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## STAFF REPORTS

October 2024 Regular Meeting

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## Department News

In September, the Town experienced an increase in mosquito populations. Staff worked extra hard handling large volumes of calls and worked early mornings and late evenings to treat mosquitos in an effort to reduce the population.

Current staff vacancies are Facilities Maintenance Supervisor, Streets Maintenance Technician, and Grounds Maintenance Technician.

## Streets Updates

### Work Priorities and Initiatives

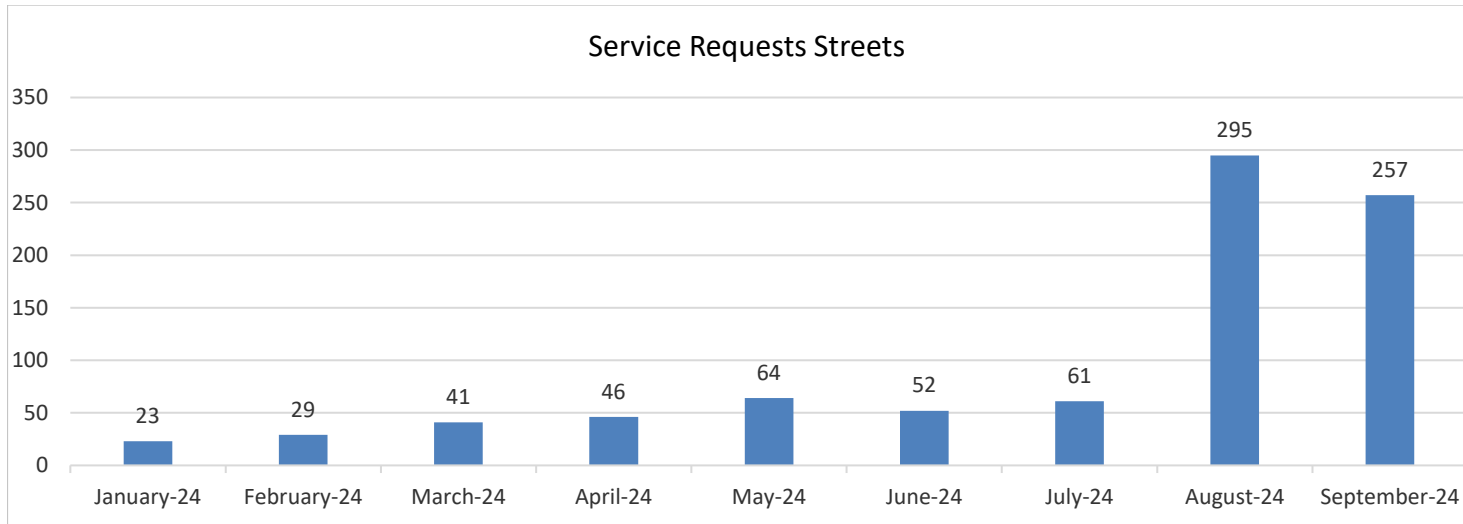
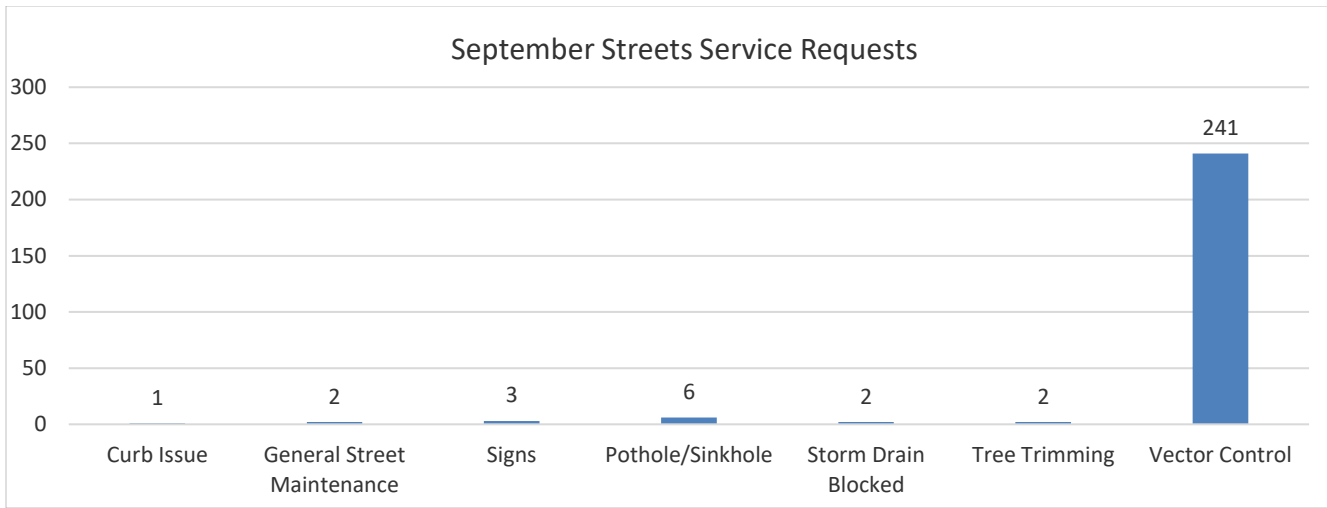
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalk, and curb replacements, as well as pavement repairs.
- Staff will continue conducting mosquito counts and treatment in the late evenings and early mornings until the end of October.

### Projects Completed

- Staff repaired sinkholes in Lanvale Trace, Windsor Park, Mallory Creek, Magnolia Greens, and Westgate.
- Staff installed NO PARKING signs on Short Street.
- Staff installed a gate and NO TRESPASSING sign at the Town-owned property on Highway 87.
- Staff repaired potholes throughout Town.
- Staff inspected storm drains for blockages using a camera in the area of Hillshire Drive in Mallory Creek.
- Staff completed a large sidewalk replacement project in Magnolia Greens.
- Staff replaced damaged curb sections on Town Hall Drive ahead of the scheduled repaving.

### Work Order Summary

- Streets generated 257 work orders in September, with the majority being vector control (241) and pothole/sinkhole related (6).
- Streets completed 139 work orders in September, with an approximate expense of \$41,700 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$22,100).



## Grounds Updates

### Work Priorities and Initiatives

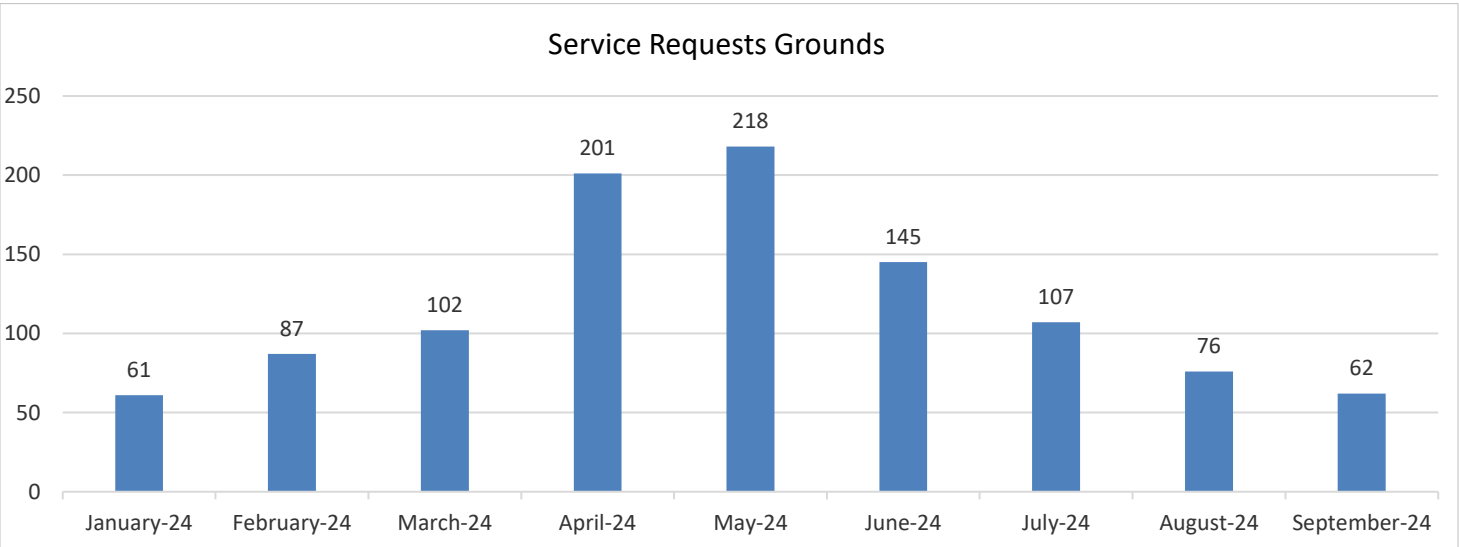
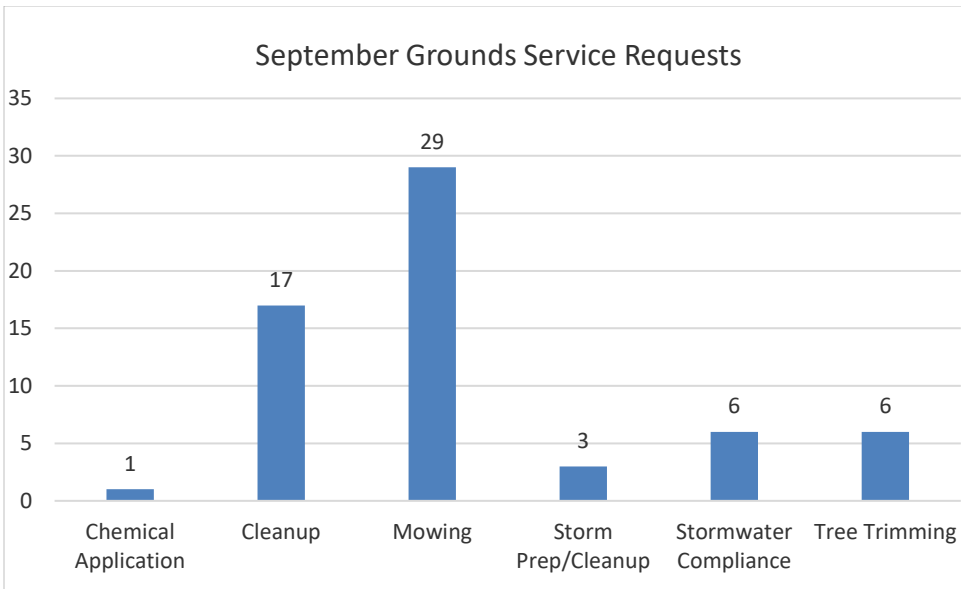
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will start preparing annual beds for fall and winter plants.
- Staff will take a Certified Pool Operator class to obtain the license for the future splash pad in Founders Park.
- Staff will begin installing mulch around Town properties.
- Staff will continue to maintain Town-owned properties and parks.
- Staff will install new EWF (playground mulch) at the Westgate Park playground.

### Projects Completed

- Staff repaired sections of the boardwalk on the path to the classroom and bridge at Westgate Park.
- Staff installed 150 muhly grasses in efforts to stabilize the Northgate stormwater pond area.

### Work Order Summary

- Grounds generated 62 work orders in September, with most of them being mowing (29), cleanup (17), stormwater compliance (6), and tree trimming related (6).
- Grounds completed 54 work orders in September, with an approximate expense of \$19,600 in labor, equipment, and materials to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

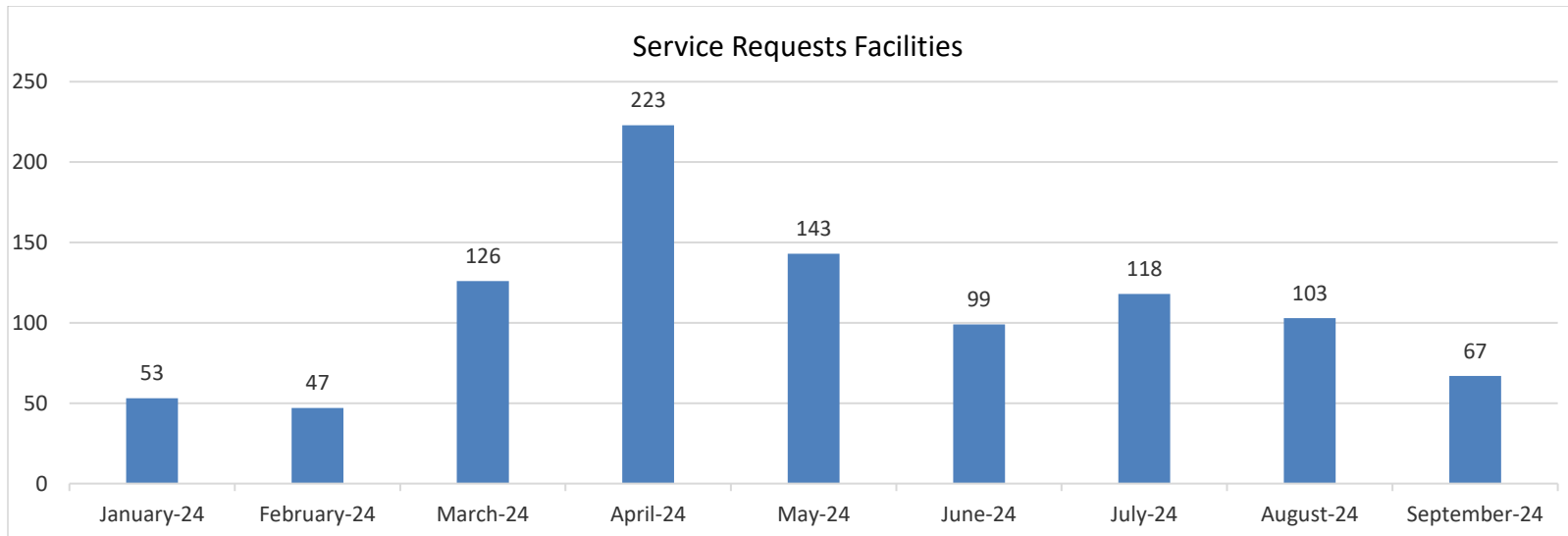
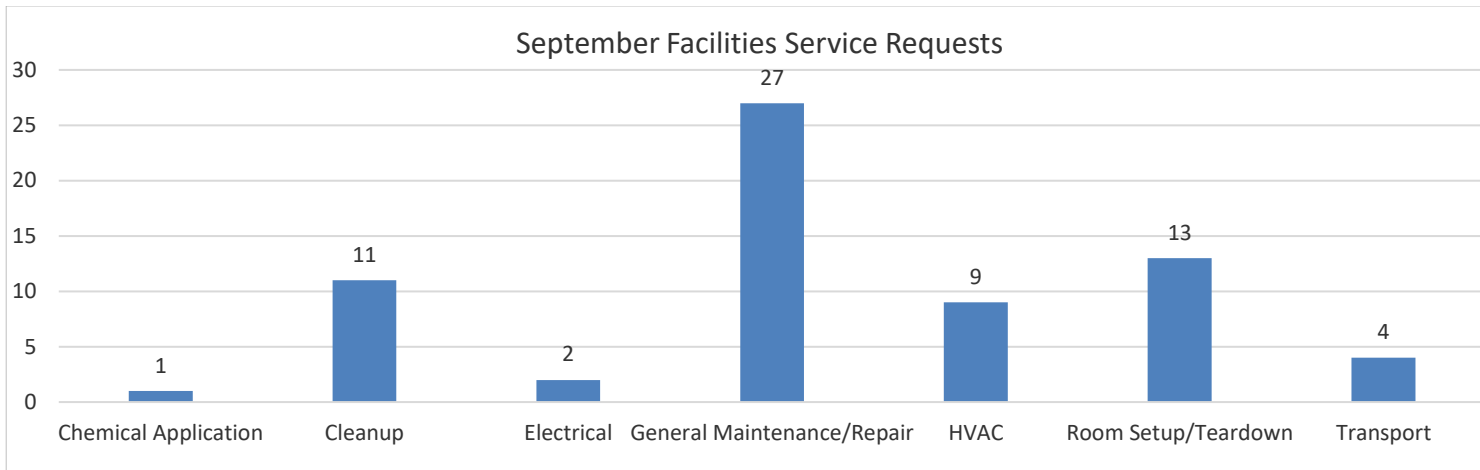
- Staff will continue preventative maintenance of the HVAC system at Town Hall and all facilities.
- Staff will be reviewing training classes on the HVAC systems as it applies to Town facilities.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, and wiring 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, ice machines, water machines, HVAC equipment, etc.).
- 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 by documenting work priorities, procedures, and schedules.
- Staff will be inspecting all first aid kits, eye wash stations, AEDs, and documentation.
- Staff will take a Certified Pool Operator class to obtain the license for the future splash pad in Founders Park.

