



STAFF REPORTS

June 2023 Regular Meeting

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Community Enrichment (PRCR, Communications, Clerk’s Office).....	12
Public Safety (Police, Fire/Rescue, Emergency Management).....	22
Planning and Inspections	34
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Department News

Staff received 183 requests for service in May and completed 143 (78%).

Corey Bryant was promoted to Facilities Maintenance Technician II.

Current staff vacancies include Engineering Technician, Senior Construction Inspector, Construction Inspector, and Streets Maintenance Technician.

Streets Updates

Work Priorities

- Staff began an extensive sidewalk replacement project in Brunswick Forest. This work includes removing trees, stumps and replacing various lengths of sidewalk at multiple locations. This project is expected to be completed in early June.
- Staff replaced signs that had been vandalized in Windsor Park.
- Staff completed replacing damaged sidewalks on Old Fayetteville Road at Founders Park.
- Staff spent several days cleaning up after the flash flooding event that took place on May 19.
- Staff repaired potholes throughout Town using hot mix asphalt and cold patch asphalt as required.
- Staff will begin replacing sidewalks damaged by trees in several locations in Magnolia Greens. This work includes removing trees, stumps, and replacing various lengths of damaged sidewalk at multiple locations.
- Staff will begin mowing rights-of-way on Village Road and Old Fayetteville Road.
- Staff will continue performing mosquito counts in affected areas.

Initiatives

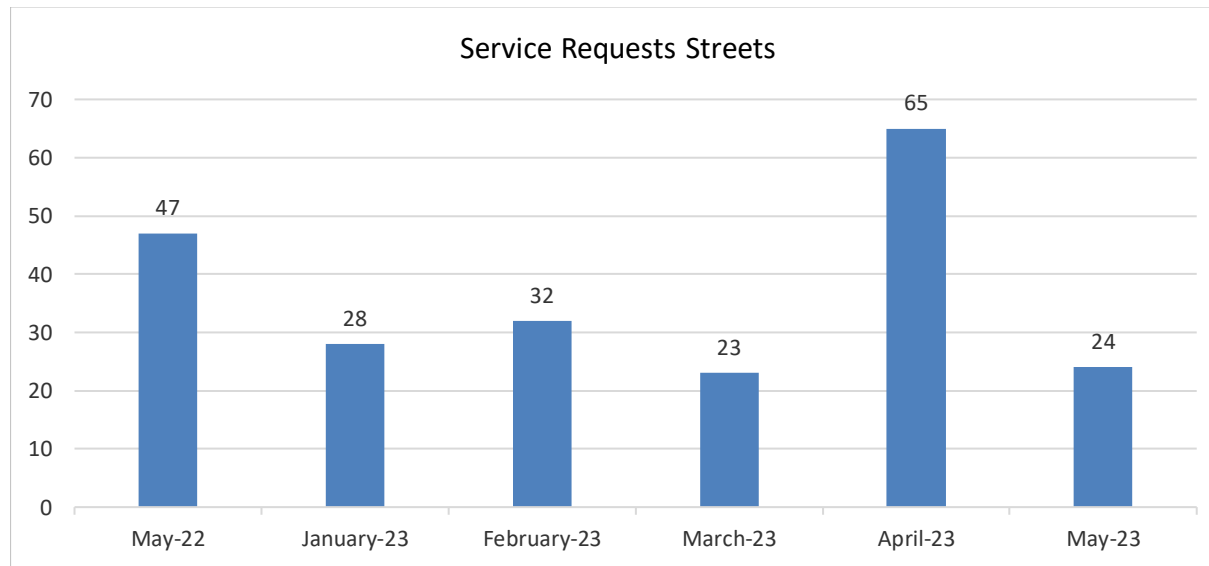
- Brunswick Engineering Company has completed the pavement condition and pavement markings condition assessment for Town-owned streets. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. The finalized assessment and supporting inspection reports are complete. Staff will be reviewing and working on priority lists for the next round of street resurfacing and pavement marking projects.
- The Town has hired Oglesby Construction to install thermoplastic striping on New Pointe Boulevard, Pine Harvest Drive in Magnolia Greens, Cape Fear National Drive, Shelmore Way, and Rice Gate Way. The contractor will be installing new striping to

the areas to include centerline double yellow, crosswalks, stop bars, and the center turn lane and arrows in the commercial section of New Pointe Boulevard. The work is expected to start June 5 and take two weeks to complete.

Work Order Summary

- Streets processed 24 work orders in May, with the majority being pothole/sinkhole (9) and storm cleanup related (6).
- Streets completed 17 work orders in May, with an approximate expense of \$21,200 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$11,000).





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
Apr-23	4	30	16
May-23	4	25	18

Grounds Updates

Work Priorities and Initiatives

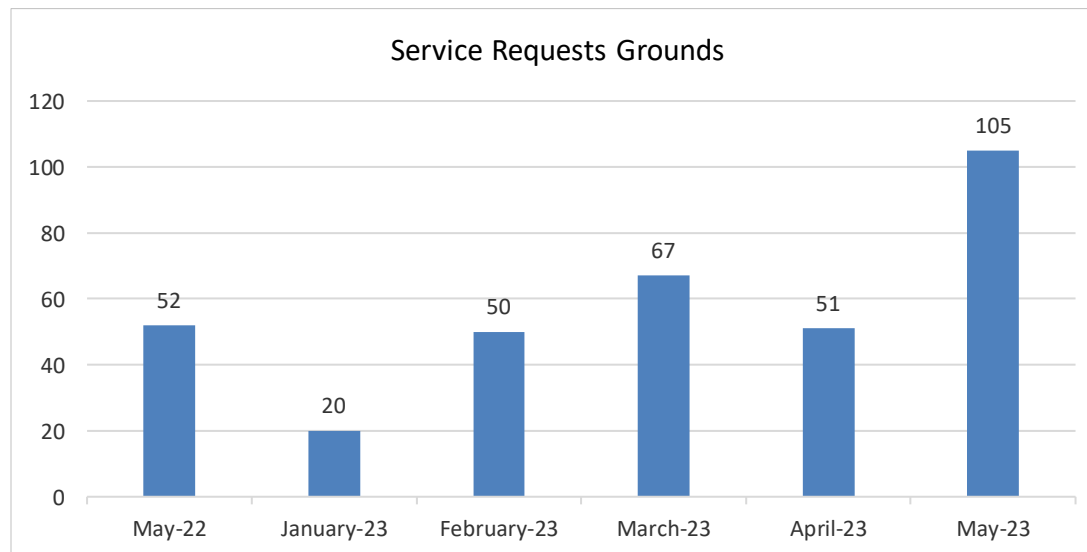
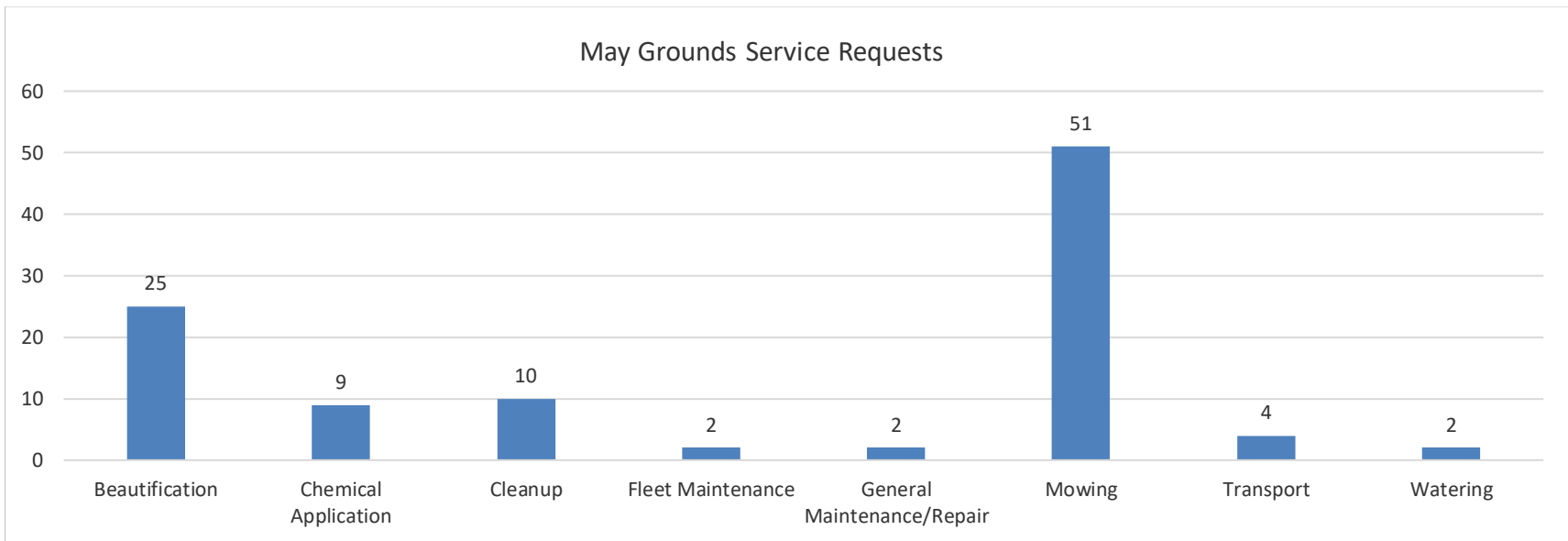
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff began maintaining the new right-of-way section of Olde Waterford Way.
- Staff will continue post-emergence on Town properties.
- Staff is continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff will be installing playground mulch at Westgate Nature Park.
- Staff will be replacing a portion of the playground mulch at Founders Park.
- Staff will be maintaining the rear portion of property at the MOC.
- Staff will be performing vegetative maintenance at the future Sweetbay Park site.

Projects Completed

- Staff completed landscape planting on the Village Road medians and islands.
- Staff completed grading and seeding areas at the MOC.
- Staff completed planting oak trees at the future Sweetbay Park site.
- Staff repaired the kayak launch at Cypress Cove Park.
- Staff is fully engaged in maintaining, mowing, and edging all Town properties on a weekly basis.

Work Order Summary

- Grounds received 105 work orders in May, with most of them being mowing (51) and beautification related (25).
- Grounds completed 79 work orders in May, with an approximate expense of \$20,600 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

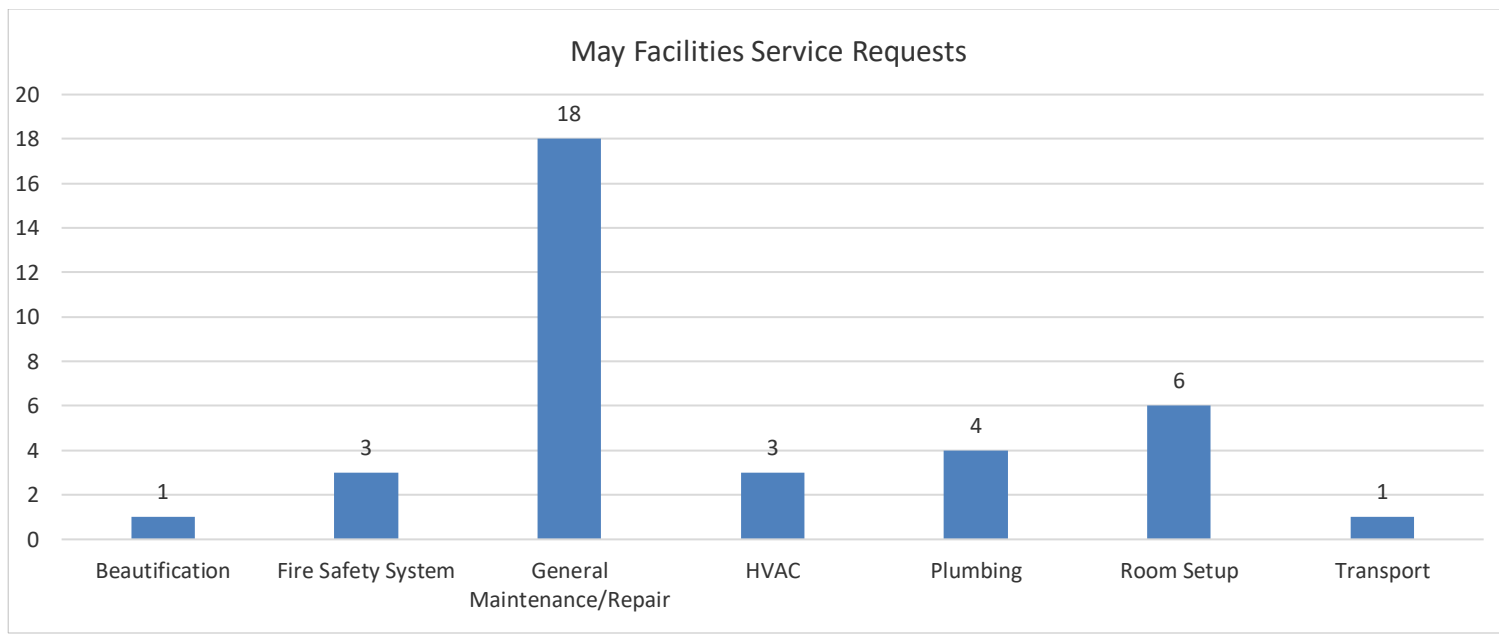
- Staff is working on an electrical project at Fire Station 52.
- Staff is working with vendors to diagnose an issue with the automatic gate at the MOC.
- Staff is working with a vendor to install transfer switches (for generators) at the MOC.
- Staff is working with Salt Air on HVAC issues at Town Hall.
- Staff is working on rearranging some duct work in the Police wing in Town Hall.
- Staff will be changing out HVAC air filters in Town Hall.
- Staff will be power washing the front of Fire Station 52.
- Staff will be working with a vendor to repair the roof at the LCAC.

