

STAFF REPORTS

August 2025 Regular Meeting

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Master Officer Brown attended First Line Supervision training July 7-11 at the Brunswick County Sheriff's Office. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

Senior Officer Carter attended Use of Force Decision Making training July 7-11 at the North Carolina Justice Academy. This course is designed to aid officers in force-related decisions and build techniques that can be used to limit the amount of force needed to control situations.

Detective Majors attended Tactical Leadership training July 7-11 at the Brunswick County Sheriff's Office. This 40-hour course is intended to help officers develop their leadership and response skills in crisis situations.

Officer Odom, Senior Officer Walker, and Master Officer Wooley attended At Scene Traffic Crash training July 7-18 virtually. This 80-hour course is intended to teach officers how to reconstruct traffic crashes and investigate accidents accurately and thoroughly.

Officer Rogers attended a Standardized Field Sobriety Test (SFST) refresher course July 14 at Station 51. This course recertifies police officers on their qualification to conduct SFST for use in DWI investigations.

Officers Greenier, Hutton, Whitehurst, and Williams attended DCI module 2 training July 16-17 virtually. This certifies officers to complete the next level of DCI transactions in the NCIC system.

Accreditation Specialist Diana Calderon attended a Property Room Management training July 21-22 in Cary. This training is intended for personnel who work with property and evidence and discusses proper handling and procedures.

Officers Greenier and Williams attended DCI module 3 training July 23 virtually. This certifies officers to complete the next level of DCI transactions in the NCIC system.

Senior Officer Britton, Detective Majors, and Sergeant Munger attended Human Trafficking training July 24-25 at the Brunswick County Sheriff's Office. This training provides information related to human trafficking crimes and how to manage those types of cases.

Master Officer Mercado attended INTOX Recertification class July 28 at the Bladen County Sheriff's Office. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

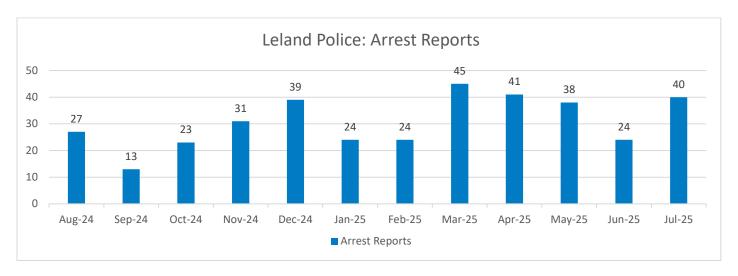
Detective Majors, Sergeant Munger, Master Officer Odom, and Detective Robeson attended Basic Narcotics training July 28-August 1 at the Brunswick County Sheriff's Office. This training is intended for newly assigned narcotics investigators, patrol officers who wish to become narcotics investigators, and narcotics investigators who have not received training in some time.

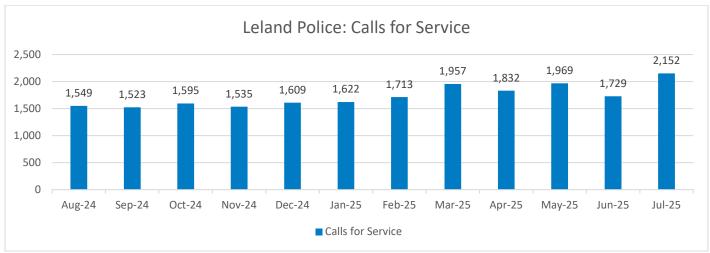
Sergeant Marshall attended the GRACIE Survival Tactics course July 28-August 1 at the Knightdale Police Department. This 30-hour course teaches stand-up and ground techniques for fighting so officers can learn safe, effective, and proven reality-based tactics to defend themselves and others.

Active Mutual Aid Agreements

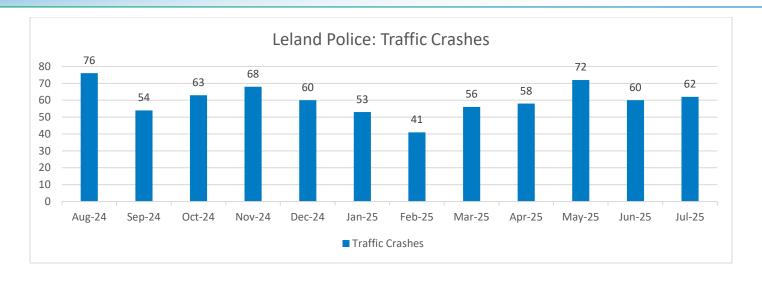
- Bald Head Island
- Boiling Spring Lakes
- Brunswick Community College
- Brunswick County
- Carolina Beach
- Caswell Beach
- DCI
- Duke Energy
- Holden Beach
- Jacksonville
- Navassa
- NCDOT
- NCDMV
- New Hanover County
- Northwest
- Oak Island
- Ocean Isle Beach
- SABLE
- Shallotte
- Southport
- Sunny Point
- Sunset Beach
- Wilmington

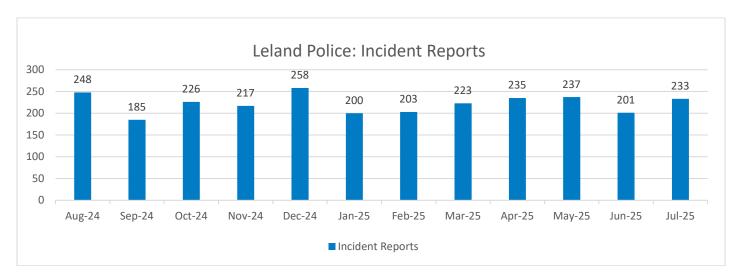
Dashboard



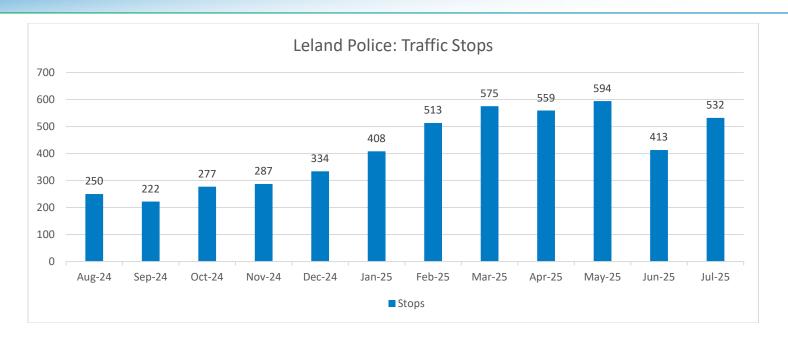


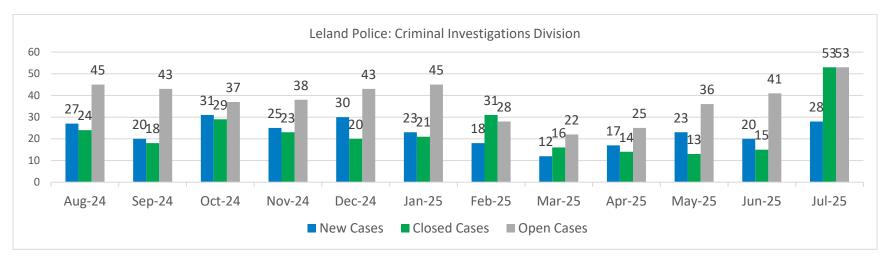
Public Safety – Police





Public Safety – Police





Public Safety – Police

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	
Apr	52	4	1	4	2	0	3	
May	67	3	1	4	5	0	5	
Jun	47	0	3	3	0	0	3	
Jul	42	0	4	4	0	0	1	
Totals	294	15	18	30	14	3	17	

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

- Assisted 32 homeowners with smoke alarm installations or battery replacements
- Assisted three citizens with car seat checks/installations
- Conducted two station/engine tours
- Participated in a community event for Magnolia Greens
- Participated in a community event for Compass Pointe

Jody Harrelson, Matt Murphy, and James Petteys were promoted to Captains. Nick Albosta and Kyle Kling were promoted to Fire Apparatus Engineers.

