



STAFF REPORTS

August 2024 Regular Meeting

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Department News

Staff generated 277 work orders in July and closed 206 of them (74%).

Current staff vacancies are Facilities Maintenance Supervisor and Ground Maintenance Technician I.

Streets Updates

Work Priorities and Initiatives

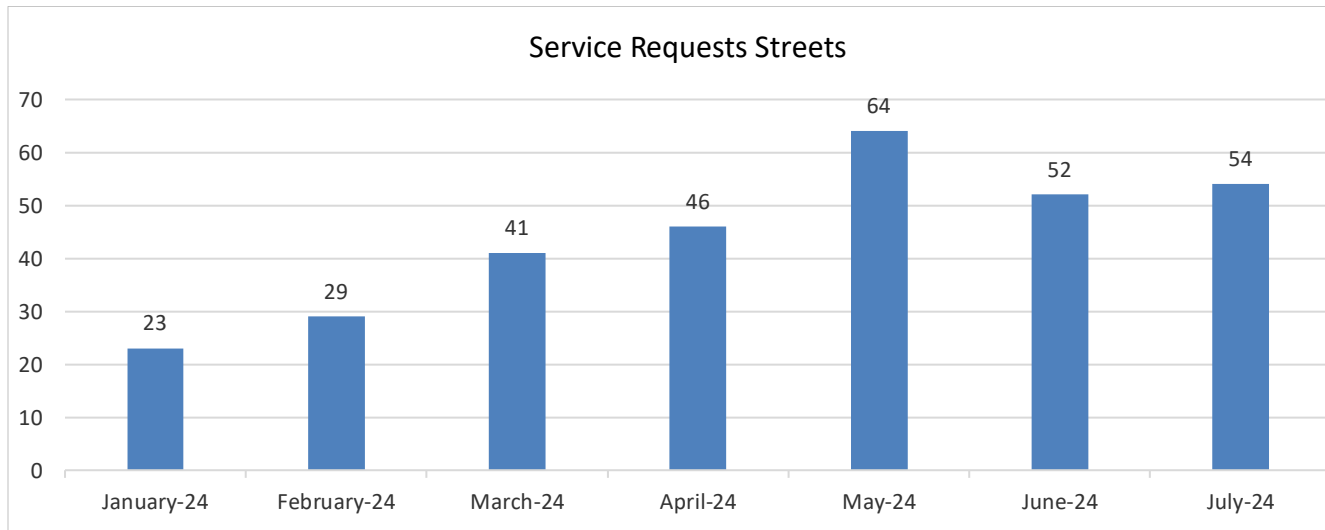
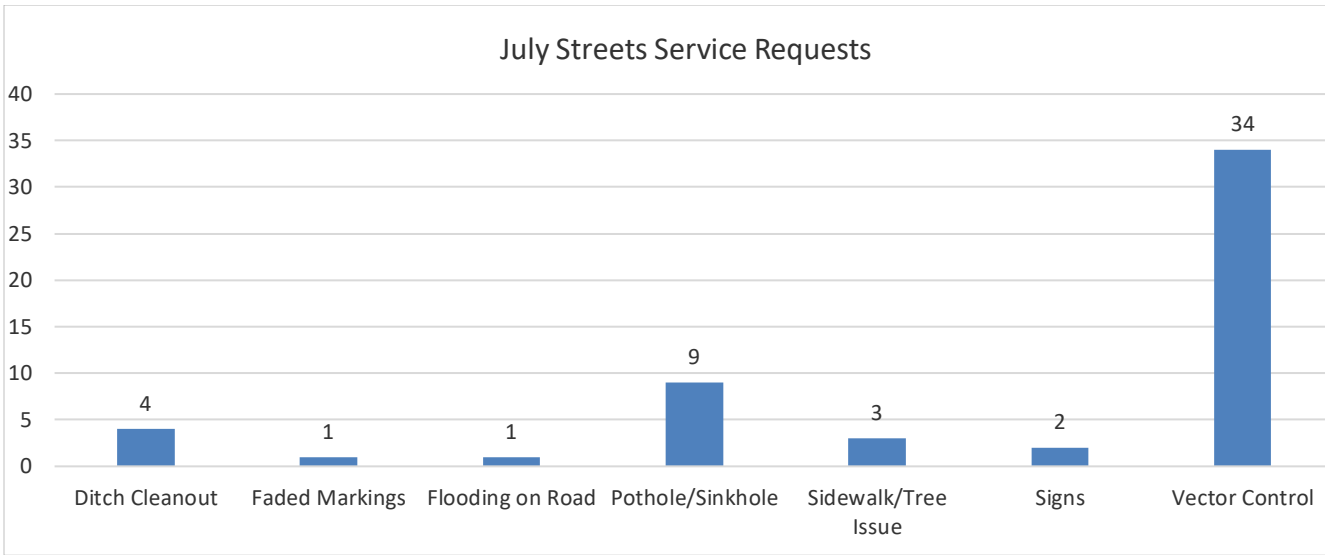
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalks, and curb replacements.
- Staff will be focusing on infrastructure repairs in Magnolia Greens, Waterford, and Brunswick Forest.
- Staff will install ADA-compliant curb ramps in Magnolia Greens.
- Staff will be conducting mosquito counts in the late evenings and early mornings as resident requests are received.

Projects Completed

- Staff completed NCDOT ROW mowing on Village Road and Old Fayetteville Road.
- Staff removed and replaced several sections of concrete sidewalks which were damaged by trees in Magnolia Greens.
- Staff removed and replaced damaged concrete curbs in Waterford and Magnolia Greens.
- Staff replaced cart crossing pavement markings in Magnolia Greens with new MUTCD-compliant cart crossing pavement markings.
- Staff repaired sinkholes in Lanvale Forest, Windsor Park, and Mallory Creek.
- Staff cleaned ditches and driveway pipe crossings in Picket Ridge.

Work Order Summary

- Streets generated 54 work orders in July, with the majority being vector control (34) and pothole/sinkhole related (9).
- Streets completed 18 work orders in July, with an approximate expense of \$38,882 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$18,618).



Grounds Updates

Work Priorities and Initiatives

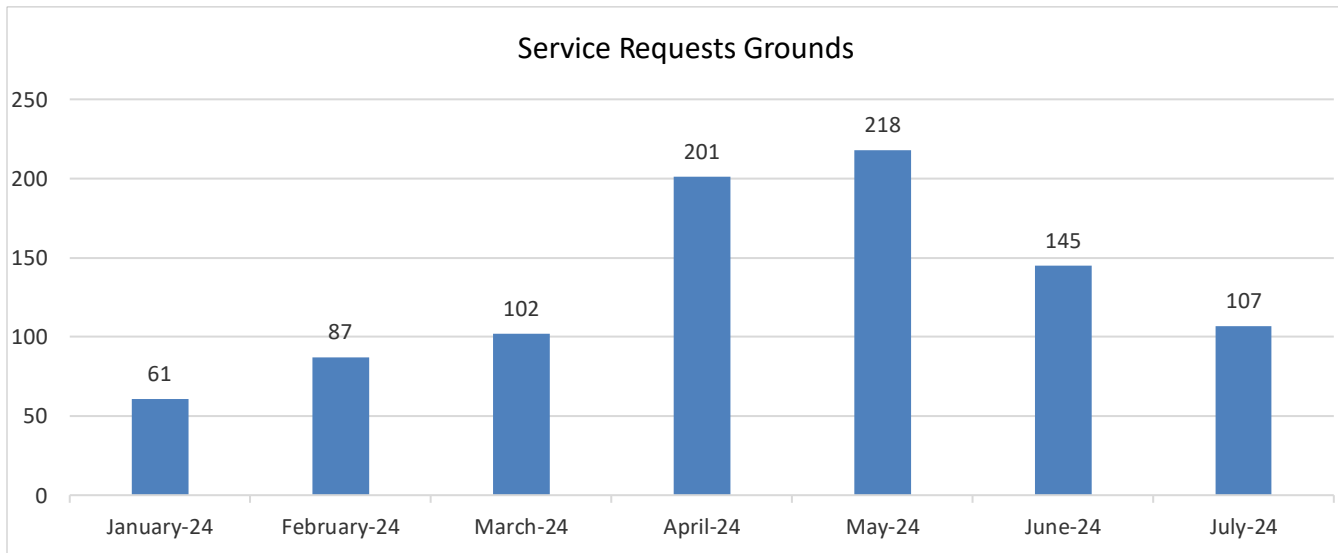
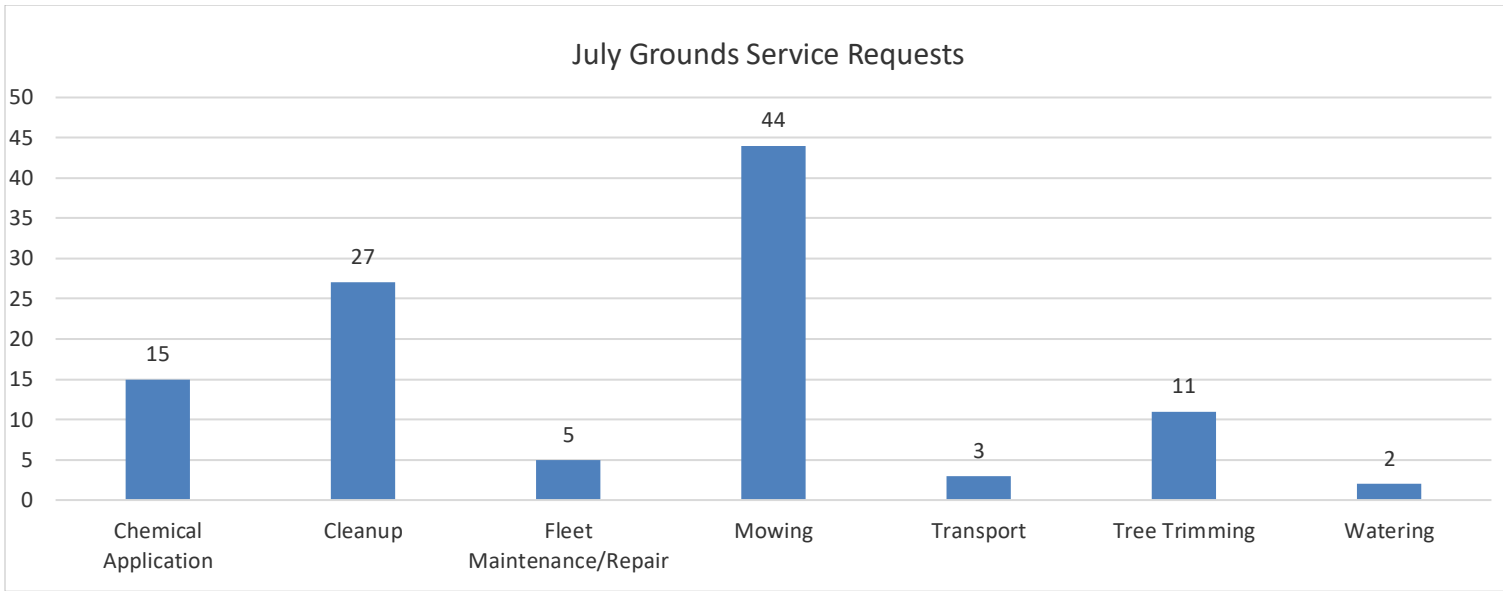
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff continue to maintain Town-owned properties and parks.
- Staff will remove the raised planter beds at the Community Garden for the expansion of Town Hall.
- Staff will install an ADA-compliant fishing location on the observation deck at Cypress Cove Park.

Projects Completed

- Staff completed the renovation of the wooden boardwalk and observation dock at Cypress Cove Park.
- Staff repaired sections of the boardwalk on the path to the classroom and bridge at Westgate Park.
- Staff completed installing an ADA-compliant pad at the ADA picnic table and trash receptacle at Cypress Cove Park.

Work Order Summary

- Grounds generated 107 work orders in July, with most of them being mowing (44), cleanup (27), and chemical application related (15).
- Grounds completed 97 work orders in July, with an approximate expense of \$23,800 in labor, equipment, and materials to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