### 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 the Town Hall HVAC system and will continue again in October.
- Staff installed new first aid kits and eye wash stations around Town facilities.

### Work Order Summary

- Facilities generated 67 work orders in September, with most of them being general maintenance and repair (27), room setup/teardown (13), and cleanup related (11).
- Facilities completed 38 work orders in September, with an approximate expense of \$15,900 in labor and materials.



## Fleet Vehicle Updates

### Work Priorities and Initiatives

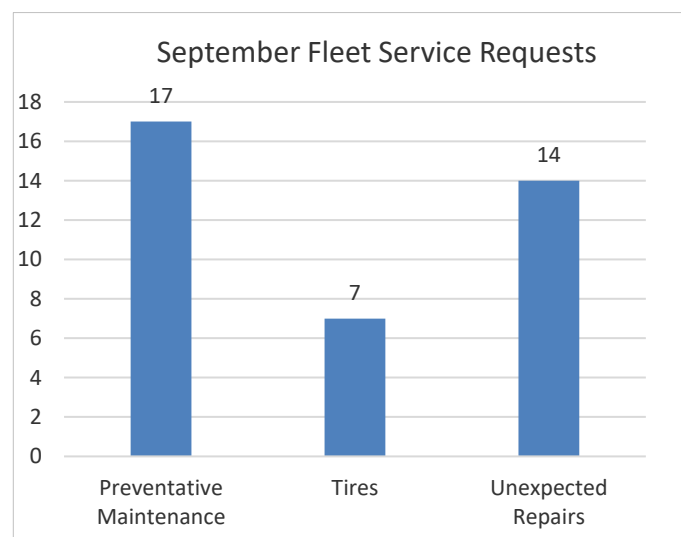
- Staff are developing a Fleet policy.
- Staff are preparing for annual vehicle surveys on Town vehicles.
- Staff are working on safety recalls on five Town vehicles. Repairs are waiting on parts.
- Staff are working with departments to identify upcoming vehicle purchases.

### Projects Completed

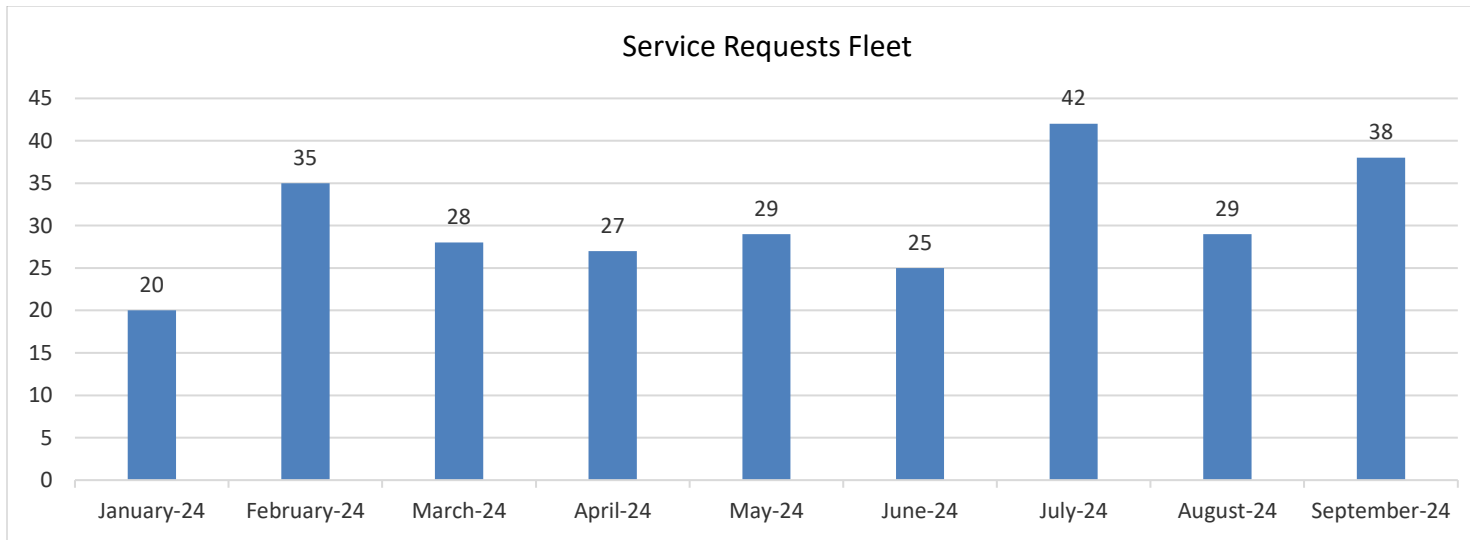
- Staff sold a mower on GovDeals for \$650.
- Staff completed a safety recall on one Town vehicle.

### Work Order Summary

- Fleet generated 38 work orders in September for an approximate expense of \$14,100. Of these, 17 were for scheduled preventative maintenance for about \$2,300.







## Department News

The department currently has one vacancy for a Construction Inspector.

## Town Project Updates

### Projects In Construction

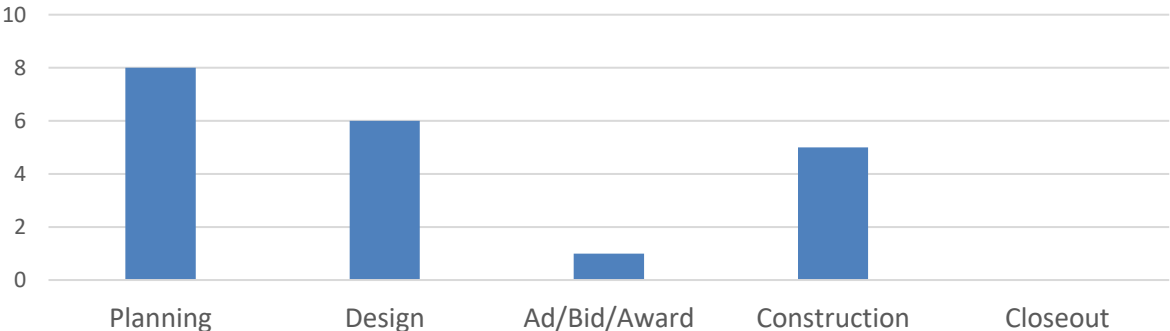
- Pavement Marking – Approximately 99% complete.
- Town Hall Expansion – Approximately 10% complete.
- Founders Park – Construction is ongoing, approximately 75% complete.
- Brunswick Village Boulevard Extension – Approximately 95% complete.
- Lossen Lane & River Road Demo – Approximately 100% complete.
- Mallory Creek Drive Sidewalk Extension – 0% complete.

### Projects In Closeout

- None

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

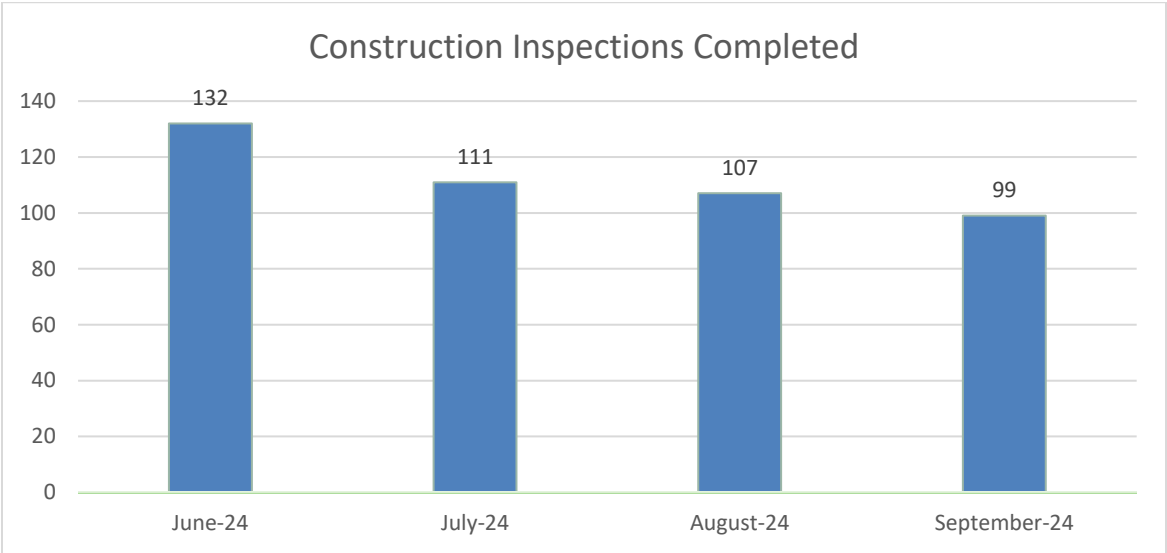
Town of Leland Projects September 2024



# Construction Inspections

## Inspections

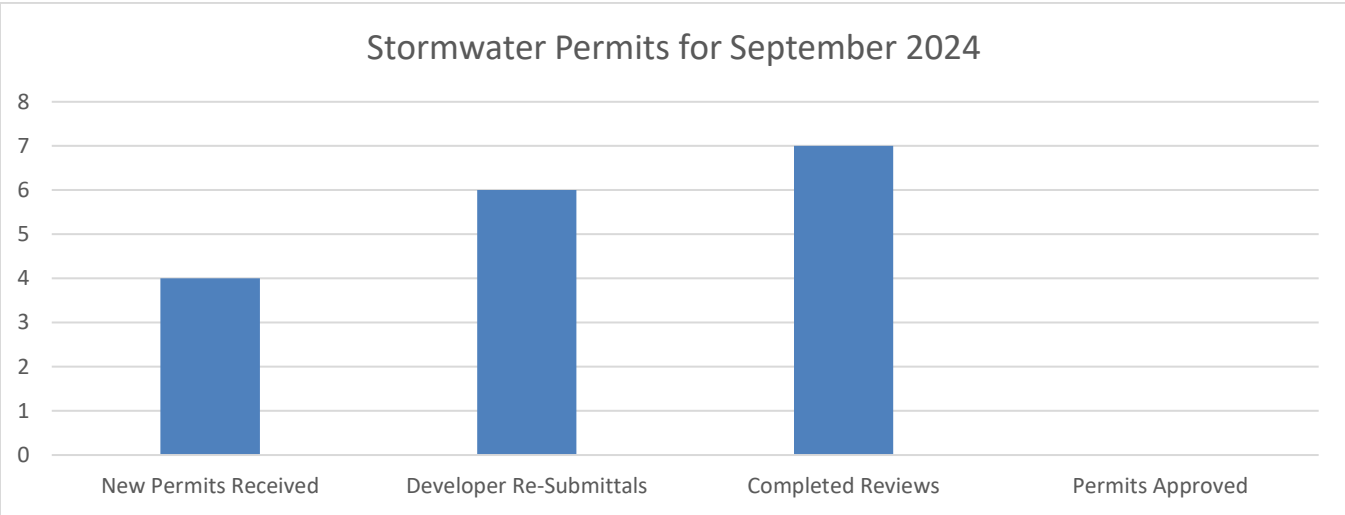
- Staff have completed 99 construction inspections.
  - Construction inspections include Developer and Town projects.



## 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 September.



## Department News

The LCAC is busy with programs this fall. The department will offer its last water-based trip, the Dolphin Cruise on October 15 and a kayak trip on October 17. The October gallery will be an exhibit of Whitney Futrell's work. Applications for the December Holiday Art Market are closed, with more than 60 applications received. The process has begun to select the artists for the market. The Brunswick County Board of Elections will host early voting at the LCAC starting October 17.

## Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in September. The next meeting is scheduled for October 30, 2024.

