



STAFF REPORTS

April 2024 Regular Meeting

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Department News

Staff processed 225 requests for service in March and closed 211 of them (94%).

Facilities Custodial Supervisor Demetrius Hill and Streets Maintenance Technician I Conner Gillikin joined the department in March.

Streets Maintenance Technician Shannon Faircloth received his Confined Space certification.

Current staff vacancies are Facilities Maintenance Supervisor.

Streets Updates

Work Priorities and Initiatives

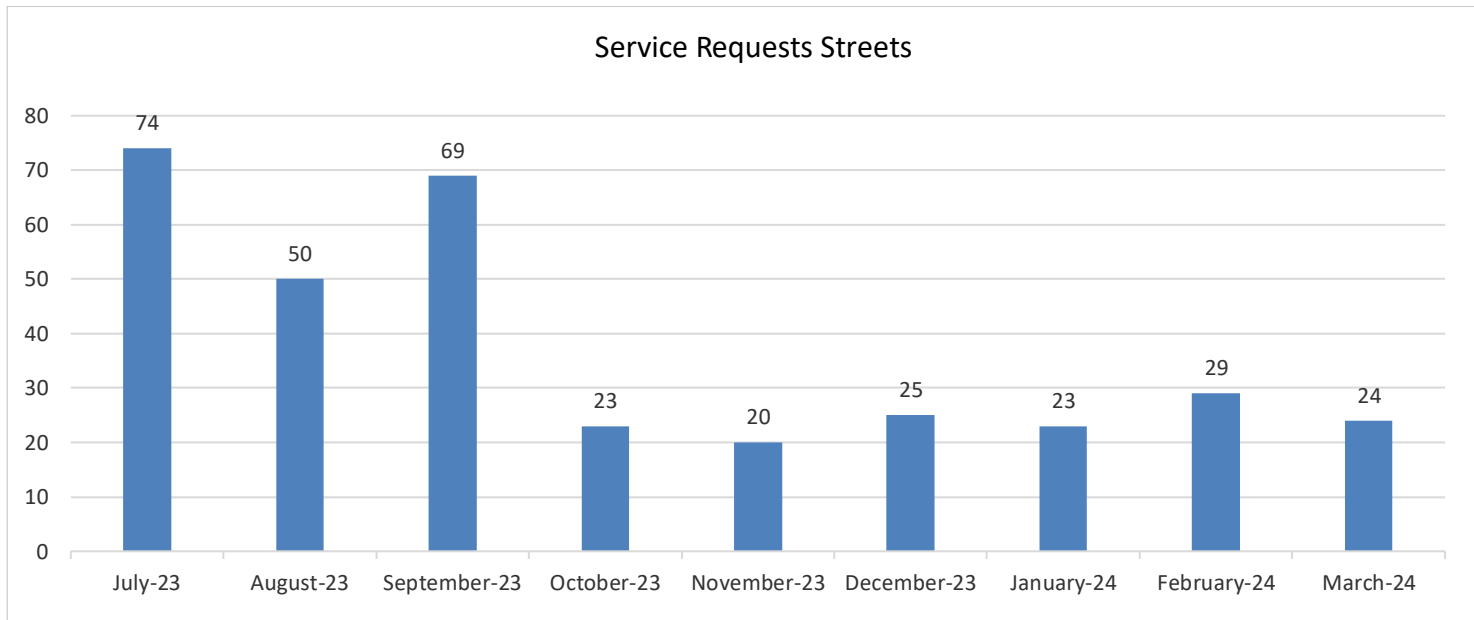
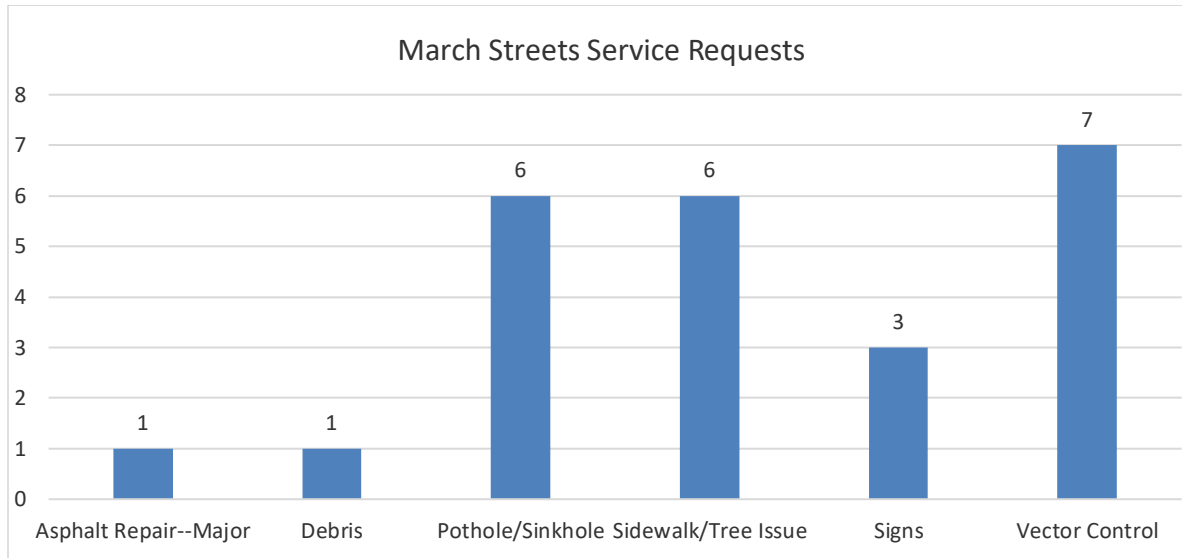
- Staff will be focused on hot mix asphalt repairs throughout Town for the next several weeks. These repairs include removing deteriorated asphalt roadway sections, repairing and regrading subgrade where necessary, and repaving with hot mix asphalt. Locations include Magnolia Greens, Picket Ridge, and Ocean Gate, among others.

Projects Completed

- Staff completed removing and replacing the damaged sections of sidewalk and curb on Grandiflora Drive in Magnolia Greens.
- Staff completed the repairs of certain sections of sidewalk in Magnolia Greens.
- Staff completed specialized sidewalk repairs in Brunswick Forest.
- Staff completed an extensive project repairing and repaving damaged sections of Kay Todd Road.

Work Order Summary

- Streets processed 24 work orders in March, with the majority being vector control (7), pothole/sinkhole (6), and sidewalk/tree issue related (6).
- Streets completed 18 work orders in March, with an approximate expense of \$63,500 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$28,900).



Grounds Updates

Work Priorities and Initiatives

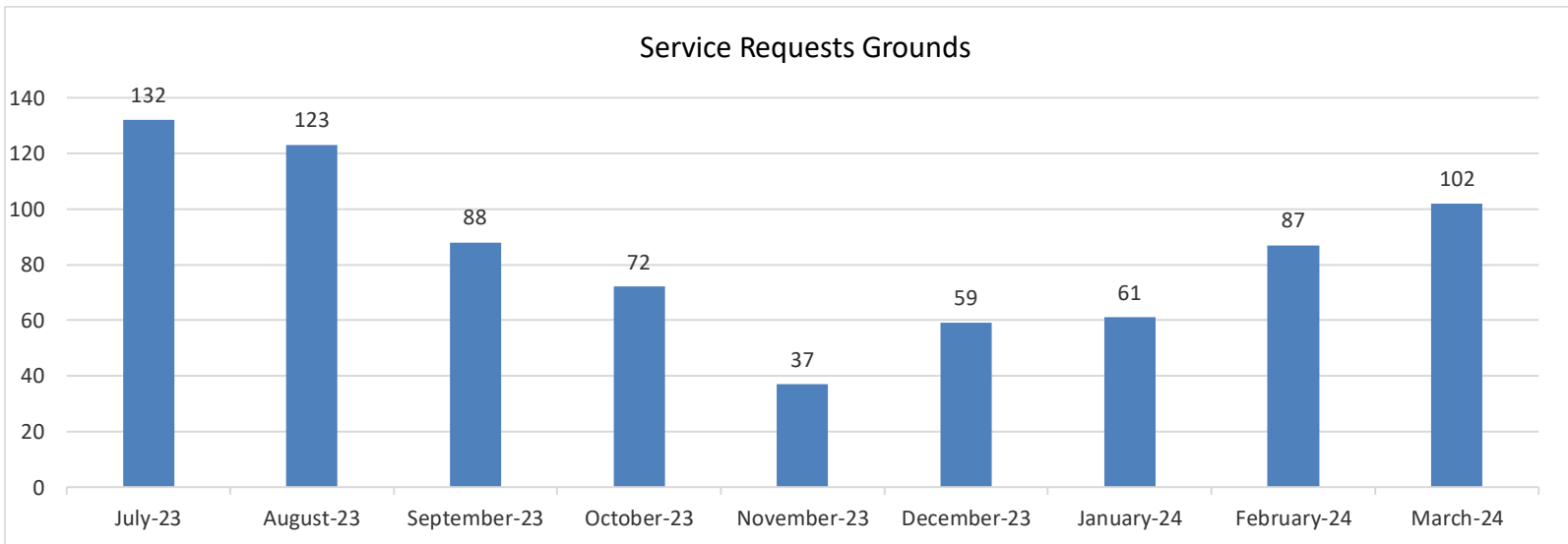
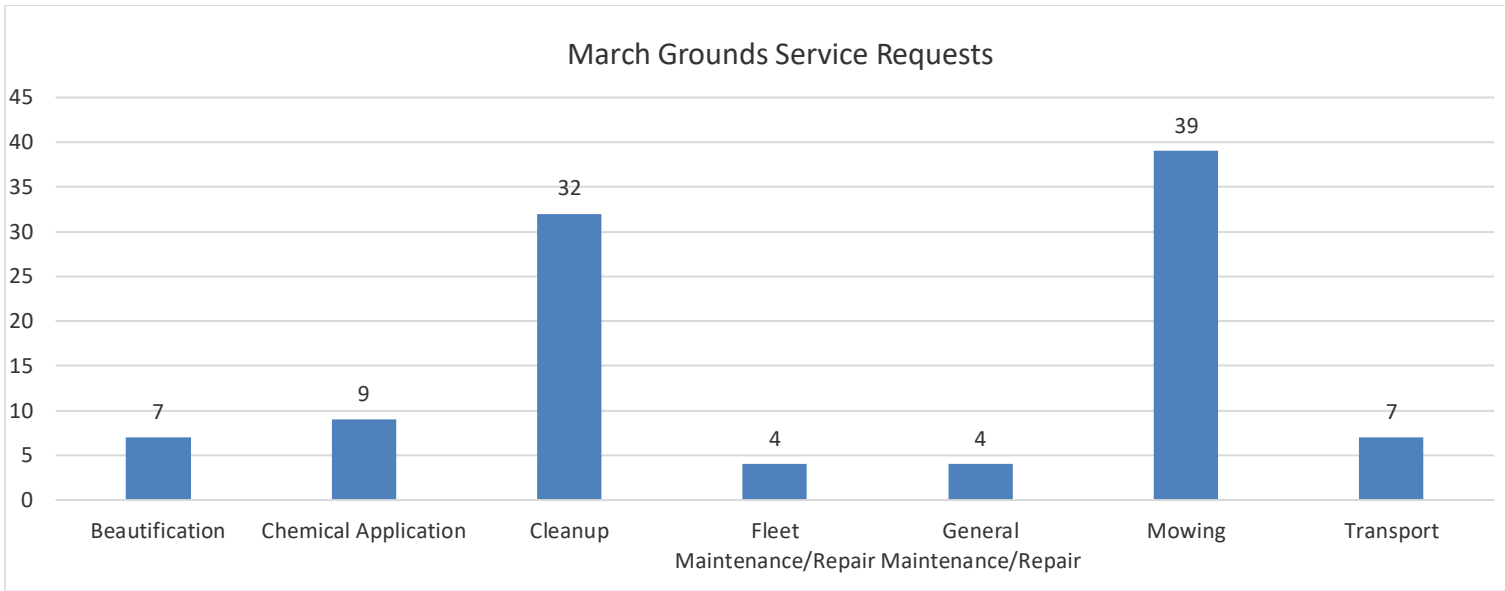
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will begin the weekly lawn and maintenance schedule at all Town properties and parks.
- Staff will continue to install mulch in Town parks, at Town Hall, and at other Town-owned properties.
- Staff will begin to replace annuals at Town Hall and the Village Road islands in April.
- Staff will prepare the inclines at the diverging diamond for mulch.
- Staff will continue to repair boards on the walking path and bridge at Westgate Nature Park as needed.

Projects Completed

- Staff repaired damaged boards along the bridge to the classroom at Westgate Nature Park.
- Staff installed three bat houses at the end of the walking path at Westgate Nature Park, which were donated by a local Girl Scout troop.
- Staff installed EWF playground mulch at Westgate Nature Park.
- Staff repaired part of the irrigation system at Fire Station 51, which was damaged by sub-contractors installing fiber optic cable along Andrew Jackson Highway.

