



STAFF REPORTS

March 2024 Regular Meeting

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Department News

Staff received 185 requests for service in February and closed 167 of them (90%).

Matt Laucks was promoted to Streets & Grounds Manager and Scott Gardner was promoted to Facilities Superintendent.

Current staff vacancies include Grounds Maintenance Technician I and Facilities Supervisor. Facilities Custodial Supervisor and Street Maintenance Technician I will be filled in March.

Streets staff will begin asphalt repairs on Town streets with a new machine in March.

Streets Updates

Work Priorities and Initiatives

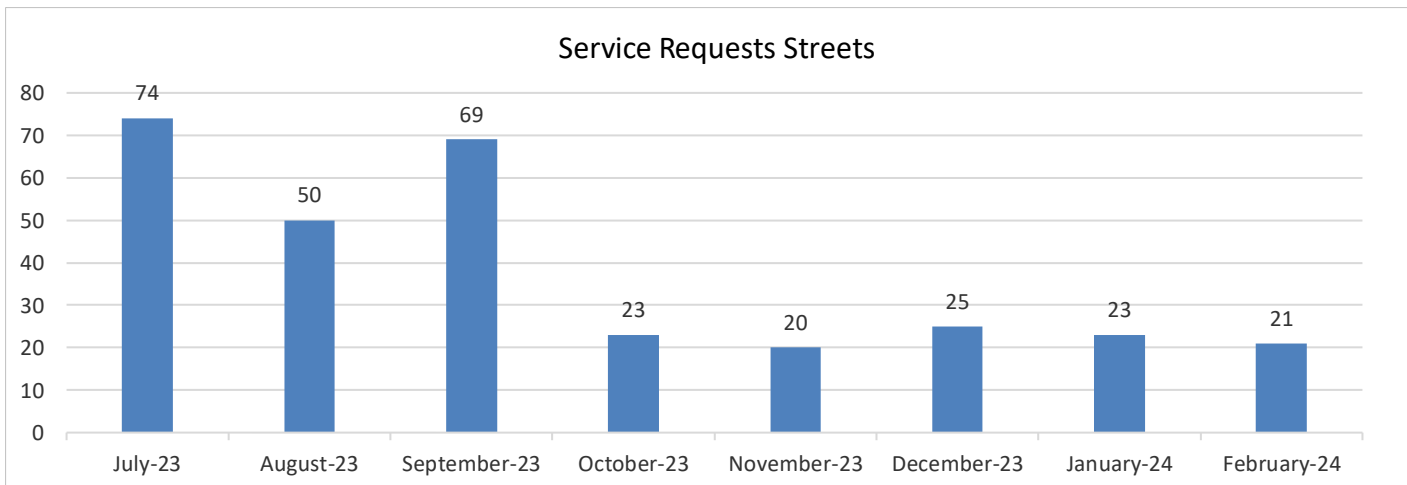
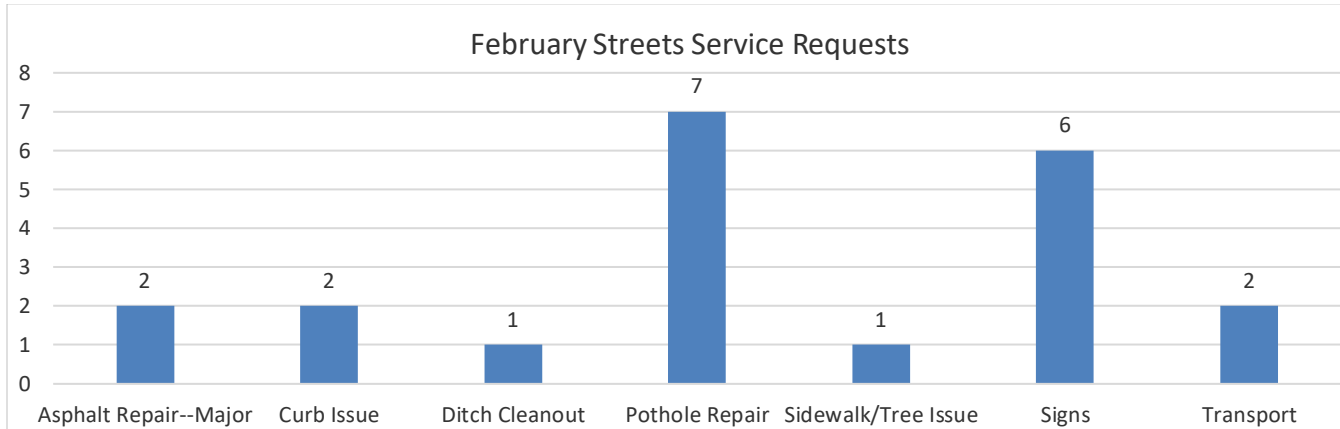
- Staff are currently inspecting and replacing some of the damaged curbs in Magnolia Greens.
- Staff are removing and replacing certain sections of sidewalk which have been damaged by trees in Magnolia Greens. Staff will also be removing trees damaging the sidewalks.
- Staff will begin roadway repairs on sections of Kay Todd Road.
- Staff will repair a sinkhole in Windsor Park.
- Staff will begin repairing pavement sections at various locations throughout Town.

Projects Completed

- Staff completed cleaning ditches in the Rampart/Basin Street neighborhood. This work included cleaning out debris, driveway pipes, and grading where necessary.
- Staff completed grading Graham Drive.
- Staff removed an old septic tank from Founders Park.
- Staff completed the removal and replacement of certain sections of sidewalk which were damaged by trees in Westport.
- Staff made sinkhole repairs in Westport and Mallory Creek.
- Staff removed and replaced a damaged section of curb in Adair Park.
- Staff completed street sweeping at multiple locations throughout Town including the diverging diamond.
- Staff completed shoulder repairs in preparation for paving operations on Kay Todd Road.

Work Order Summary

- Streets processed 21 work orders in February, with the majority being pothole (7) and sign related (6).
- Streets completed 20 work orders in February, with an approximate expense of \$41,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$25,600).



Grounds Updates

Work Priorities and Initiatives

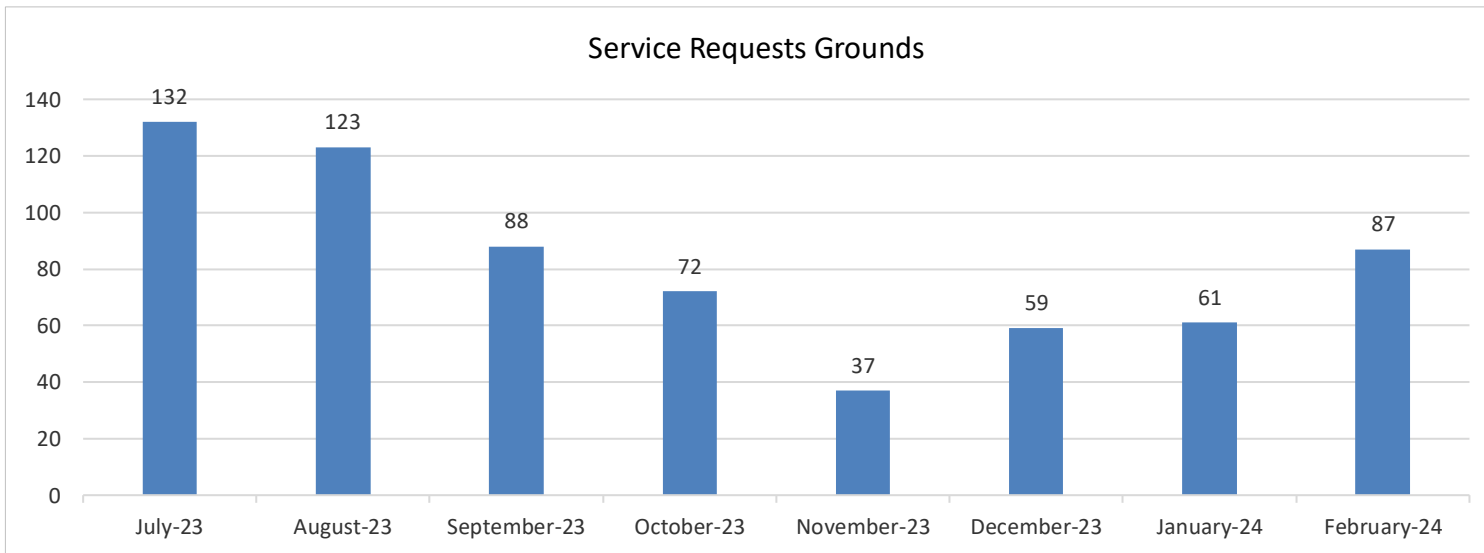
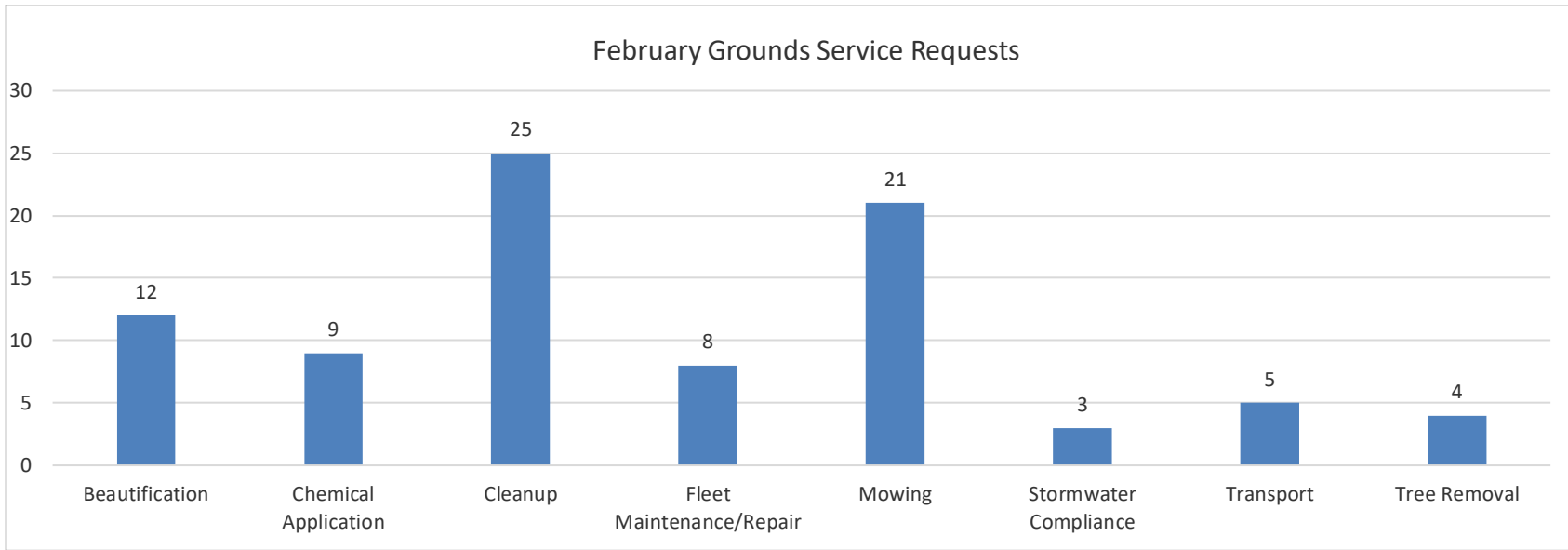
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will continue mowing, blowing, and leaf removal at all Town properties.
- Staff will continue to install mulch in Town parks, at Town Hall, and at other Town-owned properties.
- Staff will begin to replace annuals in late March and early April at Town Hall and the Village Road islands.

Projects Completed

- Staff installed four 3-gallon Brandywine Maple trees at Fire Station 51.
- Staff applied pre-emergent in late February around Town Hall and other Town-owned properties.
- Staff removed trash from behind the MayWay property.
- Staff installed four 25-gallon Brandywine Maple trees at the Gateway Boulevard and Tradeway Drive intersection.
- Staff installed Muhly grass on the slope of the Northgate retention pond to help stabilize the slope.

