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## STAFF REPORTS

December 2024 Regular Meeting

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## Department News

Lieutenant Almond, Sergeant Kazee, and Detective Majors attended Basic Sex Crimes and Child Abuse Investigation training November 4-8 at the North Carolina Justice Academy. This course is intended for patrol officers and criminal investigators to learn the fundamentals of sex crimes and child abuse investigations.

Officer Benson attended radar training November 8-10 at Cape Fear Community College. This course certifies officers to operate the Radar instrument for traffic enforcement purposes.

Sergeants Berry and Winder attended the second session of the Law Enforcement Executive Program November 12-14 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.

Master Officer Terry attended Motorcycle Crash Investigation training November 12-15 at the North Carolina Justice Academy. This course is intended to enable participants to interpret and analyze crash evidence when a motorcycle is involved.

Officer Hart attended Lidar training November 12 at Cape Fear Community College. This course certifies officers to operate the Lidar instrument for traffic enforcement purposes.

Master Officer Whitmire attended Radar/Lidar recertification November 14 at Cape Fear Community College. This course ensures officers can continue to operate their Radar/Lidar instruments.

Master Officer Whitmire attended INTOX recertification November 13 at Station 51. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Master Officers Holland and Piniewski attended Interview and Interrogation training November 18-22 at the North Carolina Justice Academy. This course is designed for officers within investigations or those tasked with the responsibility of conducting criminal investigations, interviews, and interrogations.

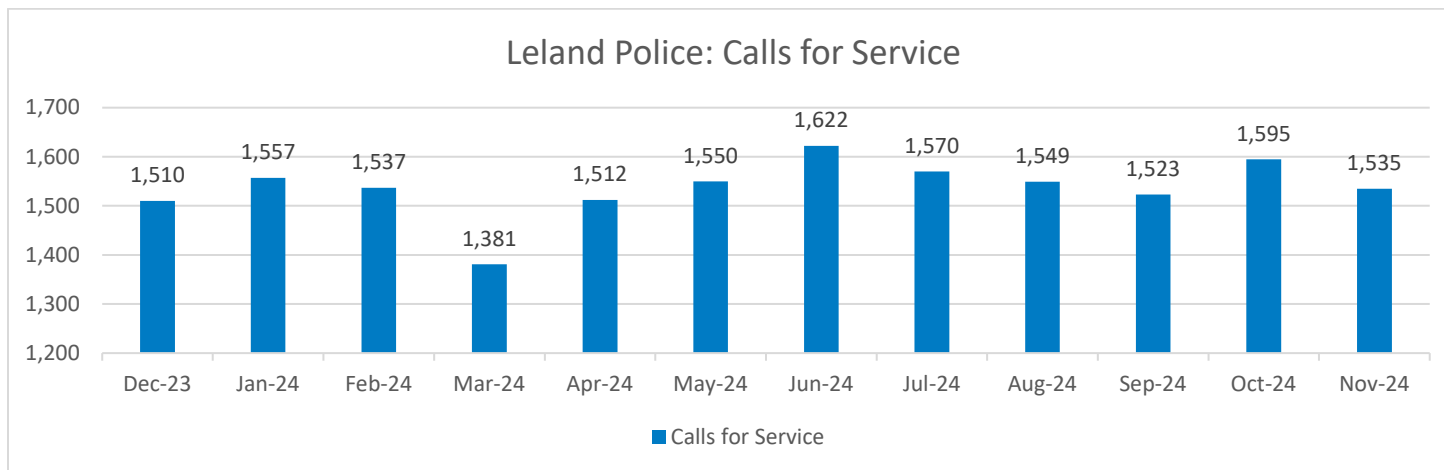
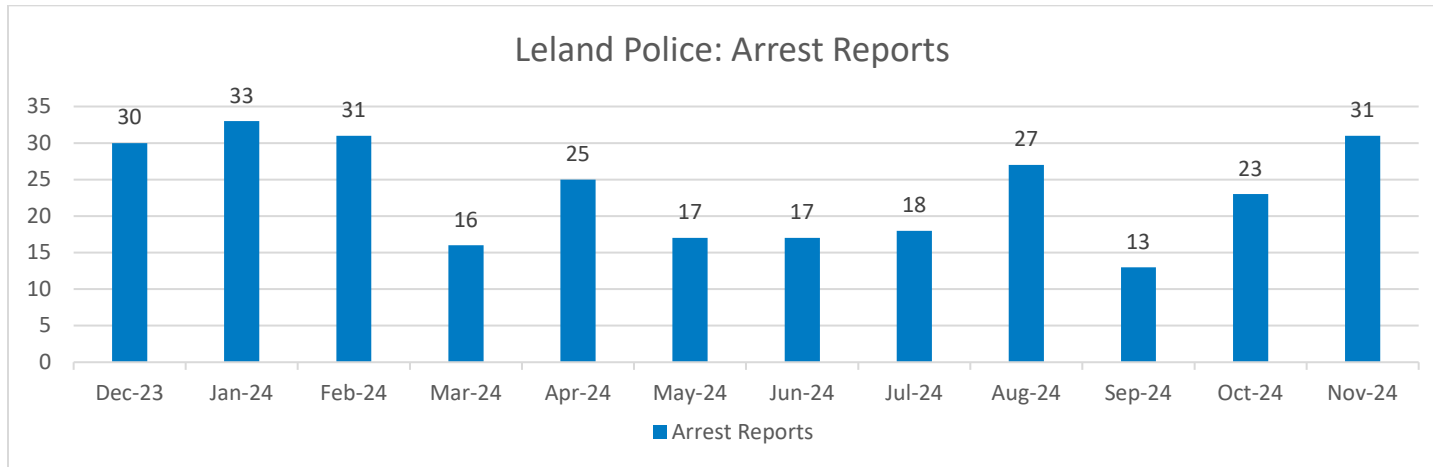
Master Officer Terry attended Pedestrian Traffic Crash Reconstruction training November 18-20 at the North Carolina Justice Academy. This course is designed to provide participants with the information and skills to gather and interpret evidence at the scene of a motor vehicle crash involving a pedestrian.

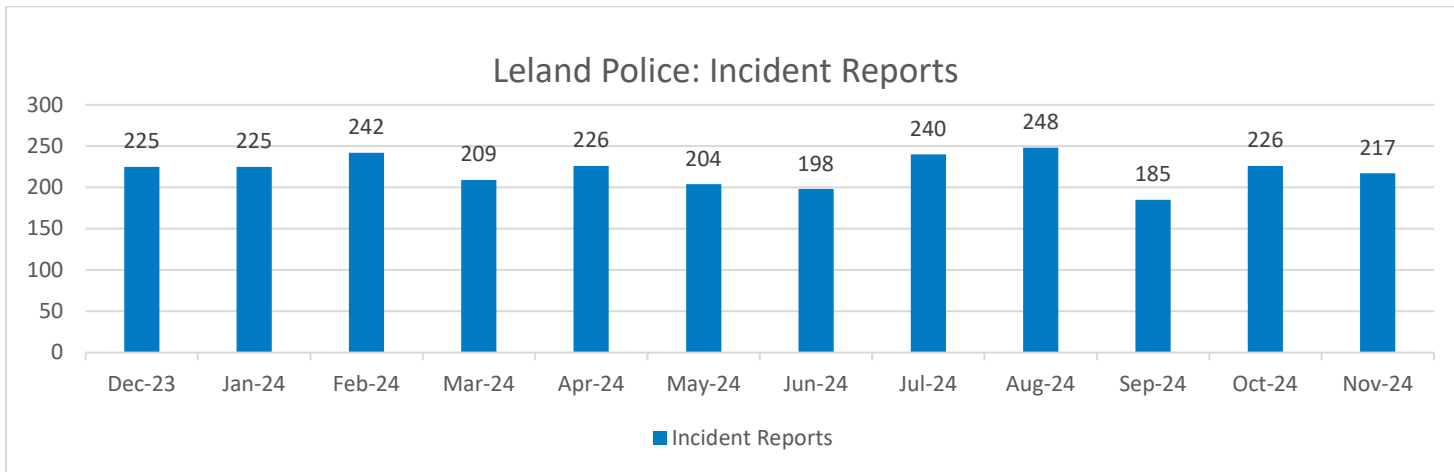
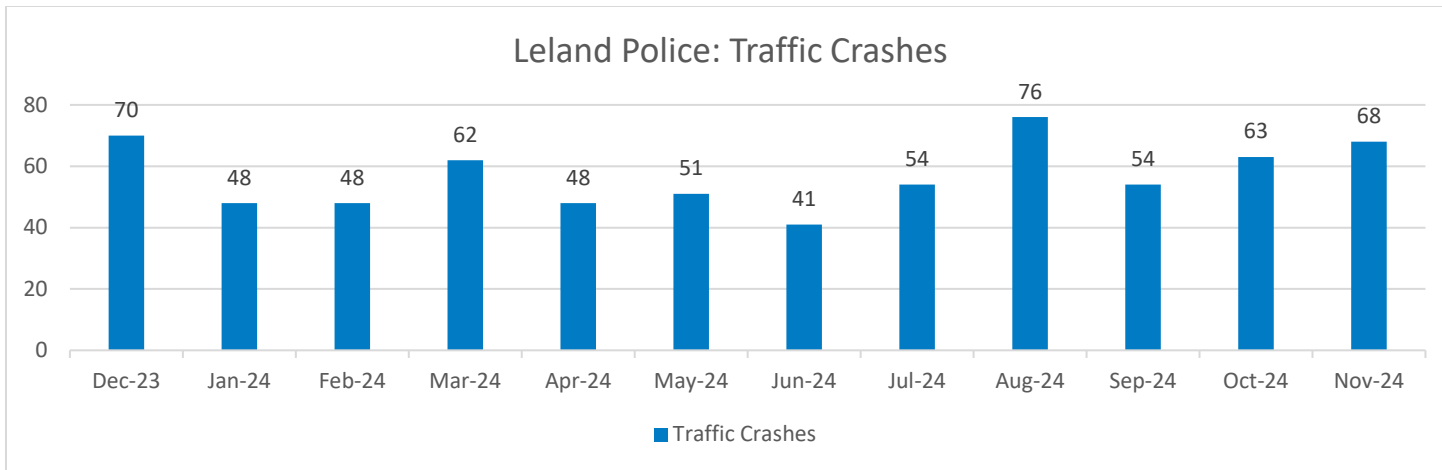
Detective Gaston attended Drones for Search and Rescue training November 25-26 at Guilford Technical Community College. This course teaches crucial components of executing successful drone/UAS searches in various environments.

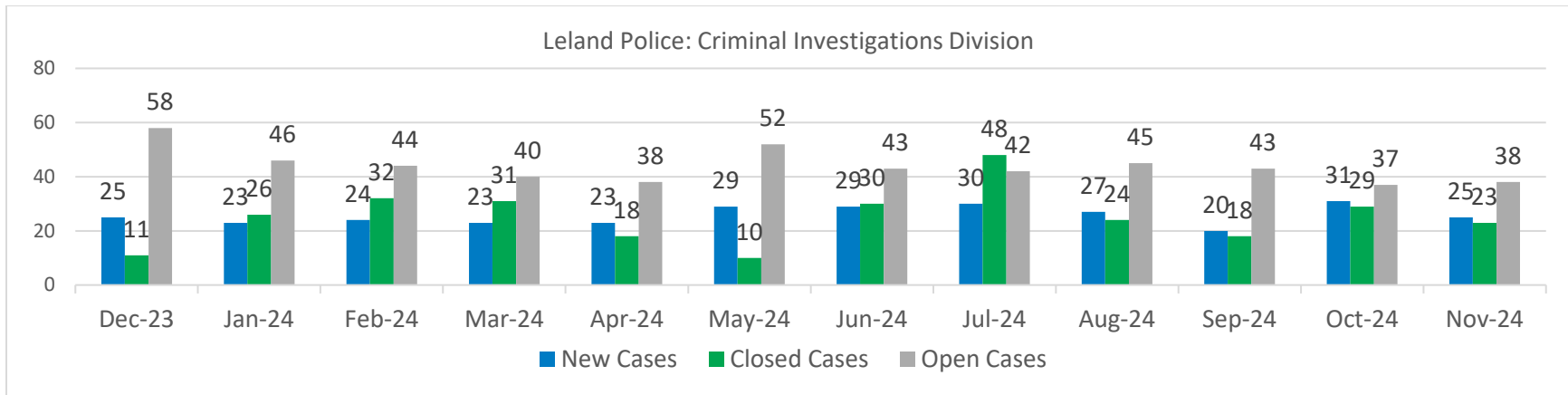
## Active Mutual Aid Agreements

- 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
Nov	11	0	1	1	0	0	2
Totals	340	16	51	57	20	4	38

## Department News

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

- Assisted 12 homeowners with smoke alarm installations or battery replacements
- Assisted four citizens with car seat checks/installations
- Conducted CPR training for Waterford residents
- Presented fire prevention education to Compass Pointe residents
- Participated in a community event for Mallory Creek residents
- Participated in Lincoln Elementary's Fall Festival
- Participated in Indigo Forest Academy's Fall Festival

Tyler Williams was promoted to Captain.