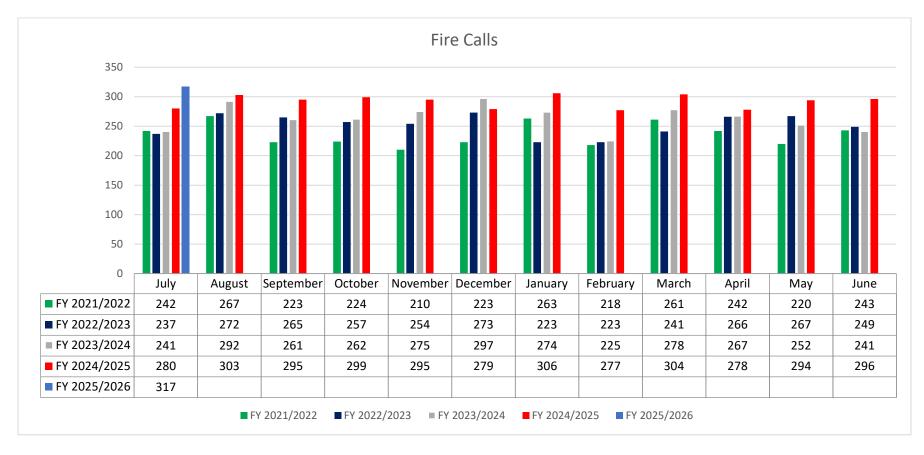
Fire Apparatus Engineers Jay Paluck and Jamie Williamson attended two parts of a three-part course in the NFA Leadership in Supervision series held at Cape Fear Community College. This series presents the basic leadership skills and tools needed to perform effectively in the fire environment, successfully transition to supervisory and leadership roles, and establish a conceptual foundation and framework for success in leadership roles by exploring creative, analytical, political, and critical thinking perspectives.

In July, 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

Dashboard



Staff worked to communicate with staff the expected effects of Tropical Storm Chantal, which were minimal in Leland. Staff led multiple hurricane preparedness discussions with community groups. Work began on creating GIS maps for the Threat Hazard Identification and Risk Assessment (THIRA). Staff participated in a regional emergency management coordination exercise for an industrial fire caused by domestic terrorism involving EM staff from five counties. Staff received training from the National Weather Service on communications with municipalities for the upcoming hurricane season. Staff met with a Mallory Creek resident to discuss emergency vehicle access during storm events. Staff participated in a post-incident analysis of the Suncrest Way explosion.

Work Priorities and Initiatives

Threat Hazard Identification and Risk Assessment (THIRA)

Projects Completed

• No projects were completed in July.

Staff generated 258 work orders in July and completed 234 (91%).

Construction Inspector Jake Boland and Engineer I Blake Stevens completed the Level 2 Erosion and Sediment Control/Stormwater Certification.

Streets Updates

Work Priorities and Initiatives

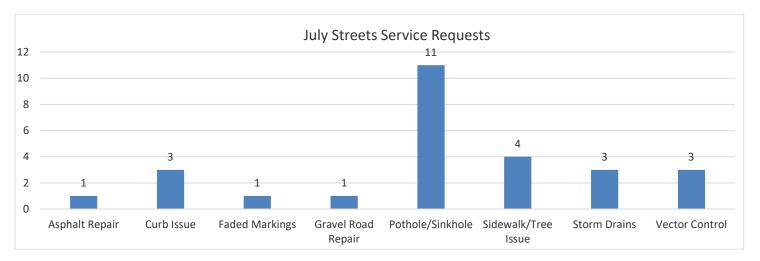
- Staff will continue to focus on repairing storm drain sinkholes, replacing concrete sidewalks and curbs, and making asphalt repairs.
- Staff will begin sidewalk replacement projects in Magnolia Greens and Brunswick Forest.
- Staff will begin several asphalt repair projects within Blake Circle, Brunswick Forest, and Sturgeon Landing.
- Staff will install new signage at the roundabout in Mallory Creek to increase driver safety.
- Staff will begin cleaning out ditches at various locations throughout Town.

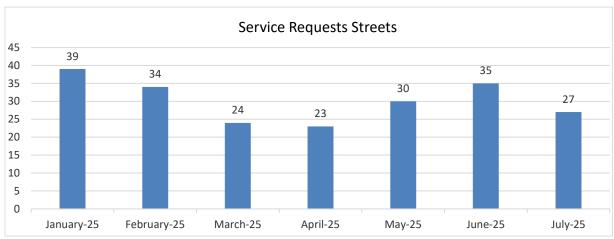
Projects Completed

- Staff inspected and repaired sinkholes in Lanvale Forest, Magnolia Greens, and Brunswick Forest.
- Staff replaced sidewalks damaged by trees in Westport and Brunswick Forest.
- Staff repaired potholes at various locations throughout Town.
- Staff replaced a damaged and deteriorated driveway pipe in Picket Ridge.
- Staff replaced damaged and deteriorated crosswalk pavement markings on Brunswick Forest Parkway, improving to high visibility crosswalks.
- Staff replaced a section of damaged curb in the Town Hall parking lot ahead of planned paving operations.
- Staff regraded and made repairs to Graham Drive.
- Staff completed the median project on Grandiflora Drive at the Lanvale Road intersection. The median was shortened and new curb installed to accommodate turning truck traffic. Paving will be done as part of the upcoming resurfacing project.

Work Order Summary

- Streets generated 27 work orders in July, with the majority being pothole/sinkhole (11), sidewalk/tree issue (4), curb issue (3), storm drain (3), and vector control related (3).
- Streets completed 20 work orders in July, with an approximate expense of \$45,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in employee costs (\$21,000) and equipment costs (\$20,900).





Grounds Updates

Work Priorities and Initiatives

- Staff will continue to prune vegetation and trees at Sturgeon Creek Park.
- Staff will continue to perform lawn maintenance at Town-owned properties and parks.
- Staff will continue to hand water trees installed along Gateway Boulevard and at the Northgate retention pond as needed.
- Staff will continue to clear underbrush/vegetation on Town-owned properties to enhance their appearance.
- Staff will transplant holly trees at Founders Park.
- Staff will identify and mark trees that require removal, as well as trees with hazardous limbs that need to be pruned to mitigate potential safety risks in Founders Park.
- Staff will install Green Giant arborvitae trees along the front of the new parking lot extension at Town Hall to provide a buffer required by Planning.

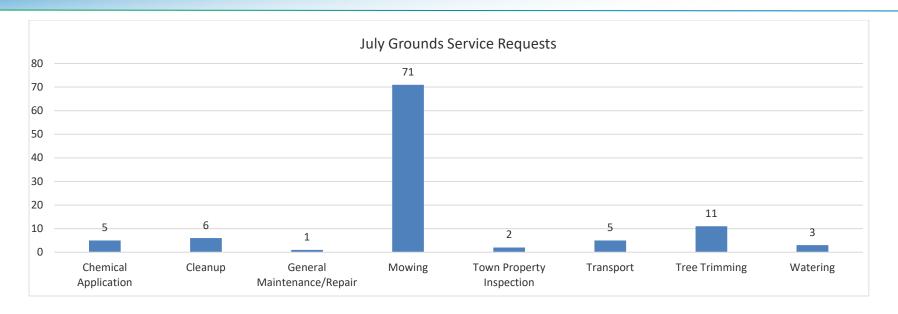
Projects Completed

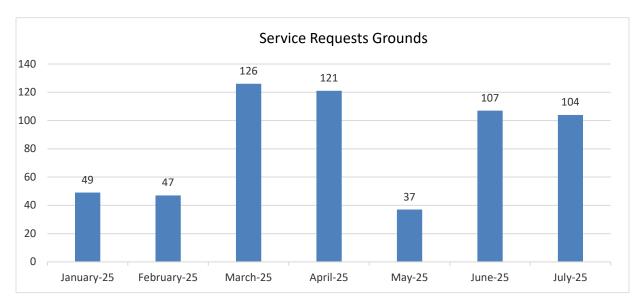
- Staff replaced deteriorated boards at the classroom and on the bridge at Westgate Nature Park.
- Staff removed limbs blocking streetlights and signs on Lanvale Circle and Woodland Drive.
- Staff removed limbs along Graham Drive that were causing damage to the dirt road surface.

