



---

## STAFF REPORTS

June 2024 Regular Meeting

Public Works.....	2
PRCR.....	10
Communications.....	12
Public Safety (Police, Fire/Rescue, Emergency Management).....	17
Planning and Inspections .....	29
Economic and Community Development.....	39
Finance .....	40
Human Resources .....	44
Information Technology.....	47
Administration.....	49

## Department News

Staff generated 405 work orders in May and closed 353 of them (87%).

Current staff vacancies are Facilities Maintenance Supervisor.

## Streets Updates

### Work Priorities and Initiatives

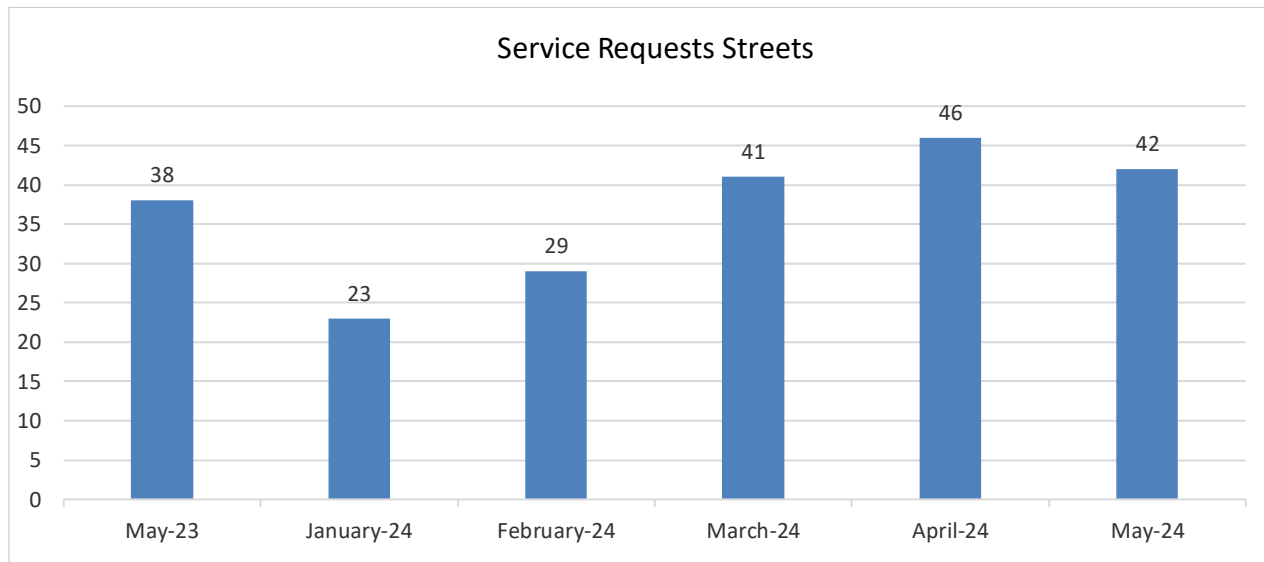
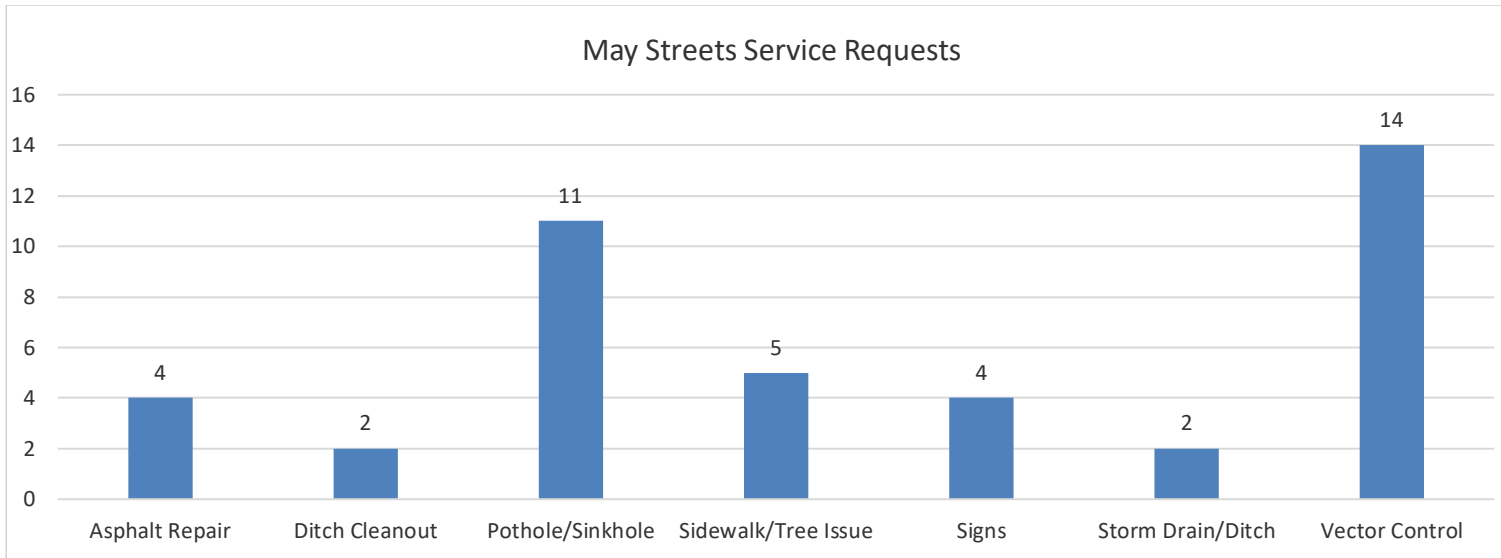
- Staff will begin to focus on sinkhole repairs, sidewalk, and curb replacements. This work will take place in Magnolia Greens, Windsor Park, Brunswick Forest, and Mallory Creek.
- Staff began clearing paths on the River Road property.

### Projects Completed

- Staff completed all scheduled asphalt repair projects for the spring season.
- Staff repaired sinkholes in several locations, including Magnolia Greens, Windsor Park, Lanvale Forest, and Brunswick Forest.
- Staff removed trees within the right-of-way on Grandiflora Drive in preparation for sidewalk repair/replacement work.
- Staff made several minor pavement repairs in Birch Creek and Brunswick Forest.
- Staff cleaned out the concrete drainage flumes in Birch Creek.
- Four staff members attended the North Carolina Pesticide course and took the North Carolina CORE test. Results are pending.

### Work Order Summary

- Streets generated 42 work orders in May, with the majority being vector control (14), pothole/sinkhole (11), and sidewalk/tree issue related (5).
- Streets completed 25 work orders in May, with an approximate expense of \$67,400 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$37,300).



## Grounds Updates

### Work Priorities and Initiatives

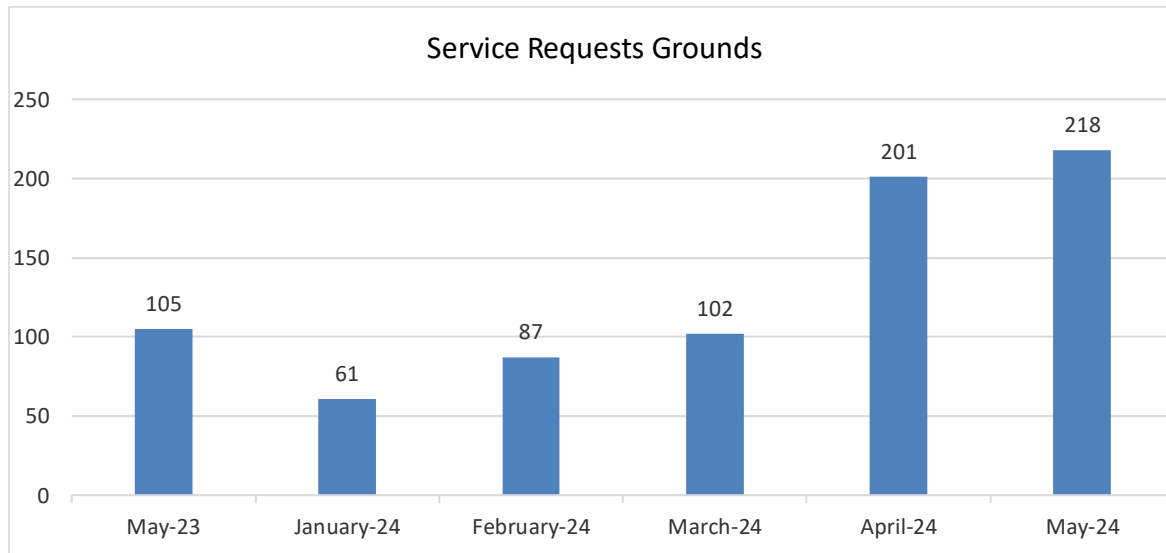
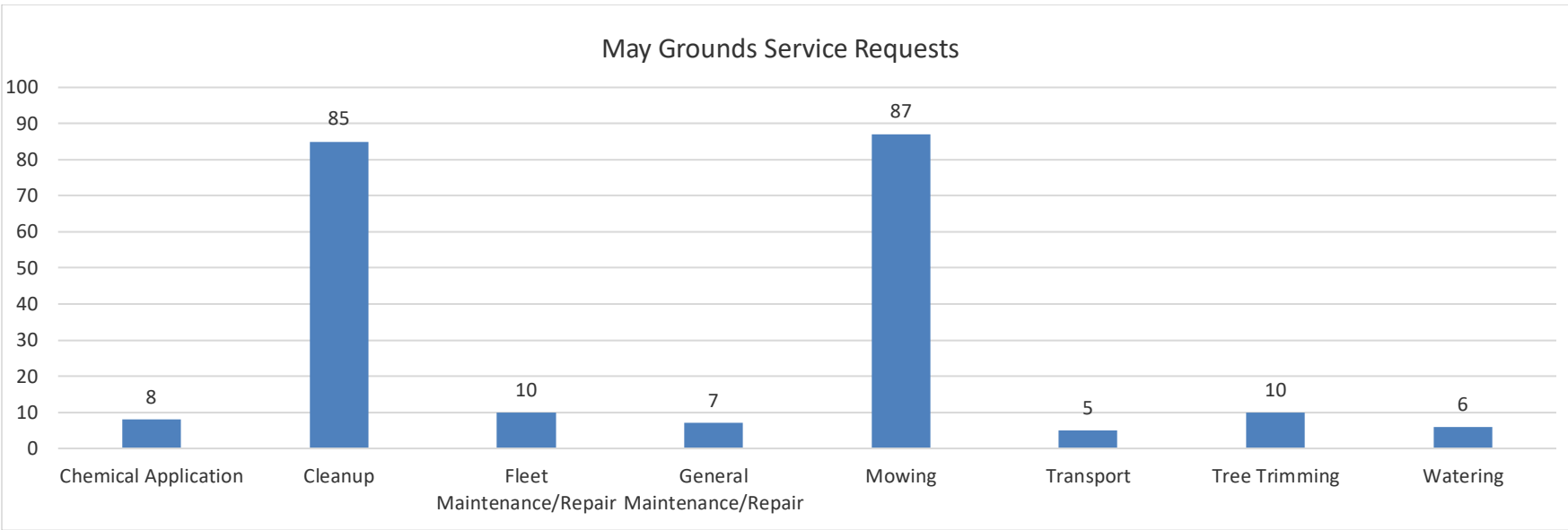
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will continue to install mulch in Town parks, at Town Hall, and at other Town-owned properties.
- Staff will continue to repair the boardwalk and fishing dock at Cypress Cove Park.
- Staff will continue to water annuals along the Village Road islands.

### Projects Completed

- Staff have replaced 75% of the wooden sidewalk and fishing tee dock at Cypress Cove Park as the repair is still ongoing.
- Staff repaired sections of the boardwalk on the path to the classroom and bridge at Westgate Nature Park.
- Staff tightened the steel cables on the bridge and wooden walkway to the classroom at Westgate Nature Park.
- Two staff members attended the North Carolina Pesticide course and took the North Carolina CORE and Right-of-Way exams. Results are pending.