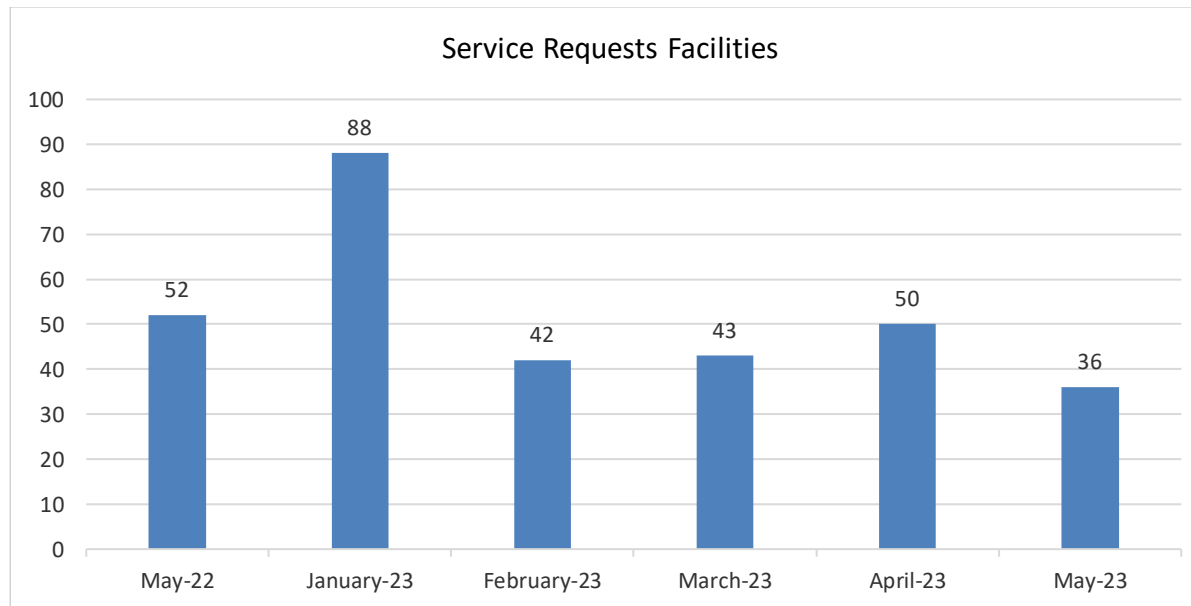
Projects Completed

- Several staff completed an OSHA 30 class at Brunswick Community College.
- Staff installed new window coverings at Fire Station 52.
- Staff installed new lights at the Town sign.
- Staff repaired the front entrance door at Fire Station 51.
- Staff ran new conduit for fiber optics installation underground between the MOC and the new Fire Station 51 for IT.
- Staff fixed a plumbing issue at Town Hall.
- Staff replaced two broken ceiling air hose reels in Fire Station 52.

Work Order Summary

- Facilities received 36 work orders in May, with most of them being general maintenance and repair (18) and room setup related (6).
- Facilities completed 29 work orders in May, with an approximate expense of \$4,500 in labor and materials.





Fleet Vehicle Updates

Work Priorities

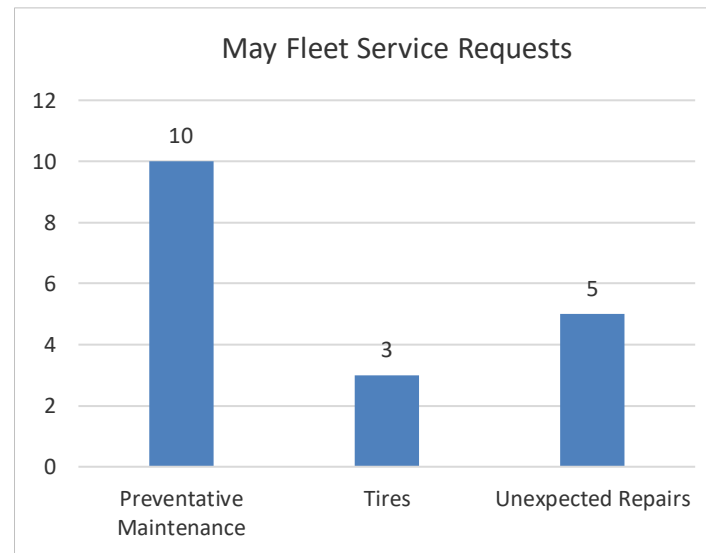
- Staff is working with Fleet Representatives to complete safety recalls on seven vehicles.
- Staff is working to install Town decals on one new truck.

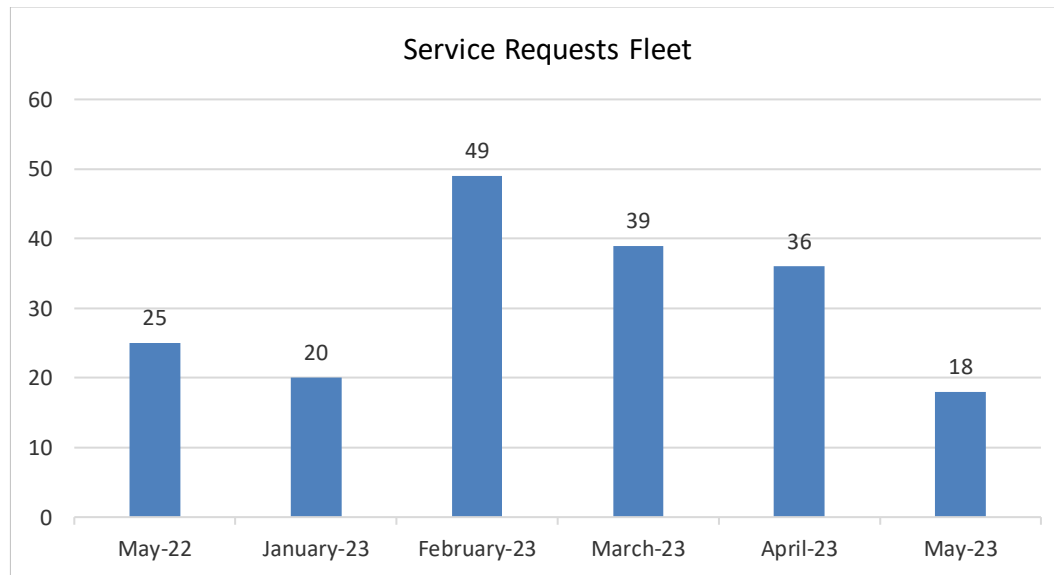
Projects Completed

- All new gas cards have been distributed.
- One Police vehicle that was totaled was sent to salvage.

Work Order Summary

- Fleet received 18 service requests in May for an approximate expense of \$4,000. Of these, 10 requests were for preventative maintenance for a total of approximately \$1,000.





Capital Project Updates

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

Department News

In May, the Kiwanis presented a plaque to Mayor Bozeman for the Parks, Recreation, and Cultural Resource Department in appreciation for its support for the StoryWalk at Westgate Nature Park.

Parks and Recreation Board Summary

The Parks and Recreation Board met on May 3, 2023, and reviewed the following topics:

- Founders Park project update
- Park classification listing
- Parks and Recreation Board terms ending June 30, 2023

Upcoming Events

June 10, 2023 – Town of Leland Hurricane Expo

June 21, 2023 – PRCR Cinema Series: Top Gun Maverick

June 24, 2023 – PRCR Matinee Movie: Cars

June 24, 2023 – Contra Dance at the LCAC

July 6, 2023 – LCAC Artist Reception: Kristin Logan

July 8, 2023 – PRCR Matinee Movie: Shrek

July 10, 2023 – Summer Session Begins

July 13, 2023 – PRCR Cinema Series: National Treasure

July 14, 2023 – Swing Dance at the LCAC

Parks, Recreation, and Cultural Resources Updates

In May, the Live at the Center: Taiko Drummers performance was very well received with 100 attendees. Many enjoyed joining the drummers on stage for a hands-on experience and opportunity to perform! The Art Around Town series wrapped up in May after eight weeks of pop-up events

around Leland. This year's series had the best attendance to date with 160 community members showing up for drawing, rock painting, Zumba in the park, and more! This program is grant funded by the Brunswick County and NC Art Councils.

The summer season brings a variety of community events and family fun to Leland. The annual Hurricane Expo returns to the Leland Cultural Arts Center with educational resources and interactive experiences designed to prepare residents for hurricane season. Also at the LCAC, the department will continue showcasing two film series throughout the summer. The Saturday Matinee Movies feature family-friendly films such as Cars and Shrek and the weeknight Cinema Series will be screening blockbusters like Top Gun and National Treasure. Contra dances will continue in June in partnership with Cape Fear Contra Dance. These events bring dancers from across the state to Leland to enjoy an evening of community and dance. A similar swing dance event will be taking place in July, combining a group lesson and open dancing for participants of all skill levels! The next session of programs will begin on July 10 and run through mid-August.

Social Media Update

- PRCR Facebook Highlights (May 1 – 31, 2023)
 - Added 4 new page likes
 - Page reach – 9,300
 - Top post (Largest reach): “Tree giveaway was a major success! Just under 1,000 trees were given away to be planted in the Cape Fear Region. The small act of planting one tree provides a safe refuge for local animals for years to come. Thank you to our financial sponsors Arbor Day Foundation and FedEx, as well as, the local sponsor and event coordinator, Alliance for Cape Fear Trees for making this event possible.”
- LCAC Facebook Highlights (May 1 – 31, 2023)
 - Added 60 new page likes
 - Page reach – 106,000
 - Top post (Largest reach): “Have you heard of raku firing? It is an ancient firing technique that creates amazing variations in glazes. It was exciting to see how everyone's projects were slightly different. Don't worry if you didn't make this raku workshop, there will be more this Fall / Winter, so keep an eye out!
- PRCR Instagram (May 1 – 31, 2023)
 - Added 9 new followers
 - Post reach – 2,500
 - Top post (Largest reach): “Tree giveaway was a major success! Just under 1,000 trees were given away to be planted in the Cape Fear Region. The small act of planting one tree provides a safe refuge for local animals for years to come. Thank you to our

financial sponsors Arbor Day Foundation and FedEx, as well as, the local sponsor and event coordinator, Alliance for Cape Fear Trees for making this event possible.”

- LCAC Instagram (May 1 – 31, 2023)
 - Added 22 new followers
 - Post reach – 3,400
 - Top post (Largest reach): “Have you heard of raku firing? It is an ancient firing technique that creates amazing variations in glazes. It was exciting to see how everyone's projects were slightly different. Don't worry if you didn't make this raku workshop, there will be more this Fall / Winter, so keep an eye out.”

- PRCR Tik Tok (May 1 – 31, 2023)
 - Added 4 new followers
 - Users reached – 1,366

Department News

In May, more than 232 people visited the front desk at Town Hall and more than 510 people called the main phone line. Ms. Jewell attended the North Carolina City & County Communicators (NC3C) Annual Conference in Wilmington. Ms. Jewell organized and attended a tour of the Brunswick Energy and Education Center for members of the Town's Incident Management Team.

