



STAFF REPORTS

May 2024 Regular Meeting

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Department News

Staff generated 432 work orders in April and closed 392 of them (91%).

Grounds Technician I Ethan Scott joined the department in April.

Streets Maintenance Supervisor Jacob Watson obtained his Class A CDL.

Streets staff attended Vector Control training administered by Brunswick County.

Current staff vacancies are Facilities Maintenance Supervisor.

Streets Updates

Work Priorities and Initiatives

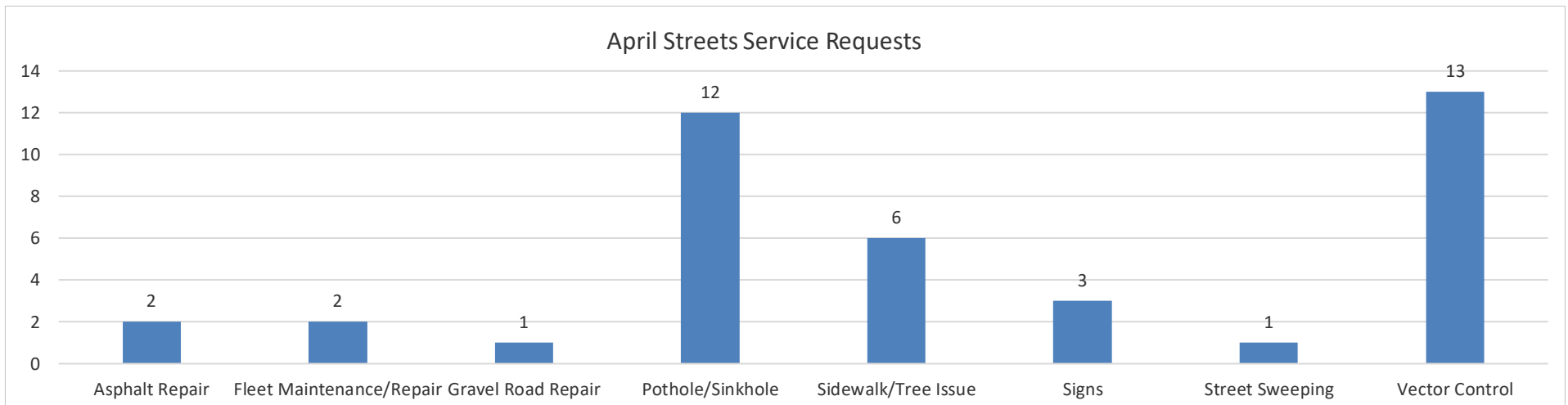
- Staff continue to focus on hot mix asphalt repairs throughout Town. This work will continue through the end of May. These repairs include removing deteriorated asphalt roadway sections, regrading subgrade, and repairing the asphalt where necessary with hot mix asphalt. Locations include Magnolia Greens, the Waterford commercial area, and Lanvale Forest among others.

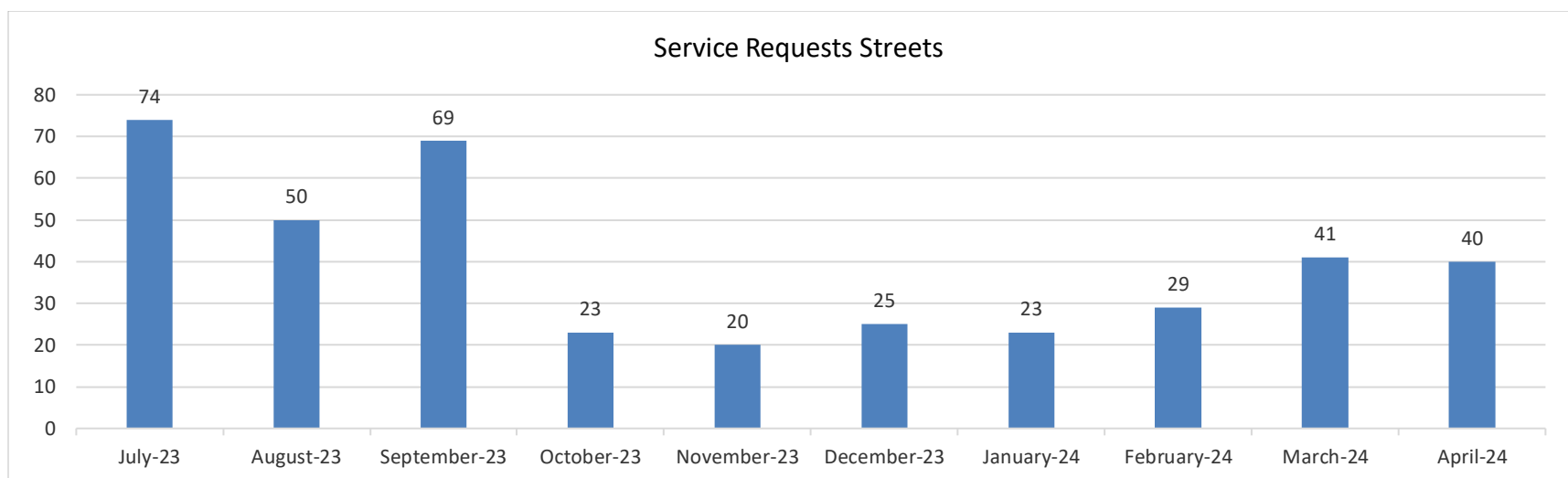
Projects Completed

- Staff completed paving projects at the following locations:
 - Greymoss Lane
 - Ricefield Branch
 - Grenedad Court
 - 1500 block of Grandiflora Drive
 - Dawnridge Court
 - Old Forest Road
- Staff repaired a sinkhole in Grayson Park.
- Staff regraded and repaired potholes on Graham Drive.

Work Order Summary

- Streets generated 40 work orders in April, with the majority being vector control (13), pothole/sinkhole (12), and sidewalk/tree issue related (6).
- Streets completed 27 work orders in April, with an approximate expense of \$64,500 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$34,700).





Grounds Updates

Work Priorities and Initiatives

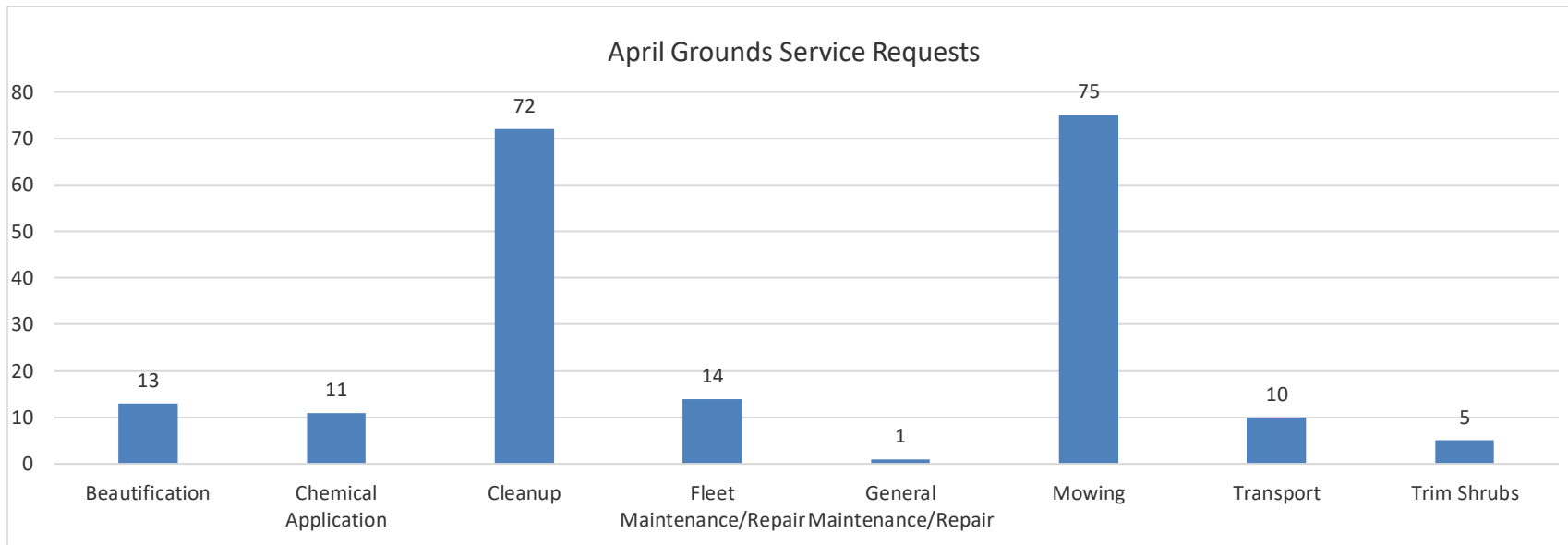
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will continue to install mulch in Town parks, at Town Hall, and at other Town-owned properties.
- Staff will continue to repair boards on the walking path and bridge at Westgate Nature Park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

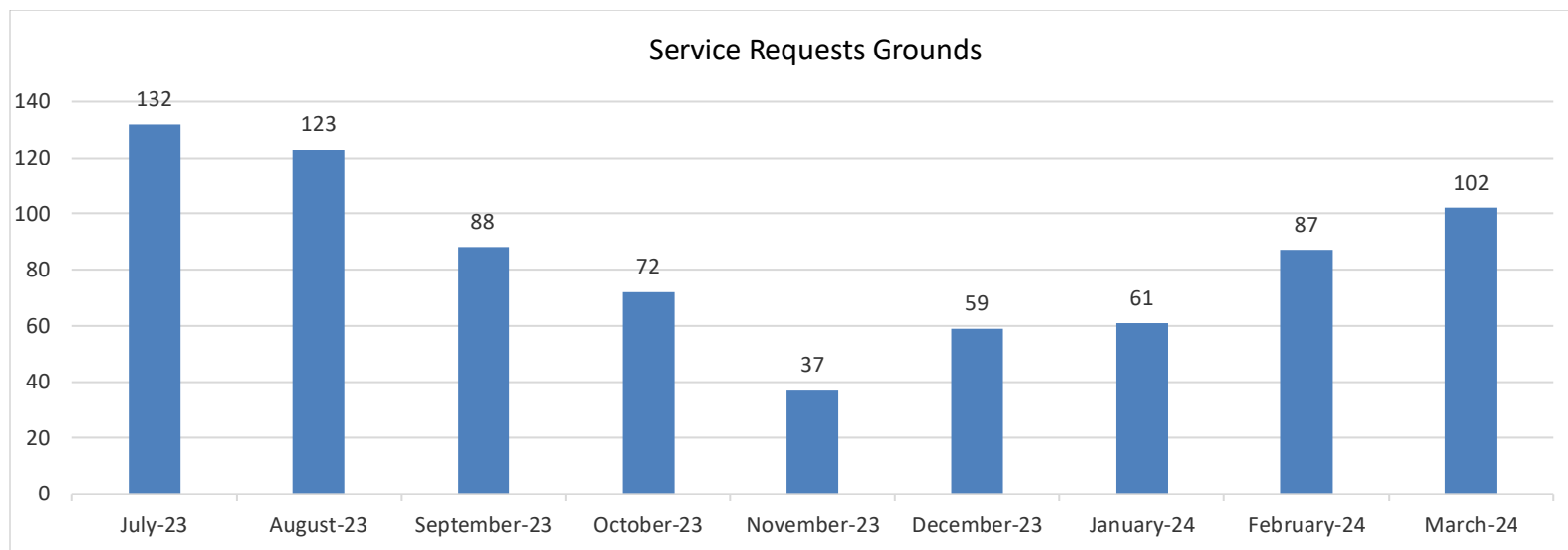
Projects Completed

- Staff repaired damaged boards along the walkway and fishing tee dock at Cypress Cove Park.
- Staff repaired boards on the walking path to the classroom and bridge at Westgate Nature Park.
- Staff completed replacing annuals at Town Hall, Fire Station 52, and the Village Road islands.
- Staff kicked off the weekly lawn and maintenance schedule at all Town properties and parks.

Work Order Summary

- Grounds generated 201 work orders in April, with most of them being mowing (75), cleanup (72), and fleet maintenance/repair related (14).
- Grounds completed 196 work orders in April, with an approximate expense of \$43,700 in labor, equipment, and materials to complete these work orders.