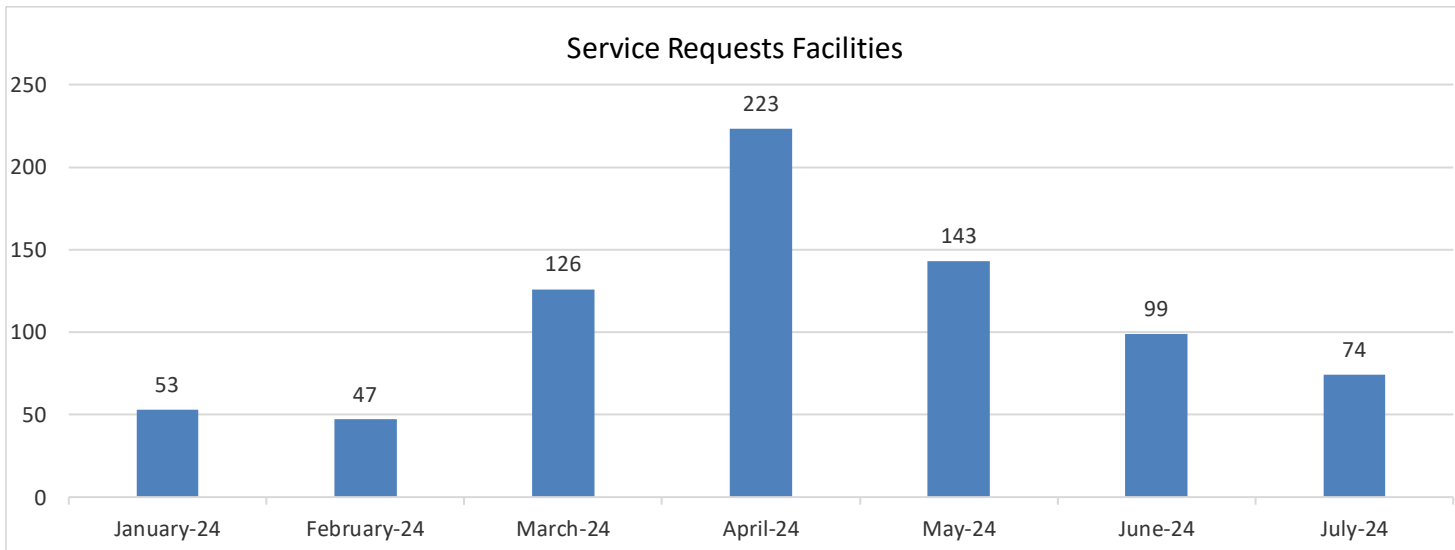
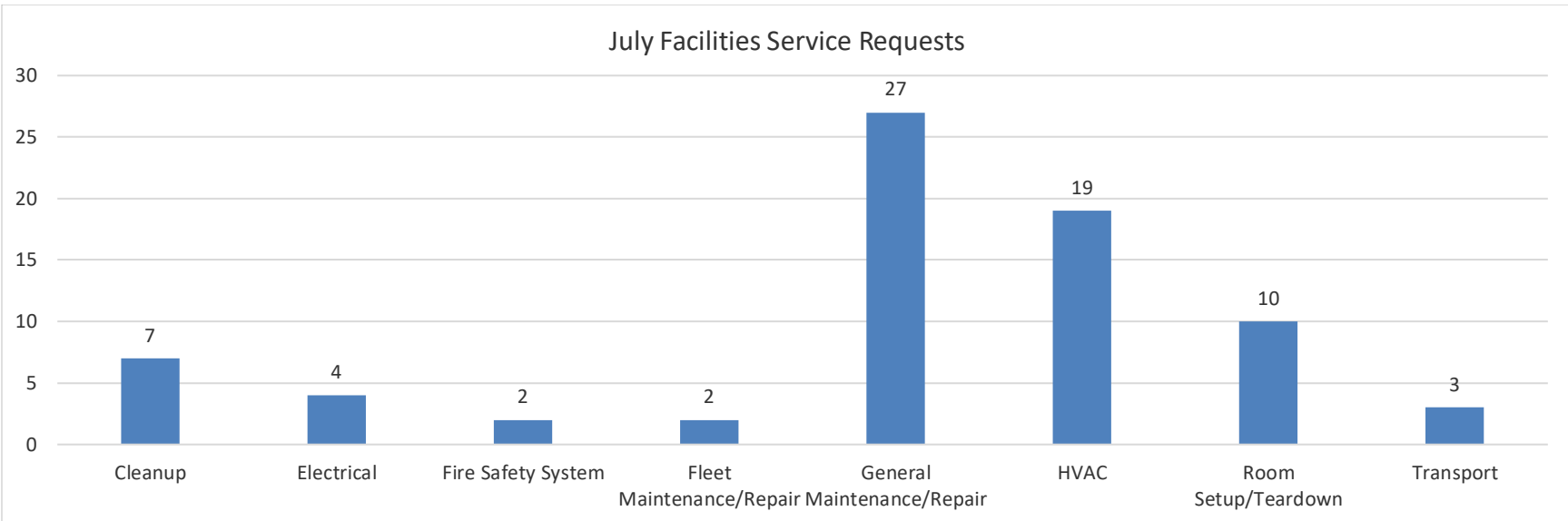
- Staff will continue preventative maintenance on the HVAC system at Town Hall and all facilities.
- Staff will be reviewing training classes on the HVAC systems as it applies to Town facilities.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, and wiring techniques.
- Staff are continuing to learn and monitor the Town Hall HVAC system using a new software upgrade.
- Staff will develop and perform preventative maintenance on Town equipment (generators, compressors, and ice machines).
- Staff will be monitoring the electrical service from Duke Energy and the generator to develop and improve the transfer of electrical power during power outages at Town Hall.
- Staff will continue improving the iWork work order system to schedule custodians and room setups (table/chair configurations, etc.) for Town meetings and events.
- Staff are improving efficiency and cleaning strategies for all Town facilities.
- Staff are improving the efficiency of the HVAC system by wrapping insulation around ducts and air filtration to reduce humidity levels in all facilities.
- Staff will be inspecting all first aid kits, eye wash stations, AEDs, and documentation.

Projects Completed

- Staff replaced circuit boards in Town Hall HVAC ceiling units and checked for leaks in the freon system.
- Staff conducted Town-wide inspections of handrails, doors, windows, and lights.
- Staff set up new delivery and inventory control tracking to keep up with Cintas.
- Staff implemented maintenance on Town Hall HVAC and will continue again in August.

Work Order Summary

- Facilities generated 74 work orders in July, with most of them being general maintenance and repair (27), HVAC (19), and room setup/teardown related (10).
- Facilities completed 49 work orders in July, with an approximate expense of \$7,300 in labor and materials.



Fleet Vehicle Updates

Work Priorities and Initiatives

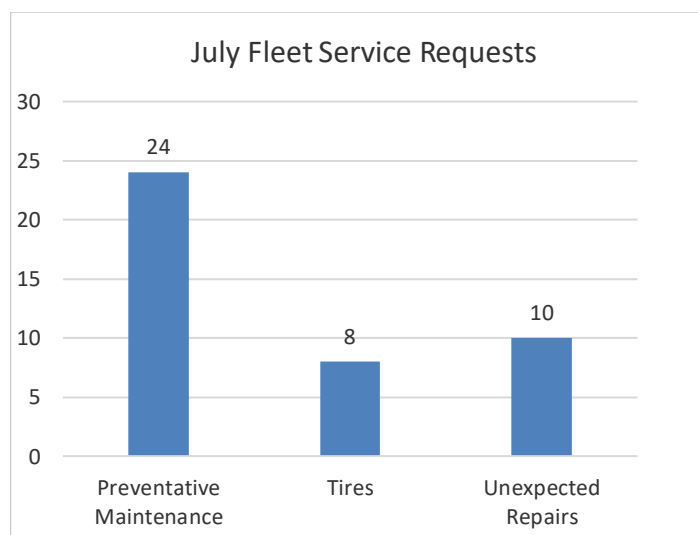
- Staff are working with Streets to sell a mower on GovDeals.
- Staff are working on safety recalls on five Town vehicles. Repairs are waiting on parts.
- Staff are working with departments to identify upcoming vehicle purchases.
- Staff are working to compile information for the NC Local Government Annual Solid Waste and Materials Management Report for the Town.

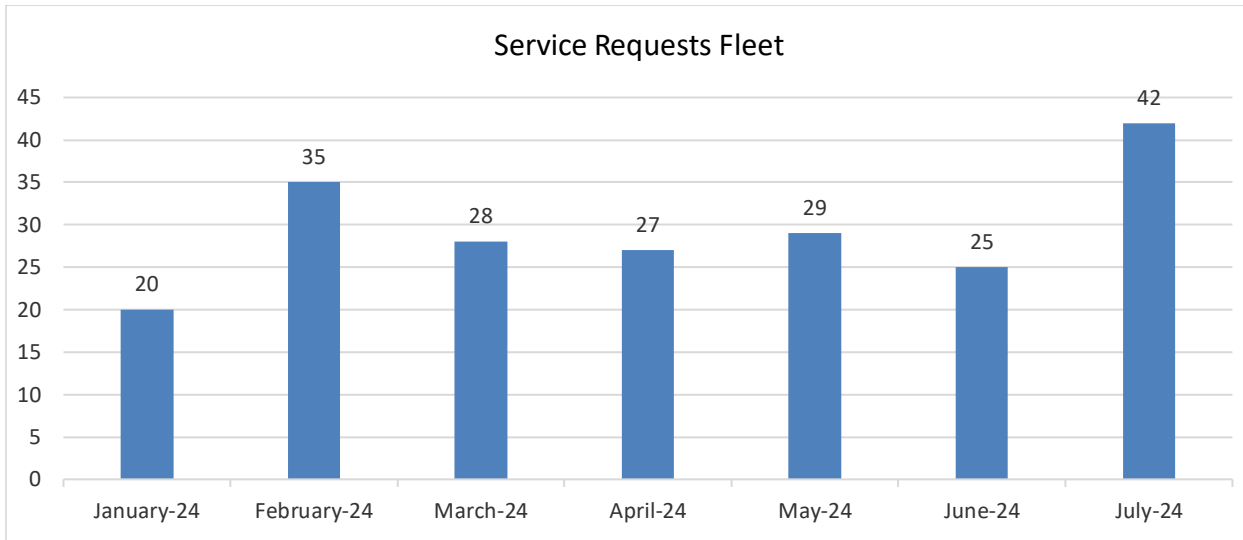
Projects Completed

- Staff onboarded a new Streets trailer.

Work Order Summary

- Fleet generated 42 work orders in July for an approximate expense of \$14,900. Of these, 24 were for scheduled preventative maintenance for about \$2,900.





Department News

Current staff vacancies are Construction Inspector.

Town Project Updates

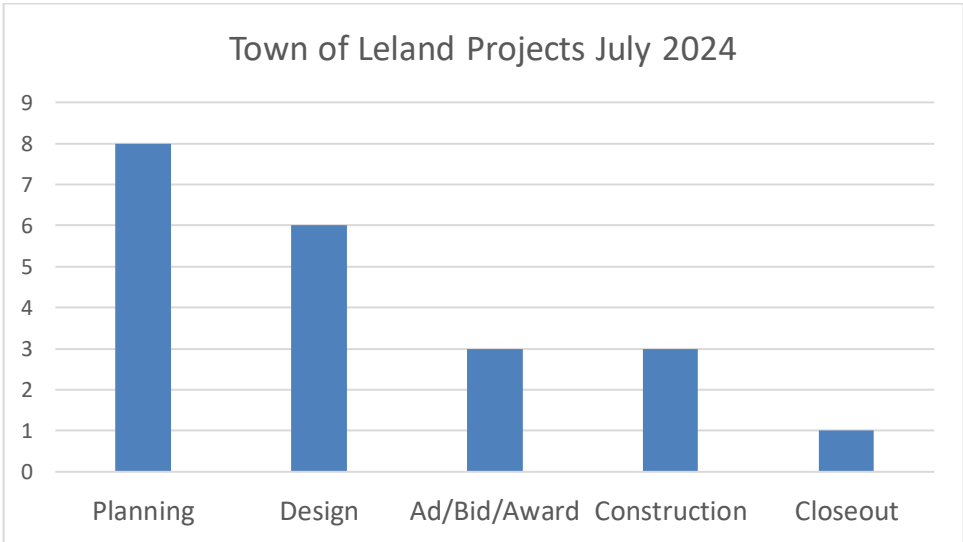
Projects In Construction

- Town Hall Expansion
- Founders Park – Construction is ongoing, approximately 45% complete.
- Brunswick Village Boulevard Extension – Approximately 95% complete.

Projects In Closeout

- Fire Station 51

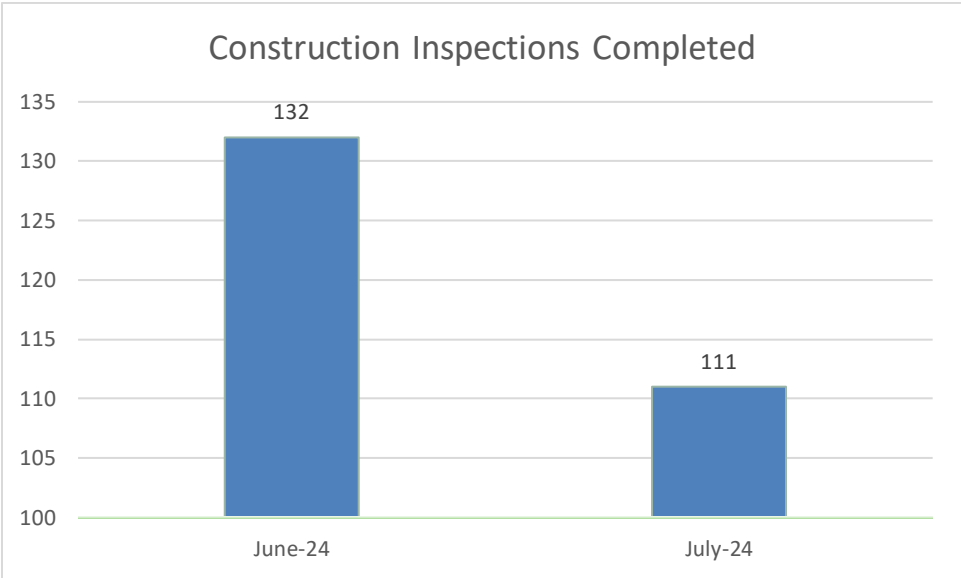
Full project details can be found [on the Town website](#).



Construction Inspections

Inspections

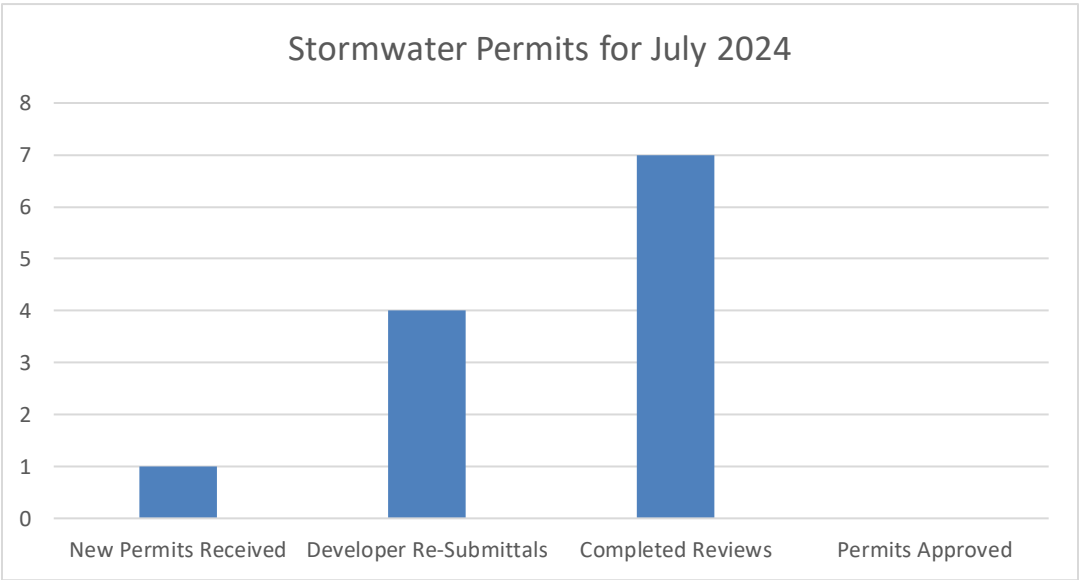
- Staff have completed 111 construction inspections.
 - Construction inspections include developer and Town projects.



Stormwater Permits

Stormwater Permit Review

- 100% of stormwater permits submitted within the last 45 business days have either been approved or sent back for comments. No permits were approved in July.



Department News

Camryn Lewis joined the department as a PT Recreation Specialist on July 22.

Parks and Recreation Board Summary

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

Upcoming Events

August 1, 9 a.m. – Fall/Winter 2024-2025 Season Registration Opens

August 3, 10 a.m.-1 p.m. – Open House, LCAC

August 3-31 – Instructor Showcase Gallery, LCAC

August 3, 10 a.m.-2 p.m. – Instructor Showcase Gallery Reception, LCAC

August 15, 7-8 p.m. – Stitchin', LCAC

August 24, 7-10 p.m. – Contra Dance, LCAC

September 3 – Fall Programs Begin

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

Parks, Recreation, and Cultural Resources Updates

The final session of the spring/summer session began on July 8 and ends on August 17. The August gallery will be an exhibit of current LCAC instructor's work. The Summer Art Market on July 20 went well with 394 attendees. The department is very excited to broaden its offerings for the fall/winter season with 70 new programs.