Social Media Update

- Facebook Highlights (May 1 – 31, 2023)
 - Added 69 new followers
 - Impressions – 70K
 - Top post (Largest reach): “We're hiring! We have positions available in Public Services, Planning, Fire/Rescue, and Police! View our current job openings 📌 <http://ow.ly/fLBu50Oh8b4>”
- Twitter Highlights (May 1 – 31, 2023)
 - Impressions/Reach – 3,987
 - Received 129 new profile visits
 - Top tweet (Largest reach): “Congratulations to Mayor Brenda Bozeman, the newly elected Chair of the NC Mayors Association! 🎉 Thanks to Mayor Bozeman and Councilmembers Bob Campbell and Veronica Carter for representing the Town at the NC League of Municipalities CityVision Conference last week. 🙌 #LelandNC pic.twitter.com/RIPa4IHYMS.”
- NextDoor Highlights (May 1 – 31, 2023)
 - Impressions/Reach – 35,198
 - Likes/Comments – 88
 - Top post (Largest reach): “Mark your calendar! The 2023 Hurricane Expo is set for Saturday, June 10, from 10 a.m. to 2 p.m. at the Leland Cultural Arts Center. Here's what you can expect 📌
 - 🌐 National Weather Service hurricane season outlook
 - 🌐 Flooding, insurance, and stormwater management workshop
 - 🌐 Question and answer panel with Town staff and public safety officials
 - 🌐 Key stakeholders and partner agencies on site Submit your questions for our panel to Emergency Management Chief John Grimes at jgrimes@townofleland.com.
 Hurricane Expo details 📌 <http://ow.ly/FEQE50OufGM>”

- Instagram Highlights (May 1 – 31, 2023)
 - Added 14 new followers
 - Post impressions – 2,244
 - Top post (Largest reach): “Congratulations to our new Code Enforcement Officer Mark Cooper, who took his Oath of Office yesterday! Mark has been a welcome addition to our staff, and we're glad to have him serving our community. 🙌 #TownofLelandNC #LelandNC”
- LinkedIn Highlights (May 1 – 31, 2023)
 - Added 11 new followers
 - Page views – 180
 - Post impressions – 4,897
 - Reactions/Comments/Shares – 270
 - Top post (Largest reach): “Congratulations to Mayor Brenda Bozeman, the newly elected Chair of the North Carolina Mayors Association! 🎉 Thank you to Mayor Bozeman and Councilmembers Bob Campbell and Veronica Carter for representing the Town at the NC League of Municipalities CityVision Conference last week. 🙌”

Project Updates

- Continued the internal and external Employee Spotlight campaigns, which continue to see top interaction rates. The internal spotlight featured two staff members and resulted in 383 Paylocity impressions in May.
- Produced 55 engaging graphics and videos for use across communications platforms.
- Increased total social media reach by 10,482 impressions across five platforms.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including Town projects, the budget, and upcoming events.
- Hurricane Expo planning and promotion continued, including the creation of event logos and a webpage.
- Get to Know Your Government planning and content creation continued, as staff produced graphics and videos on the topic of Planning and development.
- Produced and launched video detailing highlights of the FY23/24 budget.
- Compiled quotes for recruitment videos for the Town, Police, and Fire/Rescue. Selected a local film production company and held kickoff meeting to determine goals and objectives.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police and Fire incidents, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Applications Open to Serve on a Town of Leland Board or Committee](#)
 - [Mayor Brenda Bozeman Named Chair of N.C. Mayors Association Board of Directors](#)
 - [Learn about Leland Public Safety at June Town Hall Forum](#)
 - [Town of Leland to Host 2023 Hurricane Expo](#)
 - [Town Council Approves Budget for Fiscal Year 2023-2024](#)

- Port City Daily
 - [Leland teen and juvenile charged in property damage case](#)
 - [The Agenda: BCPB considers almost 800 townhomes, multiple budget meetings](#)
 - [As Leland awaits feasibility study, early estimates exceed \\$115M for baseball stadium](#)
 - [H2GO to flush system and deliver RO-treated water to customers](#)

- WWAY
 - [Town of Leland releases Economic Development Strategic Plan for the next 5 years](#)
 - [Several agencies collaborate in drone training exercise held in Wilmington](#)
 - [Leland police arrest 2 in connection to neighborhood vandalism](#)
 - [Leland Police participate in driving training simulator](#)
 - [Leland's Brunswick Forest expanding again](#)
 - [Leland Brewing Company set to open "in the next couple weeks"](#)
 - [Leland residents react to Friday flooding](#)
 - [H2Go announces wastewater overflow incident in Leland, Belville](#)
 - [Leland Police warn residents of washed away road](#)
 - [Leland begins debris cleanup after Friday's intense rain event](#)
 - [Leland Hilton hotel set to open this summer](#)
 - [Documents show preliminary budget costs of proposed Leland baseball stadium](#)

- WECT
 - [Intersection of Pungo Lake Court and Barcroft Lake Drive reopen in Leland following gas line puncture](#)
 - [Lanvale Road reopens in Leland following partial closure due to wash out](#)
 - [Leland Planning Board recommends to deny request for RV sites in areas prone to flooding](#)
 - [Southeastern North Carolina prepares for wet and windy Memorial Day weekend](#)
 - [Leland to host 2023 Hurricane Expo on June 10](#)

- StarNews
 - [These 9 Brunswick housing developments are moving forward in 2023](#)
 - [Leland road projects: 4 things to know about several planned improvements](#)
 - [These 6 commercial spaces sit empty in Leland. Here's what we know about what's happening.](#)
 - [Massive Leland housing development ready to expand again](#)
 - [An accident-prone Brunswick road has residents furious. How 3 projects could fix it.](#)
 - [With minor league baseball on hold in Leland, another Brunswick team extends its footprint](#)
 - [From new staff to taxes, here are 5 things to know about Leland's proposed budget](#)
 - [PHOTOS: A closer look at Leland's parks](#)
 - [A Leland park is getting surrounded by development. Now questions surround its future.](#)
 - [As the Texas Rangers sell their minor league teams in NC, how it could impact plans for Leland](#)
 - ['Coexisting with alligators' and Learning Leland highlight 10 upcoming Brunswick events](#)
 - [These 4 Brunswick County towns are booming with more growth on the way](#)
 - [After heavy rainfall floods many Leland roads, here's how the town manages stormwater](#)

- Wilmington Business Journal
 - [Real Estate Law Firm's NC Expansion Begins In Leland](#)
 - [Leland Mayor to Chair State Association](#)
 - [New Brunswick Water Plant Starts Pumping](#)

TDA Marketing

- Staff continues researching and reviewing opportunities to market visiting Leland to specific geographic locations and target demographics.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on May 17, 2023, and heard the following items:

- Public hearing regarding the FY23/24 budget.
- Presentation on the status of the Rice Festival grant.
- Approved a resolution on the budget ordinance for FY23/24.
- Approved a resolution adopting the audit contract for FYE 2023.
- Approved a resolution adopting the amended Leland TDA regular meeting schedule for the 2023 calendar year.

The next LTDA meeting is scheduled for July 19, 2023, at 4 p.m.

Department News

Staff promoted the online board application for upcoming vacancies on the Board of Adjustment, Economic Development Committee, Leland TDA, and the Parks and Recreation Board. The deadline for applications was May 26. Council will make appointments at the June 15 Regular Council Meeting.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - May 10 Special Council Meeting
 - May 11 Economic Development Committee Meeting
 - May 15 Agenda Council Meeting
 - May 15 Closed Session Meeting
 - May 18 Council Regular Meeting
 - May 17 Leland TDA Meeting
 - May 23 Planning Board Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 3
 - Minutes – 7
 - Agendas – 6
 - Resolutions – 9
 - Ordinances – 2
 - Proclamations – 0
 - Recognition Requests – 1
 - Public Hearing Notices for the Council Meetings – 3
 - Board/Committee Vacancies after June 30, 2023: Board of Adjustment (4); Economic Development Committee (3); Parks and Recreation Board Members (3), Student Representative (1); and TDA (1)
 - Board/Committee Appointments – Planning and Inspections Director or his designee to be the Town's representative on the WMPO Bike Pedestrian Committee.

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,342
- Portal Unique Visits – 2,435
- Regular Council Meeting Agenda Views – 463
- Agenda Council Meeting Agenda Views – 230
- Special Council Meeting Agenda Views – 566
- Economic Development Committee Agenda Views – 240
- Parks and Recreation Board Agenda Views – 855
- Planning Board Agenda Views – 475
- Board of Adjustment – 4

Department News

Sergeant Munger attended Master Taser Instructor School May 1-5 in Charlotte. Completion of this school ensures certification as a Taser Instructor, allowing for the opportunity to administer tasers and teach other law enforcement officers how to properly use their taser.

Officers Wooley, Brown, Piniewski, and Roberts attended Standardized Field Sobriety Testing recertification on May 1 and 3 at the Oak Island Police Department. This training recertifies officers to continue to use their knowledge and skills to detect impaired drivers.

Senior Officer Berry attended the Domestic Violence Institute May 8-12 in Edneyville. This course is intended to provide the knowledge and skills necessary to effectively respond to and investigate domestic violence incidents and provide trauma-informed responses to victims.

Officer Roberts attended the General Criminal Investigations course May 8-12 at the North Carolina Justice Academy. This foundational course teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

Sergeant Winder attended the third and final week of the Police Leadership Institute May 8-12 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.

Officer Mercado attended the Warrantless Searches course May 9-10 at the North Carolina Justice Academy. This course reviewed basic laws of warrantless searches to enable officers to perform their duties lawfully and effectively.

Senior Officer Martin attended a two-week crash reconstruction course May 15-26 at the North Carolina Justice Academy. This course enables participants to reconstruct traffic crashes using previously gained knowledge in combination with materials learned in the course.

Officer Odom attended Standardized Field Sobriety Testing training May 15-17 in Jacksonville. This course is intended to give officers knowledge and skills to detect impaired drivers.

Sergeant McLamb and Officers Roberts, Piniewski, and Whitmire attended Standardized Field Sobriety Testing refresher training on May 16 at the Leland Police Department. This training recertifies officers to continue to use their knowledge and skills to detect impaired drivers.

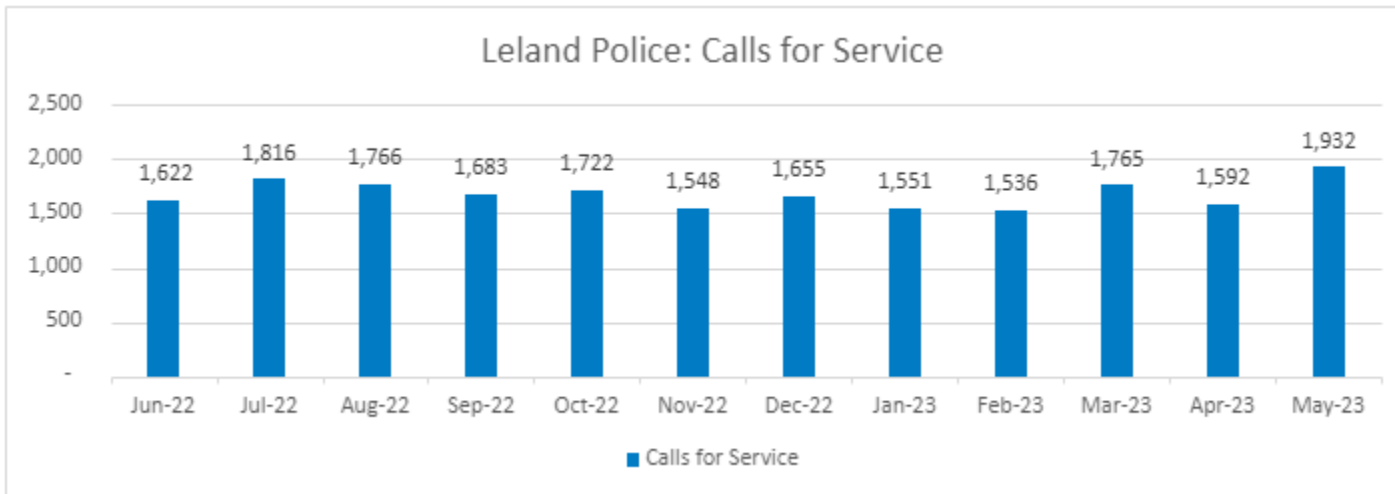
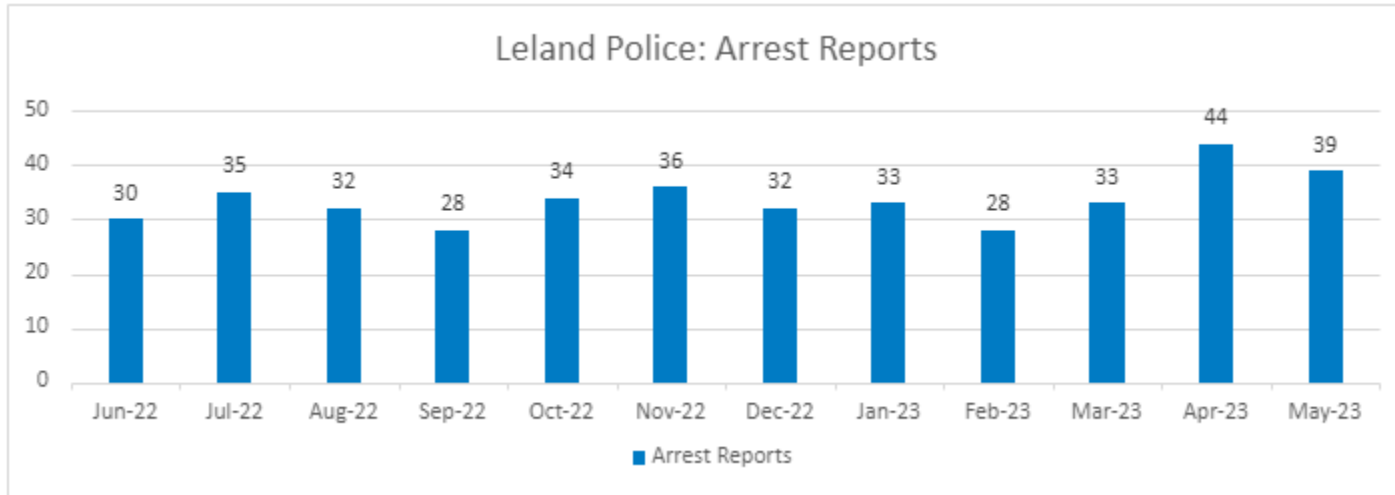
Officer Brown and Detective Gaston attended the Community Oriented Policing training May 23-25 at the North Carolina Justice Academy. This course is for personnel actively engaged in community policing initiatives within their agency.

