



STAFF REPORTS

July 2024 Regular Meeting

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Department News

Staff generated 304 work orders in June and closed 245 of them (81%).

Current staff vacancies are Facilities Maintenance Supervisor.

Streets Updates

Work Priorities and Initiatives

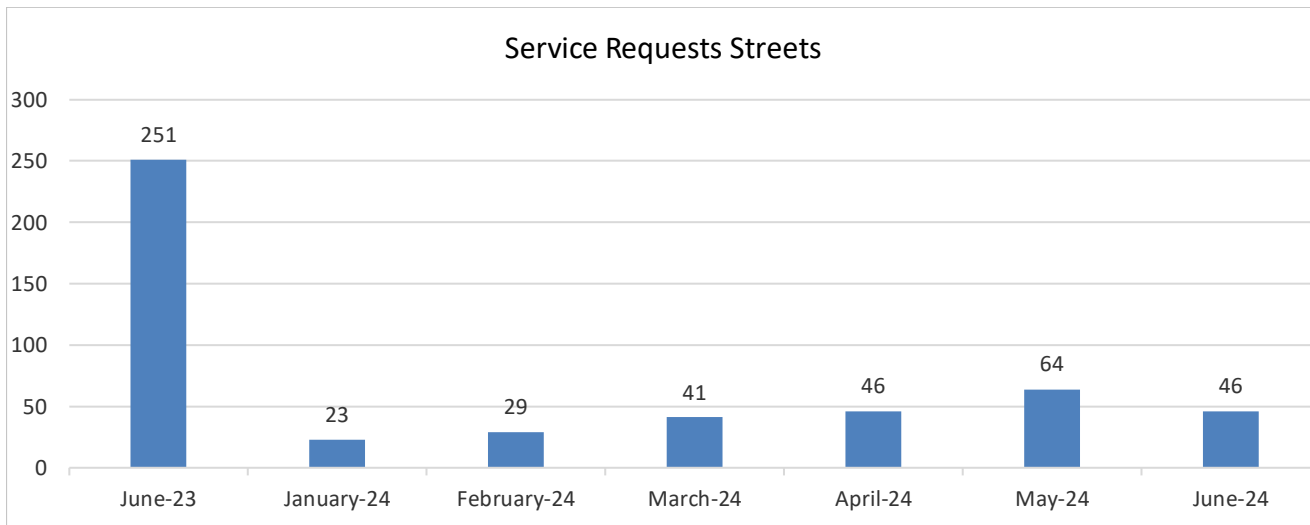
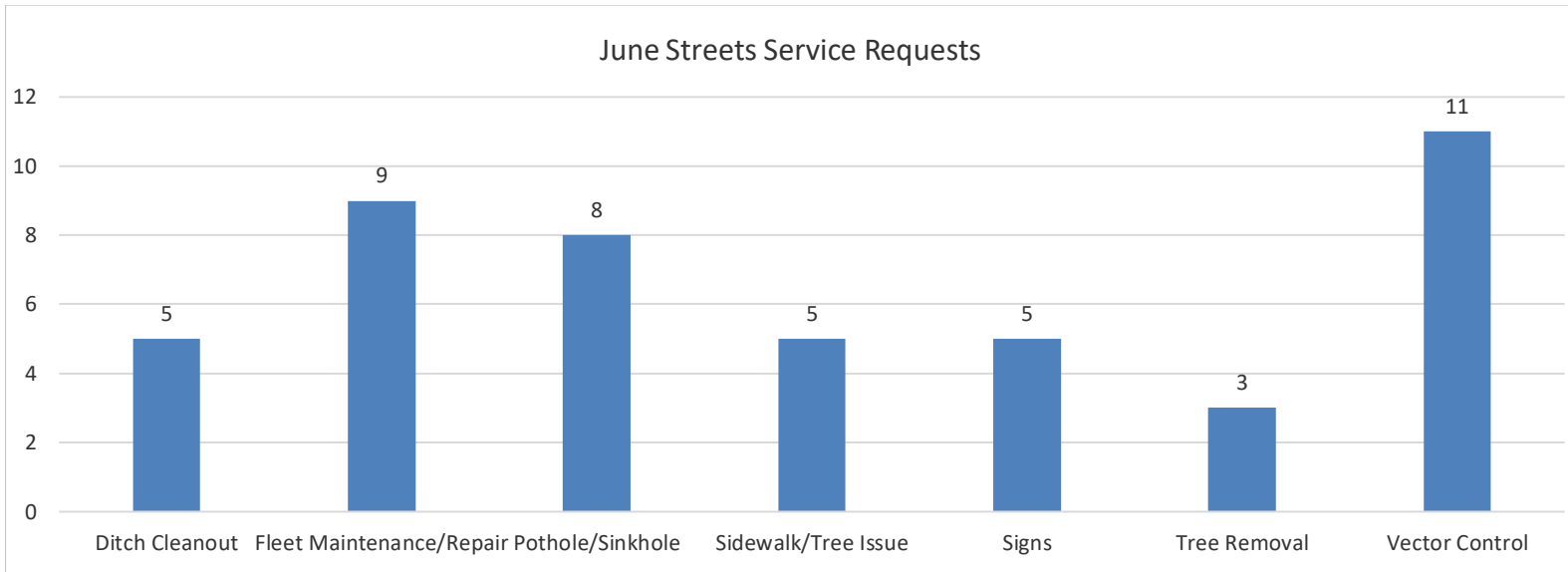
- Staff will continue to focus on sinkhole repairs, sidewalk, and curb replacements.
- Staff will be focusing on sidewalk repair and replacement in Magnolia Greens.

Projects Completed

- Staff completed access mowing at the River Road property.
- Staff removed and replaced several sidewalks damaged by trees in Magnolia Greens.
- Staff repaired damaged catch basin frames and grates in Brunswick Forest.
- Staff removed and replaced the damaged concrete curb in Brunswick Forest.
- Staff regraded and repaired John Sneed Lane and Graham Road.
- Staff installed missing signs at various locations throughout Town.
- Staff cleaned out the ditches and driveway pipe crossings in the Wayne Street neighborhood.
- Staff cleared a blocked ditch in Picket Ridge.

Work Order Summary

- Streets generated 46 work orders in June, with the majority being vector control (11), fleet maintenance/repair (9), and pothole/sinkhole related (8).
- Streets completed 28 work orders in June, with an approximate expense of \$55,713 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$29,694).



Grounds Updates

Work Priorities and Initiatives

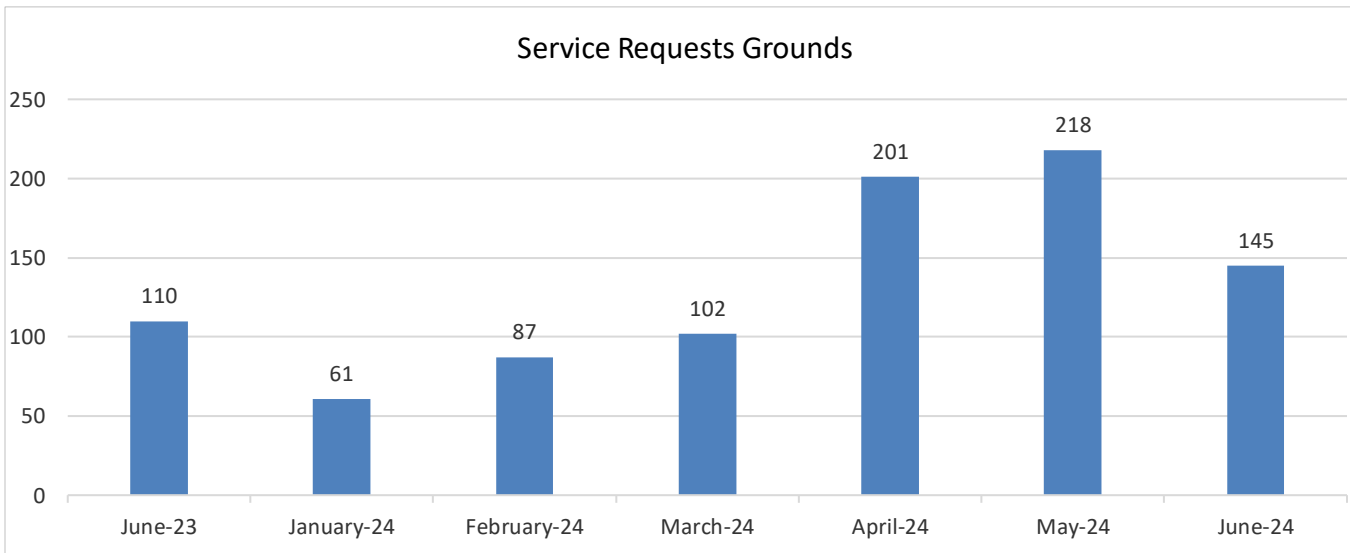
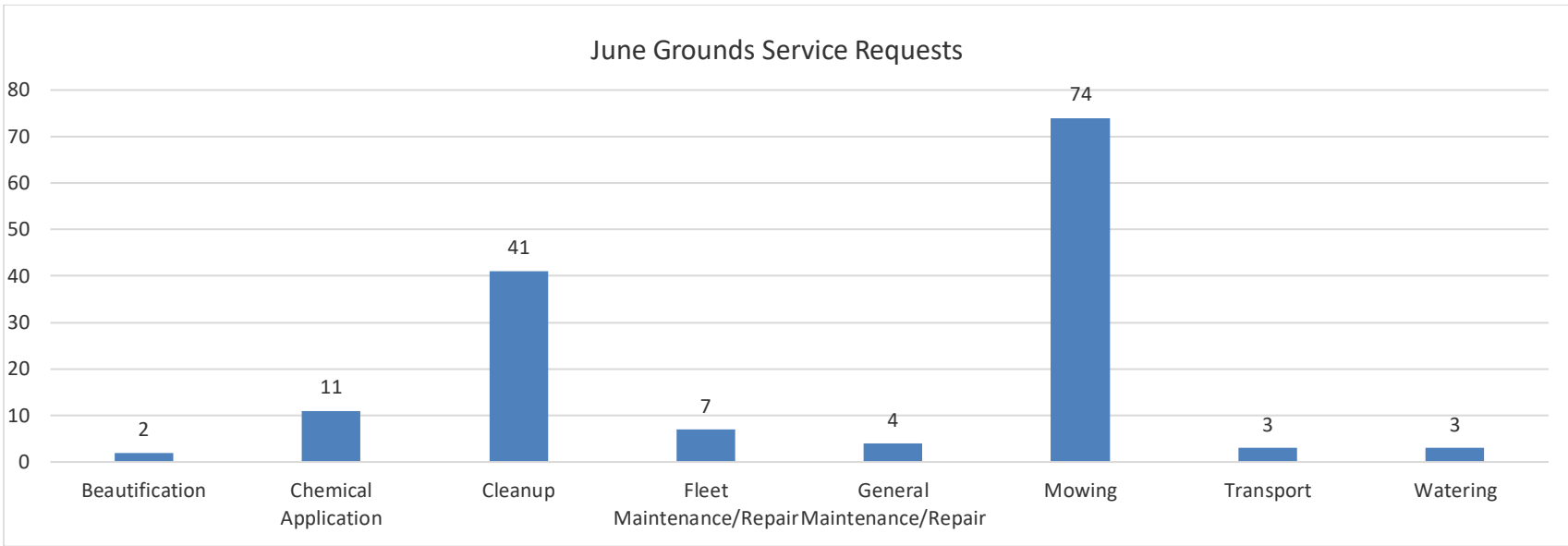
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff continue to maintain Town-owned properties and parks.
- Staff will water annuals along the Village Road islands two times a week due to the level 2 watering restrictions.
- Staff will install an ADA compliant pad at one of the picnic tables and trash receptacles at Cypress Cove Park.

Projects Completed

- Staff completed the renovation of the wooden sidewalk and observation dock at Cypress Cove Park.
- Staff repaired sections of the boardwalk on the path to the classroom and bridge at Westgate Park.
- Staff completed mulching the planting beds at Town Hall.

Work Order Summary

- Grounds generated 145 work orders in June, with most of them being mowing (74), cleanup (41), and chemical application related (11).
- Grounds completed 126 work orders in June, with an approximate expense of \$40,900 in labor, equipment, and materials to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

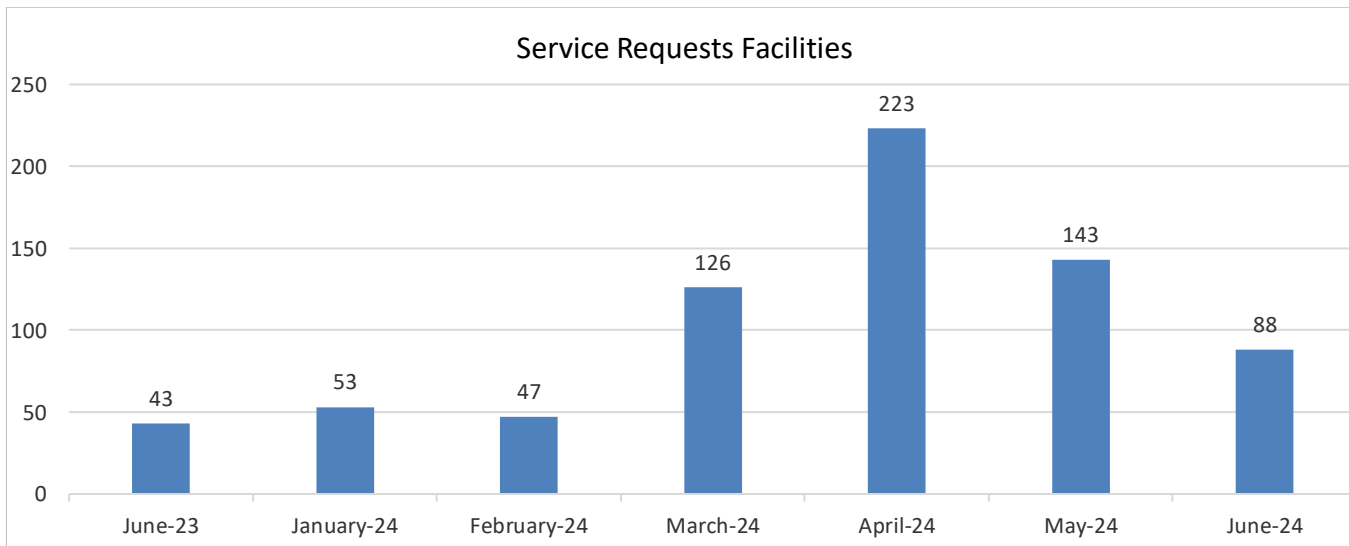
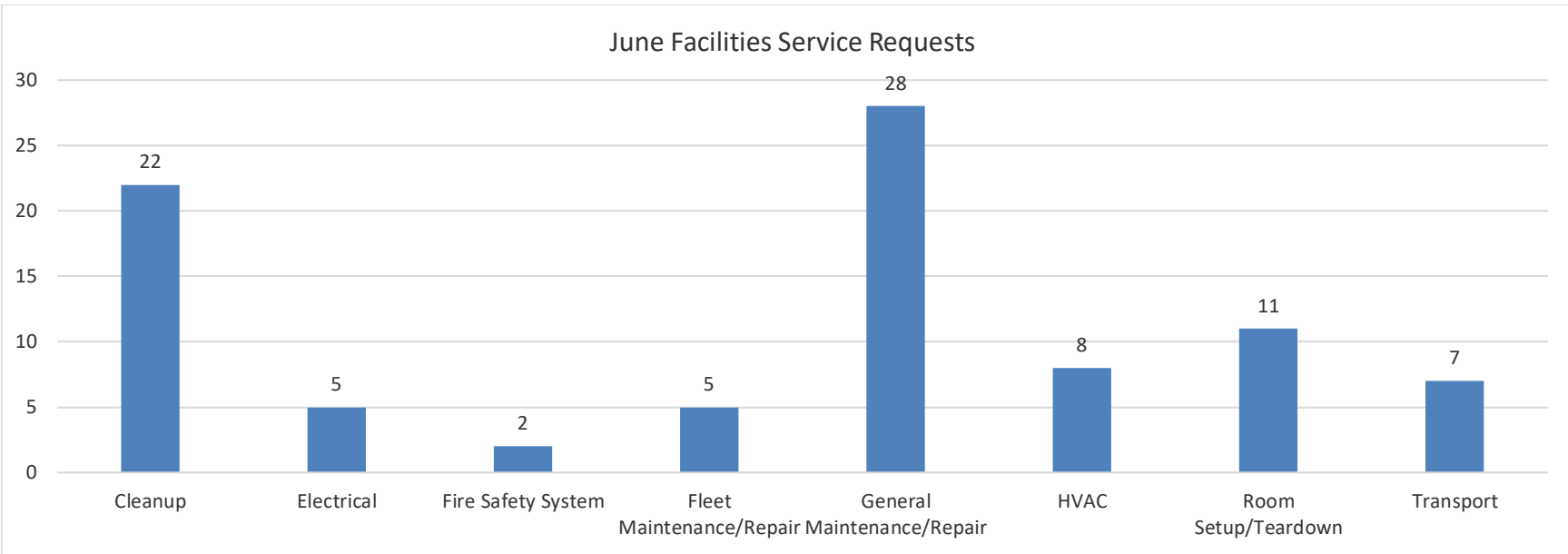
- Staff will continue preventative maintenance of the HVAC system at Town Hall.
- Staff will be reviewing training classes on the HVAC systems as it applies to Town facilities.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, and wiring techniques.
- Staff are continuing to learn and monitor the Town Hall HVAC system using a new software upgrade.
- Staff will develop and perform preventative maintenance on Town equipment (generators, compressors, and ice machines).
- Staff will be monitoring the electrical service from Duke Energy and the generator to develop and improve the transfer of electrical power during power outages at Town Hall.
- Staff are using iWork to schedule custodians and room setups (table/chair configurations, etc.) for Town meetings and events.
- Staff began to improve efficiency and cleaning strategies for all Town facilities.

