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## STAFF REPORTS

April 2023 Regular Meeting

Public Services .....	2
Community Enrichment (PRCR, Communications, Clerk’s Office).....	11
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## Department News

Brian Utt was promoted to Custodian II.

Brandon Jacobs and Raymond Miles qualified for their CDL Class A license. Madison Ferrell qualified for and received a N.C. Pesticide (Turf and Ornamental) license.

Dusty Greiner, Kim Stutts, Jacob Watson, Shannon Faircloth, Justin Clifton, Bill Nadeau, and Deron Webb received their counterbalanced forklift certification.

Dusty Greiner, Brandon Jacobs, Corey Bryant, Sheldon Adams, Justin Clifton, Pete Lombardi, Deron Webb, and Chris Manning received their articulating lift certification.

The new dump truck that was ordered in July has arrived.

Current staff vacancies include Engineering Technician and Streets Maintenance Supervisor.

## Streets Updates

### Work Priorities

- Staff continued cleaning ditches in the Wayne Street neighborhood, including Poe Street and Lloyd Street. This work includes cleaning out debris and driveway pipes and grading where necessary. This work will continue through April.
- Staff began installing ADA compliant sidewalk ramps and crosswalks on Mallory Creek Drive. A portion of the sidewalk ramps is scheduled to be completed the first week of April with the crosswalk installation to immediately follow.
- Staff removed several trees and replaced 100 feet of damaged sidewalk in Magnolia Greens.
- Staff made hot asphalt repairs to several deteriorated sections of roadway on Grace Point Drive in Mallory Creek.
- Staff is reviewing street lighting on a portion of Mallory Creek Drive.

### Initiatives

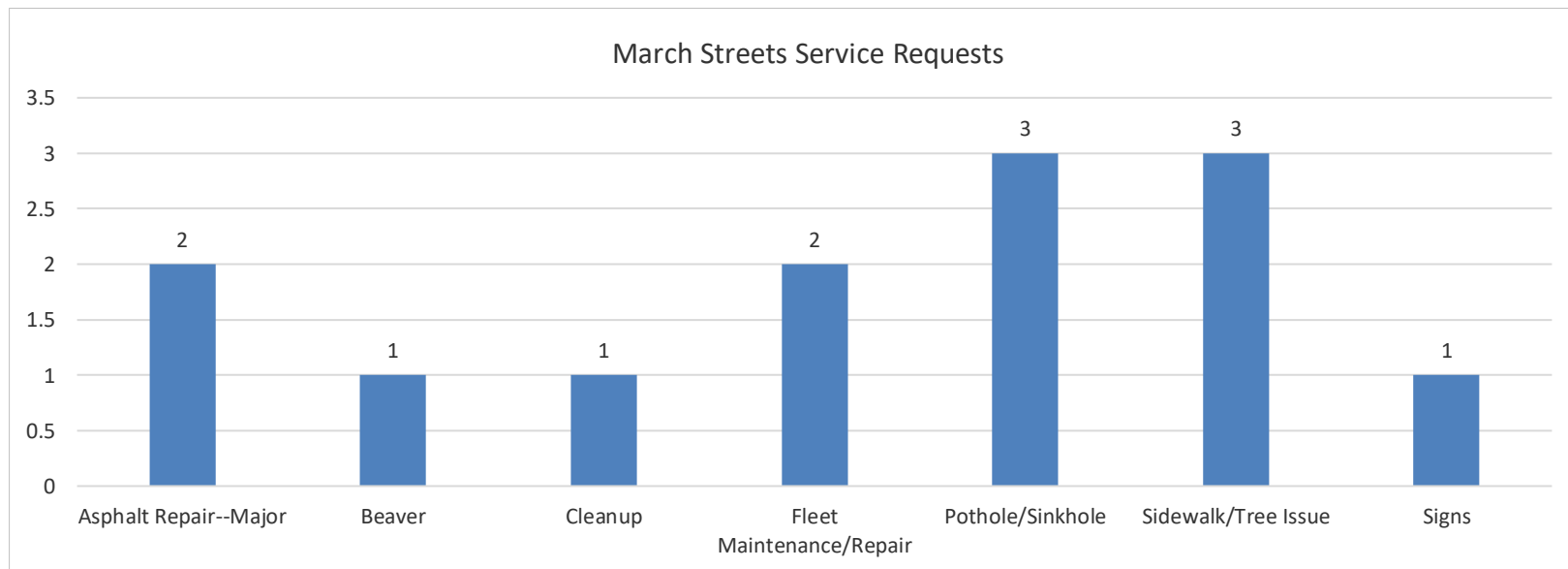
- Brunswick Engineering Company has completed the pavement condition and pavement markings condition assessment for Town owned streets. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement

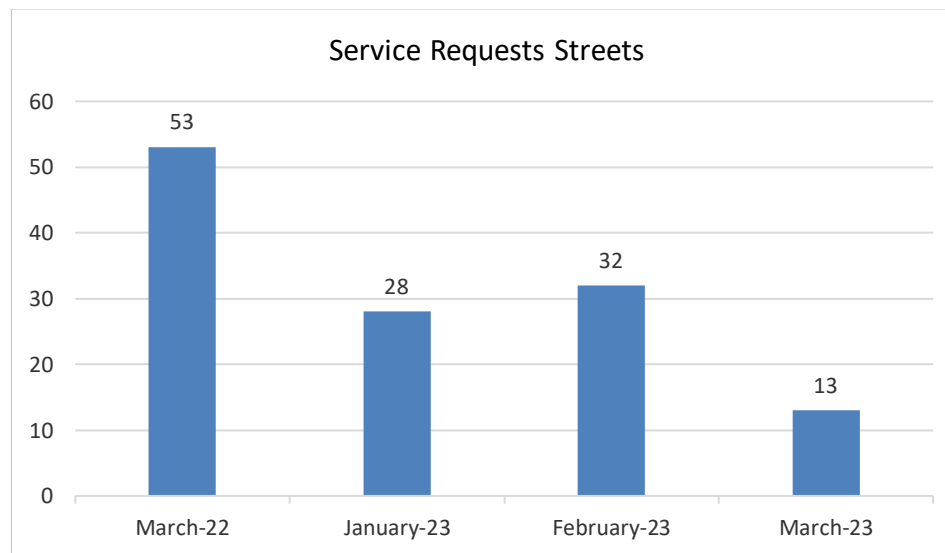
projects. The finalized assessment and supporting inspection reports are complete. Staff will be reviewing and working on priority lists for the next round of street resurfacing and pavement marking projects.

- Staff is creating a capital improvement plan to include upcoming street improvement projects. The draft plan is underway and is expected to be completed early 2023.
- Staff will be installing several pedestrian crossings across Mallory Creek Drive, connecting existing sidewalk and MUP systems. Surveying and staking are complete, and installation will begin spring 2023.

### Work Order Summary

- Streets processed 13 work orders in March, with the majority being pothole/sinkhole (3) and sidewalk/tree issue (3) related.
- Streets completed 7 work orders in March, with an approximate expense of \$19,400 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$11,500).





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
Feb-23	4	25	13
Mar-23	3	15	15

## Grounds Updates

### Work Priorities and Initiatives

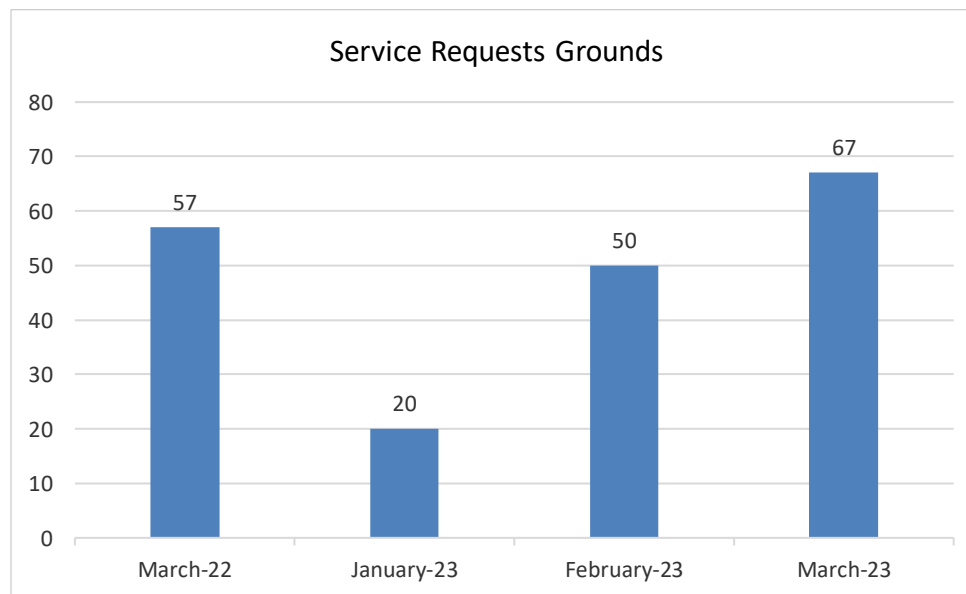
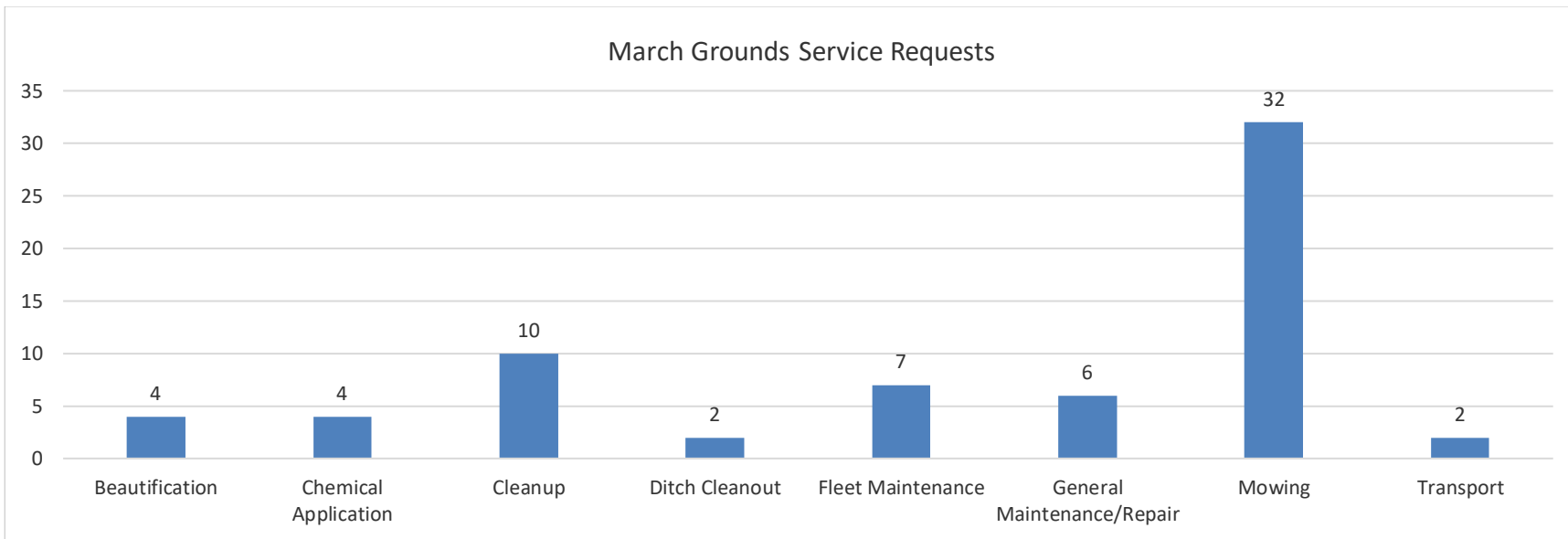
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff completed the design of a landscape plan for the diverging diamond on Village Road and are reviewing the cost to install.
- Staff will complete grading and seeding areas at the MOC.
- Staff will begin postemergence on Town properties.
- Staff will begin installation of the annual plants for the Village Road islands.
- Staff will continue mowing all Town properties as the temperatures rise.
- Staff is continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.

### Projects Completed

- Staff repaired the boardwalk and bridge at Westgate Nature Park and T dock at Cypress Park.
- Staff completed preemergence on Town properties.
- Staff performed spring maintenance on all mowing equipment.
- Staff replaced the StoryWalk at Westgate Nature Park with a new book.

