



STAFF REPORTS

February 2023 Regular Meeting

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Department News

Robert Miller started as the new Public Services Director on January 9.

Current staff vacancies include Engineering Technician.

Streets Updates

Work Priorities

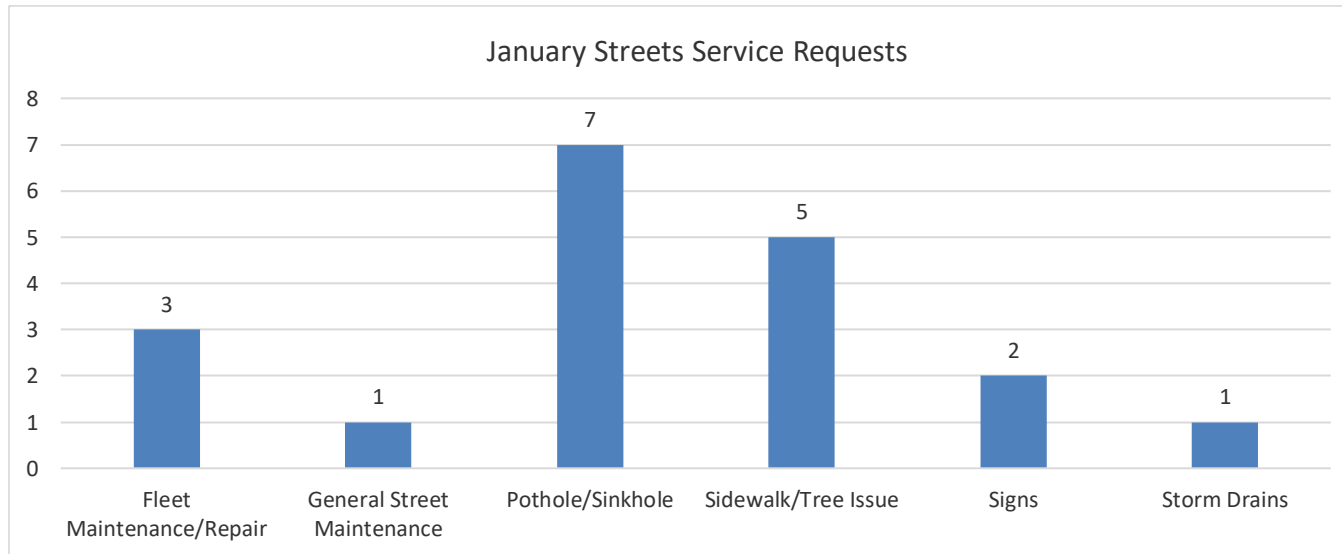
- Staff completed site work at the MOC.
- Staff completed a sidewalk repair and replacement project on Alba Lane in Magnolia Greens. This work included taking down trees, removing stumps, and replacing damaged sidewalks.
- Staff replaced blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. The Town received some blocks from the HOA. Staff utilized these to repair as much as possible. About 90% of the work is complete, but more blocks are needed.
- Staff began a large sidewalk repair and replacement project on Winding Trail in Magnolia Greens. Work includes taking down trees, removing stumps, and replacing damaged sidewalks. This should be complete the first week of February.
- Staff began cleaning ditches in the Blake Circle neighborhood. Work includes cleaning out debris and driveway pipes and grading. This should take approximately three weeks to complete.
- Staff repaired several sinkholes in Mallory Creek, Windsor Park, and Magnolia Greens.
- CDL training is ongoing. One Streets staff member is preparing to take the CDL Class A licensing exam at the end of February.

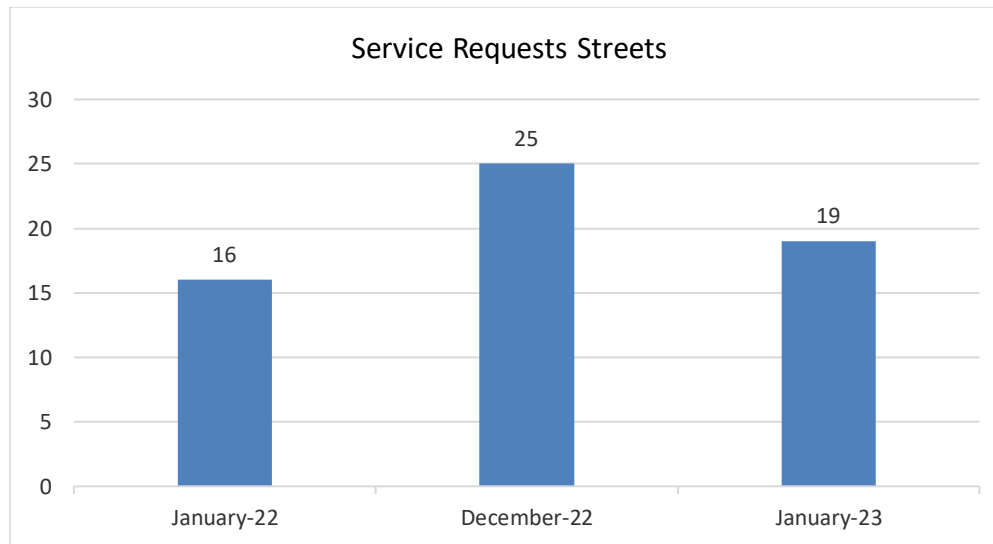
Initiatives

- Brunswick Engineering Company has completed the pavement condition and pavement markings condition assessment for Town owned streets. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. The finalized assessment and supporting inspection reports are complete. Staff will be reviewing and working on priority lists for the next round of street resurfacing and pavement marking projects.
- Staff is creating a capital improvement plan to include upcoming street improvement projects. The draft plan is underway and expected to be completed early 2023.
- Staff will be installing several pedestrian crossings across Mallory Creek Drive connecting existing sidewalk and MUP systems. Survey and staking are complete, and installation will begin spring 2023.

Work Order Summary

- Streets processed 19 work orders in January, with the majority being pothole/sinkhole (7) and sidewalk/tree (5) related.
- Streets completed 17 work orders in January, with an approximate expense of \$41,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$21,100).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
2022 Totals	35	255	144
Jan-23	5	30	13

Grounds Updates

Work Priorities and Initiatives

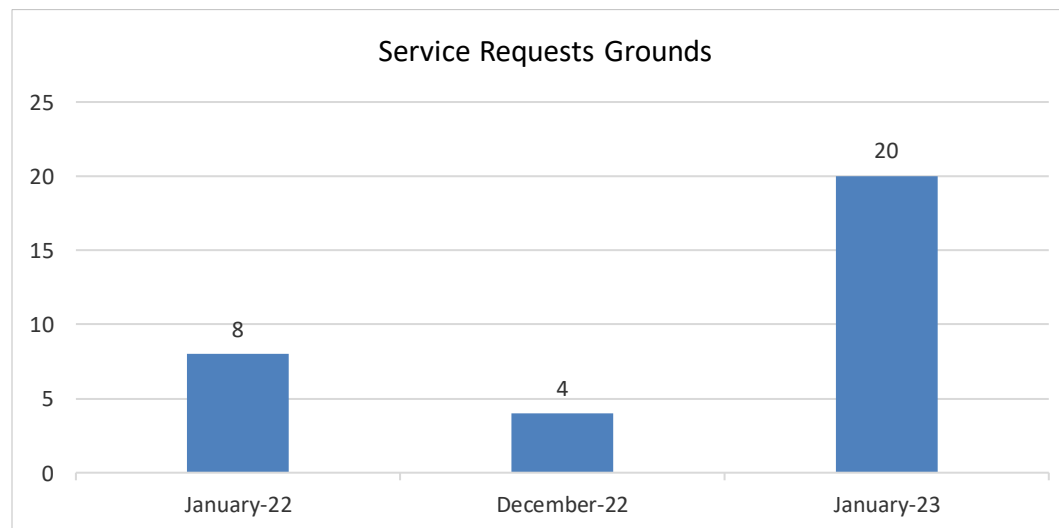
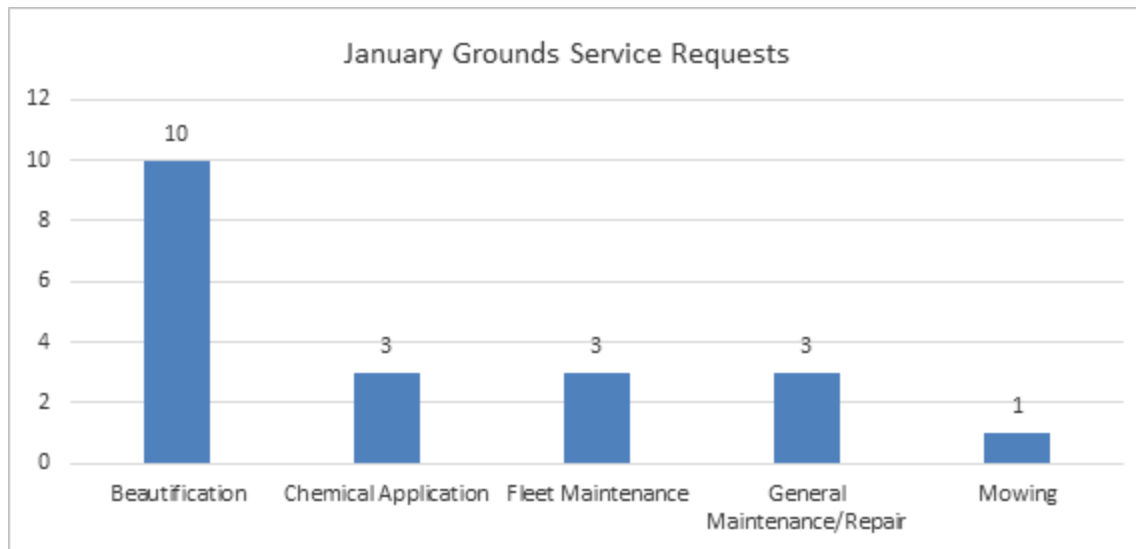
- Northgate stormwater pond soil prep and seeding will begin in February to stabilize the area.
- Staff is dismantling all Leland in Lights decorations in Founders Park and placing them in storage at the MOC.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village 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.
- Staff completed design of a landscape plan for the diverging diamond on Village Road and are reviewing the cost to install.
- Staff will be installing mulch at all Town properties and parks.
- Staff will continue to work on the new placement of the disc golf course and make driveway entrance improvements.
- Staff will be grading and seeding areas at the MOC.

Projects Completed

- Staff completed manicuring of shrubs at all Town properties and parks.
- StoryWalk fixtures and reading materials have been installed in Westgate Nature Park.
- Staff completed the improvements in the Community Garden bed structures.
- Staff completed the driveway improvement and handicap parking space pad at Cypress Cove Park.

