



STAFF REPORTS

March 2023 Regular Meeting

Public Services	2
Community Enrichment (PRCR, Communications, Clerk’s Office).....	11
Public Safety (Police, Fire/Rescue, Emergency Management).....	21
Planning and Inspections	32
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Department News

Corey Bryant qualified for his CDL license.

Stephanie Hargrove was promoted to Custodian II.

Current staff vacancies include Engineering Technician.

Streets Updates

Work Priorities

- Staff completed cleaning ditches in the Blake Circle neighborhood.
- Staff repaired several sinkholes in Windsor Park.
- Staff removed several trees in Magnolia Greens in preparation for sidewalk repair/replacement work.
- Staff replaced a sidewalk in the Cape Fear National neighborhood.
- Staff installed missing street name and STOP signs at various locations Town-wide.
- Staff completed a large sidewalk replacement project (100 linear feet) on Willow Pond in Magnolia Greens.
- Staff transported stone for the driveway at the new disc golf course.
- Staff began hauling concrete debris left over from sidewalk work to Pelton Aggregates in Wilmington for disposal. This company will take the material for free, eliminating the need for a dumpster at the MOC.
- Staff began cleaning ditches in the Wayne Street neighborhood, including Poe Street and Lloyd Street. This work includes cleaning out debris and driveway pipes and grading where necessary.
- Staff will begin installing ADA compliant sidewalk ramps and crosswalks on Mallory Creek Drive.
- CDL training is ongoing. Two Streets staff members are preparing to take the CDL Class A licensing exam in March.

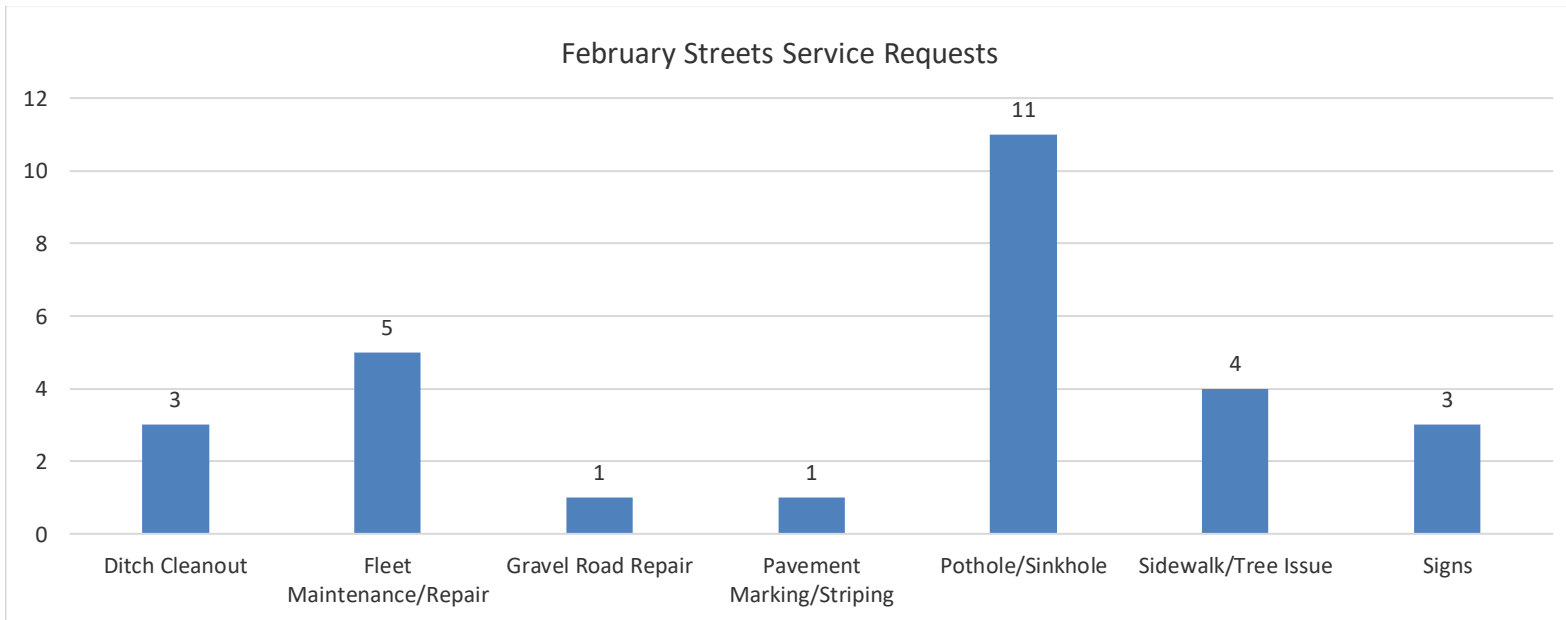
Initiatives

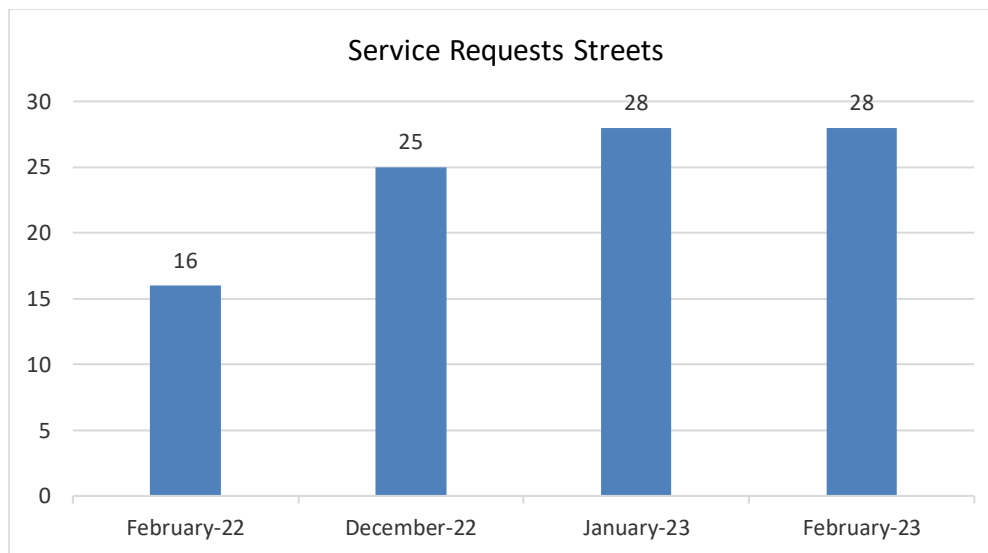
- Brunswick Engineering Company has completed the pavement condition and pavement markings condition assessment for Town owned streets. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. The finalized assessment and supporting inspection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

- Staff is creating a capital improvement plan to include upcoming street improvement projects. The draft plan is underway and is expected to be completed early 2023.
- Staff will be installing several pedestrian crossings across Mallory Creek Drive, connecting existing sidewalk and MUP systems. Survey and staking are complete, and installation will begin spring 2023.

Work Order Summary

- Streets processed 28 work orders in February, with the majority being pothole/sinkhole (11) and fleet maintenance/repair (5) related.
- Streets completed 23 work orders in February, with an approximate expense of \$39,300 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$23,100).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
2022 Totals	35	255	144
Jan-23	5	30	13
Feb-23	4	25	13

Grounds Updates

Work Priorities and Initiatives

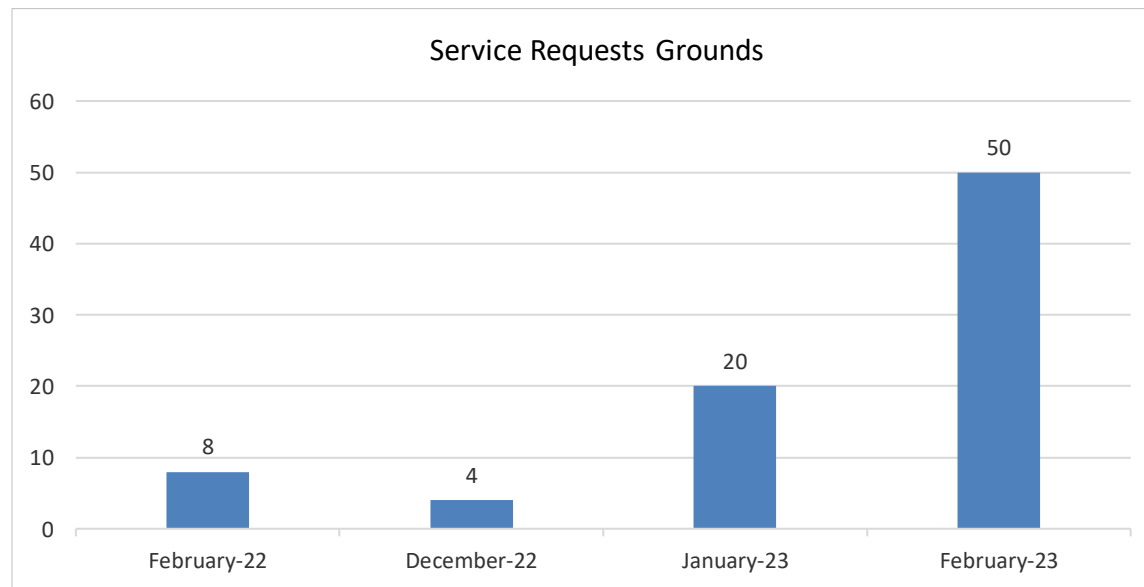
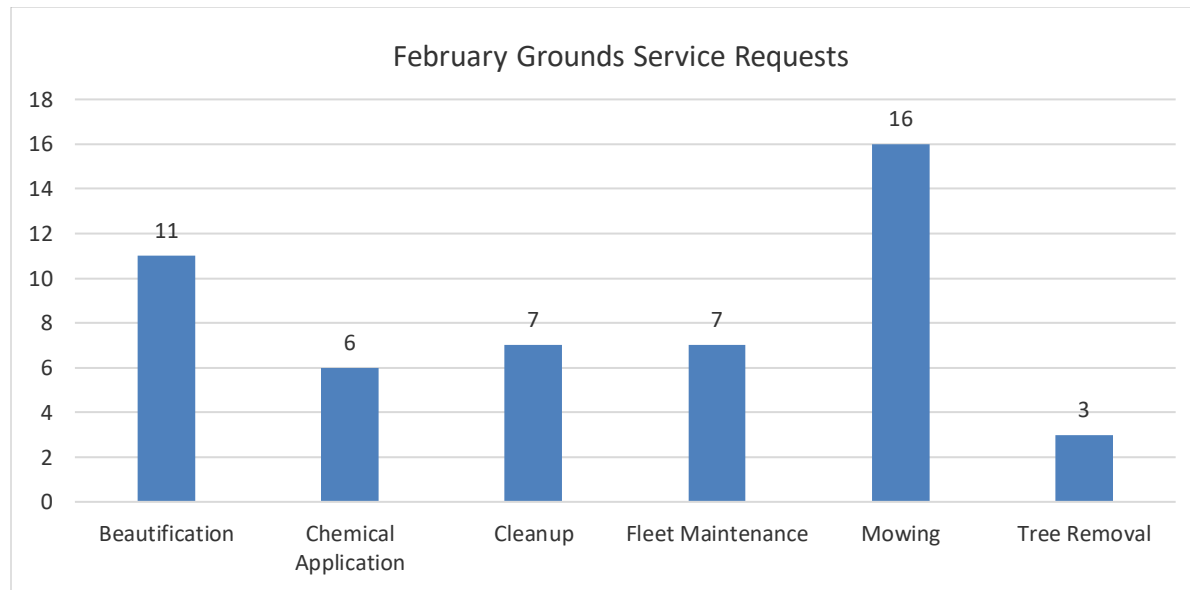
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff completed design of a landscape plan for the diverging diamond on Village Road and are reviewing the cost to install.
- Staff will be grading and seeding areas at the MOC.
- Staff will begin preemergence on Town properties.
- Staff will begin design of the annual plants for the Village Road islands.
- Staff will begin mowing all Town properties as the temperatures rise.

