



## STAFF REPORTS

January 2025 Regular Meeting

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## Department News

Sergeants Berry and Winder attended the third session of the Law Enforcement Executive Program December 9-11 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives by enabling them to manage their most critical current and future challenges effectively.

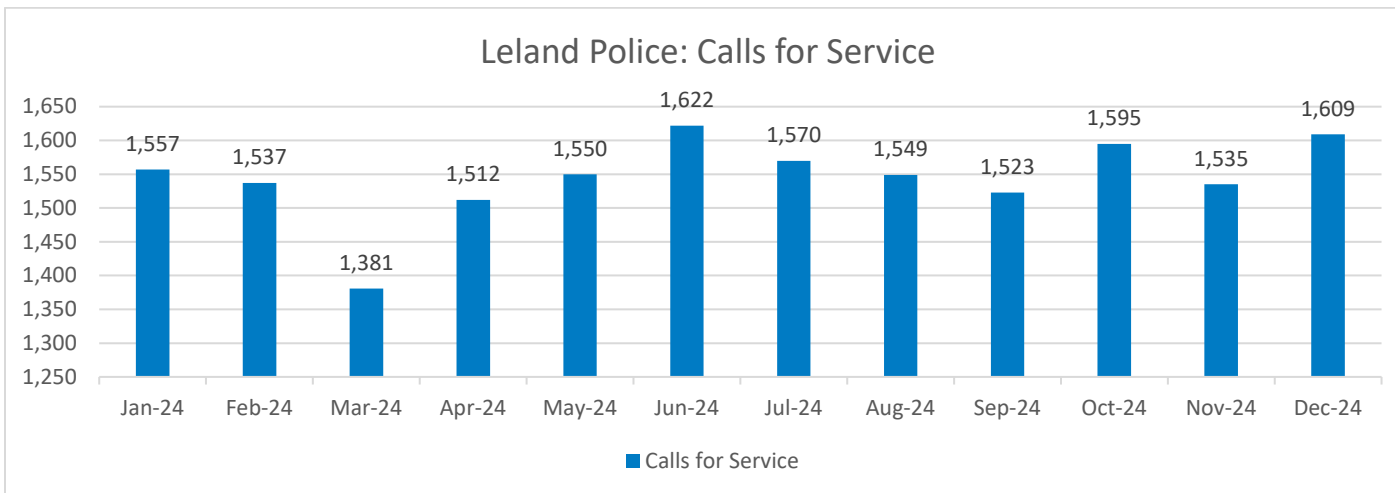
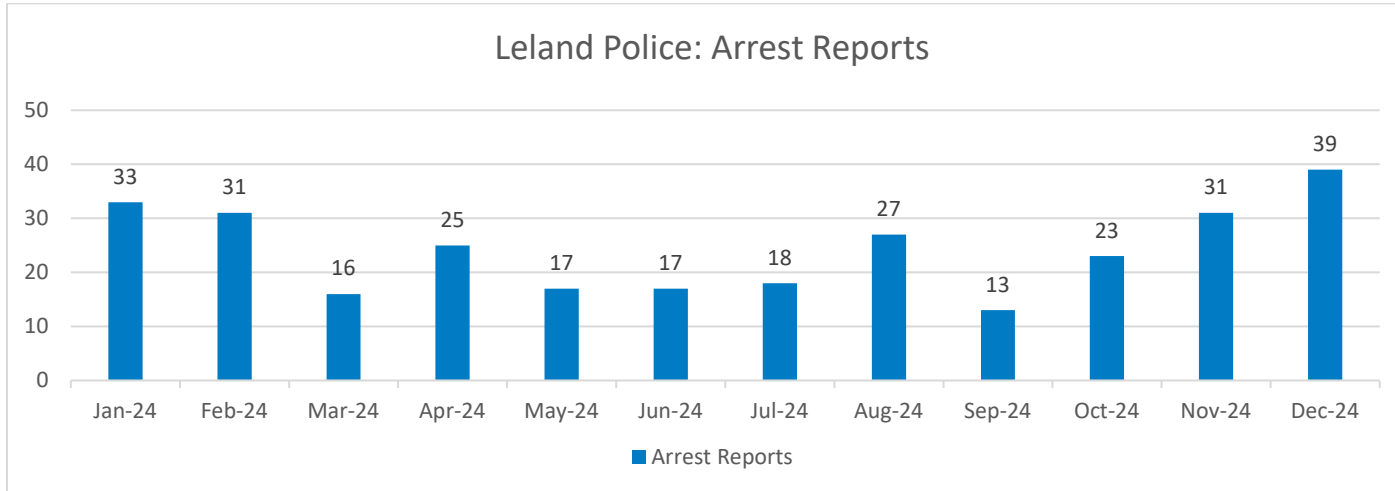
Master Officer Wooley attended First Line Supervision Training December 9-13 at the North Carolina Justice Academy. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

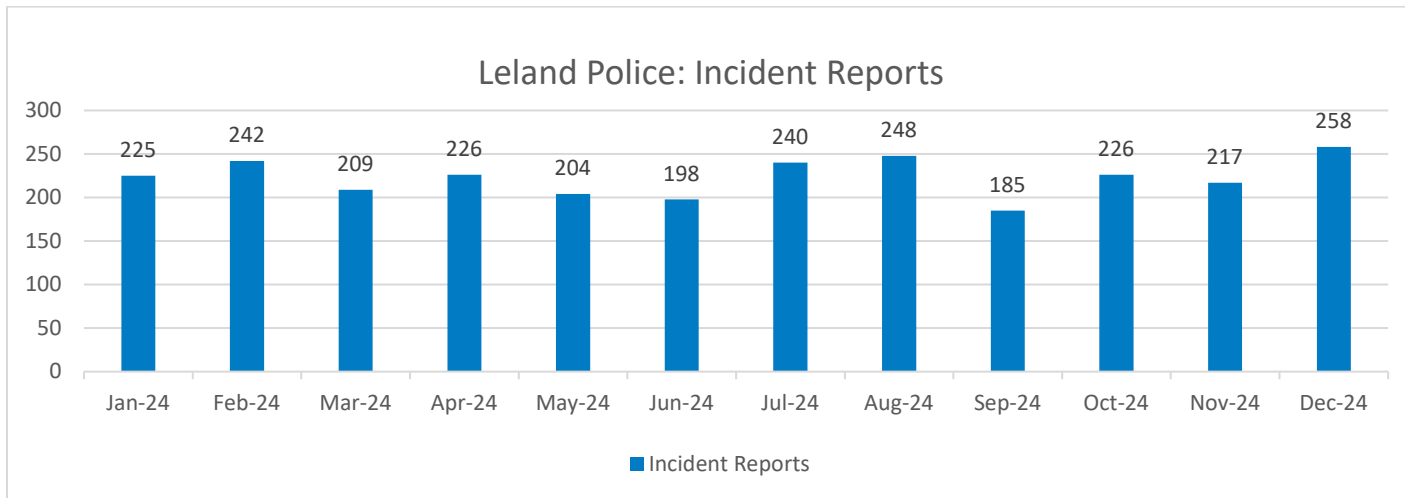
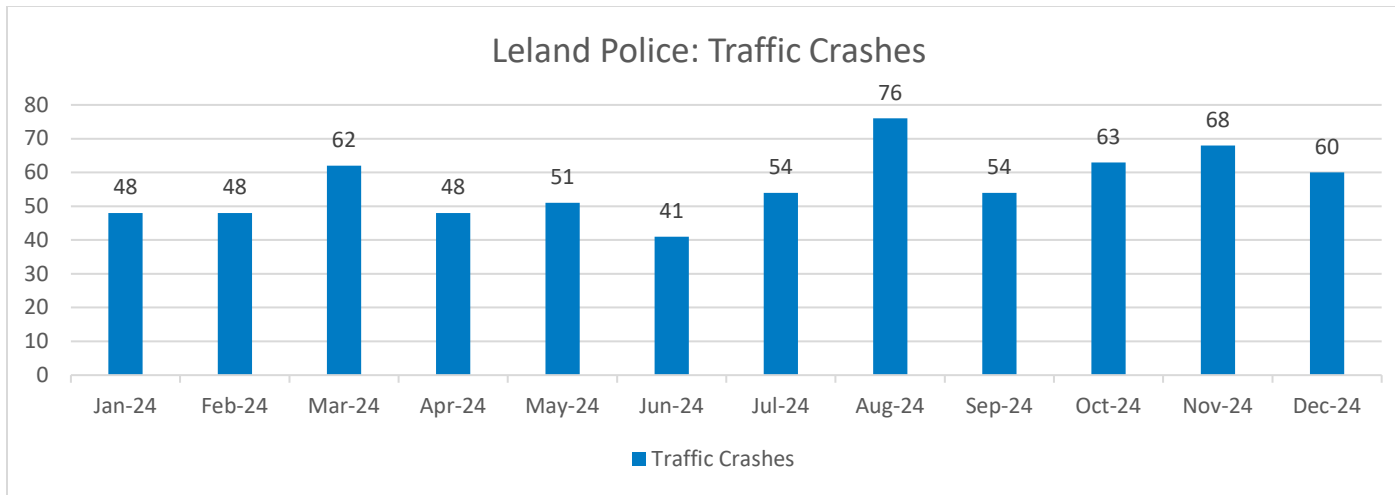
Sergeant Reid attended the FBI-LEEDA Executive Leadership Institute course December 16-20 in Myrtle Beach. This is one of three courses of the Trilogy Series the FBI teaches related to various aspects of leadership.

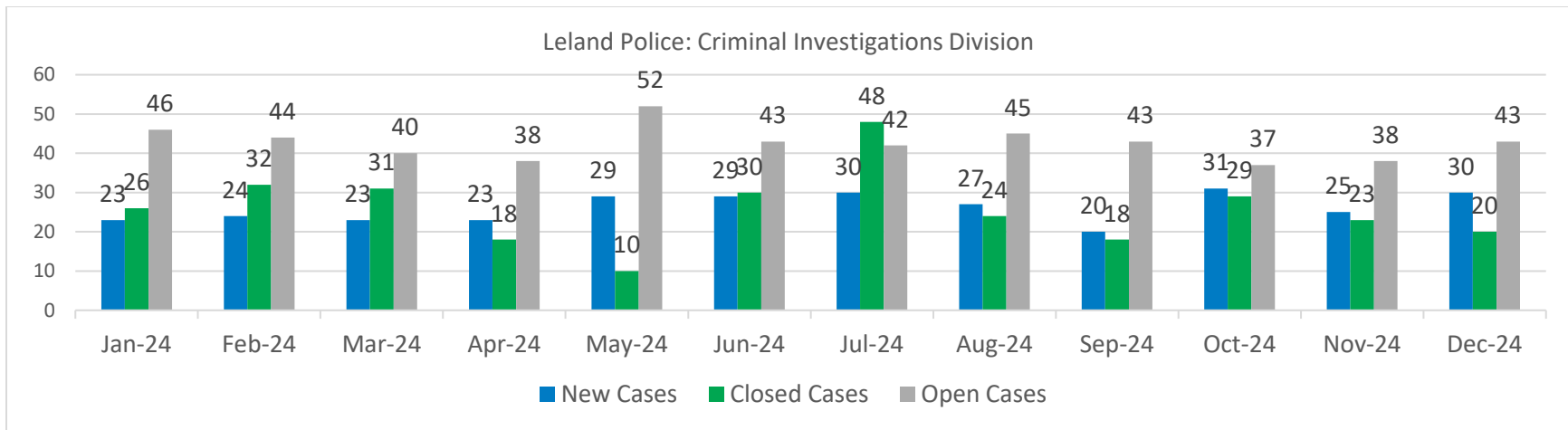
## Active Mutual Aid Agreements

- 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
Dec	30	1	8	9	1	1	4
Totals	370	17	59	66	21	5	42

## Department News

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

- Assisted nine homeowners with smoke alarm installations or battery replacements
- Assisted one citizen with a car seat check/installation
- Participated in the Fill the Fire Truck/Pack the Patrol Car event
- Participated in the Toys for Tots toy drive
- Participated in a community event for Compass Pointe residents
- Participated in Lunch with First Responders at Belville and Lincoln Elementary

Shelton James joined the department as Deputy Fire Chief of Operations and Brian Kelly joined as Deputy Fire Chief of Support Services.

