



STAFF REPORTS

January 2023 Regular Meeting

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Department News

The FY2021-22 Solid Waste and Materials Management Report has been reviewed and approved by the NC Department of Environment and Natural Resources. This report, required for each county and municipality, fulfills the annual reporting mandate to the state as required by G.S. 130A-309.09A.

Current staff vacancies include Engineering Technician.

Streets Updates

Work Priorities

- Staff completed installation of signs for the Town's Streets Resurfacing project.
- Staff completed pavement markings for crosswalks and stop bars on Woodwind East in Waterford and along Pine Harvest Drive in Magnolia Greens.
- 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. The Town has received some blocks from the HOA. Staff will utilize these to repair as much as possible. More blocks may be needed to complete this work. Work should be scheduled in January, weather permitting.
- Staff removed and replaced approximately 150 feet of concrete curb in Magnolia Greens. This work included removing and replacing the concrete curb, as well as removing and replacing the portion of the roadway adjacent to the curb. This section of curb had settled substantially, causing a ponding issue on both sides of the street.
- Staff placed 19.5 yards of concrete in December for concrete curb and sidewalk installations.
- Staff will begin cleaning out ditches in January.

Initiatives

- Brunswick Engineering Company has completed the pavement condition and pavement markings condition assessment for Town owned streets. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. The finalized assessment and supporting inspection reports are to be finalized in January.
- Staff is creating a capital improvement plan to include upcoming street improvement projects. The draft plan is underway and will be completed early 2023.

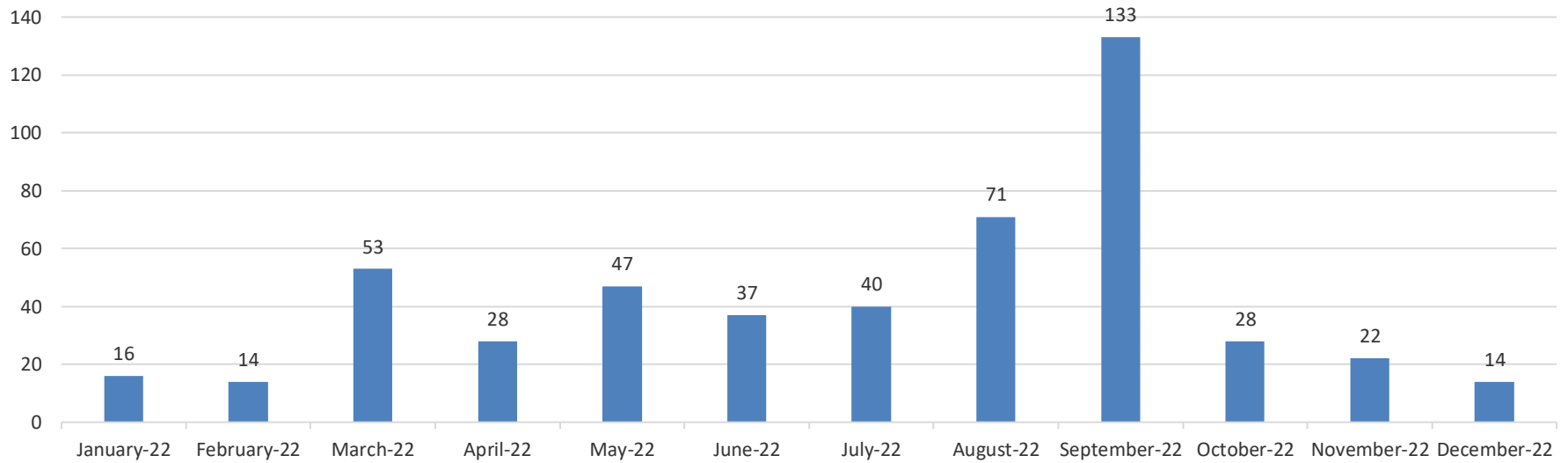
- Staff will be installing several pedestrian crossings across Mallory Creek Drive connecting existing sidewalk and MUP systems. Survey and staking are complete, and installation will begin early 2023.

Work Order Summary

- Streets processed 14 work orders in December, with the majority being pothole/sinkhole (7) and sign (4) related.
- Streets completed 10 work orders in December, with an approximate expense of \$33,900 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$20,500).



Service Requests Streets



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
Aug-22	1	5	11
Sept-22	4	25	16
Oct-22	0	0	13
Nov-22	0	0	9
Dec-22	3	20	10
2022 Total	35	255	144

Grounds Updates

Work Priorities and Initiatives

- Northgate stormwater pond stabilization is ongoing due to poor soil conditions.
- Staff is dismantling all Leland in Lights decorations in Founders Park and placing them in storage at the MOC.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff will be designing a landscape plan for the diverging diamond on Village Road.
- Staff will be installing mulch at all Town properties and parks.

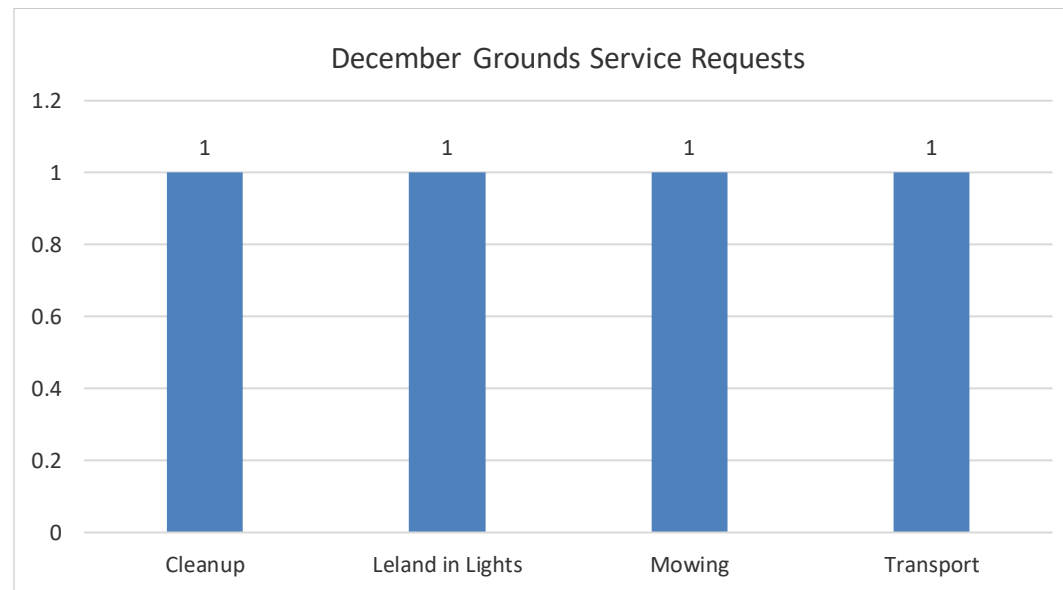
- Installation of annual plants at the islands on Village Road will begin end of January and into February.
- StoryWalk at Westgate Nature Park work will continue into January.
- Staff will continue to work on the new placement of the disc golf course.

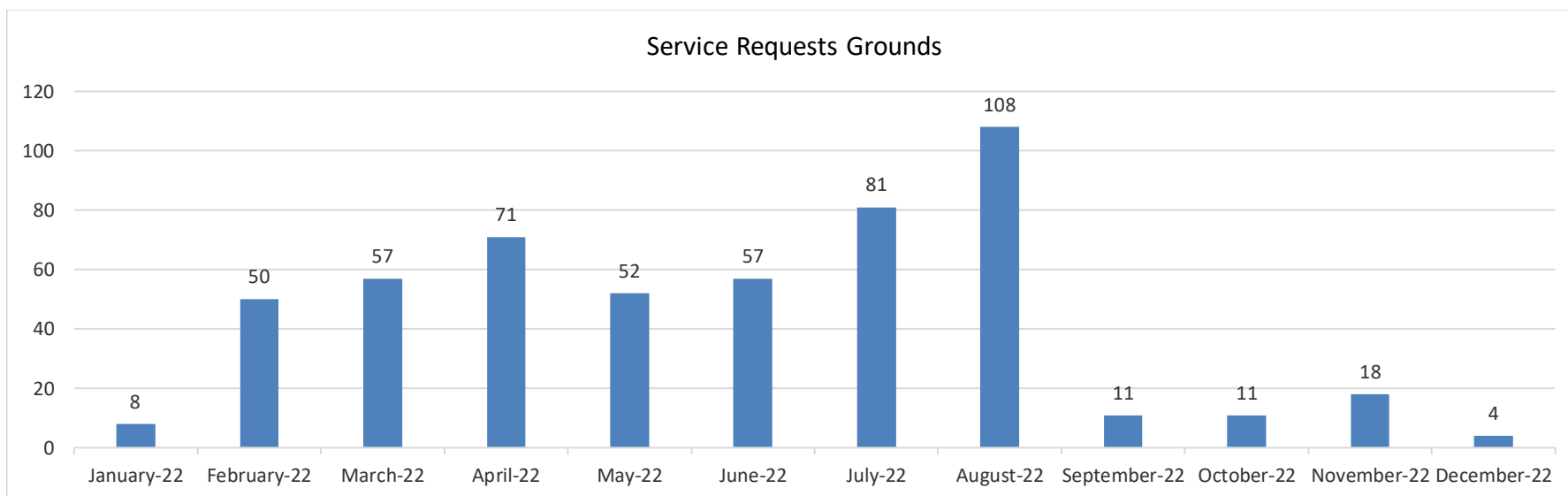
Projects Completed

- Staff has completed all manicuring of shrubs at all Town properties and parks.
- Leland in Lights has been completed with a successful year, despite several instances of vandalism in late December.

Work Order Summary

- Grounds staff focused almost solely on problem-solving and supporting Leland in Lights during December.





Facilities Updates

Work Priorities and Initiatives

- Salt Air is addressing an HVAC issue in the first floor Police wing in Town Hall.
- Staff is dismantling all Leland in Lights decorations in Founders Park and placing them in storage at the MOC.
- Staff is replacing the toilet paper dispensers in all Town facilities.
- Staff is working on a plumbing issue at Westport Fire Station.
- Staff is working with a vendor to clean the tile in the Town Hall lobby.