## Upcoming Events

October 1-31 – Whitney Futrell Gallery, LCAC

October 15, 5:30-7:30 p.m. – Dolphin Sunset Cruise, Wrightsville Beach

October 17, 4:30-6:30 p.m. – Kayak Adventures: Sunset Paddle, Masonboro Island

October 17, 6-8 p.m. – Collage Art, LCAC

October 24, 5:30-7:30 p.m. – Charcoal Pet Portraits, LCAC

October 26, 4-6 p.m. – Trunk or Treat, NBHS

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

November 2, 9-10:30 a.m. – Birding Walk, Green Swamp Nature Preserve

November 7, 6-8 p.m. – Nuttall & Entwood Crafts Gallery Reception, LCAC

November 7, 6-7 p.m. – Beginner Gardening Growbag, LCAC

November 9, 7-10 p.m. – Contra Dance, LCAC

November 12, 2-4 p.m. – Collage Art, LCAC

November 12, 6-8 p.m. – Door Hanger Painting, LCAC

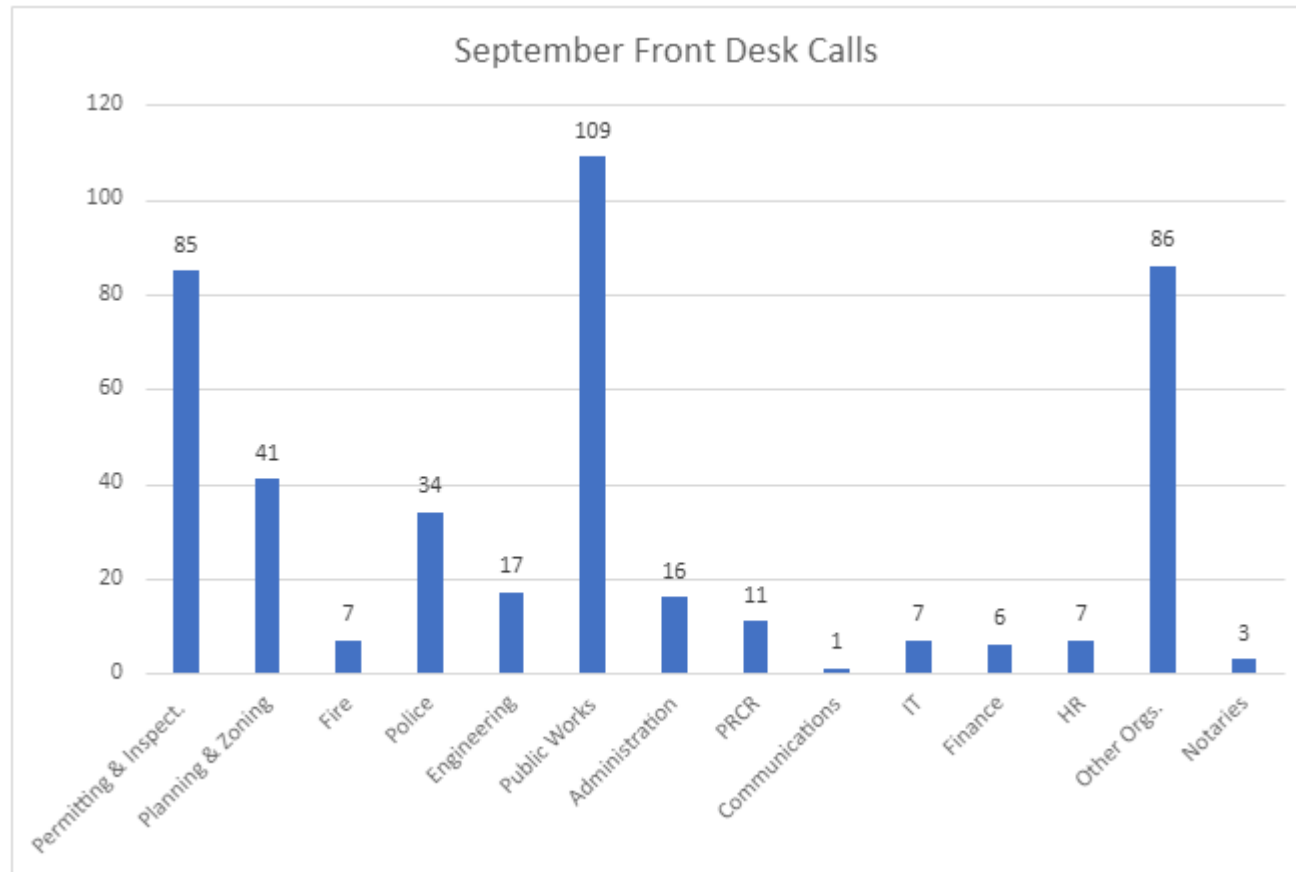
November 14, 6-7 p.m. – Cedar Salad Planter, LCAC

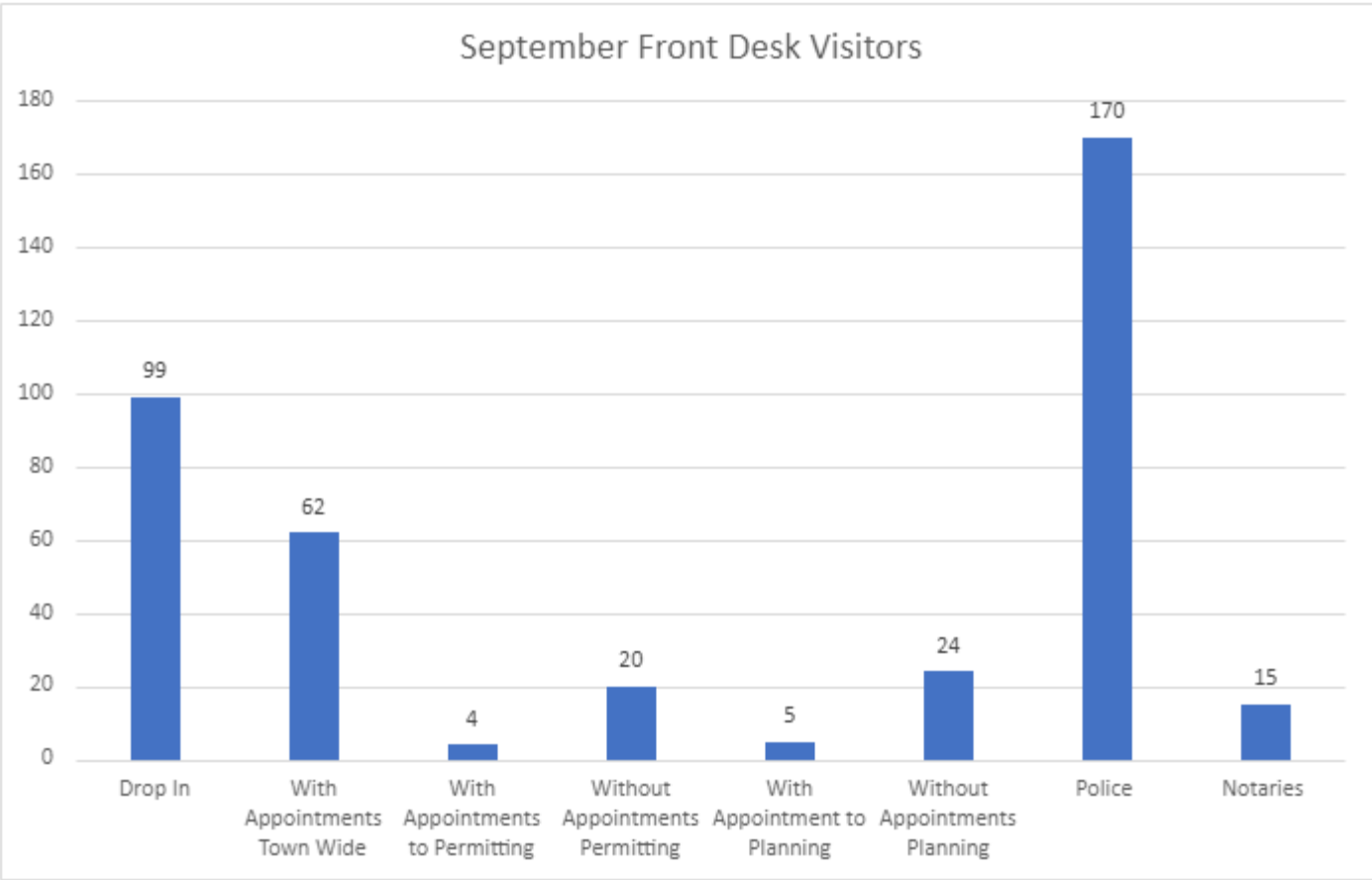
## Social Media Update

- PRCR Facebook Highlights (September 1 – 30, 2024)
  - Followers/Likes – 6,104
  - Page reach – 12,703
  - Top post (Largest reach): “It’s Leland’s 35th Birthday! Celebrate with us by exploring our beautiful local parks and facilities. Let’s come together and enjoy all that Leland has to offer—here’s to 35 years of community, growth, and fun!”
- LCAC Facebook Highlights (September 1 – 30, 2024)
  - Followers/Likes – 5,168
  - Page reach – 7,685
  - Top post (Largest reach): “Our youth participants are truly a creative group! We are so impressed by their designs and can’t wait to see what else they create! Have a child interested in art programs? Click the link in our bio to view the entire list of programs and workshops offered for youth! Or stop by the Leland Cultural Arts Center for more information and registration.”
- PRCR Instagram (September 1 – 30, 2024)
  - Followers/Likes – 1,923
  - Post reach – 1,223
  - Top post (Largest reach): “Our youth participants are truly a creative group! We are so impressed by their designs and can’t wait to see what else they create! Have a child interested in art programs? Click the link in our bio to view the entire list of programs and workshops offered for youth! Or stop by the Leland Cultural Arts Center for more information and registration.”
- LCAC Instagram (September 1 – 30, 2024)
  - Followers/Likes – 1,865
  - Post reach – 3,795
  - Top post (Largest reach): “Our youth participants are truly a creative group! We are so impressed by their designs and can’t wait to see what else they create! Have a child interested in art programs? Click the link in our bio to view the entire list of programs and workshops offered for youth! Or stop by the Leland Cultural Arts Center for more information and registration.”

## Department News

In September, the department facilitated responses to 86 contact forms submitted through the website, 430 calls, and 399 visitors to Town Hall. Ms. Jewell and Ms. Draughn participated in an NC3C webinar about social media strategy. Staff created content and managed communications for Potential Tropical Cyclone #8.







## Social Media Update

- Facebook Highlights (September 1 – 30, 2024)
  - Added 120 new page followers
  - Impressions – 68,851
  - Top post (Largest reach): “Thank you to our first responders who volunteered to deploy to Henderson County to assist with emergency storm operations!”
  
- Twitter/X Highlights (September 1 – 30, 2024)
  - Impressions/Reach – 2,587
  - Top tweet (Largest reach): “The Economic Development Committee Meeting will be held Thursday, Sept. 12 at 6 p.m. at Town Hall. View and download the agenda 📄 <https://ow.ly/PYRa50Tj1ig> #LelandNC”
  
- NextDoor Highlights (September 1 – 30, 2024)
  - Impressions/Reach – 73,804
  - Likes/Comments – 133
  - Top post (Largest reach): “Swift water rescue crews from Leland Fire/Rescue and New Hanover County evacuated 27 residents and multiple pets from Stoney Creek between 9:30 last night and 10 this morning due to flooding reaching 6-8 feet. Parts of the neighborhood remain impassable. Residents are encouraged to remain vigilant and to never drive through standing water. We’re incredibly thankful to our first responders for their dedication in protecting our community during flooding last night and into today. #LelandPrepares”
  
- Instagram Highlights (September 1 – 30, 2024)
  - Added 56 new page followers
  - Post impressions – 2,939
  - Top post (Largest reach): “Happy birthday, Leland! 🎂 Today, we celebrate 35 incredible years since our Town was officially incorporated. From a small beginning to a thriving, welcoming community, we’re proud of how far we’ve come—thanks to you, our residents! Here’s a quick glimpse at 35 years of progress and community spirit in Leland. We’re excited for the journey ahead and can’t wait to see what the next 35 years bring! 💙 🌳 #TownofLelandNC #LelandNC”
  
- LinkedIn Highlights (September 1 – 30, 2024)
  - Added 14 new followers

- Page views – 2,562
- Post impressions – 3,894
- Reactions/Comments/Shares – 144
- Top post (Largest reach): “Join us in congratulating our new Deputy Town Clerk Adam Golonka, who officially took his Oath of Office! Adam has already been a valuable addition to our team, and we're thrilled to have him serving our community. 🙌”

## Project Updates

- Created posts that resulted in more than 152,075 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.
- Started creating the Town Strategic Plan document.
- Continued communications strategy for Lend a Hand in Leland, 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
  - [Learn about Fair Housing at Upcoming Workshop](#)
  - [Town of Leland Invites Residents to Provide Input for the 2030 Strategic Plan](#)
  - [Town of Leland Launches Inaugural Revenue Manual](#)
  - [Town of Leland to Host PTC #8 Recovery Information Meeting](#)
  - [Join the Leland Police Department for National Night Out](#)
  - [Town of Leland to Host Bluegrass, Bowls & Baskets](#)
- Port City Daily
  - [Leland planning board recommends Brunswick Forest land use amendment to help build 1,000 more units](#)

- [\\$5.5M land purchase approved by Brunswick County schools for new Leland elementary facility](#)
- [The Agenda: Government meetings this week](#)
- [Leland among nine cities awarded money to install charging stations](#)
- [The Agenda: Local government meetings this week](#)
- [Spooked by more flooding in Stoney Creek, Leland council broaches development ordinances](#)
- [The Agenda: Meetings this week in local government](#)
- [Flood risks, grading concern Leland councilors as they grapple with new law's regulations](#)
- WWAY
  - [Brunswick County Schools buys land in Leland for potential new school](#)
  - [Town of Leland invites residents to provide input for the 2030 Strategic Plan](#)
  - [Leland resident recounts 17 hour drive on Monday due to flooded roads](#)
  - [Residents voice frustration at special Leland storm recovery meeting](#)
- WECT
  - [Leland home significantly damaged after fire caused by candle](#)
  - [Leland Planning Board recommends master land use amendment for Brunswick Forest](#)
  - [Grant awarded to fund electric vehicle chargers at Leland Piggly Wiggly](#)
  - [Leland seeking resident feedback as staff plan town's future](#)
  - [Leland town officials share with neighbors how they're trying to secure a federal disaster declaration](#)
- StarNews
  - [Brunswick Today Newsletter: Life is about growth and taking time to smell the flowers](#)
  - [Mexican fast food, medical offices and a hotel are planned for this Leland community](#)
  - [Commercial or residential? Leland town leaders consider what's best for the town's future](#)
- North Brunswick Magazine
  - [Lend a Hand in Leland](#)

## TDA Marketing

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

- A Request for Proposals seeking submissions for assistance in creating a strategic plan is open through October 7.

## Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in September. The next meeting is scheduled for October 16, 2024.

## Department News

Senior Officer Terry attended a Standard Field Sobriety Testing (SFST) Instructor Development refresher course September 6 at the Jacksonville Police Department. This course recertifies officers to be able to teach other officers how to conduct SFSTs.

Lieutenant Almond attended the General Criminal Investigations course September 9-13 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.

Sergeants Berry and Kazee attended the FBI-LEEDA Supervisor Leadership Institute September 9-13 in Myrtle Beach. This class is one of three courses of the Trilogy Series that the FBI teaches relating to various aspects of leadership.

