



## STAFF REPORTS

September 2023 Regular Meeting

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## Department News

Staff received 250 requests for service in August and closed 221 of them (88%).

Brittney Kearney qualified for her Pesticide License.

Current staff vacancies include Facilities Maintenance Supervisor.

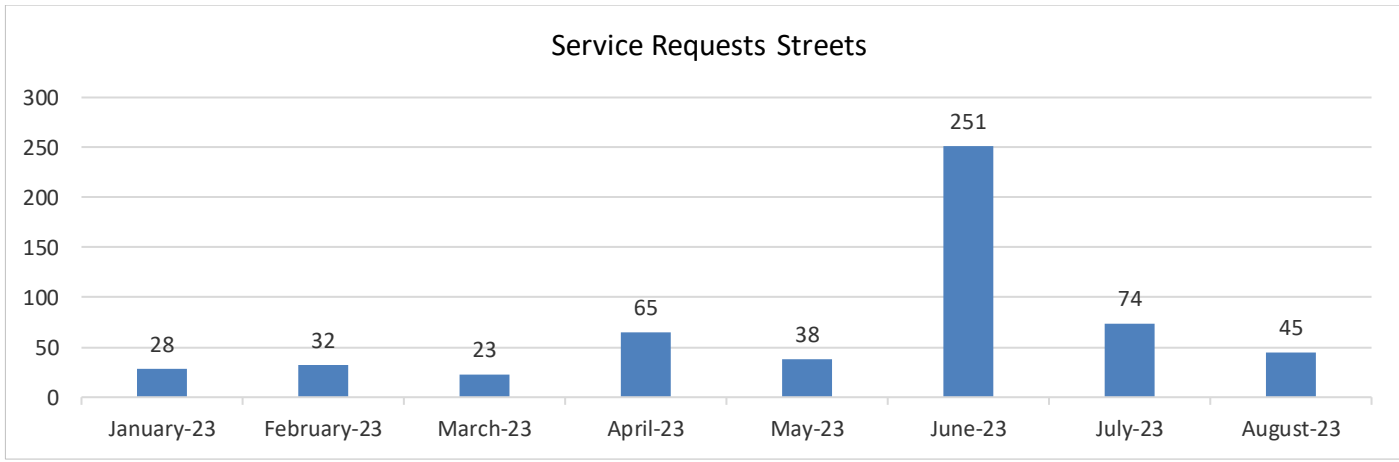
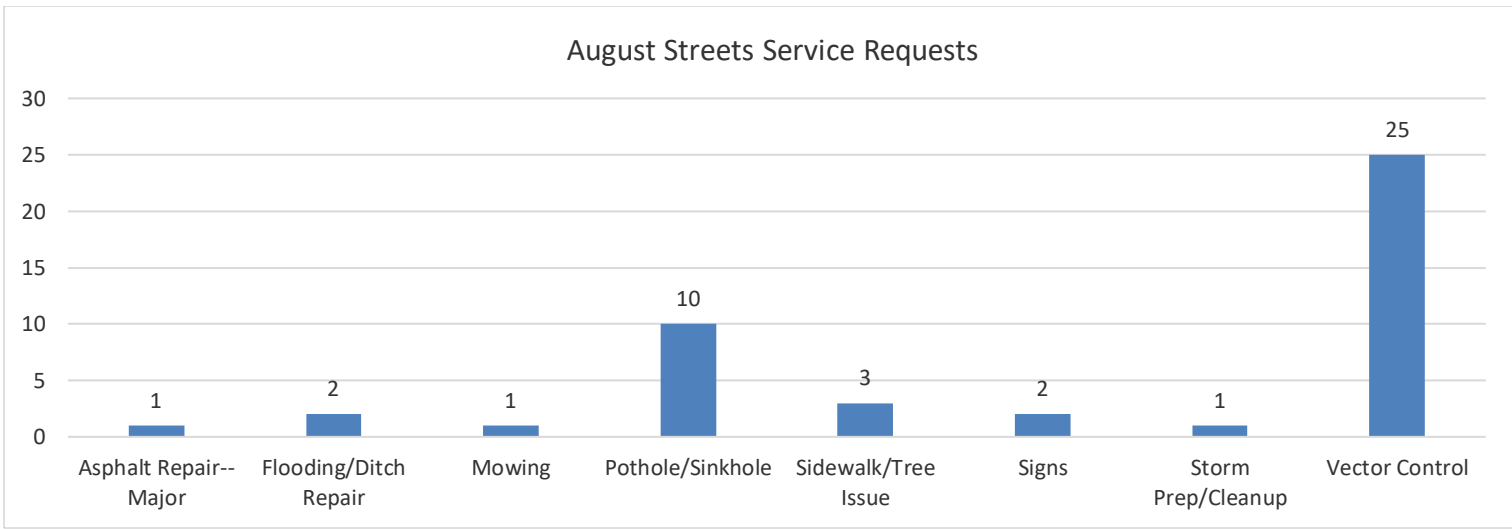
## Streets Updates

### Work Priorities

- Staff completed replacing sidewalks damaged by trees in several locations in Magnolia Greens. This work included removing trees, stumps, and replacing various lengths of damaged sidewalk.
- Staff completed a major sinkhole repair in Magnolia Greens. This work included repairing pipe, curb, and paving.
- Staff completed several sinkhole repairs in Windsor Park and paved several patches.
- Staff cleaned out ditches and clogged driveway pipes that had been causing a flooding issue in Belvedere Heights.
- Staff completed temporary asphalt repairs to Carolina Avenue.
- Staff completed a major sinkhole repair in Westport. This work included major repairs to a drainage structure and paving.
- Staff prepared for Hurricane Idalia.
- Staff completed repairs to the bridge in Waterford.
- Staff will continue performing mosquito counts and vector control applications in affected areas throughout Town.
- Staff will be reviewing the intersection of Mallory Creek Drive, Highway 133, and Bimini Drive.

### Work Order Summary

- Streets processed 45 work orders in August, with the majority being vector control (25) and pothole/sinkhole related (10).
- Streets completed 41 work orders in August, with an approximate expense of \$45,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$26,100).



## Grounds Updates

### Work Priorities and Initiatives

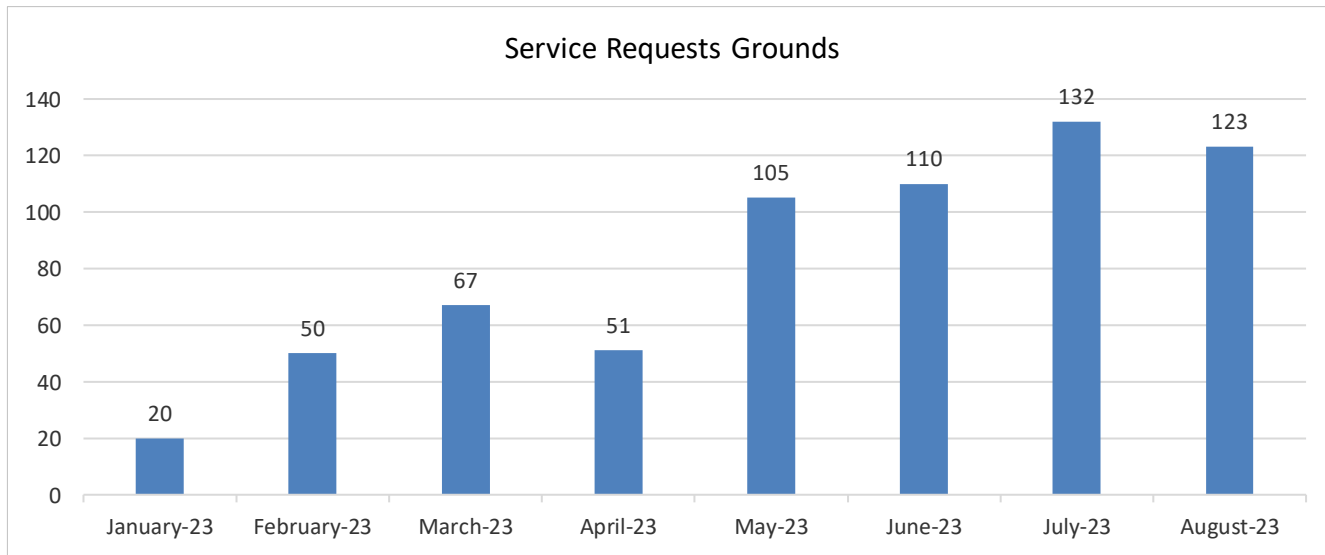
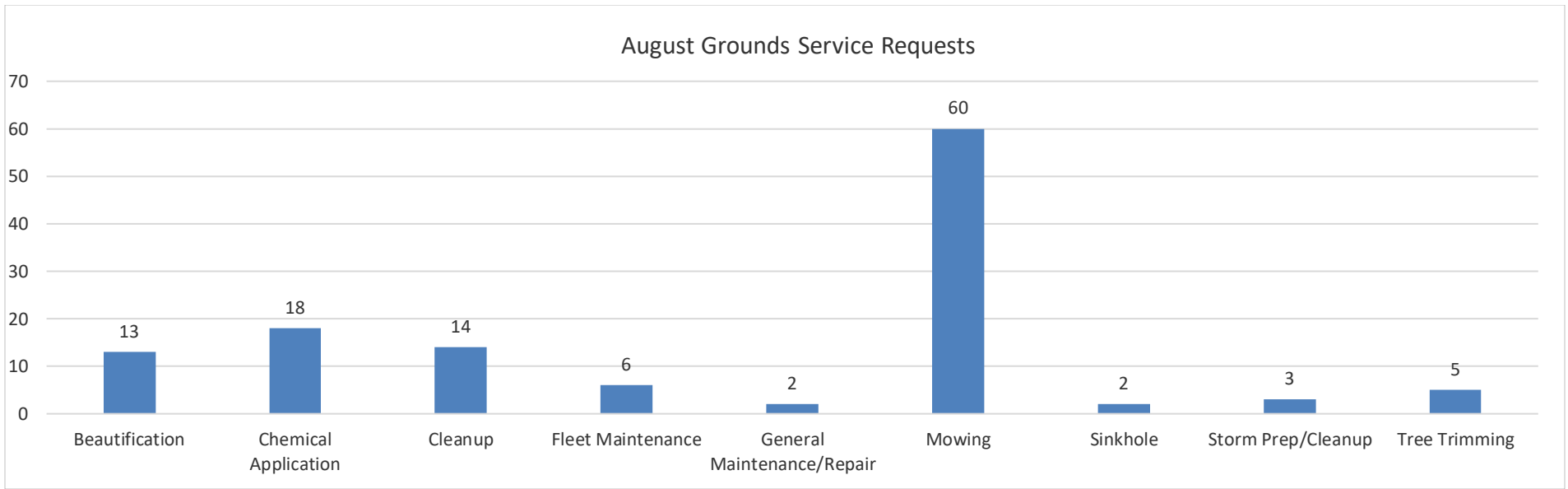
- Staff will begin putting out pre-emergence on Town properties to prevent winter weeds from September to October.
- Staff are continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff will begin to change our annuals in the islands on Village Road and at Town Hall.
- Staff are fully engaged in continuing to maintain mowing and edging all Town properties on a weekly basis.
- Staff will begin checking the animated Leland in Lights displays and lights for nonworking lights and make repairs if possible.

### Projects Completed

- Staff completed seeding and maintaining the new right-of-way section of Olde Waterford Way.
- Staff completed repairs to the handrail at the classroom at Westgate Nature Park.
- Staff completed trimming of the landscape inside the right-of-way at several intersections in Mallory Creek to increase visibility for drivers.
- Two new zero-turn mowers which were ordered last month arrived at the MOC.