### Work Order Summary

- Grounds received 67 work orders in March, with most of them being mowing (32) and cleanup related (10).
- Grounds completed 61 work orders in March, with an approximate expense of \$17,800 in labor and equipment to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

- Staff is painting the articulating lift.
- Staff is working to resolve a light issue at Town Hall.
- Staff is getting quotes to update the LCAC sign.
- Staff is repairing the water fountain at Westgate Nature Park.
- Staff is working on a window/roof leaking issue at Fire Station 51.
- Staff is repairing a plumbing issue at Fire Station 52.
- Staff is power washing the outside walls of the LCAC.
- Staff is taking an OSHA 30 class at Brunswick Community College.

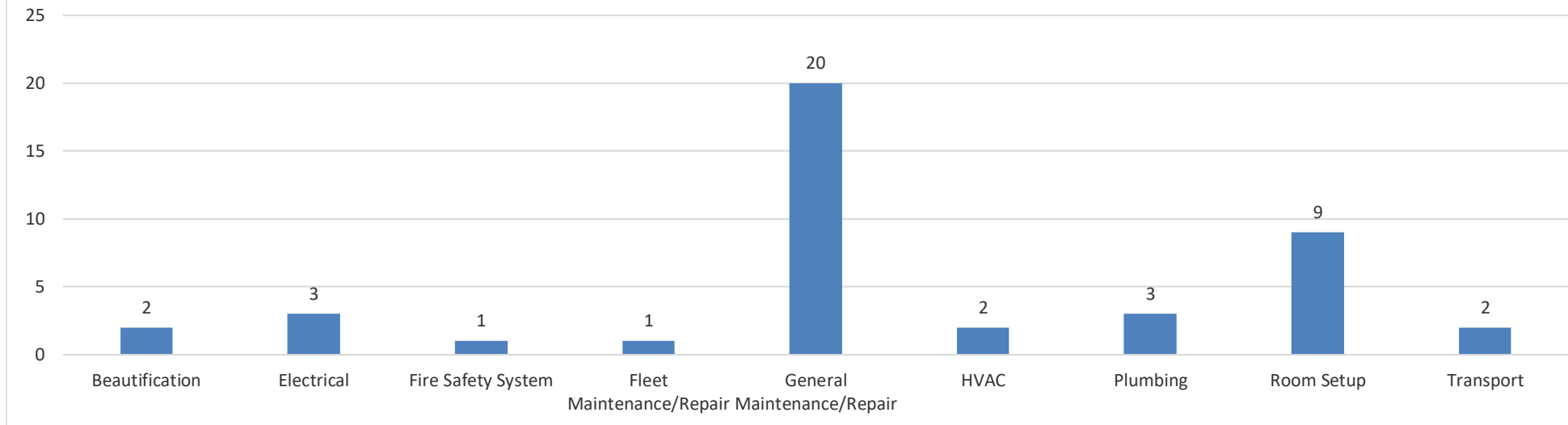
### Projects Completed

- Staff replaced the damaged door sweeps at the LCAC.
- Staff repaired an issue with the Plymovent air system at Fire Station 53.
- Staff rekeyed a lock at the Police storage facility at the MOC.
- Staff repaired a damaged desk in the Public Services lobby.
- Staff fixed an issue with a garage door at Fire Station 53.
- Staff installed hot/cold water machines at the MOC.
- Staff fixed a condensation pump in a dehumidifier at Town Hall.
- Staff repaired the gutter at the Animal Control Facility at the MOC.
- Staff installed a 220-volt outlet at the MOC for Police training.

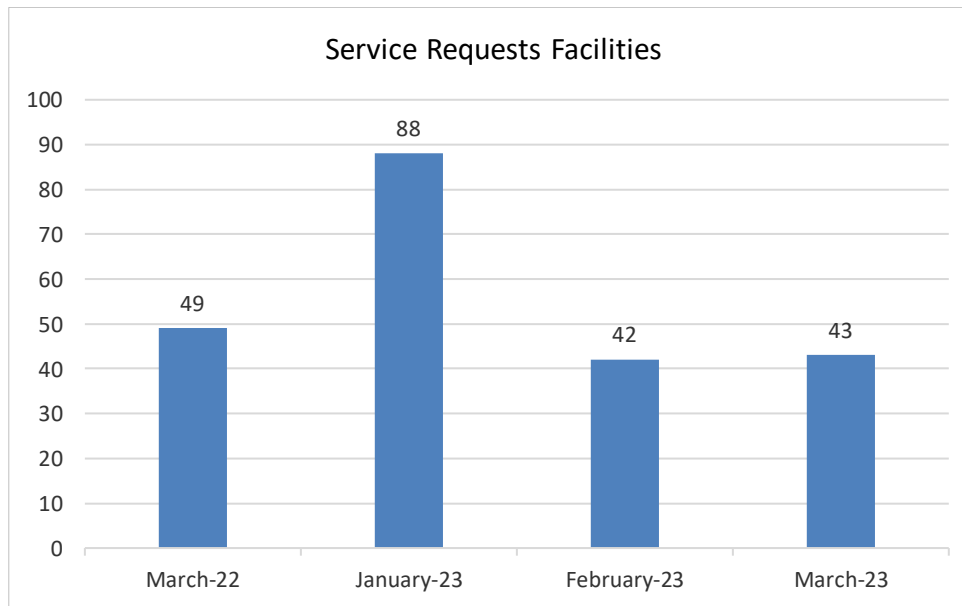
### Work Order Summary

- Facilities received 43 work orders in March, with most of them being general maintenance and repair (20) and room setup related (9).
- Facilities completed 34 work orders in March, with an approximate expense of \$3,000 in labor and materials.

March Facilities Service Requests



Service Requests Facilities





## Fleet Vehicle Updates

### Work Priorities

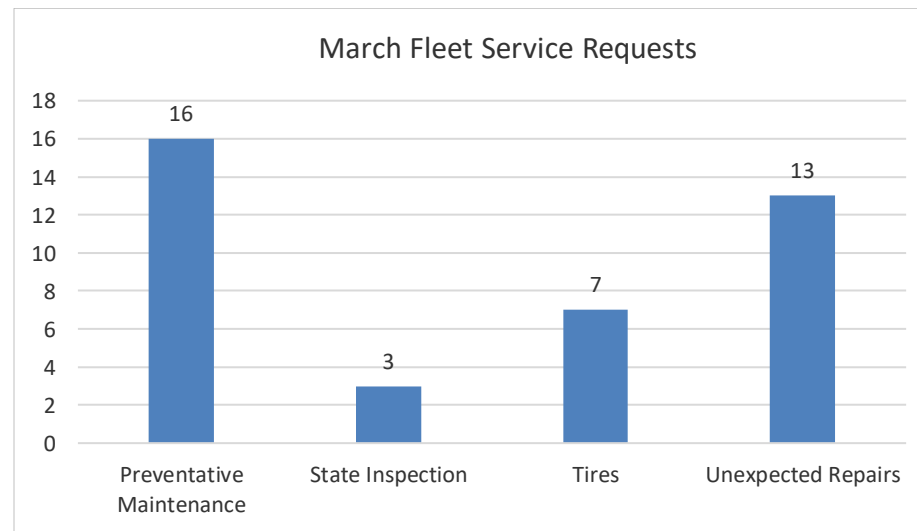
- Staff is working with Finance to begin dealing directly with WEX for the distribution of gas cards, which would eliminate a third-party vendor.
- Staff is onboarding five new Dodge Durangos and three new trucks.
- Staff is installing GPS units in all new vehicles.

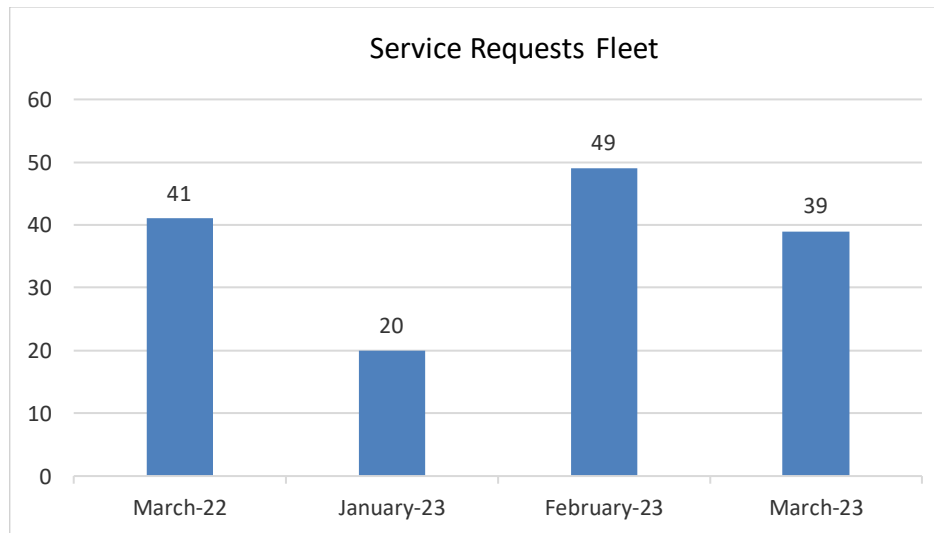
### Projects Completed

- Staff sold three Police vehicles on GovDeals for \$17,544.00.
- Staff distributed new gas cards to all Town vehicles.
- Staff shredded all expired gas cards.

### Work Order Summary

- Fleet received 39 service requests in March for an approximate expense of \$12,200. Of these, 16 requests were for preventative maintenance for a total of \$2,000.





## Capital Project Updates

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

## Department News

Amy Wells and Allison Hensley renewed their Certified Parks and Recreation Professional certifications.

## Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in March. The next meeting is scheduled for May 3, 2023.

## Upcoming Events

March 4-May 20, 2023 – Art Around Town

April 14, 2023 – Live at the Center: Jazz and Swing Night

April 19, 2023 – Cinema Series: North by Northwest

April 22, 2023 – Plant Giveaway

April 29, 2023 – Tree Giveaway

May 1, 2023 – Spring and Summer Session Starts

May 6, 2023 – Spring Art Market at the LCAC

May 10, 2023 – LCAC Gallery Reception: Huei-Chi Connally

May 13, 2023 – Matinee Movie: Minions: Rise of Gru

May 19, 2023 – Live at the Center: Taiko Drummer

May 20, 2023 – Contra Dance at the LCAC

## Parks, Recreation, and Cultural Resources Updates

Spring is in the air this April with both Plant Giveaway and Tree Giveaway events scheduled! Both events will provide the community with a variety of plants and trees to take home, as well as education on planting and maintenance. The Art Around Town pop-up series continues in April and into May with various hands-on art projects for all ages. 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. Matinee Movies on Saturdays and Cinema Series on weeknights will take place alongside some Art Around Town events and continue throughout the spring and summer at the LCAC.

A new six-week session of programs begins on May 1, and the annual Spring Art Market returns to the LCAC on May 6. Approximately 35 artisans will be featured, offering a variety of handcrafted goods and fine art for sale. The Live at the Center performance series continues in May with Taiko Drummers and Japanese Drum Music. This very special performance will feature traditional and modern Japanese drum music by Triangle Taiko, followed by a hands-on drumming experience for participants. On May 20, Cape Fear Contra dance returns to the LCAC with another quarterly Contra gathering.

