



STAFF REPORTS

January 2024 Regular Meeting

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Department News

Staff received 116 requests for service in December and closed 90 of them (78%).

Staff received a 2023 John Deere Backhoe/Loader and a 2023 Hiteck MiniPaver.

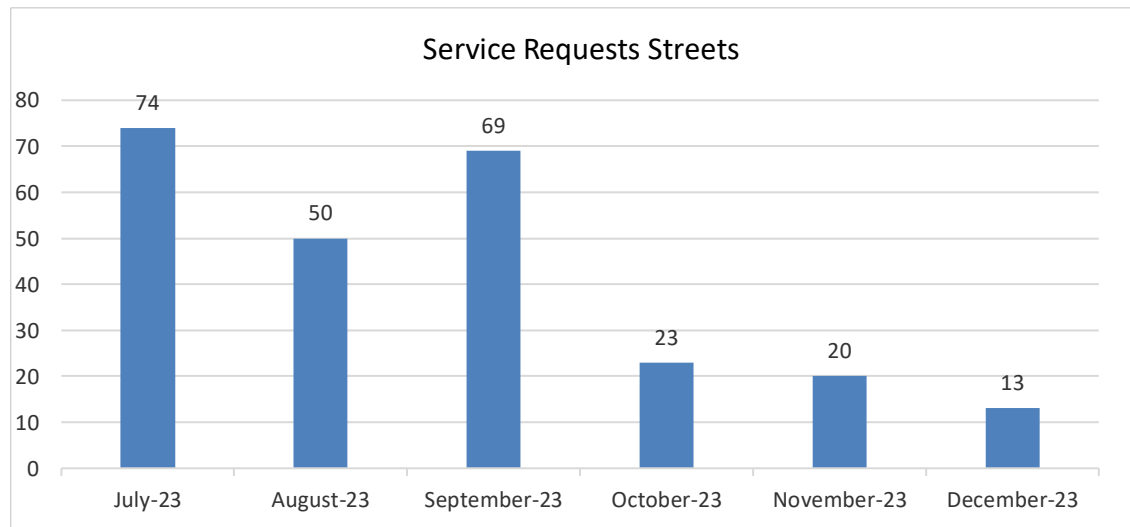
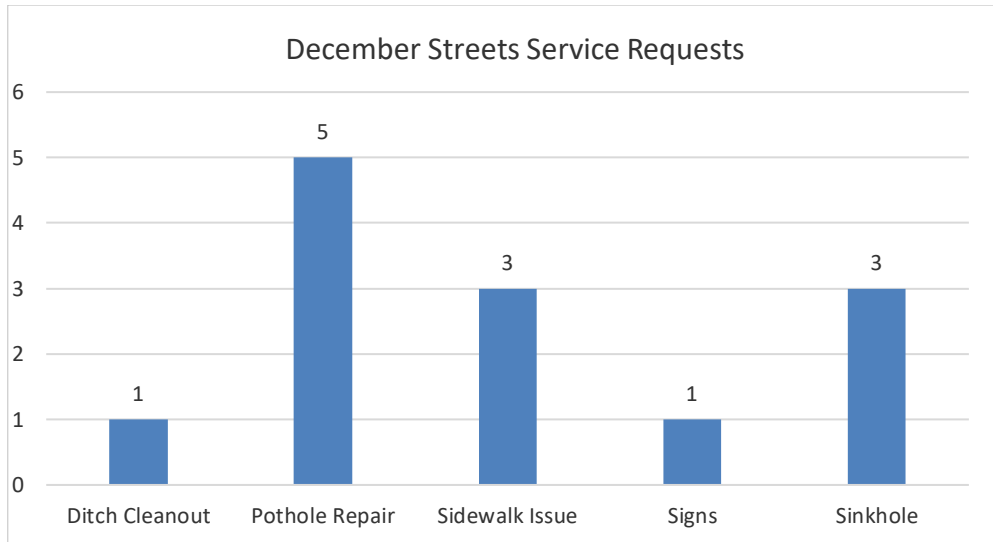
Streets Updates

Work Priorities

- Staff completed cleaning ditches in the Oak Lane neighborhood. This work included cleaning out debris, driveway pipes, and grading where necessary.
- Staff replaced damaged sidewalks in Brunswick Forest.
- Staff removed and replaced 75 feet of sidewalk on Redfield Drive. This work included removing trees that had been damaging the sidewalk.
- Staff repaired several sinkholes in Brunswick Forest and Mallory Creek.
- At the request of Brunswick County Schools, staff installed several “NO PARKING” signs on Basin Street.
- Staff began cleaning ditches in the Holly Hills neighborhood. This work includes cleaning out debris, driveway pipes, and grading where necessary.
- Staff began cleaning ditches in the Dresser Lane neighborhood. This work includes cleaning out debris, driveway pipes, and grading where necessary.
- Staff will be reviewing the intersection of Mallory Creek Drive and Highway 133.

Work Order Summary

- Streets processed 13 work orders in December, with the majority being pothole (5) and sidewalk related (3).
- Streets completed 13 work orders in December, with an approximate expense of \$33,100 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$18,100).



Grounds Updates

Work Priorities and Initiatives

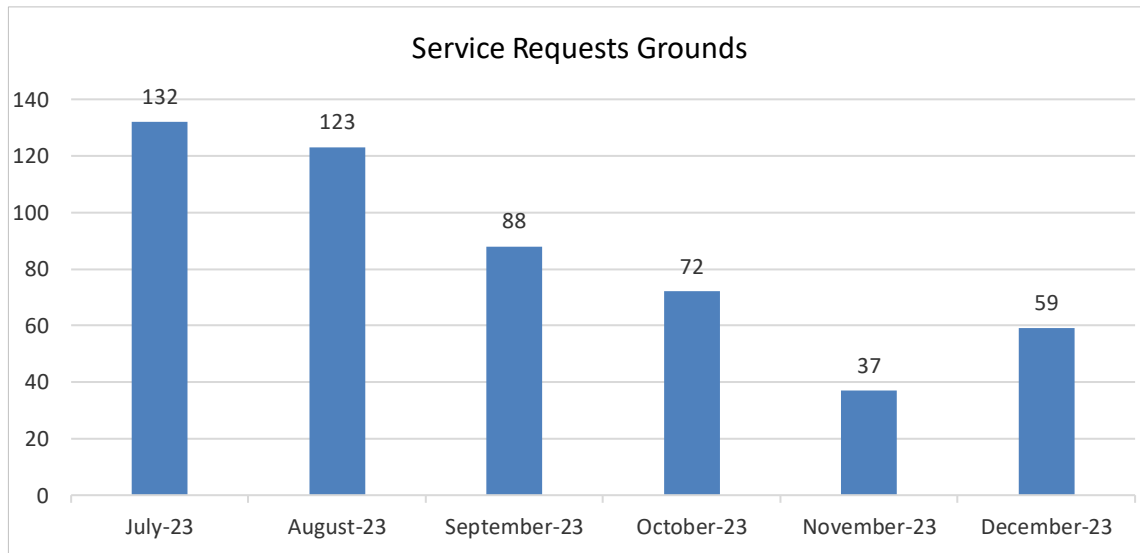
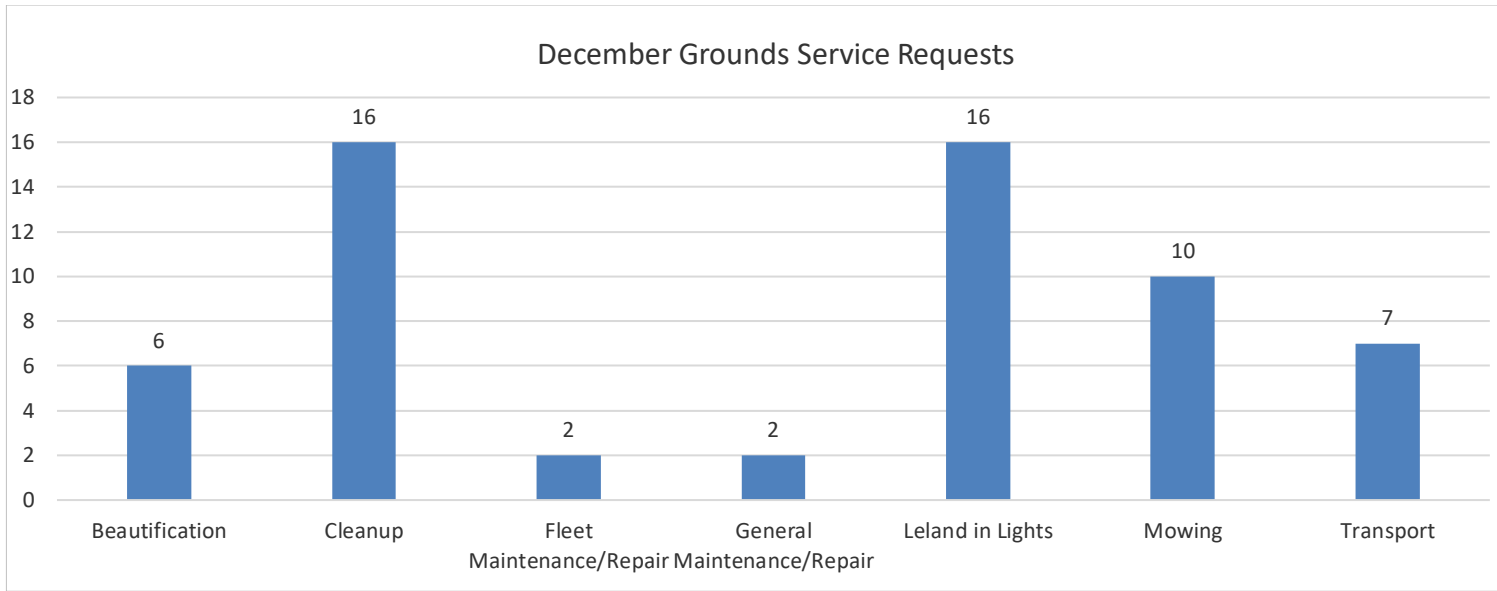
- Staff are continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff are continuing to maintain mowing, blowing, and leaf removal at all Town properties.
- Staff will continue to install mulch in Town parks, at Town Hall, and at other Town-owned properties.
- Staff will begin the removal of streetlight displays along Village Road and return them to storage at the MOC warehouse.
- Staff will disassemble and remove the holiday displays along Town Hall Drive and around Town Hall and return them to storage at the MOC warehouse.

Projects Completed

- Staff completed the 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 completed the holiday streetlight displays along Village Road.
- Staff completed the installation of bat houses at Cypress Cove that were built during the Lend a Hand in Leland event.
- Staff completed the repair of broken boards on the fishing tee at Cypress Cove Park.

