



STAFF REPORTS

November 2022 Regular Meeting

Public Services	2
Community Enrichment (PRCR, Communications, Clerk’s Office).....	16
Public Safety (Police, Fire/Rescue, Emergency Management).....	26
Planning and Inspections	36
Economic and Community Development.....	45
Finance	47
Human Resources	53
Information Technology.....	56

Department News

Dusty Greiner and Bill Nadeau completed an OSHA 10 class.

The department hired a street sweeping contractor to sweep and clean a portion of Village Road and Ploof Road.

Current staff vacancies include Public Services Director and Engineering Technician.

Streets Updates

Work Priorities

- Staff spent the majority of October repairing large areas of asphalt roadway throughout Town with the goal of extending their service life. This work will be completed for this season in early November. Crews have placed more than 90 tons of asphalt. More repairs of this nature will be scheduled in late spring 2023.
- Staff are scheduled to install crosswalks in Brunswick Forest on Shelmore Way and Brunswick Forest Parkway. They will also replace faded golf cart crossings in Cape Fear National.
- Staff will attempt to replace blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. Some of this work has been completed with loosened blocks re-attached and glued down. If the HOA is unable to procure matching blocks, staff will find a similar block style for replacement and repair.
- Staff will remove and replace approximately 100 feet of sidewalk in Magnolia Greens. This sidewalk was heavily damaged by large tree roots. The trees and stumps have been removed, making way for the new sidewalk installation.
- Staff is waiting for NCDOT approval for the ADA-required detector strips for projects I, J, and K. Upon approval, these mats will be purchased and installed.
- The department rented a street sweeper for one week. Staff will sweep all major Town-owned roadways in early November.

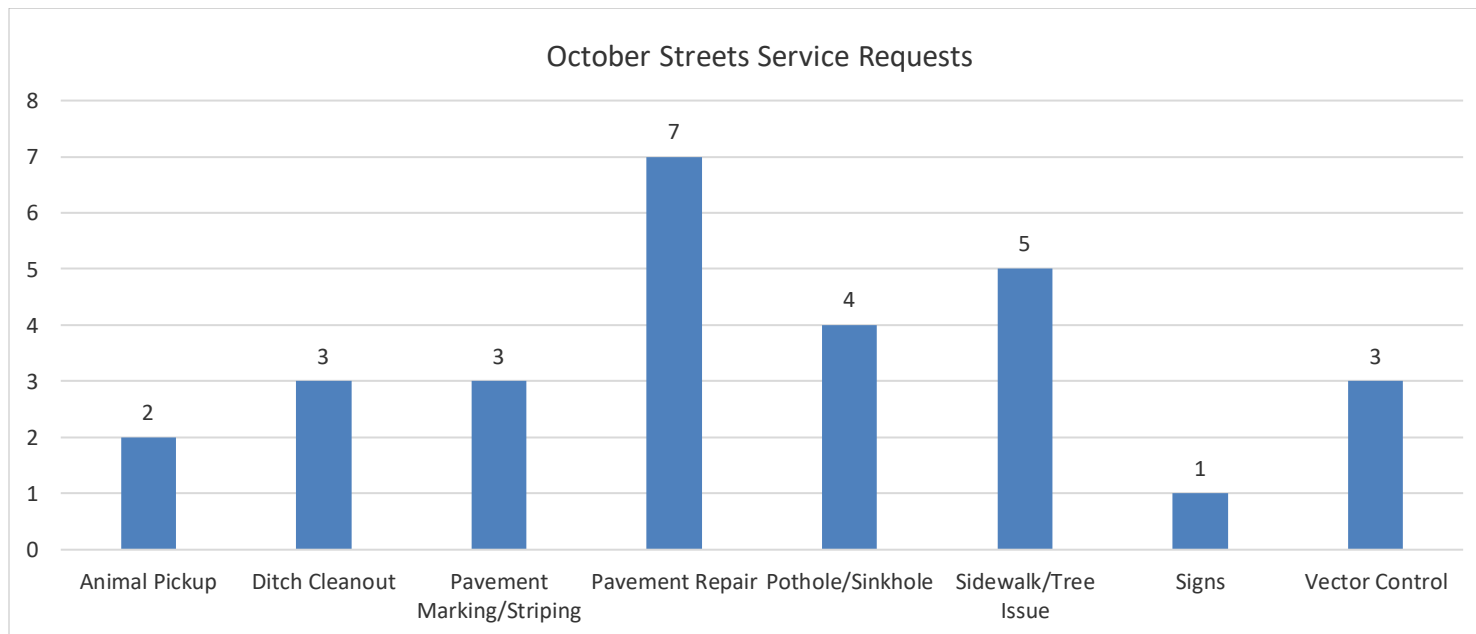
Initiatives

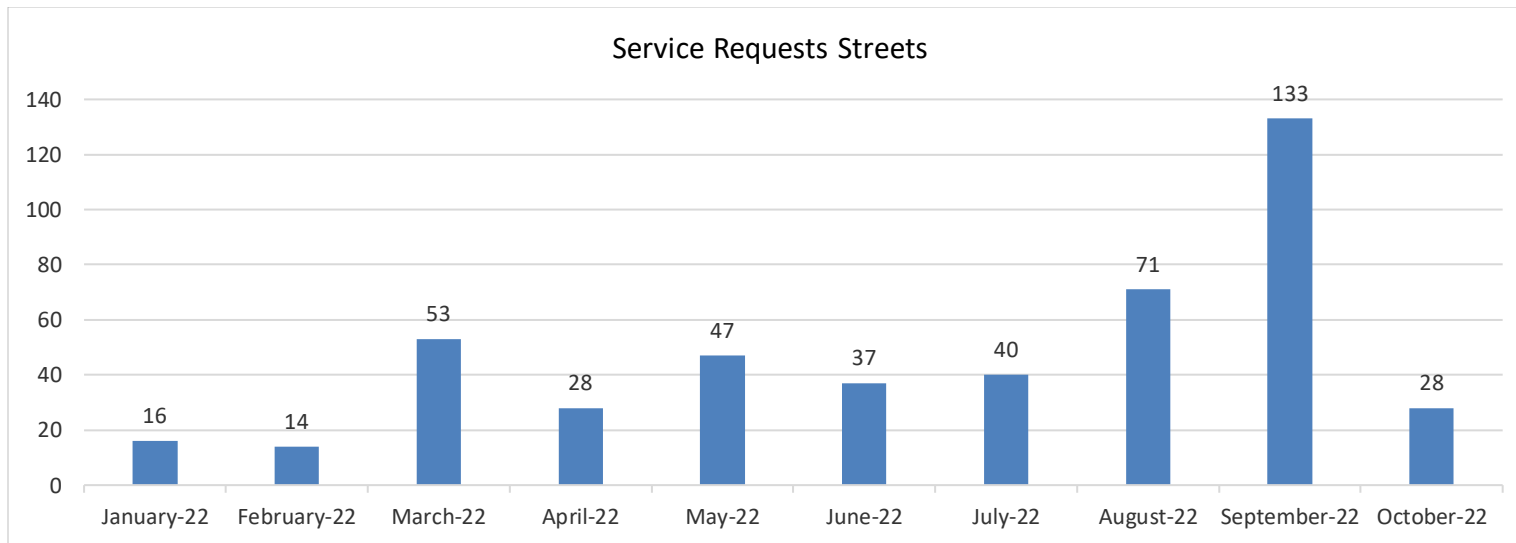
- Staff finalized a task order with Brunswick Engineering for street and pavement marking assessments. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. This work has started and will continue through December.
- Staff is creating a capital improvement plan to include upcoming street improvement projects. The draft plan is underway and will be completed this fall.

- Staff will be installing several pedestrian crossings across Mallory Creek Drive connecting existing sidewalk and MUP systems. Survey is planned for December and installation will begin early 2023.

Work Order Summary

- Streets processed 28 work orders in October, with the majority being pavement repair (7) and sidewalk/tree issue (5) related.
- Streets completed 19 work orders in October, with an approximate expense of \$47,600 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$27,600).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
Jan-22	2	15	3
Feb-22	7	55	19
Mar-22	7	50	16
Apr-22	4	25	12
May-22	1	10	10
Jun-22	2	20	12
July-22	4	30	13
Aug-22	1	5	11
Sept-22	4	25	16
Oct-22	0	0	13

Grounds Updates

Work Priorities and Initiatives

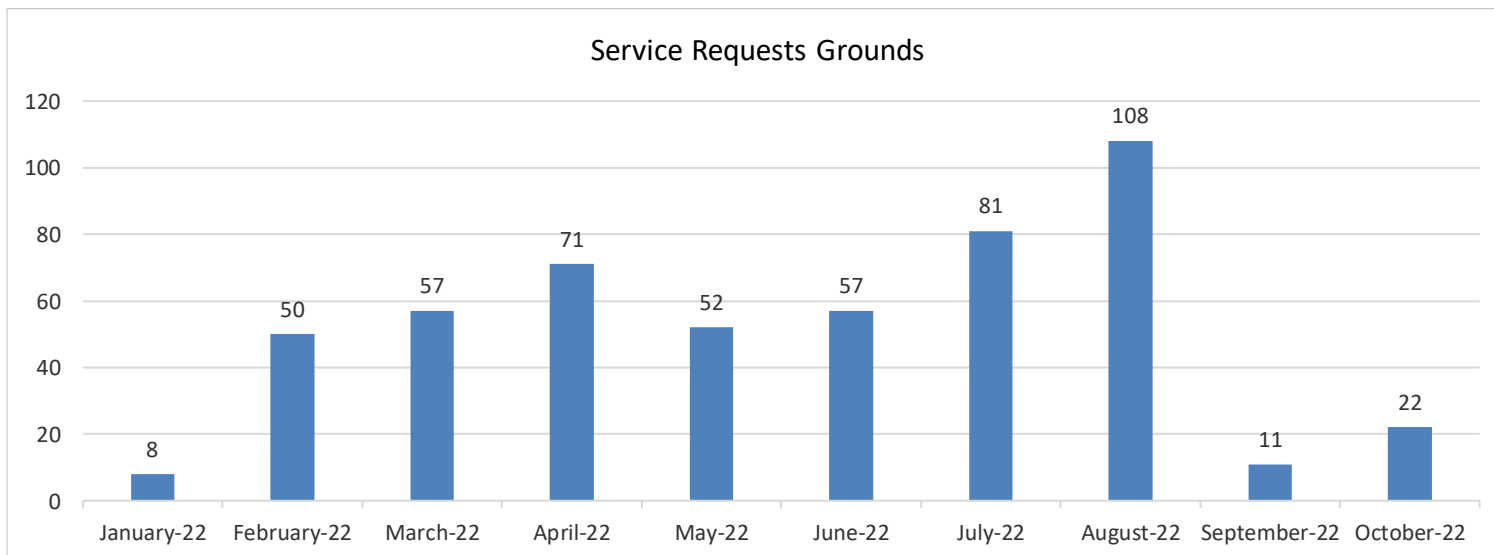
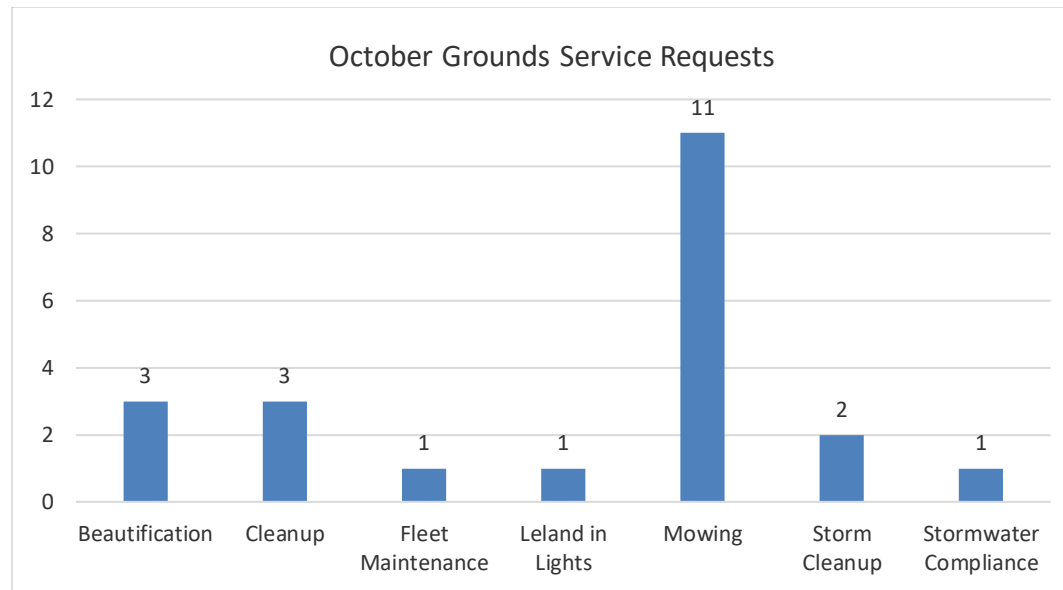
- Northgate stormwater pond stabilization and seeding are ongoing and should be completed in November.
- Grounds will be seeding and stabilizing the lawn area at Fire Station 53.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- The diverging diamond on Village Road will require irrigation, and staff is working with an engineer to complete plans and obtain an encroachment permit from NCDOT.
- Leland in Lights light installation will continue through the end of November.
- Mowing the right-of-way on portions of Village and Old Fayetteville Roads will continue in November.
- Grounds will begin to manicure shrubs and mulch at all Town properties.
- Installation of annual plants at the islands on Village Road will begin in November.

Projects Completed

- Leland in Lights installation is 95% complete.
- Black topsoil was installed in low lying areas in Founders Park.

Work Order Summary

- Grounds received 22 work orders in October, with most of them being mowing related (11).
- Grounds completed 15 work orders in October, with an approximate expense of \$7,700 in labor, equipment, and materials to complete these work orders, which does not include staff costs for Leland in Lights.



