



STAFF REPORTS

June 2022 Regular Meeting

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Department News

Upgrades have been completed at the MOC Warehouse, which include new restrooms and a breakroom within the warehouse for crews to utilize.

Streets Updates

Work Priorities

- Staff will continue ditch cleaning and clearing along Sturgeon and Cleatwood Drives. This work includes removing debris, removing vegetation, and re-grading the ditches where required. This work is expected to take several weeks to complete. A “Leak Off” at the intersection of Sturgeon and Cleatwood is also being repaired as part of this work.
- Staff installed Thermoplastic STOP bars on streets intersecting Grandiflora Drive in May. This work will continue on Mallory Creek Drive in June. As of right now, the department will be concentrating on intersecting streets leading to high traffic roadways for STOP bar installations. Streets scheduled for resurfacing will not be included in this work.
- 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 will be removing street trees that are impacting public infrastructure within Brunswick Forest in June.
- Three of four Streets staff members have obtained their Commercial Driver’s License (CDL) Class A permits. This is the first step to obtaining their Class A CDL.

Initiatives

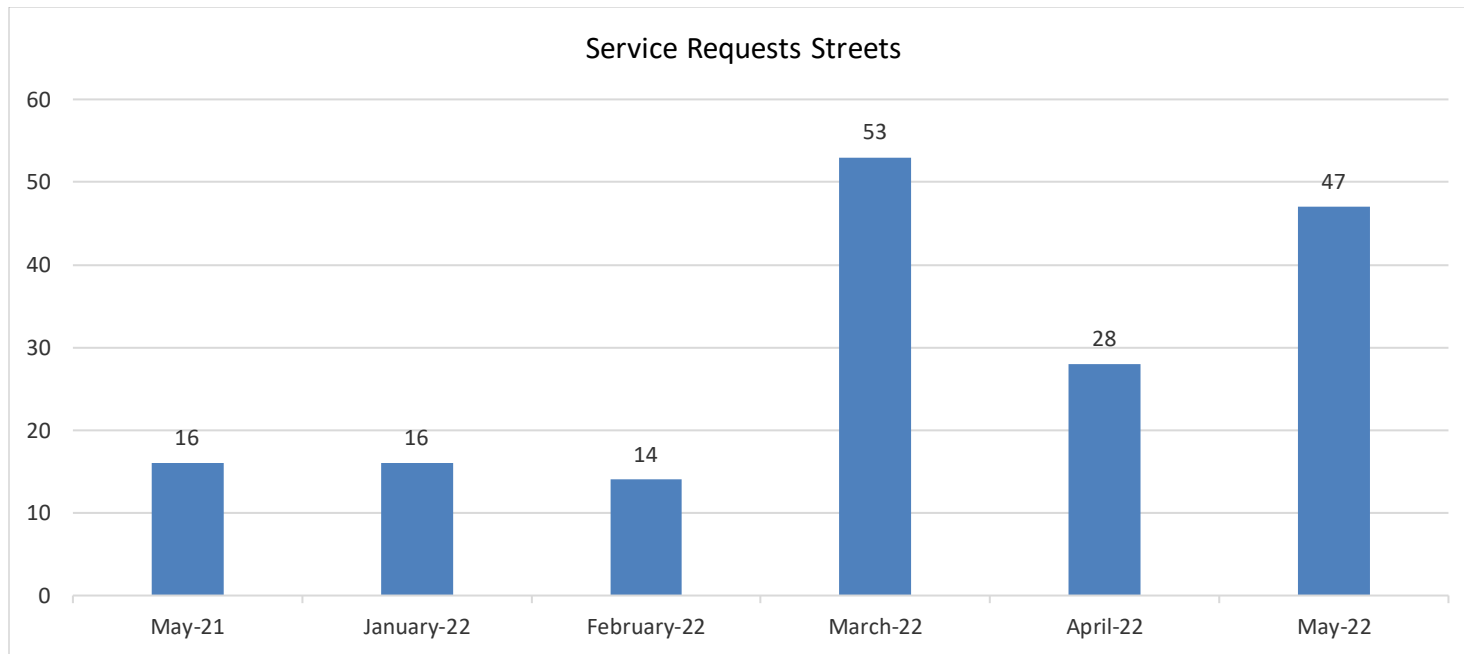
- Staff is reviewing Town-maintained gravel roads for possible paving. Survey work for this project has been completed and the engineer is working on design plans for Town review. These roads include Graham Drive, Breman Lane, and John Sneed Lane.
- NC Resilient Coastal Communities Program Grant Phase 1 and Phase 2 finalized in April. The deliverables are listed on the Town’s website. Town staff applied for Phase 3 grant funding in May.
- Staff is working with Precision Infrastructure on the development of an ADA Transition Plan for Town sidewalks and facilities. Work is required to meet ADA Title II requirements and is scheduled to be completed in June.
- Staff has started the annual NCDOT Powell Bill updates, which are due in mid-July. Staff will capture all new Town maintained roads in the annual update, increasing the annual Powell Bill funding the Town receives.

- The Town is partnering with Cape Fear River Watch (CFRW) in its mission to protect and improve the water quality of the Cape Fear River Basin. CFRW identified a project, the 80% Project, that aims to prevent litter and debris from entering the waterways in southeastern North Carolina. The project uses a specific storm drain litter trapping technology (LittaTrap™) to conduct research on the litter and debris entering the stormwater system. Staff installed two LittaTraps in early May to kick off data collection.

Work Order Summary

- Streets received 47 work orders in May, with most of them being pothole/sinkhole (11) and vector control (12) related.
- Streets completed 32 work orders in May with an approximate expense of \$27,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$13,700).





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

Grounds Updates

Work Priorities

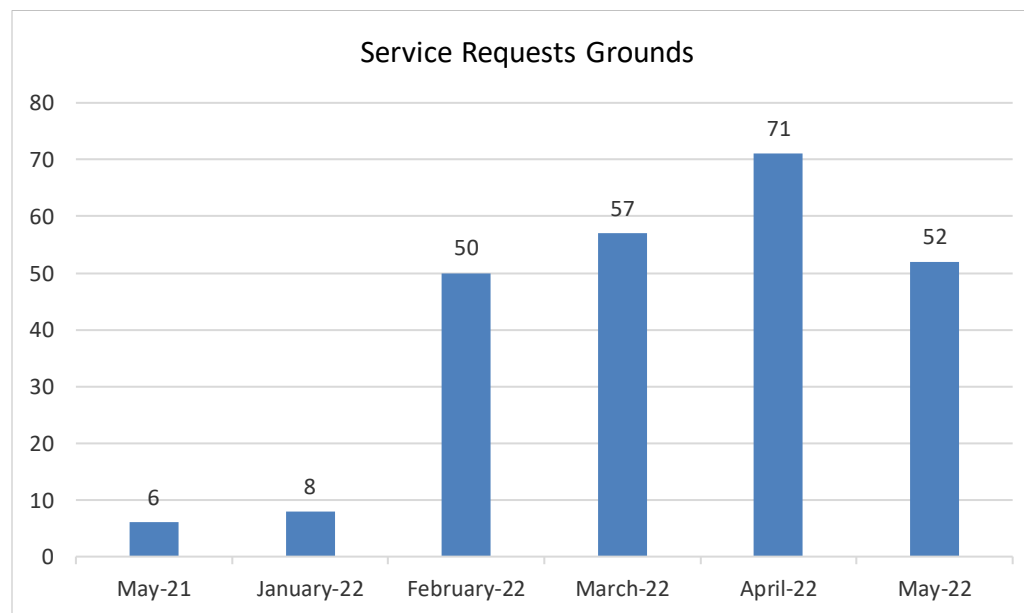
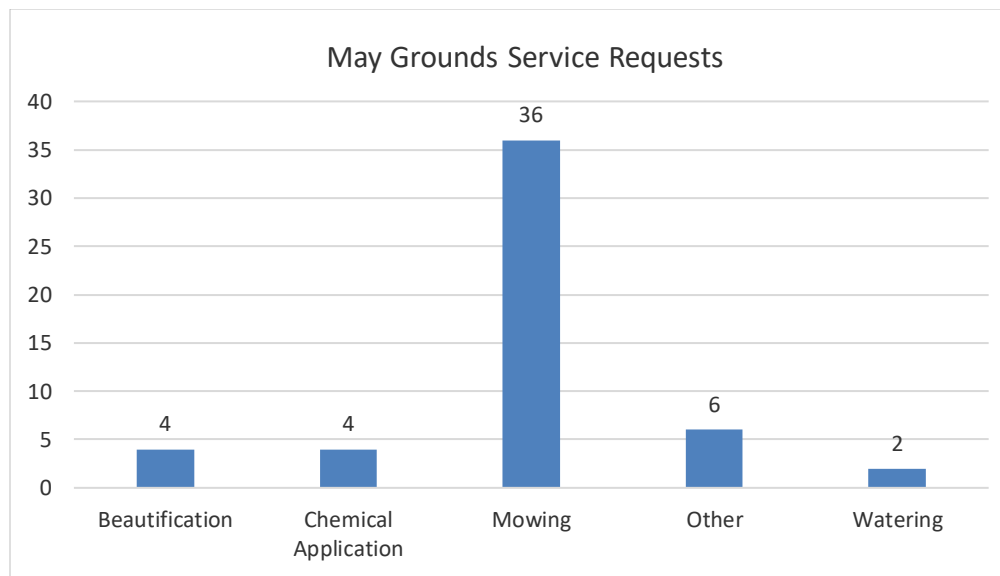
- Plant materials have been purchased for Fire Station 53 landscaping and will be installed in June.
- Due to very dry conditions, various Town properties are requiring routine watering to keep vegetation green.
- Northgate stormwater pond mowing and seeding will be completed in June.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond.
- The diverging diamond on Village Road will require irrigation, and staff is requesting permits and working with the NCDOT. This work is included in the FY22/23 budget.

Projects Completed

- Village Road medians have been landscaped and sodded. Due to very dry conditions, continuous watering is required.
- Landscape maintenance has been completed at all Fire Stations.
- Staff trimmed trees and cleaned the Ronco property.

Work Order Summary

- Grounds staff concentrated their efforts on mowing and landscape maintenance in May.
- Grounds received 52 work orders in May, with most of them being mowing related (36).
- Grounds completed 43 work orders in May, with an approximate expense of \$12,600 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in labor and equipment at approximately \$11,100.



