



## STAFF REPORTS

April 2025 Regular Meeting

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### Department News

Master Officer Piniewski attended the Advanced Traffic Crash Investigation course March 3-14 at the North Carolina Justice Academy. This course is intended to assist officers in interpreting and analyzing traffic crash evidence.

Officer Holbrook attended the Radar Training course March 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 sixth and final session of the Law Enforcement Executive Program March 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.

Lieutenant Warren attended Project Blue Lion training March 11-13 in South Carolina. This is a specialized firearms training intended for firearms instructors.

Sergeant Irvin attended the first week of the Police Leadership Institute March 17-21 at the North Carolina Justice Academy. This training spans over a three-month period and is designed to equip criminal justice leaders with tools to steer their agencies and communities toward the future.

Master Officer Blobe attended Basic Gang Investigations March 24-26 at Cape Fear Community College. This training provides instruction on how to recognize and identify gang members and gang insignia, ways to develop sources of information about gang activities within the community, and multijurisdictional approaches to gang investigations.

Officers Benson and Silos attended the Police Law Institute March 31-April 4 at the North Carolina Justice Academy. This course is intended to provide the skills necessary to conduct enforcement activities associated with search warrants, warrantless searches, interviews, eyewitness identifications, and nontestimonial identification orders.

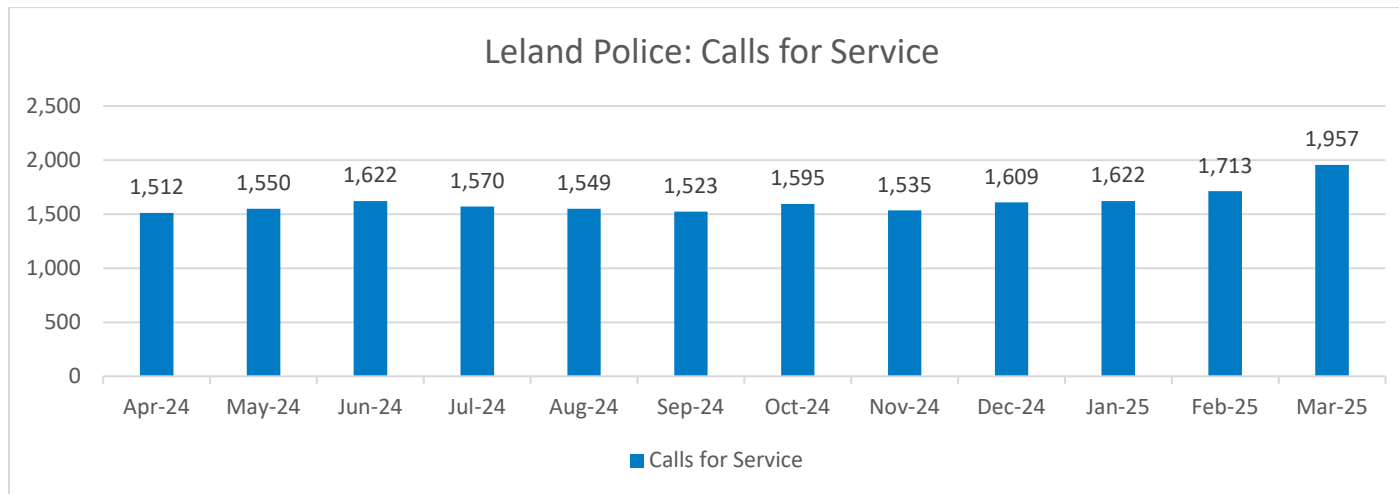
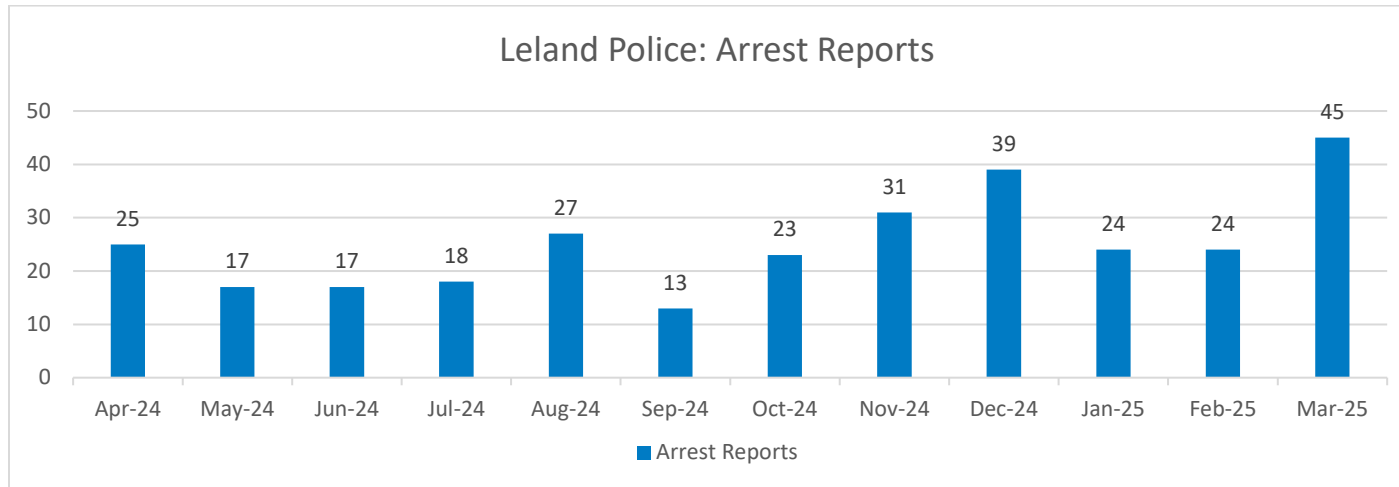
Officer Odom attended the General Criminal Investigations course March 31-April 4 at the Brunswick County Sheriff's Office. This 40-hour foundational course teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation, starting with the initial response and ending with a successful prosecution.

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

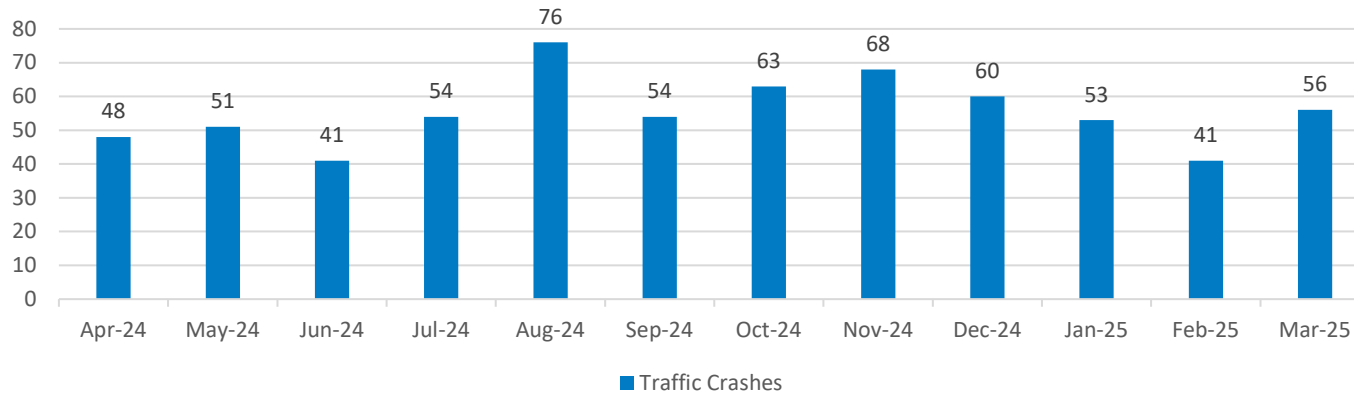
## Active Mutual Aid Agreements

- 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

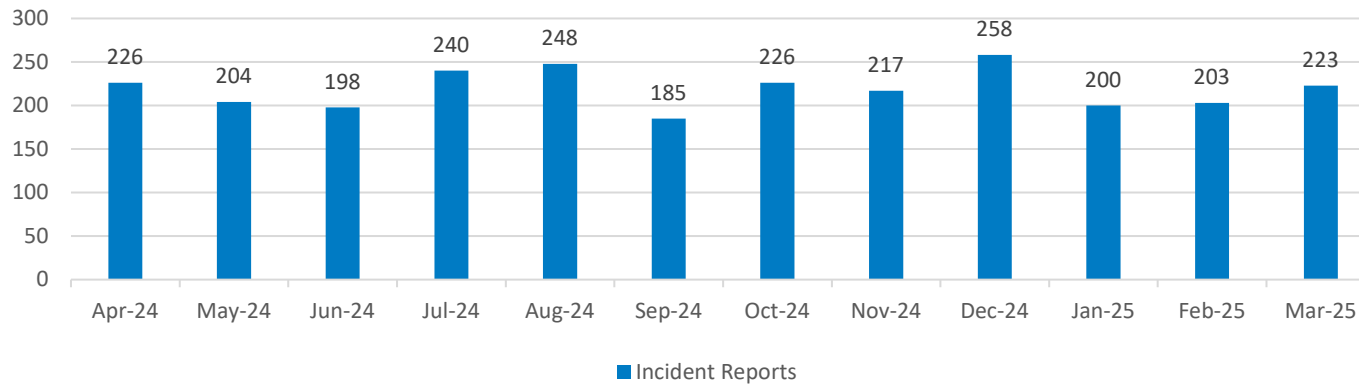
## Dashboard



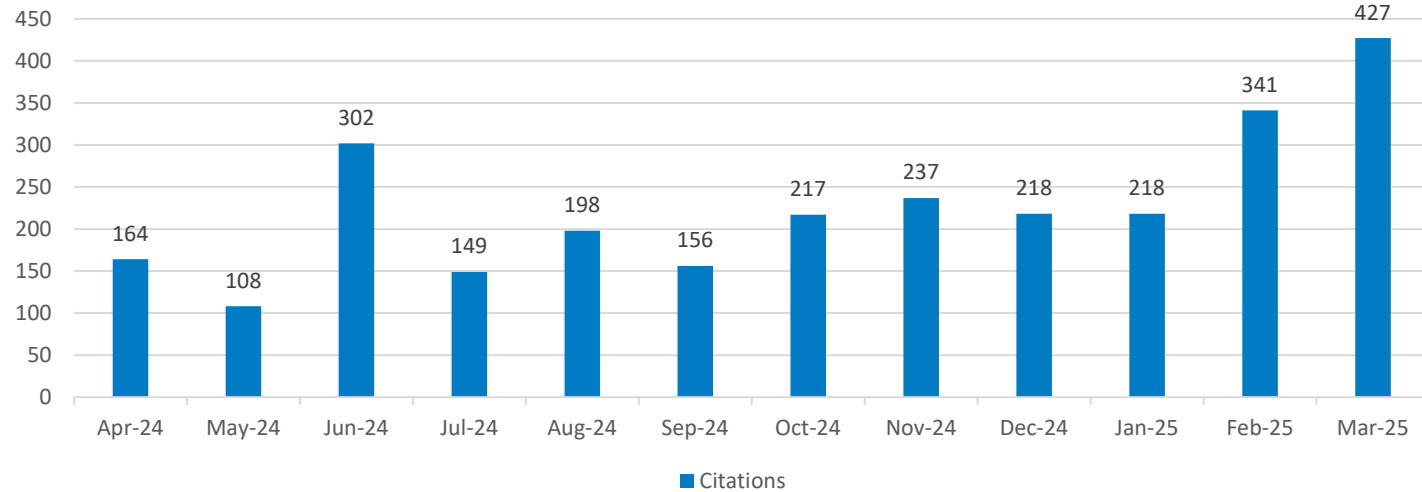
Leland Police: Traffic Crashes



Leland Police: Incident Reports

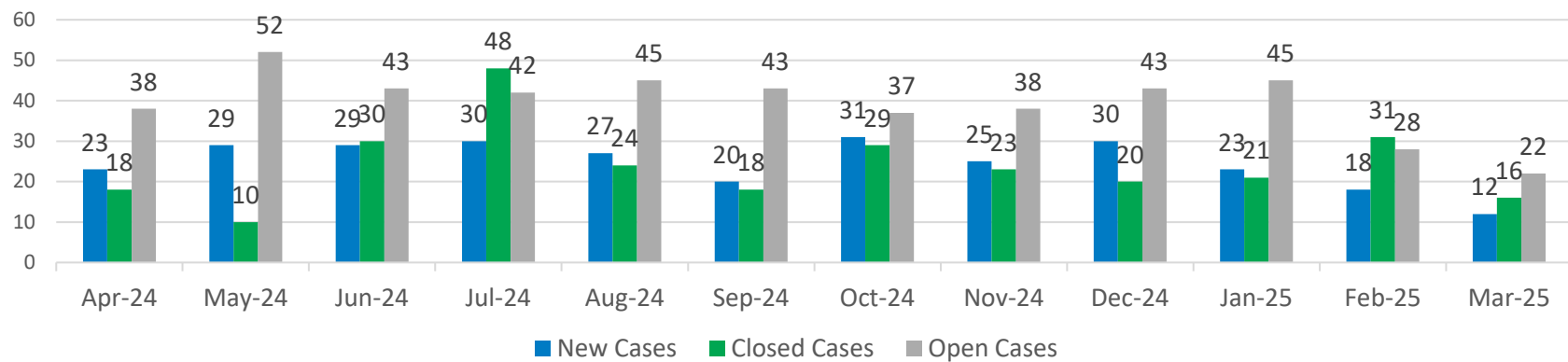


Leland Police: Citation Charges



(Citation charges are related to traffic offenses.)