Projects Completed

- Staff replaced one of the HVAC compressors at the LCAC.
- Staff replaced circuit boards in Town Hall HVAC ceiling units and checked for leaks in the freon system.
- Staff conducted Town-wide inspections of handrails, doors, windows, and lights.
- Staff set up new delivery and inventory control tracking to keep up with Cintas.
- Staff finished the replacement of four HVAC systems at Fire Station 52.
- Lighting has been improved in the warehouse.
- Staff replaced the compressor on the first floor of the Police wing at Town Hall.

Work Order Summary

- Facilities generated 88 work orders in June, with most of them being general maintenance and repair (28), cleanup (22), and room setup/teardown related (11).
- Facilities completed 66 work orders in June, with an approximate expense of \$7,000 in labor and materials.



Fleet Vehicle Updates

Work Priorities and Initiatives

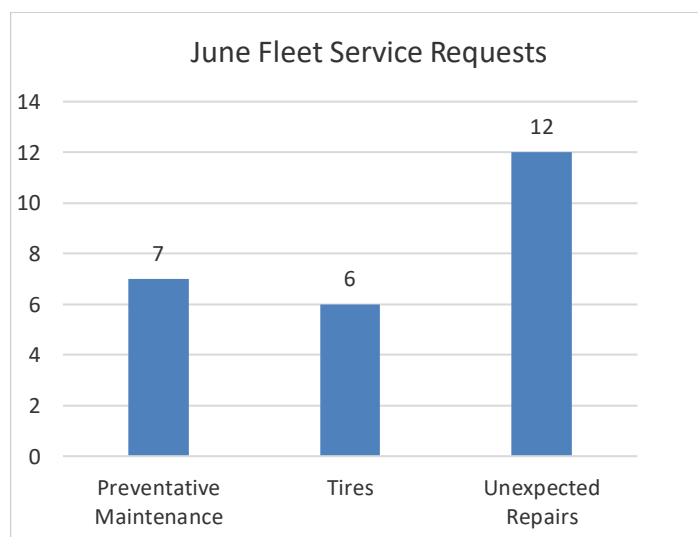
- Staff are working with Streets to sell a mower on GovDeals.
- Staff are working on safety recalls on five Town vehicles. Repairs are waiting on parts.
- Staff are working with departments to identify upcoming vehicle purchases in the new fiscal year.

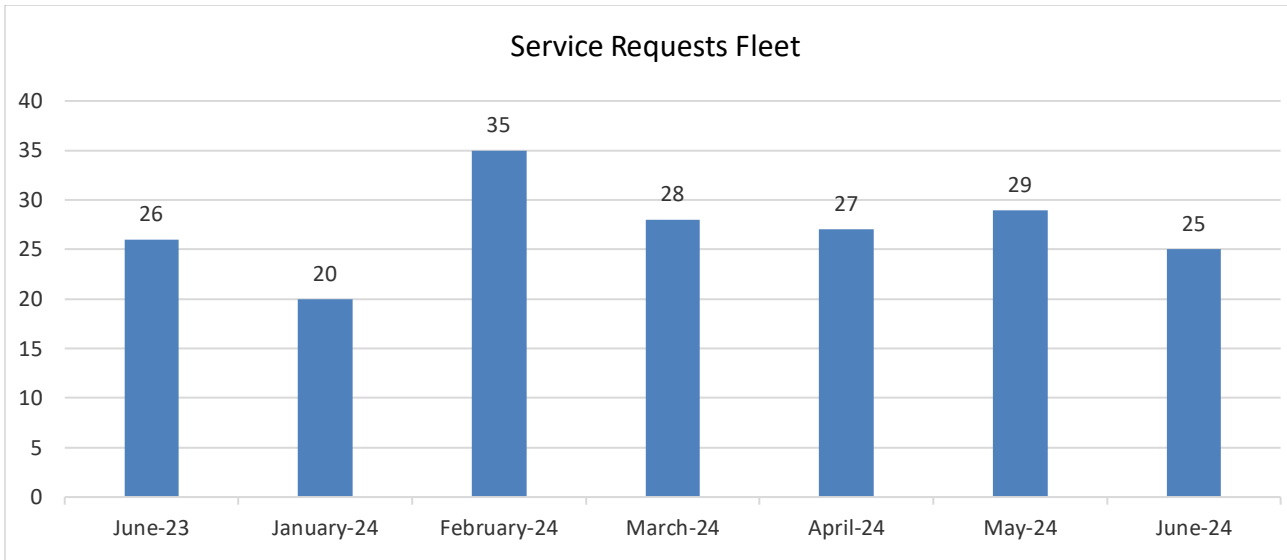
Projects Completed

- Safety recall repairs were completed on five Town vehicles.

Work Order Summary

- Fleet generated 25 work orders in June for an approximate expense of \$11,000. Of these, 7 were for scheduled preventative maintenance for about \$700.





Department News

Abby Clayboss received her North Carolina Professional Engineers License.

Town Project Updates

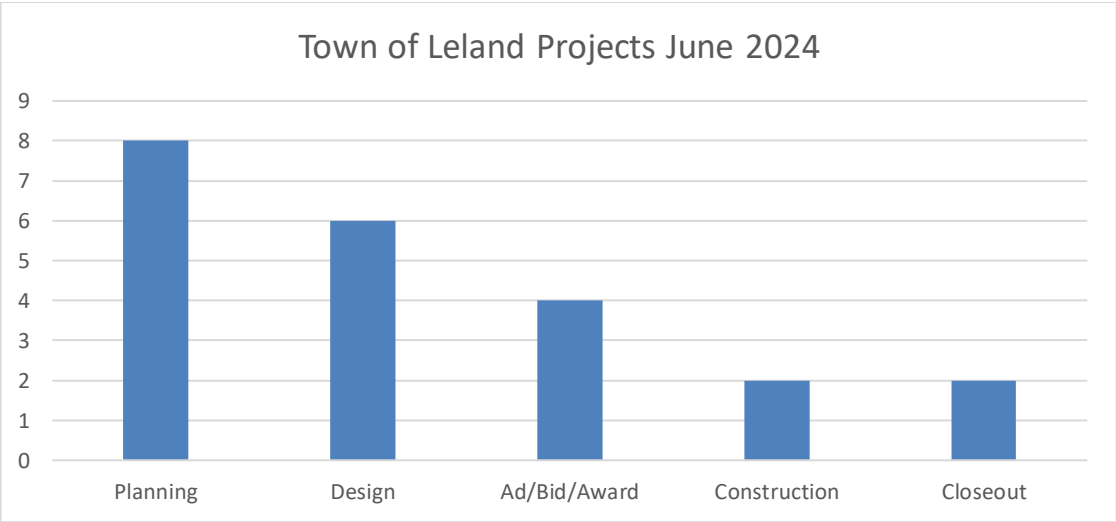
Projects In Construction

- Founders Park – Construction is ongoing, approximately 40% complete.
- Brunswick Village Boulevard Extension – Approximately 95% complete.

Projects In Closeout

- Fire Station 51
- Mallory Creek Drive Drainage Improvements

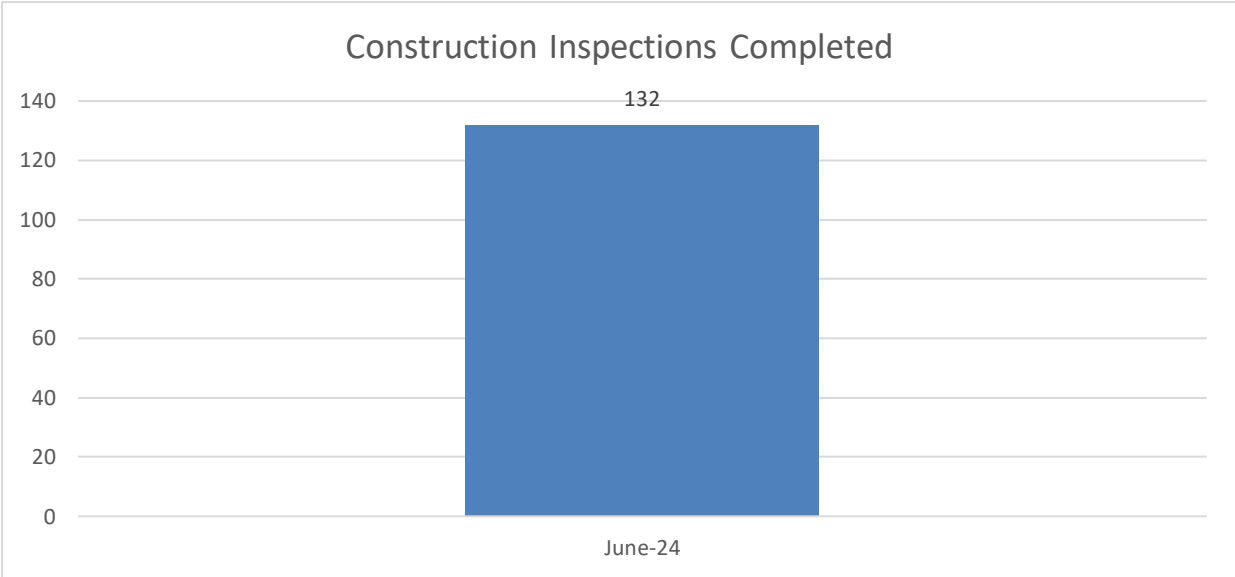
Full project details can be found [on the Town website](#).



Construction Inspections

Inspections

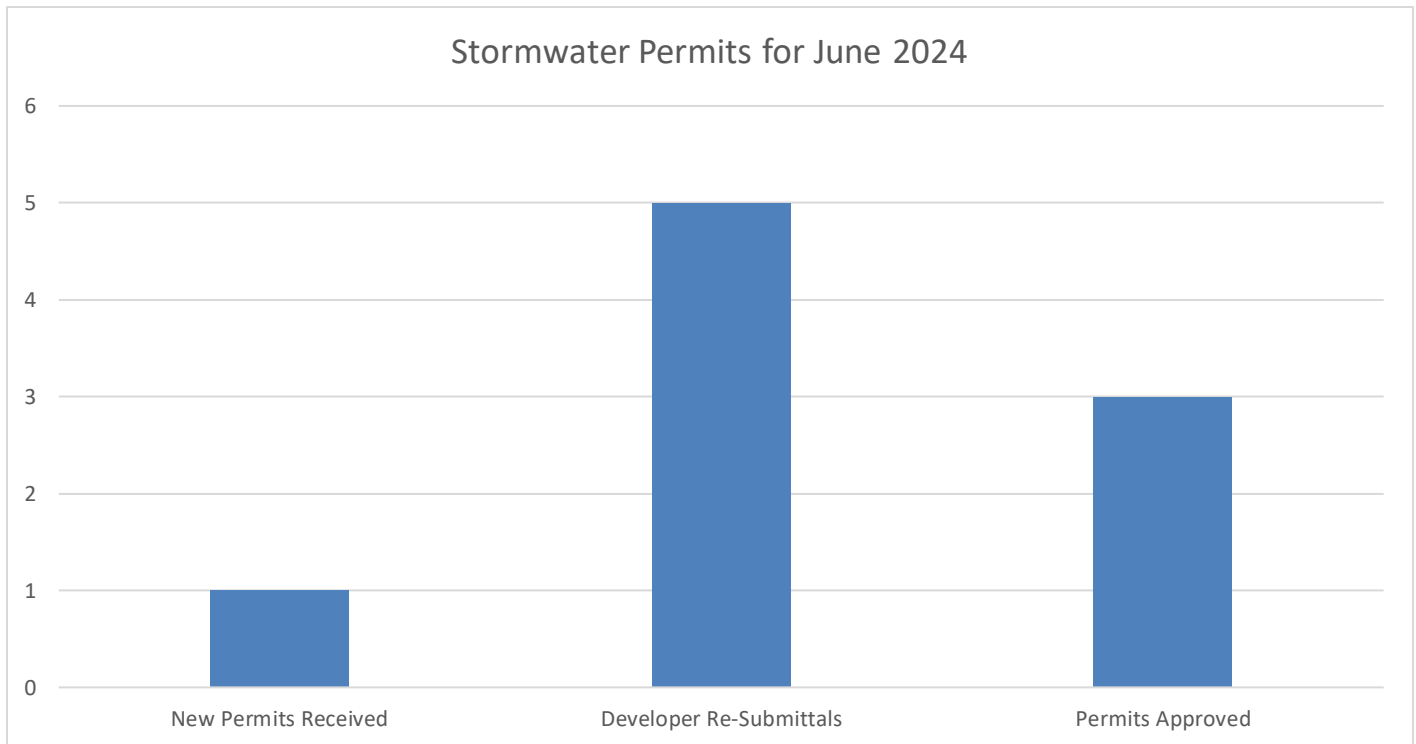
- Staff have completed 132 construction inspections.
 - Construction inspections include developer and Town projects.