Work Order Summary

- Grounds received 20 work orders in January, with most of them being mowing related (8).
- Grounds completed 15 work orders in January, with an approximate expense of \$3,000 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

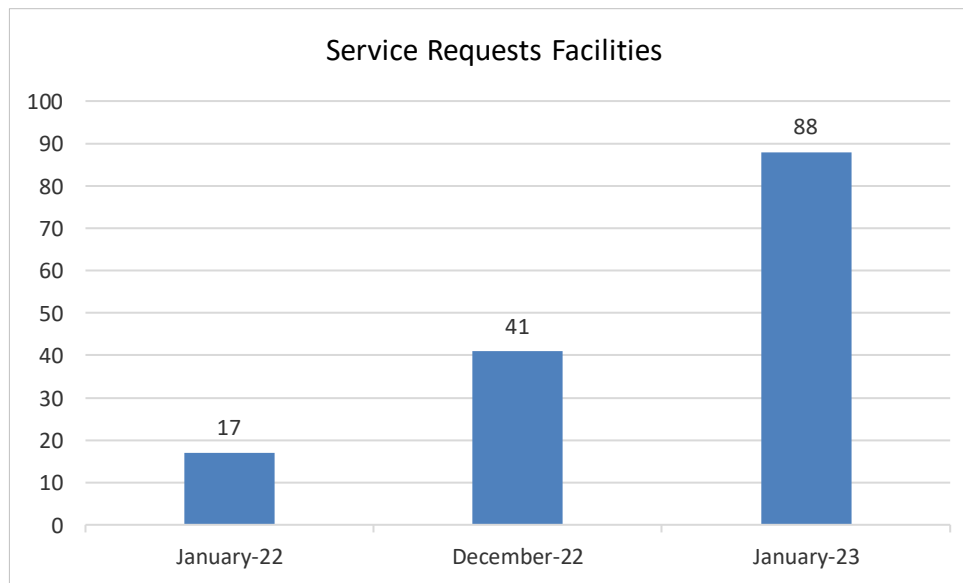
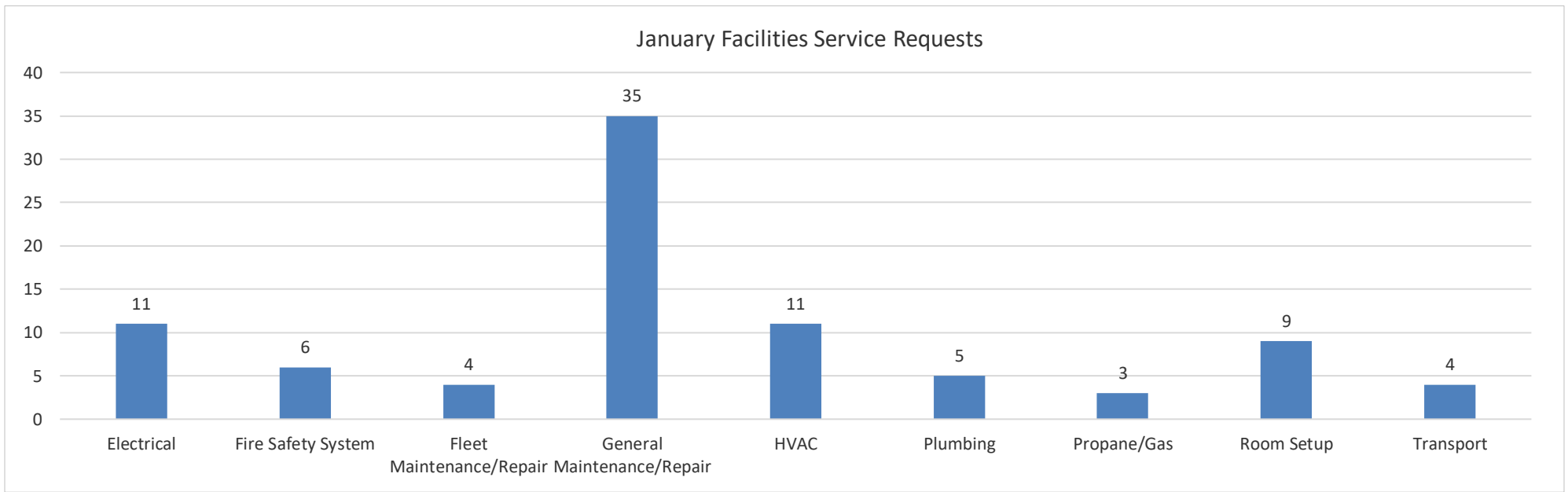
- Two Facilities staff members are preparing to take the CDL Class A licensing exam in February.
- Staff is working with Salt Air and LG to solve an HVAC issue in the first floor Police wing.
- Staff is displaying Safety Data Sheets books in all Town facilities in accordance with OSHA regulations.
- Staff is installing bollards at the LCAC to protect the new gas line.
- Staff is working with Salt Air to replace an electronics board at Town Hall.
- Staff is working with Grounds to grade the site near the Animal Control Facility.
- Staff is replacing the air filters in all Town facilities.

Projects Completed

- Staff installed new toilet paper dispensers in all Town facilities.
- Staff repaired a plumbing issue at Westport Fire Station.
- Staff worked with a vendor to clean the lobby tile at Town Hall.
- Staff worked with a vendor to complete a major lighting upgrade in the multipurpose room at the LCAC.
- BFPE and staff solved an issue with the alarm system at the LCAC.
- Staff worked with an HVAC vendor to fix an issue in the Planning wing at Town Hall.
- BFPE completed annual inspections on all Town facilities.
- Staff installed new tables on the front patio at Town Hall.
- Staff worked with Power Secure to complete a major inspection of all Town-owned generators.
- Staff cleaned the industrial ice machines at Fire Station 51, Fire Station 53, and the MOC.

Work Order Summary

- Facilities received 88 work orders in January, with most of them being general maintenance and repair (35), electrical (11), and HVAC related (11).
- Facilities completed 69 work orders in January, with an approximate expense of \$32,600 in labor and materials.



Fleet Vehicle Updates

Work Priorities

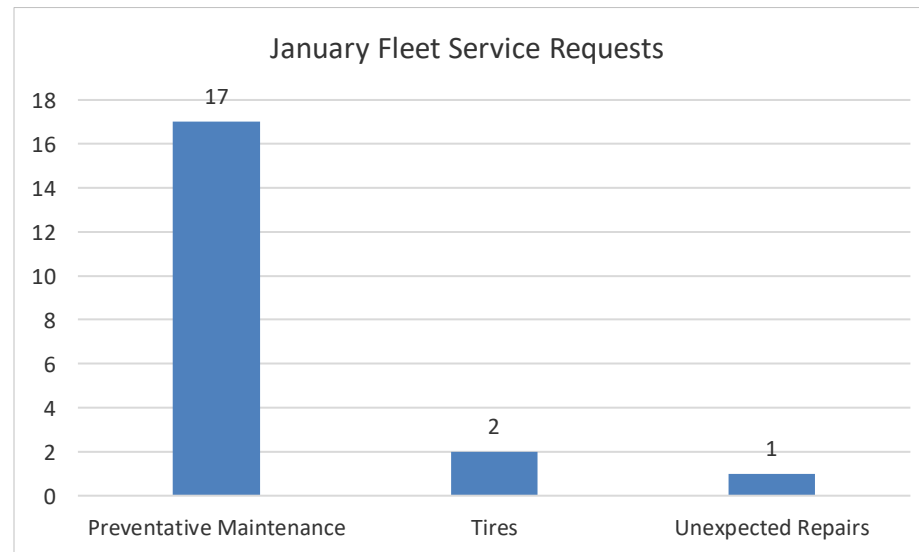
- Staff secured quotes from three vendors for painting a Public Services Maintenance van and will work with Finance to secure a purchase order.
- Staff has worked to capture all vehicle survey data on vehicle replacement form templates in iWorQ.

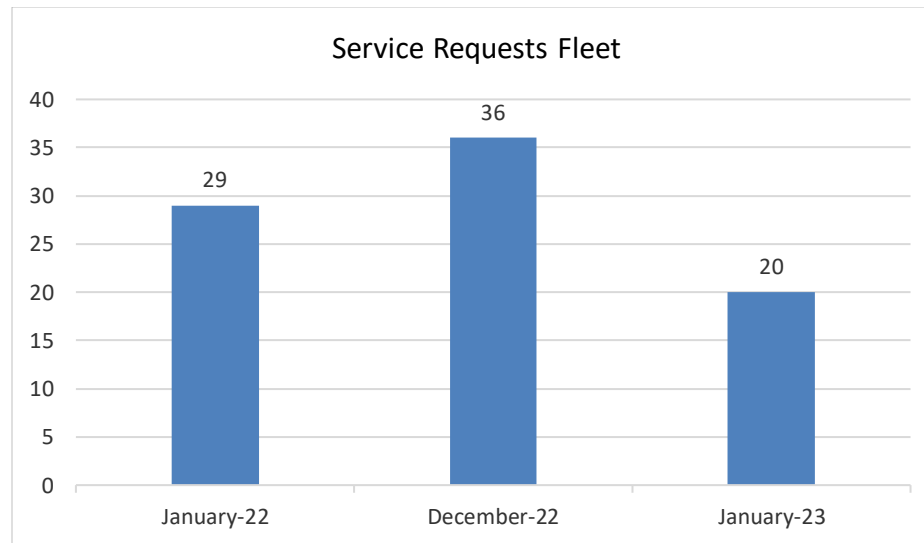
Projects Completed

- Installation of safety light upgrades on all department vehicles by Mobile Communications America, Inc. is complete.
- Staff completed onboarding for two new Police vehicles.

Work Order Summary

- Fleet received 20 service requests in January for an approximate expense of \$5,600. Of these, 17 requests were for preventative maintenance for a total of \$1,900.





Capital Project Updates

For detailed project information, please visit the [Town Projects webpage](#).

Department News

The department's first UNCW work study placement, Miranda Smith-Crowe, joined the team in January. She will be assisting the Pottery Program Coordinator in maintaining the pottery studio spaces and programs.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in January. The next meeting is scheduled for March 1, 2023.

Upcoming Events

February 11, 2023 – Listening to History with the African American Heritage Foundation of SENC

February 17, 2023 – Live at the Center: Enchanted Evening

February 18, 2023 – Makers Madness Art Market

February 24-25, 2023 – Pottery Workshop with Kate Waltman

February 25, 2023 – Campfire at the Cove

March 3, 2023 – Spring and Summer 2023 Programs Begin

March 4-May 20, 2023 – Art Around Town

March 11, 2023 – Matinee Movie at the LCAC: Harry Potter and the Sorcerer's Stone

March 18-25, 2023 – Creek Week

Parks, Recreation, and Cultural Resources Updates

February includes a variety of events at the Leland Cultural Arts Center including Listening to History with the African American Heritage Foundation of Southeast NC, a small art market featuring work from potters, basket makers, and painting students taking programs with the PRCR department, and a special two-day pottery workshop with visiting Seagrove potter, Kate Waltman. Waltman is also the February gallery artist at the LCAC, and her large-scale, intricately carved pottery will be on display the entire month. For those looking to get outside, the annual

Campfire at the Cove returns to Cypress Cove Park, where families can enjoy roasting marshmallows, playing yard games, and hands-on environmental crafts.

The spring and summer 2023 season of programs kicks off the first week of March. Registration for all programs opened on February 1, resulting in over \$40,000 in registration. The new season includes a wide variety of youth programs, culinary offerings, and the return of community favorites including stained glass, kayak adventures, and the Gettin' Crafty series. Also in March, the Art Around Town pop-up workshops will take off around Leland with various hands-on art projects for all ages. This year, the series will visit local establishments along with Town parks and the LCAC. This program is grant funded by the Brunswick County and NC Art Councils.

Social Media Update

- PRCR Facebook Highlights (January 1 – 31, 2023)
 - Added 30 new page likes
 - Page reach – 12,000
 - Top post (Largest reach): “Founders Park will begin to undergo renovations. For updated information, visit: <https://www.townofleland.com/projects/founders-park>.”
- LCAC Facebook Highlights (January 1 – 31, 2023)
 - Added 38 new page likes
 - Page reach – 27,000
 - Top post (Largest reach): “The LCAC's Student Showcase brings together students from all over the center to feature their work! With so many talented individuals creating at the LCAC this is a can't miss show. It will be on display until Jan 26 at the Leland Cultural Arts Center.”
- PRCR Instagram (January 1 – 31, 2023)
 - Added 18 new followers
 - Post reach – 2,200
 - Top post (Largest reach): “Join us on Jan 14th at Westgate Nature Park for the unveiling of our new Storywalk! The ribbon cutting will be at 1 pm followed by crafts, face painting, and a meet and greet with the author of "The Traveling Coin". This is a FREE event and is open to the public! Parking is limited at Westgate, however, a free shuttle will be running back and forth to the Leland Cultural Arts Center. Westgate Nature Park: 1260 W Gate Dr, Leland, NC 28451.”