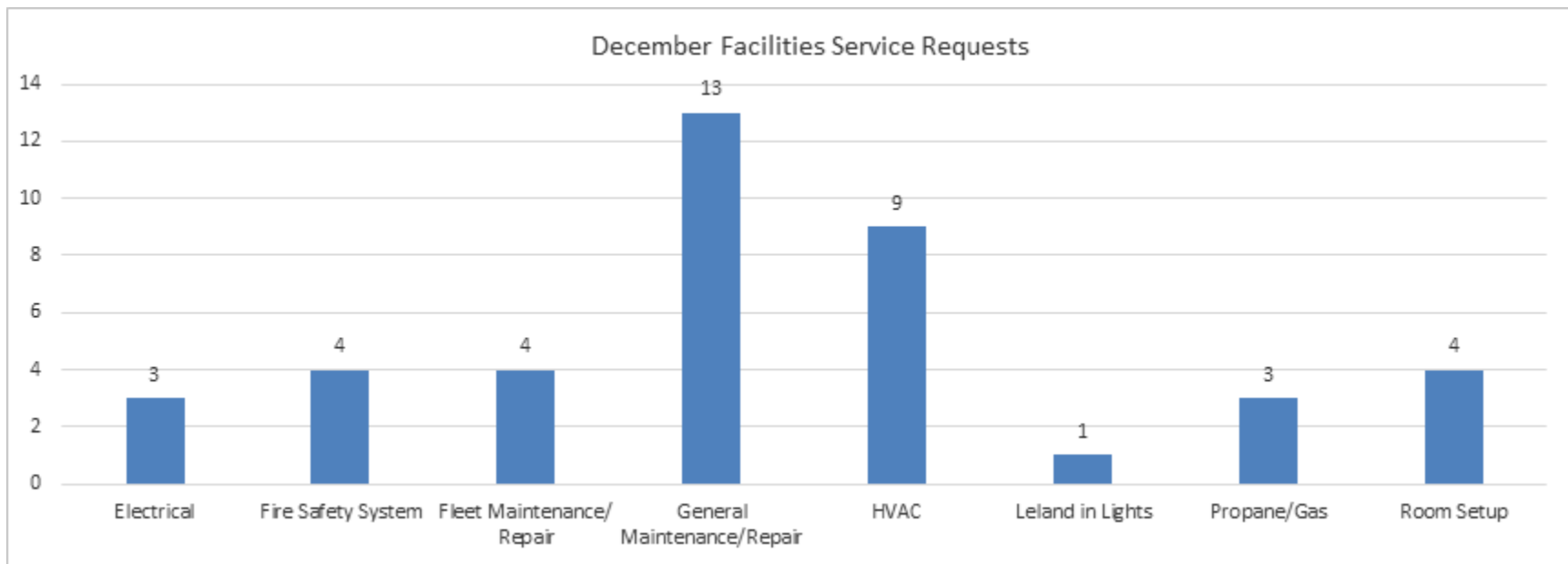
Projects Completed

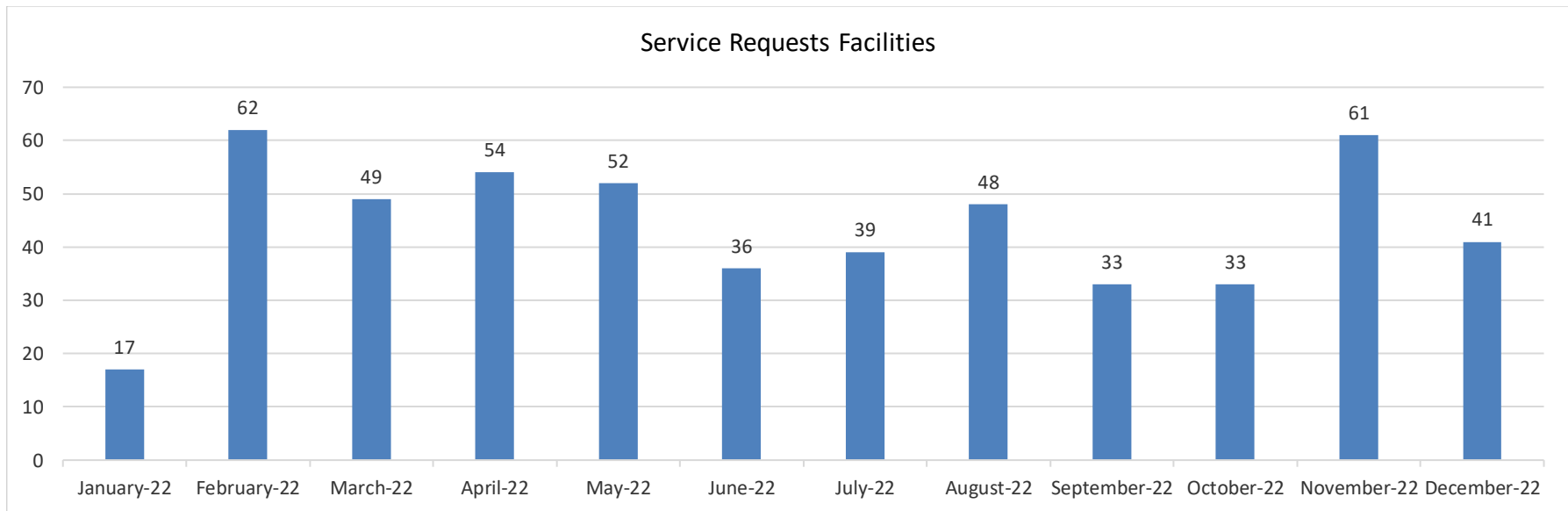
- All exterior windows at Town Hall were cleaned.
- Inspections were conducted on all Town facilities.
- Staff repaired an electrical issue in the MOC warehouse breakroom.

- Staff completed a repair to the phone line issue affecting the Town Hall elevator.
- BFPE repaired a backflow preventer at Town Hall.
- Salt Air fixed a major HVAC issue at the LCAC.
- Staff added new photocells to the additional power supply in Founders Park.
- The carpets were professionally cleaned throughout Town Hall.

Work Order Summary

- Facilities received 41 work orders in December, with most of them being general maintenance and repair (13) and HVAC related (9).
- Facilities completed 32 work orders in December, with an approximate expense of \$9,800 in labor and materials.





Fleet Vehicle Updates

Work Priorities

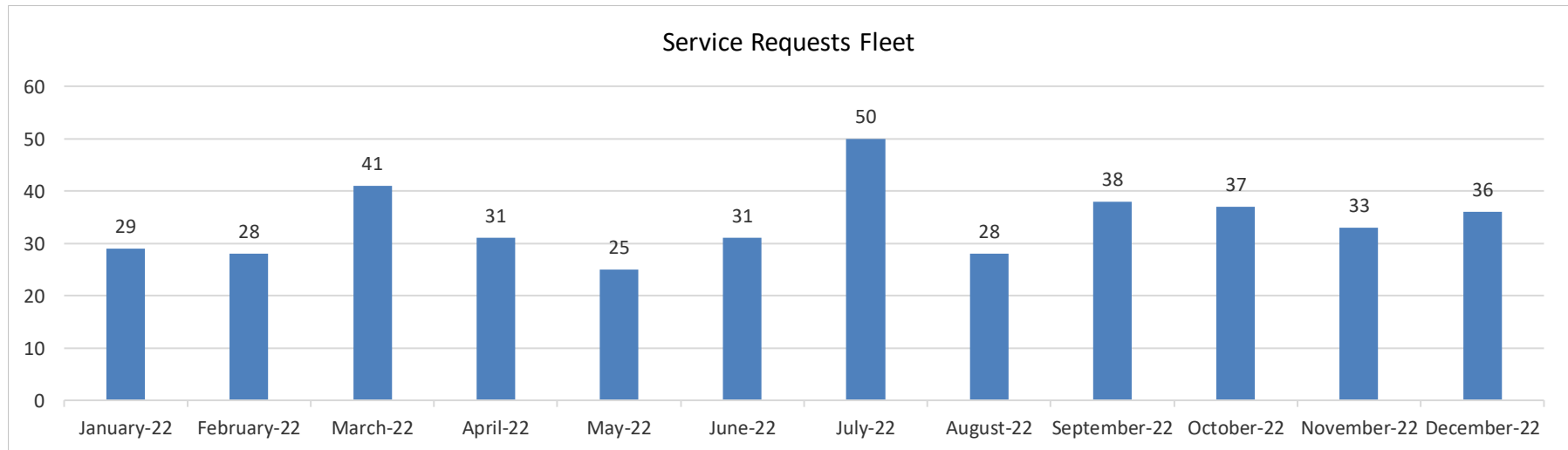
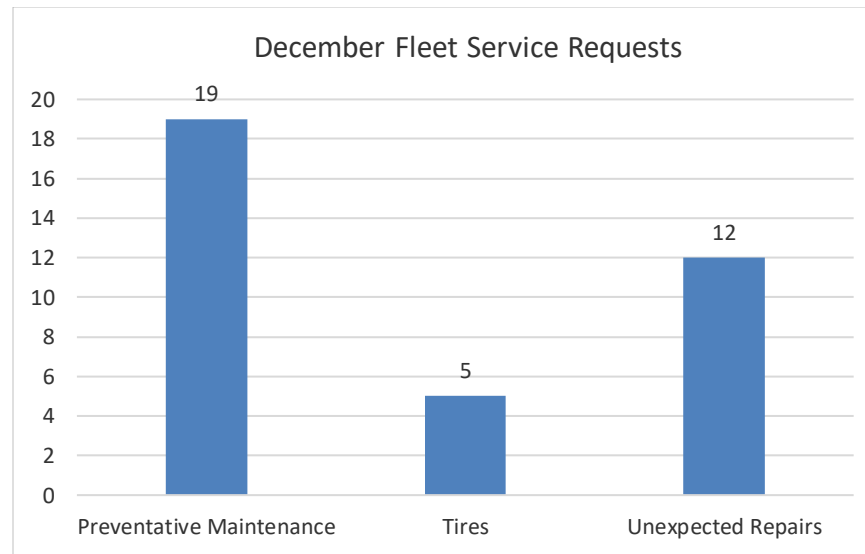
- Installation of safety light upgrades on all department vehicles by Mobile Communications America (MCA), Inc. is almost complete.
- Staff is investigating pricing options to paint or wrap a Public Services Maintenance van for future use.

Projects Completed

- Scheduled and unscheduled maintenance projections for FY2023-2024 have been completed and dispersed.

Work Order Summary

- Fleet received 36 service requests in December for an approximate expense of \$16,900. Of these, 19 requests were for preventative maintenance for a total of \$1,100.



Capital Project Updates

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

Department News

The department has been awarded two grants from the Brunswick Arts Council: a \$1,200 grant to support the Art Around Town program and a \$1,500 grant to support the Arts in Residence program.

Kirsti Armstrong wrote an article that was published in the winter 2022 edition of the RECRE8 North Carolina Magazine.

Parks and Recreation Board Summary

The Parks and Recreation Board met on December 7, 2022, and reviewed the following topics:

- Introduction of Transportation Planner Vanessa Lacer
- Founders Park Playground, Natural Play Area, and Fitness Station
- Public Art Policy

The Parks and Recreation Board's next meeting is scheduled for February 22, 2023.

Upcoming Events

January 14, 2023 – Westgate Nature Park StoryWalk Ribbon Cutting

February 1, 2023 – Spring and Summer 2023 Registration Opens

February 2, 2023 – LCAC Gallery Reception: Kate Waltman

February 4, 2023 – Contra Dance

February 17, 2023 – Live at the Center: Enchanted Evening

February 18, 2023 – Makers Madness Art Market

Parks, Recreation, and Cultural Resources Updates

Leland in Lights concluded on January 3 after a month of incredible attendance across a variety of holiday events. An estimated 2,000 people attended the Grand Illumination on December 3, and another 1,600 visitors enjoyed the Leland Express train throughout the month. Over 450 people attended a screening of The Polar Express in Founders Park and 85 participants enjoyed visits with Santa and Mrs. Claus at the LCAC. The

holiday magic of Leland in Lights and an array of PRCR events provided family-friendly entertainment for thousands of Leland residents and visitors from surrounding regions.

In January, the Town will unveil a new StoryWalk at Westgate Nature Park, donated by the Kiwanis Club. The StoryWalk includes 18 panels along the park path, each featuring a page from a children's book. A ribbon cutting and community event will be held on January 14 to celebrate the new addition. Registration for all spring and summer 2023 programs opens on February 1 at 9 a.m. Other February events include another Contra Dance in partnership with Cape Fear Contra Dance on February 4 and the return of the Live at the Center Performance Series with an Enchanted Evening second-chance prom on February 17. Finally, the Makers Madness event returns this year offering PRCR students the opportunity to sell their handmade goods at an intimate art market showcasing one-of-a-kind baskets, ceramics, and more.

