



STAFF REPORTS

December 2023 Regular Meeting

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Department News

Staff received 126 requests for service in November and closed 108 of them (86%).

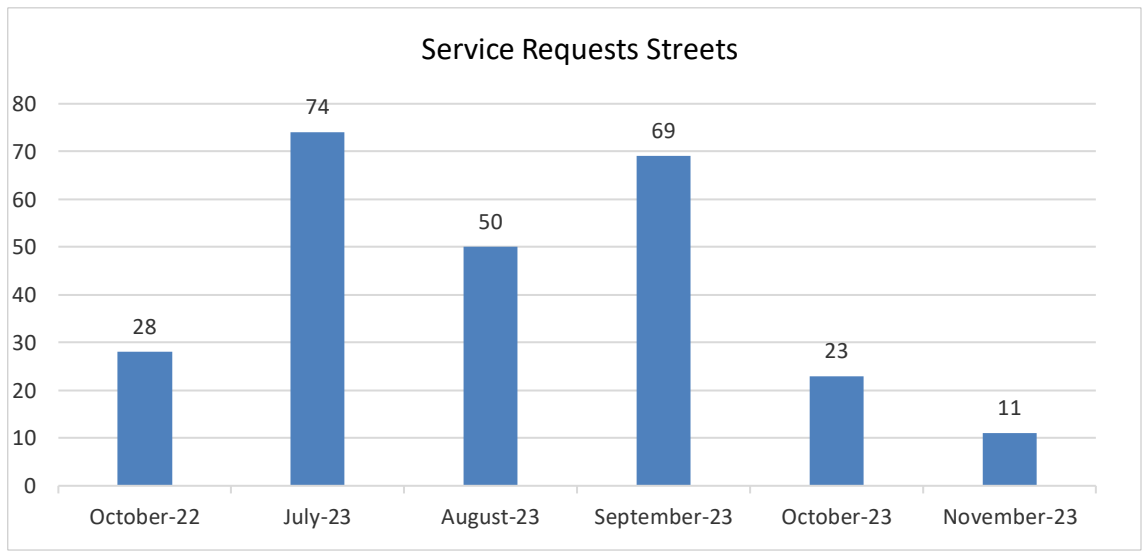
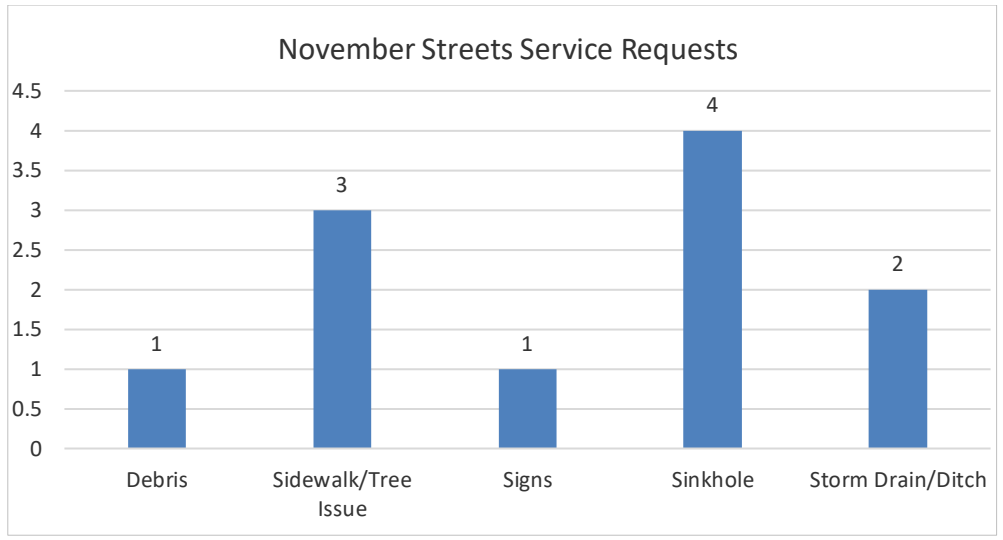
Streets Updates

Work Priorities

- Staff began cleaning ditches in the Oak Lane neighborhood. This work includes cleaning out debris, driveway pipes, and grading where necessary.
- Staff completed installing a new section of sidewalk, including an ADA compliant sidewalk ramp, at the intersection of Grandiflora Drive and Pine Harvest Drive. This work included installing the ADA ramp, 50 feet of new sidewalk, repairing a storm drain grate, and replacing a section of failing concrete curb at the storm drain.
- Staff completed curb and asphalt repairs on Tylers Cove. This work included removing and replacing damaged concrete curb and failing asphalt.
- Staff completed replacing 75 feet of sidewalks in Grayson Park that were damaged during the woodland fire in the spring.
- Staff completed curb and asphalt repair in Mill Creek. This work included repairing a storm drain box and removing and replacing damaged concrete curb and asphalt.
- Staff inspected the storm drains on Emberwood Drive after flooding in the area. A blockage was found, which was located outside of the Town right-of-way. The property management has been notified of the issue.
- Staff will be reviewing the intersection of Mallory Creek Drive and Highway 133.
- Staff completed mowing right-of-way ditches along certain routes in the Town.

Work Order Summary

- Streets processed 11 work orders in November, with the majority being sinkhole (4) and sidewalk related (3).
- Streets completed 11 work orders in November, with an approximate expense of \$36,600 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$18,800).



Grounds Updates

Work Priorities and Initiatives

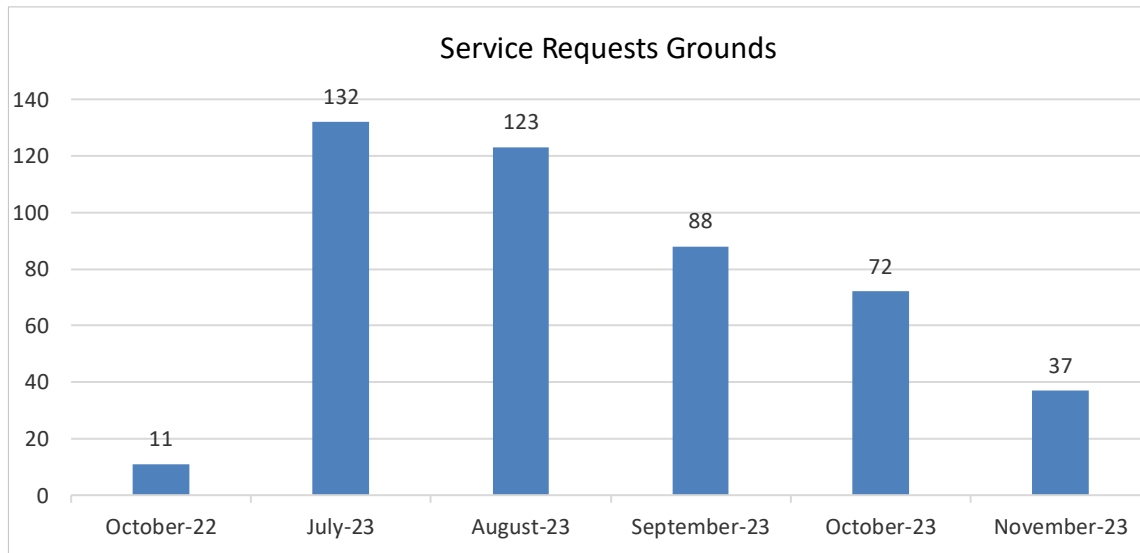
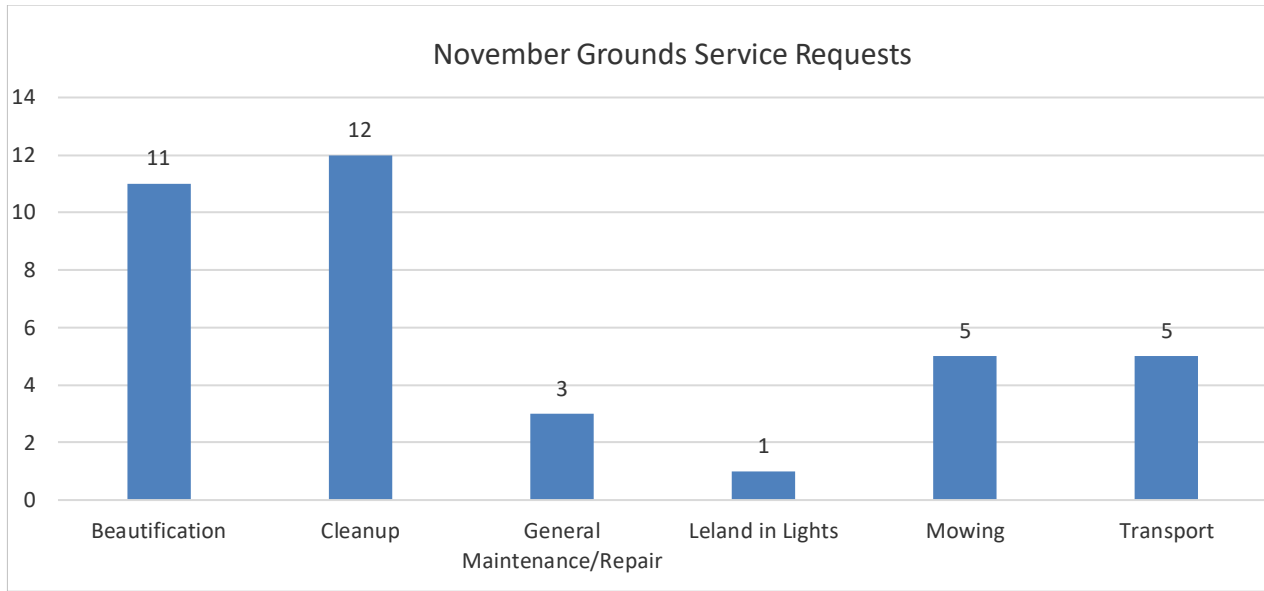
- Staff are continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff are continuing to maintain mowing, blowing, edging, and leaf removal at all Town properties.
- Staff have begun to install mulch in the Town's parks and at Town Hall. They will continue to install mulch at other Town-owned properties.
- Staff will monitor the lights around the Town, Town Hall, and the Fire Stations throughout the holiday season.

Projects Completed

- Staff have completed changing out the annual bedding plants, including installation of fall and winter annuals in the islands on Village Road and at Town Hall.
- Staff have finished installing holiday displays around the Town, Town Hall, Fire Station 51, the MOC, Fire Station 52, and Fire Station 53 in preparation for Leland's Tree Lighting.
- Staff have finished installing the holiday streetlight displays along Village Road.

