



STAFF REPORTS

May 2025 Regular Meeting

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Department News

Senior Officer Yeager attended Introduction to Financial Crimes training April 2-3 at Cape Fear Community College. This course is intended for investigators who will conduct such investigations as forgery and uttering, financial transaction card fraud, identifying theft, obtaining property by false pretense, and embezzlement.

Officer Holbrook and Master Officer Piniewski attended the Advanced Roadside Impaired Driving Enforcement course April 14-15 at Brunswick Community College. This 16-hour course is intended to provide officers with general knowledge related to drug and alcohol impairment in drivers.

Sergeant Irvin attended the second week of the Leadership Institute April 21-25 at the North Carolina Justice Academy. This training spans over a three-month period and is designed to equip criminal justice leaders with the tools to steer their agencies and communities toward the future.

Master Officer Piniewski attended a Crash Reconstruction course April 21-May 2 at the North Carolina Justice Academy. This course is intended to enable participants to reconstruct traffic crashes.

Officers Goodson and Montanye attended the DWI Detection and Standardized Field Sobriety Testing (SFST) course April 21-23 in Carolina Beach. This curriculum prepares police officers and other qualified persons to conduct SFST for use in DWI investigations.

Senior Officer Walker attended a SFST refresher course April 23 at Pitt Community College. This course recertifies police officers on their qualification to conduct SFST for use in DWI investigations.

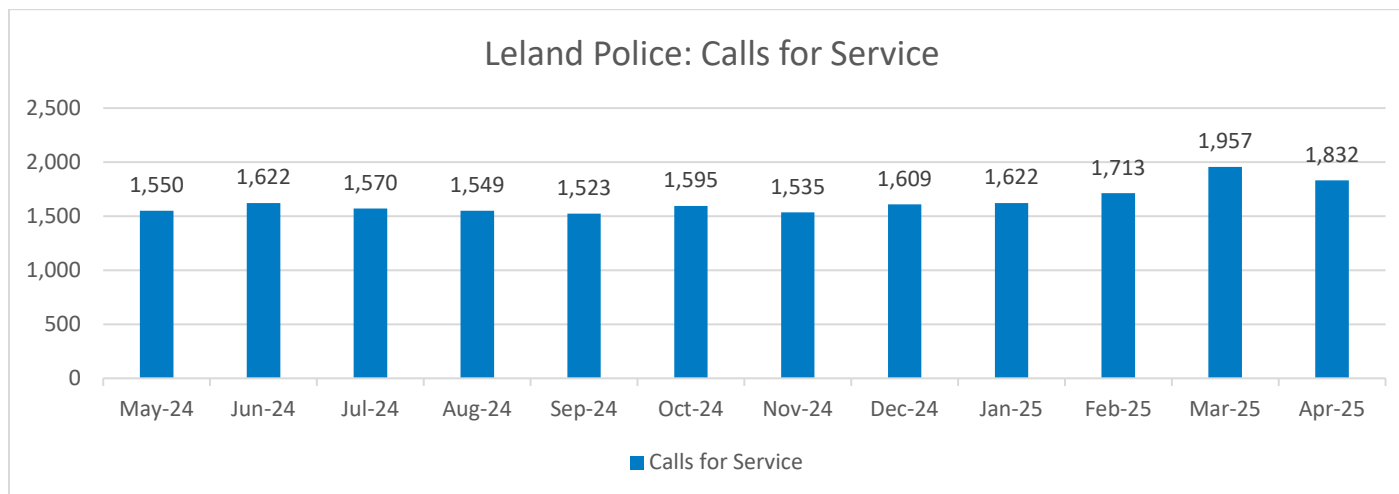
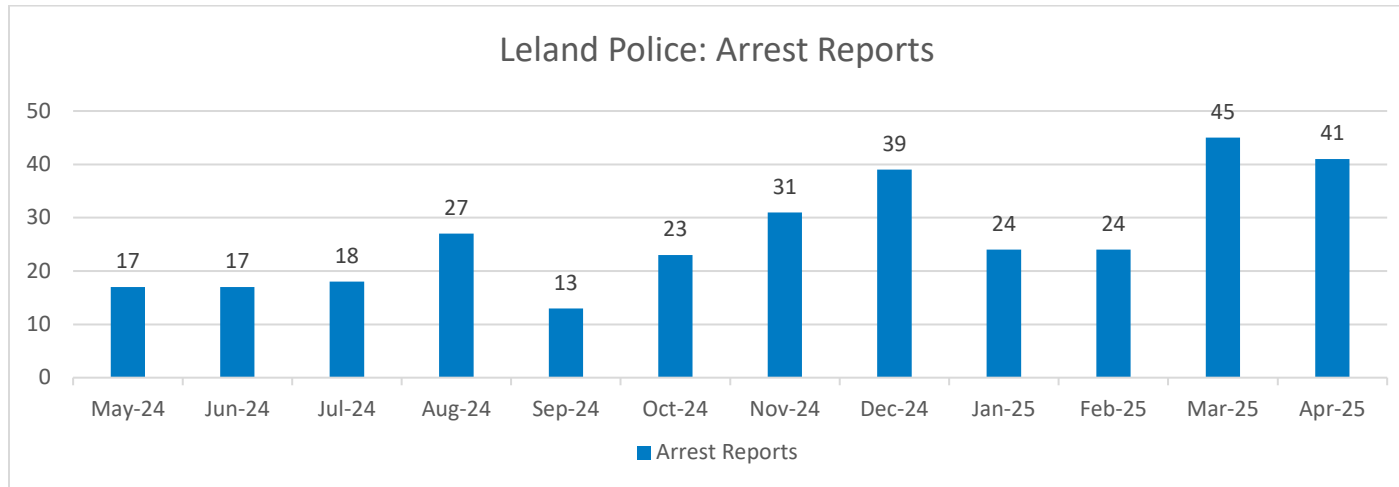
Officer Silos and Senior Officer Terry attended DCI Module 2 training April 23 in Jacksonville. This certifies officers to complete the next level of DCI transactions in the NCIC system.

