



STAFF REPORTS

March 2025 Regular Meeting

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Department News

Sergeant Munger and Master Officer Holland attended the North Carolina Law Enforcement Torch Run Conference February 4-6 in Cherokee. This conference was an opportunity for police agencies to discuss past and ongoing efforts regarding police involvement in the North Carolina Special Olympics.

Officer Benson attended the Radar Training course February 7-9 at Cape Fear Community College. This course certifies officers to operate the Radar instrument for traffic enforcement purposes.

Sergeants Berry and Winder attended the fifth session of the Law Enforcement Executive Program February 10-12 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.

Detective Britton attended Wide Area Search training February 11-13 in Louisburg. This training teaches how to effectively mobilize, organize, and deploy resources needed to perform wide area searches when disaster strikes.

Senior Officer Peters and Master Officer Wooley attended Radar recertification February 12 at Cape Fear Community College. This course ensures officers can continue to operate their Radar instruments.

Officer Holbrook attended a Standard Field Sobriety Testing course February 12-14 at Brunswick Community College. This course certifies officers in administering Field Sobriety Testing on DUI/traffic stops.

Master Officer Blobe attended the Police Law Institute February 17-28 at Cape Fear Community College. 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.

Sergeant Guy and Senior Officer Terry attended the FBI-LEEDA Supervisor Leadership Institute February 24-28 in Clinton. This is one of three courses in the Trilogy Series the FBI-LEEDA teaches relating to various aspects of leadership.

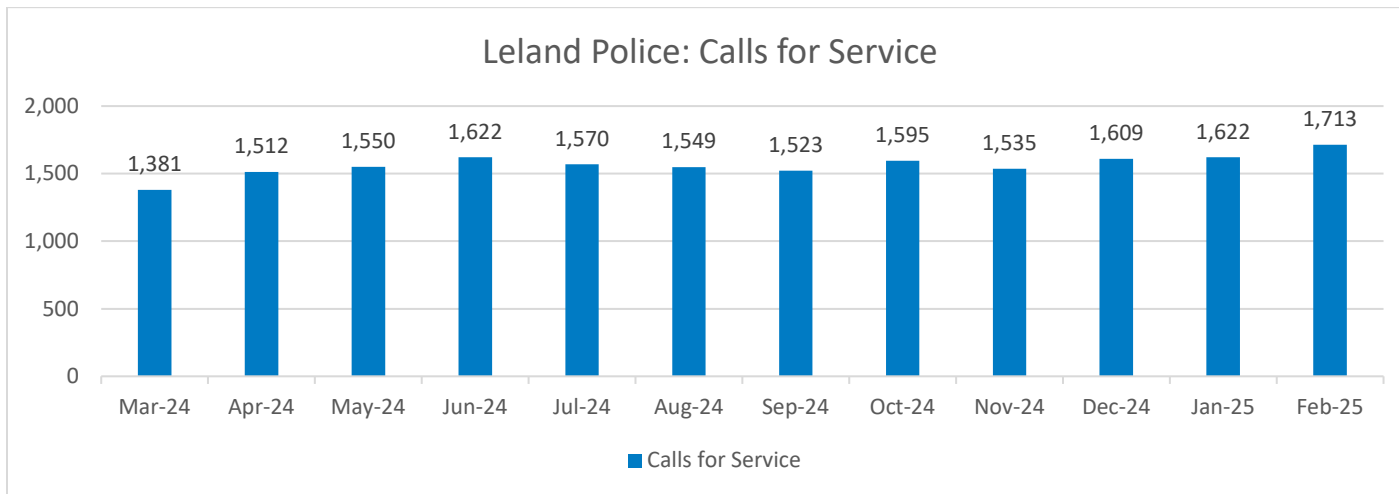
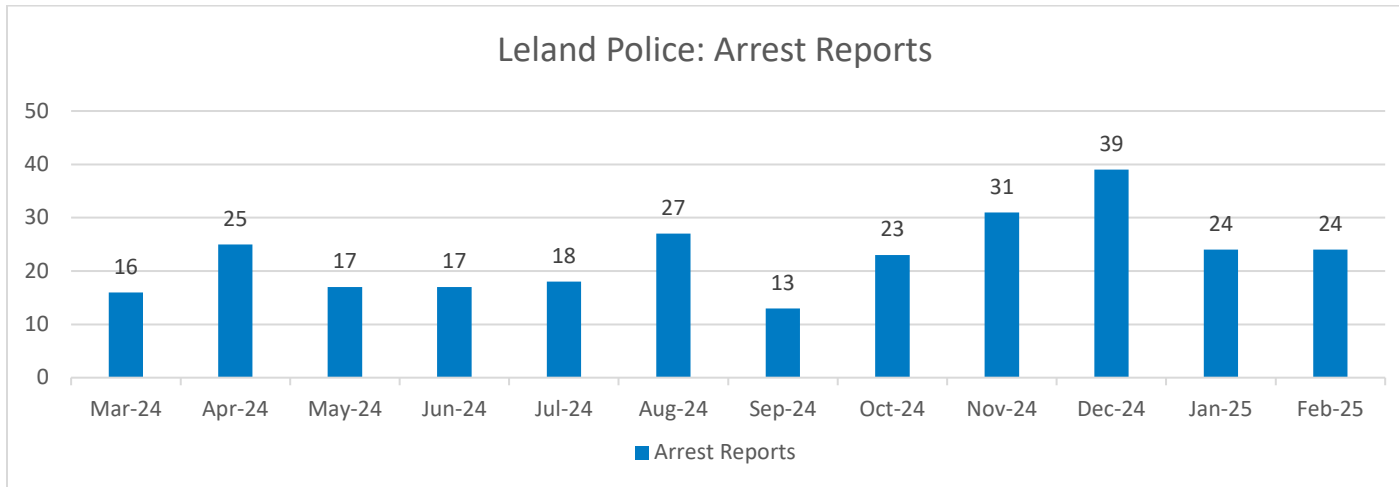
The department completed multiple Red Dot Sight (RDS) transition trainings to get all personnel comfortable using RDS on their firearms.

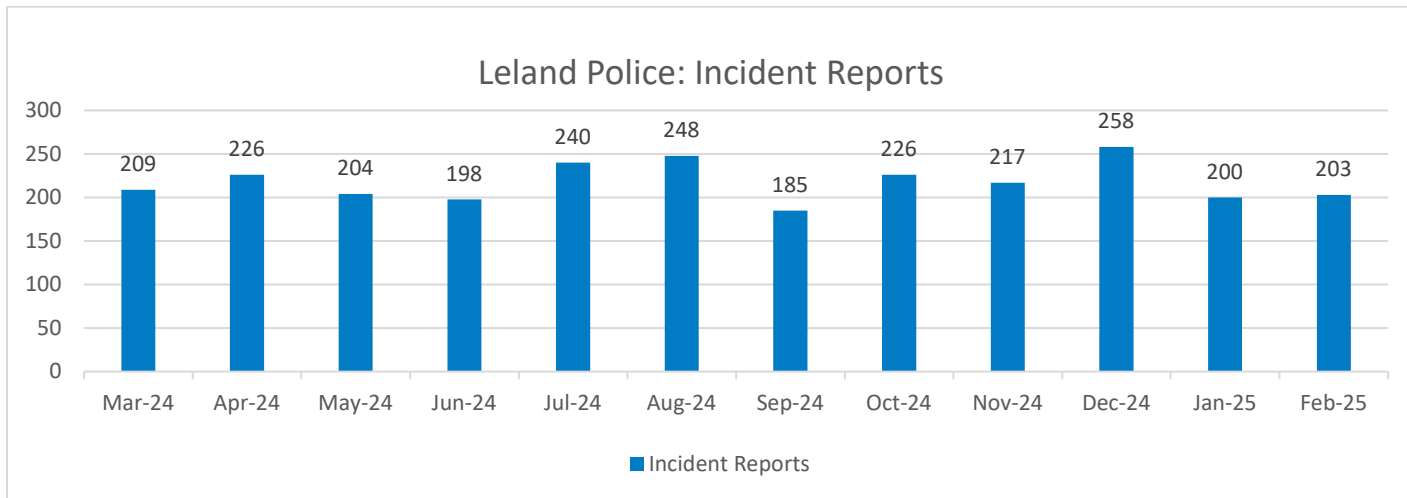
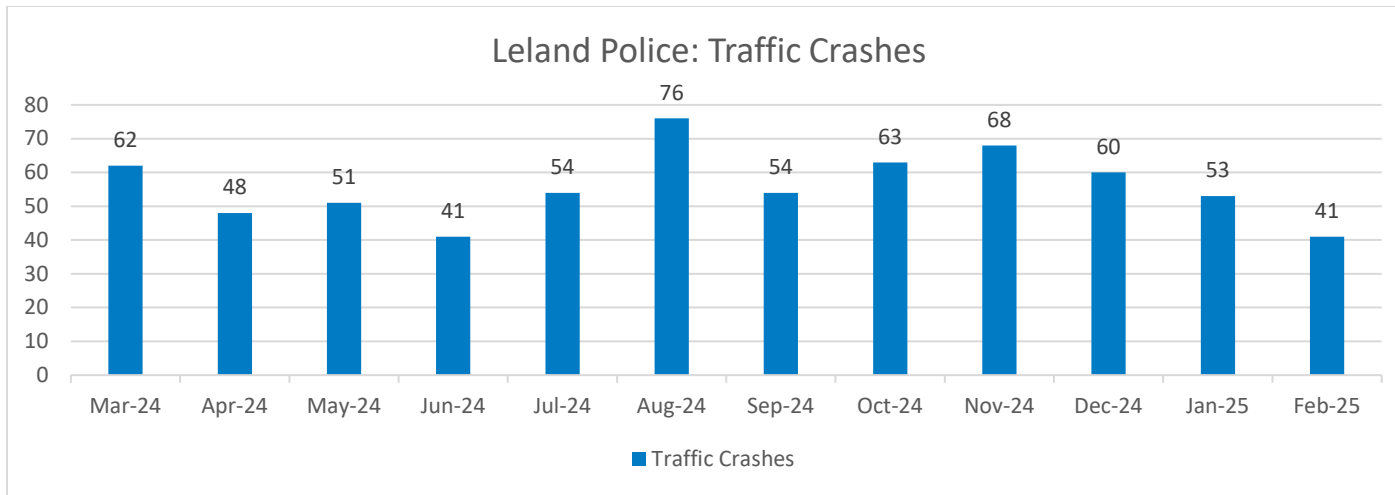
The department hosted its annual Awards Ceremony recognizing awards from 2024, past and current promotions, and new officer swearing ins.

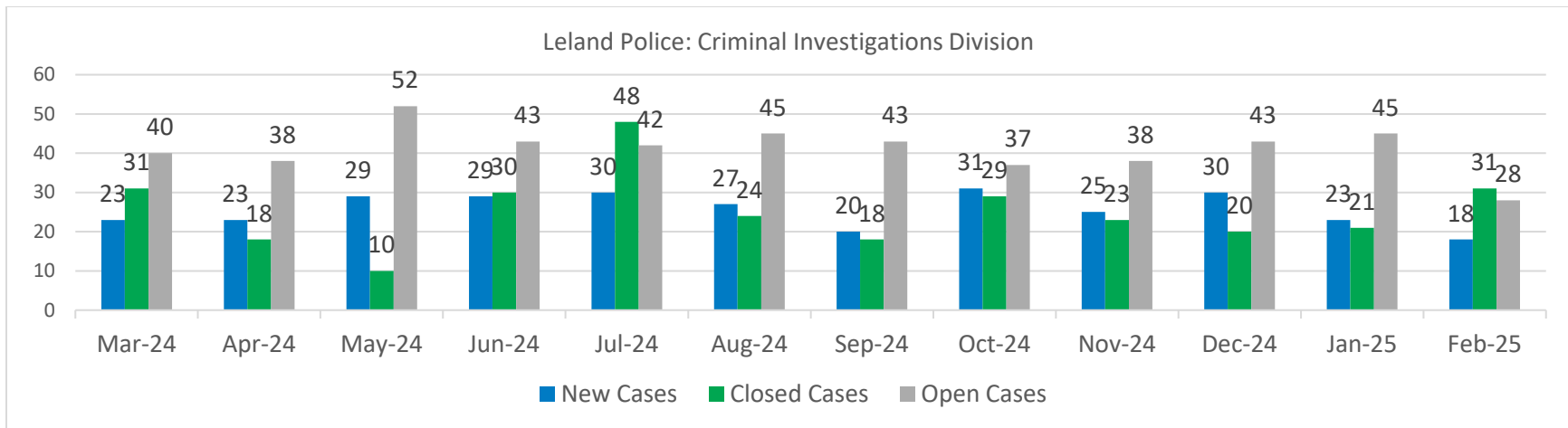
Active Mutual Aid Agreements

- 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							
2025	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	21	3	1	3	2	0	1
Feb	23	1	3	4	0	1	1
Totals	44	4	4	7	2	1	2

Department News

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

- Assisted 11 homeowners with smoke alarm installations or battery replacements
- Conducted one station/engine tour
- Participated in a community event for Mallory Creek residents

Senior Fire Apparatus Engineer Dallas Spence and Captain Justin Davis attended the North Carolina Fire and Life Safety Educator conference hosted by the North Carolina Office of State Fire Marshal.