Stormwater Permits

Stormwater Permit Review

- 100% of stormwater permits submitted within the last 45 business days have either been approved or sent back for comments.



Department News

Miranda Malisher joined the department as a Senior Recreation Specialist - Pottery on June 24.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in June. The next meeting is scheduled for August 28, 2024.

Upcoming Events

July 9-31, Batanides, Goldman Gallery, LCAC

July 11, 6-8 p.m. – Batanides, Goldman Gallery Reception, LCAC

July 16, 9 a.m.-12 p.m. – Leland We Don't Know, LCAC

July 18, 7-8 p.m. – Stitchin', LCAC

July 20, 10 a.m.-3 p.m. – Summer Art Market, LCAC

July 26, 7-10 p.m. – Swing Dance, LCAC

Parks, Recreation, and Cultural Resources Updates

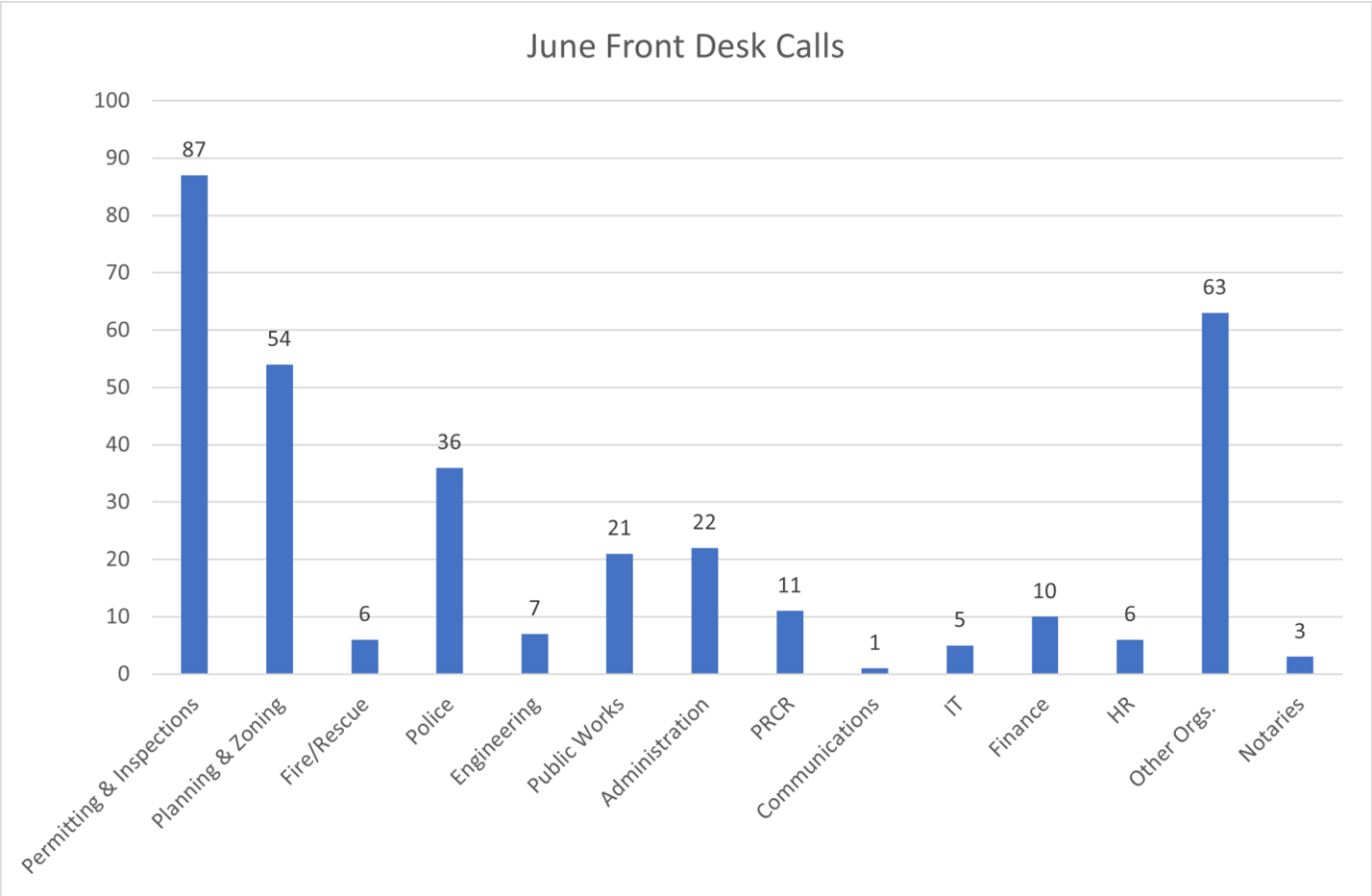
The final session of the spring/summer session begins on July 8. The current gallery exhibit with Batanides, Goldman Gallery is set for July, including murals many in the Town have contributed to. The department will host the Summer Art Market on July 20. Staff have finalized the fall/winter season and registration opens on August 1.

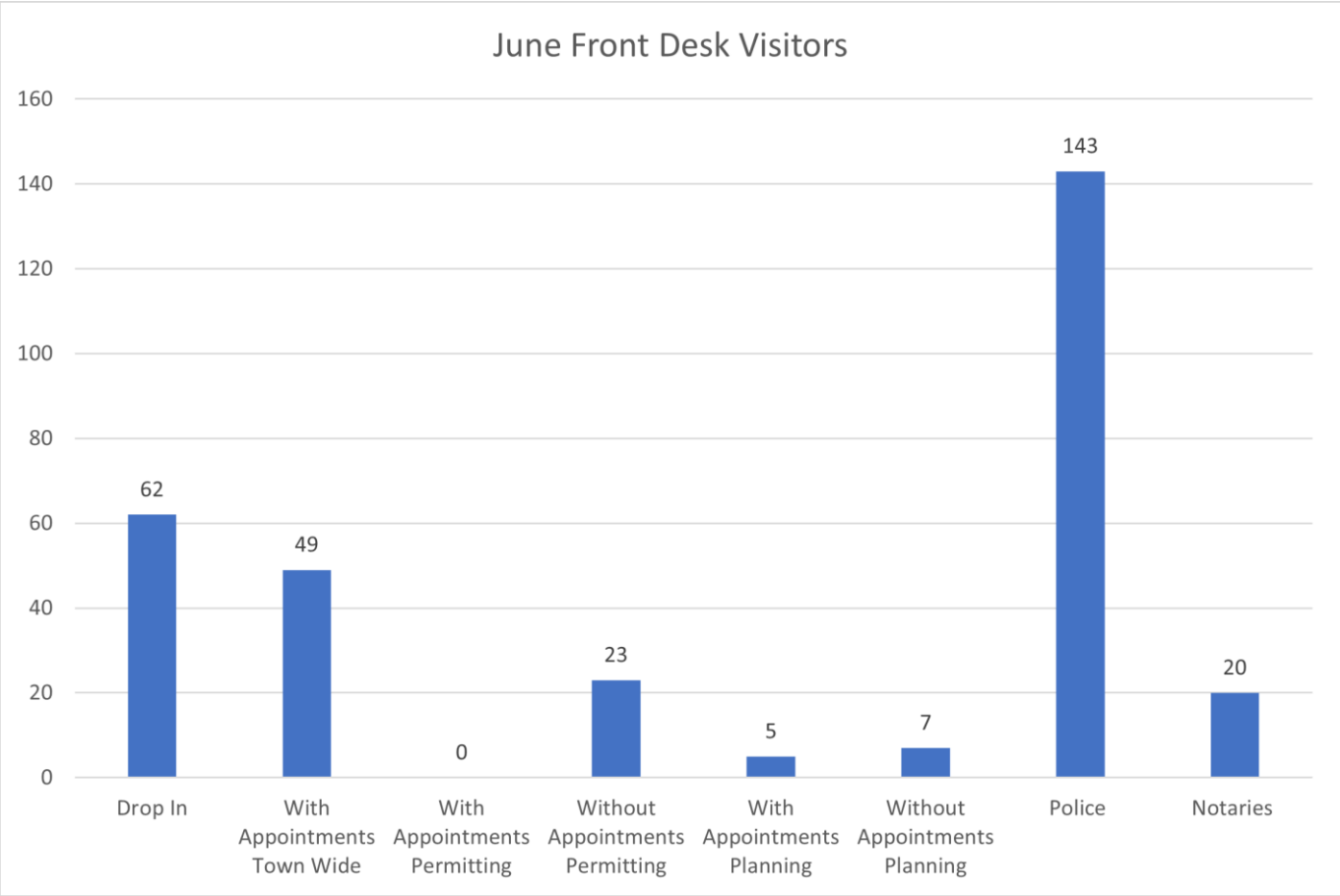
Social Media Update

- PRCR Facebook Highlights (June 1–30, 2024)
 - Followers/Likes – 5,993
 - Page reach – 13,200
 - Top post (Largest reach): “Interested in gardening? Join our summer workshop to learn the basics of container gardening! Plant a beautiful solid cedar planter with your choice of lettuces, herbs, and flowers. Perfect for all skill levels!”
- LCAC Facebook Highlights (June 1–30, 2024)
 - Followers/Likes – 5,108
 - Page reach – 9,700
 - Top post (Largest reach): “Let’s give a big round of applause to our current gallery artists Debbie Appleby and Suzanne Mills-Winkler! Their reception this past Thursday was a blast. If you missed it, don’t worry - you have until Wednesday June 26th to stop by the LCAC to take a look!”
- PRCR Instagram (June 1–30, 2024)
 - Followers/Likes – 1,846
 - Post reach – 937
 - Top post (Largest reach): “Ready for an adventure? Westgate Nature Park is the perfect escape. Stroll along our 0.3-mile boardwalk trail, let the kids explore nature-themed play structures, and enjoy a picnic with a view! Don’t miss our outdoor classroom and informative wildlife fact sheets along the way. Bring your furry friends—they’ll love our pet water stations!”
- LCAC Instagram (June 1–30, 2024)
 - Followers/Likes – 1,820
 - Post reach – 1,100
 - Top post (Largest reach): “Visit the Leland Cultural Arts Center for “Coast to Coast,” showcasing stunning shoreline-inspired artwork by Suzanne Mills-Winkler and Deborah Appleby. The exhibit runs until June 26, 2024, with a Gallery Reception on June 20 from 6 PM - 8 PM. Don’t miss it!”

Department News

In June, the department facilitated responses to 36 contact forms submitted through the website, at least 332 calls, and at least 309 visitors to Town Hall.





Social Media Update

- Facebook Highlights (June 1 – 30, 2024)
 - Added 61 new page followers
 - Impressions – 51,493
 - Top post (Largest reach): “Please help us congratulate our employees on their recent promotions! 🎉🎊”
- Twitter/X Highlights (June 1 – 30, 2024)
 - Impressions/Reach – 1,534
 - Top tweet (Largest reach): “We need your feedback for our Safe Streets and Roads for All Plan! Share your thoughts: Open House Workshop on July 15, 3-7 p.m. at Town Hall Public input map Online survey Learn more and participate <https://ow.ly/jGHa50Sqj7q> #LelandNC”
- NextDoor Highlights (June 1 – 30, 2024)
 - Impressions/Reach – 80,273
 - Likes/Comments – 99
 - Top post (Largest reach): “⚠️ The Town of Leland has issued a burn ban effective today, Friday, June 28 at 5 p.m., due to abnormally dry conditions and a high fire danger index rating. This ban will be in effect until July 8 at 8 a.m. Have questions? Contact Leland Fire/Rescue at (910) 371-2727. Learn more about the burn ban 📌 <https://ow.ly/BnII50Ss3UH>”
- Instagram Highlights (June 1 – 30, 2024)
 - Added 29 new page followers
 - Post impressions – 2,038
 - Top post (Largest reach): “🎉 Congratulations to Dave Huyler, our Hurricane Expo rain barrel winner! This giveaway is part of the Town's Stormwater Management Plan outreach. Rain barrels collect rainwater from your roof, reducing water flow on your property and helping to minimize flooding and erosion. Plus, you can use the collected water for your garden or plants. Learn more about our stormwater outreach efforts on our website. Link in bio. #TownofLelandNC #LelandNC”
- LinkedIn Highlights (June 1 – 30, 2024)
 - Added 7 new followers
 - Page views – 152
 - Post impressions – 4,054
 - Reactions/Comments/Shares – 166

- Top post (Largest reach): “ 🎉 Congratulations to Dave Huyler, our Hurricane Expo rain barrel winner! This giveaway is part of the Town's Stormwater Management Plan outreach. Rain barrels collect rainwater from your roof, reducing water flow on your property and helping to minimize flooding and erosion. Plus, you can use the collected water for your garden or plants. Learn more about our stormwater outreach efforts 📄 <https://ow.ly/SoPS50SfO10>”

Project Updates

- Created posts that resulted in more than 139,392 impressions across social media platforms.
- Continued working on the brand expansion project. This will include adding a secondary set of colors, further guidelines on logos, and guidance on language. Staff have started working more closely with some departments to transition their graphics and social media content.
- Biannual website updates are underway with staff working with each department to review their respective webpages.
- Began distributing the Town of Leland [Hurricane Guide](#), a crucial resource aimed at helping residents prepare for and respond to hurricanes.
- Continued working with Police and Fire/Rescue to overhaul their strategic plans for brand compliance.
- Started working with the Staff Attorney to research and develop a social media comment policy.
- Worked with various departments to promote upcoming events and other newsworthy items through the Town's communication channels.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Leland 2045 Quarterly Update](#)
 - [Leland Releases Comprehensive Hurricane Guide for Residents](#)
 - [Town Earns N.C. Department of Labor Safety Awards for Second Consecutive Year](#)
 - [UPDATE: H2GO Issues Stage 2 Water Conservation Alert](#)
 - [Town of Leland Launches Safe Streets and Roads for All Action Plan with Public Engagement Opportunities](#)
 - [Town of Leland Issues Burn Ban](#)

- Port City Daily
 - [The Agenda: Local government meetings this week](#)
 - [New Del Webb neighborhood coming to Leland](#)
 - [The Agenda: In local government this week](#)
 - [Leland and NC Wildlife Commission unveil eco-blueprint for future growth](#)
 - [Homes evacuated in Leland due to brush fire](#)
 - [The Agenda: In local government this week](#)
 - [Leland to see new 100-room hotel by 2026](#)
 - [Leland seeks resident input to enhance transportation safety](#)
- WWAY
 - [Leland Cultural Arts Center hosts 2024 Hurricane Expo](#)
 - [Private group proposes ambitious Leland Central Park concept](#)
 - [Leland Fire/Rescue respond to campsite woods fire near Compass Pointe](#)
 - [New hotel coming to Leland in 2026](#)
 - [Crews battle Leland brush fire](#)
 - [Town of Leland launches Safe Streets and Roads for All action plan](#)
 - [Burn ban issued in Brunswick County, Leland](#)
- WECT
 - [Leland police searching for men suspected of stealing from construction site](#)
 - [Leland residents gather to discuss plans for a Central Park that is environment friendly](#)
 - [Leland invites public input on Safe Streets and Roads for All plan](#)
 - [Burn ban issued in Brunswick Co., Leland and Oak Island](#)
- StarNews
 - [Town hall sprawl: A look at two Brunswick towns' reasons for expanding facilities](#)
 - [New legislation would allow Leland voters to amend charter, allow recall elections](#)
 - [This growing Leland commercial center to see several new businesses](#)
 - [Sprawling senior housing community in Leland to begin home sales soon](#)
 - [Brunswick Today Newsletter: Summer fun and commercial development to come](#)

- [With funding in place, these Leland roads are set to see improvements](#)
- [Brunswick Today Newsletter: Politics getting redder and Leland's roads](#)
- [Growing Brunswick town to see another hotel franchise](#)
- [Brush fire closes road, prompts evacuation of homes in Leland](#)
- WilmingtonBiz
 - [Del Webb Community In Leland To Begin Home Sales This Summer](#)
 - [Sound Off: Why Leland Is Pitching Life Sciences](#)
 - [New Leland Hotel In The Works By Wilmington Firms](#)

TDA Marketing

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

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in June. The next meeting is scheduled for July 17, 2024.