Projects Completed

- Staff completed installing mulch at all Town properties and parks.
- Staff completed work at the disc golf course including the entrance.
- Staff completed Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff completed dismantling all Leland in Lights decorations in Founders Park.

Work Order Summary

- Grounds received 50 work orders in February, with most of them being beautification (11) and mowing related (16).
- Grounds completed 44 work orders in February, with an approximate expense of \$17,300 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

- Staff is working to remove unwanted stickers and rust from the articulating lift in preparation for painting.
- Staff is identifying a designated area for a new hot work zone for welding or grinding at the MOC.
- Staff is changing out light bulbs and ballasts in all Town facilities.
- Staff is replacing all door sweeps at the LCAC.
- Staff is repairing a desk in the Public Services lobby.
- Staff is rekeying a door lock at the Police storage facility at the MOC.
- Staff is repairing an issue with the Plymovent air system at Fire Station 53.

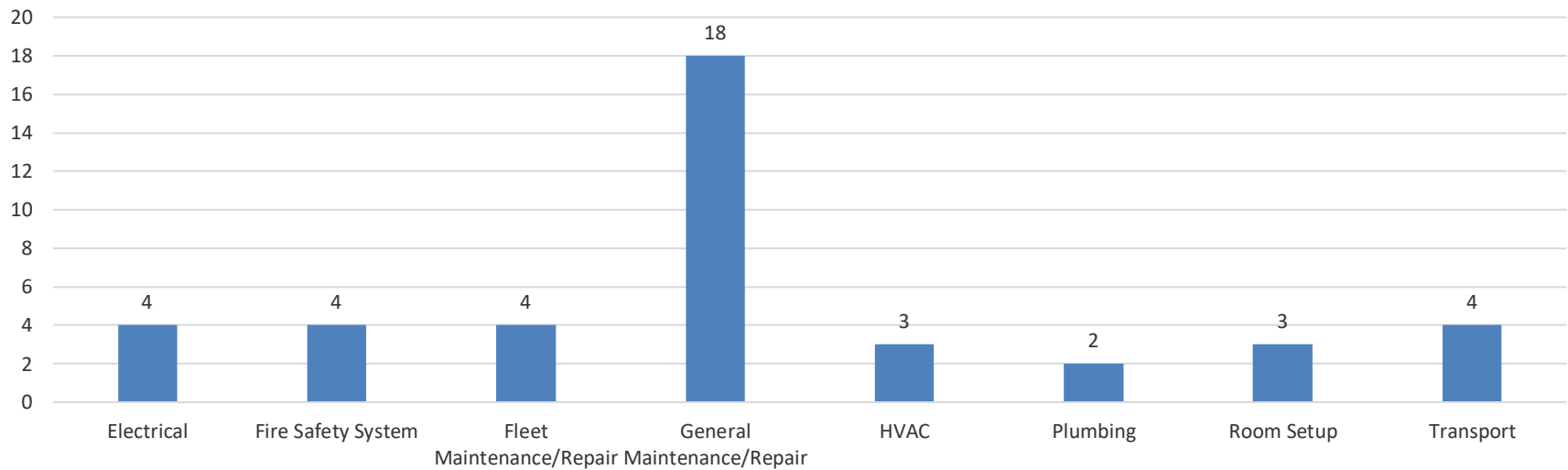
Projects Completed

- Staff changed all the air filters and completed minor maintenance in all Town facilities.
- Staff installed new safety bollards at the LCAC to protect the new gas line.
- Staff regraded the ground near the Animal Control Facility.
- Staff worked with Salt Air to replace two PCB boards in Town Hall.
- Staff installed new hangers for the Safety Data Sheet books in all Town facilities.
- Staff repaired a small HVAC issue at the LCAC.
- Staff completed touch up painting around Town Hall.

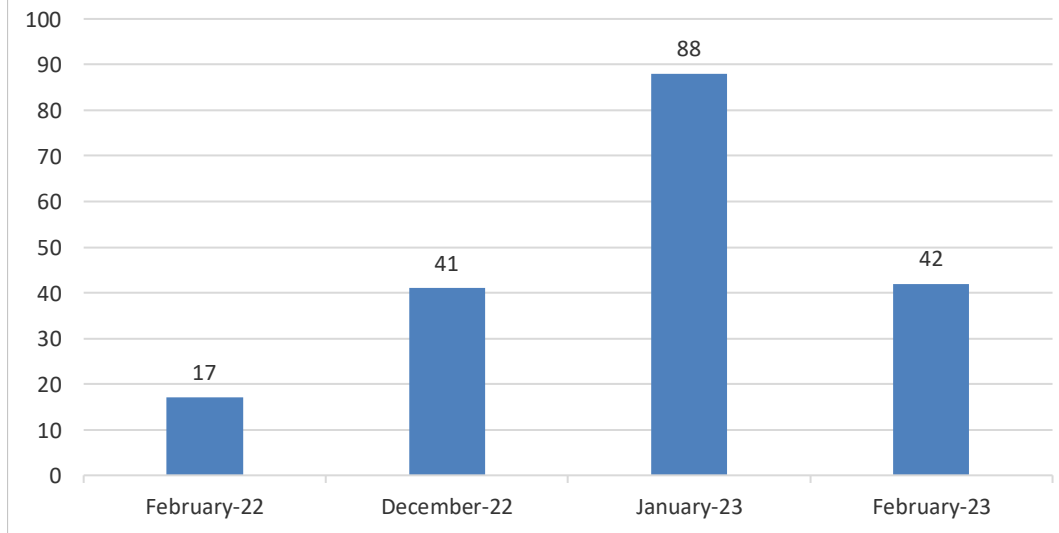
Work Order Summary

- Facilities received 42 work orders in February, with most of them being general maintenance and repair related (17).
- Facilities completed 35 work orders in February, with an approximate expense of \$11,000 in labor and materials.

February Facilities Service Requests



Service Requests Facilities



Fleet Vehicle Updates

Work Priorities

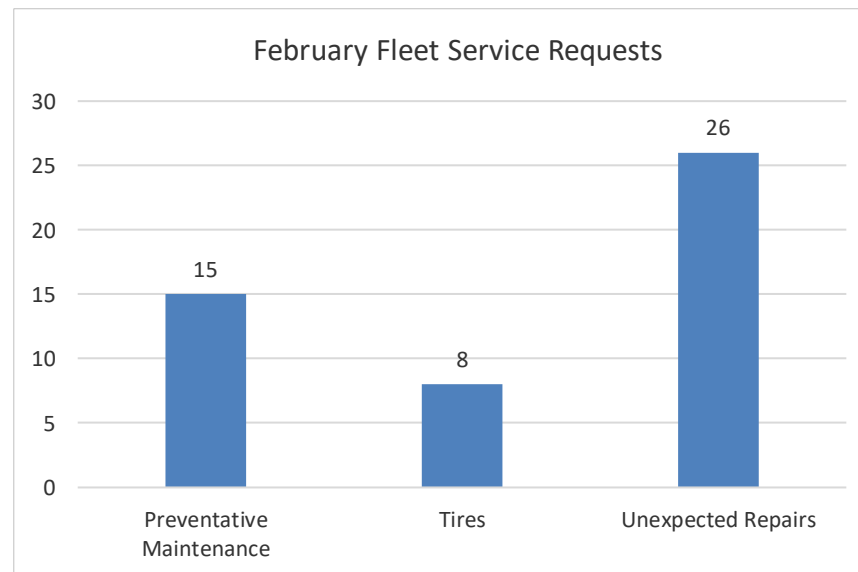
- Staff is distributing new vehicle gas cards and shredding the old cards.
- Staff is onboarding five new Dodge Durangos.

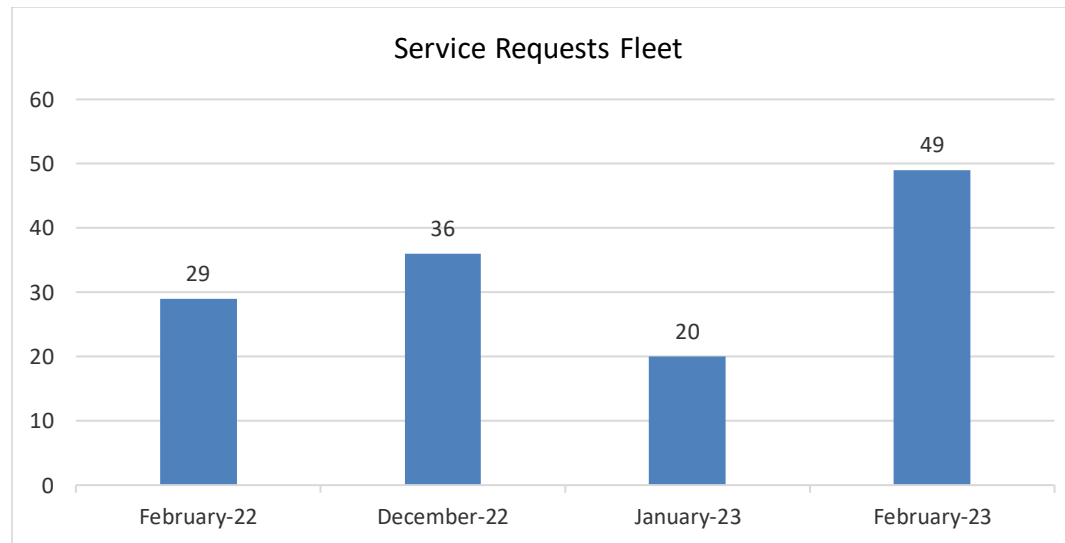
Projects Completed

- Staff audited all vehicle gas cards.
- Staff linked all gas cards to a specific vehicle.

Work Order Summary

- Fleet received 48 service requests in February for an approximate expense of \$10,900. Of these, 15 requests were for preventative maintenance for a total of \$1,015.





Capital Project Updates

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

Department News

Adela Sandoval completed Microsoft Office training through Cape Fear Community College. Allison Hensley completed the National Recreation and Parks Association's Leadership Certificate.

Wyatt Richardson and Niel Brooks attended the North Carolina Parks and Recreation Directors Conference in Durham. Mr. Richardson, with members of Council and the Town Clerk, attended the Town and State Dinner hosted by the North Carolina League of Municipalities in Raleigh and the Cape Fear Council of Governments annual meeting in Shallotte. Mr. Richardson also represented the Town at the North Brunswick Chamber of Commerce Business Expo with members of the Planning Department and Economic Development Committee.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in February. The next meeting is scheduled for May 3, 2023.

Upcoming Events

March 1-31, 2023 – Youth Art Month

March 4-May 20, 2023 – Art Around Town

March 11, 2023 – Matinee Movie at the LCAC: Harry Potter and the Sorcerer's Stone

March 18-25, 2023 – Creek Week

March 24, 2023 – Live at the Center: Japanese Magical Journey

March 25, 2023 – Youth Arts Day

April 1, 2023 – Egg Hunt

April 6, 2023 – Artist Reception: Shelby Hanson Tiziani, Kris Scheppmann, and Susan Pfeffer

April 14, 2023 – Live at the Center: Jazz and Swing Night

April 19, 2023 – Cinema Series: North by Northwest

April 22, 2023 – Plant Giveaway

Parks, Recreation, and Cultural Resources Updates

March features the celebration of Youth Art Month at the Leland Cultural Arts Center, with a gallery exhibit showcasing artwork from Brunswick County students in elementary, middle, and high schools. The Friends of the Leland Cultural Arts Center will provide scholarship awards to the top three artists, chosen by a panel of local arts professionals. The winners will be celebrated at Youth Arts Day at the end of March, which will also include art activities and live entertainment. March also includes a series of environmental education programs and activities to celebrate Creek Week, which is a statewide initiative.

In April, the annual Egg Hunt will take place at Northwest District Park, with egg hunts for six different age groups. The Art Around Town pop-up series continues in April and into May with various hands-on art projects for all ages. The series will visit local establishments along with Town parks and the LCAC. This program is grant funded by the Brunswick County and NC Art Councils. Matinee Movies on Saturdays and Cinema Series on weeknights will take place alongside some Art Around Town events and continue throughout the spring and summer at the LCAC.