Officers Odom, Porter, Silos, and Senior Officer Terry attended DCI Module 3 training April 24 in Jacksonville. This is the final certification allowing officers to complete their own entries through DCI in the NCIC system.

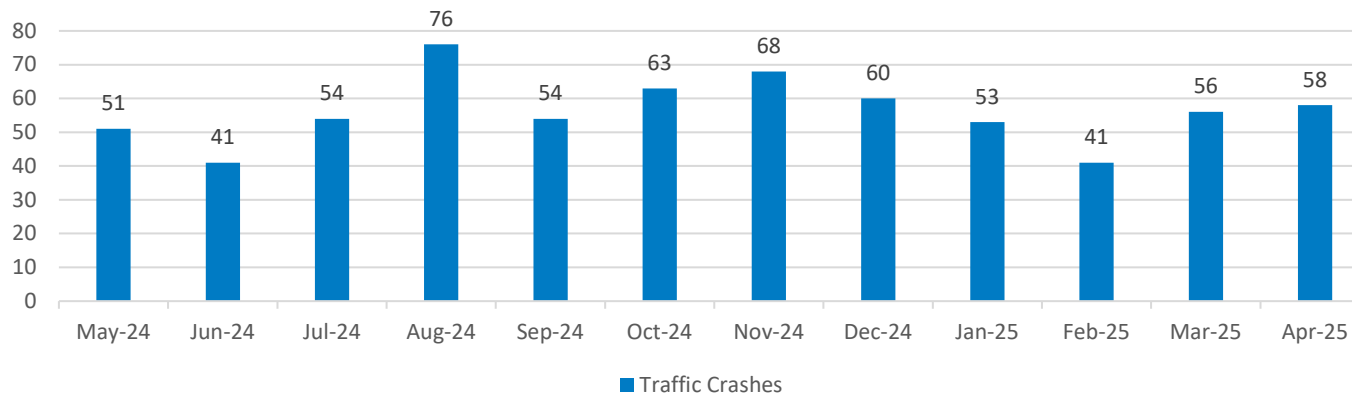
Active Mutual Aid Agreements

