



STAFF REPORTS

July 2022 Regular Meeting

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Department News

Laurie White obtained her North Carolina Notary Public certificate, giving the Town a notary public at the MOC. Karl Keefe obtained his Confined Space Certification.

On June 18, the Town partnered with Cape Fear River Watch to hold a public Stream Cleanup at Sturgeon Creek Park, collecting hundreds of pounds of trash and debris.

Streets Updates

Work Priorities

- Staff completed ditch cleaning and clearing along Sturgeon and Cleatwood Drives and started the same work on Highland Hills Drive. This work includes removing debris, removing vegetation, and re-grading the ditches where required. This work is expected to take several weeks to complete.
- Staff installed Thermoplastic STOP bars on streets intersecting Mallory Creek Drive. As of right now, the department will be concentrating on intersecting streets leading to high traffic roadways for STOP bar installations.
- Staff contracted with USDA Animal and Plant Health Inspection Services (APHIS) for the removal of beavers and beaver dams in Town. In June, beavers and beaver dams were removed in Mallory Creek and Highland Hills.
- Staff will attempt to replace blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. Some of this work has been completed with loosened blocks re-attached and glued down. It appears the HOA may have some matching blocks leftover from a beautification project. Staff is waiting to hear from the HOA about the status of these materials to complete this work.
- Staff installed new 25 mph speed limit signs along Cape Fear National Drive in Brunswick Forest. They also relocated the electronic speed indicator sign from Westport to Cape Fear National Drive.
- Staff installed missing street name signs at various locations throughout Town.
- In July, staff will begin repairing and replacing sidewalks that have been damaged by trees in Magnolia Greens.

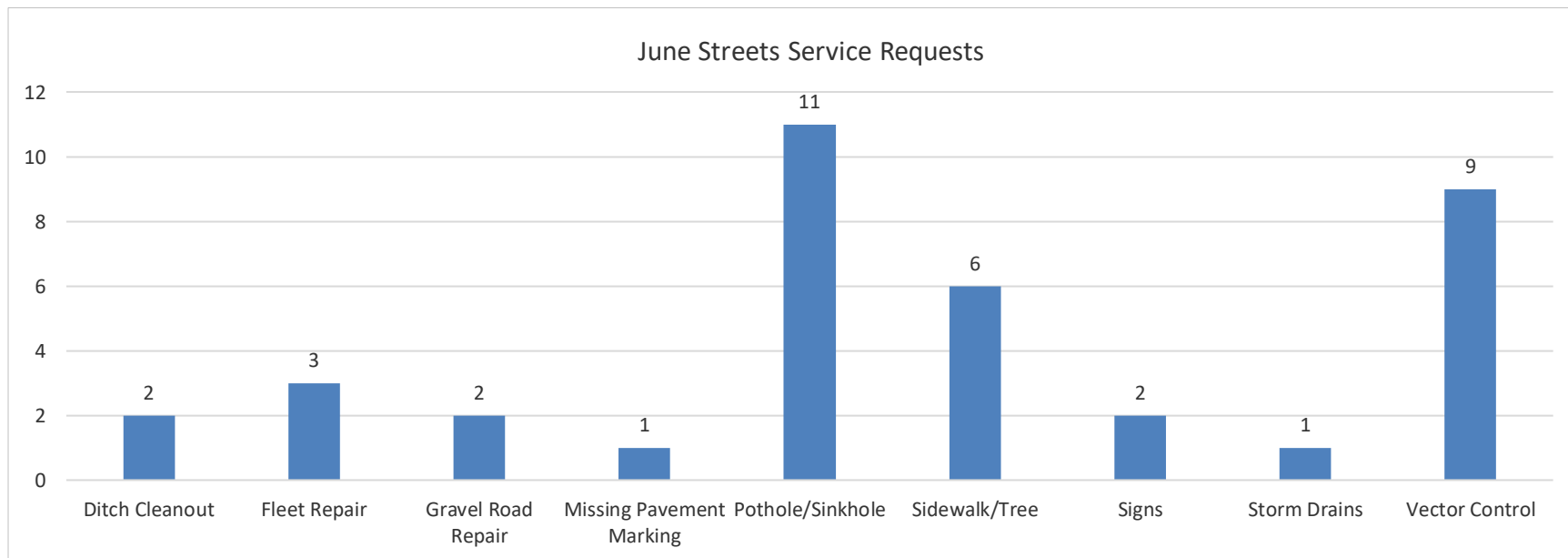
Initiatives

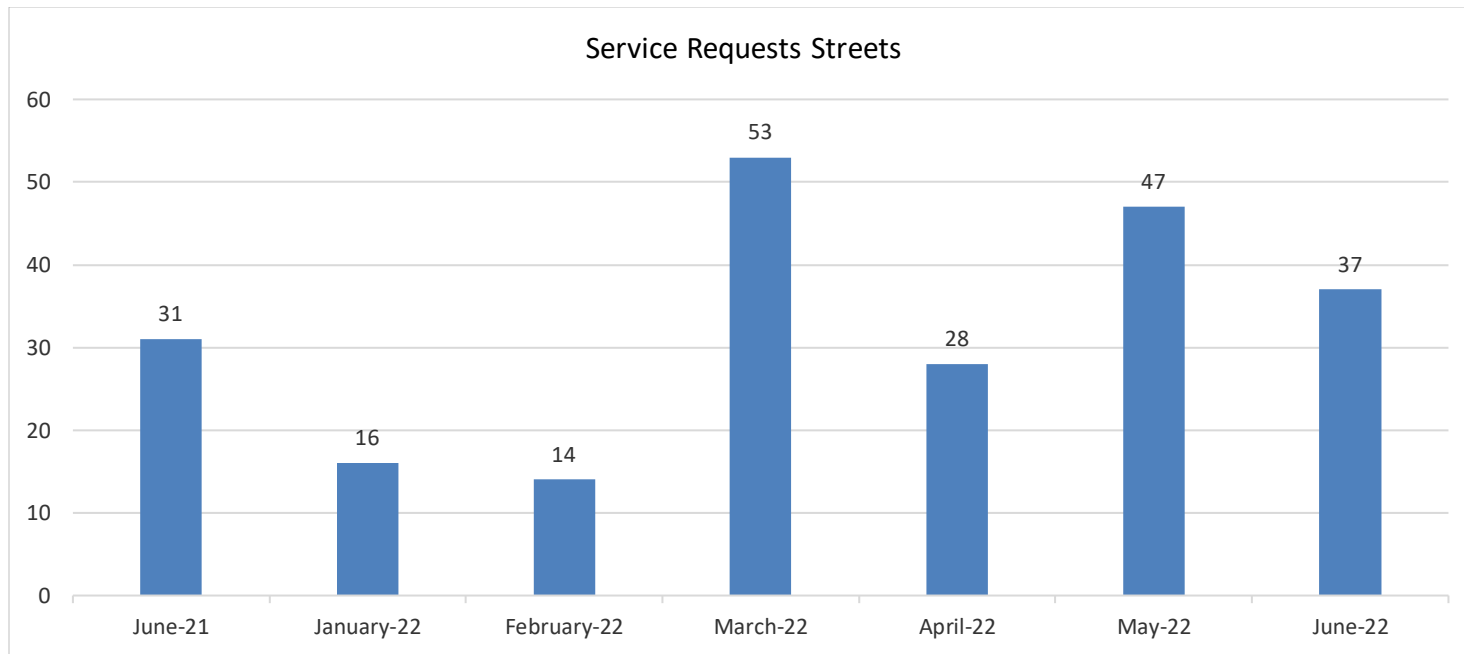
- Staff is reviewing street sweeping needs throughout Town and is looking at both subcontractors to complete this work as well as lease options to rent a street sweeper for internal use. It is anticipated that street sweeping will be completed late summer or fall.

- Staff is obtaining proposals to complete street and pavement marking assessments as part of the upcoming budget year. This work is completed on a three year cycle and is used to identify and prioritize street capital improvement projects.
- Staff is reviewing Town-maintained gravel roads for possible paving. Survey work for this project has been completed and the engineer is working on design plans for Town review. These roads include Graham Drive, Appleton Way, Breman Lane, and John Sneed Lane.
- Staff is working with Precision Infrastructure on the development of an ADA Transition Plan for Town sidewalks and facilities. The draft report was provided to the Town for review in June with a final report expected in July. This plan is required to meet ADA Title II requirements and is scheduled to be completed in August.
- Staff is working on the annual NCDOT Powell Bill updates, which are due July 21. Staff will capture all new Town-maintained roads in the annual update, increasing the annual Powell Bill funding the Town receives.

Work Order Summary

- Streets received 37 work orders in June, with most of them being pothole/sinkhole (11) and vector control (9) related.
- Streets completed 23 work orders in June with an approximate expense of \$47,600 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$29,400).





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

Grounds Updates

Work Priorities and Initiatives

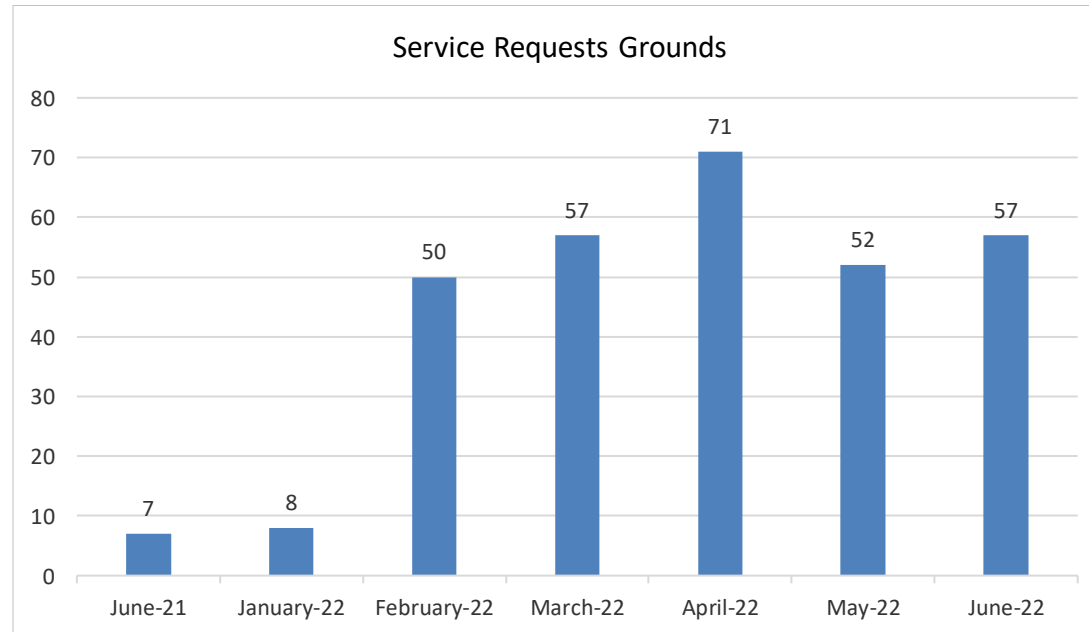
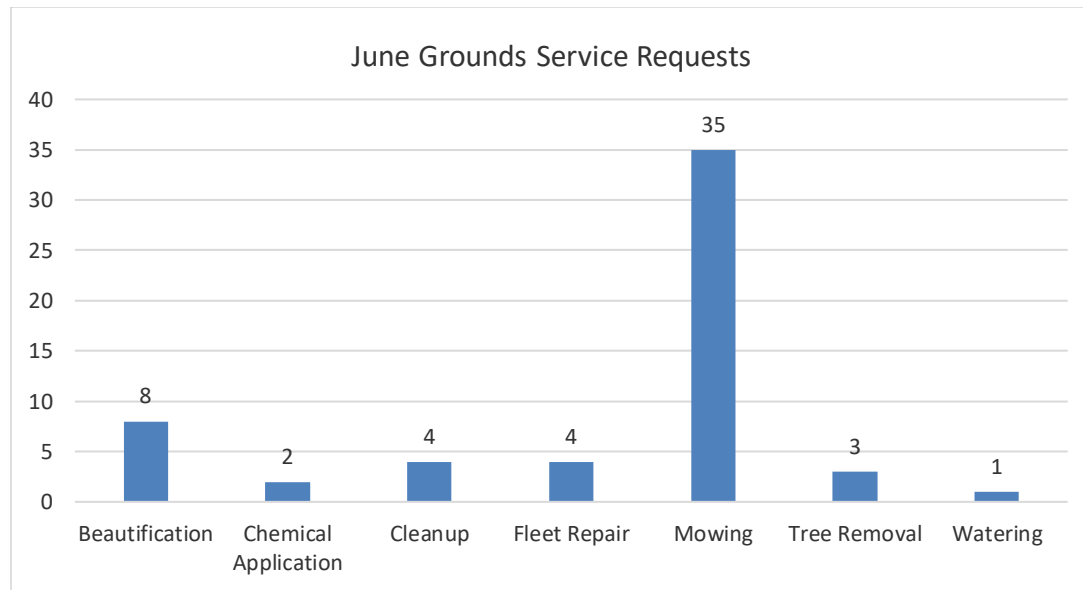
- Due to very dry conditions, various Town properties are requiring routine watering to keep vegetation green.
- Northgate stormwater pond mowing will continue this summer and seeding will be completed in September.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon and the Town will take over maintenance of the stabilization.
- The diverging diamond on Village Road will require irrigation, and staff is requesting permits and working with NCDOT. This work is included in the FY22/23 budget.
- Board replacement and maintenance will be completed at Cypress Cove and Westgate Nature Parks in July.
- Landscape maintenance and beautification will be completed at the Town of Leland entrance sign in July.

Projects Completed

- Fire Station 53 has been partially landscaped. Additional seeding will be completed in the fall when temperatures are cooler.
- Trees at Founders Park were trimmed, and dead limbs and dead trees were removed.
- Summer landscape maintenance continues at all Town facilities and parks, including watering as needed.

