



## STAFF REPORTS

September 2024 Regular Meeting

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## Department News

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

## Streets Updates

### Work Priorities and Initiatives

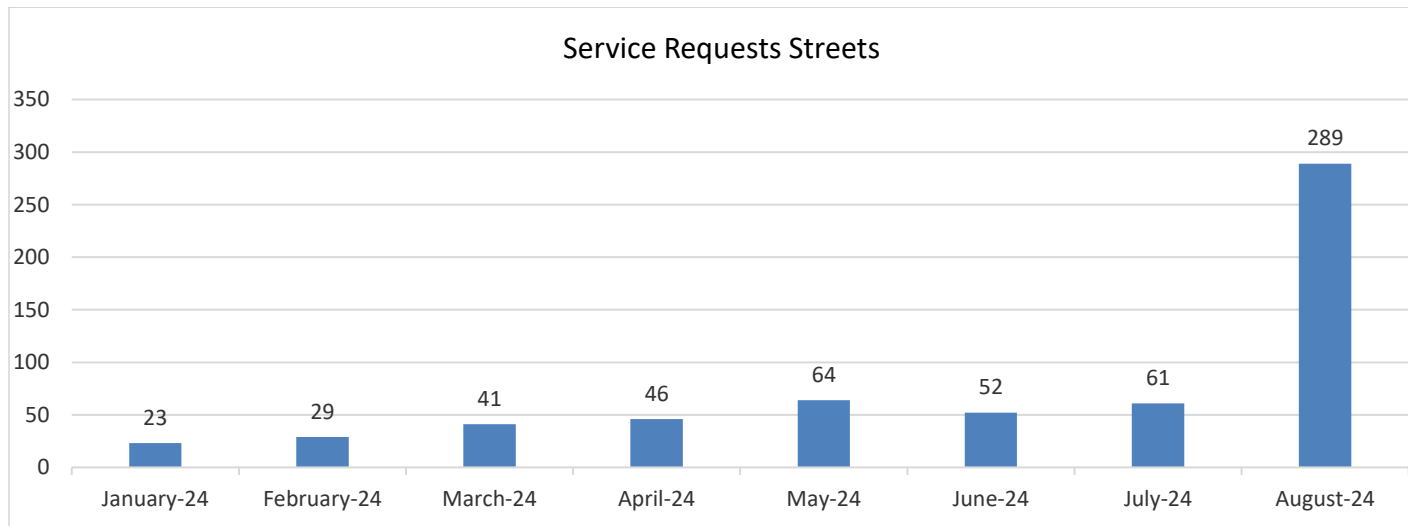
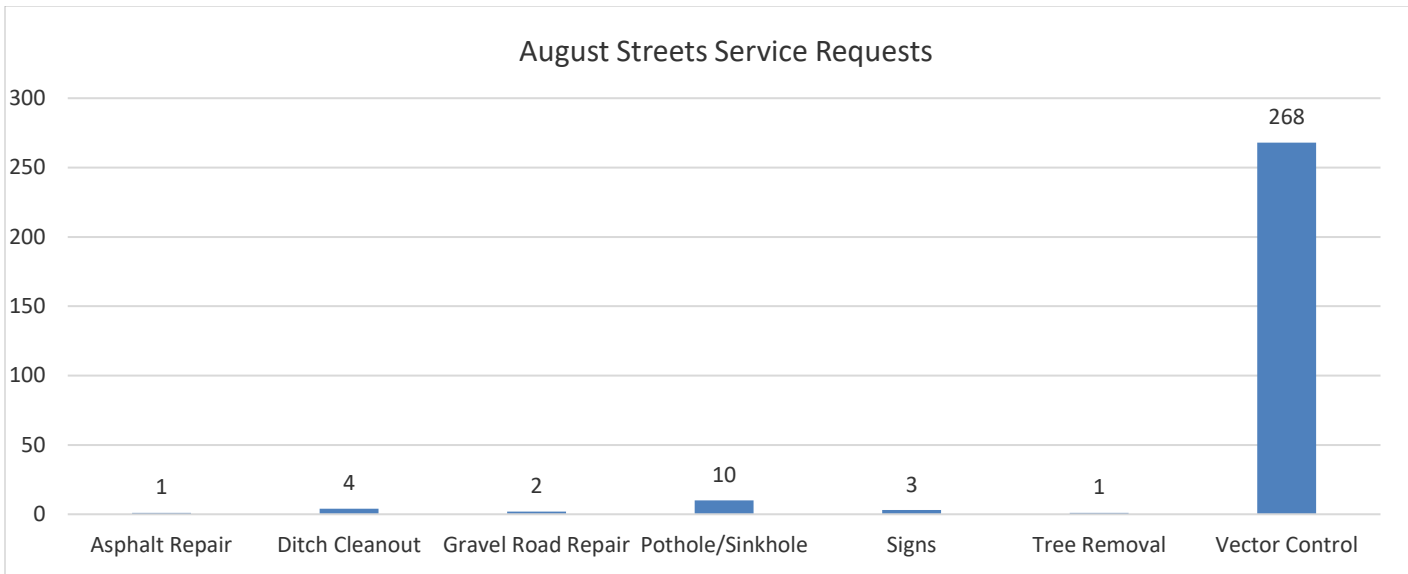
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalks, and curb replacements.
- Staff will be conducting mosquito counts in the late evenings and early mornings as resident requests are received.

### Projects Completed

- Staff completed installing ADA compliant curb ramps in Magnolia Greens.
- Staff removed and replaced several sections of damaged curb in Magnolia Greens.
- Staff removed and replaced sections of deteriorated asphalt on Greymoss Court.
- Staff prepared and cleaned up after Tropical Storm Debby.
- Staff repaired and regraded John Sneed Lane and Graham Drive.
- Staff repaired sinkholes in Brunswick Forest and Windsor Park.
- Staff installed street signs in several neighborhoods throughout Town.
- Staff received over 700 requests and applied mosquito vector control in the early morning and evening hours to combat the mosquito population that ballooned after Tropical Storm Debby.

### Work Order Summary

- Streets generated 289 work orders in August, with the majority being vector control (268) and pothole/sinkhole related (10).
- Streets completed 95 work orders in August, with an approximate expense of \$61,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$31,000).



## Grounds Updates

### Work Priorities and Initiatives

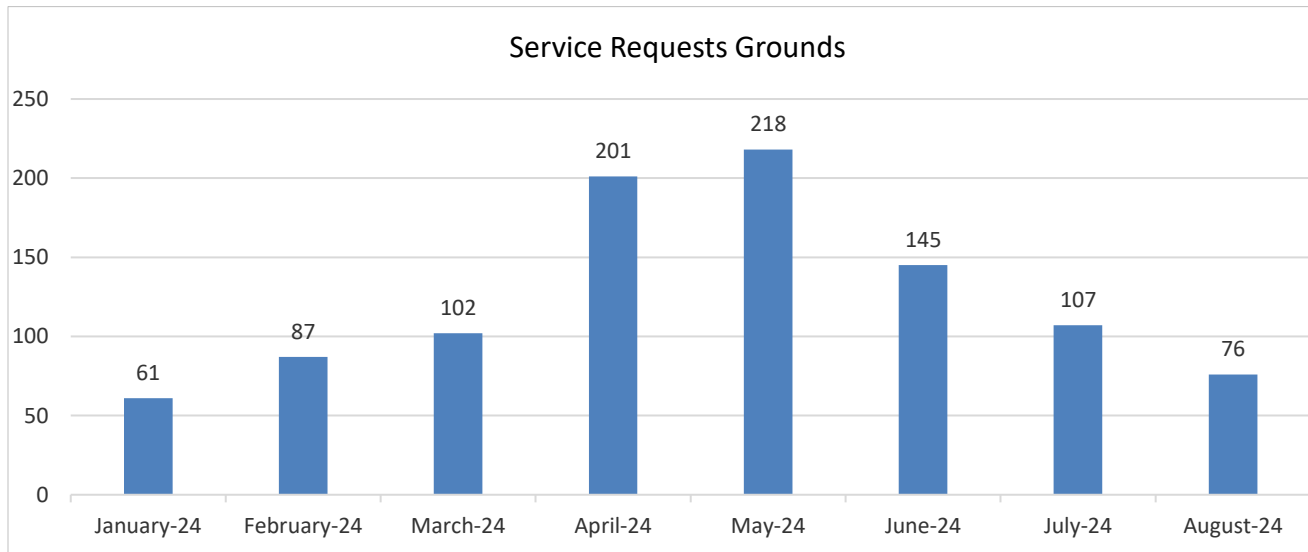
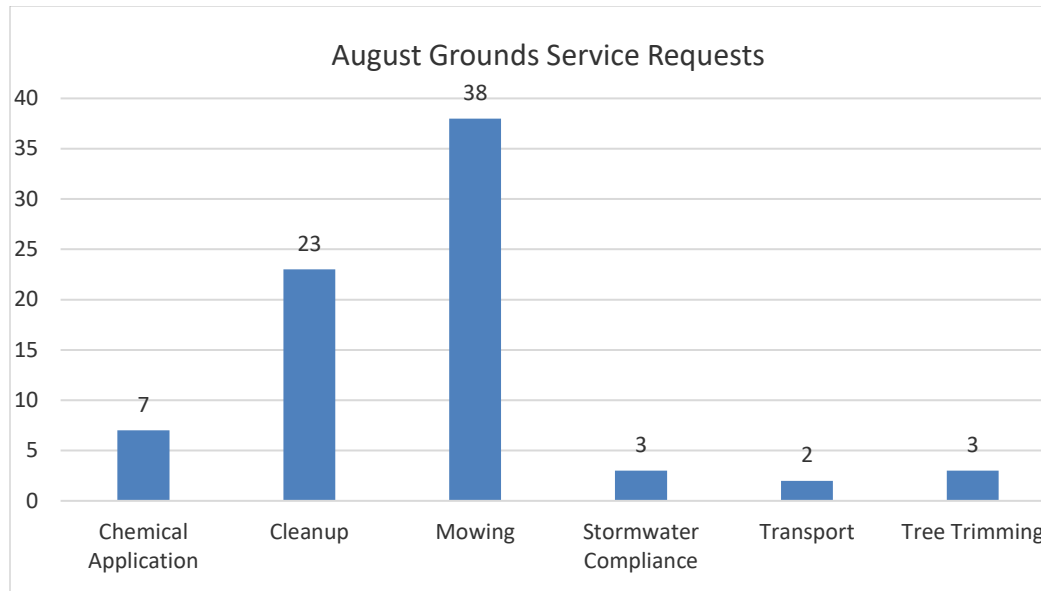
- Staff are continuing to work on the Northgate stormwater pond soil prep and stabilization of the area.
- Staff will install 150 muhly grasses on the Northgate stormwater berm to stabilize certain areas.
- Staff will continue to maintain Town-owned properties and parks.

### Projects Completed

- Staff repaired sections of the boardwalk on the path to the classroom and bridge at Westgate Park.
- Staff prepared the Lossen property to accommodate additional parking for staff at Town Hall.

### Work Order Summary

- Grounds generated 76 work orders in August, with most of them being mowing (38), cleanup (23), and chemical application related (7).
- Grounds completed 70 work orders in August, with an approximate expense of \$23,100 in labor, equipment, and materials to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

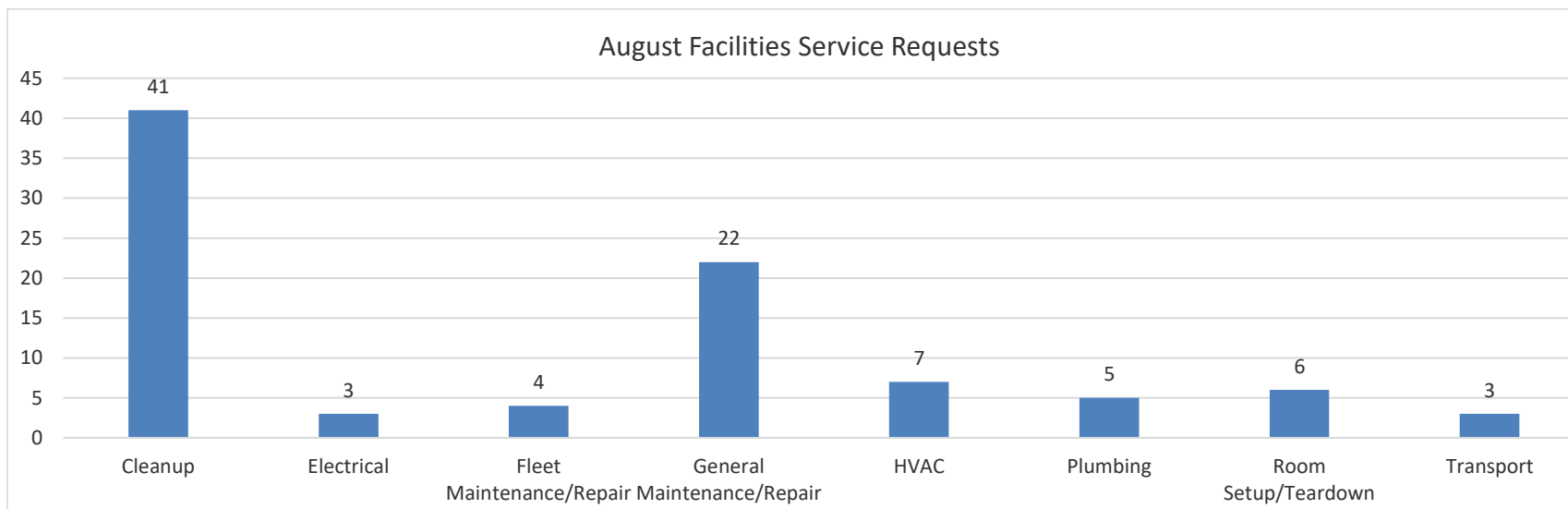
- Staff will continue preventative maintenance of the HVAC system at Town Hall and all facilities.
- Staff will be reviewing training classes on the HVAC systems as it applies to Town facilities.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, and wiring 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 are improving the efficiency of the HVAC system by wrapping insulation around ducts and air filtration to reduce humidity levels in all facilities.
- Staff will be inspecting all first aid kits, eye wash stations, AEDs, and documentation.
- Staff will be working on the Certified Pool Operators Certification in October.
- Staff will be working on the Certified Park Inspectors License.