Facilities Updates

Work Priorities and Initiatives

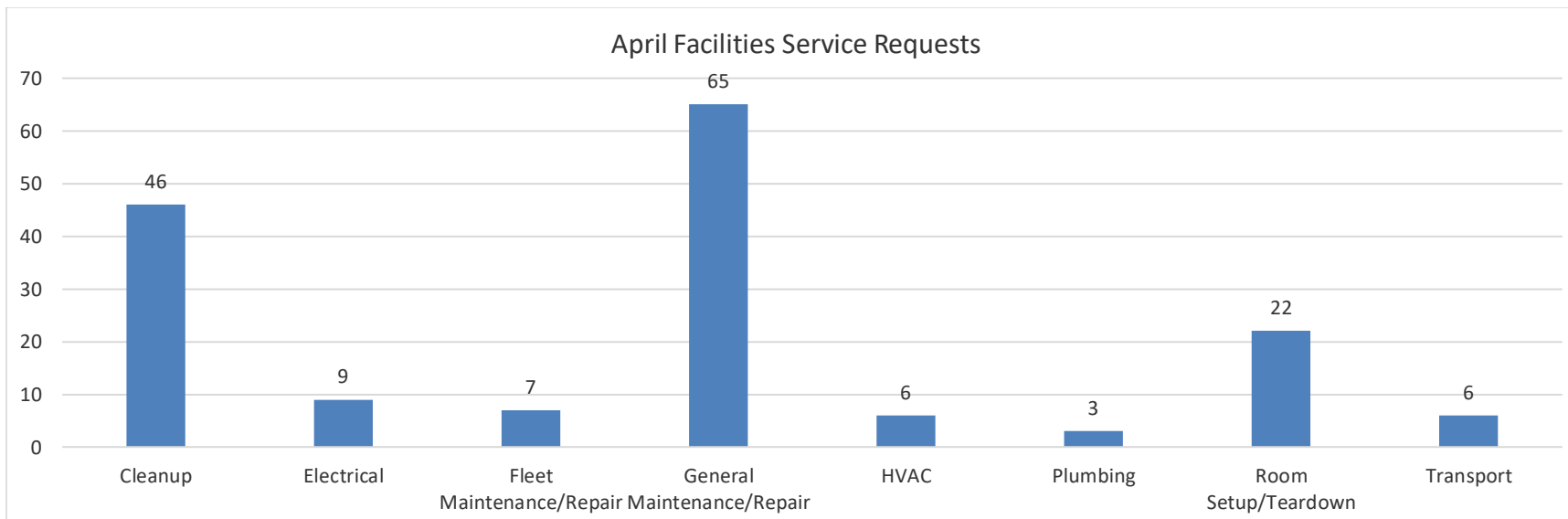
- Staff will be doing preventative maintenance on the HVAC system at Town Hall.
- Staff will be taking a training class on the HVAC systems.
- Staff will begin monitoring the Town Hall HVAC system using a new software upgrade.
- Staff will develop and perform preventative maintenance on Town equipment (generators, compressors, and ice machines).
- Staff will review improving the lighting in the MOC warehouse.
- Staff will be completing the labeling of all outlets and panels in the MOC warehouse.
- Staff will be removing all debris from grounds and buildings at the MOC.
- 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 set up new conditions for Cintas on their deliveries.
- Staff are using iWork to schedule room setups (table/chair configurations, etc.) for Town meetings and events.

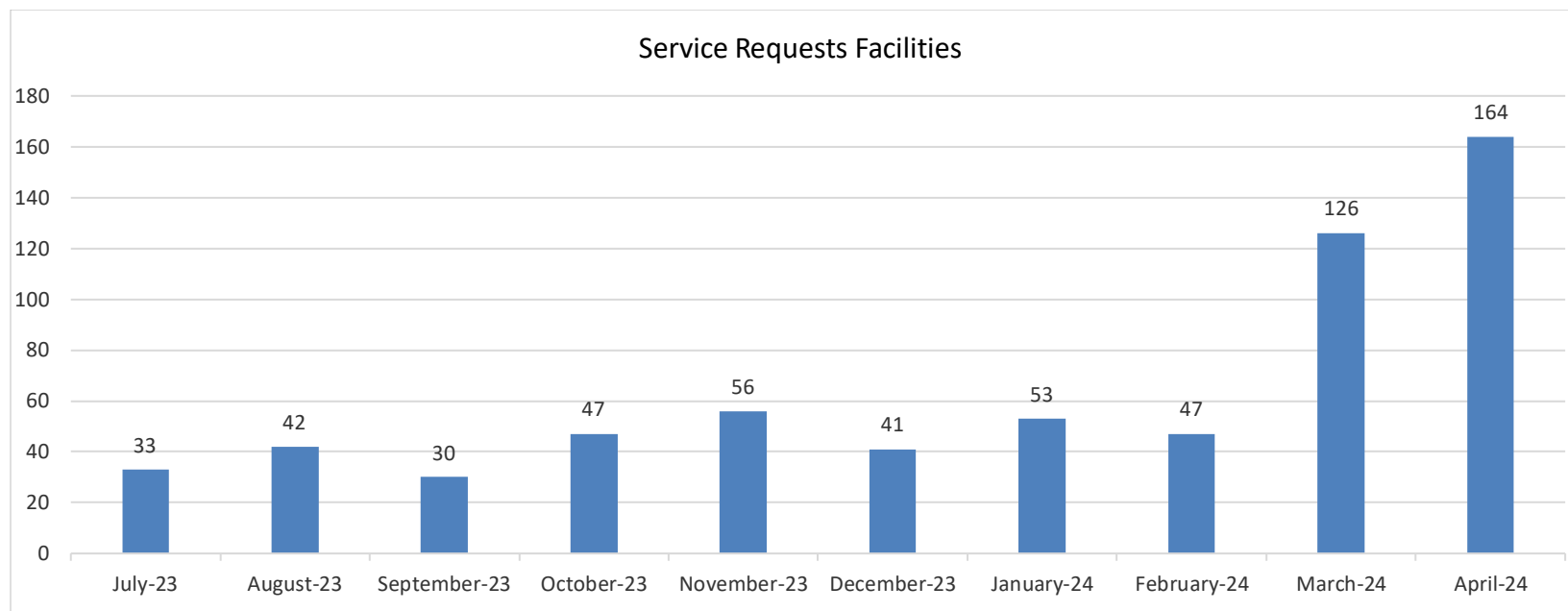
Projects Completed

- Staff completed a compressor installation and updated the air system in the MOC warehouse.
- Staff began working to improve the cleaning strategy for all Town facilities.
- Staff cleaned windows at all facilities.
- 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 completed improvements to the electrical system and panels in the MOC warehouse.
- Staff received the software to monitor the HVAC at Town Hall.

Work Order Summary

- Facilities generated 164 work orders in April, with most of them being general maintenance and repair (65), cleanup (46), and room setup related (22).
- Facilities completed 142 work orders in April, with an approximate expense of \$19,500 in labor and materials.





Fleet Vehicle Updates

Work Priorities and Initiatives

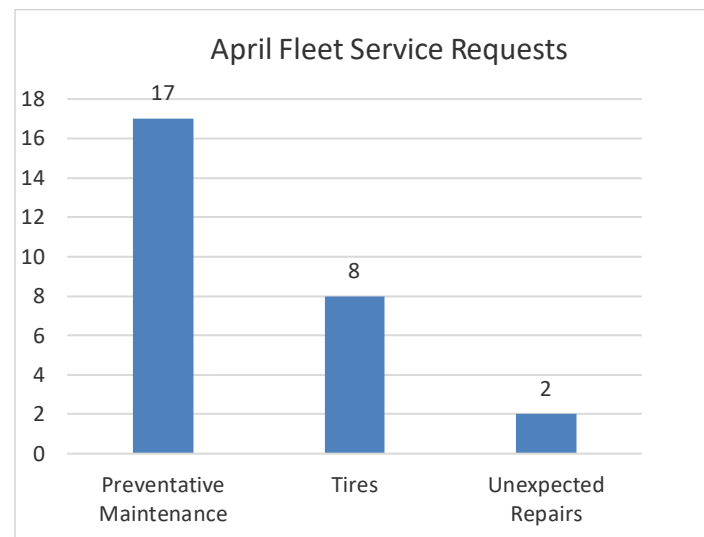
- Staff are working with Police staff to sell 1 used vehicle on GovDeals.
- Staff are working with Fire staff to sell a boat and trailer on GovDeals.
- Staff are working on safety recalls on 11 Town vehicles. Repairs are waiting on parts.
- Staff are working on departmental performance/metrics for FY24/25.

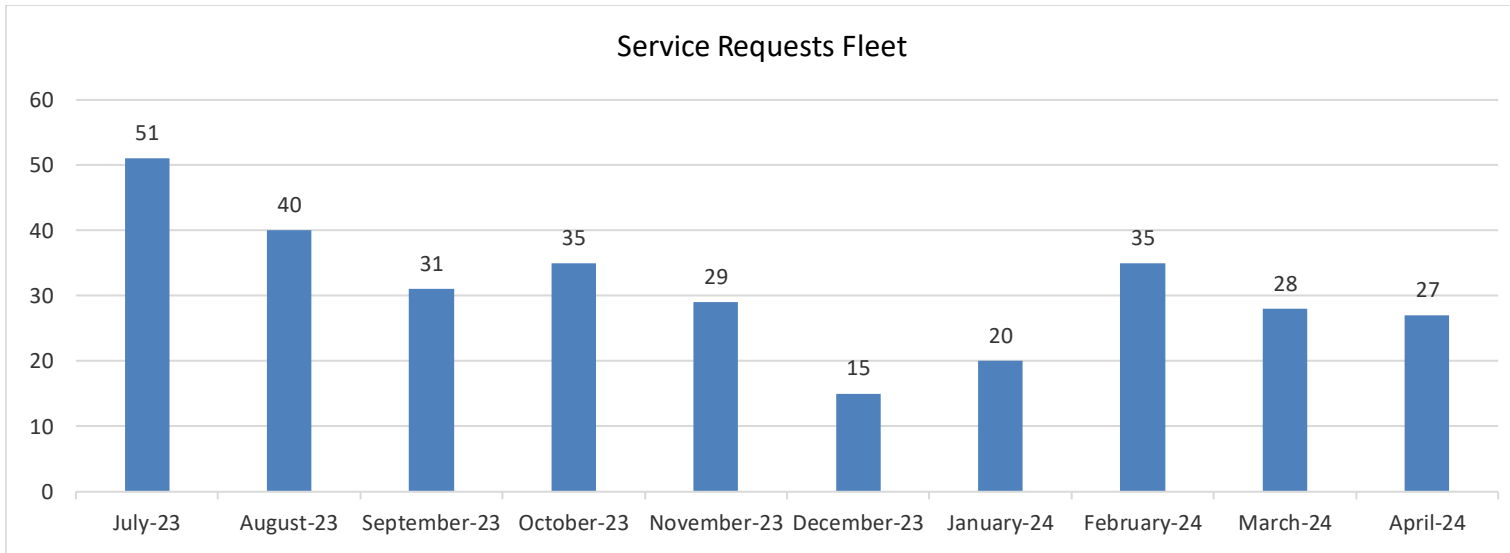
Projects Completed

- Staff sold 7 Police vehicles on GovDeals for \$43,351.
- Staff reviewed all Town vehicles for insurance renewal purposes.

Work Order Summary

- Fleet generated 27 work orders in April for an approximate expense of \$10,100. Of these, 17 were for scheduled preventative maintenance for about \$1,300.





Department News

Staff are reviewing applicants for the Senior Recreation Specialist and part-time Recreation Specialist positions.

Parks and Recreation Board Summary

The Parks and Recreation Board met on May 1 and heard updates on recent PRCR staffing changes, updates on Founders Park and Sturgeon Creek Park, and an overview of upcoming events for spring and summer programs. The next meeting is scheduled for June 26, 2024.

Upcoming Events

May 3, 9:30-10:30 a.m. – Silver Arts Gallery Reception, LCAC

May 4, 10 a.m.-3 p.m. – Spring Artisan Market, LCAC

May 7-30, O'Donnell Gallery, LCAC

May 9, 6-8 p.m. – O'Donnell Gallery Reception, LCAC

May 17, 7-9 p.m. – Game Show Night, LCAC

May 18, 7-10 p.m. – Contra Dance, LCAC

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

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

Parks, Recreation, and Cultural Resources Updates

The Silver Arts Gallery is set up in the LCAC gallery from April 29 through May 3 as part of the Brunswick County Senior Games. At the Spring Artisan Market on May 4, more than 30 vendors will display their creative crafts for the community to enjoy and purchase.

Social Media Update

- PRCR Facebook Highlights (April 1 – 30, 2024)
 - Followers/Likes – 5,946
 - Page reach – 11,049
 - Top post (Largest reach): “Huge applause for our high school category winners of Youth Arts Month! Your incredible talent and dedication have truly set the bar. Here’s to many more creative achievements ahead!”
- LCAC Facebook Highlights (April 1 – 30, 2024)
 - Followers/Likes – 5,059
 - Page reach – 13,806
 - Top post (Largest reach): “Huge applause for our high school category winners of Youth Arts Month! Your incredible talent and dedication have truly set the bar. Here’s to many more creative achievements ahead!”
- PRCR Instagram (April 1 – 30, 2024)
 - Followers/Likes – 1,823
 - Post reach – 1,503
 - Top post (Largest reach): “Throwback to August 21, 2017, when Leland, NC witnessed the mesmerizing total solar eclipse. Today, history repeats itself as we eagerly anticipate another celestial spectacle. Ready to witness nature’s awe-inspiring show once again!”
- LCAC Instagram (April 1 – 30, 2024)
 - Followers/Likes – 1,782
 - Post reach – 950
 - Top post (Largest reach): “Welcome to our April Art Gallery showcase! Step into a world of creativity with wonderful works by our local artists Kamila Blessing, Susan Pfeffer and Kris Scheppmann. Prepare to be mesmerized by their unique perspectives and masterful techniques. The gallery will be available to view from April 2 - 25 at the Leland Cultural Arts Center!”

Department News

In April, at least 349 people visited the front desk at Town Hall and 327 called the main phone line. 14% of the calls were for Planning and Inspections, 9% were for Police, and 3% were about the budget. 31% of the visitors logged were drop-ins, 22% had appointments, and 36% were for Police. The department facilitated responses to 41 contact forms submitted through the website. Ms. Jewell continued participating in regular weekly meetings with NCDOT and area PIOs regarding the Cape Fear Memorial Bridge preservation project. Ms. Draughn completed her NC Environmental Education certification and passed her NC Notary course. Ms. Fore completed UNC Plain Language: Avoiding Government Speak.

