



STAFF REPORTS

February 2025 Regular Meeting

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Department News

Sergeant Kazee attended Photography Basics for Law Enforcement on January 6. This course helps law enforcement personnel understand how to take a proper law enforcement photograph to be accepted into the court system.

Lieutenant Almond and Detectives Majors, Payne, Robeson, and Terry all attended Interview and Interrogation January 6-10 at the Brunswick County Sheriff's Office. This course is designed for law enforcement officers assigned to the investigations section of their agency or for those tasked with the responsibility of conducting criminal investigations, interviews, and interrogations.

Senior Officer Peters and Lieutenant Reid attended the INTOX Recertification class at the Jacksonville Police Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Sergeants Berry and Winder attended the fourth session of the Law Enforcement Executive Program January 13-15 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.

Deputy Chief Spence attended the North Carolina Police Chief's Association Conference January 13-16 in Cherokee. This is an annual conference for all Police Chiefs in North Carolina.

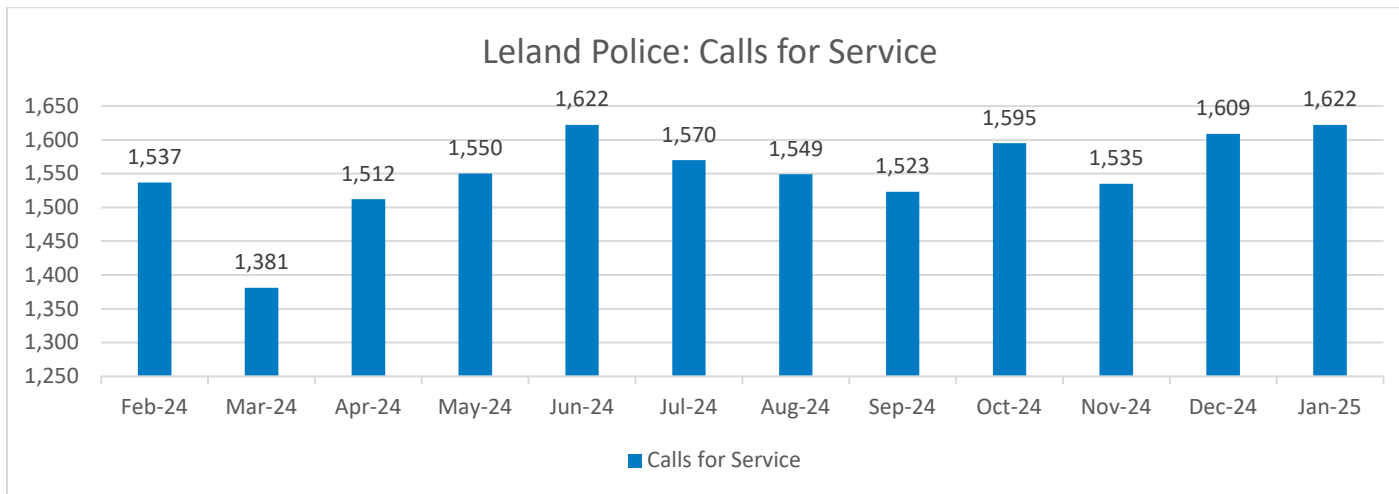
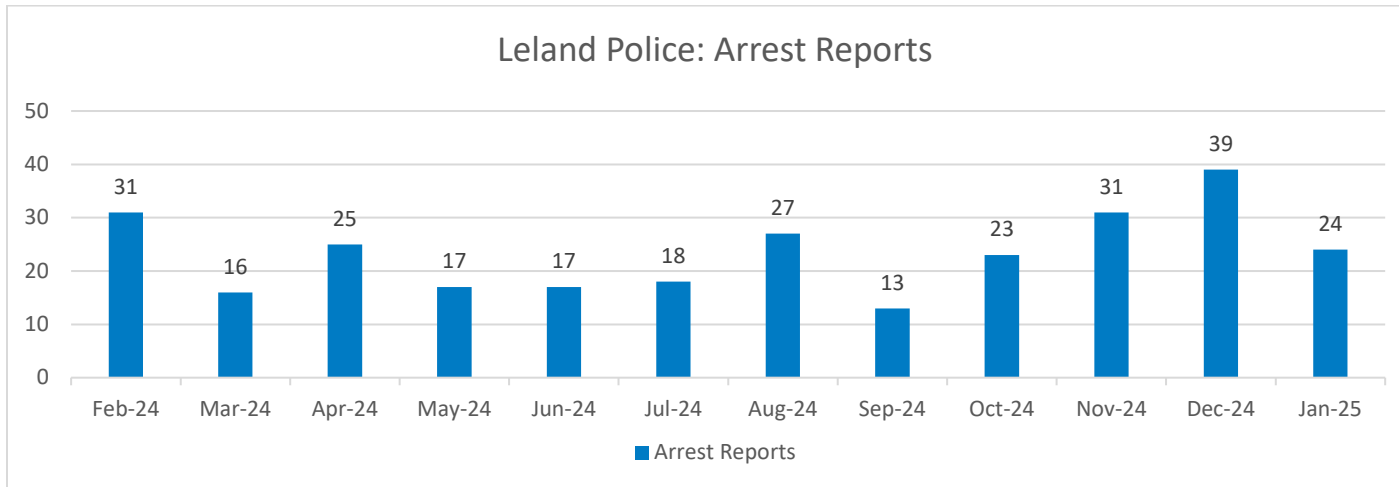
Master Officer Piniewski attended the ARIDE course January 23-24 at Brunswick Community College. This 16-hour course is intended to provide officers with general knowledge related to drug and alcohol impairment in drivers.

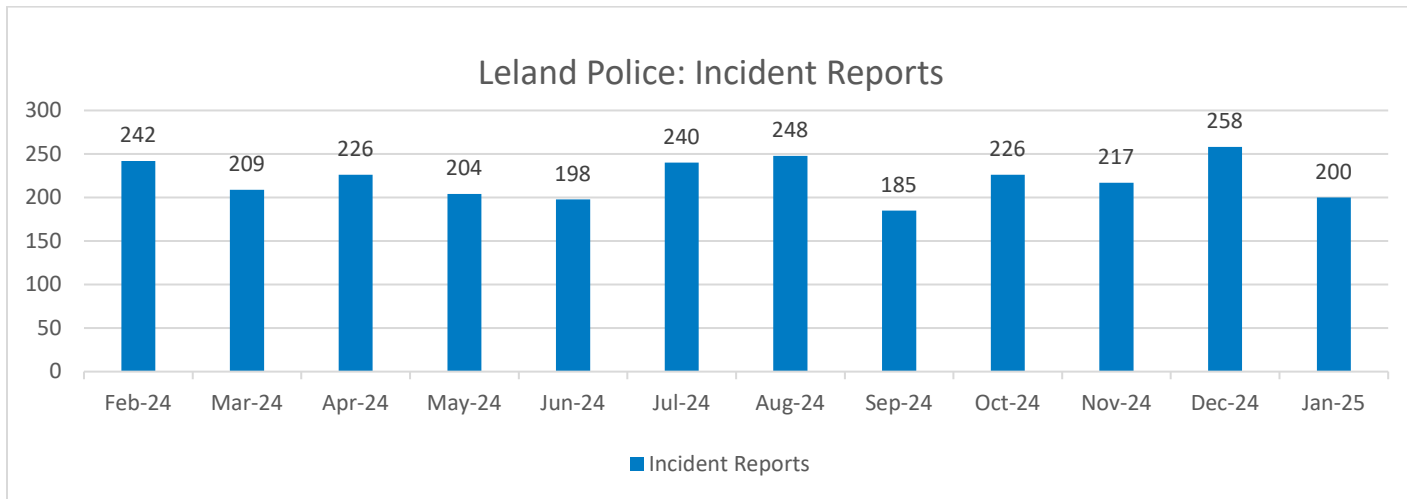
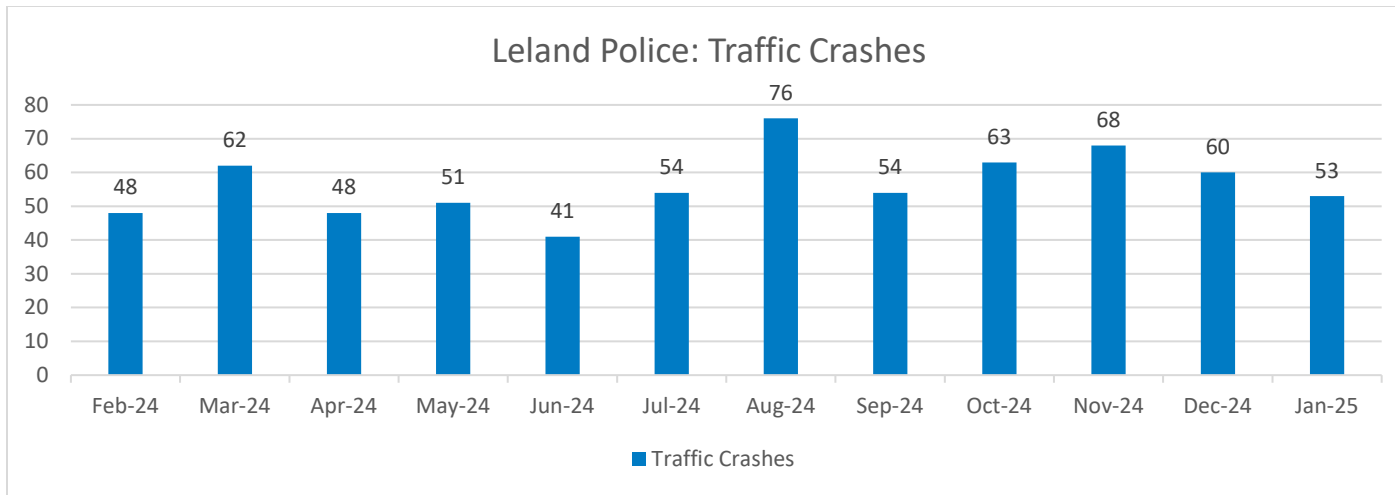
Senior Officer Leighton attended the Organized Crime Drug Enforcement Task Force Conference January 28-30 in Myrtle Beach. This conference presents a variety of speakers and courses pertaining to drug and narcotic information.

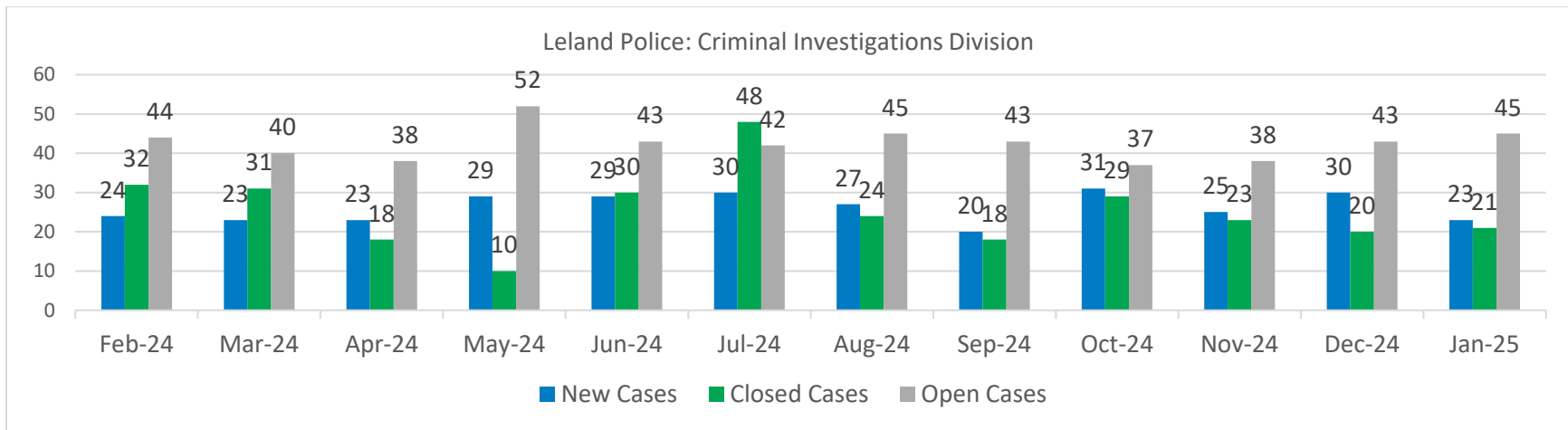
Active Mutual Aid Agreements

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

Dashboard







Animal Services Report							
2025	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	21	3	1	3	2	0	1
Totals	21	3	1	3	2	0	1

Department News

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

- Assisted 18 homeowners with smoke alarm installations or battery replacements
- Assisted one citizen with a car seat check/installation
- Conducted one station/engine tour

Members attended an officer development training school in Carolina Beach. This school focused on several topics including managing the mayday, multi-family fires, and other issues currently affecting fire departments. The training was conducted by nationally recognized instructors.