Work Order Summary

- Grounds received 59 work orders in December, with most of them being cleanup (16) and Leland in Lights related (16).
- Grounds completed 43 work orders in December, with an approximate expense of \$17,500 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

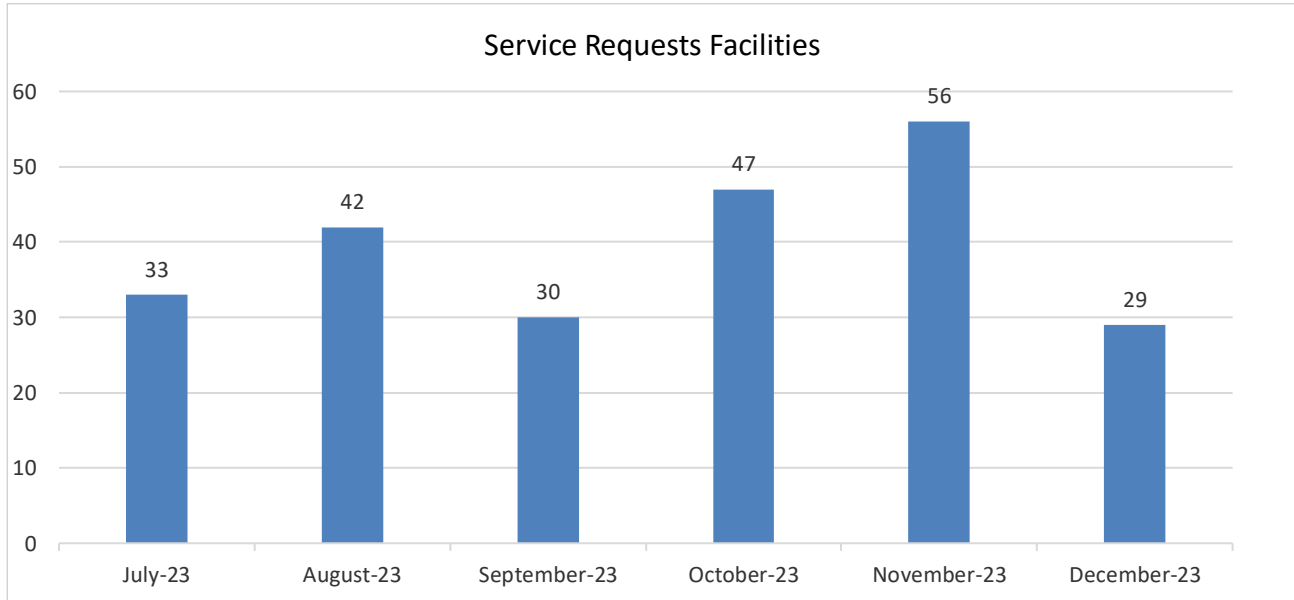
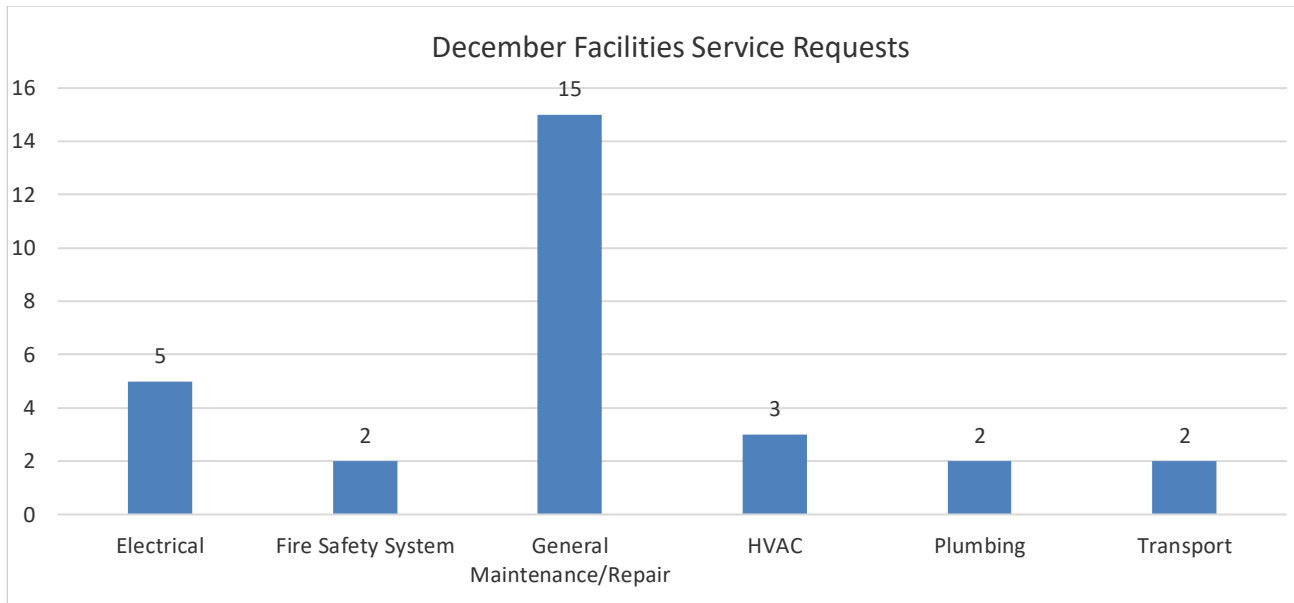
- Staff is reviewing a containment fence proposal around the MOC.
- Staff will be working on the replacement of several circuit boards in the Town Hall HVAC system.
- Staff will be conducting in-house training on the Town Hall HVAC system.
- Staff will be reviewing the ability to monitor the HVAC system.
- Staff will develop and perform preventative maintenance on Town equipment (generators, compressors, ice machines).
- Staff will be removing debris from the MOC site for disposal.
- IT will be assisting staff in installing a training/conference room at the MOC warehouse.
- Staff will hire Highland Roofing to make repairs to the Town Hall and MOC warehouse roof system.

Projects Completed

- Staff completed testing of the transfer switches for the generators at the MOC.
- Staff assisted Grounds in completing the installation of holiday lights.
- Staff installed a boot wash and repaired two water hydrants at Town Hall.
- Staff replaced circuit boards in Town Hall HVAC ceiling units and checked for leaks in the freon system.
- Staff conducted Town-wide inspections on handrails, doors, windows, and lights.
- Staff repaired the HP1 HVAC unit at the LCAC. Staff also replaced the circuit board in the outside unit.

Work Order Summary

- Facilities received 29 work orders in December, with most of them being general maintenance and repair related (15).
- Facilities completed 19 work orders in December, with an approximate expense of \$6,100 in labor and materials.



Fleet Vehicle Updates

Work Priorities

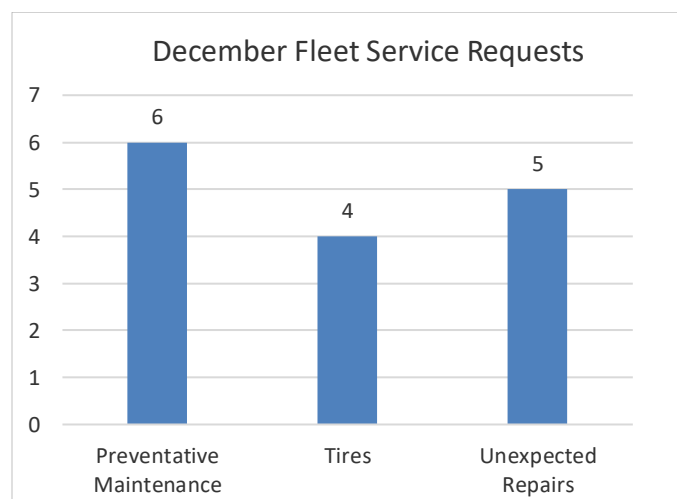
- Staff are finalizing vehicle maintenance projections for all departments for FY24/25 budgeting purposes.
- Staff are working on budgets for FY24/25.

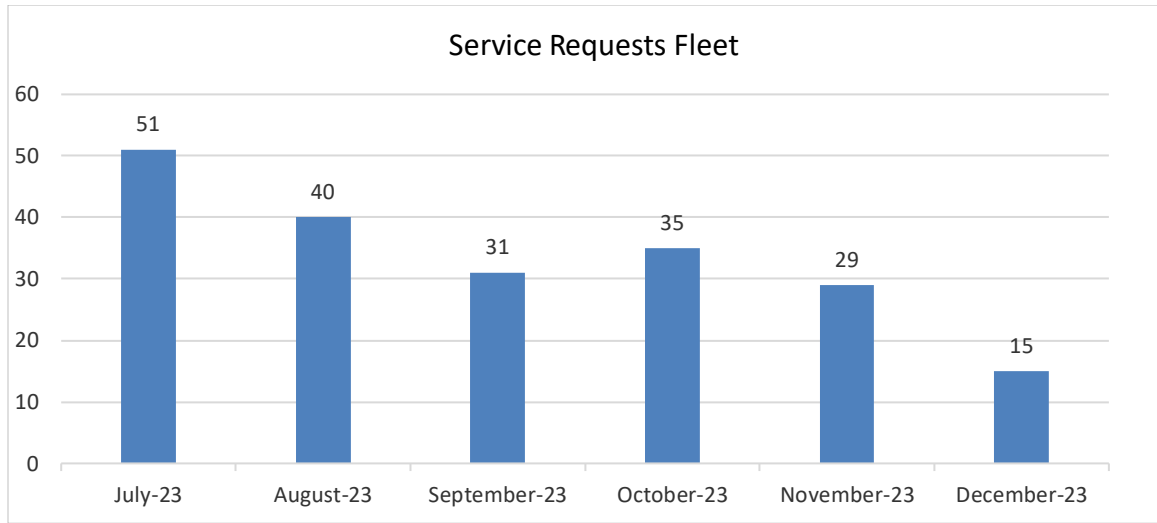
Projects Completed

- Staff completed vehicle replacement recommendations for each department.
- Staff loaded annual vehicle survey data to iWorQ.

Work Order Summary

- Fleet received 15 service requests in December for an approximate expense of \$5,700. Of these, 6 requests were for scheduled preventative maintenance for about \$425.





Department News

Applications have been received and interviews conducted for Program Coordinator-Marketing and Program Coordinator-Programs. Staff are awaiting final approval to proceed with offers. Recruitment for a Recreation Specialist will begin in January.

Parks and Recreation Board Summary

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

Upcoming Events

January 20, 12:30 p.m. – Matinee Series – Super Mario Brothers

January 26, 7 p.m. – Swing Dance

January 31, 9 a.m.-12 p.m. – Leland We Don't Know

February 3, 10 a.m. – Open House

February 10, 1-3 p.m. – Artist in Residence Gallery Reception

February 10, 1 p.m. – Makers Madness Art Market

Parks, Recreation, and Cultural Resources Updates

Leland in Lights concluded on January 2 after a month of incredible attendance across a variety of holiday events. An estimated 1,200 people attended the Grand Illumination on December 2. A sellout crowd of 200 attended the Wilmington Big Band at the LCAC on December 8. There were 70 attendees at Cookies with Santa, 41 at Breakfast with Santa, and 66 at the Sensory-Sensitive Santa event. The holiday magic of Leland in Lights and an array of PRCR events provided family-friendly entertainment for thousands of Leland residents and visitors from surrounding regions.

The winter sessions kick off with new classes starting on January 8. The first matinee movie is Super Mario Brothers on January 20 and the very popular Swing Dance will be on January 26. Registration for all spring and summer programs opens on February 3 at 10 a.m. Other February events include the Artist in Residence Gallery and Reception on February 10. Finally, the Makers Madness event returns on February 10 offering PRCR students the opportunity to sell their handmade goods at an intimate art market showcasing one-of-a-kind baskets, ceramics, and more.

Social Media Update

- PRCR Facebook Highlights (December 1 – 31, 2023)
 - Followers/Likes – 5,904
 - Page reach – 4,880
 - Top post (Largest reach): “Mark your calendar for Jan 26 at 7 PM! It's Swing Dance time, and we can't wait to see you on the dance floor. Get ready for a night of toe-tapping tunes and sensational moves! You can purchase tickets online or in person at the LCAC.”
- LCAC Facebook Highlights (December 1 – 31, 2023)
 - Followers/Likes – 4,909
 - Page reach – 15,179
 - Top post (Largest reach): “A huge THANK YOU to our incredible volunteers who dedicated their time and enthusiasm to make our programs and events shine. Your commitment lights up our community, and we're grateful for every smile, effort, and shared joy.”
- PRCR Instagram (December 1 – 31, 2023)
 - Followers/Likes – 1,780
 - Post reach – 596
 - Top post (Largest reach): “Unlock the doors to endless possibilities! Join us for our Open House on Feb 3 from 10 AM - 1 PM. Explore, connect, and envision the exciting opportunities that await.”
- LCAC Instagram (December 1 – 31, 2023)
 - Followers/Likes – 1,725
 - Post reach – 764
 - Top post (Largest reach): “Are you looking to start a new hobby for the new year? Join us for a session of Ballet with Pam. You can register online or in person at the LCAC. It's never too late to pirouette into passion! Registration link in bio.”

Department News

In December, at least 159 people visited the front desk at Town Hall and 197 called the main phone line. 41% of the calls were for Planning and Inspections, 8% were for Engineering or Public Works, and 13% were for Police. 25% of the visitors logged were drop-ins, 22% had appointments, and 51% were for Police. 31 contact forms were submitted through the website. Jessica Draughn started as Communications Specialist I. Ms. Draughn and Ms. Fore continued to cover responsibilities for the Parks, Recreation, and Cultural Resources Department while transitioning into their new roles. Ms. Jewell met with the WMPO and started having conversations with area PIOs regarding the upcoming Cape Fear Memorial Bridge preservation project.