Work Order Summary

- Grounds processed 102 work orders in March, with most of them being mowing (39), cleanup (32), and chemical application related (9).
- Grounds completed 101 work orders in March, with an approximate expense of \$19,000 in labor, equipment, and materials to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

- Staff will be doing proactive maintenance on the HVAC system at Town Hall.
- Staff will be taking a training class on the HVAC systems.
- Staff will be reviewing the ability to monitor the Town Hall HVAC system through a software upgrade.
- Staff will develop and perform preventative maintenance on Town equipment (generators, compressors, and ice machines).
- Staff are rerouting compressor pipes and improving the lighting in the MOC warehouse.
- Staff will be reviewing generator power at Town Hall.
- Staff will be completing the labeling of all outlets and panels in the MOC warehouse.

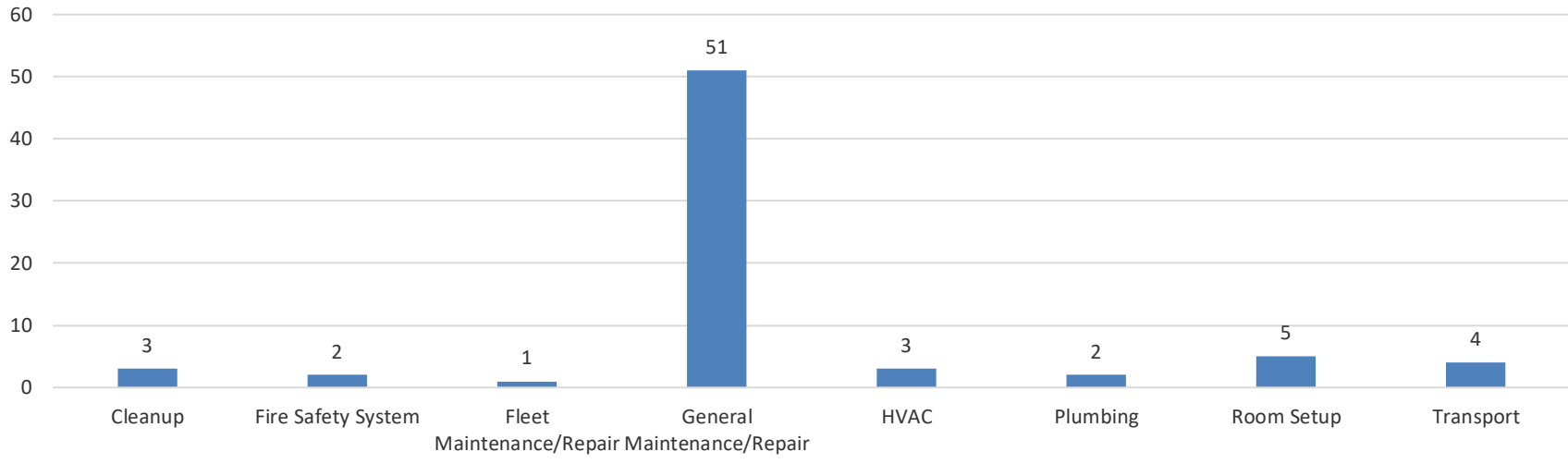
Projects Completed

- Staff worked with the contractor to complete the containment fence around the MOC area.
- Staff replaced circuit boards in Town Hall HVAC ceiling units and checked for leaks in the freon system.
- Staff conducted Town-wide inspections of handrails, doors, windows, and lights.
- Staff completed improvements to the electrical system and panels in the MOC warehouse.
- Staff completed forklift certification training.

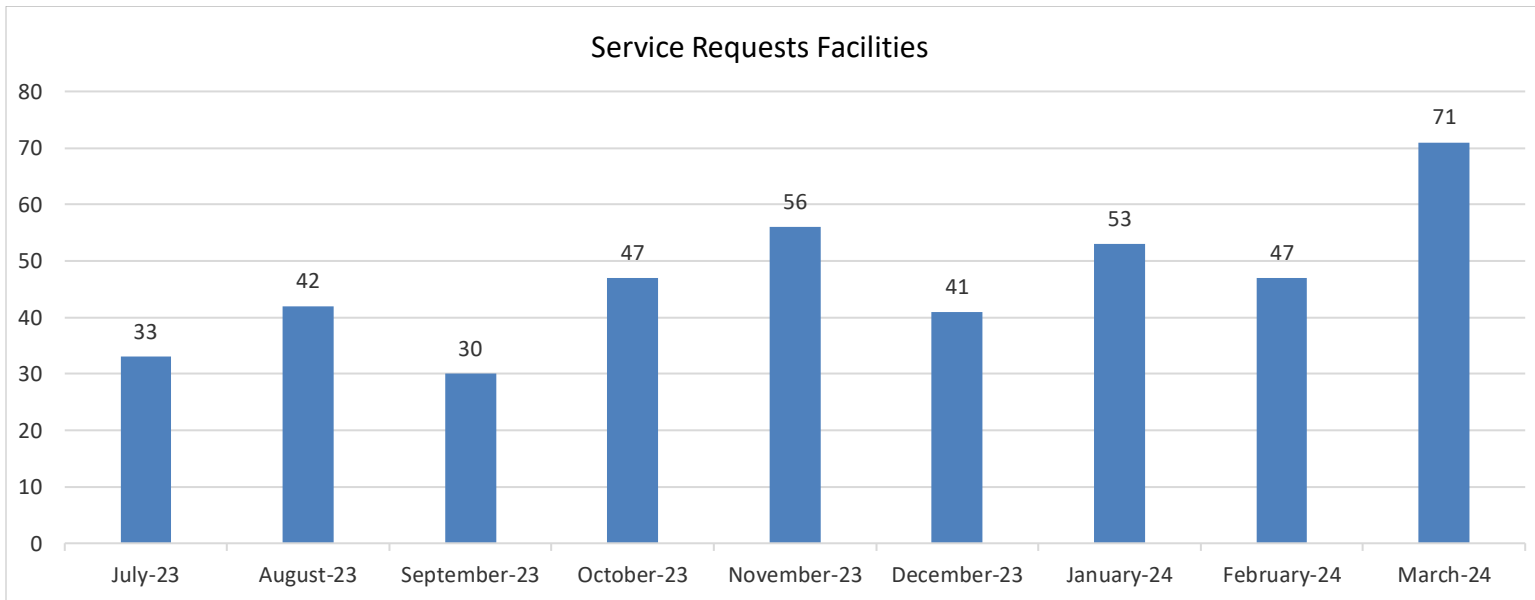
Work Order Summary

- Facilities processed 71 work orders in March, with most of them being general maintenance and repair (51) and room setup related (5).
- Facilities completed 64 work orders in March, with an approximate expense of \$11,400 in labor and materials.

March Facilities Service Requests



Service Requests Facilities



Fleet Vehicle Updates

Work Priorities and Initiatives

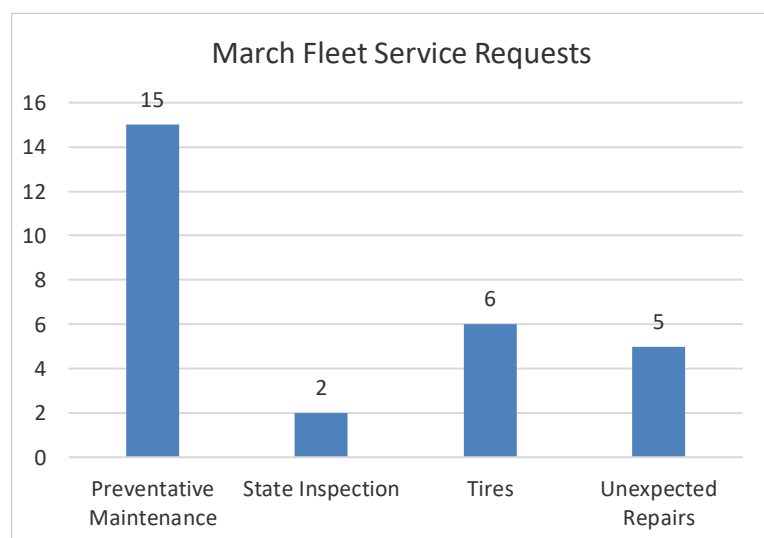
- Staff are working with Police staff to sell 8 used vehicles on GovDeals.
- Staff are working with Fire staff to sell a boat and trailer on GovDeals.
- Staff are working on safety recalls on 6 Town vehicles. Repairs are waiting on parts.
- Staff are working on departmental performance/metrics for FY24/25.

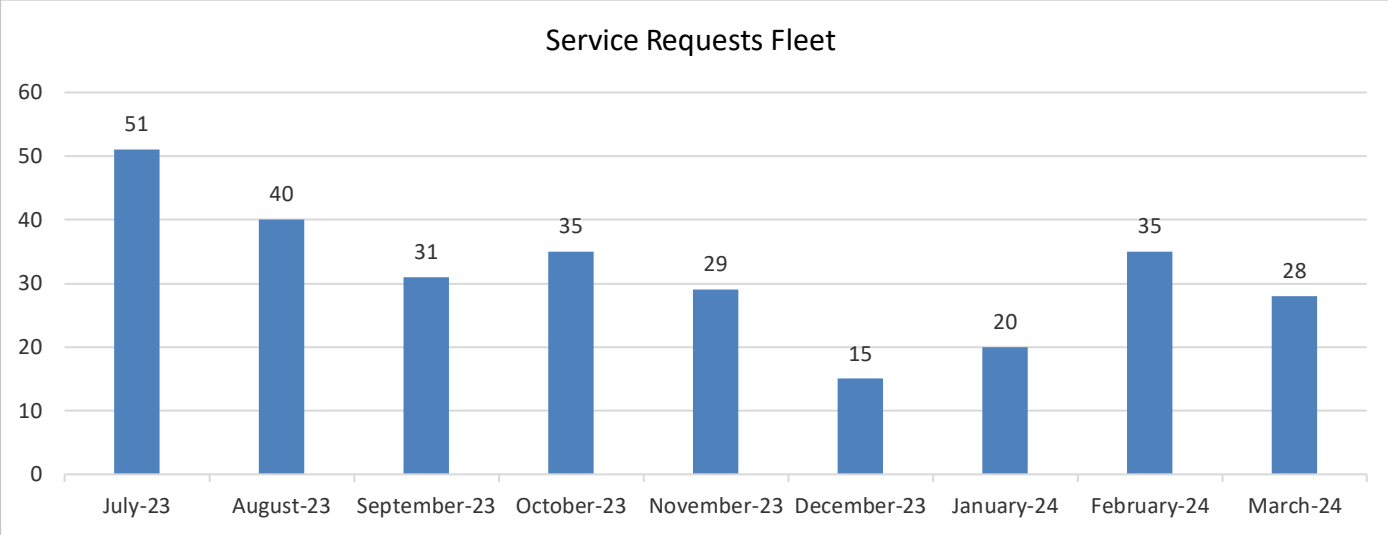
Projects Completed

- Staff sold a Streets backhoe on GovDeals for \$18,200 and a Police animal control box for \$575.

Work Order Summary

- Fleet processed 28 service requests in March for an approximate expense of \$6,000. Of these, 15 were for scheduled preventative maintenance for about \$1,800.





Department News

Molly Prosser and Karen Pangting joined the department as Senior Recreation Specialists. Staff are busy planning the fall/winter 24/25 schedule in preparation for its release late summer, in addition to looking ahead and projecting new and exciting things to plan for the opening of Founders Park in the winter of 2025.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in March. The next meeting is scheduled for May 1, 2024.

Upcoming Events

April 2-25 – Gallery – Kamila Blessing, Susan Pfeffer, and Kris Schepmann

April 4, 8 a.m.-2:30 p.m. – Leland Life Science and Medical Technology Summit, LCAC

April 6, 12-2 p.m. – Gallery Reception, LCAC

April 11, 5-9 p.m. – DREAMS – Dance Theater, LCAC

April 12, 7-10 p.m. – Swing Dance, LCAC

April 15, 8 a.m.-4 p.m. – American Red Cross Blood Drive, LCAC

April 17, 9 a.m.-12 p.m. – Leland We Don't Know Tour, LCAC

April 20, 10 a.m.-1 p.m. – Earth Day Celebration, LCAC

April 24, 9-11:30 a.m. – Kayak – Eagles Island

Parks, Recreation, and Cultural Resources Updates

Spring has brought many colorful opportunities for artistic expression within programs at the LCAC. Due to inclement weather, the annual Egg Hunt was held indoors at the LCAC on March 23. More than 350 children and adults made their way through the gallery and multipurpose room to gather eggs, create colorful crafts, and meet the Easter Bunny. The Spring Artisan Market submissions have started being juried and staff will be reaching out to those selected very soon. The Town will host its first Life Science and Medical Technology Summit at the LCAC on April 4.

Social Media Update

- PRCR Facebook Highlights (March 1 – 31, 2024)
 - Followers/Likes – 5,923
 - Page reach – 6,328
 - Top post (Largest reach): “Let’s create a mural! Join us for a two-day workshop where young artists will discover the power of community through collaborative art! Together, we’ll craft a stunning mural that brings joy to our entire community. Don’t miss out on this exciting opportunity to make art and connections! Day 1: March 16, 2024, from 12:30 PM – 2:30 PM, Day 2: March 23, 2024, from 12:30 PM – 2:30 PM: Leland Cultural Arts Center Registration is not required but preferred. Register online or at the LCAC.”

- LCAC Facebook Highlights (March 1 – 31, 2024)
 - Followers/Likes – 5,010
 - Page reach – 13,005
 - Top post (Largest reach): “Spring into action with our exciting Session 2 programs! From boosting your fitness to exploring nature, expressing yourself through dance, pottery, painting, basket weaving, fibers, mixed media and capturing moments in photography, there’s something for everyone! Don’t miss out - there’s still time to register!”