Social Media Update

- PRCR Facebook Highlights (July 1 – 31, 2024)
 - Followers/Likes – 5,580
 - Page reach – 12,699
 - Top post (Largest reach): “As part of Park and Recreation Month, we are celebrating Park and Recreation Professionals Day today! This is a special day to honor all the dedicated professionals who build strong, vibrant, and resilient communities through the power of parks and recreation. Join us in recognizing their hard work and commitment to making our town a place "Where You Belong." Thank you to all our incredible staff for everything you do!”

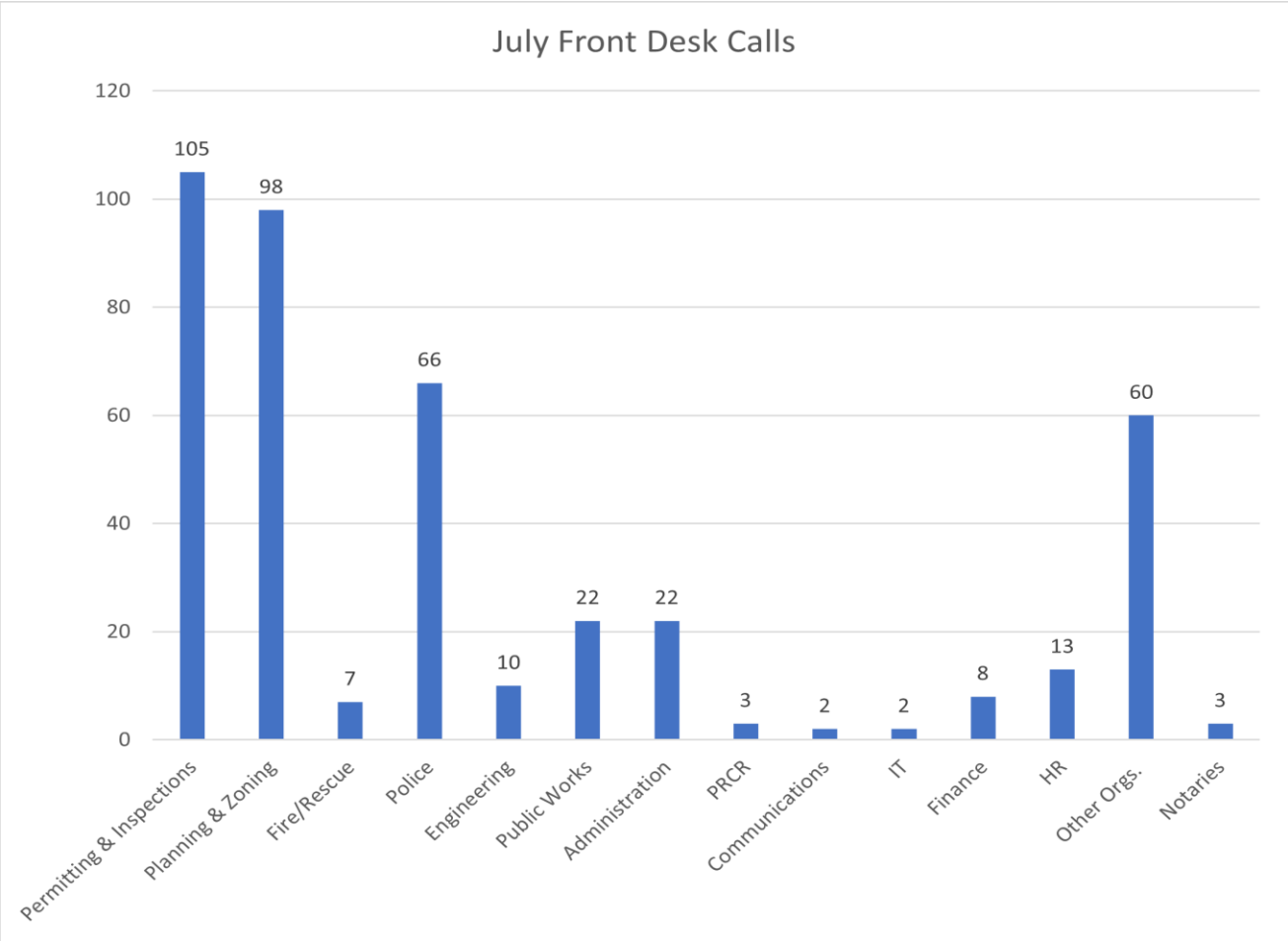
- LCAC Facebook Highlights (July 1 – 31, 2024)
 - Followers/Likes – 5,125
 - Page reach – 10,205
 - Top post (Largest reach): “As part of Park and Recreation Month, we are celebrating Park and Recreation Professionals Day today! This is a special day to honor all the dedicated professionals who build strong, vibrant, and resilient communities through the power of parks and recreation. Join us in recognizing their hard work and commitment to making our town a place "Where You Belong." Thank you to all our incredible staff for everything you do!”

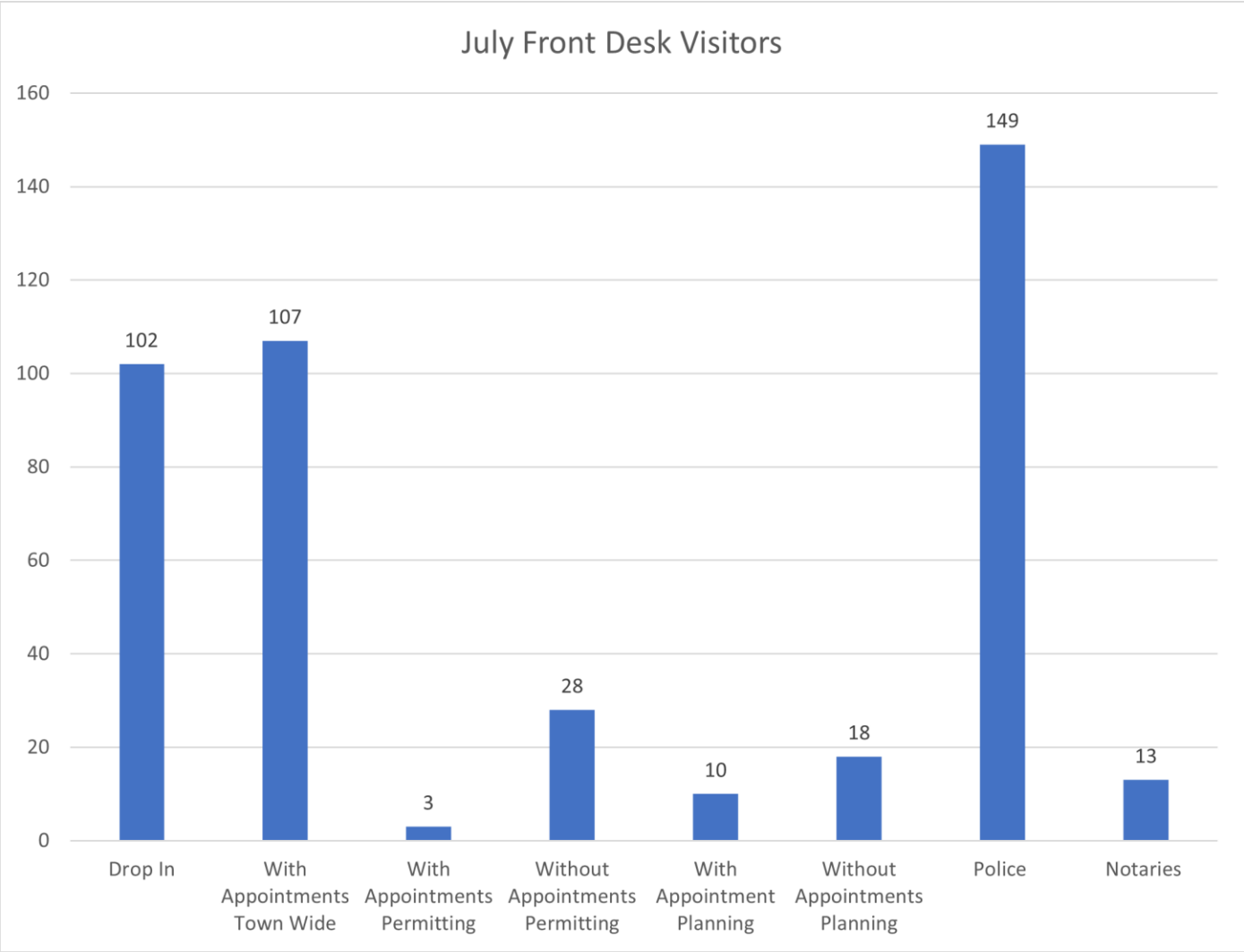
- PRCR Instagram (July 1 – 31, 2024)
 - Followers/Likes – 1,861
 - Post reach – 1,203
 - Top post (Largest reach): “Celebrate National Park and Recreation Month with us! This year’s theme is “Where You Belong,” and we invite our amazing community to join in the festivities by exploring the fantastic facilities offered by the Parks, Recreation, and Cultural Resources Department. From exciting programs to fun events, there’s something for everyone to enjoy and find their place to belong. Let’s make the most of our parks together!”

- LCAC Instagram (July 1 – 31, 2024)
 - Followers/Likes – 1,828
 - Post reach – 2,389
 - Top post (Largest reach): “As part of Park and Recreation Month, we are celebrating Park and Recreation Professionals Day today! This is a special day to honor all the dedicated professionals who build strong, vibrant, and resilient communities through the power of parks and recreation. Join us in recognizing their hard work and commitment to making our town a place "Where You Belong." Thank you to all our incredible staff for everything you do!”

Department News

In July, the department facilitated responses to 33 contact forms submitted through the website, at least 421 calls, and at least 430 visitors to Town Hall. Staff participated in a micro tabletop exercise with Emergency Management and continued researching and refining the Town’s communication strategies for emergencies. Ms. Jewell and Ms. Fore participated in an NC3C webinar regarding community engagement. Staff toured the New Hanover County Government Center and met with NHCTV staff to discuss its public access TV channel.





Social Media Update

- Facebook Highlights (July 1 – 31, 2024)
 - Added 45 new page followers
 - Impressions – 55,395
 - Top post (Largest reach): “🌟 Check out the newly renovated Cypress Cove Park boardwalk! Thanks to our Public Works crews for replacing deteriorating wood on the boardwalk, handrails, and observation deck to make this look brand new. Learn more about our parks and facilities 🙌 <https://ow.ly/o5JM50St4y6>”
- Twitter/X Highlights (July 1 – 31, 2024)
 - Impressions/Reach – 1,705
 - Top tweet (Largest reach): “We’re excited to announce the Town’s first bond rating. Moody’s has assigned an Aa1 initial issuer rating based on our strong financial commitment. Read the report here <https://ow.ly/mfrJ50SuUK8> #LelandNC”
- NextDoor Highlights (July 1 – 31, 2024)
 - Impressions/Reach – 65,753
 - Likes/Comments – 137
 - Top post (Largest reach): “⚠️ Traffic Alert: One lane of Mallory Creek Drive near the intersection with Paramount Point will be closed on weekdays from 8 a.m. to 5 p.m. starting tomorrow, July 17, until Aug. 2. That intersection will be closed, so use Sovereign Way as a detour. Please drive carefully in this area.”
- Instagram Highlights (July 1 – 31, 2024)
 - Added 33 new page followers
 - Post impressions – 2,921
 - Top post (Largest reach): “🌟 Check out the newly renovated Cypress Cove Park boardwalk! 🙌 Thanks to our Public Works crews for replacing deteriorating wood on the boardwalk, handrails, and observation deck to make this look brand new. #LelandNC #TownofLelandNC”
- LinkedIn Highlights (July 1 – 31, 2024)
 - Added 14 new followers
 - Page views – 152
 - Post impressions – 5,085
 - Reactions/Comments/Shares – 170

- Top post (Largest reach): “🌟 Check out the newly renovated Cypress Cove Park boardwalk! 🌟 Thanks to our Public Works crews for replacing deteriorating wood on the boardwalk, handrails, and observation deck to make this look brand new. Learn more about our parks and facilities 📍 <https://ow.ly/o5JM50St4y6>”

Project Updates

- Created posts that resulted in more than 139,392 impressions across social media platforms.
- Continued working on the brand expansion project. This will include adding a secondary set of colors, further guidelines on logos, and guidance on language. Staff have started working more closely with some departments to transition their graphics and social media content.
- Developed and began implementing a communications strategy for Lend a Hand in Leland, including creation of a logo, webpage, and press release.
- Worked with Emergency Management to create internal graphics for essential employees during emergencies.
- Biannual website updates continue with staff working with each department to review their respective webpages.
- Continued working with Police, Fire/Rescue, and Emergency Management to overhaul their strategic plans for brand compliance.
- Development of a social media comment policy with the Staff Attorney continues.
- Worked with various departments to promote upcoming events and other newsworthy items through the Town’s communication channels.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Submit Your Application to Join the Parks and Recreation Board](#)
 - [Town of Leland Assigned Bond Rating for Town Hall Expansion and Renovation Financing](#)
 - [Town of Leland to Host First Summer Art Market](#)
 - [Portion of Kay Todd Road to Close for Several Months](#)
 - [Explore Exciting New Lineup of Fall and Winter Programs](#)
 - [Parks, Recreation, and Cultural Resources Open House to Showcase Fall & Winter Programs](#)

- Port City Daily
 - [The Agenda: Local government meetings this week](#)
 - [‘Reluctant aye’: LGC approves Leland Town Hall financing, despite treasurer’s nay](#)
- WWAY
 - [Bonds for Leland town hall expansion approved](#)
 - [Leland town manager discusses town hall expansion project following approval of bonds](#)
 - [Chinese fast food chain Panda Express looking to Leland for new location](#)
- WECT
 - [Crews rescue ducklings from storm drain in Leland](#)
 - [Leland assigned high quality rating for bonds in town hall expansion and renovation project](#)
 - [Burn bans lifted in Brunswick Co., Leland and Oak Island](#)
 - [Local Government Commission approves bonds for Leland Town Hall project](#)
 - [Leland working to make transportation safer for all](#)
 - [Leland police searching for men suspected of using counterfeit bills](#)
 -
- StarNews
 - [Grassroots effort in Leland looks to offer alternative to entertainment district](#)
 - [Brunswick Today Newsletter: A patriotic city and new projects in the works](#)
 - [Want to tell Leland how to fix traffic and improve roads? Here's how to weigh in](#)
 - [Free breakfast for a year is up for grabs as new restaurant opens in Leland](#)
 - [Brunswick Today Newsletter: Pickleball, piers and protecting trees](#)
 - [Chinese fast food chain eyes Leland for next location](#)
 - [Single family homes, townhomes proposed near Leland's commercial strand](#)
- WilmingtonBiz
 - [Nothing Bundt Cakes Now Open In Leland](#)

TDA Marketing

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

Leland TDA Meeting Summary

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

- North Carolina Rice Festival report
- Grant policy discussion
- TDA strategic plan update
- Approved a grant contract with Brunswick Beer and Cider, LLC
- Approved a grant contract with Leland Brewing Company
- Adopted an updated agreement for services between the Leland Tourism Development Authority and the Town of Leland

The next LTDA meeting is scheduled for October 16, 2024.