Work Order Summary

- Grounds received 57 work orders in June, with most of them being mowing related (35).
- Grounds completed 55 work orders in June, with an approximate expense of \$21,700 in labor and equipment to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

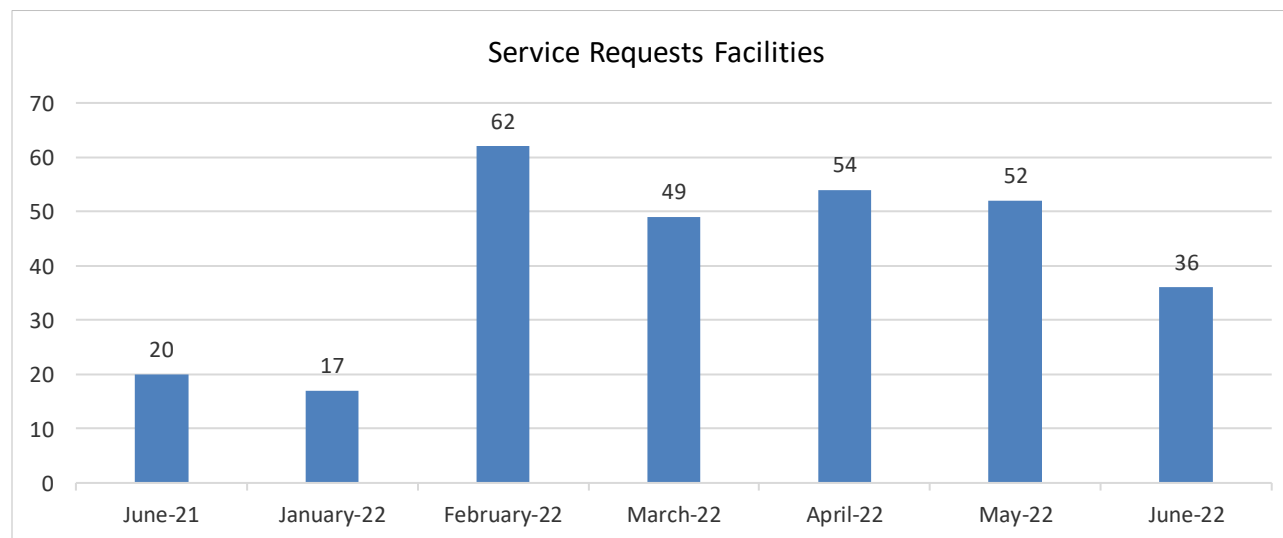
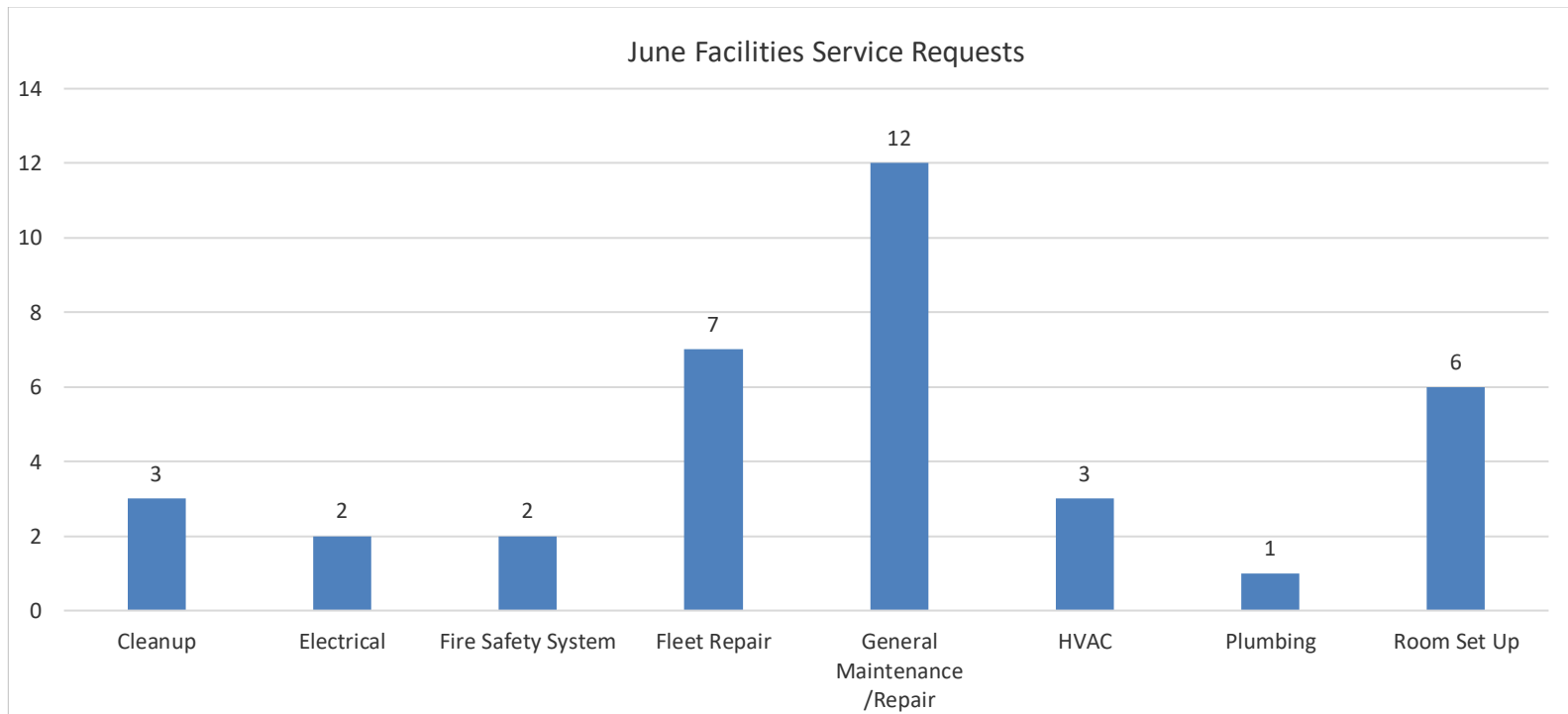
- Roof inspections have been completed at the LCAC. Some minor repair needs have been identified and will be completed this summer.
- The warranty claim for the repair of the red cement panels at the LCAC has been denied. Staff is reviewing the denial and will be working with vendors to schedule a cleaning for the panels.
- Staff is repairing the air compressors at the Village Road and Westport Fire Stations.
- Staff is working on adding an additional power panel in Founders Park for Leland in Lights. This work is pending delivery of materials.
- Staff is meeting with electricians and getting quotes to add electrical outlets to the outside of Town Hall. Two quotes have been received and staff is working to obtain at least one additional quote.
- Power Secure will be performing minor preventative maintenance on all Town generators beginning in July.
- Staff is working with Building Inspections to paint the offices and beautify the Village Road Fire Station for their temporary move to that facility.
- Staff is working with Piedmont Natural Gas to install a gas line at the LCAC. This work is anticipated to be completed in July.
- Staff is creating a major maintenance capital improvement list for all Town facilities. The draft list will be completed in July.

Projects Completed

- Salt Air completed the HVAC repairs at the LCAC.
- Salt Air completed the HVAC repair in the first floor Police Department area in Town Hall.
- Roof repairs have been completed at the MOC, including replacement of leaking warehouse skylights.
- Staff completed a small repair on the air compressor at Fire Station 53.

Work Order Summary

- Facilities received 36 work orders in June, with most of them being general maintenance and repair related (12).
- Facilities completed 27 work orders in June, with the bulk of the expense being related to labor and materials (\$1,240).



Fleet Vehicle Updates

Work Priorities

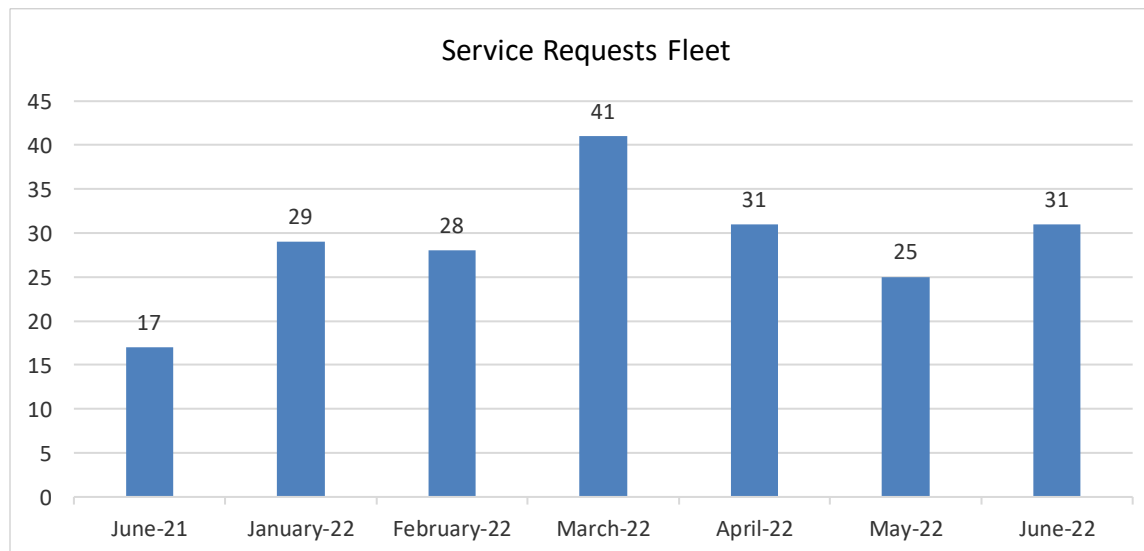
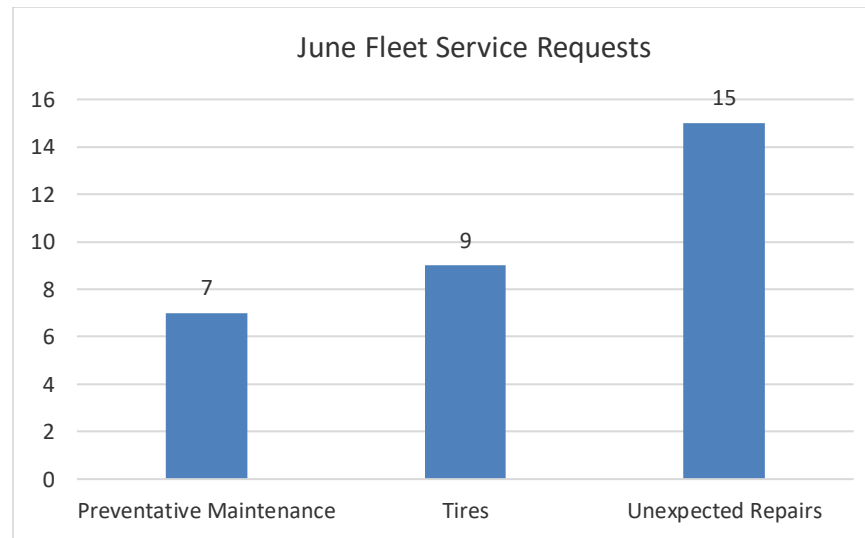
- Staff is reviewing new vehicle requirements and working to complete new vehicle orders for each department.
- Additional GPS units have been received and are being installed in new vehicles as they arrive.
- Staff is obtaining quotes to permanently install safety lights on all department trucks.

Projects Completed

- The fire apparatus maintenance service contract is being awarded to Safe Industries and will be presented to Council for approval in July.
- The business case analysis for routine vehicle maintenance expenses was completed and presented to leadership. Routine vehicle maintenance will continue to be subcontracted out and will be reviewed again in two years.
- The Damage Repair SOP has been completed and provided to all departments.
- Staff installed GPS devices on new fleet vehicles.

Work Order Summary

- Fleet received 31 service requests in June for a total expense of \$10,550. Of these, seven requests were for preventative maintenance for a total of \$1,100. Scheduled maintenance was limited in June in order to assist Finance in closing the fiscal year in a timely fashion.



Capital Project Updates

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

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Construction in progress. Supplemental agreements have been approved for additional work on the project to include replacing ADA mats along Village Road and Town Hall Drive.
- Next Steps: Construction is on hold until pay items and scheduling for the remainder of the work can be worked out with the contractor. Final completion is TBD.
- Concerns: Contractor failed to complete the project within the contract time, August 22, 2021. Town staff is tracking anticipated liquidated damages at \$500 per day and working closely with NCDOT and SEPI Engineering to complete the project.

Brunswick Village Boulevard Extension Paving & Kay Todd Road Multi-Use Path

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as install stormwater catch basins, three stormwater ponds, a multi-use path along Kay Todd Road, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Project is out for advertisement with bid opening on July 28.
- Next Steps: Construction anticipated to begin in October, pending bids, and is expected to take 12 months to complete.
- Concerns: Meeting timelines in the development agreement.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, Graham Drive, and a section of Appleton Way.
- Status: Engineer and Town staff are reviewing stormwater conveyance and treatment options before finalizing concept design plans.
- Next Steps: Town staff has engaged NCDOT on approvals for stormwater discharge within NCDOT right-of-way and Town requested engineer look into stormwater alternatives for the unpaved roads. Once stormwater and concept plans are finalized, Town staff will schedule public meetings with residents along the affected streets to review proposed improvements.
- Concerns: No concerns at this time.

Town of Leland Streets Resurfacing 2021-2022

- Purpose: To resurface nine streets within the Town limits to include Olde Waterford Way, a portion of Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.
- Status: Advertisement and bid has closed with C.M. Mitchell Construction Company as the apparent low bidder at \$1,076,444.60. The award will be presented to Council for approval in July.
- Next Steps: Town Council approval and issue Notice of Award and execute a contract with C.M. Mitchell Construction Company. Construction anticipated to begin in late August and is expected to take 90 days to complete. Town staff to coordinate the resurfacing of Highway 17 and signal upgrades at Olde Waterford Way with NCDOT.
- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes the widening and paving of Baldwin Drive, installing sidewalks, stormwater, and drainage improvements.
- Status: Design phase. Engineer has developed the concept plan for Baldwin Drive. TRC review is expected for end of July.
- Next Steps: Once concept plans are finalized, Town staff will schedule public meetings with residents along Baldwin Drive to review the proposed improvements.
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Contract finalized with MSB Development, Inc.
- Next Steps: Town staff working with the contractor to issue the Notice to Proceed and schedule a pre-construction meeting. Town staff anticipates construction to begin in July. Construction will take approximately 150 days to complete.
- Concerns: No concerns at this time.