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

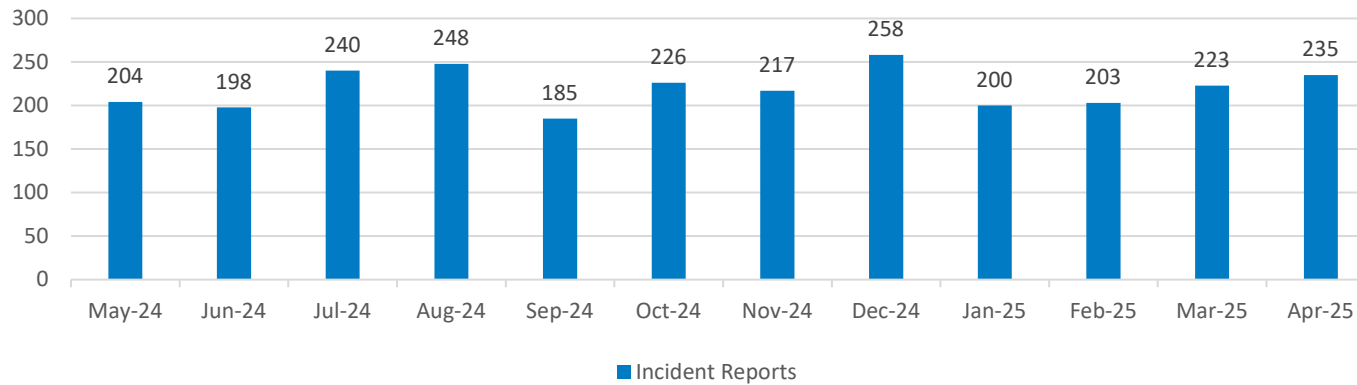
Dashboard



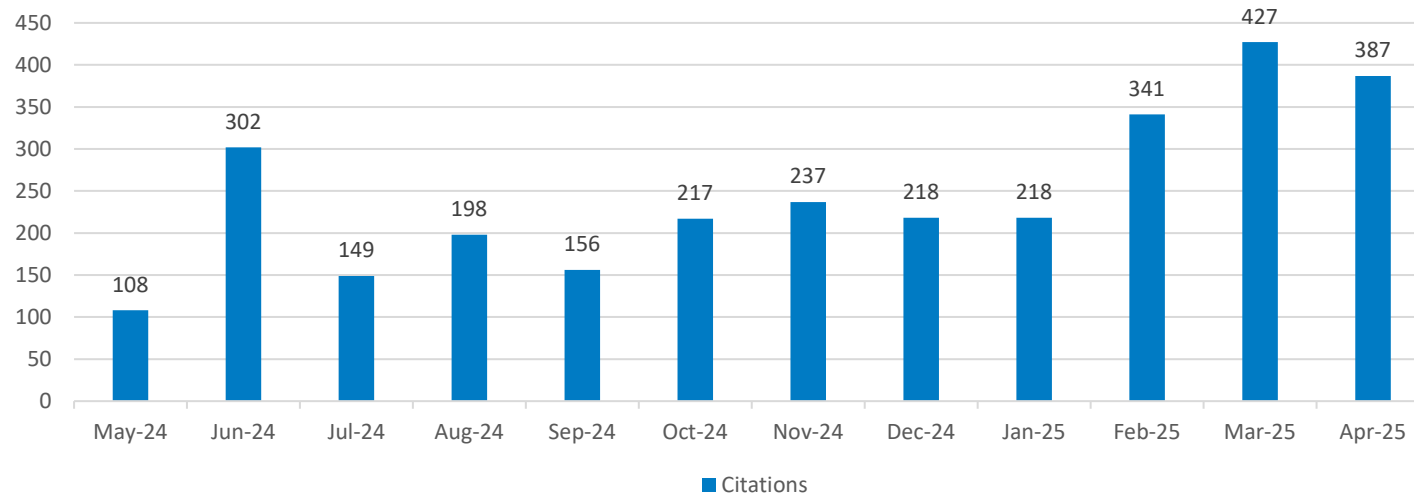
Leland Police: Traffic Crashes



Leland Police: Incident Reports

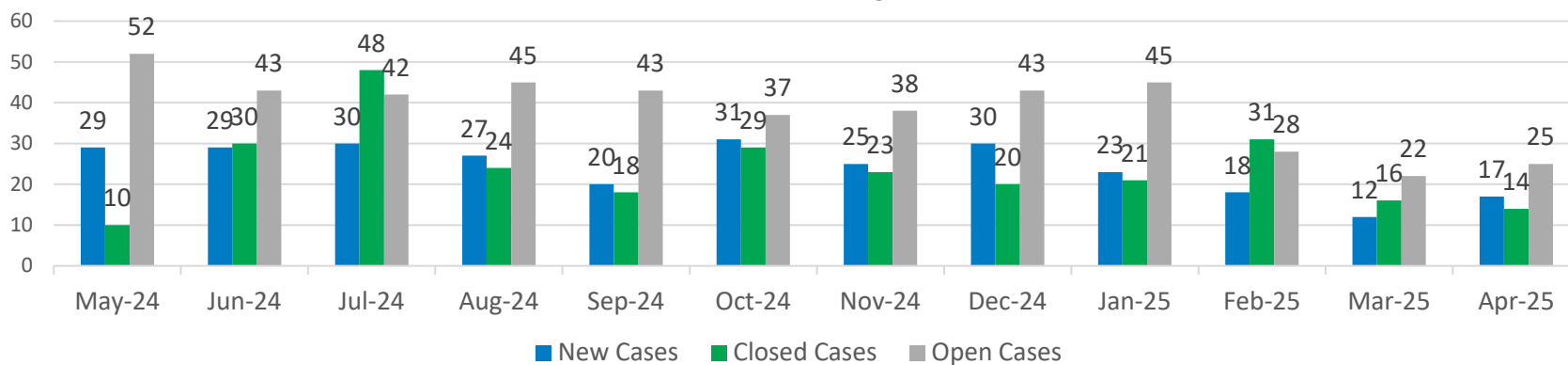


Leland Police: Citation Charges



(Citation charges are related to traffic offenses.)