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

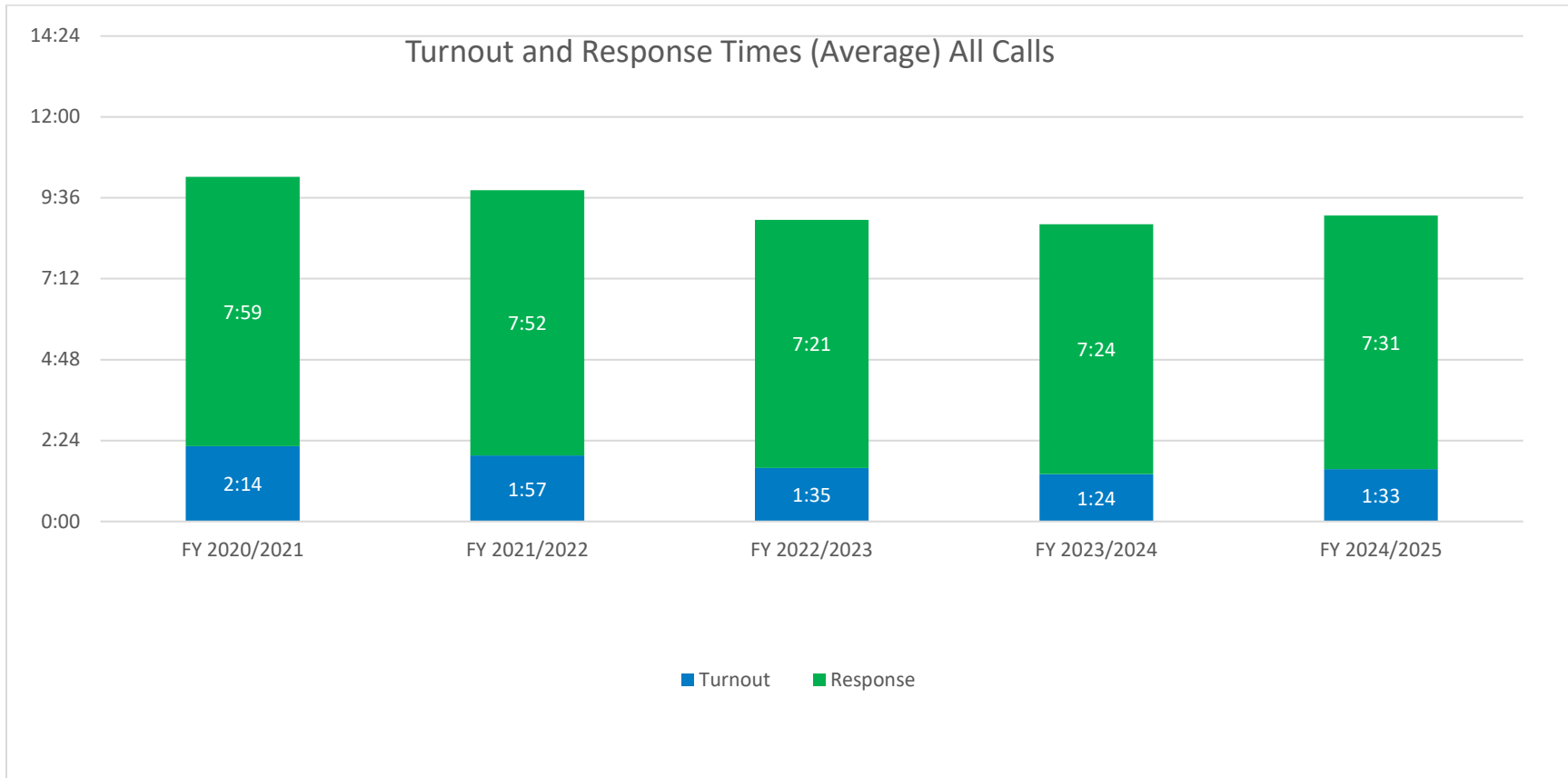
Five department members attended the Truck Work Bare-Boned Basics class hosted by Port City Fire Ops at Cape Fear Community College. This training focused on the roles and responsibilities of a Truck Company, including forcible entry, ventilation, search, and vertical access to structures.

## Active Mutual Aid Agreements

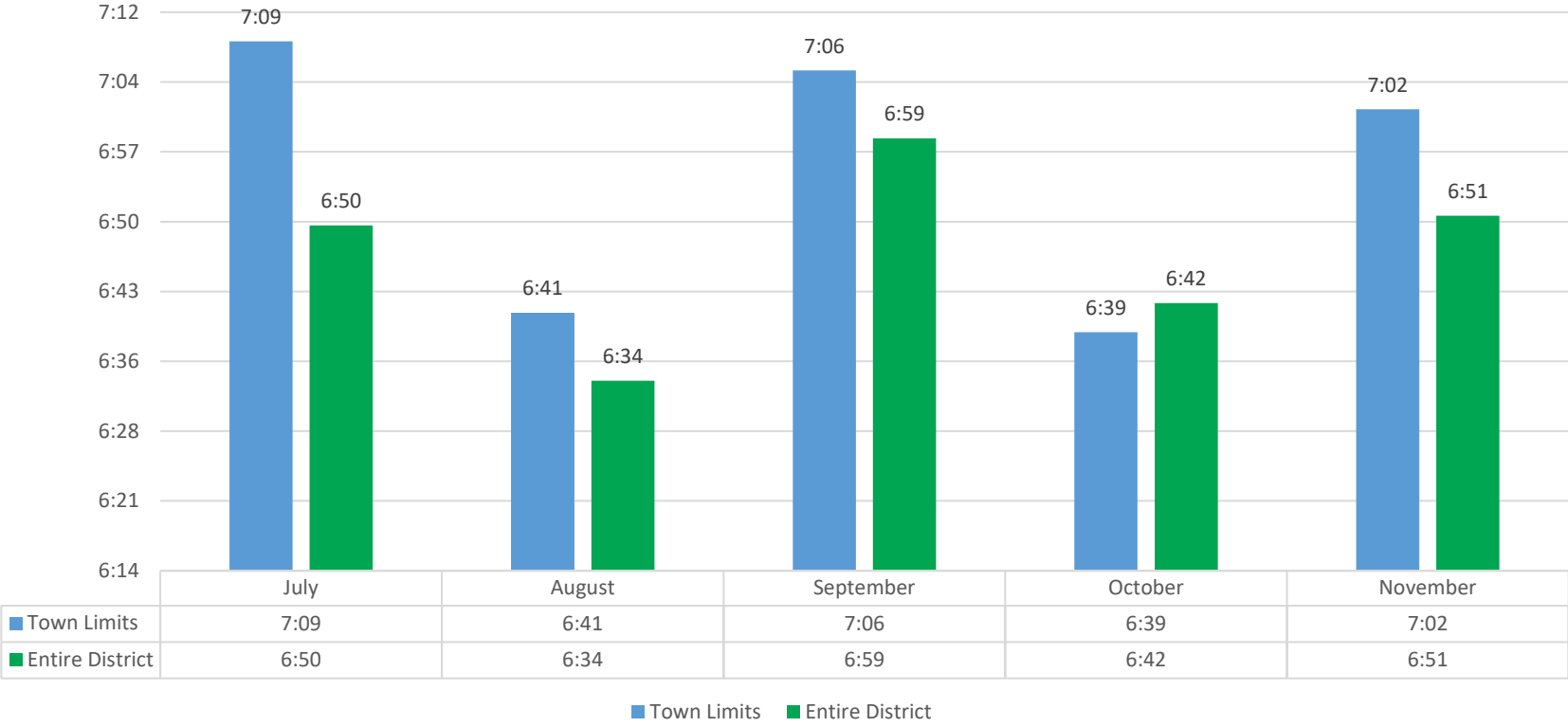
- Bald Head Island Department of Public Safety
- Boiling Spring Lakes Fire Rescue
- Bolivia Volunteer Fire Department
- Calabash Volunteer Fire Department
- Civietown Volunteer Fire Rescue
- Grissettown Longwood Volunteer Fire & Rescue Department
- Navassa Volunteer Fire Department
- NCIMAS
- New Hanover 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



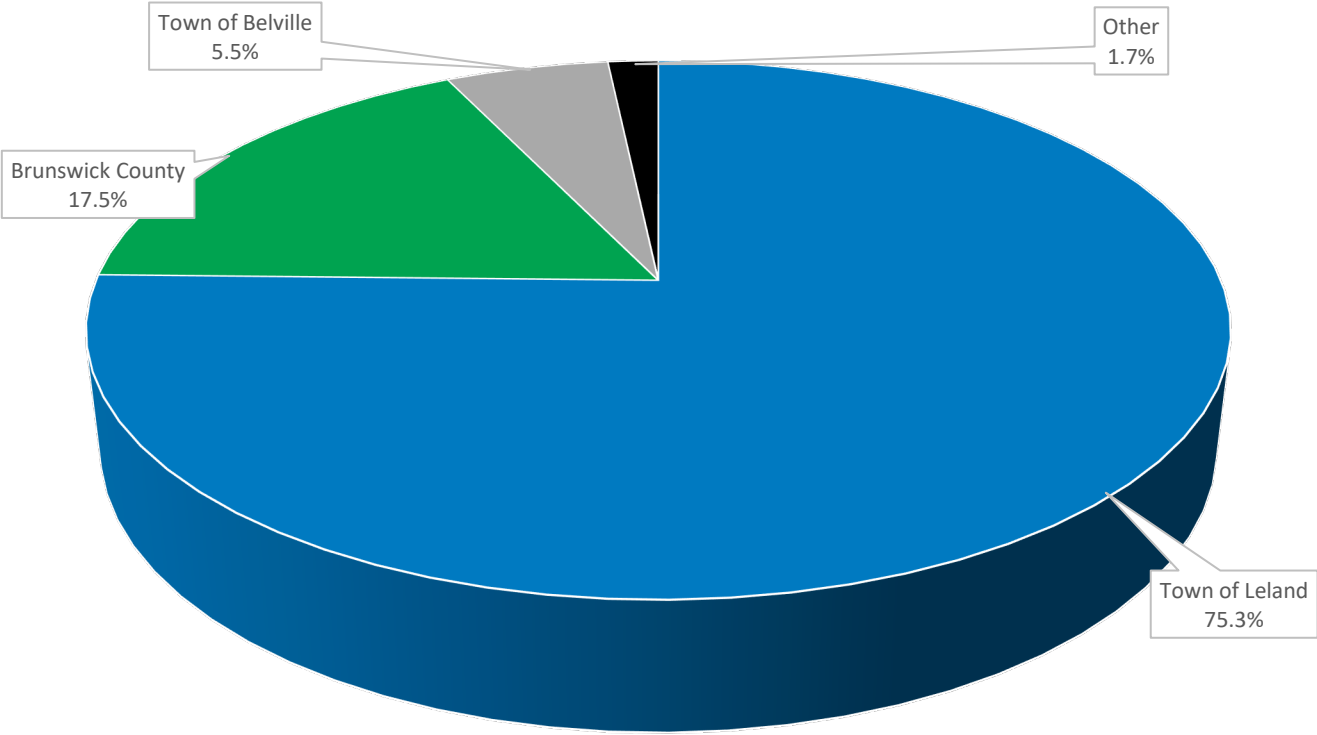
## Dashboard



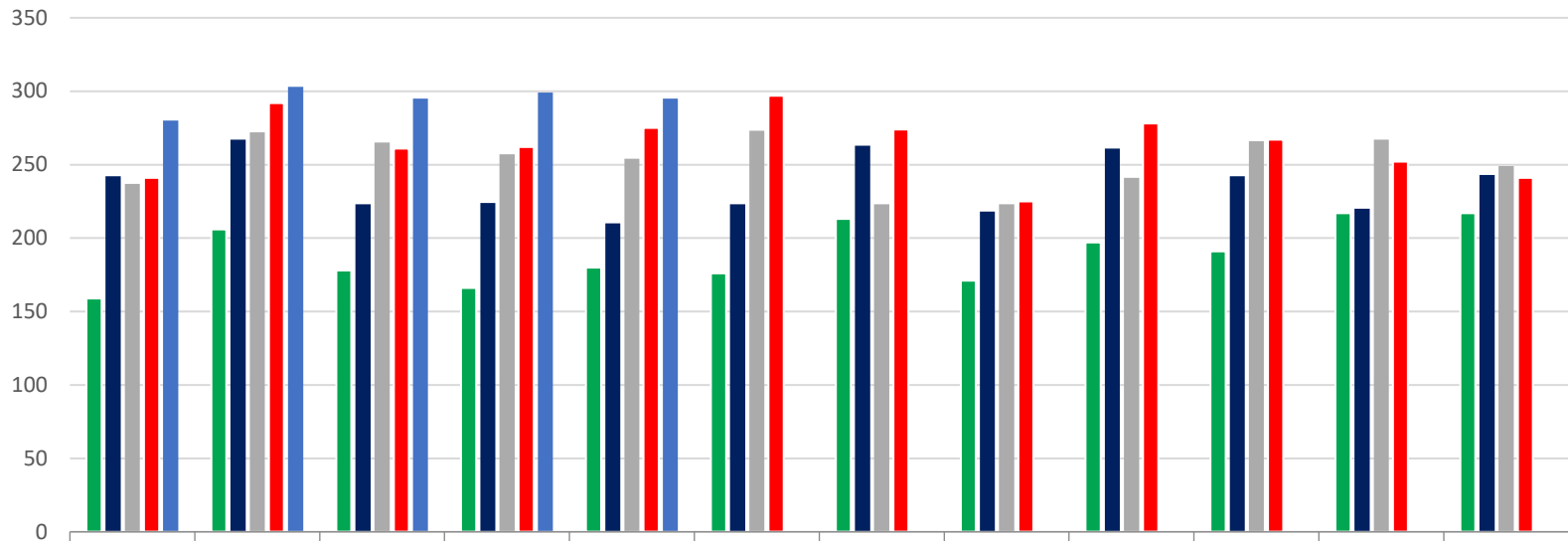
FY 2024/2025 Response Times (Average) Emergency Calls