Leland Police: Criminal Investigations Division



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
Mar	42	4	5	8	5	2	3
Totals	86	8	9	15	7	3	5

## Department News

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

- Assisted 12 homeowners with smoke alarm installations or battery replacements
- Assisted one citizen with a car seat check/installation
- Conducted one station/engine tour
- Presented fire prevention safety education to Compass Pointe residents
- Conducted fire extinguisher classes for North Brunswick JROTC

Josh Hayes was promoted to Senior Firefighter and Jay Paluck was promoted to Senior Fire Apparatus Engineer.

Firefighters Emma Keefe, Jake LeBer, Neil Patterson, Nehemiah Vernon, and Brent Washburn completed their 90-day probationary period and received their permanent shields.

Senior Captain Jeremy Shaw and Senior Firefighter Bryce Parnell attended North Carolina Breathing Equipment/Firefighter Survival School. The school is a grueling week-long training program that teaches firefighters to rescue themselves or their fellow firefighters. This is one of the most physically challenging training courses in the state and includes a couple days under live fire conditions.

Chief Ronnie Hayes presented a Certificate of Appreciation to members of the Compass Pointe Social Activities Committee for their donation of a Swift Water Rescue Raft to the department. This is vital equipment that enhances the department's ability to respond swiftly and safely during flood emergencies.

In March, 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 completed work on the grant applications for the Hazard Mitigation Grant Program and the Flood Mitigation Assistance Grant for Tropical Storm Helene and Potential Tropical Cyclone #8. Thirteen applications have been completed. Final grant awards for these homes are not expected until late 2026. FEMA and NCEM have approved grant funds for six homes that are in the Hurricane Florence Hazard Mitigation Grant Program. A contractor has been hired, a kickoff meeting was held on March 27, and appraisals are scheduled for April 1. The grant program for these homes should be completed in 2025. Chief Grimes attended the NC Emergency Management Association's 2025 Spring Conference.

## Work Priorities and Initiatives

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

## Projects Completed

- Potential Tropical Cyclone #8 Flood Mitigation Grants and Hazard Mitigation Grants Round 1

## Department News

Staff generated 319 work orders in March and completed 274 of them (86%).

Staff received delivery of a new John Deere 335p skid steer with a forestry mulcher attachment for clearing Town properties.

## Streets Updates

### Work Priorities and Initiatives

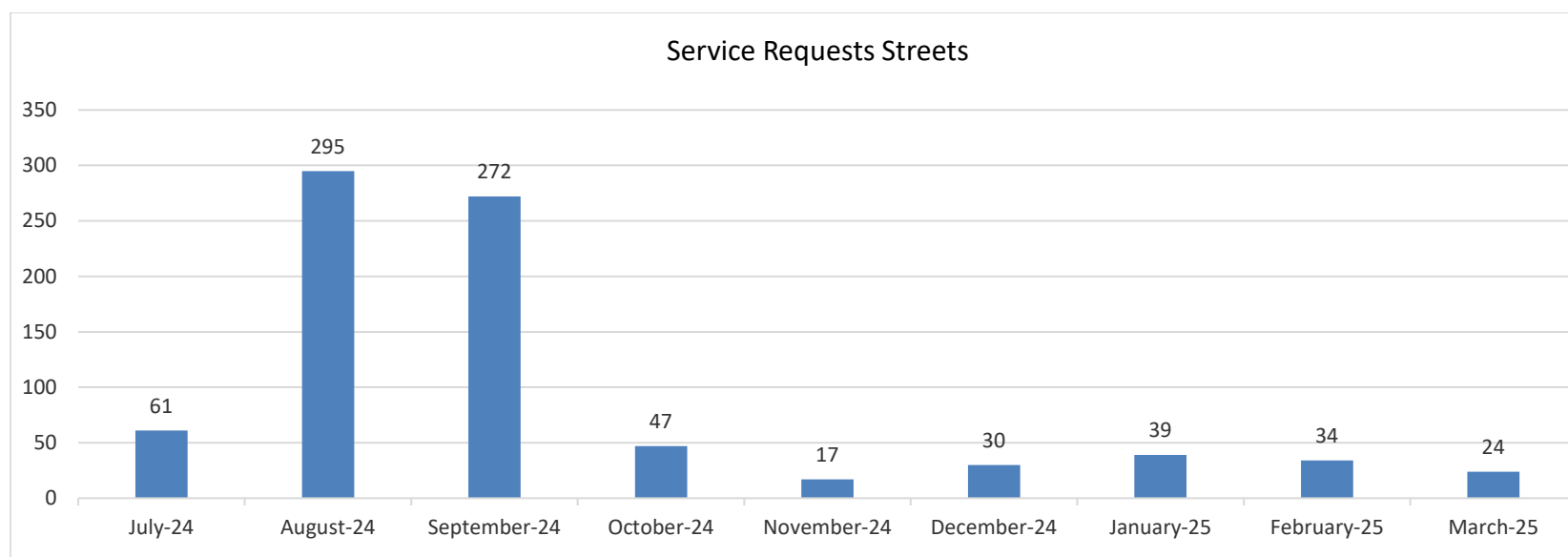
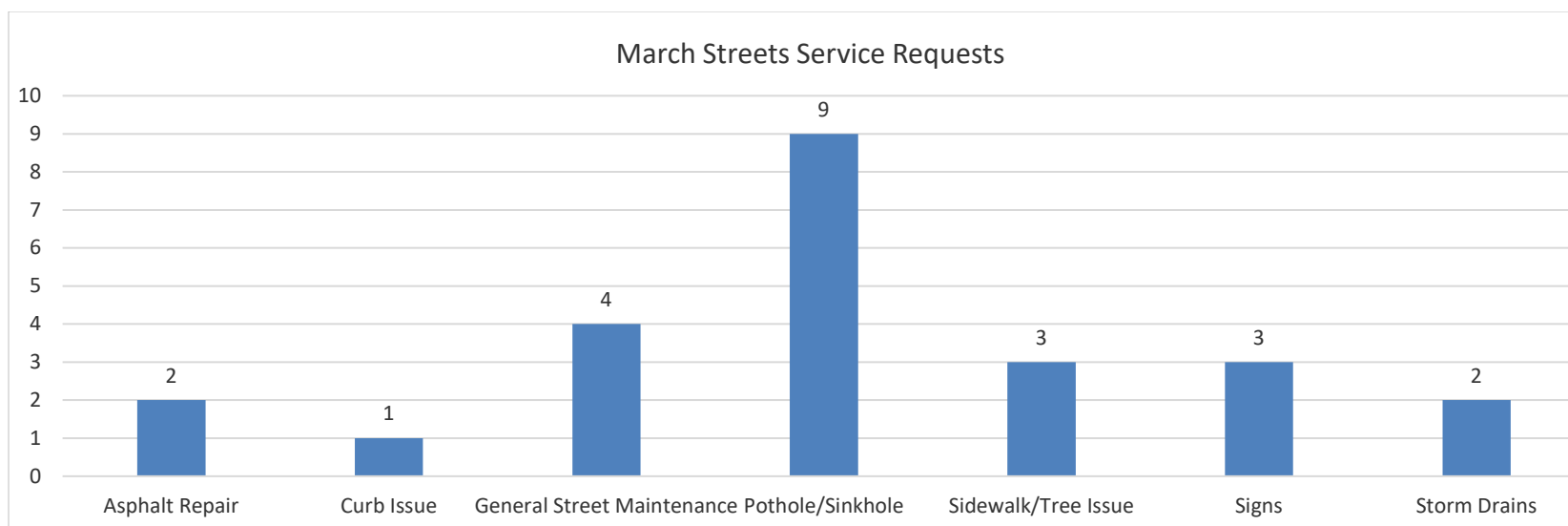
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalk replacements, curb replacements, and asphalt repairs.
- Staff will continue the large concrete curb project on Grandiflora Drive. Crews will be replacing broken and damaged curbing in preparation for the upcoming resurfacing project.
- Staff will begin adding/repairing ADA compliant curb ramps in Magnolia Greens in preparation for the upcoming resurfacing project.

### Projects Completed

- Staff completed removing a tree and replacing a damaged sidewalk in Brunswick Forest on Leesburg Drive.
- Staff completed a large sidewalk and curb repair project on Meadowgrass Lane in Magnolia Greens. This project included removing trees and stumps and replacing 200 feet of damaged sidewalk and 22 feet of damaged curb.
- Staff filled potholes at multiple locations throughout Town.
- Staff repaired a sinkhole in Brunswick Forest.
- Staff removed and replaced a section of damaged sidewalk on Wyland Court in Magnolia Greens.

### Work Order Summary

- Streets generated 24 work orders in March, with the majority being pothole/sinkhole (9), asphalt repair (4), sidewalk/tree issue (3), and sign related (3).
- Streets completed 12 work orders in March, with an approximate expense of \$67,600 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$33,100).