B and C shifts participated in their annual Job Performance Agility Tests.

In February, the department continued its transition to a new method of documenting responses, which has caused a delay in this month's data. Future reports will include this information.

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

Department News

Staff continue to work on gathering grant applications for the Hazard Mitigation Grant Program and the Flood Mitigation Assistance Grant for Tropical Storm Helene and Potential Tropical Cyclone #8. Twelve applications have been completed. Final grant awards for these homes are not expected until late 2026. Six homes are in the Hurricane Florence Hazard Mitigation Grant Program, which should be completed in 2025. A meeting between residents and NCEM contractors will take place on March 26. Staff worked to prepare a standardized situation report for disasters as well as a senior officials report. The forms are designed to give standardized information to key stakeholders and senior officials about conditions within the Town following a disaster. Staff participated in fire drills for this month's emergency simulation training.

Work Priorities and Initiatives

- Potential Tropical Cyclone #8 Flood Mitigation Grants and Hazard Mitigation Grants
- Threat Hazard Identification and Risk Assessment (THIRA)
- Implement a quarterly emergency simulation training program

Projects Completed

- No projects completed in February.

Department News

The department currently has one vacancy: Transportation Planning Engineer.

Town Project Updates

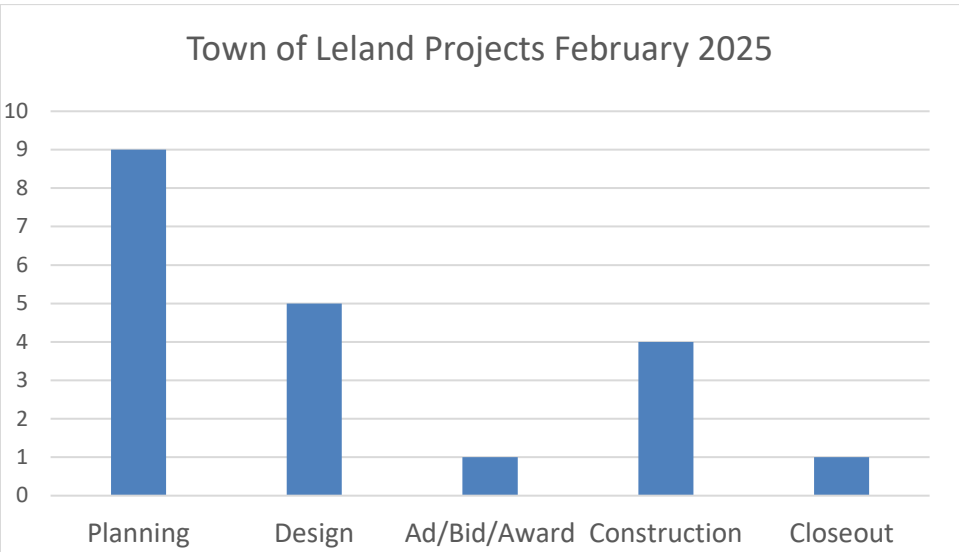
Projects In Construction

- Town Hall Expansion – Approximately 35% complete
- Founders Park – Construction is ongoing – Approximately 75% complete
- Brunswick Village Boulevard Extension – Approximately 95% complete
- Long Pine Drive Roadway Improvements – 0% complete

Projects In Closeout

- Mallory Creek Drive Sidewalk Extension

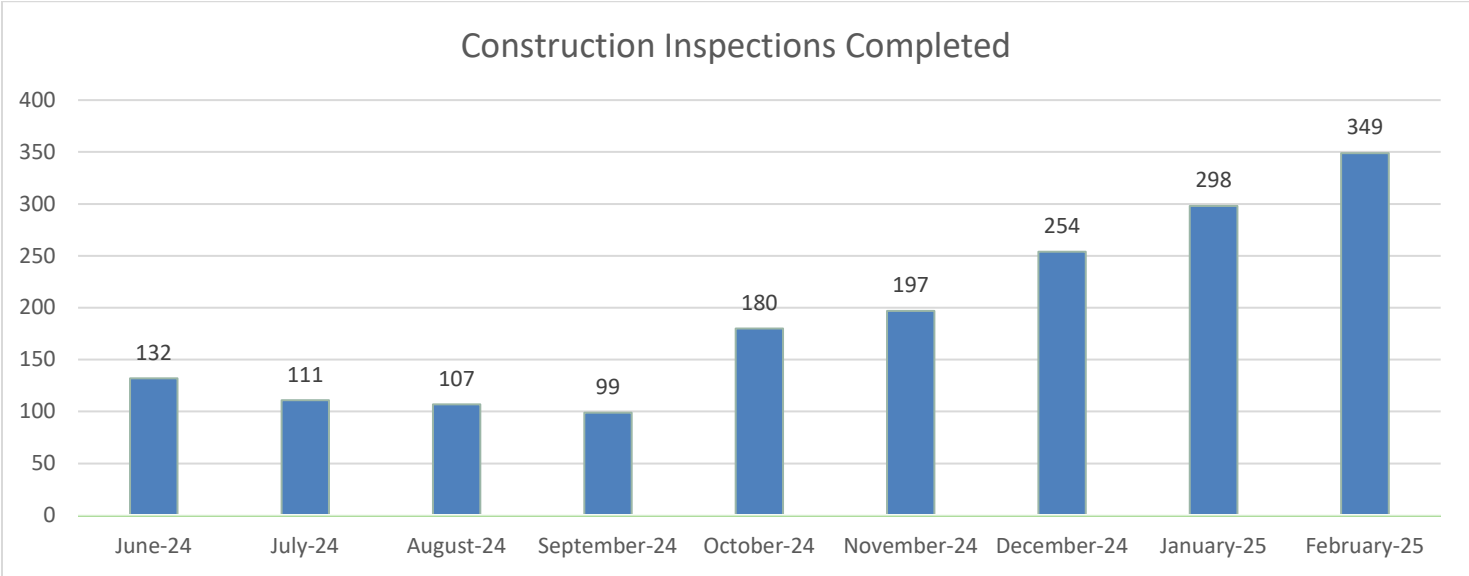
Full project details can be found [on the Town website](#).



Construction Inspections

Inspections

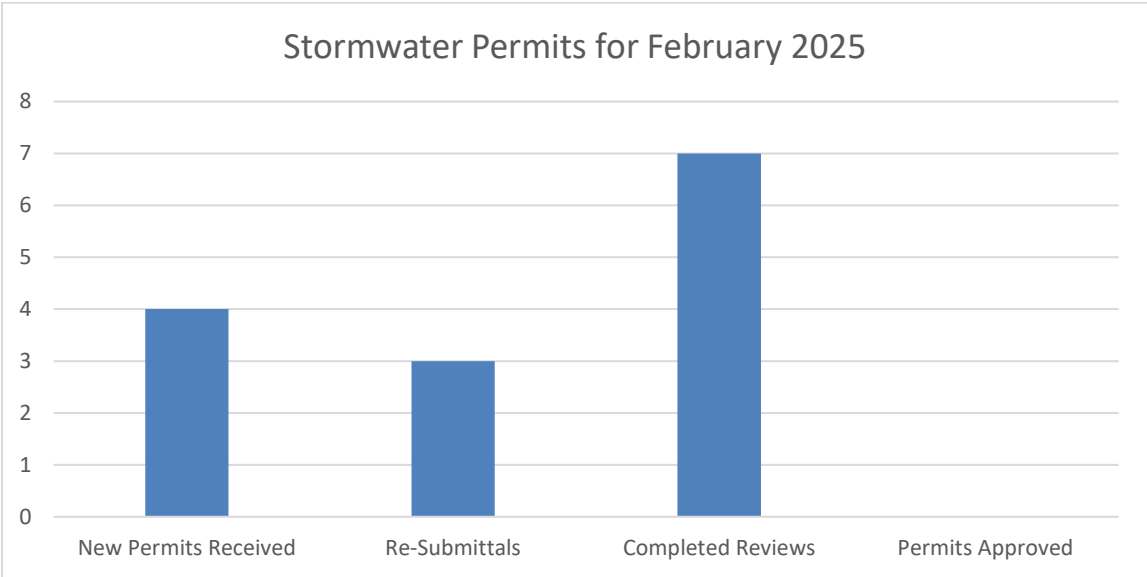
- Staff have completed 349 construction inspections.
 - Construction inspections include developer and Town projects.



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 February.



Department News

Staff generated 161 work orders in February and completed 133 of them (83%).

Brett Usry and DuShawn Warner received Certified Pool & Spa Operator certifications, which are needed to maintain the future splash pad in Founders Park.

Streets Updates

Work Priorities and Initiatives

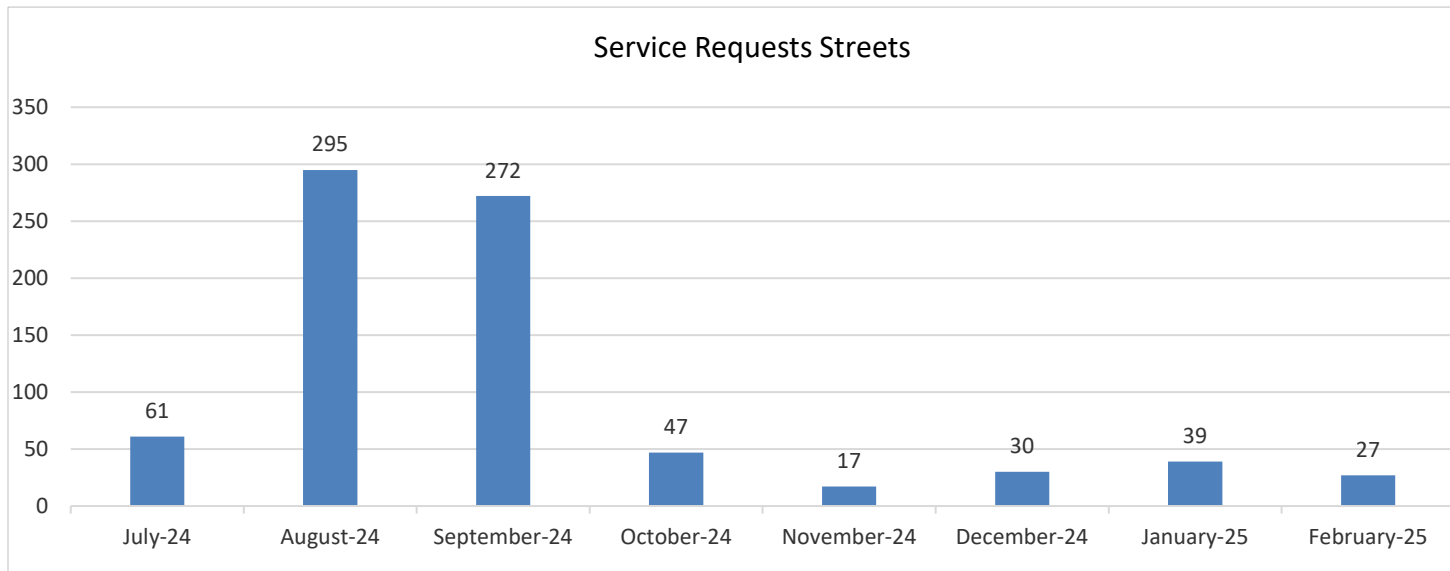
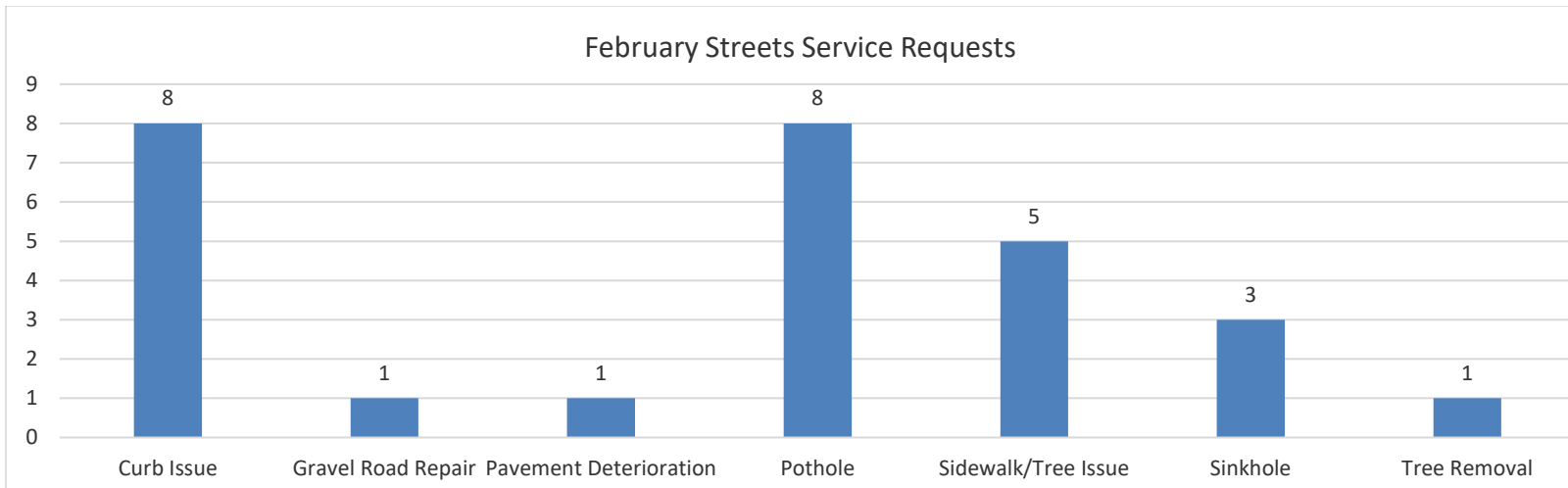
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalk replacements, curb replacements, and cleaning out ditches as weather permits.
- Staff will begin a large concrete curb project on Grandiflora Drive. Crews will be replacing broken and damaged curbing in preparation for the upcoming resurfacing project.