FY 2024/2025 Fire Calls by Zone



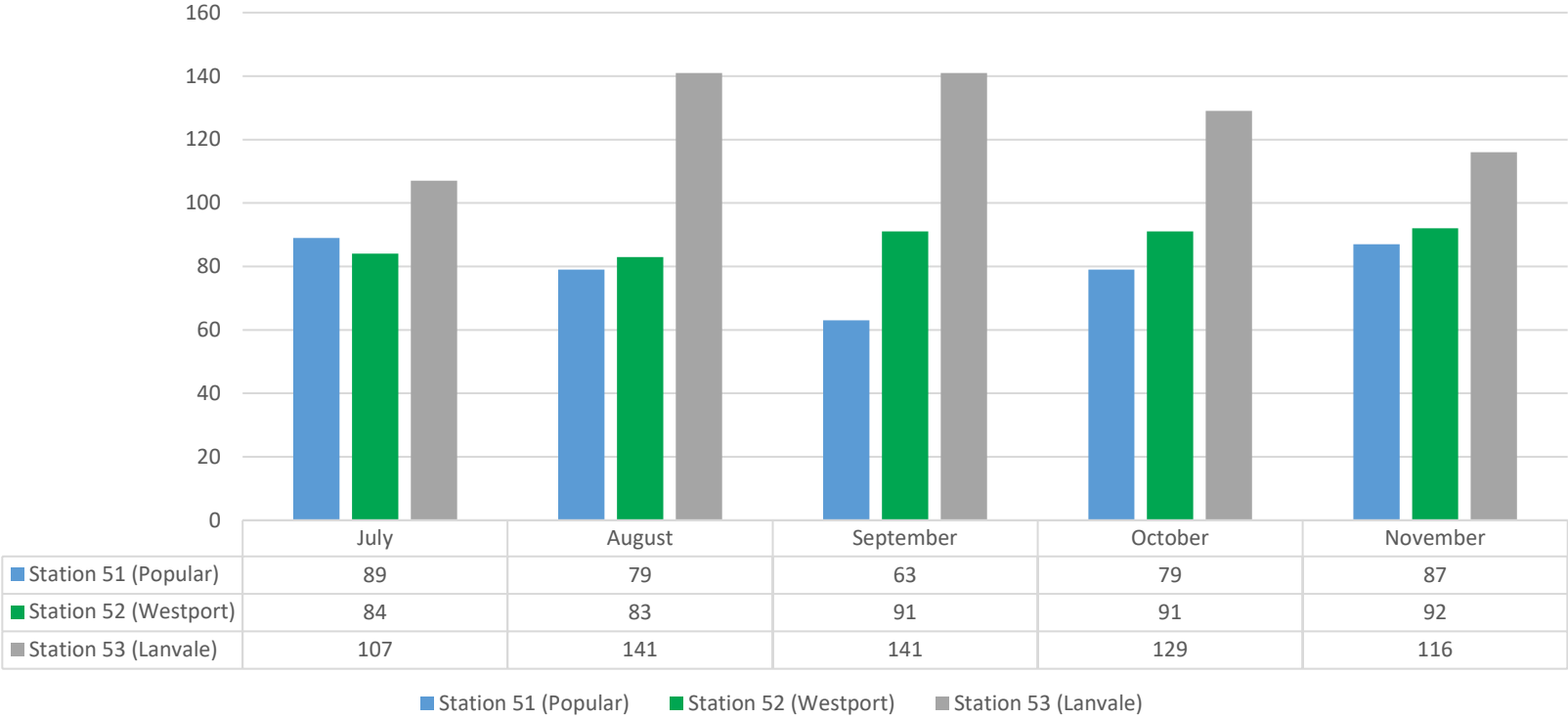
Fire Calls



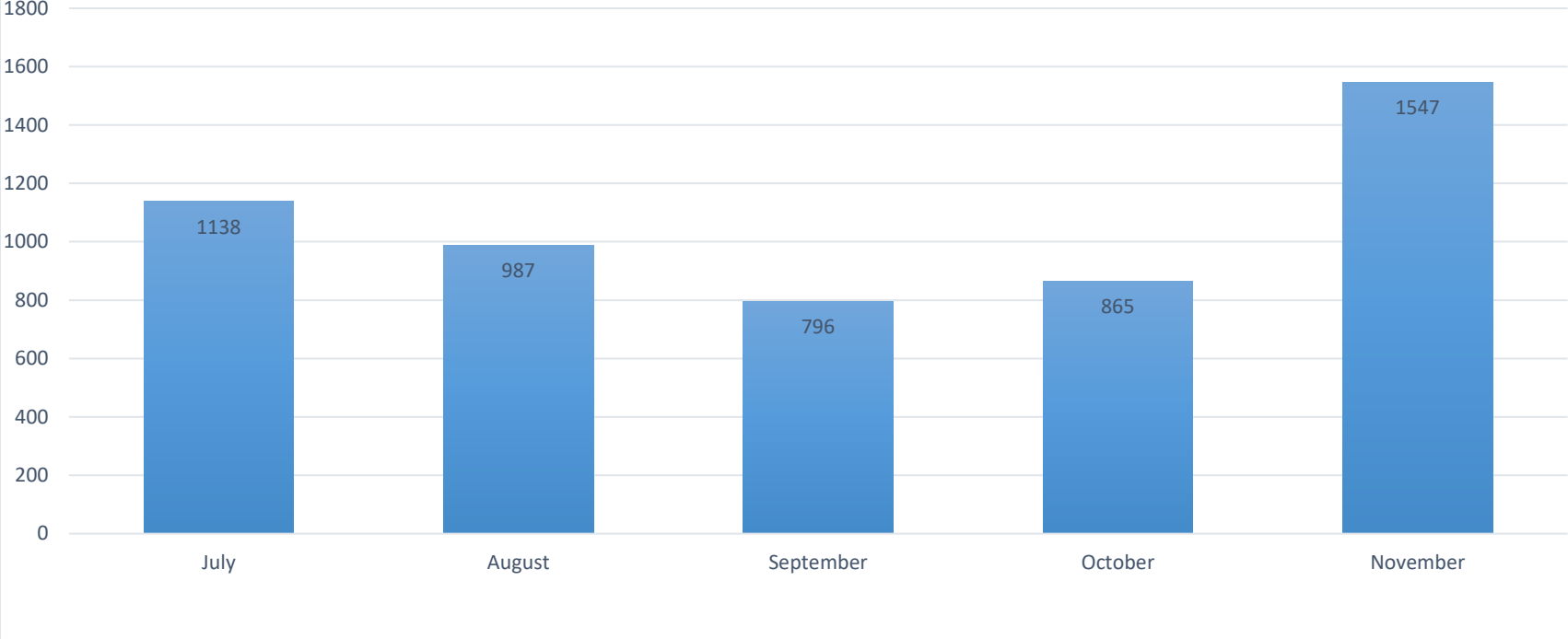
	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
■ FY 2021/2022	242	267	223	224	210	223	263	218	261	242	220	243
■ FY 2022/2023	237	272	265	257	254	273	223	223	241	266	267	249
■ FY 2023/2024	241	292	261	262	275	297	274	225	278	267	252	241
■ FY 2024/2025	280	303	295	299	295							

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

FY 2024/2025 Fire Calls Per Station



FY 2024/2025 Training Hours



## Department News

Staff worked to gather pre-grant data for the Hazard Mitigation Grant Program and the Flood Mitigation Assistance Grant for Tropical Storm Helene and Potential Tropical Cyclone #8. These grants are expected to become available in 2025. Staff have identified five potential mass notification software solution partners and are in the process of evaluating each. Budget preparation continues for Fiscal Year 2025-2026. Staff worked to identify the implementation of a Duke Energy Foundation Grant for enhancements to the Land Mobile Radio system. A provider has been identified and final scope of work documents are being gathered.

## Work Priorities and Initiatives

- Potential Tropical Cyclone #8 grants
- Mass notification solution
- Budget preparation
- Strategic Plan implementation

## Projects Completed

- IAP 214 Tuesday
- Tropical Storm Helene deployment reimbursement

## Department News

The department currently has two vacancies: Engineer I and Transportation Planning Engineer.

## Town Project Updates

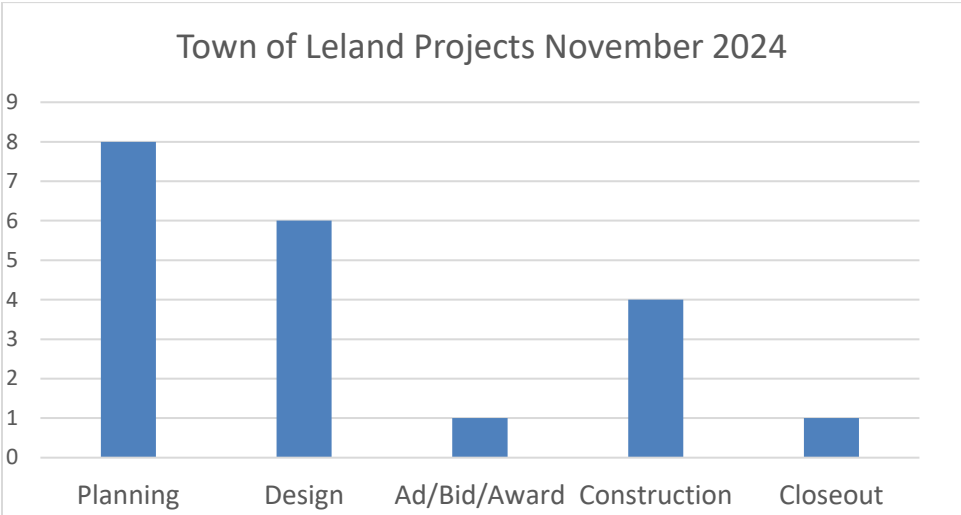
### Projects In Construction

- Town Hall Expansion – Approximately 20% complete.
- Founders Park – Construction is ongoing, approximately 70% 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](#).

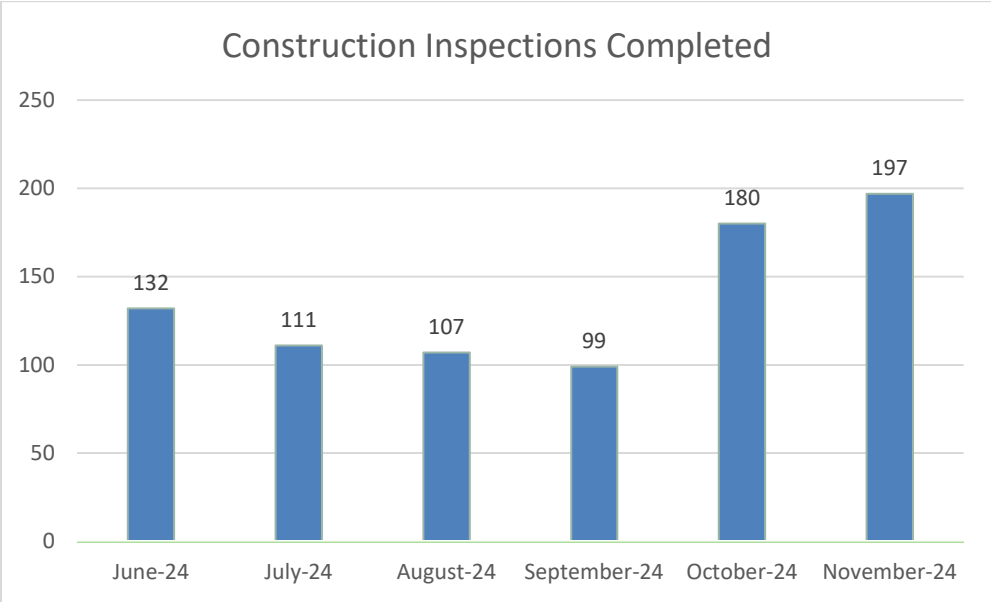




# Construction Inspections

## Inspections

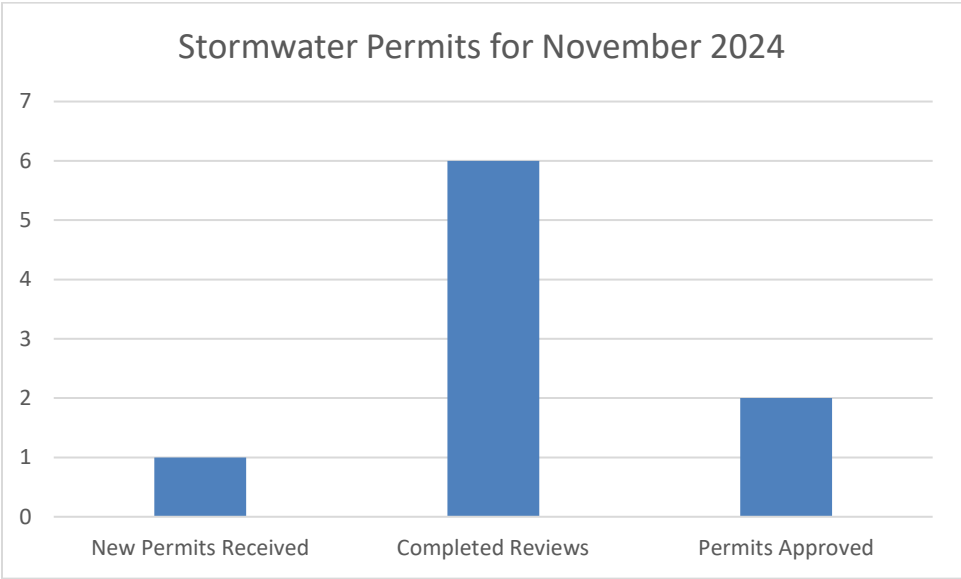
- Staff have completed 197 construction inspections.
  - Construction inspections include developer and Town projects.



## 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 November.



## Department News

Staff generated 221 work orders in November and closed 188 of them (85%).

Facilities Maintenance Supervisor Brian Cole and Grounds Maintenance Technician I Brett Usry joined the department in November.