- LCAC Instagram (January 1 – 31, 2023)
 - Added 24 new followers
 - Post reach – 6,500
 - Top post (Largest reach): “We are excited to have a new Raku kiln at the LCAC. This spring you can take our Raku Workshop. Registration opens Feb 1 at 9 AM. You can register online or in person at the LCAC.”
- PRCR Tik Tok (January 1 – 31, 2023)
 - Added 4 new followers
 - Users reached – 1,090

Department News

Alex Szalkiewicz started as the new Communications Specialist I on January 3. Ms. Jewell joined the North Carolina City & County Communicators organization. She also attended a virtual meeting for the Lower Cape Fear Communicators.

Social Media Update

- Facebook Highlights (January 1 – 31, 2023)
 - Added 68 new page followers
 - Impressions – 65K
 - Top post (Largest reach): “We're proud to honor the Town's history with a new historical marker at the Benton Residence. 🏠 Mr. and Mrs. William Benton's home was the site of many meetings that laid the groundwork for Leland's incorporation in 1989. We held a ribbon cutting for the new marker earlier this week alongside some of the visionaries of the Leland Charter Commission and members of the Benton family. Learn more 📄 <http://ow.ly/X9S350Mujcb> #GrowingOurFuture #NourishingOurRoots”
- Twitter Highlights (January 1 – 31, 2023)
 - Impressions/Reach – 2.6K
 - Received 172 new profile visits
 - Top tweet (Largest reach): “🔔 Applications are now open for the Low-Income Energy Assistance Program. This provides a one-time annual vendor payment to help eligible families offset winter heating expenses. Learn more on the [@BrunswickGovt](https://www.brunswickgovt.com) website 📄 ow.ly/445f50MfojS #LelandNC pic.twitter.com/i1HuO0VQVL”
- NextDoor Highlights (January 1 – 31, 2023)
 - Impressions/Reach – 27,783
 - Likes/Comments – 67
 - Top post (Largest reach): “A portion of Oak Lane will be closed to all traffic due to a water line installation on Tuesday, Jan. 31, from 9 a.m. to 4 p.m.”
- Instagram Highlights (January 1 – 31, 2023)
 - Added 22 new page followers
 - Post impressions – 205

- Top post (Largest reach): “Recreational Specialist Adela Sandoval is [#InTheSpotlight](#) this week! Adela began working for the Town in May 2022.
 - 🧺 Adela teaches the Leland Little Learners on Tuesdays! The group reads books, dances, plays games, and makes crafts! She looks forward to seeing them each week.
 - 🧺 Most days, you can find her working the front desk at the Leland Cultural Arts Center, but she also helps with events in Founders Park. Adela assists with movies, concerts, and Leland in Lights, where she drives the Leland Express train!
 - 🧺 Adela says this year, she's looking forward to moving our movies to the Leland Cultural Arts Center and introducing more of the community to our beautiful center.
Thank you for all you do, Adela!
[#TownofLelandNC](#) [#LelandNC](#)”
- LinkedIn Highlights (January 1 – 31, 2023)
 - Added 10 new followers
 - Page views – 175
 - Post impressions – 4,513
 - Reactions/Comments/Shares – 199
 - Top post (Largest reach): “Human Resources Specialist Rachel Hall is [#InTheSpotlight](#) this week! Rachel began working for the Town in September 2022.
 - 📁 Rachel is the benefits specialist for the Town! Our employees can come to her with any questions, issues, or assistance they may need. Rachel's many responsibilities also include record keeping, preparing information for new hires, assisting in various projects, and reporting per legal requirements. She takes pride in her work and believes it's important that all employees have peace of mind and are taken care of.
 - 📁 She pursued a career in HR because she's passionate about helping others and ensuring that people have the tools and information they need to be successful. Rachel takes great satisfaction in knowing she plays a small role in helping people achieve their goals and thrive in what they do.
 - 📁 Rachel is very excited to see where the training program for Leland goes and how she can help. She says it's been such a pleasure to work with progressive-minded individuals, and she can't wait to be a part of the future of our Town.
Thank you for all you do, Rachel!”

Project Updates

- 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 1,291 impressions in January. Utilized all social media platforms to showcase external Employee Spotlight posts, which continue to see top interaction rates.
- Produced 25 engaging graphics and videos for use across communications platforms.
- Collaborated with various departments to create and implement comprehensive public information strategies for multiple initiatives including awards, upcoming events, Creek Week, the Hurricane Expo, and more.
- Continued assisting Fire staff with graphic design and brand style guide compliance for Annual Report.
- Get to Know Your Government planning and content creation continued, as staff produced graphics and videos and started planning for the next Town Hall Forum, scheduled for March 7.
- Started working with HR staff on recruitment videos for the Town, Police, and Fire. Goals and priorities have been determined and staff is researching and collecting quotes from local video production companies.
- Training with new video production equipment continues with the arrival of new items.
- 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.

Website Articles/Media Coverage

- Town of Leland Website
 - [Town of Leland Receives Distinguished Budget Presentation Award](#)
 - [New StoryWalk Coming to Westgate Nature Park](#)
 - [Historical Marker Dedicated at Benton Residence](#)
 - [Register for Spring and Summer Programs at the Leland Cultural Arts Center](#)
- Port City Daily
 - [Town of Leland to unveil StoryWalk at Westgate Nature Park](#)

- WWAY
 - [Leland gives one popular road its highest speed limit](#)
 - [Crews put out fast-moving Leland woods fire](#)
 - [Leland unveiling StoryWalk in Westgate Nature Park, encouraging movement, reading](#)
 - [Town of Leland holds Incident Management Training](#)
 - [Leland Fire/Rescue responds to early morning tractor trailer fire](#)
 - [NCDOT addresses traffic light issues on US-17 in Leland](#)
 - [Historical marker unveiled at Leland home integral to town's 1989 incorporation](#)
 - [Smoke expected near Leland as crews perform controlled burn](#)

- WECT
 - [Leland crews control fast-moving woods fire in Mt Misery Road area](#)
 - [Leland Fire and Rescue respond to brush fire](#)
 - [Leland Fire/Rescue responds to early morning tractor trailer fire](#)
 - [Navassa, Leland fire departments quickly extinguish car engulfed in flames](#)
 - [Leland Fire/Rescue: Smoke visible due to controlled burn in Mallory Creek area](#)
 - [Leland Police Department searching for runaway juvenile](#)

- StarNews
 - [Need for speed? Leland gives one popular road its highest speed limit](#)
 - [Massive Leland development growing once again, plans for more residences](#)
 - [Leland could soon see hundreds of homes designed for seniors](#)

- Wilmington Business Journal
 - [Shopping Center Planned In Leland, Could Include Publix](#)
 - [Work Underway On Leland's First Professional Economic Development Strategy](#)

- North Brunswick Magazine
 - [Walk the Story](#)

TDA Marketing

- Staff met to prepare and discuss the FY23/24 budget.
- Staff met with WECT to discuss marketing opportunities.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on January 18, 2023, and heard the following:

- Board member swearing-in and officer appointments
- Approved a resolution amending the Conflict of Interest Policy for the Leland Tourism Development Authority
- FY23/24 budget discussion

The next LTDA meeting is scheduled for May 17, 2023.

Department News

Ms. Reinhardt attended the quarterly Cape Fear Council of Government Clerk Series to discuss suggested rules of procedure for a city council.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - January 17 Agenda Council Meeting
 - January 18 Leland TDA Meeting
 - January 19 Council Regular Meeting
 - January 24 Planning Board Meeting
- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 4
 - Agendas – 4
 - Resolutions – 2
 - Ordinances – 2
 - Proclamations – 0
 - Recognition Requests – 0
 - Public Hearing Notices for the Council Meetings – 0
 - Board/Committee Vacancies: Board of Adjustment Alternate (1); and Parks and Recreation Student Representative (1).
 - Board/Committee Appointments – 0

Government Portal (iCompass) Transparency Update

- Portal Visits – 4640
- Portal Unique Visits – 3457
- Regular Council Meeting Agenda Views – 422
- Agenda Council Meeting Agenda Views – 197
- Economic Development Committee Agenda Views – 143
- Leland TDA Agenda Views – 176
- Planning Board Agenda Views – 461

Department News

Officer Brown attended the General Criminal Investigations course January 9-13 at the North Carolina Justice Academy. This 40-hour 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.

Sergeant McLamb, Sergeant Reid, and Senior Officer Peters attended the INTOX Recertification class January 5 at the Oak Island Police Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Master Officer Yeager attended the Tactical Leadership course January 9-13 at the North Carolina Justice Academy. Detectives McCabe, Britton, and Gaston also attended this course January 23-27. This 40-hour course is intended to help officers develop their leadership and response skills in crisis situations.

Officer Winston attended the ARIDE course January 13-14 at the Wilmington Police Department. This 16-hour course is intended to provide officers with general knowledge related to drug and alcohol impairment in drivers.

Deputy Chief Spence attended the North Carolina Police Chief's Association Conference January 16-19 in Cherokee. This is an annual conference for all Police Chiefs in North Carolina.

Detective Payne completed virtual training January 18-19 on Background Investigations. This 18-hour course is intended for personnel responsible for conducting pre-employment background investigations for new employees.

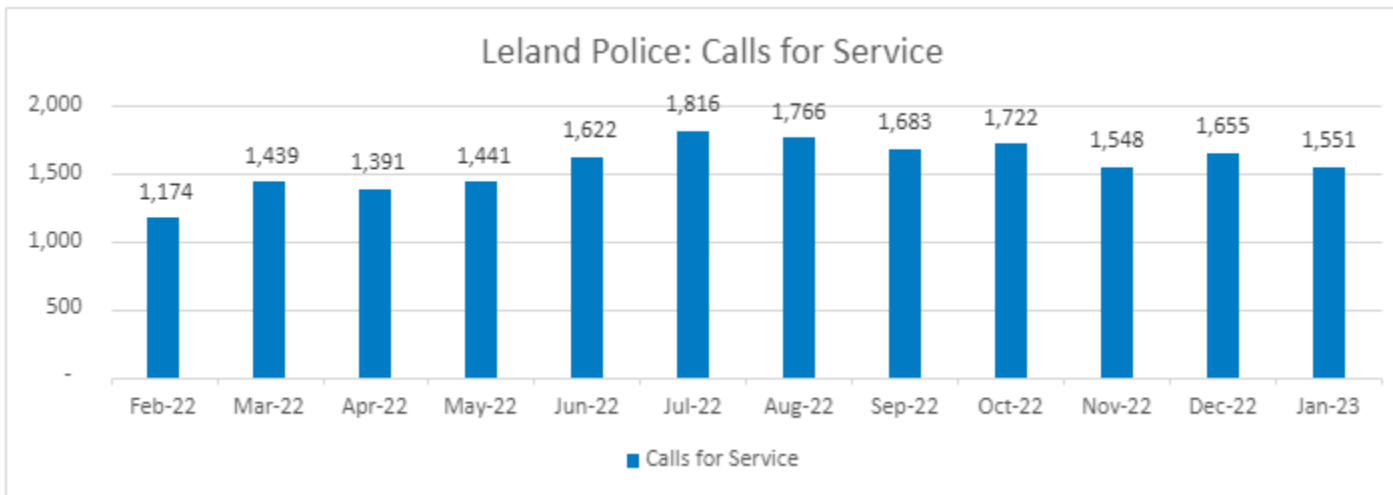
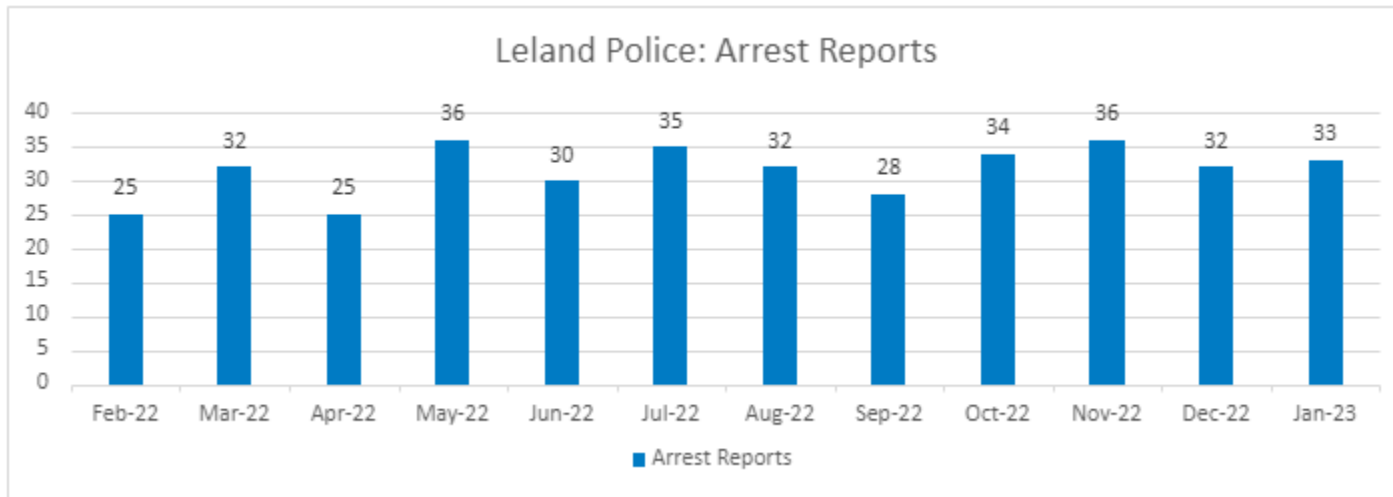
Detective Payne completed web-based training on Photography Basics for Law Enforcement January 23-February 3. This training is intended to help understand how to take proper law enforcement photographs and have them accepted into the court system.