Social Media Update

- PRCR Facebook Highlights (December 1 – 31, 2022)
 - Added 32 new page likes
 - Page reach – 131,000
 - Top post (Largest reach): “Keep track of all our events this Holiday Season! You can also check out lelandinlights.com for any updates!”
- LCAC Facebook Highlights (December 1 – 31, 2022)
 - Added 32 new page likes
 - Page reach – 35,000
 - Top post (Largest reach): “Are you looking for a new hobby to get you through the cold winter nights? Well, cold for Leland, North Carolina. Basket weaving is just for you! We offer classes for everyone from a basket novice to a basket weaving professional.”
- PRCR Instagram (December 1 – 31, 2022)
 - Added 28 new followers
 - Post reach – 4,300
 - Top post (Largest reach): “Thank you to everyone that attended our Grand Illumination event! We are honored to be a part of your holiday traditions. What was your favorite part?”
- LCAC Instagram (December 1 – 31, 2022)
 - Added 30 new followers

- Post reach – 5,900
- Top post (Largest reach): “Are you interested in learning to paint with acrylic or oil paints? Painting the Imagined Landscape might be the course for you! This 6-week program is going to be available in the Spring and Summer. You can register for this course online or in person at the LCAC starting on February 1 at 9 AM.”
- PRCR Tik Tok (December 1 – 31, 2022)
 - Added 2 new followers
 - Users reached – 1,936

Department News

Alex Szalkiewicz will begin as the new Communications Specialist I on January 3. Staff from various departments continued covering shifts at the front desk until Ms. Szalkiewicz is trained.

Ms. Jewell joined the Cape Fear Communicators group, which connects marketing and communications professionals in the greater Wilmington and Brunswick County regions. She attended meetings for this group and the Lower Cape Fear Communicators group.

Social Media Update

- Facebook Highlights (December 1 – 31, 2022)
 - Added 64 new page followers
 - Impressions – 61K
 - Top post (Largest reach): “Battalion Chief James Lancaster is #InTheSpotlight this week! Chief Lancaster has been with Leland Fire/Rescue since July 2017.
 - 🚒 Chief Lancaster is the shift supervisor and primary incident commander for C-Shift. Throughout our 24-hour shifts, he oversees daily operations such as scheduling, training, administrative functions, and emergency calls. As the primary incident commander, he delegates and mitigate tasks and resources throughout emergency incidents.
 - 🚒 As a professional fireman, Chief Lancaster says he knows that when you dial 911, it's often because someone is facing the worst and hardest situation that they ever will. He says it's an honor and a privilege to be part of a team that's called to help others in need.
 - 🚒 Chief Lancaster is bilingual! Having the ability to communicate fluently in Spanish is important to him, and he's often requested to assist and translate on emergency scenes. We're so grateful for all that you do, Chief Lancaster!”
- Twitter Highlights (December 1 – 31, 2022)
 - Impressions/Reach – 2.4K
 - Received 290 new profile visits
 - Top tweet (Largest reach): “As the sun goes down, Leland lights go up. 🌅 #LelandNC pic.twitter.com/dthARkfODw”
- NextDoor Highlights (December 1 – 31, 2022)
 - Impressions/Reach – 22,401
 - Likes/Comments – 9

- Top post (Largest reach): “The Small Business Administration is offering disaster assistance to businesses and residents in Brunswick County impacted by Hurricane Ian. Learn about eligibility requirements and how to apply on the Brunswick County website 🖱️ <http://ow.ly/VwUy50Mejhc>”
- Instagram Highlights (December 1 – 31, 2022)
 - Added 24 new page followers
 - Post impressions – 884
 - Top post (Largest reach): “We can’t wait to see you at the Grand Illumination of Leland in Lights this weekend!
🌟 Saturday, Dec. 3
🌟 6-8 p.m.
🌟 Founders Park
All the information you need on food trucks, parking, and more is available under Leland in Lights at the link in bio.
#TownofLelandNC #LelandNC #LelandinLights”
- LinkedIn Highlights (December 1 – 31, 2022)
 - Added 9 new followers
 - Page views – 57
 - Post impressions – 4,539
 - Reactions/Comments/Shares – 262
 - Top post (Largest reach): “Emergency Management Chief John Grimes is #InTheSpotlight this week! Chief Grimes has been with the Town since July 2017.
⚠️ As Emergency Management Chief, Chief Grimes can act as a conduit of information to and from the Town. He works with our federal, state, and county partners to ensure we have the resources to recover from many possible emergencies. He builds relationships with these stakeholders under normal (“blue sky”) conditions to allow for enhanced information and resource exchange during critical times.
⚠️ You may not know, Emergency Management is not actually in charge during emergencies. Emergency Management acts as a conduit to support a community in times of crisis by moving critical resources and equipment from where they are located to a place of need. Emergency Managers, like Chief Grimes, enhance and support Incident Management Teams and policy groups.
⚠️ While he's only been an employee with the Town for five years, Chief Grimes has served the Town since October 1989! He served the Fire Department for 30 years, 26 of those as Chief.
We appreciate your continued service to our community, Chief Grimes!”

Project Updates

- Continued the internal and external Employee Spotlight campaigns. Utilized Paylocity to roll out the internal initiative consisting of daily postings spotlighting three staff members and resulting in 644 impressions in December. Utilized all social media platforms to showcase external Employee Spotlight posts, which continue to see top interaction rates.
- Collaborated with various departments to create and implement comprehensive public information strategies for multiple initiatives including Leland in Lights, grant awards, upcoming events, and more.
- Training with new video production equipment continues. Identified additional equipment and worked with IT to purchase.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.
- Created goals for next fiscal year and finalized budget requests.
- Refined newsletter strategy for 2023 for both internal and external distributions.
- Assisted Fire staff with graphic design and brand style guide compliance for Annual Report.
- Continued researching options to enhance website accessibility with new software.

Website Articles/Media Coverage

- Town of Leland Website
 - [Town of Leland Awarded Community Development Block Grant Neighborhood Revitalization Funding](#)
 - [Frequently Asked Questions: Leland in Lights](#)
 - [Judy Bath Named Mayor's Citizen of the Year 2022](#)
 - [Annual Audit Highlights Town's Strong Financial Health](#)
- Port City Daily
 - [Leland in Lights opens this weekend through the new year](#)
 - [Leland sets public hearing to annex 2,100 acres off Malmo Loop](#)
 - [Leland has annexed hundreds of acres of land it plans to conserve](#)
 - [Leland grew more than 10% in size after annexing 2,100 acres](#)
 - [Leland police investigating after woman dies in crash](#)

- WWAY
 - [Long list of holiday events taking place in Leland through January](#)
 - [Leland's Founders Park transformed into magical wonderland](#)
 - [Latest on new businesses coming to Leland](#)
 - [Leland grows by 2,100+ acres after annexing land in northern Brunswick County](#)
 - [Leland in Lights sees lots of visitors despite cold weather](#)
 - [Single vehicle crash causes slowdown on Highway 17 South in Leland](#)
 - [Woman killed in Leland crash, likely due to medical emergency](#)
 - [Tips on safely heating your home as temperatures drop well below freezing](#)
 - [Leland Police Department deliver gifts collected through 'Christmas with a Cop'](#)
 - [Leland Police looking for teen who ran away from guardian UPDATE](#)

- WECT
 - [Leland Fire/Rescue notifies public of controlled burn in Mallory Creek area](#)
 - [Town of Leland approves rezoning to allow for development near Malmo Loop, supports multipath trail along Gullah Geechee Heritage Corridor](#)

- StarNews
 - [Savannah Branch: First phase of this Leland development to include residential units](#)
 - [More growth: 6 new shops, restaurants heading to busy Leland Town Center](#)
 - [More housing could land in this exploding area of Leland](#)
 - [Winnabow woman dies after crash along U.S. 17 in Leland](#)

- Wilmington Business Journal
 - [Leland Settles With Engineering Firm Over Road Project Dispute](#)

- North Brunswick Magazine
 - [Leland Holiday Events](#)

TDA Marketing

- Continued promoting Leland in Lights throughout December.
- Leland in Lights advertisements ran on WWAY through the end of December.
- Expanded social media strategy to highlight Leland businesses.

Leland TDA Meeting Summary

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

Department News

Ms. Reinhardt virtually attended the quarterly NCAMC board meeting.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - December 6 Audit Committee
 - December 7 Parks and Recreation Board Meeting
 - December 12 Agenda Council Meeting
 - December 12 Council Closed Session Meeting
 - December 19 Special Council Meeting
 - December 19 at 4:30 p.m. Council Closed Session Meeting
 - December 19 Council Regular Meeting
 - December 19 at 6 p.m. Council Closed Session Meeting
- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 8
 - Agendas – 5
 - Resolutions – 7
 - Ordinances – 6
 - Proclamations – 1
 - Recognition Requests – 0
 - Public Hearing Notices for the Council Meetings – 4
 - Board/Committee Vacancies: Board of Adjustment Alternate (1); and Parks and Recreation Student Representative (1).
 - Board/Committee Appointments – Chris LaCoe, Tourism Development Authority; Heather McWhorter, Economic Development Committee; Mayor Bozeman, Cape Fear Council of Government Delegate; and Bob Campbell, Cape Fear Council of Government Alternate.

Government Portal (iCompass) Transparency Update

- Portal Visits – 4248
- Portal Unique Visits – 3439
- Audit Committee Meeting Agenda Views – 59
- Regular Council Meeting Agenda Views – 860
- Agenda Council Meeting Agenda Views – 280
- Council Special Meeting Agenda Views – 201
- Parks and Recreation Agenda Views – 177
- Leland TDA Agenda Views – 107

Department News

Officers Majors and Holland attended FEMA training on December 19.

Officers Majors and Holland were assisted by several other staff members for the annual Christmas with a Cop event on December 3. This is the agency's second year partnering with Brunswick Family Assistance and the Friends of Leland Public Safety. During the event, children identified by Brunswick Family Assistance are paired with an officer, which allows for opportunities to build positive, lasting relationships.

Officers Holland and Majors and Sergeant Munger attended the Grand Illumination of Leland in Lights on December 3.

Officers Holland, Robeson, and Wooley attended the General Criminal Investigations course December 5-9 at the North Carolina Justice Academy. This is a foundational course that teaches officers broad yet fundamental investigative procedures necessary to conduct thorough criminal investigations starting with the initial response and ending with a successful prosecution.

Master Officer Leighton attended Leadership Development December 5-9 at the North Carolina Justice Academy. This course exposed officers to different ideas on personnel and organizational management as well as leadership.

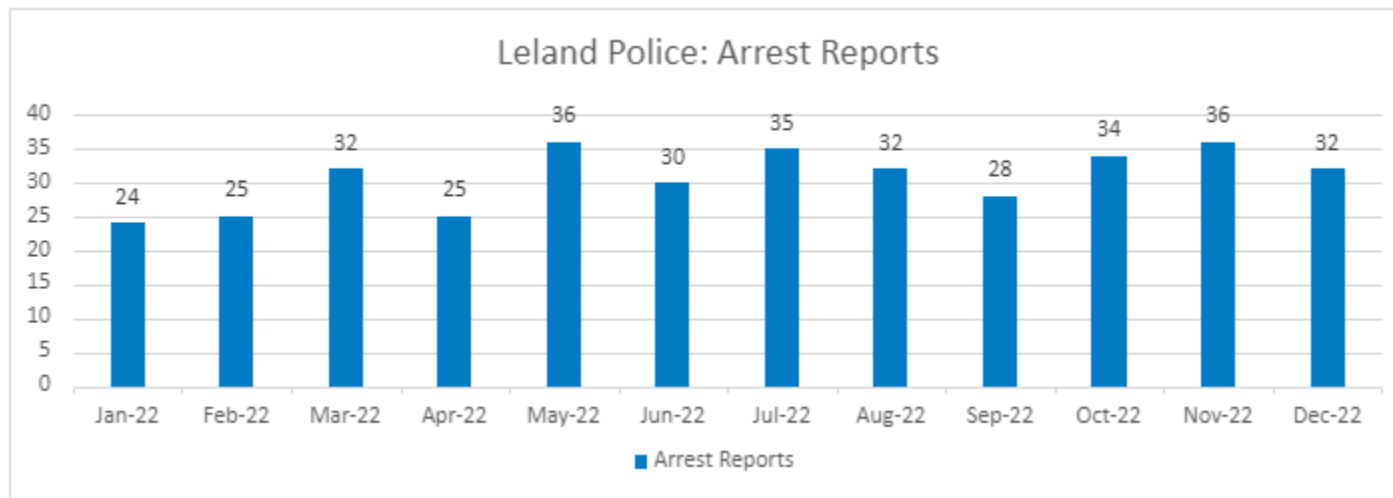
Master Officer Gaston attended a Background Investigations course December 5-7. This course provides officers with the information necessary to perform background investigations for pre-employment.

