



STAFF REPORTS

May 2023 Regular Meeting

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Community Enrichment (PRCR, Communications, Clerk’s Office).....	11
Public Safety (Police, Fire/Rescue, Emergency Management).....	20
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Department News

Staff received 158 requests for service in April and completed 135, or 85%.

Madison Ferrell was promoted to Grounds Maintenance Technician II.

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

Streets Updates

Work Priorities

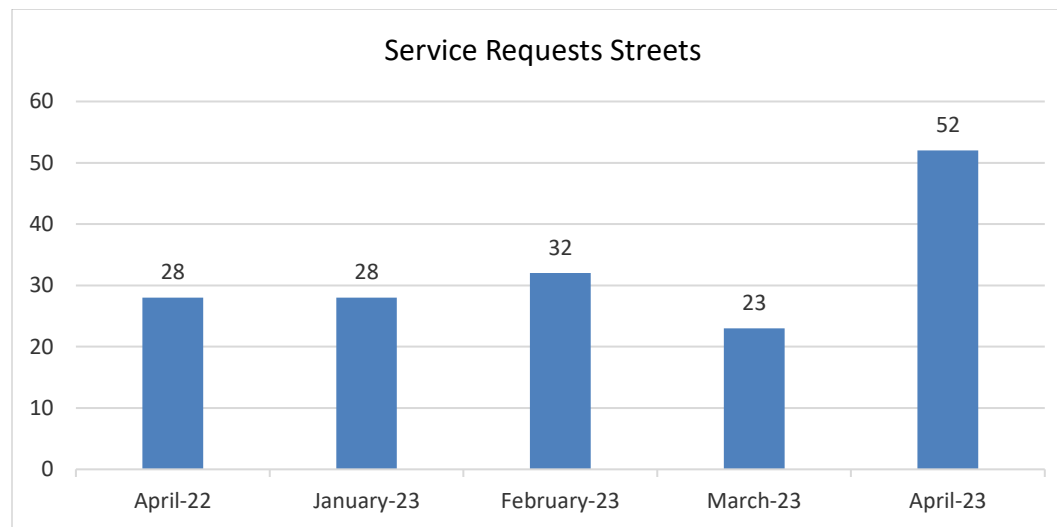
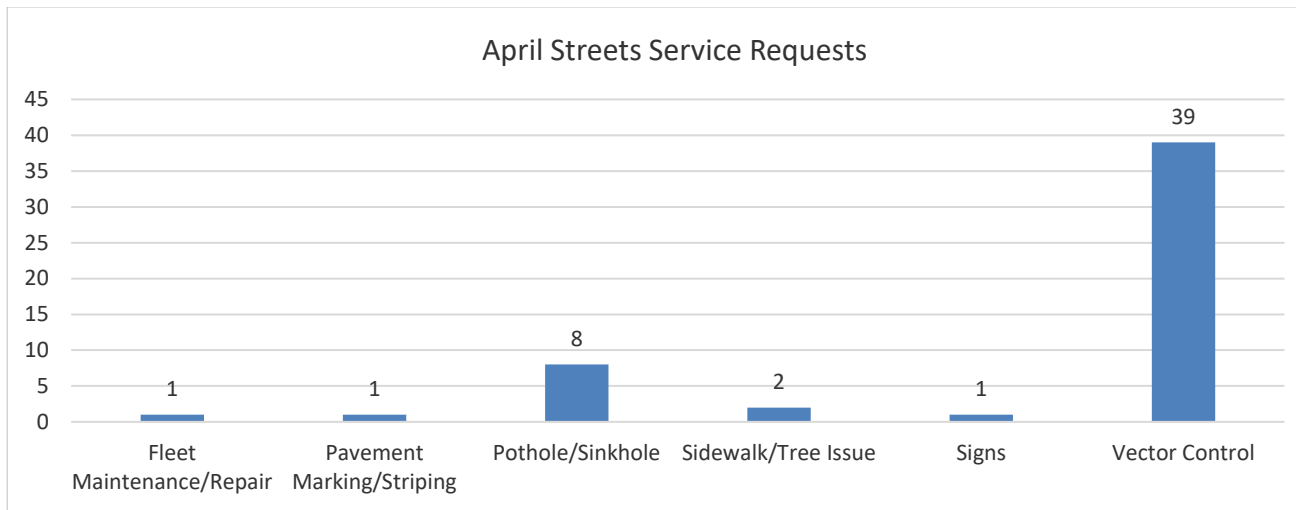
- Staff continued cleaning ditches in the Wayne Street neighborhood, including Poe Street and Lloyd Street. This work includes cleaning out debris and driveway pipes and grading where necessary. This work will continue through May.
- Staff repaired the asphalt walking path in Westgate Nature Park.
- Staff will begin replacing damaged sidewalks on Old Fayetteville Road at Founders Park in May.
- Staff will begin replacing sidewalks damaged by trees in several locations in Magnolia Greens and Brunswick Forest.

Initiatives

- Staff is working with a pavement marking contractor to implement updated striping and marking along various streets throughout Town. This effort will be implemented in the field in early June.
- Staff is working with several other departments to identify resilient routes that are vital to our response during hurricanes and other natural disasters. The goal of the project is to identify routes that are impacted during storm events and can be used for planning purposes for the Town's response.

Work Order Summary

- Streets processed 52 work orders in April, with the majority being mosquito vector control (39) and pothole/sinkhole related (8).
- Streets completed 44 work orders in April, with an approximate expense of \$60,900 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$35,600).



Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
2022 Totals	35	255	144
Jan-23	5	30	13
Feb-23	4	25	13
Mar-23	3	15	15
Apr-23	4	30	16

Grounds Updates

Work Priorities and Initiatives

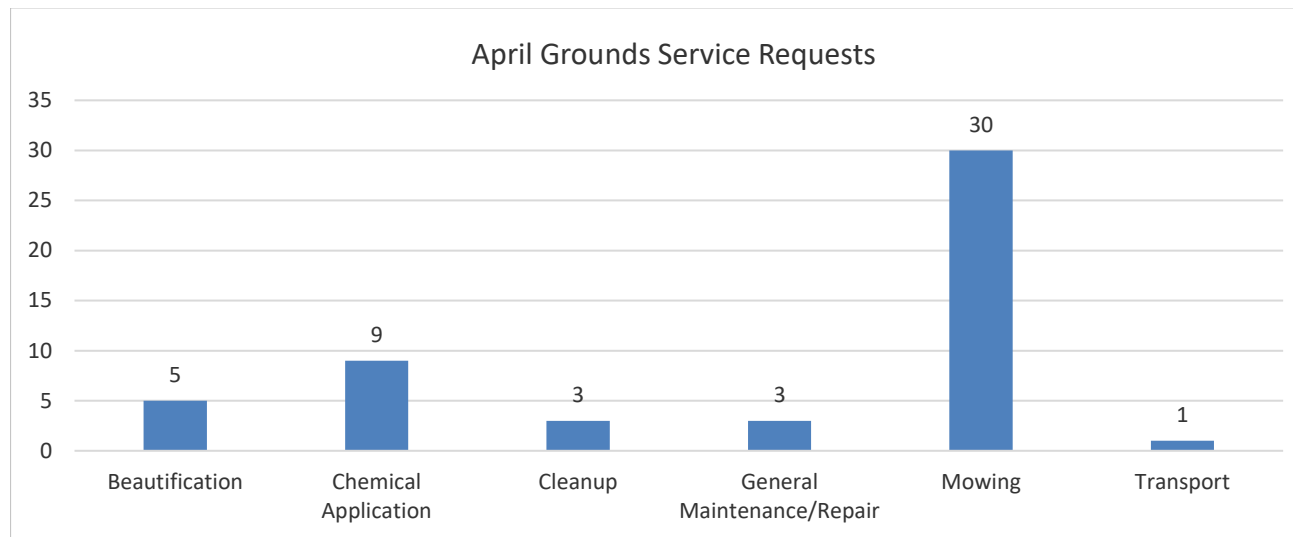
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff will be installing landscape plants on Village Road medians and islands.
- Staff will complete grading and seeding areas at the MOC.
- Staff will continue post-emergence on Town properties.
- Staff is continuing to work on the Northgate stormwater pond soil prep and seeding to stabilize the area.
- Staff will be installing playground mulch at Westgate Nature Park.
- Staff will be planting oak trees at the future Sweetbay Park site.
- Staff will be repairing the kayak launch at Westgate Nature Park.

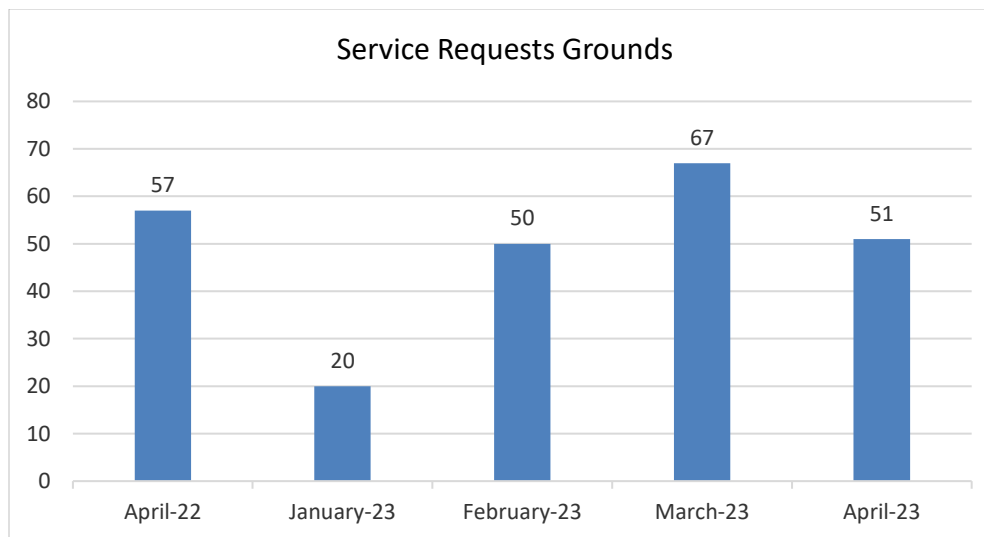
Projects Completed

- Staff is fully engaged in maintaining, mowing, and edging all Town properties and parks on a weekly basis.
- Staff assisted with the plant and tree giveaway events.

Work Order Summary

- Grounds received 51 work orders in April, with most of them being mowing (30) and chemical application related (9).
- Grounds completed 47 work orders in April, with an approximate expense of \$17,100 in labor and equipment to complete these work orders.





Facilities Updates

Work Priorities and Initiatives

- Staff is taking an OSHA 30 class at Brunswick Community College.
- Staff is working on an electrical project at Fire Station 52.
- Staff is working with vendors to diagnose an issue with the automatic gate at the MOC.
- Staff is installing new window coverings at Fire Station 52.
- Staff is working on the lights at the Town sign.
- Staff is repairing the front door at Fire Station 51.
- Staff is running conduit (fiber optics) underground between the MOC and the new Fire Station 51 for IT.