Social Media Update

- Facebook Highlights (April 1 – 30, 2024)
 - Added 174 new page followers
 - Impressions – 101,326
 - Top post (Largest reach): “Traffic Alert: The westbound lanes of the Cape Fear Memorial Bridge, from Wilmington into Leland, are scheduled to close Monday, April 8, at 7 p.m. for the ongoing NCDOT preservation project. This work is expected to be completed prior to Memorial Day weekend. NCDOT closure and route info 📍 <https://ow.ly/cPmE50R9xZc>”
- Twitter/X Highlights (April 1 – 30, 2024)
 - Impressions/Reach – 1,616
 - Top tweet (Largest reach): “#TrafficAlert: Starting Monday, April 29, the Mallory Creek Drive Roadside Drainage Improvements project moves south, impacting the multi-use path from Cove Landing to Hemlock Way. The path will be closed during construction, 8 a.m.-5 p.m. on weekdays. #LelandNC”
- NextDoor Highlights (April 1 – 30, 2024)
 - Impressions/Reach – 87,595
 - Likes/Comments – 209
 - Top post (Largest reach): “The Leland Fire District has achieved a new class 2 rating from the Office of the State Fire Marshal! This improvement indicates better community protection and means lower insurance rates. Help us congratulate our incredible team and supporters who made this possible! Learn more about this achievement 📍 <https://ow.ly/qzg750R9au7>”
- Instagram Highlights (April 1 – 30, 2024)
 - Added 44 new page followers
 - Post impressions – 407

- Top post (Largest reach): “The Leland Fire District has achieved a new class 2 rating from the Office of the State Fire Marshal! This improvement indicates better community protection and means lower insurance rates. 🚒👏 Help us congratulate our incredible team and supporters who made this possible! Learn more about this achievement in the link in our bio.”
- LinkedIn Highlights (April 1 – 30, 2024)
 - Added 1 new follower
 - Page views – 127
 - Post impressions – 3,805
 - Reactions/Comments/Shares – 94
 - Top post (Largest reach): “Thanks to the Firehouse Subs Public Safety Foundation for awarding Leland Fire/Rescue a \$29,720 grant to ensure our department has the necessary equipment to save lives! This funding will equip our first responders with vital extrication tools, including the "Jaws of Life," ensuring we can rescue accident victims on land and in water. Read more about this grant 📌 <https://ow.ly/M3jT50Rhyyi>”

Project Updates

- Created posts that resulted in more than 194,749 impressions across social media platforms.
- Continued promoting and preparing for the Leland Life Science and Medical Technology Summit, which was held on April 4. Staff attended and assisted with the event, took pictures, and updated materials following the event.
- Started creating content for the upcoming Hurricane Expo. This includes updating previously used content and creating a new hurricane preparedness pamphlet to distribute to attendees.
- Continued working on brand expansion project. This will include adding a secondary set of colors, further guidelines on logos, and guidance on language.
- Coordinated, took, and edited headshots for new hires.
- Worked with various departments to promote upcoming events and maintain up to date information on the Town website.
- Implementation of a comprehensive marketing strategy for proposed FY24-25 budget continued. This included ongoing content creation, revising and updating the [webpage](#), and managing numerous inquiries from the media and the public, among other things.
- 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 Fire District Receives New Rating Indicating Better Protection](#)
 - [NCDOT: Westbound Lanes of Cape Fear Memorial Bridge Temporarily Closing](#)
 - [Leland Police Department Commends Officers for Exemplary Service](#)
 - [Leland Fire/Rescue Awarded Lifesaving Equipment Grant to Help Keep First Responders and Community Safe](#)
 - [Proposed Fiscal Year 2024-2025 Budget](#)
 - [2024 Second Primary Election Information](#)
- Port City Daily
 - [Leland man arrested in connection to 2 Circle K robberies](#)
 - [The Agenda: Happening this week in local government](#)
 - [Leland planning board favors commercial use over townhomes near Mallory Creek](#)
 - [Leland council walks back 70% tax rate increase, explores 17% instead](#)
 - [The Agenda: In local government this week](#)
 - [Leland residents rally to 'Stop the Madness' against tax-rate increase, town decreases budget to \\$50M](#)
 - [The Agenda: This week in local government](#)
- WWAY
 - [Leland man arrested for allegedly robbing Circle K store twice](#)
 - [Leland Fire District receives class 2 rating, improving from previous class 4 rating](#)
 - [Leland hosts Life Science and Medical Technology Summit](#)
 - [Leland residents express concerns of homeless people residing underneath U.S. 17 bypass](#)
 - [Leland steps back on steep tax increase following backlash](#)
 - [Hidden crisis: Leland and Brunswick County's growing homeless situation](#)
 - [Leland residents protest proposed tax hike outside town hall](#)
 - [Leland Town Council receives update on budget proposal](#)
 - [Tiny, but mighty: a special parade celebrates a young girl's journey following a heart transplant](#)
 - [Leland residents rally in response to proposed tax increase ahead of Thursday's town council meeting](#)

- WECT
 - [Leland man arrested for allegedly robbing Circle K twice](#)
 - [Leland Fire District receives improved rating from Office of State Fire Marshal](#)
 - [One dead after car crash on Lanvale Road in Leland](#)
 - [Leland Fire/Rescue responds to fire at camp behind Food Lion](#)
 - [Westbound lanes of Cape Fear Memorial Bridge close for repair work](#)
 - [Leland Town Council agrees to lower proposed property tax rate after backlash from residents](#)
 - [Neighbors in Leland hold rally against proposed property tax rate increase](#)
 - [Town of Leland presents new budget to neighbors after facing backlash for initial budget plan](#)
 - [Art League of Leland to hold juried exhibition and sale](#)
 - [Drivers participate in drive-by parade for child with heart complications](#)
 - [Crews respond to car fire at Compass Pointe home](#)
 - [Crews respond to car fire in Leland](#)
 - [Tips to prevent car fires as SENC sees uptick](#)
 - [Leland residents gather to protest proposed 17% tax increase](#)
- StarNews
 - [With retail lacking in Leland, mother-daughter duo to open boutique](#)
 - [Brunswick Today Newsletter: Bridge closure part two and a new shopping option in Leland](#)
 - [As a proposed tax rate hike upsets Leland residents, here's what's behind the increase](#)
 - [PHOTOS: Leland residents rally against proposed tax increase](#)
 - ['We're not gonna take it': Leland residents rally against tax hike](#)
 - [Brunswick Today Newsletter: Pulling back the curtain on development, fighting tax increases](#)
 - [Amid cries for no tax increase, Leland asks for less from residents in new budget](#)
 - [With UDO amendment, Leland looks to better use commercial areas](#)
 - [PHOTOS: Leland residents protest proposed tax increase outside of town hall](#)
- WilmingtonBiz
 - [NCDOT Prepares To Start Second Half Of Cape Fear Memorial Bridge Repairs](#)
 - [Leland Conference Weighs Future Of Local Life Science Industry](#)
 - [TD Bank Brings Trend To Leland](#)

TDA Marketing

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

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on April 17, 2024, and heard the following items:

- Brunswick Beer and Cider Cider Fest report
- FY24/25 budget public hearing and adoption
- Approved audit contract for FY23/24
- Approved agreement for services between the LTDA and the Town

The next LTDA meeting is scheduled for July 17, 2024.

Department News

Master Officer Holland attended a General Instructor Training Class April 1-17 at Cape Fear Community College. This course is intended for criminal justice personnel planning to teach any course mandated by the Criminal Justice Education and Training Standards Commission.

Sergeant Lewis attended the second week of the Police Leadership Institute April 8-12 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 Britton attended a Suicide Investigations course April 9-10 at the North Carolina Justice Academy. This course is intended to provide details and recommendations on how to investigate a death by suicide.

Master Officer Terry attended Peer Support Training April 10-11 at the Wrightsville Beach Police Department. This training offers suggestions for how to help others when they are in crisis and how to support other law enforcement personnel.

Lieutenant Warren attended RDS Instructor Training April 17-19 in Tennessee. This training taught updated and effective ways to use RDS and best practices for teaching these skills to other officers.

Sergeants Lewis and Winder attended the NCLM Defensive Driving Course April 17-18 in Winston-Salem. This course is intended to train potential driving instructors and work on defensive driving techniques.

Master Officer Brown attended a Field Training Officer course April 22-26 at the North Carolina Justice Academy. This course is for law enforcement officers tasked with providing field training to law enforcement recruits who have completed BLET or equivalent training.

Master Officer Terry attended a Leadership Development for Law Enforcement Managers Training April 22-26 at the North Carolina Justice Academy. This course is intended for law enforcement managers and first-line supervisors who are responsible for directing and managing law enforcement personnel in their daily activities.

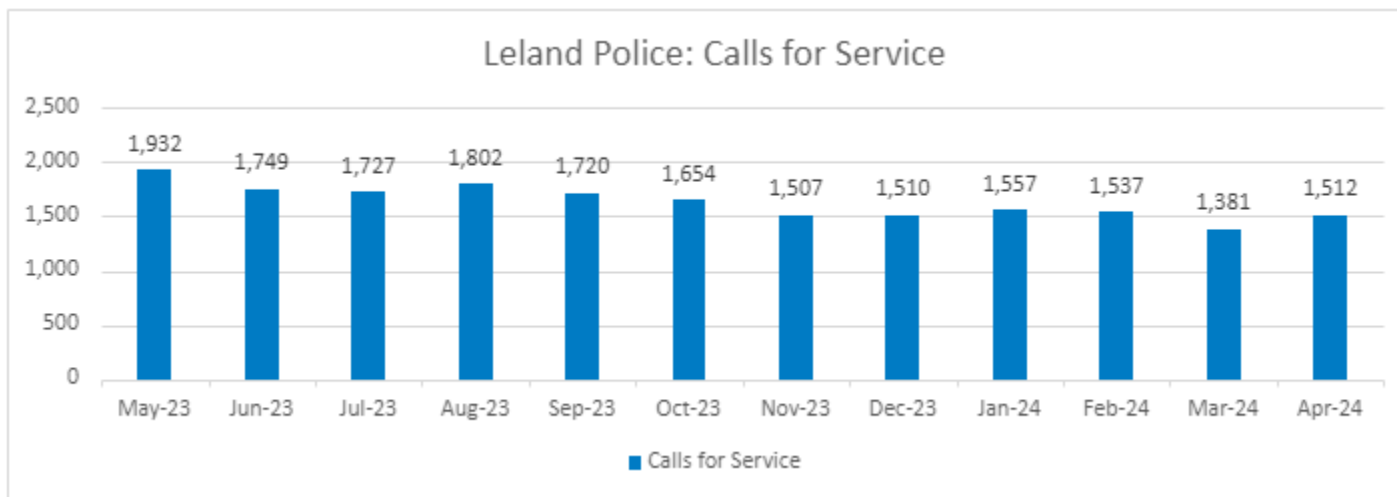
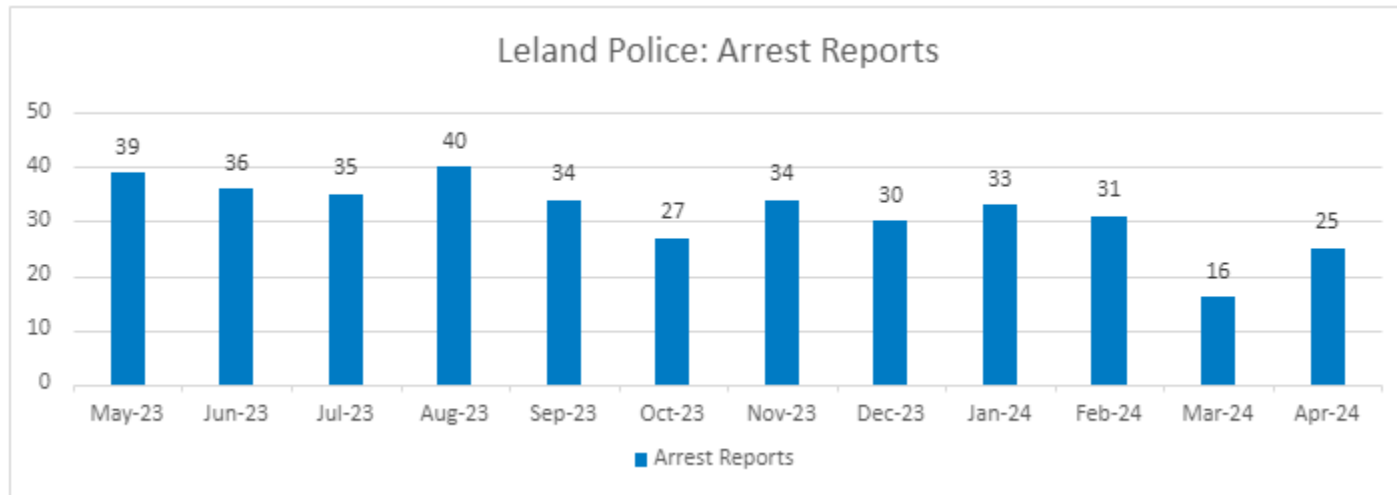
Master Officer Guy and Senior Officer Martin attended the INTOX Recertification class April 30 at the Wrightsville Beach Police Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