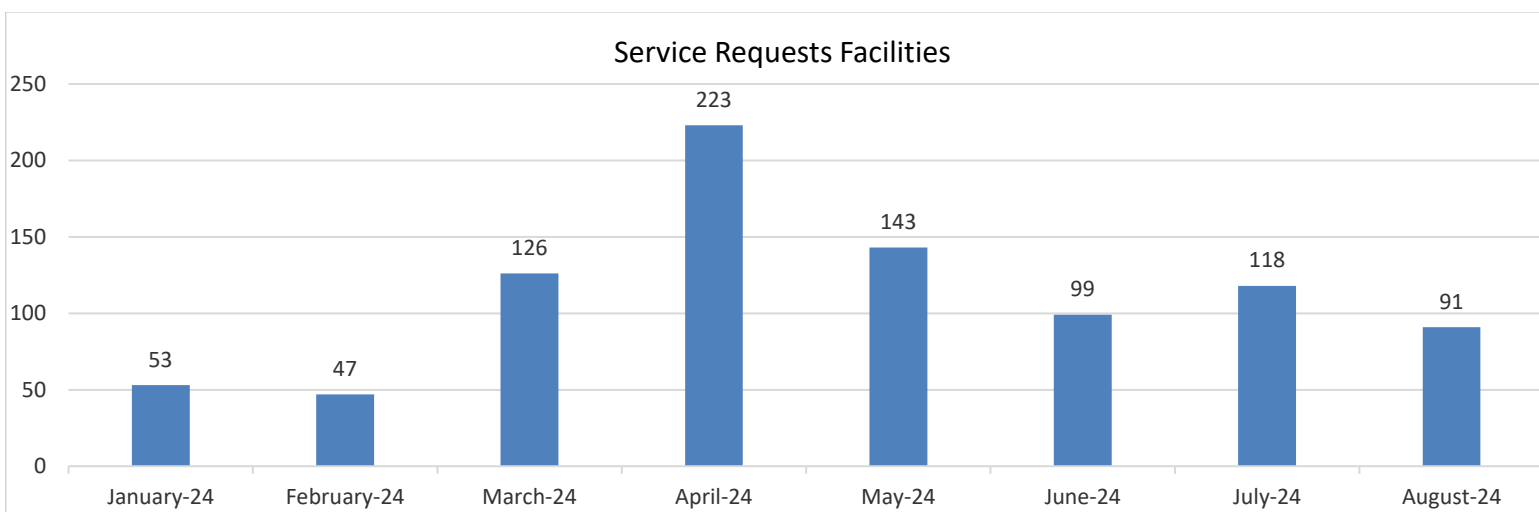
### Projects Completed

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

### Work Order Summary

- Facilities generated 91 work orders in August, with most of them being cleanup (41), general maintenance and repair (22), and HVAC related (7).
- Facilities completed 63 work orders in August, with an approximate expense of \$4,500 in labor and materials.





## Fleet Vehicle Updates

### Work Priorities and Initiatives

- Staff are working with Streets to sell a mower on GovDeals.
- Staff are working on safety recalls on six Town vehicles. Repairs are waiting on parts.
- Staff are working with departments to identify upcoming vehicle purchases.

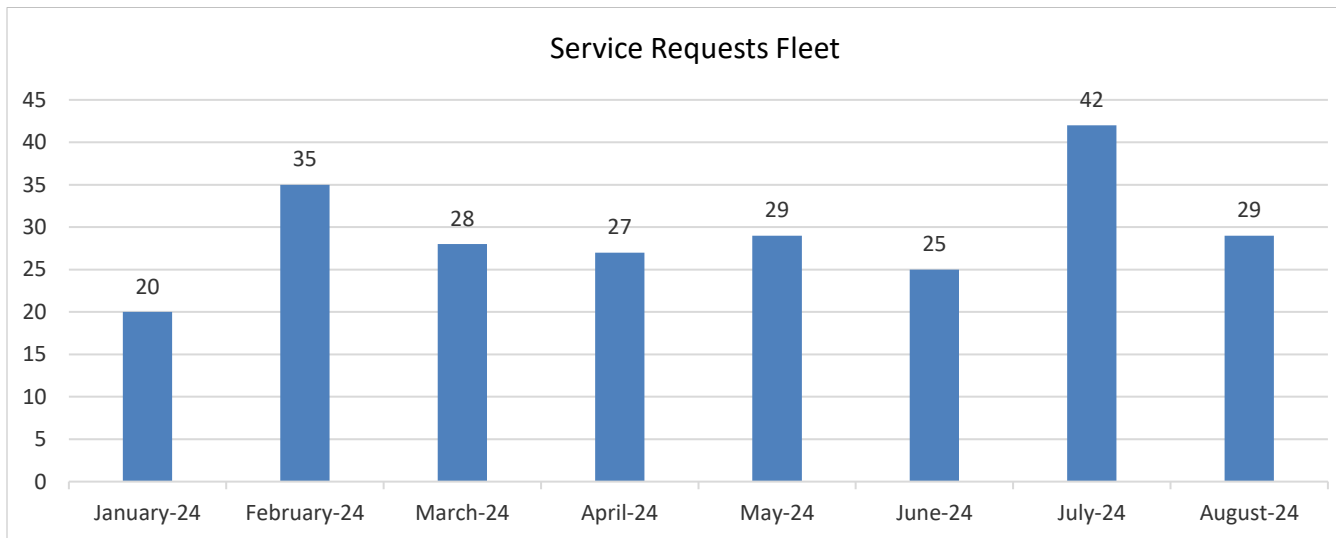
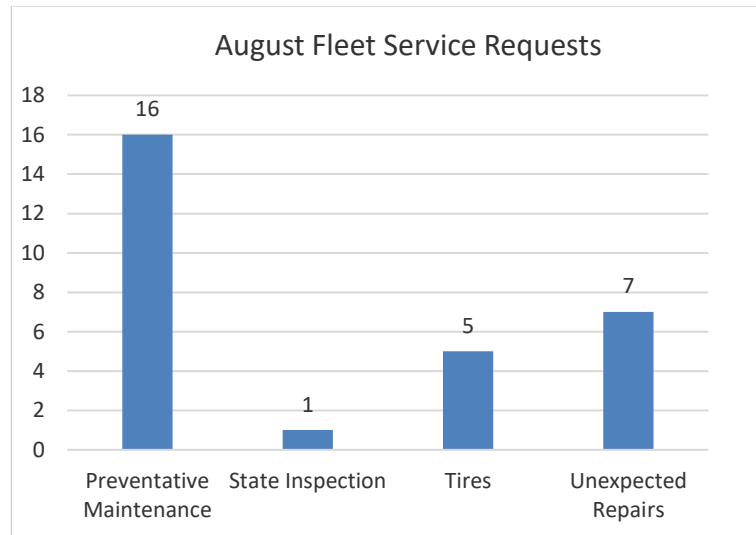
### Projects Completed

- Staff submitted the NC Local Government Annual Solid Waste and Materials Management Report for the Town.
- Staff completed a safety recall repair on one Town vehicle.

### Work Order Summary

- Fleet generated 29 work orders in August for an approximate expense of \$10,200. Of these, 16 were for scheduled preventative maintenance for about \$2,100.





## Department News

Abby Clayboss was promoted to Engineer III. The department currently has one vacancy for a Construction Inspector.

## Town Project Updates

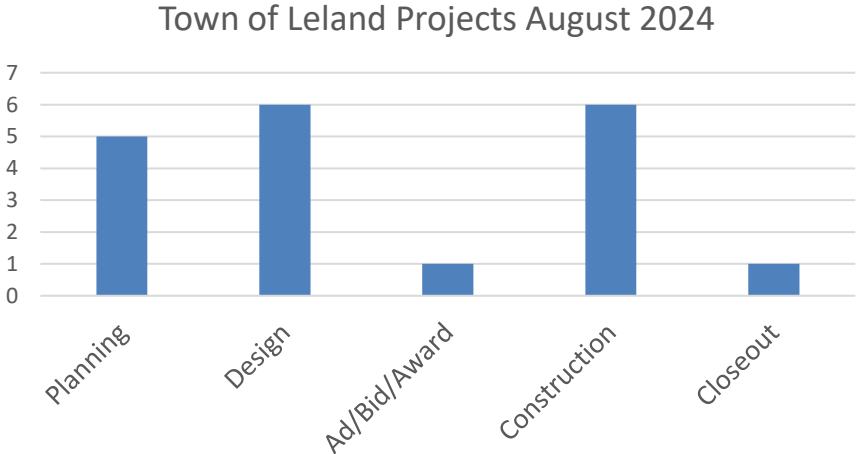
### Projects In Construction

- Pavement Marking – Approximately 95% complete.
- Town Hall Expansion – Approximately 5% complete.
- Founders Park – Construction is ongoing, approximately 60% complete.
- Brunswick Village Boulevard Extension – Approximately 95% complete.
- Lossen Lane & River Road Demo – Approximately 50% complete.
- Mallory Creek Drive Sidewalk Extension – 0% complete.

### Projects In Closeout

- Fire Station 51

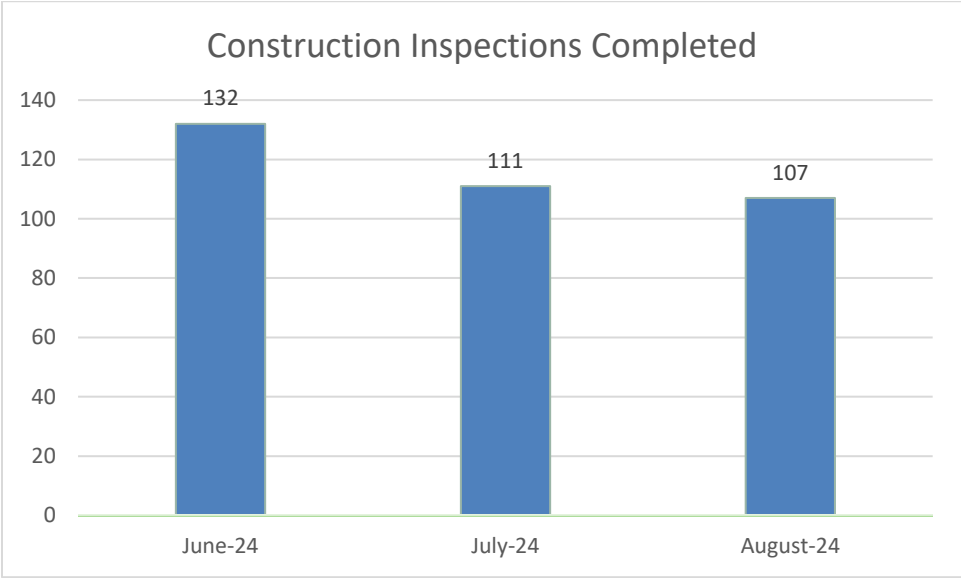
Full project details can be found [on the Town website](#).



## Construction Inspections

### Inspections

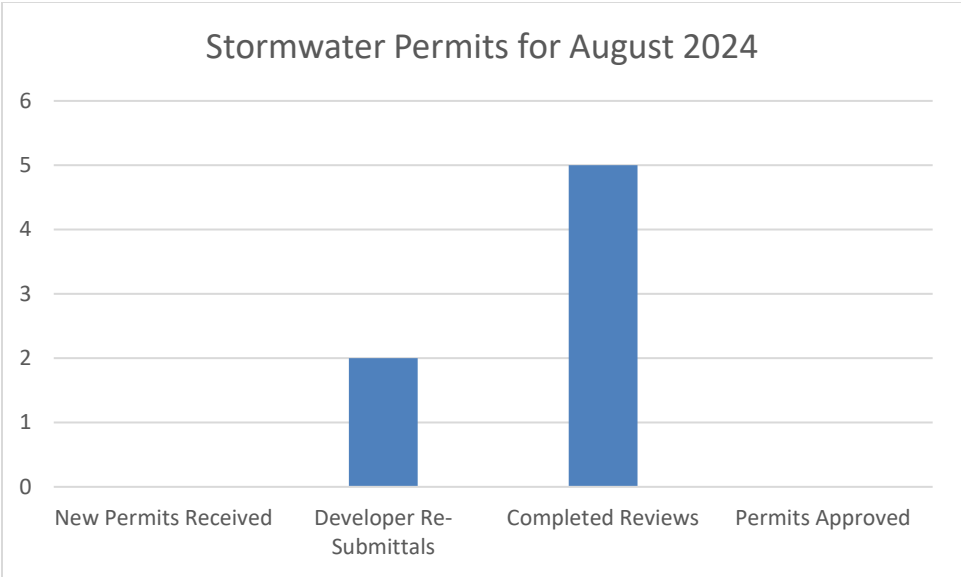
- Staff have completed 107 construction inspections.
  - Construction inspections include Developer and Town projects.



## 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 August.



## Department News

The fall/winter program session opened on September 3. This season includes 70 more program opportunities for the community, which led to a record number of participants registered on the fall/winter season's opening day. The September gallery will be an exhibit of Jessica Hughes' work. Applications for the December Holiday Art Market open on September 6.

## Parks and Recreation Board Summary

The Parks and Recreation Board met on August 28, 2024. Introductions of staff and new Board members preceded a presentation by Recreation Manager Tim McNeilly on the current state of PRCR, upcoming programs, and the progress on Founders Park. Staff solicited feedback from the Board on a ribbon cutting ceremony and the grand opening of Founders Park. Senior Recreation Specialist Zoey LeTendre presented and solicited feedback on plans for potential modifications to the Egg Hunt and Movies in the Park. Assistant Town Manager Niel Brooks spoke on the Town's Integrated Mobility Plan, which will consolidate the Town's transportation planning efforts (including bike and pedestrian plans), and one Board member was selected to serve on a focus group for this initiative. The next meeting is scheduled for October 30, 2024.