Work Order Summary

- Grounds generated 104 work orders in July, with most of them being mowing (71), tree trimming (11), cleanup (6), chemical application (5), and transport related (5).
- Grounds completed 89 work orders in July, with an approximate expense of \$35,500 in labor and equipment to complete these work orders.

Public Works





Operations Updates

Work Priorities and Initiatives

- Staff will be implementing a building management system for the new HVAC system at Town Hall.
- Staff will begin changing out florescent bulbs at Town Hall and replacing them with LED.
- Staff will be inspecting windows, doors, and siding at the MOC office building.
- Staff continues to design a detailed preventative maintenance plan for each Town facility.
- Staff are inspecting and looking to improve the water heater at Station 52 in August.
- Staff will complete pressure washing at all Town facilities and cleaning the windows.
- 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 have improved efficiency and cleaning strategies in all Town facilities by inspecting and documenting work priorities, procedures, and schedules. Training for new staff will continue through August.
- Staff will be inspecting the sound system at the LCAC and making any necessary improvements.

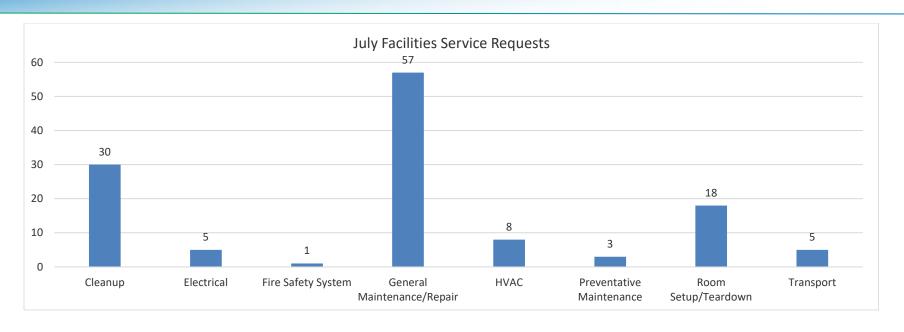
Projects Completed

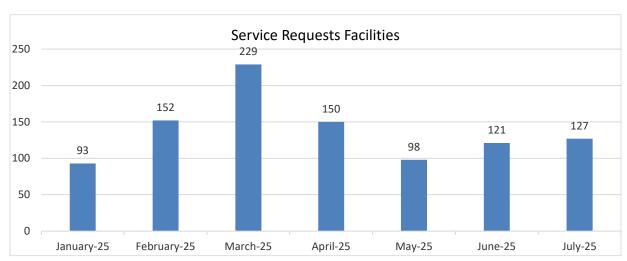
- Staff completed testing the operation of generators at all Town locations.
- Staff pressure washed the exterior of the MOC office and warehouse.
- Staff built new tile display boards at the LCAC.
- Staff changed all air filters throughout Town facilities.
- Staff assisted BFPE in coordinating connection of the fire protection system to the new Town Hall addition.
- Staff completed inspections and propane connections at Station 52.

Work Order Summary

- Operations generated 127 work orders in July, with most of them being general maintenance/repair (57), cleanup (30), transport (18), and HVAC related (8).
- Operations completed 125 work orders in July, with an approximate expense of \$53,200 in labor and materials.

Public Works





Town Project Updates

Projects In Design

- Baldwin Drive Improvements
- Leland Unpaved Roads Improvements
- Ocean Gate Plaza Roundabout
- Roadway Resurfacing 2025-2026
- Sturgeon Creek Park
- U.S. Highway 17 Pedestrian Crossing

Projects In Ad/Bid/Award

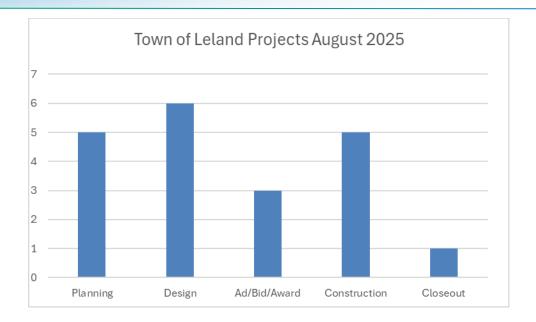
- CDBG Housing Construction
- StRAP Grant
- Village Road Audible Crosswalks

Projects In Construction

- Founders Park Approximately 80% complete
- Long Pine Drive Roadway Improvements Approximately 95% complete
- Settler's Village Connector Road 0% complete
- Town Hall Expansion Approximately 75% complete
- Town of Leland Roadway Resurfacing 2024-2025 0% complete

Full project details can be found on the Town website.

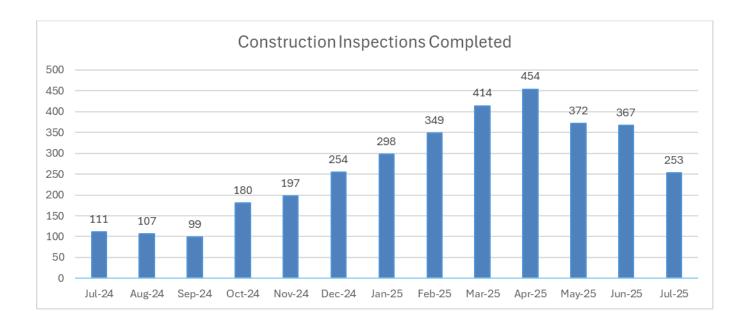
Public Works



Construction Inspections

Inspections

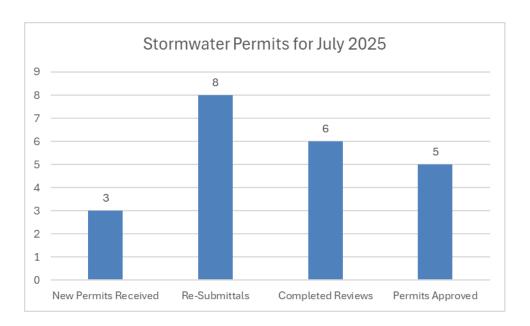
- Staff have completed 253 construction inspections.
 - o Construction inspections include developer and Town projects.



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. Five permits were approved in July.



The department supported the auditors during their first on-site visit to begin the FYE 2025 audit and finalized financing for the new firetruck.

Mr. Mattox completed his internship with the Town, conducting policy research and analysis on debt, fund balances, fleet strategies, investments, and write-offs.

Ms. Norton attended the national Government Finance Officers Association Conference in Washington, D.C.

Ms. Newton attended the NCLGBA Summer Conference in Asheville, where she passed two exams toward CLGBO certification. She also completed the Build Coaching Skills to Tap Potential course virtually through the UNC School of Government, attended the What the One Big Beautiful Bill Act Means for Your Infrastructure Strategy webinar hosted by the Local Infrastructure Hub, and attended the Municipal Finance Webinar Series: Pre-Audit hosted by the NCLM.

Ms. Cook attended the WILMA Leadership Institute along with the WILMA Leadership Accelerator, the What the One Big Beautiful Bill Act Means for Your Infrastructure Strategy webinar hosted by the Local Infrastructure Hub, and a webinar on Technology in Parks hosted by Recreation Resources Services.

