



STAFF REPORTS

August 2023 Regular Meeting

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Department News

Staff received 276 requests for service in July and closed 250 of them (91%).

Current staff vacancies include Engineering Technician, Grounds Maintenance Technician, and Facilities Maintenance Supervisor.

Streets Updates

Work Priorities

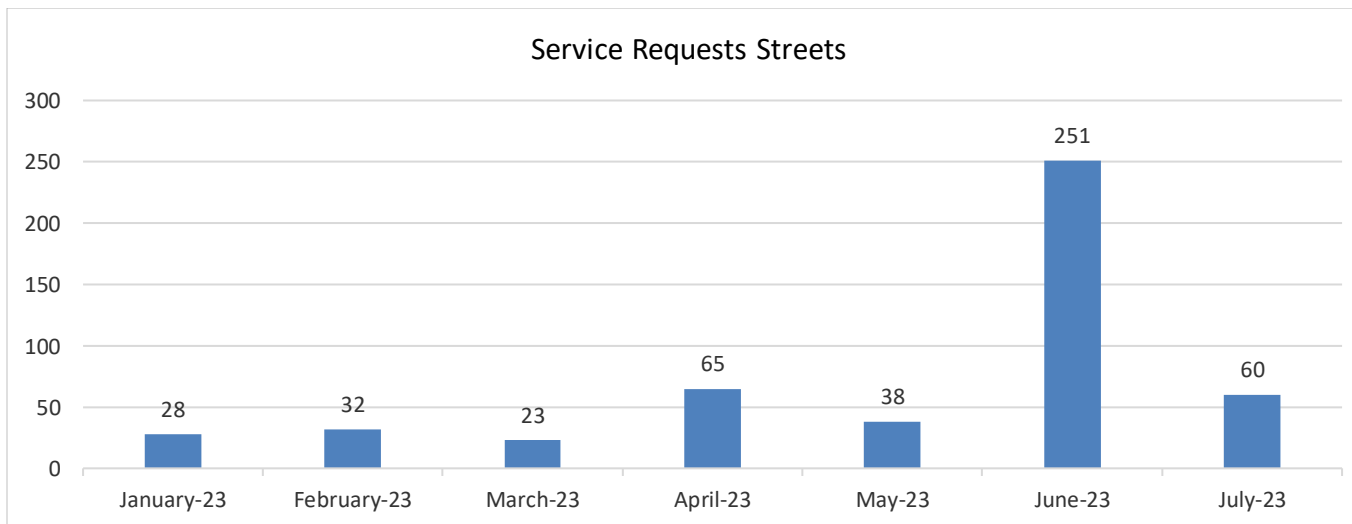
- Staff completed replacing sidewalks damaged by trees in several locations in Magnolia Greens. This work included removing trees, stumps, and replacing various lengths of damaged sidewalk at multiple locations.
- Staff completed a concrete curb replacement and asphalt repair project in Wedgewood to alleviate a ponding issue.
- Staff utilized a stump grinder to remove stumps in Magnolia Greens and Brunswick Forest that could not be removed during sidewalk replacement operations.
- Staff installed new lane designation and NO U-TURN signs at the Olde Waterford Way extension.
- Staff will continue to make sinkhole repairs in Windsor Park.
- Staff will continue performing mosquito counts and vector control applications in affected areas throughout Town.
- Staff will be reviewing the curb and asphalt at the intersection of Mallory Creek Drive and Highway 133.

Initiatives

- Brunswick Engineering Company has completed the pavement condition and pavement markings condition assessment for Town-owned streets. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. The finalized assessment and supporting inspection reports are complete. Staff will be reviewing and working on priority lists for the next round of street resurfacing and pavement marking projects.

Work Order Summary

- Streets processed 60 work orders in July, with the overwhelming majority being vector control related (44).
- Streets completed 58 work orders in July, with an approximate expense of \$54,500 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$29,900).



Grounds Updates

Work Priorities and Initiatives

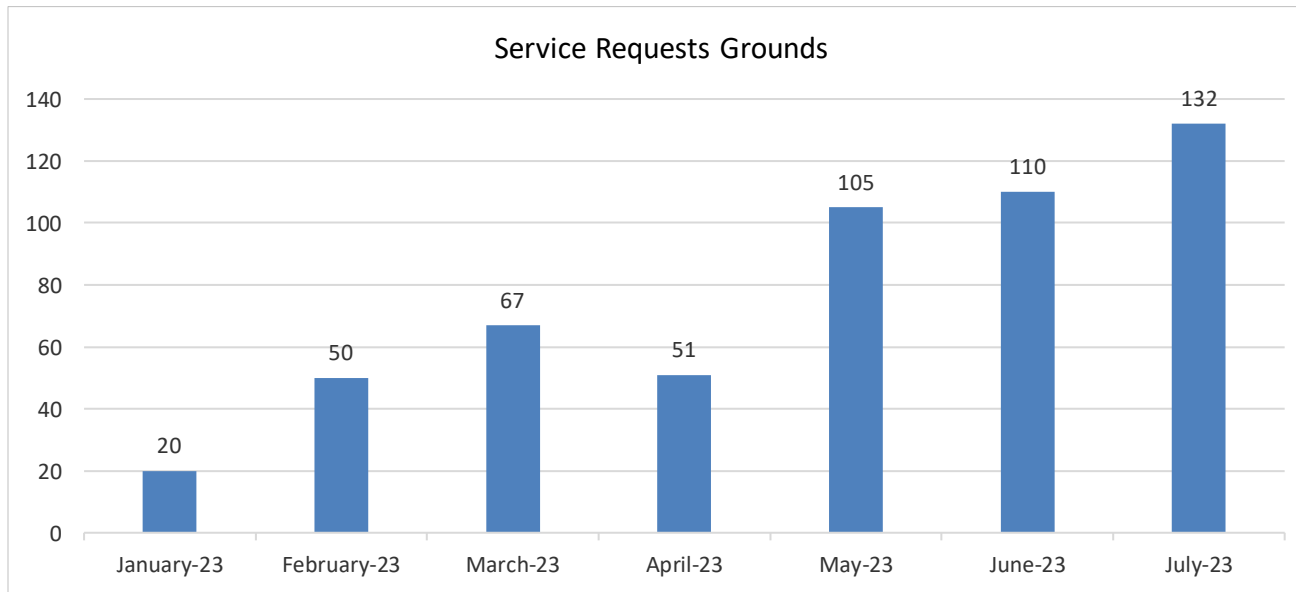
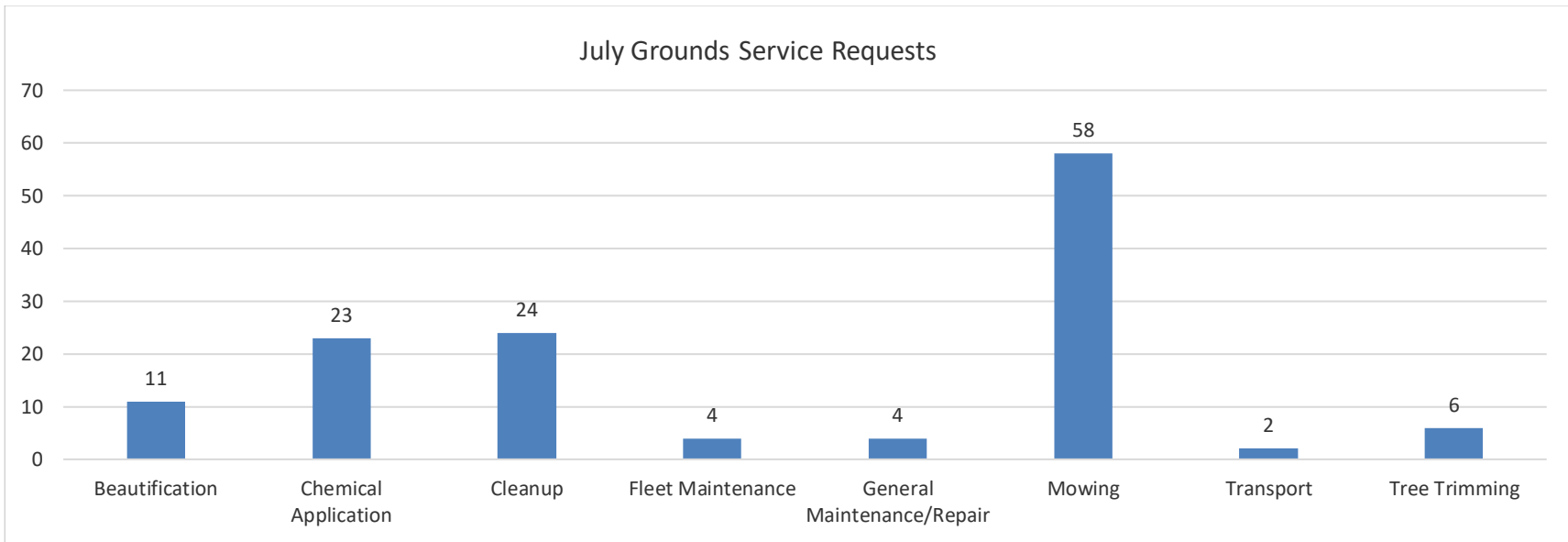
- Staff are working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff will continue post-emergence on Town properties.
- Staff are continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff will be maintaining the landscape inside the right-of-way at several intersections in Mallory Creek to increase visibility for drivers.
- Staff are reviewing two new zero-turn mowers for possible purchase.
- Staff will be making repairs to the handrail at Westgate Nature Park.

Projects Completed

- Staff completed seeding and maintaining the new right-of-way section of Olde Waterford Way.
- Staff completed repairs to a bench at the classroom at Westgate Nature Park.
- Staff are fully engaged in maintaining, mowing, and edging all Town properties on a weekly basis.

Work Order Summary

- Grounds received 132 work orders in July, with most of them being mowing (58), cleanup (24), and chemical application related (23).
- Grounds completed 110 work orders in July, with an approximate expense of \$26,900 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

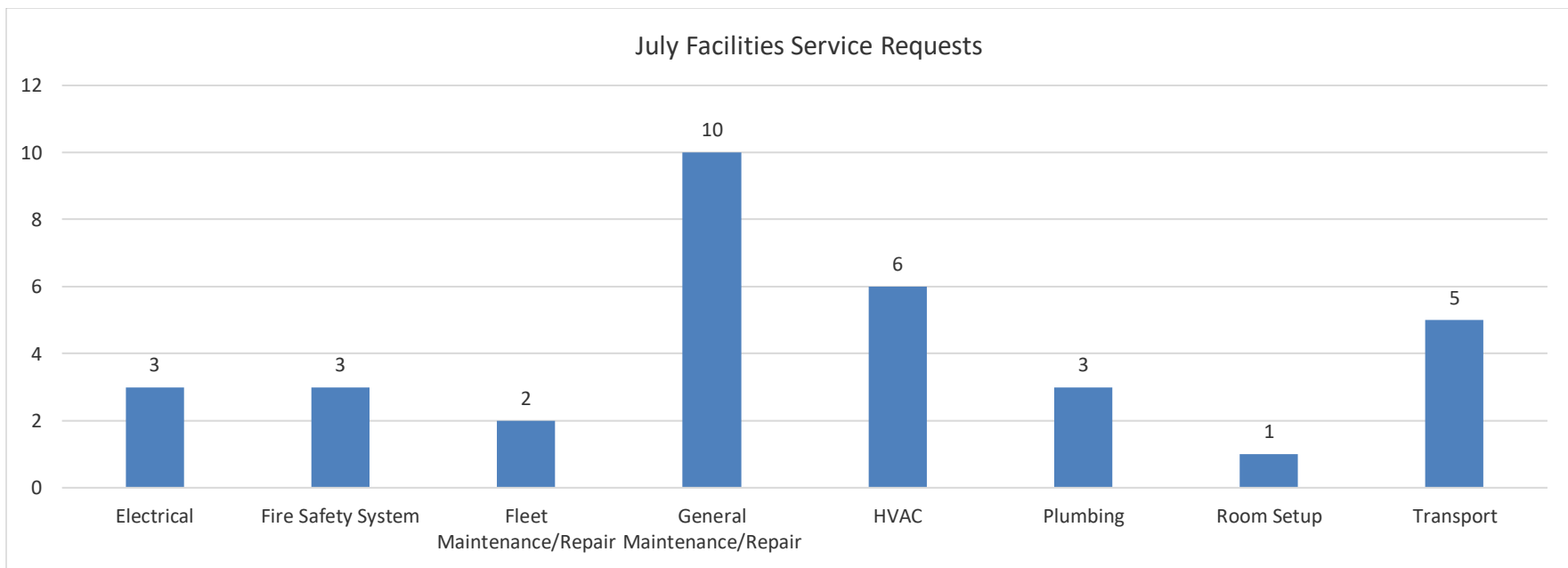
- Staff are working with vendors to diagnose an issue with the automatic gate at the MOC.
- Staff are working with a vendor to install transfer switches for generators at the MOC.
- Staff continue working with Salt Air on HVAC issues at Town Hall.
- Staff will be replacing light bulbs and ballasts at Town Hall.
- Staff will be addressing a plumbing issue at the LCAC.
- Staff will be assisting the Fire Department in the move to the new Fire Station 51.