## Upcoming Events

September 3-26 – Jessica Hughes Gallery, LCAC

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

September 12, 6-7 p.m. – Gardening - Cedar Salad Planter, LCAC

September 17, 10 a.m.-12 p.m. – Youth - Homeschool Studio (5-13 years old), LCAC

September 17, 2-4 p.m. – Jewelry - Etching a Bronze Cuff Bracelet, LCAC

September 27, 7-10 p.m. – Swing Dance, LCAC

October 4, 7-10 p.m. – Latin Dance, LCAC

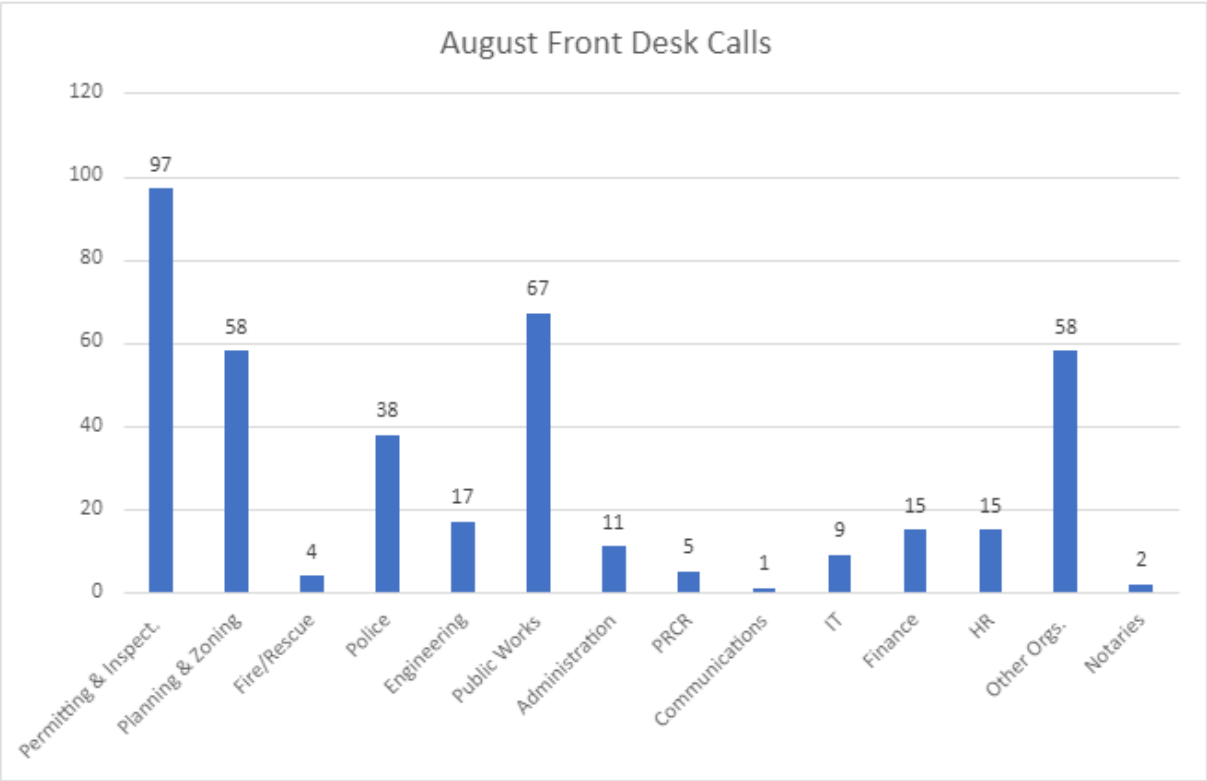
October 11, 6-8 p.m. – Bluegrass, Bowls, & Baskets, LCAC

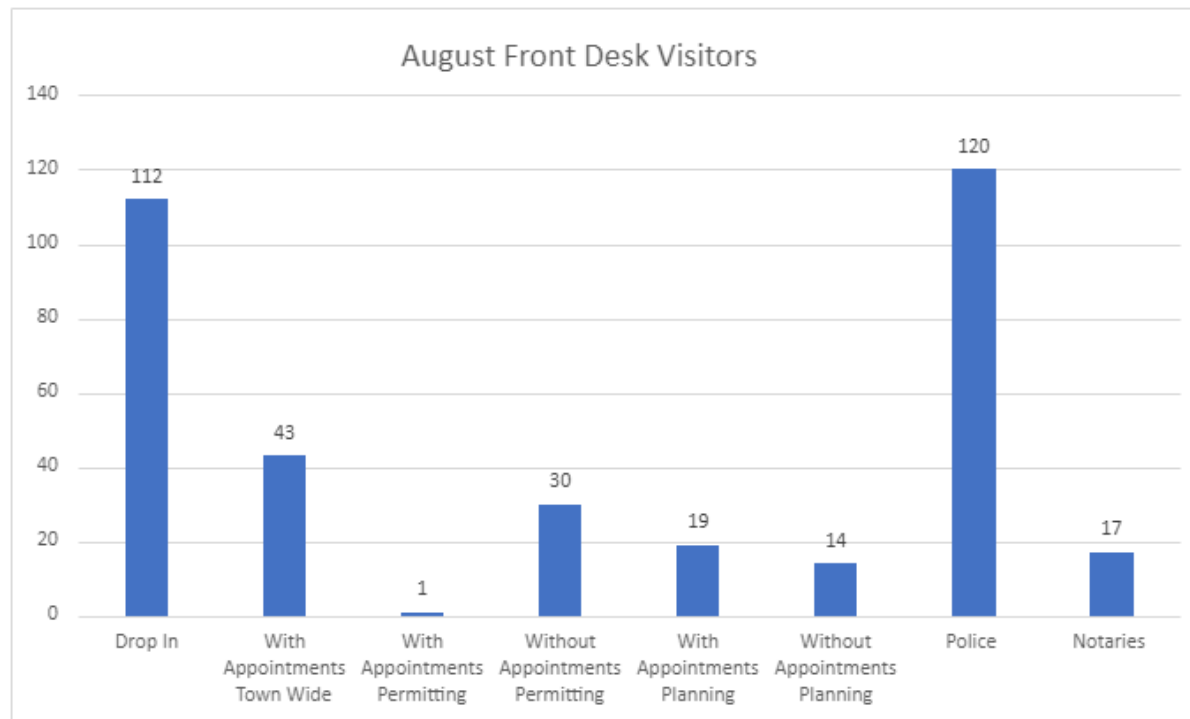
## Social Media Update

- PRCR Facebook Highlights (August 1 – 31, 2024)
  - Followers/Likes – 5,582
  - Page reach – 9,662
  - Top post (Largest reach): “Trunk or Treat Community Trunk Registration is Now Open! We are inviting you to join in the Halloween fun by decorating your trunk and handing out treats! Submissions will be accepted from August 1 - September 1, 2024. Use <https://linktr.ee/tolprcr> to access the submission form. Have any questions? Contact us at [events@townofleland.com](mailto:events@townofleland.com). Let us make this year's Trunk or Treat a spooktacular event!”
- LCAC Facebook Highlights (August 1 – 31, 2024)
  - Followers/Likes – 5,139
  - Page reach – 4,607
  - Top post (Largest reach): “The 2025 Gallery Application opens this month! Artists interested in displaying their work at the Leland Cultural Arts Center in 2025 can apply using <https://linktr.ee/tolprcr> to access the application. This is a juried process, providing a fantastic opportunity to display your art in a professional setting. Do not miss your chance to be featured in our exciting lineup of exhibitions for 2025!”
- PRCR Instagram (August 1 – 31, 2024)
  - Followers/Likes – 1,888
  - Post reach – 1,253
  - Top post (Largest reach): “The Leland Cultural Arts Center will be closed on August 7 and 8, 2024, due to inclement weather. Please visit the town website and follow our social media accounts for further updates. Stay safe!”
- LCAC Instagram (August 1 – 31, 2024)
  - Followers/Likes – 1,846
  - Post reach – 1,236
  - Top post (Largest reach): “The 2025 Gallery Application opens this month! Artists interested in displaying their work at the Leland Cultural Arts Center in 2025 can use the link in our bio to access the application. This is a juried process, providing a fantastic opportunity to display your art in a professional setting. Do not miss your chance to be featured in our exciting lineup of exhibitions for 2025!”

## Department News

In August, the department facilitated responses to 52 contact forms submitted through the website, at least 397 calls, and at least 356 visitors to Town Hall. Staff created content and managed communications for Tropical Storm Debby.





## Social Media Update

- Facebook Highlights (August 1 – 31, 2024)
  - Added 371 new page followers
  - Impressions – 151,009
  - Top post (Largest reach): “⚠️ The increasing rainfall is causing flash flooding across our area. Roads are quickly becoming impassable. For your safety and the safety of others, please stay off the roads. Never attempt to drive through flooded streets. Turn around, don’t drown! #LelandPrepares”
- Twitter/X Highlights (August 1 – 31, 2024)
  - Impressions/Reach – 1,837



- Top tweet (Largest reach): “Flooding continues to impact some of our area roadways today. Please remember you should never attempt to drive through flooded streets or around barricades. Track road closures <https://drivenc.gov> #LelandPrepares #LelandNC”
- NextDoor Highlights (August 1 – 31, 2024)
  - Impressions/Reach – 83,122
  - Likes/Comments – 114
  - Top post (Largest reach): “ Flooding continues to impact some of our area roadways today. Please remember you should never attempt to drive through flooded streets or around barricades. Track road closures <https://drivenc.gov/> #LelandPrepares 📷: Old Fayetteville Road near North Brunswick High School, Old Fayetteville Road near North Brunswick High School, 74/76 from the Old Fayetteville Road Overpass, Two Pine Road and Eastwood Lane”
- Instagram Highlights (August 1 – 31, 2024)
  - Added 40 new page followers
  - Post impressions – 1,984
  - Top post (Largest reach): “Now that Debby is behind us, we want to thank our staff who helped in the incident command post and responded to calls.  
Together, we responded to:
    - About 30 inches of rainfall during and after the storm
    - 60 911 calls
    - 38 Leland Fire/Rescue response calls
    - More than 15 flooded roads
    - More than 16 Leland 311 submissionsThank you to our staff and their commitment to keep Leland safe!  
For more preparedness resources click on Hurricane Preparedness Resources under the link in our bio.  
#LelandPrepares #LelandNC #TownofLelandNC”
- LinkedIn Highlights (August 1 – 31, 2024)
  - Added 18 new followers
  - Page views – 2,562
  - Post impressions – 4,672
  - Reactions/Comments/Shares – 168

- Top post (Largest reach): “ The Town of Leland’s Public Safety Departments have adopted strategic plans to guide the Police Department, Leland Fire/Rescue, and Emergency Management Department from 2025 to 2029. These plans will serve as roadmaps, contributing to a safer, more resilient community. 🌟  
Learn more about the three strategic plans 📄 <https://ow.ly/Z15a50T2ZU9>”

## Project Updates

- Created posts that resulted in more than 242,624 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.
- Continued communications strategy for Lend a Hand in Leland, including website promotions and social media campaign.
- Biannual website updates continue with staff working with each department to review their respective webpages.
- Finalized and published Police, Fire/Rescue, and Emergency Management strategic plans.
- Development of a social media comment policy with the Staff Attorney continues.
- Took photos of Police and Fire training.
- 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
  - [Leland Residents Invited to Lend a Hand with Community-Wide Day of Service](#)
  - [Town of Leland Monitoring Tropical Storm Debby](#)
  - [Town of Leland Ends State of Emergency for Tropical Storm Debby](#)
  - [Leland 2045 Quarterly Update](#)
  - [Town of Leland Public Safety Departments Adopt Strategic Plans](#)
  - [Continued Mosquito Control Efforts in Leland](#)

- Port City Daily
  - [The Agenda: Meetings this week in local government](#)
  - [The Agenda: Meetings this week in local government](#)
  - [Leland eyes early 2025 opening for Founders Park](#)
  - [Rattled residents: Leland council discuss adding vibrations to noise ordinance](#)
  - [The Agenda: Government meetings this week](#)
- WWAY
  - [Three pets killed in Leland house fire](#)
  - [Ace Hardware in Leland sets up storm essentials](#)
  - [Leland Police report string of car break-ins](#)
  - [Attorney General and governor candidate Josh Stein makes campaign stop in Leland](#)
- WECT
  - [Leland residents invited to lend a hand during community day of service](#)
  - [Leland police remind residents to lock cars after 16 recent car break-in cases](#)
  - [Leland Town Council to hear presentation on safe streets plan](#)
  - [Town of Leland releases safety strategy](#)
  - [Leland working to make transportation safer for all](#)
- StarNews
  - [With AARP's help, Leland plans to become more 'age friendly.' Here's what to know.](#)
  - [Mexican fast food, medical offices and a hotel are planned for this Leland community](#)
- WilmingtonBiz
  - [JLL Secures \\$50M Bridge Loan For Leland Apartment Complex](#)

## 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 August. The next meeting is scheduled for October 16, 2024.

## Department News

Detective Britton attended Forensic Analysis of Shooting Incidents training August 5-9 at the North Carolina Justice Academy. This course is intended for investigators to help understand how to analyze the evidence related to a shooting incident.

Detectives Gaston and Majors attended Radar Forensic Interviewing training August 12-16 at Cape Fear Community College. This course teaches investigators a research-based protocol for interviewing children and adolescents assessed for possible physical or sexual abuse.