Social Media Update

- Facebook Highlights (December 1 – 31, 2023)
 - Added 57 new page followers
 - Impressions – 39K
 - Top post (Largest reach): “Important notice: Founders Park closure 🚧 Starting Monday, Dec. 11, Founders Park will be closed to the public as we embark on an exciting journey of park renovations! 🌳 The walking trails, open space, and parking lot will not be accessible. We look forward to unveiling an enhanced and rejuvenated space for everyone to enjoy when construction is completed, which is expected to take about a year. 🏡🌟 Learn more about Founders Park renovations 🖱️ <https://ow.ly/EBfA50Qgx3F>”
- Twitter/X Highlights (December 1 – 31, 2023)
 - Impressions/Reach – 1,763
 - Top tweet (Largest reach): “Mayor Brenda Bozeman is being recognized for 20 years of service to Leland Town Council! 🌟👏 The Brunswick County Board of Commissioners and Congressman David Rouzer recently honored her for her commitment. Learn about her contributions 🖱️ <https://ow.ly/A4Hw50Qj84K> #LelandNC”
- NextDoor Highlights (December 1 – 31, 2023)
 - Impressions/Reach – 15,681
 - Likes/Comments – 32
 - Top post (Largest reach): “Make sure you know about emergencies and incidents as they happen by signing up for ReadyBrunswick. 📢 Enroll and learn more about the emergency notification system 🖱️ <https://ow.ly/wXoj50PNVC2>”

- Instagram Highlights (December 1 – 31, 2023)
 - Added 14 new page followers
 - Post impressions – 1.1K
 - Top post (Largest reach): “📄🌟 A look back at 2023! 🌟 This year was filled with exciting moments in Leland – from dedicating the Benton Residence Historical Marker and unveiling the new Disc Golf Course to opening Fire Station 51 and breaking ground on Founders Park renovations, alongside so many other memorable events. Here's to another year of progress and community pride. Wishing you a Happy New Year, Leland! 🎉🏠 #TownofLelandNC #LelandNC”
- LinkedIn Highlights (December 1 – 31, 2023)
 - Added 14 new followers
 - Page views – 131
 - Post impressions – 3.3K
 - Reactions/Comments/Shares – 105
 - Top post (Largest reach): “Cheers to a wonderful evening of lights, laughter, and local art! Huge thanks to everyone who joined us for the Tree Lighting and Holiday Art Market. 🌲🌟”

Project Updates

- Created posts that resulted in more than 60,844 impressions across social media platforms.
- Developed and presented plan to replace Town Hall Forum series with digital education series to be launched by staff this spring.
- Continued reviewing and updating website as part of biannual review.
- Produced [2023 Year in Review video](#) highlighting 10 major accomplishments or events from the last year in Leland.
- Worked with HR to create new recruitment marketing strategy. Created plan for website enhancement including staff testimonials.
- 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
 - [NCDOT: Cape Fear Memorial Bridge Preservation Project Scheduled to Begin Mid-January](#)
 - [Founders Park to Close for Renovations](#)
 - [Mayor Bozeman Honored for 20 Years of Service](#)

- [Debra Pickett Named Mayor's Citizen of the Year 2023](#)
- [Brunswick County Public Utilities Rescinds System Pressure Advisory for Parts of Windsor Park](#)
- Port City Daily
 - [Founders Park closing for a year as construction gets underway](#)
 - [NCDOT awards \\$9.6M contract for I-140 repair work near Leland](#)
 - [NCDOT postpones paving I-140 in Brunswick County until after bridge work is complete](#)
- WWAY
 - [Vehicle crashes into Leland Harris Teeter](#)
 - [Brunswick County Residents react to Cape Fear Memorial bridge maintenance project](#)
 - [Annual 'Pack the Patrol Car' and 'Fill the Fire Truck' event returns to Leland](#)
 - [Leland Fire/Rescue responds to chemical leak inside business](#)
 - [I-140 paving work taking place near Leland early next year, lasting through summer 2025](#)
 - [NCDOT provides tentative timeline for Cape Fear Memorial Bridge closure](#)
- WECT
 - [Car crashes into Harris Teeter in Leland](#)
 - [Leland in Lights being held with a few less lights](#)
 - [Leland to purchase medical kits for police vehicles through grant](#)
 - [Leland Fire/Rescue crews respond to chemical leak at business](#)
 - [Founders Park in Leland undergoing renovations](#)
 - [Leland Planning Board recommends approval for barbed wire to protect power substations](#)
 - [State delays repaving of I-140 in Brunswick County until after Cape Fear Memorial Bridge work](#)
 - [Leland Town Council approves barbed wire to protect power substations](#)
 - [Leland Fire/Rescue extinguishes truck fire](#)
 - ['Quite the mess:' Cape Fear Memorial Bridge lane closures to impact local businesses, employees](#)
 - ['It's not going to be easy': Local officials discuss plans for traffic, upcoming Cape Fear Memorial Bridge repairs](#)

- StarNews
 - [Brunswick Today Newsletter: Exciting elections and a childhood dream](#)
 - [As Brunswick County booms, here's how massive growth could make it the area's major player](#)
 - [PHOTOS: A look at Brunswick County growth](#)
 - [Despite an annex ban in Leland, here's how the town could bring in a baseball stadium](#)
 - [Brunswick Today Newsletter: Behind the county's boom and gearing up for Christmas](#)
 - [Leland in 2024: From duplexes to 'spillover' business, here are development trends to watch](#)
 - [Brunswick Today Newsletter: Wishing on a snowflake and development in 2024](#)
 - [Five Brunswick County landmarks often forgotten that make it special](#)
 - [Detour ahead: These are your options for getting to Wilmington when the bridge closes](#)

- WilmingtonBiz
 - [Leland Annexes Land For Lanvale Road Mixed-use Project](#)
 - [TOP STORIES: Leland Baseball Stadium Still In Play](#)
 - [Officials Share Latest Timeline On Cape Fear Memorial Bridge Repairs, Closures](#)

TDA Marketing

- Continue updating website with new information.
- Met to discuss FY24/25 budget.

Leland TDA Meeting Summary

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

Department News

Sergeant Reid attended a Standard Field Sobriety Testing (SFST) Instructor Development course December 4-8 in Atlantic Beach. This course certifies officers to be able to teach other officers how to conduct SFSTs.

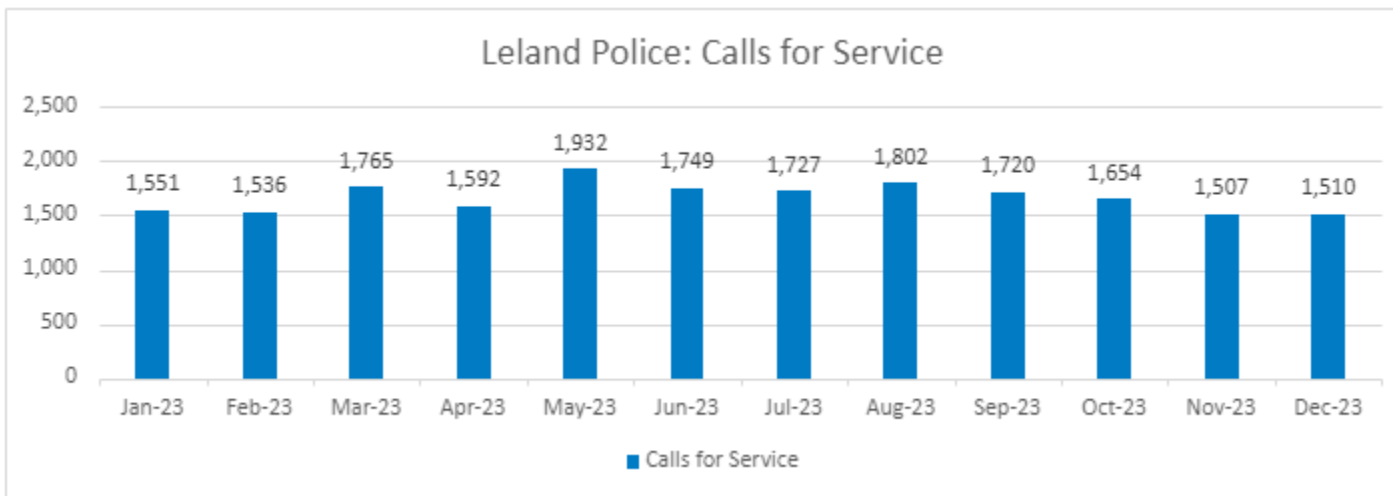
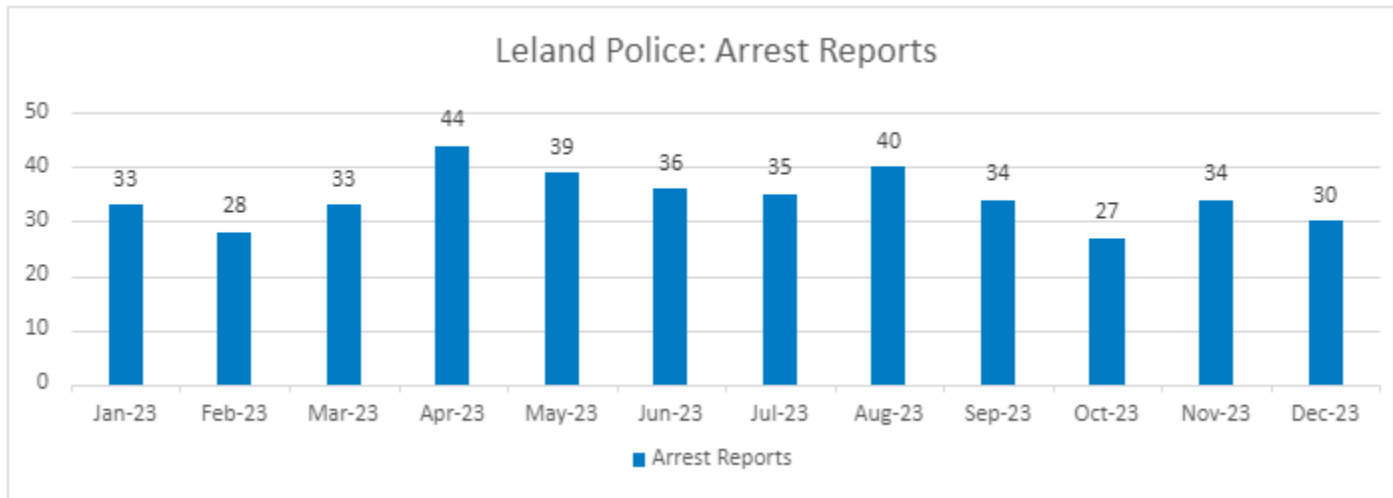
Sergeant Odom attended a Standard Field Sobriety Testing course December 4-7 at Cape Fear Community College. This course certifies officers in administering Field Sobriety Testing on DUI/traffic stops.