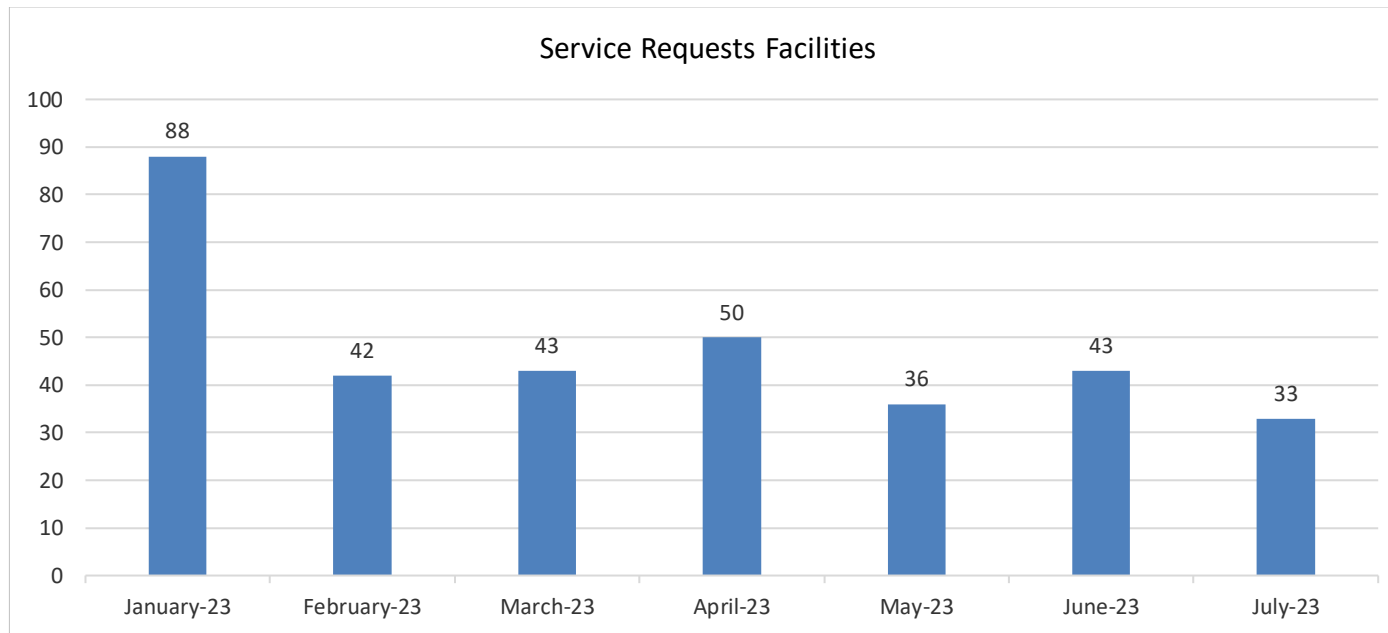
Projects Completed

- Staff have completed installing electrical switches for the warehouse fans at the MOC.
- Staff have completed installing fiber optic cable to the new Fire Station 51.
- Staff have completed replacing all HVAC filters at Town Hall and Fire Station 53.
- Staff completed the electrical wiring for an oxygen fill station at Fire Station 53.
- Staff completed the replacement of several light sensors at Town Hall.
- Staff completed the replacement of several faucets at the LCAC.

Work Order Summary

- Facilities received 33 work orders in July, with most of them being general maintenance and repair (10) and HVAC related (6).
- Facilities completed 31 work orders in July, with an approximate expense of \$600 in labor and materials.





Fleet Vehicle Updates

Work Priorities

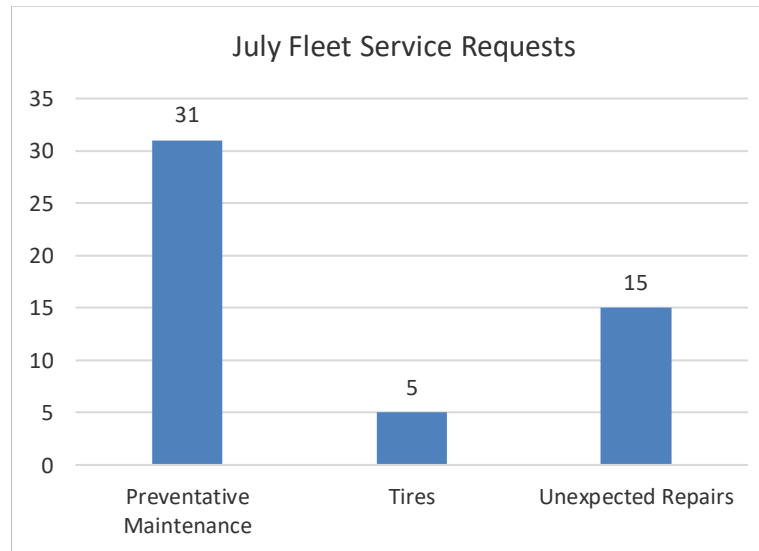
- Staff are working to install Town decals on new vehicles.
- Staff have ordered GPS units for new vehicles and are awaiting delivery.
- Staff are working with Finance to send a damaged Town vehicle to salvage.

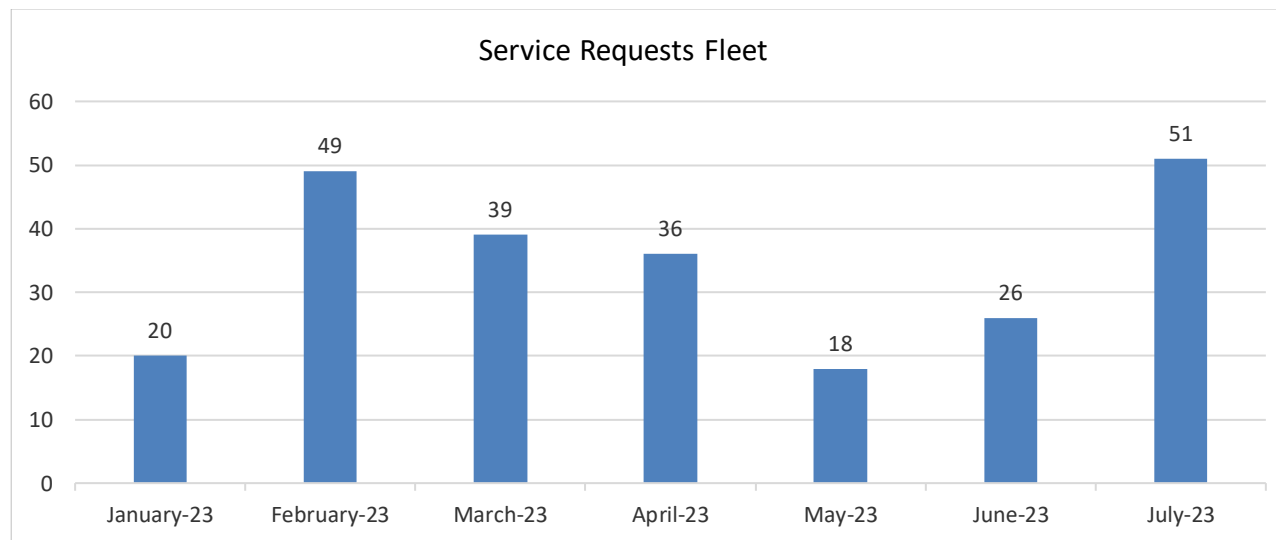
Projects Completed

- Staff sold one Town vehicle on GovDeals.net for \$12,755.
- Staff completed a safety recall on one vehicle.

Work Order Summary

- Fleet received 51 service requests in July for an approximate expense of \$17,700. Of these, 31 requests were for preventative maintenance for a total of approximately \$2,900.





Capital Project Updates

For detailed project information, please visit the [Town Projects webpage](#).

Department News

Tim McNeilly joined staff as the Recreation Supervisor at the LCAC. His background consists of 26 years in campus recreation at UNCW.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in July. The next meeting is scheduled for August 30, 2023.

Upcoming Events

August 23, 2023 – PRCR Cinema Series: Black Panther: Wakanda Forever

August 26, 2023 – Contra Dance

September 7, 2023 – Artist Reception: Coastal Carolina Pastel Painters

September 29, 2023 – Swing Dance

September 30, 2023 – Matinee Movie + Sensory Sensitive Movie

October 3, 2023 – National Night Out

Parks, Recreation, and Cultural Resources Updates

In mid-July, the highly anticipated fall/winter CAPE arrived. Exciting new programs include pottery intensives, creative movement for toddlers, a honeybee lecture, and succulent pumpkin planters. On August 1, registration for the upcoming season opened and the first day brought in \$45,001.51. This is the highest registration day to date.

The department's Matinee Movie Series is expanding to add a sensory sensitive showing of the title selected for September. During this time, the movie will be shown at a lower volume with stage lights on and closed captions showing.






Social Media Update

- PRCR Facebook Highlights (July 1 – 31, 2023)
 - Added 8 new page likes
 - Page reach – 13,000
 - Top post (Largest reach): “July is national Parks and Rec month! Without our incredible staff we would not be able to offer as many amazing programs for our community. Keep an eye out over the week for our PRCR staff spotlights! #whercommunitygrows”
- LCAC Facebook Highlights (July 1 – 31, 2023)
 - Added 19 new page likes
 - Page reach – 38,000
 - Top post (Largest reach): “Did you come to see the various local vendors we had at the Spring Art Market? It was great to have such a wide variety of vendors ranging from pottery, to stained glass, to handmade jewelry. Our next market will be this December. More information to come.”
- PRCR Instagram (July 1 – 31, 2023)
 - Added 25 new followers
 - Post reach – 2,800
 - Top post (Largest reach): “It's almost time to register for our Fall / Winter programs! Stefanie Brown will lead multiple programs and workshops. The CAPE activity guide can be found online or at the LCAC. Remember, registration opens Aug 1 at 9 AM.”
- LCAC Instagram (July 1 – 31, 2023)
 - Added 17 new followers
 - Post reach – 3,400
 - Top post (Largest reach): “It's almost time to register for our Fall / Winter programs! Stefanie Brown will lead multiple programs and workshops. The CAPE activity guide can be found online or at the LCAC. Remember, registration opens Aug 1 at 9 AM.”