### Work Order Summary

- Grounds received 123 work orders in August, with most of them being mowing (60), chemical application (18), and cleanup related (14).
- Grounds completed 101 work orders in August, with an approximate expense of \$26,500 in labor and equipment to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

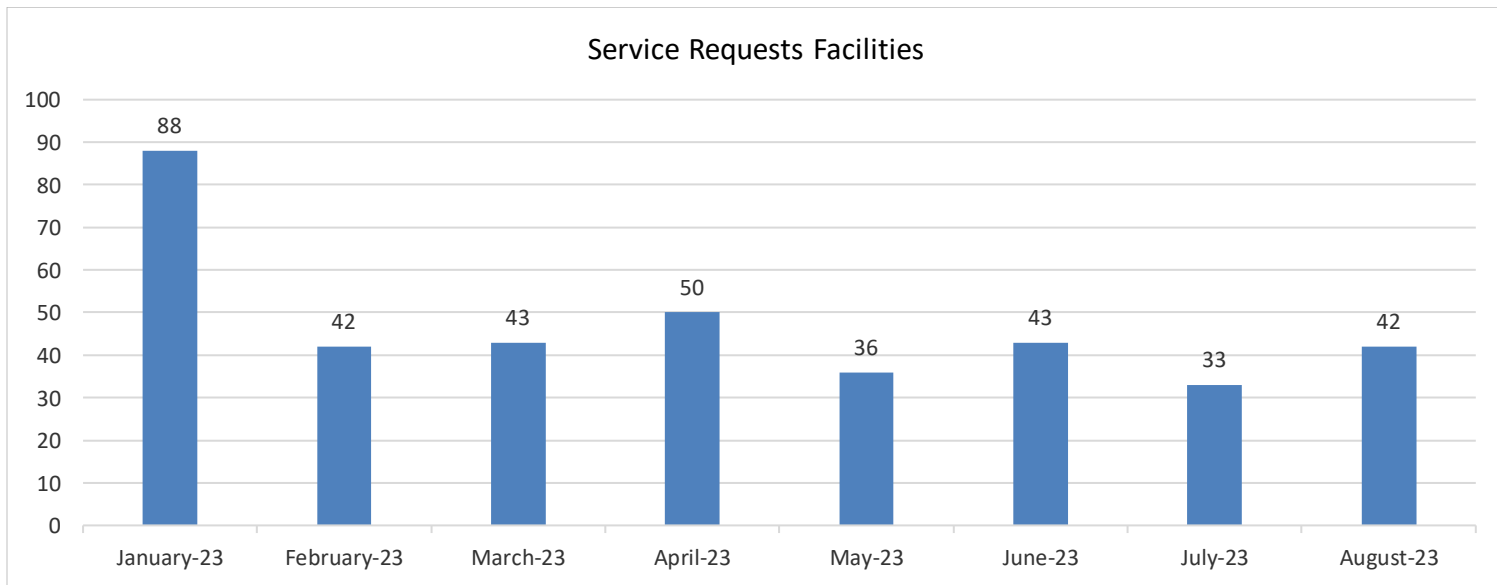
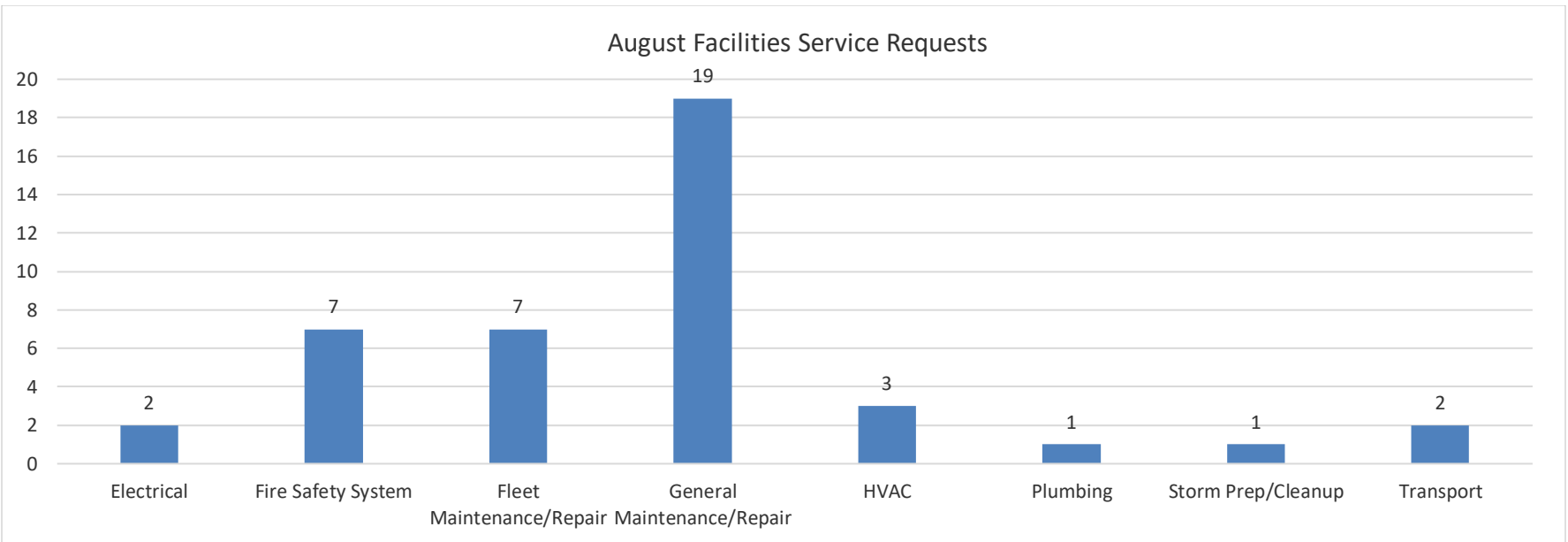
- Staff are working with vendors to diagnose an issue with the automatic gate at the MOC.
- Staff are working with a vendor to install transfer switches for generators at the MOC.
- Staff continue working with Salt Air on HVAC issues at Town Hall.
- Staff will be assisting the Fire Department to complete the move to the new Fire Station 51.
- Staff are reviewing and cleaning the AC units at the LCAC.

### Projects Completed

- Staff completed replacing light bulbs and ballasts at Town Hall.
- Staff completed a plumbing issue at the LCAC.
- Staff completed some of the appliance installation at the new Fire Station 51.
- Staff completed the relocation of the soap dispensers at the LCAC.
- Staff completed replacing several smoke alarms at Town Hall.

### Work Order Summary

- Facilities received 42 work orders in August, with most of them being general maintenance and repair (19), fire safety (7), and fleet maintenance/repair related (7).
- Facilities completed 39 work orders in August, with an approximate expense of \$2,700 in labor and materials.



## Fleet Vehicle Updates

### Work Priorities

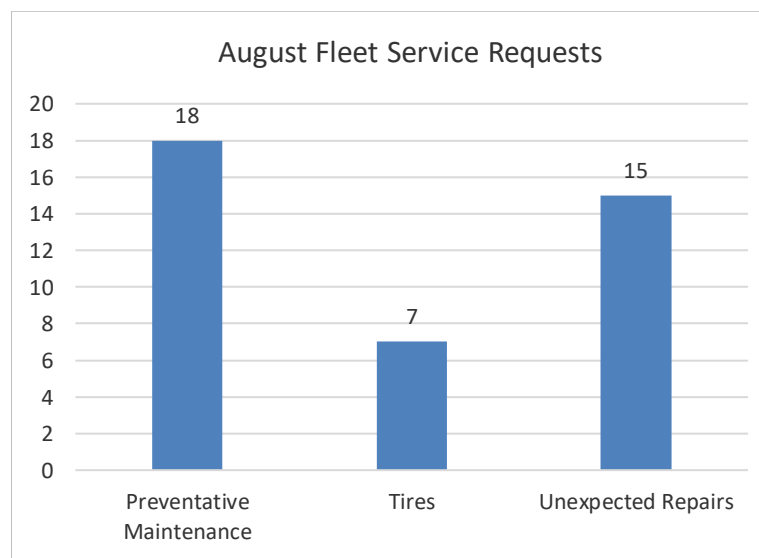
- Staff are onboarding new vehicle arrivals (15).
- Staff are working to install Town decals on new vehicle arrivals.
- Staff are installing GPS units in new vehicle arrivals.

### Projects Completed

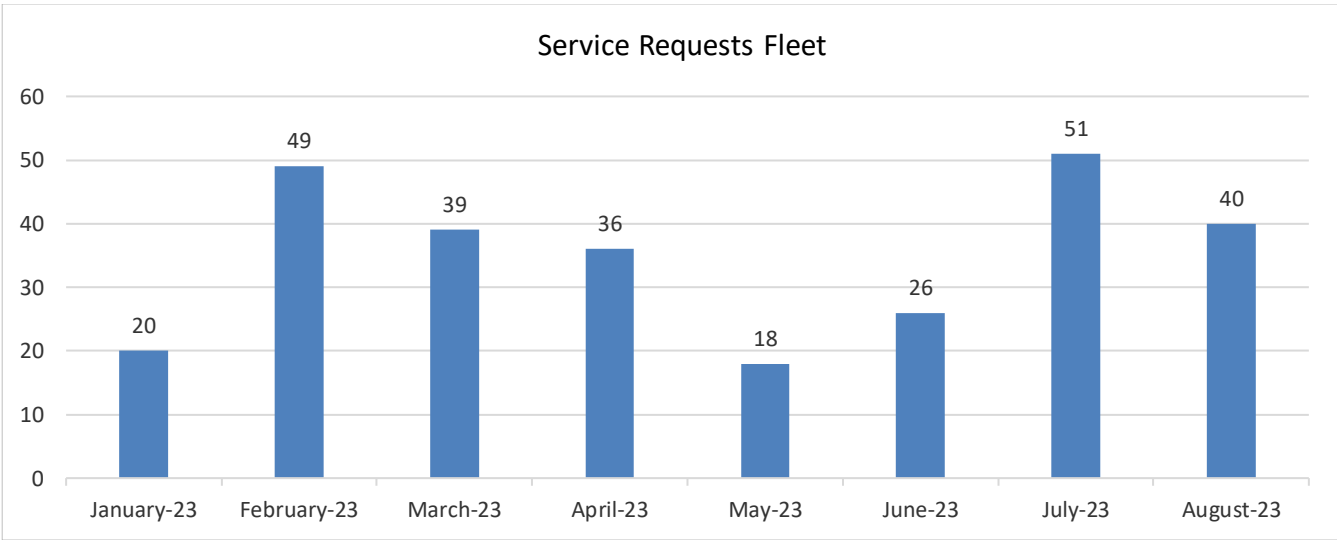
- Staff fueled and positioned Town motor pool vehicles in preparation for a tropical storm.
- Staff completed the NC Local Government Annual Solid Waste and Materials Management Report for the Town.

### Work Order Summary

- Fleet received 40 service requests in August for an approximate expense of \$12,000. Of these, 18 requests were for preventative maintenance for a total of approximately \$2,100.







## Department News

Tim McNeilly was promoted to Recreation Manager. Staff are currently working to fill the Recreation Supervisor and part-time Recreation Specialist positions.

## Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in August due to Hurricane Idalia. The next meeting is scheduled for October 25, 2023.

## Upcoming Events

September 29, 6-8 p.m. – Swing Dance

September 30, 10 a.m.-12 p.m. – Sensory Sensitive Movie – Lyle, Lyle Crocodile

September 30, 12:30-2:30 p.m. – Matinee Movie – Lyle, Lyle Crocodile

October 3, 5:30-7:30 p.m. – National Night Out (Founders Park)

October 5, 6-8 p.m. – Gallery Reception – Jim Kinstrey

October 12, 6-8 p.m. – Gallery Reception – Pam Milat

October 20, 6-8 p.m. – Bluegrass, Bowls, and Baskets

October 28, 4-6 p.m. – Trunk or Treat (Brunswick Forest Commercial Area)

## Parks, Recreation, and Cultural Resources Updates

In the upcoming months, the department will see a number of events ranging from movies to holiday events. Partnering with the Police and Fire Departments, Bluegrass, Bowls, and Baskets will feature not only vendors selling their pottery and baskets, but also a chili cookoff between the two departments. The community will vote by donating canned goods to the department whose chili they like best. At the end of the night, the department with the most donations will be named the Chili Champions of 2023! All canned goods will be donated to Manna Ministries. Currently, six vendors are registered to participate.

Trunk or Treat trunk registration opened August 1 and nine trunks have already registered. Staff have seen new businesses submitting registrations and are excited to have the event continue to expand for the community.

## Social Media Update

- PRCR Facebook Highlights (August 1 – 31, 2023)
  - Added 21 new page likes
  - Page reach – 6,303
  - Top post (Largest reach): “Bring the family and enjoy a night in the park filled with music! Coolers are welcome and food trucks will be on-site. Visit [www.townofleland.com](http://www.townofleland.com) or social media for updates and the food truck schedules. FREE”
- LCAC Facebook Highlights (August 1 – 31, 2023)
  - Added 41 new page likes
  - Page reach – 9,549
  - Top post (Largest reach): “The CAPE is here! Stop by the LCAC or visit our website by using the link in our bio to view our offerings for the Fall and Winter. Just a reminder, registration for these classes opens on Aug 1 at 9 AM!”
- PRCR Instagram (August 1 – 31, 2023)
  - Added 16 new followers
  - Post reach – 12,740
  - Top post (Largest reach): “We hope that everyone enjoyed the sweet treats from Chocolate and S’more yesterday! If you missed out, don't worry we will have an updated food truck schedule coming soon! Comment below what food trucks you would like to see on your next lunch break.”
- LCAC Instagram (August 1 – 31, 2023)
  - Added 28 new followers
  - Post reach – 702
  - Top post (Largest reach): “There are still spots available for our Beginning Wheel Throwing class on Tuesday evening from 5:45 - 8:45 PM! Register today by clicking the link below. <https://bit.ly/PRCRPottery>”

## Department News

In August, more than 260 people visited the front desk at Town Hall and more than 400 people called the main phone line. Of the calls, 128 were for Planning and Inspections, 32 were for Public Services, and 23 were for Police. 98 of the visitors logged were drop-ins, 63 had appointments, and 101 were for Police. 32 contact forms were submitted through the website.