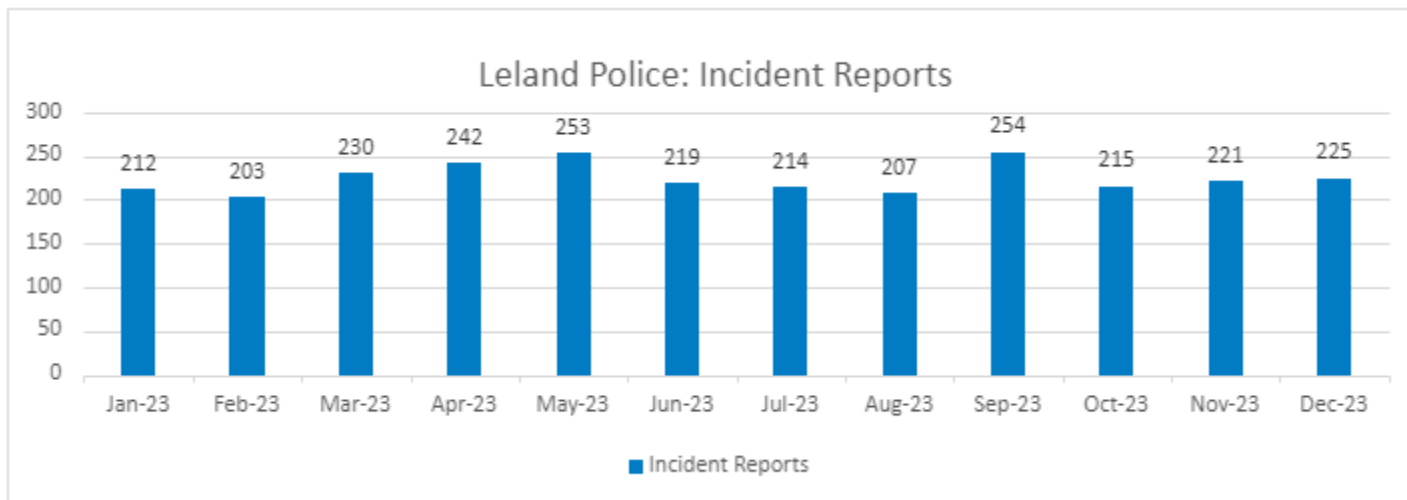
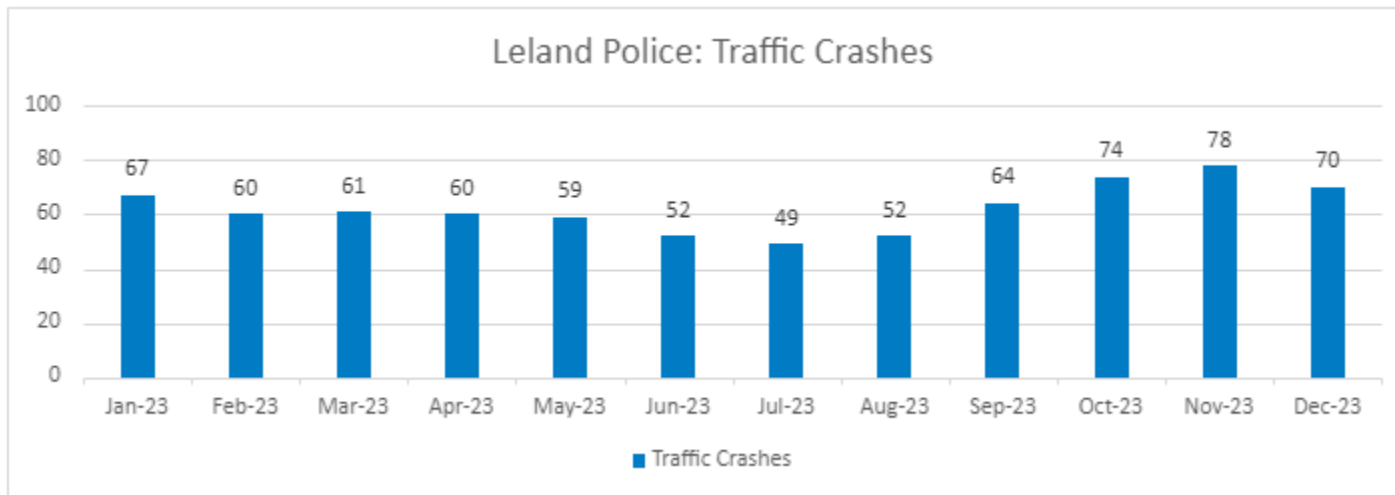
Officer Bortnick attended a Field Training Officer course December 11-15 at the North Carolina Justice Academy. This course is for law enforcement officers tasked with providing field training to law enforcement recruits who have completed BLET or equivalent training.

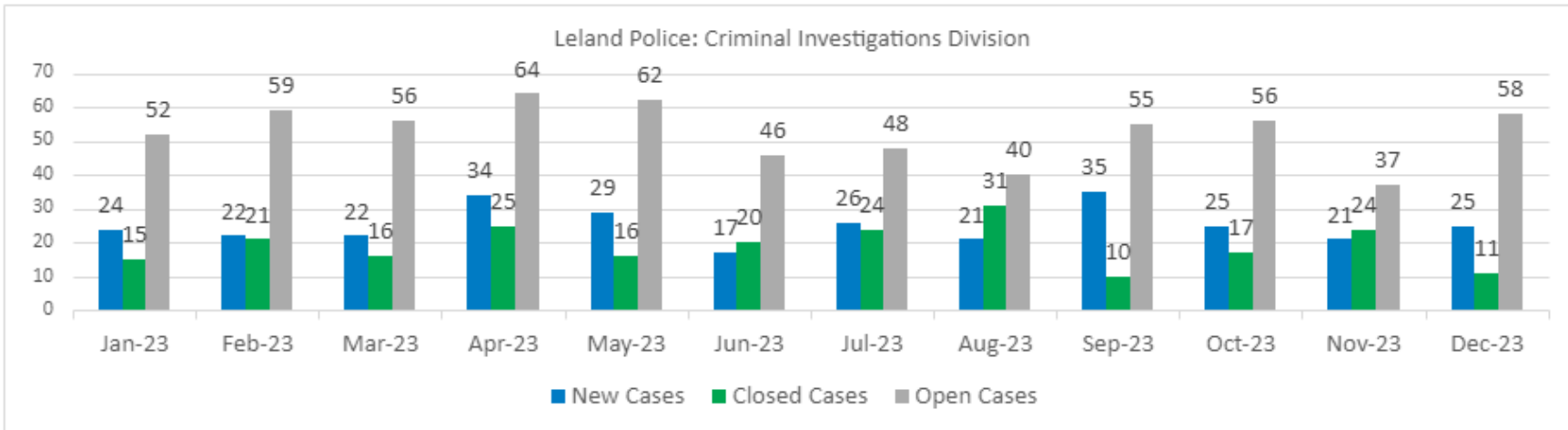
Officer Yeager attended a Preventing and Countering Violent Extremism course December 13-15 virtually. This course is intended to provide insight on how to remain defensive and aware of acts of terrorism and extremism acts.

Building clearing in-service training was conducted throughout December to ensure all officers are using the most updated practices to remain safe and effective when it comes to clearing buildings on incidents.

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	36	5	3	8	1	1	6
Totals	428	49	51	69	26	5	34

Department News

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

- Assisted three citizens with child passenger seat checks or installations
- Assisted 23 homeowners with smoke alarm installations or battery replacements
- Participated in the Fill the Truck/Pack the Patrol Car event
- Participated in the Toys for Tots toy drive

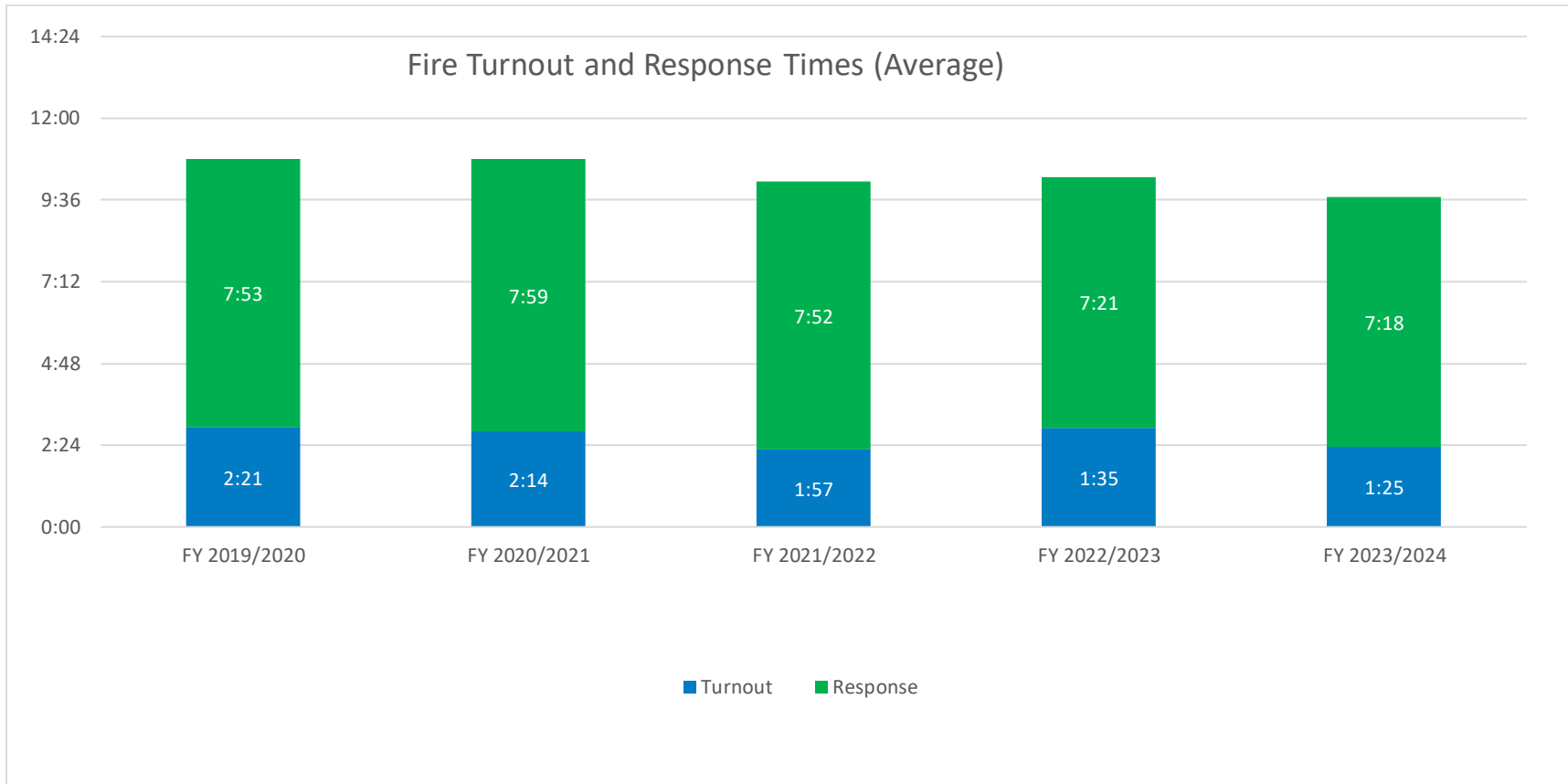
C-Shift participated in their quarterly facility training day which focused on multi-company evolutions between engine company operations and truck company operations. Crews worked together to deploy the needed hose lines to extinguish the fire. Truck companies worked on search, ventilation, and forcible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

Several department members attended the Division/Group Supervisor Class hosted by Leland Emergency Management. The class broke down the roles and responsibilities of a division/group supervisor in an incident command structure.

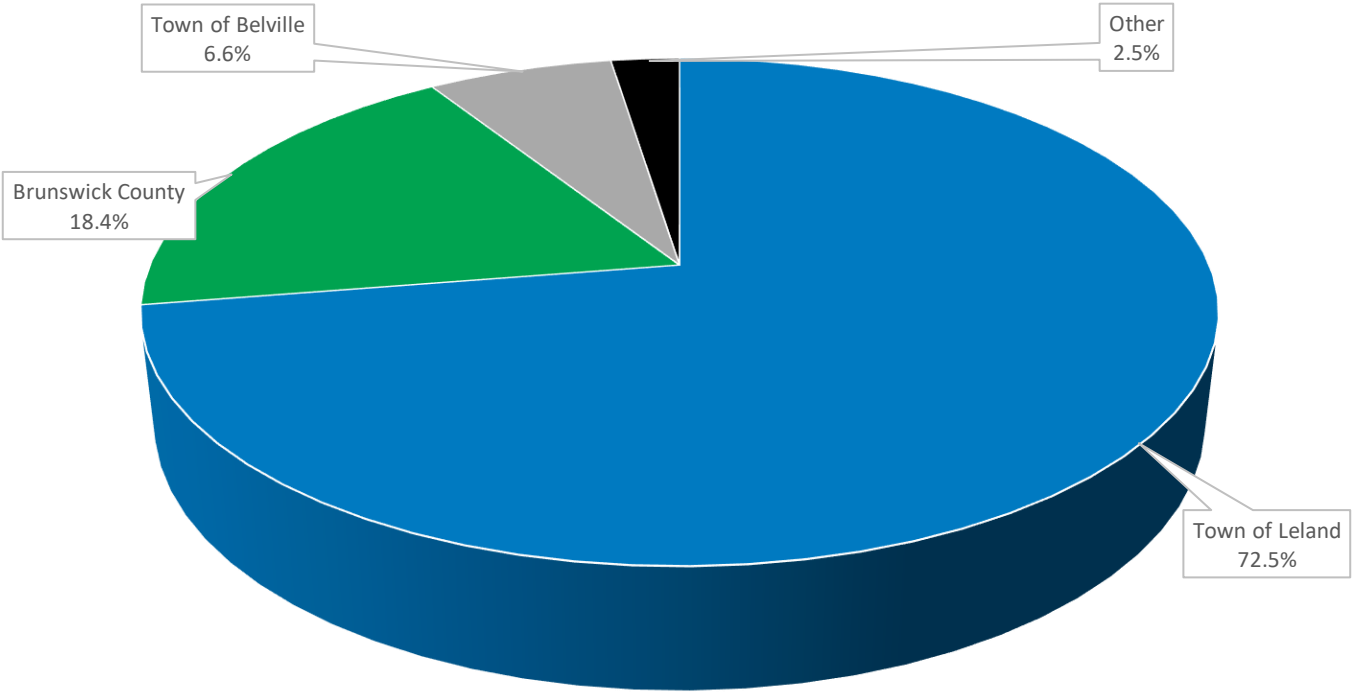
The department partnered with Coatings & Adhesives Corporation to deliver several fire extinguisher refresher classes to their employees. Through community risk reduction, Coatings & Adhesives Corporation was identified as a potential target hazard. Offering fire extinguisher training helps mitigate this hazard.

