



STAFF REPORTS

February 2024 Regular Meeting

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Community Enrichment (PRCR, Communications).....	10
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Department News

Staff received 145 requests for service in January and closed 122 of them (84%).

JR Emenheiser was promoted to Streets Maintenance Supervisor.

Current staff vacancies include Streets Maintenance Technician I.

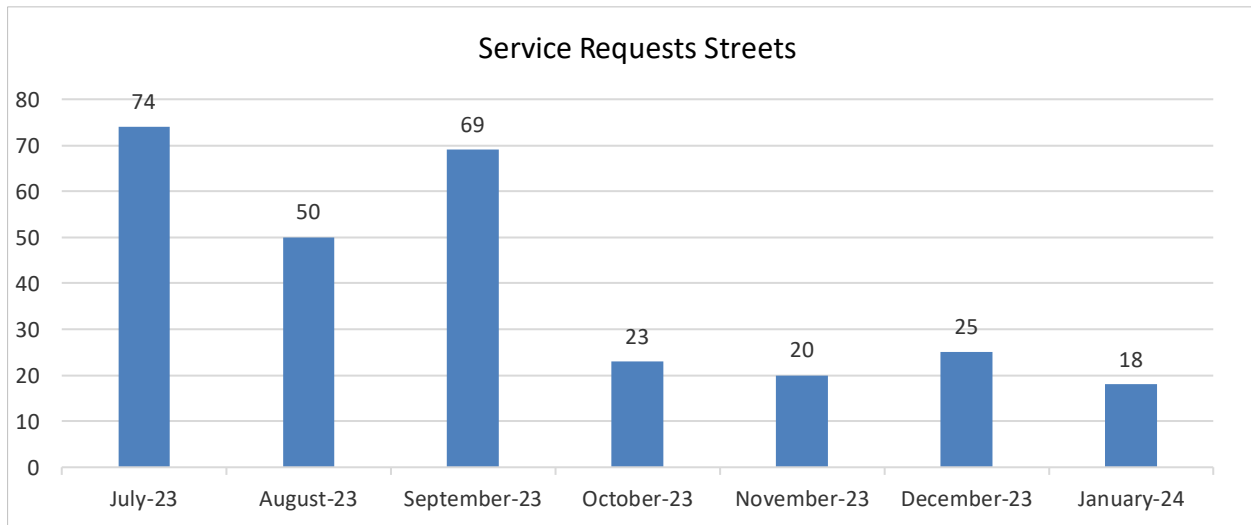
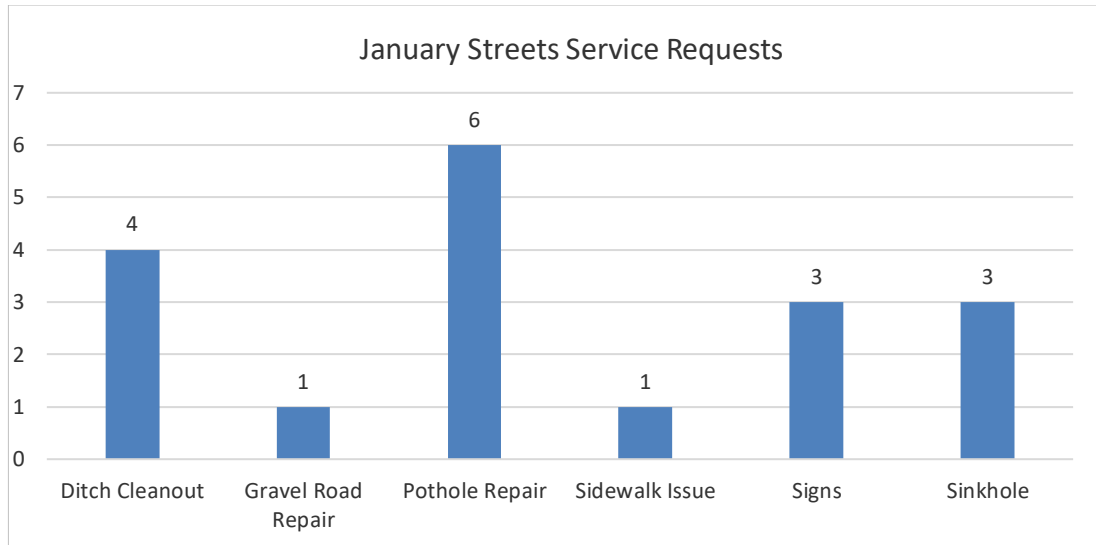
Streets Updates

Work Priorities and Initiatives

- Staff began cleaning ditches in the Rampart/Basin Street neighborhood. This work includes cleaning out debris, driveway pipes, and grading where necessary.
- Staff re-installed missing signs in Mallory Creek and at the Ocean Gate roundabout.
- Staff removed construction debris and concrete pipes left at the intersection of Tradeway Drive and Night Harbor Drive.
- Staff repaired potholes at several locations throughout Town.
- Staff completed cleaning ditches in the Holly Hills neighborhood. This work included cleaning out debris, driveway pipes, and grading where necessary.
- Staff completed cleaning ditches in the Dresser Lane neighborhood. This work included cleaning out debris, driveway pipes, and grading where necessary.
- Staff will be reviewing the intersection of Mallory Creek Drive and Highway 133.

Work Order Summary

- Streets processed 18 work orders in January, with the majority being pothole (6), sinkhole (3), and sign related (3).
- Streets completed 11 work orders in January, with an approximate expense of \$60,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$42,300).



Grounds Updates

Work Priorities and Initiatives

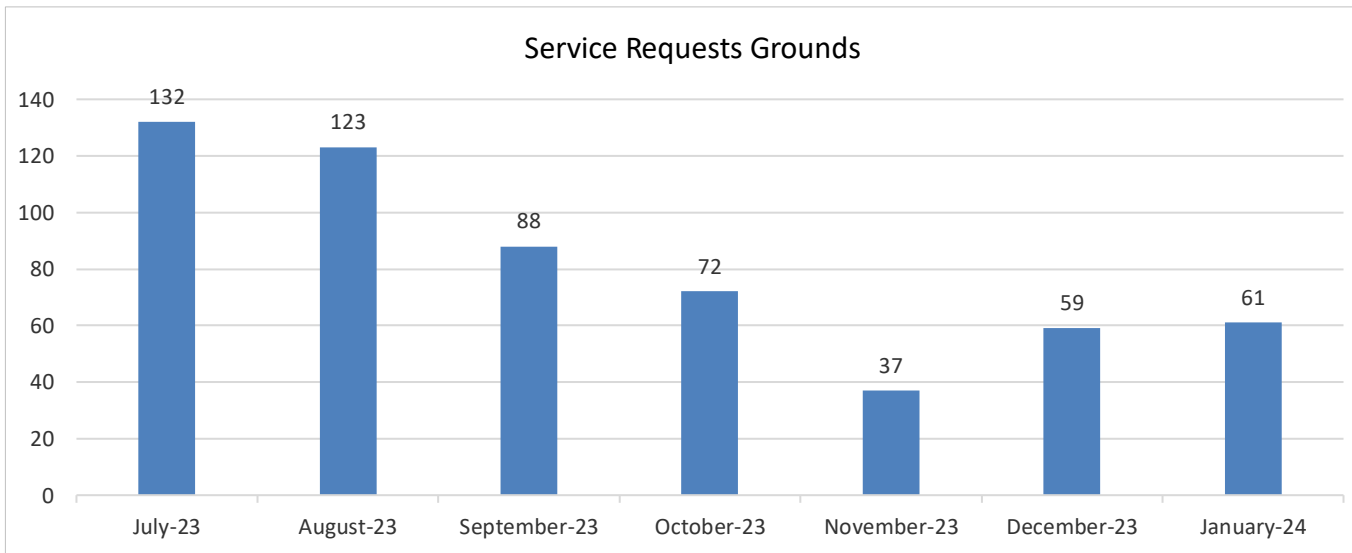
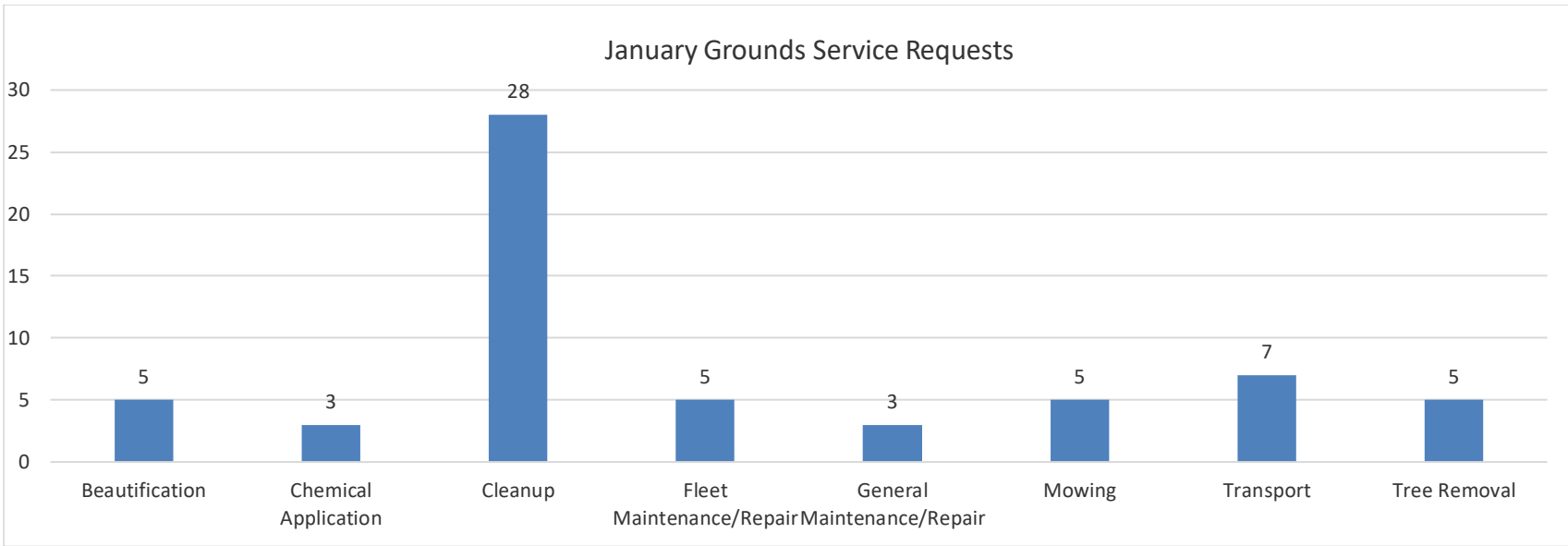
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will continue to maintain mowing, blowing, and leaf removal at all Town properties.
- Staff will continue to install mulch in Town parks, at Town Hall, and at other Town-owned properties.
- Staff will begin applying pre-emergent in late February around Town Hall and other Town-owned properties.
- Staff will begin to clean up property behind May Way.

Projects Completed

- Staff completed the repair of broken boards on the walkway leading to the classroom at Westgate Nature Park.
- Staff completed the removal of streetlight displays along Village Road and returned them to storage at the MOC warehouse.
- Staff completed the disassembly and removal of holiday displays along Town Hall Drive and around Town Hall and returned them to storage at the MOC warehouse.
- Staff built storage racks and placed the holiday lights in containers.
- Staff completed the removal and installation of the spider playground equipment at Westgate Nature Park.
- Staff installed “No Parking” and “No Trespassing” signs on specific Town-owned properties.

