



STAFF REPORTS

August 2022 Regular Meeting

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Department News

Karl Keefe was promoted to Street Maintenance Technician II.

There are several staff vacancies within Public Services that are currently posted including Engineering Technician I, Facilities Maintenance Technician, Grounds Maintenance Technician, and two Street Maintenance Technicians.

Streets Updates

Work Priorities

- Staff completed ditch cleaning and clearing along Highland Hills Drive. This work included removing debris, vegetation, and trees, as well as re-grading the ditches where required.
- Staff completed drainage improvements on Ricefield Branch Street. This work included re-grading ditches and installing missing driveway pipes. This work will help mitigate flooding in the area.
- Staff will attempt to replace blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. Some of this work has been completed with loosened blocks re-attached and glued down. It appears the HOA may have some matching blocks leftover from a beautification project. Staff is waiting to hear from the HOA about the status of these materials to complete this work.
- Staff will be concentrating on replacing sidewalks damaged by trees in several locations throughout Town in the coming weeks.
- Staff will be grinding stumps at various locations throughout Town. The trees that were damaging sidewalks were removed previously and only the stumps remain.
- Staff will begin making street repairs to Kay Todd Road. This work will include cleaning up and patching sections of deteriorated asphalt.

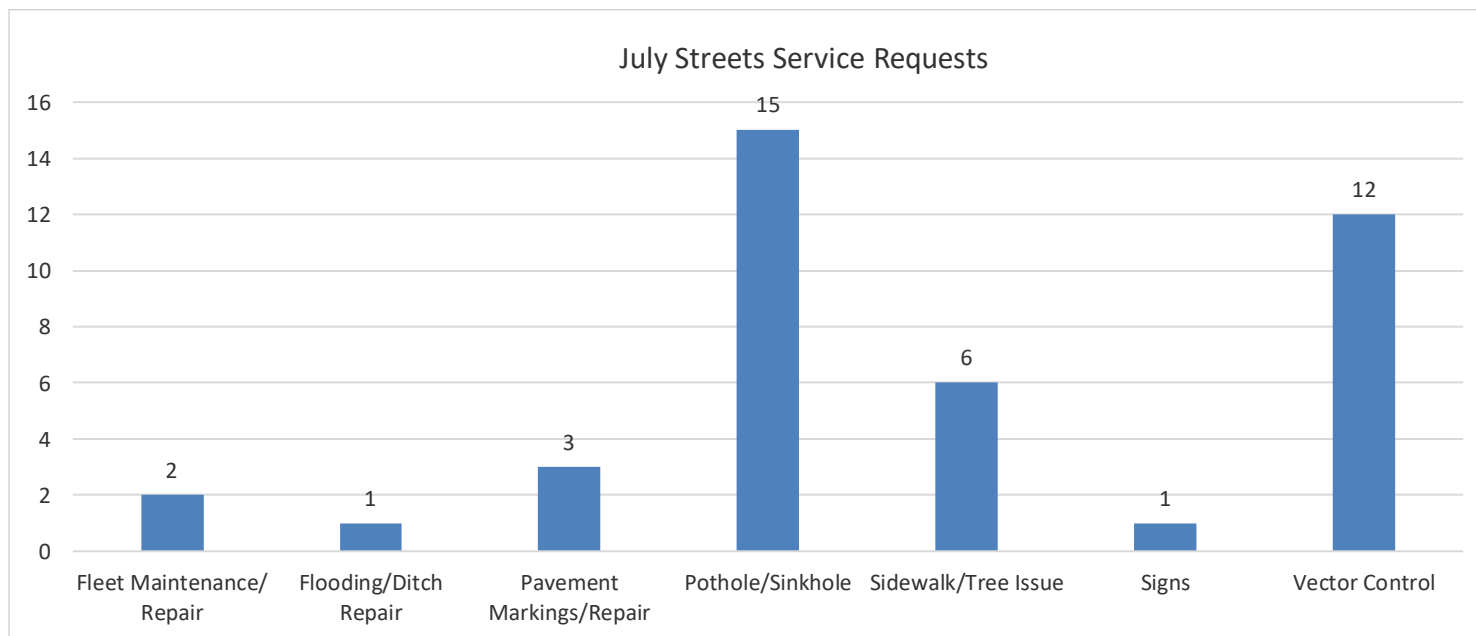
Initiatives

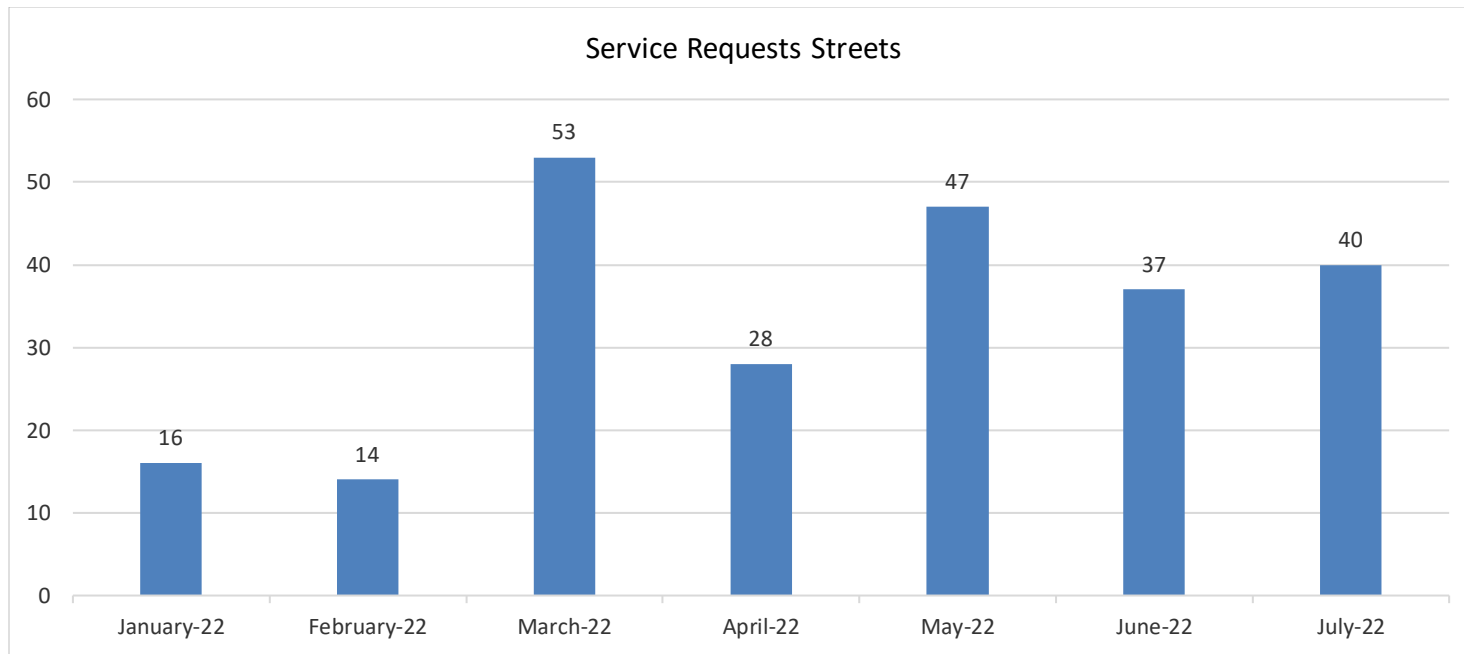
- Staff is reviewing street sweeping needs throughout Town and is looking at both subcontractors to complete this work as well as lease options to rent a street sweeper for internal use. It is anticipated that street sweeping will be completed late summer or fall.
- Staff is obtaining proposals to complete street and pavement marking assessments. This work is completed on a three year cycle and is used to identify and prioritize street capital improvement projects. The task order for this work will be awarded in August.

- Staff is reviewing Town-maintained gravel roads for possible paving. Survey work for this project has been completed and the engineer is working on design plans for Town review. These roads include Graham Drive, Appleton Way, Breman Lane, and John Sneed Lane.
- Staff is working with Precision Infrastructure on the development of an ADA Transition Plan for Town sidewalks and facilities. The final report has been provided to the Town for review and will be presented to Council in September.
- Staff completed the annual NCDOT Powell Bill updates in July, adding 2.69 miles to bring the total mileage of Town-owned roads to 97.17 miles.
- Staff is creating a Tree Manual that will provide requirements for the planting, maintenance, removal, protection, pruning, and preservation of trees within Town rights-of-way.

Work Order Summary

- Streets received 40 work orders in July, with most of them being pothole/sinkhole (15) and vector control (12) related.
- Streets completed 23 work orders in July, with an approximate expense of \$38,100 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$23,700).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
Jan-22	2	15	3
Feb-22	7	55	19
Mar-22	7	50	16
Apr-22	4	25	12
May-22	1	10	10
Jun-22	2	20	12
July-22	4	30	13

Grounds Updates

Work Priorities and Initiatives

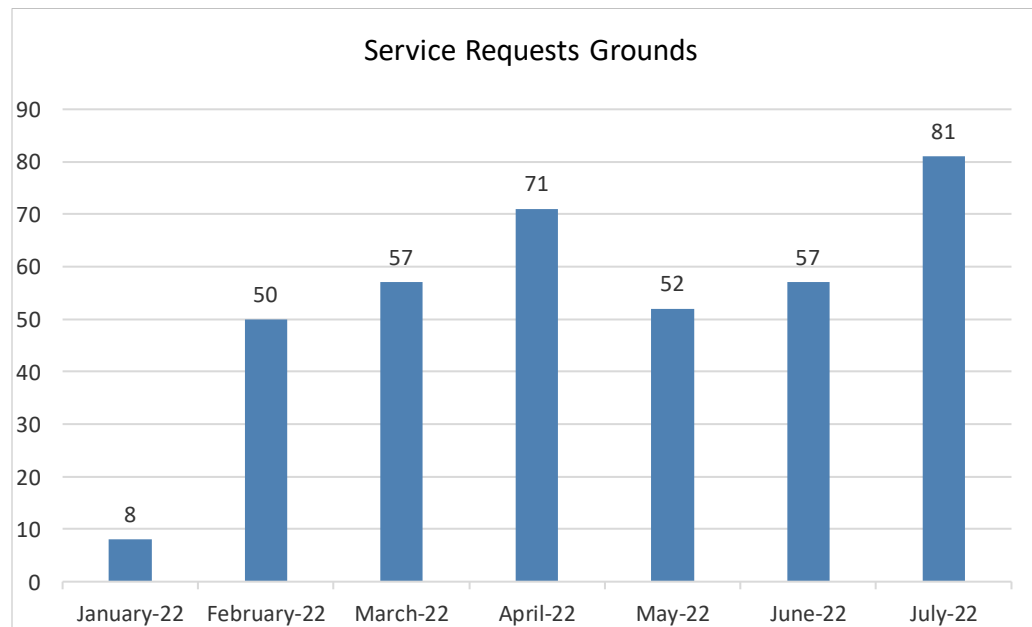
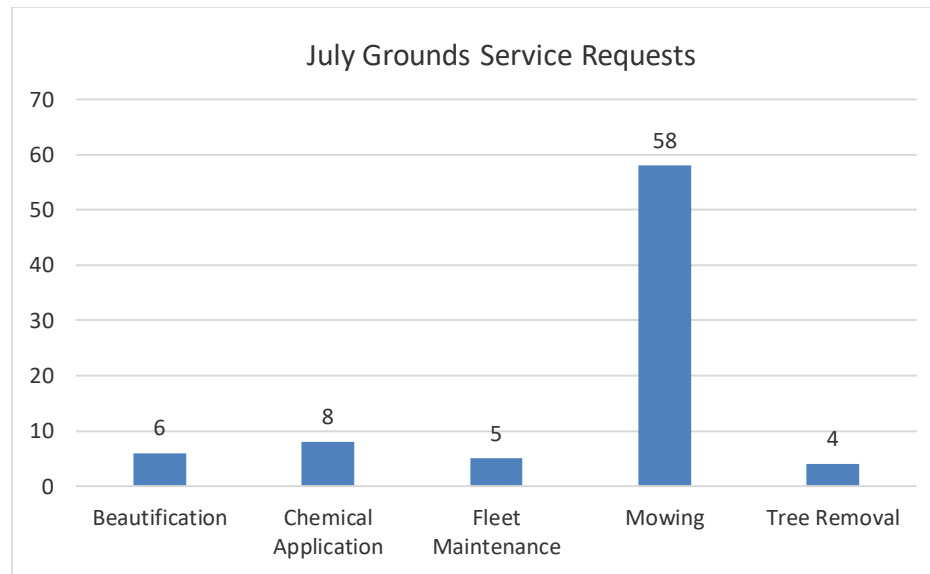
- July rain reduced the need for hand watering landscaped areas throughout Town. These areas will continue to be monitored and watered as needed.
- Northgate stormwater pond mowing will continue this summer and seeding will be completed in September.
- Staff will be installing mulch on the diverging diamond landscaped areas in August.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- The diverging diamond on Village Road will require irrigation, and staff is working with an engineer to complete plans and obtain an encroachment permit from NCDOT.
- Staff will be seeding the front side of the new Animal Control Facility in September.
- Board replacement and maintenance will be completed at Cypress Cove and Westgate Nature Parks in August.
- Staff will be mowing the right-of-way along Old Fayetteville and Village Road within Town limits in preparation of school beginning in August.

Projects Completed

- Fire Station 53 has been partially landscaped. Additional seeding will be completed in the fall when temperatures are cooler.
- Staff prepped and hauled in soil for the front side of the new Animal Control Facility.
- Summer landscape maintenance continues at all Town facilities and parks, including watering as needed.