Facilities Updates

Work Priorities and Initiatives

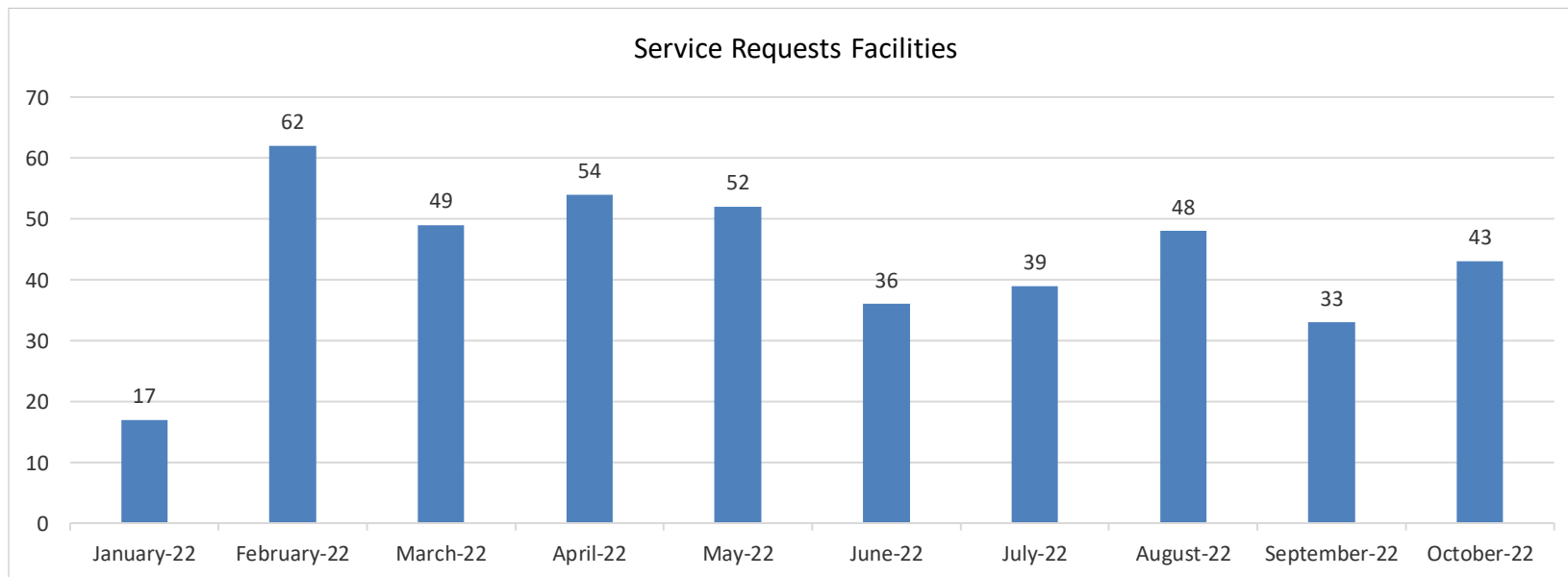
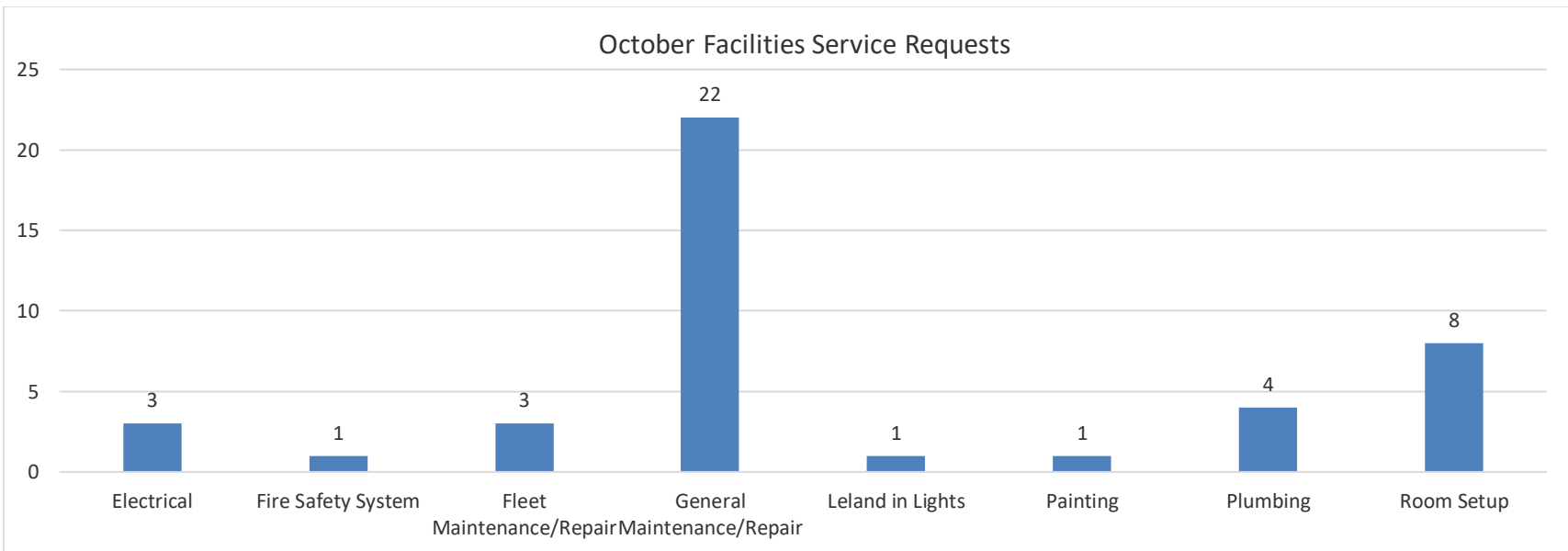
- Aztec Painting is set to repaint the red panels at the LCAC in November.
- All Facilities staff are helping with Leland in Lights light installation, which will continue through the end of November.
- Salt Air is addressing HVAC issues at Town Hall.
- Staff is addressing a flooring issue at the LCAC.
- Staff is working with a vendor to clean all Town Hall carpets.
- Staff is working with a vendor to clean all Town Hall exterior windows.
- US Fitness is performing preventative maintenance on all fitness equipment at Town Hall, Fire Station 53, and Fire Station 52. They are also repairing the treadmill at Town Hall.

Projects Completed

- North Brunswick Electric completed the installation of new electrical outlets along the outside of Town Hall for additional power resources.
- Staff worked with Salt Air and Piedmont Gas to install a natural gas line at the LCAC.
- A new HVAC system was installed in the office area of the new Animal Control Facility at the MOC.
- Staff worked with a vendor to resolve an HVAC issue at Fire Station 52.
- Staff completed an HVAC preventative maintenance project at Town Hall.
- Staff completed minor preventative maintenance on the HVAC system at Fire Station 53.
- Staff replaced the grid and ceiling tiles in office #214 at Town Hall after a new HVAC unit was installed.
- Staff repaired plumbing issues in the new Animal Control Facility.
- Staff repaired and cleaned the ice machine at the LCAC.
- Staff replaced all burned out lightbulbs around Town Hall identified in recent facility inspections.

Work Order Summary

- Facilities received 43 work orders in October, with most of them being general maintenance and repair related (21).
- Facilities completed 33 work orders in October, with an approximate expense of \$26,800 in labor and materials, which does not include staff costs for Leland in Lights.



Fleet Vehicle Updates

Work Priorities

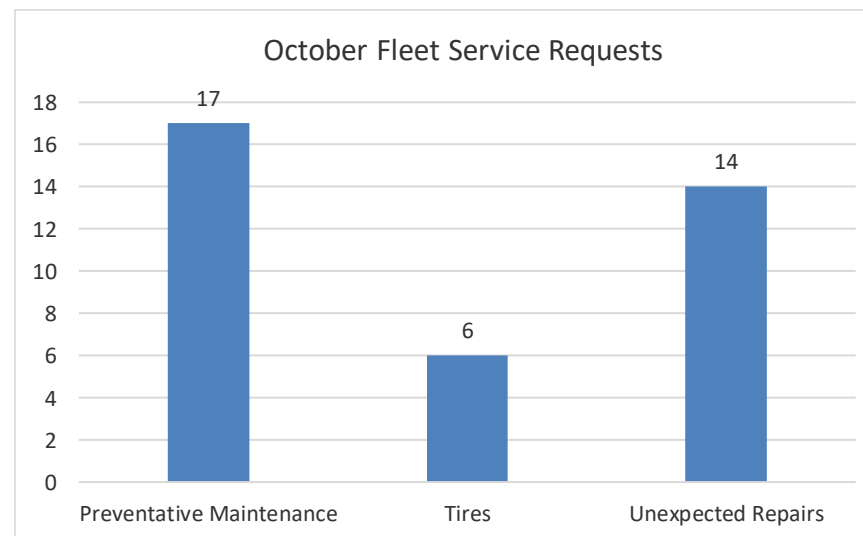
- A purchase order has been secured and staff is working with Mobile Communications America, Inc. to coordinate the installation of safety light upgrades on all department vehicles.
- Fleet vehicle survey data analysis and compilation for budgeting purposes are underway.
- Staff is investigating pricing options to paint or wrap a Public Services Maintenance van for future use.

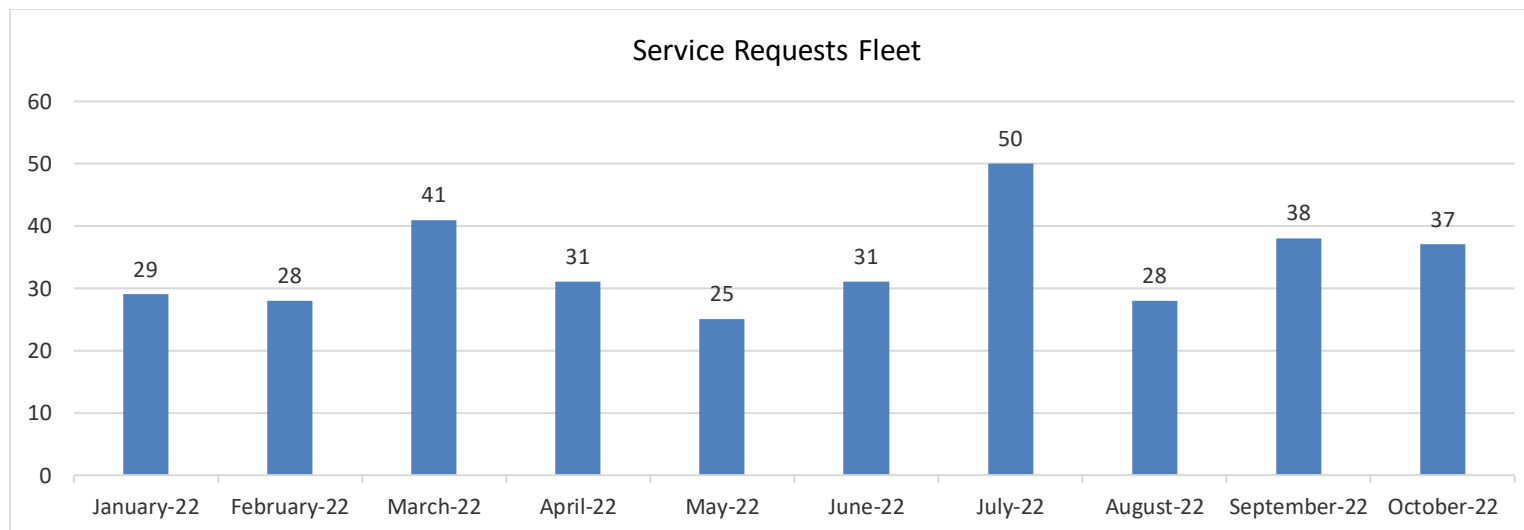
Projects Completed

- Surveys of all Town vehicles have been completed.
- New GPS units have been installed on four new Police vehicles.

Work Order Summary

- Fleet received 37 service requests in October for an approximate expense of \$13,100. Of these, 17 requests were for preventative maintenance for a total of \$2,850.





Capital Project Updates

2014 STP-DA Projects U5534 (I, J, K)

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Town staff has engaged the contractor's surety company on default of contract.
- Next Steps: Town Streets staff are finishing the remaining work on the project. Thermoplastic striping has been installed and Town staff is waiting on NCDOT approval of pedestrian warning devices. Final completion is TBD.
- Concerns: Contractor failed to complete the project within the contract time, August 22, 2021. Town staff is tracking anticipated liquidated damages at \$500 per day and working closely with NCDOT and SEPI Engineering to complete the project.

Brunswick Village Boulevard Extension

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as install stormwater catch basins, three stormwater ponds, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Town Council approved the award of the project to Funston Construction Company.

- Next Steps: Staff is reviewing the award and will advise on next steps.
- Concerns: No concerns at this time.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, Graham Drive, and a section of Appleton Way.
- Status: Engineer has developed the concept plan for the four streets and the project was submitted for TRC review.
- Next Steps: Engineer to update concept plans based on TRC comments. Public Open House to review the proposed improvements is slated for December 7.
- Concerns: No concerns at this time.

Town of Leland Streets Resurfacing 2021-2022

- Purpose: To resurface nine streets within the Town limits to include Olde Waterford Way, a portion of Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.
- Status: Construction is underway and will be completed in December.
- Next Steps: Complete the construction phase of the project.
- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes the widening and paving of Baldwin Drive, installing sidewalks, stormwater, and drainage improvements.
- Status: Town staff hosted an Open House in September. Staff are working with the engineer to complete preliminary design plans.
- Next Steps: Complete preliminary design plans for the project.
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Construction continued in October. The contractor completed backfilling the pond and started installing storm drain infrastructure. Construction will be completed this fall.

- Next Steps: Contractor to continue installing storm drain infrastructure and start to install curb and gutter.
- Concerns: No concerns at this time.

Ocean Gate Plaza Intersection Improvements

- Purpose: The Town is working with the developer of Leland Corners to install a single-lane teardrop roundabout to improve the intersection at Ocean Gate Plaza and New Pointe Boulevard.
- Status: Survey is complete, and the project is in design.
- Next Steps: Preliminary design of the single-lane teardrop.
- Concerns: Coordinating design work with developer who is constructing the Ocean Gate and Gateway Boulevard roundabout.