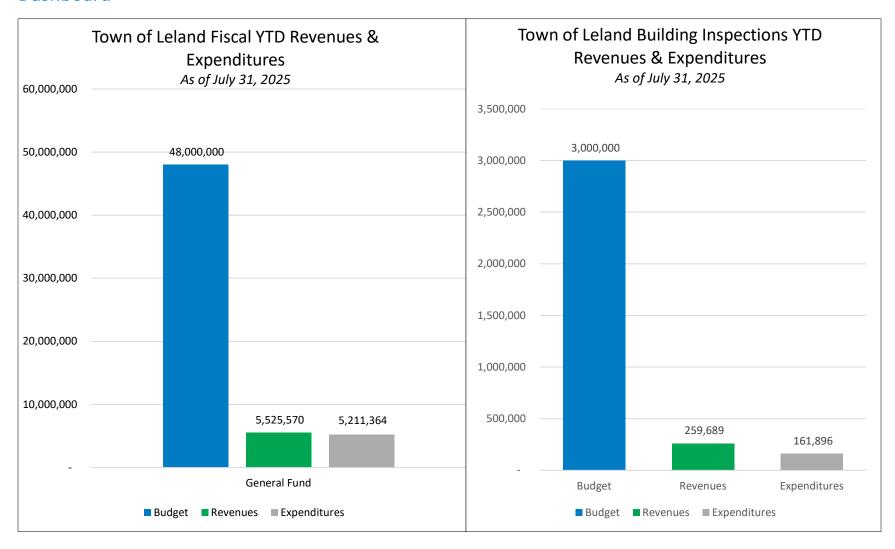
Ms. Hagg attended the North Carolina Local Government Finance Officer's Conference at the Wilmington Convention Center.

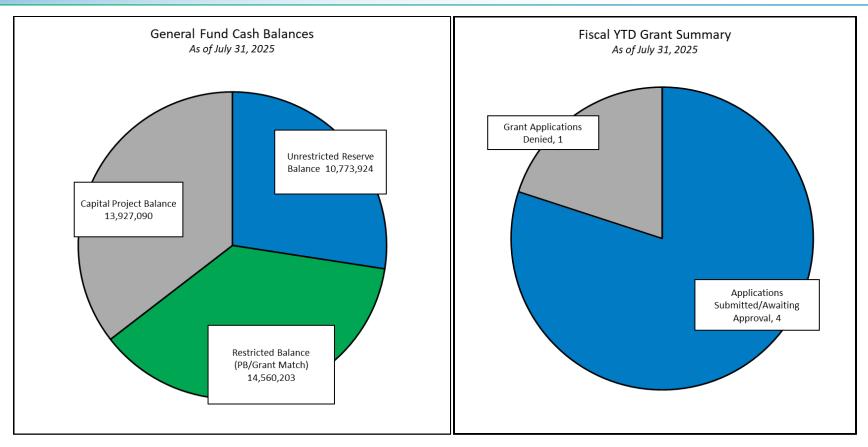
Ms. McGrady attended Cash Receipts, Centralized Cash & Investing and Pre-Audits, two webinars hosted by the NCLM.

Financial Budget to Actual Report – July 31, 2025

REVENUES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Property Tax	19,280,000	19,280,000	141,508	141,408	-	19,138,592	99.27%
Sales Tax	14,200,000	14,200,000	1,117,845	1,117,845	-	13,082,155	92.13%
Fire Fees	6,680,000	6,680,000	1,640,548	1,640,548	-	5,039,452	75.44%
Municipal Vehicle Tax	950,000	950,000	74,910	74,910	1	875,090	92.11%
Non-Primary General Fund	6,890,000	6,890,000	2,550,860	2,550,860	1	4,339,140	62.98%
Building Inspections	3,000,000	3,000,000	258,689	258,689	-	2,741,311	91.38%
REVENUES	51,000,000	51,000,000	5,784,359	5,784,259	-	45,215,741	88.66%
			EXPENSES				
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	350,000	350,000	51,097	51,094	13,057	285,849	81.67%
Administration	3,100,000	3,100,000	532,661	532,661	57,131	2,510,208	80.97%
Information Technology	4,160,000	4,160,000	193,569	193,569	644,890	3,321,541	79.84%
Human Resources	610,000	610,000	19,390	19,390	24,463	566,147	92.81%
Finance	1,270,000	1,270,000	66,806	66,806	21,614	1,181,580	93.04%
Planning	1,200,000	1,200,000	61,213	61,213	36,296	1,102,491	91.87%
P&R & Cultural Arts	1,350,000	1,350,000	64,230	64,230	97,147	1,188,623	88.05%
Operations	1,970,000	1,970,000	186,238	186,238	167,567	1,616,195	82.04%
Streets & Grounds	3,670,000	3,670,000	163,988	163,988	186,872	3,319,140	90.44%
Engineering	1,350,000	1,350,000	52,335	52,335	70,726	1,226,939	90.88%
Police	8,250,000	8,250,000	384,950	384,950	476,317	7,388,734	89.56%
Emergency Management	240,000	240,000	13,672	13,672	1,813	224,515	93.55%
Fire	10,630,000	10,630,000	394,866	394,866	265,665	9,969,469	93.79%
Debt Services	6,900,000	6,900,000	1,826,353	1,826,353	-	5,073,647	73.53%
Transfers	2,950,000	2,950,000	1,200,000	1,200,000	-	1,750,000	59.32%
Building Inspections	3,000,000	3,000,000	161,896	161,896	74,655	2,763,448	92.11%
EXPENSES	51,000,000	51,000,000	5,211,367	5,373,260	2,138,213	43,488,526	85.27%

Dashboard

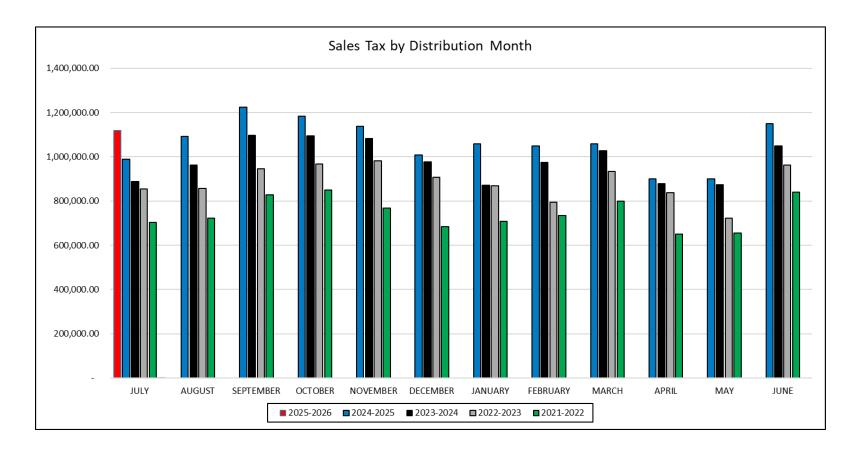




^{*}The Fiscal YTD Grant Summary chart reflects grant application data exclusively from the current fiscal year.

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 July.

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

Description: Insurance Renewal: Property & Liability; Vendor: Interlocal Risk Financing; Amount: \$411,009.44

Description: Patrol Ready Trucks - Six; Vendor: Clinton Automotive LLC; Amount: \$293,989.14

Description: Insurance Renewal: Worker's Compensation; Vendor: Interlocal Risk Financing; Amount: \$411,009.44

Description: Replacement MDTs; Vendor: Mobile Communications America; Amount: \$194,806.58

Description: TOL Roadway Resurfacing Engineering 2025-2026; Vendor: CLD Engineering, PLLC; Amount: \$101,000.00

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in July.

Audit Committee Meeting Summary

The Audit Committee did not meet in July.