At the end of April, the department's annual Plant Giveaway will provide a variety of plants to Leland residents. The Town's first Tree Giveaway will take place on April 29. Through partnership with the Alliance for Cape Fear Trees, 1,000 trees were donated for the event by the Arbor Day Foundation and funded by a donation from FedEx. This exciting opportunity will take place at Founders Park and is open to the community on a first-come, first-served basis.

Social Media Update

- PRCR Facebook Highlights (February 1 – 28, 2023)
 - Added 8 new page likes
 - Page reach – 12,000
 - Top post (Largest reach): “February is here, and so are our events! You can register for all upcoming events online or in person at the LCAC.”
- LCAC Facebook Highlights (February 1 – 28, 2023)
 - Added 30 new page likes
 - Page reach – 53,000
 - Top post (Largest reach): “We are excited to have Kate Waltman in our gallery this month! Her incredible work is made with local materials, boldly carved with organic patterns inspired by Art Deco design, and fired in a large wood-burning kiln. Kate shows her pots internationally and has lectured and taught throughout the USA.”


- PRCR Instagram (February 1 – 28, 2023)
 - Added 27 new followers
 - Post reach – 3,000
 - Top post (Largest reach): “Have you ever wanted to create your own stained glass masterpiece? Now you can with Debbie Appleby starting March 17 through April 28! You will learn the Tiffany Copper Foil Method: Learn about patterns, cutting, fitting, copper foil wrapping, soldering methods, framing and hanging. Register today online or in person at the LCAC before the class closes. Link in bio.”
- LCAC Instagram (February 1 – 28, 2023)
 - Added 25 new followers
 - Post reach – 5,300
 - Top post (Largest reach): “We are excited to have Kate Waltman in our gallery this month! Her incredible work is made with local materials, boldly carved with organic patterns inspired by Art Deco design, and fired in a large wood-burning kiln. Kate shows her pots internationally and has lectured and taught throughout the USA. @kayewaltman.”
- PRCR Tik Tok (February 1 – 28, 2023)
 - Added 3 new followers
 - Users reached – 2,285


Department News


Staff resumed tracking main line calls and Town Hall visitors. This data will be included in staff reports again starting next month. Ms. Jewell toured the new Brunswick Energy and Education Center at the Brunswick Nuclear Plant with the Lower Cape Fear Communicators.

Social Media Update

- Facebook Highlights (February 1 – 28, 2023)
 - Added 89 new page followers
 - Impressions – 68K
 - Top post (Largest reach): “Purchasing Coordinator Katie Glick is #InTheSpotlight this week! Katie started working for the Town in May 2022.
 - ▢ The primary function of Katie's job is to complete the procurement process for all departments within the Town.
 - ▢ She supports the Town with the best methods of procurement and budget inquiries, assists in obtaining quotes, completing contracts, and reaching out to vendors. Katie also helps Accounts Receivables to ensure all purchase order information is correct and all documents are available.
 - ▢ Katie enjoys working with people and assisting with purchasing needs, such as lights for Leland in Lights, picnic tables for Town Hall, and items to upfit a new Fire station, just to name a few. She's lived in Leland for almost 14 years and says she feels proud to serve her community.
 We are proud of you and your great work, Katie!”
- Twitter Highlights (February 1 – 28, 2023)
 - Impressions/Reach – 3.3K
 - Received 218 new profile visits
 - Top tweet (Largest reach): “Congratulations to our new Building Inspectors, Greg Beauchesne, Matt Jones, and Corbin Keene! They have taken an Oath of Office and are ready to serve our community. We're proud to have you on our staff! 🤝 [#LelandNC](#) pic.twitter.com/nYz773zls2”
- NextDoor Highlights (February 1 – 28, 2023)
 - Impressions/Reach – 23,190
 - Likes/Comments – 161
 - Top post (Largest reach): “Lieutenant Jonathan Hall is #IntheSpotlight this week! Lt. Hall began working for the Town in April 2005.

 Lt. Hall's current role is to mold and mentor the next generation of law enforcement officers.

 His favorite thing about his position is being involved with the Town's growth and direction because of its positive impact on the Leland Police Department.

 The Department is currently working toward State accreditation and Lt. Hall is excited about this upcoming accomplishment! Thank you for your service and enthusiasm, Lt. Hall!"

- Instagram Highlights (February 1 – 28, 2023)

- Added 19 new page followers

- Post impressions – 1,097

- Top post (Largest reach): "We're excited to get to work on the Town's first Comprehensive Safety Action Plan thanks to an \$80,000 Safe Streets and Roads for All grant! This will help us make roadways safer for all Leland residents. Learn more about the plan under Town News at the link in bio. #TownofLelandNC #LelandNC"

- LinkedIn Highlights (February 1 – 28, 2023)


- Added 19 new followers


- Page views – 66


- Post impressions – 4,908

- Reactions/Comments/Shares – 211

- Top post (Largest reach): "Police Chief Jeremy Humphries is #InTheSpotlight this week! Chief Humphries started working for the Town in Oct. 2012.

 Chief Humphries enjoys building partnerships and relationships in our agency and with other agencies. He strives to meet the needs of his staff and the Town as it continues growing.

 He has worked as a Detective, Patrol Commander, and Support Services Captain before becoming the Chief of Police. This is his 24th year in law enforcement!

 Chief Humphries is looking forward to state accreditation for the Police Department to continue implementing best practices in the community. One of his goals is to keep up with changing technology and its impacts on the Town. Thanks for all you do, Chief Humphries!"

Project Updates

- Continued the internal and external Employee Spotlight campaigns. Utilized Paylocity to roll out the internal initiative consisting of daily postings spotlighting four staff members and resulting in 995 impressions in February. Utilized all social media platforms to showcase external Employee Spotlight posts, which continue to see top interaction rates.

- Produced 73 engaging graphics and videos for use across communications platforms.
- Increased social media reach on four platforms, receiving more than 100,000 impressions.
- Began creating more evergreen content, such as polls and a website walkthrough to familiarize followers with different website features.
- Relaunched BrightSign program and began creating content for TVs in Town Hall.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including awards, potential development projects, Creek Week, and more.
- Get to Know Your Government planning and content creation continued, as staff produced graphics and videos and began promoting the next Town Hall Forum, scheduled for March 7.
- Continued collecting quotes for recruitment videos for the Town, Police, and Fire.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Town of Leland Statement on Potential Minor League Baseball Development](#)
 - [Leland Receives \\$80,000 Safe Streets and Roads for All Grant](#)
 - [Officers Recognized with Chief's Award, Officer of the Year](#)
 - [Town of Leland Public Safety Annual Reports 2022](#)
 - [Residents Invited to Learn about Planning and Development at Town Hall Forum](#)
- Port City Daily
 - [Leland receives \\$80K in grants to improve roads](#)
 - [Leland council requests open burning regulations](#)
 - [Leland puts down \\$30K for feasibility study on baseball stadium development](#)
- WWAY
 - [Leland awarded \\$80,000 through 'safe streets and roads for all' grant](#)
 - [Texas Rangers exploring Leland site for minor league baseball, large entertainment venue](#)

- [Leland residents, Wilmington Sharks react to potential minor league baseball team in Brunswick County](#)
- [Growth continues to take shape in the Town of Leland](#)
- [Community raises concern over development, rezoning, annexation proposal in Leland](#)
- [Leland Town Council approves feasibility study for potential baseball stadium](#)

- WECT
 - [Leland receives \\$80,000, Grand Strand area receives \\$575,000 for street safety action plans](#)
 - [New details on potential minor league baseball and entertainment development on 1,400+ acres in Leland, residents react](#)
 - [Leland Fire/Rescue: Smoke visible due to controlled burn in Mallory Creek area](#)
 - [WATCH: Leland Fire/Rescue crews fight working vehicle fire](#)
 - [‘Any vacant land that you see is going to be developed,’ Leland town manager talks future development, expansion](#)
 - [Leland Town Council approves \\$442,500 in funding to repair or rebuild three homes, annexation of Circle K](#)
 - [Leland police asks for public’s help in breaking and entering case](#)
 - [Leland taking steps to study economic impact of potential baseball stadium](#)

- StarNews
 - [What to know as Texas Rangers consider Leland for baseball stadium, entertainment venue](#)
 - [Support, financing questions greet idea of baseball stadium in Leland](#)
 - [Bringing minor league baseball to Leland won't be cheap. So who's paying for it?](#)
 - [Baseball stadium in Leland: Here are 4 concerns surrounding the project](#)
 - [These two reasons could lead the Texas Rangers' minor-league baseball team to Leland](#)
 - [Is public art in Leland’s future? This step could help.](#)
 - [Cook Out, Lowe's and more: Leland to soon see highly anticipated businesses](#)
 - [Houses, townhomes and duplexes: Growing Leland road to see 200-plus units](#)

- Wilmington Business Journal
 - [Rangers Minor League At Play: Will Leland Win Where Wilmington Struck Out?](#)

TDA Marketing

- Staff is researching and reviewing opportunities to market visiting Leland to specific geographic locations and target demographics.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in February. The next meeting is scheduled for May 17, 2023.

Department News

Ms. Reinhardt attended a Brunswick County Clerk series event regarding agenda management programs. Ms. Reinhardt also attended the virtual North Carolina Association of Municipal Clerks Finance Committee meeting.

Town Council and staff members attended the Annual NCLM Town and State Dinner and the Annual Cape Fear Council of Government Banquet.

Mayor Bozeman and staff attended the quarterly North Carolina Mayors Association event to network and discuss some of the most pressing issues municipalities face.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - February 9 Economic Development Meeting
 - February 13 Agenda Council Meeting
 - February 13 Closed Session Meeting
 - February 16 Council Regular Meeting
 - February 27 Special Council Meeting
 - February 28 Planning Board Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 1
 - Minutes – 4
 - Agendas – 5
 - Resolutions – 2
 - Ordinances – 2
 - Proclamations – 0
 - Recognition Requests – 0
 - Public Hearing Notices for the Council Meetings – 2
 - Board/Committee Vacancies: Board of Adjustment Alternate (1); and Parks and Recreation Student Representative (1).
 - Board/Committee Appointments – 0

Government Portal (iCompass) Transparency Update

- Portal Visits – 4809
- Portal Unique Visits – 3559
- Regular Council Meeting Agenda Views – 678
- Agenda Council Meeting Agenda Views – 370
- Special Council Meeting Agenda Views – 770
- Economic Development Committee Agenda Views – 458
- Planning Board Agenda Views – 446

Department News

Lieutenants Almond and Warren attended Instructor Development Training February 1-3 in Tarboro. This training is intended to share new knowledge and different teaching styles with current firearm instructors.

Lieutenant Almond and Sergeant Reid attended another session of the Law Enforcement Executive Program February 13-15 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives by enabling them to manage their most critical current and future challenges effectively.

Officer Terry attended the General Criminal Investigations course February 6-10 at the North Carolina Justice Academy. This 40-hour foundational course teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

Officer Mercado attended the INTOX Recertification class February 22 at the Oak Island Police Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Officer Majors successfully completed Standardized Field Sobriety Test training February 27-March 2 at Cape Fear Community College. This training provides officers with the knowledge and skills to detect impaired drivers.

Officer Odom attended the Radar Training course February 10-12 at Cape Fear Community College. This course certifies officers to operate the Radar instrument for traffic enforcement purposes.

Officer Terry attended the LIDAR course February 15 at Cape Fear Community College. This course certifies officers to operate the Lidar instrument for traffic enforcement purposes.

Master Officers Guy and Yeager attended the Interview and Interrogation course February 6-10 at the North Carolina Justice Academy. This course is designed for officers within investigations or those tasked with the responsibility of conducting criminal investigations, interviews, and interrogations.

Senior Officer Martin attended the Advanced Traffic Crash Investigation course February 6-17 at the North Carolina Justice Academy. This course is intended to assist officers in interpreting and analyzing traffic crash evidence.

