



STAFF REPORTS

October 2023 Regular Meeting

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Department News

Staff received 211 requests for service in September and closed 194 of them (92%).

Brittney Kearney received her N.C. Public Pesticide Applicator License (Public Health/Ornamental & Turf). Chris Manning received his N.C. Public Pesticide Applicators License (Ornamental & Turf), and Madison Ferrell received his N.C. Public Pesticide Applicators License (Right of Way).

Justin Clifton, Ross White, Brittney Kearney, JR Emenheiser, Shannon Faircloth, and Blake Back received certifications in N.C. Department of Transportation-Approved Flagger Training.

Current staff vacancies include Facilities Maintenance Supervisor.

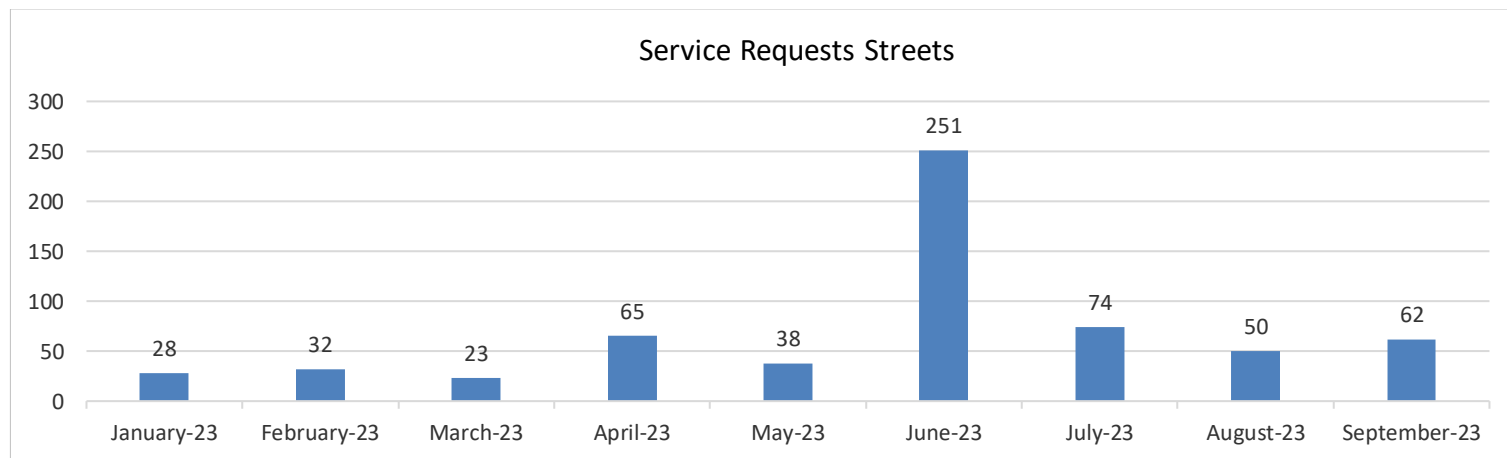
Streets Updates

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.
- Staff are working on a major sinkhole repair in Magnolia Greens. This work includes repairing pipes, curbs, and paving the roadway.
- Staff completed several sinkhole repairs in Brunswick Forest.
- Staff paved several sinkhole repairs in Windsor Park.
- Staff completed replacing sidewalks damaged by trees in several locations in Lanvale Trace. This work included removing trees, stumps, and replacing various lengths of damaged sidewalk.
- Staff began replacing an elevated sidewalk section in Magnolia Greens. This work includes replacing the sidewalk to meet ADA requirements.
- Staff repaired potholes and graded Graham Drive and John Sneed Lane.
- Staff will continue performing mosquito counts and vector control applications in affected areas throughout Town.
- Staff will be reviewing the intersection of Mallory Creek Drive, Highway 133, and Bimini Drive.
- Staff will be mowing right-of-way ditches along certain routes in the Town.

Work Order Summary

- Streets processed 62 work orders in September, with the majority being vector control (41) and pothole/sinkhole related (10).
- Streets completed 54 work orders in September, with an approximate expense of \$39,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$22,100).



Grounds Updates

Work Priorities and Initiatives

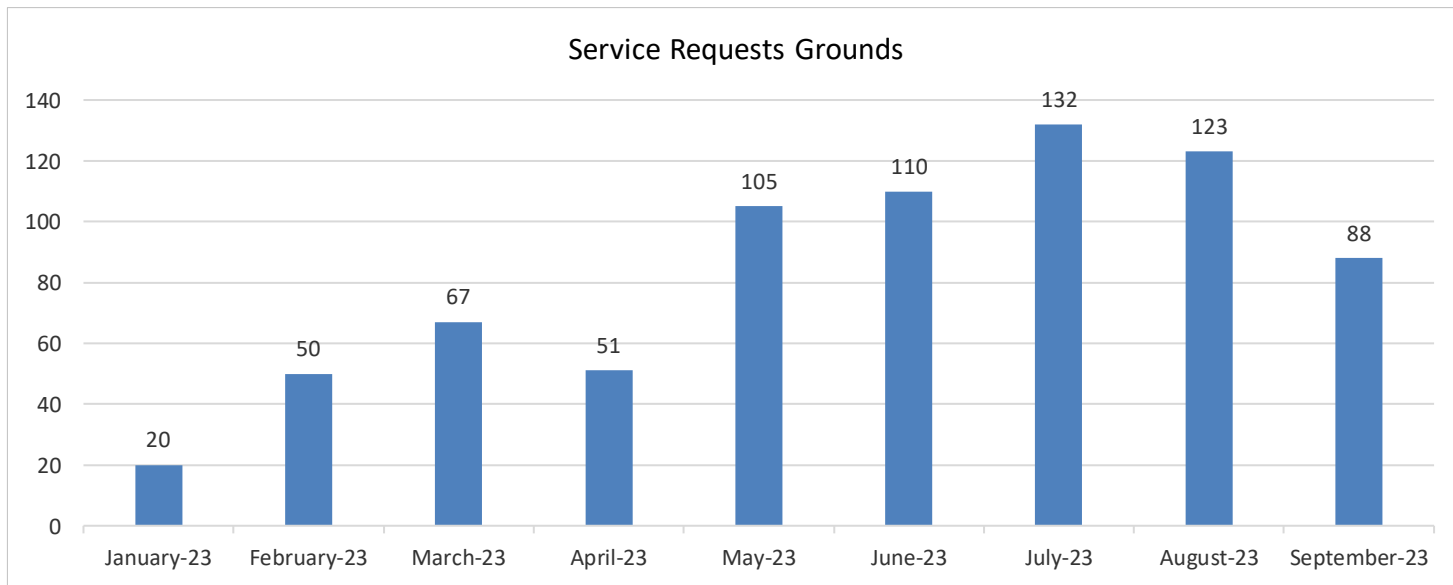
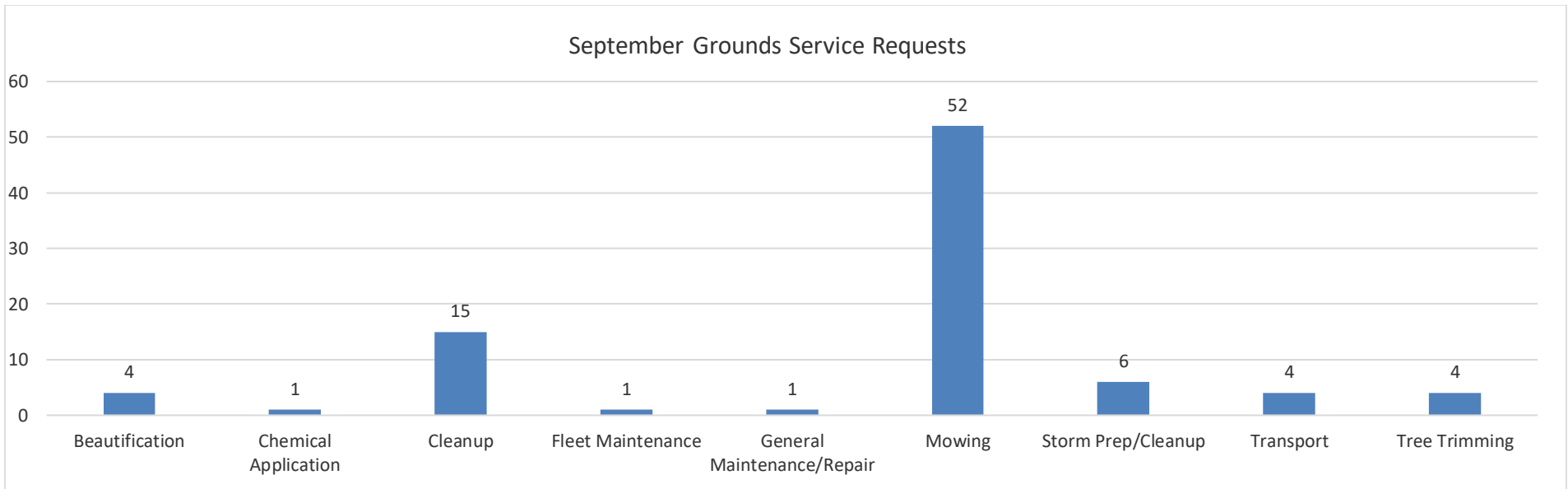
- Staff will continue to put out pre-emergence on Town properties to prevent winter weeds.
- Staff are continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff will change out the annual bedding plants, including planting fall and winter annuals in the islands on Village Road and at Town Hall.
- Staff are fully engaged in continuing to maintain mowing and edging all Town properties on a weekly basis.
- Staff have begun checking the animated Leland in Lights displays and lights and making repairs if possible.
- Staff will dismantle and remove the playground at Founders Park as part of preconstruction renovation.
- Staff will start the installation of Leland in Lights.

Projects Completed

- Staff completed repairs to the fishing tee portion of the boardwalk at Cypress Cove.
- Staff completed the installation of mulch around the new Fire Station 51 for the grand opening.

Work Order Summary

- Grounds received 88 work orders in September, with most of them being mowing (52) and cleanup related (15).
- Grounds completed 84 work orders in September, with an approximate expense of \$25,700 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 complete the transfer switch installation for generators at the MOC.
- Staff continue working with Salt Air on HVAC issues at Town Hall, the LCAC, and Fire Station 52.
- Staff will work with Grounds to review all Leland in Lights lighting and displays.
- Staff will work with Grounds to dismantle all playground equipment in Founders Park.
- Staff will be conducting quarterly Town building inspections.
- Staff will be working with a vendor to repair Town Hall and the MOC warehouse roof.