Facilities Updates

Work Priorities

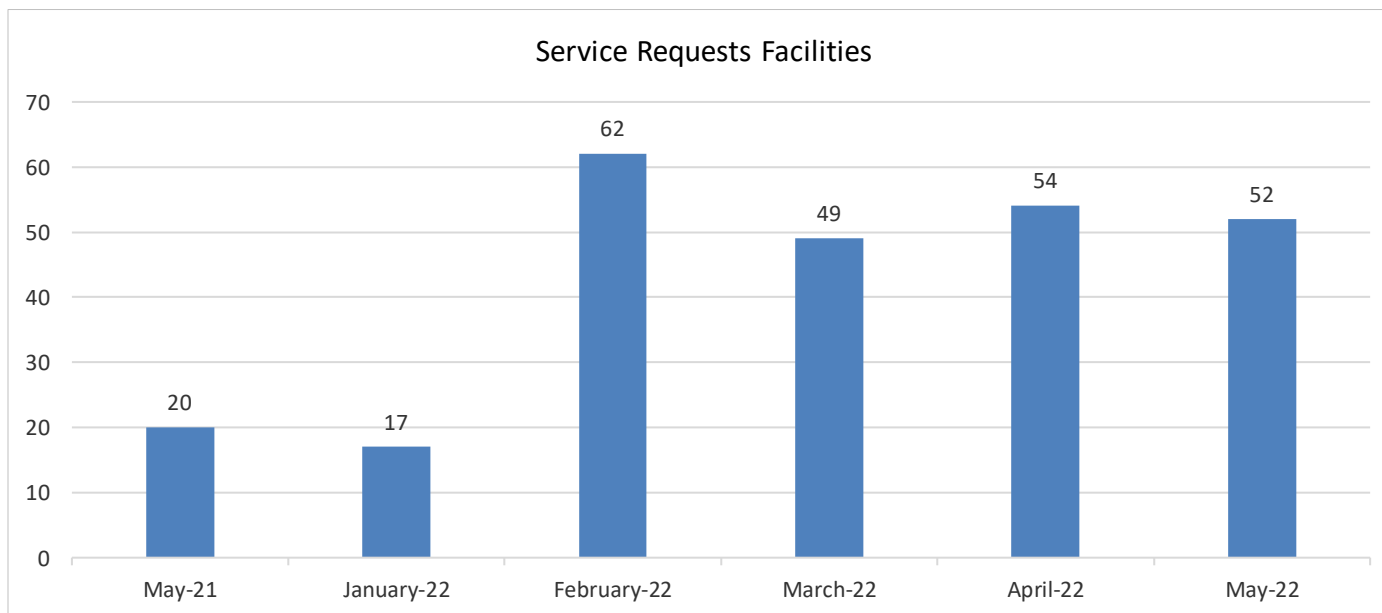
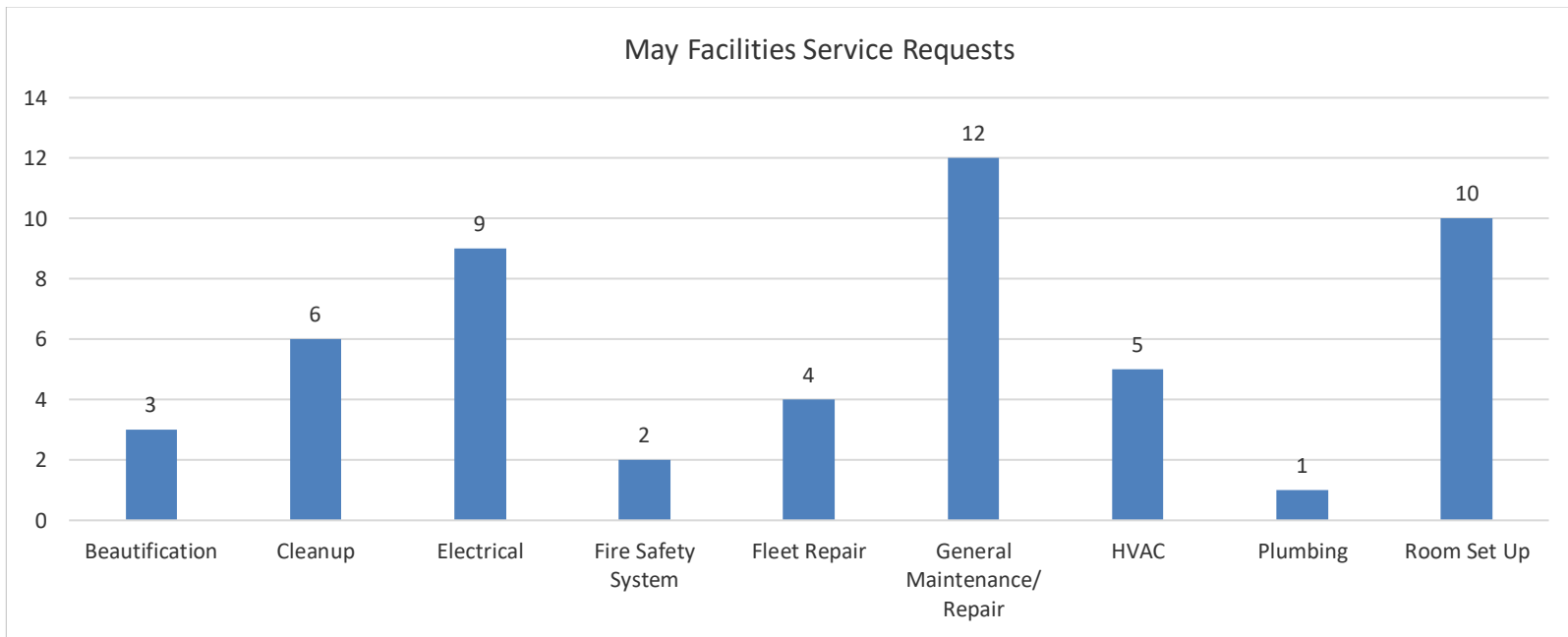
- Staff is working with the Nichiha company on the warranty for the red cement panels at the LCAC.
- Staff is working with Piedmont Natural Gas to install a gas line at the LCAC. This is scheduled for June 14.
- The roof at the LCAC is being evaluated for repairs and future replacement needs.
- Staff is meeting with electricians and getting quotes to add electrical outlets to the outside of Town Hall.
- Staff is installing new air compressors at the Village Road and Westport Fire Stations.
- Staff is working on adding an additional power panel in Founders Park. This work will be completed in July.
- Monarch Roofing is finishing installation of new skylights in the warehouse at the MOC.

Projects Completed

- HVAC issues in the Planning wing and first floor Police Department have been resolved.
- Staff finished conducting the fourth quarter inspections on all Town facilities, with all deficiency items noted to be repaired this quarter.
- Staff completed numerous repairs across the Town including Founders Park playground, Fire Station 53 washer and dryer, and ice machine repairs at the Village Road Fire Station.
- Staff relocated office furniture in preparation for Town Hall renovations.

Work Order Summary

- Facilities received 52 work orders in May, with most of them being general maintenance and repair related (12).
- Facilities completed 30 work orders in May, with the bulk of the expense being related to labor and materials (\$16,280).



Fleet Vehicle Updates

Work Priorities

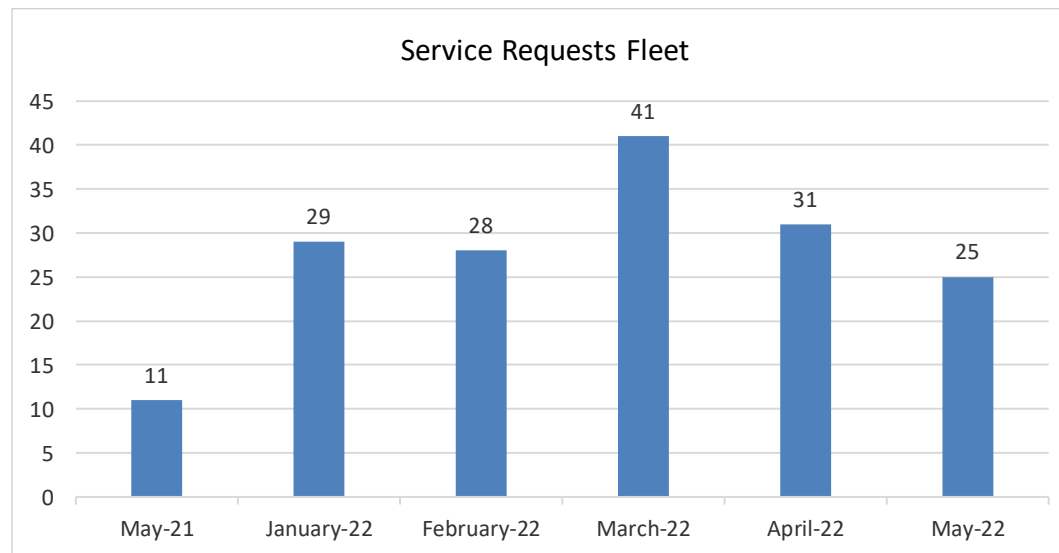
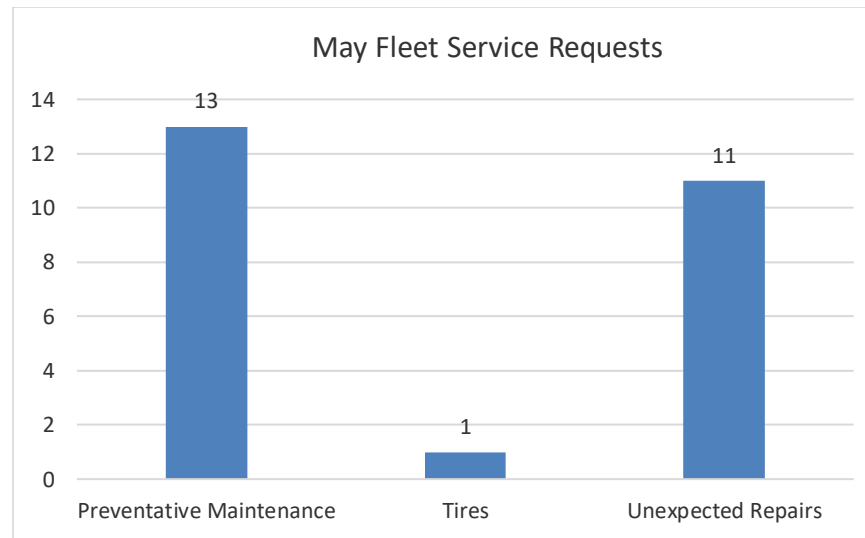
- Staff is working with the Fire Department to finalize vendor selection for the fire apparatus maintenance services RFP. Bids were due in May with two bids received.
- Staff is working with Fleet Representatives to introduce the new Damage Repair SOP at its next meeting on June 23.
- Staff is creating a business case analysis for routine vehicle maintenance expenses. The analysis will primarily discuss if the Town should begin performing preventative maintenance work in-house.

Projects Completed

- The Damage Repair SOP has been finalized.
- Staff added two new Town logos to the newest fleet vehicles.
- Staff created vehicle information packets for each Town vehicle, which includes information related to vehicle maintenance, fuel cards, and what to do if you are in an accident.

Work Order Summary

- Fleet received 25 service requests in May for a total expense of \$9,258. Of these, 13 requests were for preventative maintenance for a total of \$995.



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: Construction plans and bid documents are being finalized and it is anticipated that the project will go to advertisement in June with bid closing in July. Developer obtained approval from MOTSU for the Brunswick Village Boulevard railroad crossing. Funston is anticipating work to start on the rail crossing this summer.
- Next Steps: Advertisement and bid project. Construction will 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 roadway designs.
- Next Steps: Town staff has engaged NCDOT on approvals for stormwater discharge within NCDOT right-of-way and Town requested engineer to 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: Project has been advertised for bid, with bids due in June.
- Next Steps: Pending sufficient bids, bids will go to Town Council in June with construction anticipated to begin in July/August. Construction 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 June/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: Formal bidding complete with the awarded contractor, MSB Development, Inc., at a bid price of \$757,170.
- Next Steps: Town staff working with the contractor to execute the contract and issue the Notice to Proceed. Town staff anticipates construction to begin in June. 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: Initial scoping and kickoff with Town staff.
- Next Steps: Town staff is working with 2021 on-call engineers to finalize a task order for survey and design. Next steps are to issue a task order for design, survey, and permitting services, following closing by the developer on the property, which is anticipated to occur in June.