Work Order Summary

- Grounds received 87 work orders in February, with most of them being cleanup (25), mowing (21), and beautification related (12).
- Grounds completed 75 work orders in February, with an approximate expense of \$25,800 in labor, equipment, and materials to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

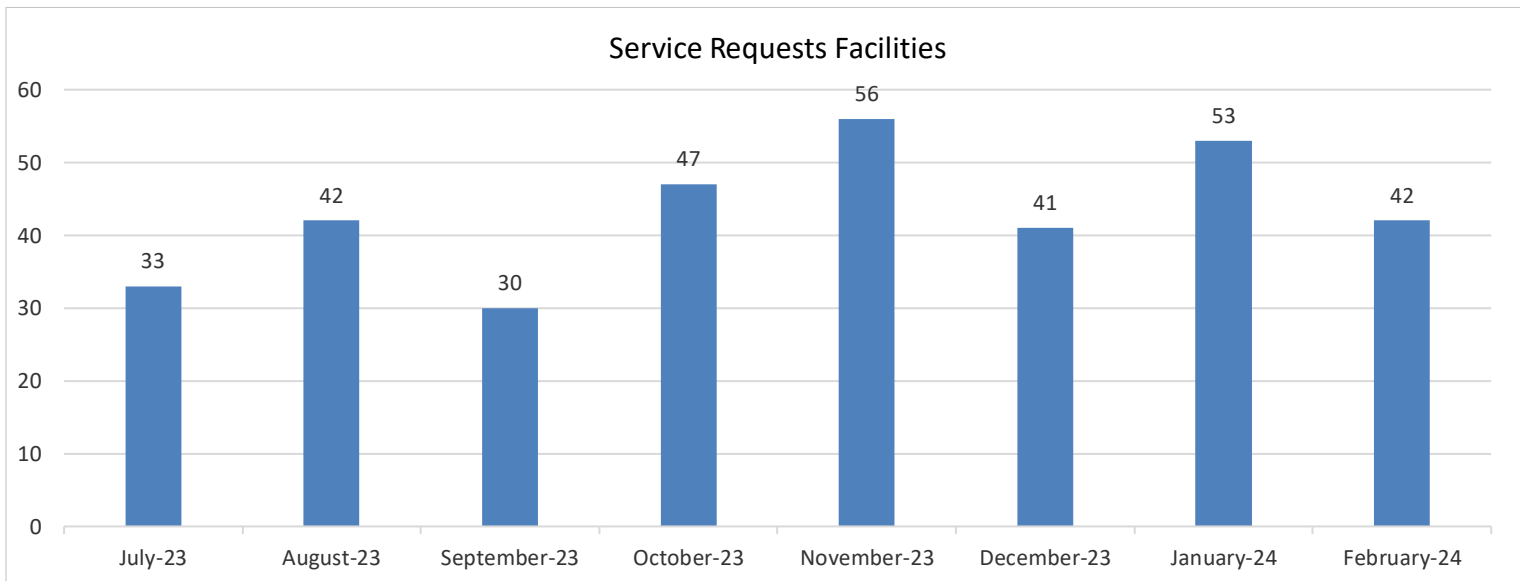
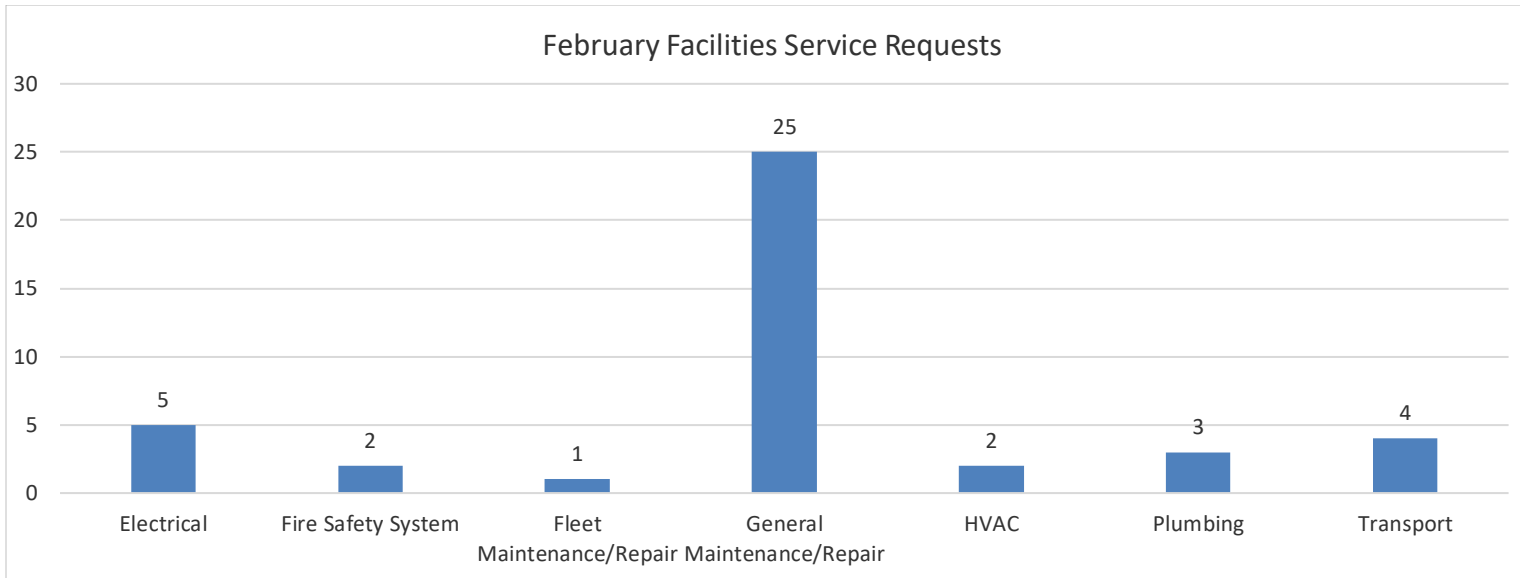
- Staff will be doing additional maintenance on the HVAC system at Town Hall.
- Staff will be taking a training class on the HVAC systems.
- Staff will be reviewing the ability to monitor the Town Hall HVAC system through a software upgrade.
- Staff will develop and perform preventative maintenance on Town equipment (generators, compressors, and ice machines).
- Staff are rerouting compressor pipes and improving the lighting in the MOC warehouse.
- Some staff will be in a Counter Balance Forklift Certification class.

Projects Completed

- Staff repaired the exterior accent lighting system on the Town Hall building.
- Staff completed improvements to the training room in the MOC warehouse.
- Staff worked with the contractor to complete the containment fence around the MOC area.
- Staff replaced circuit boards in Town Hall HVAC ceiling units and checked for leaks in the freon system.
- Staff conducted Town-wide inspections of handrails, doors, windows, and lights.
- Staff completed improvements to the electrical system and panels in the MOC warehouse.

Work Order Summary

- Facilities received 42 work orders in February, with most of them being general maintenance and repair (25) and electrical related (5).
- Facilities completed 37 work orders in February, with an approximate expense of \$5,500 in labor and materials.



Fleet Vehicle Updates

Work Priorities and Initiatives

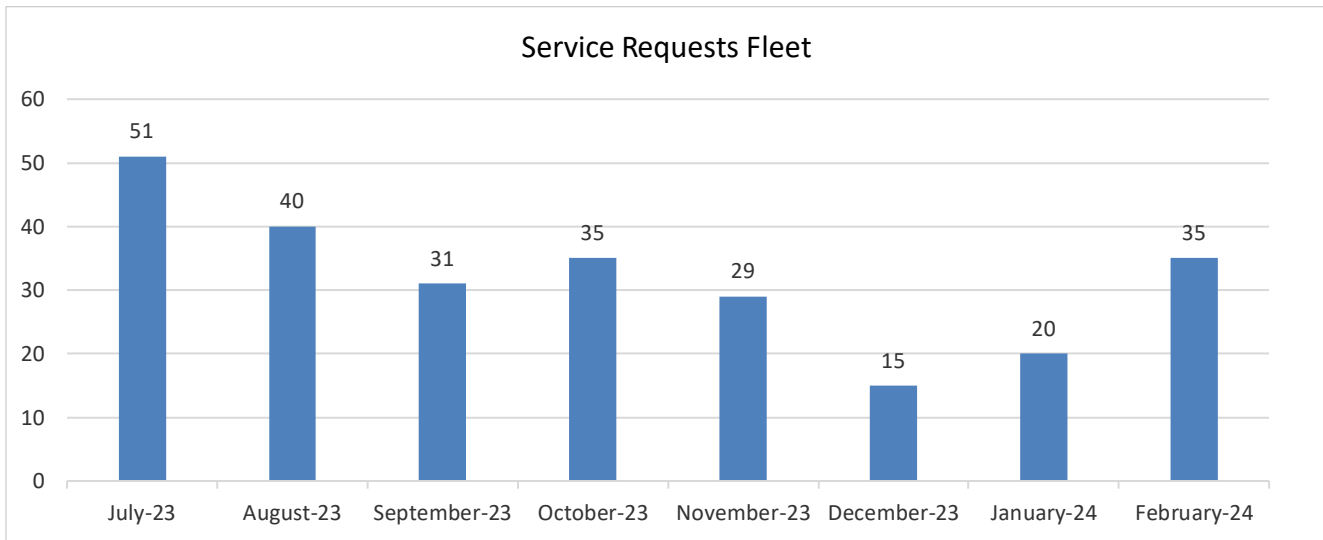
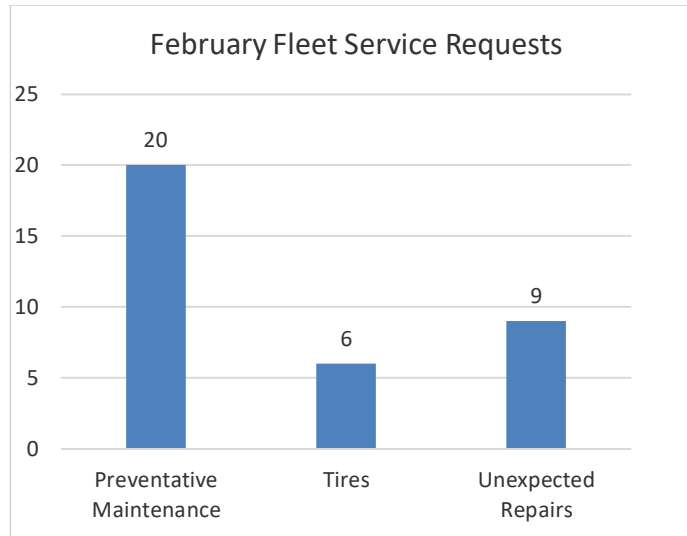
- Staff are working with Police staff to sell 6 vehicles on GovDeals.
- Staff are working with Streets staff to sell a backhoe on GovDeals.
- Staff are working on safety recalls on 6 Town vehicles.

Projects Completed

- Staff have completed 5 safety recall repairs.
- Staff received the approved NC Local Government Annual Solid Waste and Materials Management Report.
- Staff have finalized vehicle maintenance projections for all departments for FY24/25 budgeting purposes.
- Staff have finalized budgets for FY24/25.

Work Order Summary

- Fleet received 35 service requests in February for an approximate expense of \$7,200. Of these, 20 requests were for scheduled preventative maintenance for about \$2,000.



Department News

Spring programs kicked off on March 1. Senior Recreation Specialist Brenna Keegan started on February 19. Two new hires for Senior Recreation Specialist are expected to start on March 18.

Parks and Recreation Board Summary

The Parks and Recreation Board met on February 21, 2024. The Board was presented with program updates and a presentation on cost recovery for input on upcoming plans and discussions for the department. The next meeting is scheduled for May 1, 2024.

Upcoming Events

March – Youth Art Month

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

March 4-29 – Spring Art Market Submission Dates

March 14, 7-9 p.m. – Brunswick Art Council Hip Hop Showcase

March 15, 11 a.m.-2:30 p.m. – Kayak trip – Masonboro Island

March 16, 10 a.m.-2 p.m. – North Brunswick Chamber of Commerce Business Expo

March 21, 7-8:30 p.m. – Stitching at the LCAC

March 22, 6-9 p.m. – Youth Arts Night Reception and Performance

March 23, 10 a.m. – Egg Hunt at Northwest District Park

Parks, Recreation, and Cultural Resources Updates

The spring sessions kicked off on March 1 with lots of excited participants happy to be back in the LCAC. Studios are overflowing with the excitement of learning skills, whether it be a yoga class, the colorful creation of a stain glass piece of art, a celebration of pencil meeting paper in a drawing class or the spinning of a wheel as someone creates a new bowl, plate, or mug. Many new participants joined seasoned artists to enjoy this wonderful place the Town has to offer. The Spring Art Market opened to interested artists. Submission dates are March 4-29.

Social Media Update

- PRCR Facebook Highlights (February 1 – 29, 2024)
 - Followers/Likes – 5,911
 - Page reach – 2,823
 - Top post (Largest reach): “Get ready for some egg-citing fun at our Egg Hunt on March 23! Join us for a holiday event filled with joy and laughter, perfect for children aged 0 to 10! Our egg hunts will be divided into six age groups, ensuring everyone has a fair chance at finding those colorful treasures. The hunts kick off promptly at 10 AM, starting with the youngest groups, so make sure you're here bright and early! Don't forget to bring your own basket to collect all the eggs you find! But wait, there's more! Get ready for a special visit from none other than Mr. E.B. himself!”

- LCAC Facebook Highlights (February 1 – 29, 2024)
 - Followers/Likes – 4,984
 - Page reach – 11,718
 - Top post (Largest reach): “Join us for a creative journey into the world of art at our Artist in Residency Gallery Reception! Date: February 10th, Time: 1:00 PM - 3:00 PM We are thrilled to showcase the extraordinary talents of Tina Maloch and Katelyn Guthrie, our summer 2023 resident artists whose passion and dedication shine through their magnificent creations. Join us as we celebrate these remarkable artists and immerse ourselves in the stories behind their art. From Tina's fusion of guidance and experimentation to Katelyn's exploration of form and decoration, prepare to be captivated by the depth and beauty of their work.”

- PRCR Instagram (February 1 – 29, 2024)
 - Followers/Likes – 1,797
 - Post reach – 530
 - Top post (Largest reach): “Get ready for some egg-citing fun at our Egg Hunt on March 23! Join us for a holiday event filled with joy and laughter, perfect for children aged 0 to 10! Our egg hunts will be divided into six age groups, ensuring everyone has a fair chance at finding those colorful treasures. The hunts kick off promptly at 10 AM, starting with the youngest groups, so make sure you're here bright and early! Don't forget to bring your own basket to collect all the eggs you find! But wait, there's more! Get ready for a special visit from none other than Mr. E.B. himself!”