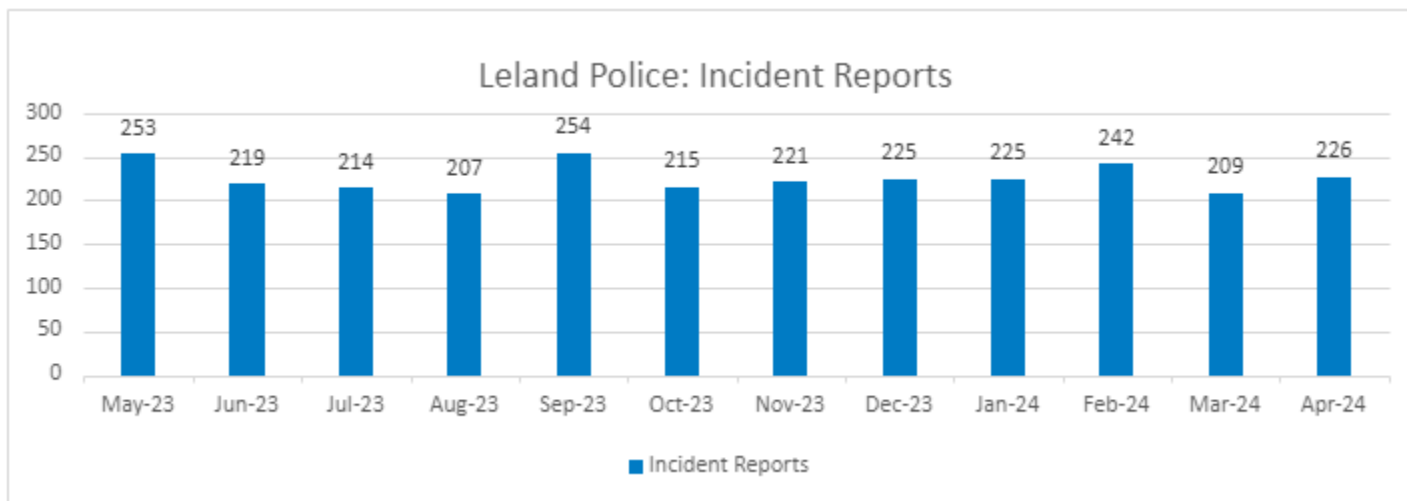
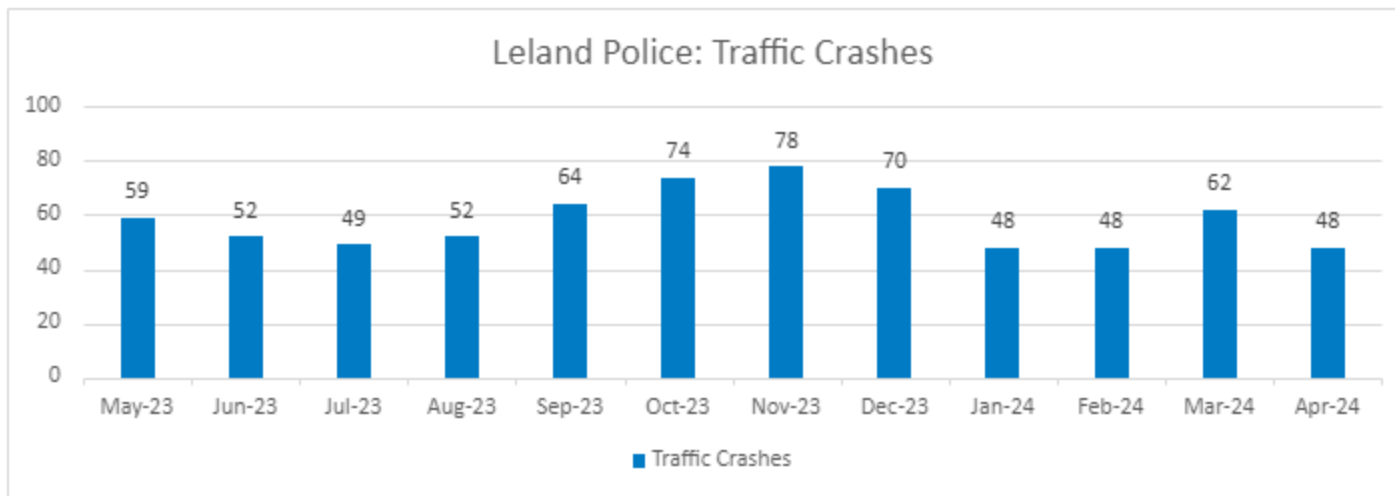
Sergeant Munger and Lieutenants Almond and Warren attended the Firearms Instructor Update Training April 30 at the North Carolina Justice Academy. This mandated course is for firearm instructors to learn the updated curriculum for 2024.

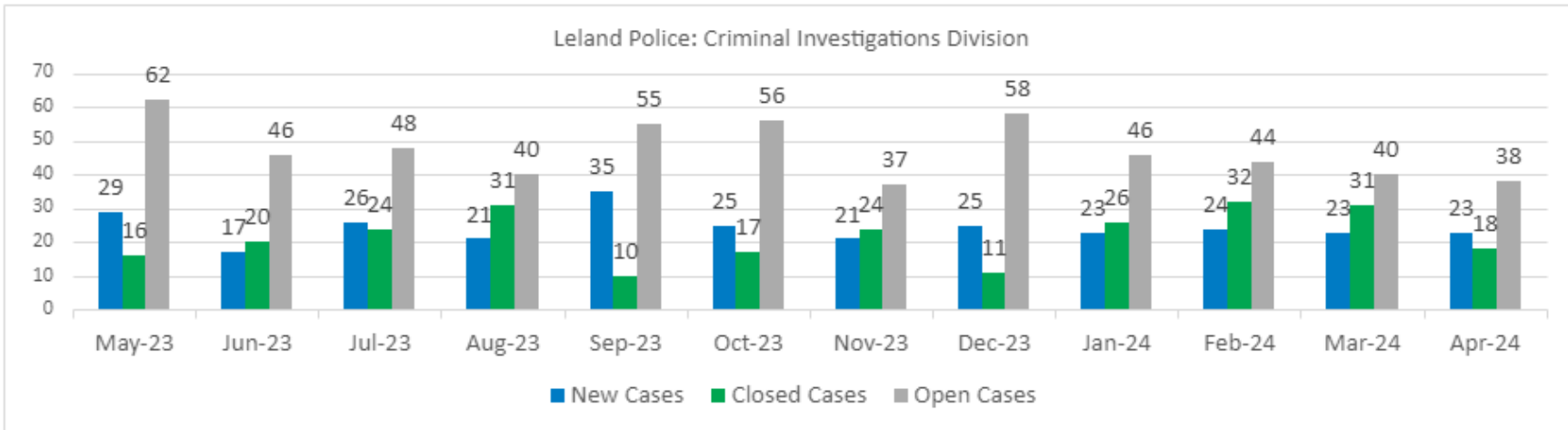
The department hosted its second 24-hour Patrol Rifle School April 1-3. This is a certification-level course required for all officers in the department who wish to be issued a rifle to carry on duty. Officers must qualify with the weapon on a challenging course with a score of 90% or better each year in order to keep the weapon. Lieutenant Warren assisted the instructors from IBX Tactical in teaching and delivering the course.

The department hosted the FBI-LEEDA Command Leadership Institute course April 22-26 at the Leland Cultural Arts Center. 37 law enforcement professionals attended including 14 Town staff members. This class is part of the FBI’s Trilogy Series relating to various aspects of leadership.

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							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
Totals	117	5	23	23	12	4	15

Department News

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

- Assisted six citizens with child passenger seat checks or installations
- Assisted 22 homeowners with smoke alarm installations or battery replacements
- Conducted three station tours
- Conducted fire extinguisher classes for North Brunswick JROTC

The department completed hoseline training across all three shifts. The training focused on putting the initial line in place to get water on the fire and improve conditions for the occupants. The training also focused on utilizing multiple lines and working on hoseline management, as well as working as a team to accomplish the objective.

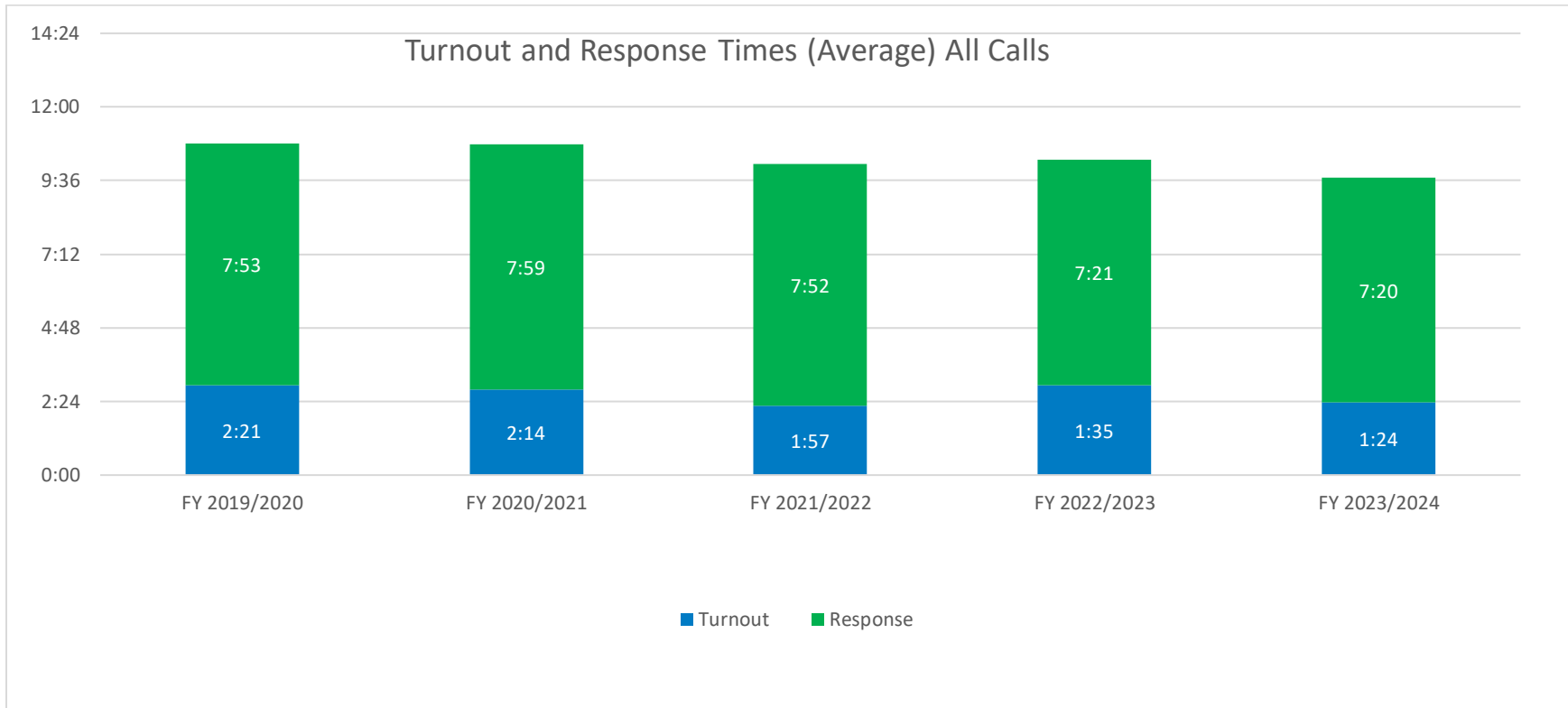
The department delivered the remaining two classes in the Driver/Operator Pumps series. Members took part in a lecture-style learning followed by a hands-on portion. The driver operator plays a critical part on any structure fire and must be proficient in their pumping skills as other members' lives are dependent on it.

The department delivered a Firefighter Health and Wellness class, a requirement for Technical Rescue certification.