- PRCR Instagram (March 1 – 31, 2024)
 - Followers/Likes – 1,813
 - Post reach – 542
 - Top post (Largest reach): “Get ready to immerse yourself in a world of environmental awareness, conservation, and fun-filled activities. Let’s learn, play games, and embrace the beauty of our natural world together! Don’t miss out on this interactive and educational event! See you there! Join us on April 20, 2024, from 10 AM to 1 PM at the Leland Cultural Arts Center for a celebration of our planet Earth!”

- LCAC Instagram (March 1 – 31, 2024)
 - Followers/Likes – 1,764
 - Post reach – 584
 - Top post (Largest reach): “Celebrating creativity and talent! Join us at the Leland Cultural Arts Center for the 2024 Youth Arts Month Gallery Showcase, featuring the vibrant works of young artists from Brunswick County. Youth Arts Month Gallery Showcase will be up: March 2 – March 28, Youth Arts Month Celebration and Awards Ceremony: Friday, March 22 from 7 – 9 PM”

Department News

In March, at least 374 people visited the front desk at Town Hall and 322 called the main phone line. 45% of the calls were for Planning and Inspections, 11% were for Police, and 10% were about the budget. 36% of the visitors logged were drop-ins, 20% had appointments, and 44% were for Police. The department facilitated responses to 55 contact forms submitted through the website. Ms. Jewell continued participating in regular weekly meetings with NCDOT and area PIOs regarding the Cape Fear Memorial Bridge preservation project. Ms. Jewell completed a two-day Leadership Challenge Workshop presented by the UNC School of Government.

Social Media Update

- Facebook Highlights (March 1 – 31, 2024)
 - Added 152 new page followers
 - Impressions – 74,351
 - Top post (Largest reach): “Traffic Alert: The Cape Fear Memorial Bridge is reopening ahead of schedule today, March 26. Work to reopen is expected to start at 7 p.m., but this process will take several hours to ensure safety for all. Don’t forget the westbound lanes from Wilmington into Leland will close April 8. Head to the NCDOT website for closure and route info <https://ow.ly/Uo2x50R24ST>”
- Twitter/X Highlights (March 1 – 31, 2024)
 - Impressions/Reach – 2.2K
 - Top tweet (Largest reach): “Please help us welcome our new hires!”
- NextDoor Highlights (March 1 – 31, 2024)
 - Impressions/Reach – 75,576
 - Likes/Comments – 144
 - Top post (Largest reach): “Please help us welcome our new hires!”
- Instagram Highlights (March 1 – 31, 2024)
 - Added 30 new page followers
 - Post impressions – 569
 - Top post (Largest reach): “The Leland Police Department and Leland Fire/Rescue have released their comprehensive annual reports for 2023! These reports highlight our unwavering commitment to transparency, accountability, and excellence in serving the community. Learn more about the annual reports under Town News at the link in our bio.”

- LinkedIn Highlights (March 1 – 31, 2024)
 - Added 26 new followers
 - Page views – 201
 - Post impressions – 4,083
 - Reactions/Comments/Shares – 104
 - Top post (Largest reach): “Please help us welcome our new hires! ✨”

Project Updates

- Created posts that resulted in more than 156,779 impressions across social media platforms.
- Continued promoting and preparing for the Leland Life Science and Medical Technology Summit, including creation of the event pamphlet and implementation of a social media advertising campaign.
- Coordinated, took, and edited headshots for new hires.
- Work with various departments to promote upcoming events and maintain up to date information on the Town website.
- Implementation of a comprehensive marketing strategy for proposed FY24-25 budget continued. This included ongoing content creation, revising and updating the [webpage](#), and managing numerous inquiries from the media and the public, among other things.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Leland 2045 Quarterly Update](#)
 - [Celebrate Spring with Leland’s Annual Egg Hop](#)
 - [Participate in Storm Drain Marking for Creek Week](#)
 - [Town of Leland Public Safety Annual Reports 2023](#)
 - [Review the Age-Friendly Strategic Plan at Open House Events](#)
- Port City Daily
 - [Leland seeks to fully utilize commercial land by altering ordinances](#)
 - [Public input wanted on next phase of Gullah Geechee Heritage Trail study](#)

- [The Agenda: Government meetings this week](#)
- [‘Can’t afford to leave’: Leland defers UDO amendment amid resident pushback](#)
- [The Agenda: In local government this week](#)
- WWAY
 - [Leland tries to find a balance between residents and resources](#)
 - [Police looking for pair accused of stealing vehicle from Leland 7-Eleven](#)
 - [Leland holding town council meeting, hopes to hear public comment on proposed budget](#)
 - [Tensions soar as livid Leland residents share thoughts on budget, lengthy meeting](#)
 - [Incoming apartment development in Leland plans even more units](#)
- WECT
 - [Neighbors speak out about proposed property tax increase in Leland](#)
 - [‘New phase of Leland’s existence:’ Leaders remain strong despite outrage over proposed tax rate increase](#)
 - [Leland finance director answers hot topic questions about proposed \\$56 million budget](#)
 - [‘Using the residents as its credit card’: Leland Town Council hears harsh feedback on proposed tax increase](#)
 - [‘That’s a big increase:’ Experts weigh in on Leland’s proposed 70% tax rate increase](#)
 - [Leland police: U.S. 17 reopened after wreck](#)
 - [Eastbound lanes of Cape Fear Memorial Bridge reopen ahead of schedule](#)
 - [Southbound U.S. 17 lanes reopen in Leland following crash](#)
- StarNews
 - [With limitations lifted, Belville is annexing again. Here's why Leland says not so fast](#)
 - [In Leland, a proposed major tax hike could transform the growing town. Here's what to know](#)
 - [Brunswick Today Newsletter: Noisy neighbors and a proposed tax hike](#)
 - [Cape Fear Memorial Bridge lanes to reopen ahead of schedule](#)
 - [Incoming apartment development in Leland plans even more units](#)
- WilmingtonBiz
 - [TD Bank Extends Its Local Footprint To Leland](#)
 - [Rezoning Could Bring 123 Townhomes To Growing Leland Corridor](#)

- North Brunswick Magazine
 - [Where Innovation Meets Discovery](#)
 - [Hop Over to Leland's Egg Hunt](#)

TDA Marketing

- Continued implementing revised Visit Leland social media strategy and analysis.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in March. The next LTDA meeting is scheduled for April 17, 2024.

Department News

Senior Officer Peters attended Advanced Traffic Crash Investigations training March 4-15 at the North Carolina Justice Academy. This course teaches officers how to interpret and analyze traffic crash evidence.

Animal Control Officer White attended Community Oriented Policing training March 4-6 at the North Carolina Justice Academy. This course is for personnel actively engaged in community policing initiatives within their agency.

Officer Crogan attended the Intox EC/IR II Operator Course March 11-15 at Cape Fear Community College. This course trains law enforcement officers on the operation of the breath testing instrument, and the applicable NC administrative codes, general statutes, and policies that govern evidential breath alcohol testing and implied consent offenses.

Senior Officer Marshall and Master Officer Guy attended First Line Supervision Training separately March 11-15 and March 18-22 at the North Carolina Justice Academy. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

Master Officer Robeson attended an Interview and Interrogation course March 11-15 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.

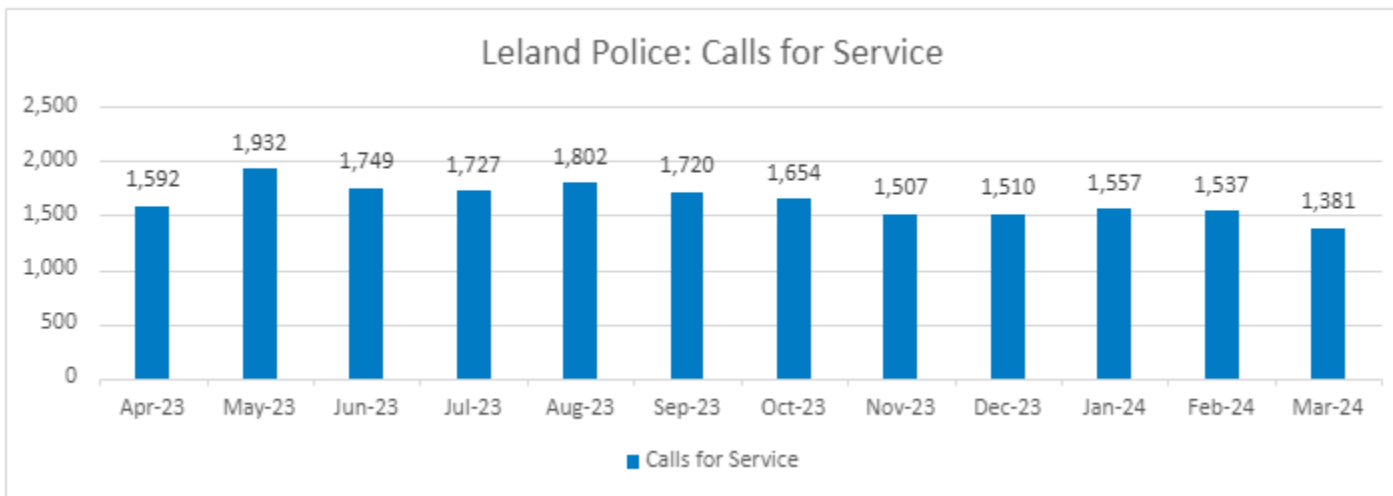
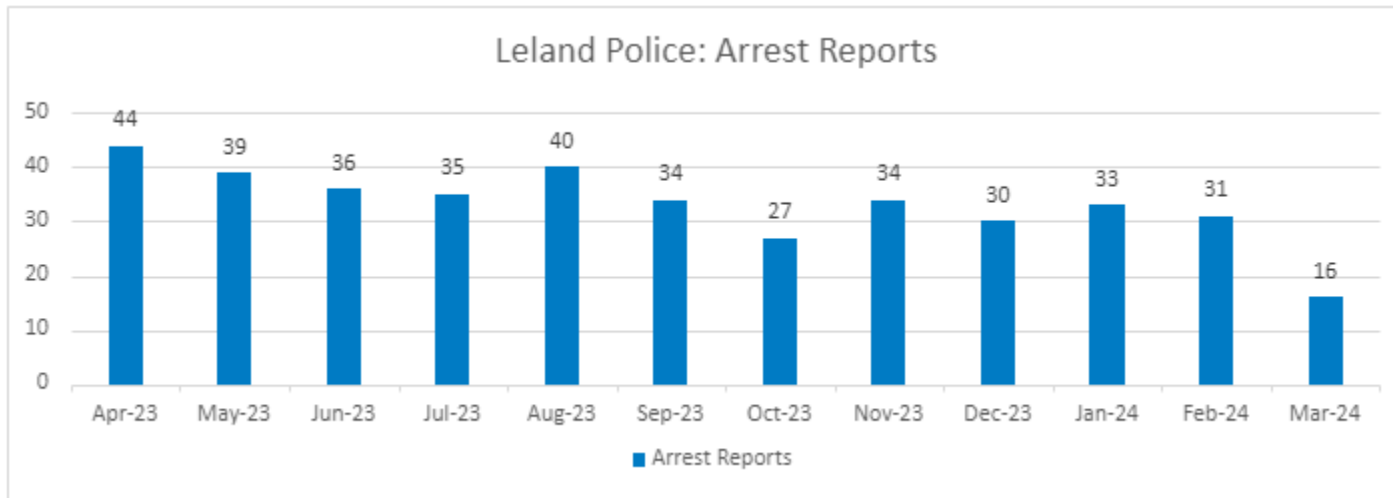
Makenzie Crumbaker attended the final session of the Law Enforcement Executive Program March 11-13 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives by enabling them to manage their most critical current and future challenges effectively.