- LCAC Instagram (February 1 – 29, 2024)
 - Followers/Likes – 1,756
 - Post reach – 657

- Top post (Largest reach): “Calling all artisans! Showcase your unique, handmade creations at our Spring Artisan Market! Join us in highlighting the incredible talent of local artisans and makers. From captivating pottery to charming home goods, let your creativity shine! Don't miss this opportunity to connect with art enthusiasts and share your craft. Apply to be part of an unforgettable showcase! Applications are open March 4 - 29, 2024.”

Department News

In February, at least 433 people visited the front desk at Town Hall and 296 called the main phone line. 45% of the calls were for Planning and Inspections, 6% were for Engineering or Public Works, and 12% were for Police. 21% of the visitors logged were drop-ins, 22% had appointments, and 35% were for Police. 30 contact forms were submitted through the website. Ms. Jewell continued participating in regular weekly meetings with NCDOT and area PIOs regarding the Cape Fear Memorial Bridge preservation project.

Social Media Update

- Facebook Highlights (February 1 – 29, 2024)
 - Added 83 new page followers
 - Impressions – 33,266
 - Top post (Largest reach): “Traffic Alert: Prepare for overnight lane closures on U.S. 74 near the Battleship starting Feb. 25 until March 29, 7 p.m.-5 a.m. One lane will be closed as NCDOT crews replace the guardrail with a durable concrete wall to enhance safety. Please drive with caution. NCDOT information <https://ow.ly/XncW50QGS3n>”
- Twitter/X Highlights (February 1 – 29, 2024)
 - Impressions/Reach – 1,671
 - Top tweet (Largest reach): “Traffic alert: This week, H2GO's contractor will be performing underground utility repairs on Grandiflora Drive between 7 p.m. and 5 a.m. Traffic patterns will change daily. Learn more about traffic impacts: <https://ow.ly/UFLc50QAccU>”
- NextDoor Highlights (February 1 – 29, 2024)
 - Impressions/Reach – 63,237
 - Likes/Comments – 84
 - Top post (Largest reach): “We're proud to announce we've been accepted into FEMA’s Community Rating System program for our flood and risk mitigation efforts! 🎉 This achievement brings a 15% discount on flood insurance premiums for most NFIP policies issued or renewed after Oct. 1, 2024, benefiting residents and businesses alike. Learn more about this program 📌 <https://ow.ly/tmn650QBg7o>”
- Instagram Highlights (February 1 – 29, 2024)
 - Added 19 new page followers
 - Post impressions – 1.6k

- Top post (Largest reach): “We're proud to announce we've been accepted into FEMA’s Community Rating System program for our flood and risk mitigation efforts! This achievement brings a 15% discount on flood insurance premiums for most NFIP policies issued or renewed after Oct. 1, 2024, benefiting residents and businesses alike. Learn more about this program <https://ow.ly/tmn650QBg7o> #LelandPrepares”
- LinkedIn Highlights (February 1 – 29, 2024)
 - Added 16 new followers
 - Page views – 240
 - Post impressions – 3,295
 - Reactions/Comments/Shares – 160
 - Top post (Largest reach): “🌟 Congratulations to Councilman Bill McHugh for being named one of South Brunswick Magazine's Future 10 recipients for 2024! 🏆 This award celebrates outstanding young professionals who excel in their careers while contributing significantly to enhancing their communities and overall quality of life. Thank you for your commitment to our community, Bill! 🙌 Learn more about all Future 10 recipients 📄 https://lnkd.in/ed_RiES9 📷 Photography by Megan Deitz, supplied by South Brunswick Magazine/Carolina Marketing Company, INC”

Project Updates

- Created posts that resulted in more than 103,069 impressions across social media platforms.
- Continued creating marketing materials for the Life Science and Medical Technology Summit.
- Coordinated, took, and edited new headshots for all firefighters.
- Developed and started implementing comprehensive marketing strategy for proposed FY24-25 budget. This includes creating and launching a [webpage](#), distributing a press release, creating a [Budget at a Glance flyer](#) and distributing it to Town facilities, developing and launching a social media campaign with uniquely branded graphics, planning for Council and staff videos, planning and marketing for the March 5 Budget Open House, developing communication guidelines for staff, meeting with each department to discuss service improvement opportunities, and coordinating with the media.
- Continued work on staff testimonials as part of revamped recruitment marketing strategy. Identified and contacted staff from all departments, solicited information, helped craft testimonials, coordinated shoots and took active photos of staff in their work settings, and continued producing video to feature testimonials.
- Served as Public Information Officer on scene of the Brunswick Forest gas explosion.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [2024 Primary Election Information](#)
 - [Town of Leland Accepted into FEMA's Community Rating System Program](#)
 - [Town of Leland Announces Proposed Fiscal Year 2024-2025 Budget](#)
 - [Feedback Needed for Leland Fire/Rescue Community Survey](#)

- Port City Daily
 - [The Agenda: NHC public hearing on Seabreeze commercial park, Bald Head Island council retreat](#)
 - [The Agenda: This week in local government](#)
 - [The Agenda: This week in local government](#)
 - [Leland to consider 70% property tax increase to fund roads and public safety](#)
 - [The Agenda: Government meetings happening this week](#)

- WWAY
 - [Leland Fire/Rescue conduct drafting training, drawing water from natural water sources](#)
 - [Comparing afternoon commute from Leland to Wilmington before and after CFMB lane closures](#)
 - [Town of Leland holds Cultural Arts Open House](#)
 - [Portions of Grandliflora Drive in Leland being rerouted during utility repairs](#)
 - [Neighbors help Leland fire crews knock down blaze with fire extinguishers](#)
 - [Leland Fire/Rescue takes part in vertical ventilation training](#)
 - [Leland Town Council gives 2045 Comprehensive Plan update](#)
 - [Town of Leland announces proposed 2024-25 budget](#)
 - [Leland Fire/Rescue looking for feedback to ensure best possible service to community](#)
 - [Leland facing a proposed 70% tax rate increase](#)
 - [Brunswick Forest Parkway closed due to natural gas fire](#)

- WECT
 - [Town of Leland taking extra steps to monitor traffic from CFMB lane closures](#)

- [Crews respond to Leland fire that threatened several homes](#)
- [No injuries reported in Winnabow house fire](#)
- [Malmo Loop Rd closed near Leland](#)
- [Daily lane closures set for Mallory Creek Drive in Leland Feb. 14-29](#)
- [Leland announces proposed 2024-2025 budget](#)
- [Town of Leland budget proposal includes 70 percent property tax rate hike](#)
- [Firefighters respond to multiple outdoor fires](#)
- [Crews respond to gas fire near Brunswick Forest](#)
- StarNews
 - [More apartments proposed for Leland's largest community](#)
 - [Major hotel brand plans 'new lodging concept' for Leland](#)
 - [Brunswick Today Newsletter: Slow-moving developments and another hotel in Leland](#)
 - [A Brunswick town is 'finally, finally' growing in land size for the first time in decades](#)
- WilmingtonBiz
 - [Crossing Purposes: Brunswick County Residents, Workers To Feel Impact Of Bridge Repair Project](#)
 - [Pickler Provides Place To Play](#)
- North Brunswick Magazine
 - [Visitation on the Rise](#)

TDA Marketing

- Reworked Visit Leland social media strategy and created new posts for coming month.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in February. The next LTDA meeting is scheduled for April 17, 2024.

Department News

Senior Officer Leighton attended the Organized Crime Drug Enforcement Task Force Conference February 7-9 in Myrtle Beach. This conference presents a variety of speakers and courses pertaining to drug and narcotic information.

Master Officer Whitmire attended the Warrantless Searches course February 20-21 at the North Carolina Justice Academy. This course reviewed basic laws of warrantless searches to enable officers to perform their duties lawfully and effectively.

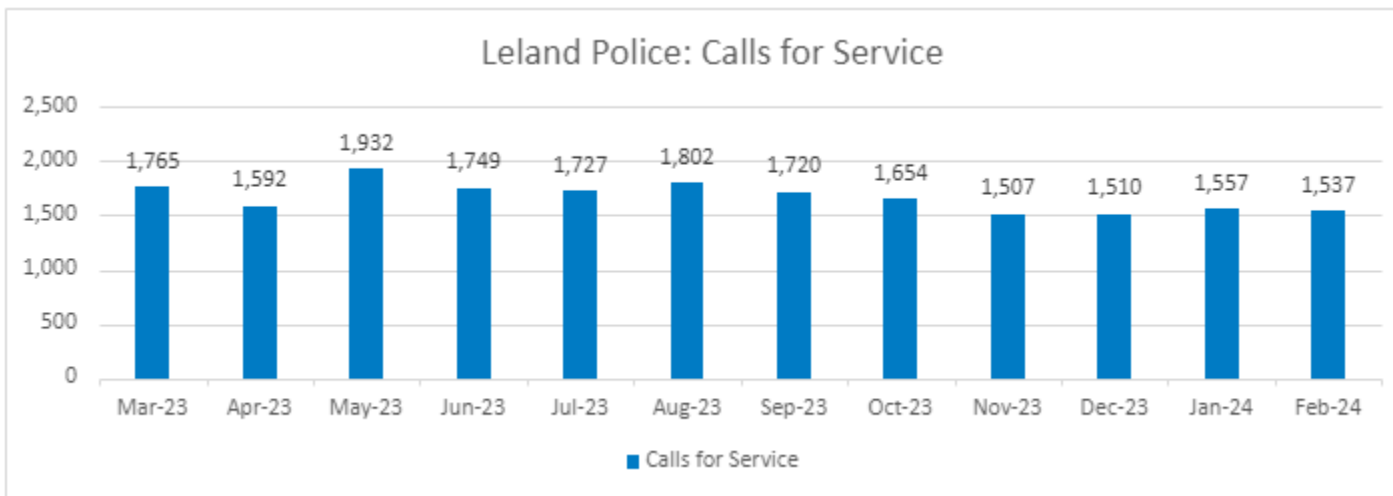
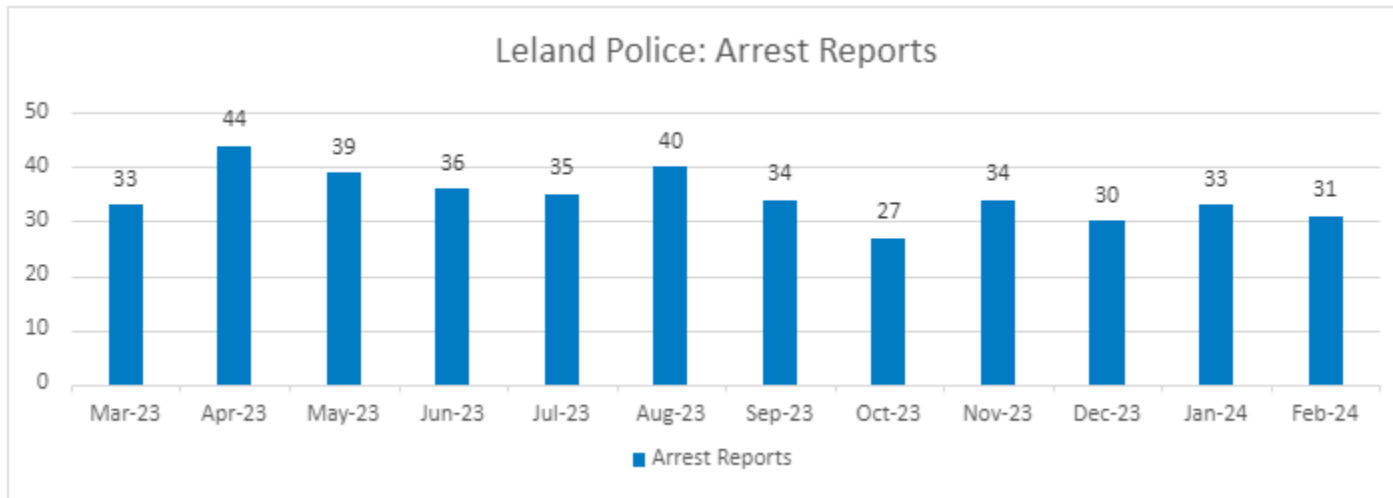
Senior Officer Payne attended Internet Crimes Against Children basic, interview, and interrogation training February 20-21 at Cape Fear Community College. This training is intended for law enforcement personnel responding and assisting with interviewing children who are victims of crimes committed over the internet.