Leland Fire Station 51 – 1987 Andrew Jackson Highway NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Construction is underway with the building currently being erected.
- Next Steps: Continue with metal building installation, stormwater infrastructure, parking lot lighting conduit installation, etc.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway – Municipal Operations Center (MOC)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Loading dock leveler received and will be installed in November. Installation of generator transfer switches being scheduled. Staff is ordering items for future stormwater tie in, in conjunction with Fire Station 51 build.
- Next Steps: Discuss next steps with IT and Finance on moving forward with security cameras and access control for doors.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag/stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: All site work has been completed and approved by USDA.
- Next Steps: Completing paperwork and billing associated with project closeout. Awaiting as-built drawings from engineer on streambank stabilization of Jackeys Creek.
- Concerns: No concerns at this time.

Streamflow Rehabilitation Assistance Program (StRAP) – Stream Clearing

- Purpose: Vegetative debris cleanup and removal within streams throughout Leland via grant received from NCDA.
- Status: Construction contract executed and awaiting details on project scheduling.
- Next Steps: Establish project schedule and kickoff meeting with contractor. Begin project.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Town was approved by NCDEQ for participation in Brownfields Study program and is awaiting NCDEQ to assign to project manager. NC Wildlife has site on project list and is currently working on prelim plans and scheduling surveys. NC Wildlife estimates approximately \$500,000 will be given to the Town for the construction of parking lot adjacent to ramp.
- Next Steps: Coordinate next steps with WithersRavenel and NCDEQ for Brownfields Study of the property. Continue communication with NC Wildlife on the boat ramp.
- Concerns: NCDEQ has stated that it could be up to one year before a project manager is assigned to the project due to staffing shortages and workload.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that will include walking paths, play areas, fitness areas, veterans memorial, picnic shelters, and an amphitheater.
- Status: Project is in final design. First round TRC comments have been reviewed and addressed by engineer. Architect finalizing plans with plumbing, electrical, mechanical, and structural engineers. Currently working with Staff Attorney and adjacent property owners on land acquisition and easements.
- Next Steps: Continue final site plans and submit for all permits. Project expected to be advertised for bid by the end of November. Send Duke Energy 100% site and architectural plans once engineering has been completed to address power requirements. Work with playground contractor on design and selection of playground and fitness station components.
- Concerns: No concerns at this time.

Animal Control Facility at MOC

- Purpose: Renovation of “Seaglass” building at MOC to convert to Animal Control Facility.
- Status: Building renovation completed, and Town inspections have been passed. Police have started move-in process.
- Next Steps: Await final approval from State Animal Welfare, which is scheduled for November 1. Expected to be fully open the first week of November. This will be the last update for this project unless there is a change.

- Concerns: No concerns at this time.

Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town park.
- Status: Property has been forestry mulched.
- Next Steps: Working through renewal of prior wetland delineation and will then proceed with survey of property. Delineation scheduled for November 11.
- Concerns: No concerns at this time.

Town Hall Addition

- Purpose: Design and construction of addition to current Town Hall building to gain more workspace including offices and conference rooms.
- Status: Design contract approved by Council in October. Awaiting final execution, expected first week of November.
- Next Steps: Hold project kickoff meeting and begin architectural design in November.
- Concerns: No concerns at this time.

Sweetbay Park

- Purpose: Develop property off Trade Street into 18-hole disc golf course.
- Status: Wetland delineation has been completed.
- Next Steps: Currently awaiting recommendation/next steps to proceed with plan for property. Next steps will be based on construction of temporary disc golf facility, located at old "Ronco" property, 893 Village Road. Temporary facility currently in design and permitting stage.
- Concerns: No concerns at this time.

Mallory Creek Drive Drainage Improvements (Funded by NC Resilient Coastal Communities Program Phase 3)

- Purpose: To alleviate flooding on Mallory Creek Drive between Hemlock Way and Pine Cone Drive.
- Status: CLD Engineering completed a survey of the project limits.
- Next Steps: Town to work with CLD Engineering to execute a task order to create drainage plan of the project area.
- Concerns: No concerns at this time.

Leland Resilient Routes (Funded by NC Department of Public Safety Transportation Infrastructure Resiliency Fund Grant 2022)

- Purpose: To identify and analyze critical routes within and surrounding Town limits to determine how resilient each route is to coastal hazards. For routes that pose vulnerabilities to coastal hazards, potential solutions to mitigate the vulnerability will be identified.
- Status: Contract with NC Department of Public Safety, North Carolina Emergency Management has been finalized and executed.
- Next Steps: Award contract for planning/design.
- Concerns: No concerns at this time.

Department News

Jessica Draughn attended three workshops as part of her ongoing NC Environmental Education Certification: Digging Prehistory, Got Elk Educator Treks through the NC Museum of Natural History, and Coastal Explorations through the NC Maritime Museum.

Parks and Recreation Board Summary

The Parks and Recreation Board met on October 26, 2022, and reviewed the following topics:

- Founders Park Playground, Natural Play Area, and Fitness Stations
- 2022-2023 Parks, Recreation, and Cultural Resources Sponsorship Opportunities List
- Parks and Recreation Board Meeting Schedule for 2023

The Parks and Recreation Board's next meeting is scheduled for December 7, 2022.

Upcoming Events

December 3, 2022 – Holiday Art Market

December 3, 2022 – Grand Illumination

December 6, 2022 – Cookies with Mrs. Claus

December 8, 2022 – LCAC Gallery Reception: Cassandra Baes and Amy Lyn

December 9, 2022 – LCAC Ugly Sweater Party with Holy Heat

December 10, 2022 – Movies in the Park: Polar Express

December 14, 2022 – LCAC Holly Jolly Performing Arts Recital

December 17, 2022 – Sensory-Friendly Santa Visits

Parks, Recreation, and Cultural Resources Updates

October wrapped up with an incredible Live @ the Park performance by Striking Copper and a record-breaking turnout for Leland's Trunk-or-Treat at Founders Park! An estimated 2,500 visitors stopped by to show their Halloween spirit and stock up on candy, and 21 community groups participated by decorating trunks and handing out treats. Early voting brought increased traffic to the LCAC throughout late October and will wrap up with election day on November 8. The last program session of 2022 began the first week of November with new programs including Seasonal Ceramics and the Green Swamp Preserve Guided Hike.

Many of the department's holiday favorites are returning in December, including the LCAC's annual Holiday Art Market featuring 40+ artisan vendors, as well as the Grand Illumination to kick off Leland in Lights. Public Services and PRCR staff have been working for several months to plan and execute this year's dazzling holiday light display! There will be several opportunities for families to enjoy the magic of the season throughout December including Cookies with Mrs. Claus and new sensory-friendly Santa visits. The Leland Express train will be running on Friday and Saturday nights leading up to Christmas and Santa will be making a special appearance at Grand Illumination and a screening of The Polar Express. Adults will not want to miss the Ugly Sweater Party at the LCAC featuring live entertainment by local group Holy Heat.

Social Media Update

- PRCR Facebook Highlights (October 1 – 31, 2022)
 - Added 61 new page likes
 - Page reach – 27,000
 - Top post (Largest reach): “Did you enjoy Legacy Motown Revue? We were glad to see our community dancing and supporting the band. These community events are FREE to the public and provide you with a great excuse to spend the evening outside. Mark your calendars for Oct. 27. Striking Copper will be performing in Founders Park.”
- LCAC Facebook Highlights (October 1 – 31, 2022)
 - Added 35 new page likes
 - Page reach – 36,000
 - Top post (Largest reach): “Thank you to everyone that came to our Halloween Party! Shoutout to our amazing employee Adela for always doing the most for her little learners. This program is a great way to introduce your children to new experiences. You can register online or in person at the LCAC!”



- PRCR Instagram (October 1 – 31, 2022)
 - Added 20 new followers
 - Post reach – 2,900
 - Top post (Largest reach): “Did you see the Sanderson sister fly over Wilmington on Saturday? You did if you attended our showing of Hocus Pocus in the park! We loved to see everyone dressed in their Halloween costumes. Don’t forget to attend our Trunk or Treat event happening on October 29th!”
- LCAC Instagram (October 1 – 31, 2022)
 - Added 57 new followers
 - Post reach – 2,900
 - Top post (Largest reach): “Thank you to everyone that came to our Halloween Party! Shoutout to our amazing employee Adela for always doing the most for her little learners. This program is a great way to introduce your children to new experiences. You can register online or in person at the LCAC!”
- PRCR Tik Tok (October 1 – 31, 2022)
 - Added 1 new follower
 - Users reached – 761





Department News

In October, more than 280 people visited the front desk at Town Hall and more than 200 people called the main phone line. The hiring process for a Communications Specialist I has started. Staff from various departments are covering shifts at the front desk until this position is filled and the new hire has been trained.

Ms. Jewell planned and hosted the October meeting of the Lower Cape Fear Communicators at Town Hall. A media partner attended to provide insight on government interaction with the media and how both sides can work together more effectively. Ms. Jewell and Mr. Richardson participated in a webinar hosted by Relay NC to learn more about accessibility services and how the Town can take advantage of them. Ms. Jewell completed ICS-300: Intermediate Incident Command System for Expanding Incidents.

Social Media Update

- Facebook Highlights (October 1 – 31, 2022)
 - Added 92 new page followers
 - Impressions – 66K
 - Top post (Largest reach): “This week, Firefighter Gabby Cooksey is #InTheSpotlight! Gabby has worked for Leland Fire/Rescue since March 2020.
 Leland Fire/Rescue offers many public services that Gabby gets to help with, like changing smoke detectors in homes, visiting schools to teach kids about fire safety, and helping seniors protect homes with the KnoxBox program.
 Gabby is excited by the constant growth and learning that's encouraged as part of her job. A few of her recent certifications include Technical Rescue Confined Space, Technical Rescue Wilderness, and Technical Rescue Swiftwater.
 The challenges of being a firefighter and the role they serve in the community inspired Gabby to pursue this career path. She says it's so rewarding and the best job in the world!
Thank you for all you do, Gabby! ❤️”
- Twitter Highlights (October 1 – 31, 2022)
 - Impressions/Reach – 3.8K
 - Received 642 new profile visits
 - Top tweet (Largest reach): “ #TrafficAlert  Paving continues on Highway 17 by @NCDOT. Wednesday night, the eastbound lane at Hewett-Burton Road will be impacted. Expect delays and use caution when driving in this area. #LelandNC pic.twitter.com/8x3vIH3pp0”

- NextDoor Highlights (October 1 – 31, 2022)
 - Impressions/Reach – 15,322
 - Likes/Comments – 36
 - Top post (Largest reach): “Paving continues on Highway 17 by North Carolina Department of Transportation. Wednesday night, the eastbound lane at Hewett-Burton Road will be impacted. Expect delays and use caution when driving in this area.”
- Instagram Highlights (October 1 – 31, 2022)
 - Added 21 new page followers
 - Post impressions – 1K
 - Top post (Largest reach): “Happy Town Hall-oween from Ron Swanson and Leslie Knope from the Pawnee Parks Department!
 #TownofLelandNC #LelandNC #ParksAndRec”
- LinkedIn Highlights (October 1 – 31, 2022)
 - Added 24 new followers
 - Page views – 143
 - Post impressions – 4,236
 - Reactions/Comments/Shares – 238
 - Top post (Largest reach): “Finance Specialist Vera Lacewell is #InTheSpotlight this week! Ms. Vera has worked for the Town since August 2008.
 Vera has worked many positions in the Town. She worked in our Planning Department as an Administrative Assistant before moving to Finance in 2013 as Accounts Payable. Soon after, she became our Finance Clerk and is now serving as the Finance Specialist!
 Vera once won an award for the best mac & cheese, which is requested year after year at any Town staff function.
 Vera has served our community for the last 14 years and is looking forward to her retirement in December! These are very big shoes to fill, but if you think you have what it takes, check out the Finance Specialist position on our website. If you're lucky enough to fill this role, you'll have the legend herself train you on all things finance... and hopefully on how to make mac & cheese too. 📧
Thank you for your service, Ms. Vera!”

Project Updates

- Get to Know Your Government: Learning Leland planning continued with the finalization of topics and strategy. Staff met to discuss prioritization and plans for Town Hall Forum to be held in December and content leading up to the event.

- Training with new video production equipment continues. Staff is working with IT to identify additional equipment and software needed.
- Continued the internal and external Employee Spotlight campaigns. Utilized Paylocity to roll out the internal initiative consisting of daily postings spotlighting four staff members and resulting in 1,246 impressions in October. Utilized all social media platforms to showcase external Employee Spotlight.
- Collaborated with various departments to create and implement comprehensive public information strategies for multiple initiatives including National Night Out, Town projects in progress, upcoming events, and more.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.
- Updated Communications goals for current fiscal year and developed comprehensive short- and long-term plans for Communications staffing and responsibilities.
- Began budget process for next fiscal year by evaluating current status and researching preliminary needs.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Olde Waterford Way Extension Under Construction](#)
 - [Celebrate Halloween with Leland's Annual Trunk or Treat](#)
 - [Brunswick County Voting Information](#)
 - [Tree Canopy Cover Assessment Completed](#)
- Port City Daily
 - [No questions asked: Leland council approves 325-acre annexation, zoning](#)
 - [Leland man charged with 7 counts of child pornography](#)
 - [Alleged fraudster charged with a dozen felonies in Leland](#)
- WWAY
 - [Leland Police asking for help identifying alleged hair clippers thief](#)
 - [Leland Police host National Night Out event for community engagement](#)
 - [Olde Waterford Way extension project underway in Leland](#)

- [Leland Fire/Rescue changing shield appearance to help identify firefighters](#)
- [First Leland brewery opens for business](#)
- [Leland man charged with alleged sexual exploitation of Minor](#)
- [Leland Town Council votes to approve expansion project, mutual aid agreement](#)
- [Leland Fire/Rescue officially orders new fire engine](#)
- [Leland Police arrest Bolton man for numerous alleged fraud incidents](#)
- [New strand of businesses coming to Leland next month](#)

- WECT
 - [Power restored following major outage near Wilmington, Leland and Navassa](#)
 - [U.S. 17 in Leland to experience overnight slowdowns due to road work](#)
 - [Leland Town Council approves rezoning for multifamily housing development](#)
 - [Leland man arrested on child porn charges](#)
 - [Proposed ordinance could reduce parking requirements for multi-family housing in Leland](#)
 - [Leland Fire/Rescue responds to structure fire at South Navassa Road, Loop Road area](#)

- StarNews
 - [As Leland business booms, some want more options. Others fear a 'free for all.'](#)
 - [First look: Brunswick Beer & Cider prepares to open in Leland](#)
 - [As Leland rakes in tourism money, here's where the benefits are showing](#)

- Wilmington Business Journal
 - [Doors Open To Leland's Inaugural Brewery](#)
 - [Construction Underway For Beer Distributor In Leland](#)
 - [Thousands Of Acres – And Potentially Thousands Of Homes – On Leland's Agenda](#)

- North Brunswick Magazine
 - [Trunk or Treat](#)
 - [Making Leland Fun](#)

TDA Marketing

- Finalized ad promoting Leland in Lights for December issue of *Our State* magazine.
- Ms. Jewell and Mr. Richardson attended a Smart Marketing Workshop at WWAY to discuss demographics of market, successful strategies, and opportunities for future marketing.
- Met with *Our State* reps to discuss advertising opportunities for 2023.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in October. The next meeting is scheduled for November 16, 2022.