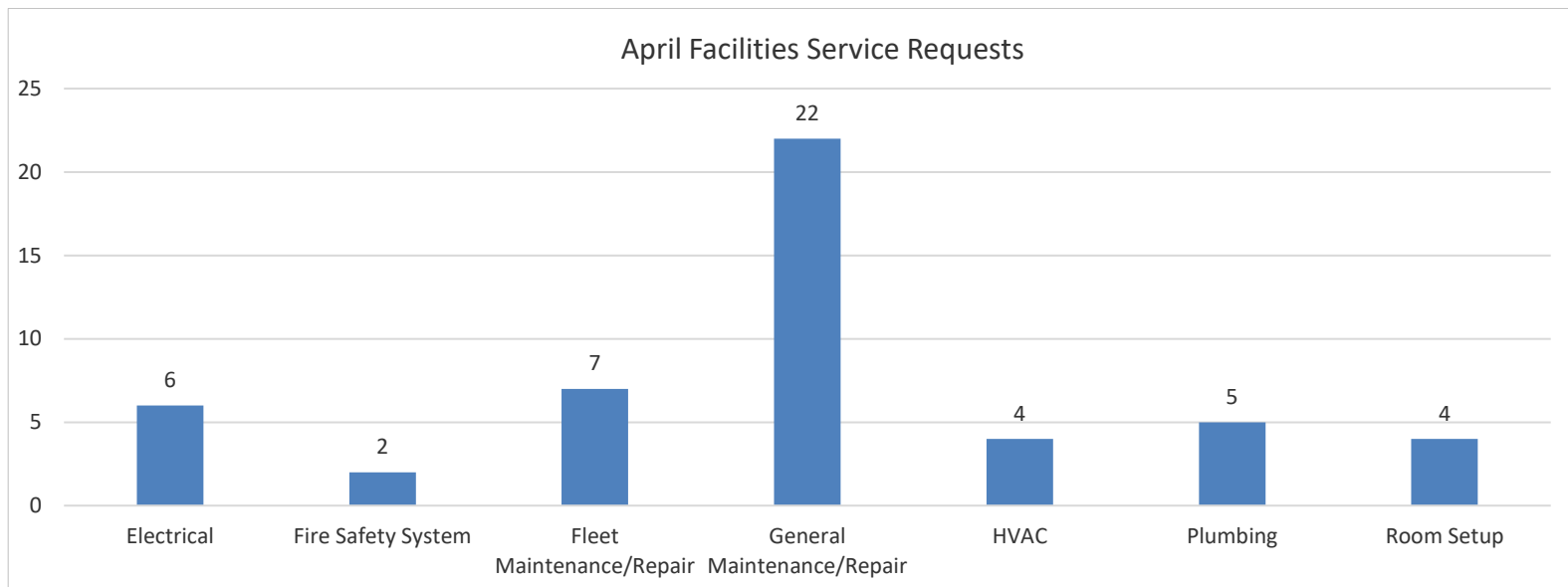
Projects Completed

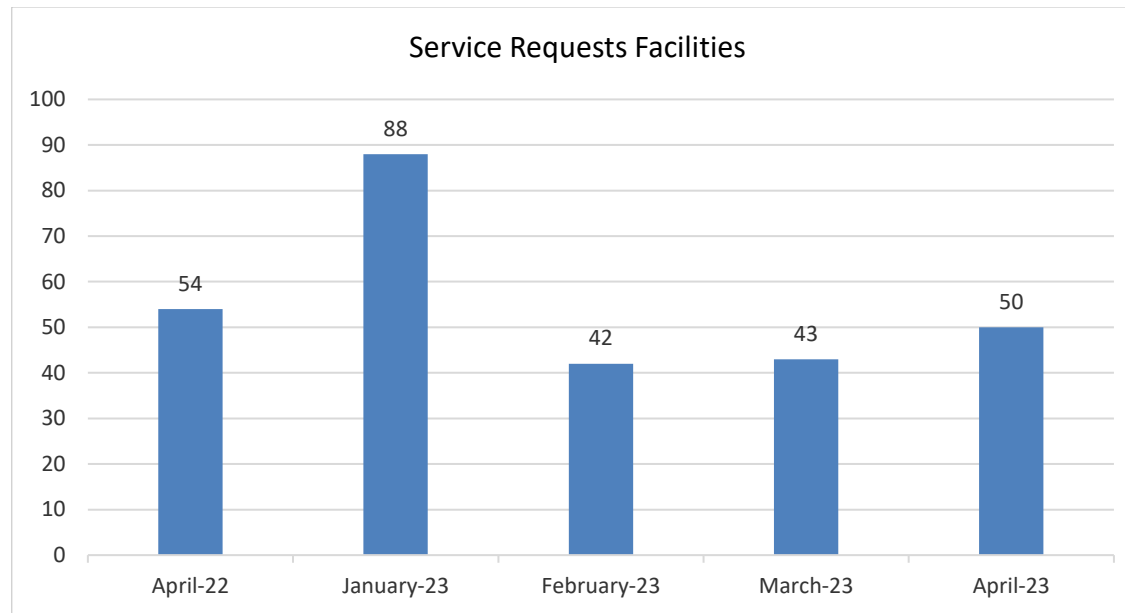
- Staff painted the articulating lift.
- Staff installed a new sign at the entrance of the LCAC.

- Staff repaired a plumbing issue at Fire Station 52.
- Staff repaired the water fountain at Westgate Nature Park.
- Staff worked with a vendor to resolve an issue with the sprinkler system at the LCAC.

Work Order Summary

- Facilities received 50 work orders in April, with most of them being general maintenance and repair related (22).
- Facilities completed 42 work orders in April, with an approximate expense of \$4,500 in labor and materials.





Fleet Vehicle Updates

Work Priorities

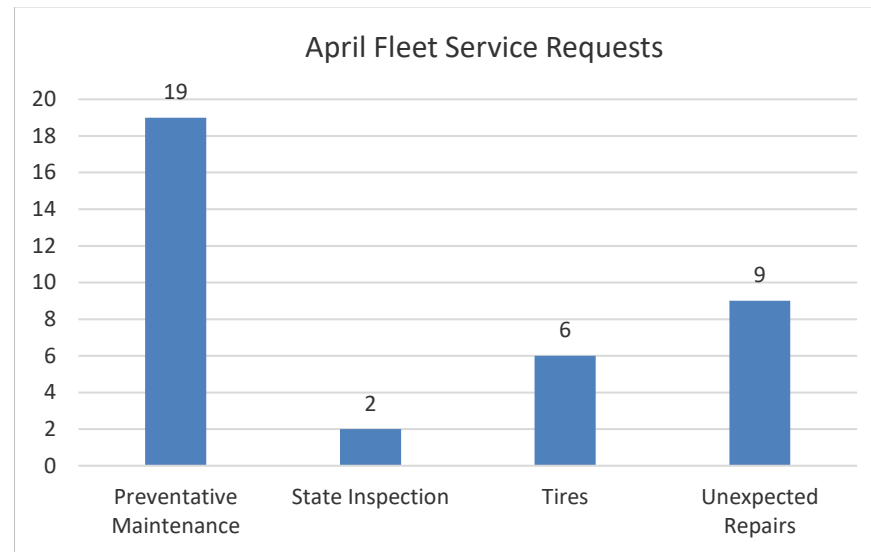
- The new WEX partnership is in place and gas cards are being distributed.
- Staff is onboarding one new truck.
- Staff is working with Fleet Representatives to complete safety recalls on six vehicles.

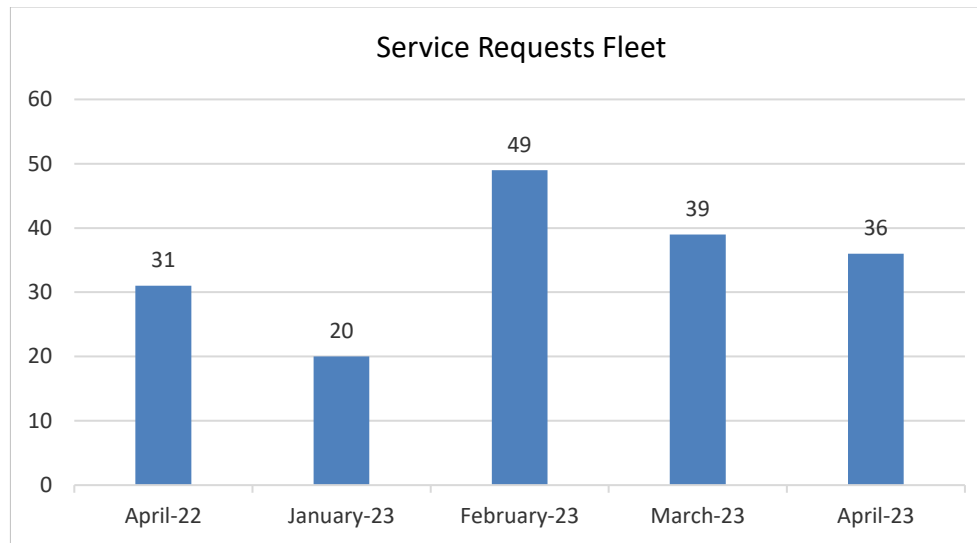
Projects Completed

- GPS units have been installed in all new vehicles.
- Town logos have been installed on all new vehicles.

Work Order Summary

- Fleet received 36 service requests in April for an approximate expense of \$9,400. Of these, 19 requests were for preventative maintenance for a total of \$1,900.





Capital Project Updates

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

Department News

Jessica Draughn and Alison Fore attended the NC Museum of Natural Sciences' Educator Trek Training: Swamp Treehouse Adventure in Windsor. Ms. Draughn also attended the Educator Trek Training: Butterfly Pinning and Backyard Bug Collecting at the Museum of Natural Science in Raleigh and completed an online Botany Basics course through the NC Arboretum in Asheville.

The department welcomes the first Artists in Residence to the Leland Cultural Arts Center in May. Tina Maloch and Katelyn Guthrie will be working as teaching artists for both youth and adult programs over the next few months while also working to build their own body of work that will be exhibited in the LCAC gallery in February 2024. The new Artist in Residence program is grant funded by the Brunswick Arts Council and NC Arts Council.

Parks and Recreation Board Summary

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

Upcoming Events

March 4-May 20, 2023 – Art Around Town

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

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

May 20, 2023 – Contra Dance at the LCAC

June 8, 2023 – LCAC Artist Reception: Marcus Dawson

June 10, 2023 – Town of Leland Hurricane Expo

Parks, Recreation, and Cultural Resources Updates

April was a packed event month, including a lively Jazz and Swing night at the LCAC, the department's busiest Plant Giveaway to date, and the Town's first Tree Giveaway in partnership with the Alliance for Cape Fear Trees. All events were well attended.

The Art Around Town pop-up series wraps up in May with various hands-on art projects for all ages. The series visited local establishments along with Town parks and the LCAC, with more participation than ever. This program is grant funded by the Brunswick County and NC Art Councils. A Saturday Matinee Movie will take place alongside Art Around Town in May, with Minion-themed art projects!

The Live at the Center performance series continues in May with Taiko Drummers and Japanese Drum Music. This very special performance will feature traditional and modern Japanese drum music by Triangle Taiko, followed by a hands-on drumming experience for participants. On May 20, Cape Fear Contra dance returns to the LCAC with another quarterly Contra gathering. The LCAC will also host the Town's annual Hurricane Expo on June 10.

Social Media Update

- PRCR Facebook Highlights (April 1 – 30, 2023)
 - Added 9 new page likes
 - Page reach – 20,000
 - Top post (Largest reach): “Thank you to everyone that participated in our FREE Zumba class at Founders Park. If you missed us, don't worry, tomorrow we will be at the Leland Library coloring bookmarks from 10 AM - 12 PM. No registration is required. Just show up make your new favorite bookmark for your next read.”
- LCAC Facebook Highlights (April 1 – 30, 2023)
 - Added 31 new page likes
 - Page reach – 31,000
 - Top post (Largest reach): “Have you taken seasonal ceramic with our very own pottery coordinator? In these one-day clay workshops, you learn how to make a special seasonal item. Each workshop will feature a different hand-built item. Afterward, staff will glaze the piece and alert you when it is ready for pick up. You can still register for seasonal ceramics on Jun 22nd at 6 PM online or in person at the LCAC.”
- PRCR Instagram (April 1 – 30, 2023)
 - Added 14 new followers
 - Post reach – 2,900
 - Top post (Largest reach): “Thank you to everyone participating in our storm drain marking event with CFRW. It was great to have so many community members volunteer their time to ensure that Leland stays beautiful.”