Department News

In July, more than 260 people visited the front desk at Town Hall and more than 390 people called the main phone line. Beginning in August, the front desk will track calls for Planning and Inspections, Police, Public Services, and Administration/other. Visitors will also be tracked by drop-ins, appointments, and Police. Contact forms will also be counted, and a new call log is in place to track information for citizen follow-up calls. Ms. Jewell participated in a Communicating to Access and Functional Needs Population workshop with the National Weather Service.

Social Media Update

- Facebook Highlights (July 1 – 31, 2023)
 - Added 82 new followers
 - Impressions – 44K
 - Top post (Largest reach): “Patrol Officer Robert Wooley is #InTheSpotlight this week! Robert started working for the Town in Nov. 2018.
 -  In his role, Officer Wooley is often among the first to respond to service calls.
 -  He enjoys being able to help others on their most challenging days. Each workday is different, so he never knows what to expect!
 -  Officer Wooley says he's constantly amazed by the number of community members who approach him to share their gratitude for the Leland Police Department's services. We appreciate all you do for our community, Officer Wooley!”
- Twitter Highlights (July 1 – 31, 2023)
 - Impressions/Reach – 2,109
 - Received 150 new profile visits
 - Top tweet (Largest reach): “Grant Coordinator Sam Cook is #InTheSpotlight this week! She started working for the Town in Feb. 2023. Learn more about Sam  [#LelandNC pic.twitter.com/LcMMGqhCPy](https://pic.twitter.com/LcMMGqhCPy)”
- NextDoor Highlights (July 1 – 31, 2023)
 - Impressions/Reach – 25,369
 - Likes/Comments – 184
 - Top post (Largest reach): “Senior Fire/Rescue Captain David Owens is #InTheSpotlight this week! David started working for the Town in July 2017.
 -  David's position includes supervising and managing fire suppression, prevention, training, and disaster preparedness program services and activities.

🚒 He has participated in various training classes, including technical rescue services, leadership, and wildland urban interface with the National Fire Academy. These courses focused on wildland fire behavior and firefighting skills.

🚒 David started with Leland Fire/Rescue as a volunteer in 1992 and has driven fire trucks on the road for 15 years! We appreciate your dedication to the Town, David!”

- Instagram Highlights (July 1 – 31, 2023)
 - Added 17 new followers
 - Post impressions – 2,627
 - Top post (Largest reach): “Thanks to Mayor Bozeman for representing the Town at the Metropolitan Mayors Coalition in Raleigh last week! Governor Roy Cooper hosted the event, which included a legislative update and meetings with senior leaders from the General Assembly to discuss transportation issues.
[#TownofLelandNC #LelandNC](#)”
- LinkedIn Highlights (July 1 – 31, 2023)
 - Added 13 new followers
 - Page views – 186
 - Post impressions – 5,671
 - Reactions/Comments/Shares – 221
 - Top post (Largest reach): “Please help us congratulate Councilmember Veronica Carter on her appointment to the Risk Management Services Board of Trustees for the North Carolina League of Municipalities! Read about what board members do to help local government entities 📌 <https://ow.ly/MNPe50P7VMg>”

Project Updates

- Continued the external Employee Spotlight campaigns, which continue to see top interaction rates. Produced 32 engaging graphics and videos for use across communications platforms.
- Conducted market research on government social media accounts and public engagement strategies and discussed ways to incorporate into current strategy.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including Town projects, hiring, accomplishments, and upcoming events.
- Work continued on recruitment videos for the Town, Police, and Fire/Rescue with a local production company. Final shoots took place with Fire. Staff have received and reviewed two of the three videos so far and are working with the contractor to finalize.
- Coordinated Day in the Life of a Firefighter interviews and coverage for Leland Magazine stories to be printed in the August issue.

- Revamped Floodplain Management webpages with new information in English and Spanish to help increase the Town’s credit as it joins the Community Rating System program from FEMA.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police and Fire incidents, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Councilmember Bill McHugh Selected for NCLM Legislative Policy Committee](#)
 - [Councilmember Veronica Carter Appointed to NCLM Risk Management Services Board of Trustees](#)
 - [Applications Open for Board of Adjustment](#)
 - [Register for Fall and Winter Programs at the Leland Cultural Arts Center](#)
 - [Mayor Brenda Bozeman’s Statement on Passing of Ezra Dale](#)
 - [Experience Parks, Recreation, and Cultural Resources Fall and Winter Programs at Open House Event](#)
- Port City Daily
 - [Leland to hold parks and recreation open house](#)
- WWAY
 - [Leland Vegetative Debris Drop-Off Center closes](#)
 - [Town of Leland being more transparent about their budget with new tool](#)
 - [Dog found, returned to owner day after Leland car crash separated them](#)
 - [New business “brewing” in Leland](#)
 - [House Bill 267 and what it means for annexation in the Town of Leland](#)
 - [Brunswick County Schools technology employee faces child sex crime charges](#)
 - [Municipal elections: Wilmington, Leland mayors running unopposed as filing ends](#)
 - [House of Pickleball celebrates facility expansion](#)
 - [Leland mourning the loss of community man Ezra Dale](#)
- WECT

- [Leland police responding to two car crashes, advise caution](#)
- [Leland Police Department reunites dog with owner after car crash](#)
- [N.C. General Assembly passes bill suspending Leland's ability to annex land](#)
- [Leland town councilman expresses concerns over new bill that prevents the town from annexing land](#)
- [Candidate filing ends, Wilmington, Leland, Whiteville mayors to run unopposed in municipal elections](#)
- [Brunswick County Schools technician arrested on sexual exploitation of minor charges](#)

- StarNews
 - [With so much growth transforming Leland, the town's identity is evolving](#)
 - [PHOTOS: New construction is taking over areas surrounding Leland](#)
 - [Brunswick Today Newsletter: Leland's sense of identity and a recovering nature preserve](#)
 - [Sauna workouts, Greek food, and more heading to rapidly growing Leland shopping center](#)
 - [What you need to know about a newly passed bill that strips Leland of its ability to annex](#)
 - [Leland man charged with sexual exploitation of a minor](#)
 - [PHOTOS: House of Pickleball in Leland hosts grand opening](#)
 - [Leland is attracting businesses, but how does it plan to keep them?](#)
 - [PHOTOS: A look at Magnolia Greens in Leland](#)
 - [Retail, office space planned for large Leland community](#)
 - [As lawmakers restrict Leland's ability to annex land, here's what it means](#)

- Wilmington Business Journal
 - [In Leland, Developer Marks Completion of Rental Townhome Community](#)

- WHQR
 - [Leland "disappointed" after NC General Assembly strips its voluntary annexation authority](#)

TDA Marketing

- Research and review of marketing opportunities specific to geographic locations and target demographics continues.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on July 19, 2023, and heard the following items:

- Founders Park update
- Approved a grant contract with Brunswick Beer and Cider

The next LTDA meeting is scheduled for September 12, 2023.

Department News

Officer Terry and Master Officer Guy attended At Scene Traffic Crash Investigation virtual training July 10-21. This 80-hour course is intended to teach officers how to reconstruct traffic crashes and investigate accidents accurately and thoroughly.

Officers Holland and Majors attended a Recruiting and Retention virtual course July 10-11. This course is intended to help agencies recruit new employees and retain current employees.

Senior Officer Berry attended Crisis Intervention Training July 17-21 at the New Hanover County Sheriff's Office. This course provides officers with the skills needed to respond to incidents involving individuals with a mental health or substance use crisis, and those with intellectual and developmental disabilities.

Master Officer Carter attended Solo Active Shooter Training July 17-19 at Robeson Community College. This course is intended to introduce the School Resource Officer or line officer to characteristics of mental and tactical preparation that are helpful to successfully mitigate an active shooter situation as a solo unit.

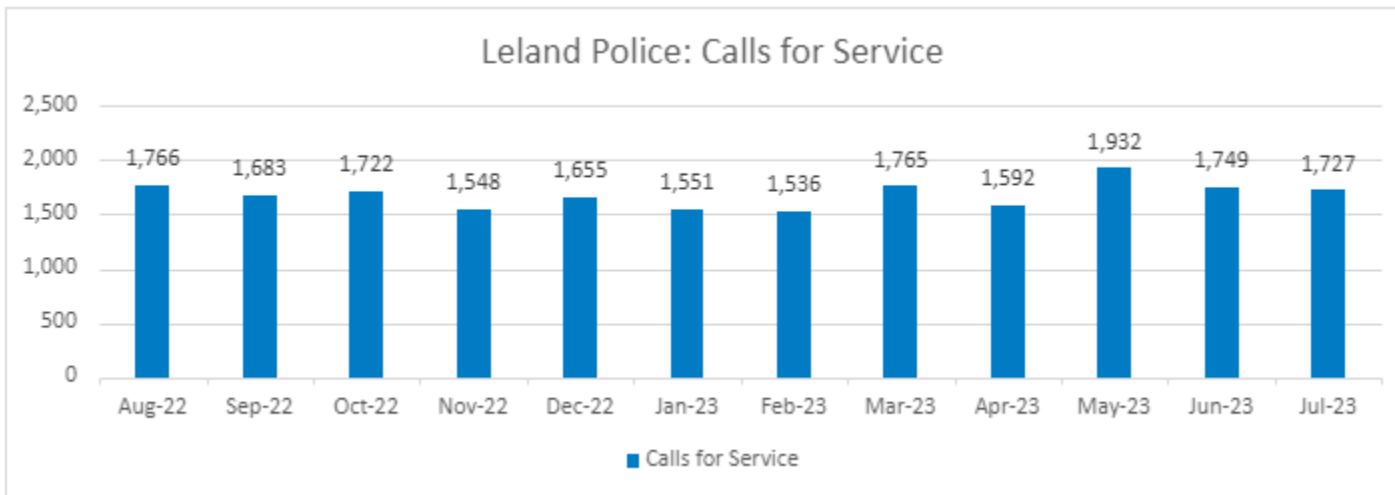
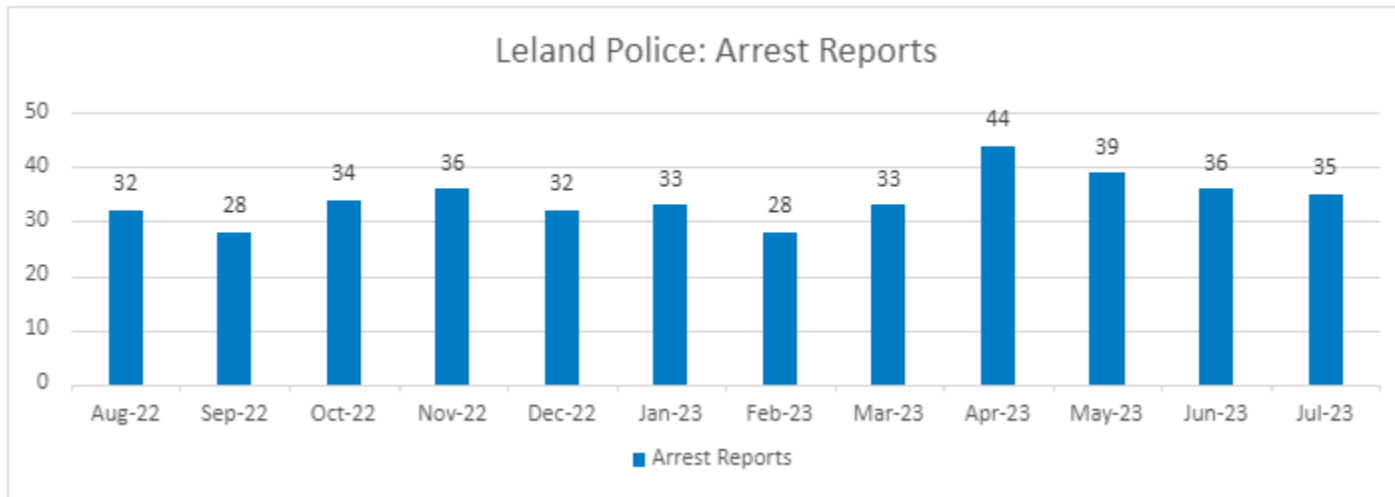
Chief Humphries and Lieutenant Almond attended the North Carolina Police Executives Association Conference July 17-19 in Wilmington. This is an annual conference for leaders in law enforcement and is intended for networking and discussing current law enforcement topics.

