



STAFF REPORTS

November 2024 Regular Meeting

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Department News

Staff generated 251 work orders in October and closed 208 of them (83%).

Chris Manning, Deron Webb, Ethan Scott, Kimberly Stutts, Scott Gardner, Laurie White, Corey Bryant, Sheldon Adams, and Brandon Jacobs received Certified Pool & Spa Operator certifications, which are needed to maintain the future splash pad in Founders Park.

Streets Updates

Work Priorities and Initiatives

- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalk replacements, curb replacements, and pavement repairs.
- Staff will install new directional signs on Kay Todd Road to improve driver safety.
- Staff will begin curb repairs and curb ramp improvements at locations that will be included in the upcoming resurfacing project.

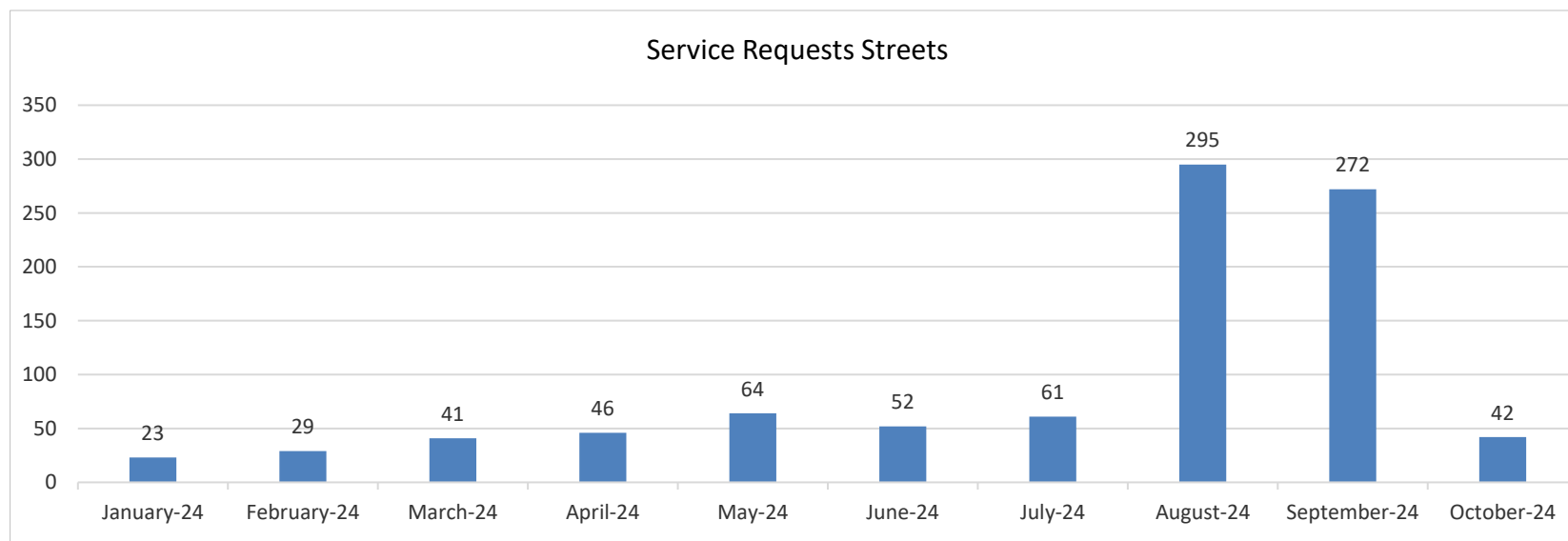
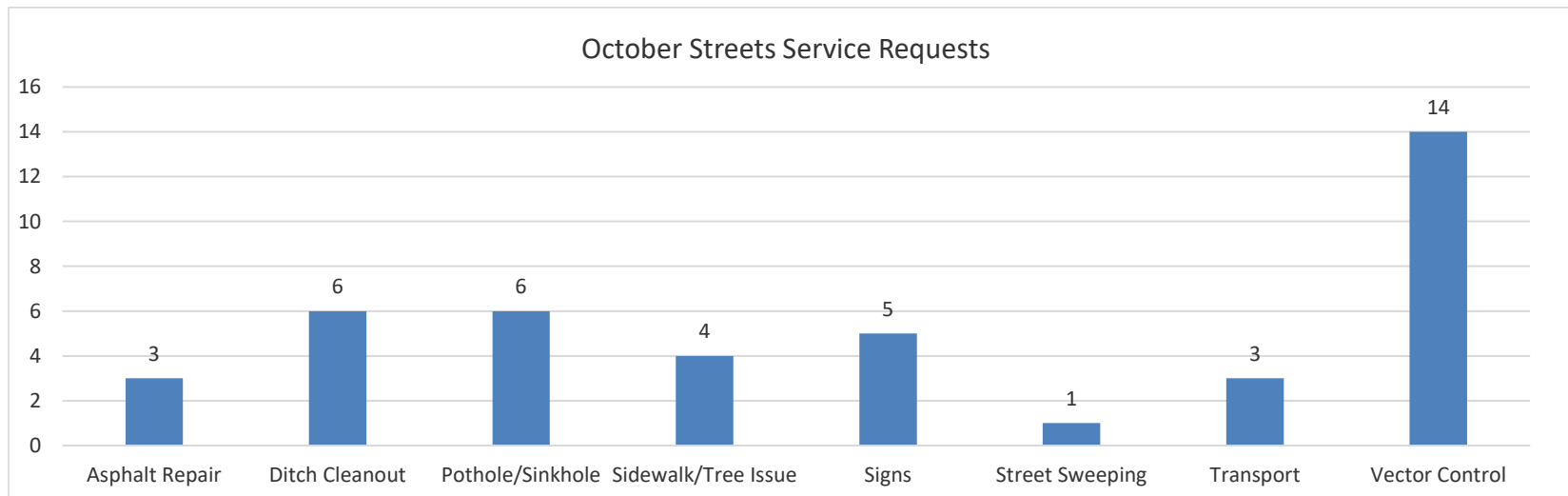
Projects Completed

- Staff repaired sinkholes in Brunswick Forest and Windsor Park.
- Staff completed multiple large sidewalk replacement projects in Magnolia Greens and Westport.
- Staff completed multiple smaller sidewalk replacement projects in Brunswick Forest, Westport, and Mallory Creek.
- Staff repaired a washout at Juniper Creek created during Potential Tropical Cyclone #8.
- Staff completed spot street sweeping in Magnolia Greens.
- Staff cleaned out ditches and driveway pipes on Lewis Road.
- Staff completed an asphalt repair on Lloyd Street and Village Road.

Work Order Summary

- Streets generated 42 work orders in October, with the majority being vector control (14), pothole/sinkhole (6), ditch cleanout (6), and sign related (5).

- Streets completed 32 work orders in October, with an approximate expense of \$34,900 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$17,200).



Grounds Updates

Work Priorities and Initiatives

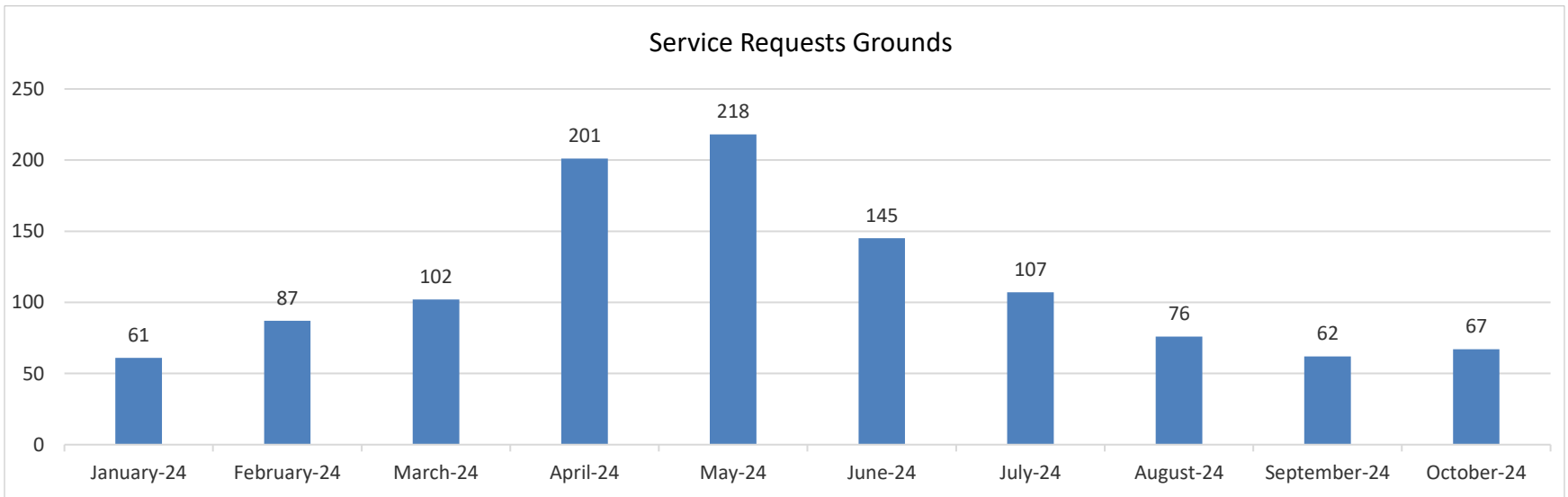
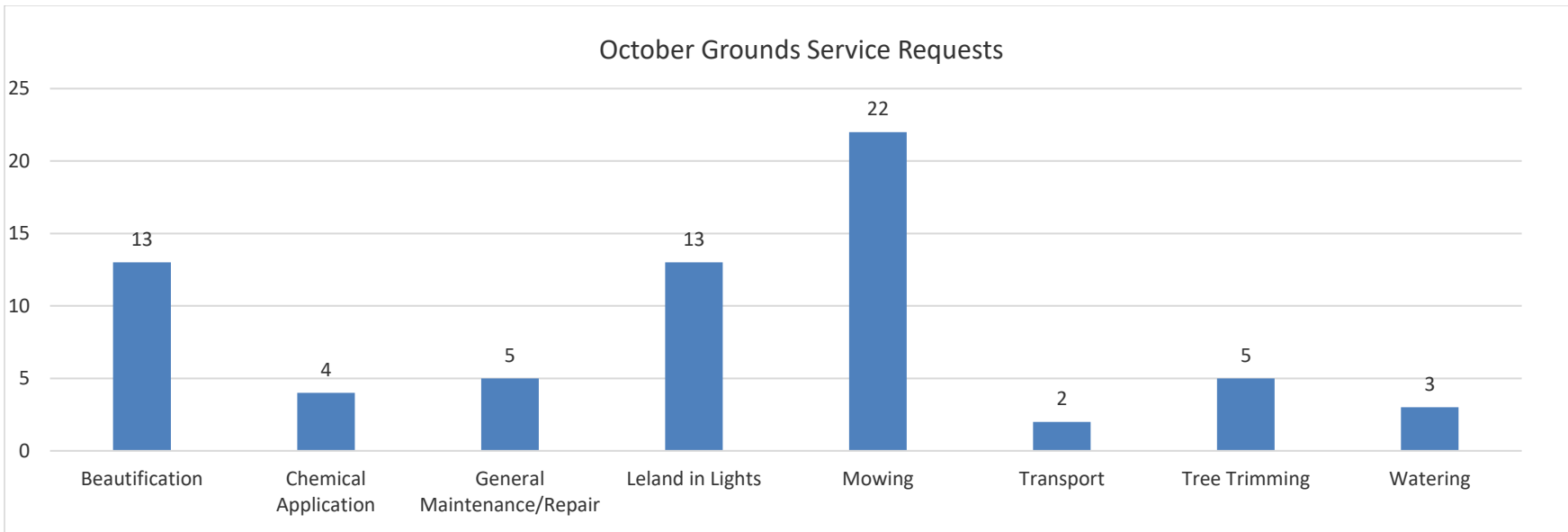
- Staff are beginning to install lights for the Tree Lighting at Town Hall, all Fire stations, and the MOC.
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will begin putting together a plan for operations at the new Founders Park.
- Staff will begin to install fall and winter annuals around select Town-maintained properties.
- Staff will begin to water the newly installed annuals as needed.
- Staff will continue to install mulch around Town properties.
- Staff will continue to maintain Town-owned properties and parks.
- Staff will continue to water the trees installed along Gateway Boulevard.
- Staff will continue to water the plants installed at the Northgate retention pond.

Projects Completed

- Staff repaired sections of the boardwalk on the path to the classroom and bridge at Westgate Park.
- Staff installed 60 yards of dark brown hardwood mulch in the natural areas at Westgate Park.
- Staff removed the old EWF (playground cushion) and replaced it with new EWF at Westgate Park.

Work Order Summary

- Grounds generated 67 work orders in October, with most of them being mowing (22), Leland in Lights (13), and beautification related (13).
- Grounds completed 47 work orders in October, with an approximate expense of \$22,900 in labor, equipment, and materials to complete these work orders.



Facilities Updates

Work Priorities and Initiatives

- Staff will continue servicing and cleaning all ice machines.
- Staff will be installing a new outside LG HVAC unit which controls the Planning wing of Town Hall.
- Staff will be reviewing the required training classes with LG in early 2025 to become certified reps.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, wiring techniques, and electronics information.
- Staff are continuing to learn and monitor the Town Hall HVAC system using a new software upgrade.
- Staff will be servicing all Town-owned generators, including multiple portable generators at the MOC.
- 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 by documenting work priorities, procedures, and schedules.
- Staff will be inspecting all first aid kits, eye wash stations, AEDs, and documentation.

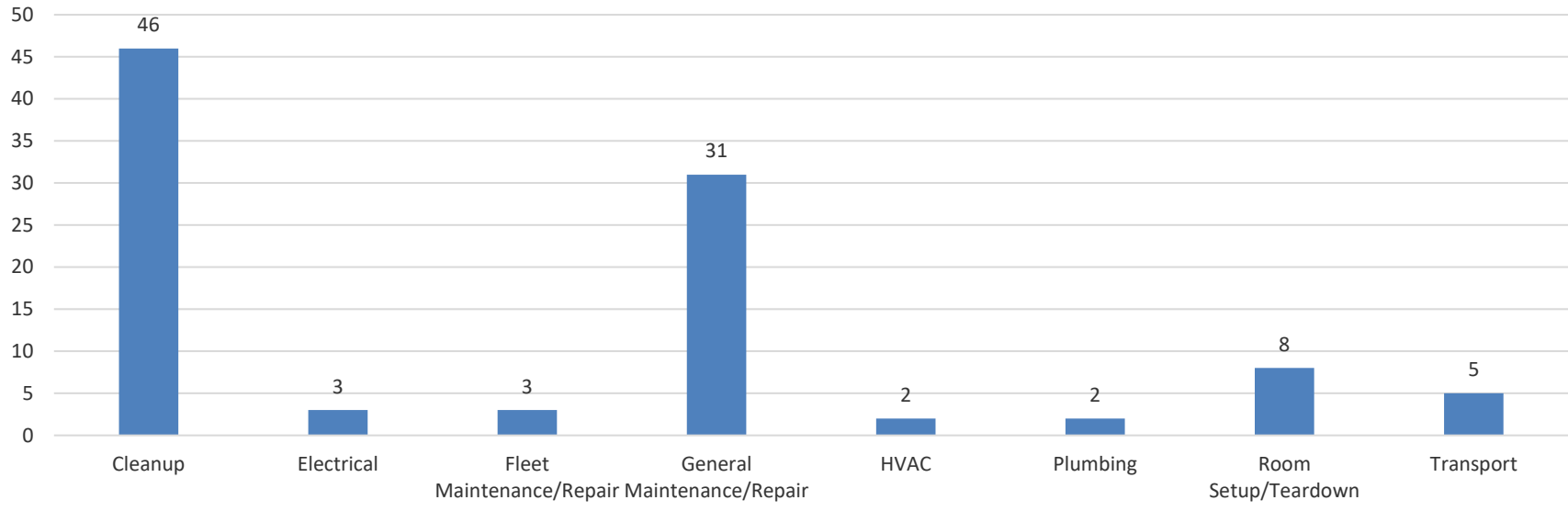
Projects Completed

- Staff conducted Town-wide inspections of handrails, doors, windows, and lights.
- Staff completed repairs and service on the Town Hall generator.
- Staff completed a transfer switch and three-phase power class at Fire Station 53.
- Staff installed new first aid kits and eye wash stations around Town facilities.