Leland Police: Criminal Investigations Division



Animal Services Report							
2025	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	21	3	1	3	2	0	1
Feb	23	1	3	4	0	1	1
Mar	42	4	5	8	5	2	3
Apr	52	4	1	4	2	0	3
Totals	138	12	10	19	9	3	8

Department News

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

- Assisted eight homeowners with smoke alarm installations or battery replacements
- Conducted one station/engine tour
- Participated in the Town of Leland Eggspedition event
- Participated in a community event hosted by Petsense
- Participated in a school event for Belville Elementary

Firefighter Brent Washburn and Senior Fire Apparatus Engineer Christopher Barrett attended the Public Safety Weekend College at Cape Fear Community College.

The department's Water Rescue Technicians attended a Swift Water Skills Refresher Course at the Swift Water Training Facility at Fayetteville Technical Community College. This training allowed members to hone their skills and effectively respond in the event of a water-related emergency.

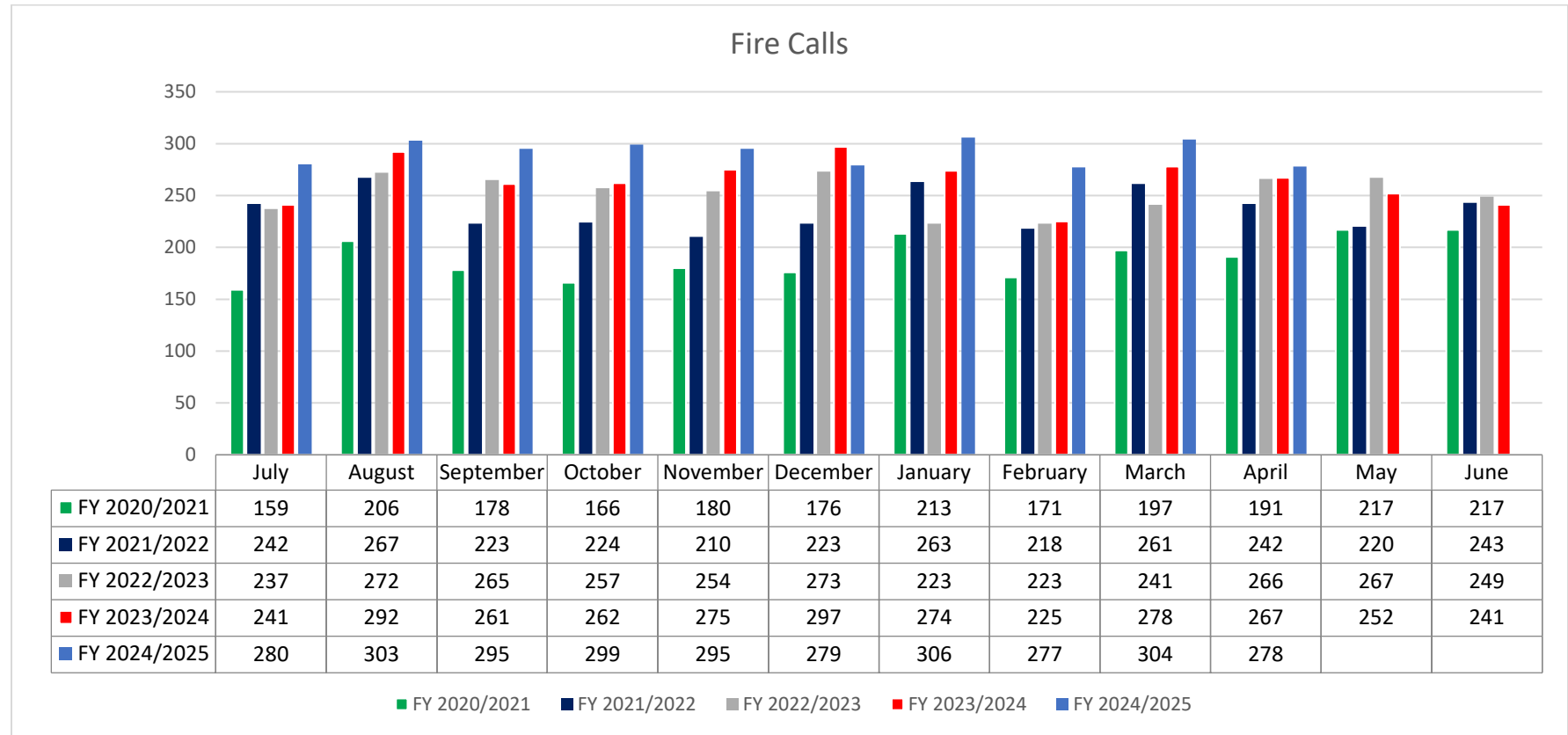
The department worked with Brunswick Community College to provide community risk reduction by offering the staff of Walex Products Company, Inc. fire extinguisher training. This allows the department to build community relations and, in turn, create a safer environment for the community.