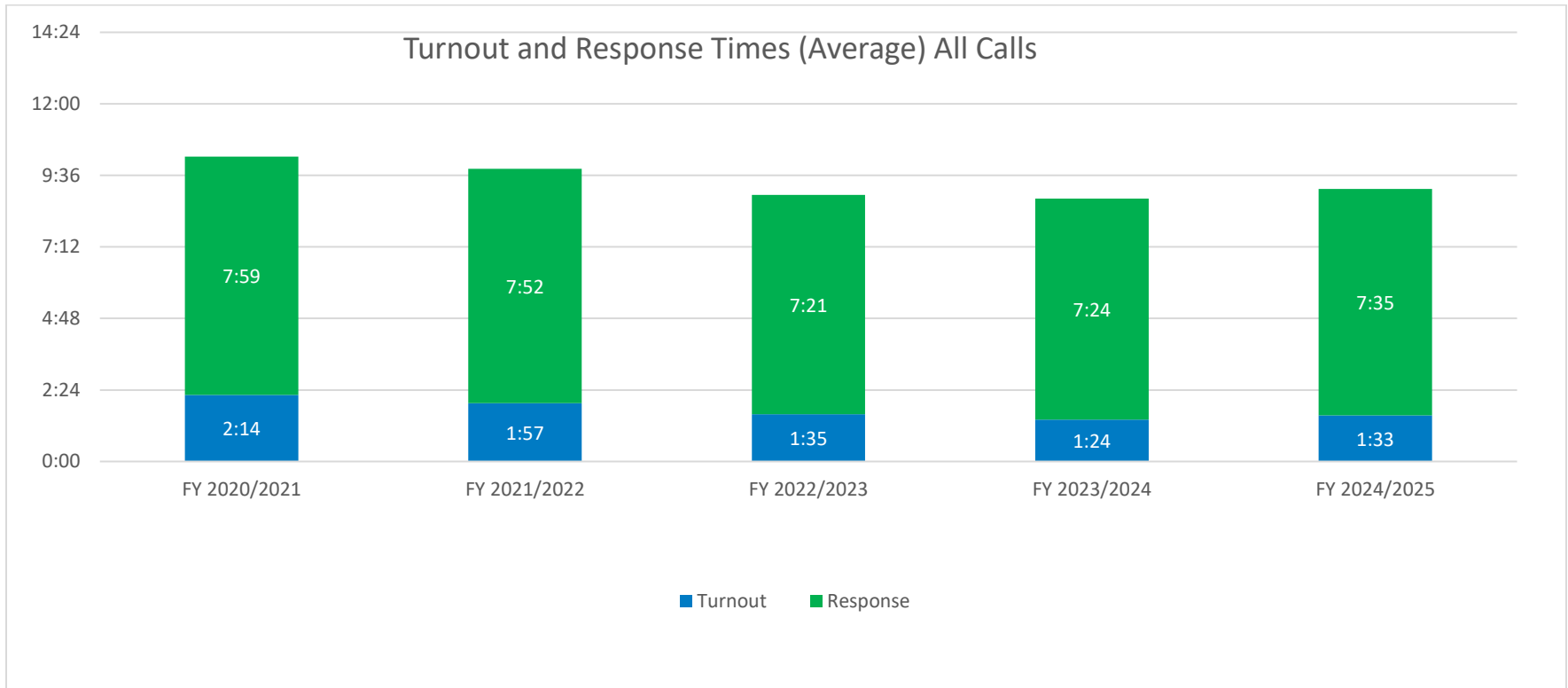
A Shift participated in their quarterly live burn training at the Fayetteville Technical Community College Fire & Rescue Training Center.

## Active Mutual Aid Agreements

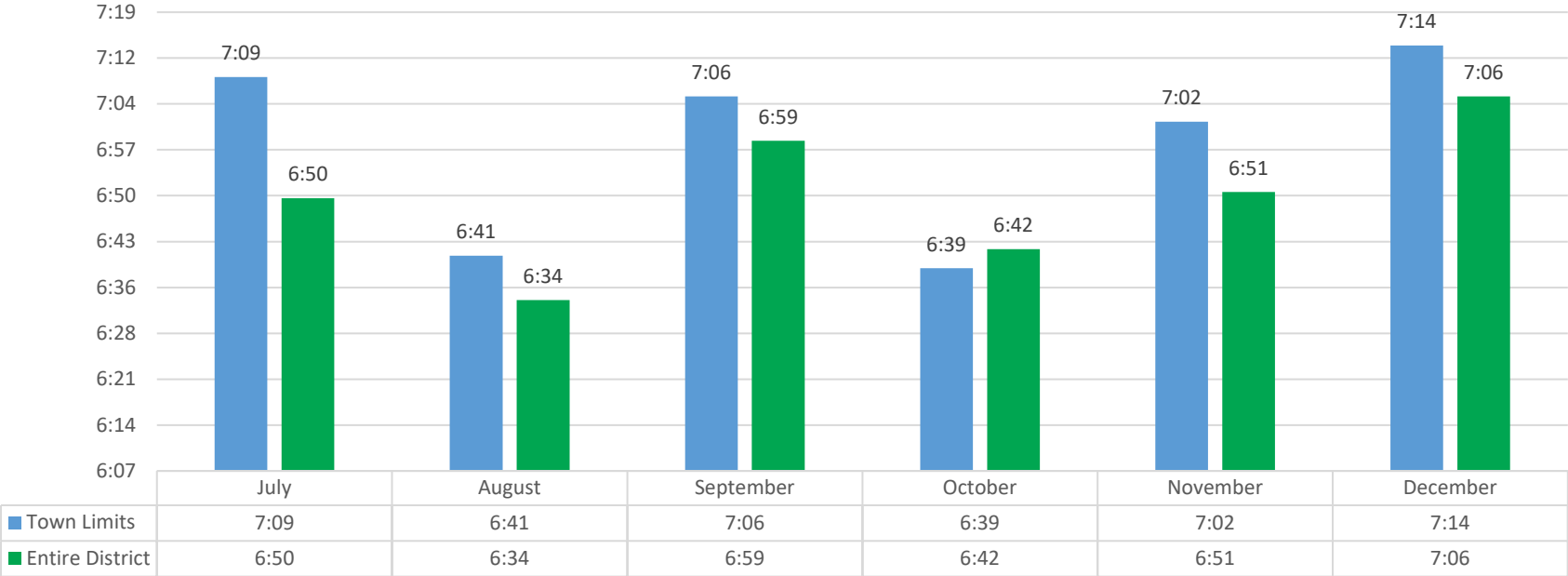
- Bald Head Island Department of Public Safety
- Boiling Spring Lakes Fire Rescue
- Bolivia Volunteer Fire Department
- Calabash Volunteer Fire Department
- Civietown Volunteer Fire Rescue
- Grissettown Longwood Volunteer Fire & Rescue Department
- Navassa Volunteer Fire Department
- NCIMAS
- New Hanover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



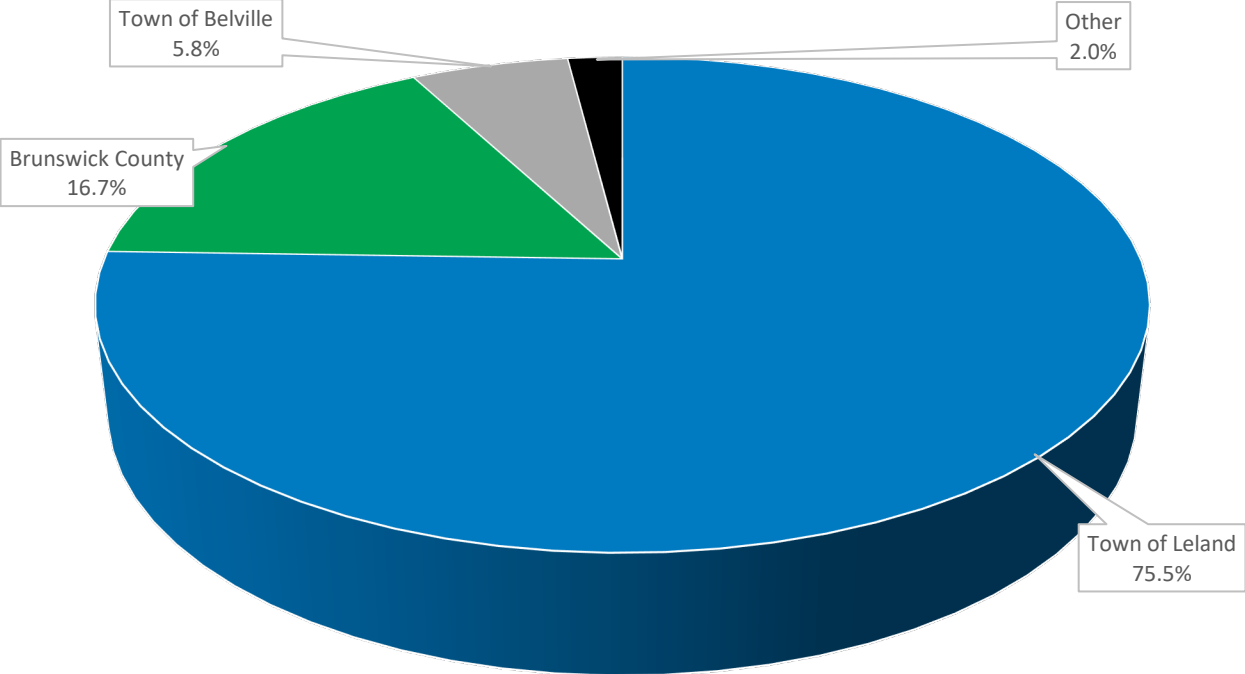
## Dashboard



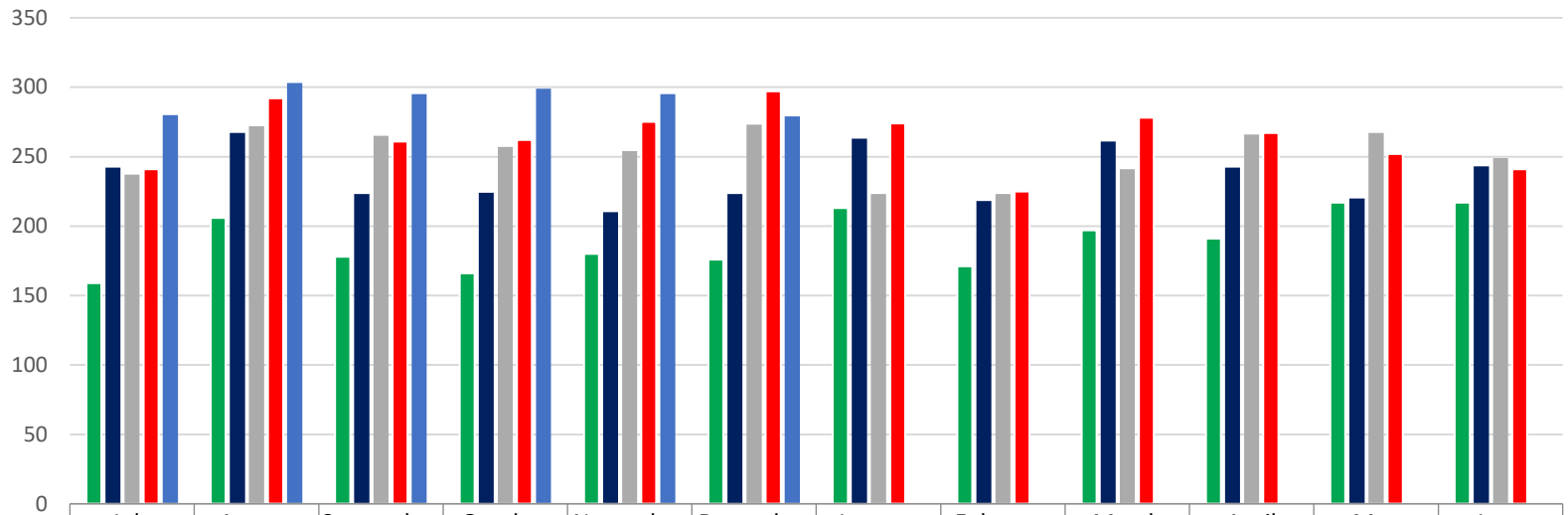
FY 2024/2025 Response Times (Average) Emergency Calls