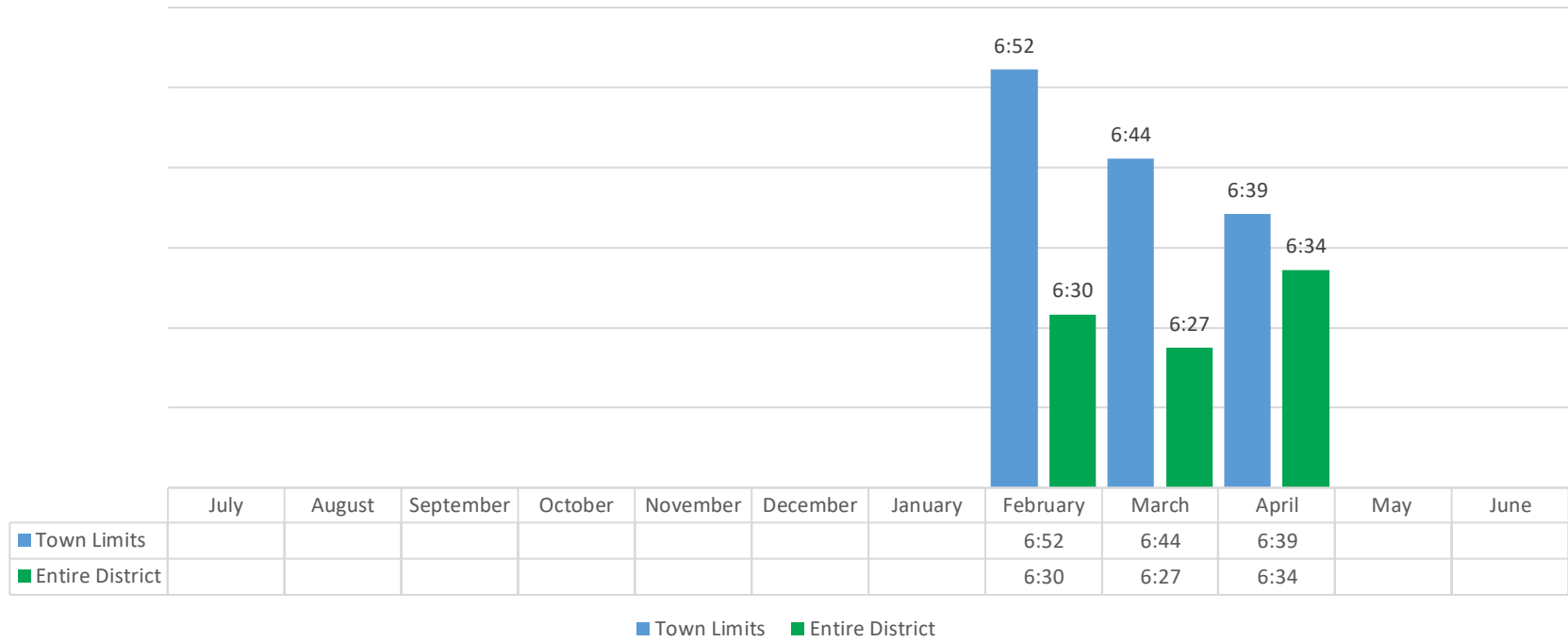
Members attended Cape Fear Community College's weekend fire school. The classes attended were Chief 101, Technical Rescue, Hoseline Advancement Training, and Instructor. Each of these classes prepares members for the next step in their career.

Command staff members completed Incident Command training. This training helps ensure the department operates in a uniform and consistent manner.

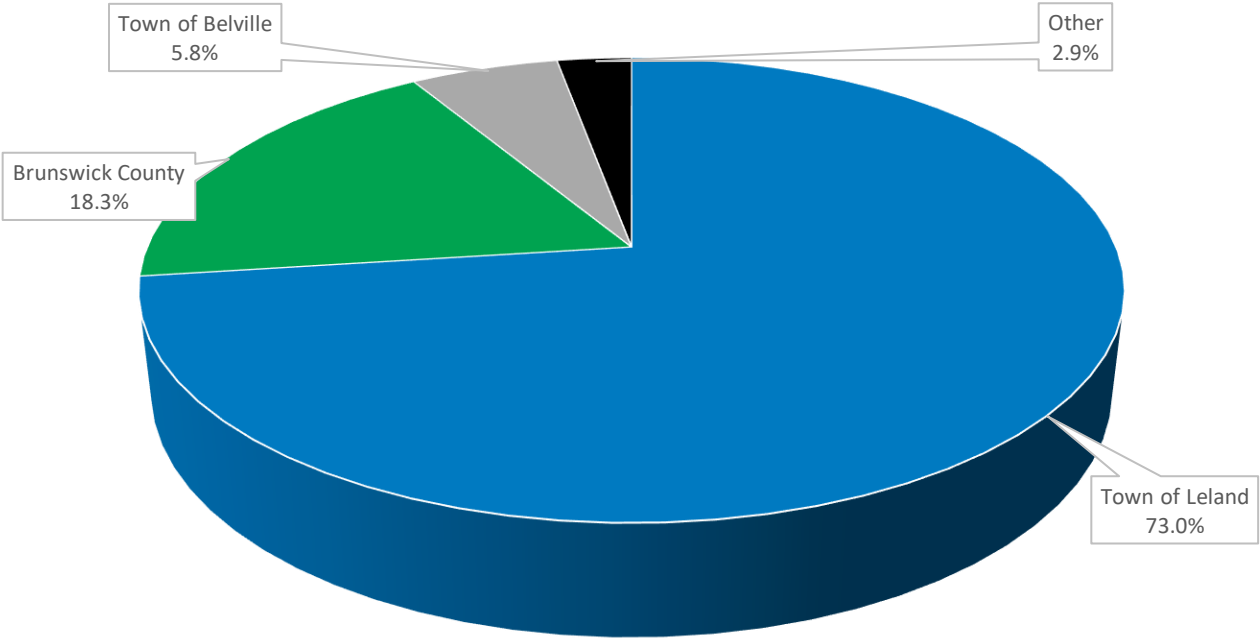
Dashboard



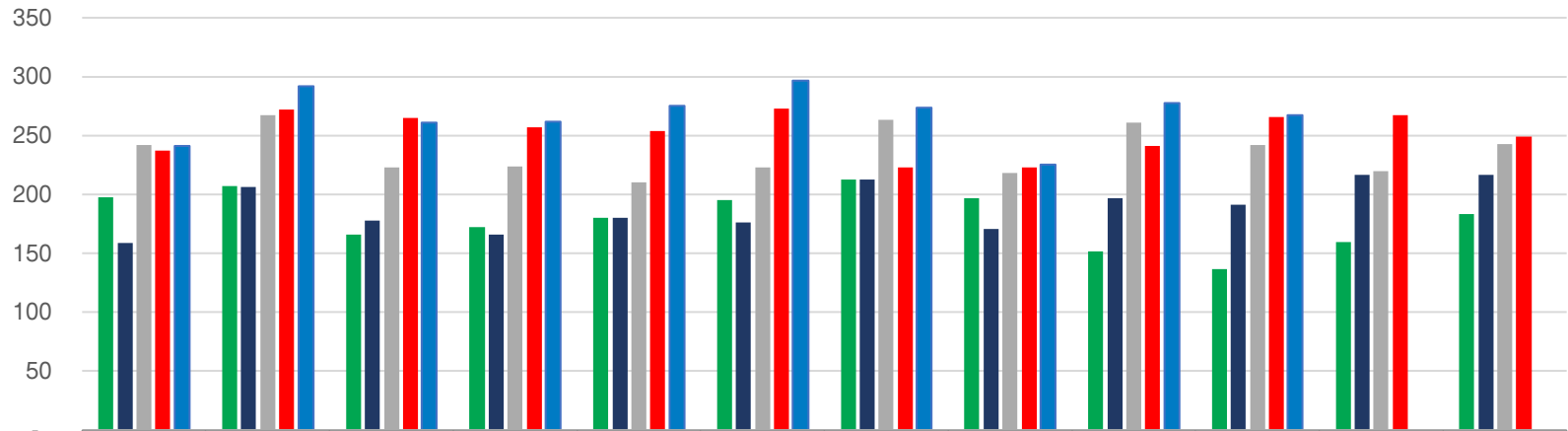
FY 2023/2024 Response Times (Average) Emergency Calls



FY 2023/2024 Fire Calls by Zone



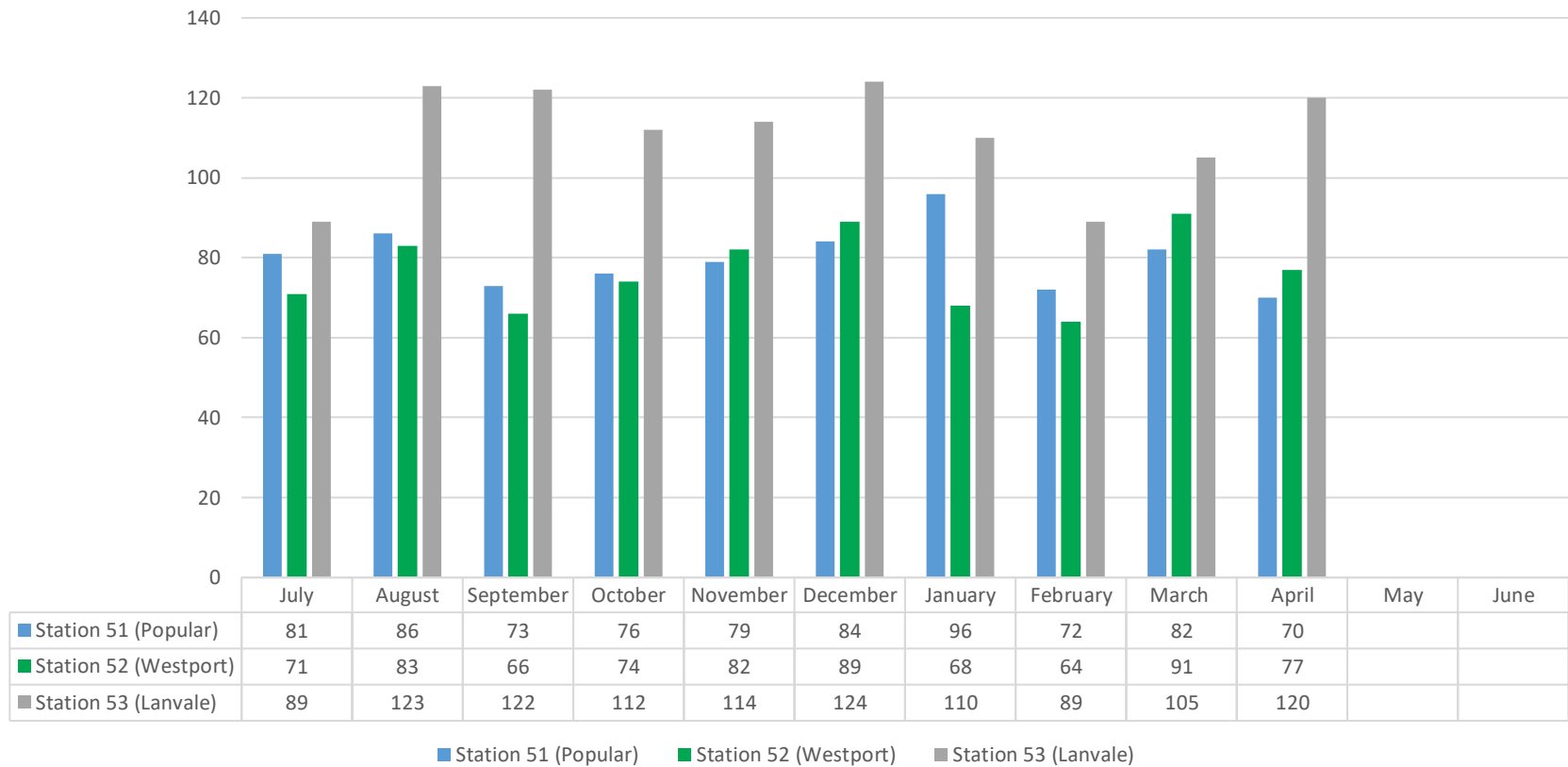
Fire Calls

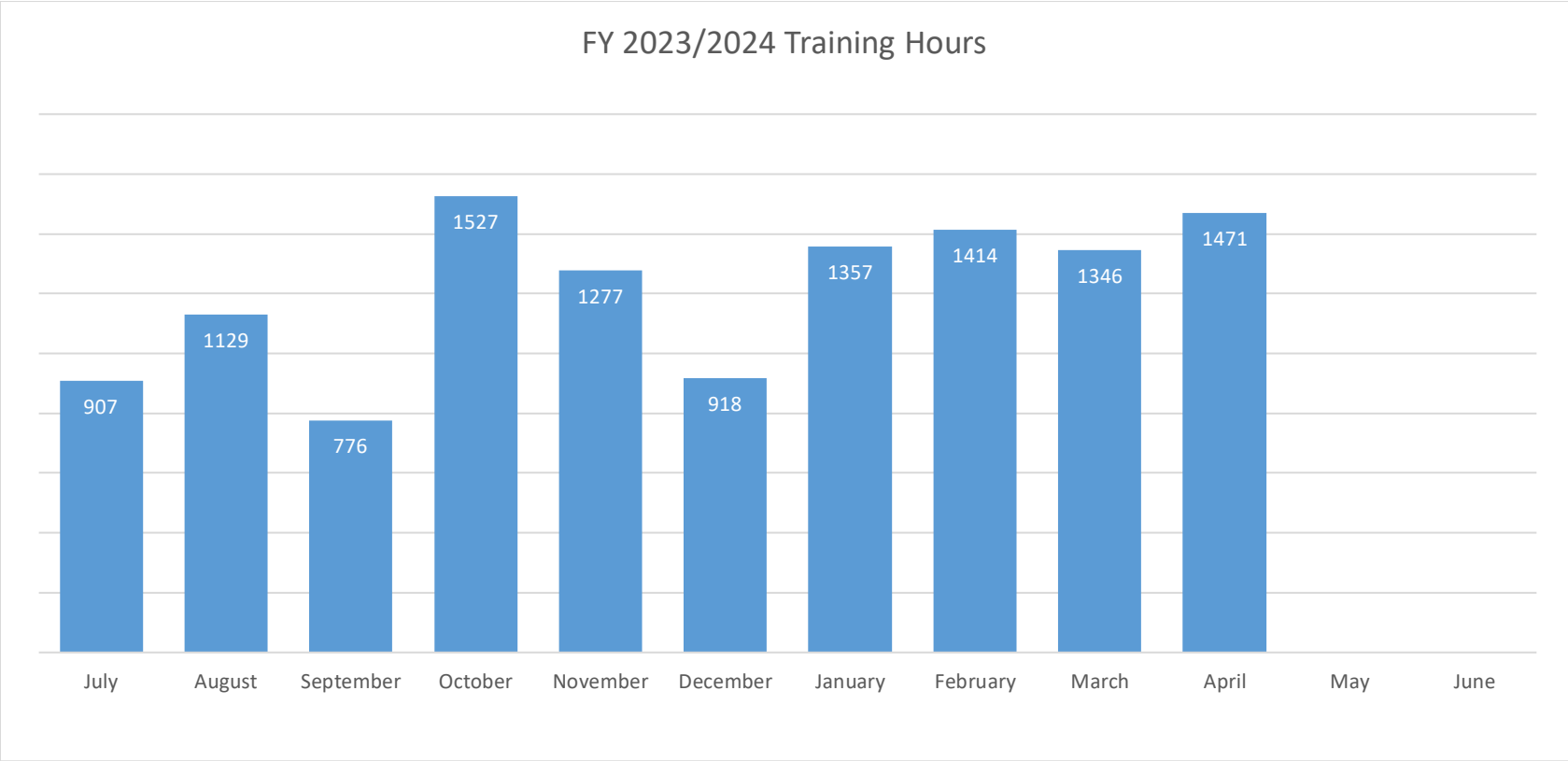


	July	August	September	October	November	December	January	February	March	April	May	June
FY 2019/2020	198	207	166	172	180	195	213	197	152	137	160	183
FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
FY 2021/2022	242	267	223	224	210	223	263	218	261	242	220	243
FY 2022/2023	237	272	265	257	254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