Detective McCabe attended the Leadership Development for Law Enforcement Managers course February 6-10 at the North Carolina Justice Academy. This class is designed for law enforcement managers and first-line supervisors who are responsible for directing and managing personnel in their daily activities.

Officers Holland and Majors attended the North Carolina Law Enforcement Torch Run Conference February 7-9 in Cherokee. This conference was an opportunity for police agencies to get together and discuss the past and ongoing efforts regarding police involvement in the North Carolina Special Olympics.

Senior Officer Leighton attended the Proactive Investigations course February 8-10 at Wake Tech Community College. This class introduces the tools and methods used by investigators working proactive cases, with an emphasis on narcotics and vice investigations.

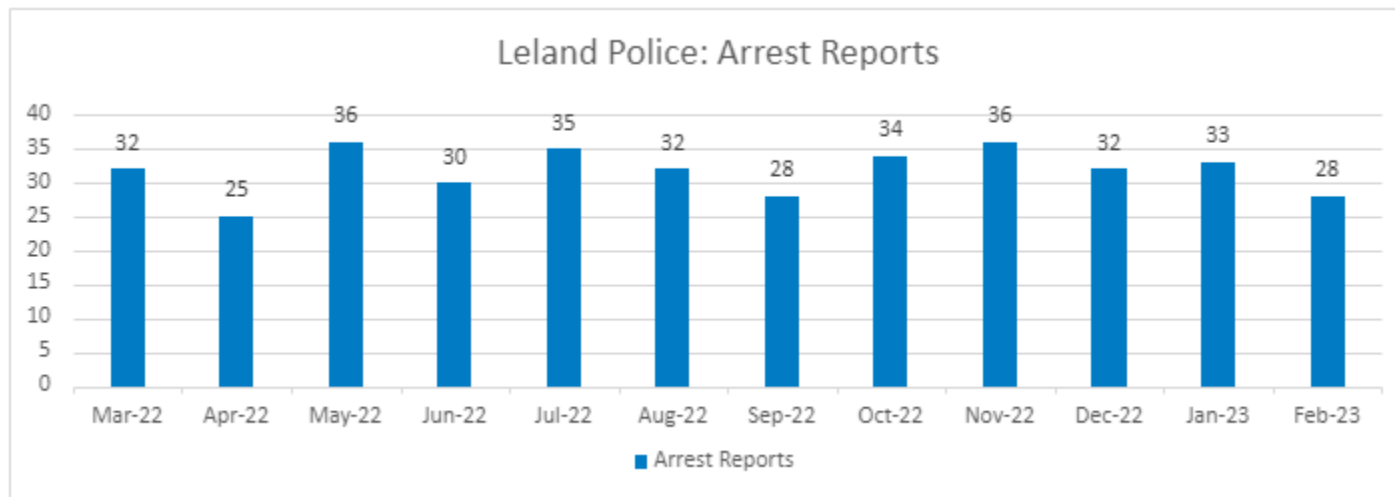
Officer Bortnick attended the Warrantless Searches course February 21-23 at the North Carolina Justice Academy. This course reviewed basic laws of warrantless searches in order to enable officers to lawfully and effectively perform their duties.

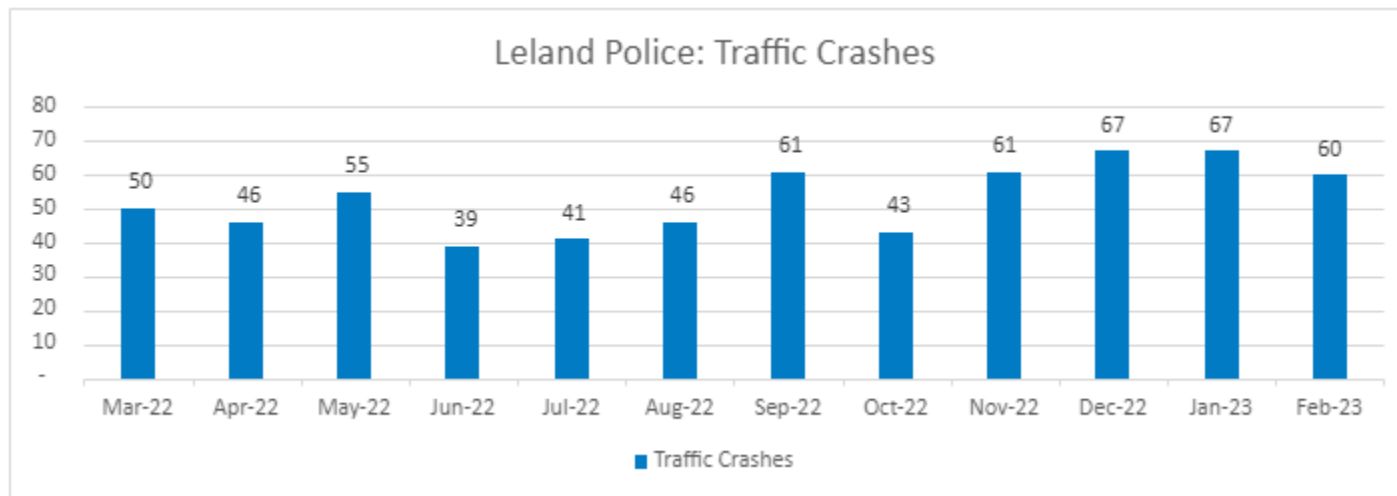
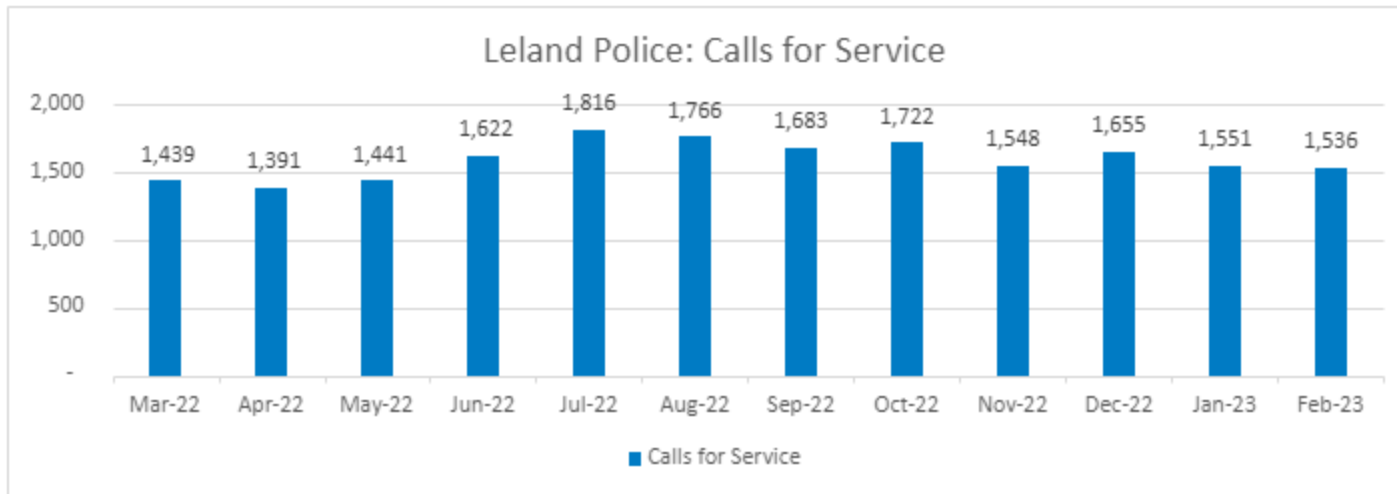
Sergeant McLamb attended the Employee Development and Performance virtual course February 22-23. This course is intended for criminal justice supervisors tasked with the responsibility of conducting employee development and performance reviews.

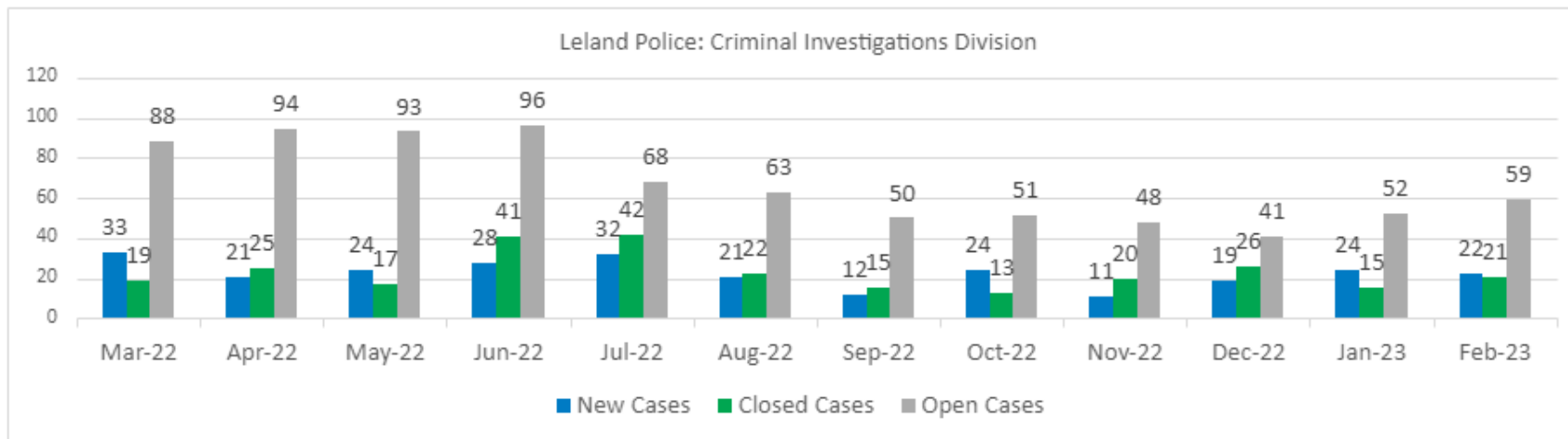
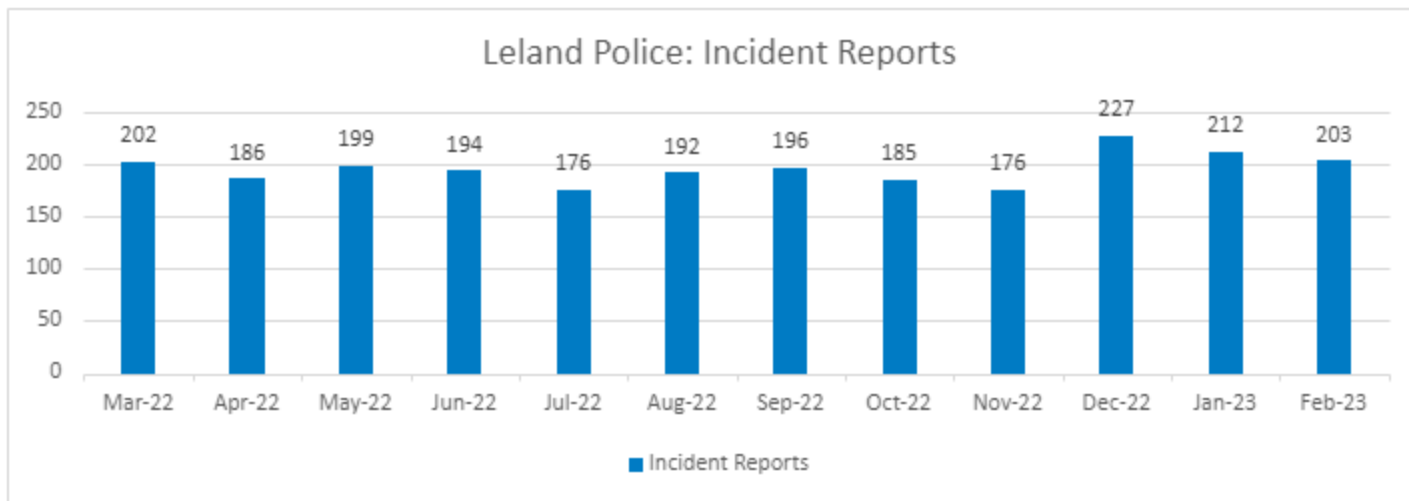
Detective Gaston is attending the First Line Supervision Training February 27-March 3 at the North Carolina Justice Academy. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

Officers Holland and Majors attended a Meet and Eat event at PTs Grille in Leland. They were able to interact with the community and answer questions.