Work Order Summary

- Grounds received 81 work orders in July, with most of them being mowing related (58).
- Grounds completed 58 work orders in July, with an approximate expense of \$18,600 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

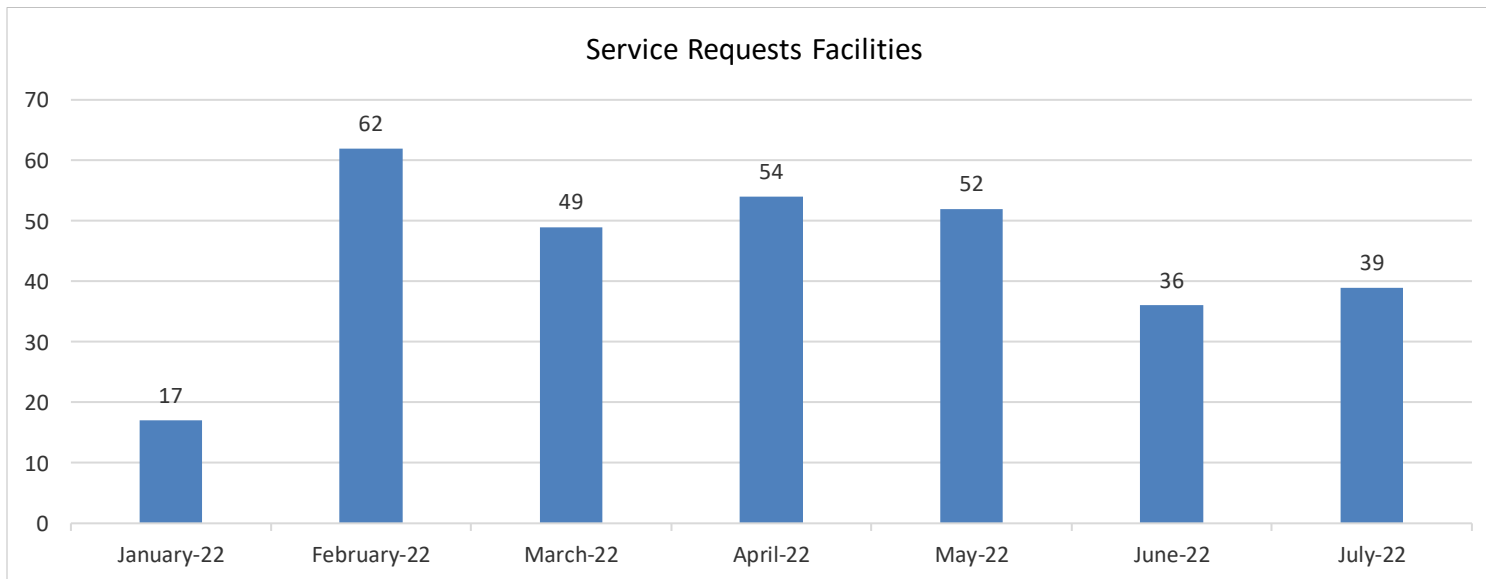
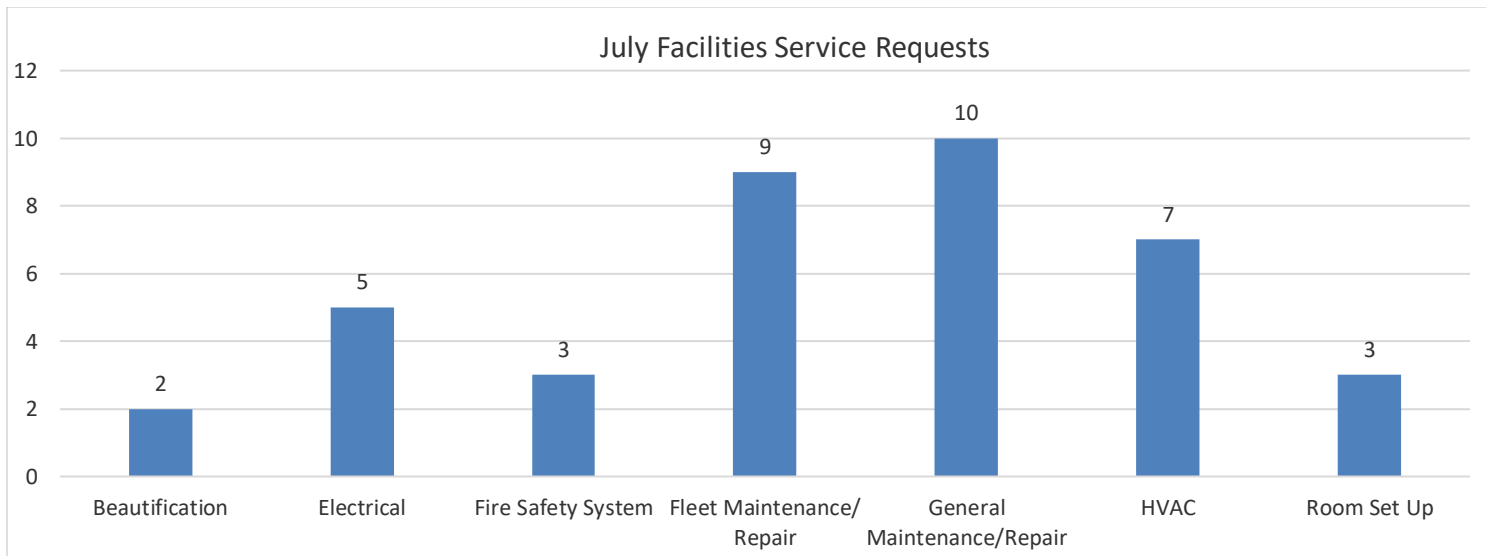
- Staff will be conducting preventative maintenance on all HVAC units at the LCAC in August.
- Staff will be installing a mesh screen on the fence surrounding the Town's Recycling Center on Perry Avenue to improve privacy and add a buffer.
- Staff is working to replace a 2-ton HVAC unit at the new Animal Control Facility at the MOC.
- Staff is working with Salt Air to resolve an HVAC issue in office 214 in Town Hall.
- Since the warranty claim for the repair of the red cement panels at the LCAC has been denied, staff is working with a vendor to powerwash the panels.
- Staff is repairing the air compressors at the Village Road and Westport Fire Stations.
- Staff is working to add a power panel in Founders Park for Leland in Lights. This work is pending delivery of materials.
- Staff is issuing a task order for adding electrical outlets to the outside of Town Hall for Leland in Lights.
- Staff is nearing completion of the minor renovations to the Village Road Fire Station. This building will be used as a temporary office facility for the Planning and Inspections Department. Move-in is expected in August.

Projects Completed

- Roof repairs have been completed at the LCAC.
- Power Secure completed minor preventative maintenance on all Town generators.
- Staff installed and repaired GPS devices in Town vehicles.
- Piedmont Natural Gas installed a new gas line at the LCAC.
- BFPE completed fire safety inspections at the Westport Fire Station.
- Staff improved the signage at the Perry Avenue Recycling Center for better clarity.
- Staff installed a new air compressor at the Westport Fire Station.

Work Order Summary

- Facilities received 39 work orders in July, with most of them being general maintenance and repair (10) and fleet maintenance and repair related (9).
- Facilities completed 31 work orders in July, with the bulk of the expense being related to labor and materials (\$2,800).



Fleet Vehicle Updates

Work Priorities

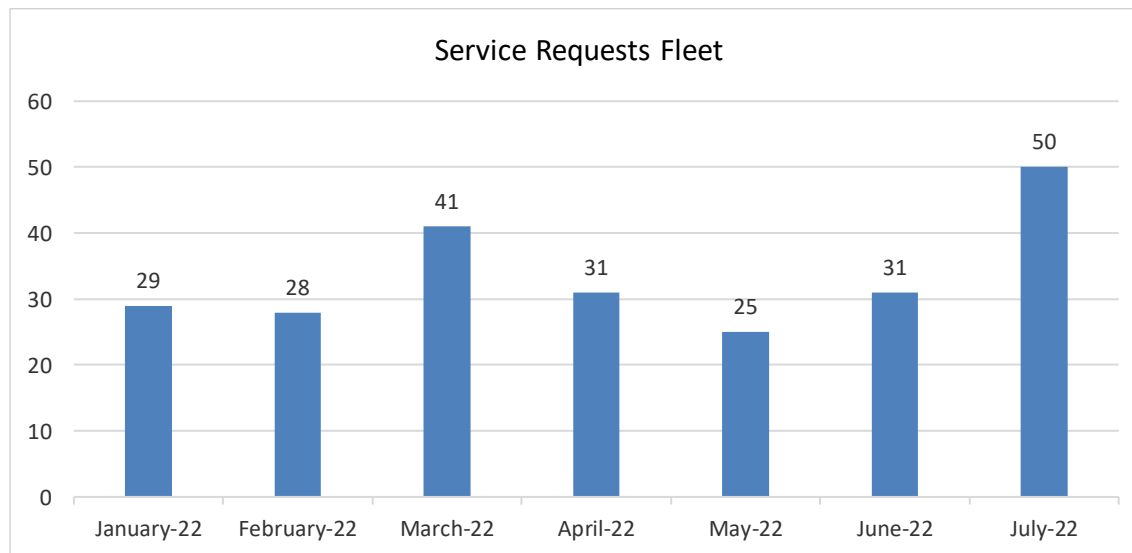
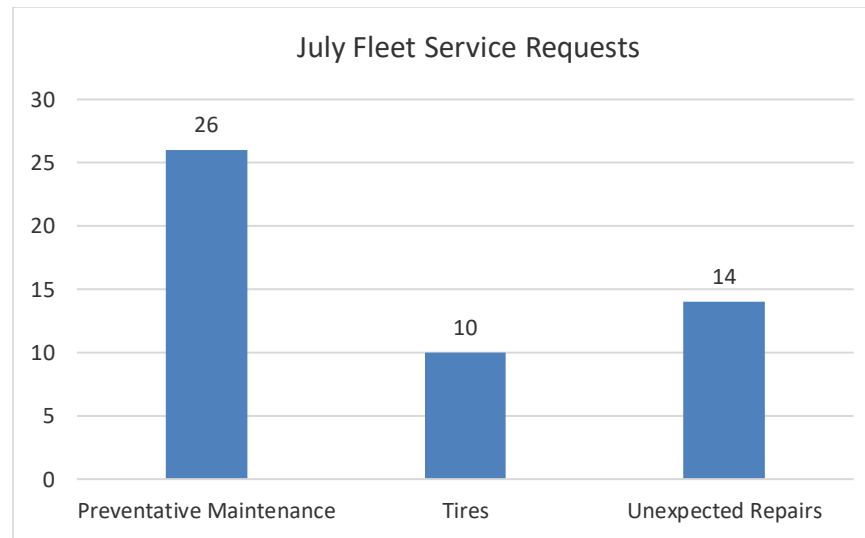
- Staff is working with Finance to complete new vehicle orders for each department.
- Staff is preparing to order additional GPS units to be installed in new vehicles as they arrive.
- Staff is obtaining quotes to permanently install safety lights on all department trucks.

Projects Completed

- The fire apparatus maintenance service contract is fully executed.
- Repairs were completed on ten fleet trucks that received two vehicle recalls each from the manufacturer.
- Staff worked with Finance to sell two surplus vehicles and two surplus fire engines on GovDeals, worth approximately \$59,150.

Work Order Summary

- Fleet received 50 service requests in July for a total expense of \$12,200. Of these, 26 requests were for preventative maintenance for a total of \$2,300.



Capital Project Updates

2014 STP-DA Projects U5534 (I, J, K)

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Town staff has engaged the contractor's surety company on default of contract.
- Next Steps: Construction is on hold until pay items and scheduling for the remainder of the work can be worked out with the contractor. Final completion is TBD.
- Concerns: Contractor failed to complete the project within the contract time, August 22, 2021. Town staff is tracking anticipated liquidated damages at \$500 per day and working closely with NCDOT and SEPI Engineering to complete the project.

Brunswick Village Boulevard Extension and Kay Todd Road Multi-Use Path

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as install stormwater catch basins, three stormwater ponds, a multi-use path along Kay Todd Road, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Project was advertised and bid and unfortunately received insufficient bids. The project will be re-advertised and bid a second time on September 1.
- Next Steps: Pending bids, construction is anticipated to begin in November and is expected to take 12 months to complete.
- Concerns: Meeting timelines in the development agreement.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, Graham Drive, and a section of Appleton Way.
- Status: Engineer and Town staff are reviewing stormwater conveyance and treatment options before finalizing concept design plans.
- Next Steps: Town staff has engaged NCDOT on approvals for stormwater discharge within NCDOT right-of-way and Town requested engineer look into stormwater alternatives for the unpaved roads. Once stormwater and concept plans are finalized, Town staff will schedule public meetings with residents along the affected streets to review proposed improvements.
- Concerns: No concerns at this time.

Town of Leland Streets Resurfacing 2021-2022

- Purpose: To resurface nine streets within the Town limits to include Olde Waterford Way, a portion of Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.
- Status: The Town approved and awarded the project to C.M. Mitchell Construction Company for \$1,076,444.60. The construction contract is being fully executed and Notice to Proceed will be issued in August.
- Next Steps: Town staff to issue Notice to Proceed. Construction anticipated to begin in late August and is expected to take 90 days to complete. Town staff to coordinate the resurfacing of Highway 17 and signal upgrades at Olde Waterford Way with NCDOT as well as H2GO's project to rehab four sewer manholes along Pine Harvest Drive in Waterford.
- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes the widening and paving of Baldwin Drive, installing sidewalks, stormwater, and drainage improvements.
- Status: Engineer has developed the concept plan for Baldwin Drive. TRC review is now complete with input from all Town departments and stakeholders. Engineer is updating the concept plans for public comment.
- Next Steps: Town staff to schedule public meetings with residents along Baldwin Drive to review the proposed improvements.
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Town held a pre-construction meeting on July 21 and issued Notice to Proceed on August 1. Construction will take approximately 150 days to complete.
- Next Steps: Town staff is working with the contractor to finalize a construction schedule, review submittals, and start construction.
- Concerns: No concerns at this time.