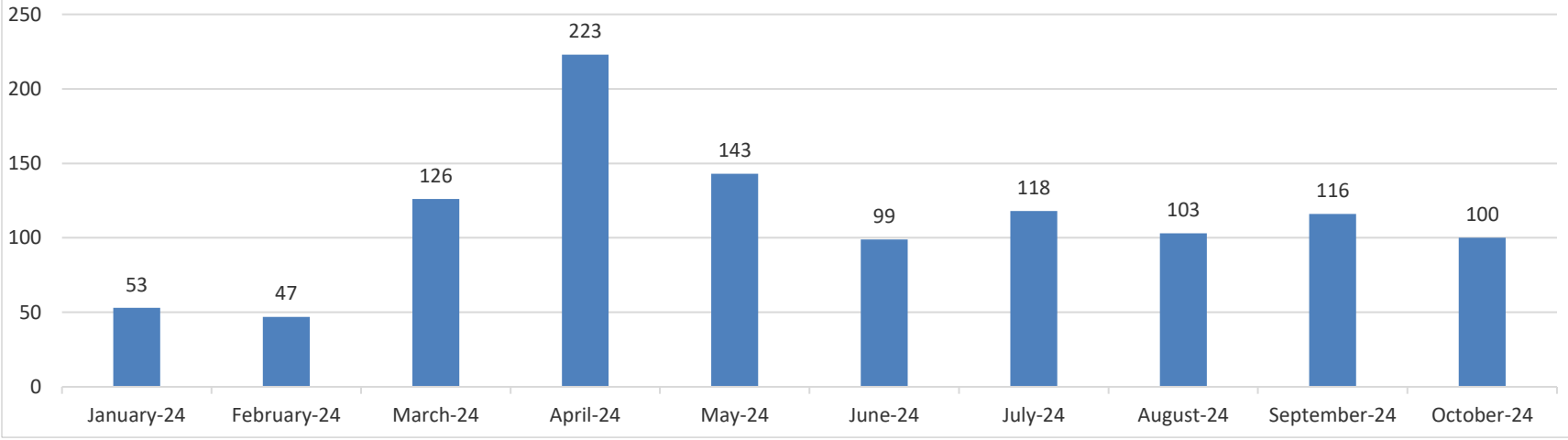
Work Order Summary

- Facilities generated 100 work orders in October, with most of them being cleanup (46) and general maintenance and repair related (31).
- Facilities completed 87 work orders in October, with an approximate expense of \$11,200 in labor and materials.

October Facilities Service Requests



Service Requests Facilities



Fleet Vehicle Updates

Work Priorities and Initiatives

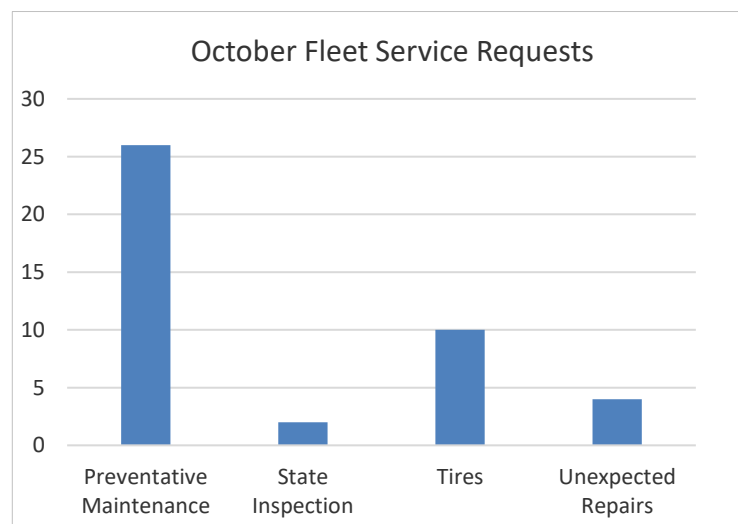
- Staff are developing a Fleet policy.
- Staff are compiling the data from the annual vehicle surveys.
- Staff are working on safety recalls on five Town vehicles. Repairs are waiting on parts.
- Staff are working with departments to identify upcoming vehicle purchases.

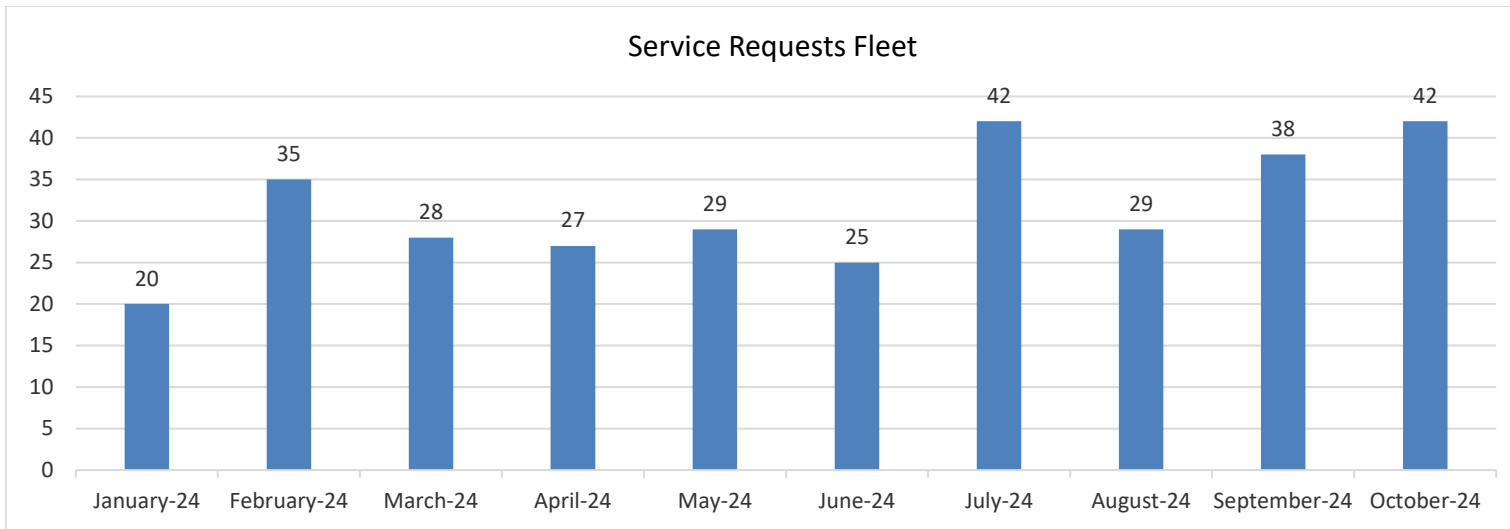
Projects Completed

- Staff completed annual vehicle surveys on all Town vehicles.

Work Order Summary

- Fleet generated 42 work orders in October for an approximate expense of \$10,800. Of these, 26 were for scheduled preventative maintenance for about \$3,500.





Department News

Jake Boland was hired as a Construction Inspector.

Town Project Updates

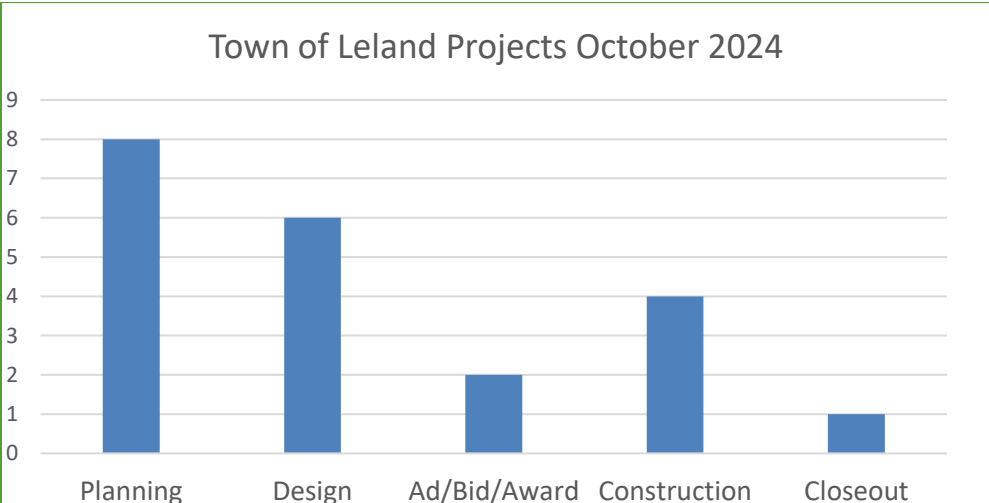
Projects In Construction

- Town Hall Expansion – Approximately 15% complete.
- Founders Park – Construction is ongoing, approximately 60% complete.
- Brunswick Village Boulevard Extension – Approximately 95% complete.
- Mallory Creek Drive Sidewalk Extension – 85% complete.

Projects In Closeout

- Pavement Marking

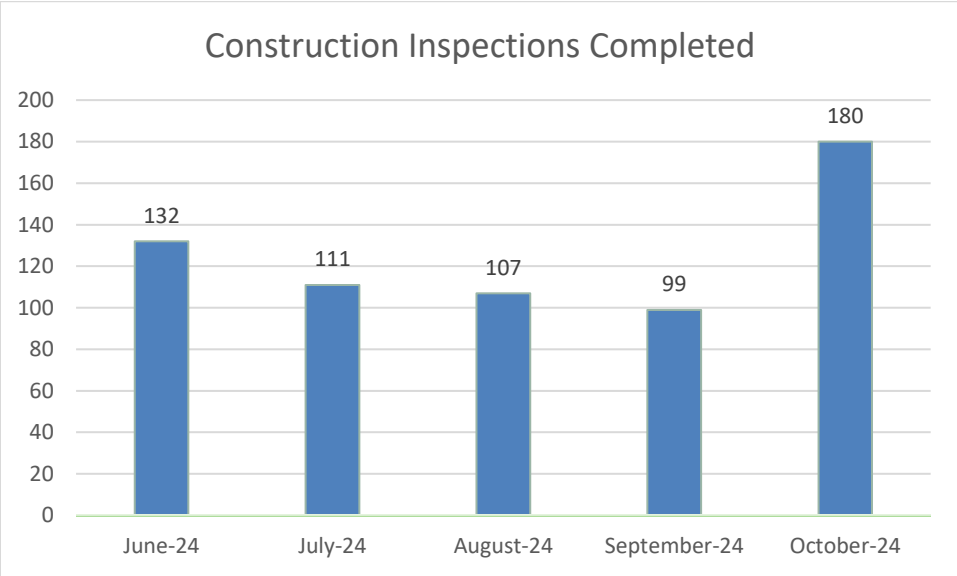
Full project details can be found [on the Town website](#).



Construction Inspections

Inspections

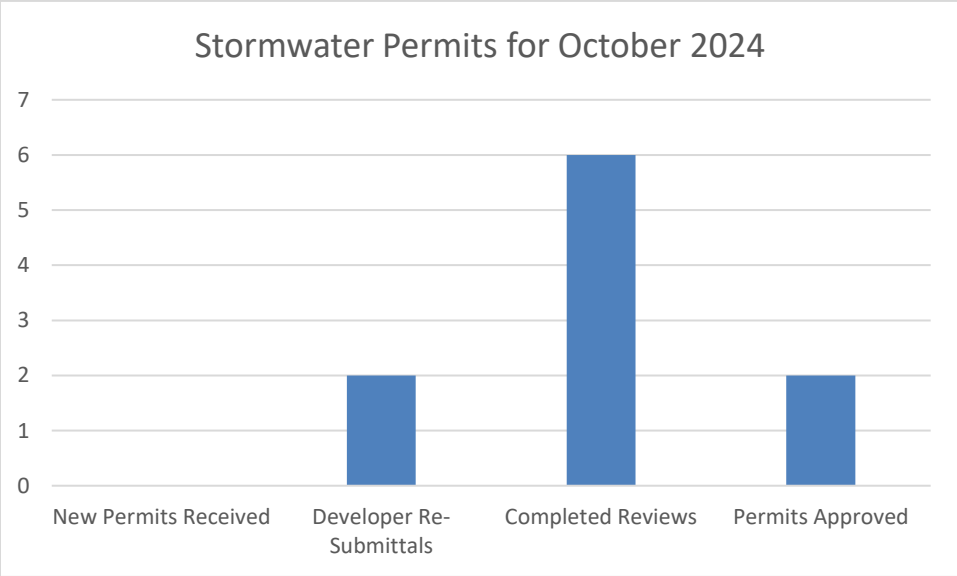
- Staff have completed 180 construction inspections.
 - Construction inspections include developer and Town projects.



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. Two permits were approved in October.



Department News

The department had an exciting introduction to the fall. The Dolphin Cruise on October 15 and a Kayak trip on October 17 wrapped up water-based trips for the season. The annual Trunk or Treat was held on October 26 at North Brunswick High School. More than 20 local groups and businesses displayed trunks for more than 1,200 children and parents who attended. As Brunswick County's designated early voting site for the northern portion of the County, more than 22,700 residents visited the LCAC to cast their ballots for the general election.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in October. The next meeting is scheduled for December 4, 2024.