Ocean Gate Plaza Intersection Improvements

- Purpose: The Town is working with the developer of Leland Corners to install a single-lane teardrop roundabout to improve the intersection at Ocean Gate Plaza and New Pointe Boulevard.
- Status: Developer has closed on the property. Town staff has awarded a task order to Davenport to complete the survey and design work for the project.
- Next Steps: Begin survey and geotechnical exploration.

- Concerns: Coordinating design work with developer who is constructing the Ocean Gate and Gateway Boulevard roundabout.

Leland Fire Station 51 – 1987 Andrew Jackson Highway NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Site work has begun, and metal building has been delivered. Finalizing some small details with electrical plan before issuing final plan set for approval.
- Next Steps: Obtain building permit after final set has been approved. Begin pouring footers and building slab in preparation of vertical construction.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway – Municipal Operations Center (MOC)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: POs have been issued for loading dock leveler and stormwater supplies.
- Next Steps: A third quote is being obtained for generator transfer switches. IT obtaining quotes for access control system and security cameras.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag/stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Stabilization plans have been approved by USACOE and are currently in review with the Town and USDA. Project extension has been approved by USDA.
- Next Steps: Coordinate construction start date and timeline after final approval has been given by Planning and USDA. Mobilization expected to occur in July/August.
- Concerns: No concerns at this time.

Streamflow Rehabilitation Assistance Program (StRAP– Stream Clearing)

- Purpose: Vegetative debris cleanup and removal within streams throughout Leland via grant received from NCDA.
- Status: Town awarded grant to address sections of Jackeys Creek, Sturgeon Creek, and Mill Creek.
- Next Steps: Complete RFP and prepare project for advertisement and bid.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.

- Status: Town was approved by NCDEQ for participation in the Brownfields Study program and is awaiting next steps from NCDEQ Project Manager. NC Wildlife has site on project list and is currently working on prelim plans. NC Wildlife estimates approximately \$500,000 will be given to Town for the construction of parking lot adjacent to ramp.
- Next Steps: Coordinate next steps with WithersRavenel for Brownfield Study of the property. Continue communication with NC Wildlife on the boat ramp.
- Concerns: No concerns at this time.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that will include walking paths, play areas, fitness areas, veterans memorial, picnic shelters, and an amphitheater.
- Status: McGill currently working with architect and playground/splashpad contractor to finalize site plan and begin permitting. Architect is continuing work on plans for amphitheater, bathrooms, and picnic shelters.
- Next Steps: Continue moving towards finalization of site plans and permit submissions. Send Duke Energy 100% site and architectural plans once engineering has been completed to address power and lighting requirements. Work with H2GO on finalization of utility plans. Complete RFP for playground equipment and advertise for bid. Obtain easements for stormwater pipe through adjoining property.
- Concerns: No concerns at this time.

Animal Control Facility at MOC

- Purpose: Renovation of “Seaglass” building at MOC to convert to Animal Control Facility.
- Status: Most major renovation items have been completed and contractors are working through building inspection process and finalizing project.
- Next Steps: Continue working through inspections and final renovation items. Waiting on kennels to be delivered.
- Concerns: No concerns at this time.

Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town Park.
- Status: PO has been issued for contractor for forestry mulching. Work is expected to begin in July.
- Next Steps: Clear undergrowth and small trees. Have lot surveyed and wetlands delineated before moving forward with park master plan.
- Concerns: No concerns at this time.

Town Hall Renovation

- Purpose: Renovate Town Hall to gain more useable workspace including offices, conference rooms, and a redesign of employee break room.
- Status: Project received two bids during bid opening which was held on July 7. Lowest bidder was CMC Building, Inc. at \$3,068,279.
- Next Steps: Architect and staff to review bids and make recommendation to Council.
- Concerns: No concerns at this time.

Town Hall Addition

- Purpose: Design and construction of addition to current Town Hall building to gain more workspace including offices and conference rooms.
- Status: Project is currently in conceptual design phase with on-call architect Sawyer, Sherwood, and Associates. Staff has received a preliminary cost estimate based off the approved concept design.
- Next Steps: Architect is currently working on quote for 100% construction drawings and bid documents.
- Concerns: No concerns at this time.

Sweetbay Park

- Purpose: Develop two properties off Trade Street into 18-hole disc golf course.
- Status: Forestry mulching has been completed and staff is maintaining the property.
- Next Steps: Complete existing conditions survey and wetland delineation. Obtain PO for course design and begin working with design team on next steps.
- Concerns: No concerns at this time.

Department News

Staff completed interviews for a vacant Program Coordinator position and plan to move forward with a conditional job offer.

Parks and Recreation Board Summary

The Parks and Recreation Board met on June 29, 2022, and reviewed the following items:

- Swearing in of New Student Member
- Historical Marker Application – William Benton Residence
- Recommendation for Facility Use Policy and Rate Schedule
- Recommendation for Sponsorship Policy
- Grant Notice – Electric Charging Stations for Founders Park
- PROS (Parks Recreation and Open Spaces) Plan Action Items

The next meeting of the Parks and Recreation Board is scheduled for August 31, 2022.

Upcoming Events

July 15, 2022 – LCAC Performance Series: Comically Impaired

July 30, 2022 – Contra Dance at the LCAC

August 1, 2022 – Fall and Winter 2022-23 Registration Opens

August 19, 2022 – LCAC Performance Series: Mint Julep

August 27, 2022 – PRCR Annual Open House

Parks, Recreation, and Cultural Resources Updates

Summer programming continues in July and August with Crafternoons in Founders Park and Summer Club and Summer Club Jr. at the LCAC. The Fall and Winter 2022-23 CAPE Activity Guide will be available in mid-July and registration for all programs within the guide will open on August 1.

Parks, Recreation, & Cultural Resources

New offerings for the season include a jigsaw puzzle competition, sensory-friendly Santa visits, teen journalism club, Leland green sweep cleanups, new painting programs, and more!

Upcoming special events include the Comically Impaired comedy troupe at the LCAC as well as the first in a series of Contra Dances in 2022 in partnership with Cape Fear Contra Dance. Staff is also busy planning the return of annual events including the Open House on August 27 and the Founders' Celebration on September 10.

The department received two generous donations from Leland residents in June. Janice Purin donated two pedestals for the LCAC gallery in memory of her late husband Lou Purin, who crafted the 12 pedestals currently in use. Michael Nash also donated a Casio piano that will outfit the LCAC's second Practice Room with a keyboard, expanding lesson and practice options for students.

Department News

In June, more than 245 people visited the front desk at Town Hall and more than 225 people called the main phone line. The department launched a new Town website that staff created from scratch with the assistance of VC3. The new website is designed to be more modern and user-friendly, which were the two most requested features from the internal and external surveys conducted last fall. Ms. Bradley received her North Carolina Notary Public certificate. Ms. Jewell completed training in the Supervisor Enhancement program through Brunswick Community College.

Social Media Update

- Facebook Highlights (June 1 – 30, 2022)
 - Added 94 new page followers
 - Overall post reach – 78.7K
 - Top post (Largest reach): “🔔 Construction on Leland Fire/Rescue Station 51 is officially underway! This new station will be located at our Municipal Operations Center campus and replace the station on Village Road.
Full article 📄 <https://bit.ly/3I5sp2n>”
- Twitter Highlights (June 1 – 30, 2022)
 - Impressions/Reach – 4,852
 - Received 705 new profile visits
 - Top tweet (Largest reach): “Our second annual Hurricane Expo was a great success! 🎉 Thanks to all the community members who came out, and to @BrunskoES, @NWSWilmingtonNC, @H2Go_BRWS, @LeeHaywoodWX, @NCInsuranceDept, and all of the other organizations that participated! #LelandPrepares #LelandNC pic.twitter.com/1jC6LYf72X”
- NextDoor Highlights (June 1 – 30, 2022)
 - Impressions/Reach – 91,696 (52% increase from last month)
 - Likes/Comments – 220
 - Top post (Largest reach): “Come join us TOMORROW for the second annual Hurricane Expo! Learn more about what you can expect 📄 <https://bit.ly/3MM3xOE> 🌐 #LelandPrepares #LelandNC”
- LinkedIn Highlights (June 1 – 30, 2022)
 - Added 32 new followers
 - Impressions/Reach – 8,226
 - Reactions/Comments – 300

- Top post (Largest reach): “This past weekend, our Emergency Management Department hosted our second annual Hurricane Expo with our Fire/Rescue, Police, Planning, and Public Services departments in attendance. Big thank you to Brunswick Regional Water & Sewer H2GO, National Weather Service, Brunswick County Emergency Services, Lee Haywood, North Carolina Department of Insurance, and everyone else for their support, attendance, and expertise which made this event a success. 🎉 #LelandPrepares #LelandNC”

Project Updates

- The new website went live on June 1. Staff worked with VC3 to ensure a smooth transition, correct errors, and maintain accessibility. Work to keep content up-to-date, user-friendly, and add new features is ongoing.
- Identified plans for new social media management software and newsletter software to be purchased in the new fiscal year. Started training and planning for transition.
- Completed research into software that can assist with targeted marketing and produce in-depth analytics. Working to produce proposal.
- Researched and developed strategy for Town Instagram, created account, and started producing content. Account will launch in July.
- Began working on Strategic Communications Plan by contacting other government organizations for feedback to help guide plan.
- Continued planning for Leland history video. Researched and contacted video production companies to obtain quotes.
- Started creating content for internal and external Employee Spotlight campaigns. Both will roll out in July.
- Collaborated with departments Town-wide to create and implement comprehensive public information strategies for various initiatives and events, including the 2022 Hurricane Expo, the community volunteer stream cleanup, flood awareness, and the Fire Station 53 Dedication and Open House.
- Created Certificates of Promotion, hiring graphics, and stock social media graphics for profile and regular postings for Fire/Rescue.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.
- Completed all staff headshots for Fire/Rescue.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Welcome to the New Town of Leland Website](#)
 - [Community Invited to Dedication and Open House for New Fire Station](#)

- [Join the Town for a Volunteer Stream Cleanup](#)
- [Brunswick County Issues Stage 1 – Water Conservation Alert](#)
- [Leland Named StormReady Community](#)
- [Construction Underway on Leland Fire/Rescue Station 51](#)

- Port City Daily
 - [Hurricane expo to take place in Leland](#)
 - [Controlled burn underway in Leland, to last through next week](#)
 - [2 homicide suspects from Piedmont region arrested in Leland](#)
 - [Leland annexation bill passes, most leaders tight-lipped on its reasoning](#)
 - [Construction begins on Station 51 in Leland](#)

- WWAY
 - [Town of Leland will hold Hurricane Expo at Cultural Arts Center](#)
 - [Community invited to dedication and open house for new Leland fire station](#)
 - [Hundreds turn out for 2nd annual Leland Hurricane Expo](#)
 - [Multiple agencies assist in arrest of 2 Charlotte homicide suspects in Leland](#)
 - [Leland is officially recognized as a StormReady community](#)
 - [Leland Fire/Rescue uses long hoses to train for fighting fires a lengthy distance from water source](#)
 - [Construction begins on new Leland Fire/Rescue station](#)

- WECT
 - [See smoke? Crews conducting controlled burn in Leland](#)
 - [Town of Leland invites community to dedication and open house for new fire station](#)
 - [Town of Leland hosts Hurricane Expo](#)
 - [Two Charlotte homicide suspects arrested in Leland](#)
 - [2 arrested by Leland Police for west Charlotte murder](#)
 - [Leland Fire Department opens long-awaited new station](#)
 - [Construction begins on new Leland fire station](#)
 - [‘If you’re going to enjoy fireworks, leave it to the professionals.’ Fire officials offer safety tips ahead of holiday weekend](#)

- StarNews
 - [These 4 Brunswick County towns are among the fastest growing in North Carolina](#)
 - [Town of Leland to host hurricane expo. Plus 9 more events in Brunswick this week.](#)
 - [Leland has a new fire and rescue station. Here's your chance to get a look inside.](#)
- North Brunswick Magazine
 - [Leland's Old Fayetteville Road Multi-Use Path wins an NCDOT Mobi Award.](#)
 - [The Leland community is invited to the dedication and open house for the town's new fire station on June 18.](#)
 - [North Carolina League of Municipalities \(NCLM\) recognizes Leland Police Department for completing the Law Enforcement Risk Review Process.](#)

TDA Marketing

- Met with WWAY Account Executive to discuss TV and digital advertisement options.
- Developed proposal for new *Our State* magazine advertisements.