FY 2024/2025 Fire Calls by Zone



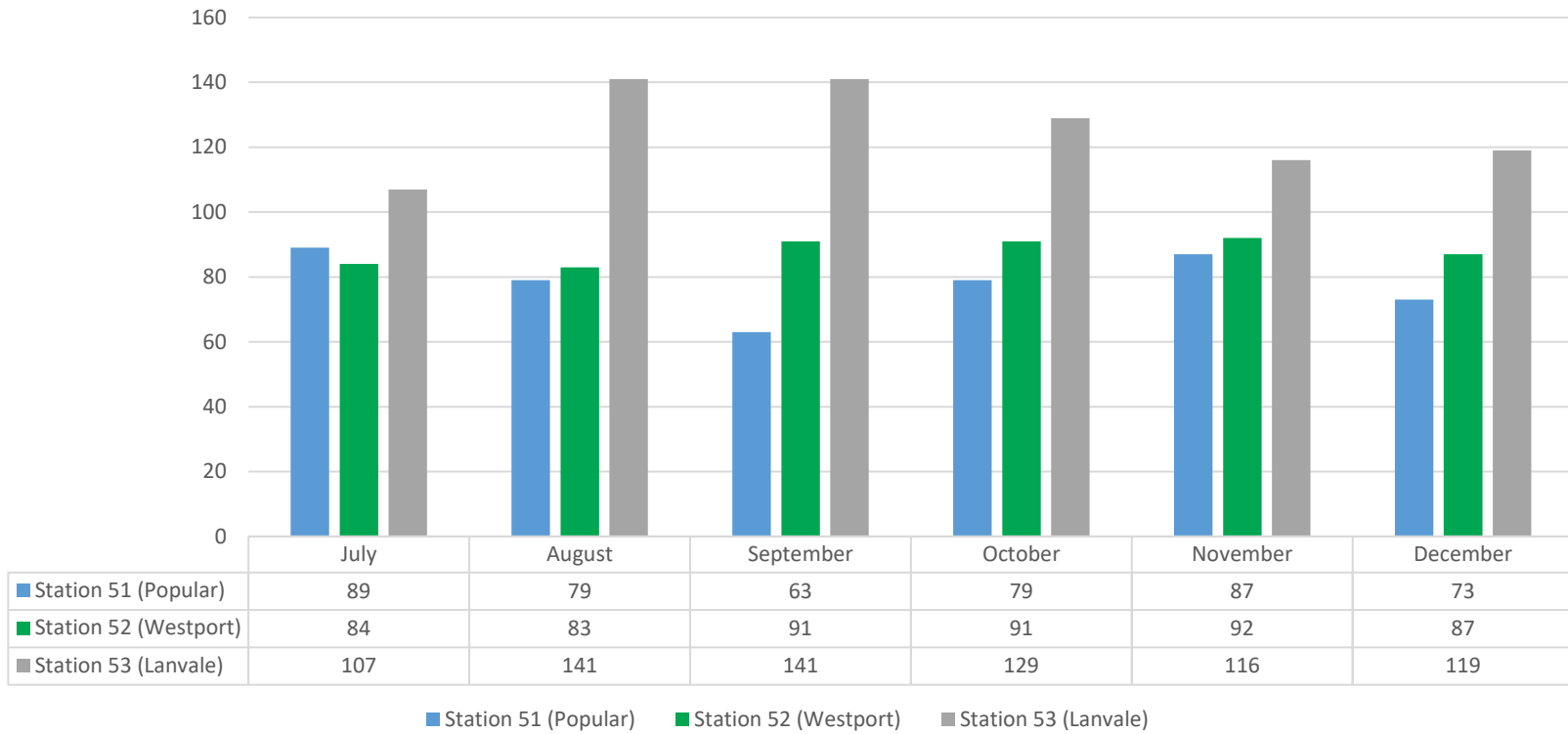
Fire Calls

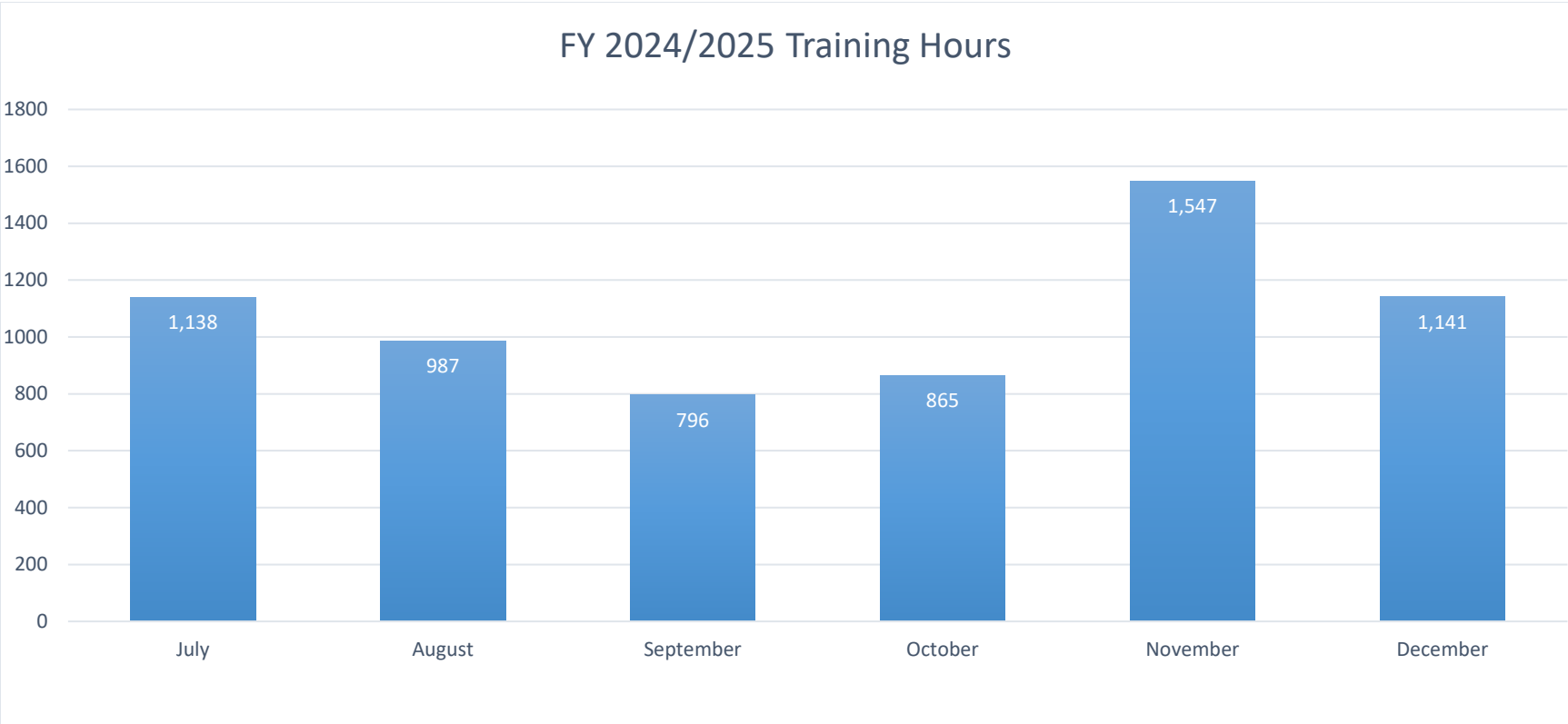


	July	August	September	October	November	December	January	February	March	April	May	June
FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
FY 2021/2022	242	267	223	224	210	223	263	218	261	242	220	243
FY 2022/2023	237	272	265	257	254	273	223	223	241	266	267	249
FY 2023/2024	241	292	261	262	275	297	274	225	278	267	252	241
FY 2024/2025	280	303	295	299	295	279						

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

FY 2024/2025 Fire Calls Per Station





## Department News

Staff continue to work to gather pre-grant data for the upcoming 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. A working budget draft for Emergency Management is prepared. Staff met with Brunswick County Emergency Management to identify possible temporary staging locations for evacuees during flooding events. Staging for commodities to support this operation north of Town Creek was explored and a solution has been identified. Staff continues to work with stakeholders to reach this goal. Staff participated in a Hazardous Materials Conference hosted by New Hanover County Emergency Management. This one-day conference presented information on Tier II reporting, NFPA 470, and past incident lessons learned.

## Work Priorities and Initiatives

- Potential Tropical Cyclone #8 grants
- Strategic Plan implementation

## Projects Completed

- Mass notification solution
- Draft budget preparation

## Department News

The department currently has one vacancy: Transportation Planning Engineer.

## Town Project Updates

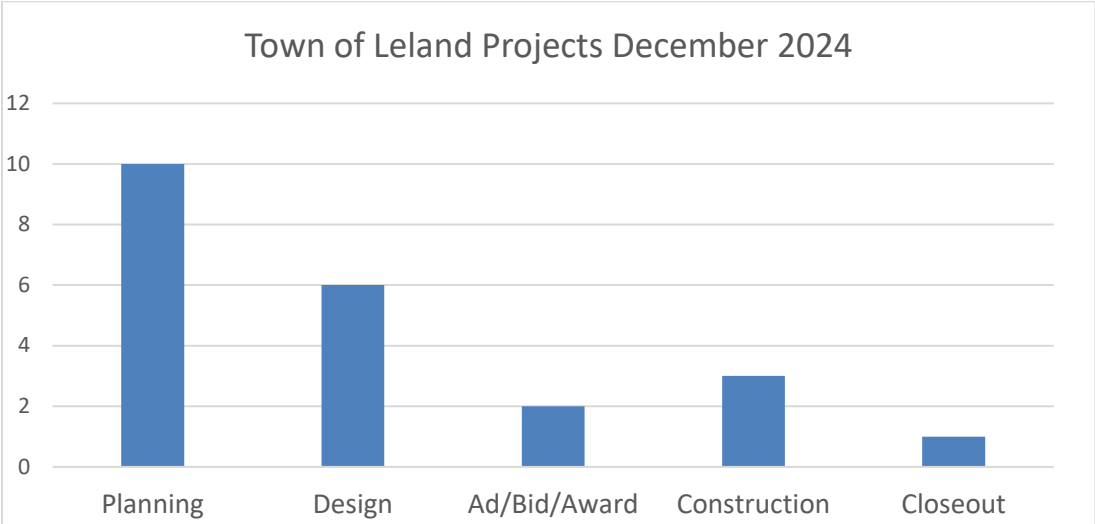
### Projects In Construction

- Town Hall Expansion – Approximately 25% complete
- Founders Park – Construction is ongoing, approximately 75% complete
- Brunswick Village Boulevard Extension – Approximately 95% complete

### Projects In Closeout

- Mallory Creek Drive Sidewalk Extension

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

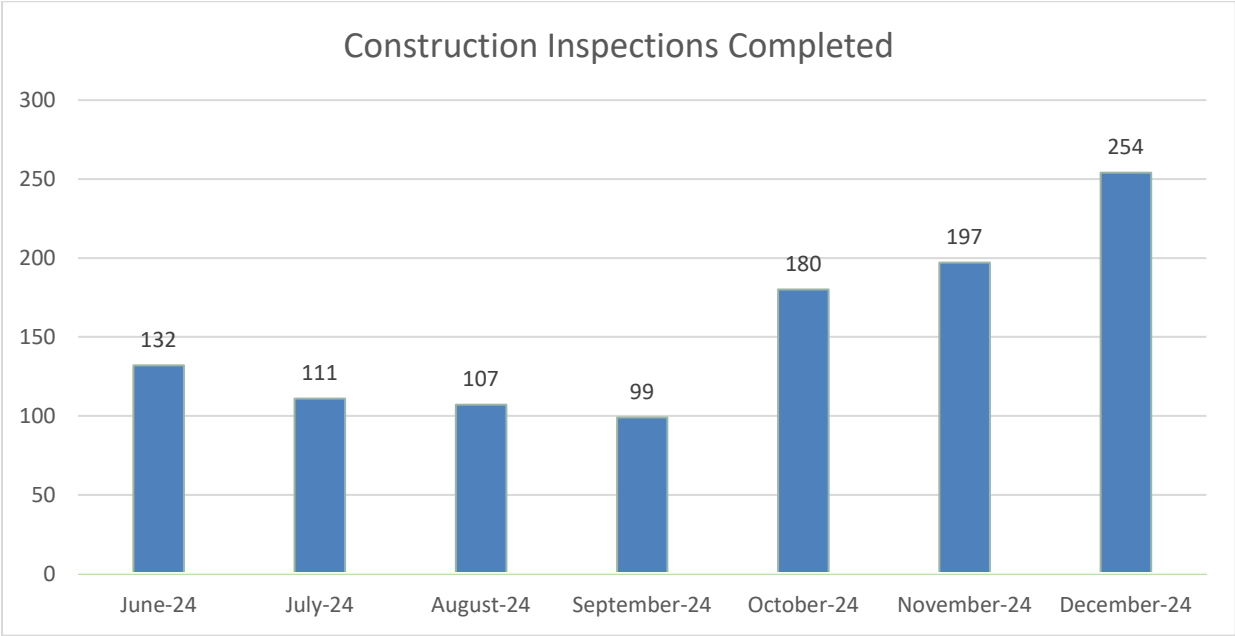




# Construction Inspections

## Inspections

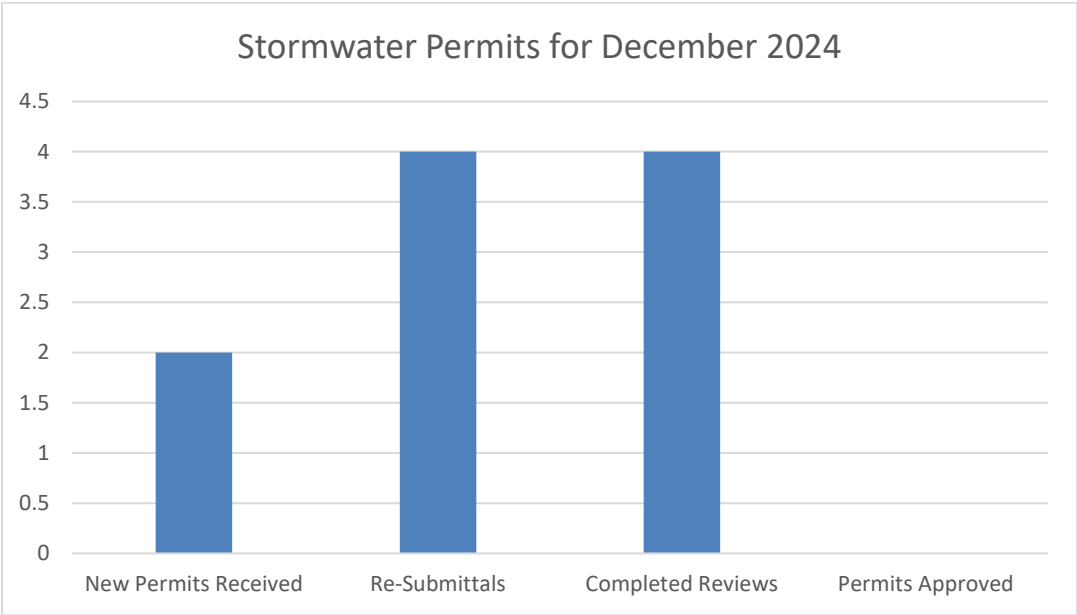
- Staff have completed 254 construction inspections.
  - Construction inspections include developer and Town projects.



# 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.



## Department News

Staff generated 177 work orders in December and closed 146 of them (82%).

The FY2023-24 Solid Waste and Materials Management Report for the Town was approved by the NCDEQ.

Current staff vacancies are Streets Maintenance Technician I and Custodian I.