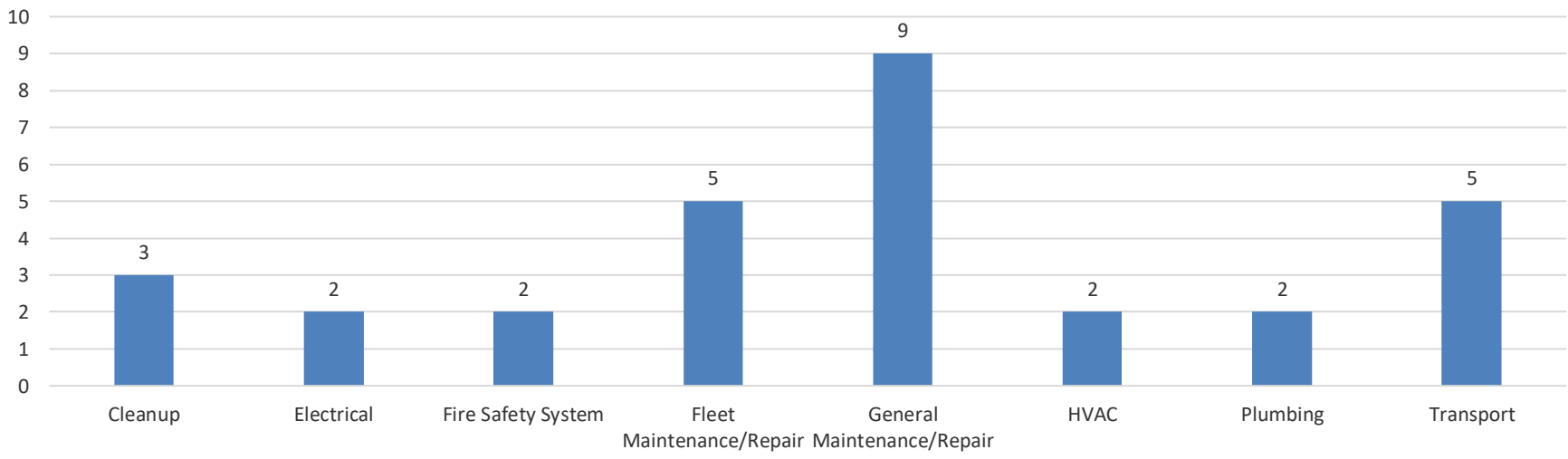
Projects Completed

- Staff completed installation of GPS units in all new vehicles recently purchased.
- Staff completed plumbing replacement parts at Town Hall.
- Staff completed the move and setup of furniture in the new Fire Station 51.
- Staff completed the replacement of additional smoke detectors at Town Hall.

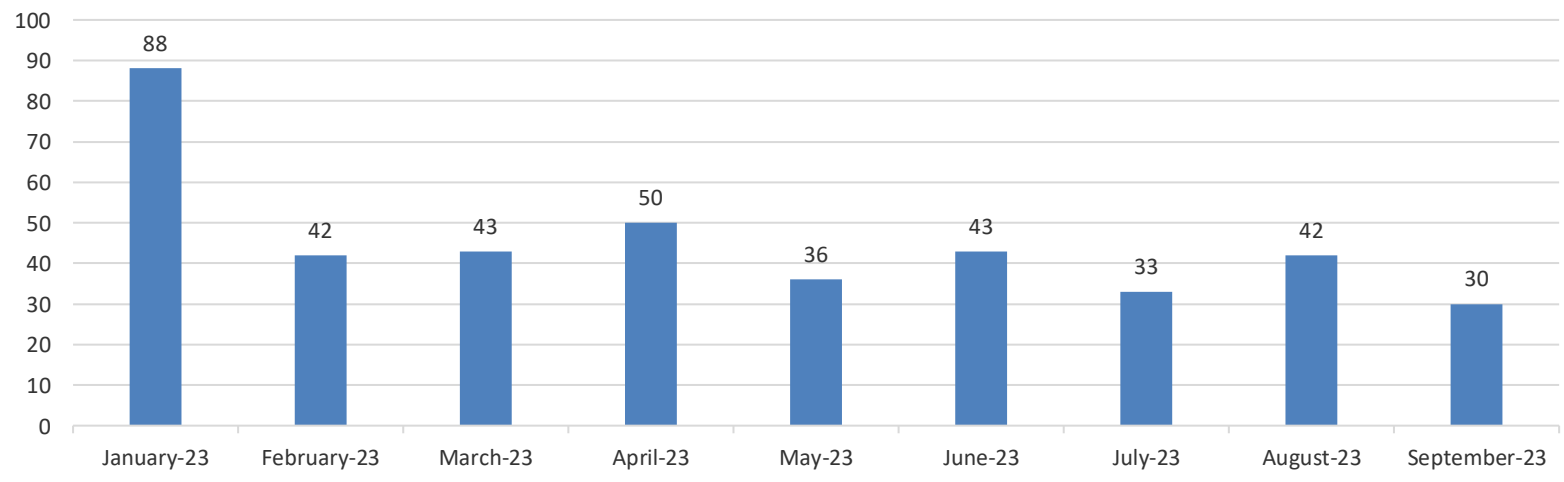
Work Order Summary

- Facilities received 30 work orders in September, with most of them being general maintenance and repair (9), fleet maintenance/repair (5), and transport related (5).
- Facilities completed 25 work orders in September, with an approximate expense of \$1,500 in labor and materials.

September Facilities Service Requests



Service Requests Facilities



Fleet Vehicle Updates

Work Priorities

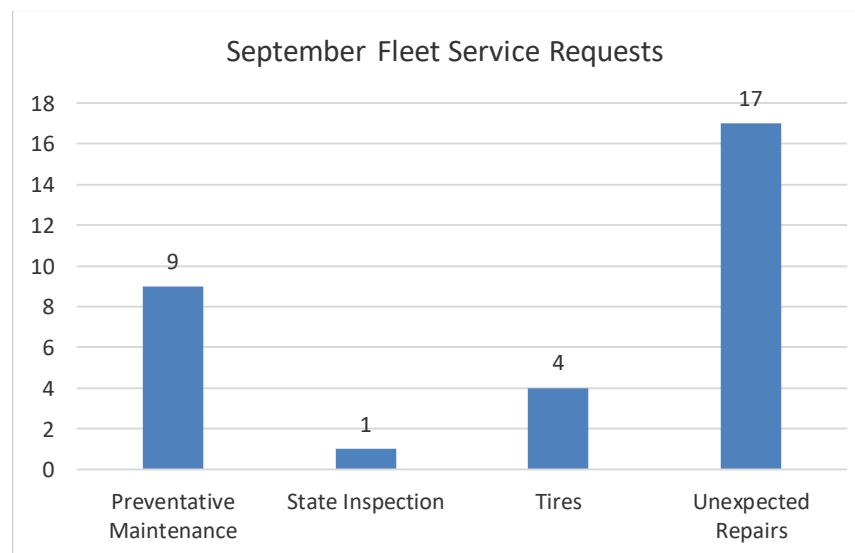
- Staff are preparing for this year's surveys of all Town vehicles. This includes creating survey templates for 29 new vehicles and creating survey forms for all vehicles.
- Staff are conducting vehicle surveys during October.

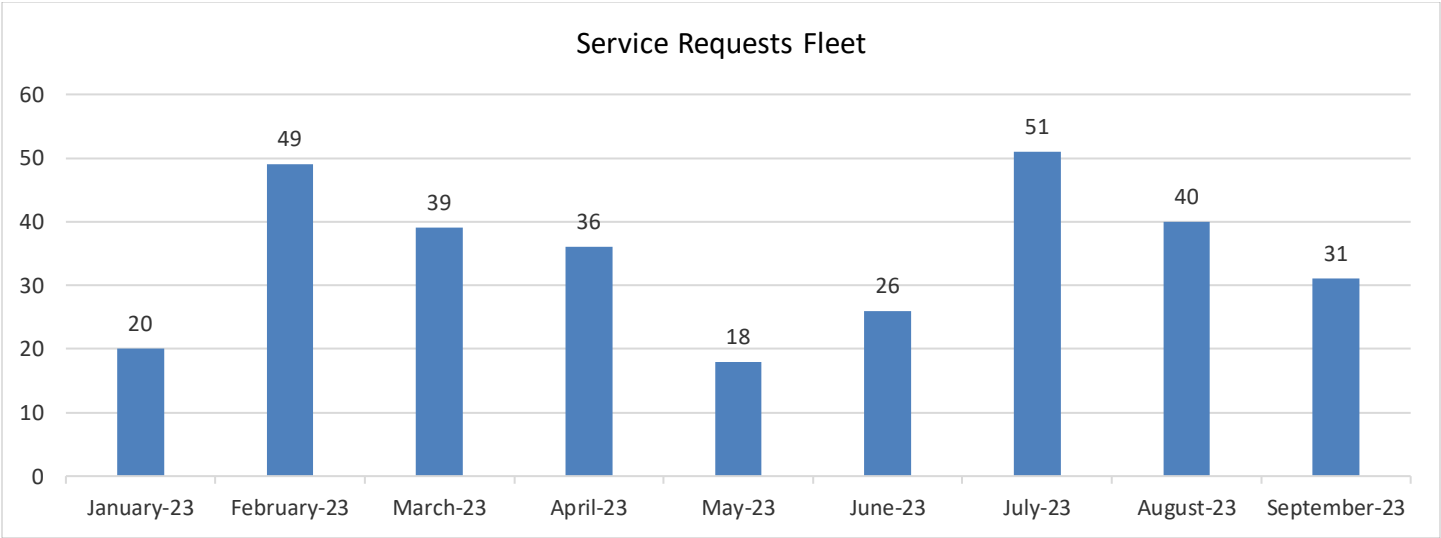
Projects Completed

- Staff onboarded 15 new vehicles, installed GPS units and Town decals on them, and placed them in service.
- Staff worked with Hendrick Motors to install consoles in 5 new Durangos that didn't come in them.

Work Order Summary

- Fleet received 31 service requests in September for an approximate expense of \$11,400. Of these, 9 requests were for scheduled preventative maintenance for about \$1,100.





Department News

The Recreation Specialist position has been filled and the new staff member will start on October 9. The Town has started recruitment for the vacant Recreation Supervisor position.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in September. The next meeting is scheduled for October 25, 2023.

Upcoming Events

November 2, 6-8 p.m. – Gallery Reception – Trey Moore

November 4, 9-11 a.m. – Green Swamp Nature Hike

November 4, 7 p.m. – Contra Dance

November 7, 9-11 a.m. – Leland Green Sweep (Sturgeon Creek Park)

December 2, 10 a.m.- 3 p.m. – Holiday Art Market (LCAC)

December 2, 6 p.m. – Leland in Lights Tree Lighting (Leland Municipal Complex)

December 6, 6:30 p.m. – Cookies with Santa (registration required)

December 7, 6-8 p.m. – Gallery Reception – Art League of Leland

December 8, 7-9 p.m. – Wilmington Big Band

December 13, 9:30 a.m. – Breakfast with Santa (registration required)

December 16, 12-2:30 p.m. – Sensory Sensitive Santa (registration required)

Parks, Recreation, and Cultural Resources Updates

Trunk or Treat has seen its largest trunk registration to date with 25 organization/business/community group trunks in addition to Town of Leland trunks. With growing support from the community for the event, staff will be closing the participation form due to space restrictions. The

Holiday Art Market application opened on September 25 and 33 artists have submitted applications. Staff is working with the Grounds crew to start executing set-up for the Leland in Lights Tree Lighting. Due to renovations at Founders Park, this year's event will be scaled back to accommodate the smaller area but will still feature light displays, the Town tree, and Santa. Displays will be set up at multiple Town facilities.

With a positive response to the sensory-sensitive movie on September 30, staff is looking forward to hosting Sensory-Sensitive Santa in December. Wilmington Big Band tickets go on sale October 8 with the performance on December 8 to help bring in the holiday season.

Social Media Update

- PRCR Facebook Highlights (September 1 – 30, 2023)
 - Added 15 new page likes
 - Page reach – 17,000
 - Top post (Largest reach): “Please be aware the playground at Founders Park will close for upcoming renovations on Wednesday, Oct. 4. Playground equipment and other amenities like the gazebo and benches will be removed.”
- LCAC Facebook Highlights (September 1 – 30, 2023)
 - Added 25 new page likes
 - Page reach – 33,000
 - Top post (Largest reach): “There are still spots left in Debbie Appleby's stained glass program this coming October. Learn stained glass techniques using the foundations of the Tiffany Copper Foil method. Hands-on instruction includes creating patterns, cutting, foiling, and completing a project. Register online or in person at the LCAC.”
- PRCR Instagram (September 1 – 30, 2023)
 - Added 21 new followers
 - Page reach – 2,400
 - Top post (Largest reach): “Come with us on Sept 30 for a Harvest Moon Kayak Adventure at Greenfield Lake. This guided tour includes lessons of Greenfield Lake history, wildlife, and more, as well as a sunset and moonrise, all packed into an exciting 1.5-hour adventure. The program fee includes the use of a kayak, paddle, and personal flotation device (PFD), which must be worn at all times on the water. You can register online or in person at the LCAC.”