Leland TDA Meeting Summary

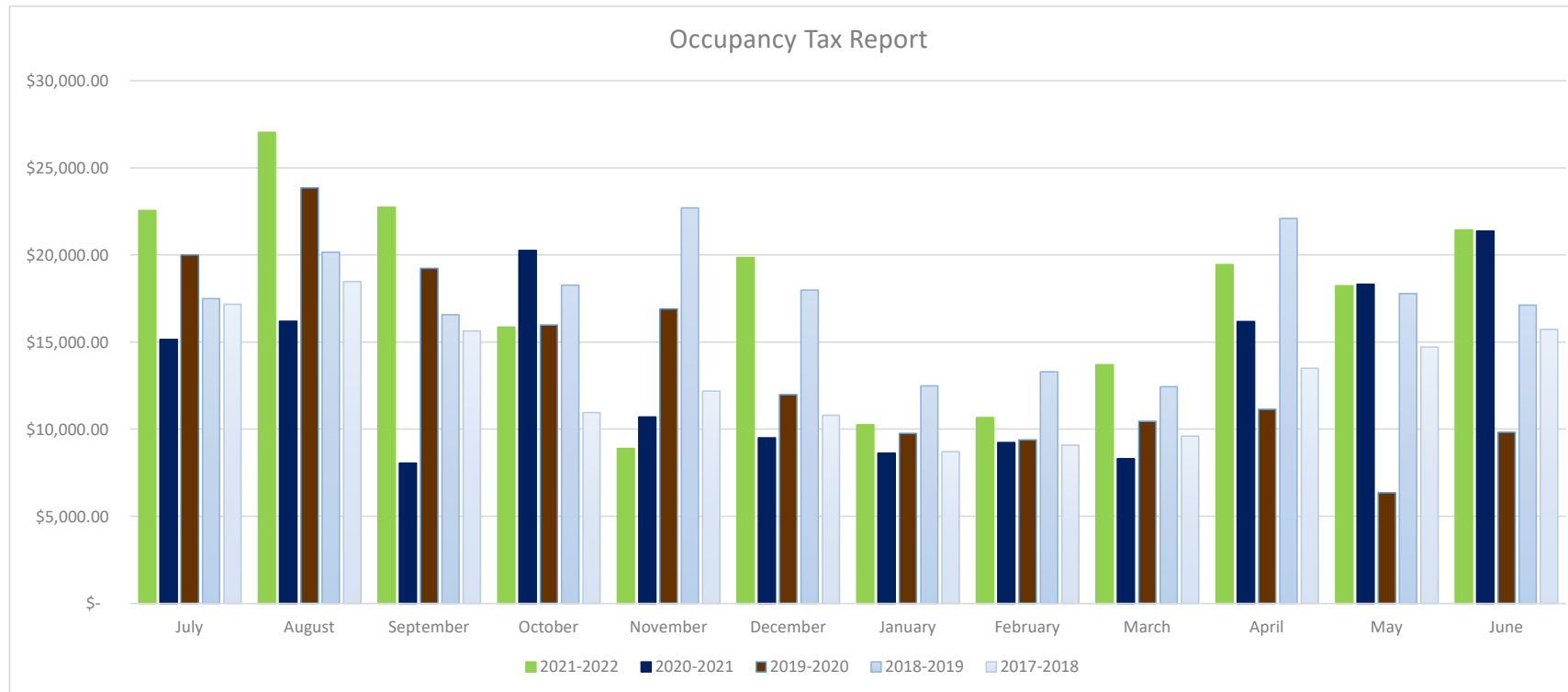
The Leland Tourism Development Authority did not meet in June. The next meeting is scheduled for July 20, 2022.

Leland Tourism Development Authority

Fiscal Year 2021/2022

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22		YTD	% of Budget	Budget	Difference
REVENUES																	
Occupancy Tax	-	-	72,340.89	-	-	44,617.63	-	-	34,626.34	-	-	59,121.74		210,706.60	117.1%	180,000.00	30,706.60
Appropriated Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-		-	0.0%	50,000.00	(50,000.00)
TOTAL REVENUES	-	-	72,340.89	-	-	44,617.63	-	-	34,626.34	-	-	59,121.74		210,706.60		230,000.00	(19,293.40)
EXPENDITURES																	
Administration	2,914.51	-	8,750.00	1,000.00	-	10,225.00	-	-	8,750.00	-	-	8,822.60		40,462.11	86.6%	46,700.00	6,237.89
Marketing	1,699.50	-	-	3,673.75	-	13,906.99	10,523.25	291.75	291.75	-	875.25	-		31,262.24	66.1%	47,300.00	16,037.76
Tourism Related Expenses	80,535.00	-	-	-	-	-	-	19,456.00	-	-	-	-		99,991.00	100.0%	100,000.00	9.00
Capital Project Reserves	-	-	-	-	-	-	-	-	-	-	-	-		-	0.0%	36,000.00	36,000.00
TOTAL EXPENDITURES	85,149.01	-	8,750.00	4,673.75	-	24,131.99	10,523.25	19,747.75	9,041.75	-	875.25	8,822.60		171,715.35		230,000.00	58,284.65
INCOME/EXPENDITURE	(85,149.01)	-	63,590.89	(4,673.75)	-	20,485.64	(10,523.25)	(19,747.75)	25,584.59	-	(875.25)	50,299.14		38,991.25			38,991.25
Month End Cash Balance	266,998.06	266,998.06	330,588.95	325,915.20	325,915.20	346,400.84	335,877.59	316,129.84	341,714.43	341,714.43	340,839.18	391,138.32					

Occupancy Tax Report
Fiscal Year 2021-2022



	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
July	\$ 22,558.45	\$ 15,151.55	\$ 19,990.18	\$ 17,496.69	\$ 17,167.60
August	\$ 27,045.88	\$ 16,203.40	\$ 23,842.88	\$ 20,147.36	\$ 18,470.41
September	\$ 22,736.56	\$ 8,046.35	\$ 19,224.02	\$ 16,555.58	\$ 15,636.77
October	\$ 15,856.36	\$ 20,251.95	\$ 15,970.99	\$ 18,267.26	\$ 10,949.18
November	\$ 8,900.28	\$ 10,703.50	\$ 16,900.17	\$ 22,703.69	\$ 12,182.54
December	\$ 19,860.99	\$ 9,496.06	\$ 11,977.83	\$ 17,979.37	\$ 10,795.94
January	\$ 10,261.77	\$ 8,634.03	\$ 9,752.45	\$ 12,490.99	\$ 8,716.20
February	\$ 10,659.87	\$ 9,236.45	\$ 9,379.04	\$ 13,288.16	\$ 9,076.09
March	\$ 13,704.70	\$ 8,299.70	\$ 10,443.89	\$ 12,435.60	\$ 9,595.30
April	\$ 19,444.49	\$ 16,175.51	\$ 11,130.47	\$ 22,095.45	\$ 13,496.16
May	\$ 18,241.35	\$ 18,323.47	\$ 6,349.43	\$ 17,779.08	\$ 14,703.77
June	\$ 21,435.90	\$ 21,365.84	\$ 9,814.54	\$ 17,124.57	\$ 15,725.62
Total	\$ 210,706.60	\$ 161,887.81	\$ 164,775.89	\$ 208,363.80	\$ 156,515.58



Highlighted Cells have prior period adjustments

Department News

Mayor Bozeman attended the NC Mayor's Association Board meeting on June 17 at the North Carolina League of Municipalities office in Raleigh.

The Town of Leland hosted the first 2022 COG Clerks Seminar Series on June 23. Ms. Reinhardt was in attendance.

The NCAMC Board nominated Ms. Reinhardt for the 22/23 NCAMC Second Vice President position. The nomination will be voted upon at the NCAMC Annual Meeting in August. If the nomination is approved, Ms. Reinhardt will be sworn into office at the August NCAMC Annual Banquet.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - June 9 Economic Development Committee
 - June 13 Agenda Council Meeting
 - June 13 Council Closed Session Meeting
 - June 16 Council Regular Meeting
 - June 16 Council Closed Session Meeting
 - June 23 at 8 a.m. Council Special Meeting
 - June 23 at 10 a.m. Council Special Meeting
 - June 28 Planning Board Meeting
 - June 29 Parks and Recreation Board Meeting
- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 9
 - Agendas – 7
 - Resolutions – 13
 - Ordinances – 5
 - Proclamations – 1
 - Recognition Requests – 0
 - Public Hearing Notices for the June Council Meetings – 6
 - Board/Committee Vacancies: Board of Adjustment Alternate (1); Economic Development Committee (1); Parks and Recreation Student Representative (1)
 - Board/Committee Appointments – 11

Government Portal (iCompass) Transparency Update

- Portal Visits – 2907
- Portal Unique Visits – 1662
- Regular Council Meeting Agenda Views – 547
- Agenda Council Meeting Agenda Views – 409
- Special Council Meeting June 23 at 8 a.m. Agenda Views – 288
- Special Council Meeting June 23 at 10 a.m. Agenda Views – 263
- Planning Board Meeting Agenda Views – 646
- Economic Development Committee Meeting Agenda Views – 120
- Parks and Recreation Board Meeting Agenda Views – 255
- Leland TDA Board Meeting Agenda Views – 24

Department News

Officer Taylor attended Intoximeter Training June 13-17 at the Oak Island Police Department. This course is designed to educate the officer to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Master Officer Guy attended the General Criminal Investigations course June 20-24 at the North Carolina Justice Academy. This course is a foundational course that educates officers about fundamental investigative procedures necessary to conduct a thorough criminal investigation, starting with the initial response and ending with a successful prosecution.

Senior Officer Martin virtually attended Intro to Traffic Crash training June 20-24. The course is designed to teach officers methods for identification, preservation, and documentation of critical time sensitive evidence typically found at the scene of a traffic crash. This course is required for officers to be considered for any Advanced Crash Investigation classes offered by the North Carolina Justice Academy and for any officer wishing to work toward obtaining a Traffic Enforcement and Investigation Certificate.

Senior Officer Payne and Officer Robeson attended Police Law Institute (PLI) Training June 20-July 1 at Cape Fear Community College. This course provides the necessary skills to conduct activities associated with search warrants, warrantless searches, eyewitness identification, interviews, and nontestimonial identification orders.

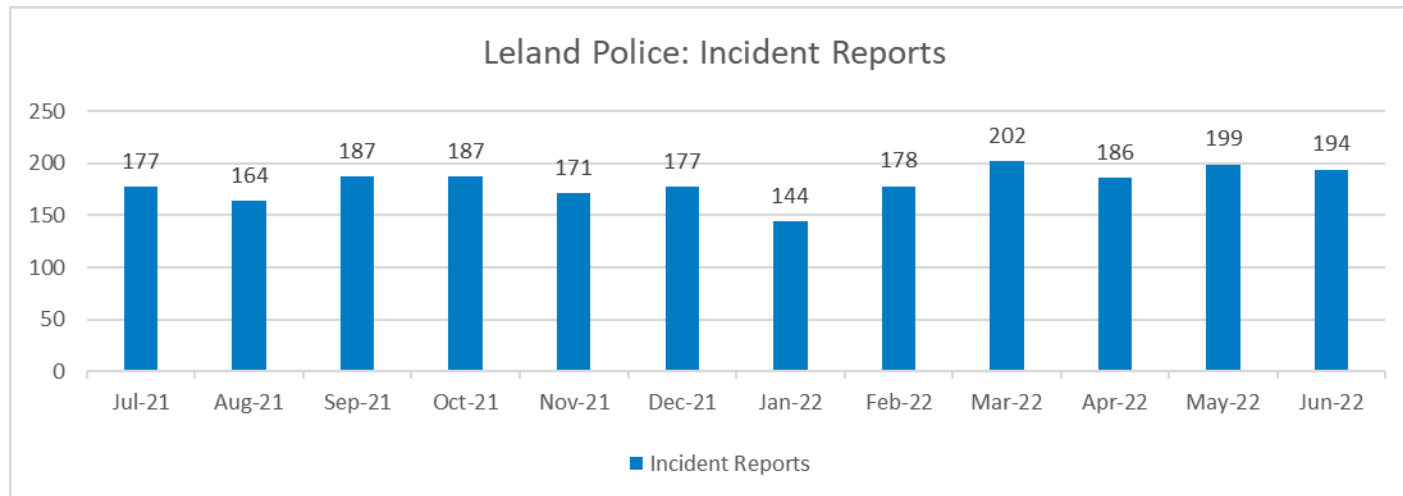
Senior Officer Martin, Master Officer Britton, and Officer Whitmire virtually attended the At Scene Crash Investigations Course June 27-July 1. This course teaches the fundamentals of mathematics, physics, and engineering as they pertain to crash investigations, the proper mathematical equations to apply for the type of crash being investigated, and how to analyze the information collected to determine what happened before, during, and after the collision.

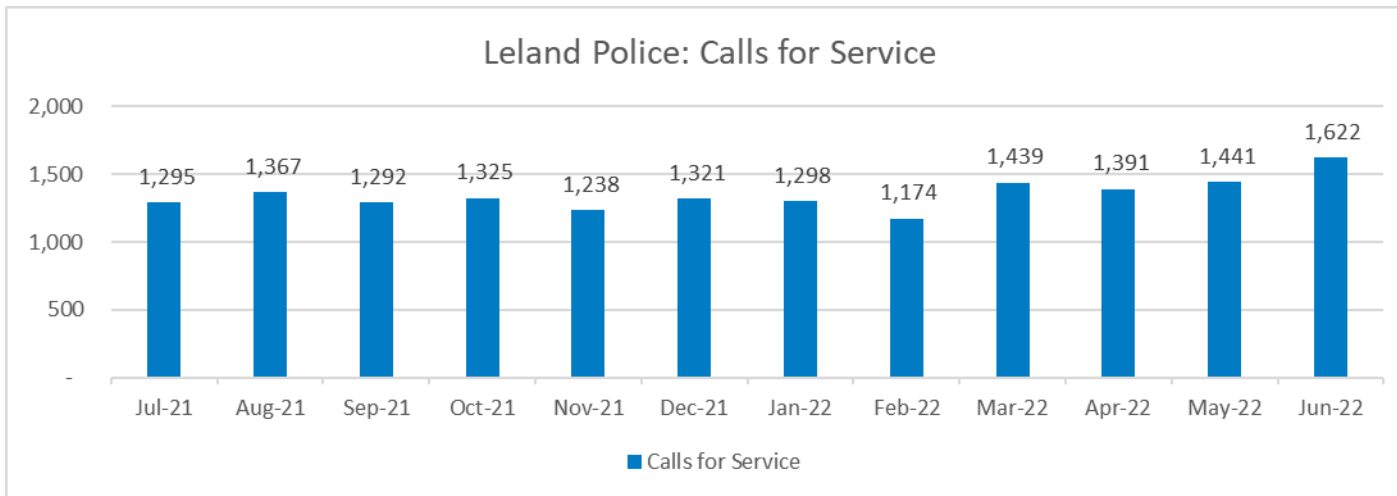
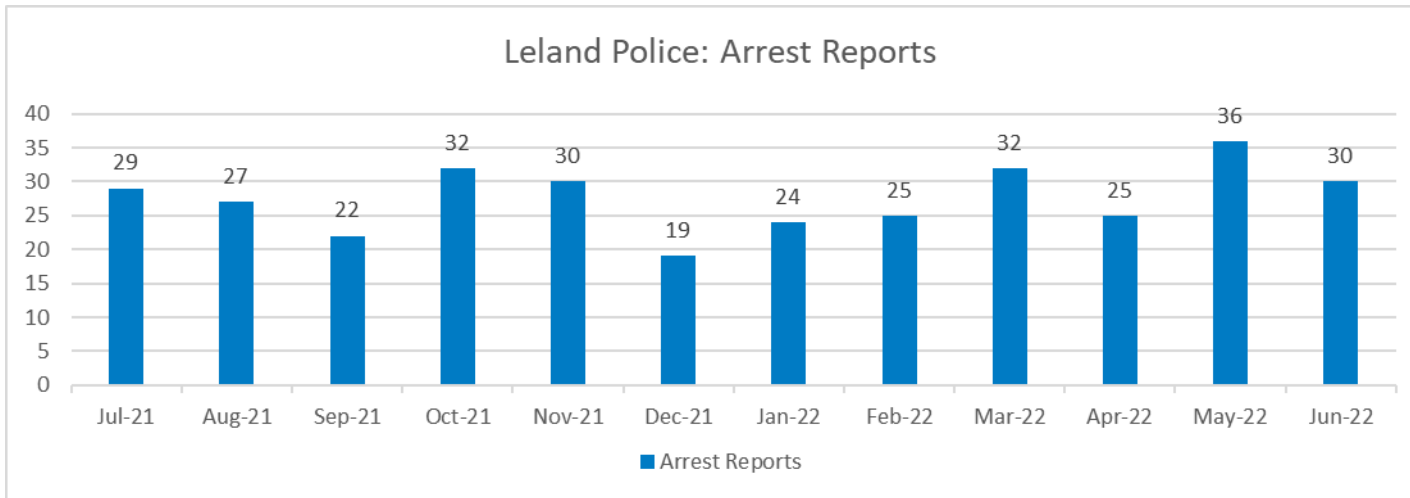
Master Officer McElroy was recognized as Officer of the Quarter for the first quarter of 2022.