Members attended CFCC's weekend Fire School. The classes attended were Fire Instructor, Driver/Operator Pumps, and Engine Operations. Each of these classes prepares members for the next step in their career.

Members delivered a CPR, AED, and First Aid course to the North Brunswick High School JROTC program.

A Shift participated in their annual Job Performance Agility Tests.

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

Active Mutual Aid Agreements

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

Department News

Staff continue to work to gather pre-grant data for the upcoming Hazard Mitigation Grant Program and the Flood Mitigation Assistance Grant for Tropical Storm Helene and Potential Tropical Cyclone #8. The Town has begun accepting applications from homeowners who wish to participate in the grants, which are expected to become available this year. Staff met with Brunswick County Emergency Management to identify possible temporary staging locations for evacuees during events. Staff continue to work with stakeholders to reach this goal. The staging of commodities to support future evacuees is complete. Staff participated in FEMA Emergency Operation Center Skillsets training hosted by New Hanover County Emergency Management. Staff assisted Human Resources in planning future quarterly emergency simulation training programs, which is a Strategic Initiative identified in the Strategic Plan. Preparations for the 2025 Hurricane Expo have begun. Staff supported Town preparations and operations in response to a winter weather event, in which the Town received 2.6 inches of snow.

Work Priorities and Initiatives

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

Projects Completed

- Commodity storage supporting future evacuees

Department News

The department currently has one vacancy: Transportation Planning Engineer.

Town Project Updates

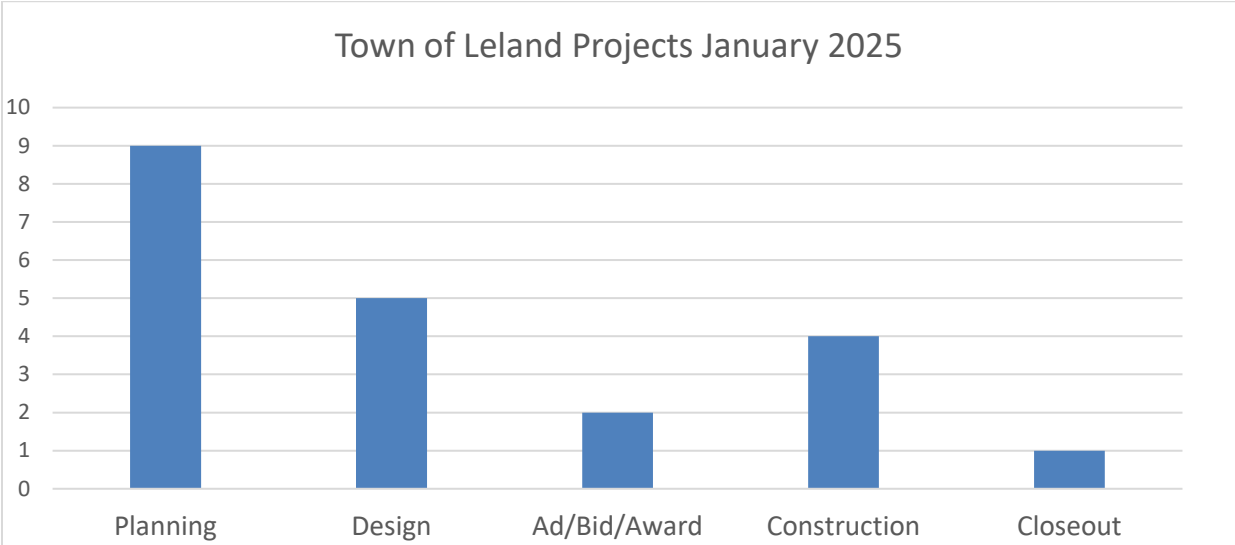
Projects In Construction

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

Projects In Closeout

- Mallory Creek Drive Sidewalk Extension

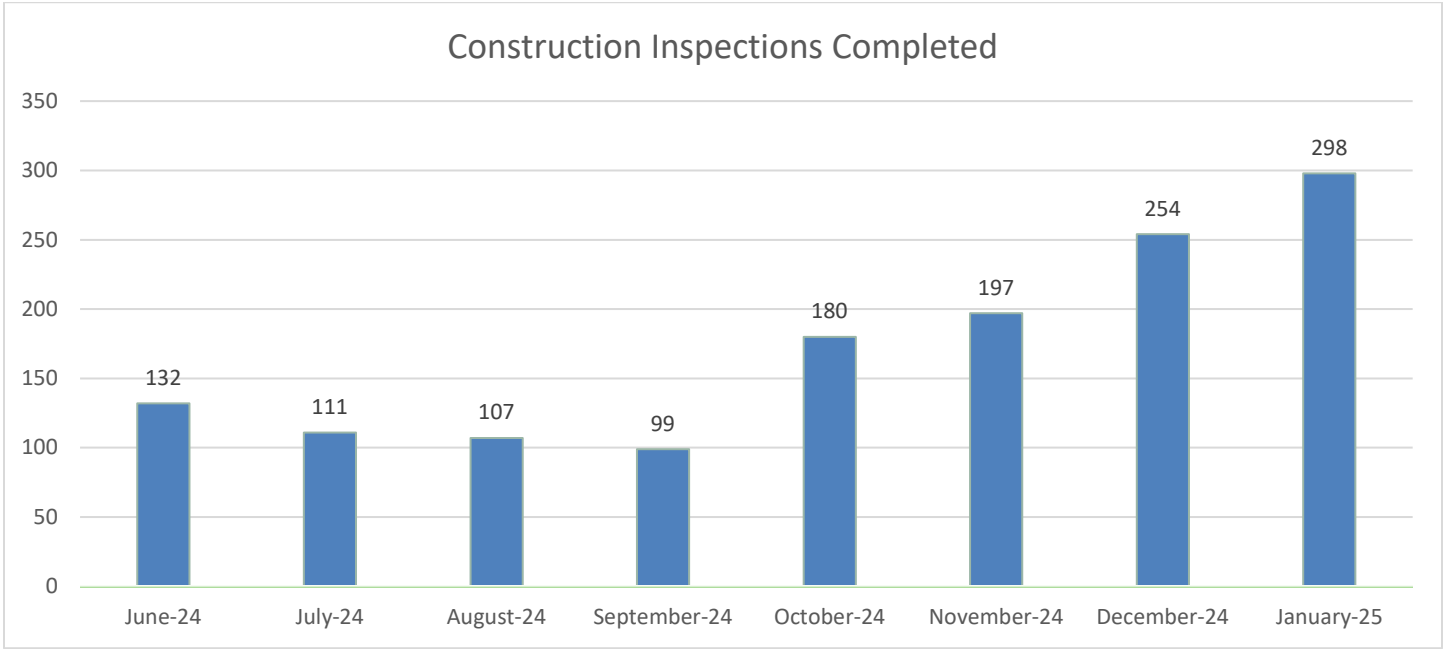
Full project details can be found [on the Town website](#).



Construction Inspections

Inspections

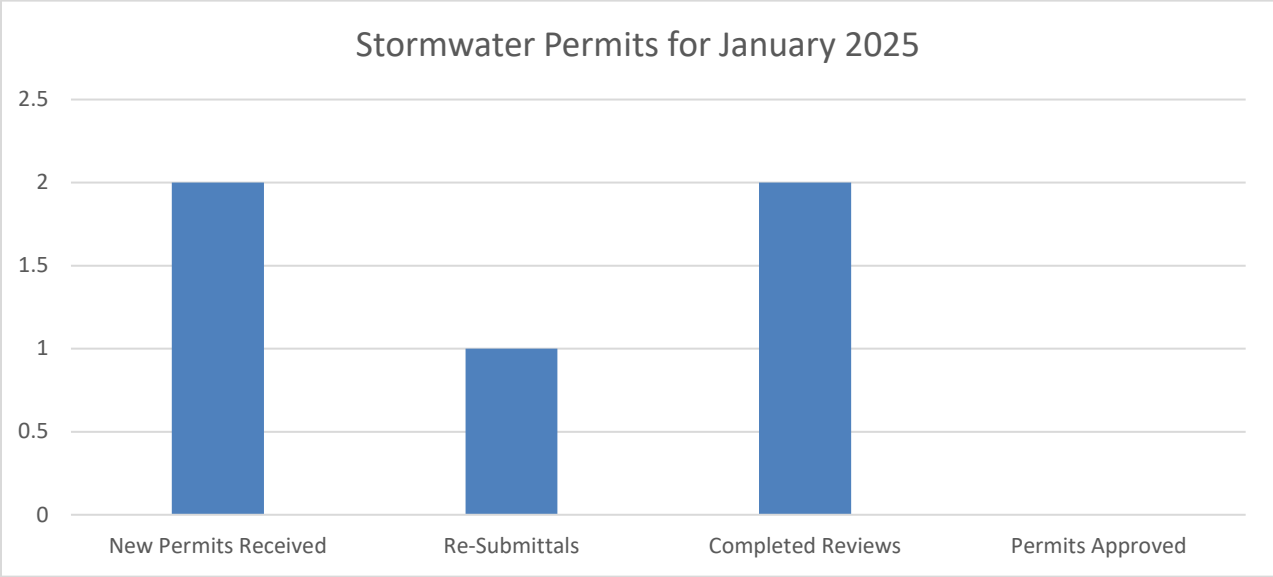
- Staff have completed 298 construction inspections.
 - Construction inspections include developer and Town projects.



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 January.



Department News

Staff generated 157 work orders in January and completed 131 of them (83%).

Facilities Maintenance staff Brian Cole, Corey Bryant, Brandon Jacobs, and Scott Gardner completed a class at the HVAC LG Academy in Durham. This is the first class of many to become LG certified technicians.

Current staff vacancies are Streets Maintenance Technician I.