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

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Metal building has been ordered and the design team is working to finalize structural plans. Mechanical, electrical, and plumbing plans have been completed. Building scheduled for delivery on June 30. Site plan is also being finalized and contractor is working to get subcontractors lined up to start the project.
- Next Steps: Receive 100% construction plan set, obtain permits, and finalize schedule for construction. Site work anticipated to start mid-June.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Certificate of occupancy has been obtained and station is now operational with limited staff.
- Next Steps: Several outstanding items remain to be completed such as installation of parking lot lights and privacy fence. Grand opening event has been scheduled for June 18.
- 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: Renovation of break room has been completed with no other in progress work at this time.
- Next Steps: Stormwater improvements are currently being planned in conjunction with Fire Station 51 construction. Finalize other items such as installation of generator transfer switches, access control, and loading dock upgrades.
- 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.
- Next Steps: Coordinate construction start date and timeline after final approval has been given by Planning. Mobilization expected to occur in July.
- 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 Brownfields Study program and is awaiting next steps from NCDEQ Project Manager. Site visit scheduled for June with NC Wildlife to further discuss boat ramp.
- Next Steps: Coordinate next steps with WithersRavenel to proceed with Brownfield Study of the property. Site meeting with NC Wildlife to discuss next steps on boat ramp portion of project.
- 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. Architect is continuing work on preliminary plans for amphitheater, bathrooms, picnic shelters, and veteran's memorial.
- 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.
- 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: Construction started in April and is moving forward with flooring and plumbing work ongoing.
- Next Steps: Continue working through renovation and coordinate delivery/installation of additional items needed for project, such as kennels and IT equipment.
- 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 June.
- Next Steps: Clear undergrowth and small trees and 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 only received one bid during first advertisement cycle. Scheduled for rebid starting June 13.
- Next Steps: Rebid and advertise project, select contractor, finalize and award contract. Construction schedule will be reassessed due to second bid period.
- 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 Associate.
- Next Steps: Internal design meetings have been conducted, feedback given, and architect is working on revised plans based on initial feedback.
- Concerns: No concerns at this time.

Sweet Bay Park

- Purpose: Develop two properties off Trade Street into 18-hole disc golf course.
- Status: Land is currently being forestry mulched with expected completion in June.
- Next Steps: Complete site clearing and survey and wetland delineation. Complete design of disc golf course as well as access road and parking area.
- Concerns: No concerns at this time.

Department News

Program Coordinator Zoey LeTendre successfully passed her Certified Parks and Recreation Professional examination. She is the seventh member of Town staff to do so and joins her team with this nationally recognized certification. Adela Sandoval joined the Town as a part-time Recreation Specialist and Jessica Draughn was promoted to full-time Senior Recreation Specialist.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in May. The next meeting is scheduled for June 29, 2022.

Upcoming Events

June 18, 2022 – Movies in the Park: Sing 2

June 24, 2022 – LCAC Performance Series: Flamenco Carolina

July 7, 2022 – LCAC Artist Reception: Gregory Stanley

July 11, 2022 – Summer Session Begins

July 15, 2022 – LCAC Performance Series: Comically Impaired

Parks, Recreation, and Cultural Resources Updates

The summer kicks off with youth programming including Crafternoons in Founders Park and Summer Club and Summer Club Jr. at the LCAC. A new six-week session of adult programs begins July 11. 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.




Upcoming special events include a screening of Sing 2 in Founders Park and two unique performances at the LCAC: Flamenco Carolina performing traditional Flamenco and Kathak dancing and the Comically Impaired comedy troupe. The African American Heritage Association of Southeastern NC will host a Juneteenth celebration at the LCAC including an art exhibit, reception, and food trucks on June 17 and 18.



In other partner news, the Friends of the LCAC recently donated a commercial warming oven to the Town to be used in the LCAC catering kitchen. This generous gift will improve the overall function of the kitchen for special events and rentals serving food. FLCAC is planning its next fundraiser, a visiting artist workshop, for November.



Department News

More than 200 people visited the front desk at Town Hall in May. More than 210 people called the main phone line during May. The department coordinated training for staff in other departments who will be editing the new website. Ms. Jewell continued training in the Supervisor Enhancement program through Brunswick Community College. Ms. Jewell also participated in a virtual webinar through the UNC School of Government entitled LELA 101: Top 10 Primer: Use of Social Media for Local Elected Officials webinar. The course focused on legal and policy issues, content trends, best practices, and public records for elected officials on various social media platforms.

Social Media Update

- Facebook Highlights (May 1 – 31, 2022)
 - Added 84 new page followers
 - Overall post reach – 64K
 - Top post (Largest reach): “We're excited to announce that Jeremy Humphries has been promoted to Police Chief! Chief Humphries joined the Leland NC Police Department in 2012 and has served in various roles. Congratulations, Chief Humphries! We look forward to your continued service to the Town.  
 - More details  <https://bit.ly/3Pk0wa7>”

- Twitter Highlights (May 1 – 31, 2022)
 - Impressions/Reach – 5,258
 - Received 875 new profile visits
 - Top tweet (Largest reach): “The @NCLeague recognized our Police Department for completing the Law Enforcement Risk Review Process, designed to assess best practices, court decisions, and policies and procedures related to high liability activities. 
 - #LelandNC
 - Full article  bit.ly/3LLPis1 pic.twitter.com/HtnyAjY84K”

- NextDoor Highlights (May 1 – 31, 2022)
 - Impressions/Reach – 60,508 (66% increase from last month)
 - Likes/Comments – 144
 - Top post (Largest reach): “What questions do you have for Town staff and public safety officials ahead of the Hurricane Expo? Make sure you submit them by June 5!  Here's how  <https://bit.ly/3MM3xOE> #LelandPrepares”

Project Updates

- Website review meetings held with remaining departments and management. Finalized new website and prepared for launch date on June 1. Developed strategy for rollout and social media promotion.
- Finalized strategy for internal and external Employee Spotlight campaigns. Notified all staff about internal process and started receiving submissions. Made monthly departmental assignments for external process and started receiving submissions. Both campaigns will roll out in July.
- Expanded social media strategy to incorporate regular postings to LinkedIn that are relevant specifically for that platform and audience.
- Collaborated with various departments to create and implement comprehensive public information strategies for various initiatives, including floodplain outreach, Leland 2045 quarterly updates, Community Cups fundraiser, Community Stream Cleanup, National Police Week, National Hurricane Preparedness Week, the 2022 Hurricane Expo, Board and Committee vacancies, and more.
- Continued using content creation software to develop engaging graphics and videos for use across communications platforms.
- 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.
- Assisted Public Safety staff with internal safety tests to expand training and protocol as needed.
- Continued working with Program Coordinator Charlotte Pearsall and Administrative Coordinator Beth Evans to coordinate and take all staff headshots for the Fire/Rescue Department.
- Took photos at various Town events including swearing in ceremonies, LittaTraps installation, and the unveiling of the Woodburn Presbyterian Church historical marker.
- Coordinated and worked with Project Manager Will Lear to take photos for the Police Department.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Apply to Serve on a Board or Committee](#)
 - [Old Fayetteville Road Multi-Use Path Wins NCDOT Mobi Award](#)
 - [Feedback Requested for Age My Way NC Survey](#)
 - [Leland Names New Police Chief](#)
 - [Leland 2045 Quarterly Update](#)
 - [Leland Police Department Recognized for Reducing Risks](#)

- [Town of Leland to Host 2022 Hurricane Expo](#)
- Port City Daily
 - [Police investigating body found in Waterford pond in Leland](#)
 - [Leland police identify man found in pond in Waterford](#)
 - [NCDOT awards Mobi to Leland multi-use path and resurfacing project](#)
 - [Leland PD announces new chief, promotes from within](#)
 - [2 developments each propose 200-plus townhomes for Leland](#)
 - [Leland board approves plats for 400-plus townhomes](#)
- WWAY
 - [Leland Police investigating after body found in Waterford pond](#)
 - [Police identify man found dead in Leland pond](#)
 - [Leland multi-use path wins NCDOT 'Mobi Award'](#)
 - [Leland Police turn out to support the Dunkin' Donuts Fundraiser benefiting Special Olympics of NC](#)
 - [Town of Leland names new police chief](#)
 - [Leland Police Department recognized for completing Law Enforcement Risk Review Process](#)
- WECT
 - [Leland police investigating after body found in pond](#)
 - [Leland police release identity of man found in pond](#)
 - [Free Summer Concert Guide 2022 | Wilmington Concerts & Shows UPDATED](#)
 - [Leland multi-use path wins NCDOT Mobi award](#)
 - [Villages at Battleship Point developer pulls annexation request from Leland](#)
 - [Town of Leland announces Jeremy Humphries as new police chief](#)
 - [Leland Planning Board approves 460 new townhomes](#)
 - [Leland to hold second annual Hurricane Expo](#)

- StarNews
 - [Battleship Point developer withdraws Leland annexation request](#)
 - [Next in line: Leland names new police chief, following resignation of Brad Shirley](#)
 - [Update: Leland police identify body found in Waterford pond Monday morning](#)
 - [Leland tried to tackle sprawl for over a decade. Can its 2045 plan have any success?](#)
 - ['Essentially a rubber stamp': Nearly 500 townhomes planned for Leland communities](#)
 - [Concert series kick off this week in Sunset Beach, Southport, plus 7 more events](#)
- North Brunswick Magazine
 - [The Town of Leland prioritizes parks and green space for the community.](#)
 - [The Town of Leland names Jeremy Humphries as police chief.](#)

TDA Marketing

- Advertisement published in June 2022 issue of *Our State* magazine.



Leland TDA Meeting Summary

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

Department News

On May 6, Ms. Reinhardt attended the Brunswick County Municipal Clerks event held by the Brunswick County Clerk. The municipal clerks plan to meet with the County Clerk on a quarterly basis to learn more about county services and build on regional collaboration.

On May 12, Mayor Bozeman attended a webinar, "Responding to Constituents: Effectively Addressing the Needs of Voters and Constituency Groups", provided by the North Carolina League of Municipalities.

On May 13, Mayor Bozeman, Councilmembers Campbell and McHugh, and Ms. Reinhardt attended the webinar, "Top 10 Primer on Social Media for Local Elected Officials", provided by the UNC School of Government.

Ms. Reinhardt will complete attendance of the six-week ICMA Council Orientation Webinar Series by the beginning of June. The course is well-versed in both local government structure and operations. Staff also registered the Town Council to attend the webinar series.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - May 16 Agenda Council Meeting
 - May 16 Council Closed Session Meeting
 - May 19 Council Regular Meeting
 - May 22 Planning Board Meeting
- Action Items:
 - Budget Amendments – 3
 - Budget Ordinances – 0
 - Minutes – 4
 - Resolutions – 12
 - Ordinances – 4
 - Proclamation – 1
 - Recognition Requests – 2
 - Public Hearing Notices for the May Council and Planning Board Meetings – 7
 - Board/Committee Vacancies: Board of Adjustment (4); Economic Development Committee (3); Planning Board (4); and Parks and Recreation Student Representative (1). Board terms end June 30. Some of the members may re-apply to serve a second term. Three members have served two consecutive terms and are not eligible to re-apply at this time. Staff are making weekly posts

on the Town's social media accounts to promote the application submissions. Staff will present the applications to Council to appoint new members at the June 16 Regular Council meeting.

- Board/Committee Appointments – None.
- Ms. Reinhardt created a resolution authorizing the Town Clerk to permit limited use of the Town Seal. It will be presented to Council at the June 16 Regular Council meeting for consideration.