### Work Order Summary

- Grounds generated 218 work orders in May, with most of them being mowing (87), cleanup (85), fleet maintenance/repair (10), and tree trimming related (10).
- Grounds completed 212 work orders in May, with an approximate expense of \$32,200 in labor, equipment, and materials to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

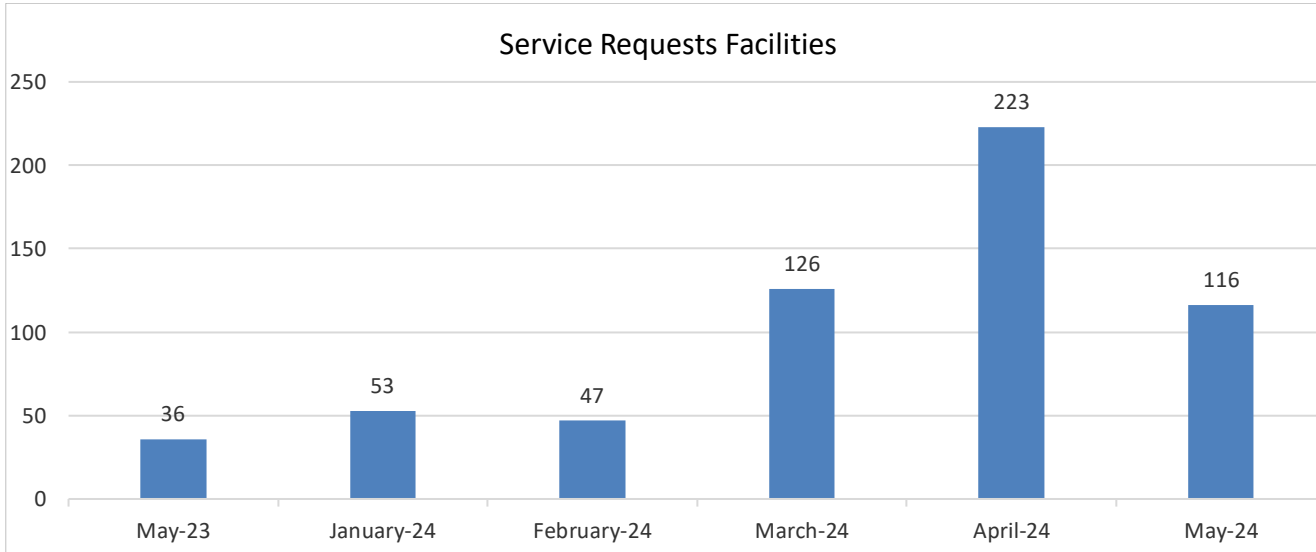
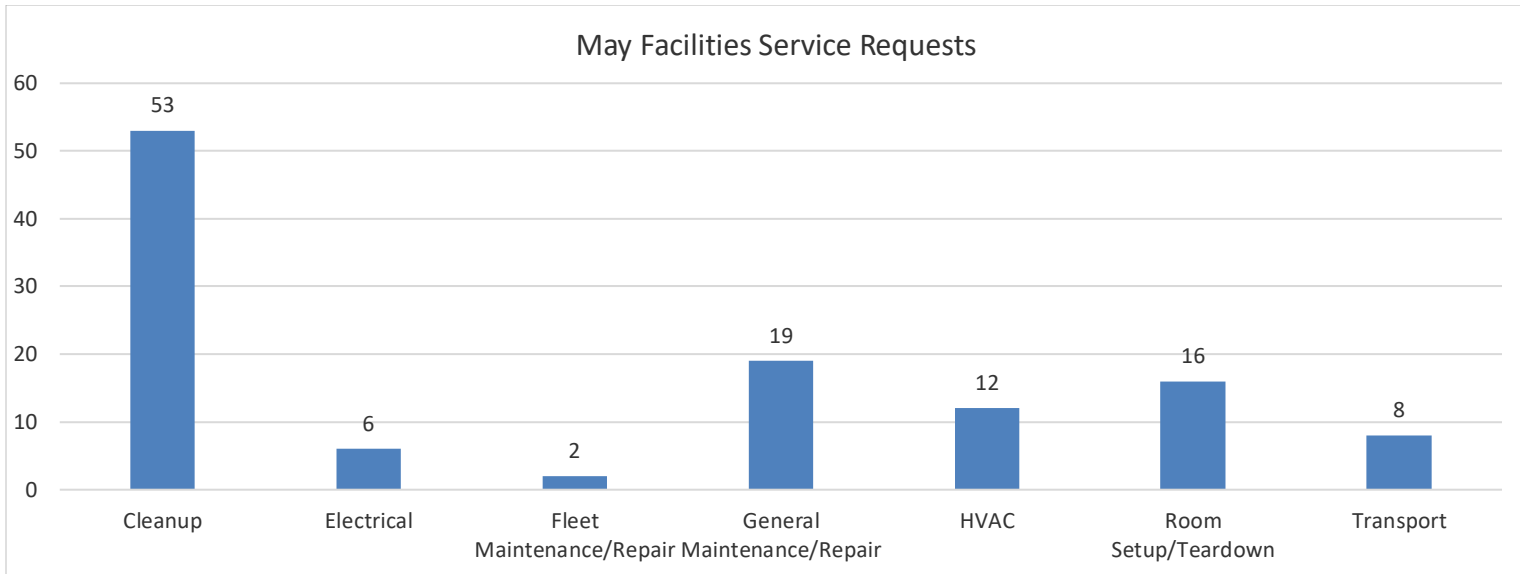
- Staff will continue preventative maintenance of the HVAC system at Town Hall.
- Staff are currently engaged in the replacement of four new HVAC systems at Fire Station 52.
- Staff will be reviewing training classes on the HVAC systems.
- Staff will be reviewing in-house electrical classes on transfer 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 review improving the lighting in the MOC warehouse.
- 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 completed a compressor installation and updated the compressed air system in the MOC warehouse.
- Staff replaced one of the HVAC compressors at the LCAC.
- Staff completed the gutter installation at the LCAC.
- Staff completed the labeling of electrical outlets and boxes in the MOC warehouse.
- 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.

### Work Order Summary

- Facilities generated 116 work orders in May, with most of them being cleanup (53), general maintenance and repair (19), room setup/teardown (16), and HVAC related (12).
- Facilities completed 87 work orders in May, with an approximate expense of \$24,300 in labor and materials.



## Fleet Vehicle Updates

### Work Priorities and Initiatives

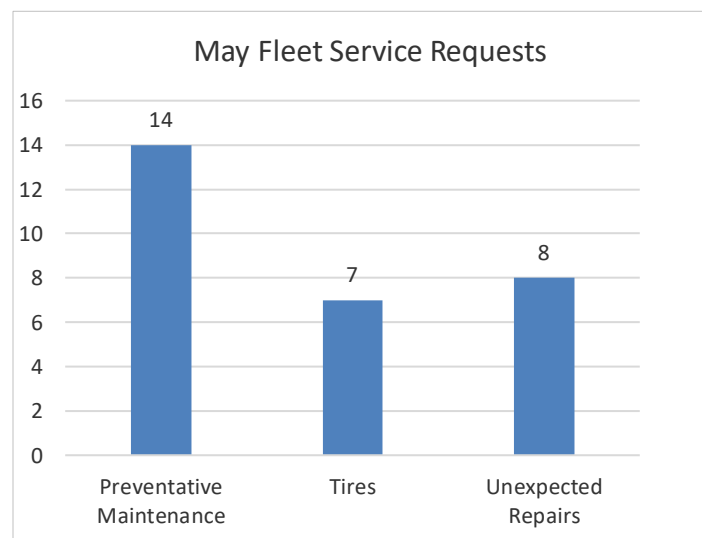
- Staff are working on safety recalls on 10 Town vehicles. Repairs are waiting on parts.
- Staff are working with departments to identify upcoming vehicle purchases in the new fiscal year.

### Projects Completed

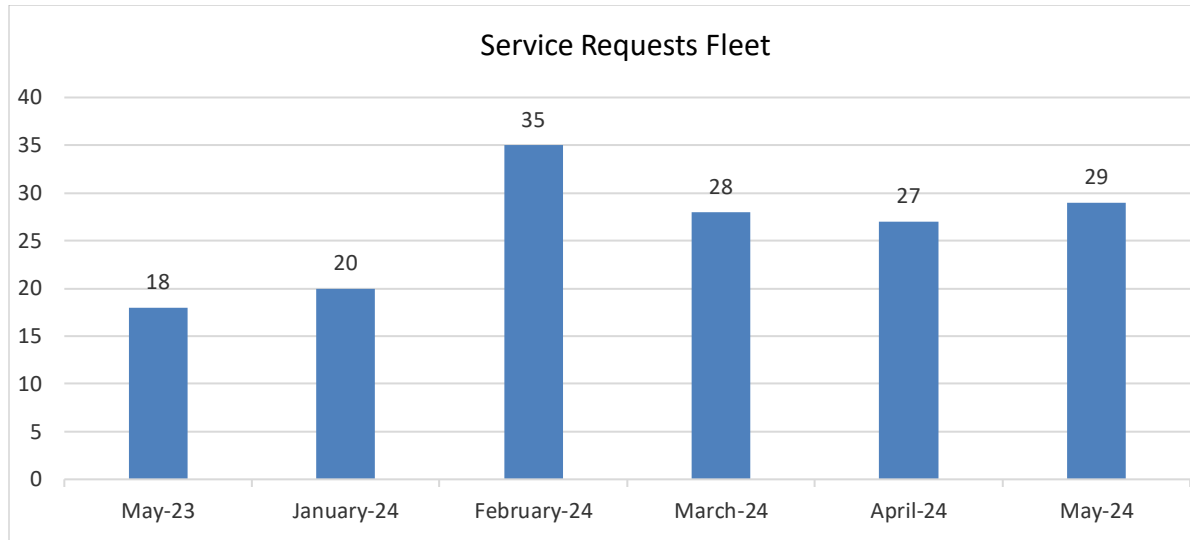
- Staff sold a Police vehicle on GovDeals for \$3,351.
- Staff sold a Fire boat and trailer on GovDeals for \$3,025.
- Safety recall repairs were completed on one Town vehicle.

### Work Order Summary

- Fleet generated 29 work orders in May for an approximate expense of \$7,200. Of these, 14 were for scheduled preventative maintenance for about \$1,600.







## Department News

Abby Logue joined the department as a Part-Time Recreation Specialist on May 28.

## Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in May. The next meeting is scheduled for June 26, 2024.

## Upcoming Events

June 1-26 – Mills-Winkler, Appleby Gallery, LCAC

June 6, 6-8 p.m. – Mills-Winkler, Appleby Gallery Reception, LCAC

June 8, 10 a.m.-2 p.m. – Hurricane Expo, LCAC

June 8, 7-10 p.m. – Contra Dance, LCAC

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

June 27, 7-8 p.m. – Over the River Theater Company "Complete History of America" performance, LCAC

## Parks, Recreation, and Cultural Resources Updates

The spring/summer session is wrapping up as the last session of programs is getting ready to start. The current gallery exhibit with Mills-Winkler and Appleby is set with some incredibly beautiful pieces. The department will host the summer art market in July. Staff are finalizing details for the upcoming fall/winter schedule, including programs and events for the reopening of Founders Park.

## Social Media Update

- PRCR Facebook Highlights (May 1 – 31, 2024)
  - Followers/Likes – 5,965
  - Page reach – 25,000
  - Top post (Largest reach): “Join artist & instructor Claire Clemmons for this FREE hands-on miniature planter pottery workshop at the Leland Library from 10 AM - 12 PM. Craft your own unique planter and adorn it with surface designs. Registration is encouraged but not required.”
- LCAC Facebook Highlights (May 1 – 31, 2024)
  - Followers/Likes – 5,059
  - Page reach – 9,700
  - Top post (Largest reach): “This past weekend, we hosted our 2024 Spring Artisan Market, and what a GREAT success it was! Our vendors showcased incredible creativity and talent! A heartfelt thank you to everyone who came out to support these small businesses and celebrate artistry!”
- PRCR Instagram (May 1 – 31, 2024)
  - Followers/Likes – 1,839
  - Post reach – 2,000
  - Top post (Largest reach): “Calling all adventurers! Dive into May with our upcoming kayak trip: May 29 for a more challenging excursion to Eagles Island. Spaces fill up fast, reserve your spot now!”
- LCAC Instagram (May 1 – 31, 2024)
  - Followers/Likes – 1,804
  - Post reach – 864
  - Top post (Largest reach): “We enjoyed getting the chance to host Brunswick County Parks and Recreation’s 2024 Silver Arts Showcase this week! Congratulations to all participants who competed!”

## Department News

In May, at least 347 people visited the front desk at Town Hall and 327 called the main phone line. 43% of the calls were for Planning and Inspections, 9% were for Police, and 9% were for Public Works. 39% of the visitors logged were drop-ins, 18% had appointments, and 44% were for Police. The department facilitated responses to 38 contact forms submitted through the website.

Ms. Fore completed two Adobe webinars titled “Building Brand Kits for Better Customer Experiences” and “Best Practices for Consistent Brand Storytelling”. Ms. Jewell and Ms. Fore attended an internal Incident Action Planning software training. Ms. Jewell participated in the UNC School of Government webinar “Responding to Citizen Incivility: Managerial and Legal Strategies”. Ms. Jewell also participated in the North Carolina City and County Communicators webinar “Investing in Internal Communications”.

