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## STAFF REPORTS

November 2023 Regular Meeting

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## Department News

Staff received 172 requests for service in October and closed 138 of them (80%).

Brittney Kearney was promoted to Streets Maintenance Technician II and Chris Manning was promoted to Grounds Maintenance Technician II.

Brittney Kearney and JR Emenheiser received Confined Space certifications.

Scott Gardner started as the new Facilities Maintenance Supervisor on October 9.

## Streets Updates

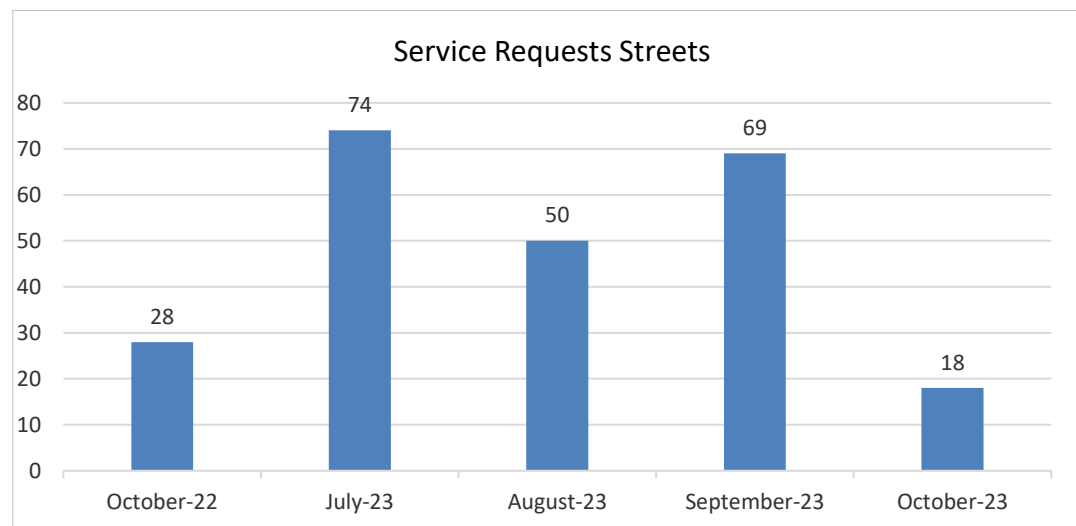
### Work Priorities

- Staff completed a storm drain modification in Magnolia Greens. This area has been prone to flooding during heavy rain events. This modification should alleviate flooding in this neighborhood.
- Staff completed a major sinkhole repair in Magnolia Greens. This work included repairing pipes, curbs, and paving the roadway.
- Staff participated in removing playground equipment from Founders Park.
- Staff completed the replacement of a section of elevated sidewalk in Magnolia Greens. This work included replacing a section of sidewalk to meet ADA requirements. This repair should alleviate some nuisance flooding in this neighborhood.
- Staff repaired potholes and graded Graham Drive.
- Staff patched large areas of Kay Todd Road with hot asphalt.
- Staff began installing a new section of sidewalk, including an ADA compliant sidewalk ramp, at the intersection of Grandiflora Drive and Pine Harvest Drive. This work included repairing a storm drain grate and replacing a section of failing concrete curb at the storm drain.
- Staff will be reviewing the intersection of Mallory Creek Drive and Highway 133.
- Staff completed mowing right-of-way ditches along certain routes in the Town.

### Work Order Summary

- Streets processed 18 work orders in October, with the majority being sidewalk/tree issue (7) and pothole/sinkhole related (5).

- Streets completed 13 work orders in October, with an approximate expense of \$43,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$23,600).



## Grounds Updates

### Work Priorities and Initiatives

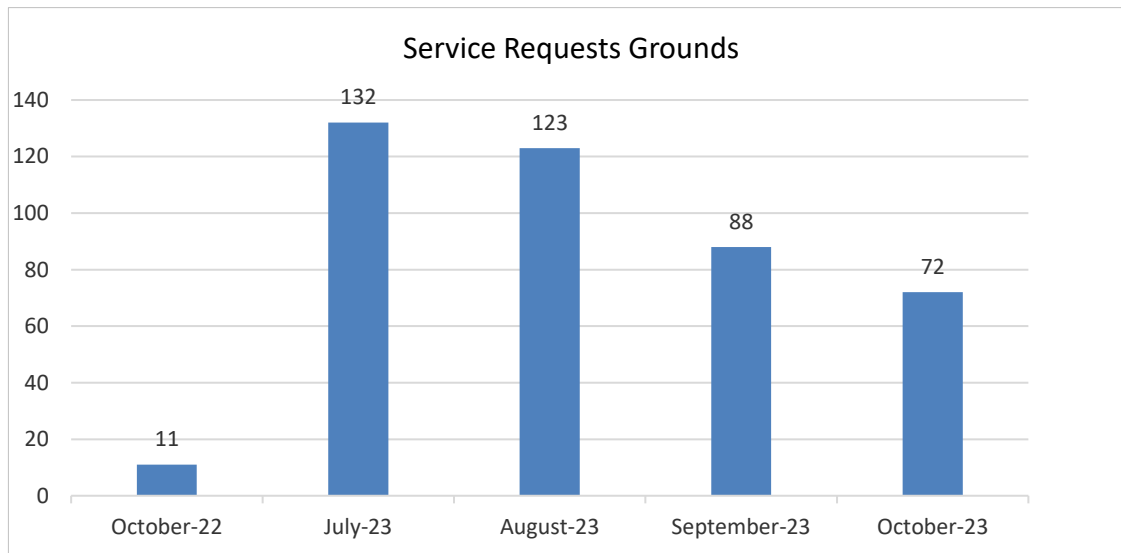
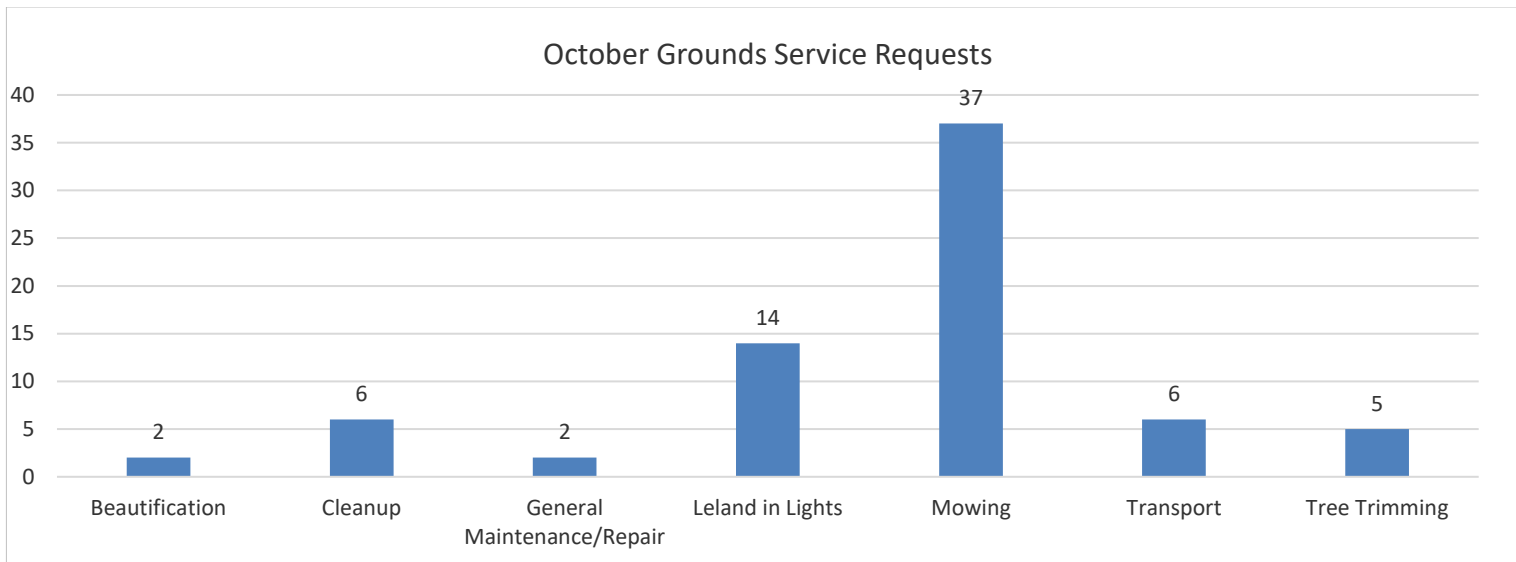
- Staff are continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff will be changing out the annual bedding plants, including planting fall and winter annuals in the islands on Village Road and at Town Hall.
- Staff are fully engaged in continuing to maintain mowing and edging all Town properties on a weekly basis.
- Staff have begun the installation of holiday displays around Town Hall, Fire Station 52, and Fire Station 53 in preparation for Leland in Lights.
- Staff will be installing the holiday street displays along Village Road.

### Projects Completed

- Staff completed the dismantling and removal of the playground at Founders Park as part of preconstruction renovations.
- Staff completed mulching the playground at Westgate Nature Park.

### Work Order Summary

- Grounds received 72 work orders in October, with most of them being mowing (37) and Leland in Lights related (14).
- Grounds completed 48 work orders in October, with an approximate expense of \$43,900 in labor and equipment to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

- Staff will be testing the transfer switch in November for the generators at the MOC.
- Staff is reviewing a containment fence proposal around the MOC.
- Staff will continue working with Salt Air on HVAC issues at Town Hall, the LCAC, and Fire Station 52.
- Staff will assist Grounds staff to install lighting and displays.
- Staff will be conducting quarterly Town building inspections.
- Staff will be working with a vendor to repair the MOC warehouse roof.

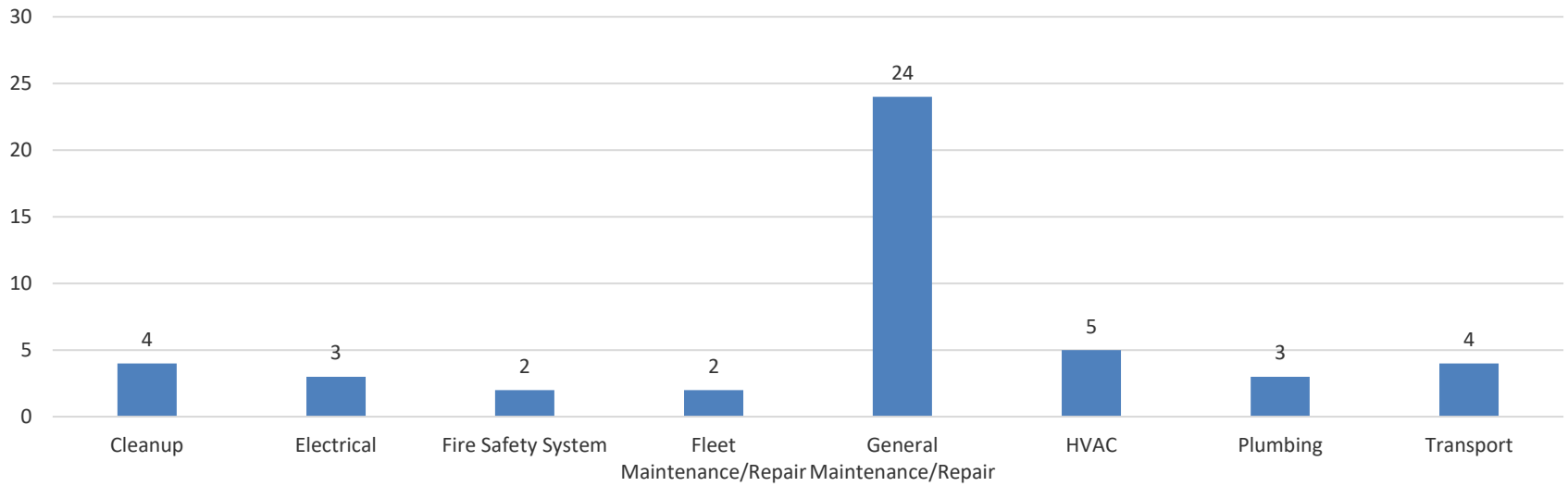
### Projects Completed

- Staff and the contractor completed the installation of the electrical transfer switch at the MOC and warehouse.
- Staff assisted Grounds in dismantling all playground equipment in Founders Park.
- Staff and the contractor completed the roof repair at Town Hall.
- Staff and the contractor completed HVAC unit replacement at Fire Station 52 and the LCAC.