- LCAC Instagram (April 1 – 30, 2023)
 - Added 22 new followers
 - Post reach – 3,400
 - Top post (Largest reach): “Egg hop was a major success! We are thankful to have such a supportive community so we can host events like this every year. Thank you to the local organizations and volunteers who helped make this year successful. Mr. E.B. can't wait to see you again next year.”
- PRCR Tik Tok (April 1 – 30, 2023)
 - Added 4 new followers
 - Users reached – 501

Department News

In April, more than 210 people visited the front desk at Town Hall and more than 380 people called the main phone line. Ms. Szalkiewicz assisted with the Red Cross blood drive hosted at Town Hall. Ms. Jewell attended a Lower Cape Fear Communicators' meeting in Oak Island.

Social Media Update

- Facebook Highlights (April 1 – 30, 2023)
 - Added 84 new followers
 - Impressions – 75K
 - Top post (Largest reach): “The 🌟 new 🌟 Olde Waterford Way Extension from the roundabout at Olde Regent Way to Palm Ridge Drive is now open to all traffic! Keep in mind there is a new traffic pattern entering Waterford, so please be careful. Learn more about the project 📁 <http://ow.ly/1s4N50NGi8A>”
- Twitter Highlights (April 1 – 30, 2023)
 - Impressions/Reach – 2,578
 - Received 142 new profile visits
 - Top tweet (Largest reach): “Check out below for more details about Free Clean Up Week 📁 #LelandNC <https://twitter.com/BrunswickGovt/status/1643343104508940293>”
- NextDoor Highlights (April 1 – 30, 2023)
 - Impressions/Reach – 23,471
 - Likes/Comments – 88
 - Top post (Largest reach): “The only April showers we see are full of new hires!”
- Instagram Highlights (April 1 – 30, 2023)
 - Added 26 new followers
 - Post impressions – 2,211
 - Top post (Largest reach): “Our proposed budget includes allocating \$900,000 to the General Fund Reserves. Check out some of the reasons why that's important for our community.
View all proposed fiscal year 2023-2024 budget highlights at the link in bio.
#TownofLelandNC #LelandNC”
- LinkedIn Highlights (April 1 – 30, 2023)

- Added 12 new followers
- Page views – 91
- Post impressions – 2,584
- Reactions/Comments/Shares – 243
- Top post (Largest reach): “Many of our proposed Public Services Department budget highlights focus on improving roadways. 🚧 Check out what the proposals could mean for you. 📌
View all proposed fiscal year 2023-2024 budget highlights 📌 <http://ow.ly/SQ2h50NvXi5>”

Project Updates

- Continued the internal and external Employee Spotlight campaigns, which continue to see top interaction rates. The internal spotlight featured five staff members and resulted in 1,009 Paylocity impressions in April.
- Produced 31 engaging graphics and videos for use across communications platforms.
- Collaborated with various departments and outside agencies to create and implement comprehensive public information strategies for multiple initiatives including Town projects, the budget, National Work Zone Awareness Week, and upcoming events.
- Hurricane Expo planning and promotion started. An event logo that can be used for future events has been created.
- Get to Know Your Government planning and content creation continued, as staff produced graphics and videos on the topic of Planning and development. Planning has started for the next Town Hall Forum, which will be held June 1 and will focus on Public Safety.
- Continued executing robust communication strategy regarding the proposed budget. Met with staff to determine highlights, talking points, interviewees, and video opportunities. Conducted several interviews, shot video, and released proposed budget highlight videos for the Public Services and Fire/Rescue departments, along with a video highlighting the transfer to the General Fund Reserves. Work is ongoing to create a full highlight video, which will be released after the budget is passed.
- Attended several trainings for the Fire/Rescue Department to capture pictures and video for various communications efforts.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police and Fire incidents, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Olde Waterford Way Extension Opens to Traffic](#)

- [Residents Invited to Upcoming Plant, Tree Giveaways](#)
- [Proposed Fiscal Year 2023-2024 Budget](#)
- [Town of Leland Adopts First Economic Development Strategic Plan](#)

- Port City Daily
 - [Area's second chicken salad franchise to open in Leland](#)
 - [Strike one: Brunswick County decides against financing baseball stadium](#)
 - [Man charged following incident at Lowes Foods in Leland](#)

- WWAY
 - [Leland Fire and Rescue fight large commercial fire](#)
 - [Leland intersection closes for 3-month construction work](#)
 - [Leland Police asking for help identifying man they say stole \\$1,500 from Walmart register](#)
 - [Leland Fire/Rescue save kayaker stuck in Brunswick River marsh](#)
 - [Leland Fire and Rescue save kayaker](#)
 - [Line forms 20 hours before Chicken Salad Chick grand opening in Leland](#)
 - [H2GO provides update on Leland reverse osmosis plant](#)
 - [Founders Park hosting tree giveaway in Leland](#)
 - [Leland Fire Rescue hosts HAZMAT training with Wilmington Fire](#)
 - [Leland Police searching for two people who allegedly used stolen debit card at Walmart](#)
 - [Indochine of Wilmington opens Leland location](#)
 - [Crews bring Leland woods fire under control; four homes damaged](#)
 - [Town of Leland releases economic development strategic plan, guiding rapid growth](#)

- WECT
 - [Police release photos of person suspected of stealing from register at Leland Walmart](#)
 - [Crews extinguish Saturday power pole plant fire near Leland](#)
 - [Some local governments, libraries closing for Easter holiday](#)
 - [Brunswick Co. balks at price of stadium construction](#)
 - [Leland Fire/Rescue helps kayaker stuck in marsh](#)

- [H2GO to complete Pine Harvest Drive maintenance on Tuesday](#)
- [BCSO and Leland PD asking public's help in identifying suspects in two separate \\$500 thefts](#)
- [Crews contain large woods fire that burned seven acres near Grayson Park community in Leland](#)
- [Leland Fire/Rescue shares video of large fire near Grayson Park community](#)
- [Local groups to give away 1,000 trees at event in Leland](#)
- [Leland adopts plan to guide economic development](#)

- StarNews
 - [Identifying weak spots: How Leland could address traffic, affordable housing and more](#)
 - [New rules could prevent clearcutting trees in Leland, but some are doubtful](#)
 - [Plans for a five-building apartment complex near Leland move forward](#)

- Wilmington Business Journal
 - [Chicken Salad Chick Poised For Scoop Of Southern Market With New Leland Location](#)
 - [Brunswick Won't Pay For Baseball Play, Officials Say; Leland Officials Disappointed](#)
 - [Leland Names New Economic And Community Development Director](#)

TDA Marketing

- Staff continues researching and reviewing opportunities to market visiting Leland to specific geographic locations and target demographics.
- Ms. Jewell attended a Moneyball Marketing Workshop hosted by WECT.

Leland TDA Meeting Summary

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

Department News

Town Hall hosted a Red Cross blood drive on April 17. The organization collected 30 units, surpassing its goal of 22 units.

Mayor Bozeman, Mayor Pro Tem Campbell, and Councilmember Carter attended the 2023 Annual North Carolina League of Municipalities CityVision Conference in Concord, N.C., along with Town Manager David Hollis and Assistant Town Manager Missy Rhodes.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - April 5 Special Council Meeting
 - April 17 Agenda Council Meeting
 - April 17 Closed Session Meeting
 - April 20 Council Regular Meeting
 - April 20 Closed Session Meeting
 - April 24 at 1 p.m. Board of Adjustment Training
 - April 24 at 3 p.m. Board of Adjustment Meeting

- Action Items:
 - Budget Amendments – 1
 - Budget Ordinances – 0
 - Minutes – 7
 - Agendas – 5
 - Resolutions – 6
 - Ordinances – 1
 - Proclamations – 1
 - Recognition Requests – 1
 - Public Hearing Notices for the Council Meetings – 1
 - Board/Committee Vacancies after June 30, 2023: Board of Adjustment (4); Economic Development Committee (3); Parks and Recreation Board Members (3), Student Representative (1); and TDA (1).
 - Board/Committee Appointments – Trish Farnham as the Town's representative on the WMPO Citizens Advisory Committee

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,444
- Portal Unique Visits – 2,563
- Regular Council Meeting Agenda Views – 683
- Agenda Council Meeting Agenda Views – 372
- Special Council Meeting Agenda Views – 3,688
- Economic Development Committee Agenda Views – 683
- Planning Board Agenda Views – 0
- Board of Adjustment – 259

Department News

Officer Holland attended the Field Training Officer class April 10-14 at Cape Fear Community College. This course is designed for officers who want to certify in training new hires.

Sergeant Winder attended the second week of the Police Leadership Institute April 10-14 virtually. This training spans over a three-month period and is designed to equip criminal justice leaders with the tools to steer their agencies and communities toward the future.

Sergeant Winder attended the NCLM Defensive Driving Course April 18-20 at the Winston Salem Fairgrounds. This course is intended to train potential driving instructors and work on defensive driving techniques.

Sergeant Kazee and Senior Officer Berry attended First Line Supervision Training April 24-28 at the North Carolina Justice Academy. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

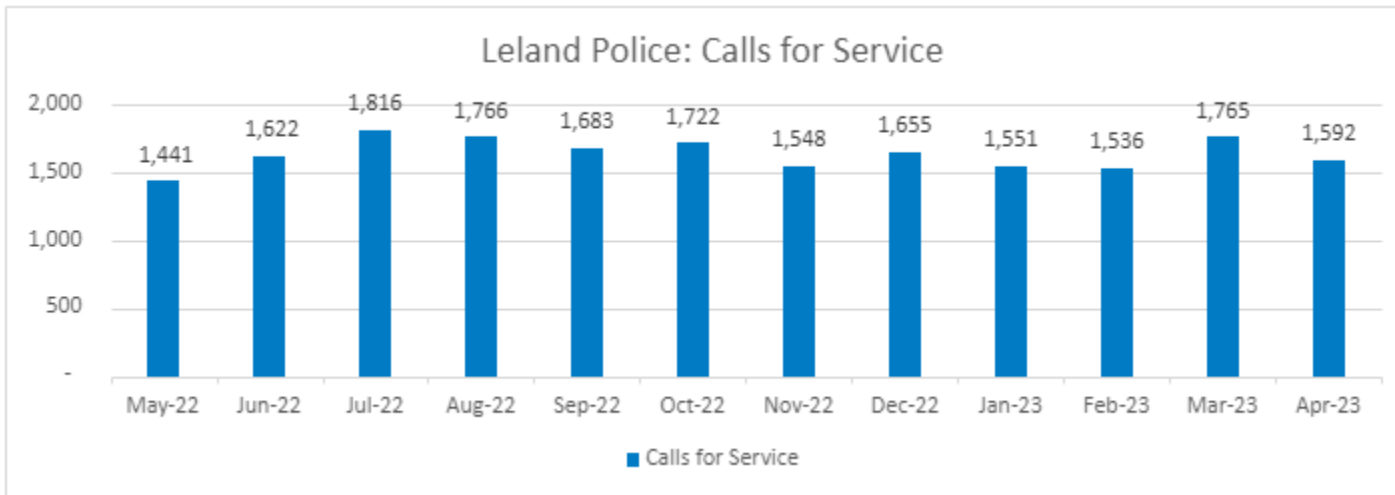
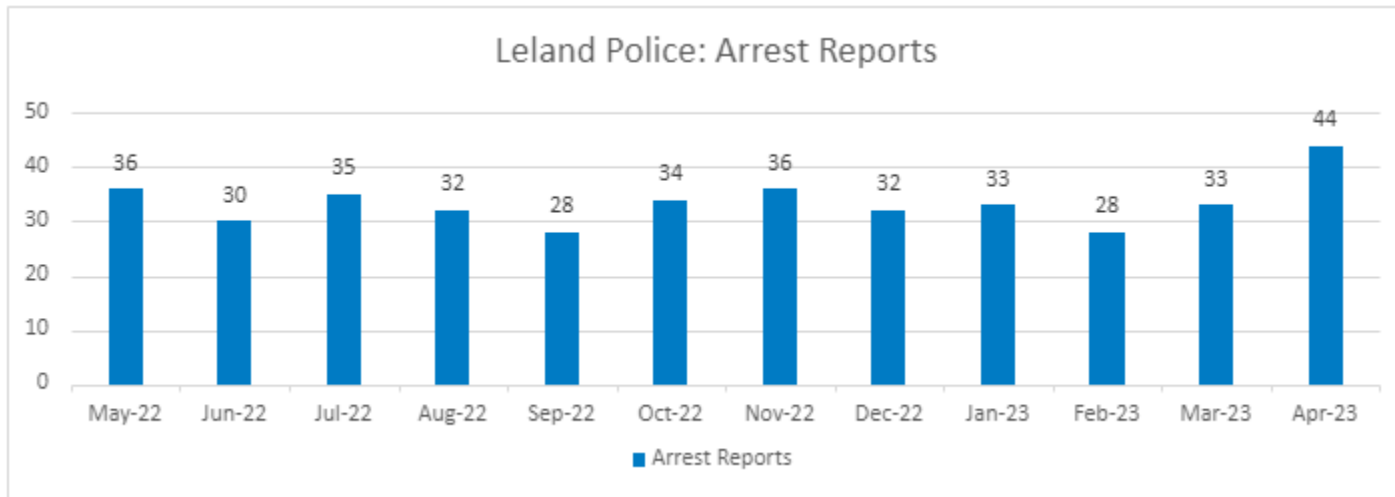
Officer Winston attended Use of Force Decision Making April 24-28 at the North Carolina Justice Academy. This course is designed to aid officers in force-related decisions and build techniques that can be used to limit the amount of force needed to control situations.