Work Order Summary

- Grounds received 37 work orders in November, with most of them being beautification (11) and cleanup related (12).
- Grounds completed 34 work orders in November, with an approximate expense of \$17,400 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

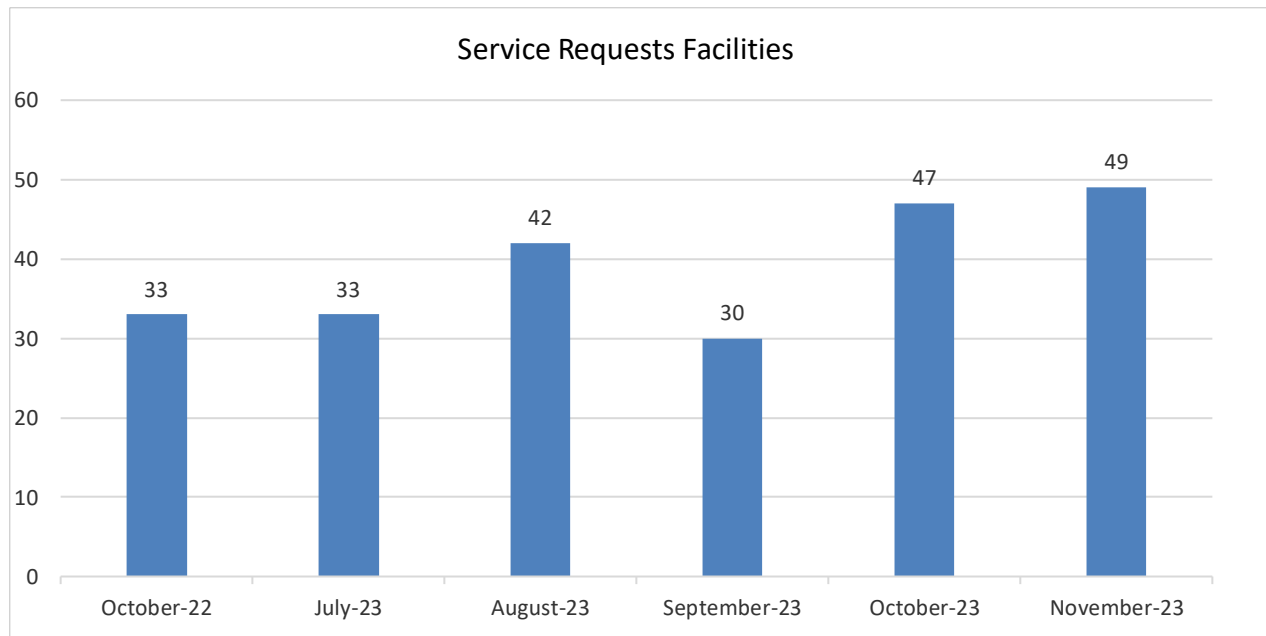
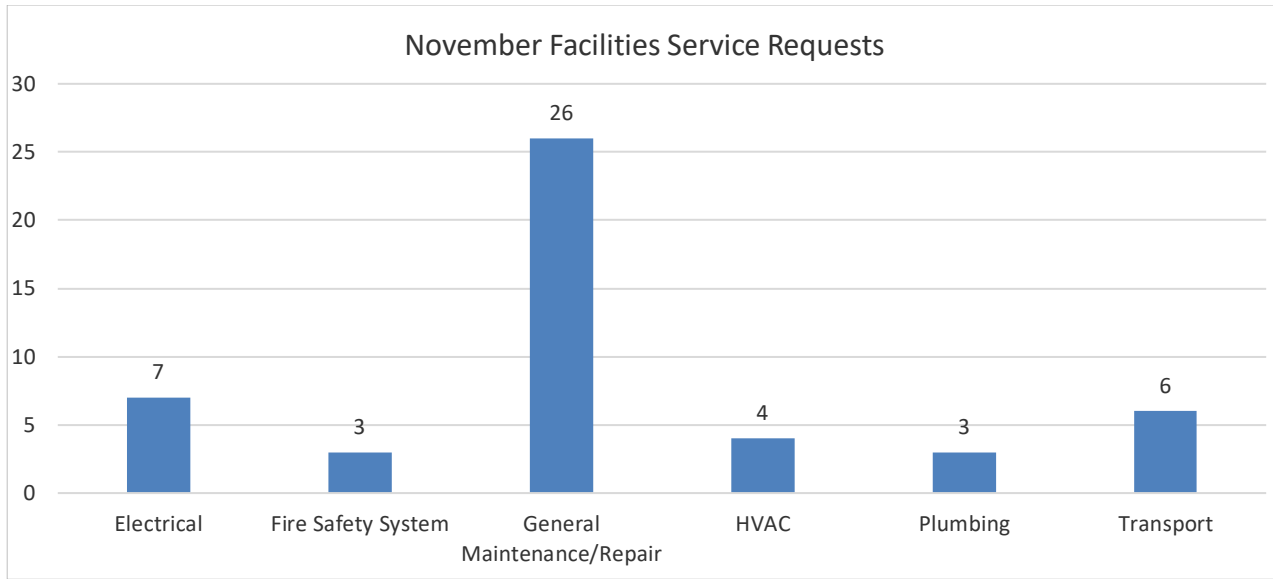
- Staff is reviewing a containment fence proposal around the MOC.
- Staff will be working on the replacement of several circuit boards in the Town Hall HVAC system.
- Staff will be conducting quarterly Town building inspections.
- Staff will be reviewing the ability to monitor the HVAC system.
- Staff will be working with a vendor to repair the MOC warehouse roof.

Projects Completed

- Staff completed testing of the transfer switches for the generators at the MOC.
- Staff assisted Grounds staff in installing holiday lights and displays at Town Hall.
- Staff installed a boot wash and repaired two water hydrants at Town Hall.

Work Order Summary

- Facilities received 49 work orders in November, with most of them being general maintenance and repair related (26).
- Facilities completed 34 work orders in November, with an approximate expense of \$3,800 in labor and materials.



Fleet Vehicle Updates

Work Priorities

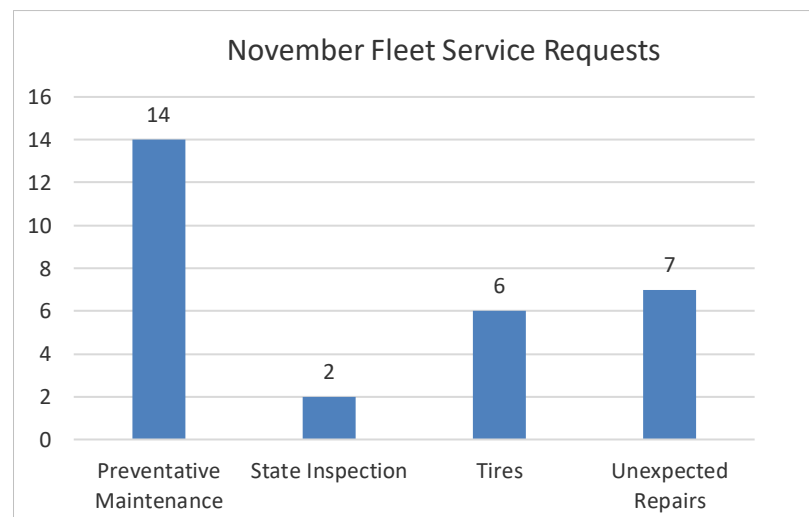
- Staff are finalizing vehicle replacement recommendations for each department.
- Staff are working on vehicle maintenance projections for FY24/25 budgeting purposes.

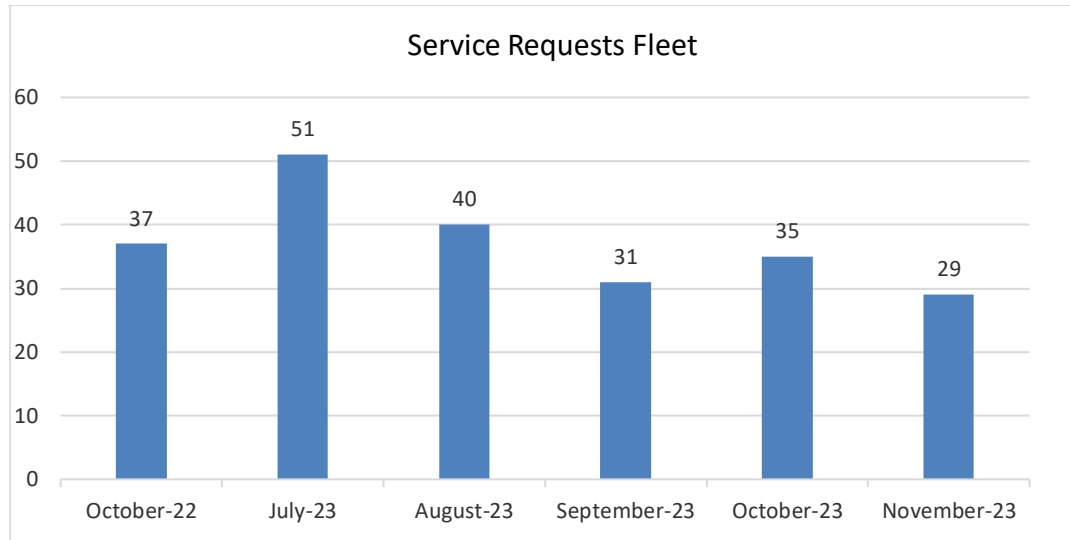
Projects Completed

- Staff completed annual surveys on all Town vehicles.
- Staff completed data analysis from all annual vehicle surveys.

Work Order Summary

- Fleet received 29 service requests in November for an approximate expense of \$9,600. Of these, 14 requests were for scheduled preventative maintenance for about \$1,250.





Department News

Kirsti Armstrong has been promoted to Recreation Supervisor. Applications are currently being reviewed for the Program Coordinator position. Recruitment has started for department vacancies.

Wyatt Richardson and Barnes Sutton gave a presentation to a community group in Brunswick Forest focused on Community Enrichment and Economic Development. Mr. Richardson also spoke to the 5th grade class of D.A.R.E graduates at College Park Elementary School focusing on leadership.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in November. The next meeting is scheduled for February 21, 2024.

Upcoming Events

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

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

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

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

December 14, 6:00 p.m. – Holly Jolly Holiday Recital (Free)

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

Parks, Recreation, and Cultural Resources Updates

The Holiday Art Market was held on December 2 with strong support from the community. 38 vendors participated, serving nearly 1,100 holiday gift seekers. Also, on the evening of December 2, PRCR held the annual tree lighting with more than 600 people in attendance. Participants enjoyed train rides, visits with Santa, food trucks, and the beautiful tree lighting. Due to renovations at Founders Park, this year's event was scaled back to accommodate the smaller area.

Nearing the end of 2023, PRCR staff are excited to wrap up the fall season with the Wilmington Big Band performance on December 8, Breakfast with Santa on December 13, and the Sensory Sensitive Santa Visits on December 16.

Social Media Update

- PRCR Facebook Highlights (November 1 – 30, 2023)
 - Added 7 new page likes
 - Page reach – 18,000
 - Top post (Largest reach): “We hope everyone had a great time at this year's Trunk or Treat! We had the most trunks this year, making this event a fun-packed evening. Don't worry, the fun hasn't ended. We have multiple family-friendly events coming up this December.”
- LCAC Facebook Highlights (November 1 – 30, 2023)
 - Added 14 new page likes
 - Page reach – 46,000
 - Top post (Largest reach): “Don't forget about one of our most highly attended markets! Holiday Art Market is on Dec 2 from 10 AM - 3 PM at the LCAC. Later that evening, from 6 - 8 PM, meet us at Town Hall for the yearly Tree Lighting. Santa will be available for pictures, and the Leland Express will be running (for one night only).”
- PRCR Instagram (November 1 – 30, 2023)
 - Added 14 new followers
 - Page reach – 1,400
 - Top post (Largest reach): “Check out these fantastic watercolor creations made during Ron's watercolor program! During this program, you can learn all about color theory, perspective, and how to use watercolor to create beautiful paintings! You can register for his next 6-week program now! Register online or in person at the LCAC.”
- LCAC Instagram (November 1 – 30, 2023)
 - Added 13 new followers
 - Page reach – 2,300
 - Top post (Largest reach): “Don't miss out on this popular one-day holiday event! The Holiday Art Market features unique handmade gifts that are sure to please everyone on the list!!”

Department News

In November, at least 159 people visited the front desk at Town Hall and 257 called the main phone line. 40% of the calls were for Planning and Inspections, 9% were for Engineering or Public Works, and 8% were for Police. 38% of the visitors logged were drop-ins, 19% had appointments, and 43% were for Police. 36 contact forms were submitted through the website. Numerous staff members from all departments have been covering the front desk. Alison Fore was promoted from Program Coordinator for the Parks, Recreation, and Cultural Resources Department to Communications Specialist II. A Communications Specialist I will join the department in December.