## Social Media Update

- PRCR Facebook Highlights (March 1 – 31, 2023)
  - Added 8 new page likes
  - Page reach – 23,000
  - Top post (Largest reach): “Due to inclement weather, Egg Hunt has become an Egg Hop through the LCAC. Families can stop by the Leland Cultural Arts Center starting on April 1 at 10 AM to receive a basket full of eggs. Eggs will be given out April 1 - April 6 or until eggs run out. Make sure to bring your baskets to the LCAC and sort through all eggs before you leave to see if you won a prize! To receive your prize you must open the egg while at the LCAC and show staff. We want to thank all of our sponsors for their support: Crosswinds, i9 Sports, Leland Area Rotary, The Leland Church, Port City Community Church, Reach Community Church and Living World Bible Church.”
- LCAC Facebook Highlights (March 1 – 31, 2023)
  - Added 30 new page likes
  - Page reach – 66,000
  - Top post (Largest reach): “We want to say a big thank you to Kate Waltman for being a featured artist in our gallery at the LCAC and hosting a workshop! Kate uses coiling and wheel throwing to make enormous clay forms. The students in her workshop started from a basic block of clay and transformed it into their own giant pots.”
- PRCR Instagram (March 1 – 31, 2023)
  - Added 32 new followers
  - Post reach – 4,300

- Top post (Largest reach): “Buy tickets now for our Jazz and Swing performance happening on April 14 at 7 PM. At 6:30 PM, you can learn the basics of swing dance, so you are ready to spin the night away. Mocksie craft mocktails will be selling your favorite non-alcoholic drinks to ensure you are on your feet all night long! Link in bio!”
- LCAC Instagram (March 1 – 31, 2023)
  - Added 48 new followers
  - Post reach – 6,000
  - Top post (Largest reach): “We are excited to have the Triangle Taiko Drummers at the LCAC this May! You can learn how to play the drums at the end of their performance. Buy your tickets online or in person at the LCAC.”
- PRCR TikTok (March 1 – 31, 2023)
  - Added 7 new followers
  - Users reached – 1,352

## Department News

In March, more than 230 people visited the front desk at Town Hall and more than 400 people called the main phone line. Staff worked with REV Entertainment and Brunswick County to host a media availability and impromptu feedback session with community members regarding the proposed sports and entertainment development. The second Town Hall Forum in the Get to Know Your Government: Learning Leland initiative was held, focusing on Planning and development. Ms. Jewell participated in the Lower Cape Fear Communicators' monthly meeting.

## Social Media Update

- Facebook Highlights (March 1 – 31, 2023)
  - Added 62 new page followers
  - Impressions – 74K
  - Top post (Largest reach): “We're excited to announce our new Disc Golf Course is open to the public! 🏊 Check it out at 893 Village Road. Learn more about the specifics of the course 📌 <http://ow.ly/Siy550Nn2vg>”
- Twitter Highlights (March 1 – 31, 2023)
  - Impressions/Reach – 3,278
  - Received 298 new profile visits
  - Top tweet (Largest reach): “3,000 pounds of trash and debris! That's how much our Town employees collected around the future Sturgeon Creek Park as part of our annual Stream Cleanup for Creek Week. That's more than double the amount we collected last year! 🗑️🚫 #LelandNC pic.twitter.com/xjuGeSzEJ1”
- NextDoor Highlights (March 1 – 31, 2023)
  - Impressions/Reach – 35,787
  - Likes/Comments – 150
  - Top post (Largest reach): “🔔 The Red Cross is holding a blood drive at Town Hall two weeks from today, April 17, from 10 a.m. to 3 p.m. Sign up for an appointment 📌 <http://ow.ly/wVpT50NsyU2>”
- Instagram Highlights (March 1 – 31, 2023)
  - Added 46 new page followers
  - Post impressions – 2,615

- Top post (Largest reach): “3,000 pounds of trash and debris! That's how much our Town employees collected around the future Sturgeon Creek Park as part of our annual Stream Cleanup for Creek Week. That's more than double the amount we collected last year! 🍌🚫🗑️  
#TownofLelandNC #LelandNC”
- LinkedIn Highlights (March 1 – 31, 2023)
  - Added 24 new followers
  - Page views – 97
  - Post impressions – 4,863
  - Reactions/Comments/Shares – 266
  - Top post (Largest reach): “Planner II Ben Watts is #InTheSpotlight this week! Ben started working for the Town in Dec. 2020. 📖 Ben's job involves ensuring development plans and subdivisions meet or exceed Town ordinance requirements. He also processes and presents voluntary annexation requests, rezoning requests, and text amendments. 📖 He manages the Town's Technical Review Committee, an interdisciplinary group that reviews plans for congruence with local, state, and federal regulations. He also participates in the Town's Sustainability Resiliency Committee and aids in long-range planning efforts. 📖 Ben's favorite part of the job is interacting with the public by explaining processes, helping with permits, or engaging in conversations on Town improvement. He's excited to help bring the Leland 2045 plan to life and provide residents with housing, commercial, and recreational options. We appreciate your hard work, Ben!”

## 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 947 impressions in March. Utilized all social media platforms to showcase external Employee Spotlight posts, which continue to see top interaction rates.
- Produced 43 engaging graphics and videos for use across communications platforms.
- Increased social media reach on three platforms, receiving 109,970 impressions.
- Enhanced social media strategy to incorporate polls on Instagram and Facebook as a way to solicit feedback and help guide future posts.
- Created content and promoted Severe Weather Preparedness Week.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including awards, potential development projects, Creek Week, Town projects, and more.

- Get to Know Your Government planning and content creation continued, as staff produced graphics and videos and promoted the Town Hall Forum.
- Developed a robust communication strategy regarding the proposed budget. Met with staff to determine highlights, talking points, interviewees, and video opportunities. Conducted several interviews, shot video, and released proposed budget highlight videos for the Police and Community Enrichment Departments. More highlight videos will be released throughout April.
- 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
  - [Leland Residents Invited to Participate in Creek Week](#)
  - [Leland 2045 Quarterly Update](#)
  - [New Town of Leland Disc Golf Course Opens](#)
  - [Town Receives N.C. Department of Labor Safety Awards](#)
  - [Intersection of Ocean Gate Plaza and Gateway Boulevard to Close Through June](#)
  - [Community Invited to Celebrate Spring with Egg Hop](#)
- Port City Daily
  - [Leland to host town hall forum about planning and development](#)
  - [Leland participates in Creek Week with multiple events](#)
  - [Countywide bond off the table for Leland's potential baseball stadium](#)
  - [Could a baseball stadium in Leland pay for itself?](#)
  - [11K without power in Leland](#)
  - [Leland annexes more commercial property, places 83 acres in conservation](#)
  - [Leland opens new disc golf course](#)
  - [The Agenda: Rezoning of The Point in Topsail, tree ordinance discussion in Leland](#)



- WWAY
  - [Report: Leland Police responded to 18,500+ calls for service in 2022](#)
  - [WATCH: Gator spotted near Leland Walmart](#)
  - [Leland residents invited to take part in 'Creek Week'](#)
  - [More details revealed about proposed Leland baseball team](#)
  - [NCDOT says lines on US 17 through Leland should be painted this week](#)
  - [Town of Leland opens new disc golf course](#)
  - [Brunswick Forest residents speak with officials about proposed baseball stadium](#)
  - [Leland hosts egg hop event](#)
  
- WECT
  - [Leland Fire/Rescue shares progress photos of new station](#)
  - [Leland offers several Creek Week events](#)
  - [Brunswick Co., Leland leaders say bond not being considered to pay for baseball development](#)
  - [Leland considers agreement with developer outlining plan to pay for infrastructure](#)
  - [The trials and tribulations of finding out what Cape Fear cops are paid](#)
  - [Leland Town Council approves over 80 acres for conservation, annexation of Circle K](#)
  - [Leland Planning Board to discuss annexing 20 acres of vacant land](#)
  - [Leland Planning Board approves annexation of 20 acres of vacant land](#)
  
- StarNews
  - [6 Brunswick events to watch this week include Civil War life and 'Learning Leland'](#)
  - [Leland baseball complex: As officials to soon answer questions, economic study approved](#)
  - [Officials: Bond, existing taxes won't foot the bill for potential Leland baseball stadium](#)
  - [How a 'massive investment' from developers could bring a baseball stadium to Leland](#)
  - [From rezoning to traffic, answers to 6 frequently asked development questions in Leland](#)
  - [Before Leland can welcome a new park, a creek needs cleaning up](#)
  - [PHOTOS: Leland staff clean creek to make way for park](#)
  - [Identifying weak spots: How Leland could address traffic, affordable housing and more](#)

- Wilmington Business Journal
  - [Game On? The Ins And Outs Of A Potential Leland Minor League Baseball Team](#)
  - [Officials Share Plans For Leland Minor League Baseball](#)

## TDA Marketing

- Staff is researching and reviewing opportunities to market visiting Leland to specific geographic locations and target demographics.
- Staff had a follow-up meeting with WECT to review a marketing proposal.
- Staff registered for a Moneyball Marketing workshop hosted by WECT in April.

## Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in March. The next meeting is scheduled for May 17, 2023.

## Department News

Ms. Reinhardt attended the virtual 2023 North Carolina Association of Municipal Clerks (NCAMC) Spring Regional Academy. Ms. Reinhardt also attended the virtual NCAMC Quarterly Board meeting and the NCAMC State Certification Committee meeting.

Mayor Bozeman and Councilmember Carter participated in the March 7 Town Hall Forum focused on Planning and Development.

## Letters of Support

Mayor Bozeman signed letters of support addressed to Leland's Senators and Congressman requesting funding in FY23/24 for the National Sea Grant program. In October 2022, the Town provided a letter of support to Dr. Georgina Sanchez's Smart-Zoning for Coastal Flood Adaptation and Resilience project. 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.

## Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - March 9 Special Council Meeting
  - March 9 Closed Session Meeting
  - March 13 Agenda Council Meeting
  - March 13 Closed Session Meeting
  - March 16 Economic Development Meeting
  - March 16 Council Regular Meeting
  - March 28 Planning Board Meeting
  
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 0
  - Minutes – 7
  - Agendas – 5
  - Resolutions – 8
  - Ordinances – 5
  - Proclamations – 0

- Recognition Requests – 2
- Public Hearing Notices for the Council Meetings – 6
- 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 – 5,004
- Portal Unique Visits – 3,283
- Regular Council Meeting Agenda Views – 1,200
- Agenda Council Meeting Agenda Views – 570
- Special Council Meeting Agenda Views – 661
- Economic Development Committee Agenda Views – 301
- Planning Board Agenda Views – 289

## Department News

Senior Officer Leighton attended the Managing Narcotic Informants course March 1-3 at the Fort Fisher Training Center in Kure Beach. This course instructs new and experienced officers in the efficient, safe, and legal protocols for developing, managing, and deploying confidential informants in narcotic cases.

Detective Britton and Officer Robeson attended the Community Oriented Policing training March 6-8 at the North Carolina Justice Academy. This course is for personnel actively engaged in community policing initiatives within their agency.

Officer Roberts attended the Practice Makes Perfect DWI Regional Training March 9-10 in Beaufort, N.C. This course consisted of lectures and scenarios to help prepare officers to testify for DWI cases.

Sergeant Winder attended his first week of the Police Leadership Institute March 13-17 at the North Carolina Justice Academy. This training spans over a three month period and is designed to equip criminal justice leaders with the tools to steer their agencies and communities toward the future.

Master Officer Yeager attended a Crime Scene Investigation course March 13-24 at the North Carolina Justice Academy. This training is held for officers responsible for crime scene processing and teaches how to secure and protect crime scenes.

Lieutenant Almond and Sergeant Reid attended their final session of the Law Enforcement Executive Program March 13-15 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives that enables them to manage their most critical current and future challenges effectively.

Sergeant McLamb and Administrative Specialist Calderon attended a virtual NIBRS course March 14-16. This course provided detailed instruction on classifying offenses, reporting incidents, and practice scenarios.

Sergeant Kazee and Detective Gaston attended the Homicide and Death Investigation course March 20-24 at Cape Fear Community College. This course is intended for personnel who process homicide crime scenes and teaches systematic processes for handling them.

Officer Roberts attended Lethal Weapon Training March 20-24 in Wrightsville Beach. This class teaches officers how to handle vehicular homicides while focusing on investigation, trial preparation, and the trial itself.

Lieutenant Warren attended the Force Science Institute March 20-24 in Washington, D.C. This intensive certification program is intended to provide information regarding officer performance under stress, action/reaction time, and decision-making.

Chief Humphries, Lieutenant Hall, and Sergeants Munger and Reid attended Division Group Supervisor training March 22-24 in Bolivia. This incident command training is intended to help prepare leaders in law enforcement for handling large events.

Officer Brown attended the LIDAR course March 22 at Cape Fear Community College. This course certifies officers to operate the LIDAR instrument for traffic enforcement purposes.

Officer Mercado attended the Interview and Interrogation course March 27-31 at the North Carolina Justice Academy. This course is designed for officers within investigations or those tasked with the responsibility of conducting criminal investigations, interviews, and interrogations.