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

FY 2023/2024 Fire Calls Per Station





Department News

Staff worked with IT to geocode all disaster-related photos. The project will help with photographic evidence of problem areas from prior disasters. This information will be used to reinforce grant writing for mitigation projects. Chief Grimes and Bruce Sandy met with H2GO safety staff about land mobile radio options in times of disaster. The goal is interoperability between the two agencies moving forward in growth planning. The Threat and Hazard Identification and Risk Assessment (THIRA) task force met to develop the Town's THIRA plan. Staff began final planning for the Cyber Exercise in May with a contractor. Hurricane Expo planning continues. Residents are invited to attend the fourth annual Hurricane Expo on June 8 from 10 a.m. until 2 p.m. at the Leland Cultural Arts Center.

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

- No projects were completed in April.

Department News

Permitting and Inspections staff held an educational event on April 11 to educate more than 50 local builders and contractors on common noncompliance issues found when performing inspections.

Fire Inspector Joshua Babson, Inspections Supervisor Randal Gray, and Permitting Supervisor Joe Velasquez joined the department in April.

Glenn Anderson and Suzanne Keenan passed the certification exam and received their Standard Plumbing Level 1 certifications.

Lawrence Wills passed the certification exam and received his Standard Electrical Level 3 certification.

Will Rivers passed the certification exam and received his Standard Fire Level 1 certification.

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

Ernie Hernandez completed the NC Plumbing Level 2 course and is now preparing to take the certification exam.

Daniel Knoch completed the NC Fire Level 3 course and is now preparing to take the certification exam.



Matt Jones, Jordon Odom, Skip Brown, and Corbin Keene completed the NC Building Level 1 course and are now preparing to take the certification exam.

As part of NCDOT's annual Litter Sweep, staff utilized community service time and picked up approximately 220 pounds of trash on South Navassa Road between Sturgeon Creek and Village Road on April 19.

Andrew Neylon and Jessica Moberly attended Placemaking and Equity, a webinar hosted by the Wisconsin APA Chapter. This webinar included a discussion on creating the need for new sets of place-led policies and practices and transformative placemaking strategies from across the country, with examples of creating connected, vibrant, and inclusive communities.

Ms. Moberly attended the 2024 North Carolina Traffic Safety Conference hosted by the Governor's Highway Safety Program. The conference featured valuable training, new research, and engagement opportunities for traffic safety partners with a major theme of achieving Vision Zero in the state.

Ashli Barefoot and Ben Andrea attended a tabletop exercise with the Town's Incident Management Team to review policies and procedures related to emergency management and how to be best prepared should an event occur locally.

Planning Board Meeting Summary

The Planning Board met on April 23, 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 30-55, 50-18, and 66-277 of the Code of Ordinances to include language about street names complying with the street naming policy.
2. Green Growth Master Plan Framework Guide – The Planning Board voted to recommend approval of a plan developed in partnership with the NC Wildlife Resources Commission to support proactive, responsible, and sustainable planning by promoting the connectivity of residents and visitors of Leland to nearby environmental resources and recreational opportunities within the Town's planning area.

The Planning Board's next meeting is scheduled for May 28, 2024, at 6 p.m.

Board of Adjustment Meeting Summary

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

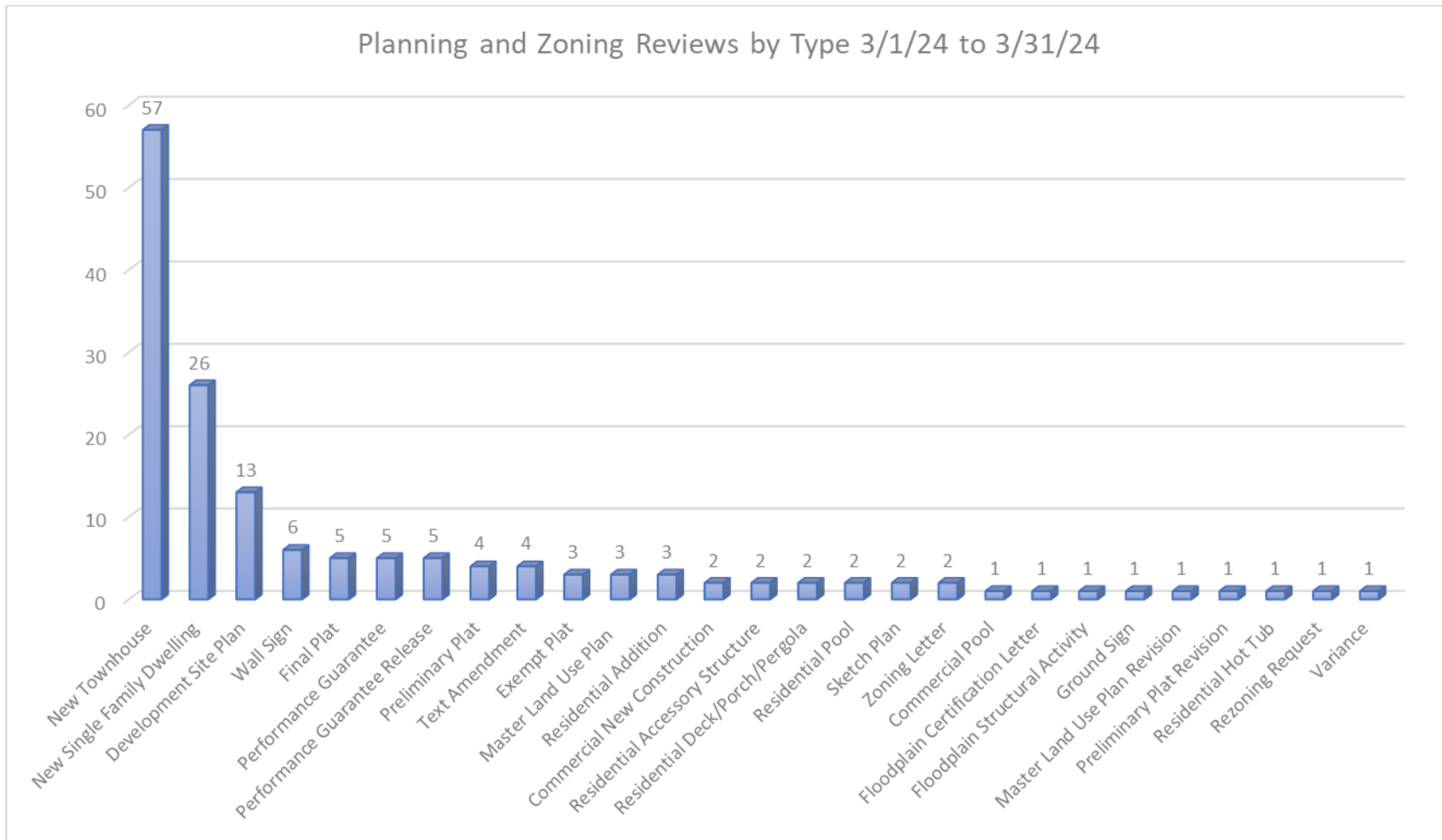
Current Planning Update

Technical Review Committee (TRC) Report

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

1. Development Site Plan for Village Road Duplexes and Triplexes – Proposal for 98 units on 6.9 acres near Graham Drive off Village Road.
2. Development Site Plan for Wilmington Beach Academy – Proposal for an expansion of the volleyball facility at 9892 Wayne Street.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
7	6

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	13	\$3,952,259.53	-\$94,667.67
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	8	\$1,267,291.94	\$0.00
Surety Bonds	5	\$1,457,505.08	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	1	\$170,875.77	\$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	\$332,368.80
Total Cash Bonds	19	\$3,671,780.94	\$0.00
Total Surety Bonds	32	\$8,296,614.42	\$237,701.13
Total Performance Guarantee Sureties	52	\$12,300,764.16	\$570,069.93

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 completed the Green Growth Network Framework Guide in partnership with the NC Wildlife Resources Commission. This guiding document was presented before the Planning Board at its April 23 meeting. The plan was recommended for approval and will be presented before Town Council at its May meeting.

Staff held two public open house events for the Age-Friendly Strategic Plan. These open houses took place at Town Hall on April 25 and at the Leland Cultural Arts Center on April 29. The plan is being finalized and is expected to be presented to the Planning Board at its May meeting.

Staff is working with GIS staff to get the CAMA Areas of Environmental Concern (AEC) map placed onto an online platform as an interactive web map. This will help property owners and staff determine if a CAMA permit will be required for development 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 as well as the bimonthly WMPO Bicycle/Pedestrian Advisory Committee meeting.

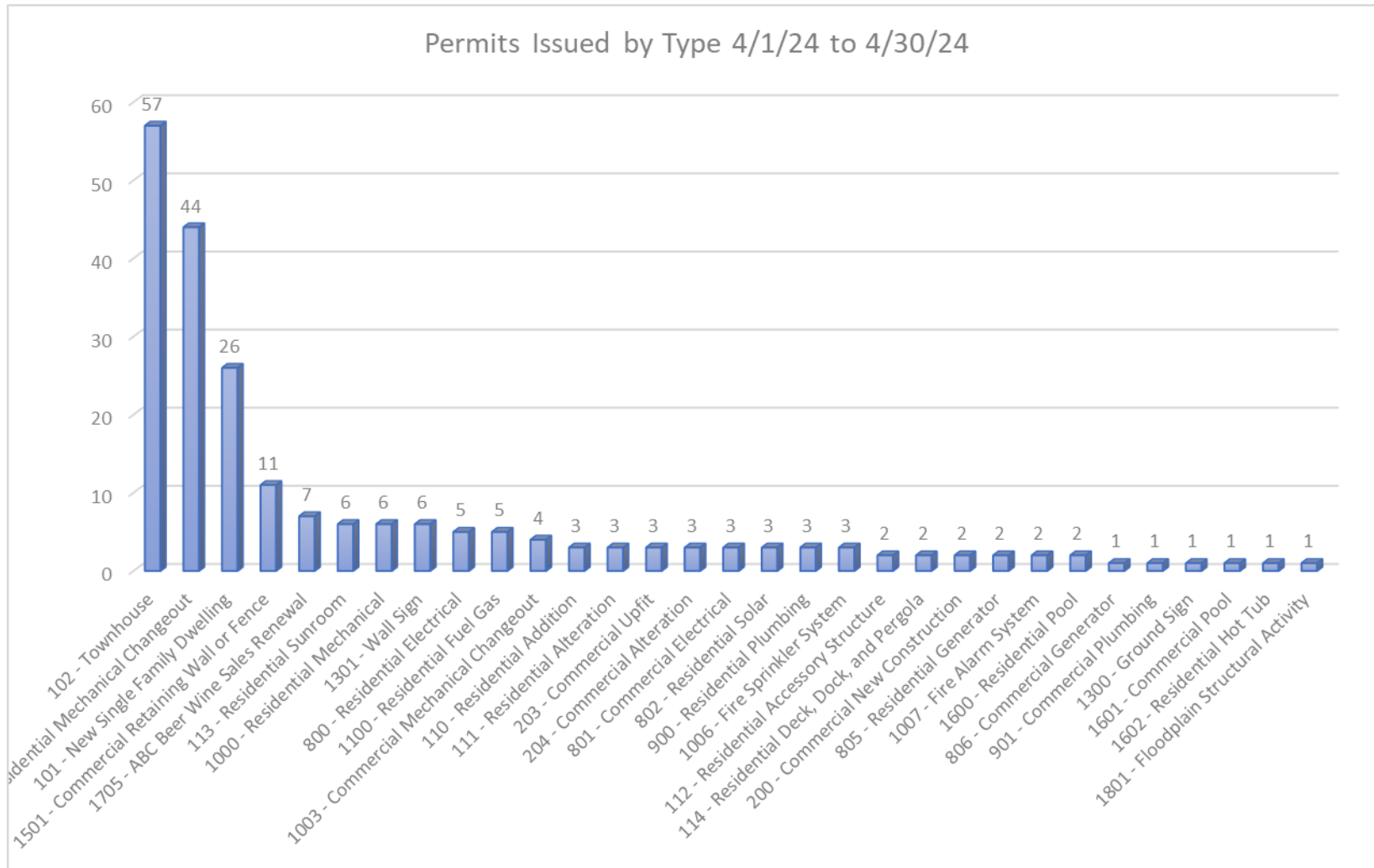
Staff attended the monthly North Carolina Vision Zero Meeting. The monthly meetings facilitate progress updates and information sharing throughout the Safe Streets For All (SS4A) and Vision Zero process.