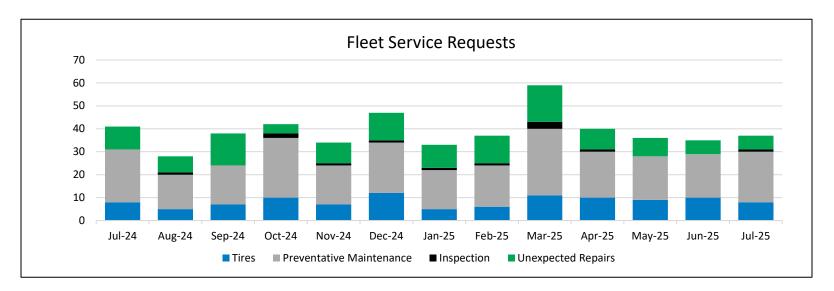
Investment Portfolio

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

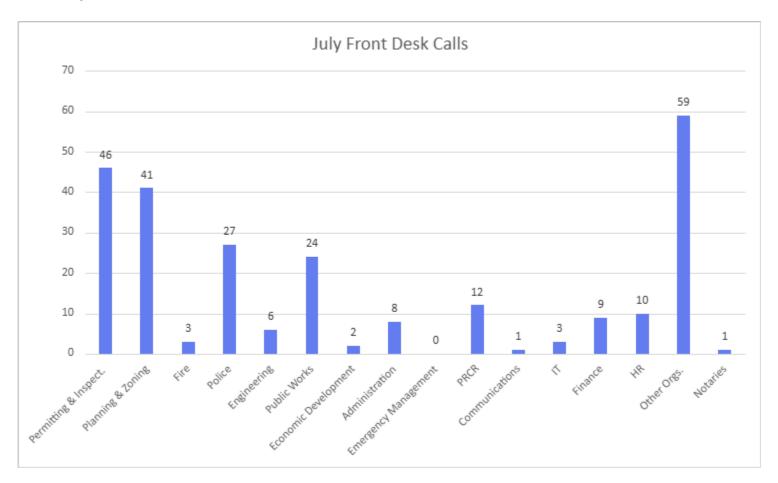
	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Fiscal YTD Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.04	4,202.66	4,202.66	2,097,676.84
NC Capital Management Trust	0.042	82,704.24	82,704.24	24,330,255.41
NC Class	0.043	15,437.21	15,437.21	4,211,793.30
Total		102,344.11	102,344.11	30,639,725.55

Fleet Updates

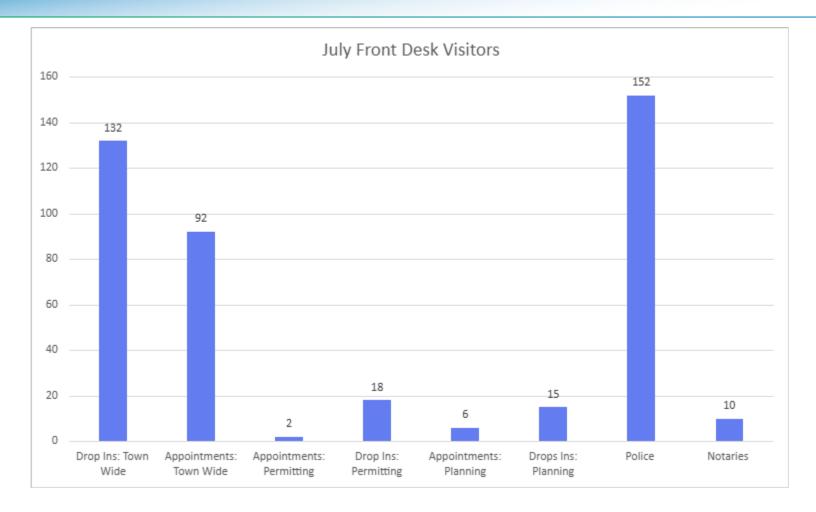
Fleet generated 37 work orders in July for an approximate expense of \$13,111.29.



In July, the department facilitated responses to 38 contact forms submitted through the website, 252 calls, and 427 visitors to Town Hall. Ms. Draughn, Ms. Fore, and Ms. Jewell participated in a Government Social Media webinar titled Advanced Content Strategies Masterclass. Staff continued creating content and managing communications and media for the Suncrest Way explosion. Ms. Fore participated in a 3CMA Webinar Series titled Elevating Your Internal Communications.



Communications



Social Media Update

- Facebook Highlights (July 1 31, 2025)
 - o Added 128 new page followers
 - o Impressions 82,580
 - Top post (Largest reach): "Please help us welcome our new hires to the Town!
- Twitter/X Highlights (July 1 31, 2025)
 - o Impressions/Reach 995
 - o Top tweet (Largest reach): "Town facilities will be closed tomorrow, Friday, July 4. #LelandNC"
- Nextdoor Highlights (July 1 31, 2025)
 - o Impressions/Reach 17,327
 - Likes/Comments 59
 - Top post (Largest reach: "The Board of Adjustment meeting will be held Tuesday, July 8, at 6 p.m. Here's a quick look at what's on the agenda:
 - A request to adjust block length requirements near Skylars Cove
 - A request for an extra sign at Panda Express on Gateway Boulevard

Please note: This meeting will take place at Fire Station 51. View the full agenda f https://ow.ly/Wfl450WjLMI"

- Instagram Highlights (July 1 31, 2025)
 - o Added 23 new page followers
 - o Post impressions 869
 - Top post (Largest reach): "The @lelandncpolice are working toward official accreditation, and community input plays an important role. If you have thoughts to share, submit them by Aug. 5. Your feedback helps us uphold the highest standards in public safety. Find out how to get involved under Town News at the link in our bio. #TownofLelandNC #LelandNC"
- LinkedIn Highlights (July 1 31, 2025)
 - o Added 19 new followers
 - Page views 147
 - o Post impressions 4,324
 - Reactions/Comments/Shares 133

Top post (Largest reach): "Please join us in giving a warm welcome to the newest members of the Board of Adjustment: Bill McHugh, Abby Lorenzo, and Alan Kerry. We're grateful for your dedication and look forward to your service and contributions to the Town of Leland!
**
**

Project Updates

- Created posts that resulted in 106,095 impressions across social media platforms.
- Continued second round demos with website vendors to dig further into staff-identified priorities.
- Worked with the Town Clerk's Office to launch a new public notice process that includes expanded outreach through the Town's
 communications channels to make residents aware of public hearings that may impact them. Since offering public sign-ups for the
 Sunshine List, the number of subscribers has increased fivefold in less than a month.
- Continued creating and implementing comprehensive marketing campaigns for Leland in Lights and Lend a Hand in Leland.
- Continued working with IT to create an employee intranet site.
- Created a hiring brochure for the Police Department to help with recruitment.

Website Articles/Media Coverage

- Town of Leland Website
 - Subscribe to Receive Town of Leland Public Notices
 - Leland Police Department Seeks Accreditation
 - o Town of Leland Recognized for Outstanding Workplace Safety by the N.C. Department of Labor
 - o Town of Leland Continues to Push for Completion of Founders Park
 - Fall Open House at the Leland Cultural Arts Center
 - o <u>Leland 2045 Land Use Plan Certified Under State Coastal Area Management Act</u>
- WECT
 - o HOA releases new information about house explosion in Leland
 - o <u>USPS worker arrested after Leland police allegedly find drugs, open mail in car during traffic stop</u>
 - o Leland Police requests community feedback for NCLEA assessment
 - o Leland awarded grant from AARP for pedestrian safety and accessibility
 - o Town of Leland provides update on Founders Park renovations
 - 'Matter of public safety': Councilmember speaks out after updated flood ordinance is tabled in Leland

WWAY

- HOA: Suncrest Way explosion in Leland was vapor-related, source unknown UPDATE
- <u>Leland Council reviews ongoing Magnolia Greens explosion investigation</u>
- Leland Town Council tables possible ordinance changes for flood zone development
- o Leland pushes for Founders Park completion amid delays and construction concerns
- New medical office building proposed in Leland
- Founders Park and Leland Town Hall expansion projects expected to be finished by early fall

StarNews

- o Cause determined for Leland home explosion
- o More businesses proposed to be built in busy Brunswick shopping center
- o Plans approved for a large medical office in Leland
- o <u>Leland pushes for a DMV office and a second post office. Here's the latest.</u>
- o Brunswick County and Leland seek tighter restrictions for flood prevention

Port City Daily

- Leland brewery gets artsy with beer-fueled gallery
- o The Agenda: This week's local government meetings
- o Brunswick County moves forward with 750-student elementary school in Leland
- o Leland tables flooding ordinance, for now, after pushback
- o The Agenda: Government meetings taking place this week

TDA Marketing

- Finalized a comprehensive marketing plan for Leland in Lights including new outreach strategies and an event brand guide.
- Created a full-page ad promoting Leland in Lights to be published in the November issue of Our State magazine.
- Developed and published an RFQ for photography and videography needs throughout the fiscal year.
- Work continues to create a Leland in Lights display that will serve as an iconic centerpiece of the annual event.