## Social Media Update

- Facebook Highlights (May 1 – 31, 2024)
  - Added 109 new page followers
  - Impressions – 129,130
  - Top post (Largest reach): “Traffic Alert: The westbound lanes of the Cape Fear Memorial Bridge, from Wilmington into Leland, are scheduled to open today, May 8, starting at 7 p.m. The reopening process will take several hours to complete. Expect lane closures beginning May 9, between 7 p.m. and 6 a.m., until the platform under the bridge is removed. For more NCDOT project details 📍 <https://ow.ly/MLf550RyCee>.”
- Twitter/X Highlights (May 1 – 31, 2024)
  - Impressions/Reach – 1,937
  - Top tweet (Largest reach): “Help us welcome our new hires to the Town! 👏 #LelandNC”
- NextDoor Highlights (May 1 – 31, 2024)
  - Impressions/Reach – 129,895
  - Likes/Comments – 260
  - Top post (Largest reach): “We’re excited to announce we’ve received a \$1 million grant for the Old Fayetteville Road Culvert Replacement Project. This picture shows the damage done to the culvert and roadway during Hurricane Florence, which blocked access to an emergency shelter. This project will help prevent future flooding. Thanks to North Carolina Emergency Management for the Disaster Relief and Mitigation Fund grant! Learn more about what this means for the community 📍 <https://ow.ly/euwU50S2QKE> #LelandPrepares”

- Instagram Highlights (May 1 – 31, 2024)
  - Added 25 new page followers
  - Post impressions – 4,447
  - Top post (Largest reach): “ ⚠️ Traffic Alert: The westbound lanes of the Cape Fear Memorial Bridge, from Wilmington into Leland, are scheduled to open today, May 8, starting at 7 p.m. The reopening process will take several hours to complete. Expect lane closures beginning May 9, between 7 p.m. and 6 a.m., until the platform under the bridge is removed. For more NCDOT project details, click the link in our bio.”
- LinkedIn Highlights (May 1 – 31, 2024)
  - Added 8 new followers
  - Page views – 71
  - Post impressions – 4,950
  - Reactions/Comments/Shares – 190
  - Top post (Largest reach): “As we celebrate the 55th Annual IIMC Professional Municipal Clerks Week, we're honored to shine a spotlight on our exceptional Town Clerk, Sabrena Reinhardt! With 12 years of dedicated service to the Town of Leland, Sabrena exemplifies unwavering commitment to our community and team. Join us in expressing heartfelt appreciation for her invaluable contributions!”

## Project Updates

- Created posts that resulted in more than 270,359 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.
- Created the Town of Leland [Hurricane Guide](#), a crucial resource aimed at helping residents prepare for and respond to hurricanes. Staff worked with a vendor to print copies that will be distributed at the Hurricane Expo and other Town events throughout the year.
- Started working with Police and Fire/Rescue to overhaul their strategic plans for brand compliance.
- Helped create graphics and other materials for inclusion in the budget book.
- Worked with various departments to promote upcoming events and maintain up to date information on the Town website.
- 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
  - [Submit Your Application to Join a Board or Committee](#)
  - [NCDOT: Preservation of Cape Fear Memorial Bridge Completed Ahead of Schedule](#)
  - [Town of Leland to Host Fourth Annual Hurricane Expo](#)
  - [Town Council Approves Budget for Fiscal Year 2024-2025](#)
  - [Town of Leland Receives \\$1 Million Grant for Old Fayetteville Road Culvert Replacement Project](#)
  - [Leland 2045 Quarterly Update](#)
  
- Port City Daily
  - [Juvenile arrested after Brunswick County car break ins](#)
  - [Rep. Iler files bill to allow recall elections in Leland after requests from 200 residents](#)
  - [The Agenda: In area government this week](#)
  - [Fave Chapel Hill burger shack to open in Leland, Wilmington next](#)
  - [Leland passes 17% property tax increase, town hall expansion comes in \\$7M less](#)
  - [The Agenda: In government this week](#)
  - [Leland Town Center to get a new brunch spot by summer](#)
  - [The Agenda: Local government meetings this week](#)
  - [Leland man arrested in stabbing](#)
  - [Leland receives \\$1M in grant money for flood mitigation on critical route](#)
  
- WWAY
  - [Leland residents voice concerns about tax increase during Special Town Council meeting](#)
  - [Leland Police Department releases name of driver killed in US 17 crash](#)
  - [Several Leland communities falling victim to recent rash of car break-ins](#)
  - [Following outcry from proposed Leland tax hike, Rep. Iler files bill that would allow voters to remove elected officials from office](#)
  - [Leland Police transfer intersection switches, allowing traffic light operation during power outage](#)
  - [Chapel Hill restaurant Al's Burger Shack opening in Leland](#)
  - [Leland Town Council approves \\$46 million budget, including 17% tax rate increase](#)
  - [Leland man arrested for allegedly stabbing person with knife](#)

- [Leland receives \\$1 million grant for Old Fayetteville Road culvert replacement project](#)
- [Lanes reopen after trash truck hits bicyclist on Highway 17 in Leland](#)
- [Leland bicyclist suffers serious injuries after riding into the path of trash truck](#)
- WECT
  - [Budget plan that includes controversial tax increase in Leland is one step closer to potentially being approved](#)
  - [Juvenile charged in connection to string of local vehicle thefts and break-ins in](#)
  - [Officials identify driver killed in crash near U.S. 17 and Grandiflora Drive in Leland](#)
  - [Rep. Iler files bill allowing voters in Leland to amend town charter and allow recall elections](#)
  - [Leland Police Department implements transfer switches at multiple intersections](#)
  - [Elected official reacts to proposed bill that could introduce recall elections in Leland](#)
  - [Leland invites community to annual Hurricane Expo](#)
  - [Chapel Hill staple Al's Burger Shack announces Leland expansion](#)
  - [Leland Town Council unanimously approves 17% property tax increase amid backlash](#)
  - [Leland leaders approve 17% property tax increase despite strong opposition](#)
  - [Truck catches on fire on U.S. 17 in Leland](#)
  - [Leland man arrested after overnight stabbing](#)
  - [Town of Leland receives \\$1 million to replace Old Fayetteville Road culvert damaged by storm](#)
  - [Town of Leland says bicyclist crashed into truck in U.S. 17 crash](#)
- StarNews
  - [With residents pushing back against a tax increase, here's where Leland gets its money](#)
  - [Brunswick Today Newsletter: What the president missed here, plus new development guidelines](#)
  - [From duplexes to triplexes, more housing planned along growing Leland road](#)
  - [One dead following single vehicle collision in Leland](#)
  - [PHOTOS: Leland's Village Road through the years](#)
  - [This restaurant was voted 'Best Burger in America'. Now it's coming to Leland.](#)
  - ['You should be ashamed': Leland council approves 17% property tax increase in new budget](#)
  - [Brunswick Today Newsletter: Nostalgia and new businesses heading to Brunswick](#)
  - [One charged in connection with Leland stabbing](#)

- WilmingtonBiz
  - [Leland Eyes Commercial Growth](#)
  - [Done Early: Cape Fear Memorial Bridge To Fully Reopen Wednesday](#)

## 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 May. The next meeting is scheduled for July 17, 2024.



## Department News

Sergeant Lewis attended the third and final week of the Police Leadership Institute May 6-10 at the North Carolina Justice Academy. This training spans over a three-month period and is designed to equip criminal justice leaders with the tools to steer their agencies and communities toward the future.

Senior Officer Peters attended a Crash Reconstruction course May 6-17 at the North Carolina Justice Academy. This course is intended to enable participants to reconstruct traffic crashes.

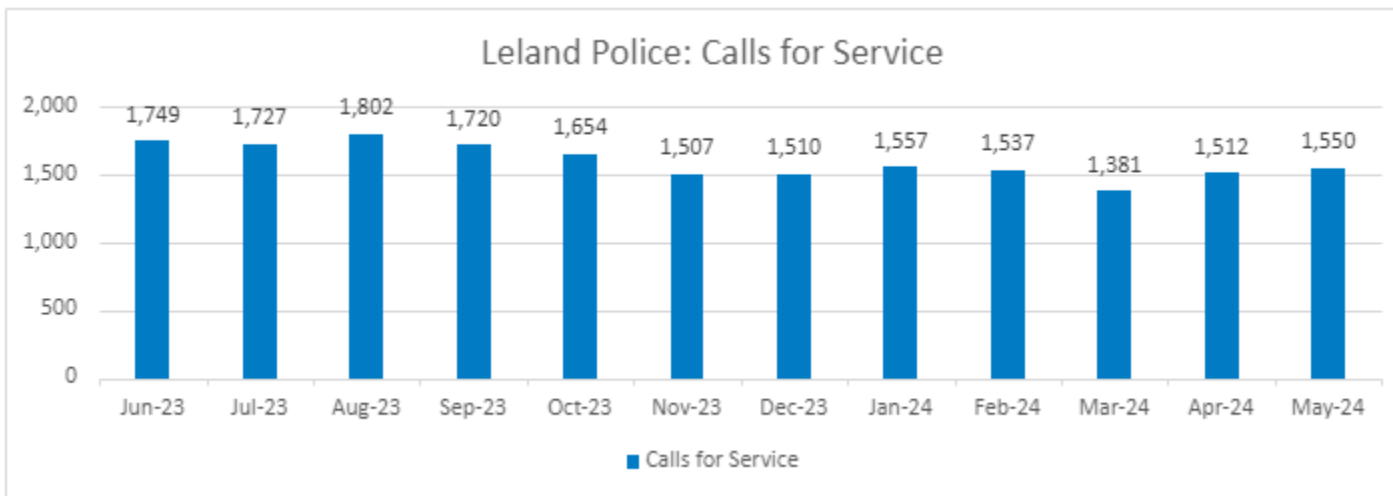
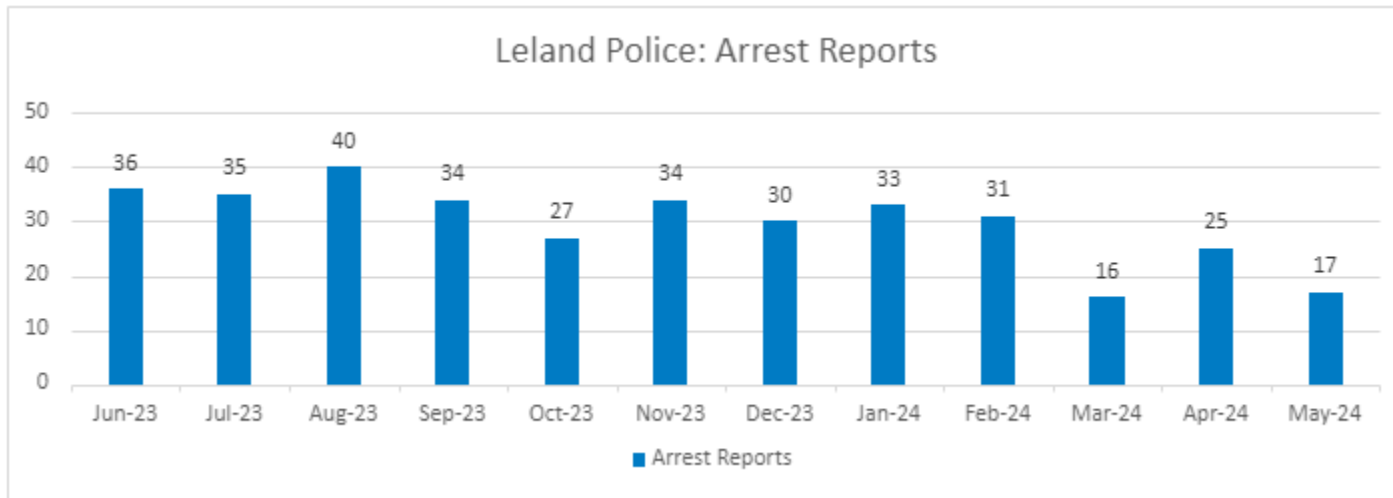
Sergeant Munger attended All Hazards Resource Unit FEMA Training May 13-16 in Washington, N.C. This training is intended for leaders in charge of incident command during emergency situations.