Staff participated in an interagency training hosted by the Wilmington International Airport, New Hanover County Emergency Management, and Marine Corps Air Station New River. This training focused on responding to a military aircraft mishap. VMX 1 provided a CH-53K for responders to see in person. This familiarization with aircraft emergency operations enhances the ability to assist in the event of a mishap.

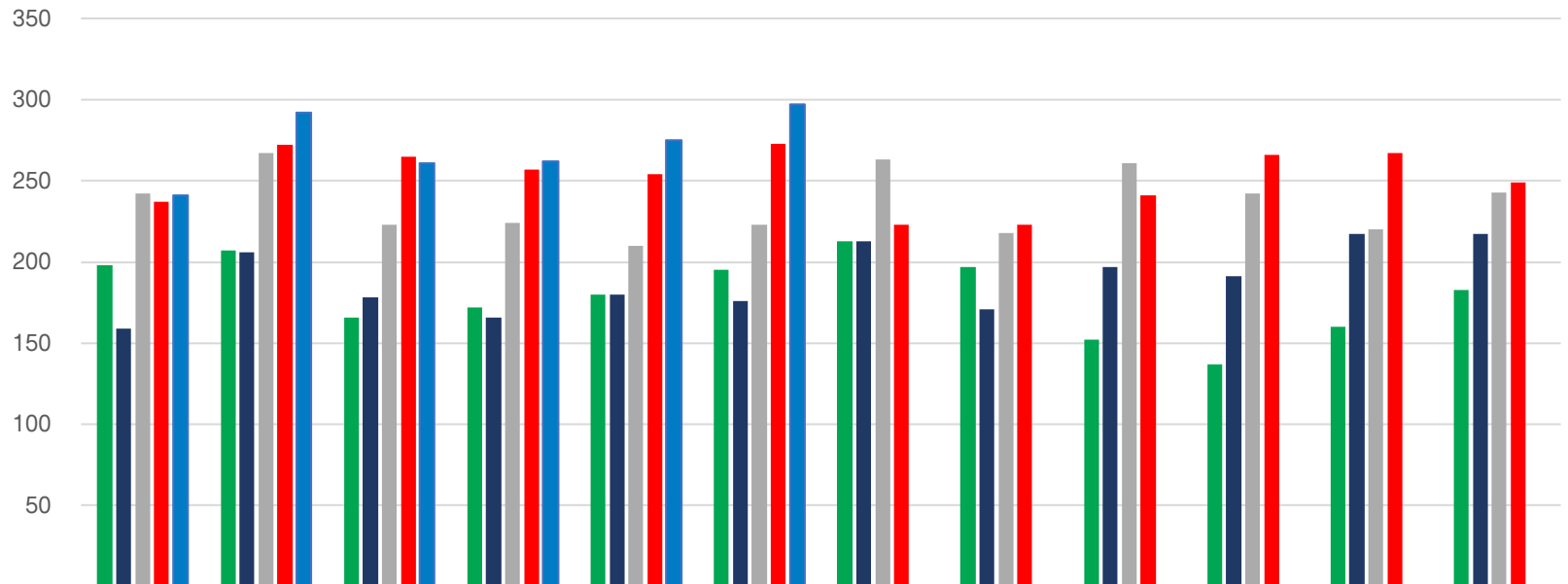
Dashboard



FY 2023/2024 Fire Calls by Zone



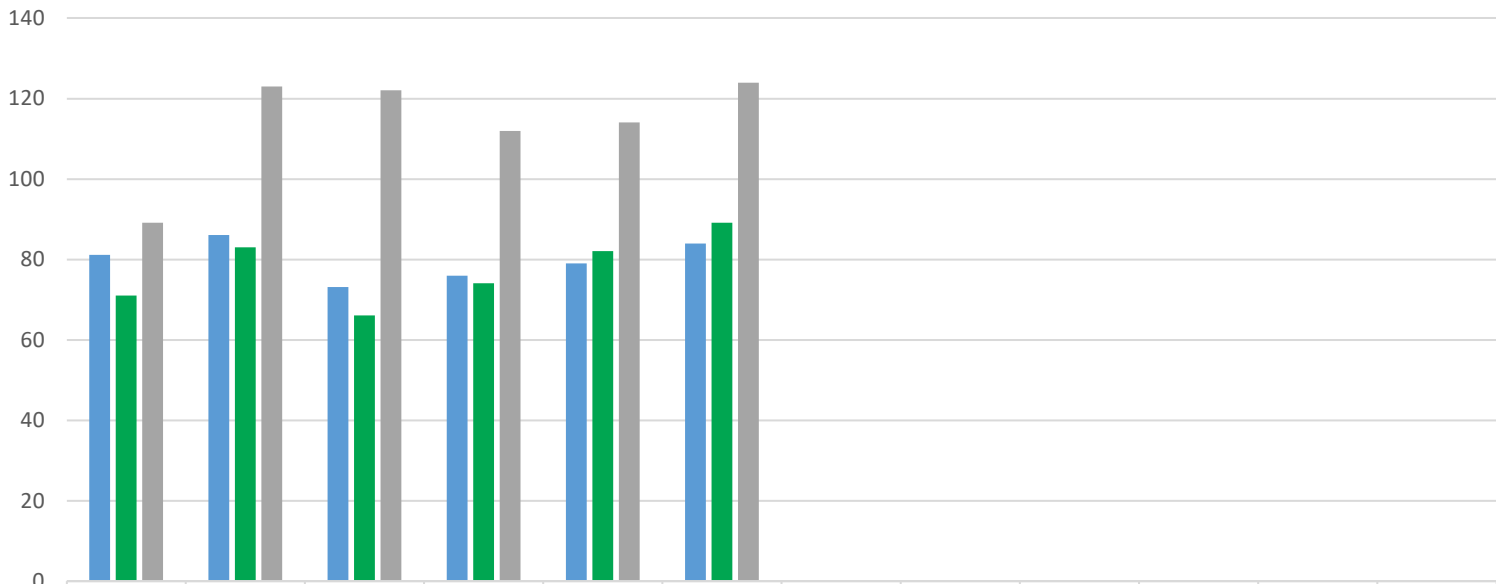
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
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 2023/2024	241	292	261	262	275	297						

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

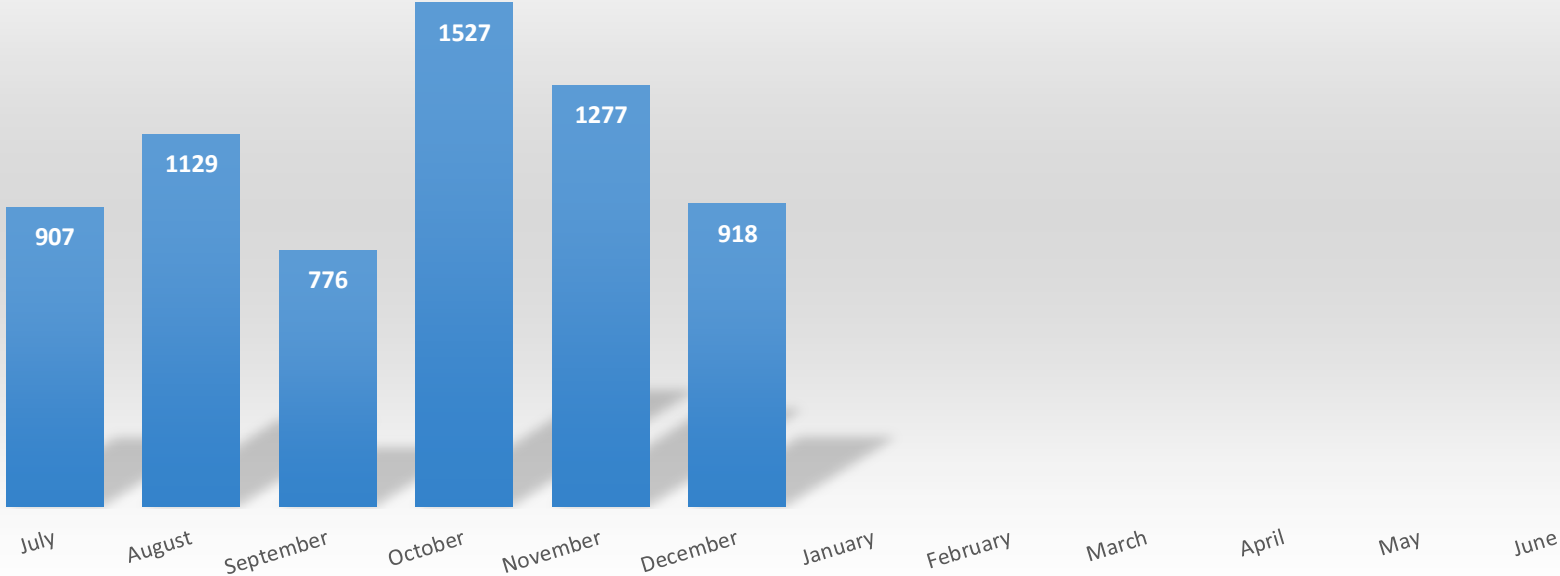
FY 2023/2024 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Popular)	81	86	73	76	79	84						
Station 52 (Westport)	71	83	66	74	82	89						
Station 53 (Lanvale)	89	123	122	112	114	124						

■ Station 51 (Popular) ■ Station 52 (Westport) ■ Station 53 (Lanvale)

FY 2023/2024 Training Hours



Department News

Chief Grimes met with the Threat Hazard Identification and Risk Assessment (THIRA) task force and introduced them to the principles of the THIRA process. The THIRA will be a multi-year planning document designed to identify threats, hazards, and risks the Town faces. The task force 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. Staff is awaiting NCDOT's response to the Town's debris collection request. Chief Grimes joined area public safety officials on a conference call to discuss and prepare for challenges related to the Cape Fear Memorial Bridge preservation project. NCDOT and area public safety officials will continue to meet weekly to discuss challenges and improvements to public safety response during the project.

Work Priorities

- Review of chapter 22 of Town ordinances to ensure compliance with state
- Developing THIRA
- NCDOT debris management for secondary roads
- Preparing for further staff incident exercises

Projects Completed

- FY24/25 draft budget

Department News

Several employees were promoted in December. Corbin Keene, Matt Jones, and Adam Stanley were promoted to Building Inspector Level 1. Marissa Ernst was promoted to Planner II. Ben Watts was promoted to Planner III.

Matt Jones and Adam Stanley received their Standard Plumbing Level 1 certifications.

Jessica Moberly attended Shifting Gears: Toward a New Way of Thinking About Transportation, a webinar hosted by the University of Wisconsin School of Architecture & Urban Planning as part of its Innovative Cities Lecture. This lecture looked critically at the ideas that make up the traditional way of thinking about transportation and explored alternative ideas that are now gaining traction. The new way of thinking promises a more diverse transportation ecosystem that allows for choice in daily travel and produces more just and sustainable communities.