Upcoming Events

November 1-30 – Susan Nuttall & Entwood Crafts Gallery, LCAC

November 14, 6-7 p.m. – Cedar Salad Planter, LCAC

November 14, 6:30-8:30 p.m. – Winter Ceramics: Gingerbread Houses, LCAC

November 21, 6-7 p.m. – Holiday Ornaments with Emily, LCAC

December 5, 6-7 p.m. – Holiday Herb Planter, LCAC

December 7, 10 a.m.-3 p.m. – Holiday Art Market, LCAC

December 7, 6 p.m. – Tree Lighting, Town Hall

December 10, 6:30 p.m. – Cookies with Santa, LCAC

December 10, 6-8 p.m. – Door Hanger Painting, LCAC

December 12, 6-7 p.m. – Holiday Moss Wreath, LCAC

December 13, 7-9 p.m. – Wilmington Big Band, LCAC

December 14, 12-3 p.m. – Sensory Sensitive Santa, LCAC

December 19, 6 p.m. – Holly Jolly Holiday Recital, LCAC

Social Media Update

- PRCR Facebook Highlights (October 1 – 31, 2024)
 - Followers/Likes – 6,156
 - Page reach – 31,622
 - Top post (Largest reach): “Get ready for a spook-tacular night at the Town of Leland’s FREE Trunk or Treat! Join us on October 26 from 4-6 p.m. at North Brunswick High School (114 Scorpion Drive NE) for a fun, family-friendly Halloween adventure! Local businesses and organizations will transform their trunks into spooky, creative displays, and costumed kids can trick-or-treat car to car in a safe, festive atmosphere. Costumes encouraged (but not required), free parking on-site, and plenty of candy to go around, so grab your little monsters and don’t miss the fun!”

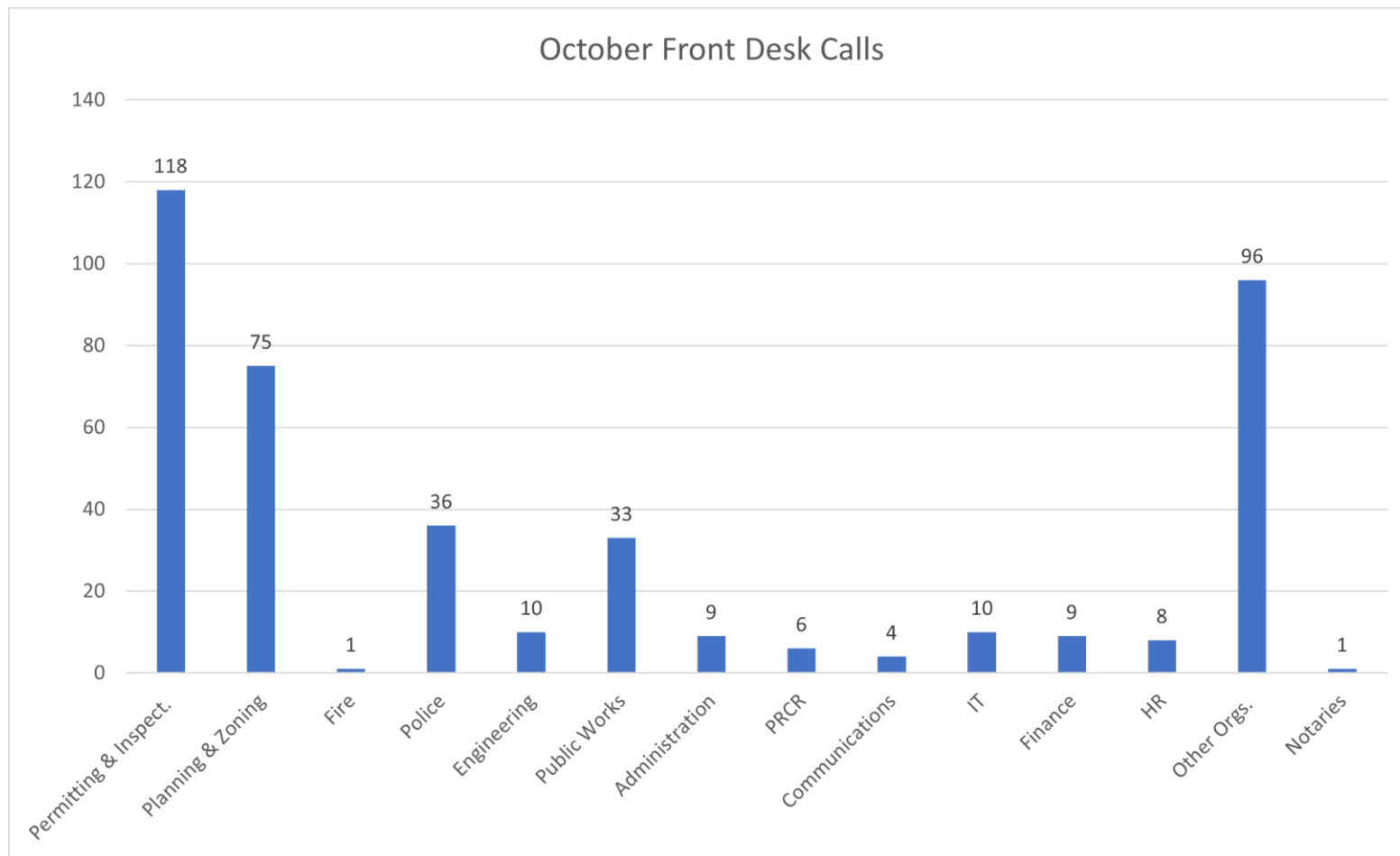
- LCAC Facebook Highlights (October 1 – 31, 2024)
 - Followers/Likes – 5,203
 - Page reach – 17,268
 - Top post (Largest reach): “Get ready for a spook-tacular night at the Town of Leland’s FREE Trunk or Treat! Join us on October 26 from 4-6 p.m. at North Brunswick High School (114 Scorpion Drive NE) for a fun, family-friendly Halloween adventure! Local businesses and organizations will transform their trunks into spooky, creative displays, and costumed kids can trick-or-treat car to car in a safe, festive atmosphere. Costumes encouraged (but not required), free parking on-site, and plenty of candy to go around, so grab your little monsters and don’t miss the fun.”

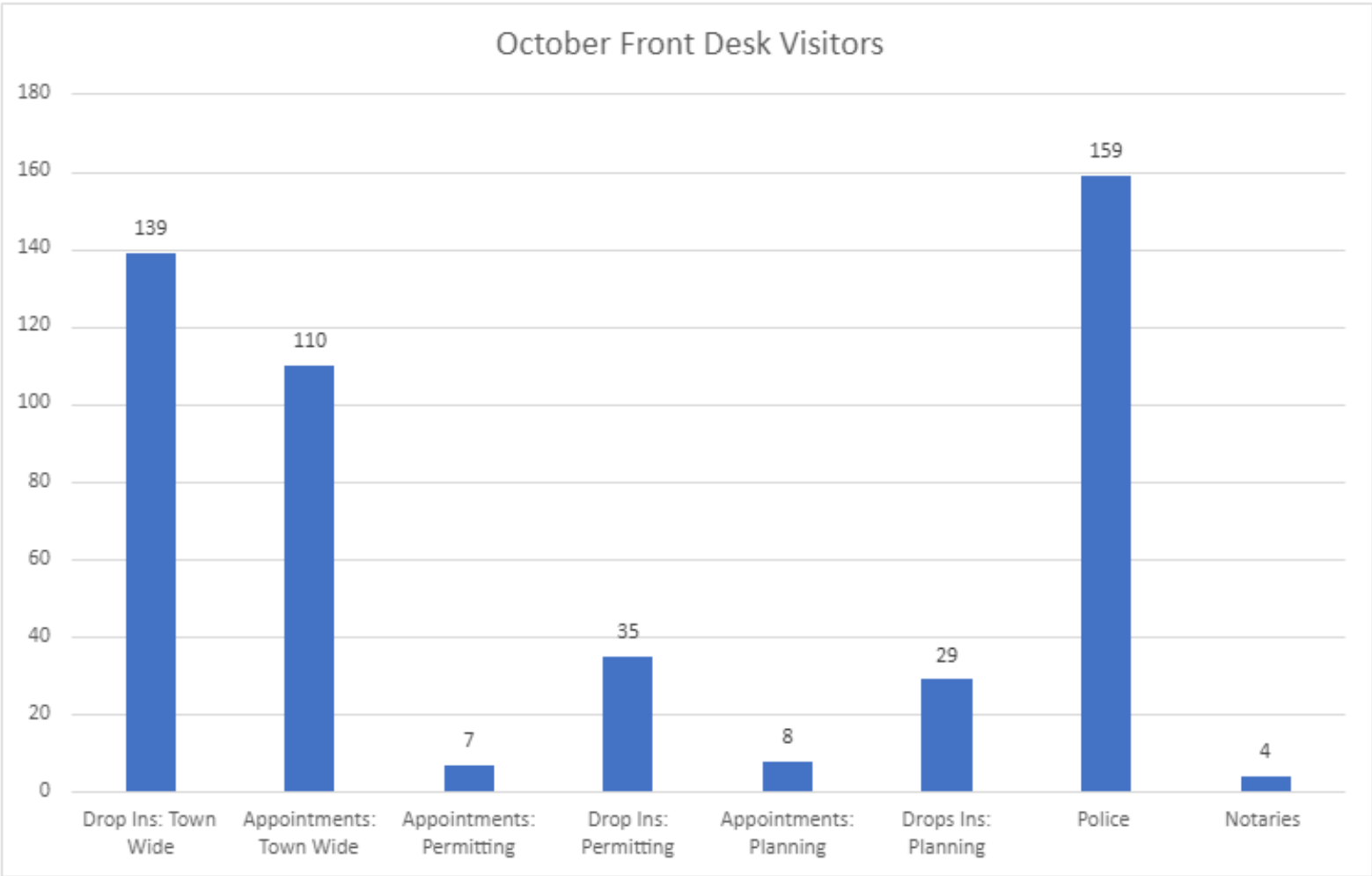
- PRCR Instagram (October 1 – 31, 2024)
 - Followers/Likes – 1,935
 - Post reach – 1,044
 - Top post (Largest reach): “Fueling creativity, movement, and fun for every young mind! See all the exciting programs we have lined up; link in bio for the full list.”

- LCAC Instagram (October 1 – 31, 2024)
 - Followers/Likes – 1,884
 - Post reach – 1,912
 - Top post (Largest reach): “Fueling creativity, movement, and fun for every young mind! See all the exciting programs we have lined up; link in bio for the full list!”

Department News

In October, the department facilitated responses to 27 contact forms submitted through the website, 416 calls, and 491 visitors to Town Hall. Ms. Fore completed FEMA training courses ICS-100, ICS-200, ICS-700, ICS-800, and IS-29a, which are needed to obtain Public Information Officer certification. Ms. Fore also obtained the Cape Fear Community College Search Engine Optimization (SEO) Marketing certificate. Ms. Jewell participated in an ICMA webinar titled “How Community Engagement Strengthens Small Cities and Towns”.





Social Media Update

- Facebook Highlights (October 1 – 31, 2024)
 - Added 81 new page followers
 - Impressions – 47,364
 - Top post (Largest reach): “Our hearts are with the brave first responders working tirelessly in Western North Carolina, including our team from Leland Fire/Rescue.”

- Twitter/X Highlights (October 1 – 31, 2024)
 - Impressions/Reach – 1,381
 - Top tweet (Largest reach): “We're excited to announce we've received a \$25,000 grant from Duke Energy Foundation to upgrade our land mobile radio system, enhancing disaster preparedness and community safety. Learn more about this grant <https://ow.ly/5Y6950TVorv> #LelandNC”

- NextDoor Highlights (October 1 – 31, 2024)
 - Impressions/Reach – 63,318
 - Likes/Comments – 76
 - Top post (Largest reach): “🔔 Reminder: Join us for Lend a Hand in Leland tomorrow Saturday, Oct. 5, from 10 a.m. to 1 p.m. Bring your friends and family to participate in our community-wide day of service. Learn about our five projects and register 📍 www.townofleland.com/lendahand”

- Instagram Highlights (October 1 – 31, 2024)
 - Added 61 new page followers
 - Post impressions – 28,057
 - Top post (Largest reach): “Words can’t describe how bad it is here.”
 That’s the update from our crews after wrapping up their first day of deployment in Western North Carolina yesterday. Our team and a team from Kannapolis Fire and Police were the first crews into the area of Bat Cave, a community near Chimney Rock, and up Highway 9. They hiked 13 miles with about 2,000 feet of elevation change during their search and rescue efforts yesterday and will return to this area today, likely evacuating more people. Please remember to keep all of our first responders and people affected by Helene’s devastation in your thoughts.
 If you’d like to help, the best way to do so right now is by making a monetary donation to ensure reliable and efficient recovery efforts. Find more information and donate 📍 nc.gov/donate”

- LinkedIn Highlights (October 1 – 31, 2024)
 - Added 8 new followers
 - Page views – 2,467
 - Post impressions – 4,691
 - Reactions/Comments/Shares – 161
 - Top post (Largest reach): “👏 Join us in celebrating a huge achievement for our Town Clerk, Sabrena Reinhardt! She has been officially inducted as President of the North Carolina Association of Municipal Clerks. We couldn't be more proud of her remarkable leadership and dedication!”

Project Updates

- Created posts that resulted in more than 144,811 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.
- Completed the Town Strategic Plan document.
- Continued marketing and promotion for Lend a Hand in Leland, which took place on October 5. Staff participated in the event, coordinating media coverage and taking photos at each project site. Communications work has already begun for the next Lend a Hand in Leland event, which is scheduled for March 22.
- Continued communications strategy for the Integrated Mobility Plan, including website promotions and social media campaigns.
- 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
 - [Town of Leland Seeks Community Input on Roadway Safety and Future Transportation Plans](#)
 - [2024 General Election Information](#)
 - [Celebrate Halloween with Leland’s Annual Trunk or Treat](#)

- [Leland Town Council Adopts 2030 Strategic Plan](#)
- [Town of Leland Awarded \\$25,000 Natural Disaster Preparedness Grant](#)
- Port City Daily
 - [The Agenda: Local government meetings this week](#)
 - [The Agenda: Local government meetings this week](#)
 - [The Agenda: This week's meetings in local government](#)
 - [Leland Council recap: Brunswick Forest and Jackey's Creek approval, density max removed](#)
 - [The Agenda: Meetings in local government this week](#)
- WWAY
 - [Town of Leland seeks community input on Roadway Safety and Future Transportation Plans](#)
 - [Neighbors unite: Leland's day of giving back](#)
 - [Leland man arrested in sexual assault case](#)
 - [New Chipotle restaurant in Leland set to open soon](#)
 - [Leland Town Council to consider potential annexation of 1,100-acre site](#)
 - [Leland Fire/Rescue announces new ladder truck for more efficient responses](#)
 - [Town of Leland awarded natural disaster preparedness grant](#)
- WECT
 - [Town of Leland seeking community input on projects aimed to improve transportation needs](#)
 - [Leland man charged in rape case](#)
 - [Car crashes into Leland Wendy's](#)
 - ['People feel forgotten about': Leland families say they are still waiting for help weeks after Potential Tropical Cyclone 8](#)
 - [1,140-acre annexation, new homes and more on the agenda for the Leland Town Council](#)
 - [Leland Town Council approves master land use amendment for Brunswick Forest](#)
 - [Leaders in Leland approve 2030 Strategic Plan](#)
 - [Leland receives grant to strengthen natural disaster preparedness](#)
- StarNews
 - [With Leland's growth surging, officials develop another vision plan. Here's what to know.](#)

- [Known as the 'Gateway to Brunswick County,' here's how this fast-growing town got its name](#)
- [Chipotle to soon open in Brunswick featuring a new menu item. Here's what to know](#)
- Wilmington Biz
 - [Leland Could Annex 1,100-acre Site Once Eyed For Baseball](#)

TDA Marketing

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

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on October 16, 2024 and heard the following:

- Presentation and review of the FYE2024 Audit
- Approved a grant contract with the North Carolina Rice Festival
- Approved a grant contract with the Central Intercollegiate Athletic Association for its 2025 Golf Tournament
- Approved a grant contract with the Town of Leland for a Leland in Lights display
- Approved an agreement with the National Travel Center to prepare a Tourism Development Strategic Plan and Grant Policy
- Adopted the Leland TDA regular meeting schedule for the 2025 calendar year

The next LTDA meeting is scheduled for January 6, 2025.