- LCAC Instagram (September 1 – 30, 2023)
 - Added 24 new followers
 - Page reach – 3,300
 - Top post (Largest reach): “Check out these totems made during Jane's sculpting program this past Spring / Summer. Totems add personality to your yard, front porch, or garden.”

Department News

In September, more than 200 people visited the front desk at Town Hall and more than 300 called the main phone line. Of the calls, 112 were for Planning and Inspections, 26 were for Public Services, and 26 were for Police. 70 of the visitors logged were drop-ins, 62 had appointments, and 83 were for Police. 23 contact forms were submitted through the website. A Town Hall Forum focused on Community Enrichment was held on September 6. Recruitment has started for the vacant positions of Communications Specialist I and Communications Specialist II.

Social Media Update

- Facebook Highlights (September 1 – 30, 2023)
 - Added 57 new page followers
 - Impressions – 51K
 - Top post (Largest reach): "Here's your sneak peek of our new Leland Fire/Rescue Station 51! 🥰🌟 Don't forget you can see it for yourself at our dedication and open house tomorrow, Sept. 30, from 1 to 3 p.m. Learn more about the event and Station 51 🙌 <https://ow.ly/KUBw50PMKvy>"
- Twitter Highlights (September 1 – 30, 2023)
 - Impressions/Reach – 3,224
 - Top tweet (Largest reach): "The Town Council Special Meeting will be held Wednesday, Sept. 27, at 5 p.m. at Town Hall. The purpose of this meeting is a closed session. #LelandNC"
- NextDoor Highlights (September 1 – 30, 2023)
 - Impressions/Reach – 17,296
 - Likes/Comments – 75
 - Top post (Largest reach): "Please help us congratulate Town Clerk Sabrena Reinhardt on her recent appointment as the 1st Vice President of the North Carolina Association of Municipal Clerks!"
- Instagram Highlights (September 1 – 30, 2023)
 - Added 21 new page followers
 - Post impressions – 2,777
 - Top post (Largest reach): "Say hello to our new Leland Fire/Rescue Station 51! 🚒🌟 Come see our beautiful new facility at a dedication and open house on Saturday, Sept. 30, from 1 to 3 p.m. Learn more about the event and Station 51 under Town News at the link in bio. #TownofLelandNC #LelandNC"

- LinkedIn Highlights (September 1 – 30, 2023)
 - Added 16 new followers
 - Page views – 189
 - Post impressions – 4,941
 - Reactions/Comments/Shares – 275
 - Top post (Largest reach): “Say hello to our new Leland Fire/Rescue Station 51! 🚒👉 Come see our beautiful new facility at a dedication and open house on Saturday, Sept. 30, from 1 to 3 p.m. Learn more about the event and Station 51 👉 <https://ow.ly/KUBw50PMKvy>”

Project Updates

- Produced 31 engaging graphics and videos for use across communications platforms.
- Created posts that resulted in more than 74,572 impressions across social media platforms.
- Reached out to each department to initiate biannual website review and updates.
- Worked with Fire to plan, market, and facilitate a media availability and public dedication and open house for the new Station 51. Created a training highlight video to be played during the dedication and open house.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including Town projects, accomplishments, and upcoming events.
- Work continued on recruitment videos for the Town, Police, and Fire/Rescue with a local production company. Staff and management have reviewed each video and are working with the contractor to make edits and finalize.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Celebrate Park\(ing\) Day with the Town of Leland](#)
 - [KnoxBox Program Expands Thanks to Friends of Leland Public Safety Donation](#)
 - [Community invited to Dedication and Open House for New Fire Station 51](#)
 - [Join the Leland Police Department for National Night Out](#)
 - [Feedback Requested for Cape Fear Navigating Change 2050 Transportation Plan](#)

- [Founders Park Playground to Close for Upcoming Renovations](#)
- [Town of Leland Launches New Initiative for Residents to Lend a Hand](#)

- Port City Daily
 - [The Agenda: In local government this week](#)
 - [Leland man arrested for firing gun in town limits](#)
 - [Leland increases max cell tower height, allows RV parks in hazard zones](#)
 - [Playground to close in Leland as park renovations draw near](#)
 - [Volunteers needed to beautify Leland public spaces through inaugural one-day event](#)

- WWAY
 - [Leland conducting traffic light study at Olde Waterford Way, Poole Road](#)
 - [Leland Police looking for help identifying man accused of vehicle break ins, stolen credit card use](#)
 - [Town of Leland marks 34 years of incorporation](#)
 - [History with 'Hud': How Leland grew from a stopover town to a rapidly-growing community](#)
 - [Man in custody after Leland Police respond to disturbance call](#)
 - [Town of Leland transforms parking spaces celebrating Park\(ing\) Day](#)
 - [Leland Police Department hosting National Night Out event next month](#)
 - [Lowe's Home Improvement in Leland launched soft opening on Thursday](#)
 - [Traffic delays on Highway 74/76 heading out of Leland due to wreck involving 18-wheeler](#)
 - [Leland Fire Station 51 set to open Saturday](#)
 - [Leland launches new initiative offering residents the chance to 'lend a hand'](#)

- WECT
 - [Leland Economic Development Committee gives recommendations on proposed changes to noise ordinance](#)
 - [Leland police seeking public assistance to identify man connected to stolen credit cards](#)
 - [Leland Town Council unanimously approves RV regulations](#)
 - [Leland invites community to open house for new Fire/Rescue Station 51](#)
 - [Leland PD officer helps injured owl found in roadway](#)
 - [New Lowe's store location to open in Leland](#)
 - [Leland Police Department to host National Night Out event](#)

- [Crews respond to crash, truck rollover on U.S. 17 near Leland](#)
- [Founders Park playground to close for renovation project](#)
- [Leland invites community to volunteer during event](#)

- StarNews
 - [Brunswick events this week include a Civil War reunification](#)
 - [Despite flooding risks, developer looks to convince Leland to loosen RV park restrictions](#)
 - [For one Brunswick town, a permanent fix to flooding could cost a 'huge amount of money'](#)
 - [How cell tower changes will help Leland keep up with rapid development](#)
 - [A 'Carolina Soul' performance to highlight 6 events happening in Brunswick this week](#)

- WilmingtonBiz
 - [Hopes high for Leland Innovation Park](#)
 - [Eggs Up Grill Expands into Leland](#)

- North Brunswick Magazine
 - [Getting Connected](#)

TDA Marketing

- Reviewing marketing opportunities specific to geographic locations and target demographics, along with long-range opportunities.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in September. The next meeting is scheduled for October 18, 2023.

Department News

Sergeant Reid attended a Standard Field Sobriety Testing refresher course on September 1 at the Jacksonville Police Department. This course recertifies officers administering Field Sobriety Testing on DUI/traffic stops.

Master Officer Holland attended a virtual Robbery Response Tactics course on September 4. This course teaches appropriate responses to robberies and provides information on how to handle these situations.

Senior Officer Britton, Master Officer Holland, and Officer Majors attended Intox recertification class on September 6 at the Leland Police Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Master Officer Guy attended Advanced Traffic Crash Investigations training September 11-22 at the North Carolina Justice Academy. This course teaches officers how to interpret and analyze traffic crash evidence.

Officer Majors and Roberts attended the Police Law Institute September 11-22 at Cape Fear Community College. This course provides the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications, and nontestimonial identification orders.

Senior Officers Berry and Martin attended the first week of the Leadership Institute September 18-22 at the North Carolina Justice Academy. This training spans over a three-month period and is designed to equip criminal justice leaders with the tools to steer their agencies and communities towards the future.

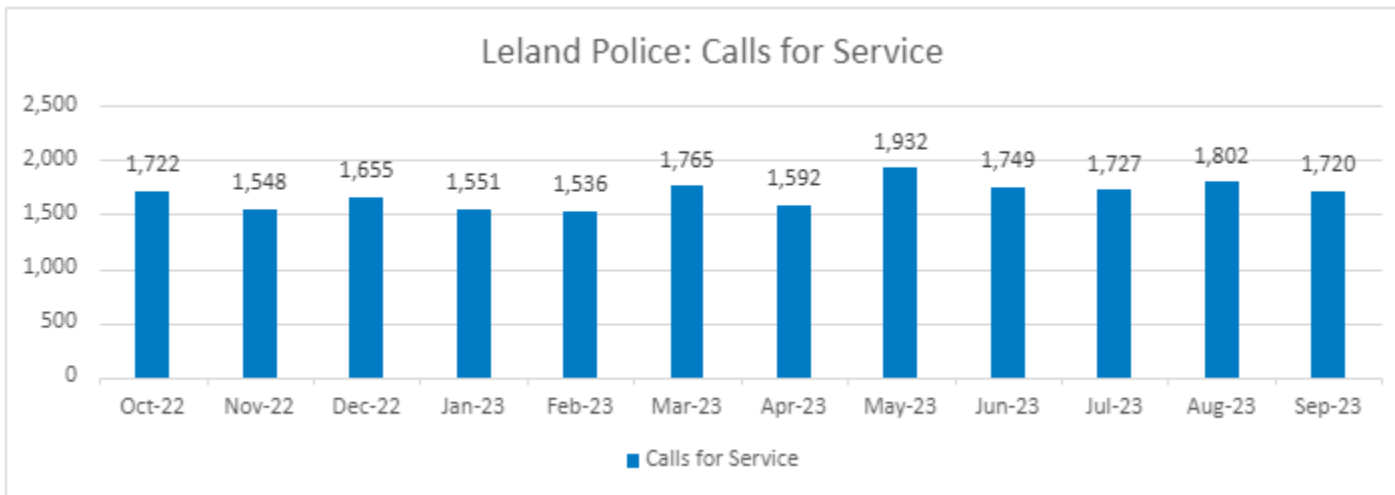
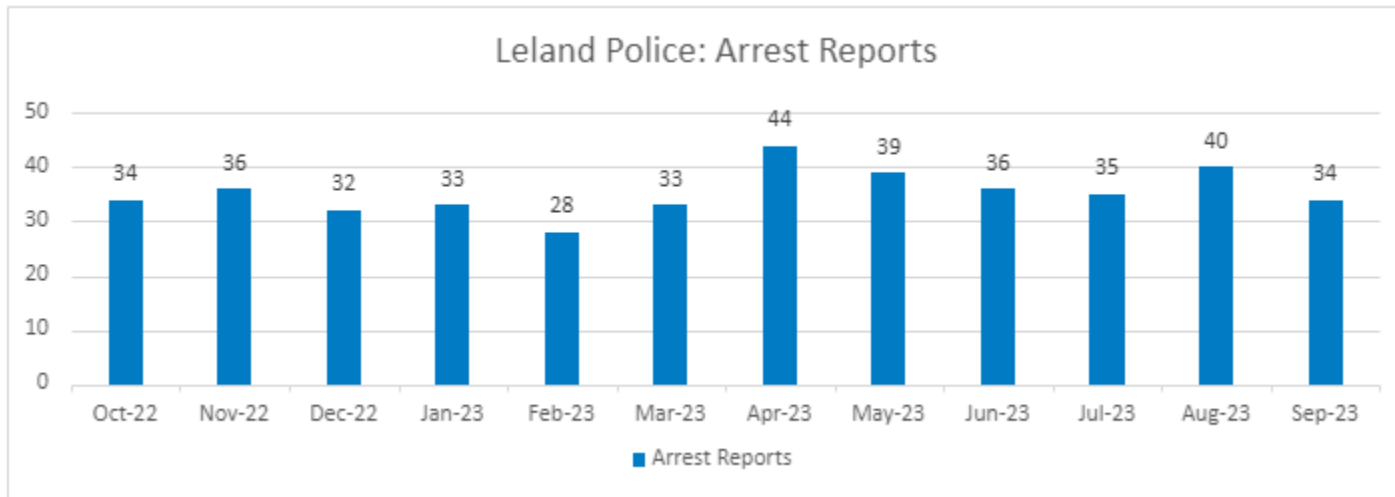
Senior Officer McCabe attended the North Carolina Law Enforcement Women's Association conference September 18-22 in Wrightsville Beach. This is an annual conference that focuses on women in Law Enforcement and provides specific speakers and trainings for women.