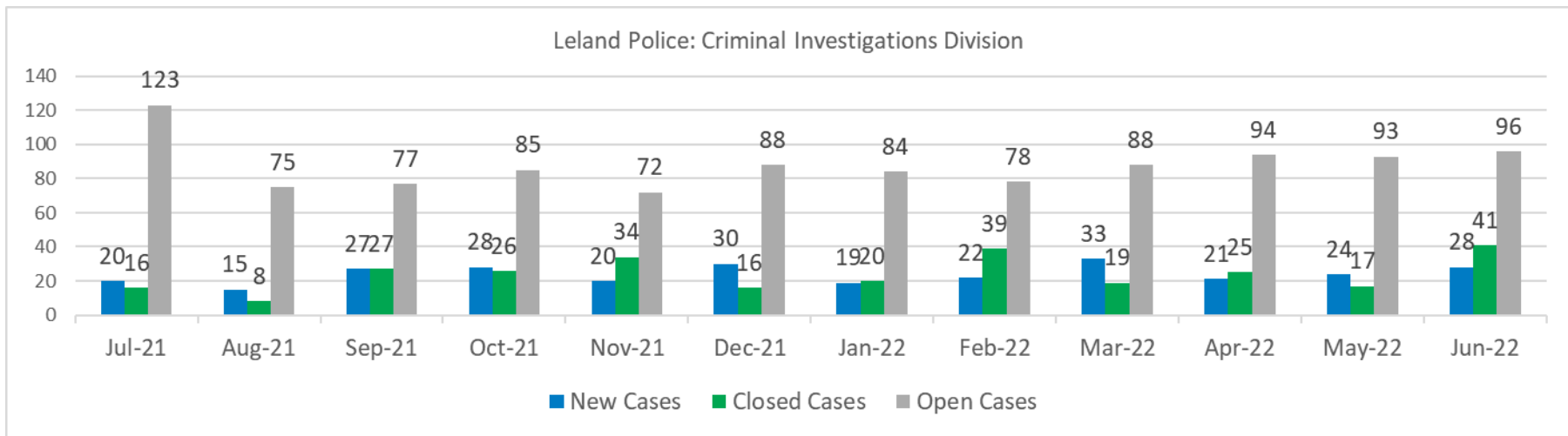
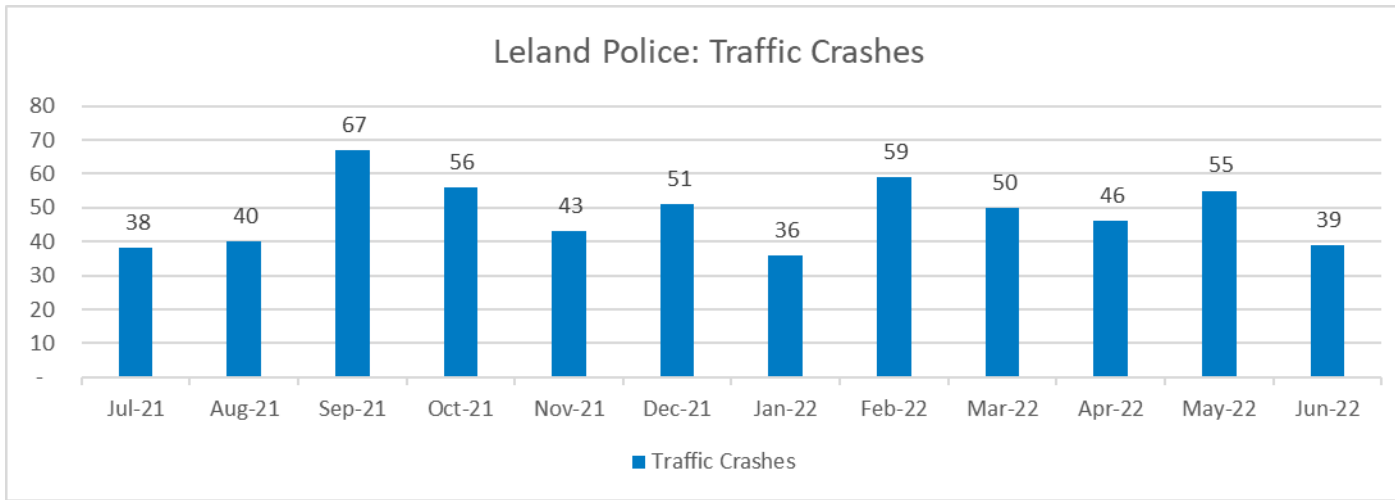
Officers Holland and Majors were recognized with Lifesaving Awards for their work on a recent call that saved a 22-year-old male in cardiac arrest on June 15.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jul-21	33	3	3	6	2	1	4
Aug-21	51	2	2	4	3	1	7
Sep-21	25	2	6	7	0	0	2
Oct-21	38	5	2	7	4	0	2
Nov-21	33	2	7	9	3	0	4
Dec-21	29	2	2	4	6	1	1
Jan-22	40	3	6	7	3	1	2
Feb-22	26	2	4	6	0	1	1
Mar-22	44	2	2	3	0	2	3
Apr-22	69	8	8	12	7	0	2
May-22	54	2	7	7	3	1	2
Jun-22	71	7	4	7	2	0	2
Totals	513	40	53	79	33	8	32







Speed Limit Sign Data				
Location	Posted Speed Limit	Average Speed (MPH)	Peak Volume Times	Date Range
Westport Drive	25	23	6am to 1pm	4/1/22-6/17/22
Low Country Boulevard	35	33	9am to 12pm	4/1/22-6/30/22
Grandiflora Drive, SB	30	29	11am to 5pm	4/1/22-6/30/22
Mallory Creek Drive, EB	25	37	11am to 5pm	4/1/22-6/30/22

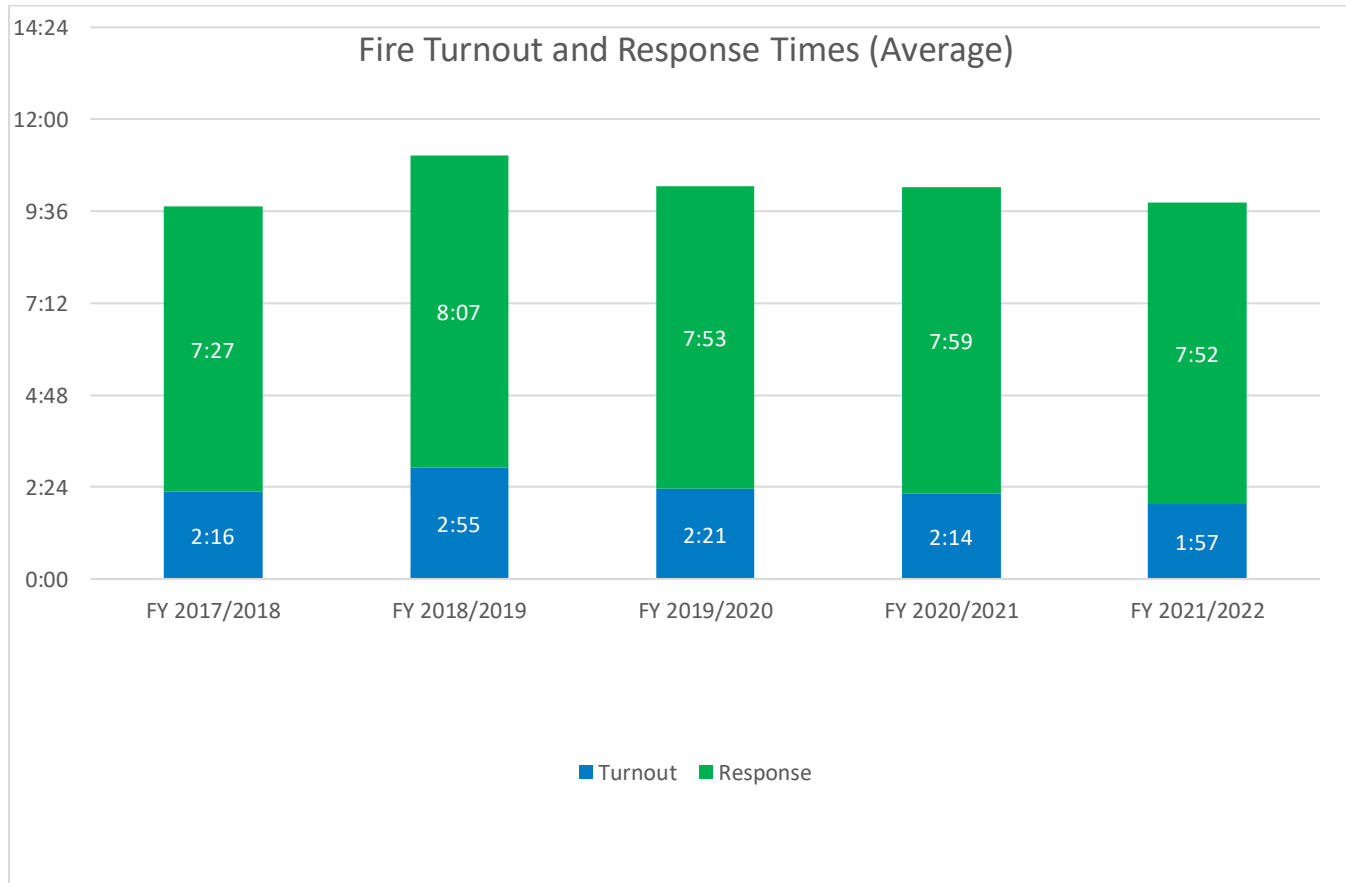
Department News

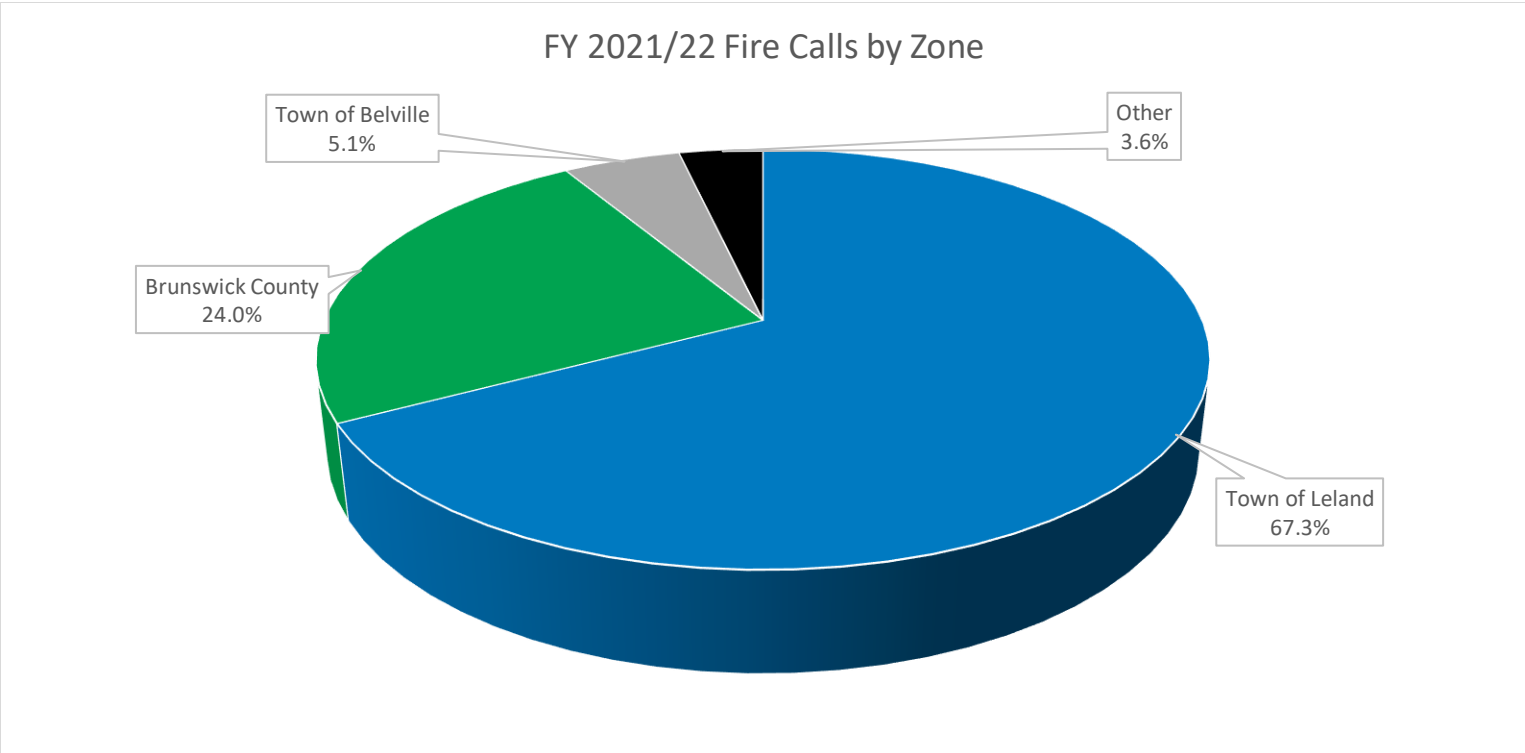
Station 53 officially opened with a Dedication and Open House on June 18. The engine crew moved to Station 53 in early May and the Battalion Chief and aerial crew joined the first week of June. In the few weeks since staff have been responding out of this station, the department has seen a decrease in response times in that service area.

