



## STAFF REPORTS

July 2023 Regular Meeting

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## Department News

Staff received a record 408 requests for service in June, with more than half being vector control related (230).

Staff placed 1,144 linear feet of sidewalk, 275 linear feet of curb, and 199 tons of hot asphalt in FY22/23.

Current staff vacancies include Engineering Technician, Senior Construction Inspector, Construction Inspector, Streets Maintenance Technician, and Facilities Maintenance Supervisor.

## Streets Updates

### Work Priorities

- Staff completed an extensive sidewalk replacement project in Brunswick Forest. This work included removing trees, stumps, and replacing various lengths of sidewalk at multiple locations.
- Staff completed replacing sidewalks damaged by trees in several locations in Magnolia Greens. This work included removing trees, stumps, and replacing various lengths of damaged sidewalk at multiple locations.
- Staff completed mowing rights-of-way on Village and Old Fayetteville Roads, including the adjacent roadways.
- Staff began replacing sidewalks damaged by trees in several locations in Magnolia Greens on West Cove Loop. This work includes removing trees, stumps, and replacing various lengths of damaged sidewalk at multiple locations. This project is expected to be completed in early July.
- Staff performed storm drain inspections at locations affected by flooding on May 19.
- Staff filled potholes and re-graded Graham Road.
- Staff made several sinkhole repairs in Windsor Park.
- Staff assisted Leland Fire/Rescue with the Village Road closure during live fire training on June 28.
- Staff will continue performing mosquito counts and vector control application in affected areas.

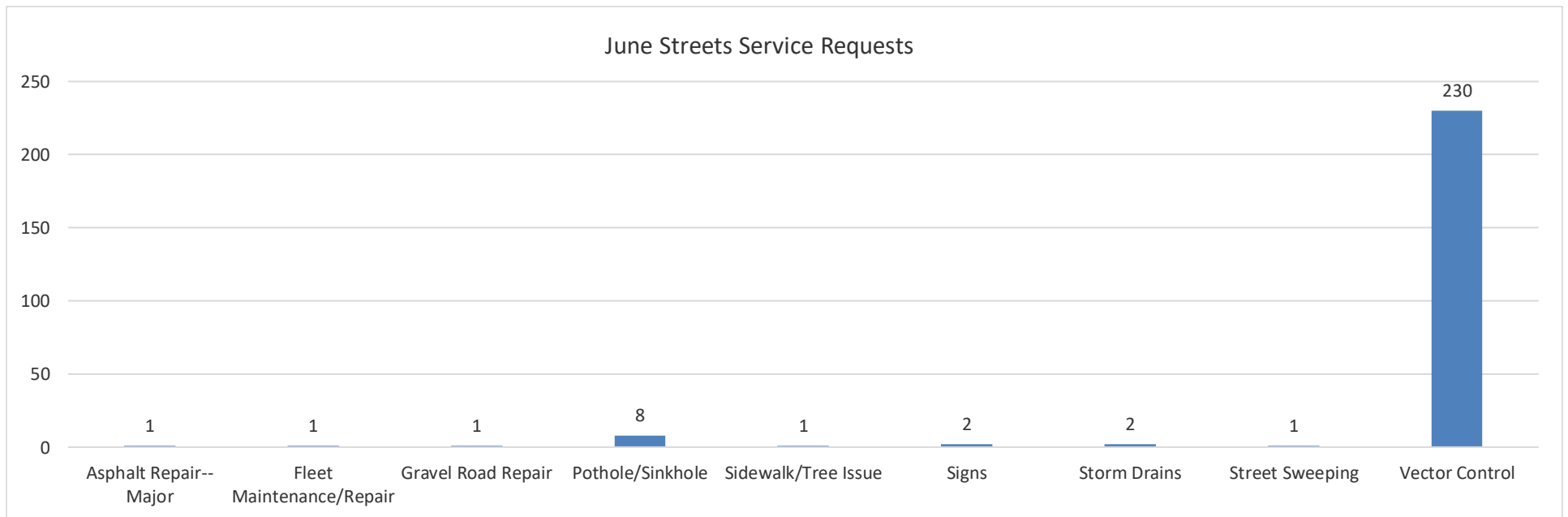
### Initiatives

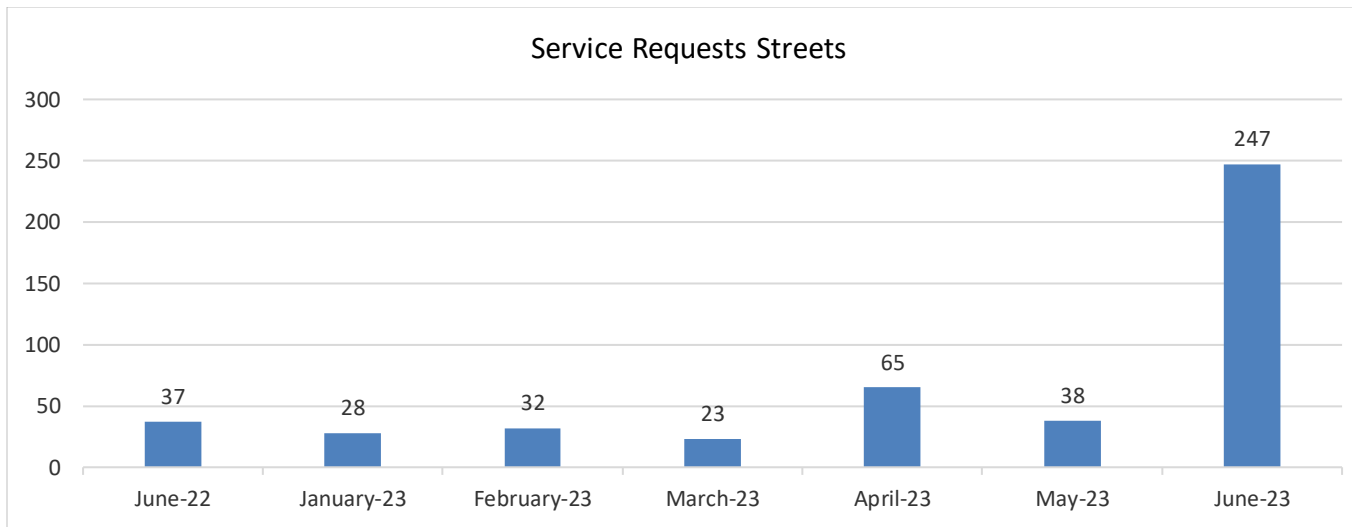
- Brunswick Engineering Company has completed the pavement condition and pavement markings condition assessment for

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

### Work Order Summary

- Streets processed 247 work orders in June, with the overwhelming majority being vector control related (230).
- Streets completed 62 work orders in June, with an approximate expense of \$57,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$34,800).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
2022 Totals	35	255	144
Jan-23	5	30	13
Feb-23	4	25	13
Mar-23	3	15	15
Apr-23	4	30	16
May-23	4	25	18
Jun-23	0	0	8

## Grounds Updates

### Work Priorities and Initiatives

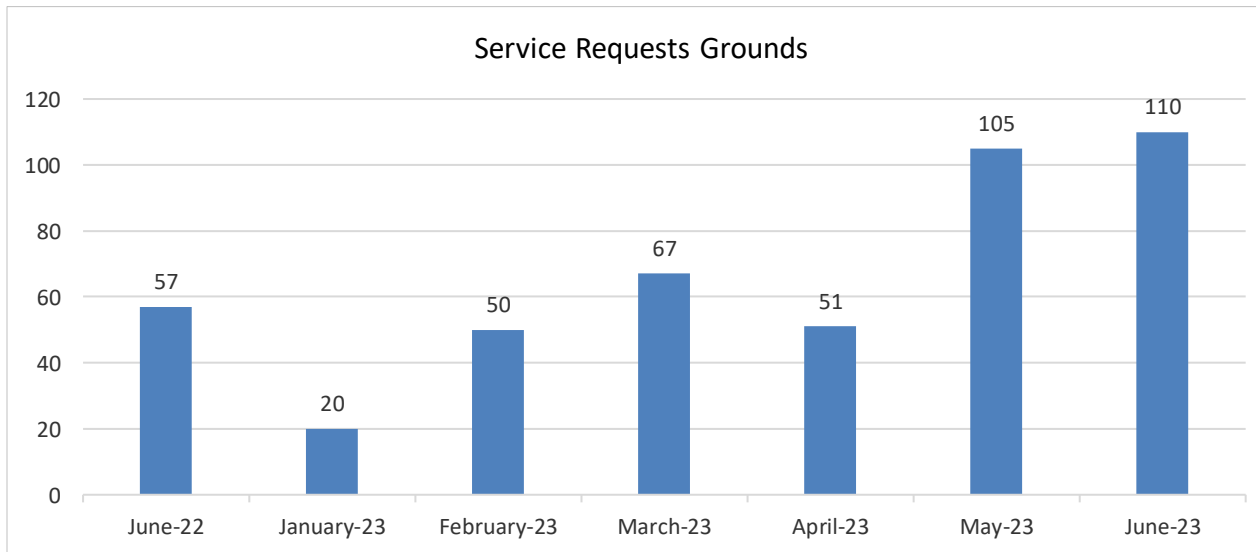
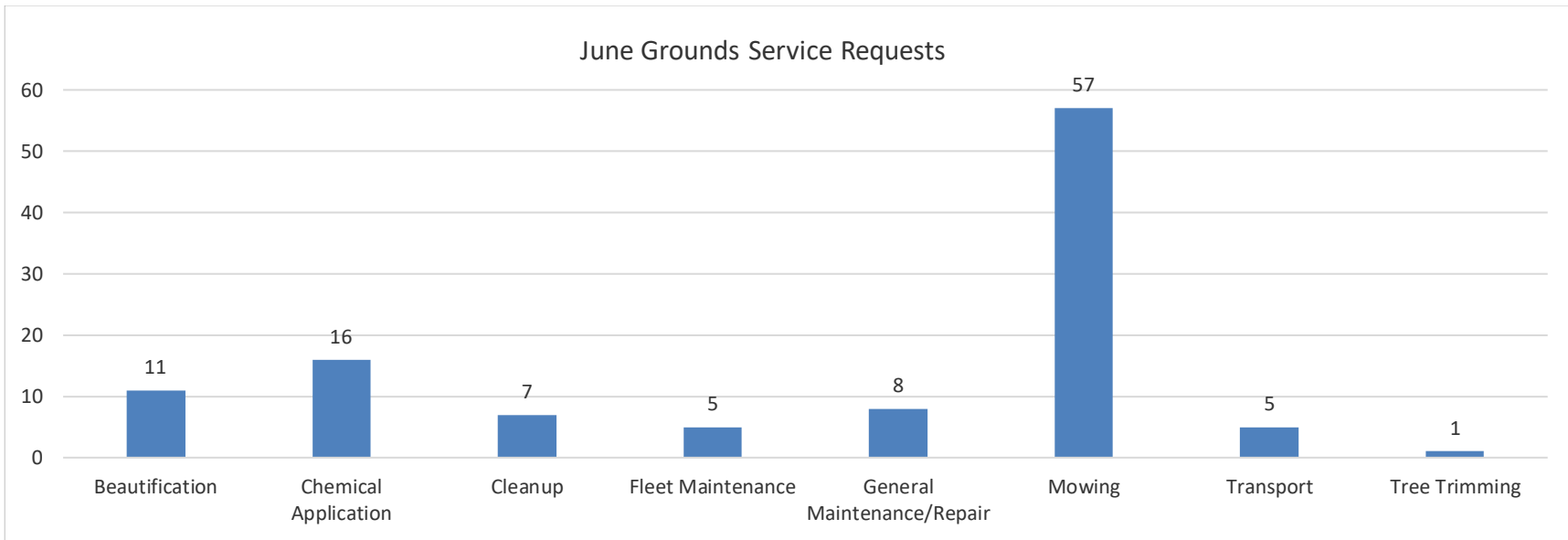
- Staff are working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff will continue seeding and maintaining the new right-of-way section of Olde Waterford Way.
- Staff will continue post-emergence on Town properties.
- Staff continue working on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff will be maintaining the landscape inside the right-of-way at several intersections in Mallory Creek to increase visibility for drivers.

### Projects Completed

- Staff repaired the kayak launch at Cypress Cove Park.
- Staff are fully engaged in maintaining, mowing, and edging all Town properties on a weekly basis.
- Staff completed installing playground mulch at Westgate Nature Park.
- Staff completed a portion of the playground mulch at Founders Park.
- Staff assisted Leland Fire/Rescue with the Village Road closure during live fire training on June 28.

### Work Order Summary

- Grounds received 110 work orders in June, with most of them being mowing (57) and chemical application related (16).
- Grounds completed 84 work orders in June, with an approximate expense of \$32,500 in labor and equipment to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

- Staff is working with vendors to diagnose an issue with the automatic gate at the MOC.
- Staff is working with a vendor to install transfer switches for generators at the MOC.
- Staff continue working with Salt Air on HVAC issues at Town Hall.
- Staff will be working with a vendor to repair the roof at the LCAC.
- Staff will be installing electrical switches for the warehouse fans at the MOC.
- Staff will be inspecting all light fixtures at Town Hall.
- Staff will assist with installing fiber optic cable to the new Fire Station 51.