Work Order Summary

- Grounds received 61 work orders in January, with most of them being cleanup (28) and transport related (7).
- Grounds completed 59 work orders in January, with an approximate expense of \$15,100 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

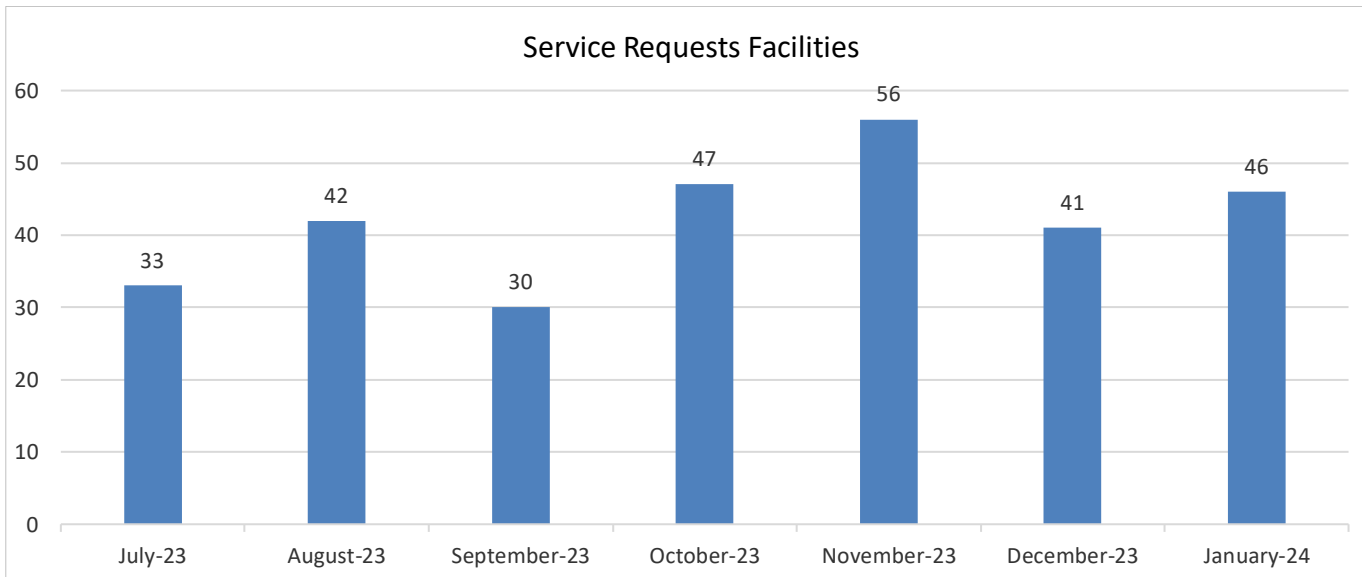
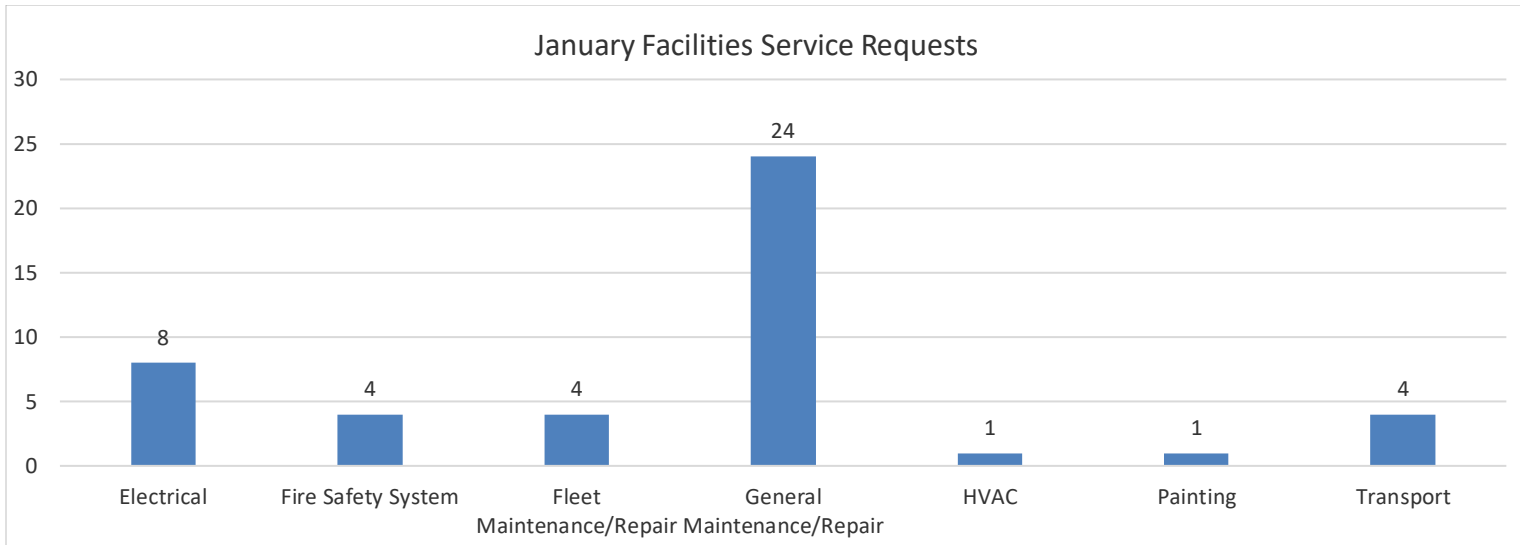
- Staff are working with the contractor to install a new perimeter fence at the MOC.
- Staff have replaced several circuit boards in the Town Hall HVAC system. More boards are on order.
- Staff are conducting in-house training on the Town Hall HVAC system.
- Staff will be reviewing the ability to monitor the HVAC system.
- Staff will develop and perform preventative maintenance on Town equipment (generators, compressors, and ice machines).
- Staff will be removing debris from the MOC site for disposal.
- Staff are rerouting compressor pipes in the MOC warehouse.
- Staff are checking electrical circuits in the MOC warehouse and making repairs.

Projects Completed

- Staff completed testing of the transfer switches for the generators at the MOC.
- Staff and IT installed a new monitor and computer for the training room in the MOC warehouse.
- Staff replaced circuit boards in Town Hall HVAC ceiling units and checked for leaks in the freon system.
- Staff conducted Town-wide inspections of handrails, doors, windows, and lights.
- Staff worked with Highland Roofing to make repairs to the MOC warehouse and Town Hall.

Work Order Summary

- Facilities received 46 work orders in January, with most of them being general maintenance and repair related (24).
- Facilities completed 32 work orders in January, with an approximate expense of \$6,500 in labor and materials.



Fleet Vehicle Updates

Work Priorities and Initiatives

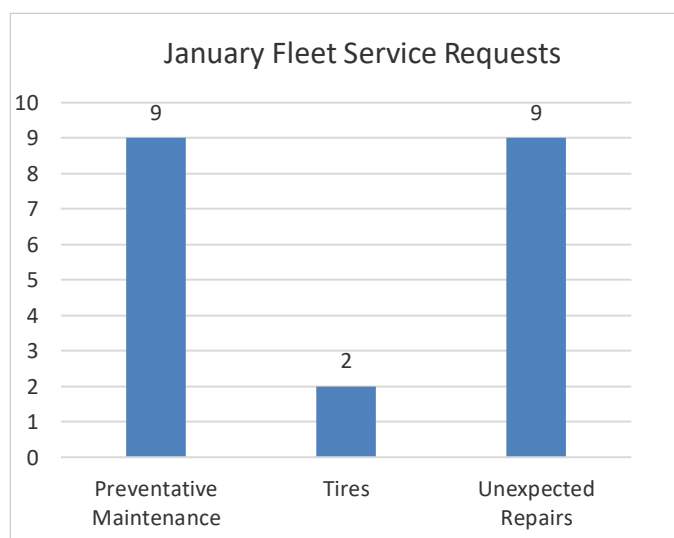
- Staff are finalizing vehicle maintenance projections for all departments for FY24/25 budgeting purposes.
- Staff are working on budgets for FY24/25.
- Staff are working with Police staff to sell 6 vehicles on GovDeals.
- Staff are working on safety recalls on 11 Town vehicles.

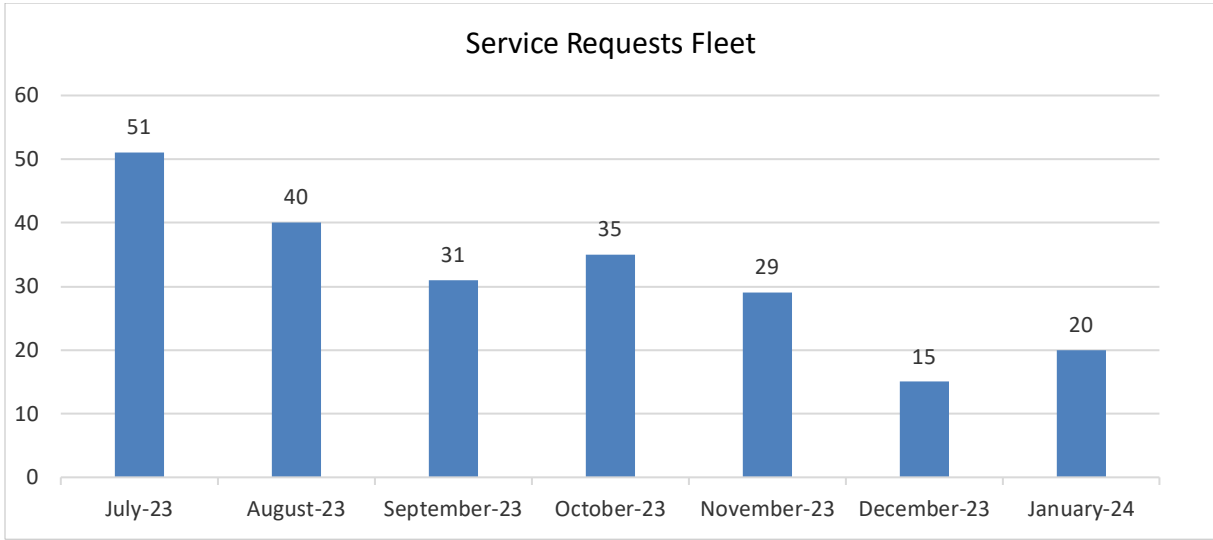
Projects Completed

- Staff have captured all vehicle survey data on vehicle replacement form templates in iWorQ.

Work Order Summary

- Fleet received 20 service requests in January for an approximate expense of \$14,600. Of these, 9 requests were for scheduled preventative maintenance for about \$1,000.





Department News

Applications have been received and interviews conducted for Senior Recreation Specialist-Marketing and Senior Recreation Specialist-Programs. Applications have been received and interviews conducted for two Senior Recreation Specialist positions. One position has been filled and will start on February 19. An offer has been extended to another candidate for the second position. Recruitment for a third Senior Recreation Specialist is ongoing, and staff have started to set up interviews.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in January. The next meeting is scheduled for February 21, 2024.

Upcoming Events

February 3, 10 a.m. – Open House

February 3, 7-10 p.m. – Contra Dance

February 7, 9-11 a.m. – Green Sweep at Sturgeon Park

February 10, 1-3 p.m. – Artist in Residence Gallery Reception

February 10, 1 p.m. – Makers Madness Art Market

March 1, 9 a.m. – Spring and Summer 2024 Programs Begin

Parks, Recreation, and Cultural Resources Updates

The winter sessions kicked off with new classes starting on January 8. Registration for all spring and summer programs opened on February 1 with a robust turnout. Other February events include the Artist in Residence Gallery and Reception on February 10 and the Makers Madness event on the same day offering PRCR students the opportunity to sell their handmade goods at an intimate art market showcasing one-of-a-kind baskets, ceramics, and more. The next Artist in Residence showcase runs February 6-29. This program is funded by the Brunswick Arts Council ARPA subgrant. The spring and summer 2024 season of programs will begin on March 1.

Social Media Update

- PRCR Facebook Highlights (January 1 – 31, 2024)
 - Followers/Likes – 5,908
 - Page reach – 2,531
 - Top post (Largest reach): “Dust off your overalls and grab your power-ups! Join us at the LCAC free Matinee Movie featuring the Super Mario Bros. Movie on Jan 20 at 12:30 PM. Get ready for a nostalgic adventure and fun for the whole family!”
- LCAC Facebook Highlights (January 1 – 31, 2024)
 - Followers/Likes – 4,948
 - Page reach – 8,516
 - Top post (Largest reach): “Save the date! You are invited to the PRCR Open House from 10 AM - 1 PM at the LCAC on Feb 3. Discover what makes our space special and explore the possibilities of all the department's programming.”
- PRCR Instagram (January 1 – 31, 2024)
 - Followers/Likes – 1,789
 - Post reach – 443
 - Top post (Largest reach): “Save the date! You are invited to the PRCR Open House from 10 AM - 1 PM at the LCAC on Feb 3. Discover what makes our space special and explore the possibilities of all the department's programming.”
- LCAC Instagram (January 1 – 31, 2024)
 - Followers/Likes – 1,736
 - Post reach – 579
 - Top post (Largest reach): “Dive into a world of creativity at Makers Madness on Feb 10 from 1 - 3 PM at the LCAC! Explore unique wares crafted by individuals who've honed their skills through PRCR programs. Shop local, support talent!”

Department News

In January, at least 261 people visited the front desk at Town Hall and 201 called the main phone line. 35% of the calls were for Planning and Inspections, 10% were for Engineering or Public Works, and 13% were for Police. 26% of the visitors logged were drop-ins, 10% had appointments, and 54% were for Police. 32 contact forms were submitted through the website. Ms. Fore completed training on video editing software. Ms. Draughn completed training on social media management and newsletter platforms. Ms. Jewell started participating in regular weekly meetings with NCDOT and area PIOs regarding the Cape Fear Memorial Bridge preservation project.