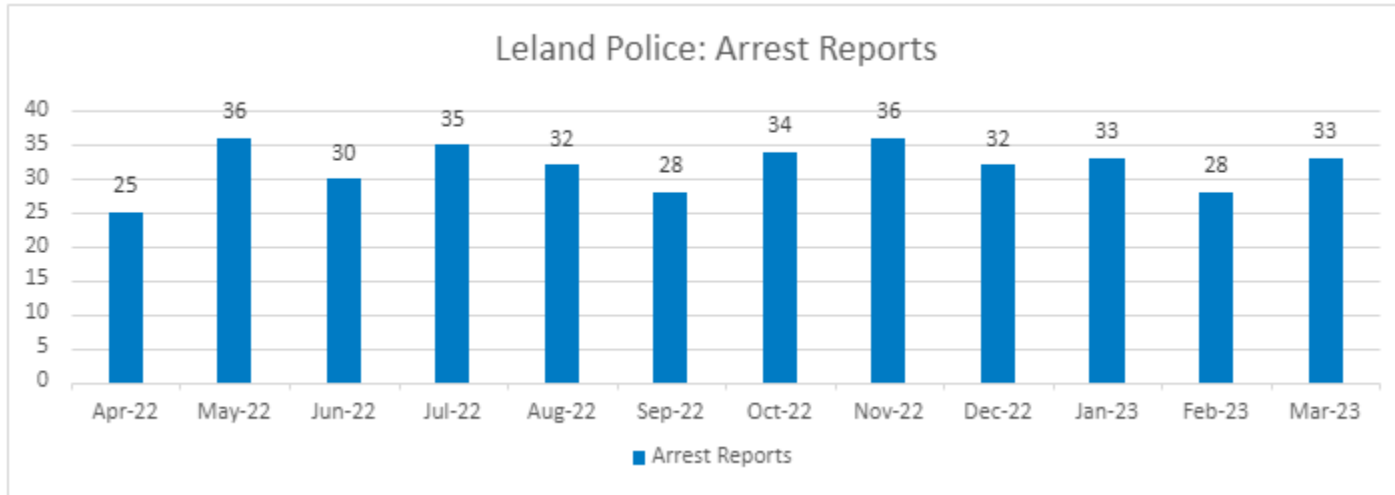
Officer Winston attended the INTOX class March 27-31 in Southport. This course certifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

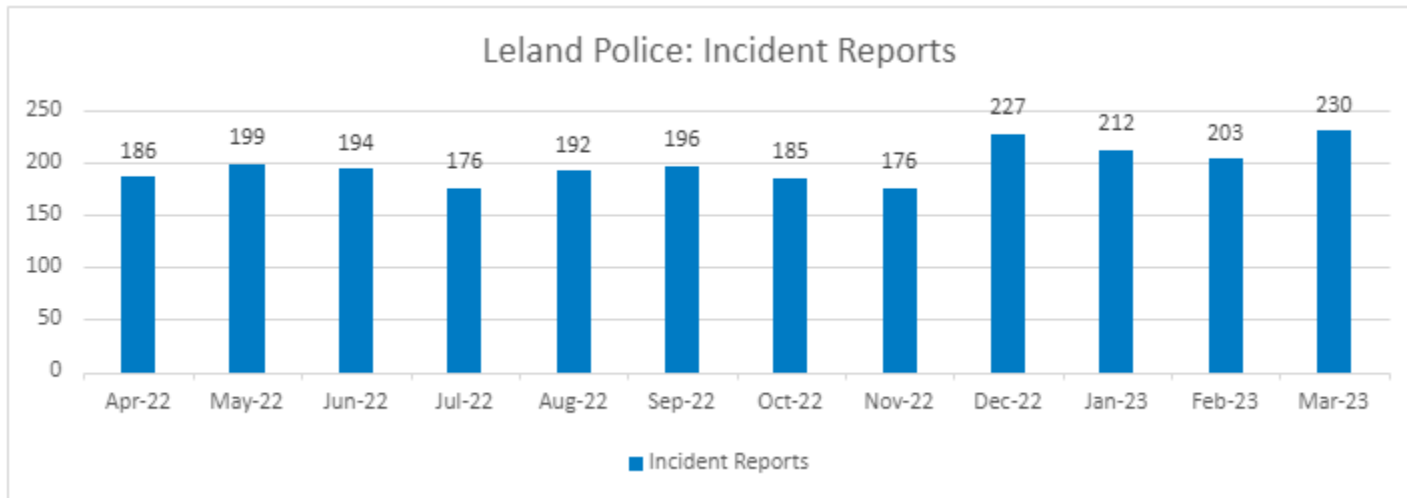
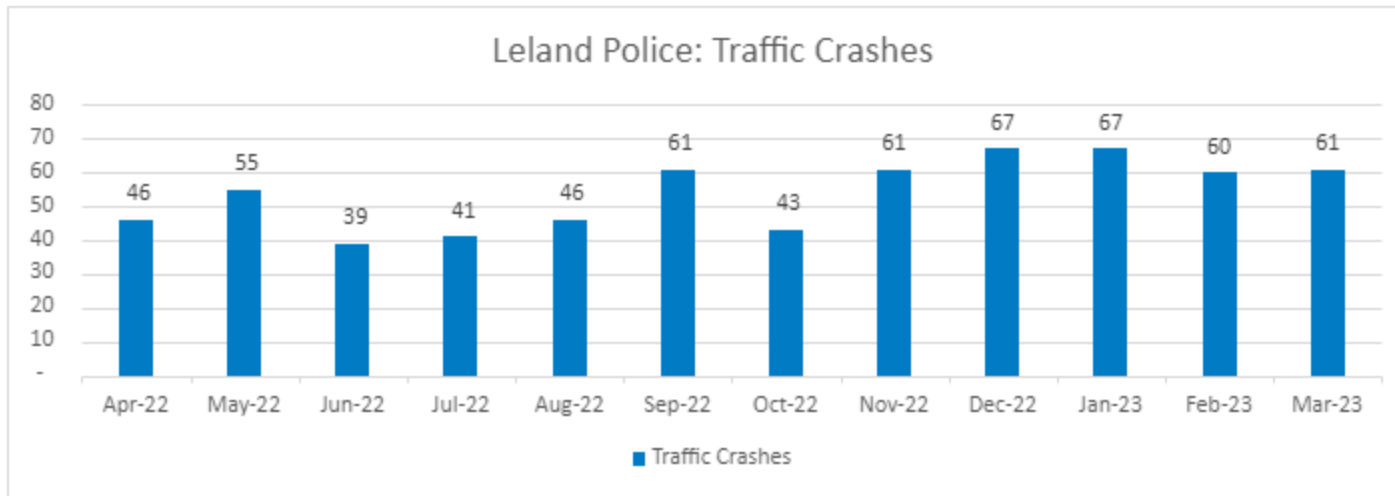
Officer Whitmire attended the Interview and Interrogation course March 27-30 at Wake Tech. This course is designed for officers within investigations or those tasked with the responsibility of conducting criminal investigations, interviews, and interrogations.

The Community Engagement Team attended the Criminal Justice Recruiting Expo at East Carolina University in Greenville on March 14. Officers made meaningful contacts with students preparing for graduation and seeking career opportunities, as well as those still completing their degrees and looking for law enforcement internships. More than 60 local, state, and federal agencies from across the country participated in the event.

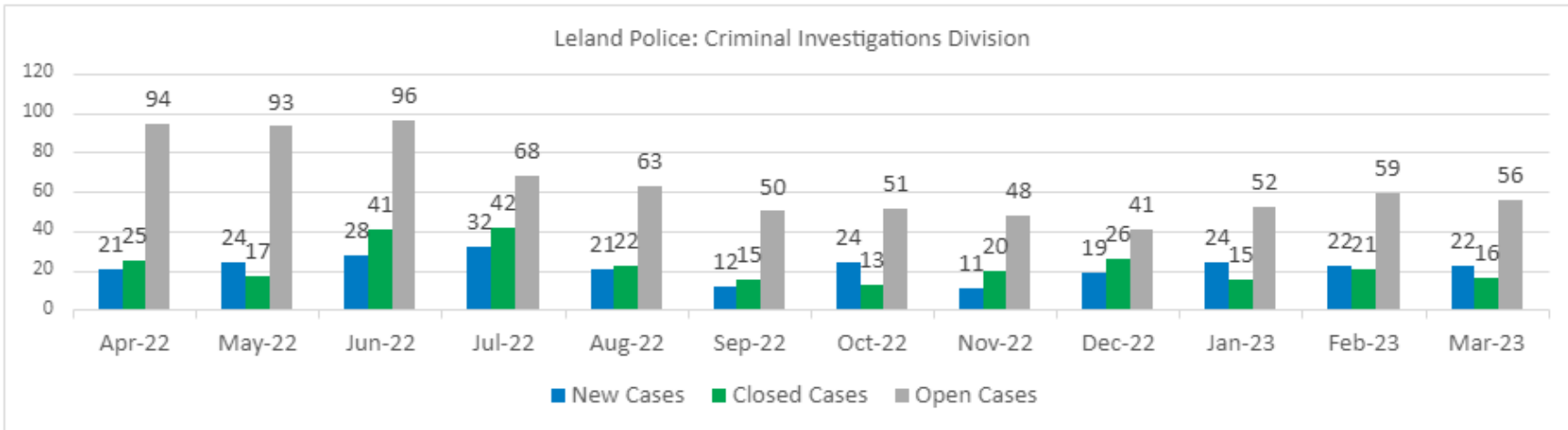
The department hosted its second 24-hour Patrol Rifle School March 10-12. This is a certification-level course required for all officers in the department who wish to be issued a rifle to carry on duty. Officers must qualify with the weapon on a challenging course with a score of 90% or better each year in order to keep the weapon. Eight officers from the department and three officers from the Southport Police Department participated in the class. Lieutenant Warren assisted the instructors from IBX Tactical in teaching and delivering the course.

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	5	0	0	0	0	0	2
Mar	28	0	4	4	0	1	4
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	44	0	5	5	0	1	7

## Department News

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

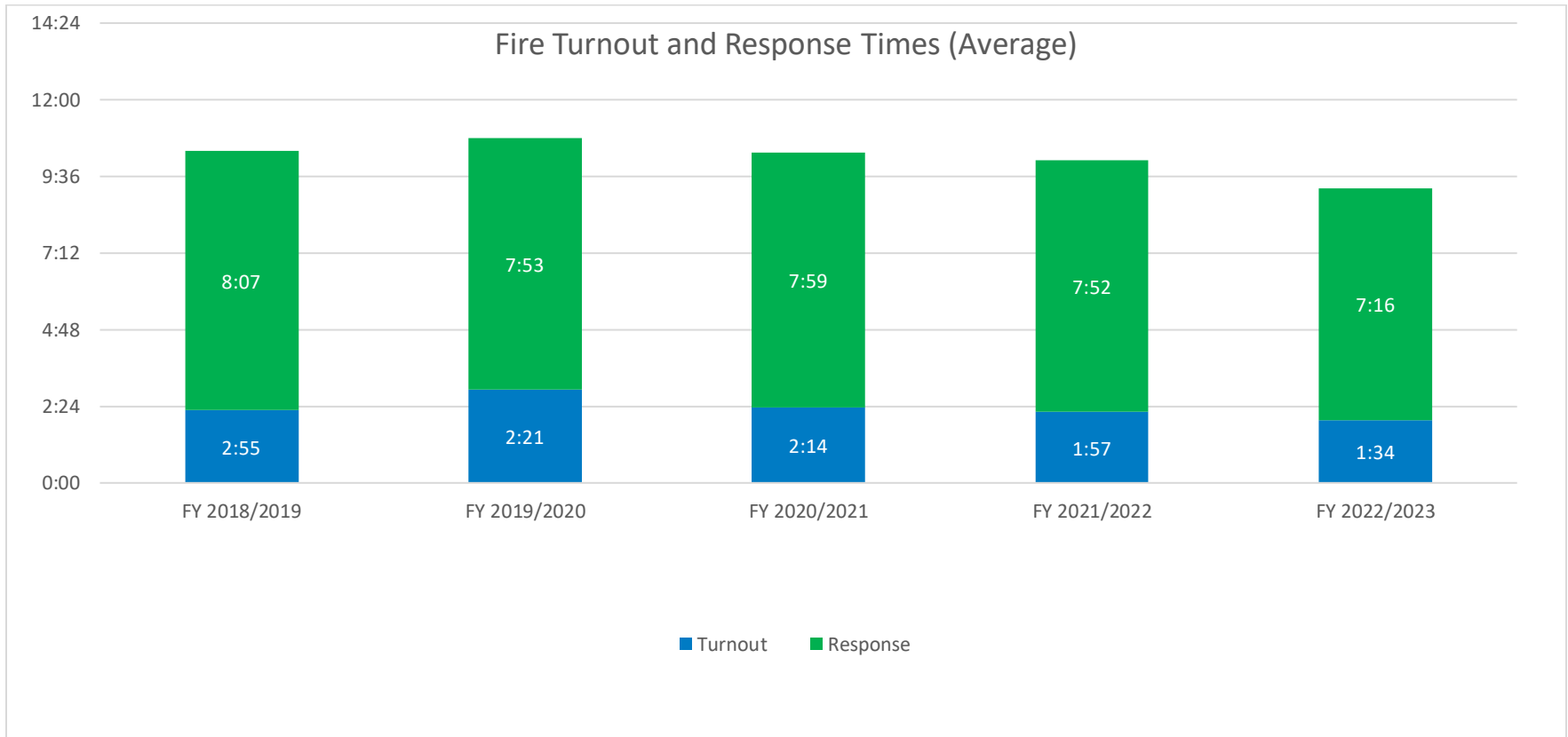
- Conducted mutual aid training with Winnabow Volunteer Fire Department
- Assisted four citizens with child passenger seat checks or installations
- Assisted 15 homeowners with smoke alarm installations or battery replacements
- Conducted fire prevention education for preschool-aged children

Staff began quarterly facility training at Cape Fear Community College. This quarter, staff conducted hose deployment and victim search and rescue drills. These drills are being timed among all three shifts to set a minimum standard for the department to improve upon.