Social Media Update

- Facebook Highlights (November 1 – 30, 2023)
 - Added 56 new page followers
 - Impressions – 26K
 - Top post (Largest reach): "We're so excited to congratulate our employees on their recent promotions! 🎉🌟"
- Twitter/X Highlights (November 1 – 30, 2023)
 - Impressions/Reach – 2,168
 - Top tweet (Largest reach): "The Town is responding to misinformation expressed in public comments and social media regarding its position on a potential baseball stadium. Read the Town's statement for clarification 📄 <https://ow.ly/Bxi250Q3Gze> #LelandNC"
- NextDoor Highlights (November 1 – 30, 2023)
 - Impressions/Reach – 23,719
 - Likes/Comments – 230
 - Top post (Largest reach): "The Town is responding to misinformation expressed in public comments and social media regarding its position on a potential baseball stadium. Read the Town's statement for clarification 📄 <https://ow.ly/3YQh50Q3Gzf>"
- Instagram Highlights (November 1 – 30, 2023)
 - Added 21 new page followers
 - Post impressions – 924
 - Top post (Largest reach): "We're excited to receive a grant to equip each Leland Police vehicle with a medical kit. Thanks to the Walmart Local Community Grant program for making this possible. 🌟🙌
Learn more about this grant under Town News at the link in bio.
#TownofLelandNC #LelandNC"

- LinkedIn Highlights (November 1 – 30, 2023)
 - Added 18 new followers
 - Page views – 252
 - Post impressions – 4.5K
 - Reactions/Comments/Shares – 122
 - Top post (Largest reach): “Please help us congratulate our employees on their promotions! 🎉”

Project Updates

- Created posts that resulted in more than 57,311 impressions across social media platforms.
- Continued reviewing and updating website as part of new biannual review.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Town of Leland Statement Clarifying Baseball Development Status](#)
 - [Town of Leland Receives Awards for Budget and Financial Reporting](#)
 - [Town of Leland Purchases Waterfront Property](#)
 - [Celebrate the Holidays with the Town of Leland](#)
 - [Leland Police Department Receives Walmart Grant for Medical Kits](#)
- Port City Daily
 - [Municipal Elections 2023: Veronica Carter seeks reelection to Leland council](#)
 - [Municipal Elections 2023: Bob Campbell seeks third term on Leland council](#)
 - [No charges filed in fatal crash in Leland](#)
 - [Leland man arrested for domestic dispute, driving car into 2 homes](#)
 - [Lil Friday: Leland in Lights, ‘Mean Girls The Musical,’ holiday parades](#)

- WWAY
 - [Two people killed in motorcycle crash in Leland Saturday](#)
 - [Leland in Lights: How you can celebrate the holidays in and around Leland](#)
 - [Police: Leland man barricades himself in home after crashing vehicle into homes](#)
 - [Fire at Hollybucks shuts down Lanvale Road](#)
 - [Leland Police Department hosting toy, food drive Friday to 'Pack the Patrol Car'](#)
 - [Leland aiming to improve busy roads, intersections](#)

- WECT
 - [Leland commits to improving stormwater management program after state audit finds violations](#)
 - [Leland police investigating after two die in motorcycle crash](#)
 - [Leland invites community to tree lighting and other holiday events](#)
 - [Crews respond to structure fire at Hollybucks in Leland](#)
 - [Police: Leland man arrested after crashing into two Mallory Creek homes](#)
 - [Leland to purchase medical kits for police vehicles through grant](#)
 - ['Outgrowing the infrastructure': Neighbors concerned for future of property bought by Town of Leland](#)

- StarNews
 - [Developer of Leland housing project on drainage concerns: We're 'dealing with it'](#)
 - [Brunswick Today Newsletter: Falling back and looking forward in Brunswick County](#)
 - [Four reasons why hundreds of Leland residents are against proposed baseball stadium](#)
 - [Feuding petitions show not all oppose minor league baseball stadium in Leland](#)
 - [Brunswick Today Newsletter: Time to talk turkey, baseball and zombie developments](#)
 - ['Leland in Lights' highlights these events happening in Brunswick](#)
 - [Once considered for apartments, Leland takes control of waterfront](#)
 - [Two dead after motorcycle crash in Leland](#)
 - [Fire at Brunswick County farm, garden supply store under investigation](#)
 - [These Leland roads will soon see improvements. Here's where and what to expect.](#)

- North Brunswick Magazine
 - [Lighting Up Leland](#)
 - [Leland's Newest Hotel Opens in Waterford](#)

TDA Marketing

- Updated website with new accommodations.
- Continue refining social media strategy highlighting local events and businesses.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in November. The next meeting is scheduled for January 17, 2024.

Department News

Officers Benson and Crogan attended a Standard Field Sobriety Testing course November 1-3 at the Oak Island Police Department. This course certifies officers in administering Field Sobriety Testing on DUI/traffic stops.

Senior Officers Berry and Martin attended the third week of the Leadership Institute November 13-17 at the North Carolina Justice Academy. This training spans over a three month period and is designed to equip criminal justice leaders with the tools to steer their agencies and communities toward the future.

Officer Bortnick, Senior Officer Gaston, and Master Officer Holland attended the INTOX Recertification class November 6-7 at the Oak Island Police Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

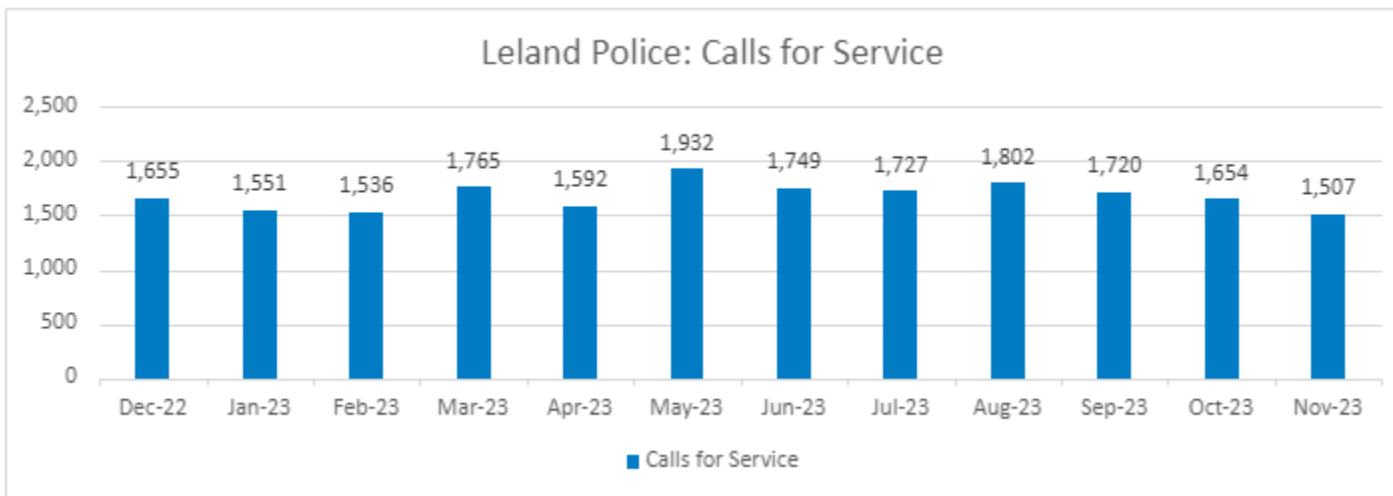
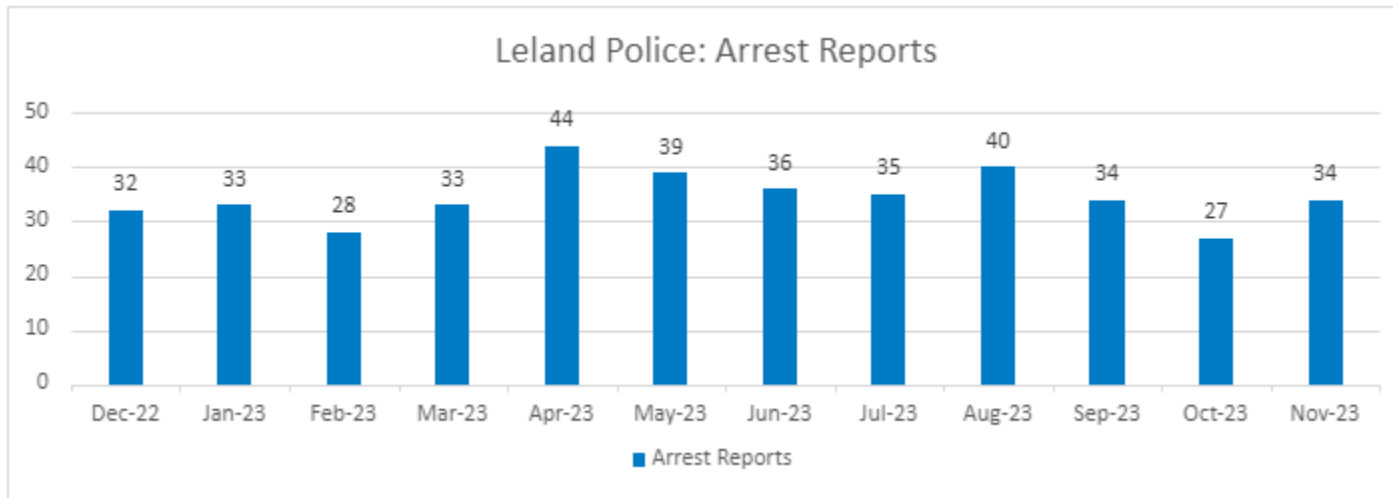
Officer Cappuccilli attended the Warrantless Searches course November 15-17 at the North Carolina Justice Academy. This course reviewed basic laws of warrantless searches to enable officers to perform their duties lawfully and effectively.