## Streets Updates

### Work Priorities and Initiatives

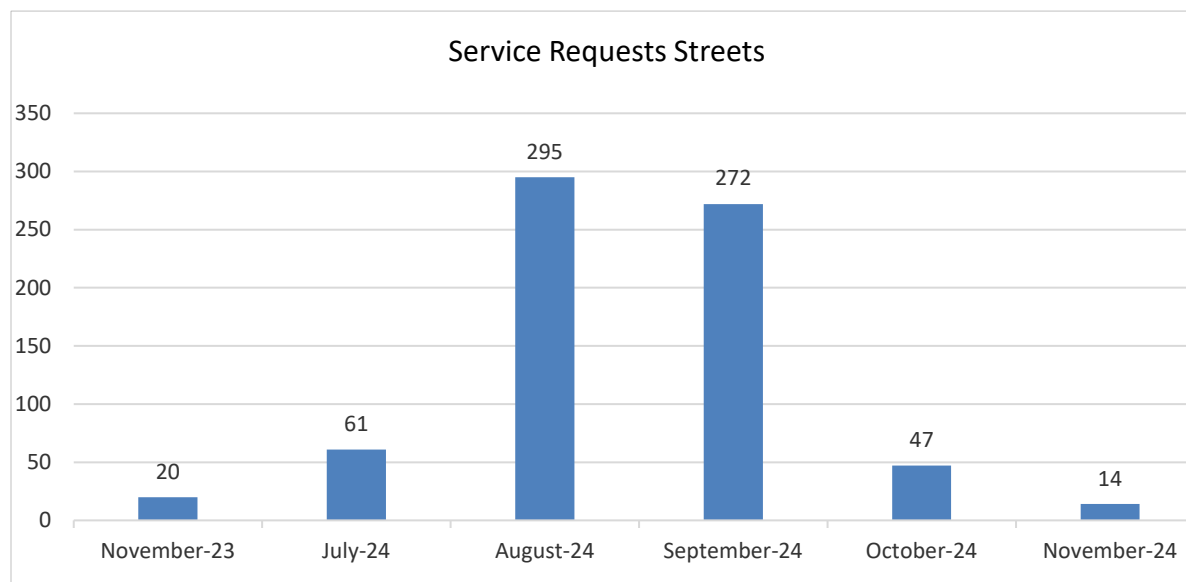
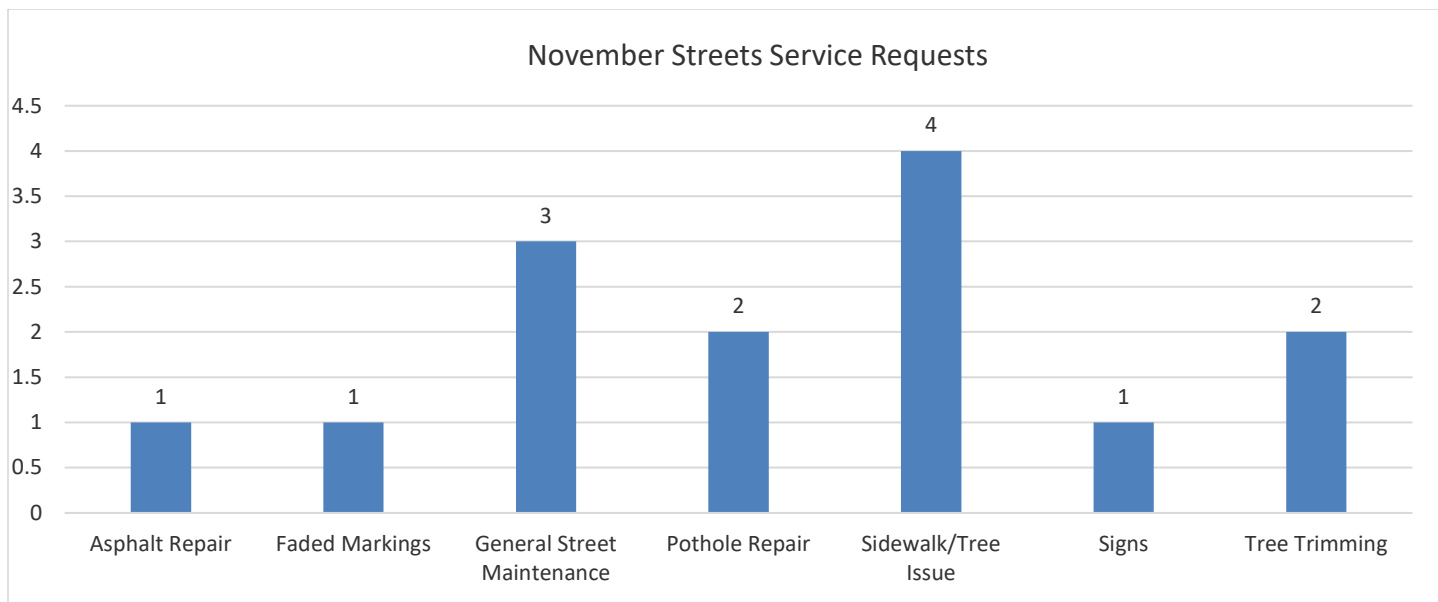
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalk replacements, curb replacements, and cleaning out ditches.
- Staff will install new directional signs on Kay Todd Road (Long Pine Drive) to improve driver safety.
- Staff will begin curb repairs and curb ramp improvements at the intersection of Tommy Jacobs Drive and Grandiflora Drive ahead of the upcoming resurfacing project. This work includes updating curb ramps for ADA compliance.

### Projects Completed

- Staff repaired sinkholes in Windsor Park.
- Staff completed large curb and roadway repairs in Magnolia Greens.
- Staff completed multiple smaller sidewalk replacement projects in Grayson Park and Mallory Creek.
- Staff milled and installed hot asphalt on a section of Brunswick Forest Parkway and a section of Low Country Boulevard.
- Staff cleared brush and cleaned up the area at Night Harbor Drive and Tradeway Drive.

### Work Order Summary

- Streets generated 14 work orders in November, with the majority being sidewalk/tree issue (4), general street maintenance (3), and tree trimming related (2).
- Streets completed 10 work orders in November, with an approximate expense of \$50,400 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$26,000).



## Grounds Updates

### Work Priorities and Initiatives

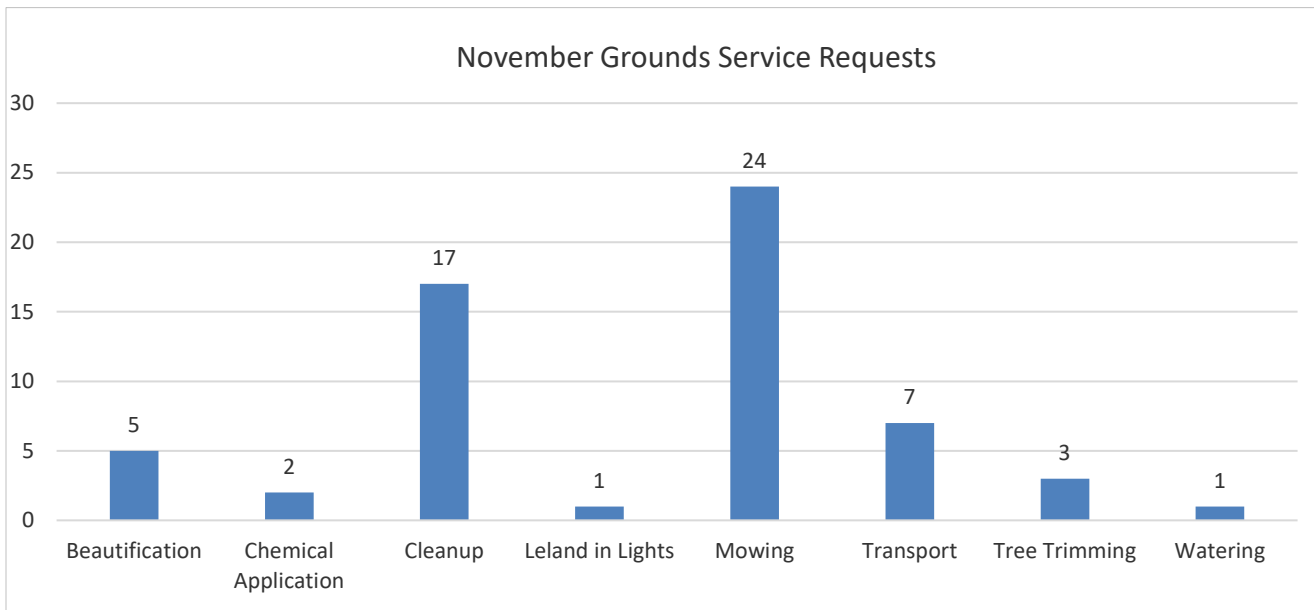
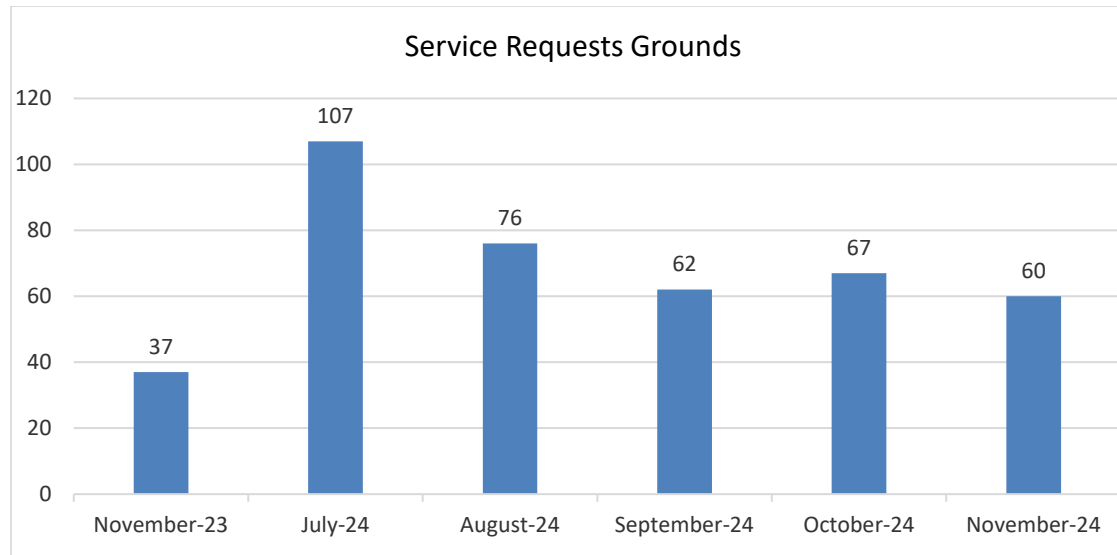
- Staff will complete the installation of the remaining 5% of lights for the Tree Lighting at Town Hall.
- Staff will begin putting together a plan for operations at the new Founders Park.
- Staff will continue to install mulch around Town properties.
- Staff will continue to maintain Town-owned properties and parks.
- Staff will continue to water the trees installed along Gateway Boulevard as needed.
- Staff will continue to water the plants installed at the Northgate retention pond as needed.
- Staff will continue to water the transplanted live oak at Founders Park as needed.

### Projects Completed

- Staff installed fall and winter annuals around select Town-maintained properties.
- Staff installed winter annuals on the islands along Village Road.
- Staff successfully installed 95% of the holiday displays and lights at Town Hall, all Fire stations, and the MOC.
- Staff successfully installed the holiday display lights on the street poles along Village Road.
- Staff installed new play sand in the sandbox at Westgate Park.
- Staff completed erosion control measures on the Northgate stormwater pond to stabilize the area.

### Work Order Summary

- Grounds generated 60 work orders in November, with most of them being mowing (24), cleanup (17), and transport related (7).
- Grounds completed 52 work orders in November, with an approximate expense of \$12,200 in labor, equipment, and materials to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

- Staff are working with a vendor to replace the shingles at the LCAC.
- Staff will be installing a new outside LG HVAC unit, which controls the Planning wing of Town Hall.
- Staff will be attending training with LG in early 2025 in an effort to begin LG repair technician certification.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, wiring techniques, and electronics information.
- 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.

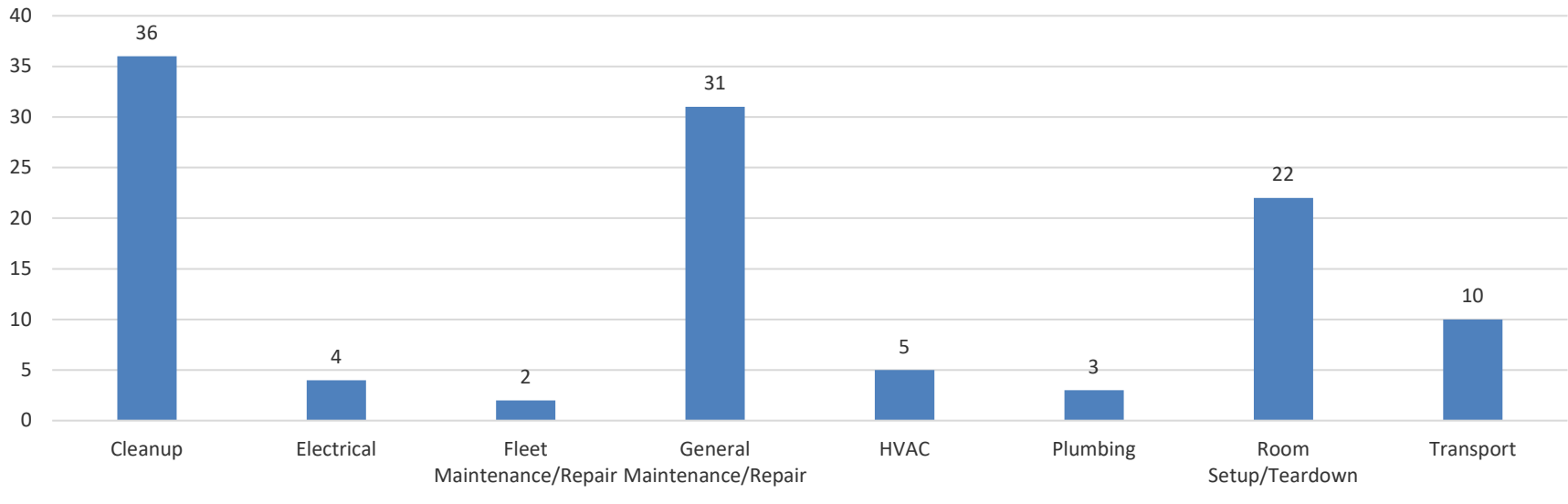
### Projects Completed

- Staff conducted Town-wide inspections of handrails, doors, windows, and lights.
- Staff serviced the Town Hall generator and two portable generators at the MOC.
- Staff completed a second transfer switch and three-phase power outage class at Fire Station 53.
- Staff completed a cleaning project at Fire Station 52.
- Staff completed HVAC repairs at Town Hall.