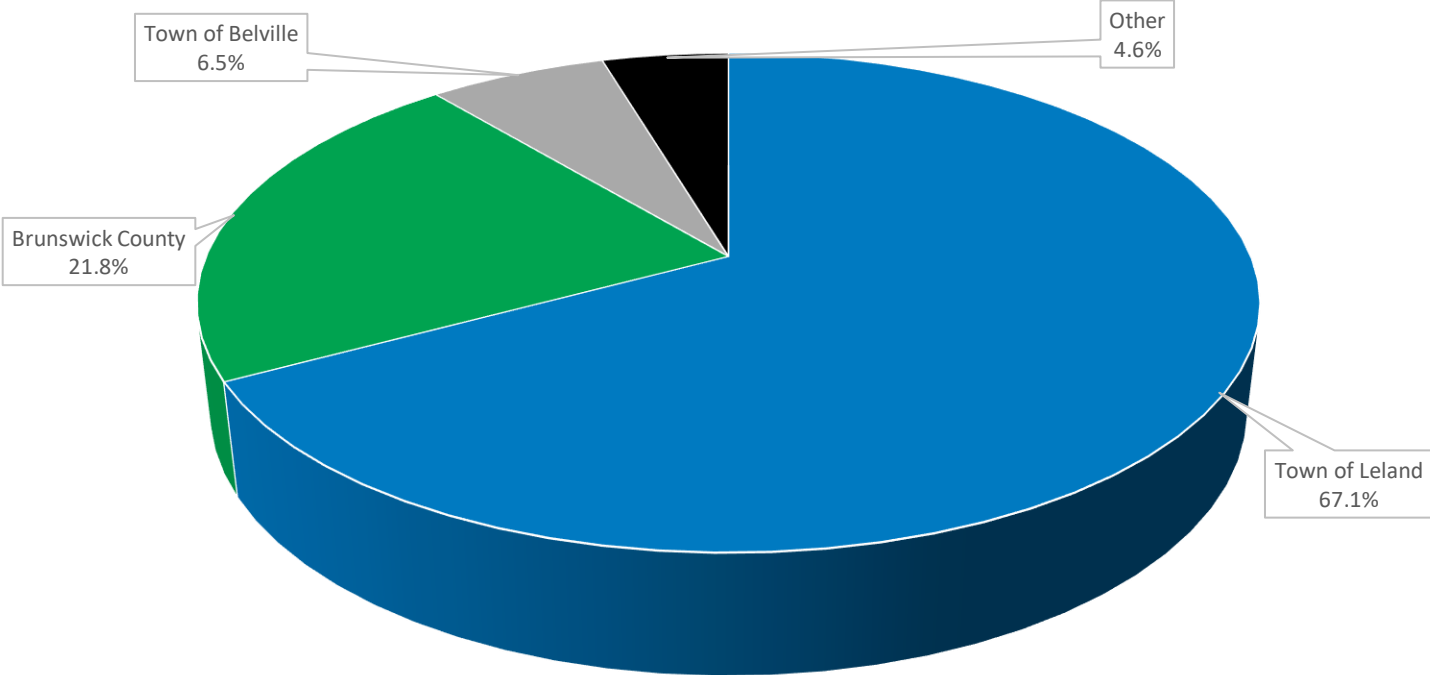
Officer development training continued with members conducting risk assessment on high-hazard facilities within the district. This training is not only educating staff but also helping the department to better prepare for responses to these types of facilities.

NC Fire Officer I & II training was conducted for staff members looking for future career advancement. This is a state-certified training that teaches basic skills related to citizen interactions, employee relations, policies and procedures, and basic budget preparation, along with on-scene command and control techniques. This training was conducted in-house by the department's certified Fire Officer instructors.