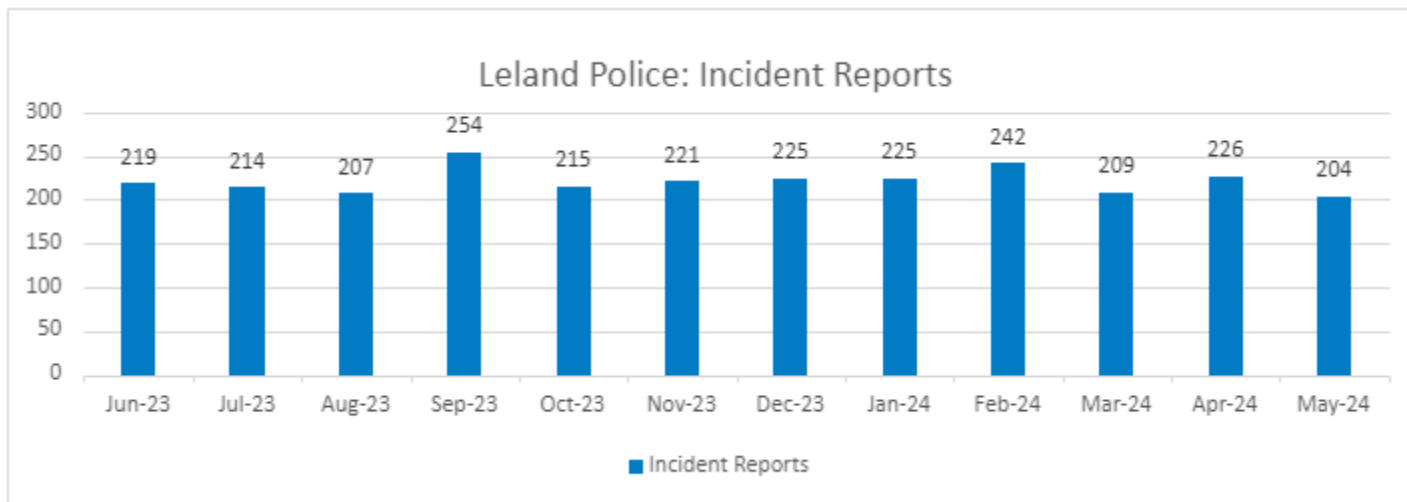
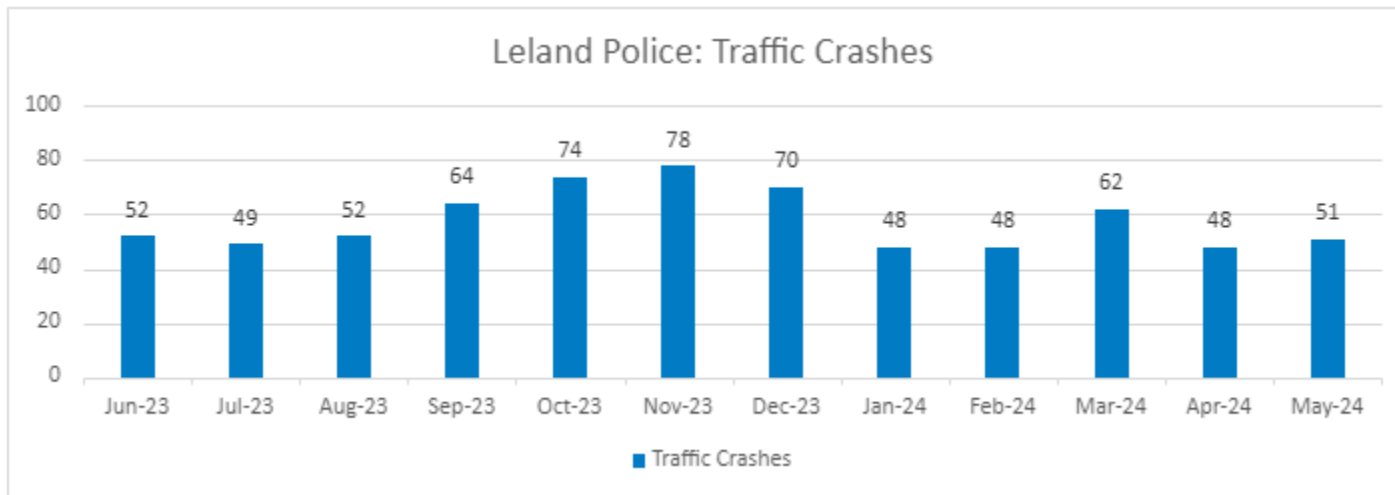
Officer Crogan attended Community Oriented Policing Training May 13-15 at the North Carolina Justice Academy. This course is for personnel actively engaged in community policing initiatives within their agency.

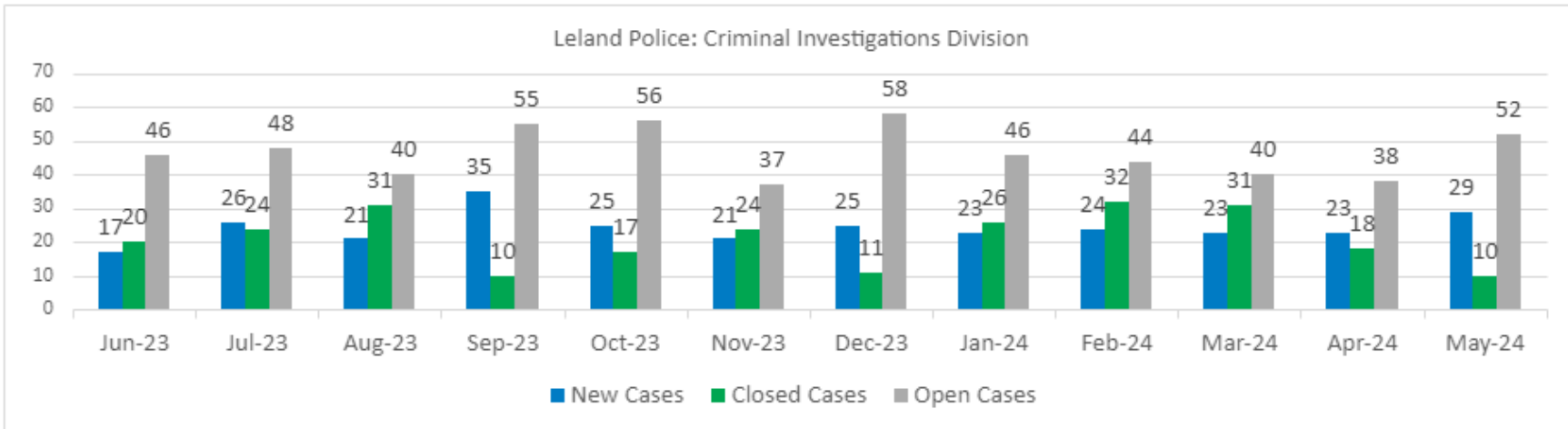
Master Officer Terry attended First Line Supervision Training May 20-24 at the North Carolina Justice Academy. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

Officers Hart and Porter attended the DWI Detection and Standardized Field Sobriety Testing (SFST) course May 28-31 at Fire Station 51. This curriculum prepares police officers and other qualified persons to conduct SFST for use in DWI 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							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
<b>Totals</b>	<b>158</b>	<b>9</b>	<b>26</b>	<b>29</b>	<b>14</b>	<b>4</b>	<b>19</b>

## Department News

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

- Assisted seven citizens with child passenger seat checks or installations
- Assisted 25 homeowners with smoke alarm installations or battery replacements
- Assisted one homeowner with a residential KnoxBox installation
- Conducted two station tours
- Conducted hands-only CPR class for Mallory Creek residents
- Conducted emergency evacuation training for Inspire Brunswick Forest residents

David Watkins was promoted to Senior Captain.

Firefighters Matt Austin and Tyler Williams completed their 90-day probationary periods and received their permanent shields.

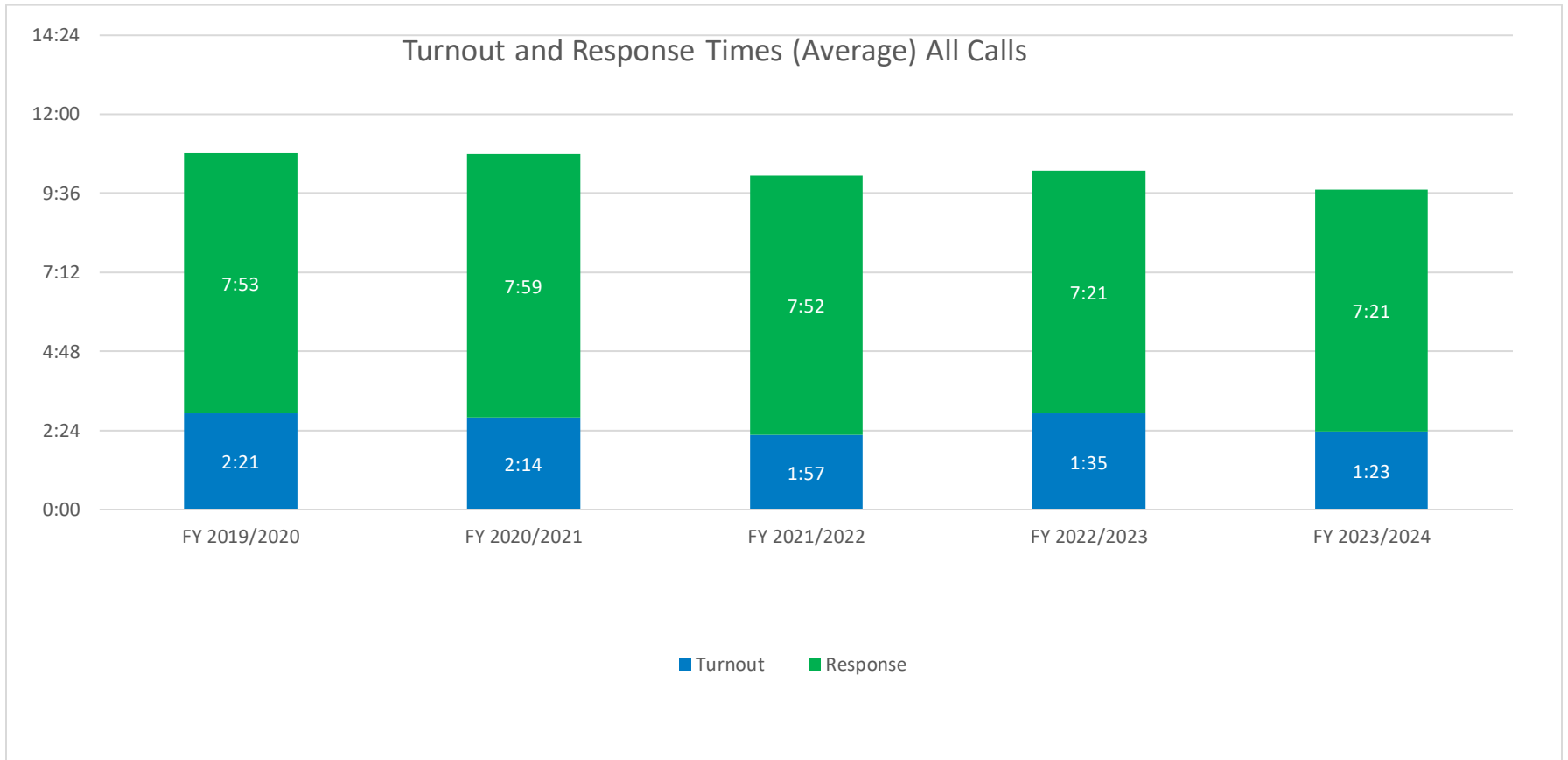
Firefighter Chris Daw completed the 64-hour Technical Rescue Confined Space class.

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

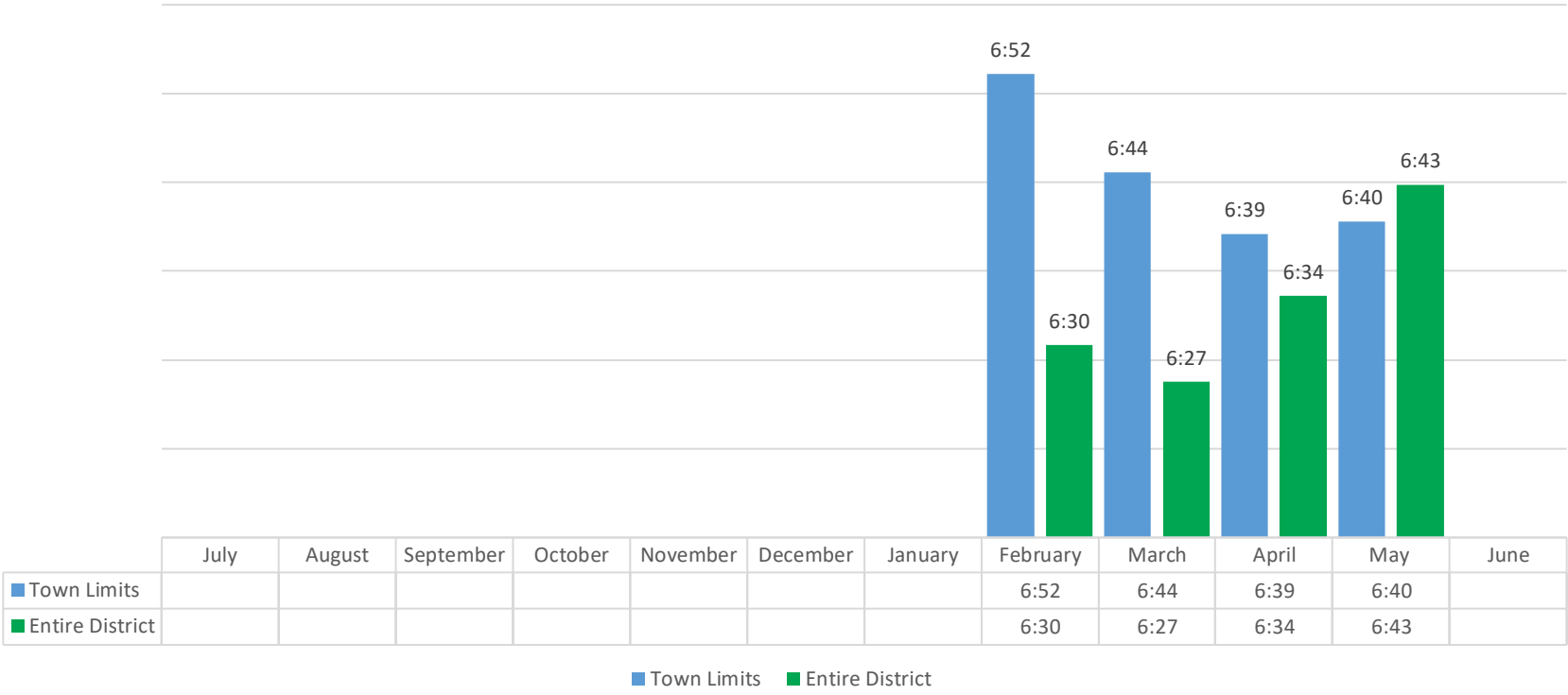
The department's Water Rescue Technicians attended the Swift Water Training Facility at Fayetteville Technical Community College. This training allowed members to hone their skills and effectively respond in the event of a water-related emergency.