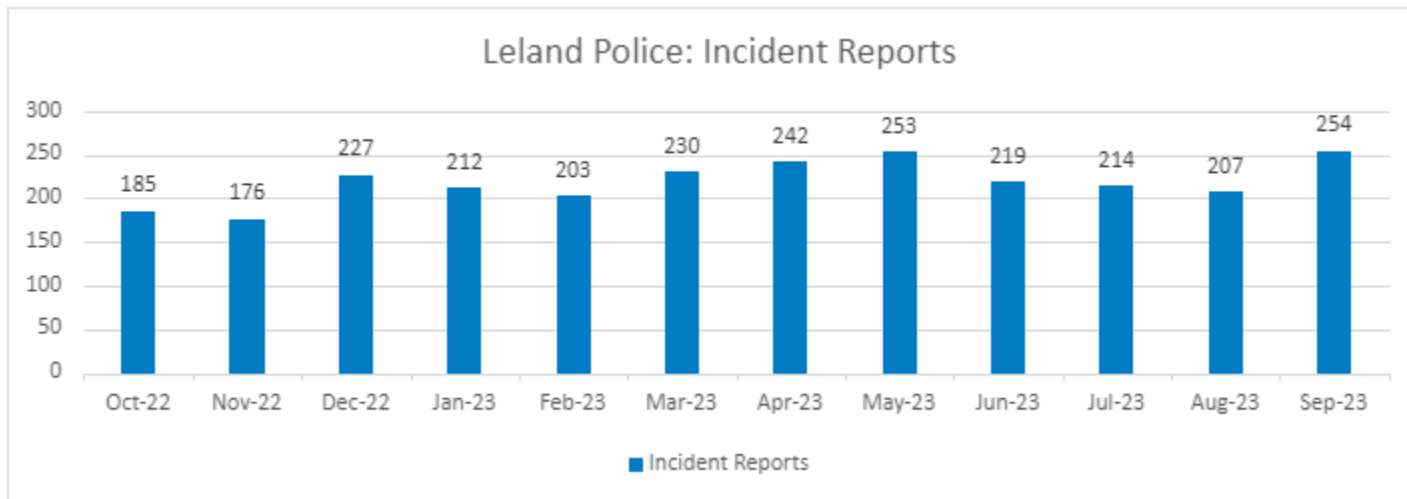
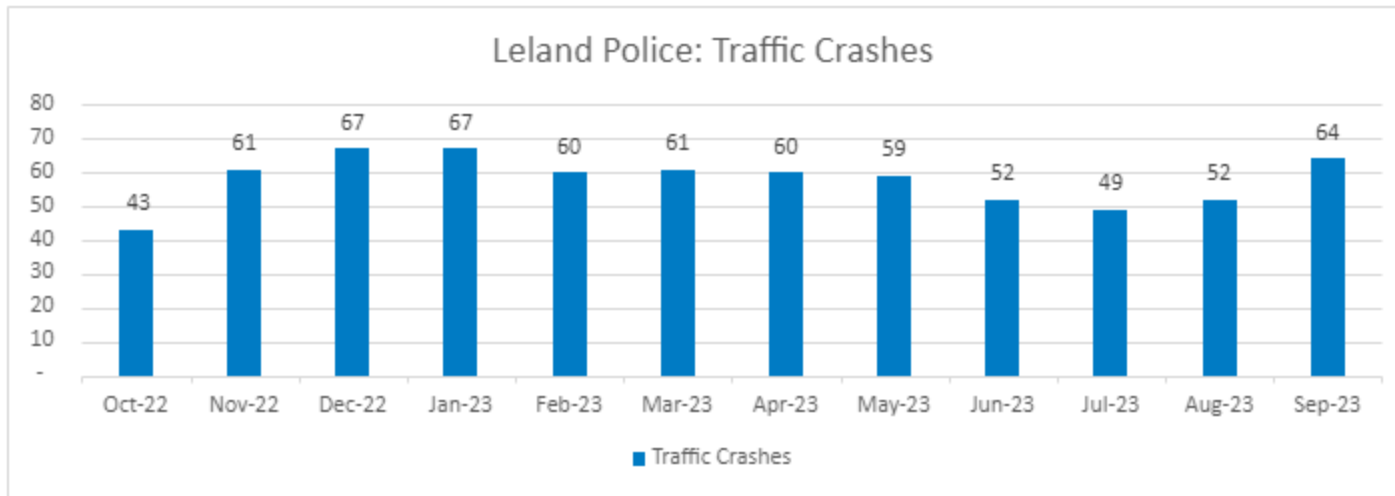
Senior Officer Gaston attended Suicide Investigations September 26-27 at the North Carolina Justice Academy. This course is intended to provide details and recommendations on how to investigate a death by suicide.

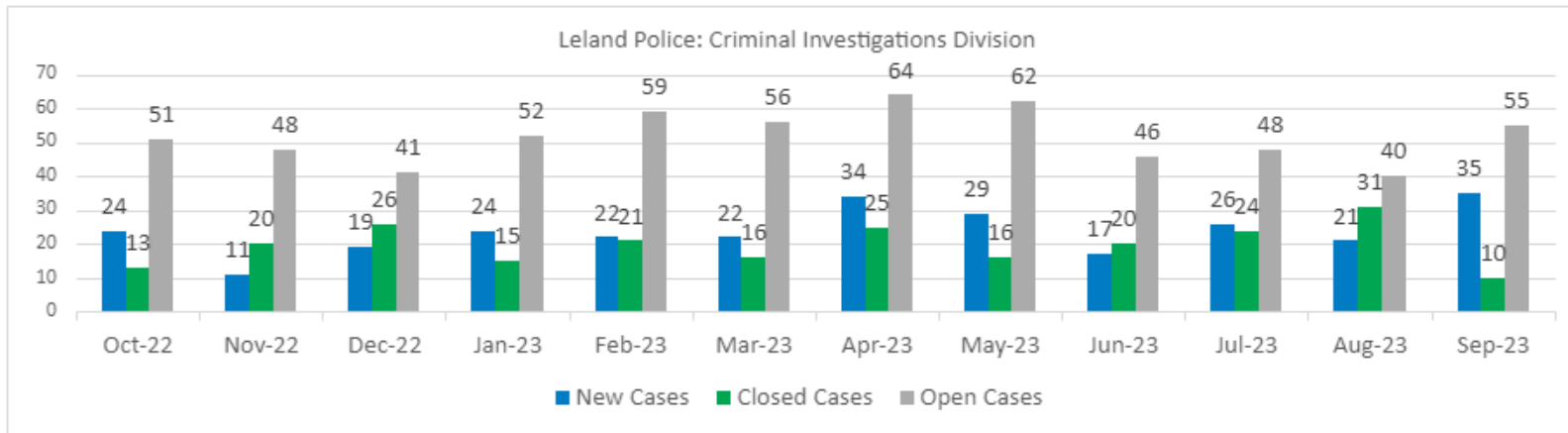
Administrative Supervisor Crumbaker attended the North Carolina Law Enforcement Accreditation Network conference September 25-28 in Carolina Beach. This conference focuses on state accreditation and provides resources for starting the accreditation process.

Firearms in-service training was conducted throughout September to ensure all officers are compliant with state regulations for ongoing training and certifications.

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	52	9	3	10	5	1	1
Sep	45	5	5	8	4	1	2
Oct							
Nov							
Dec							
Totals	339	37	37	52	20	3	23

Department News

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

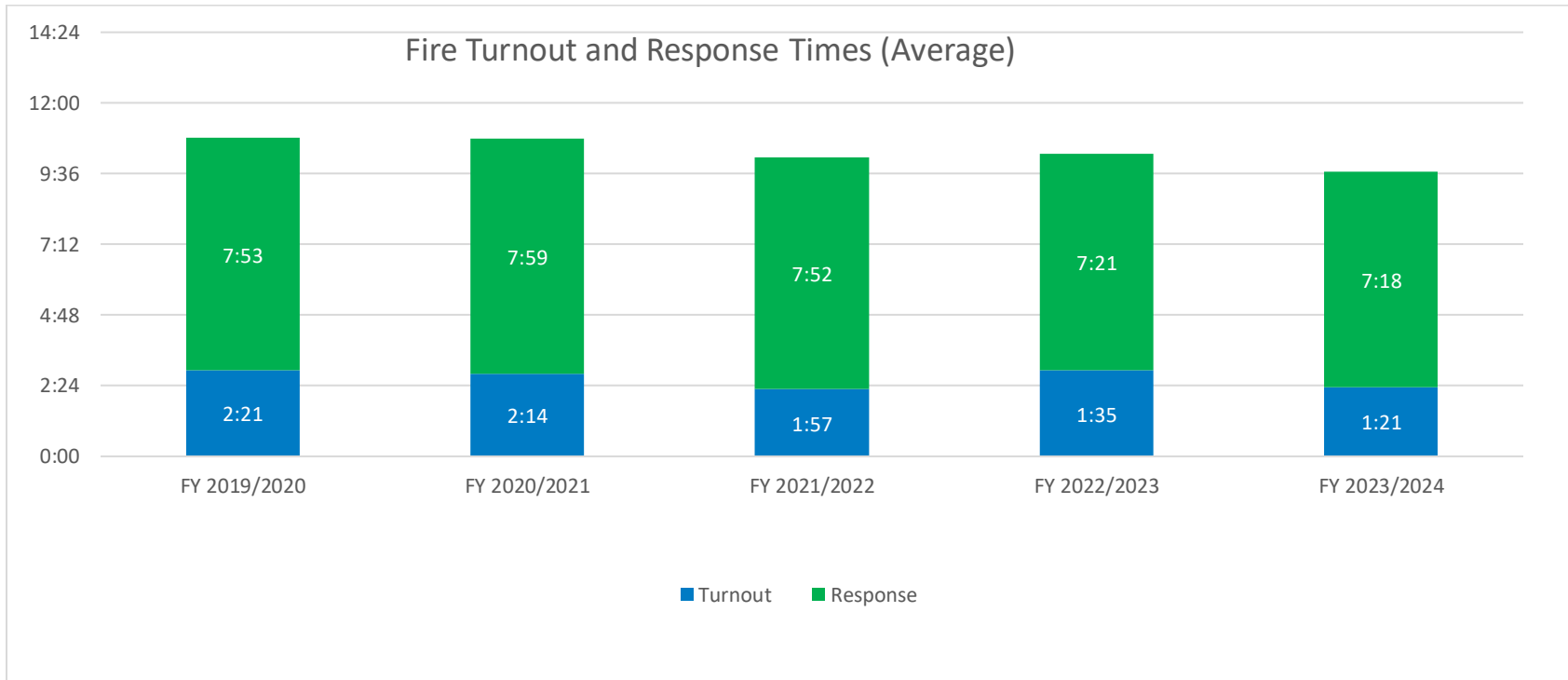
- Assisted five citizens with child passenger seat checks or installations
- Assisted 18 homeowners with smoke alarm installations or battery replacements
- Conducted a station tour for CBC Lindley Southport students
- Presented fire prevention education to preschool-aged children at Indigo Forest Academy
- Presented fire prevention education to the Homeschool Studio program students at the Leland Cultural Arts Center
- Participated in the Lowe's Home Improvement grand opening
- Participated in the Magnolia Greens Public Safety Day
- Participated in 9/11 remembrance ceremonies at Founders Park and North Brunswick High School
- Conducted the Hands-Only CPR program for Grayson Park residents

Staff conducted the Sprinklers, Standpipes, Maintenance & Testing course in the Driver Operator NFPA Series for several department members. This provides a standard for fire apparatus driver/operator professional qualifications.