Government Portal (iCompass) Transparency Update

- Portal Visits – 2581
- Portal Unique Visits – 1527
- Regular Council Meeting Agenda Views – 370
- Agenda Council Meeting Agenda Views – 205
- Special Council Meeting Agenda Views – 849
- Planning Board Meeting Agenda Views – 368
- Economic Development Committee Meeting Agenda Views – 44
- Parks and Recreation Board Meeting Agenda Views – 0
- Leland TDA Board Meeting Agenda Views – 29

Department News

Master Officer Guy attended the Field Training Officer course May 16-20 at the North Carolina Justice Academy. This course educates staff on technical and personal skills such as communication, leadership styles, and actions which avoid civil liability while in training for them to function as evaluators and trainers of new recruits.

Officer Taylor attended Crisis Intervention Training May 16-20 at the New Hanover County Government Center. This course provides officers with the skills needed to respond to incidents involving individuals with a mental health or substance use crisis, and those with intellectual and developmental disabilities in a hospital setting.

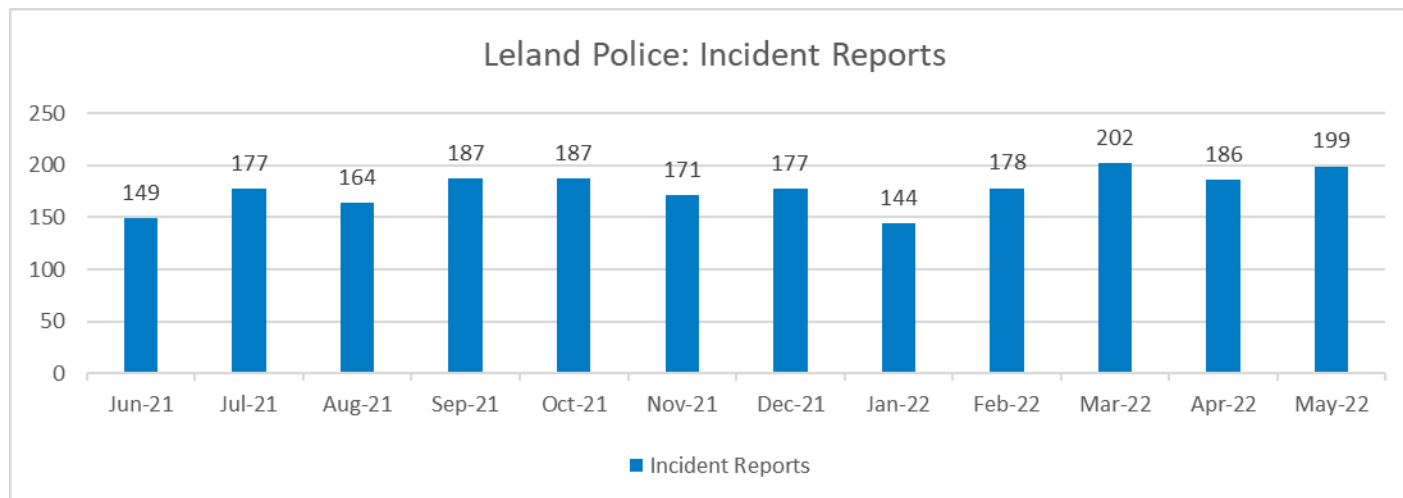
Officer Mercado attended the Use of Force Decision Making course May 23-27 at the North Carolina Justice Academy. This course provides officers with the skills to aid in force-related decisions and build techniques that are used to limit the amount of force needed to control situations. Officers cover every aspect of police-citizen encounters beginning with their arrival to de-escalation techniques, and the proper use of distance and cover to create reactionary time, de-escalation techniques, force options available, and examines the legal issues with the use of force and techniques to thoroughly document the incident.

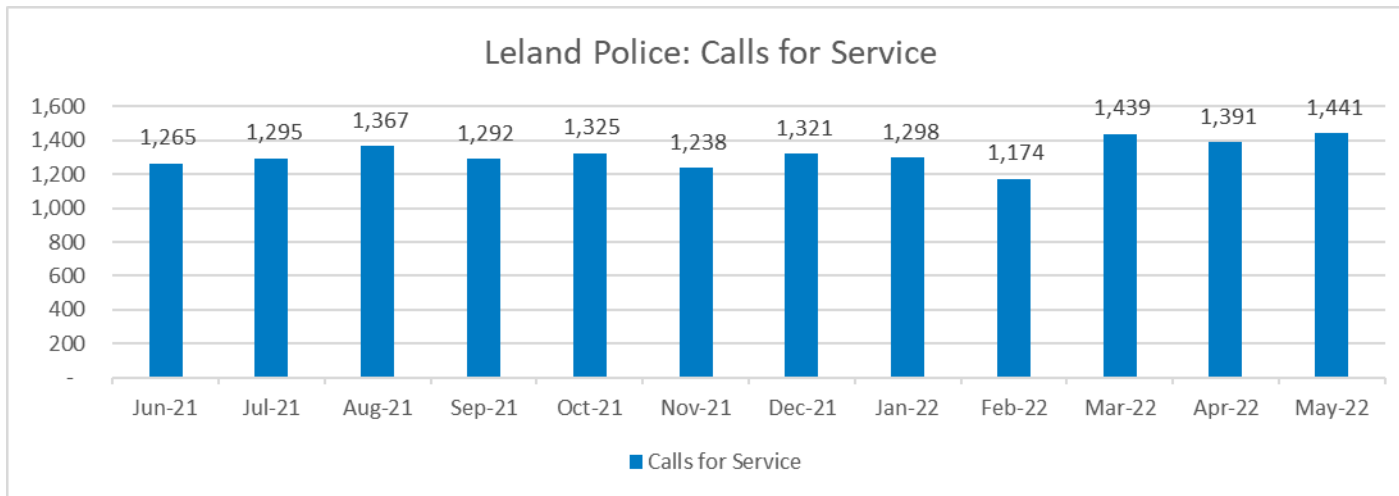
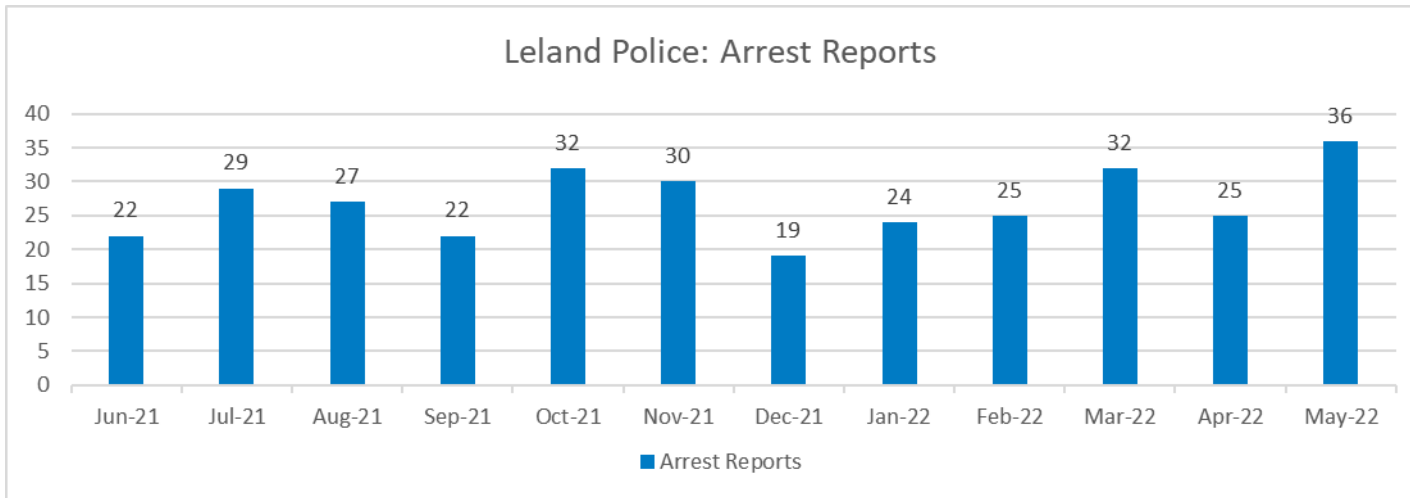
Officer Wooley and Master Officer Carter attended the Warrantless Searches course May 24-25 at the North Carolina Justice Academy. This course reviews the basic laws of warrantless searches in order to enable officers to perform their duties lawfully and effectively. The officer reviews the Fourth Amendment requirements governing searches, becomes skilled to recognize what must be supported for the type of search that may be conducted, and learns what must be supported or existent with reasonable suspicion and probable cause cases.

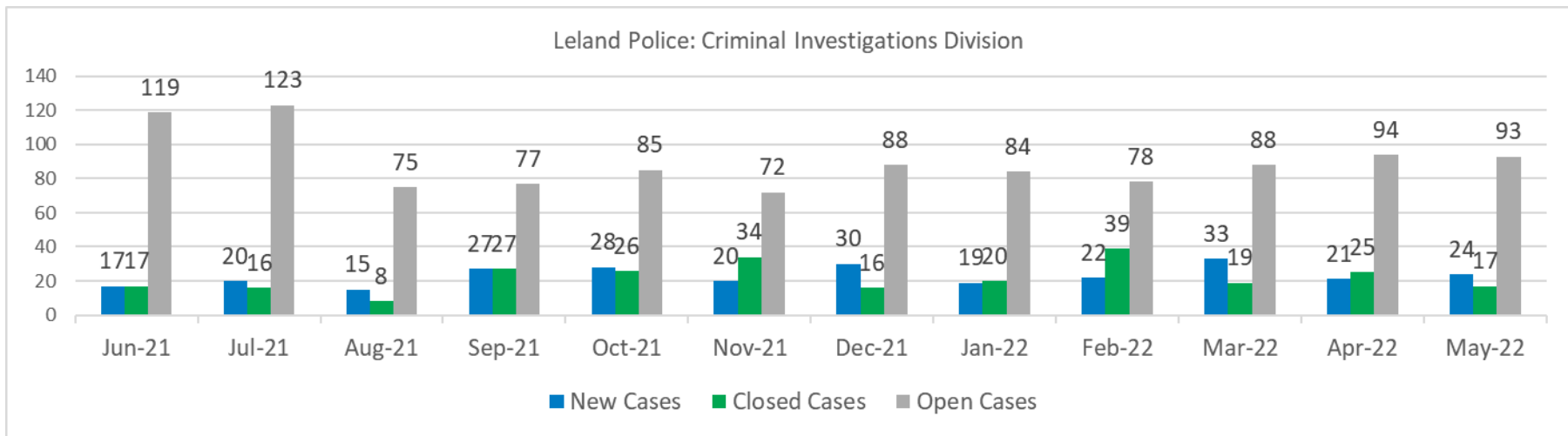
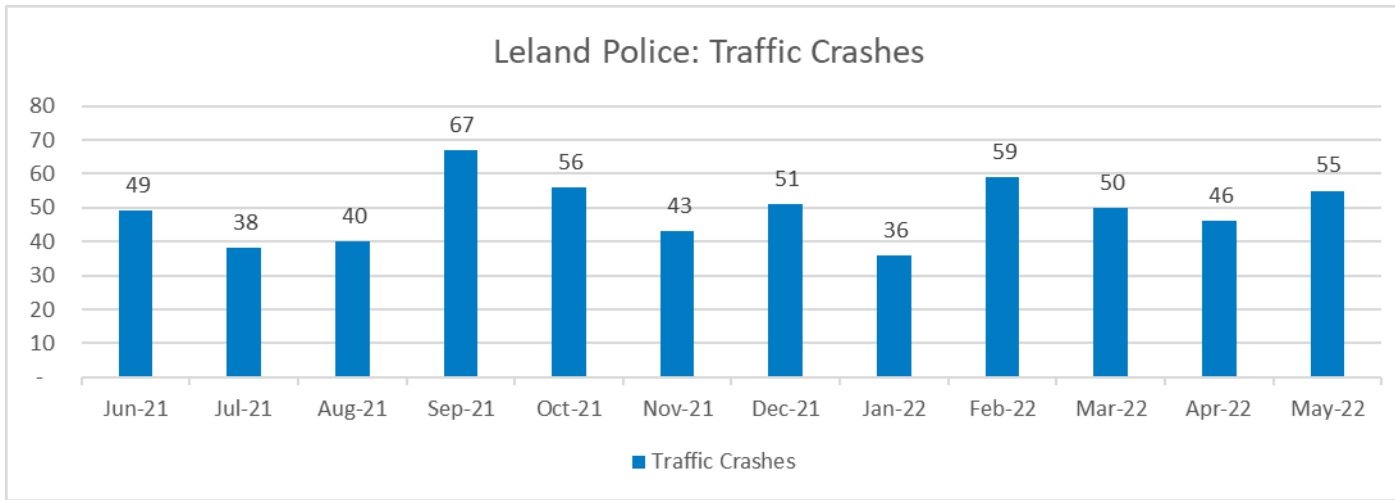
The department hosted Urban Rifle School May 24-26 at the Brunswick County Law Enforcement Association range in Bolivia. Over a period of three days, officers learned basic and intermediate functions, operations, and utilizations of the patrol rifle, as well as night shooting, tactics and other best practices with the weapon system. The following 11 Leland Police Officers attended: Lt. Almond, Sgt. Baughman, Senior Officers Peters and Payne, Master Officers Gaston and Yeager, and Officers Bortnick, Holland, Piniewski, Robeson, and Whitmire.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jun-21	57	8	5	14	3	1	2
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
Totals	499	41	54	86	34	9	32