## Social Media Update

- Facebook Highlights (August 1 – 31, 2023)
  - Added 106 new page followers
  - Impressions – 78K
  - Top post (Largest reach): "Facilities Maintenance Technician II Sheldon Adams is #InTheSpotlight this week! Sheldon started working for the Town in March 2022.
    - 🔧 Sheldon is responsible for maintaining Town buildings, grounds, and park facilities. He works with carpentry, plumbing, masonry, painting, welding, electrical work, and other Public Services crews.
    - 🔧 He enjoys using his talents to fix and improve various things around Town, from replacing light fixtures to ensuring each building stays cool in the summer!
    - 🔧 Sheldon's favorite part of the job is that each day is different. Working for the Town's Public Services Department means he never knows what to expect. Thank you for all you do, Sheldon!"
- Twitter Highlights (August 1 – 31, 2023)
  - Impressions/Reach – 5,954
  - Top tweet (Largest reach): "Latest #Idalia update 🗨️ The Mayor has issued a State of Emergency, effective at 6 p.m. The only associated restriction is voluntary evacuation for residents in low-lying and flood-prone areas or substandard or mobile homes. Declaration and flood zones 🗨️ <https://ow.ly/jGr950PG8bG>"
- NextDoor Highlights (August 1 – 31, 2023)
  - Impressions/Reach – 29,449
  - Likes/Comments – 303
  - Top post (Largest reach): "Congratulations to the Leland Youth Baseball Majors team, the 2023 World Series Champions for Dixie Youth Baseball! 🏆🏈 We're so proud of you! 🙌"

- Instagram Highlights (August 1 – 31, 2023)
  - Added 2 new page followers
  - Post impressions – 3,690
  - Top post (Largest reach): “Here's our update on #Idalia as of Thursday, Aug. 31, at 10 a.m.:
    - 📍 No reports of significant damage.
    - 📍 Leland Police and Fire/Rescue responded to numerous calls throughout the night.
    - 📍 Grandiflora and Pine Harvest drives were temporarily closed due to water but are now back open.
    - 📍 Reports of a few trees down.
    - 📍 Leland Police and Fire/Rescue are out conducting assessments for any damage throughout the Town this morning.
    - 📍 Mayor Brenda Bozeman ended the State of Emergency Thursday at 10 a.m.Thank you to our first responders and staff for your hard work to keep our community safe and informed!  
Idalia updates and emergency preparedness resources are available under Town News at the link in bio.  
#LelandPrepares #TownofLelandNC #LelandNC”
- LinkedIn Highlights (August 1 – 31, 2023)
  - Added 14 new followers
  - Page views – 232
  - Post impressions – 3,981
  - Reactions/Comments/Shares – 310
  - Top post (Largest reach): “Staff Attorney Corrie Faith Lee is #InTheSpotlight this week! Corrie started working for the Town in Aug. 2022.
    - 👩⚖️ Corrie chose to become an attorney because she sees it as the best way to use her skills to serve others.
    - 👩⚖️ Her favorite part of her job is the people and having the opportunity to work alongside all departments to provide services to citizens.
    - 👩⚖️ Corrie is excited to facilitate the legal aspects of the upcoming Town capital projects because she loves all things real property.We're grateful for your service to the Town, Corrie!”

## Project Updates

- Produced 48 engaging graphics and videos for use across communications platforms.
- Created posts that resulted in more than 121,000 impressions across social media platforms.

- Served as Public Information Officer in Incident Management Team for Hurricane Idalia. Created and distributed numerous resources on Town website and social media accounts to keep the public informed. Managed inquiries from the media and public.
- Provided Communications support on scene at fire incidents.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including Town projects, grants, accomplishments, and upcoming events.
- Work continued on recruitment videos for the Town, Police, and Fire/Rescue with a local production company. Staff and management have reviewed each video and are working with the contractor to make edits and finalize.
- 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
  - [Town of Leland Receives \\$10,000 FOCUS Broadband Grant](#)
  - [Leland 2045 Quarterly Update](#)
  - [Leland Youth Baseball World Series Champions Given Keys to the Town](#)
  - [Learn about Community Enrichment at September Town Hall Forum](#)
  - [Town of Leland Monitoring Hurricane Idalia](#)
  - [Mayor Ends State of Emergency for Town of Leland](#)
- Port City Daily
  - [The Agenda: In local government this week](#)
  - ['Vacuum of breweries' no more: Leland to get third in a year by end of August](#)
  - [The Agenda: This week in local government](#)
  - [The Agenda: This week in local government](#)
  - ['Correct a mistake': Leland planning board approves RV parks in flood-prone areas](#)
- WWAY
  - [Leland Lowe's officially announces its grand opening date](#)
  - [Town of Leland hosts open house event](#)

- [Leland welcomes home Dixie Youth World Series champions](#)
- [Fire causes extensive damage to Leland home](#)
- [An insider's look at the new Lowe's in Leland](#)
- [Mannkind Brewing to open in Leland next week](#)
- [Town of Leland takes next step to upgrade Founder's Park](#)
- [Three business confirmed to fill new multi-tenant building in Leland](#)
- [Leland's new Economic Director shares his vision for the future of the town](#)
- [Leland Fire/Rescue battle early morning structure blaze](#)
- [Leland Police, Brunswick Family Assistance 'Pack the Patrol Car' for back to school](#)
  
- WECT
  - [WECT tours new Lowe's store location to open in Leland](#)
  - [New Lowe's store location to open in Leland](#)
  - [Leland baseball team takes home Dixie Youth World Series title](#)
  - [Leland Town Council to hold public hearing on additions to Malmo Loop Road development](#)
  - [FOCUS Broadband awards \\$10,000 to Leland for Founders Park improvements](#)
  - [Leland Fire & Rescue saves dog from Footpath Rd. house fire](#)
  - [Leland Town Council to hold public hearing on \\$8 million in loan financing for Founders Park project](#)
  - [No injuries reported following fire at commercial facility in Leland](#)
  - [Leland Police Department seeking school supplies for 'Pack the Patrol Car' today](#)
  
- StarNews
  - [Lowe's Home Improvement announces opening date for Leland store](#)
  - [Brunswick Today Newsletter: Progress means road work and a 'tsunami' of development](#)
  - [SNEAK PEEK: The first look inside a soon-to-open Lowe's Home Improvement in Leland](#)
  - [Development overwhelming small Brunswick town and a bone to pick](#)
  - [Leland's next major mixed-use development will sprawl nearly 1,000 acres](#)
  - [Dozens of townhomes planned for Leland near a busy intersection and popular park](#)
  - [Leland's foremost town park gearing up for major upgrades and a big price tag](#)
  - [Growing daycare chain to add location near busy Leland housing development](#)
  - [Brunswick Today Newsletter: Massive developments popping up here, there, everywhere](#)

- [A new brewery is opening in Leland. From the beer to the space, here's what to expect.](#)
- [PHOTOS: Tropical Storm Idalia impacts in the Wilmington area](#)
- [As Tropical Storm Idalia passes, damage assessments begin in the Wilmington area](#)
  
- North Brunswick Magazine
  - [Getting Connected](#)

## TDA Marketing

- Reviewing marketing opportunities specific to geographic locations and target demographics, along with long-range opportunities.

## Leland TDA Meeting Summary

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



## Department News

Lieutenant Almond attended Child Death Investigation training August 1-2 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.

Senior Officer Martin and Master Officer McElroy attended the General Criminal Investigations course August 7-11 at the North Carolina Justice Academy. This foundational course teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

Officer Terry attended Advanced Traffic Crash Investigation training August 7-18 at the North Carolina Justice Academy. This course is intended to teach officers how to interpret and analyze traffic crash evidence.

Officers Johnson, Majors, and Robeson attended Crisis Intervention Training August 14-18 at Cape Fear Community College. This course provides officers with the skills needed to respond to incidents involving individuals with a mental health or substance use crisis, and those with intellectual and developmental disabilities.

Officer Piniewski attended the LIDAR course on August 16 at Cape Fear Community College. This course certifies officers to operate the LIDAR instrument for traffic enforcement purposes.

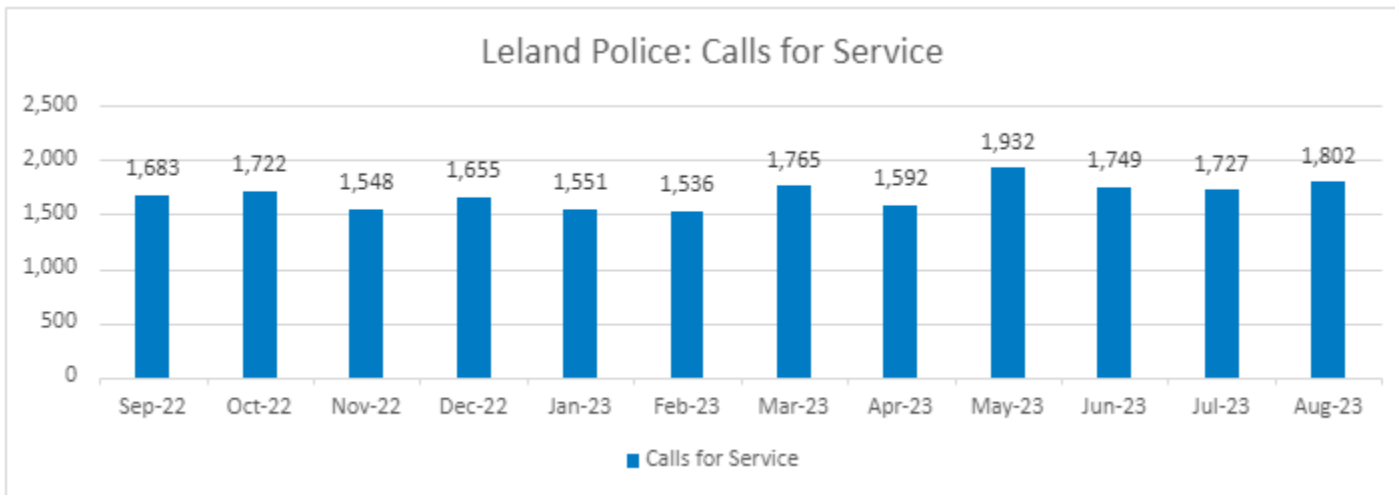
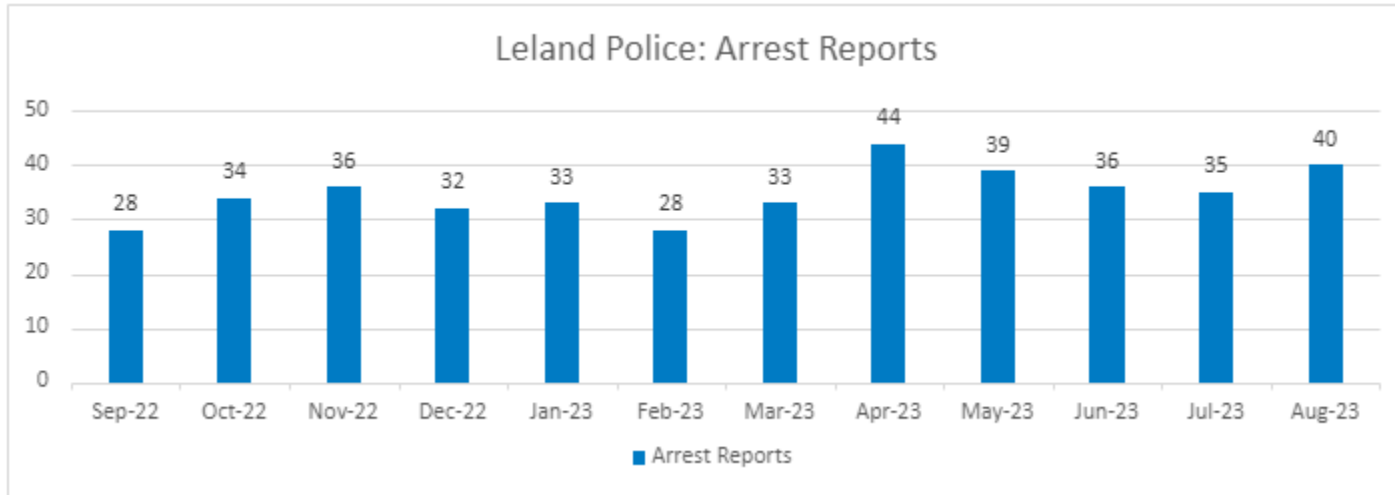
Officer Odom attended the Police Law Institute August 21-September 1 at the North Carolina Justice Academy. This course is intended to provide the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications, and nontestimonial identification orders.