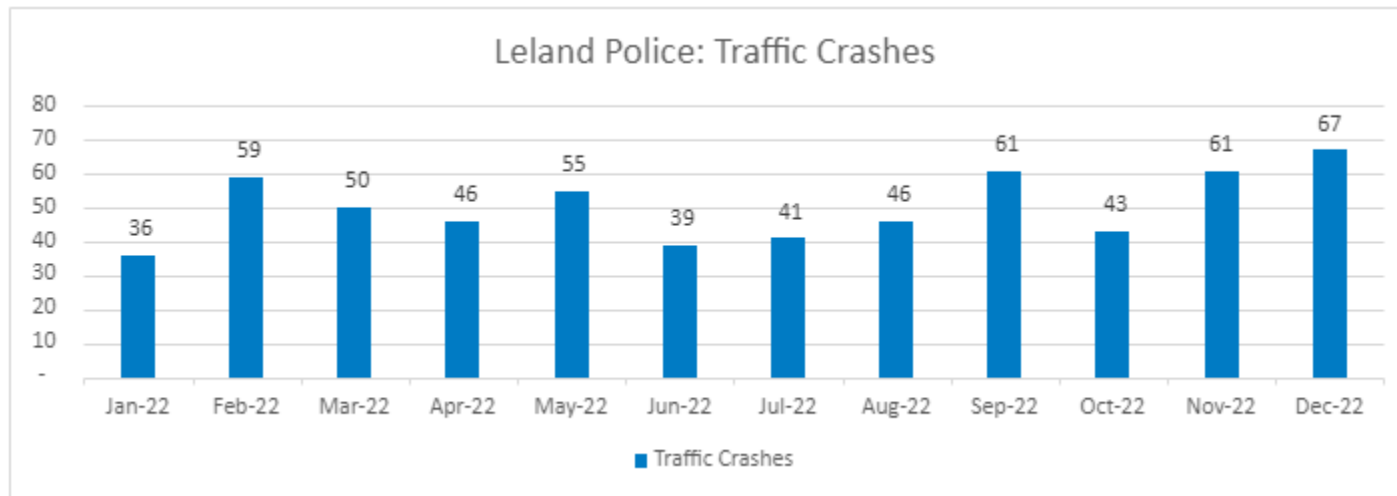
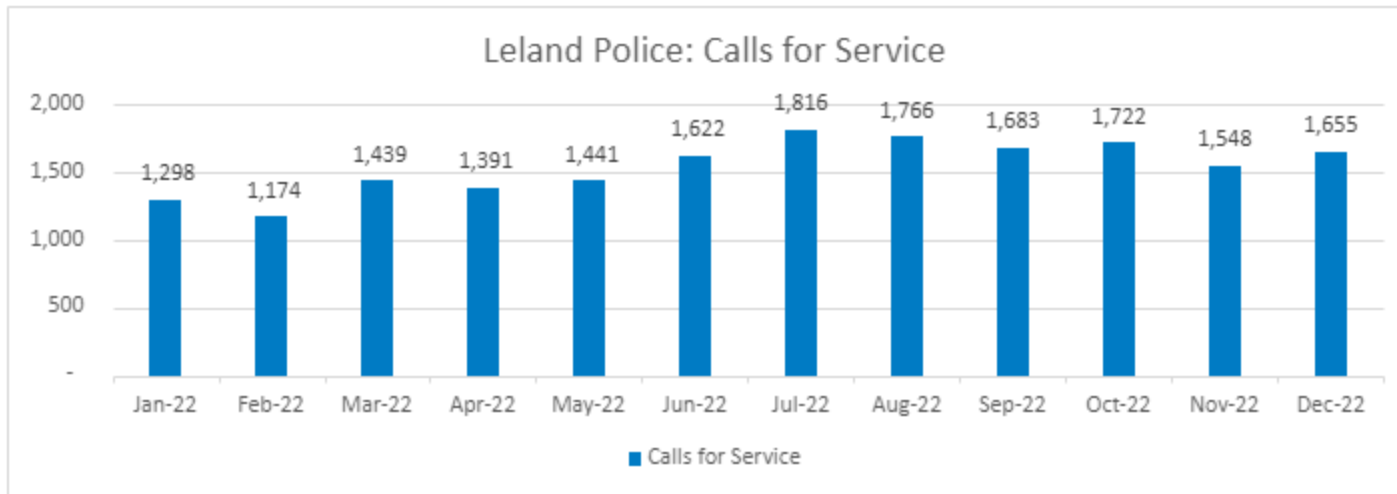
Officers Odom, Kaley, and Taylor successfully completed Standardized Field Sobriety Test Training at Cape Fear Community College December 5-8. This training provides officers the knowledge and skills to detect impaired drivers.

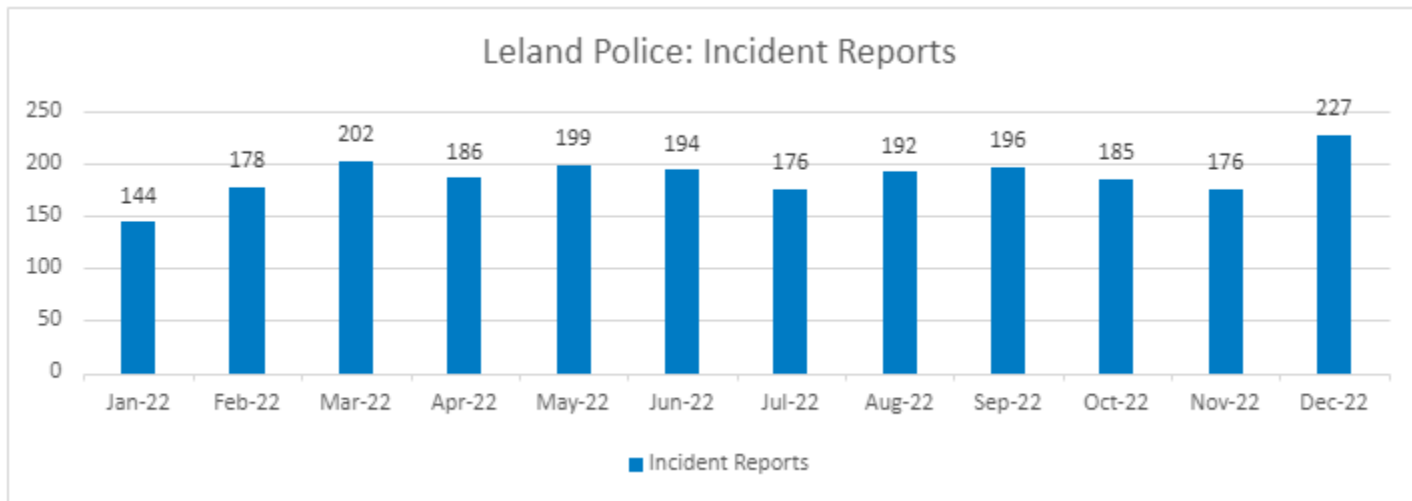
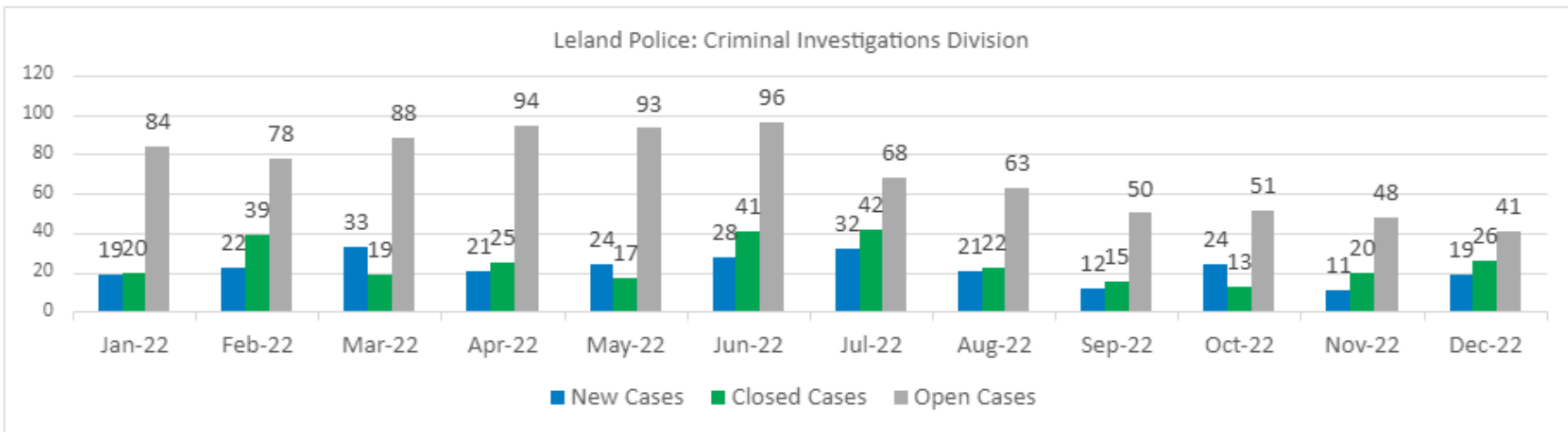
Officers Majors and Holland attended the Christmas performance at the Brunswick Senior Center December 19.