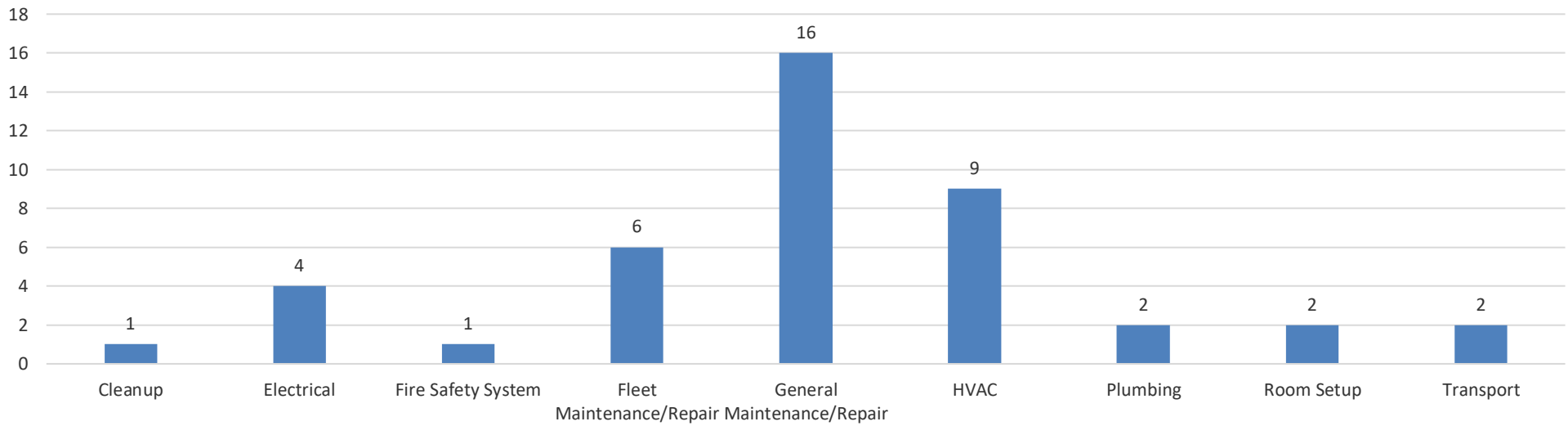
### Projects Completed

- Several staff completed an OSHA 30 class at Brunswick Community College.
- Staff completed changing out HVAC air filters in Town Hall.
- Staff completed power washing the front of Fire Station 52 and the MOC office building.
- Staff completed painting the Genie Lift.
- Staff ran new conduit for fiber optics installation underground between the MOC and the new Fire Station 51 for IT.

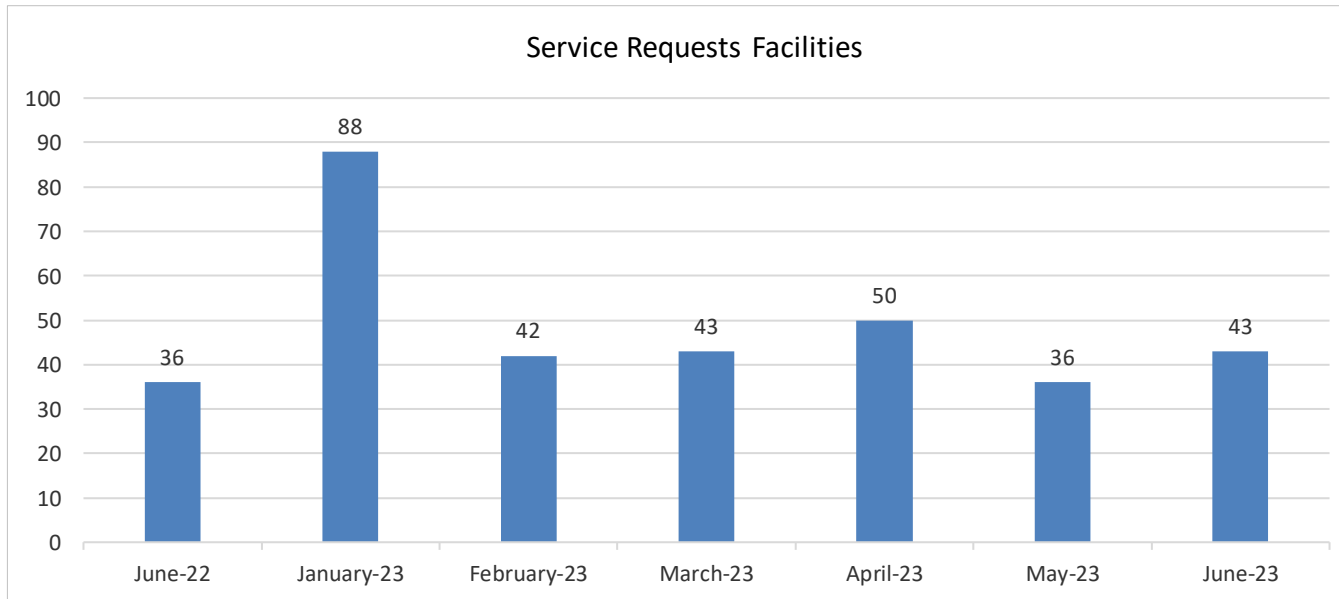
### Work Order Summary

- Facilities received 43 work orders in June, with most of them being general maintenance and repair (16) and HVAC related (9).
- Facilities completed 31 work orders in June, with an approximate expense of \$10,300 in labor and materials.

June Facilities Service Requests



Service Requests Facilities





## Fleet Vehicle Updates

### Work Priorities

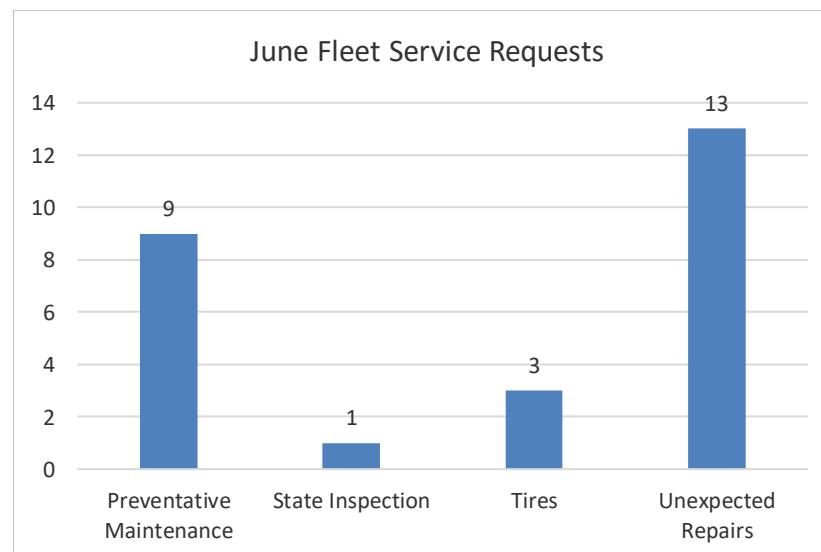
- Staff is working with Fleet Representatives to complete a safety recall on one vehicle.
- Staff is working to install Town decals on one new truck.
- Staff is working with Finance to purchase GPS units for new vehicle arrivals.
- Staff is working with Finance to send a damaged Town vehicle to salvage.

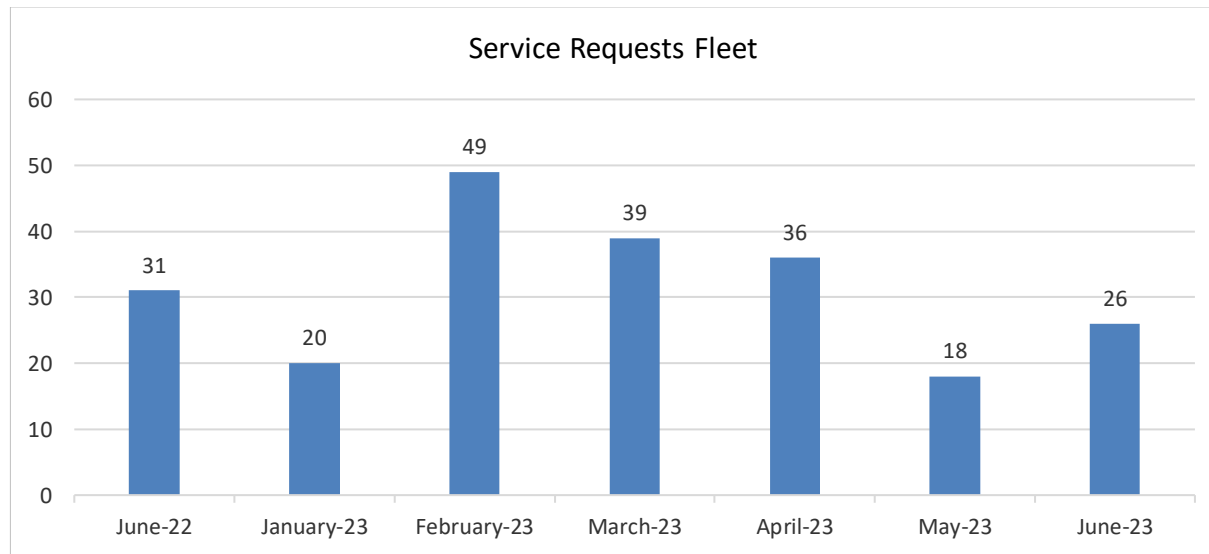
### Projects Completed

- Safety recalls were completed on six vehicles.

### Work Order Summary

- Fleet received 26 service requests in June for an approximate expense of \$5,400. Of these, 9 requests were for preventative maintenance for a total of approximately \$900.





## Capital Project Updates

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

## Department News

Jessica Draughn completed Project Learning Tree training in June at the NC Aquarium at Fort Fisher as part of the NC Environmental Educators Certification. Staff will be visiting the Brunswick County School's back-to-school teacher development day at North Brunswick High School in August to share the department's offerings and tell teachers how they can get involved.

## Parks and Recreation Board Summary

The Parks and Recreation Board met on June 28, 2023, and reviewed the following topics:

- Swearing in reappointed members
- Election of officers
- Leland in Lights
- Letter of support for the T-Mobile Hometown Grant application
- Fall/winter 2023 event update – Trunk or Treat
- Review of a historical marker application

## Upcoming Events

July 13, 2023 – PRCR Cinema Series: National Treasure

July 14, 2023 – Swing Dance at the LCAC

July 22, 2023 – PRCR Matinee Movie: The Lion King

August 5, 2023 – PRCR Fall and Winter Open House

August 12, 2023 – PRCR Matinee Movie: Harry Potter and the Chamber of Secrets

August 18, 2023 – Live at the Center: Luau w/ Da Howlies

August 23, 2023 – PRCR Cinema Series: Black Panther: Wakanda Forever

August 26, 2023 – Contra Dance

## Parks, Recreation, and Cultural Resources Updates

The summer session of programs begins on July 10. New programs include glass etching, pearl necklace making, and new workshops for youth! The fall and winter 2023-2024 issue of the CAPE activity guide will be available in mid-July and registration for all new programs begins August 1. Exciting new programs include pottery intensives, creative movement for toddlers, a honeybee lecture, and succulent pumpkin planters.

The department's two movie series, Matinee Movies and Cinema Series, continue throughout the summer. The Saturday Matinee Movies feature family-friendly films such as The Lion King and Harry Potter and the weeknight Cinema Series will be screening blockbusters like National Treasure and Black Panther. August kicks off with the return of the annual PRCR Open House. This is a free, family-friendly event that gives the community the opportunity to ask questions, tour the facility, and see demonstrations from instructors including belly dancing, pinch-pots, microgreens planters, and more! Later in August, a very special Live at the Center event will feature a luau party with games, Mr. Mac Salad's OG BBQ and Sunset Slush food trucks, and the sounds of the islands live music played by Da Howlies.