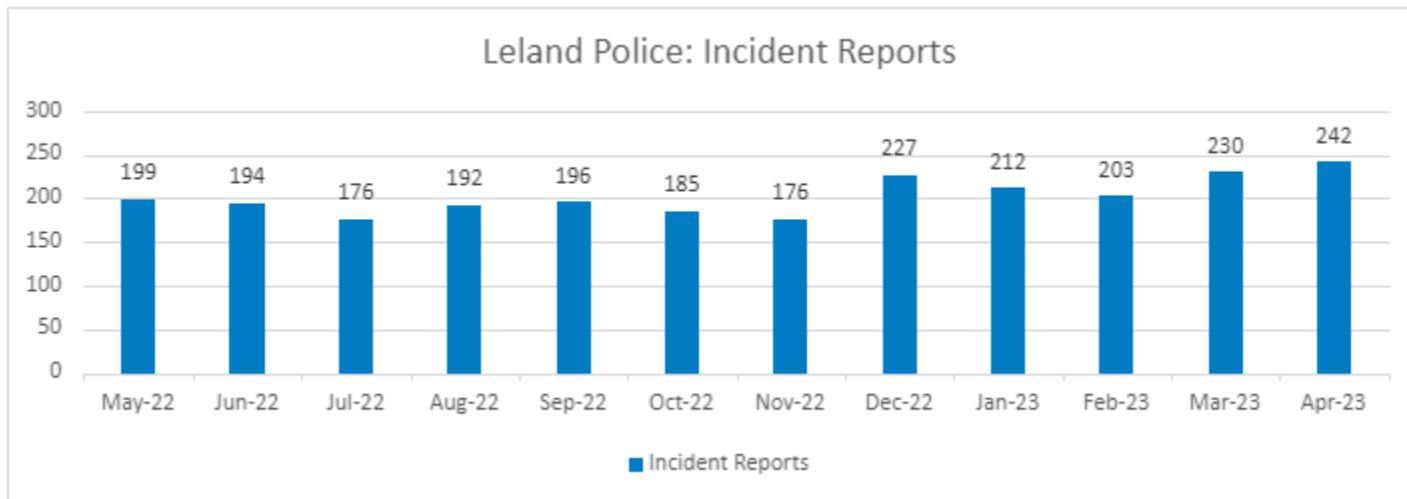
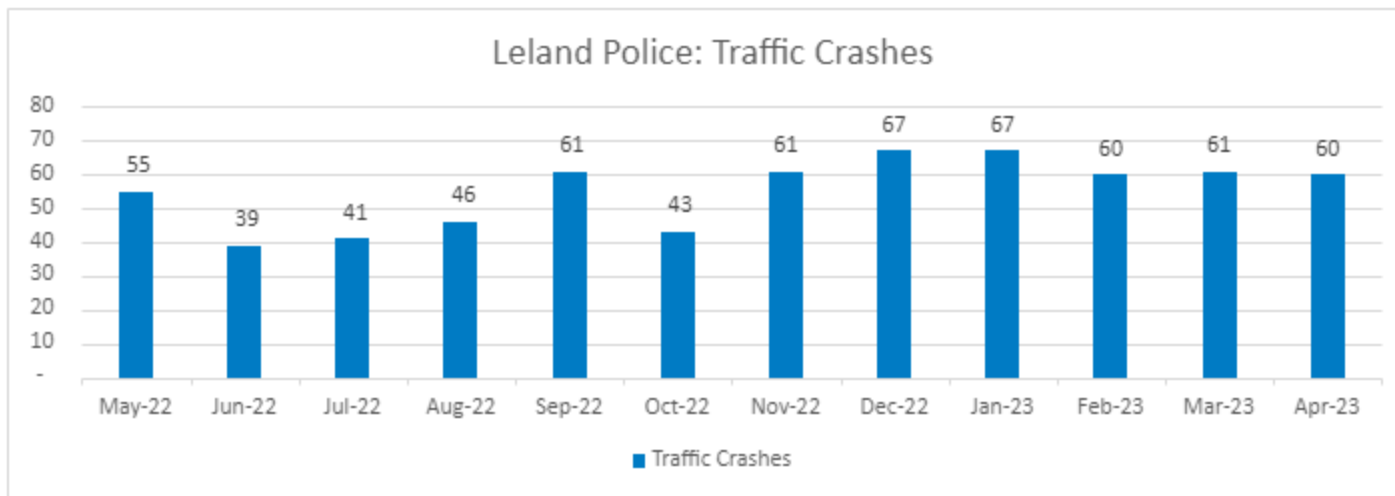
Officer Robeson attended the DWI Detection and Standardized Field Sobriety Testing (SFST) course April 24-27 at Cape Fear Community College. This curriculum prepares police officers and other qualified persons to conduct SFST for use in DWI investigations.

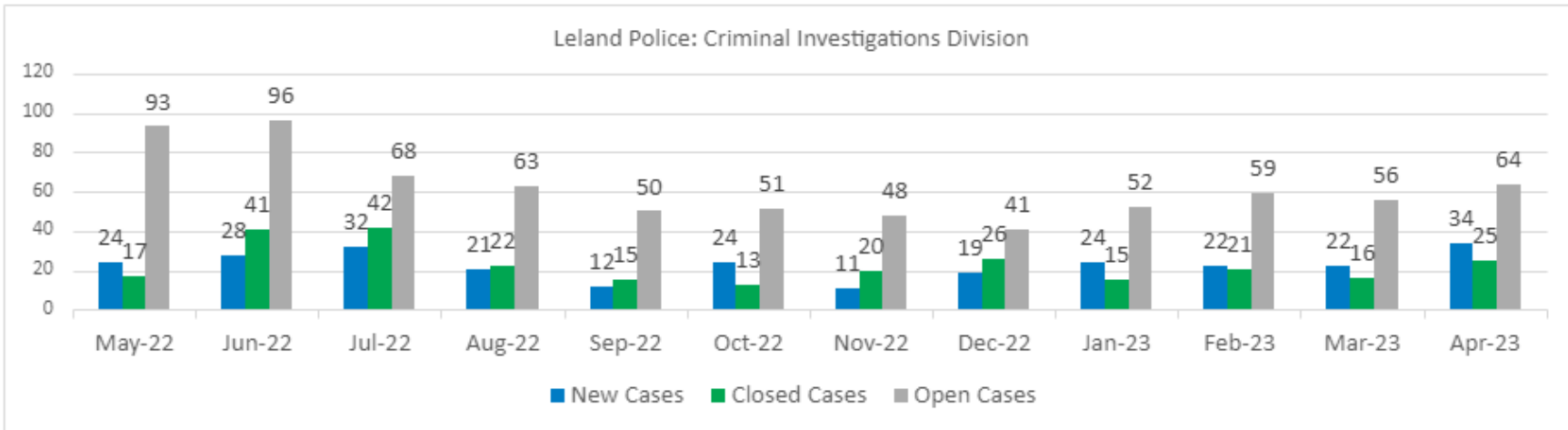
Staff attended First 30 training along with Fire/Rescue staff and other area public safety officials. This course was intended to discuss active shooter information and the handling of the first 30 minutes of such incidents.

The department held four rifle in-service courses. This is annual training for all staff in possession of a department issued rifle.

Dashboard







Animal Services Report							
2023	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	11	0	1	1	0	0	1
Feb	5	0	0	0	0	0	2
Mar	28	0	4	4	0	1	4
Apr	13	0	0	0	0	0	3
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	57	0	5	5	0	1	10