The department conducted truck company operations and hoseline advancement training in an acquired structure with firefighters from Calabash, Horry County, Sunset Beach, and Ocean Isle Beach. This training provided firefighters with real-life experience in a realistic setting.

## Dashboard



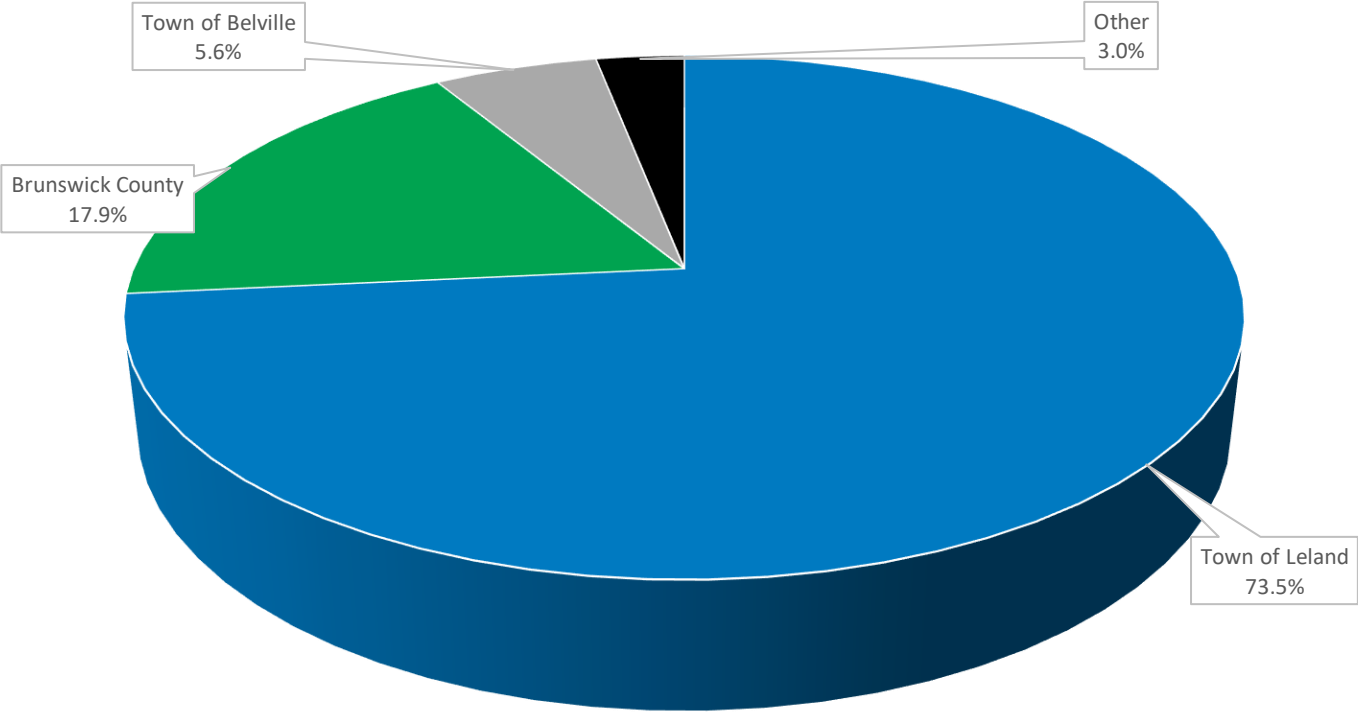
FY 2023/2024 Response Times (Average) Emergency Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ Town Limits								6:52	6:44	6:39	6:40	
■ Entire District								6:30	6:27	6:34	6:43	

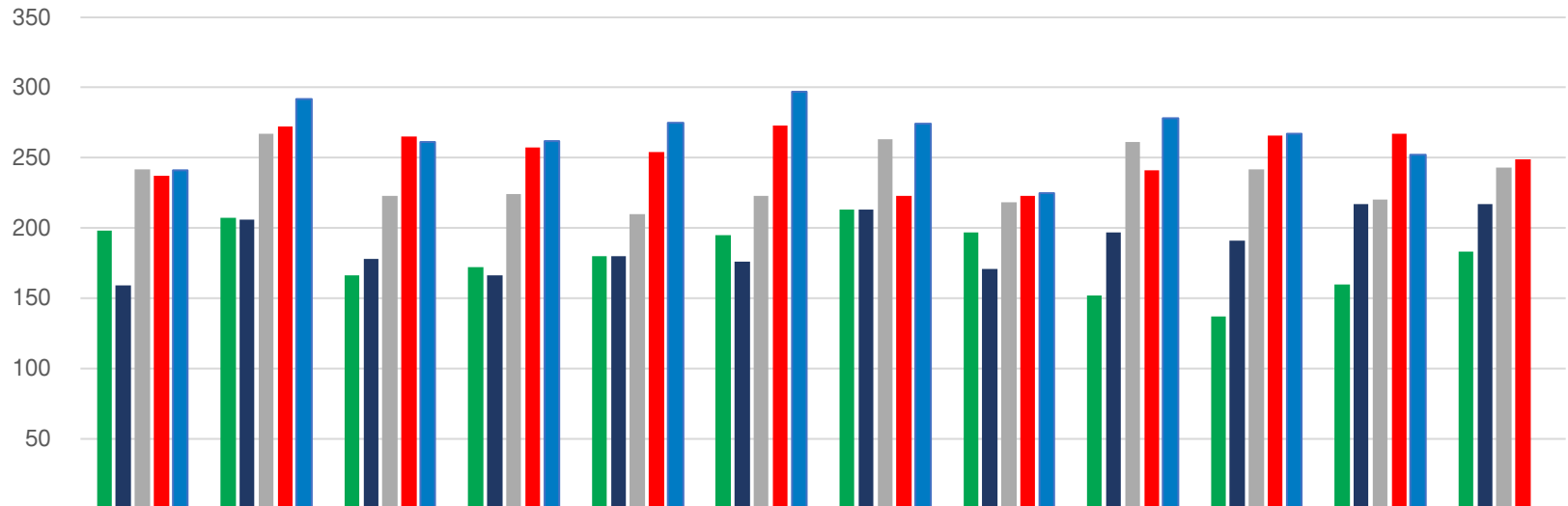
■ Town Limits ■ Entire District

FY 2023/2024 Fire Calls by Zone





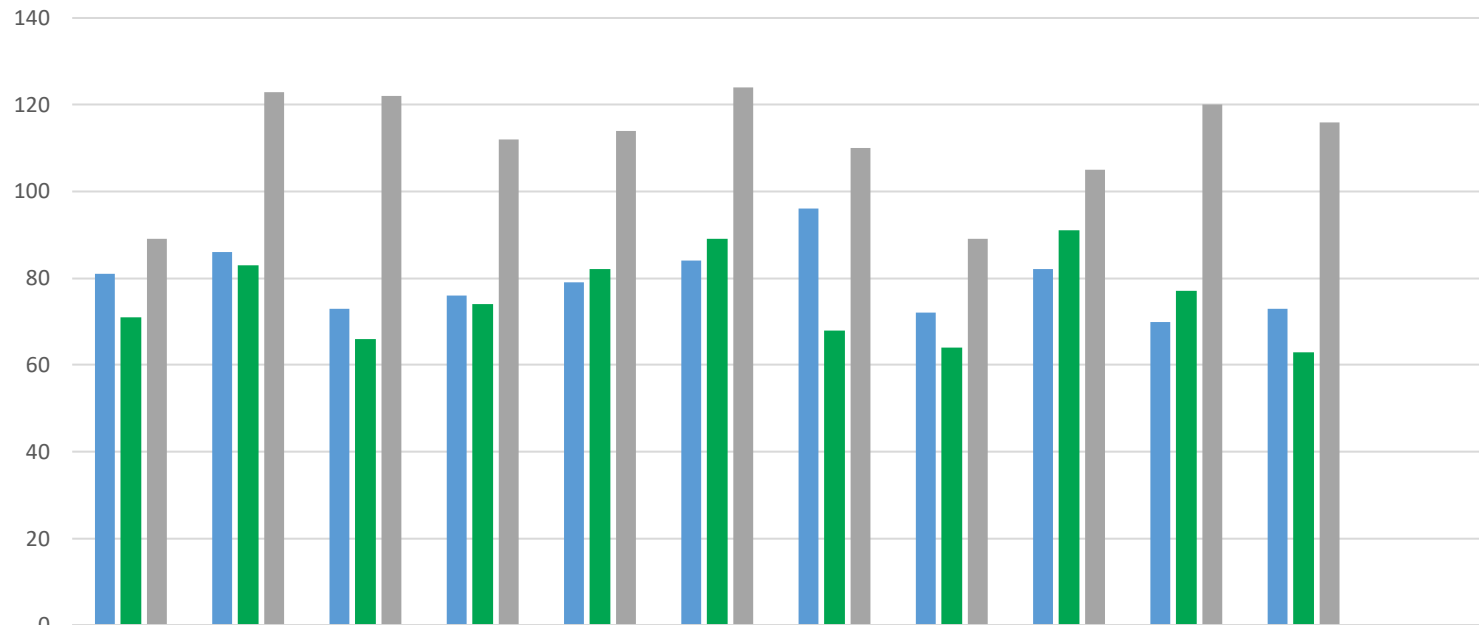
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2019/2020	198	207	166	172	180	195	213	197	152	137	160	183
■ FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
■ FY 2021/2022	242	267	223	224	210	223	263	218	261	242	220	243
■ FY 2022/2023	237	272	265	257	254	273	223	223	241	266	267	249
■ FY 2023/2024	241	292	261	262	275	297	274	225	278	267	252	

■ FY 2019/2020   ■ FY 2020/2021   ■ FY 2021/2022   ■ FY 2022/2023   ■ FY 2023/2024

FY 2023/2024 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Popular)	81	86	73	76	79	84	96	72	82	70	73	
Station 52 (Westport)	71	83	66	74	82	89	68	64	91	77	63	
Station 53 (Lanvale)	89	123	122	112	114	124	110	89	105	120	116	

■ Station 51 (Popular)   
 ■ Station 52 (Westport)   
 ■ Station 53 (Lanvale)



## Department News

Staff participated in a cybersecurity exercise to evaluate and train on a potential ransomware attack on the Town's IT infrastructure. Staff were posed with a loss of all Town computer and telecommunication systems. The goal was for each department to analyze how their practices and procedures would be affected. The Threat and Hazard Identification and Risk Assessment (THIRA) task force met to develop the Town's THIRA plan. Planning was in the final stages for the fourth annual Hurricane Expo, happening on June 8 from 10 a.m. until 2 p.m. at the Leland Cultural Arts Center. Staff provided two workshops to Brunswick Forest residents on family hurricane preparations and planning.

## Work Priorities and Initiatives

- Review of Chapter 22 of ordinances
- Developing THIRA
- Preparing for further staff Incident Action Plans training
- Hurricane Expo preparations
- Department playbook review

## Projects Completed

- Cybersecurity tabletop exercise

## Department News

Daniel Knoch passed the certification exam and received his Standard Fire Level 3 certification. Mr. Knoch is now among 5% of over 4,000 code officials in North Carolina with standard level 3 certifications in all five areas (building, mechanical, electrical, plumbing, and fire).

Glenn Anderson completed the NC Mechanical Level 1 course and is now preparing to take the certification exam.

Corbin Keene completed the NC Building Level 1 course and is now preparing to take the certification exam.

Dusty Greiner and Skip Brown passed the certification exam and received their Standard Plumbing Level 1 certifications.

Adam Stanley and Mark Fields passed the certification exam and received their Standard Mechanical Level 1 certifications.

Ben Andrea and Ben Watts attended the North Carolina Association of Floodplain Managers conference in Wrightsville Beach. The conference provided an overview of best practices in floodplain management and technical assistance resources on NFIP, CRS, and elevation certificates. Engineering firms and researchers presented various stormwater management projects and new and emerging technologies.

Jessica Moberly attended City Limits: Infrastructure, Inequality, and the Future of America's Highways, a webinar hosted by America Walks. The webinar covered topics including how America's continuously expanding highways accelerate inequality and fracture communities, recent work of community advocates to create more livable cities and neighborhoods in the face of highway expansions, and places where removing highways has brought new life to divided communities.