## Social Media Update

- PRCR Facebook Highlights (June 1 – 30, 2023)
  - Added 4 new page likes
  - Page reach – 9,400
  - Top post (Largest reach): “Thank you to everyone that came to our various Art Around Town events across Leland. It was great to have such an amazing turn out no matter what location we popped up at. Let us know in the comments what your favorite Art Around Town activity was!”
- LCAC Facebook Highlights (June 1 – 30, 2023)
  - Added 60 new page likes
  - Page reach – 106,000
  - Top post (Largest reach): “Did you come to see the various local vendors we had at the Spring Art Market? It was great to have such a wide variety of vendors ranging from pottery, to stained glass, to handmade jewelry. Our next market will be this December. More information to come.”
- PRCR Instagram (June 1 – 30, 2023)
  - Added 9 new followers
  - Post reach – 2,500

- Top post (Largest reach): “Clean up time! Thank you to everyone that did their part to make sure we maintain a beautiful environment. If your curious about the future of Sturgeon Creek Park, make sure to check out [Townofleland.com](https://www.townofleland.com) for all updates.”
- LCAC Instagram (June 1 – 30, 2023)
  - Added 24 new followers
  - Post reach – 4,100
  - Top post (Largest reach): “If you've stopped by the ceramic studios at the LCAC over the past few weeks, you might've seen Katelyn. Katelyn is part of our grant funded Artist in Residence program. As part of the grant, she will be leading pottery programs and creating a body of work that will be displayed in our gallery. The Artist in Residence Program was supported by the Brunswick Arts Council ARPA subgrant, a Designated County Partner of the North Carolina Arts Council, which is a division of the Department of Natural and Cultural Resources.”
- PRCR Tik Tok (June 1 – 30, 2023)
  - Added 4 new followers
  - Users reached – 322

## Department News

In June, more than 250 people visited the front desk at Town Hall and more than 450 people called the main phone line. Ms. Szalkiewicz received her Notary Public Certification in Brunswick County. Ms. Jewell attended a first responder active event drill for numerous agencies across Brunswick County. She also attended a lunch and learn focused on public relations during a natural disaster hosted by the North Carolina chapter of the Public Relations Society of America.

## Social Media Update

- Facebook Highlights (June 1 – 30, 2023)
  - Added 58 new followers
  - Impressions – 73K
  - Top post (Largest reach): “Grounds Maintenance Technician I Chris Manning is #InTheSpotlight this week! Chris started working for the Town in Aug. 2021.
    - 🌳 Chris' role on the Grounds crew is helping to keep the Town of Leland in tip-top shape!
    - 🌳 He enjoys learning to work on new equipment and likes to stay busy with maintenance projects.
    - 🌳 Chris' favorite part of the job is using heavy machinery to help maintain Leland's landscapes. We appreciate your hard work and dedication to keeping the Town beautiful, Chris!”
- Twitter Highlights (June 1 – 30, 2023)
  - Impressions/Reach – 3,535
  - Received 334 new profile visits
  - Top tweet (Largest reach): “⚠️ The [@ncforestservice](#) continues responding to the Pulp Road Fire in Supply. Smoke impacting the Leland area is expected to continue for several days. Latest updates on the wildfire and air quality 📍 [ow.ly/y56b500Qqv5](https://ow.ly/y56b500Qqv5) [#LelandNC](#) [pic.twitter.com/S0YrWMCaR4](https://pic.twitter.com/S0YrWMCaR4)”
- NextDoor Highlights (June 1 – 30, 2023)
  - Impressions/Reach – 42,213
  - Likes/Comments – 237
  - Top post (Largest reach): “Please be aware the heavy smoke you may be seeing in the Leland area is from a prescribed burn in the green swamp of Brunswick County. The NC Forest Service and NC Wildlife are managing the fire. Smoke will continue for the next few days.”

- Instagram Highlights (June 1 – 30, 2023)
  - Added 27 new followers
  - Post impressions – 2,693
  - Top post (Largest reach): “ ⚠️ Traffic Alert: Construction crews will install thermoplastic striping on New Pointe Blvd, Pine Harvest Drive in Magnolia Greens, Cape Fear National Dive, Shelmore Way, and Rice Gate Way. The contractor will install new striping to these areas, including centerline double yellow, crosswalks, stop bars, and the center turn lane and arrows in the commercial section of New Pointe Blvd. The work is expected to start tomorrow, June 6, 2023, and will take two weeks to complete. The contractor will begin on New Pointe Blvd and follow in the order the roads are mentioned above. Traffic will be diverted around the paint truck as it moves down the road. Residents should expect minor delays and are reminded not to drive through wet paint.”
- LinkedIn Highlights (June 1 – 30, 2023)
  - Added 17 new followers
  - Page views – 151
  - Post impressions – 5,659
  - Reactions/Comments/Shares – 285
  - Top post (Largest reach): “Please help us congratulate Economic Community and Development Director Gary Vidmar on his retirement! 🎉 Gary retired this week after more than eight years with the Town, during which he helped shape Leland's growth, vision, and success. Thank you for your hard work and dedication, Gary!”

## Project Updates

- Continued the external Employee Spotlight campaigns, which continue to see top interaction rates. Produced 36 engaging graphics and videos for use across communications platforms.
- Increased total social media reach by 10,774 impressions across five platforms.
- Researched and participated in demonstrations for community engagement platforms and citizen notification and alert apps.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including Town projects, the budget, and upcoming events.
- Hurricane Expo planning and promotion continued for the event, which took place on June 10. Pictures of the event were taken, edited, shared with partnering agencies, and posted on the Town website.
- Planning for recruitment videos for the Town, Police, and Fire/Rescue continued with a local production company. This work included site visits, meetings with department leaders to determine goals and participants, interview question development, prepping interviewees, scheduling, and all day shoots to capture the majority of b-roll and interviews.

- Led public information and marketing efforts for live fire training to include coordination of media coverage along with Town photography and videography.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police and Fire incidents, and other news.

## Website Articles/Media Coverage

- Town of Leland Website
  - [Leland 2045 Quarterly Update](#)
  - [Leland Launches New Interactive Budget Software](#)
  - [Pulp Road Fire Smoke Impacting Leland](#)
  - [Vegetative Debris Drop-Off Center Closing in July](#)
  - [Leland Fire/Rescue to Conduct Live Fire Training](#)
- Port City Daily
  - [Road work to begin in Leland Tuesday](#)
  - [The Agenda: In local government this week](#)
  - [Controlled burn contributing to smoke in tri-county](#)
  - [Leland annexation moratorium back on table, GA to review Oak Island parking proceeds](#)
  - [The Agenda: This week in local government](#)
- WWAY
  - [REV Entertainment still committed to bringing baseball team to Leland](#)
  - [Westgate Nature Park visitors express concerns about development](#)
  - [Next fiscal year budget allows for new jobs, emergency vehicles in Leland](#)
  - [What is the future of Westgate Nature Park in Leland?](#)
  - [Leland hurricane expo prepares the public](#)
  - [Heavy police presence causes traffic delays in Brunswick County](#)
  - [Off-duty Leland Police officers help child in medical distress](#)
  - [RV parks increase following recent demand](#)



- [Leland Fire/Rescue conducting live fire training this week](#)
- [Leland Fire Rescue participates in live fire training exercise](#)
  
- WECT
  - [Leland police looking for suspect in attempted theft at Walmart](#)
  - [Leland announces traffic delays due to crews striping roads](#)
  - [Leland residents learn about hurricane, storm preparedness](#)
  - [Air quality advisory issued due to wildfire at Green Swamp Game Land in Brunswick County](#)
  - [Police departments in Whiteville, Boiling Spring Lakes join Cape Fear Regional Special Teams](#)
  - [Leland Brewing Co. serves its first customers](#)
  - [Town of Leland car involved in wreck on Hwy 17 S near Walmart](#)
  - [Off-duty police officers step in to help family after baby stops breathing](#)
  - [Leland live fire training to cause traffic impacts on Wednesday](#)
  - [Leland Fire/Rescue conducts live fire training on Village Road](#)
  
- StarNews
  - [The town of Leland's hurricane expo highlights 9 upcoming Brunswick events](#)
  - [A massive distribution center is coming to Leland. Here's what we know](#)
  - [Baseball, housing, or school? Fate of 1,400 acres along U.S. 17 in Leland in question](#)
  - [With RV parks headed to Leland, developer wants fewer restrictions](#)
  - [A year after passage of law restricting Leland's growth, how the town keeps expanding](#)
  - [Brunswick Today Newsletter: Keeping an eye on development, remember the 'ultimate friend'](#)
  - [New brewery opens in Leland: What to know about the space, beer and more](#)
  - [Brunswick Today Newsletter: More dining, entertainment coming to these shopping centers](#)
  - [From dining to big box stores, outgoing Leland leader gives glimpse of town's future](#)
  - [Another Leland roundabout emerges in advance of Lowe's Home Improvement opening](#)
  - [Brunswick Today Newsletter: Roundabouts, comfort food, and a fort](#)
  - [How these Leland places are using TikTok to reach residents and visitors](#)
  - [As the population booms in Brunswick County, what places are needed to keep up?](#)

- Wilmington Business Journal
  - [Leland's newest brewery splashes onto growing scene](#)
- North Brunswick Magazine
  - [Hurricane Preparedness](#)

## TDA Marketing

- Research and review of marketing opportunities specific to geographic locations and target demographics continues.

## Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in June. The next meeting is scheduled for July 19, 2023, at 4 p.m.

## Department News

Detective Hutt attended the Techno Security and Digital Forensics Conference June 5-8 in Wilmington. This conference is intended for private and government attendees dedicated to the digital forensics and computer security industries.

Detective Payne attended Basic Concepts of Threat Assessment training June 6-8 in Charlotte. This training is meant to assist law enforcement agencies in the evaluation of persons of concern through an evidence-based threat assessment process.

Sergeant Munger attended Foundational Pistol training on June 7 in Tarboro. This course focuses on the basics and fundamentals of using pistols.

Lieutenant Almond attended Specialized Firearms Instructor training June 12-23 at the North Carolina Justice Academy. This training certifies participants as Firearms Instructors, allowing them to teach firearms classes themselves and provide training for in-service and qualifications.

Officers Holland and Terry attended the GRACIE Survival Tactics course June 12-16 at the North Carolina Justice Academy. This 30-hour course teaches stand-up and ground techniques for fighting so officers can learn safe, effective, and proven reality-based tactics to defend themselves and others.

Officer Winston attended the General Criminal Investigations course June 12-16 at the North Carolina Justice Academy. This 40-hour foundational course teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

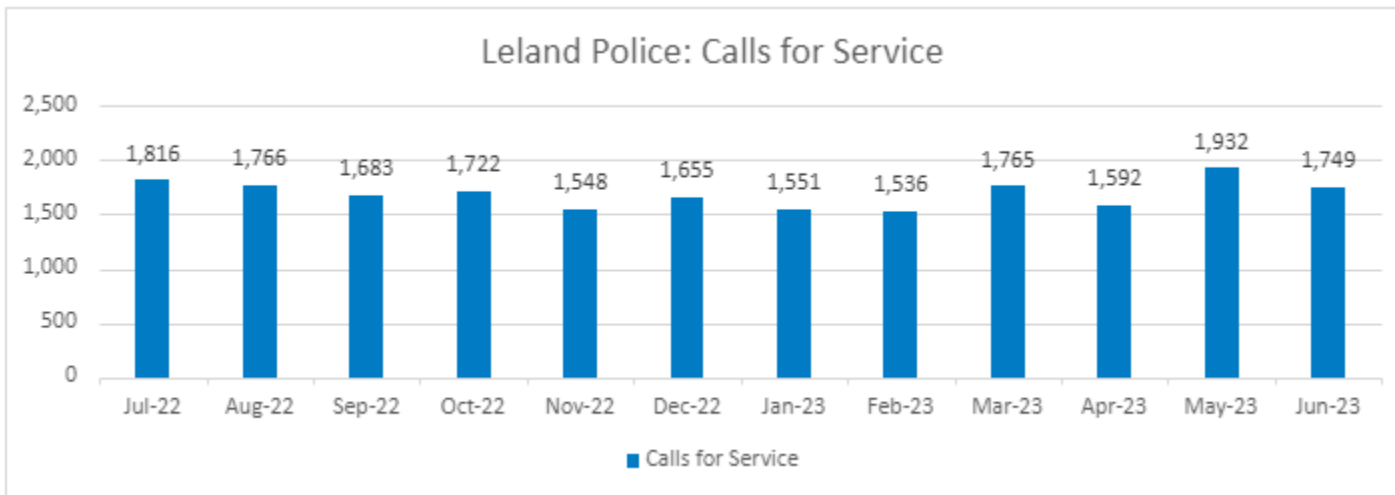
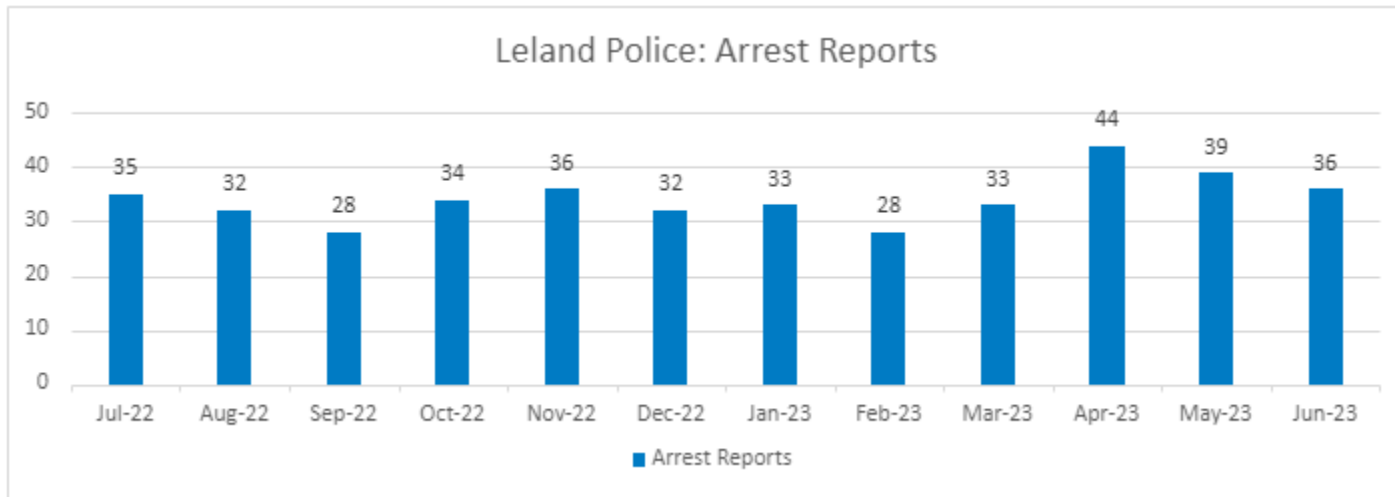
Officer Odom attended the FTA Chemical Analyst Program June 12-16 at the Jacksonville Police Department. This course teaches law enforcement officers how to operate a breath testing instrument and earn a Chemical Analyst permit.