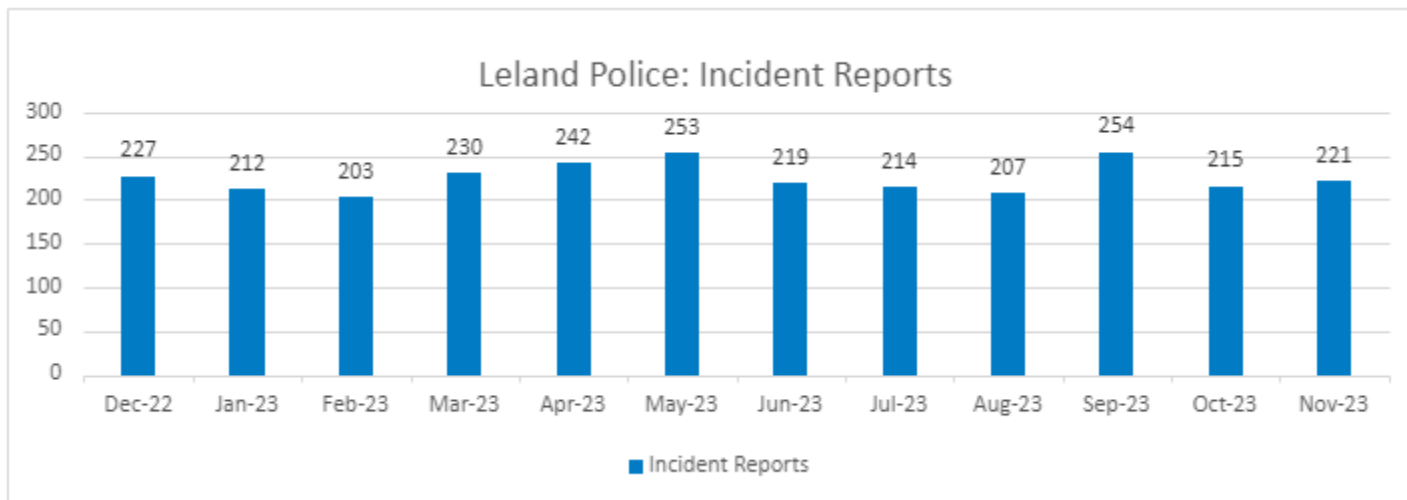
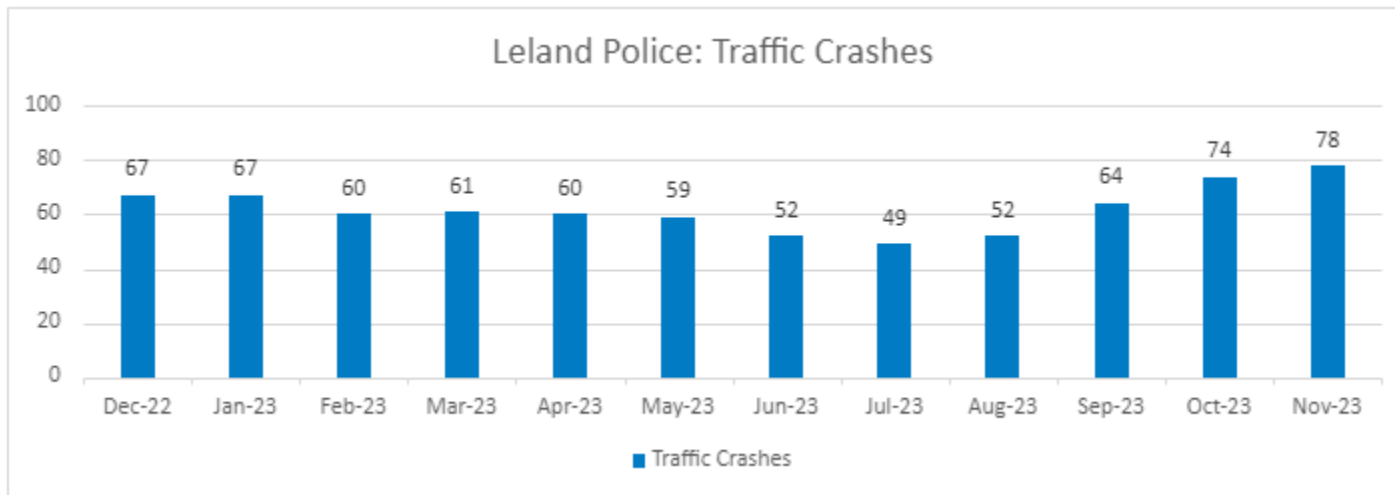
Sergeant Kazee attended Child Death Investigation training November 21-22 at the North Carolina Justice Academy. This course is intended to help officers and investigators classify the different causes of death for children and identify the extent of investigation warranted for each.

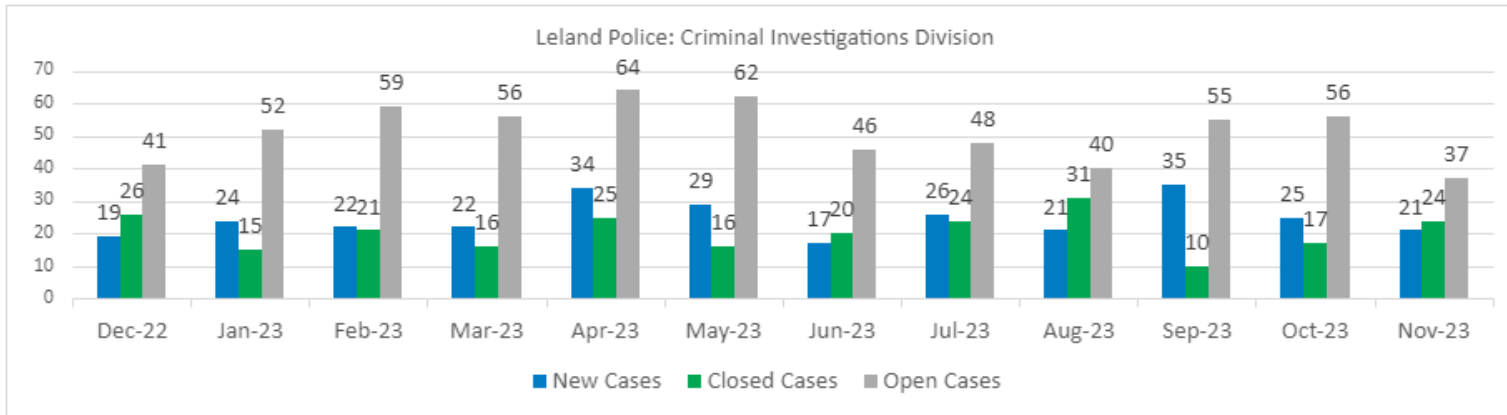
Firearms in-service training was conducted throughout November to ensure all officers are compliant with state regulations for ongoing training and certifications.

Traffic stop in-service training was conducted throughout November to ensure all officers are practicing the newest policies and methods for interacting with the public on traffic stops.

Dashboard







Animal Services Report							
2023	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	9	0	1	1	0	0	1
Feb	5	0	0	0	0	0	2
Mar	28	0	4	4	0	1	4
Apr	13	0	0	0	0	0	3
May	61	8	17	10	3	0	3
Jun	70	7	6	10	6	0	3
Jul	56	8	2	10	2	0	4
Aug	52	9	3	10	5	1	1
Sep	45	5	5	8	4	1	2
Oct	36	4	6	6	4	1	4
Nov	17	3	5	3	1	0	1
Dec							
Totals	392	44	48	61	25	4	28

Department News

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

- Assisted one citizen with a KnoxBox installation
- Assisted seven citizens with child passenger seat checks or installations
- Assisted 26 homeowners with smoke alarm installations or battery replacements

Brian Baldwin was promoted to Senior Firefighter.

All shifts participated in their annual Job Performance Agility Test. This is a physical agility test that resembles tasks a firefighter would be expected to complete on a fire scene.

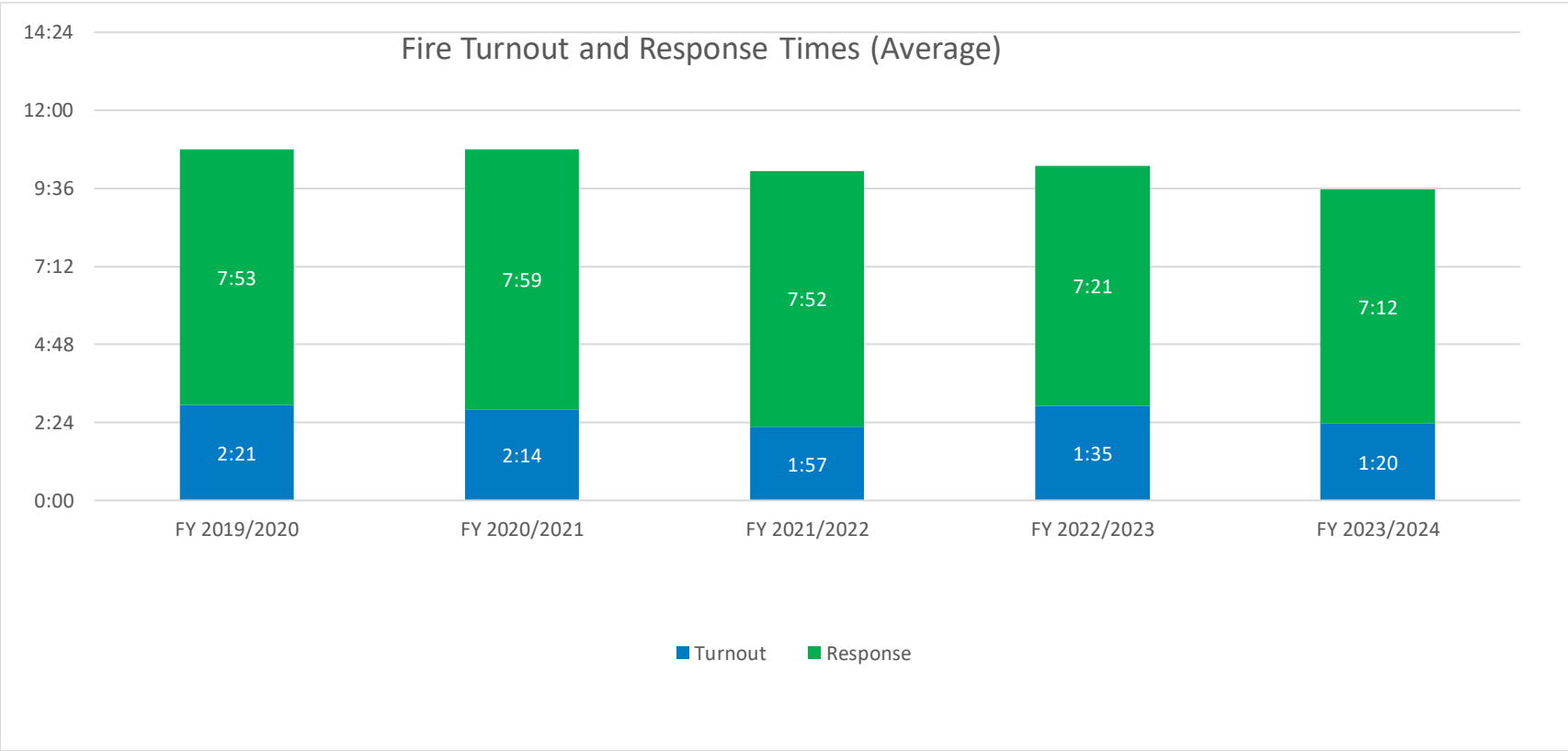
B-Shift participated in their quarterly facility training day which focused on multi-company evolutions between engine company operations and truck company operations. Crews worked together to deploy the needed hose lines to extinguish the fire. Truck companies worked on search, ventilation, and forcible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

Four firefighters passed their pump test and are now cleared as relief engineers. This is a major step in their career development and prepares them for advancement in the future. They are now able to fill in as an engineer as needed.

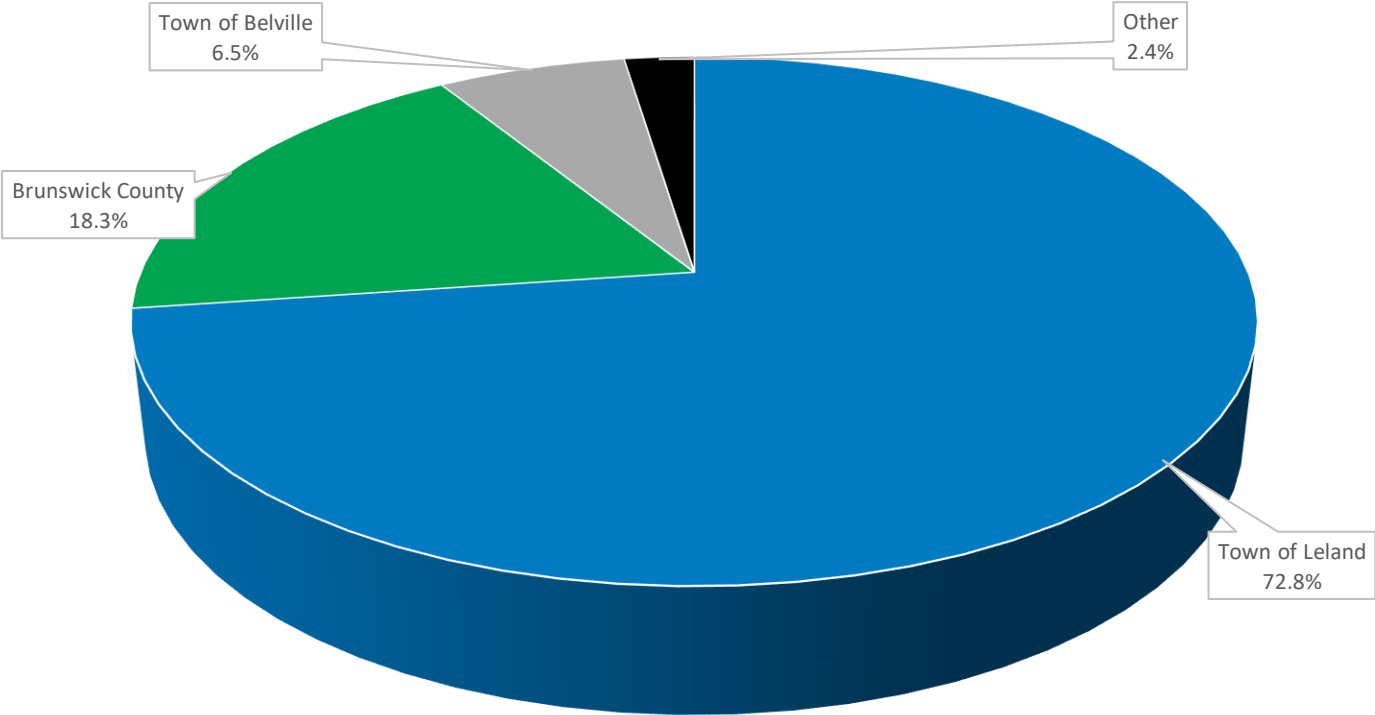
The November monthly training objective focused on highway safety. All shifts reviewed the Traffic Incident Management System presentation. This course focuses on roadway safety, when to clear the roadway following a collision or incident, and best practices for working a scene involving lanes of travel. This is a required course for all Fire staff and provides a beneficial refresher for all staff due to the dangers of working along the roadway.