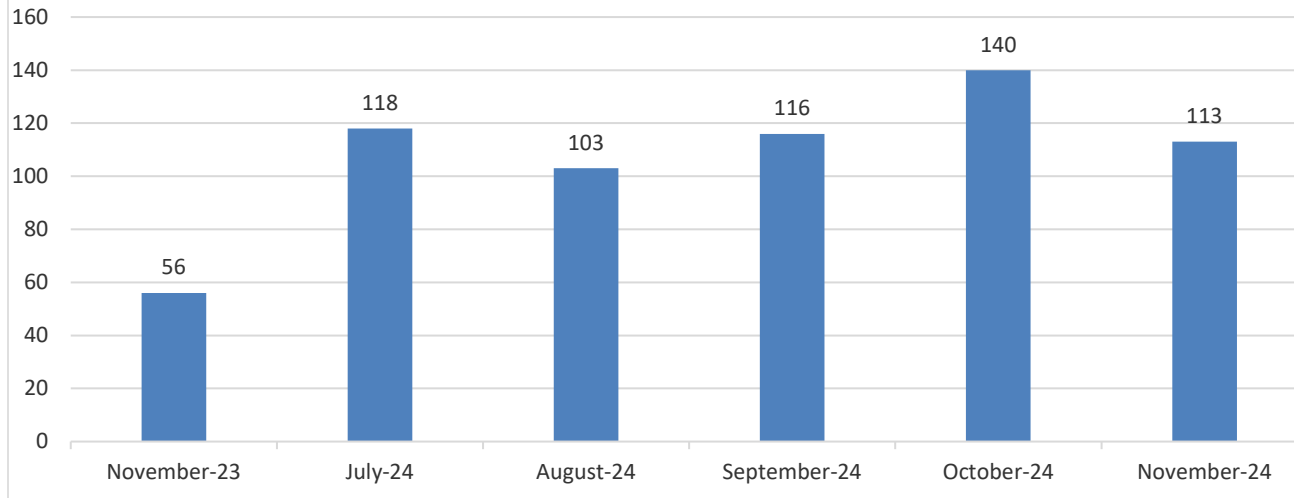
### Work Order Summary

- Facilities generated 113 work orders in November, with most of them being cleanup (36) and general maintenance and repair (31), room setup/teardown (22), and transport related (10).
- Facilities completed 92 work orders in November, with an approximate expense of \$10,800 in labor and materials.

November Facilities Service Requests



Service Requests Facilities





## Fleet Vehicle Updates

### Work Priorities and Initiatives

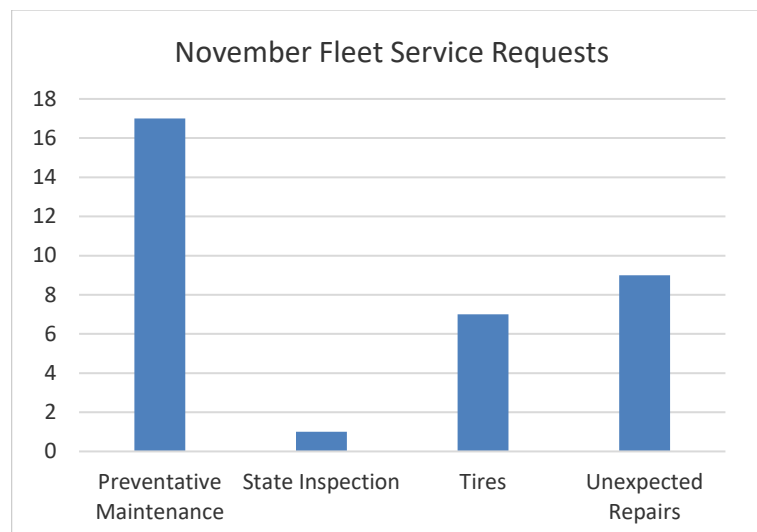
- Staff will be presenting the new Fleet policy to Administration for review.
- Staff are compiling the data from the annual vehicle surveys.
- Staff are working on safety recalls on five Town vehicles. Repairs are waiting on parts.
- Staff are working with departments to identify upcoming vehicle purchases.

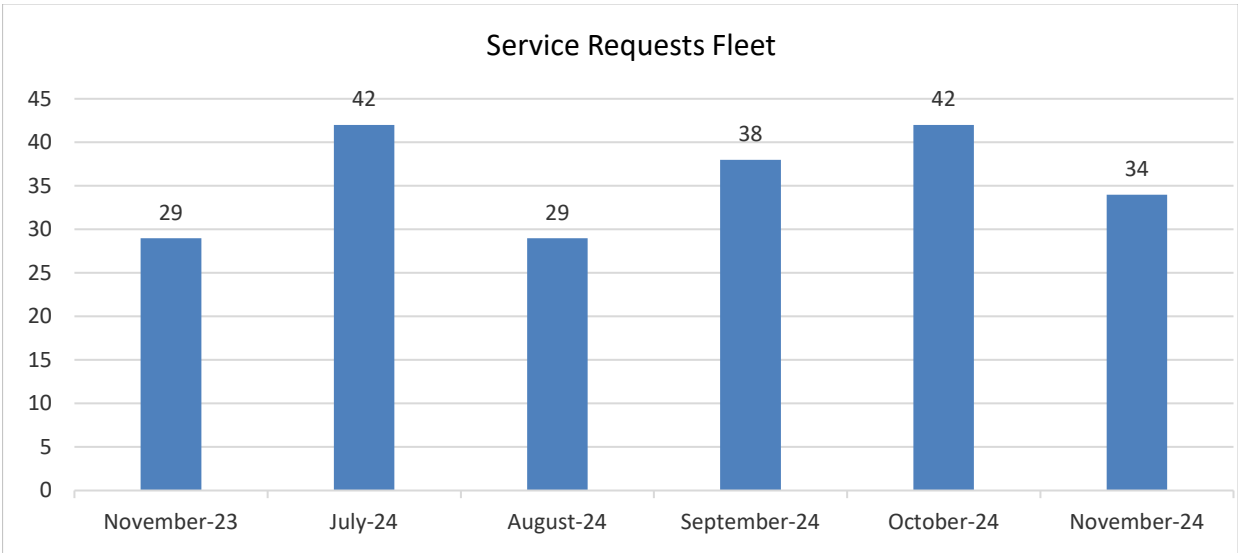
### Projects Completed

- Staff completed the development of a new Fleet policy.

### Work Order Summary

- Fleet generated 34 work orders in November for an approximate expense of \$21,100. Of these, 17 were for scheduled preventative maintenance for about \$3,300.





## Department News

Staff collaborated with the auditors to finalize and submit the audit report to the Local Government Commission. The department is actively developing a plan to implement the Strategic Plan and enhance transparency within the organization.

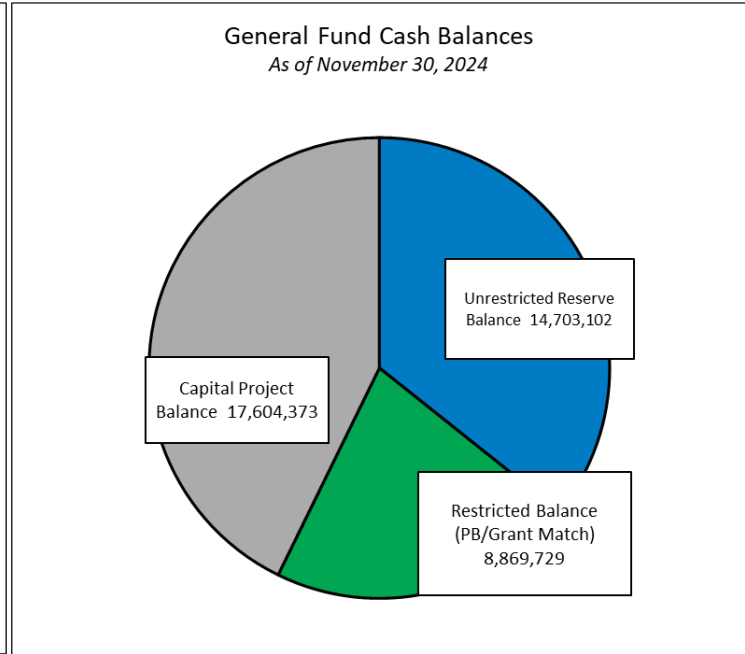
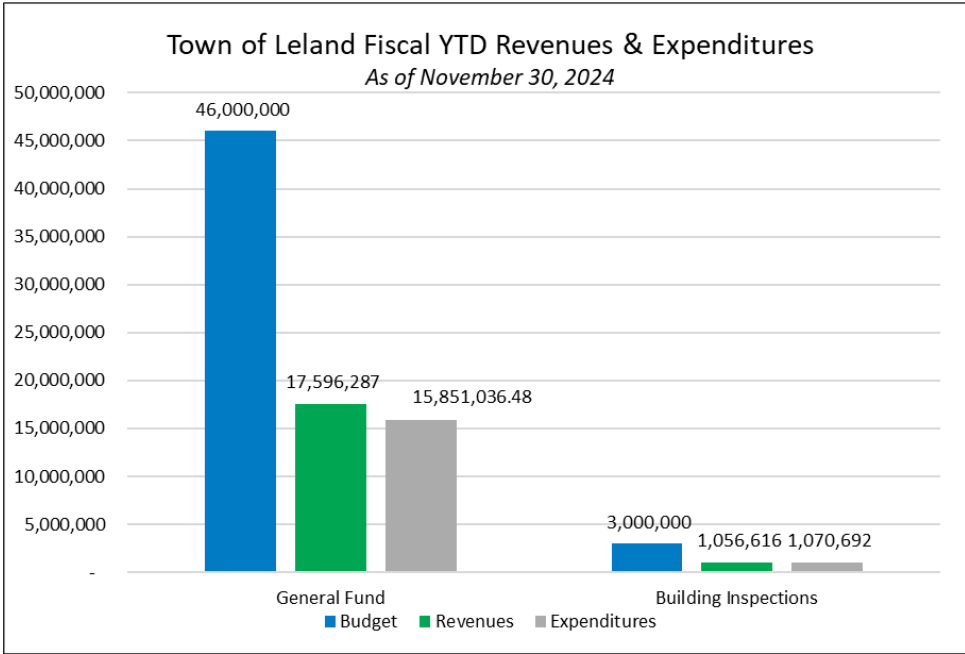
Ms. Cook is participating in a year-long training course offered by the Grant Professionals Association titled “Next Level Training for Federal Grants”. Ms. Cook attended a Historic Resilience Workshop at the Battleship North Carolina through the UNC School of Government (UNC SOG). Ms. Cook also attended a working webinar through NCEM Mutual Aid for municipalities completing the NCEM Disaster Reimbursement Workbook titled “In-State Reimbursement” for the response of personnel to Western North Carolina for Hurricane Helene. Ms. Cook attended a webinar through FEMA titled “Hazard Mitigation Grant Program Funding”.

Ms. Newton attended a webinar titled “Managing Disruption in a Rapidly Changing World” and completed a course through the UNC SOG titled “Budgeting in Local Government”.

Ms. Norton attended the UNC SOG class “Intermediate Purchasing.”

Ms. Hagg completed the Budget Communication training through the Government Finance Officers Association.

### Dashboard

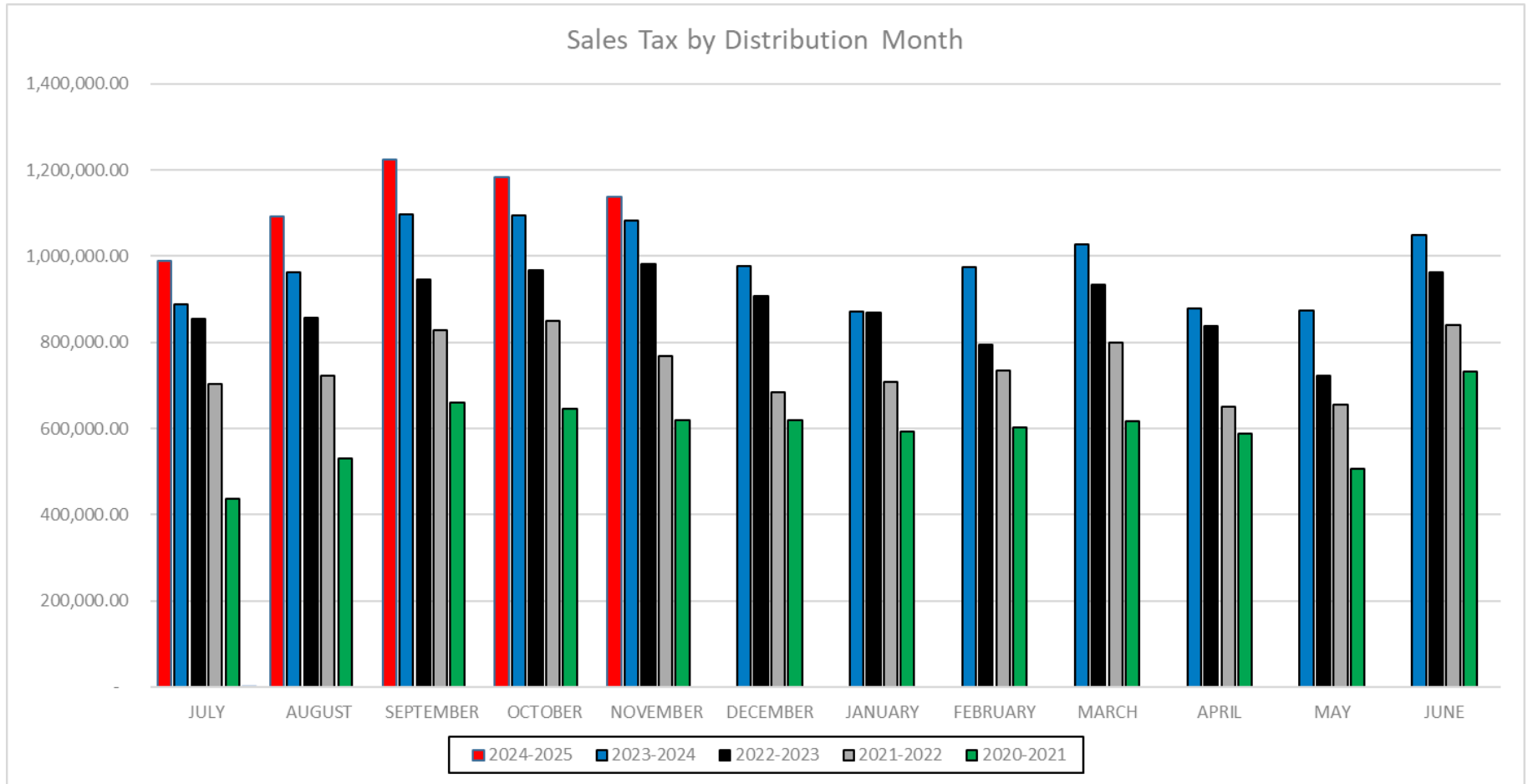


Financial Budget to Actual Report – November 30, 2024

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>4,080,324</b>	<b>17,596,287</b>	<b>-</b>	<b>28,403,713</b>	<b>61.75%</b>
Governing Body	300,000	300,000	10,468	125,955	8,817	165,228	55.08%
Administration	3,110,000	3,110,000	211,405	1,149,174	96,452	1,864,374	59.95%
Information Technology	4,600,000	4,600,000	225,019	980,331	2,622,697	996,972	21.67%
Human Resources	600,000	600,000	57,102	187,474	9,338	403,188	67.20%
Finance	1,250,000	1,250,000	131,575	451,524	13,593	784,883	62.79%
Planning	1,220,000	1,220,000	147,317	431,144	106,434	682,422	55.94%
P&R & Cultural Arts	1,130,000	1,130,000	113,594	400,279	53,915	675,806	59.81%
Fleet & Facilities	1,710,000	1,710,000	162,129	570,352	178,879	960,769	56.19%
Streets & Grounds	3,880,000	3,880,000	324,427	1,207,674	130,413	2,541,913	65.51%
Engineering	980,000	980,000	86,899	280,625	133,122	566,253	57.78%
Police	7,750,000	7,750,000	813,968	2,595,293	656,133	4,498,574	58.05%
Emergency Management	230,000	230,000	25,110	82,828	1,805	145,367	63.20%
Fire	9,000,000	9,000,000	776,842	4,591,697	161,582	4,246,721	47.19%
Debt Services	6,450,000	6,450,000	1,029,900	2,706,540	-	3,743,460	58.04%
Transfers	3,790,000	3,790,000	-	90,148	-	3,699,852	97.62%
<b>EXPENSES</b>	<b>46,000,000</b>	<b>46,000,000</b>	<b>4,115,754</b>	<b>15,851,036</b>	<b>4,173,182</b>	<b>25,975,782</b>	<b>56.47%</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>124,958</b>	<b>1,056,616</b>	<b>-</b>	<b>1,943,384</b>	<b>64.78%</b>
<b>EXPENSES</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>337,316</b>	<b>1,070,692</b>	<b>69,065</b>	<b>1,860,242</b>	<b>62.01%</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 at the Direction of the Town Manager in Excess of \$50,000