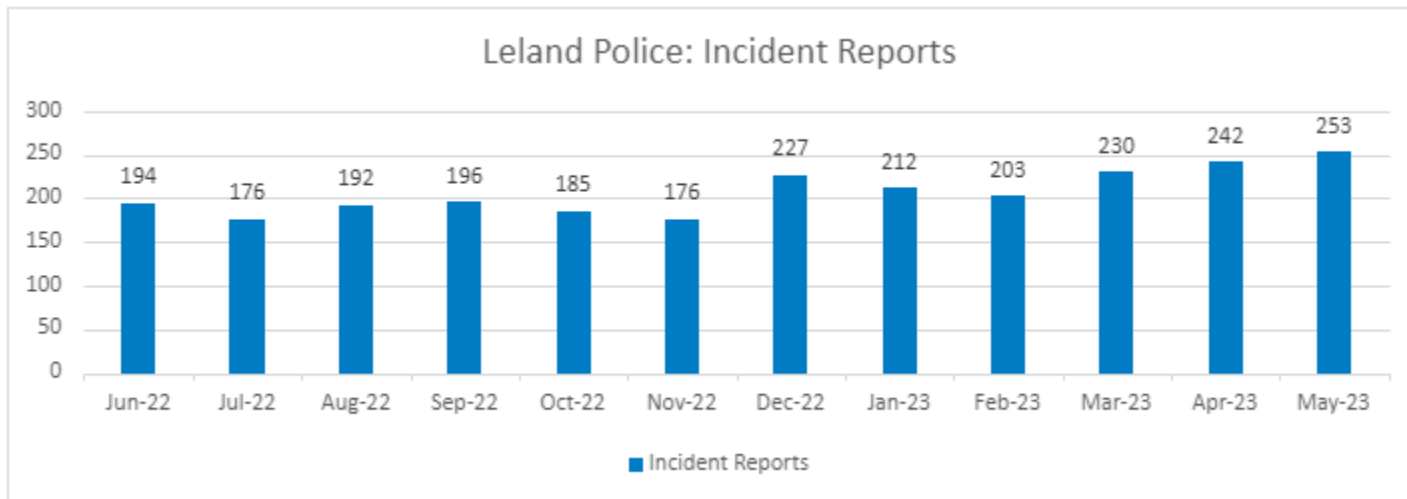
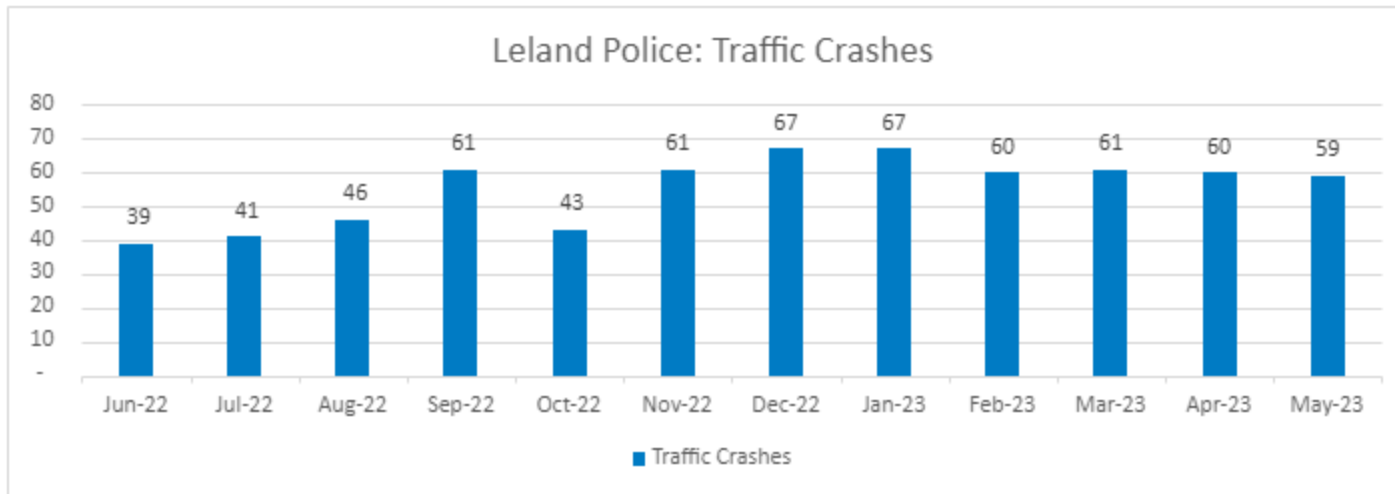
Lieutenants Almond and Warren attended a Red Dot Sight Training on May 23 in Greenville. This training focuses on the fundamentals of finding the dot and other mechanics and components of proper handgun technique.

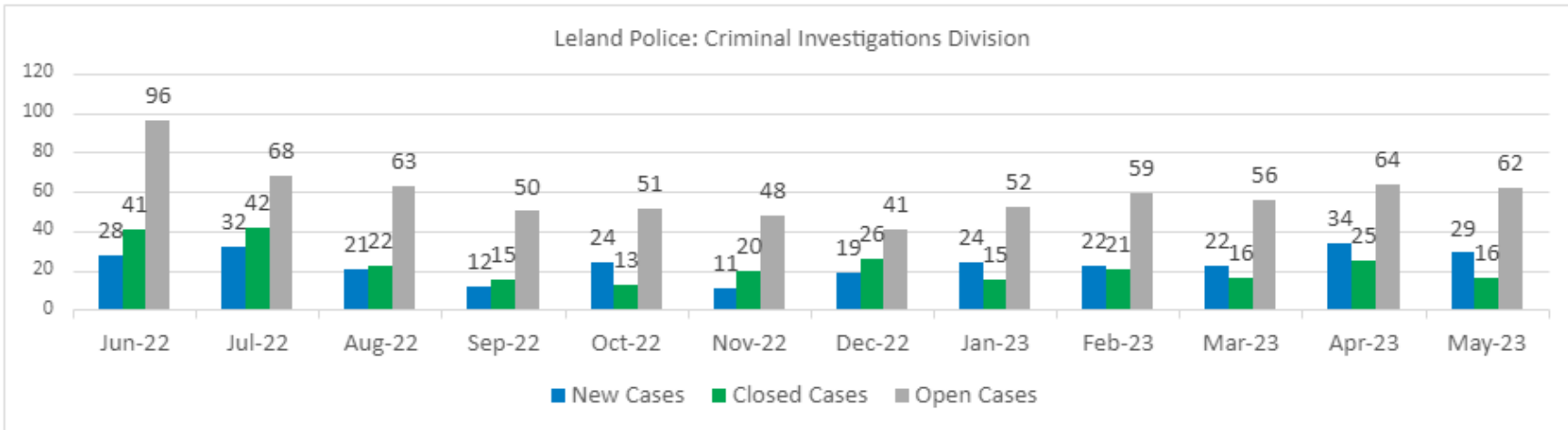
Sergeants Munger and Reid attended Patrol Rifle School May 24-26 in Greenville. This course focuses on getting acquainted and confident in the use of rifles and different aspects related to fundamentals of shooting.

Officer Holland attended a virtual Human Trafficking course on May 24. This course is designed to teach officers how to handle human trafficking calls and certain things to watch out for.

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	13	0	0	0	0	0	3
May	61	8	17	10	3	0	3
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	118	8	22	15	3	1	13

Department News

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

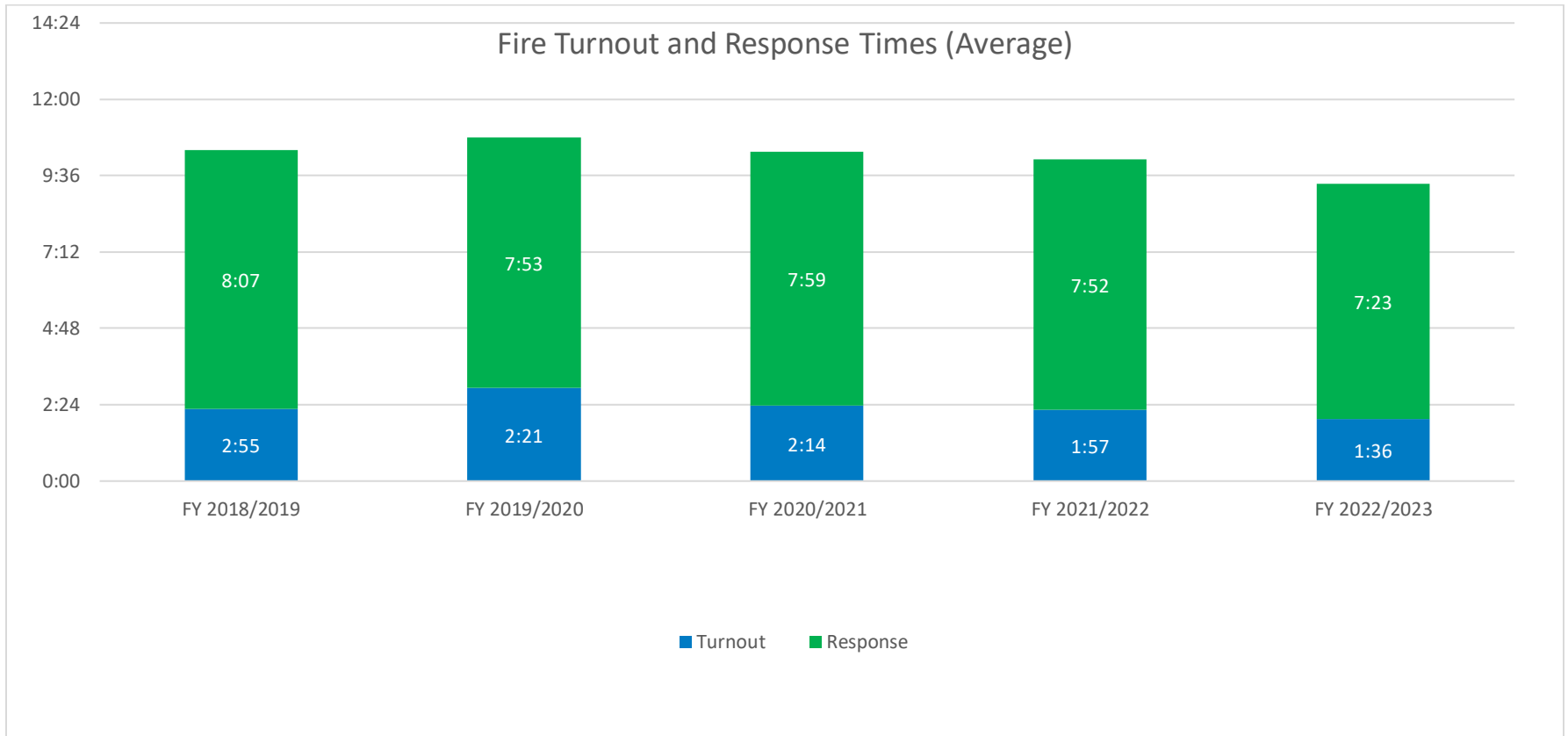
- Assisted five citizens with child passenger seat checks or installations
- Assisted 18 homeowners with smoke alarm installations or battery replacements
- Conducted fire extinguisher training for approximately 40 high school students
- Participated in the Belville Founders Day Celebration and interacted with approximately 40 citizens

Staff participated in quarterly facility training at Cape Fear Community College. This quarter's training focused on flashover/fire behavior, deck gun operations, vent-enter-isolate-search operations, and flow-and-move fire attack skills.