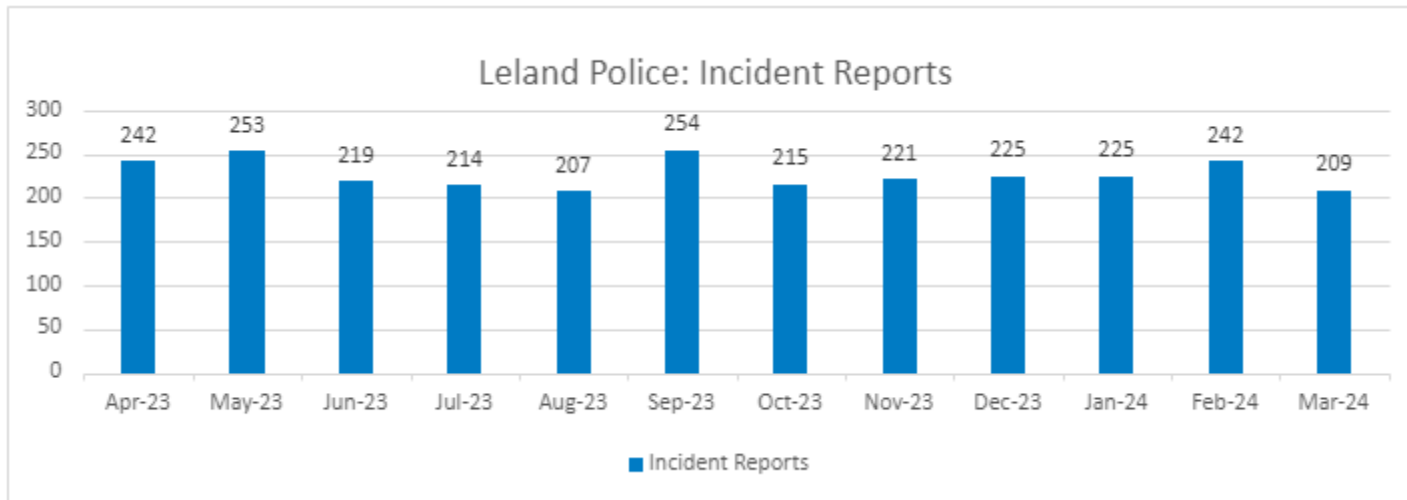
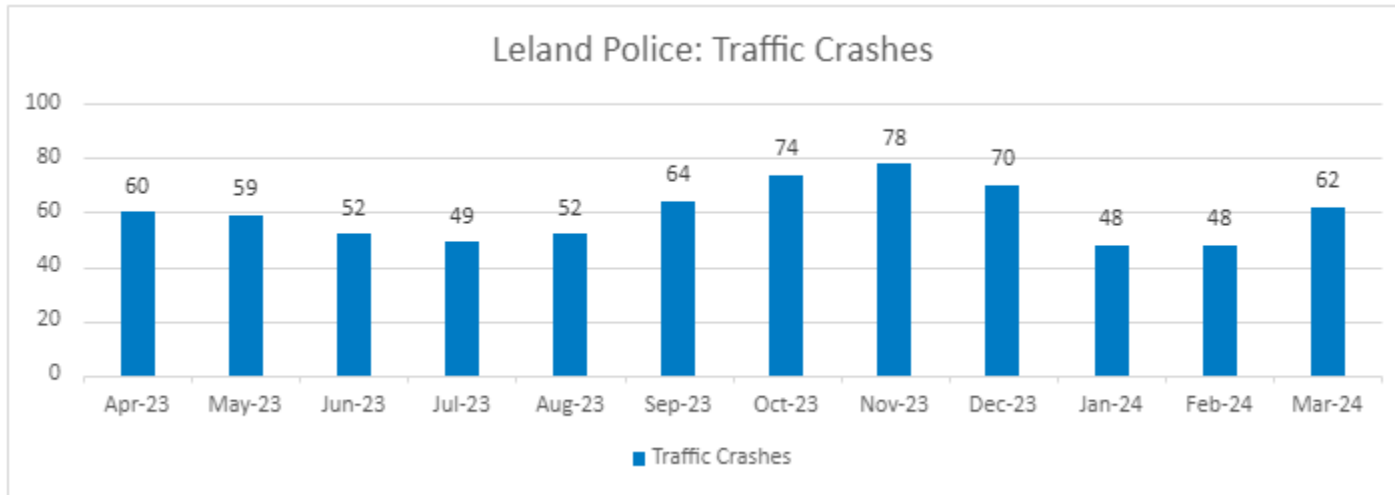
Master Officer Terry attended the INTOX Recertification class March 18 at the New Hanover County Sheriff's Office. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

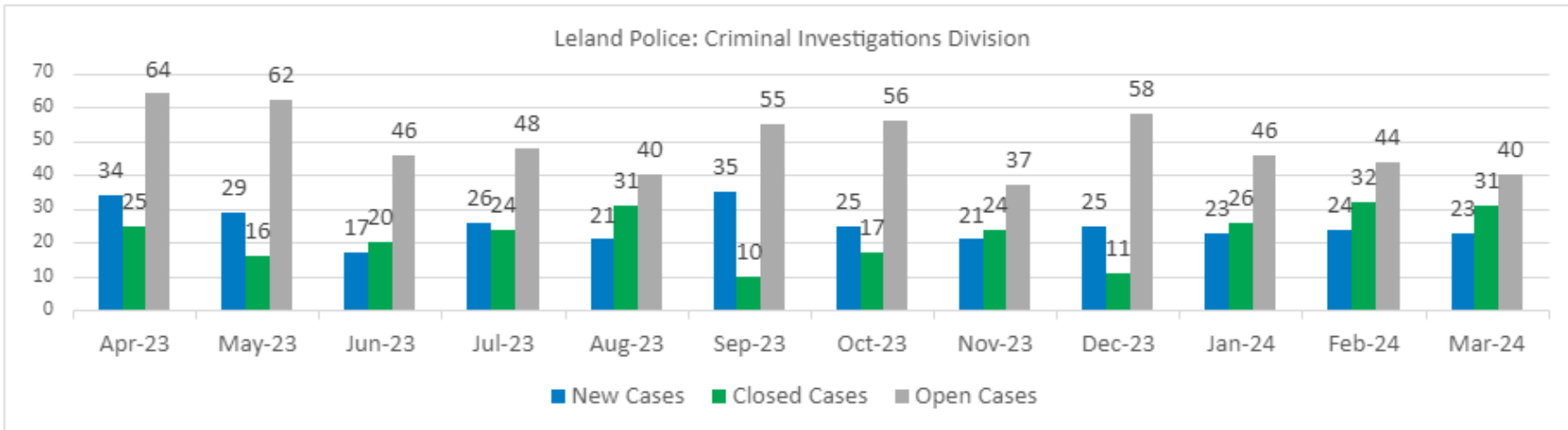
Master Officer Terry attended Gang Identification, Documentation, and Investigation training March 20-21 in Wilmington. This training teaches officers specifics related to gang activity and how to manage crimes involving gangs.

Diana Calderon attended the North Carolina Association of Property and Evidence Conference March 25-27 in Atlantic Beach. This conference is for employees who manage property and evidence.

Dashboard







Animal Services Report							
2024	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	26	1	12	11	2	1	3
Feb	31	2	5	7	2	0	4
Mar	25	2	0	1	5	0	4
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	82	5	17	19	9	1	11

Department News

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

- Assisted six citizens with child passenger seat checks or installations
- Assisted 25 homeowners with smoke alarm installations or battery replacements
- Conducted a station tour
- Conducted first aid training for Girl Scout Troop 1064

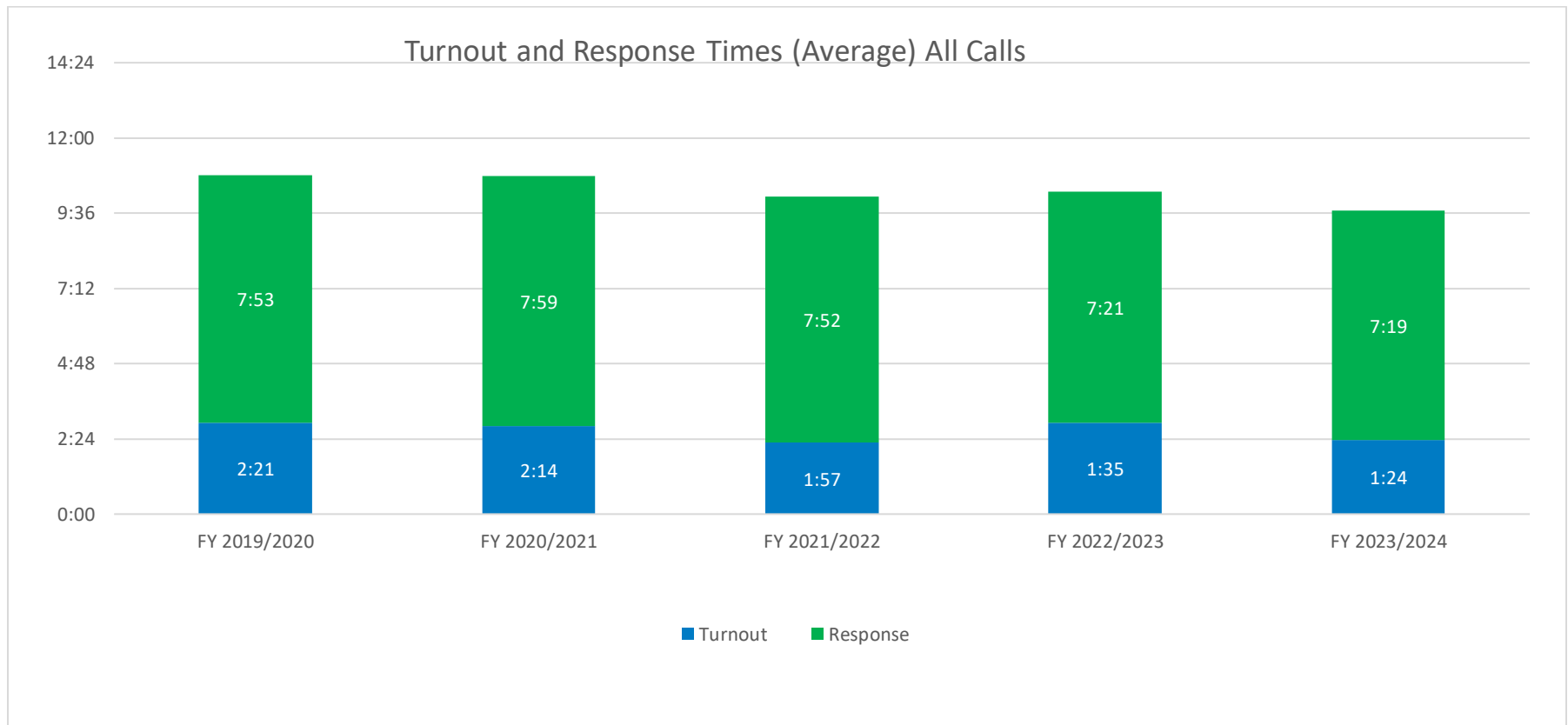
Garrett Yeager was promoted to Senior Firefighter and Robert Cannon was promoted to Senior Fire Apparatus Engineer.

The department partnered with Wilmington Fire Department to host a Technical Rescue Vehicle class. This focused on advanced techniques that members use for vehicle rescue following collisions. Members spent two days with hands-on training cutting the vehicles to accomplish different goals. This was excellent training for members and allowed the department to foster its relationship with Wilmington Fire Department members.

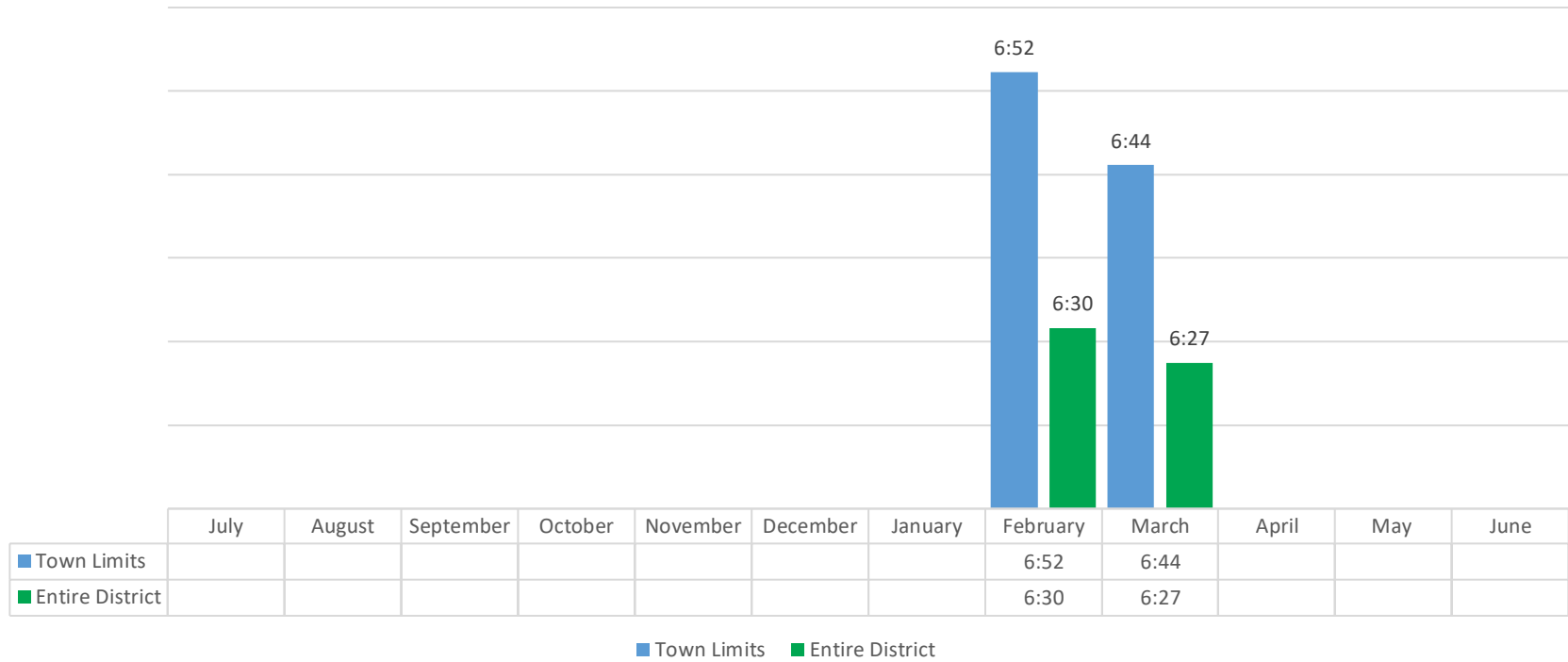
The department delivered the first of three classes in the Driver/Operator Pumps series. This covered the fundamentals of the fire pump, apparatus safety, positioning, and basic operations. Members took part in a lecture-style learning, followed by a hands-on portion. The driver operator plays a critical part on any structure fire and must be proficient in their pumping skills as other members' lives are dependent on it.