Department News

Officer Hart attended Crisis Intervention Training June 3-7 at Cape Fear Community College. 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.

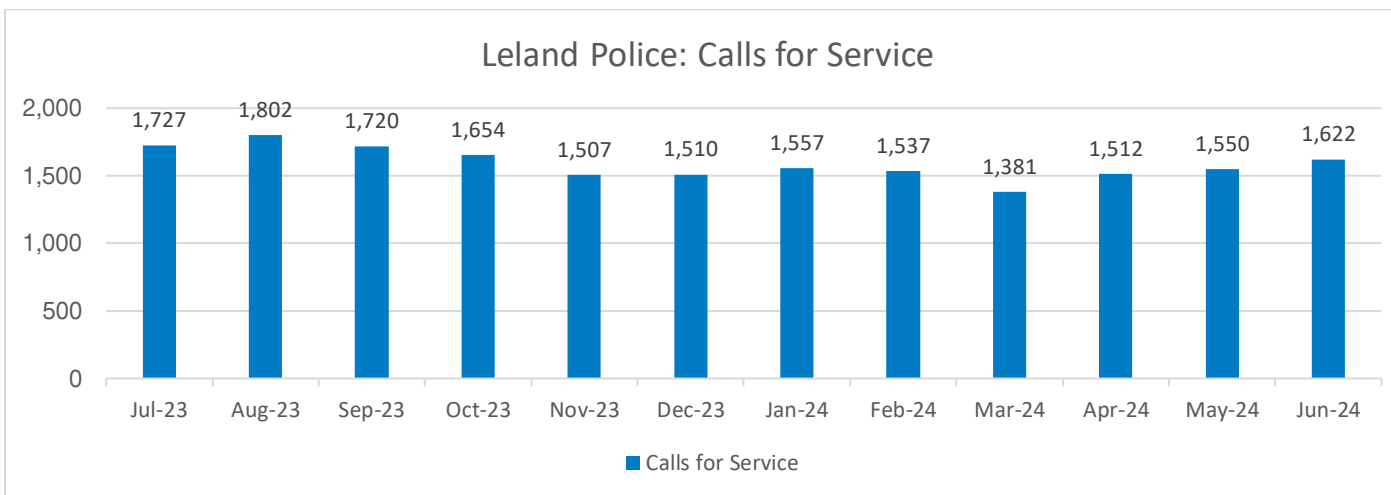
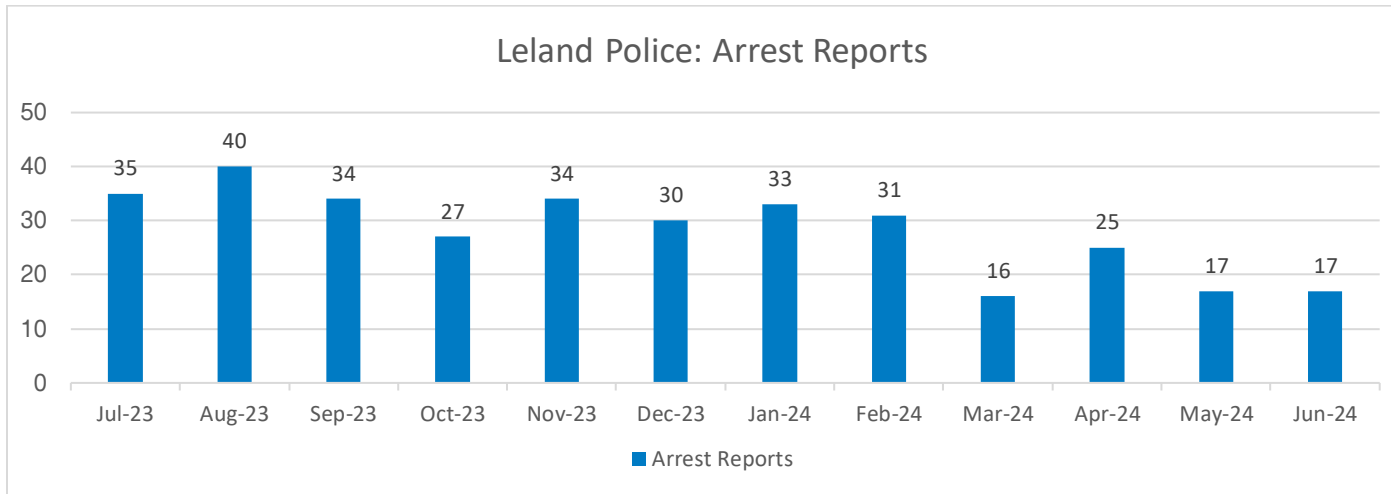
Officer Holland and Sergeant Munger attended a hiring expo on June 7 in Charlotte. This was a networking and recruiting event.

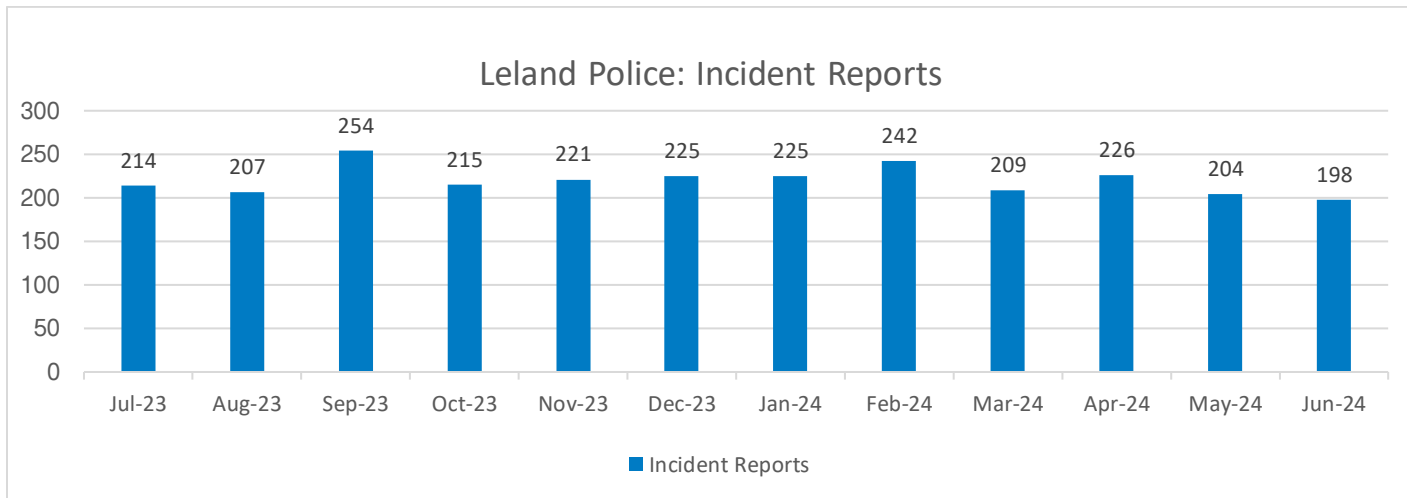
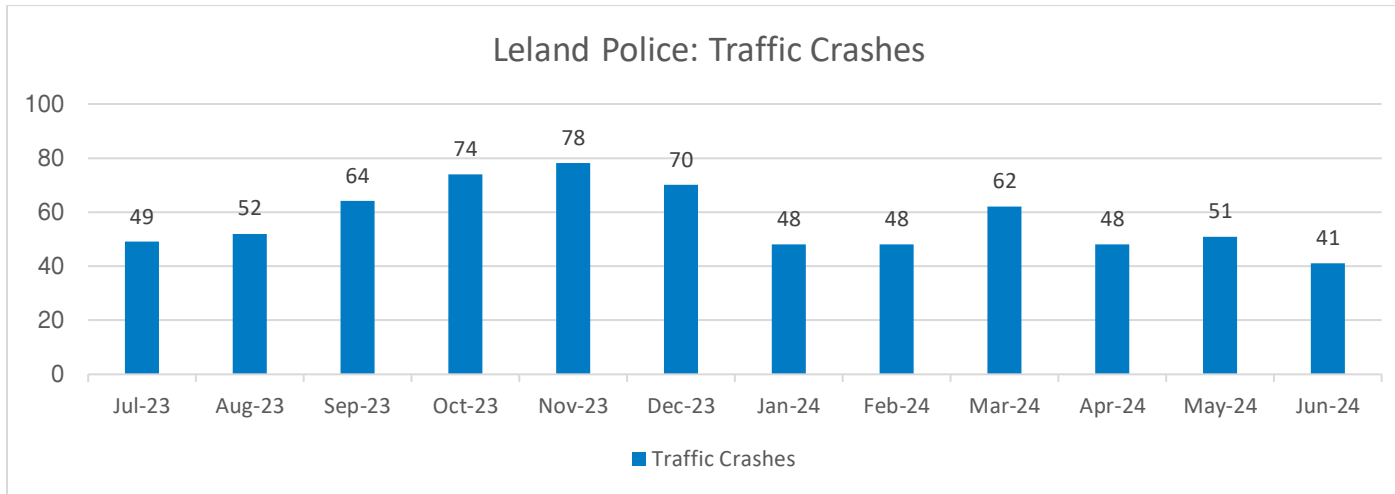
Detective Majors attended a Suicide Investigations course June 11-12 at the North Carolina Justice Academy. This course is intended to provide details and recommendations on how to investigate a death by suicide.

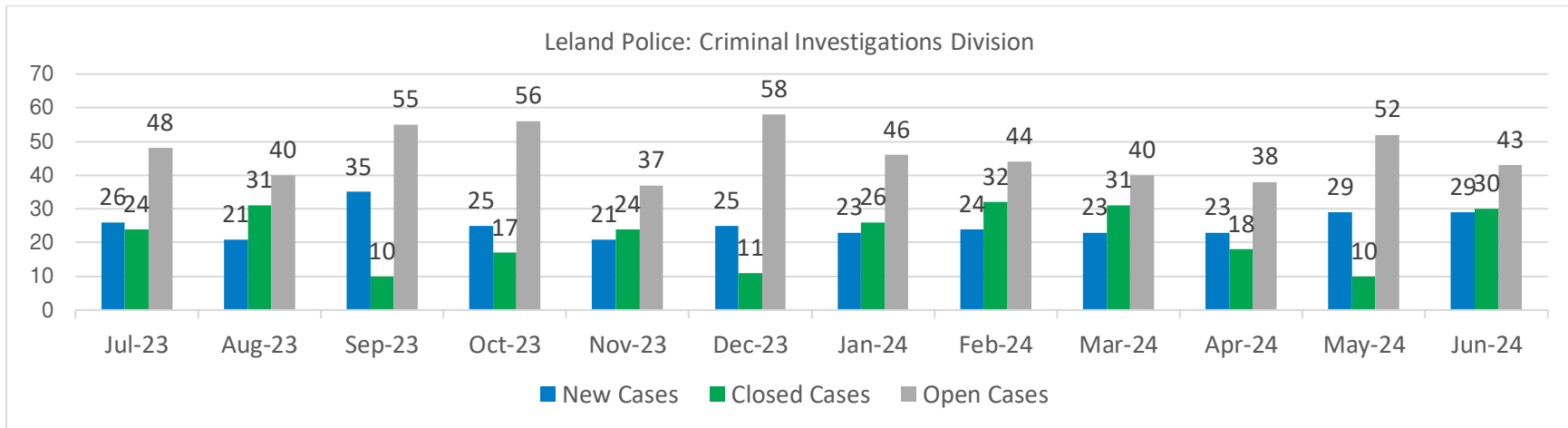
Lieutenant Almond attended the FBI LEEDA Command Leadership Institute Training June 17-21 in Charleston, SC. This class is part of the FBI's Trilogy Series relating to various aspects of leadership.

Detective Britton attended Basic Sex Crimes and Child Abuse training June 24-28 at the North Carolina Justice Academy. This course is intended for patrol officers and criminal investigators to learn the fundamentals of sex crimes and child abuse investigations.