Dashboard

Animal Services Report							
2022	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	40	3	6	7	3	1	2
Feb	26	2	4	6	0	1	1
Mar	44	2	2	3	0	2	3
Apr	69	8	8	12	7	0	2
May	54	2	7	7	3	1	2
Jun	71	7	4	7	2	0	2
Jul	47	7	7	12	1	0	3
Aug	57	9	4	13	7	0	3
Sep	40	11	10	19	2	1	2
Oct	18	1	5	6	1	1	3
Nov	21	2	1	3	3	0	4
Dec	36	2	5	7	0	1	3
Totals	523	56	63	102	29	8	30







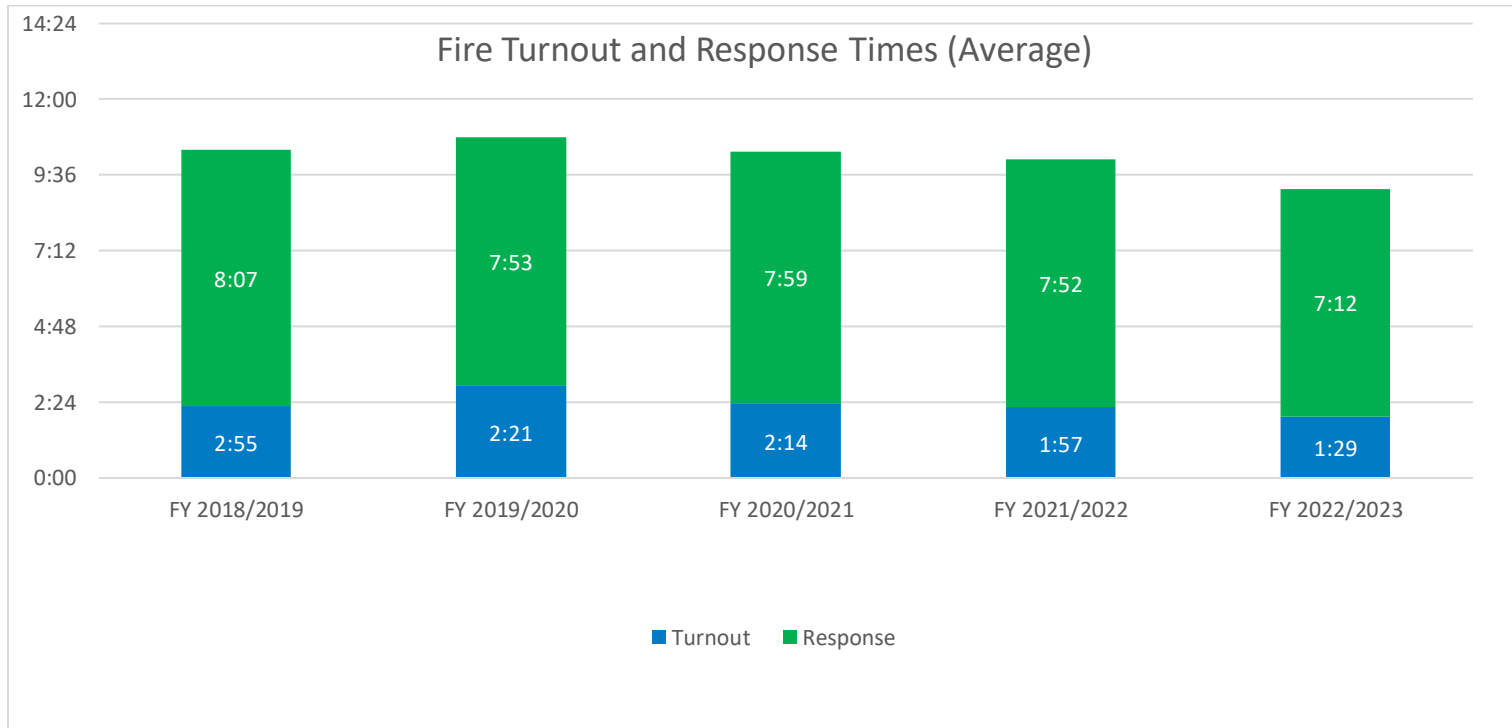
Department News

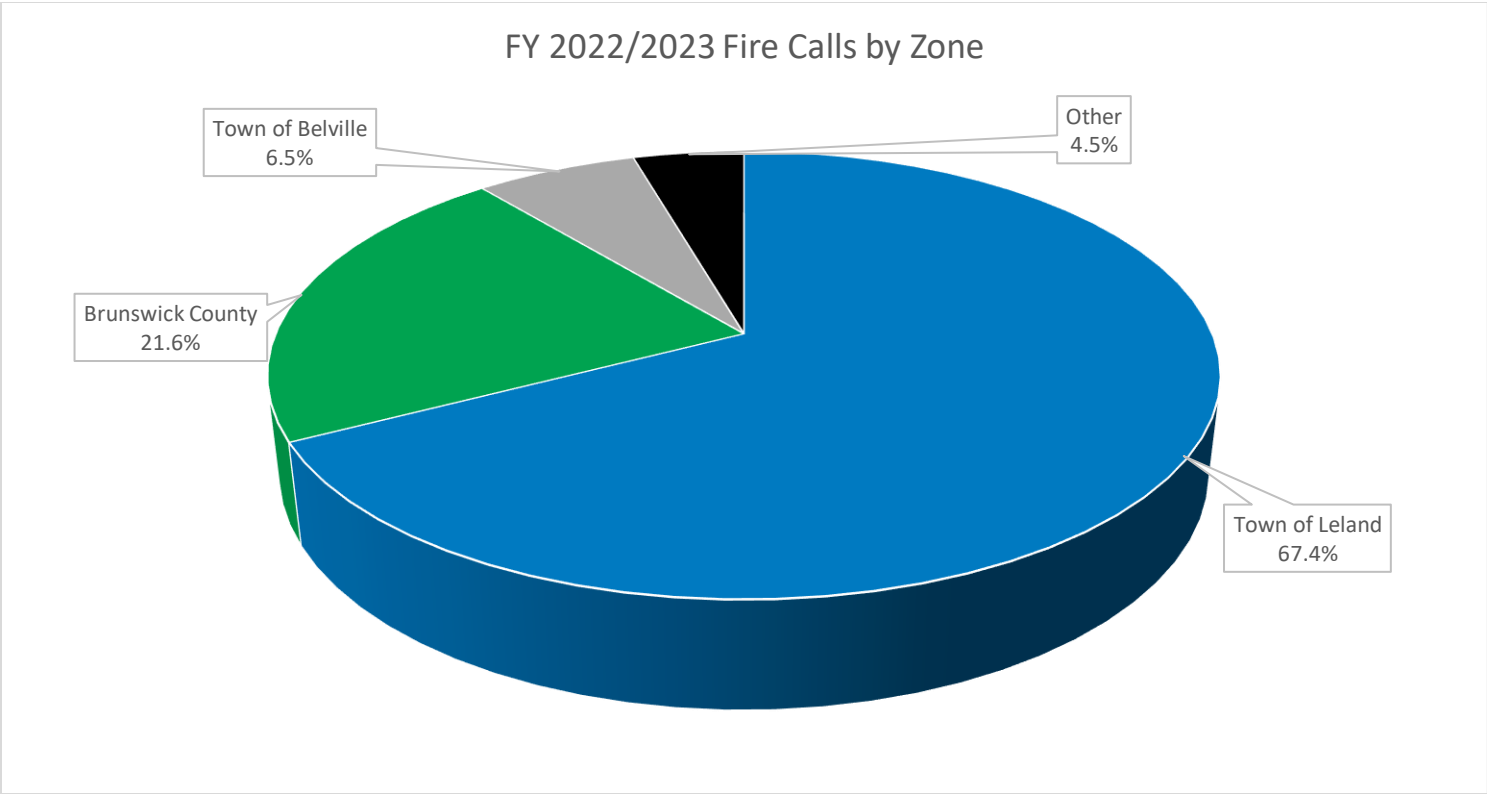
In addition to assisting citizens with smoke alarms and other public education events, the department responded to 273 911 calls in December, the most of any month in 2022. From 2021 to 2022, there was a 16% increase in call volume.

The department's response times continue to improve. In 2022, a unit was on scene within 9 minutes of being dispatched with three personnel 78% of the time, a 12% increase from 2021.

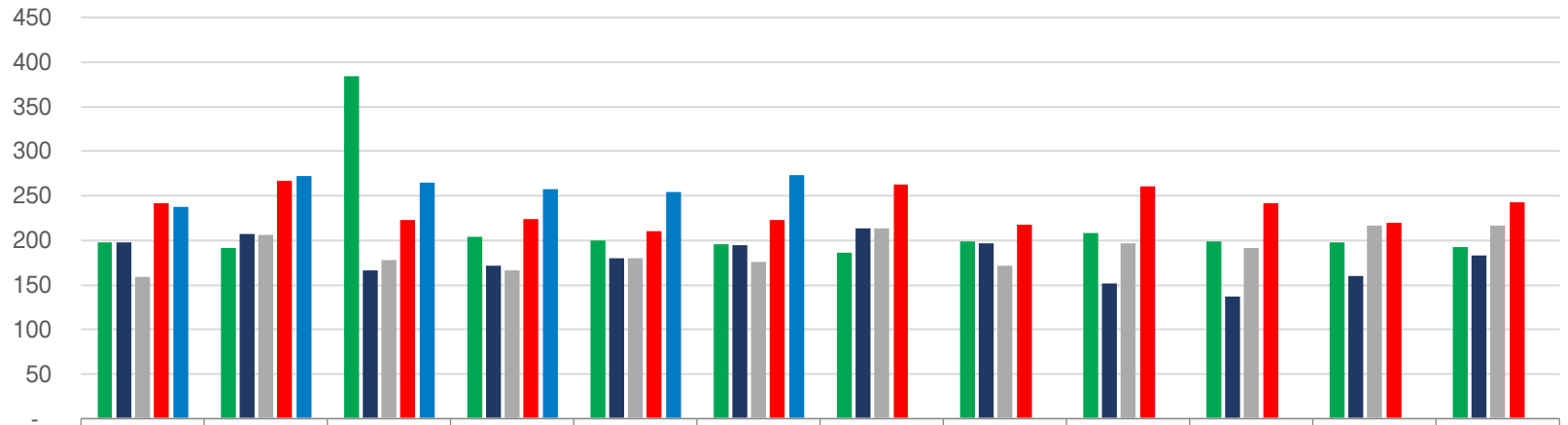
The department participated in several community events, including assisting the Police Department with collecting food and toys for Brunswick Family Assistance.

Dashboard





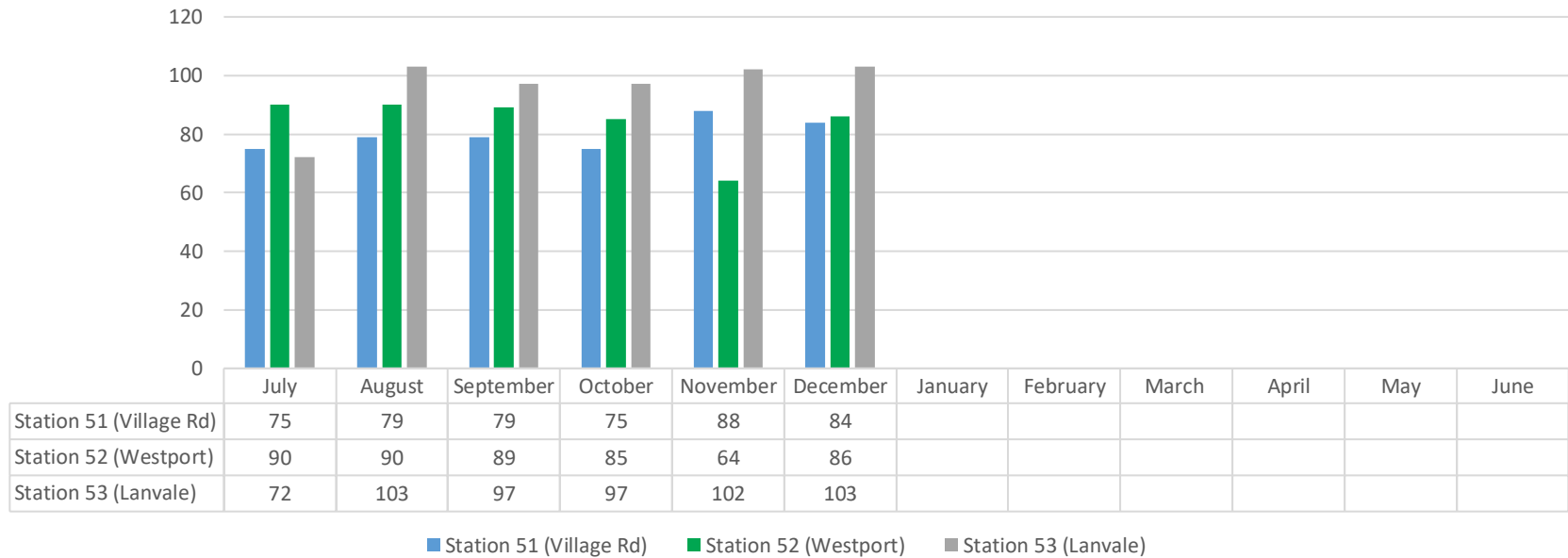
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2018/2019	198	191	384	204	200	196	186	199	208	199	198	192
FY 2019/2020	198	207	166	172	180	195	213	197	152	137	160	183
FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
FY 2021/2022	242	267	223	224	210	223	263	218	261	242	220	243
FY 2022/2023	237	272	265	257	254	273						

■ FY 2018/2019 ■ FY 2019/2020 ■ FY 2020/2021 ■ FY 2021/2022 ■ FY 2022/2023

FY 2022/2023 Fire Calls Per Station



Department News

Chief Grimes, Chief Langlois, and David McIntire with Brunswick County EM have been working on the 2023 training classes. Chief Grimes is working to offer two Division/Group Supervisors, two ICS-300s and 400s, an Active Shooter Incident Command, and a Local Incident Management Team Class in 2023. These classes will provide continuing opportunities for staff to train and excel in the event of an unusually large-scale emergency. Work continues with various departments to establish baseline incident command training for all Town staff. Chief Grimes worked with Public Services to purchase a forklift to assist with the movement of commodities and materials during an emergency or planned event.