Department News

Ms. Reinhardt attended the October 28 Brunswick County Clerk Series seminar held at Oak Island Town Hall. The agenda was Planning Department related topics and collaborating across the Brunswick County region. Ms. Reinhardt organized and facilitated the October 26 virtual North Carolina Association of Municipal Clerks Finance Committee meeting.

On October 10, the annual Rules of Procedure training was held for the Council, Board, and Committee members.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - October 10 Special Council Meeting
 - October 13 Economic Development Committee Meeting
 - October 17 Agenda Council Meeting
 - October 17 Council Closed Session Meeting
 - October 20 Council Regular Meeting
 - October 25 Planning Board Meeting
 - October 26 Parks and Recreation Board Meeting
- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 7
 - Agendas – 6
 - Resolutions – 17
 - Ordinances – 6
 - Proclamations – 0
 - Recognition Requests – 0
 - Public Hearing Notices for the Council Meetings – 6
 - Board/Committee Vacancies: Board of Adjustment Alternate (1); Economic Development Committee (1); Parks and Recreation Student Representative (1); WMPO Bicycle and Pedestrian Advisory Committee (1)
 - Board/Committee Appointments – 0

Government Portal (iCompass) Transparency Update

- Portal Visits – 3859
- Portal Unique Visits – 2456
- Regular Council Meeting Agenda Views – 875
- Agenda Council Meeting Agenda Views – 301
- Planning Board Meeting Agenda Views – 388
- Economic Development Committee Meeting Agenda Views – 177
- Parks and Recreation Board Meeting Agenda Views – 177

Department News

Staff celebrated Andrea Porter's retirement after 16 years of dedicated service to the Town. She retired on October 1 and was presented with a plaque followed by kind words shared by many staff members she served with.

Community Engagement participated in National Coffee with a Cop Day on October 5 at Port City Java in Brunswick Forest. Staff enjoyed having meaningful conversations with residents and visitors about things that are important to them. The department also appreciates the support from partners at Sunny Point, the Brunswick County Sheriff's Office, and Councilmembers Carter and McHugh at the event.

Officer Kaley attended Officer Safety & Readiness Training October 3-7 at the North Carolina Justice Academy. This course provided officers with tactics and options to assist in safely responding to high-risk situations.

Officer Winston attended RADAR Training October 7-9 at Cape Fear Community College. This course educated officers on how to properly operate the Radar instrument for traffic enforcement.

Community Engagement provided a safety presentation at Indigo Forest Academy and attended the Belville Elementary Fall Festival on October 14.

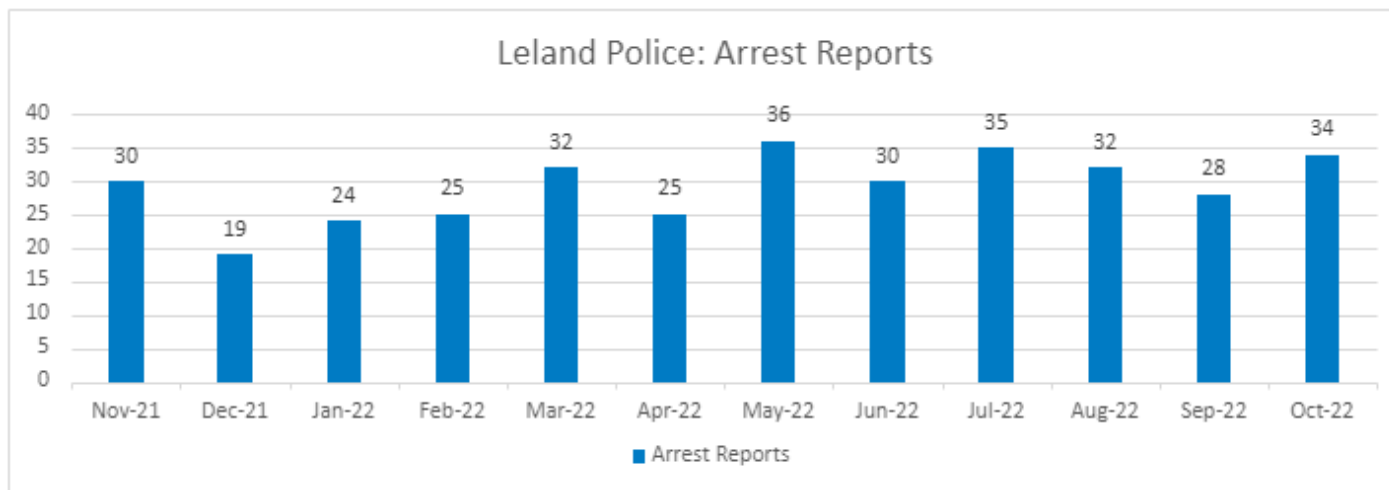
Officer Robeson attended Field Training Officer Training at Cape Fear Community College October 24-28. This course focused on understanding the various roles that an FTO must fulfill when training a new law enforcement trainee.

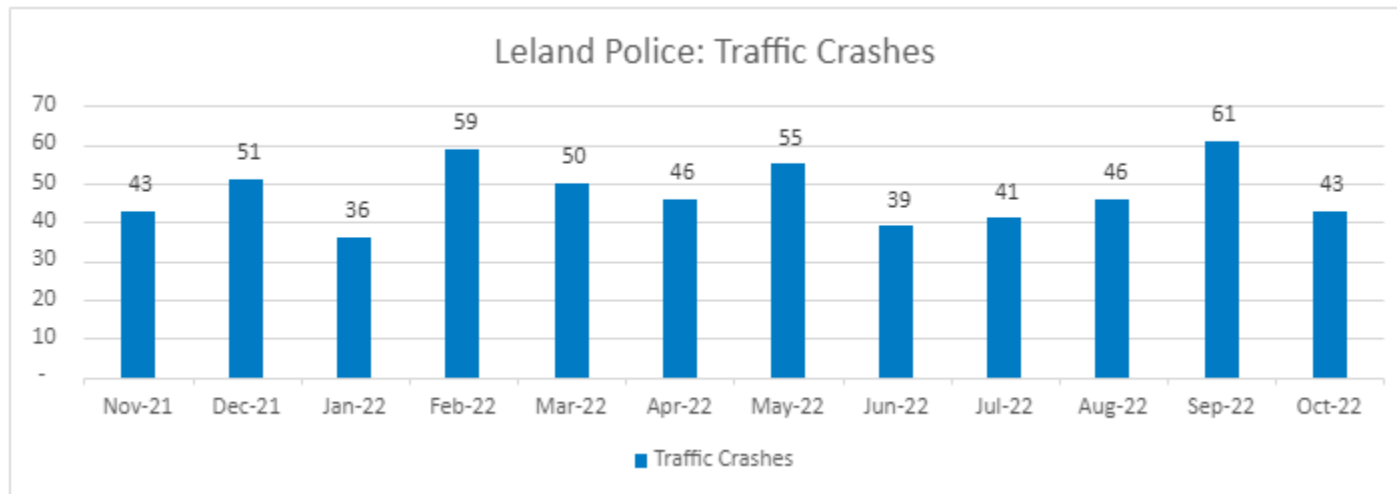
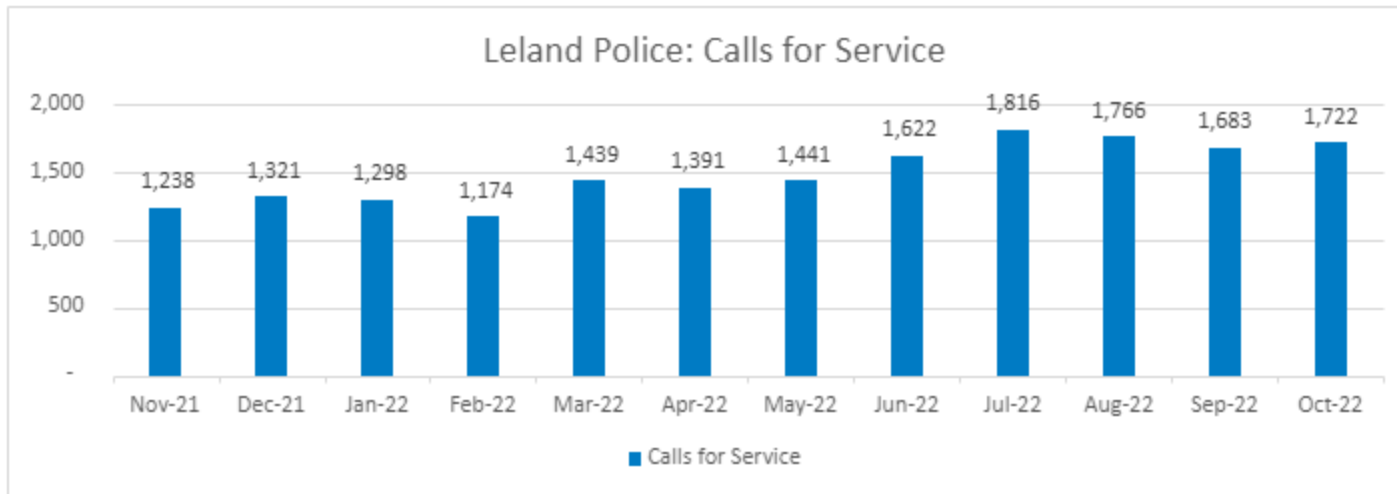
The department welcomed Officer Christopher Cain. Officer Cain took his official oath of office on October 26 after serving as a Cadet for the agency while attending Brunswick Community College Basic Law Enforcement Training. Officer Cain was recognized for several achievements upon his completion and has begun training with his Field Training Officer.

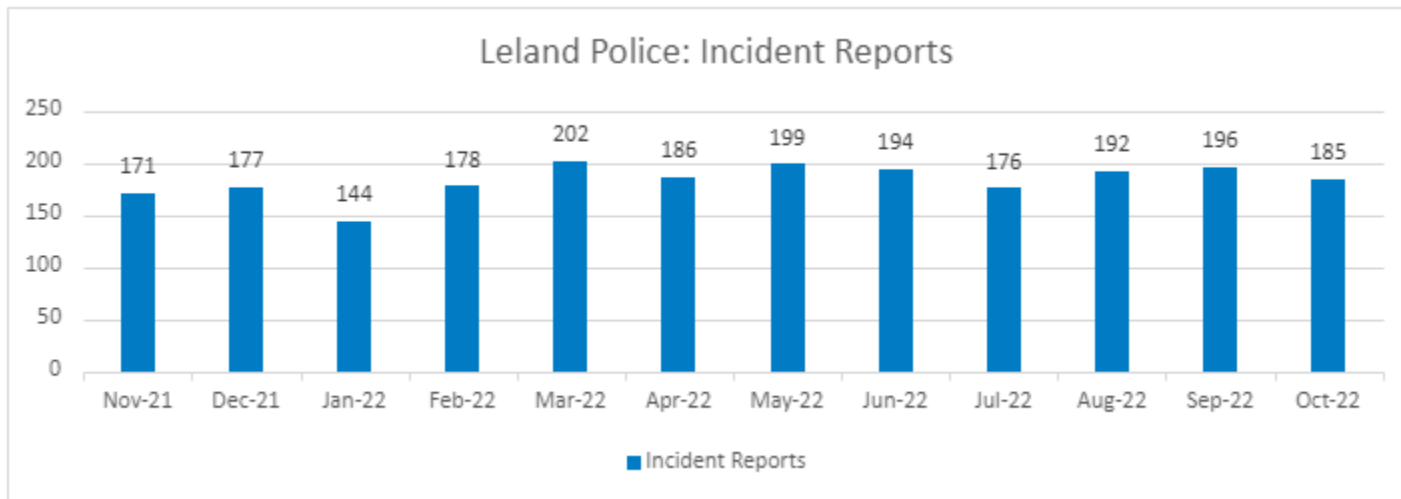
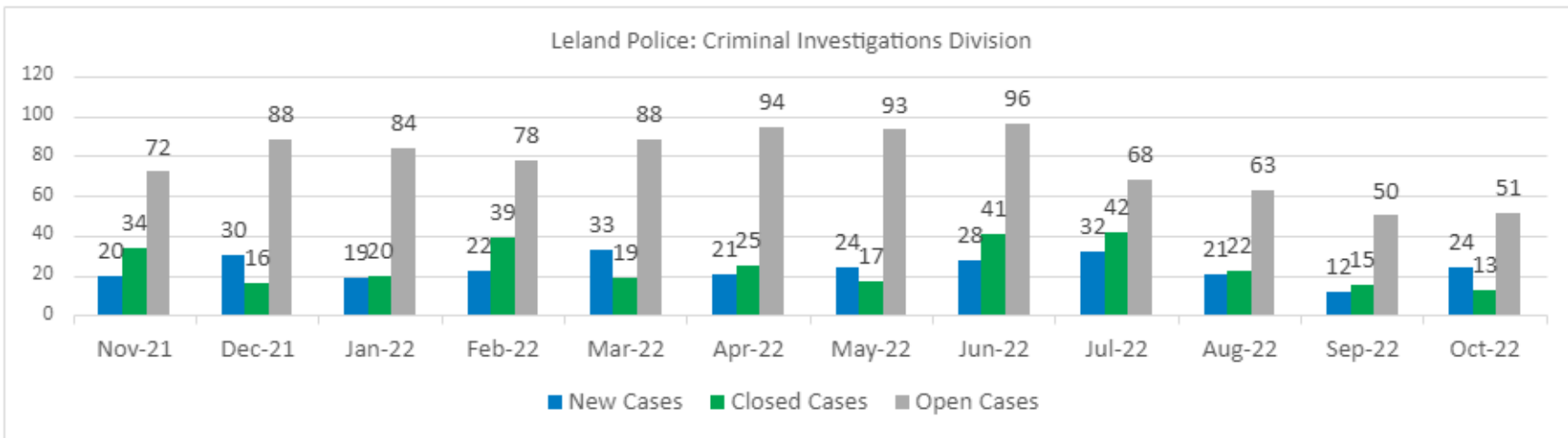
Community Engagement attended the Town's Trunk or Treat event held in Founders Park on October 29.