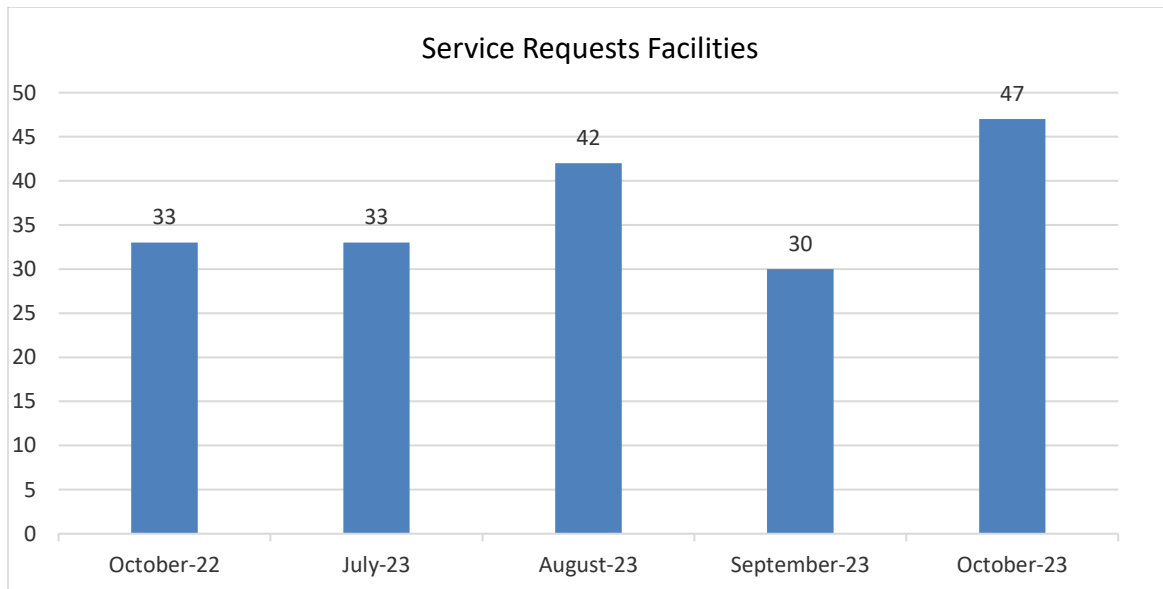
### Work Order Summary

- Facilities received 47 work orders in October, with most of them being general maintenance and repair related (24).
- Facilities completed 42 work orders in October, with an approximate expense of \$3,000 in labor and materials.

October Facilities Service Requests



Service Requests Facilities



## Fleet Vehicle Updates

### Work Priorities

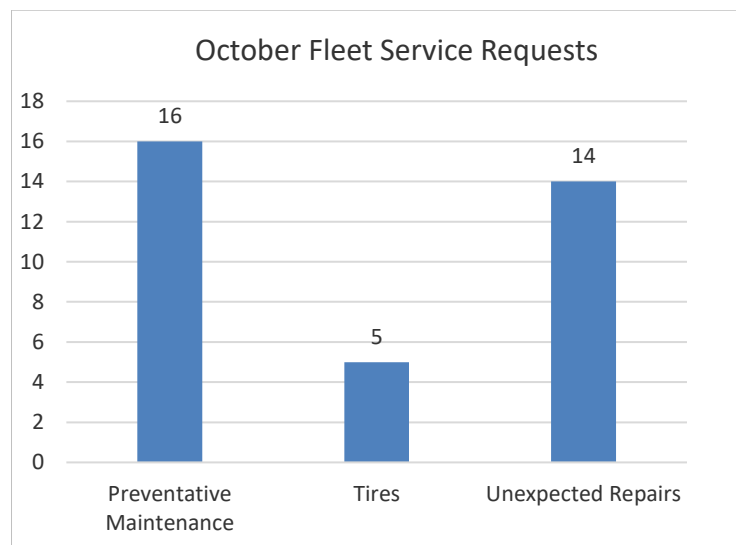
- Staff are finalizing vehicle surveys.
- Staff are compiling survey data that will be used for vehicle replacement recommendations.

### Projects Completed

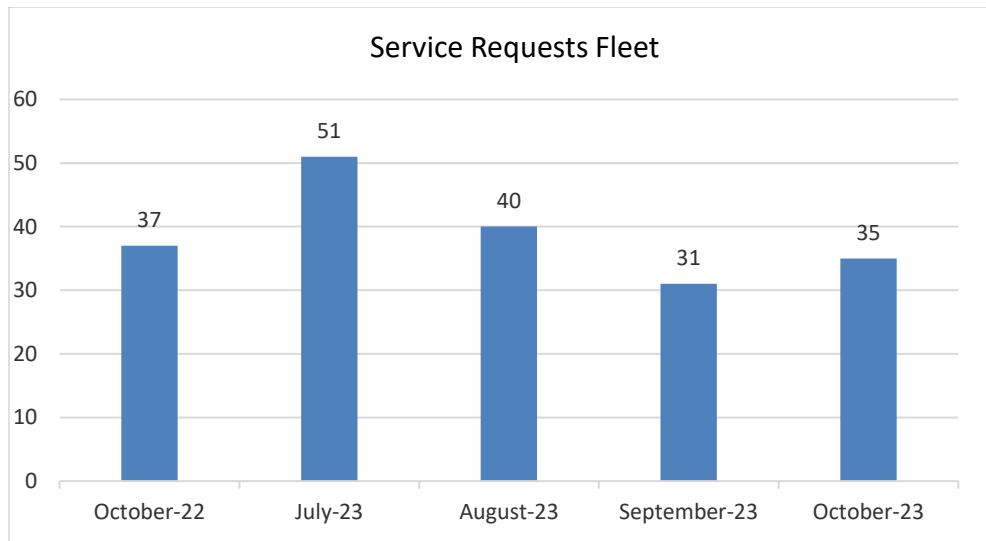
- Staff completed all preparations needed to conduct annual surveys on all Town vehicles.

### Work Order Summary

- Fleet received 35 service requests in October for an approximate expense of \$14,400. Of these, 16 requests were for scheduled preventative maintenance for about \$1,800.







## Department News

Carolyn Crutchfield started as Recreation Specialist on October 9. The department has completed recruitment for the vacant Recreation Supervisor position and will make an announcement soon.

## Parks and Recreation Board Summary

The Parks and Recreation Board met on October 25, 2023, and reviewed the following topics:

- Parks and Recreation Board meeting schedule for 2024
- Lend a Hand in Leland
- Leland in Lights
- Founders Park

The next Parks and Recreation Board meeting is scheduled for December 6, 2023.

## Upcoming Events

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

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

December 6, 6:30 p.m. – Cookies with Santa (LCAC; Registration required)

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

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

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

December 14, 6 p.m. – Holly Jolly Holiday Recital (LCAC; Free)

December 16, 12-2:30 p.m. – Sensory Sensitive Santa Visits (LCAC; Registration required)

## Parks, Recreation, and Cultural Resources Updates

Trunk or Treat was held on October 28 with strong support from the community. There were 31 organizations, businesses, and community groups with trunks as well as Town of Leland trunks serving more than 1,500 Halloween candy seekers. The Holiday Art Market registration ended on October 20 with 80 applications, 38 of which were selected for the show on December 2. Moving closer to the holiday season, staff are excited about upcoming events. Work has been ongoing for the light display, which kicks off on December 2 with the annual Leland in Lights Tree Lighting. This year, displays will appear at multiple Town facilities. Due to renovations at Founders Park, this year's event will be scaled back to accommodate the smaller area but will still feature light displays, the Town tree, and Santa.

With a positive response to the sensory-sensitive movie on September 30, staff are looking forward to hosting Sensory-Sensitive Santa Visits in December. The Wilmington Big Band performance on December 8 kicks off a busy schedule of holiday events, including breakfast with Santa on December 13 and the Sensory-Sensitive Santa Visit on December 16.

## Social Media Update

- PRCR Facebook Highlights (October 1 – 31, 2023)
  - Added 61 new page likes
  - Page reach – 27,000
  - Top post (Largest reach): “Did you enjoy Legacy Motown Revue? We were glad to see our community dancing and supporting the band. These community events are FREE to the public and provide you with a great excuse to spend the evening outside. Mark your calendars for Oct. 27. Striking Copper will be performing in Founders Park.”
- LCAC Facebook Highlights (October 1 – 31, 2023)
  - Added 35 new page likes
  - Page reach – 36,000
  - Top post (Largest reach): “Thank you to everyone that came to our Halloween Party! Shoutout to our amazing employee Adela for always doing the most for her little learners. This program is a great way to introduce your children to new experiences. You can register online or in person at the LCAC!”
- PRCR Instagram (October 1 – 31, 2023)
  - Added 20 new followers
  - Page reach – 2,900

- Top post (Largest reach): “Did you see the Sanderson sister fly over Wilmington on Saturday? You did if you attended our showing of Hocus Pocus in the park! We loved to see everyone dressed in their Halloween costumes. Don't forget to attend our Trunk or Treat event happening on October 29th!”
- LCAC Instagram (October 1 – 31, 2023)
  - Added 57 new followers
  - Page reach – 2,900
  - Top post (Largest reach): “Thank you to everyone that came to our Halloween Party! Shoutout to our amazing employee Adela for always doing the most for her little learners. This program is a great way to introduce your children to new experiences. You can register online or in person at the LCAC!”

## Department News

In October, at least 250 people visited the front desk at Town Hall and more than 220 called the main phone line. 68% of the calls were for Planning and Inspections, 20% were for Engineering or Public Works, and 13% were for Police. 50% of the visitors logged were drop-ins, 20% had appointments, and 30% were for Police. 40 contact forms were submitted through the website. Recruitment continues for the vacant positions of Communications Specialist I and Communications Specialist II. Numerous staff members from all departments have been covering the front desk in the interim.

## Social Media Update

- Facebook Highlights (October 1 – 31, 2023)
  - Added 83 new page followers
  - Impressions – 46K
  - Top post (Largest reach): "Calling all ghosts, goblins, and ghouls! Our annual Trunk or Treat returns on Oct. 28. 🎃 Bring the kids around to explore all of the spooky car trunks, get creative with some amazing costumes, and indulge in plenty of treats! 🔍 Event details 📁 <https://ow.ly/1EpX50PXaB9>"
- Twitter/X Highlights (October 1 – 31, 2023)
  - Impressions/Reach – 3,033
  - Top tweet (Largest reach): "Don't forget #NationalNightOut is tomorrow, Tuesday, Oct. 3! Come meet your law enforcement officers and join us for games, food trucks, and giveaways. What you can expect 📁 <https://ow.ly/Sqiy50PO2Ms> #LelandNC"
- NextDoor Highlights (October 1 – 31, 2023)
  - Impressions/Reach – 24,093
  - Likes/Comments – 160
  - Top post (Largest reach): "Firefighter Brian Baldwin is #InTheSpotlight this week! Brian started working for the Town in Jan. 2021.
    - 🚒 Brian's job as a Firefighter involves participating in fire suppression, fire prevention, emergency medical services, tech rescues, training, and disaster preparedness program services and activities.
    - 🚒 Before becoming a Firefighter, Brian served in the Marines and Air Force. He currently serves as a Combat Medic in the Army National Guard.
    - 🚒 Brian says he enjoys his job as a Firefighter because he works with like-minded individuals who will rush to aid not only each other but also complete strangers.

Thank you for your service, Brian!”

- Instagram Highlights (October 1 – 31, 2023)
  - Added 30 new page followers
  - Post impressions – 3,951
  - Top post (Largest reach): “🔔 We're hiring! If you're looking for a career in local government that believes in the strength of the collective effort, apply today. Join us in Leland, where government really does work for the people we serve. View current job openings at the link in bio. #TownofLelandNC #LelandNC”
- LinkedIn Highlights (October 1 – 31, 2023)
  - Added 22 new followers
  - Page views – 266
  - Post impressions – 6,645
  - Reactions/Comments/Shares – 244
  - Top post (Largest reach): “Detective Ed Hutt is #InTheSpotlight this week! Ed started working for the Town in Oct. 2012.
    - 🔍 Detective Hutt works with general investigations in digital forensics. He enjoys working in this field because technology has changed how investigations are done.
    - 🔍 His favorite part of being a detective is helping others and keeping children safe.
    - 🔍 Detective Hutt is currently working on a regional lab for digital forensics in downtown Wilmington. We appreciate all you do, Detective Hutt!”

## Project Updates

- Produced 42 engaging graphics and videos for use across communications platforms.
- Created posts that resulted in more than 83,700 impressions across social media platforms.
- Continued department communication for biannual website review and updates.
- Collaborated with various departments to create and implement comprehensive public information strategies for multiple initiatives including Town projects, upcoming events, National Pedestrian Safety Month, and the economic feasibility study release.
- Finalized and released recruitment videos for the [Town](#), [Police](#), and [Fire/Rescue](#). Developed and implemented rollout strategy for website and social media.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news.

- Started planning for next Town Hall Forum, which will be held on Jan. 10 at 6 p.m. and focus on the budget.