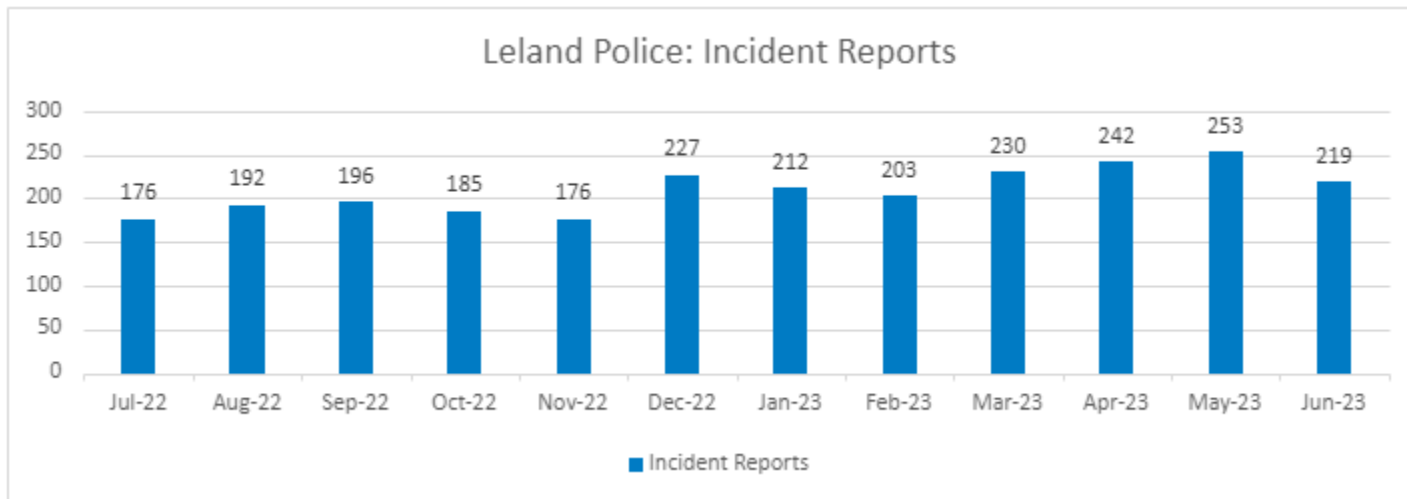
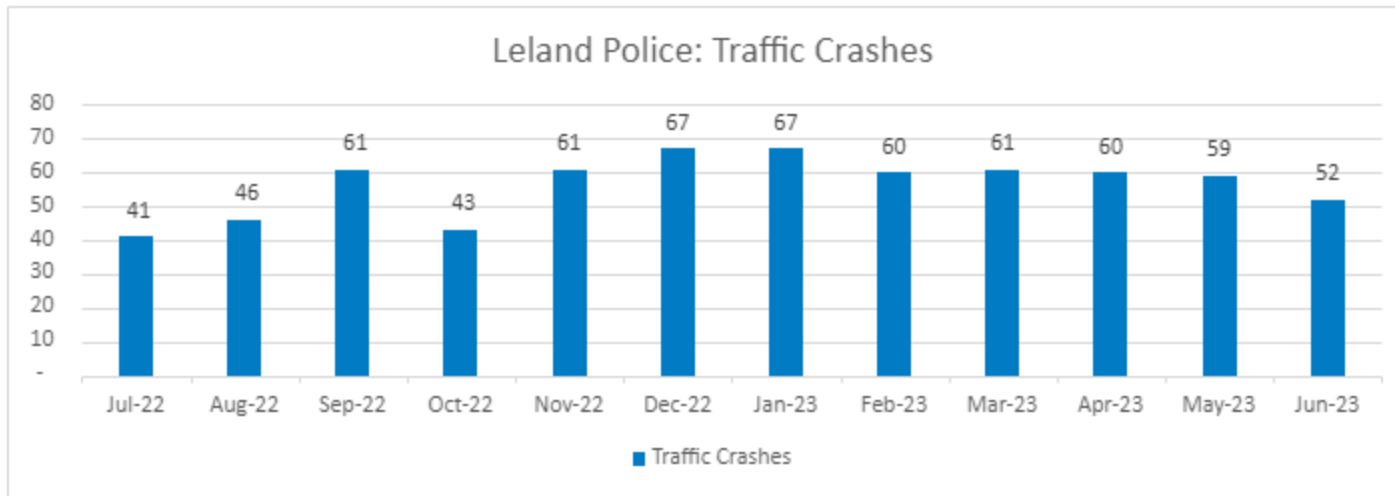
Lieutenant Warren attended Red Dot Sight (RDS) training as an operator June 20-21 at the Wilmington Police Department. This course is intended to teach officers how to use the RDS on their firearms.

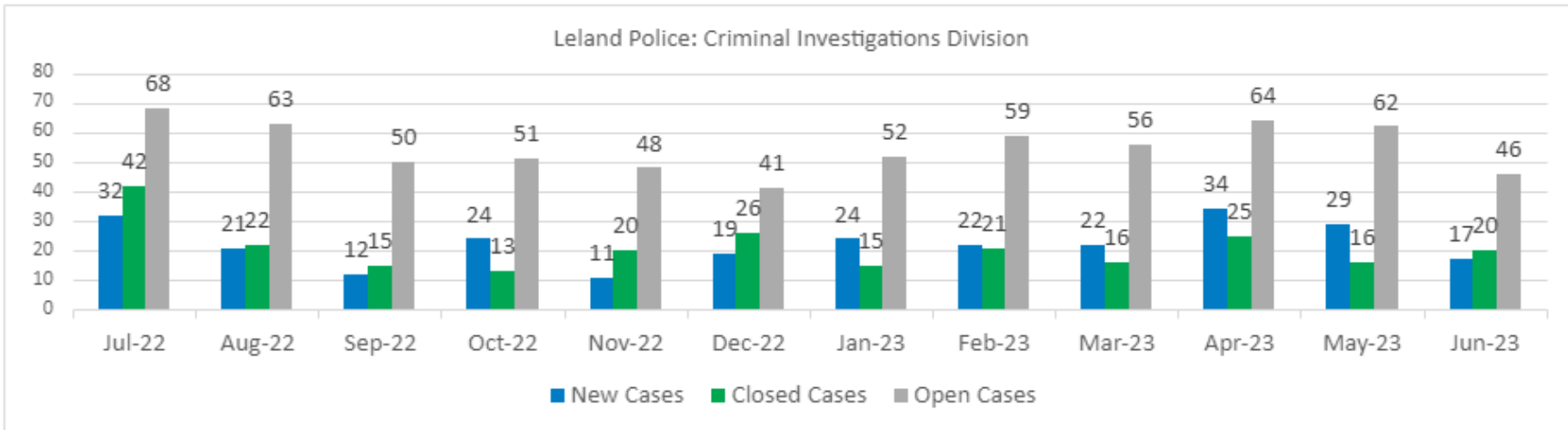
Senior Officer Peters attended FTO Supervisor training virtually on June 25. This course is for law enforcement officers tasked with managing or supervising their agency's field training program.

Lieutenant Hall and Ms. Crumbaker attended a Criminal Justice Standards Workshop June 28-29 at the North Carolina Justice Academy. This course is intended to provide information to law enforcement agencies on the various sections and functions of the Criminal Justice Standards Division including specifics on paperwork, investigations, and training.

Dashboard







Animal Services Report							
2023	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	9	0	1	1	0	0	1
Feb	5	0	0	0	0	0	2
Mar	28	0	4	4	0	1	4
Apr	13	0	0	0	0	0	3
May	61	8	17	10	3	0	3
Jun	70	7	6	10	6	0	3
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	186	15	28	25	9	1	16

## Department News

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

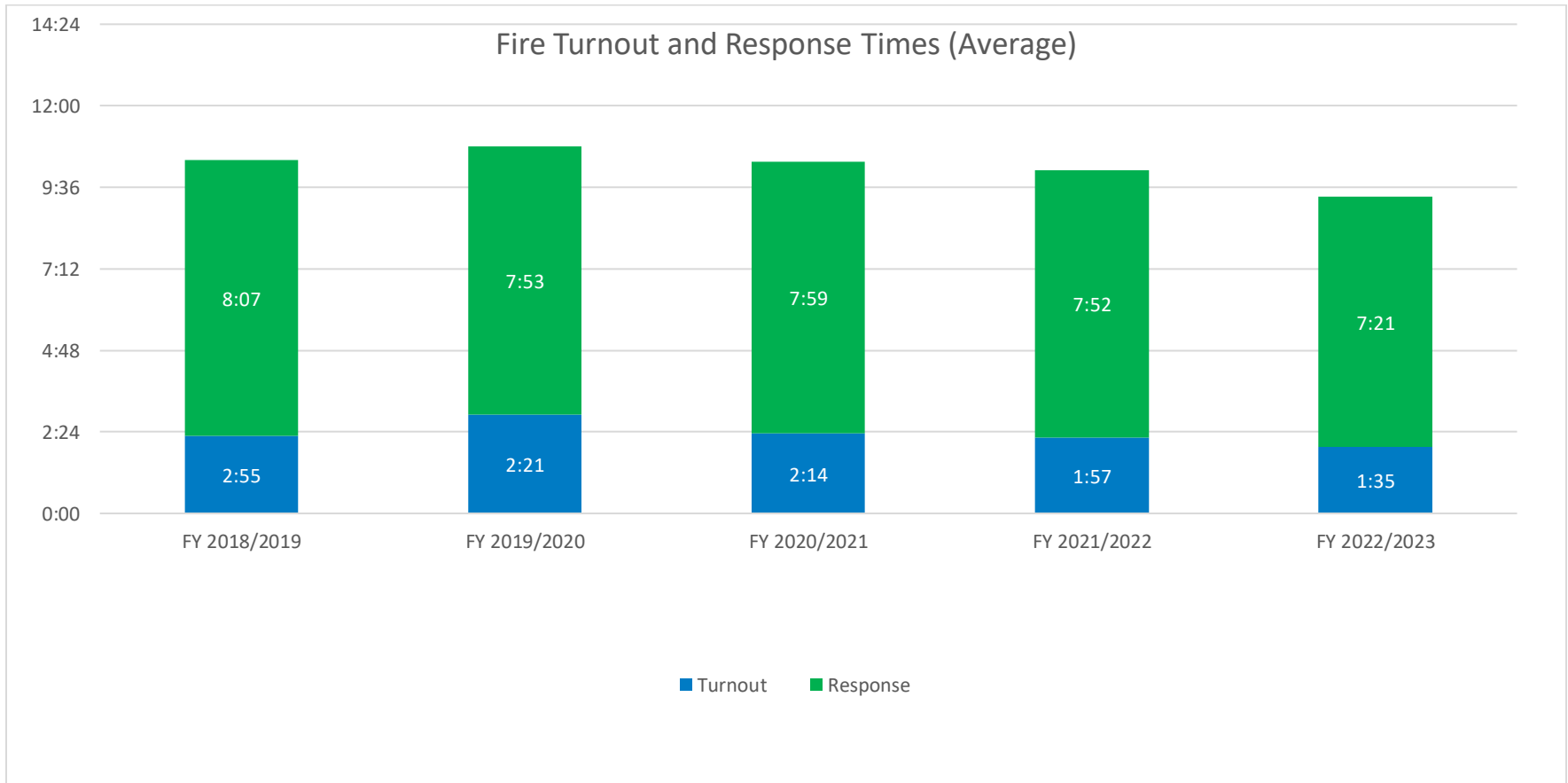
- Assisted five citizens with child passenger seat checks or installations
- Assisted 22 homeowners with smoke alarm installations or battery replacements
- Conducted two station tours
- Participated in a kids camp event at Crosswinds Church
- Participated in the Hurricane Expo

Staff participated in quarterly facility training at Cape Fear Community College. This quarter's training focused on flashover/fire behavior, deck gun operations, vent-enter-isolate-search operations, and flow-and-move fire attack skills.