Department News

Sergeants Berry and Winder attended the first session of the Law Enforcement Executive Program October 7-11 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives by enabling them to manage their most critical current and future challenges effectively.

Lieutenant Warren, Sergeant Munger, and Administrative Supervisor Crumbaker attended the FBI-LEEDA Supervisor Leadership Institute October 7-11 in Gastonia. This class is one of three courses of the Trilogy Series that the FBI teaches relating to various aspects of leadership.

Senior Officer Martin attended Radar recertification October 9 at Cape Fear Community College. This course ensures officers can continue to operate their Radar instruments.

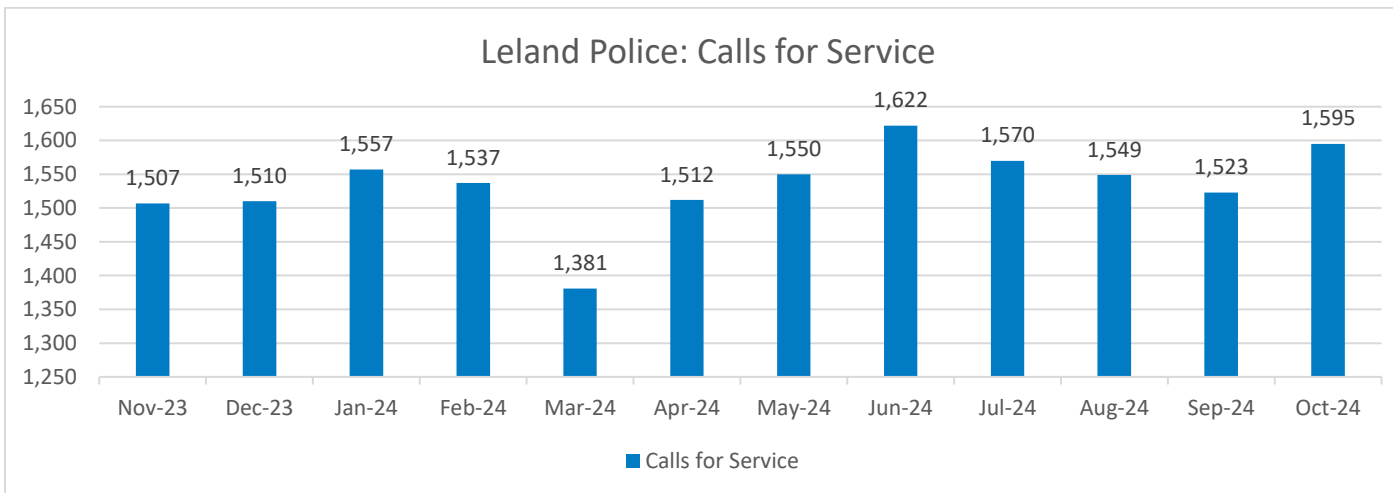
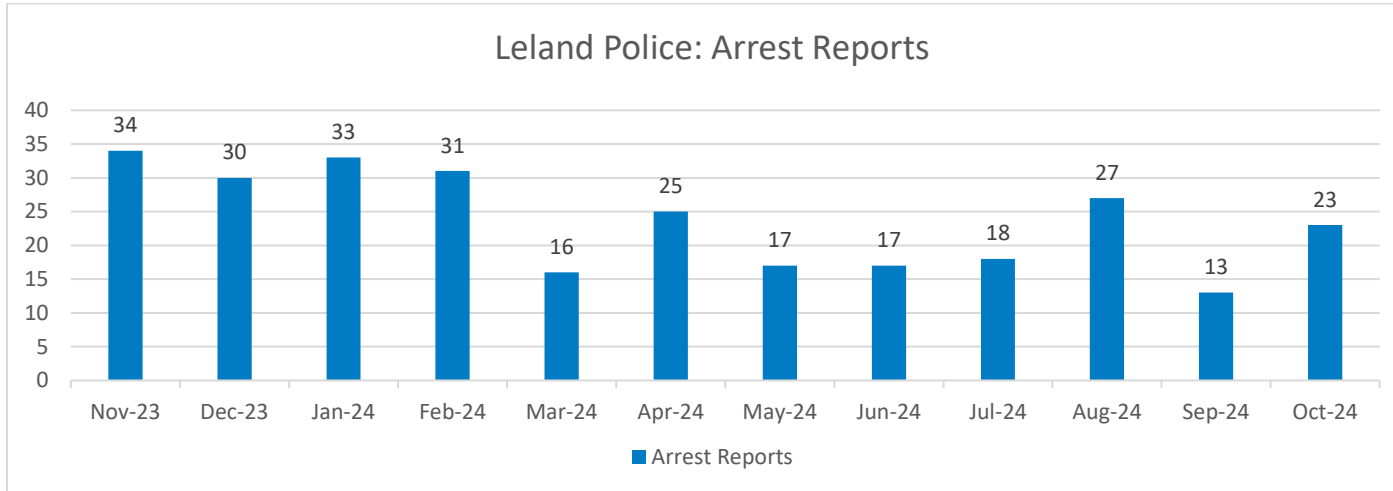
Senior Officers Britton and Payne attended the North Carolina Homicide Investigators Association Conference October 21-25 in Carolina Beach. This conference included speakers from different agencies and information specific to homicides and investigations within North Carolina.

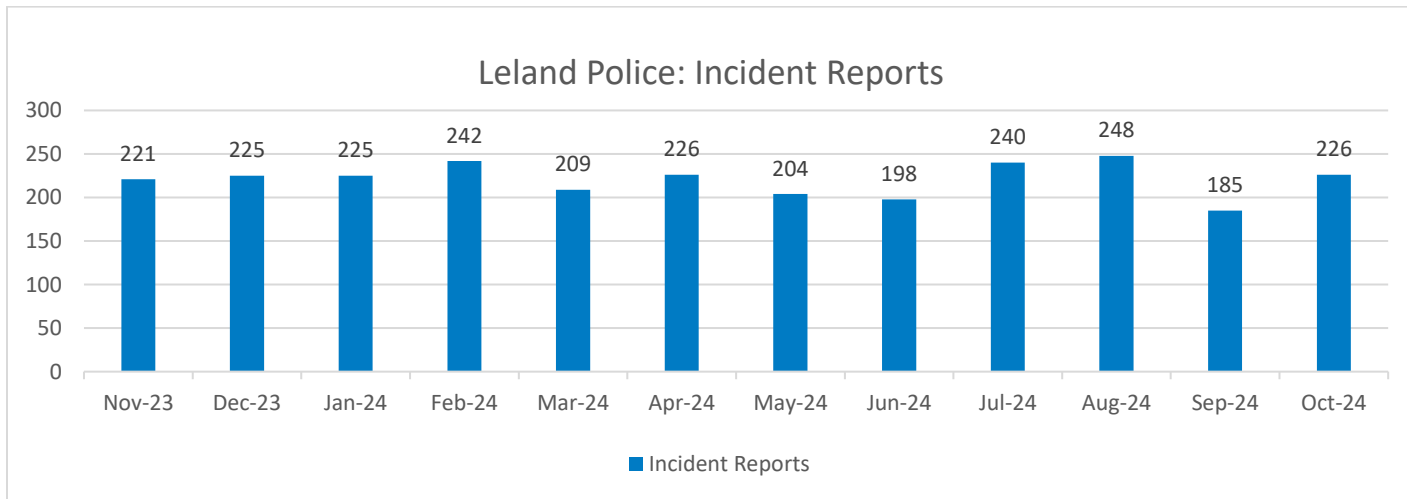
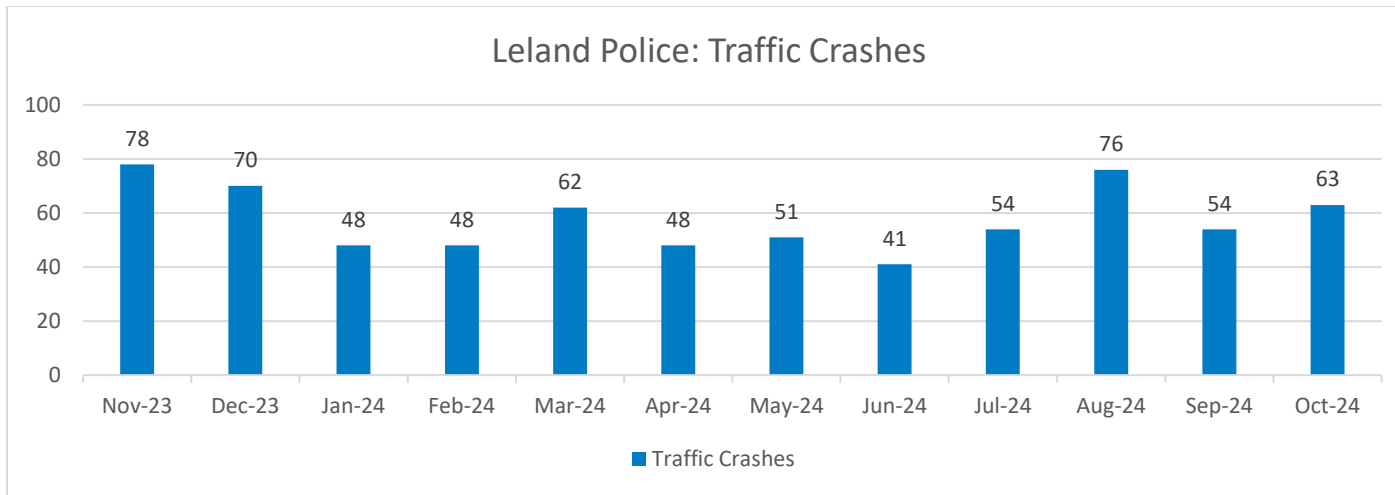
Lieutenant Warren and Sergeant Munger attended RDS Instructor Training October 26-27 in Autryville. This training taught updated and effective ways to use RDS and best practices for teaching these skills to other officers.

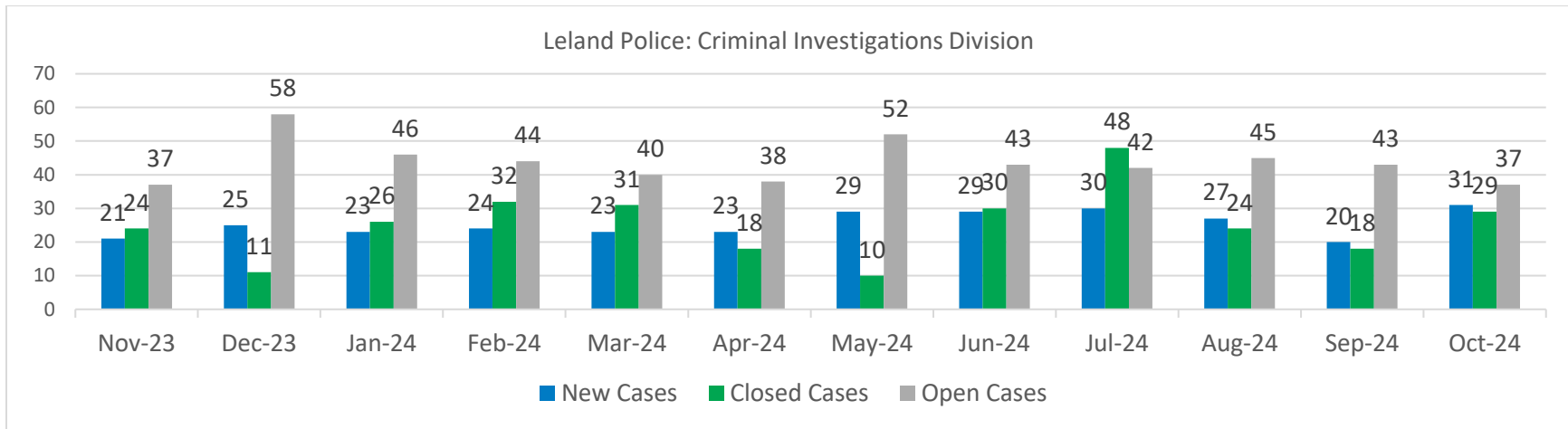
Active Mutual Aid Agreements

- 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
Aug	34	1	7	7	0	0	3
Sep	34	1	0	1	1	0	3
Oct	33	1	10	9	0	0	1
Totals	329	16	50	56	20	4	36

Department News

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

- Assisted 16 homeowners with smoke alarm installations or battery replacements
- Assisted five citizens with car seat checks/installations
- Conducted two station tours
- Conducted CPR training for Waterford residents
- Conducted CPR training at National Night Out
- Presented fire prevention education to students at Belville Elementary and Lincoln Elementary
- Participated in the Town of Belville's Annual Fall Festival
- Participated in a fire prevention event hosted by Lowe's Home Improvement
- Participated in a community event hosted by Petsense
- Participated in Touch-A-Truck hosted by Tractor Supply
- Participated in Trunk or Treat

Chris Barrett was promoted to Senior Fire Apparatus Engineer.

A Shift participated in their quarterly live burn training at the Fayetteville Technical Community College Fire & Rescue Training Center.