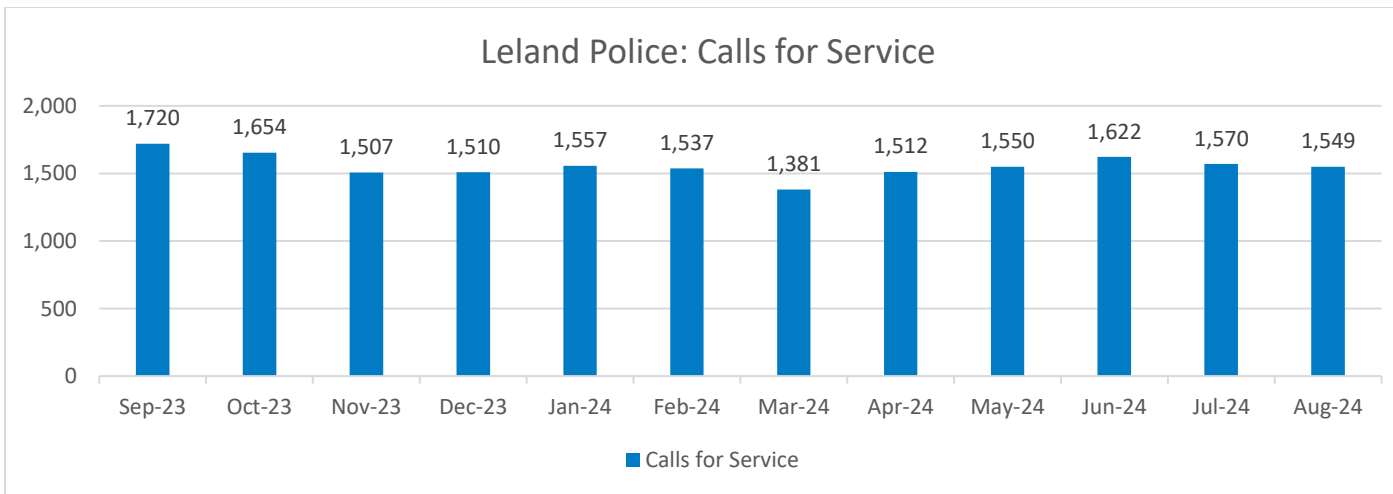
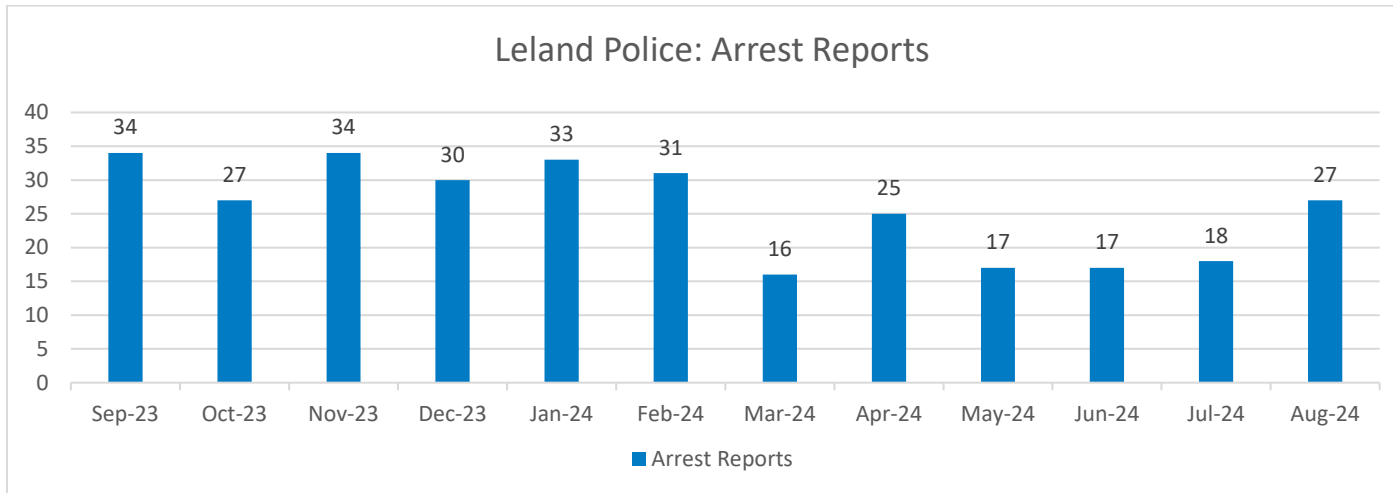
Master Officer Holland attended First Line Supervision Training August 12-16 at Cape Fear Community College. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

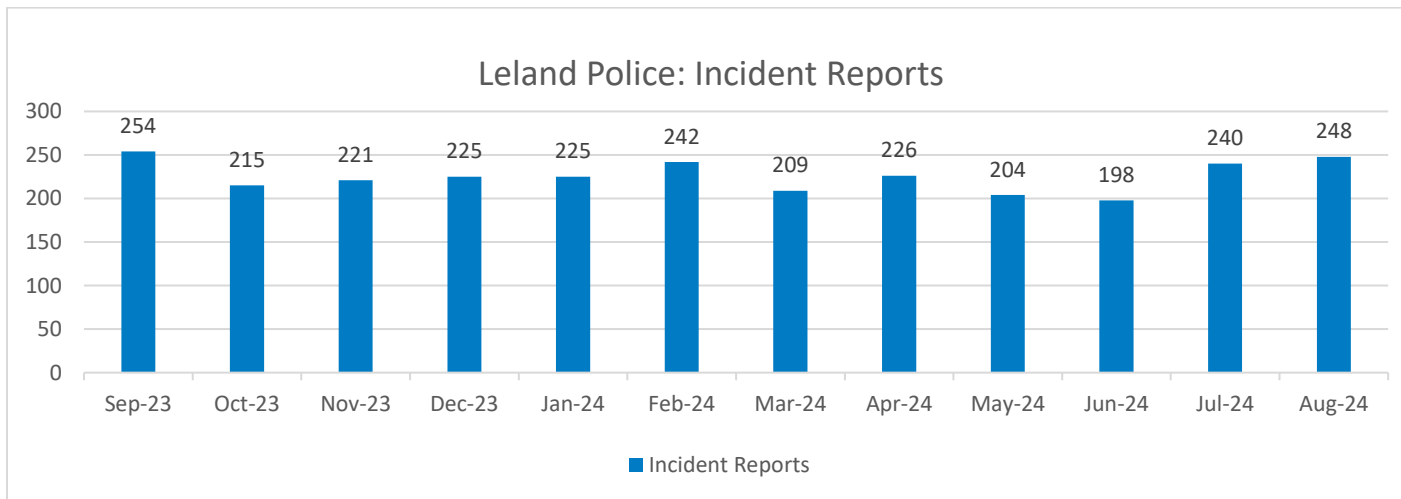
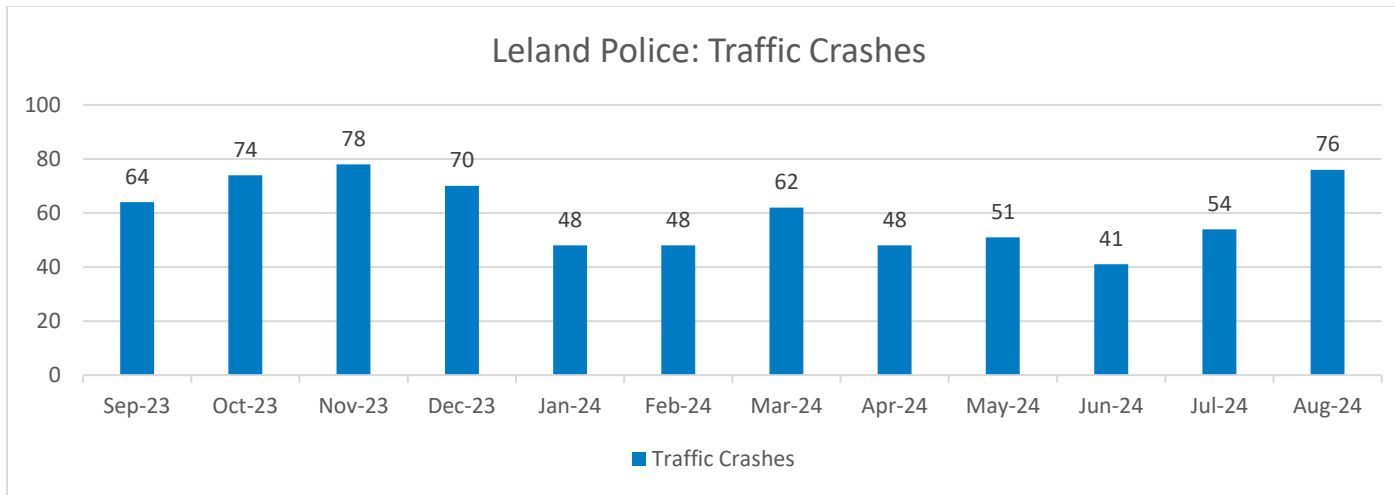
Master Officer Mercado attended RADAR/LIDAR recertification training August 15 at Cape Fear Community College. This course ensures Officers can continue to operate their RADAR/LIDAR instruments.

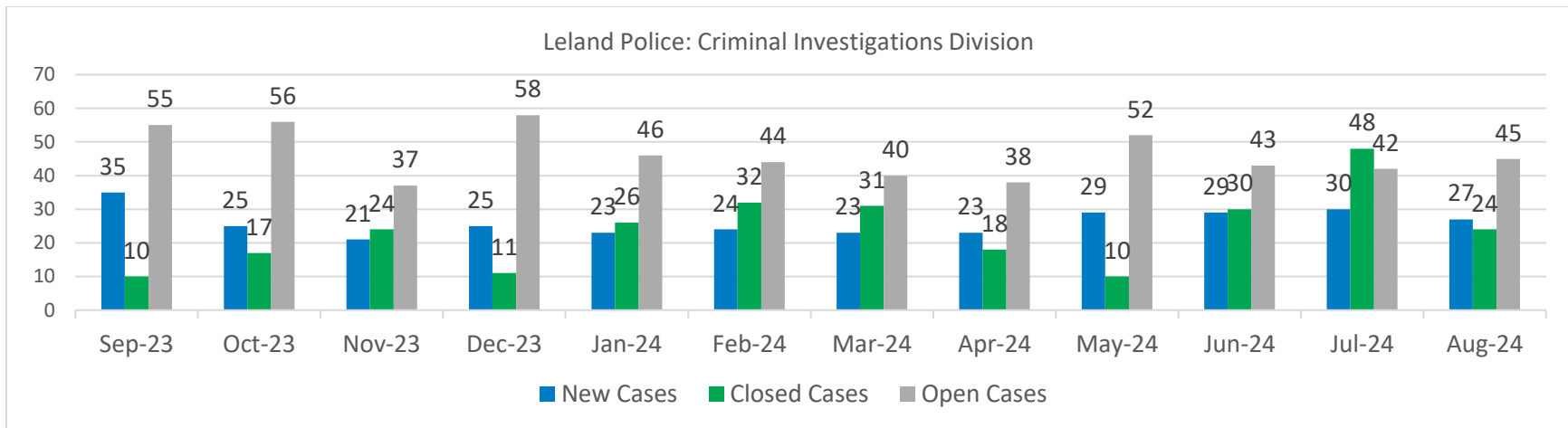
Officer Cappuccilli attended the Police Law Institute August 19-30 at the North Carolina Justice Academy. This course is intended to provide the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications, and nontestimonial identification orders.

Rapid Deployment training was conducted for staff. This is a real-life scenario-based training intended to help develop skills and responses related to active shooter incidents.

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
Totals	262	14	40	46	19	4	32



## Department News

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

- Assisted 14 homeowners with smoke alarm installations or battery replacements
- Assisted one homeowner with a residential KnoxBox installation
- Conducted two engine tours
- Conducted hands-only CPR class for Windsor Park residents
- Conducted hands-only CPR class for The Church of Jesus Christ of Latter-day Saints members

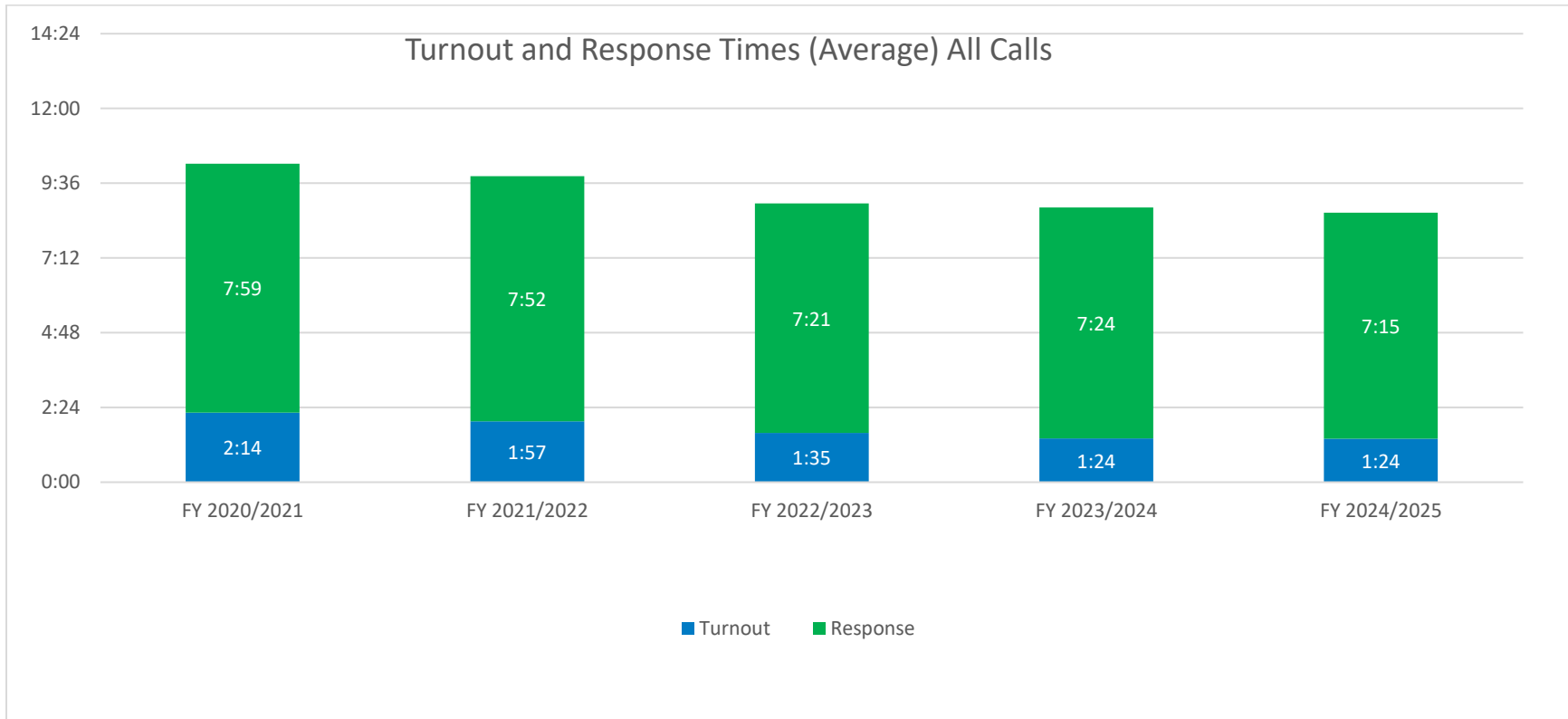
Bradlee Littlefield was promoted to Captain.