## Website Articles/Media Coverage

- Town of Leland Website
  - [Join the Town of Leland for Bluegrass, Bowls & Baskets](#)
  - [Gullah Geechee Heritage Trail Feasibility Study Public Meetings and Public Input Opportunity](#)
  - [Groundbreaking Ceremony Set to Kick Off Founders Park Renovations](#)
  - [Celebrate Halloween with Leland's Annual Trunk or Treat](#)
  - [Economic Feasibility Study on Potential Jackeys Creek Development Projects Significant Positive Regional Impact](#)
  - [2023 Municipal Election Information](#)
- Port City Daily
  - [The Agenda: Meetings in local government this week](#)
  - [The Agenda: This week in local government](#)
  - ['The economy is in freefall': Residents form petition against Leland baseball stadium](#)
  - [The Agenda: PCSB discusses design of new school, Burgaw hosts passenger rail symposium](#)
  - [Municipal Elections 2023: Leland Mayor Brenda Bozeman, running unopposed, eyes fourth term](#)
- WWAY
  - [Town of Leland opens new fire station](#)
  - [Leland Fire/Rescue KnoxBox program expands, aiding senior citizen response](#)
  - [Groundbreaking ceremony being held to kick off Founders Park renovations](#)
  - [Town of Leland to begin renovations on Founders Park](#)
  - [Town of Leland still holding 'Leland in Lights' events, despite year-long renovation project](#)
  - [Feasibility study released for Leland \\$105.6 million baseball stadium site](#)
  - ['It's Ludicrous!:' Residents voice concerns over proposed baseball stadium in Leland](#)
  - [Progress on new businesses in Leland](#)

- WECT
  - [Portion of West Gate Drive closed for work in Leland](#)
  - [Leland to hold groundbreaking ceremony for Founders Park renovations](#)
  - [Study completed on potential impacts of baseball stadium development in Leland](#)
  - [Leland leaders to hear update on controversial baseball stadium proposal](#)
  - [7-Eleven opens near Leland Town Center](#)
  - [‘We’re not going to get a downtown unless we make one’: Leland Town Council hears update on proposal for baseball stadium, neighbors voice their concerns](#)
  - [Leland Town Center continues to expand, fitness center and fast-food chain on the way](#)
  
- StarNews
  - [The future of minor league baseball in Leland could be determined soon](#)
  - [Leland gas station, convenience store to see improvements. Here's what to expect.](#)
  - [Brunswick Today Newsletter: Baseball and biscuits in Brunswick County](#)
  - [Private school considering large Leland community for its next location](#)
  - [Once denied due to flooding concerns, massive development takes step forward in Leland](#)
  - [Brunch restaurant, fitness center and more look to join Leland commercial development](#)
  - [More commercial space, amenity center proposed in growing Leland community](#)
  - [Staring at a billion-dollar project, Leland keeps stadium and development proposal alive](#)
  - [Brunswick Today Newsletter: Get schooled and 'wine' down in Brunswick County this week](#)
  - [PHOTOS: After groundbreaking, big upgrades coming to Leland's Founders Park](#)
  - [What to know as transportation officials plan for a 14-mile trail in Brunswick County](#)
  
- WilmingtonBiz
  - [Report: Leland Baseball Stadium Could Swing \\$21.9M In Annual Economic Impact](#)
  - [‘We're Going To Fight It’: Leland Baseball Stadium Faces Resident Pushback](#)
  - [Leland Breaks Ground On \\$8M In Park Upgrades, New Amphitheater](#)
  
- North Brunswick Magazine
  - [Volunteer Day in Leland](#)



- [Playground Closure at Leland Founders Day Park](#)
- [Pre-Halloween Celebration](#)

## TDA Marketing

- Discussed potential upcoming marketing opportunities with WWAY.
- Continue to review marketing opportunities targeted to specific locations and demographics, along with long-range opportunities.

## Leland TDA Meeting Summary

The Leland Tourism Development Authority met on October 18, 2023, and heard the following items:

- Presentation and review of the FYE2023 Audit
- Founders Park amphitheater grant presentation
- Approved budget amendment to appropriate \$92,000 from the General Fund Reserves to the Capital Project Fund
- Approved a grant contract with the Town of Leland for the development of an amphitheater in Founders Park
- Approved a grant contract with the North Carolina Rice Festival, Inc.
- Adopted the Leland TDA regular meeting schedule for the 2024 calendar year

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

## Department News

Officer Bortnick attended the Police Law Institute October 2-13 at the North Carolina Justice Academy. This course is intended to provide the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications, and nontestimonial identification orders.

Officer Robeson attended a Standard Field Sobriety Testing course October 9-12 at Cape Fear Community College. This course certifies officers in administering field sobriety testing on DUI/traffic stops.

Senior Officers Berry and Martin attended the second week of the Leadership Institute October 9-13 virtually. This training spans over a three-month period and is designed to equip criminal justice leaders with the tools to steer their agencies and communities toward the future.

Sergeant Munger attended Firearms Instructor School October 16-27 at the North Carolina Justice Academy. This course certifies firearm instructors to train others in the use of firearms and yearly qualifications.

Master Officer Terry attended a Crash Reconstruction course October 16-27 at the North Carolina Justice Academy. This course is intended to enable participants to reconstruct traffic crashes using previously gained knowledge in combination with materials learned in this course.

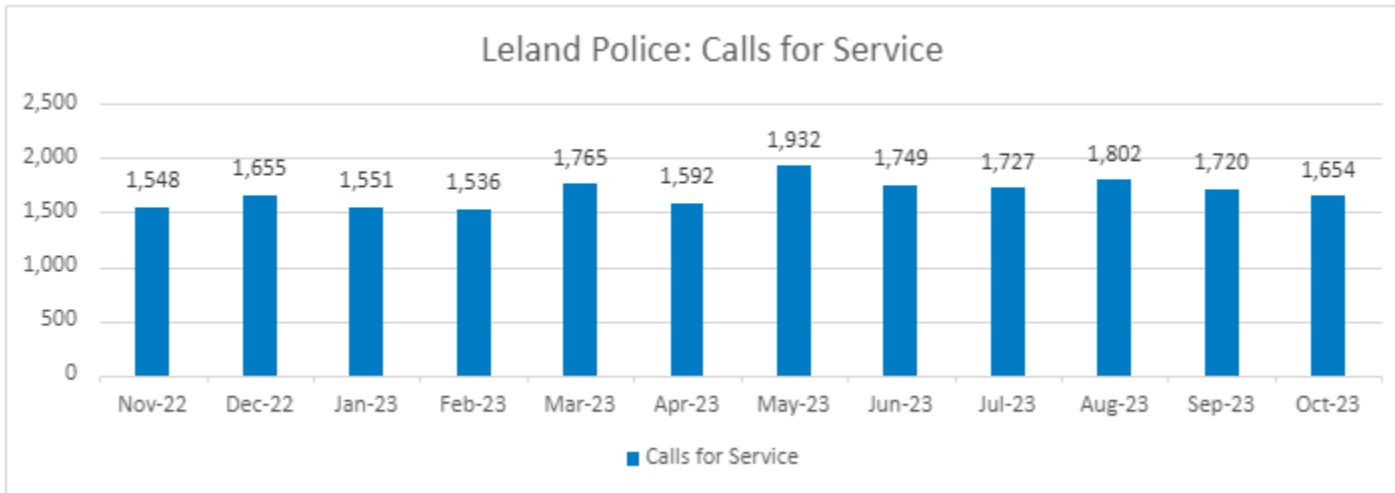
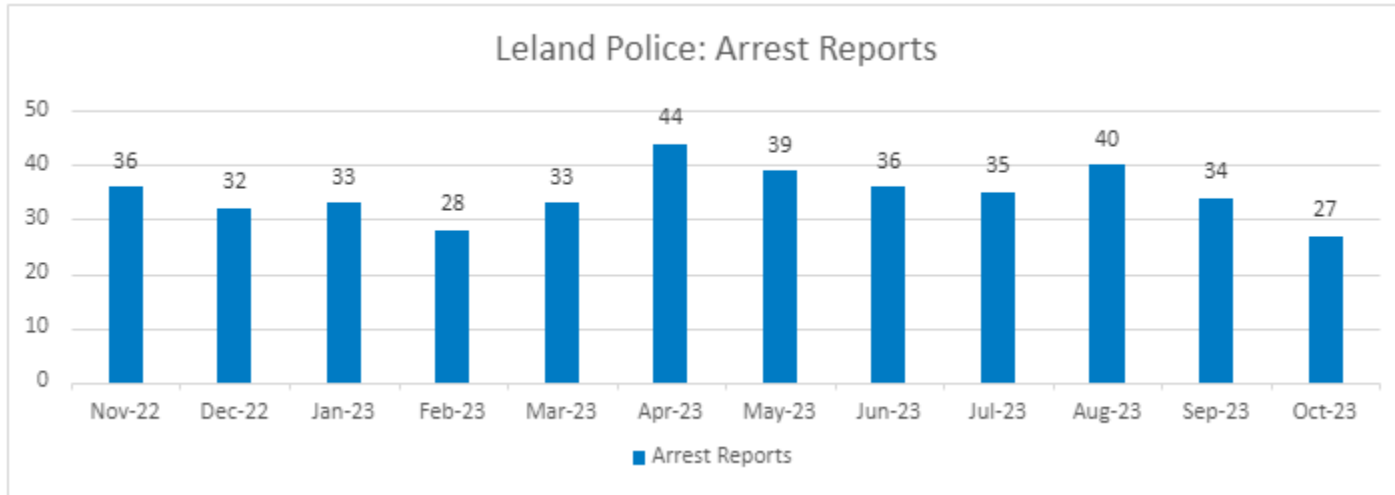
Master Officer Yeager attended Basic Sex Crimes and Child Abuse training October 16-20 at the North Carolina Justice Academy. This course is intended for patrol officers and criminal investigators to learn the fundamentals of sex crimes and child abuse investigations.

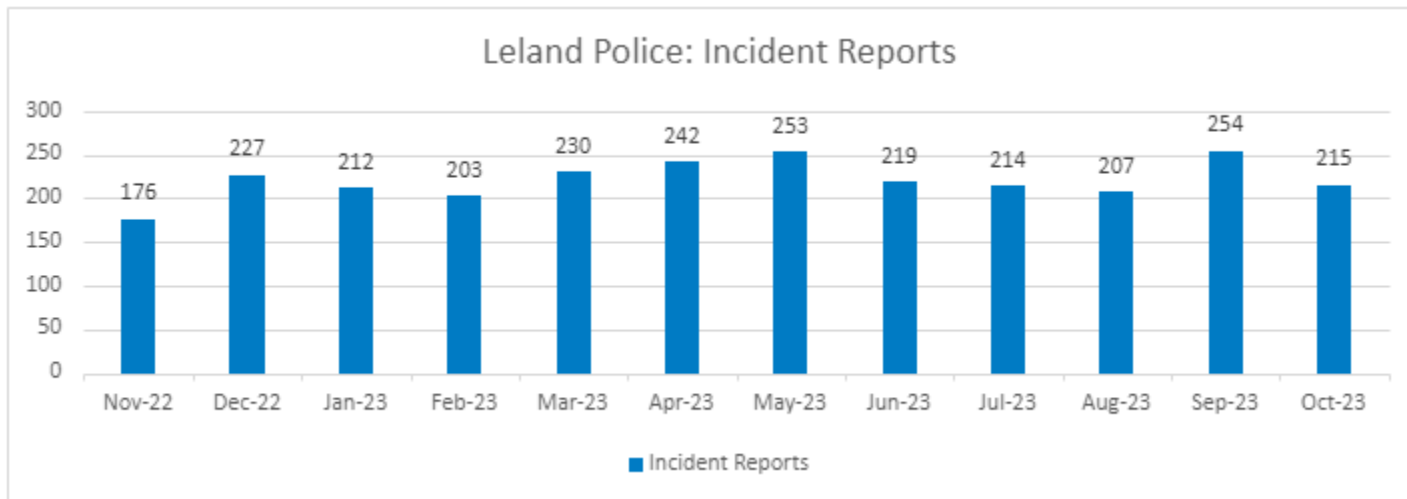
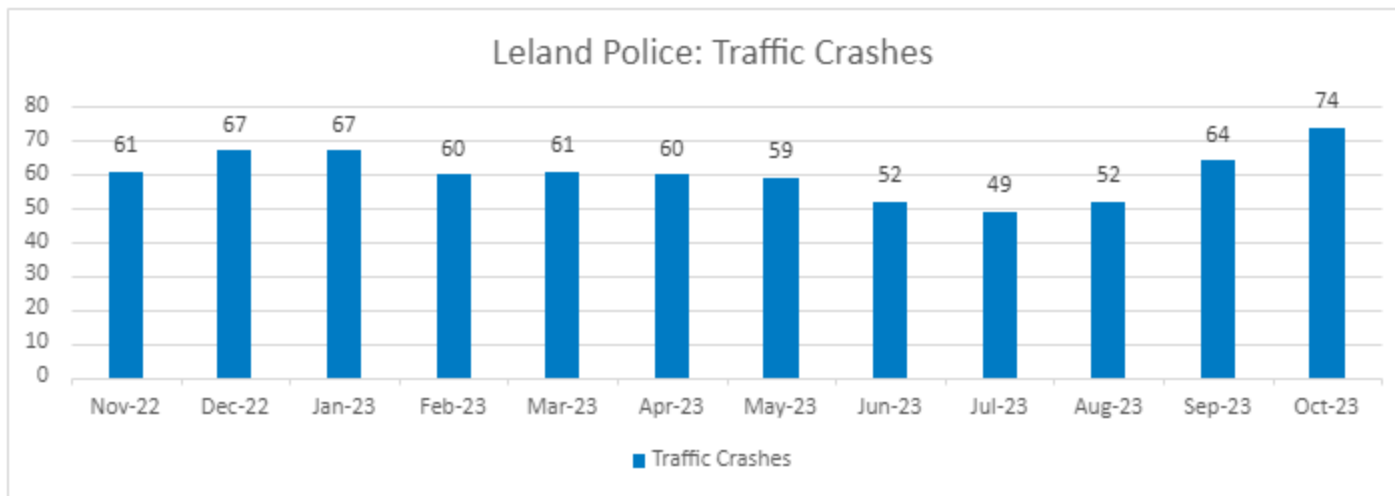
Officer White attended the North Carolina Animal Control and Rabies Association Conference October 16-18 in Wrightsville Beach. This conference is intended for animal care professionals to learn and network.