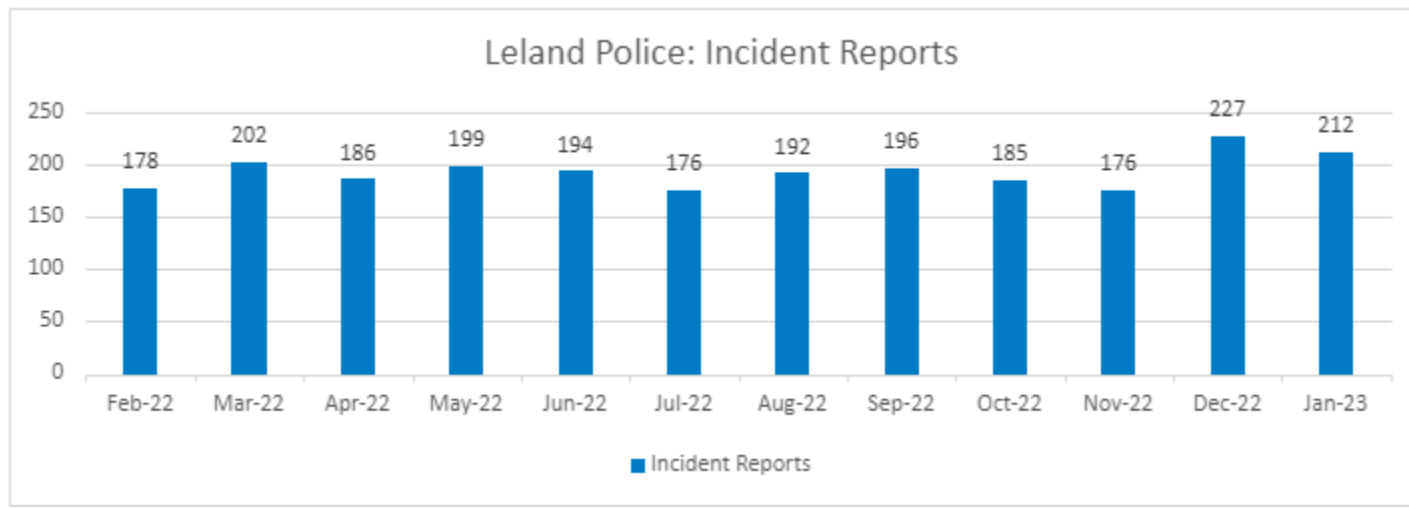
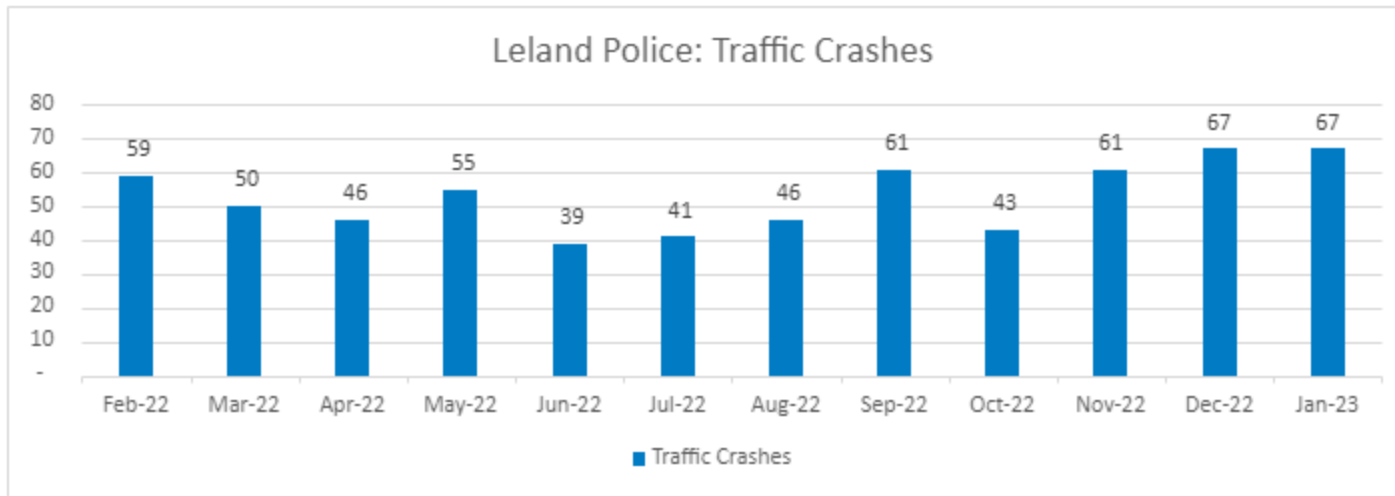
Officers Brown, Holland, McElroy, and Piniewski attended the Police Law Institute course January 23-February 3 at the North Carolina Justice Academy. This course is intended to provide the skills necessary to conduct law enforcement activities such as search warrants and interviews.

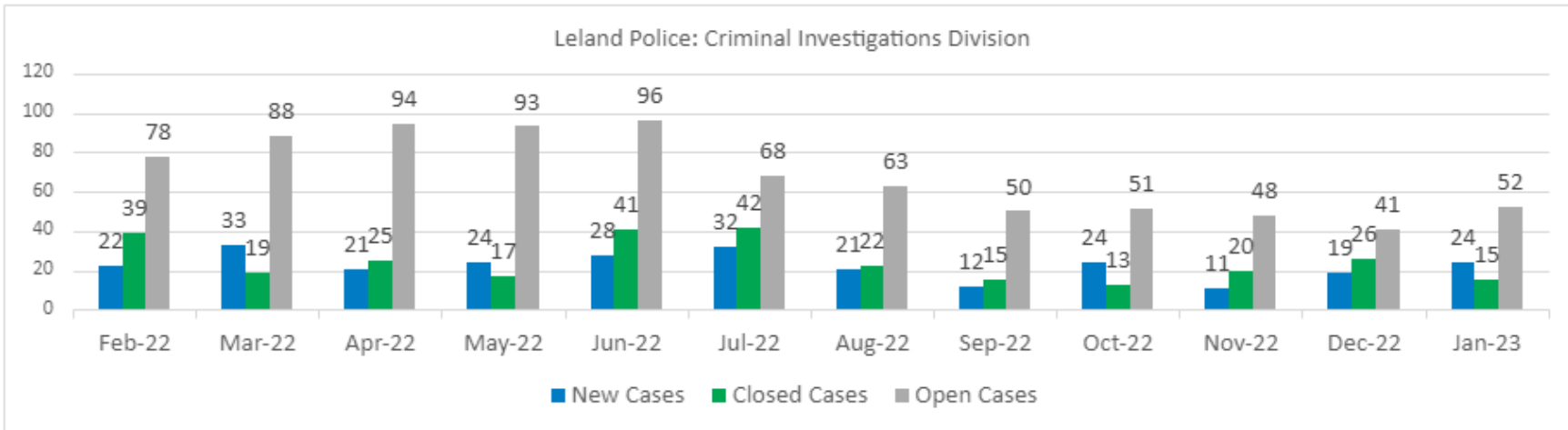
Officers Majors, Odom, and Winston attended the Community Oriented Policing training January 23-25 at the North Carolina Justice Academy. This 24-hour course is for personnel actively engaged in community policing initiatives within their agency.

Throughout January, the department implemented an agency-wide transition to the brand-new Taser 7 conducted energy weapon. All officers went through an 8-hour certification course, which included 4 hours of practical and scenario-based exercises.

Dashboard







Animal Services Report							
2023	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	11	0	1	1	0	0	1
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	11	0	1	1	0	0	1

Department News

The department responded to 223 emergency calls in January. Turnout times, which is the time it takes from being dispatched to checking en route to the call, continue improving along with response times.