## Grounds Updates

### Work Priorities and Initiatives

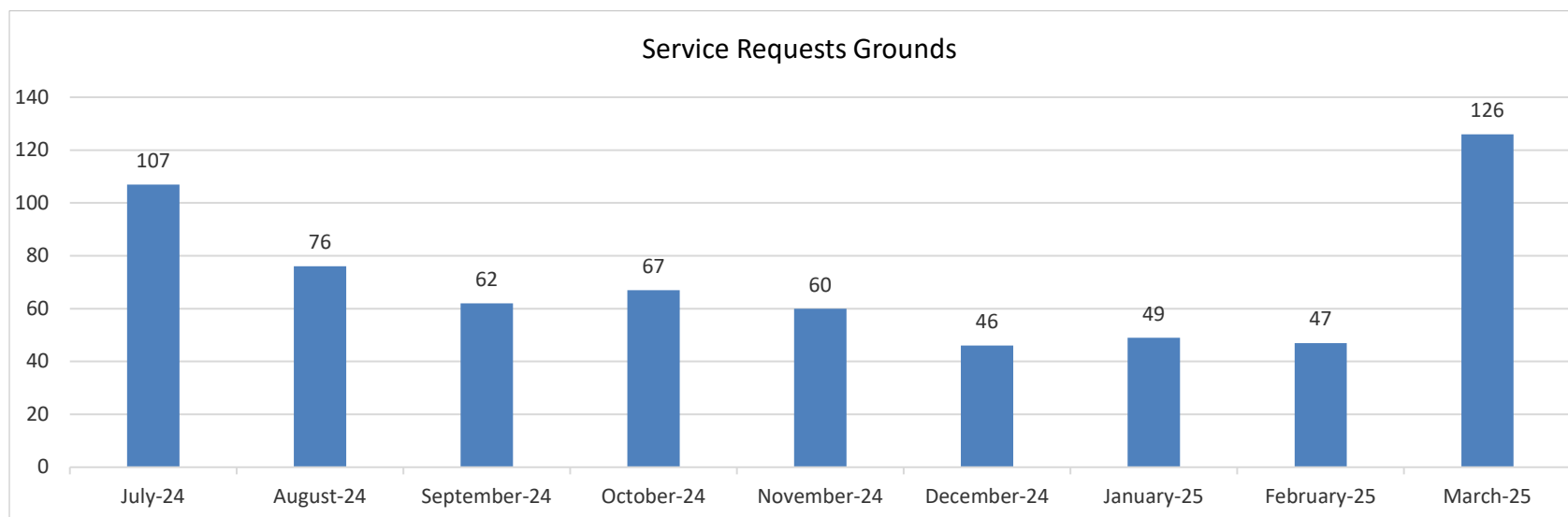
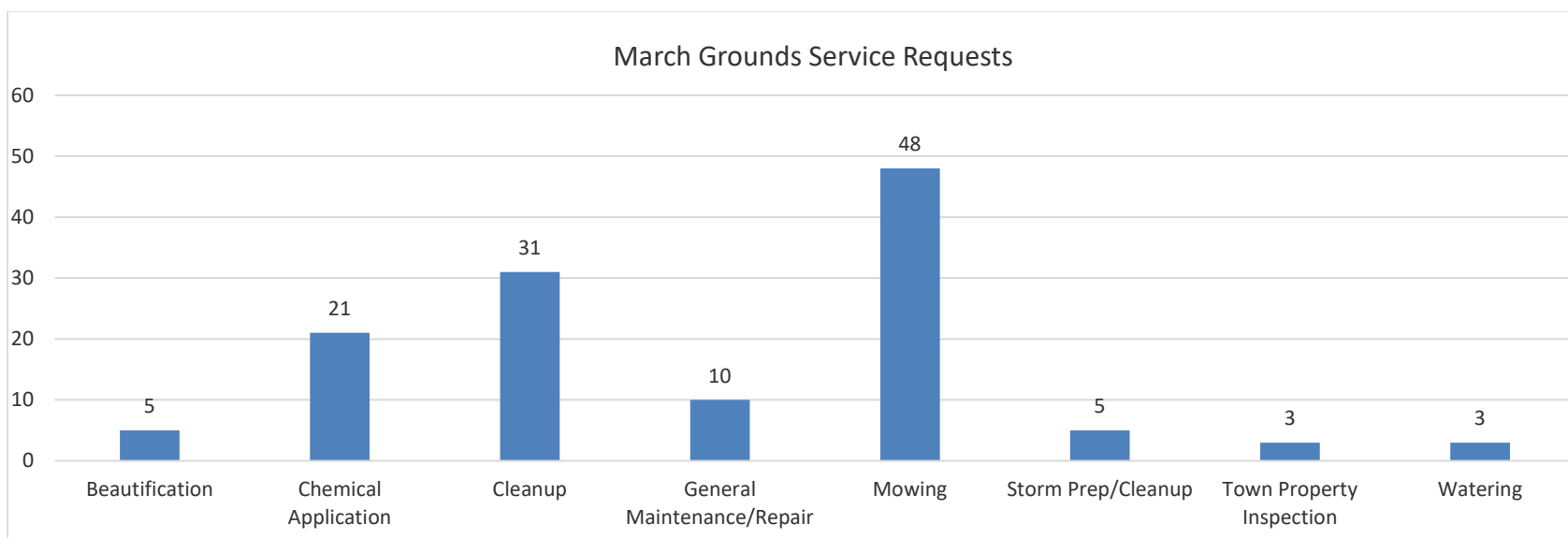
- Staff will continue to prune and trim vegetation and trees at Sturgeon Creek Park.
- Staff will continue to install mulch in landscaped areas on Town properties.
- Staff will continue to maintain Town-owned properties and parks.
- Staff will continue hand irrigation of trees installed along Gateway Boulevard, at the Northgate retention pond, and the transplanted live oak at Founders Park as needed.
- Staff will repair the walking path at Westgate Nature Park where the tree roots have damaged the asphalt.
- Staff will prepare annual beds around Town for the spring and summer annuals.
- Staff will work on a plan for the mulched areas at the diverging diamond inclines to reduce the cost of mulching these areas.

### Projects Completed

- Staff applied pre-emergent spray to Town properties.
- Staff removed old mulch from around the back side of Town Hall and added a 10-inch layer of pea gravel against the building for improved drainage.
- Staff replaced rotten boards at the classroom and on the bridge at Westgate Nature Park.

### Work Order Summary

- Grounds generated 126 work orders in March, with most of them being mowing (48), cleanup (31), chemical application (21), and general maintenance/repair related (10).
- Grounds completed 108 work orders in March, with an approximate expense of \$30,100 in labor, equipment, and materials to complete these work orders.



## Operations Updates

### Work Priorities and Initiatives

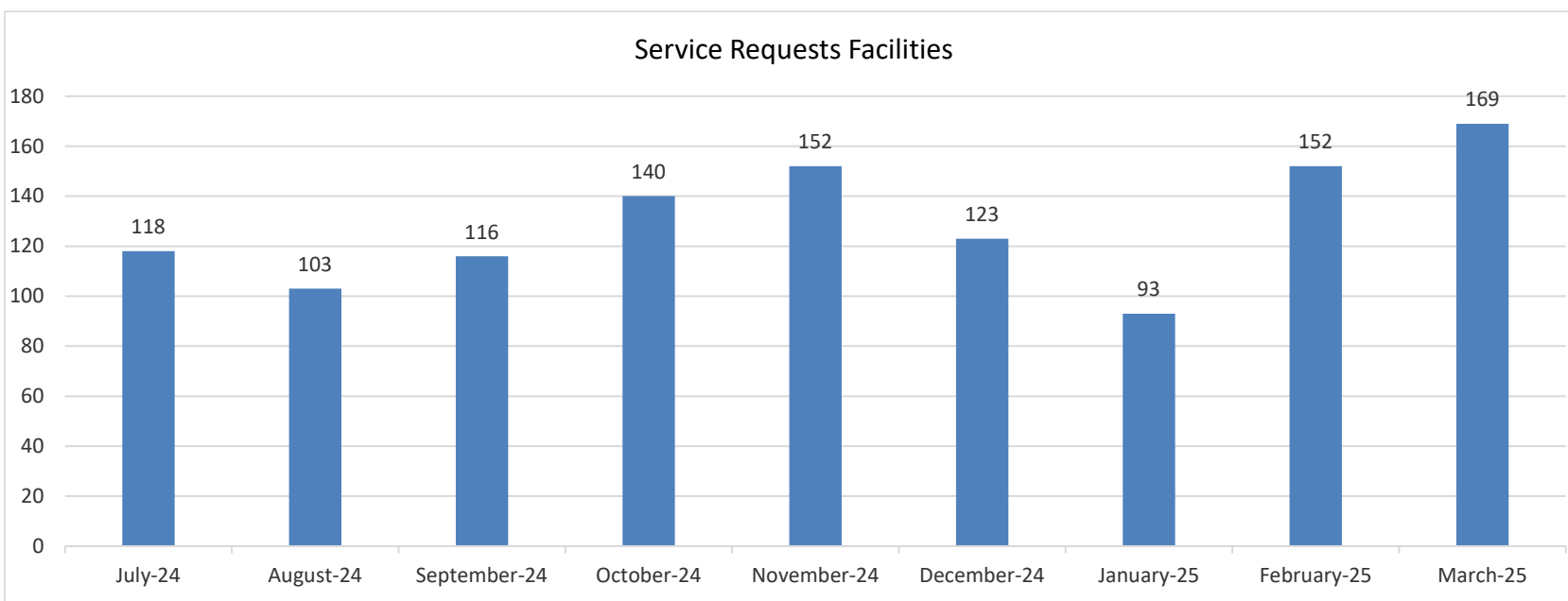
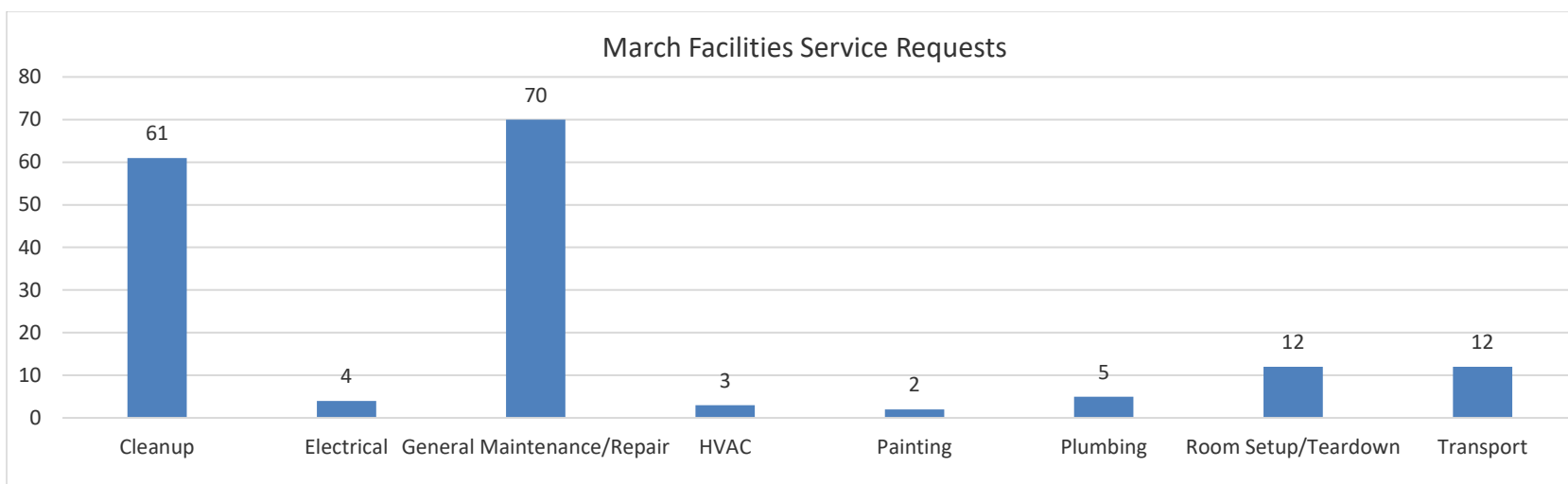
- Staff will be installing a new 20-ton HVAC unit at the LCAC.
- Staff will be working on new windows and doors and repairing the siding at the MOC.
- Staff are working on a preventative maintenance plan for each Town facility.
- Staff are working on Fire Station 52 with repairs and painting, including updating garage bay door operators.
- Staff are working on updating the water heater at Fire Station 52 with a tankless system.
- Staff will be pressure washing all Town facilities and cleaning the windows.
- 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 iWorQ 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 LG training on installation and service of the Town Hall HVAC equipment. Staff can now work on Town Hall equipment under warranty.
- Staff completed partial training on the iWorQ work order system.
- Staff worked with Duke Energy to reduce the power coming into Town Hall.

### Work Order Summary

- Operations generated 169 work orders in March, with most of them being general maintenance/repair (70), cleanup (61), room setup/teardown (12), and transport related (12).
- Operations completed 154 work orders in March, with an approximate expense of \$12,300 in labor and materials.