Leland TDA Meeting Summary

The Leland Tourism Development Authority held a Special Meeting on July 7, 2025 to adopt the grant policy. The LTDA also met on July 21, 2025, and heard the following:

- Central Intercollegiate Athletic Association post-grant report presentation
- LTDA and Town service contract discussion
- Approved 2025 Our State magazine marketing contract
- Approved a grant contract with Brunswick Beer and Cider, LLC for Applearchy Ciderfest
- Approved a grant contract with Leland Brewing Company for Oktoberfest
- Approved a grant contract with Brunswick Beer and Cider, LLC for Brunswick Jazz Festival

The next LTDA meeting is scheduled for Sept. 8, 2025.

Dusty Greiner completed the Building Level 1 course and is now preparing to take the standard Building Level 1 certification exam.

Jordan Odom completed the Plumbing Level 2 course and is now preparing to take the standard Plumbing Level 2 certification exam.

Corbin Keene passed the Building Level 1 certification exam and received his standard Building Level 1 certification.

Will Rivers successfully passed the Fire Level 2 certification exam and received his standard Fire Level 2 certification.

Andrew Neylon attended Accessory Dwelling Units: State, Local, and Builder Perspectives, a webinar hosted by the Maryland Department of Planning. This webinar explored best practices that support accessory dwelling unit (ADU) development from the state, local, and builder perspectives, including real world example of how Anne Arundel County adopted permitted-by-right ADUs in all residential districts and perspective from an ADU builder on what works and what communities should think about when adopting ADU ordinances.

Katie Livingston attended the Green Network Toolbox Workshop hosted by the N.C. Wildlife Resources Commission. The workshop covered planning best practices and tools for conserving wildlife habitats and natural resources, benefiting communities, wildlife, and local economies; protecting working farms and forests; and ensuring development permit requirements are met ahead of time.

Planning Board Meeting Summary

The Planning Board met on July 22, 2025 and heard the following item:

1. Zoning Map Amendment – The Planning Board voted 7 to 0 to recommend approval of a proposed rezoning of 5.44 acres from C-1, General Commercial Business District and R-15, Medium Density Residential District to O&I, Office and Institutional District and CD, Conservation District.

The Planning Board's next meeting is scheduled for August 26, 2025, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on July 8, 2025 and heard the following item:

1. Variance Request – The Board of Adjustment voted to approve variance requests from Section Sec. 50-17(a)(2) – Subdivision Design for Brunswick County Tax Parcel IDs 029MA008 and 029MA01007.

The Board of Adjustment's next meeting is scheduled for August 12, 2025, at 6 p.m.

Current Planning Update

Technical Review Committee (TRC) Report

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

- 1. Preliminary Subdivision Plat for Brunswick Forest Lot 32 Proposal for a 6.43 acre parcel at Provision Parkway and Brunswick Village Boulevard in the Brunswick Forest Commercial Village.
- 2. Development Site Plan for Industrial Boulevard Proposal for three flex-space buildings totaling 175,200 square feet in the Leland Industrial Park.

Number of Reviews by Stage – Permitting Applications

Stage/Plan Type	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Building/ Flood (3 Day Review)	8	1.0	2	1.0	10	1.0
Chief Building Official Review	1	5.0	0		1	5.0
Commercial Building / Flood	5	4.4	2	1.0	7	3.4
Commercial Building / Flood / Zoning	3	10.0	16	3.0	19	4.1
Commercial Building / Flood / Zoning / Pub Serv	1	5.0	3	1.3	4	2.3
Commercial Building / Zoning	2	4.0	15	2.1	17	2.4
Commercial Building Fire	7	6.3	10	1.8	17	3.6
Commercial Building/Zoning/Electrical	0		2	3.0	2	3.0
Electrical (5-Day Review)	5	1.2	1	1.0	6	1.2
Permit Building/Flood	0		1	2.0	1	2.0
Permit Building/Zoning	4	9.0	1	1.0	5	7.4
Permit Flood	24	3.2	3	1.0	27	3.0
Permit Zoning Only	1	1.0	0		1	1.0
Residential Building / Flood	9	7.3	5	2.2	14	5.5
Residential Building / Zoning / Flood	104	8.4	87	2.3	191	5.6
Residential Flood	4	1.8	1	1.0	5	1.6
Residential Zoning	0		2	1.0	2	1.0
Text Amendment	1	1.0	0		1	1.0

Total Initial: 179 Total Revisions: 151 Total Plans: 330

Total Plans: 52

Number of Reviews by Stage – Planning Applications

Total Initial: 30

Stage/Plan Type	<u>Initial</u>	Revisions	<u>Total</u>
Address Request	10	2	12
Development Site Plan	2	5	7
Development Site Plan Minor Modifi	1	0	1
Exempt Plat	4	1	5
Final Plat	4	1	5
Home Occupation	1	1	2
Performance Guarantee Reduction	0	1	1
Performance Guarantee Release	0	5	5
Performance Guarantees New	5	0	5
Preliminary Plat Minor Modifications	0	1	1
Preliminary Plat-Major Subdivision	0	3	3
PUD Site Specific Plan and Master	0	2	2
PUD Site Specific Plan/Master Plar	1	0	1
Sketch Plan	1	0	1
Zoning Letter	1	0	1

Floodplain Development Update

Floodplain	Floodplain
Development	Development
Permits	Inspections
20	8

Total Revisions: 22

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	\$14,875.84	\$0.00
Brunswick Forest			
Letters of Credit	1	\$2,395,849.00	\$0.00
Surety Bonds	20	\$11,407,790.24	\$0.00
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	8	\$1,225,669.38	\$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	5	\$329,716.69	\$0.00
Surety Bonds	9	\$2,286,584.15	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	4	\$2,218,289.76	\$0.00
Savannah Branch			
Surety Bond	1	\$854,407.50	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Terrapin			
Surety Bond	2	\$109,287.50	\$0.00
Townes at Seabrooke			
Surety Bond	2	\$683,850.25	\$0.00
Westgate Townes			
Surety Bond	4	\$1,490,956.30	\$0.00
Total Cash Bonds	14	\$1,756,213.30	\$0.00
Total Surety Bonds	55	\$21,549,995.44	\$0.00
Total Letters of Credit	3	\$2,544,374.00	\$0.00
Total Performance Guarantee Sureties	72	\$25,850,582.74	\$0.00

Long Range Planning and Community Development Update

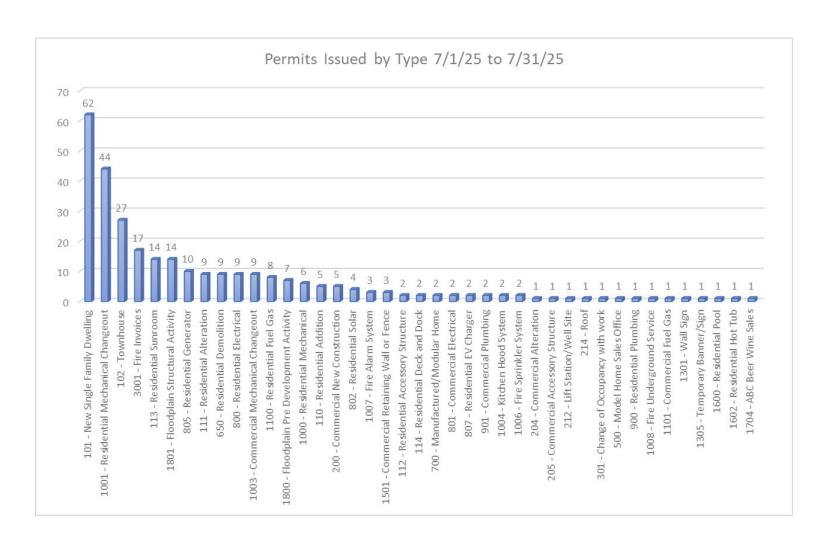
Staff continues to implement the Age-Friendly Strategic Plan through regional collaboration with AARP, the Cape Fear Area Agency on Aging, and Brunswick Senior Resources. Staff connected with local digital inclusion and aging services providers to initiate a conversation for residents surrounding digital literacy and fraud prevention. Staff and partners are currently planning a Digital Literacy Course to be offered in the fall at the Brunswick Senior Center on Town Hall Drive.