A live burn was conducted on June 28. This training allowed members to gain hands-on experience in realistic conditions. The following partnering agencies also participated in the training: Brunswick County EMS, New Hanover County Fire/Rescue, Northwest Volunteer Fire Department, Wilmington Fire Department, and Winnabow Volunteer Fire Department.

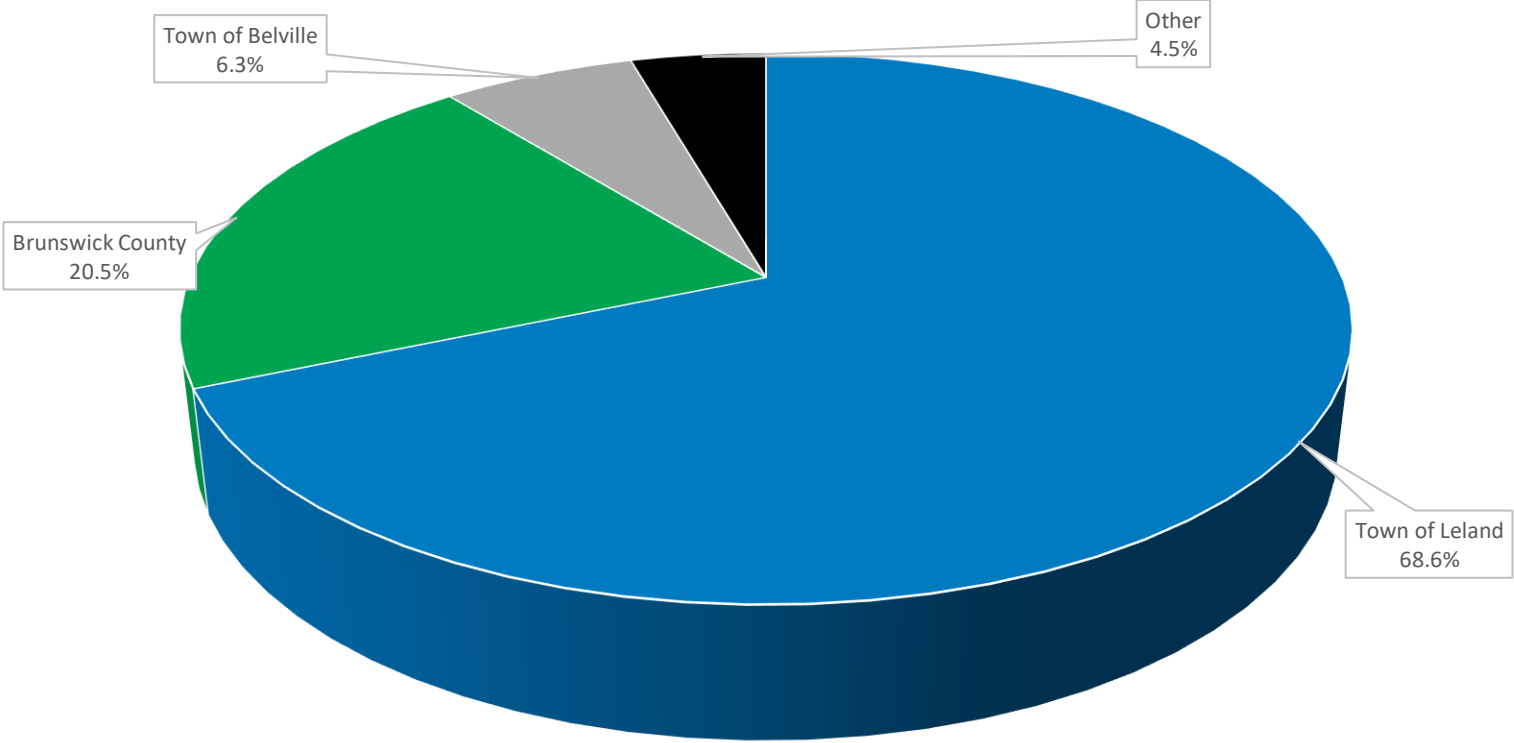
The department's first Truck Company Operations Manual was released to members. Objectives set forth in this manual were to provide guidance to members assigned to a truck for hazards specific to the Leland Fire District, set clear expectations and riding assignments for each position on the truck company pertaining to various emergencies, unify truck company operations across all three shifts, and identify radio designations and required radio reports for each position.

## Dashboard

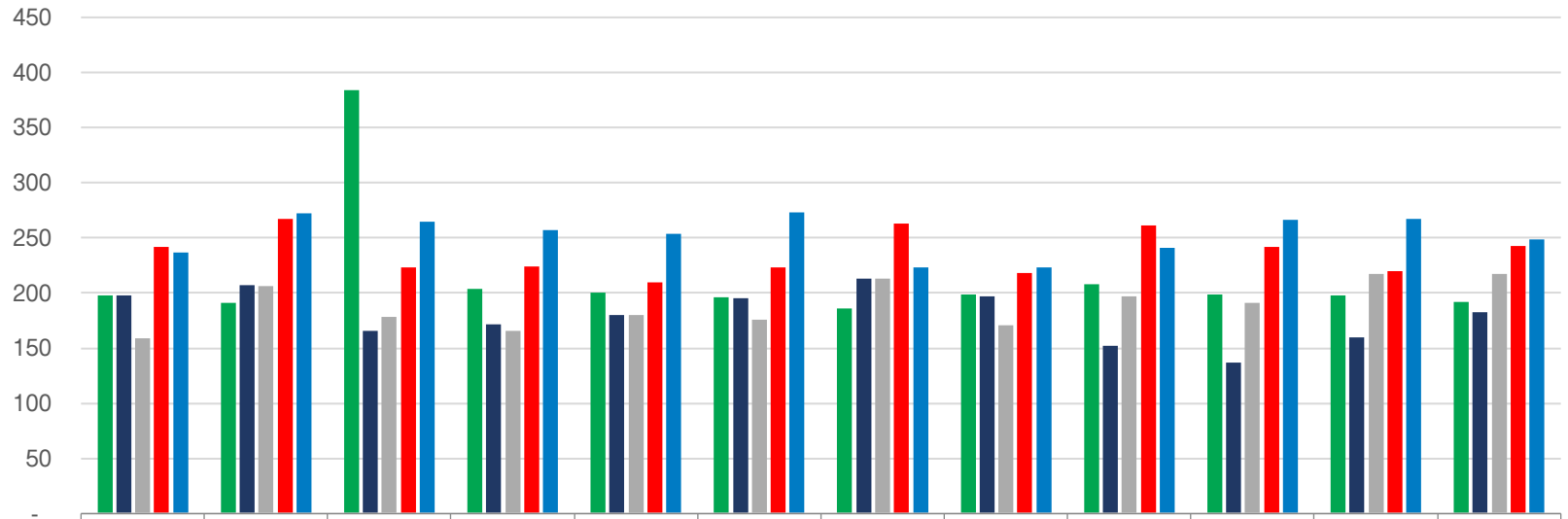




FY 2022/2023 Fire Calls by Zone



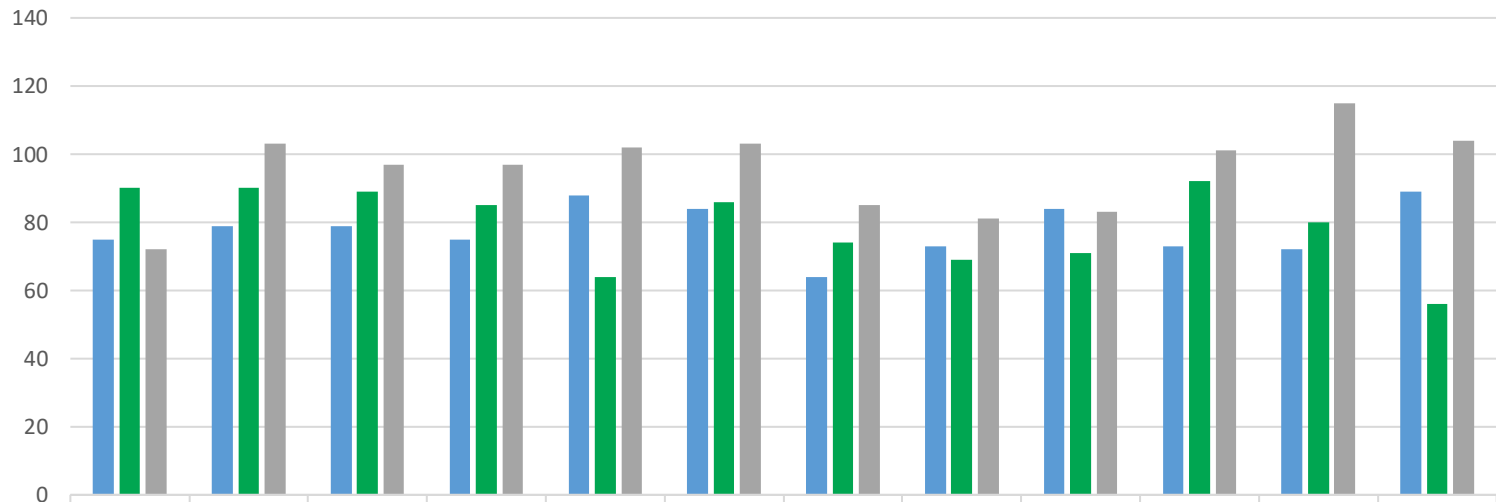
Fire Calls



	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	223	223	241	266	267	249

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

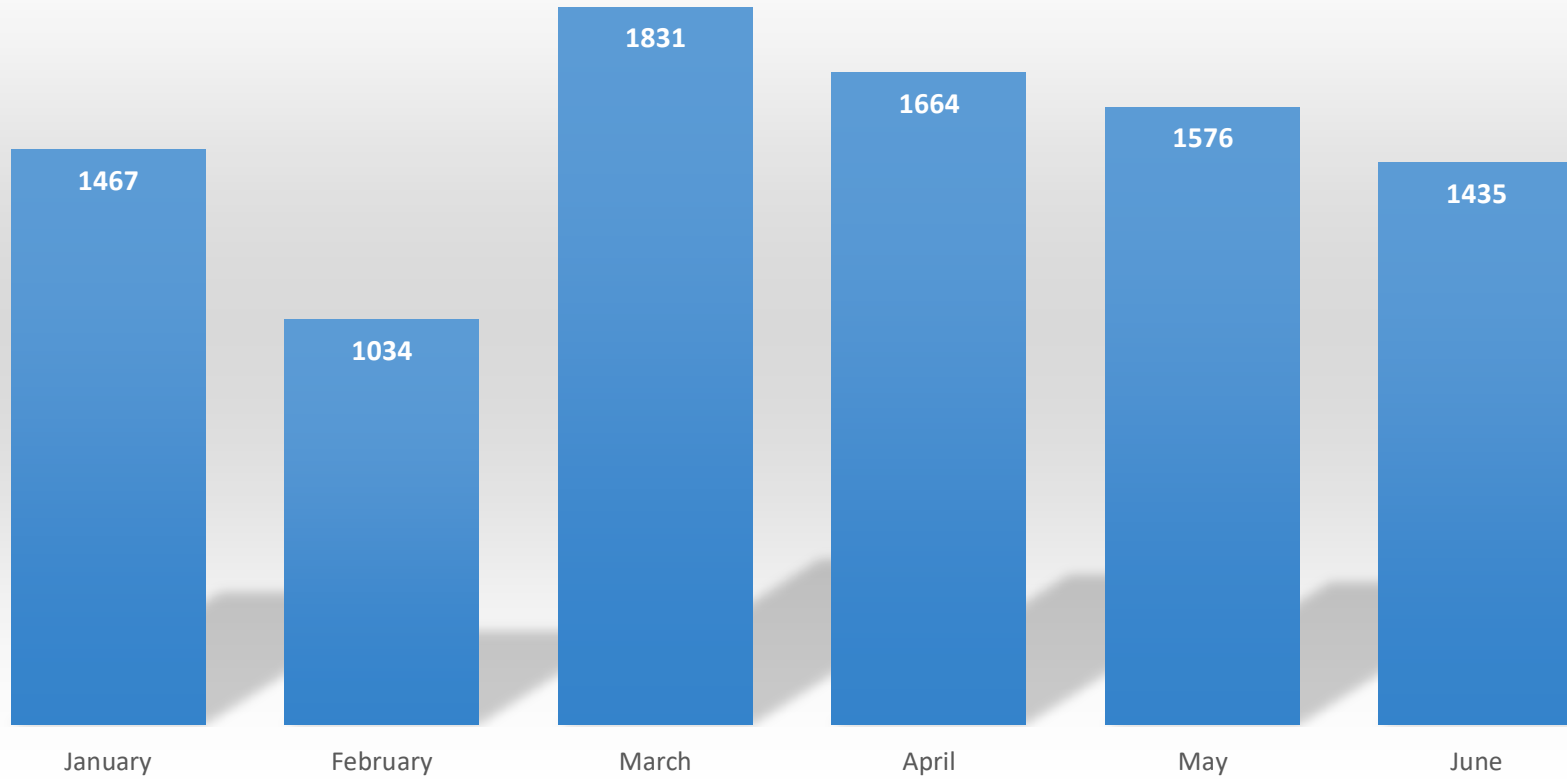
FY 2022/2023 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Village Rd)	75	79	79	75	88	84	64	73	84	73	72	89
Station 52 (Westport)	90	90	89	85	64	86	74	69	71	92	80	56
Station 53 (Lanvale)	72	103	97	97	102	103	85	81	83	101	115	104

■ Station 51 (Village Rd)   ■ Station 52 (Westport)   ■ Station 53 (Lanvale)

2023 Training Hours



## Department News

Chief Grimes and many team members from other departments conducted the 2023 Hurricane Expo with vendors from 23 area disaster services organizations. 127 people attended workshops to learn about hurricane predictions, preparedness, stormwater management, and flood insurance opportunities. Chief Grimes provided two opportunities for staff to learn about their responsibilities in the Town's response to inclement weather. IAP software training was conducted to familiarize staff with new software. Chiefs Grimes and Langlois worked on an after action report for the May 19 flash flood event. A staff hotwash was conducted on June 29 to receive input from stakeholders on the Town's response. Action items will help improve the response to the next event.