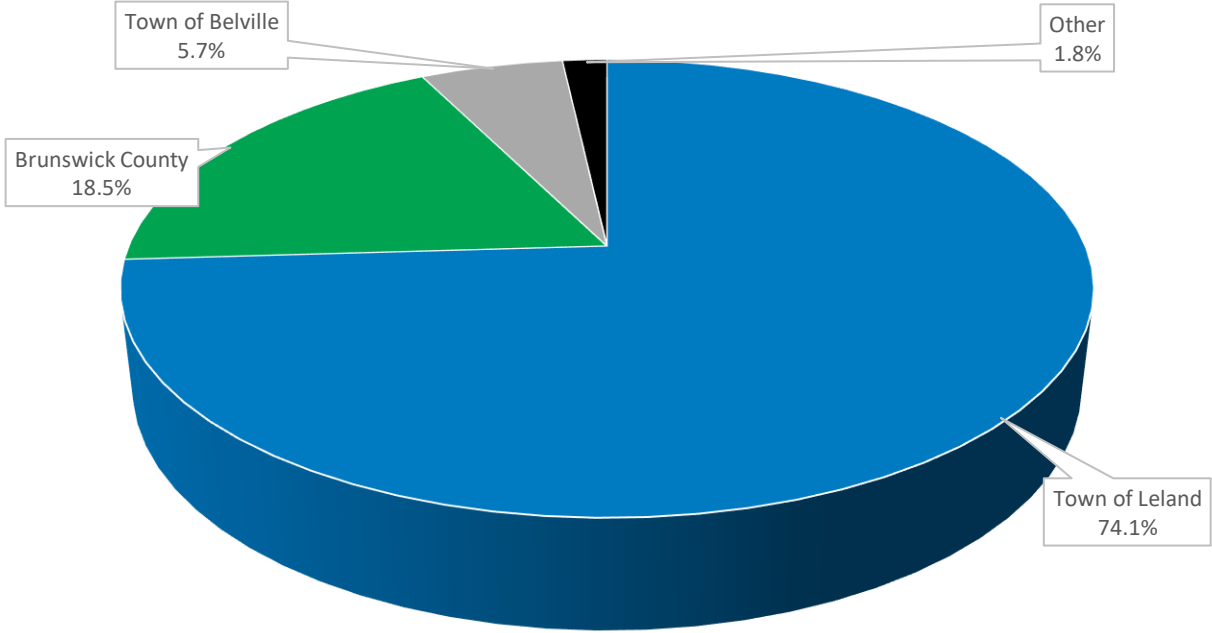
Darin Francis was promoted to Senior Firefighter, Jay Paluck was promoted to Fire Apparatus Engineer, and Joe Reshetar was promoted to Logistics Specialist.

The dedication and open house for the new Station 51 was held on September 30.

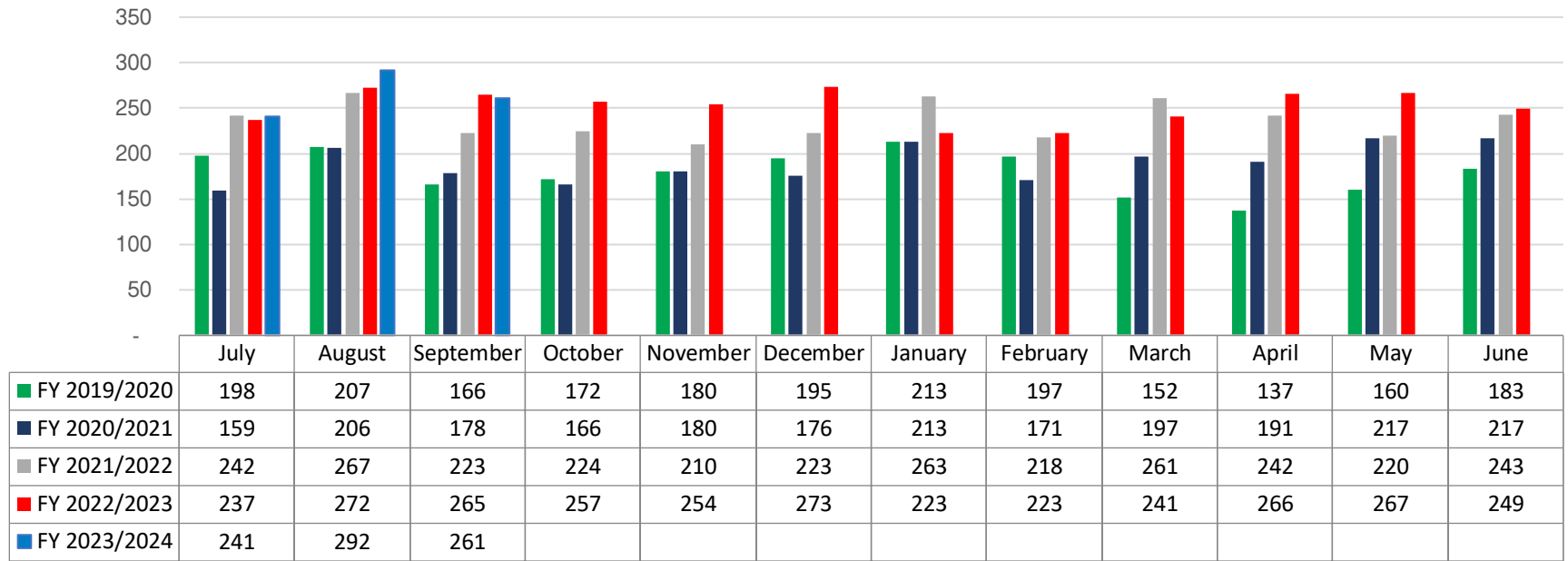
Dashboard



FY 2023/2024 Fire Calls by Zone



Fire Calls



■ FY 2019/2020
 ■ FY 2020/2021
 ■ FY 2021/2022
 ■ FY 2022/2023
 ■ FY 2023/2024

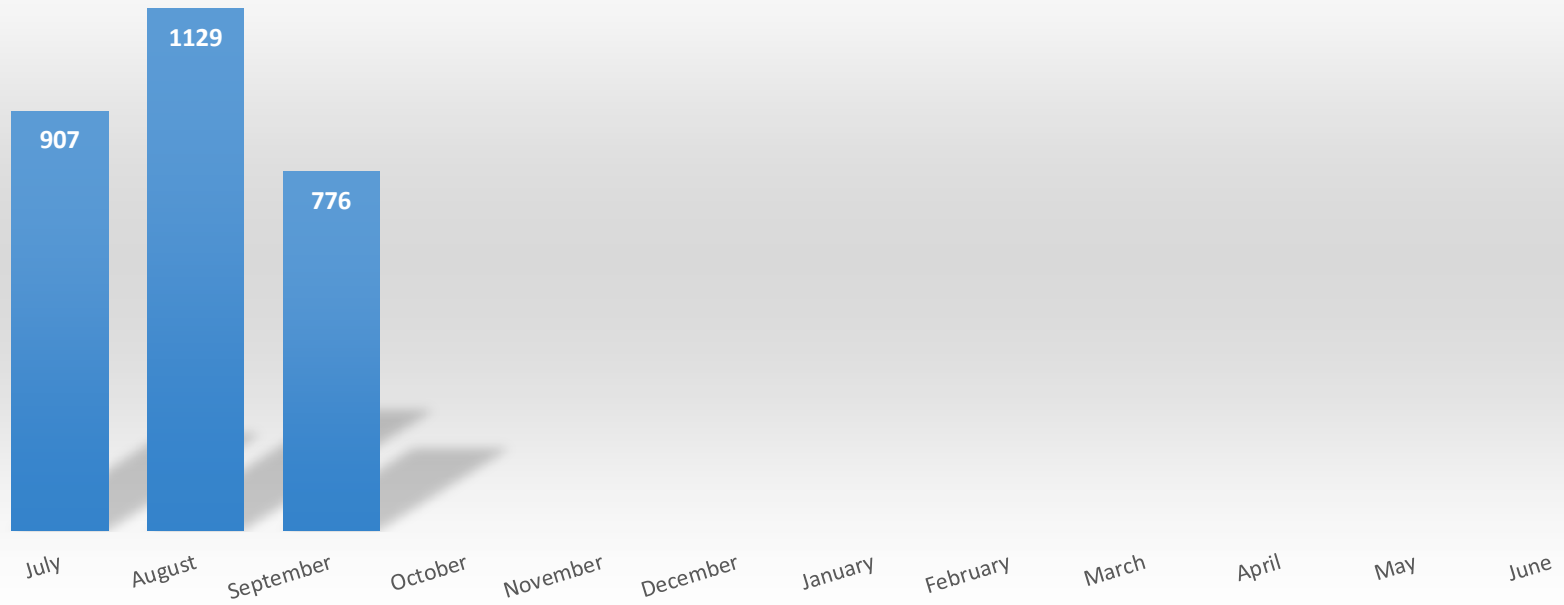
FY 2023/2024 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Village Rd/Popular)	81	86	73									
Station 52 (Westport)	71	83	66									
Station 53 (Lanvale)	89	123	122									

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

FY 2023/2024 Training Hours



Department News

The department began work on a formal document that addresses the strengths, weaknesses, opportunities, and threats of a department-level training program. The document gives each department training-specific action items to improve the Town's ability to respond to emergencies. Tropical Storm Ophelia threatened the area on September 21. While the Town was never under any weather warnings, the storm's proximity was close enough that the Town monitored conditions for potential impacts. Thankfully, there were none. Chief Grimes met with the Staff Attorney to discuss the Town taking on storm debris collection on NCDOT roads should the Debris Management Plan be activated. The Town and NCDOT will begin work to establish this agreement, which would allow all roadways within the Town to be collected simultaneously. The Town would be responsible for collecting, reducing, and disposing of storm debris along state secondary roads, then seek reimbursement from FEMA Public Assistance.

Work Priorities

- Additional annexes to the Emergency Operations Plan.
- Training on Threat and Hazard Identification and Risk Assessment (THIRA).
- After action report on Tropical Storm Ophelia.
- Preparing for further staff incident exercises.

Projects Completed

- Hazardous Materials Annex for Emergency Operations Plan.
- Debris Management Plan Draft for 2024.

Department News

Ernie Hernandez received his Level II probationary certificates in Plumbing and Mechanical.

Will Rivers passed the state Mechanical Level II certification exam and received his Level III probationary certificate in Mechanical.

Lawrence Wills completed the Electrical Level II course.

Daniel Knoch facilitated a meeting with Wilmington-Cape Fear Homebuilders Association members on September 25. Meeting discussion led to improvements in residential permitting and plan review, reducing turnaround time from 5 to 3 days.

Ben Watts, Javier Barrera, Ben Andrea, Andrew Neylon, Julian Griffiee, and Ashli Barefoot attended the third online course for Creating the Next Generation of Urban and Suburban places, a course track hosted by Planetizen.

Marissa Ernst and Mr. Griffiee attended Harnessing Tree Canopy Data, a webinar hosted by PlanItGeo. This webinar provided attendees with insight on how to make meaningful use of data from the tree canopy assessment the Town completed in 2022.

Planning Board Meeting Summary

The Planning Board met on September 26, 2023, and heard the following item:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to remove language related to street light leases and clarify organization in section 26-76.

The Planning Board's next meeting is scheduled for November 14, 2023, at 6 p.m.