Department News

Master Officers Brown, McElroy, and Piniewski attended At Scene Traffic Crash Investigation virtual training July 8-19. This 80-hour course is intended to teach officers how to reconstruct traffic crashes and investigate accidents accurately and thoroughly.

Officer Holbrook attended INTOX class July 8-12 at Leland Fire Station 51. This course certifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Senior Officer Peters and Master Officers Holland and Terry attended Drug Investigations for Patrol training July 15-17 at Cape Fear Community College. This training is intended for patrol officers involved with drug investigations and laws pertaining to these specific types of calls.

Detective Majors attended Homicide Investigation training July 16-18 in Winston-Salem. This course is intended for officers involved directly with homicide investigations and covers how to specifically manage these investigations.

Sergeant Winder attended a General Instructor training class July 17-August 2 at the North Carolina Justice Academy. This course is intended for criminal justice personnel planning to teach any course mandated by the Criminal Justice Education and Training Standards Commission.

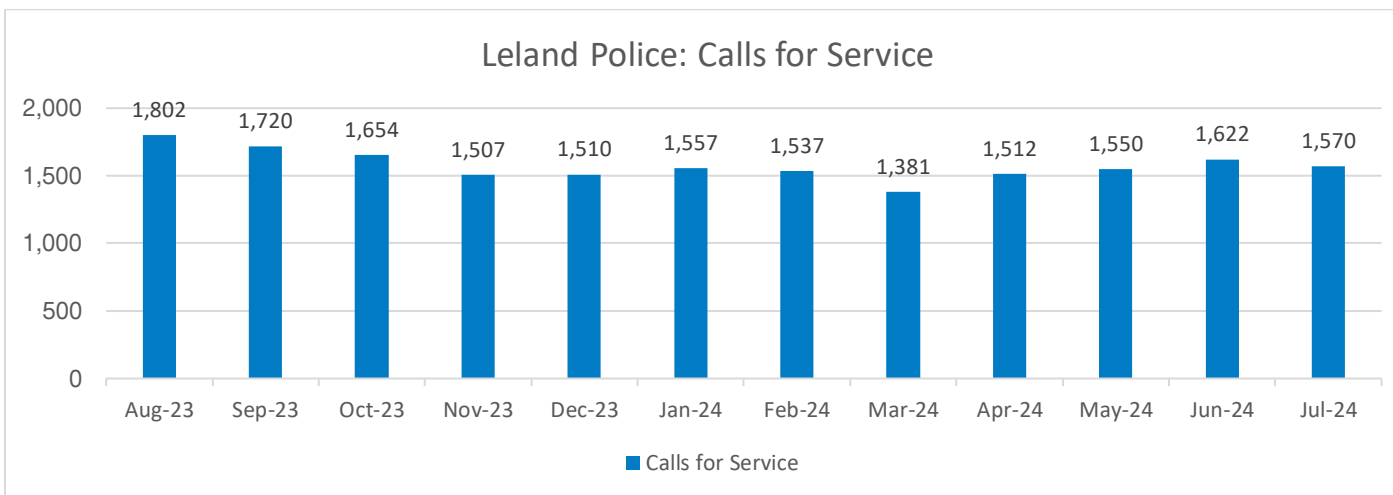
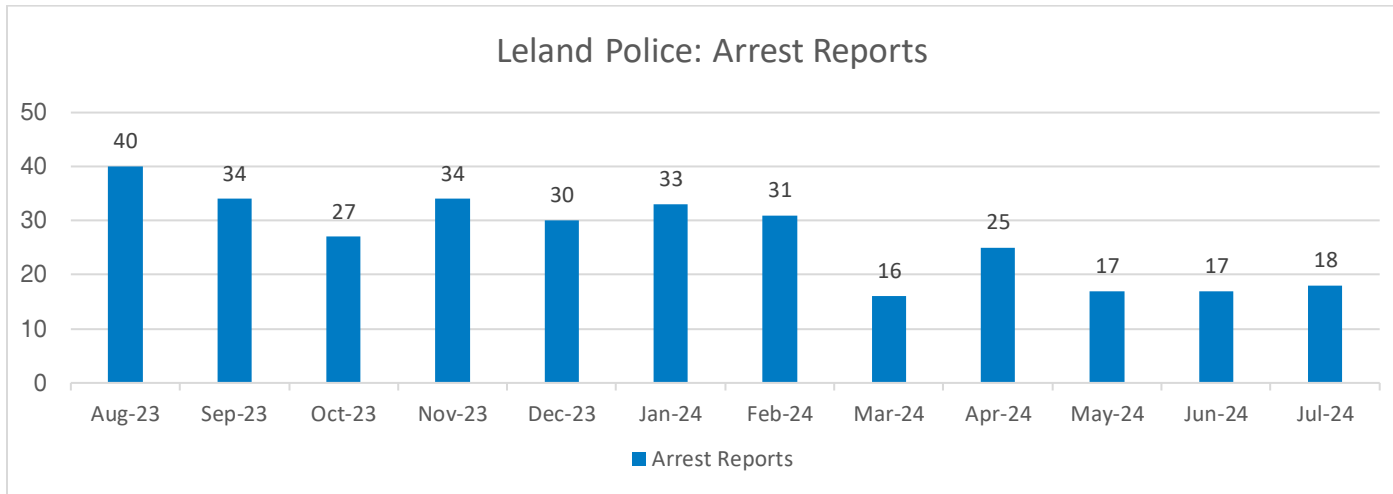
Senior Officer Peters attended the General Criminal Investigations course July 29-August 2 at the North Carolina Justice Academy. This 40-hour foundational course teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

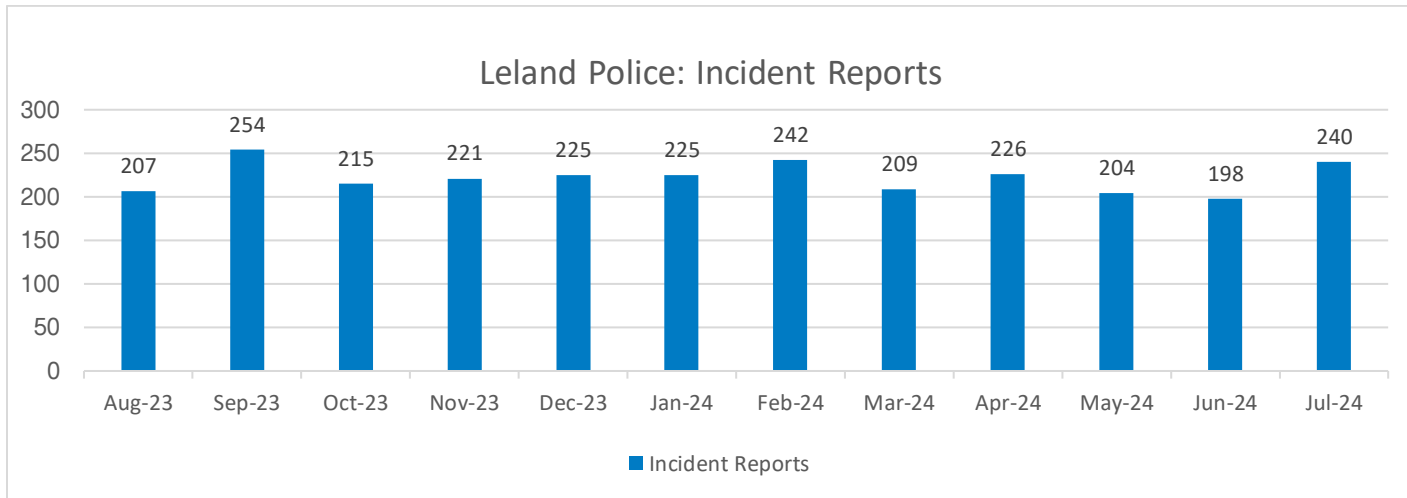
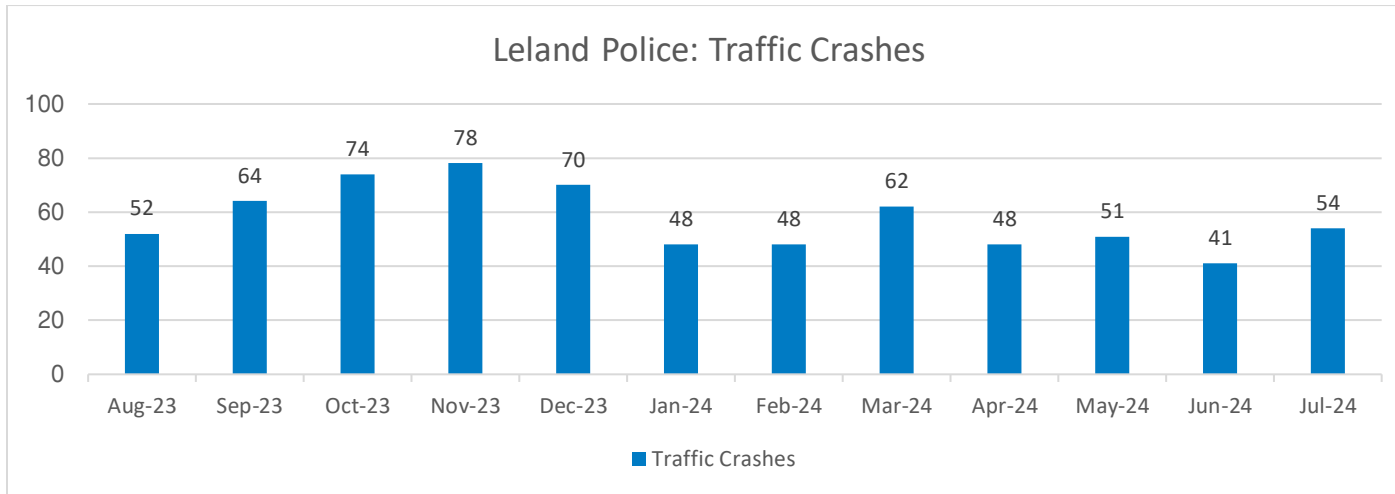
The department updated three mutual aid agreements: Boiling Spring Lakes Police Department, Shallotte Police Department, and North Carolina Department of Transportation.

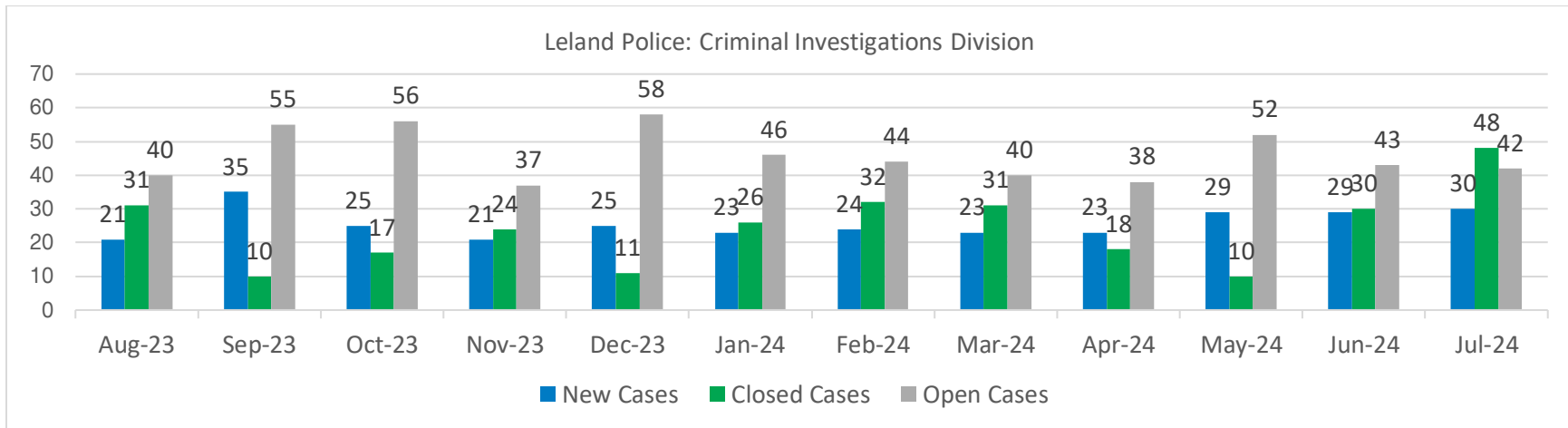
Active Mutual Aid Agreements

- Bald Head Island
- Boiling Spring Lakes
- Brunswick Community College
- Brunswick County
- Carolina Beach
- Caswell Beach
- DCI
- Duke Energy
- Holden Beach
- Jacksonville
- Navassa
- NCDOT
- NCDMV
- New Hanover County
- Northwest
- Oak Island
- Ocean Isle Beach
- SABLE
- Shallotte
- Southport
- Sunny Point
- Sunset Beach
- Wilmington

Dashboard







Animal Services Report							
2024	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	26	1	12	11	2	1	3
Feb	31	2	5	7	2	0	4
Mar	25	1	2	1	6	0	4
Apr	35	1	4	4	2	3	4
May	41	4	3	6	2	0	4
Jun	36	3	4	6	4	0	3
Jul	34	1	3	4	1	0	7
Totals	228	13	33	39	19	4	29

Department News

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

- Assisted one citizen with child passenger seat check/installation
- Assisted 14 homeowners with smoke alarm installations or battery replacements
- Assisted one homeowner with a residential KnoxBox installation
- Conducted a station tour
- Conducted an engine tour
- Conducted hands-only CPR class for Cape Fear National Golf Course community members
- Participated in a July 4 parade for the Magnolia Greens community
- Participated in a kids' karate camp at Seidokan Dojo