## Work Priorities

- Additional annexes to Emergency Operations Plan.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- After action report on May 19 flash flood event.
- Preparing for further staff incident exercises.

## Projects Completed

- 2023 Hurricane Expo

## Department News

Ashli Barefoot and Ben Watts attended CNU31, the annual conference hosted by the Congress for New Urbanism. The mission of the conference is to provide resources, education, and technical assistance to facilitate the creation of socially just, economically robust, environmentally resilient, and people centered places. This year's conference focused on corridors and the unique integration of design and social principles to advance three key goals: to diversify neighborhoods, design for climate change, and legalize walkable places.

Andrew Neylon, Marissa Ernst, and Mr. Watts attended a webinar hosted by ESRI entitled Leveraging GIS In Zoning To Address Housing Diversity, Density, and Development is just around the corner. The webinar reviewed the intersection between local economic strength and housing affordability in Atlanta and other areas. ESRI also provided information on tools and methods for using GIS module ArcUrban to conduct zoning reform analyses.

## Planning Board Meeting Summary

The Planning Board met on June 27, 2023, and heard the following items:

1. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of O&I, Office and Institutional District, for a 3.91-acre parcel located along US Highway 17 between Gregory Road NE and Grandiflora Drive.
2. New Business – Staff presented an overview of areas of the zoning and subdivision regulations that require trees to be planted as part of the ongoing discussion related to tree regulations.

The Planning Board's next meeting is scheduled for July 25, 2023, at 6 p.m.

## Board of Adjustment Meeting Summary

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

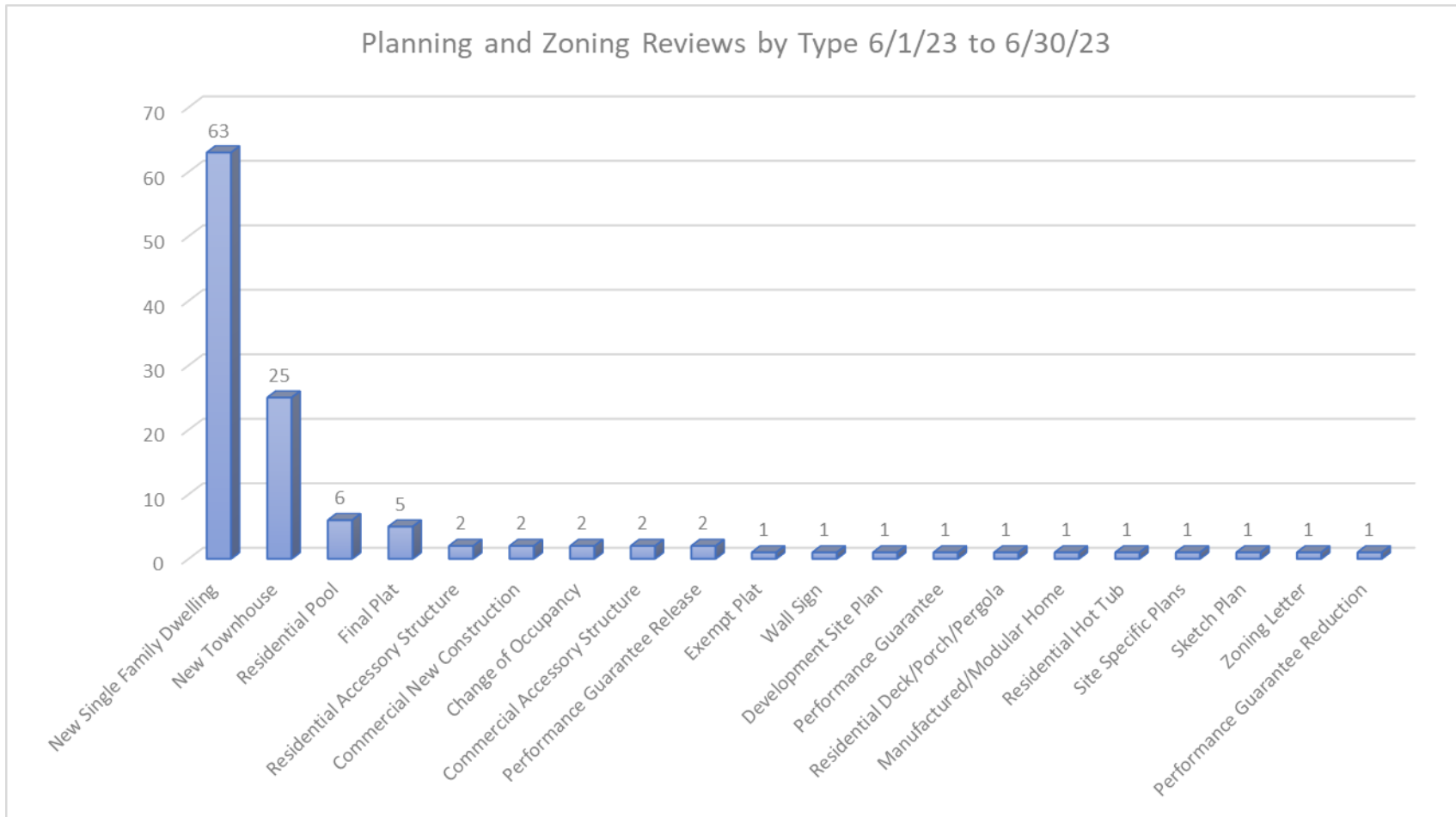
## Current Planning Update

### Technical Review Committee (TRC) Report

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

1. Development Site Plan for the Magnolia Greens Outparcel – Proposal for an 8,400 square-foot building on a 0.94-acre parcel located at Grandiflora Drive and Magnolia Village Way.

## Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
1	5



Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Beckington Townhomes</b>			
Surety Bonds	2	\$489,641.56	\$0.00
<b>Bellamy Place</b>			
Cash Bonds	1	\$1,037,615.00	\$0.00
<b>Bishops Ridge</b>			
Cash Bonds	1	\$444,394.56	\$0.00
<b>Brunswick Forest</b>			
Surety Bonds	15	\$2,211,142.80	\$0.00
<b>Charleston Commons</b>			
Cash Bond	2	\$171,460.62	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
<b>Ibis Landing</b>			
Surety Bonds	1	\$241,656.88	\$0.00
<b>Jackeys Ridge</b>			
Cash Bonds	2	\$895,871.39	\$0.00
<b>Leland Corners</b>			
Surety Bonds	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$0.00
Surety Bonds	4	\$2,411,655.21	\$0.00
<b>Mill Branch at Spring Hill</b>			
Surety Bonds	2	\$507,077.00	\$0.00
<b>Night Harbor Dr</b>			
Cash Bond	1	\$7,650.00	\$0.00
<b>Seabrooke</b>			
Cash Bonds	1	\$144,035.00	\$0.00
<b>Sessoms Way</b>			
Letters of Credit	0	\$0.00	-\$55,505.00
<b>Summer Bay Villas</b>			
Surety Bond	0	\$0.00	-\$33,795.00
<b>Tara Forest</b>			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	1	\$92,275.00	-\$55,505.00
Total Cash Bonds	20	\$4,030,018.66	\$0.00
Total Surety Bonds	31	\$6,343,382.20	-\$33,795.00
Total Performance Guarantee Sureties	52	\$10,465,675.86	-\$89,300.00

### Long Range Planning and Community Development Update

Staff met with the research team from North Carolina State University to review findings from the Smart-Zoning for Coastal Flood Adaptation and Resilience project. This project will advance the state's long-term planning efforts by identifying areas where rezoning could be implemented to protect at-risk communities to accommodate future growth.

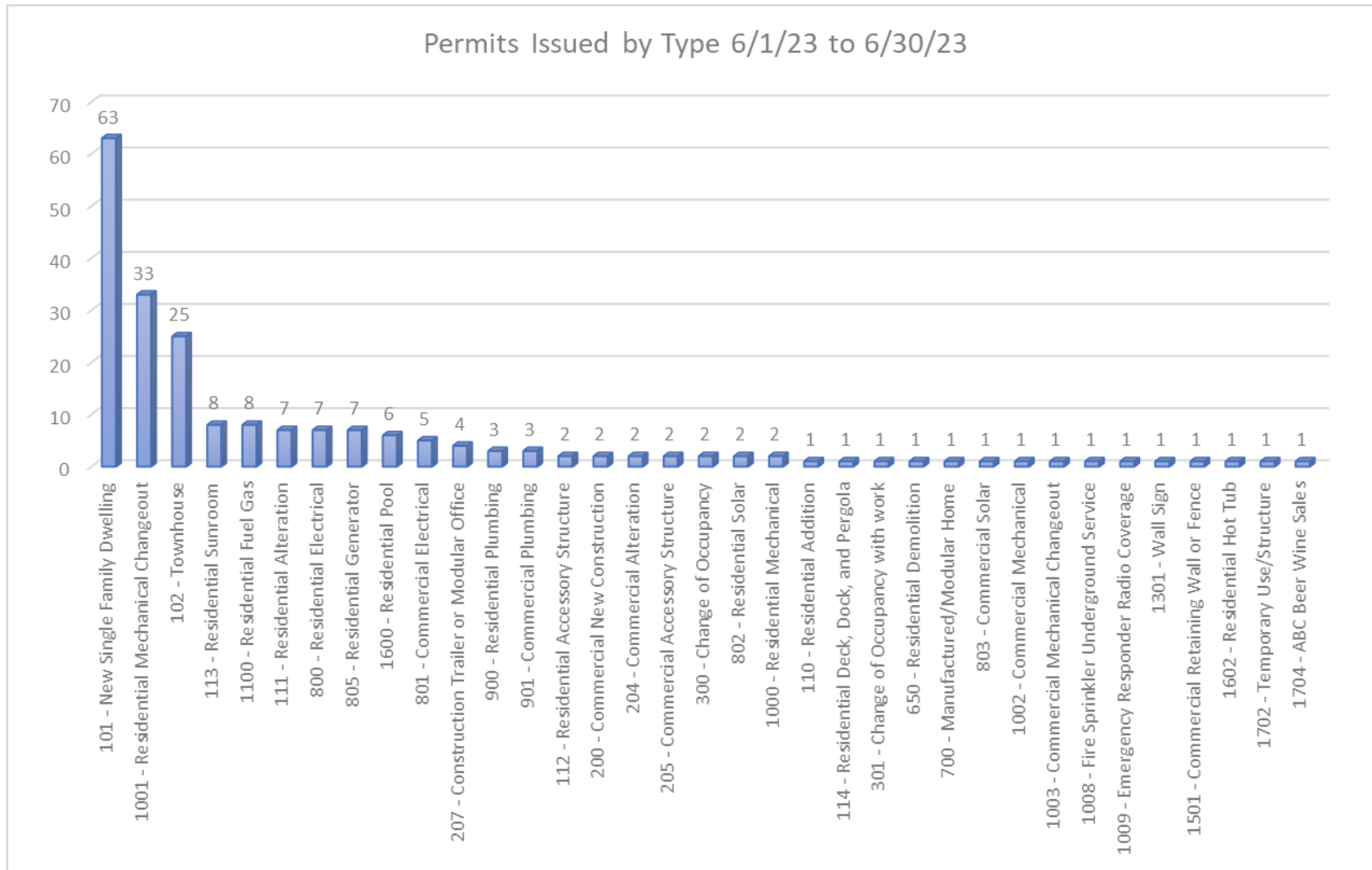
Staff continued conversations and conducted meetings regarding CDBG and the AARP Master Aging Plan.