Ocean Gate Plaza Intersection Improvements

- Purpose: The Town is working with the developer of Leland Corners to install a single-lane teardrop roundabout to improve the intersection at Ocean Gate Plaza and New Pointe Boulevard.

- Status: Town staff has awarded a task order to DAVENPORT to complete the survey and design work for the project. Survey work has commenced and will take several weeks to complete.
- Next Steps: Preliminary design of the single-lane teardrop.
- Concerns: Coordinating design work with developer who is constructing the Ocean Gate and Gateway Boulevard roundabout.

Leland Fire Station 51 – 1987 Andrew Jackson Highway NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Site work has begun, and metal building has been delivered. Finalizing some small details with electrical plans before issuing final plan set for approval.
- Next Steps: Obtain building permit after final set has been approved. Begin pouring footers and building slab in preparation of vertical construction.
- Concerns: Increase in construction costs associated primarily with increases in materials.

1987 Andrew Jackson Highway – Municipal Operations Center (MOC)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: POs have been issued for loading dock leveler and stormwater supplies.
- Next Steps: A third quote is being obtained for generator transfer switches. IT is obtaining quotes for access control system and security cameras.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag/stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Stabilization plans have been approved by USACOE and stream bank stabilization work has started. Project extension has been approved by USDA.
- Next Steps: Complete stream bank rehabilitation work.
- Concerns: No concerns at this time.

Streamflow Rehabilitation Assistance Program (StRAP) – Stream Clearing

- Purpose: Vegetative debris cleanup and removal within streams throughout Leland via grant received from NCDA.
- Status: Town awarded grant to address sections of Jackeys Creek, Sturgeon Creek, and Mill Creek.
- Next Steps: Complete RFP and prepare project for advertisement and bid.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Town was approved by NCDEQ for participation in Brownfields Study program and is awaiting next steps from NCDEQ project manager. NC Wildlife has site on project list and is currently working on prelim plans. NC Wildlife estimates approximately \$500,000 will be given to the Town for the construction of parking lot adjacent to ramp.
- Next Steps: Coordinate next steps with WithersRavenel for Brownfields Study of the property. Continue communication with NC Wildlife on the boat ramp.
- Concerns: No concerns at this time.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that will include walking paths, play areas, fitness areas, veterans memorial, picnic shelters, and an amphitheater.
- Status: McGill currently working with architect and playground/splashpad contractor to finalize site plan and begin permitting. Architect is continuing work on plans for amphitheater, bathrooms, and picnic shelters.
- Next Steps: Continue moving towards finalization of site plans and permit submissions. Send Duke Energy 100% site and architectural plans once engineering has been completed to address power and lighting requirements. Work with H2GO on finalization of utility plans. Complete RFP for playground equipment and advertise for bid. Obtain easements for stormwater pipe through adjoining property.
- Concerns: No concerns at this time.

Animal Control Facility at MOC

- Purpose: Renovation of "Seaglass" building at MOC to convert to Animal Control Facility.
- Status: Most major renovation items have been completed and contractors are working through building inspection process and finalizing project.
- Next Steps: Continue working through inspections and final renovation items. Waiting on kennels to be delivered.
- Concerns: No concerns at this time.

Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town park.
- Status: PO has been issued for contractor for forestry mulching. Work is expected to begin in July.
- Next Steps: Clear undergrowth and small trees. Have lot surveyed and wetlands delineated before moving forward with park master plan.

- Concerns: No concerns at this time.

Town Hall Addition

- Purpose: Design and construction of addition to current Town Hall building to gain more workspace including offices and conference rooms.
- Status: Project is currently in conceptual design phase with on-call architect Sawyer, Sherwood, and Associates. Staff has received a preliminary cost estimate based off the approved concept design.
- Next Steps: Architect is currently working on quote for 100% construction drawings and bid documents.
- Concerns: No concerns at this time.

Sweetbay Park

- Purpose: Develop two properties off Trade Street into 18-hole disc golf course.
- Status: Forestry mulching has been completed and staff is maintaining the property.
- Next Steps: Complete existing conditions survey and wetland delineation. Obtain PO for course design and begin working with design team on next steps.
- Concerns: No concerns at this time.

Mallory Creek Drive Drainage Improvements (Funded by NC Resilient Coastal Communities Program Phase 3)

- Purpose: To alleviate flooding on Mallory Creek Drive between Hemlock Way and Pine Cone Drive.
- Status: Finalizing grant contract with NC Department of Coastal Management.
- Next Steps: Issue a task order with an on-call engineer to survey the project area.
- Concerns: No concerns at this time.

Leland Resilient Routes (Funded by NC Department of Public Safety Transportation Infrastructure Resiliency Fund Grant 2022)

- Purpose: To identify and analyze critical routes within and surrounding Town limits to determine how resilient each route is to coastal hazards. For routes that pose vulnerabilities to coastal hazards, potential solutions to mitigate the vulnerability will be identified.
- Status: Contract with NC Department of Public Safety, North Carolina Emergency Management has been finalized and executed.
- Next Steps: Complete RFP and prepare project for advertisement and bid.
- Concerns: No concerns at this time.

Department News

Alison Fore started as the new Program Coordinator on July 25.

Amy Wells completed the MGT 335 Event Security Planning for Public Safety Professionals July 13-14.

Kirsti Armstrong and Joeli Franks attended the Leadership Exchange in Arts and Disability (LEAD) Conference in Raleigh August 2-5.

Ms. Wells and Ms. Franks completed the Town's Supervisor Enhancement training.

Jessica Draughn completed the Methods of Teaching Environmental Education online workshop presented by the NC Office of Environmental Education and Public Affairs.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in July. The next meeting is scheduled for August 31, 2022.

Upcoming Events

August 19, 2022 – LCAC Performance Series: Mint Julep

August 27, 2022 – PRCR Annual Open House

September 6, 2022 – Fall Session Begins

September 8, 2022 – LCAC Artist Reception: Chris Bloom, Ann Hair, and Deborah Appleby

September 10, 2022 – Founders' Celebration

Parks, Recreation, and Cultural Resources Updates

Registration for fall and winter 2022-2023 programs opened on August 1. This was another record-breaking registration day for the department with more than \$42,000 in activity. New offerings include an expanded Homeschool Studio schedule, Sew Cute Club for youth, a Finance Lunch and Learn series, and more! The community is also excited about returning favorites such as pottery, basket-making, yoga, and kayaking.

Special events in August include a lively swing music performance by Mint Julep and the department's annual Open House. A variety of instructors will be on site to talk to the community about programs and there will be free hands-on family-friendly activities. In September,

Founders' Celebration will return to Founders Park. Several thousand people are expected to attend the Town of Leland's birthday celebration with live music, food trucks, a carnival, fireworks, and more!





Social Media Update

- PRCR Facebook Highlights (July 1 – 31, 2022)
 - Added 21 new page likes
 - Page reach – 6,303
 - Top post (Largest reach): “Bring the family and enjoy a night in the park filled with music! Coolers are welcome and food trucks will be on-site. Visit www.townofleland.com or social media for updates and the food truck schedules. FREE”
- LCAC Facebook Highlights (July 1 – 31, 2022)
 - Added 41 new page likes
 - Page reach – 9,549
 - Top post (Largest reach): “The CAPE is here! Stop by the LCAC or visit our website by using the link in our bio to view our offerings for the Fall and Winter. Just a reminder, registration for these classes opens on Aug 1 at 9 AM!”
- PRCR Instagram (July 1 – 31, 2022)
 - 17 new followers
 - Post reach – 12,740
 - Top post (Largest reach): “We hope that everyone enjoyed the sweet treats from Chocolate and S'more yesterday! If you missed out, don't worry we will have an updated food truck schedule coming soon! Comment below that food trucks you would like to see on your next lunch break.”
- LCAC Instagram (July 1 – 31, 2022)
 - 30 new followers
 - Post reach – 702
 - Top post (Largest reach): “There are still spots available for our Beginning Wheel Throwing class on Tuesday evening from 5:54 – 8:54 PM! Register today by clicking the link below.”
- PRCR Tik Tok (July 1 – 31, 2022)
 - 10 new followers
 - Video views – 2,051


Department News

In July, more than 158 people visited the front desk at Town Hall and more than 215 people called the main phone line. The department launched several new initiatives including a new Instagram account for the Town ([@townoflelandnc](https://www.instagram.com/townoflelandnc)), an internal Employee Spotlight campaign, an external Employee Spotlight campaign, and new software for the newsletter and social media management. Ms. Jewell attended the first meeting of the Lower Cape Fear Communicators. The group consists of public information and communications professionals in governmental organizations across Brunswick County. July's meeting was held at the Brunswick County Government Complex and focused on emergency preparedness and collaboration across the county.


Social Media Update

- Facebook Highlights (July 1 – 31, 2022)
 - Added 71 new page followers
 - Overall post reach – 70.1K
 - Top post (Largest reach): “This week, we recognized members of Leland Fire/Rescue, Leland NC Police Department, Brunswick County Sheriff's Office, NC Communications, and Brunswick County Emergency Services with Lifesaving Awards. Because of their efforts, a 22-year-old patient suffering cardiac arrest last month survived with no complications. Thank you for your dedication to protect and serve our community!  
- Twitter Highlights (July 1 – 31, 2022)
 - Impressions/Reach – 3,248
 - Received 535 new profile visits
 - Top tweet (Largest reach): “ A heat advisory is in effect today. Be sure you stay hydrated, take frequent breaks if you're working outside, and check on elderly loved ones and pets! #LelandNC [https://twitter.com/NWSWilmingtonNC/status/1552569752718942208 ...](https://twitter.com/NWSWilmingtonNC/status/1552569752718942208)”
- NextDoor Highlights (July 1 – 31, 2022)
 - Impressions/Reach – 42,917
 - Likes/Comments – 214
 - Top post (Largest reach): “This week, Leland NC Police Department Master Officer Tyler McElroy is #InTheSpotlight. Tyler has been serving the Town since January 2017.
 Tyler is currently a Special Team Member and assigned to Uniform Patrol. In the absence of the Sergeant, he serves as the shift supervisor.



 Tyler loves solving issues presented to have the best possible outcome.

 Before graduating from UNCW and becoming a Leland Police Officer, Tyler served the agency as an intern. Thank you for all you do, Officer McElroy!"

- Instagram Highlights (July 1 – 31, 2022)

- Added 62 new page followers
- Post impressions – 504
- Top tweet (Largest reach): “We're launching a new initiative called #InTheSpotlight to help you get to know our staff, where we'll feature a different employee each week. First up, Grant Manager Kelli Newton! Kelli started working in our Finance Department in November 2021.
 - ☆ Kelli oversees every aspect of a grant’s life cycle, from pre-award research through post-award closeout.
 - ☆ The Town was recently awarded the very first grant Kelli applied for!
 - ☆ Kelli says there’s no better feeling than finding a grant opportunity that aligns with the Town's goals and objectives and finding out we received an award.Thank you for all you do, Kelli!  #LelandNC #TownofLelandNC”

- LinkedIn Highlights (July 1 – 31, 2022)

- Added 9 new followers
- Page views – 143
- Page impressions – 3,606
- Reactions/Comments – 177
- Top post (Largest reach): “This week, we recognized members of Leland Fire/Rescue, Leland Police, Brunswick County Sheriff Communications, and Brunswick County EMS with Lifesaving Awards. Because of their efforts, a 22-year-old patient suffering cardiac arrest last month survived with no complications. Thank you for your dedication to protect and serve our community!   #LelandNC”

Project Updates

- Review, maintenance, and updates to new website are ongoing. Staff continue reviewing analytics closely to get insight into how people are using the website, which will help create a more user-friendly experience. Staff from other departments are being added to the website and trained so they can add/update content.