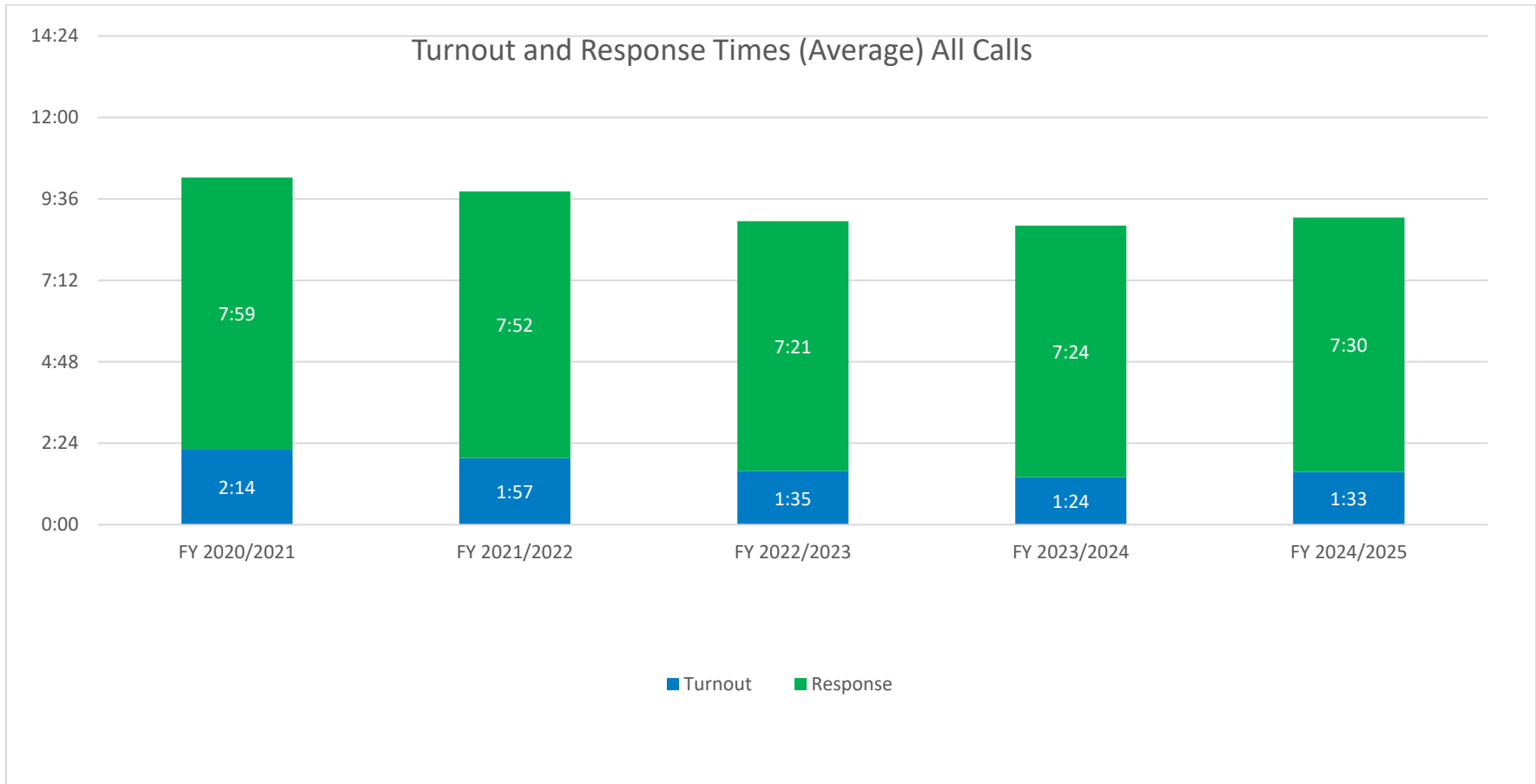
All three shifts participated in Radiological Awareness training presented by Brunswick County Fire Administrator Malcolm Smith.

Senior Fire Apparatus Engineer James Petteys and Firefighter Kevin Mansell attended the 2024 North Carolina Extrication School hosted by NCOSFM at Sandhills Community College. This program provides advanced hands-on training focused on best practices, up-to-date techniques, and the latest equipment available to prepare first responders for a wide range of extrication scenarios.

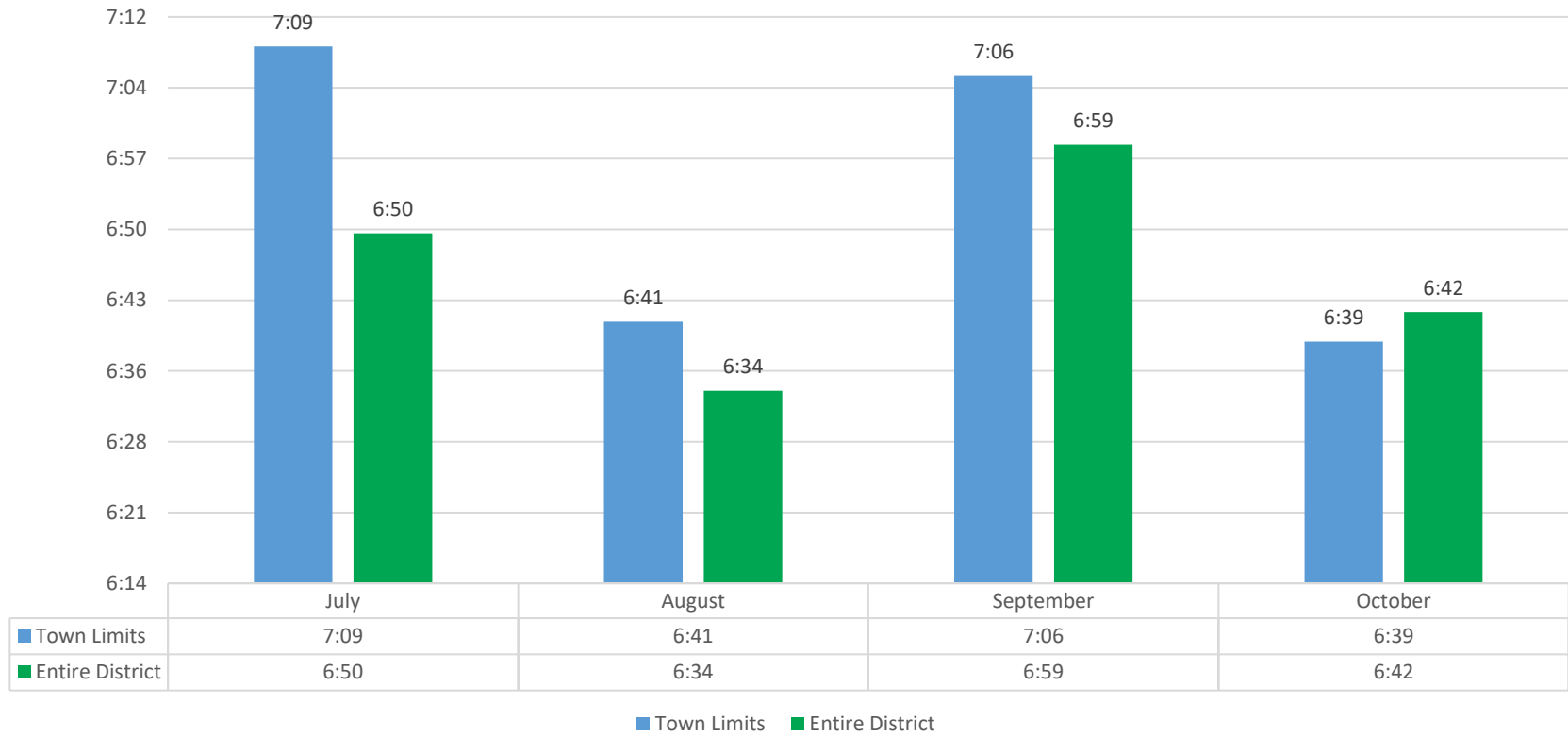
Active Mutual Aid Agreements

- Bald Head Island Department of Public Safety
- Boiling Spring Lakes Fire Rescue
- Bolivia Volunteer Fire Department
- Calabash Volunteer Fire Department
- Civietown Volunteer Fire Rescue
- Grissettown Longwood Volunteer Fire & Rescue Department
- Navassa Volunteer Fire Department
- NCIMAS
- New Hanover County Fire Rescue
- Northwest Volunteer Fire Department
- Oak Island Fire Department
- Ocean Isle Beach Fire Department
- Shallotte Fire & Rescue Department
- Shallotte Point Volunteer Fire Department
- Southport Fire Department
- St. James Volunteer Fire Department
- Sunny Point Military Ocean Terminal
- Sunset Beach Fire Department
- Sunset Harbor & Zion Hill Volunteer Fire Department
- Supply Volunteer Fire Department
- Tri-Beach Volunteer Fire Department
- Waccamaw Volunteer Fire & Rescue Department
- Wilmington Fire Department
- Winnabow Volunteer Fire Department
- Yaupon Beach Volunteer Fire Department

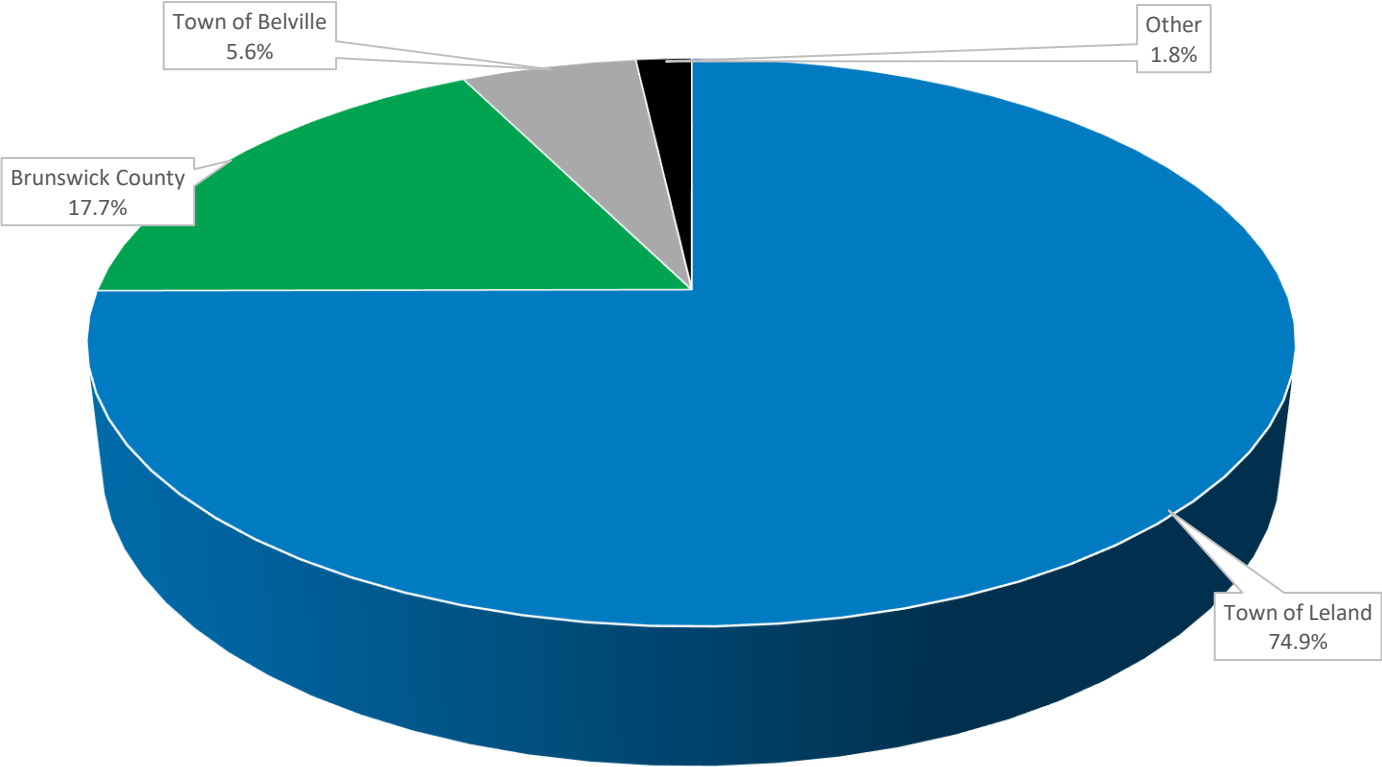
Dashboard



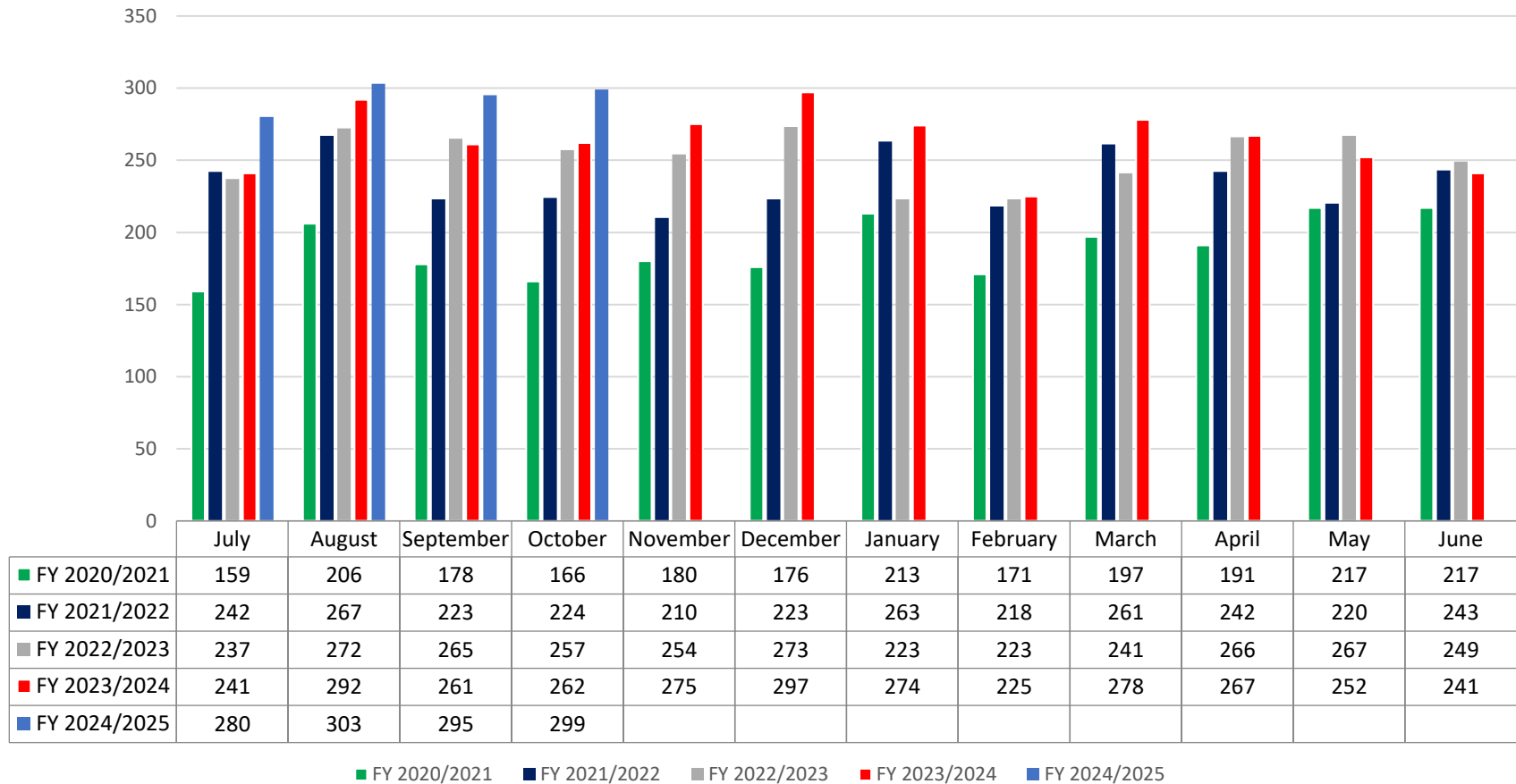
FY 2024/2025 Response Times (Average) Emergency Calls