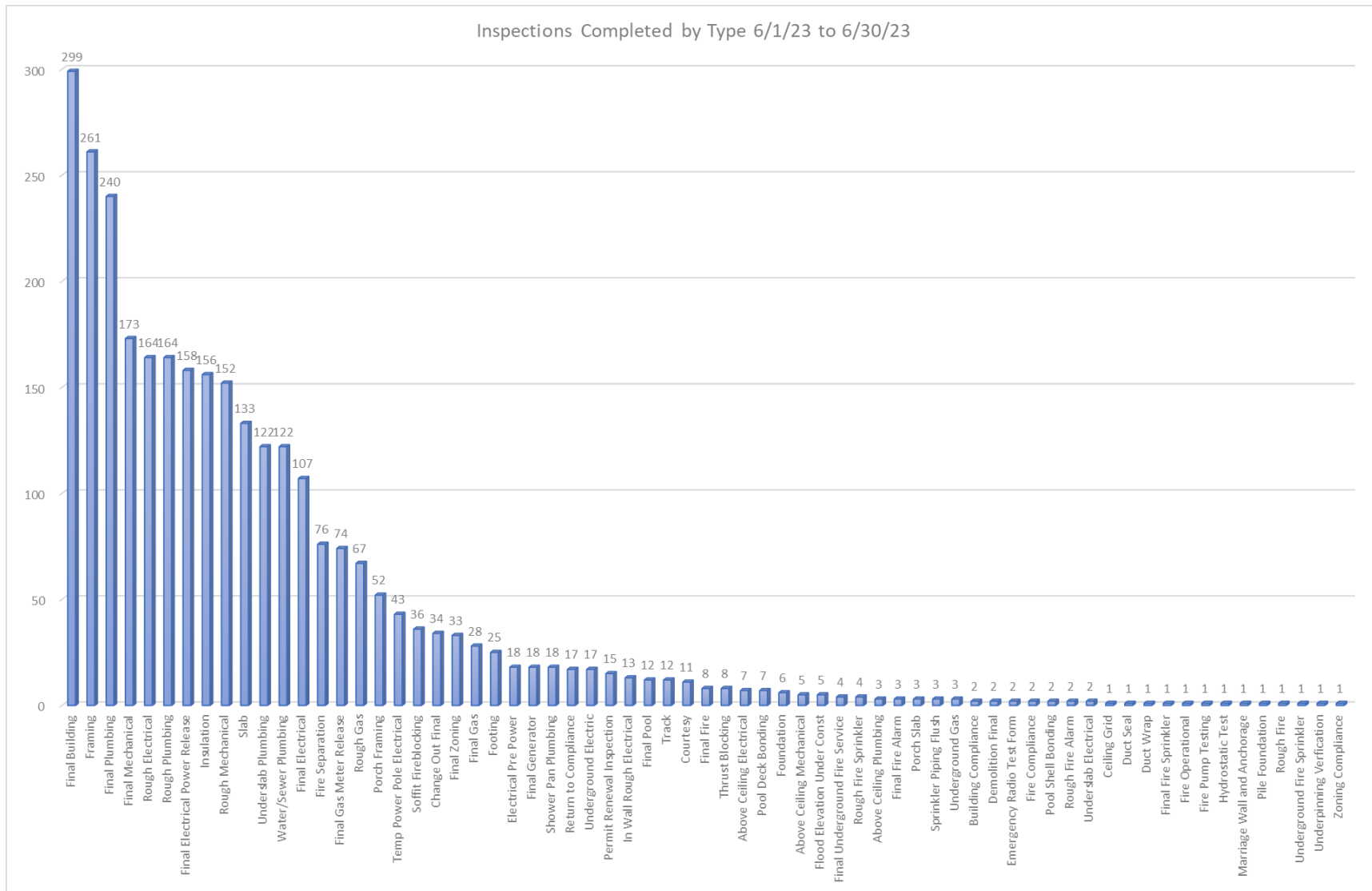
### Transportation Planning Update

Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for developments in the Town. Staff also attended the monthly WMPO Technical Coordinating Committee meeting. The Leland Resilient Routes Project and the Safe Streets and Roads for All (SS4A) Safety Action Plan project continued.

### Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
208	2,966	\$25,748,040





## Code Enforcement Update

### Case Summary

June 1st Thru 30th	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from May	2	3	5	0	10
Cases Opened June	1	47	13	25	86
Cases Closed June	0	29	5	10	44
Active Cases (Evolve)	3	21	13	15	52

## Department News

Staff met with several development partners including North Brunswick Chamber of Commerce, Brunswick BID, Cape Fear Manufacturing Partnership, EDA, and the NC Department of Commerce, as well as partners of UNC-Wilmington such as MARBIONC and the CIE.

On June 15, Mr. Sutton gave an economic development presentation to the Coldwell Banker Sea Coast Advantage group pertaining to several commercial and residential projects, Town-led park projects, NCDOT roadway projects, and mixed-use developments along US Highway 17.

## New Businesses

- **Caliber Collision** held a grand opening and ribbon cutting at the new location on Ocean Highway East.
- **Refuel** held a grand opening and ribbon cutting for its third store in the state and first in Leland, located on the corner of US Highway 17 and Provision Parkway in the **Brunswick Village** commercial area.

## New Construction/Development

- The Technical Review Committee has approved plans for the Founders Park renovations that include an amphitheater, pavilion, splash pad, a veterans memorial, and multi-use path improvements.
- The Technical Review Committee is also reviewing plans for a 15,800 square-foot mixed-use retail building and a 15,800 square-foot gym-fitness building being developed in the **Westgate Shopping** area along Westgate Drive.

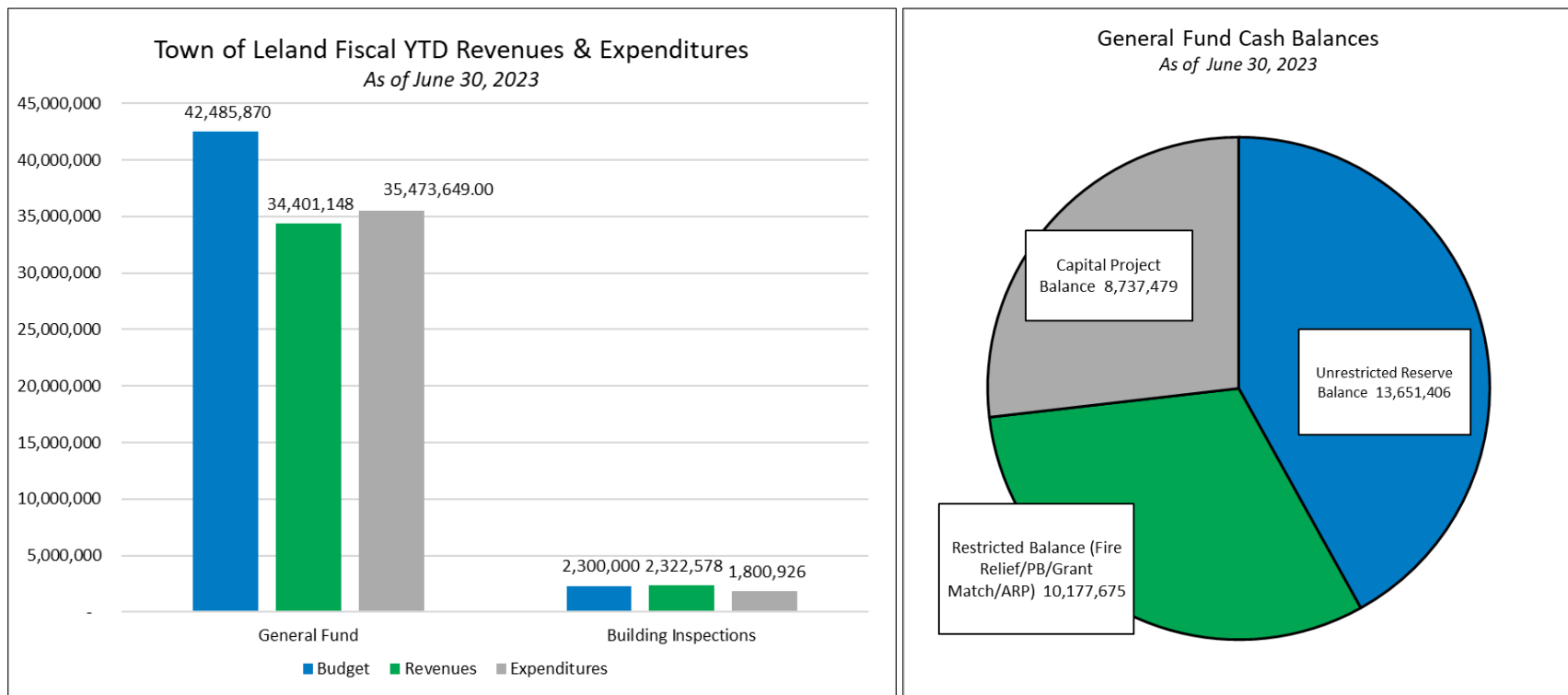
## Economic Development Committee Meeting Summary

The Economic Development Committee met on June 8, 2023, and heard an update from Mr. Sutton on the Economic Development Strategic Plan first year goals. Mr. Sutton also discussed strategies to move forward with business retention and expansion visits, the capabilities for developing materials for business services, and progress on the incentive policy.

## Department News

In June, staff worked to close out the fiscal year, including a spending freeze from June 15-30. Ms. Hagg attended the virtual Treasurer’s Conference. Ms. Norton attended IMT software training.

## Dashboard



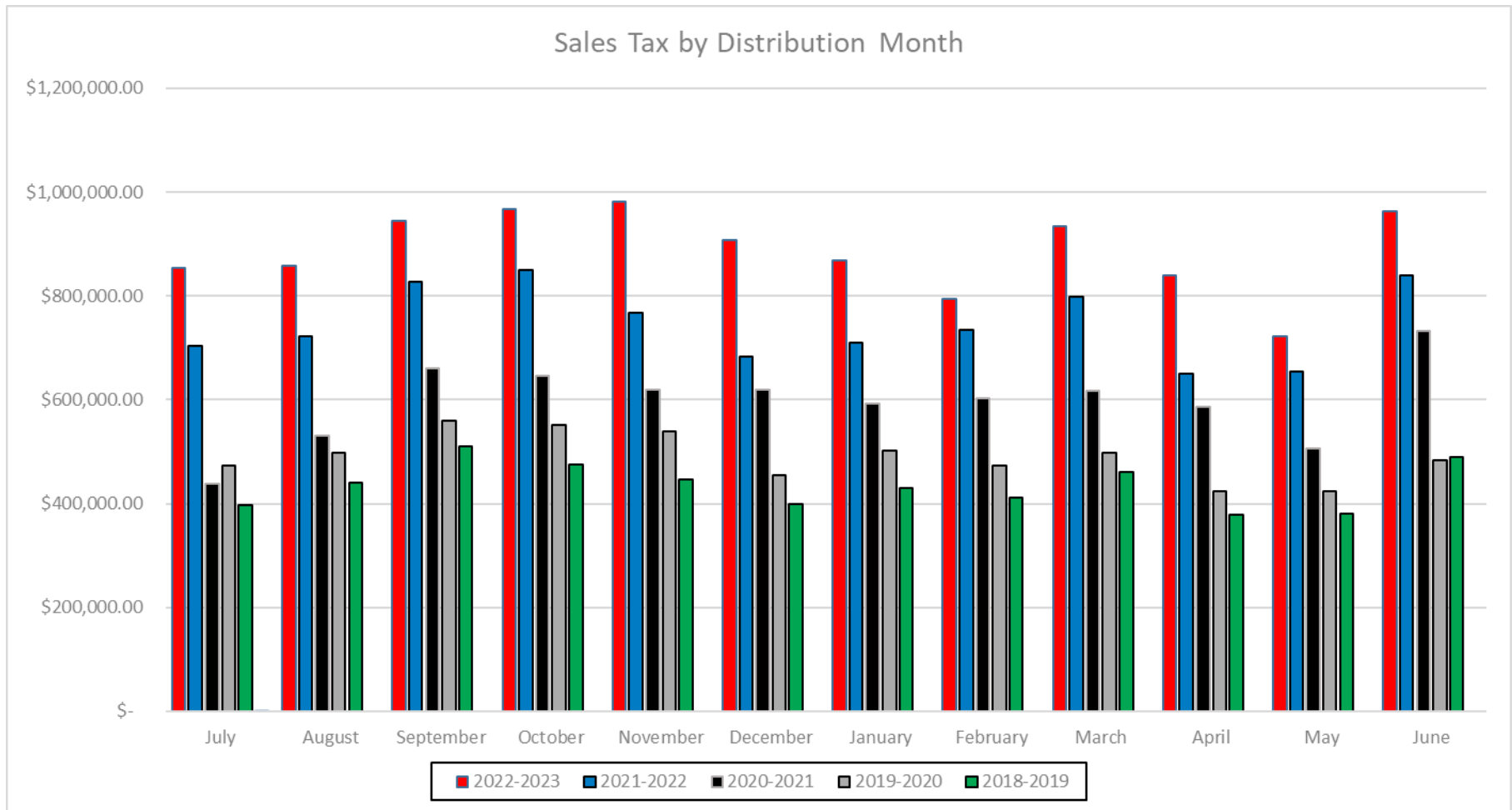
Financial Budget to Actual Report – June 30, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>30,190,000</b>	<b>42,485,870</b>	<b>2,704,839</b>	<b>34,401,148</b>	-	<b>8,084,722</b>	<b>19.03%</b>
Governing Body	265,000	265,000	9,006	213,536	15,890	35,574	13.42%
Administration	1,830,000	2,130,000	161,443	1,757,849	7,376	364,774	17.13%
Information Technology	1,735,000	3,997,000	181,915	1,632,219	136,473	2,228,308	55.75%
Human Resources	420,000	420,000	44,344	316,371	16,593	87,036	20.72%
Finance	915,000	915,000	73,964	753,163	3,566	158,271	17.30%
Planning	1,190,000	1,190,000	86,152	848,307	40,087	301,606	25.35%
P&R & Cultural Arts	1,095,000	1,145,000	115,593	1,066,193	10,085	68,722	6.00%
Fleet & Facilities	1,460,000	1,460,000	125,274	1,270,939	40,844	148,217	10.15%
Streets & Grounds	4,230,000	4,230,000	284,949	3,118,423	122,126	989,451	23.39%
Police	5,785,000	6,001,000	486,685	5,248,530	113,131	639,340	10.65%
Emergency Management	195,000	195,000	20,879	179,868	1,514	13,618	6.98%
Fire	6,690,000	6,780,000	779,945	6,039,591	311,246	429,163	6.33%
Debt Services	2,370,000	2,370,000	-	2,368,459	-	1,541	0.07%
Transfers	2,010,000	11,387,870	52,097	10,660,202	-	727,668	6.39%
<b>EXPENSES</b>	<b>30,190,000</b>	<b>42,485,870</b>	<b>2,422,245</b>	<b>35,473,649</b>	<b>818,932</b>	<b>6,193,289</b>	<b>14.58%</b>
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>160,756</b>	<b>2,322,578</b>	-	<b>(22,578)</b>	<b>-0.98%</b>
<b>EXPENSES</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>214,175</b>	<b>1,800,926</b>	-	<b>499,074</b>	<b>21.70%</b>