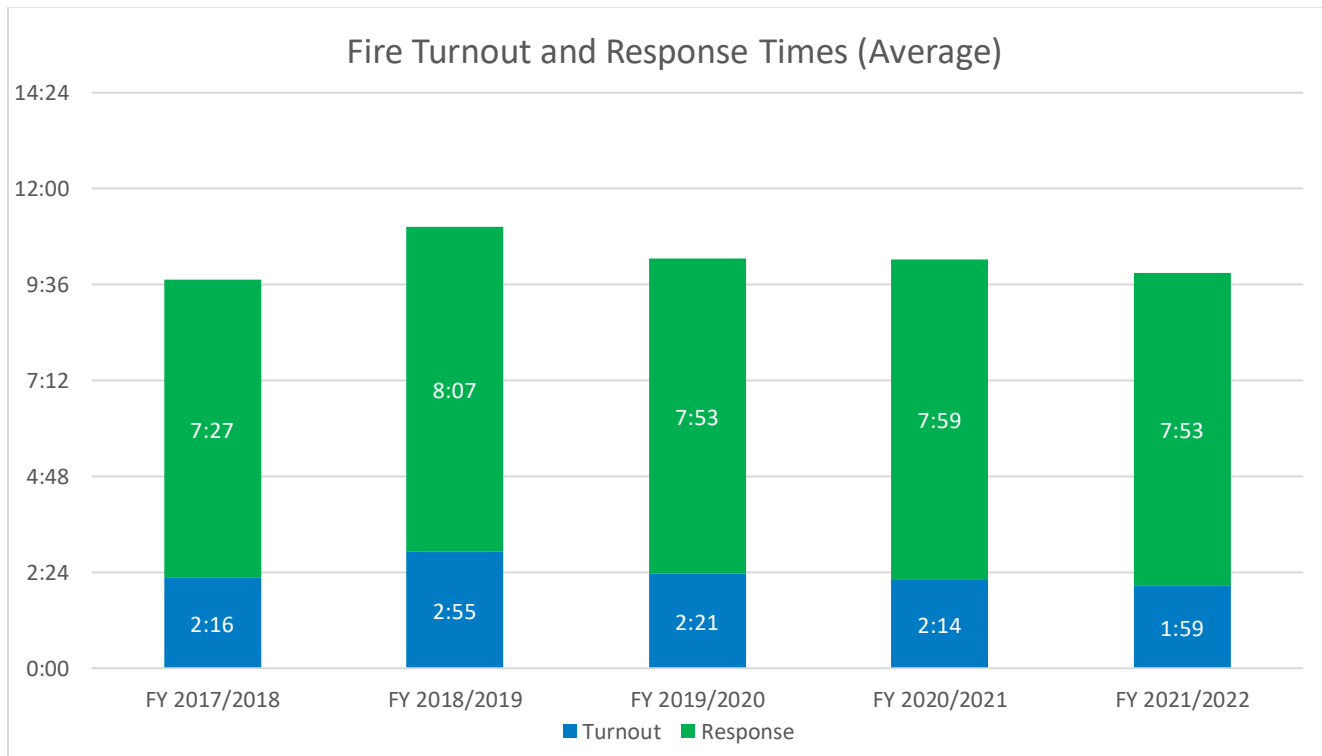


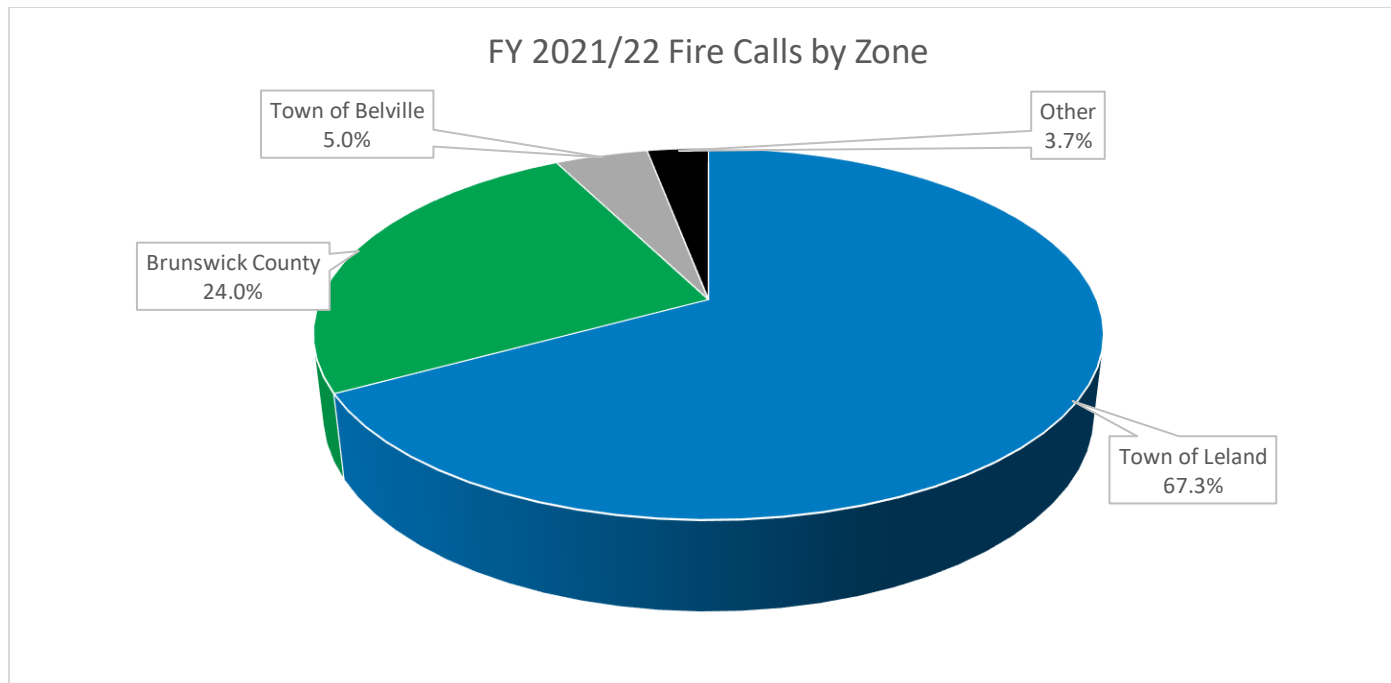
Department News

Staff completed quarterly facility training at Cape Fear Community College, during which they ran hose deployment and ladder placement drills. The department hosted a Fire Investigator Technician class taught by the NC Office of State Fire Marshal. Seven members of the department attended and passed the two-week class.

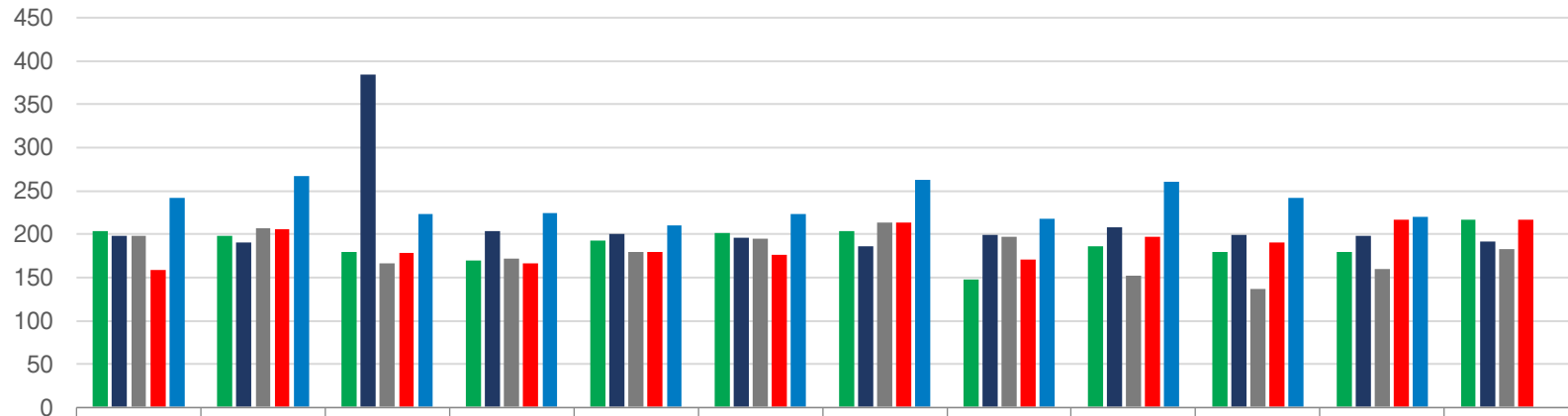
On May 2, Engine 53 was moved to Station 53. The Battalion Chief and Tower will follow in early June once the remaining supplies arrive. Staff has been conducting an assessment center to hire firefighters for three open positions and the three new positions in the 2022-2023 budget.

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	

■ FY 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020 ■ FY 2020/2021 ■ FY 2021/2022

Department News

Chief Grimes attended training in Foundations of Emergency Management. The class is week one of a three week FEMA Emergency Management Institute (EMI) course that comprises the federal EM Basic Academy. Chief Grimes is attending this valuable training in Raleigh with 16 other new Emergency Management Directors from the State of North Carolina. The focus this month remained on preparations for the hurricane season, which started June 1. Chief Grimes worked with the National Weather Service in both Raleigh and Wilmington to receive briefings on this year's tools available to EM for making decisions related to evacuations and hurricane preparations. Chief Grimes also met with Brunswick County representatives to determine best practices for incident management items related to the upcoming season.