The department worked with Walex to provide community risk reduction by offering their staff fire extinguisher training. This allows the department to build community relationships and, in turn, create a safer environment for the community.

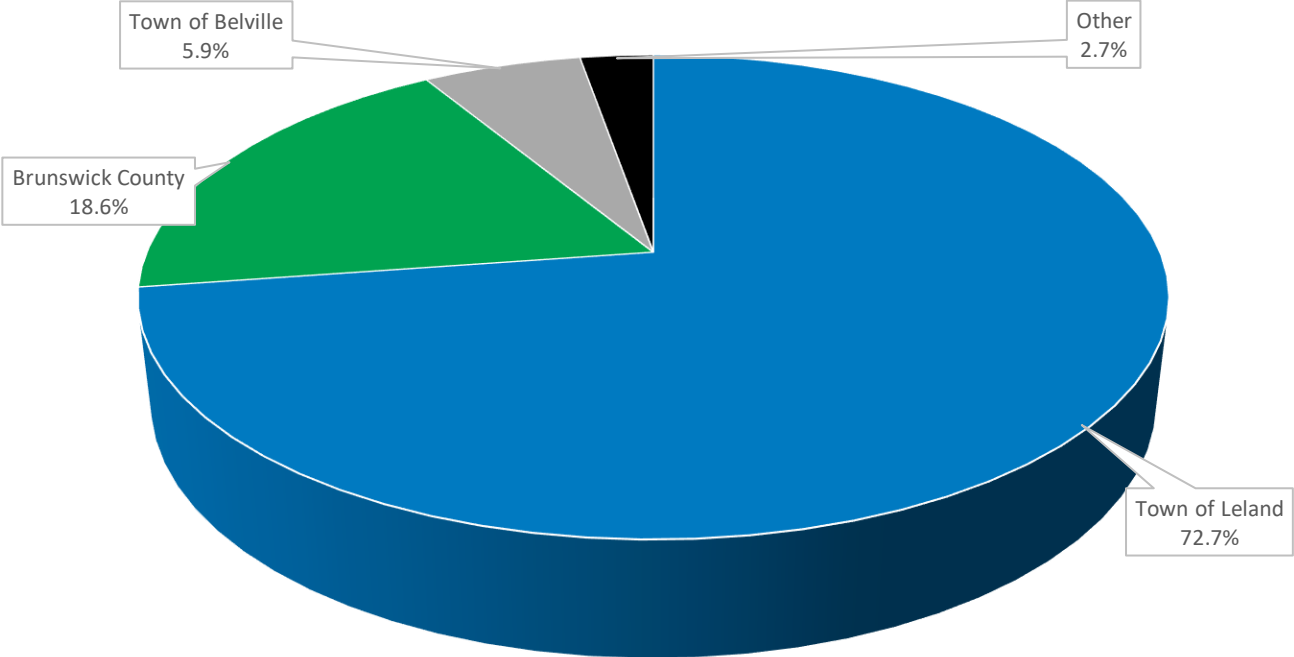
Dashboard



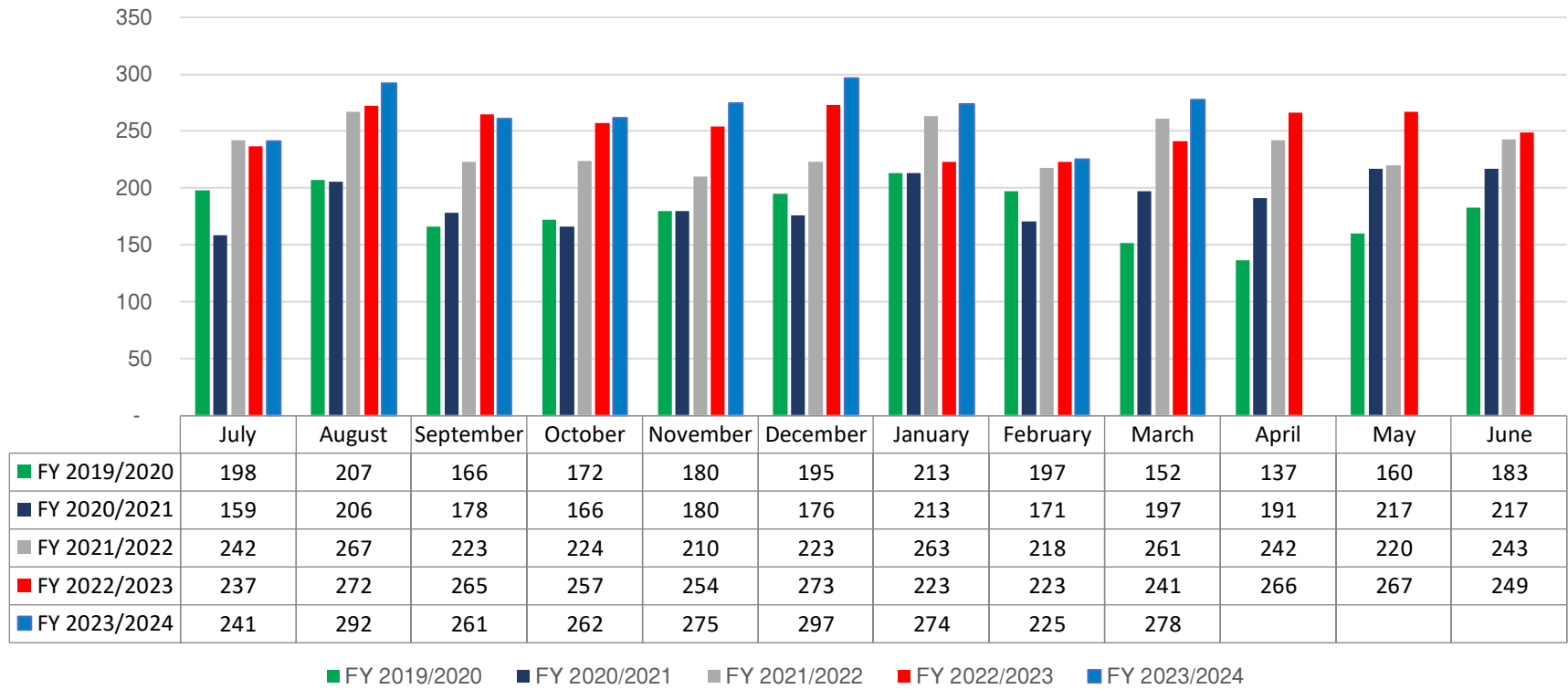
FY 2023/2024 Response Times (Average) Emergency Calls



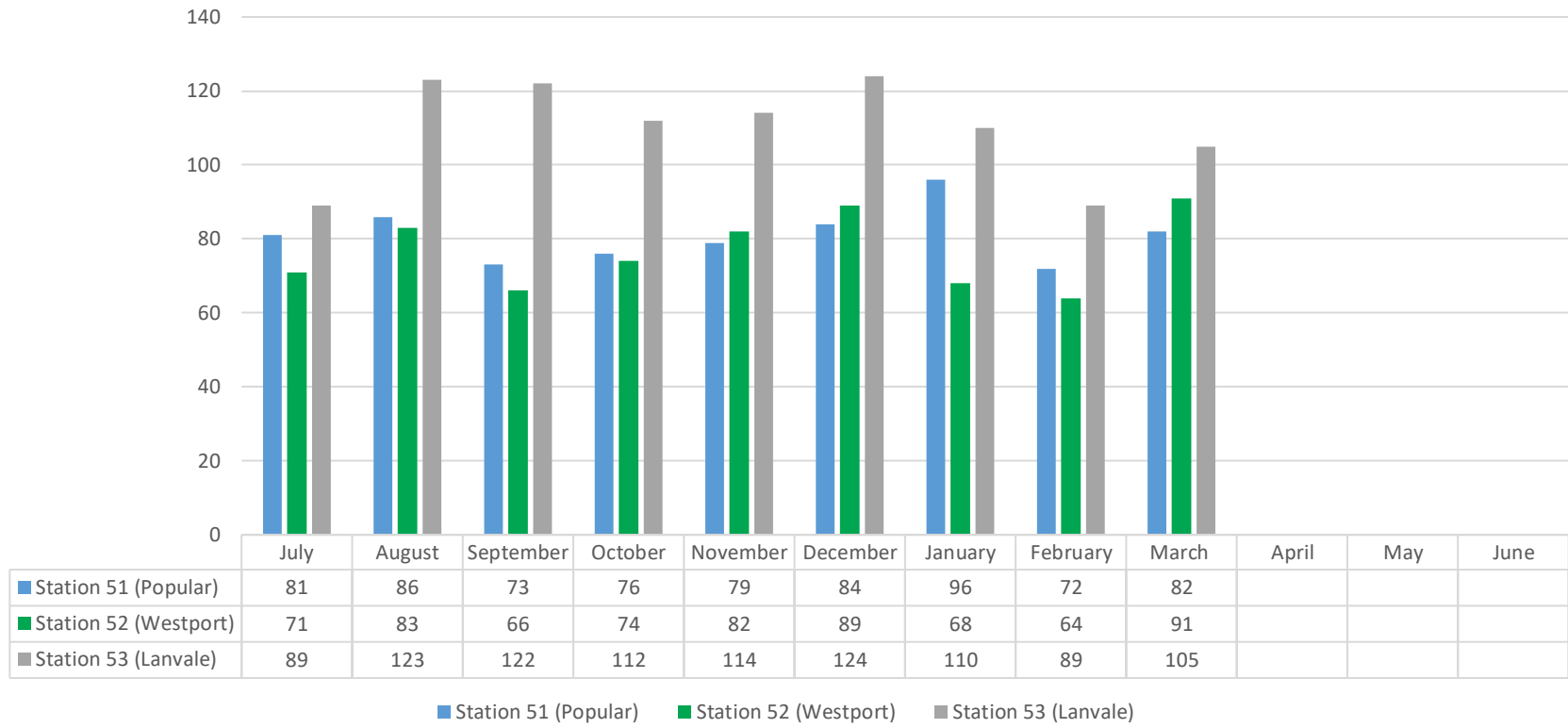
FY 2023/2024 Fire Calls by Zone

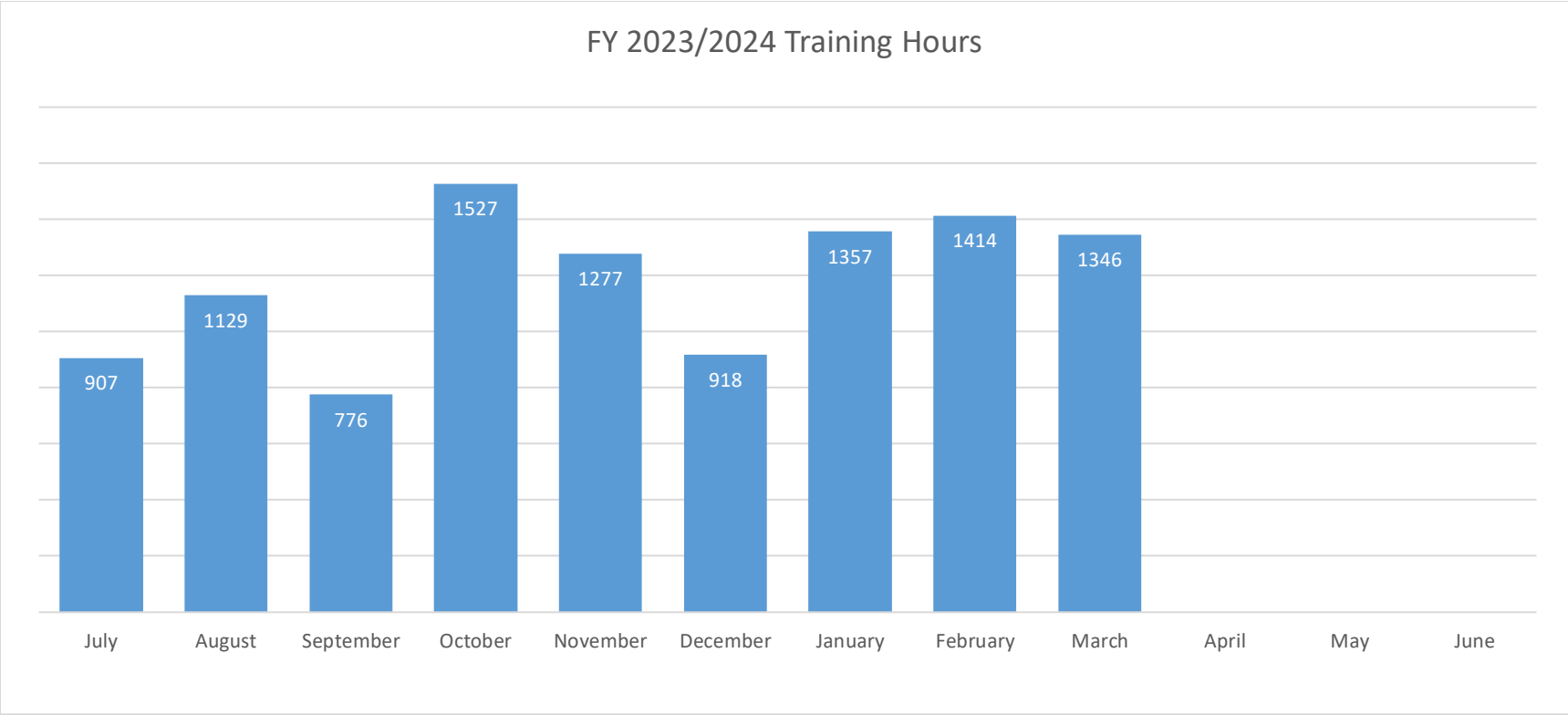


Fire Calls



FY 2023/2024 Fire Calls Per Station





Department News

Staff continued responding to resident inquiries related to the budget. Chief Grimes participated in the Budget Open House for residents. Staff met to train on various scenarios related to an Incident Management Team activation. As space in the Town Hall becomes a premium, it will create challenges in the activation of the Incident Management Team. The training was a discussion with key staff leaders to determine how to deal with these issues. Staff met with the contractor who will be facilitating training in April to discuss the Town's methodologies and operational procedures to create the training scenario. Public Safety and IT staff met to discuss the recent AT&T outage and its impact on Town operations. The IMT GIS task force met to discuss ongoing improvements. Public Safety leadership met to discuss hurricane emergency operations.