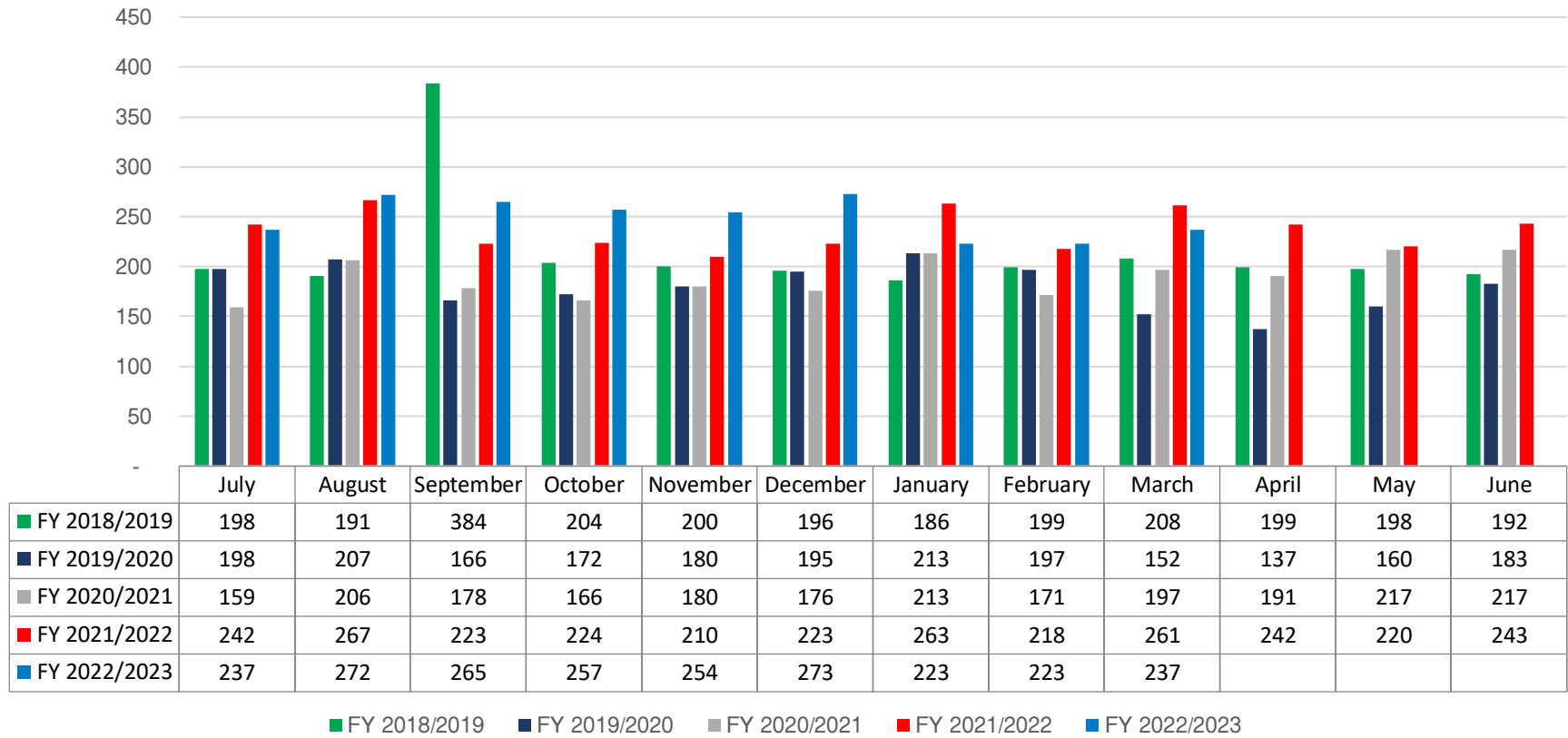
## Dashboard



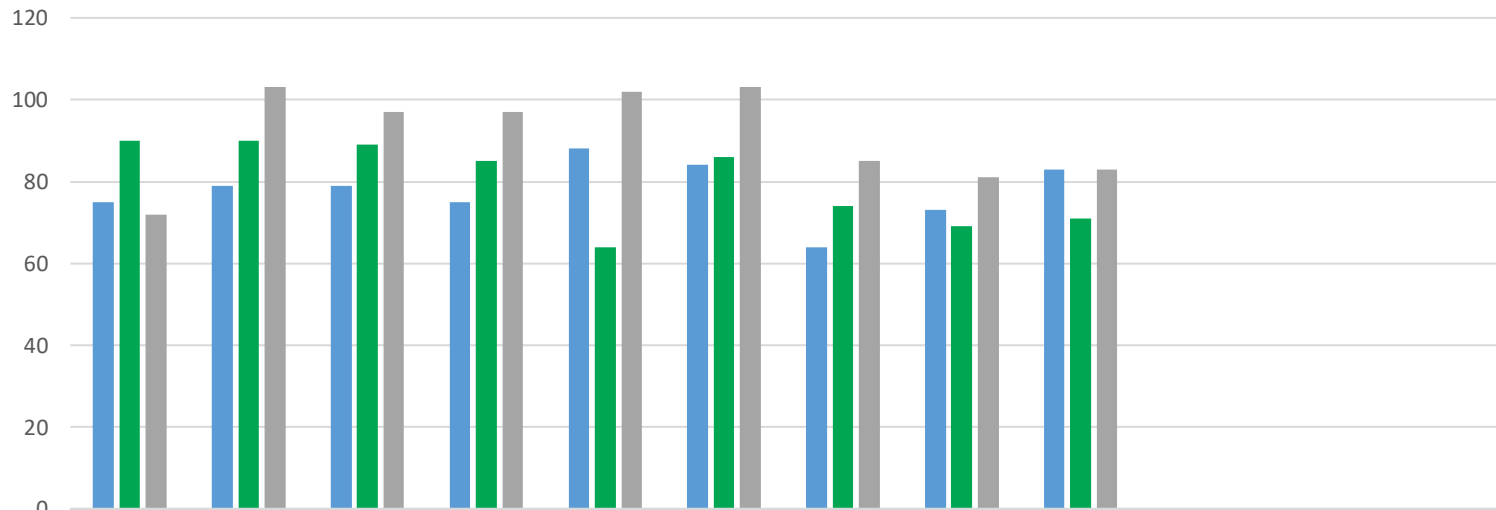
FY 2022/2023 Fire Calls by Zone



Fire Calls

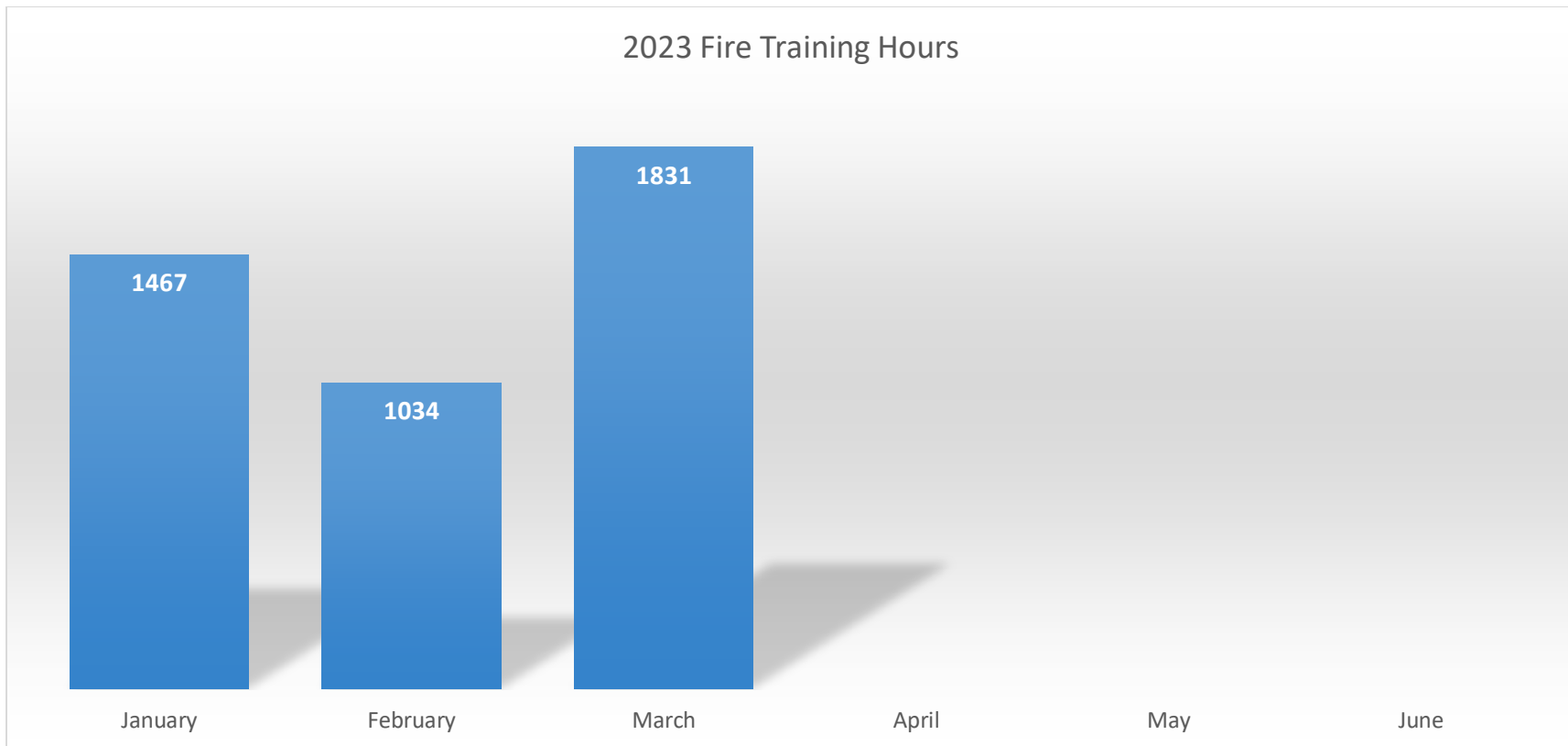


FY 2022/2023 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Village Rd)	75	79	79	75	88	84	64	73	83			
Station 52 (Westport)	90	90	89	85	64	86	74	69	71			
Station 53 (Lanvale)	72	103	97	97	102	103	85	81	83			

■ Station 51 (Village Rd) ■ Station 52 (Westport) ■ Station 53 (Lanvale)



## Department News

Focus continues on improving processes and training for staff. Staff members from the Police and Public Services departments completed the Division/Group Supervisor Class in Bolivia. Preparation of IMT Training materials for Finance and Logistics is complete. The IAP software continues progressing, with superuser and IMT user training scheduled. Chief Grimes finished the month by completing a three-day Debris Management Course. Each department is reviewing its emergency playbook.

## Work Priorities

- Preloading IAP software.
- Performing training with the Finance and Logistics Sections.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- Preparing for further staff incident exercises.
- Continued planning for Active Assailant Class.

## Projects Completed

- No projects were completed in March.



## Department News

Barnes Sutton attended the 2023 NC Main Street Conference in Statesville, which was hosted by the NC Main Street program. This is the largest statewide downtown revitalization conference in the country. The 2023 event was the state's first in-person Main Street Conference since March 2020. Attendees included downtown economic development professionals, elected officials, local government staff, rural leaders, volunteers, business and property owners, consultants, vendors, and sponsors interested in trends, initiatives, and success stories they can use to leverage downtown and community revitalization.

Marissa Ernst, Vanessa Lacer, and Ashli Barefoot attended Curbing the Car Loop: Marking Arrival and Dismissal Work for Everyone, a webinar hosted by Safe Routes to Schools Partnership. This webinar explored the arrival and dismissal observation protocols, school street activations, demonstration projects, and creative ideas to encourage more walking and rolling as it pertains to school access. This webinar will be helpful as the Town continues to observe and improve transportation issues for people of all ages and abilities.

James Baxter and Ernie Hernandez attended the NC Fire Prevention School in Carolina Beach. Mr. Baxter attended the basic courses, which offered general information on general fire precautions, building code for the fire code official, electrical hazards, means of egress, motor-fuel dispensing facilities, and more. Mr. Hernandez attended the intermediate courses, which offered a mixture of general and technical information from the code and addressed material used daily by Fire Inspectors. Topics included breweries and distilleries, interior finishes and decorations, fire alarm systems, fire service features, alternative fire suppression systems, and more.

Ms. Ernst attended the NFIP 101 Training II hosted by the NC Department of Public Safety. This online class taught students how to navigate the Flood Risk Information System (FRIS) and applied scenarios using the FRIS that would be likely for Floodplain Managers. The course also provided an in-depth review of other training opportunities and resources for those interested in learning more about floodplain management.

Ms. Lacer, Ms. Ernst, and Ben Watts attended the NC Green Growth Toolbox training hosted by the NC Wildlife Resources Commission. The Green Growth Toolbox is a resource for planners created by the NC Wildlife Resources Commission that provides statistical data and case studies, as well as best practices for development that protects wildlife habitat and supports environmental initiatives such as stormwater runoff reduction.

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

## Planning Board Meeting Summary

The Planning Board met on March 28, 2023, and heard the following items:

1. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of M-F, Multifamily Residential District and CD, Conservation District for a 20.35-acre area located off Chapel Loop Road.
2. Discussion of Potential Zoning Text Amendment – Staff led a discussion with the Planning Board about draft language related to tree regulations, tree protections, and clear cutting.

The Planning Board’s next meeting is scheduled for April 25, 2023, at 6 p.m.

## Board of Adjustment Meeting Summary

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

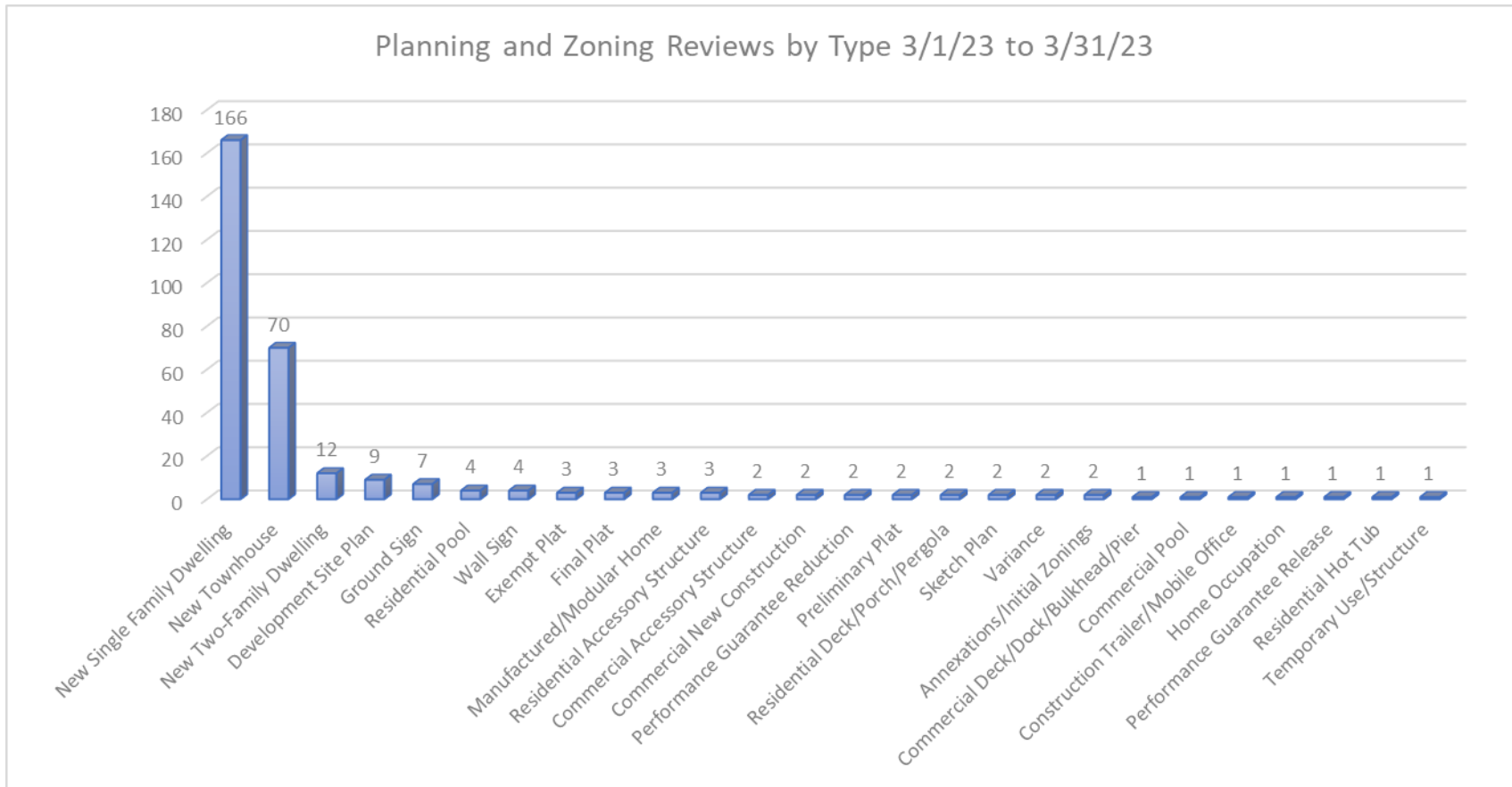
## Current Planning Update

### TRC Report

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

1. Development Site Plan for the Ocean Gate Roundabout – Proposal for street and intersection improvements to Ocean Gate Plaza at New Pointe Boulevard.
2. Site Specific Plan for Brunswick Forest Phase 9 Section 6 (“Ibis Roost”) – Proposal for 308 single-family detached lots on 270.65 acres off Green Spring Boulevard.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
8	0

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Beckington Townhomes</b>			
Surety Bonds	2	\$607,396.56	\$0.00
<b>Bellamy Place</b>			
Cash Bonds	1	\$1,037,615.00	\$0.00
<b>Bishops Ridge</b>			
Cash Bonds	1	\$444,394.56	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	16	\$3,769,589.95	-\$2,288,716.52
<b>Charleston Commons</b>			
Cash Bond	2	\$171,460.62	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
<b>Ibis Landing</b>			
Surety Bonds	1	\$241,656.88	\$0.00
<b>Jackeys Ridge</b>			
Cash Bonds	2	\$895,871.39	\$0.00
<b>Leland Corners</b>			
Surety Bonds	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$0.00
Surety Bonds	3	\$1,727,883.96	\$1,435,391.26
<b>Mill Branch at Spring Hill</b>			
Surety Bonds	2	\$507,077.00	\$0.00
<b>Night Harbor Dr</b>			
Cash Bond	1	\$7,650.00	\$0.00
<b>Seabrooke</b>			
Cash Bonds	1	\$144,035.00	\$0.00
<b>Sessoms Way</b>			
Letters of Credit	1	\$55,505.00	\$0.00
<b>Summer Bay Villas</b>			
Surety Bond	1	\$33,795.00	\$0.00
<b>Tara Forest</b>			
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

Economic Development: Staff attended the I.N.V.E.S.T Community Partner Meeting at the Leland Center just outside the Leland Innovation Park to learn about a program designed to support small and micro-business in the Cape Fear region, specifically historically underutilized and minority businesses, veteran owned businesses, and businesses owned by those with a disability.

Community Development: Staff held multiple meetings regarding the CDBG-NR grant to discuss next steps for the administration of the project and utility needs for the project sites.