Social Media Update

- Facebook Highlights (January 1 – 31, 2024)
 - Added 705 new page followers
 - Impressions – 31K
 - Top post (Largest reach): “⚠️ Reminder: Starting Jan. 28, both eastbound lanes of the Cape Fear Memorial Bridge (into Wilmington) will close 24/7 through March 31. For all bridge updates and detours, check out the [North Carolina Department of Transportation](https://ow.ly/SVkJ50QtH1H) website 🙌 <https://ow.ly/SVkJ50QtH1H>”
- Twitter/X Highlights (January 1 – 31, 2024)
 - Impressions/Reach – 2,063
 - Top tweet (Largest reach): “#TrafficAlert One lane of Kay Todd Road is expected to be closed tomorrow, Jan. 16, from 8 a.m. to 5 p.m. as H2GO repairs an existing water main near the Brunswick Forest water tower. Please use caution driving in the area. #LelandNC”
- NextDoor Highlights (January 1 – 31, 2024)
 - Impressions/Reach – 13,037
 - Likes/Comments – 9
 - Top post (Largest reach): “On behalf of the Town of Leland, we extend our warmest wishes for a Happy New Year!”
- Instagram Highlights (January 1 – 31, 2024)
 - Added 13 new page followers
 - Post impressions – 1.1K
 - Top post (Largest reach): “The latest Leland 2045 quarterly update reflects our dedication to crafting a brighter future. From expanding services to our community with the addition of the new Fire/Rescue Station 51 to launching new volunteer initiatives

like Lend a Hand in Leland, our progress is undeniable. For the full quarterly update, head to Town News under the link in the bio. #TownofLelandNC #LelandNC”

- LinkedIn Highlights (January 1 – 31, 2024)
 - Added 16 new followers
 - Page views – 114
 - Post impressions – 7.1K
 - Reactions/Comments/Shares – 105
 - Top post (Largest reach): “Dive into our latest newsletter, featuring the beginning of Founders Park renovations, key updates on two other Town projects, and valuable insights into important at-home safety measures. Stay informed as we kick off the new year! 📄📄 <https://ow.ly/L2Es50QmA7J>”

Project Updates

- Created posts that resulted in more than 54,300 impressions across social media platforms.
- Started planning and execution of comprehensive marketing strategy for the Leland Life Science and Medical Technology Summit. Staff have created an event logo, [webpage](#), [press release](#), and analytics tracking strategy. Work on an ongoing social media marketing strategy and further content creation is underway.
- Worked with Emergency Management to start creating an emergency preparedness flyer for residents to be distributed at the 2024 Hurricane Expo.
- Marketing and content creation for Cape Fear Memorial Bridge preservation project continued. This included website and social media updates, numerous responses to public inquiries, and creation of a flyer that has been distributed to all Town facilities.
- Created content to promote 2024 Primary Election. This includes a news article to be shared on the Town website in February, graphics, social media posts, and a flyer that has been distributed to Town facilities.
- Coordinated and took updated photos for Council and management. Started scheduling shoots for Fire headshots.
- Completed goals and budget requests for FY24/25.
- Brainstormed ideas and started forming topic list for digital government education series to be launched by staff this spring.
- Continued work on staff testimonials as part of revamped recruitment marketing strategy. Identified and contacted staff from all departments, solicited information, helped craft testimonials, coordinated shoots and took active photos of staff in their work settings, and started producing video to feature testimonials.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news. January was a very busy news month for the Town, resulting in a great deal of interview coordination, communication, and coverage.

Website Articles/Media Coverage

- Town of Leland Website
 - [Leland 2045 Quarterly Update](#)
 - [Annual Audit Highlights Town's Strong Financial Health](#)
 - [Statement Regarding Proposed Baseball Stadium](#)
 - [Feedback Needed for Police Satisfaction Survey](#)
 - [Discover Parks, Recreation, and Cultural Resources Spring and Summer Programs](#)
 - [NCDOT: Eastbound Lanes of Cape Fear Memorial Bridge Temporarily Closing](#)
 - [Town of Leland to Host Inaugural Life Science and Medical Technology Summit](#)

- Port City Daily
 - [Future of Leland baseball stadium proposal uncertain as petition passes 2,100 signatures](#)
 - [The Agenda: CB parking, city to appropriate \\$1.8M to pay debt for Skyline Center](#)
 - [The Agenda: NHCS holds public hearing on Mosley, Kure Beach discusses parking](#)
 - [Strike out! Baseball stadium not moving forward for now in Leland](#)
 - [The Agenda: In local government this week](#)
 - [Leland police seeking robbery suspect](#)
 - [The Agenda: Happening this week in local government](#)

- WWAY
 - [Cook Out fires up its grills and opens up its doors in Leland](#)
 - [Founders Park renovations underway](#)
 - [Leland Fire/Rescue encourages people to clean dryer vents to start new year](#)
 - [Town of Leland continues to look at proposed minor league baseball team](#)
 - [Plans show possibility of Chipotle coming to Leland's Brunswick Forest](#)
 - [Leland Police Department releases 'citizen satisfaction' survey](#)
 - [Town of Leland, REV Entertainment mutually agree to not move forward with baseball project](#)
 - [What's next for Leland after striking out on baseball stadium proposal?](#)
 - [Brunswick County residents prepare to navigate traffic challenges once Cape Fear Memorial Bridge repairs start](#)

- [Leland man arrested on multiple sex crime charges](#)
- [Coastline Therapy opens Leland location](#)
- [Leland Police Seek to Identify Circle K Robbery Suspect](#)
- [‘No Toll Tax!’: Protesters rally ahead of vote to explore toll options for CFMB replacement](#)
- [Habitat for Humanity building first subdivision in Brunswick County](#)

- WECT
 - [Ball still rolling on Leland baseball stadium, other Brunswick Co. developments](#)
 - [Leland Town Council decides not to move forward with baseball stadium proposal](#)
 - [Leland Fire/Rescue responds to vehicle fire on Northgate Dr.](#)
 - [Cape Fear Memorial Bridge lane closures could mean more business in Brunswick County](#)
 - [Why are there more chains in Leland than family-owned restaurants? Town leaders weigh in](#)
 - [Leland decides against moving forward with baseball stadium proposal at this time](#)
 - [‘Take it off pause and stop it’: Leland town leaders decide not to move forward with proposed baseball stadium ‘at this time’](#)
 - [Leland baseball stadium off the table for now, but it’s not the first time baseball in southeastern North Carolina has struck out](#)
 - [Leaders on both sides of CFMB prepare for incoming traffic changes](#)
 - [Leland man charged with multiple sex crimes](#)
 - [Leland police investigating robbery at Circle K](#)

- StarNews
 - [Popular chain Mexican restaurant planning first Brunswick County location](#)
 - [When work on the Cape Fear Memorial Bridge ends, another local road project to begin](#)
 - [Brunswick Today Newsletter: Chipotle eyes Leland, plus upcoming road projects](#)
 - [Addressing families in need, Brunswick group breaks ground on its first subdivision](#)
 - [Brunswick Today Newsletter: Baseball strikes out in Leland and a new kind of mug](#)
 - [Leland hits pause on minor league baseball stadium project](#)
 - [With baseball out, Leland now in search of next 'destination' attraction](#)
 - [Brunswick Today Newsletter: A presidential election year and the most expensive homes](#)
 - [New EV fast-charging stations could be coming to Brunswick County. Here's where.](#)
 - [From detours to traffic updates, your guide to Cape Fear Memorial Bridge lane closures](#)
 - [Officials approve consideration of tolls on Cape Fear Memorial Bridge](#)

- WilmingtonBiz
 - [North Carolina Marks Leland As Gap In State Electric Vehicle Infrastructure](#)
 - [Wilmington Officials Face Upcoming Vote That Would Keep Bridge Toll On The Table](#)
 - [Baseball Stadium Strikes Out In Leland, For Now](#)
 - [Construction To Begin On Cape Fear Memorial Bridge This Weekend](#)
 - [Leland Sets Sights On Life Sciences With Summit](#)
 - [Local Panel Green-lights Evaluating Cape Fear Memorial Bridge Toll](#)

TDA Marketing

- Continued updating website with new information.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on January 17, 2024, and heard the following items:

- Oath of Office for Dana Fisher and Leah Raja
- Appointments for Vice Chair, Secretary, and Treasurer
- FY24/25 proposed budget presentation
- Placer AI software presentation

The next LTDA meeting is scheduled for April 17, 2024.

Department News

Officer Cappuccilli attended a Standard Field Sobriety Testing course January 2-4 in Shallotte. This course certifies officers in administering Field Sobriety Testing on DUI/traffic stops.

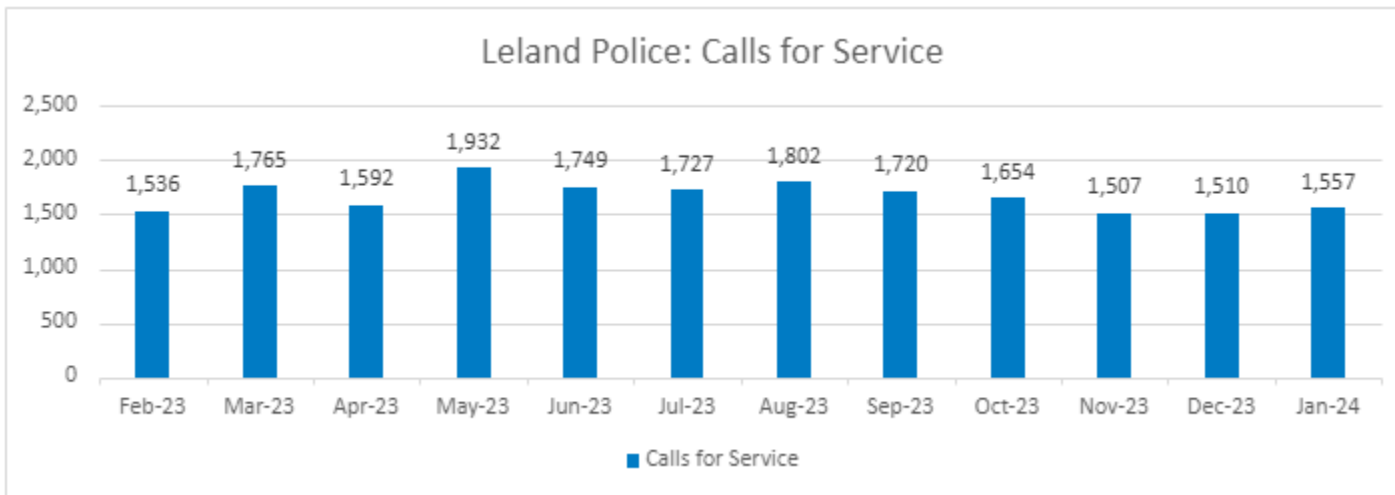
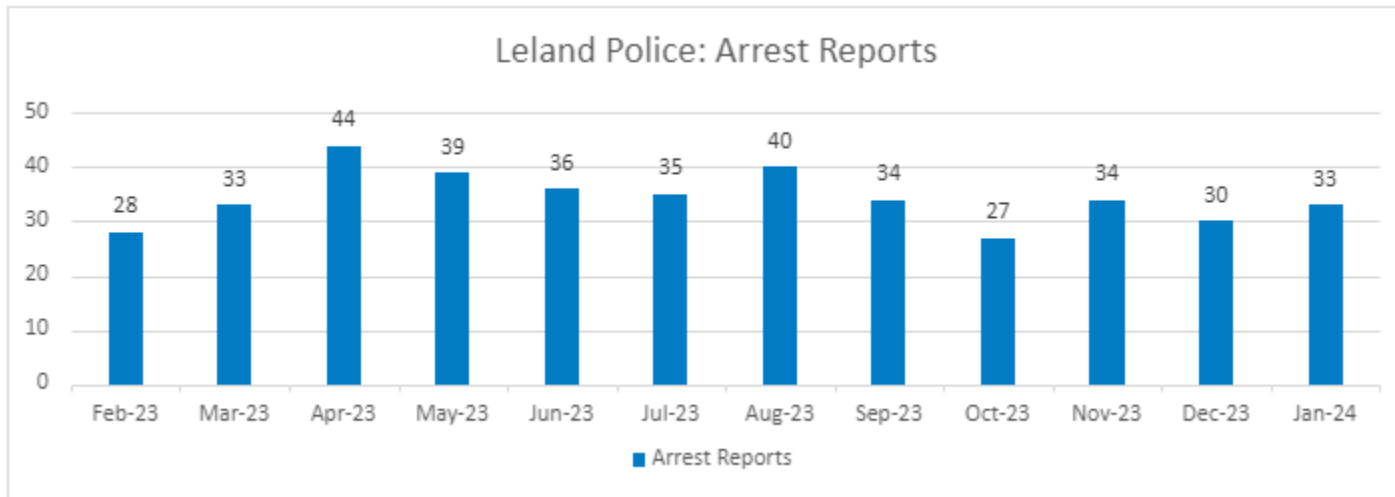
Officer Benson attended an INTOX certification class January 8-12 at the Carolina Beach Police Department. This course certifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