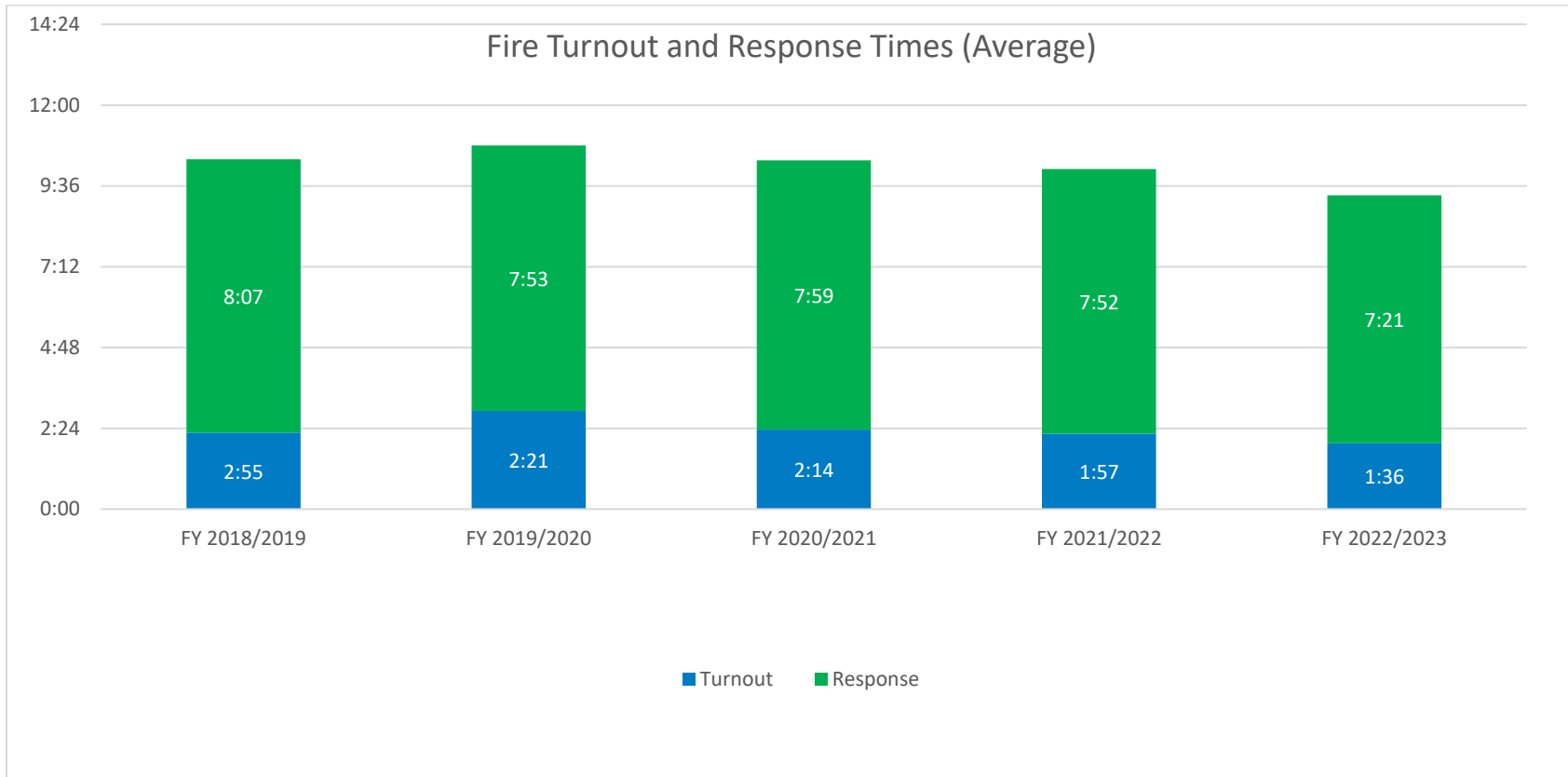
Department News

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

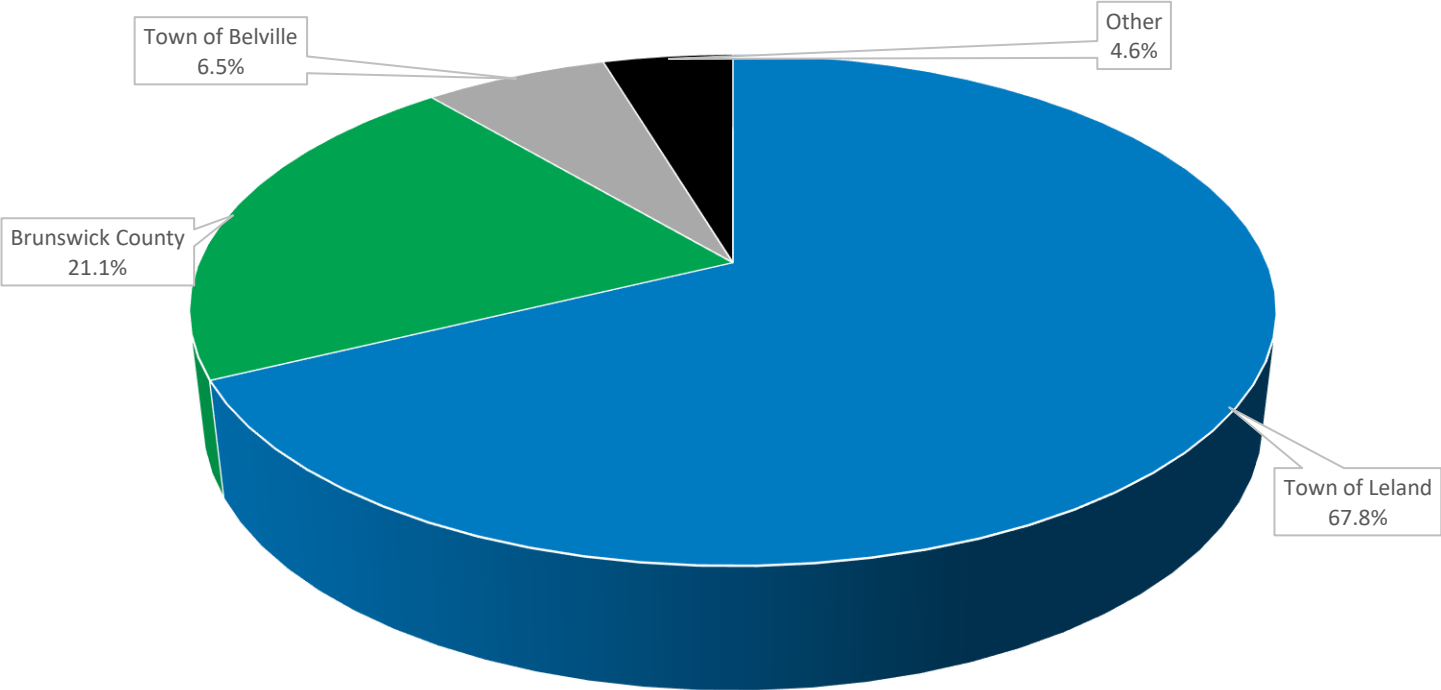
- Assisted a citizen with a KnoxBox installation
- Assisted four citizens with child passenger seat checks or installations
- Assisted 11 homeowners with smoke alarm installations or battery replacements
- Conducted fire prevention education for approximately 60 preschool-aged children

Staff conducted NC Technical Rescue Training for department members. Helicopter transport operations were included among this training. To complete this class, staff set up a landing zone at the Westport Fire Station and trained with Novant Airlink Three. Interagency training and collaboration like this keeps the department up-to-date on resources available in the area.