## Town Project Updates

### Projects In Design

- Baldwin Drive Improvements
- Ocean Gate Plaza and New Pointe Boulevard Intersection Improvements
- Sturgeon Creek Park
- U.S. Highway 17 Pedestrian Crossing

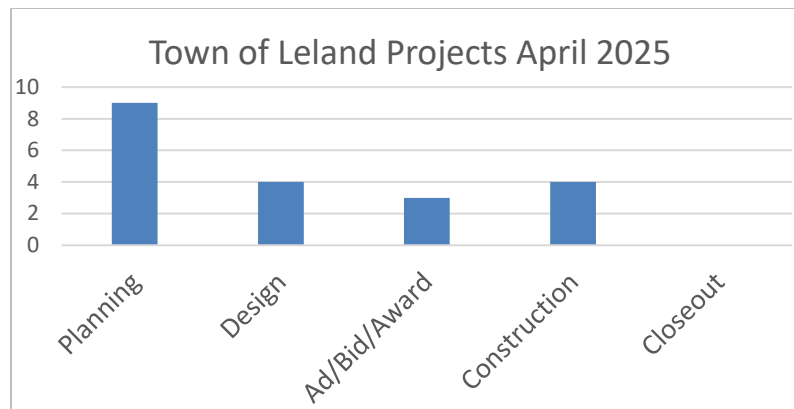
### Projects In Ad/Bid/Award

- CDBG Housing Construction
- StRAP Grant
- Town of Leland Roadway Resurfacing 2024-2025

### Projects In Construction

- Brunswick Village Boulevard Extension – Approximately 95% complete
- Founders Park – Construction is ongoing, approximately 80% complete
- Long Pine Drive Roadway Improvements – Approximately 0% complete
- Town Hall Expansion – Approximately 40% complete

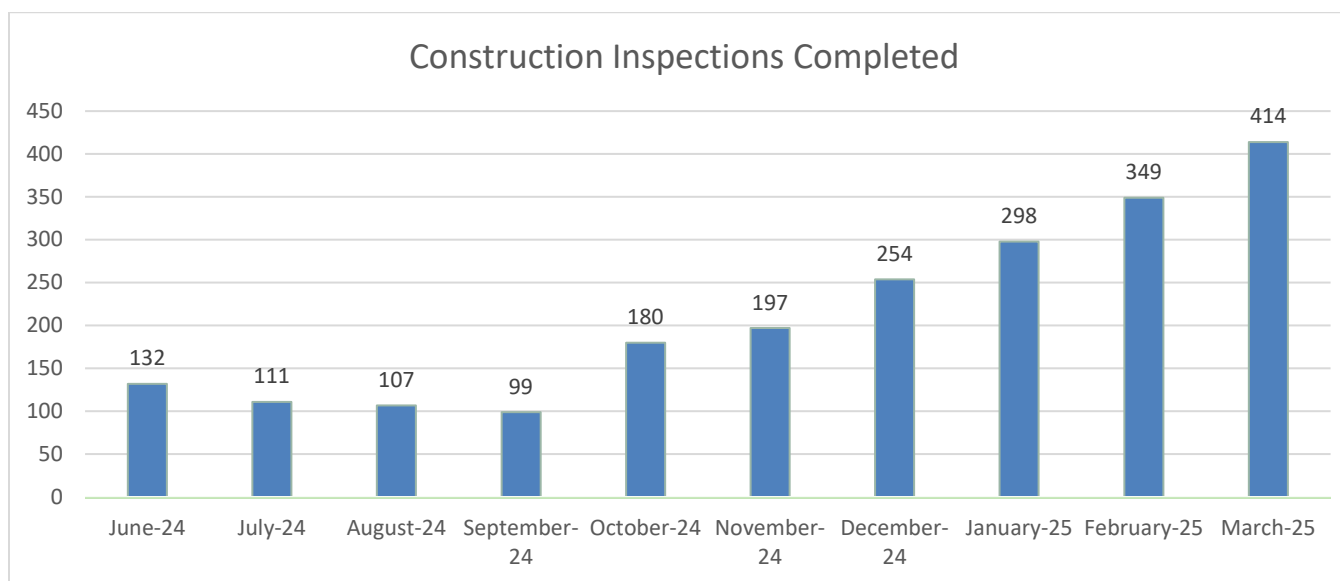
Full project details can be found [on the Town website](#).



## Construction Inspections

### Inspections

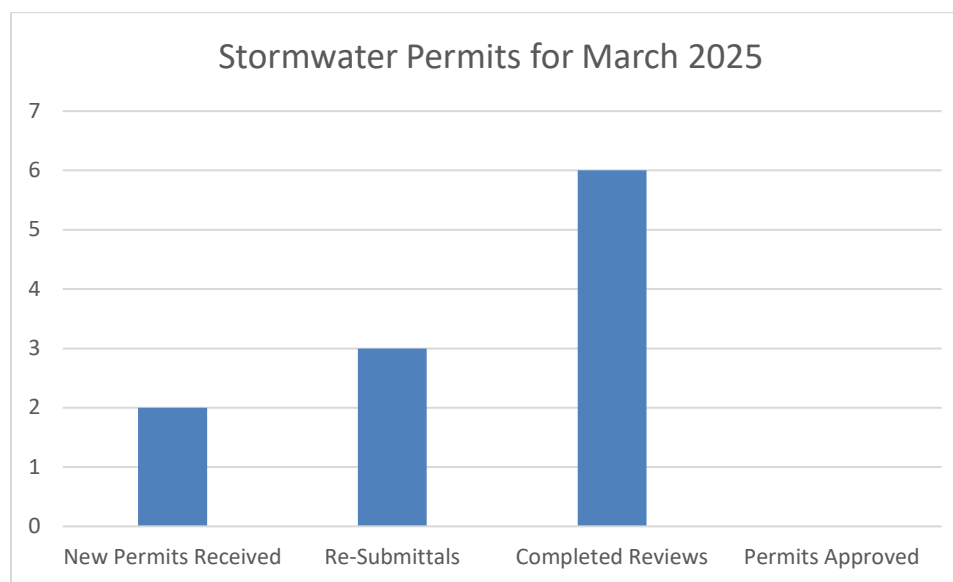
- Staff have completed 414 construction inspections.
  - Construction inspections include developer and Town projects.



## 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 March.



## Department News

The department worked to prepare and present the balanced budget at the public hearing in March.

Ms. Cook attended the Disposal of Records Processing Training, a presentation hosted by Kayla Leonard with the North Carolina Department of Natural and Cultural Resources. She also attended the Navigating NEPA in Trail Development webinar hosted by America Trails, the Quarterly Reporting Training Session hosted by OSBM Administered Grants, and a meeting with North Carolina Emergency Management and Stoney Creek homeowners.

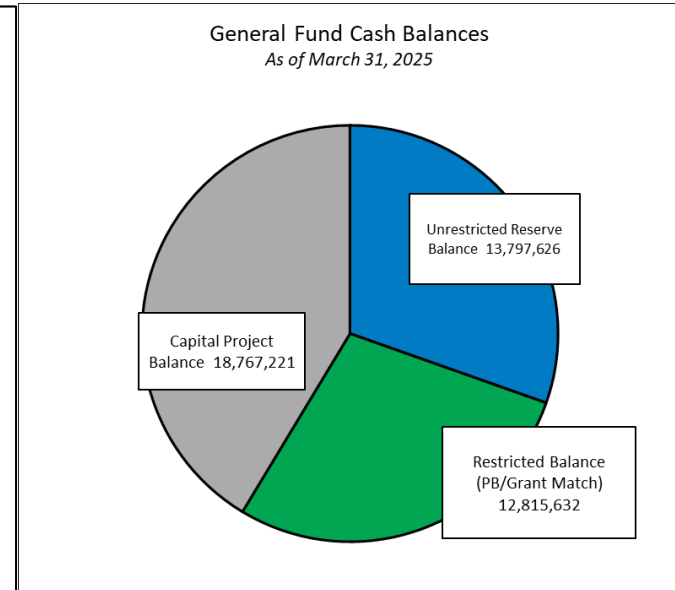
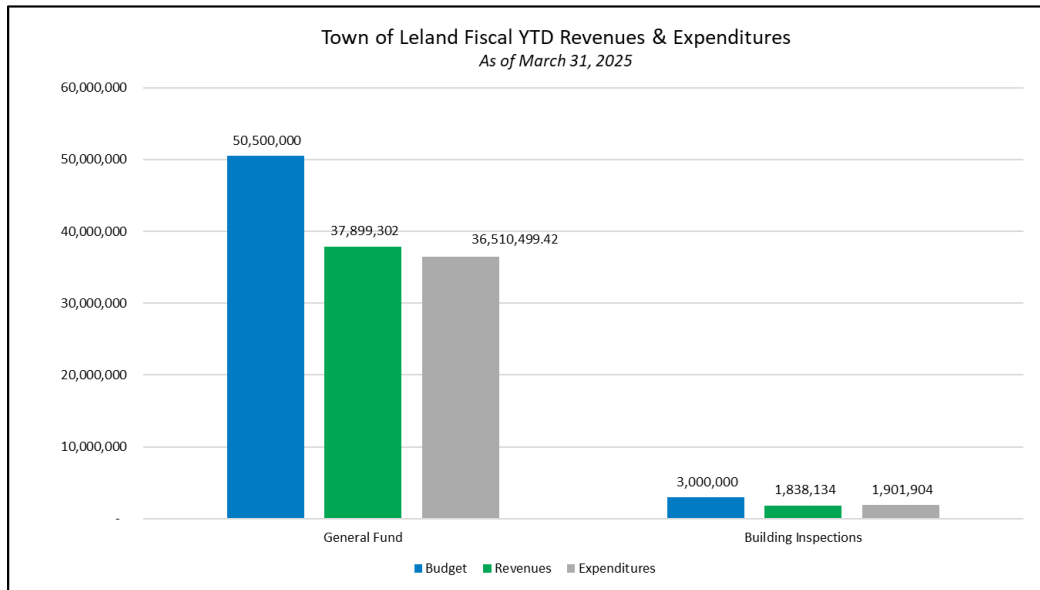
Ms. Newton attended the Disposal of Records Process Training and Lend a Hand in Leland.

Ms. McGrady attended the Compensated Absences (GASB Statement 101) webinar hosted by the GFOA. Ms. Gallagher attended the NCLM Spring Insurance seminar.

Ms. Hagg, Ms. Cook, and Ms. Newton attended the Leland Tourism Strategy Development Workshop.

Mr. Deas attended the NCDOA Quarterly webinar for Contracts and Purchasing.