Six new firefighters joined the department in June. Staff conducted a weeklong orientation with them, which began with a presentation of the department's mission, vision, and values, followed by four days of hands-on training, learning and reviewing various firefighter skills. The week wrapped up with live fire drills at Cape Fear Community College training grounds.

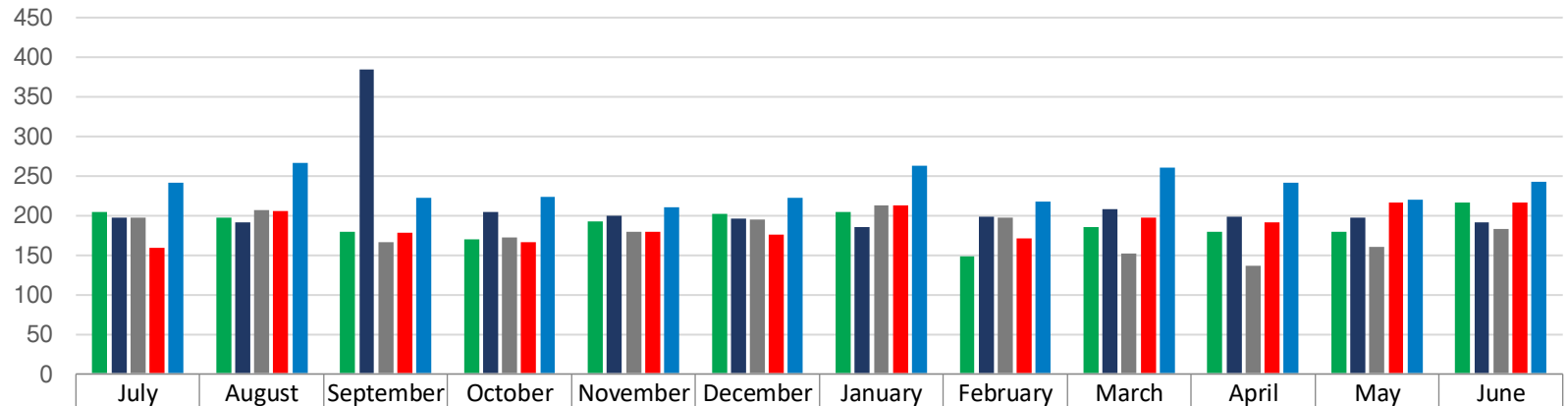
Working with the Brunswick County Sheriff's Office Communications Division, the department was able to get station pager tones for staff. These tones alert staff when there is a call for service. Before, there was just one tone for all three stations. Having a tone for each station will assist in reducing sleep deprivation among staff.

Dashboard





Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2017/2018	204	198	180	170	193	202	204	148	186	180	180	217
■ 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 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020 ■ FY 2020/2021 ■ FY 2021/2022

Department News

The Town of Leland 2022 Hurricane Expo was an enormous success! Attendees were given souvenir bags, and 400 were given out. Attendance was estimated at 450 people. Presentations were given on the 2022 hurricane season projections, hurricane roundtable with Town and public safety experts, floodplain management, and stormwater management. Workshops were conducted with both the Raleigh and Wilmington National Weather Service offices. Chief Grimes took part as an evaluator in the selection process of an Emergency Services Consultant. Brunswick County has budgeted to conduct a comprehensive re-write of its Emergency Operations Plan and Continuity of Operations Plan. These plans will include an evaluation of the Town of Leland and its place within the county-wide plan. Completion of the documents is expected in spring 2023. Chief Grimes has met with local public safety chiefs to build opportunities for local stakeholders to integrate with the Town Local Incident Management Team. These “blue sky” meetings are essential to make the team function optimally on “dark sky” days.

Work Priorities

- Developing department goals.
- Updating Incident Command training database.
- Updating CodeRed internal communication tool database.
- Performing tabletop exercises with Town Incident Management Team.

Projects Completed

- No projects were completed in June.

Department News

Amity Cecil received her North Carolina Notary Public certificate.

Barnes Sutton successfully passed his certification exam and is now a member of the American Institute of Certified Planners (AICP) through the American Planning Association. This certification marks his dedication as a professional planner and his knowledge of the principles and skills compulsory to the planning profession.

Ben Watts attended the National Flood Insurance Program - Virtual Floodplain Administrators training hosted by North Carolina Emergency Management. This training is geared towards local government employees responsible for floodplain management and covers topics such as community assistance visits, elevation certificates, and future training opportunities.

Ernie Hernandez, Daniel Knoch, Bill Thornton, Eric Heunemann, Josh Van Pelt, Lawrence Wills, and Randy Fisher attended a Grounding and Bonding Basics for Electrical Systems webinar. They learned about the differences between grounding and bonding including installation requirements, common misconceptions, related codes and standards from the National Electrical Code, and how to measure the resistance of ground connections and grounding electrode systems.

Staff attended a post-disaster damage assessment training led by Ashli Barefoot. Staff learned about the procedures, tools, equipment, and teams for damage assessment after an emergency such as a hurricane. Information gleaned from these damage assessments is sent to FEMA and aids in receiving federal post-disaster recovery funding.

Andrew Neylon, Ben Andrea, Mr. Sutton, and Mr. Watts attended the second annual Town of Leland Hurricane Expo. Staff had a booth where the public could ask questions about flood zone regulations and insurance requirements, as well as view their properties on an interactive screen to assess their flood damage risk. Mr. Neylon gave a presentation to attendees about the Town's role and participation in the National Flood Insurance Program (NFIP), flood damage prevention and risk mitigation, and general flood insurance information. Mr. Andrea participated in a roundtable question and answer session, responding to public questions about development regulations and processes in Leland.

Planning Board Meeting Summary

The Planning Board met on June 28, 2022, and heard the following items:

1. Text Amendment – The Planning Board voted to recommend approval of a text amendment proposed by staff to modify Chapter 46, Article III of the Code of Ordinances pertaining to encroachment and driveway permits.
2. Text Amendment – The Planning Board voted to recommend approval of a text amendment proposed by staff to modify Chapter 26, Article III of the Code of Ordinances pertaining to stormwater regulations.

3. Text Amendment – The Planning Board voted to recommend approval of a text amendment proposed by staff to modify Chapter 66 of the Code of Ordinances to remove the limitation of charging a fee for demolition permits.
4. Site Specific Plan for Phase 3 Section 4B in Brunswick Forest – The Planning Board voted to approve a site specific plan for a 30 lot single family residential subdivision on 16.28 acres in Brunswick Forest.
5. Preliminary Subdivision Plat for Kyndall Cove – The Planning Board voted to approve a preliminary subdivision plat for 381 townhomes on 83.83 acres on Old Fayetteville Road.
6. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of M-F, Multifamily District for a 67.12-acre area located off Village Road, which has been voluntary annexed into the Town.
7. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of M-F, Multifamily District for a 28.45-acre area located off Mt. Misery Road, which has been voluntary annexed into the Town.
8. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of CD, Conservation District, and C-2, Commercial Business District, for a 57.67-acre area located off Mt. Misery Road, which has been voluntary annexed into the Town.

The Planning Board's next meeting is scheduled for July 26, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

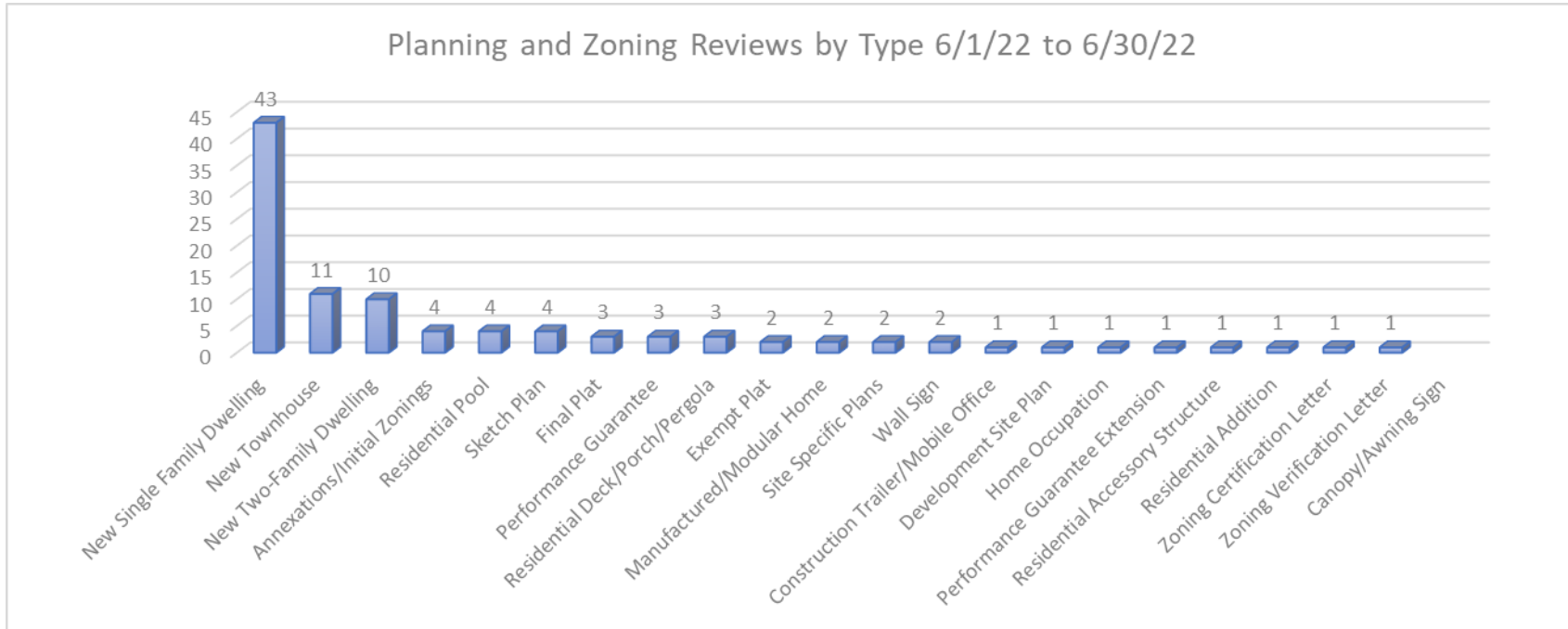
Current Planning Update

TRC Report

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

1. Site Specific Plan for Brunswick Forest Phase 8 – Proposal for 824 single family detached lots, 150 townhome units, and 136 duplex units on 418.57 acres west of Kay Todd Road in Brunswick Forest.
2. Site Specific Plan for Tyler's Cove Phase 4 at Mallory Creek – Proposal for 83 single family detached lots and 24 townhome units on 23.09 acres in Mallory Creek.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	3

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Brunswick Forest			
Letters of Credit	16	\$7,606,236.78	\$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	1	\$679,859.00	\$679,859.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	-\$75,975.00
Cash Bonds	7	\$1,165,669.25	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	2	\$398,318.00	\$108,759.00
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
Totals			
Total Letters of Credit	18	\$7,754,016.78	-\$75,975.00
Total Cash Bonds	13	\$3,133,101.53	\$679,859.00
Total Surety Bonds	14	\$1,194,188.33	\$108,759.00
Total Performance Guarantee Sureties	46	\$12,081,306.64	\$712,643.00

Long Range Planning and Community Development Update

- Active Participant in a Cooperative Region: Staff completed the Informant Interview for the Brunswick County Community Health Assessment as a member of the Steering Committee to help identify health-related goals, policies, and programs initiated by the Town as well as challenges experienced.
- Natural and Cultural Resources: Staff initiated the Green Network Project to begin prioritizing properties located in environmentally sensitive areas that would benefit from conservation and/or restorative actions to promote resiliency.
- Affordable and Accessible Housing: Staff initiated conversations with affordable housing agencies to discuss opportunities and challenges with developing in areas identified as socially vulnerable.
- Community Development Webpage: Concepts have been put together to outline the layout of the Community Development webpage on the Town of Leland website. The idea is to provide citizens with resources to improve their quality of life at home and within their community from the inside out. Some of the programs, policies, and grants staff hopes to pursue would be in line with the strategies outlined in those resources.