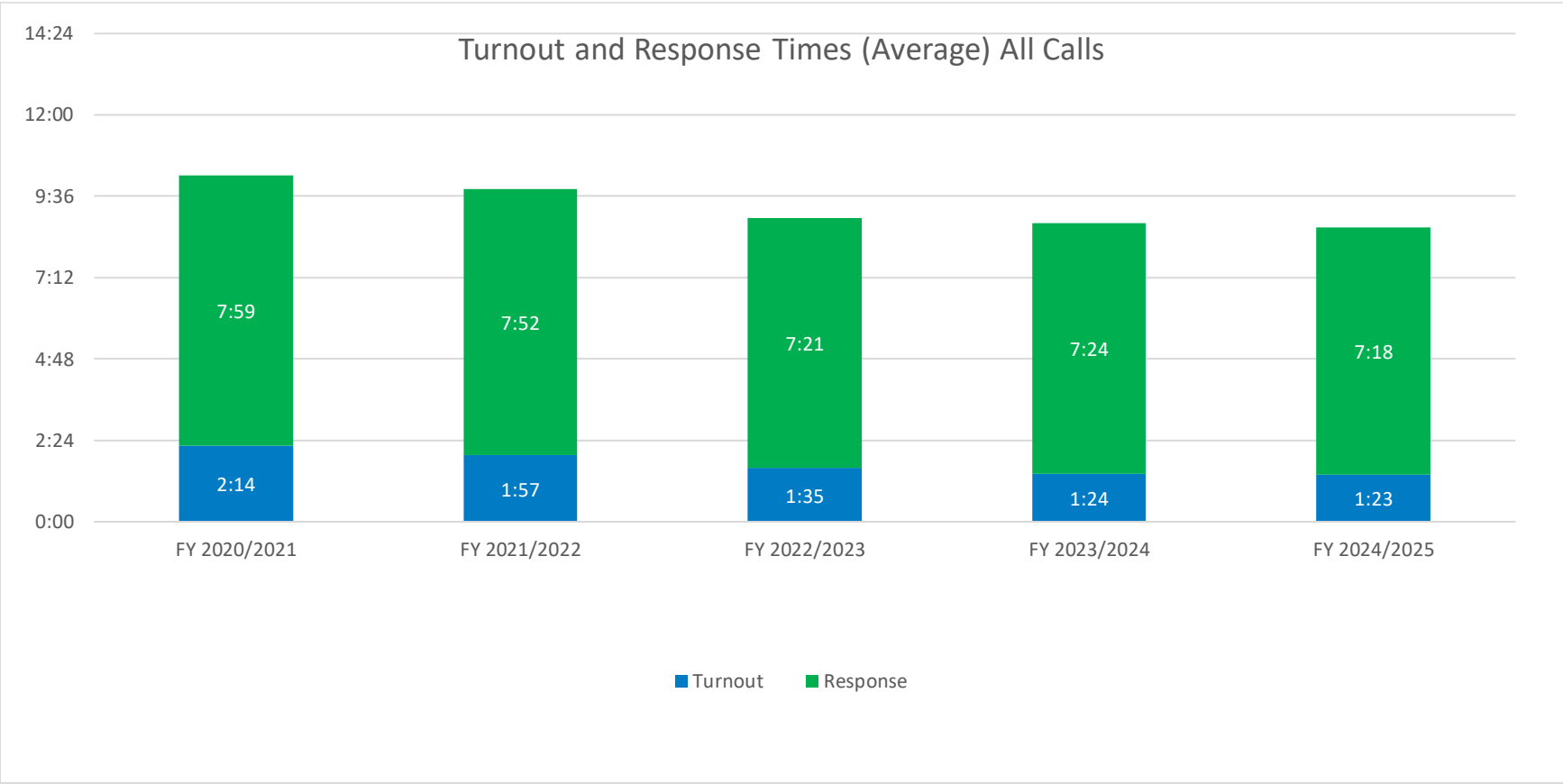
Craig Blasingame was promoted to Senior Firefighter.

Staff participated in Ammonia and Rail Safety training with several neighboring departments. The training was hosted by New Hanover County Emergency Management.

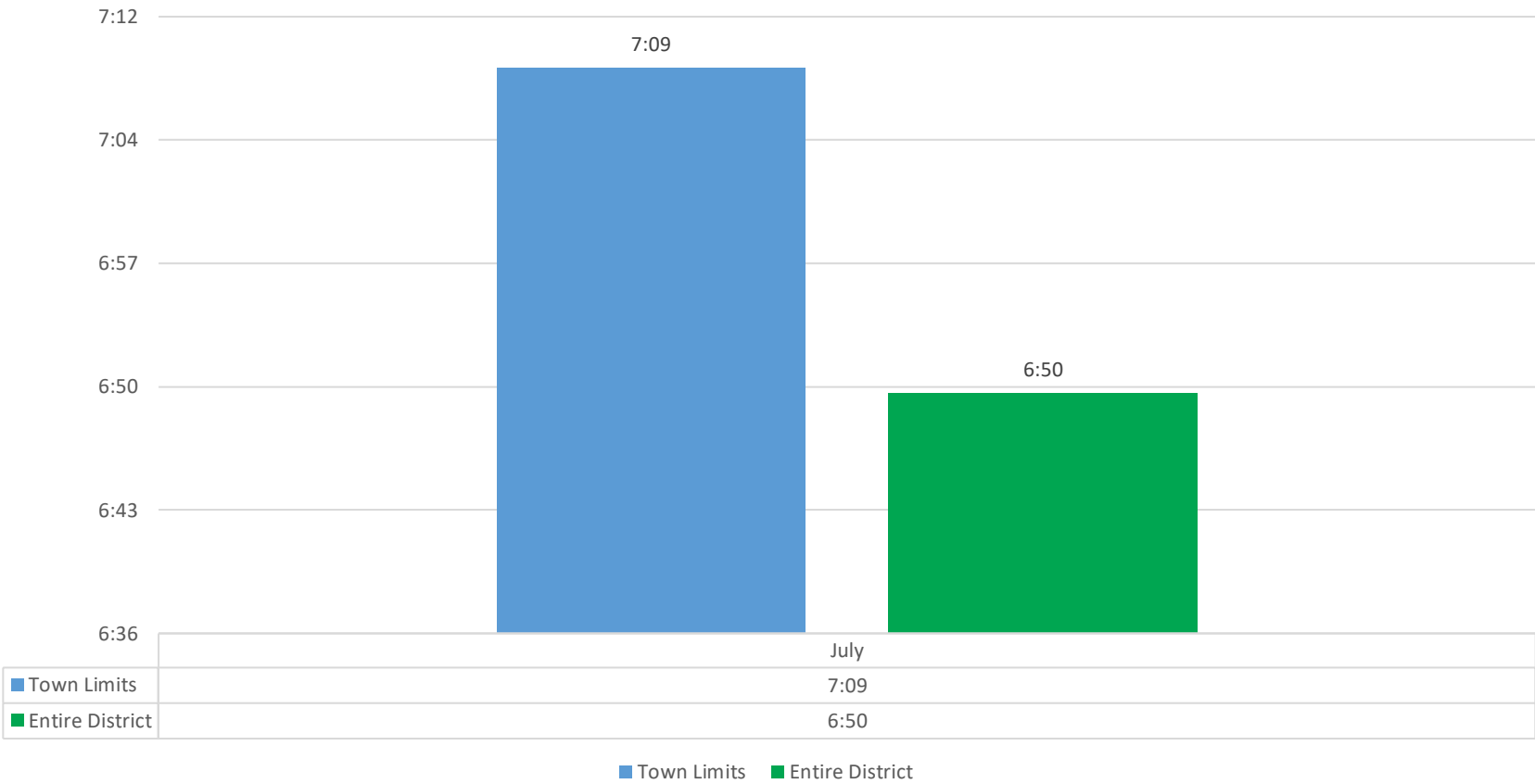
Deputy Chief Buddy Brooks and Captain Matt Sellers attended FEMA's Operations Section Chief class in Statesville. This training provided participants with the tools to effectively manage large-scale incidents including strategy, tactics, planning, and appropriately acquiring resources.

Several department members participated in Technical Rescue training with New Hanover County Fire Rescue. This training allowed members to hone their technical rescue skills and allowed the department to foster its relationship with New Hanover County Fire Rescue members, as well as enhance a unified approach to emergency response with a neighboring department.

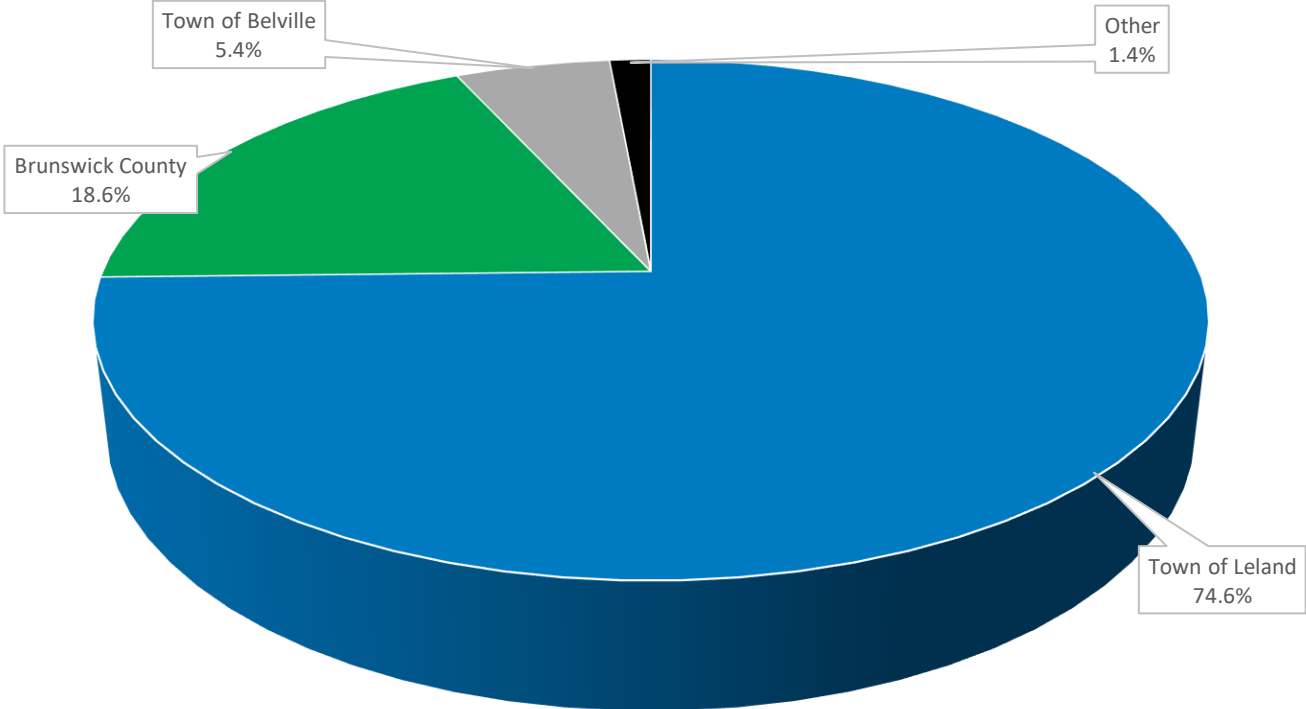
Dashboard



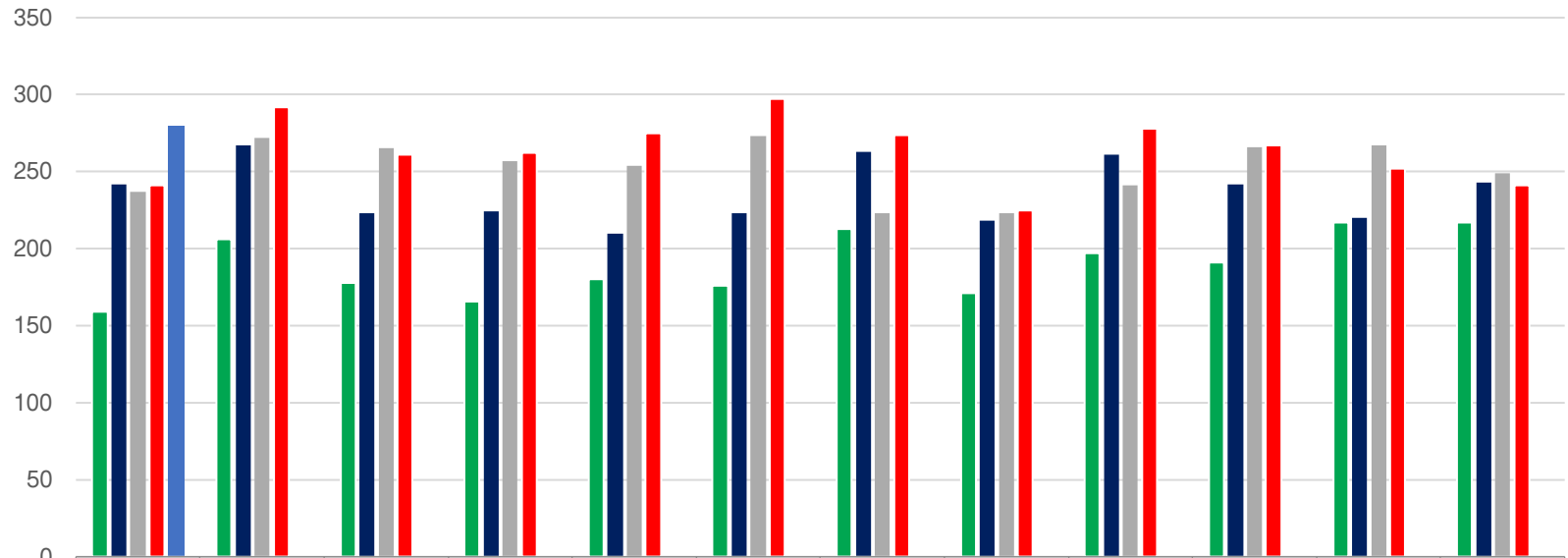
FY 2024/2025 Response Times (Average) Emergency Calls