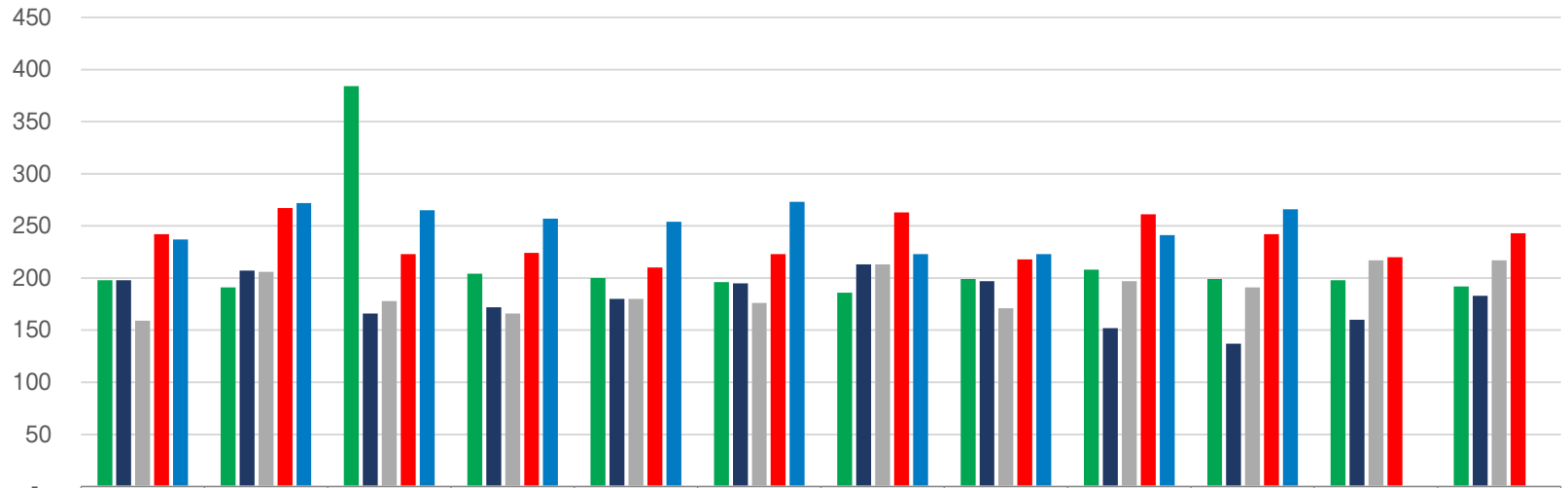
Dashboard



FY 2022/2023 Fire Calls by Zone



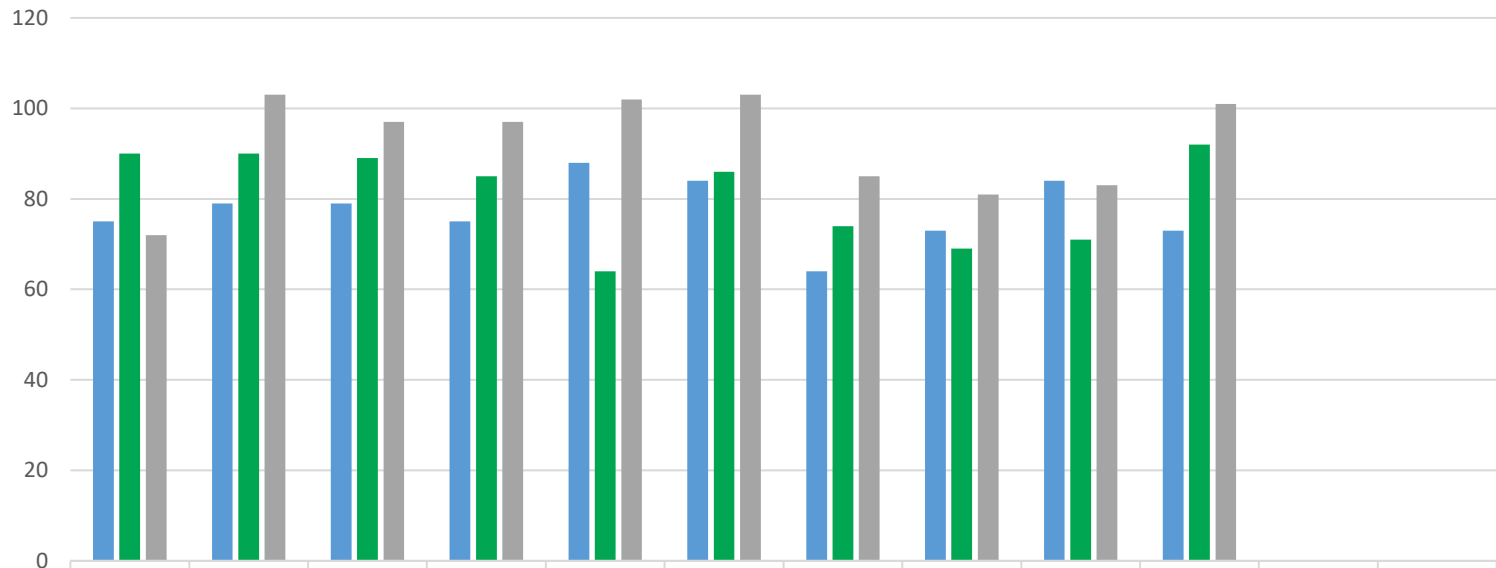
Fire Calls



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

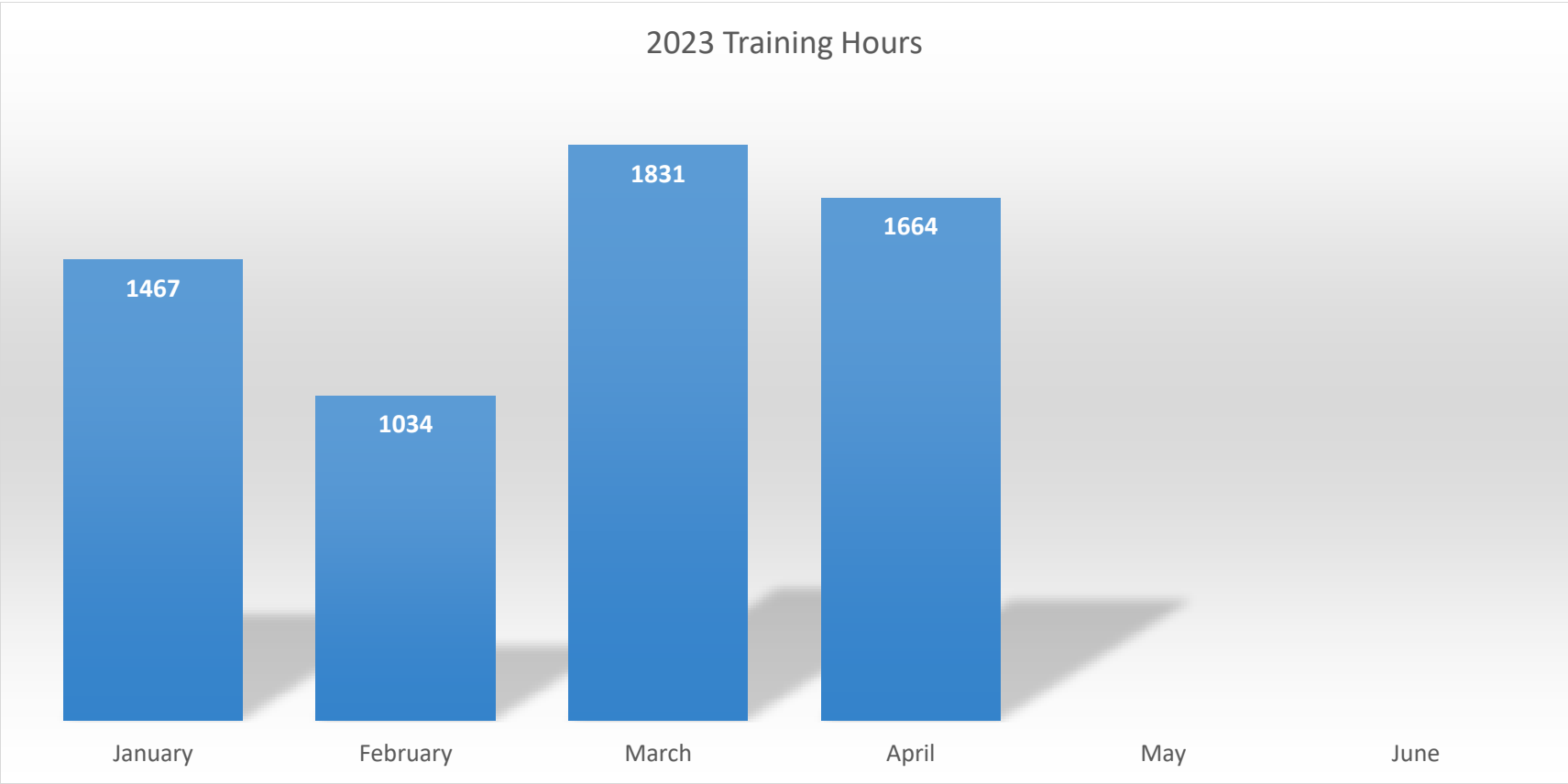
■ FY 2018/2019 ■ FY 2019/2020 ■ FY 2020/2021 ■ FY 2021/2022 ■ FY 2022/2023

FY 2022/2023 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Village Rd)	75	79	79	75	88	84	64	73	84	73		
Station 52 (Westport)	90	90	89	85	64	86	74	69	71	92		
Station 53 (Lanvale)	72	103	97	97	102	103	85	81	83	101		

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



Department News

Chief Grimes worked with each department to review and/or establish their Emergency Playbook. Planning continued for the third annual Hurricane Expo to be held on June 10 at the Leland Cultural Arts Center. Chief Grimes attended training on Crowd Management for Sport and Special Events conducted by Texas A&M Engineering Extension Service. Department metrics for the budget manual were completed. Chiefs Grimes and Langlois worked with the Policy Group to establish IMT expectations and ensure the right people are in the right positions ahead of hurricane season. Chief Grimes attended the National Weather Service Wilmington Office (NWS-ILM) Integrated Weather Team Spring 2023 briefing. Emergency Management staff throughout the region met to discuss NWS-ILM capabilities to support municipal and county governments. Chief Grimes attended the quarterly Brunswick County Local Emergency Planning Committee (LEPC) meeting. The LEPC is a federally required committee comprised of elected state, local, and tribal officials, public safety professionals, and transportation, hospital, and federally regulated facility representatives who gather to establish and maintain emergency plans under the Emergency Planning and Community Right to Know Act. The Public Safety Department hosted approximately 80 public and school safety personnel to sharpen their skills and knowledge of active assailants.

Work Priorities

- Reviewing Emergency Operations Plan.
- Preloading/Training on IAP software.
- Performing training with the Finance and Logistics Sections.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).
- Preparing for further staff incident exercises.

Projects Completed

- No projects were completed in April.

Department News

Andrew Neylon, Ben Watts, Marissa Ernst, and Mark Cooper attended the Board of Adjustment training led by Town Attorney Brian Edes. This training provided a review of the responsibilities and requirements for the Board of Adjustment.

Barnes Sutton attended Performance Management in Community Development, an online course which focused on converting performance information into decisions that enhance organizational effectiveness, efficiency, and equity. The workshop introduced analysis techniques, decision venues, and the unintended consequences of using performance management systems that use performance metrics to make evidence-based decisions in their organizations. Mr. Sutton also attended a lecture regarding achieving health equity for historically marginalized communities held by the UNCW School of Health and Applied Human Sciences entitled “Empowering and Building Healthier Communities: Elevating Maternal Health and Enhancing Healthcare Access”.

Daniel Knoch passed the Fire Level 2 state exam and received his standard level 2 fire certification.

Bill Thornton passed his Mechanical Level 3 and Plumbing Level 3 state exams and received his standard level 3 certifications in these trades. Joe Vetter attended the Mechanical Level 2 course and is eligible to take the state certification exam for his standard level 2 certification in this trade.

Planning Board Meeting Summary

The Planning Board did not meet in April due to lack of agenda items. The next meeting is scheduled for May 23, 2023, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on April 24, 2023, and conducted a training session. Following the training, the Board heard the following items:

1. Variance From the Minimum Separation Requirements Between Interconnections per Sec. 50-18 of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel ID 0580000783 – The case was continued.
2. Variance From the Number of Required Interconnections to Adjacent Properties per Sec. 50-18 of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel ID 0580000783 – The case was continued.

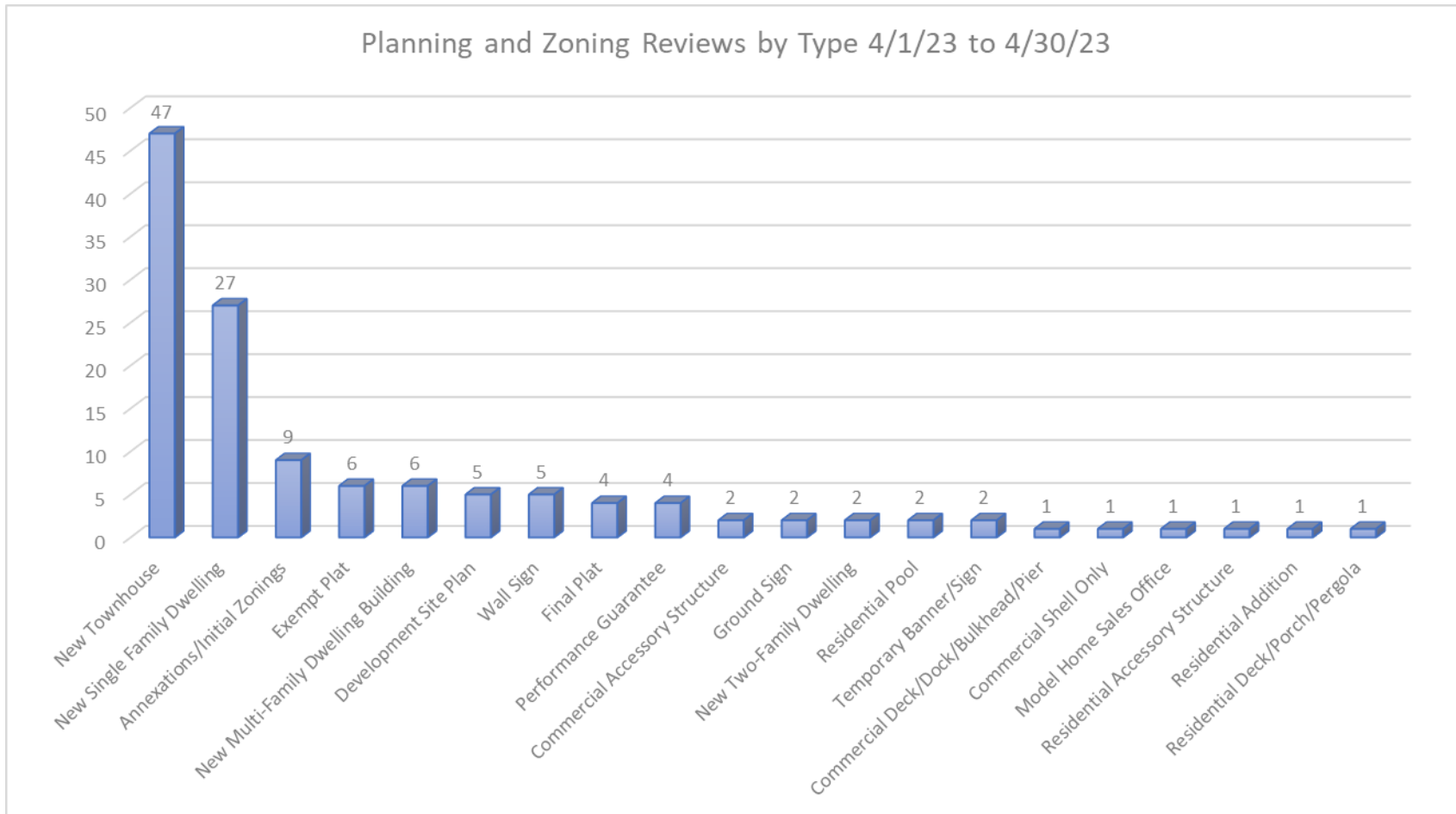
Current Planning Update

TRC Report

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

1. Development Site Plan for 9630 Blackwell Road – Proposal for 5,000 square-foot building and associated parking and access drives on 42,133 square-foot parcel.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
13	7

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$607,396.56	\$0.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bonds	1	\$444,394.56	\$0.00
Brunswick Forest			
Surety Bonds	15	\$2,211,142.80	-\$12,210.00
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Jackeys Ridge			
Cash Bonds	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$0.00
Surety Bonds	3	\$1,727,883.96	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	2	\$507,077.00	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Seabrooke			
Cash Bonds	1	\$144,035.00	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$33,795.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	2	\$147,780.00	\$0.00
Total Cash Bonds	20	\$4,030,018.66	\$0.00
Total Surety Bonds	31	\$5,811,160.95	-\$12,210.00
Total Performance Guarantee Sureties	53	\$9,988,959.61	-\$12,210.00