Dashboard







Animal Services Report							
2023	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	11	0	1	1	0	0	1
Feb	5	0	0	0	0	0	2
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	16	0	1	1	0	0	3

Department News

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

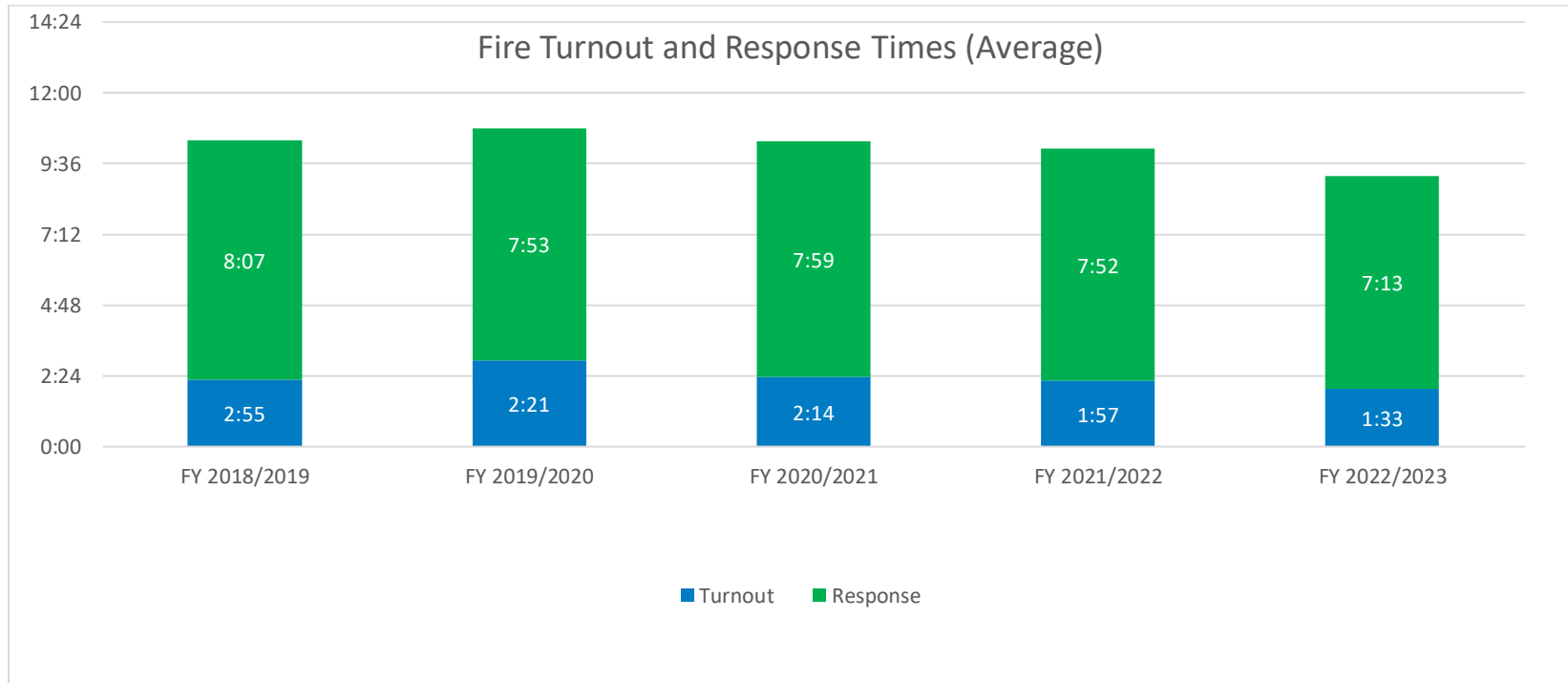
- 956 hours of training
- Mutual aid training with Winnabow and New Hanover County Fire Departments
- Assisted four citizens with child passenger seat installations
- Assisted eight homeowners with smoke alarm installations or battery replacements
- Conducted fire prevention program for 90 children
- Participated in a special event interacting with approximately 150 citizens

Four staff members obtained qualifications to teach several different fire courses. This will allow the department to offer additional qualified training to staff.

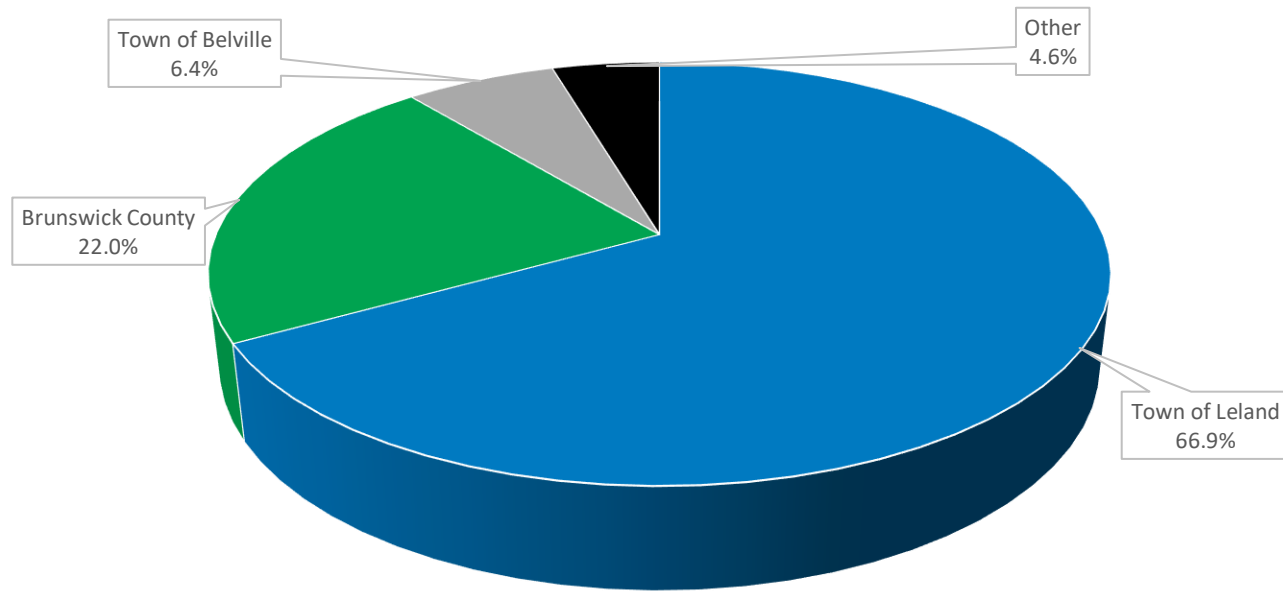
Staff conducted a preplan and tour of Coating & Adhesives Company. Preplanning businesses better prepares the department to respond to emergencies at those facilities. This event was made possible as part of the officer development and training program, which started in October 2022.

The apparatus design committee continued their diligent work preparing specifications for future Engine 54.