Work Priorities

- Performing tabletop exercises with Town Incident Management Team.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- Preparation of the FY23/24 goals, objectives, and budget draft.
- Preparation of upcoming staff training.

Projects Completed

- No projects were completed in December.

Department News

Daniel Knoch attended week two of the UNC School of Government LGFCU Fellows program. The program, held in Chapel Hill, aims to enhance personal as well as organizational leadership skills and competencies. Participants complete the program with a deeper understanding of their individual leadership strengths, skills to improve their organizations, and a renewed passion for public service.

Ernie Hernandez passed the state Mechanical I certification exam.

Barnes Sutton completed the two trainings hosted by FEMA that are intended to familiarize staff with the Incident Command System and the National Incident Management System. This training is a portion of the Town's emergency preparedness and ensuring that essential personnel are educated and prepared to fulfill their responsibilities during emergency incidents. Mr. Sutton attended a webinar hosted by the North Carolina Realtors Association regarding the state of the market, and a webinar hosted by the Council of State Governments Justice Center titled Community-Level Steps for Cross-Sector Collaboration to Increase Housing Opportunity. This webinar provides an overview of the evidence of the role of housing in preventing and reducing involvement with the justice system and framework that can guide communities in increasing housing options for people within the justice system who have behavioral health needs.

Planning Board Meeting Summary

The Planning Board did not meet in December due to a lack of agenda items. The Planning Board's next meeting is scheduled for January 24, 2023, at 6 p.m.

Board of Adjustment Meeting Summary

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

Current Planning Update

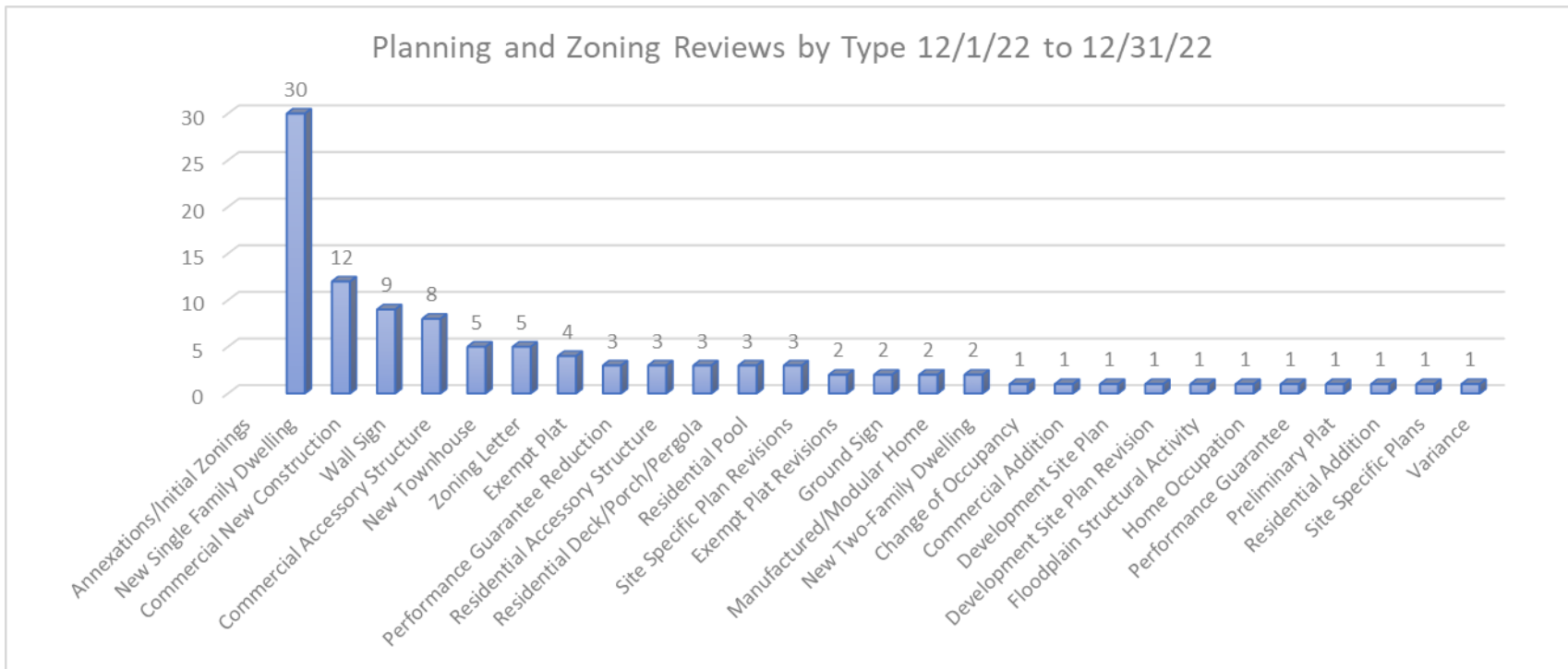
TRC Report

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

1. Preliminary Subdivision Plat for Venice Landing – Proposal for 31 single family detached residential lots on 9.69 acres located on Lanvale Road.

2. Site Specific Plan for Brunswick Forest Phase 7 Section 4 (“Cypress West”) – Proposal for 138 townhomes and 99 senior apartments on 16.69 acres on Brunswick Village Boulevard near Hewett Burton Road.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
1	0

Other Information

Improvement Guarantees

Subdivision		Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes				
	Surety Bonds	2	\$607,396.56	\$0.00
Bellamy Place				
	Cash Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge				
	Cash Bonds	1	\$444,394.56	\$0.00
Brunswick Forest				
	Letters of Credit	18	\$6,058,306.47	-\$1,008,590.72
Charleston Commons				
	Cash Bond	2	\$171,460.62	\$0.00
Grayson Park				
	Cash Bonds	3	\$50,860.15	\$0.00
	Surety Bonds	6	\$300,865.00	\$0.00
Ibis Landing				
	Surety Bonds	1	\$241,656.88	\$0.00
Jackeys Ridge				
	Cash Bonds	2	\$895,871.39	\$0.00
Leland Corners				
	Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek				
	Letters of Credit	1	\$92,275.00	\$0.00
	Cash Bonds	8	\$1,267,291.94	\$0.00
	Surety Bonds	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill				
	Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr				
	Cash Bond	1	\$7,650.00	\$0.00
Seabrooke				
	Cash Bonds	1	\$144,035.00	\$0.00
Sessoms Way				
	Letters of Credit	1	\$55,505.00	\$0.00
Summer Bay Villas				
	Surety Bond	1	\$33,795.00	\$0.00
Tara Forest				
	Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit		20	\$6,206,086.47	-\$1,008,590.72
Total Cash Bonds		21	\$4,030,018.66	\$0.00
Total Surety Bonds		15	\$2,164,626.89	\$0.00
Total Performance Guarantee Sureties		56	\$12,400,732.02	-\$1,008,590.72

Long Range Planning and Community Development Update

- An Inclusive, Supported, Healthy, Safe, and Educated Community: Staff attended the December Steering Committee meeting for the Brunswick County Health Assessment and reviewed the health-related priorities of Doshier, Novant, and Brunswick County Health Services.
- Housing: Staff coordinated a meeting with Insight Consulting to discuss the next steps for the CDBG-Neighborhood Revitalization. Additionally, the homeowners were visited to be given notice of the award. A separate meeting was held using the new Gateway Tool as the catalyst for a meeting regarding a potential affordable/workforce housing development.

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 Year of the Trail Regional Committee meeting on December 9. The 2023 NC Year of the Trail will celebrate and draw attention to North Carolina’s vast network of trails, greenways, and blueways. These trails showcase the state’s diverse landscapes – from grand mountain vistas to quiet rivers, vibrant urban greenways, coastal forests, and the rolling hills of the Piedmont. North Carolina Year of the Trail is the largest statewide celebration of trails and outdoor recreation in state history and will firmly establish North Carolina as “The Great Trails State”. The Regional Committee met to discuss regional support for the NC Year of the Trail.

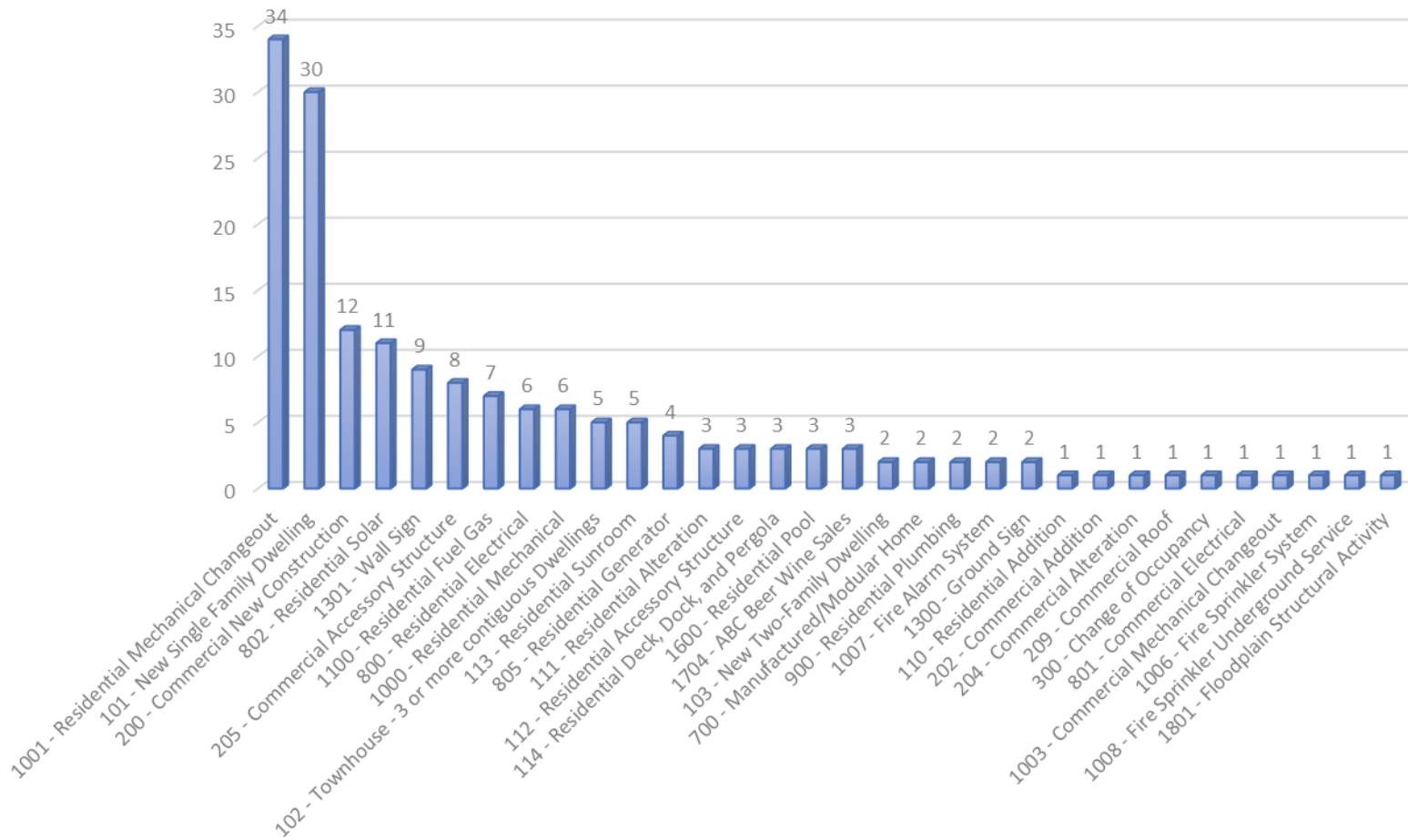
Staff attended the WMPO Bicycle and Pedestrian Advisory Committee meeting on December 13.