Long Range Planning and Community Development Update

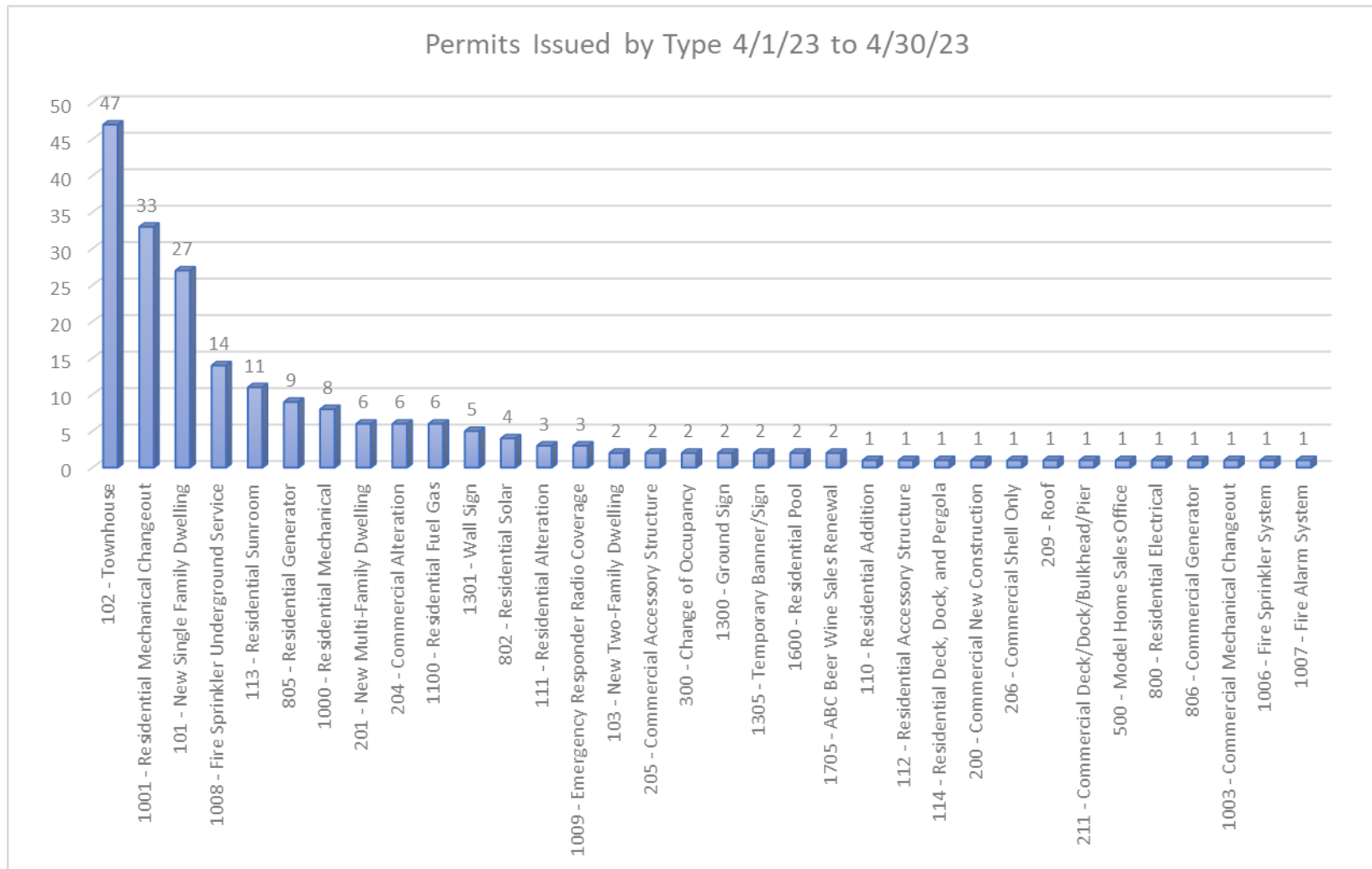
Community Development: Staff held multiple meetings regarding the CDBG-NR grant to discuss next steps for the administration of the project and utility needs for the project sites.

Transportation Planning Update

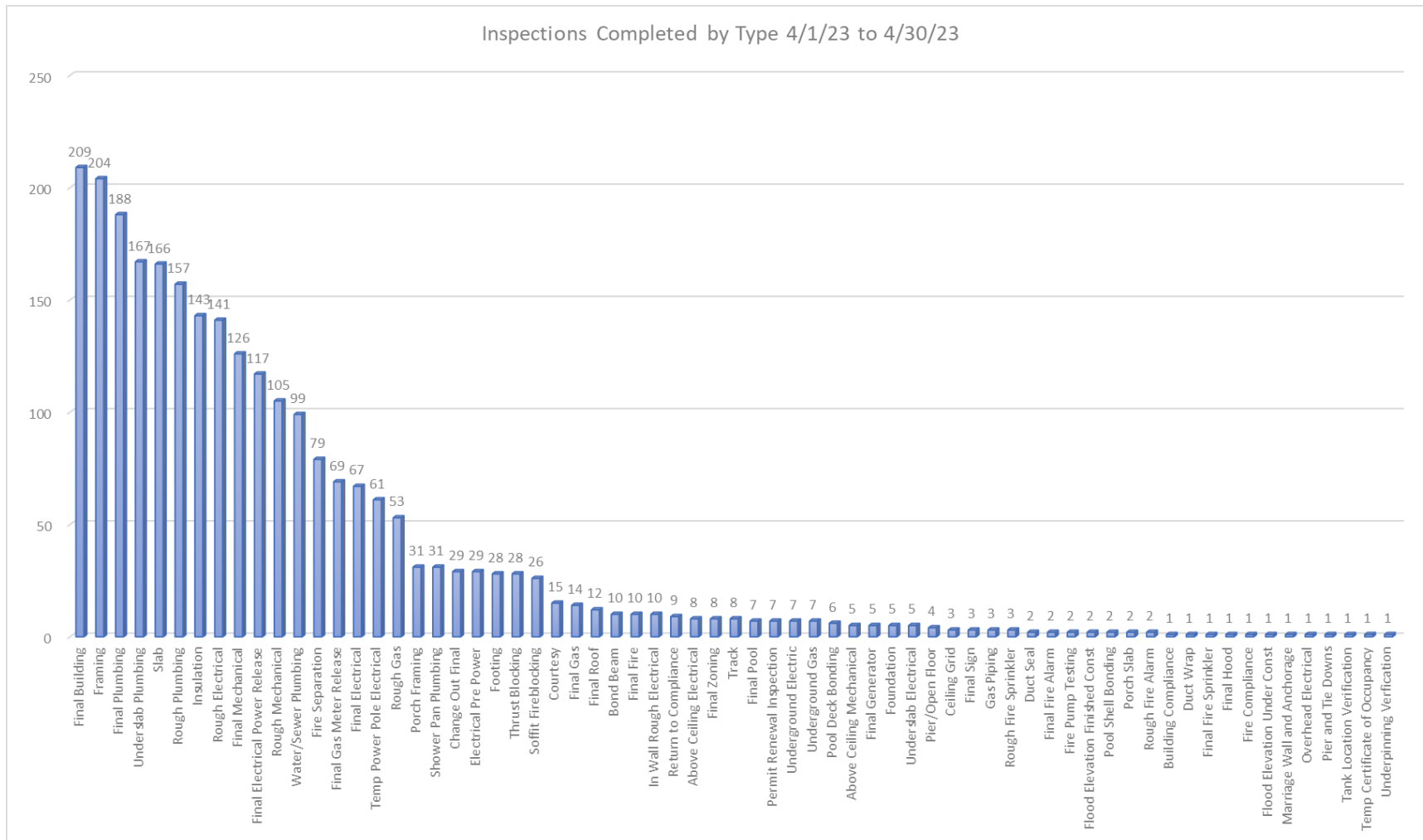
Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to transportation impact analyses for developments in the Town. Vanessa Lacer also attended the monthly WMPO Technical Coordinating Committee meeting.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

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
209	2,553	\$21,251,249



Inspections Completed by Type 4/1/23 to 4/30/23



Code Enforcement Update

Case Summary

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Active Cases from Previous Month	1	1	3	1	6
Cases Opened	1	43	4	3	51
Cases Closed	0	25	3	2	30
Total Active Cases	2	19	4	2	27

Department News

On April 20, Town Council adopted the Town's first Economic Development Strategic Plan. The Strategic Plan will serve as a tool to guide the Town's economic development initiatives over the next five years.

New Businesses

- **Lowe's Home Improvement** plans to open its new store on Gateway Boulevard in Leland Town Center in July.

New Construction/Development

- C & S Commercial Properties, the developer of **Leland Town Center**, has commenced construction of a 10,500 square-foot multi-tenant retail building on Gateway Boulevard behind **Starbucks**. Tenants will include **The Greeks restaurant, Hotworx Fitness Studio, and Eggs Up Grill**.

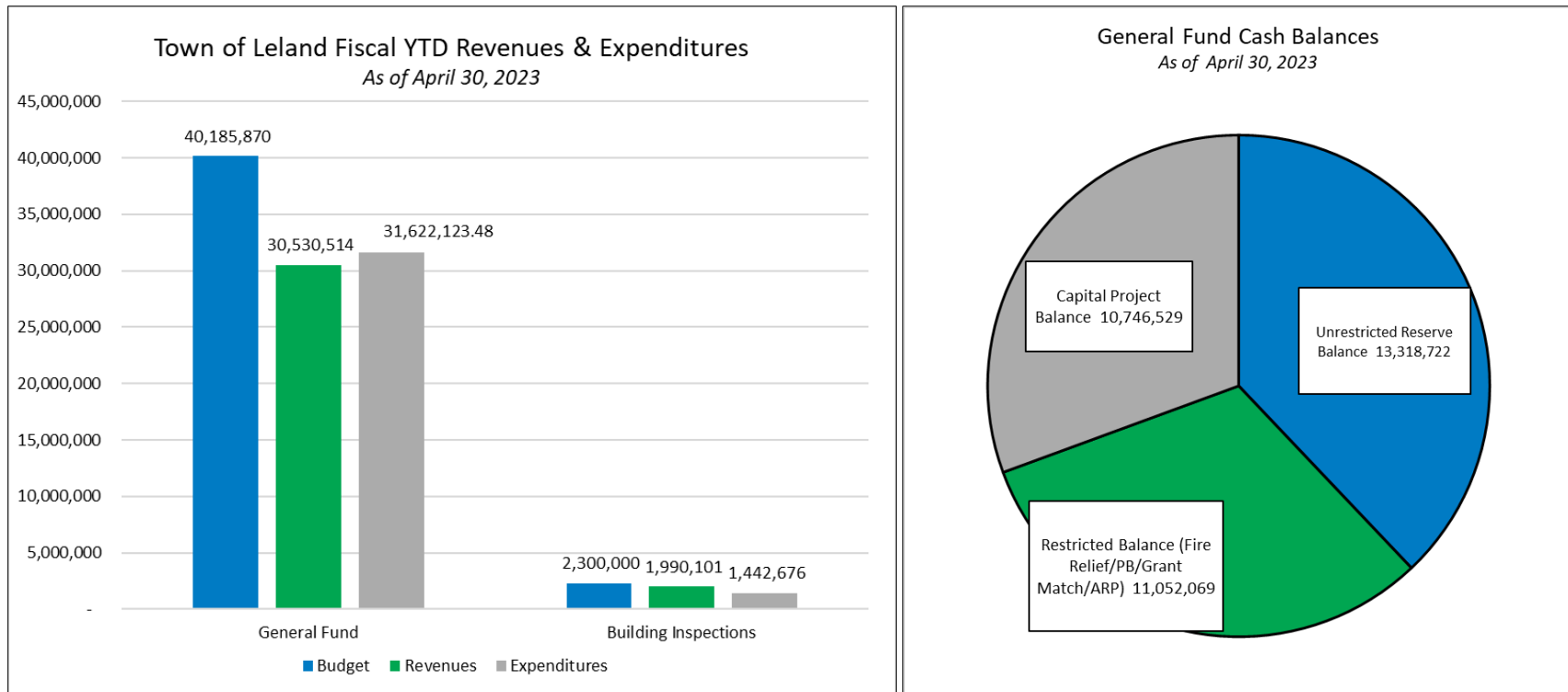
Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in April. The next meeting is scheduled for May 11, 2023, at 6 p.m.