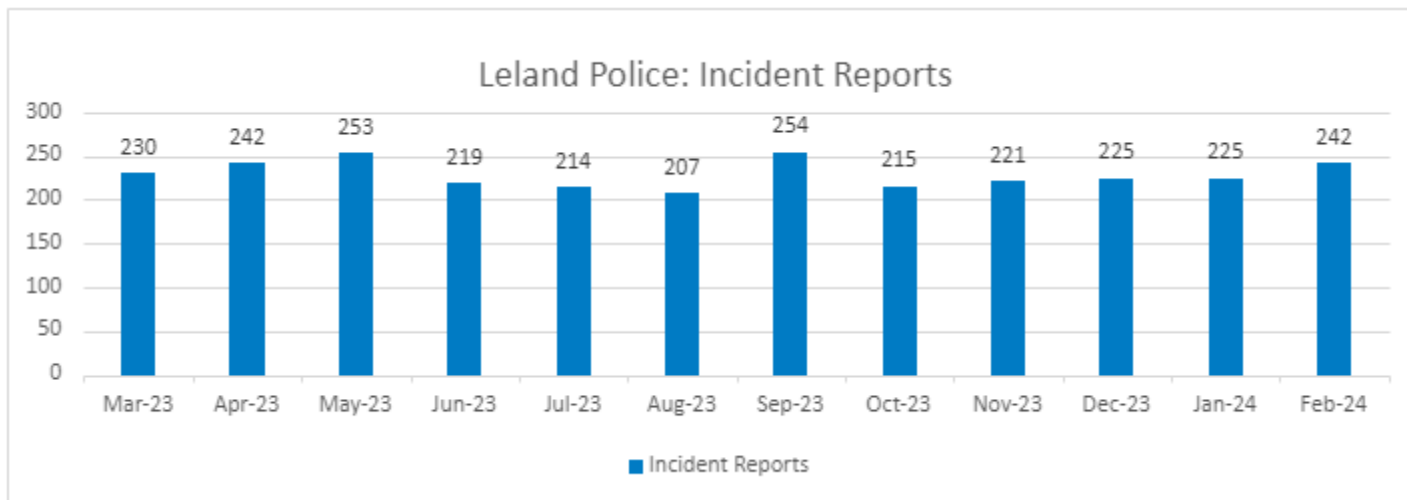
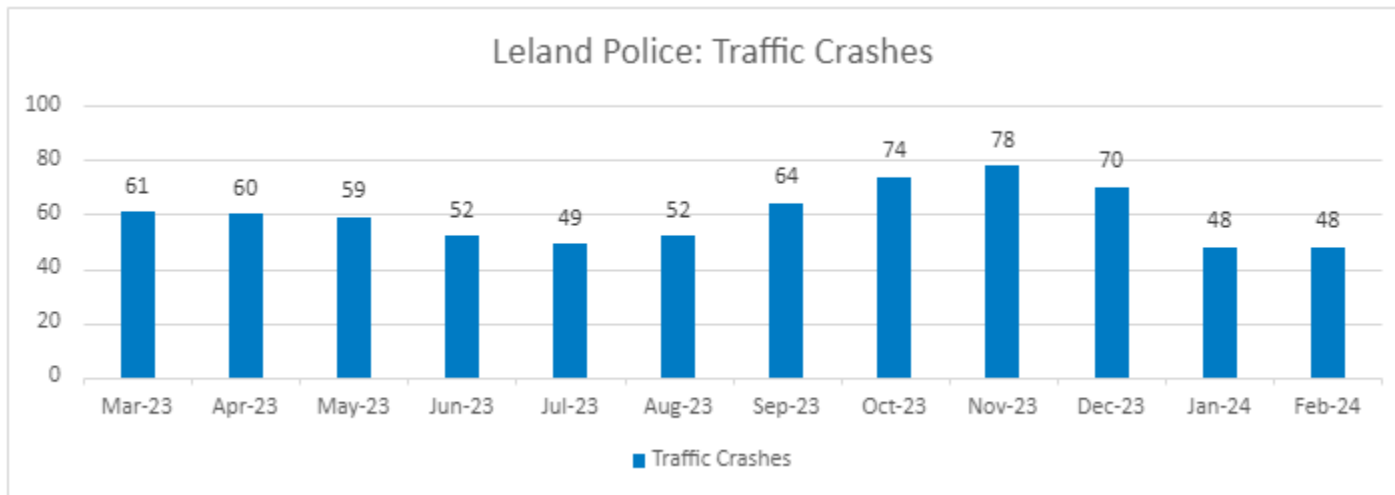
Senior Officer Gaston attended Cellebrite training February 26-March 1 in Roanoke, Virginia. This training is intended for law enforcement personnel who have a need to go through cell phone data for evidence purposes.

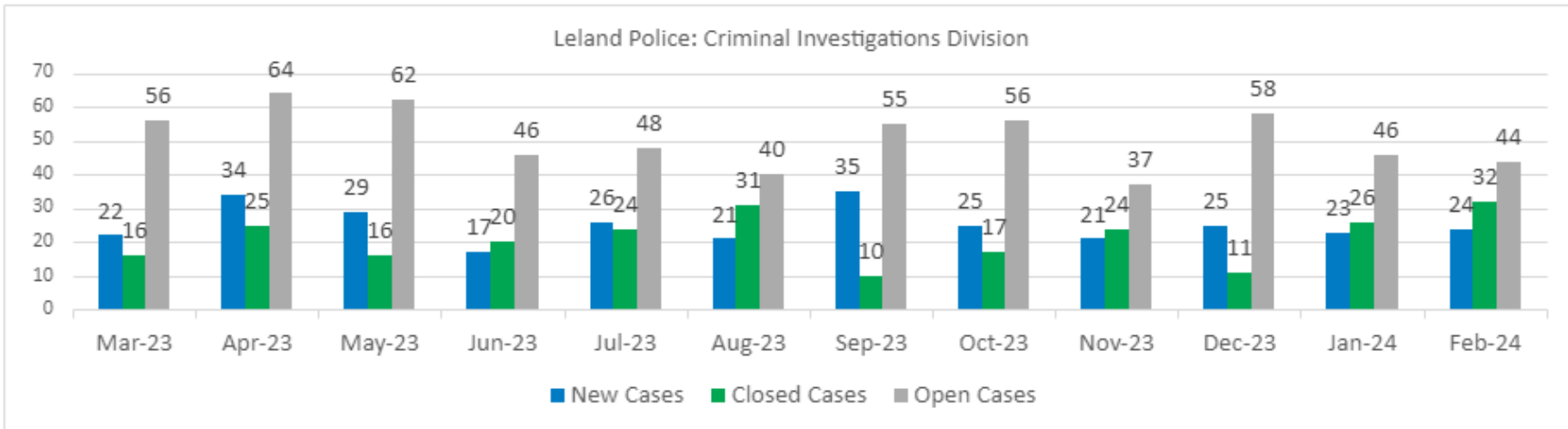
Makenzie Crumbaker attended another session of the Law Enforcement Executive Program February 12-14 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives by enabling them to manage their most critical current and future challenges effectively.

The department hosted the FBI-LEEDA Supervisor Leadership Institute course February 26-March 1 at Fire Station 51. 44 law enforcement professionals attended including eight Town staff members. This class is one of three courses of the Trilogy Series that the FBI teaches relating to various aspects of leadership.

Dashboard







Animal Services Report							
2024	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	26	1	12	11	2	1	3
Feb	31	2	5	7	2	0	4
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	57	3	17	18	4	1	7

Department News

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

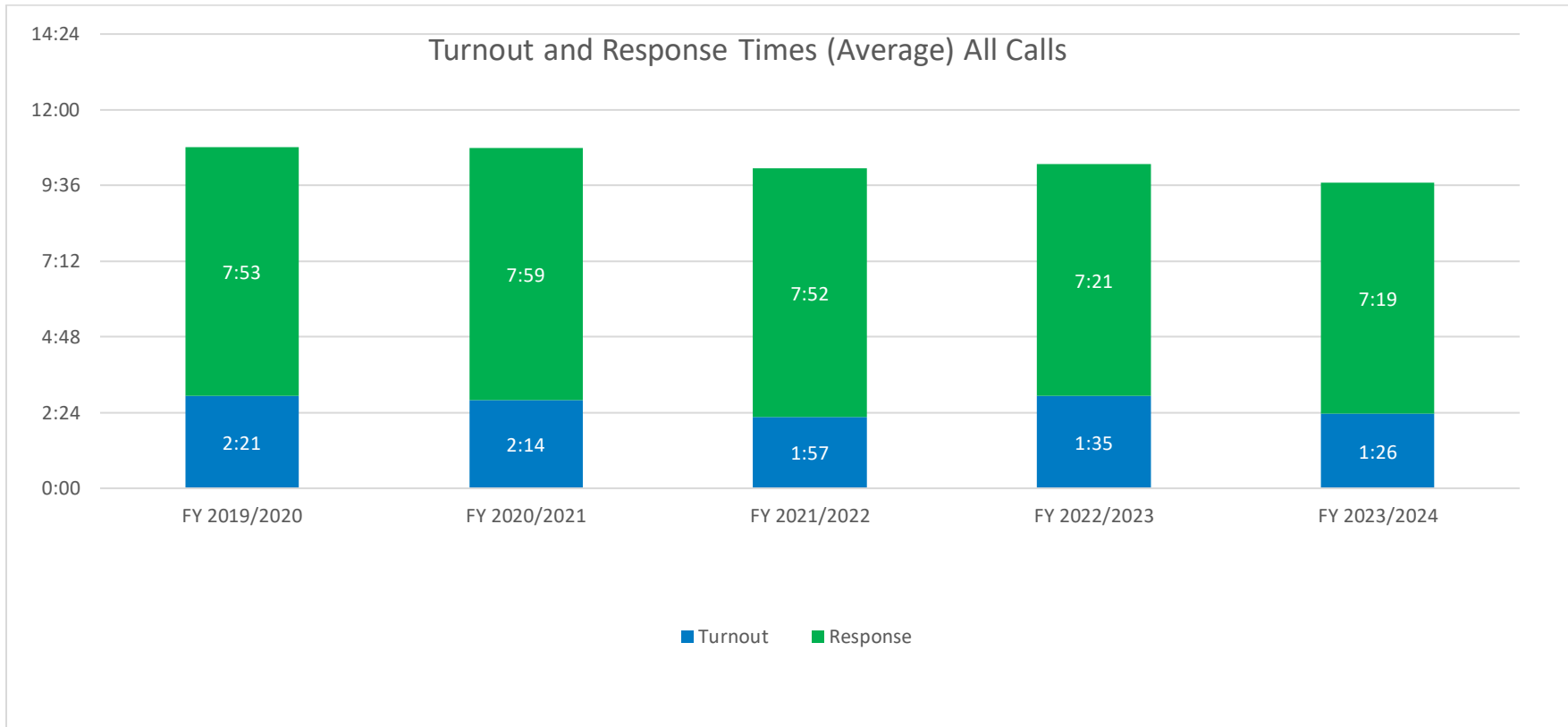
- Assisted three citizens with child passenger seat checks or installations
- Assisted 27 homeowners with smoke alarm installations or battery replacements
- Conducted a station tour
- Conducted Family & Friends CPR training for Waterford residents
- Presented fire prevention education to Mallory Creek residents

Andrew Hindt was promoted to Senior Fire Apparatus Engineer.

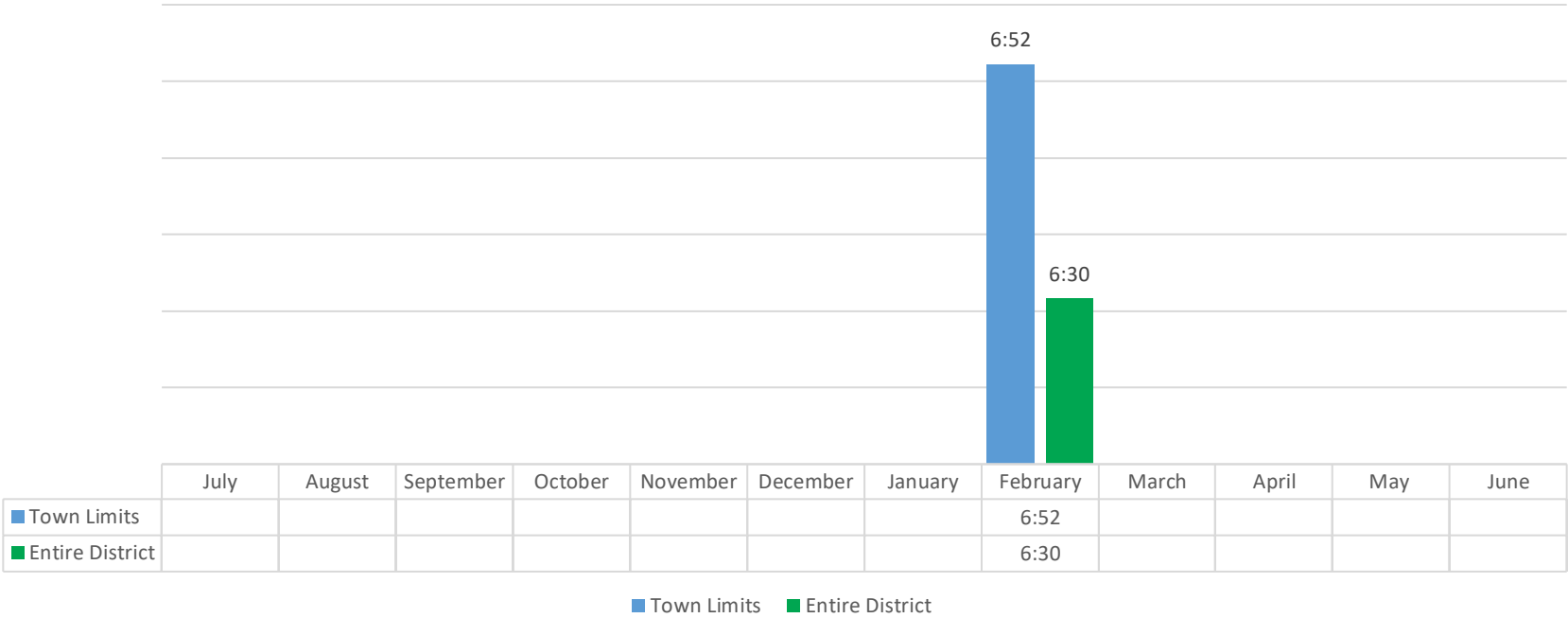
The department partnered with Brunswick Community College to host Chief Steve Thompson for professional development training. Chief Thompson discussed culture, recruitment, retention, and setting up fire companies for success on the fireground. All department members attended along with members of the Town's Police, Human Resources, and Finance departments. Several other local public safety agencies also attended the training.