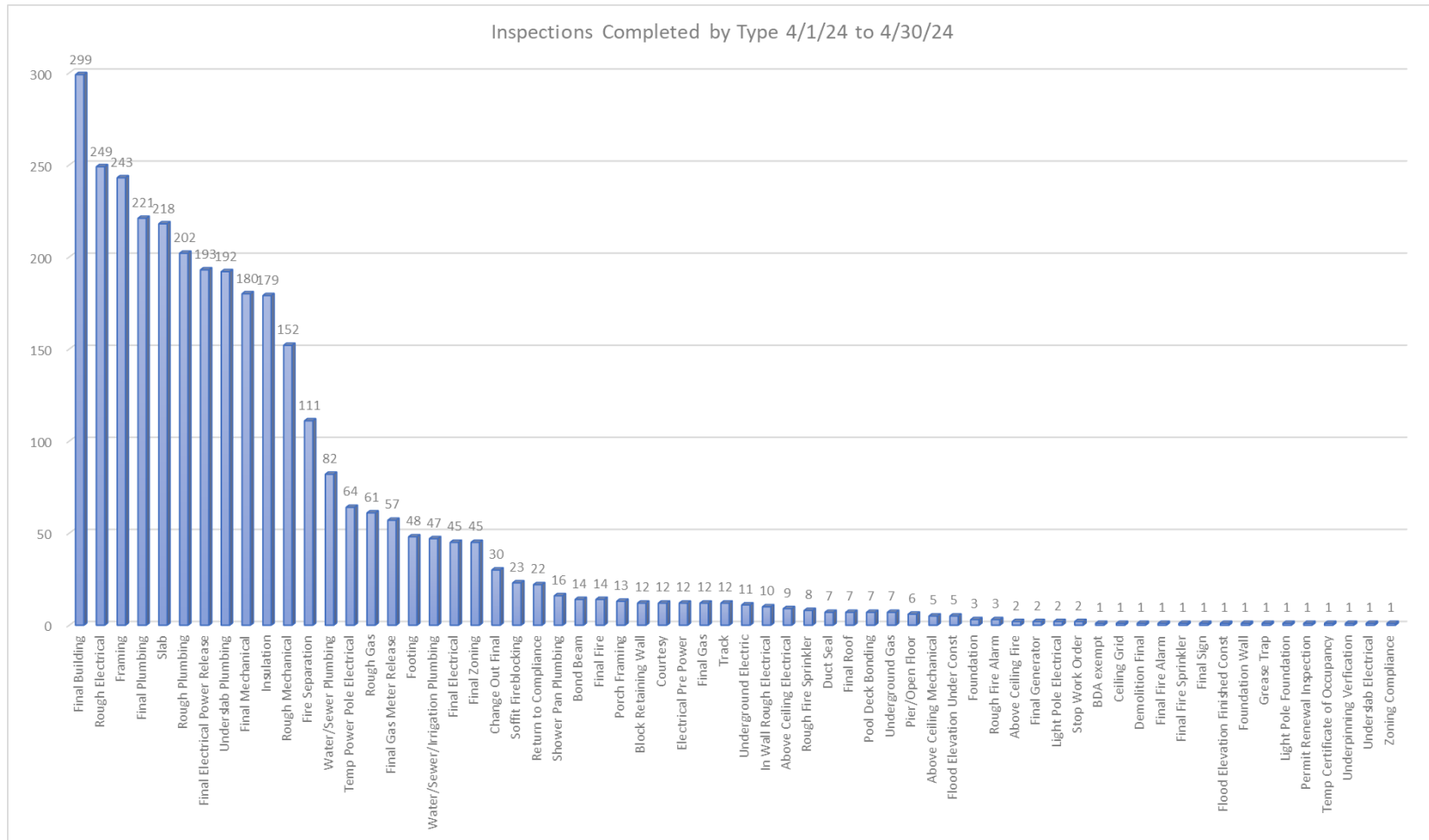
Staff held a meeting of the Comprehensive Safety Action Plan Focus Group, led by consulting firm Kittelson, on April 30. This focus group will be responsible for helping guide the development of the SS4A project.

Staff is currently in contract negotiations for the Integrated Mobility Plan with finalization and execution expected in May. Staff will then meet with consultants to kick off plan development.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
219	3,191	\$27,020,503





Code Enforcement Update

Case Summary

4/1 Through 4/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from March	1	2	15	2	20
Cases Opened April	1	23	18	2	44
Cases Closed April	0	14	2	1	17
Active Cases (Evolve)	2	11	31	3	47

Department News

In April, staff hosted the Town's first Leland Life Science and Medical Technology Summit, garnering 134 registrations. The existing network of life science professionals with Leland-area companies spoke to the future of the industry and the opportunities it presents to the Town. Since the Summit, many firms and support agencies have reached out to follow up on the conversations started at the event. Mr. Sutton gave a short presentation with the Small Business and Technology Development Center to talk about economic development activity in the Town. Mr. Sutton also attended an ambassadors initiative event held by the NC BioTech Center discussing how to best spread the word regarding life sciences.

New Businesses

- **Hamptons Boutique** opened at 1174 Turlington Avenue, suite 103.

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 Road**.
 - An expansion of the beach volleyball facility located at **9892 Wayne Street**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on April 11 and heard a presentation from Brunswick Business and Industry Development team, Bill Early and Jason Semple. They discussed their role in economic development within the county, details as to why they focus on manufacturing, and insight into what makes the county attractive to employers. After the discussion, committee members and staff discussed the Economic Development Strategic Plan and progress made on the first-year priorities identified in the plan. The next meeting is scheduled for June 6, 2024.

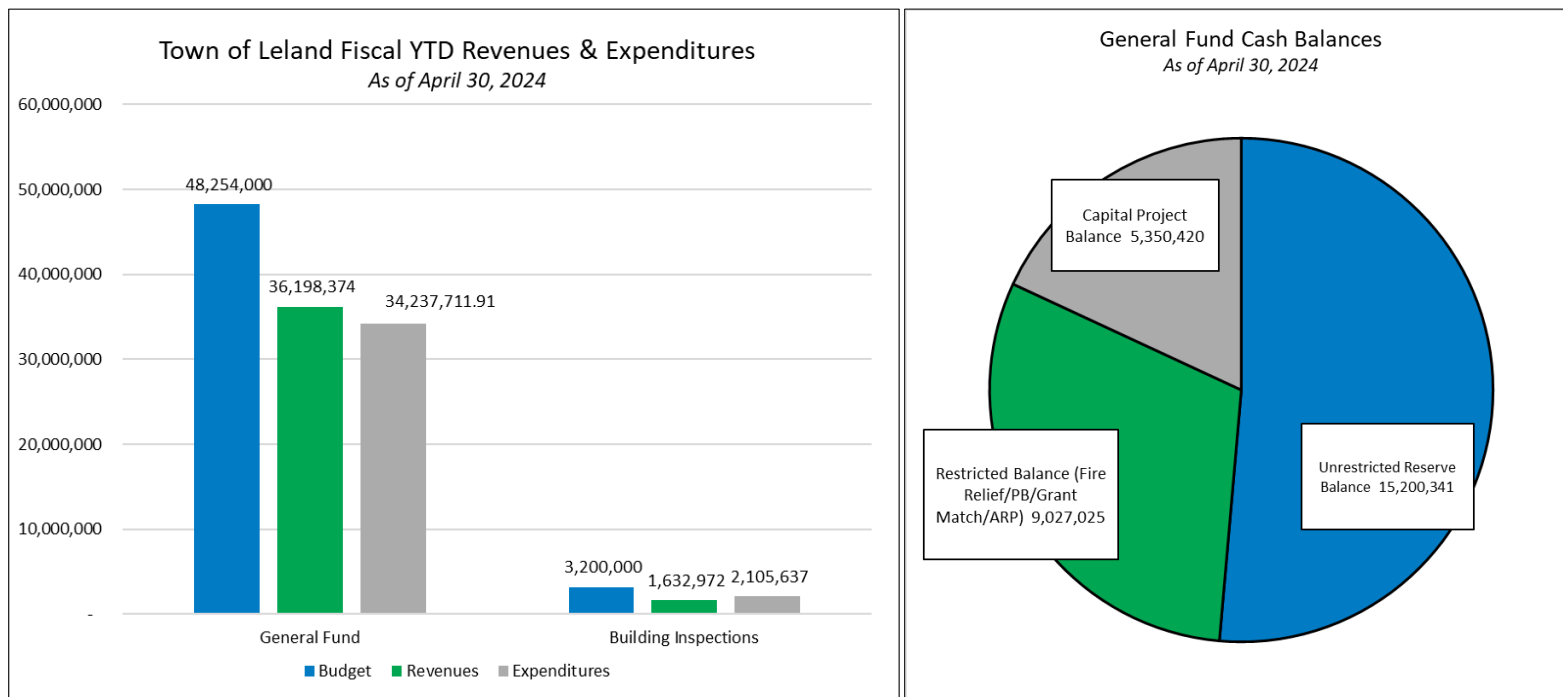
Department News

Ms. Cook has been 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”. Additionally, Ms. Cook engaged in the Office of Management and Budget webinar titled “2024 Revisions of the Uniform Guidance”.

Ms. Glick attended the UNC School of Government’s Performance Management in Purchasing and Contracting class and the North Carolina Department of Administration’s 2024 NC PEAK Procurement Conference.

Ms. Newton, Ms. Cook, and Ms. McGrady took their Notary Public Oaths.