- Transitioned to new social media management software, set up accounts, and completed training. Hootsuite allows for better content management, more seamless integration across multiple platforms, and more in-depth analytics that will help refine the department's social media strategy.
- Town Instagram went live mid-July. Linktree account was created to feature in bio with links to most relevant information. Content connecting users to common Town resources and information was created and saved in highlights. Development of strategy specific to the platform and audience is ongoing. Marketing to promote account and gain followers continues.
- Continued using content creation software to develop 30 engaging graphics and videos for use across communications platforms.
- Transitioned to new newsletter software. Researched, trained, and created new templates for internal and external distributions. Mailchimp offers far more customization options, allows for better branding with the Town's designated fonts and colors, and provides in-depth analytics about the audience and distribution.
- Launched the internal and external Employee Spotlight campaigns. Created graphics and videos to accompany each. Utilized Paylocity to roll out the internal initiative, which consists of daily postings spotlighting three staff members. This resulted in more than 1,100 impressions in July. Utilized all social media platforms to showcase external Employee Spotlight, which received great engagement across the board.
- Strategic Communications Plan research continues. Evaluating plans from other government organizations and creating strategy to develop one for the Town.
- Continued planning for Leland history video. Researched and contacted video production companies to obtain quotes. Narrowing down scope of project.
- Collaborated with various departments to create and implement comprehensive public information strategies for various initiatives including promoting the budget manual, Volunteer Firefighter Recruit/Sponsorship Program, grants received, and recognitions such as the Lifesaving Awards.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Fiscal Year 2022-2023 Budget Manual](#)
 - [Leland Fire/Rescue Launches Volunteer Firefighter Recruit/Sponsorship Program](#)
 - [Follow the Town of Leland on Instagram](#)
 - [First Responders Recognized with Lifesaving Awards](#)

- [Leland Awarded \\$950,000 Transportation Infrastructure Resiliency Fund Grant](#)
- [Shirley's Diner Owner Recognized for Over 40 Years of Service](#)

- Port City Daily
 - [Pedestrian struck by vehicle while walking on U.S. 17 in Leland](#)
 - [The Agenda: Items discussed in local government this week](#)
 - [Leland to construct 1,800-square foot amphitheater in municipal park](#)
 - [Leland, Topsail and Sunset Beach awarded state funds for resiliency programs](#)
 - [Proposed 1,800-home subdivision takes another step in Leland](#)
 - [Leland police investigate overnight deadly shooting](#)

- WWAY
 - [New law limits how and where Leland can annex land](#)
 - [\\$1.14M in grants awarded to NC coastal communities including Topsail and Leland](#)
 - [Leland planning board may no longer have say in large developments coming to the town](#)
 - [UPDATE: Subject in custody, residents back in their apartments in Leland](#)
 - [NCDOT project underway repaving portion of US 17 in Leland](#)

- WECT
 - [Leland Fire/Rescue to sponsor recruits training at Cape Fear Community College](#)
 - [Leland police begin investigation into traffic crash involving a pedestrian](#)
 - [Driver injured after car crashes in Walmart in Leland](#)
 - [UPDATE: One in custody after heavy police presence at Hawthorne Waterside apartments in Leland](#)
 - [Town of Leland receives \\$950,000 to identify critical routes, problems](#)
 - [Leland Planning Board recommends annexing the site of a proposed 686-acre development](#)
 - [Firefighters put out fire in abandoned Leland house](#)
 - [Police investigating deadly shooting inside Leland home](#)

- StarNews
 - [Here's why major developments in Leland may bypass planning board approval](#)

- [6 things to know about the new 7-Eleven coming to Leland](#)
- North Brunswick Magazine
 - [After a groundbreaking ceremony in June, the newest facility for Leland Fire/Rescue is officially under construction.](#)
 - [Leland Fire/Rescue launches a Volunteer Firefighter Recruit/Sponsorship Program.](#)

TDA Marketing

- Researched and reviewed TV and digital advertisement options with WWAY and developed proposal.
- Worked through account details and advertising options with new *Our State* magazine rep.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on July 20, 2022, and heard the following items:

- Update on Rice Festival Grant.
- Discussed revising meeting frequency and dates. Staff will create a quarterly meeting schedule for 2023.
- Approved a resolution adopting the audit contract for FY21/22.
- Approved a resolution for an advertising agreement with *Our State* magazine.
- Approved a resolution for digital marketing for tourism related events with WWAY.
- Presentation regarding a grant contract with the Town of Leland for the development of an amphitheater in Founders Park. Staff will bring the resolution back to the TDA along with a finalized contract for action.

The LTDA's next meeting is scheduled for September 14, 2022.

Department News

Ms. Reinhardt attended the Brunswick County Regional Clerks event on July 22. Emergency Management Director Edward Conrow gave a lecture on the county's Emergency Management Services.

Town Council adopted the amended Board and Committee Rules of Procedure and the Board and Committee Handbook. Councilmembers will no longer be assigned to attend the Town's Board and Committee meetings. Board and Committee members will send a representative to attend Regular Council Meetings when necessary.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - July 14 Economic Development Committee
 - July 18 Agenda Council Meeting
 - July 18 Council Closed Session Meeting
 - July 20 Leland TDA
 - July 21 Council Regular Meeting
 - July 26 Planning Board Meeting
- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 1
 - Minutes – 9
 - Agendas – 7
 - Resolutions – 24
 - Ordinances – 12
 - Proclamations – 1
 - Recognition Requests – 0
 - Public Hearing Notices for the Council and Planning Board Meetings – 12
 - Board/Committee Vacancies: Board of Adjustment Alternate (1); Economic Development Committee (1); Parks and Recreation Student Representative (1)
 - Board/Committee Appointments – 0

Government Portal (iCompass) Transparency Update

- Portal Visits – 3771
- Portal Unique Visits – 2117
- Regular Council Meeting Agenda Views – 554
- Agenda Council Meeting Agenda Views – 282
- Planning Board Meeting Agenda Views – 489
- Economic Development Committee Meeting Agenda Views – 287
- Leland TDA Board Meeting Agenda Views – 142

Department News

Senior Officer Payne and Officer Robeson attended Police Law Institute (PLI) Training June 20-July 1 at Cape Fear Community College. This course provided the necessary skills to conduct activities associated with search warrants, warrantless searches, eyewitness identification, interviews, and nontestimonial identification orders.

Senior Officer Martin, Master Officer Britton, and Officer Whitmire virtually attended the At Scene Crash Investigations Course June 27-July 1, taught by the North Carolina Justice Academy. This course provided officers with the skills to conduct a thorough traffic crash investigation using the proper procedures for measuring, scale diagramming, and photographing to record physical evidence and essential facts available only at the crash scene. Officers learned fundamentals of mathematics, physics, and engineering as they pertain to crash investigations and the proper mathematical equations to apply for the type of crash being investigated. They also learned how to analyze the information collected to determine what happened before, during, and after the collision.

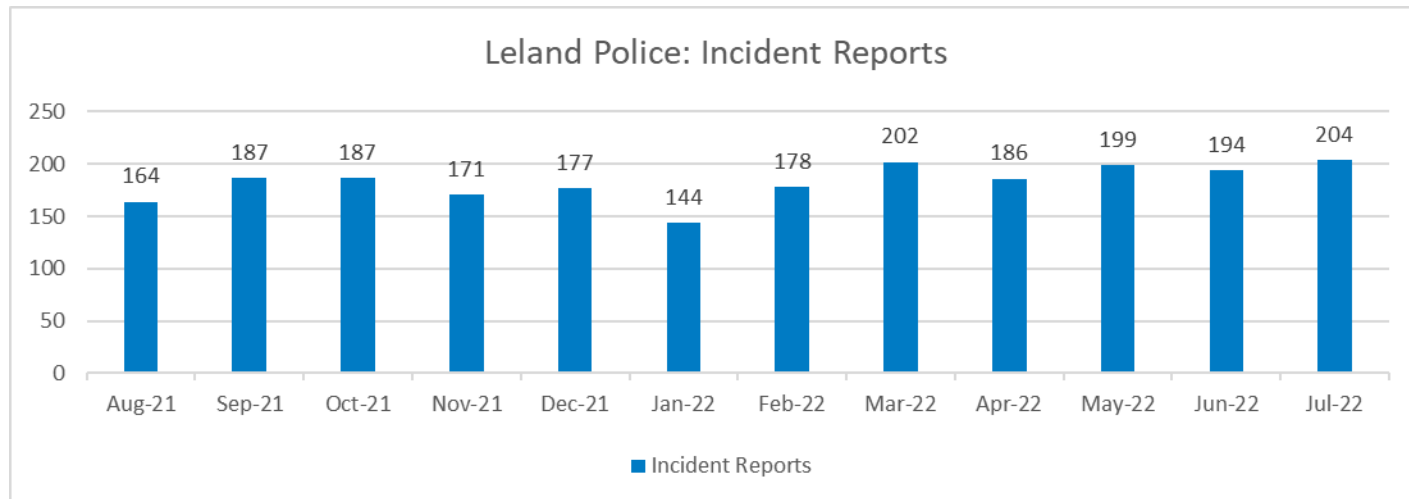
Master Officer Yeager and Officers Holland, Whitmire, and Wooley attended Community Oriented Policing July 11-13 at the North Carolina Justice Academy. Officers were educated on how to focus on the delivery of police services while becoming familiar with the philosophies and concepts of oriented and problem-solving policing.

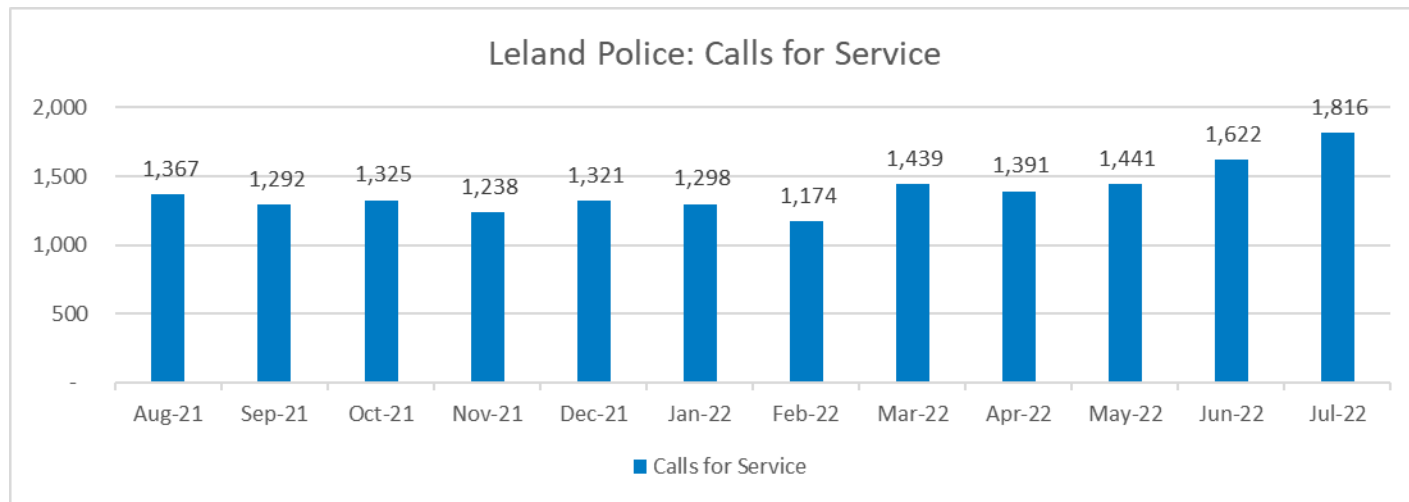
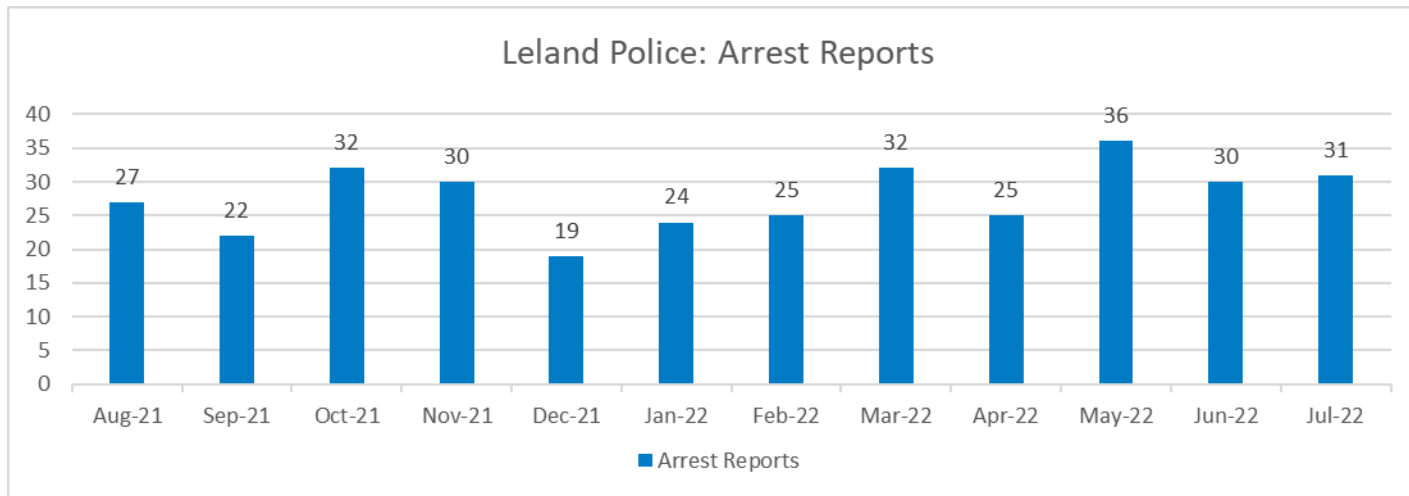
Lt. Hall attended Rapid Deployment Instructor training July 18-20 at the North Carolina Justice Academy. This course is designed to prepare agency instructors to deliver a program geared to patrol officers that will enable them to stop the killing of innocent parties tactically and effectively in an active shooter incident.