Streets Updates

Work Priorities and Initiatives

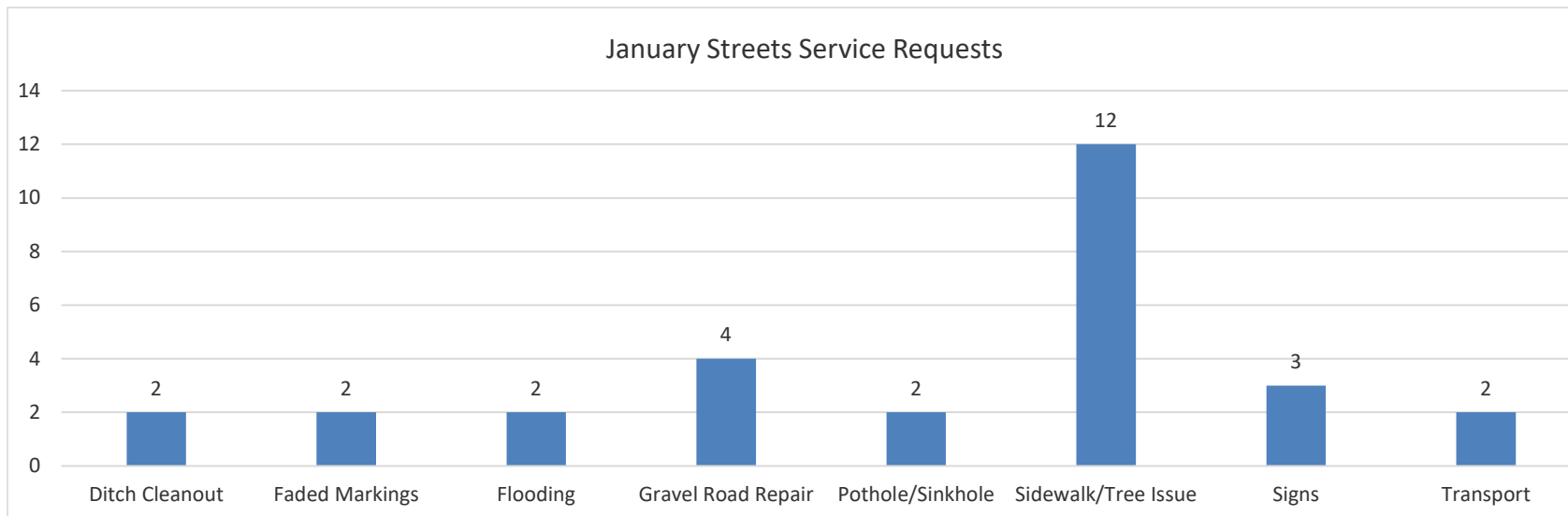
- Staff will continue to focus on repairing storm drain sinkholes, concrete sidewalk replacements, curb replacements, and cleaning out ditches as weather permits.
- Staff will begin making improvements to the crosswalk at the intersection of Rice Gate Way and Lillibridge Drive.
- Staff will complete replacement of a damaged sidewalk flume with an elevated sidewalk in Magnolia Greens.

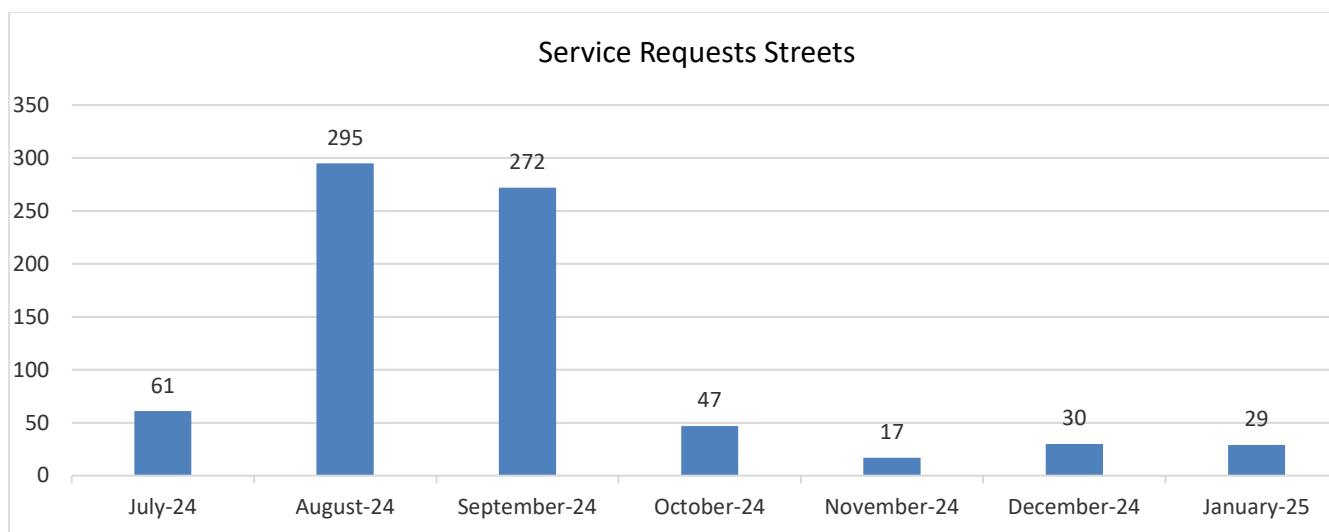
Projects Completed

- Staff installed cisterns at the MOC.
- Staff made improvements to the underground roof drain system at Fire Station 51. Roof drains are now directed to underground pipes, which are connected to the existing storm drain inlets.
- Staff cleaned out the ditch along the property line of the MOC and Northwest District Park.
- Staff installed signs in Brunswick Forest and Mallory Creek.
- Staff removed trees and replaced damaged sidewalks on Willwood Court in Brunswick Forest.
- Staff re-graded John Sneed Lane and Graham Drive.
- Staff replaced a damaged sidewalk section on Grandiflora Drive in Magnolia Greens.
- Staff removed and pushed snow at all Town facility driveways and entry points.

Work Order Summary

- Streets generated 29 work orders in January, with the majority being sidewalk/tree issue (12) and gravel road repair (4), and sign related (3).
- Streets completed 22 work orders in January, with an approximate expense of \$38,200 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$19,200).





Grounds Updates

Work Priorities and Initiatives

- Staff will begin pruning and trimming vegetation and trees at Sturgeon Creek Park.
- Staff will continue mulch installation in landscaped areas on Town properties.
- Staff will continue to maintain Town-owned properties and parks.
- Staff will continue hand irrigation of trees installed along Gateway Boulevard, plants installed at the Northgate retention pond, and the transplanted live oak at Founders Park as needed.

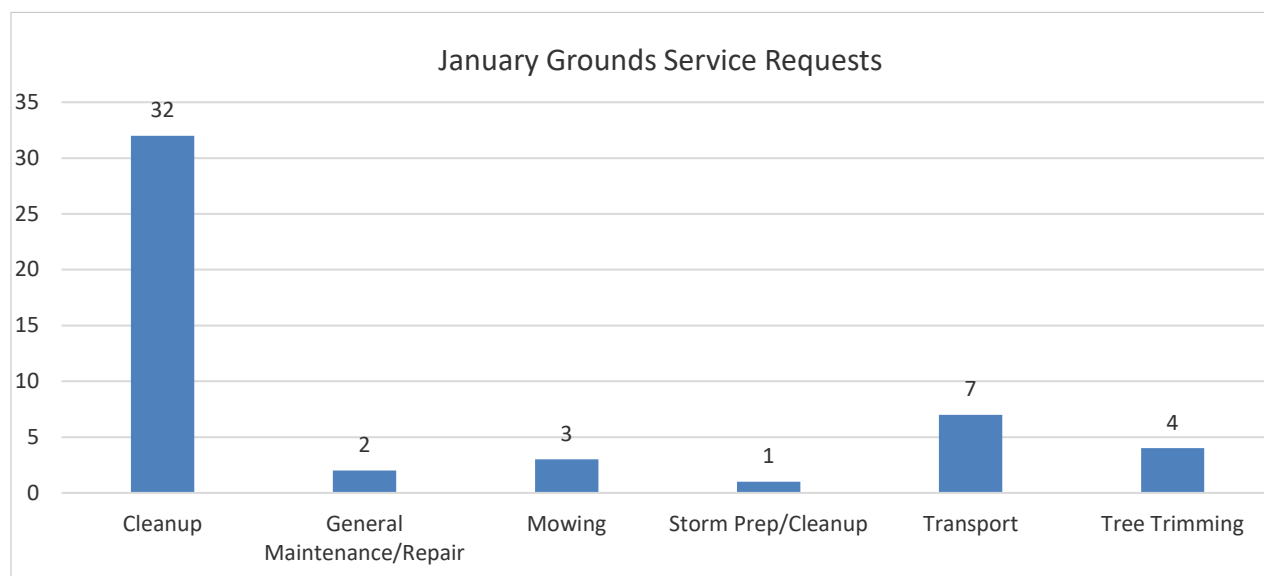
Projects Completed

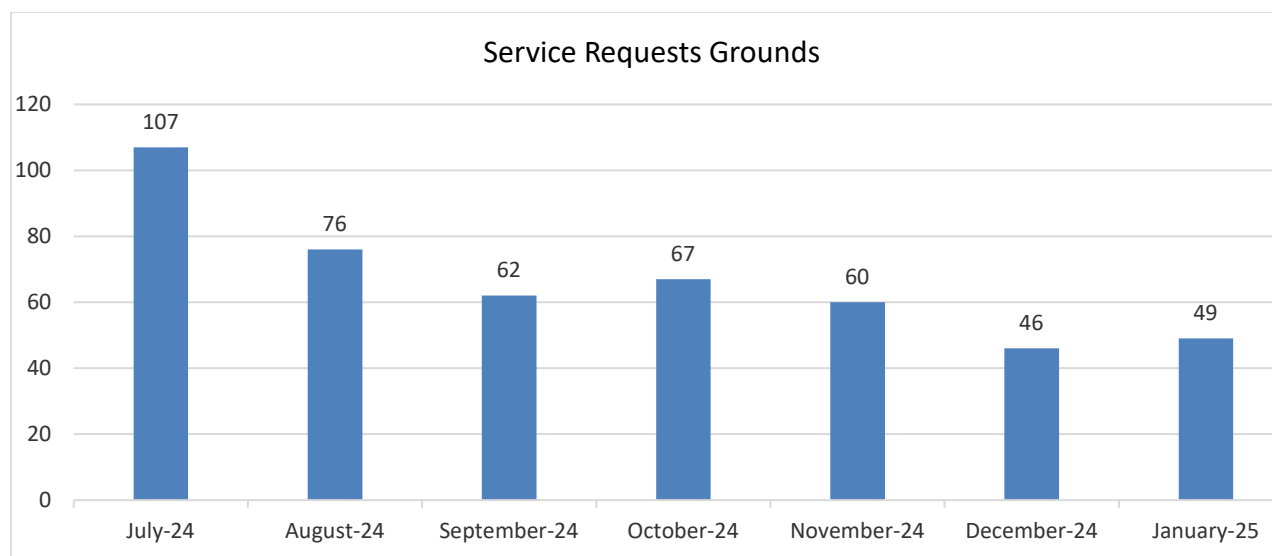
- Staff removed 43 bags of litter from both sides of the roadway on Highway 17 from the entrance of Magnolia Greens to Olde Regent Way.
- Staff removed 57 bags of litter from the roadways on Village Road.
- Staff removed 31 bags of litter from the roadways on Old Fayetteville Road.
- Staff cleared out underbrush and dead trees at the Lossen property.

- Staff completed trimming of the muhly grass at the diverging diamond.
- Staff tested and inventoried existing holiday lights and displays for next year.

Work Order Summary

- Grounds generated 49 work orders in January, with most of them being cleanup (32), transport (7), and tree trimming related (4).
- Grounds completed 41 work orders in January, with an approximate expense of \$29,200 in labor, equipment, and materials to complete these work orders.