In April, 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



Department News

Staff participated in the Local Emergency Planning Committee meeting. The committee is required by the Federal Emergency Planning and Community Right-to-Know Act. Industries and companies in the area that have hazardous chemicals are required to report to Brunswick County and the Town what products they have on site at any given time. This aids Leland Fire/Rescue and Emergency Management in responding to emergencies at these locations. Staff participated in an All-Hazards Incident Management Team (O-305) training class. The class is designed to teach staff to refine their incident management skills using scenario-based learning objectives. Staff have begun work on this year's tabletop exercise. Work continues to plan for the 2025 Hurricane Expo. Staff participated in an Emergency Operations Center Skillsets: Leadership class, which is designed to improve leadership skills for participants in the Emergency Operations Center environment.

Work Priorities and Initiatives

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

Projects Completed

- No projects were completed in April.

Department News

Staff generated 294 work orders in April and completed 221 of them (75%).

Streets Maintenance Technician I Joe Piro joined the department in April.

Will Lear received his Design-Build Institute of America certification.

Streets staff attended the Brunswick County Ultra Low Volume (ULV) Mosquito Control Workshop, which included the required calibration of the Town's ULV machine for the 2025 season.

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 continue the large concrete curb project on Grandiflora Drive. Crews will continue replacing broken and damaged curbing in preparation for the upcoming resurfacing project. This project should be completed by the end of May.
- Staff will be working to clear brush and small trees at some Town-owned properties. This is a large undertaking that will be ongoing.
- Staff will be sweeping many streets within Town limits in May.