Ms. Moberly attended Safe System Approach for the Urban Core, a webinar hosted by the Federal Highway Administration. This webinar provided an overview of the new Safe System Approach for the Urban Core Informational Report. This report outlines how practitioners can apply the principles, elements, and framework of the Safe System Approach in policy, program, and project decision-making processes for urban areas in the United States.

Ms. Moberly attended Using Pedestrian and Bicycle Level of Traffic Stress in Practice, a webinar hosted by the Florida Local Technical Assistance Program. This webinar explored Level of Stress (LTS) history, data needs, methodology, and practical application as well as how supporting efforts to develop safe and connected networks of transportation facilities and LTS analysis can identify streets that work well and areas in need of improvement. Moving beyond minimum design criteria, LTS helps planners, engineers, and advocates understand the interrelated factors that either encourage or discourage walking and bicycling.

Ms. Moberly also attended the FY 2024 RAISE Grant - How to Compete Webinar hosted by the U.S. Department of Transportation. The webinar explained how to apply and compete for a RAISE grant including how and when to apply, application requirements, as well as how applications are evaluated.

Planning Board Meeting Summary

The Planning Board met on December 12, 2023, and heard the following items:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to allow barbed wire on fences surrounding critical infrastructure.

2. Proposed Zoning Map Amendment – The Planning Board voted to recommend approval of a proposed rezoning of a 1.22-acre area at 1004 Village Road from O&I, Office and Institutional District, to C-1, General Commercial Business District.
3. Discussion Topic – The Planning Board engaged with staff on discussing potential amendments to the Town’s buffer and landscaping requirements.

The Planning Board’s next meeting is scheduled for January 23, 2024, at 6 p.m.

Board of Adjustment Meeting Summary

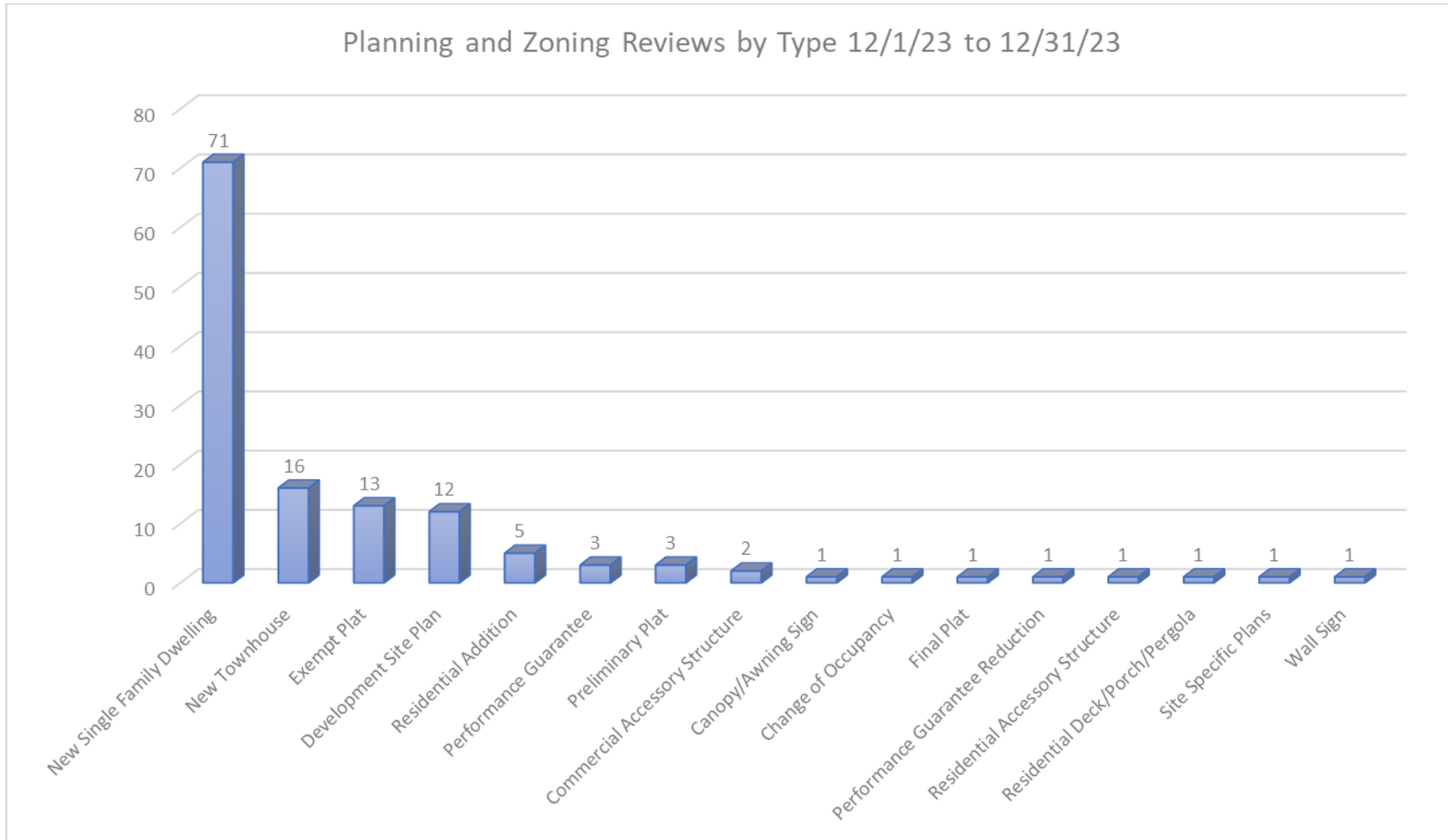
The Board of Adjustment did not meet in December due to lack of agenda items.

Current Planning Update

Technical Review Committee (TRC) Report

In December, the TRC reviewed only project revisions and no new items.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
3	5

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	-\$190,871.25
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	\$3,839,147.41	-\$190,871.25
Total Surety Bonds				
		32	\$7,622,296.17	\$0.00
Total Performance Guarantee Sureties				
		53	\$11,553,718.58	-\$190,871.25

Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion. An extension for the release of funds submittal packet was granted, with the packet due in May. Staff is aiding Insight Planning in completing the environmental review record, which is part of the submittal packet.

Staff continues to make progress on the Age-friendly Strategic Plan and the Green Network Plan. The draft of the Age-friendly Strategic Plan has been refined following inputs from various departments and the Green Network Plan continues to be refined with the input from the NCWRC.

Staff met with a representative from the Division of Coastal Management to discuss certifying Leland 2045 as a CAMA-certified Land Use Plan. The Town currently has a CAMA Land Use Plan from 2011 that is outdated.

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 consultants from Moffatt & Nichol and ESP to receive an update on the Leland Resilient Routes Project. The consultants provided a list of priority project locations for local roads that are maintained by the Town and some NCDOT maintained routes.

Staff submitted finalized project locations for the WMPO’s 2050 Metropolitan Transportation Plan update. The WMPO requested that all member jurisdictions submit eight potential roadway projects and 10 potential bicycle and pedestrian projects.

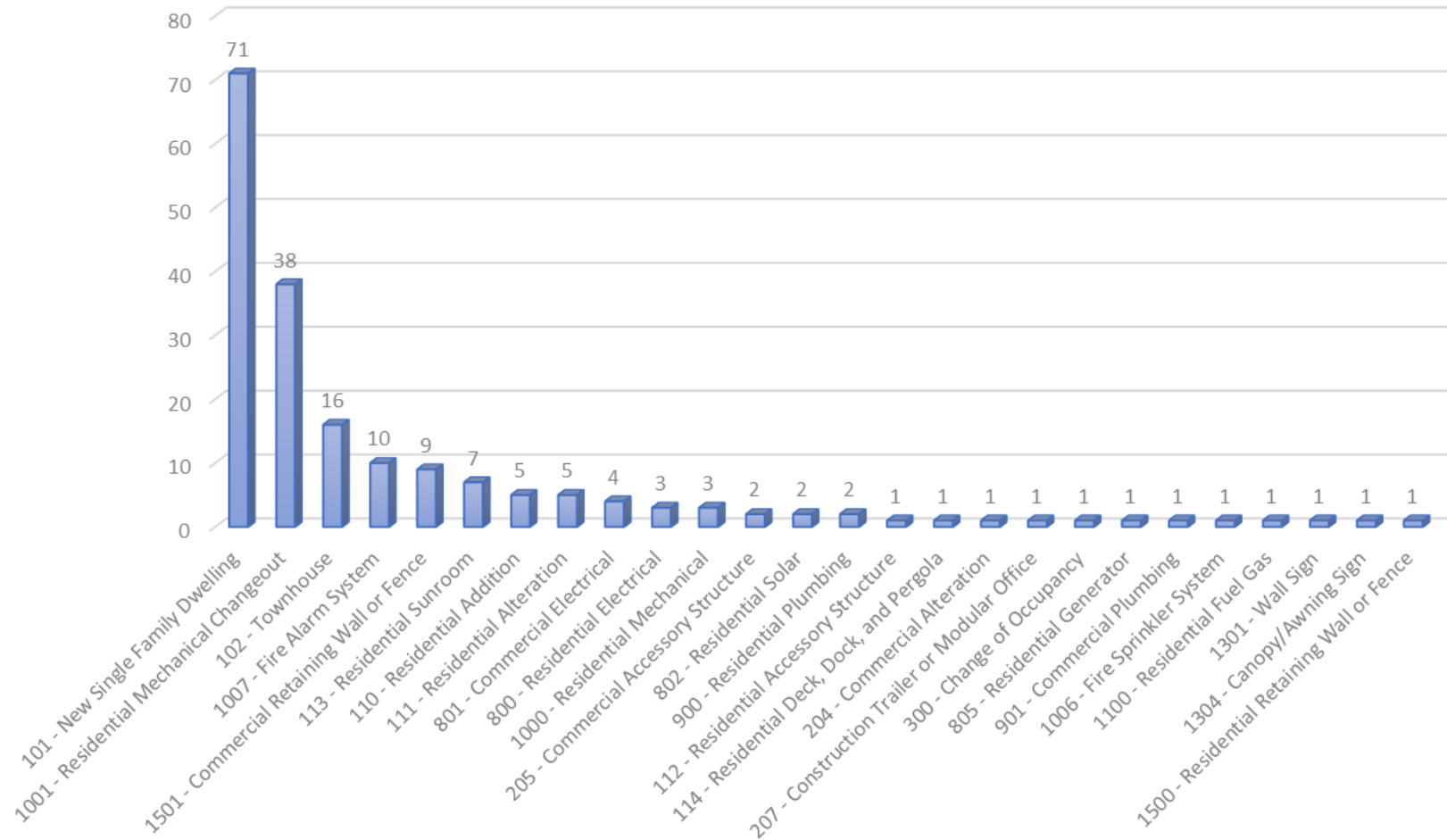
The Safe Streets & Roads for All (SS4A) Comprehensive Safety Action Plan Request for Proposals deadline was December 8. Planning and Finance staff evaluated proposals and will move forward in contract negotiation with the selected consulting firm.