Description: Shingle Replacement at the LCAC; Vendor: Flores & Foley; Amount: \$77,000

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in November.

## Audit Committee Meeting Summary

The Audit Committee did not meet in November.

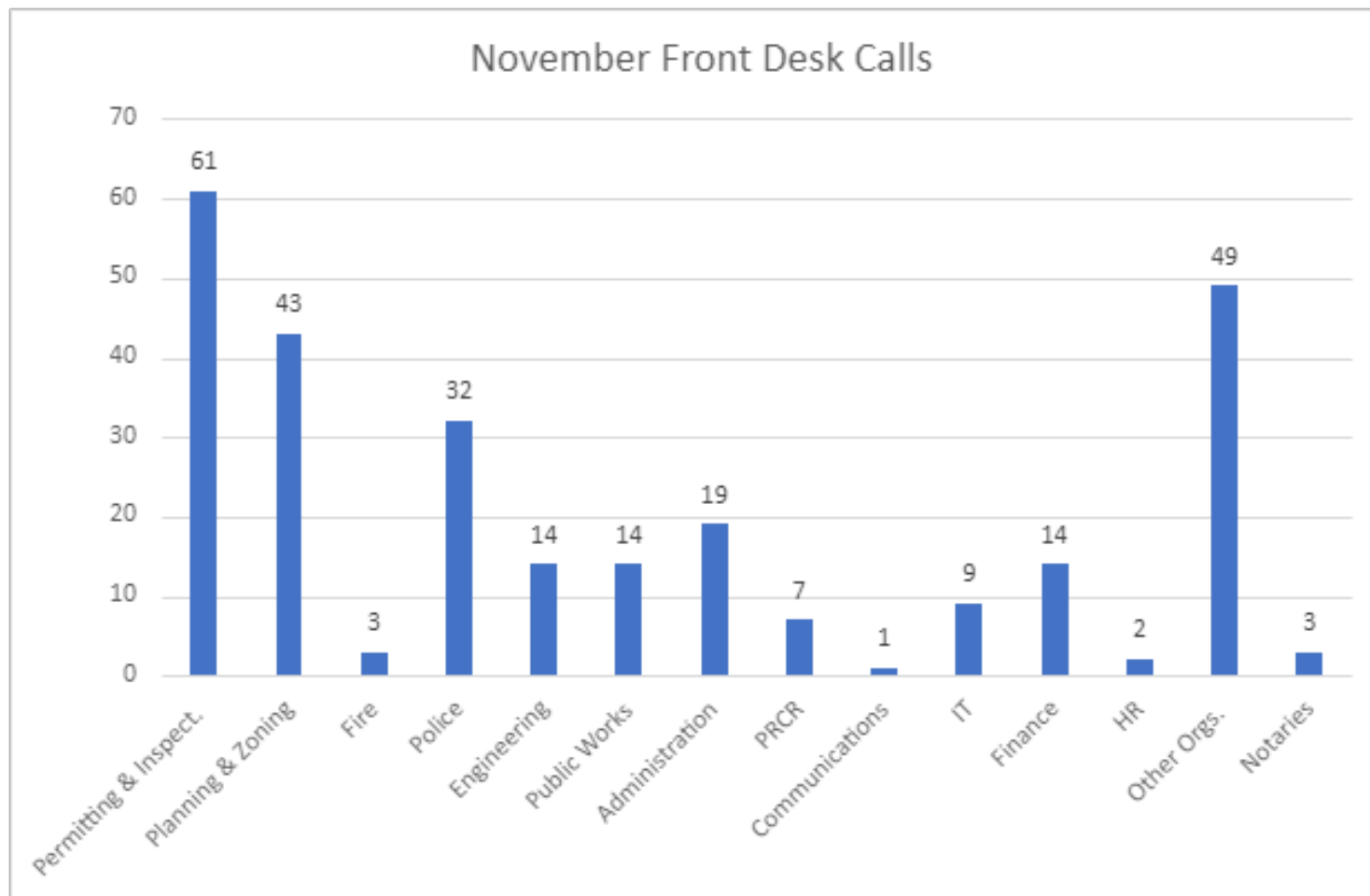
## Investment Portfolio

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

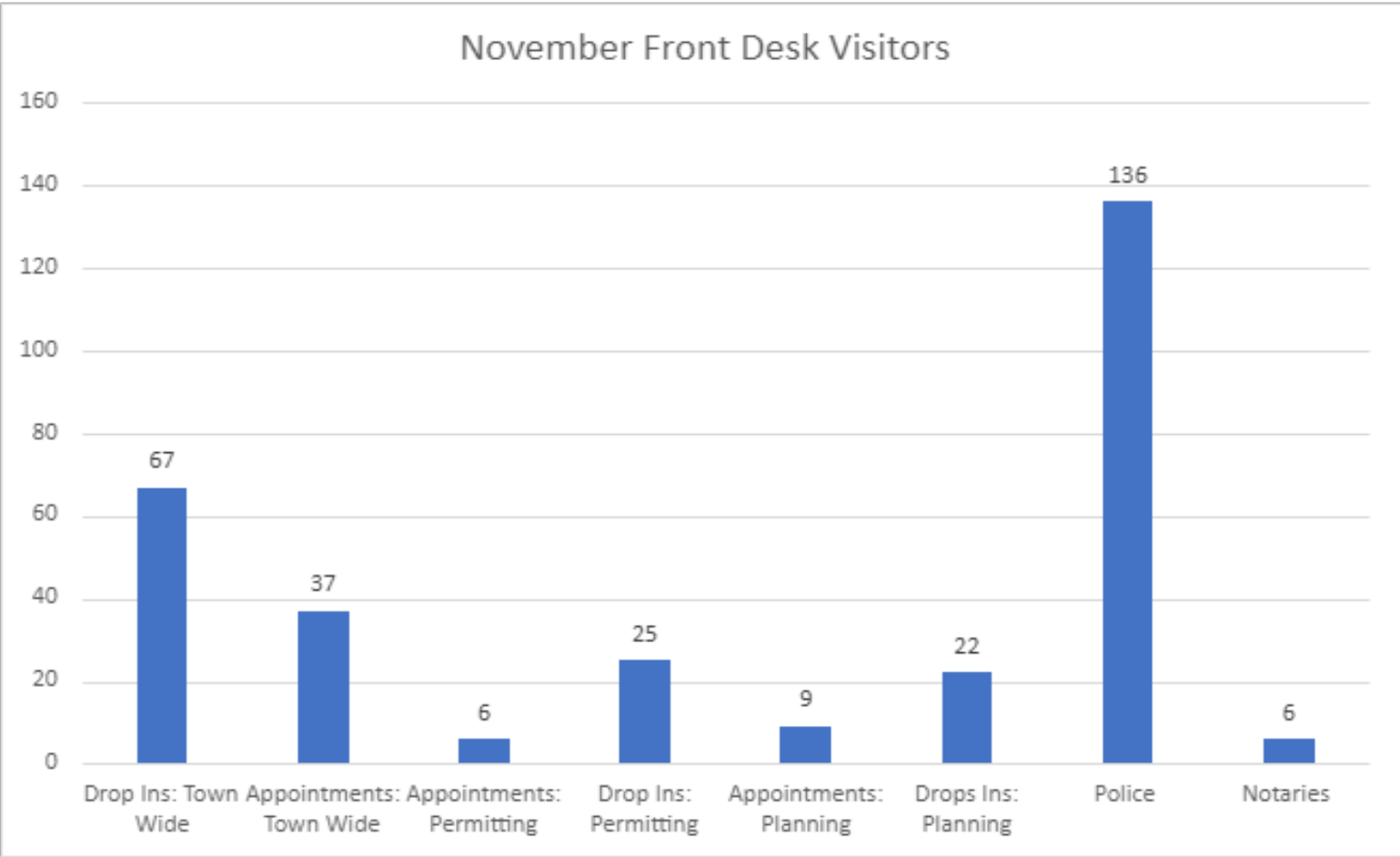
	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Fiscal YTD Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.0481	5,769.20	44,947.96	2,044,947.96
NC Capital Management Trust	0.0459	64,969.04	258,464.40	17,417,146.98
NC Class	0.048173	16,085.92	73,833.80	4,073,833.80
<b>Total</b>		86,824.16	377,246.16	23,535,928.74

## Department News

In November, the department facilitated responses to 22 contact forms submitted through the website, 271 calls, and 308 visitors to Town Hall. Staff participated in demos for mass notification system vendors with Emergency Management.







## Social Media Update

- Facebook Highlights (November 1 – 30, 2024)
  - Added 45 new page followers
  - Impressions – 23,965
  - Top post (Largest reach): “👏🌟 Join us in welcoming our new hires to the Town!”
- Twitter/X Highlights (November 1 – 30, 2024)
  - Impressions/Reach – 951
  - Top tweet (Largest reach): “👏 Our "Are You Okay?" program is designed to provide peace of mind for elderly residents living alone. Leland Police will regularly call to check in on applicants and ensure their well-being. To learn more, contact Leland Police today <https://ow.ly/ksqV50QnnSI> #LelandNC”
- NextDoor Highlights (November 1 – 30, 2024)
  - Impressions/Reach – 53,744
  - Likes/Comments – 41
  - Top post (Largest reach): “🚗 Bad news: Those who don’t account for nearly half of our traffic fatalities. Remind your loved ones to wear a seatbelt—it saves lives. Learn about our safety efforts through the SS4A Safety Action Plan 🙌 <https://ow.ly/ZkQ150U62E0> #SafeStreetsWeek”
- Instagram Highlights (November 1 – 30, 2024)
  - Added 36 new page followers
  - Post impressions – 2,263
  - Top post (Largest reach): “Celebrate the season with the Town of Leland! Join us for festive fun all December, including Pack the Patrol Car, the Holiday Art Market, the Tree Lighting, and more! 🎅🌟 Don’t miss out—get all the details on our holiday events at Town News in the link in our bio. #LelandNC #TownofLelandNC”
- LinkedIn Highlights (November 1 – 30, 2024)
  - Added 12 new followers
  - Page views – 2,467
  - Post impressions – 5,107
  - Reactions/Comments/Shares – 160
  - Top post (Largest reach): “Join us in welcoming our new hires to the Town! 👏🌟”

## Project Updates

- Created posts that resulted in more than 86,030 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 working with WWAY and Police to plan and produce a public service announcement to raise awareness about the dangers of drunk driving. This PSA will start airing during the holiday season and continue running throughout the year.
- 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 Receives Award for Achievements in Budgeting and Financial Reporting](#)
  - [Town of Leland Adopts Age-Friendly Strategic Plan](#)
  - [Experience the Holidays with the Town of Leland](#)
  - [Leland 2045 Quarterly Update](#)
- WECT
  - [Man pleads guilty to two armed robberies of Leland gas station](#)
  - [Former service members honored at annual Veterans Day breakfast in Leland](#)
  - [Popular Chapel Hill restaurant to open Leland location](#)
- WWAY
  - [Man sentenced for Leland armed robberies](#)

- [Leland Town Council considers ordinances to prevent development in flood zones](#)
- [Leland Town Council discusses flood zone ordinance changes during agenda meeting](#)
- StarNews
  - [Elections are over, Brunswick band finishes first and local 'superhero' dies](#)
  - [Planning board OKs more houses in Brunswick while denying others](#)
  - [Traffic issues reported at new Chipotle in Leland. Here's what happened.](#)
  - [This 'Best Burger in America' restaurant to open soon in Leland](#)
  - [Construction on a Leland park will extend past its original deadline. Here's the latest.](#)
- Wilmington Biz
  - [New York Firm Buys Struggling Leland Apartment Complex](#)
  - [Oyster Habitat Company Chooses Leland For New Facility](#)
- Port City Daily
  - [The Agenda: Government meetings this week](#)
  - [The Agenda: Local government meetings this week](#)
  - [Al's Burger Shack opening in Leland this week](#)
  - [Leland holiday events planned in December](#)
  - [Prohibiting new residences in flood zones? Leland addresses potential ordinance changes](#)

## TDA Marketing

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

## Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in November. The next meeting is scheduled for January 6, 2025.

## Department News

Will Rivers passed the certification exam, received his Standard Building 2 certification, and was promoted to Building Inspector 3.