Detective Gaston attended Recovery of Human Remains training September 9-11 in South Carolina. This course offered hands-on training focused on the search, documentation, and recovery of buried and surface scattered human remains.

Master Officer Guy attended Radar recertification September 18 at Cape Fear Community College. This course ensures officers can continue to operate their Radar instruments.

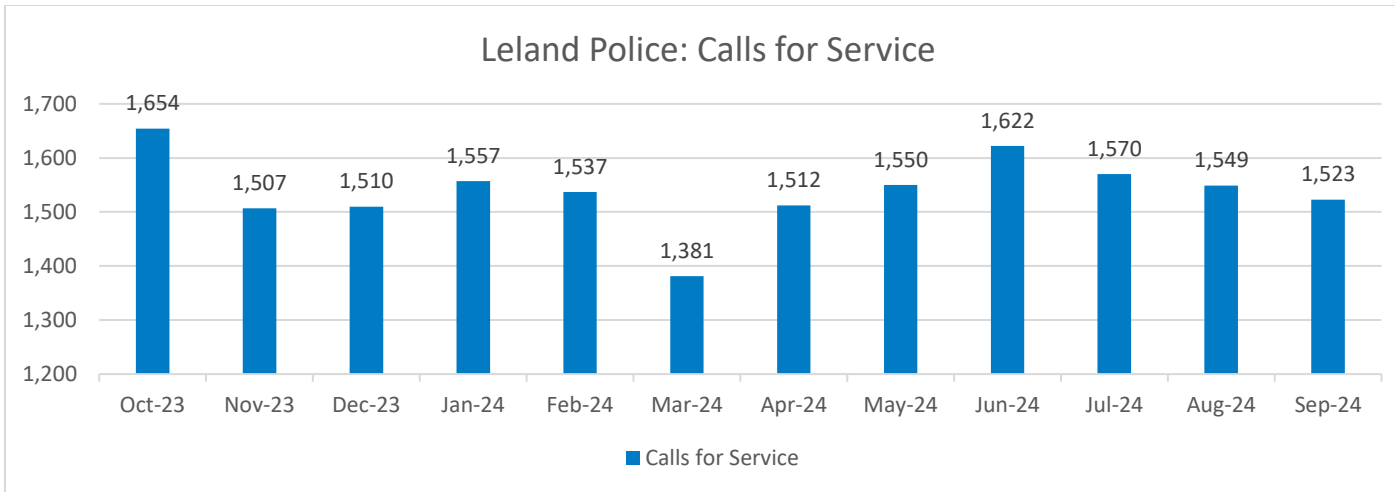
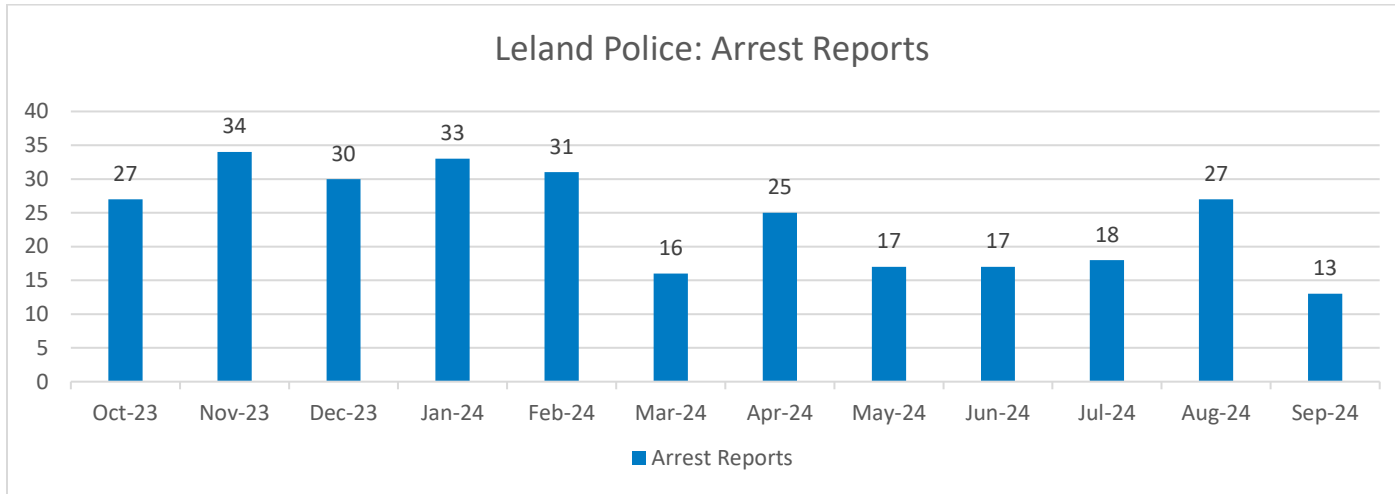
Master Officer Brown and Senior Officer Terry attended Radar/Lidar recertification training September 19 at Cape Fear Community College. This course ensures officers can continue to operate their Radar/Lidar instruments.

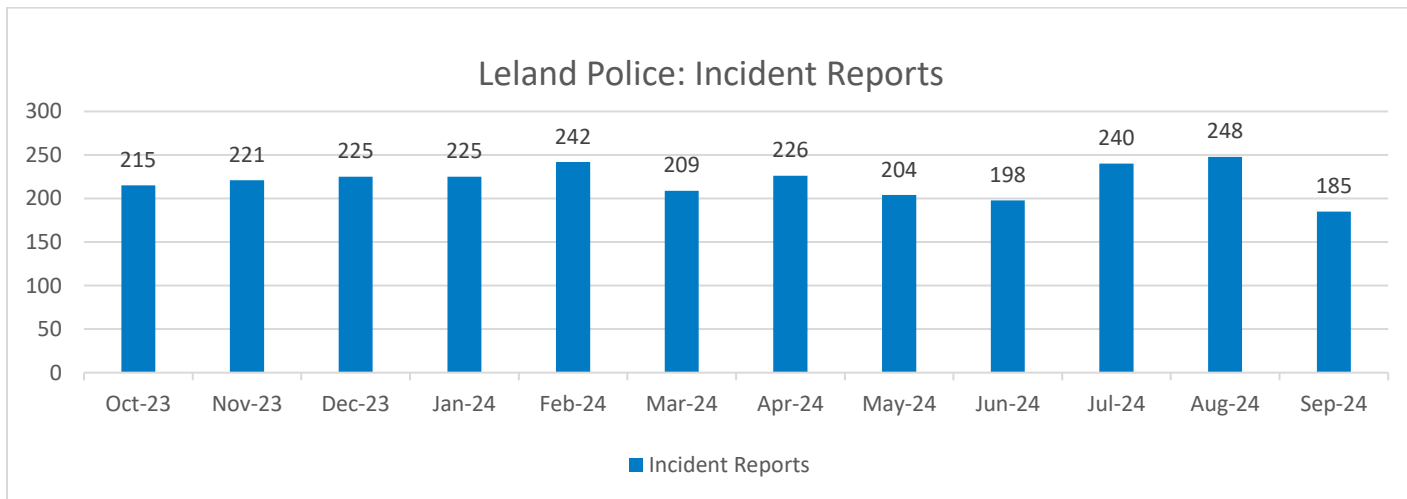
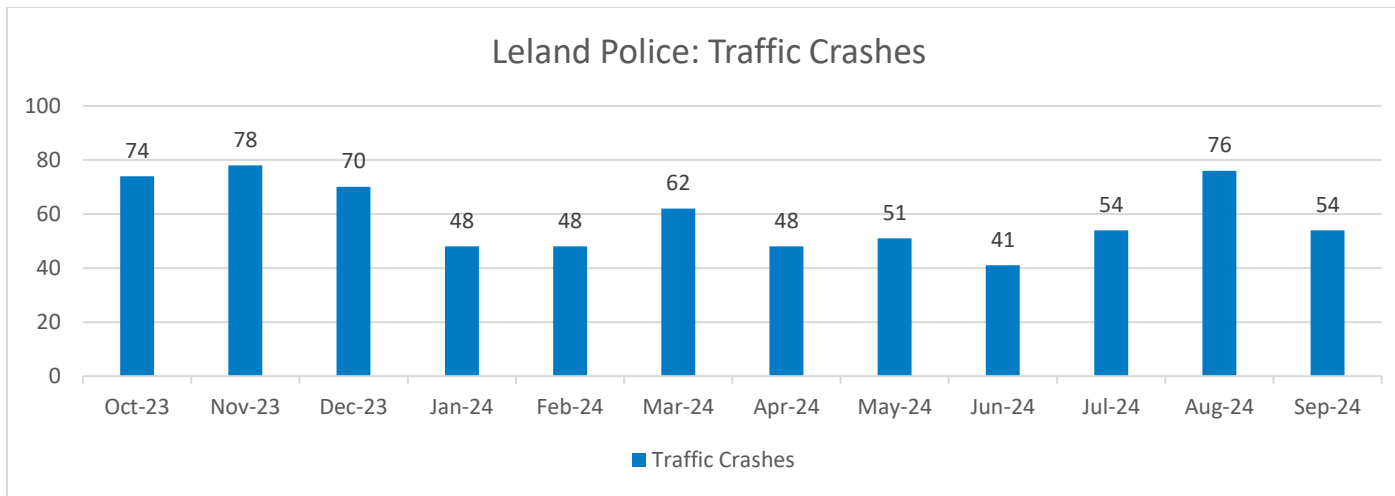
Master Officer Guy attended the Tactical Leadership course September 23-27 at the North Carolina Justice Academy. This 40-hour course is intended to help officers develop their leadership and response skills in crisis situations.

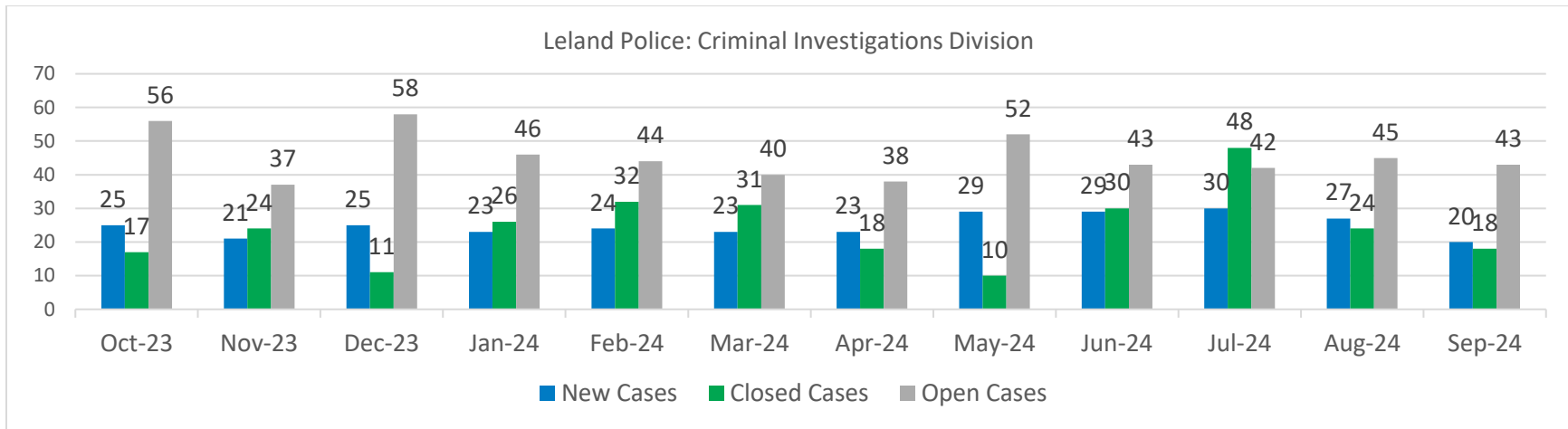
Master Officer Wooley attended First Line Supervision Training September 23-27 at the North Carolina Justice Academy. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

The department hosted the FBI-LEEDA Executive Leadership Institute course September 23-27 at the Leland Cultural Arts Center. 47 law enforcement professionals attended, including 13 Town staff members. This class is part of the FBI's Trilogy Series relating to various aspects of leadership.

Dashboard







Animal Services Report							
2024	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	26	1	12	11	2	1	3
Feb	31	2	5	7	2	0	4
Mar	25	1	2	1	6	0	4
Apr	35	1	4	4	2	3	4
May	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
<b>Totals</b>	<b>296</b>	<b>15</b>	<b>40</b>	<b>47</b>	<b>20</b>	<b>4</b>	<b>35</b>



## Department News

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

- Assisted 13 homeowners with smoke alarm installations or battery replacements
- Assisted one citizen with a car seat check/installation
- Conducted an engine tour
- Participated in a community event for Mallory Creek residents

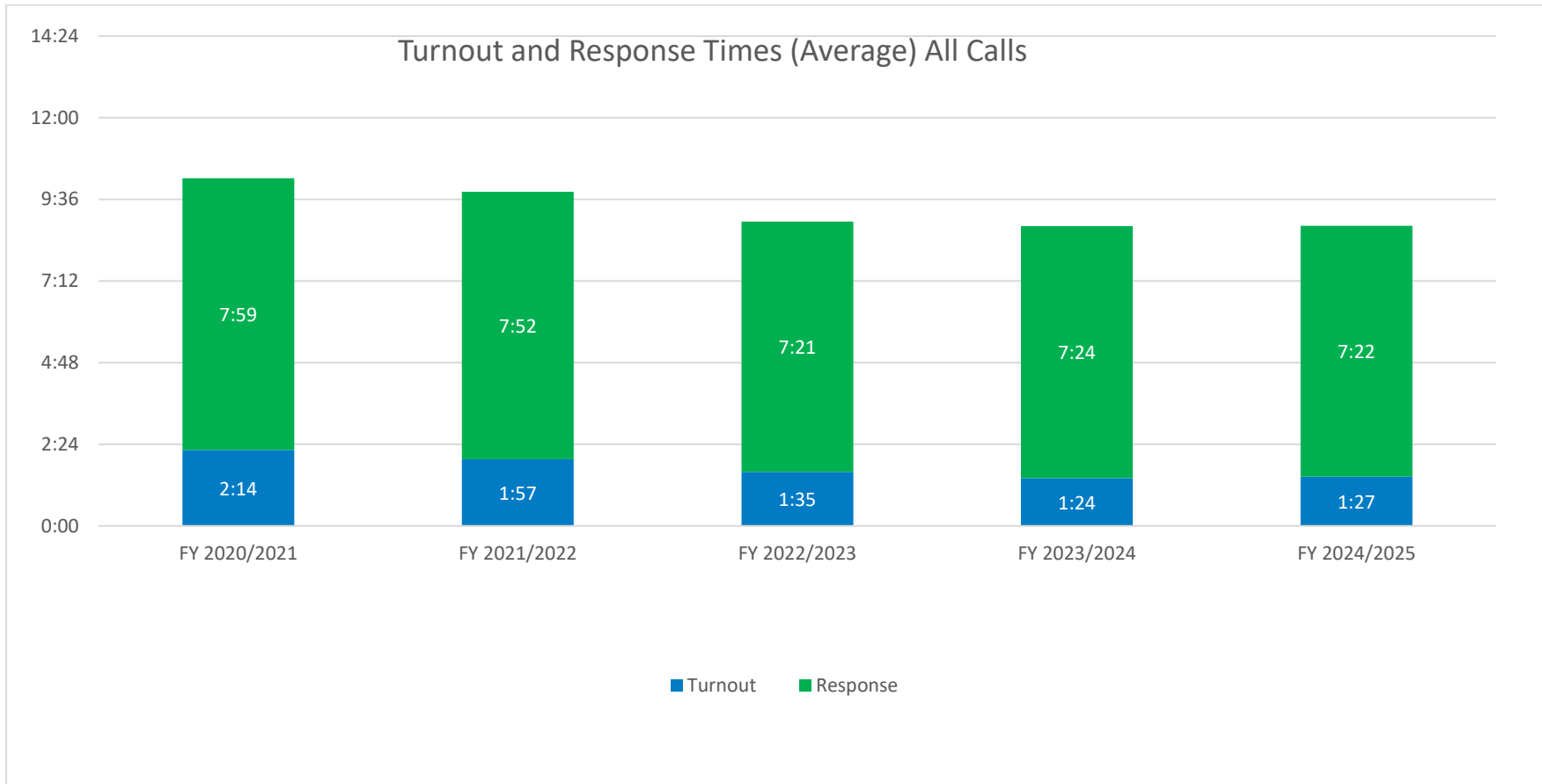
Brett Kennedy was promoted to Senior Captain, Mark Onabanjo and Darin Francis were promoted to Engineers, and Tyler Williams was promoted to Senior Firefighter.