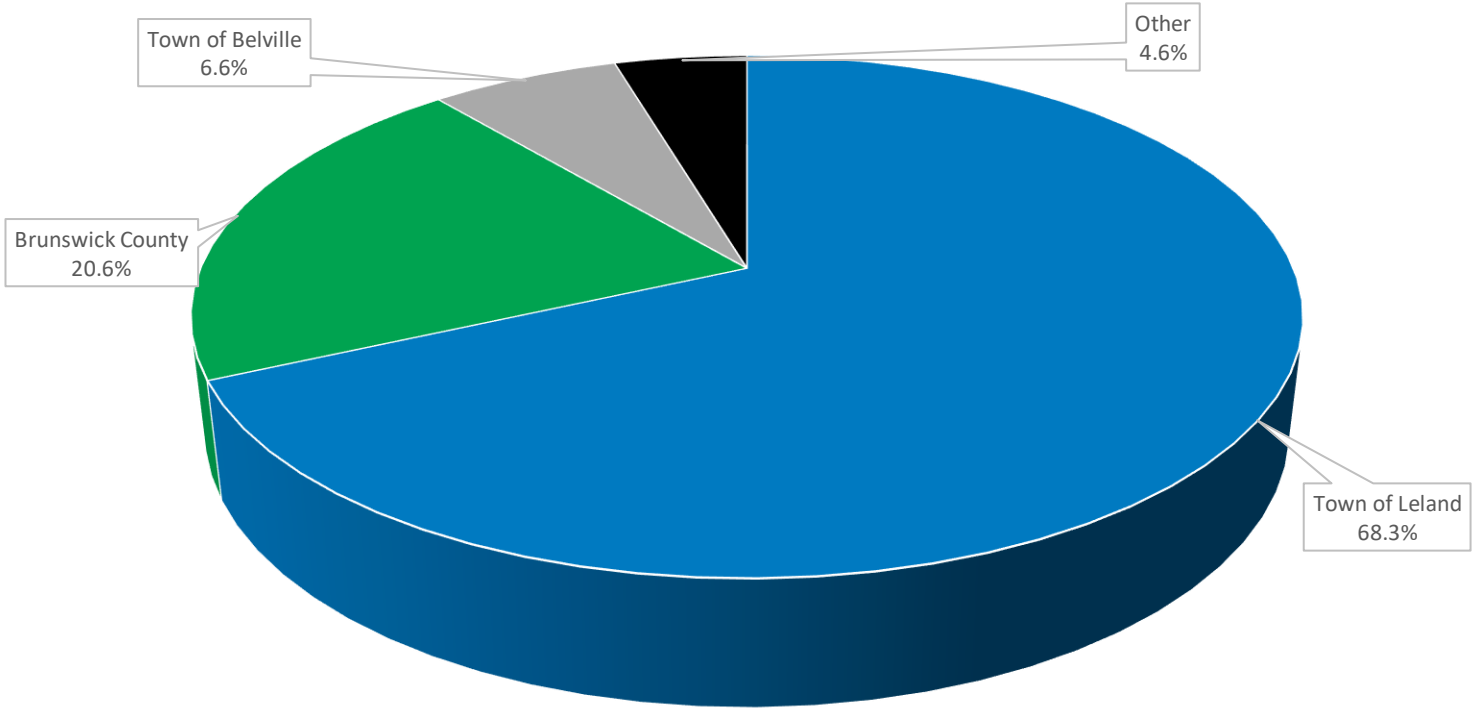
Seven department members attended the 1st Due Tactics conference in Carolina Beach. This conference provides leadership training and command/officer training specializing in first due operations, tactics, and command level courses.

Staff made 15 water rescues during the flood event on May 19.