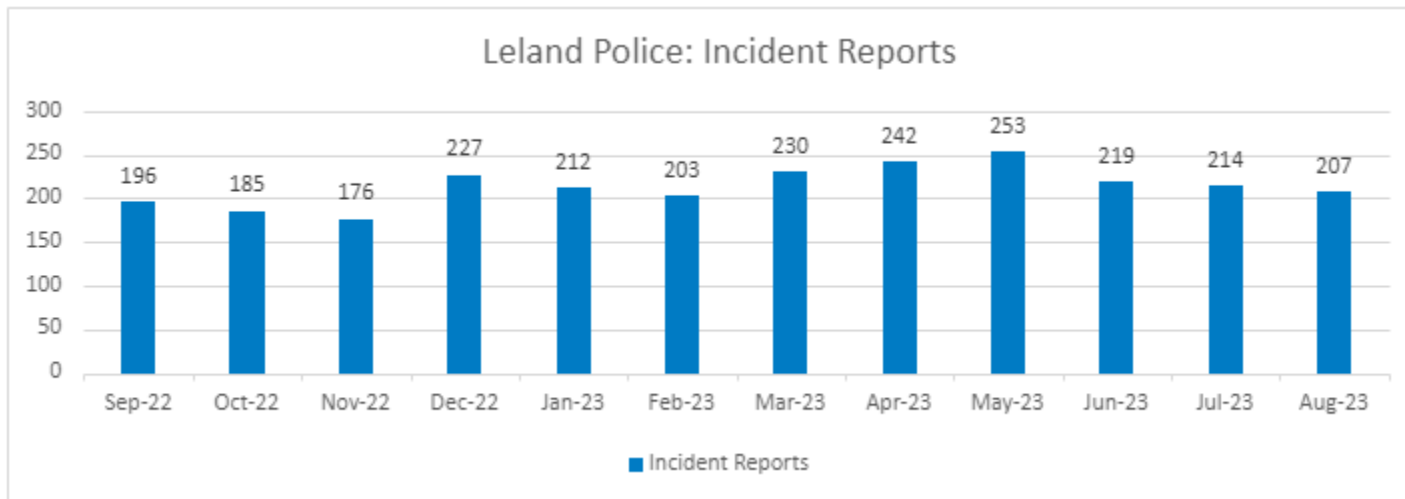
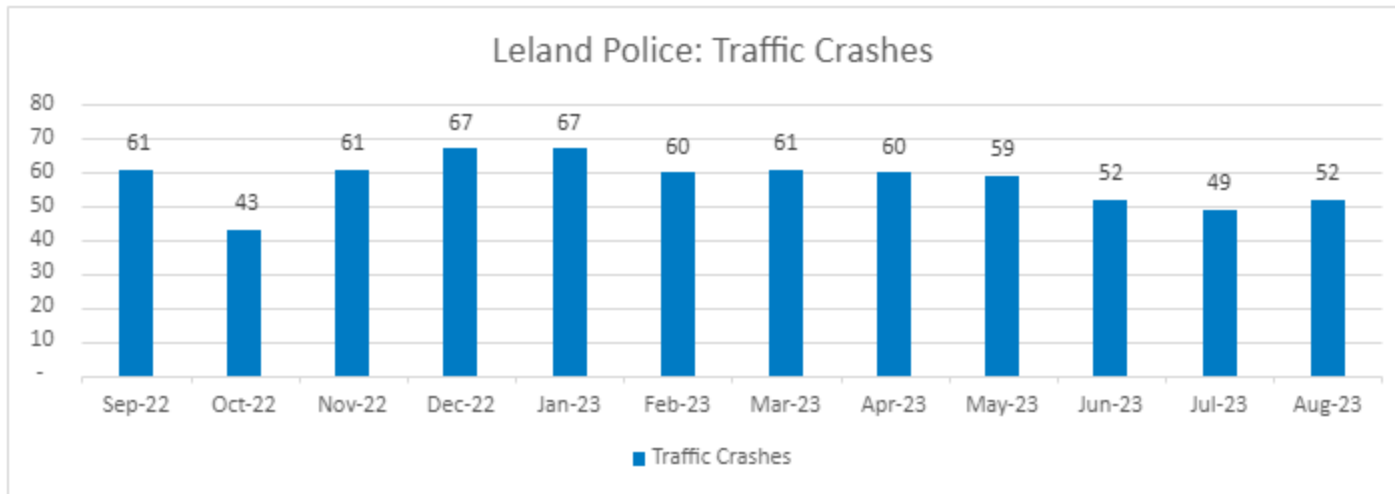
Sergeant Winder attended Leadership Development for Law Enforcement Managers training August 21-25 at the North Carolina Justice Academy. This training is intended for leaders in law enforcement who are responsible for directing and managing law enforcement personnel in their daily activities.

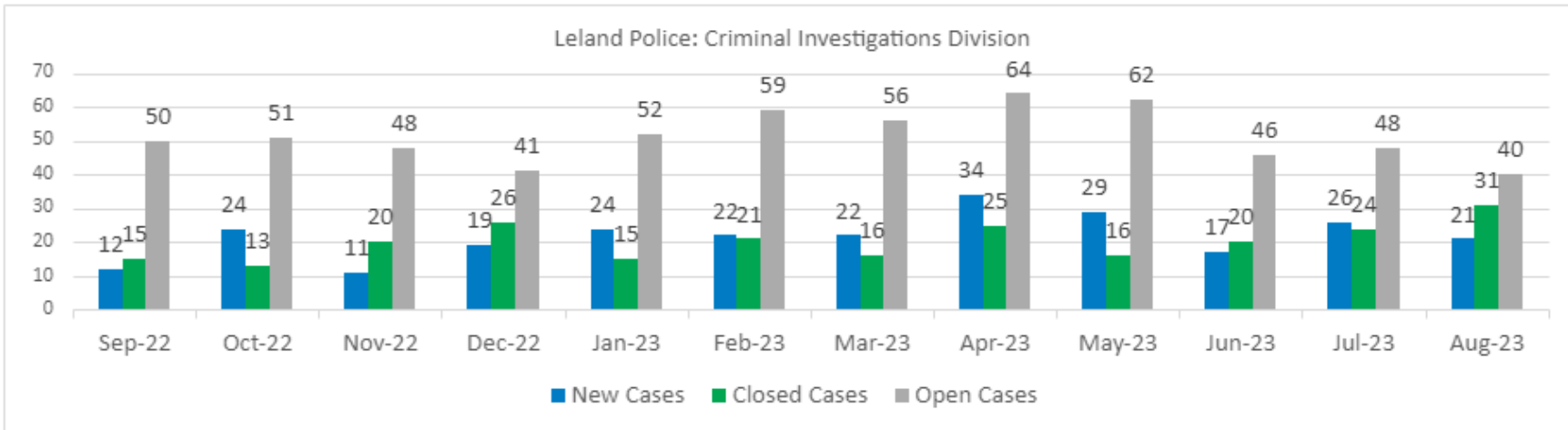
Master Officer Britton attended the First Line Supervisor course August 28-September 1 at Cape Fear Community College. This course is intended for potential supervisors in law enforcement and focuses on a broad span of different supervisory topics.

Deputy Chief Spence attended a Fleet Expo August 14-18 in New Orleans, Louisiana. This expo showcased new police vehicles and was a good opportunity for networking with other agencies and fleet departments.

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							
Oct							
Nov							
Dec							
<b>Totals</b>	<b>294</b>	<b>32</b>	<b>33</b>	<b>45</b>	<b>16</b>	<b>2</b>	<b>21</b>

## Department News

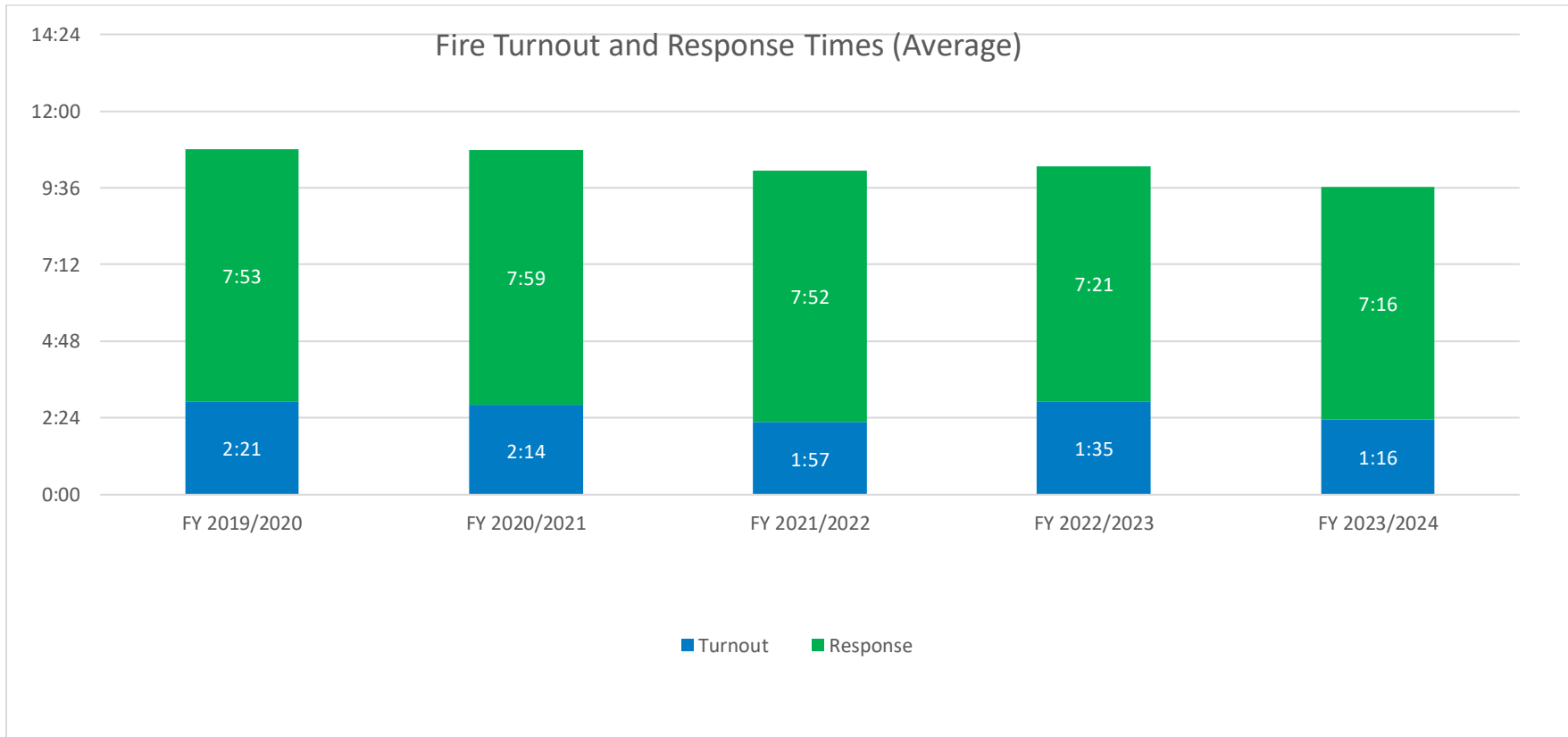
In addition to answering calls, staff accomplished numerous tasks in August:

- Assisted six citizens with child passenger seat checks or installations
- Assisted 30 homeowners with smoke alarm installations or battery replacements
- Participated in a kids' community day event at God's House of Praise
- Participated in the Leland Art Market at Shuckin' Shack
- Presented fire safety prevention information at Carolina Dunes Behavioral Health

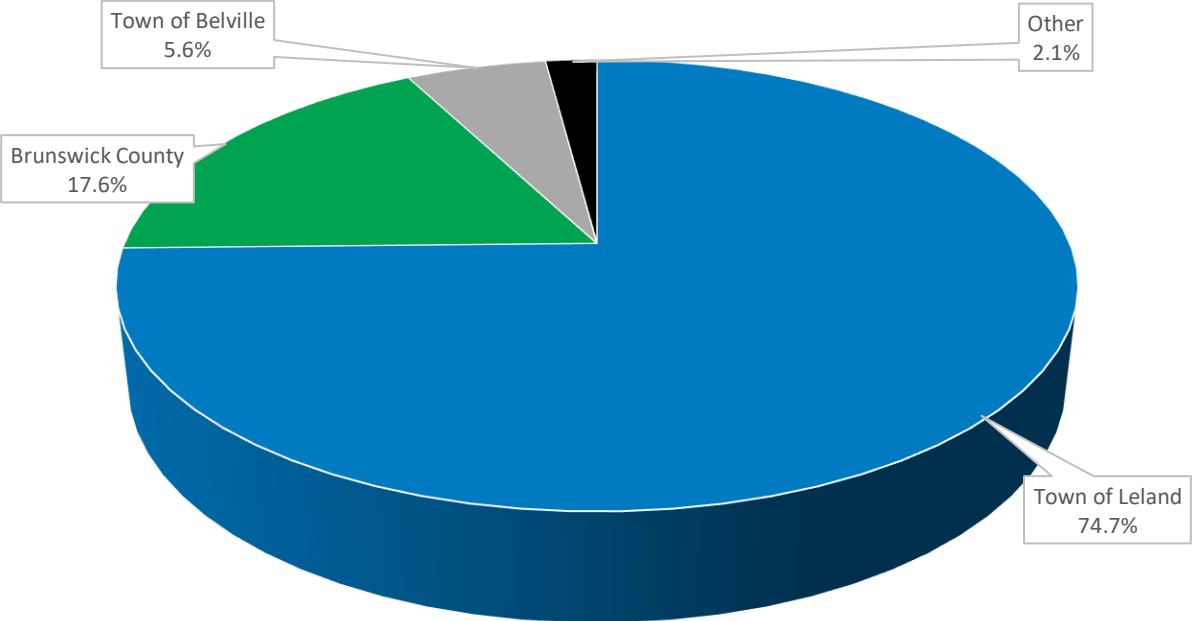
The department partnered with Brunswick Community College to host guest speaker Steve Prziborowski to present his program, *Courage Under Fire Leadership: Being the Best Fire Officer You Can Be*. The training was open to all members and outside agencies and reinforced the department's commitment to nurturing the leadership skills of current and next-generation leaders.