Operations Updates

Work Priorities and Initiatives

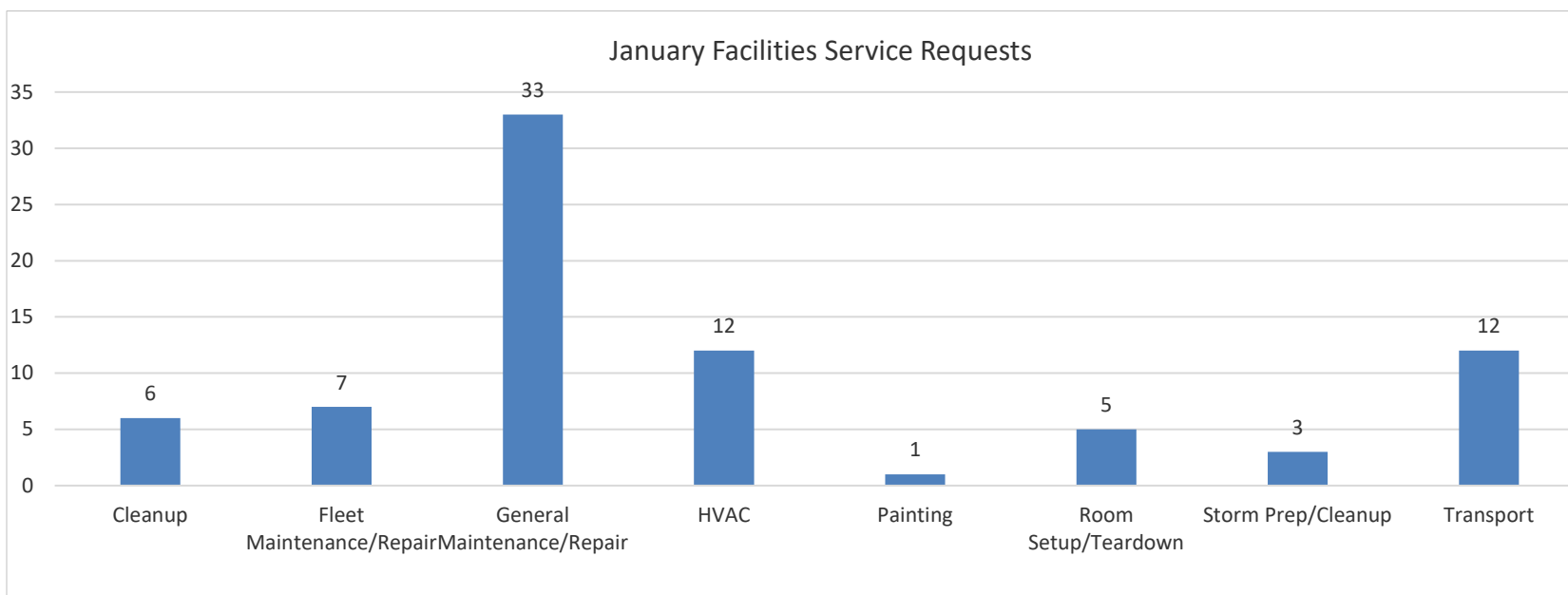
- Staff are continuing to learn and make repairs to the HVAC systems at all Town facilities.
- Staff will be attending another training class with LG in an effort to continue their LG repair technician certification.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, wiring techniques, and electronics information.
- Staff will be learning about arc flash and proper PPE for all voltage levels.
- Staff will be taking a class on lockout tagout procedures for electrical equipment.
- Staff will continue improving the iWork work order system to schedule custodians and room setups (table/chair configurations, etc.) for Town meetings and events.
- Staff are improving efficiency and cleaning strategies for all Town facilities by 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.

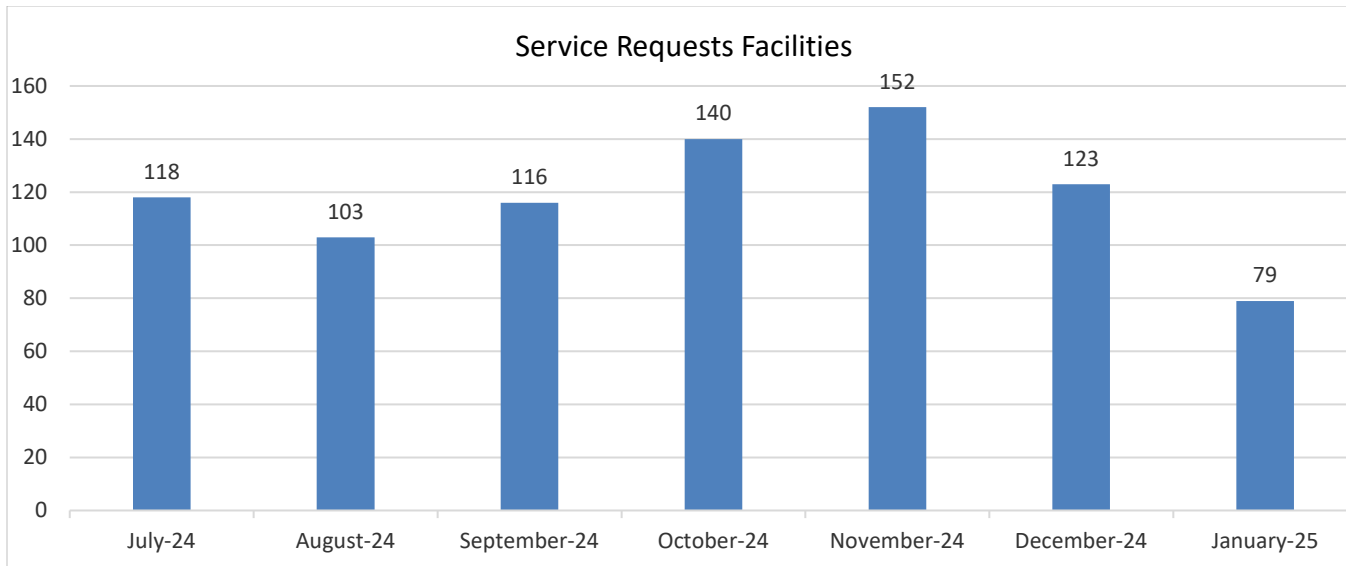
Projects Completed

- Staff completed the replacement and testing of the new LG Multi V 5 HVAC unit for the Planning wing.
- A contractor completed the new shingle installation at the LCAC.
- Staff investigated leaks and made repairs to the HVAC system in the Planning wing.
- Staff prepared entry sidewalks and walkways at Town-owned facilities for the winter storm.

Work Order Summary

- Facilities generated 79 work orders in January, with most of them being general maintenance and repair (33), cleanup (31), transport (12), and HVAC related (12).
- Facilities completed 68 work orders in January, with an approximate expense of \$7,600 in labor and materials.





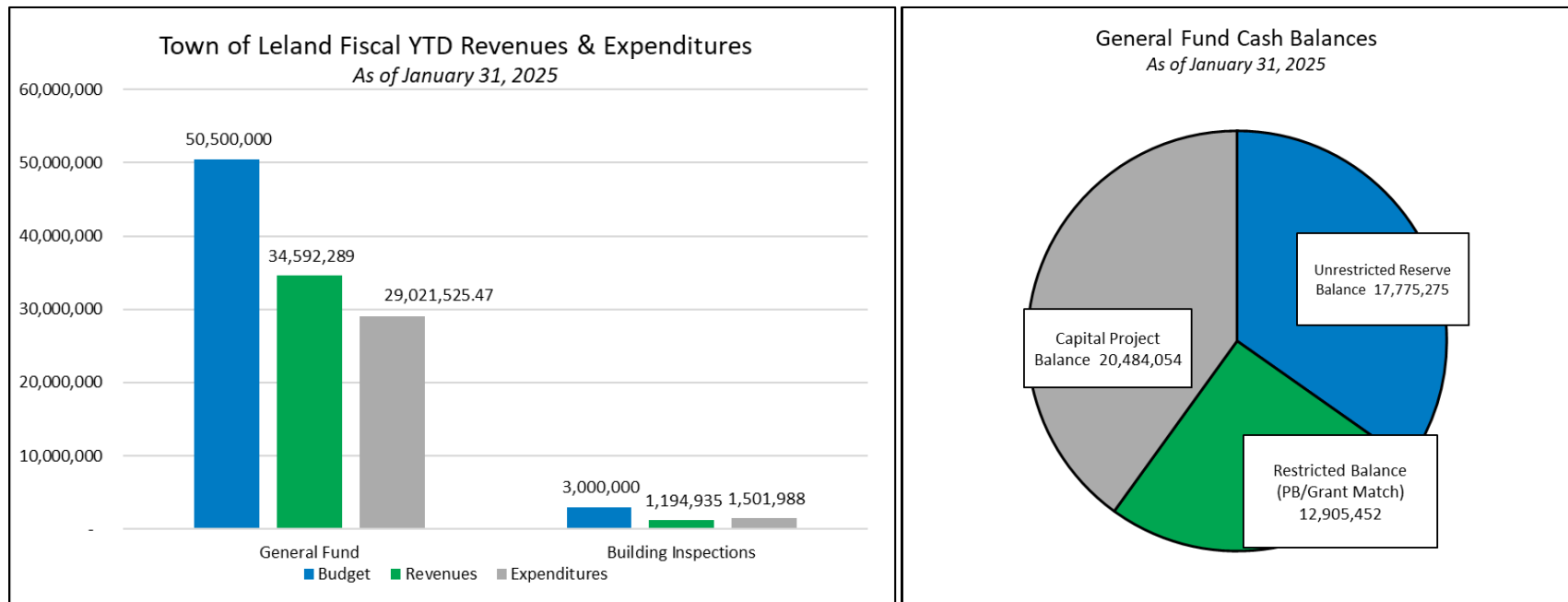
Department News

The department worked to prepare the budget for the special meeting on January 27.

Ms. Cook participated in the AARP Community Challenge webinar to gain insight into the Flagship Program for a grant application.

Mr. Deas attended a 3-day virtual course with the UNC School of Government, Basic Principles of Local Government Purchasing, which focused on processes, regulations, and best practices in local government procurement.