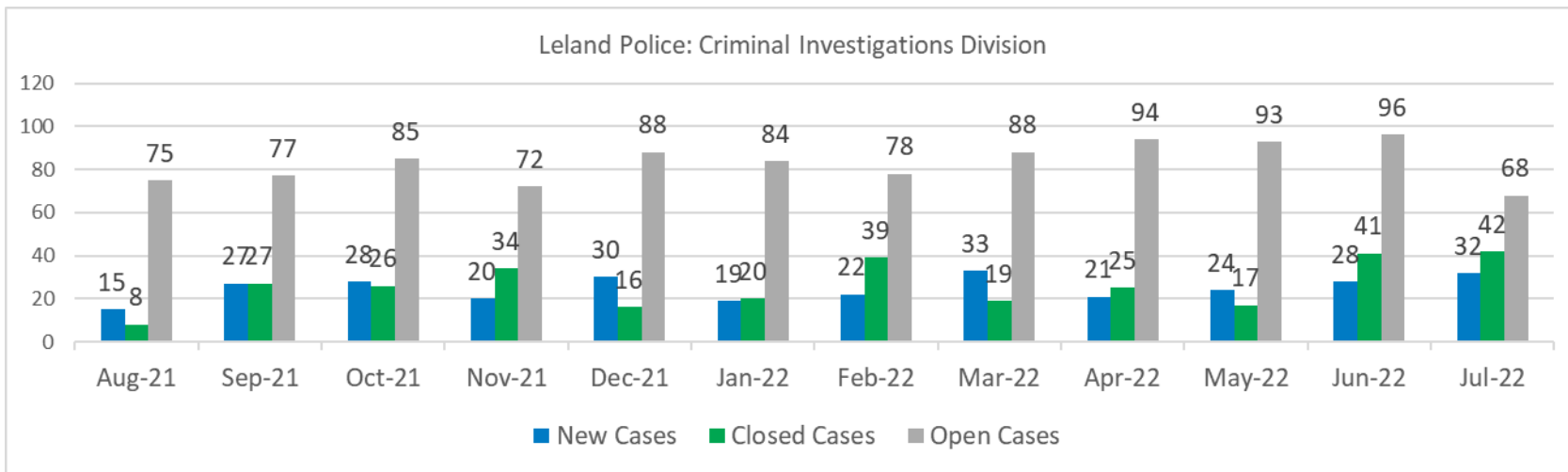
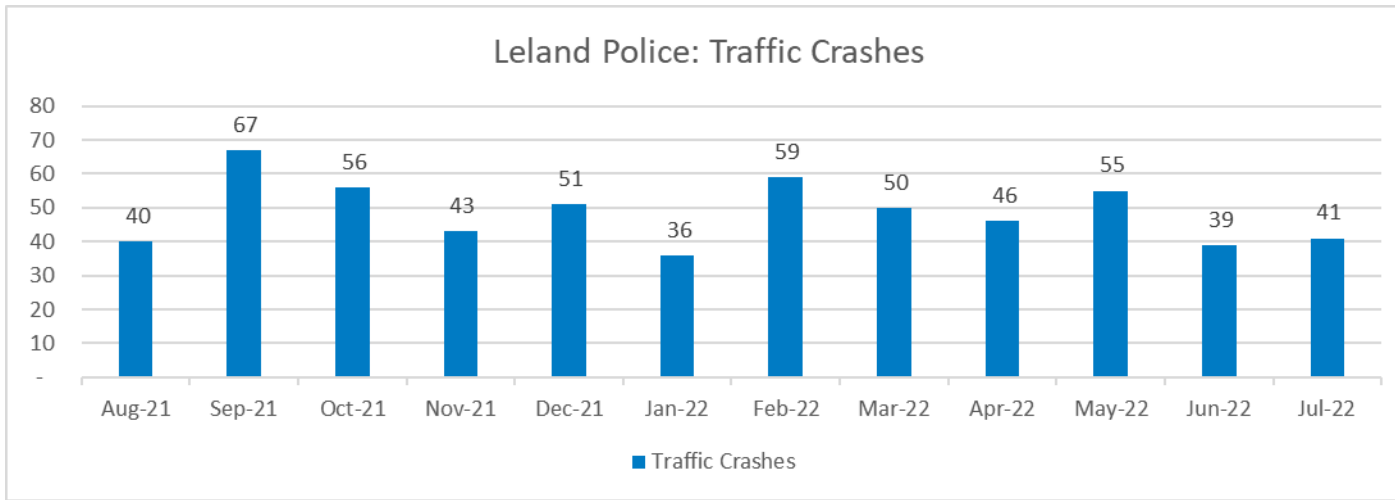
Senior Officer Martin virtually attended Employee Development and Performance Management July 20-21, taught by the North Carolina Justice Academy. This course provides supervisors and managers with the understanding and skills necessary to conduct job and task analysis, and coaching and feedback sessions to properly address positive and negative work performance, which allows staff to provide meaningful professional development plans and equitable performance appraisals.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Aug-21	51	2	2	4	3	1	7
Sep-21	25	2	6	7	0	0	2
Oct-21	38	5	2	7	4	0	2
Nov-21	33	2	7	9	3	0	4
Dec-21	29	2	2	4	6	1	1
Jan-22	40	3	6	7	3	1	2
Feb-22	26	2	4	6	0	1	1
Mar-22	44	2	2	3	0	2	3
Apr-22	69	8	8	12	7	0	2
May-22	54	2	7	7	3	1	2
Jun-22	71	7	4	7	2	0	2
Jul-22	47	7	7	12	1	0	3
Totals	527	44	57	85	32	7	31





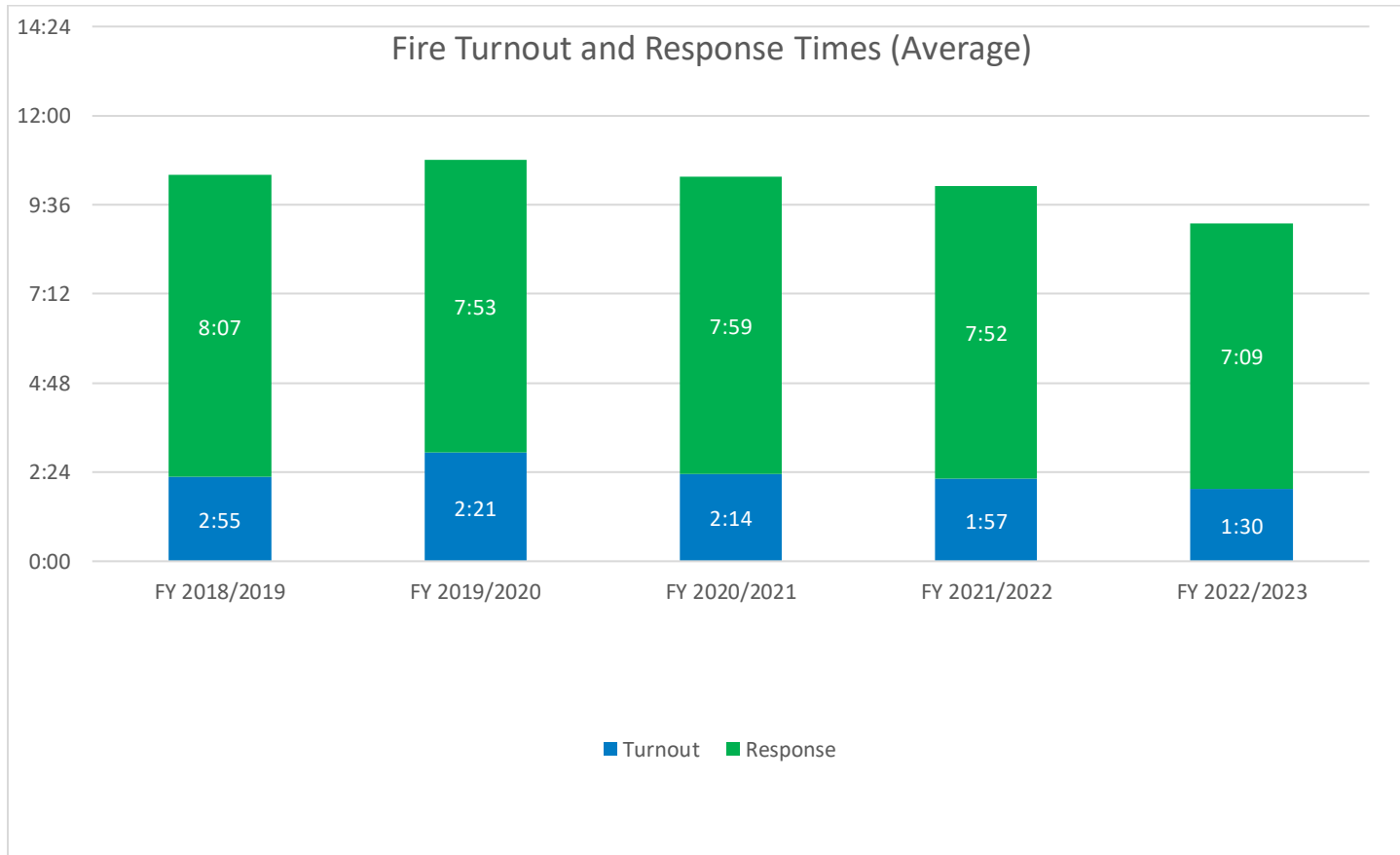


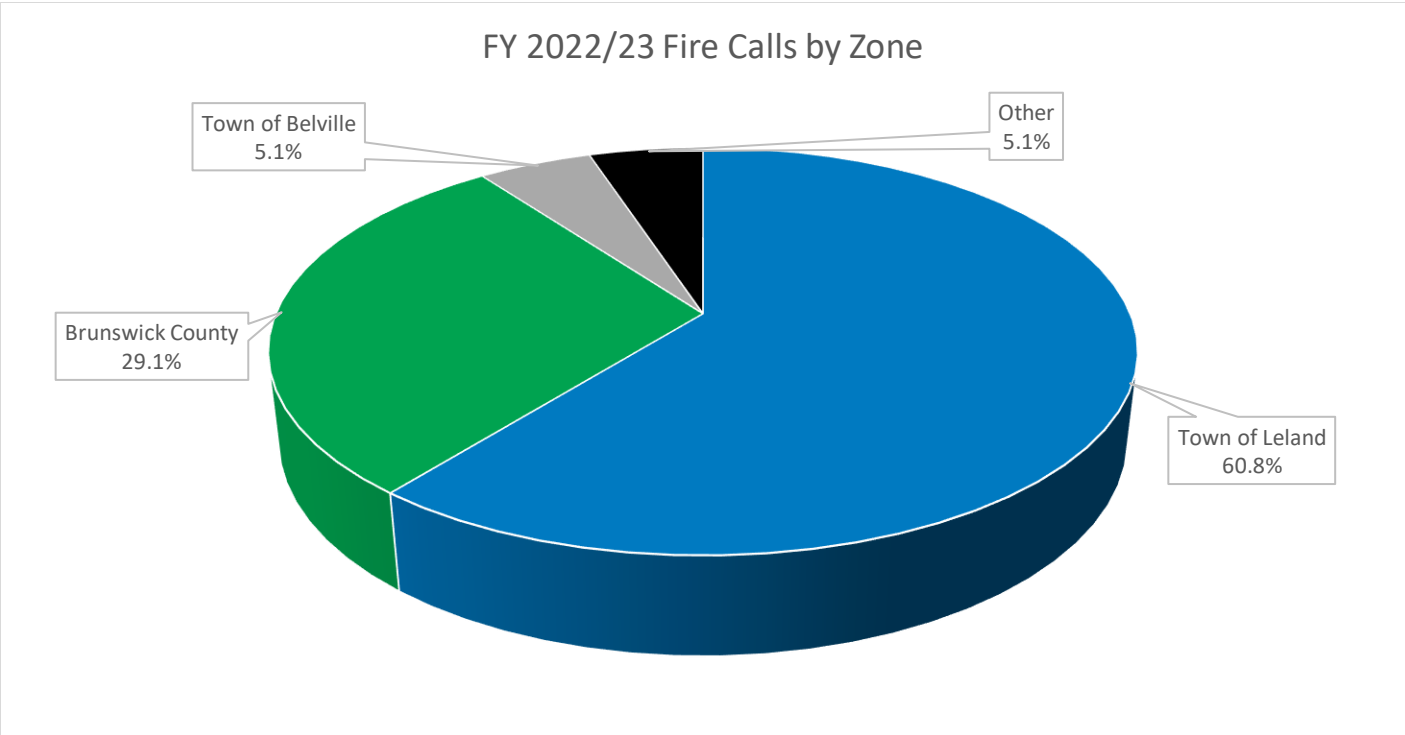
Department News

Lifesaving awards were presented on July 5 to two Leland Police Officers, two Brunswick County Sheriff's Office Telecommunicators, two Brunswick County Emergency Services Paramedics, and five Leland Firefighters. They received this award by working together to save a 22-year-old man suffering cardiac arrest. The team regained a pulse and he was transported to New Hanover Regional Medical Center. The young man walked out of the hospital several days later with no deficits. This is an example of excellent outcomes the fire department strives to provide to citizens.

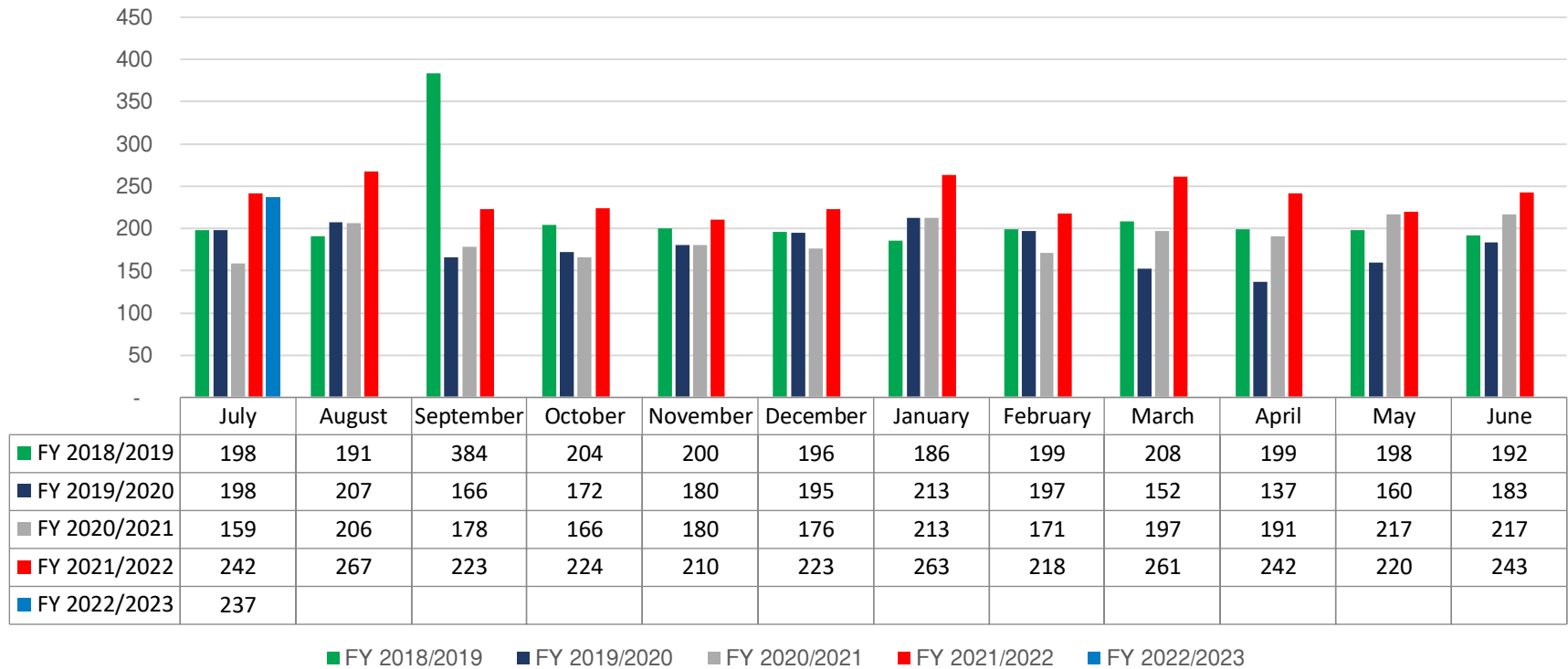
Staff have been working hard over the last couple months to improve the time it takes to get out of the station and arrive on the scene of a call. With Station 53 opening in June and new dispatching procedures, the department has seen a decrease in times. In July, all engines were enroute to a call within two minutes 90 percent of the time, and a unit was on scene within nine minutes of dispatch 90 percent of the time. With staff continuing to work on improving times, and with the station and equipment improvement provided by the Town, the department should only continue to see times improve.