Dashboard

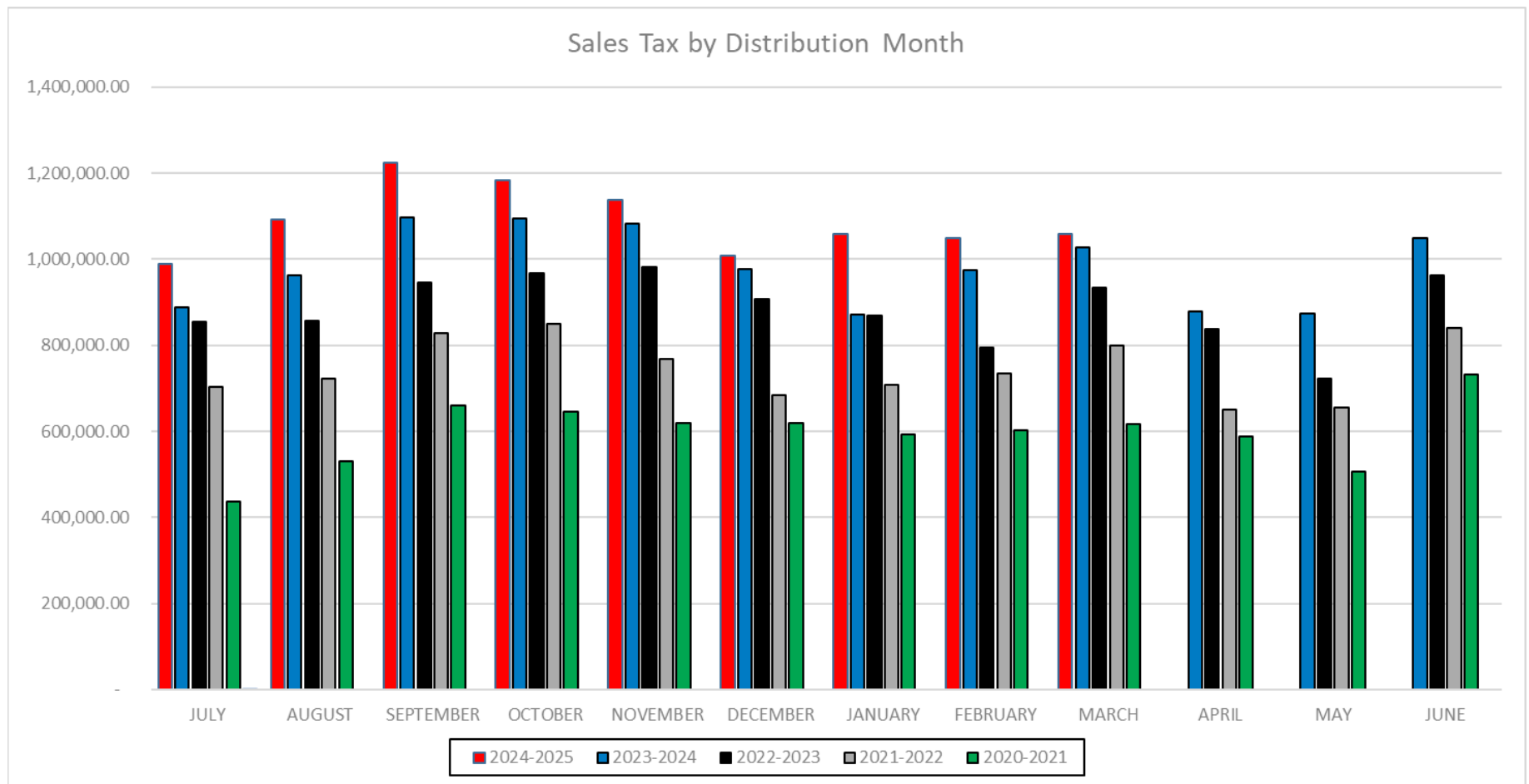


## Financial Budget to Actual Report – March 31, 2025

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>46,000,000</b>	<b>50,500,000</b>	<b>1,948,922</b>	<b>37,899,302</b>	<b>-</b>	<b>12,600,698</b>	<b>24.95%</b>
Governing Body	300,000	300,000	6,831	213,510	14,830	71,660	23.89%
Administration	3,110,000	3,110,000	109,416	1,669,346	78,439	1,362,214	43.80%
Information Technology	4,600,000	4,600,000	202,141	1,877,855	2,155,208	566,937	12.32%
Human Resources	600,000	600,000	41,186	351,960	10,739	237,301	39.55%
Finance	1,250,000	1,250,000	73,012	857,359	1,607	391,034	31.28%
Planning	1,220,000	1,220,000	84,809	739,941	63,804	416,256	34.12%
P&R & Cultural Arts	1,130,000	1,130,000	93,498	715,577	95,488	318,935	28.22%
Fleet & Facilities	1,710,000	1,710,000	139,343	1,158,753	52,001	499,246	29.20%
Streets & Grounds	3,880,000	3,880,000	195,184	2,101,660	362,677	1,415,664	36.49%
Engineering	980,000	980,000	102,294	592,281	70,158	317,561	32.40%
Police	7,750,000	7,750,000	465,623	4,985,833	128,883	2,635,284	34.00%
Emergency Management	230,000	230,000	15,073	142,639	2,177	85,184	37.04%
Fire	9,000,000	9,000,000	513,323	6,577,119	176,895	2,245,986	24.96%
Debt Services	6,450,000	6,450,000	2,700,000	6,288,758	-	161,242	2.50%
Transfers	3,790,000	8,290,000	44,849	8,237,910	-	52,090	0.63%
<b>EXPENSES</b>	<b>46,000,000</b>	<b>50,500,000</b>	<b>4,786,581</b>	<b>36,510,499</b>	<b>3,212,906</b>	<b>10,776,594</b>	<b>21.34%</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>231,069</b>	<b>1,838,134</b>	<b>-</b>	<b>1,161,866</b>	<b>38.73%</b>
<b>EXPENSES</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>199,725</b>	<b>1,901,904</b>	<b>51,848</b>	<b>1,046,248</b>	<b>34.87%</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

Hank Anderson donated ceramic tiles valued at \$100.

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

Description: Forestry Mulcher; Vendor: James River Equipment; Amount: \$52,114.61

Description: Large Track Skid Steer; Vendor: James River Equipment; Amount: \$117,446.95

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in March.

## Audit Committee Meeting Summary

The Audit Committee did not meet in March.



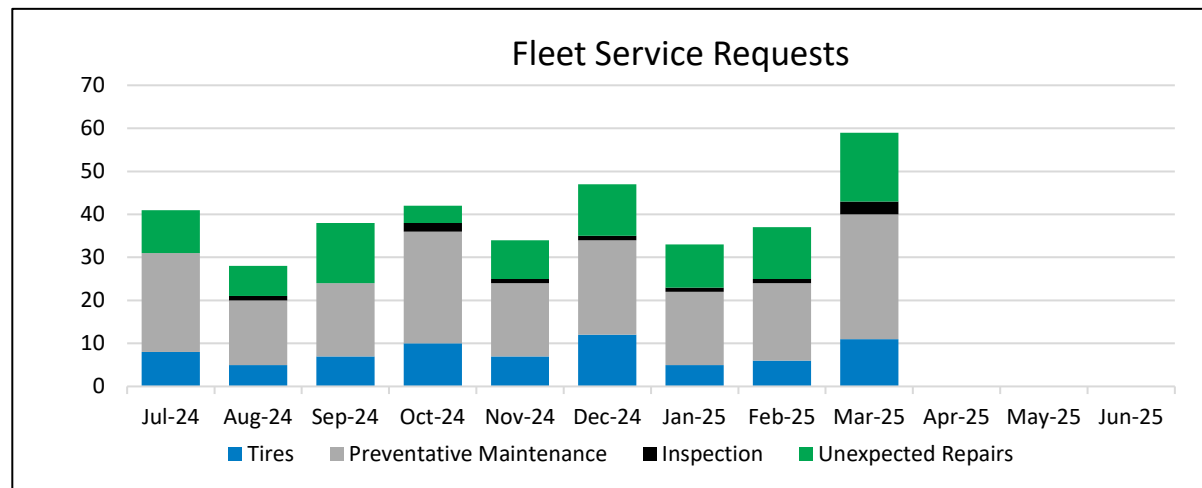
## Investment Portfolio

The Town has a diversified investment portfolio across three wealth management banking institutions. The March 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	9,087.79	73,656.76	2,073,656.76
NC Capital Management Trust	0.0423	62,334.66	530,958.68	23,077,305.67
NC Class	0.044	15,471.47	151,097.46	4,151,097.46
<b>Total</b>		86,893.92	755,712.90	29,302,059.89

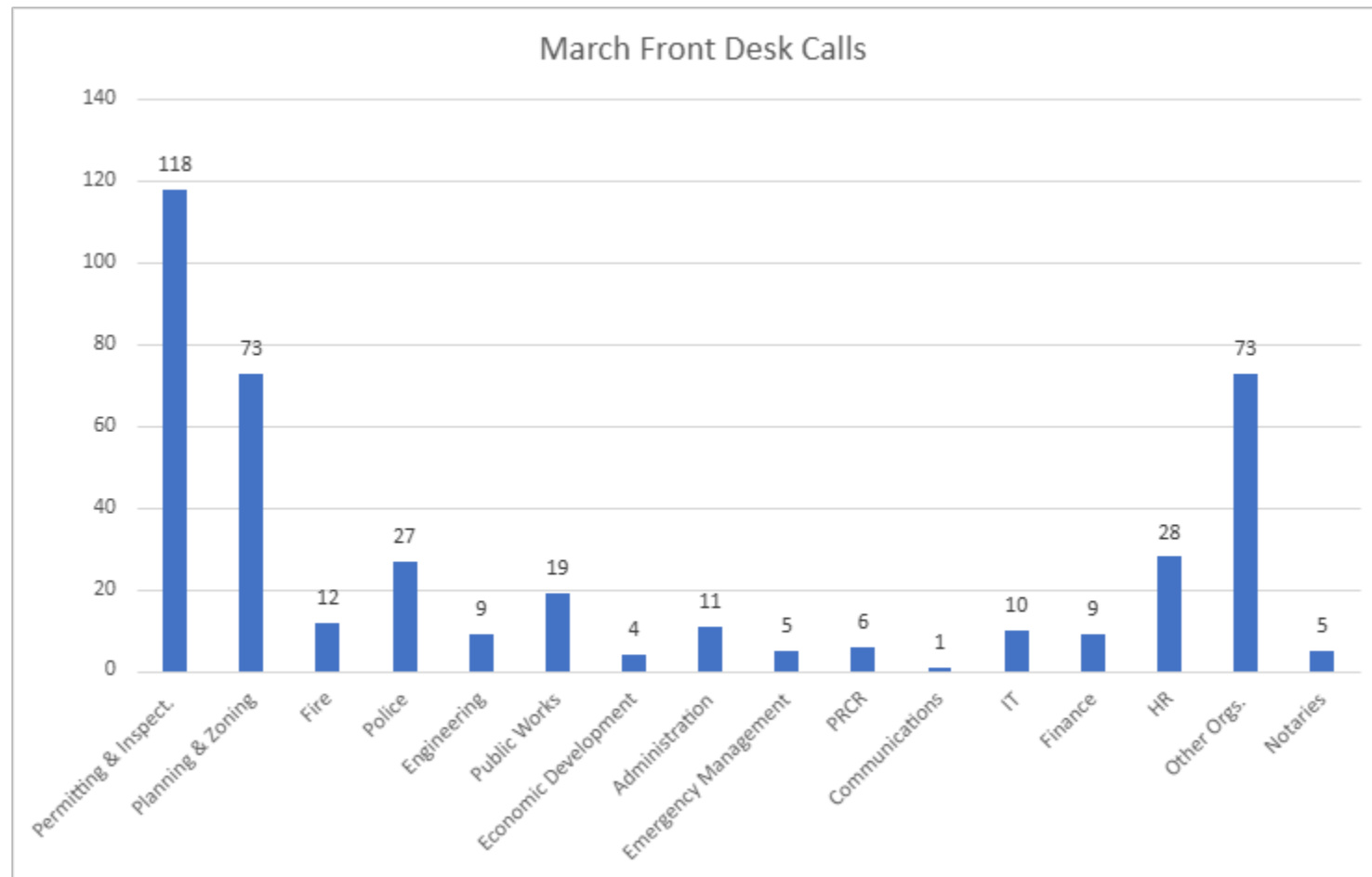
## Fleet Updates

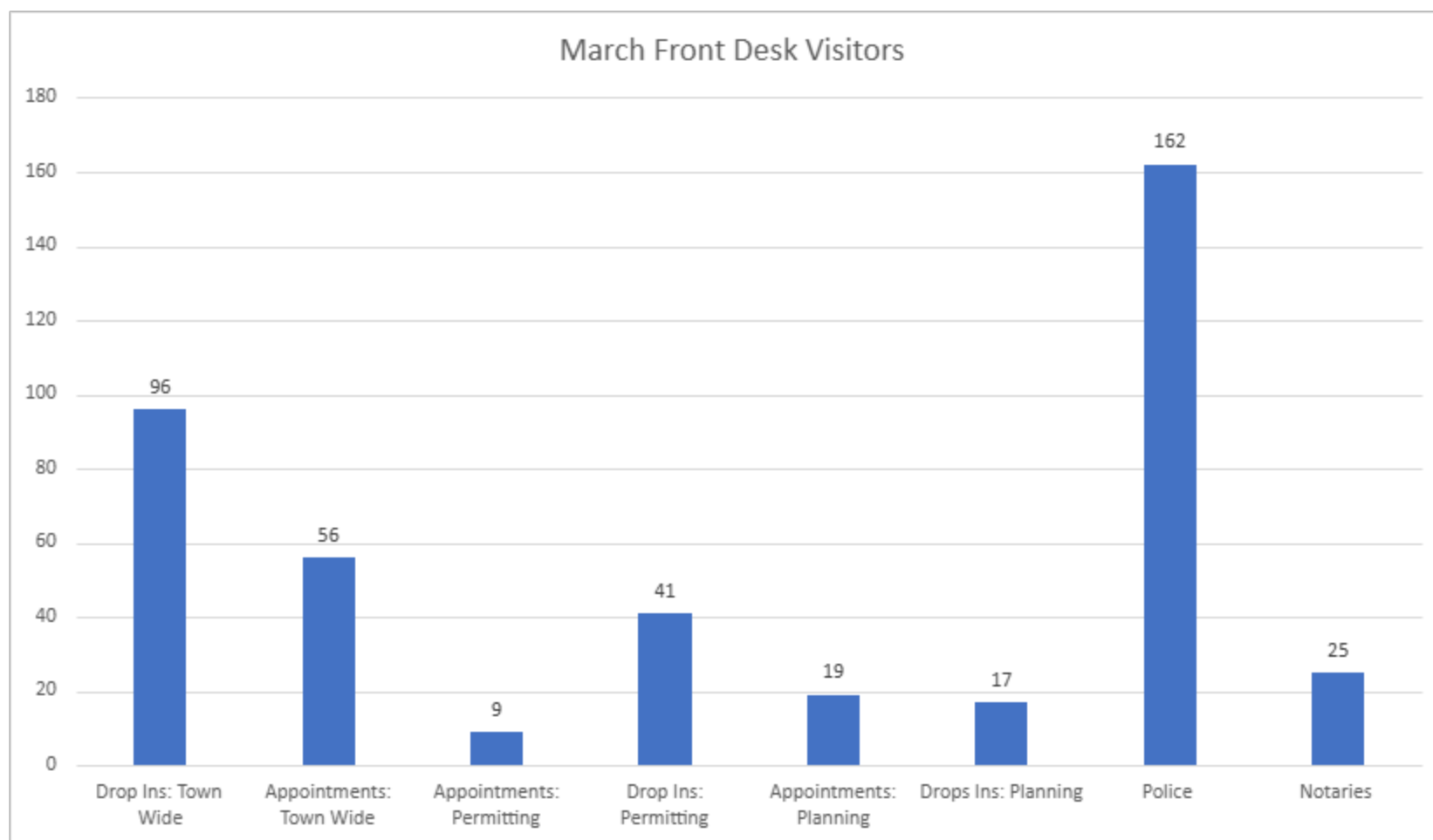
Fleet generated 59 work orders in March for an approximate expense of \$19,939.