## Streets Updates

### Work Priorities and Initiatives

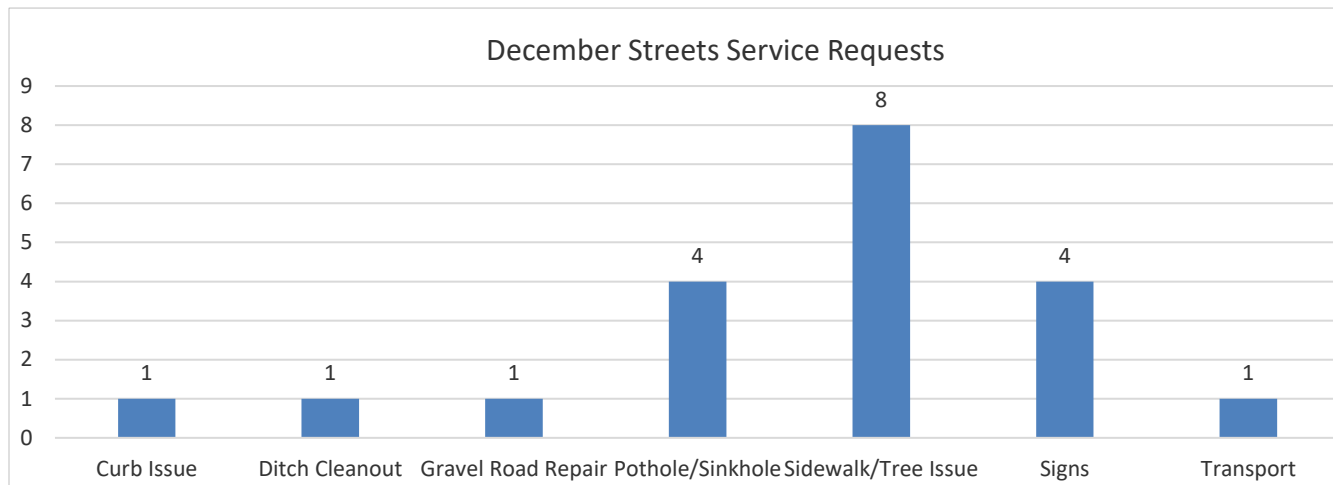
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalk replacements, curb replacements, and cleaning out ditches as weather permits.
- Staff will install new street name signs on Kay Todd Road in January. Kay Todd Road was renamed Long Pine Drive.
- Staff will clear brush and clean the ditch on the side property line at the MOC.
- Staff will install cisterns at the MOC.
- Staff will make improvements to the roof drain system at Fire Station 51. Roof drains will be directed to underground pipes and connected to the existing storm drain inlets.

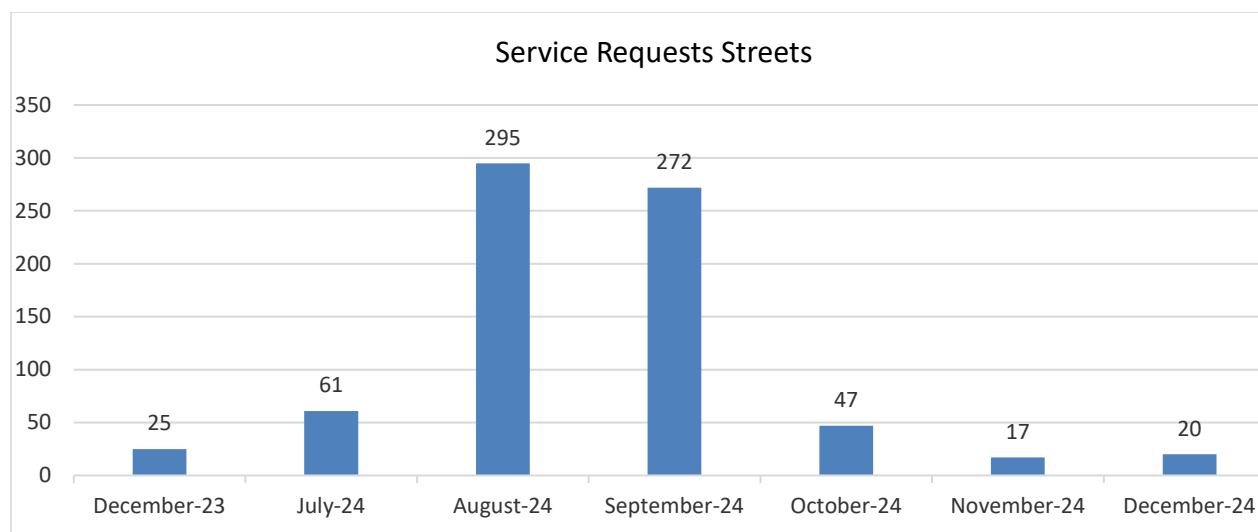
### Projects Completed

- Staff repaired sinkholes in the Ibis Landing and Waterford communities.
- Staff repaired asphalt potholes in Westport.
- Staff installed new directional signs on Long Pine Drive and Lee Drive to improve driver safety.
- Staff replaced missing safety signs at various locations throughout Town.
- Staff completed curb repairs and curb ramp improvements at the intersection of Tommy Jacobs Drive and Grandiflora Drive. This work includes updating curb ramps for ADA compliance.
- Staff completed sidewalk repairs in Brunswick Forest.
- Staff removed trees in Brunswick Forest that were hazardous for high profile vehicles like emergency vehicles.

### Work Order Summary

- Streets generated 20 work orders in December, with the majority being sidewalk/tree issue (8), pothole/sinkhole (4), and sign related (4).
- Streets completed 13 work orders in December, with an approximate expense of \$36,300 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$20,400).





## Grounds Updates

### Work Priorities and Initiatives

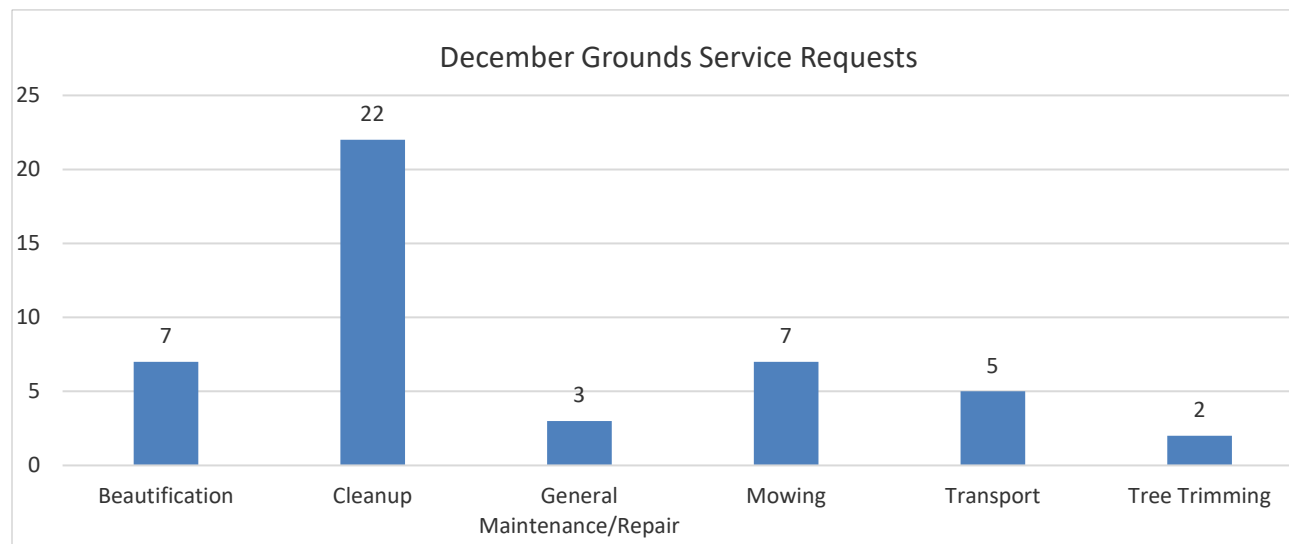
- Staff will begin to remove, review, and inventory existing holiday lights and displays for next year.
- Staff will begin reviewing plans and operations at the new Founders Park.
- Staff will continue mulch installation around Town properties.
- Staff will continue to hand irrigate the trees installed along Gateway Boulevard as needed.
- Staff will continue to hand irrigate the plants installed at the Northgate retention pond as needed.
- Staff will continue to hand irrigate the transplanted live oak at Founders Park as needed.

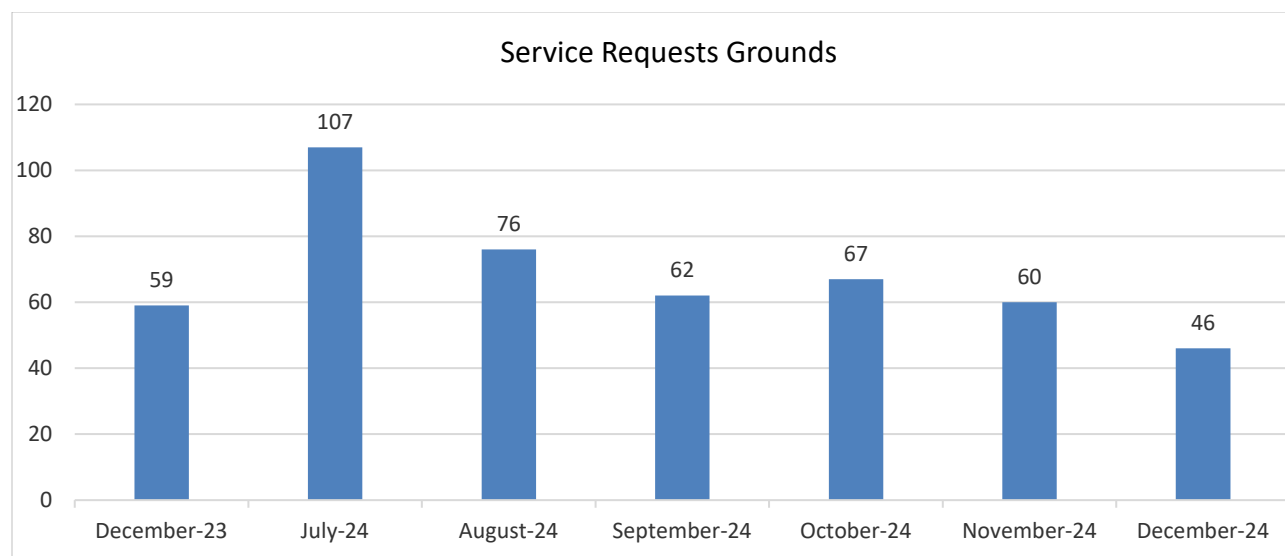
### Projects Completed

- Staff successfully installed 100% of the holiday lights for the Leland Tree Lighting and assisted during the event.
- Staff installed new mulch in the natural areas at Cypress Cove Park.
- Staff repaired the gravel parking area at the Disc Golf Course.

### Work Order Summary

- Grounds generated 46 work orders in December, with most of them being cleanup (22), beautification (7), and mowing related (7).
- Grounds completed 41 work orders in December, with an approximate expense of \$8,400 in labor, equipment, and materials to complete these work orders.





## Facilities Updates

### Work Priorities and Initiatives

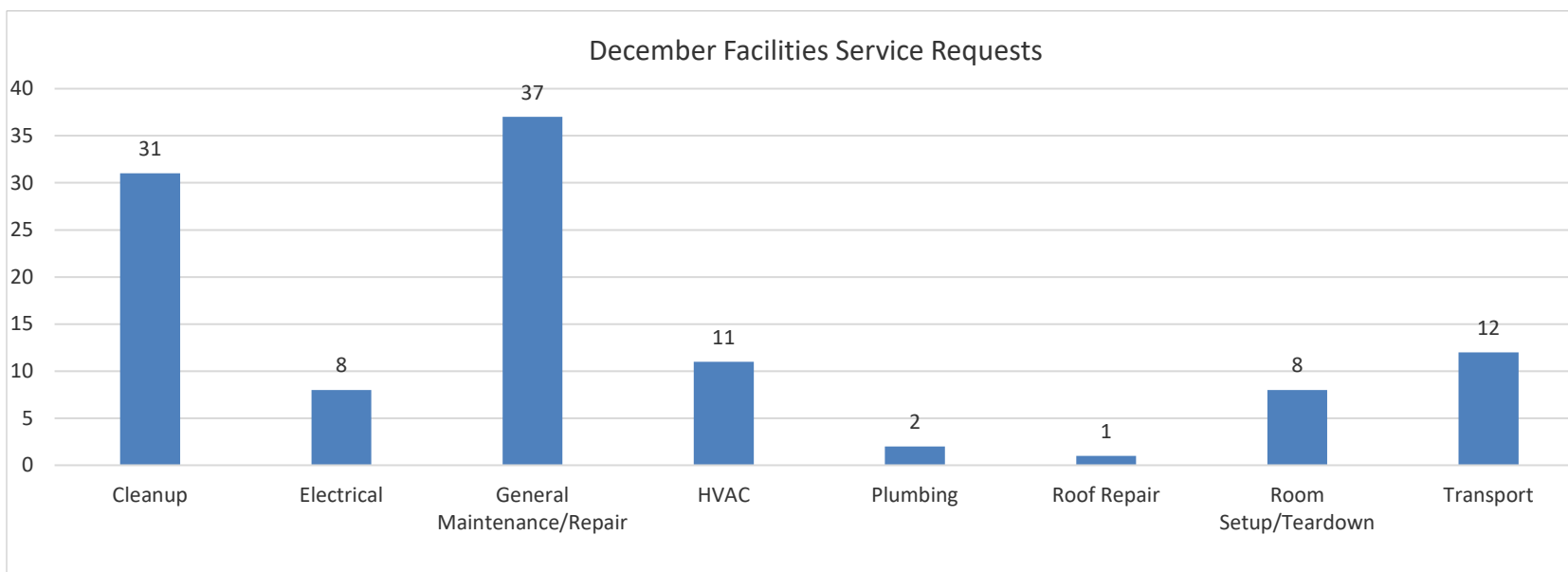
- Staff are still working with roof contractor Flores and Foley to replace the shingles at the LCAC.
- Staff will be replacing an outside LG HVAC unit, which controls the heat and air in the Planning wing at Town Hall.
- Staff will be attending a training class with LG in an effort to begin their LG repair technician certification.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, wiring techniques, and electronics information.
- Staff will be learning about arc flash and proper PPE for all voltage levels.
- Staff will be taking a class on lockout tagout procedures for electrical equipment.
- 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 testing manual power transfer switching from generator to power station, and power station to generator.