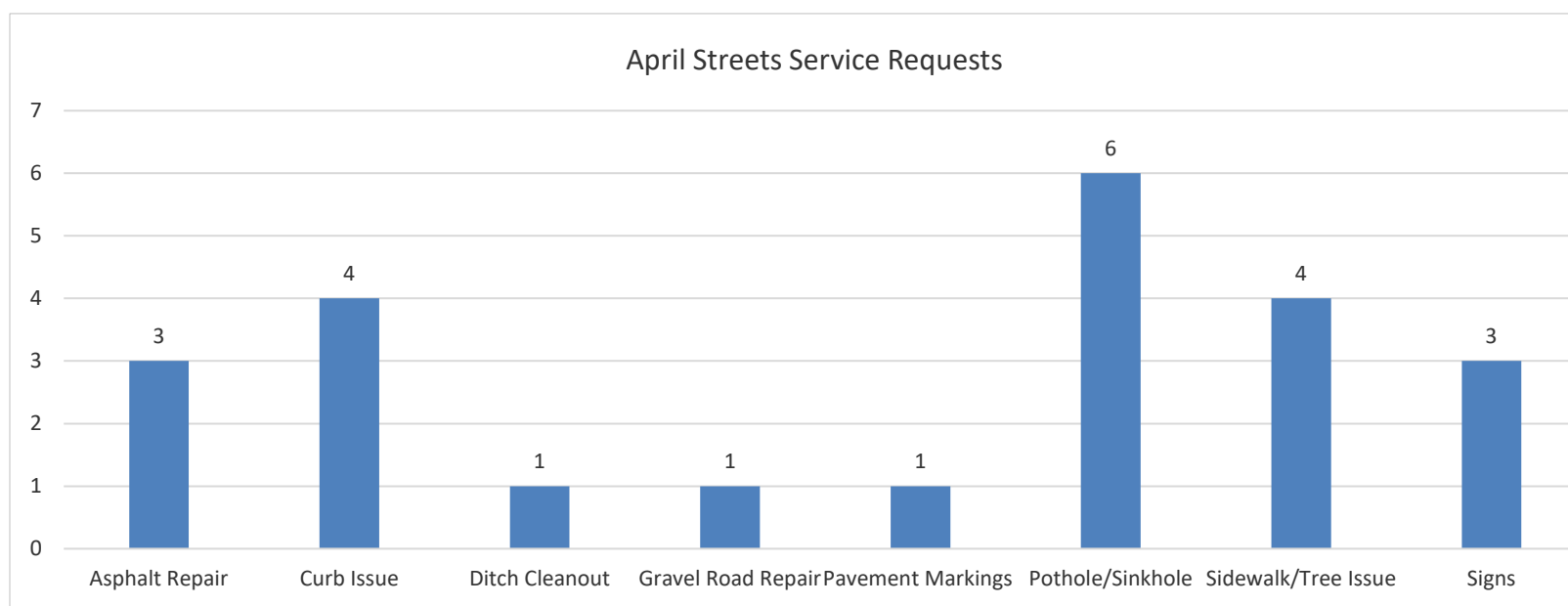
Projects Completed

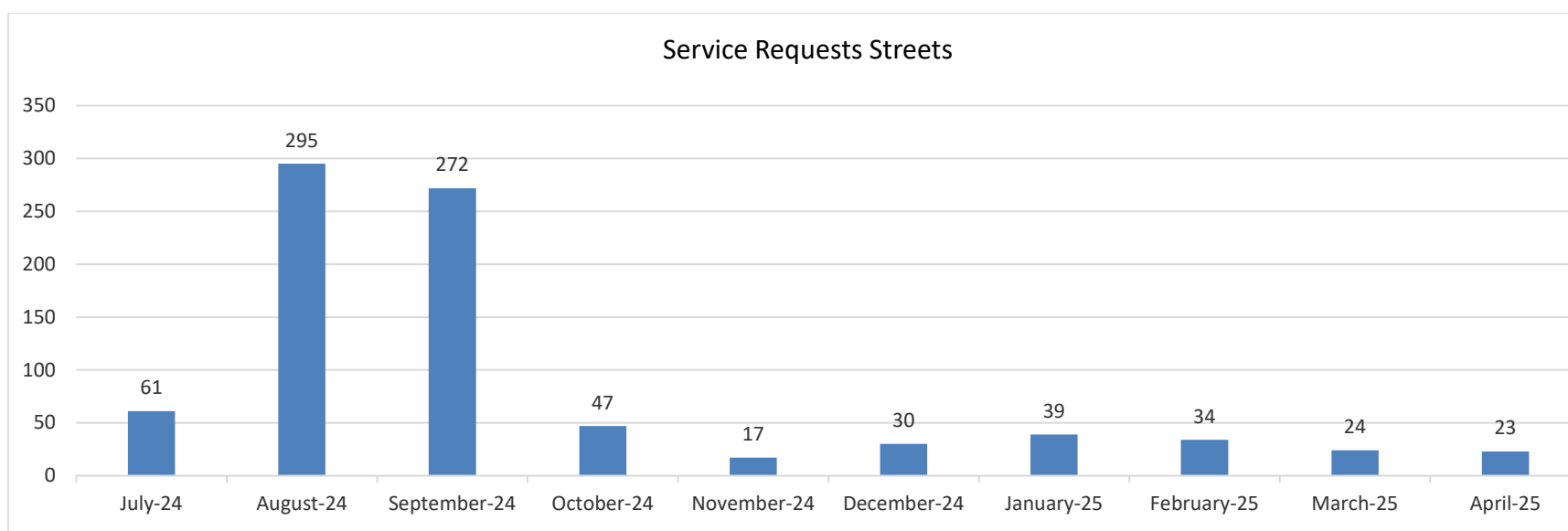
- Staff repaired sinkholes in Westport, Windsor Park, and Mallory Creek.
- Staff completed a large asphalt repair project on Highland Hills Drive. Staff repaved the entire cul-de-sac.
- Staff repaired the walking path at Westgate Nature Park.
- Staff removed several trees damaging sidewalks on Parkmore Court in Magnolia Greens.
- Staff installed signs at various locations throughout Town.
- Staff removed trees and stumps on Grandiflora Drive, which were causing infrastructure damage to the existing curb.
- Staff removed and replaced a section of sidewalk on Merestone Drive in Westport.

- Staff replaced a section of sidewalk in Brunswick Forest that was damaged by underground tree roots.
- Staff painted EV logos and installed new signs at the new EV parking spaces in Founders Park.
- Staff repaired a drainage ditch at Station 52.
- Staff repaired the driveway at Former Station 51 on Village Road.

Work Order Summary

- Streets generated 23 work orders in April, with the majority being pothole/sinkhole (6), curb issue (4), sidewalk/tree issue (4), asphalt repair (3), and sign related (3).
- Streets completed 19 work orders in April, with an approximate expense of \$51,500 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$25,300).