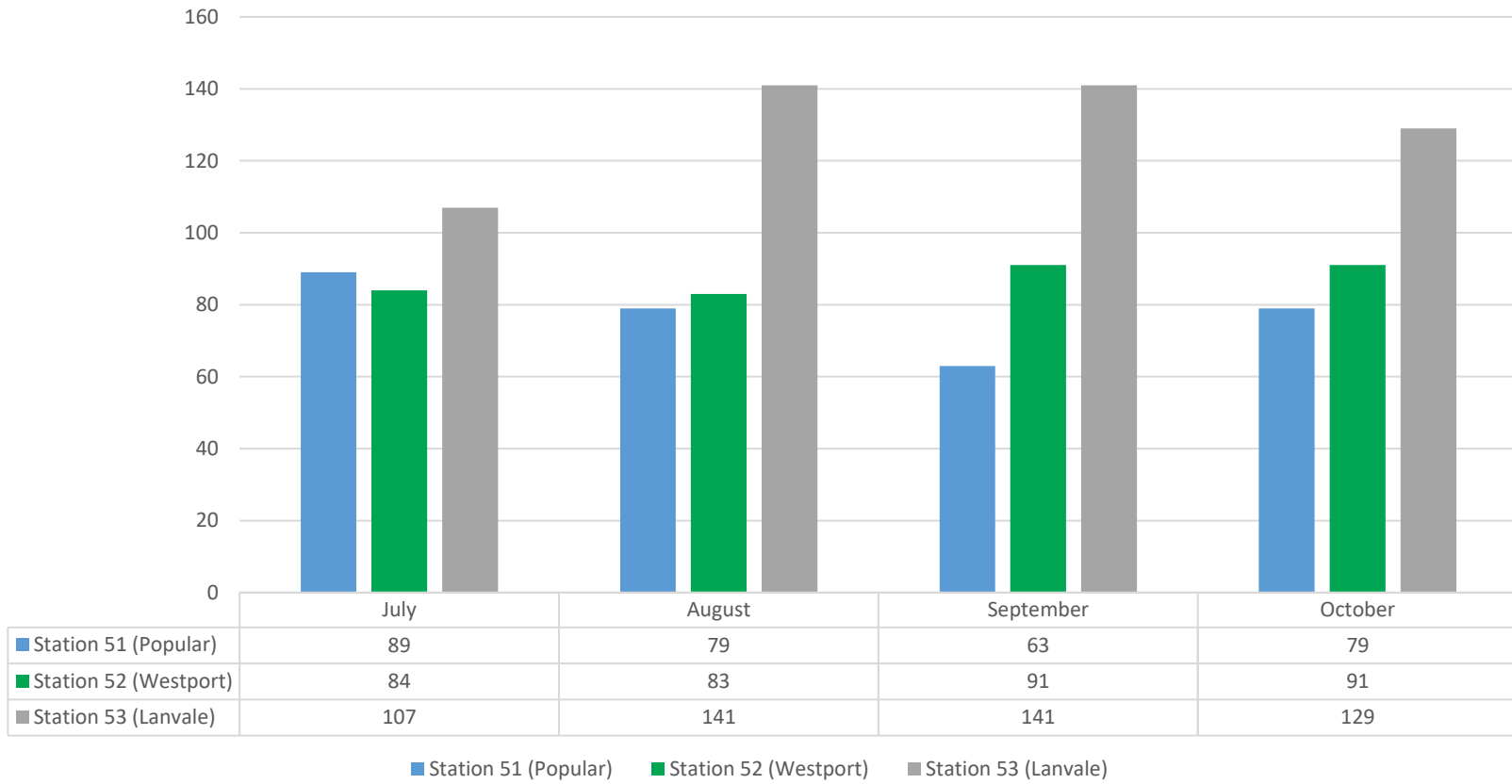
FY 2024/2025 Fire Calls by Zone

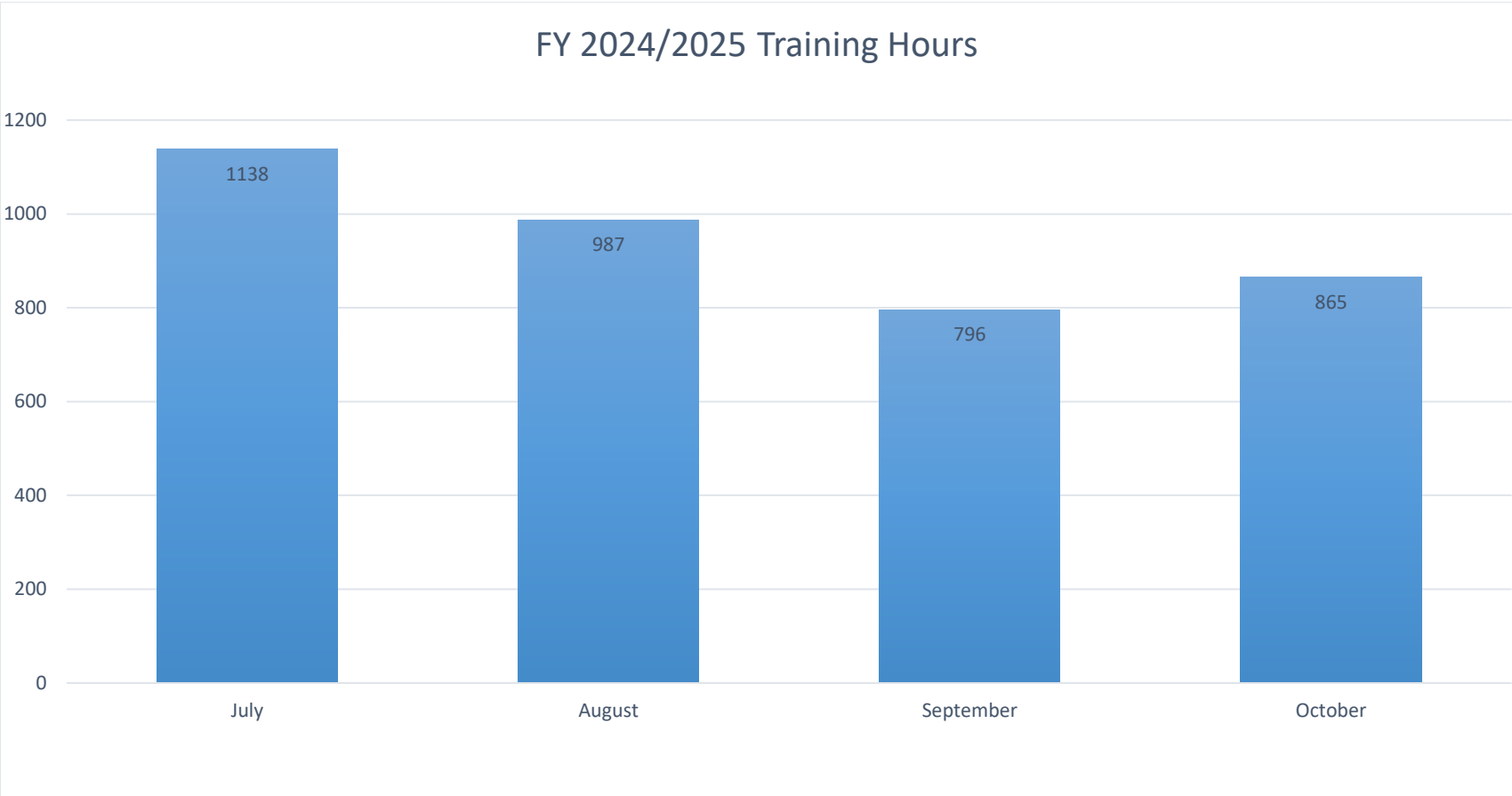


Fire Calls



FY 2024/2025 Fire Calls Per Station





Department News

Staff spent much of October responding to Tropical Storm Helene and Potential Tropical Cyclone #8 (PTC #8). Staff have been working with State, Federal, and County partners to identify damages from PTC #8. On October 19, President Biden issued a Major Disaster Declaration (DR-4837-NC) for PTC #8. The declaration is for public assistance only. Staff continue to provide information and respond to PTC #8 recovery questions. On October 29, staff and representatives from North Carolina Emergency Management, Cape Fear Council of Governments, and Brunswick County held a second information meeting with Stoney Creek residents. The meeting allowed residents to receive information on current programs available to assist in recovery and current and future grant opportunities. Emergency Management has supported six missions in response to Helene in western North Carolina. Staff from multiple departments have responded to requests for aid. Staff is working to identify a mass notification solution for the Town.

Work Priorities and Initiatives

- Potential Tropical Cyclone #8 flood mitigation grants and hazard mitigation grants
- Tropical Storm Helene deployment reimbursement
- Mass notification solution
- Strategic Plan implementation

Projects Completed

- No projects were completed in October.

Department News

Will Rivers passed the certification exams and received his Standard Mechanical Level 3 and Standard Plumbing 2 certifications.

Skip Brown, Adam Stanley, and Mark Fields passed the certification exam and received their Standard Building Level 1 certifications.

Ernie Hernandez completed the Standard Mechanical Level 2 course and is now preparing for the certification exam.

Joshua Babson completed the Standard Fire Level 2 course and is now preparing for the certification exam.

Daniel Knoch passed the ICC Disaster Response Credential of Learning Achievement exam, providing him with credentials for performing post-disaster building safety evaluations based on internationally accepted practices.

Brenda Cartwright completed “The Course Essentials” module for the continuing education for the ICC Permit Technician certification program.

Amity Cecil completed the “How to Screen Plans for Successful Permit Services” module for continuing education for the ICC Permit Technician certification program.

Javier Barrera and Mark Cooper attended the second of three sessions for the Planning and Development Regulation course with the UNC School of Government. This session explored job duties of public officials, exactions, liability aspects of violating the Fourth Amendment, quasi-judicial decisions, and inspections. Once all three sessions are completed, Mr. Barrera and Mr. Cooper will be eligible to become North Carolina Certified Zoning Officials.

Kate Fersinger attended Sidewalks to Safety: Ensuring Secure Routes for Students, a webinar hosted by the Maryland Department of Transportation. The webinar reviewed the Safe Routes to School program, how to include all modal types and abilities in planning for projects within the program, and funding opportunities for implementation of projects that are cohesive with the program.

Ms. Fersinger also attended Step Forward: Advancing Pedestrian Access and Safety, a webinar hosted by the Maryland Department of Transportation. The webinar explored the barriers to safe and comfortable walking and rolling on pedestrian infrastructure and how planning professionals can play a critical role in connecting users of all ages and abilities with transit, jobs, healthcare, and other destinations.

Ben Watts, Mark Cooper, Ben Andrea, Javier Barrera, Katie Livingston, Andrew Neylon, and Ashli Barefoot attended Design for Peace and Democracy, an online course hosted by Planetizen Courses. The course explored how designed environments can promote and support peace and democracy using historic examples of how the built environment—including parks, squares, and streets—can be an instrument of oppression and serve as forums for both tyranny and uprising.

Planning Board Meeting Summary

The Planning Board met on October 22, 2024, and heard the following item:

1. Discussion Item – Staff presented information on parking generation for various hotel uses and a proposed method for parking requirements in the Town’s zoning code.

The Planning Board’s next meeting is scheduled for November 19, 2024, at 6 p.m.

Board of Adjustment Meeting Summary

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

Current Planning Update

Technical Review Committee (TRC) Report

The TRC reviewed no new projects in October, only revisions to previously submitted projects.

Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Address Request	1	1.0	0		1	1.0
Building/ Flood (3 Day Review)	5	1.6	1	1.0	6	1.5
Chief Building Official Review	3	3.3	5	1.4	8	2.1
Commercial Building / Flood	3	7.7	4	2.5	7	4.7
Commercial Building / Flood / Zoning	5	8.0	17	5.1	22	5.7
Commercial Building / Flood / Zoning / Pub Serv	2	6.0	4	5.8	6	5.8
Commercial Building / Zoning	6	6.3	8	3.4	14	4.6
Commercial Building Fire	4	6.8	5	2.4	9	4.3
Commercial Zoning	3	9.3	0		3	9.3
Electrical	1	6.0	1	3.0	2	4.5
Fire Operational Permits	1	2.0	0		1	2.0
Permit Building/Flood	3	7.3	2	1.5	5	5.0
Permit Building/Zoning	5	5.4	11	2.7	16	3.6
Permit Flood	5	3.4	2	1.0	7	2.7
Residential Building / Flood	21	6.9	5	1.2	26	5.8
Residential Building / Zoning / Flood	59	7.9	61	2.1	120	5.0
Residential Zoning	1	4.0	0		1	4.0
Residential Zoning / Flood	0		10	2.5	10	2.5
	Total Initial: 128		Total Revisions: 136		Total Plans: 264	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	7	1	8
Conditional Rezoning	1	0	1
Development Site Plan	3	5	8
Exempt Plat	1	2	3
Final Plat	0	6	6
Home Occupation	0	1	1
Performance Guarantee	0	6	6
Preliminary Plat	1	1	2
PUD Site Specific Plan and Master Plan Update	1	4	5
Revision to Approved Plans	0	1	1
Revision to Approved Preliminary Plat	1	0	1
Sketch Plan	0	2	2
Street Dedication	1	0	1
Zoning Letter	1	0	1
Total Initial: 17		Total Revisions: 29	Total Plans: 46

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
3	4

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	\$40,746.84	-\$56,250.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	18	\$8,805,331.91	\$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	\$0.00
Jackeys Ridge			
Cash Bond	1	\$46,047.39	\$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	\$843,935.69	\$0.00
Surety Bonds	9	\$2,388,865.40	\$138,541.25
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	16	\$2,342,350.69	-\$56,250.00
Total Surety Bonds	43	\$15,021,914.57	\$138,541.25
Total Letters of Credit	3	\$4,141,491.50	\$0.00
Total Performance Guarantee Sureties	62	\$21,505,756.76	\$82,291.25

Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion. A bid will be opened on November 1 to procure a general contractor to complete critical repairs and construction on the eligible home. A bid opening meeting will be held at Town Hall on November 15 at 2 p.m. Town staff communicated with the eligible homeowner updating them on the project timeline.

The Town procured a consulting firm, National Travel Center (NTC), to develop a Tourism Development Strategic Plan. NTC will visit the Town in November to complete site visits and connect with staff, residents, business owners, and other critical stakeholders to inform the Plan. Staff is currently reviewing how the Tourism Development Strategic Plan and Leland 2045 can support each other.

Staff launched a new Community Development webpage, which houses information and updates about the CDBG effort, the Green Growth Network, and the Age-Friendly Network.