Dashboard

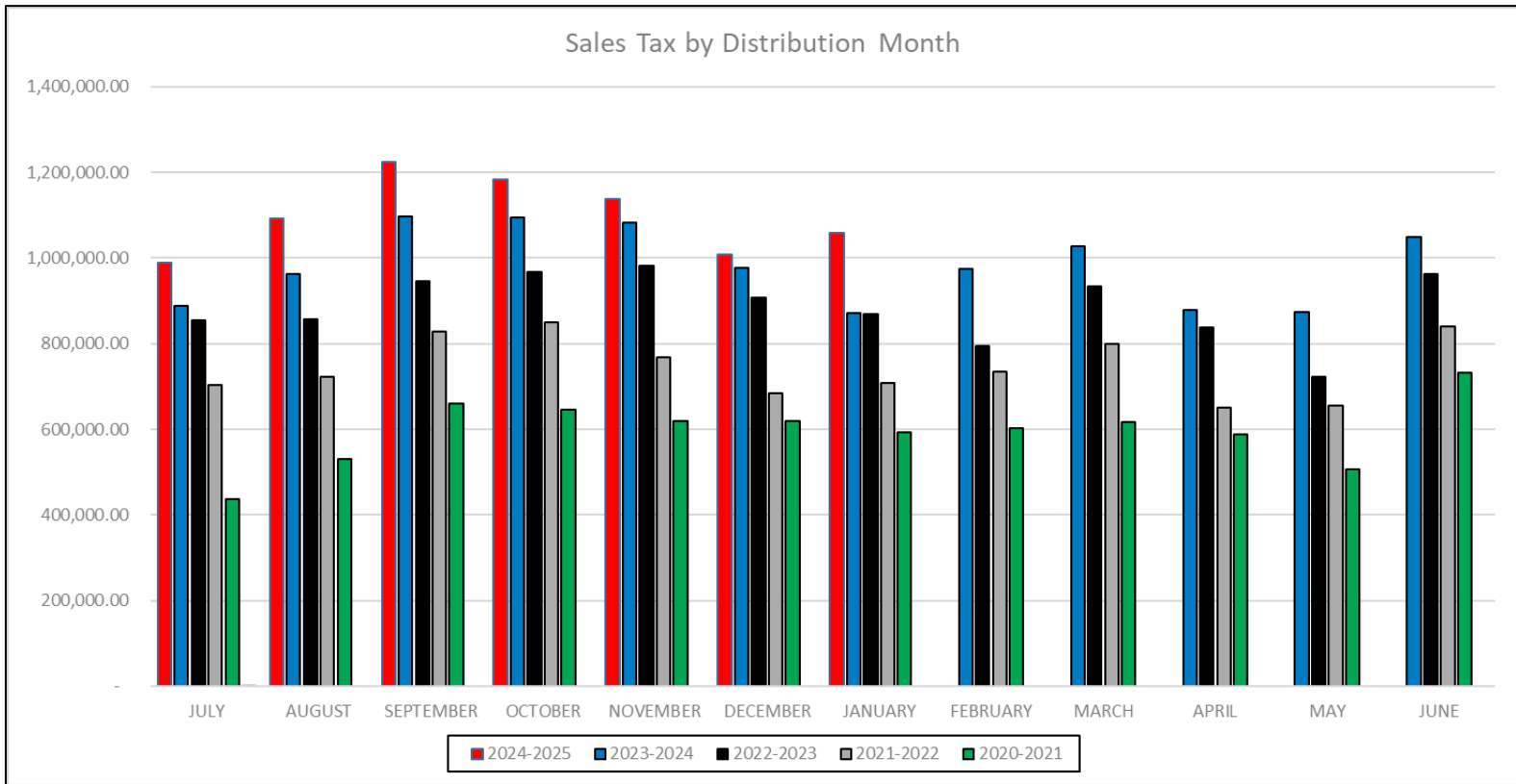


Financial Budget to Actual Report – January 31, 2025

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	46,000,000	50,500,000	7,648,070	34,592,289	-	15,907,711	31.50%
Governing Body	300,000	300,000	65,255	197,657	10,555	91,788	30.60%
Administration	3,110,000	3,110,000	111,461	1,440,617	48,961	1,620,422	52.10%
Information Technology	4,600,000	4,600,000	100,820	1,258,390	2,597,783	743,827	16.17%
Human Resources	600,000	600,000	42,764	269,963	7,340	322,697	53.78%
Finance	1,250,000	1,250,000	113,661	701,832	8,088	540,080	43.21%
Planning	1,220,000	1,220,000	66,667	574,844	96,774	548,381	44.95%
P&R & Cultural Arts	1,130,000	1,130,000	56,648	539,478	58,320	532,201	47.10%
Fleet & Facilities	1,710,000	1,710,000	200,769	879,853	79,145	751,002	43.92%
Streets & Grounds	3,880,000	3,880,000	178,172	1,714,263	232,624	1,933,113	49.82%
Engineering	980,000	980,000	78,185	421,458	110,731	447,811	45.70%
Police	7,750,000	7,750,000	503,334	3,561,389	654,189	3,534,422	45.61%
Emergency Management	230,000	230,000	14,457	112,597	1,629	115,774	50.34%
Fire	9,000,000	9,000,000	492,867	5,567,367	142,191	3,290,442	36.56%
Debt Services	6,450,000	6,450,000	882,218	3,588,758	-	2,861,242	44.36%
Transfers	3,790,000	8,290,000	3,000,000	8,193,061	-	96,939	1.17%
EXPENSES	46,000,000	50,500,000	5,907,278	29,021,525	4,048,332	17,430,142	34.52%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,000,000	3,000,000	138,319	1,194,935	-	1,805,065	60.17%
EXPENSES	3,000,000	3,000,000	203,599	1,501,988	65,357	1,432,655	47.76%

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 January.

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

Description: Baldwin Drive Improvement Project; Vendor: WithersRavenel Inc; Amount: \$59,125.00

Description: Roadway Improvements; Vendor: Forestar (USA) Real Estate; Amount: \$142,015.00

Description: Property Purchase – Grant Initiative; Vendor: The Humphries Law Firm: \$1,242,500.00

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in January.

Audit Committee Meeting Summary

The Audit Committee did not meet in January.

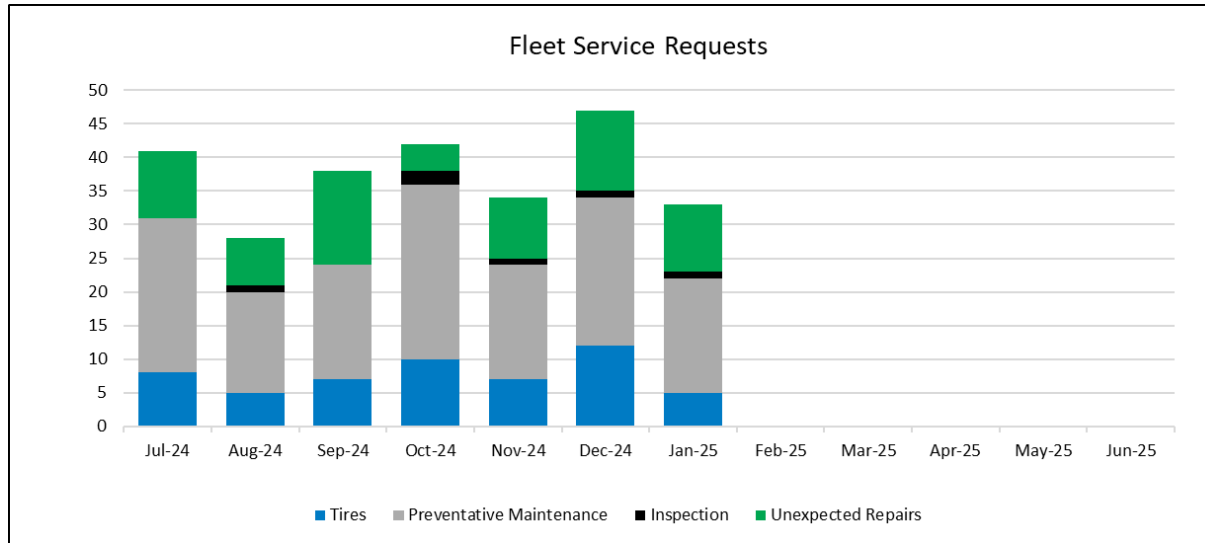
Investment Portfolio

The Town has a diversified investment portfolio across three wealth management banking institutions. The January 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	4,171.88	56,763.97	2,056,763.97
NC Capital Management Trust	0.0428	72,732.87	400,110.91	20,506,768.30
NC Class	0.0446	15,546.37	121,579.19	4,121,579.19
Total		92,451.12	578,454.07	26,685,111.46