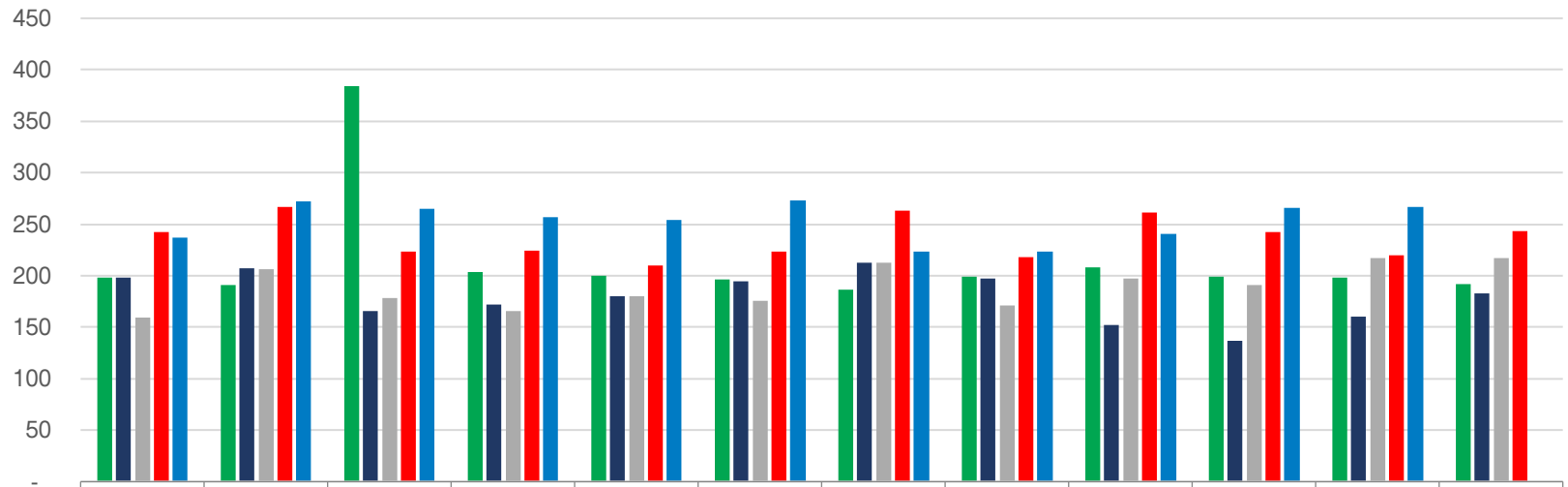
Dashboard



FY 2022/2023 Fire Calls by Zone



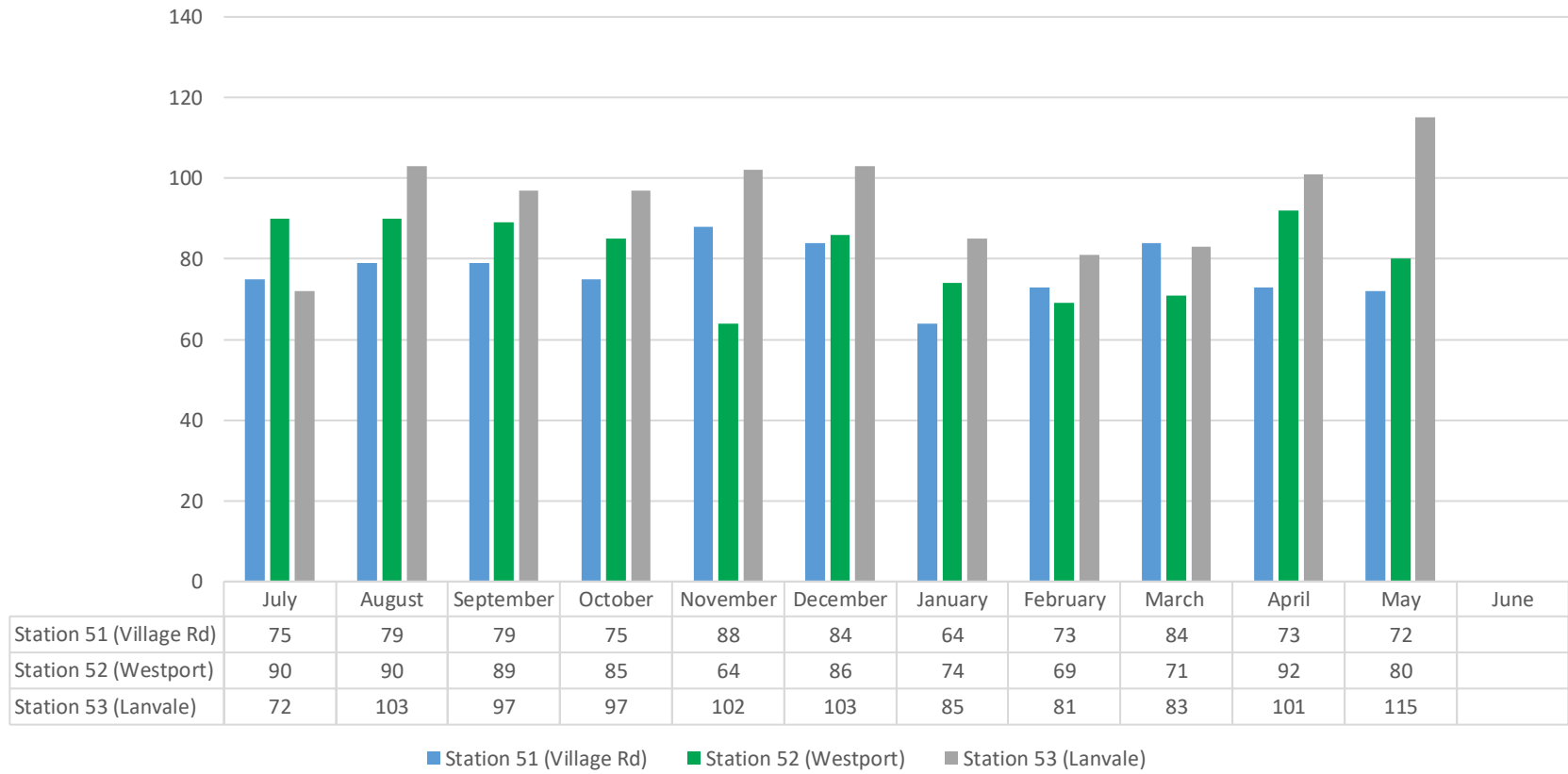
Fire Calls

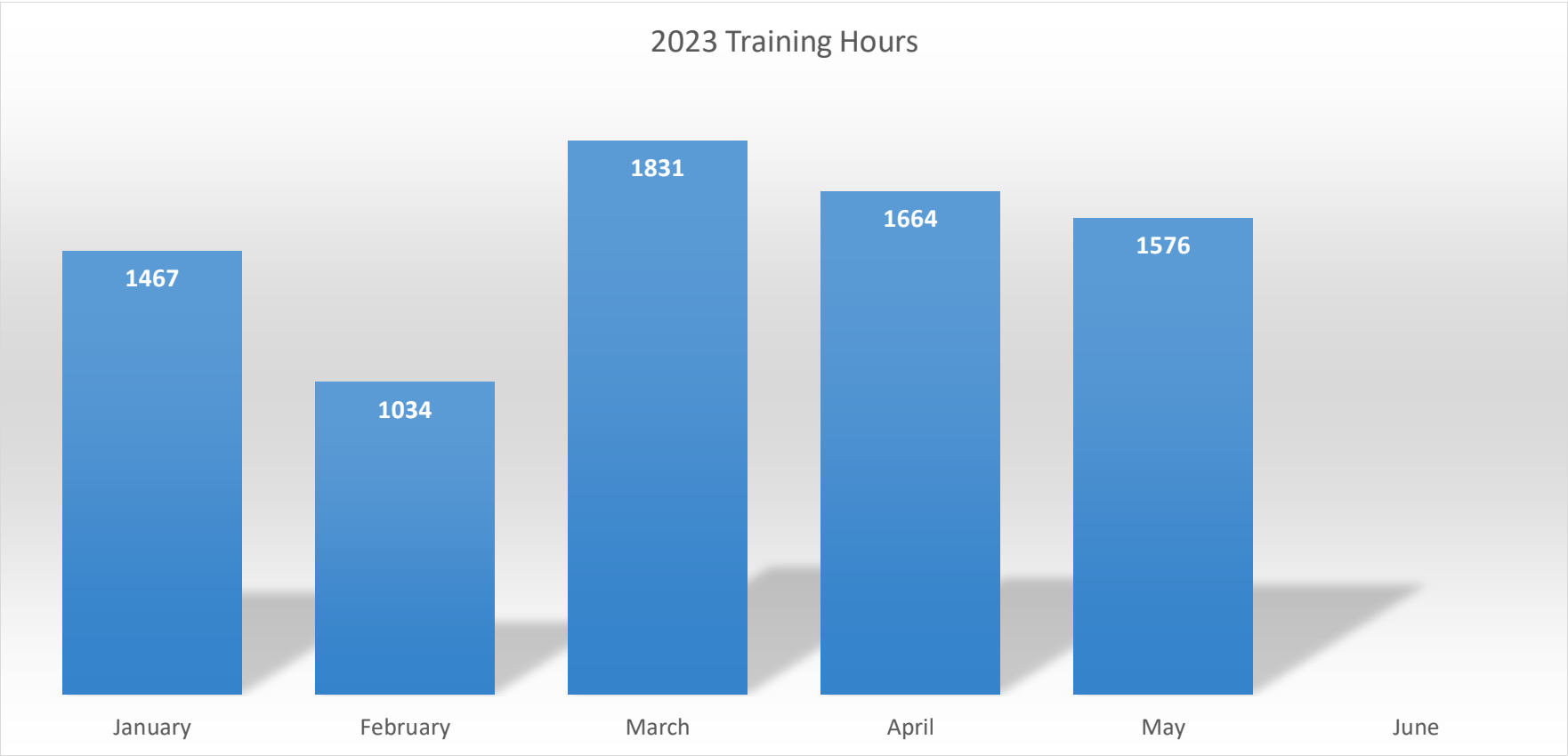


	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2018/2019	198	191	384	204	200	196	186	199	208	199	198	192
■ FY 2019/2020	198	207	166	172	180	195	213	197	152	137	160	183
■ FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
■ FY 2021/2022	242	267	223	224	210	223	263	218	261	242	220	243
■ FY 2022/2023	237	272	265	257	254	273	223	223	241	266	267	

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

FY 2022/2023 Fire Calls Per Station





Department News

Chief Grimes worked on preparing staff for the 2023 hurricane season. Multiple training sessions were held including Intermediate Incident Command Systems (ICS-300), Advanced Incident Command Systems (ICS-400), Finance and Logistics section review, and training on the new Incident Action Plan software. The Town now boasts more than 50 NIMS-trained staff members. This level is exceptionally rare in municipalities of this size and reinforces the following Council vision statement: *Be the Safest southeastern NC town through preventative and responsive emergency services and citizen engagement and to Be a town well prepared for, responsive to, and able to recover from natural and human-made hazards.*

The Staff Support Team worked on updating all department emergency playbooks. Chief Grimes attended the Brunswick County Public Health Integrated Preparedness Planning Workshop and training in Evacuation Planning Strategies and Solutions in New Hanover County. Work continues to review and amend the Emergency Operations Plan and for the 2023 Hurricane Expo. Chief Grimes and Public Services staff met to discuss the activation of the Disaster Debris Management Plan. Chief Grimes worked with the Planning Department on reviewing a text amendment.

Work Priorities

- Reviewing Emergency Operations Plan.
- Preloading/training on IAP software.
- Performing training for staff on hurricane preparedness.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- Preparing for further staff incident exercises.

Projects Completed

- No projects were completed in May.

Department News

Andrew Neylon, Ernie Hernandez, Lawrence Wills, and Marissa Ernst completed CPR training offered through the Town of Leland.

Ben Watts and Ms. Ernst attended “All about Accessory Dwelling Units (ADUs)”, a webinar hosted by Land of Sky Council of Governments. The webinar focused on how ADUs can be used to provide the missing middle of housing. Key takeaways were to increase allowable size of ADUs, ensure accessibility for differently abled persons, and how wealth generation can be achieved with ADUs through treating them like condos.

Ben Andrea and Mr. Neylon attended the Association of State Floodplain Managers annual conference. This conference provided an overview of best practices and industry developments from experts in floodplain management.

Mr. Neylon attended the National Flood Insurance Program’s Summer Virtual Workshop hosted by NC Emergency Management. The workshop reviewed the regulations of the National Flood Insurance Program, NCEM Flood Risk Information System, and substantial damage and substantial improvement assessments.

Ms. Ernst and Mr. Neylon attended “It’s not personal: Self-Care tips to avoid burnout, conflict, and contentious community meetings”, a webinar hosted by the American Planning Association. This webinar provided tips on how planners can handle emotional situations and face public criticism which can lead to stress and burnout.

Ashli Barefoot attended ICS-300 Intermediate for ICS Expanding Events, ICS-400 Advanced ICS – Complex Incidents, and Incident Action Plan Software Training hosted by the Town. The ICS courses are FEMA-certified courses and all three courses are critical to individuals who play a significant role in the Town’s Incident Management Team.

Mr. Hernandez received his Building Level 1 certification.

Eric Heunemann and Joe Vetter attended a Building Level 2 class and are now preparing for the state certification exam to obtain their Building Level 2 certifications.

James Baxter conducted an outreach campaign to target vehicles parked or blocking fire access lanes in front of commercial businesses and shopping centers.

Lawrence Wills attended a course about solar photovoltaic systems conducted by the North Carolina Electrical Inspectors Association.

Amity Cecil and Brenda Cartwright both passed the ICC Permit Technician Certification exam, which included questions about general administration, legal aspects of building permits and inspections, and zoning and site development.

Planning Board Meeting Summary

The Planning Board met on May 23, 2023, and heard the following items:

1. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of CD, Conservation District for a 26.51-acre Town-owned area located off Village Road behind the Holly Hills neighborhood.
2. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of C-1, General Commercial Business District for a 5.18-acre area located off US Highway 74/76 near Fawnbrook Way.
3. Proposed Zoning Text Amendment – The Planning Board voted to recommend denial of a proposed zoning text amendment to update the zoning ordinance to allow recreational vehicle sites to be located in special flood hazard areas.

The Planning Board's next meeting is scheduled for June 27, 2023, at 6 p.m.

Board of Adjustment Meeting Summary

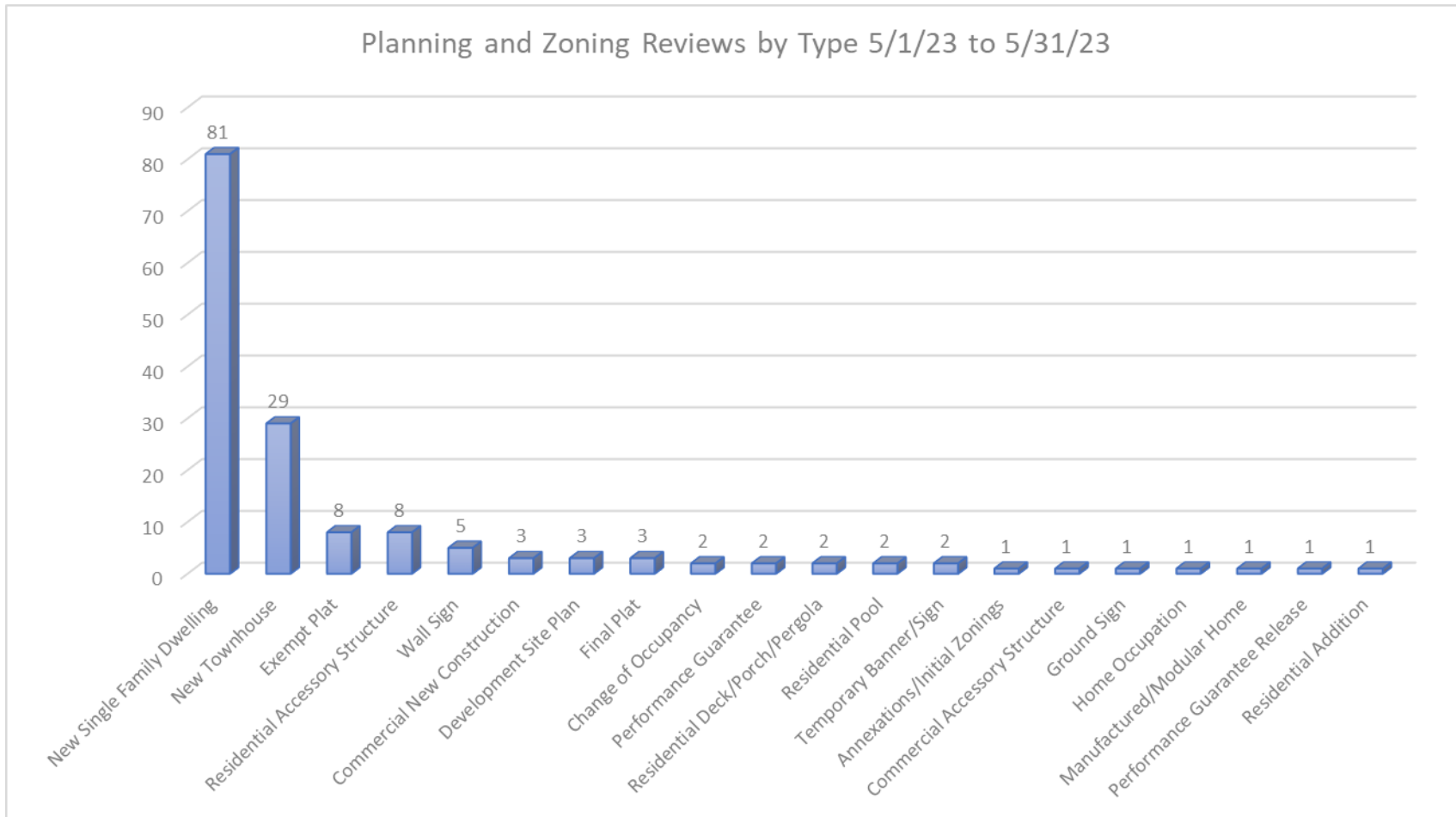
The Board of Adjustment did not meet in May due to lack of agenda items.

Current Planning Update

Technical Review Committee (TRC) Report

In May, the TRC reviewed only project revisions and no new items.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
3	4

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$489,641.56	-\$117,755.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bonds	1	\$444,394.56	\$0.00
Brunswick Forest			
Surety Bonds	15	\$2,211,142.80	\$0.00
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Jackeys Ridge			
Cash Bonds	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$0.00
Surety Bonds	4	\$2,411,655.21	\$683,771.25
Mill Branch at Spring Hill			
Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Seabrooke			
Cash Bonds	1	\$144,035.00	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$33,795.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	2	\$147,780.00	\$0.00
Total Cash Bonds	20	\$4,030,018.66	\$0.00
Total Surety Bonds	32	\$6,377,177.20	\$566,016.25
Total Performance Guarantee Sureties	54	\$10,554,975.86	\$566,016.25