FY 2024/2025 Fire Calls by Zone

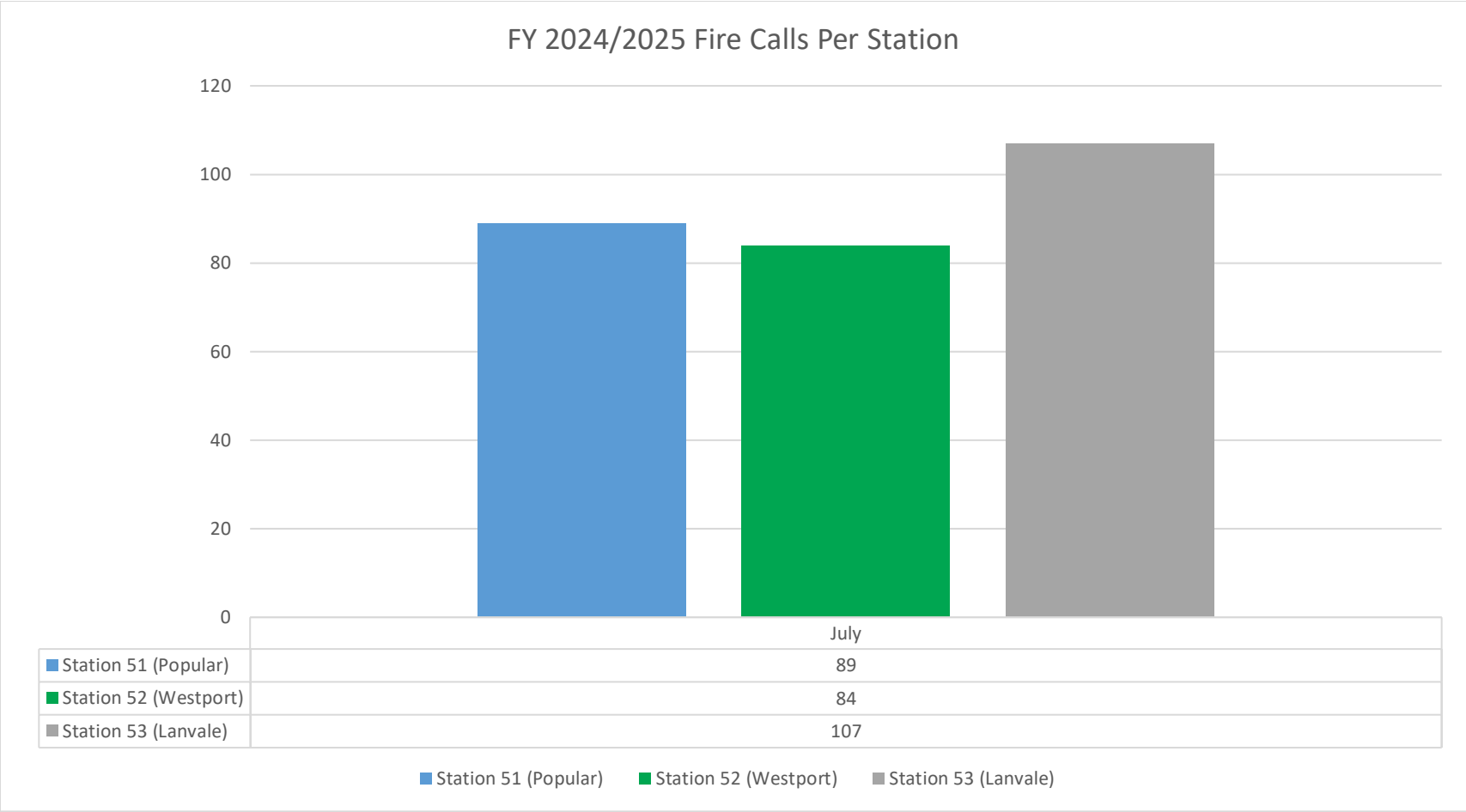


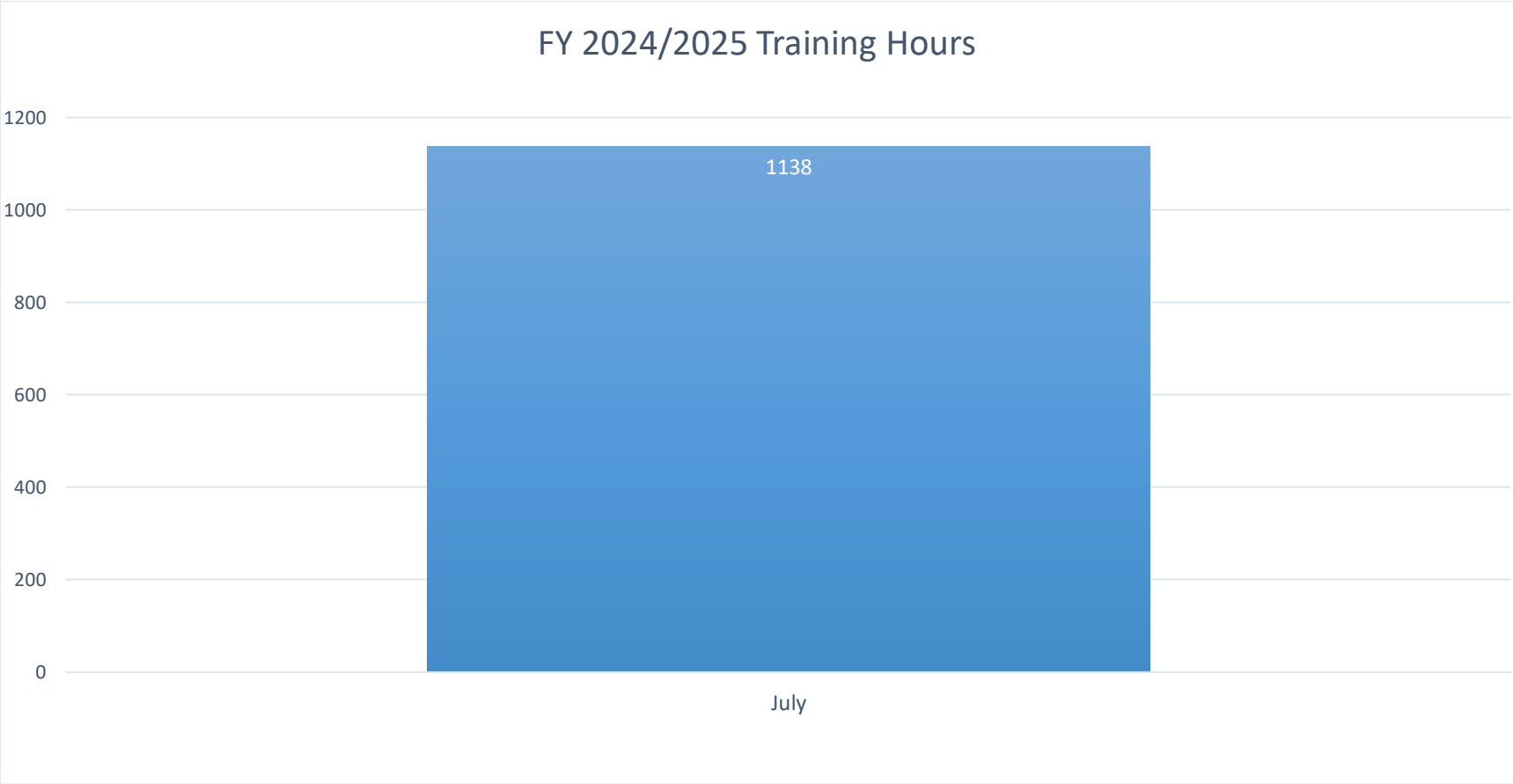
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ 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	241
■ FY 2024/2025	280											

■ FY 2020/2021 ■ FY 2021/2022 ■ FY 2022/2023 ■ FY 2023/2024 ■ FY 2024/2025





Department News

Staff completed the draft of its 5-year strategic plan, which will be presented to Council in August. Staff participated in a training class with FEMA and North Carolina Emergency Management on Public and Individual Assistance programs. Multiple departments attended a demonstration of a product for diking large flood prone areas. Chief Grimes attended the Local Emergency Planning Committee meeting. Chapter 22 of the Town ordinances was completed and will be presented to Council in August. Chief Grimes gave two hurricane preparedness talks to 93 residents of The Lakes community in Brunswick Forest. Seven micro-tabletop exercises were conducted. Staff participated in small exercises that focused on specific areas of preparedness and response capabilities. Multiple action items grew from these discussions.

Work Priorities and Initiatives

- Review of Chapter 22 of ordinances
- Developing THIRA
- Staff Incident Action Plans training
- Strategic plan

Projects Completed

- No projects were completed in July.

Department News

Permitting and Inspections and Communications staff worked together to create a new frequently asked questions section on the [department's webpage](#) to serve as a resource for customers and the public

Planning Board Meeting Summary

The Planning Board met on July 30, 2024, and heard the following items:

1. Safe Streets for All Plan Presentation – The Planning Board heard a presentation from Kittleson and Associates on the development of the Safe Streets for All comprehensive safety action plan for Leland.
2. Age-Friendly Community Strategic Plan – The Planning Board voted to recommend adoption of the Age-Friendly Community Strategic Plan.

The Planning Board's next meeting is scheduled for August 27, 2024, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on July 30, 2024, and heard the following items:

1. Variance Request – The Board of Adjustment voted to approve a continuance request from Criteria Development who is requesting a variance to vary the connections required per Section 50-18. (e2)(3)a. - Streets and Connections of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel ID 0280000115.
2. Variance Request – The Board of Adjustment voted to deny a request from Malmo Ventures LLC for a variance for the requirement of underground utilities in Sections 50-19(c), 66-313(c)(9)(b), 66-314(n), and 66-315(a)(1)(e) of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel IDs 0280000120, 0280000117, and 0280000106.
3. Variance Request – The Board of Adjustment voted to approve a continuance request from Criteria Development who is requesting a variance from the requirement of underground utilities in Sections 50-19(c), 66-313(c)(9)(b), 66-314(n), and 66-315(a)(1)(e) of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel IDs 0280000115 and 0280000116.
4. Appeal Hearing – The Board of Adjustment voted to approve a continuance request from the appellant who is requesting an appeal hearing of an administrative decision related to the construction of new power poles and above-ground utility lines.

The Board of Adjustment's next meeting is scheduled for August 27, 2024, at 2 p.m.

Current Planning Update

Technical Review Committee (TRC) Report

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

1. Site-Specific Plan for Terrapin Phase 2 – Proposal for 194 single-family detached lots and 98 townhomes in the Terrapin Planned Unit Development on Malmo Loop Road.
2. Development Site Plan for Chappell Loop Residential – Proposal for 171 single-family detached lots and 78 townhomes on Chappell Loop Road.
3. Development Site Plan for Brunswick Forest Commercial Village Lot 36 – Proposal for a 11,669-square-foot medical office building and associated parking in the Brunswick Forest Commercial Village adjacent to Lowes Food.

Number of Reviews by Stage – Permitting

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Chief Building Official Review	5	5.2	3	2.0	8	4.0
Commercial Building / Flood	5	8.0	4	4.5	9	6.4
Commercial Building / Flood / Zoning	7	10.0	27	4.9	34	6.0
Commercial Building / Zoning	3	4.3	9	3.8	12	3.9
Commercial Building Fire	4	8.8	6	4.3	10	6.1
Commercial Zoning	1	1.0	2	1.0	3	1.0
Permit Building/Flood	3	6.7	0		3	6.7
Permit Building/Zoning	2	6.5	8	2.4	10	3.2
Permit Flood	2	4.5	4	2.3	6	3.0
Permit Zoning Only	1	1.0	1	1.0	2	1.0
Residential Building / Flood	8	9.6	7	3.3	15	6.7
Residential Building / Zoning / Flood	55	8.5	100	2.8	155	4.8
Residential Flood	0		4	3.5	4	3.5
Residential Zoning	2	1.0	0		2	1.0
Residential Zoning / Flood	0		9	3.0	9	3.0
	Total Initial: 98		Total Revisions: 184		Total Plans: 282	

Number of Reviews by Stage – Planning

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	6	0	6
Development Site Plan	1	5	6
Exempt Plat	6	3	9
Final Plat	6	5	11
Home Occupation	1	0	1
Master Plan Revision	1	0	1
New PUD Master Plan	1	0	1
Performance Guarantee	3	2	5
Performance Guarantee Reduction	0	1	1
Performance Guarantee Release	3	3	6
Preliminary Plat	1	3	4
PUD Site Specific Plan and Master	1	3	4
PUD Site Specific Plan/Master Plan	0	1	1
Revision to Approved Plans	0	2	2
Sketch Plan	4	1	5
Zoning Letter	3	0	3
Total Initial: 37		Total Revisions: 29	Total Plans: 66

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
1	11

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$96,996.84	\$0.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	17	\$6,195,960.03	\$0.00
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	8	\$1,064,528.13	\$433,956.25
Jackeys Ridge			
Cash Bond	2	\$895,871.39	\$0.00
Leland Corners			
Surety Bond	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$666,310.69	\$0.00
Surety Bonds	6	\$1,787,796.96	\$330,291.88
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	2	\$677,786.97	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Townes at Seabrooke			
Surety Bond	1	\$595,324.00	\$0.00
Westgate Townes			
Surety Bond	1	\$332,368.80	\$0.00
Total Cash Bonds	17	\$3,070,799.69	\$0.00
Total Surety Bonds	39	\$11,811,474.25	\$764,248.13
Total Letters of Credit	3	\$4,141,491.50	\$0.00
Total Performance Guarantee Sureties	57	\$19,023,765.44	\$764,248.13

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 received the release of funds approval from REDD. The project is closer to the bidding for construction phase.

Staff completed the Age-Friendly Strategic Plan, which was presented to the Planning Board at its July 23 meeting and recommended for adoption unanimously. The plan is expected to be presented to Town Council at its August 15 meeting.

Staff received \$10,000 in reimbursement funds from the North Carolina Wildlife Resources Commission. These funds were part of a cost-share agreement with the Green Network Master Plan Framework Guide, which was approved by Town Council in June.

Staff is creating an addendum to Leland 2045 with requirements from the Coastal Resources Commission and is seeking feedback from the Planning Board. All required and supplemental information will be placed into an addendum, scheduled for early fall, with the intent of having Leland 2045 be the Town's certified CAMA Land Use Plan.

Staff has completed the first quarterly update for fiscal year 2024-2025. This quarterly update, to be presented before the Planning Board at its August 27 meeting and before Town Council at its August 12 meeting, serves as a progress report on advancements of actions as identified within Leland 2045 by different departments of the Town.

Transportation Planning Update

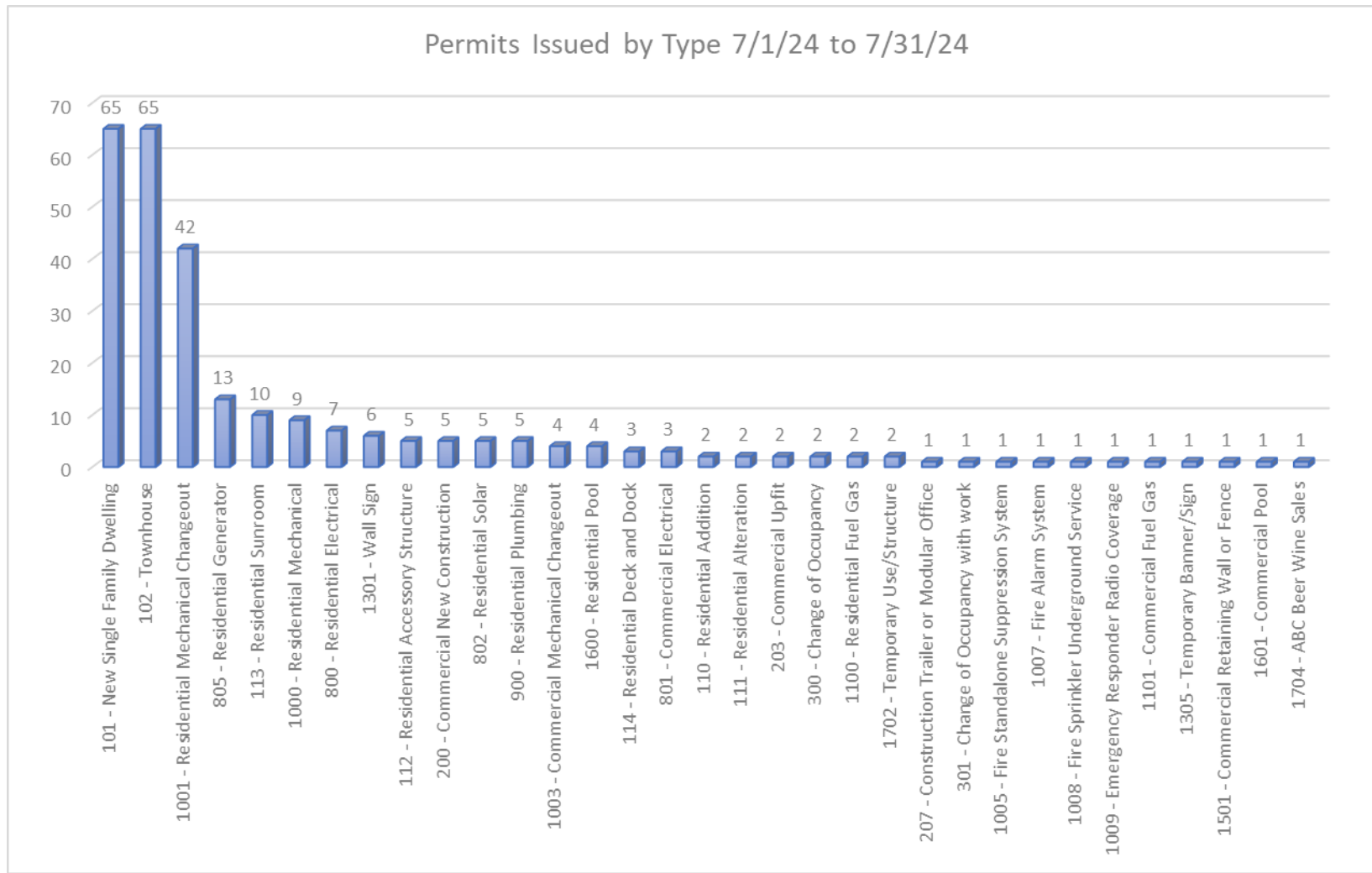
Staff met weekly with the Wilmington Metropolitan Urban Area Planning Organization (WMPO) and NCDOT to review and approve roadway improvements related to Transportation Impact Analyses for development in the Town, and also attended the monthly WMPO Go Coast meeting.