### Projects Completed

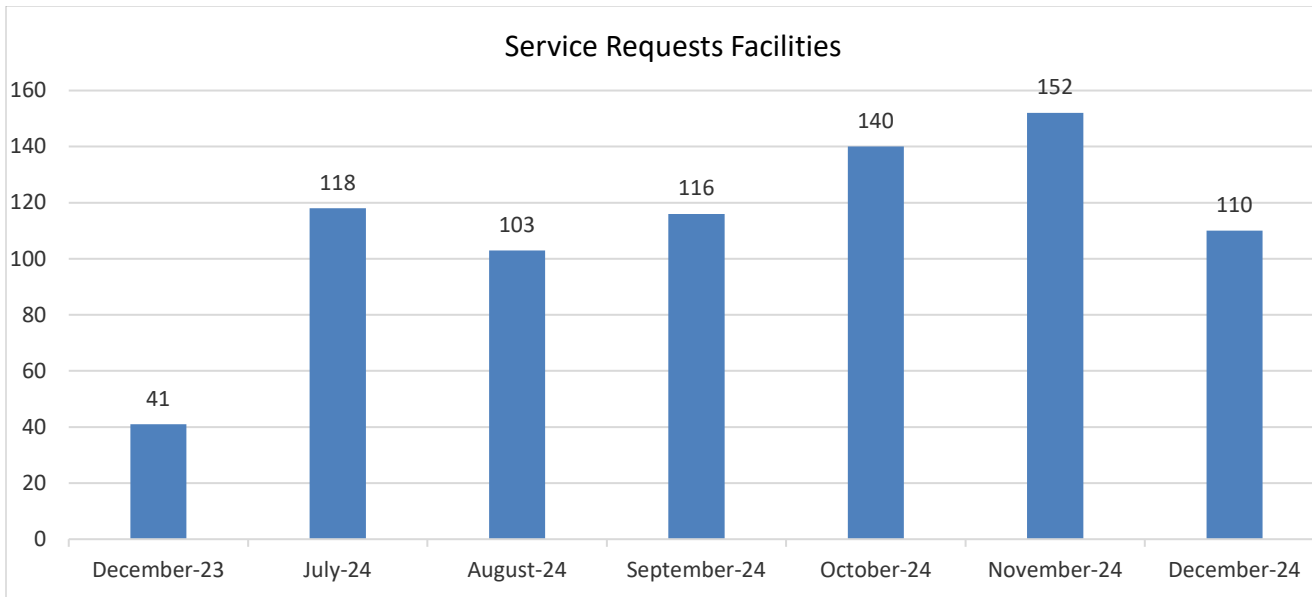
- Staff conducted Town-wide inspections of handrails, doors, windows, and lighting.
- Staff investigated leaks and made repairs to the HVAC system in the Planning wing.
- Staff assisted Southeastern Mechanical in removing an existing HVAC outdoor unit.
- Staff assisted with setups and cleaning of multiple events at the LCAC during the holidays.

### Work Order Summary

- Facilities generated 110 work orders in December, with most of them being general maintenance and repair (37), cleanup (31), transport (12), and HVAC related (11).
- Facilities completed 92 work orders in December, with an approximate expense of \$6,600 in labor and materials.







## Department News

The Local Government Commission approved the Town's Audit. Ms. Norton worked with the audit firm to submit the Annual Comprehensive Financial Report and application to the Government Finance Officers Association for award consideration. Staff met to plan goals for next year.

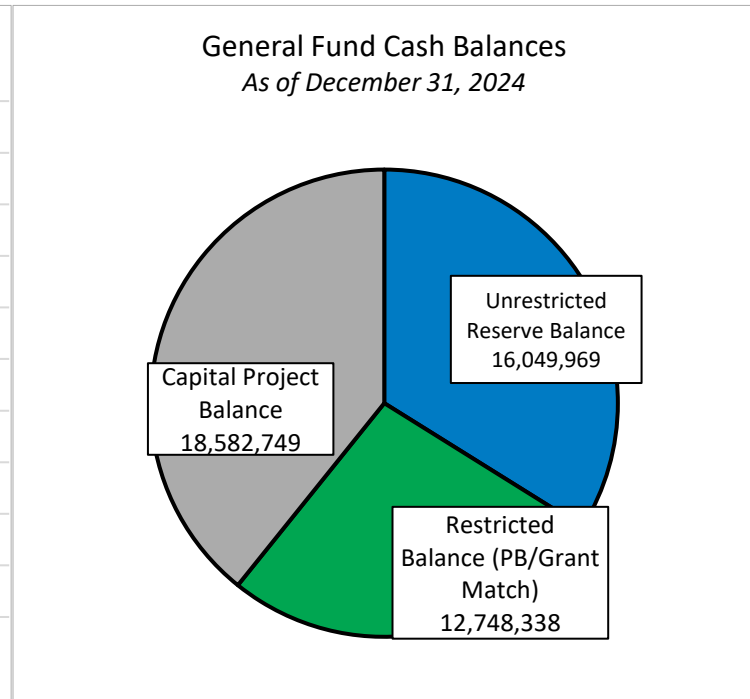
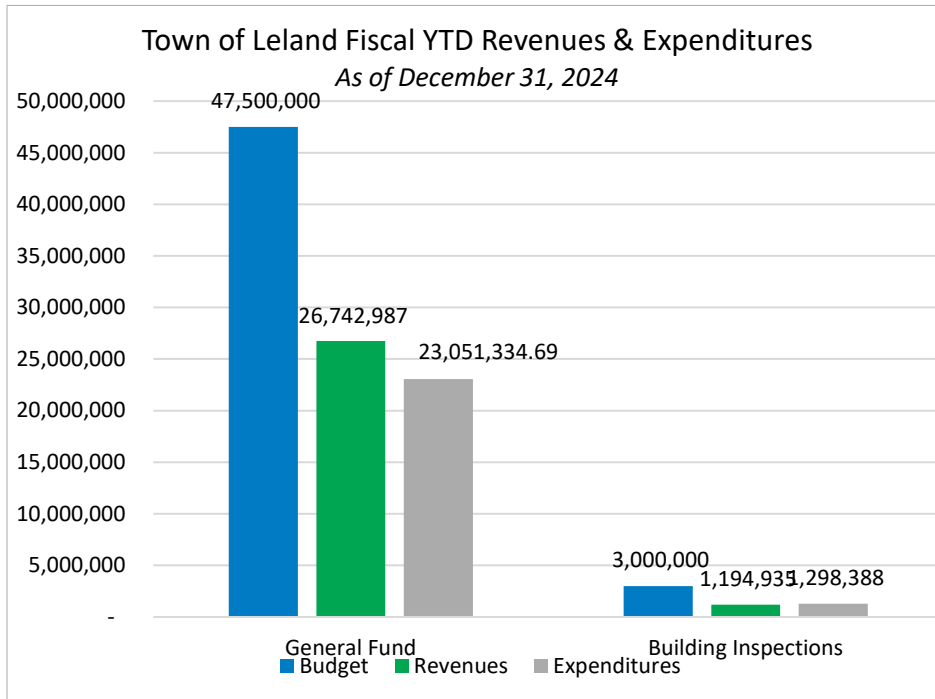
Ms. Cook is participating in a year-long training course offered by the Grant Professionals Association titled "Next Level Training for Federal Grants".

Ms. Newton attended a virtual Public Finance Educational Seminar hosted by Capital Management of the Carolinas, LLC. Ms. Newton attended a webinar titled "A Better Path to Priority-Based Budgeting: How Do We Get There and What's the Payoff?" through the International City/County Management Association.

Ms. Norton attended a half-day seminar series regarding portfolio investments, capital project funding, and economic updates sponsored by NC Class.

Ms. Hagg completed the Rethinking Budget course through the Government Finance Officers Association.

Dashboard

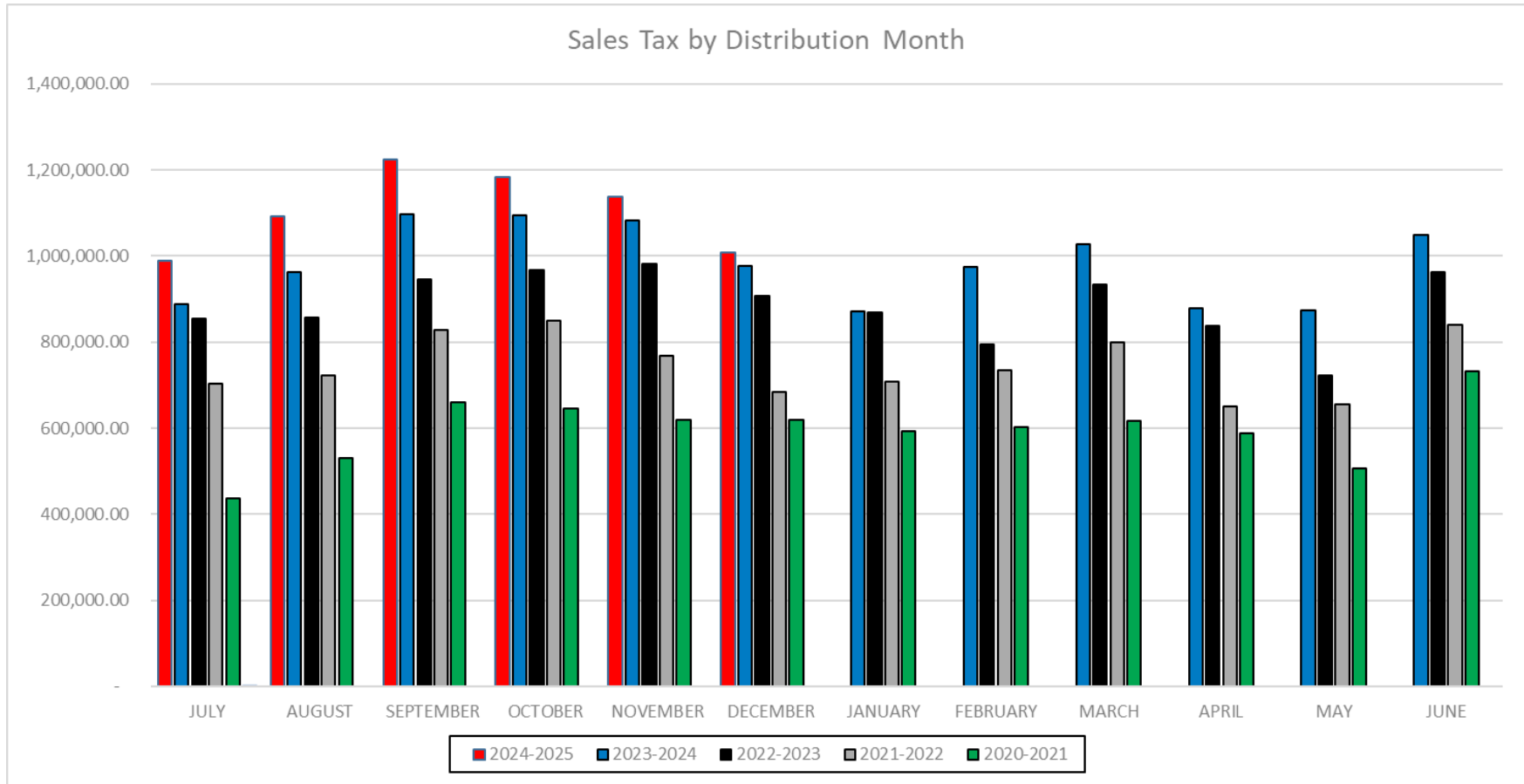


Financial Budget to Actual Report – December 31, 2024

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>46,000,000</b>	<b>47,500,000</b>	<b>9,140,931</b>	<b>26,742,987</b>	<b>-</b>	<b>20,757,013</b>	<b>43.70%</b>
Governing Body	300,000	300,000	6,447	132,402	8,767	158,831	52.94%
Administration	3,110,000	3,110,000	179,982	1,329,156	90,648	1,690,196	54.35%
Information Technology	4,600,000	4,600,000	177,239	1,157,570	2,567,948	874,482	19.01%
Human Resources	600,000	600,000	39,726	227,200	12,578	360,223	60.04%
Finance	1,250,000	1,250,000	136,646	588,170	6,907	654,922	52.39%
Planning	1,220,000	1,220,000	77,023	508,177	95,913	615,910	50.48%
P&R & Cultural Arts	1,130,000	1,130,000	82,552	482,831	63,920	583,250	51.62%
Fleet & Facilities	1,710,000	1,710,000	108,731	679,083	167,122	863,795	50.51%
Streets & Grounds	3,880,000	3,880,000	328,416	1,536,090	85,221	2,258,688	58.21%
Engineering	980,000	980,000	62,647	343,272	133,055	503,673	51.40%
Police	7,750,000	7,750,000	462,762	3,058,055	647,970	4,043,975	52.18%
Emergency Management	230,000	230,000	15,312	98,140	1,009	130,851	56.89%
Fire	9,000,000	9,000,000	482,804	5,074,501	140,487	3,785,012	42.06%
Debt Services	6,450,000	6,450,000	-	2,706,540	-	3,743,460	58.04%
Transfers	3,790,000	5,290,000	1,500,000	5,130,148	-	159,852	3.02%
<b>EXPENSES</b>	<b>46,000,000</b>	<b>47,500,000</b>	<b>3,660,287</b>	<b>23,051,335</b>	<b>4,021,546</b>	<b>20,427,120</b>	<b>43.00%</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>138,319</b>	<b>1,194,935</b>	<b>-</b>	<b>1,805,065</b>	<b>60.17%</b>
<b>EXPENSES</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>227,696</b>	<b>1,298,388</b>	<b>67,789</b>	<b>1,633,823</b>	<b>54.46%</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](#).

## Donations

Compass Pointe donated a rescue raft to Leland Fire/Rescue.

Arlene Gagnon donated \$1,300 to support Leland Fire/Rescue and the Leland Police Department.

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

No purchase orders issued in December exceeded \$50,000.

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in December.

## Audit Committee Meeting Summary

The Audit Committee met on December 16, 2024 and reviewed the FYE2024 audit prepared by Thompson, Price, Scott and Adams CPA. The financial statement disclosures were noted as neutral, consistent, and clear; no disagreements with management; and no difficulties encountered during the audit. Some key financial indicators were as follows:

- The year-end General Fund cash balance totaled \$21,821,769.
- The total fund balance is 45.66% of General Fund Expenditures.
- Collection percentages for property and motor vehicle tax is 99.66%. This is due to the diligence of the Brunswick County Tax Office, which collects taxes and remits to the Town.