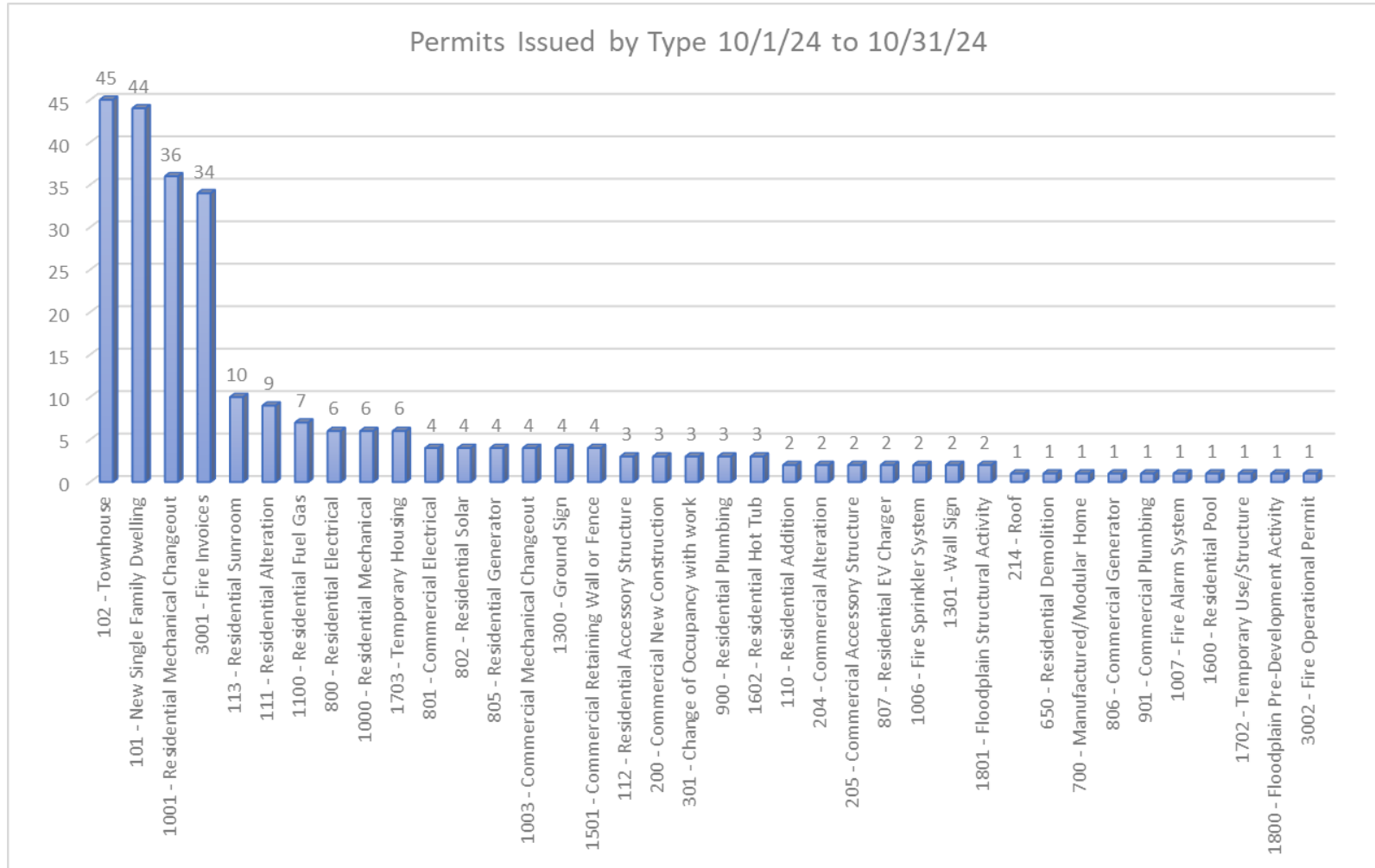
Transportation Planning Update

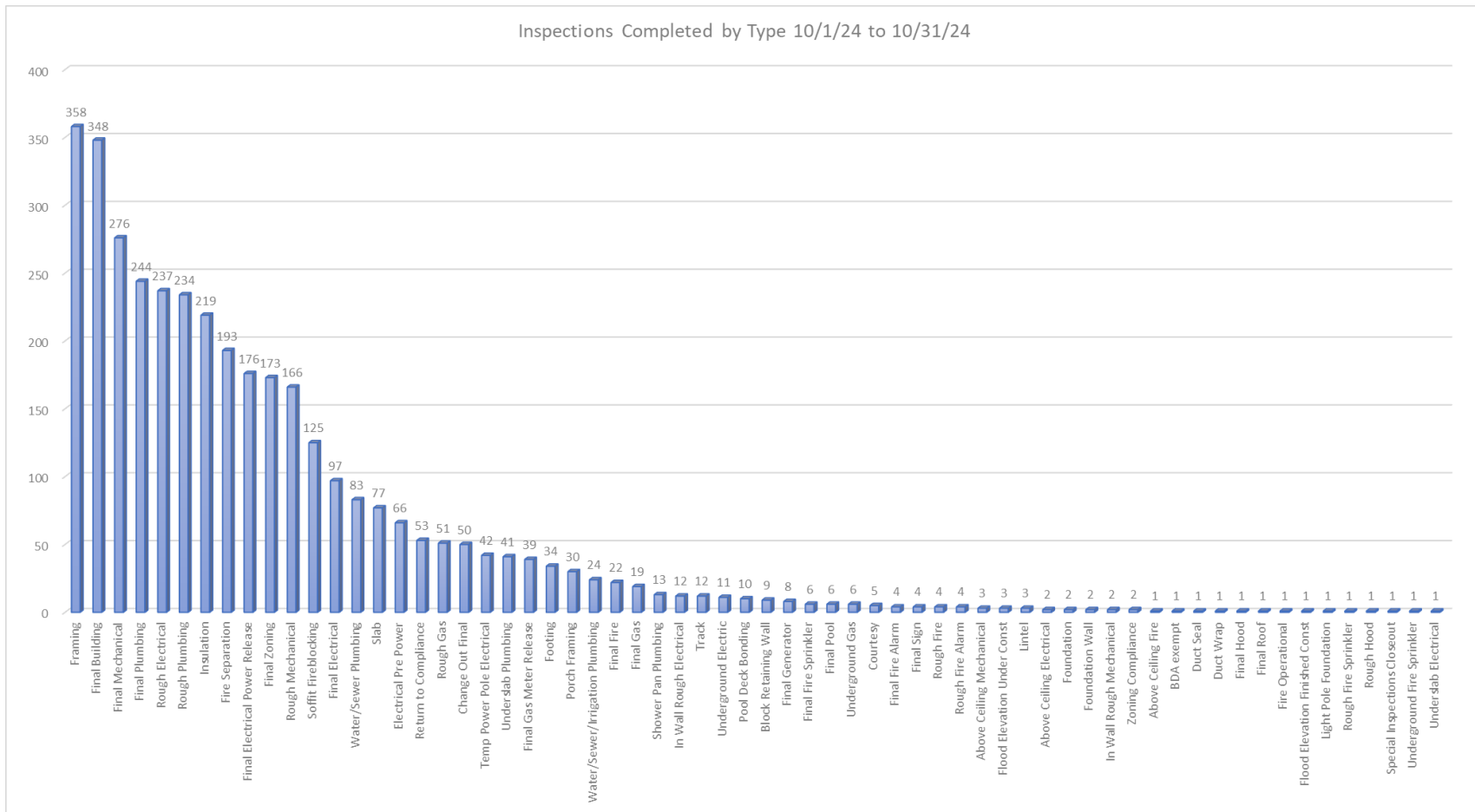
The Integrated Mobility Plan (IMP) continued to progress. A public outreach event took place on October 15 at Town Hall. Residents had the opportunity to view information boards, use an interactive map to provide comments about transportation network issues and improvements, and speak with staff about the project.

The Safe Streets for All (SS4A) project continued to move forward. The third focus group meeting was held on October 1 at Town Hall and a public outreach event occurred on October 15 in concert with the IMP public outreach event.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
266	3,624	\$21,789,619





Code Enforcement Update

Case Summary

10/1 Through 10/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from September	3	0	24	0	27
Cases Opened October	0	12	25	4	41
Cases Closed October	0	2	11	1	14
Active Cases (Evolve)	3	10	38	3	54

Department News

In October, Mr. Sutton met with regional stakeholders at the WilmingtonBiz Conference and Expo in Wilmington. He visited Holly Springs to meet with peers in the economic development field to discuss strategies they implemented to redevelop their downtown and industrial assets. Staff participated in the second Lend a Hand in Leland, which hosted five separate volunteer events throughout Leland. Mr. Sutton met with local business owners to engage in conversations about adding value to the Gateway District as well as facilitated calls regarding the opportunity to increase conservation efforts in the Town.

New Businesses

- New businesses that have opened in the month of October include:
 - Throw Coast Disc Golf
 - Ironsmith Barbell
 - What the Grill
 - Lavish Nails
 - Mavis Tire

New Construction/Development

- The Technical Review Committee began the review process for the following projects:
 - **AutoZone** submitted plans for a 7,381 square-foot facility at the intersection of **Carol Lynn Drive** and **Clapboard Lane**.
 - **Terrapin Phase 3** has submitted plans for 167 residential units along **Terrapin Parkway**.
 - **East Lake Phase 4** has submitted plans for 153 residential units along **Wheeler Avenue** near **Malmo Loop Road**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on October 10 with Mark Everett and Carole McVeigh of the Small Business & Technology Development Center at UNCW as the guest speakers. The conversation covered local and regional small business development efforts, current operations, programs, client base, and specialty programs. Mr. Sutton also shared information regarding SANDBAR Oyster Company, which has expanded into Leland's Gateway District as well as other businesses that have opened in the past few months.

Department News

Ms. Cook is participating in a year-long training course offered by the Grant Professionals Association titled “Next Level Training for Federal Grants”. Ms. Cook attended a webinar titled “NLGT (FED) Bonus Session - Indirect Costs with Karen Norris”.

Ms. Cook and Ms. Newton attended a webinar titled “Introduction to Working with FEMA | Focus on FEMA Public Assistance and What to Expect: Application, Process and Timelines”. Ms. Cook attended the workshop hosted by the UNC School of Government (UNC SOG) and partners titled “Historic Resilience Workshop”.

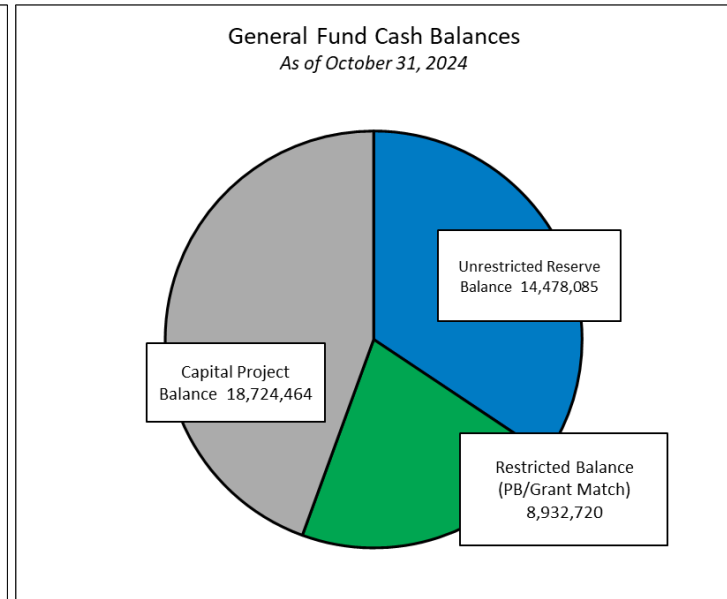
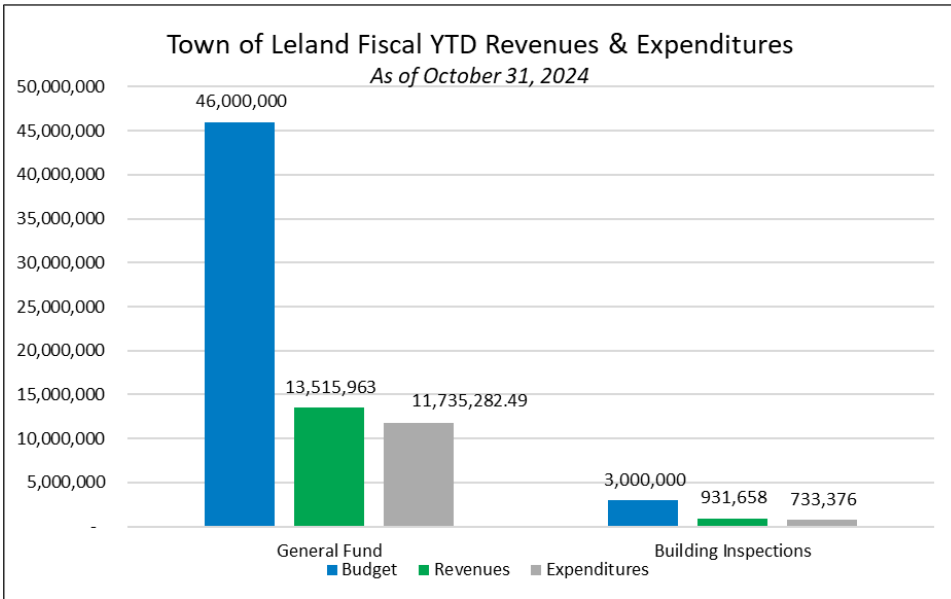
Ms. Newton attended a webinar hosted by OpenGov titled “From Manual to Modern: Improving Transparency through Online Budgeting”. Ms. Newton completed two courses through the UNC SOG titled “Performance Measurement in Local Government” and “Practical Analytic Techniques”.

Ms. Glick attended the NC Association of Governmental Purchasing’s annual training titled “Virtual Regional Training”.

Ms. Norton completed the second and final week of the UNC SOG “Civic Fellows: Leading for Results” cohort.

Ms. Hagg completed the Debt Management Best Practices training through the Government Finance Officer’s Association and the Lead with a Purpose training through the UNC SOG.