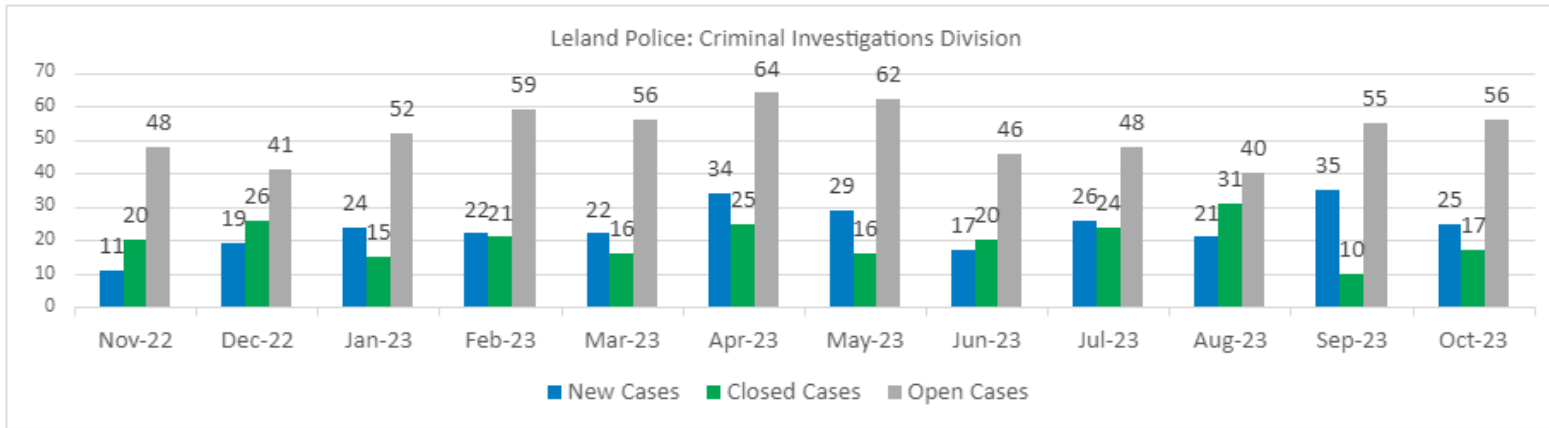
Sergeant Kazee attended a Drug Investigation for Patrol course October 17-19 at Cape Fear Community College. The purpose of this class is to gain complete awareness of the drugs facing law enforcement today and gain the expertise needed to make quality observations and sound judgments in determining drug use.

Master Officer Piniewski attended a Field Training Officer course October 23-27 at the North Carolina Justice Academy. This course is for law enforcement officers tasked with providing field training to law enforcement recruits who have completed BLET or equivalent training.

Dashboard







Animal Services Report							
2023	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	9	0	1	1	0	0	1
Feb	5	0	0	0	0	0	2
Mar	28	0	4	4	0	1	4
Apr	13	0	0	0	0	0	3
May	61	8	17	10	3	0	3
Jun	70	7	6	10	6	0	3
Jul	56	8	2	10	2	0	4
Aug	52	9	3	10	5	1	1
Sep	45	5	5	8	4	1	2
Oct	36	4	6	6	4	1	4
Nov							
Dec							
Totals	375	41	43	58	24	4	27

## Department News

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

- Assisted five citizens with child passenger seat checks or installations
- Assisted 24 homeowners with smoke alarm installations or battery replacements
- Conducted three station tours
- Presented fire prevention education to preschool-aged children at Childcare Network
- Presented fire prevention education to the students at Belville Elementary and Lincoln Elementary
- Participated in the Coastal BUDS Cape Fear Buddy Walk

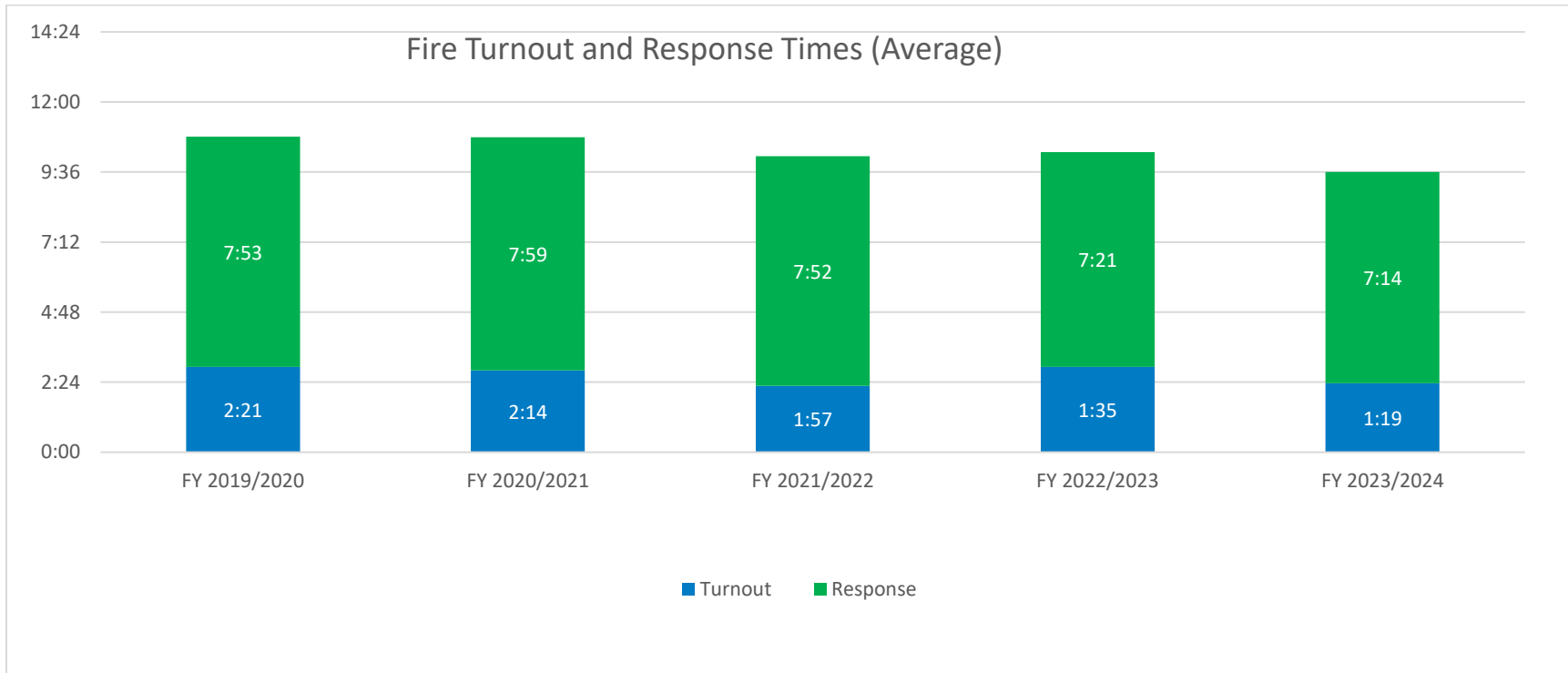
Jody Harrelson was promoted to Senior Fire Apparatus Engineer. Jarrett Harley, David Owens, and Brandon Price were promoted to Senior Captains.

A-Shift participated in their quarterly facility training day which focused on multi-company evolutions between engine company operations and truck company operations. Crews worked together to deploy the needed hose lines to extinguish the fire. Truck companies worked on search, ventilation, and forcible entry drills as needed. Crews were given different scenarios and had to overcome various challenges.

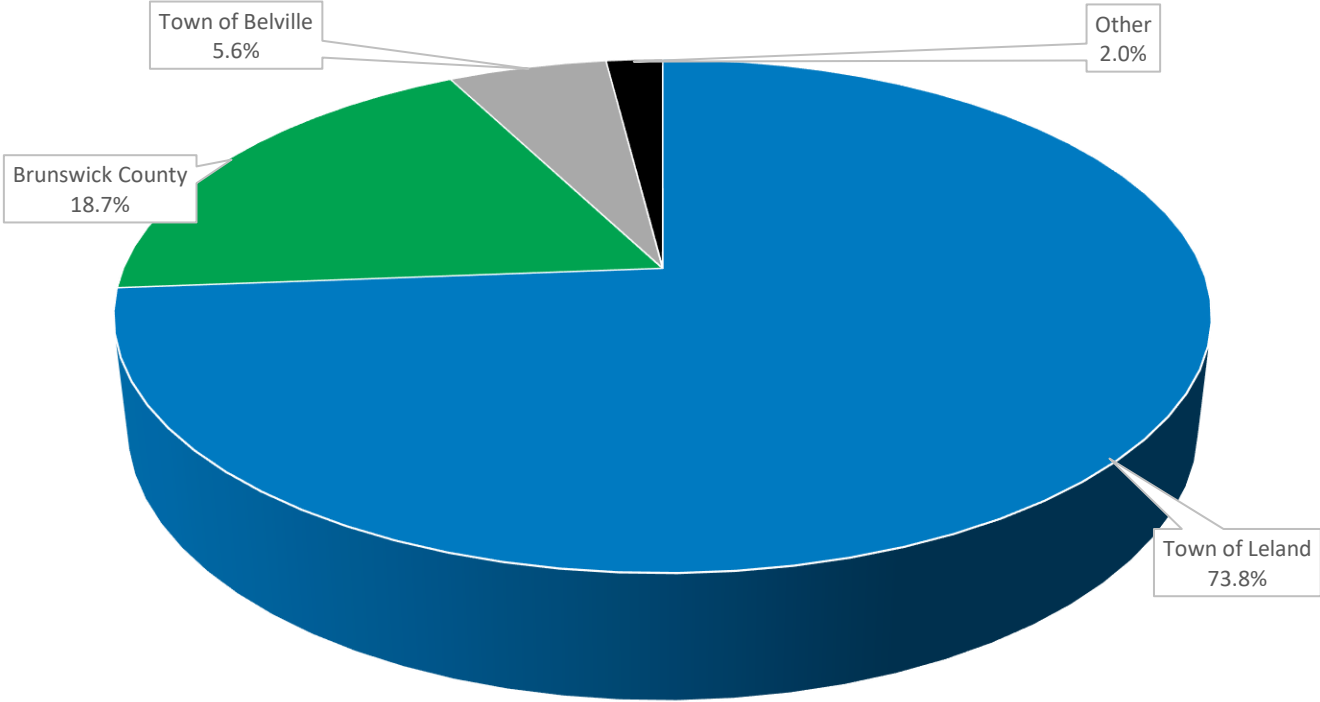
Battalion Chief Joe Stavish and Captain Matt Sellers completed the Chief Officers Executive Development Program, a two-week program offered by the North Carolina Association of Fire Chiefs. Speakers and fire chiefs from across the country presented topics the fire service is currently facing. Several after-action incidents were discussed including the Asheville Fire Department's line of duty death and Winston-Salem's fertilizer fire. This course is offered every other year and only accepts 50 students.

Fire Apparatus Engineers Chris Barrett, Andrew Hindt, and Bradlee Littlefield attended the North Carolina Breathing Equipment Firefighter Survival School. This is the most demanding and toughest course that North Carolina has to offer. Participants of this school are faced with physical exertion and psychologically stressful situations. Members were presented with the most advanced and latest information concerning emergency situations a firefighter may experience. The wait time for this course can take years and the training is second to none.