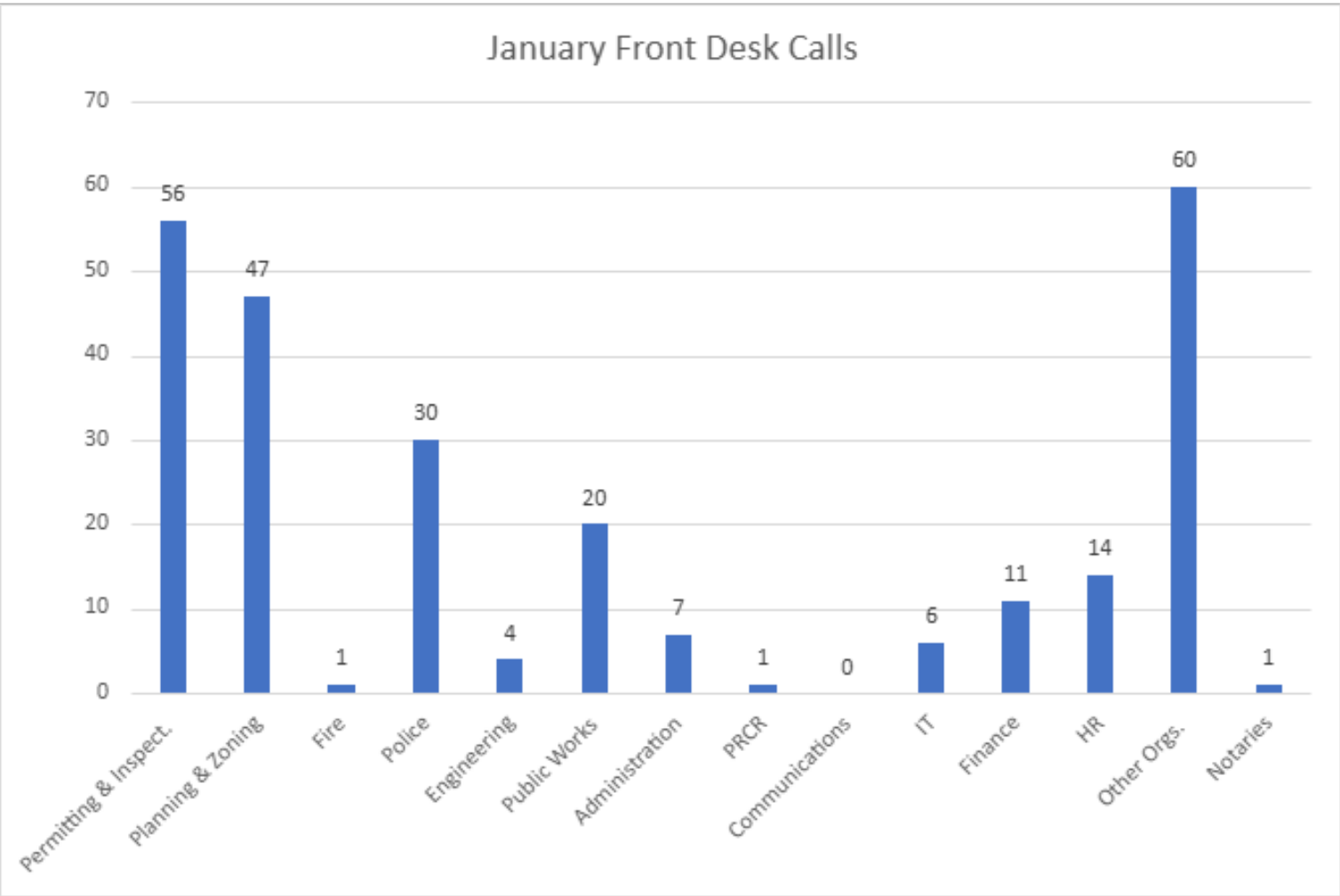
Fleet Updates

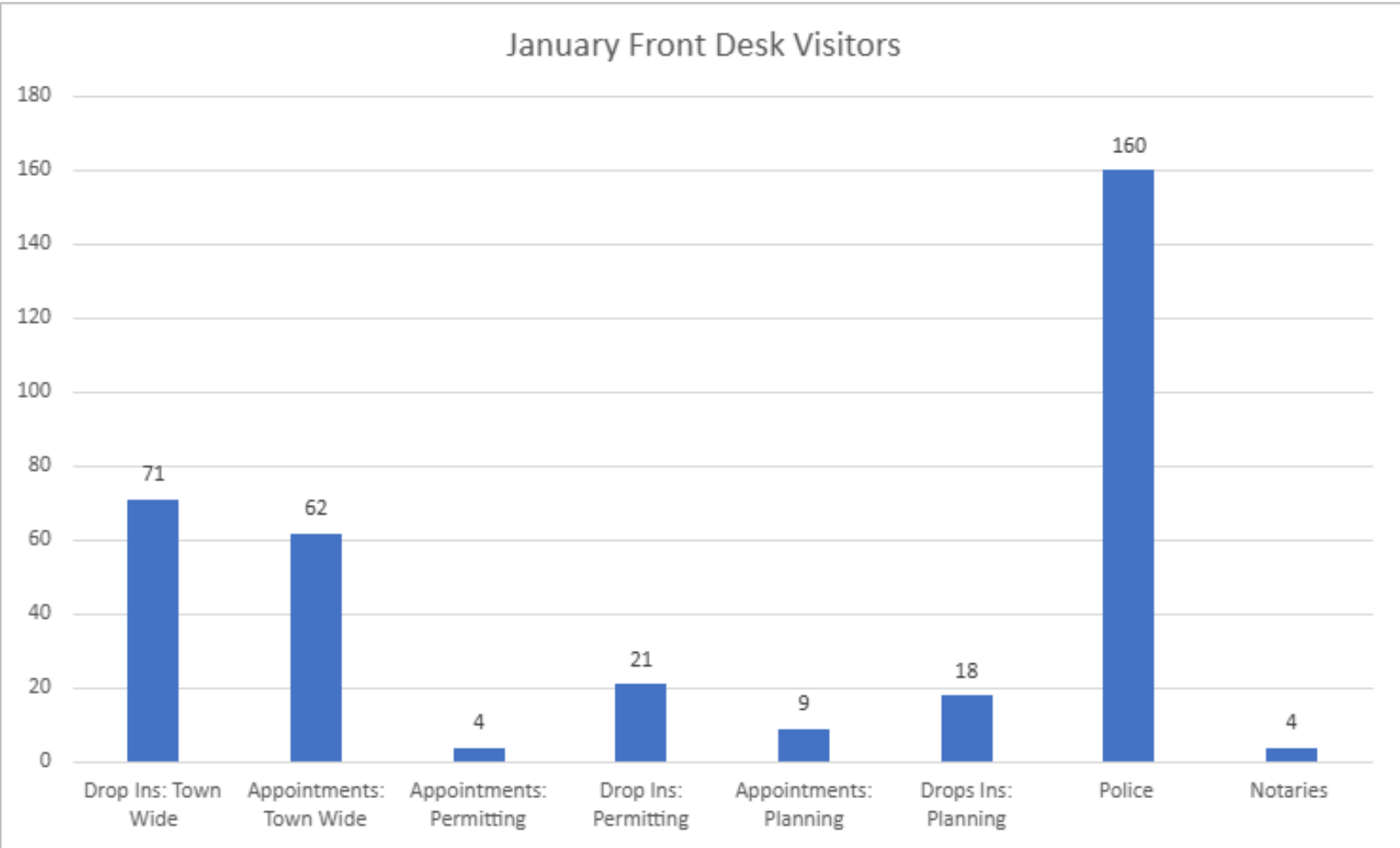
Fleet generated 33 work orders in January for an approximate expense of \$9,321.



Department News

In January, the department facilitated responses to 20 contact forms submitted through the website, 258 calls, and 349 visitors to Town Hall. Staff created content and managed communications for the winter storm.





Social Media Update

- Facebook Highlights (January 1 – 31, 2025)
 - Added 182 new page followers
 - Impressions – 9,613
 - Top post (Largest reach): “Here's a look at road conditions around Leland this morning. Many are still icy and dangerous, even if they look clear. Please avoid unnecessary travel and stay off the roads to help keep everyone safe. If travel is absolutely necessary, be very careful and take it slow. ❄️ #LelandPrepares”
- Twitter/X Highlights (January 1 – 31, 2025)
 - Impressions/Reach – 1,358
 - Top tweet (Largest reach): “👉 We're dedicated to transparency and community engagement as we work through the budget process for fiscal year 2025-2026. Check out our schedule of upcoming public meetings and get involved! 👉 <http://townofleland.com/budget26> #LelandNC”
- NextDoor Highlights (January 1 – 31, 2025)
 - Impressions/Reach – 35,593
 - Likes/Comments – 43
 - Top post (Largest reach): “🌟 Happy New Year! We're excited for 2025 and all it holds. This month's newsletter features updates on the future Sturgeon Creek Park, honors for the Citizens of the Year, new certifications for Leland Fire/Rescue, and much more. Stay informed 👉 <https://ow.ly/6FI050Uymyz>”
- Instagram Highlights (January 1 – 31, 2025)
 - Added 50 new page followers
 - Post impressions – 3,369
 - Top post (Largest reach): “Here's a look at road conditions around Leland this morning. Many are still icy and dangerous, even if they look clear. Please avoid unnecessary travel and stay off the roads to help keep everyone safe. If travel is absolutely necessary, be very careful and take it slow. ❄️ #LelandPrepares #TownofLelandNC #LelandNC”
- LinkedIn Highlights (January 1 – 31, 2025)
 - Added 16 new followers
 - Page views – 69
 - Post impressions – 4,491
 - Reactions/Comments/Shares – 133

- Top post (Largest reach): “Please help us give a warm welcome to our new team members! 🎉👏”

Project Updates

- Created posts that resulted in more than 66,459 impressions across social media platforms.
- Started working on a comprehensive communication plan for the fiscal year 2025-2026 proposed budget. This includes the creation of a [webpage](#) dedicated to the proposed budget, which will be the hub for all related information.
- Continued working on the brand expansion project. This will include adding a secondary set of colors, further guidelines on logos, and guidance on language. Staff have started working more closely with some departments to transition their graphics and social media content.
- Website vendor research and demos continued to explore possible new website hosts.
- Continued working with IT to create an employee intranet site.
- Communications work continues for the next Lend a Hand in Leland event, which is scheduled for March 22.
- Development of a social media comment policy with the Staff Attorney continues.
- Worked with various departments to promote upcoming events and other newsworthy items through the Town’s communication channels.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, and other news.

Website Articles/Media Coverage

- Town of Leland Website
 - [Annual Audit Highlights Town’s Strong Financial Health](#)
 - [Leland Fire/Rescue Encourages Eligible Seniors to Apply for Free KnoxBox Program](#)
 - [Leland Adopts Green Network Plan to Foster Sustainable Growth and Conservation](#)
 - [Town of Leland Monitoring Winter Storm](#)
 - [Explore New Programs and Meet Instructors at Open House](#)
- WECT
 - [Leland officials work to prevent flooding thanks to nearly \\$400,000 grant](#)
 - [Leland police shut down part of Old Fayetteville Road due to icy conditions](#)
 - [Counties and towns continue to reopen facilities after winter storm](#)

- [Crews respond to fire at Ace Hardware in Leland](#)
- [‘It’s safety first’: Neighbors weigh in on possible new traffic light at busy Leland intersection](#)
- [New Leland shopping center proposed along Ocean Highway](#)
- WWAY
 - [Leland Town Hall expansion moving ahead of schedule](#)
 - [Leland man charged in recent shooting](#)
 - [Texas Roadhouse to open in Leland in 2026](#)
 - [New Leland shopping center plans submitted](#)
- StarNews
 - [OSHA issues fines after fatal Eagles Island excavator incident, August 2024](#)
 - [From the archives: To handle a 'maze of confusion,' Brunswick towns discuss merger](#)
 - [New year, new projects, new roads for Brunswick](#)
 - [What's coming to Brunswick in 2025? Here are several projects in progress.](#)
 - [Winter storm brings ice, rain to the Wilmington area](#)
 - [What does a Brunswick town have for kids and families? Not enough, some residents say](#)
 - [Leland developing plan for more tourism to build on strong 'soft shoulder seasons'](#)
 - [Brunswick County residents want answers, improvements, clean water and to be heard](#)
 - [Winter storm in Wilmington: Scenes from across the region on Tuesday, Jan. 21, 2025](#)
 - [Rare snowfall blankets Wilmington, creating slick roads and closing schools, businesses](#)
 - [After a year without progress, proposed Leland shopping center gets new life](#)
- Port City Daily
 - [The Agenda: Meetings in local government](#)
 - [Leland council postpones Mallory Creek townhomes, not enough public input in years-long process](#)
 - [The Agenda: Government meetings happening this week](#)
 - [The Agenda: Government meetings this week](#)

TDA Marketing

- Work continues to create a Leland in Lights display that will serve as an iconic centerpiece of the annual event.

- Continued implementing revised Visit Leland social media strategy and analysis.
- Strategic Plan development continues in partnership with National Travel Center.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on January 6, 2025 and heard the following:

- Leland Brewing Company - Oktoberfest report presentation
- Brunswick Beer and Cider - CiderFest report presentation
- FY25-26 budget discussion
- Tourism Development Strategic Plan update

The next LTDA meeting is scheduled for March 3, 2025.

Department News

Andrew Neylon, Ben Watts, Javier Barrera, Katie Livingston, Kate Fersinger, Mark Cooper, Ben Andrea, and Ashli Barefoot attended Limits on Down Zoning, a webinar hosted by the UNC School of Government (UNC SOG). Representatives from the UNC SOG reviewed new legislation regarding downzoning, how it may impact current development, and ordinance language.

Ms. Fersinger, Mr. Cooper, and Ms. Barefoot attended On the Park Bench - Trends in Suburban Retrofit, a webinar hosted by the Congress for the New Urbanism CNU. Ellen Dunham-Jones and June Williamson, recipients of the 2025 Seaside Prize and coauthors of “Retrofitting Suburbia”, identified and explained current trends in suburban retrofit and talked about the history and practices of women (sub)urbanists.

Mr. Neylon attended Fundamental Supervisory Practices, a leadership course hosted by the UNC SOG. This course is targeted for supervisors with discussions and resources that include critical knowledge and skills needed to be an effective supervisor. This highly interactive program includes the True TILT Personality Profile to help participants understand their character strengths and opportunities for development and uses a “learning partner” model and daily development plan to enable greater integration of the program experience.

Planning Board Meeting Summary

The Planning Board did not meet in January due to lack of agenda items. The next meeting is scheduled for February 25, 2025, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on January 14, 2025 to approve the December 17, 2024 meeting minutes.

Current Planning Update

Technical Review Committee (TRC) Report

In January, the TRC reviewed only project revisions and no new items.

Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Building/ Flood (3 Day Review)	2	1.5	0		2	1.5
Commercial Building / Flood	6	6.7	1	1.0	7	5.9
Commercial Building / Flood / Zoning	2	6.5	20	3.5	22	3.7
Commercial Building / Zoning	3	10.7	6	4.3	9	6.4
Commercial Building Fire	5	4.4	7	2.7	12	3.4
Electrical	3	9.7	1	3.0	4	8.0
Permit Building/Flood	2	6.0	1	5.0	3	5.7
Permit Building/Zoning	1	10.0	5	3.2	6	4.3
Permit Flood	2	8.5	5	1.6	7	3.6
Residential Building / Flood	12	7.4	6	2.8	18	5.9
Residential Building / Zoning / Flood	21	10.2	100	3.5	121	4.7
Residential Flood	0		1	4.0	1	4.0
Residential Zoning / Flood	0		4	2.8	4	2.8
	Total Initial: 59		Total Revisions: 157		Total Plans: 216	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	10	0	10
Development Site Plan	6	2	8
Development Site Plan Minor Modification	1	0	1
Exempt Plat	3	3	6
Final Plat	3	3	6
General Rezoning	1	0	1
Performance Guarantee Reduction	0	1	1
Performance Guarantee Release	0	2	2
Performance Guarantees New	1	2	3
Preliminary Plat Minor Modifications	0	2	2
Preliminary Plat-Major Subdivision	1	2	3
PUD Site Specific Plan and Master Plan Update	2	1	3
Sketch Plan	4	1	5
Stormwater Management Plan	0	2	2
Text Amendment	1	0	1
Zoning Letter	3	0	3
Total Initial: 36		Total Revisions: 21	Total Plans: 57

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
4	6

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$40,746.84	\$0.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	18	\$8,805,331.91	\$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	9	\$1,279,544.38	\$0.00
Highland Hills Village			
Letters of Credit	1	\$56,250.00	\$0.00
Leland Corners			
Surety Bond	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	6	\$843,935.69	\$0.00
Surety Bonds	10	\$2,392,284.15	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	2	\$677,786.97	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Terrapin			
Surety Bond	1	\$76,575.00	\$0.00
Townes at Seabrooke			
Surety Bond	1	\$595,324.00	\$0.00
Westgate Townes			
Surety Bond	1	\$332,368.80	\$0.00
Total Cash Bonds	15	\$2,296,303.30	\$0.00
Total Surety Bonds	48	\$15,432,375.57	\$0.00
Total Letters of Credit	4	\$4,197,741.50	\$0.00
Total Performance Guarantee Sureties	67	\$21,926,420.37	\$0.00

Long Range Planning and Community Development Update

Staff continues to support the Finance and Engineering departments in the administration of CDBG.