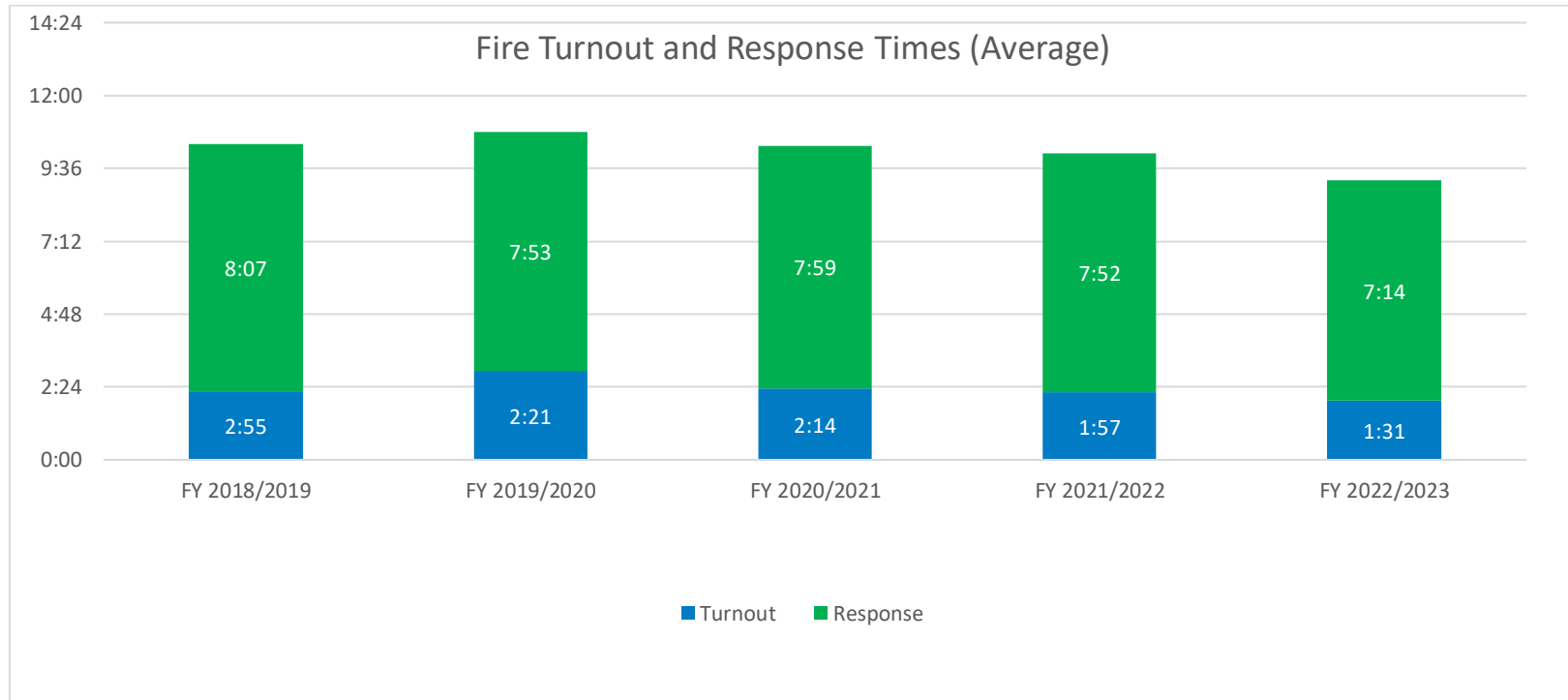
Members of the Command Staff, along with other Town leadership, participated in a two-day local incident management team training course that will prepare them to handle large scale emergencies.

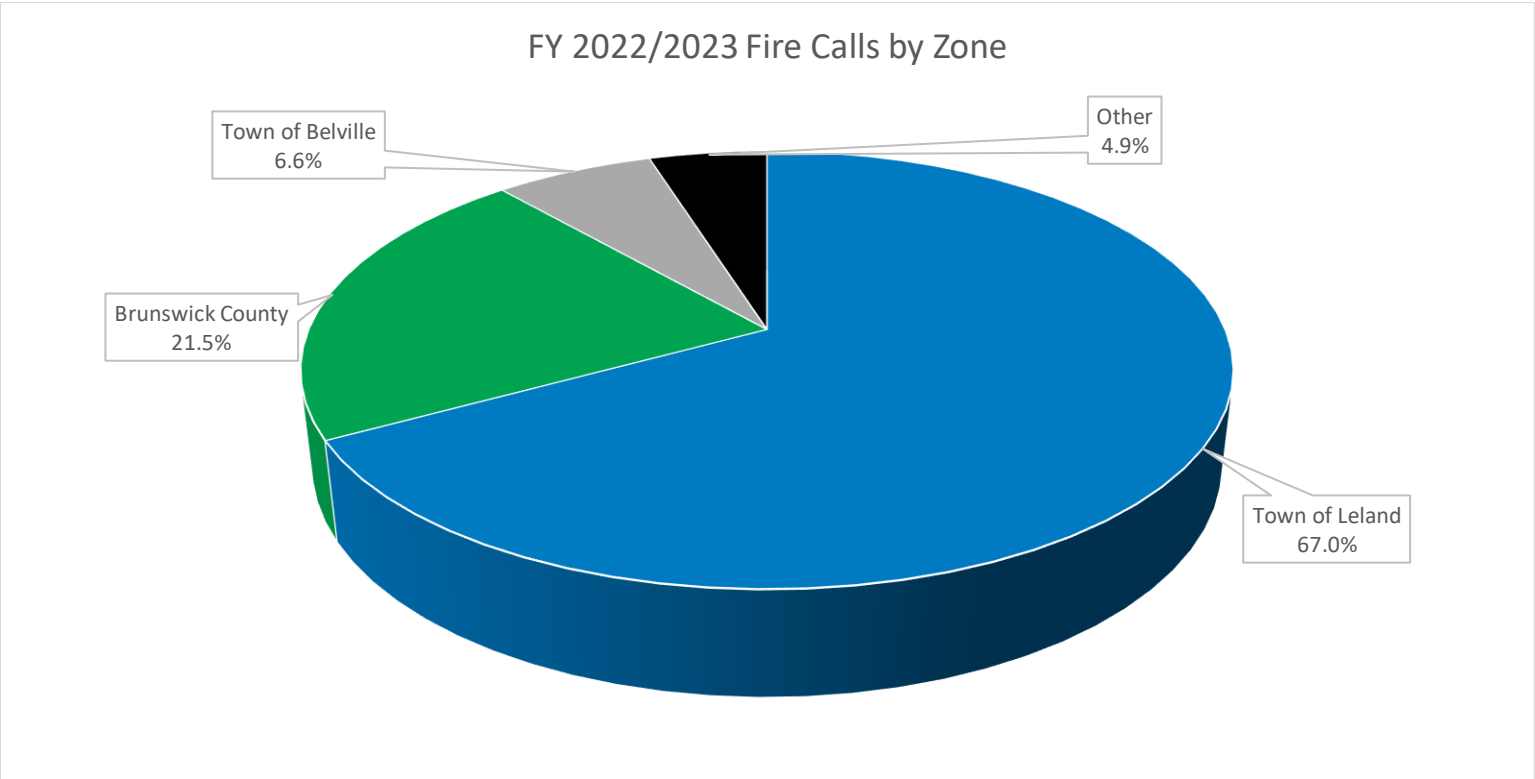
Crews participated in automatic aid training with the Winnabow Fire Department.

Several Captains and Battalion Chiefs attended Fire Officer 3 training.

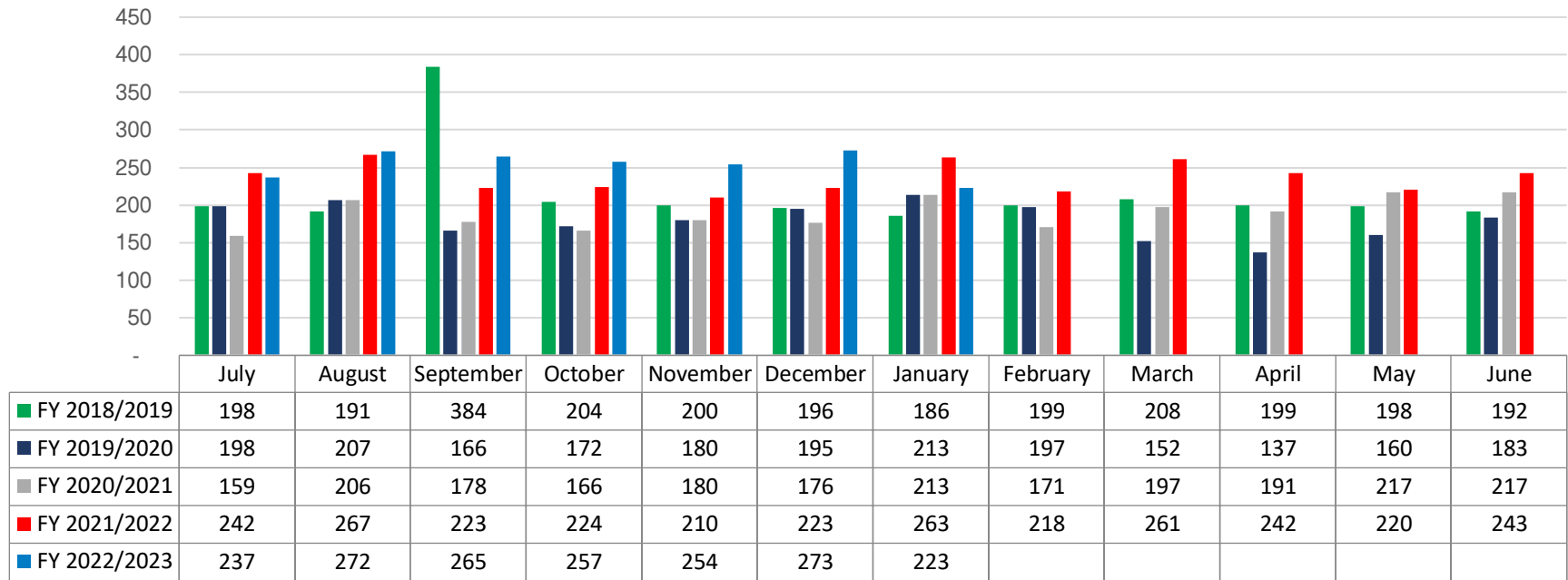
The department installed four child safety seats, 22 smoke detectors, and conducted three station tours.

Dashboard



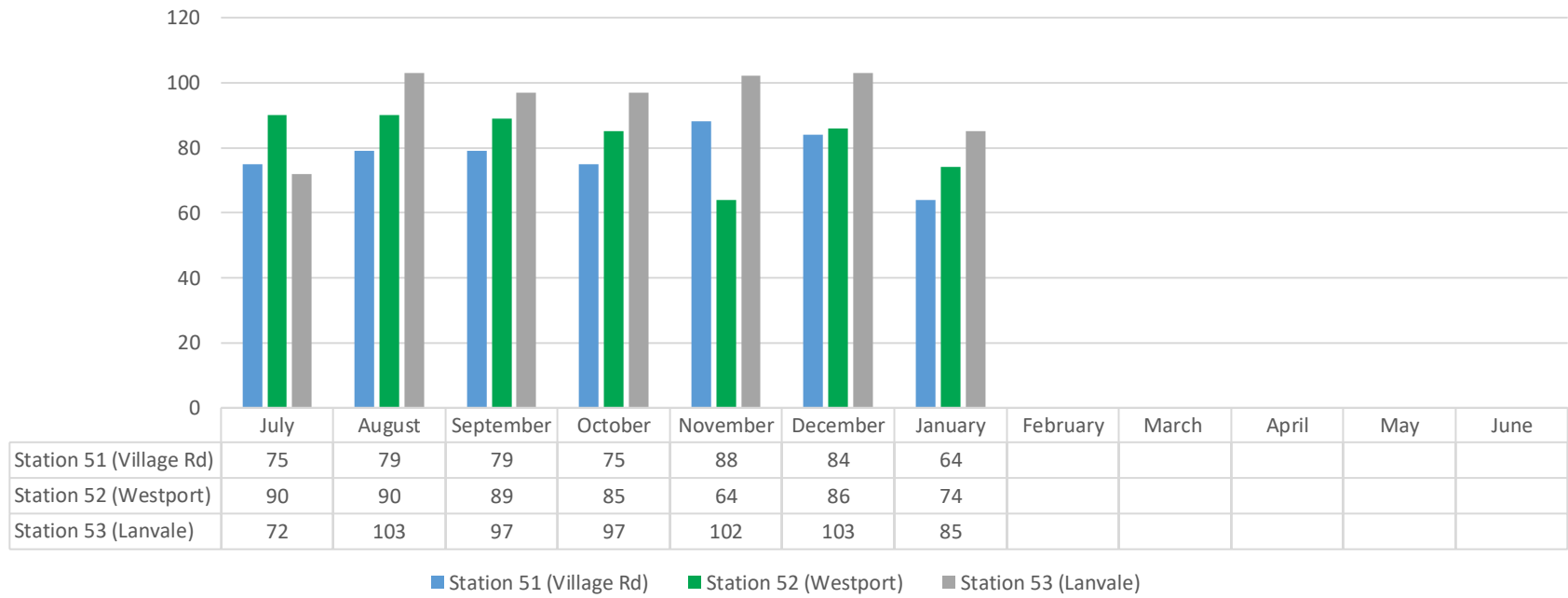


Fire Calls



■ FY 2018/2019
 ■ FY 2019/2020
 ■ FY 2020/2021
 ■ FY 2021/2022
 ■ FY 2022/2023

FY 2022/2023 Fire Calls Per Station



Department News

Chief Grimes has been working on Operations Section training, meeting with members of the IMT Operations Section to train on ICS-213RR forms. Chief Brooks, Chief Spence, and Mr. Vetter met and reviewed procedures to request resources through County and State Emergency Management resources. On January 10 and 11, the entire Incident Management Team met with Krucial Solutions to train as a team on emergency activation. Team members worked through multiple challenges involved with a mock train derailment and hazardous materials release, including evacuations, mass public notification, fatality management, sheltering, public information release, and private sector coordination. The exercise created a challenging day and the team performed exceptionally well. Chief Grimes attended the Brunswick County Local Emergency Planning Committee meeting. Chief Grimes and Chief Hayes participated in training with the National Center for Spectator Sports Safety and Security on Sports and Special Events Risk Management, Evacuation, and Protective Actions. Chief Grimes and Bruce Sandy have begun work on the new Incident Action Plan software pre-loads. The software will allow for more efficient tracking of jobs, tasks, resources, and staff working in an emergency. The goal is to allow for more thorough tracking for proper FEMA documentation and fiscal reimbursement following an emergency.