All three shifts performed ladder familiarization on the various ladders they carry and discussed the ladder compliment that will be carried on the tiller. Members practiced throwing each ladder and discussed ways to improve fire ground efficiency. Members covered the roof ladder and 24' extension ladder as a single-member throw. Members covered a two-person 35' ladder throw. The fire ground requires a lot of tasks to be completed at once and being proficient at doing more with less is critical. This continual training allows each member to be ready when they are called upon.

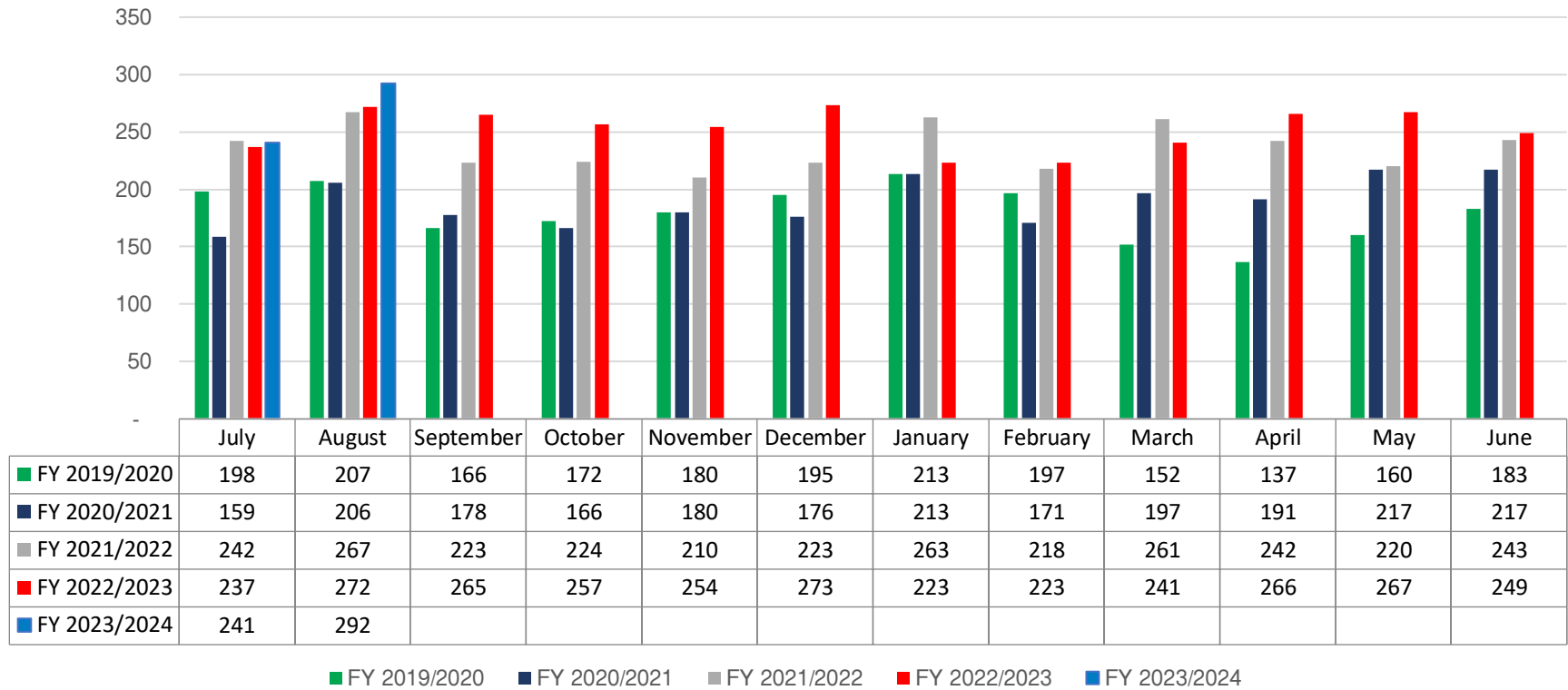
## Dashboard



FY 2023/2024 Fire Calls by Zone

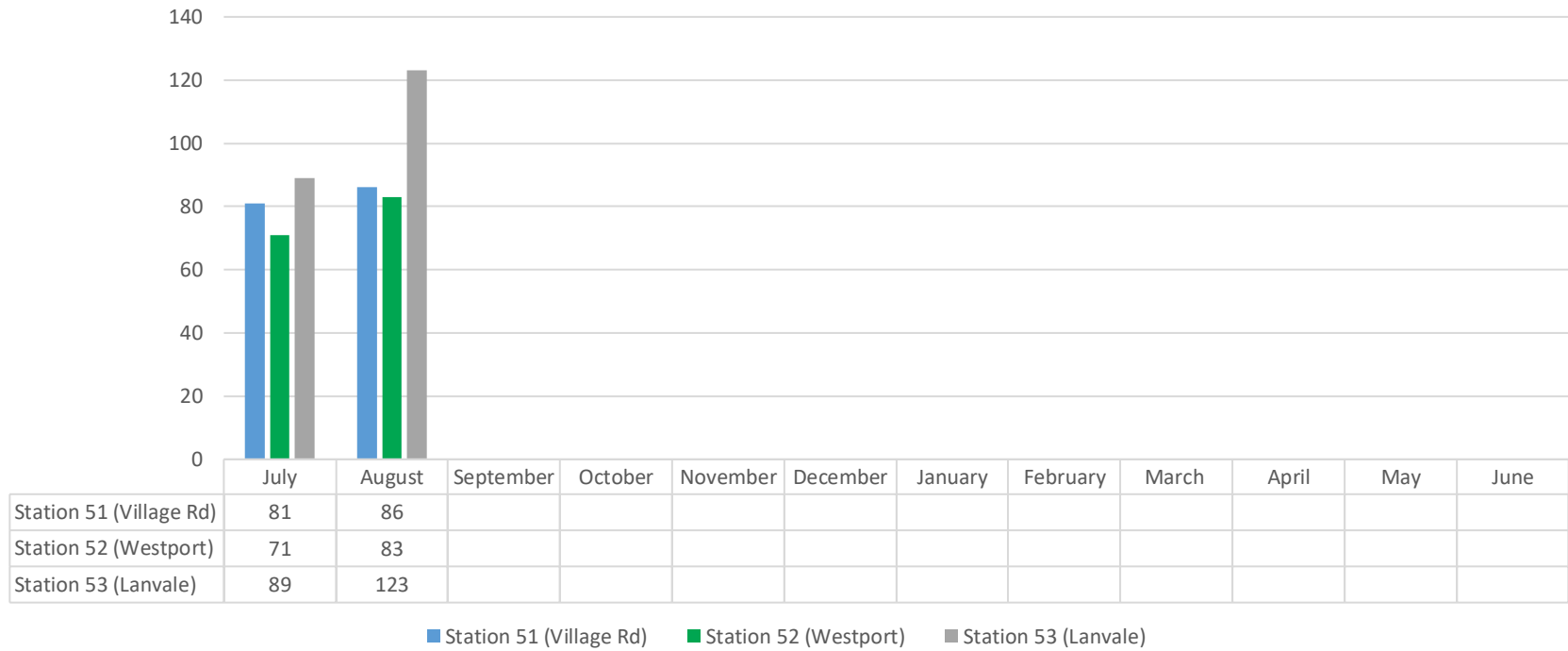


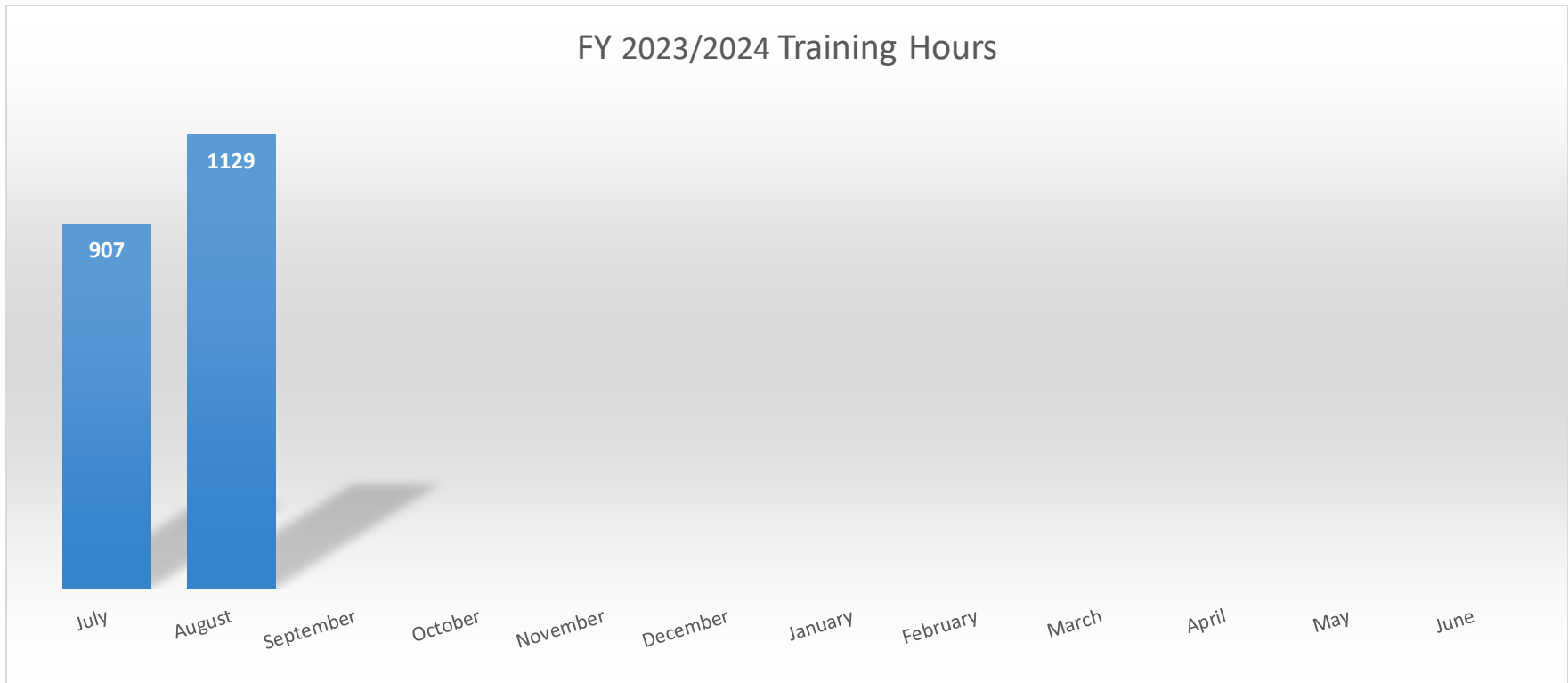
Fire Calls





FY 2023/2024 Fire Calls Per Station





## Department News

Chief Grimes provided the Public Works Department with training on the 2020 Emergency Response Guidebook. He also met with the Finance, Public Works, and Engineering departments to discuss handling commodities for emergencies, which led to some action items that must be planned for future events. An inventory of damage assessment kits was conducted with the Planning and Inspections Department. Public Safety staff began working on a five year strategic plan. Chief Grimes and Town leadership met with Brunswick County Emergency Management Director David McIntire to review the new Brunswick County Emergency Operations Plan. Chief Grimes met with the IT Department to begin discussing a comprehensive Land Mobile Radio Communications plan. The goal is to develop a land mobile radio needs assessment that will allow for the future growth of communication capabilities. Chief Grimes completed a newly revised Debris Management Plan for 2024, which is currently going through the review process. Meetings have started with all departments to discuss Emergency Management training gaps, which will be incorporated into the strategic plan. The Town responded to Hurricane Idalia. A limited Incident Management Team was activated. A State of Emergency was declared on August 30 at 6 p.m. and terminated on August 31 at 10 a.m. The Town did not sustain any damages or injuries from the tropical system.