Members from the Apparatus Replacement Committee traveled to Pennsylvania to complete the final inspection of the Tractor Drawn Aerial (TDA) which is expected to be delivered next month. Once delivered, equipment will be mounted and extensive training will take place prior to placing it in service.

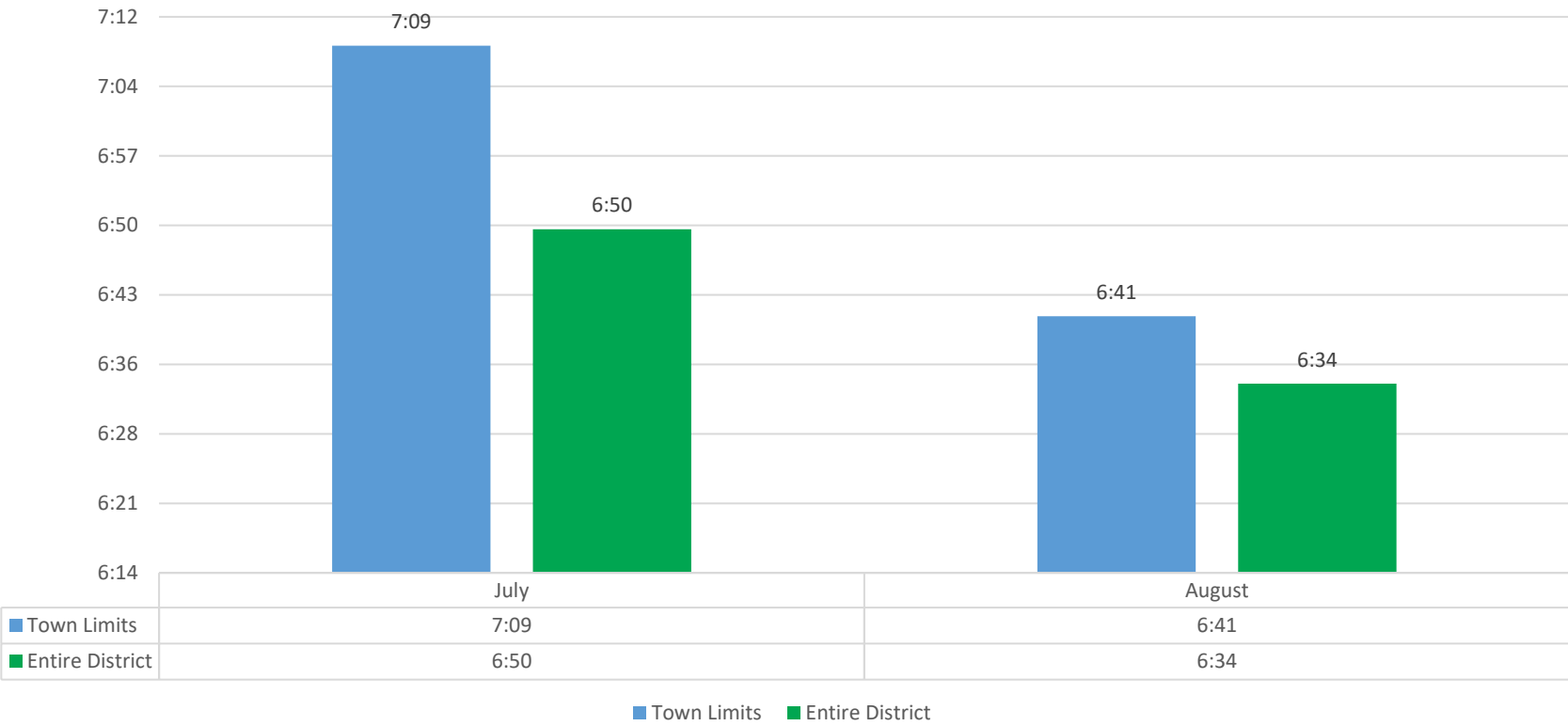
## Active Mutual Aid Agreements

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

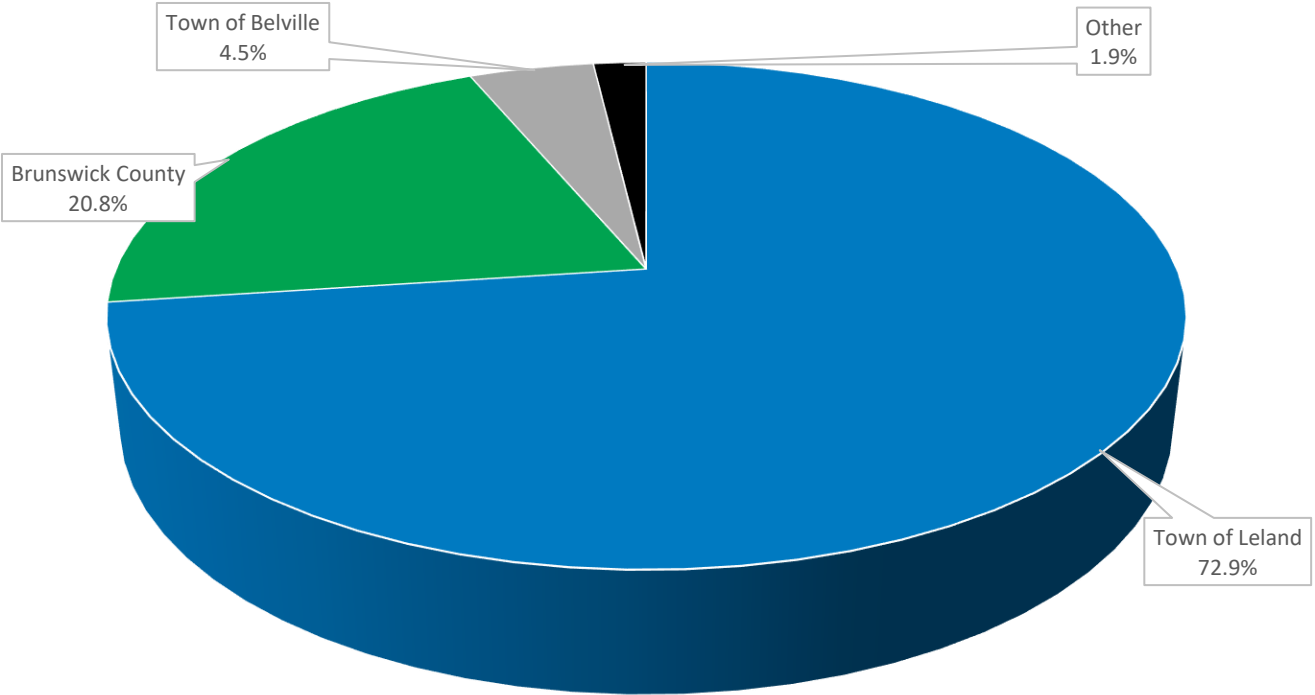
### Dashboard



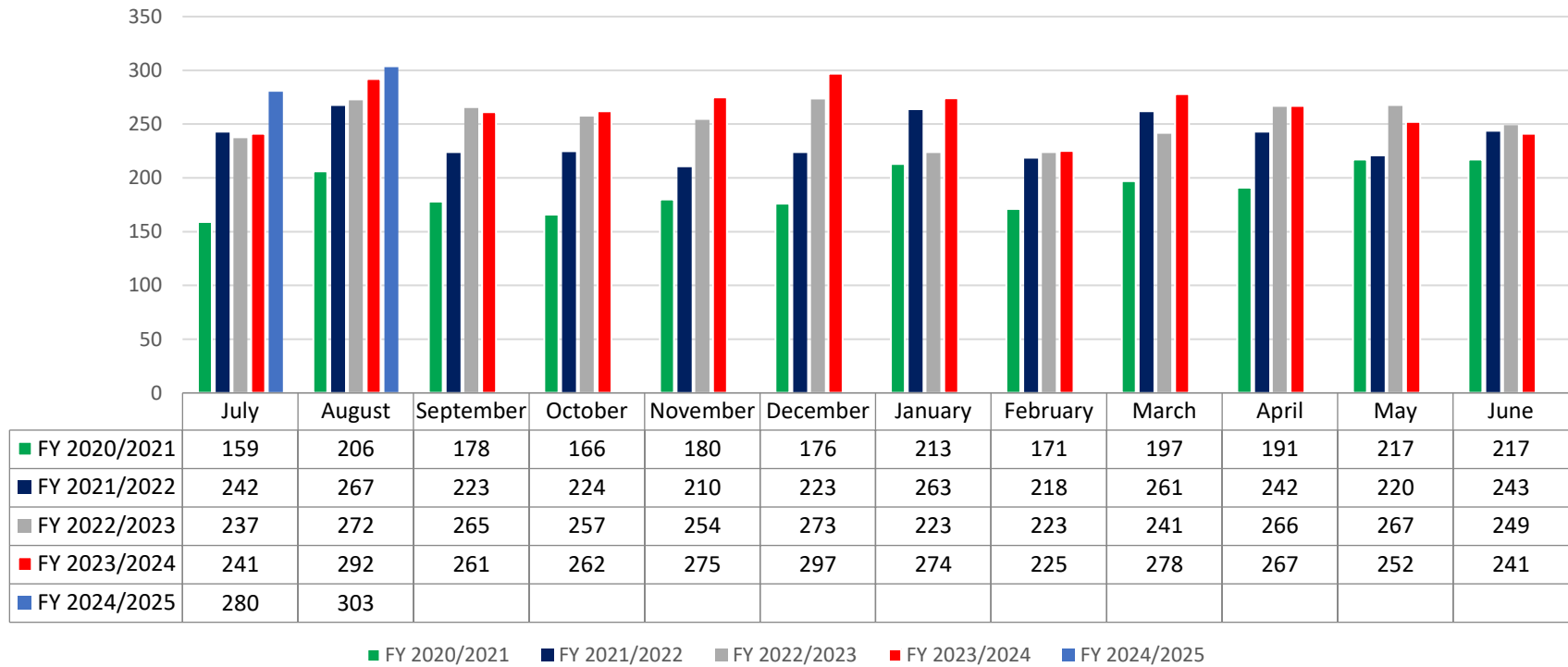
FY 2024/2025 Response Times (Average) Emergency Calls