Captain David Owens and Firefighter Kevin Mansell attended the Carolina Fire Days conference. This four day educational conference included lectures and hands-on training, bringing firefighters from across the country who strive to hone their skills and better themselves in their profession.

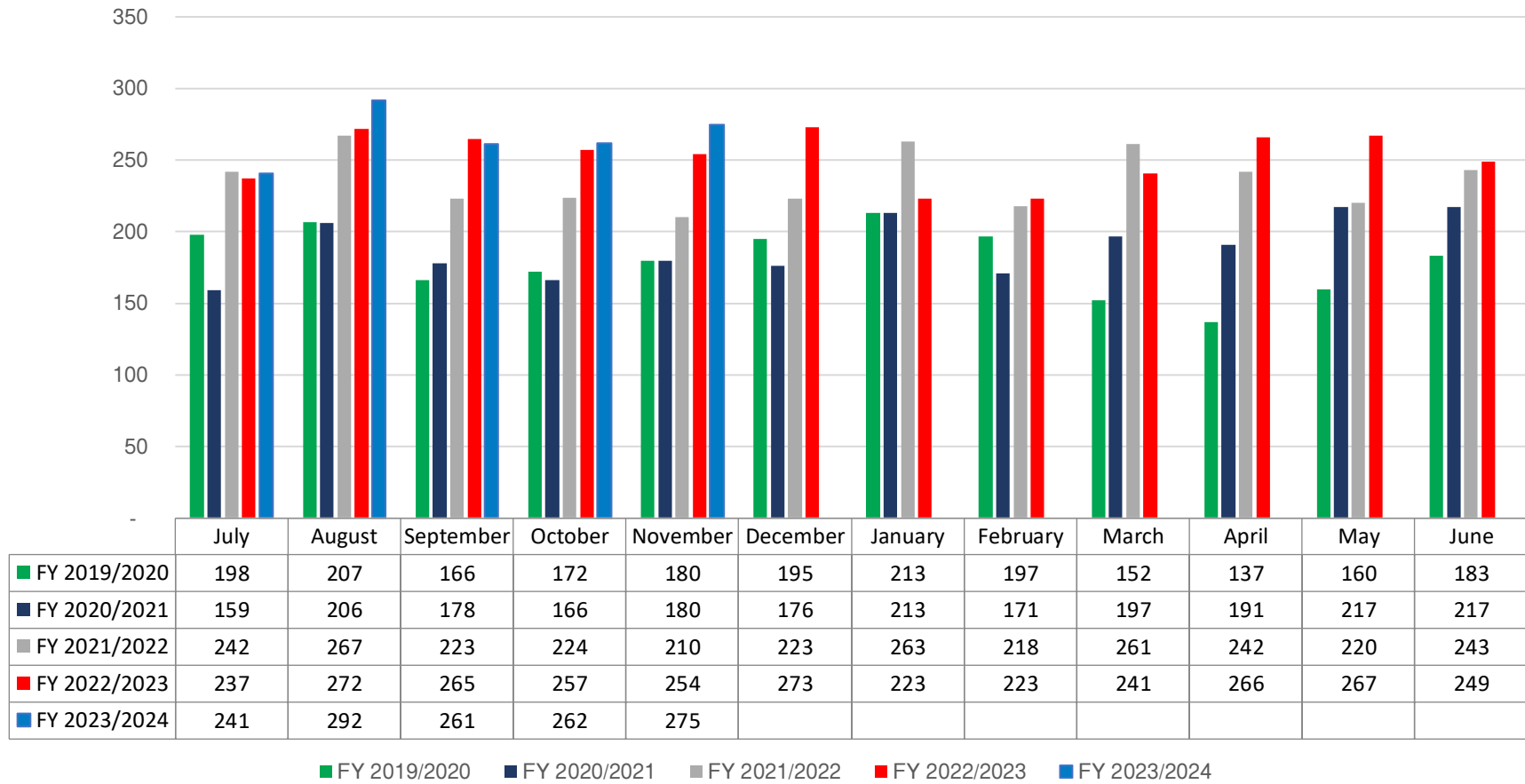
Dashboard



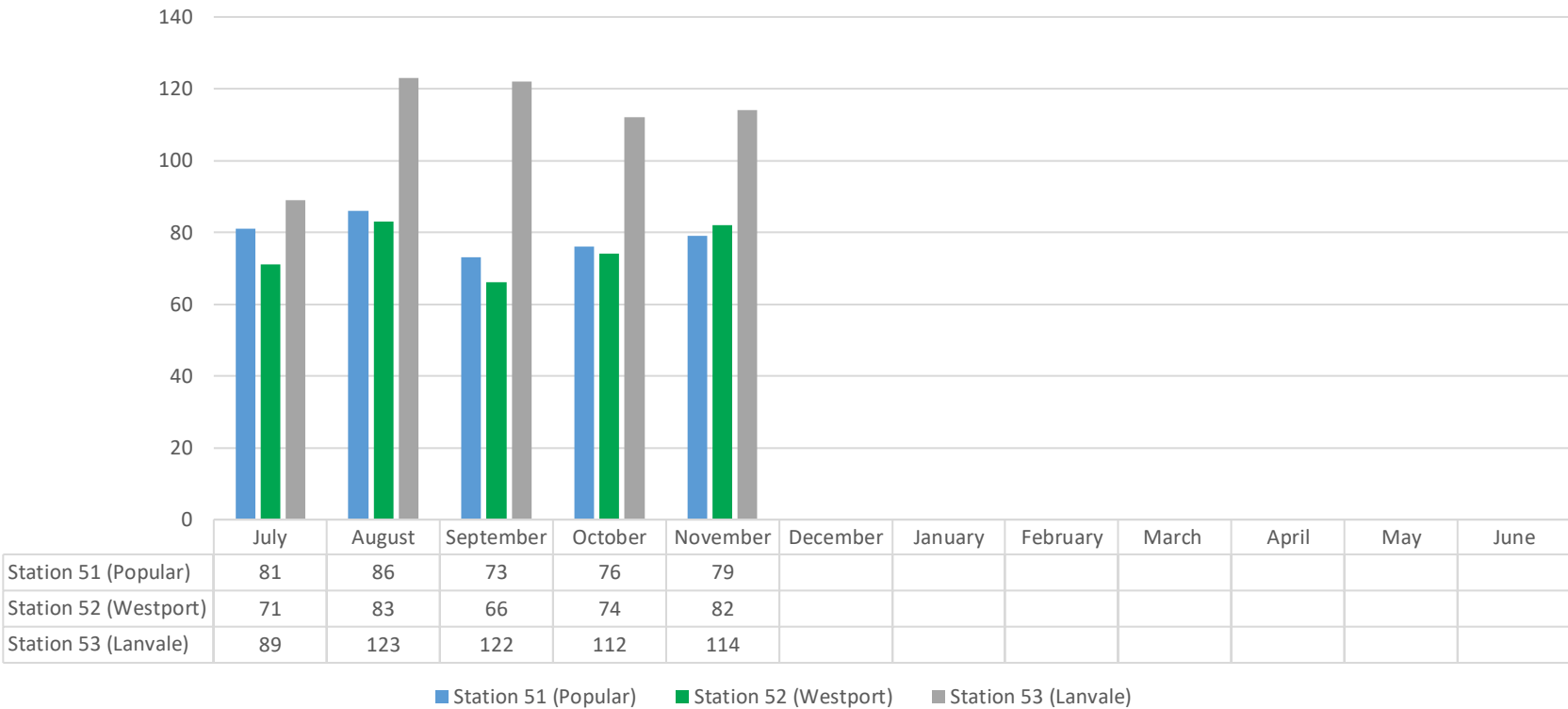
FY 2023/2024 Fire Calls by Zone



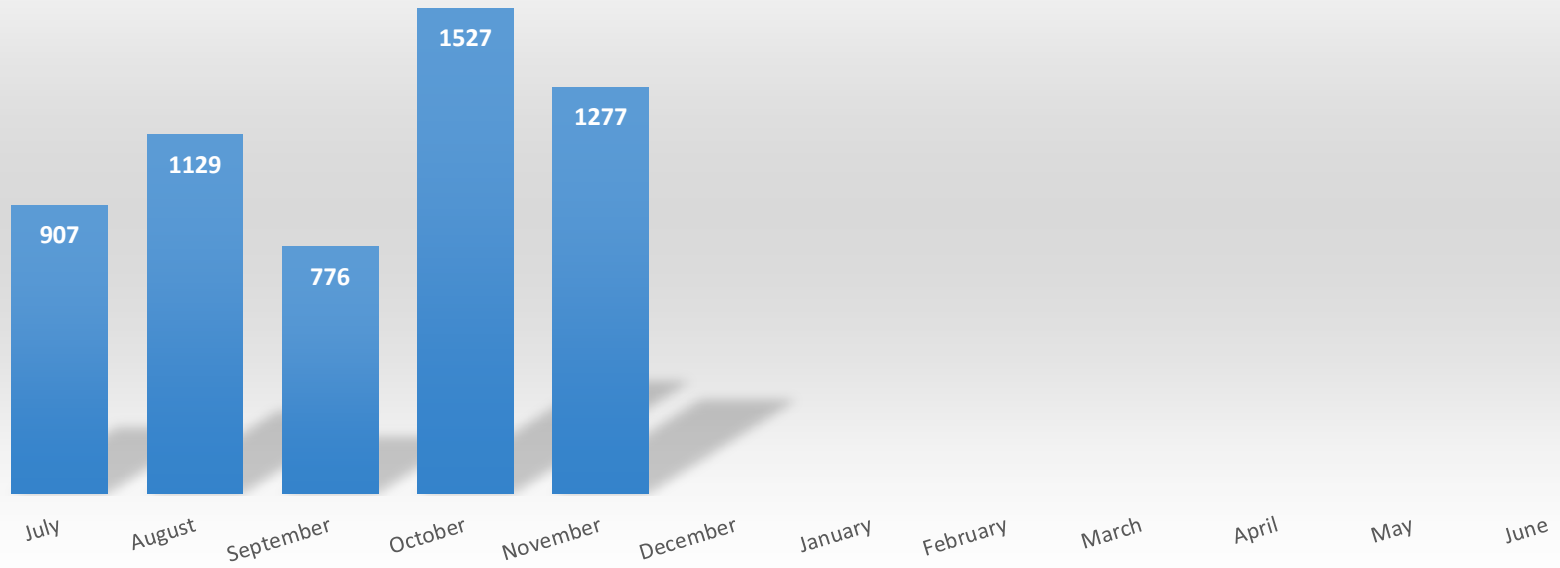
Fire Calls



FY 2023/2024 Fire Calls Per Station



FY 2023/2024 Training Hours



Department News

Chief Grimes identified and recruited staff for the Threat and Hazard Identification and Risk Assessment (THIRA). The THIRA will be a multi-year planning document designed to identify threats, hazards, and risks the Town faces. Staff will then identify target capabilities and conduct exercises to assess the Town's abilities to meet those targets. The program will take 1-2 years to complete and will allow Town staff to identify areas of improvement moving forward. Chief Grimes continues to work on a Strategic Plan for Emergency Management to move the department through the next five years. Work continues on a memorandum of understanding with the NCDOT to grant the ability to clean up storm debris along NCDOT secondary roads. Chief Grimes met with the Engineering Department to conduct annual training on debris collection and FEMA reimbursement policies.