## Work Priorities

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

## Projects Completed

- No projects were completed in August.

## Department News

Staff participated in annual training for damage assessment. This is an interdepartmental training to prepare all department staff for procedures and expectations following an event that warrants damage assessment throughout the Town.

Permitting and Inspections staff attended a one-day training from International Code Council staff on inspector skills that focused on non-technical soft skills and behaviors that enhance an Inspector's ability to interact with others and successfully carry out their job duties.

Ben Watts, Javier Barrera, Ben Andrea, Andrew Neylon, Julian Griffee, and Ashli Barefoot attended the second online course for Creating the Next Generation of Urban and Suburban places, a course track hosted by Planetizen.

Ernie Hernandez passed the state Fire Prevention Level III certification exam.

Josh Van Pelt passed the state Plumbing Level II certification exam.

Lawrence Wills passed the state Plumbing Level I certification exam.

Daniel Knoch was accepted into the NC Building Inspectors Examination Development Committee, where he will join other top Building Inspectors in the state to write state building code exams.

Mr. Wills and Mr. Knoch attended the NC Electrical Inspectors Association conference in Carolina Beach.

## Planning Board Meeting Summary

The Planning Board met on August 22, 2023, and heard the following items:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to modify the permitted use table and the maximum height allowances for wireless facilities.
2. Proposed Text Amendment – The Planning Board voted to recommend approval of a proposed text amendment to modify the regulations for recreational vehicle parks and the permitted use table.

The Planning Board's next meeting is scheduled for September 26, 2023, at 6 p.m.

## Board of Adjustment Meeting Summary

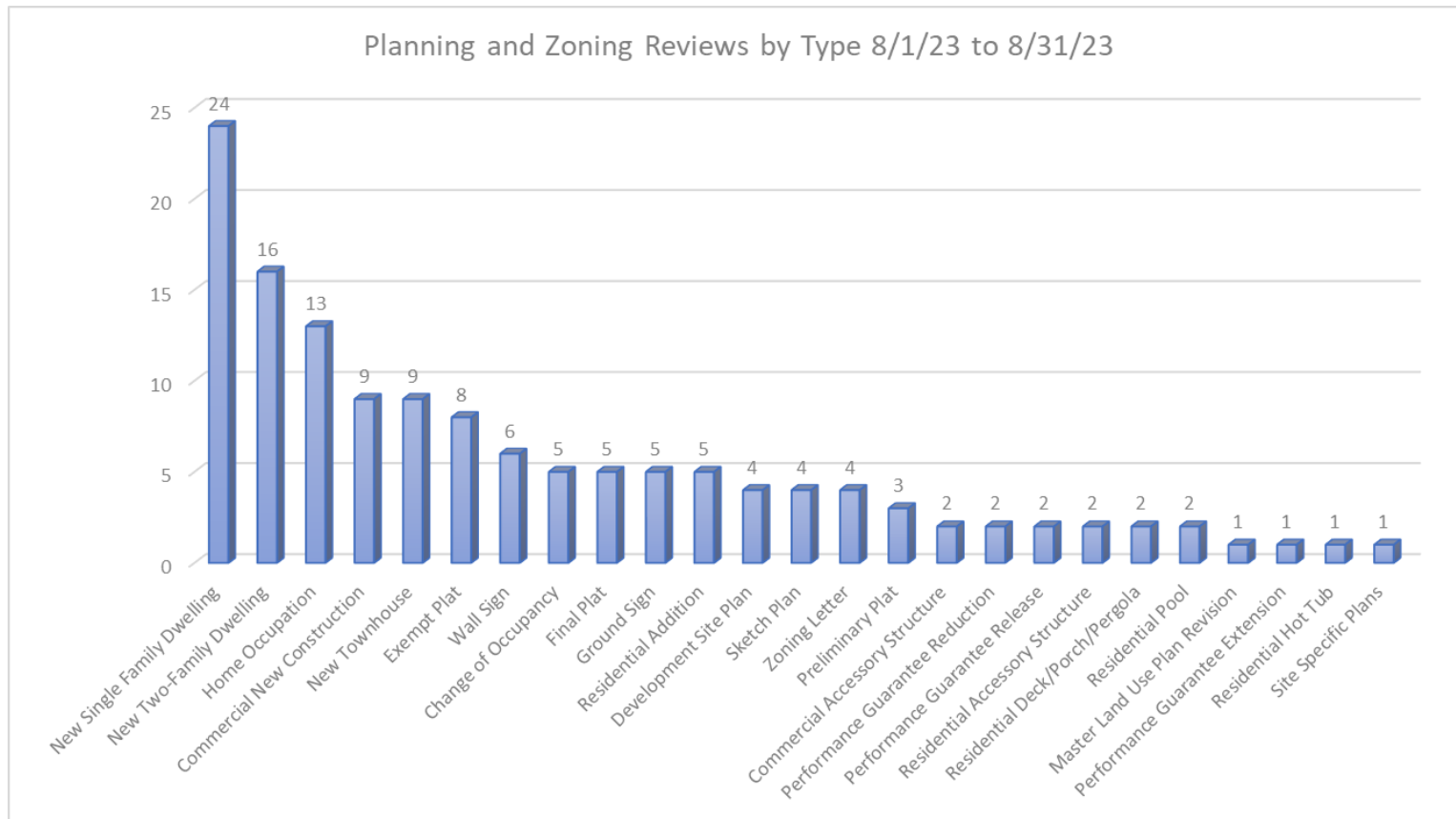
The Board of Adjustment did not meet in August due to lack of agenda items.

## Current Planning Update

### Technical Review Committee (TRC) Report

The TRC reviewed no new projects in August, only project revisions.

### Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	1

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Beckington Townhomes</b>			
Surety Bonds	2	\$489,641.56	\$0.00
<b>Bellamy Place</b>			
Cash Bonds	1	\$1,037,615.00	\$0.00
<b>Bishops Ridge</b>			
Cash Bonds	1	\$444,394.56	\$0.00
<b>Brunswick Forest</b>			
Surety Bonds	16	\$2,211,142.80	\$1,835,784.40
<b>Charleston Commons</b>			
Cash Bond	2	\$171,460.62	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	7	\$300,865.00	\$329,706.88
<b>Jackeys Ridge</b>			
Cash Bonds	2	\$895,871.39	\$0.00
<b>Leland Corners</b>			
Surety Bonds	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$0.00
Surety Bonds	4	\$2,411,655.21	\$0.00
<b>Mill Branch at Spring Hill</b>			
Surety Bonds	2	\$507,077.00	\$0.00
<b>Night Harbor Dr</b>			
Cash Bond	1	\$7,650.00	\$0.00
<b>Seabrooke</b>			
Cash Bonds	1	\$144,035.00	\$0.00
<b>Tara Forest</b>			
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	\$8,267,216.60	\$2,165,491.28
Total Performance Guarantee Sureties	53	\$12,389,510.26	\$2,165,491.28

### Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having meetings with Insight Planning and internal discussion. An RFP was advertised twice and the Town received three applications for legal services. A firm was selected to handle the legal services for title research process of the CDBG-NR grant.

Staff presented the first Leland 2045 Quarterly Update for FY23/24 to Town Council on August 14 and the Planning Board on August 22.

Staff held conversations with AARP and scheduled a meeting for next steps.

Staff has organized a department event, Parking Day, for September 15. Parking Day is a global participatory event that seeks to reimagine parking stalls by converting them into temporary, recreational spaces that promote safe, equitable, and accessible public places. For the event, a few parking stalls along Town Hall Drive will be transformed into temporary installations for staff and the public to utilize between 12 and 2 p.m.

### 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 meeting and the WMPO Bike/Ped Advisory Committee.

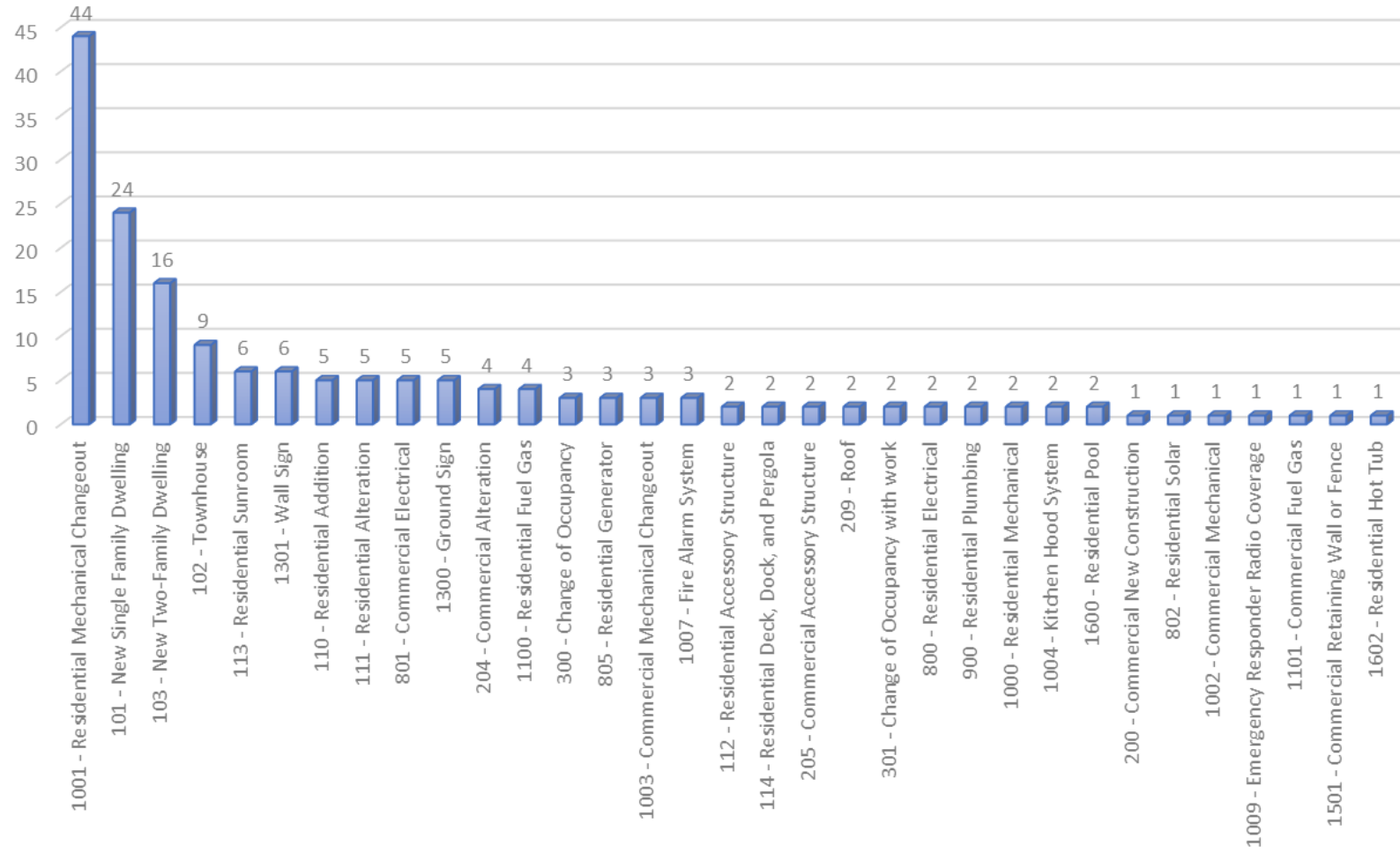
Work continues on the next WMPO long-range transportation plan, Cape Fear Navigating Change 2050. This plan will be used by federal, state, and local governments to guide transportation projects in the region over the next 25 years. The plan will prioritize projects for six different kinds of transportation: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