Projects Completed

- Staff completed replacing a damaged sidewalk flume and installed an elevated sidewalk in Magnolia Greens on Maplechase Drive. Replacing several damaged sidewalk sections was also incorporated into this project.
- Staff completed upgrades to the intersection of Rice Gate Way and Lillibridge Drive in Brunswick Forest. These upgrades included realigning curb ramps and bringing the curb ramps into ADA compliance.
- Staff regraded and filled potholes on Graham Drive.
- Staff repaired a sinkhole on Cleatwood Drive.

Work Order Summary

- Streets generated 27 work orders in February, with the majority being curb issue (8), pothole (8), and sidewalk/tree related (5).
- Streets completed 17 work orders in February, with an approximate expense of \$60,100 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$27,500).



Grounds Updates

Work Priorities and Initiatives

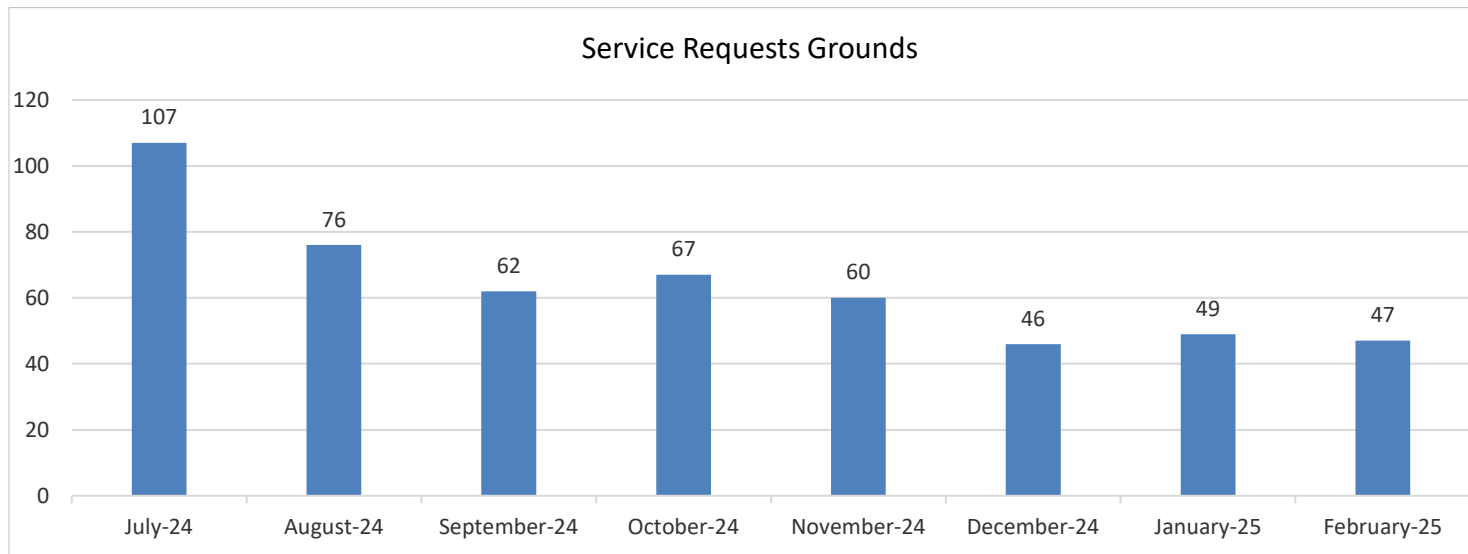
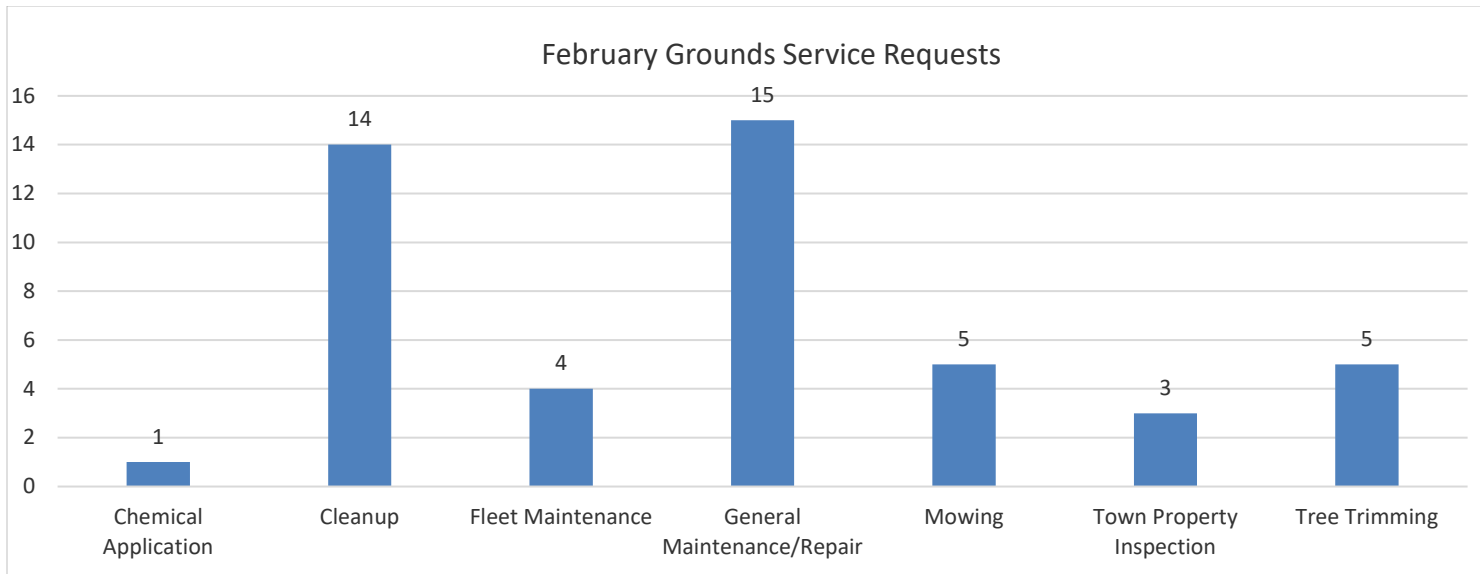
- Staff will begin pruning and trimming vegetation and trees at Sturgeon Creek Park.
- Staff will continue to install mulch in landscaped areas on Town properties.
- Staff will continue to maintain Town-owned properties and parks.
- Staff will continue hand irrigation of trees installed along Gateway Boulevard, plants installed at the Northgate retention pond, and the transplanted live oak at Founders Park as needed.
- Staff will begin to apply pre-emergent herbicides.
- Staff will repair the walking path at Westgate Nature Park where the tree roots have damaged the asphalt.

Projects Completed

- Staff cleared out overgrown vegetation on Sturgeon Drive at the cul-de-sac.
- Staff replaced wooden boards at the classroom at Westgate Nature Park.
- Staff repaired the free library at Westgate Nature Park.
- Staff removed dead trees that were potentially a safety issue at Westgate Nature Park.

Work Order Summary

- Grounds generated 47 work orders in February, with most of them being general maintenance/repair (15), cleanup (14), mowing (5), and tree trimming related (5).
- Grounds completed 44 work orders in February, with an approximate expense of \$11,200 in labor, equipment, and materials to complete these work orders.



Operations Updates

Work Priorities and Initiatives

- Staff are working on a preventative maintenance plan for each Town facility.
- Staff are working on Fire Station 52 with repairs and painting, including updating garage bay door operators.
- Staff are reviewing options to replace an HVAC unit at Town Hall.
- Staff will be attending another training class with LG, which will be a continuation of their training to become LG certified repair technicians.
- 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 inspecting and documenting work priorities, procedures, and schedules.
- Staff will be testing manual power transfer switching from generator to power station, and power station to generator.

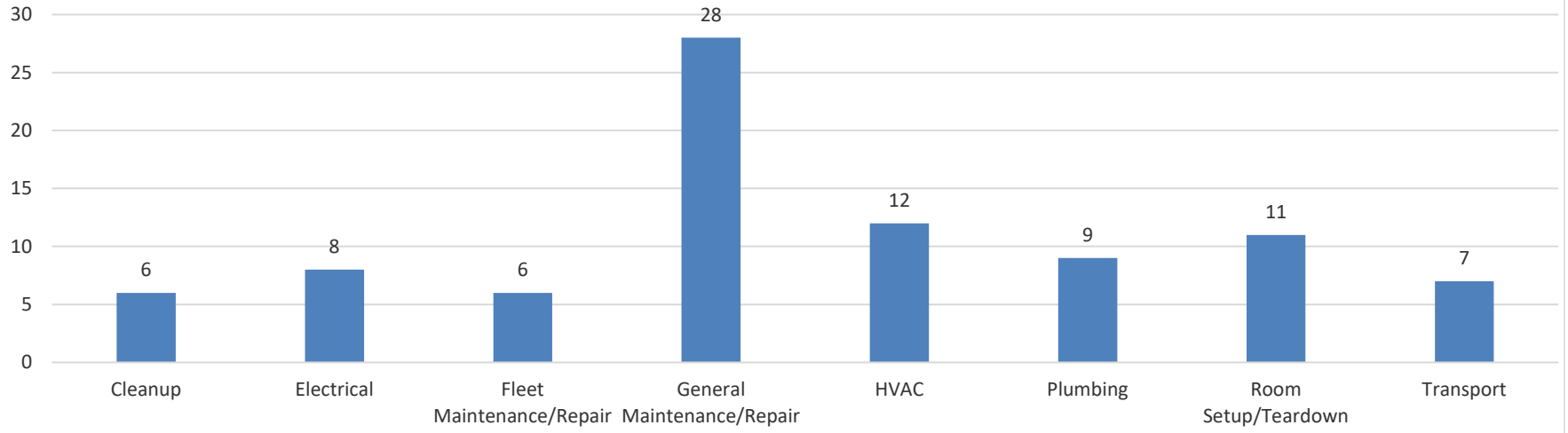
Projects Completed

- Staff completed boom lift training.
- Staff completed partial training on the iWork work order system.
- Staff investigated leaks and made repairs to the HVAC system in the Administration wing.
- Staff completed a class on troubleshooting the LG VRF system at Town Hall (HVAC).