Work Priorities and Initiatives

- Review of Chapter 22 of ordinances
- Developing THIRA
- Preparing for further staff incident exercises
- Hurricane Expo preparations
- Department playbook review

Projects Completed

- Executed the NCDOT Debris Management Agreement for secondary roads

Department News

Jordan Odom passed the certification exam and received his Standard Mechanical Level 1 certification.

Skip Brown completed the NC Mechanical Plumbing Level 1 course and is now preparing to take the certification exam.

Jessica Moberly attended Vehicle Miles Traveled (VMT) Reduction Through Travel Demand Management, a webinar hosted by NCDOT. In this webinar, an update to both the VMT reduction study as well as the VMT reduction toolkit was presented. Additionally, case studies highlighting travel demand management success stories were shared.

Ms. Moberly attended Meaningful Public Involvement in Transportation Decision Making, a webinar hosted by the USDOT. This training provided an overview of key public involvement concepts, approaches, and strategies and contained an interactive component where participants workshopped outreach methods regarding a fictional case study.

Ms. Moberly attended Traffic Engineering Accident Analysis System, a training hosted by the Highway Safety Research Center. The Traffic Engineering Accident Analysis System (TEAAS) is a crash analysis software system available free of charge to state government personnel, municipalities, law enforcement agencies, planning organizations, and research entities. TEAAS training is an instructor led class covering intersection studies, strip studies, and crash analysis techniques.

Ms. Moberly also attended Safe Streets for All (SS4A): Funding Strategies that Work, a webinar hosted by the Vision Zero Network. The webinar included discussion on the most important opportunities in the SS4A grant program including ways to test new concepts, building greater community support for safety changes, and supporting long-term investment for safety and equity within the transportation system.

Andrew Neylon attended Emerging Practices for Local Approval of EV Charging Stations, a webinar hosted by the American Planning Association of Ohio. The webinar included a discussion from planners and Tesla on considerations about EV charging stations and how to incorporate such uses in zoning code and approvals.

Mr. Neylon attended Nature-Based Solutions for Coastal Hazards: The Basics, a webinar hosted by the National Oceanic and Atmospheric Administration. The webinar provided training to attendees to assist identifying a community's coastal hazard issues, ecosystem services that can reduce hazard impacts, and green infrastructure practices that can provide those services and to develop the beginnings of a community green infrastructure plan.

Mr. Neylon also attended Using Economics to Inform Decisions, an online training hosted by the National Oceanic and Atmospheric Administration. This training provided the basics to estimating the value of a project and incorporate economic data and various approaches to choose from. The course provided information about cost-benefit analysis, economic impact analysis, cost-effectiveness analysis, and more.

Mr. Neylon and Julian Griffiee attended CAMA Land Use Planning - Past & Future, a webinar hosted by the North Carolina Department of Environmental Quality. The webinar reviewed the history of the Coastal Area Management Act, current regulations, and proposed changes to the permitting process.

Mr. Neylon and Mr. Griffiee also attended the MAPC Webinar: Building Community Resilience. The webinar included a panel of three speakers that discussed local residency projects in Delaware.

Marissa Ernst attended the Sustainable Infrastructure Symposium, a webinar hosted by the Nicholas Institute for Energy, Environment, and Sustainability. The webinar focused on how the U.S. is engaged in a massive infrastructure buildout that could play a significant role in advancing global decarbonization, climate adaptation, and sustainable development. The webinar also included a panel interview with the U.S. Secretary of State speaking on global initiatives that are competing to define the characteristics and benefits of sustainable and resilient infrastructure projects.

Javier Barrera attended the Historic Resilience Workshop, an online training hosted by the UNC School of Government. The training reviewed the process of creating a historic resilience map and how communities can apply it.

Planning Board Meeting Summary

The Planning Board met on March 26, 2024, and heard the following item:

1. Proposed Rezoning – The Planning Board voted to recommend denial of a proposed rezoning of four parcels totaling 18.85 acres on NC Highway 133 near Mallory Creek Drive from C-1, General Commercial Business District, to M-F(CZ), Conditional Multifamily Zoning District for 123 townhomes.

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

Board of Adjustment Meeting Summary

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

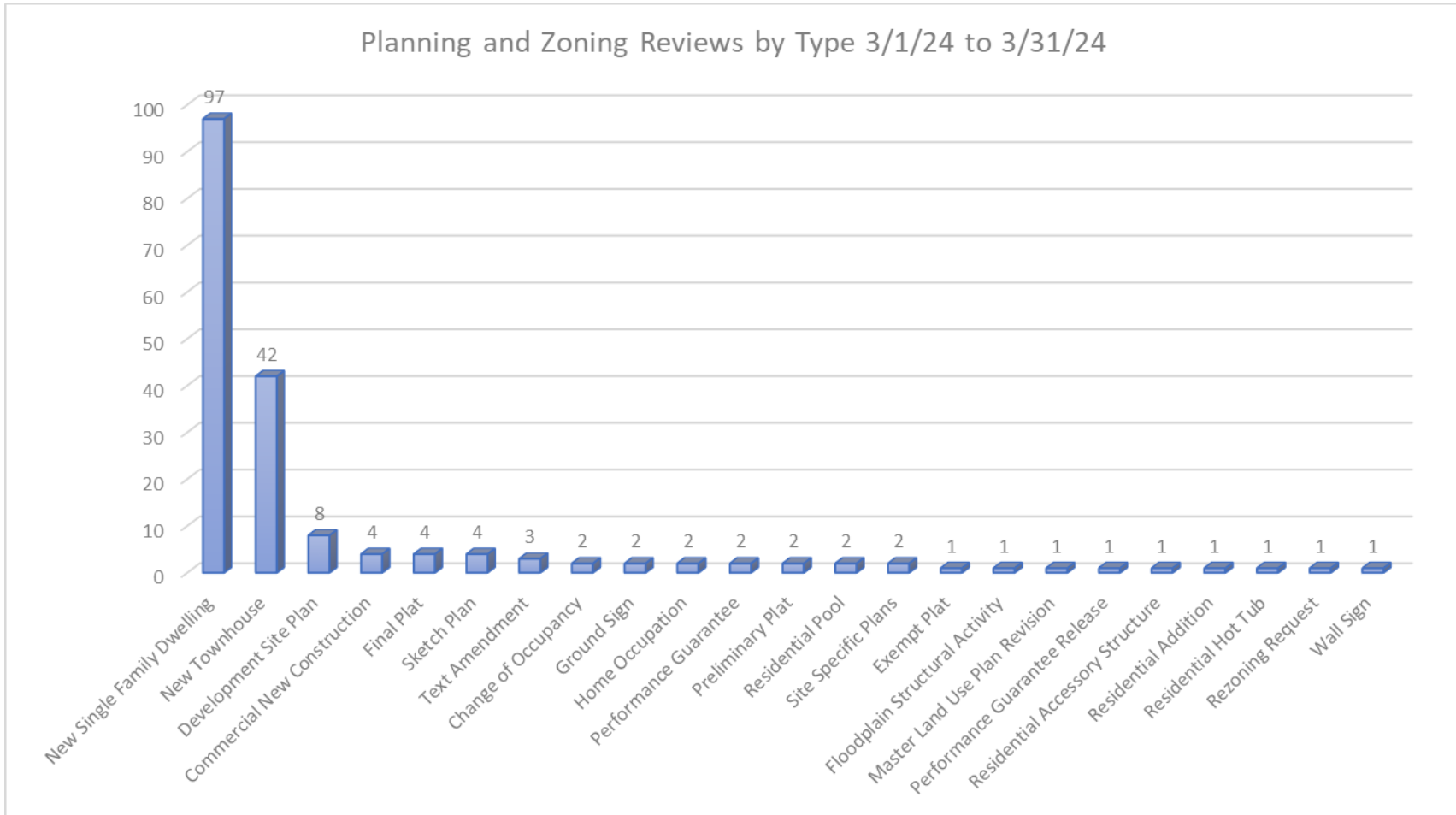
Current Planning Update

Technical Review Committee (TRC) Report

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

1. Development Site Plan for Brunswick Forest Phase 8 Amenity Site – Proposal for required active recreation area for the residential development, including a pool, pool house, outdoor grilling area, pickleball courts, a playground, and associated parking and sidewalks.
2. Development Site Plan for Brunswick Forest Commercial Lot 11 – Proposal for a 24,826 square-foot medical office building and associated parking on 0.64 acres in the Brunswick Forest Commercial Village.
3. Development Site Plan for Chappell Loop Road Apartments – Proposal for 200 apartment units and associated parking and amenities on 20.35 acres off Chappell Loop Road.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	0

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$96,996.84	-\$156,526.47
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	16	\$4,046,927.20	\$0.00
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grand Park			
Surety Bond	1	\$836,401.23	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	7	\$630,571.88	\$0.00
Jackeys Ridge			
Cash Bond	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bond	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	5	\$1,457,505.08	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	1	\$170,875.77	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Tara Forest			
Cash Bond	0	\$0.00	-\$10,840.00
Townes at Seabrooke			
Surety Bond	1	\$595,324.00	\$595,324.00
Total Letters of Credit	3	\$4,141,491.50	\$0.00
Total Cash Bonds	19	\$3,671,780.94	-\$167,366.47
Total Surety Bonds	36	\$8,565,990.29	\$595,324.00
Total Performance Guarantee Sureties	58	\$16,379,262.73	\$427,957.53

Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion.

Staff continues to make progress on the Age-Friendly Strategic Plan and the Green Network Plan, and both documents are nearing their final versions. For the Age-Friendly Strategic Plan, staff held a roundtable discussion with stakeholders to finalize the draft document and work on the logistics of two open house style forums in April that will showcase the plan. For the Green Network Plan, staff conducted internal reviews, met with NCWRC, and are on track to finalize the document in early April. The Green Network Plan will be presented to the Planning Board at their April meeting and to Town Council at their May meeting.

Staff continues to make progress on getting Leland 2045 certified as the CAMA-certified Land Use Plan. Responses have been received by DCM, NCDOT, and H2GO, and staff is working towards fulfilling any outstanding items.

Staff has created a map delineating the applicable CAMA lines within the planning area, which encompasses areas along the Brunswick River and Sturgeon, Mill, Mallory, Little Mallory, Jackeys, and Town creeks. The map has been sent to DCM for confirmation of areas.

Transportation Planning Update

Planning staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for development in the Town. Staff attended the bimonthly WMPO Bicycle/Pedestrian Advisory Committee meeting.

Staff met with WMPO staff to discuss projects the Town submitted for the 2050 Metropolitan Transportation Plan.