Work Priorities

- Preparing for the 2022 Hurricane Expo
- Developing department goals
- Updating Incident Command training database
- Updating CodeRed internal communication tool database
- Ongoing review of the Debris Management Plan by the State

Projects Completed

- No projects were completed in May.

Department News

Andrew Neylon was promoted to Planning Supervisor, a newly created position that will directly supervise the positions of Planner I, Planner II, and Senior Planner and report to the Planning Manager. In this position, Mr. Neylon will oversee all of the development review and collaborate with other staff on long-range planning and community development efforts.

Ben Watts was promoted to Planner II.

Ben Andrea attended Designing Roundabouts to Support Walkability and Smart Growth, a webinar hosted by Smart Growth Online. Dan Burden of Blue Zones LLC, one of America's leading walkability experts, facilitated the webinar and examined the most essential design features of roundabouts, as well as how to design and operate them for walking, bicycling, driving, and freight movement, illustrating what works best and why.



Permitting and Inspections staff spent an afternoon at the Leland Cultural Arts Center for a teambuilding event. They created art using some non-traditional painting methods.

Daniel Knoch attended the NC Association of Floodplain Managers Annual Conference in Atlantic Beach. The conference offers continuing education and sessions about floodplain management, risk mitigation, resiliency, and floodplain development regulations.

Planning Board Meeting Summary

The Planning Board met on May 24, 2022, and heard the following items:

1. Preliminary Subdivision Plat for Westgate Townhomes – The Planning Board voted to approve a preliminary subdivision plat for 254 townhomes on 26.16 acres on Westgate Drive.

2. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 10.14-acre area located off Town Creek Road, which is proposed for voluntary annexation into the Town.
3. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of C-2 Regional Business Commercial District for a 1.32-acre area located off US Highway 17, which is proposed for voluntary annexation into the Town.
4. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of M-F, Multifamily Residential District for a 13.2-acre area located off NC Highway 133, which is proposed for voluntary annexation into the Town.
5. Preliminary Subdivision Plat for The Townes at Seabrook – The Planning Board voted to approve a preliminary subdivision plat for 212 townhomes on 32.22 acres on Buckeye Road.

The Planning Board's next meeting is scheduled for June 28, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

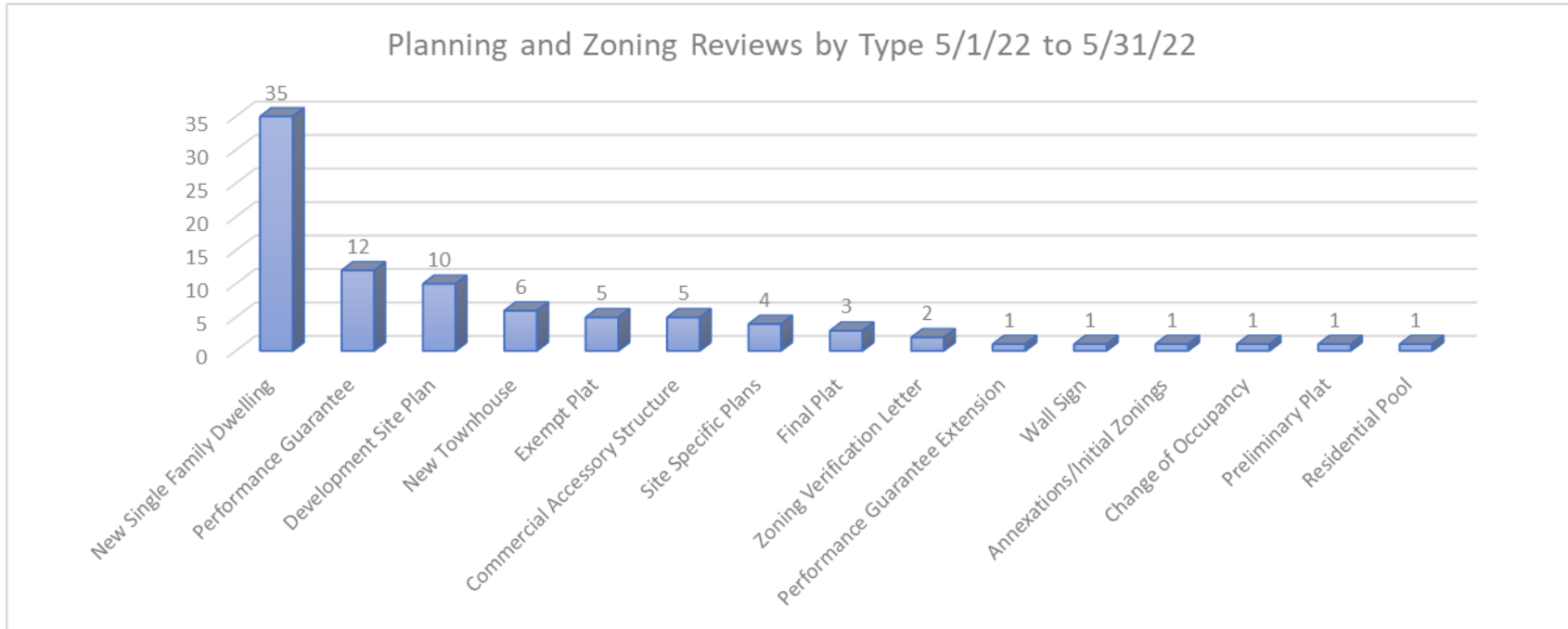
Current Planning Update

TRC Report

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

1. Development Site Plan for Jiffy Lube – Proposal for 4,042 sq. ft. vehicle light maintenance facility on US Highway 17 near Collins Way.
2. Preliminary Plat for Pinewood at the Cannon Tract Phase 1 Section B – Proposal for 19 single family residential lots near Pinecliff Drive.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	0

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	\$175,515.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	7	\$1,165,669.25	\$56,312.50
Surety Bonds	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	1	\$398,318.00	\$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	19	\$7,829,991.78	\$0.00
Total Cash Bonds	13	\$2,453,242.53	\$56,312.50
Total Surety Bonds	13	\$1,194,188.33	\$175,515.00
Total Performance Guarantee Sureties	45	\$11,477,422.64	\$231,827.50

Long Range Planning and Community Development Update

Staff presented to the Planning Board and Town Council the first of ongoing quarterly updates on the Leland 2045 plan implementation. The update and additional information can be found at www.Leland2045.com.

Staff visited properties that could benefit from housing rehabilitation and repair assistance through the Community Development Block Grant Neighborhood Revitalization (CDBG-NR) program. The program assists low to moderate income households in Leland that need housing repair assistance. Leland is hoping to apply to the CDBG-NR program in August.

Staff participated in the kickoff meeting for the Brunswick County Community Health Assessment as a member of the Steering Committee to help identify health-related cares and concerns of the community to inform future resources and programs throughout the region to improve health outcomes of all citizens.

Staff met with Dr. Joanne Halls from UNCW to discuss participating in the Environmental Enhancement Grant to explore wetland restoration, land acquisition, stormwater remediation, stream stabilization, buffer installations, and many other projects near communities in need.

Transportation Planning Update

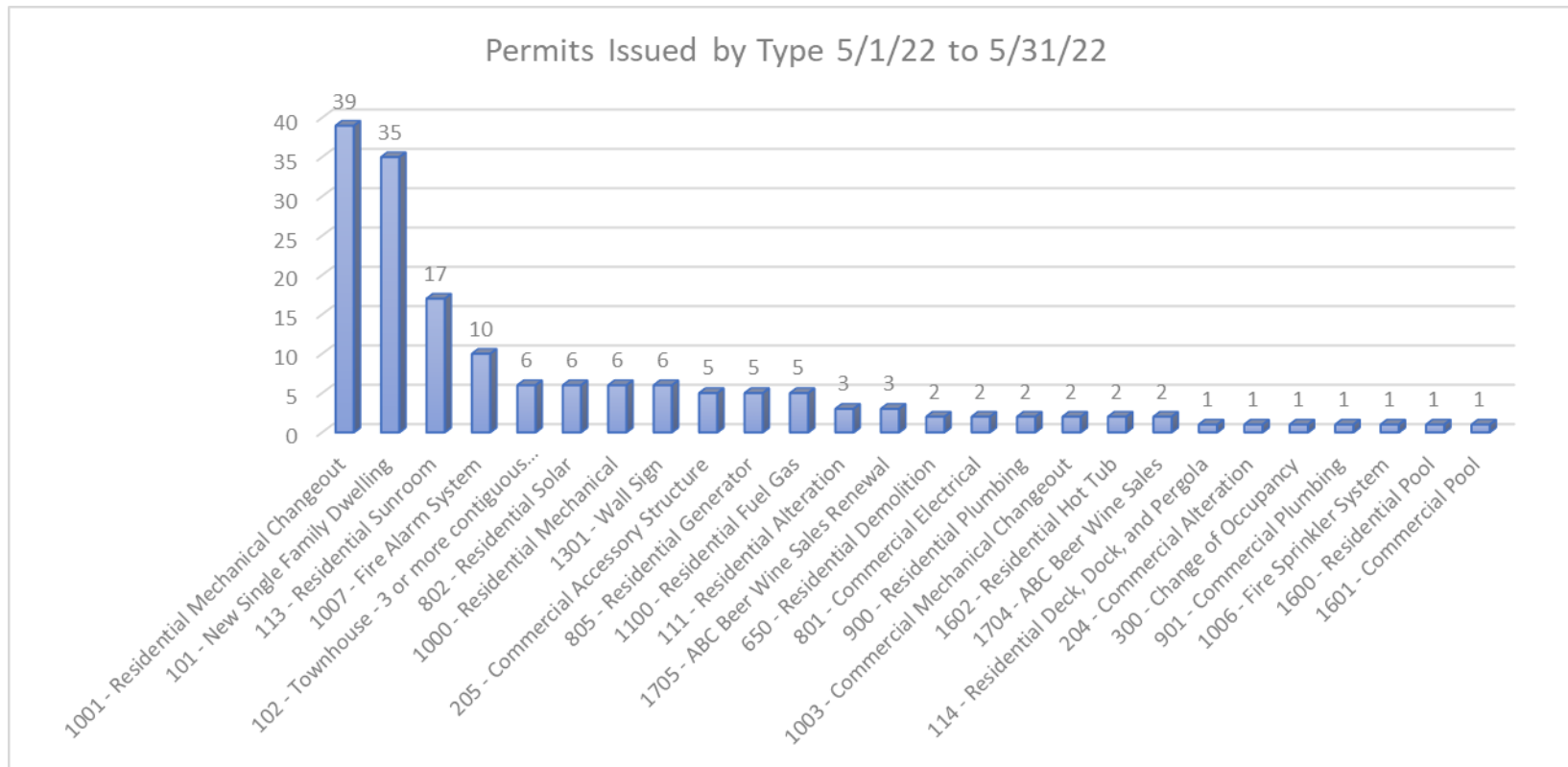
WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, and Mallory Creek.

Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on May 11.