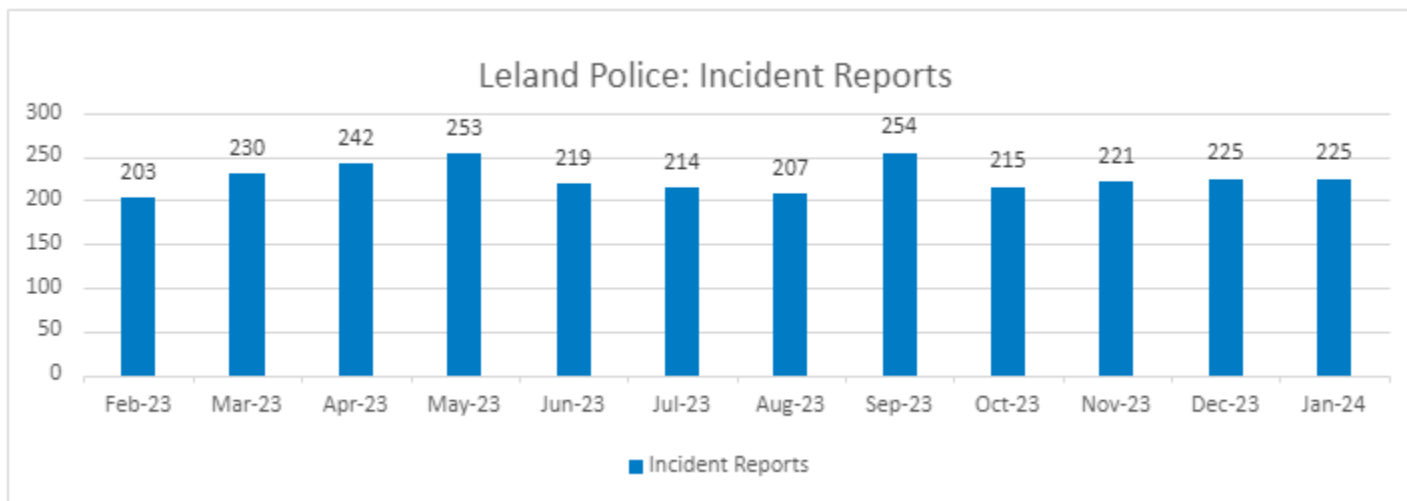
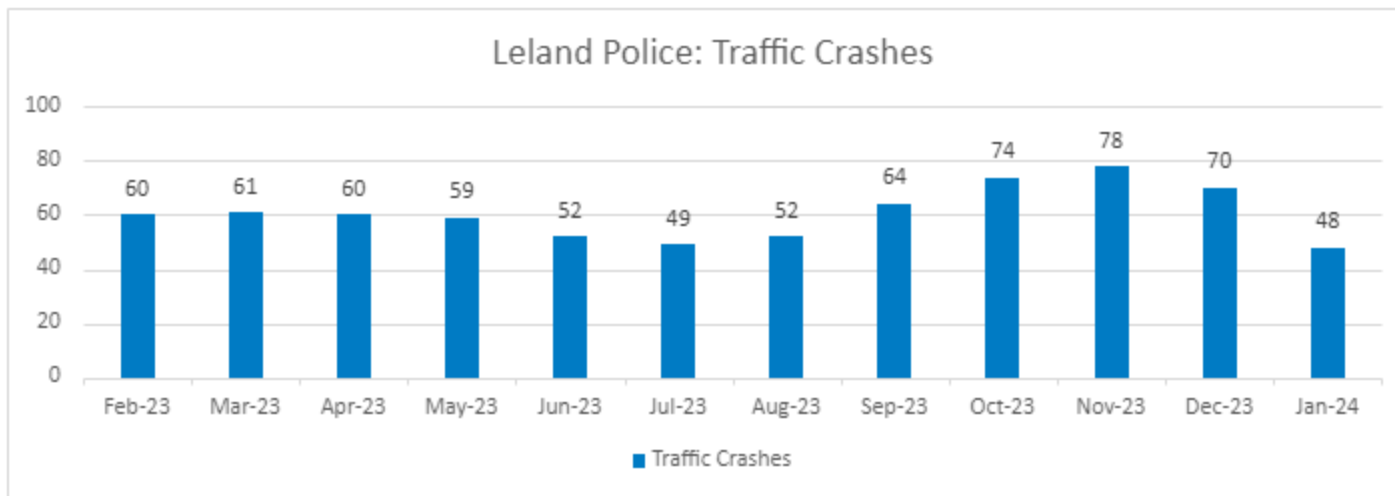
Officer Mercado attended at-scene traffic investigation training January 8-19 virtually. This training is intended for officers with traffic crash investigation responsibilities.

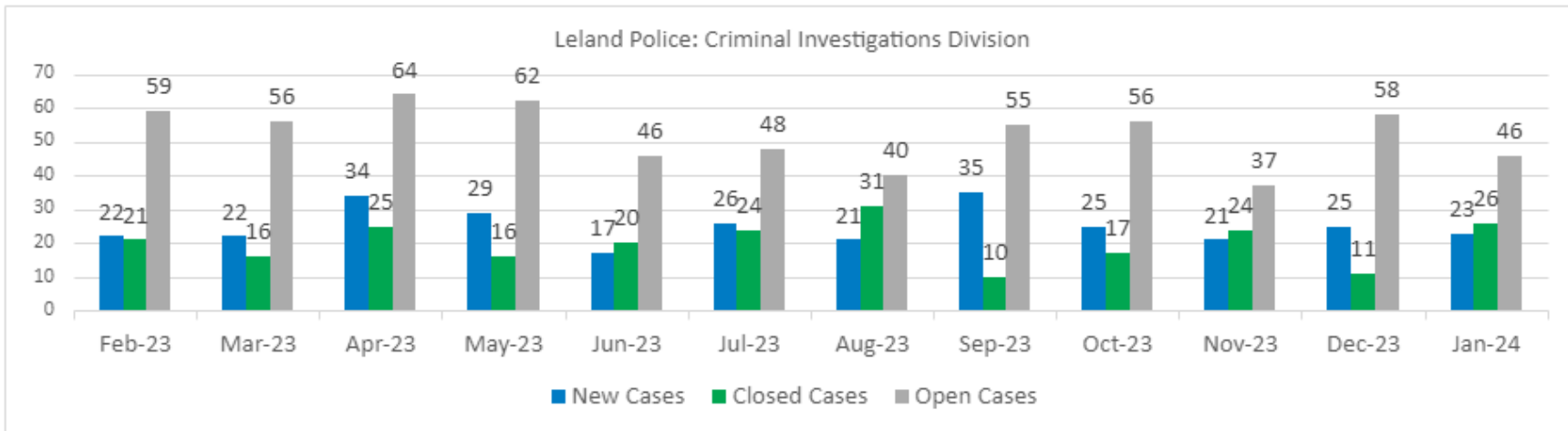
Master Officer Majors completed virtual training January 10-11 on background investigations. This 18-hour course is intended for personnel responsible for conducting pre-employment background investigations for new employees.

Master Officer Wooley attended the Tactical Leadership course January 29-February 2 at the North Carolina Justice Academy. This course is intended to help officers develop their leadership and response skills in crisis situations.

Dashboard







Animal Services Report							
2024	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	26	1	12	11	2	1	3
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	26	1	12	11	2	1	3

Department News

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

- Assisted 21 homeowners with smoke alarm installations or battery replacements
- Conducted a station tour and presented fire prevention safety education to Cub Scout Pack 118
- Conducted the Hands-Only CPR program for Waterford residents

Chris Daw and Jermol Edwards were promoted to Senior Firefighters. Andrew McBride and Dallas Spence were promoted to Senior Fire Apparatus Engineers. Halsey Hoosier and Kyle Perry were promoted to Senior Captains.

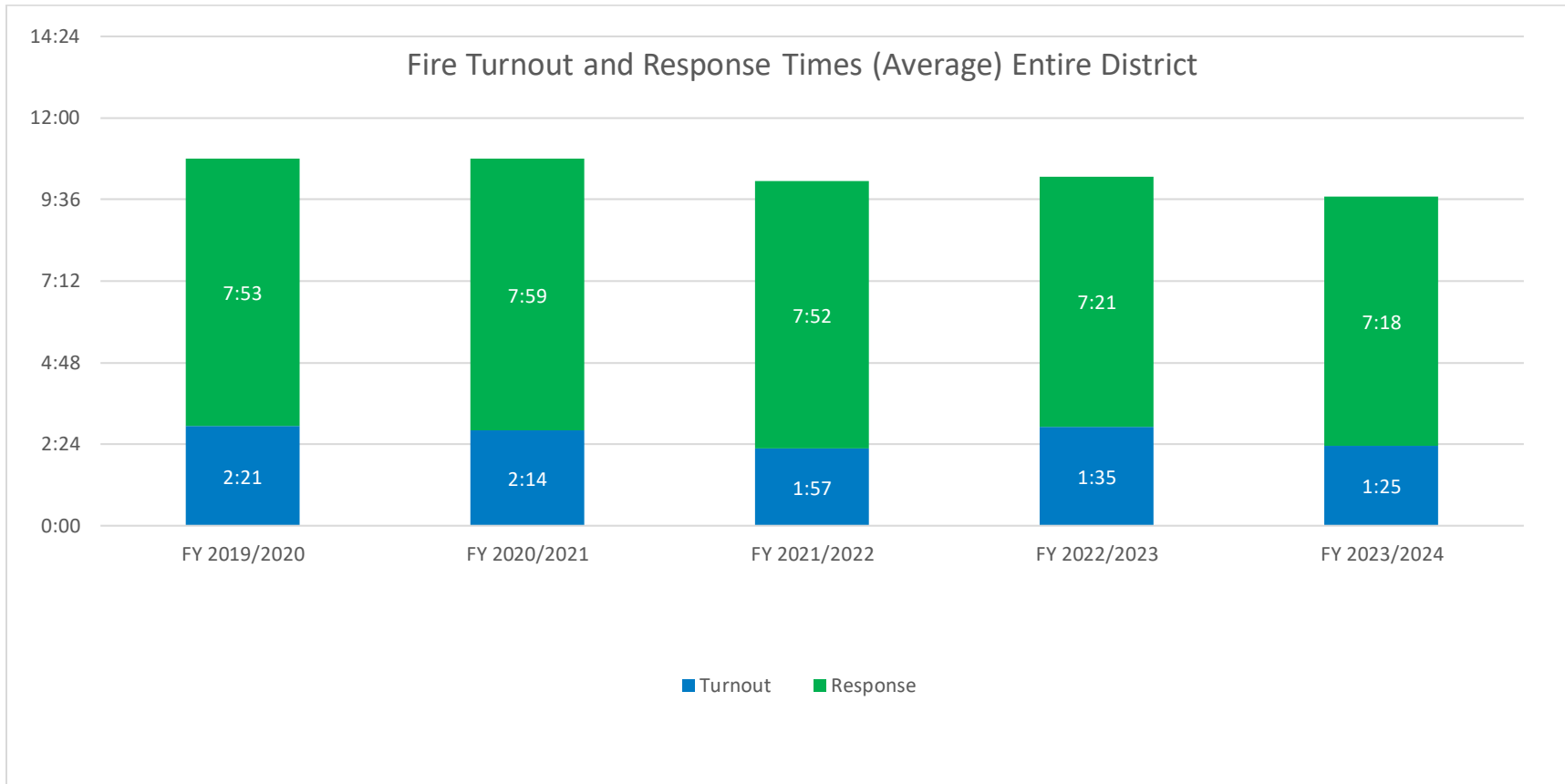
Crews conducted scene size-up training scenarios. These scenarios prepare members to prioritize and manage risks during the initial phases of an incident.

Members attended an officer development training school hosted in Carolina Beach. This school focused on several topics including managing the Mayday, multi-family fires, hoarder fires, and other issues currently affecting fire departments. The training was conducted by nationally recognized instructors.

Members attended CFCC's weekend Fire School. The classes attended were Technical Rescue Vehicle Rescue, Driver/Operator Pumps, Driver/Operator Emergency Vehicle Driver, National Fire Academy Incident Safety Officer, and Fire Instructor. Each of these classes prepare members for the next step in their career.

Members delivered a CPR, AED, and First Aid course to the North Brunswick High School JROTC program. This certified 64 community members in CPR.