Grounds Updates

Work Priorities and Initiatives

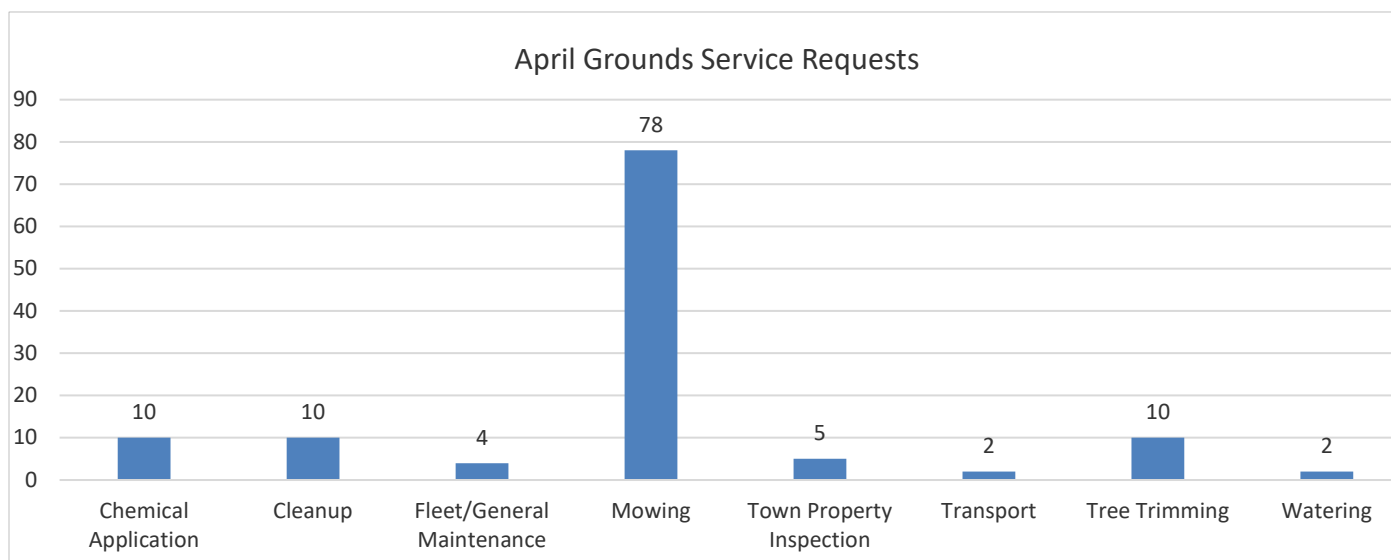
- Staff will continue to prune and trim vegetation and trees at Sturgeon Creek Park.
- Staff will continue to install mulch in landscaped areas on Town properties.
- Staff will continue to maintain Town-owned properties and parks.
- Staff will continue hand irrigation of trees installed along Gateway Boulevard, at the Northgate retention pond, and the transplanted live oak at Founders Park as needed.
- Staff will prepare annual beds around Town for the spring and summer annuals.
- Staff will install Muhly grass plants on the steep inclined areas at the diverging diamond. This will increase stabilization and reduce the cost of installing mulch.
- Staff will be installing annuals in beds around Town Hall and other Town-owned properties.
- Staff will continue to clear underbrush/vegetation on Town-owned properties to enhance their appearance.