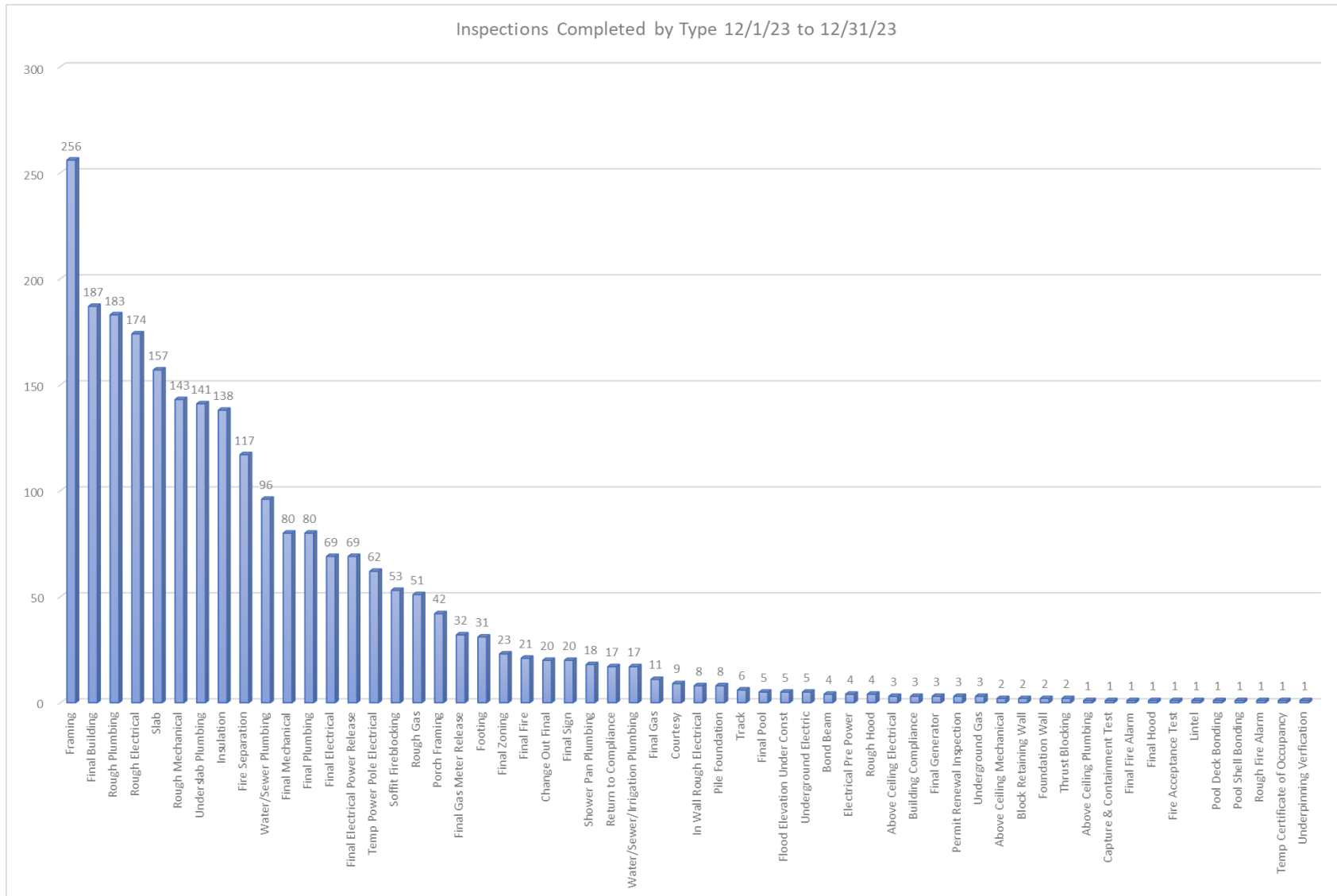
Staff attended the monthly group North Carolina Vision Zero Meeting. The small group meeting is for staff in the areas of Leland, Wilmington, Apex, and Knightdale to share progress, information, and questions throughout the SS4A and Vision Zero process.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
189	2,400	\$24,375,350

Permits Issued by Type 12/1/23 to 12/31/23





Code Enforcement Update

Case Summary

12/1 Thru 12/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from November	1	2	7	0	10
Cases Opened December	1	11	15	5	32
Cases Closed December	0	5	9	3	17
Active Cases (Evolve)	2	8	13	2	25

Department News

In December, staff attended the Four-County Regional Conversation on Opportunity Youth, a demographic identified as young adults ages 16-24 who are neither in school nor employed, at the Leland Center. Additionally, Mr. Sutton met with regional partners such as Heather McWhorter, Director of the Center of Innovation and Entrepreneurship, regarding the Life Science and Medical Technology Summit and Paige O'Neil with the new North Carolina Ecosystem Technology regarding the emergence of EcoTech in the region.

Staff toured two companies at the International Logistics Park located at the Brunswick-Columbus County line. Company leadership of Precision Swiss Products and Tri-Tech Forensics led the tour to discuss on-site operations and plans for growth. Both companies were in the Leland Innovation Park but relocated to the logistics park based on the need to expand operations. Two Economic Development Committee members received regional recognition this year: Michael Braddock was recognized as one of Wilmington's 40 Under 40 and Heather McWhorter was recognized as one of the Wilmington 100.

New Businesses

- **Hall of Fame Car Wash** opened on the northwest corner of **Leland Town Center Drive** and **Gateway Boulevard**.
- **Cookout** opened at **1147 New Pointe Boulevard** in between the Take 5 and Chick-fil-A.

New Construction/Development

- The Technical Review Committee has begun to review the plans for the following projects:
 - **Marriott StudioRes** has submitted plans for a 55,028 square-foot hotel on the northwest corner of **Brunswick Village Boulevard** and **Provision Parkway**.
 - **The Edge at Brunswick Forest** was submitted as a multi-family housing development on the southwest corner of **Hewett Burton Road** and **Brunswick Village Boulevard** proposing 300 units.
 - **Town Hall Addition** was submitted for a 20,210 square-foot addition along **Town Hall Drive** and an additional 86 parking spaces.

Economic Development Committee Meeting Summary

The Economic Development Committee met on December 7 and presented a recap of Dr. Mouhcine Geuttabi's presentation on the Brunswick County economy, discussed shifting the business retention and expansion visits to Aerospace and Advanced Manufacturing, and talked about details of the Life Science and Medical Technology Summit.

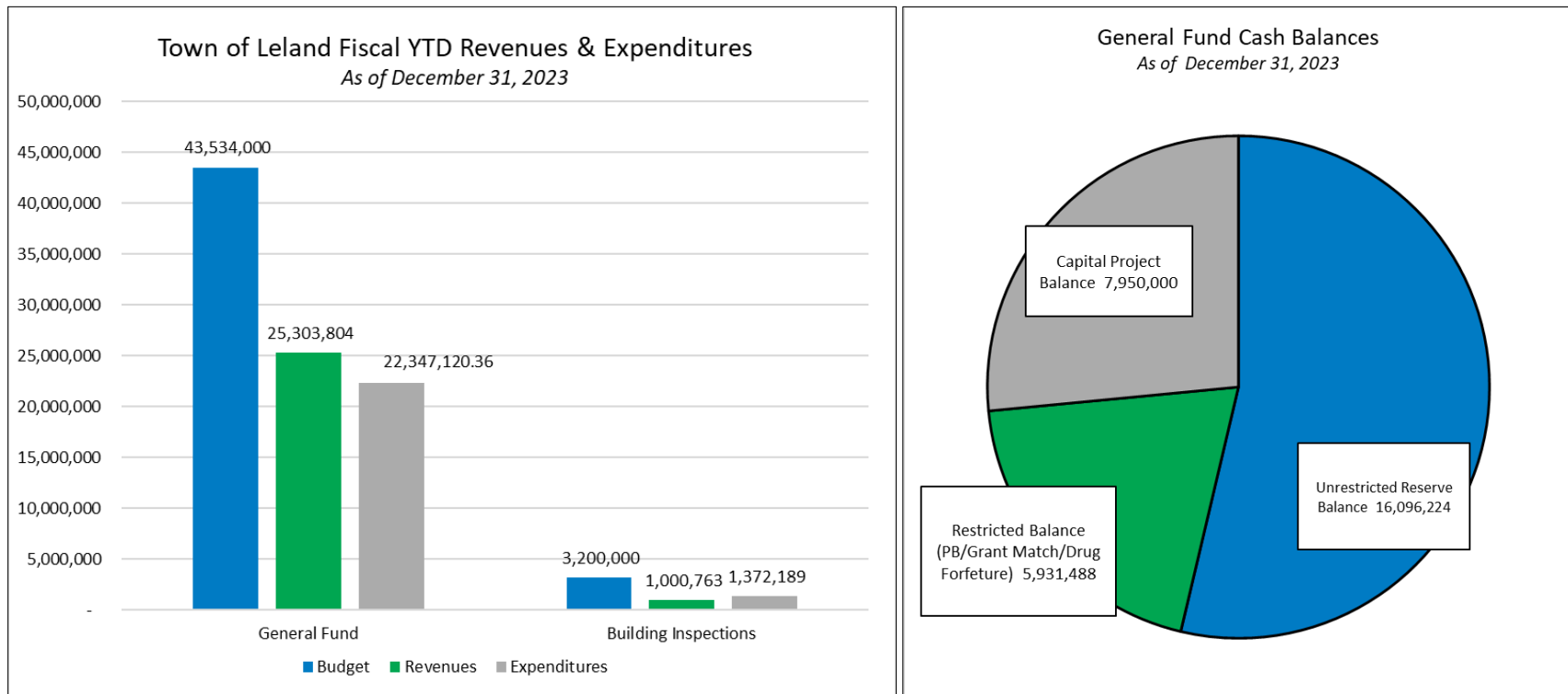
Department News

Ms. Cook attended Housing and Urban Development training for 2023 Community Project Funding. Ms. Cook also attended the USDOT’s online seminar entitled “FY 2023 RAISE Grant – How to Compete.”

Ms. Norton and Ms. Newton attended North Carolina Capital Management Trust training entitled “Public Finance Educational Seminar.”

Ms. Hagg attended the Development Finance Toolbox course through the UNC School of Government.