Dashboard







Animal Services Report							
2024	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	26	1	12	11	2	1	3
Feb	31	2	5	7	2	0	4
Mar	25	1	2	1	6	0	4
Apr	35	1	4	4	2	3	4
May	41	4	3	6	2	0	4
Jun	36	3	4	6	4	0	3
Totals	194	12	30	35	18	4	22

Department News

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

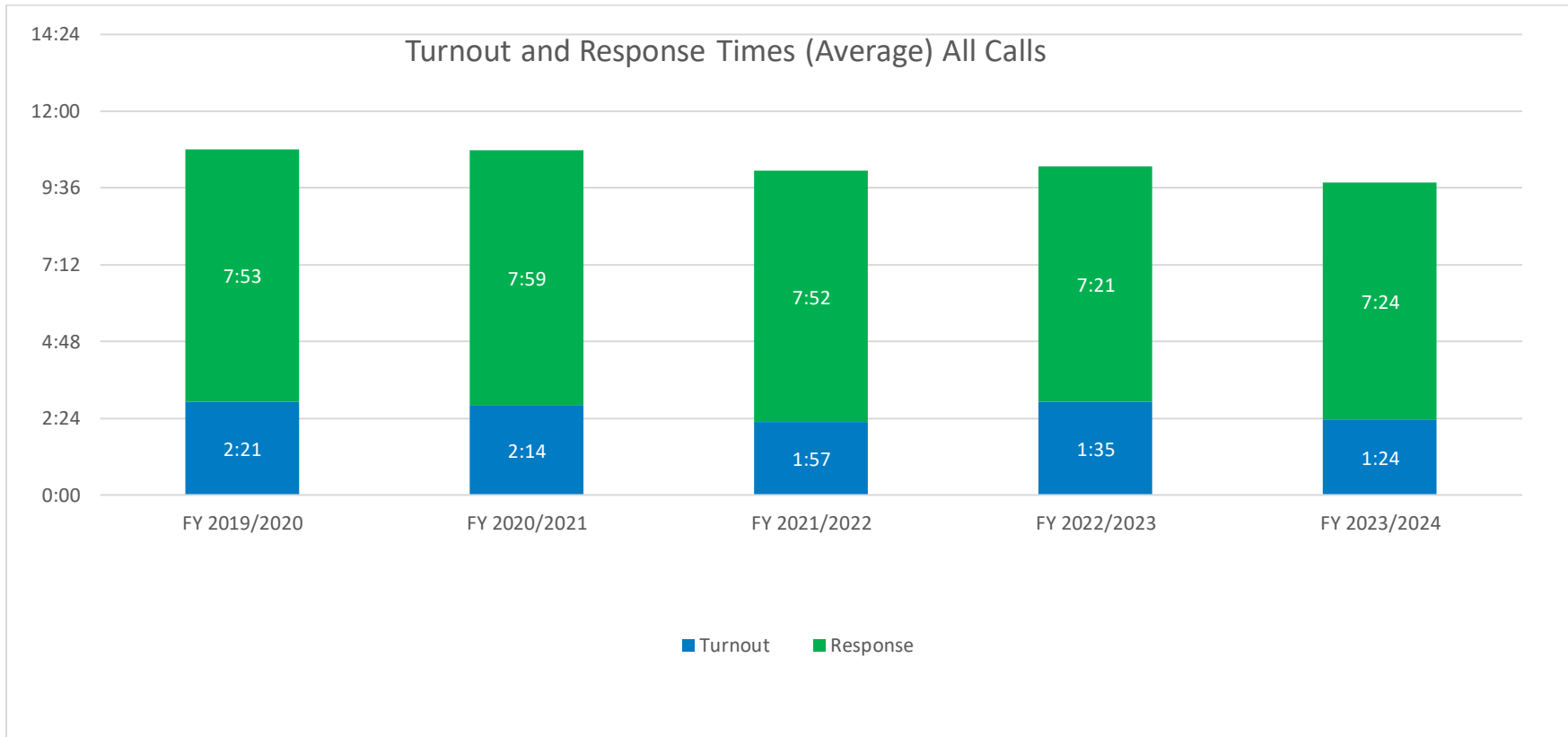
- Assisted seven citizens with child passenger seat checks or installations
- Assisted 19 homeowners with smoke alarm installations or battery replacements
- Assisted one homeowner with a residential KnoxBox installation
- Conducted a station tour
- Conducted hands-only CPR training at the Hurricane Expo
- Conducted hands-only CPR class for Mallory Creek residents
- Conducted emergency evacuation training for Inspire Brunswick Forest residents
- Participated in a kids' summer camp at Crosswinds Church
- Participated in the Leland YMCA kids' summer camp at First Baptist Church
- Participated in a community event for Mimi & Papa's Gourmet Popcorn and Sweet Shop

Nick Shofer was promoted to Senior Firefighter.

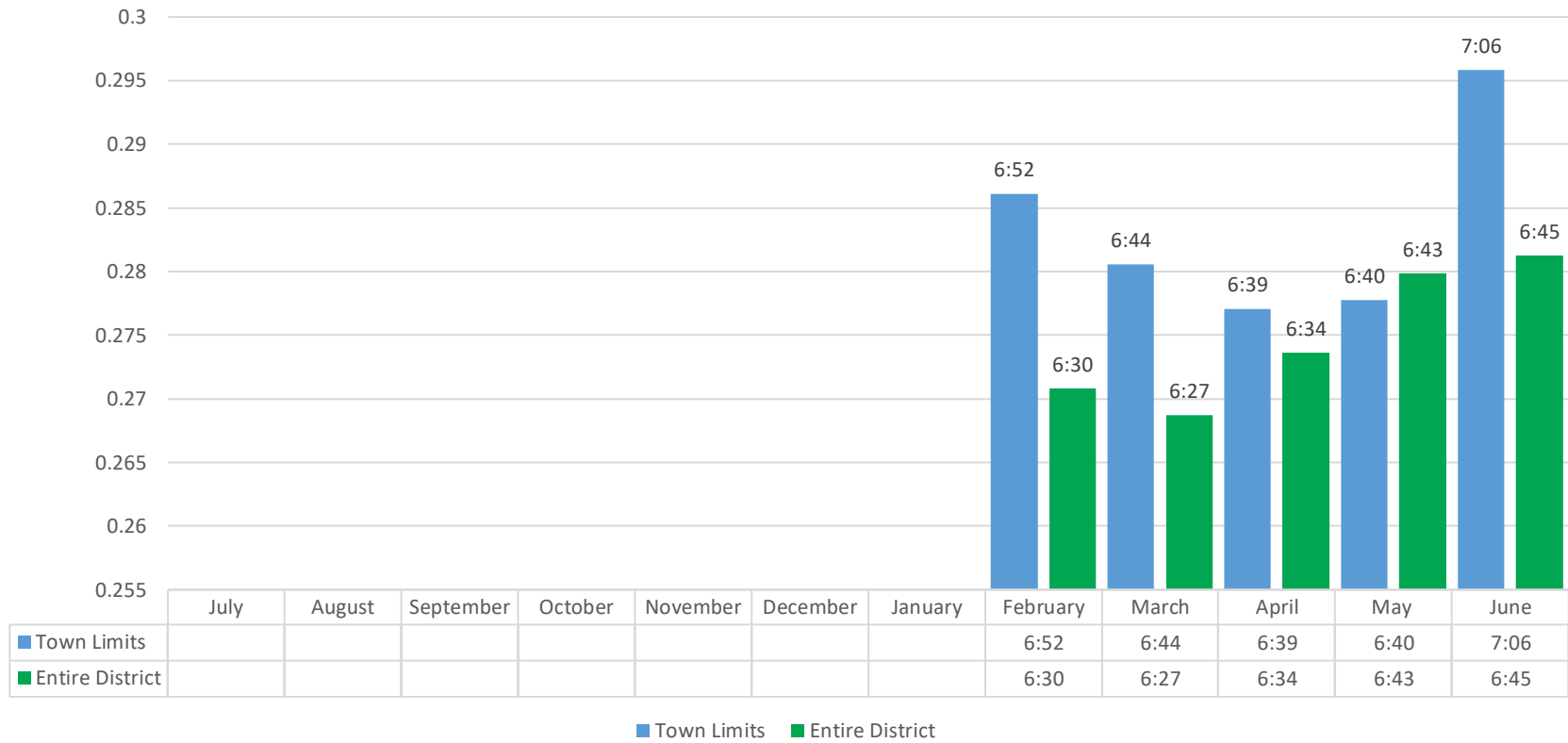
All department members participated in a CPR refresher course.

B and C Shifts participated in facility training at CFCC's fire training center. This quarter's training focused on truck company operations. This training covered all aspects of truck company operations, ensuring that every member, regardless of their usual role, is fully prepared to step into any position if needed. Understanding the functions and capabilities of the truck company is essential for all personnel on the fireground.

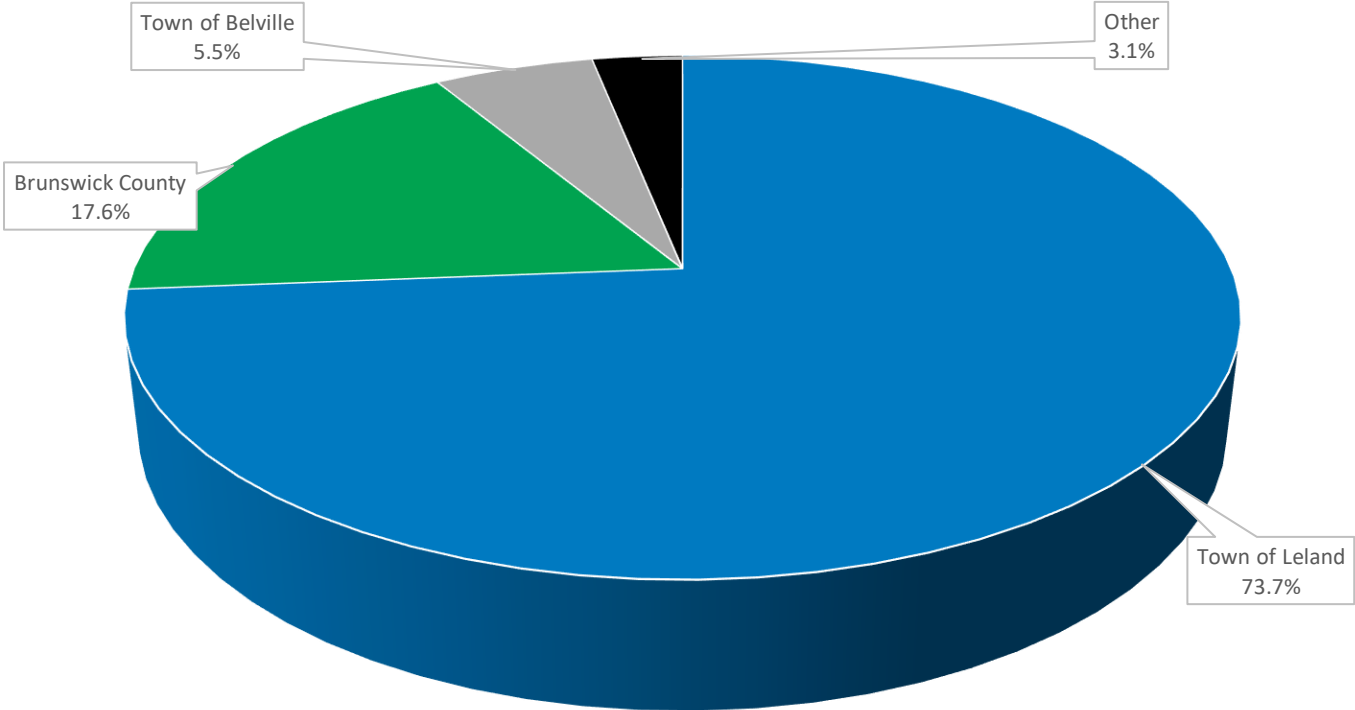
Dashboard



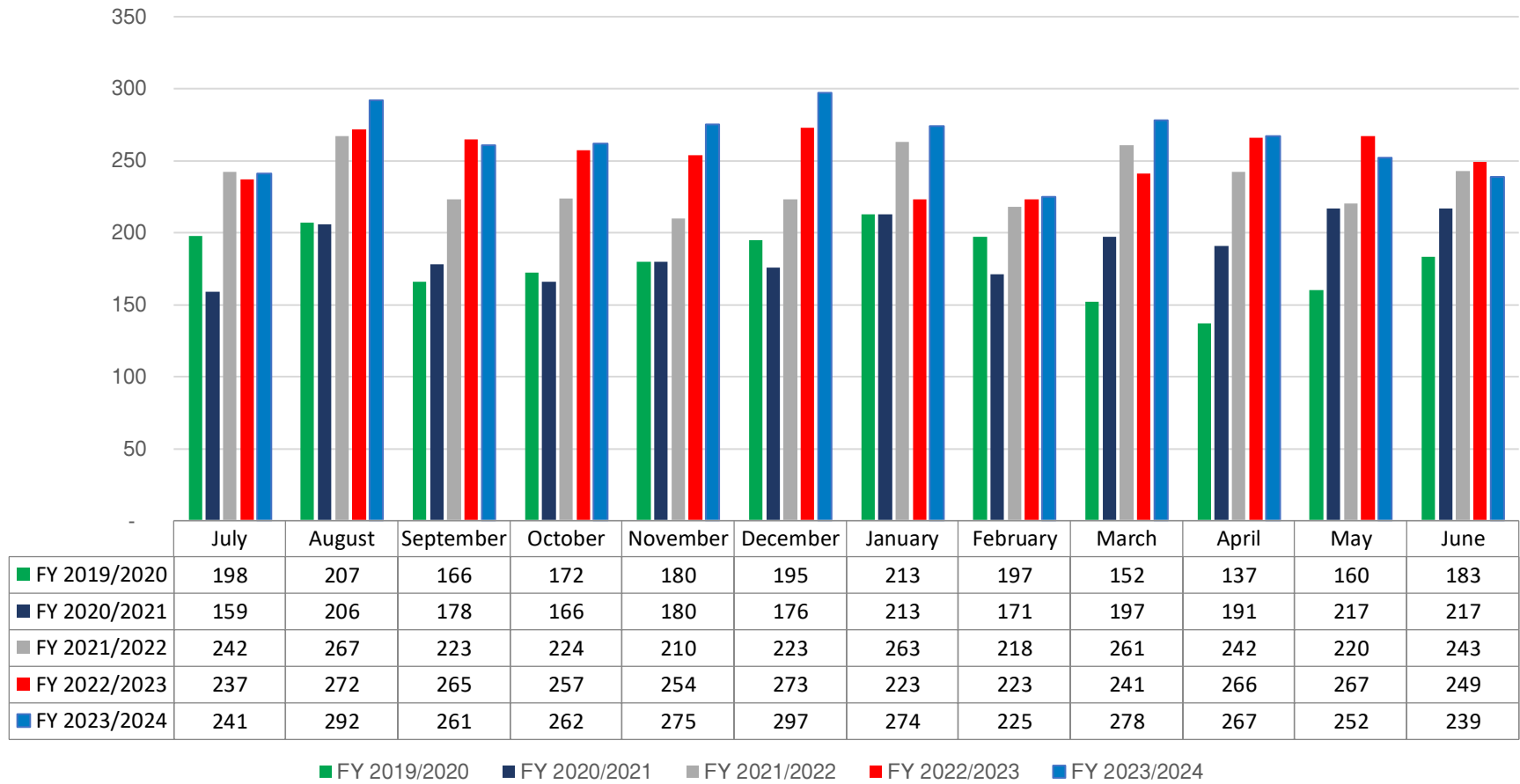
FY 2023/2024 Response Times (Average) Emergency Calls