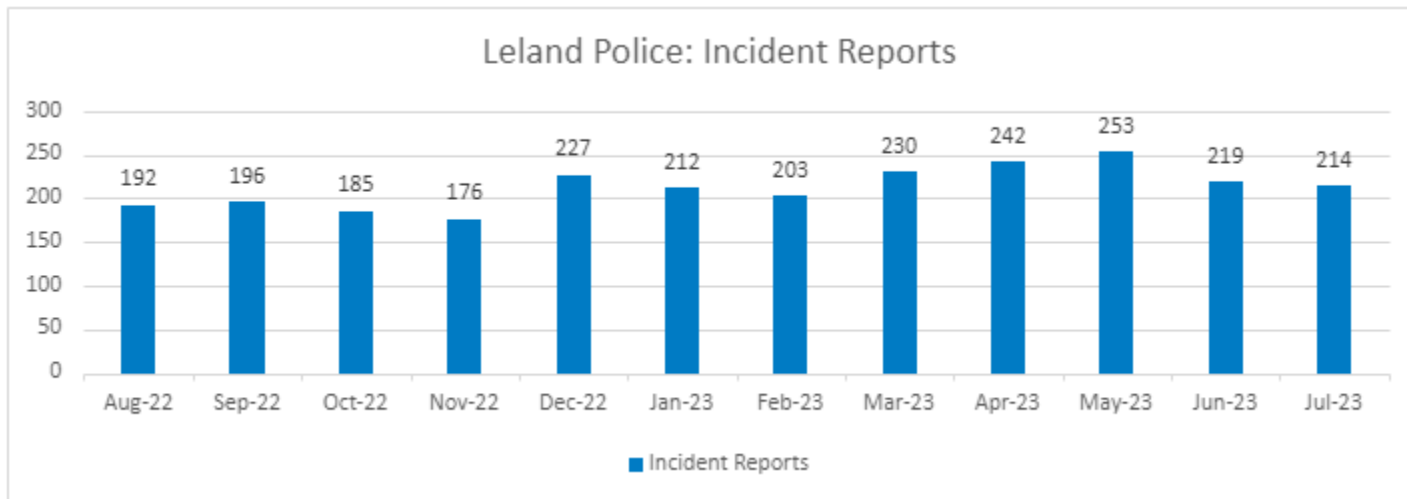
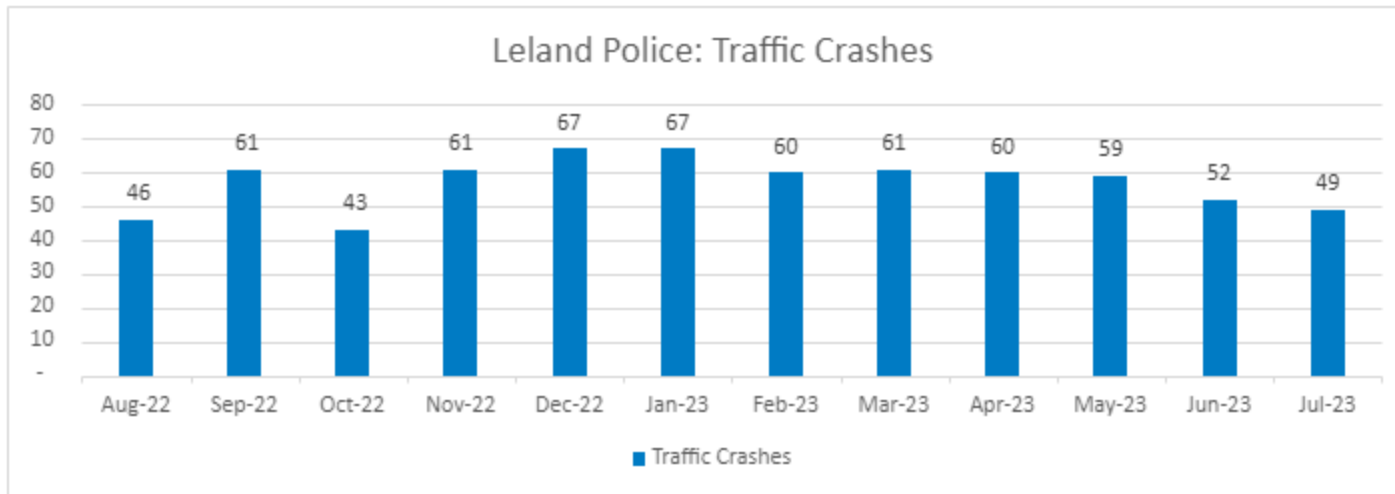
Sergeant Kazee and Master Officer Yeager attended a Basic Narcotics course July 18-20 at Cape Fear Community College. This course helps officers learn proven investigative techniques to dismantle narcotics distribution groups and to further investigations against individual drug dealers.

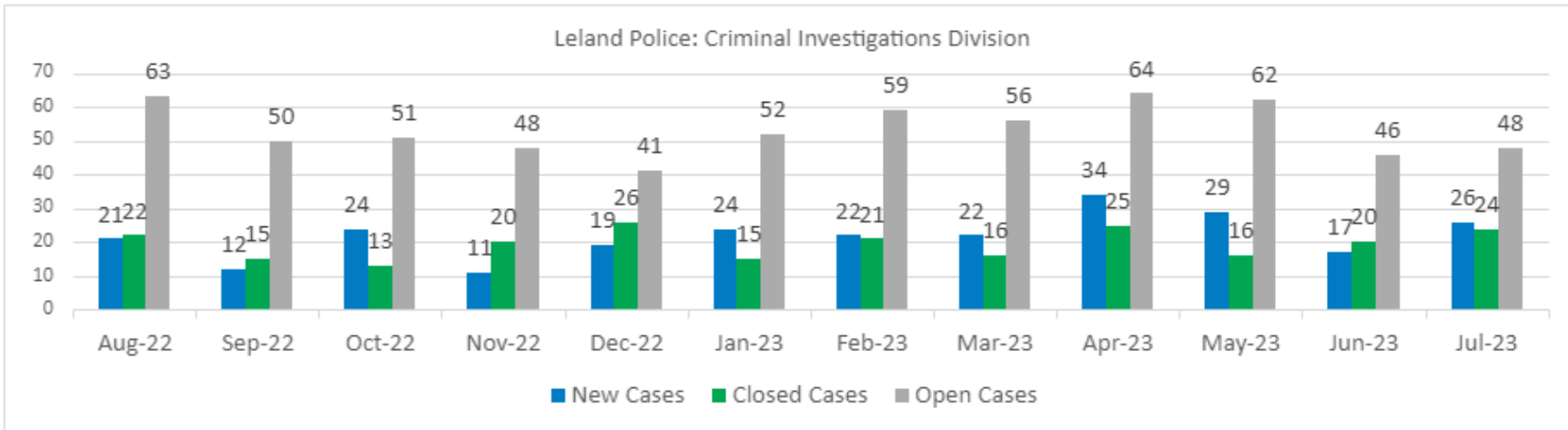
Detective McCabe attended an Interdiction for the Protection of Children course July 24-25 at the Onslow County Sheriff's Office. This course is designed to make patrol officers aware of the variety of resources available to assist them in establishing the status of a child who may be missing, exploited, or at risk of exploitation and the courses of action available immediately.

Officer Piniewski attended a Community Oriented Policing course July 25-27 at the North Carolina Justice Academy. This course is for personnel actively engaged in community policing initiatives within their agency.

Dashboard







Animal Services Report							
2023	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	9	0	1	1	0	0	1
Feb	5	0	0	0	0	0	2
Mar	28	0	4	4	0	1	4
Apr	13	0	0	0	0	0	3
May	61	8	17	10	3	0	3
Jun	70	7	6	10	6	0	3
Jul	56	8	2	10	2	0	4
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	242	23	30	35	11	1	20

Department News

In addition to answering calls, staff accomplished numerous tasks in July:

- Assisted three citizens with child passenger seat checks or installations
- Assisted 18 homeowners with smoke alarm installations or battery replacements
- Conducted three station tours
- Conducted the Hands-Only CPR program for 17 residents of Grayson Park

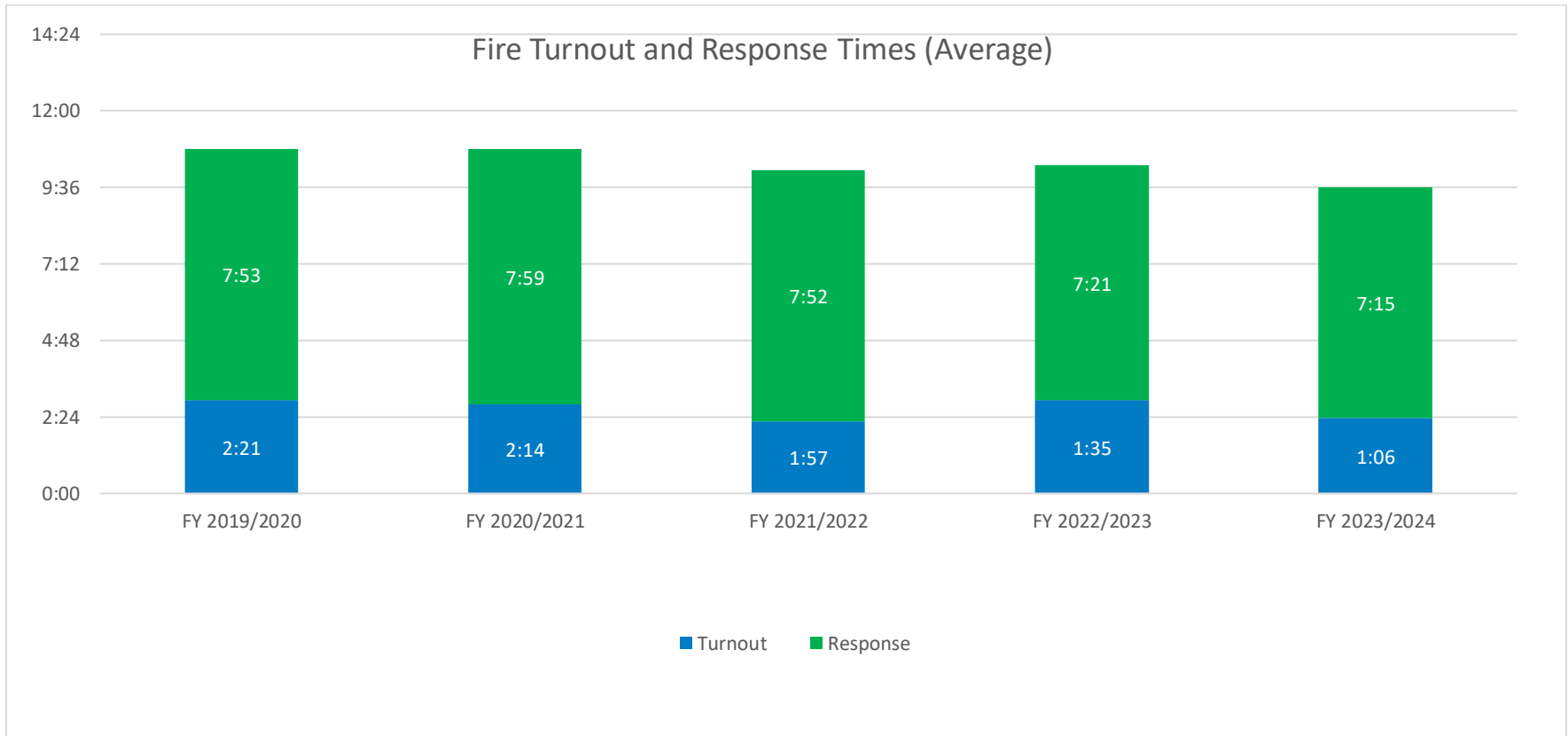
Staff participated in basic life support CPR refresher training hosted by Coastal Training Division and Brunswick Community College.