Dashboard





Fire Calls



Department News

Chief Grimes worked with the Parks, Recreation, and Cultural Resources Department to gain knowledge about best practices of safety and security in public events. Staff received training from the Rural Development Preparedness Consortium in Event Security Planning for Public Safety Professionals. Chief Grimes participated in training provided by FEMA and NC Emergency Management in Science of Disasters and Emergency Operations Planning. The training is the second week of a three-week program for the Federal Emergency Management Basic Academy. Chief Grimes met with NC Emergency Management on moving the new Debris Management Plan forward. Chief Langlois and Chief Grimes began “mini-exercises” with the Incident Management Team (IMT) to establish roles and responsibilities should the Emergency Operations Center (EOC) and IMT be activated. Over the coming months, work will continue with all members of the IMT to get additional staff trained. Chief Grimes is meeting with various departments to establish sleeping and feeding needs should an EOC activation happen, while also working with Public Services to establish protocols for staff who work at the Municipal Operations Center (MOC). The MOC has the potential for 24-hour operations during an activation and staff will need particular logistical support. Planning for these operations is now underway.

Work Priorities

- Working with PRCR to plan operations for Founders’ Celebration.
- Developing department goals.
- Updating CodeRed internal communication tool database.
- Performing tabletop exercises with Town Incident Management Team.

Projects Completed

- No projects were completed in July.

Department News

Ashli Barefoot and Ben Andrea attended Designing Road Diets as a Tool for Walkability and Community Revitalization, a webinar hosted by Smart Growth Online. This webinar provided insight into how a growing number of communities are using road diets to make neighborhoods more walkable, create complete streets, and slow down traffic as part of other streetscape and revitalization projects. The essential design features of road diets, as well as how to design and operate them for walking, bicycling, driving, and freight and emergency response movement were discussed.

Ernie Hernandez began inviting other Town staff to shadow him on inspections to educate them on the duties and activities of a building inspector. So far, staff from the Finance and Parks, Recreation, and Cultural Resources Departments have joined Mr. Hernandez for four hours at a time.

Barnes Sutton completed NFIP 101: Introduction to Floodplain Management provided by the Association of State Floodplain Managers. This course provided attendees an overview of NFIP minimum floodplain/management regulations based on the types of flood hazards identified, substantial improvement and substantial damage, and reviewed the use of a permitting process as a floodplain management oversight and compliance tool.

James Baxter attended the Fire Prevention Level I course and is now preparing to take the state certification exam.

Ms. Barefoot attended Journey through an Endangered Land, a webinar hosted by Smart Growth Online. This webinar included a discussion from Dan Chapman, author of "A Road Running Southward: Following John Muir's Journey through an Endangered Land", and Paul Wolff, former City Councilmember from Tybee Island, Georgia. They discussed how the region has experienced significant change since Muir's time and talked about how southerners can accommodate population growth without destroying the region's cherished connection to nature.

Randy Fisher completed the code enforcement Law and Administration course, which is an overview of NC's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing, and fire prevention code enforcement officials. Topics included the structure of federal, state, and local governments, the history of the NC State Building Code, relevant General Statutes, and the enforcement responsibilities of local inspection departments. Course standards are set by the Code Officials Qualification Board and administered by the Engineering and Codes Division of the NC Department of Insurance/Office of State Fire Marshal. Successful completion of this course along with others specified by the Qualification Board qualifies participants to take state inspector certification exams.

Planning Board Meeting Summary

The Planning Board met on July 26, 2022, and heard the following items:

1. Preliminary Subdivision Plat for Pinewood Cannon Phase 1 Section B – The Planning Board voted to approve a preliminary subdivision plat for 19 single family residential lots on 10.7 acres near NC Highway 87.
2. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of PUD, Planned Unit Development District for an approximately 686-acre area located off Malmo Loop Road, which has been petitioned for voluntary annexation into the Town.
3. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of C-1, General Commercial Business District for a 4.93-acre area located off Mt. Misery Road and Lincoln Road NE, which has been petitioned for voluntary annexation into the Town.
4. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of MF, Multifamily District, and C-1, General Commercial Business District for a 325.1-acre area located off US Highway 17 and Lanvale Road, which has been petitioned for voluntary annexation into the Town.
5. Text Amendment – The Planning Board voted 5-1 to recommend approval of a text amendment proposed by staff to modify Chapters 50 and 66 of the Code of Ordinances to amend the review process for major subdivisions and PUD site-specific plans.

The Planning Board’s next meeting is scheduled for August 30, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

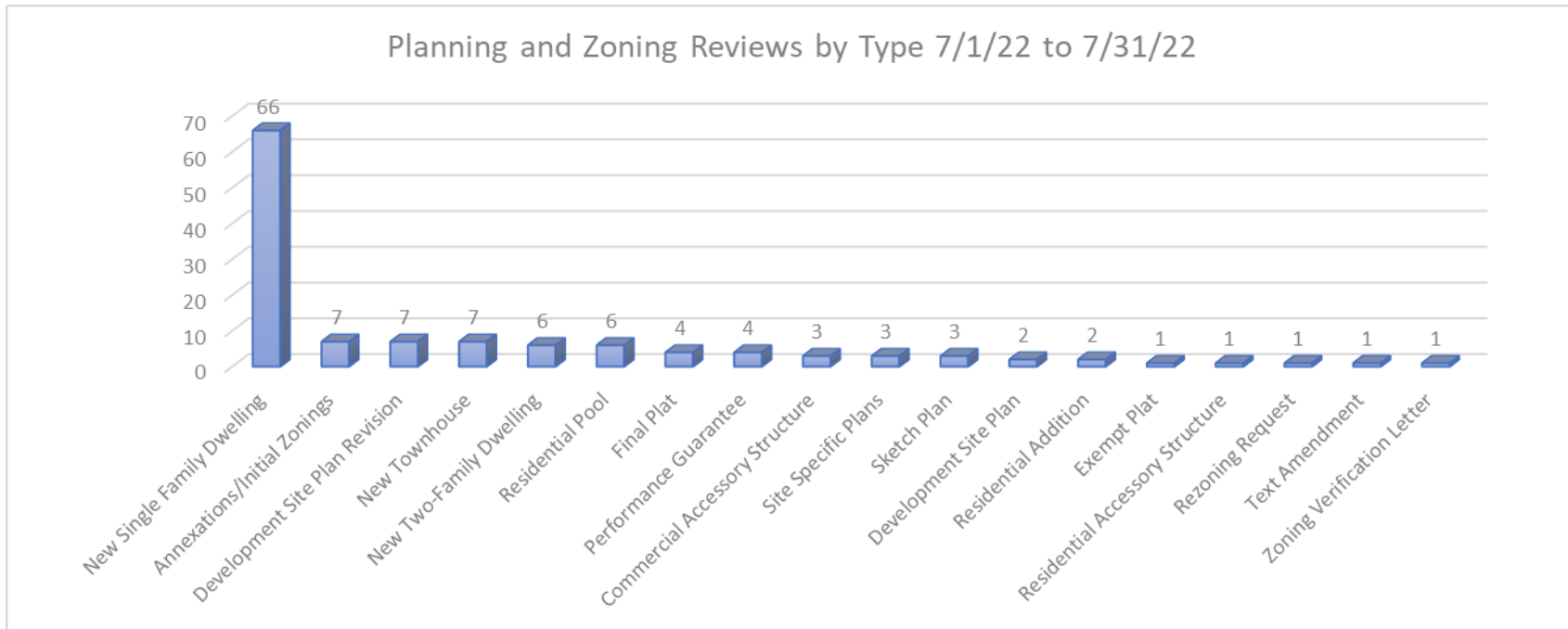
Current Planning Update

TRC Report

The Technical Review Committee (TRC) reviewed the following items:

1. Site Specific Plan for Malmo Loop Tract Phase 1 – Proposal for 147 single family detached lots, 84 townhome units, and 40 duplex units on 145.81 acres off Malmo Loop Road.
2. Preliminary Plat for Riverwalk Point – Proposal for 47 single family residential lots and 236 duplex lots on 46.39 acres off NC Highway 133 near Mallory Creek.
3. Development Site Plan for Leland Town Center Lot 2 – Proposal for one building with a 2,000 square foot retail unit and a 2,400 square foot restaurant with drive through on Gateway Drive.
4. Preliminary Plat for Highland Hills Village – Proposal for 10 single family residential lots on 6.04 acres off Highland Hills Drive.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	0

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Brunswick Forest			
Letters of Credit	16	\$5,556,818.37	-\$2,049,418.41
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Jackeys Ridge			
Cash Bonds	1	\$849,824.00	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	7	\$1,165,669.25	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	2	\$398,318.00	\$0.00
Seabrooke			
Cash Bonds	1	\$144,035.00	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$33,795.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit			
	18	\$5,704,598.37	-\$2,049,418.41
Total Cash Bonds			
	15	\$3,447,101.53	\$0.00
Total Surety Bonds			
	13	\$1,448,471.33	\$0.00
Total Performance Guarantee Sureties			
	46	\$10,600,171.23	-\$2,049,418.41

Long Range Planning and Community Development Update

- Leland 2045: Staff is collecting data for the second Leland 2045 Quarterly Update (first of FY22/23) to Town Council and the Planning Board.
- Natural and Cultural Resources: Staff is developing a model for creating the Green Network, ideally to become a prioritized strategy on acquiring parcels for conservation/open space connectivity.
- Community and Economic Development: Staff presented the Gateway Mapping Tool that aims to support redevelopment in the Gateway District to Town Council. Additionally, staff has started to study the tree canopy and associated impacts such as the heat index.

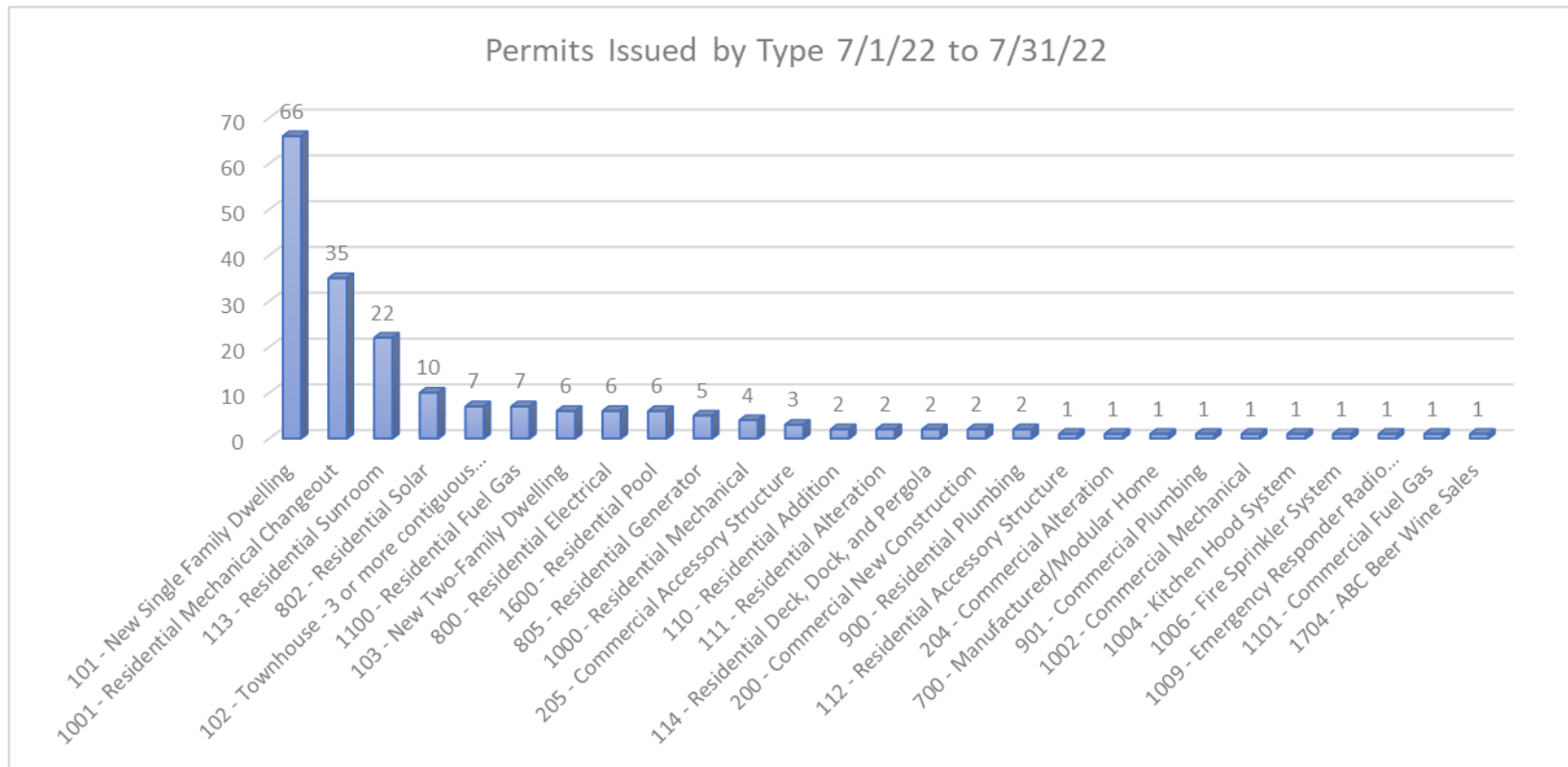
Transportation Planning Update

WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, Mallory Creek, and Malmo Loop Road.