## Department News

In March, the department facilitated responses to 26 contact forms submitted through the website, 410 calls, and 425 visitors to Town Hall. Ms. Fore and Ms. Jewell participated in a 3CMA webinar called Acing the Accessibility Test and Meeting New ADA Requirements. Ms. Fore and Ms. Jewell participated in a Learn Tourism webinar called Beyond Visitors: How Destination Leaders Build Stronger Local Economies.





## Social Media Update

- Facebook Highlights (March 1 – 31, 2025)
  - Added 48 new page followers
  - Impressions – 36,788
  - Top post (Largest reach): “We're proud to honor the dedication and exceptional service of our [Leland NC Police Department](#) Officers who go above and beyond to keep our community safe! 🙌 Join us in celebrating these remarkable individuals whose hard work strengthens and protects Leland every day. Read more about the well-deserved awards 🙌 <https://ow.ly/uWFN50Vj5p5>”
- Twitter/X Highlights (March 1 – 31, 2025)
  - Impressions/Reach – 1,426
  - Top tweet (Largest reach): “#ProposedBudgetSpotlight ✅ As Leland grows, we're introducing a Town app for faster updates, easy service requests, and direct access to everything Leland! View all budget details or request a meeting to dive into the numbers 🙌 <http://townofleland.com/budget26> #LelandNC”
- Nextdoor Highlights (March 1 – 31, 2025)
  - Impressions/Reach – 37,257
  - Likes/Comments – 56
  - Top post (Largest reach): “We're proud to honor the dedication and exceptional service of our Leland Police Officers who go above and beyond to keep our community safe! 🙌 Join us in celebrating these remarkable individuals whose hard work strengthens and protects Leland every day. Read more about the well-deserved awards 🙌 <https://ow.ly/uWFN50Vj5p5>”
- Instagram Highlights (March 1 – 31, 2025)
  - Added 40 new page followers
  - Post impressions – 3,379
  - Top post (Largest reach): “🌟 A big thank you to the incredible volunteers who came out for our biggest Lend a Hand in Leland yet! Your hard work and commitment truly made a difference, and together, we’ve helped strengthen our community. A special shoutout to Cape Fear River Watch, AARP, and We Live Here for teaming up with us on impactful projects. Save the date for our next Lend a Hand in Leland on Oct. 4! [#TownofLelandNC](#) [#LelandNC](#)”
- LinkedIn Highlights (March 1 – 31, 2025)
  - Added 16 new followers

- Page views – 126
- Post impressions – 2,277
- Reactions/Comments/Shares – 122
- Top post (Largest reach): “We're proud to honor the dedication and exceptional service of our Leland Police Officers who go above and beyond to keep our community safe! 🙌 Join us in celebrating these remarkable individuals whose hard work strengthens and protects Leland every day. Read more about the well-deserved awards 🖱 <https://ow.ly/n5TL50Vj5oh>”

## Project Updates

- Created posts that resulted in more than 81,127 impressions across social media platforms.
- Continued a comprehensive communication plan for the fiscal year 2025-2026 proposed budget, including updating the budget [webpage](#), creating social media spotlights, and producing a budget [video](#).
- Worked with a photographer 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.
- Continued working with IT to create an employee intranet site.
- Development of a social media comment policy with the Staff Attorney continues.
- Continued working to create the Public Safety annual reports.
- Completed the newly formatted Leland 2045 quarterly update [video](#).
- Created social media campaigns to promote Severe Weather Preparedness week, Lend a Hand in Leland, and Creek Week.

## Website Articles/Media Coverage

- Town of Leland Website
  - [Apply to Serve on a Town of Leland Board or Committee](#)
  - [Leland Police Department Recognizes Officers for Exceptional Commitment to Service](#)
  - [Hop into Fun at Leland’s Eggspedition](#)
  - [Town of Leland Issues Burn Ban](#)
  - [Town of Leland to Host Screening of “Taking Care” to Support Caregivers](#)
  - [Leland 2045 Quarterly Update](#)

- WECT
  - [Leland Town Council explains the Proposed Fiscal Year 2025-2026 Budget](#)
  - [Winnabow Volunteer Fire Department responds to brush and woods fire in Leland](#)
  - [Brush fire spreads to woods and junk cars in Leland](#)
  - [Leland invites residents to community survey and open house for future tourism efforts](#)
- WWAY
  - [Town of Leland to hold budget proposal Q and A](#)
  - [A Leland staple on the verge of permanent closure](#)
  - [Help define visit Leland's tourism future](#)
  - [Debris fire in Parkwood Estate in Leland catches two vehicles on fire](#)
- StarNews
  - [One structure stands above all as development continues across Leland](#)
  - [From the editor: Why it's old versus new in this Brunswick County town](#)
  - [Hundreds of homes moving forward as Leland's largest communities grow](#)
  - [As crashes double in Leland, a 'safe streets' plan is proposed. Some have other ideas.](#)
  - [This road is the gateway to the 'old' area of Brunswick's largest town](#)
  - [With development booming in Leland, here's how the town is addressing flooding](#)
- Port City Daily
  - [The Agenda: NHCS, Wilmington City Council, NHC budget](#)
  - [The Agenda: Meetings in local government this week](#)
  - [The Agenda: Local government meetings this week](#)
  - [Leland drafting flood mitigation changes despite murky state law](#)
  - [The Agenda: Government meetings this week](#)
  - [The Agenda: Meetings in local government](#)
- North Brunswick Magazine
  - [Help Shape the Future of Tourism](#)

## TDA Marketing

- Work continues to create a Leland in Lights display that will serve as an iconic centerpiece of the annual event.
- Strategic Plan development continues in partnership with National Travel Center.
- Created content to promote the Visit Leland survey and Open House, including a press release, flyers, social media graphics and advertisements, posters, and a community toolkit.

## Leland TDA Meeting Summary

The Leland Tourism Development Authority met on March 3, 2025, and heard the following:

- Presentation from Christina Haley, CEO/President of Wilmington Downtown Inc.
- Approved FY25-26 budget ordinance
- Tourism Development Strategic Plan update
- Set a Special Meeting on June 2 at 11 a.m. for the purpose of reviewing the Strategic Plan

The next LTDA meeting is scheduled for May 5, 2025.

## Department News

Matt Jones successfully passed the NC Mechanical Level 1 certification exam and received his standard Mechanical Level 1 certification.

Andrew Neylon attended 2025 Trend Repost for Planners, a webinar hosted by the American Planning Association. It reviewed the challenges and emerging factors related to land use planning, including the use of artificial intelligence, robotics, climate change impacts, and how organizations face challenges to adapting to change in wind, air quality, and sea level rise.

Ashli Barefoot attended Empty to Energized: Creative Storefront Revival, a webinar hosted by the Congress for New Urbanism. This webinar included panelists Rik Adamski, Evan Snow, and Andrew Martineau, who discussed a collaborative approach to activating underutilized storefront spaces for maximum community impact.

Javier Barrera attended Floodplain Administrator 101, a webinar hosted by the Department of Public Safety. This webinar reviewed the basic principles of being a floodplain administrator such as adopting a floodplain ordinance, enforcing regulatory language through floodplain permits, how communities can participate in NFIP, and how to assess for substantial damage or improvement determinations.

Ben Watts, Ben Andrea, Kate Fersinger, Mark Cooper, Katie Livingston, Ms. Barefoot, and Mr. Barrera attended Housing Affordability in the Cape Fear, an annual advocacy event hosted by the Cape Fear Housing Coalition. The program included a legislative update from the NC Housing Coalition's Executive Director, followed by a panel discussion with subject matter experts from Charlotte and Pittsburgh who discussed how their communities successfully established housing trust funds.

## Planning Board Meeting Summary

The Planning Board did not meet in March due to lack of agenda items. The next meeting is scheduled for April 22, 2025, at 6 p.m.

## Board of Adjustment Meeting Summary

The Board of Adjustment met on March 11, 2025 to amend the June 25, 2024 meeting minutes and approve the July 23, 2024 and February 11, 2025 meeting minutes. The next meeting is scheduled for April 8, 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. Development Site Plan for Lawn Hero – Proposal for a 3,000-square-foot building and associated parking at 1344 Village Road.
2. Development Site Plan for Hampton Inn Hotel – Proposal for 97 room hotel and associated parking on Old Waterford Way.
3. Preliminary Subdivision Plat for Pinewood Cannon Phase 2 – Proposal for 455 single family detached lots on 170.13 acres (2.67 units per acre).
4. Development Site Plan for Duke Energy Substation Rebuild – Proposal for rebuilding and upgrading a major energy transmission substation on Village Road.

## Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Building/ Flood (3 Day Review)	6	1.5	2	1.0	8	1.4
Chief Building Official Review	2	1.5	0		2	1.5
Commercial Building / Flood	2	4.5	6	2.8	8	3.3
Commercial Building / Flood / Zoning	1	10.0	15	2.9	16	3.4
Commercial Building / Flood / Zoning / Pub Serv	3	9.0	1	2.0	4	7.3
Commercial Building / Zoning	1	8.0	16	3.8	17	4.1
Commercial Building Fire	11	6.7	10	1.8	21	4.4
Commercial Zoning	3	2.0	2	1.5	5	1.8
Development Site Plan	1	14.0	1	1.0	2	7.5
Electrical	0		1	1.0	1	1.0
Permit Building/Flood	1	6.0	0		1	6.0
Permit Building/Zoning	5	7.8	17	2.5	22	3.7
Permit Flood	10	4.3	3	2.3	13	3.8
Res EV Charger	3	2.7	1	1.0	4	2.3
Residential Building / Flood	16	8.9	23	2.3	39	5.0
Residential Building / Zoning / Flood	84	9.3	91	2.9	175	6.0
Residential Flood	2	2.5	0		2	2.5
Residential Zoning / Flood	0		1	3.0	1	3.0
<b>Total Initial: 151</b>			<b>Total Revisions: 190</b>		<b>Total Plans: 341</b>	

## 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	9	11
Development Site Plan Minor Modification	6	2	8
Exempt Plat	2	1	3
Final Plat	2	4	6
General Rezoning	1	0	1
Performance Guarantee Reduction	0	1	1
Performance Guarantee Release	8	3	11
Performance Guarantees New	6	0	6
Preliminary Plat Minor Modifications	0	2	2
Preliminary Plat-Major Subdivision	2	5	7
PUD Site Specific Plan and Master Plan Update	1	3	4
PUD Site Specific Plan/Master Plan Update Revision	1	0	1
Sketch Plan	4	2	6
Variance	3	0	3
<b>Total Initial: 43</b>		<b>Total Revisions: 33</b>	<b>Total Plans: 76</b>

## Floodplain Development Update

<b>Floodplain Development Permits</b>	<b>Floodplain Development Inspections</b>
2	1

## 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	\$14,875.84	-\$25,871.00
<b>Brunswick Forest</b>			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	19	\$10,566,477.99	\$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>			
Letters of Credit	1	\$56,250.00	\$0.00
<b>Leland Corners</b>			
Surety Bond	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$843,935.69	\$0.00
Surety Bonds	10	\$2,392,284.15	\$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	2	\$683,850.25	\$0.00
<b>Westgate Townes</b>			
Surety Bond	1	\$332,368.80	\$0.00
Total Cash Bonds	15	\$2,270,432.30	-\$25,871.00
Total Surety Bonds	49	\$17,282,047.90	\$0.00
Total Letters of Credit	4	\$4,197,741.50	\$0.00
Total Performance Guarantee Sureties	68	\$23,750,221.70	-\$25,871.00

## Long Range Planning and Community Development Update

Staff continues to implement the Age-Friendly Community 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. “Taking Care” is a brief documentary shedding light on the struggles caretakers face. The showing will be followed by a discussion and resource sharing opportunity. Staff applied 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 through participation in a regional steering committee. Staff are committed to ensuring local community needs and assets are accurately reflected and strategies meet Town goals.