Work Priorities

- Preloading IAP software.
- Performing training with the Finance and Logistics Sections.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- Staff enrollment in Division/Group Supervisor Class.

Projects Completed

- Incident Management Team training.

Department News

Planning staff attended the Leland Form-Based Code Institute, a weekly webinar series to further acclimate staff to the science, engineering, and social theory that is the backbone of form-based coding. This webinar series will help staff understand and explain the basics of the Town's form-based code and set the stage for advanced training in the future.

Andrew Neylon attended Climate Mapping for Resilience and Adaptation (CMRA) Portal, a webinar hosted by ESRI that introduces attendees to the ESRI CMRA portal and assessment tool released by the White House, the National Oceanic and Atmospheric Administration, and the Department of the Interior. The web-based tool integrates information from across the federal government to help understand exposure to current and future climate-related hazards.

Vanessa Lacer attended APA Trend Talk: Launch the Future, a webinar hosted by the American Planning Association. This webinar provided an overview and launch of the 2023 Trend Report for Planners, which features more than 100 existing, emerging, and potential future trends that APA identified as relevant to planning. The trends are structured within three timeframes that indicate the urgency of planners' action. For each trend, the report gives insight on what the trend is about and explains why it is important for planners to know about and consider in their work. Ms. Lacer also attended Equity in Transportation Planning, a webinar hosted by the Association of Pedestrian and Bicycle Professionals. The webinar included several speakers from NCDOT and an overview of a new Transportation Disadvantaged Index and Environmental Justice tool used for the evaluation of NCDOT grant awards. Speakers from TPD Consultants overviewed the equity tools used in the Hendersonville application for the Reconnecting Communities grant and their Pedestrian Plan. Speakers from JTC Consultants overviewed the equity tools they use and lessons learned from past projects.

Planning Board Meeting Summary

The Planning Board met on January 24, 2023, and heard the following items:

1. Proposed Zoning Map Amendment – The Planning Board voted to recommend approval of a zoning map amendment to apply T-5 zoning to approximately 3.91 acres on four parcels that comprise the former right-of-way of Northgate Drive.
2. Proposed Zoning Text Amendment – The Planning Board voted to recommend approval of a proposed zoning text amendment to clarify that lots created as part of subdivisions must have direct access to public streets or roads, unless they qualify for an existing exception in the ordinance.

The Planning Board's next meeting is scheduled for February 28, 2023, at 6 p.m.

Board of Adjustment Meeting Summary

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

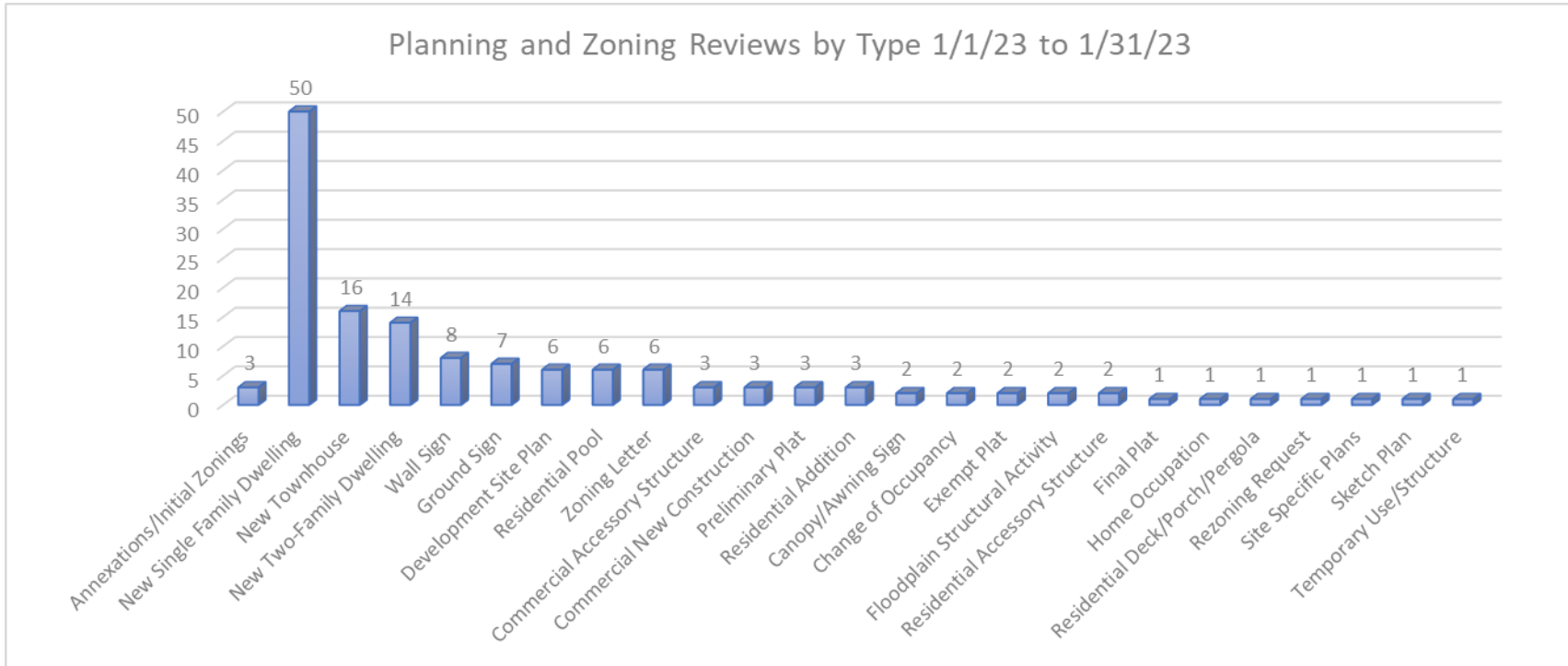
Current Planning Update

TRC Report

In addition to project revisions, the Technical Review Committee (TRC) reviewed the following new items:

1. Development Site Plan for North Brunswick High School Phase 1 – Proposal for redevelopment of some areas of North Brunswick High School campus for a new 2-story classroom building, 1-story band room, three mobile classrooms, and new parking areas.
2. Development Site Plan for the amenity center for Del Webb at Mallory Creek – Proposal for a neighborhood amenity center for Del Webb at Mallory Creek to include a 20,400 square-foot amenity building, community pool, pickleball courts, open air pavilions, and associated parking.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
8	2

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$607,396.56	\$0.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bonds	1	\$444,394.56	\$0.00
Brunswick Forest			
Letters of Credit	16	\$3,769,589.95	-\$2,288,716.52
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
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	3	\$1,727,883.96	\$1,435,391.26
Mill Branch at Spring Hill			
Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Seabrooke			
Cash Bonds	1	\$144,035.00	\$0.00
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	18	\$3,917,369.95	-\$2,288,716.52
Total Cash Bonds	20	\$4,030,018.66	\$0.00
Total Surety Bonds	16	\$3,600,018.15	\$1,435,391.26
Total Performance Guarantee Sureties	54	\$11,547,406.76	-\$853,325.26

Long Range Planning and Community Development Update



HIGHLY VALUED AND PROTECTED NATURAL AND CULTURAL RESOURCES

Staff held a multi-departmental meeting with the NC Forest Service for a demonstration of the TreePlotter online mapping tool that displays the distribution of tree canopy and planting space, weights and prioritizes criteria to determine suitability for planting, and evaluates potential tree canopy goals and tree numbers to reach goals, forecast future benefits, and compare scenarios. Staff also reviewed GIS capabilities that will be utilized to produce new maps and analyses.



LIVABLE, DIVERSE, AND CONNECTED NEIGHBORHOODS THAT ACCOMMODATE GROWTH

Staff published a Request for Proposal for the CDBG-Neighborhood Revitalization Grant Administrator. Staff also held a discussion regarding the Town's statutory authority for affordable housing programs and partnerships.



A RESILIENT AND STABLE ECONOMY

Staff participated in the Economic Development Strategic Plan focus group meeting to discuss survey results and the first draft of the plan. Staff also participated in the virtual NCWorks Small Business Workforce Forum to learn about business support services, NCWorks services, and the INVEST program.

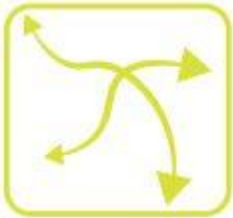


AN INCLUSIVE, SUPPORTED, HEALTHY, SAFE, AND EDUCATED COMMUNITY

Staff attended the December Steering Committee meeting for the Brunswick County Health Assessment and reviewed the health-related priorities of Doshier, Novant, and Brunswick County Health Services.



**INFRASTRUCTURE
THAT SUPPORTS
COMMUNITY LIFE**



**AN ACTIVE
PARTICIPANT IN
A COOPERATIVE
REGION**

The Leland Resilient Routes Project kicked off in January. Funded by a grant from the N.C. Department of Public Safety, the project will identify critical routes within and surrounding Town limits. The routes will be analyzed to determine their resiliency to coastal hazards such as flooding and storm surge. For routes that prove vulnerable to coastal hazards, potential solutions will be identified. The project is expected to conclude in December 2023.

Staff attended the MOTSU Intergovernmental Council meeting hosted by the Cape Fear Council of Governments to discuss updates with the Joint Land Use Study, operations at Sunny Point, and local efforts involving federal requests.

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.