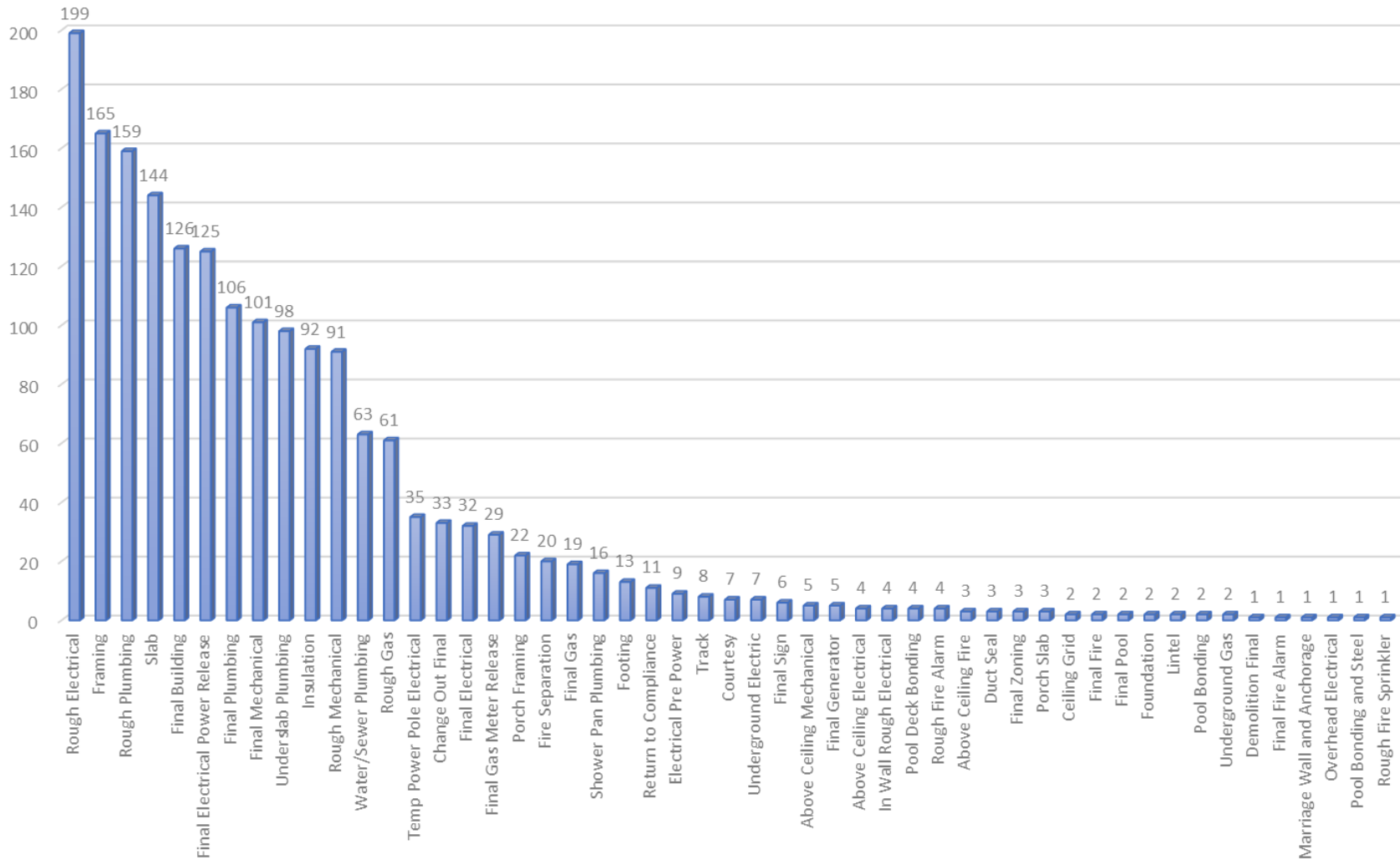
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on July 13.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
197	1,855	\$38,265,787



Inspections Completed by Type 7/1/22 to 7/31/22



Code Enforcement Update

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	0	2	4	1	7
Cases Closed	4	8	5	1	18
Active Cases	2	6	12	1	21

Department News

On June 30, staff received proposals from five economic development consultants in response to a Request for Proposals to prepare an Economic Development Strategic Plan for the Town. Staff plans to interview the top-rated consultant(s) and will make a recommendation to the Mayor and Town Council for the consultant determined to be most qualified for the project.

New Businesses

- **Unwined on the Square** held a ribbon cutting event on July 27 to celebrate its grand opening. **Unwined** is an upscale wine lounge and yoga studio featuring boutique wines and craft beer. The second **Unwined** location is at 2163 Britton Road, Suite 120 in **Harrington Square**. Unwined opened its first location in downtown Wake Forest four years ago, where it is known as **Unwined on White**.

New Construction/Development

- **Lowe's Home Improvement** has broken ground on its Leland store located in **Leland Town Center** at the intersection of Gateway Boulevard and Ocean Gate Way.
- **Chicken Salad Chick** is coming to Leland. This popular restaurant opened its first Wilmington location in The Forum across from Mayfaire in 2019. They are upfitting a vacant space next to Leland Smokehouse at 503 Olde Waterford Way, Suite 104.
- Site development plans have been submitted to the Town by Paramount Engineering for a project comprised of two 15,000 square foot retail buildings proposed on a 3-acre property adjacent to **Leland Storage** on Westgate Drive.
- **Caliber Collision** has broken ground on its new auto body repair shop at 8951 Ocean Highway, the former location of **Willoughby's**.
- Sitework is underway at **Leland Corners**, a retail center located at the corner of Highway 17 and Ocean Gate Way. The **Leland Corners** development will include **7-Eleven**, **Cook Out**, and **Take 5 Oil Change**. The Town intends to construct a teardrop roundabout on Ocean Gate Way at the intersection of New Pointe Drive to provide a safer, more attractive, and improved entrance into **Leland Corners** and the surrounding retail developments.

Economic Development Committee Meeting Summary

The Economic Development Committee met on July 14, 2022 and installed three members for a second term and one new member. Mr. Stephen Long was re-elected as Chair and Ms. Stephanie Blair was re-elected as Vice Chair.

Department News

Staff closed out FY21/22 and entered work on the new fiscal year, encumbering budgeted projects and funds. Staff continue working with the external audit team to complete the FY21/22 audit, forwarding data and researching samples. The department also completed the FY22/23 Budget Manual for online publication, submitting to GFOA for possible award. Ms. Newton completed the Introduction to Local Government Purchasing class through the UNC School of Government. Ms. Norton attended the NC GFOA conference in Wrightsville Beach.

Grant News July 2022

Grants Awaiting Notification

- GCC Byrne JAG FY22 – Radios (4) and accessories, \$24,500 (no match).
- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).
- Fire Protection Safety Grant (FP&S) – Public Safety Trailer, \$85,000 (\$4,250 match).
- Law Enforcement Mental Health and Wellness Act (LEMHWA) Program – Training for Fire/Rescue and Police peer support group increasing awareness of effective mental health and wellness strategies, \$31,200 (no match).
- Parks and Recreation Trust Fund (PARTF) – Founders Park Phase II which includes the playground, natural play area, picnic shelter, and entrance, \$500,000 (\$500,000 match).
- Patrick Leahy Bulletproof Vest Partnership (BVP) Program – Reimbursement for up to 50% of the cost of body armor vests purchased for law enforcement officers (50% reimbursement).
- Environmental Enhancement Grant (EEG) – UNCW submitting proposal for: Identification of Green Infrastructure Flooding Solutions in Disadvantaged Communities of the Lower Cape Fear River resulting in site specific nature-based flooding solutions, \$500,000 (no match).
- Supporting Law Enforcement Agencies in Seeking Accreditation – Software required to meet North Carolina Law Enforcement Accreditation standards, \$6,800 (no match).
- Leland Tourism Development Authority – Founders Park Amphitheater, \$150,000 (no match).
- T-Mobile Hometown Grant – Founders Park splash pad construction, \$50,000 (no match).

- 555 Fitness Strength is Our Foundation – Fitness equipment for Fire Station 51 to improve health and well-being of firefighters (no match).
- Grassroots Arts Grant – Arts Around Town program, \$1,200 (no match).

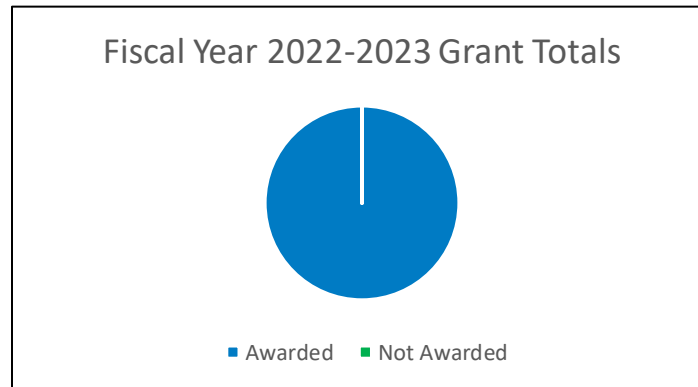
Grants Awarded

- NC Resilient Coastal Communities Program (RCCP Phase 3) – Mallory Creek Drive drainage improvements; Engineering/design of a nature-based solution for a shovel ready project for Phase 4, \$20,000 (no match).
- NC Forestry Service – Tree Canopy Cover Assessment, \$9,448 (20% in kind match)

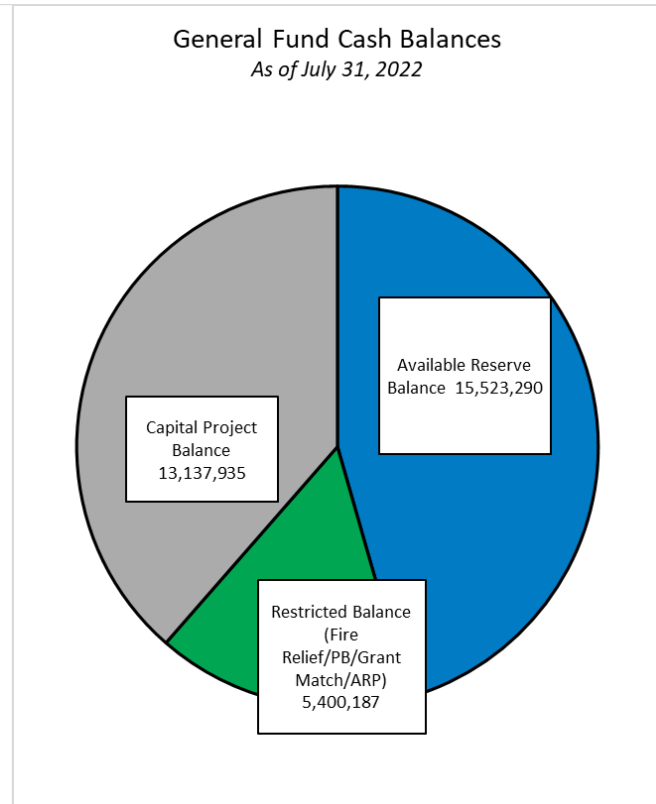
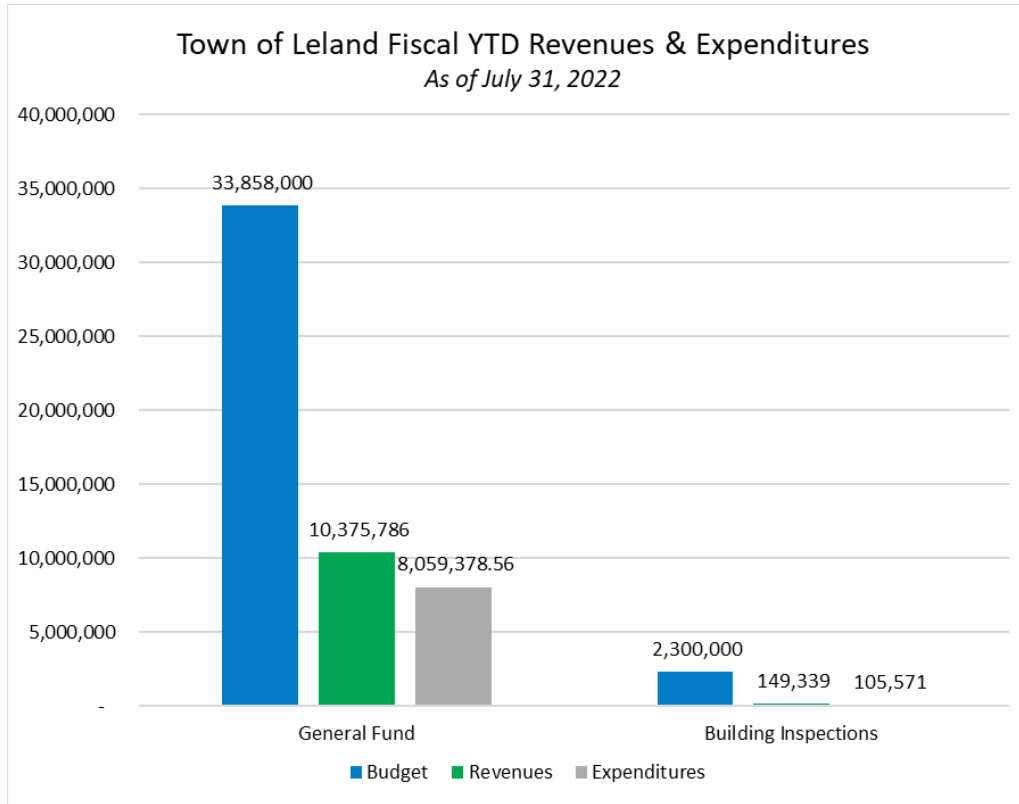
Grants Not Awarded

- None.