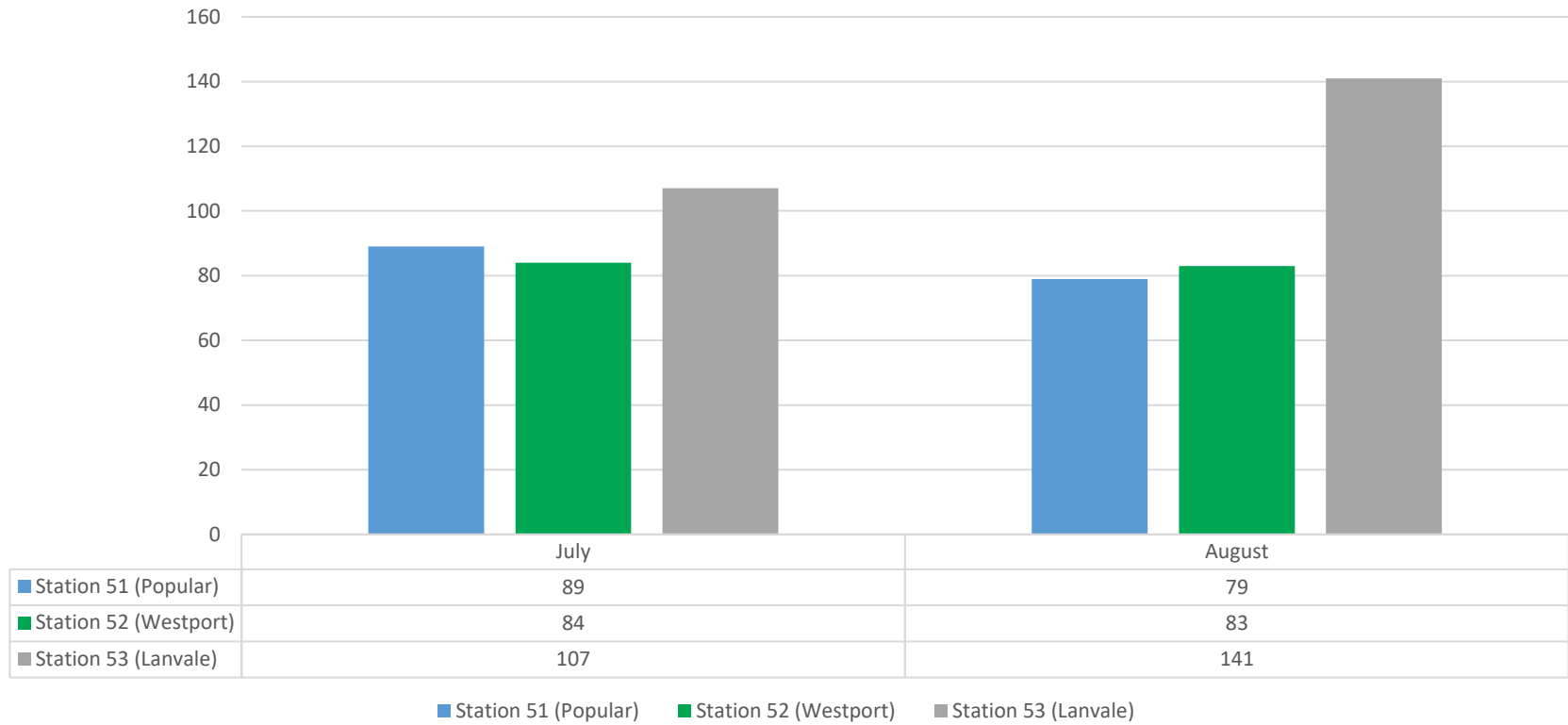
FY 2024/2025 Fire Calls by Zone

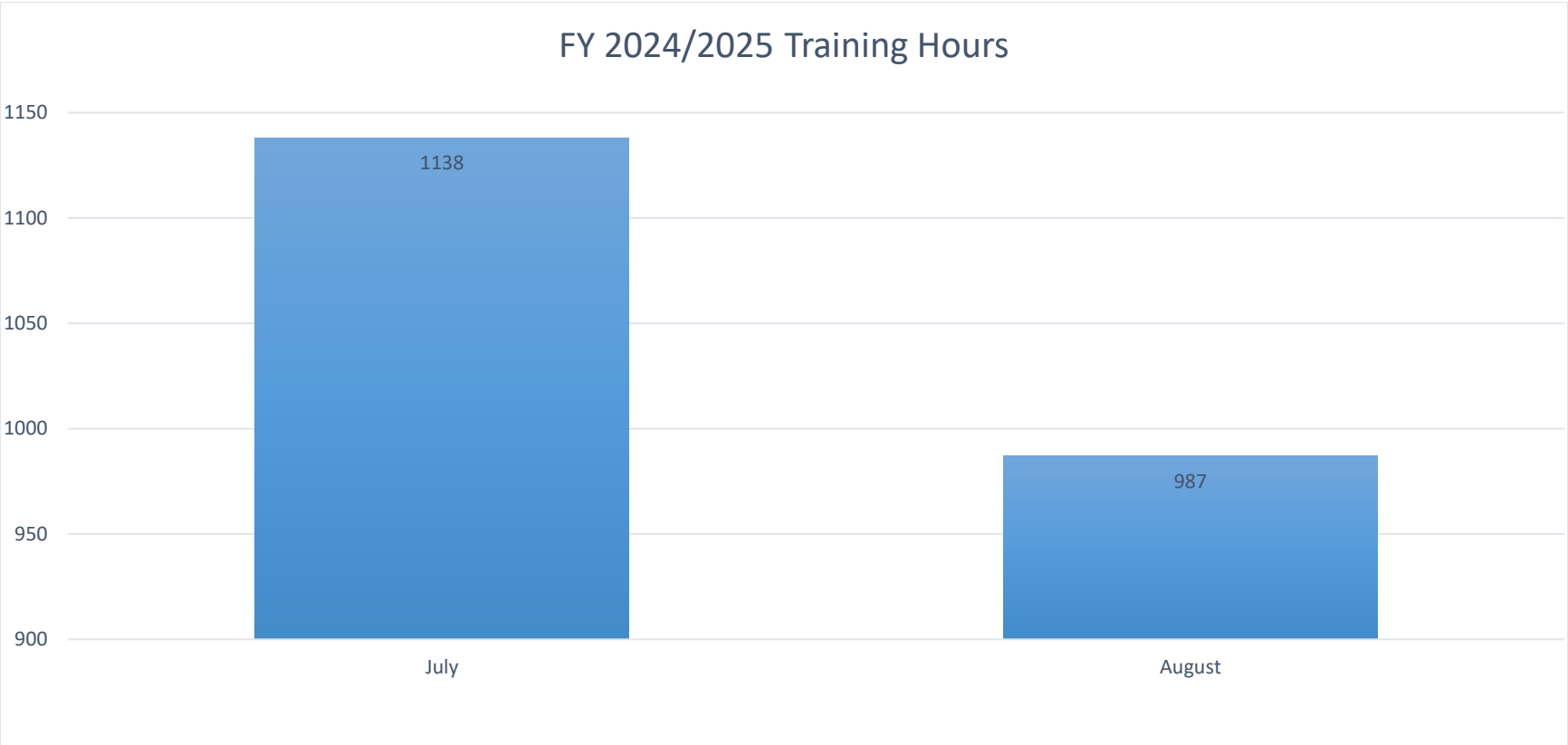


Fire Calls



FY 2024/2025 Fire Calls Per Station







## Department News

Town Council approved a staff-initiated review of Chapter 22 of the Town's ordinances. Town Council provided its support for the 5-year strategic plan. Staff will now begin work on initiating an implementation process. Staff participated in the Town-wide strategic plan development. The Incident Management Team was activated in response to Tropical Storm Debby. Town Hall was closed on August 7 and 8 due to the storm's effects. No injuries or damage were reported during the storm. Staff met with the logistics and PIO sections to continue the team's ability to respond to adverse incidents.

## Work Priorities and Initiatives

- Developing THIRA
- IAP 214 Tuesday
- Strategic plan implementation

## Projects Completed

- Chapter 22 of ordinances review
- Emergency Management Strategic Plan

## Department News

Updated and refreshed [Planning](#), [Permitting](#), and [Code Enforcement](#) web portals went live on August 27. Updates include:

- Secure login with a one-time PIN eliminating the need to remember a password. PINs can be retrieved by email or text message.
- Optimized for viewing on a mobile device.
- Additional help text in various areas to assist with submitting applications.
- Quick Links from the homepage to Request Inspection, view Scheduled Inspections, and view Completed Inspections within the last seven days.
- My Permits view improved with filter to narrow results to Open, Applications, Completed, and Expired Permits.
- Expanded Permit Details view allowing users to quickly upload a document to an existing permit. Stamped Plans are clearly shown in their own section.
- Permit applications in progress can be saved and finished later.
- Submittal process is streamlined with additional questions to define if submittal is a new project or part of an existing project.
- Quick links from the homepage to view plans Under Review, plans that have Revisions Required, and Recent Reviews.
- Expanded Project Details view clearly showing review comments and submitted documents.

Glenn Anderson passed the certification exam and received his Standard Mechanical Level 1 certification.

Joshua Babson passed the certification exam and received his Standard Fire Prevention Level 1 certification.

Julian Griffie and Ben Andrea attended the North Carolina Association of Zoning Officials annual conference in Carolina Beach August 12-14. Seminars attended include codes, ethics, and legislative updates, amongst other lectures.

Andrew Neylon attended the Flood Mitigation Grant overview, a training opportunity provided by the Southeastern NC CRS/Floodplain Users Group. The training provided attendees with information regarding services provided by a regional project development specialist who is responsible for assisting communities in the development of individual flood mitigation projects, securing voluntary homeowner participation, and providing administration of such projects. The specialist was hired by the coastal area Councils of Government to help in the development of Flood Mitigation Assistance grants by providing outreach and advisory assistance.

## Planning Board Meeting Summary

The Planning Board met on August 27, 2024, and heard the following items:

1. Master Land Use Plan Amendment – The Planning Board voted to recommend approval of a master land use plan amendment for Brunswick Forest Planned Unit Development to change the classification of a 112-acre area from commercial to residential.
2. Leland 2045 CAMA Certification – The Planning Board heard a presentation and provided feedback on policies related to coastal management and development proposed to be included in an addendum to the Leland 2045 plan to meet the requirements to have it certified as an NC Coastal Area Management Act (CAMA) local land use plan.
3. Updates to FlexCode – The Planning Board heard a presentation and provided feedback on proposed updates to the form-based code requirements in the Code of Ordinances called the FlexCode.

The Planning Board’s next meeting is scheduled for September 26, 2024, at 6 p.m.

## Board of Adjustment Meeting Summary

The Board of Adjustment did not meet in August 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 item:

1. Development Site Plan for Panda Express – Proposal for a 2,697-square-foot Panda Express restaurant with drive-through lane and associated parking off Gateway Boulevard.

## 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
Chief Building Official Review	2	3.5	2	2.0	4	2.8
Commercial Building / Flood	2	9.0	13	3.2	15	4.0
Commercial Building / Flood / Zoning	11	11.9	25	4.5	36	6.8
Commercial Building / Flood / Zoning / Pub Serv	1	11.0	0		1	11.0
Commercial Building / Zoning	8	7.5	11	2.6	19	4.7
Commercial Building Fire	5	9.4	6	3.8	11	6.4
Commercial Zoning	0		1	2.0	1	2.0
Electrical	1	7.0	0		1	7.0
Permit Building/Zoning	5	5.0	9	2.6	14	3.4
Permit Flood	0		3	1.0	3	1.0
Residential Building / Flood	21	7.4	11	0.9	32	5.2
Residential Building / Zoning / Flood	43	7.3	106	2.4	149	3.8
Residential Flood	4	5.0	1	1.0	5	4.2
Residential Zoning	1	2.0	2	1.0	3	1.3
Residential Zoning / Flood	1	7.0	15	2.3	16	2.6
	<b>Total Initial: 107</b>		<b>Total Revisions: 205</b>		<b>Total Plans: 312</b>	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	3	0	3
Development Site Plan	1	3	4
Development Site Plan Extension Request	1	0	1
Exempt Plat	5	5	10
Final Plat	4	7	11
Home Occupation	2	1	3
Master Plan Revision	1	1	2
Performance Guarantee	2	3	5
Performance Guarantee Reduction	0	1	1
Performance Guarantee Release	0	5	5
Preliminary Plat	0	1	1
PUD Rezoning	1	0	1
PUD Site Specific Plan and Master Plan Update	1	2	3
PUD Site Specific Plan/Master Plan Update Revision	0	2	2
Revision to Approved Plans	3	1	4
Revision to Approved Preliminary Plat	1	0	1
Rezoning	1	0	1
Sketch Plan	0	1	1
Text Amendment	2	0	2
Variance	1	0	1
Zoning Letter	21	0	21
	<b>Total Initial: 50</b>	<b>Total Revisions: 33</b>	<b>Total Plans: 83</b>

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
3	32

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	17	\$6,195,960.03	\$0.00
<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	2	\$895,871.39	\$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	\$666,310.69	\$0.00
Surety Bonds	7	\$2,250,324.15	\$462,527.19
<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
Total Cash Bonds	17	\$3,070,799.69	\$0.00
Total Surety Bonds	40	\$12,274,001.44	\$462,527.19
Total Letters of Credit	3	\$4,141,491.50	\$0.00
Total Performance Guarantee Sureties	60	\$19,486,292.63	\$462,527.19

## Long Range Planning and Community Development Update

Staff presented the Age-Friendly Strategic Plan to Town Council at the August 15 meeting and the plan was approved unanimously. Following that approval, the document, along with an adopted resolution from April 2022 stating the Town's commitment to age-friendliness, has been sent to AARP for review. It is anticipated that this will be accepted, and the Town will formally be a part of AARP's Network of Age-Friendly Communities.

Staff presented to Planning Board at the August 27 meeting about CAMA policies and the future certification process of Leland 2045 as the Town's CAMA Land Use Plan. Town staff is creating an addendum to Leland 2045 with requirements from the Coastal Resources Commission and wanted feedback from the Planning Board, which was received. This presentation will now go to Town Council for further feedback and commentary before the addendum is finalized. All required and supplemental information will be placed into an addendum with the intent of having Leland 2045 be the Town's certified CAMA Land Use Plan.

Staff presented the first Leland 2045 quarterly update of FY2024-2025 to the Planning Board at the August 27 meeting and to the Town Council at the August 12 meeting. This update served as a progress report on advancements of actions as identified within Leland 2045 by different departments of the Town.

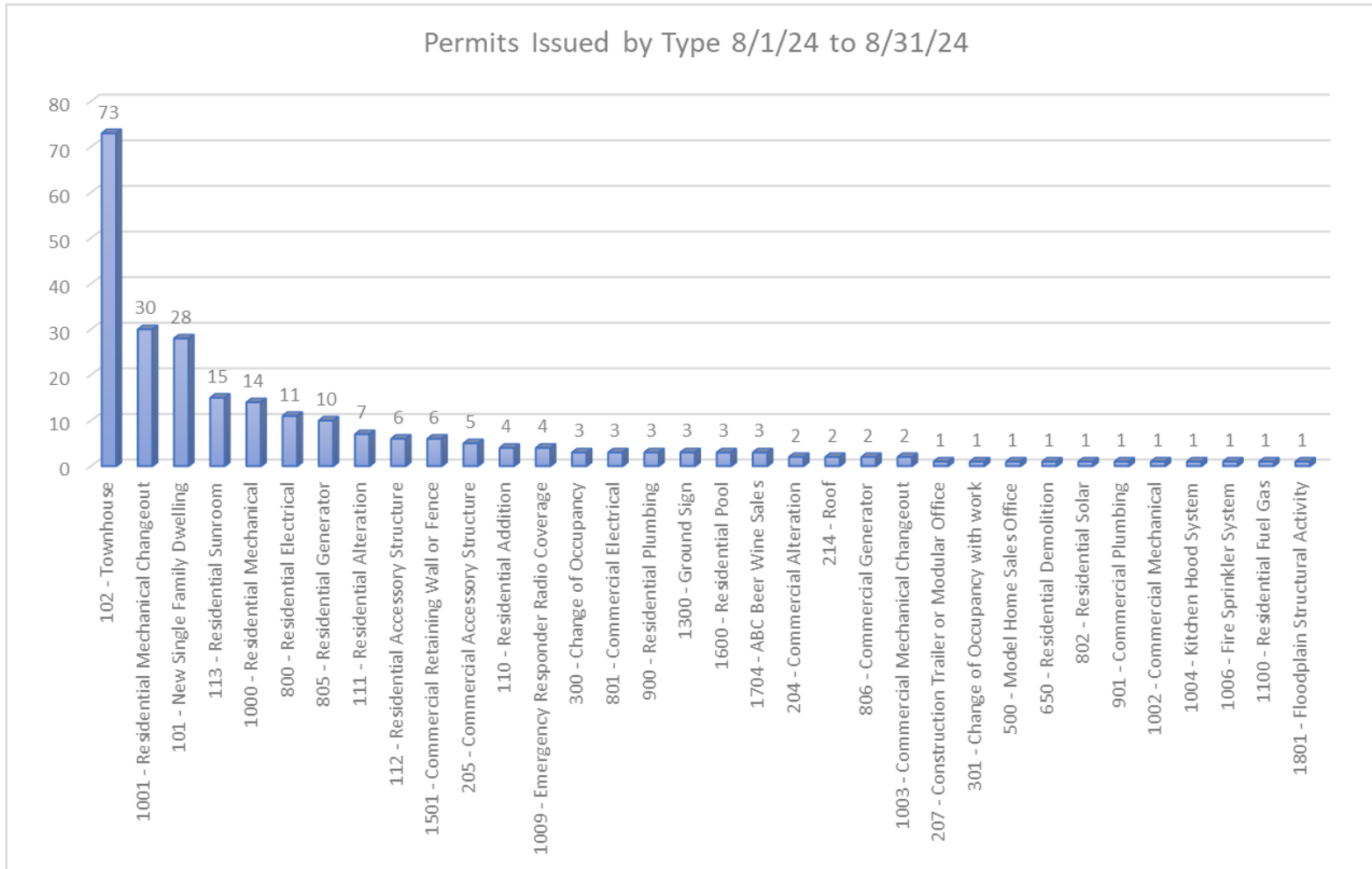
## Transportation Planning Update

The Integrated Mobility Plan continued to progress. Town staff provided the consultant team GIS data and plans to map existing and planned infrastructure projects. The focus group members were also identified and have been invited to the first meeting. October 15 will be the public outreach event occurring at Town Hall, which will be a combined public input event for the Safe Streets for All (SS4A) project.