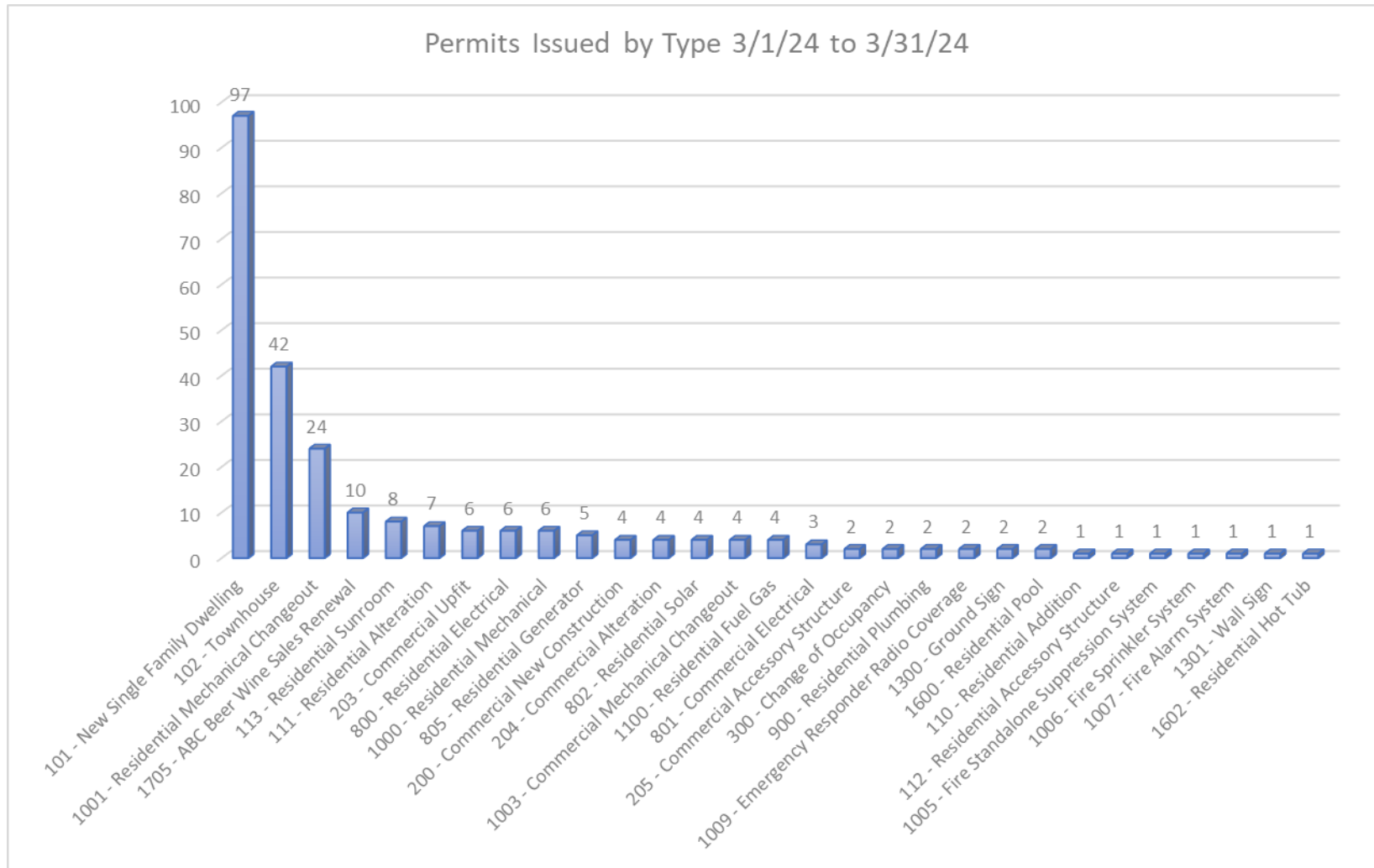
Staff attended the monthly North Carolina Vision Zero Meeting. The monthly meetings facilitate progress updates and information sharing throughout the SS4A and Vision Zero process.

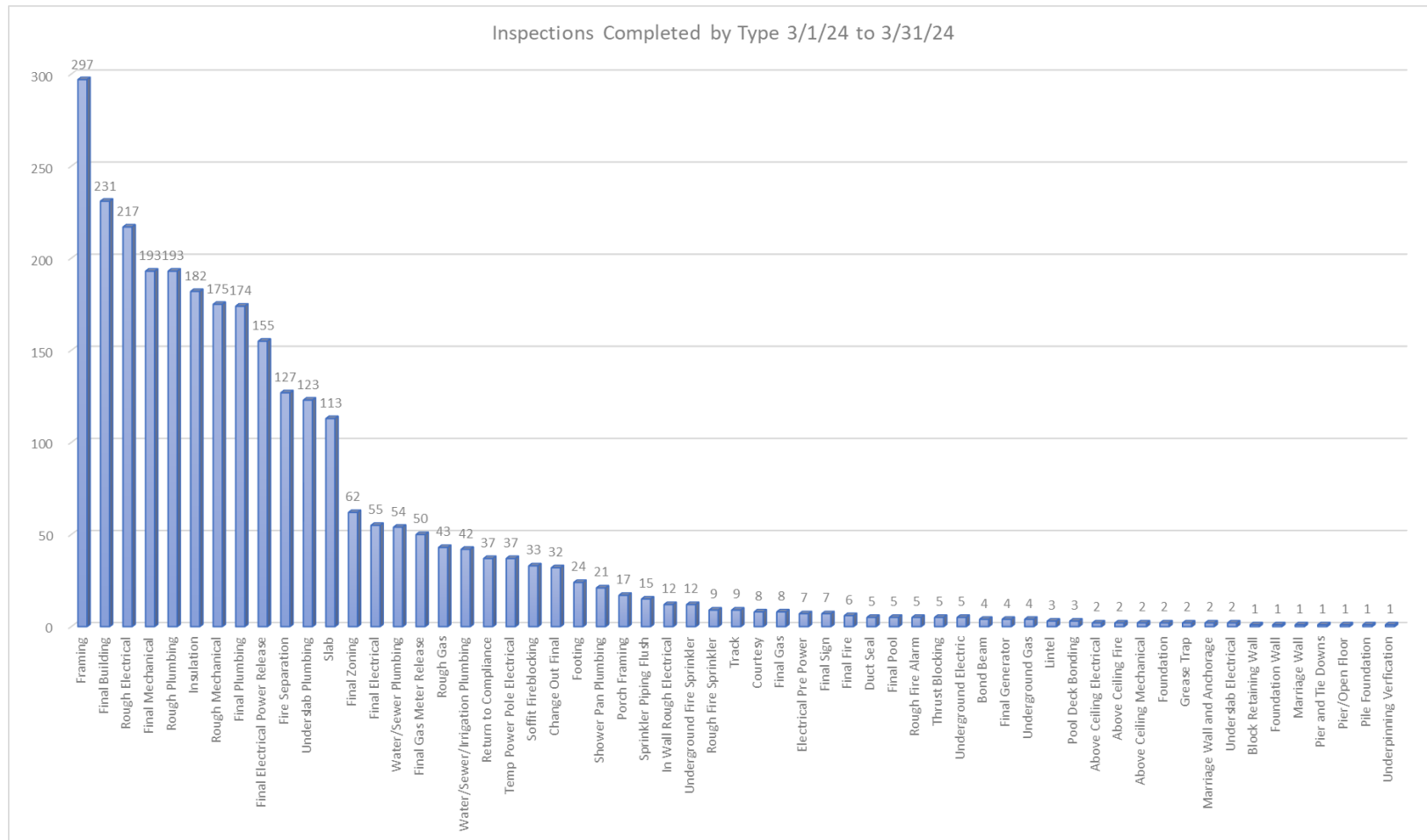
A contract for consultant services for the development of the SS4A Comprehensive Safety Action Plan has been executed. Staff held a project kickoff meeting with the selected firm, Kittelson, on March 25.

The Integrated Mobility Plan Request for Proposals deadline was March 22. Staff held a meeting for initial review of the received proposals. Consultant selection and contract negotiations are anticipated in April.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
253	2,844	\$29,775,129





Code Enforcement Update

Case Summary

3/1 Through 3/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from February	0	4	14	3	21
Cases Opened March	2	4	6	3	15
Cases Closed March	0	2	3	1	6
Active Cases (Evolve)	2	6	17	5	30

Department News

In March, staff spoke with county economic development agents about the opportunities for growth in the life science industry in Leland and Brunswick County. Mr. Sutton worked with staff to develop a map that illustrates the strategic location of Leland and the Leland Innovation Park in relation to other industrial and commerce parks, educational institutions, critical infrastructure, and private life science companies.

New Businesses

- **TD Bank** held a ribbon cutting on March 9 at its new branch location, 1100 Towne Lake Drive.

New Construction/Development

- The Technical Review Committee has begun to review the plans for the following project:
 - A proposed multi-family development of 200 units on **Chappell Loop Road SE**.
 - An approximately 4,000 square-foot proposed medical office building at the northeast corner of **South Baxter Drive** and **South Dickinson Drive**.

Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in March. The next meeting is scheduled for April 11, 2024.

Department News

Purchasing Agent Taraus Deas and Finance and Payroll Coordinator Cindy McGrady joined the department in March.

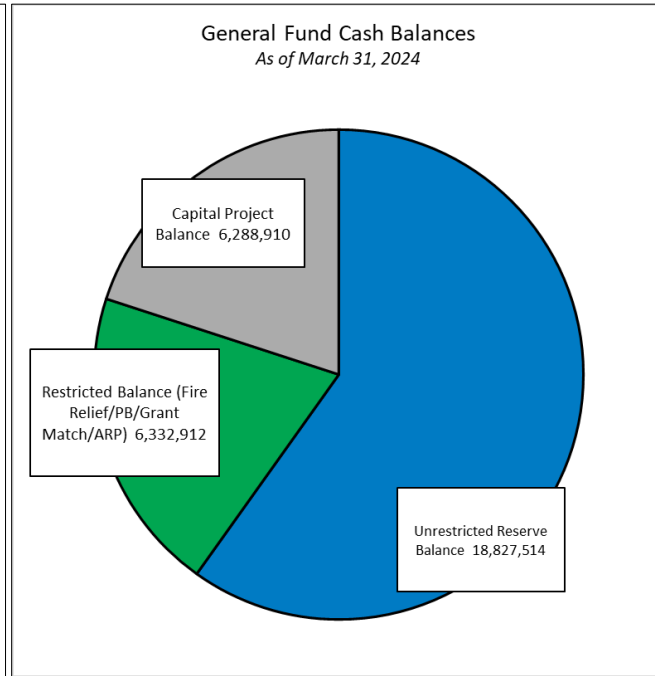
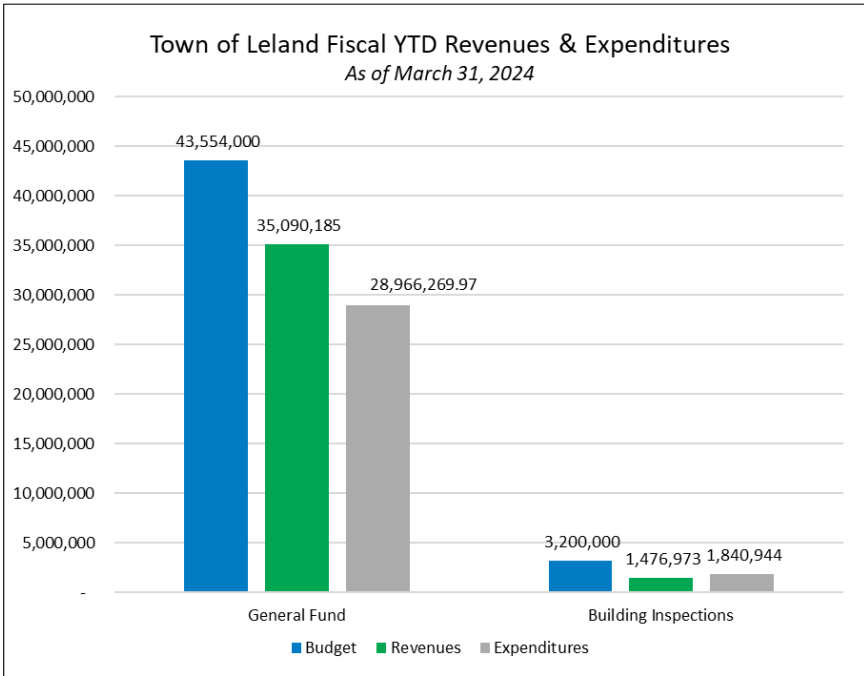
Ms. Cook continues participating in a year-long training course offered by the Grant Professionals Association titled “Next Level Training for Federal Grants”. Additionally, Ms. Cook engaged in the NC Department of Justice's online seminar “Environmental Enhancement Grant Informational Meeting” and completed the Notary Public course at Cape Fear Community College.

Ms. Norton, along with the Manager Peer Group, completed a two-day Leadership Challenge Workshop presented by the UNC School of Government.

Ms. Glick and Ms. Newton attended the NCLM's Spring Lunch & Learn event held at the Leland Cultural Arts Center.

Ms. Newton attended the NC ERP Pro 10 User Group Meeting and attended ERP Pro User 10's online seminar titled “Is the Cloud Right for You?”