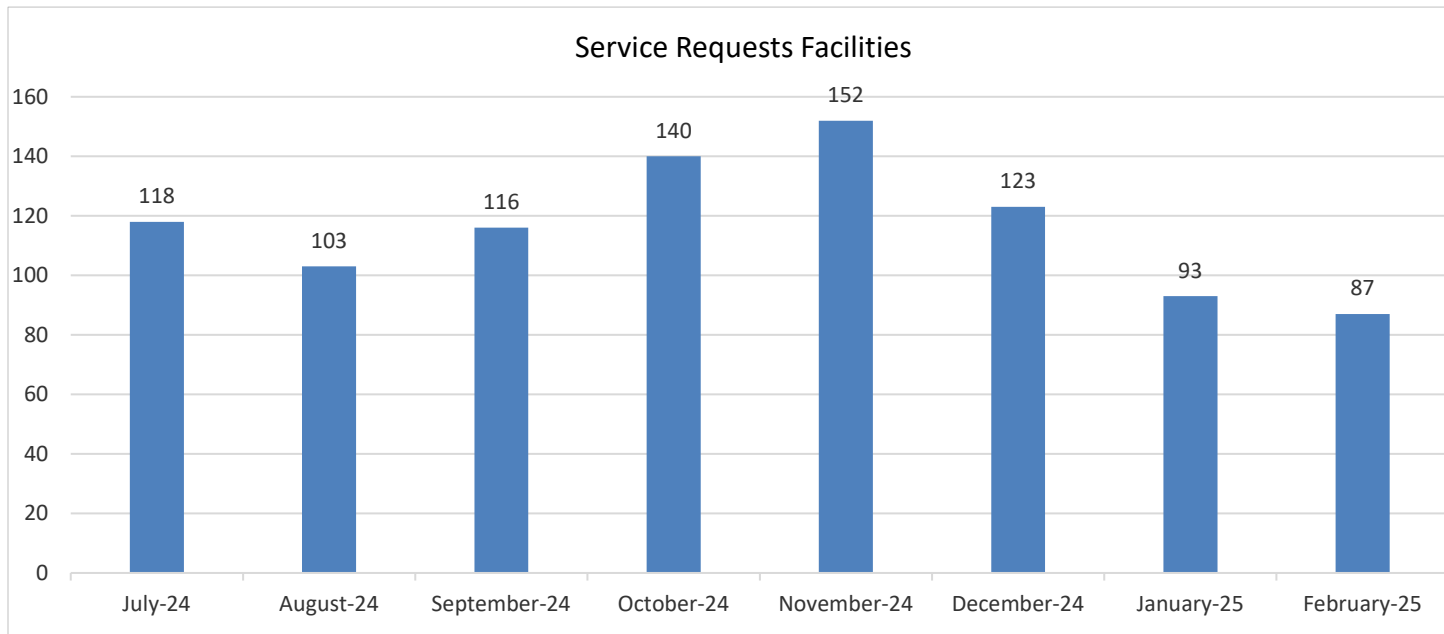
Work Order Summary

- Operations generated 87 work orders in February, with most of them being general maintenance/repair (28), HVAC (12), room setup/teardown (11), and plumbing related (9).
- Operations completed 72 work orders in February, with an approximate expense of \$7,000 in labor and materials.

February Facilities Service Requests



Service Requests Facilities



Department News

The department worked to prepare and present the balanced budget at the Special Council Meeting on February 24.

Ms. Cook participated in the NCLWF Pre-Application Project Review for insight into the North Carolina Land and Water Fund Grant. She also attended the Federal Grants 101 training and Federal Funding Accountability and Transparency Act Subaward Reporting System webinars, and the Public Beach and Water Access Grant Workshop to further research grant opportunities.

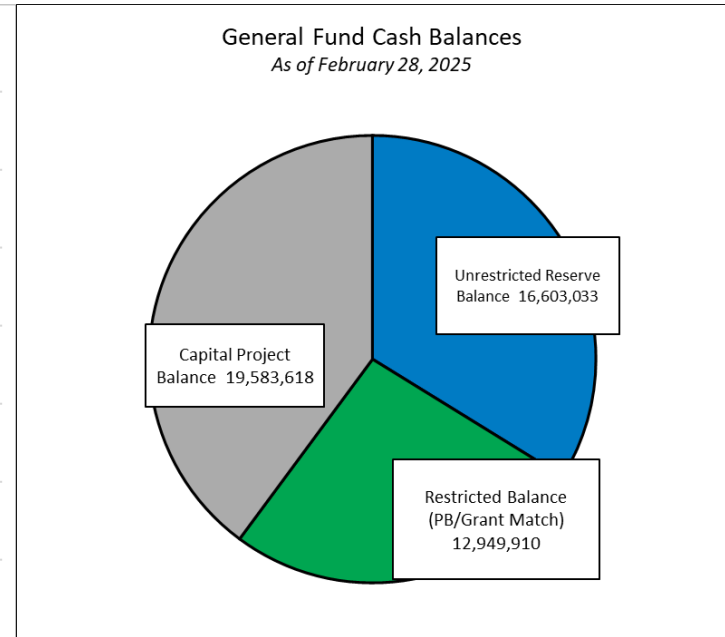
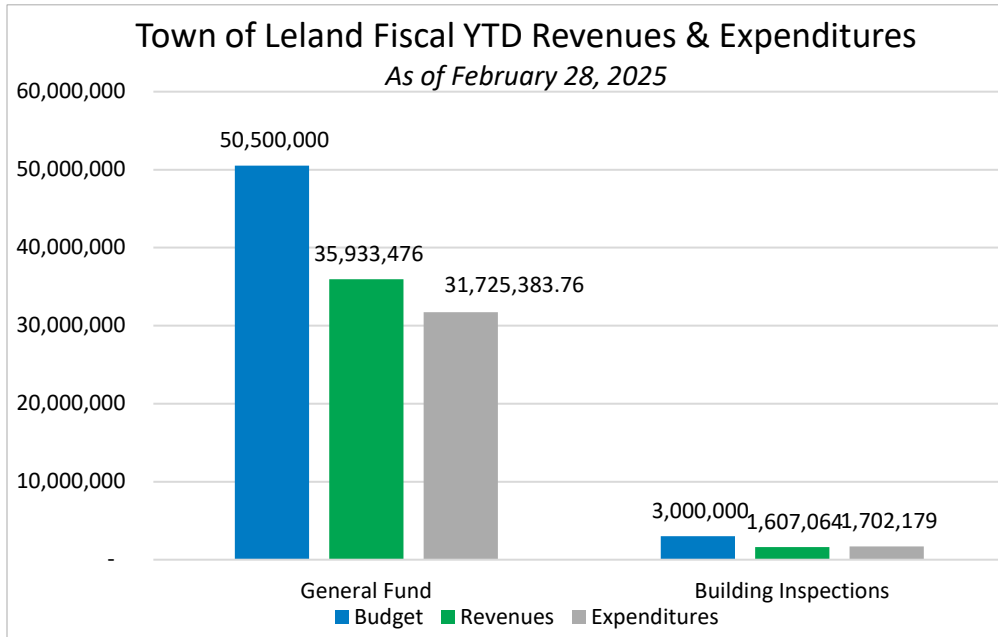
Ms. Gallagher participated in a Local Government Fundamentals course at the UNC School of Government.

Ms. Newton attended Budget Best Practices Monthly Series: Focus on Departmental Presentation in the Operating Budget Document and Performance Measures, a webinar hosted by the Government Finance Officers Association. Ms. Newton also attended Enhancing Community Impact: Modernizing Local Government with Data and Technology, a webinar hosted by ICMA.

Ms. Newton and Ms. Hagg met with Brunswick Community College to discuss work experience internship opportunities.

The Town has joined the Great Trails State Coalition, connecting it to more than 100 organizations and partners working to improve North Carolina's trails. Benefits include collaboration on trail projects, influence on state investments, and access to grant resources.

Dashboard

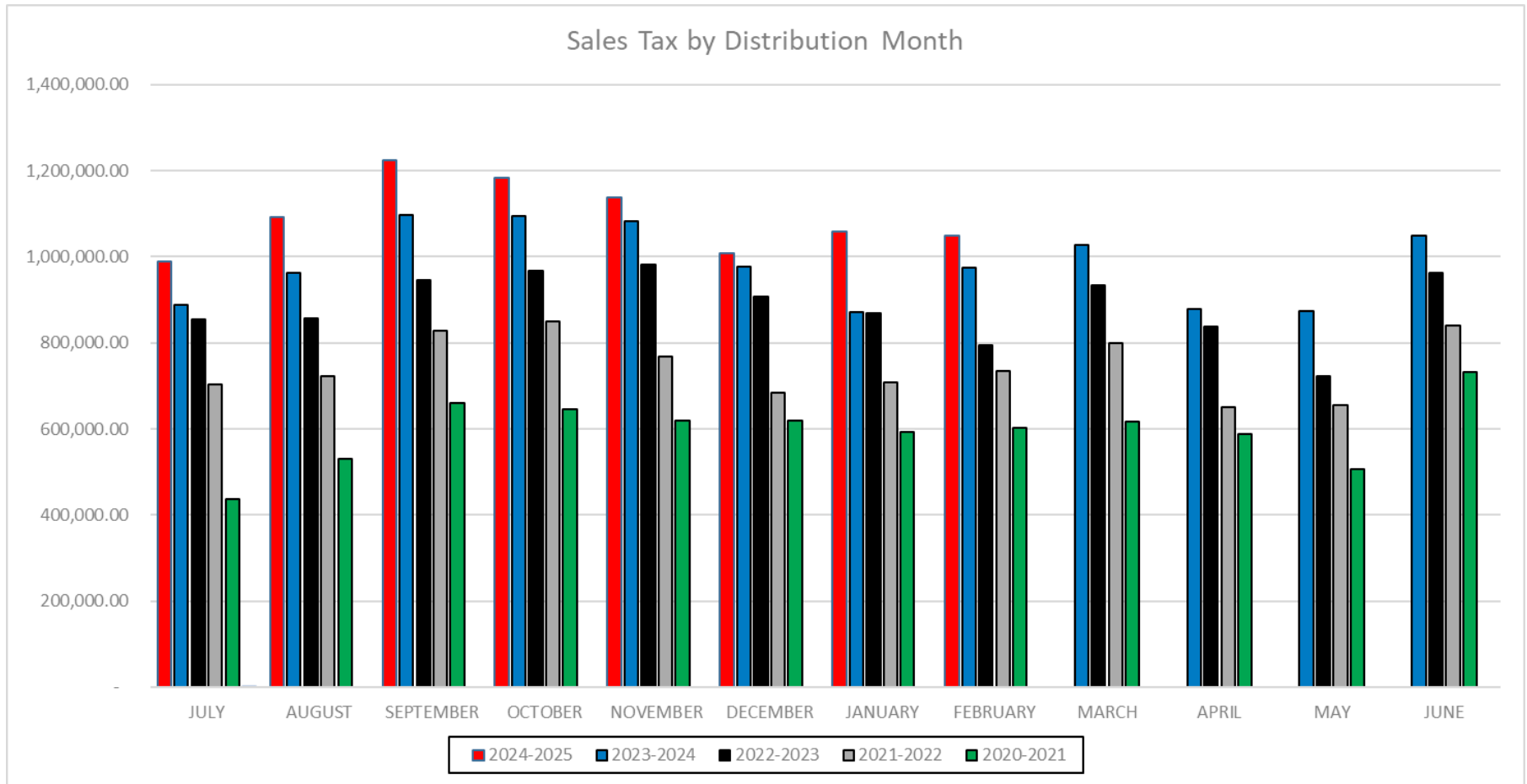


Financial Budget to Actual Report – February 28, 2025

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	46,000,000	50,500,000	1,500,312	35,933,476	-	14,566,524	28.84%
Governing Body	300,000	300,000	9,022	206,679	9,684	83,638	27.88%
Administration	3,110,000	3,110,000	119,314	1,559,931	81,122	1,468,947	47.23%
Information Technology	4,600,000	4,600,000	417,324	1,675,714	2,254,346	669,940	14.56%
Human Resources	600,000	600,000	40,811	310,774	10,606	278,620	46.44%
Finance	1,250,000	1,250,000	82,516	784,347	2,483	463,170	37.05%
Planning	1,220,000	1,220,000	80,287	655,131	81,920	482,949	39.59%
P&R & Cultural Arts	1,130,000	1,130,000	82,600	622,079	36,818	471,103	41.69%
Fleet & Facilities	1,710,000	1,710,000	139,557	1,019,410	86,356	604,234	35.34%
Streets & Grounds	3,880,000	3,880,000	192,212	1,906,475	207,698	1,765,827	45.51%
Engineering	980,000	980,000	68,530	489,987	107,351	382,662	39.05%
Police	7,750,000	7,750,000	960,287	4,521,676	146,684	3,081,640	39.76%
Emergency Management	230,000	230,000	14,970	127,567	1,523	100,910	43.87%
Fire	9,000,000	9,000,000	496,428	6,063,796	181,252	2,754,952	30.61%
Debt Services	6,450,000	6,450,000	-	3,588,758	-	2,861,242	44.36%
Transfers	3,790,000	8,290,000	-	8,193,061	-	96,939	1.17%
EXPENSES	46,000,000	50,500,000	2,703,858	31,725,384	3,207,843	15,566,773	30.83%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,000,000	3,000,000	253,004	1,607,064	-	1,392,936	46.43%
EXPENSES	3,000,000	3,000,000	200,191	1,702,179	53,885	1,243,936	41.46%

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

There were no donations in February.