Leland 2045 was CAMA certified by the N.C. Coastal Resources Commission. The newly certified plan guides sustainable growth while protecting wetlands, estuaries, inland waters, and other coastal resources. Leland 2045 will now be used during the Division of Coastal Management's permitting and federal consistency decisions, meaning any proposed project must align with Leland 2045's vision and policies to be approved. The CAMA addendum for Leland 2045 includes additional Census data, information about public water and wastewater supply needs, as well as more detailed information regarding transportation, as these issues relate to population and development increases.

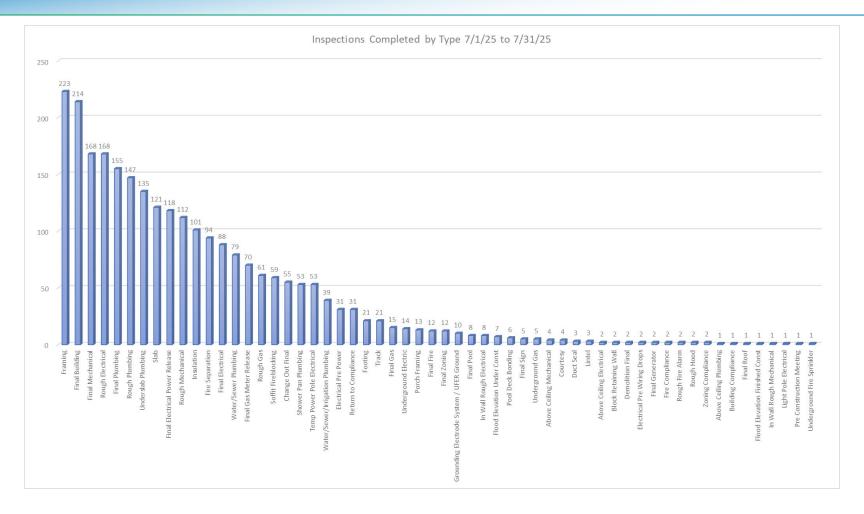
Staff are planning for the next Lend a Hand in Leland on October 4 through partnership with local community organizations.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
295	2,572	\$30,229,477



Planning and Inspections



Code Enforcement Update

Case Summary

7/1 Through 7/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from June	1	6	22	0	29
Cases Opened July 2025	0	25	0	0	21
Cases Closed July 2025	0	24	5	0	17
Active Cases	1	7	17	0	25

In July, staff held two meetings with the Leland Tourism Development Authority. The first meeting adopted the revised Grant Policy and the second was to approve three grant requests amounting to \$20,000 in funding. Staff was invited by the Wilmington Chamber of Commerce to present to a group of young professionals at UNCW's Center for Innovation and Entrepreneurship about business growth and development in Leland. Staff attended a three-day online training through the International Economic Development Council for "Economic Development Credit Analysis". Staff participated in a webinar hosted by Visit NC entitled "Media Buying 101" to learn about Visit NC's media buying strategy and how remaining cooperative marketing opportunities can best help destinations and other tourism related entities. Staff met with a prospective development interest and coordinated a call with the property owners.

New Businesses

• No new businesses were announced in July.

New Construction/Development

- The following projects were submitted to the Technical Review Committee for review:
 - Vardeman Construction is proposing 175,000 square feet in industrial warehouse space along Industrial Boulevard in the Leland Innovation Park.
 - o Christian Brothers is proposing a 5,100-square-foot automotive service and repair facility along Olde Regent Way.
 - Savannah Branch Phase 2 is proposing 49,900 square feet of commercial space at the intersection of Highway 17 and Kingsbridge Road.

Economic Development Committee Meeting Summary

The Economic Development Committee met on July 10 to hear a presentation from Brunswick Business and Industry Development to discuss economic trends in the region and their focus on attracting manufacturing to Brunswick County. The next meeting is scheduled for August 14, 2025.

The department has been busy planning an exciting fall schedule. The summer is ending very quickly with the final session of classes past the halfway mark. The Summer Art Market was a big success with over 550 attendees. Fall registration starts on August 1 and Open House is on August 2.

Parks and Recreation Board Summary

The Parks and Recreation Board met on July 23, 2025. Greer Templer from the WMPO gave a presentation on the upcoming 5th Annual Brunswick Heritage Riverside Ride. Staff provided an update on discussions regarding the Disc Golf Park and David Hollis provided an update on Founders Park. The next meeting is scheduled for September 24, 2025.

Upcoming Events

August 23, 10-11:30 a.m. - Digital Declutter: Organize Files, Photos, and Inboxes, LCAC

August 28, 6-7 p.m. – Seed Starting Workshop: Fall Garden, LCAC

September 3-October 2 – Andy Alvarez Gallery, LCAC

September 4, 6-7:30 p.m. – Native Plants for Coastal Landscapes, LCAC

September 6, 6-8 p.m. – Gallery Reception, LCAC

September 12, 8:45-11:30 a.m. – Kayak Adventures: Eagles Island

September 18, 6-8 p.m. – Fall Ceramics: Charcuterie Boards, LCAC

Social Media Update

- PRCR Facebook Highlights (July 1 31, 2025)
 - o Followers/Likes 6,468
 - Page reach 11,544
 - Top post (Largest reach): "Did you know? Cypress Cove Park isn't just a peaceful getaway it's a 27-acre wetland wonder donated in 2005 by Kirby Sullivan, with an extra 1.2 acres of uplands added in 2007 thanks to a Coastal Waterfront Access Grant! But this park does more than look pretty: It reduces flooding by storing and slowly releasing rainwater, cleans water by filtering out pollutants, and nurtures wildlife as a nursery for young fish and shellfish. Next time you visit, you're not just enjoying nature you're walking through one of its hardest-working ecosystems!"
- LCAC Facebook Highlights (July 1 31, 2025)
 - o Followers/Likes 5,316
 - Page reach 4,734
 - Top post (Largest reach): "Summer Art Market is just 5 days away! Join us for an awesome (and air-conditioned) event with over 20 NC makers and artists! Saturday, July 19, 10 a.m.-3 p.m., Leland Cultural Arts Center at 1212 Magnolia Village Way, Leland, NC 28451 Enjoy popcorn from Mimi & Papa's Gourmet Popcorn and Sweet Shop and Build-Your-Own Bouquet booth with Rooted Petal."
- PRCR Instagram (July 1 31, 2025)
 - o Followers/Likes 2,090
 - o Post reach 2,959
 - Top post (Largest reach): "Ready to move and groove? Join us for a Latin Dance at the Leland Cultural Arts Center! No experience needed! Date: Friday, July 11, Time: 7–10 p.m., 1212 Magnolia Village Dr. Tickets: \$12 per person, tickets available in person or by clicking the link in bio!!"
- LCAC Instagram (July 1 31, 2025)
 - o Followers/Likes 2,081
 - o Post reach 676
 - Top post (Largest reach): "Join us at the Leland Cultural Arts Center on Thursday, July 10 from 6–8 p.m. for Ellen McNair's gallery reception! Enjoy incredible art, good conversation, and a creative night out."