Staff continues to implement the Age-Friendly Strategic Plan through regional collaboration with the Cape Fear Area Agency on Aging and Brunswick Senior Resources. Through this collaboration, the Town is offering support in planning a showing of the “Taking Care” documentary at the LCAC. “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 are preparing to apply for the AARP Community Challenge grant, a program that supports age-friendly initiatives. Current project specifics are still being finalized by staff.

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

Staff continues to engage with local stakeholders to better understand the community's needs and assets and how to best meet needs through community development planning initiatives, as well as determining the best community resource sharing methods. The Town is also communicating with local nonprofits to plan the second Lend a Hand in Leland volunteer event, scheduled for March 22.

Staff is currently working to amend Leland 2045 to meet CAMA certification requirements.

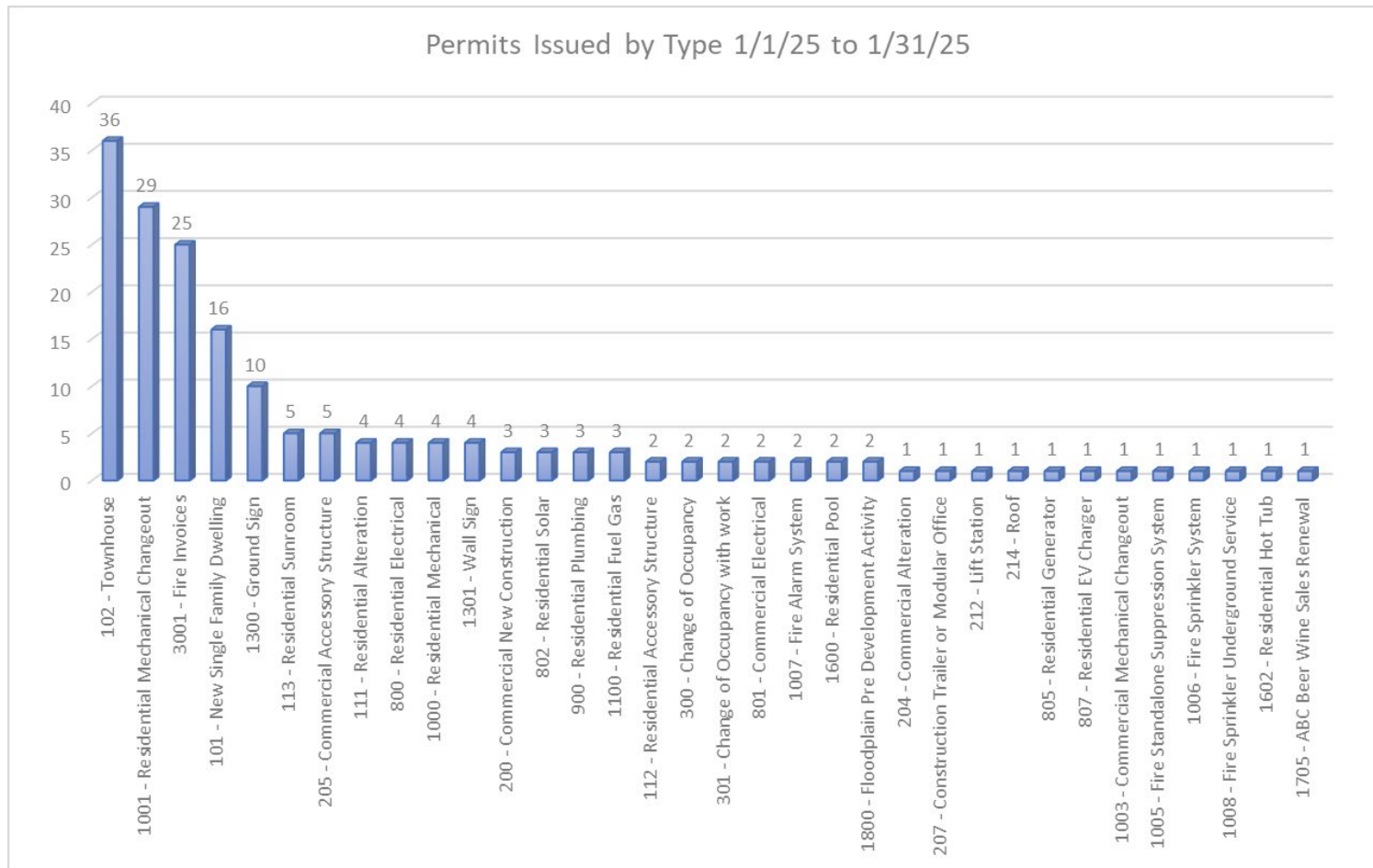
Transportation Planning Update

The Integrated Mobility Plan continued to progress. The consultant team is preparing a new interactive project map where citizens can view current transportation project recommendations and provide another round of feedback that will be considered in the final plan. Another public outreach event will take place on February 20, and attendees will have the opportunity to view information boards, give feedback on proposed projects, and speak with staff.

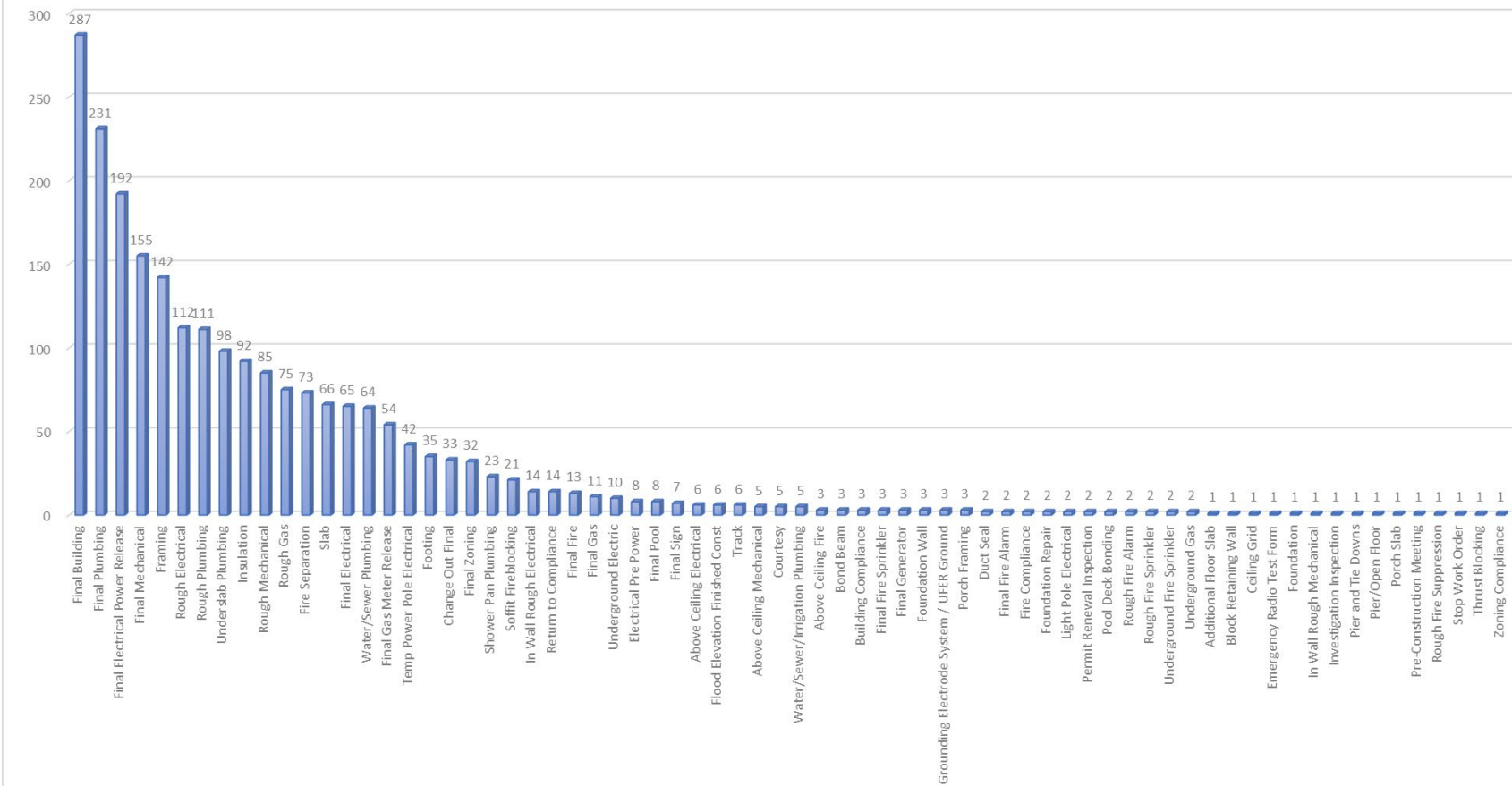
Staff is working with the consultant on finalizing the Safety Action Plan, which will be reviewed by the Planning Board in February.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
180	2,267	\$23,797,710



Inspections Completed by Type 1/1/25 to 1/31/25



Code Enforcement Update

Case Summary

1/1 Through 1/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from December	3	0	20	0	23
Cases Opened January 2025	0	9	28	4	41
Cases Closed January 2025	0	3	13	4	20
Active Cases (Evolve) 2025	3	6	35	0	44

Department News

In January, Mr. Sutton met with stakeholders associated with the Leland Innovation Park to discuss ongoing interest in the area and opportunities for the U.S. 74/76 corridor. Meetings were held with the National Travel Center, consultant for the Leland Tourism Development Authority Strategic Plan, to set up approximately 20 interviews with Town staff and local business owners related to their role and interaction with visitors. Additional meetings were held with prospective organizations interested in exploring the potential for performing arts at the Leland Cultural Arts Center. Three interviews were conducted with local and statewide publications related to the ongoing and forecasted economic and community development. Mr. Sutton also attended the 2025 Brunasco Biz Breakfast Series to hear about available resources related to workforce development, access to capital for small businesses, and updates on the local economy.

New Businesses

- N/A

New Construction/Development

The Technical Review Committee has begun reviewing the following projects:

- **East Lake Phase 5** proposes 346 residential units along **East Lake Boulevard** southeast of **Malmo Loop Road**.
- **O'Reilly's Auto Parts** proposes a 7,885-square-foot facility for an auto parts store.
- **Delaney Tire & Auto Waterford** proposes a 7,800-square-foot facility for an auto repair shop.