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

Description: Town Hall Expansion/Renovation Furniture; Vendor: Forms and Supply Inc.; Amount: \$364,926.45

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in February.

Audit Committee Meeting Summary

The Audit Committee did not meet in February.

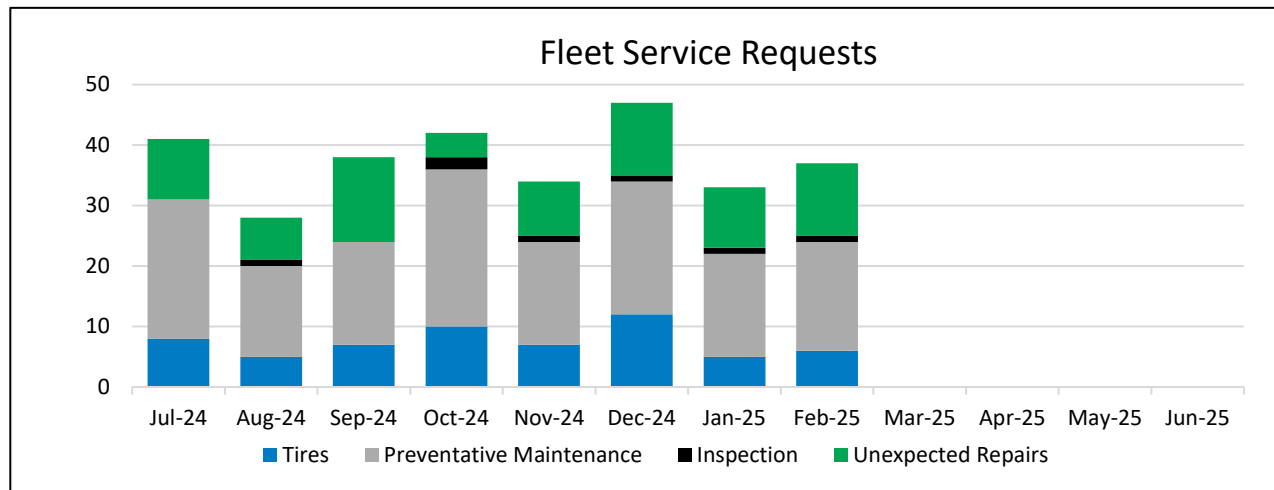
Investment Portfolio

The Town has a diversified investment portfolio across three wealth management banking institutions. The February 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	7,805.00	64,568.97	2,064,568.97
NC Capital Management Trust	0.0427	68,513.11	468,624.02	21,629,969.15
NC Class	0.0445	14,046.80	135,625.99	4,135,625.99
Total		90,364.91	668,818.98	27,830,164.11

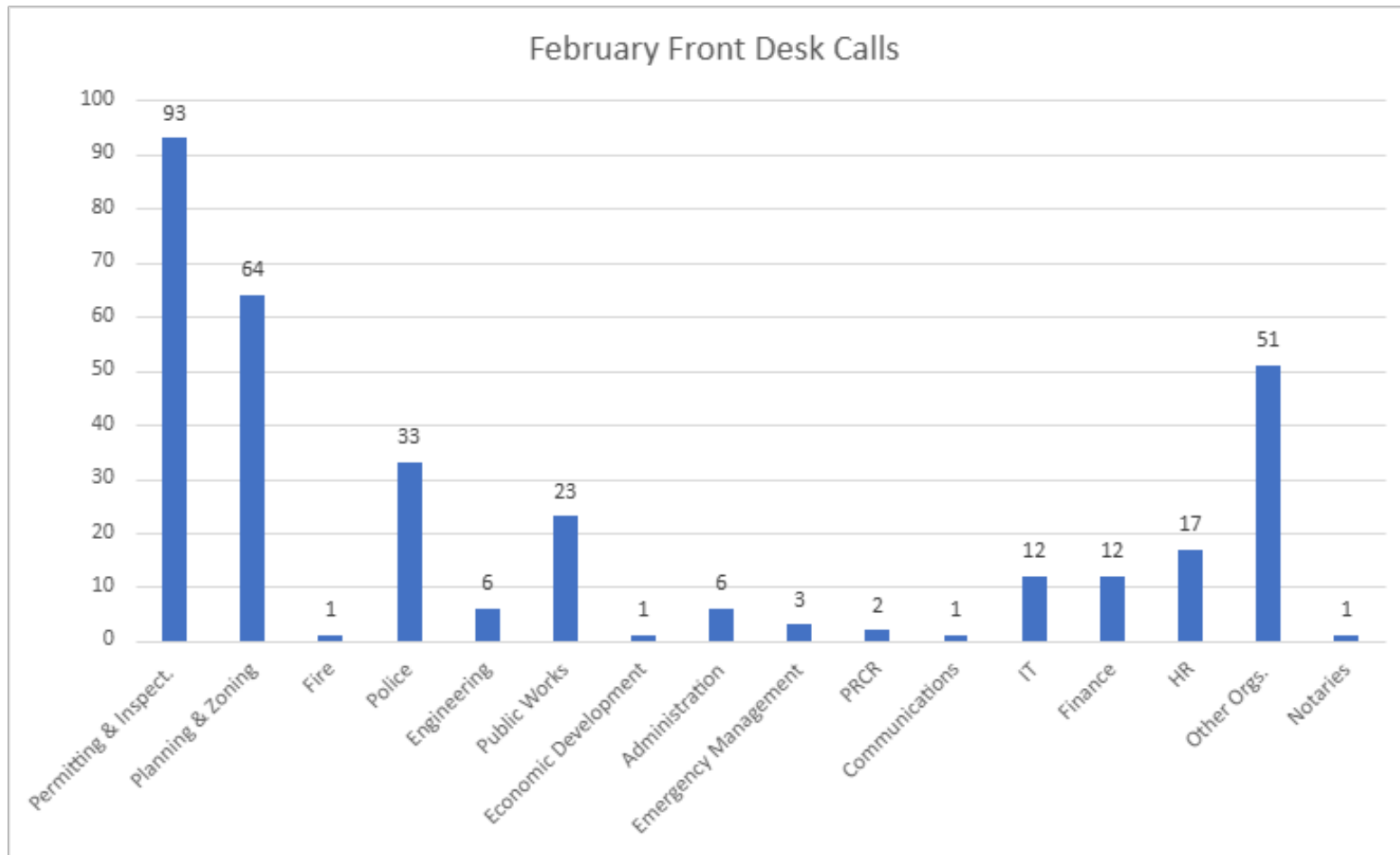
Fleet Updates

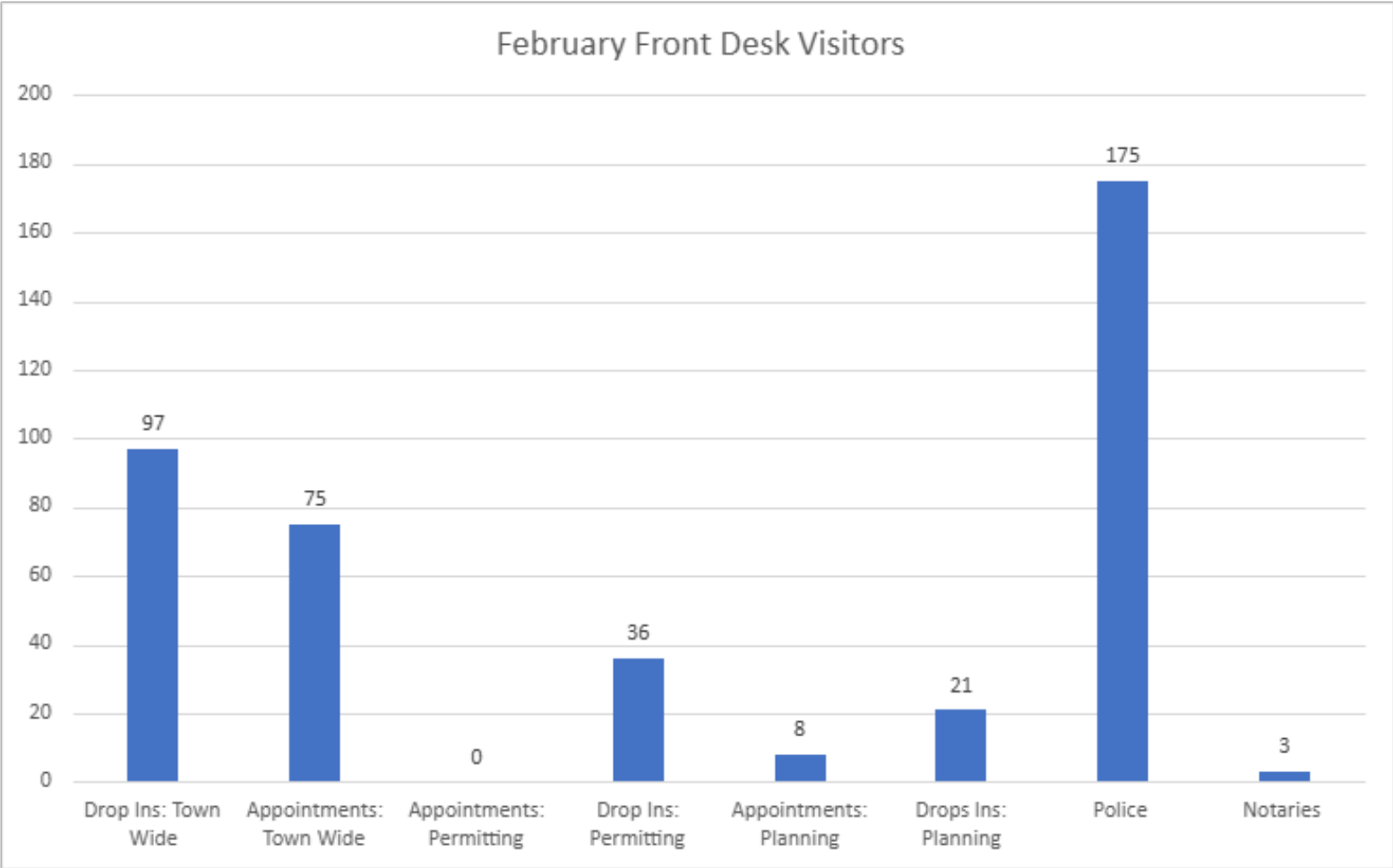
Fleet generated 37 work orders in February for an approximate expense of \$11,514.



Department News

In February, the department facilitated responses to 35 contact forms submitted through the website, 326 calls, and 415 visitors to Town Hall. Ms. Draughn and Ms. Jewell participated in an ICMA webinar called Strategic Management of Social Media in Local Government. Ms. Jewell participated in a Granicus webinar titled Web and Mobile Accessibility Laws are Changing – Is Your Government Ready? Ms. Draughn became a member of the North Carolina City and County Communicators. Staff created content and managed communications for the potential winter weather.