Work Priorities

- Developing THIRA
- NCDOT debris management for secondary roads
- Preparing for further staff incident exercises

Projects Completed

- THIRA taskforce
- Debris Management training

Department News

Jessica Moberly attended the quarterly North Carolina Vision Zero “All Hands” meeting. This meeting provides member agencies an opportunity to update the group with their ongoing Vision Zero plans and projects. This session included information on Vision Zero Action Plan examples that follow the SS4A action plan components and a comprehensive presentation on traffic calming.

Ben Watts and Marissa Ernst attended a tree protection ordinance workshop in Wilson. The workshop offered information on how to create regulations to protect and enhance tree canopy, integrating tree ordinances with urban forest management plans, and lessons learned from other jurisdictions.

Julian Griffie successfully obtained certification from the American Institute of Certified Planners. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct, and to keep their skills sharp and up to date by continuously pursuing advanced professional education.

Ms. Ernst completed part three of the Planning and Development Regulation Course at the UNC School of Government and passed the exam required to become a Certified Zoning Official.

Ms. Moberly attended three webinars in November. “What’s Next for Public Right-of-Way Accessibility Guidelines (PROWAG)” was hosted by the Association of Pedestrian and Bicycle Professionals. The webinar covered various provisions in PROWAG, including the minimum technical requirements for various spaces and elements in the public right-of-way, such as pedestrian access routes, pedestrian signals, curb ramps and blended transitions, roundabouts, transit stops, and parking spaces. “TrailNation Playbook in Action: Mapping and Gap-Filling Strategies to Accelerate Network Development” was hosted by the Rails-to-Trails Conservancy (RTC). This webinar took a deep-dive into two sections of the Playbook - Mapping and Analytics, and Gap-Filling Strategies. Together, these strategies can help prioritize projects, build public support for trail networks, and make the case for further investment. Mobility leaders from across the country discussed their strategies and how these two critical pieces of the TrailNation Playbook have helped advance trail networks in their communities. “How to Advocate for Biking, Walking, and Trail Funding: Best Practices for 2024 State Legislative Sessions” was also hosted by RTC. The goal of this webinar was to give state and metropolitan level advocates around the country ideas for tactics and policies around funding infrastructure. It included information on generating state funds appropriated by legislatures, successful bills, impactful funding mechanisms, agency allocation, game-changing coalitions, and effective campaigns that are making a difference.

Corbin Keene received his Standard Plumbing Level 1 certification.

Mark Fields received his Standard Mechanical Level 1 certification.

Planning Board Meeting Summary

The Planning Board met on November 14, 2023, and heard the following items:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to modify access requirements for subdivision lots.
2. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to modify the permitted use table to allow self-storage facilities only in the C-3 zoning district.
3. Initial Zoning Recommendation – The Planning Board voted to recommend approval of an initial zoning of R-6, Medium Density Residential District, in conjunction with a voluntary annexation request of a 1.19-acre area near King Road and Lanvale Road.

The Planning Board's next meeting is scheduled for December 12, 2023 at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met in November and heard the following item:

1. Variance Request – The Board of Adjustment voted to deny a request from Durban Development, LLC for a variance to Section 66-362 Table 2 to allow for additional wall signs for the Take 5 Oil Change business at 1140 New Pointe Boulevard.

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 Brunswick Forest Commercial Lots 36 and 37 – Proposal for a 2,326 square-foot drive-through restaurant building and associated parking.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
6	15

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 Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bonds	1	\$444,394.56	\$0.00
Brunswick Forest			
Surety Bonds	16	\$4,046,927.20	\$0.00
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	7	\$630,571.88	\$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	4	\$2,116,411.96	\$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
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	1	\$92,275.00	\$0.00
Total Cash Bonds	20	\$4,030,018.66	\$0.00
Total Surety Bonds	32	\$7,622,296.17	\$0.00
Total Performance Guarantee Sureties	53	\$11,744,589.83	\$0.00

Long Range Planning and Community Development Update

Staff continues to make progress with ongoing projects including the Age-friendly Strategic Plan. A draft of the Age-friendly Strategic Plan was circulated for review from multiple Town departments prior to a review by the Circle of Influence, which is a group comprised of various stakeholders in the community.

Transportation Planning Update

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

Work continues on the next WMPO long-range transportation plan, Cape Fear Navigating Change 2050. This plan will be used by federal, state, and local governments to guide transportation projects in the region over the next 25 years. The plan will prioritize projects for six different kinds of transportation: aviation, bicycle and pedestrian, ferry and water, rail, public transportation, and roadway. Access the project website [here](#). Staff submitted eight roadway projects and 10 bike/pedestrian projects for consideration in the plan.

Staff met with consultants from Moffatt & Nichol and ESP to receive an update on the Leland Resilient Routes Project. The consultants provided an update on GIS model results and route scoring for local roads maintained by the Town. There was also a review of the Statewide Transportation Improvement Program Project overlay with prioritized road segments.

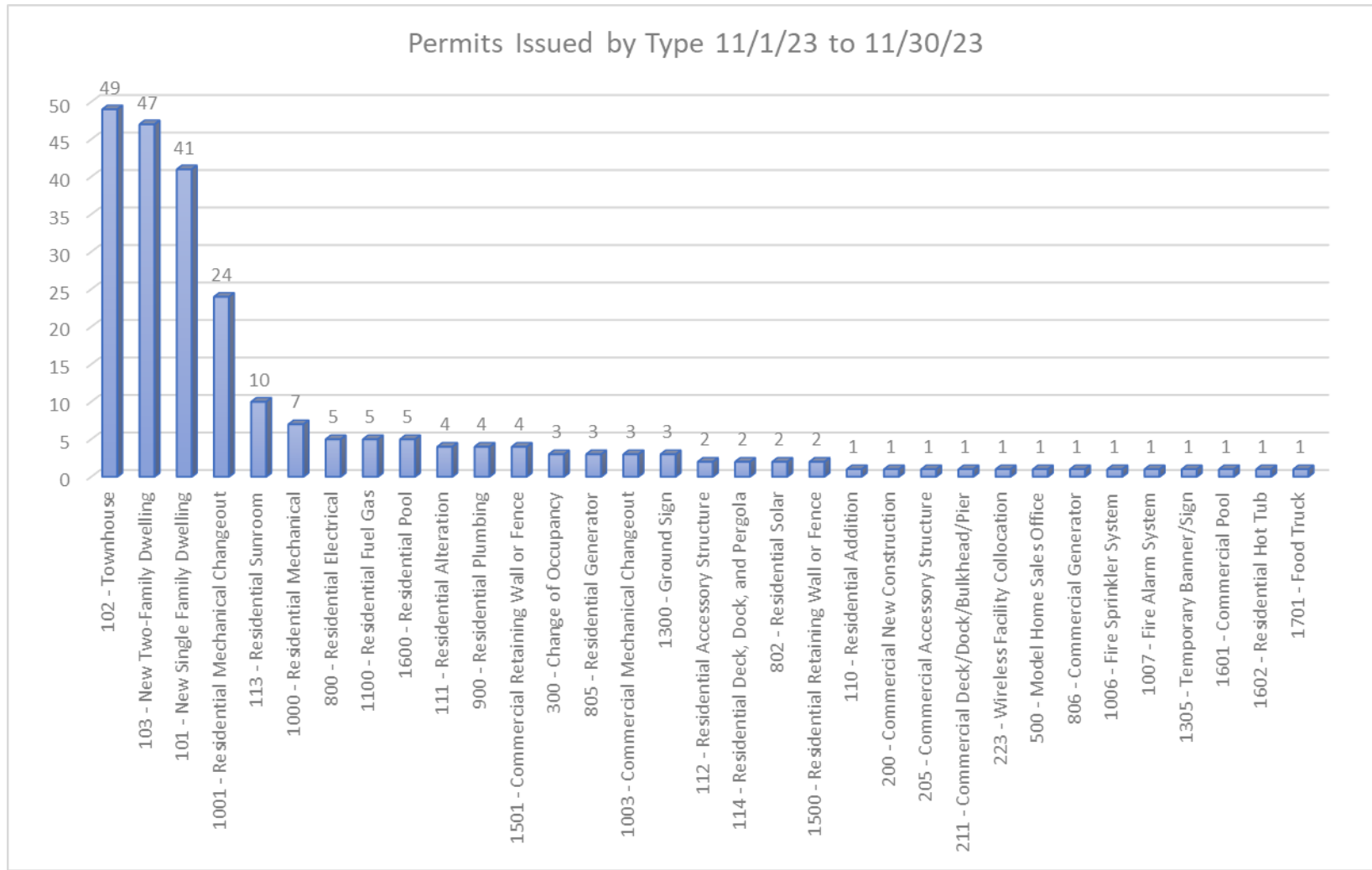
Staff attended the Surface Transportation Block Grant Program – Direct Attributable (STBG-DA) training provided by WMPO. STBG-DA provides flexible funding that may be used for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects including intercity bus terminals.