Members from B and C Shifts had the opportunity to preplan and tour the Brunswick Regional Water and Sewer H2GO Reverse Osmosis Water Treatment Plant. Training like this is essential to reinforce the department's commitment and mission to Be Ready.

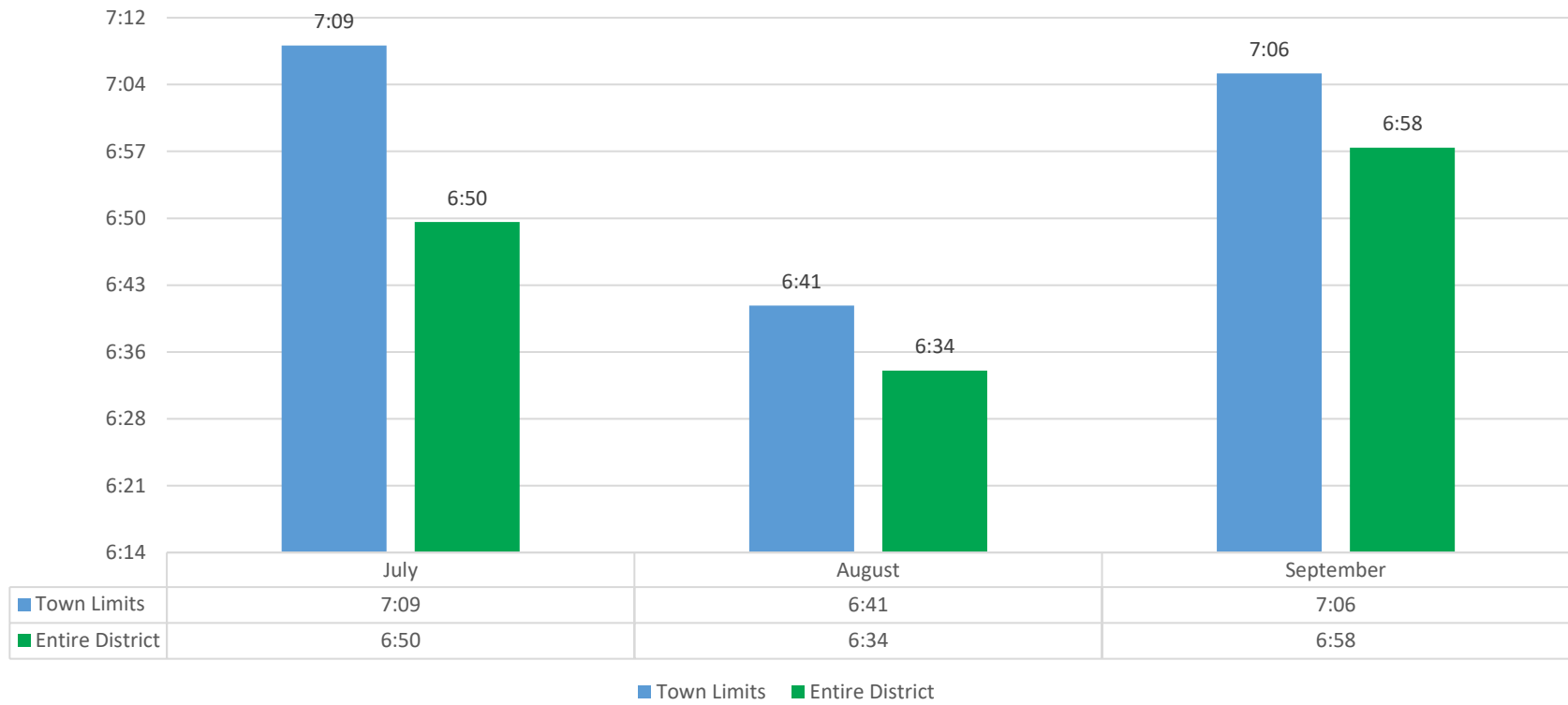
## Active Mutual Aid Agreements

- 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

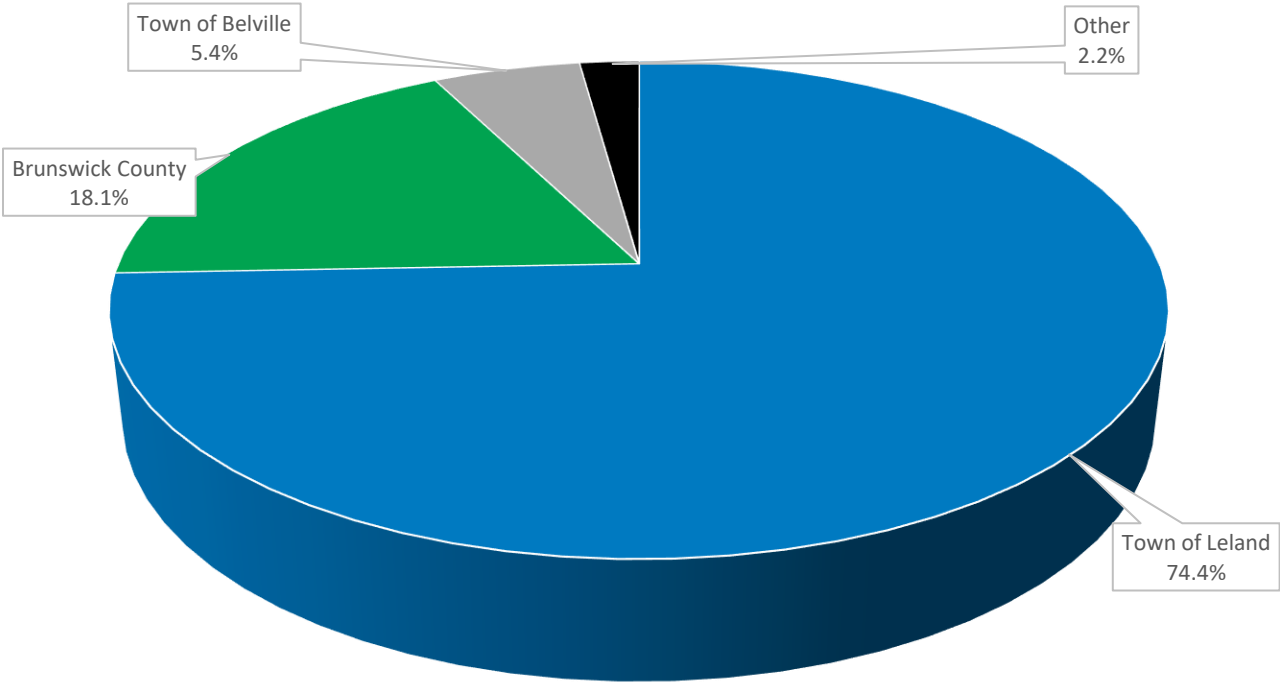
### Dashboard



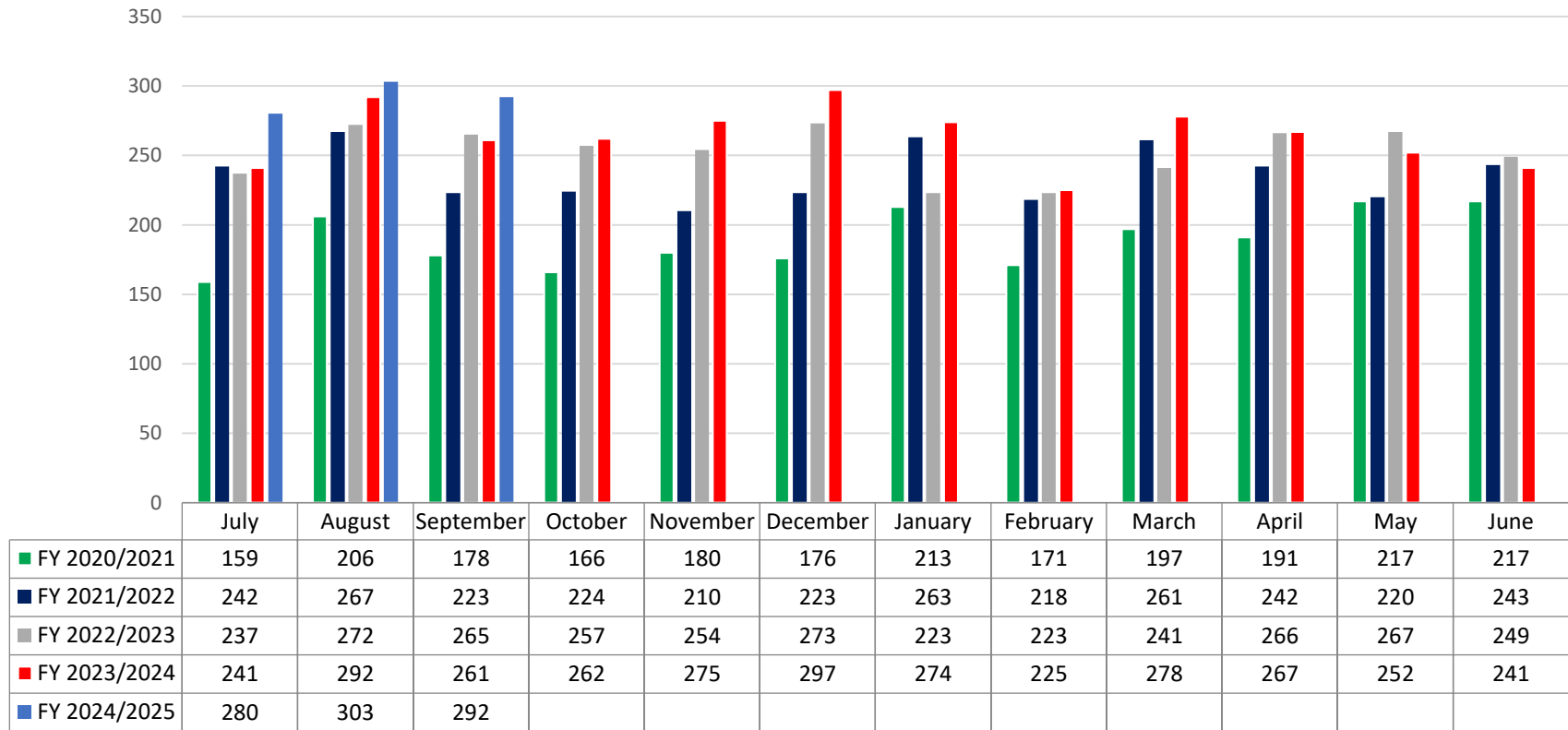
FY 2024/2025 Response Times (Average) Emergency Calls