Ms. Moberly also attended Equity in Roadway Safety, a webinar hosted by the U.S. Department of Transportation. The webinar shared strategies and tools that can be integrated into transportation programs and projects to close disparities in roadway fatalities on the way to the shared goal of zero deaths. State, regional, and local transportation professionals shared innovative examples to inspire transportation professionals to equitably implement transportation improvements. This session covered equitable data analysis including the Centers for Disease Control's Syndromic Surveillance data, which provides real time serious injury data, and National Highway Traffic Safety Administration's Fatality and Injury Reporting Tool, which provides easy query of fatality data.

## Planning Board Meeting Summary

The Planning Board met on May 28, 2024, and heard the following item:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a text amendment proposed by staff to modify Sections 66-255 related to requirements for development plans and design.

The Planning Board's next meeting is scheduled for June 25, 2024, at 6 p.m.

## Board of Adjustment Meeting Summary

The Board of Adjustment met on May 28, 2024, and heard the following item:

1. Variance Request – The Board of Adjustment voted to approve a variance request from Ingenium Enterprises Civil Engineering & Planning from Section 66-276(3) - *Number of Parking Spaces Allowed Based on the Design Day Parking Ratio* and from Section 66-276(3)c. - *Location of the Additional Parking Spaces of Code of Ordinances* for a pending project on Brunswick County Parcel ID 047EC003.

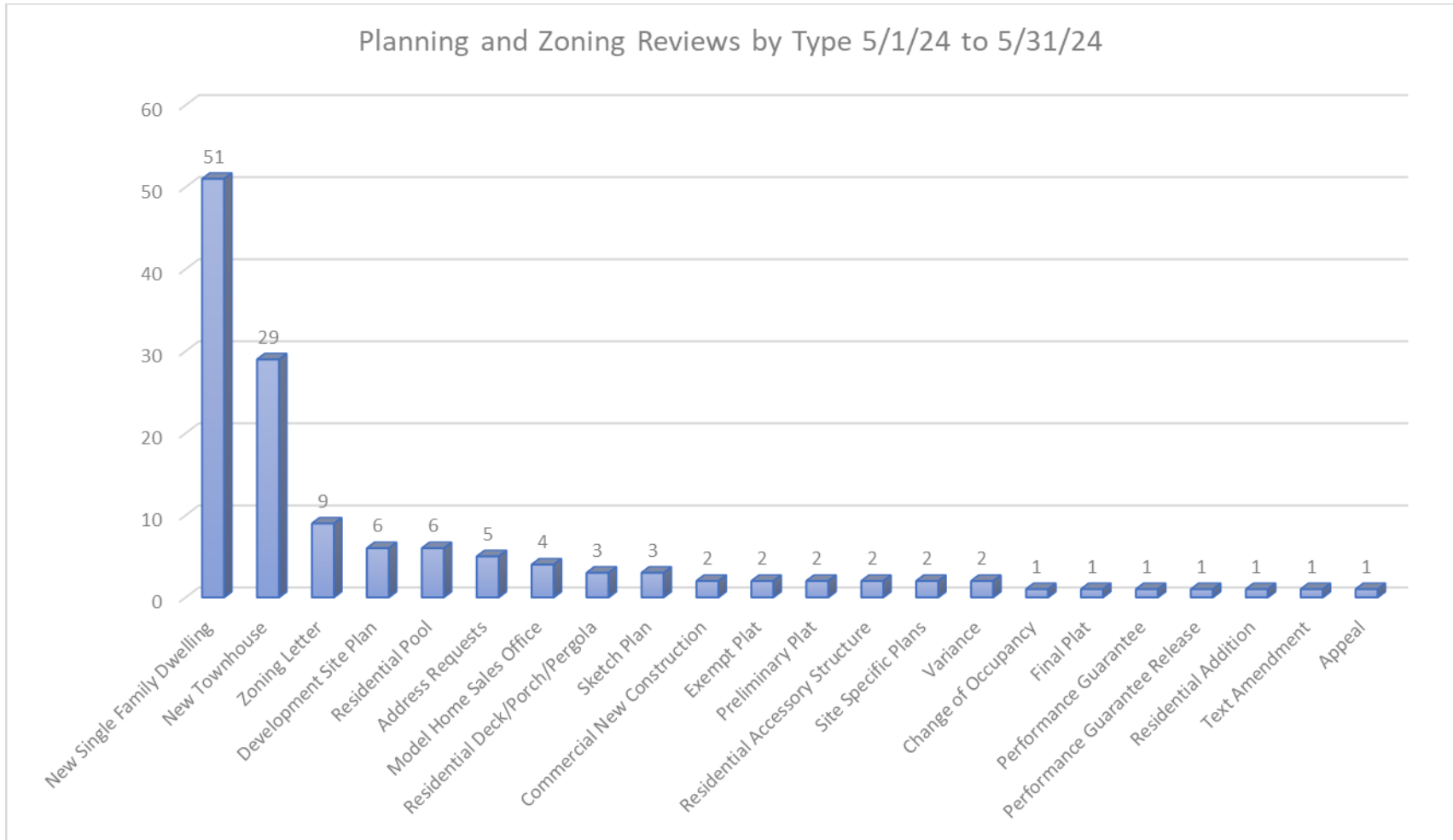
The Board of Adjustment's next meeting is scheduled for June 25, 2024, at 3 p.m.

## Current Planning Update

### Technical Review Committee (TRC) Report

In May, 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

<b>Floodplain Development Permits</b>	<b>Floodplain Development Inspections</b>
3	0



Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Beckington Townhomes</b>			
Surety Bonds	2	\$139,964.38	\$0.00
<b>Bellamy Place</b>			
Cash Bond	1	\$1,037,615.00	\$0.00
<b>Bishops Ridge</b>			
Cash Bond	1	\$96,996.84	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	13	\$3,952,259.53	\$0.00
<b>Charleston Commons</b>			
Cash Bond	2	\$171,460.62	\$0.00
<b>Grand Park</b>			
Surety Bond	1	\$836,401.23	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	7	\$630,571.88	\$0.00
<b>Jackeys Ridge</b>			
Cash Bond	2	\$895,871.39	\$0.00
<b>Leland Corners</b>			
Surety Bond	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$1,089,666.94	-\$177,625.00
Surety Bonds	5	\$1,457,505.08	\$0.00
<b>Night Harbor Dr</b>			
Cash Bond	1	\$7,650.00	\$0.00
<b>Pinewood</b>			
Surety Bond	2	\$677,786.97	\$506,911.20
<b>Seabrooke</b>			
Cash Bond	1	\$144,035.00	\$0.00
<b>Townes at Seabrooke</b>			
Surety Bond	1	\$595,324.00	\$0.00
<b>Westgate Townes</b>			
Surety Bond	1	\$332,368.80	\$0.00
Total Cash Bonds	17	\$3,494,155.94	-\$177,625.00
Total Surety Bonds	33	\$8,803,525.62	\$506,911.20
Total Performance Guarantee Sureties	51	\$12,630,050.36	\$329,286.20

## Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion. Verbal approval has been given by REDD for the request of release of funds packet, which opens the door for the continued progression of the project.

Staff has submitted the Green Network Master Plan Framework Guide to the North Carolina Wildlife Resources Commission (NCWRC). Staff will take this plan to Town Council in June with a recommendation for adoption. Progress is being made for reimbursement from NCWRC for the project and staff expects the project to be officially completed next month.

Staff completed the draft of the Age-Friendly Community Strategic Plan following the open houses and subsequent refining of the document late last month. Staff anticipates taking this plan to Planning Board in June.

Staff, with assistance from IT, placed the Coastal Area Management Act (CAMA) Area of Environmental Concern (AEC) interactive web-based map onto the [Online Maps and GIS webpage](#) for individuals to use. This tool will assist property owners in helping determine if a state CAMA permit will be required for projects.

## 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 meeting and the subcommittee for the River to Sea and Brunswick Heritage Ride planning.

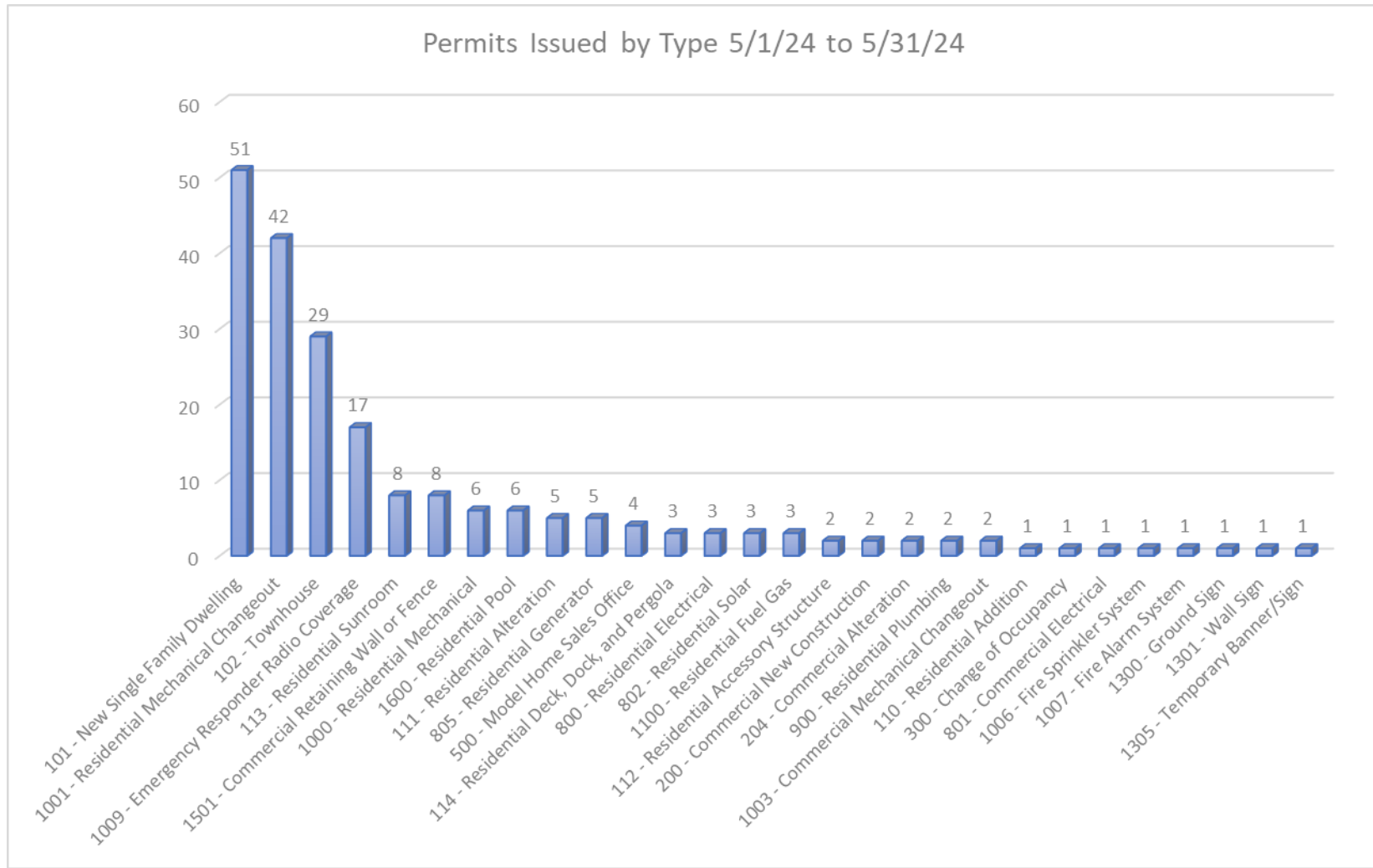
Staff attended the monthly North Carolina Vision Zero Meeting. The monthly meetings facilitate progress updates and information sharing throughout the SS4A and Vision Zero process.