Department News

Ms. Hagg and Ms. Newton continued work with the new budget software vendor, which will greatly improve the Town’s financial transparency. The department plans to launch this by the end of the fiscal year. Ms. Glick and Ms. Norton completed Basic Principals of Local Government Purchasing through the School of Government. Ms. Cook attended the Grant Professionals Association Conference in Greensboro.

Dashboard

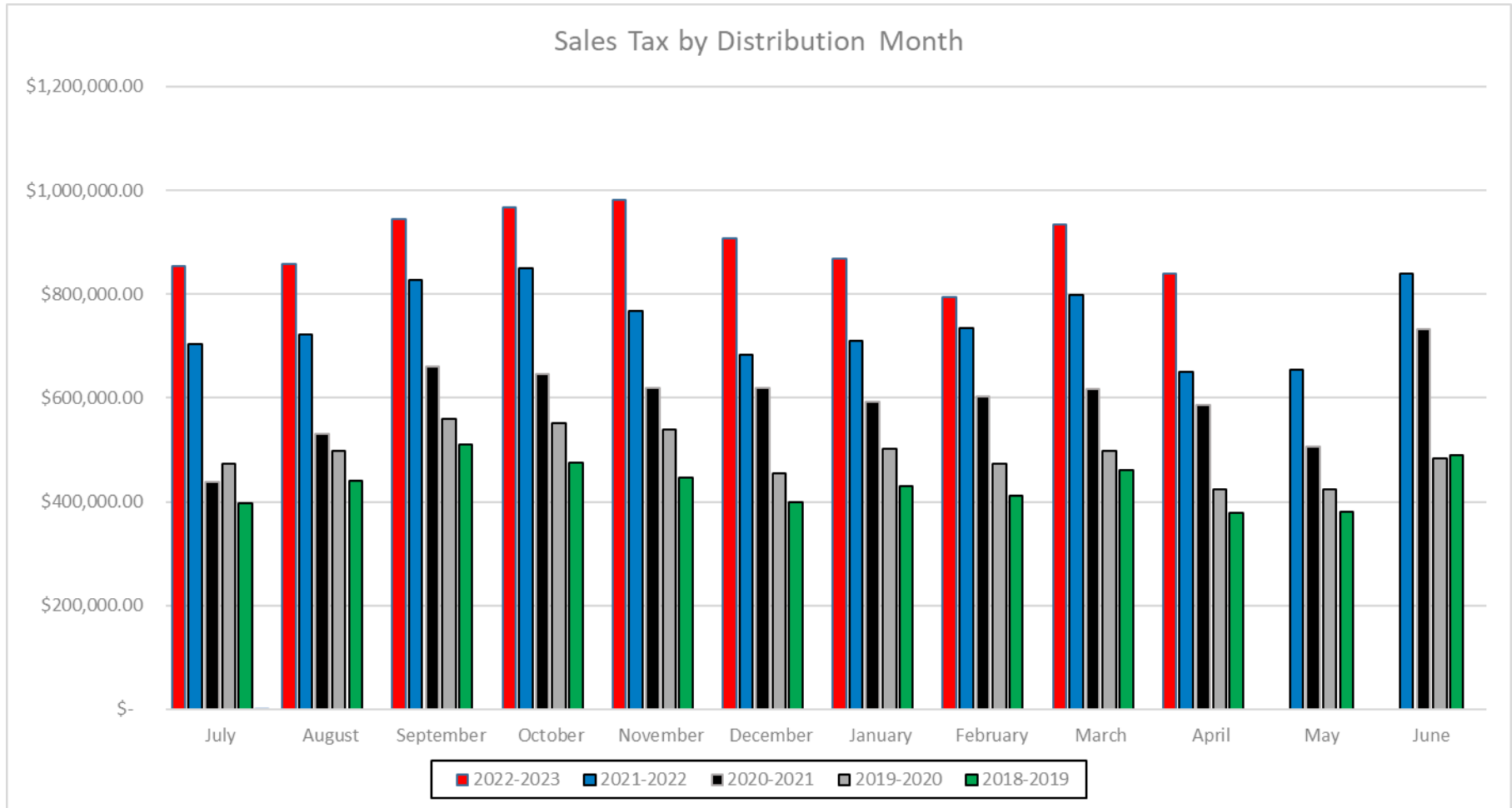


Financial Budget to Actual Report – April 30, 2023

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	40,185,870	5,201,346	30,530,514	-	9,655,356	24.03%
Governing Body	265,000	265,000	6,000	190,527	16,380	58,093	21.92%
Administration	1,830,000	1,830,000	119,903	1,480,851	7,882	341,268	18.65%
Information Technology	1,735,000	1,997,000	136,580	1,306,818	206,419	483,762	24.22%
Human Resources	420,000	420,000	24,802	245,499	19,464	155,037	36.91%
Finance	915,000	915,000	48,515	632,012	2,477	280,511	30.66%
Planning	1,190,000	1,190,000	82,373	703,256	36,204	450,540	37.86%
P&R & Cultural Arts	1,095,000	1,145,000	83,648	883,367	19,209	242,424	21.17%
Fleet & Facilities	1,460,000	1,460,000	110,524	1,072,643	103,318	284,039	19.45%
Streets & Grounds	4,230,000	4,230,000	203,104	2,662,593	300,587	1,266,820	29.95%
Police	5,785,000	6,001,000	391,081	4,429,160	101,100	1,470,741	24.51%
Emergency Management	195,000	195,000	13,295	146,101	137	48,762	25.01%
Fire	6,690,000	6,780,000	385,454	4,892,732	342,322	1,544,946	22.79%
Debt Services	2,370,000	2,370,000	156,523	2,368,459	-	1,541	0.07%
Transfers	2,010,000	11,387,870	-	10,608,105	-	779,765	6.85%
EXPENSES	30,190,000	40,185,870	1,761,801	31,622,123	1,155,499	7,408,248	18.43%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	157,244	1,990,101	-	309,899	13.47%
EXPENSES	2,300,000	2,300,000	156,857	1,442,676	229,132	628,192	27.31%

FY Sales Tax Distribution

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



Grant News

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

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

Vendor: Atlantic Energy Solutions; Amount: \$136,072.73; Description: Air compressors – Station 51 & Station 53

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in April.

Audit Committee Meeting Summary

The Audit Committee did not meet in April.

Department News

The department is currently working with vendors to order inventory for the new Leland Store. Staff is working with all departments to assist with the budgeting of new positions as well as reviewing compensation for current positions. The department is currently working on the fall schedule for Leland University. The 2023 Annual Performance Review process was completed in April. Preparations are underway for the next employee appreciation event scheduled for June.

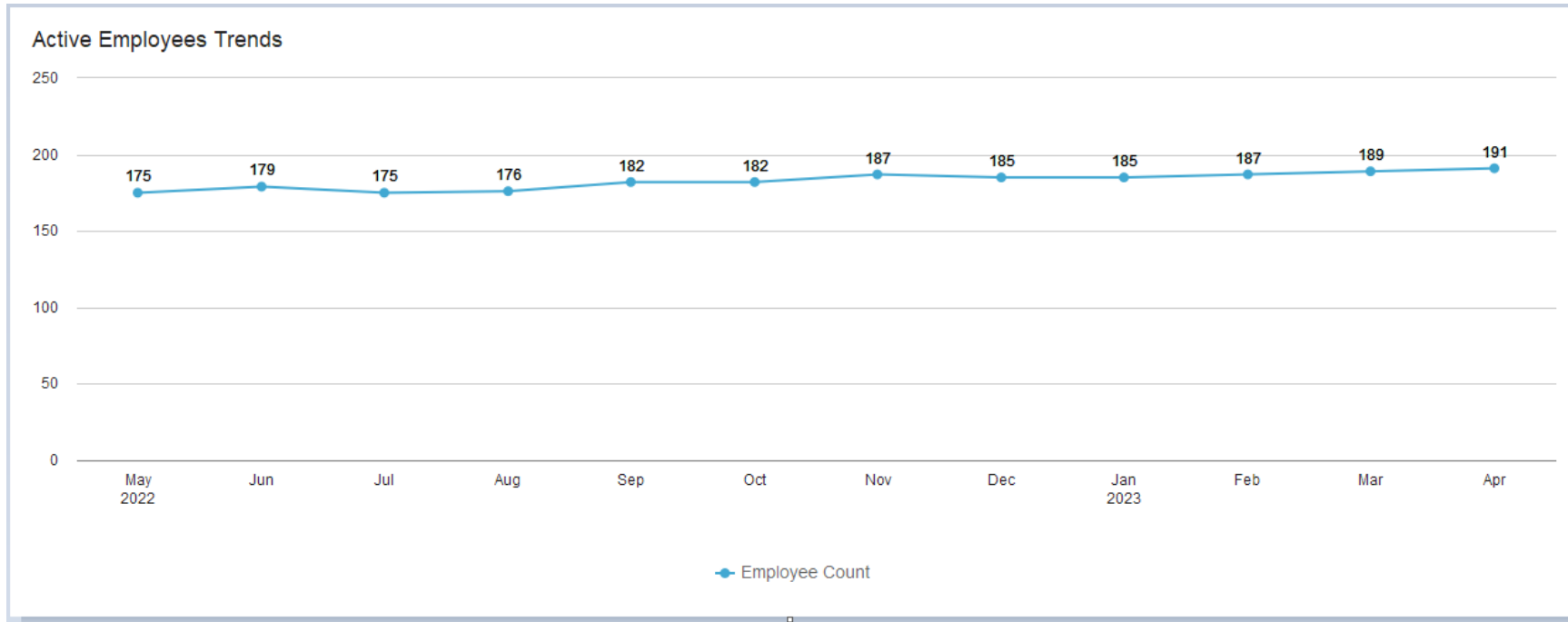
Workers Comp Data

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

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Madison Ferrell	Public Services	Promotion	4/1/2023		Grounds Main. Tech. I	Grounds Main. Tech. II
Barnes Sutton	Planning	Promotion	4/1/2023		Community Development Planner	Economic & Community Development Director
Katie Glick	Finance	Promotion	4/1/2023		Purchasing Coordinator	Purchasing Agent
Suzanne Keenan	Planning	New Hire	4/3/2023	Building Plan Reviewer		
Adam Stanley	Inspections	New Hire	4/3/2023	Building Inspector I - Probationary		
Mark Fields	Inspections	New Hire	4/3/2023	Building Inspector I - Probationary		
Jordan Odom	Inspections	New Hire	4/3/2023	Building Inspector I		
Nicholas Shepard	Fire	Resignation	4/11/2023	PT-Firefighter		
Vanessa Lacer	Planning	Resignation	4/19/2023	Transportation Planner		

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



Headcount ⓘ
191
As of April 2023

Hired ⓘ
54

Termed ⓘ
39

Growth Rate ⓘ
8.5%

Turnover Rate ⓘ
21.3%

Average Tenure ⓘ
3.9
(Years)

Turnover Data May 2022 – April 2023

Full Time Turnover

Turnover Rate ⓘ 18.4%	Annualized Rate ⓘ 18.4%	Terminations ⓘ 32	Average Employees ⓘ 173.8
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Part Time Turnover

Turnover Rate ⓘ 68.6%	Annualized Rate ⓘ 68.6%	Terminations ⓘ 6	Average Employees ⓘ 8.8
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Terminations include all voluntary and involuntary separations of employment.

Department News

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

Major Work Priorities

- Technology installations at new Fire Station 51.
- Implementation of multi-factor authentication for enhanced security.
- Station Alerting System implementation at Fire Station 53.
- Wireless network installations/upgrades.

Projects Completed

- 6 employees onboarded/offboarded.
- Incident Action Plan software implementation for Emergency Management.