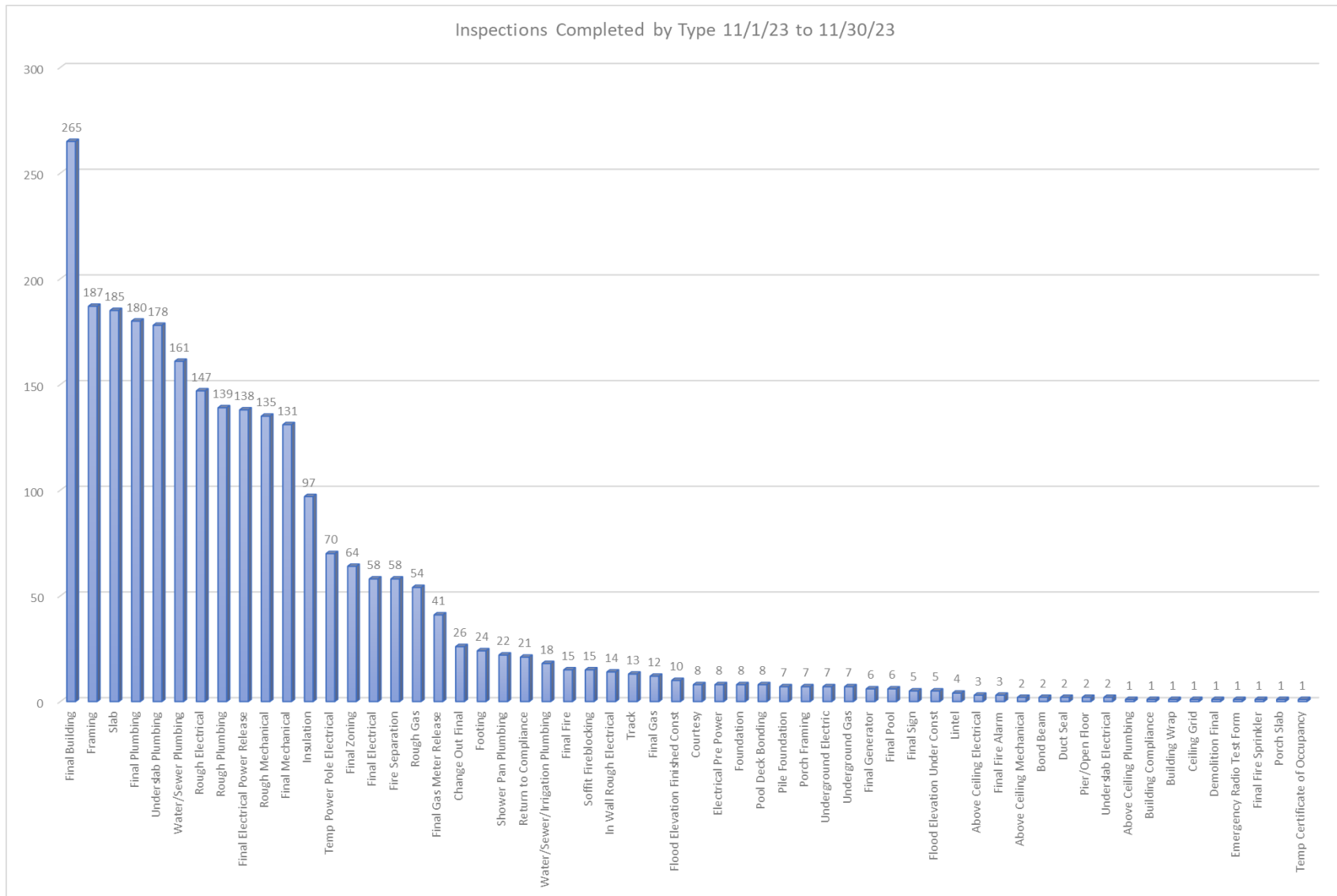
The Safe Streets & Roads for All (SS4A) Comprehensive Safety Action Plan Request for Proposals was released and advertised for bidding on November 8. The deadline for proposal submittal is December 8. Staff will evaluate and score the proposals and conduct consultant interviews if necessary.

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

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
238	2,589	\$26,732,257





Code Enforcement Update

Case Summary

11/1 Thru 11/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from October	1	3	10	0	14
Cases Opened November	0	26	6	13	45
Cases Closed November	0	12	2	5	19
Active Cases (Evolve)	1	17	14	8	40

Department News

In November, staff attended several Economic Development meetings throughout the region such as the Pop-Up Shop at Harrington Square, the BrunSCO Biz Breakfast Series, the REALTORS® Commercial Alliance of Southeastern North Carolina annual meeting, and the International Society for Pharmaceutical Engineering Carolina-South Atlantic Chapter Life Sciences Community Networking Event. Additionally, Mr. Sutton spoke at the second Annual Womenpreneur Summit at the Odell Williamson Auditorium.

Staff also met with leaders from local businesses and Brunswick Community College to discuss the development of a Leland Life Science and Medical Technology Summit. The mission for the event is to bring together industry and academia for a collaborative summit, where each side can hear what the other is working on and develop relationships to further those efforts. The vision for this event includes bringing in industry leaders and researchers from across the state for a full day of networking, learning, and collaboration. The event will take place on April 5, 2024 at the Leland Cultural Arts Center.

New Businesses

- **Tru by Hilton**, Hilton's midscale brand, opened in November, making all 93 rooms available.

New Construction/Development

- The Technical Review Committee has begun to review the plans for the following project:
 - **Chipotle** has submitted plans for a 2,326 square-foot restaurant building near **East Cultar Crossing** adjacent to EmergeOrtho.

Economic Development Committee Meeting Summary

The Economic Development Committee met on November 9, 2023, and presented the Jackeys Creek Feasibility Analysis and Economic Impact study, discussed shifting the Business Retention and Expansion visits to Aerospace and Advanced Manufacturing, and shared key takeaways from visiting Cygnus Technologies. Staff discussed that the Town was in the early stages of developing a Life Science and Medical Technology Summit and would have more information to share in the upcoming months.

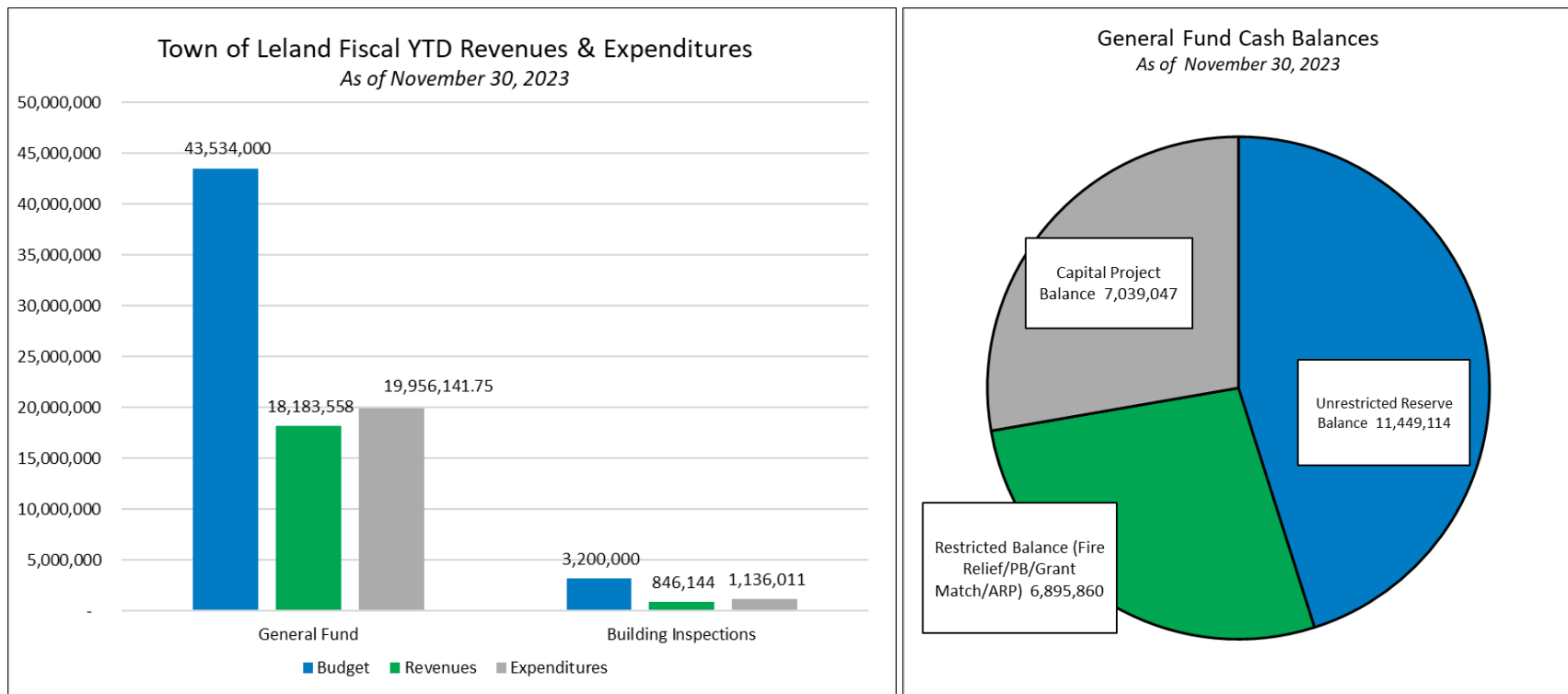
Department News

Ms. Cook attended WMPO training for the Surface Transportation Block Grant Program-Direct Attributable (STBGP-DA) in Wilmington. Ms. Cook also attended the USDOT webinar titled “Equity in Roadway Safety Webinar Series: Elevating Equity and Safety in Project Prioritization”.

Ms. Norton and Ms. Newton attended the NCLGBA webinar titled “What Happened and Where Are We Going? FY23 in Review and Looking Ahead in FY24”. Ms. Newton attended the NCDEQ Grant Management System Training webinar titled “How to Submit a Claim for Reimbursement”.

Ms. Hagg attended Practical Analytical Techniques at the UNC School of Government.