All three shifts completed Rescue Task Force training. This training prepared members to assist in a mass casualty or violent incident. Members reviewed the NC OEMS Brunswick County protocols relating to triage and aligning with NFPA standards followed by hands-on scenario training. This type of training continues to further the department's mission to serve, be ready, and create excellent outcomes.

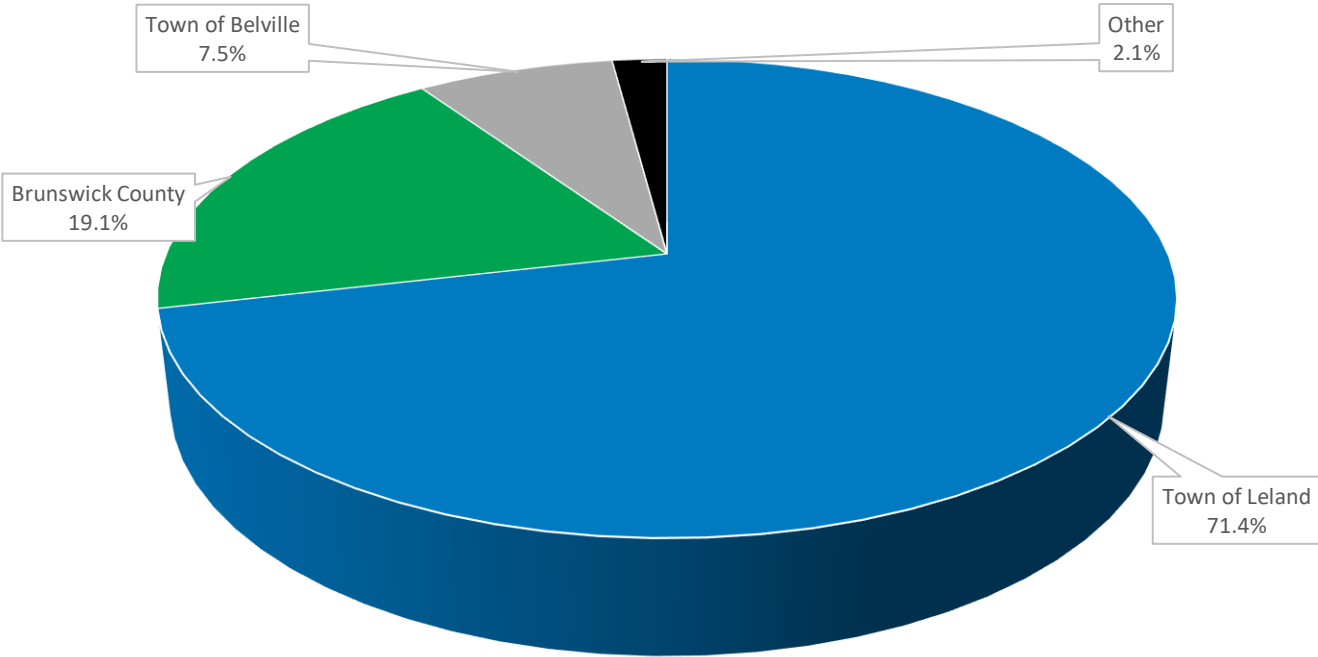
Firefighters Albosta, Blasingame, Fleming, Reshetar, and Wangstad completed their 90-day probationary period. They turned in their probationary helmet shields and were presented with permanent shields.

Six members were promoted to senior positions: Fire Apparatus Engineers Murphy and Petteys to Senior Fire Apparatus Engineers, and Firefighters Onabanjo, Paluck, Parnell, and Rogers to Senior Firefighters.

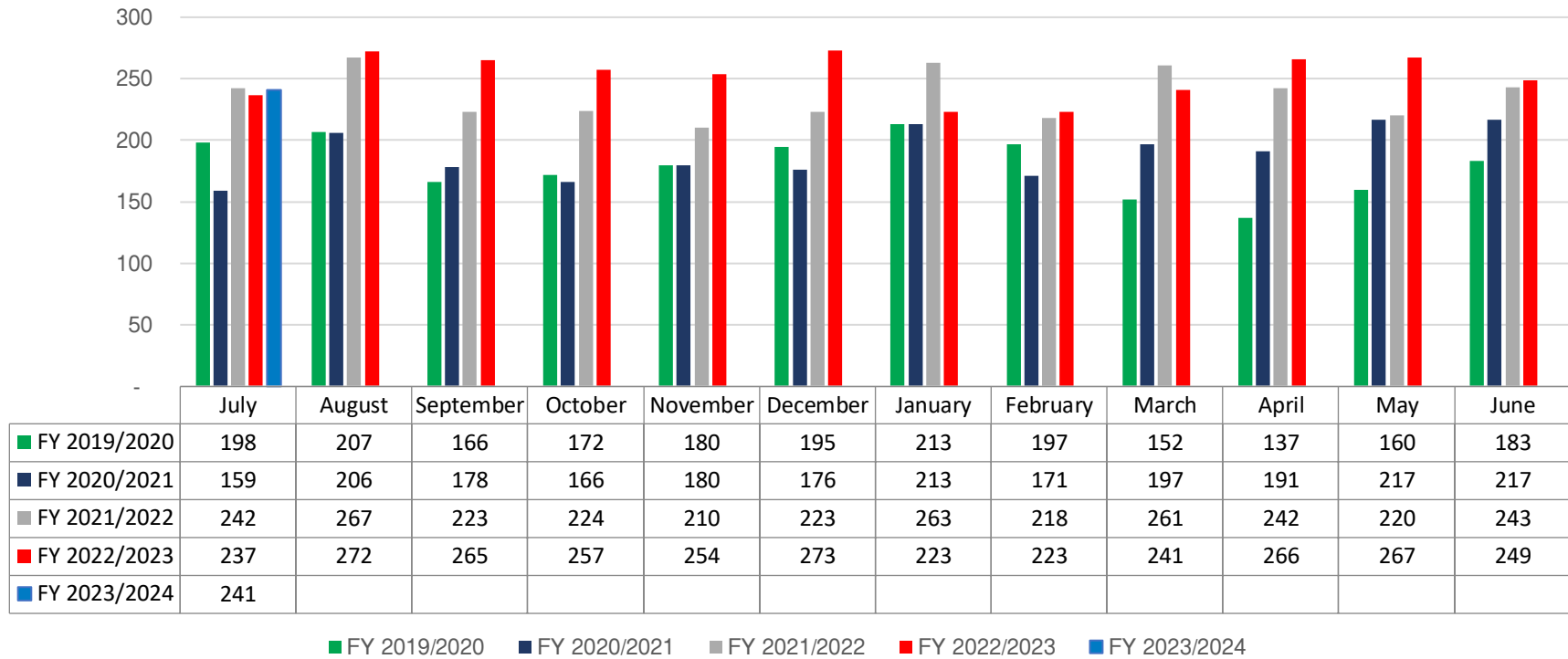
Dashboard



FY 2023/2024 Fire Calls by Zone



Fire Calls



FY 2023/2024 Fire Calls Per Station



■ Station 51 (Village Rd) ■ Station 52 (Westport) ■ Station 53 (Lanvale)

FY 2023/2024 Training Hours



Department News

Chief Grimes worked on a review of the Emergency Operation Plan. Additional annexes for hazardous materials, cybersecurity, and mass gatherings are forthcoming. Chief Grimes attended the quarterly Local Emergency Planning Committee meetings. Work has started on the 2023/2024 Emergency Management training calendar. Emergency Management will hold two ICS-300 and ICS-400 classes this year and an E-960 All-Hazards Division/Group Supervisor Class. Chiefs Grimes and Langlois met with the President of Cape Fear National and the Peninsula HOAs to discuss egress during flooding emergencies. Chief Grimes is working on a review and update to the Debris Management Plan. An inventory and inspection of the Emergency Operation Center supplies and equipment was conducted. The inspection ensures all items and equipment are available and ready for immediate deployments, such as the May 19 flash flooding event.

Work Priorities

- Additional annexes to Emergency Operations Plan.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- After action report on May 19 flash flood event.
- Preparing for further staff incident exercises.

Projects Completed

- No projects were completed in July.

Department News

Dusty Greiner started as Probationary Building Inspector I. Mr. Greiner has been an employee in the Public Services Department since January 2018.

Ashli Barefoot, Ben Watts, Andrew Neylon, Marissa Ernst, and Mark Cooper attended a webinar entitled “Creating the Next Generation of Urban and Suburban Places”. The webinar focused on ideas of how to create next-generation urban places in suburban areas.

Planning Board Meeting Summary

The Planning Board met on July 25, 2023, and heard the following item:

1. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of PUD, Planned Unit Development, for a 52.95-acre area located off Malmo Loop Road.

The Planning Board’s next meeting is scheduled for August 22, 2023, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment did not meet in July due to lack of agenda items.