Three department members passed the Driver Operator Aerials course to become state certified. This course prepares members for operating the aerial ladder truck in a variety of situations they may respond to. The course was offered internally, as it is not commonly offered. The class was adjusted to better suit the department's needs while still aligning with the state curriculum and required practicals.

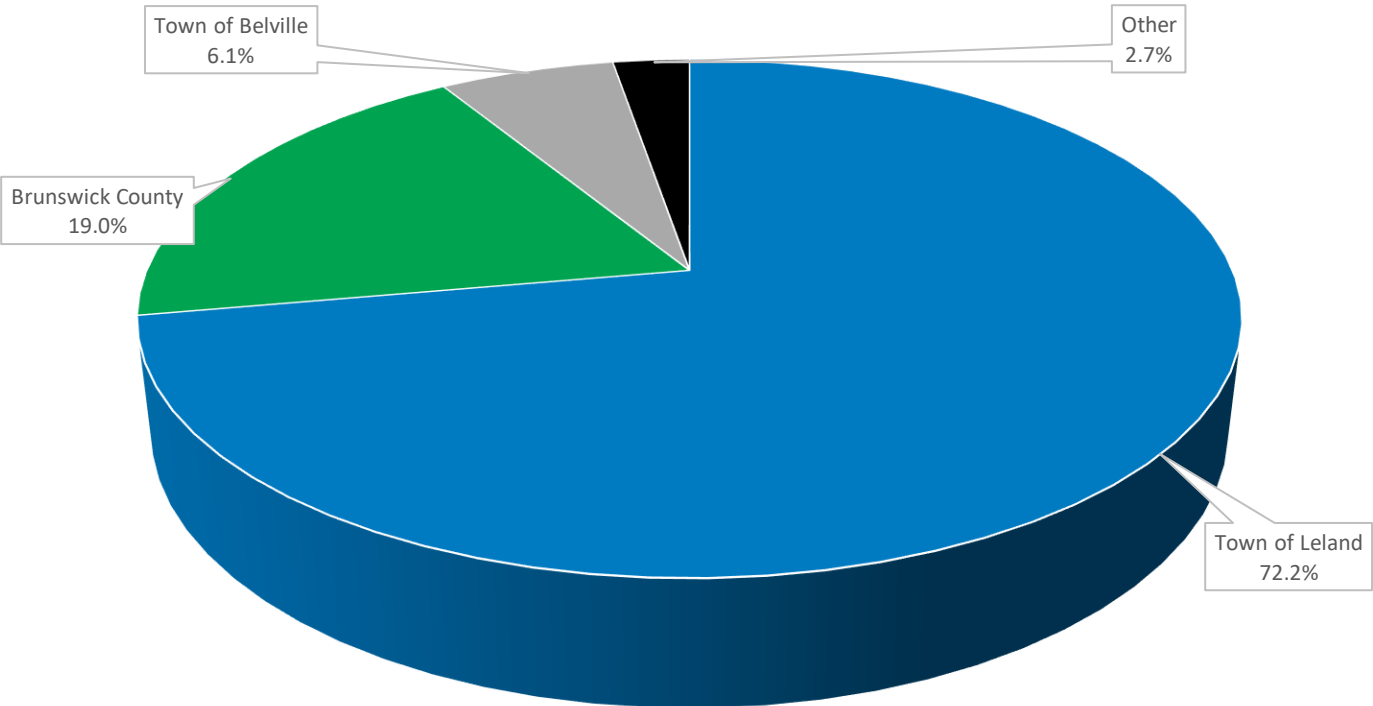
Dashboard



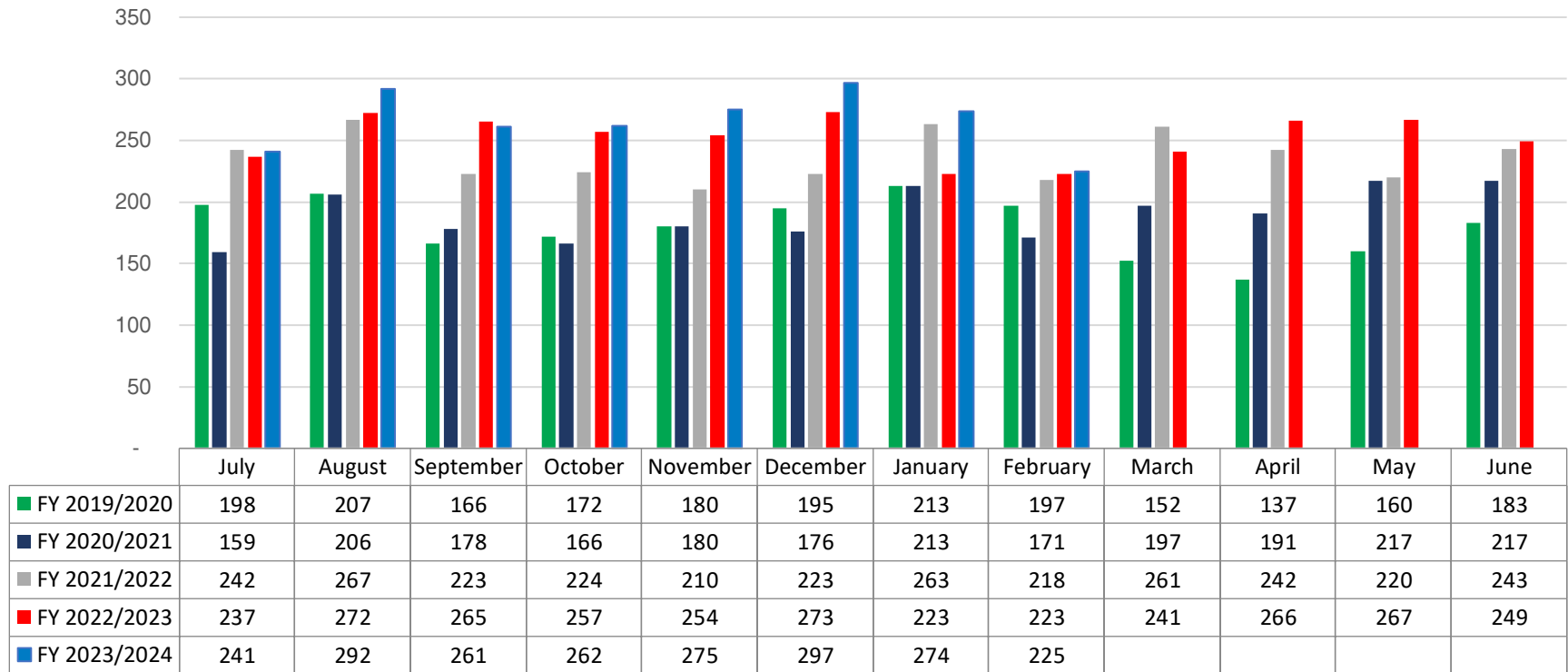
FY 2023/2024 Response Times (Average) Emergency Calls



FY 2023/2024 Fire Calls by Zone

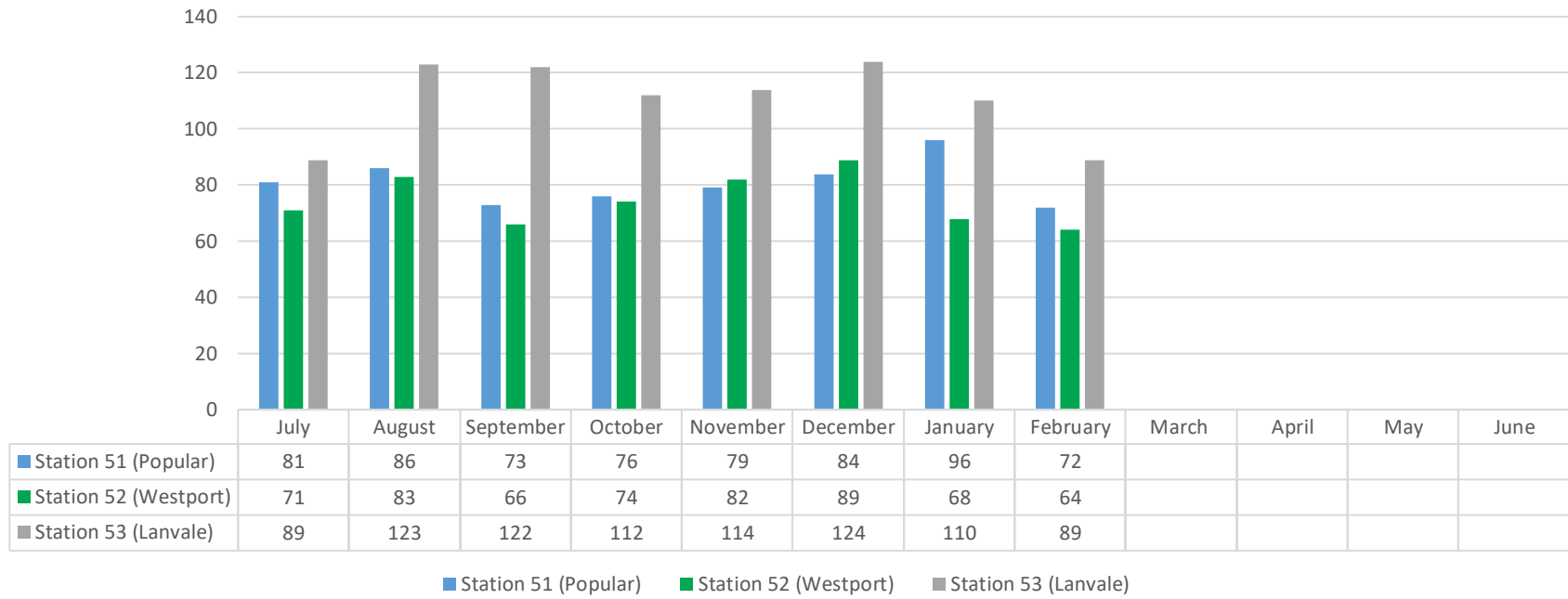


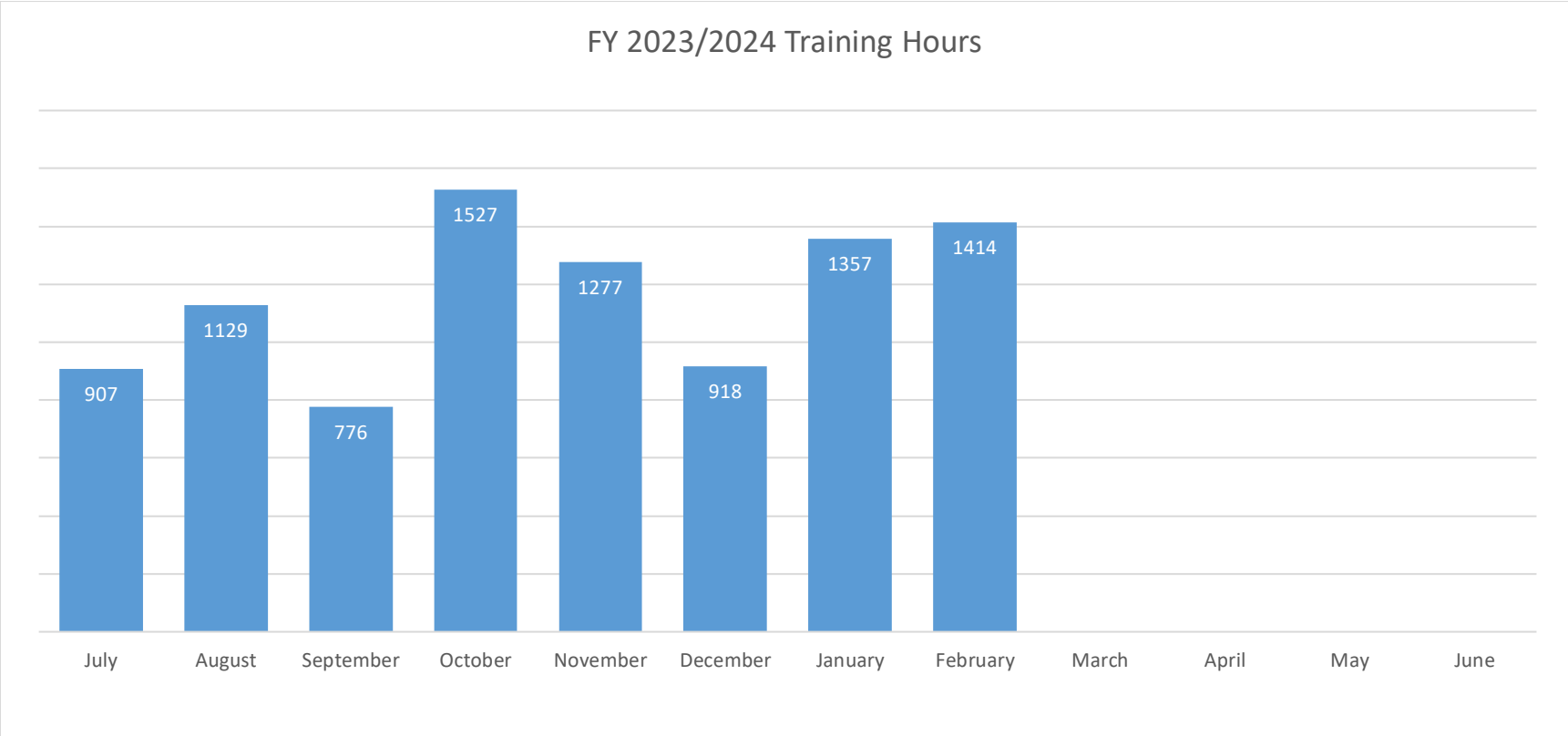
Fire Calls



■ FY 2019/2020
 ■ FY 2020/2021
 ■ FY 2021/2022
 ■ FY 2022/2023
 ■ FY 2023/2024

FY 2023/2024 Fire Calls Per Station





Department News

Staff began the month with training in the incident action plan software. Chief Grimes continued work on an upcoming five-year strategic plan for Emergency Management. The plan will lay a framework for how the Town will carry out its mission to be the safest place to live in southeastern North Carolina. Chief Grimes, along with regional partners, received training in Special Events Incident Management from Texas A&M University. The training creates a cadre of leaders in the community who are specifically trained to handle large-scale complex special events. The Threat Hazard Identification and Risk Assessment (THIRA) task force met this month to identify six threats and risks that potentially could interfere with the Town's ability to provide services. The identified risks will be evaluated for specific threats so that staff may develop plans to mitigate these risks.