Dashboard



Fire Response Times (Average) Town Limits



January

February

March

April

May

June

July

August

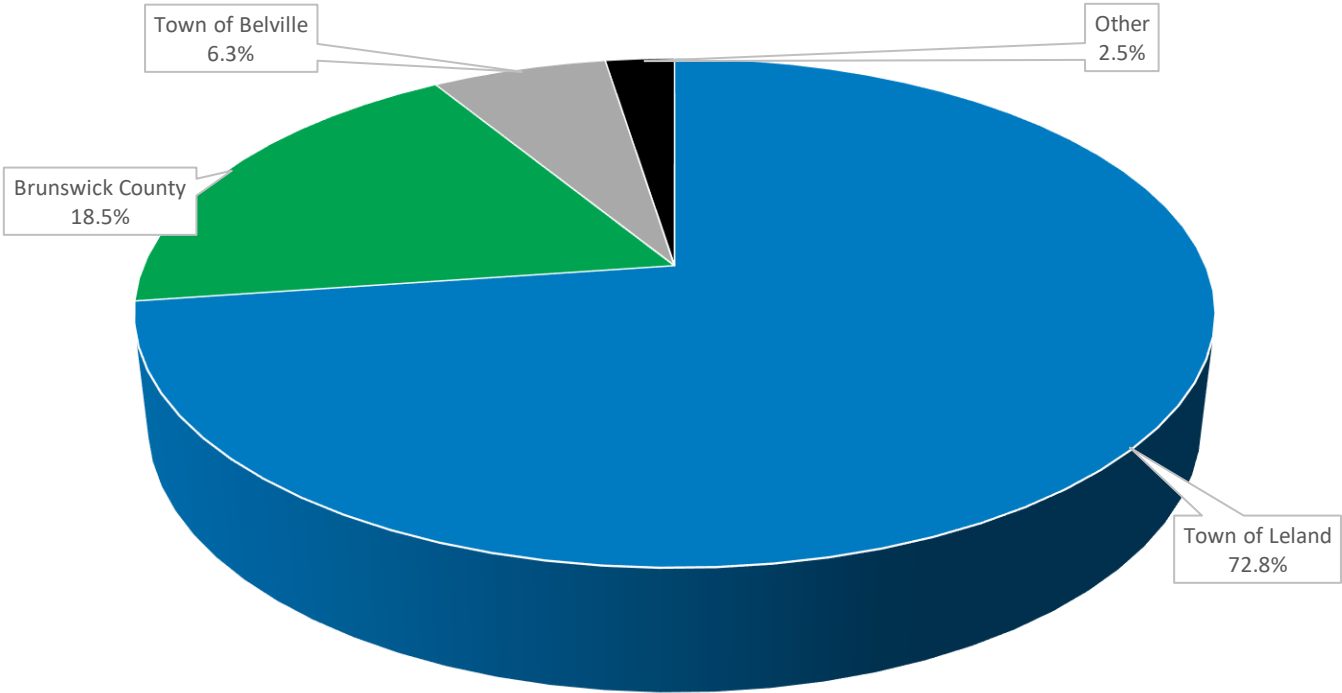
September

October

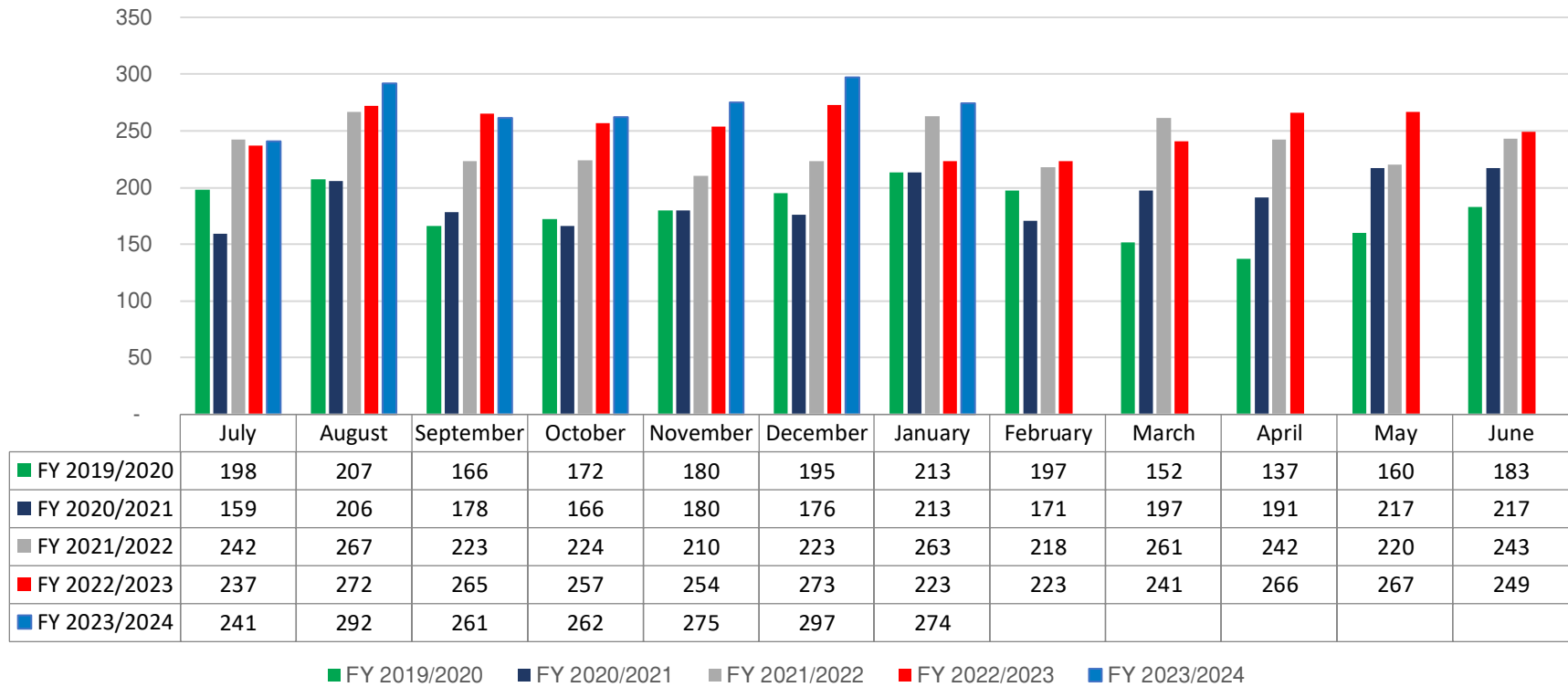
November

December

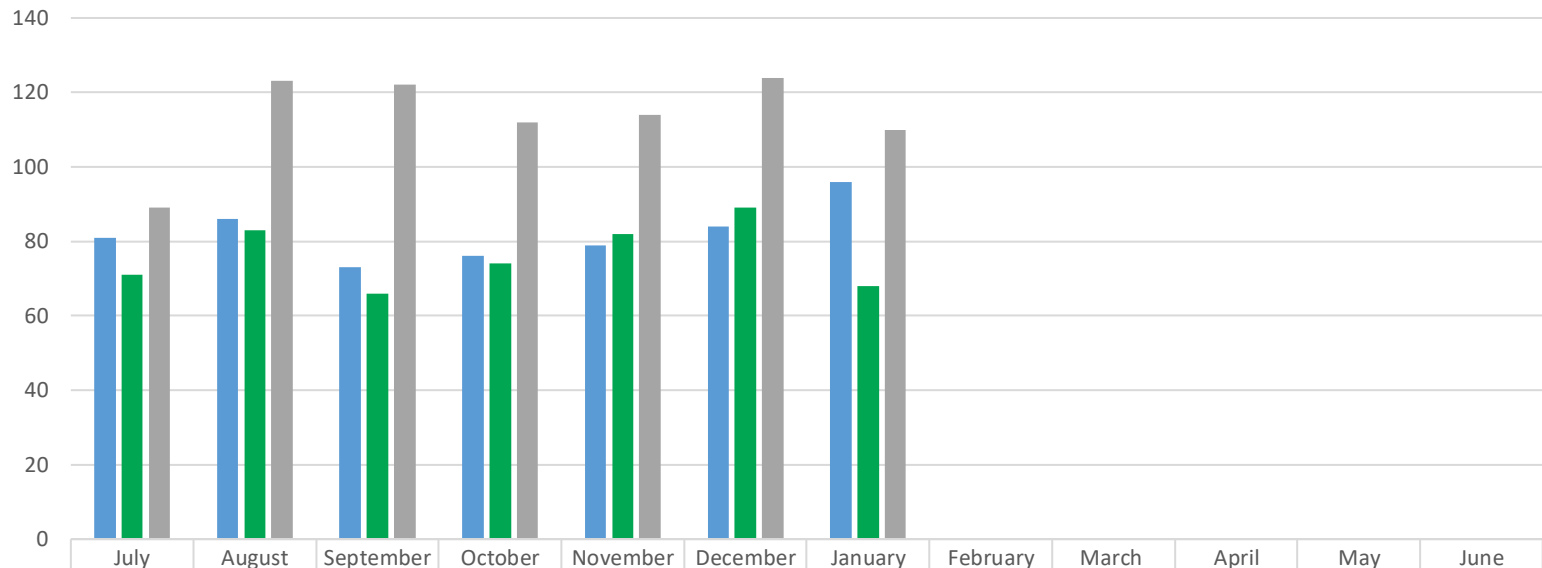
FY 2023/2024 Fire Calls by Zone



Fire Calls



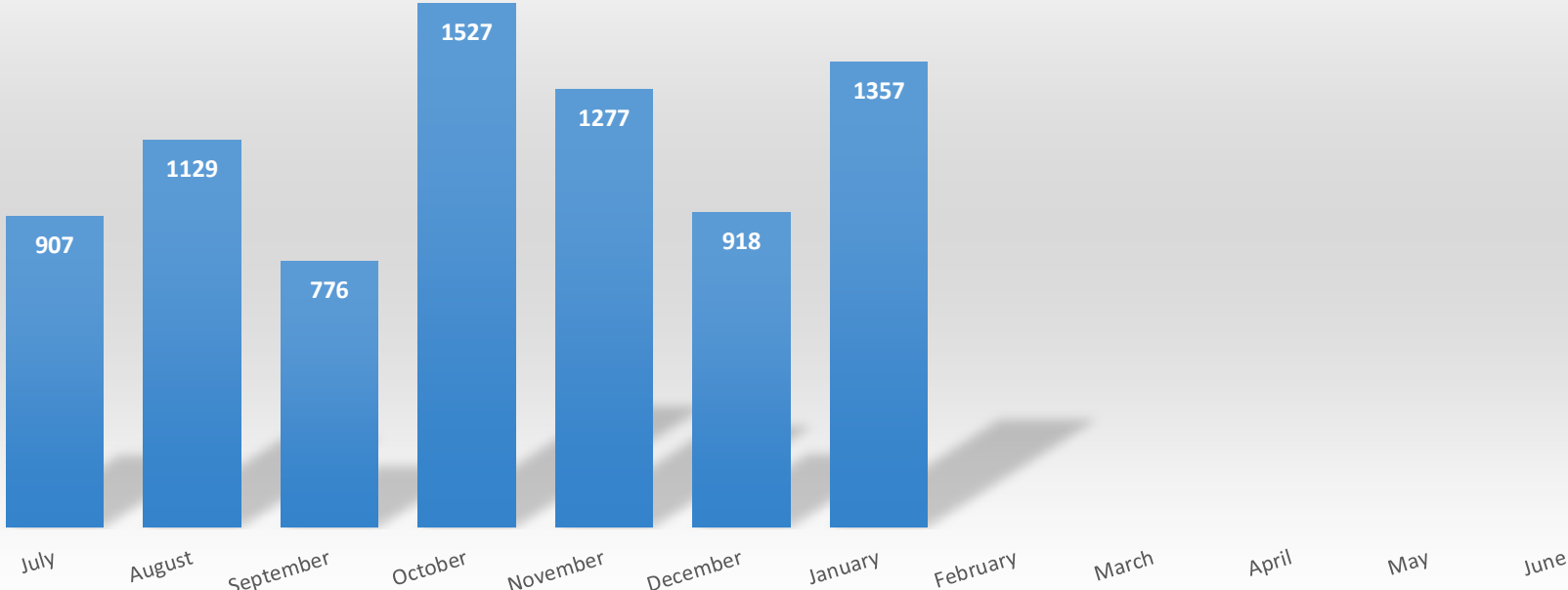
FY 2023/2024 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Popular)	81	86	73	76	79	84	96					
Station 52 (Westport)	71	83	66	74	82	89	68					
Station 53 (Lanvale)	89	123	122	112	114	124	110					

■ Station 51 (Popular) ■ Station 52 (Westport) ■ Station 53 (Lanvale)

FY 2023/2024 Training Hours



Department News

Chief Grimes had multiple meetings in January supporting Public Safety units in preparation for the Cape Fear Memorial Bridge preservation project. These have included meetings with state, regional, and community partners to ensure a safe transportation path of emergency apparatus. On January 30, Emergency Management participated in a joint Public Safety Coordination Center with Town of Leland Public Safety teams, Brunswick County, and NCDOT to monitor and support response teams on the first day of lane closures. Chief Grimes assisted the Finance and Planning departments with two grants. He also received training in hazardous materials reporting, transportation, and documentation with New Hanover County Emergency Management. Preparations for the fourth Hurricane Expo have begun. This year's expo will be held June 8 from 10 a.m. to 2 p.m. at the Leland Cultural Arts Center. Chief Grimes participated in this quarter's meeting of the Brunswick County Local Emergency Planning Committee.

Work Priorities and Initiatives

- Review of chapter 22 of Town ordinances to ensure compliance with state
- Developing THIRA
- Preparing for further staff incident exercises

Projects Completed

- No projects were completed in January.

Department News

Andrew Neylon attended Empathy, Equity and You: Stories, Skills, and Practices, a webinar hosted by the American Planning Association. This webinar explored key skills needed to integrate empathy and compassion in planning practice and focused on deepening planners' awareness and practice of skills that support them in honoring their own identity and stories while also respecting and valuing the varied identities, stories, and experiences of the community, leading to relationships that can advance equitable and sustainable planning.

Mr. Neylon attended Resilience in Practice: Resiliency 101, a webinar hosted by the Mid-Atlantic Planning Collaboration. This webinar is part of a six-part resiliency webinar series that provides an overview of resiliency. The webinar defined resiliency and provided an overview of how to begin incorporating resiliency planning in the community. This session reviewed FEMA's community lifelines and the plan integration for resilience scorecard, which are tools available to assist communities in preparation of resilience planning and preparation.

Jessica Moberly attended Celebrate Trails Day: An Overview of the Celebration & Ways to Engage, a webinar hosted by the Rails-to-Trails Conservancy. The webinar provided an overview of Celebrate Trails Day including ways to get involved, the tools and materials that will help plan an event, and promoting and participating in the celebration.

Ms. Moberly attended Take Advantage of Dedicated Active Transportation Funding, a webinar hosted by the Rails-to-Trails Conservancy. This webinar provided more about applying for the new Active Transportation Infrastructure Investment Program, a program dedicated solely to the development of connected walking and biking routes within and between communities.

Ms. Moberly attended Bike Advocacy Essentials Webinar: E-Bike Impact Calculator, a webinar hosted by The League of American Bicyclists. This webinar provided an overview of the e-bike environment and economics impact assessment calculator, a new tool that will help staff assess and demonstrate the potential environmental and economic benefits of getting more people to ride e-bikes. Created by the Rocky Mountain Institute, the calculator allows users to input local variables like budget, timeline, and goals to calculate specific measurable outcomes for the climate and your community.