Dashboard

Animal Services Report							
2022	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	40	3	6	7	3	1	2
Feb	26	2	4	6	0	1	1
Mar	44	2	2	3	0	2	3
Apr	69	8	8	12	7	0	2
May	54	2	7	7	3	1	2
Jun	71	7	4	7	2	0	2
Jul	47	7	7	12	1	0	3
Aug	57	9	4	13	7	0	3
Sep	40	11	10	19	2	1	2
Oct	18	1	5	6	1	1	3
Nov	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0
Totals	448	51	52	86	25	6	20







Department News

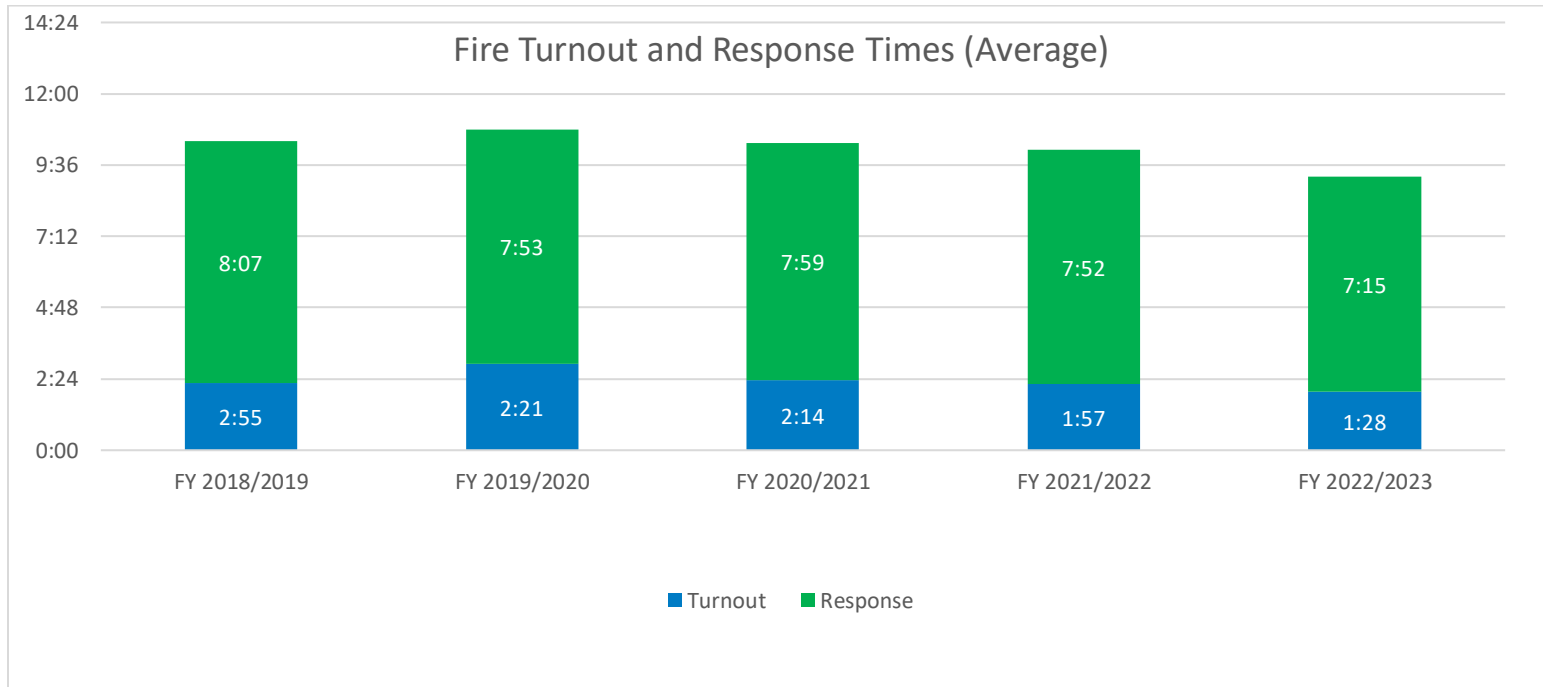
Staff and members of the Community Risk Reduction and Education Division (CRRED) completed fire prevention education to students in grades K-5 at Belville and Lincoln Elementary Schools. This educational program, planned over the course of several months by staff and CRRED members, included learning about the importance of having a home escape plan. There was also a Q&A session between fifth graders and firefighters, police officers, and telecommunicators.

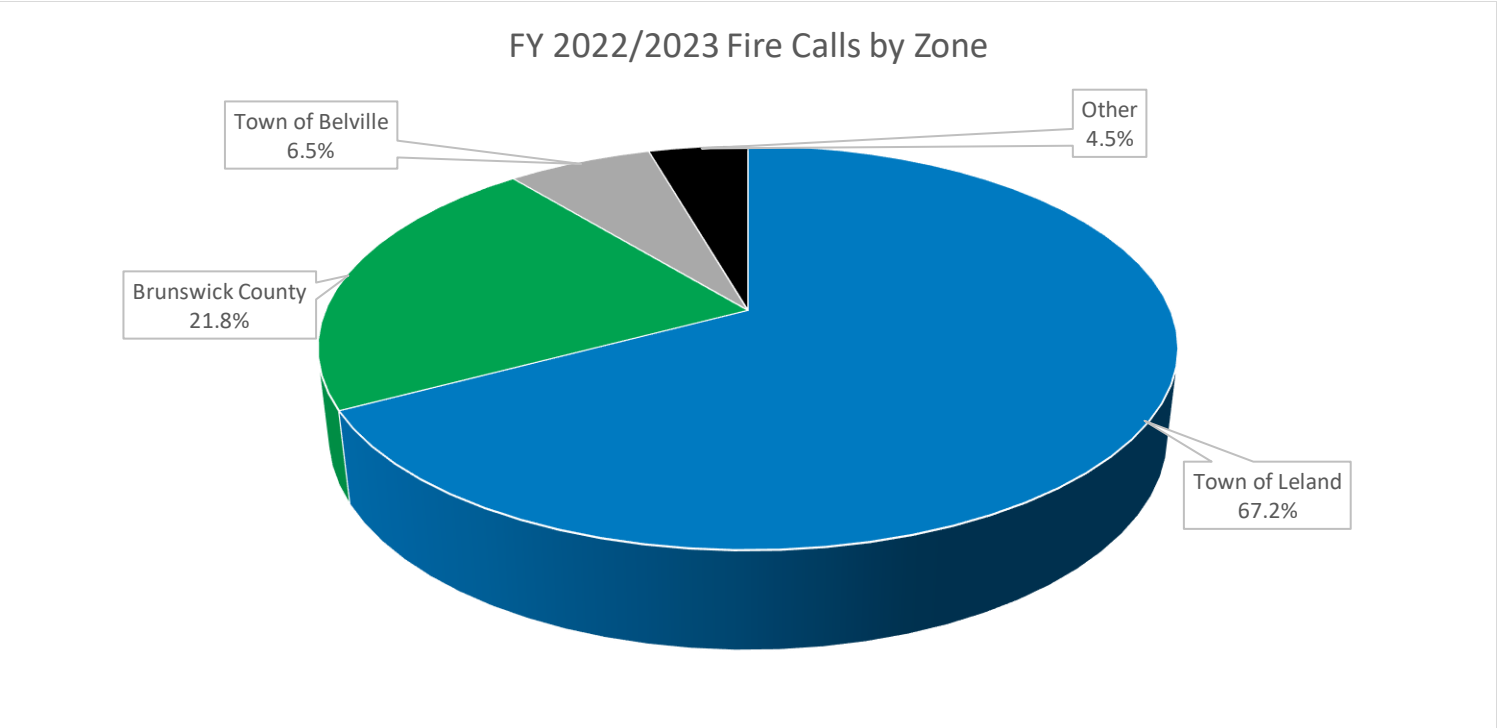
Staff have been completing quarterly facility training with live fire evolutions. This mandatory training helps to ensure staff are always ready.

A strategic planning committee was created. The committee started setting goals and objectives for next year and the years to come to ensure the department is as prepared as possible to serve the community.

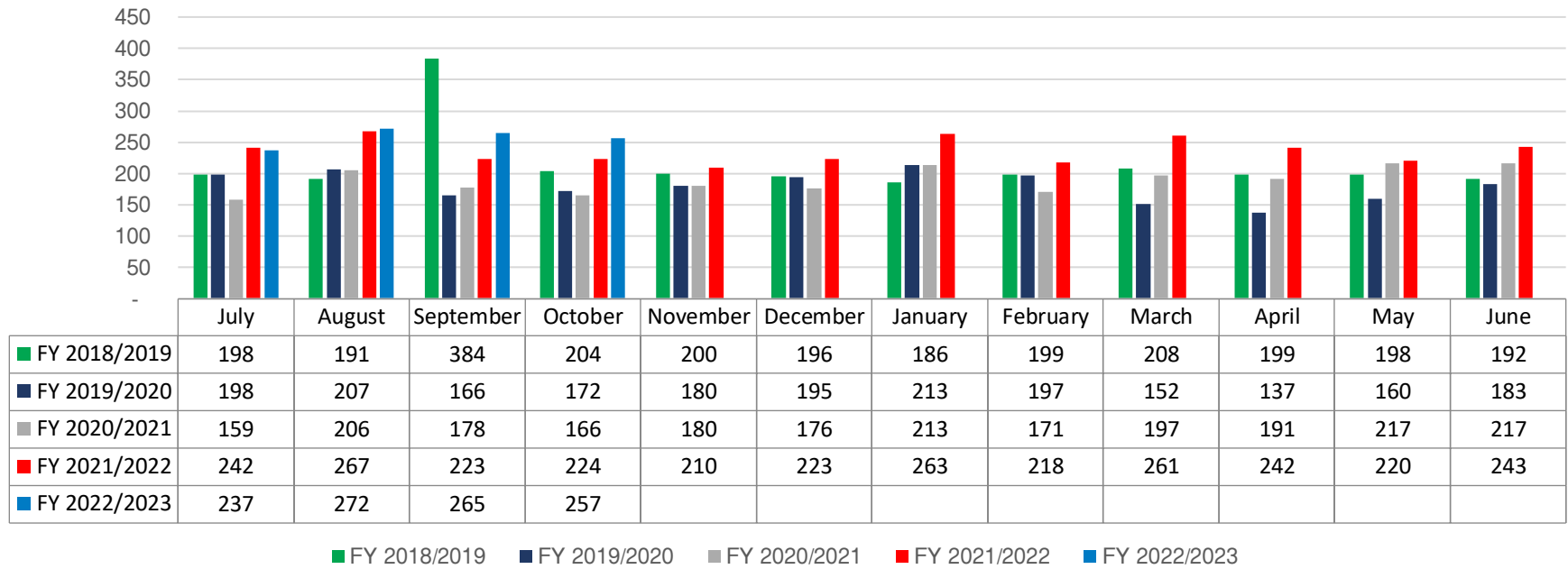
The department continues to see an increase in call volume. With the addition of Station 53 and the hard work of staff, average response times continue decreasing. The department is working towards Center for Public Safety Excellence (CPSE) accreditation and has started the data collection process. Staff will start looking at response times by the 90th percentile. The process will assist the department with planning for the future.

Dashboard

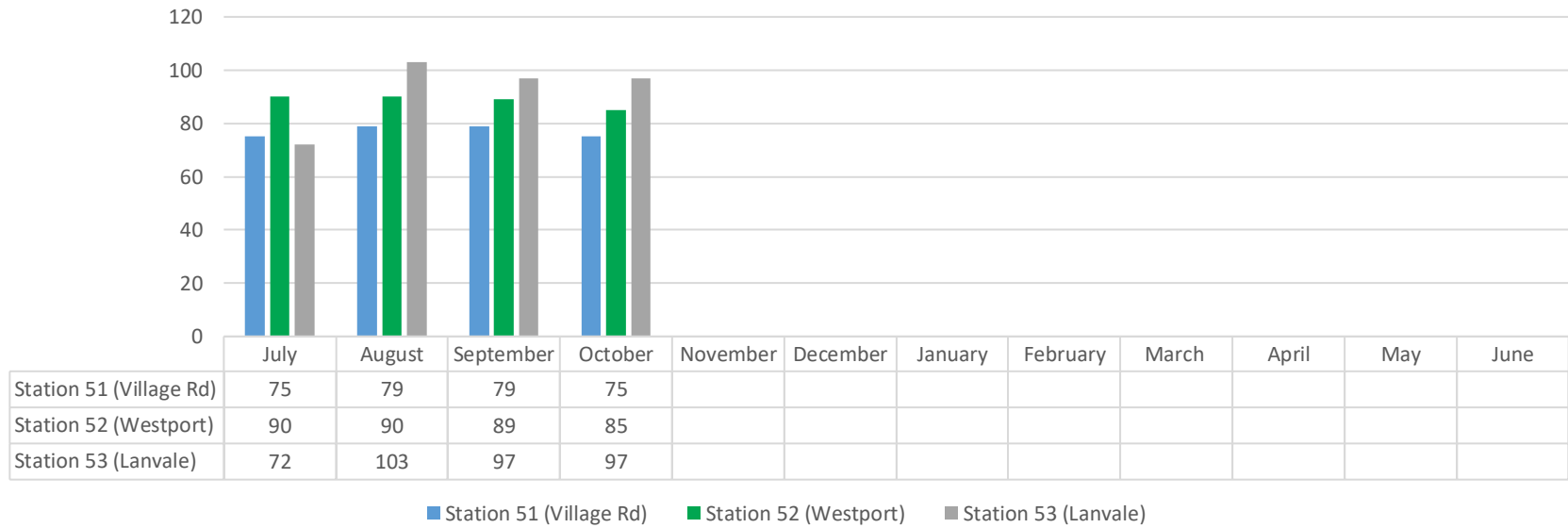




Fire Calls



FY 2022/2023 Fire Calls Per Station



Department News

Chief Grimes completed the Local Elected and Appointed Official Roles in Emergencies class and the All-Hazards Liaison Officer class. He and Chief Hayes conducted the All-Hazards Incident Command Systems 300: Intermediate ICS for Expanding Incidents class for approximately 25 local Incident Management Team members. Town staff who completed the class include Daniel Knoch, Lt. Jamie Almond, Jessica Jewell, Sgt. Bryan Reid, and Bruce Sandy. Chief Grimes continued to work with Chief Hayes, Chief Humphries, and Chief Langlois to prepare Public Safety 2023-2024 goals and objectives. This document will assist staff in being proactive in preparing for and recovering from emergencies in the future. Chief Grimes and Corrie Evans met with Forsyth County EM Director August Vernon to discuss lessons learned in response to a chemical fire in 2021. Learning from other emergencies better prepares the Town to respond if a similar event happens here. Chief Grimes and Ms. Evans are reviewing current emergency plans to ensure the Town has the necessary ordinances to protect citizens.