The SS4A project continued to move forward. The initial public outreach phase of the project closed on July 31, and the comments and feedback are now under review by the consulting team. The consultant team is in the process of developing the existing conditions and countermeasures components, cross-referencing those comments submitted by the public. A project update was presented to Town Council at the August 15 meeting. The second public outreach event is scheduled for October 15 at Town Hall.

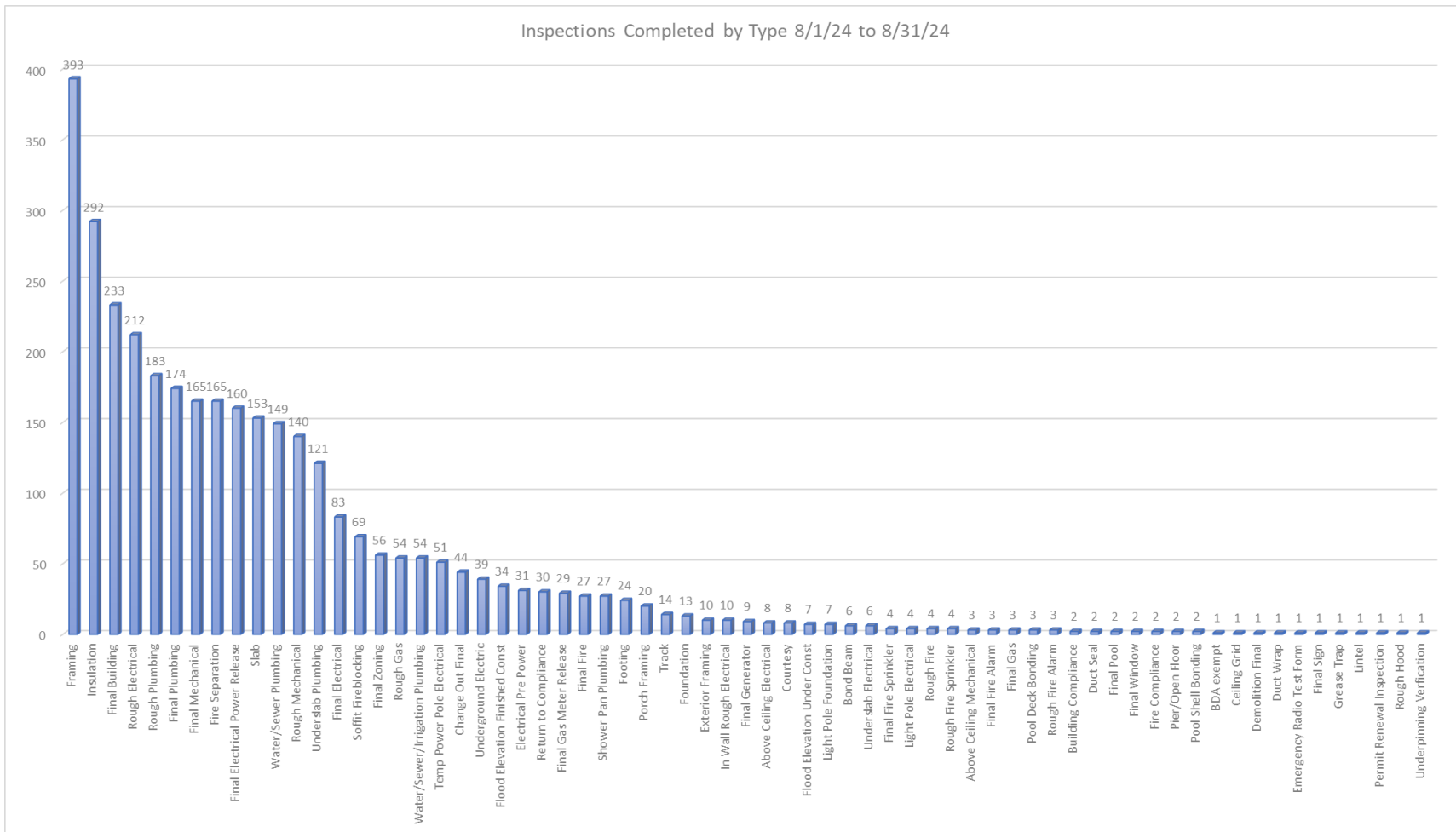
Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
250	3,366	\$17,583,608





Inspections Completed by Type 8/1/24 to 8/31/24



## Code Enforcement Update

### Case Summary

8/1 Through 8/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from July	3	2	23	0	28
Cases Opened August	0	29	17	1	47
Cases Closed August	0	10	4	1	15
Active Cases (Evolve)	3	21	36	0	60

## Department News

In July, Mr. Sutton met with staff of Wilmington Downtown Incorporated to discuss strategies related to downtown development, revitalizing real estate, and social engagement with public art. He also met with multiple property and business owners about activating vacant property in Leland, specifically in the Gateway District. Staff attended the Entrepreneurial & Small Business Strategies class, hosted by the International Economic Development Council. Mr. Sutton also met with consultants to discuss strategies and potential partnerships for redeveloping target areas of Leland.

## New Businesses

- **Hair Studio of Leland** opened early August in the Waterford Shopping Center.
- **Aye Toro** opened late August in the Brunswick Forest commercial area near Shuckin' Shack.

## New Construction/Development

- The Technical Review Committee began the review process for the following project:
  - **Panda Express** submitted plans to be located along **Gateway Boulevard** and **Leland Corners Drive**.

## Economic Development Committee Meeting Summary

The Economic Development Committee meeting for August was canceled due to inclement weather caused by Tropical Storm Debby.

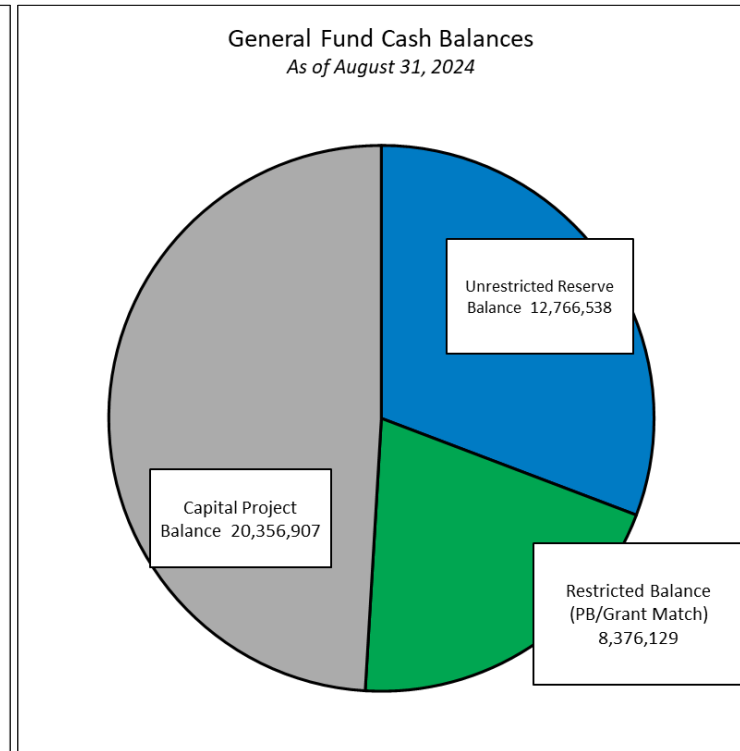
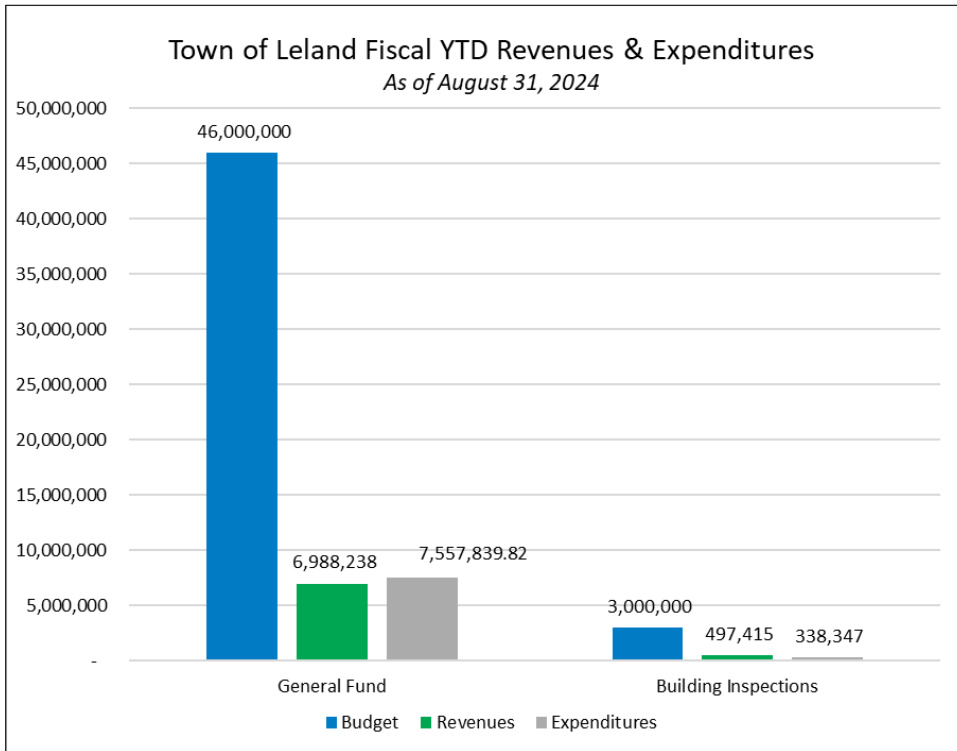
## Department News

Ms. Cook is advancing her professional development by participating in a year-long training course offered by the Grant Professionals Association, titled “Next Level Training for Federal Grants”. Ms. Cook continued the U.S. Department of Transportation's Grant Program, “Reconnecting Communities and Neighborhoods (RCN)”, by actively engaging in their “Reconnecting Communities Bootcamp and Peer Learning Sessions”. These sessions began in June and were completed in August.

Mr. Deas, Ms. Gallagher, and Ms. McGrady virtually attended Introduction to Government Finance through the UNC School of Government.

Ms. Newton, Ms. Norton, and Ms. Hagg attended the Strategic Planning Leadership Retreat.

## Dashboard

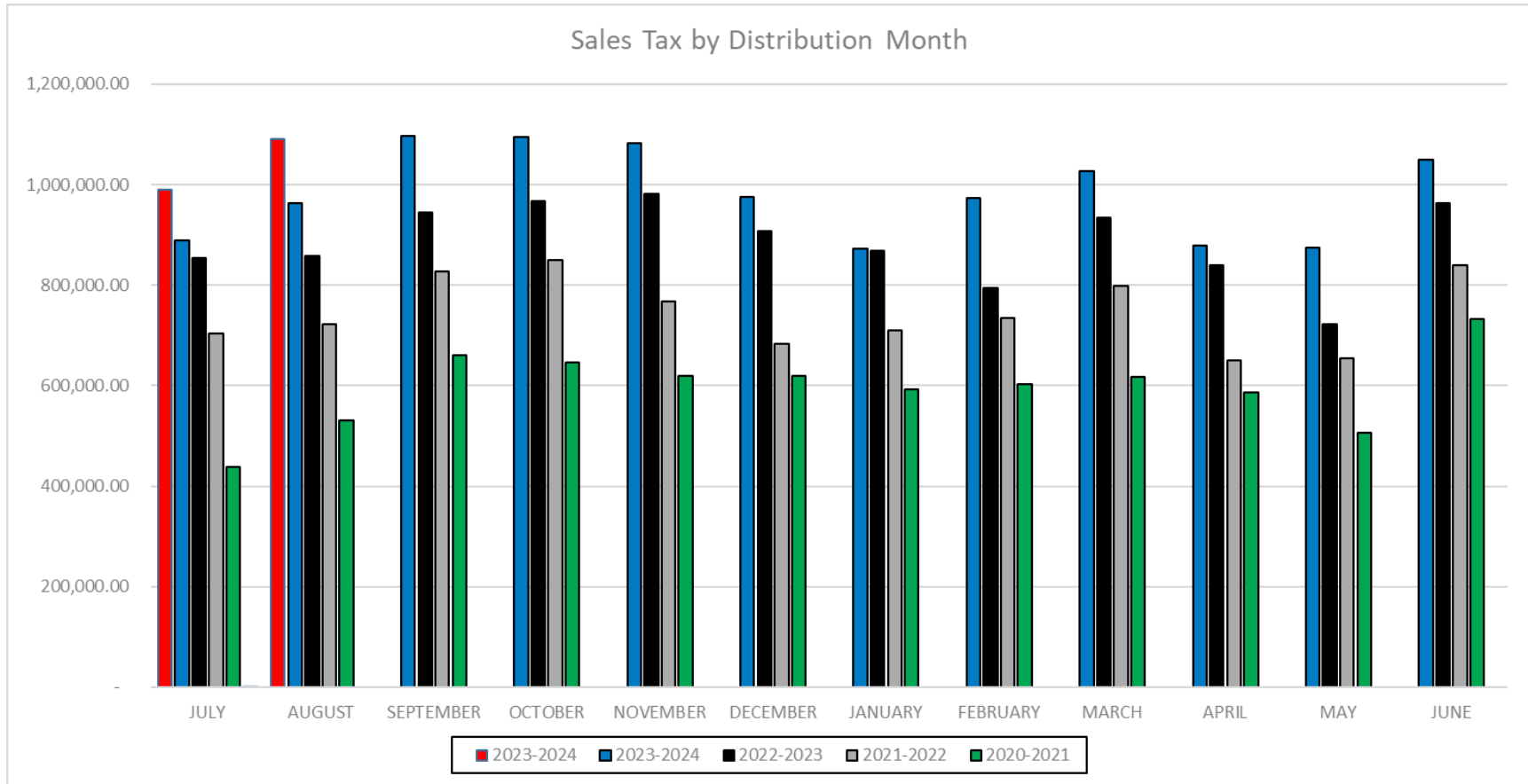


Financial Budget to Actual Report – August 31, 2024

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>2,241,373</b>	<b>6,988,238</b>	<b>-</b>	<b>39,011,762</b>	<b>84.81%</b>
Governing Body	300,000	300,000	23,712	75,403	11,451	213,147	71.05%
Administration	3,110,000	3,110,000	135,595	633,716	91,755	2,384,529	76.67%
Information Technology	4,600,000	4,600,000	197,310	471,087	814,725	3,314,188	72.05%
Human Resources	600,000	600,000	32,816	55,723	20,259	524,018	87.34%
Finance	1,250,000	1,250,000	81,988	138,131	20,259	1,091,610	87.33%
Planning	1,220,000	1,220,000	67,623	133,805	131,323	954,873	78.27%
P&R & Cultural Arts	1,130,000	1,130,000	68,026	143,800	87,014	899,186	79.57%
Fleet & Facilities	1,710,000	1,710,000	107,476	206,668	136,828	1,366,503	79.91%
Streets & Grounds	3,880,000	3,880,000	181,149	362,481	339,204	3,178,315	81.92%
Engineering	980,000	980,000	51,197	97,094	126,957	755,949	77.14%
Police	7,750,000	7,750,000	394,969	757,362	842,312	6,150,326	79.36%
Emergency Management	230,000	230,000	14,661	28,498	1,246	200,256	87.07%
Fire	9,000,000	9,000,000	501,288	2,919,318	220,379	5,860,304	65.11%
Debt Services	6,450,000	6,450,000	145,080	1,534,755	-	4,915,245	76.21%
Transfers	3,790,000	3,790,000	-	-	-	3,790,000	100.00%
<b>EXPENSES</b>	<b>46,000,000</b>	<b>46,000,000</b>	<b>2,002,892</b>	<b>7,557,840</b>	<b>2,843,712</b>	<b>35,598,448</b>	<b>77.39%</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>220,681</b>	<b>497,415</b>	<b>-</b>	<b>2,502,585</b>	<b>83.42%</b>
<b>EXPENSES</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>189,377</b>	<b>338,347</b>	<b>50,830</b>	<b>2,610,823</b>	<b>87.03%</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