In July, the Town welcomed two new employees including a Custodian and one part-time Recreation Assistant. Seven employees were promoted, and six employees ended their service with the Town. A successful and highly attended employee appreciation event was held on July 18 at the Municipal Operations Center. The annual all-staff training launched in early June was completed at the end of July to include accident incident investigation, bloodborne pathogens, and harassment prevention modules. Staff are preparing to train on the new workers compensation online claims system, as well as continuing to plan for the upcoming employee engagement events. The department is also planning for the approaching benefits renewal process and the annual Health and Wellness Fair in October. Staff will be resuming the stay interview initiative, which is a process to understand why employees choose to stay with the organization and identify areas for continued improvement.

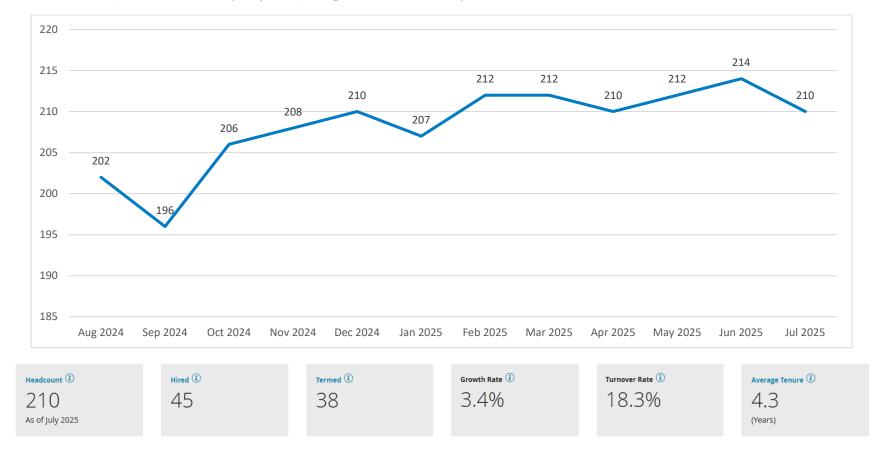
Workers Comp Data July 2025

Number of Incidents	nts Loss Time (Y or N) Brief Description of Incident and Injury/	
1	Υ	Right Shoulder Injury
1	N	Lower Back Injury

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
James Petteys	Fire/Rescue	Promotion	7/5/2025		Senior Fire Apparatus Engineer	Fire/Rescue Captain
Jody Harrelson	Fire/Rescue	Promotion	7/5/2025		Senior Fire Apparatus Engineer	Fire/Rescue Captain
Matt Murphy	Fire/Rescue	Promotion	7/5/2025		Senior Fire Apparatus Engineer	Fire/Rescue Captain
Diana Calderon	Police	Promotion	7/5/2025		Police Administrative Specialist	Police Accreditation Specialist
Andrew Terry	Police	Promotion	7/5/2025		Senior Police Officer	Police Sergeant
Andy Gaston	Police	Promotion	7/7/2025		Senior Police Officer	Police Sergeant
Donnie Myers	Facilities & Maintenance	New Hire	7/7/2025	Custodian I		
Noel Ray	Parks, Recreation, & Cultural Resources	New Hire	7/9/2025	Part-time Recreation Assistant		
Paige Inman	Administration	Termed	7/11/2025	Staff Attorney		
Criag Blasingame	Fire/Rescue	Termed	7/18/2025	Senior Firefighter		
Mark Cooper	Planning	Termed	7/18/2025	Code Enforcement Officer		
Logan Fowler	Fire/Rescue	Promotion	7/19/2025		Firefighter	Senior Firefighter
Christopher Miranda	Fire/Rescue	Termed	7/24/2025	Battalion Chief		
Kate Fersinger	Planning	Termed	7/25/2025	Community Development Planner		
Andrew McBride	Fire/Rescue	Termed	7/25/2025	Senior Fire Apparatus Engineer		

Headcount (FT and PT Employees) August 2024 – July 2025



Terminations include voluntary and involuntary separations of employment.

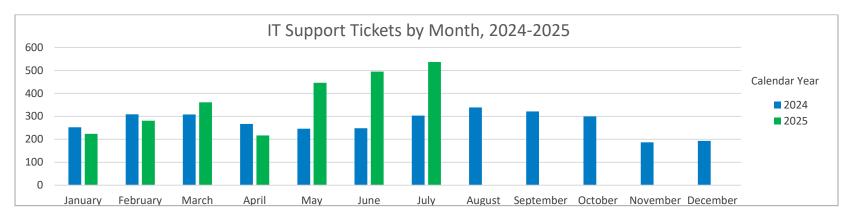
Mr. Vandergriff completed the United States Department of Defense's Cyber Awareness Challenge. This interactive course emphasizes cybersecurity concepts, provides guidance around proper use of information technology, and promotes information security situational awareness.

Major Work Priorities

- Network Firewall Expansion: Planning is underway to implement additional firewall equipment to fortify the Town's data network.
- Public Works GIS Datasets: Staff will be working to update spatial data capturing assets maintained by Public Works, such as pavement markings and sidewalk infrastructure.
- Website Platform Evaluation: Staff are assessing various website platforms to identify the appropriate solution for improving the Town's web-based communications.

Projects Completed

- 19 employees onboarded/offboarded
- New Equipment Procurement: Replacement Mobile Data Terminals for the Police and Fire Departments have been ordered.
- Town Hall Expansion Access Control: The door access control system for the Town Hall expansion has been installed and configured.
- Development Activity Web Mapping Application: Staff have modernized the development activity interactive web map highlighting residential and commercial development within the Town.
- Equipment Installation: The radio and mobile internet modem have been installed in the Fire Department's new rescue engine.



Administration News

Ms. Rhodes attended the NC Government Finance Officer Association Summer Conference at the Wilmington Convention Center on July 21 and 22. Some of the topics discussed included AI in Finance, the impact of federal changes for local governments and how to navigate policy shifts, a NC and US economic outlook discussion, an update from the NC State Treasurer, and legislative and Local Government Commission updates.

Town Clerk's Office

The Town Clerk's Office administered the oath of office for the newly appointed/reappointed Board of Adjustment and Planning Board members and the new Police Officers.

The Town Clerk's Office provided the Board and Committee Rules of Procedure and Handbook training to the newly appointed Board members.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - July 7 Leland TDA Special Meeting
 - o July 8 Board of Adjustment Meeting
 - July 10 Economic Development Committee Meeting
 - July 14 Agenda Council Meeting
 - July 14 Closed Session Meeting
 - July 17 Regular Council Meeting
 - July 21 TDA Regular Meeting
 - o July 22 Planning Board Meeting
 - July 23 Parks and Recreation Meeting
- Action Items:
 - Budget Amendments 0
 - Budget Ordinances 0
 - Minutes 10
 - o Agendas 9
 - Resolutions 3
 - Ordinances 1

- o Proclamations 1 (Gullah Geechee Nation Appreciation Week)
- o Presentations Leland 2030 Strategic Plan Update Presented by Kelli Newton, Budget and Strategy Manager
- o Public Hearing Notices for the Council Meetings 2 (Model Unit Marketing Centers and Flood Damage Prevention)
- Current Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)

Government Portal (iCompass) Transparency Update

- Portal Visits 8,135
- Portal Unique Visits 6,881
- Leland TDA Special Meeting July 7 Agenda Views 370
- Board of Adjustment Meeting July 8 Agenda Views 264
- Economic Development Committee Meeting July 10 Agenda Views 170
- Agenda Council Meeting July 14 Agenda Views 232
- Regular Council Meeting July 17 Agenda Views 571
- Leland TDA Regular Meeting July 21 Agenda Views 191
- Planning Board Meeting July 22 Agenda Views 325
- Parks and Recreation Meeting July 23 Agenda Views 174
- July 2025 Monthly Staff Reports 78