Staff are currently working with the North Carolina Division of Coastal Management to amend Leland 2045 to meet CAMA certification requirements. The addendum will include additional census data, information about public water and wastewater supply needs, and more detailed information regarding transportation, as these issues relate to population and development increases. The first draft of the addendum is currently being prepared for presentation to the Planning Board and will then be presented to Town Council for approval consideration.

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.

## Transportation Planning Update

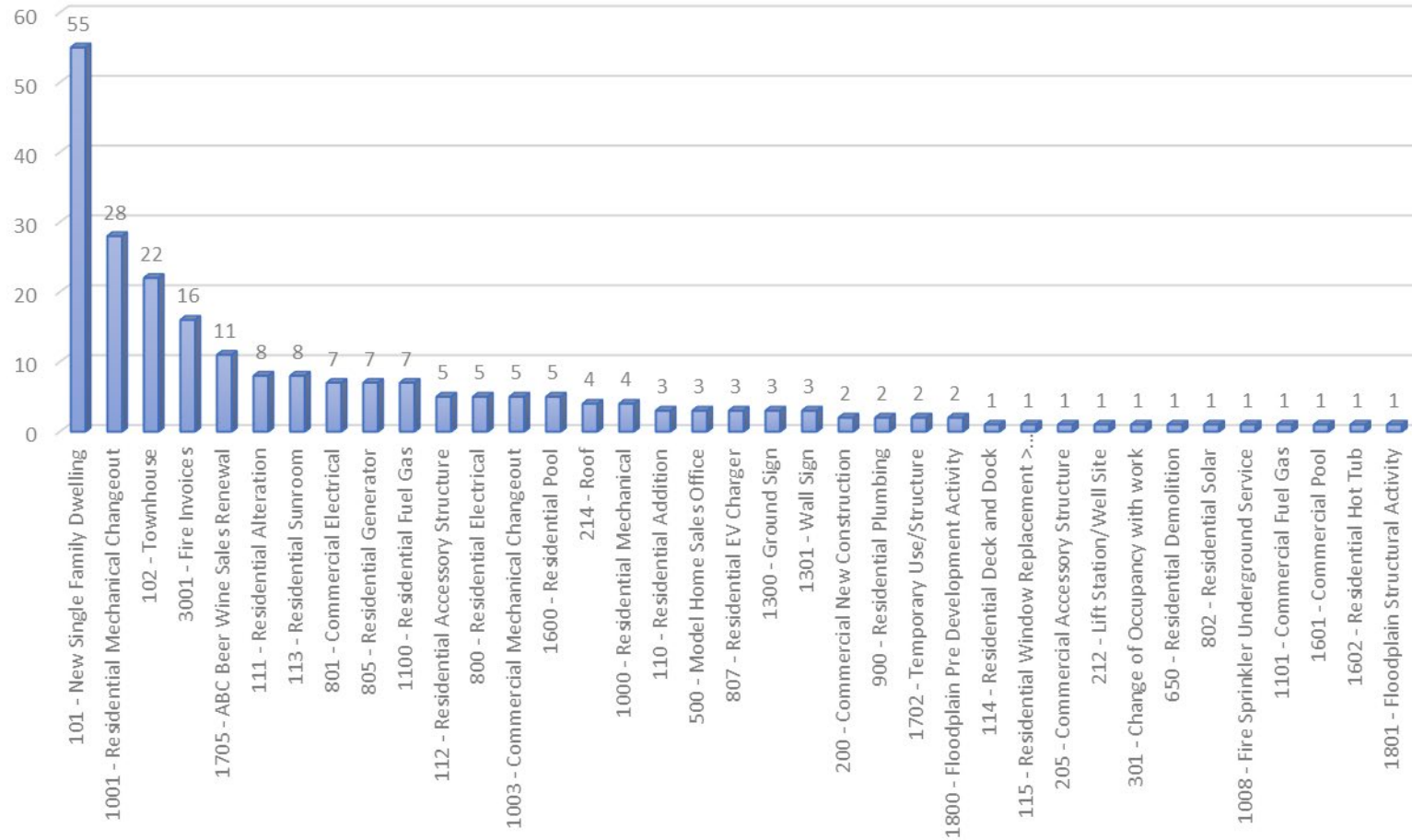
Staff and the consultant team continue making progress on the Integrated Mobility Plan. Feedback from the public engagement period is being analyzed and the consultant team is preparing a draft document for staff to review.

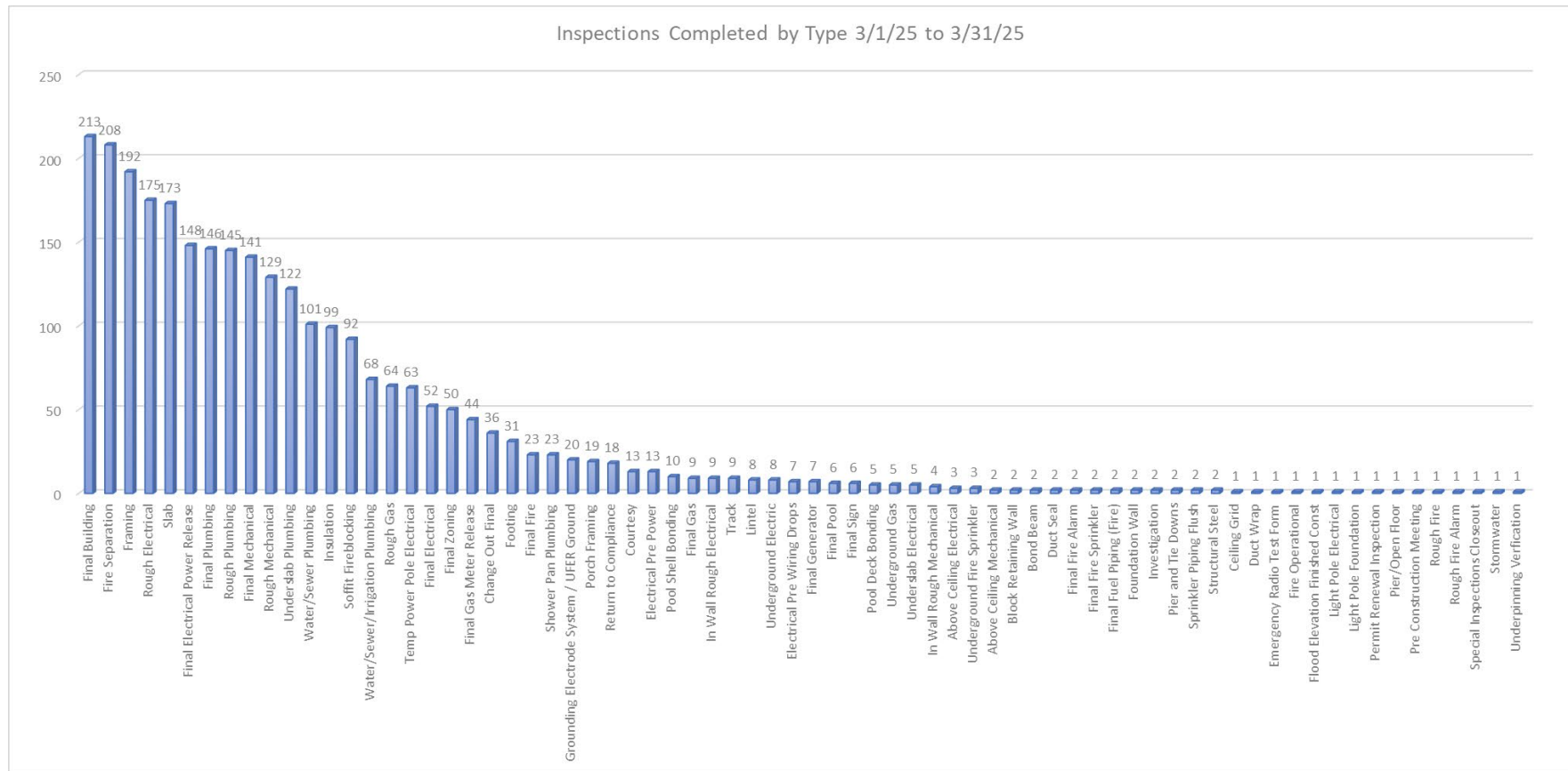
Town Council adopted the Leland Safe Streets and Roads for All Safety Action Plan in March.

## Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
232	2,764	\$24,116,290

Permits Issued by Type 3/1/25 to 3/31/25





## Code Enforcement Update

### Case Summary

3/1 Through 3/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from February	3	2	27	0	32
Cases Opened March 2025	0	5	13	4	22
Cases Closed March 2025	0	0	5	2	7
Active Cases (Evolve) 2025	3	7	35	2	47



## Department News

In March, the consultant for the Leland Tourism Development Authority strategic plan took a guided tour of the Town in which they were shown natural and cultural assets in and around Leland. Two meetings were held, one with community stakeholders and the second with Town staff, to discuss opportunities and limitations in developing new tourism offerings. Mr. Sutton met with a small business lending company to discuss opportunities for entrepreneurs to gain access to capital for startups and expansion of small business. The March Lend a Hand in Leland event was held. A record number of registrants participated in the biannual day of community-wide service.

## New Businesses

- No new businesses were announced in March.

## New Construction/Development

The Technical Review Committee has begun reviewing the following projects:

- **Pinewood Cannon Phase 2** proposes 455 residential units extending from **Mulholland Drive**.
- **Waterford Commercial Lot 16** proposes 24,985 square feet of commercial at the northwest intersection of **Olde Waterford Way** and **Olde Regent Way**.
- **Brunswick Forest Medical Office Building** proposes a 68,750-square-foot medical facility along **Provision Drive, East Cutlar Crossing,** and **Brunswick Village Boulevard**.
- **Chappell Loop Townhomes** proposes an 89-unit townhome development along **Chappell Loop Road SE**.
- **Celtic Cove** proposes a 41-unit townhome development extending from **Kayak Crossing Trail**.
- **Brunswick Forest Phase 9 Section 2** proposes a 113 single-family residential development at the intersection of **Greenspring Boulevard** and **Harrier Circle**.

## Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in March. The next meeting is scheduled for May 8, 2025.

## Department News

The department has enjoyed an exciting start to the spring/summer season with record registration. Youth Art Month wrapped up with an exciting Magic Show for 54 youth artists on March 28. Staff are working hard for the upcoming Eggspedition on April 12.

## Parks and Recreation Board Summary

The Parks and Recreation Board met on March 26, 2025. Barnes Sutton was introduced as the new PRCR supervisor and presented on recent reorganization and required insurance updates. Molly Prosser provided some new youth class offerings and engaged the Board in conversations for future program ideas. Tim McNeilly provided an update on the recent public art collaboration with UNCW, exciting new events hosted at the LCAC, and upcoming events in April. The next meeting is scheduled for May 28, 2025.