Dashboard

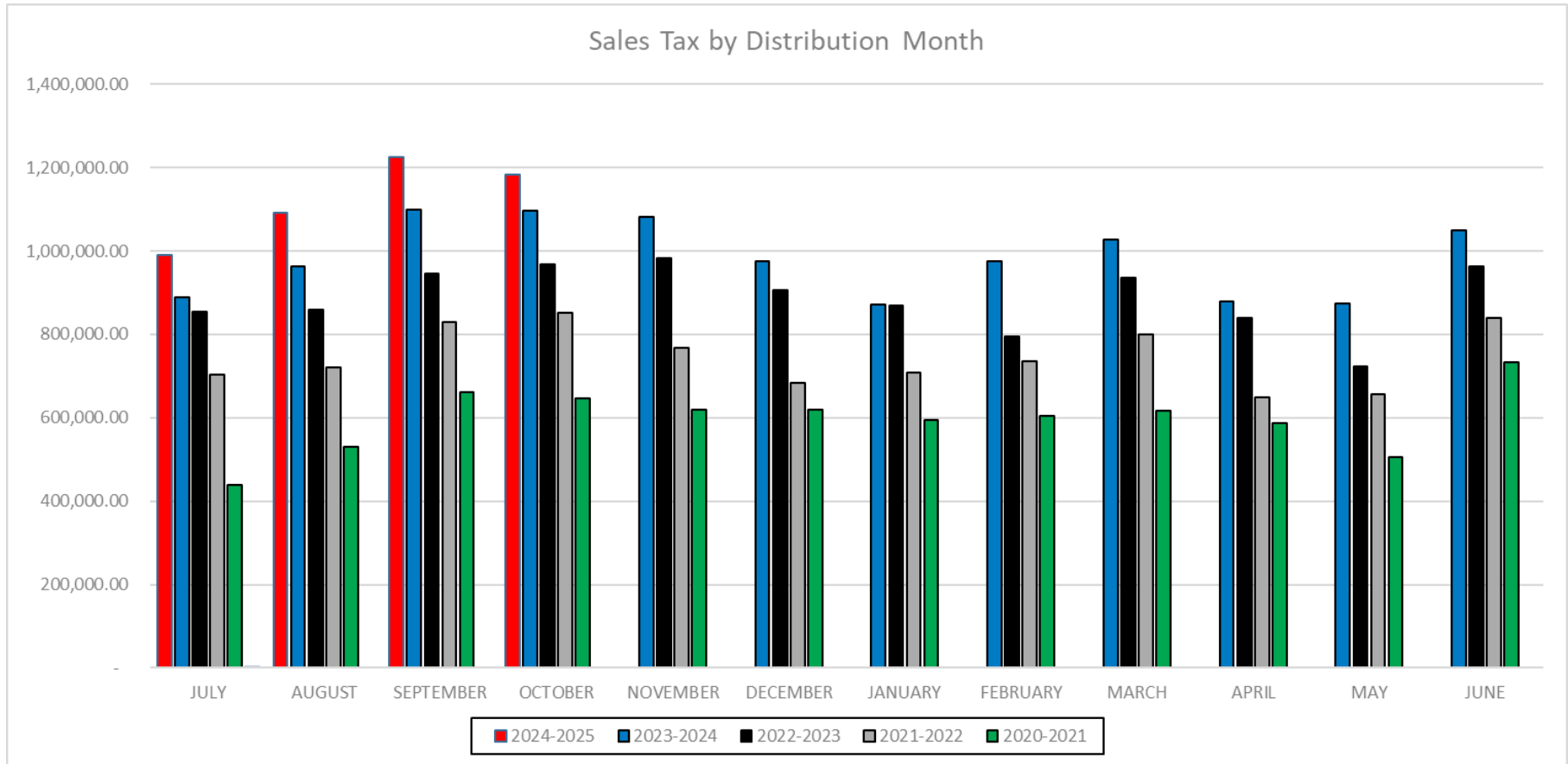


Financial Budget to Actual Report – October 31, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	46,000,000	46,000,000	2,936,633	13,515,963	-	32,484,037	70.62%
Governing Body	300,000	300,000	32,947	115,487	9,801	174,713	58.24%
Administration	3,110,000	3,110,000	168,608	937,769	98,974	2,073,257	66.66%
Information Technology	4,600,000	4,600,000	130,116	755,312	2,682,289	1,162,399	25.27%
Human Resources	600,000	600,000	40,783	130,372	12,273	457,355	76.23%
Finance	1,250,000	1,250,000	86,058	319,949	12,844	917,207	73.38%
Planning	1,220,000	1,220,000	78,359	283,827	136,323	799,850	65.56%
P&R & Cultural Arts	1,130,000	1,130,000	77,654	286,685	68,020	775,295	68.61%
Fleet & Facilities	1,710,000	1,710,000	100,674	408,223	117,862	1,183,915	69.23%
Streets & Grounds	3,880,000	3,880,000	340,393	883,247	195,497	2,801,255	72.20%
Engineering	980,000	980,000	47,719	193,726	133,640	652,634	66.60%
Police	7,750,000	7,750,000	561,195	1,781,325	722,571	5,246,105	67.69%
Emergency Management	230,000	230,000	14,361	57,719	1,031	171,250	74.46%
Fire	9,000,000	9,000,000	448,213	3,814,855	205,949	4,979,196	55.32%
Debt Services	6,450,000	6,450,000	141,885	1,676,640	-	4,773,360	74.01%
Transfers	3,790,000	3,790,000	-	90,148	-	3,699,852	97.62%
EXPENSES	46,000,000	46,000,000	2,268,967	11,735,282	4,397,074	29,867,644	64.93%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,000,000	3,000,000	243,949	931,658	-	2,068,342	68.94%
EXPENSES	3,000,000	3,000,000	208,072	733,376	74,065	2,192,559	73.09%

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 at the Direction of the Town Manager in Excess of \$50,000

Description: Ocean Gate Plaza – Utility Relocation; Vendor: BEMC; Amount: \$137,901.02

Description: Monument & Park Entrance Signs – Founders Park; Vendor: Saltwater Signworks Inc; Amount: \$54,855.28

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in October.

Audit Committee Meeting Summary

The Audit Committee did not meet in October.

Investment Portfolio

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

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Fiscal YTD Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.0481	(2,760.86)	39,178.76	2,039,178.76
NC Capital Management Trust	0.0475	71,232.53	193,495.36	18,208,993.55
NC Class	0.0503	17,339.29	71,465.07	4,073,833.80
Total		85,810.96	304,139.19	24,322,006.11

Department News

The Town welcomed 12 new employees in October, including seven Public Safety employees, three Public Works employees, and two Planning and Engineering employees. The Town also promoted three employees, and two employees ended their employment with the Town. The department provided three team building opportunities for employees, one at Fire Station 52 that focused on firefighters, another at Northwest District Park for all employees, and a month-long Walking Challenge. The winner of the challenge recorded more than 682,000 steps during October. In November, the department will coordinate the annual Thanksgiving Potluck where all employees will have the opportunity to bring a dish to share. The department is also taking time to review the newly adopted Strategic Plan to establish departmental goals that align with the Plan. Finally, benefit open enrollment concluded on October 24, with all employees completing their enrollment on time. The team is now fully engaged in the State Health Plan's transition to Aetna and will continue to guide employees through this process.

Personnel Updates

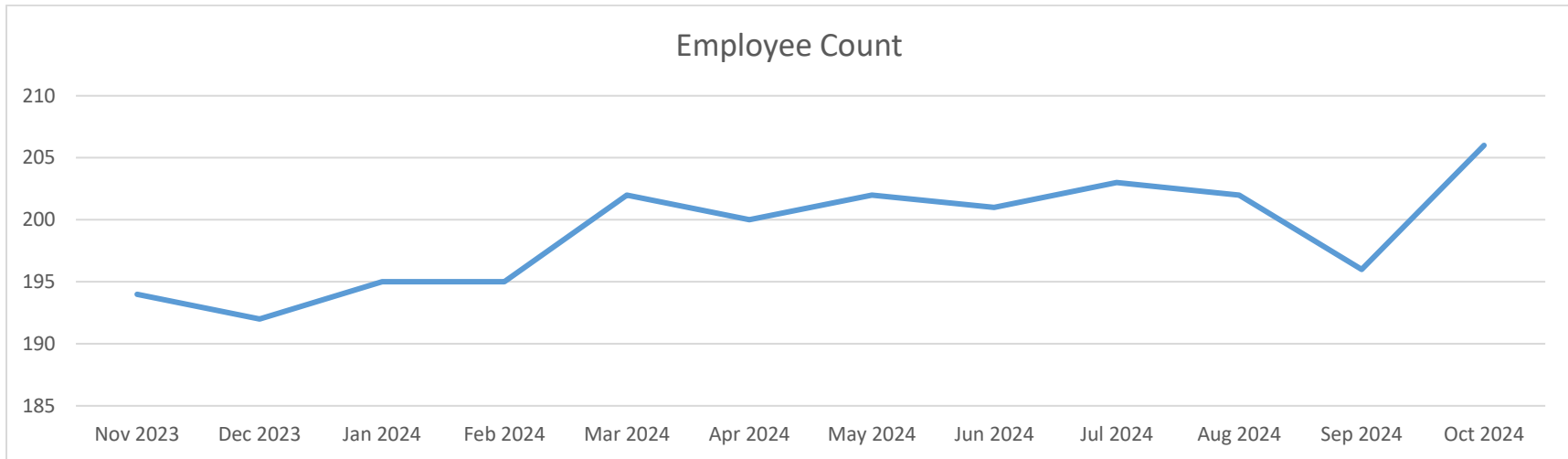
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Katie Fersinger	Planning	New Hire	10/7/2024	Community Development Planner		
Nathan Silos	Police Department	New Hire	10/7/2024	Police Officer		
Christian Bardales	Police Department	New Hire	10/7/2024	Police Officer		
Shannon Walker	Police Department	New Hire	10/7/2024	Senior Police Officer		
Brent Washburn	Fire Department	New Hire	10/7/2024	Firefighter		
Neil Patterson	Fire Department	New Hire	10/7/2024	Firefighter		
Jacob LeBer	Fire Department	New Hire	10/7/2024	Firefighter-PT		
Lucas Hall	Street Maintenance	New Hire	10/7/2024	Streets Maintenance Technician I		
DuShawn Warner	Street Maintenance	New Hire	10/7/2024	Grounds Maintenance Technician I		
Susie Juma	Facilities & Maintenance	New Hire	10/7/2024	Custodian I		
Marissa Ernst	Planning	Termination	10/9/2024	Planner II		

Chris Barrett	Fire Department	Promotion	10/12/2024		Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Katie Livingston	Planning	Promotion	10/14/2024		Planning Intern	Planner I
Camryn Lewis	Parks & Recreation/LCAC	Termination	10/23/2024	Recreation Specialist PT		
Chandler Guy	Police Department	Promotion	10/26/2024		Master Police Officer	Senior Police Officer
Christopher "Jake" Boland	Engineering	New Hire	10/28/2024	Construction Inspector		
Emma Keefe	Fire Department	New Hire	10/28/2024	Firefighter		

Workers Comp Data October 2024

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	Y	Car accident/backpain
1	N	Hand injury

Headcount (FT and PT Employees) November 2023 – October 2024



Headcount ⓘ 206 As of October 2024	Hired ⓘ 43	Termed ⓘ 33	Growth Rate ⓘ 5.1%	Turnover Rate ⓘ 16.6%	Average Tenure ⓘ 4.2 (Years)
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Turnover Data November 2023 – October 2024

Full Time Turnover

Turnover Rate ⓘ
15.2%

Annualized Rate ⓘ
15.2%

Terminations ⓘ
29

Average Employees ⓘ
190.7

Part Time Turnover

Turnover Rate ⓘ
15.2%

Annualized Rate ⓘ
15.2%

Terminations ⓘ
29

Average Employees ⓘ
190.7

Terminations include voluntary and involuntary separations of employment.

Department News

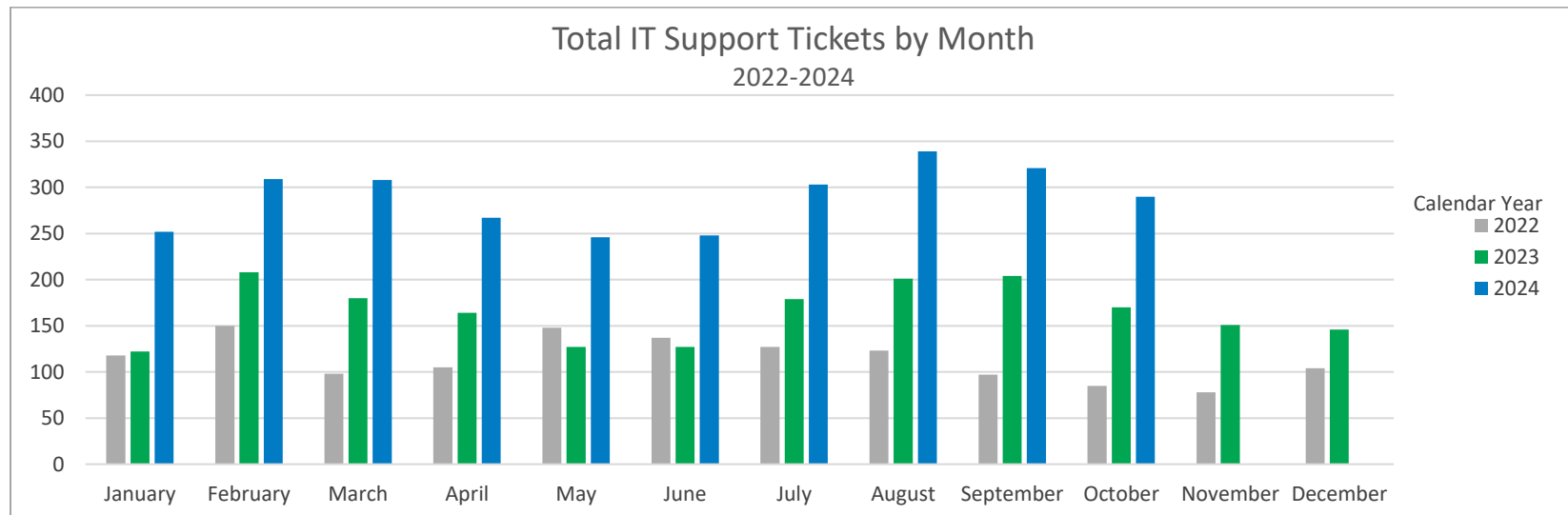
The department continues to plan and prepare for several large projects that will begin over the next few weeks involving infrastructure installation and new software implementations.

Major Work Priorities

- Public Safety radio programming and installation
- Electronic records policy development
- Founders Park infrastructure planning
- Electronic forms development

Projects Completed

- 9 employees onboarded/offboarded
- GIS server monitoring implementation
- GIS file storage migration
- Alerting system installation at Fire Station 52



Administration News

The Leland Cultural Arts Center hosted a Red Cross blood drive on October 7. The Red Cross collected 29 units and the drive included six first-time donors.

Town Clerk's Office

As the President of NCAMC for the 2024-25 term, Sabrena Reinhardt gave an inspirational speech to the 56 graduates at the UNC School of Government Municipal Clerks Certification Institute Graduation Ceremony. Ms. Reinhardt also facilitated and gave a recognition speech at Wilmington City Clerk Penny Spicer-Sidbury's 2024 Clerk of the Year Tree Planting Ceremony.

Ms. Reinhardt participated in the virtual International Institute of Municipal Clerks Region III State Presidents meeting. The meeting focused on discussing education, certification, networking, and recognition opportunities, as well as areas for growth within the region, which includes the states of Alabama, Florida, Georgia, North Carolina, and South Carolina.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - October 7 Special Council Meeting
 - October 7 Closed Session Meeting
 - October 10 Economic Development Committee Meeting
 - October 14 Agenda Council Meeting
 - October 14 Closed Session Meeting
 - October 16 Leland TDA Meeting
 - October 17 Regular Council Meeting
 - October 22 Planning Board Meeting

- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 8
 - Agendas – 6
 - Resolutions – 5

- Ordinances – 3
- Proclamations – 0
- Presentations – 0
- Public Hearing Notices for the Council Meetings – 3
- Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)

Government Portal (iCompass) Transparency Update

- Portal Visits – 2,768
- Portal Unique Visits – 2,028
- Special Council Meeting October 7 Agenda Views – 395
- Economic Development Committee Meeting October 10 Agenda Views – 316
- Agenda Council Meeting October 14 Agenda Views – 219
- Leland TDA October 16 Agenda Views – 262
- Regular Council Meeting October 17 Agenda Views – 587
- Cancelled Board of Adjustment Meeting October 22 Agenda Views – 78
- Planning Board Meeting October 22 Agenda Views – 269
- Cancelled Parks and Recreation Board Meeting Agenda Views – 37