Board of Adjustment Meeting Summary

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

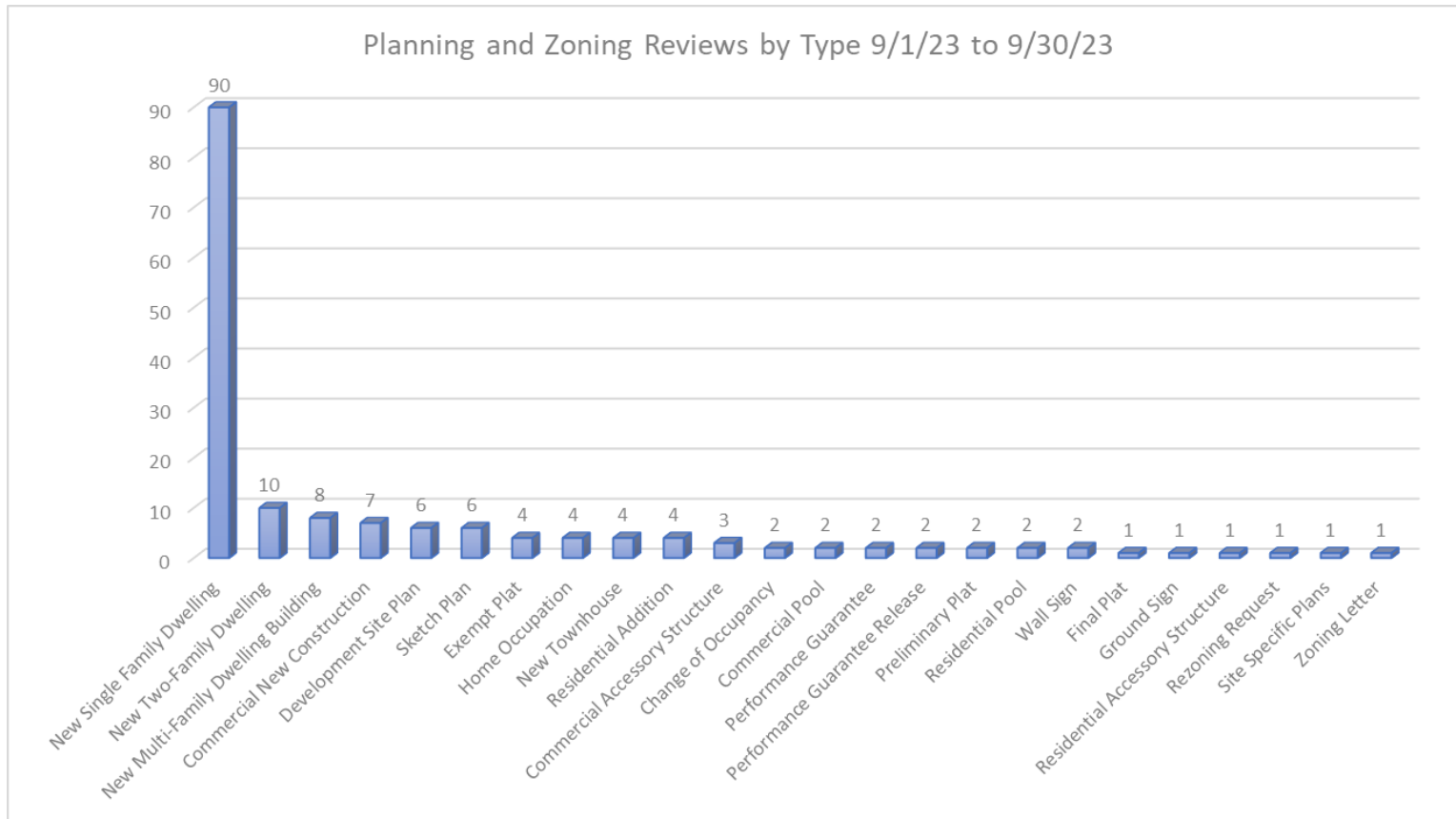
Current Planning Update

Technical Review Committee (TRC) Report

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

1. Preliminary Subdivision Plat for East Lake Phase 1A – Proposal for 173 single family detached residential lots on 50.56 acres located on Malmo Loop Road.
2. Preliminary Subdivision Plat for East Lake Phase 1B – Proposal for 28 single family detached residential lots on 6.16 acres located on Malmo Loop Road.
3. Preliminary Subdivision Plat for East Lake Phase 2 – Proposal for 135 single family detached residential lots located on Malmo Loop Road.
4. Site Specific Plan for Brunswick Forest Phase 7 Amenity Site – Proposal for amenity site for the Arboretum at Brunswick Forest, including a pool, playground, fitness equipment, and parking area.
5. Development Site Plan for the Brunswick Forest Commercial Village Lot 27 – Proposal for an 8,000 square-foot medical office building on a 1.21 acre parcel located on Brunswick Village Boulevard.
6. Development Site Plan for Circle K – Proposal for site improvements to the Circle K convenience store site at 7806 Ocean Highway.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
19	1

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	-\$349,677.18
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	16	\$4,046,927.20	\$0.00
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	7	\$630,571.88	\$0.00
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	\$2,116,411.96	-\$295,243.25
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	32	\$7,622,296.17	-\$644,920.43
Total Performance Guarantee Sureties	53	\$11,744,589.83	-\$644,920.43

Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having meetings with Insight Planning and internal discussion. A contract was awarded to Humphries Law Firm to handle the legal services for the title research process of the CDBG-NR grant, which is expected to begin soon.

Staff continues to make progress on the Age-Friendly Strategic Plan and the Green Network Plan. Staff received comments on an initial draft of the Green Network Plan document from the North Carolina Wildlife Resources Commission.

Staff organized and facilitated Park(ing) Day on September 15. Two parking spaces along Town Hall Drive were converted into temporary recreational spaces to promote safe, equitable, and accessible public places. The event lasted a couple hours and was attended by staff, a local food truck, members of the public, and WWAY.

Transportation Planning Update

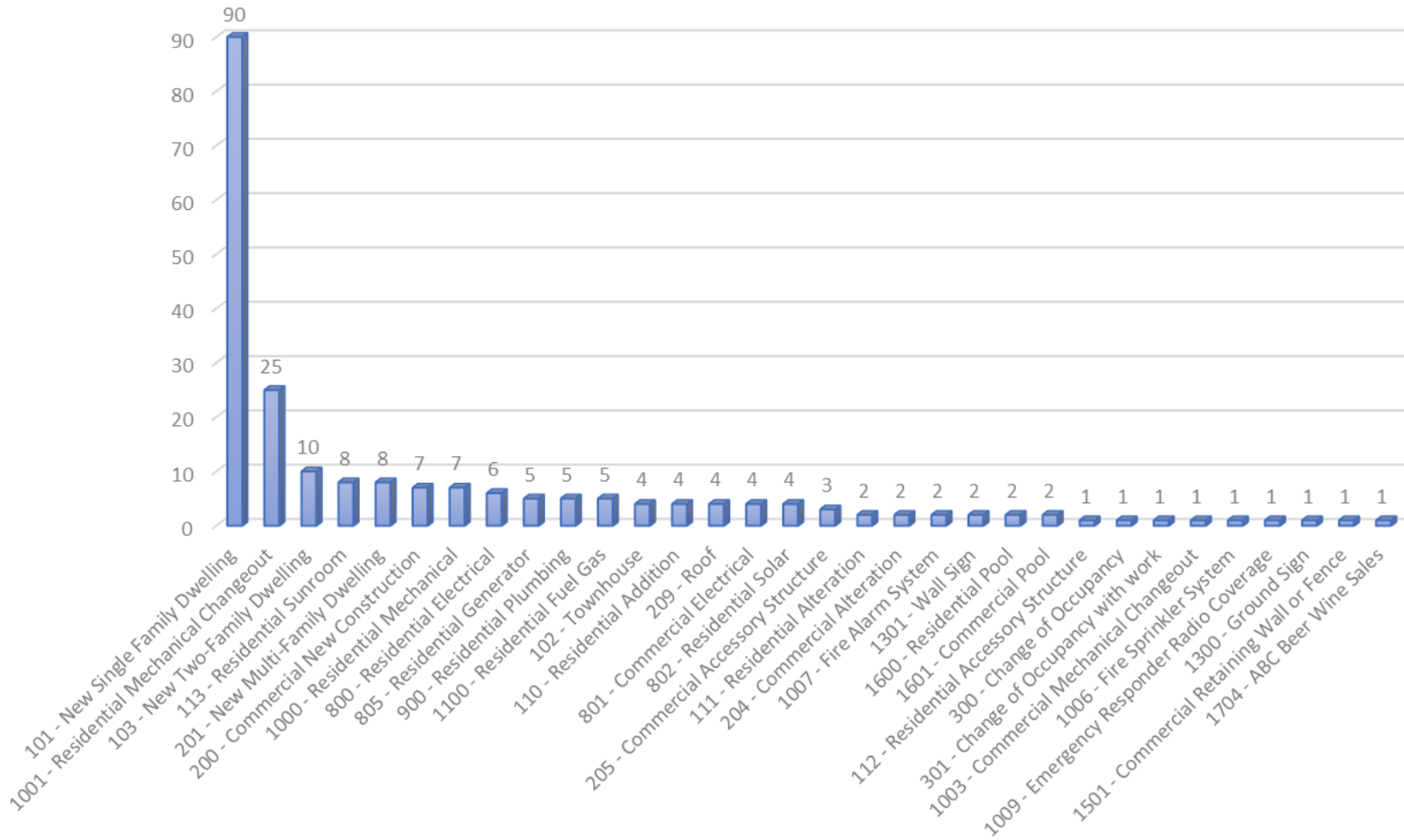
Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for developments in the Town. Staff also attended the WMPO Technical Coordinating Committee.

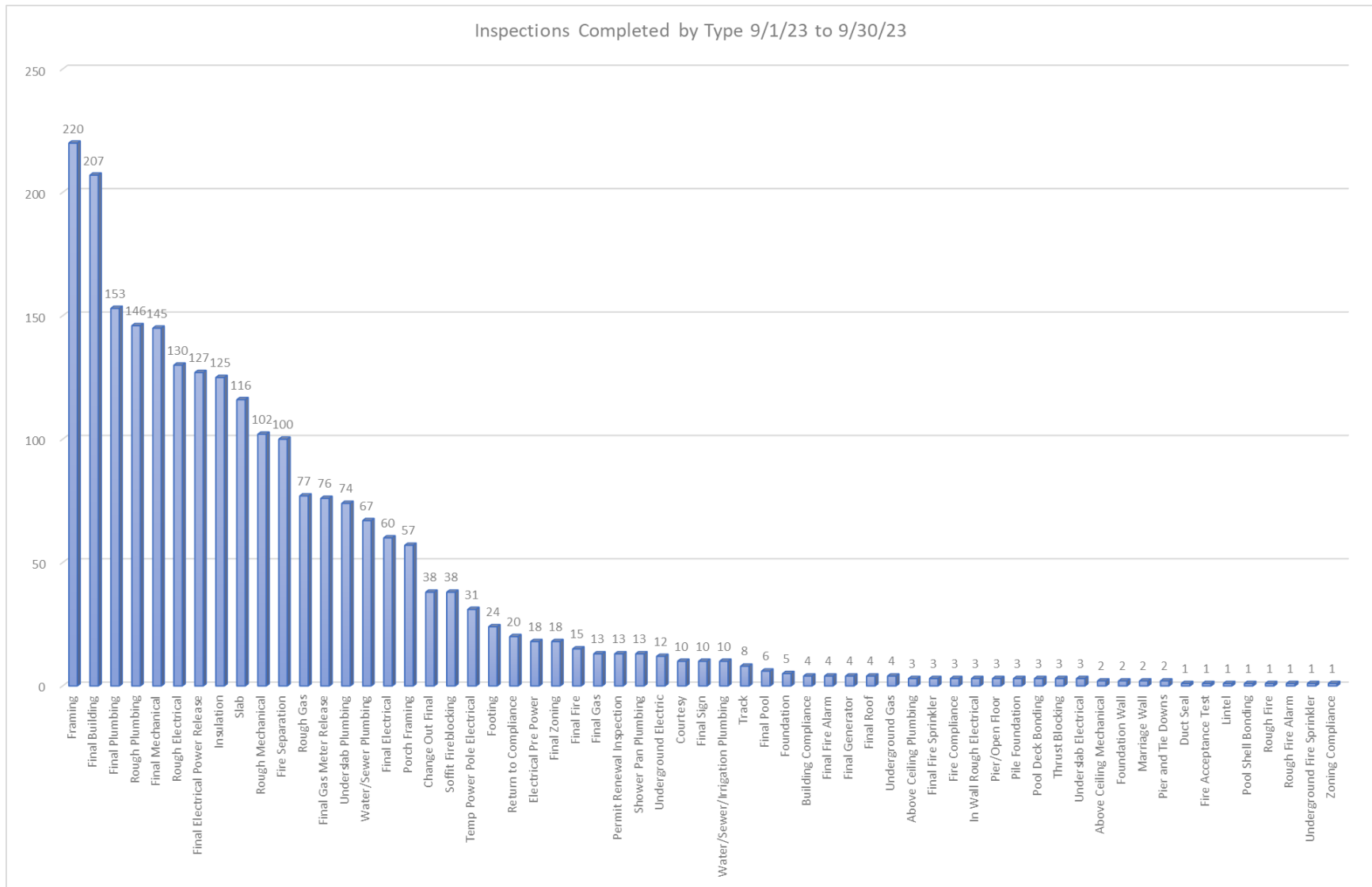
Work continues on the next WMPO long-range transportation plan, Cape Fear Navigating Change 2050. This plan will be used by federal, state, and local governments to guide transportation projects in the region over the next 25 years. The plan will prioritize projects for six different kinds of transportation: aviation, bicycle and pedestrian, ferry and water, rail, public transportation, and roadway. The survey is available through November online [here](#). Access the project website [here](#).