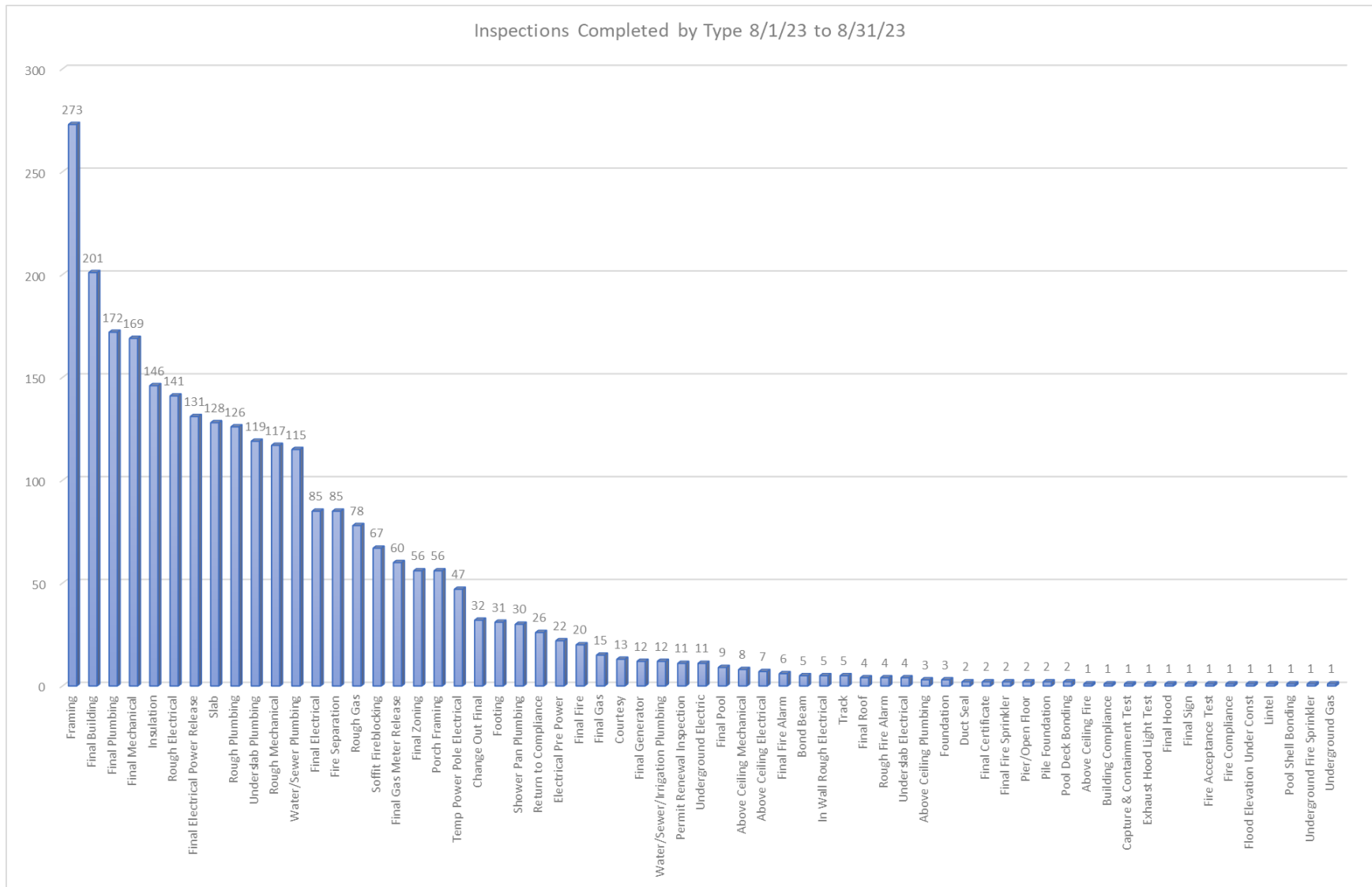
### Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
172	2,695	\$17,101,164



Permits Issued by Type 8/1/23 to 8/31/23





## Code Enforcement Update

### Case Summary

8/1 Thru 8/31	Minimum Housing	Nuisance	Zoning	Vehicle
Cases Carried over from July	2	4	8	0
Cases Opened August	1	24	12	13
Cases Closed August	0	10	4	3
Active Cases (Evolve)	3	18	16	10

## Department News

In August, staff learned about the state's upcoming initiatives related to the commercialization of state-owned research. NCInnovation is the outcome of seven years of research, analysis, and strategic formulation resulted in an intentional, tactical, and data-driven model that is intended to position North Carolina to compete nationally. The intent is to create economic development out of North Carolina universities' applied research successes and in the communities that originate those successes. Additionally, staff visited a coworking facility in Wilmington to better understand the business model and metrics these types of businesses look for.

On August 24, Mr. Sutton attended the ribbon cutting in the Innovation Park for Industrial Reliability and Repair, which provides mechanical support, custom code welding, fabrication, machining, pipe fitting, etc.

## New Businesses

- **Lowe's Home Improvement** announced the grand opening at **3716 Gateway Boulevard** will be on September 29. The new location is creating 165 new jobs and will be the first North Carolina location to open with Lowe's Rental.

## New Construction/Development

- The Technical Review Committee has begun to review the plans for **Eastlake**, a residential development that proposes 336 single-family detached homes along **Malmo Loop Road**.
- The Technical Review Committee is also reviewing plans for an 8,000 square-foot medical office on the corner between **East Cutler Crossing** and **Brunswick Village Boulevard** next to Shuckin' Shack.

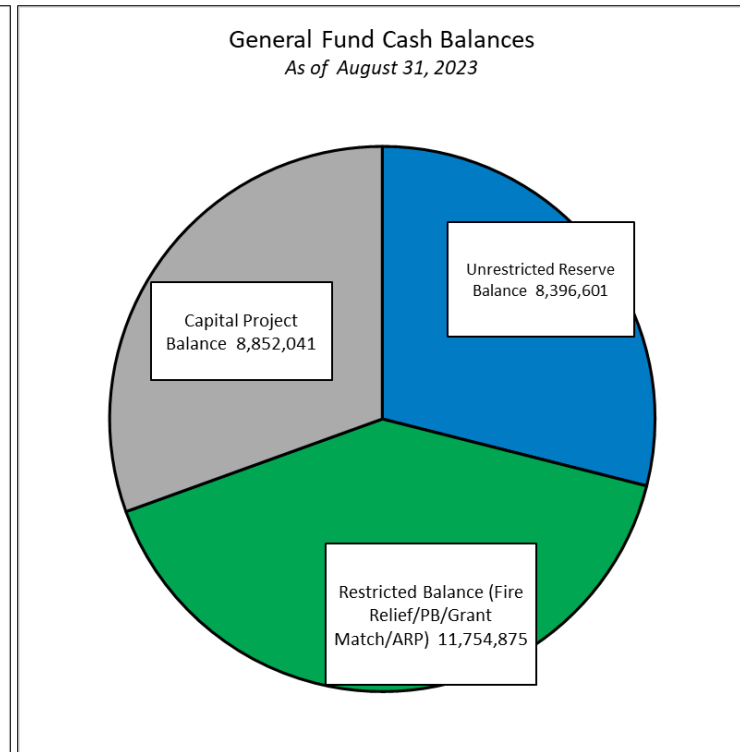
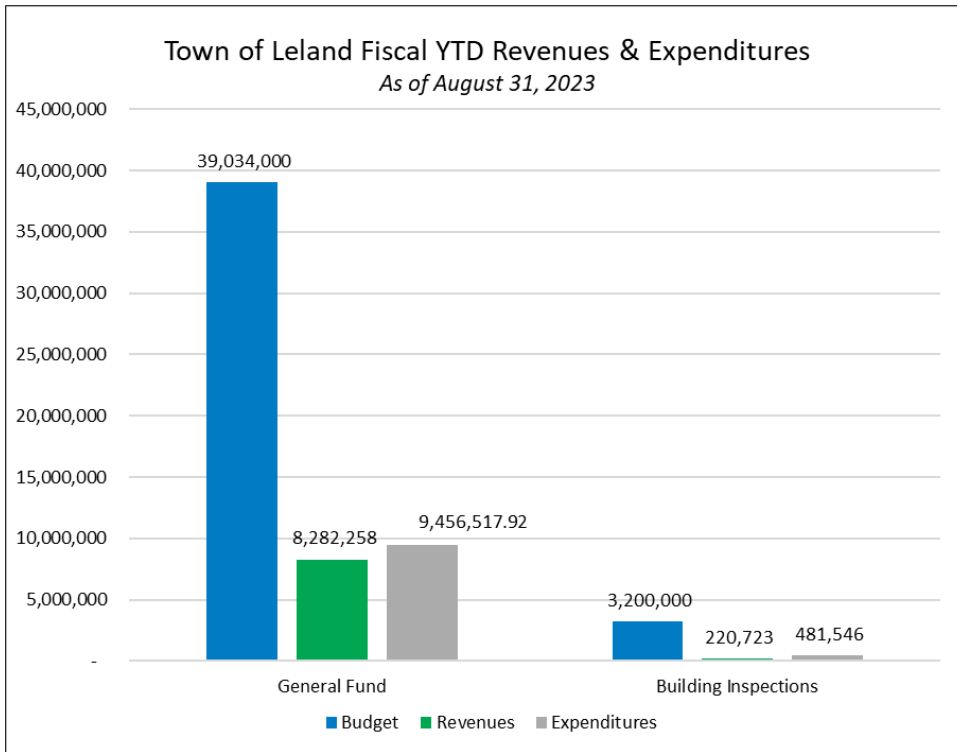
## Economic Development Committee Meeting Summary

The Economic Development Committee met on August 10, 2023, and introduced Megan LoMonaco-Kerr as a newly appointed Committee member. Mr. Sutton presented an update on the tax return from active development agreements and discussed the appeal of Brunswick County moving back into Wilmington's Metropolitan Statistical Area.

## Department News

In August, the department worked to close out the fiscal year and provide all necessary documentation for the audit. Ms. Cook began the Local Government Finance course at the UNC School of Government, which will be rescheduled for a later date. Staff began work on the FY24/25 budget season, preparing the calendar and timeline for the upcoming year.