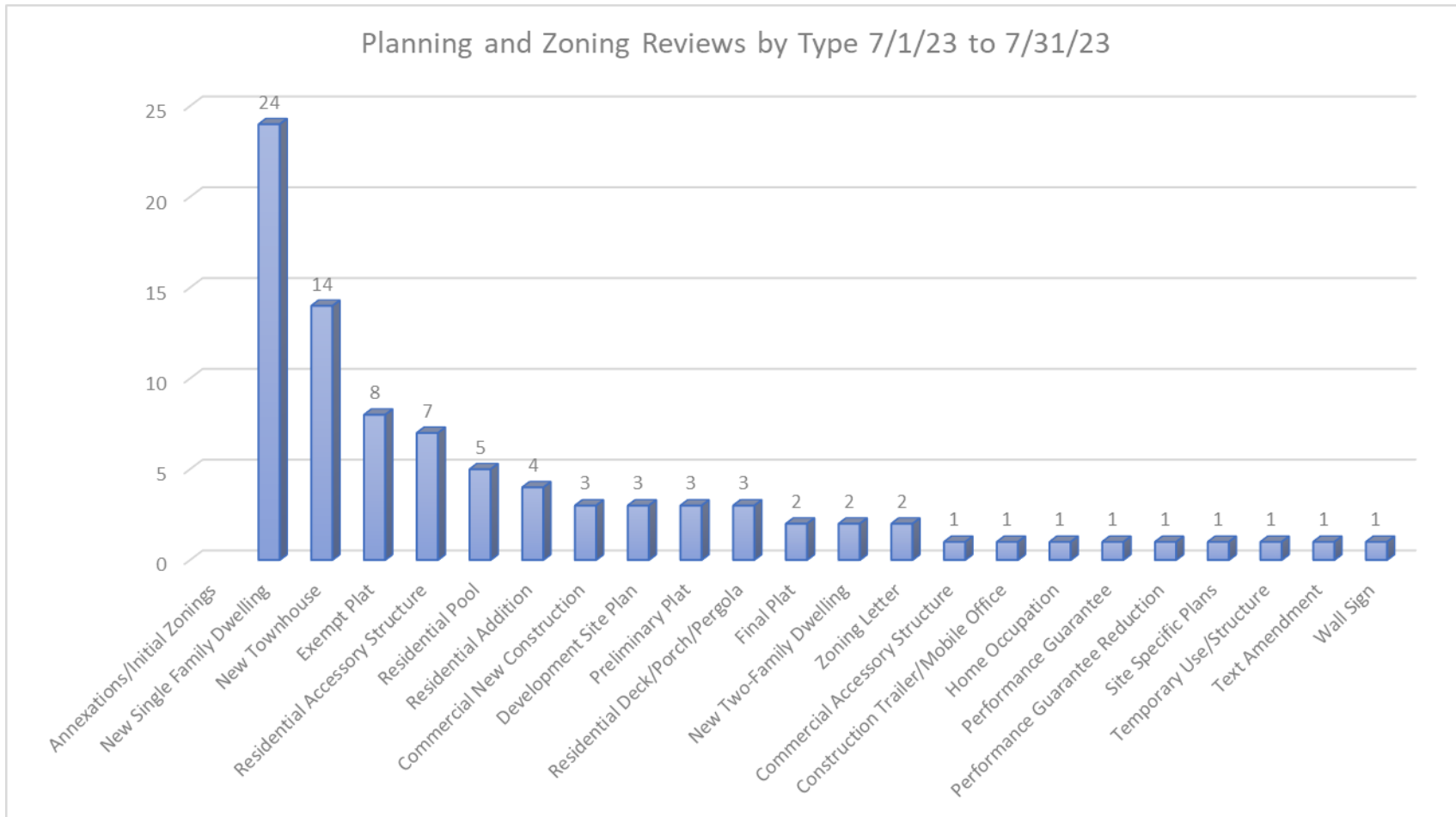
Current Planning Update

Technical Review Committee (TRC) Report

In addition to project revisions, the Technical Review Committee (TRC) reviewed the following new items:

1. Development Site Plan for Parkside at Leland – Proposal for 35 townhome units on a 2.66-acre parcel located on Village Road.
2. Preliminary Subdivision Plat – Proposal for 5 commercial lots at Leland Town Center near Ocean Gate Plaza and Gateway Boulevard.
3. Preliminary Subdivision Plat – Proposal for one commercial lot within the Brunswick Forest Commercial Village.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	2

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$489,641.56	\$0.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bonds	1	\$444,394.56	\$0.00
Brunswick Forest			
Surety Bonds	15	\$2,211,142.80	\$0.00
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
Ibis Landing			
Surety Bonds	0	\$0.00	-\$241,656.88
Jackeys Ridge			
Cash Bonds	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$0.00
Surety Bonds	4	\$2,411,655.21	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Seabrooke			
Cash Bonds	1	\$144,035.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit			
	1	\$92,275.00	\$0.00
Total Cash Bonds			
	20	\$4,030,018.66	\$0.00
Total Surety Bonds			
	30	\$6,101,725.32	-\$241,656.88
Total Performance Guarantee Sureties			
	51	\$10,224,018.98	-\$241,656.88

Long Range Planning and Community Development Update

Staff continued conversations and conducted meetings regarding CDBG and the AARP Master Aging Plan.

Transportation Planning Update

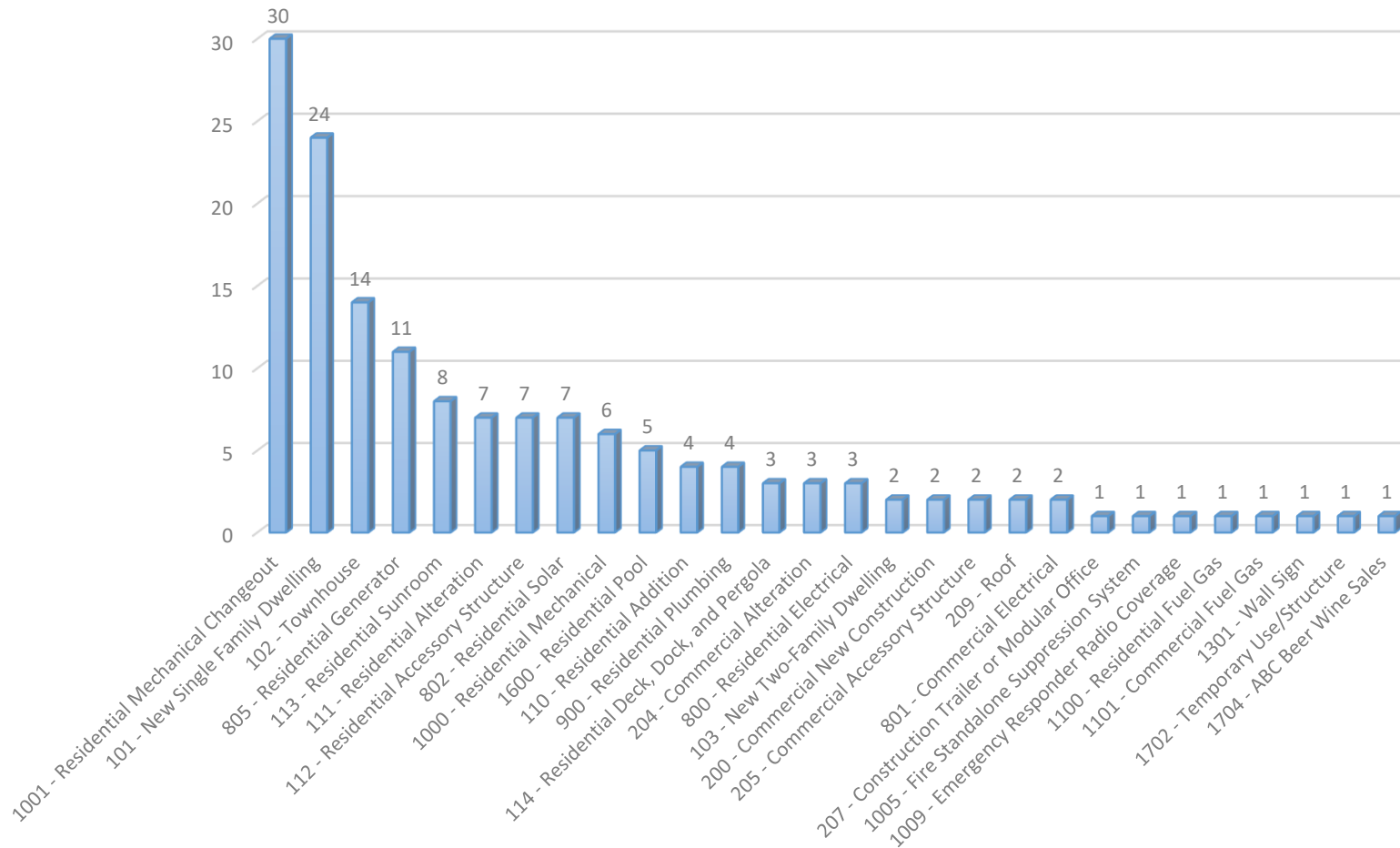
Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for developments in the Town. Staff also attended the WMPO Technical Coordinating Committee meeting and the WMPO Bike/Ped Advisory Committee. The Leland Resilient Routes Project and the Safe Streets and Roads for All (SS4A) Safety Action Plan project continued.

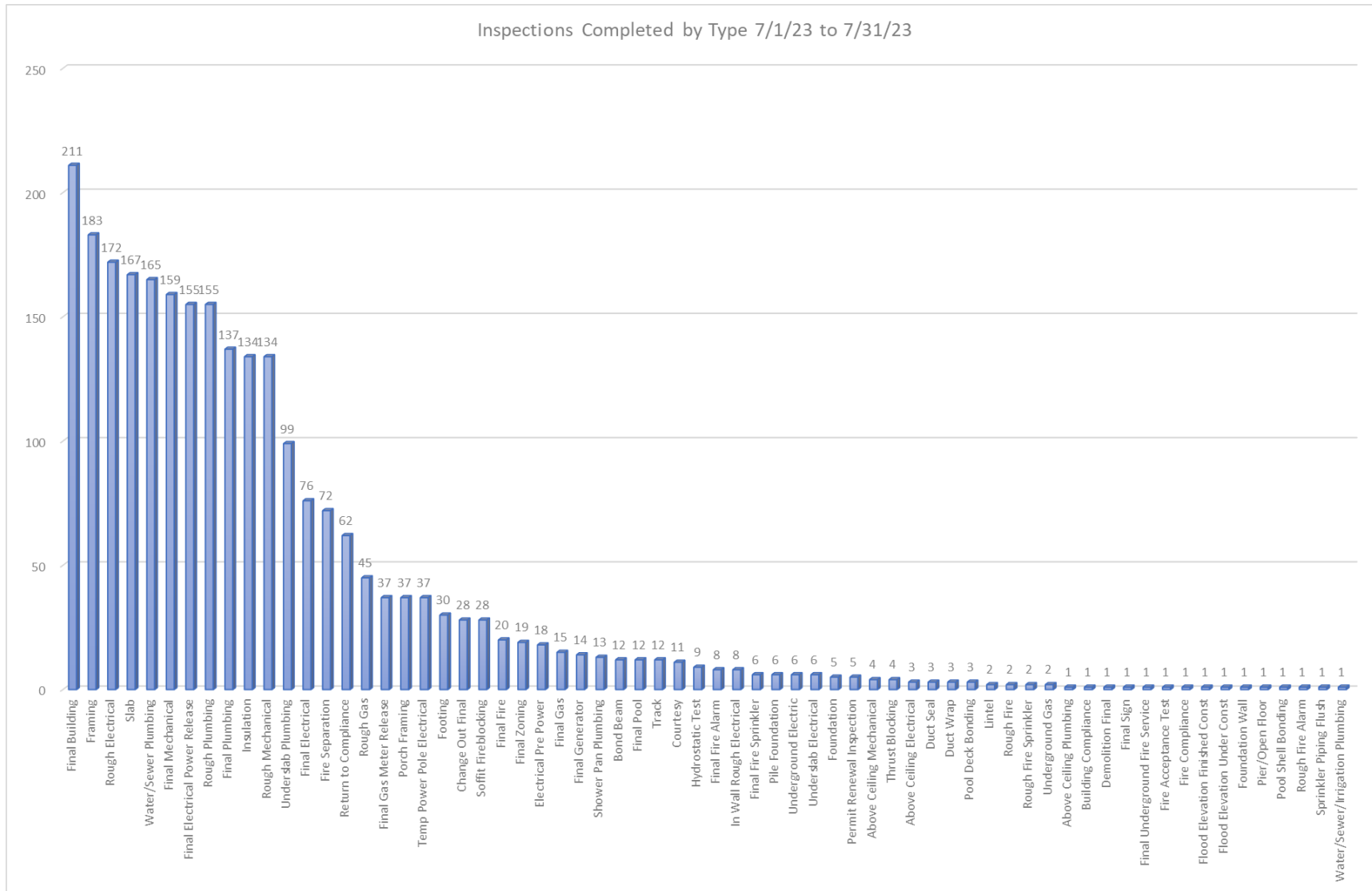
The WMPO has kicked off a long-range transportation plan, Cape Fear Navigating Change 2050. This plan will be used by federal, state, and local governments to guide transportation projects in the region over the next 25 years. The plan will prioritize projects for six different kinds of transportation: aviation, bicycle and pedestrian, ferry and water, rail, public transportation, and roadway. There will be six open houses, various pop-up events, and a survey. Staff is serving on the Technical Steering Committee for the project. The survey is available online [here](#). Access the project website [here](#).