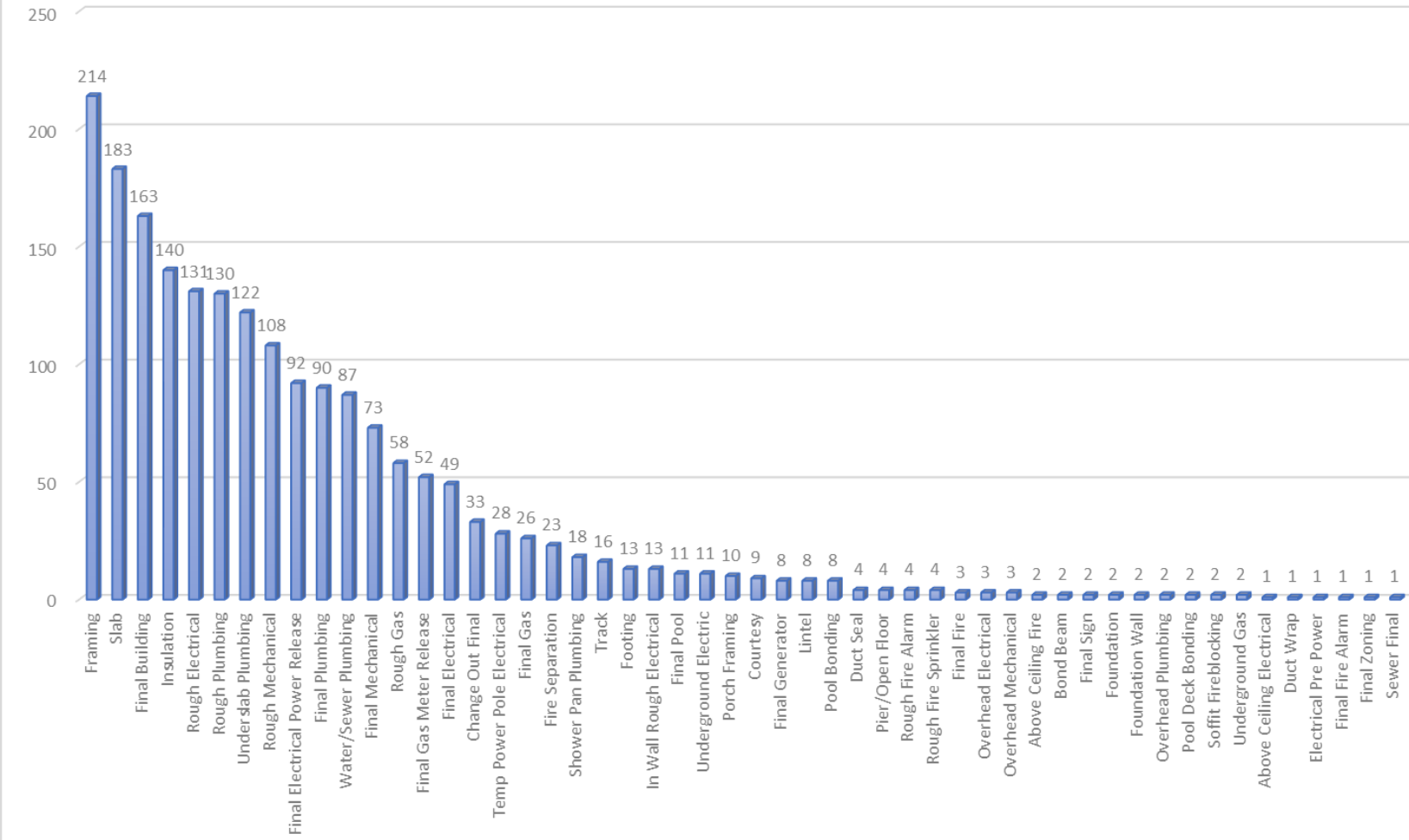
NCDOT released the draft 2024-2033 State Transportation Improvement Program (STIP). No projects within Leland or elsewhere in northern Brunswick County are included in the draft.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
160	2,004	\$12,052,302



Inspections Completed by Type 5/1/22 to 5/31/22



Code Enforcement Update

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	3	12	0	2	17
Cases Closed	4	5	3	0	12
Active Cases	1	19	13	2	35

Department News

The department welcomed Katie Glick as the new Purchasing Coordinator on May 16. Ms. Lopez continued to attend Supervisor Training through Brunswick Community College which will be complete in June. Ms. Newton worked with the Communications team to complete the Grants page on the new website. Staff is working to close out the current fiscal year and begin work on the upcoming year, which begins July 1.

Grant News May 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).
- 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).
- Kubota Hometown Proud Grant – Founders Park splash pad installation, \$100,000 (no 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).
- Level 2 Charging Stations – One dual port electric vehicle charging station for Founders Park, \$10,000 (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).

Grants Awarded

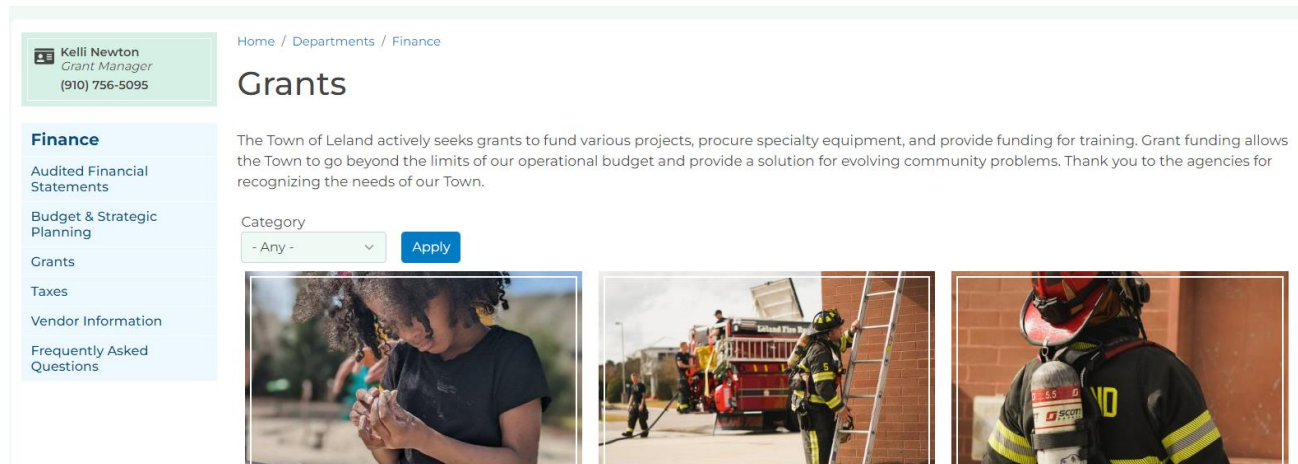
- Streamflow Rehabilitation Assistance Program (StRAP) – Removal of vegetative debris for three areas: Sturgeon Creek, Jackeys Creek, and Mill Creek, \$258,429 (no match).

Grants Not Awarded

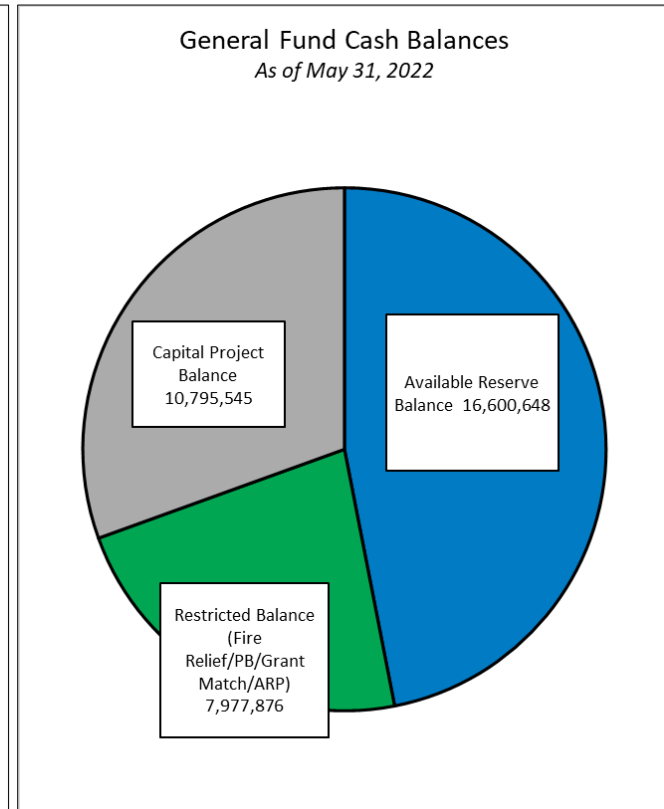
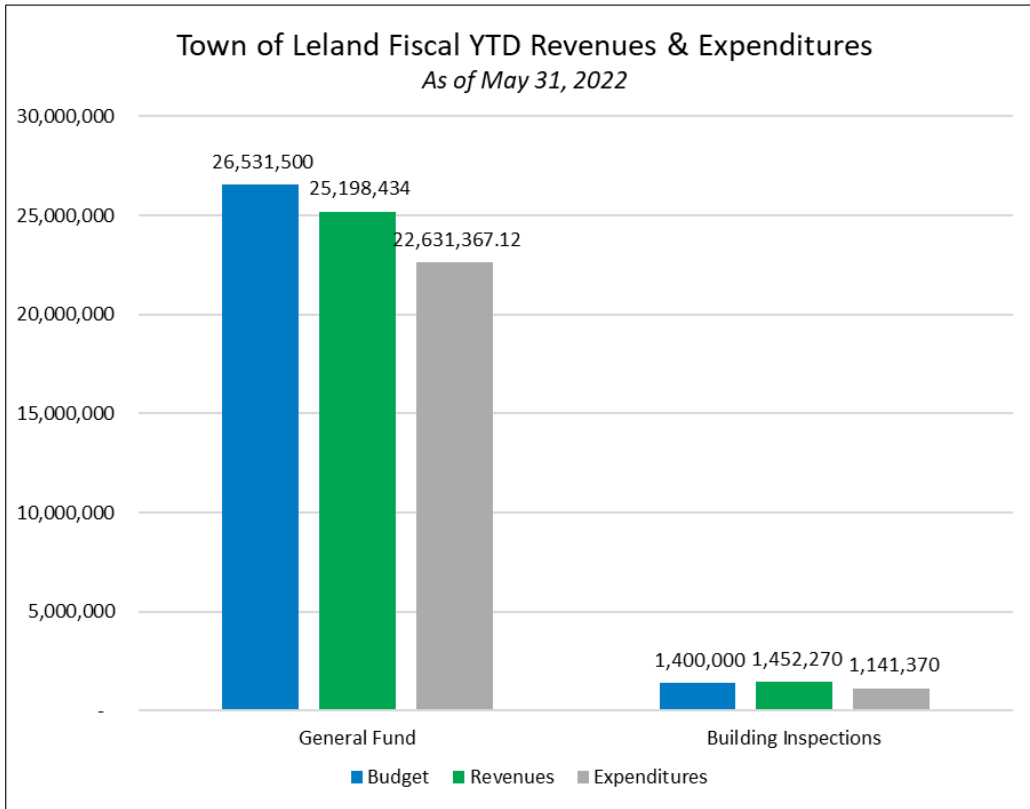
- Internet Crimes Against Children (ICAC) Grant – Equipment and training for Leland Police Department to assist in investigating internet crimes again children, \$65,970 (no match).
- AARP Community Challenge – Crosswalks and curb ramps on Mallory Creek Drive to increase connectivity, \$50,000 (no match).