## Dashboard

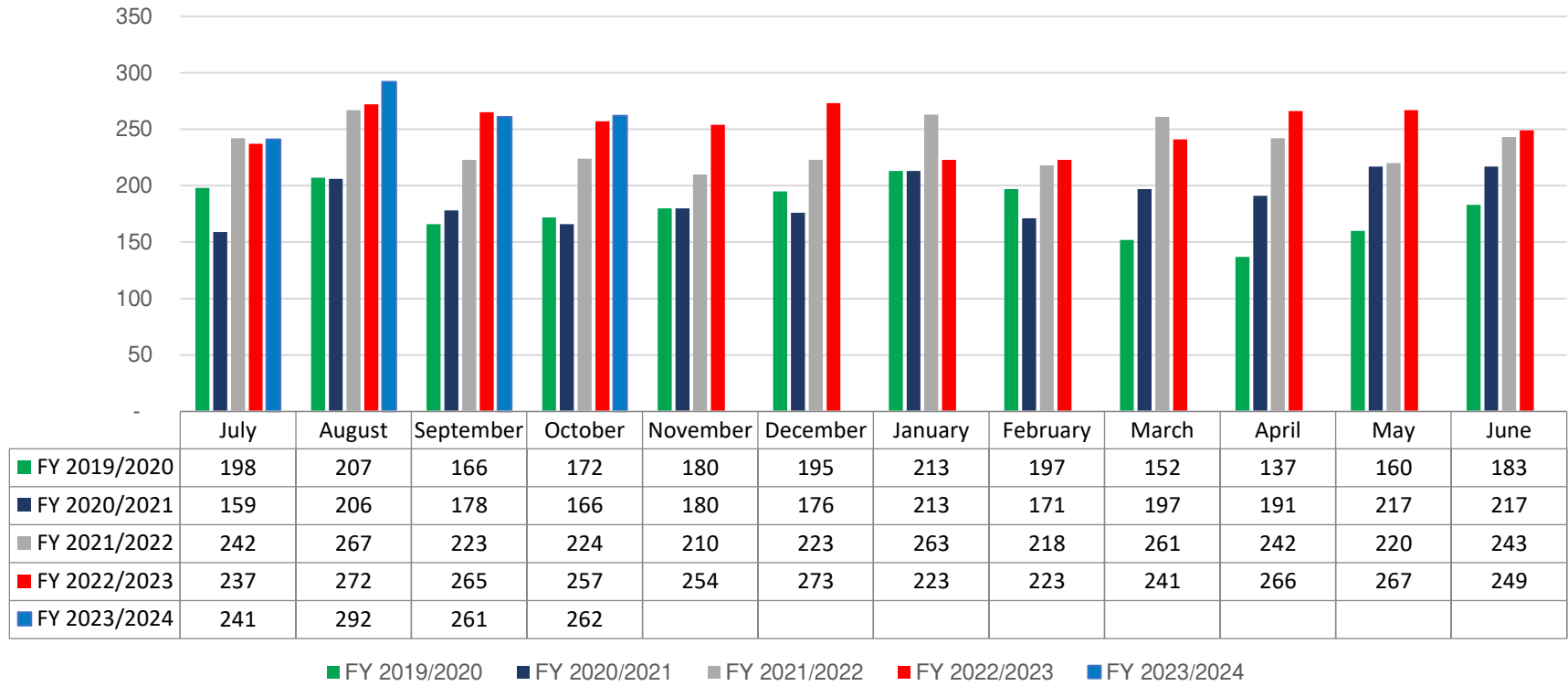


FY 2023/2024 Fire Calls by Zone

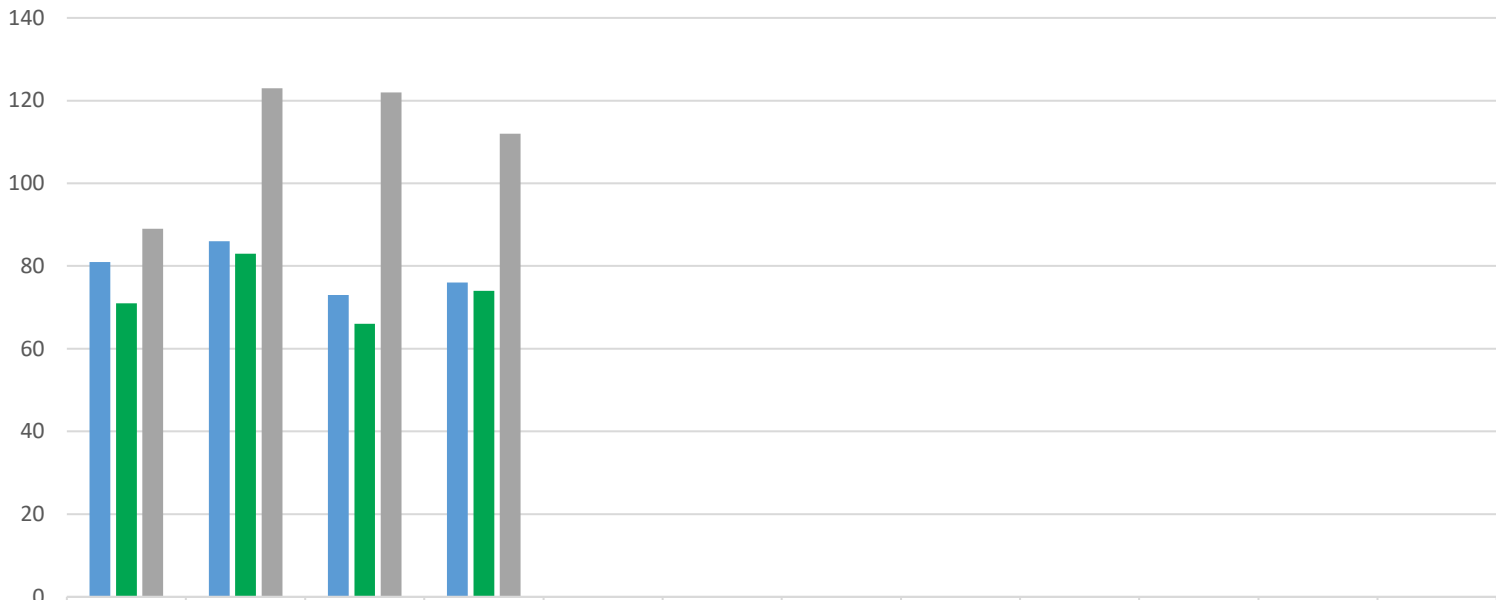




Fire Calls



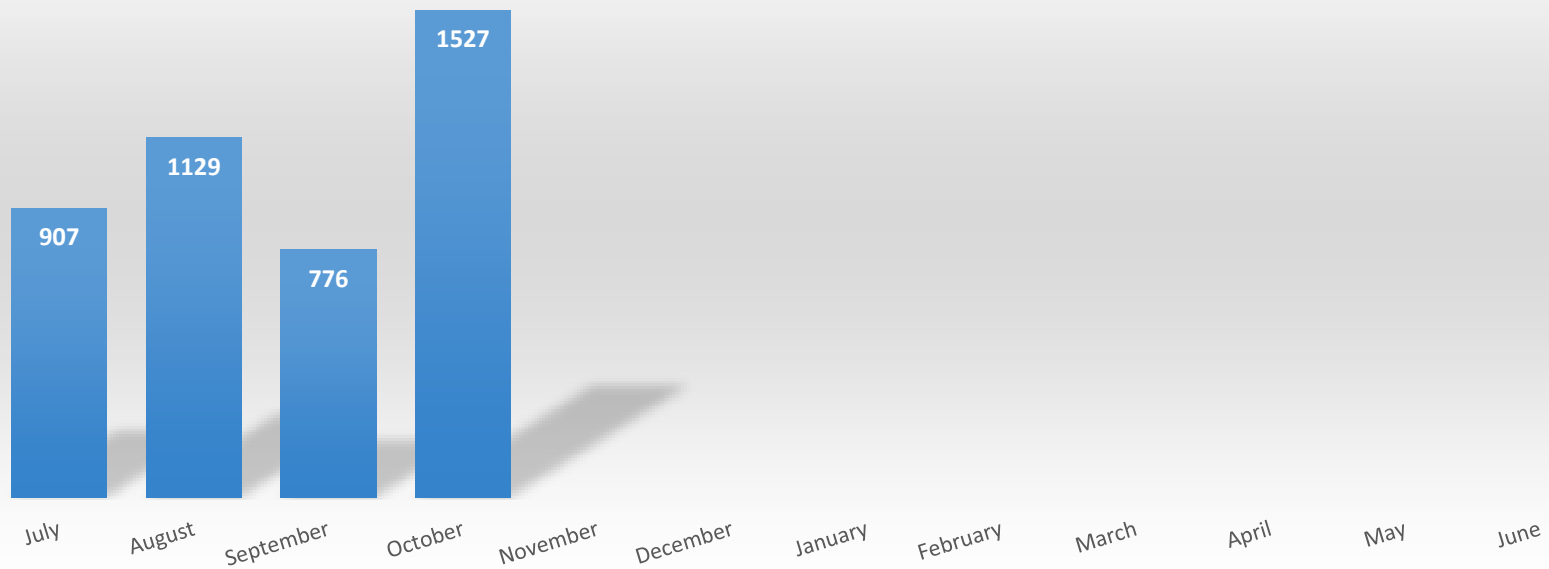
FY 2023/2024 Fire Calls Per Station



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

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

FY 2023/2024 Training Hours



## Department News

Chief Grimes attended the fall conference of the North Carolina Emergency Management Association in Wilmington. He received training in mass sheltering plans, state-wide exercises, iPaws/WPS Alert Systems, hazardous material response, and statewide software systems. Chief Grimes was elected as the Vice-Chair of the Municipal Emergency Managers Caucus. Work continued on the 5-year Public Safety Strategic Plan. Chief Grimes attended the quarterly meeting of the Local Emergency Planning Committee. Training was provided for staff in Intermediate Incident Command Systems for Expanding Incidents (ICS-300). Five staff members from the Police, Planning/Inspections, and Fire departments participated. All departments are preparing for a Division/Group Supervisor class in December. Training was provided for staff on the federal Government Emergency Telecommunications System and Wireless Preemption Service. The service allows critical communication services in times of high volume to preempt civilian telecommunication traffic.

## Work Priorities

- Additional annexes to the Emergency Operations Plan.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- NCDOT debris management for secondary roads.
- Preparing for further staff incident exercises.

## Projects Completed

- 2024 Debris Management Plan.

## Department News

Mark Cooper and Julian Griffie completed ICS-100 and ICS-700. Both courses are required by the Town for employees who may be involved in emergency management operations before, during, or after an incident.

Andrew Neylon completed ICS-200, ICS-800, and ICS-300. These courses are required for Town employees in supervisory positions and provide attendees with detailed information about managing others during incidents. Ernie Hernandez also completed the ICS-300 course.

Adam Stanley, Mark Fields, Dusty Greiner, and Suzanne Keenan attended and passed the Mechanical Level 1 class and are now eligible to take the certification exam.

Jessica Moberly and Mr. Neylon attended Walkinar 2: Infrastructure and Safety, a webinar hosted by the Maryland Department of Transportation. This webinar explored new approaches to town planning that address potential links between land use and transportation, and how using complete streets connectivity to improve pedestrian connectivity can help support public health and safety.

Josh Van Pelt received his Standard Mechanical Level 2 certification.

Ms. Moberly attended Complete Streets Power Hour: Advocate Series, a webinar hosted by Smart Growth America. This webinar focused on making sure streets are safe for everyone and realizing that it takes more than just a policy, but expertise and powerful advocacy. The October power hour centered around advocates and the tools they need to succeed. Ms. Moberly also attended Introducing the AARP Bike Audit Toolkit, a webinar hosted by Bicycle Friendly America. The webinar allowed attendees to learn how to assess and report on the safety and bikeability of a street, intersection, or neighborhood and inspire needed change. Additionally, Ms. Moberly attended Beyond Greenways: The Next Step for City Trails & Walking Routes, a webinar hosted by the Maryland Department of Planning. This webinar provided an overview of the tools needed to develop successful and affordable plans for more trails.

Ashli Barefoot and Daniel Knoch attended the UNC SOG Civic Fellows alumni workshop in Chapel Hill. This workshop provided a review of the five behaviors of leadership and a session regarding positive and effective communication in public settings as well as within department teams.

Ben Andrea and Javier Barrera attended the 2023 North Carolina Planning Conference in Durham. This conference provided attendees with experiences around Durham and surrounding areas related to best practices in planning. Multiple sessions provided a setting to inspire participants and empower them with fresh ideas to take back to their communities.

## Planning Board Meeting Summary

The Planning Board did not meet in October due to lack of agenda items. The next meeting is scheduled for November 14, 2023, at 6 p.m.