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
154	2,571	\$12,256,025

Permits Issued by Type 7/1/23 to 7/31/23





Code Enforcement Update

Case Summary

July 1st Thru 31th	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carryed over June	2	8	7	3	20
Cases Opened July	0	52	7	13	72
Cases Closed July	0	16	2	8	26
Active Cases (Evolve)	2	44	12	8	66

Department News

Staff met with several development partners including Brunswick Community College and UNC-Wilmington. At UNCW, Mr. Sutton learned the university offers the nation's first Bachelor of Science degree focused on Coastal Engineering and toured a facility housing a state-of-the-art wave flume that holds 9,500 gallons of water, spanning 80 feet in length and five feet in width. The goal was to better understand the potential impact of cultivating a regional advantage that leverages the university's regional and geographical distinctiveness, thereby providing students with access to cutting-edge technology and solidifying the commitment to advancing hydrodynamic research.

From July 31 to August 3, Mr. Sutton attended the Basic Economic Development course offered by the UNC School of Government, which is designed to be a comprehensive educational experience that integrates theoretical and practical perspectives and provides participants with the foundation needed to organize, plan, and implement economic development programs. The course is officially accredited by the International Economic Development Council and counts toward the Certified Economic Developer certification.

New Businesses

- **Lowe's Home Improvement** announced the grand opening at **3716 Gateway Boulevard** will be September 29. The new location is creating 165 jobs and will be the first North Carolina location to open with Lowe's Rental.

New Construction/Development

- The Technical Review Committee has begun to review the plans for **Parkside**, a residential development that proposes 35 townhomes at the corner of **Leland School Road** and **Village Road**.
- The Technical Review Committee is also reviewing plans for an 11,670 square-foot daycare at the corner of **Mallory Creek Drive** and **NC 133**.

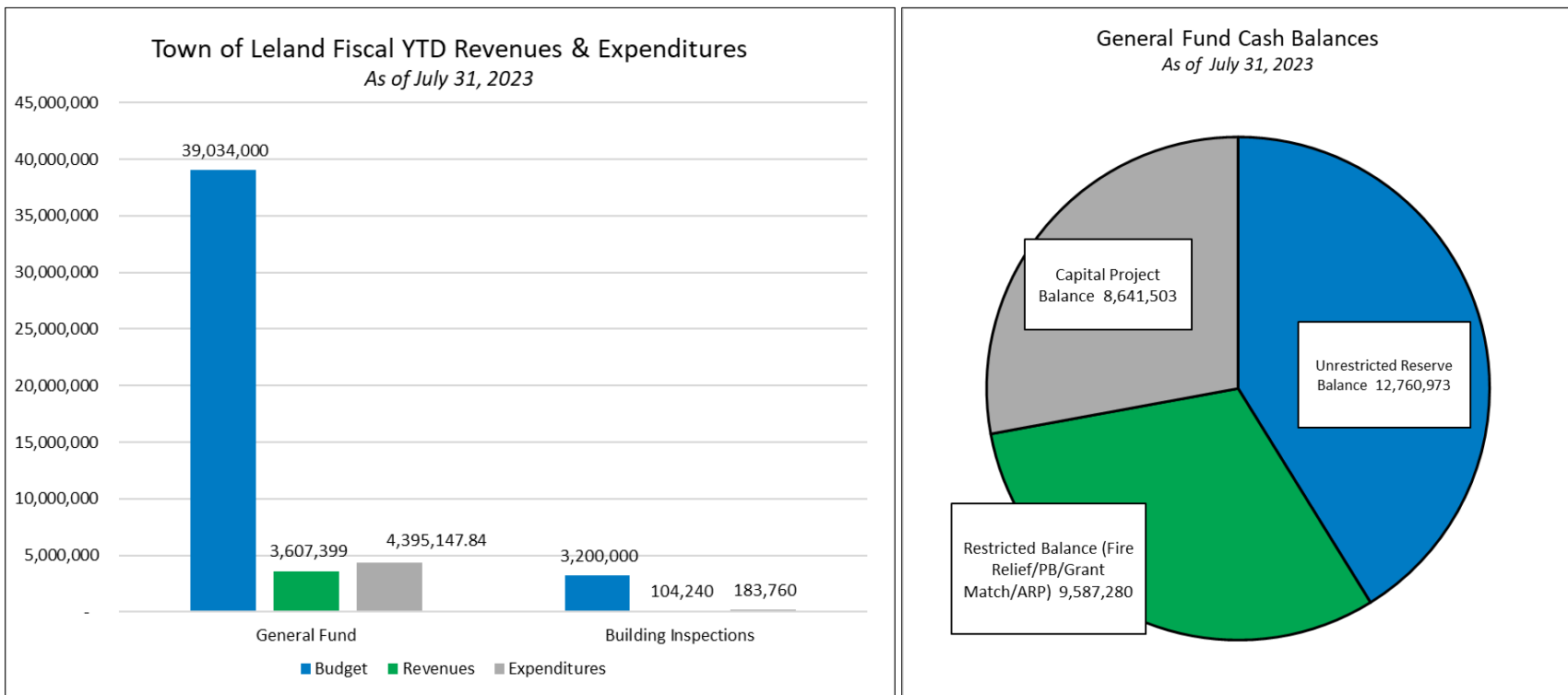
Economic Development Committee Meeting Summary

The Economic Development Committee met on July 13, 2023, and spoke in length regarding the "identity" for the Town of Leland and the goal of the business retention and expansion visits. Mr. Sutton also discussed strategies to tap into the entrepreneurial ecosystem that is thriving in the Wilmington area and has gained national recognition.

Department News

In July, the department worked to close out the fiscal year, including the Town’s first on-site visit with the auditors. Ms. Hagg attended the UNC SOG Performance Management class in Beaufort. Ms. Norton completed a GFOA Fixed Assets class. Ms. Meadows, Ms. Glick, and Ms. Cook completed a 3-month online course titled “Local Government in North Carolina- A Practical Approach” through Central Piedmont Community College.

Dashboard

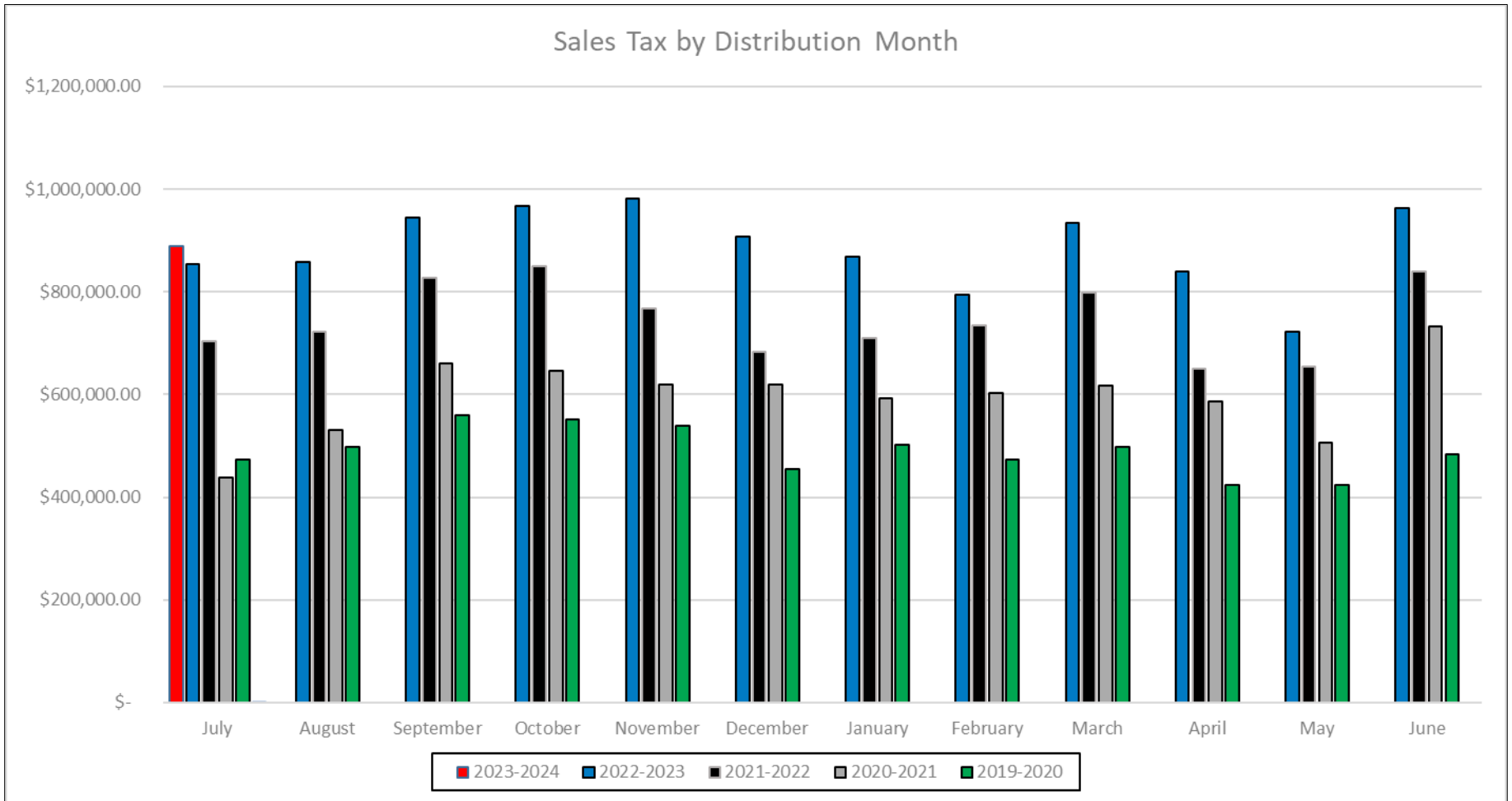


Financial Budget to Actual Report – July 31, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	39,034,000	3,607,399	3,607,399	-	35,426,601	90.76%
Governing Body	315,000	315,000	65,199	65,199	30,341	219,460	69.67%
Administration	2,300,000	2,300,000	448,315	448,315	52,529	1,799,156	78.22%
Information Technology	3,285,000	3,285,000	177,167	177,167	753,533	2,354,299	71.67%
Human Resources	470,000	476,000	19,056	19,056	10,566	446,378	93.78%
Finance	1,000,000	1,000,000	63,738	63,738	25,371	910,891	91.09%
Planning	1,280,000	1,280,000	78,468	78,468	51,710	1,149,822	89.83%
P&R & Cultural Arts	1,210,000	1,210,000	98,006	98,006	65,887	1,046,106	86.46%
Fleet & Facilities	1,490,000	1,490,000	108,842	108,842	184,632	1,196,526	80.30%
Streets & Grounds	3,610,000	3,610,000	192,484	192,484	318,648	3,098,868	85.84%
Engineering	1,050,000	1,050,000	29,731	29,731	150	1,020,119	97.15%
Police	6,730,000	6,758,000	443,239	443,239	814,788	5,499,973	81.38%
Emergency Management	220,000	220,000	22,394	22,394	845	196,761	89.44%
Fire	7,445,000	7,445,000	1,458,366	1,458,366	246,167	5,740,467	77.10%
Debt Services	4,120,000	4,120,000	1,190,144	1,190,144	-	2,929,856	71.11%
Transfers	4,475,000	4,475,000	-	-	-	4,475,000	100.00%
EXPENSES	39,000,000	39,034,000	4,395,148	4,395,148	2,555,170	32,083,683	82.19%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	104,240	104,240	-	3,095,760	96.74%
EXPENSES	3,200,000	3,200,000	183,760	183,760	249,666	2,766,574	86.46%

FY Sales Tax Distribution

These amounts represent the month/year the Town received the funds from NCDOR.