Transportation Planning Update

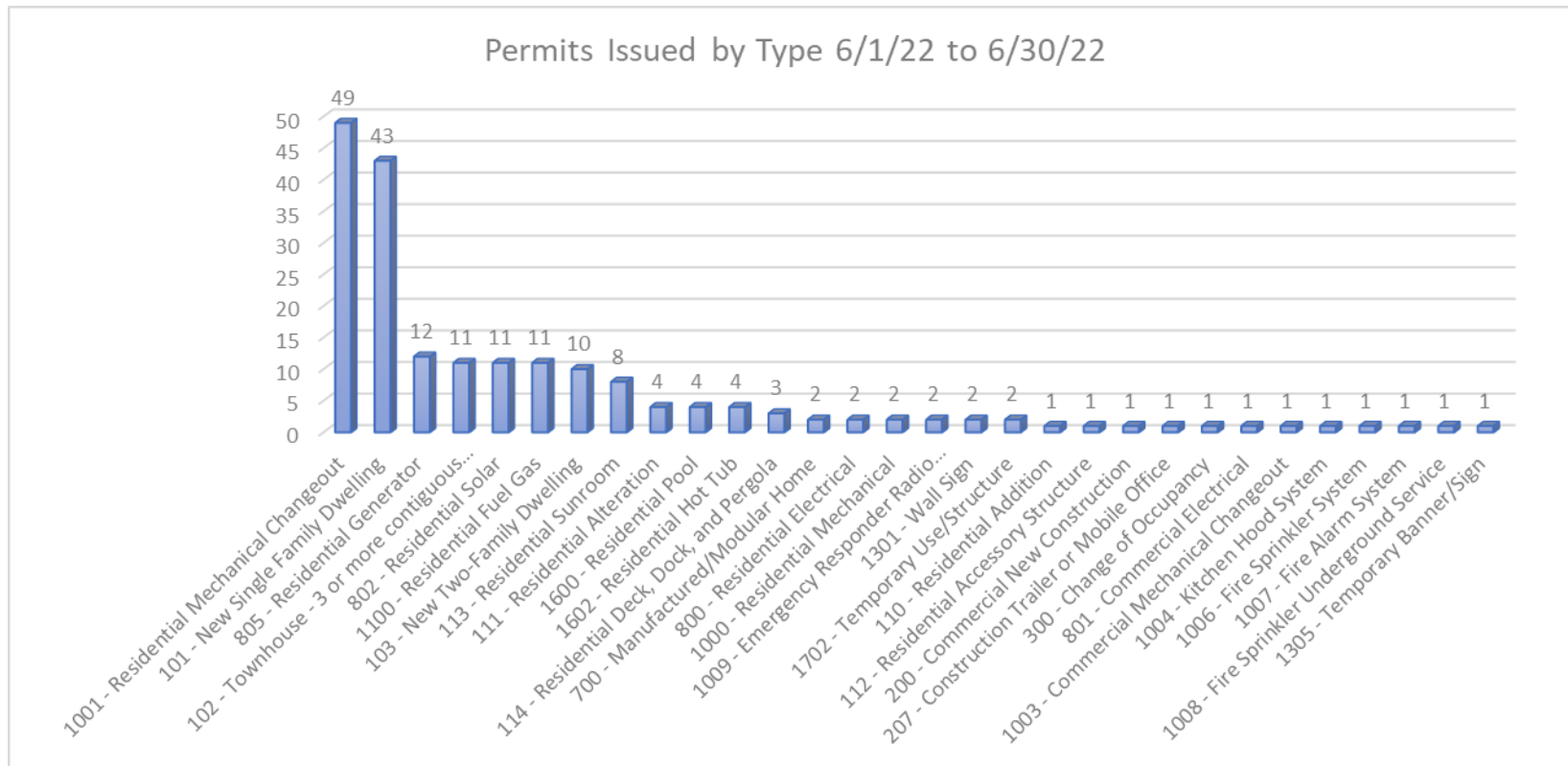
WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, and Mallory Creek.

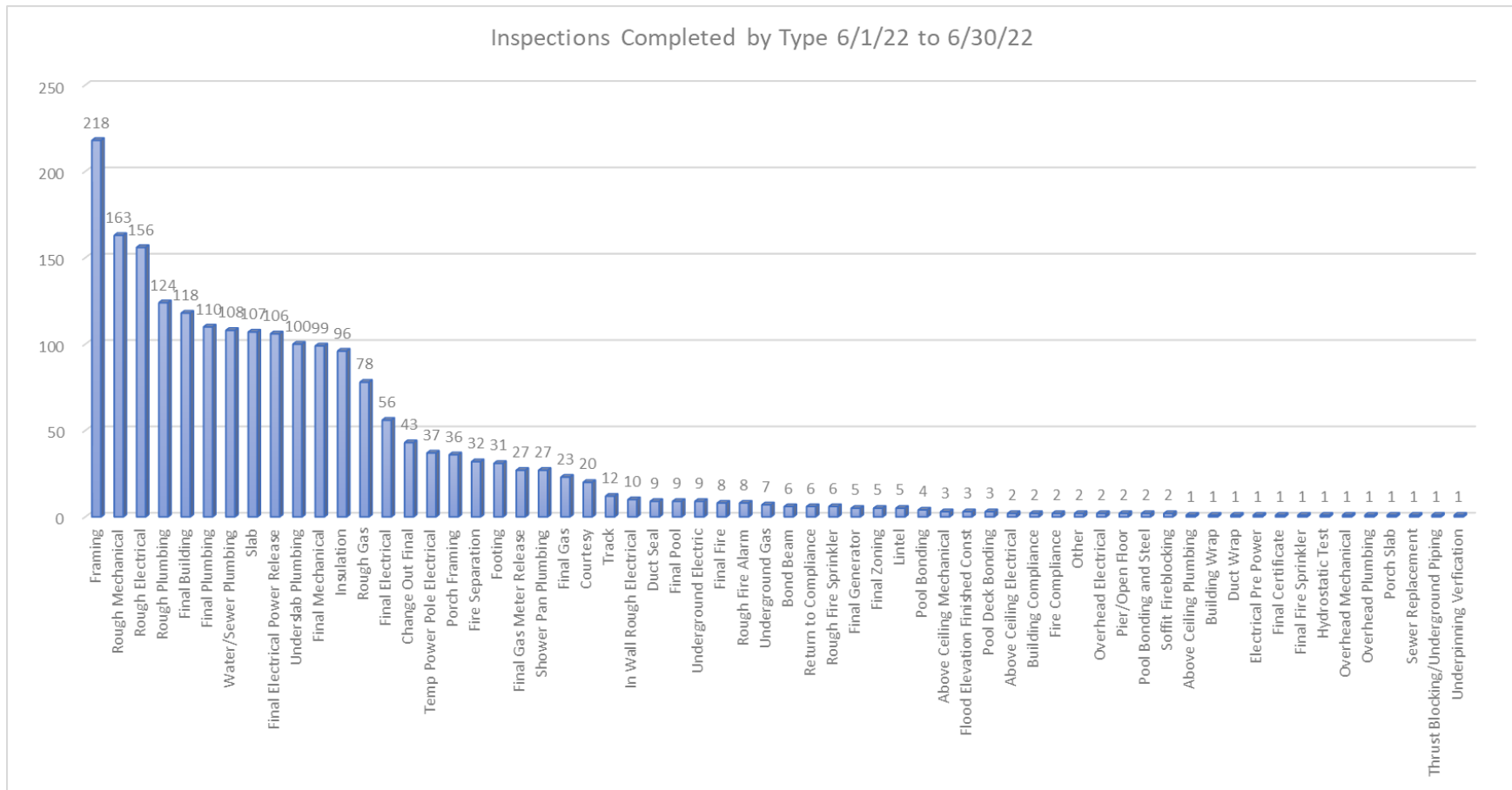
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on June 15, 2022.

Staff attended a meeting with Mayor Bozeman at Belville Town Hall on June 22 with WMPO and NCDOT representatives. Those representatives presented how the draft 2024-2033 State Transportation Improvement Program (STIP) was prepared and how the WMPO Board could swap projects from the fiscally-constrained WMPO Comprehensive Transportation Plan (CTP) into the draft STIP.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
183	2,151	\$18,483,155





Code Enforcement Update

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	1	10	5	2	18
Cases Closed	4	17	5	2	28
Active Cases	2	12	13	0	27

Department News

Staff began working with the external audit team to complete the FY21/22 audit. The department also worked to complete the FY22/23 Budget Manual for online publication. It will also be submitted for a possible GFOA award. Ms. Lopez completed Supervisor Training through Brunswick Community College. Ms. Newton attended the Hazard Mitigation Workshop hosted by the NC Department of Public Transportation. Staff is working to close out FY21/22 and began entering work on the new fiscal year, which started July 1.

Grant News June 2022

Grants Awaiting Notification

- GCC Byrne JAG FY22 – Radios (4) and accessories, \$24,500 (no match).
- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).
- Fire Protection Safety Grant (FP&S) – Public Safety Trailer, \$85,000 (\$4,250 match).
- Law Enforcement Mental Health and Wellness Act (LEMHWA) Program – Training for Fire/Rescue and Police peer support group increasing awareness of effective mental health and wellness strategies, \$31,200 (no match).
- Parks and Recreation Trust Fund (PARTF) – Founders Park Phase II which includes the playground, natural play area, picnic shelter, and entrance, \$500,000 (\$500,000 match).
- Patrick Leahy Bulletproof Vest Partnership (BVP) Program – Reimbursement for up to 50% of the cost of body armor vests purchased for law enforcement officers (50% reimbursement).
- Environmental Enhancement Grant (EEG) – UNCW submitting proposal for: Identification of Green Infrastructure Flooding Solutions in Disadvantaged Communities of the Lower Cape Fear River resulting in site specific nature-based flooding solutions, \$500,000 (no match).
- NC Resilient Coastal Communities Program (RCCP Phase 3) – Mallory Creek Drive drainage improvements; Engineering/design of a nature-based solution for a shovel ready project for Phase 4, \$20,000 (no match).
- Supporting Law Enforcement Agencies in Seeking Accreditation – Software required to meet North Carolina Law Enforcement Accreditation standards, \$6,800 (no match).
- Leland Tourism Development Authority – Founders Park Amphitheater, \$150,000 (no match).

- T-Mobile Hometown Grant – Founders Park splash pad construction, \$50,000 (no match).
- 555 Fitness Strength is Our Foundation – Fitness equipment for Fire Station 51 to improve health and well-being of firefighters (no match).

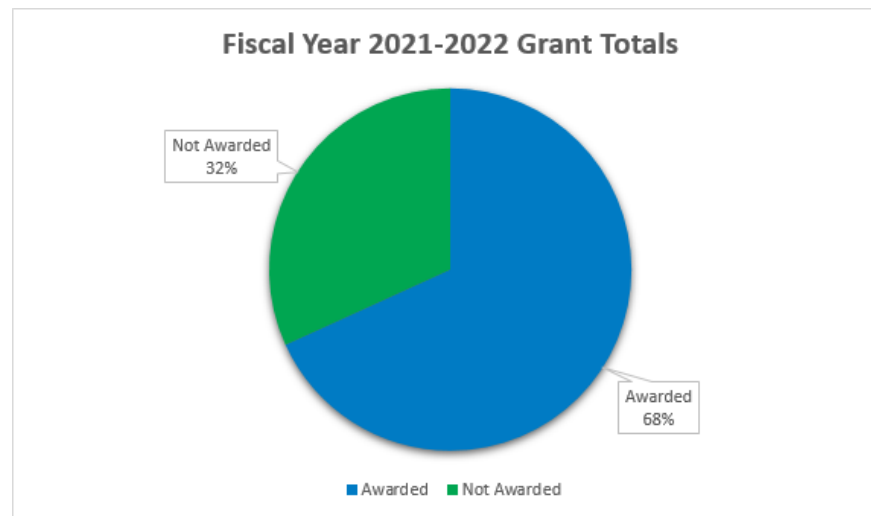
Grants Awarded

- Level 2 Charging Stations – One dual port electric vehicle charging station for Founders Park, \$10,000 (no match).
- Transportation Infrastructure Resiliency Fund Grant – Assessments allowing the Town to facilitate transportation resiliency from excess flooding, storm surge, and natural disasters, \$950,000 (no match).

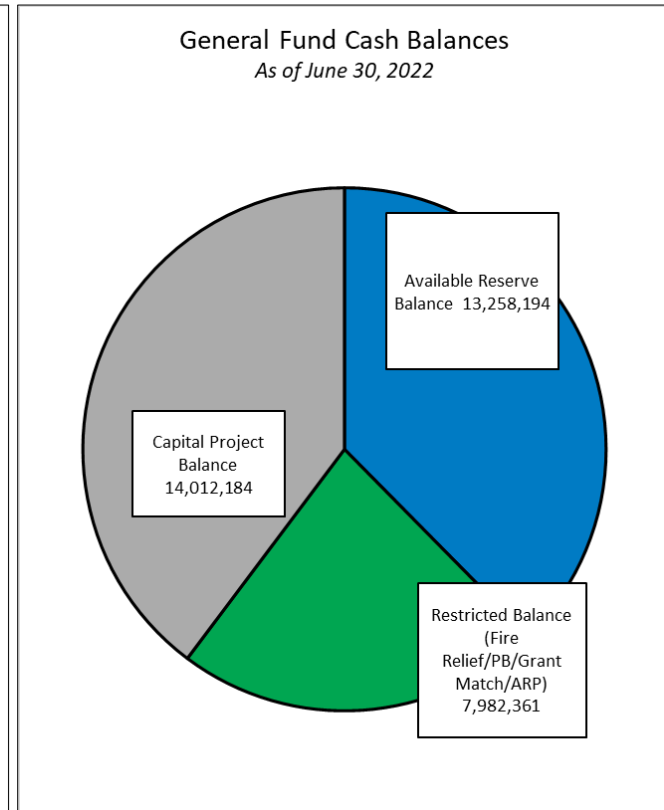
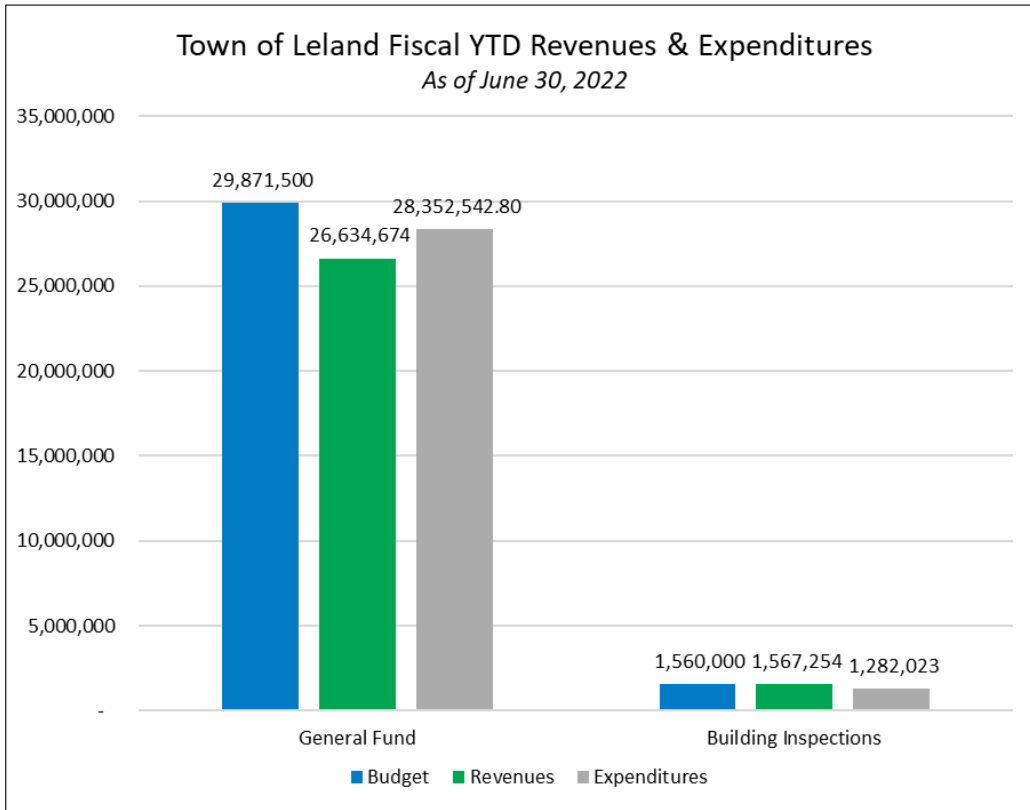
Grants Not Awarded

- Kubota Hometown Proud Grant – Founders Park splash pad installation, \$100,000 (no match).