Fiscal Year 2021-2022 YTD Grant Totals	
Awarded	Not Awarded
13	6

In an effort to increase transparency, we have created a Grants page on our website: <https://www.townofleland.com/finance/grants>



Dashboard

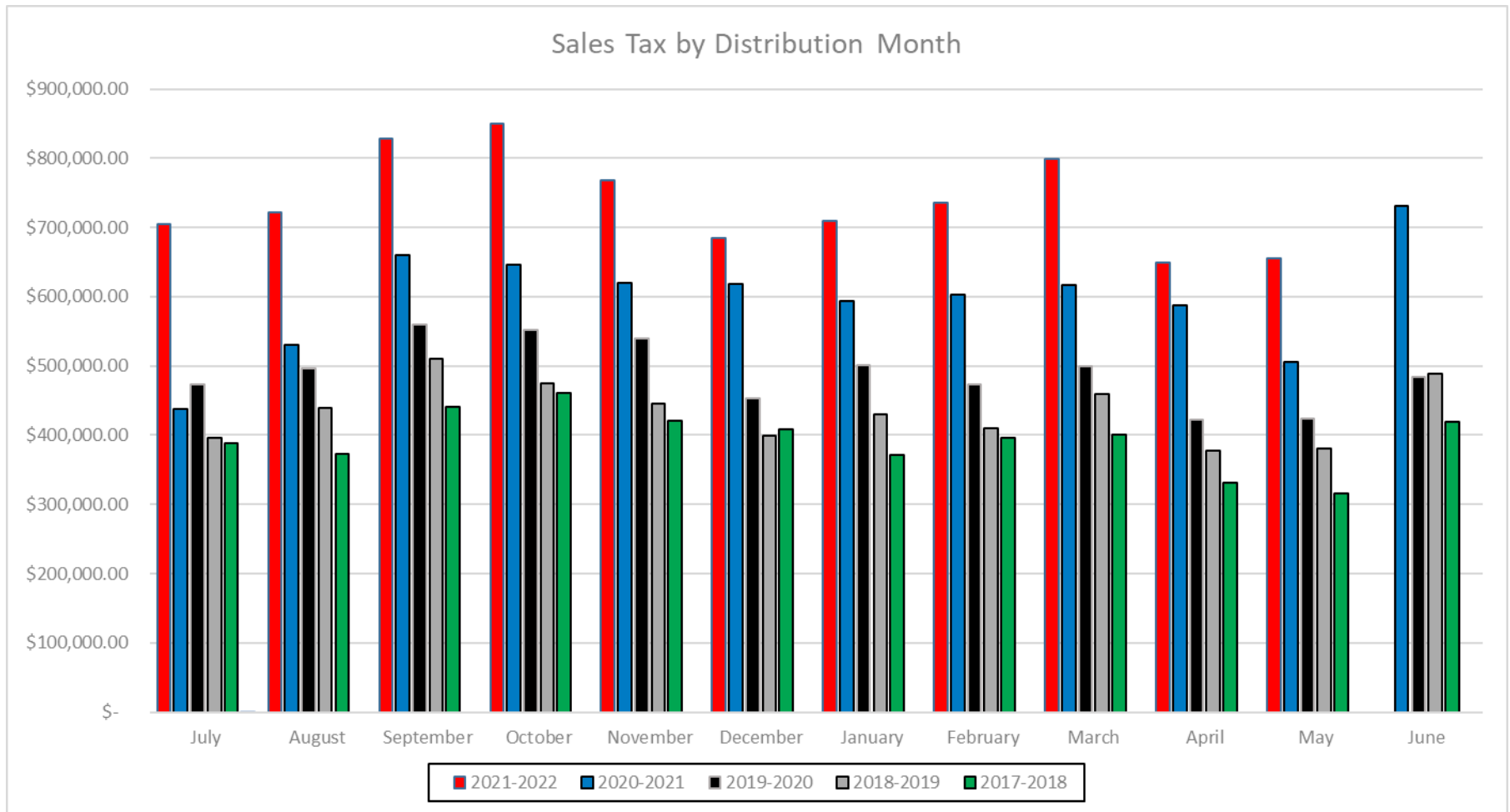


Financial Budget to Actual Report – May 31, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	26,531,500	843,740	25,198,434	-	1,333,066	5.02%
Governing Body	230,000	340,000	11,572	281,932	5,302	52,766	15.52%
Administration	1,430,000	1,430,000	93,051	1,195,166	1,108	233,725	16.34%
Information Technology	1,235,000	1,247,000	113,034	1,093,143	120,296	33,560	2.69%
Human Resources	350,000	350,000	22,902	283,999	6,895	59,106	16.89%
Finance	600,000	600,000	40,460	533,814	193	65,994	11.00%
Planning	655,000	726,000	54,546	688,555	21,139	16,306	2.25%
Economic Development	110,000	110,000	8,659	99,698	954	9,348	8.50%
P&R & Cultural Arts	1,170,000	1,170,000	65,716	869,152	18,978	281,870	24.09%
Grounds & Facilities	1,685,000	1,685,000	103,606	1,292,010	128,524	264,465	15.70%
Public Services	2,265,000	2,288,500	157,200	1,905,652	178,730	204,118	8.92%
Police	4,920,000	4,960,000	352,814	3,916,145	246,267	797,588	16.08%
Emergency Management	215,000	215,000	9,765	156,461	946	57,593	26.79%
Fire	6,025,000	6,120,000	382,691	5,285,193	68,343	766,464	12.52%
Debt Services	2,046,000	2,046,000	-	1,814,861	-	231,139	11.30%
Transfers	2,244,000	3,244,000	-	3,215,585	-	28,415	0.88%
EXPENSES	25,180,000	26,531,500	1,416,017	22,631,367	797,675	3,102,458	11.69%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,400,000	85,984	1,452,270	-	(52,270)	-3.73%
EXPENSES	1,400,000	1,400,000	99,475	1,141,370	91,199	167,431	11.96%

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

Vendor: R & T Power Systems; Amount: \$72,958.29; Details: Station 51 generator.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in May.

Audit Committee Meeting Summary

The Audit Committee did not meet in May.

Department News

Town staff are currently completing the annual review process. Melinda Rabin has joined the Town as HR Manager. Staff are currently planning for the next Employee Appreciation Event on July 1. Leland University is finishing up the first Supervisor Enhancement Program and will continue to offer learning opportunities throughout the year.

Workers Comp Data

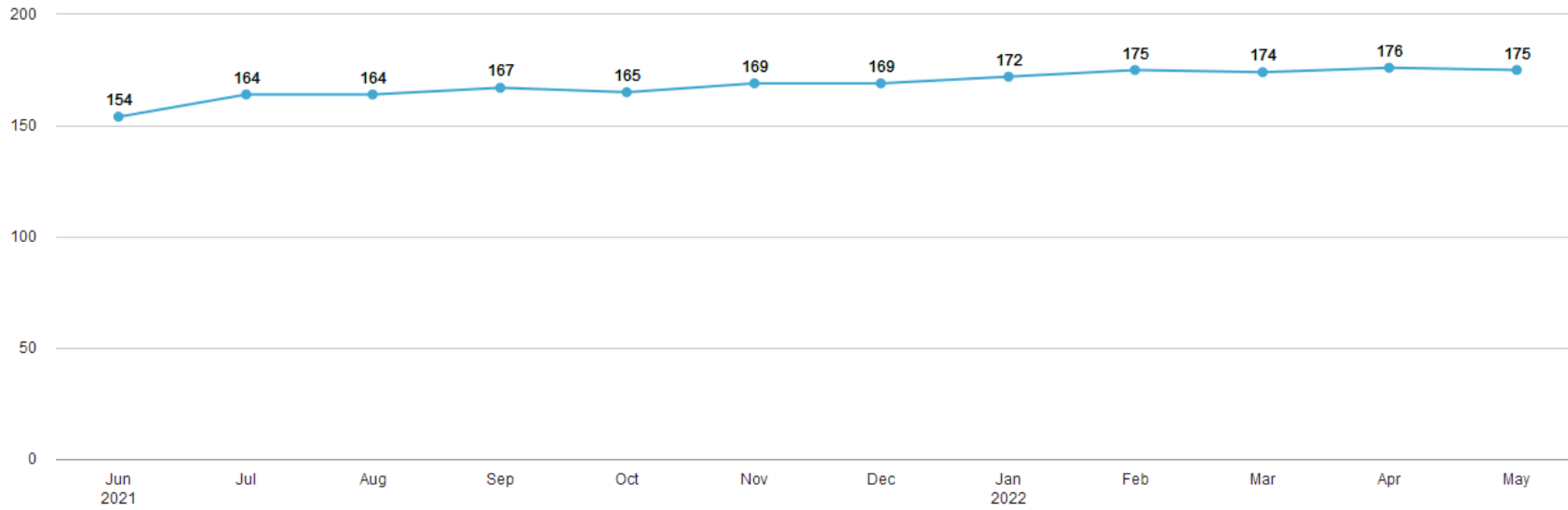
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
0		

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Ryan Weaver	PD	Resignation	5/6/2022	Police Officer		
Melinda Rabin	HR	New Hire	5/9/2022	HR Manager		
Samuel Purvis	PD	Reclassification	5/12/2022		Senior Police Officer	PT Reserve Officer
Katie Glick	Finance	New Hire	5/16/2022	Purchasing Coordinator		
Susan Barbee	HR	Resignation	5/17/2022	HR Director		
Jordan Sales	LCAC	Resignation	5/20/2022	Recreation Specialist		
Brett Kennedy	Fire	Promotion	5/14/2022		Fire Apparatus Engineer	Fire/Rescue Captain
Jeremy Humphries	PD	Promotion	5/14/2022		Police Captain	Chief of Police
Josh Spence	PD	Promotion	5/28/2022		Police Captain	Deputy Chief of Police
Adela Sandoval	Parks & Recreation	New Hire	5/25/2022	Recreation Specialist		
Matt Kirkland	Planning	Resignation	5/27/2022	Senior Planner		

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

Active Employees Trends



Headcount ⓘ

175

As of May 2022

Hired ⓘ

52

Termed ⓘ

24

Growth Rate ⓘ

19.9%

Turnover Rate ⓘ

14.2%

Average Tenure ⓘ

3.8

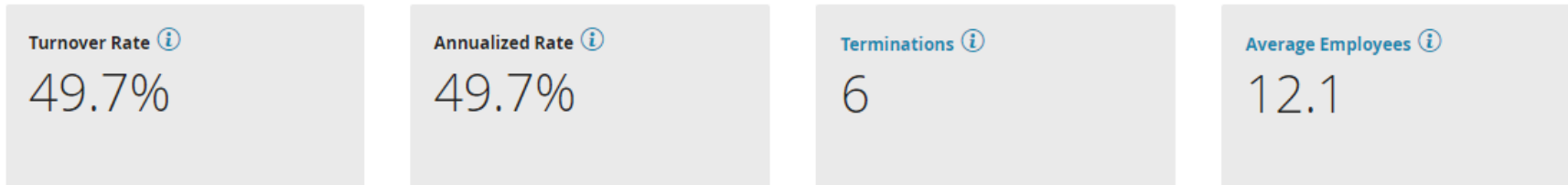
(Years)

Turnover Data June 2021 – May 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

The department is starting to mobilize vendors for Town Hall renovations. Staff is also moving forward with next steps in the SharePoint project and completing hurricane season checklists.

Major Work Priorities

- Town Hall renovations preconstruction have begun. Staff will be installing the new wireless systems throughout Town Hall and starting the wiring for the camera system upgrade. Finished final design on upgrading of the door security systems.
- Installed network in new Animal Control facility. Door security will be added in June.
- SharePoint phase 1 complete. Starting to work on phase 2.
- Migrated fiber optic at Station 52 to lower cost and increase capacity.
- Upgrading MaaS360 Mobile Data Management to secure platform.
- Building IT policies for Town adoption.
- Establishing streamlined helpdesk process with single point of contact ticketing.

Projects Completed

- Completed five employee onboards.
- Station 52 cutover and upgraded internet circuits.
- Moved Fire department IT equipment from Station 51 to Station 53.