Fiscal Year 2022-2023 Grant Totals	
Awarded	Not Awarded
2	0



Dashboard

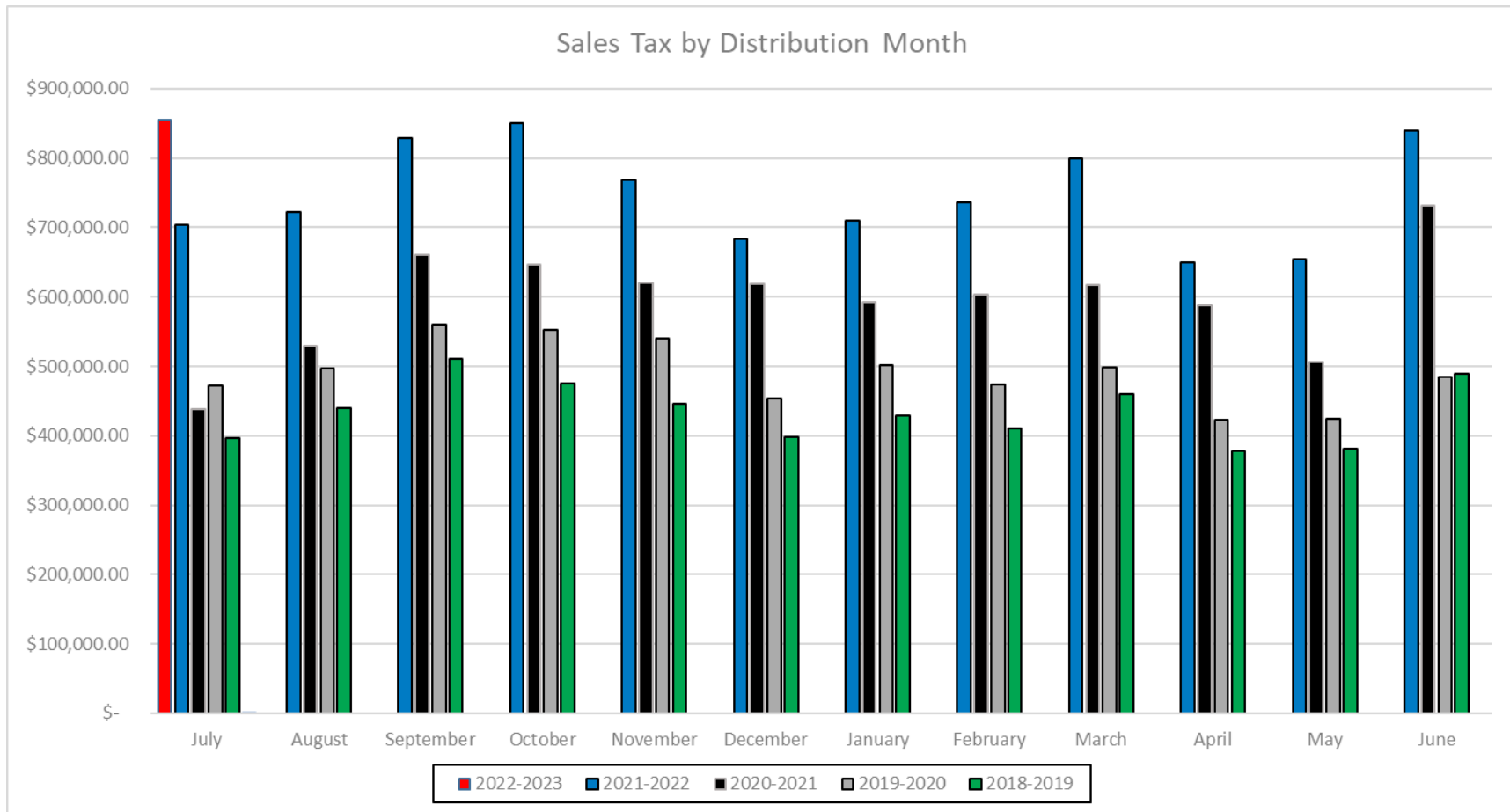


Financial Budget to Actual Report – July 31, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	33,858,000	10,375,786	10,375,786	(35)	23,482,249	69.36%
Governing Body	265,000	265,000	27,776	27,776	61,303	175,920	66.39%
Administration	1,830,000	1,830,000	376,577	376,577	73,309	1,380,114	75.42%
Information Technology	1,735,000	1,747,000	136,266	136,266	568,156	1,042,577	59.68%
Human Resources	420,000	420,000	22,316	22,316	19,287	378,397	90.09%
Finance	915,000	915,000	57,287	57,287	30,353	827,360	90.42%
Planning	1,190,000	1,190,000	66,351	66,351	85,469	1,038,180	87.24%
P&R & Cultural Arts	1,100,000	1,100,000	76,893	76,893	97,481	925,627	84.15%
Grounds & Facilities	1,460,000	1,460,000	78,375	78,375	506,342	875,283	59.95%
Public Services	4,225,000	4,225,000	197,854	197,854	1,015,648	3,011,498	71.28%
Police	5,785,000	5,941,000	359,243	359,243	569,029	5,012,728	84.38%
Emergency Management	195,000	195,000	16,512	16,512	2,393	176,096	90.31%
Fire	6,690,000	6,690,000	1,182,056	1,182,056	191,846	5,316,098	79.46%
Debt Services	2,370,000	2,370,000	1,031,874	1,031,874	-	1,338,126	56.46%
Transfers	2,010,000	5,510,000	4,430,000	4,430,000	-	1,080,000	19.60%
EXPENSES	30,190,000	33,858,000	8,059,379	8,059,379	3,220,618	22,578,004	66.68%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	149,339	149,339	-	2,150,661	93.51%
EXPENSES	2,300,000	2,300,000	105,571	105,571	158,185	2,036,243	88.53%

FY Sales Tax Distribution

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



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

Vendor: Allsource Enterprises LLC; Amount: \$800,000; Details: Custom fire pumper truck to replace Engine 52.

Vendor: James River Equipment; Amount: \$80,366; Details: Compact excavator.

Vendor: John Davenport Engineering; Amount: \$75,550; Details: Task Order 21-02 Ocean Gate/New Pointe Improvement.

Vendor: OpenGov Inc; Amount: \$69,700; Details: Budget management software.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in July.

Audit Committee Meeting Summary

The Audit Committee did not meet in July.

Department News

The department is working on several different training programs to be rolled out over the next several months including a basic computer class for beginners, supervisor training, as well as fire extinguisher and active shooter trainings. The next employee appreciation event will be held in September and planning is underway now. Recruiting and interviewing is currently taking place for both vacant positions within the department with the hopes of having the positions filled within the next month.

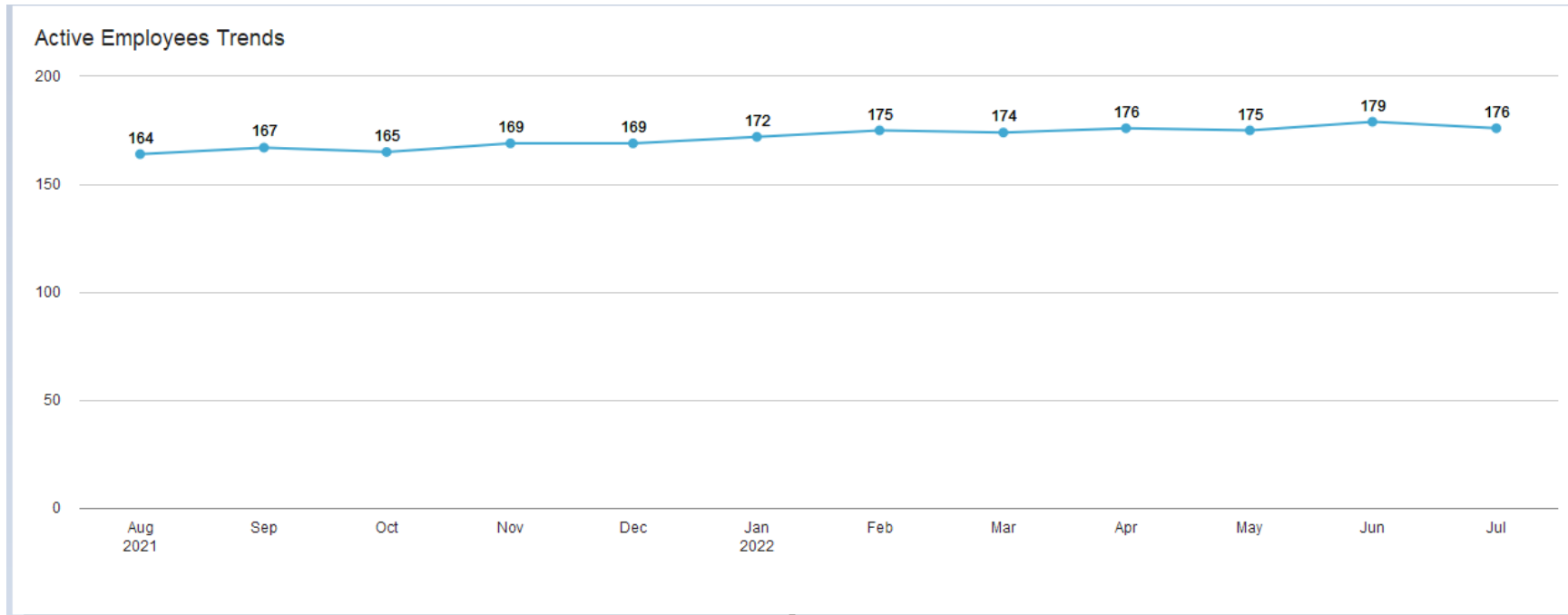
Workers Comp Data

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

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Jason Fuller	Fire Department	Resignation	7/5/2022	Battalion Chief		
Karl Keefe	Public Services	Promotion	7/9/2022		Streets Maintenance Technician I	Streets Maintenance Technician II
Melinda Rabin	Human Resources	Resignation	7/15/2022	HR Manager		
Alison Fore	LCAC	New Hire	7/25/2022	Program Coordinator		

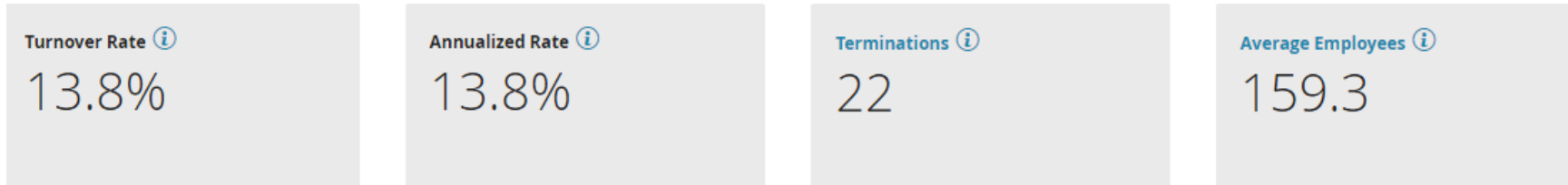
Headcount (FT and PT Employees) August 2021 – July 2022



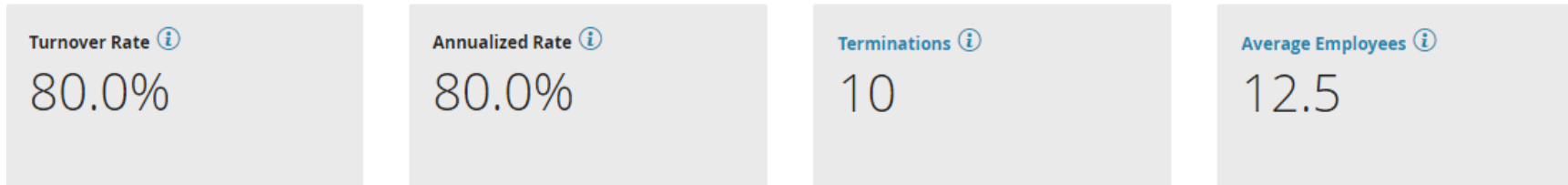
Headcount ⓘ 176 As of July 2022	Hired ⓘ 42	Termed ⓘ 32	Growth Rate ⓘ 7.3%	Turnover Rate ⓘ 18.6%	Average Tenure ⓘ 3.9 (Years)
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Turnover Data August 2021 – July 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

The department continues to focus on the cybersecurity roadmap as a priority for FY22/23. Staff will be engaging several budget priorities including software projects for Finance and EM this month. Infrastructure upgrades at Town Hall will continue through the end of the year.

Major Work Priorities

- Infrastructure upgrades including door access and video surveillance at Town Hall.
- Planning for Founders Park AV and internet connectivity to start this month.
- All hazards disaster communications equipment and training.
- Helpdesk response improvements are ongoing.

Projects Completed

- Nine employees onboarded/offboarded.
- Replacement of internet gateway at Town Hall.
- OneDrive integration for VOA. Finishing the SharePoint project effectively.
- Preparing Village Road Fire Station for Inspections move.
- IT/VC3 managed 54 tickets in July.