Long Range Planning and Community Development Update

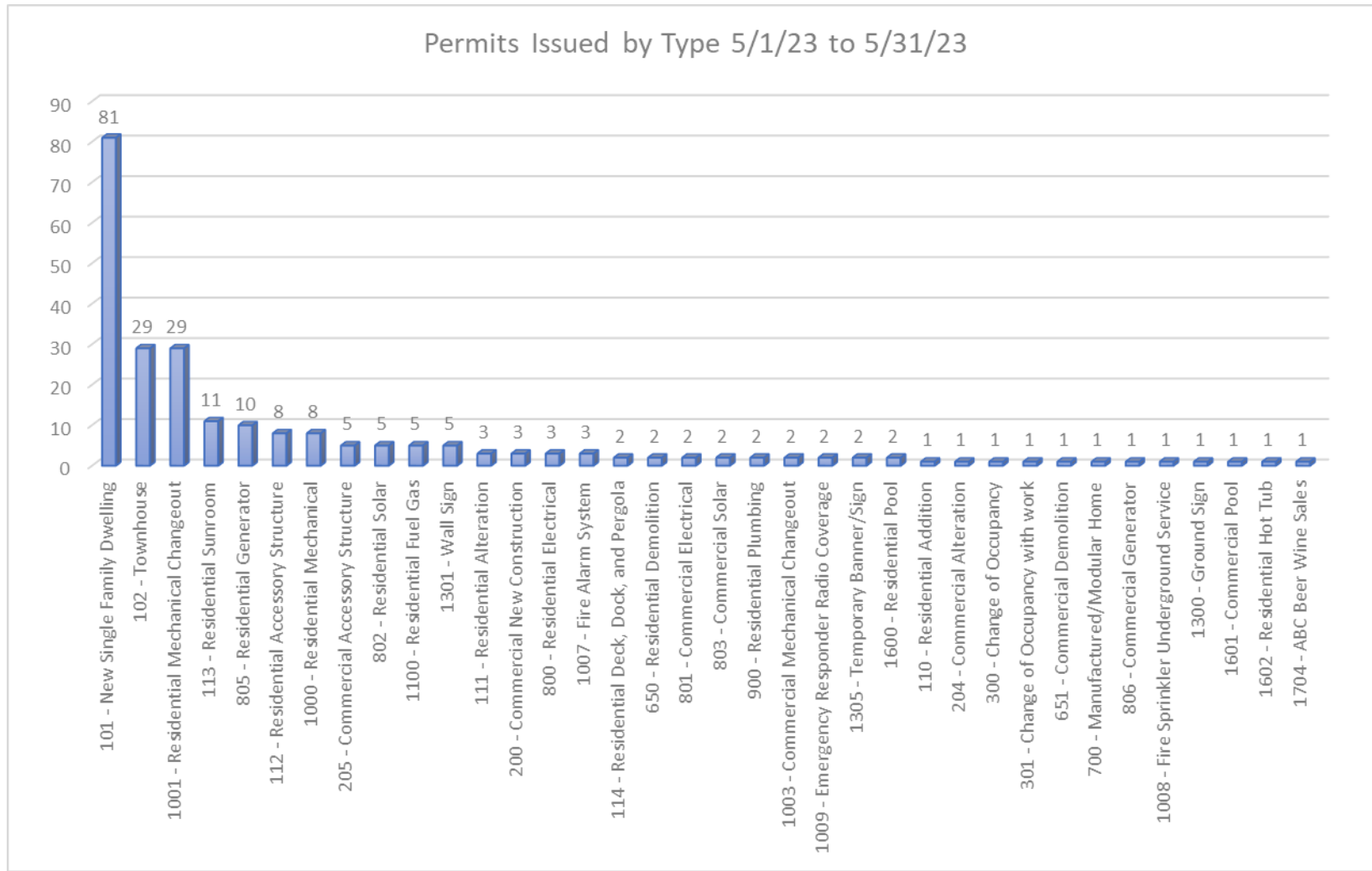
Staff held multiple meetings regarding the CDBG-NR grant to complete the bidding process for a consultant that will be responsible for grant administration. Insight Planning and Development has been selected to administer the CDBG grant for the Town.

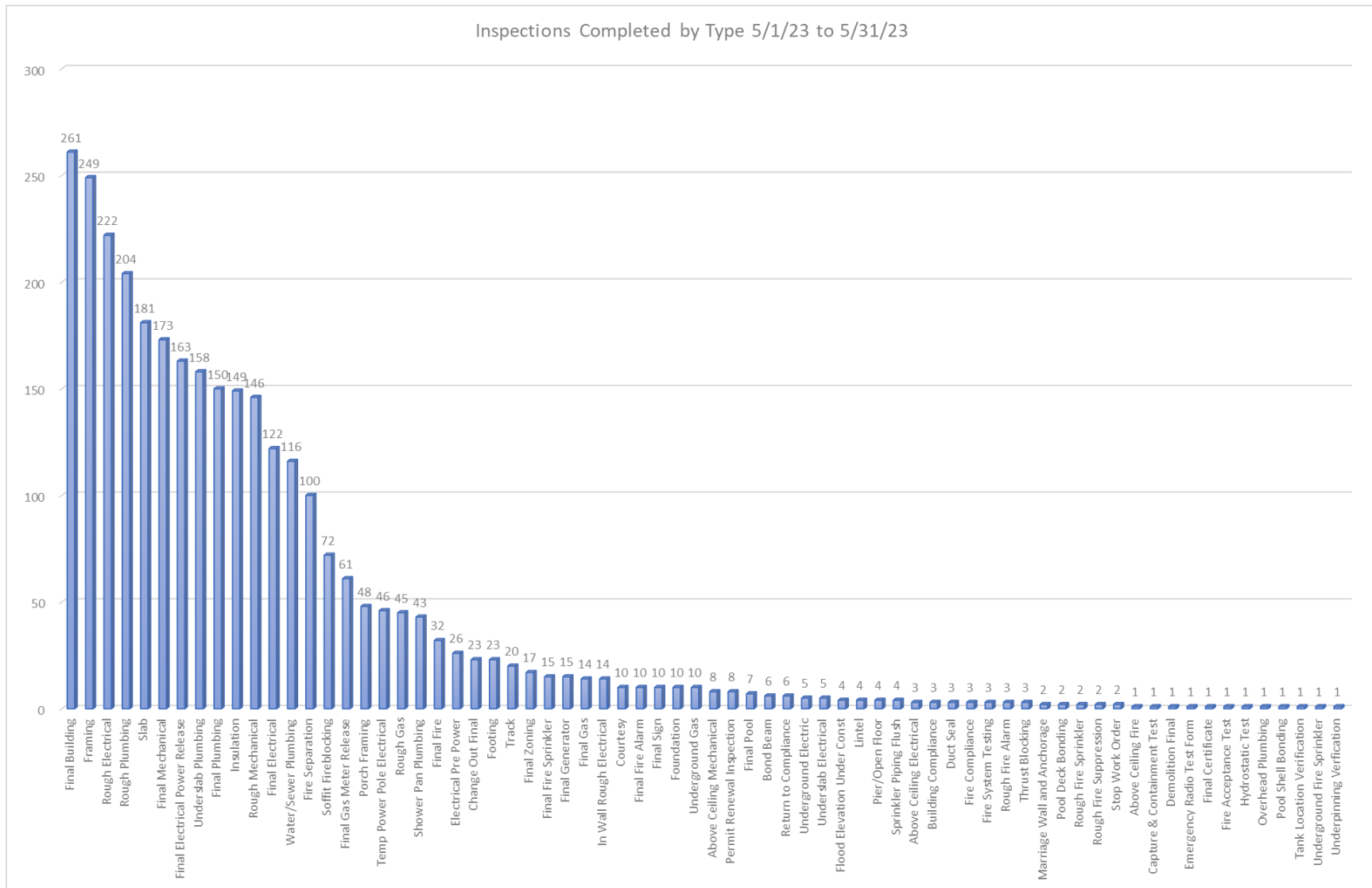
Transportation Planning Update

Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for developments in the Town. Staff also attended the monthly WMPO Technical Coordinating Committee meeting. The Leland Resilient Routes Project and the Safe Streets and Roads for All (SS4A) Safety Action Plan project continued.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
238	3,062	\$20,554,587





Code Enforcement Update

Case Summary

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Active Cases from Previous Month	3	2	1	0	6
Cases Opened	0	65	16	9	90
Cases Closed	0	41	7	4	52
Total Active Cases	3	26	10	5	44

Department News

Creative Economic Development Consulting, LLC and staff are continuing to make progress on creating an Economic Development Incentive Policy. On May 24, Creative held a meeting with Mr. Sutton and Mr. Vidmar to review the first draft of the Incentive Policy. Council will hear a presentation of the draft in July and consider adoption of the policy in August.

On May 25, Mr. Vidmar gave an economic development presentation to the Leland Rotary Club pertaining to several commercial and residential projects, Town-led park projects, NCDOT roadway projects, and a potential mixed-use development on an approximately 1,400-acre property next to Brunswick Forest.

New Businesses

- **Leland Brewing Company** is planning to open this month brewing their own beers. This will be Leland's second brewery and first in the **Gateway District**.
- **Eggs Up Grill**, founded in 1997 in the coastal community of Pawleys Island, S.C., operates in three locations in the Cape Fear area, two of which are in southern Brunswick County. A new location is planned for a multi-tenant retail building to be built behind Aldi in **Leland Town Center** later this year or early 2024.

New Construction/Development

- The Technical Review Committee is reviewing plans for an 8,400 square-foot retail building on an 0.94 acre out-parcel in **Magnolia Village** located near the corner of Grandiflora Drive and Eastowne Court.
- The Technical Review Committee is also reviewing plans for a 3,064 square-foot retail building being developed in the **Gateway District** along S. Navassa Road.

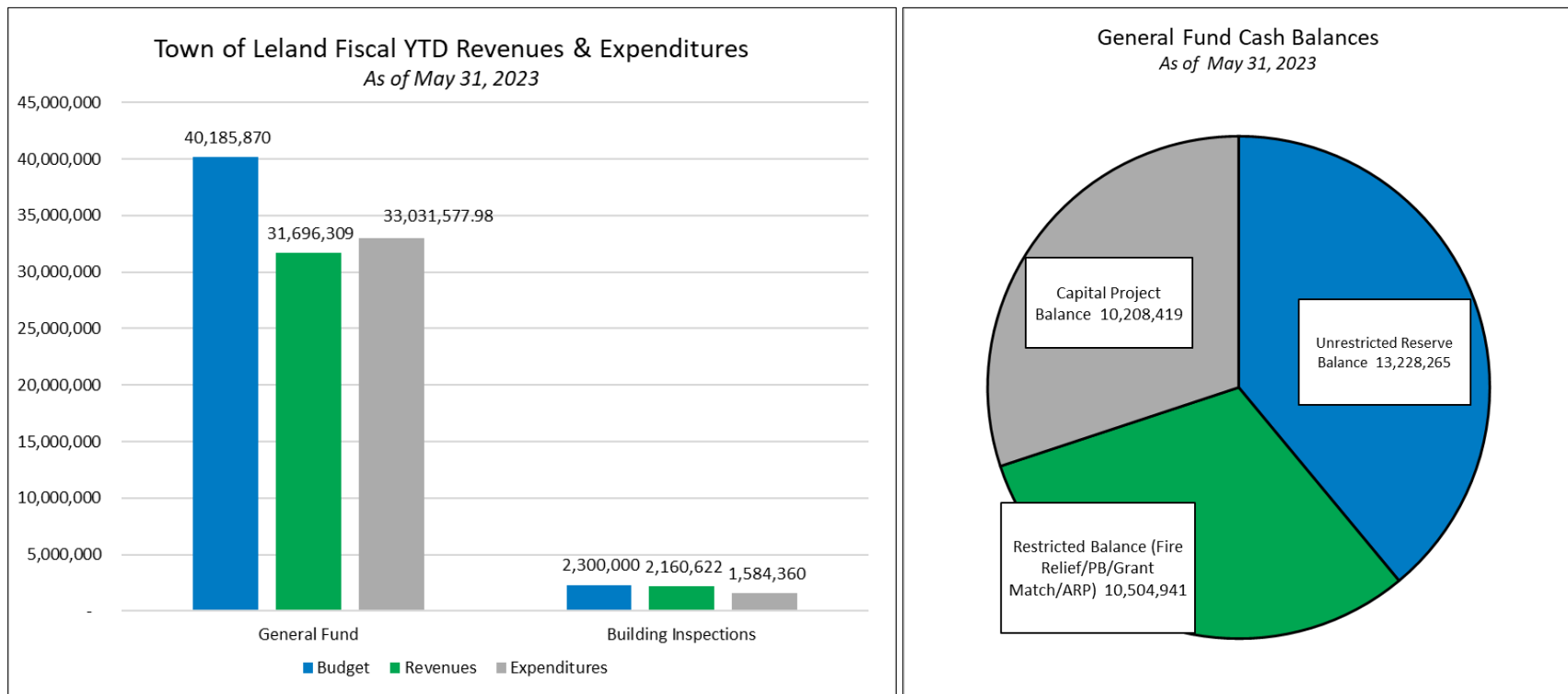
Economic Development Committee Meeting Summary

The Economic Development Committee met on May 11, 2023, and heard an update from Mr. Vidmar on the Economic Development Strategic Plan. Mr. Vidmar also announced that the May meeting would be his last, as he is retiring. He announced that Mr. Sutton had been promoted to be the new Economic and Community Development Director.