Work Priorities

- Working with PRCR to plan operations for Grand Illumination.
- Developing department goals.
- Performing tabletop exercises with Town Incident Management Team.
- Finalizing Debris Management Plan.

Projects Completed

- No projects were completed in October.

Department News

Barnes Sutton attended the Age My Way Summit hosted by AARP. The summit was a gathering of allies to discuss an overview of the Age My Way initiative, benefits of developing Master Aging Plans, the preliminary findings of the Age My Way Survey, and next steps for how to be part of the initiative.

Marissa Wiater and Vanessa Lacer attended National Perspectives on Walking and Pedestrian Safety, a webinar hosted by Smart Growth Online. Speakers Thomas Chapman (NTSB), Mike McGinn (America Walks), and Lara Mehegan (AARP) discussed new efforts and perspectives on addressing transportation fatalities and strategies to prevent traffic death through safe system approaches and an emphasis on pedestrian safety and walkability.

Ben Andrea, Ashli Barefoot, Ben Watts, Ms. Lacer, and Ms. Wiater attended The Power of Place, a webinar hosted by the North Carolina League of Municipalities. Speaker Jeff Siegler's presentation was centered around placemaking, which is the way places are designed, how they are built, how they function, and how those elements impact quality of life. The webinar focused on why efforts should focus on place and how to transform a community simply by upgrading the surroundings.

Ms. Wiater, Mr. Watts, Andrew Neylon, Ms. Lacer, and Ms. Barefoot attended The High Cost of Parking Minimums, a course offered by Planetizen Courses. UCLA Department of Urban Planning professor Donald Shoup reviewed the ways in which minimum parking requirements subsidize cars, increase traffic congestion, pollute the air, encourage sprawl, increase housing costs, degrade urban design, prevent walkability, damage the economy, and penalize people who cannot afford a car.

Ms. Barefoot attended the second session of Planning and Development Regulation at the UNC School of Government and will complete the course in November.

Ms. Lacer and Mr. Sutton attended Equity and Walkability: Improving Pedestrian Infrastructure in Underserved Neighborhoods, a webinar hosted by Smart Growth Online. The session provided a look at how nondrivers are organizing to improve pedestrian infrastructure to better serve people of all ages, as well as those who cannot drive, do not have access to a car, or cannot afford to own or maintain a vehicle.

Mr. Sutton and Ms. Wiater attended The Essential Value of Street Trees in City Making and Sustainable Urban Design, a webinar hosted by Smart Growth Online. Speakers Victor Dover, Dan Burden, and J.P. Weesner explained how street trees can bring beauty and order to streets, mitigate the potential for flooding and heat events, and support pedestrian activity.

Mr. Watts attended Floodplain Manager Training hosted by FEMA. This course provided students with the tools needed to manage floodplain permitting within their jurisdiction. At the end of the course, Mr. Watts took the exam to become a Certified Floodplain Manager and is awaiting results.

Ms. Lacer and Mr. Sutton attended the BikeWalkNC Summit. Sessions included walk audits, safety trainings, state policy updates, and speaker panels. Mr. Sutton presented on the Town of Leland's Flex Code as part of a speaker panel entitled: Small Cities, Big Impact. The summit concluded with a ribbon cutting in the neighboring town of Winterville for the first permanent traffic garden in North Carolina. Planning Board member Barbara Akinwole also attended the summit.

Ms. Barefoot attended the annual LGFCU Fellows Alumni Leadership Conference at the UNC School of Government. This conference provided new tools and approaches related to leadership in local government and a refresher course on “The Five Practices of Exemplary Leadership”, a book that was the basis of the LGFCU Fellows Program.

Planning Board Meeting Summary

The Planning Board met on October 25, 2022, and heard the following items:

1. Proposed Zoning Map Amendment – The Planning Board voted to recommend approval of a proposed zoning map amendment from R-20, Residential District Low Density, to C-1, Commercial Business District, General Commercial, for a 0.26 acre parcel on Woodland Drive off Village Road.
2. Proposed Text Amendment – The Planning Board voted 5-1 to recommend approval of a proposed text amendment from Paramounte Engineering to reduce the required minimum and maximum parking spaces for multifamily developments.
3. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of CD, Conservation District, for a 27.74-acre area located near I-140 and the Seabrooke subdivision.
4. Proposed Text Amendment – The Planning Board voted 5-1 to recommend approval of a proposed text amendment from staff to revise the review processes for subdivision performance guarantee agreements and stormwater performance sureties.

The Planning Board’s next meeting is scheduled for November 29, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

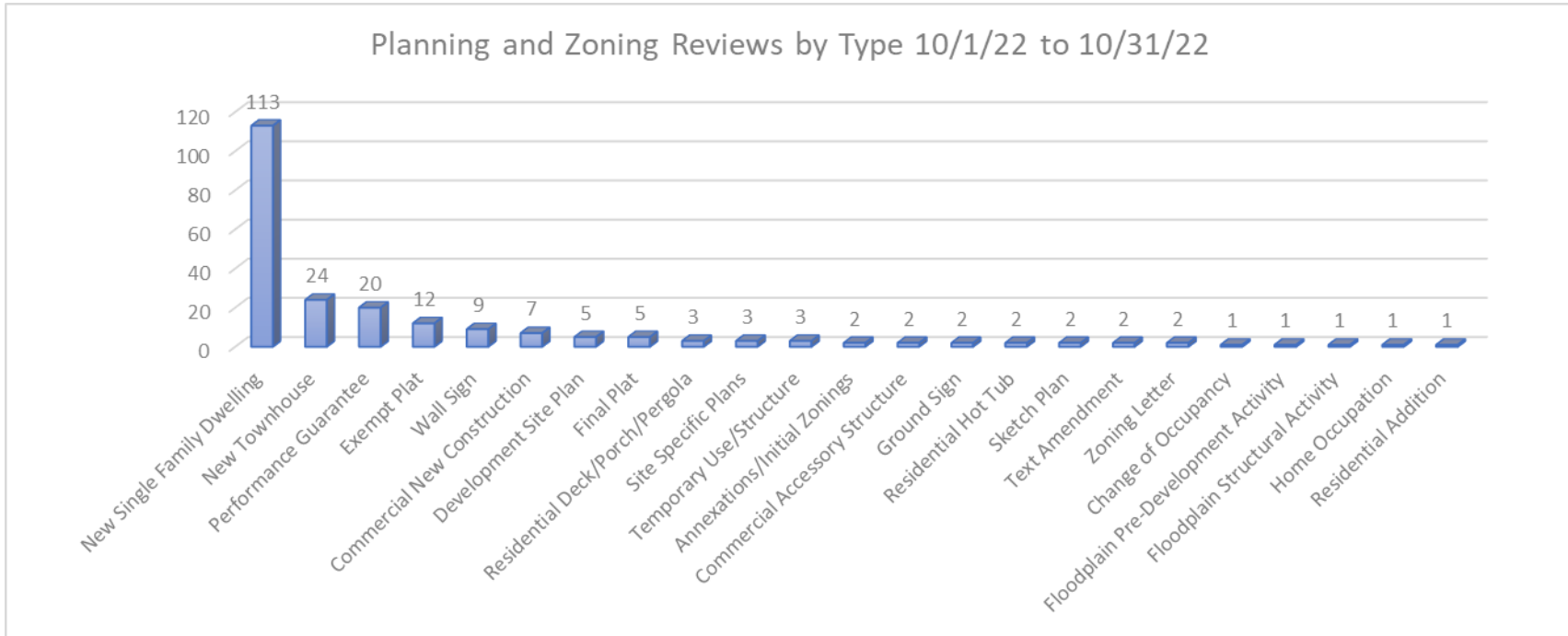
Current Planning Update

TRC Report

The Technical Review Committee (TRC) reviewed the following items:

1. Development Site Plan for H2GO Admin Building – Proposal for building and site additions and improvements to the H2GO administrative complex on Village Road.
2. Site-Specific Plan for Brunswick Forest Phase 7 Section 1a – Proposal for 76 duplex units on 20.99 acres along Brunswick Village Boulevard.
3. Development Site Plan for The Shoppes at Savannah Branch – Proposal for multi-building and tenant shopping center including a 48,387 square foot grocery store, 22,000 square foot junior anchor, 10,000 square foot junior anchor, 9,486 square foot junior anchor, 32,720 square feet of multi-tenant retail space, and three outlots on US Highway 17 near Lanvale Road.
4. Development Site Plan for 108 S. Navassa Road – Proposal for improvements to the existing 3,064 square foot building and site at 108 S. Navassa Road.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
2	3

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhoumes			
Surety Bonds	2	\$145,690.00	\$461,706.56
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bonds	1	\$444,394.56	\$0.00
Brunswick Forest			
Letters of Credit	15	\$6,667,806.75	\$399,090.44
Charleston Commons			
Cash Bond	2	\$43,212.49	\$128,248.13
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$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	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	2	\$398,318.00	\$108,759.00
Night Harbor Dr			
Cash Bond	1	\$0.00	\$7,650.00
Seabrooke			
Cash Bonds	1	\$144,035.00	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$33,795.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	17	\$7,214,677.19	\$399,090.44
Total Cash Bonds	20	\$4,030,018.66	\$135,898.13
Total Surety Bonds	15	\$2,164,626.89	\$570,465.56
Total Performance Guarantee Sureties	52	\$13,409,322.74	\$1,105,454.13

Long Range Planning and Community Development Update

- **Housing:** Staff presented the Gateway Mapping Tool to the Affordable Housing Development Group. It was well received and applauded by those in attendance.
- **Natural and Cultural Resources:** The Town was awarded the Partners for Green Growth grant from NC Wildlife, which will allow staff to pursue the development of a Green Network Master Plan framework. The grant will utilize datasets from the Tree Canopy Coverage Assessment and the Heat Island Mapping Index to further identify areas that would be ideal for inclusion in a green network.
- **Community Health:** Staff attended a presentation of the results of the Brunswick County Health Assessment on October 27.