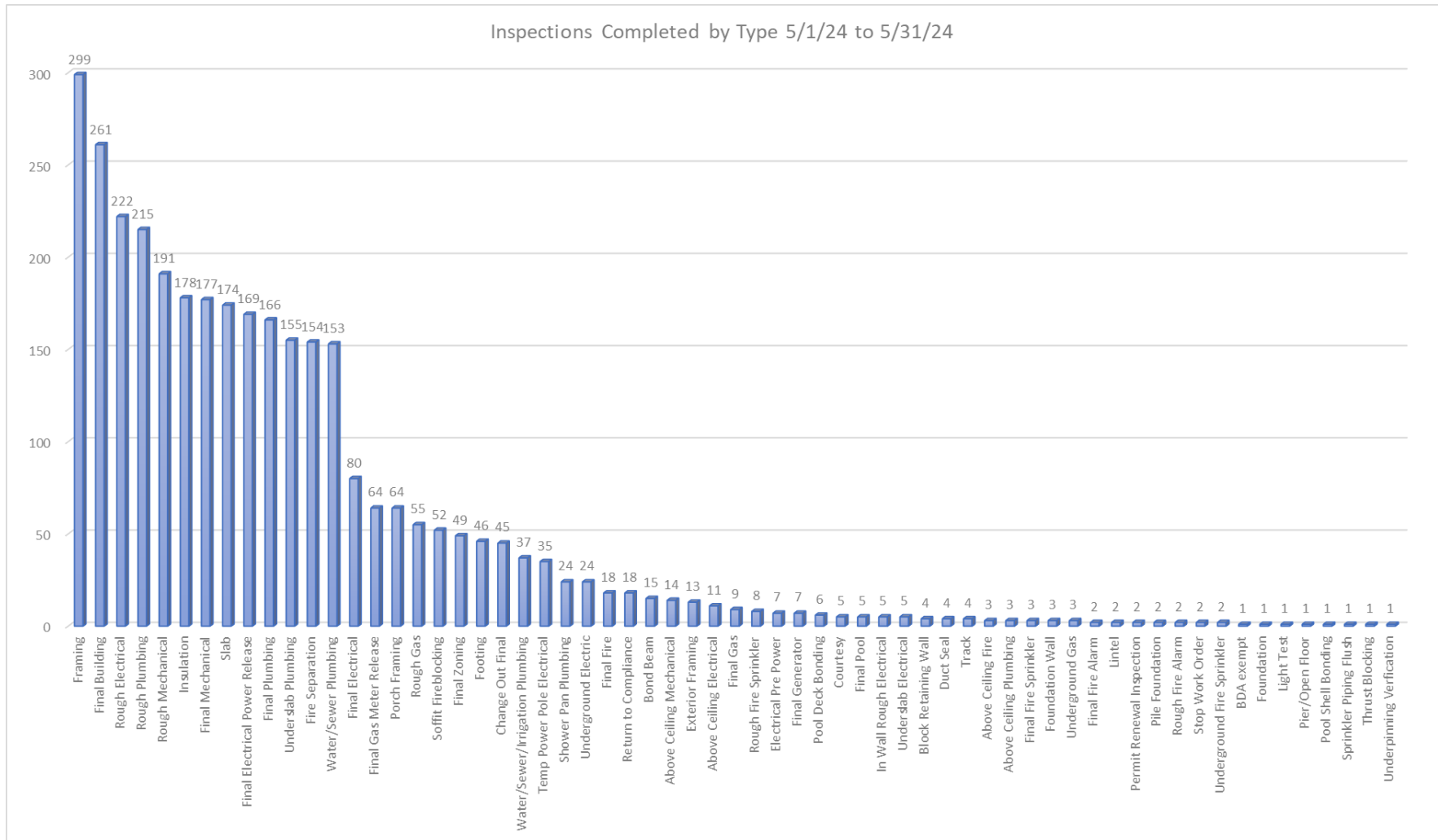
The vision and goals of the Comprehensive Safety Action Plan have been drafted and consultants have recorded areas of safety concern based on input from the Safety Action Plan Focus Group. The focus group will hold its second meeting in June.

The Integrated Mobility Plan contract with Kittelson and Associates was finalized, and staff anticipates a project kickoff meeting in June.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
211	3,284	\$20,085,694





## Code Enforcement Update

### Case Summary

5/1 Through 5/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from April	2	3	14	2	21
Cases Opened May	0	2	11	3	16
Cases Closed May	0	2	5	0	7
Active Cases (Evolve)	2	3	20	5	30

## Department News

In May, staff presented to the North Brunswick Newcomers Club to give an update on economic development activity in Leland and initiatives by the Town. Mr. Sutton attended the 33<sup>rd</sup> Annual Conference for the North Carolina Association of Floodplain Managers. Mr. Sutton also attended two classes: “A Refresher on Economic Development Incentives” hosted by the UNC School of Government and “Introduction to Entrepreneurship-Led Economic Development” hosted by the International Economic Development Council.

## New Businesses

- **Z’s Barbershop** opened at 1026 Appleton Way NE, Unit 160.

## New Construction/Development

- The Technical Review Committee has begun to review the plans for the following project:
  - A proposed single-family development of 98 units on **Village Road** and **Graham Drive**.
  - An expansion of the beach volleyball facility located at **9892 Wayne Street**.

## Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in May. The next meeting is scheduled for June 6, 2024.

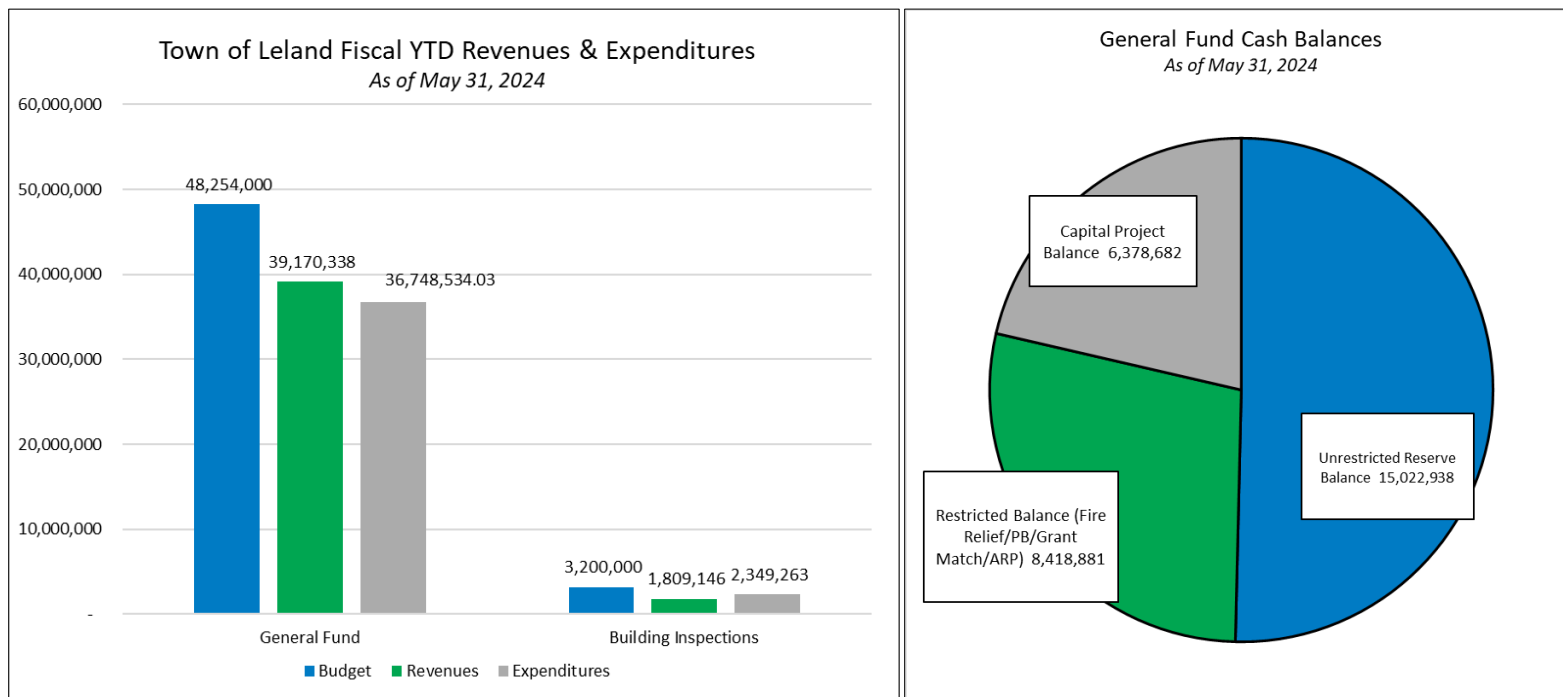
## Department News

The FY24-25 budget was approved in May. The budget book is available [online](#).

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 U.S. Department of Transportation webinars titled “Advisory Committee on Transportation Equity” and “FY 2023 Safe Streets and Roads for All Reporting Webinar for Grant Recipients”. In addition, Ms. Cook attended the U.S. Department of Housing and Urban Development’s office hours regarding FY22 and FY23 Community Project Funding.

Ms. Cook, Ms. Glick, and Ms. Newton attended an internal Incident Action Planning software training.

## Dashboard



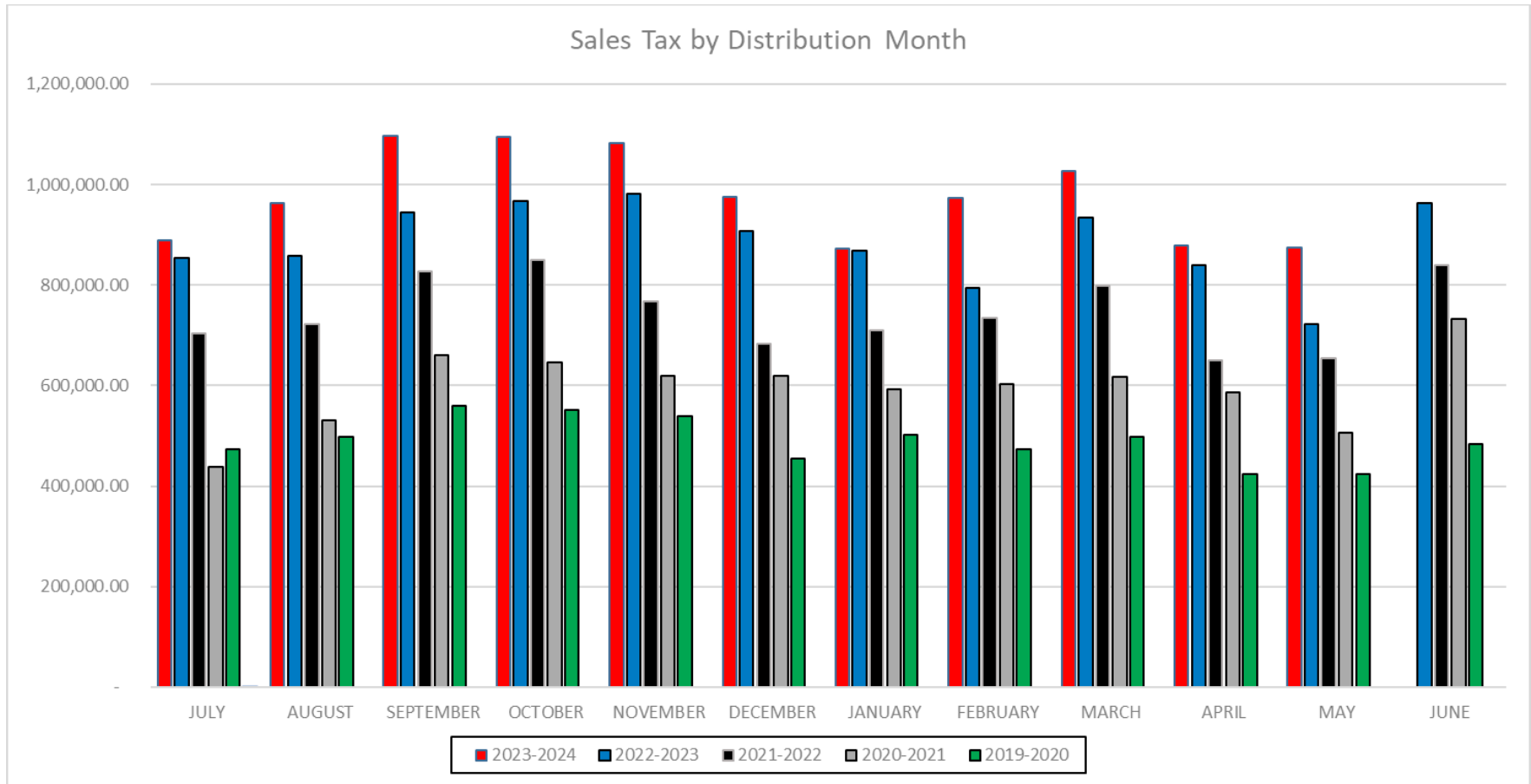


Financial Budget to Actual Report – May 31, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>39,000,000</b>	<b>48,254,000</b>	<b>2,885,883</b>	<b>39,170,338</b>	<b>-</b>	<b>9,083,662</b>	<b>18.82%</b>
Governing Body	315,000	315,000	12,255	254,964	8,252	51,784	16.44%
Administration	2,300,000	2,300,000	210,184	1,970,896	4,378	324,726	14.12%
Information Technology	3,285,000	5,285,000	666,198	2,244,942	434,714	2,605,344	49.30%
Human Resources	470,000	476,000	48,715	342,963	4,194	128,843	27.07%
Finance	1,000,000	1,000,000	103,067	817,831	1,652	180,517	18.05%
Planning	1,280,000	1,280,000	112,196	865,000	119,457	295,543	23.09%
P&R & Cultural Arts	1,210,000	1,210,000	100,818	906,517	9,266	294,217	24.32%
Fleet & Facilities	1,490,000	1,490,000	195,161	1,248,791	142,397	98,812	6.63%
Streets & Grounds	3,610,000	3,610,000	289,153	2,437,062	125,158	1,047,781	29.02%
Engineering	1,050,000	1,050,000	90,494	502,704	44,342	502,954	47.90%
Police	6,730,000	6,758,000	523,844	5,379,694	104,970	1,273,336	18.84%
Emergency Management	220,000	220,000	29,189	192,199	2,859	24,942	11.34%
Fire	7,445,000	7,445,000	687,255	6,341,492	158,534	944,974	12.69%
Debt Services	4,120,000	4,120,000	-	2,517,169	-	1,602,831	38.90%
Transfers	4,475,000	11,695,000	-	10,726,309	-	968,691	8.28%
<b>EXPENSES</b>	<b>39,000,000</b>	<b>48,254,000</b>	<b>3,068,529</b>	<b>36,748,534</b>	<b>1,160,173</b>	<b>10,345,293</b>	<b>21.44%</b>
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>3,200,000</b>	<b>3,200,000</b>	<b>175,444</b>	<b>1,809,146</b>	<b>-</b>	<b>1,390,854</b>	<b>43.46%</b>
<b>EXPENSES</b>	<b>3,200,000</b>	<b>3,200,000</b>	<b>309,691</b>	<b>2,349,263</b>	<b>23,109</b>	<b>827,627</b>	<b>25.86%</b>

### 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

Description: Integrated Mobility Plan; Vendor: Kittelson & Associates INC; Amount: \$99,757.49

Description: Pavement Marking Install; Vendor: Oglesby Construction INC; Amount: \$56,808.55

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in May.