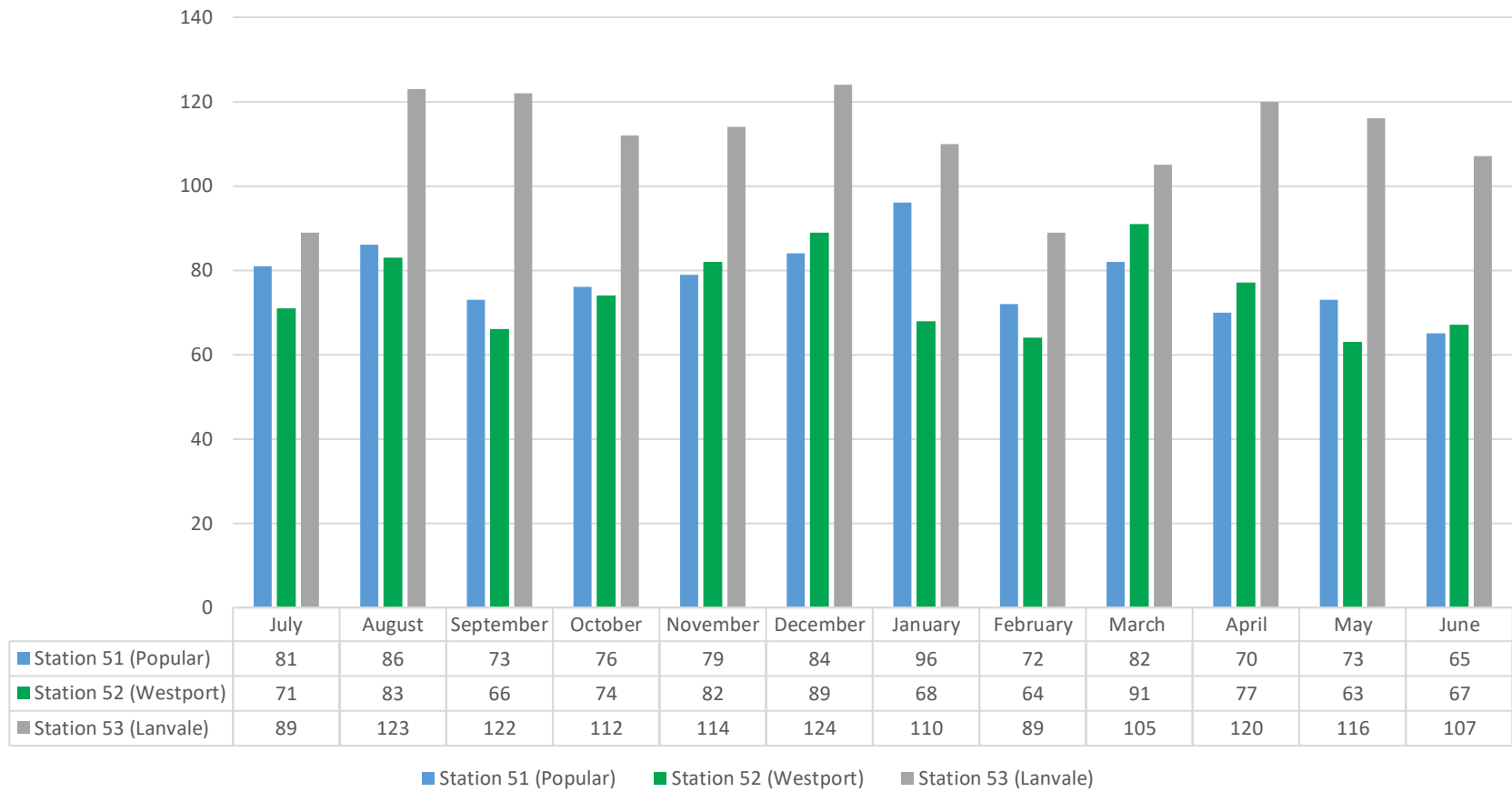
FY 2023/2024 Fire Calls by Zone

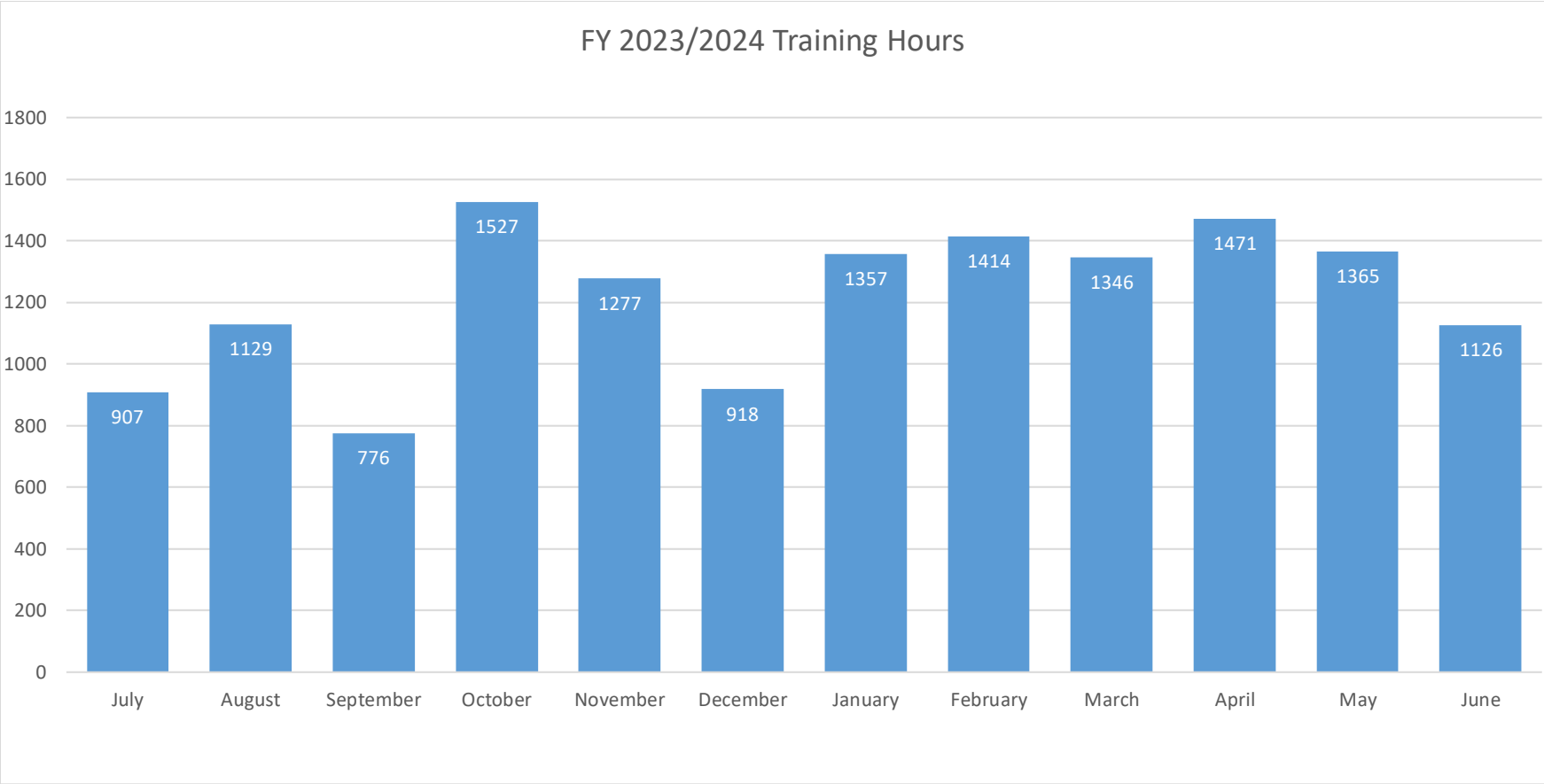


Fire Calls



FY 2023/2024 Fire Calls Per Station





Department News

The fourth annual Town of Leland Hurricane Expo, held on June 8 at the Leland Cultural Arts Center, was a huge success! About 350 citizens attended the event, which included seven workshops and more than 20 vendors. Attendees received information on how to best prepare for an emergency. Vendors, that included Town staff in Public Safety, Planning, and Engineering, other government organizations, and non-governmental Volunteer Organizations Active in Disaster, shared information on how to respond to and recover from hurricanes. These key stakeholders and partner agencies allowed the Town to offer a valuable one-stop-shop for emergency resources. Save the date for next year: June 14, 2025!

Staff completed training conducted by Brunswick County Emergency Management on 2024 Emergency Operations Center operations. Staff met to determine if any updates were required for Chapter 22 of the Town's ordinances. Work continued on the strategic plan that is forthcoming. Department meetings continue to ensure all departments have the training and equipment needed for an expected busy hurricane season. Staff met with Brunswick County Emergency Management to review the Town's operations, guidelines, and incident management team procedures.

Work Priorities and Initiatives

- Review of Chapter 22 of ordinances
- Developing THIRA
- Preparing for further staff Incident Action Plans training
- Strategic plan

Projects Completed

- Department playbook review
- Hurricane Expo

Department News

Ben Andrea and Jessica Moberly attended the When Driving is Not an Option webinar. This featured Anna Zivarts, a low-vision mom, disability advocate, non-driver, and author of “When Driving is Not an Option: Steering Away from Car Dependence”. She explained that when the needs of involuntary nondrivers are viewed as essential to how transportation systems and communities are designed, everyone benefits.

Mr. Andrea and Ms. Moberly attended the Dangerous by Design webinar. This presented the findings of the Dangerous by Design 2024 report, which shows that an average of more than 20 people per day were struck and killed while walking in 2022. It also shows that Black and Native Americans, older adults, and people walking in low-income communities die at higher rates and face higher levels of risk compared to all Americans. According to the report and webinar, the nation’s streets are dangerous by design, designed primarily to move cars quickly at the expense of keeping everyone safe.

Ms. Moberly attended Complete Streets Webinar: Lessons Learned from On-the Ground Safe Streets Projects from Alaska to Connecticut. This webinar focused on the work from the Complete Streets Leadership Academies in Alaska, California, Connecticut, and Tennessee. The leadership academies are designed to increase capacity, improve relationships, and lead to immediate on-the-ground change through quick-build demonstration projects on dangerous state-owned arterials. Participants heard from peers and SGA staff who shared what worked, what didn’t, and how those interested in these projects can leverage the experiences from this program to advance street safety in their own communities.

Marissa Ernst attended the Take me out to the Ballgame: Connecting Stadiums to Communities webinar. This went over the impact of baseball stadiums that are carefully planned with their surrounding cities and the opportunities to revitalize communities, promote economic development, and create great places. Urban designer and architect Janet Marie Smith discussed what was most instrumental while designing the Orioles Park at Camden Yards in Baltimore and the renovation of Fenway Park in Boston, as well as the recent modernization of Dodgers Stadium in Los Angeles.

Planning Board Meeting Summary

The Planning Board did not meet in June due to a lack of agenda items. The Planning Board’s next meeting is scheduled for July 30, 2024, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on June 25, 2024, and heard the following items:

1. Appeal Hearing – The Board of Adjustment voted to approve a continuance request from the appellant who is requesting an appeal hearing of an Administrative Decision Related to the Construction of New Power Poles and Above-Ground Utility Lines.
2. Variance Request – The Board of Adjustment voted to deny a variance request from Criteria Development to vary the connections required per Section 50-18. (e2)(3)a. - Streets and Connections of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel ID 0280000116.
3. Variance Request – The Board of Adjustment voted to approve a continuance request from Criteria Development who is requesting a variance to vary the connections required per Section 50-18. (e2)(3)a. - Streets and Connections of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel ID 0280000115.

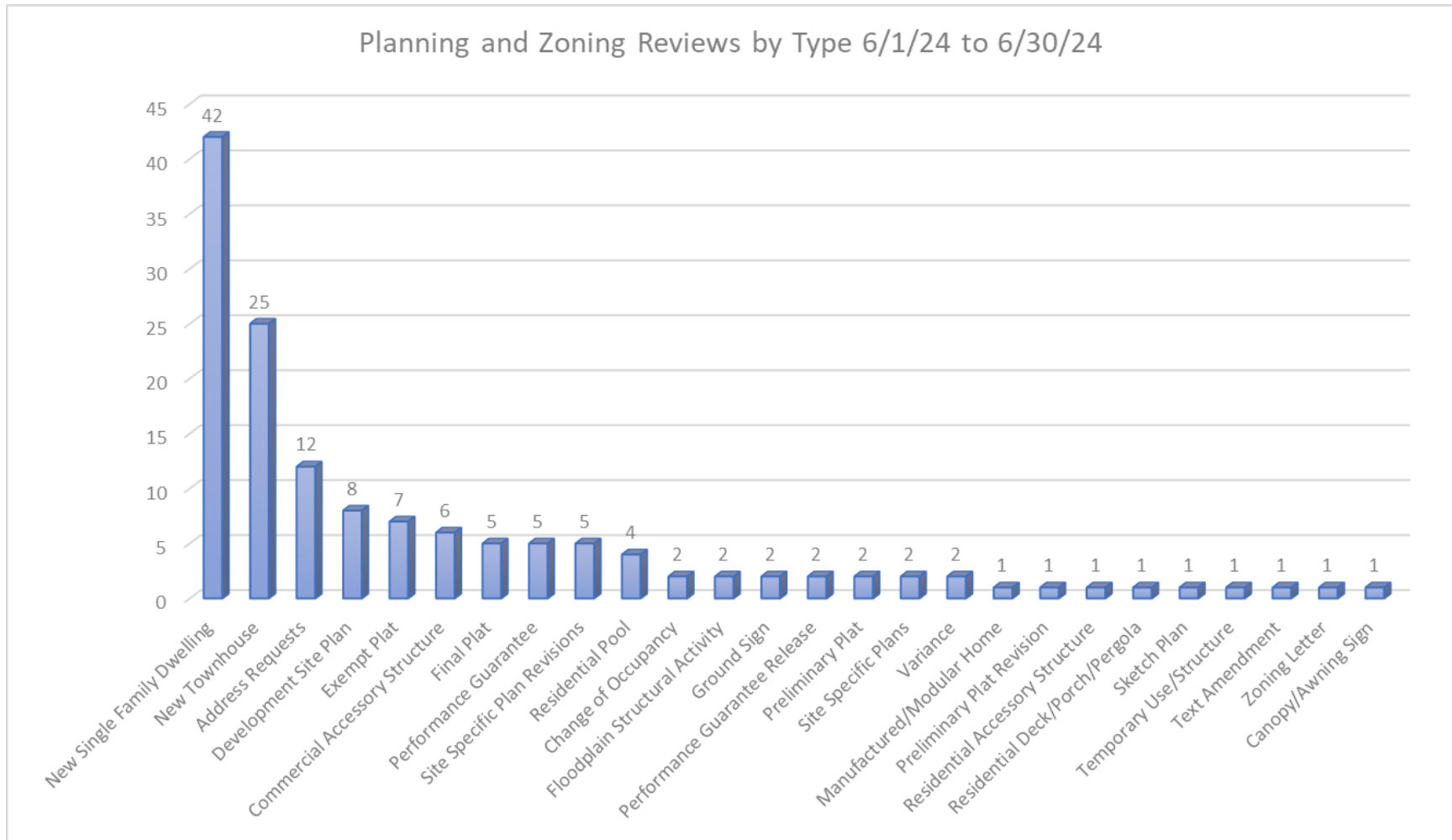
The Board of Adjustment's next meeting is scheduled for July 23, 2024, at 2 p.m.

Current Planning Update

Technical Review Committee (TRC) Report

In June, the Technical Review Committee (TRC) reviewed only revisions to projects in the review queue. No new projects were reviewed.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
2	1

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$96,996.84	\$0.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	17	\$6,195,960.03	\$2,243,700.50
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grand Park			
Surety Bond	1	\$836,401.23	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	7	\$630,571.88	\$0.00
Jackeys Ridge			
Cash Bond	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bond	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$666,310.69	-\$423,356.25
Surety Bonds	5	\$1,457,505.08	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	2	\$677,786.97	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Townes at Seabrooke			
Surety Bond	1	\$595,324.00	\$0.00
Westgate Townes			
Surety Bond	1	\$332,368.80	\$0.00
Total Cash Bonds	17	\$3,070,799.69	-\$423,356.25
Total Surety Bonds	37	\$11,047,226.12	\$2,243,700.50
Total Performance Guarantee Sureties	55	\$14,450,394.61	\$1,820,344.25

Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion. Staff is awaiting the official approval letter from REDD, after which bidding for construction can occur.