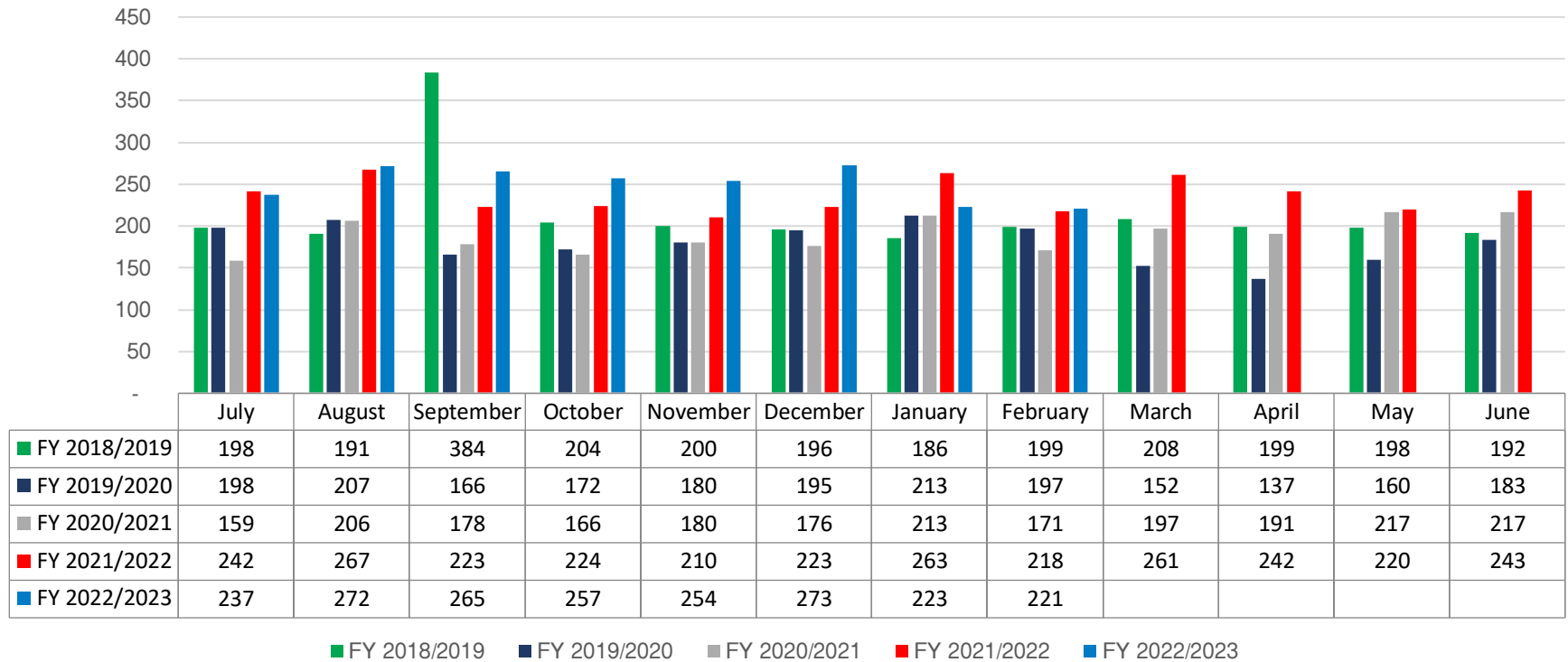
Dashboard



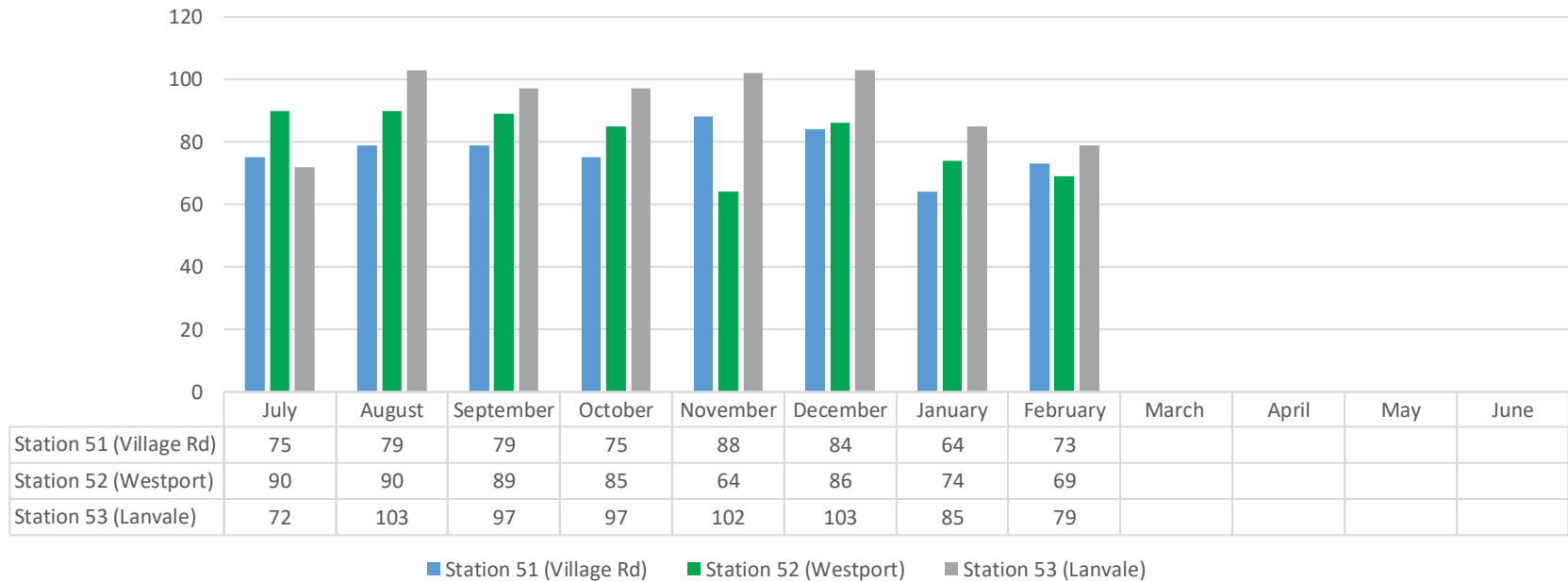
FY 2022/2023 Fire Calls by Zone



Fire Calls



FY 2022/2023 Fire Calls Per Station



Department News

Chief Grimes has been working on training for Finance and Logistics sections of the IMT. Work has started on the 2023 Town of Leland Hurricane Expo, happening on June 10. Five vendors have already confirmed, and Chief Grimes has begun meeting with staff on marketing materials. Work continues on the Threat and Hazard Identification and Risk Assessment Plan (THIRA). Chief Grimes and Bruce Sandy have started working on the new Incident Action Plan software pre-loads. The software will allow for more efficient tracking of jobs, tasks, resources, and staff working in an emergency. The goal is to allow for more thorough tracking for proper FEMA documentation and fiscal reimbursement following an emergency.

Work Priorities

- Preloading IAP software.
- Performing training with the Finance and Logistics Sections.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- Staff enrollment in Division/Group Supervisor Class.
- Public Safety staff enrollment in the Active Assailant Class.

Projects Completed

- No projects were completed in February.

Department News

Vanessa Lacer and Marissa Ernst attended the Site Development and Highway Access Concepts Introductory Class hosted by NCDOT and the Institute for Transportation Research and Education. This class is a comprehensive overview to highway access principles discussed in the NCDOT Policy on Street and Driveway Access to NC Highways including TIAs, intersection strategies, road user types, road access, traffic operations, and access management methods.

Ms. Lacer and Public Services staff attended Site Development and Highway Access Concepts Practitioner Class hosted by NCDOT and the Institute for Transportation Research and Education. This comprehensive and advanced two-day class and workshop is meant to familiarize engineers, planners, developers, and local authorities with basic to complex highway access principles, traffic analyses, traffic mitigation recommendations, and the driveway permitting processes, including new details on how to develop/review traffic analyses and studies based on current legislation, policy, standards, and guidelines. The second day includes a workshop where class participants collaboratively review and identify deficiencies and improvements to multiple site plans and traffic studies using class resources, road access, traffic operations, and access management methods.

Barnes Sutton attended Economic Briefing: Fed Shifts Focus to the Labor Market hosted by the Kenan Institute, which focused on the Federal Reserve slowing the pace of its rate hikes and returning its focus to the labor market, which remains extremely tight. Mr. Sutton attended How to Reframe the Aging Narrative: Celebrating Vitality hosted by Connecticut Age Well Collaborative. This was the first event in a series called the 2023 Age Well Academy, presented by the Connecticut Age Well Collaborative. The series provides resources to municipalities on unconscious bias, ageism and ableism, and the latest communication research on how to effectively tell the story of aging.

Ms. Ernst attended Conservation Benefits for People and Nature in North Carolina, a webinar hosted by the Conservation Trust for North Carolina. This webinar reviewed efforts that contribute to the resilience of humans and ecosystems and adaptation to climate change. The Conservation Trust for North Carolina and the Nicholas Institute for Energy, Environment & Sustainability at Duke University have developed two online tools to help organizations consider a broad suite of conservation benefits in their work in North Carolina. This mapping tool is a great resource to determine the potential and vulnerability of pieces of land. It helps categorize the prevalence of specific and important characteristics such as biodiversity, pollinator habitat, flood zones, etc.

Mr. Sutton and Jake Smith attended The Walk Audit: An Effective Tool for Community Change, a webinar hosted by America Walks and AARP Livable Communities. This webinar reviewed the importance of conducting a Walk Audit and how it is the first step for many walkable community advocates. Walk Audits often lead to positive community change for people of all ages.

Staff continued to attend weekly training courses for the Leland Form-Based Code Institute. This weekly webinar series will further acclimate staff to the science, engineering, and social theory that is the backbone of form-based coding. It will also help staff understand and explain the basics of the Town's form-based code and set the stage for advanced training in the future.

Will Rivers obtained his Electrical Level 2 certification.

Planning Board Meeting Summary

The Planning Board met on February 28, 2023, and heard the following items:

1. Proposed Zoning Map Amendment – The Planning Board voted to recommend approval of a zoning map amendment to rezone approximately 83.04 acres of Town-owned property located behind the Juniper Creek subdivision from R-6, Medium Density Residential District to CD, Conservation District.
2. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of C-1, General Commercial Business District for a 6.83-acre area located off US Highway 17 near Hewett-Burton Road.
3. Proposed Zoning Text Amendment – The Planning Board voted to recommend approval of a proposed zoning text amendment to update the flood damage prevention ordinance to increase the floodproofing requirement for nonresidential structures from one to two feet.
4. Proposed Zoning Text Amendment – The Planning Board voted to recommend approval of a proposed zoning text amendment to update the flood damage prevention ordinance to coincide with changes to NCGS Chapter 160D.

The Planning Board's next meeting is scheduled for March 28, 2023, at 6 p.m.

Board of Adjustment Meeting Summary

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

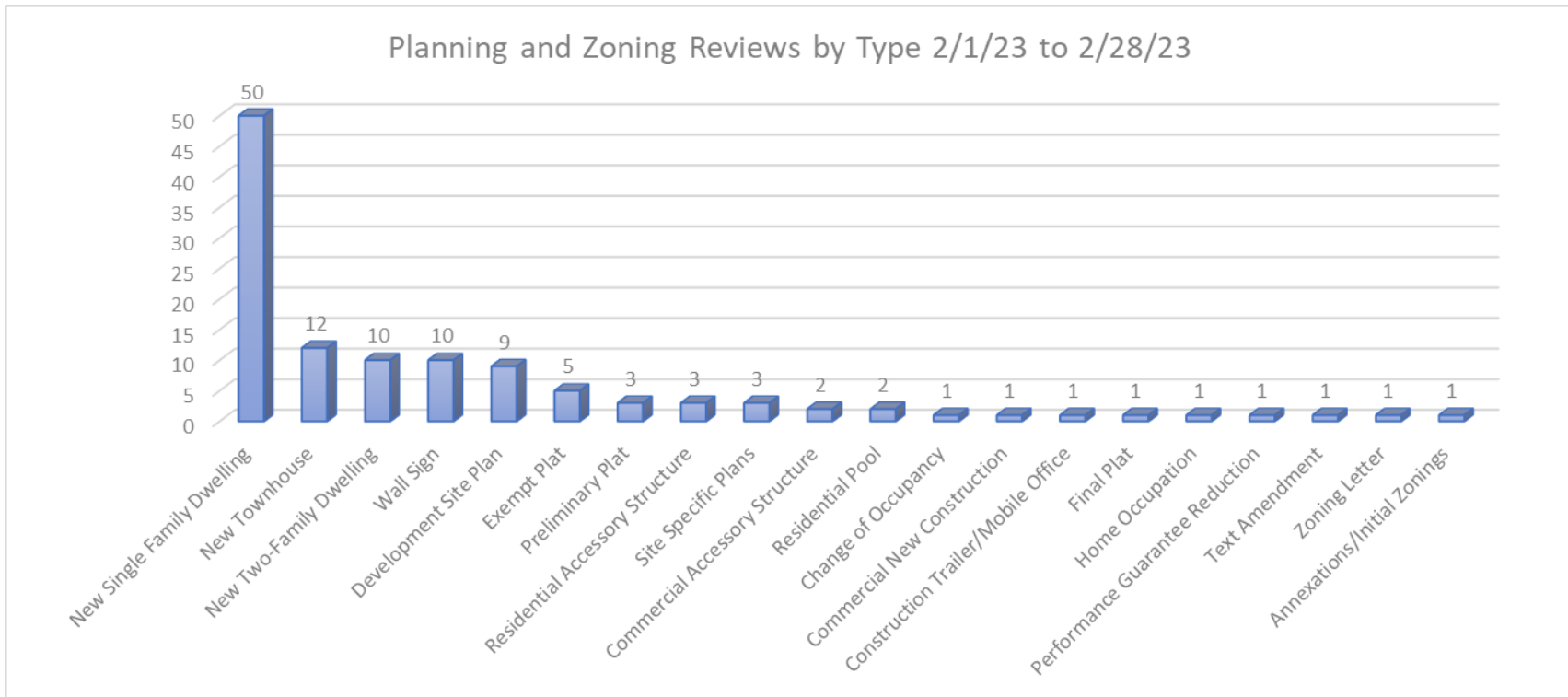
Current Planning Update

TRC Report

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

1. Development Site Plan for the Ocean Gate Roundabout – Proposal for street and intersection improvements to Ocean Gate Drive at New Point Boulevard.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	1

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$607,396.56	\$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			
Letters of Credit	16	\$3,769,589.95	\$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	1	\$241,656.88	\$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	3	\$1,727,883.96	\$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
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$33,795.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	18	\$3,917,369.95	\$0.00
Total Cash Bonds	20	\$4,030,018.66	\$0.00
Total Surety Bonds	16	\$3,600,018.15	\$0.00
Total Performance Guarantee Sureties	54	\$11,547,406.76	\$0.00

Long Range Planning and Community Development Update

Economic Development: Staff attended the North Brunswick Business Expo at the Leland Cultural Arts Center to talk with Leland residents about current development and Town-wide projects.

Community Development: Staff presented a Leland 2045 quarterly update to the Planning Board and Town Council that covered Town-wide achievements from November 2022 to February 2023. Staff held conversations with several partners at NCSU and UNCW regarding ongoing and upcoming research projects that support sustainable and livable communities.