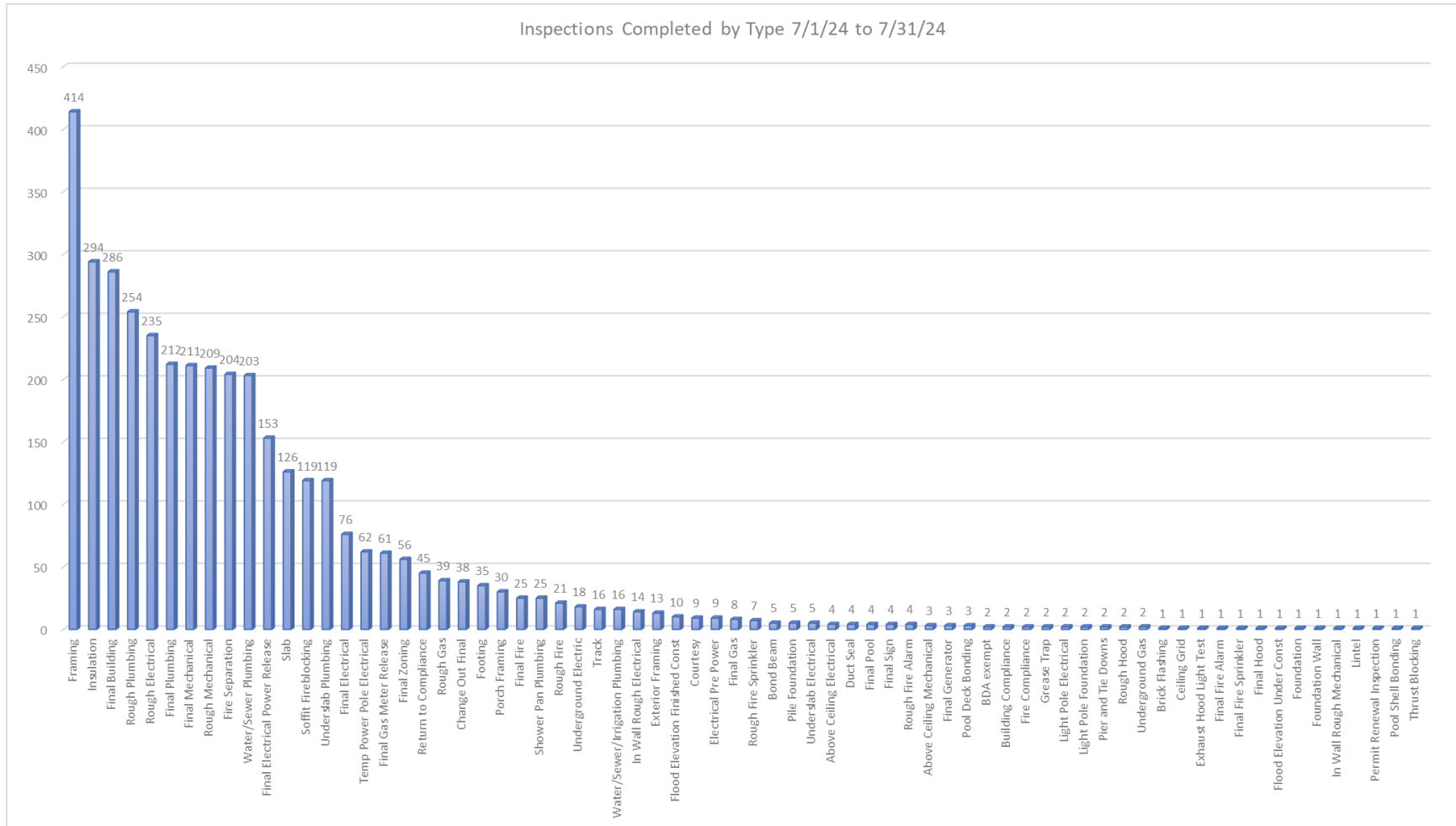
The Leland Comprehensive Safety Action Plan public engagement campaign ran during July. Residents were encouraged to share their perspectives on safety and identify locations they consider unsafe for the traveling public. The public outreach campaign included an online survey and an interactive public input map. A public workshop was held at Town Hall on July 15. The public workshop had 25 attendees, the online survey had over 240 responses, and the interactive feedback had over 60 comments.

Development of the Integrated Mobility Plan (IMP) is underway. The goal of the IMP is to update and incorporate existing transportation and land use plans into one comprehensive document that will focus on the future transportation network within the Town. The consulting team has been reviewing 17 local and regional adopted plans to identify project and policy needs.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
274	3,748	\$25,589,575





Code Enforcement Update

Case Summary

7/1 Through 7/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from June	3	2	12	0	17
Cases Opened July	0	5	26	2	33
Cases Closed July	0	4	8	1	13
Active Cases (Evolve)	3	3	30	1	37

Department News

In July, Mr. Sutton met with staff members of the North Carolina Coastal Federation to tour some of the properties in Leland that interact with environmentally sensitive areas. He also assisted with the showing of available industrial real estate to interested parties. Mr. Sutton joined the Advisory Board for the Small Business and Technology Development Center, which helps small and mid-sized businesses in Brunswick, Columbus, Duplin, New Hanover, Onslow, and Pender counties increase sales, create jobs, and access capital at significantly greater rates than the average North Carolina business. Staff held conversations with multiple entities regarding retail and tourism development opportunities in Leland. Mr. Sutton attended the launch of the Cape Fear Construction Sector Partnership, which aims to identify and address common challenges and opportunities in the construction industry and to galvanize the support of state and community agencies and organizations.

New Businesses

- **Eggs Up Grill** opened mid-July in Leland Town Center.

New Construction/Development

- The Technical Review Committee began the review process for the following projects:
 - Terrapin Phase 2, formally known as Malmo, is a single-family development of 292 residential units along the new road **Burton Woods Parkway** tying into **Malmo Loop Road NE**.
 - Chappell Loop is a single-family development of 249 residential units along **Chappell Loop Road**.
 - A 11,669-square-foot medical office on lot 36 in Brunswick Forest Commercial Village in between the **Lowes Foods** and the **Chipotle**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on July 17. The Committee appointed three new members and reappointed one. Mr. Sutton gave a recap of some of the key takeaways from the North Carolina Economic Development Association, which included an industry breakdown of projects in the state pipeline, a snapshot of how North Carolina stacks up against other states, and the uncharted territory of having five generations all in the workforce at one time. Mr. Sutton also shared the latest news of CNBC's ranking for "America's Top States for Business", in which North Carolina came in second after being first in 2022 and 2023.

Department News

Ms. Cook is advancing her professional development by participating in a year-long training course offered by the Grant Professionals Association, titled "Next Level Training for Federal Grants". Ms. Cook continued the U.S. Department of Transportation's Grant Program, "Reconnecting Communities and Neighborhoods (RCN)", by actively engaging in their "Reconnecting Communities Bootcamp and Peer Learning Sessions". These sessions commenced in June and will continue weekly until August. Ms. Cook attended the "Leland Safety Action Plan Workshop" where residents were invited to share their perspectives on transportation safety and identify areas they consider unsafe for the traveling public. Ms. Cook attended the USDOT's webinar titled "Using Data to Effectively Tell Your Community's Story (DOT Navigator Two-Part Webinar Series)", the USDOT's webinar titled "Resources for Transforming Legacy Highways", and HUD's webinar titled "North Carolina-South Carolina-Georgia CPF Office Hours".

Ms. Newton attended the UNC School of Government course in Beaufort titled "Performance Management in Local Government". Ms. Newton attended a leadership conference, WILMA's Leadership Accelerator.

Ms. Cook and Ms. Newton attended FEMA's training titled "IA/PA Preliminary Damage Assessments".

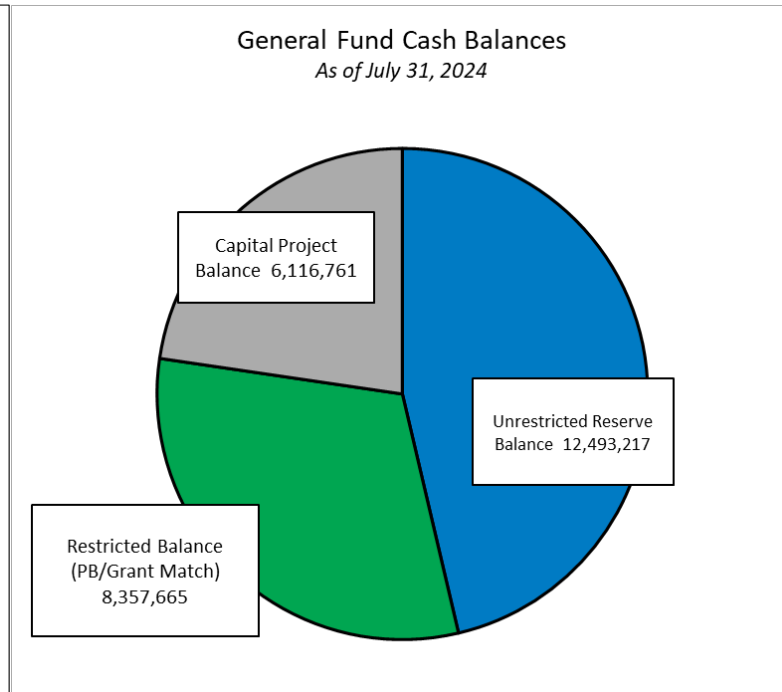
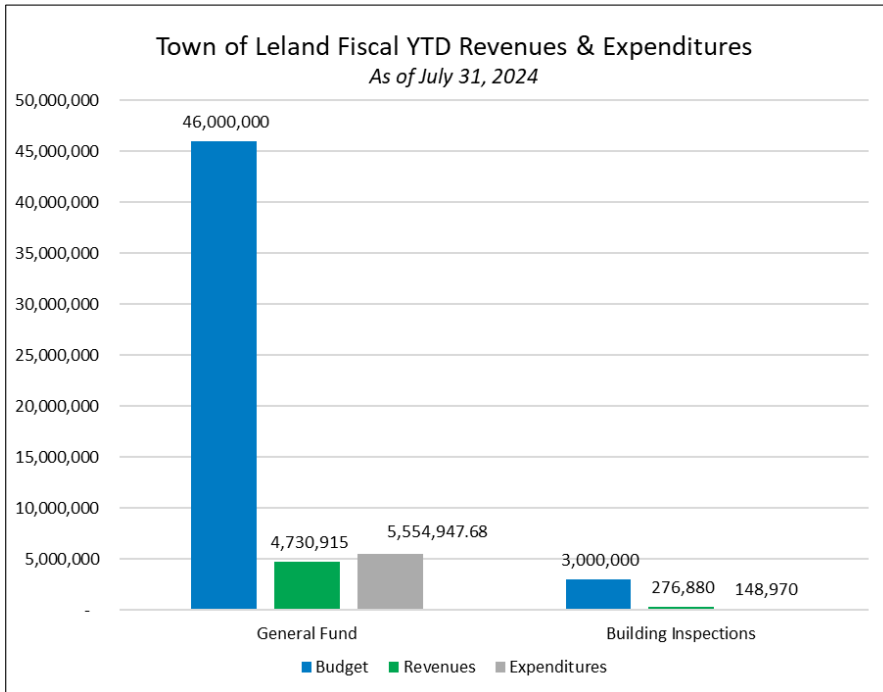
Ms. Hagg attended the North Carolina Local Government Budget Association Conference in Beaufort and completed all three exams for the North Carolina Local Government Budget Officer Certification.

Ms. Norton was chosen to participate in the UNC SOG Fellows "Leading for Results" program, which will take place in September and October.

Alexandra Gallagher joined the department as Fleet and Asset Agent.

The Town had its first on-site visit from the auditors for FYE2024 and began pulling fieldwork samples for the FY2023-2024 audit.