Work Priorities and Initiatives

- Training for staff
- Developing THIRA
- Preparing for further staff incident exercises

Projects Completed

- No projects were completed in February.

Department News

Ashli Barefoot attended Advances in Pre-Approved Building Plans, a webinar hosted by the Congress for New Urbanism. This webinar reviewed the latest developments in pre-approved building plans, developments in Spokane, Washington and northwest Arkansas, the challenges pre-approved plans present, and benefits to developers and the Town.

Julian Griffie and Jessica Moberly attended the AARP Community Challenge Grant Q&A Webinar. The 2024 AARP Community Challenge grant program is currently open and accepted applications through March 6. The webinar described the 2024 Community Challenge grant program, explained the application process, highlighted the work of a few past grantees who jump-started long-term changes in their communities, and answered attendee questions.

Ms. Moberly attended the NCDOT Integrated Mobility Division Quarterly Update. NCDOT's Integrated Mobility Division is holding quarterly Multimodal Update Webinars designed to inform partners on planning, policy, and programming initiatives that the division is currently leading. Some of the topics covered during this session include passenger rail network expansion, mobility hubs, FAST (Freeway, Arterial, Street and Tactical) study, micromobility strategy, and the Safe Routes to School Program.

Ms. Moberly attended the Site Development & Highway Access Concepts - Intro Class hosted by the Institute for Transportation Research and Education. This class is meant to be a comprehensive overview to highway access principles discussed in the NCDOT policy on street and driveway access to NC highways and associated manuals and policies and is intended to serve as a foundation and prerequisite to the practitioner level class.

Marissa Ernst attended Women in the Workplace, a webinar hosted by Crucial Conversations. This webinar provides tools to women who may deal with difficult situations, clients, customers, etc.

Andrew Neylon and Ben Andrea attended The Affordable City: Supply, Stability, and Subsidy — and Lessons Since 2020, a webinar hosted by the Maryland Department of Planning. The presenter reviewed the core principles of the housing crisis and what lessons he has learned since his book was originally published in 2020.

Mr. Neylon and Ms. Barefoot attended the Mid-Winter Workshop hosted by the North Carolina Association of Zoning Officials. The workshop provided updates on the 2023 long session from General Assembly, railroad projects and initiatives, ethics in the government setting, and affordable housing programs in Durham.

Mr. Neylon attended Dry Floodproofing Certificate for Non-Residential Structures, a webinar hosted by FEMA. The webinar provided an overview of when floodproofing certificates are required and an overview of the changes to the floodproofing certificate that FEMA made last year.

Lawrence Wills passed the certification exam and received his Standard Building Level 1 certification.

Dusty Greiner completed the NC Mechanical Plumbing Level 1 course and is now preparing to take the certification exam.

Bill Thornton passed the certification exam and received his Standard Electrical Level 3 certification. Mr. Thornton is now among 186 out of the 4,148 code officials in North Carolina with standard level 3 certifications in all five areas (building, mechanical, electrical, plumbing, and fire).

Planning Board Meeting Summary

The Planning Board met on February 27, 2024, and heard the following items:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to remove most residential uses from commercial zoning districts and establish minimum lot sizes for duplexes, triplexes, and quadraplexes.
2. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to update the buffer requirements for new developments.

The Planning Board's next meeting is scheduled for March 26, 2024, at 6 p.m.

Board of Adjustment Meeting Summary

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

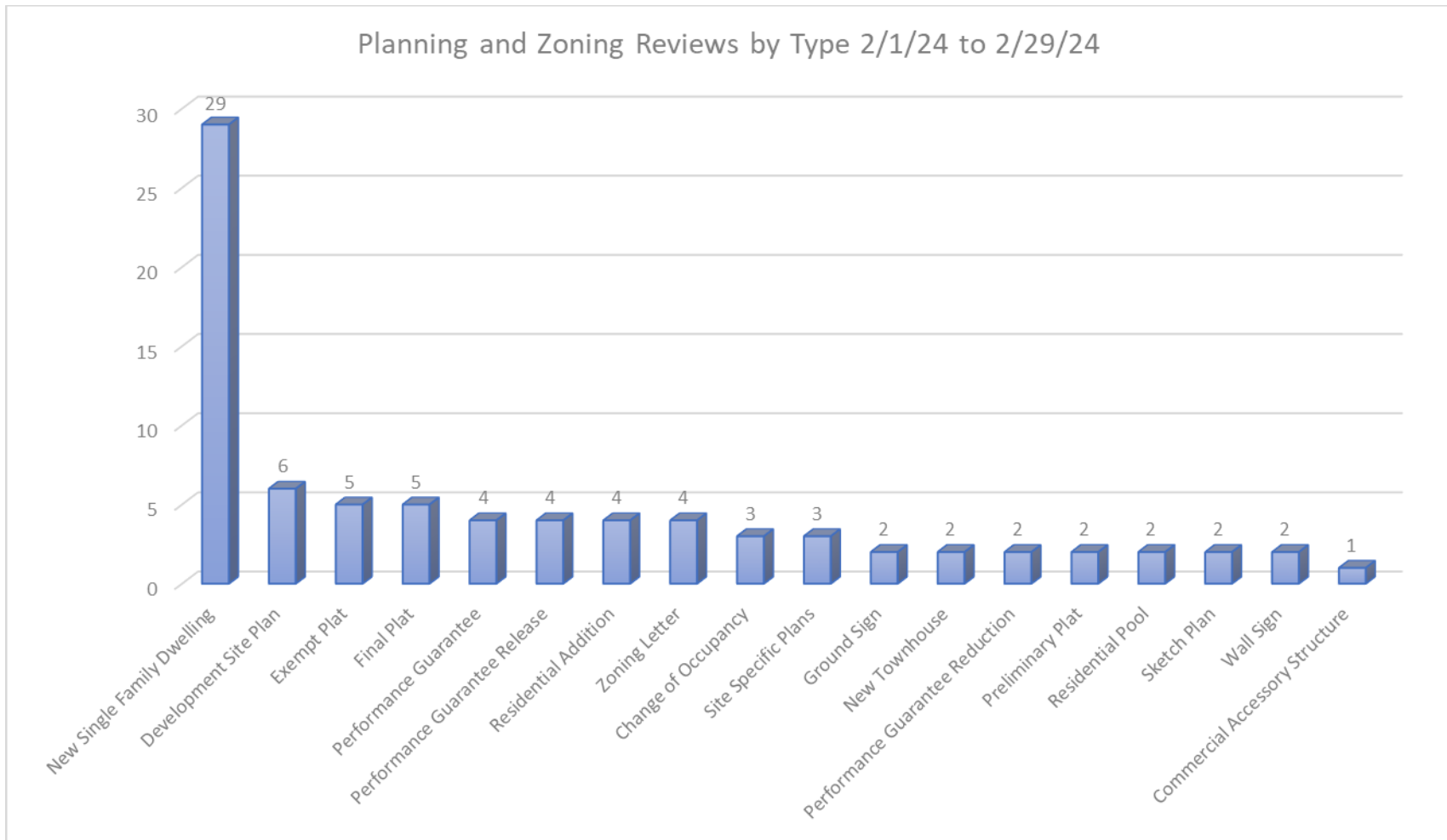
Current Planning Update

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 Grand Park amenity area – Proposal for required active recreation area for the residential development, including a pool, pool house, outdoor fire pit, and associated parking and sidewalks.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
1	4

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$253,523.31	\$0.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	16	\$4,046,927.20	\$0.00
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grand Park			
Surety Bond	1	\$836,401.23	\$836,401.23
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	7	\$630,571.88	\$0.00
Jackeys Ridge			
Cash Bond	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bond	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$0.00
Surety Bonds	5	\$1,457,505.08	-\$1,006,152.51
Mill Branch at Spring Hill			
Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	1	\$170,875.77	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Tara Forest			
Cash Bond	1	\$10,840.00	\$0.00
Total Letters of Credit	3	\$4,141,491.50	\$0.00
Total Cash Bonds	20	\$3,839,147.41	\$0.00
Total Surety Bonds	35	\$7,970,666.29	-\$169,751.28
Total Performance Guarantee Sureties	58	\$15,951,305.20	-\$169,751.28

Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion. The request of release of funds packet was submitted to REDD and HUD in mid-February and under their review. Julian Griffiee provided an update to Town Council at their February 12 meeting.

Staff continues to make progress on the Age-friendly Strategic Plan and the Green Network Plan. The next draft of the Age-friendly Strategic Plan was scheduled to be completed by March 6, and the Green Network Plan's next draft is scheduled to be completed on March 29.

Staff continues to make progress on getting Leland 2045 certified as the CAMA-certified Land Use Plan. Connections have been made for outstanding information from DCM, NCDOT, and H2GO.

Staff met with a representative from DCM to delineate where CAMA regulations exist and are applicable within the Town. Points were identified along Mallory, Little Mallory, and Jackeys creeks, and staff is working to map these areas in GIS.

Transportation Planning Update

Planning staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for development in the Town. Staff attended the bimonthly WMPO Bicycle/Pedestrian Advisory Committee meeting.

Staff met with WMPO staff to discuss the public outreach process and comments that were received during the 2050 Metropolitan Transportation Plan outreach survey.

Staff attended the quarterly North Carolina Vision Zero Meeting. The quarterly meeting is open for staff in all areas of North Carolina who are working towards reducing transportation related fatalities and serious injuries. The quarterly meetings facilitate progress updates and information sharing throughout the SS4A and Vision Zero process. The quarterly meeting included a presentation on the NCDOT Vulnerable Road Users Assessment.

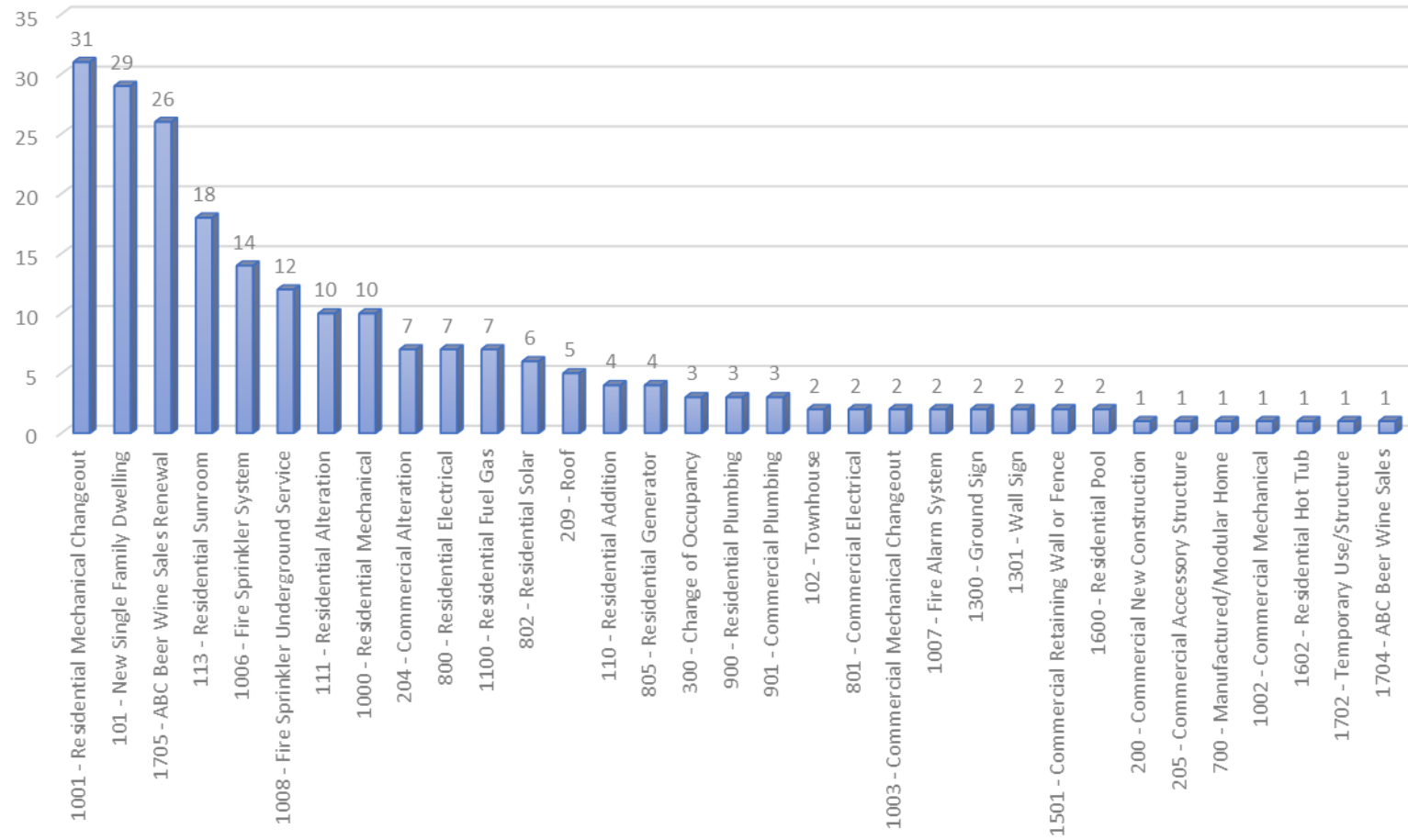
Consultant services for the development of the Safe Streets & Roads for All Comprehensive Safety Action Plan are in the final phases of contract negotiations. Staff anticipates the award of contract and notice to proceed will be issued in March.