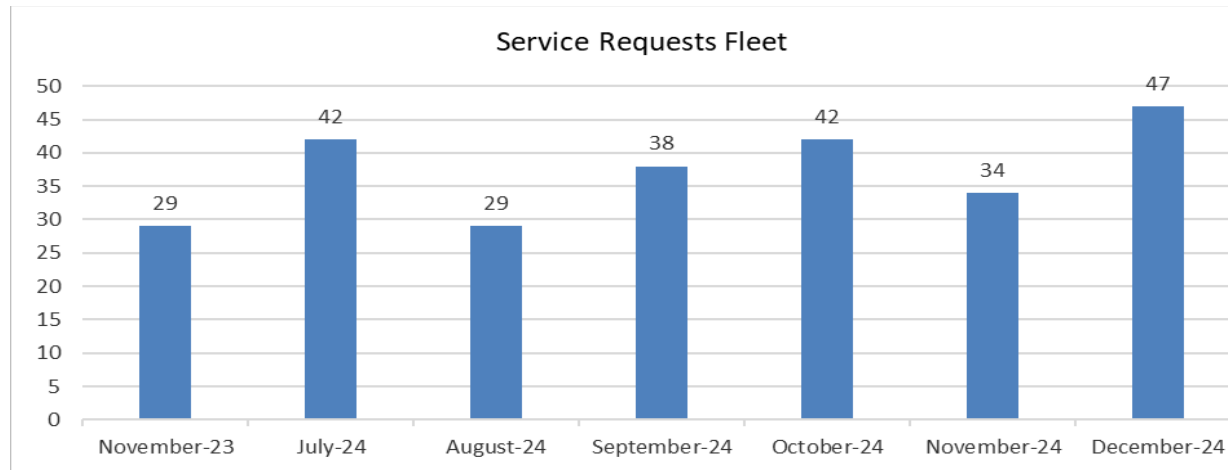
## Investment Portfolio

The Town has a diversified investment portfolio across three wealth management banking institutions. The December 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	7,644.13	52,592.09	2,052,592.09
NC Capital Management Trust	0.0447	68,913.64	327,378.04	19,375,055.18
NC Class	0.04652	16,113.10	106,032.82	4,106,032.82
<b>Total</b>		92,670.87	486,002.95	25,533,680.09

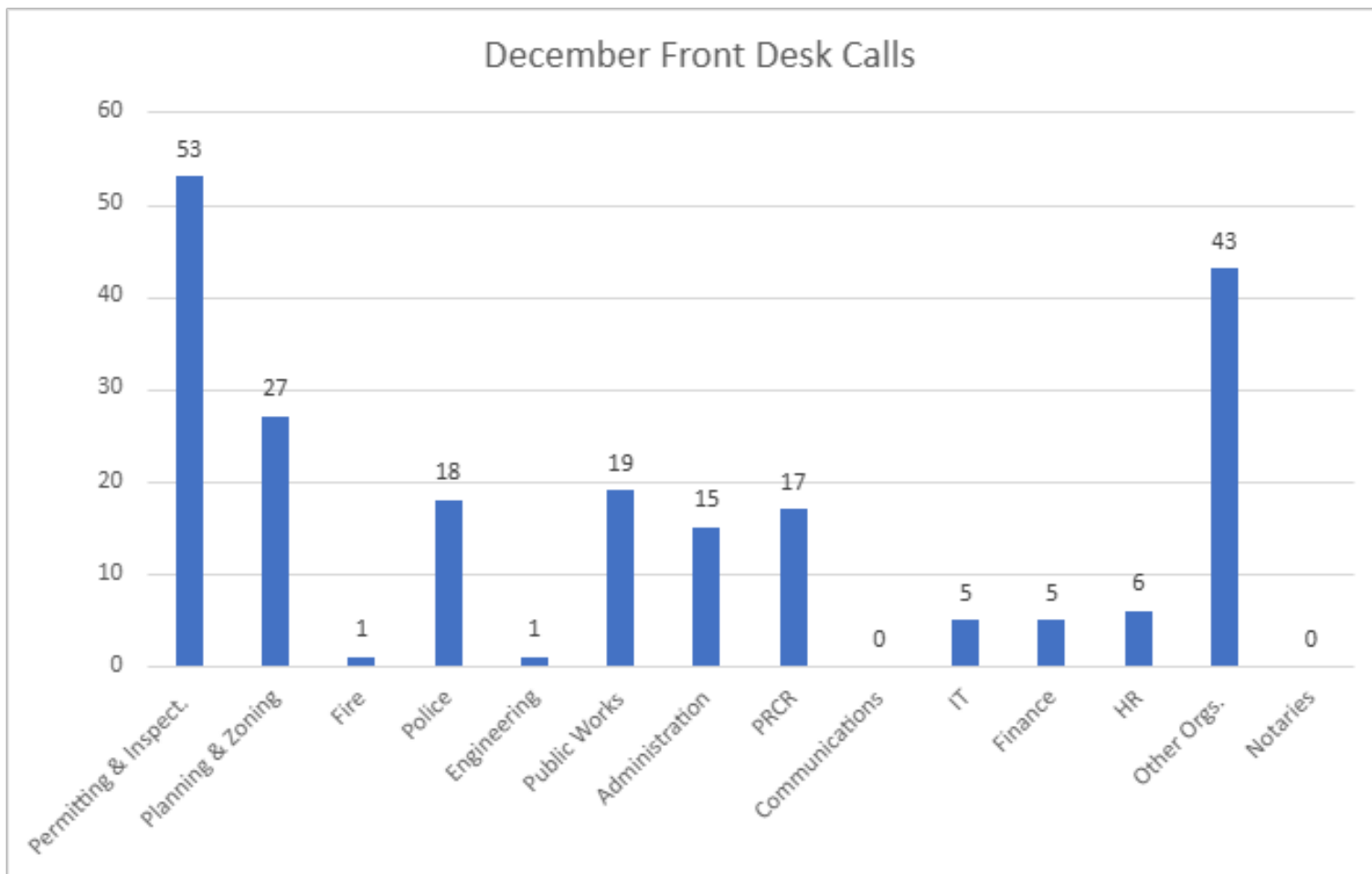
## Fleet Updates

Fleet generated 47 work orders in December for an approximate expense of \$16,000.

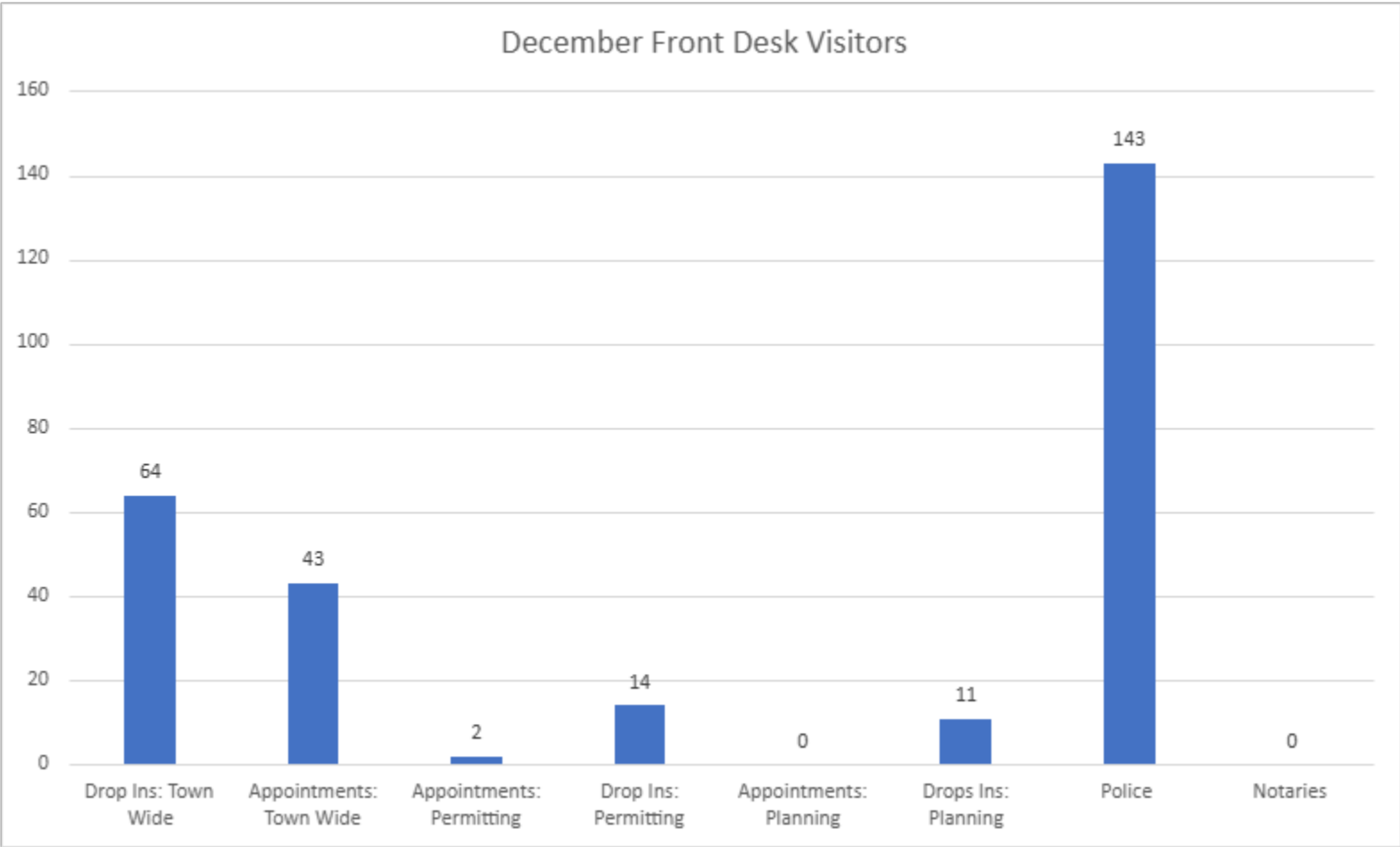


## Department News

In December, the department facilitated responses to 21 contact forms submitted through the website, 210 calls, and 277 visitors to Town Hall. Staff continued participating in demos for mass notification system vendors with Emergency Management.







## Social Media Update

- Facebook Highlights (December 1 – 31, 2024)
  - Added 51 new page followers
  - Impressions – 22,591
  - Top post (Largest reach): “🇺🇸👮 We're excited to announce Leland Fire/Rescue has earned multiple certifications from the North Carolina Association of Rescue and EMS! These achievements, alongside re-certifications in heavy rescue, high-angle rescue, confined space rescue, and more, reflect the department’s dedication to excellence and public safety. Read more about these achievements 👉 <https://ow.ly/99sN50UI54f>”
- Twitter/X Highlights (December 1 – 31, 2024)
  - Impressions/Reach – 933
  - Top tweet (Largest reach): “The Planning Board Meeting will be held Tuesday, Dec. 17, at 6 p.m. at Town Hall. View and download the agenda 👉 <https://ow.ly/SIMR50Uq09C> #LelandNC”
- NextDoor Highlights (December 1 – 31, 2024)
  - Impressions/Reach – 37,657
  - Likes/Comments – 82
  - Top post (Largest reach): “As the weather starts getting colder this time of year, remember to dress warmly and stay safe! ❄️ Frostbite: Look out for numbness or pale skin on your fingers, ears, or other exposed areas. 🧊 Hypothermia: If your body temperature drops below 96, get to a warm place and seek medical attention right away! Winter safety tips 👉 [ready.gov/winter-weather](https://www.ready.gov/winter-weather) #WinterReady”
- Instagram Highlights (December 1 – 31, 2024)
  - Added 42 new page followers
  - Post impressions – 2,175
  - Top post (Largest reach): “We want to extend a heartfelt thank you to everyone who joined us for our holiday events this year! 🎄🌟 From the sparkling lights at Town Hall to the Holiday Art Market and events with Santa, your presence made this season special. 🎁👶 Wishing you joy, warmth, and safety this holiday season! #TownofLelandNC #LelandNC”
- LinkedIn Highlights (December 1 – 31, 2024)
  - Added 7 new followers
  - Page views – 1,462

- Post impressions – 3,103
- Reactions/Comments/Shares – 103
- Top post (Largest reach): 🎉 Congrats to J.B. and Norma Sholar, the Mayor's 2024 Citizens of the Year! 👥 For more than 50 years, they've been pillars of Leland, from volunteering at Founders Day to helping with street signs and supporting Brunswick County Schools. Thank you for your incredible dedication to our community! Read more about the award 📄 [#LelandNC](https://lnkd.in/efqRSXXG)

## Project Updates

- Created posts that resulted in more than 66,459 impressions across social media platforms.
- Produced [2024 Year in Review video](#) highlighting major accomplishments or events from the last year in Leland.
- 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.
- Worked with Police and WWAY to create and finalize a [public service announcement](#) to raise awareness about the dangers of drunk driving. This PSA aired during the holiday season and a non-holiday version will continue running throughout the year.
- Staff are researching vendors and scheduling demos to explore possible new website hosts.
- Communications work has already begun for the next Lend a Hand in Leland event, which is scheduled for March 22.
- 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
  - [Leland Fire/Rescue Earns Several Certifications from NC Association of Rescue and EMS](#)
  - [Town of Leland Awarded \\$344,000 Streamflow Rehabilitation Assistance Program Grant](#)
  - [J.B. and Norma Sholar Named Mayor's Citizens of the Year 2024](#)
  - [Councilmember Bill McHugh Reappointed to NCLM Legislative Policy Committee](#)

- WECT
  - [Leland man arrested for firing at vehicles, kidnapping Uber driver](#)
  - [Leland officials concerned with how controversial state bill could impact flood ordinance changes](#)
  - [Police investigating after pedestrian killed in Leland crash](#)
  - [See smoke? Controlled burn taking place in Leland](#)
  - [Man shot during alleged break-in at Leland apartment complex](#)
  
- WWAY
  - [Mannkind Brewing in Leland abruptly closes its doors](#)
  - [Leland man facing firearm charges following investigation](#)
  - [One woman killed in deadly Leland accident](#)
  - [Victim identified in fatal pedestrian crash in Leland](#)
  - [Leland Police investigating shooting at apartment complex](#)
  - [Leland's Planning Board approves rezoning application for a multi-use development](#)
  
- StarNews
  - [Plans for a shopping center and grocery store in Leland remain uncertain. Here's the latest.](#)
  - [Pedestrian dead in Leland after being struck by vehicle](#)
  - [4 things to know about the first US 17 crosswalk coming to Leland](#)
  - [Hotel and automotive services among developments planned for Leland business hub](#)
  - [Police investigating Leland shooting that left one seriously injured](#)
  - [Two popular Brunswick golf courses bought by Virginia-based group](#)
  - [With traffic rising, Leland asked for input on road safety. Here's what people said.](#)
  - [Do you live on one of the roads being repaired in Leland in 2025? Here's the list.](#)
  
- Wilmington Biz
  - [Leland Golf Courses Acquired](#)
  
- Port City Daily
  - [Leland PD investigating fatal crash](#)
  - [Shooting in Leland under investigation](#)

- [The Agenda: Government meetings this week](#)
- [Revised 31.5-acre development approved in Leland, Mallory Creek HOA on board](#)
- [The Agenda: Meetings in local government this week](#)

## TDA Marketing

- Continued implementing revised Visit Leland social media strategy and analysis.
- Staff met to discuss the FY25/26 budget.
- Strategic Plan development continues in partnership with National Travel Center.