Social Media Update

- Facebook Highlights (February 1 – 28, 2025)
 - Added 132 new page followers
 - Impressions – 67,074
 - Top post (Largest reach): “ ⚠️ Traffic Alert: The North Carolina Department of Transportation recently installed a No Turn on Red sign at the Brunswick Forest Parkway and Highway 17 intersection. This change follows an engineering study that found safety concerns with drivers turning right on red and failing to yield, leading to serious crashes. NCDOT has put similar restrictions in 25 place at other intersections along Highway 17. Be sure to follow the new signage and drive safely! Please direct any questions or concerns to NCDOT.”
- Twitter/X Highlights (February 1 – 28, 2025)
 - Impressions/Reach – 1,125
 - Top tweet (Largest reach): “Join us in welcoming our new hires to the Town! #LelandNC”
- NextDoor Highlights (February 1 – 28, 2025)
 - Impressions/Reach – 37,482
 - Likes/Comments – 33
 - Top post (Largest reach): “ ⚠️ Traffic Alert: The North Carolina Department of Transportation recently installed a No Turn on Red sign at the Brunswick Forest Parkway and Highway 17 intersection. This change follows an engineering study that found safety concerns with drivers turning right on red and failing to yield, leading to serious crashes. NCDOT has put similar restrictions in place at other intersections along Highway 17. Be sure to follow the new signage and drive safely! Please direct any questions or concerns to NCDOT.”
- Instagram Highlights (February 1 – 28, 2025)
 - Added 36 new page followers
 - Post impressions – 3,543
 - Top post (Largest reach): “Heads up drivers! 📢 The @ncdotcom recently installed a No Turn on Red sign at the Brunswick Forest Parkway and Highway 17 intersection. This change follows an engineering study that found safety concerns with drivers turning right on red and failing to yield, leading to serious crashes. NCDOT has put similar restrictions in place at other intersections along Highway 17. Be sure to follow the new signage and drive safely! Please direct any questions or concerns to NCDOT.
[#TownofLelandNC](#) [#LelandNC](#)”

- LinkedIn Highlights (February 1 – 28, 2025)
 - Added 10 new followers
 - Page views – 69
 - Post impressions – 3,374
 - Reactions/Comments/Shares – 105
 - Top post (Largest reach): “Join us in welcoming our new hires to the Town! 🍷 ✨”

Project Updates

- Created posts that resulted in more than 66,459 impressions across social media platforms.
- Started working on a comprehensive communication plan for the fiscal year 2025-2026 proposed budget. This included the creation of a [webpage](#) dedicated to the proposed budget, which will be the hub for all related information, and a [budget flyer](#). Staff also started working on a video featuring Council to promote the proposed budget.
- Researched and contacted photographers to get updated headshots for Council and some leadership staff.
- Continued working on the brand expansion project. This will include adding a secondary set of colors, further guidelines on logos, and guidance on language.
- Website vendor research and demos continued to explore possible new website hosts.
- Continued working with IT to create an employee intranet site.
- Communications work continues 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.
- Continued working to create the Public Safety Annual Reports.
- 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
 - [Community Invited to Support Volunteer Projects During Lend a Hand in Leland Day of Service](#)
 - [Residents Invited to Share Feedback on the Integrated Mobility Plan](#)
 - [Town of Leland Invites Residents to Participate in Creek Week](#)

- [Town of Leland Monitoring Potential Winter Weather](#)
- [Town of Leland Announces Proposed Fiscal Year 2025-2026 Budget](#)
- WECT
 - [Town of Leland asking residents for feedback on integrated mobility plan](#)
 - [Leland invites community to participate in Creek Week 2025](#)
 - [Publix secures lease for new location in Leland](#)
 - [Town of Leland announces \\$53 million budget for next year](#)
 - [Leland Police searching for suspect in counterfeit money case](#)
 - [Leland Town Council explains the Proposed Fiscal Year 2025-2026 Budget](#)
- WWAY
 - [Strategic plan from the Leland Tourism Development Authority](#)
 - [Publix signs lease for new store in Leland](#)
 - [New roundabout to be built in Leland Town Center](#)
 - [Town of Leland displays its mobility plans](#)
- StarNews
 - [A new housing trend is growing in Wilmington, and it has renters looking beyond apartments](#)
 - [Major grocery store chain headed to Leland](#)
 - [New additions, demolitions and aggregations in Brunswick County](#)
 - [One dead, deputy injured after collision in Brunswick County Tuesday morning](#)
 - [Brunswick Sheriff addresses fatal deputy-involved collision; Policy provides more insight](#)
 - [A 'hectic and dangerous' Leland intersection to get improvements. Here's what to know.](#)
 - [Brunswick County encountering growth in several ways](#)
 - [Dozens of duplexes coming to Leland's largest residential community](#)
 - [Making good on the mayor's promise, Leland denies townhome proposal](#)
- Port City Daily
 - [The Agenda: In local government this week](#)
 - [Feedback welcome on Leland's Integrated Mobility Plan](#)
 - [The Agenda: Local government meetings this week](#)

- [The Agenda: In local government this week](#)
- [The Agenda: NHCS, Wilmington City Council, NHC budget](#)
- Wilmington Biz
 - [Publix Confirms Upcoming Leland Store](#)
 - [Leland Copes With Growing Up](#)
 - [Leland Chiropractor To Grow With New Brunswick Forest Building](#)

TDA Marketing

- Work continues to create a Leland in Lights display that will serve as an iconic centerpiece of the annual event.
- Continued implementing revised Visit Leland social media strategy and analysis.
- Strategic Plan development continues in partnership with National Travel Center.
- Met with members on WECT's sales and marketing team to discuss potential future partnership opportunities.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in February. The next meeting is scheduled for March 3, 2025.

Department News

Josh Babson successfully passed the NC Plumbing Standard Level 1 certification exam and received his standard Plumbing Level 1 certification. He also received his probationary Plumbing Level 2 certification.

Skip Brown successfully passed the NC Electrical Level 3 certification exam and received his standard Electrical Level 3 certification.

Ernie Hernandez passed the ICC Permit Technician Certification exam, which included questions about general administration, legal aspects of building permits and inspections, and zoning and site development.

Katie Livingston attended the North Carolina City and County Managers Association (NCCCMA) Conference in Durham, including several sessions related to downtown revitalization, disaster recovery and planning, and strategic visions. NCCCMA is dedicated to the personal and professional growth of its members by connecting them with learning opportunities and new ideas related to municipal operations.

Ben Watts attended Empty to Energized: Creative Storefront Revival, a webinar hosted by the Congress for New Urbanism. The webinar centered around how to fill empty storefronts in urban, downtown settings. Speakers noted that some non-profits help manage commercial properties for the use of small makerspaces and local governments can also purchase or lease empty buildings and upfit the building to include smaller office spaces to be rented out for a competitive price. They also noted the importance of allowing higher density residential uses so that first floor commercial can more easily operate as a loss leader, or generate minimal rental revenue compared to residential uses.

Planning Board Meeting Summary

The Planning Board met on February 25, 2025 and heard the following items:

1. Safe Streets and Roads for All Safety Action Plan – The Planning Board voted 7 to 0 to recommend approval of the action plan to improve safety for all users of the local transport network.
2. Zoning Map Amendment – The Planning Board voted 6 to 1 to recommend approval of a rezoning request for Brunswick County Tax Parcel ID 029GA006 from C-1, General Commercial Business District, to R-15, Medium Density Residential District.

The Planning Board's next meeting is scheduled for March 25, 2025, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on February 11, 2025 to approve the May 28, 2024 and June 25, 2024 meeting minutes. The next meeting is scheduled for March 11, 2025.

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 Del Webb Varsity House – Proposal for an amenity center at the end of Dames Violet Cove.
2. Preliminary Plat for East Lake Phase 5 – Proposal for 346 single family detached lots on 129.11 acres.
3. Development Site Plan for East Lake Phase 1 Active Open Space – Proposal for four outdoor active open space areas to serve the subdivision.
4. Development Site Plan for East Lake Phase 2 Active Open Space – Proposal for two outdoor active open space areas to serve the subdivision.
5. Development Site Plan for Savannah Branch Commercial – Proposal for a commercial shopping center on U.S. Highway 17 near Lanvale Road including a 50,325-square-foot grocery store and 33,650 square feet of retail shop space.
6. Development Site Plan for O'Reilly Auto Parts – Proposal for a 7,885-square-foot retail auto parts store on Northgate Drive and Village Road.
7. Development Site Plan for Delaney Tire and Auto – Proposal for a 7,800-square-foot auto maintenance and light repair facility on Olde Regent Way.

Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Address Request	1	2.0	0		1	2.0
Building/ Flood (3 Day Review)	9	1.0	4	1.0	13	1.0
Commercial Building / Flood	3	4.3	3	1.0	6	2.7
Commercial Building / Flood / Zoning	2	11.5	11	4.1	13	5.2
Commercial Building / Flood / Zoning / Pub Serv	0		4	3.0	4	3.0
Commercial Building / Zoning	5	8.4	11	2.5	16	4.4
Commercial Building Fire	3	4.0	4	2.5	7	3.1
Commercial Zoning	1	6.0	0		1	6.0
Electrical	1	5.0	1	1.0	2	3.0
Fire Operational Permits	1	1.0	0		1	1.0
Fire/Electrical/Zoning/Pub Serv	1	10.0	0		1	10.0
Permit Building/Flood	1	5.0	1	2.0	2	3.5
Permit Building/Zoning	10	8.5	8	3.9	18	6.4
Permit Flood	5	5.6	4	2.0	9	4.0
Permit Zoning Only	3	1.7	0		3	1.7
Residential Building / Flood	11	7.3	10	1.7	21	4.6
Residential Building / Zoning / Flood	67	10.4	83	2.8	150	6.2
Residential Flood	3	2.3	0		3	2.3
Residential Zoning	1	1.0	0		1	1.0
	Total Initial: 128		Total Revisions: 144		Total Plans: 272	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	5	1	6
Development Site Plan	2	2	4
Development Site Plan Extension Request	1	0	1
Development Site Plan Minor Modification	0	1	1
Exempt Plat	4	2	6
Final Plat	1	2	3
General Rezoning	1	0	1
Performance Guarantee Reduction	0	1	1
Performance Guarantee Release	1	0	1
Performance Guarantees New	1	1	2
Preliminary Plat Minor Modifications	0	1	1
Preliminary Plat-Major Subdivision	1	5	6
PUD Master Plan (New)	0	1	1
PUD Site Specific Plan and Master Plan Update	0	2	2
Sketch Plan	4	0	4
Street Dedication	0	1	1
Zoning Letter	7	0	7
	Total Initial: 28	Total Revisions: 20	Total Plans: 48

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
5	4

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$40,746.84	\$0.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	19	\$8,805,331.91	\$1,761,146.08
Charleston Commons			
Cash Bond	2	\$171,460.62	\$0.00
Grand Park			
Surety Bond	2	\$895,602.23	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	9	\$1,279,544.38	\$0.00
Highland Hills Village			
Letters of Credit	1	\$56,250.00	\$0.00
Leland Corners			
Surety Bond	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$843,935.69	\$0.00
Surety Bonds	10	\$2,392,284.15	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	2	\$677,786.97	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Terrapin			
Surety Bond	1	\$76,575.00	\$0.00
Townes at Seabrooke			
Surety Bond	2	\$683,850.25	\$88,526.25
Westgate Townes			
Surety Bond	1	\$332,368.80	\$0.00
Total Cash Bonds	15	\$2,296,303.30	\$0.00
Total Surety Bonds	50	\$17,282,047.90	\$1,849,672.33
Total Letters of Credit	4	\$4,197,741.50	\$0.00
Total Performance Guarantee Sureties	69	\$23,776,092.70	\$1,849,672.33

Long Range Planning and Community Development Update

Staff continues to implement the Age-Friendly Strategic Plan through regional collaboration with the Cape Fear Area Agency on Aging and Brunswick Senior Resources. Through this collaboration, the Town is offering support in planning a showing of the “Taking Care” documentary at the LCAC. The brief documentary sheds light on the struggles caretakers face. The showing will be followed by a discussion and resource sharing opportunity. Staff are preparing to apply for the AARP Community Challenge grant to install audible pedestrian signals at an intersection in the Gateway District. This project directly supports the Age-Friendly Community Strategic Plan through increasing accessible and safe pedestrian connections for all abilities and ages.