Transportation Planning Update

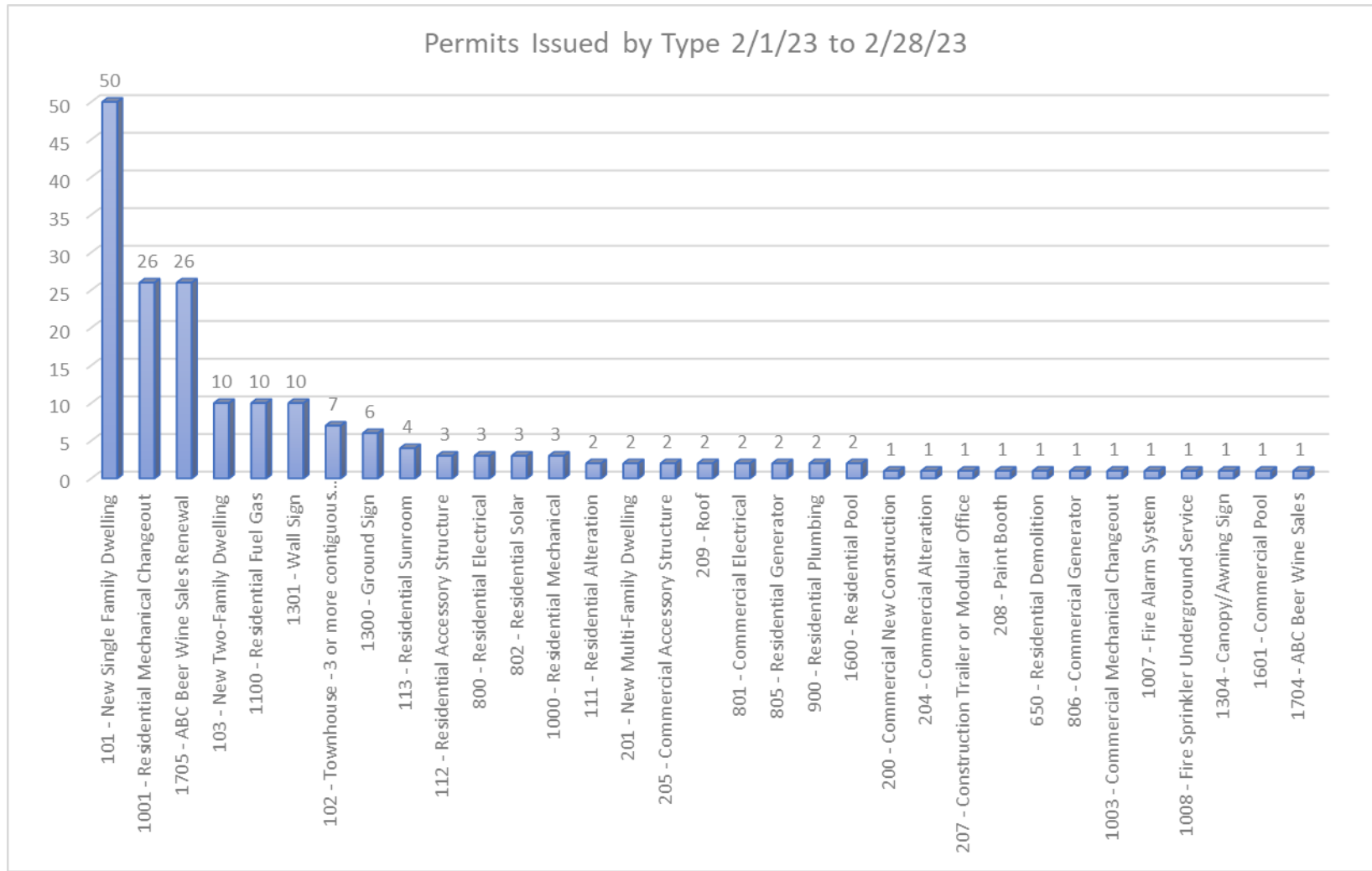
Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for developments in the Town. Two of the meetings were in-person and hosted by the Town, which provided valuable networking and relationship building opportunities with WMPO and NCDOT partners. Ms. Lacer also attended the monthly WMPO Technical Coordinating Committee meeting and the bi-monthly WMPO Bicycle and Pedestrian Advisory committee meeting.

The Leland Resilient Routes Project continued with a productive scoping meeting on February 20.

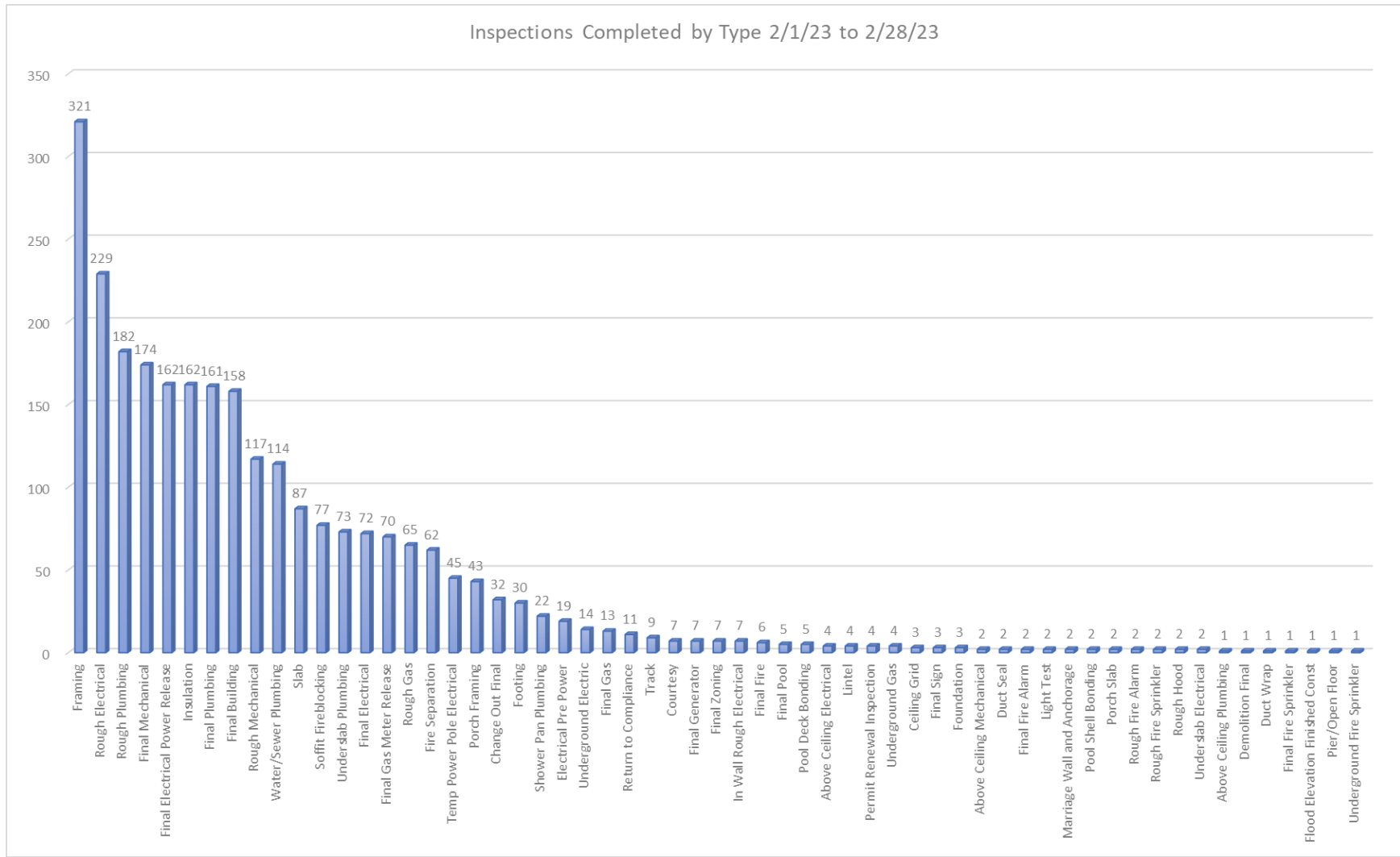
Upcoming NCDOT managed roadway projects for the Leland area include three projects with let dates in 2023: Widen NC 133 from US 17/74/76 to Old River Road, Brunswick 181 over Sturgeon Creek on SR 1437 (Old Fayetteville Road) (Previously 17BP.3.R.84), and I-140 - US 17 to North of US 74 pavement rehab.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
189	2,622	\$15,099,768



Inspections Completed by Type 2/1/23 to 2/28/23



Code Enforcement Update

Case Summary

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	0	0	0	0	0
Cases Closed	0	0	0	0	0
Active Cases	3	18	16	1	38

Department News

Creative Economic Development Consulting, LLC and staff are continuing to make progress on creating an Economic Development Strategic Plan and an Incentive Policy for the Town. On January 12, Creative held a meeting with the focus group to review the first draft of the Strategic Plan. On March 16, Council and the Economic Development Committee will jointly hold a public hearing to hear a presentation of the draft Strategic Plan by Creative Consulting. On April 20, Council will consider adoption of the Strategic Plan and the Incentive Policy.

On February 27, Council held a public hearing on whether the Town should appropriate \$30,000 for an economic development study pertaining to a potential mixed-use development on an approximately 1,400-acre property next to Brunswick Forest. After the hearing, Mr. Hollis signed an engagement letter with Baker Tilly US, LLP, authorizing the public accounting and consulting firm to provide professional advisory services, which include a feasibility study and economic impact analysis.

New Businesses

- **Indochine Express** is planning to open in **Westgate Marketplace** in March. This popular eatery is a fast casual spin-off of the original **Indochine** in Wilmington.
- **The Greeks** has been a local Wilmington favorite since 2011 when they opened their first restaurant in downtown, later moving to a location on Oleander Drive. A new corporate-owned location is planned for a multi-tenant retail building to be built behind Aldi in **Leland Town Center** later this year, or in early 2024.

New Construction/Development

- The Technical Review Committee is reviewing plans for **Settler's Village**, a 77-unit townhome development designed to flexcode standards on an 8.9-acre property located near the corner of Village Road and Woodland Drive.
- The Technical Review Committee is also reviewing plans for a 165-bed skilled nursing facility being developed by **Liberty Healthcare** as part of its Senior Living Community in **Brunswick Forest**.

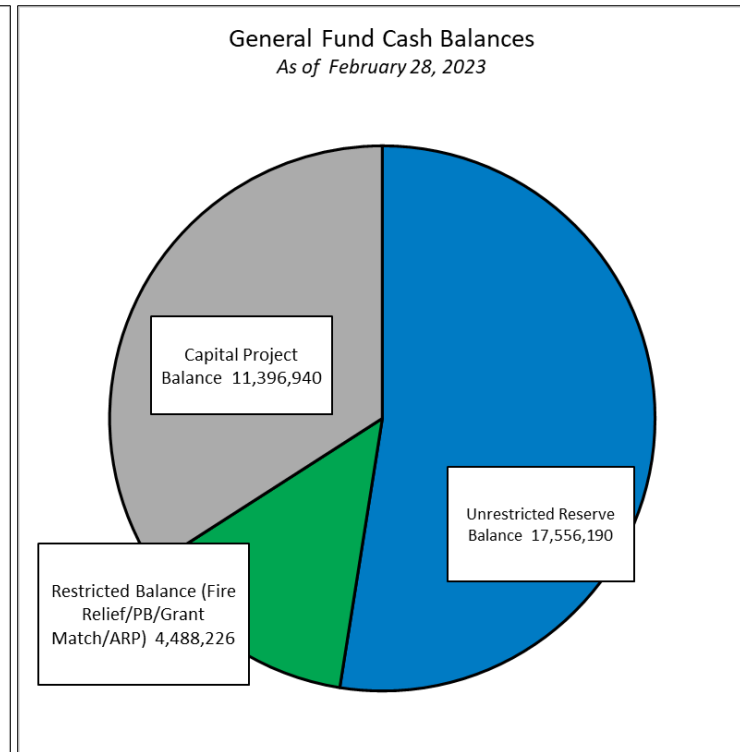
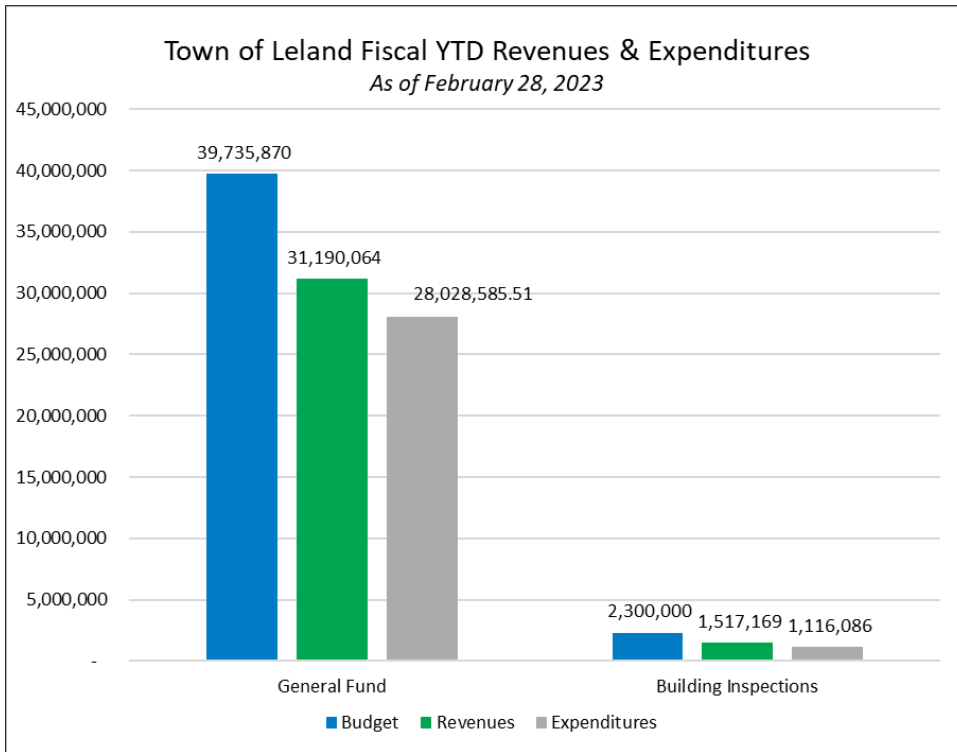
Economic Development Committee Meeting Summary

The Economic Development Committee met on February 9, 2023, and heard a presentation from Heather McWhorter, Executive Director of UNCW's Center for Innovation and Entrepreneurship and a member of the Economic Development Committee. Additionally, Mr. Vidmar provided an update on the status of the Economic Development Strategic Plan and discussed the Town's participation in the North Brunswick Chamber of Commerce Business Expo held on February 25.