## FY Sales Tax Distribution

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



## Grant News

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

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

There were no purchase orders over \$50,000 issued in June.

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in June.

## Audit Committee Meeting Summary

The Audit Committee did not meet in June.

## Department News

The Leland Store is now officially open and employees can stop by to redeem their Leland Bucks for Town merchandise. Staff is working on the fall schedule for Leland University. The department is conducting stay interviews with various departments in a continuous effort to provide support and foster open communication.

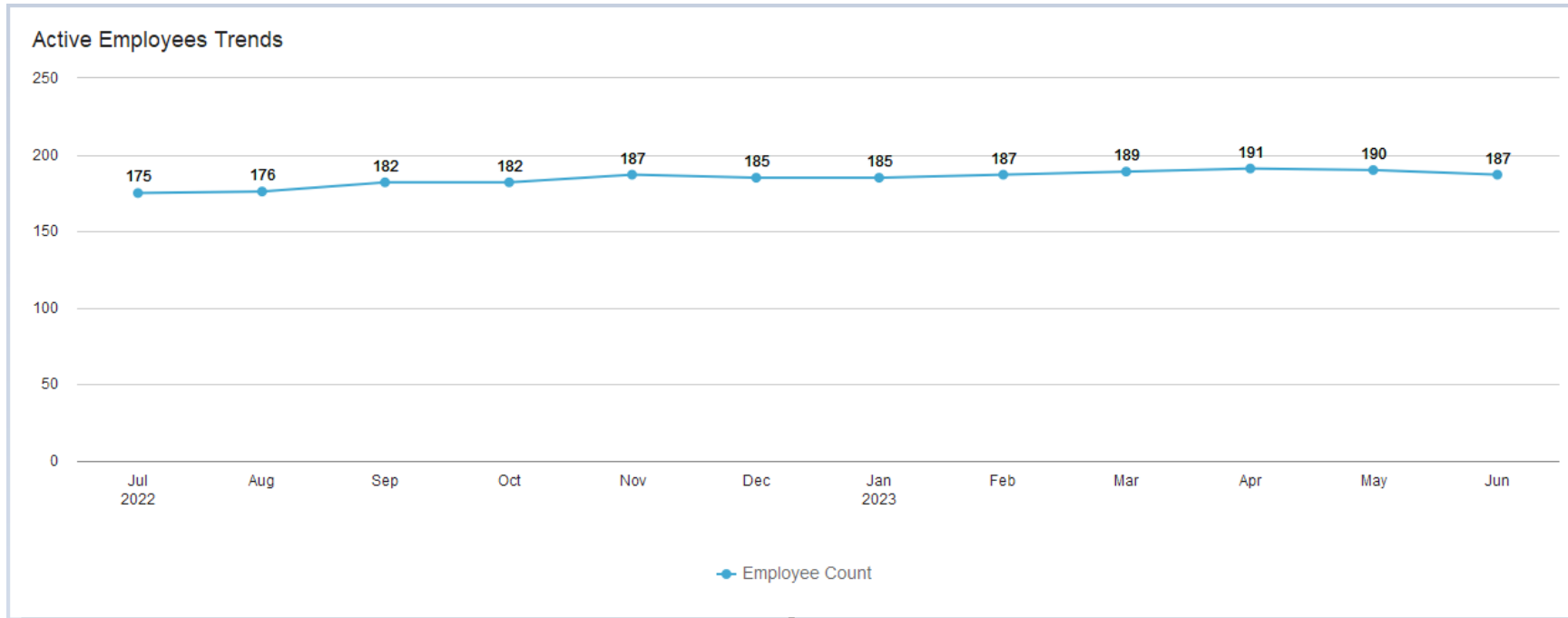
## Workers Comp Data

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

## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Raymond Miles	Streets	Resignation	6/9/2023	Streets Maintenance Technician		
Harrison Hart	Police	New Hire	6/12/2023	Police Officer		
Julian Griffiee	Planning	New Hire	6/12/2023	Community Development Planner		
Joeli Franks	P&R/ CAC	Resignation	6/15/2023	Recreation Supervisor		
Bill Nadeau	Grounds	Resignation	6/16/2023	Facilities & Fleet Manager		
Greg Beauchesne	Inspections	Resignation	6/21/2023	Building Inspector I		
Gary Vidmar	Economic Comm.	Retirement	6/21/2023	Economic & Comm. Dev. Director		

### Headcount (FT and PT Employees) July 2022 – June 2023



**Headcount** ⓘ  
**187**  
As of June 2023

**Hired** ⓘ  
**47**

**Termed** ⓘ  
**39**

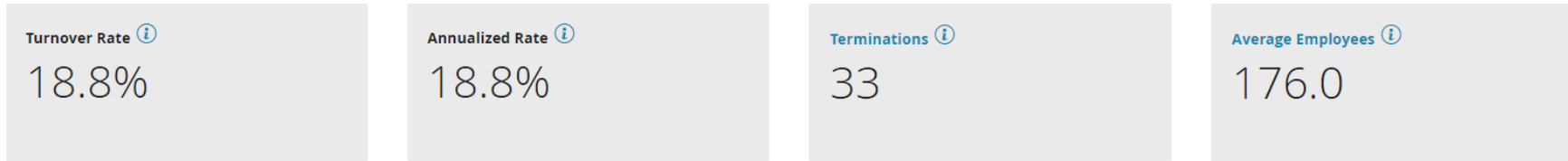
**Growth Rate** ⓘ  
**4.5%**

**Turnover Rate** ⓘ  
**21.1%**

**Average Tenure** ⓘ  
**4.1**  
(Years)

## Turnover Data July 2022 – June 2023

### Full Time Turnover



### Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

## Department News

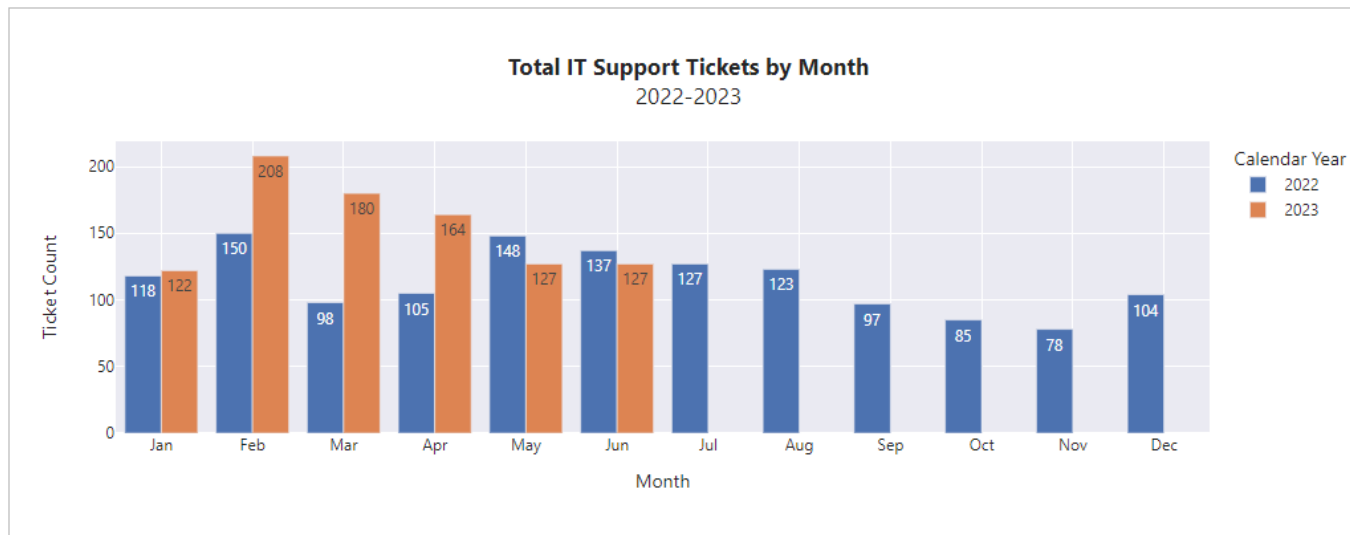
The department’s current priorities include finalizing equipment installations at Fire Station 51 and planning for new projects outlined in the FY23/24 budget.

## Major Work Priorities

- Technology installations at new Fire Station 51.
- Public Safety radio programming.
- Stormwater infrastructure GIS data collection.
- GIS environment upgrade.

## Projects Completed

- 7 employees onboarded/offboarded.
- Wireless network installations/upgrades at LCAC, MOC, and Fire Station 52.
- Building Inspectors moved to Town Hall.
- Fire Station 53 alerting system.



## Administration News

427 Village Road closed on June 26. The Town intends to use the property for future municipal complex expansion.

## Town Clerk's Office

Ms. Reinhardt attended the Cape Fear Council of Government Clerk Education Series. Mark Holland, Supervisor for the Records Analysis Unit from the NC Department of Cultural Resources, provided a lecture on managing public records. Ms. Reinhardt also attended the virtual NCAMC Quarterly Board meeting and Chaired the Clerk of the Year Committee to nominate and award the 2023 Clerk of the Year at the Clerks Summer Academy.

## Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - June 8 Economic Development Committee Meeting
  - June 12 Agenda Council Meeting
  - June 12 Closed Session Meeting
  - June 15 Council Regular Meeting
  - June 27 Planning Board Meeting
  - June 28 Parks and Recreation Board Meeting
  
- Action Items:
  - Budget Amendments – 1
  - Budget Ordinances – 0
  - Minutes – 7
  - Agendas – 6
  - Resolutions – 13
  - Ordinances – 3
  - Proclamations – 2
  - Presentations – 1
  - Public Hearing Notices for the Council Meetings – 6
  - Board/Committee Vacancies: Board of Adjustment (1) Board of Adjustment Alternates (2); Recreation Board Student Representative (1); and TDA (1)

- Town Council Board and Committee appointments effective July 1:
  - Reappointed Donn Garvey and Tim Linkhorn, Board of Adjustment
  - Reappointed Alan Kerry, Economic Development Committee
  - Appointed Heather McWhorter and Edward Miccio, Economic Development Committee
    - Heather McWhorter served six months of a vacant term. The time served does not fulfill the requirements of a term served.
  - Reappointed Scott Hennis, Michael Long, and Arriane Sitter, Parks and Recreation Board

## Government Portal (iCompass) Transparency Update

- Portal Visits – 3,216
- Portal Unique Visits – 2,583
- Regular Council Meeting Agenda Views – 622
- Agenda Council Meeting Agenda Views – 369
- Economic Development Committee Agenda Views – 311
- Parks and Recreation Board Agenda Views – 61
- Planning Board Agenda Views – 428