Staff continue to support NC State's Institute for Emerging Issues with the development of their state-wide digital inclusion initiative that aims for all 100 North Carolina counties to adopt a digital inclusion plan. Digital inclusion plans are data-driven, community-based plans that analyze broadband/device gaps and determine best strategies to close the digital divide. Staff are participating in the steering committee to support the development of a digital inclusion plan that truly reflects the digital needs and assets of the local community. Staff attended steering committee meetings to ensure community needs are accurately reflected and strategies meet Town goals.

Staff remains engaged with local stakeholders to better understand the community's needs, assets, how community development planning initiatives can be helpful, and what resource sharing methods are best. Staff is also communicating with local nonprofits to plan the next Lend a Hand in Leland event scheduled for March 22.

Staff is currently working to amend Leland 2045 to meet CAMA certification requirements. The addendum will include additional census data, public water and wastewater supply needs information, and more detailed information regarding transportation, as these issues relate to population and development increases. The first draft of the addendum is currently under preliminary review with the NC DEQ Division of Coastal Management.

Staff is researching best practices and strategies to further affordable housing in Leland. Staff has conducted meetings with affordable housing experts in the public and private sectors to determine solutions that best fit the Town's needs.

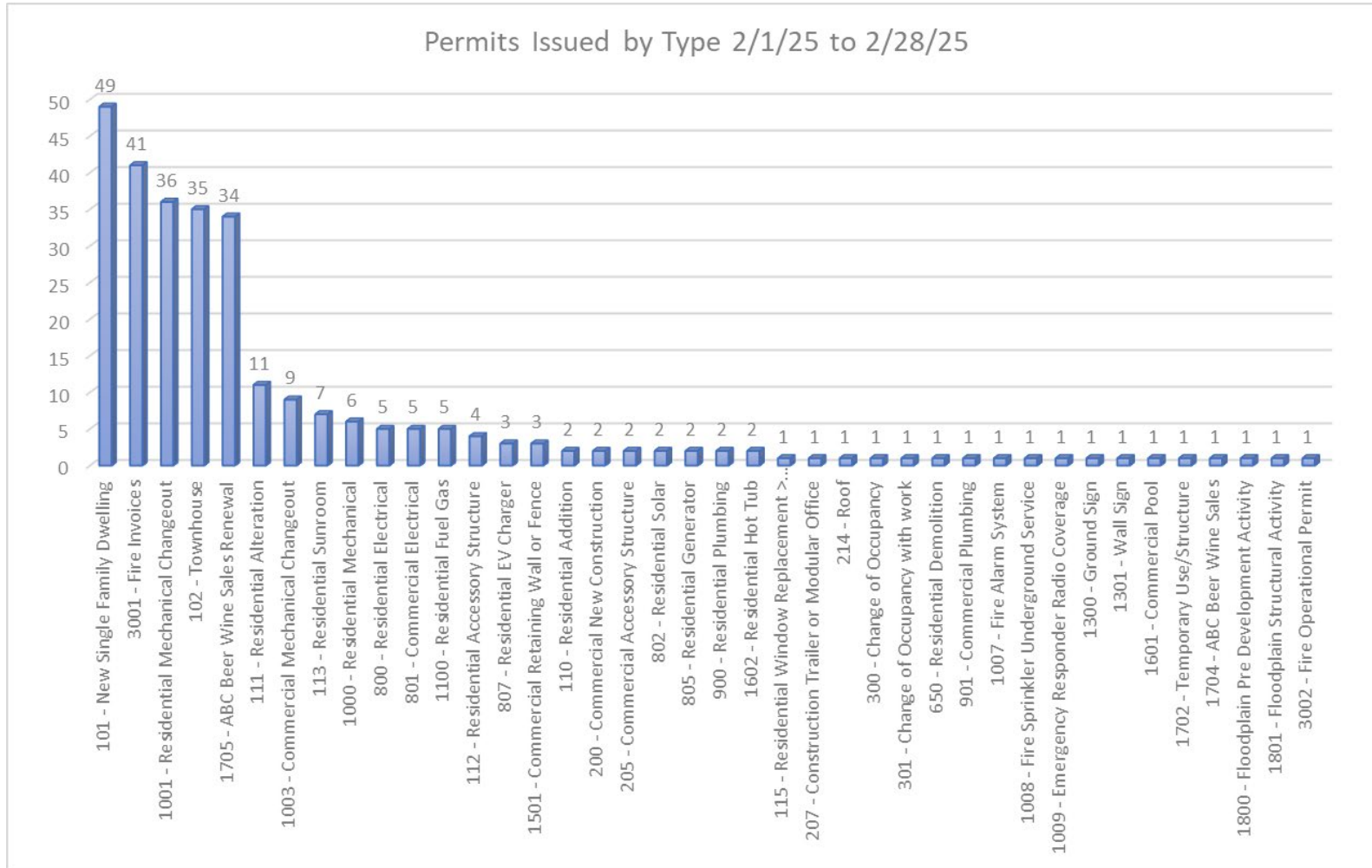
Per Leland 2045, staff is researching ways to expand public water access in Town limits. Staff is looking into a grant funding opportunity to install an ADA accessible kayak launch at Cypress Cove Park to increase access to water for people of all abilities.

Transportation Planning Update

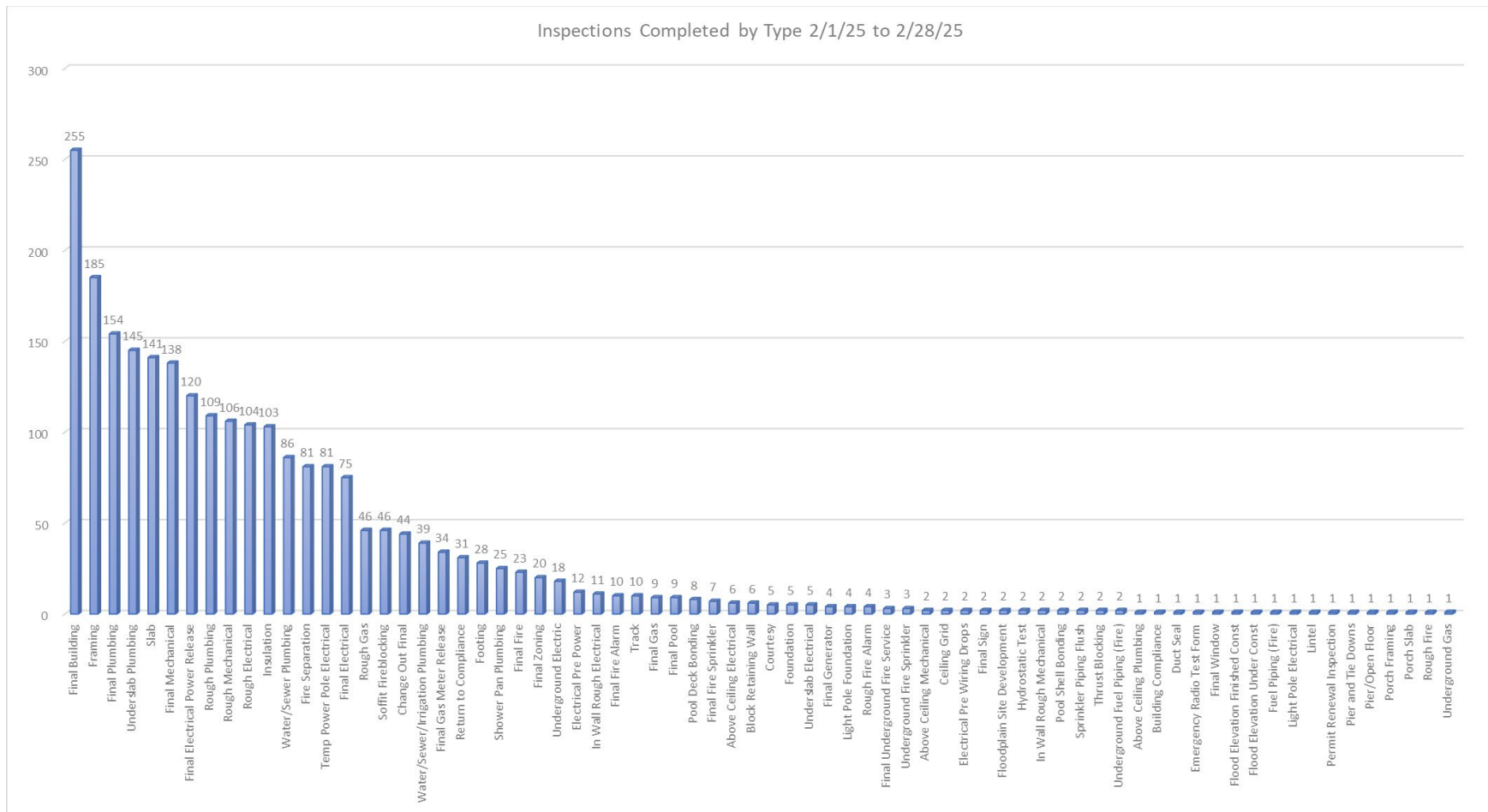
The Integrated Mobility Plan continued to progress. The consultant team is reviewing feedback obtained from surveys and through the interactive comment map that will be considered in the final plan.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
285	2,397	\$28,910,311



Inspections Completed by Type 2/1/25 to 2/28/25



Code Enforcement Update

Case Summary

1/1 Through 1/28	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from January	3	0	29	0	32
Cases Opened February 2025	0	7	39	0	46
Cases Closed February 2025	0	3	11	0	14
Active Cases (Evolve) 2025	3	4	57	0	64

Department News

In February, the Parks, Recreation, and Cultural Resources Department transitioned within the Economic and Community Development umbrella. The two departments now work collaboratively to continue to find ways to improve the community development services, programs, and offerings to residents and businesses in the Town. These updates will refocus the efforts of the departments and allow them to continue to improve the efficiency of services provided through the Leland Cultural Arts Center programming and throughout the community. Mr. Sutton attended the quarterly Small Business and Technology Development Center and also presented during the “Economic Future of Brunswick County” session for LEADership Brunswick County at the Leland Center.

New Businesses

- **Core Beauty** opened in Cross Creek Commons at **1107 New Pointe Boulevard, Suite 20**.
- **Habitat for Humanity ReStore** opened at the northeast intersection of **Village Road** and **Dresser Lane** on 92 Dresser Lane.

New Construction/Development

The Technical Review Committee has begun reviewing the following projects:

- **East Lake Phase 5** proposes 346 residential units along **East Lake Boulevard** southeast of **Malmo Loop Road**.
- **Savannah Branch** proposes 83,885 square feet of commercial at the intersection of **Highway 17** and **Kingsbridge Road**.
- **O’Reilly’s Auto Parts** proposes a 7,885-square-foot facility for an auto parts store.
- **Delaney Tire & Auto Waterford** proposes a 7,800-square-foot facility for an auto repair shop.
- **Lawn Hero** proposes a 21,466-square-foot facility for a retail/office shop.
- **Waterford Hotel** proposes a 97-room hotel along **Olde Waterford Way**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on February 13 to discuss topics including traffic counts on Leland’s busiest roads, new developments currently under review, and a brief update on the tourism development strategic plan.

Department News

The department is planning for a busy spring season. Spring activities start on March 3 and the annual Eggspedition is scheduled for April 12.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in February. The next meeting is scheduled for March 26, 2025.

Upcoming Events

March 1-28 – Youth Art Month, LCAC

March 22, 8-11 a.m. – Lend a Hand in Leland

March 28, 7-9 p.m. – Youth Art Month Award Ceremony, LCAC

April 12, 10 a.m.-1 p.m. – Eggspedition, Northwest District Park

April 15, 9 a.m.-12:30 p.m. – Leland We Don't Know, LCAC

Social Media Update

- PRCR Facebook Highlights (February 1 – 28, 2025)
 - Followers/Likes – 6,296
 - Page reach – 9,789
 - Top post (Largest reach): “Calling all Swifties! Get ready to shake it off at our Taylor Swift Dance Party! An hour of non-stop Taylor jams, a fun & upbeat vibe, AND a friendship bracelet-making station?! Don't miss out—grab your besties, your comfiest dance fit, and a water bottle, and let's dance like we're in our Fearless era. Tuesday, February 18 from 5-6 p.m.”
- LCAC Facebook Highlights (February 1 – 28, 2025)
 - Followers/Likes – 5,252
 - Page reach – 3,572
 - Top post (Largest reach): “Looking to tap into your creative side this month? Jameka Purdie is hosting a Spring Jewelry-Making Workshop with us on Wednesday, February 19th from 10 a.m.-12 p.m. In this workshop, you will learn hammering, wire

wrapping, and torching techniques to create a colorful and unique necklace. Space is very limited, so sign up today! Pre-registration is required. Click the link to sign up online or stop by the Leland Cultural Arts Center during our normal business hours.”