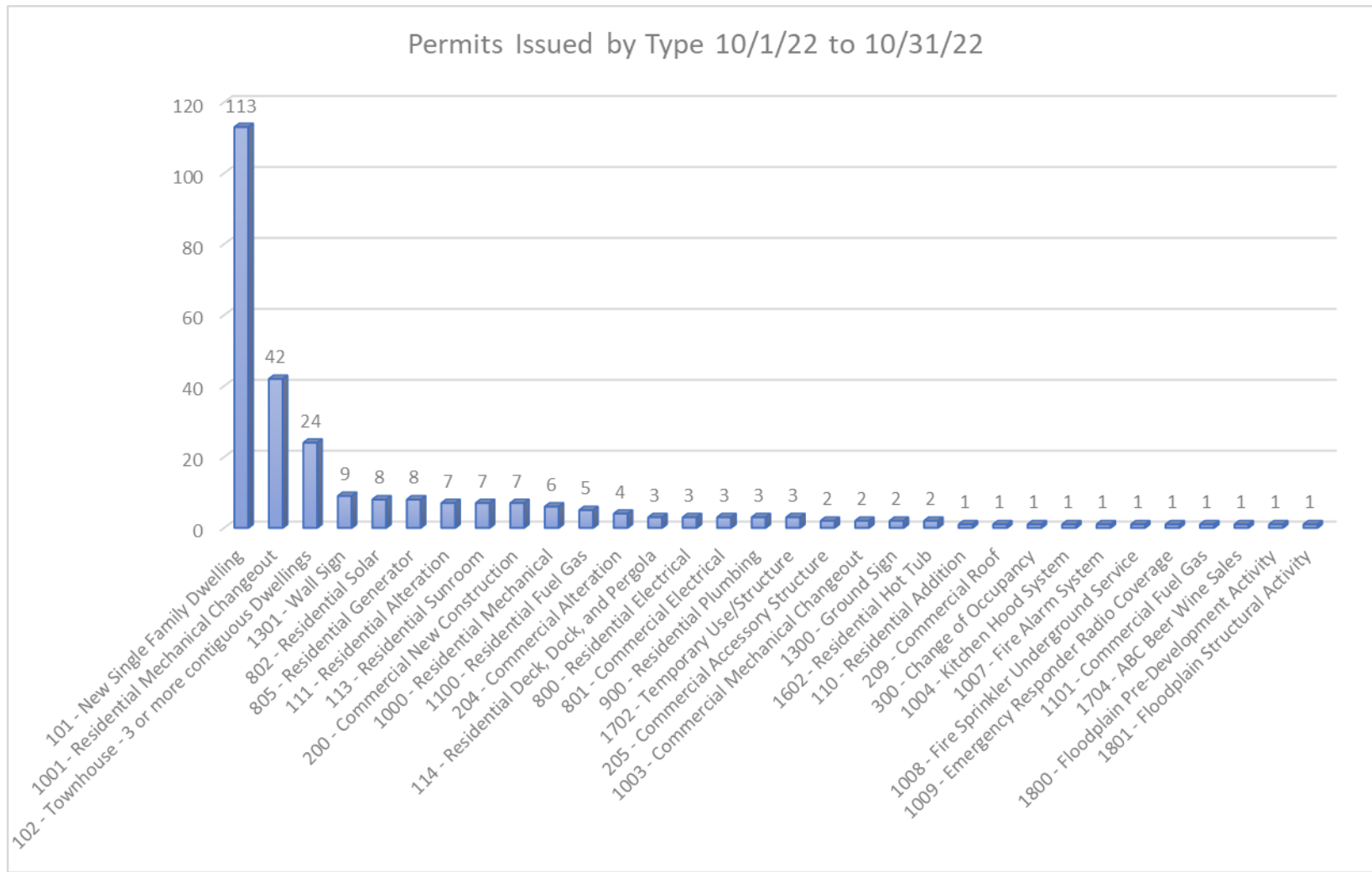
Transportation Planning Update

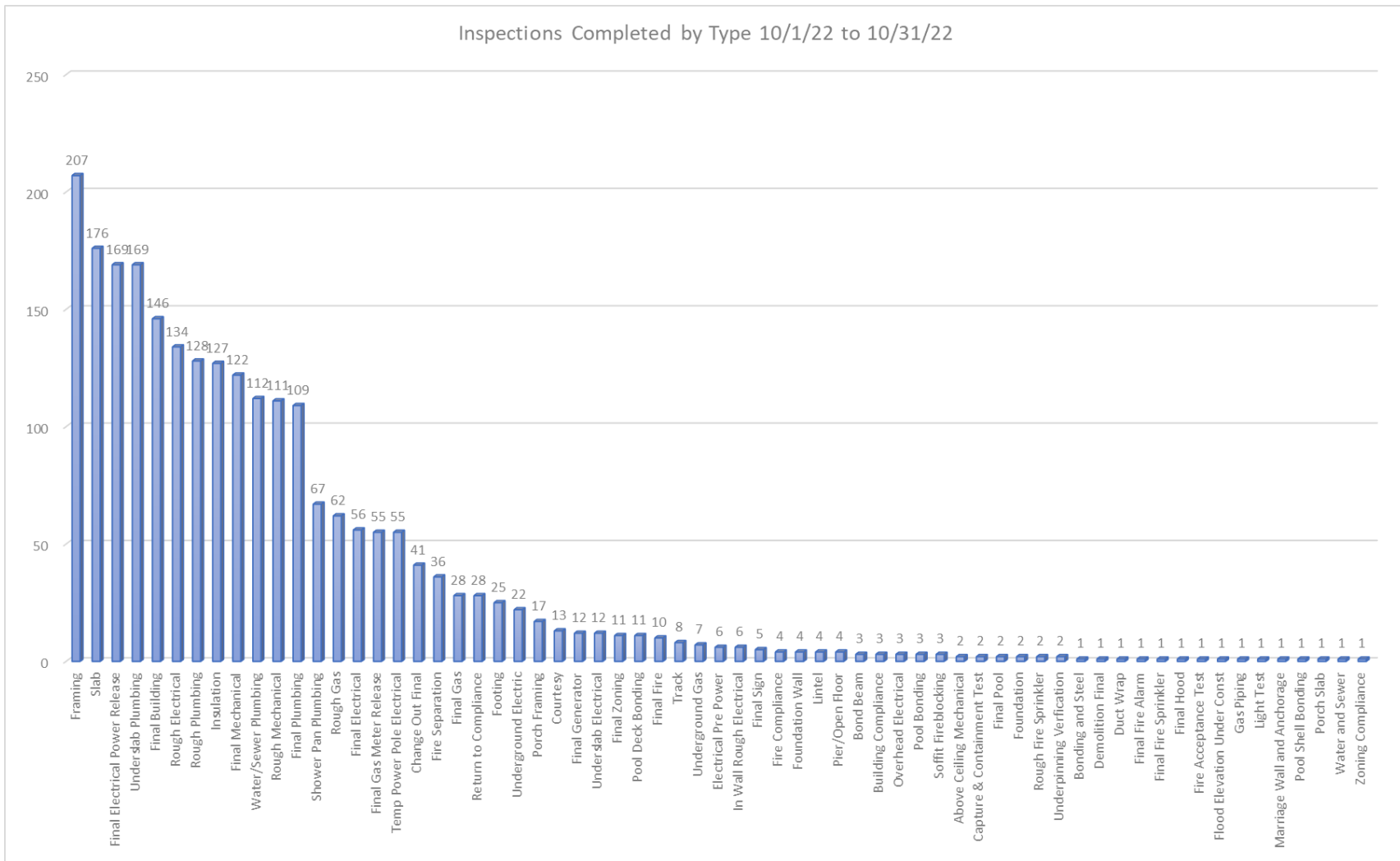
WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, Mallory Creek, and Malmo Loop Road.

Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on October 12.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
274	2,361	\$33,538,007





Code Enforcement Update

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	0	3	0	0	3
Cases Closed	0	0	0	0	0
Active Cases	2	13	15	1	31

Department News

On September 15, Town Council approved a contract with **Creative Economic Development Consultants, LLC** to prepare an Economic Development Strategic Plan and Incentive Policy for the Town. On October 5, Creative facilitated a virtual kickoff meeting with Mr. Vidmar to launch the six month project and finalize the scope, tasks, and project timeline. A focus group comprised of Mr. Vidmar and eight other members was formed to work with Creative's staff and oversee the planning process. On November 1, a representative from Creative made her first site visit to Leland. During her daylong visit, she held a luncheon meeting with the focus group, toured the Town with Mr. Vidmar, and held a SWOT workshop with the focus group and six community leaders and stakeholders. Creative Consulting plans to present a final draft of the Strategic Plan and Incentive Policy to Council on March 16, 2023.

New Businesses

- Leland's long-awaited first brewery, **Brunswick Beer & Cider**, has opened in **The Villages of Brunswick Forest**. The sister brewery of **Wrightsville Beach Brewery, Brunswick Beer and Cider** will be similar, but will also feature unique drink and menu items.
- **Milly's Ice Cream Shop** opened in **Waterford Village** next to **Five Guys** on Olde Regent Way. The shop offers 26 flavors served in cups and cones with plenty of toppings available, shakes, ice cream sandwiches, sundaes, root beer floats, soft serve, and hand-packed containers to-go.

New Construction/Development

- Construction of the **Lowe's Home Improvement** store has continued in **Leland Town Center** at the intersection of Gateway Boulevard and Ocean Gate Way. In connection with the **Lowe's**, the developer plans to install a roundabout at the intersection of Gateway Boulevard and Ocean Gate Way.
- Construction of the **7-Eleven** in **Leland Corners** has begun. **Leland Corners** is a retail center located at the corner of Highway 17 and Ocean Gate Way. In addition to **7-Eleven**, **Leland Corners** will include **Cook Out, Take 5 Oil Change**, and a car wash. The Town intends to construct a teardrop roundabout on Ocean Gate Way at the intersection of New Pointe Drive to provide a safer, more attractive, and improved entrance into **Leland Corners** and the surrounding retail developments.
- Site development plans for two multi-tenant retail buildings in **Leland Town Center** are being reviewed by the Technical Review Committee (TRC). A 4,400 square-foot building is planned for the lot behind Aldi and a 10,435 square-foot building is planned for the lot behind Starbucks.
- **Wilmington Eye** is wrapping up construction of its newest clinic located in **The Villages of Brunswick Forest**. They are planning to open in November.

- Construction has started on the **Waterford Therapy Clinic** located on Olde Waterford Way near the entrance into Waterford's residential neighborhood. This two-story, 5,000 square-foot clinic will be the fourth clinic in the Wilmington area operated by Kim and Nathan Bageant, owners of **Coastline Therapy Group**. The clinic will offer physical therapy, speech therapy, and occupational therapy to young children all the way up through senior citizens.

Economic Development Committee Meeting Summary

The Economic Development Committee met on October 13, 2022, and heard a presentation from Christine Dolan, COO of **Cygnus Technologies**. **Cygnus** is planning to move into its new 45,000 square-foot state-of-the-art production facility in the **Waterford Commercial Village** by the end of the year. **Cygnus** manufactures, assembles, and distributes kits that allow pharmaceutical and biotech companies throughout the world to detect and identify host cell impurities in living cells, a major step in regulatory approval and quality control.

Department News

Ms. Norton and Ms. Rhodes continued responsibility for Ms. Hagg's duties while she is out of the office. Staff continues working with the external audit team to complete the FY21/22 audit. Ms. Hagg and Ms. Newton continued work with the new budget software vendor. Ms. Norton and Ms. Newton attended NC League of Municipalities What Happened and Where Are We Going? FY22 in Review. Ms. Glick received a Certificate of Completion from the UNC School of Government's Local Government Fundamentals course. Ms. Newton attended the NC League of Municipalities American Rescue Plan Expert Tour in Wallace.

Grant News October 2022

Grants Awaiting Notification

- GCC Byrne JAG FY22 – Radios (4) and accessories, \$24,500 (no match).
- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).
- Fire Protection Safety Grant (FP&S) – Public Safety Trailer, \$85,000 (\$4,250 match).
- Environmental Enhancement Grant (EEG) – UNCW submitting proposal for: Identification of Green Infrastructure Flooding Solutions in Disadvantaged Communities of the Lower Cape Fear River resulting in site specific nature-based flooding solutions, \$500,000 (no match).
- Grassroots Arts Grant – Arts Around Town program, \$1,200 (no match).
- ARPA Federal Funding – Leland Cultural Arts Center artist in residence program, \$3,000 (no match).
- RMS Safety Grant – Stormwater/Sewer Camera, \$5,000 (\$5,000 match).
- Surface Transformation Block Grant Program – Pedestrian crossing on US Highway 17 at the intersection of Ploof Road/Olde Waterford Way, in addition to approximately 300 feet of sidewalk on the northeast side of Olde Waterford Way, \$666,623 (\$166,656 match).
- Property/Liability Grant – Leland Cultural Arts Center security camera system, \$5,000 (\$5,000 match).
- Safe Streets and Roads for All (SS4A) – Comprehensive Safety Action Plan, \$80,000 (\$20,000 match).
- Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) – Intensive repair/full replacements of three homes, \$442,500 (no match).

- Reconnecting Communities Pilot Program – Feasibility study to mitigate risks and identify multimodal opportunities on US Highway 17, \$80,000 (\$20,000 match).
- Partners for Green Growth (PGG) – Green Network Master Plan, \$10,000 (\$3,333 in-kind match).

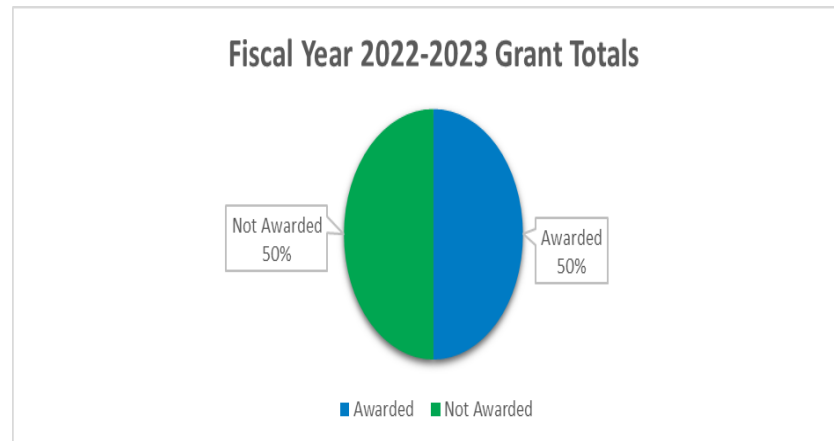
Grants Awarded

- Mini-grant Program – NCSU submitting proposal titled “Smart-Zoning for Coastal Flood Adaption and Resilience.” This project will advance the state’s long-term planning efforts by identifying areas where rezoning could be implemented to protect “at-risk” communities and accommodate future growth, \$10,000 (no match).

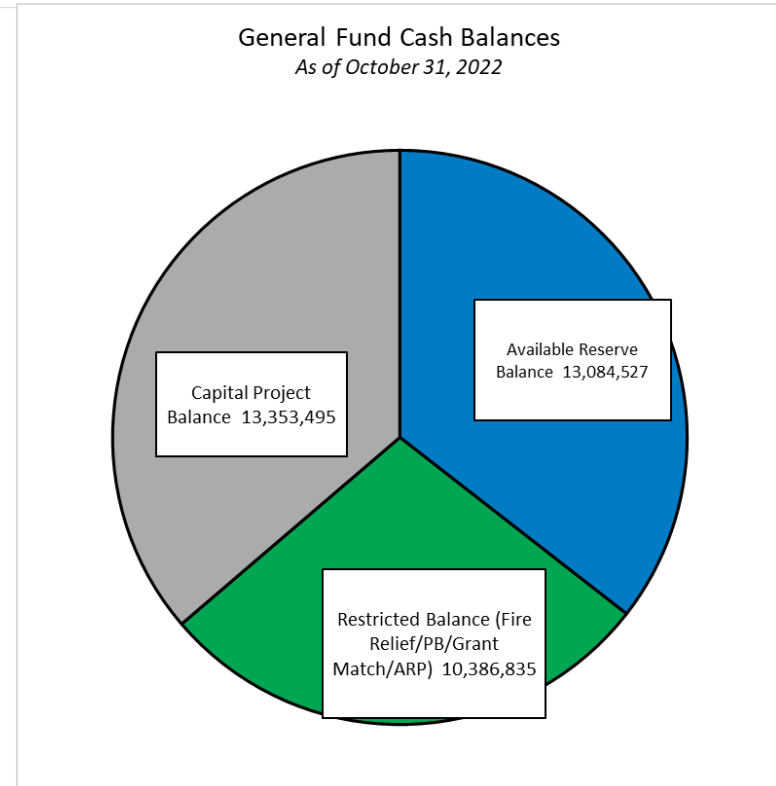
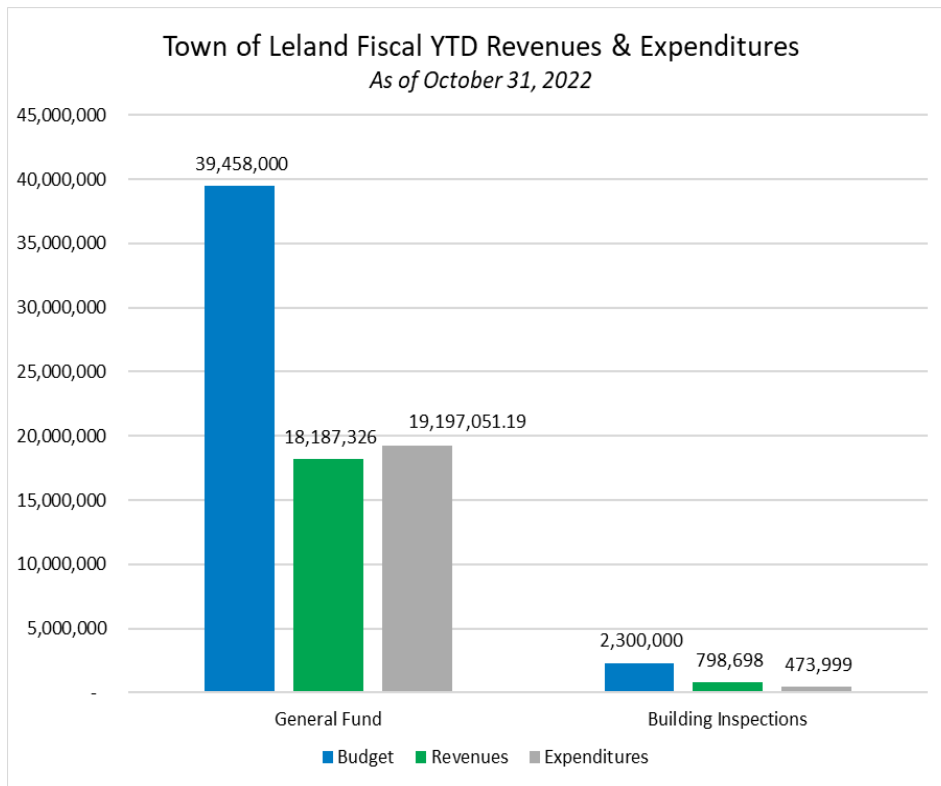
Grants Not Awarded