Department News

The department welcomed Grant Coordinator Samantha Cook. Ms. Hagg and Ms. Newton continued work with the new budget software vendor, which will greatly improve the Town’s financial transparency. The department plans to launch this by the end of the fiscal year. Ms. Newton completed the Contracting for Construction and Design Services certification class at the UNC School of Government.

Dashboard

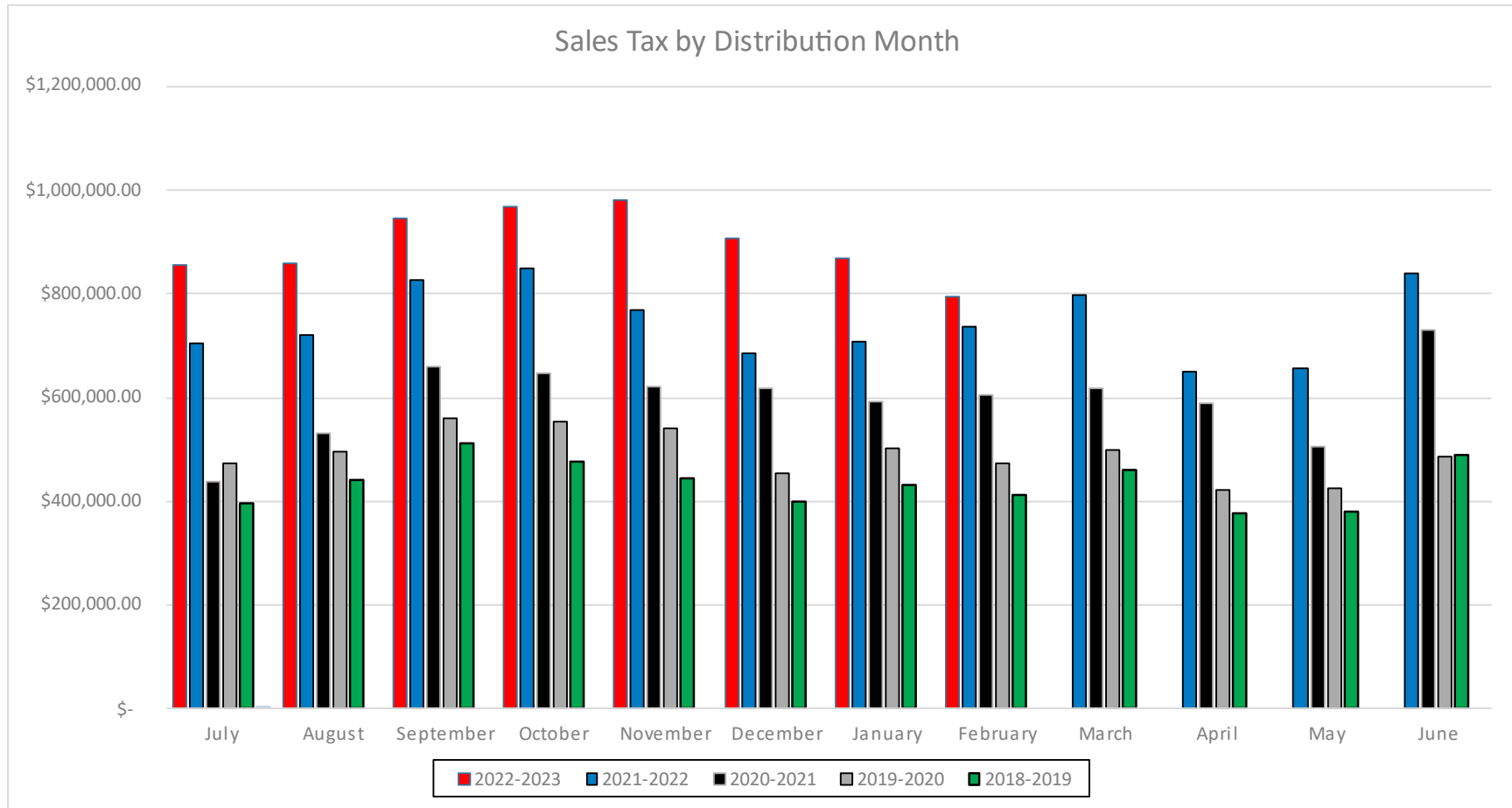


Financial Budget to Actual Report – February 28, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	39,735,870	1,270,731	31,190,064	-	8,545,806	21.51%
Governing Body	265,000	265,000	32,868	172,850	22,084	70,067	26.44%
Administration	1,830,000	1,830,000	100,471	1,252,409	72,389	505,201	27.61%
Information Technology	1,735,000	1,747,000	134,263	1,049,115	332,308	365,577	20.93%
Human Resources	420,000	420,000	23,331	191,656	15,965	212,380	50.57%
Finance	915,000	915,000	48,279	532,988	3,079	378,933	41.41%
Planning	1,190,000	1,190,000	55,932	512,704	81,848	595,448	50.04%
P&R & Cultural Arts	1,095,000	1,095,000	100,116	719,640	46,724	328,636	30.01%
Fleet & Facilities	1,460,000	1,460,000	93,399	789,992	269,658	400,351	27.42%
Streets & Grounds	4,230,000	4,230,000	287,250	2,066,394	545,789	1,617,817	38.25%
Police	5,785,000	5,941,000	334,997	3,701,722	138,058	2,101,220	35.37%
Emergency Management	195,000	195,000	12,752	119,794	76	75,130	38.53%
Fire	6,690,000	6,690,000	381,861	4,134,411	239,727	2,315,862	34.62%
Debt Services	2,370,000	2,370,000	-	2,211,936	-	158,064	6.67%
Transfers	2,010,000	11,387,870	-	10,572,976	-	814,894	7.16%
EXPENSES	30,190,000	39,735,870	1,605,519	28,028,586	1,767,704	9,939,580	25.01%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	117,652	1,517,169	-	782,831	34.04%
EXPENSES	2,300,000	2,300,000	204,984	1,116,086	268,572	915,342	39.80%

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 purchase orders over \$50,000 issued in February.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in February.

Audit Committee Meeting Summary

The Audit Committee did not meet in February.

Department News

The department is currently working with vendors to order inventory for the new Leland Store. Staff is working with all departments to assist with the budgeting of new positions as well as reviewing compensation for current positions. The department is currently working on the fall schedule for Leland University.

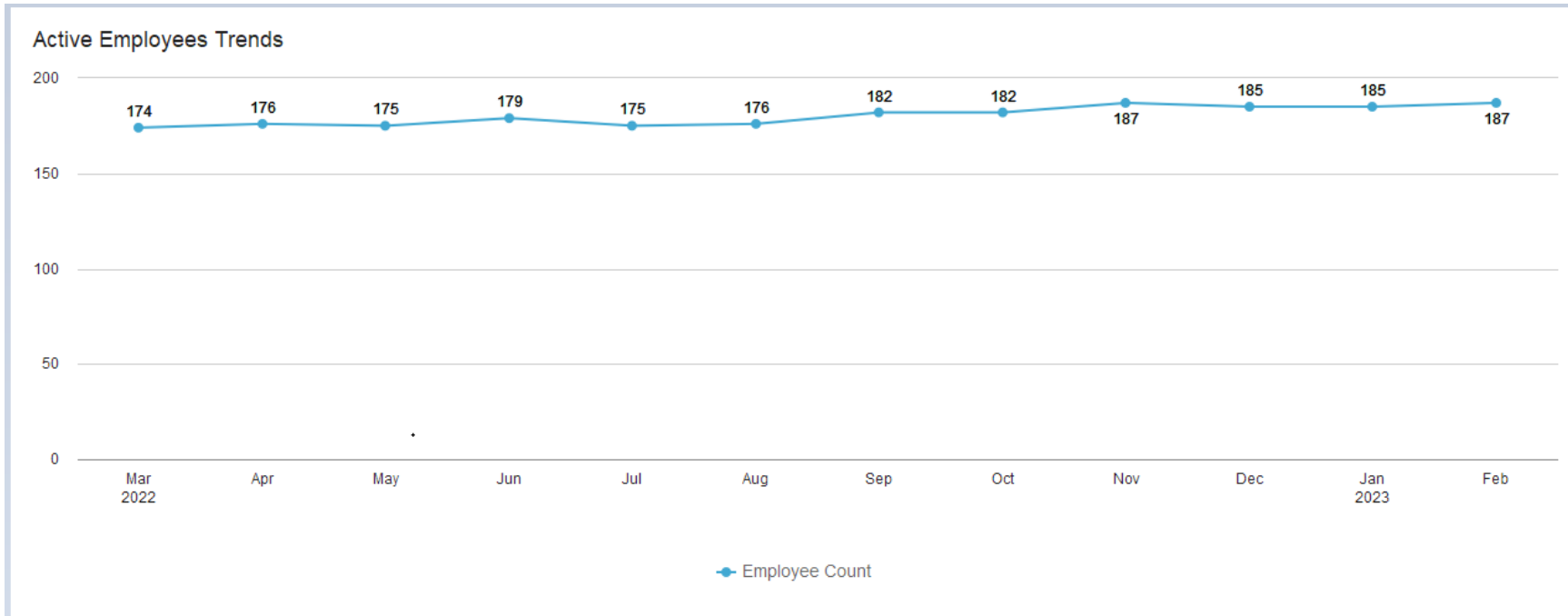
Workers Comp Data

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

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Stephanie Hargrove	Public Services	Promotion	2/4/2023		Custodian I	Custodian II
Gregory Beauchesne	Inspections	New Hire	2/13/2023	Building Inspector I		
Samantha Cooke	Finance	New Hire	2/13/2023	Grant Coordinator		
Joseph Benson	Police	New Hire	2/13/2023	Police Officer		
Shirley Hyman	Finance	Separation	2/20/2023	Finance Specialist		

Headcount (FT and PT Employees) March 2022 – February 2023



Headcount ⓘ
187
As of February 2023

Hired ⓘ
51

Termed ⓘ
39

Growth Rate ⓘ
6.9%

Turnover Rate ⓘ
21.6%

Average Tenure ⓘ
3.8
(Years)

Turnover Data March 2022 – February 2023

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

The department’s current priorities include finalizing budget preparation for FY23/24 along with completing the goals laid out in FY22/23. In the coming months, staff will continue focusing on infrastructure installations and upgrades.

Major Work Priorities

- Security camera installation at Fire Station 52.
- Prewiring infrastructure at new Fire Station 51.
- Station Alerting System implementation at Fire Station 53.
- FBI/DCI security upgrades for Police Department.
- LaserFiche content management migration.
- Planning for stormwater infrastructure GIS data consolidation.

Projects Completed

- 4 employees onboarded/offboarded.
- LCAC security camera system implementation.