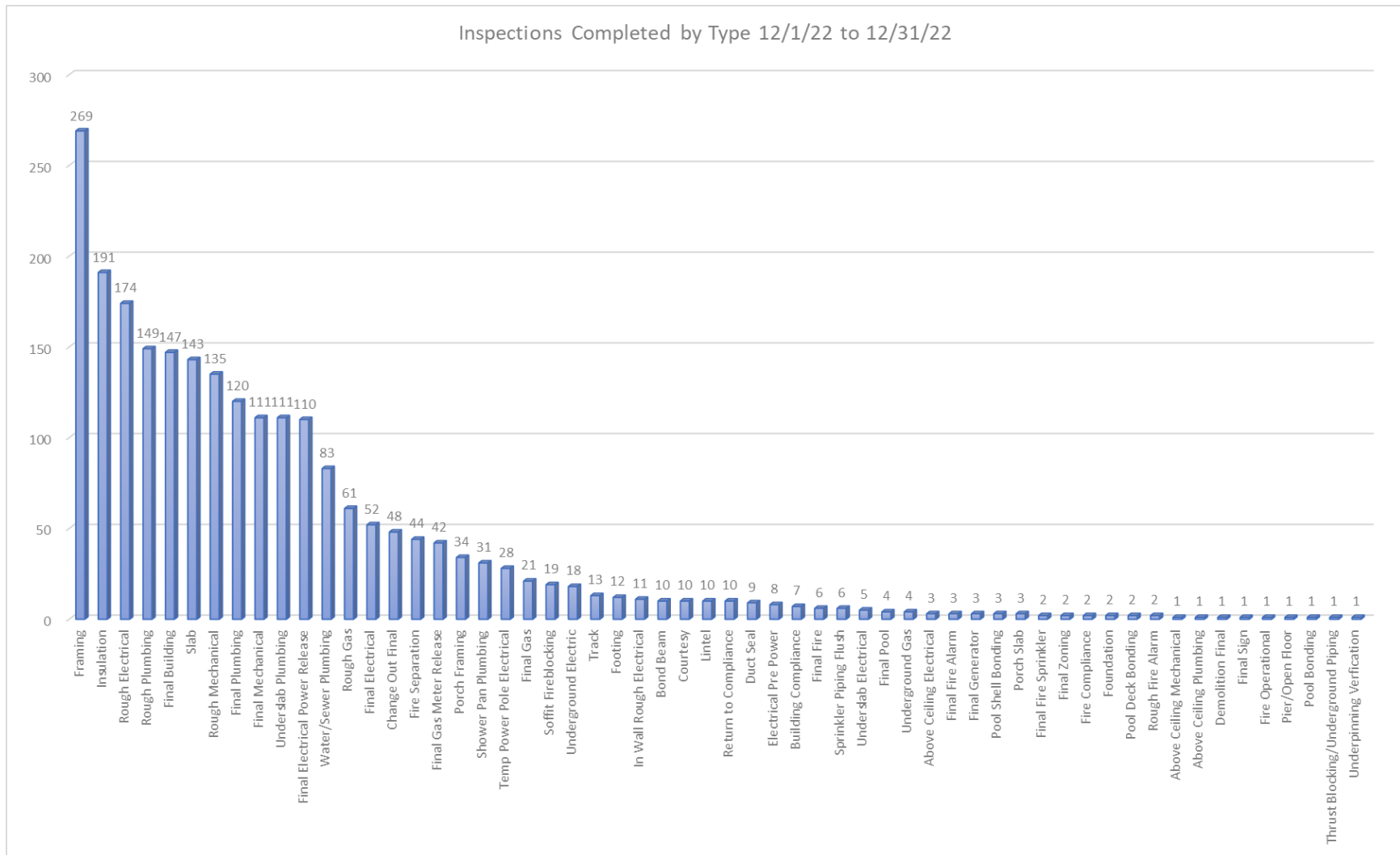
On December 15, staff had a work session with WMPO staff to discuss the process and requirements for traffic impact analyses. WMPO staff provided an overview of the process and addressed questions raised by Town staff.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
172	2,302	\$21,653,108

Permits Issued by Type 12/1/22 to 12/31/22





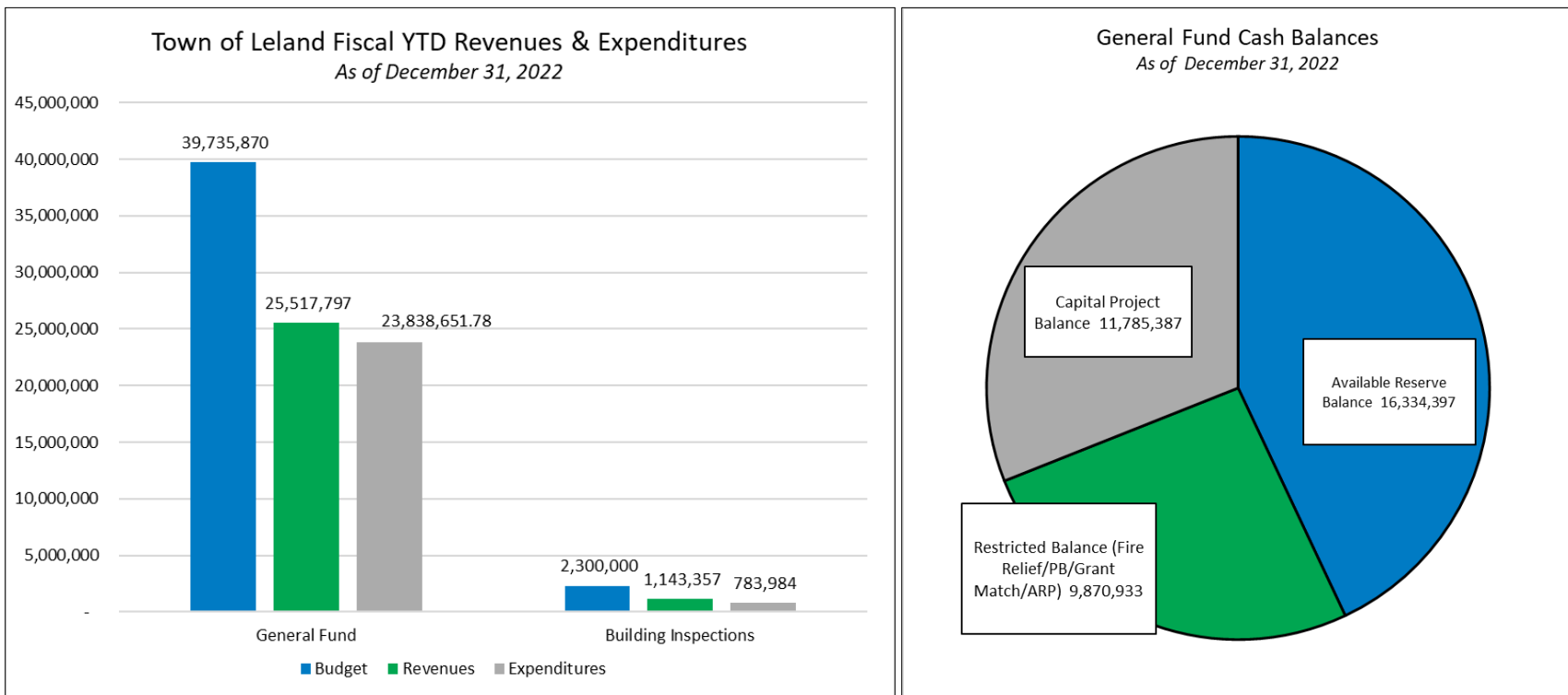
Code Enforcement Update

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	0	0	0	0	0
Cases Closed	0	0	0	0	0
Active Cases	2	13	15	1	31

Department News

The FYE2022 Town audit is complete and has been approved by the LGC. The presentation was given to Council at the regular meeting in December. Ms. Hagg and Ms. Newton continued work with the vendor for the new budget software, which will greatly improve the Town’s financial transparency. The Town of Leland has received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the Fiscal Year 2022-2023 Budget.