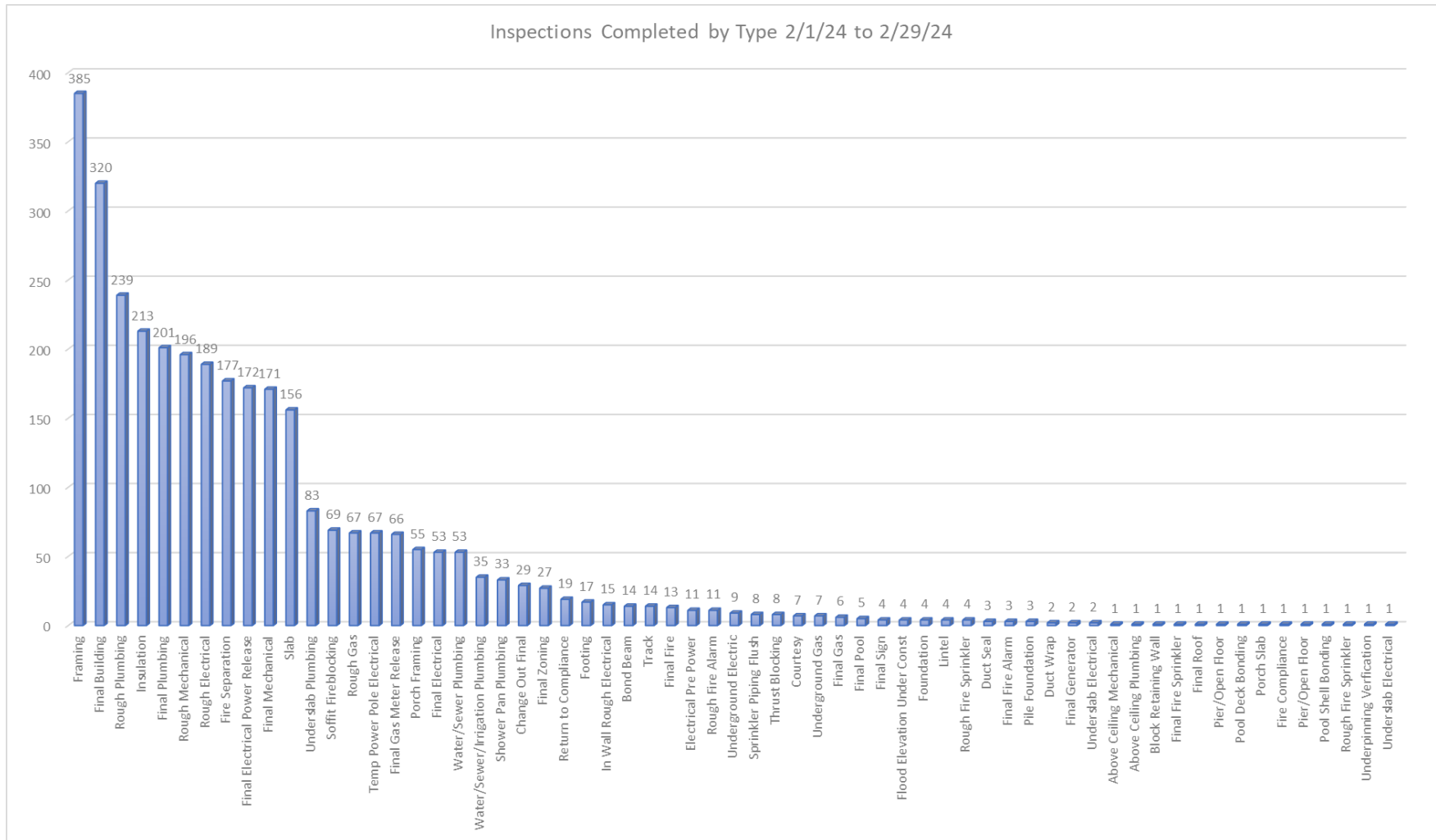
The Integrated Mobility Plan Request for Proposals (RFP) opened for bidding on January 8. The RFP deadline was February 23. The RFP did not receive the minimum number of required bids and was re-advertised with a deadline of March 22.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
222	3,263	\$12,125,440

Permits Issued by Type 2/1/24 to 2/29/24





Code Enforcement Update

Case Summary

2/1 Through 2/29	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from January	1	4	7	1	13
Cases Opened February	0	12	15	16	43
Cases Closed February	0	4	5	9	18
Active Cases (Evolve)	1	12	17	8	38

Department News

In February, staff spoke at The Bridge Church to discuss the history of Leland, where it is now, and how growth will be managed into the future. Mr. Sutton met with regional partners such as Rosemary Guendner, the new Business Engagement Manager with the Cape Fear Council of Governments. Staff also met with the new Branch Manager and ownership group with the TD Bank opening in Leland and attended the 1 Million Cups event hosted by the Center of Innovation and Entrepreneurship.

New Businesses

- There was no new business news in February.

New Construction/Development

- The Technical Review Committee has begun to review the plans for the following project:
 - A proposed medical office building has submitted plans for an approximately 4,000 square-foot office building on the northeast corner of **South Dickinson Drive** and **South Baxter Drive** in Brunswick Forest.

Economic Development Committee Meeting Summary

The Economic Development Committee met on February 8, 2024 to discuss several topics such as a follow up from the IRR+MSI site visit, a company that located to the Leland Innovation Park in 2023. Mr. Sutton also mentioned that in the April meeting, a discussion will be held related to the year 1 priorities identified in the Economic Development Strategic Plan. Lastly, Mr. Sutton discussed the timeline of the Leland Life Science and Medical Technology Summit and the tentative schedule of speakers and special guests.

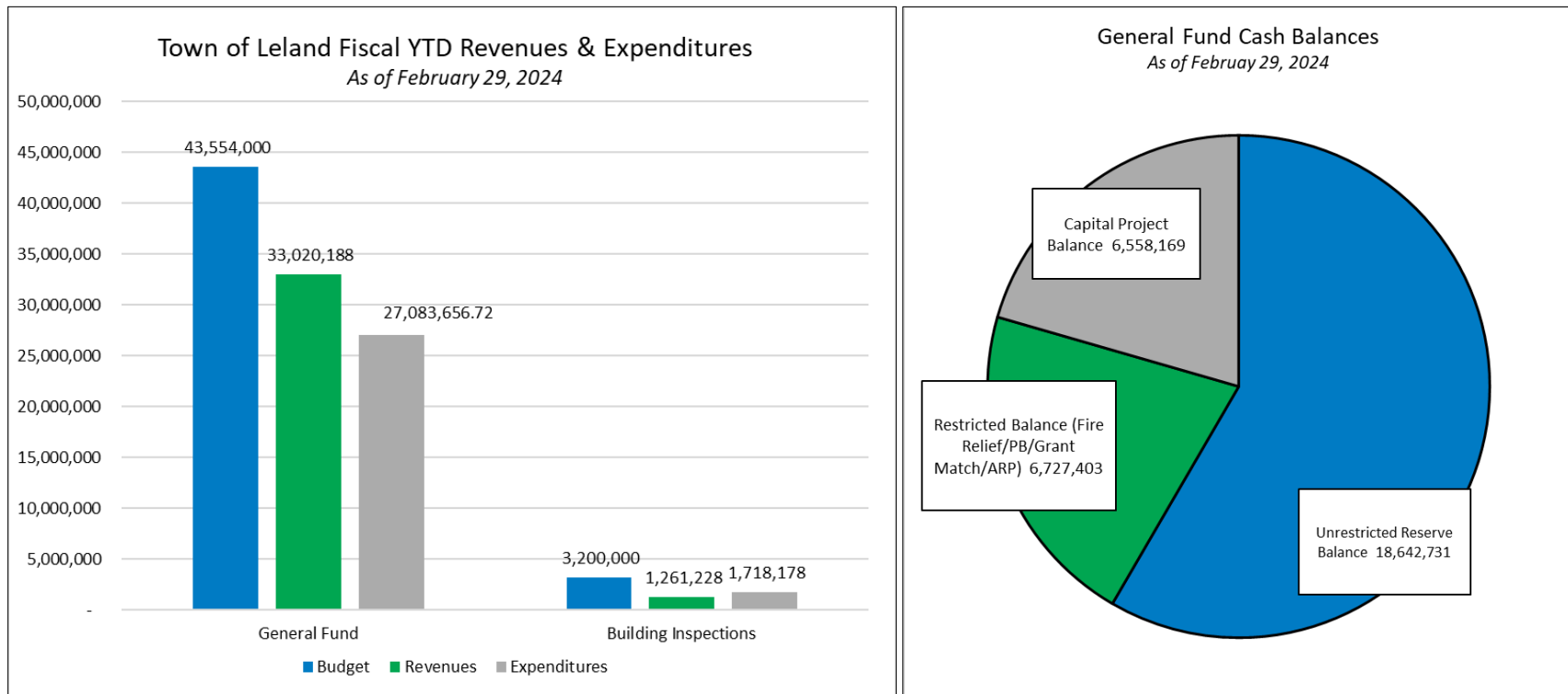
Department News

Ms. Cook continued her year-long training course through Grant Professionals Association titled "Next Level Training for Federal Grants". Ms. Cook also attended the Functional Fire Company presentation by Scott Thompson from the Colony Fire Department in Texas.

Ms. Glick trained internal staff members in Town of Leland procurement procedures through a comprehensive presentation and Q&A.

Ms. Hagg attended the NCCMT Advisory Board committee meeting in Jacksonville.