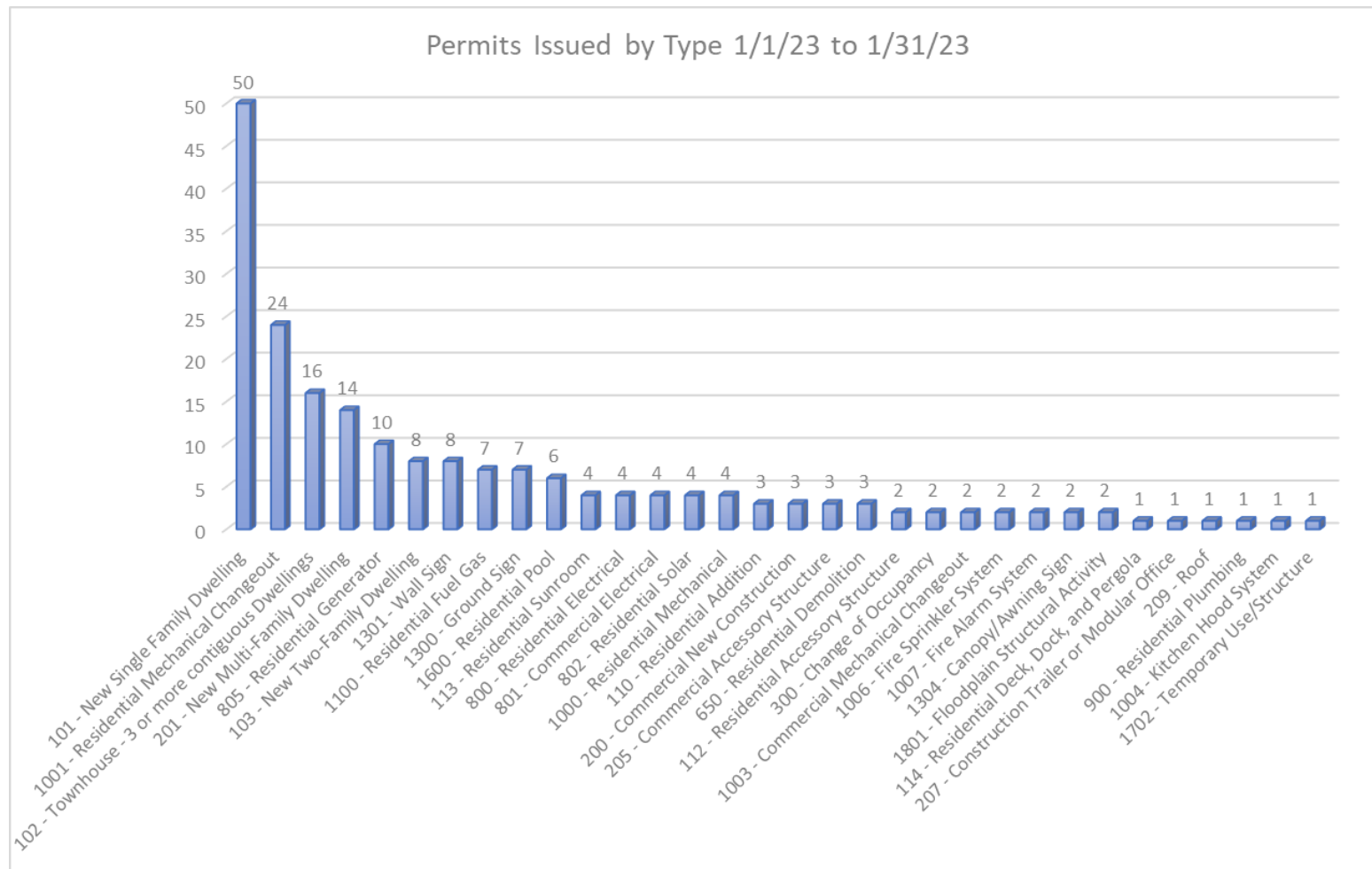
Staff attended the WMPO Transportation Coordinating Committee meeting on January 11.

Planning and Public Services staff toured recent and upcoming roadway projects like the streets resurfacing project and the Baldwin Drive Improvement Project.

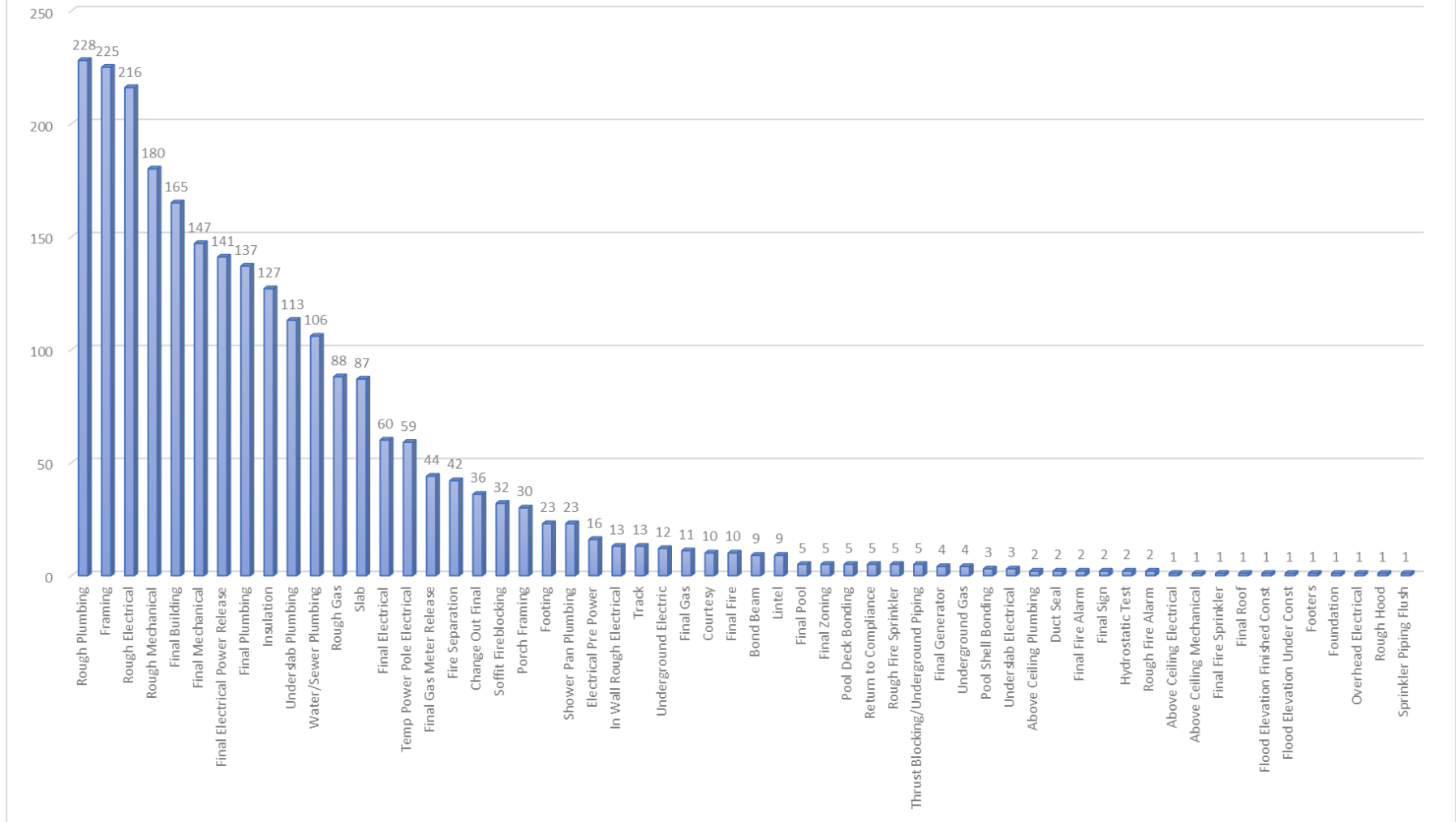
An upcoming transportation project funded by a grant from the US Department of Transportation, Safe Streets and Roads for All (SS4A), was announced in January. The Town will use the SS4A program award to develop a comprehensive safety action plan with a goal of preventing roadway deaths and serious injuries. The project is expected to begin in February and conclude in June 2024.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
202	2,479	\$71,428,960



Inspections Completed by Type 1/1/23 to 1/31/23



Code Enforcement Update

Case Summary

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	1	5	1	0	7
Cases Closed	0	0	0	0	0
Active Cases	3	18	16	1	38

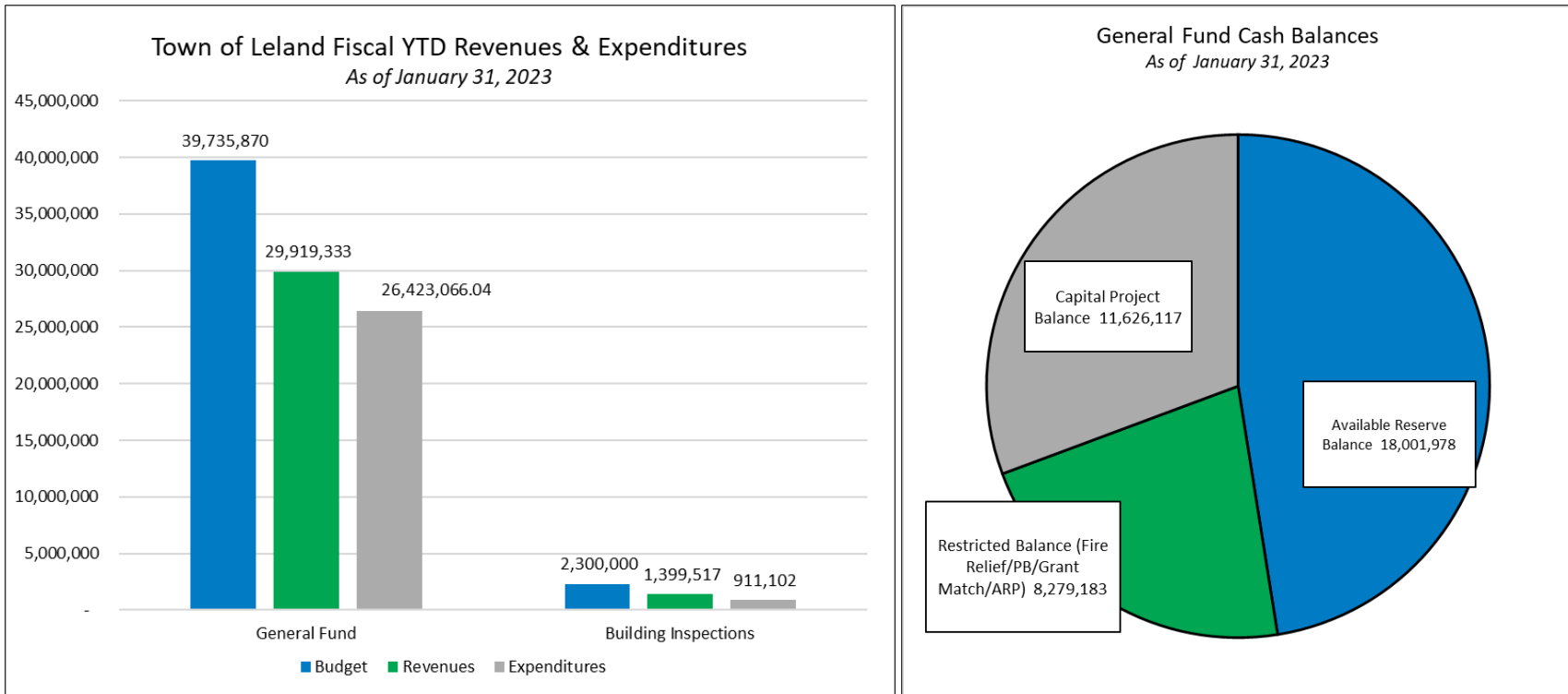
Other Information

Staff removed 132 illegal signs from public rights-of-way in January.

Department News

Ms. Hagg and Ms. Newton continued work with the new budget software vendor, which will greatly improve the Town’s financial transparency. This project will go live to the public by the end of the fiscal year. Ms. Norton attended the NCCMT Advisory Board meeting in Jacksonville. Ms. Newton completed the Contracting for Construction & Design Services course through the UNC SOG.