## Leland TDA Meeting Summary

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

## Department News

Andrew Neylon, Katie Livingston, Ben Watts, Ben Andrea, and Ashli Barefoot attended New Year, New You, New Staff Report, a webinar hosted by the American Planning Association. This webinar reviewed the best practices for planners to communicate community legal standards and goals to elected and appointed officials, colleagues, applicants, and citizens by focusing on efficiencies, storytelling, and leading through better planning practices.

Mr. Andrea attended 2024 Ethics Roundup, a webinar by the American Planning Association. This webinar discussed current topics in planning ethics from the Chair of the AICP Ethics Committee and educated attendees on current planning ethics topics, including how the AICP Code of Ethics applies to real-life challenging issues facing professionals today.

Skip Brown passed the certification exam and received his Standard Mechanical Level 1 certification.

## Planning Board Meeting Summary

The Planning Board met on December 17, 2024, and heard the following item:

1. Conditional Rezoning Proposal – The Planning Board voted 4 to 3 to recommend approval of a conditional rezoning for Brunswick County Tax Parcel IDs 05900009, 0590001004, 0590000914, 0590000915, 0590000918, 0590000920, 0590000921, and 0590000919 and master land use plan amendment for Mallory Creek Plantation.

The Planning Board's next meeting is scheduled for January 28, 2025, at 6 p.m.

## Board of Adjustment Meeting Summary

The Board of Adjustment met on December 17, 2024, and heard the following item:

1. Variance Request – The Board of Adjustment voted to deny variance requests from the property owner of 9569 Oakmont Court for a 24.2' variance from the 30' front yard setback required in R-15 zoning per Section 66-163 of the Code of Ordinances and a variance for the relief of the side-by-side parking requirement as described in Section 66-277 (25).

## Current Planning Update

### Technical Review Committee (TRC) Report

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

1. Site-Specific Plan for Brunswick Forest Phase 7 Section 1A – Proposal for 76 duplex units on 20.99 acres on Brunswick Village Boulevard Extension.
2. Development Site Plan for Pinewood Amenity Center – Proposal for an outdoor pool, clubhouse, putting green, and pickleball court on Balboa Avenue in the Pinewood Cannon subdivision.
3. Preliminary Subdivision Plat for Savannah Branch – Proposal for a three tract subdivision for the future Savannah Branch commercial development off U.S. Highway 17.

### Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	2	4	6
Development Site Plan	3	7	10
Development Site Plan Minor Modification	1	3	4
Exempt Plat	5	4	9
Final Plat	2	4	6
Performance Guarantee Reduction	2	0	2
Performance Guarantees New	2	0	2
Preliminary Plat Minor Modifications	2	3	5
Preliminary Plat-Major Subdivision	0	4	4
PUD Site Specific Plan and Master Plan Update	0	2	2
Sketch Plan	2	1	3
Stormwater Management Plan	1	0	1
Zoning Letter	178	0	178
	<b>Total Initial: 200</b>	<b>Total Revisions: 32</b>	<b>Total Plans: 232</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

<b>Floodplain Development Permits</b>	<b>Floodplain Development Inspections</b>
2	10



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	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	9	\$1,279,544.38	\$0.00
<b>Highland Hills Village</b>			
Surety Bonds	1	\$56,250.00	\$0.00
<b>Jackeys Ridge</b>			
Cash Bond	0	\$46,047.39	-\$46,047.39
<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	\$0.00
<b>Night Harbor Dr</b>			
Cash Bond	1	\$7,650.00	\$0.00
<b>Pinewood</b>			
Surety Bond	2	\$677,786.97	\$0.00
<b>Seabrooke</b>			
Cash Bond	1	\$144,035.00	\$0.00
<b>Terrapin</b>			
Surety Bond	1	\$76,575.00	\$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	15	\$2,296,303.30	-\$46,047.39
Total Surety Bonds	48	\$15,432,375.57	\$0.00
Total Letters of Credit	3	\$4,141,491.50	\$0.00
Total Performance Guarantee Sureties	66	\$21,870,170.37	-\$46,047.39

## 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 opening meeting was held at Town Hall on December 9. Unfortunately, the required number of qualified bids was not received. Staff is coordinating a new bid advertisement and opening for a future date. Construction is anticipated to begin in early 2025.

Staff organized meetings with several departments to review action items, strategies, and opportunities identified in Leland 2045 and discuss what items may be implemented with the upcoming budget.

Staff is currently working with the Town's Economic and Community Development Director to review a draft version of the Tourism Development Strategic Plan and ensure consistency between that plan and Leland 2045.

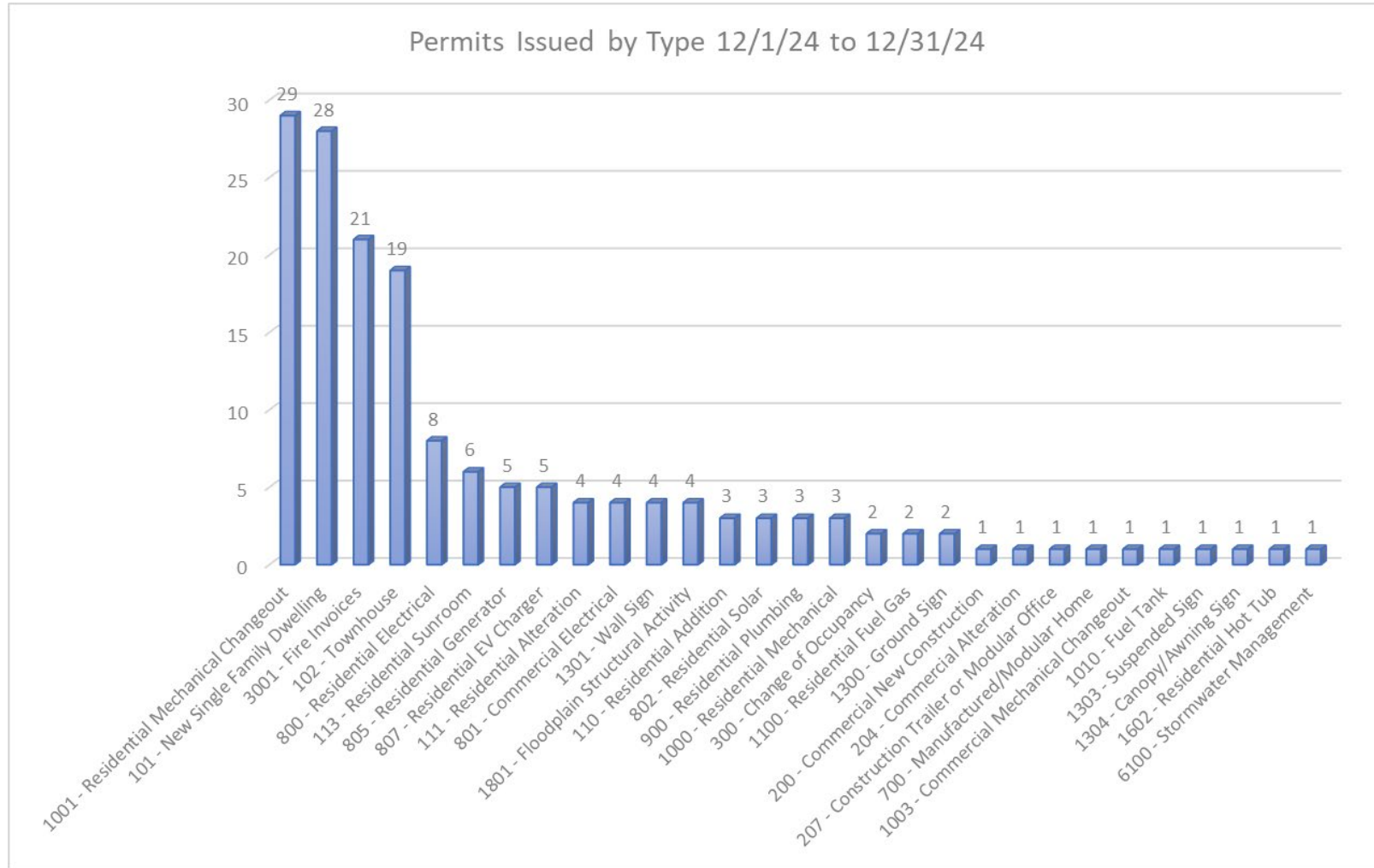
## Transportation Planning Update

The Integrated Mobility Plan continued to progress. The consultant team is analyzing feedback from staff regarding the compilation of projects from all previous transportation plans. 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.

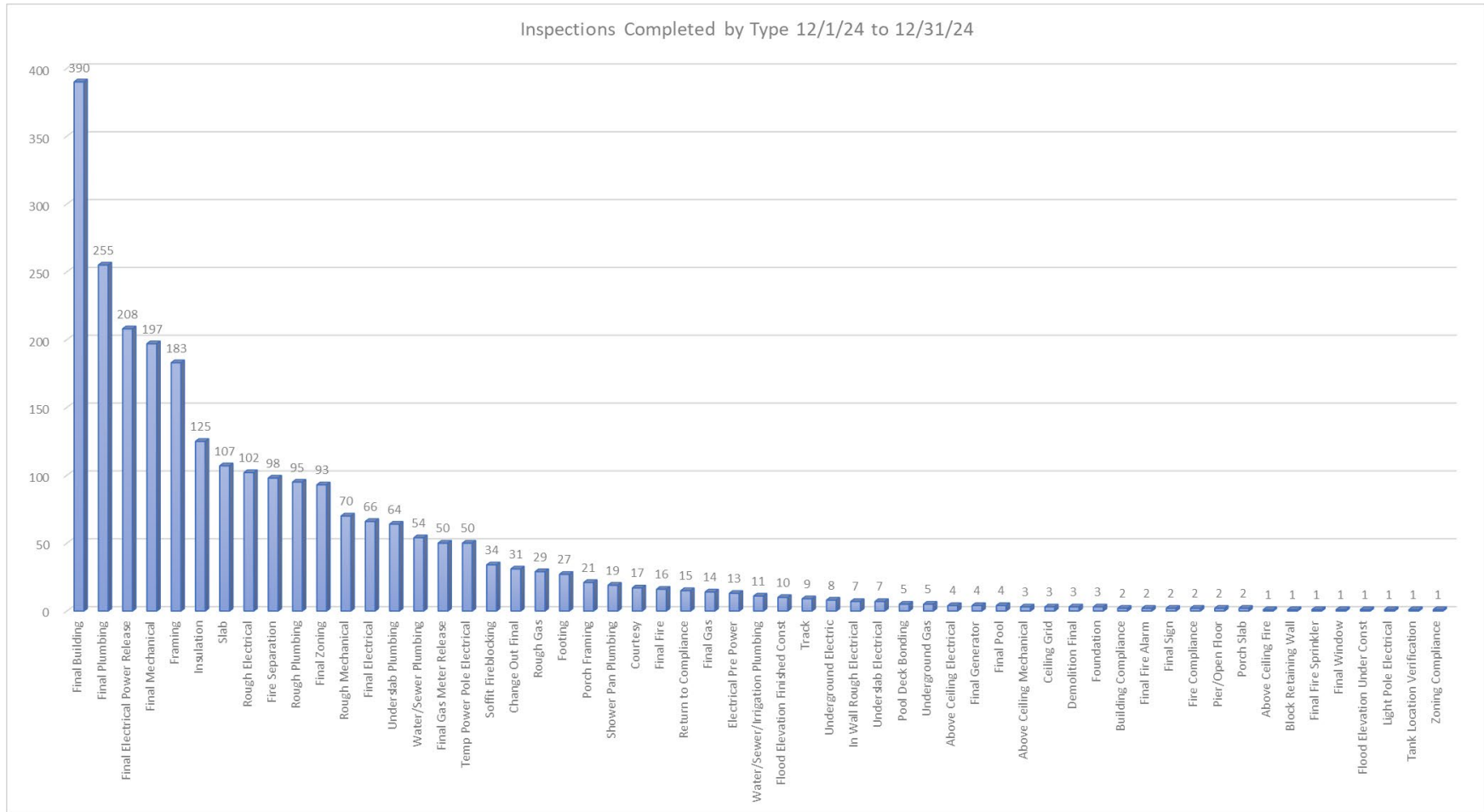
The final focus group meeting for the Safe Streets for All (SS4A) project was held on December 19. The consultant team is drafting the Implementation Plan for staff review.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
165	2,549	\$13,609,788



Inspections Completed by Type 12/1/24 to 12/31/24



## Code Enforcement Update

### Case Summary

12/1 Through 12/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from November	3	2	25	0	30
Cases Opened December	0	10	20	2	32
Cases Closed December	0	4	9	1	14
Active Cases (Evolve)	3	8	36	1	48

## Department News

In December, Mr. Sutton met with regional stakeholders at the Power Breakfast Series hosted by the Greater Wilmington Business Journal in Wilmington to hear the latest news regarding community and economic activity occurring in the Cape Fear Region. Meetings were held with the National Travel Center, consultant for the Leland Tourism Development Authority Strategic Plan, to discuss the findings of the visitor demographics profile, visit characteristics, market trends, and an analysis identifying and studying competitive destinations and communities that can serve as benchmarks based on similarities shared with Leland. Additional meetings were held with prospective business owners evaluating the feasibility of locating a new facility and operation in Leland. The Economic and Community Development webpage is planned to be revamped to better market and promote Leland to target residential and commercial audiences. Resources were also developed and distributed to be a one-page resource for new businesses looking to expand into Leland.