Dashboard

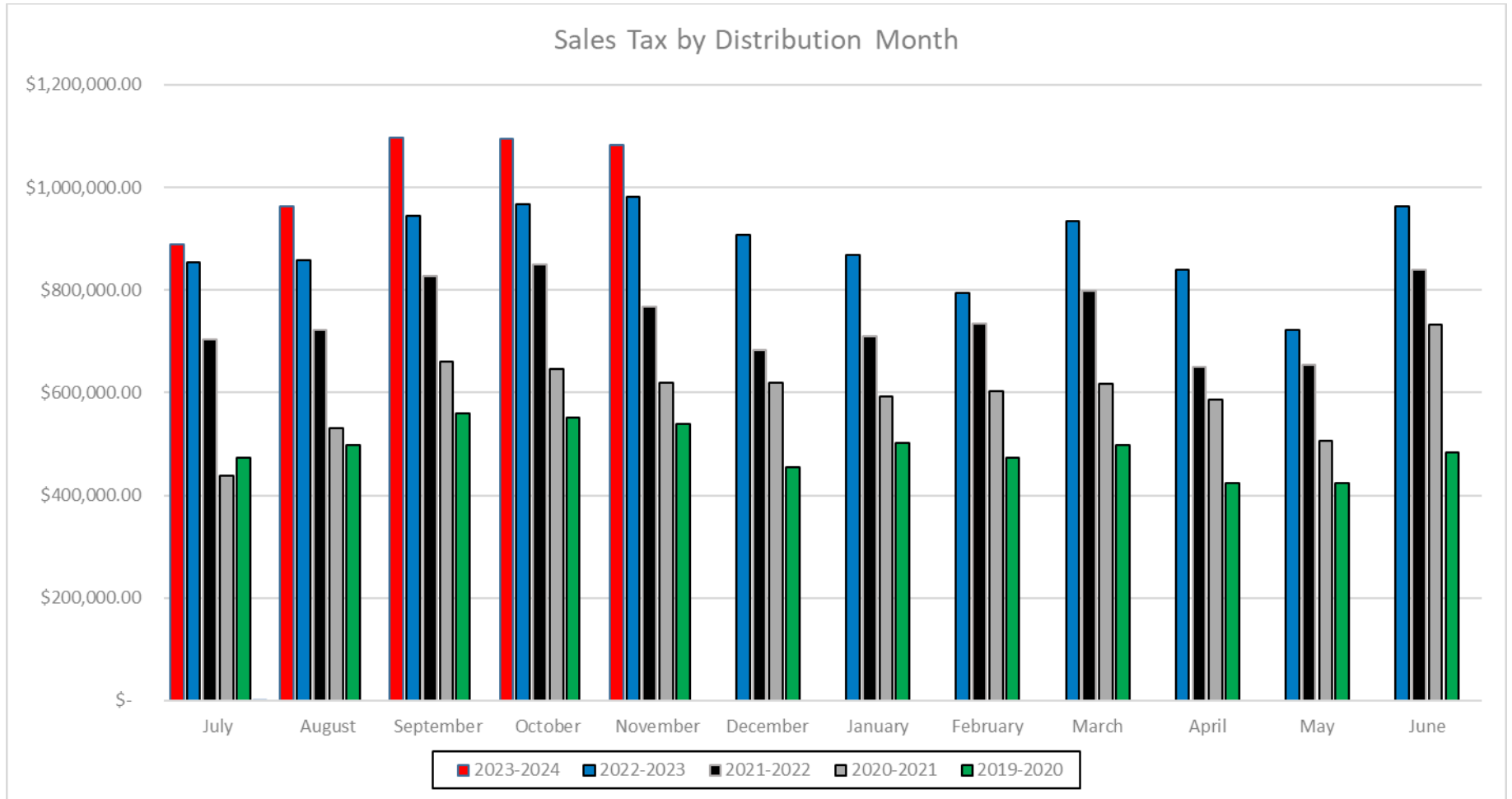


Financial Budget to Actual Report – November 30, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	43,534,000	1,862,329	18,183,558	-	25,350,442	58.23%
Governing Body	315,000	315,000	10,790	118,499	72,156	124,345	39.47%
Administration	2,300,000	2,300,000	155,012	938,625	67,461	1,293,914	56.26%
Information Technology	3,285,000	3,285,000	110,535	766,718	1,095,608	1,422,674	43.31%
Human Resources	470,000	476,000	28,973	106,156	14,472	355,372	74.66%
Finance	1,000,000	1,000,000	73,370	325,723	12,259	662,018	66.20%
Planning	1,280,000	1,280,000	89,797	360,778	35,357	883,864	69.05%
P&R & Cultural Arts	1,210,000	1,210,000	91,695	403,373	39,167	767,460	63.43%
Fleet & Facilities	1,490,000	1,490,000	114,842	517,836	166,700	805,464	54.06%
Streets & Grounds	3,610,000	3,610,000	205,200	889,276	247,894	2,472,829	68.50%
Engineering	1,050,000	1,050,000	64,222	207,403	3,239	839,358	79.94%
Police	6,730,000	6,758,000	545,537	2,627,542	251,182	3,879,276	57.40%
Emergency Management	220,000	220,000	17,325	80,389	3,869	135,741	61.70%
Fire	7,445,000	7,445,000	574,295	3,200,803	210,672	4,033,524	54.18%
Debt Services	4,120,000	4,120,000	-	1,477,109	-	2,642,891	64.15%
Transfers	4,475,000	8,975,000	-	7,935,910	-	1,039,090	11.58%
EXPENSES	39,000,000	43,534,000	2,081,591	19,956,142	2,220,038	21,357,821	49.06%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	194,585	846,144	-	2,353,856	73.56%
EXPENSES	3,200,000	3,200,000	210,716	1,136,011	37,940	2,026,049	63.31%

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

Description: Property Purchase; Vendor: The Humphries Law Firm, P.C; Amount: \$5,507,803.06

Description: Radios – Police & Fire; Vendor: Motorola Solutions Inc.; Amount: \$682,566.43

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in November.

Audit Committee Meeting Summary

The Audit Committee met on November 14, 2023 and reviewed the FYE2023 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 \$19,434,626.
- The total fund balance is 38.94% of General Fund Expenditures.
- Collection percentages for property and motor vehicle tax increased to 99.7%, the highest percentage for the Town to date and an increase from 99.57% 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

On November 17, more than 120 employees gathered for the annual Thanksgiving Potluck Luncheon at Town Hall. In December, the department will host the Take a Break event, a holiday event for employee families at the LCAC, a spirited office area decorating contest, and the employee holiday gathering. The Health and Safety Committee will focus on holiday safety and end of year reflections for finishing the year well. In addition to welcoming one new employee, the Town celebrated the promotions of four employees.

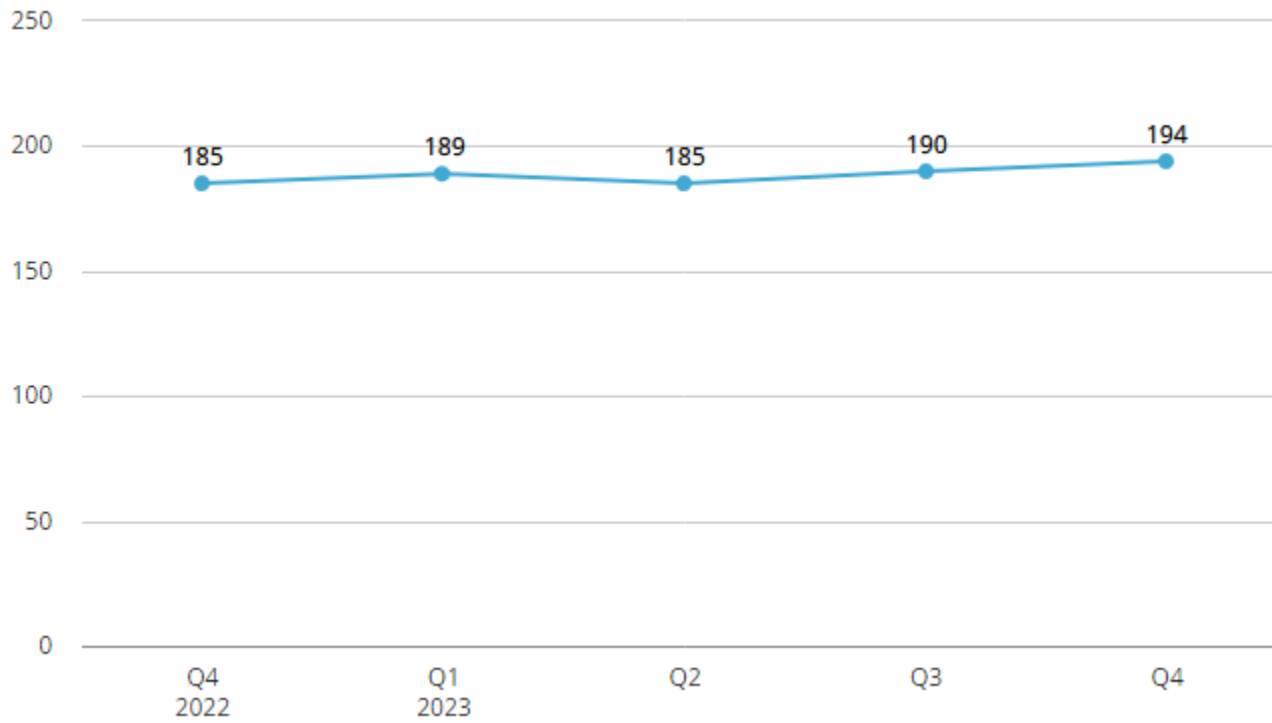
Workers Comp Data

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
Alison Fore	Communications	Promotion	11/13/2023		Program Coordinator	Communications Specialist II
Brian Baldwin	Fire Department	Promotion	11/13/2023		Firefighter	Senior Firefighter
Kirsti Armstrong	LCAC	Promotion	11/13/2023		Program Coordinator	Recreation Supervisor
Bryson Whidby	Planning	New Hire	11/13/2023	Planning Intern		
Katie Glick	Finance	Promotion	11/25/2023		Purchasing Agent	Purchasing Supervisor
Edrick Hutt	Police Department	Resignation	11/27/2023	Master Police Officer		

Headcount (FT and PT Employees) December 2022 – November 2023



Headcount ⓘ 194 As of November 2023	Hired ⓘ 38	Termed ⓘ 31	Growth Rate ⓘ 3.7%	Turnover Rate ⓘ 16.4%	Average Tenure ⓘ 4.1 (Years)
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Turnover Data December 2022 – November 2023

Full Time Turnover

Turnover Rate ⓘ

16.1%

Annualized Rate ⓘ

16.1%

Terminations ⓘ

29

Average Employees ⓘ

180.3

Part Time Turnover

Turnover Rate ⓘ

23.3%

Annualized Rate ⓘ

23.3%

Terminations ⓘ

2

Average Employees ⓘ

8.6

Terminations include all voluntary and involuntary separations of employment.

Department News

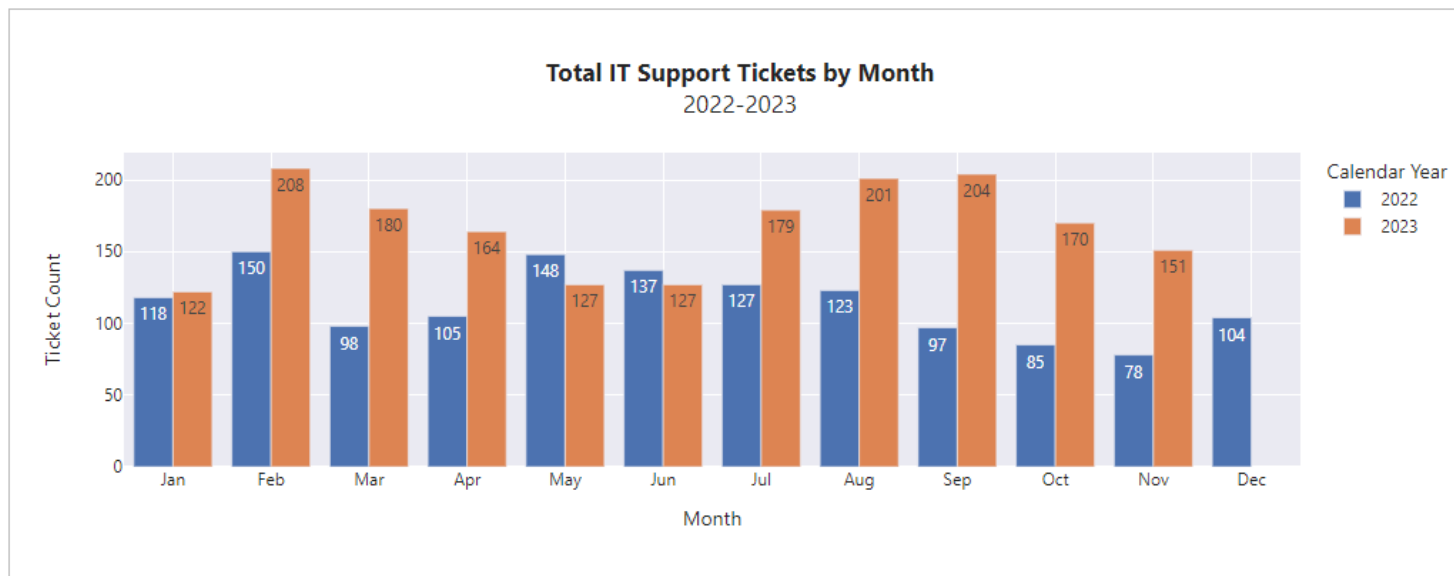
In November, department staff provisioned annual IT security training for all Town employees. Staff continue to prepare for the FY24/25 budget and focus on projects involving Public Safety infrastructure replacements and upgrades.

Major Work Priorities

- GIS data migration to new environment.
- Public Safety radio replacement/upgrade planning.
- Mobile modem upgrades for Fire.
- Fire Station 52 alerting system.

Projects Completed

- 4 employees onboarded/offboarded.
- GIS server software installations.
- Town UHF radio antenna repair.



Property Closings

On November 9, the Town closed on the purchase of approximately 25 acres of land known as 964 River Road located on N.C. 133. This property was purchased for \$5,500,000 and houses one of the last live oak ridges in the area. A purpose for this property has not yet been identified.

Town Clerk's Office

Ms. Reinhardt attended the UNC SOG Annual Master Clerks Academies for City and County Clerks.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - November 9 Economic Development Committee Meeting
 - November 13 Special Council Meeting
 - November 13 Closed Session Meeting
 - November 14 Planning Board Meeting
 - November 15 Board of Adjustment Meeting
 - November 16 Regular Council Meeting
 - November 16 Closed Session Meeting

- Action Items:
 - Budget Amendments – 1
 - Budget Ordinances – 0
 - Minutes – 7
 - Agendas – 5
 - Resolutions – 6
 - Ordinances – 3
 - Proclamations – 0
 - Presentations – 2
 - Public Hearing Notices for the Council Meetings – 3
 - Board/Committee Vacancies: Parks & Recreation Board Student Representative (1); and TDA (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,320
- Portal Unique Visits – 2,430
- Regular Council Meeting Agenda Views – 479
- Cancelled Agenda Council Meeting Agenda Views – 55
- Special Council Meeting Agenda Views – 274
- Economic Development Committee Agenda Views – 230
- Planning Board Agenda Views – 468
- Board of Adjustment Views – 215
- Audit Committee Views – 145