Staff completed the Green Network Master Plan Framework Guide, which was presented to and adopted by Town Council at the June 20 meeting. Staff submitted documents to receive up to \$10,000 in reimbursement funds from the North Carolina Wildlife Resources Commission. This document will now be used for future development practices, including considerations for amending portions of the code of ordinances based on guidance from this document.

Staff completed the draft of the Age-Friendly Community Strategic Plan in May. It is expected to be taken to the Planning Board at its July 23 meeting.

Staff is working to update the Leland 2045 plan to meet the NC Coastal Area Management Act (CAMA) plan requirements. Leland's current CAMA plan is the 2011 CAMA Land Use Plan. Staff is updating the Leland 2045 plan with an addendum to meet the requirements for adoption by the Coastal Resources Commission as a CAMA plan. Staff will present to the Planning Board at its July meeting to garner feedback about policies related to coastal development.

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 development in the Town. Staff attended the monthly WMPO Technical Coordinating Committee (TCC) meeting and a special joint meeting of the TCC and WMPO Board.

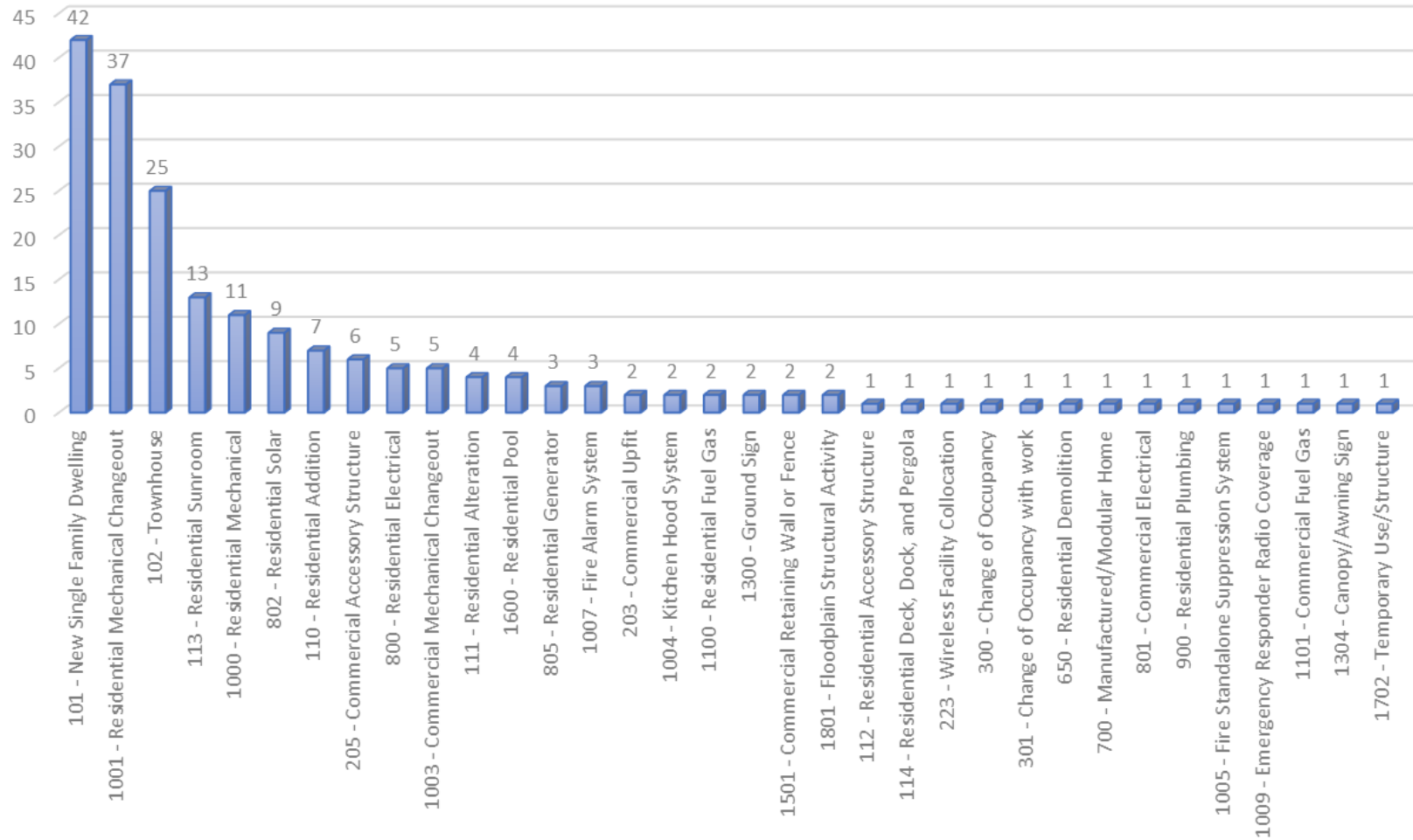
The Leland Comprehensive Safety Action Plan Focus Group held its second meeting on June 19. Information was presented on crash severity and types, in addition to location analysis. A public engagement campaign for feedback on transportation safety and areas of concern within the Town will run during July. Residents are encouraged to share their perspectives on safety and identify locations they consider unsafe for the traveling public. The public outreach campaign includes an [online survey](#) and an [interactive public input map](#). A public workshop will be held at Town Hall on July 15 from 3 to 7 p.m..

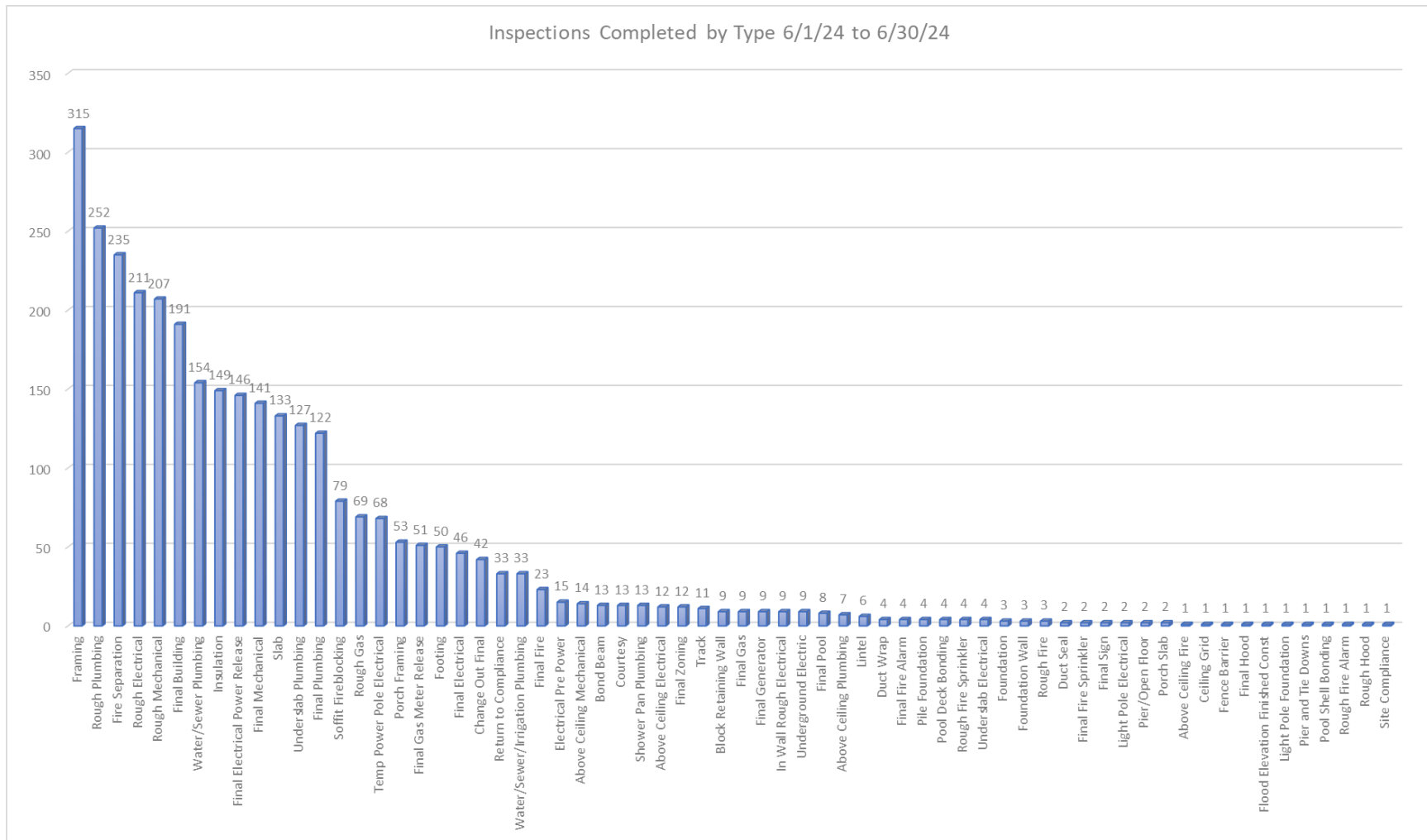
The Integrated Mobility Plan (IMP) contract for consulting services with Kittelson and Associates was executed, and staff held a project kickoff meeting on June 21. The goal of the IMP is to update and incorporate existing transportation and land use plans into one comprehensive document that will focus on the future transportation network within the Town.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
200	3,155	13,788,885

Permits Issued by Type 6/1/24 to 6/30/24





Code Enforcement Update

Case Summary

6/1 Through 6/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from May	2	2	14	3	21
Cases Opened June	1	20	13	11	45
Cases Closed June	0	11	4	4	16
Active Cases (Evolve)	3	11	23	10	47

Department News

In June, staff met with a faculty member at UNCW and discussed the opportunity for collaborative efforts to produce outdoor public art throughout the Town. Mr. Sutton attended the Annual North Carolina Economic Development Association Conference in Wilmington which generated multiple follow-up conversations about the economic activity in and around Leland, particularly with the Leland Innovation Park. Mr. Sutton also attended the Accelerating Growth through Entrepreneurship-Led Economic Development class hosted by the International Economic Development Council. Staff wrote a column in the Wilmington Business Journal entitled “Why Leland Is Pitching Life Sciences” to highlight the impact of life sciences on the state, region, and Leland in particular.

New Businesses

- No new businesses opened in June.

New Construction/Development

- Construction began on the following projects:
 - The 30,000 square-foot fitness center in Leland Town Center near the southwest corner of **Gateway Boulevard** and **Tradeway Drive**.
 - The 7,000 square-foot auto service station in Leland Town Center near the northwest corner of **Gateway Boulevard** and **Ploof Road SE**.

Economic Development Committee Meeting Summary

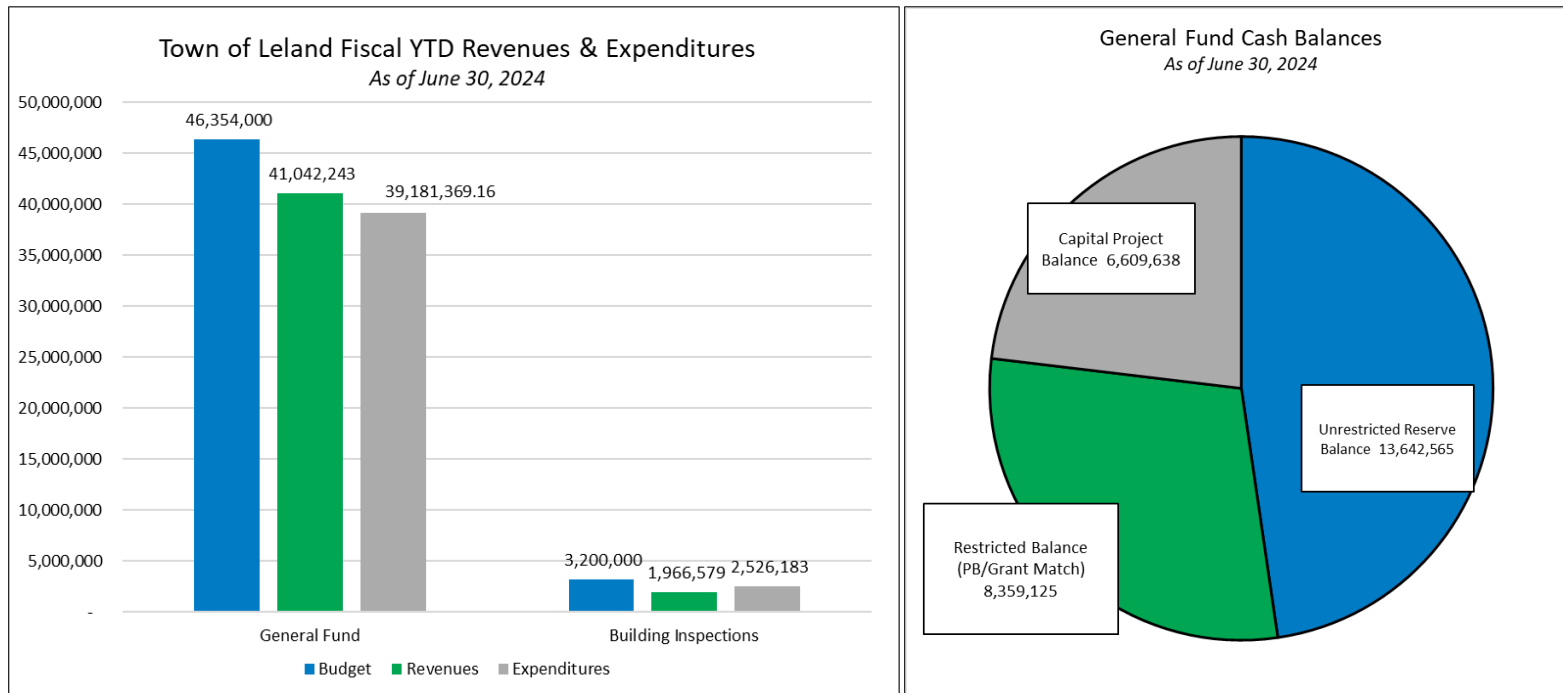
The Economic Development Committee met on June 6 and began the meeting with a presentation from Will Leonard, Senior Vice President with Cape Fear Commercial. He spoke in length about the ongoing industrial projects in the Cape Fear area including activity in the Leland Innovation Park. Mr. Sutton spoke about the Ambassador Program for Life Sciences, which is intended to provide information regarding what North Carolina is doing regarding that industry. Mr. Sutton thanked the outgoing Committee members for their years of service and closed with a few comments about local efforts to host a small business summit.

Department News

Ms. Cook is advancing her professional development by participating in a year-long training course offered by the Grant Professionals Association, titled “Next Level Training for Federal Grants”. Ms. Cook attended the U.S. Department of Housing and Urban Development’s webinar titled “Community Project Funding (CPF) FY24 Welcome Webinar”. Ms. Cook started deepening her knowledge of the U.S. Department of Transportation's Grant Program, “Reconnecting Communities and Neighborhoods”, by actively engaging in their “Reconnecting Communities Bootcamp and Peer Learning Sessions”. These sessions commenced in June and will continue weekly until August 2024.