FY 2024/2025 Fire Calls by Zone

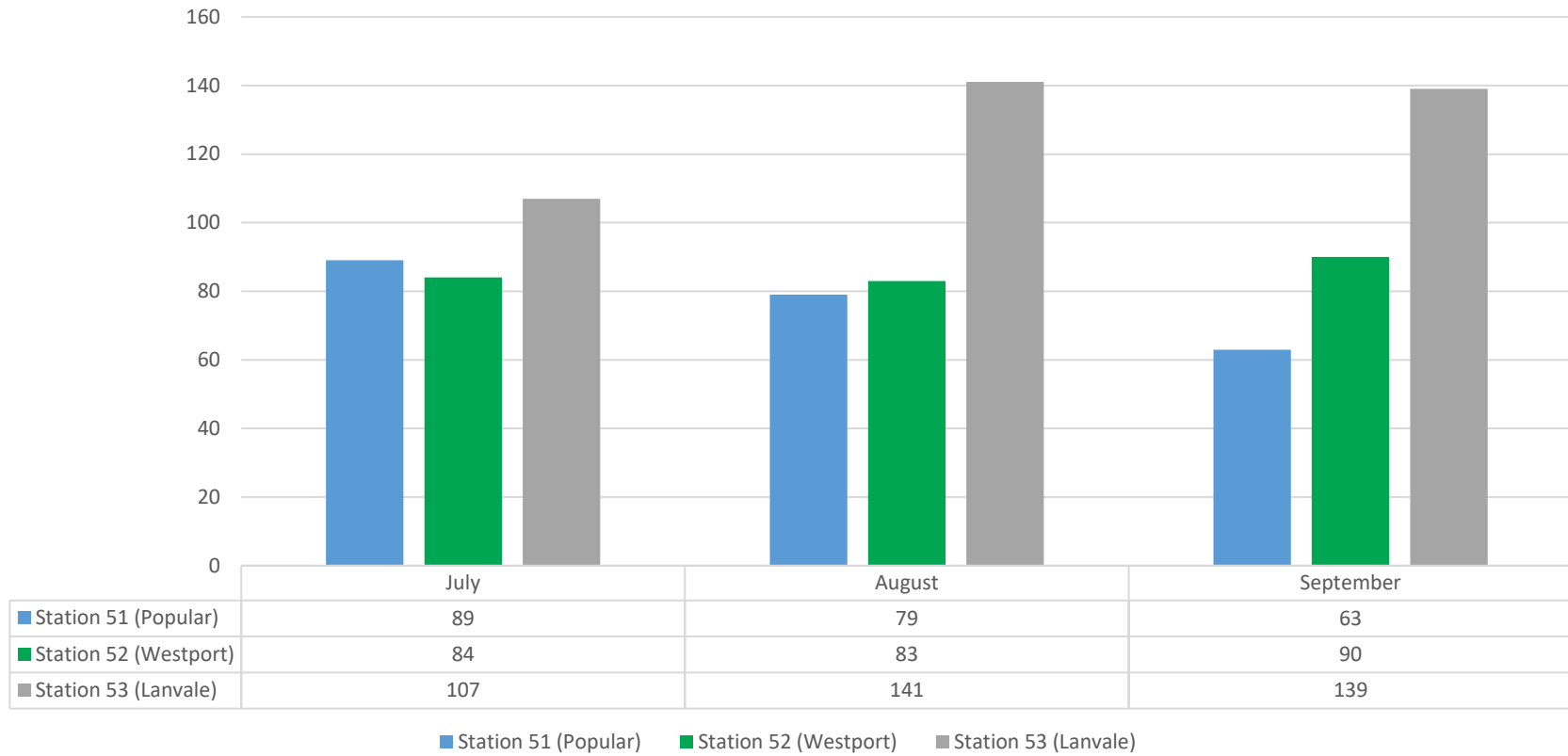


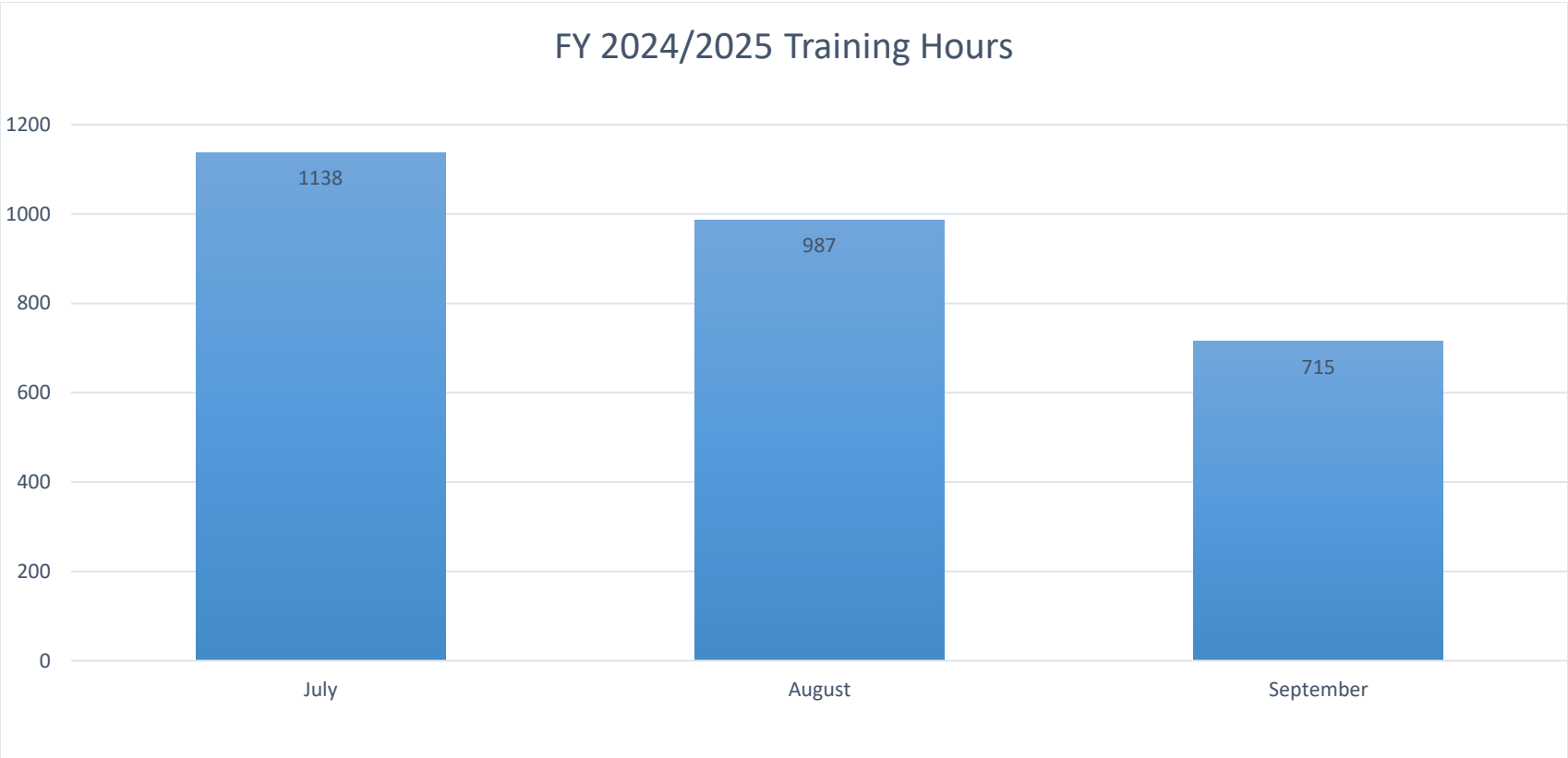
Fire Calls



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

FY 2024/2025 Fire Calls Per Station







## Department News

Potential Tropical Cyclone #8 created a significant response within the Town in September. Town Hall received approximately 6.5 inches of rain in 12 hours. Some areas of Brunswick County received as much as 20 inches, creating a significant flood event. Staff assisted the Fire Department with logistical support, evacuating 31 residents from flooded homes. Staff worked with Brunswick County Emergency Management to find shelter for displaced residents. Emergency Management provided logistical support to Planning and Inspections in the completion of damage assessments. Staff participated in a community meeting with residents affected by the flooding to provide information on the recovery process. Chief Grimes met with State Emergency Management staff on potential public assistance and individual assistance programs that may be coming as a result of damages from Potential Tropical Cyclone #8. Emergency Management provided support and counsel on deployment requests to western North Carolina in response to Hurricane Helene. Staff continues to provide support to all departments in the Town's response to Potential Tropical Cyclone #8 and Hurricane Helene.

## Work Priorities and Initiatives

- Hurricane Helene
- Developing THIRA
- IAP 214 Tuesday
- Strategic plan implementation

## Projects Completed

- No projects were completed in September

## Department News

Ben Andrea attended Building Climate Resilient Communities: Tools and Frameworks for Planners, a webinar hosted by the American Planning Association's Sustainable Communities Division. This webinar reviewed the latest national, state, and local developments in climate resilience planning, emphasizing data standards, best practices, inclusive stakeholder engagement, collaborative approaches, and prioritizing equity.

Andrew Neylon attended the 2024 Flood Insurance Protecting Consumers and Agents Conference hosted by the North Carolina Department of Insurance. The conference provided attendees with information on flood insurance requirements through FEMA and private insurance holders. Information was given on how to rate a home, FEMA's Risk Rating 2.0, and the cost of damage related to flooding in the state of North Carolina, and the U.S. Representatives from FEMA, NC Emergency Management, and NCDOT discussed their roles in flood management and recovery.

Javier Barrera and Mark Cooper attended the first of three sessions for the Planning and Development Regulation course with the UNC School of Government. This session explored the reasons behind decisions regarding developments made by appointed boards through legislative, quasi-judicial, and administrative processes as well as the limitations that each party has in creating local laws, annexations, and in being non-discriminatory towards specific developments. Once all three sessions are completed, Mr. Barrera and Mr. Cooper will be eligible to become North Carolina Certified Zoning Officials.

Bill Thornton attended a three-day plan review “boot camp” offered by the NC Building Inspectors’ Association. The course covered plan review procedures, legislative rules, and application of the building code and existing building code in a practical manner.

## Planning Board Meeting Summary

The Planning Board met on September 26, 2024, and heard the following items:

1. Zoning Map Amendment – The Planning Board voted to recommend approval of a proposed zoning map amendment for six parcels totaling two acres along Village Road from C-1, General Commercial Business District, to R-15, Medium Density Residential District.
2. Zoning Text Amendment – The Planning Board voted to recommend approval of changes to the form-based code requirements in the Code of Ordinances called the FlexCode.
3. Zoning Text Amendment – The Planning Board voted to recommend approval of changes to Section 66-276 of the Code of Ordinances for parking requirements for hotels.

The Planning Board’s next meeting is scheduled for October 22, 2024, at 6 p.m.

## Board of Adjustment Meeting Summary

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

## Current Planning Update

### Technical Review Committee (TRC) Report

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

1. Development Site Plan for The Townes at Seabrooke Phase II Active Open Space – Proposal for 0.59-acre active open space area in The Townes at Seabrooke neighborhood.
2. Development Site Plan for Brunswick Forest Phase 4 – Proposal for 997 single family residential lots, 200 townhomes, and 90 duplex units on 725.11 acres (1.77 DU/A) in Brunswick Forest.
3. Development Site Plan for Brunswick Forest Phase 8 Sections 1A and 1C Active Open Space – Proposal for two active open space sites including a 1.21-acre site and a 0.81-acre site.

## 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
Building/ Flood (3 Day Review)	8	2.6	1	1.0	9	2.4
Chief Building Official Review	3	3.7	5	4.6	8	4.3
Commercial Building / Flood	8	7.5	9	4.0	17	5.6
Commercial Building / Flood / Zonin	1	7.0	15	3.3	16	3.6
Commercial Building / Flood / Zonin	0		2	5.5	2	5.5
Commercial Building / Zoning	3	11.7	9	4.2	12	6.1
Commercial Building Fire	3	10.7	3	4.3	6	7.5
Electrical	3	9.3	0		3	9.3
Permit Building/Flood	0		1	3.0	1	3.0
Permit Building/Zoning	9	4.9	8	3.1	17	4.1
Permit Flood	1	11.0	0		1	11.0
Residential Building / Flood	8	8.4	10	2.4	18	5.1
Residential Building / Zoning / Flooc	87	8.9	51	2.8	138	6.7
Residential Flood	3	4.7	0		3	4.7
Residential Zoning	2	2.5	0		2	2.5
Residential Zoning / Flood	0		7	2.6	7	2.6
	<b>Total Initial: 139</b>		<b>Total Revisions: 121</b>		<b>Total Plans: 260</b>	

## Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	9	0	9
Development Site Plan	1	5	6
Exempt Plat	7	8	15
Final Plat	4	5	9
Home Occupation	2	0	2
Master Plan Revision	1	0	1
Performance Guarantee	4	2	6
Performance Guarantee Reduction	1	0	1
Preliminary Plat	0	3	3
PUD Site Specific Plan and Master	0	1	1
PUD Site Specific Plan/Master Plan	2	0	2
Revision to Approved Plans	0	2	2
Sketch Plan	1	0	1
Zoning Letter	3	0	3
<b>Total Initial: 35</b>		<b>Total Revisions: 26</b>	<b>Total Plans: 61</b>

## Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	14

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Beckington Townhomes</b>			
Surety Bonds	2	\$139,964.38	\$0.00
<b>Bellamy Place</b>			
Cash Bond	1	\$1,037,615.00	\$0.00
<b>Bishops Ridge</b>			
Cash Bond	1	\$96,996.84	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	18	\$8,805,331.91	\$2,609,371.88
<b>Charleston Commons</b>			
Cash Bond	2	\$171,460.62	\$0.00
<b>Grand Park</b>			
Surety Bond	1	\$836,401.23	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	8	\$1,064,528.13	\$0.00
<b>Jackeys Ridge</b>			
Cash Bond	1	\$46,047.39	-\$849,824.00
<b>Leland Corners</b>			
Surety Bond	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$843,935.69	\$177,625.00
Surety Bonds	8	\$2,250,324.15	\$0.00
<b>Night Harbor Dr</b>			
Cash Bond	1	\$7,650.00	\$0.00
<b>Pinewood</b>			
Surety Bond	2	\$677,786.97	\$0.00
<b>Seabrooke</b>			
Cash Bond	1	\$144,035.00	\$0.00
<b>Townes at Seabrooke</b>			
Surety Bond	1	\$595,324.00	\$0.00
<b>Westgate Townes</b>			
Surety Bond	1	\$332,368.80	\$0.00
<b>Total Cash Bonds</b>			
	16	\$2,398,600.69	-\$672,199.00
<b>Total Surety Bonds</b>			
	42	\$14,883,373.32	\$2,609,371.88
<b>Total Letters of Credit</b>			
	3	\$4,141,491.50	\$0.00
<b>Total Performance Guarantee Sureties</b>			
	61	\$21,423,465.51	\$1,937,172.88

### Long Range Planning and Community Development Update

Staff continued to administer the CDBG-NR grant, having had meetings with Insight Planning and internal discussion. Asbestos testing is complete and construction bidding documents are being updated.

The Age-Friendly Strategic Plan was formally accepted, and the Town is now part of AARP's Network of Age-Friendly Communities. Being part of this network makes the Town eligible for community grants through AARP and additional technical assistance. The next step in this process is to begin implementation of the action items identified within the plan.