### Transportation Planning Update

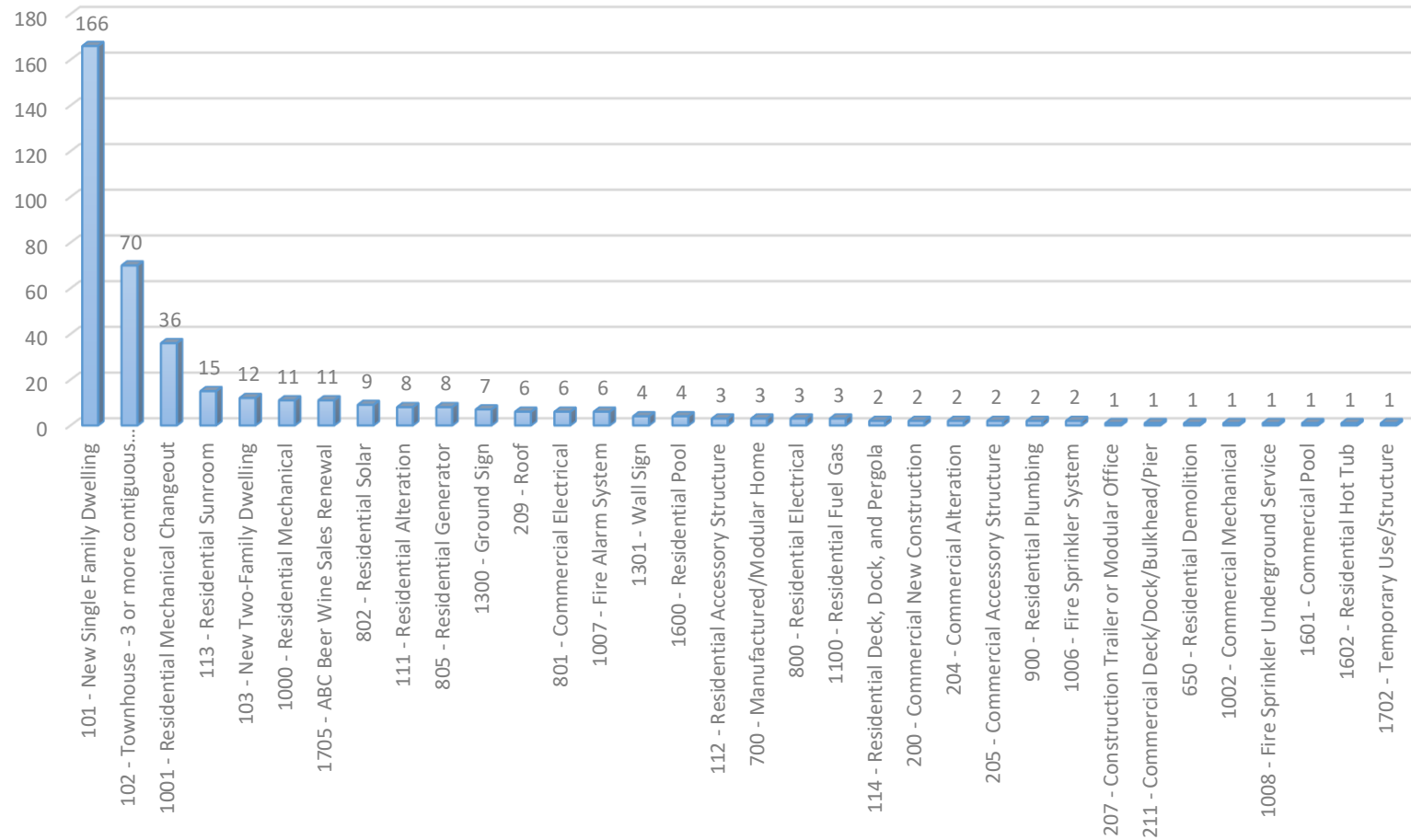
Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for developments in the Town. Ms. Lacer also attended the monthly WMPO Technical Coordinating Committee meeting. The Leland Resilient Routes Project continued, and the Safe Streets and Roads for All Safety Action Plan project started this month.

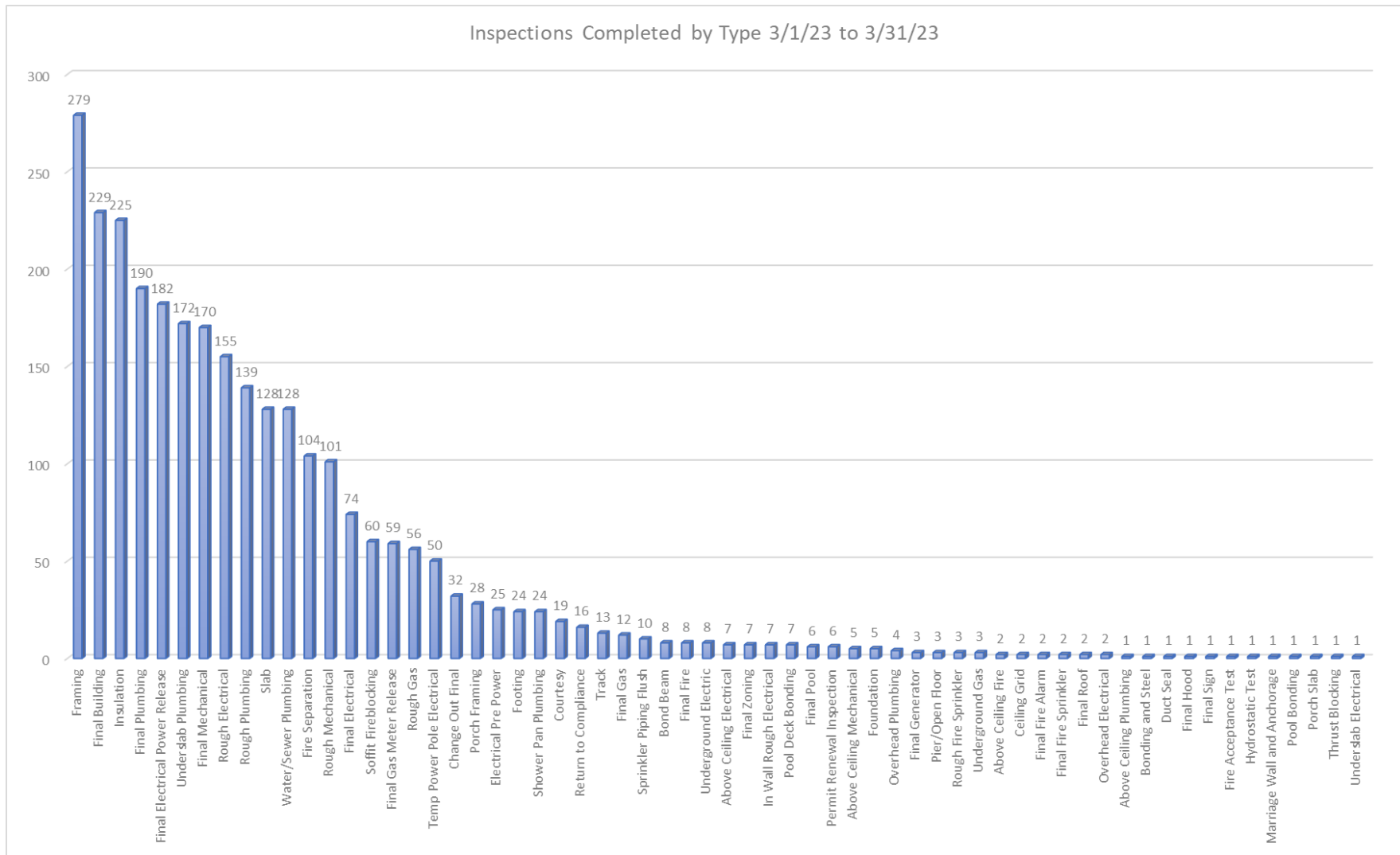
Upcoming NCDOT managed roadway projects for the Leland area include three projects with let dates in 2023: Widen NC 133 from US 17/74/76 to Old River Road, Brunswick 181 over Sturgeon Creek on SR 1437 (Old Fayetteville Road) (Previously 17BP.3.R.84), and I-140 - US 17 to north of US 74 pavement rehab.

### Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
411	2,818	\$38,807,945

Permits Issued by Type 3/1/23 to 3/31/23







## Code Enforcement Update

### Case Summary

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	2	13	10	2	27
Cases Closed	3	16	19	4	42
Active Cases	5	29	29	6	69

## Department News

On March 16, Creative Economic Development Consulting made a presentation of the draft Economic Development Strategic Plan to Town Council and the Economic Development Committee. After this meeting, Creative edited the draft Strategic Plan to reflect many of the suggestions made at this meeting as well as staff comments. On April 3, Creative held a meeting with the focus group to review the edited draft and receive additional comments before finalizing the plan. On April 20, Council will consider adoption of the Strategic Plan.

## New Businesses

- **Chicken Salad Chick** will hold a ribbon cutting ceremony and grand opening on April 12 at 9:30 a.m. The owners of the popular Wilmington location in The Forum are opening their second location at 503 Olde Waterford Way, Suite 104.

## New Construction/Development

- Construction is underway at 1007 Olde Waterford Way on a two-story, 5,000 square-foot clinic for **Coastline Therapy Group**. **Coastline** offers physical therapy, speech therapy, and occupational therapy for pediatrics through Medicare age patients. **Coastline** has three other locations, two in Wilmington and one in Burgaw.

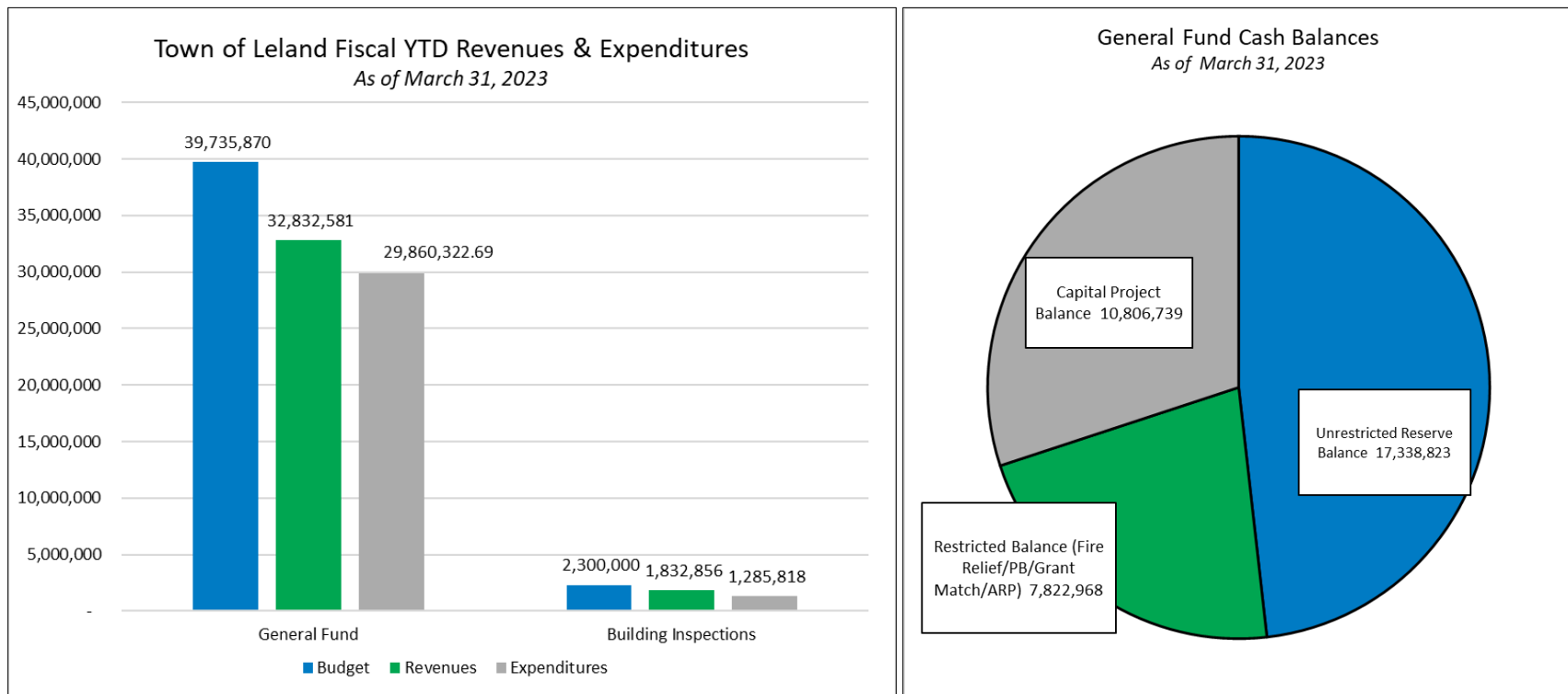
## Economic Development Committee Meeting Summary

The Economic Development Committee held a joint meeting with Town Council on March 16 to hear a presentation of the draft Economic Development Strategic Plan. The next meeting is scheduled for April 13 at 6 p.m.