## Board of Adjustment Meeting Summary

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

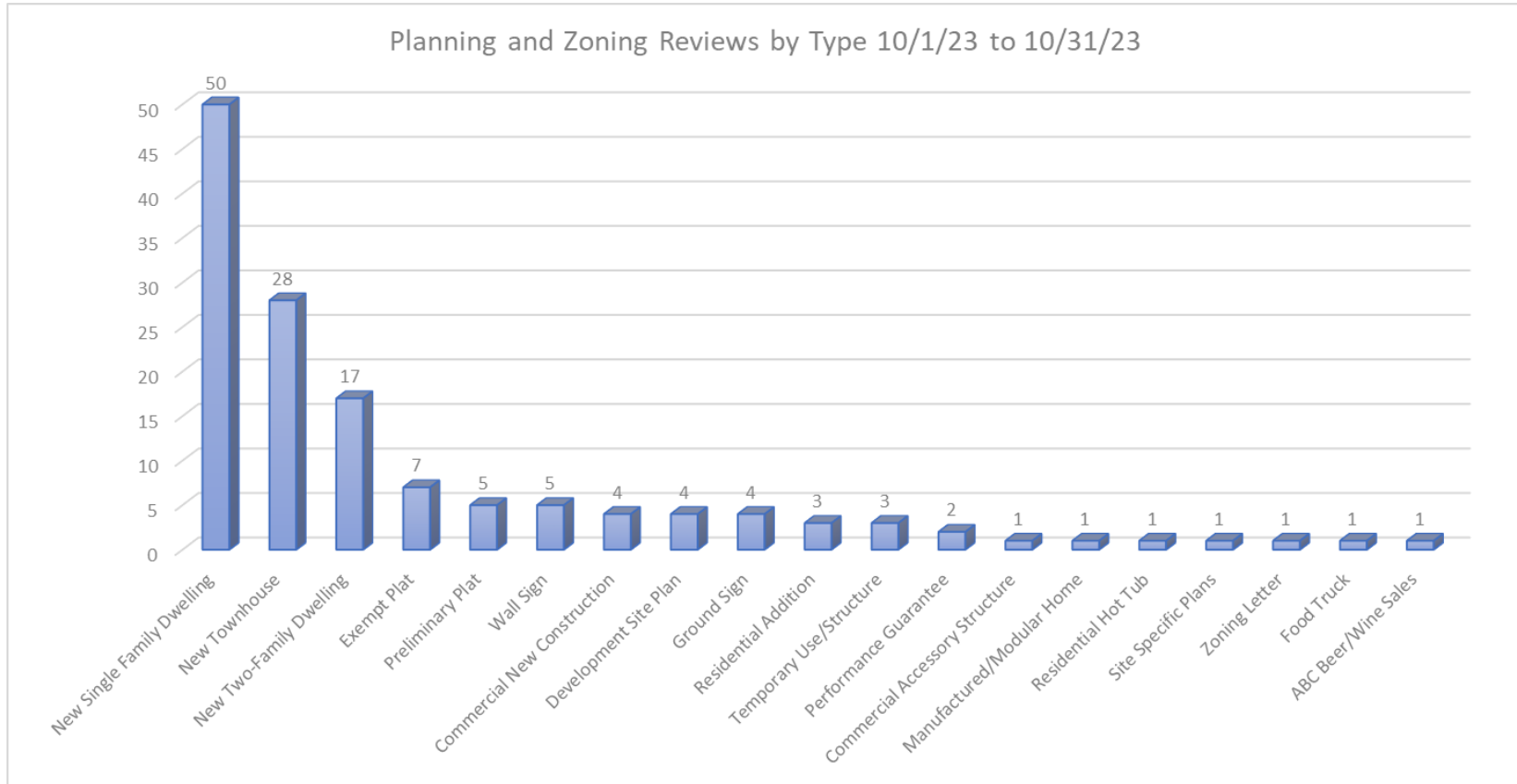
## Current Planning Update

### Technical Review Committee (TRC) Report

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

1. Preliminary Subdivision Plat for Brunswick Forest Commercial Village Lots 37 and 38 – Proposal for a 1.17 acre lot and a 1.24 acre lot on East Cutler Crossing in Brunswick Forest Commercial Village.
2. Development Site Plan for “Fitness Club” – Proposal for a 30,000 square-foot building for a fitness center with a 5,390 square-foot outdoor turf area next to the Lowe’s Home Improvement store.
3. Development Site Plan for Mavis Tire – Proposal for a 6,979 square-foot building for a Mavis Tire and Auto Repair behind Aldi near the roundabout at Ploof Road SE and Gateway Boulevard.
4. Site Specific Plan for Thales Academy – Proposal for a private K-12, 1,200 student capacity school on Brunswick Village Boulevard near Hewett Burton Road.
5. Site Specific Plan for Burton Woods Spine Road – Proposal the main road for the Burton Woods project located off Malmo Loop Road. The spine road would connect US Highway 74/76 and Malmo Loop Road through the Burton Woods project site, and serve as the residential collector road for the project.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
7	13

Other Information

Performance Guarantees

Subdivision		Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Beckington Townhomes</b>				
	Surety Bonds	2	\$139,964.38	\$0.00
<b>Bellamy Place</b>				
	Cash Bonds	1	\$1,037,615.00	\$0.00
<b>Bishops Ridge</b>				
	Cash Bonds	1	\$444,394.56	\$0.00
<b>Brunswick Forest</b>				
	Surety Bonds	16	\$4,046,927.20	\$0.00
<b>Charleston Commons</b>				
	Cash Bond	2	\$171,460.62	\$0.00
<b>Grayson Park</b>				
	Cash Bonds	3	\$50,860.15	\$0.00
	Surety Bonds	7	\$630,571.88	\$0.00
<b>Jackeys Ridge</b>				
	Cash Bonds	2	\$895,871.39	\$0.00
<b>Leland Corners</b>				
	Surety Bonds	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>				
	Letters of Credit	1	\$92,275.00	\$0.00
	Cash Bonds	8	\$1,267,291.94	\$0.00
	Surety Bonds	4	\$2,116,411.96	\$0.00
<b>Mill Branch at Spring Hill</b>				
	Surety Bonds	2	\$507,077.00	\$0.00
<b>Night Harbor Dr</b>				
	Cash Bond	1	\$7,650.00	\$0.00
<b>Seabrooke</b>				
	Cash Bonds	1	\$144,035.00	\$0.00
<b>Tara Forest</b>				
	Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit		1	\$92,275.00	\$0.00
Total Cash Bonds		20	\$4,030,018.66	\$0.00
Total Surety Bonds		32	\$7,622,296.17	\$0.00
Total Performance Guarantee Sureties		53	\$11,744,589.83	\$0.00



## Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having meetings with Insight Planning and internal discussion. Required paperwork was sent to the North Carolina Department of Commerce for review, and a release of funds is expected in November.

Staff continues to make progress with ongoing projects including the Age-friendly Strategic Plan and the Green Network Plan. A draft of the Age-friendly Strategic Plan will be reviewed by multiple Town departments prior to a review by the Circle of Influence. Staff continues to work on the Green Network Plan and is currently working on a GIS analysis of land with potential for conservation.

A Leland 2045 refresher was held for Town staff. The meeting educated all departments about the plan's components and reminded staff to keep the plan in mind when developing budget requests for next fiscal year.

Staff met with a representative from the Division of Coastal Management for an educational session on CAMA regulations.

## Transportation Planning Update

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

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

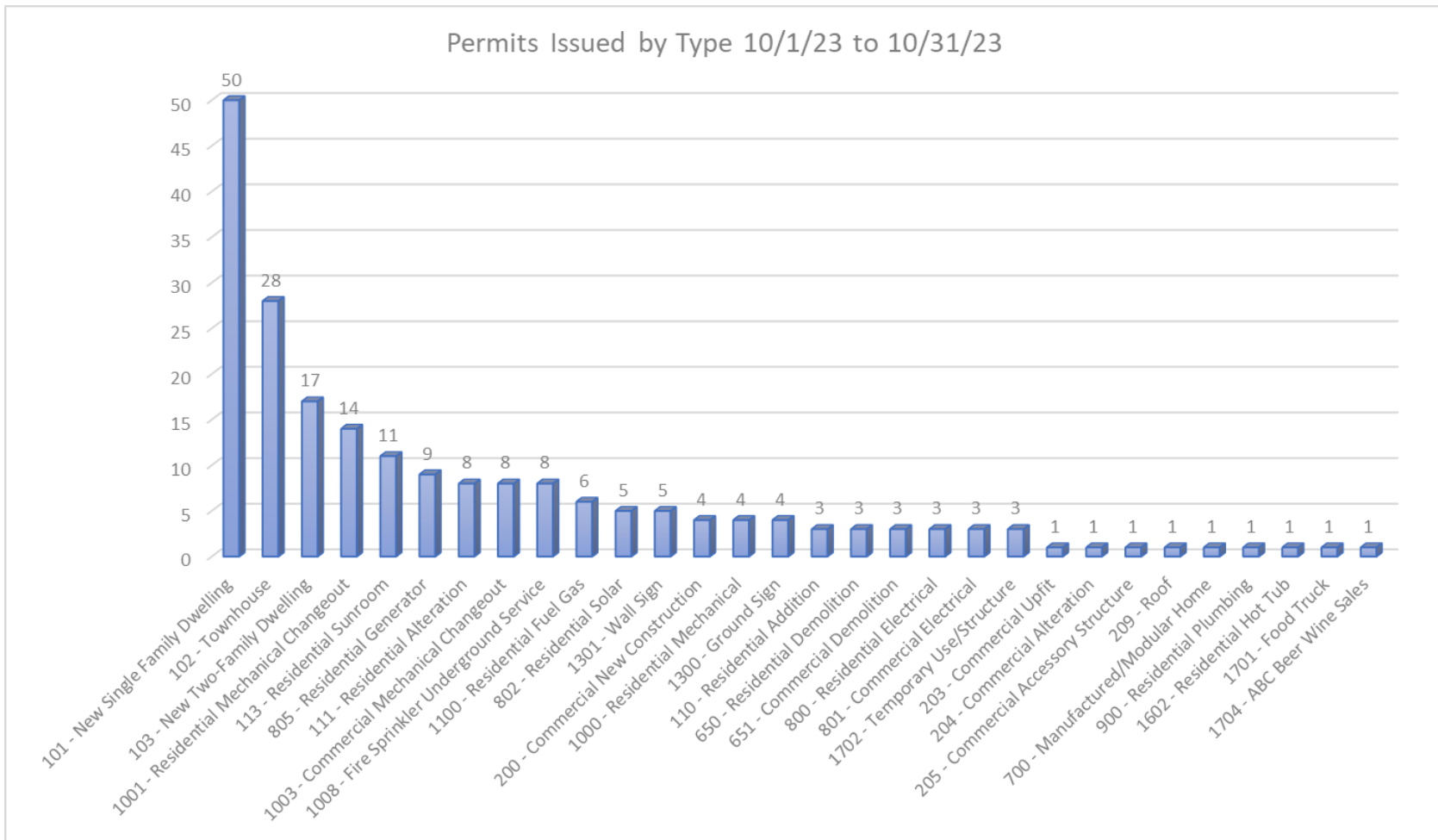
Staff met with the consultant team working on the Resilient Routes project. This grant-funded project will select several transportation network improvement projects that would improve resiliency to storm-related events and aid in post-event recovery. At the last meeting, staff worked with the project team to narrow down the geographic area considered for site selection. Staff will meet with the project team again in November.

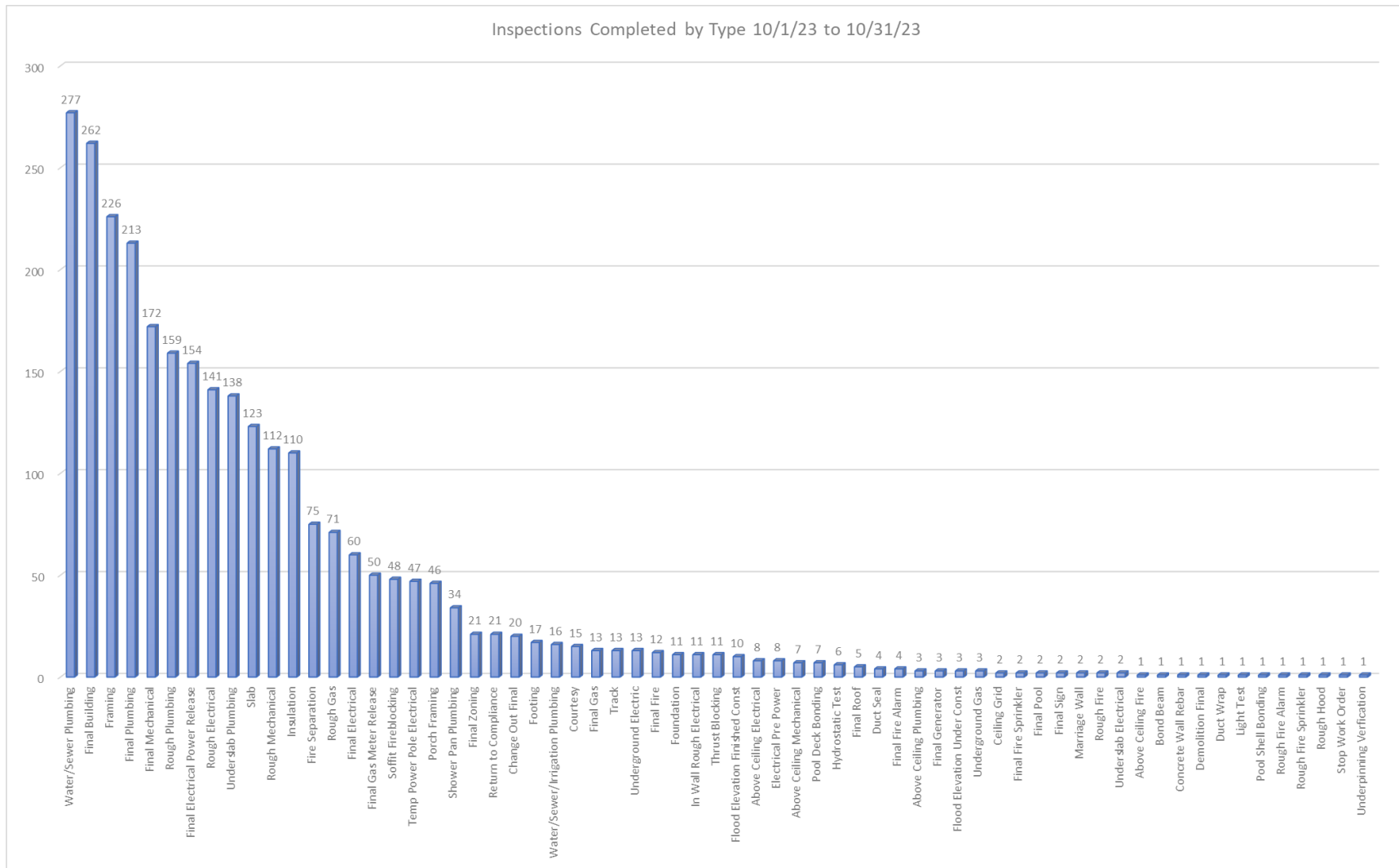
Staff is finalizing a request for proposals (RFP) for consultant help in developing the Town's first Comprehensive Safety Action Plan through the Safe Streets and Roadways for All program. The goal of the plan is to eliminate serious injuries and fatalities of users of roads and streets in the community, including motorists, bicyclists, and pedestrians, and aligns with the international Vision Zero initiative. Staff expects to release the RFP in November.