## Dashboard

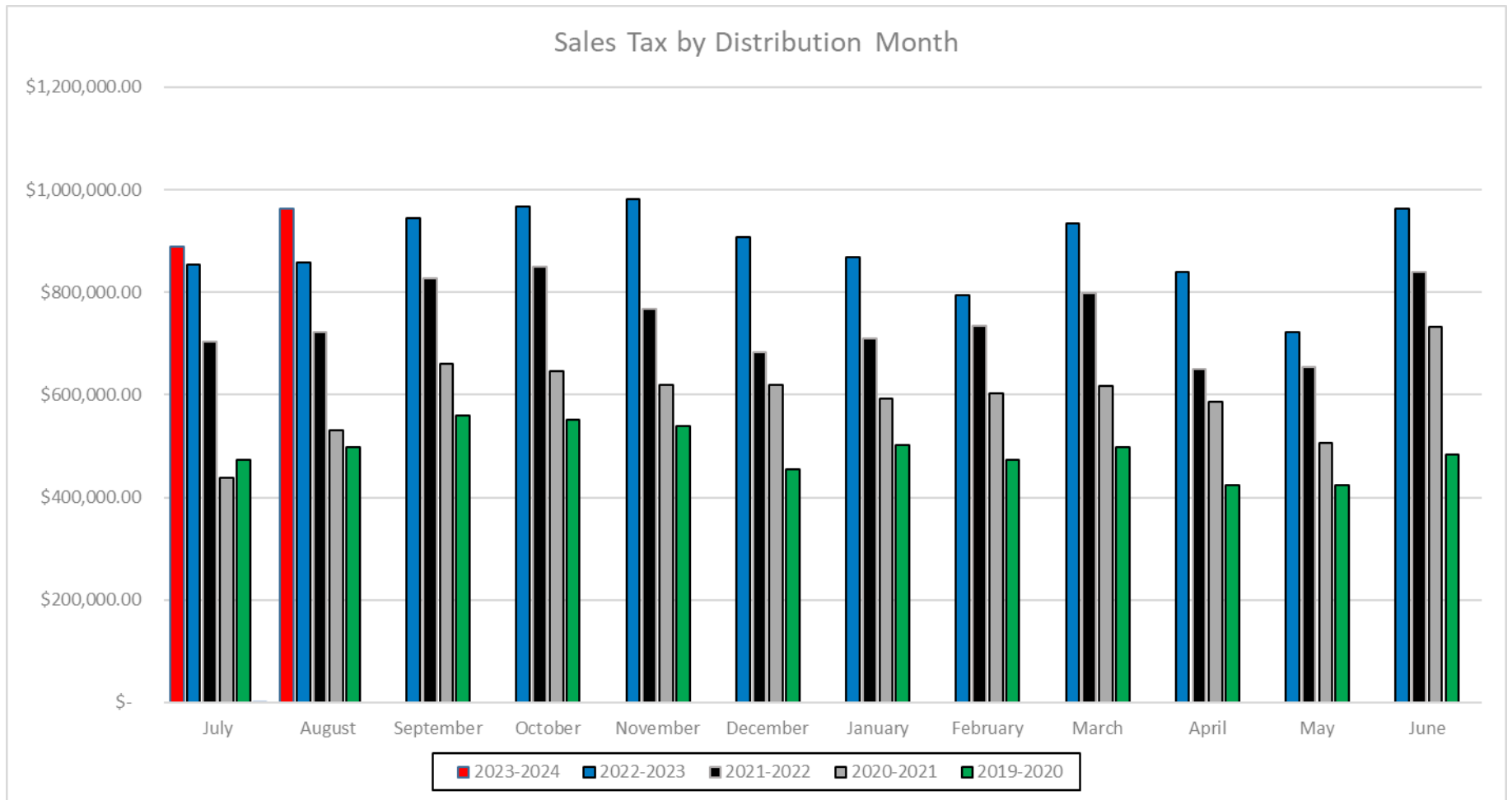


Financial Budget to Actual Report – August 31, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>39,000,000</b>	<b>39,034,000</b>	<b>1,051,675</b>	<b>8,282,258</b>	<b>-</b>	<b>30,751,742</b>	<b>78.78%</b>
Governing Body	315,000	315,000	8,824	74,023	38,928	202,049	64.14%
Administration	2,300,000	2,300,000	123,773	548,108	53,943	1,697,949	73.82%
Information Technology	3,285,000	3,285,000	227,750	398,244	625,987	2,260,768	68.82%
Human Resources	470,000	476,000	18,208	33,524	15,118	427,357	89.78%
Finance	1,000,000	1,000,000	56,258	108,464	22,497	869,039	86.90%
Planning	1,280,000	1,280,000	68,414	133,724	48,153	1,098,123	85.79%
P&R & Cultural Arts	1,210,000	1,210,000	72,084	157,631	61,987	990,382	81.85%
Fleet & Facilities	1,490,000	1,490,000	99,167	198,684	115,170	1,176,146	78.94%
Streets & Grounds	3,610,000	3,610,000	212,328	384,759	257,836	2,967,405	82.20%
Engineering	1,050,000	1,050,000	30,283	55,320	15,282	979,398	93.28%
Police	6,730,000	6,758,000	413,532	786,952	863,619	5,107,429	75.58%
Emergency Management	220,000	220,000	14,412	33,668	4,299	182,033	82.74%
Fire	7,445,000	7,445,000	455,451	1,833,192	222,355	5,389,453	72.39%
Debt Services	4,120,000	4,120,000	145,080	1,335,225	-	2,784,775	67.59%
Transfers	4,475,000	4,475,000	-	3,375,000	-	1,100,000	24.58%
<b>EXPENSES</b>	<b>39,000,000</b>	<b>39,034,000</b>	<b>1,945,565</b>	<b>9,456,518</b>	<b>2,345,175</b>	<b>27,232,307</b>	<b>69.77%</b>
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>3,200,000</b>	<b>3,200,000</b>	<b>116,483</b>	<b>220,723</b>	<b>-</b>	<b>2,979,277</b>	<b>93.10%</b>
<b>EXPENSES</b>	<b>3,200,000</b>	<b>3,200,000</b>	<b>329,481</b>	<b>481,546</b>	<b>129,596</b>	<b>2,588,858</b>	<b>80.90%</b>

## FY Sales Tax Distribution

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



## Grant News

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

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

Description: Wilming CHY LLC; Vendor: Logistics Vehicle; Amount: \$57,911.00

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in August.

## Audit Committee Meeting Summary

The Audit Committee did not meet in August.



## Department News

Adela Velasquez-Sandoval joined the department as Human Resources Specialist. Fall classes for Leland University are postponed until the HR Director position is filled. The department is conducting stay interviews with various departments in a continuous effort to provide support and foster open communication.

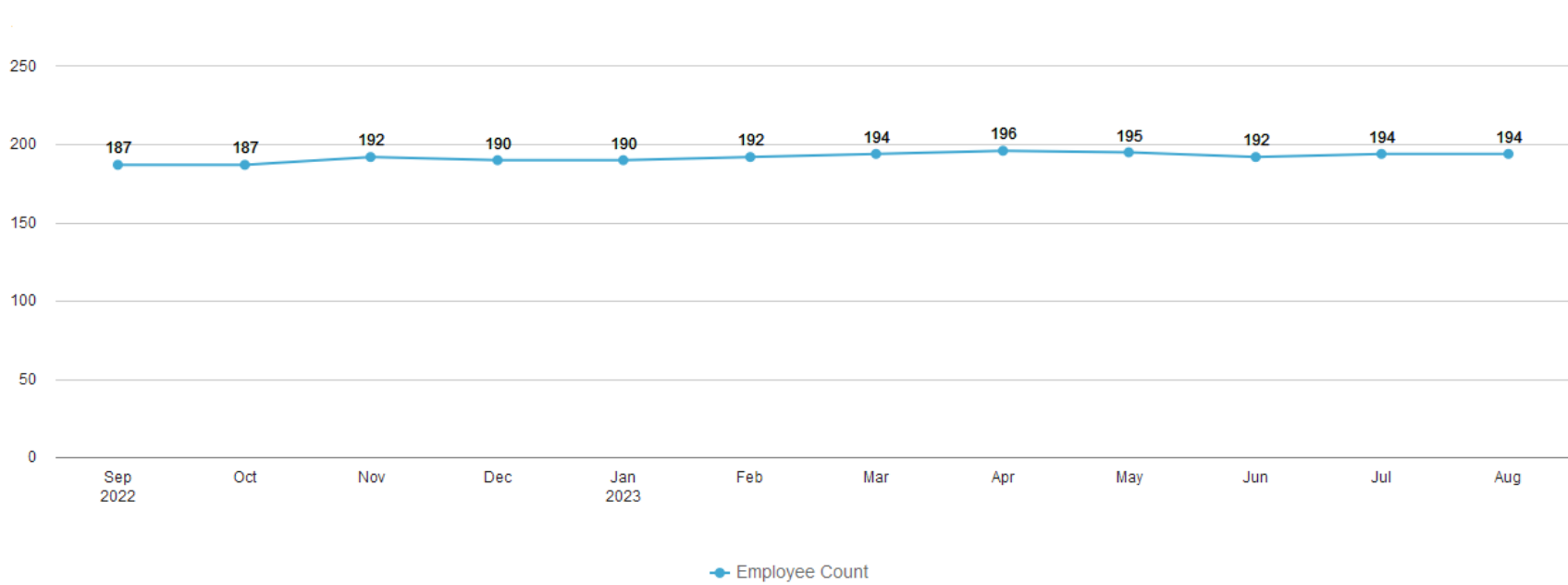
## Workers Comp Data

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

## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Ellie Levina	Planning	Resignation	8/4/2023	Planning Intern		
Beth Evans	Fire	Promotion	8/5/2023		Fire Administrative Supervisor	Administrative Coordinator
Javier Barrera	Planning	New Hire	8/7/2023	Planner I		
Dennis Emenheiser	Streets	New Hire	8/14/2023	Streets Maintenance Technician I		
Kyle King	Fire	FT to PT	8/15/2023		FT Fire Apparatus Engineer	PT Firefighter
Stephanie Putnam	HR	Promotion	08/19/2023		HR Generalist	HR Manager
Josh Wescott	IT/GIS	New Hire	8/21/2023	GIS Specialist		
Cameron Johnson	Police	Resignation	8/23/2023	Police Officer		
Sara Meyer	HR	Resignation	8/31/2023	HR Director		

### Headcount (FT and PT Employees) September 2022 – August 2023



**Headcount** ⓘ  
**194**  
As of August 2023

**Hired** ⓘ  
**49**

**Termed** ⓘ  
**36**

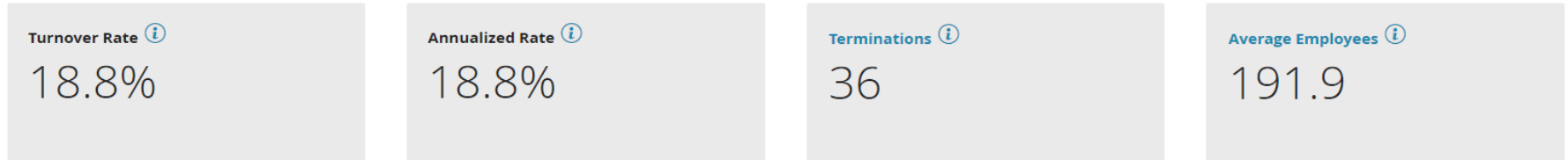
**Growth Rate** ⓘ  
**7.2%**

**Turnover Rate** ⓘ  
**18.8%**

**Average Tenure** ⓘ  
**4.0**  
(Years)

## Turnover Data September 2022 – August 2023

### Full Time Turnover



### Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

## Department News

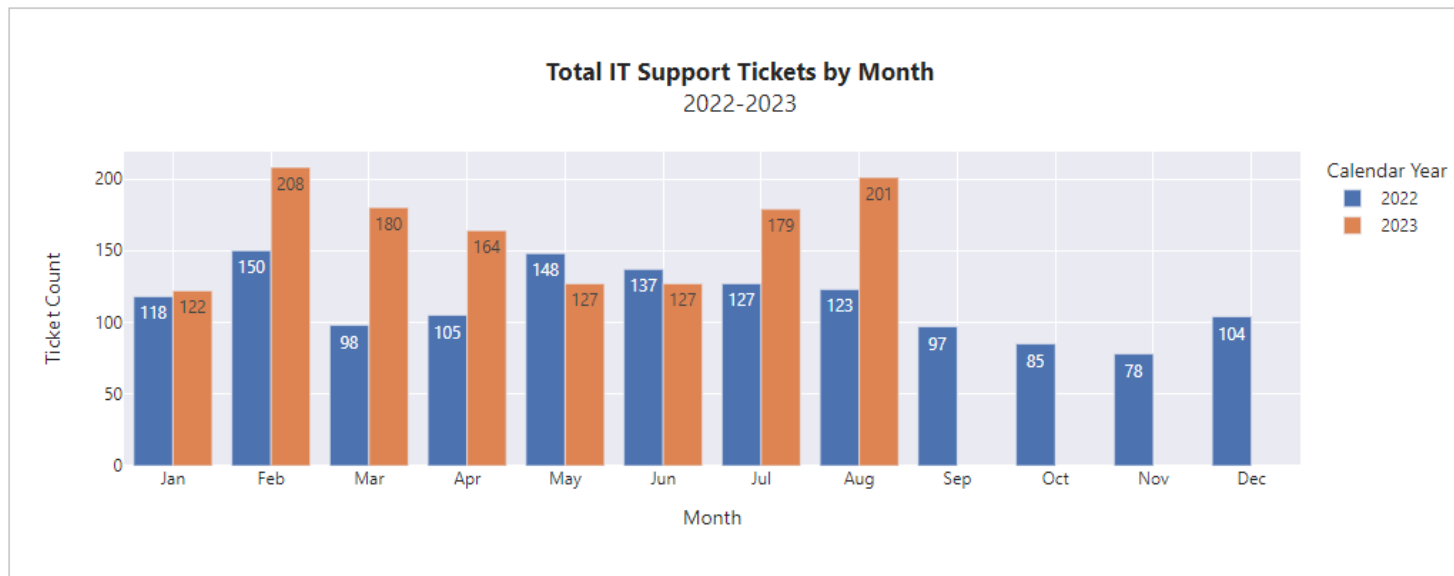
Josh Wescott joined the department as the new GIS Specialist. Mr. Sandy attended Information Technology Service Unit Leader training offered by North Carolina Emergency Management. This training is designed to inform and prepare federal, state, and local government personnel to support communications and IT functions during planned events and emergency response incidents where the Incident Command System is utilized.

## Major Work Priorities

- GIS environment upgrade.
- Metro Ethernet network implementation.
- Townwide wireless network standardization.

## Projects Completed

- 9 employees onboarded/offboarded.
- Town Hall network equipment upgrades.



## Property Closings

The Town closed on the purchase of tax parcels 04600004 and 04600005 on August 4. A specific purpose has not yet been identified, but potential uses include future roadway connections and opportunities for public safety facilities.

## Town Clerk's Office

Ms. Reinhardt attended the North Carolina Association of Municipal Clerks (NCAMC) Annual Summer Academy. Ms. Reinhardt was sworn in as NCAMC Vice President.

## Work Priorities

- Execution of the September 14 Founders and Volunteer Recognition Reception.
- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - August 9 Special Council Meeting
  - August 9 Closed Session Meeting Session I
  - August 9 Closed Session Meeting Session II
  - August 10 Economic Development Committee Meeting
  - August 14 Agenda Council Meeting
  - August 14 Closed Session Meeting
  - August 22 Planning Board Meeting
  - August 30 Parks & Recreation Board Meeting – Canceled due to inclement weather.
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 0
  - Minutes – 7
  - Agendas – 5
  - Resolutions – 10
  - Ordinances – 2
  - Proclamations – 0
  - Presentations – 0

- Public Hearing Notices for the Council Meetings – 3
- Board/Committee Vacancies: Board of Adjustment (1); Parks & Recreation Board Student Representative (1); and TDA (1)

## Government Portal (iCompass) Transparency Update

- Portal Visits – 4,347
- Portal Unique Visits – 3,611
- Regular Council Meeting Agenda Views – 462
- Agenda Council Meeting Agenda Views – 245
- Special Council Meeting Agenda Views – 602
- Economic Development Committee Agenda Views – 312
- Planning Board Agenda Views – 286