Dashboard

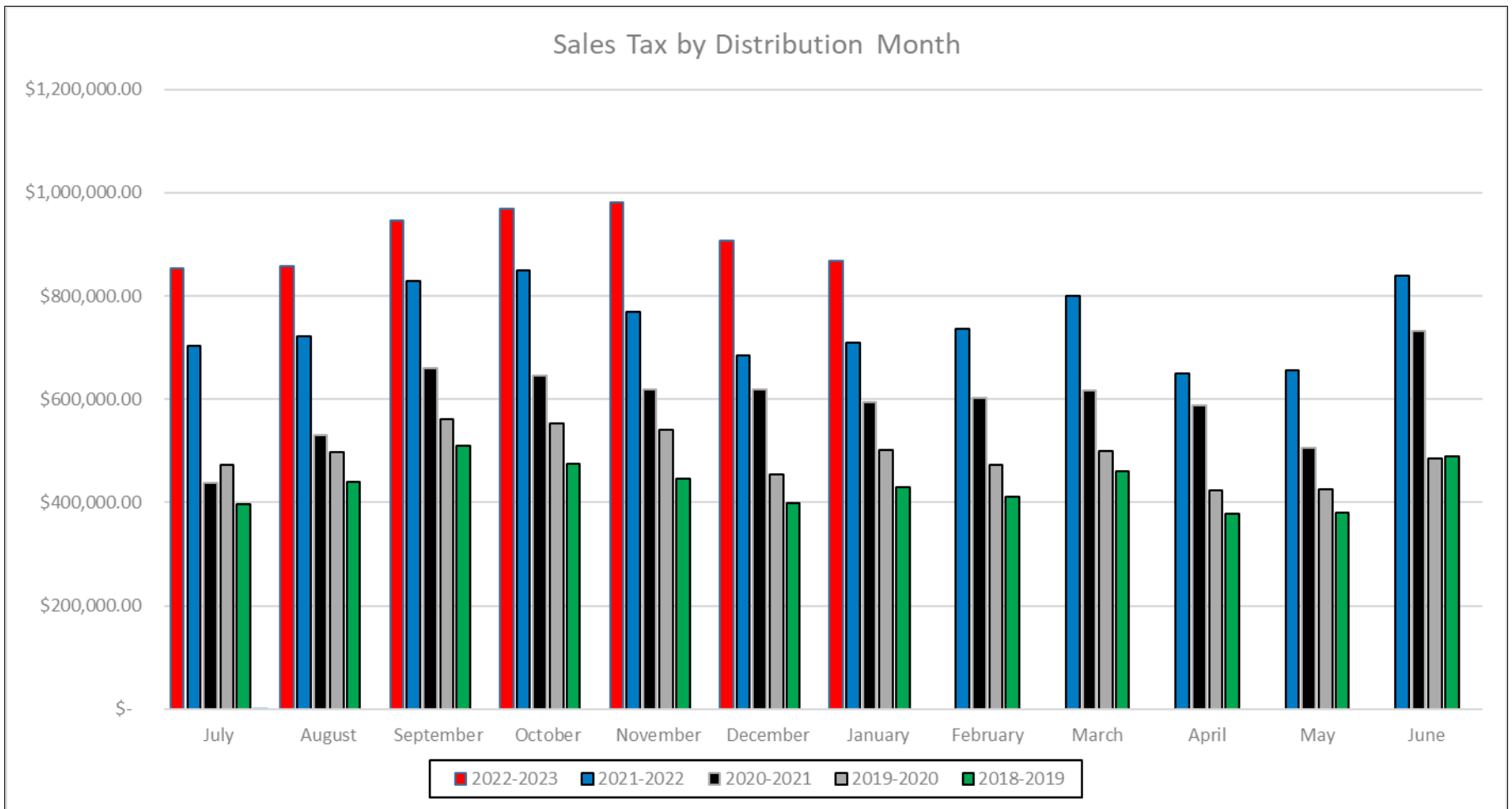


Financial Budget to Actual Report – January 31, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	39,735,870	4,311,260	29,919,333	-	9,816,537	24.70%
Governing Body	265,000	265,000	12,577	139,982	45,860	79,158	29.87%
Administration	1,830,000	1,830,000	112,773	1,151,938	69,485	608,577	33.26%
Information Technology	1,735,000	1,747,000	133,191	914,852	147,562	684,586	39.19%
Human Resources	420,000	420,000	25,114	168,325	18,625	233,050	55.49%
Finance	915,000	915,000	69,357	484,709	5,571	424,720	46.42%
Planning	1,190,000	1,190,000	59,988	456,771	79,598	653,631	54.93%
P&R & Cultural Arts	1,095,000	1,095,000	65,065	619,524	59,826	415,650	37.96%
Grounds & Facilities	1,460,000	1,460,000	100,181	696,593	309,562	453,845	31.09%
Public Services	4,230,000	4,230,000	208,427	1,779,143	702,635	1,748,222	41.33%
Police	5,785,000	5,941,000	480,130	3,366,725	154,288	2,419,987	40.73%
Emergency Management	195,000	195,000	15,503	107,043	111	87,846	45.05%
Fire	6,690,000	6,690,000	409,159	3,752,549	277,492	2,659,959	39.76%
Debt Services	2,370,000	2,370,000	893,098	2,211,936	-	158,064	6.67%
Transfers	2,010,000	11,387,870	-	10,572,976	-	814,894	7.16%
EXPENSES	30,190,000	39,735,870	2,584,564	26,423,066	1,870,615	11,442,189	28.80%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	256,160	1,399,517	-	900,483	39.15%
EXPENSES	2,300,000	2,300,000	127,118	911,102	146,705	1,242,193	54.01%

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

Vendor: United Rentals; Amount: \$51,240.00; Description: Warehouse Forklift purchase.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in January.

Audit Committee Meeting Summary

The Audit Committee did not meet in January.

Department News

Leland University is partnering with CFCC to offer several courses this spring including public speaking and Microsoft Office training. The department hosted the first Wellness Lunch and Learn of the year and will be holding sessions each quarter. Staff is working with all departments to assist with the budgeting of new positions as well as reviewing compensation for current positions.

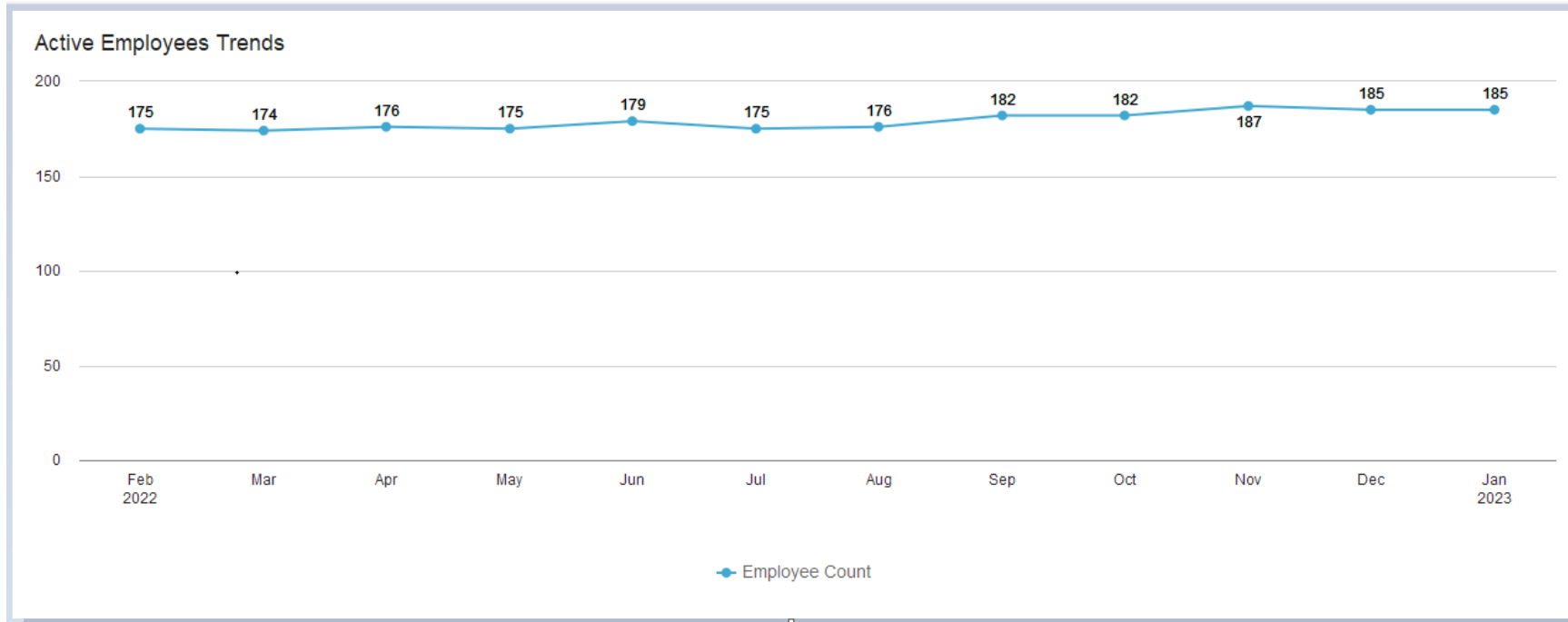
Workers Comp Data

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
Corbin Keene	Inspections	New Hire	1/3/2023	Building Inspector I Probation		
Matthew Jones	Inspections	New Hire	1/3/2023	Building Inspector I Probation		
Alex Szalkiewicz	Administration	New Hire	1/3/2023	Communications Specialist I		
Brittney Potter	Public Services	New Hire	1/3/2023	Streets Maintenance Technician Level I		
Jordan Barbery	Police	Resignation	1/4/2023	Police Officer		
Robert Miller	Public Services	New Hire	1/9/2023	Public Services Director		
Caleb Thompson	Fire	Resignation	1/7/2023	Firefighter		
Andrew Taylor	Police	Resignation	1/12/2023	Police Officer		
Anthony Thomas	IT	New Hire	1/17/2023	IT Director		
Chris Cain	Police	Resignation	1/20/2023	Police Officer		
Josiah Blystone	Fire	Resignation	1/20/2023	Firefighter		
Gabby Cooksey	Fire	Resignation	1/24/2023	Firefighter		

Headcount (FT and PT Employees) February 2022 – January 2023



Headcount ⓘ
185
As of
January
2023

Hired ⓘ
53

Termed ⓘ
40

Growth Rate ⓘ
7.6%

Turnover Rate ⓘ
22.3%

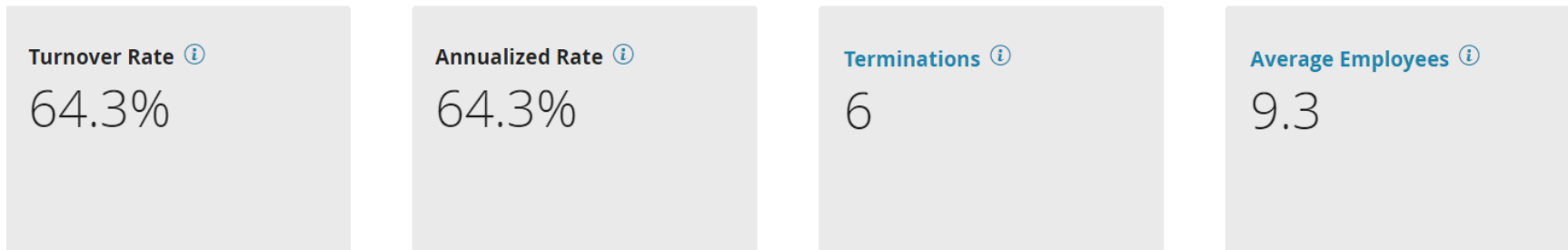
Average Tenure ⓘ
3.8
(Years)

Turnover Data February 2022 – January 2023

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

Anthony Thomas started as the new IT Director. The department’s current priority is budget preparation for FY23/24 as well as completing the goals laid out in FY22/23. In the coming months, staff will be focusing on organization and policy.

Major Work Priorities

- Access control and video system upgrades as platform standardization continues.
- Preparing for upcoming new construction projects.
- Budget preparation and network upgrade implementation.

Projects Completed

- 3 employees onboarded/offboarded.
- LCAC access control and panic systems complete and tested.
- Station 52 access control complete.