Grant News

For detailed grant/project information, please visit the [Grants webpage](#).

Purchase Orders Issued by the Town Manager in Excess of \$50,000

Description: CDBG Grant Administration; Vendor: Insight Planning and Development; Amount: \$70,720.00

Description: Fire truck; Vendor: Allsource Enterprises LLC; Amount: \$950,000.00

Description: Property and liability insurance; Vendor: Interlocal Risk Financing; Amount: \$230,206.20

Description: Rubber tire backhoe; Vendor: James River Equipment; Amount: \$162,640.00

Description: Property and liability insurance – Fire Department; Vendor: VFIS of North Carolina; Amount: \$61,496.00

Description: Annual workers compensation insurance; Vendor: NC Interlocal Risk Management; Amount: \$255,792.14

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in July.

Audit Committee Meeting Summary

The Audit Committee did not meet in July.

Department News

Staff have started planning for the upcoming holiday events. Interviews are underway for the Human Resources Specialist position. Staff are working on the fall schedule for Leland University to include classes on servant leadership and communication. The department is conducting stay interviews with various departments in a continuous effort to provide support and foster open communication.

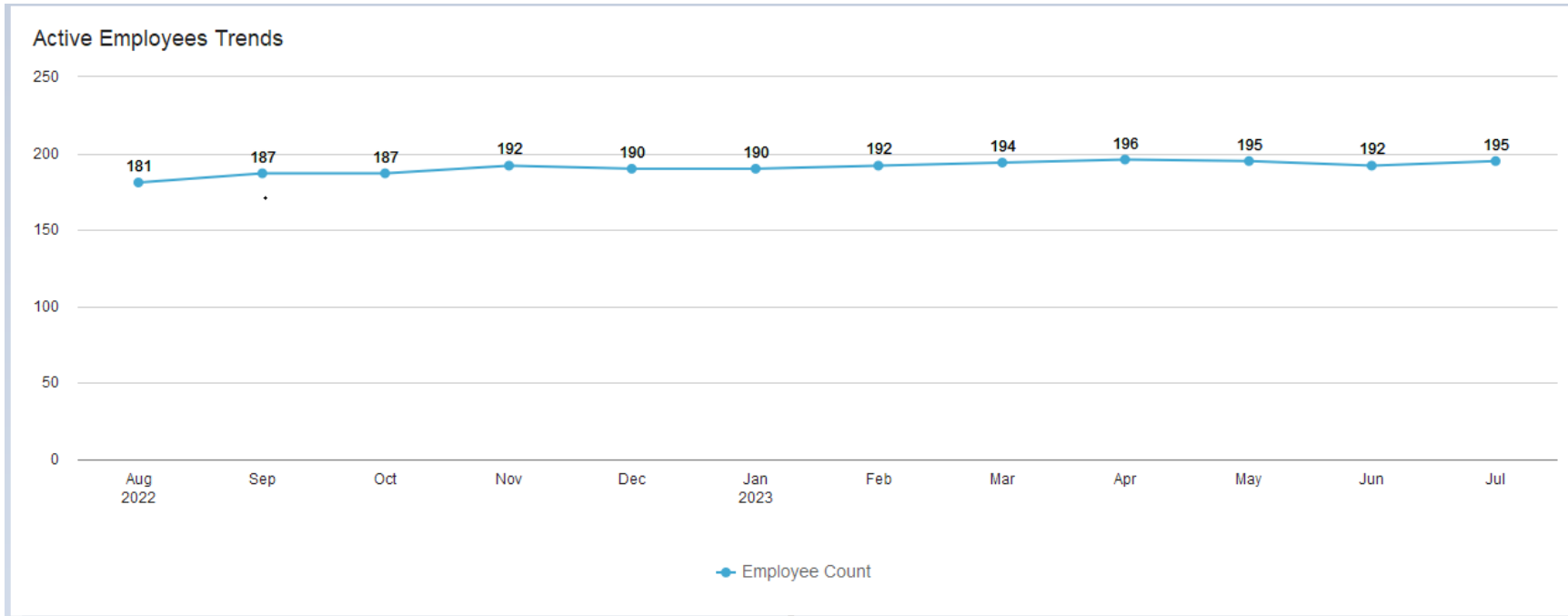
Workers Comp Data

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
0		

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Rachel Hall	HR	Resignation	7/1/2023	Human Resources Specialist		
Satin Miller	Fire	Reclassification	7/8/2023		FT Firefighter/Paramedic	PT Firefighter
Andy Gaston	Police	Promotion	7/8/2023		Master Police Officer	Senior Police Officer
Mark Onabanjo	Fire	Promotion	7/8/2023		Firefighter	Senior Firefighter
Matt Murphy	Fire	Promotion	7/8/2023		Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Jay Paluck	Fire	Promotion	7/8/2023		Firefighter	Senior Firefighter
James Petteys	Fire	Promotion	7/8/2023		Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Bryce Parnell	Fire	Promotion	7/8/2023		Firefighter	Senior Firefighter
Hunter Rogers	Fire	Promotion	7/8/2023		Firefighter	Senior Firefighter
Allison Hensley	LCAC	Resignation	7/21/2023	Recreation Manager		
Phillip Canizares	Engineering	New Hire	7/24/2023	Construction Inspector		
Martin Jensen	Engineering	New Hire	7/24/2023	Senior Construction Inspector		
Richard Porter	Police	New Hire	7/24/2023	Police Officer		
James Holbrook	Police	New Hire	7/24/2023	Police Officer		
Tim McNeilly	LCAC	New Hire	7/24/2023	Recreation Supervisor		

Headcount (FT and PT Employees) August 2022 – July 2023



Headcount ⓘ
195
As of July 2023

Hired ⓘ
51

Termed ⓘ
36

Growth Rate ⓘ
8.3%

Turnover Rate ⓘ
18.9%

Average Tenure ⓘ
4.0
(Years)

Turnover Data August 2022 – July 2023

Full Time Turnover

Turnover Rate ⓘ 18.6%	Annualized Rate ⓘ 18.6%	Terminations ⓘ 33	Average Employees ⓘ 177.1
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Part Time Turnover

Turnover Rate ⓘ 24%	Annualized Rate ⓘ 24%	Terminations ⓘ 2	Average Employees ⓘ 8.3
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Terminations include all voluntary and involuntary separations of employment.

Department News

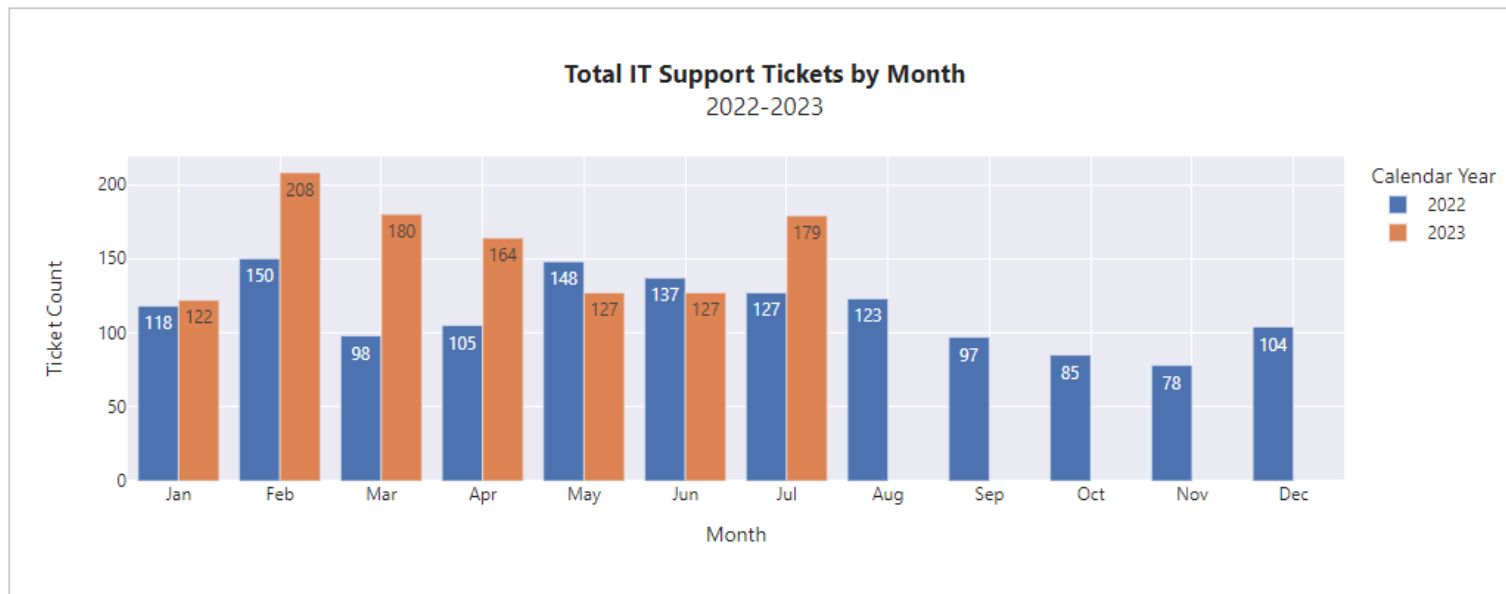
In July, staff worked with the Town’s vendors to complete the implementation of multiple technology systems at the new Fire Station 51. The department’s current priorities include the standardization and enhancement of existing systems, preparing for user training, and planning for new projects introduced in the FY23/24 budget.

Major Work Priorities

- Public Safety radio programming.
- GIS environment upgrade.
- Townwide wireless network standardization.

Projects Completed

- 9 employees onboarded/offboarded.
- Alerting, cameras, and access control at Fire Station 51.



Administration News

Missy Rhodes attended the North Carolina Government Finance Officers Association Summer Conference in Wrightsville Beach July 17-18. In addition to participating in networking opportunities, there were various sessions that provided updates on financial and economic issues affecting municipal government.

Town Clerk's Office

The Town Clerk's Office work priorities include amendments and upcoming training on the Board and Committee Rules of Procedure and the execution of the Founders and Volunteer Reception.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - July 13 Economic Development Committee Meeting
 - July 17 Agenda Council Meeting
 - July 17 Closed Session Meeting
 - July 19 Leland TDA Board Meeting
 - July 20 Council Regular Meeting
 - July 25 Planning Board Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 6
 - Agendas – 5
 - Resolutions – 6
 - Ordinances – 0
 - Proclamations – 0
 - Presentations – 2
 - Public Hearing Notices for the Council Meetings – 6
 - Board/Committee Vacancies: Board of Adjustment (1); Recreation Board Student Representative (1); and TDA (1)
 - Town Council Board and Committee appointments effective July 20:

- Appoint Jean Klein, Board of Adjustment Alternate
- Appoint Megan LoMonaco-Kerr, Economic Development Committee

Government Portal (iCompass) Transparency Update

- Portal Visits – 2,999
- Portal Unique Visits – 2,304
- Regular Council Meeting Agenda Views – 379
- Agenda Council Meeting Agenda Views – 313
- Board of Adjustment Agenda Views – 261
- Economic Development Committee Agenda Views – 359
- Leland TDA – 228
- Planning Board Agenda Views – 374