## New Businesses

- N/A

## New Construction/Development

The Technical Review Committee has begun reviewing the following projects:

- **Brunswick Forest Phase 7 Section 1A** proposes 76 residential units along **Brunswick Village Boulevard** southwest of the intersection with **Huber Way**.
- **The Shoppes at Savannah Branch** propose 84,000 square feet of commercial space at the intersection of **Highway 17** and the proposed **Kingsbridge Road**.

## Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in December. The next meeting is scheduled for January 9, 2025.

## Department News

The department had a very successful holiday season. All events were well attended, and plans will commence soon for the 2025 Leland in Lights program back in Founders Park. January starts with the final session of programs for the fall/winter season. February 1 is Open House for the spring/summer season.

## 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. Niel Brooks provided an update on Founders Park and on revisions to the Public Art Policy. The next meeting is scheduled for January 22, 2025.

## Upcoming Events

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

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

January 21, 10 a.m.-12 p.m. – Homeschool Studio, LCAC

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

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

February 3, 5:45-6:45 p.m. – DIY Fidget Toy, LCAC

February 4, 6-8 p.m. – Door Hanger Painting, LCAC

February 8, 1-3 p.m. – Makers Madness Market, LCAC

February 13, 6-8 p.m. – Galentine's Day: Figurative Painting Workshop, LCAC

February 18, 5-6 p.m. – Taylor Swift Dance Party, LCAC

February 20, 5-7 p.m. – Exploring African American Culture through Collage Art, LCAC

February 20, 10 a.m.-4 p.m. – Working Small: Everywhere with a Sketchbook, LCAC

## Social Media Update

- PRCR Facebook Highlights (December 1 – 31, 2024)
  - Followers/Likes – 6,257
  - Page reach – 12,905
  - Top post (Largest reach): “Join our Beginner Jewelry Making program and learn to create beautiful bracelets, necklaces, and earrings with copper wire and stunning stones! You’ll leave with unique pieces and new skills to keep crafting.”
- LCAC Facebook Highlights (December 1 – 31, 2024)
  - Followers/Likes – 5,236
  - Page reach – 4,496
  - Top post (Largest reach): “Are you ready to shop 'til you drop? This Saturday the Leland Cultural Arts Center is hosting 34 local makers and artisans for our Holiday Art Market! Shop for your favorite artists and NC goodies from 10am-3pm Saturday 10/7. Happy shopping.”
- PRCR Instagram (December 1 – 31, 2024)
  - Followers/Likes – 1,968
  - Post reach – 612
  - Top post (Largest reach): “ITS TIME! To check out all the amazing programs and events that we have to offer that are sure to pique your interest! Visit the link in our bio for more information or visit us at the Leland Cultural Arts Center to chat in person with us”
- LCAC Instagram (December 1 – 31, 2024)
  - Followers/Likes – 1,906
  - Post reach – 454
  - Top post (Largest reach): “ITS TIME! To check out all the amazing programs and events that we have to offer that are sure to pique your interest! Visit the link in our bio for more information or visit us at the Leland Cultural Arts Center to chat in person with us!”



## Department News

The Town welcomed three new employees in December, including two new leaders in the Fire/Rescue Department and one employee at the Leland Cultural Arts Center. In addition, after 18 years of service, Niel Brooks ended his employment with the Town to become a Deputy County Manager for Brunswick County. The Town had several employee engagement opportunities in December, including a team building event at Station 53, a holiday themed event for employee families at the LCAC on December 12 that was attended by more than 70 people, and an Employee Holiday Luncheon on December 20 that was attended by more than 170 employees. The department continues to participate in professional development opportunities at the UNC School of Government. Ms. Miller attended a Benefits Law class in December and Ms. Putnam will attend a Supervisory course in January. Finally, after months of collaboration with the State of North Carolina Health Plan, the Town’s employee health insurance has been fully transferred to Aetna.

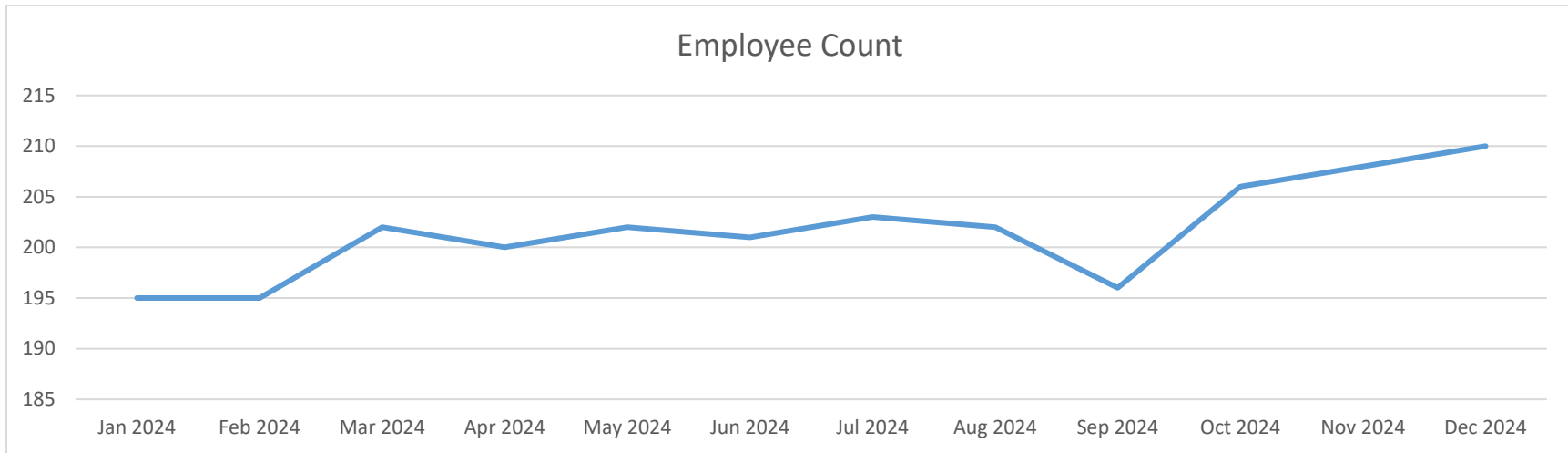
## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title
Niel Brooks	Administration	Termination	12/13/2024	Assistant Town Manager
Claire Kluttz	Parks, Recreation, and Cultural Resources	New Hire	12/9/2024	Part-Time Recreation Specialist
Shelton James	Fire/Rescue	New Hire	12/9/2024	Deputy Fire Chief - Operations
Brian Kelly	Fire/Rescue	New Hire	12/16/2024	Deputy Fire Chief - Support Services

## Workers Comp Data December 2024

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

### Headcount (FT and PT Employees) January 2024 – December 2024



<b>Headcount</b> ⓘ 210 As of December 2024	<b>Hired</b> ⓘ 50	<b>Termed</b> ⓘ 32	<b>Growth Rate</b> ⓘ 9.4%	<b>Turnover Rate</b> ⓘ 15.9%	<b>Average Tenure</b> ⓘ 4.3 (Years)
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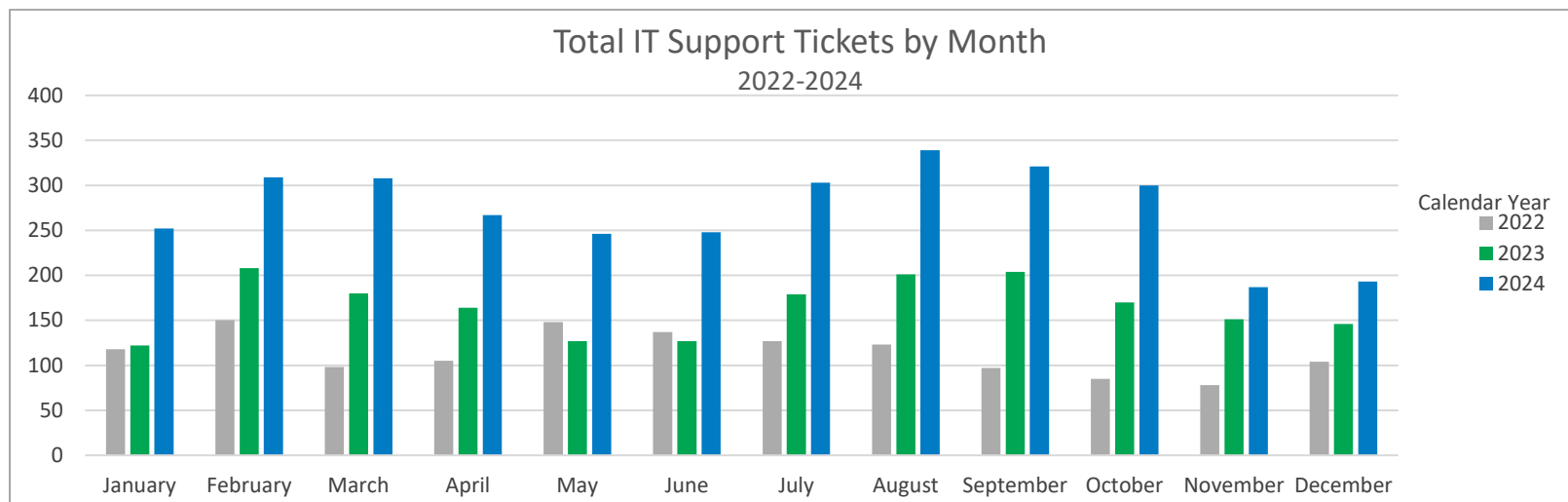
Terminations include voluntary and involuntary separations of employment.

## 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.
- **Network Firewall Upgrade:** Staff will begin planning for an overhaul of core network firewall equipment that will provide for more efficient network management, additional security features, and an increase in network performance.

## Projects Completed

- 6 employees onboarded/offboarded
- **Electronic Document Management and Archival Platform Upgrade:** Electronic document data has been migrated to a cloud-based management solution. Staff using the system have received training on the utilization of the updated browser-based client application.
- **Mobile Radio Installation for Public Works:** Eight mobile radios have been installed for use in vehicles operated by the Streets Division.
- **GIS Infrastructure Monitoring:** Staff have finalized the installation and configuration of tools that monitor the usage, performance, resource utilization, and overall health of the data, applications, and servers that constitute the GIS platform.



## Administration News

Ms. Rhodes virtually attended the North Carolina Local Government Budget Association Winter Conference in December. The conference included sessions such as Resiliency: Surviving and Thriving During Times of Change in Local Government, Fueling Leadership, Dollars, Dilemmas, and the Wild Ride of the Budgetary Decision-Making Process, Digging into the Details on Local Sales Taxes, and a Legislative and Economic Update.

## Town Clerk's Office

As President of the North Carolina Association of Municipal Clerks (NCAMC), Ms. Reinhardt was responsible for preparing and facilitating the quarterly NCAMC Board Meeting held on December 13. Additionally, Ms. Reinhardt is collaborating with the NCAMC Publicity Committee to develop a new website and provided the President's message for the [NCAMC Fall 2024 Newsletter](#).

Ms. Reinhardt worked with the Cape Fear Council of Government (COG) and City of Wilmington clerks to create the 2025 COG Clerk Education Series. Next year's topics are General Statutes, Closed Sessions, Clerk and Mayor Relationships presented by regional Mayors, Oaths of Office, and County/Municipal Required Services.

## Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - December 4 Parks and Recreation Board Meeting
  - December 16 Agenda Council Meeting
  - December 16 Closed Session Meeting
  - December 17 Board of Adjustment Meeting
  - December 17 Planning Board Meeting
  - December 19 Regular Council Meeting
  
- Action Items:
  - Budget Amendments – 2
  - Budget Ordinances – 0
  - Minutes – 6
  - Agendas – 5
  - Resolutions – 5

- Ordinances – 1
- Proclamations – 1
- Presentations – 2
- Public Hearing Notices for the Council Meetings – 0
- Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)

## Government Portal (iCompass) Transparency Update

- Portal Visits – 2,734
- Portal Unique Visits – 2,103
- Parks and Recreation Board Meeting December 4 Agenda Views – 169
- Cancelled Economic Development Committee December 12 Agenda Views – 92
- Agenda Council Meeting December 16 Agenda Views – 258
- Board of Adjustment December 17 Agenda – 158
- Planning Board Meeting December 17 Agenda Views – 396
- Regular Council Meeting December 19 Agenda Views – 399