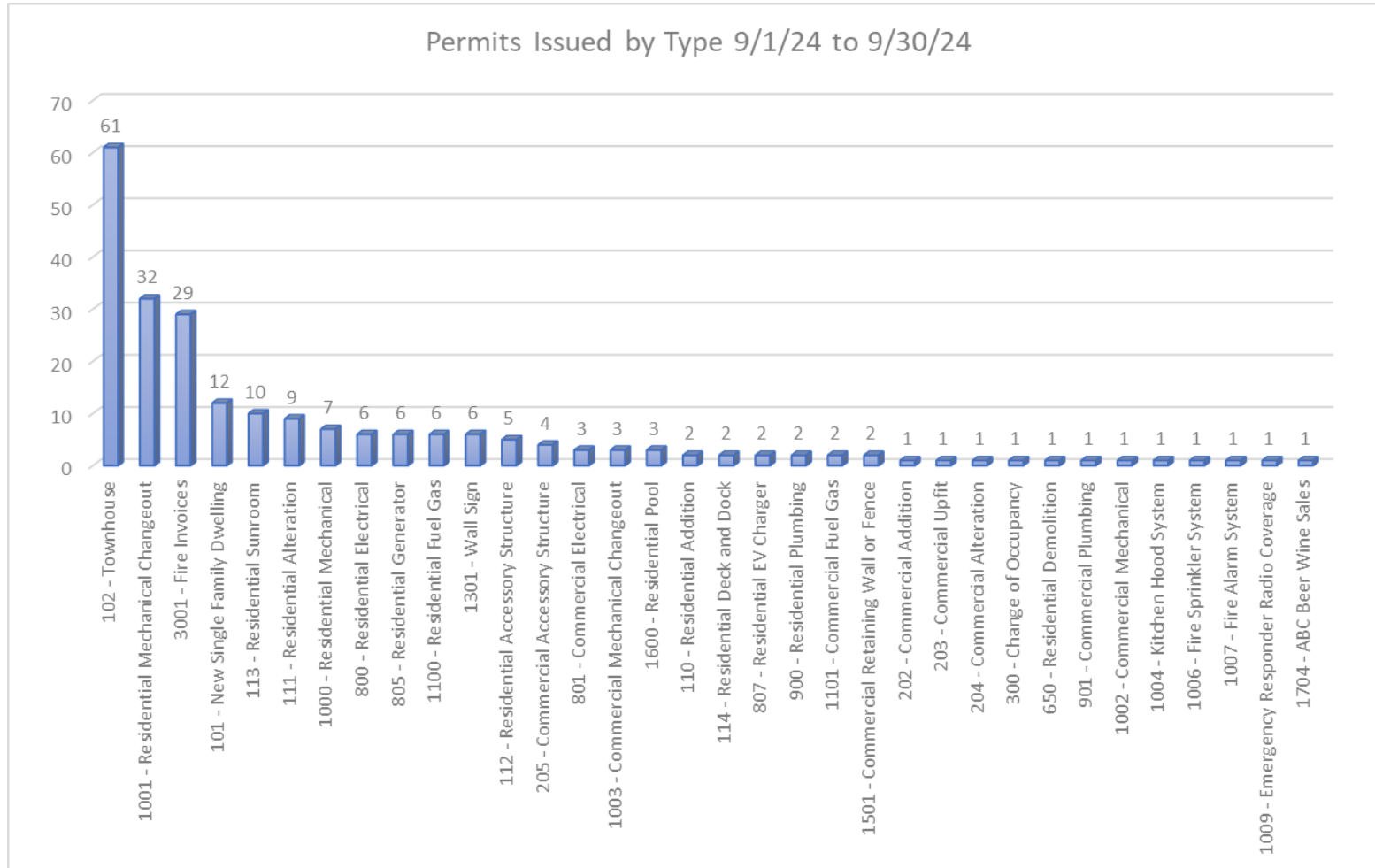
### Transportation Planning Update

The Integrated Mobility Plan continued to progress. The first Focus Group meeting was held on September 25 and members reviewed the purpose of this plan as well as the outreach materials for the upcoming public workshop that will take place on October 15. This public outreach event will be combined with the second public outreach event for the Safe Streets for All (SS4A) project.

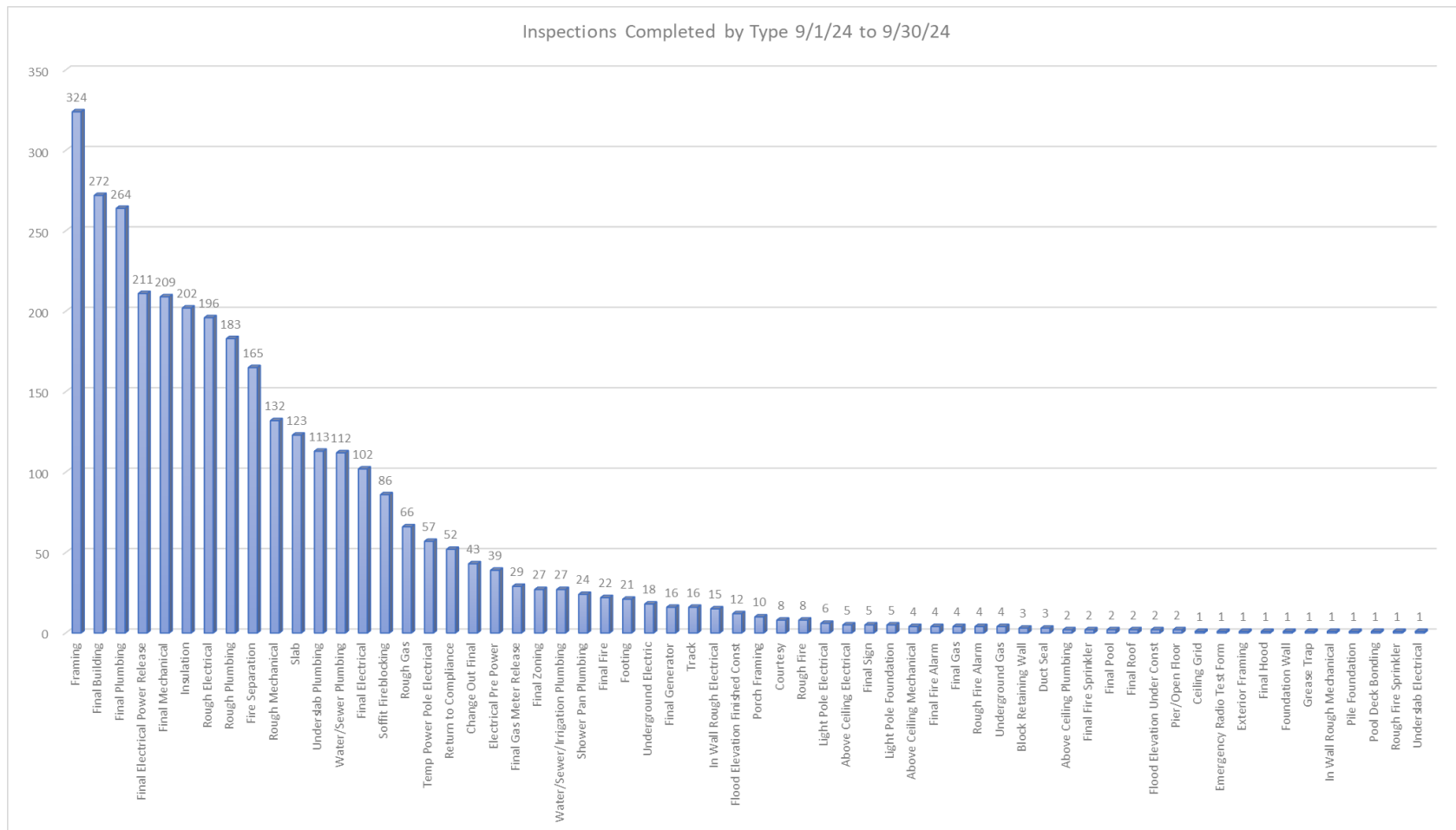
The SS4A project continued to move forward. The draft existing conditions memo is being reviewed by staff and an internal work session took place between the consultant and staff to discuss countermeasures. The second public outreach event is scheduled for October 15 at Town Hall.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
226	3,274	\$20,594,816







## Code Enforcement Update

### Case Summary

9/1 Through 9/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from August	3	1	27	0	31
Cases Opened September	0	19	16	0	35
Cases Closed September	0	5	4	0	9
Active Cases (Evolve)	3	15	39	0	57

## Department News

In September, Mr. Sutton met with a regional group related to the Cape Fear Minority Enterprise Development Week Press Kick-Off in Leland. He also met with business owners about regional small business support initiatives such as StudioBiz - Wilmington. Staff attended a webinar for the Build to Scale program that supports organizations that strengthen entrepreneurial ecosystems to support entrepreneurs as they build and scale technology-driven businesses. Mr. Sutton also participated in a call with the Gullah Geechee Tourism Alliance to discuss ongoing activities and future opportunities related to multicultural tourism in Leland.

## New Businesses

- N/A

## New Construction/Development

- The Technical Review Committee began the review process for the following project:
  - **Brunswick Forest Phase 4** submitted plans for 1,287 residential units connected to **Collingwood Drive**.

## Economic Development Committee Meeting Summary

The Economic Development Committee met on September 12 with Blair-HSM General Manager Jim Flock as the guest speaker. The conversation covered local workforce development efforts, labor data related specifically to manufacturing jobs, and outreach occurring in the public school system. Mr. Sutton also shared that North Carolina came in second for America's top states for businesses behind Virginia in 2024, after being number one for the past two years. This was primarily due to infrastructure being the highest rated category this year. Lastly, Ms. McWhorter shared information regarding UNCW's Ocean Innovation Conference, as marine biology is one of Leland's target industry sectors.

## Department News

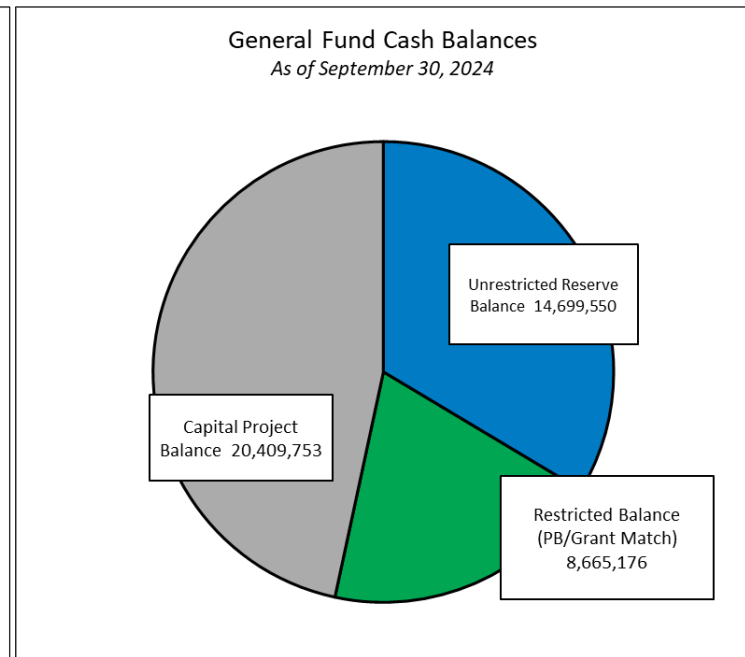
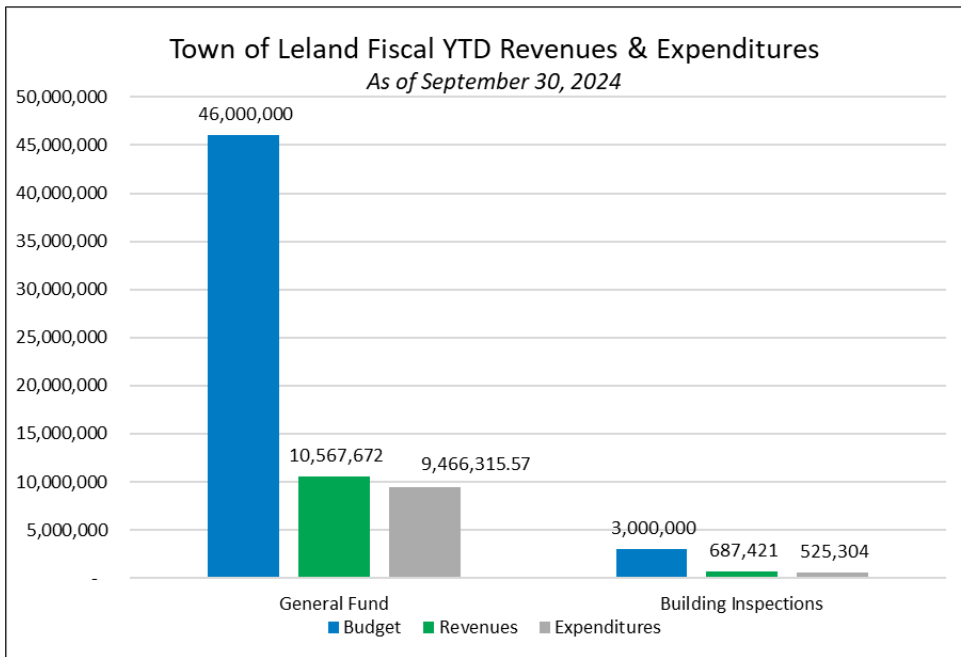
Ms. Cook is participating in a year-long training course offered by the Grant Professionals Association, titled “Next Level Training for Federal Grants”. She completed the UNC School of Government (SOG) course titled “Contracting for Construction and Design Services”. Ms. Cook also attended the CDBG Fair Housing Workshop and a webinar hosted by American Trails titled “Future of Facilitated Recreation”.

Ms. Norton attended week one of the UNC SOG Fellows Leadership Program.

Ms. Newton attended an information session hosted by the Economic Development Administration titled “Build to Scale FY 2024 Funding Opportunity Information Session”.

Ms. Newton and Ms. Hagg attended a meeting at the Odell Williamson Auditorium hosted by North Carolina Emergency Management to discuss individual assistance and public assistance for Potential Tropical Cyclone #8.