## Upcoming Events

April 24, 6-7 p.m. – Flower Arranging: Make a Bouquet, LCAC

April 25, 7-8:30 p.m. – Sunset Cruise, Wrightsville Beach

April 26, 10 a.m.-3 p.m. – Spring Art Market, LCAC

May 1, 6-8 p.m. – Natural Dreamcatchers, LCAC

May 2, 6-8 p.m. – Kids Night Out, LCAC

May 6-31 – Five Brush Strokes Gallery, LCAC

May 7, 6-7 p.m. – Frog Watch USA, LCAC

May 8, 6-8 p.m. – Five Brush Strokes Gallery Reception, LCAC

May 8, 6-8 p.m. – Natural Dreamcatchers, LCAC

May 9, 1-2 p.m. – Cedar Plant Planter, LCAC

May 10, 9 a.m.-12 p.m. – Masonboro Eco Tour, Wrightsville Beach

## Social Media Update

- PRCR Facebook Highlights (March 1 – 31, 2025)
  - Followers/Likes – 6,307
  - Page reach – 6,130
  - Top post (Largest reach): “Ready to take on a new adventure or dive into something creative? Our upcoming programs are starting soon, and there’s something for everyone! Register for programs online at [townofleland.com/prcr](https://townofleland.com/prcr) or by visiting the Leland Cultural Arts Center.”
- LCAC Facebook Highlights (March 1 – 31, 2025)
  - Followers/Likes – 5,268
  - Page reach – 7,897
  - Top post (Largest reach): “Welcome to the Leland Cultural Arts Center! The LCAC is a vibrant hub operated by the Town of Leland Parks, Recreation, and Cultural Resources department, dedicated to bringing art, creativity, and community together! From painting and pottery to dancing, theater, music, and more, we offer programs, workshops, and events for all ages and skill levels. Whether you’re looking to learn something new, showcase your talents, or simply enjoy a creative space, the LCAC is the place to be!”
- PRCR Instagram (March 1 – 31, 2025)
  - Followers/Likes – 1,988
  - Post reach – 709
  - Top post (Largest reach): “Welcome to the Leland Cultural Arts Center! The LCAC is a vibrant hub operated by the Town of Leland Parks, Recreation, and Cultural Resources department, dedicated to bringing art, creativity, and community together! From painting and pottery to dancing, theater, music, and more, we offer programs, workshops, and events for all ages and skill levels. Whether you’re looking to learn something new, showcase your talents, or simply enjoy a creative space, the LCAC is the place to be!”
- LCAC Instagram (March 1 – 31, 2025)
  - Followers/Likes – 1,966
  - Post reach – 798
  - Top post (Largest reach): “Welcome to the Leland Cultural Arts Center! The LCAC is a vibrant hub operated by the Town of Leland Parks, Recreation, and Cultural Resources department, dedicated to bringing art, creativity, and community together! From painting and pottery to dancing, theater, music, and more, we offer programs, workshops, and events for all ages and skill

levels. Whether you're looking to learn something new, showcase your talents, or simply enjoy a creative space, the LCAC is the place to be!"

## Department News

In March, the Town welcomed two new employees to the Fire/Rescue Department and one to Public Works. Two employees were promoted in the Fire/Rescue Department and one employee ended their service to the Town. In conjunction with North Carolina Severe Weather Preparedness Week, the Town conducted tornado drills at all Town facilities. In addition, Civic Credit Union sponsored a Lunch and Learn for approximately 30 employees to provide information about the financial services that they offer municipal employees. The Town sponsored a March Madness themed employee engagement event at the Leland Cultural Arts Center on March 21. This was a wonderful event, and approximately 150 employees participated. In May, the Town looks forward to a Lunch and Learn on dementia awareness sponsored by Brunswick Senior Resources as well as a Take A Break employee engagement event at Town Hall.

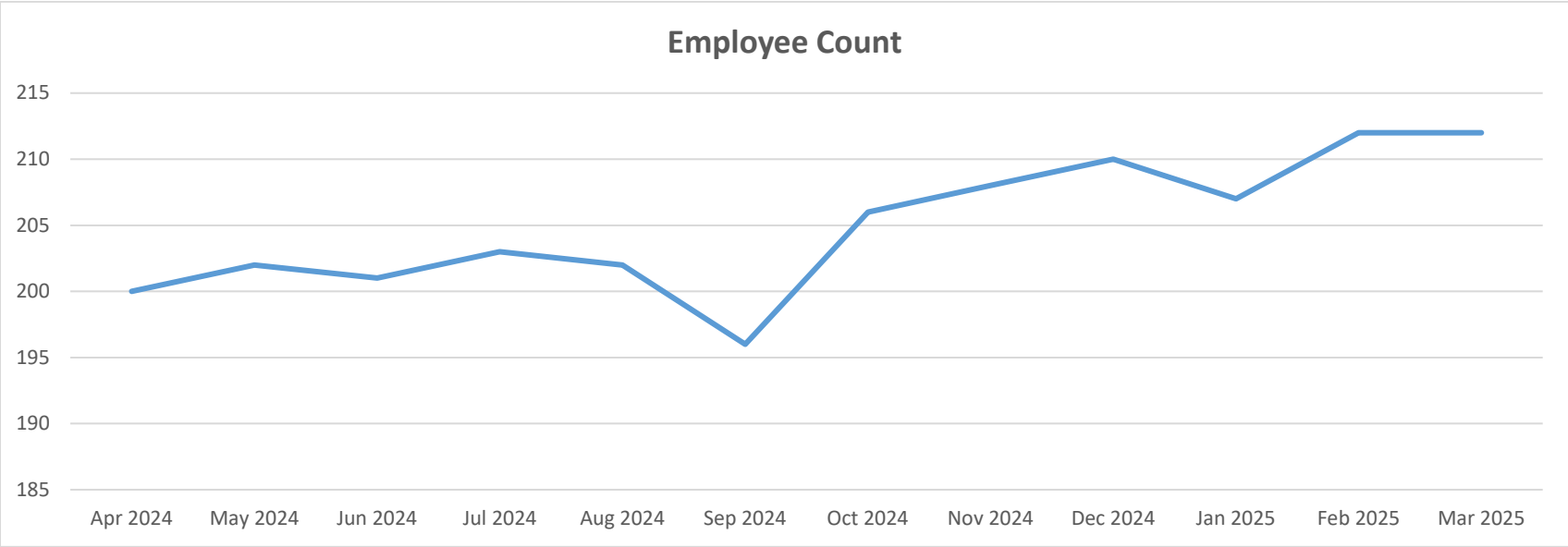
## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Jay Paluck	Fire Department	Promotion	3/1/2025		Fire Apparatus Engineer	Senior Fire Apparatus Engineer
Josh Hayes	Fire Department	Promotion	3/1/2025		Firefighter	Senior Firefighter
Angelo Blake	Fire Department	New Hire	3/3/2025	Firefighter		
Michael Williams	Fire Department	New Hire	3/3/2025	Firefighter		
Patricia Lewis	Facilities & Maintenance	New Hire	3/3/2025	Custodian I		
Jeffrey Bell	Facilities & Maintenance	Termination	3/13/2025	Custodian I		

## Workers Comp Data March 2025

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	Y	Injured right elbow
1	Y	Hurt lower back

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



<div>Headcount ⓘ</div> <div>212</div> <div>As of March 2025</div>	<div>Hired ⓘ</div> <div>43</div>	<div>Termed ⓘ</div> <div>33</div>	<div>Growth Rate ⓘ</div> <div>5.0%</div>	<div>Turnover Rate ⓘ</div> <div>16.1%</div>	<div>Average Tenure ⓘ</div> <div>4.2</div> <div>(Years)</div>
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Terminations include voluntary and involuntary separations of employment.

## Department News

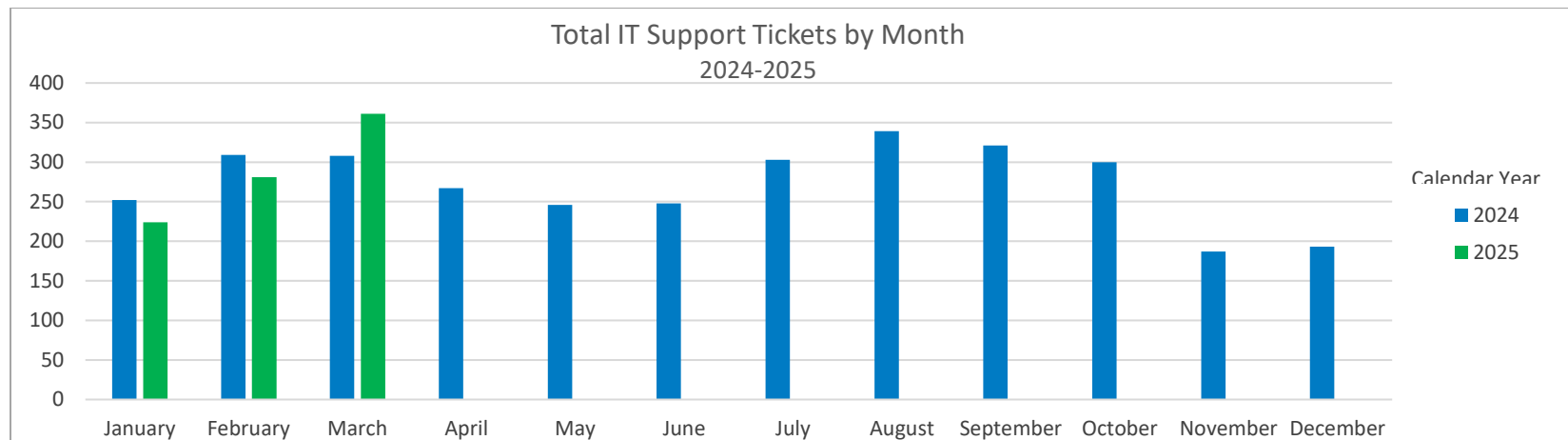
Mr. Sandy, Mr. Thomas, Mr. Vandergriff, and Mr. Williamson attended training provided by the North Carolina Department of Natural and Cultural Resources regarding electronic records to better understand laws, standards, and best practices for managing records and data created within the Town.

## Major Work Priorities

- Fire Station Volume Controls: Staff are working to oversee implementation of standardized volume controls for the alerting systems at Fire Stations 51 and 53.
- Finance Workflow Automation: IT continues to work with Finance to develop forms and notifications that bring efficiencies to the purchasing and accounts payable processes.

## Projects Completed

- 6 employees onboarded/offboarded
- Network Firewall Upgrade: Staff have completed the replacement of core network equipment to improve system administration and enhance security monitoring of network traffic.
- Public Safety Vehicle Equipment: Staff have worked with vendors to finalize necessary installation and configuration of radio and camera components in new Police vehicles.



## Town Clerk's Office

Ms. Reinhardt and Mr. Golonka attended the March 6 Cape Fear Region Clerks Seminar, which was coordinated by Ms. Reinhardt, Cape Fear Council of Government Clerk April Radford, and City of Wilmington Clerk Penny Spicer-Sidbury. The event was hosted by H2GO and featured special guests Chairman Ronnie Jenkins and Wilmington City Attorney Meredith Everhart. Ms. Everhart delivered a two-hour lecture covering state statutes, closed sessions, contracts, and public hearings.

As the NCAMC President, Ms. Reinhardt submitted the Message from the President article for the North Carolina Association of Municipal Clerks Spring Minute by Minute [Newsletter](#), assisted with the IIMC Quill Award application for the City of Charlotte Municipal Clerk, constructed a NCAMC scholarship letter seeking applications, worked on updating the NCAMC handbook, created a [President's message](#) for the upcoming NCAMC Regional Schools, and organized and facilitated the March 14 NCAMC quarterly Board meeting in Raleigh.

## Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - March 4 Special Council Meeting
  - March 11 Board of Adjustment Meeting
  - March 13 Economic Development Meeting (Canceled)
  - March 17 Agenda Council Meeting
  - March 17 Closed Session Meeting
  - March 20 Regular Council Meeting
  - March 25 Planning Board Meeting (Canceled)
  - March 26 Parks and Recreation Board Meeting
- Action Items:
  - Budget Amendments – 0
  - Budget Ordinances – 0
  - Minutes – 6
  - Agendas – 7
  - Resolutions – 3
  - Ordinances – 2
  - 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 – 2,715
- Portal Unique Visits – 2,191
- Leland TDA March 3 Agenda Views – 130
- Special Council Meeting Agenda Views – 160
- Board of Adjustment March 11 Agenda – 264
- Economic Development Committee March 13 Canceled Agenda Views – 153
- Agenda Council Meeting March 17 Agenda Views – 529
- Regular Council Meeting March 20 Agenda Views – 700
- Planning Board Meeting March 25 Canceled Agenda Views – 118
- Parks and Recreation Board March 26 Agenda Views – 348