- 555 Fitness Strength is Our Foundation – Fitness equipment for Fire Station 51 to improve health and well-being of firefighters (no match).
- Law Enforcement Mental Health and Wellness Act (LEMHWA) Program – Training for Fire/Rescue and Police peer support group increasing awareness of effective mental health and wellness strategies, \$31,200 (no match).
- Supporting Law Enforcement Agencies in Seeking Accreditation – Software required to meet North Carolina Law Enforcement Accreditation standards, \$6,800 (no match).

Awarded	Not Awarded
5	5



Dashboard

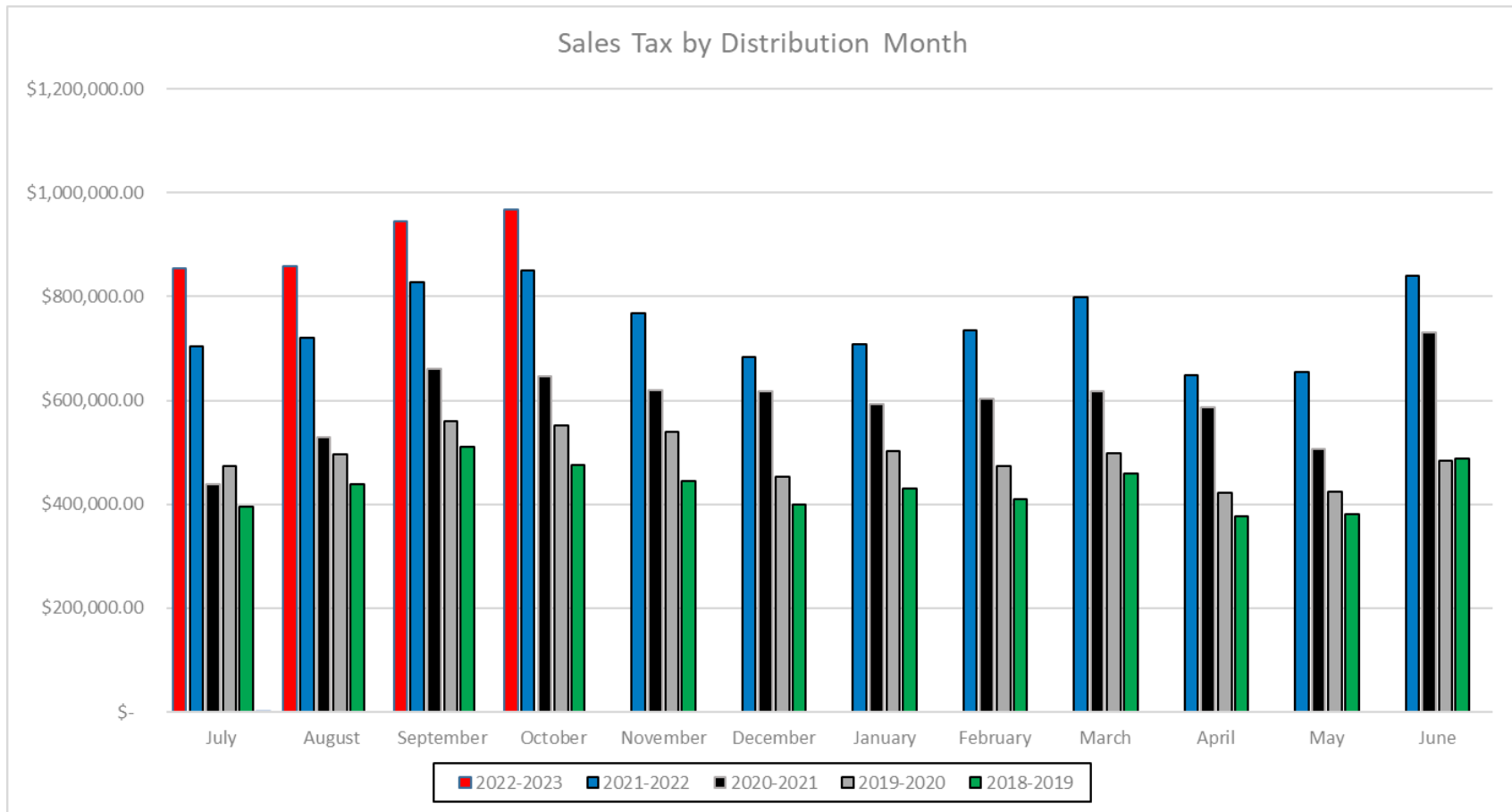


Financial Budget to Actual Report – October 31, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	39,458,000	2,970,903	18,187,326	-	21,270,674	53.91%
Governing Body	265,000	265,000	15,052	107,648	27,616	129,737	48.96%
Administration	1,830,000	1,830,000	112,132	720,300	39,970	1,069,730	58.46%
Information Technology	1,735,000	1,747,000	70,884	525,500	374,248	847,252	48.50%
Human Resources	420,000	420,000	21,675	74,014	20,608	325,378	77.47%
Finance	915,000	915,000	58,083	238,804	11,428	664,768	72.65%
Planning	1,190,000	1,190,000	5,974	227,764	84,111	878,125	73.79%
P&R & Cultural Arts	1,100,000	1,100,000	89,375	350,368	57,320	692,313	62.94%
Grounds & Facilities	1,460,000	1,460,000	93,482	362,607	438,084	659,309	45.16%
Public Services	4,225,000	4,225,000	346,368	982,128	893,876	2,348,995	55.60%
Police	5,785,000	5,941,000	672,780	1,854,838	310,013	3,776,148	63.56%
Emergency Management	195,000	195,000	13,121	57,789	317	136,894	70.20%
Fire	6,690,000	6,690,000	377,010	2,271,707	306,124	4,112,169	61.47%
Debt Services	2,370,000	2,370,000	-	1,176,954	-	1,193,046	50.34%
Transfers	2,010,000	11,110,000	4,600,000	10,246,630	-	863,370	7.77%
EXPENSES	30,190,000	39,458,000	6,475,936	19,197,051	2,563,714	17,697,235	44.85%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	280,817	798,698	-	1,501,302	65.27%
EXPENSES	2,300,000	2,300,000	143,693	473,999	148,789	1,677,213	72.92%

FY Sales Tax Distribution

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



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

There were no Purchase Orders over \$50,000 issued by the Town Manager in October.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in October.

Audit Committee Meeting Summary

The Audit Committee did not meet in October.

Department News

The department is working on a variety of training programs including a basic computer class for beginners, supervisor training, and public speaking. Open enrollment has been completed for the 2023 plan year. The department is preparing for holiday events and looking forward to celebrating with staff and their families. Staff will be working with all departments over the next few months to assist with the budgeting of new positions.

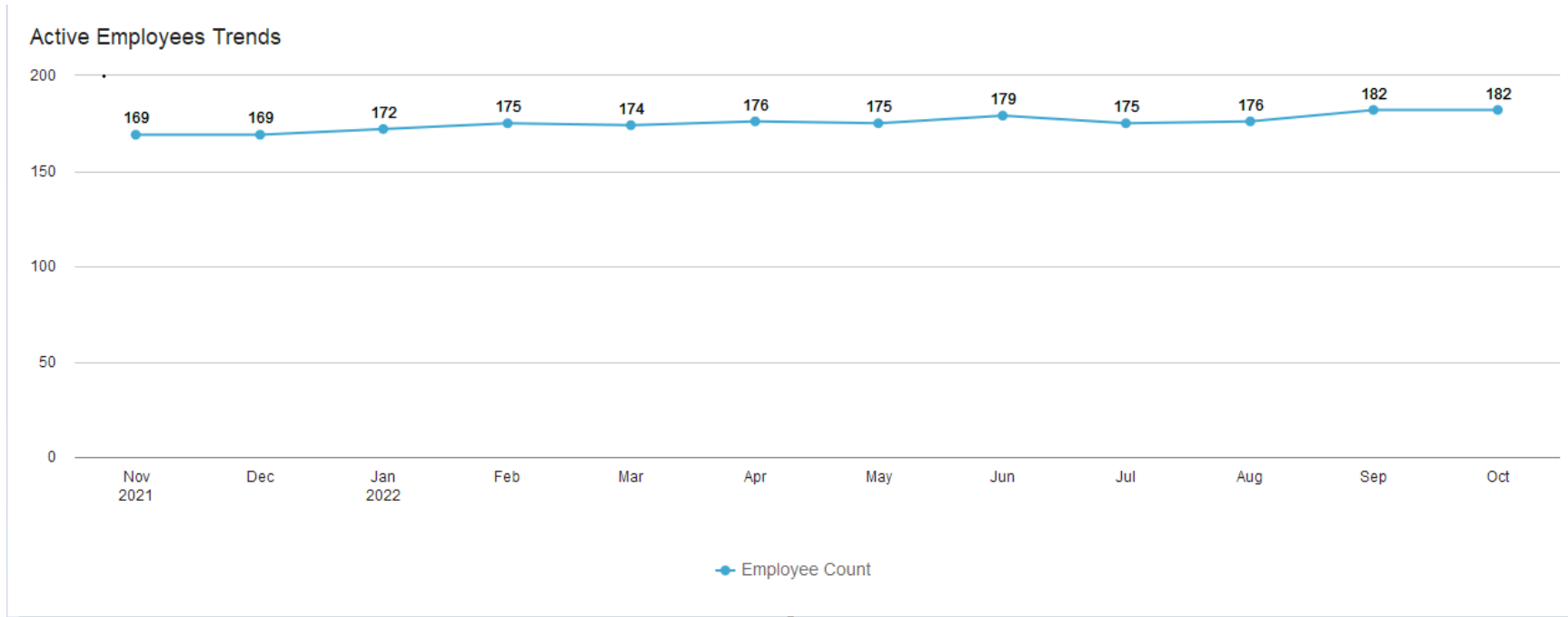
Workers Comp Data

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

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Ollie Rabano	Police	Restructure	10/1/2022	Police Records Technician		
Dallas Spence	Fire	Promotion	10/1/2022		Firefighter	Fire Apparatus Engineer
Makenzie Crumbaker	Police	New Hire	10/3/2022	Police Administrative Supervisor		
Diana Calderon	Police	New Hire	10/3/2022	Police Administrative Specialist		
Mac Hampson	Inspections	New Hire	10/3/2022	Building Inspector I Probationary		
Brad Adams	Street Maintenance	Resignation	10/14/2022	Streets Maintenance Tech I		
Brannon Richards	Street Maintenance	Resignation	10/21/2022	Public Services Director		
Leah Bradley	Administration	Resignation	10/28/2022	Communications Specialist		
James Williamson	Fire Department	Promotion	10/29/2022		Firefighter/Paramedic	Senior Fire Apparatus Engineer
Cameron Johnson	Police Department	New Hire	10/31/2022	Police Officer		

Headcount (FT and PT Employees) November 2021 – October 2022



Headcount ⓘ
182
As of October 2022

Hired ⓘ
50

Termed ⓘ
33

Growth Rate ⓘ
10.3%

Turnover Rate ⓘ
18.8%

Average Tenure ⓘ
3.8
(Years)

Turnover Data November 2021 – October 2022

Full Time Turnover

Turnover Rate ⓘ 15.9%	Annualized Rate ⓘ 15.9%	Terminations ⓘ 26	Average Employees ⓘ 163.9
--------------------------	----------------------------	----------------------	------------------------------

Part Time Turnover

Turnover Rate ⓘ 55.4%	Annualized Rate ⓘ 55.4%	Terminations ⓘ 6	Average Employees ⓘ 10.8
--------------------------	----------------------------	---------------------	-----------------------------

Terminations include all voluntary and involuntary separations of employment.

Department News

The department continues to focus on the cybersecurity roadmap as a priority for FY22/23. Town Hall door lock upgrade has begun, starting with the Admin wing. The camera system upgrade is nearly complete.

Major Work Priorities

- Infrastructure upgrades including door access and video surveillance Town-wide.
- Copier upgrades Town-wide.
- Fire mobile data refresh.
- Wireless upgrade at the MOC.
- OpenGov database connections.

Projects Completed

- 4 employees onboarded/offboarded.
- IT/VC3 managed 80 tickets in October.