Ernie Hernandez attended the NC Fire Marshal 101 course. The primary objective of this course is to inform current and future Fire Marshals or Code Enforcement Officials about various topics pertaining to fire protection and prevention, fire inspections and investigations, applicable North Carolina laws and regulations with updates, and the organization and operation of the North Carolina Department of Insurance–Office of the State Fire Marshal.

Corbin Keene completed the NC Mechanical Standard Level 1 course and is now preparing to take the certification exam.

Mark Fields successfully passed the NC Plumbing Standard Level 1 certification exam and received his standard Plumbing Level 1 certification.

Bill Thornton successfully passed the NC Fire Level 3 certification exam and received his standard Fire Level 3 certification.

Planning Board Meeting Summary

The Planning Board met on January 23, 2024, and heard the following item:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to allow building heights of up to 55’ in the PUD zoning district for commercial and multifamily buildings.

The Planning Board’s next meeting is scheduled for February 27, 2024, at 6 p.m.

Board of Adjustment Meeting Summary

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

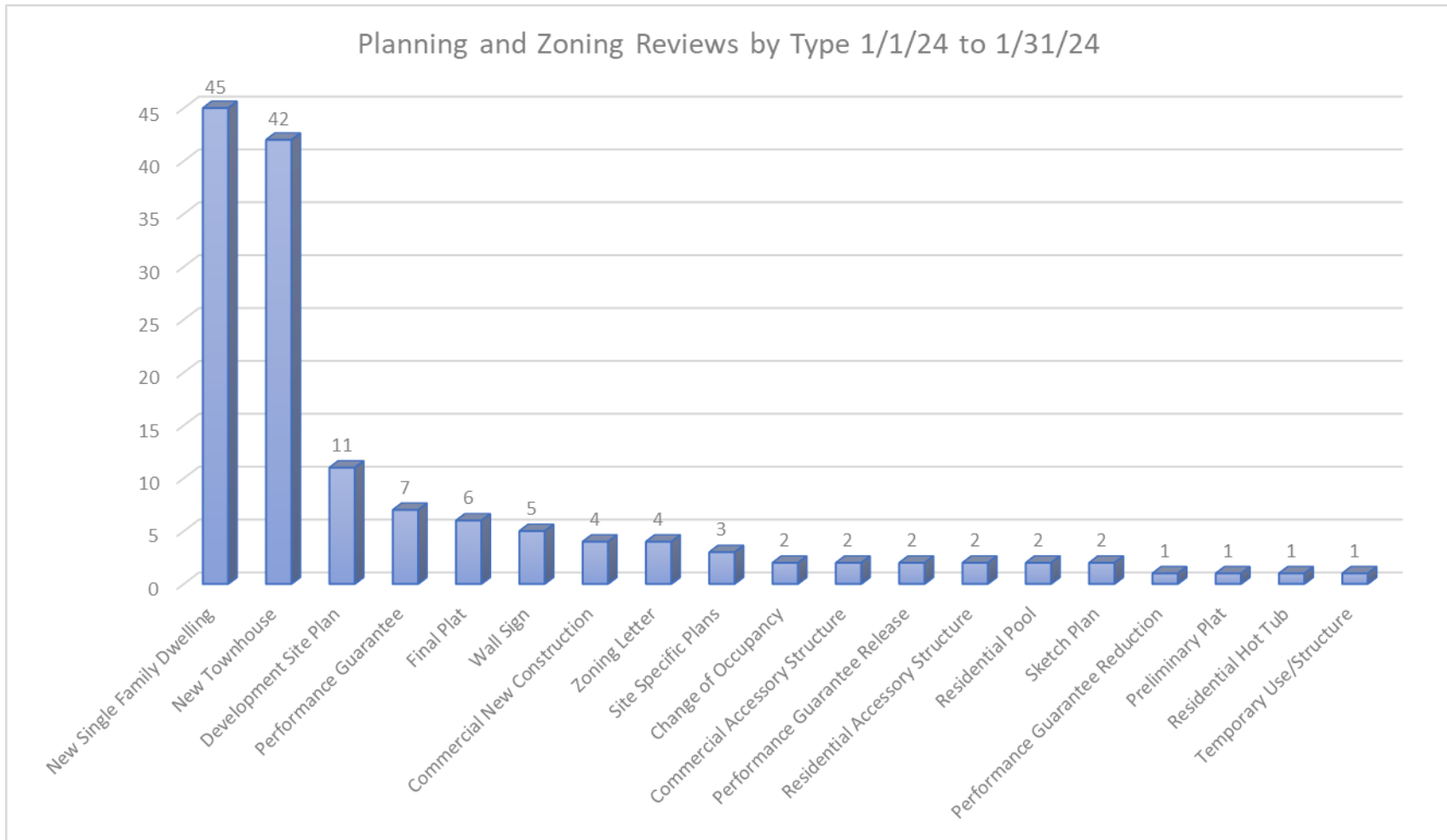
Current Planning Update

Technical Review Committee (TRC) Report

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

1. Development Site Plan for Grayson Park Phase 3 amenity area – Proposal for required active recreation area for the residential development, including a playground, two pickleball courts, and associated parking and sidewalks.
2. Site Specific Plan for The Edge at Brunswick Forest Phase 7 Section 4 – Proposal for 300 multifamily units on 16.69 acres located at Brunswick Village Boulevard and Hewett-Burton Road.
3. Development Site Plan for Leland Town Hall Addition – Proposal for addition to existing Town Hall building and associated parking, sidewalks, and landscaping.
4. Development Site Plan for Marriott StudioRes at Brunswick Forest – Proposal for 54,117 gross square-foot 2-story hotel at Brunswick Village Boulevard and Provision Parkway in the Brunswick Forest Commercial Village.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	3

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$253,523.31	\$0.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$4,049,216.50
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 Bond	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bond	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	5	\$2,463,657.59	\$347,245.63
Mill Branch at Spring Hill			
Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	1	\$170,875.77	\$170,875.77
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Tara Forest			
Cash Bond	1	\$10,840.00	\$0.00
Total Letters of Credit	3	\$4,141,491.50	\$4,049,216.50
Total Cash Bonds	20	\$3,839,147.41	\$0.00
Total Surety Bonds	34	\$8,140,417.57	\$518,121.40
Total Performance Guarantee Sureties	57	\$16,121,056.48	\$4,567,337.90

Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion. Staff has completed the Environmental Review Record, which is now in the posting process. Once complete, the packet will be mailed to REDD, which is expected to be in mid-February.

Staff continues to make progress on the Age-friendly Strategic Plan and the Green Network Plan. The draft of the Age-friendly Strategic Plan was shared with a group of identified community members, and comments have been provided to staff on the shared draft. Regarding the Green Network Plan, staff met with the representative from the NC Wildlife Resource Commission, who came to Town for an in-person meeting and field observations that will be integrated into the plan.

Staff is in the process of analyzing the Leland 2045 plan for requirements to have the plan certified as a CAMA land use plan by the NC Division of Coastal Management.

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 development in Town. Staff attended the monthly WMPO Technical Coordinating Committee meeting as well as the bimonthly WMPO Bicycle/Pedestrian Advisory Committee meeting.

Staff met with other relevant departments to finalize design locations for the Leland Resilient Routes Project.

Staff attended the second meeting of the Gullah Geechee Heritage Trail Feasibility Study Steering Committee. The consultant provided a project recap and discussed draft project alternatives for nine corridor segments.

Staff attended the monthly group North Carolina Vision Zero Meeting. The small group meeting is for staff in the areas of Leland, Wilmington, Chapel Hill, Greenville, and Asheville to share progress, information, and questions throughout the Safe Streets & Roads for All (SS4A) and Vision Zero process.

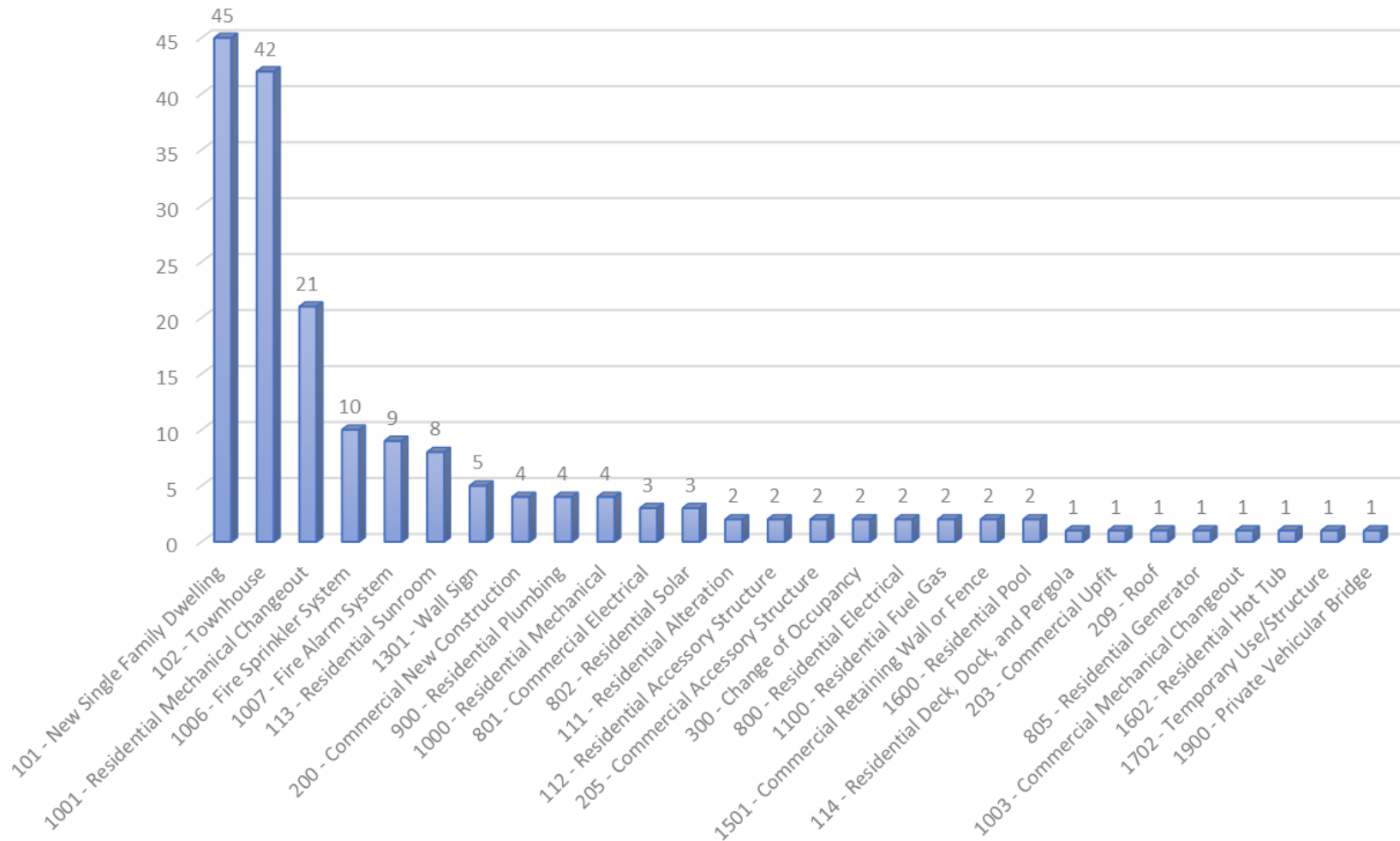
Consultant services for the development of the SS4A Comprehensive Safety Action Plan are currently in contract negotiations. Staff anticipates the award of contract and notice to proceed within the near future.