Staff is also finalizing an RFP for consultant assistance in developing the Town's first Integrated Mobility Plan. This plan will update and consolidate the Town's four transportation related plans, including the bicycle plan, pedestrian plan, street infill plan, and collector street plan. Staff expects to release the RFP for this project in January.

## Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
208	2,809	\$22,095,976





## Code Enforcement Update

### Case Summary

10/1 Thru 10/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from September	2	1	12	0	15
Cases Opened October	0	25	10	12	47
Cases Closed October	1	10	4	5	20
Active Cases (Evolve)	1	16	18	7	42

## Department News

In October, staff and Economic Development Committee members conducted a Business Retention and Expansion visit with Cygnus Technologies. During that visit, the group gained insight into the ongoing operations of the companies, how and why the company relocated to Leland from Southport, and emerging technologies they were excited about. Staff also presented the findings of the Baker Tilly Feasibility Analysis and Economic Impact report to the public and Town Council.

## New Businesses

- **7-Eleven** held its grand opening on October 18 at **1131 New Pointe Boulevard** in Leland Town Center.
- **Epsilon Advanced Materials** announced it will build a 1.5 million square-foot, \$650 million manufacturing facility for EV battery materials in the Mid-Atlantic Industrial Rail Park, bringing 500 new jobs to the region.

## New Construction/Development

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

## Economic Development Committee Meeting Summary

The Economic Development Committee met on October 12, 2023, and discussed topics ranging from the local conferences revolving around the Blue Economy and Innovation, an update on the Town's noise ordinance, and key takeaways from visiting a local business in the Leland Innovation Park, Flow Sciences.

## Department News

The Finance Department was awarded the Government Finance Officers Association (GFOA) award for Certificate of Achievement for Excellence in Financial Reporting. The department rolled out a new Finance Policy that encompassed all former policies into one document, with enhancements and updates. Staff completed work with the auditors to have it ready to submit to the LGC by the October 31 deadline.

Ms. Hagg attended Performance Management at the UNC School of Government (SOG).

Ms. Meadows remotely attended the Paylocity Elevate Conference.

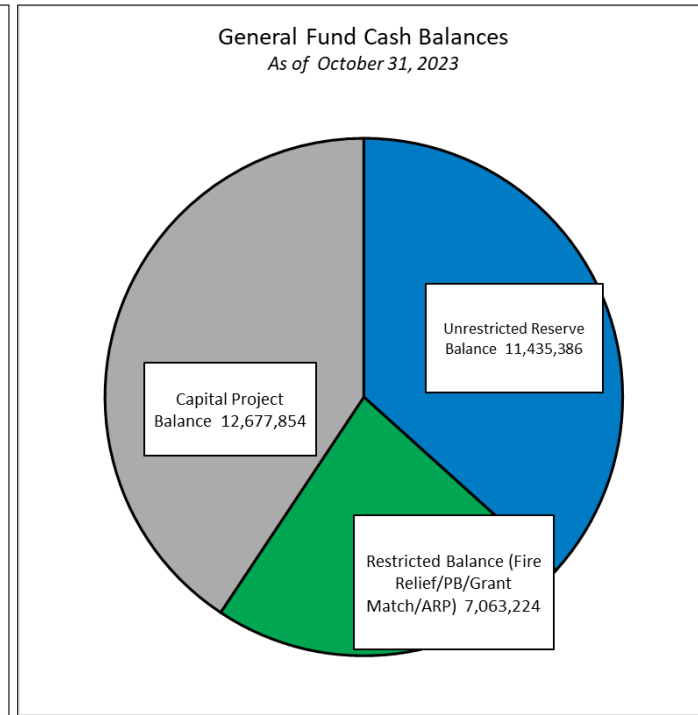
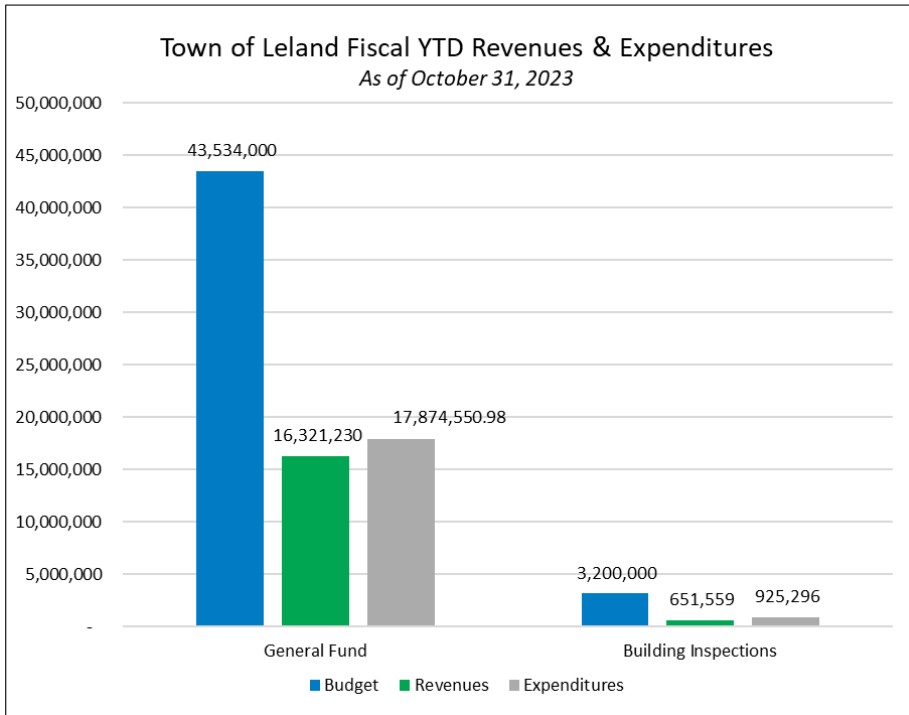
Ms. Norton and Town Clerk Ms. Reinhardt rolled out a Mentor Program pilot with four Town employees.

Ms. Glick attended the North Carolina Association of Governmental Purchasing's regional training.

Ms. Cook completed the Local Government Finance course through the UNC SOG. Ms. Cook also attended NC Debt Setoff Training and the Governor's Crime Commission Mandatory Subrecipient Grant Management System Training.

Ms. Newton completed the Fundamental Supervisory Practices course through the UNC SOG.

Dashboard



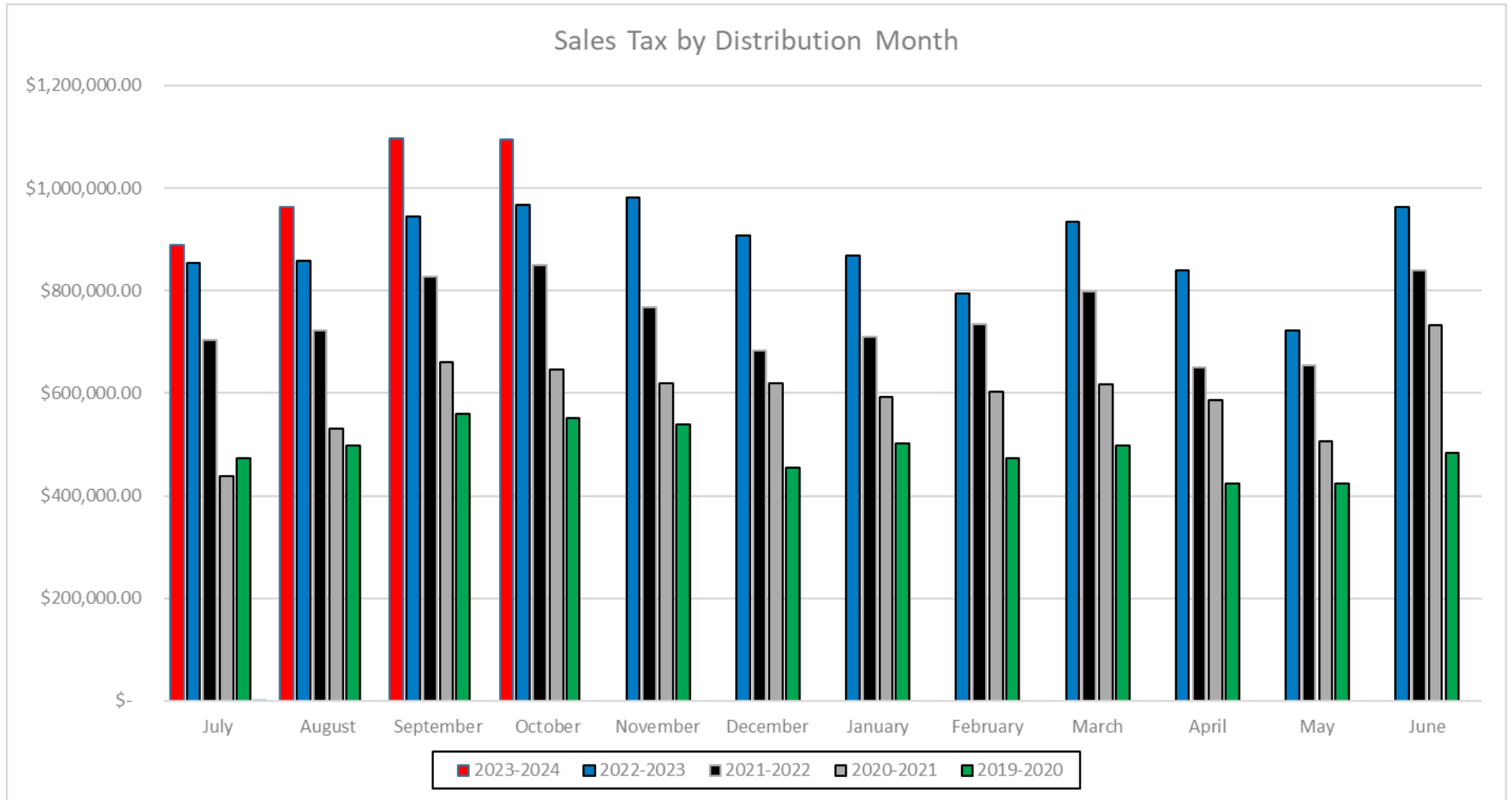


Financial Budget to Actual Report – October 31, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>39,000,000</b>	<b>43,534,000</b>	<b>3,776,696</b>	<b>16,321,230</b>	<b>-</b>	<b>27,212,770</b>	<b>62.51%</b>
Governing Body	315,000	315,000	7,189	107,709	23,778	183,513	58.26%
Administration	2,300,000	2,300,000	121,869	783,613	52,835	1,463,552	63.63%
Information Technology	3,285,000	3,285,000	147,426	656,183	512,562	2,116,255	64.42%
Human Resources	470,000	476,000	18,433	77,183	7,541	391,276	82.20%
Finance	1,000,000	1,000,000	66,734	252,353	12,269	735,378	73.54%
Planning	1,280,000	1,280,000	64,567	270,982	36,565	972,453	75.97%
P&R & Cultural Arts	1,210,000	1,210,000	90,996	311,678	43,659	854,663	70.63%
Fleet & Facilities	1,490,000	1,490,000	107,149	402,994	148,433	938,573	62.99%
Streets & Grounds	3,610,000	3,610,000	150,004	684,076	261,558	2,664,365	73.81%
Engineering	1,050,000	1,050,000	44,357	143,181	11,774	895,044	85.24%
Police	6,730,000	6,758,000	458,682	2,082,005	315,211	4,360,784	64.53%
Emergency Management	220,000	220,000	13,483	63,065	3,869	153,066	69.58%
Fire	7,445,000	7,445,000	404,992	2,626,509	258,317	4,560,175	61.25%
Debt Services	4,120,000	4,120,000	141,885	1,477,109	-	2,642,891	64.15%
Transfers	4,475,000	8,975,000	-	7,935,910	-	1,039,090	11.58%
<b>EXPENSES</b>	<b>39,000,000</b>	<b>43,534,000</b>	<b>1,837,767</b>	<b>17,874,551</b>	<b>1,688,373</b>	<b>23,971,076</b>	<b>55.06%</b>
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>3,200,000</b>	<b>3,200,000</b>	<b>187,870</b>	<b>651,559</b>	<b>-</b>	<b>2,548,441</b>	<b>79.64%</b>
<b>EXPENSES</b>	<b>3,200,000</b>	<b>3,200,000</b>	<b>199,809</b>	<b>925,296</b>	<b>39,383</b>	<b>2,235,321</b>	<b>69.85%</b>

### FY Sales Tax Distribution

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



## Grant News

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

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

There were no qualifying purchase orders issued in October.