Department News

In May, Council approved the FY23/24 budget and the budget manual produced with OpenGov went live online. Staff will now submit the approved budget for the GFOA Distinguished Budget Presentation Award. Ms. Newton attended Effective Internal Controls for Local Governments at the UNC School of Government. Ms. Meadows, Ms. Glick, and Ms. Cook began work on “Local Government Finance in North Carolina – A Practical Approach” through Central Piedmont Community College.

Dashboard

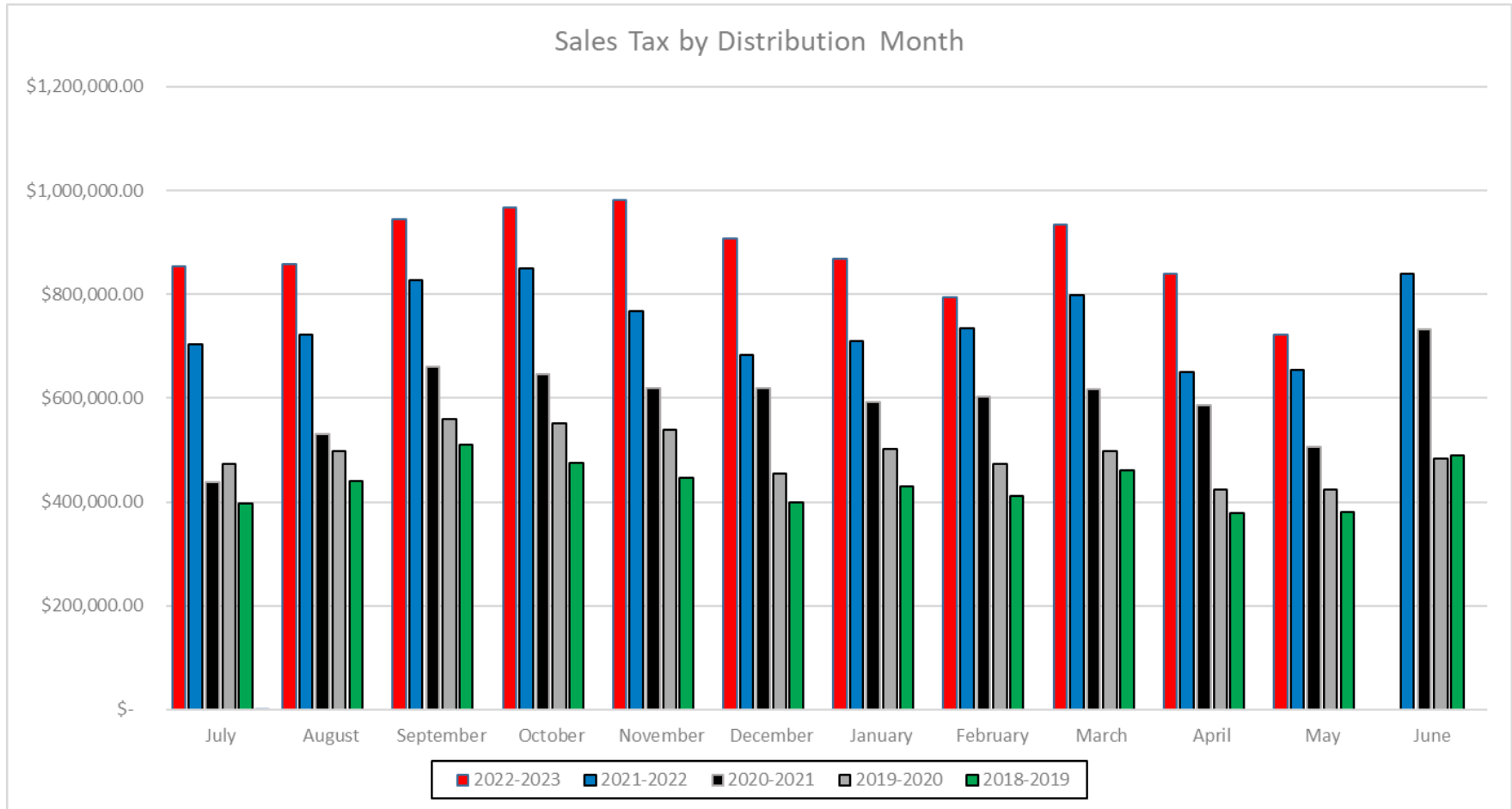


Financial Budget to Actual Report – May 31, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	40,185,870	1,165,535	31,696,309	-	8,489,561	21.13%
Governing Body	265,000	265,000	12,976	203,503	15,890	45,607	17.21%
Administration	1,830,000	1,830,000	111,329	1,592,179	7,376	230,444	12.59%
Information Technology	1,735,000	1,997,000	139,109	1,445,928	136,473	414,599	20.76%
Human Resources	420,000	420,000	26,484	271,983	16,593	131,424	31.29%
Finance	915,000	915,000	46,797	678,809	3,566	232,625	25.42%
Planning	1,190,000	1,190,000	54,982	758,238	40,087	391,675	32.91%
P&R & Cultural Arts	1,095,000	1,145,000	66,439	949,806	10,085	185,108	16.17%
Fleet & Facilities	1,460,000	1,460,000	73,022	1,145,665	40,844	273,490	18.73%
Streets & Grounds	4,230,000	4,230,000	170,880	2,833,473	122,126	1,274,401	30.13%
Police	5,785,000	6,001,000	328,119	4,757,279	113,131	1,130,590	18.84%
Emergency Management	195,000	195,000	12,888	158,989	1,514	34,497	17.69%
Fire	6,690,000	6,780,000	366,430	5,259,161	311,246	1,209,593	17.84%
Debt Services	2,370,000	2,370,000	-	2,368,459	-	1,541	0.07%
Transfers	2,010,000	11,387,870	-	10,608,105	-	779,765	6.85%
EXPENSES	30,190,000	40,185,870	1,409,455	33,031,578	818,932	6,335,360	15.77%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	170,521	2,160,622	-	139,378	6.06%
EXPENSES	2,300,000	2,300,000	141,685	1,584,360	228,592	487,048	21.18%

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

There were no purchase orders over \$50,000 issued in May.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in May.

Audit Committee Meeting Summary

The Audit Committee did not meet in May.

Department News

The department is currently working with vendors to order inventory for the new Leland Store which will open July 1. Staff is working on the fall schedule for Leland University. The department is conducting stay interviews with various departments in a continuous effort to provide support and foster open communication.

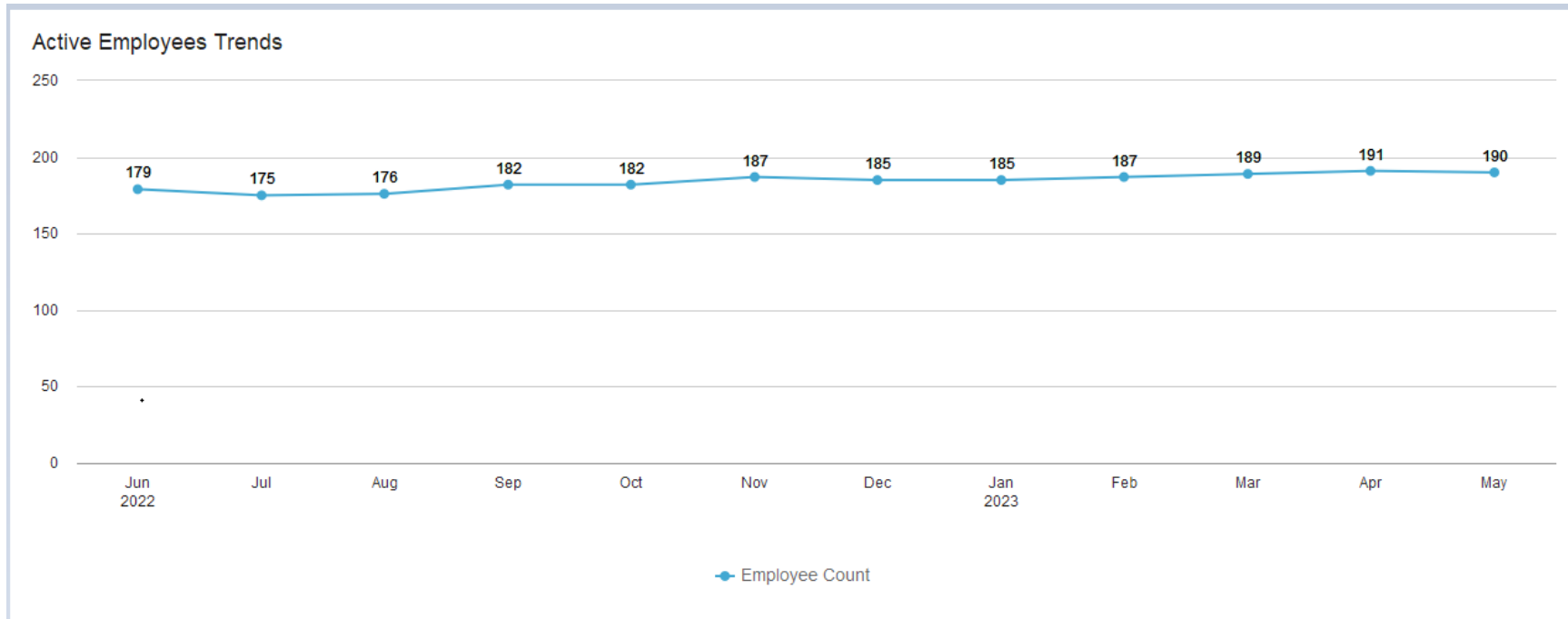
Workers Comp Data

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
3	N	Back injury, neck injury, pulled muscle

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Courtney Johnson	Police Department	Resignation	5/4/2023	Police Cadet		
Isabella Hile	IT	New Hire	5/8/2023	GIS Intern		
Peter Balderas	Engineering	Resignation	5/19/2023	Senior Construction Inspector		
Lauren Neaves	Engineering	New Hire	5/22/2023	Engineering Technician I		
Ellie Levina	Planning	New Hire	5/23/2023	Planning Intern		
Lauren Neaves	Engineering	Resignation	5/25/2023	Engineering Technician I		
Corey Bryant	Public Services	Promotion	5/27/2023		Facilities Technician I	Facilities Technician II

Headcount (FT and PT Employees) June 2022 – May 2023



Headcount ⓘ
190
As of May 2023

Hired ⓘ
54

Termed ⓘ
39

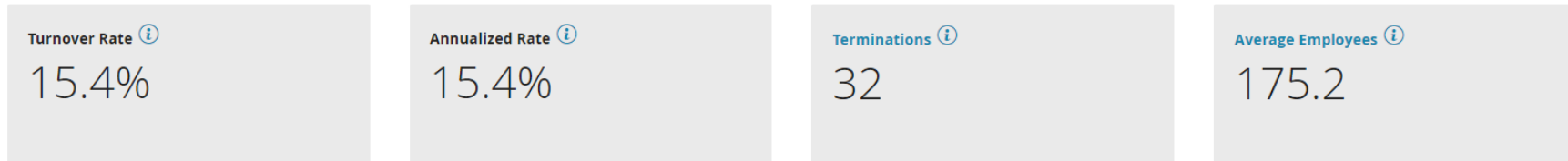
Growth Rate ⓘ
8.6%

Turnover Rate ⓘ
17.5%

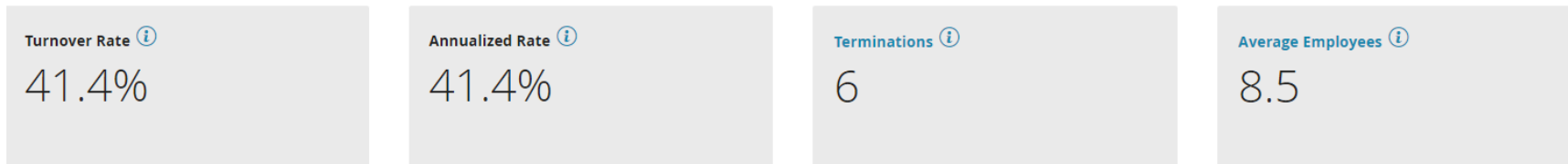
Average Tenure ⓘ
3.9
(Years)

Turnover Data June 2022 – May 2023

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

The department continues to focus on finalizing projects outlined in the FY22/23 budget. Several ongoing projects involve the implementation or upgrade of wireless capabilities in Town facilities.

Major Work Priorities

- Technology installations at new Fire Station 51.
- Wireless network installations/upgrades.
- Stormwater infrastructure GIS data collection.

Projects Completed

- 7 employees onboarded/offboarded.
- Multi-Factor Authentication implementation.
- Laserfiche content management migration.