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
220	2,347	\$48,458,556

Permits Issued by Type 9/1/23 to 9/30/23





Code Enforcement Update

Case Summary

9/1 Thru 9/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from August	2	4	12	0	18
Cases Opened September	1	26	19	9	56
Cases Closed September	1	15	8	2	25
Active Cases (Evolve)	2	15	23	7	49

Department News

In September, staff and members of the Economic Development Committee conducted two business retention and expansion visits with companies in the Leland Innovation Park: Micro Solv and Flow Sciences. During those visits, the group gained insight into the ongoing operations of the companies, future plans, and what initially attracted them to the Leland area. Staff visited the Leland Center, also located in the Leland Innovation Park, to meet with Small Business Center Director April Scott to better understand the structure and utility of the coworking space.

Staff attended two conferences hosted by UNCW. The Ocean Innovation Conference focused on advancements in ocean-based innovation and technology and opportunities for investment in these innovations. The Business of Innovation Conference highlighted the unique needs of innovation driven companies, including university spinouts. Staff also attended a two-day virtual workshop hosted by AARP entitled, “Economic Development: Connecting to Opportunity”.

On September 29, staff attended the ribbon cutting at Leland Town Center for Lowes Home Improvement.

New Businesses

- **Lowes Home Improvement** held its grand opening at **3716 Gateway Boulevard**. The new location is creating 165 new jobs and will be the first location in North Carolina to open with Lowes Rental.

New Construction/Development

- The Technical Review Committee has started reviewing plans for the following projects:
 - A 30,000 square-foot **Fitness Gym** near the southeast intersection of **Gateway Boulevard** and **Leland Town Center Drive**.
 - **Mavis Discount Tire**, a 6,979 square-foot auto service station located at the northwest intersection of **Gateway Boulevard** and **Ploof Road SE**.
 - **Thales Academy at Brunswick Forest**, an educational facility on 13.7 acres at the northeast intersection of **Brunswick Village Boulevard** and **Hewett Burton Road**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on September 7, 2023, and discussed topics ranging from the statewide initiative NCIInnovation, the Town’s noise ordinance, and key takeaways from visiting a business in the Leland Innovation Park, Micro Solv.

Department News

Ms. Meadows worked with HR to complete the workers' comp audit.

Ms. Cook attended the Local Government Finance course through the UNC School of Government and will complete this course in early October. Ms. Cook attended the U.S. Department of Transportation webinar "Equity in Roadway Safety Workshop: Strategies for Meaningful Public Involvement in Roadway Safety Planning", as well as the N.C. Department of Information Technology's virtual Local Government Town Hall.

Ms. Cook and Ms. Newton attended the U.S. Department of Transportation webinar "Utilizing DOT Data and Mapping Tools for Stronger Grant Applications."

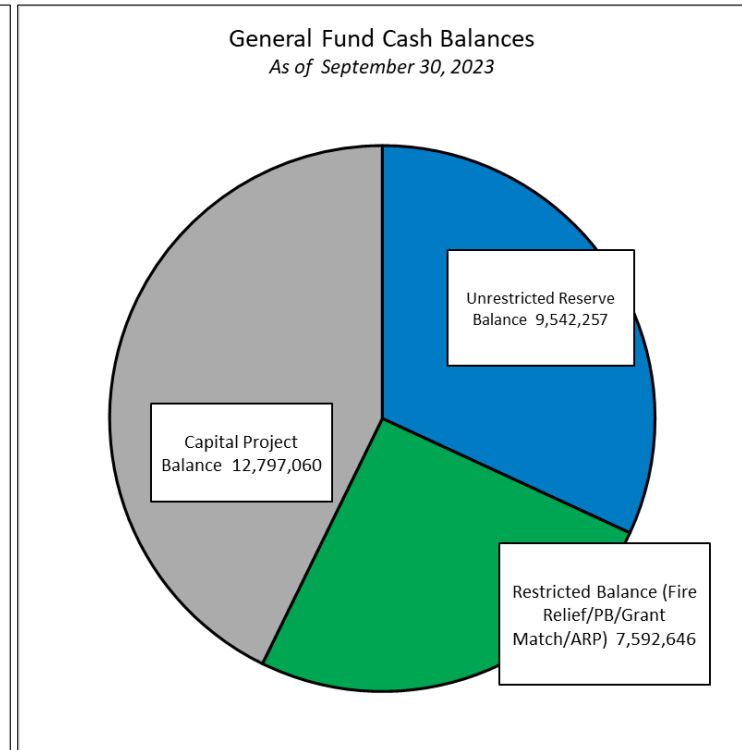
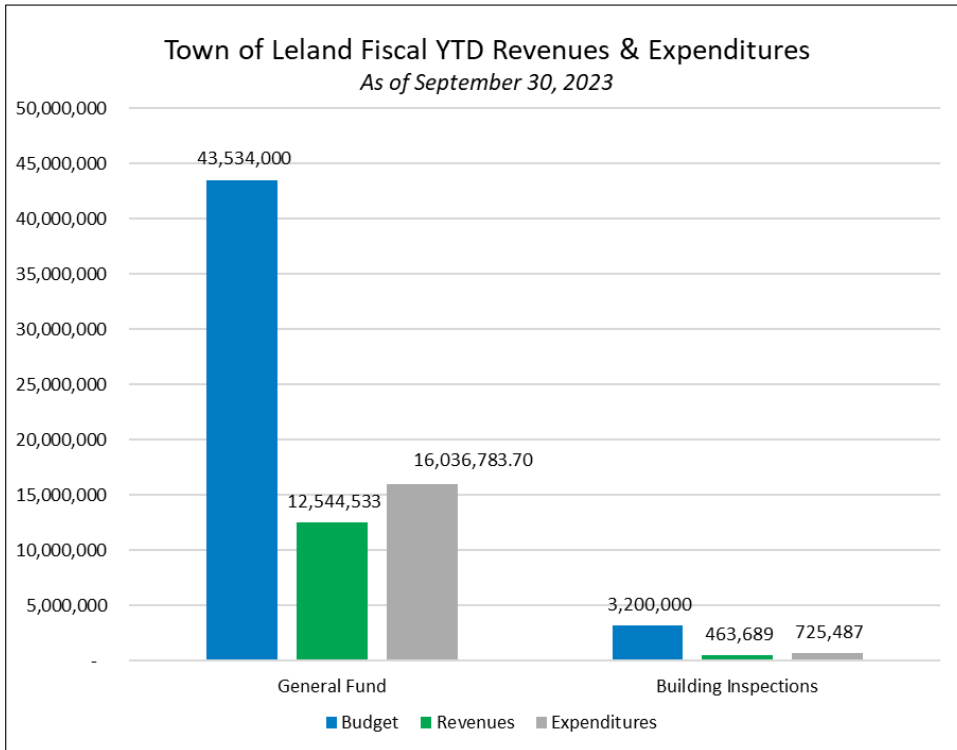
Ms. Newton attended the Navigate Difficult Conversations course through the UNC School of Government.

Ms. Norton and Ms. Glick attended the Construction Contracting and Design Services course through the UNC School of Government. Ms. Norton and Ms. Hagg attended a Crucial Conversations webinar "Mastering Dialogue and Crucial Conversations® for Accountability".

Ms. Hagg attended the GFOA's "Building Capacity to Lead: Learn How to Lead with Confidence" webinar.

The Town of Leland has received its second Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the Fiscal Year 2023-2024 Budget. The Distinguished Budget Presentation Awards Program was established in 1984. According to the GFOA, it was created to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting, and to recognize individual governments that succeed in achieving that goal.