Dashboard

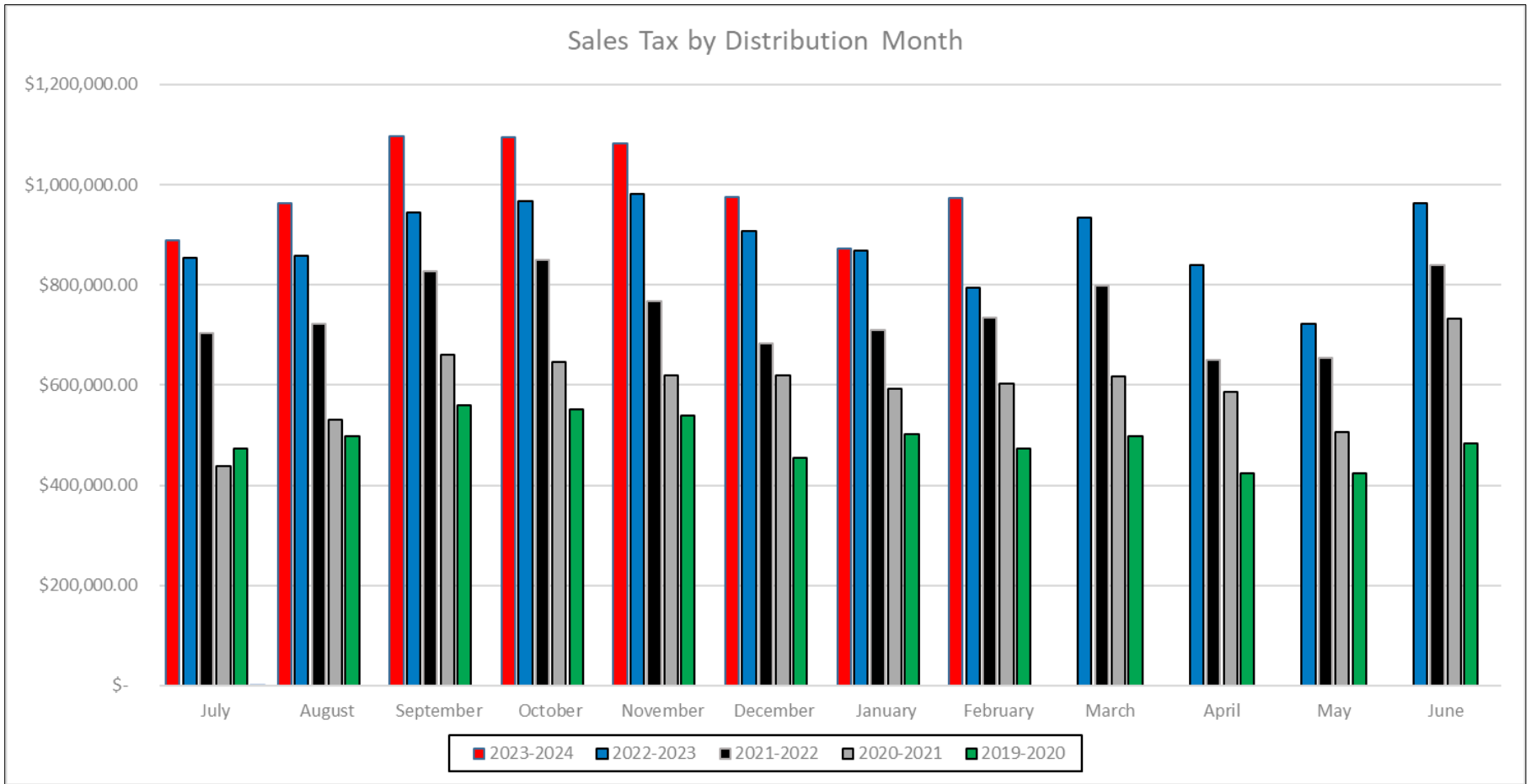


Financial Budget to Actual Report – February 29, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	43,554,000	2,610,455	33,020,188	-	10,533,812	24.19%
Governing Body	315,000	315,000	66,842	244,864	14,434	55,702	17.68%
Administration	2,300,000	2,300,000	129,893	1,521,090	2,444	776,466	33.76%
Information Technology	3,285,000	3,285,000	127,921	1,192,199	897,854	1,194,946	36.38%
Human Resources	470,000	476,000	37,880	219,691	24,334	231,975	48.73%
Finance	1,000,000	1,000,000	56,680	596,386	5,056	398,559	39.86%
Planning	1,280,000	1,280,000	69,589	608,197	36,384	635,420	49.64%
P&R & Cultural Arts	1,210,000	1,210,000	76,125	646,813	25,788	537,399	44.41%
Fleet & Facilities	1,490,000	1,490,000	112,969	910,922	181,843	397,235	26.66%
Streets & Grounds	3,610,000	3,610,000	191,821	1,606,083	131,297	1,872,620	51.87%
Engineering	1,050,000	1,050,000	35,056	318,936	53,230	677,834	64.56%
Police	6,730,000	6,758,000	443,273	4,026,483	173,094	2,558,423	37.86%
Emergency Management	220,000	220,000	15,065	134,728	619	84,653	38.48%
Fire	7,445,000	7,445,000	377,469	4,709,457	240,002	2,495,541	33.52%
Debt Services	4,120,000	4,120,000	-	2,364,767	-	1,755,233	42.60%
Transfers	4,475,000	8,995,000	-	7,983,042	-	1,011,958	11.25%
EXPENSES	39,000,000	43,554,000	1,740,583	27,083,657	1,786,381	14,683,962	33.71%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	105,430	1,261,228	-	1,938,772	60.59%
EXPENSES	3,200,000	3,200,000	173,148	1,718,178	28,025	1,453,797	45.43%

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 in excess of \$50,000 in February.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in February.

Audit Committee Meeting Summary

The Audit Committee did not meet in February.

Department News

In February, the Town celebrated the promotions of five employees and welcomed four new employees. These additional staff will support the Town as it serves Leland’s growing population. The department sponsored a Take a Break event at the Municipal Operations Center where approximately 20 employees gathered for some Friday afternoon snack and conversation. In March, the department will sponsor a Take a Break event in Town Hall and will celebrate all employees at an Employee Appreciation Event at the Leland Cultural Arts Center. In the coming months, the department will continue to learn about the state of North Carolina’s January 2025 health plan transition from Blue Cross Blue Shield to Aetna. Staff have already started providing information to employees about this transition. In March, the Human Resources Director will attend the annual conference for the North Carolina chapter of the Public Sector of Human Resources Association.

Personnel Updates

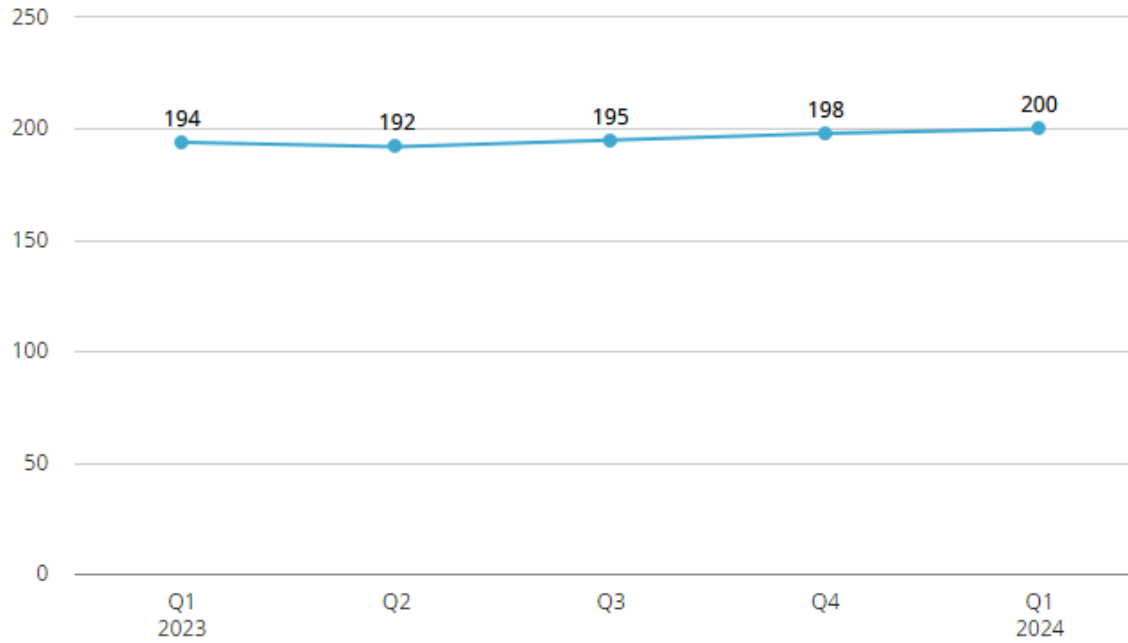
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Cindy Meadows	Finance	Termination	2/2/2024	Finance/Payroll Coordinator		
Phillip Canizares	Engineering	Promotion	2/3/2024		Construction Inspector	Sr. Construction Inspector
Andrew Hindt	Fire	Promotion	2/3/2024		Fire Apparatus Engineer	Sr. Fire Apparatus Engineer
Matt Laucks	Public Works	Promotion	2/3/2024		Street Superintendent	Streets and Grounds Manager
Josh Wescott	IT	Promotion	2/3/2024		GIS Specialist	GIS Analyst
Joe Vetter	Planning & Inspections	Retirement	2/9/2024	Building Inspector II		
James Baxter	Planning & Inspections	Termination	2/9/2024	Fire Inspector II		
Scott Gardner	Public Works	Promotion	2/17/2024		Facilities Maintenance Supervisor	Facilities Superintendent
Abby Clayboss	Engineering	New Hire	2/19/2024	Engineer II		
Paige Inman	Administration	New Hire	2/19/2024	Staff Attorney		

Renn Williamson	IT	New Hire	2/19/2024	IT Technician		
Brenna Keegan	Community Enrichment	New Hire	2/19/2024	Sr. Recreation Specialist		
Ross White	Public Works	Termination	2/26/2024	Grounds Maintenance Tech I		

Workers Comp Data February 2024

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
2	N	Laceration; knee injury

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



Headcount ⓘ
200
As of February 2024

Hired ⓘ
41

Termed ⓘ
33

Growth Rate ⓘ
4.2%

Turnover Rate ⓘ
16.8%

Average Tenure ⓘ
4.2
(Years)

Turnover Data March 2023 – February 2024

Full Time Turnover

Turnover Rate ⓘ

15.4%

Annualized Rate ⓘ

15.4%

Terminations ⓘ

28

Average Employees ⓘ

182.0

Part Time Turnover

Turnover Rate ⓘ

22.2%

Annualized Rate ⓘ

22.2%

Terminations ⓘ

2

Average Employees ⓘ

9.0

Terminations include voluntary and involuntary separations of employment.

Department News

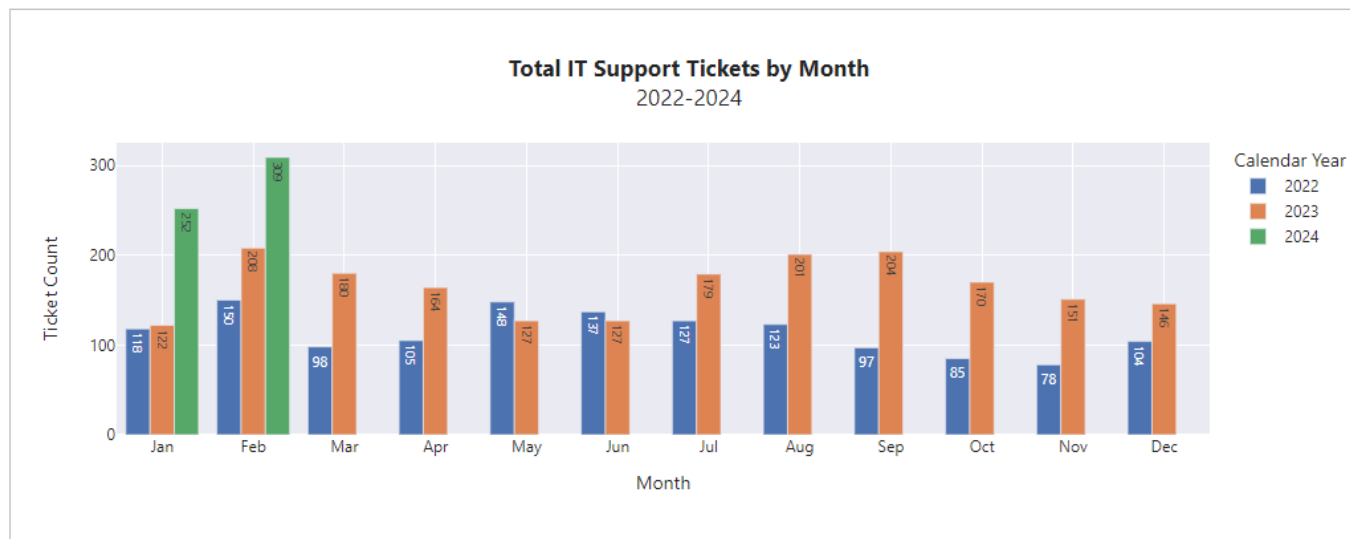
Renn Williamson joined the department as IT Technician on February 19. Staff attended virtual training regarding the utilization of Artificial Intelligence within the organization. The GIS team continues to assist with multiple projects in the Economic Development, Engineering, Fire, and Planning departments.

Major Work Priorities

- Mobile modem upgrades for Fire.
- LOMA/LOMR mapping for Planning.
- Fire Station 52 alerting system.
- Audio-Visual upgrade planning for Town Hall conference rooms.

Projects Completed

- 14 employees onboarded/offboarded.
- North Carolina National Guard cyber hygiene assessment.
- Credit card machine replacement at LCAC.



Administration News

Paige Inman, the Town's new Staff Attorney, started in her role on February 19. She comes to the Town with over ten years of legal experience in the Wilmington area.

Town Clerk's Office

Ms. Reinhardt attended the Brunswick County Regional Clerks meeting to learn more about the Brunswick County Register of Deeds.

Ms. Reinhardt attended the International Institute of Municipal Clerks Region III conference. The course topics included creative solutions to today's problems, supervisory and laws of leadership, and strategic planning.

Ms. Reinhardt accompanied Mayor Bozeman to the North Carolina Mayors Association 2024 Winter Meeting in Greensboro on February 8. Topics covered included media relations, Mayor's Minute, state and federal grants, passenger rail in NC, and a legislative panel with NC State Representatives Steve Ross and Amos Quick.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - February 8 Economic Development Committee Meeting
 - February 12 Agenda Council Meeting
 - February 12 Closed Session Meeting
 - February 15 Regular Council Meeting
 - February 19 Special Council Meeting
 - February 27 Planning Board Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 6
 - Agendas – 5
 - Resolutions – 8
 - Ordinances – 3

- Proclamations – 1
- Presentations – 3
- Public Hearing Notices for the Council Meetings – 3
- Board/Committee Vacancies: Parks & Recreation Board Student Representative (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 2,766
- Portal Unique Visits – 2,061
- Regular Council Meeting Agenda Views – 476
- Agenda Council Meeting Agenda Views – 349
- Special Council Meeting Agenda Views – 337
- Economic Development Committee Agenda Views – 307
- Planning Board Agenda Views – 193
- Parks and Recreation Board Agenda Views – 134