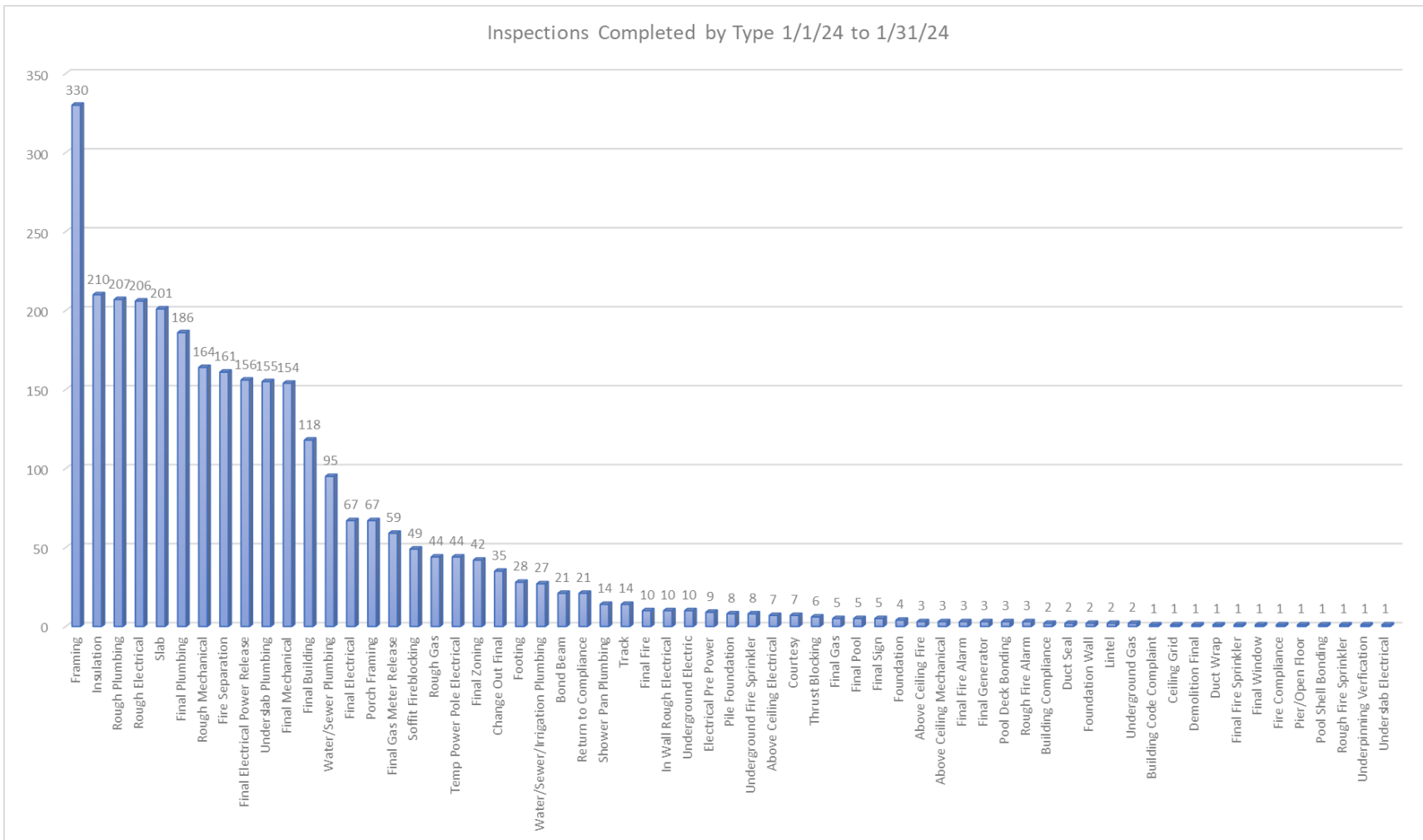
The Integrated Mobility Plan Request for Proposals period opened on January 8. The RFP deadline is February 23, at which time staff will begin the process of consultant evaluation and selection.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
182	3,009	\$16,206,527

Permits Issued by Type 1/1/24 to 1/31/24





Code Enforcement Update

Case Summary

1/1 Through 1/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from December	1	3	6	0	10
Cases Opened January	0	16	20	19	55
Cases Closed January	0	9	7	12	28
Active Cases (Evolve)	1	10	19	7	37

Department News

In January, staff spoke at Cape Fear Commercial Real Estate Women to discuss the history of Leland, where it is now, and how growth will be managed into the future. Mr. Sutton met with regional partners such as Bill Early and Jason Semple with Brunswick Business & Industry Development and Ron Vetter, the Founding Dean of the College of Science and Engineering at UNCW.

Staff coordinated a business retention and expansion visit with the members of the Economic Development Committee to meet with the leadership of IRR+MSI, a manufacturer in the Leland Innovation Park, and discuss the company's growth and workforce needs. Staff also attended the open house for a 200,000 square-foot industrial facility in Navassa constructed by SAMET and met with the ownership and development team.

New Businesses

- **TRU by Hilton** held its ribbon cutting on January 30 at **1462 Olde Waterford Way**.

New Construction/Development

- The Technical Review Committee has begun to review the plans for the following projects:
 - **Marriott StudioRes** has submitted plans for a 55,028 square-foot hotel on the northwest corner of **Brunswick Village Boulevard** and **Provision Parkway**.
 - **The Edge at Brunswick Forest** was submitted as a multi-family housing development on the southwest corner of **Hewett Burton Road** and **Brunswick Village Boulevard** proposing 300 units.
 - **Town Hall Addition** was submitted for a 20,210 square-foot addition along **Town Hall Drive** and an additional 86 parking spaces.

Economic Development Committee Meeting Summary

The Economic Development Committee met on January 11 and discussed the online mapping tools that provide information such as the latest commercial and residential site plans submitted to the Town, as well as public investment occurring in the Gateway District. Mr. Sutton announced that on April 11, Brunswick Business & Industry Development Board Executive Director Bill Early and Director Jason Semple will be guest speakers to discuss their process for recruiting new business and industry, assisting in the retention of existing business and industry, and promoting industrial development.

Department News

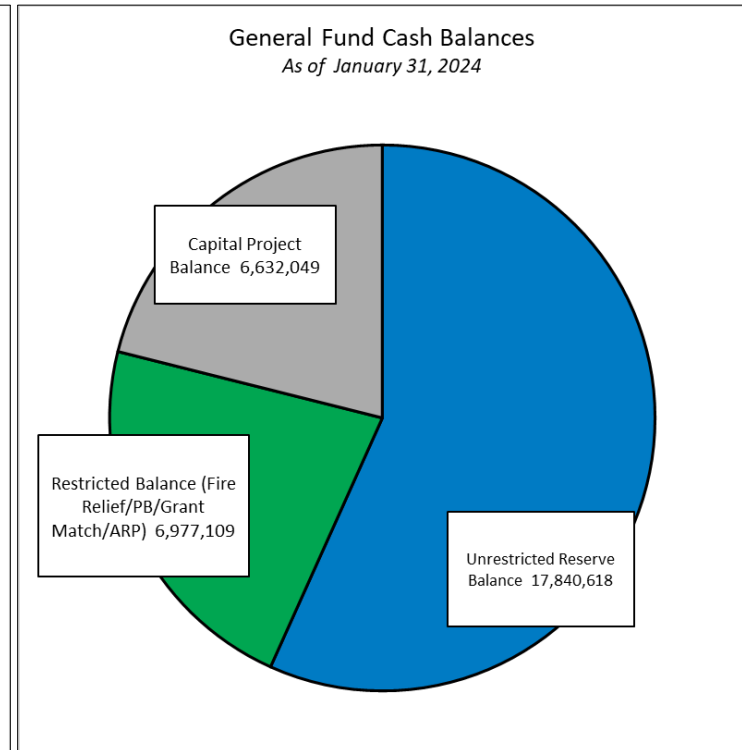
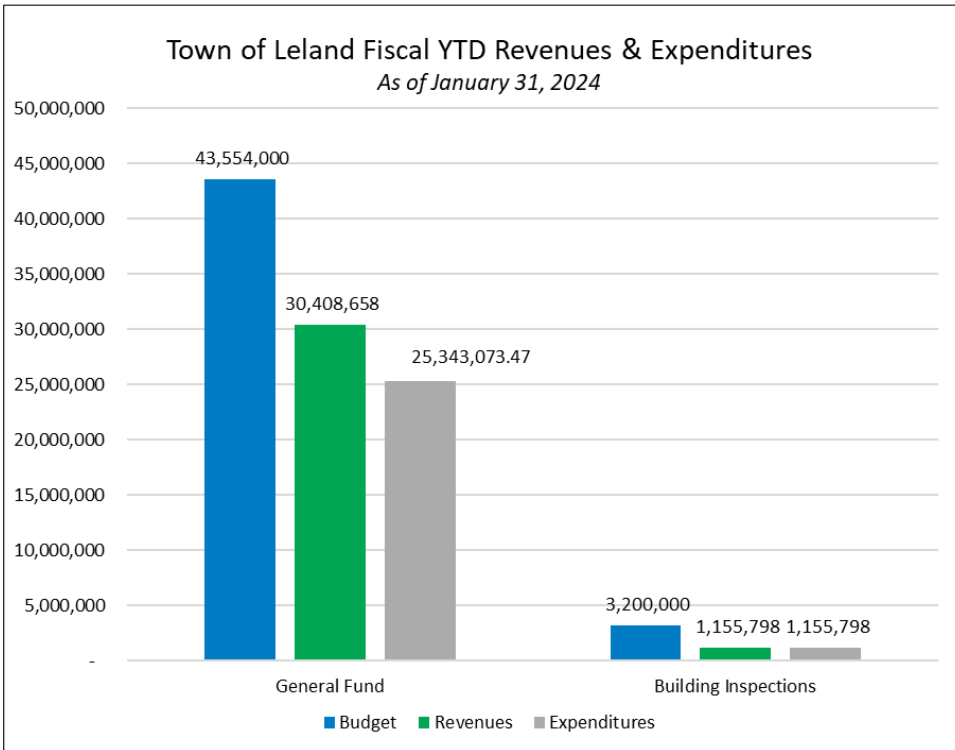
In January, the department closed the calendar year and put together the first full version of the proposed budget for FY24/25.

Ms. Cook began her year-long training course through the Grant Professionals Association titled “Next Level Training for Federal Grants”. Ms. Cook also attended USDOT’s webinar titled “How to Compete for RAISE Grants: Rural and Tribal Applicants”, NFWF’s webinar titled “Acres for America 2024”, NCDEQ’s Brownfields Assessment Grant Stakeholder virtual meeting, ICMA’s webinar titled “2025 Community Project Funding Requests”, and AARP’s webinar “2024 AARP Community Challenge Q&A”.

Ms. Newton attended OpenGov’s webinar titled “Adopt a High-Performance Capital Planning Process”. Ms. Newton held a new internal training presentation titled “Intro to Incode” to increase transparency and understanding of the Town’s financial software. Ms. Newton also attended NCDOR’s Public Record Request training at Town Hall and GFOA’s webinar titled “Budget Awards Program: Overview of Application Process and Criteria.”

The full Finance team and Fire leadership completed the GFOA webinar “10 Steps to Better Collaboration Between Finance and Fire”, as well as attended a roundtable offsite meeting to discuss.