Dashboard

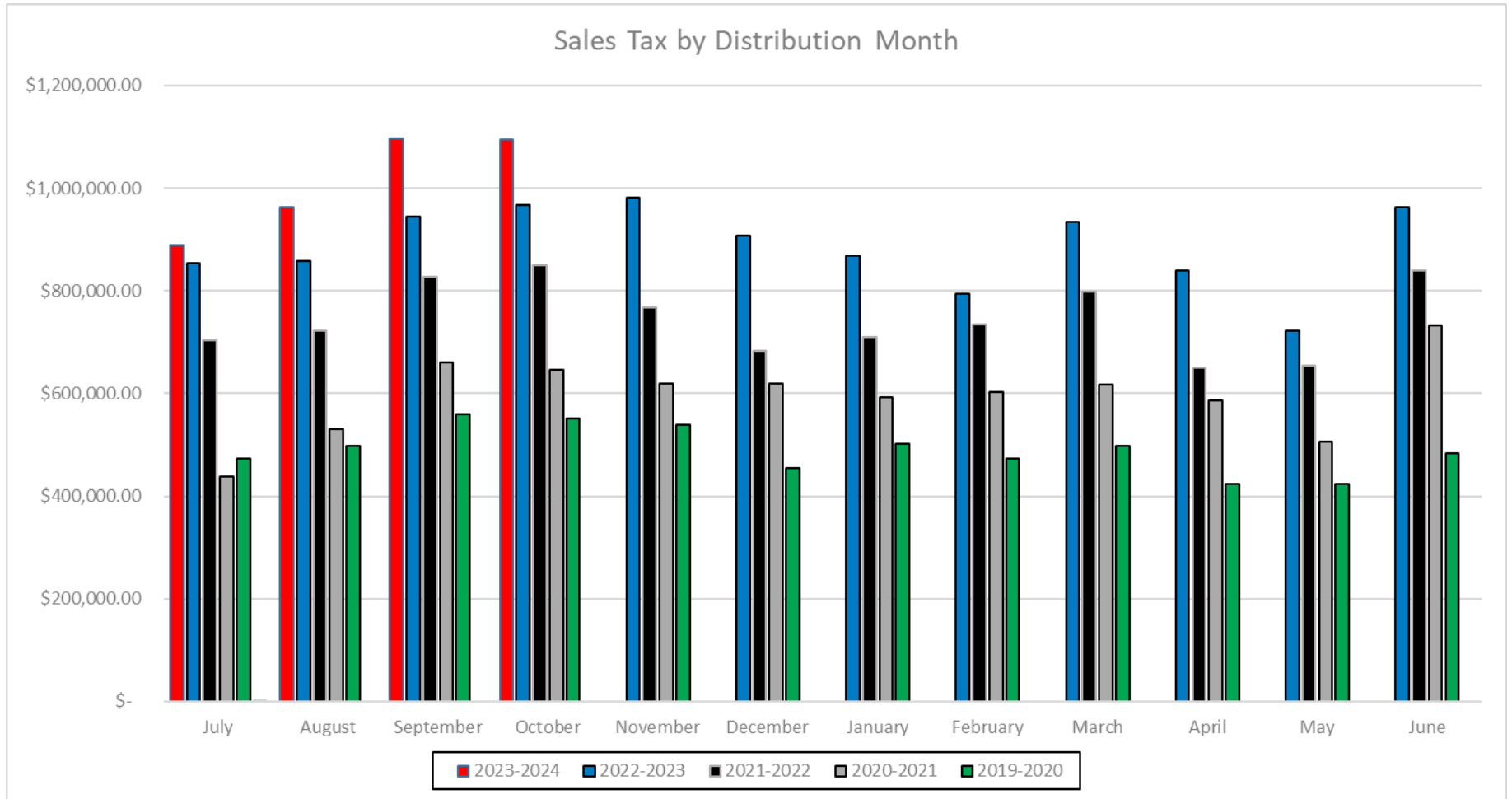


Financial Budget to Actual Report – September 30, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	43,534,000	3,801,143	12,544,533	-	30,989,467	71.18%
Governing Body	315,000	315,000	26,497	100,520	24,337	190,143	60.36%
Administration	2,300,000	2,300,000	113,636	661,744	52,660	1,585,596	68.94%
Information Technology	3,285,000	3,285,000	110,594	508,757	591,373	2,184,870	66.51%
Human Resources	470,000	476,000	25,225	58,750	11,492	405,758	85.24%
Finance	1,000,000	1,000,000	75,178	185,619	15,274	799,106	79.91%
Planning	1,280,000	1,280,000	72,753	206,415	39,340	1,034,245	80.80%
P&R & Cultural Arts	1,210,000	1,210,000	63,052	220,683	56,787	932,530	77.07%
Fleet & Facilities	1,490,000	1,490,000	76,440	295,845	168,295	1,025,860	68.85%
Streets & Grounds	3,610,000	3,610,000	151,548	534,072	250,046	2,825,882	78.28%
Engineering	1,050,000	1,050,000	43,504	98,824	15,305	935,871	89.13%
Police	6,730,000	6,758,000	850,237	1,623,323	411,588	4,723,089	69.89%
Emergency Management	220,000	220,000	15,913	49,582	3,869	166,549	75.70%
Fire	7,445,000	7,445,000	393,992	2,221,516	203,952	5,019,532	67.42%
Debt Services	4,120,000	4,120,000	-	1,335,225	-	2,784,775	67.59%
Transfers	4,475,000	8,975,000	4,560,910	7,935,910	-	1,039,090	11.58%
EXPENSES	39,000,000	43,534,000	6,579,480	16,036,784	1,844,320	25,652,897	58.93%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	242,966	463,689	-	2,736,311	85.51%
EXPENSES	3,200,000	3,200,000	245,475	725,487	44,000	2,430,513	75.95%

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

There were no qualifying purchase orders issued in September.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in September.

Audit Committee Meeting Summary

The Audit Committee did not meet in September.

Department News

The department is preparing to introduce the Take a Break employee appreciation initiative in October. These events will be held on the first Friday of every month and are a designated time for employees to have fun with co-workers. Snacks and drinks are being provided along with outdoor/indoor games. The Safety & Wellness Committee is highlighting flu and COVID prevention in combination with the Vaccine Clinic for all staff and their families on October 6. Open enrollment for 2024 runs October 9-27. The department will host the final Wellness Lunch and Learn at the end of the month. A local instructor will be prepping staff for the upcoming months with a Holiday Survival Guide.

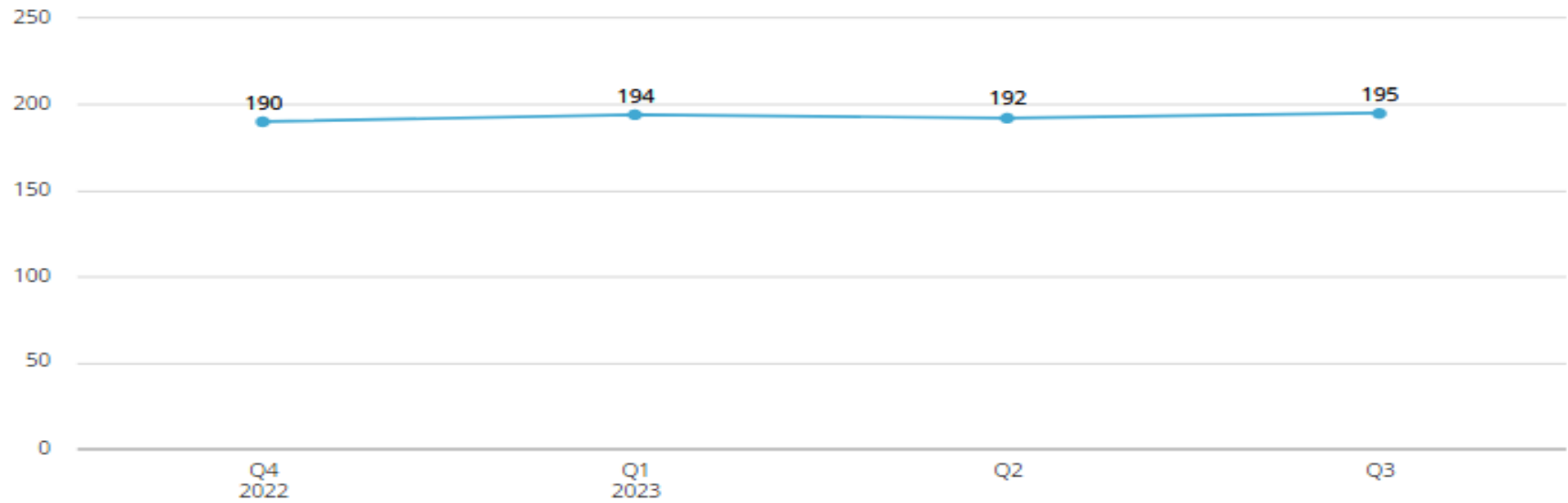
Workers Comp Data

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
Ross White	Facilities & Maintenance	New Hire	9/5/2023	Grounds Maintenance Technician I		
Skip Brown	Inspections	New Hire	9/5/2023	Building Inspector I		
Robert Britton	Police	Promotion	9/16/2023		Master Police Officer	Senior Police Officer
Michael Whitmire	Police	Promotion	9/16/2023		Police Officer	Master Police Officer
Will Rivers	Inspections	Promotion	9/16/2023		Building Inspector I	Building Inspector II
Alex Szalkiewicz	Community Enrichment	Resignation	9/29/2023	Communications Specialist		

Headcount (FT and PT Employees) October 2022 – September 2023



Headcount ⓘ
195
As of September 2023

Hired ⓘ
43

Termed ⓘ
35

Growth Rate ⓘ
4.3%

Turnover Rate ⓘ
18.2%

Average Tenure ⓘ
4.1
(Years)

Turnover Data October 2022 – September 2023

Full Time Turnover

Turnover Rate ⓘ 17.3%	Annualized Rate ⓘ 17.3%	Terminations ⓘ 31	Average Employees ⓘ 178.8
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Part Time Turnover

Turnover Rate ⓘ 23.8%	Annualized Rate ⓘ 23.8%	Terminations ⓘ 2	Average Employees ⓘ 8.4
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Terminations include all voluntary and involuntary separations of employment.

Department News

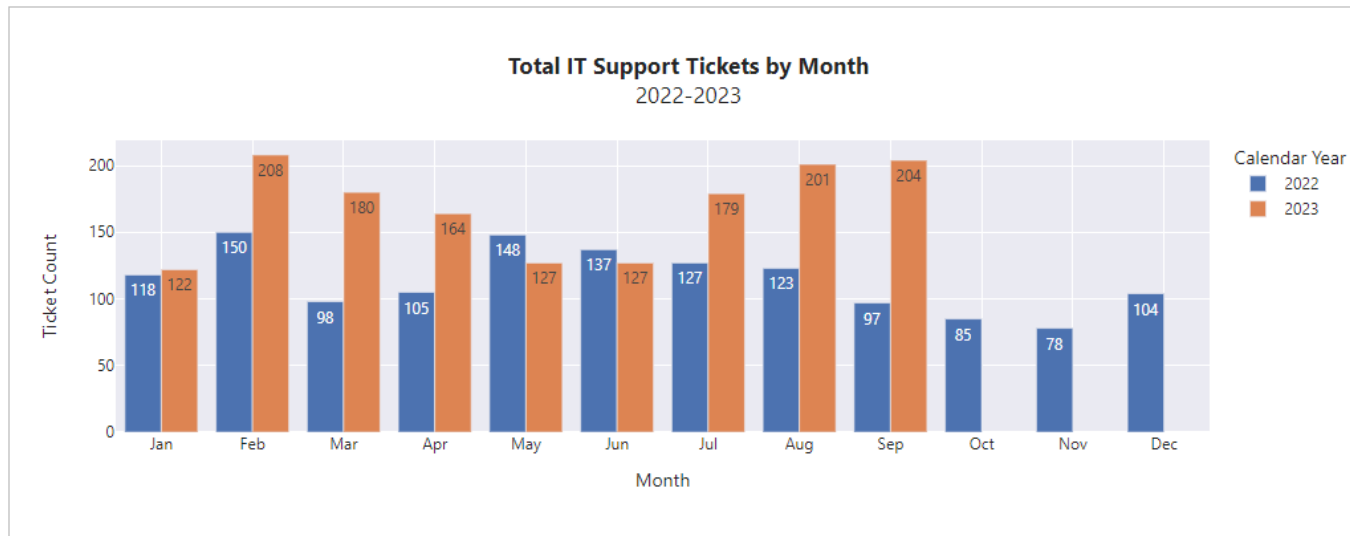
Staff are in the planning phase for multiple projects involving IT equipment replacement as part of the current budget. The department is also focused on gathering information to prepare for the FY24/25 budget as well as planning for technology infrastructure needs for the Town Hall expansion and Founders Park renovations.

Major Work Priorities

- GIS environment upgrade.
- Metro Ethernet network installation at the LCAC.
- Townwide wireless network standardization.
- Public Safety radio replacement planning.
- Planning and Inspections staff office relocations.

Projects Completed

- 6 employees onboarded/offboarded.
- Metro Ethernet network installation at the MOC and Fire Stations 51, 52, and 53.



Town Clerk's Office

Ms. Reinhardt attended the UNC SOG Harness the Power of Public Participation online course. She also attended the quarterly North Carolina Association of Municipal Clerks Virtual Board Meeting.

50 people attended the Founders and Volunteer Recognition Reception on September 14. The Mayor and Council recognized the Founders and volunteers at the beginning of the Regular Council Meeting.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - September 7 Economic Development Committee Meeting
 - September 11 Agenda Council Meeting
 - September 11 Closed Session Meeting
 - September 14 Regular Council Meeting
 - September 26 Planning Board Meeting
 - September 27 Special Council Meeting
 - September 27 Closed Session Meeting

- Action Items:
 - Budget Amendments – 1
 - Budget Ordinances – 0
 - Minutes – 7
 - Agendas – 5
 - Resolutions – 2
 - Ordinances – 2
 - Proclamations – 1
 - Presentations – 0
 - Public Hearing Notices for the Council Meetings – 2
 - Board/Committee Vacancies: Parks & Recreation Board Student Representative (1) and TDA (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 4,267
- Portal Unique Visits – 3,480
- Regular Council Meeting Agenda Views – 400
- Agenda Council Meeting Agenda Views – 193
- Special Council Meeting Agenda Views – 201
- Economic Development Committee Agenda Views – 297
- Planning Board Agenda Views – 994