## Dashboard

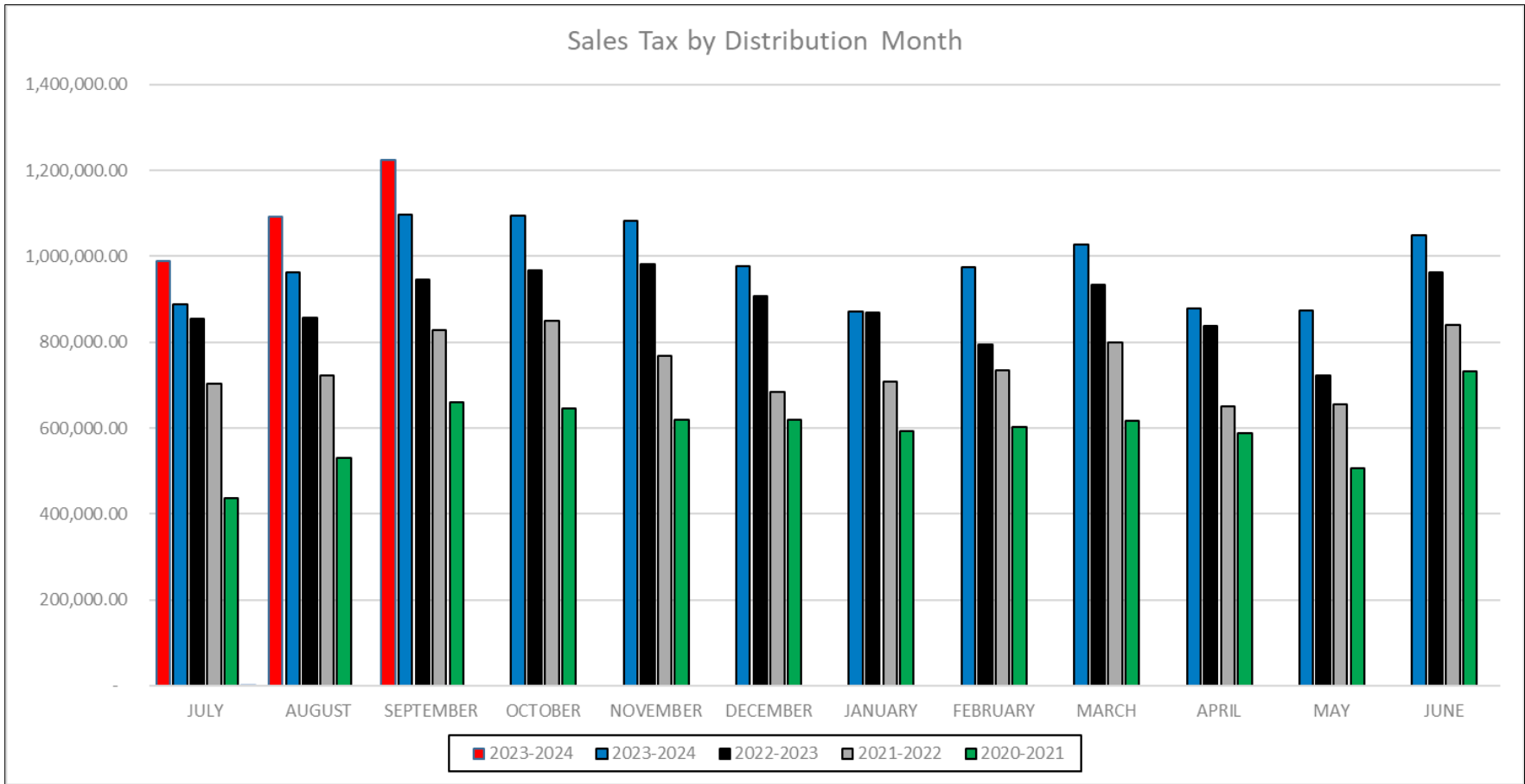


Financial Budget to Actual Report – September 30, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>46,000,000</b>	<b>46,000,000</b>	<b>3,579,434</b>	<b>10,567,672</b>	<b>-</b>	<b>35,432,328</b>	<b>77.03%</b>
Governing Body	300,000	300,000	7,137	82,540	10,775	206,685	68.90%
Administration	3,110,000	3,110,000	135,444	769,161	90,701	2,250,138	72.35%
Information Technology	4,600,000	4,600,000	154,108	625,196	2,706,259	1,268,545	27.58%
Human Resources	600,000	600,000	33,866	89,589	19,143	491,268	81.88%
Finance	1,250,000	1,250,000	95,760	233,891	16,160	999,949	80.00%
Planning	1,220,000	1,220,000	71,663	205,467	123,118	891,415	73.07%
P&R & Cultural Arts	1,130,000	1,130,000	65,231	209,031	95,605	825,364	73.04%
Fleet & Facilities	1,710,000	1,710,000	100,881	307,549	121,900	1,280,551	74.89%
Streets & Grounds	3,880,000	3,880,000	180,373	542,854	348,044	2,989,101	77.04%
Engineering	980,000	980,000	48,914	146,007	129,549	704,444	71.88%
Police	7,750,000	7,750,000	462,768	1,220,130	836,009	5,693,861	73.47%
Emergency Management	230,000	230,000	14,860	43,357	1,031	185,611	80.70%
Fire	9,000,000	9,000,000	447,324	3,366,641	215,409	5,417,949	60.20%
Debt Services	6,450,000	6,450,000	-	1,534,755	-	4,915,245	76.21%
Transfers	3,790,000	3,790,000	90,148	90,148	-	3,699,852	97.62%
<b>EXPENSES</b>	<b>46,000,000</b>	<b>46,000,000</b>	<b>1,908,476</b>	<b>9,466,316</b>	<b>4,713,704</b>	<b>31,819,980</b>	<b>69.17%</b>
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>190,006</b>	<b>687,421</b>	<b>-</b>	<b>2,312,579</b>	<b>77.09%</b>
<b>EXPENSES</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>186,957</b>	<b>525,304</b>	<b>50,566</b>	<b>2,424,130</b>	<b>80.80%</b>

### FY Sales Tax Distribution

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



### Grant News

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

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

There were no purchase orders issued by the Town Manager in September.

### Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in September.

### Audit Committee Meeting Summary

The Audit Committee did not meet in September.

### Investment Portfolio

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

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.0481	9,078.00	2,039,360.01
NC Capital Management Trust	0.0507	65,493.23	16,954,534.06
NC Class	0.0525	17,419.72	4,056,494.51
<b>Total</b>		91,990.95	23,050,388.58

## Department News

In September, the Town promoted nine employees and six employees ended their employment with the Town. The Town is excited to welcome 11 new staff on October 7, including three Firefighters, three Police Officers, and three Public Works employees. The department also provided several opportunities for employee engagement in September, including a team building event at Town Hall. On September 30, the department kicked off the benefit open enrollment period with a Health and Wellness Fair for employees. Approximately 80 employees attended the fair. This open enrollment marks the official start of the North Carolina State Health Plan's transition to Aetna. Representatives from Civic Credit Union, Empower Retirement Services, Castlight, and Wilmington Health were present to speak with employees. In addition, Wilmington Health sponsored a flu shot clinic, so many employees were able to complete their benefit open enrollment and get their flu shot at the same time. The department will sponsor a team building event for firefighters on October 4 and for all employees on October 11.

## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Nate Hagerman	Police Department	Promotion	8/17/2024		Police Cadet	Police Officer
Conor Montanye	Police Department	Promotion	8/14/2024		Police Cadet	Police Officer
Tyler Williams	Fire Department	Promotion	8/31/2024		Firefighter	Senior Firefighter
Bradlee Littlefield	Fire Department	Promotion	8/31/2024		Fire Apparatus Engineer	Fire/Rescue Captain
Andrew Terry	Police Department	Promotion	8/31/2024		Master Police Officer	Senior Police Officer
Brett Kennedy	Fire Department	Promotion	8/31/2024		Fire/Rescue Captain	Senior Fire/Rescue Captain
Lawrence Wills	Building Inspections	Promotion	8/31/2024		Building Inspector I	Building Inspector II
Blake Back	Streets Maintenance	Termination	9/6/2024	Streets Maintenance Tech I		
Andrew Hindt	Fire Department	Termination	9/11/2024	Senior Fire Apparatus Engineer		
Marvin Brooks	Fire Department	Termination	9/9/2024	Deputy Fire Chief		

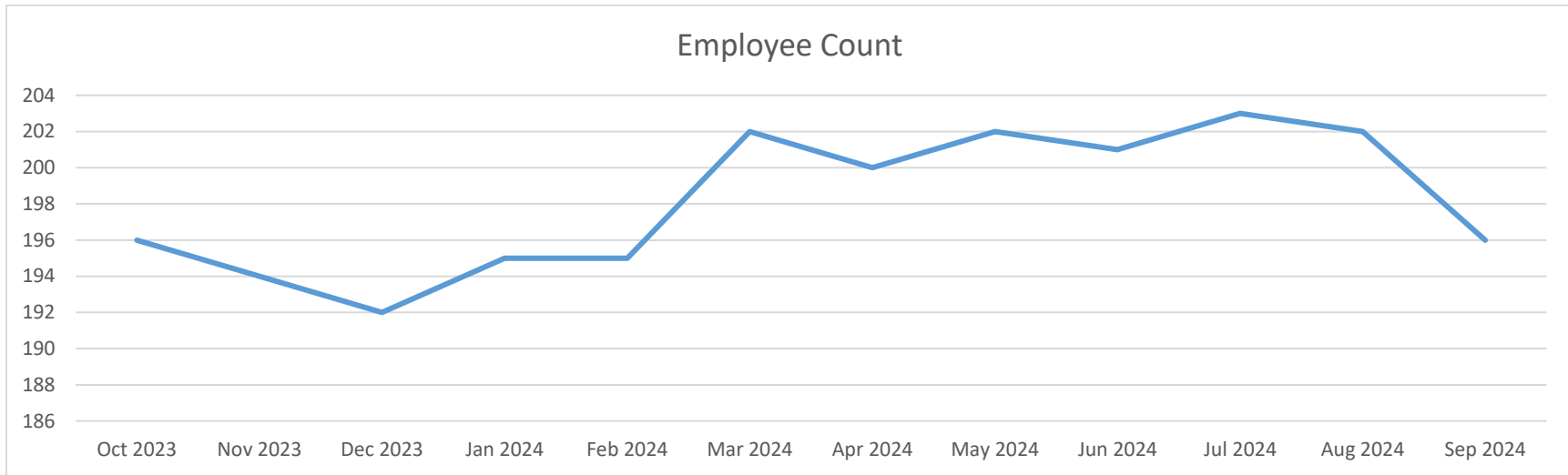


Julian Griffee	Planning	Termination	9/18/2024	Community Development Planner		
Madison Ferrell	Streets Maintenance	Termination	9/19/2024	Ground Maintenance Tech II		
Brandon Price	Fire Department	Termination	9/27/2024	Senior Fire/Rescue Captain		
Darin Francis	Fire Department	Promotion	9/28/2024		Senior Firefighter	Fire Apparatus Engineer
Mark Onabanjo	Fire Department	Promotion	9/28/2024		Senior Firefighter	Fire Apparatus Engineer

### Workers Comp Data September 2024

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

### Headcount (FT and PT Employees) October 2023 – September 2024



<b>Headcount</b> ⓘ 196 As of September 2024	<b>Hired</b> ⓘ 38	<b>Termed</b> ⓘ 32	<b>Growth Rate</b> ⓘ 3.2%	<b>Turnover Rate</b> ⓘ 16.1%	<b>Average Tenure</b> ⓘ 4.5 (Years)
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## Turnover Data October 2023 – September 2024

### Full Time Turnover

Turnover Rate ⓘ

15.3%

Annualized Rate ⓘ

15.3%

Terminations ⓘ

29

Average Employees ⓘ

189.7

### Part Time Turnover

Turnover Rate ⓘ

35.3%

Annualized Rate ⓘ

35.3%

Terminations ⓘ

3

Average Employees ⓘ

8.5

Terminations include voluntary and involuntary separations of employment.

## Department News

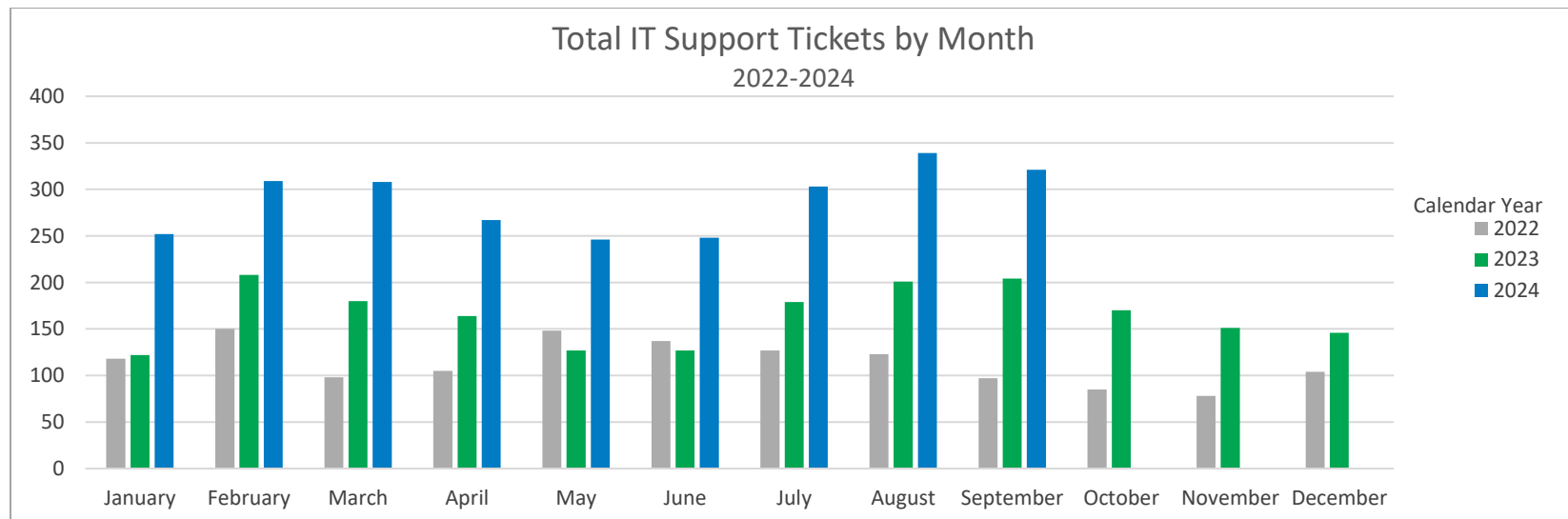
Staff continue to implement tools and processes that increase security and enhance standardization across devices Town-wide. Focus is being given to areas such as monitoring and alerting to improve management of critical infrastructure.

## Major Work Priorities

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

## Projects Completed

- 16 employees onboarded/offboarded
- Migration from virtual desktop computing platform
- Emergency response GIS dashboard
- Planning Department map assistance



## Administration News

Multiple staff work sessions took place throughout September to continue refining the 2030 Strategic Plan objectives, key performance indicators, and strategic initiatives to prepare for the draft presentation to the Council on October 7. A citizen and employee survey was also undertaken from September 12 through 26 to gain insight into the preferences of respondents to help inform Council's priorities for the plan.

## Town Clerk's Office

As the President of NCAMC for the 2024-25 term, Ms. Reinhardt coordinated and chaired the quarterly board meeting on September 20 in Raleigh. The four-hour session included discussions on the organizational assessment, district reports, and committee reports. NCAMC is proud to serve over 600 members.

## Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - September 10 Special Council Meeting
  - September 12 Economic Development Committee Meeting
  - September 23 Agenda Council Meeting
  - September 23 Closed Session Meeting
  - September 26 Regular Council Meeting
  - September 26 Closed Session Meeting
  - September 24 Planning Board Meeting
  
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 0
  - Minutes – 7
  - Agendas – 5
  - Resolutions – 9
  - Ordinances – 0
  - Proclamations – 1: Veterans of Foreign Wars of the United States 125th Anniversary
  - Presentations – 0
  - Public Hearing Notices for the Council Meetings – 0

- Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)

## Government Portal (iCompass) Transparency Update

- Portal Visits – 3,099
- Portal Unique Visits – 2,202
- Special Council Meeting September 10 Agenda Views – 956
- Economic Development Committee Meeting September 12 Agenda Views – 330
- Agenda Council Meeting September 23 Agenda Views – 371
- Cancelled Board of Adjustment Meeting September 24 Agenda Views – 40
- Planning Board Meeting September 24 Agenda Views – 404
- Regular Council Meeting September 26 Agenda Views – 496