Fiscal Year 2021-2022 Grant Totals	
Awarded	Not Awarded
15	7



Dashboard

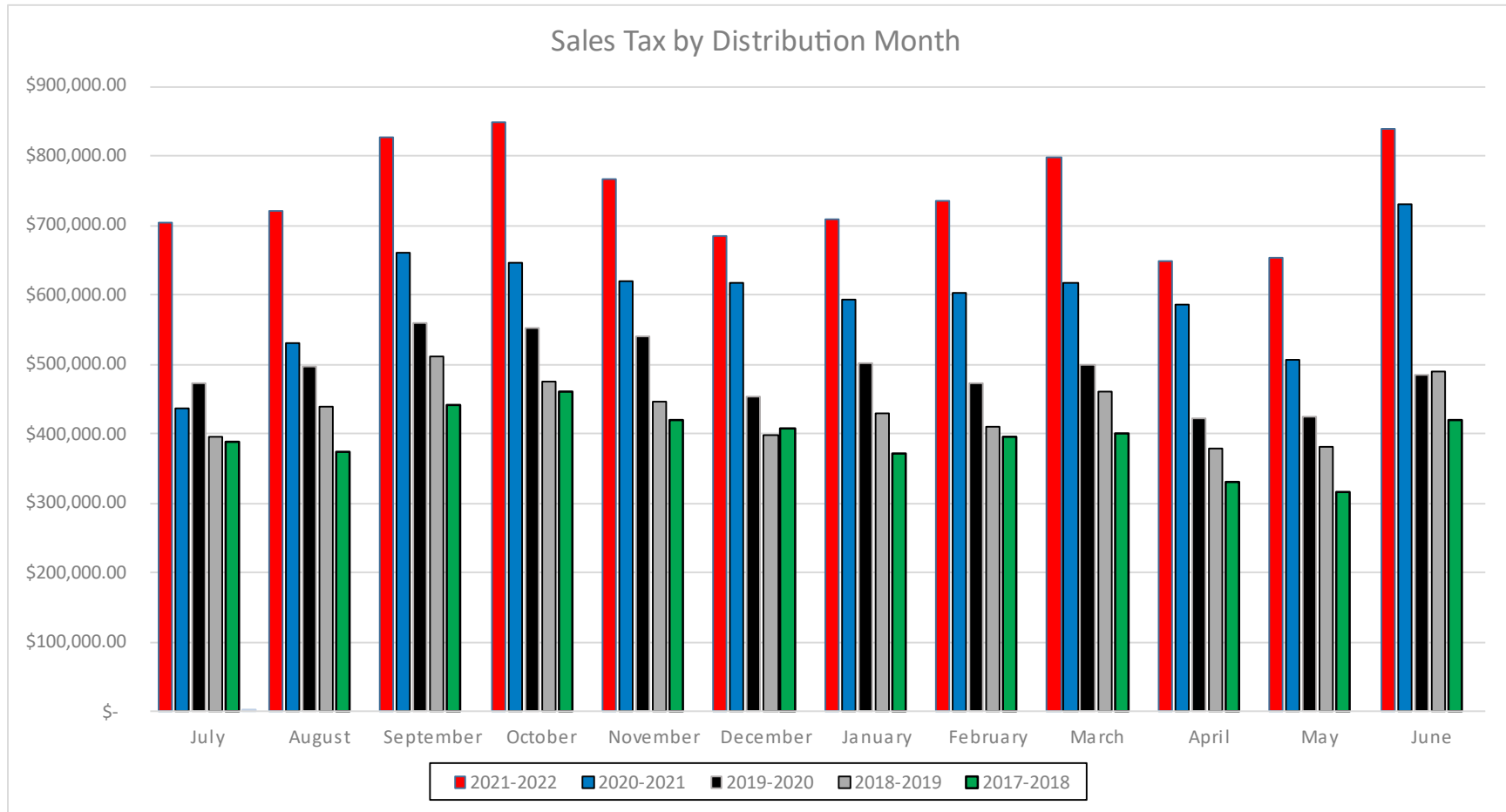


Financial Budget to Actual Report – June 30, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	29,871,500	1,428,348	26,634,674	-	3,236,826	10.84%
Governing Body	230,000	340,000	20,566	302,498	-	37,502	11.03%
Administration	1,430,000	1,430,000	120,492	1,315,658	-	114,342	8.00%
Information Technology	1,235,000	1,247,000	112,481	1,205,624	-	41,376	3.32%
Human Resources	350,000	350,000	28,070	312,069	-	37,931	10.84%
Finance	600,000	650,000	68,294	602,107	-	47,893	7.37%
Planning	655,000	876,000	86,650	775,205	-	100,795	11.51%
Economic Development	110,000	125,000	12,556	112,254	-	12,746	10.20%
P&R & Cultural Arts	1,170,000	1,170,000	117,427	986,579	-	183,421	15.68%
Grounds & Facilities	1,685,000	1,685,000	152,558	1,444,569	-	240,431	14.27%
Public Services	2,265,000	2,288,500	343,967	2,249,619	-	38,881	1.70%
Police	4,920,000	4,800,000	477,207	4,393,352	-	406,648	8.47%
Emergency Management	215,000	215,000	18,001	174,462	-	40,538	18.85%
Fire	6,025,000	5,970,000	438,412	5,723,605	-	246,395	4.13%
Debt Services	2,046,000	1,981,000	165,373	1,980,234	-	766	0.04%
Transfers	2,244,000	6,744,000	3,559,122	6,774,707	-	(30,707)	-0.46%
EXPENSES	25,180,000	29,871,500	5,721,176	28,352,543	-	1,518,957	5.08%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,560,000	114,985	1,567,254	-	(7,254)	-0.47%
EXPENSES	1,400,000	1,560,000	140,653	1,282,023	-	277,977	17.82%

FY Sales Tax Distribution

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



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

There were no qualifying purchase orders issued in June.

Intradepartmental and Interdepartmental Budget Transfers

Department/Fund	From Account Number	Description	To Account Number	Description	Amount	Notes
Debt/Fin/ECD	10-910-6000	DEBT Payment - MOC	10-140-4000; 10-240-4000	Salaries/Wages	65,000.00	Unused debt payments due to refinancing; used to cover additional salary expenses
Fire/Planning	10-520-4030	Employee Benefits/Taxes	10-210-4000; 10-210-4260	Salaries/Wages; Employee Benefits	150,000.00	Unused benefits due to vacancies; used to cover additional salary/expenses
GF/Revenue	10-300-3000	Property Tax (Current Year)	10-400-3600	Building Permit - Leland	160,000.00	Overage in revenue applied to building inspections
Police/BI	10-500-4030	Employee Benefits/Taxes	10-200-4000; 10-200-4520	Salaries/Wages; Capital Vehicle Outlay	160,000.00	Unused benefits due to vacancies; used to cover additional salary/expenses and capital vehicle expenses

Audit Committee Meeting Summary

The Audit Committee did not meet in June.

Department News

Staff enjoyed a fun day of activities and food at the Employee Appreciation Event on July 1. Leland University will be offering a basic computer class for beginners this summer and the next supervisor training class in the fall. The Safety Committee will be hosting mandatory fire extinguisher training for all staff in August. The Town welcomed many new staff members in June.

Workers Comp Data

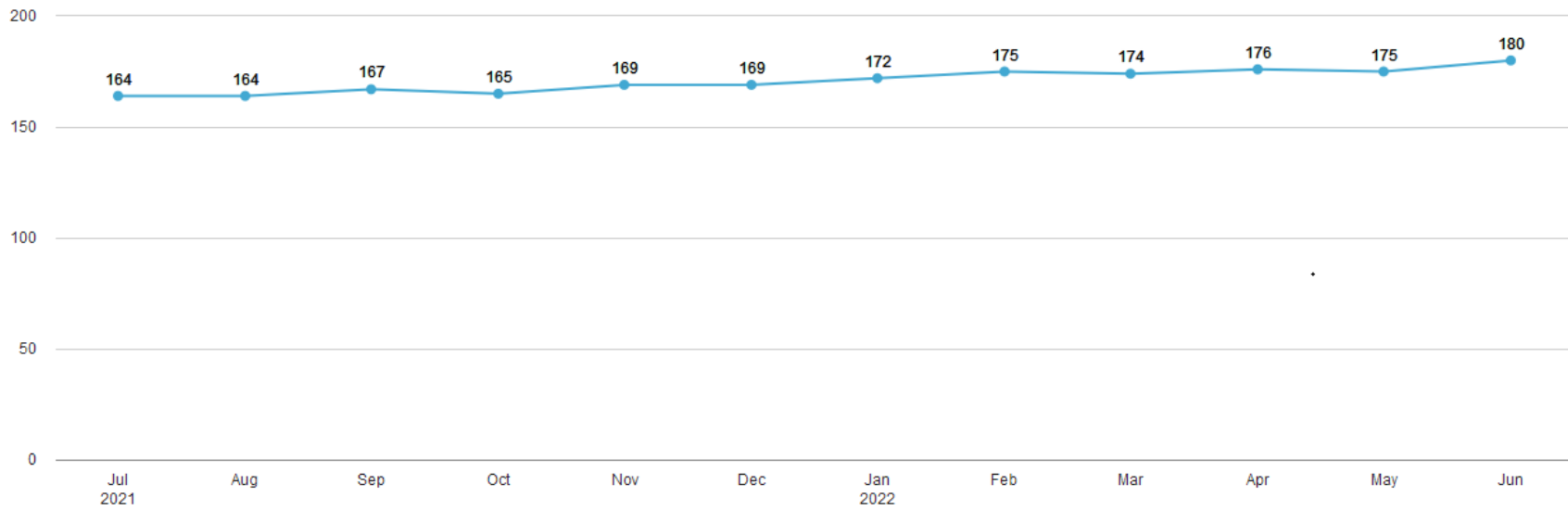
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Dog bite

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Randy Fisher	Planning and Inspections	New Hire	6/9/2022	Building Inspector I		
Charlotte Pearsall	LCAC	Resignation	6/11/2022	Program Coordinator		
Adrianna Weber	Public Services	Promotion	6/11/2022		Engineer in Training	Engineering Technician II
Jessica Draughn	LCAC	Reclassification	6/11/2022		PT Recreation Specialist	FT Senior Recreation Specialist
Anthony Pritchard	Fire Department	Resignation	6/18/2022	Firefighter		
Andrew Terry	Police Department	New Hire	6/20/2022	Master Police Officer		
Mark Onabanjo	Fire Department	New Hire	6/20/2022	Firefighter		
Kevin Mansell	Fire Department	New Hire	6/20/2022	Firefighter		
Caleb Thompson	Fire Department	New Hire	6/20/2022	Firefighter		
Logan Fowler	Fire Department	New Hire	6/20/2022	Firefighter		
Andrew Paluck	Fire Department	New Hire	6/20/2022	Firefighter		
Joshua Hayes	Fire Department	New Hire	6/20/2022	Firefighter		
Brian Utt	Public Services	New Hire	6/20/2022	Custodian		
Michael Beard	Building Inspection	Resignation	6/23/2022	Building Inspector I Probationary		
Andrew Rahm	Police Department	Resignation	6/29/2022	Police Officer		
Darren Pierce	Public Services	Resignation	6/29/2022	Custodian		
Felice Baughman	Police Department	Reclassification	6/30/2022		FT Police Sergeant	PT Reserve Police Officer

Headcount (FT and PT Employees) July 2021 – June 2022

Active Employees Trends



Headcount ⓘ

180

As of June 2022

Hired ⓘ

52

Termed ⓘ

27

Growth Rate ⓘ

16.9%

Turnover Rate ⓘ

15.8%

Average Tenure ⓘ

3.8

(Years)

Turnover Data July 2021 – June 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

Town Hall IT modernization continues to move forward. The department continues to focus on the security roadmap as a priority for FY22/23. Staff will start looking at a needs assessment by position to better predict cost and supportability in the future.

Major Work Priorities

- Station 51 construction will continue to be a major focus for the next month while staff finalizes accurate plans for execution.
- Town Hall renovations infrastructure upgrades are ongoing and staff continues to follow action plans.
- IT Policy review and revisions are being revisited. Working on updates to current policies and adding new ones.
- Needs assessments for office users will start in July.

Projects Completed

- 14 employees onboarded/offboarded.
- Relocated data center from Raleigh to Atlanta. All data and service moves have been completed.
- Final fiber optic services have been cut over to Focus Broadband.
- Main data frame at Town Hall has been upgraded and secured.
- Completed OneDrive migration for all remote employees finishing the last part of the SharePoint migration.
- Town of Leland/VC3 managed 114 tickets in June.

