center.

![Image of two individuals working on materials]

• Staff is working with EWE on repairing the fixtures in the front of the Recreation Center.
• The new playground for McDonald Park, which was ordered in January, was delivered. We were unable to postpone delivery; however, due to Covid-19, the installation of the playground has been delayed. The equipment is secured and under surveillance until we can start the build. We are looking forward to putting the playground together!

![Image of the playground construction site]

• Staff is working on updating several programs while the Recreation Center is closed. We are in the process of reformatting the adopt-a-beach programs, updating Family Night information and additional special events. We also received delivery of the Easter eggs that were ordered prior to Covid-19 cancellations. We are brainstorming ideas on program ideas to distribute the Easter eggs.
• Due to Covid-19, the outdoor movie showing of The Sandlot has been postponed. We are currently working with the vendor on rescheduling for another date.
• Event update - Communicated with Event Contacts to discuss postponement/cancellation of upcoming events and explore possibility of rescheduling.
Building Inspections:

This week has been very busy with policing contractors working without permits. The workload has been heavy with construction still moving forward and trying to have some form of normalcy during this time. Multiple departments are working together to help ensure that the Town’s interest is monitored. Inspections have been conducted and the permit process is still moving forward.

ZONING:

<table>
<thead>
<tr>
<th>Agenda Items/Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUP: 1012 LPBS Business PUD – 2 structures on a lot</td>
<td>TC – 3/10/2020: APPROVED 5-0</td>
</tr>
<tr>
<td>CUP: 1230 LPBN Business PUD-2 structures on lot</td>
<td>TC – 3/10/2020: APPROVED 5-0</td>
</tr>
<tr>
<td>CUP: 12-unit Residential PUD at 522 N. 7th St.</td>
<td>P&amp;Z – 3/12/2020: Approved 4-0</td>
</tr>
<tr>
<td>April Meetings</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

- Due to the State of Emergency related to Covid19, Planning Staff has been adapting to an alternative work environment.
  - Several employees are largely working remotely to discourage in person interactions and sharing of close quarters
  - Staff is handling most submissions digitally and issuing most permits and COs in the same manner
  - Staff is still coordinating with other local governments and agencies who are also working remotely or in reduced capacity.
- Staff is using the *slightly* reduced permit volume to put more work into ordinance updates and other projects:
  - Sign Ordinance Update
  - Stormwater/Tree Ordinance Research
  - 160D update for State Statutes
**OPERATIONS:**

**WWTP:**
- Staff performed all operational/maintenance tasks and laboratory analyses as necessary to maintain compliance with all applicable permits.

**Utility Staff:**
- Locates, work orders and tap verifications, clearing permits.
- Continuous maintenance of existing road cuts.
- Water meter cut on, off and verifications.
- Replace broken meter registers and MTUs.
- Install domestic and irrigation meters.
- Repair water main.
- Meter reads.
- Water and Sewer taps.

**W/S Administration/Billing/Customer Service:**
- Applied mail and lockbox payments to account (everyday)
- Processed AR box and Online payments (everyday)
- Processed t2 Decal
  - Processed payments for online-56
  - Received online request-525
- 8 new accounts for FMS
- Processed 2 Permit payments
- Set up 6 account in FMS for planning
- 5 leak adjustments
- processing un-read meters

**Public Works:**
- Amidst the COVID-19 outbreak, Public Works Staff has made adjustments to increase social distancing, while continuing to move forward on Town improvements and preparations for Summer season. Some of those improvements are:

  *Painting of Boardwalk Gazebo*
Painting of Boardwalk Benches

Installation of Golf Cart Parking in Town Parking Lots:

Improvements to Town Parking Lots:
Environmental:

**Beach Front**
- Blocked off all beach accesses and installed signage due to the beach being closed

**Freeman Park**
- Repaired poles and rope
- Repairing trash pods
- Adjusted signage for campsites

**Boardwalk**
- Removed sand from the beach accesses
- Continued building a wall along the accesses to prevent sand build up
- Began painting the Gazebo
- Began staining benches and swings
- Built casings for the new lights on the beach access walkway

**Signage**
- Continued to straighten signs throughout town
- Continued installing new poles and stop signs in Zone 1
- Repaired the stop sign at Mackerel & South Carolina
- Installed signage for golf cart parking in the Shell, Palms and Sandpiper parking lots

**Facilities**
- Built a ladder for the Marina
- Installed new parking stops at the Pier lot on Canal Dr.
- Blocked off town parking lots due to the beach being closed
Storm water:
- Maintenance/repair 18 trash racks and orifices
- Maintenance/repair all 2" and 3" dry prime pumps
- South 3rd/Spartanburg capital project completed with additional erosion control measures taken by the department
- Continue on capital project for the 600 block of Charlotte Ave.
- Start capital project for the 600 block of Columbia Ave.
- Vactor 11 catch basins, clean 427' of stormwater lines, and remove 50 cubic yards of debris and sediment
- Maintenance/repair equipment and vehicles