Jordan Odom completed the Standard Plumbing Level 2 course and is now preparing for the certification exam.

Javier Barrera and Mark Cooper attended the third of three sessions for the Planning and Development Regulation course with the UNC School of Government. This course focused on reviewing how the public and private sectors can create partnerships and how towns should implement form-based codes. Mr. Barrera and Mr. Cooper successfully passed the exam for this course and are now North Carolina Certified Zoning Officials.

Kate Fersinger attended Partnering Across the Age-Friendly Ecosystem, a webinar hosted by AARP. This webinar explored the collaborative framework of age-friendly initiatives and discussed age-friendly health systems, age-friendly public health, and strategies for seamless collaboration to strengthen connections with the age-friendly community initiative.

Ms. Fersinger also attended Zoning for More Equitable Housing Options, a webinar hosted by the Maryland Department of Planning. This webinar explored land use and zoning's impact on equity and affordable housing.

Ms. Fersinger and Andrew Neylon attended Missing Middle Housing Solutions - Part I: Proven Techniques to Deliver Impactful Small-Scale Housing, a webinar hosted by the Maryland Department of Planning. In this webinar, Daniel Parolek, urban designer, architect, and creator of the Missing Middle concept, discussed a broad range of Missing Middle housing policy, planning, and zoning approaches and techniques. He highlighted what makes some effective while others either do not deliver results or deliver buildings that are much larger than the intended Missing Middle "house scale."

## Planning Board Meeting Summary

The Planning Board met on November 19, 2024, and heard the following items:

1. Leland 2045 Quarterly Update – Staff presented a quarterly update on implementation progress of the Leland 2045 comprehensive land use plan.
2. 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 December 17, 2024, at 6 p.m.

## Board of Adjustment Meeting Summary

The Board of Adjustment did not meet in November 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 U.S. Highway 17 Pedestrian Crossing – Proposal for an at-grade pedestrian crossing at U.S. Highway 17 and Olde Waterford Way and Ploof Road with additional sidewalks to connect to the existing sidewalk network.
2. Preliminary Subdivision Plat for Terrapin Phase 3 – Proposal for 101 single family lots and 66 duplex units in the Terrapin Planned Unit Development off Malmo Loop Road.
3. Preliminary Subdivision Plat for East Lake Phase 4 – Proposal for 153 townhome units in the East Lake subdivision off Malmo Loop Road.

## 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)	2	1.0	0		2	1.0
Commercial Building / Flood	2	4.0	2	2.0	4	3.0
Commercial Building / Flood / Zoning	4	11.5	11	3.4	15	5.5
Commercial Building / Flood / Zoning / Pub Serv	0		4	3.5	4	3.5
Commercial Building / Zoning	1	7.0	7	4.1	8	4.5
Commercial Building Fire	0		4	1.5	4	1.5
Commercial Zoning	0		3	4.0	3	4.0
Electrical	1	8.0	1	5.0	2	6.5
Fire/Electrical/Zoning/Pub Serv	1	12.0	0		1	12.0
Permit Building/Flood	6	8.3	5	4.0	11	6.4
Permit Building/Zoning	4	7.0	16	2.9	20	3.7
Permit Flood	6	3.7	3	1.7	9	3.0
Permit Zoning Only	1	1.0	0		1	1.0
Residential Building / Flood	8	6.3	12	1.9	20	3.7
Residential Building / Zoning / Flood	17	9.4	41	2.8	58	4.7
Residential Zoning	1	5.0	0		1	5.0
Residential Zoning / Flood	0		4	4.8	4	4.8
	<b>Total Initial: 54</b>		<b>Total Revisions: 113</b>		<b>Total Plans: 167</b>	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	11	1	12
Conditional Rezoning	0	2	2
Development Site Plan	0	3	3
Development Site Plan Minor Modification	4	0	4
Exempt Plat	6	5	11
Final Plat	3	2	5
Home Occupation	1	1	2
Performance Guarantee Release	0	2	2
Performance Guarantees New	0	1	1
Preliminary Plat Minor Modifications	1	0	1
Preliminary Plat-Major Subdivision	1	3	4
PUD Site Specific Plan and Master Plan Update	1	1	2
Sketch Plan	7	0	7
Stormwater Management Plan	1	0	1
Zoning Letter	3	0	3
<b>Total Initial: 39</b>		<b>Total Revisions: 21</b>	<b>Total Plans: 60</b>

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
4	2



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	\$40,746.84	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	18	\$8,805,331.91	\$0.00
<b>Charleston Commons</b>			
Cash Bond	2	\$171,460.62	\$0.00
<b>Grand Park</b>			
Surety Bond	2	\$895,602.23	\$59,201.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	9	\$1,279,544.38	\$215,016.25
<b>Highland Hills Village</b>			
Surety Bonds	1	\$56,250.00	\$56,250.00
<b>Jackeys Ridge</b>			
Cash Bond	1	\$46,047.39	\$0.00
<b>Leland Corners</b>			
Surety Bond	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$843,935.69	\$0.00
Surety Bonds	10	\$2,392,284.15	\$3,418.75
<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>Terrapin</b>			
Surety Bond	1	\$76,575.00	\$76,575.00
<b>Townes at Seabrooke</b>			
Surety Bond	1	\$595,324.00	\$0.00
<b>Westgate Townes</b>			
Surety Bond	1	\$332,368.80	\$0.00
Total Cash Bonds	16	\$2,342,350.69	\$0.00
Total Surety Bonds	48	\$15,432,375.57	\$410,461.00
Total Letters of Credit	3	\$4,141,491.50	\$0.00
Total Performance Guarantee Sureties	67	\$21,916,217.76	\$410,461.00

### 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 was opened on November 1 to procure a general contractor to complete critical repairs and construction on the eligible home. A bid opening meeting was held at Town Hall on November 15 at 2 p.m. Unfortunately, no bids were received. The project was advertised for re-bid on November 25 and the re-bid opening will be held at Town Hall on December 9 at 2 p.m. Staff is directly soliciting contractors to ensure a bid is received this cycle. Staff has communicated project timeline updates to the eligible homeowner. Per CDBG compliance, the Town has posted the procedures for submitting a housing discrimination complaint on the Town website.

Staff presented the second Leland 2045 quarterly update of FY24/25 before the Planning Board at the November 19 meeting and before Town Council at the November 18 meeting. This update served as a progress report on advancements of actions as identified within Leland 2045 by different departments.

Staff continues to implement the Age-Friendly Strategic Plan through regional collaboration with the Cape Fear Area Agency on Aging (AAA) and Brunswick Senior Resources. Staff met with representatives from AARP, Cape Fear AAA, and Brunswick Senior Resources on November 25 to discuss setting milestones in furthering the Age-Friendly Strategic Plan.

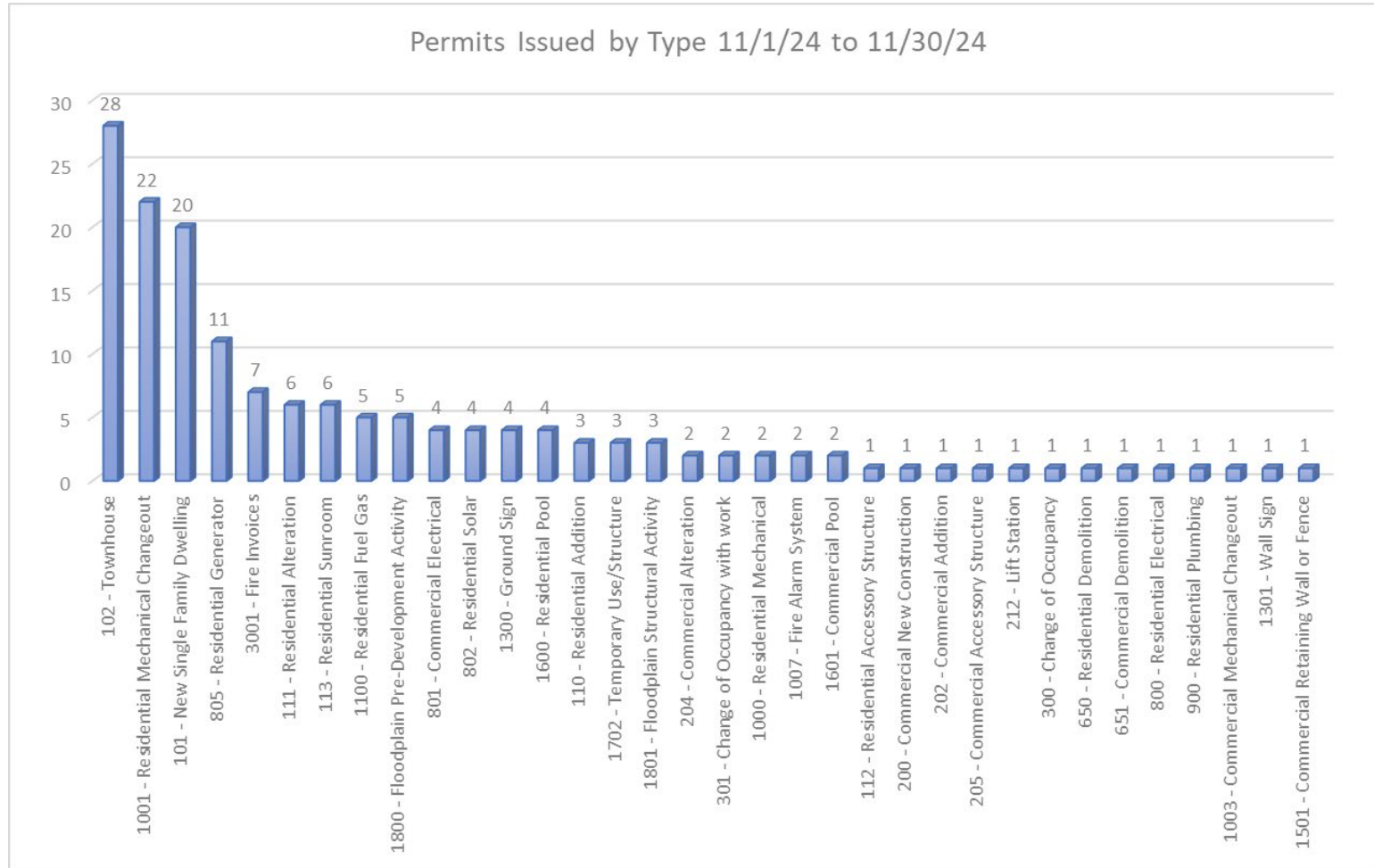
### Transportation Planning Update

The Integrated Mobility Plan continued to progress. Another public outreach event will take place in February and attendees will have the opportunity to view information boards, give feedback on proposed projects, and speak with staff.

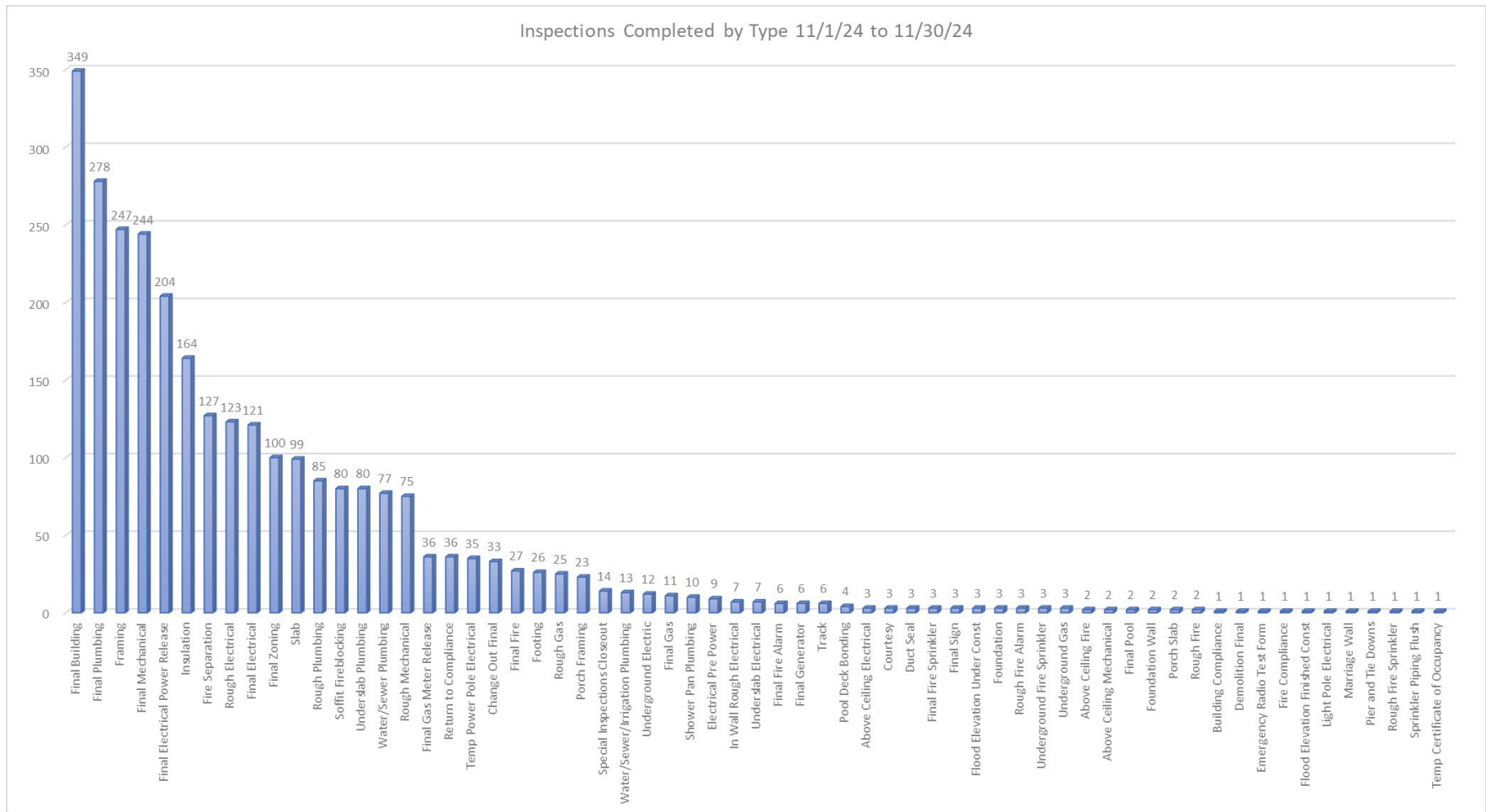
The Safe Streets for All (SS4A) project continued to move forward. The final focus group meeting will be held on December 19 at Town Hall.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
158	2,852	\$11,324,522



Inspections Completed by Type 11/1/24 to 11/30/24



## Code Enforcement Update

### Case Summary

11/1 Through 11/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from October	3	1	28	0	32
Cases Opened November	0	15	11	2	28
Cases Closed November	0	3	4	1	8
Active Cases (Evolve)	3	13	35	1	52

## Department News

In November, Mr. Sutton met with regional stakeholders at the Downtown Economic Development Luncheon in Wilmington to hear the findings of the commissioned hospitality feasibility study. Meetings were held with the National Travel Center, consultant for the Leland Tourism Development Authority Strategic Plan, to discuss the findings of the tourism asset inventory and next steps. Additional meetings were held with local institutions to discuss the next steps on producing public art in the Town as well as furthering conservation efforts. Several site visits occurred to assist retail business owners in potentially finding a location in Leland. Mr. Sutton completed the course “Business Retention & Expansion” hosted by the International Economic Development Committee.