Description: Thermoplastic Striping Project; Vendor: McShea Construction LLC; Amount: \$56,808.55

Description: Sidewalk Improvements (9); Vendor: C.M. Mitchell Construction; Amount: \$60,361.35

Description: Leland Unpaved Roads Design/Engineering; Vendor: McGill Associates; Amount: \$149,500

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in August.

## Audit Committee Meeting Summary

The Audit Committee did not meet in August.

## Investment Portfolio

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

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.0481	13,187.38	2,030,282.01
NC Capital Management Trust	0.0522	49,863.56	14,916,651.39
NC Class	0.0539	18,367.15	4,039,074.79
<b>Total</b>		81,418.09	20,986,008.19

## Department News

In August, the Town welcomed three (3) new employees, promoted two (2) employees, and four (4) employees ended their employment with the Town. The Town is actively recruiting for multiple positions, including Police Officers, Firefighters, a Transportation Planner, a Planner, a Construction Inspector, and a Custodian. Staff sponsored a Team building event for Public Works staff at the Municipal Operations Center. The Town Managers hosted a conversation with thirteen (13) employees who shared their perspectives about their work with the Town. These are valuable opportunities for the Town's Management Team to learn from the experience of employees and make improvements to the workplace. On August 28, the Town's retirement plan representative from Empower, Matt Dominelli, was on site and met with fourteen (14) employees to help them understand more about their retirement plan. There was great demand for Mr. Dominelli's time, and he will return in November. The department is at the close of a project to revise the employee handbook which will be republished to employees at the end of the month. The department continues to prepare for open enrollment with the North Carolina State Health Plan's transition to Aetna. A Health and Wellness Fair and Flu Shot Clinic for employees will be hosted by the department on September 30.

## Personnel Updates

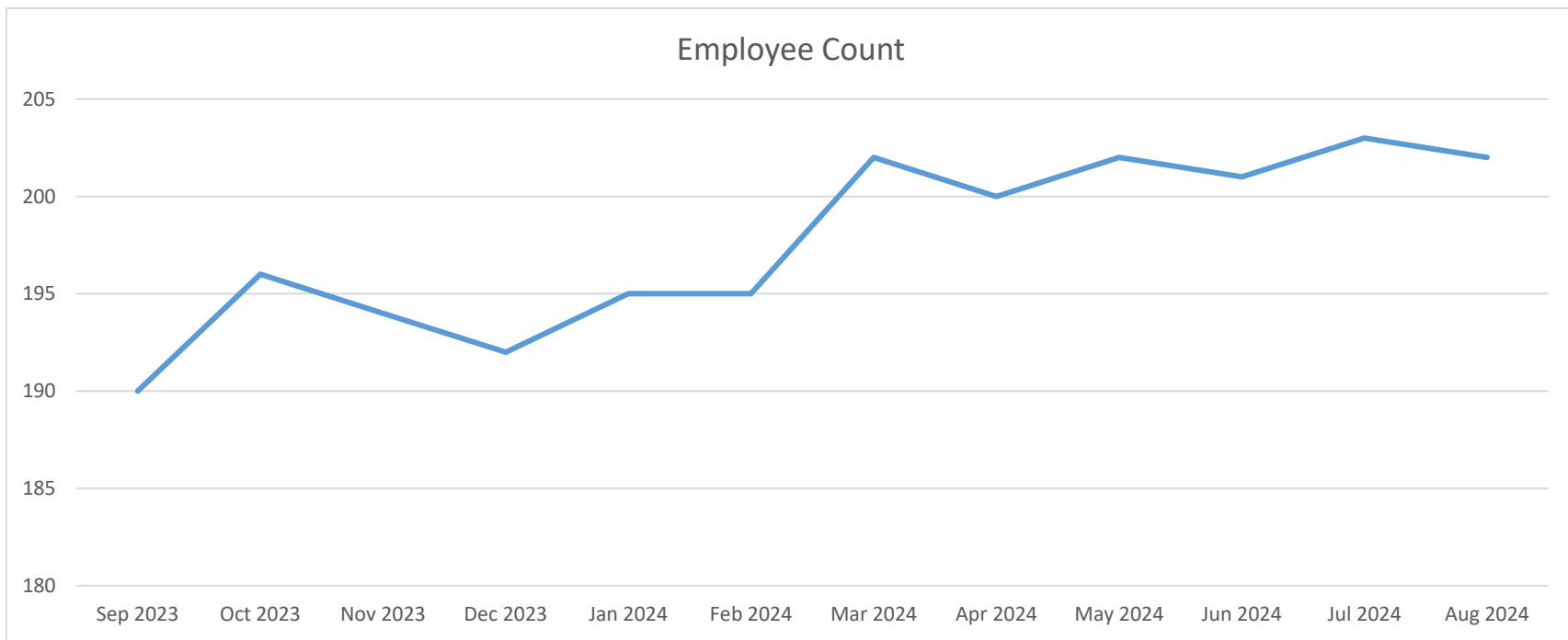
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Martin Jensen	Engineering	Termed	8/2/2024	Senior Construction Inspector		
Justin Davis	Fire Department	New Hire	8/5/2024	Fire/Rescue Captain		
James Goodson	Police Department	New Hire	8/5/2024	Police Officer		
Stephanie Carpenter	Facilities & Maintenance	Termed	8/9/2024	Custodian II		
Abby Clayboss	Engineering	Promotion	8/18/2024		Engineer II	Engineer III
Adam (Michael) Golonka	Administration	New Hire	8/19/2024	Deputy Town Clerk		
Kevin Martin	Streets Maintenance	Termed	8/19/2024	Street Maintenance Supervisor		
U'Ryan Byers	Fire Department	Termed	8/30/2024	Fire/Rescue Captain		
Bradlee Littlefield	Fire Department	Promotion	8/31/2024		Fire Apparatus Engineer	Fire/Rescue Captain



### Workers Comp Data August 2024

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Bloodborne pathogen exposure

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



<b>Headcount</b> ⓘ 202 As of August 2024	<b>Hired</b> ⓘ 40	<b>Termed</b> ⓘ 27	<b>Growth Rate</b> ⓘ 6.9%	<b>Turnover Rate</b> ⓘ 13.7%	<b>Average Tenure</b> ⓘ 4.3 (Years)
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### Turnover Data September 2023 – August 2024

#### Full Time Turnover

<b>Turnover Rate</b> ⓘ 12.7%	<b>Annualized Rate</b> ⓘ 12.7%	<b>Terminations</b> ⓘ 24	<b>Average Employees</b> ⓘ 189.2
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#### Part Time Turnover

<b>Turnover Rate</b> ⓘ 35.3%	<b>Annualized Rate</b> ⓘ 35.3%	<b>Terminations</b> ⓘ 3	<b>Average Employees</b> ⓘ 8.5
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Terminations include voluntary and involuntary separations of employment.

## Department News

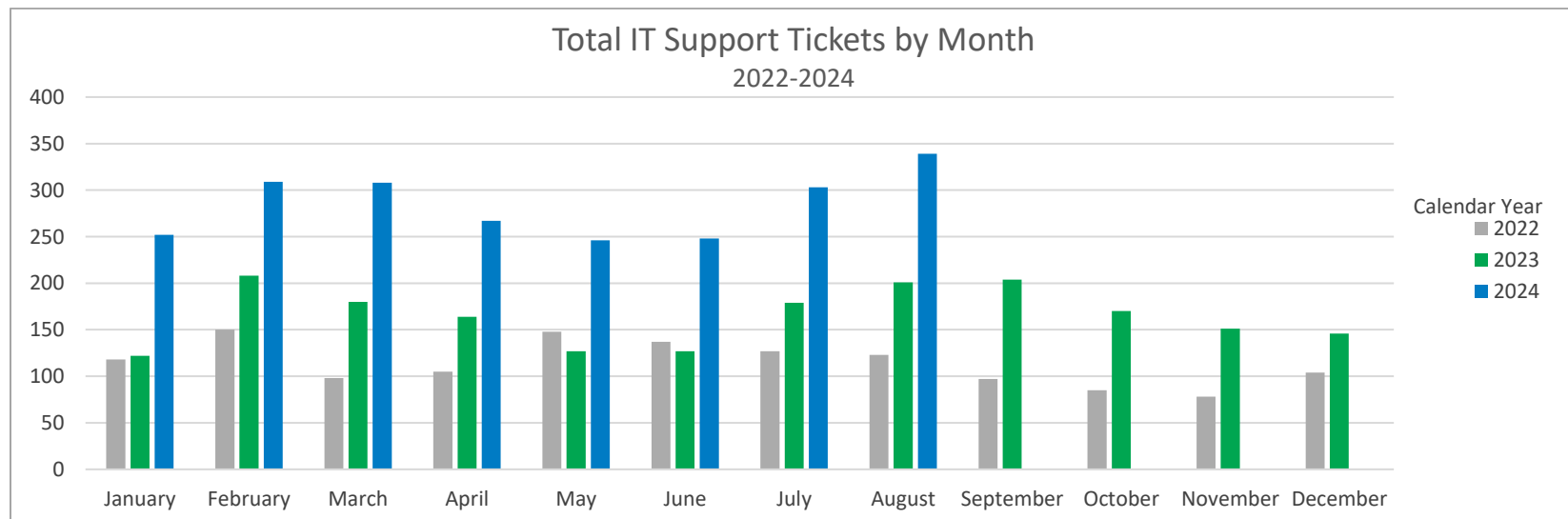
Staff are currently focused on planning and implementing several large projects identified in the FY24-25 budget, as well as making general improvements regarding computer usage Town-wide.

## Major Work Priorities

- Public Safety radio programming and installation
- PC workstation updates and security enhancements
- Electronic records policy development

## Projects Completed

- 5 employees onboarded/offboarded
- GIS environment system upgrade
- Printer/copier installation standardization



## Administration News

On August 16, a Strategic Planning Staff Retreat was held at Fire Station 51. This was the first meeting between staff and the Town's strategic planning consultant, Rebecca Jackson, CEO of True North Performance Group, LLC, to build upon the foundational items Council created at their retreat in July. The objectives of the retreat were as follows:

- Provide an opportunity for the Town's Leadership staff to collaborate as a Team.
- Discuss and refine the results of the Council retreat:
  - Vision and Mission statements
  - Strategic Priority Areas reflecting departmental goals and objectives
  - Strategic Initiatives highlighting critical ongoing departmental projects, aligning them to Strategic Priority Areas
- Discuss options for execution and decide on next steps.
- Gain a deeper understanding of a High Performing Organizational Framework with a focus on strategic planning.
- Agree on next steps for Leland to execute the strategic plan once adopted and move forward as an organization committed to excellence.

The next step with the strategic planning initiative will be a Special Council Meeting to be held on Tuesday, September 10 to review the results of staff's work on the vision, mission, strategic priority areas, and goals and to ensure they align with Council's foundational items created during the Council retreat. Once these are finalized, an engagement survey will be released to both the community and staff for input.

The Mayor and Ms. Rhodes attended the NC Association of Municipal Clerks banquet on August 24 in Charlotte to support Ms. Reinhardt's swearing in ceremony as President of the NCAMC.

## Town Clerk's Office

Ms. Reinhardt attended the NC Association of Municipal Clerks Annual Summer Academy. She was sworn in as the 2024-25 NCAMC President.

### Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - August 13 Agenda Council Meeting
  - August 13 Closed Session Meeting
  - August 15 Regular Council Meeting
  - August 27 Planning Board Meeting

- August 28 Parks and Recreation Meeting
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 0
  - Minutes – 6
  - Agendas – 5
  - Resolutions – 4
  - Ordinances – 1
  - Proclamations – 0
  - Presentations – Leland Resilient Routes, Safe Streets for All Plan Update, Project Updates, Public Safety Fire-Year Strategic Plan, and the Quarterly Update for Leland 2045 Comprehensive Plan
  - Public Hearing Notices for the Council Meetings – 0
  - Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)

## Government Portal (iCompass) Transparency Update

- Portal Visits – 2,586
- Portal Unique Visits – 1,893
- Agenda Council Meeting August 12 Agenda Views – 226
- Regular Council Meeting August 15 Agenda Views – 508
- Planning Board Meeting August 27 Agenda Views – 405
- Parks and Recreation Board August 28 Agenda Views – 216