Ms. Newton attended OpenGov’s webinar titled “Budget Book Essentials”.

Dashboard



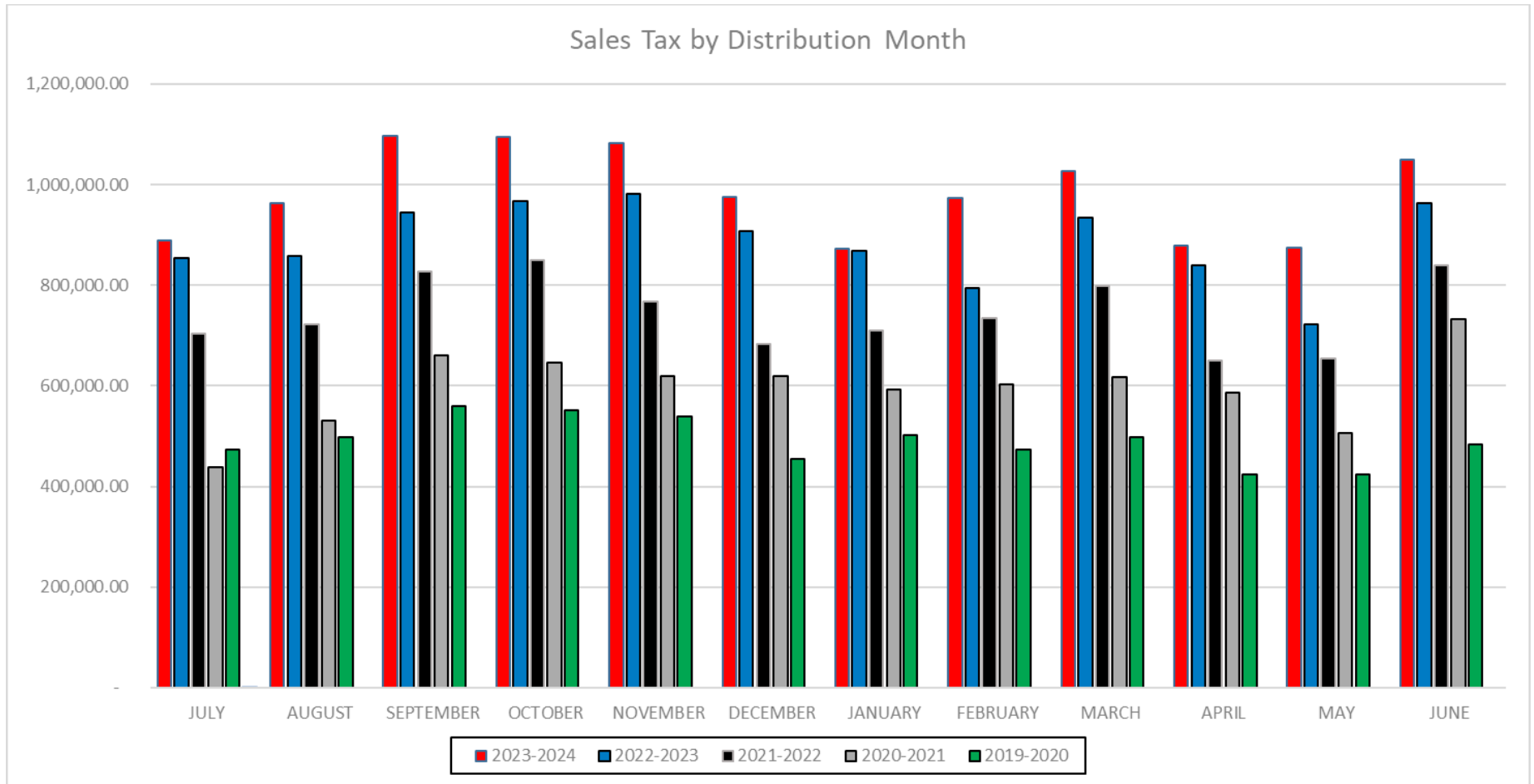
Financial Budget to Actual Report – June 30, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	46,354,000	1,868,462	41,042,243	-	5,311,757	11.46%
Governing Body	315,000	315,000	6,651	261,615	-	53,385	16.95%
Administration	2,300,000	2,300,000	108,159	2,079,056	-	220,944	9.61%
Information Technology	3,285,000	5,285,000	449,754	2,694,696	-	2,590,304	49.01%
Human Resources	470,000	476,000	32,871	375,834	-	100,166	21.04%
Finance	1,000,000	1,000,000	64,408	882,240	-	117,761	11.78%
Planning	1,280,000	1,280,000	82,594	947,594	-	332,406	25.97%
P&R & Cultural Arts	1,210,000	1,210,000	74,321	980,838	-	229,162	18.94%
Fleet & Facilities	1,490,000	1,490,000	212,259	1,461,050	-	28,950	1.94%
Streets & Grounds	3,610,000	3,610,000	202,848	2,639,910	-	970,090	26.87%
Engineering	1,050,000	1,050,000	70,377	573,081	-	476,919	45.42%
Police	6,730,000	6,758,000	412,140	5,791,834	-	966,166	14.30%
Emergency Management	220,000	220,000	17,271	209,470	-	10,530	4.79%
Fire	7,445,000	7,445,000	485,111	6,826,603	-	618,397	8.31%
Debt Services	4,120,000	2,520,000	-	2,517,169	-	2,831	0.11%
Transfers	4,475,000	11,395,000	-	10,940,379	-	454,621	3.99%
EXPENSES	39,000,000	46,354,000	2,218,765	39,181,369	-	7,172,631	15.47%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	155,936	1,966,579	-	1,233,421	38.54%
EXPENSES	3,200,000	3,200,000	176,920	2,526,183	-	673,817	21.06%

*This does not include year end adjusting entries.

FY Sales Tax Distribution

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



Grant News

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

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

There were no purchase orders over \$50,000 issued by the Town Manager in June.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in June.

Audit Committee Meeting Summary

The Audit Committee did not meet in June.

Investment Portfolio

The Town has diversified the investment portfolio across three wealth management banking institutions. The June overview is below.

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Month End Statement Balance
First Citizens Bank	0.0526	1,145.00	2,001,145.00
NC Capital Management Trust	0.0522	87,782.12	17,694,732.72
NC Class	0.05405	2,368.73	4,002,368.73
Total		91,295.85	23,698,246.45

Department News

In June, the Town welcomed one new employee, promoted two employees, and two employees ended their employment with the Town. The Town is actively recruiting for multiple positions, including Police Officers, Firefighter, Deputy Town Clerk, and Transportation Planner. On June 28, staff sponsored an engagement and team building event for all employees at the Leland Cultural Arts Center. In July, staff will sponsor a team building event for firefighters at Fire Station 52.

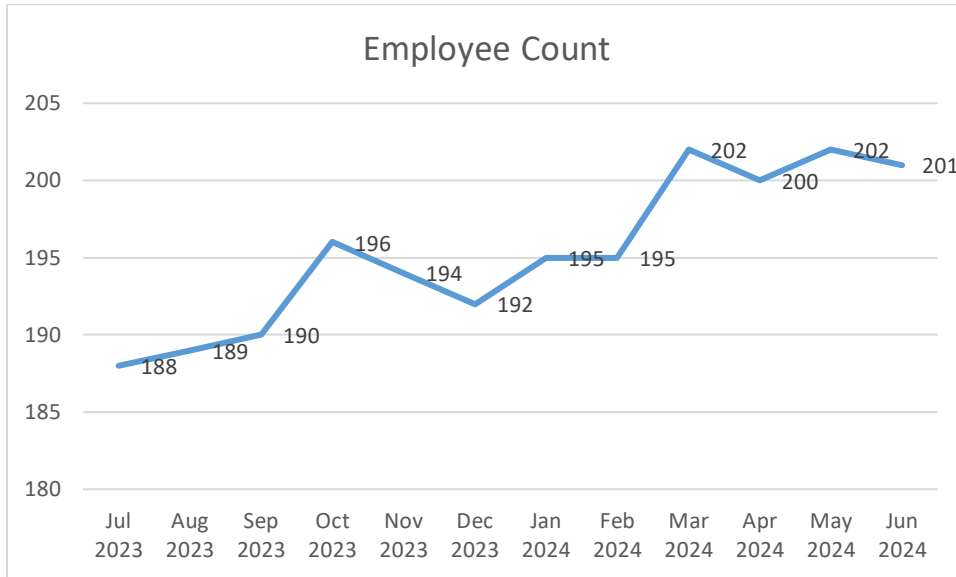
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Kyle Kling	Fire Department	Promotion	6/8/2024	Full-Time Senior Fire/Rescue Captain	Part-Time Fire Apparatus Engineer	Full-Time Senior Fire/Rescue Captain
Nick Shofer	Fire Department	Promotion	6/8/2024	Senior Firefighter	Firefighter	Senior Firefighter
Andew Wangstad	Fire Department	Termed	6/19/2024	Firefighter		
Miranda Malisher	LCAC	New Hire	6/24/2024	Senior Recreation Specialist-Pottery		
Abby Logue	LCAC	Termed	6/28/2024	Part-Time Recreation Specialist		

Workers Comp Data May 2024

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Sprained left foot

Headcount (FT and PT Employees) July 2023 – June 2024



Headcount ⓘ
201
As of June 2024

Hired ⓘ
41

Termed ⓘ
25

Growth Rate ⓘ
8.6%

Turnover Rate ⓘ
12.8%

Average Tenure ⓘ
4.2
(Years)

Turnover Data July 2023 – June 2024

Full Time Turnover

Turnover Rate ⓘ

11.8%

Annualized Rate ⓘ

11.8%

Terminations ⓘ

22

Average Employees ⓘ

186.7

Part Time Turnover

Turnover Rate ⓘ

34.6%

Annualized Rate ⓘ

34.6%

Terminations ⓘ

3

Average Employees ⓘ

8.7

Terminations include voluntary and involuntary separations of employment.

Department News

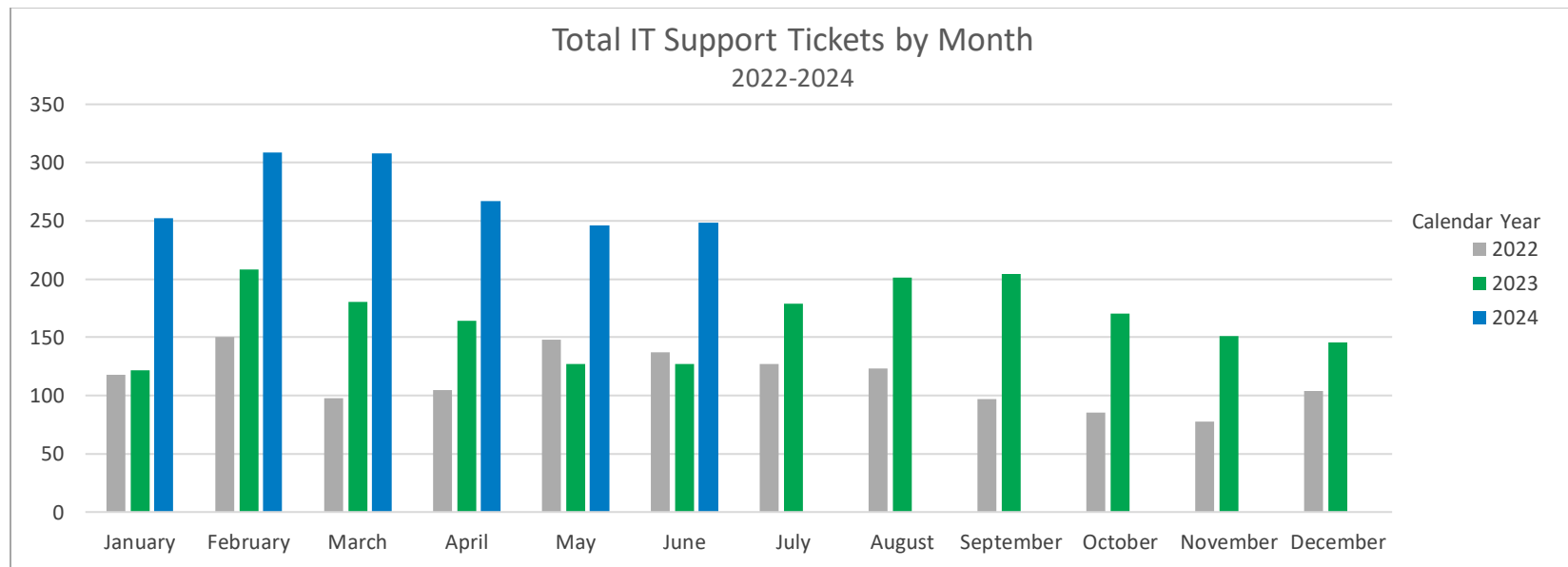
Staff are currently focused on enhancing internal processes through the implementation of a more robust service management system, updating asset inventory, and preparing for security changes that will occur over the coming months.

Major Work Priorities

- Public Safety radio programming and installation
- Digital signage at LCAC
- PC operating system upgrades

Projects Completed

- 9 employees onboarded/offboarded
- Fire Department and Building Inspections mobile modem upgrades
- MOC camera and access control installation



Administration News

On June 24, Ms. Rhodes, Mr. Hollis, Mr. Brooks, Mayor Bozeman, and Councilmember McHugh attended a Strategic Planning Committee virtual meeting. The meeting was to discuss the plans and assist in the preparation of the agenda for the Council Special Meeting on July 12.

Mr. Brooks and Mayor Bozeman attended the summer meeting of the NC Metro Mayors Coalition in Raleigh on June 26. The group discussed issues pertaining to larger municipalities (25,000+ population) within the state, and attended a luncheon hosted by Governor Roy Cooper at the Executive Mansion.

Town Clerk's Office

Ms. Reinhardt attended the quarterly North Carolina Association of Municipal Clerk Board, Executive Committee, Program and Education Committee, and Logistics Committee virtual meetings.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - June 4 Special Council Meeting
 - June 4 Closed Session Meeting
 - June 6 Economic Development Committee
 - June 17 Special Council Meeting
 - June 17 Special Planning Board Meeting
 - June 17 Agenda Council Meeting
 - June 20 Regular Council Meeting
 - June 20 Closed Session Meeting
 - June 25 Board of Adjustment Meeting

- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 9
 - Agendas – 7
 - Resolutions – 9

- Ordinances – 2
- Proclamations – Proclamation Gullah/Geechee National Appreciation Week
- Presentations – 0
- Public Hearing Notices for the Council Meetings – 2
- Board/Committee Vacancies: Parks & Recreation Board Student Representative (2) and Parks and Recreation Board (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,348
- Portal Unique Visits – 2,432
- Special Council Meeting June 4 Agenda Views – 404
- Economic Development Meeting June 6 Agenda Views – 169
- Agenda Council Meeting June 17 Agenda Views – 206
- Special Council Meeting June 17 Agenda Views – 204
- Special Planning Board Meeting June 17 Agenda Views – 75
- Regular Council Meeting June 20 Agenda Views – 670
- Board of Adjustment Meeting June 25 Agenda Views – 204
- Planning Board Meeting June 25 Agenda Views – 52