Dashboard

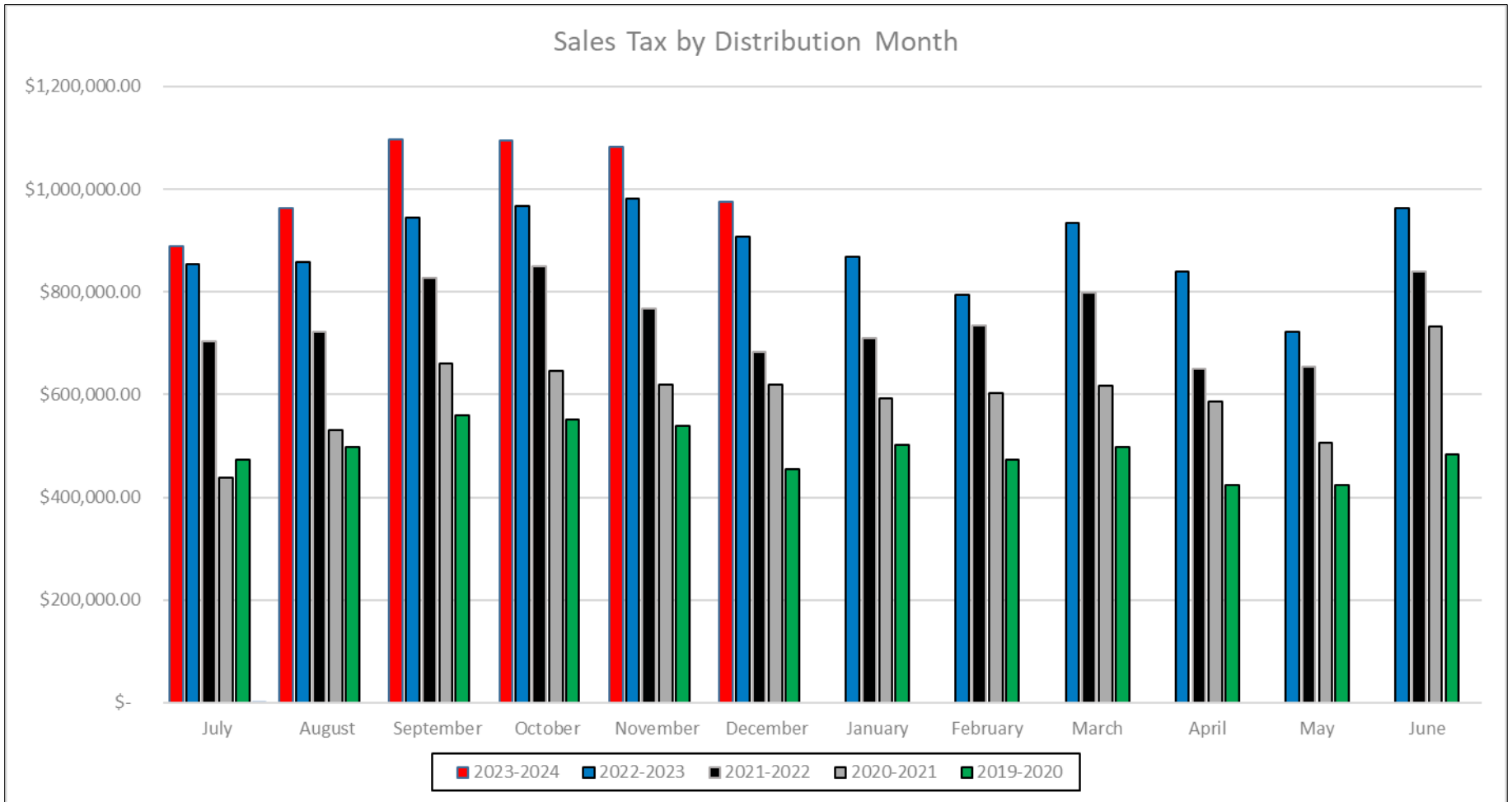


Financial Budget to Actual Report – December 31, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	43,534,000	7,120,246	25,303,804	-	18,230,196	41.88%
Governing Body	315,000	315,000	6,975	125,473	94,879	94,647	30.05%
Administration	2,300,000	2,300,000	223,872	1,162,496	36,154	1,101,350	47.88%
Information Technology	3,285,000	3,285,000	162,618	929,336	1,041,443	1,314,220	40.01%
Human Resources	470,000	476,000	47,938	154,094	14,408	307,498	64.60%
Finance	1,000,000	1,000,000	124,835	450,558	6,760	542,681	54.27%
Planning	1,280,000	1,280,000	99,278	460,056	34,786	785,158	61.34%
P&R & Cultural Arts	1,210,000	1,210,000	83,113	486,486	65,425	658,089	54.39%
Fleet & Facilities	1,490,000	1,490,000	163,019	680,812	189,875	619,313	41.56%
Streets & Grounds	3,610,000	3,610,000	296,317	1,185,593	154,206	2,270,201	62.89%
Engineering	1,050,000	1,050,000	46,596	253,999	939	795,061	75.72%
Police	6,730,000	6,758,000	516,743	3,144,286	257,101	3,356,613	49.67%
Emergency Management	220,000	220,000	23,651	104,040	119	115,840	52.65%
Fire	7,445,000	7,445,000	580,389	3,781,192	204,150	3,459,659	46.47%
Debt Services	4,120,000	4,120,000	-	1,477,109	-	2,642,891	64.15%
Transfers	4,475,000	8,975,000	15,678	7,951,588	-	1,023,412	11.40%
EXPENSES	39,000,000	43,534,000	2,391,022	22,347,120	2,100,246	19,086,633	43.84%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	154,619	1,000,763	-	2,199,237	68.73%
EXPENSES	3,200,000	3,200,000	236,178	1,372,189	30,920	1,796,891	56.15%

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: Financial Advisor – Town Hall Expansion; Vendor: First Tryon Advisors LLC; Amount: \$75,000

Description: Asphalt Paving Machine; Vendor: Hitek Equipment Inc.; Amount: \$73,572.10

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in December.

Audit Committee Meeting Summary

The Audit Committee did not meet in December.

Department News

In December, the Town celebrated the promotions of 7 employees and sponsored several events and activities for employees. On December 7, more than 25 employees and their families attended a fun Grinch-themed Family Holiday Event at the LCAC. To the delight of children, Santa also made an appearance at this event. On December 15, approximately 150 employees attended the Employee Holiday Luncheon at the LCAC where they also received an update from the recent Town Council meeting, enjoyed a catered lunch, and received a gift of a Town of Leland sweatshirt. The department hosted a Take a Break event and sponsored an office area holiday decorating contest. Many departments participated in the decorating contest, with the Inspections Team winning. The Health and Safety Committee is focusing on winter weather safety and cool weather wellness this month. In January, the department will host a Take a Break event for employees of the LCAC and welcome several new employees to the Police Department. The HR Director will also participate in an employment law course at the UNC School of Government.

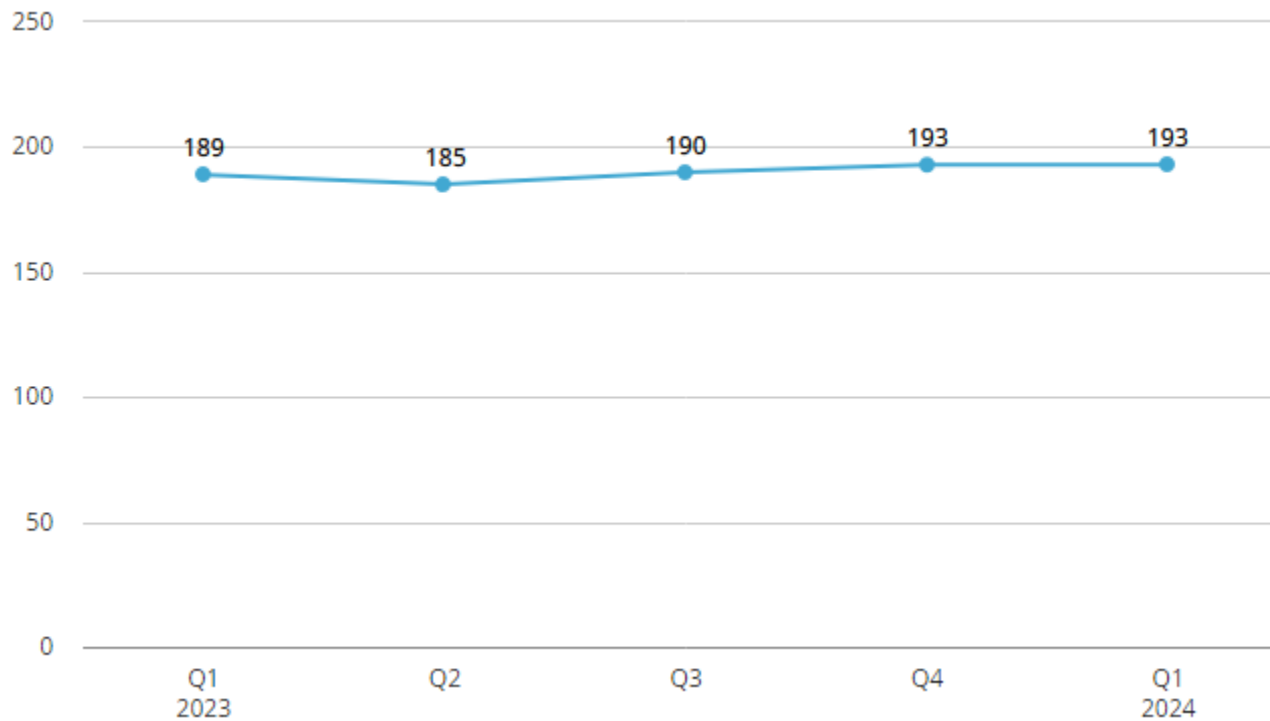
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Corrie Evans	Administration	Resignation	12/1/2023	Staff Attorney		
Marissa Ernst	Planning	Promotion	12/9/2023		Planner I	Planner II
Joe Robeson	Police	Promotion	12/9/2023		Police Officer	Master Police Officer
Adam Stanley	Inspections	Promotion	12/9/2023		Building Inspector I Probationary	Building Inspector I
Matt Jones	Inspections	Promotion	12/9/2023		Building Inspector I Probationary	Building Inspector I
Jessica Draughn	Community Enrichment	Promotion	12/9/2023		Senior Recreation Specialist	Communications Specialist I
Jonathan Berry	Police	Promotion	12/9/2023		Senior Police Officer	Police Sergeant
Ben Watts	Planning	Promotion	12/9/2023		Planner II	Planner III
Mackenzie Roberts	Police	Resignation	12/27/2023	Police Officer		

Workers Comp Data

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

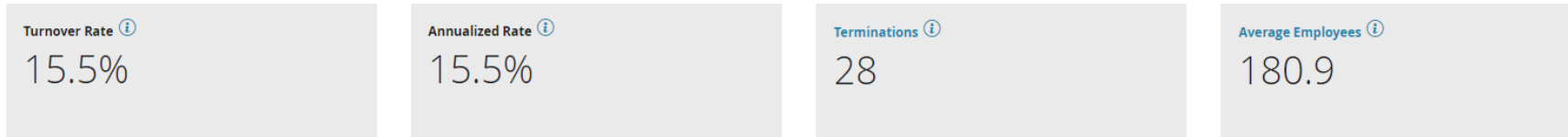
Headcount (FT and PT Employees) January 2023 – December 2023



Headcount ⓘ 193 As of December 2023	Hired ⓘ 38	Termed ⓘ 30	Growth Rate ⓘ 4.3%	Turnover Rate ⓘ 15.8%	Average Tenure ⓘ 4.1 (Years)
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Turnover Data January 2023 – December 2023

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

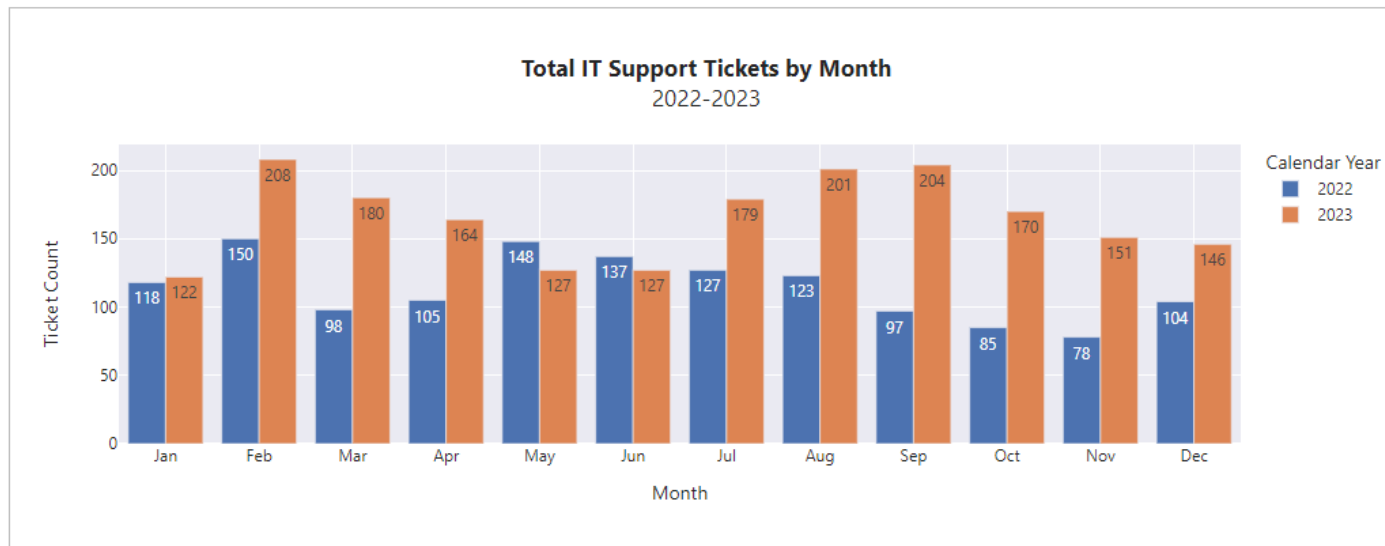
Staff are working through multiple hardware projects including credit card machine replacement at the LCAC, planning for digital signage at the LCAC, and planning for access control and security camera installations at the MOC.

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

- 1 employee offboarded.
- Public Safety radio management server installation.
- KnowBe4 security training software user account management integration.



Administration News

Mr. Brooks accompanied Mayor Bozeman to the Annual Meeting of the North Carolina Metro Mayors Association in Concord December 7-8. Topics covered included homelessness, passenger rail, legislative updates, and a conversation with NC House Speaker Tim Moore.

Town Clerk's Office

Ms. Reinhardt attended the virtual North Carolina Municipal Clerks Association Board of Directors, Finance Committee, Program and Education Committee, and State Certification meetings.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - December 7 Economic Development Committee Meeting
 - December 11 Agenda Council Meeting
 - December 11 Closed Session Meeting
 - December 12 Planning Board Meeting
 - December 14 Regular Council Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 5
 - Agendas – 4
 - Resolutions – 8
 - Ordinances – 4
 - Proclamations – 1
 - Presentations – 1
 - Public Hearing Notices for the Council Meetings – 5
 - Board/Committee Vacancies: Parks & Recreation Board Student Representative (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 4,512
- Portal Unique Visits – 1,814
- Regular Council Meeting Agenda Views – 556
- Agenda Council Meeting Agenda Views – 259
- Economic Development Committee Agenda Views – 387
- Planning Board Agenda Views – 352