Economic Development Committee Meeting Summary

The Economic Development Committee met on January 9 to discuss topics including revitalizing the Gateway District, impacts of tourism and hospitality, and new developments. Guest speaker Christina Haley, President and CEO of Wilmington Downtown, Inc. (WDI), presented an overview of the origins and purpose of WDI, efforts such as the Building Facade Grant and Small Business Microloan Program, and findings from their recently completed hospitality and tourism feasibility study. Mr. Sutton presented findings from the Leland Tourism Development Authority Strategic Plan related to tourism and business travelers.

Department News

The department had a very successful Open House and spring/summer 2025 registration. More than 220 people attended the Open House and 21 new attendees registered. Registration numbers exceeded February 2024.

Parks and Recreation Board Summary

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

Upcoming Events

February 18, 10 a.m.-12 p.m. – Homeschool Studio, LCAC

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

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

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

February 24, 6-7 p.m. – Natural Pest Control, LCAC

February 26, 10 a.m.-12 p.m. – Seasonal Jewelry Making Workshop, LCAC

March 1-28 – Youth Art Month

March 8, 7-10 p.m. – Contra Dance, LCAC

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

Social Media Update

- PRCR Facebook Highlights (January 1 – 31, 2025)
 - Followers/Likes – 6,282
 - Page reach – 10,962
 - Top post (Largest reach): “You’re Invited! Join us on February 1, from 10 a.m.-1 p.m. at the Leland Cultural Arts Center for our Open House! Meet our talented instructors. Discover exciting programs. Get inspired and register for something new.”

- LCAC Facebook Highlights (January 1 – 31, 2025)
 - Followers/Likes – 5,239
 - Page reach – 3,164
 - Top post (Largest reach): “Stop by the Leland Cultural Arts Center to explore the Artistry of the LCAC gallery. Discover incredible works of art created in a variety of mediums. The gallery will be open for viewing until January 31. Join us tonight, January 9, for the gallery reception from 6–8 p.m., where you’ll have the chance to meet the talented artists behind the works.”

- PRCR Instagram (January 1 – 31, 2025)
 - Followers/Likes – 1,977
 - Post reach – 1,053
 - Top post (Largest reach): “Stop by the Leland Cultural Arts Center to explore the Artistry of the LCAC gallery. Discover incredible works of art created in a variety of mediums. The gallery will be open for viewing until January 31. Join us tonight, January 9, for the gallery reception from 6–8 p.m., where you’ll have the chance to meet the talented artists behind the works.”

- LCAC Instagram (January 1 – 31, 2025)
 - Followers/Likes – 1,930
 - Post reach – 1,630
 - Top post (Largest reach): “Stop by the Leland Cultural Arts Center to explore the Artistry of the LCAC gallery. Discover incredible works of art created in a variety of mediums. The gallery will be open for viewing until January 31. Join us tonight, January 9, for the gallery reception from 6–8 p.m., where you’ll have the chance to meet the talented artists behind the works.”

Department News

In January, one employee was promoted and three employees ended their employment with the Town. The department was unable to host a new employee orientation in January, but will return to the normal orientation schedule in February. Active recruitment of new employees continues, mostly in the Public Safety departments. Staff provided a fun new year team building activity for the Parks, Recreation, and Cultural Resources Department. Staff continue to focus on professional development for all departments. Ms. Putnam attended a supervisory course at the UNC School of Government. The department also initiated a Town-wide focused 2025 training series along with a management training series for employees in supervisory positions. All employees recently completed a newly revised annual evaluation process. This process included an assessment of the employee's overall performance, application of the Town's core values in their day-to-day activities, engagement in professional development, and future goal setting. This process required additional work and training for all staff and was completed successfully.

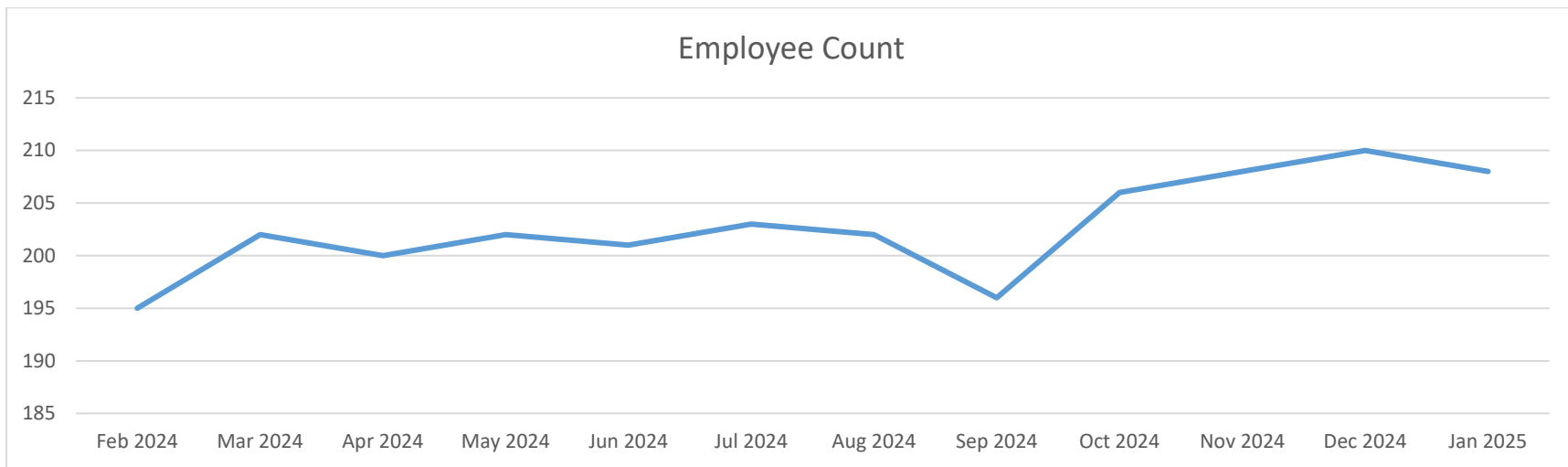
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Jennings "Bryan" Reid	Police Department	Promotion	1/4/2025		Police Sergeant	Police Lieutenant
Miller Torrance	Police Department	Termination	1/17/2025	Master Police Officer		
Conner Gillikin	Streets Maintenance	Termination	1/29/2025	Streets Maintenance Tech I		
Katie Glick	Finance Department	Termination	1/30/2025	Purchasing Supervisor		

Workers Comp Data January 2025

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	Y	Shoulder injury

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



Headcount ⓘ 208 As of January 2025	Hired ⓘ 45	Termed ⓘ 32	Growth Rate ⓘ 6.7%	Turnover Rate ⓘ 15.8%	Average Tenure ⓘ 4.3 (Years)
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Terminations include voluntary and involuntary separations of employment.

Department News

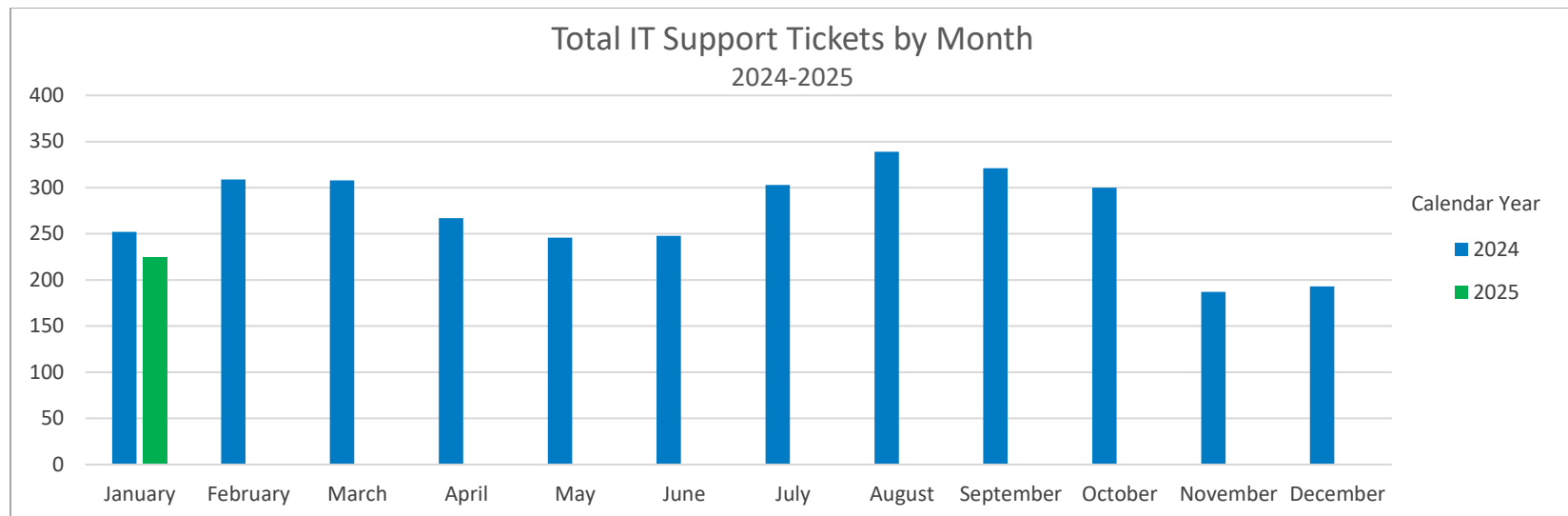
Mr. Williamson passed the second of two exams to earn the CompTIA A+ certification.

Major Work Priorities

- **Police Video and Digital Evidence System Migration:** Staff are finalizing the installation of cameras in interview rooms within Town Hall to standardize and centralize the processing and management of video captured within these rooms.
- **Contract Process Automation:** In collaboration with multiple departments, IT is working to implement electronic workflows that provide document tracking and notifications to simplify the management of contract routing.
- **Network Firewall Upgrade:** Staff are in the planning phase for replacing core network firewall equipment that will provide for more efficient network management, additional security features, and an increase in network performance.

Projects Completed

- 9 employees onboarded/offboarded
- **Equipment Moves:** Staff worked to relocate end-user workstations and audio-visual infrastructure in portions of Town Hall undergoing construction as part of the Town Hall expansion.



Town Clerk's Office

As President of the North Carolina Association of Municipal Clerks (NCAMC), Ms. Reinhardt was responsible for presenting the NCAMC Annual Report during the annual International Institute of Municipal Clerks (IIMC) Region III Business Meeting, which was held in Orlando, Florida at the 2025 IIMC Region III Conference. She attended the President's luncheon and continuing education courses at the conference as well.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - January 6 Leland Tourism Development Authority Meeting
 - January 9 Economic Development Meeting
 - January 13 Agenda Council Meeting
 - January 13 Closed Session Meeting
 - January 14 Board of Adjustment Meeting
 - January 16 Regular Council Meeting
 - January 27 Special Council Meeting
 - January 30 Special Council Meeting
 - January 30 Closed Session Meeting

- Action Items:
 - Budget Amendments – 1
 - Budget Ordinances – 0
 - Minutes – 9
 - Agendas – 7
 - Resolutions – 5
 - Ordinances – 2
 - Proclamations – 0
 - Presentations – 2
 - Public Hearing Notices for the Council Meetings – 1
 - Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,500
- Portal Unique Visits – 2,752
- Leland Tourism Development Authority Agenda Views – 281
- Economic Development Committee January 9 Agenda Views – 434
- Agenda Council Meeting January 13 Agenda Views – 326
- Board of Adjustment January 14 Agenda – 239
- Regular Council Meeting January 17 Agenda Views – 745
- Special Council Meeting January 27 Agenda Views – 431
- Special Council Meeting January 30 Agenda Views – 410
- Cancelled Planning Board Meeting January 28 Agenda Views – 133
- Cancelled Parks and Recreation Board Meeting December 4 Agenda Views – 74