Dashboard

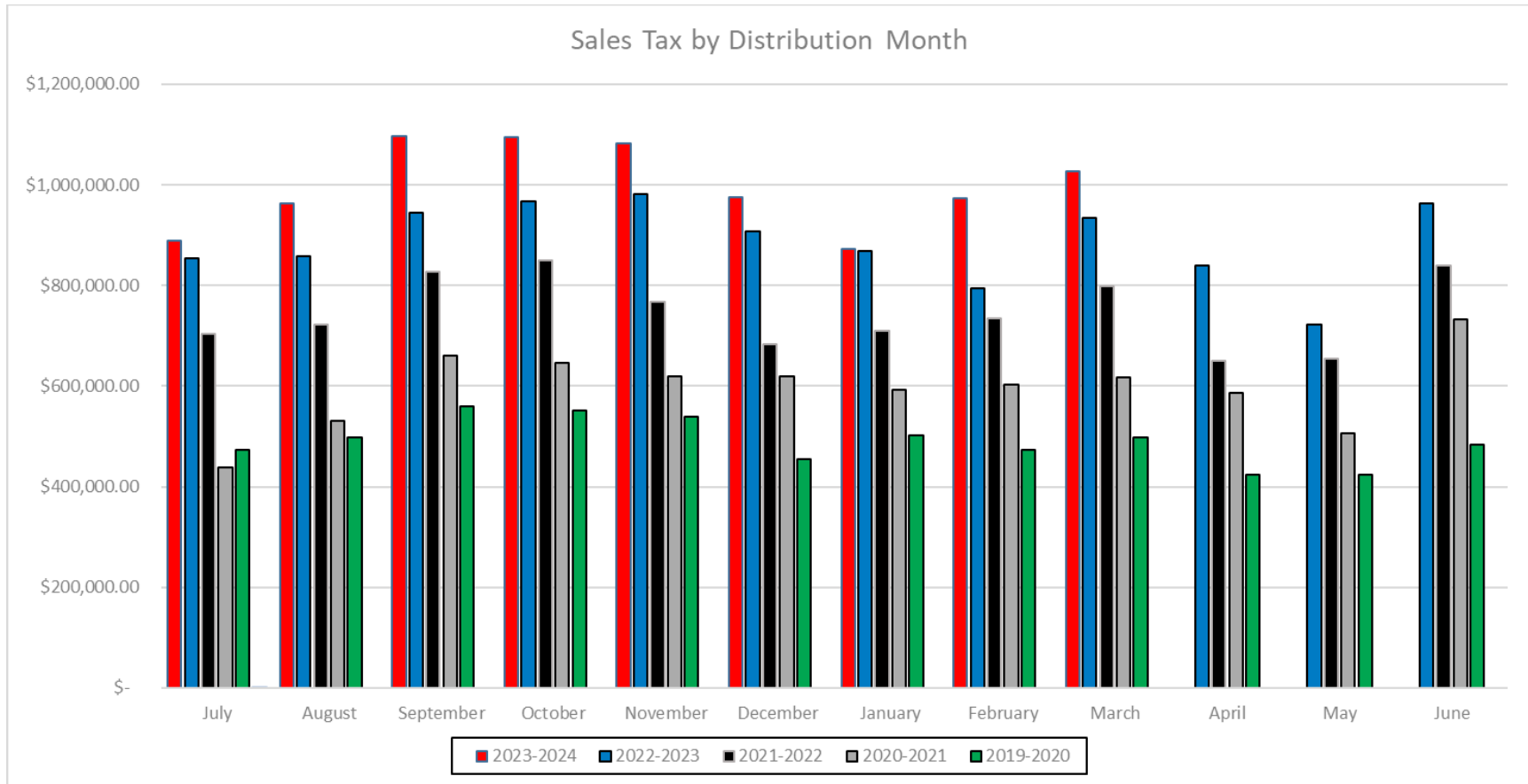


Financial Budget to Actual Report – March 31, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	43,554,000	1,980,689	35,090,185	-	8,463,815	19.43%
Governing Body	315,000	315,000	(9,838)	235,025	11,923	68,052	21.60%
Administration	2,300,000	2,300,000	114,803	1,650,348	1,889	647,763	28.16%
Information Technology	3,285,000	3,285,000	226,061	1,418,173	786,232	1,080,595	32.89%
Human Resources	470,000	476,000	35,437	255,041	16,924	204,035	42.86%
Finance	1,000,000	1,000,000	57,496	653,737	3,450	342,812	34.28%
Planning	1,280,000	1,280,000	71,812	679,762	35,446	564,792	44.12%
P&R & Cultural Arts	1,210,000	1,210,000	61,652	707,693	38,007	464,301	38.37%
Fleet & Facilities	1,490,000	1,490,000	127,194	1,038,115	187,787	264,098	17.72%
Streets & Grounds	3,610,000	3,610,000	238,785	1,844,052	118,245	1,647,703	45.64%
Engineering	1,050,000	1,050,000	44,815	363,641	58,892	627,467	59.76%
Police	6,730,000	6,758,000	380,947	4,404,838	184,337	2,168,824	32.09%
Emergency Management	220,000	220,000	14,347	148,823	1,619	69,558	31.62%
Fire	7,445,000	7,445,000	513,960	5,219,213	147,651	2,078,136	27.91%
Debt Services	4,120,000	4,120,000	-	2,364,767	-	1,755,233	42.60%
Transfers	4,475,000	8,995,000	-	7,983,042	-	1,011,958	11.25%
EXPENSES	39,000,000	43,554,000	1,877,471	28,966,270	1,592,403	12,995,327	29.84%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	215,745	1,476,973	-	1,723,027	53.84%
EXPENSES	3,200,000	3,200,000	123,247	1,840,944	32,243	1,326,813	41.46%

FY Sales Tax Distribution

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



Grant News

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

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

Description: Property Acquisition; Vendor: The Humphries Law Firm P.C.; Amount: \$300,000

Description: SS4A Safety Action Plan; Vendor: Kittelson & Associates Inc; Amount: \$99,815

Description: Roadway Resurfacing Task Order 23-02; Vendor: CLD Engineering PLLC; Amount: \$91,625

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

In March, the Town celebrated the promotions of two employees and welcomed seven new employees. The department sponsored a Take a Break event at Town Hall where approximately 45 employees gathered for some Friday afternoon snacks and conversation. The Town also celebrated all employees at an Employee Appreciation event at the Leland Cultural Arts Center. In April, the department will sponsor a Take a Break event at Fire Station 51 and the Town Managers will sponsor the quarterly Servant Leadership Snack and Chat event to learn more about the experiences of 15 employees. Ms. O’Toole attended the annual conference for the North Carolina chapter of the Public Sector of Human Resources Association, which offered important information and learning for local government human resource departments. In April, Ms. Putnam and Ms. Velasquez-Sandoval will attend a professional development opportunity sponsored by the Lower Cape Fear Human Resources Association.

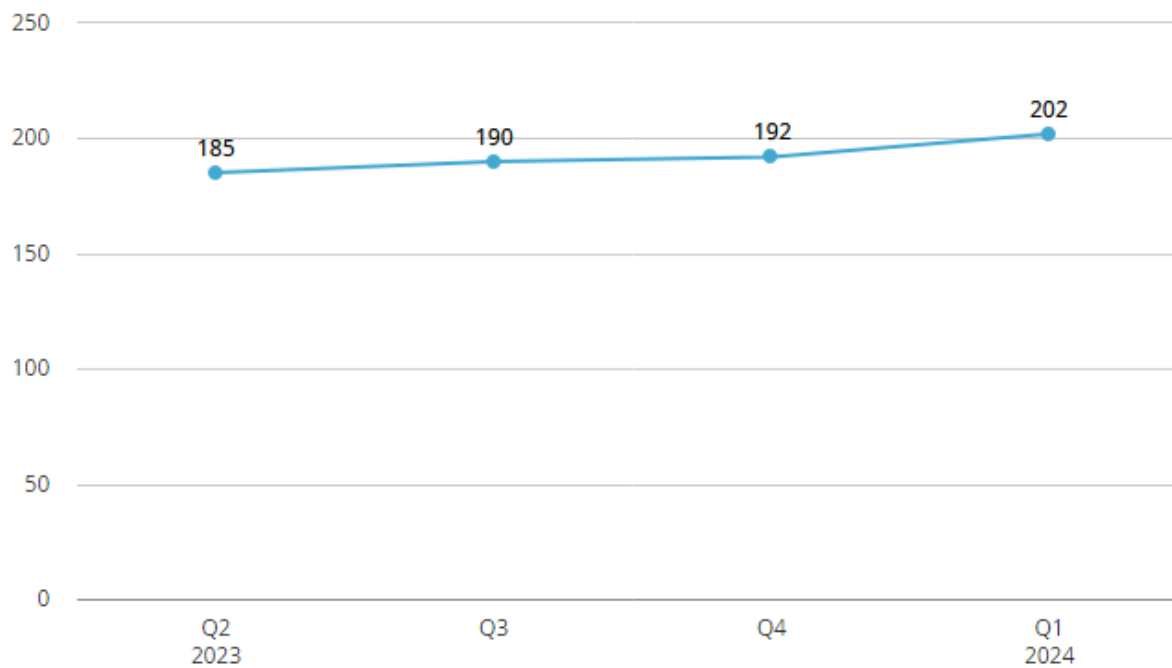
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Robert Cannon	Fire Department	Promotion	3/2/2024		Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Garrett Yeager	Fire Department	Promotion	3/2/2024		Firefighter	Senior Firefighter
Conner Gillikin	Streets Maintenance	New Hire	3/4/2024	Streets Maintenance Technician I		
William (Greg) Vandergriff	Information Technology	New Hire	3/4/2024	IT Systems Administrator		
Demetrius Hill	Facilities & Maintenance	New Hire	3/4/2024	Custodial Supervisor		
Cynthia (Cindy) McGrady	Finance	New Hire	3/4/2024	Finance and Payroll Coordinator		
Taraus Deas	Finance	New Hire	3/4/2024	Purchasing Agent		
Molly Prosser	LCAC	New Hire	3/18/2024	Senior Recreation Specialist		
Karen Pangting	LCAC	New Hire	3/18/2024	Senior Recreation Specialist		

Workers Comp Data March 2024

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

Headcount (FT and PT Employees) April 2023 – March 2024



<p>Headcount ⓘ</p> <p>202</p> <p>As of March 2024</p>	<p>Hired ⓘ</p> <p>40</p>	<p>Termed ⓘ</p> <p>27</p>	<p>Growth Rate ⓘ</p> <p>6.9%</p>	<p>Turnover Rate ⓘ</p> <p>14.1%</p>	<p>Average Tenure ⓘ</p> <p>4.1</p> <p>(Years)</p>
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Turnover Data April 2023 – March 2024

Full Time Turnover

Turnover Rate ⓘ

13.7%

Annualized Rate ⓘ

13.7%

Terminations ⓘ

25

Average Employees ⓘ

183.1

Part Time Turnover

Turnover Rate ⓘ

22.2%

Annualized Rate ⓘ

22.2%

Terminations ⓘ

2

Average Employees ⓘ

9.0

Terminations include voluntary and involuntary separations of employment.

Department News

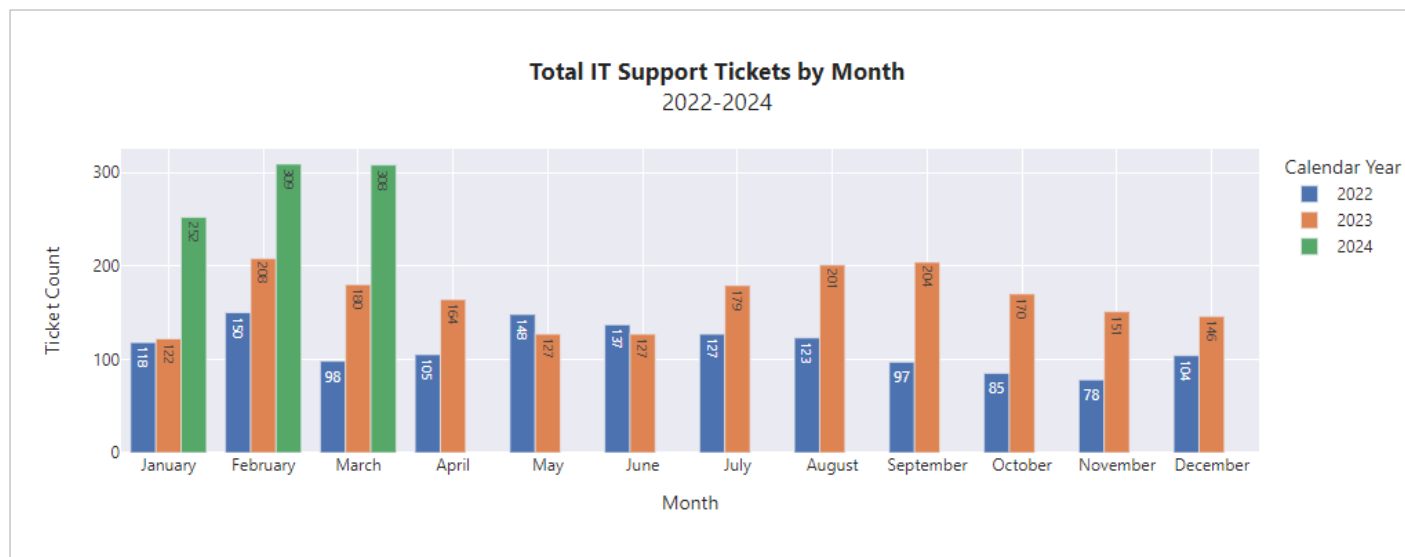
Greg Vandergriff joined the department as IT Systems Administrator on March 4.

Major Work Priorities

- Mobile modem upgrades for Fire.
- LOMA/LOMR mapping for Planning.
- Fire Station 52 alerting system.
- Audio-Visual upgrade planning for Town Hall conference rooms.

Projects Completed

- 4 employees onboarded/offboarded.
- Onsite server infrastructure improvements.
- HVAC management/monitoring software upgrade.



Town Clerk's Office

Ms. Reinhardt attended the North Carolina Association of Municipal Clerks quarterly board meeting and the quarterly Finance Committee meeting. Ms. Reinhardt also attended a two-day Leadership Challenge Workshop to learn and develop upon the leadership practices of model the way, inspire a shared vision, challenge the process, enable others to act, and encourage the heart.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - March 18 Agenda Council Meeting
 - March 18 Closed Session Meeting
 - March 21 Regular Council Meeting
 - March 26 Planning Board Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 4
 - Agendas – 3
 - Resolutions – 6
 - Ordinances – 3
 - Proclamations – 0
 - Presentations – 0
 - Public Hearing Notices for the Council Meetings – 3
 - Board/Committee Vacancies: Parks & Recreation Board Student Representative (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 5,721
- Portal Unique Visits – 3,708
- Regular Council Meeting Agenda Views – 2,245
- Agenda Council Meeting Agenda Views – 2,959
- Special Council Meeting Agenda Views – 300
- Planning Board Agenda Views – 417