Dashboard

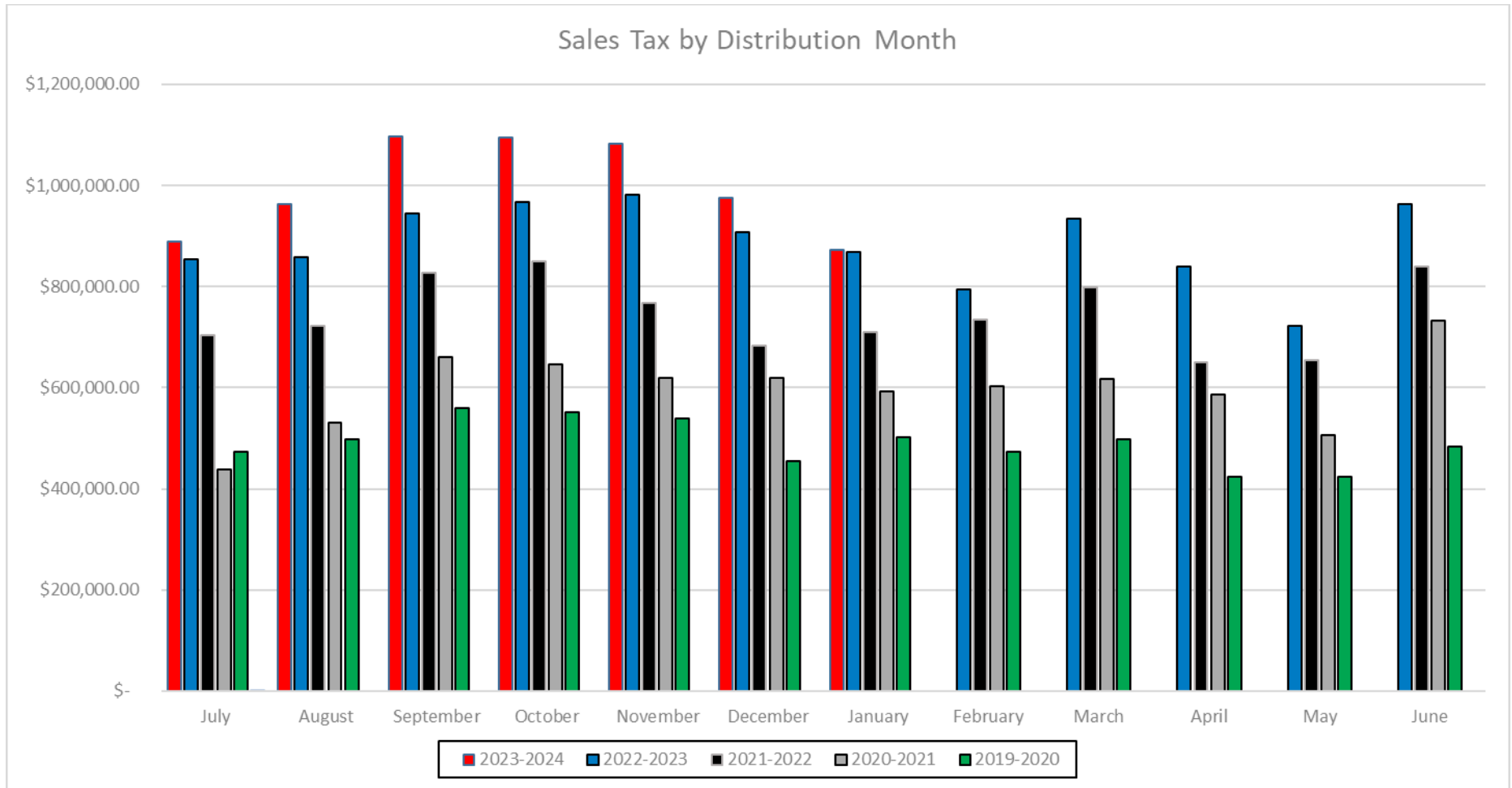


Financial Budget to Actual Report – January 31, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	43,554,000	5,105,371	30,408,658	-	13,145,342	30.18%
Governing Body	315,000	315,000	52,548	178,022	68,375	68,603	21.78%
Administration	2,300,000	2,300,000	228,649	1,391,197	35,522	873,281	37.97%
Information Technology	3,285,000	3,285,000	134,942	1,064,278	961,110	1,259,612	38.34%
Human Resources	470,000	476,000	27,717	181,811	22,623	271,566	57.05%
Finance	1,000,000	1,000,000	89,124	539,705	6,760	453,534	45.35%
Planning	1,280,000	1,280,000	77,042	538,607	37,846	703,547	54.96%
P&R & Cultural Arts	1,210,000	1,210,000	84,201	570,688	29,230	610,082	50.42%
Fleet & Facilities	1,490,000	1,490,000	117,142	797,953	165,184	526,863	35.36%
Streets & Grounds	3,610,000	3,610,000	228,646	1,414,261	128,590	2,067,149	57.26%
Engineering	1,050,000	1,050,000	29,881	283,881	22,848	743,271	70.79%
Police	6,730,000	6,758,000	438,897	3,583,210	254,805	2,919,984	43.21%
Emergency Management	220,000	220,000	15,622	119,663	786	99,551	45.25%
Fire	7,445,000	7,445,000	550,796	4,331,988	174,466	2,938,546	39.47%
Debt Services	4,120,000	4,120,000	887,658	2,364,767	-	1,755,233	42.60%
Transfers	4,475,000	8,995,000	31,454	7,983,042	-	1,011,958	11.25%
EXPENSES	39,000,000	43,554,000	2,994,318	25,343,073	1,908,146	16,302,781	37.43%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	154,619	1,155,798	-	2,044,202	63.88%
EXPENSES	3,200,000	3,200,000	155,136	1,155,798	32,092	2,012,110	62.88%

FY Sales Tax Distribution

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



Grant News

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

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

Description: Bond Counsel – Town Hall Expansion; Vendor: McGuire Woods LLP; Amount: \$50,000

Description: Founders Park Gym Equipment; Vendor: Great Southern Recreation; Amount: \$101,531.47

Description: Founders Park Playground Equipment; Vendor: Great Southern Recreation; Amount: \$720,887.75

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in January.

Audit Committee Meeting Summary

The Audit Committee did not meet in January.

Department News

In late December and January, the Town celebrated the promotions of 10 employees and welcomed four new employees to the Police Department. These additional officers are a part of the Town's plan to expand its Police force to meet the needs of a growing population. The department also sponsored a Take A Break event at the LCAC. Staff shared bagels and coffee and learned more about the programs the LCAC offers and the work of its staff. Finally, Ms. O'Toole participated in an employment law course at the UNC School of Government.

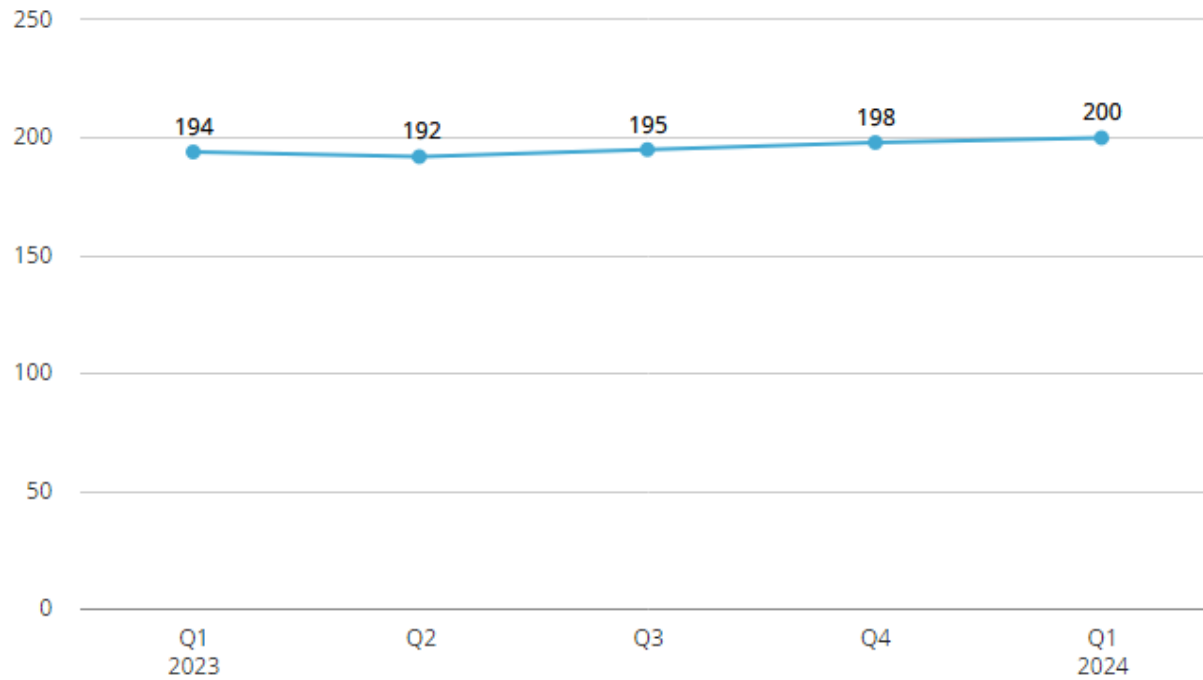
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Divina Mercado	Police Department	Promotion	12/23/2023	Master Police Officer	Police Officer	Master Police Officer
Justin Brown	Police Department	Promotion	12/23/2023	Master Police Officer	Police Officer	Master Police Officer
Jermol Edwards	Fire Department	Promotion	12/23/2023	Senior Firefighter	Firefighter	Senior Firefighter
Chris Daw	Fire Department	Promotion	12/23/2023	Senior Firefighter	Firefighter	Senior Firefighter
Dallas Spence	Fire Department	Promotion	12/23/2023	Senior Fire Apparatus Engineer	Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Halsey Hoosier	Fire Department	Promotion	12/23/2023	Senior Fire/Rescue Captain	Fire/Rescue Captain	Senior Fire/Rescue Captain
Kyle Perry	Fire Department	Promotion	12/23/2023	Senior Fire/Rescue Captain	Fire/Rescue Captain	Senior Fire/Rescue Captain
Felicia McCabe	Police Department	Resignation	1/5/2024	Senior Police Officer		
JR Emenheiser	Street Maintenance	Promotion	1/6/2024	Street Maintenance Supervisor	Streets Maintenance Technician I	Street Maintenance Supervisor
Andrew McBride	Fire Department	Promotion	1/6/2024	Senior Fire Apparatus Engineer	Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Christian Marshall	Police Department	New Hire	1/8/2024	Senior Police Officer		
Nate Hagerman	Police Department	New Hire	1/8/2024	Police Cadet		
Christopher Lewis	Police Department	New Hire	1/8/2024	Police Sergeant		
Conor Montanye	Police Department	New Hire	1/8/2024	Police Cadet		
Bryson Whidby	Planning Intern	Resignation	1/19/2024	Planning Intern		
Mark Fields	Building Inspections	Promotion	1/20/2024	Building Inspector I	Probationary Building Inspector	Building Inspector I

Workers Comp Data January 2024

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

Headcount (FT and PT Employees) February 2023 – January 2024



<p>Headcount ⓘ</p> <p>200</p> <p>As of January 2024</p>	<p>Hired ⓘ</p> <p>40</p>	<p>Termed ⓘ</p> <p>30</p>	<p>Growth Rate ⓘ</p> <p>5.3%</p>	<p>Turnover Rate ⓘ</p> <p>15.3%</p>	<p>Average Tenure ⓘ</p> <p>4.2</p> <p>(Years)</p>
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Turnover Data February 2023 – January 2024

Full Time Turnover

Turnover Rate ⓘ

13.8%

Annualized Rate ⓘ

13.8%

Terminations ⓘ

25

Average Employees ⓘ

181.5

Part Time Turnover

Turnover Rate ⓘ

22.6%

Annualized Rate ⓘ

22.6%

Terminations ⓘ

2

Average Employees ⓘ

8.8

Terminations include voluntary and involuntary separations of employment.

Department News

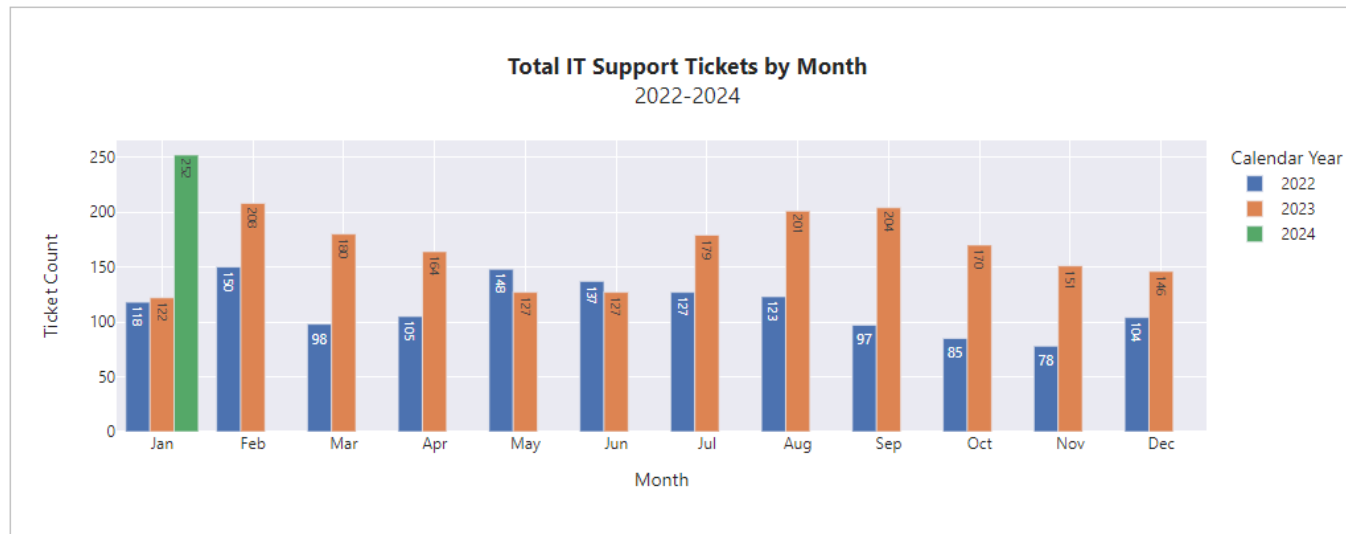
Staff have been preparing the FY24/25 IT budget and developing goals and plans for the upcoming fiscal year. The department is working with Emergency Management to develop an EOC task force to identify solutions to meet technology needs during events or emergencies. The GIS team is finalizing upgrades to the new server environment prior to moving all users to the platform.

Major Work Priorities

- Public Safety radio replacement/upgrade planning.
- Mobile modem upgrades for Fire.
- Fire Station 52 alerting system.
- LOMA/LOMR mapping for Planning.

Projects Completed

- 9 employees onboarded/offboarded.
- GIS data migration to new environment.
- Network installation for new workspaces at Town Hall.



Administration News

Mr. Brooks recently received the Credentialed Manager designation from the International City/County Management Association (ICMA). He is one of more than 1,300 local government management professionals currently credentialed through the ICMA Voluntary Credentialing Program. ICMA's mission is to advance professional local government through leadership, management, innovation, and ethics and by increasing the proficiency of appointed chief administrative officers, assistant administrators, and other employees who serve local governments and regional entities around the world. To receive the ICMA credential, a member must have significant experience as a senior management executive in local government; have earned a degree, preferably in public administration or a related field; and demonstrated a commitment to high standards of integrity and to lifelong learning and professional development.

Town Clerk's Office

Ms. Reinhardt hosted the Cape Fear Council of Government Clerk Education Series at Town Hall. Mark Holland, Supervisor of the Records Analysis Unit with the NC Department of Cultural Resources, provided a lecture defining a public record. Approximately 12 Town staff members also attended.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - January 11 Economic Development Committee Meeting
 - January 16 Agenda Council Meeting
 - January 16 Closed Session Meeting
 - January 17 Leland TDA Meeting
 - January 18 Regular Council Meeting
 - January 23 Planning Board Meeting

- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 6
 - Agendas – 5
 - Resolutions – 5
 - Ordinances – 1

- Proclamations – 1
- Presentations – 0
- Public Hearing Notices for the Council Meetings – 1
- Board/Committee Vacancies: Parks & Recreation Board Student Representative (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,000
- Portal Unique Visits – 2,214
- Regular Council Meeting Agenda Views – 643
- Agenda Council Meeting Agenda Views – 257
- Special Council Meeting Agenda Views – 631
- Economic Development Committee Agenda Views – 517
- Planning Board Agenda Views – 312
- Leland TDA Agenda Views – 210