## Audit Committee Meeting Summary

The Audit Committee did not meet in May.

## Department News

In May, the Town welcomed two new employees and two employees received promotions. The Town is actively recruiting for Police Officers, Firefighters, a Deputy Town Clerk, and a Fleet and Asset Agent. New employees in these positions are expected to be welcomed over the summer. On May 3, staff sponsored a Take a Break event at Fire Station 52 where approximately 20 Firefighters gathered for engaging conversation. On June 28, staff will sponsor an engagement and team building event for all employees at the Leland Cultural Arts Center. The department continues to focus on professional development for staff. On May 29, Ms. Putnam and Ms. Velasquez-Sandoval attended an HR and Supervisory training sponsored by the North Carolina League of Municipalities. Of special note, since 2023, the Town has issued core value coins to employees who demonstrate the Town’s five core values: respect, engagement, communication, supportive work environment, and service excellence. Chief Building Official Daniel Knoch became the first employee to receive all five core value coins, which is a wonderful demonstration of his hard work and commitment to the Town.

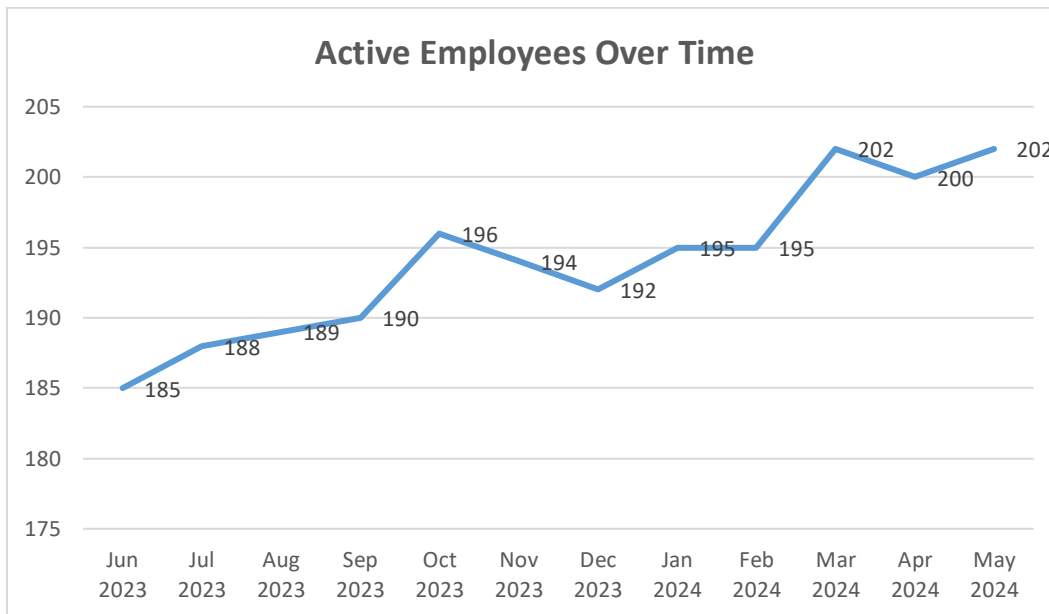
## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
David Watkins	Fire/Rescue	Promotion	5/11/2024	Senior Fire/Rescue Captain	Fire/Rescue Captain	Senior Fire/Rescue Captain
Dusty Greiner	Building Inspections	Promotion	5/11/2024	Building Inspector I	Building Inspector I Probationary	Building Inspector I
Abigail Logue	Leland Cultural Arts Center	New Hire	5/28/2024	Part-Time Recreation Specialist		
Katie Livingston	Planning	New Hire	5/28/2024	Planning Intern		

### Workers Comp Data May 2024

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
Divina Mercado	N	Bloodborne Pathogen Exposure
Michael Whitmire	N	Bloodborne Pathogen Exposure
Chandler Guy	N	Bloodborne Pathogen Exposure
Tyler McElroy	N	Bloodborne Pathogen Exposure

### Headcount (FT and PT Employees) June 2023 – May 2024



<b>Headcount</b> ⓘ 202 As of May 2024	<b>Hired</b> ⓘ 42	<b>Termed</b> ⓘ 28	<b>Growth Rate</b> ⓘ 7.4%	<b>Turnover Rate</b> ⓘ 14.4%	<b>Average Tenure</b> ⓘ 4.1 (Years)
---	----------------------	-----------------------	------------------------------	---------------------------------	---

## Turnover Data June 2023 – May 2024

### Full Time Turnover

<b>Turnover Rate</b> ⓘ 14%	<b>Annualized Rate</b> ⓘ 14%	<b>Terminations</b> ⓘ 26	<b>Average Employees</b> ⓘ 185.3
-------------------------------	---------------------------------	-----------------------------	-------------------------------------

### Part Time Turnover

<b>Turnover Rate</b> ⓘ 22.9%	<b>Annualized Rate</b> ⓘ 22.9%	<b>Terminations</b> ⓘ 2	<b>Average Employees</b> ⓘ 8.8
---------------------------------	-----------------------------------	----------------------------	-----------------------------------

Terminations include voluntary and involuntary separations of employment.

## Department News

In May, the North Carolina National Guard presented the executive briefing for its cyber hygiene assessment for the Town conducted in February. Items discussed in this briefing will help guide the Town's cybersecurity efforts moving forward.

Staff provided training on the Town's Incident Action Plan software for employees serving in incident management and response roles during an emergency or planned event.

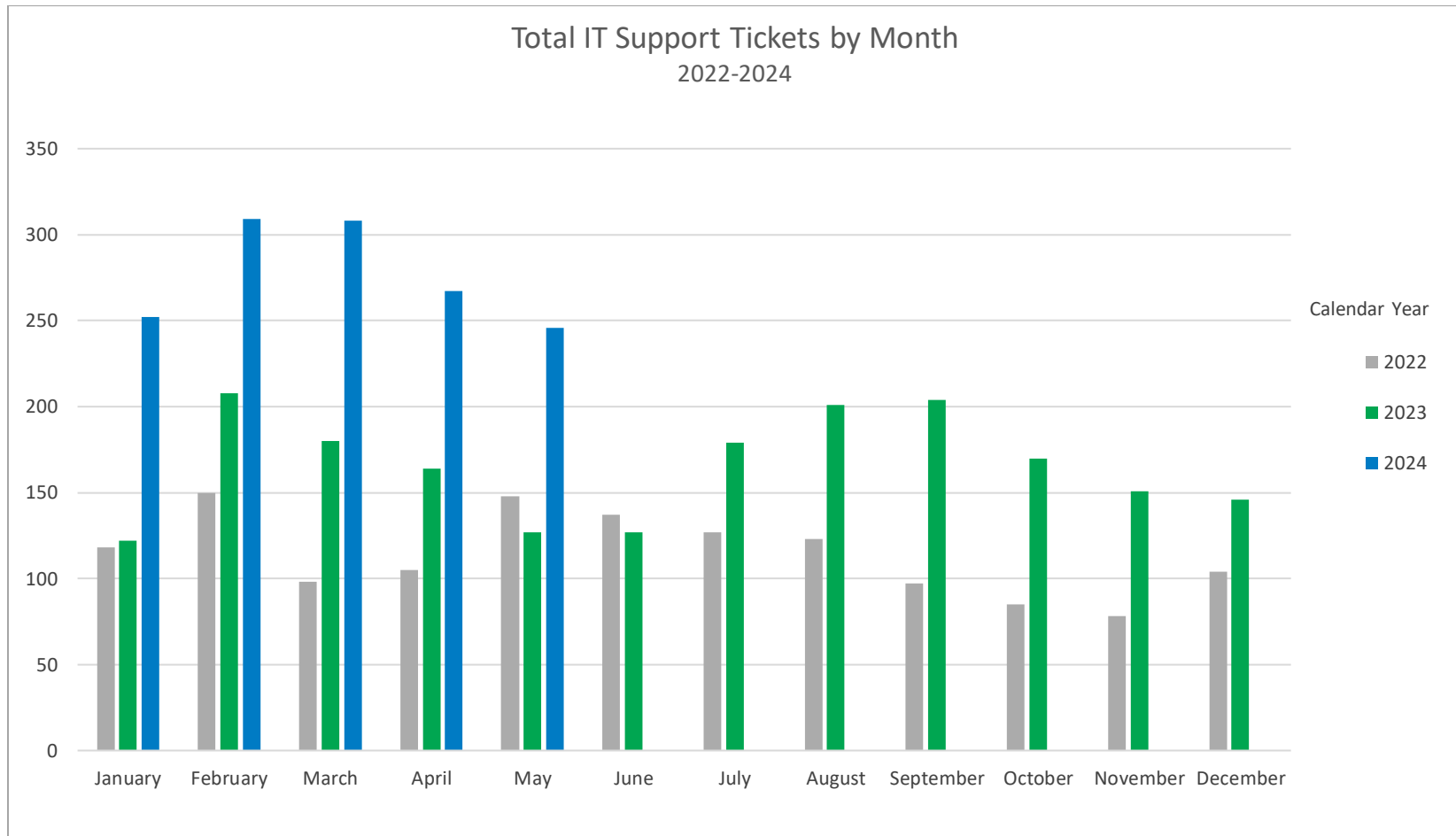
Staff are currently focused on completing projects outlined in the current year's budget that involve hardware installations and building security.

## Major Work Priorities

- Fire Department and Building Inspections mobile modem upgrades
- Fire Station 52 alerting system
- MOC camera and access control installation
- Digital signage at LCAC

## Projects Completed

- LOMA/LOMR mapping and web application for Planning
- Fire Department user account upgrades/migration
- Data closet climate and security monitoring
- Long Leaf offices infrastructure installation
- Council Chambers audio-visual repairs
- 2 employees onboarded/offboarded





## Administration News

Mr. Brooks was selected as the UNCW Masters of Public Administration (MPA) Program Alumni of the Year at the annual UNCW MPA graduation and award ceremony in May. This award recognizes alums who have shown outstanding contributions, leadership, and dedication to the MPA Program.

## Town Clerk's Office

Ms. Reinhardt attended the quarterly Brunswick County Clerk's series to engage in an open discussion about current work situations. The event aimed to facilitate the exchange of Town Clerk Office policies, best practices, and recommendations among attendees.

## Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - May 1 Parks and Recreation Meeting
  - May 2 Special Council Meeting
  - May 13 Agenda Council Meeting
  - May 13 Special Council Meeting
  - May 13 Closed Session Meeting
  - May 16 Regular Council Meeting
  - May 16 Closed Session Meeting
  - May 20 Special Council Meeting
  - May 20 Closed Session Meeting
  - May 28 Board of Adjustment Meeting
  - May 28 Planning Board Meeting
  
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 2
  - Minutes – 11
  - Agendas – 8
  - Resolutions – 9
  - Ordinances – 2

- Proclamations – (2) Building Safety Month and Bicycle Awareness Month
- Presentations – (1) Quarterly Update for Leland 2045 Comprehensive Plan
- Public Hearing Notices for the Council Meetings – 2
- Board/Committee Vacancies: Parks & Recreation Board Student Representative (1). The Economic Development Committee, Parks and Recreation Board, and the Planning Board will have terms ending June 30, 2024. Staff promoted the Board and Committee application process with a deadline for submission of May 24. Council will make appointments at the June 20 Regular Council Meeting.

## Government Portal (iCompass) Transparency Update

- Portal Visits – 5,038
- Portal Unique Visits – 3,613
- Regular Council Meeting Agenda Views – 974
- Agenda Council Meeting Agenda Views – 324
- Special Council Meeting May 2 Agenda Views – 560
- Special Council Meeting May 20 Agenda Views – 527
- Special Council Meeting May 28 Agenda Views – 279
- Planning Board Meeting Agenda Views – 208
- Board of Adjustment Meeting Agenda Views – 203
- Economic Development Meeting Agenda Views – 103
- Parks and Recreation Board Meeting Agenda Views – 7