Dashboard

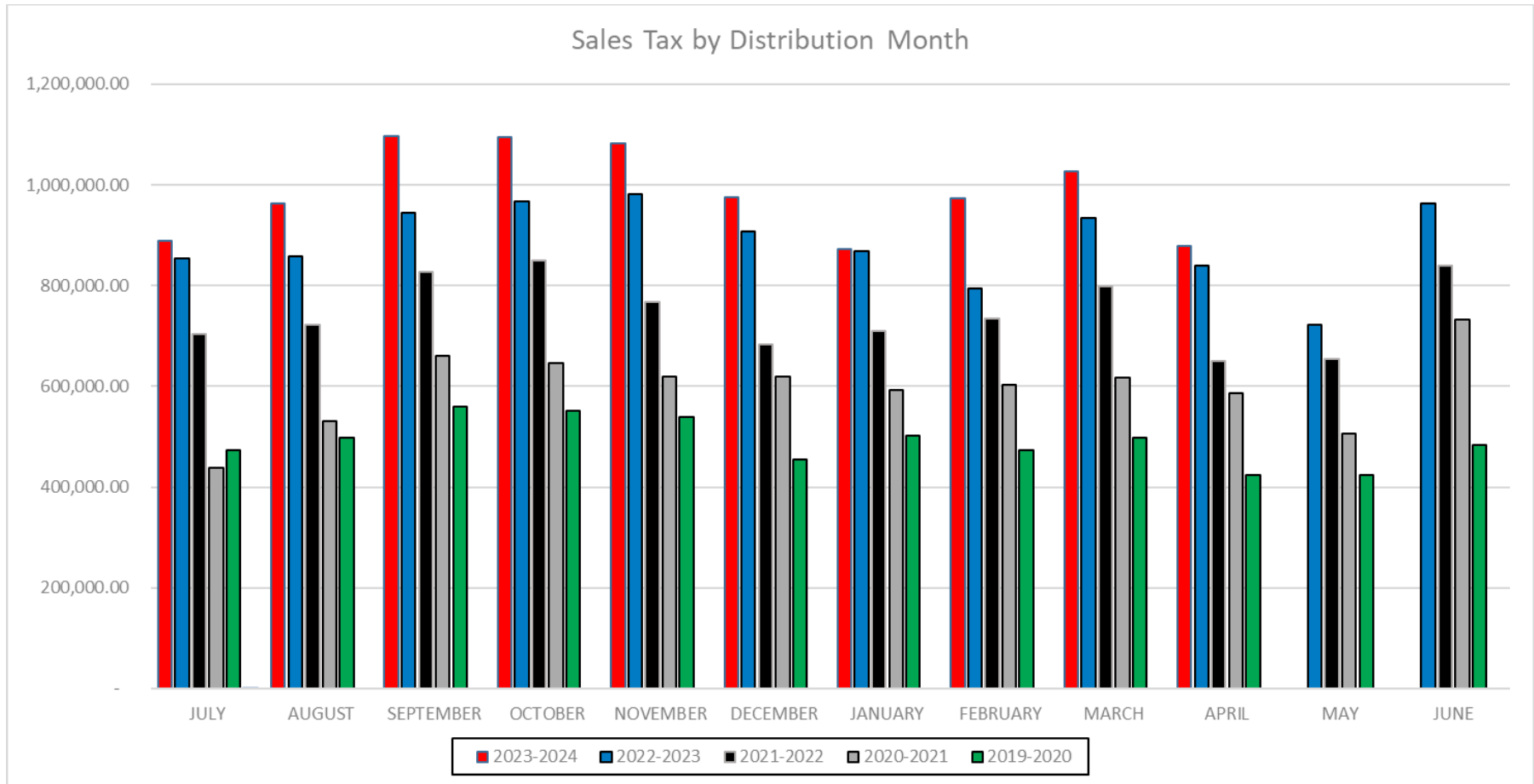


Financial Budget to Actual Report – April 30, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	39,000,000	48,254,000	1,108,189	36,198,374	-	12,055,626	24.98%
Governing Body	315,000	315,000	5,871	248,579	12,082	54,339	17.25%
Administration	2,300,000	2,300,000	48,080	1,808,424	8,615	482,962	21.00%
Information Technology	3,285,000	5,285,000	26,285	1,604,131	753,976	2,926,892	55.38%
Human Resources	470,000	476,000	10,736	301,847	14,151	160,002	33.61%
Finance	1,000,000	1,000,000	26,415	740,903	3,977	255,120	25.51%
Planning	1,280,000	1,280,000	29,828	782,366	41,865	455,769	35.61%
P&R & Cultural Arts	1,210,000	1,210,000	25,084	830,690	37,318	341,992	28.26%
Fleet & Facilities	1,490,000	1,490,000	26,867	1,078,721	211,615	199,664	13.40%
Streets & Grounds	3,610,000	3,610,000	39,706	2,187,591	118,245	1,304,164	36.13%
Engineering	1,050,000	1,050,000	16,887	429,097	51,793	569,111	54.20%
Police	6,730,000	6,758,000	138,266	4,993,481	117,700	1,646,820	24.37%
Emergency Management	220,000	220,000	6,185	169,195	2,666	48,139	21.88%
Fire	7,445,000	7,445,000	165,717	5,819,209	235,416	1,390,375	18.68%
Debt Services	4,120,000	4,120,000	-	2,517,169	-	1,602,831	38.90%
Transfers	4,475,000	11,695,000	2,700,000	10,726,309	-	968,691	8.28%
EXPENSES	39,000,000	48,254,000	3,265,926	34,237,712	1,609,419	12,406,870	25.71%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,200,000	3,200,000	155,999	1,632,972	-	1,567,028	48.97%
EXPENSES	3,200,000	3,200,000	68,862	2,105,637	75,745	1,018,618	31.83%

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: Cradlepoints for B/I Vehicles; Vendor: Concise Networks LLC; Amount: \$68,643.75

Description: Founders Park Veterans Memorial; Vendor: Saltwater Signs Inc; Amount: \$58,424.49

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

In April, the Town welcomed five new employees. Interviews continue to fill open positions, with a specific emphasis on hiring Police Officers. The department sponsored a Take a Break event at Fire Station 51 where approximately 15 Firefighters gathered for conversation and camaraderie. In May, the department will sponsor a Take A Break event at Fire Station 52. The Town Managers hosted the quarterly Servant Leadership Snack and Chat event and learned more about the experiences of 15 employees. The information gathered at these events is used to help ensure the Town provides a supportive work environment for employees. Ms. Putnam and Ms. Velasquez-Sandoval attended a professional development opportunity sponsored by the Lower Cape Fear Human Resources Association. In May, the department plans to attend an HR and Supervisory training sponsored by the North Carolina League of Municipalities. The department continues to focus on the transition of health care and retirement plan benefit providers. The North Carolina Total Retirement Program transitioned to Empower Retirement Services in February and the State Health Plan will transition from Blue Cross Blue Shield to Aetna in January 2025.

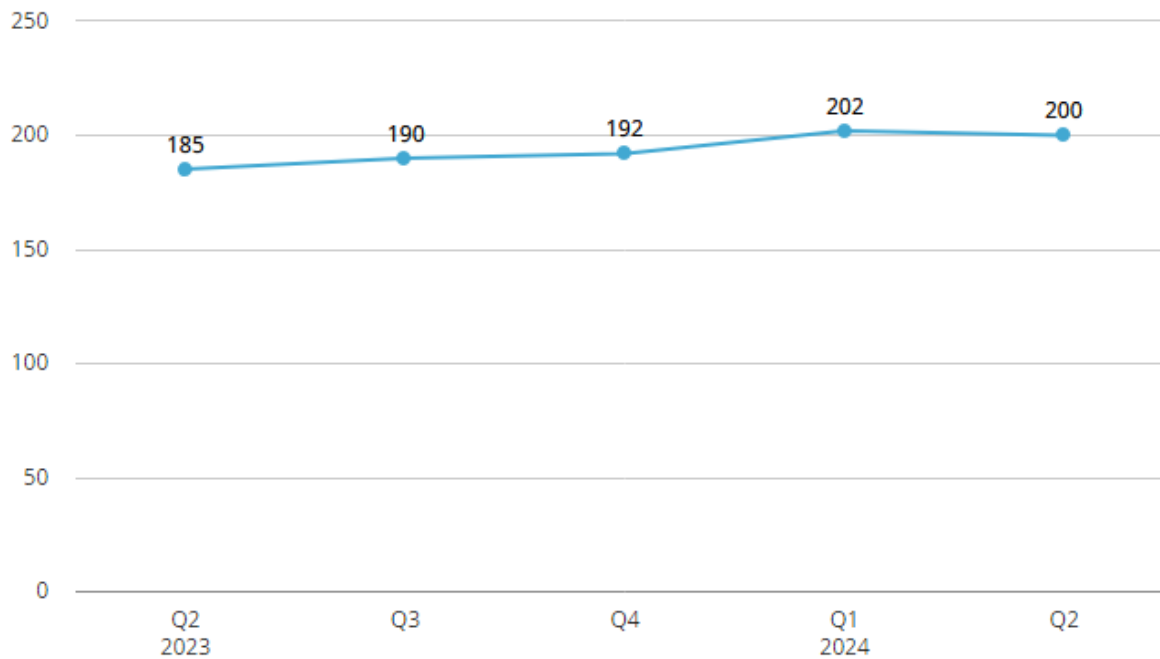
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title
Randal Gray	Building Inspections	New Hire	4/2/2024	Building Inspection Supervisor
Garrett Bortnick	Police Department	Termination	4/5/2024	Police Officer
Wyatt Richardson	Parks & Recreation	Termination	4/12/2024	Community Enrichment Director
Chris Sillings	Fire/Rescue Department	Termination	4/12/2024	Fire Apparatus Engineer
Ethan Scott	Streets Maintenance	New Hire	4/15/2024	Grounds Maintenance Tech I
Joshua Babson	Building Inspections	New Hire	4/15/2024	Fire Inspector
Jarrett Harley	Fire/Rescue Department	Termination	4/18/2024	Senior Fire/Rescue Captain
Jacob Herrmann	Parks & Recreation	Termination	4/26/2024	Program Coordinator Pottery
Joe Velasquez	Building Inspections	New Hire	4/29/2024	Permitting Supervisor
Kevin Knapp	Engineering	New Hire	4/29/2024	Town Engineer
Carolyn Crutchfield	Parks & Recreation	Termination	4/30/2024	Recreation Specialist

Workers Comp Data April 2024

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

Headcount (FT and PT Employees) May 2023 – April 2024



Headcount ⓘ 200 As of April 2024	Hired ⓘ 41	Termed ⓘ 32	Growth Rate ⓘ 4.7%	Turnover Rate ⓘ 16.6%	Average Tenure ⓘ 4.2 (Years)
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Turnover Data May 2023 – April 2024

Full Time Turnover

Turnover Rate ⓘ

15.8%

Annualized Rate ⓘ

15.8%

Terminations ⓘ

29

Average Employees ⓘ

184.2

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

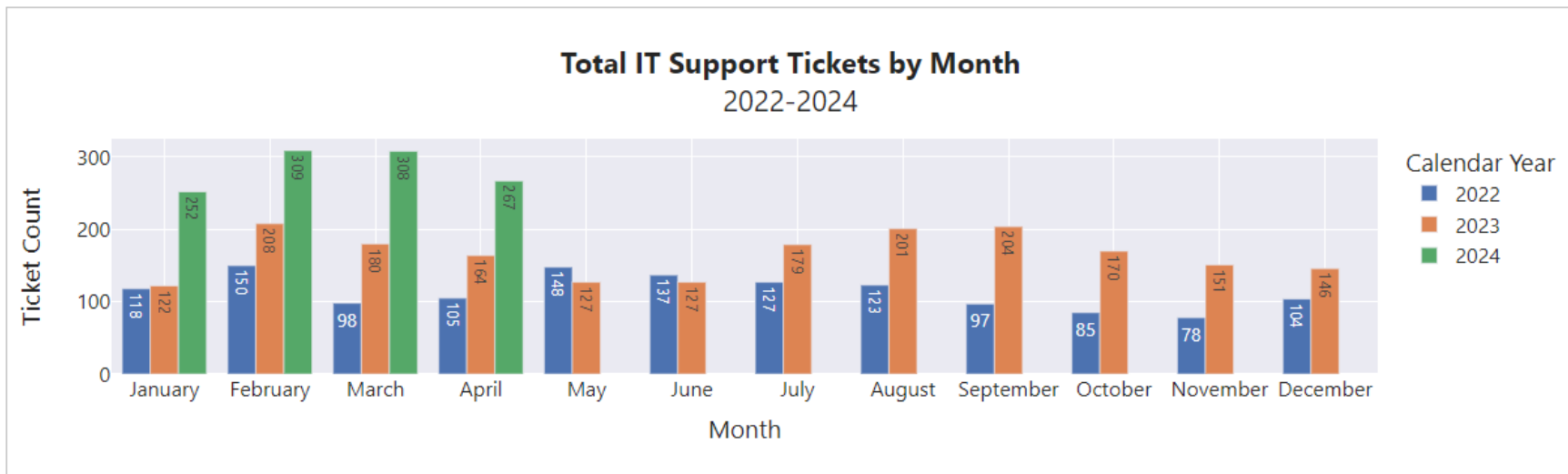
Anthony Thomas attended All Hazards Situation Unit Leader incident management training provided by NC Emergency Management and hosted by Brunswick County Emergency Services. The department participated in a tabletop exercise with the Town’s Incident Management Team. GIS staff continue to develop stormwater mapping datasets and processes.

Major Work Priorities

- Fire Department mobile modem upgrades.
- LOMA/LOMR mapping and web application for Planning.
- Fire Station 52 alerting system.
- Fire Department user account upgrades.

Projects Completed

- 4 employees onboarded/offboarded.
- Town Council/Administration tablet replacement.
- PRCR digital camera replacement.



Administration News

The Leland Cultural Arts Center hosted a Red Cross blood drive on April 15. They collected 29 units and had four first time donors.

Property Closings

The Town closed on the purchase of tax parcels 04600007 and 04600103 on April 16. A specific purpose has not yet been identified, but potential uses include future roadway connections and opportunities for Public Safety facilities.

Town Clerk's Office

Mayor Bozeman signed letters of support to the NCDOT regarding the unhoused. She also signed letters of support to Senator Bill Rabon, Senator Thom Tillis, and Representative Frank Iler to request appropriations for Sturgeon Creek Park and a Fire apparatus.

Mayor Bozeman, Mayor Pro Tem Campbell, Councilmember Carter, and Assistant Town Manager Niel Brooks attended the 2024 CityVision Conference. Their attendance exemplified their shared dedication to advancing the Town's interests, fostering meaningful partnerships, and charting a course towards a brighter, more prosperous future for all residents. Their active participation in this premier municipal gathering served as a testament to the Town's proactive approach to governance and its unwavering commitment to excellence in service to the community.

Ms. Reinhardt attended the North Carolina Association of Municipal Clerks Regional Academy. The course topics included managing up and serving at the pleasure of the Board, ethics and conflicts of interest for clerks, how a bill becomes law in North Carolina, and key statutory changes and case law updates.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - April 9 Special Council Meeting
 - April 11 EDC Meeting
 - April 15 Agenda Council Meeting
 - April 15 Closed Session Meeting
 - April 17 Leland TDA Meeting
 - April 18 Regular Council Meeting
 - April 18 Closed Session Meeting
 - April 23 Planning Board Meeting

- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 8
 - Agendas – 6
 - Resolutions – 4
 - Ordinances – 2
 - Proclamations – (1) Fair Housing Month April 2024
 - Presentations – 2
 - Public Hearing Notices for the Council Meetings – 1
 - Board/Committee Vacancies: Parks & Recreation Board Student Representative (1). The Economic Development Committee, Parks and Recreation Board, and Planning Board will have terms ending June 30, 2024. Staff will promote Board and Committee applications with a deadline of May 27. Council will make appointments at the June 20 Regular Council Meeting.

Government Portal (iCompass) Transparency Update

- Portal Visits – 5,248
- Portal Unique Visits – 3,623
- Regular Council Meeting Agenda Views – 1,536
- Agenda Council Meeting Agenda Views – 533
- Special Council Meeting Agenda Views – 1,395
- Planning Board Agenda Views – 388
- Economic Development Meeting Agenda Views – 341
- Leland TDA Board Meeting Agenda Views – 235
- Parks and Recreation Board Meeting Agenda Views – 142