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in October.

## Audit Committee Meeting Summary

The Audit Committee did not meet in October.

## Department News

Deborah O'Toole joined the department as HR Director on October 30. She recently relocated to the area from Milton, Massachusetts, where she served Milton Academy as the Chief Human Resources and Risk Officer for eight years. In November, the department will be hosting the Take a Break event and annual Thanksgiving Potluck Luncheon. The Safety & Wellness Committee is highlighting slips, trips, and falls prevention and strategies to minimize holiday stress.

## Workers Comp Data

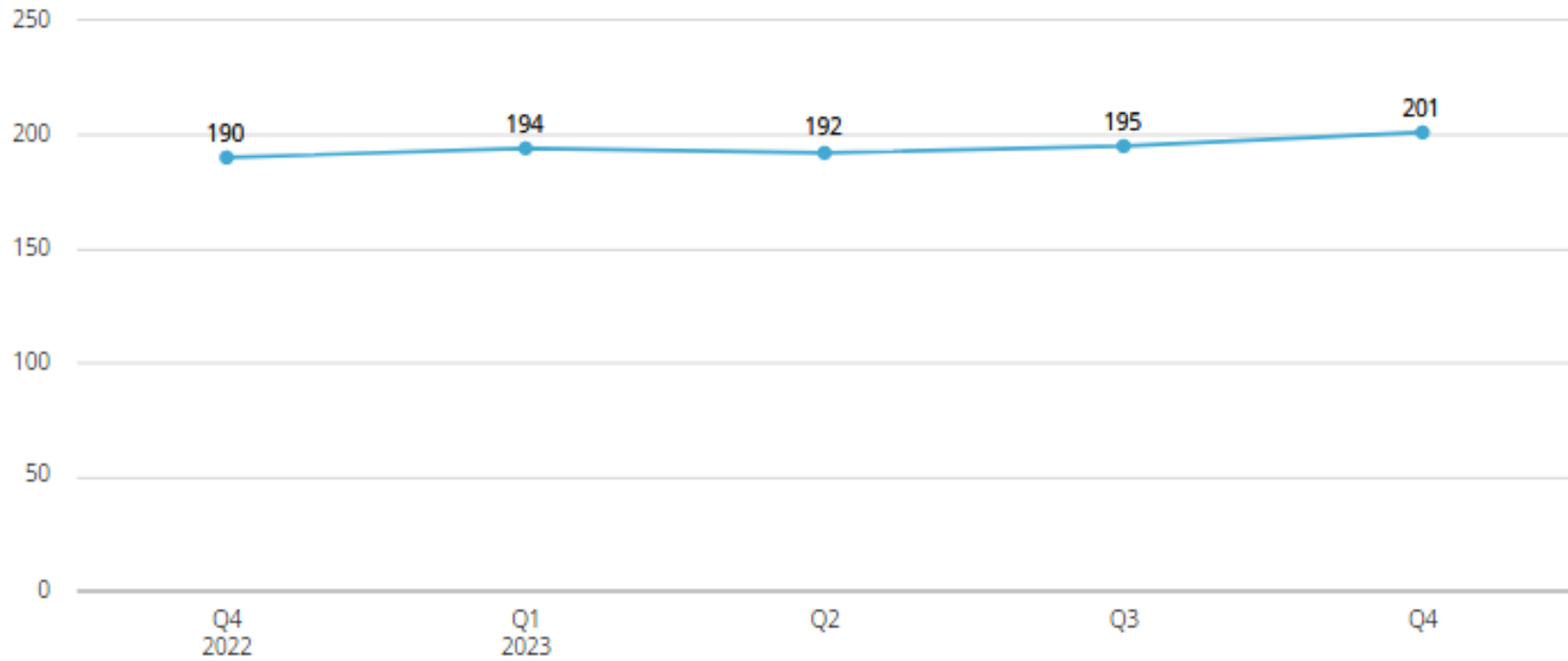
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
0		

## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Carolyn Crutchfield	LCAC	New Hire	10/9/2023	Recreation Specialist		
Tyler Williams	Fire Department	New Hire	10/9/2023	Firefighter		
Matthew Friedle	Fire Department	New Hire	10/9/2023	Firefighter		
Scott Gardner	Facilities & Maintenance	New Hire	10/9/2023	Facilities Maintenance Supervisor		
Jessica Moberly	Planning	New Hire	10/9/2023	Transportation Planner		
Will Rivers	Inspections	Promotion	10/9/2023		Building Inspector I	Building Inspector II
Robert Britton	Police Department	Promotion	10/9/2023		Master Police Officer	Senior Police Officer
Michael Whitmire	Police Department	Promotion	10/9/2023		Police Officer	Master Police Officer
Milton McLamb	Police Department	Resignation	10/13/2023	Police Sergeant		
Jarrett Harley	Fire Department	Promotion	10/19/2023		Fire/Rescue Captain	Senior Fire/Rescue Captain

Jody Harrelson	Fire Department	Promotion	10/19/2023		Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Ben Majors	Police Department	Promotion	10/19/2023		Police Officer	Master Police Officer
Chris Manning	Facilities & Maintenance	Promotion	10/19/2023		Grounds Maintenance Tech I	Grounds Maintenance Tech II
David Owens	Fire Department	Promotion	10/19/2023		Fire/Rescue Captain	Senior Fire/Rescue Captain
Brandon Price	Fire Department	Promotion	10/19/2023		Fire/Rescue Captain	Senior Fire/Rescue Captain
Brittney Kearney	Streets Maintenance	Promotion	10/26/2023		Streets Maintenance Tech I	Streets Maintenance Tech II
Austin Yeager	Police Department	Promotion	10/26/2023		Police Officer	Senior Police Officer
Rob Miller	Engineering	Resignation	10/27/2023	Engineering Director		
Josh Rieg	IT	Promotion	10/28/2023		IT Tech	IT Systems Administrator
Brian Baldwin	Fire Department	Promotion	10/28/2023		Firefighter	Senior Firefighter
Deborah O'Toole	Human Resources	New Hire	10/30/2023	Human Resources Director		
Matthew Austin	Fire Department	New Hire	10/30/2023	Firefighter		

### Headcount (FT and PT Employees) November 2022 – October 2023



<b>Headcount</b> ⓘ 196 As of October 2023	<b>Hired</b> ⓘ 44	<b>Termed</b> ⓘ 30	<b>Growth Rate</b> ⓘ 7.7%	<b>Turnover Rate</b> ⓘ 15.9%	<b>Average Tenure</b> ⓘ 4.0 (Years)
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## Turnover Data October 2022 – September 2023

### Full Time Turnover

Turnover Rate ⓘ 15.6%	Annualized Rate ⓘ 15.6%	Terminations ⓘ 28	Average Employees ⓘ 179.8
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### Part Time Turnover

Turnover Rate ⓘ 23.5%	Annualized Rate ⓘ 23.5%	Terminations ⓘ 2	Average Employees ⓘ 8.5
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Terminations include all voluntary and involuntary separations of employment.

## Department News

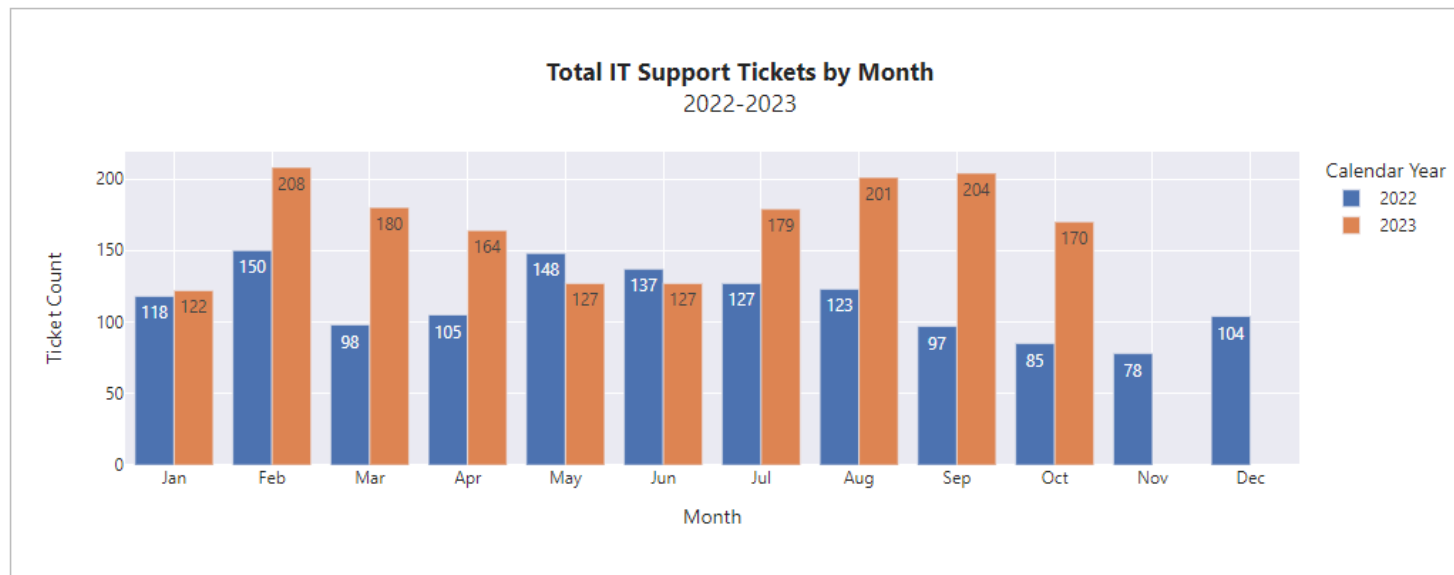
Mr. Rieg was promoted to the position of Associate Systems Administrator. Staff continue to prepare for the FY24/25 budget and plan for projects involving infrastructure replacements and upgrades at multiple Town facilities.

## Major Work Priorities

- GIS environment upgrade.
- Townwide wireless network standardization.
- Public Safety radio replacement planning.
- Mobile modem upgrades for Fire.

## Projects Completed

- 4 employees onboarded/offboarded.
- Metro Ethernet network installation at the LCAC.
- Planning and Inspections staff office relocations.





## Administration News

Town Hall hosted a Red Cross blood drive on October 9. The organization collected 27 units, surpassing its goal of 20 units.

## Town Clerk's Office

Ms. Reinhardt attended the quarterly Cape Fear Council of Government Education Clerk Seminar regarding safety presented by WPD Chief of Police Donny Williams. She also coordinated a staff training session with Kayla Leonard, Essential Records Analyst for the NC Department of Natural and Cultural Resources.

### Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - October 12 Economic Development Committee Meeting
  - October 12 Special Council Meeting
  - October 12 Closed Session Meeting
  - October 16 Agenda Council Meeting
  - October 18 Leland TDA Meeting
  - October 19 Regular Council Meeting
  - October 25 Parks & Recreation Board Meeting
  
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 0
  - Minutes – 7
  - Agendas – 6
  - Resolutions – 5
  - Ordinances – 1
  - Proclamations – 0
  - Presentations – 3
  - Public Hearing Notices for the Council Meetings – 1
  - Board/Committee Vacancies: Parks & Recreation Board Student Representative (1); and TDA (1)

## Government Portal (iCompass) Transparency Update

- Portal Visits – 3,854
- Portal Unique Visits – 2,854
- Regular Council Meeting Agenda Views – 992
- Agenda Council Meeting Agenda Views – 205
- Special Council Meeting Agenda Views – 257
- Economic Development Committee Agenda Views – 211
- Leland TDA Agenda Views – 258
- Parks and Recreation Board Agenda Views – 161

## Property Closings

No properties were purchased by the Town in October.