## Department News

Ms. Hagg and Ms. Newton continued work with the new budget software vendor, which will greatly improve the Town’s financial transparency. The department plans to launch this by the end of the fiscal year. Ms. Glick was promoted to Purchasing Coordinator. Ms. Hagg received training through the North Carolina League of Municipalities (NCLM) on revenue projects for FY23/24. Ms. Newton, Ms. Glick, and Ms. Meadows attended a lunch and learn through NCLM to learn about insurance premiums in the upcoming year.

## Dashboard

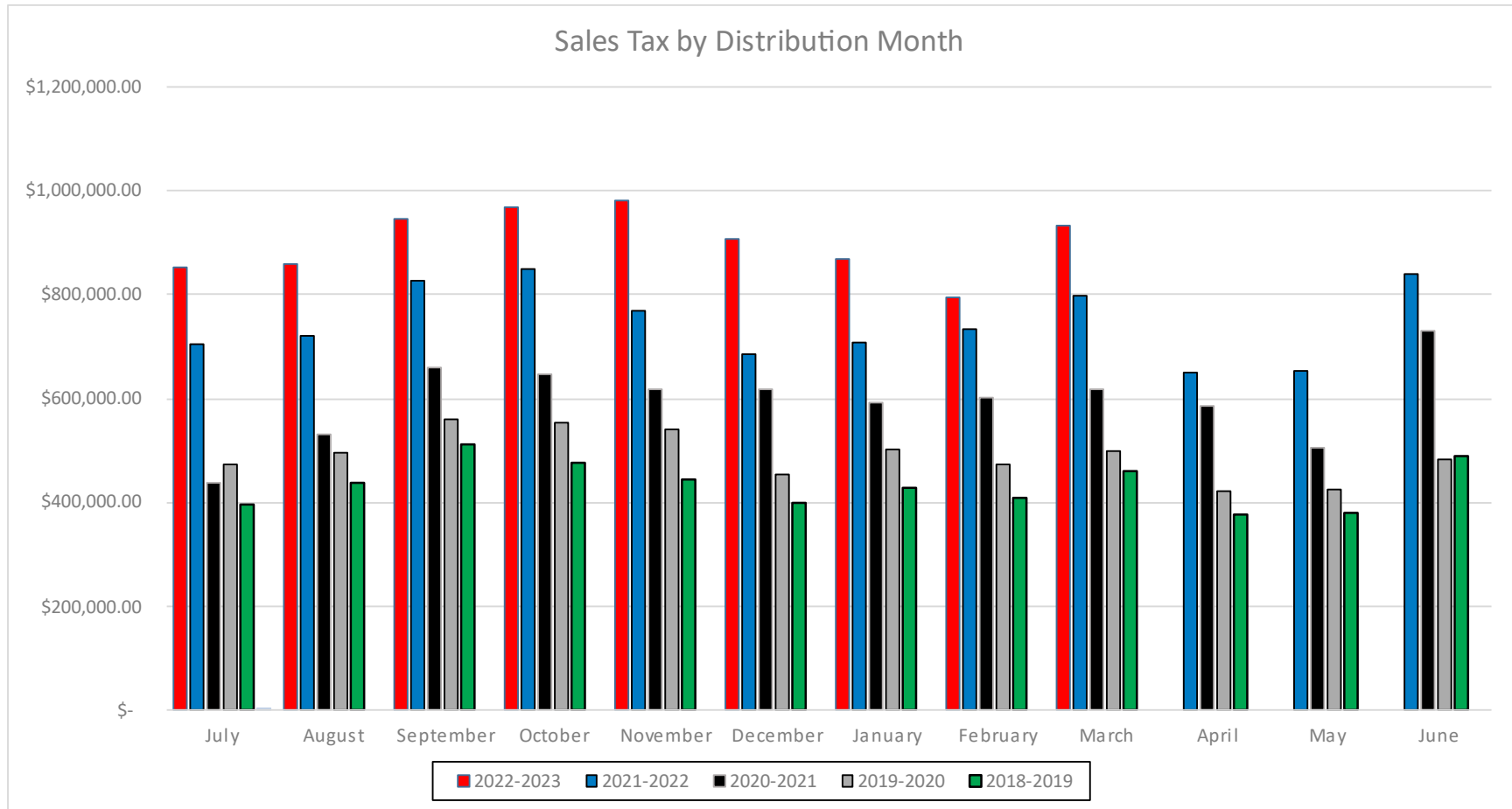


## Financial Budget to Actual Report – March 31, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>30,190,000</b>	<b>39,735,870</b>	<b>1,642,517</b>	<b>32,832,581</b>	-	<b>6,903,289</b>	<b>17.37%</b>
Governing Body	265,000	265,000	11,678	184,527	15,999	64,474	24.33%
Administration	1,830,000	1,830,000	108,539	1,360,948	29,817	439,235	24.00%
Information Technology	1,735,000	1,747,000	121,123	1,170,239	245,775	330,987	18.95%
Human Resources	420,000	420,000	29,041	220,697	19,057	180,246	42.92%
Finance	915,000	915,000	50,509	583,497	1,454	330,050	36.07%
Planning	1,190,000	1,190,000	108,180	620,884	24,367	544,750	45.78%
P&R & Cultural Arts	1,095,000	1,095,000	80,079	799,719	20,816	274,465	25.07%
Fleet & Facilities	1,460,000	1,460,000	172,128	962,120	154,574	343,307	23.51%
Streets & Grounds	4,230,000	4,230,000	393,095	2,459,489	313,741	1,456,770	34.44%
Police	5,785,000	5,941,000	336,357	4,038,079	123,250	1,779,671	29.96%
Emergency Management	195,000	195,000	13,011	132,806	29	62,165	31.88%
Fire	6,690,000	6,690,000	372,867	4,507,278	251,998	1,930,724	28.86%
Debt Services	2,370,000	2,370,000	-	2,211,936	-	158,064	6.67%
Transfers	2,010,000	11,387,870	35,130	10,608,105	-	779,765	6.85%
<b>EXPENSES</b>	<b>30,190,000</b>	<b>39,735,870</b>	<b>1,831,737</b>	<b>29,860,323</b>	<b>1,200,876</b>	<b>8,674,671</b>	<b>21.83%</b>
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>315,688</b>	<b>1,832,856</b>	-	<b>467,144</b>	<b>20.31%</b>
<b>EXPENSES</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>169,733</b>	<b>1,285,818</b>	<b>235,425</b>	<b>778,756</b>	<b>33.86%</b>

## FY Sales Tax Distribution

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



## Grant News

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

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

Vendor: The Humphries Law Firm; Amount: \$885,000; Description: Lossen Lane Property Acquisition

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in March.

## Audit Committee Meeting Summary

The Audit Committee did not meet in March.

## Department News

The department is currently working with vendors to order inventory for the new Leland Store. Staff is working with all departments to assist with the budgeting of new positions as well as reviewing compensation for current positions. The department is currently working on the fall schedule for Leland University. The 2023 Annual Performance Review process kicks off in April.

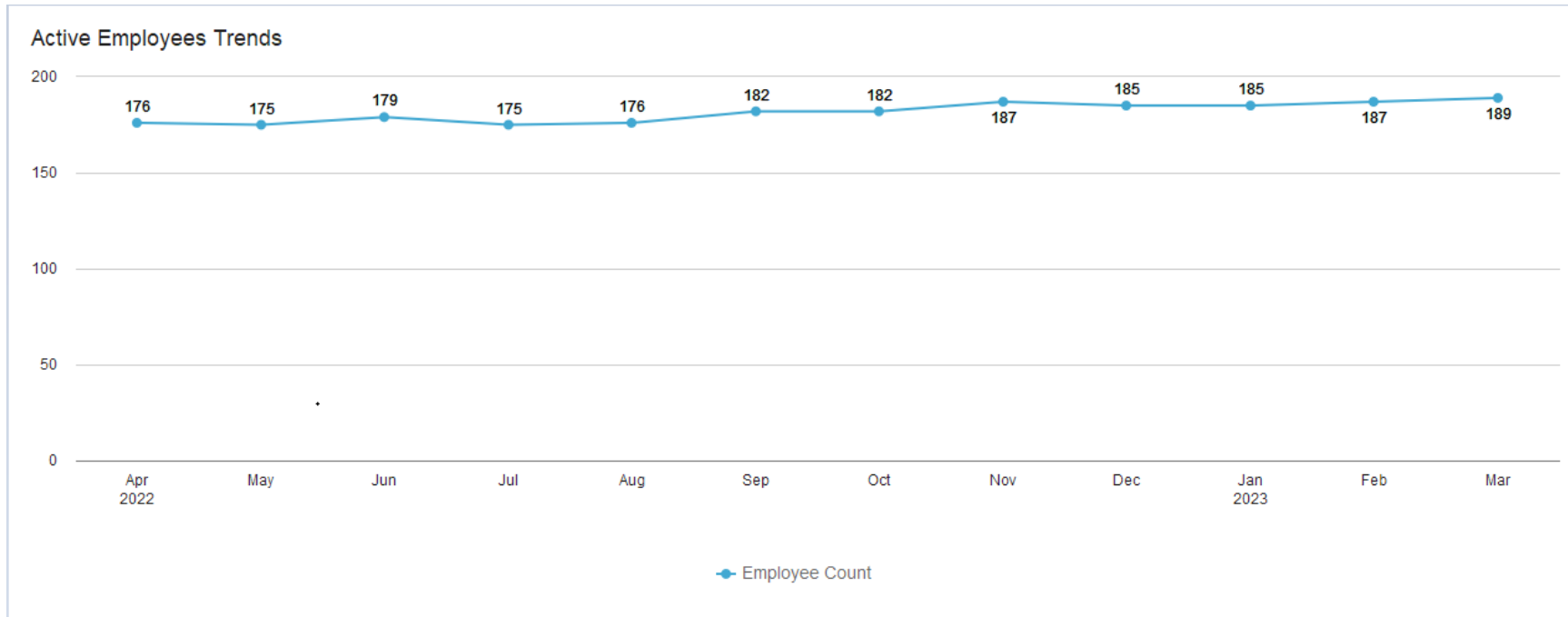
## Workers Comp Data

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
Brian Utt	Public Services	Promotion	3/4/2023	Custodian II	Custodian I	Custodian II
Nicholas Albosta	Fire	New Hire	3/6/2023	Firefighter		
Craig Blasingame	Fire	New Hire	3/6/2023	Firefighter		
Joseph Reshetar	Fire	New Hire	3/6/2023	Firefighter		
Joshua Fleming	Fire	New Hire	3/6/2023	Firefighter - PT		
Mark Cooper	Planning	New Hire	3/6/2023	Code Enforcement Officer		
Mac Hampson	Inspections	Termination	3/7/2023	Building Inspector I - Probationary		
Karl Keefe	Public Services	Resignation	3/23/2023	Streets Supervisor		
Adrianna Weber	Public Services	Resignation	3/24/2023	Engineering Technician II		

### Headcount (FT and PT Employees) April 2022 – March 2023



**Headcount** ⓘ  
**189**  
As of March 2023

**Hired** ⓘ  
**54**

**Termed** ⓘ  
**39**

**Growth Rate** ⓘ  
**8.6%**

**Turnover Rate** ⓘ  
**21.5%**

**Average Tenure** ⓘ  
**3.9**  
(Years)



## Turnover Data April 2022 – March 2023

### Full Time Turnover



### Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

## Department News

The department’s current priorities involve completing projects tied to the FY22/23 budget. In the coming months, staff will continue focusing on infrastructure installations and upgrades.

## Major Work Priorities

- Prewiring infrastructure at new Fire Station 51.
- Incident Action Plan software implementation for Emergency Management.
- Station Alerting System implementation at Fire Station 53.
- LaserFiche content management migration.
- Planning for stormwater infrastructure GIS data consolidation.

## Projects Completed

- 8 employees onboarded/offboarded.
- Townwide copier equipment refresh.
- Security camera installation at Fire Station 52.