Dashboard

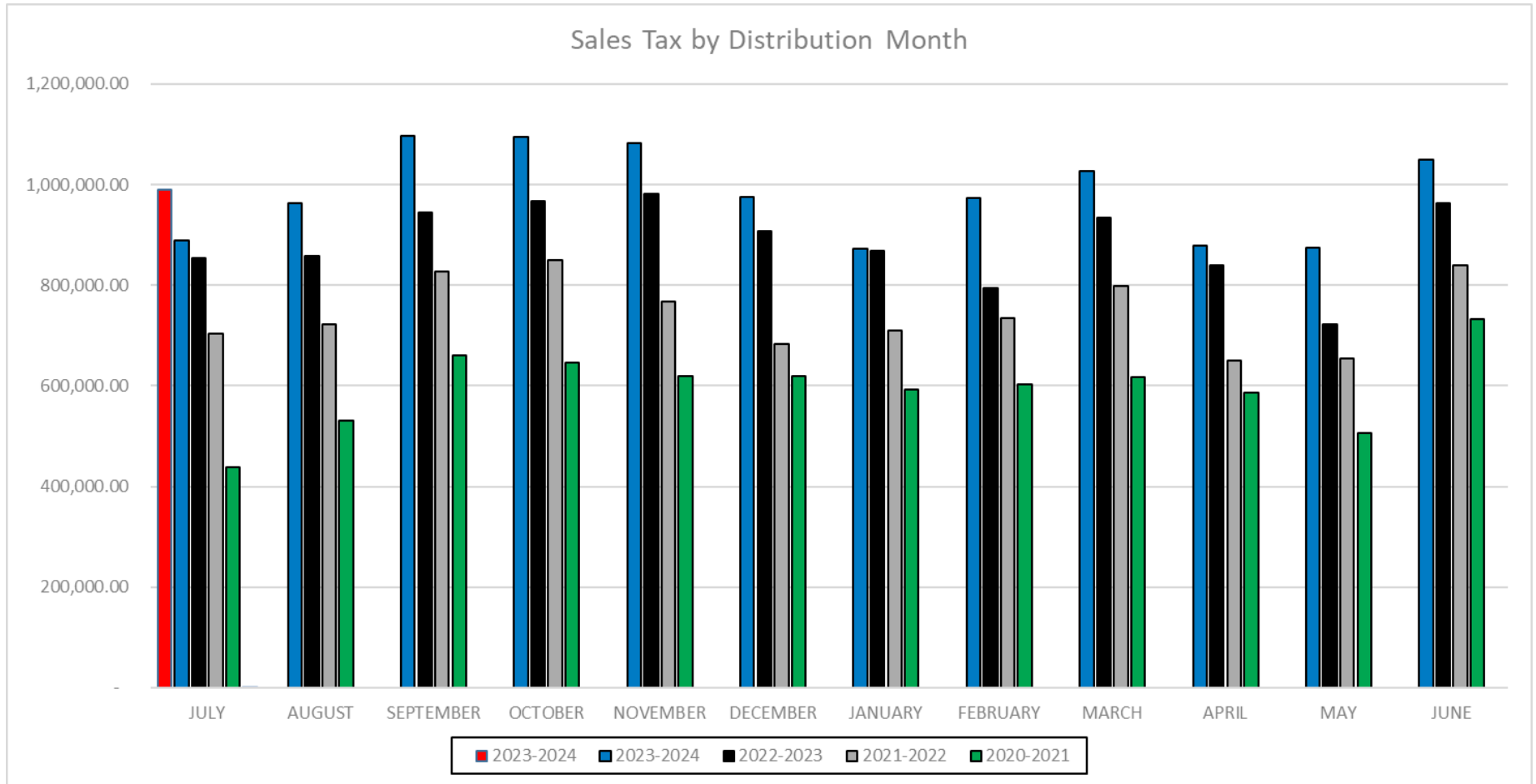


Financial Budget to Actual Report – July 31, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	46,000,000	46,000,000	4,730,915	4,730,915	-	41,269,085	89.72%
Governing Body	300,000	300,000	51,690	51,690	21,132	227,178	75.73%
Administration	3,110,000	3,110,000	498,121	498,121	106,155	2,505,724	80.57%
Information Technology	4,600,000	4,600,000	273,777	273,777	897,879	3,428,343	74.53%
Human Resources	600,000	600,000	22,907	22,907	18,372	558,721	93.12%
Finance	1,250,000	1,250,000	56,142	56,142	24,169	1,169,689	93.58%
Planning	1,220,000	1,220,000	66,181	66,181	128,684	1,025,134	84.03%
P&R & Cultural Arts	1,130,000	1,130,000	75,774	75,774	65,538	988,688	87.49%
Fleet & Facilities	1,710,000	1,710,000	99,192	99,192	149,361	1,461,447	85.46%
Streets & Grounds	3,880,000	3,880,000	181,332	181,332	287,560	3,411,108	87.92%
Engineering	980,000	980,000	45,897	45,897	125,721	808,382	82.49%
Police	7,750,000	7,750,000	362,392	362,392	666,731	6,720,876	86.72%
Emergency Management	230,000	230,000	13,837	13,837	645	215,519	93.70%
Fire	9,000,000	9,000,000	2,418,030	2,418,030	309,852	6,272,119	69.69%
Debt Services	6,450,000	6,450,000	1,389,675	1,389,675	-	5,060,325	78.45%
Transfers	3,790,000	3,790,000	-	-	-	3,790,000	100.00%
EXPENSES	46,000,000	46,000,000	5,554,948	5,554,948	2,801,799	37,643,253	81.83%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,000,000	3,000,000	276,880	276,880	-	2,723,120	90.77%
EXPENSES	3,000,000	3,000,000	148,970	148,970	46,260	2,804,770	93.49%

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: Fire Apparatus; Vendor: Allsource Enterprises LLC; Amount: \$2,000,000.00

Description: Patrol Ready Trucks (9); Vendor: Performance Automotive Group; Amount: \$447,336.54

Description: Materials Testing – Town Hall Project; Vendor: ECS Southeast LLP; Amount: \$81,280.00

Description: Utility 3500 Truck - Utility; Vendor: Wilmington Automotives; Amount: \$73,399.00

Description: Paratech Heavy Extrication Kit for TDA; Vendor: Allsource Enterprises LLC; Amount: \$69,921.25

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in July.

Audit Committee Meeting Summary

The Audit Committee did not meet in July.

Investment Portfolio

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

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.0478*	3,645.84	2,013,448.80
NC Capital Management Trust	0.0522	67,193.70	16,750,999.41
NC Class	0.0541	18,338.87	4,020,707.60
Total		89,178.41	22,785,155.81

*Net of fees

Department News

In July, the Town welcomed four new employees, promoted one employee, and two employees ended their employment with the Town. The Town is actively recruiting for multiple positions, including Police Officers, Firefighter, Transportation Planner, Planner, and Groundskeeper. Staff sponsored a team building event for firefighters at Station 53. In August, staff will sponsor a team building event for Public Works staff at the Municipal Operations Center. The department is busy working to revise and update policies and trainings for all employees. Staff are working to regularly provide more information to employees about their benefits, including arranging for employees to meet with the Town’s retirement plan representative from Empower and continuing to prepare for the North Carolina State Health Plan’s transition to Aetna, which will begin with open enrollment in October and become official in January.

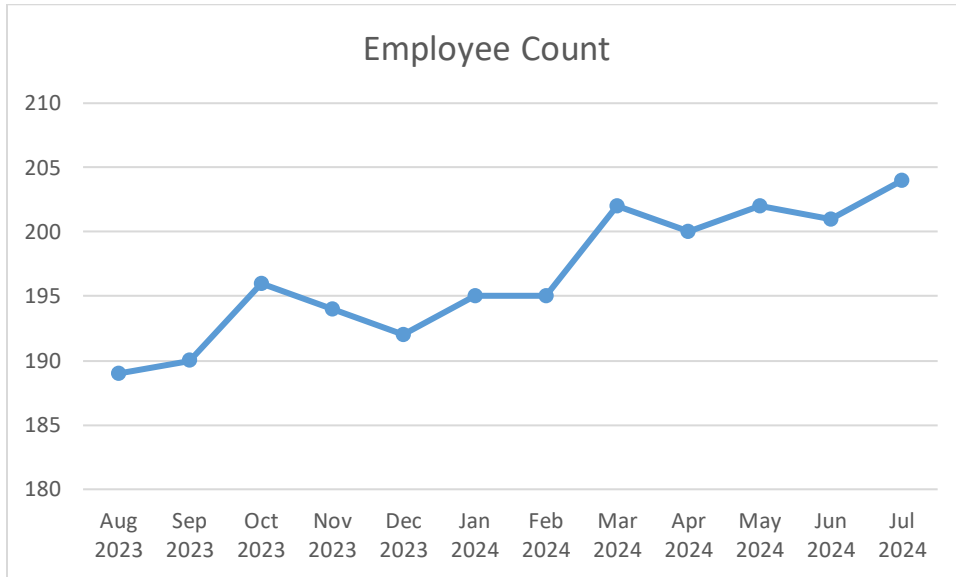
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Justin Clifton	Street Maintenance	Termination	7/19/2024	Grounds Maintenance Technician I		
Craig Blasingame	Fire Department	Promotion	7/21/2024	Senior Firefighter	Firefighter	Senior Firefighter
Sam Globe	Police Department	New Hire	7/22/2024	Master Police Officer		
Miller Torrance	Police Department	New Hire	7/22/2024	Master Police Officer		
Camryn Lewis	LCAC	New Hire	7/22/2024	Recreation Specialist-PT		
Alexandra Gallagher	Finance	New Hire	7/22/2024	Fleet and Asset Agent		
Jessica Moberly	Planning	Termination	7/26/2024	Transportation Planner		

Workers Comp Data July 2024

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

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



Headcount ⓘ
204
As of July 2024

Hired ⓘ
40

Termed ⓘ
24

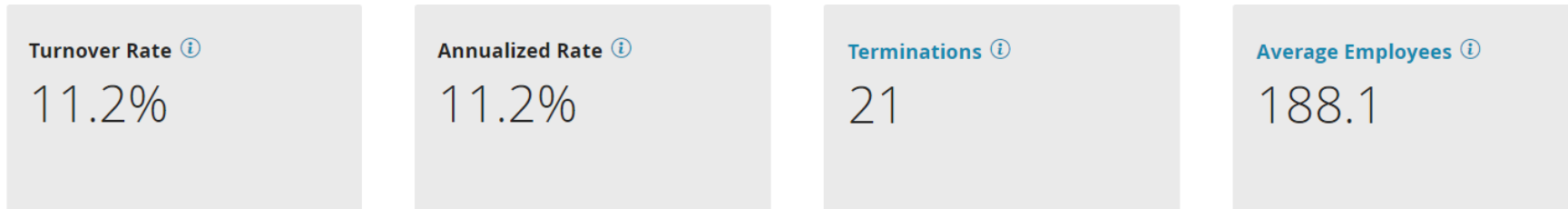
Growth Rate ⓘ
8.5%

Turnover Rate ⓘ
12.2%

Average Tenure ⓘ
4.2
(Years)

Turnover Data August 2023 – July 2024

Full Time Turnover



Part Time Turnover



Terminations include voluntary and involuntary separations of employment.

Department News

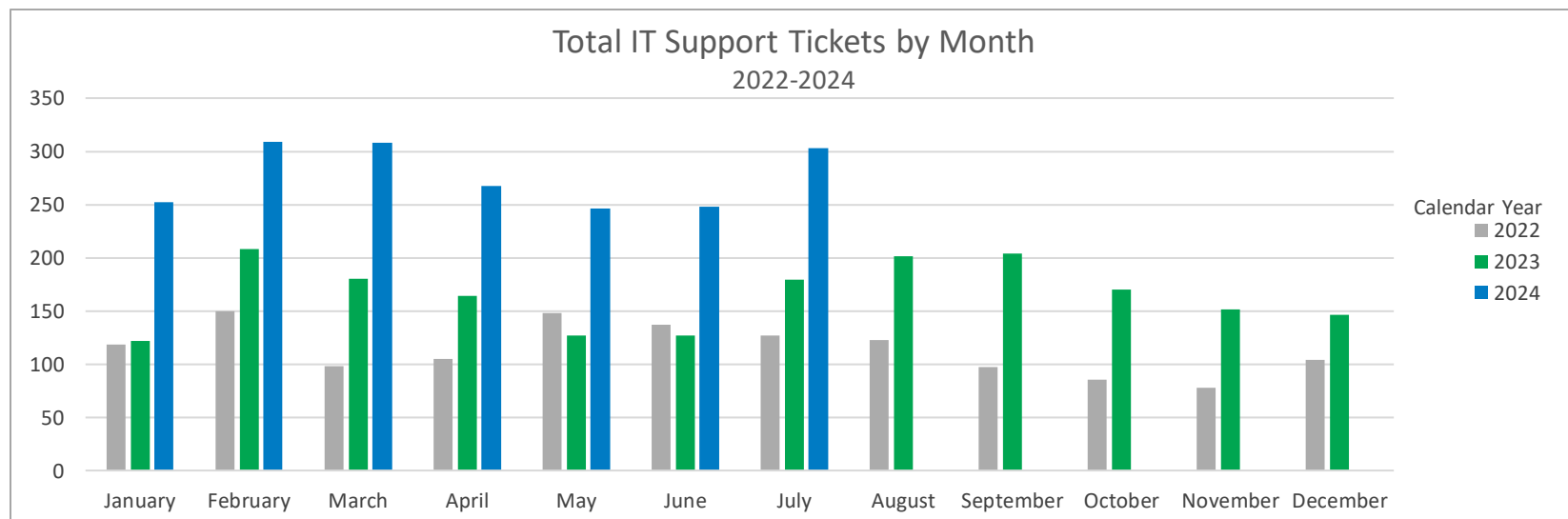
In July, staff hosted a training workshop for the Planning Department on the features and functionality of the latest desktop GIS software, which will assist with map creation and GIS data management. Work continues with internal processes of IT asset inventory updates and workstation enhancements.

Major Work Priorities

- Public Safety radio programming and installation
- PC operating system upgrade planning and testing
- GIS environment system upgrade planning
- Printer/copier installation standardization

Projects Completed

- 4 employees onboarded/offboarded
- Digital signage installation at LCAC



Administration News

On July 12, a Strategic Planning Council Retreat was held in Council Chambers. This was the first meeting between Council and the Town's strategic planning consultant, Rebecca Jackson, CEO of True North Performance Group, LLC, to kick off the Town's strategic planning initiative. The objectives of the retreat were as follows:

- Provide an opportunity for the Council to collaborate as a Team.
- Review and celebrate the Town's accomplishments.
- Strive for consensus on long-term (5-year) vision, mission, and core value themes.
- Participate in an environmental scan to consider trends, changes, and key issues.
- Develop 3-year strategic priority areas and goals with measurable outcomes.
- Identify and prioritize key strategic initiatives (projects/critical tasks) to accomplish over the next 12-18 months (1-year action plan).
- Develop next steps in the strategic planning process.

The next step with the strategic planning initiative will be a Leadership Team staff retreat scheduled for Friday, August 16 to continue building upon the foundational items created during the Council retreat.

Ms. Rhodes attended the NC Government Finance Officer Association Summer Conference at the Wilmington Convention Center on July 22. Some of the topics discussed included AI in finance, internal controls/fraud, an update on the US and NC economic outlook, sales tax forecasting, and Local Government Commission updates.

Town Clerk's Office

Ms. Reinhardt attended the Cape Fear Council of Government Clerk Education Series at Surf City Town Hall. The regional municipal clerks discussed IIMC and NCAMC clerk certification requirements and membership benefits as well as policies and procedures for municipalities.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - July 11 Economic Development Committee Meeting
 - July 12 Special Council Meeting
 - July 15 Agenda Council Meeting
 - July 17 Leland TDA Meeting
 - July 18 Regular Council Meeting

- July 23 Board of Adjustment Meeting
- July 23 Planning Board Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 7
 - Agendas – 7
 - Resolutions – 0
 - Ordinances – 0
 - Proclamations – July 18 Drinking Water Day
 - Presentations – Leland Bond Rating
 - Public Hearing Notices for the Council Meetings – 0
 - Board/Committee Vacancies: Parks & Recreation Board Student Representative (2) and Parks and Recreation Board (1)

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,459
- Portal Unique Visits – 2,512
- Special Council Meeting July 12 Agenda Views – 332
- Economic Development Meeting July 11 Agenda Views – 181
- Agenda Council Meeting July 15 Agenda Views – 192
- Leland TDA Meeting July 17 Agenda Views – 137
- Regular Council Meeting July 18 Agenda Views – 363
- Board of Adjustment Meeting July 23 Agenda Views – 220
- Planning Board Meeting July 23 Agenda Views – 243