- PRCR Instagram (February 1 – 28, 2025)
 - Followers/Likes – 1,979
 - Post reach – 1,339
 - Top post (Largest reach): “Run fast, Spring & Summer 2025 registration is officially OPEN! Swing by the Leland Cultural Arts Center to sign up in person and join us for our Open House from 10 a.m. to 1 p.m. Meet amazing instructors, catch live demos, and jump into fun activities. It’s your chance to explore, create, and try something new!”

- LCAC Instagram (February 1 – 28, 2025)
 - Followers/Likes – 1,954
 - Post reach – 375
 - Top post (Largest reach): “Run fast, Spring & Summer 2025 registration is officially OPEN! Swing by the Leland Cultural Arts Center to sign up in person and join us for our Open House from 10 a.m. to 1 p.m. Meet amazing instructors, catch live demos, and jump into fun activities. It’s your chance to explore, create, and try something new!”

Department News

In February, the Town welcomed six new employees, promoted two employees, and three employees ended their employment. The department continues to actively recruit employees, mostly in the Public Works and Public Safety departments. The department kicked off its annual professional development series with an employee policy update training, which provided important organizational information that employees must know and understand. Empower Retirement Plan Counselor Matt Dominelli recently met with several employees to educate them about the Town's retirement plans and help them think about how these plans fit into their retirement goals. In June, Matt will return for a group Lunch and Learn geared toward employees who are within five years of retirement. The department has two other upcoming Lunch and Learn events, including one with Civic Credit Union in March and a dementia awareness session with Brunswick Senior Resources in May. An employee team building event is planned at the Leland Cultural Arts Center on March 21.

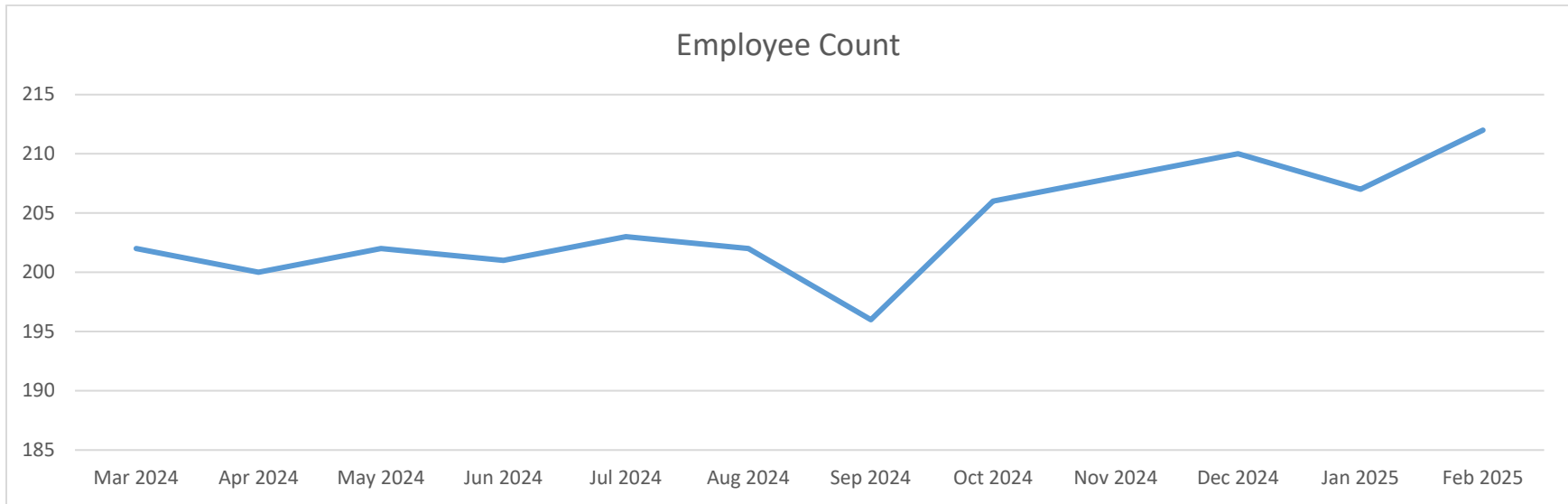
Personnel Updates

Employee Name	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Blake Stevens	Engineering Department	New Hire	2/3/2025	Engineer I		
Jordan Hutton	Police Department	New Hire	2/3/2025	Police Officer		
Megan Whitehurst	Police Department	New Hire	2/3/2025	Police Officer		
Miranda Nelson	Planning Department	New Hire	2/3/2025	Planning Intern		
Nathan Rogers	Police Department	New Hire	2/3/2025	Police Officer		
Tyler Barth	Streets Maintenance	New Hire	2/3/2025	Streets Maintenance Technician I		
Amy Wells	Parks, Recreation, and Cultural Resources	Termination	2/10/2025	Recreation Supervisor		
Zoey LeTendre	Parks, Recreation, and Cultural Resources	Termination	2/10/2025	Senior Recreation Specialist		
Brandon Jacobs	Facilities & Maintenance	Promotion	2/15/2025		Facilities Maintenance Technician I	Facilities Maintenance Technician II
Chandler Guy	Police Department	Promotion	2/15/2025		Senior Police Officer	Police Sergeant
Kirsty Fowler	Fire Department	Termination	2/24/2025	Fire/Rescue Captain		

Workers Comp Data February 2025

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	Y	Neck Injury
1	Y	Feeling Faint

Headcount (FT and PT Employees) March 2024 – February 2025



Headcount ⓘ 212 As of February 2025	Hired ⓘ 47	Termed ⓘ 30	Growth Rate ⓘ 8.7%	Turnover Rate ⓘ 14.7%	Average Tenure ⓘ 4.3 (Years)
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Terminations include voluntary and involuntary separations of employment.

Department News

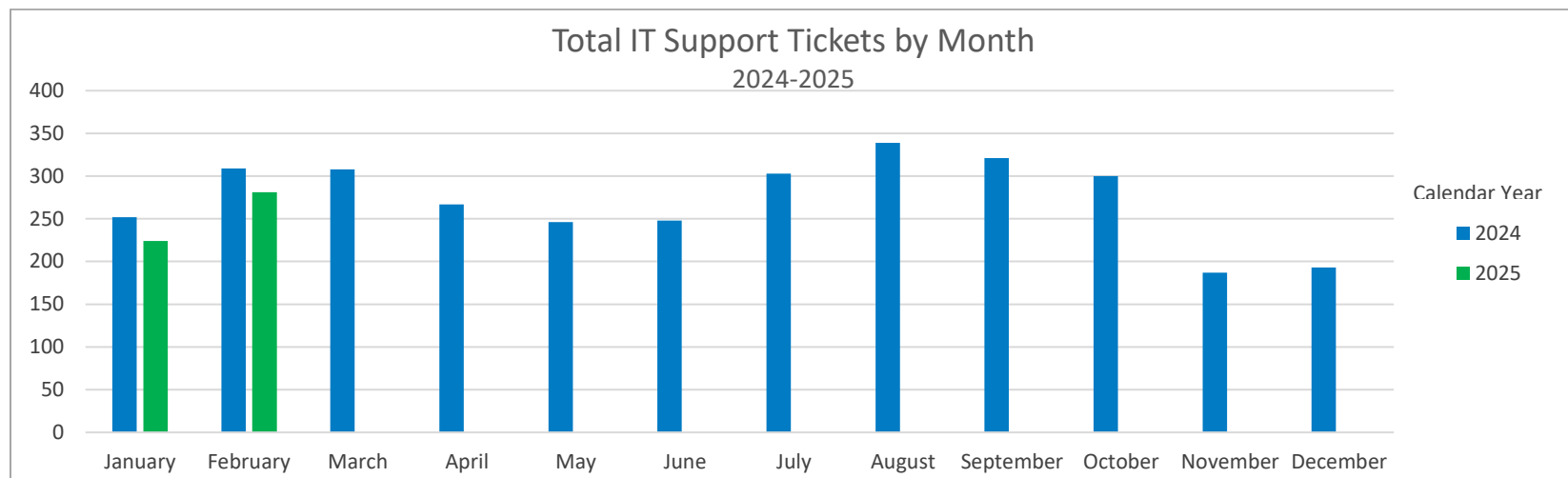
Mr. Vandergriff and Mr. Williamson attended the Wilmington Information Technology Exchange, an event hosted by UNCW providing local IT professionals with opportunities to learn more about emerging technology.

Major Work Priorities

- Fire Station Volume Controls: Staff will be working to oversee implementation of standardized volume controls for the alerting systems at Fire Stations 51 and 53.
- Network Firewall Upgrade: Staff are working to complete the replacement of core network firewall equipment in March.
- Finance Workflow Automation: IT is working with Finance to develop forms and notifications that bring efficiencies to the purchasing and accounts payable processes.

Projects Completed

- 8 employees onboarded/offboarded
- Contract Process Automation: Staff have implemented an electronic process for tracking and managing internal contract approval steps.
- Police Video and Digital Evidence System Migration: Staff have completed the installation and implementation phase of the video system migration in Police interview rooms.



Town Clerk's Office

Mayor Bozeman signed letters of support for Representative Frank Iler and Senator Bill Rabon to formally request an appropriation of a new fire truck for the Leland Fire/Rescue Department, at an estimated cost of \$1.3 million.

Mayor Bozeman, Mayor Pro Tem Campbell, and Ms. Reinhardt attended the North Carolina Mayor's Association Winter Conference. The meeting contents consisted of the Mayor's Minutes, update from Gov. Stein's IGA Office, and building relationships with local leaders. Special guests were State Treasurer Brad Briner, Former NC Senator Mike Woodard, Gov. Stein's Director of IGA and Outreach David Webb, and Owner/CEO of Strategics Consulting Leslie Mozingo.

Mayor Bozeman and Councilmembers Carter and McHugh attended the annual North Carolina League of Municipalities (NCLM) Town and State Dinner. This is the NCLM premier legislative event that brings state legislators and municipal officials together to connect on issues important to local communities.

Mayor Bozeman, Councilmembers Carter, Holloman, and McHugh, Ms. Reinhardt, and Ms. Rhodes attended the Cape Fear Council of Governments Annual Board Meeting and Awards Ceremony. This event brings regional officials together to connect and support those being recognized for their achievements. North Carolina Lieutenant Governor Rachel Hunt was the special guest and spoke about her passion for education and unwavering dedication to making a positive impact within the state.

Mr. Golonka attended his first full week of the 2025 Clerks Certification Institute presented by the UNC School of Government.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - February 11 Board of Adjustment Meeting
 - February 13 Economic Development Meeting
 - February 17 Agenda Council Meeting
 - February 17 Closed Session Meeting
 - February 20 Regular Council Meeting
 - February 20 Closed Session Meeting
 - February 24 Special Council Meeting
 - February 25 Planning Board Meeting

- Action Items:
 - Budget Amendments – 1
 - Budget Ordinances – 0
 - Minutes – 8
 - Agendas – 6
 - Resolutions – 6
 - Ordinances – 1 (Not approved)
 - Proclamations – 0
 - Presentations – 1
 - Public Hearing Notices for the Council Meetings – 1
 - Current Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)
 - Board/Committee Term Ending on June 30, 2025: Board of Adjustment (3 seats); Economic Development Committee (3 seats); and Planning Board (4 seats)

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,580
- Portal Unique Visits – 2,692
- Economic Development Committee February 13 Agenda Views – 390
- Board of Adjustment February 11 Agenda – 389
- Agenda Council Meeting February 17 Agenda Views – 322
- Regular Council Meeting February 20 Agenda Views – 510
- Special Council Meeting February 24 Agenda Views – 219
- Planning Board Meeting February 25 Agenda Views – 364