Dashboard

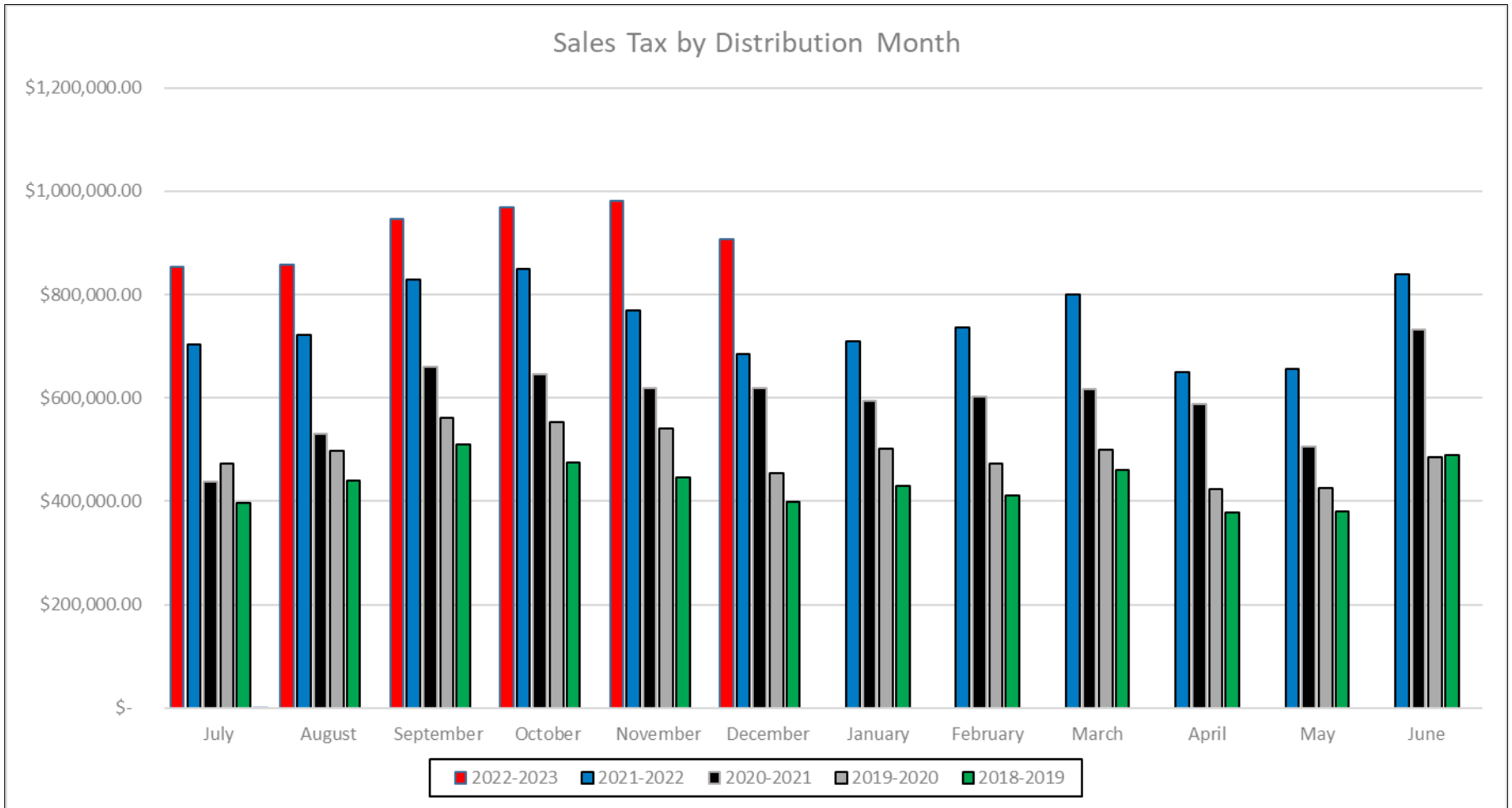


Financial Budget to Actual Report – December 31, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	39,735,870	5,557,165	25,517,797	-	14,218,073	35.78%
Governing Body	265,000	265,000	5,985	127,405	24,463	113,133	42.69%
Administration	1,830,000	1,830,000	175,973	1,039,165	19,994	770,841	42.12%
Information Technology	1,735,000	1,747,000	98,179	781,661	202,852	762,487	43.65%
Human Resources	420,000	420,000	37,891	143,211	20,740	256,048	60.96%
Finance	915,000	915,000	110,353	415,352	13,712	485,936	53.11%
Planning	1,190,000	1,190,000	85,046	396,783	80,954	712,263	59.85%
P&R & Cultural Arts	1,100,000	1,100,000	112,105	554,459	59,172	486,369	44.22%
Grounds & Facilities	1,460,000	1,460,000	100,868	596,411	355,441	508,148	34.80%
Public Services	4,225,000	4,225,000	269,827	1,570,717	703,436	1,950,847	46.17%
Police	5,785,000	5,941,000	509,318	2,886,595	233,978	2,820,428	47.47%
Emergency Management	195,000	195,000	18,407	91,539	278	103,183	52.91%
Fire	6,690,000	6,690,000	545,810	3,343,541	243,491	3,102,968	46.38%
Debt Services	2,370,000	2,370,000	-	1,318,839	-	1,051,161	44.35%
Transfers	2,010,000	11,387,870	48,476	10,572,976	-	814,894	7.16%
EXPENSES	30,190,000	39,735,870	2,118,236	23,838,652	1,958,511	13,938,707	35.08%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	140,270	1,143,357	-	1,156,643	50.29%
EXPENSES	2,300,000	2,300,000	158,146	783,984	147,567	1,368,449	59.50%

FY Sales Tax Distribution

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



Grant News December 2022

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

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

There were no purchase orders over \$50,000 issued by the Town Manager in December.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in December.

Audit Committee Meeting Summary

The Audit Committee met on December 6, 2022, and reviewed the FYE2022 audit prepared by Thompson, Price, Scott and Adams CPA. The financial statement disclosures were noted as neutral, consistent, and clear; no disagreements with management; and no difficulties encountered during the audit. Some key financial indicators were as follows:

- The year-end General Fund cash balance totaled \$11,703,495.
- The total fund balance is 48.82% of General Fund Expenditures.
- Collection percentages for property and motor vehicle tax increased to 99.57%, the highest percentage for the Town to date and an increase from 99.53% the previous year. This is due to the diligence of the Brunswick County Tax Office, which collects taxes and remits to the Town.

Department News

Leland University is partnering with CFCC to offer several courses this spring including public speaking and Microsoft Office training. The holiday events for staff were successful, and a great time was had by all. Staff is working with all departments to assist with the budgeting of new positions as well as reviewing compensation for current positions.

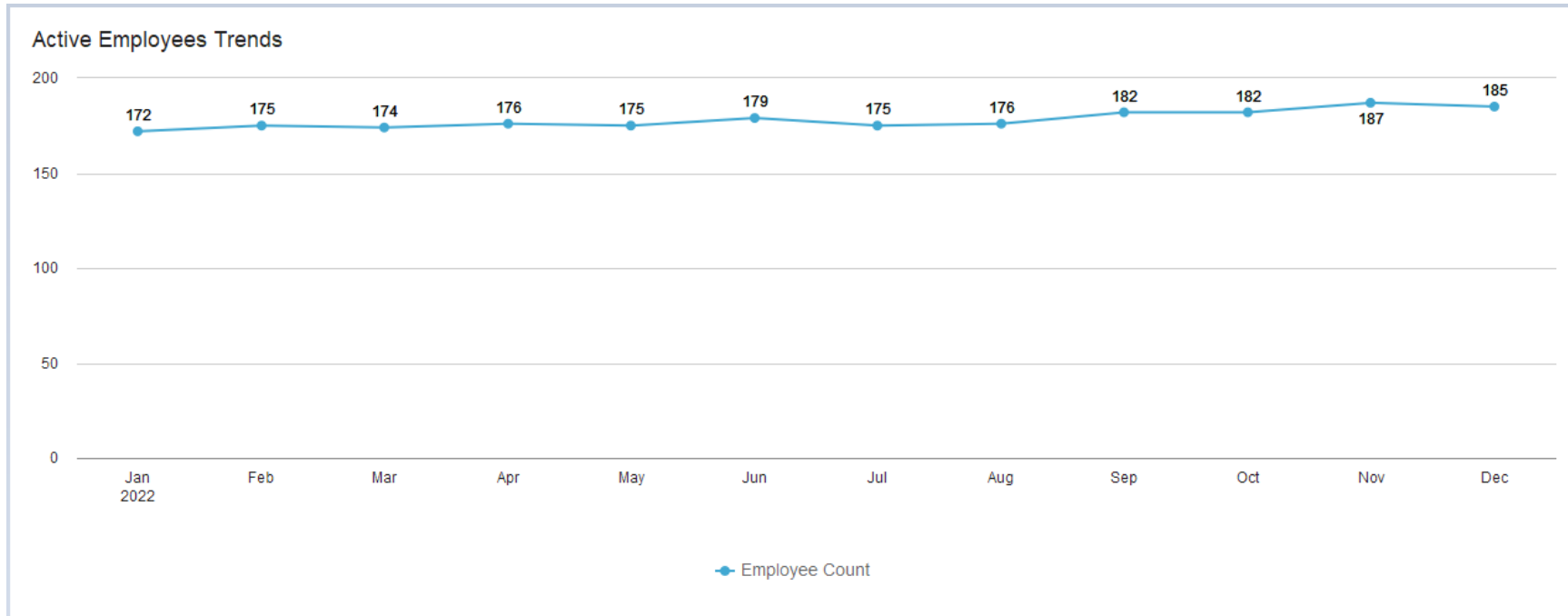
Workers Comp Data

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

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Randy Fisher	Inspections	Resignation	12/9/2022	Building Inspector I		
Vera Lacewell	Finance	Retirement	12/16/2022	Finance Specialist		

Headcount (FT and PT Employees) January 2022 – December 2022



Headcount ⓘ
185
As of December 2022

Hired ⓘ
52

Termed ⓘ
36

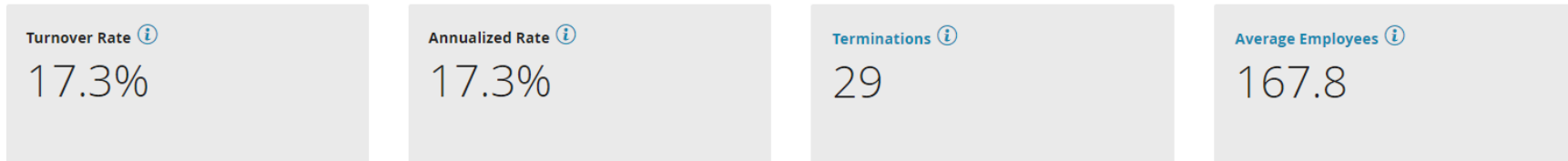
Growth Rate ⓘ
9.5%

Turnover Rate ⓘ
20.2%

Average Tenure ⓘ
3.8
(Years)

Turnover Data December 2021 – November 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

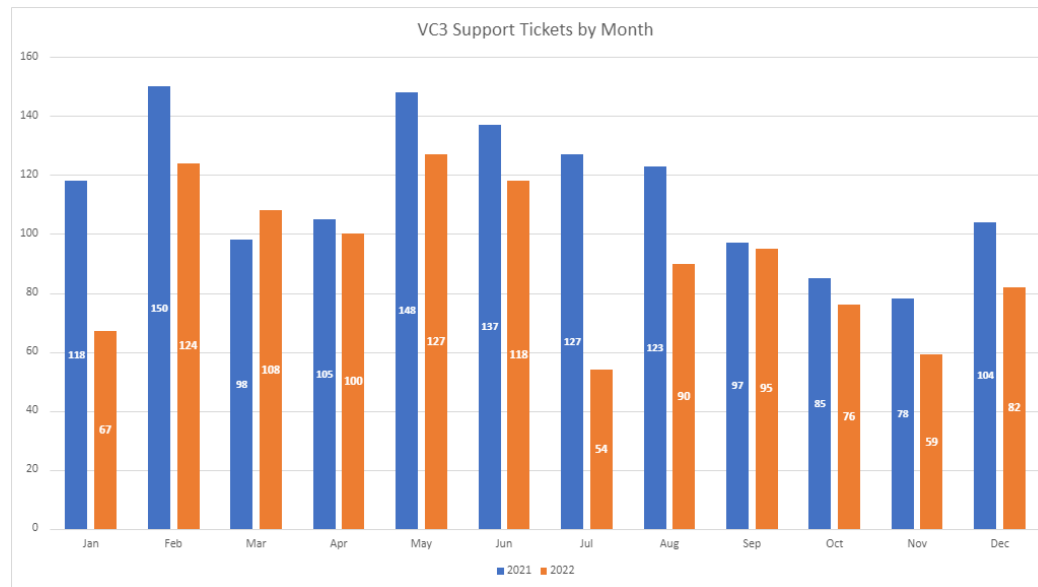
The department continues to focus on the cybersecurity roadmap and infrastructure upgrades as a priority for FY22/23. Staff continue to standardize security and video systems at all Town facilities.

Major Work Priorities

- Access control and video system upgrades as platform standardization continues.
- Preparing for upcoming new construction projects.

Projects Completed

- 3 employees onboarded/offboarded.
- Town Hall access control installation complete.
- LCAC access control complete.
- Security camera installation at Town Hall complete.



Property Closings

On December 30, 2022, the Town closed on the purchase of several parcels, including parcel IDs 0580000403, 0580000402, 05800007, and 0580000706, totaling approximately 50 acres that the Town intends to use for open space and future public infrastructure and utilities.