## New Businesses

- New businesses that have opened in the month of November include:
  - Chipotle
  - Al’s Burger Shack

## New Construction/Development

- N/A

## Economic Development Committee Meeting Summary

The Economic Development Committee met on November 14 to discuss tourism development as an element of economic development. Mr. Sutton shared information regarding National Travel Center and the deliverables associated with the LTDA Strategic Plan study. The meeting concluded with an update on new developments undergoing review by the Technical Review Committee.

## Department News

Staff are planning for a very joyous holiday season. The annual Holiday Art Market and Leland Tree Lighting both take place on December 7. An abundance of holiday events will also occur at the LCAC, including Cookies with Santa, the Wilmington Big Band performance, a special Sensory Sensitive Santa event, Visits with Santa, and the Holly Jolly Recital.

## Parks and Recreation Board Summary

The Parks and Recreation Board met on December 4, 2024. Tim McNeilly provided a five year look back on LCAC operations, and Niel Brooks provided an update on Founders Park and Public Art Policy revisions. The next meeting is scheduled for January 22, 2025.

## Upcoming Events

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

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

December 17, 5:30-8 p.m. – Visits with Santa, LCAC

January 3-30 – Artistry of the LCAC Gallery, LCAC

January 9, 6-8 p.m. – Gallery Reception, LCAC

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

January 14, 6-8 p.m. – Door Hanger Painting, LCAC

January 16, 6-7 p.m. – Beginner Gardening Growbag, LCAC

January 21, 7-10 p.m. – Latin Dance, LCAC

January 24, 7-10 p.m. – Swing Dance, LCAC

## Social Media Update

- PRCR Facebook Highlights (November 1 – 30, 2024)
  - Followers/Likes – 6,218
  - Page reach – 36,326
  - Top post (Largest reach): “Make shopping easy this holiday season by visiting the annual Leland Holiday Art Market! Featuring 34 vendors selling original artwork, find homemade ceramics, paintings, wreaths, woodworking, fiber arts, and more at this seasonal shopping experience.”
- LCAC Facebook Highlights (November 1 – 30, 2024)
  - Followers/Likes – 5,227
  - Page reach – 9,454
  - Top post (Largest reach): “Today we honor those who have served our country. We thank you for your service and sacrifice.”
- PRCR Instagram (November 1 – 30, 2024)
  - Followers/Likes – 1,955
  - Post reach – 789
  - Top post (Largest reach): “Make shopping easy this holiday season by visiting the annual Leland Holiday Art Market! Featuring 34 vendors selling original artwork, find homemade ceramics, paintings, wreaths, woodworking, fiber arts, and more at this seasonal shopping experience.”
- LCAC Instagram (November 1 – 30, 2024)
  - Followers/Likes – 1,898
  - Post reach – 517
  - Top post (Largest reach): “Visit the Leland Cultural Arts Center this November for Nature’s Palette: A Celebration of Earth’s Beauty, a joint exhibition by artists Bradley Eklund and Susan Nuttall. Enjoy this beautiful showcase of nature-inspired art; the gallery and reception are free to attend!”



## Department News

The Town welcomed four new employees in November. The Town also promoted two employees, and two employees ended their employment with the Town. Megan Miller joined the department as Benefits and HRIS Administrator. She completes the HR team of four and will be critical in helping employees navigate benefits and leave while helping the department continue to build and maintain efficient internal systems. The department provided two team building opportunities for employees, one at Fire Station 52, and a Thanksgiving potluck event at the Leland Cultural Arts Center. This was a wonderful celebration of thanks where employees brought more than 50 different dishes to share with each other before the holiday break. In December, the Town will celebrate the winter holidays with a team building event at Station 53, a family event at the LCAC on December 12, and an Employee Holiday Luncheon at the LCAC on December 20.

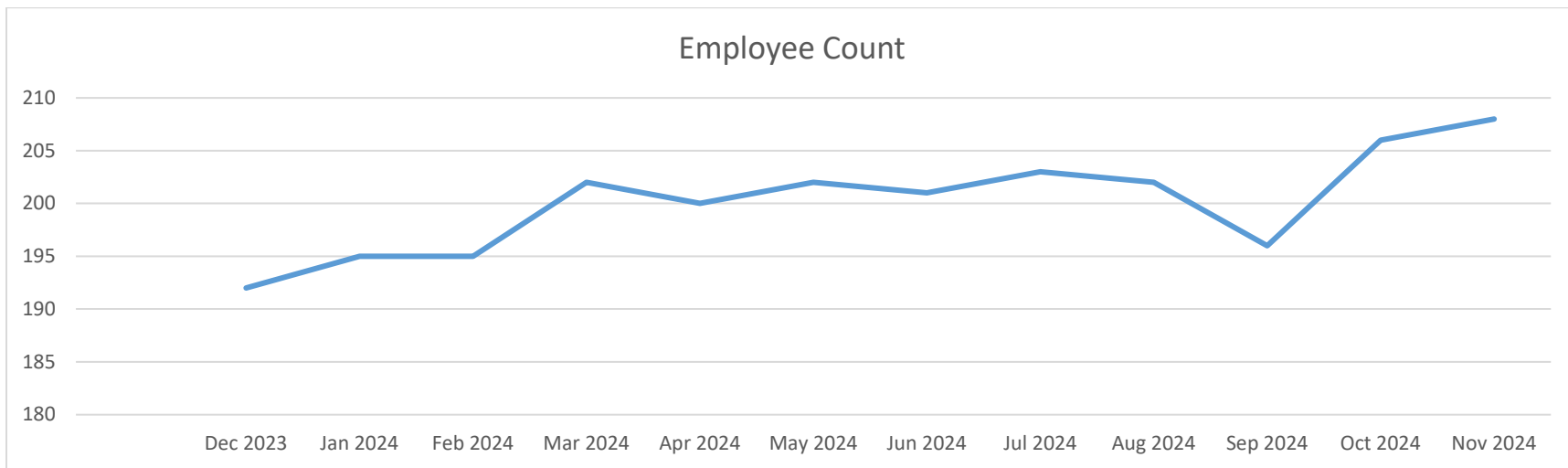
## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Matthew Sellers	Fire Department	Termination	11/1/2024	Training and Risk Management Captain		
Tara Crogan	Police Department	Termination	11/1/2024	Police Officer		
Will Rivers	Building Inspection	Promotion	11/9/2024		Building Inspector II	Building Inspector III
Megan Miller	Human Resources	New Hire	11/12/2024	Benefits and HRIS Administrator		
Brett Usry	Facilities & Maintenance	New Hire	11/18/2024	Grounds Maintenance Technician I		
Brian Cole	Facilities & Maintenance	New Hire	11/18/2024	Facilities Maintenance Supervisor		
Nehemiah Vernon	Fire Department	New Hire	11/18/2024	Firefighter		
Tyler Williams	Fire Department	Promotion	11/23/2024		Senior Firefighter	Fire/Rescue Captain

### Workers Comp Data November 2024

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	Y	Injury to left hand

### Headcount (FT and PT Employees) December 2023 – November 2024



<b>Headcount</b> ⓘ 208 As of November 2024	<b>Hired</b> ⓘ 47	<b>Termed</b> ⓘ 33	<b>Growth Rate</b> ⓘ 7.2%	<b>Turnover Rate</b> ⓘ 16.5%	<b>Average Tenure</b> ⓘ 4.3 (Years)
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Terminations include voluntary and involuntary separations of employment.

## Department News

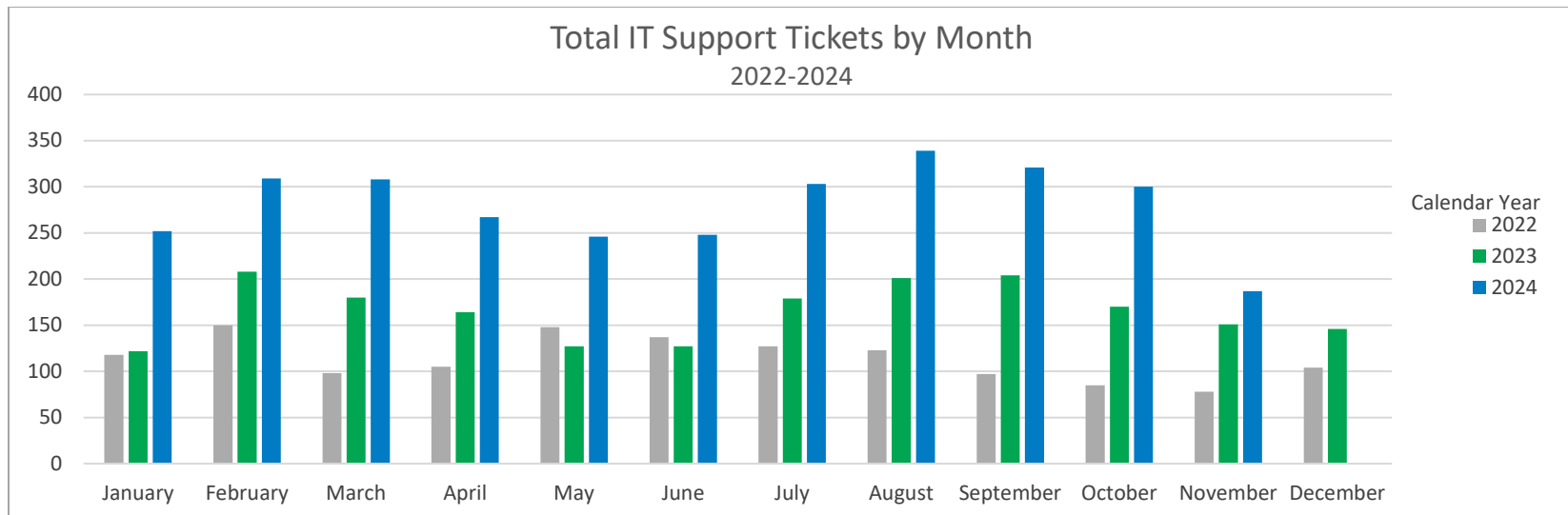
GIS staff continue to focus on the comprehensive mapping of stormwater infrastructure in compliance with the Town's Municipal Separate Storm Sewer System (MS4) permit issued by the North Carolina Department of Environmental Quality. Staff have developed the necessary data sets and collection procedures and are now beginning to make field visits to verify existing data and validate connectivity for portions of the stormwater system.

## Major Work Priorities

- Police Video and Digital Evidence System Migration: This project involves replacing the current on-premises digital evidence system with cloud-based management and storage software to support new body-worn and interview room cameras along with existing in-car cameras.
- Internal Collaboration Intranet Development: Staff are working to develop an employee intranet that will serve as a centralized hub for Town-wide staff communications, information sharing, and document collaboration. The current phase of the project involves determining user needs and designing site structure.
- Electronic Document Management and Archival Platform Upgrade: Work is underway to migrate content from the Town's document archival system to an upgraded cloud-based solution. This upgrade will lead to more efficient data storage and management and will provide a modern interface for staff utilization.
- Electronic Forms Development: IT is working to develop standardized processes for utilizing electronic forms for internal data intake and processing. Staff are working with multiple departments to implement forms solutions that satisfy business requirements and take advantage of available software.

## Projects Completed

- 3 employees onboarded/offboarded
- Fire Department Tiller radio install
- Public Safety radio programming and installation



## Administration News

Ms. Inman attended a conference at the UNC School of Government (UNC SOG) regarding public employment law on October 21-23 and 28-30.

## Town Clerk's Office

Ms. Reinhardt participated in the annual UNC SOG Master Clerks Academies for City and County Clerks. The event covered various topics, including laws impacting clerks, conflict management, updates on North Carolina legislation, electronic records, and a Clerk panel discussion.

As President of the North Carolina Association of Municipal Clerks (NCAMC), Ms. Reinhardt was responsible for preparing and facilitating the NCAMC Business Meeting on November 21. During this meeting, the Association's membership approved a constitutional amendment to include an acknowledgment process for the code of ethics. Additionally, Ms. Reinhardt is collaborating with the Publicity Committee to develop a new website for NCAMC and provided the NCAMC President's message for the International Institute of Municipal Clerks Region III 2024 [Winter Edition newsletter](#).

## Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - November 14 Economic Development Committee Meeting
  - November 18 Agenda Council Meeting
  - November 18 Closed Session Meeting
  - November 19 Planning Board Meeting
  - November 21 Regular Council Meeting
  
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 0
  - Minutes – 5
  - Agendas – 4
  - Resolutions – 1
  - Ordinances – 0
  - Proclamations – 0
  - Presentations – 3

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

## Government Portal (iCompass) Transparency Update

- Portal Visits – 2,484
- Portal Unique Visits – 1,842
- Economic Development Committee Meeting November 14 Agenda Views – 242
- Agenda Council Meeting November 18 Agenda Views – 232
- Regular Council Meeting November 21 Agenda Views – 338
- Cancelled Board of Adjustment Meeting November Agenda Views – 47
- Planning Board Meeting November Agenda Views – 283