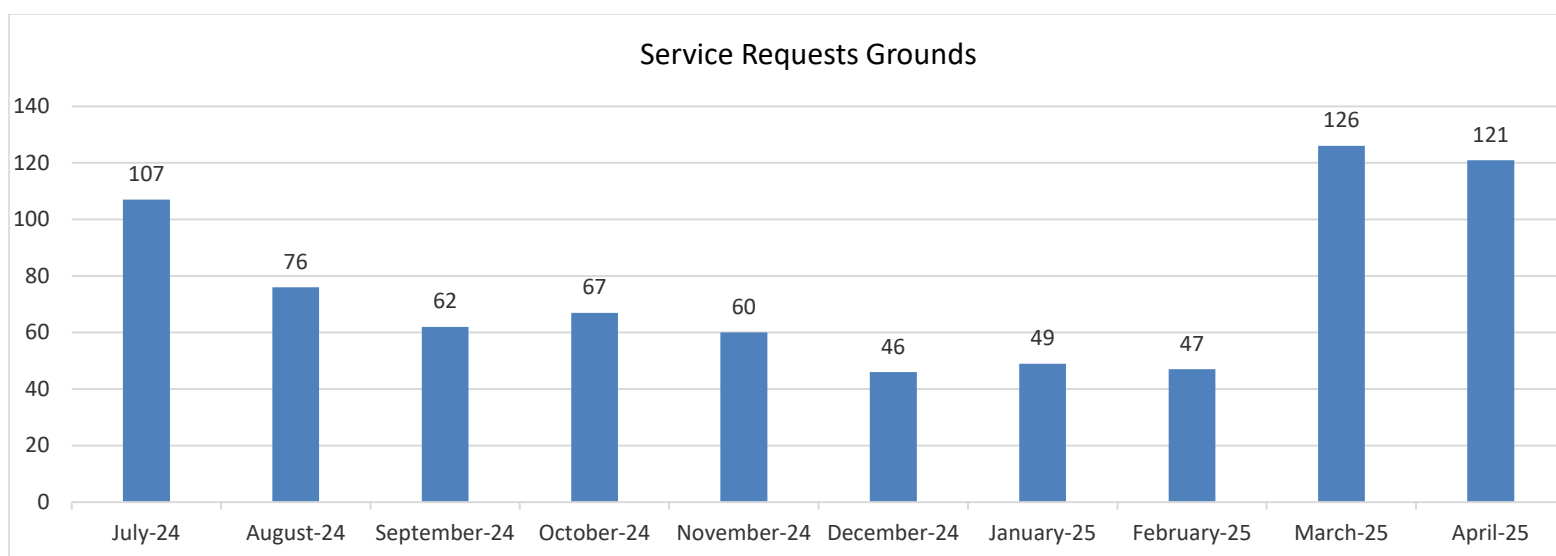
Projects Completed

- Staff repaired the walking path at Westgate Nature Park where tree roots have damaged the asphalt.
- Staff completed prepping the annual beds around Town for the spring and summer annuals.
- Staff replaced deteriorated boards at the classroom and on the bridge at Westgate Nature Park.

Work Order Summary

- Grounds generated 121 work orders in April, with most of them being mowing (78), cleanup (10), chemical application (10), and tree trimming related (10).
- Grounds completed 75 work orders in April, with an approximate expense of \$27,000 in labor, equipment, and materials to complete these work orders.





Operations Updates

Work Priorities and Initiatives

- Staff are installing new LED lighting when fixtures fail. This will lower electrical usage costs.
- Staff will be replacing a 20-ton HVAC unit at the LCAC.
- Staff will be installing a new HVAC unit at Station 53.
- Staff will be inspecting windows, doors, and repairing the siding at the MOC office building.
- Staff are designing a detailed preventative maintenance plan for each Town facility.
- Staff are working on Station 52 repairs and painting.
- Staff are working on updating the water heater at Station 52 with a tankless system.
- Staff will be pressure washing all Town facilities and cleaning the windows.
- Staff will be reviewing in-house electrical classes on transfer switches, electrical panels, wiring techniques, and electronics information.
- Staff will be learning about arc flash and proper PPE for all voltage levels.
- Staff will be taking a class on lockout tagout procedures for electrical equipment.

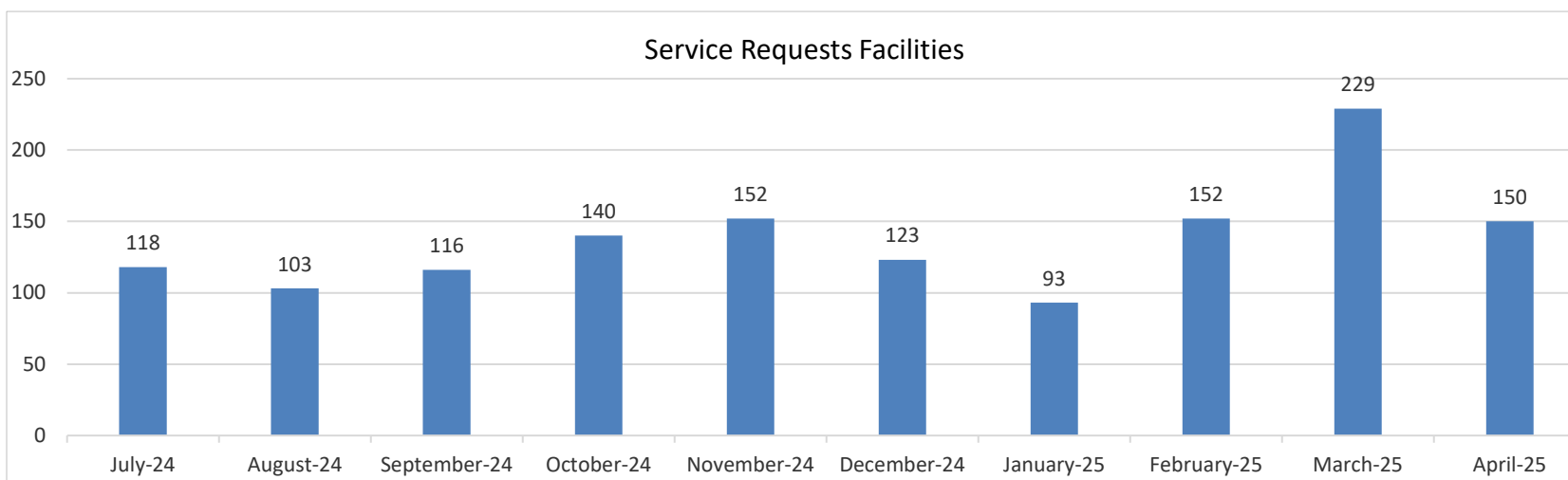
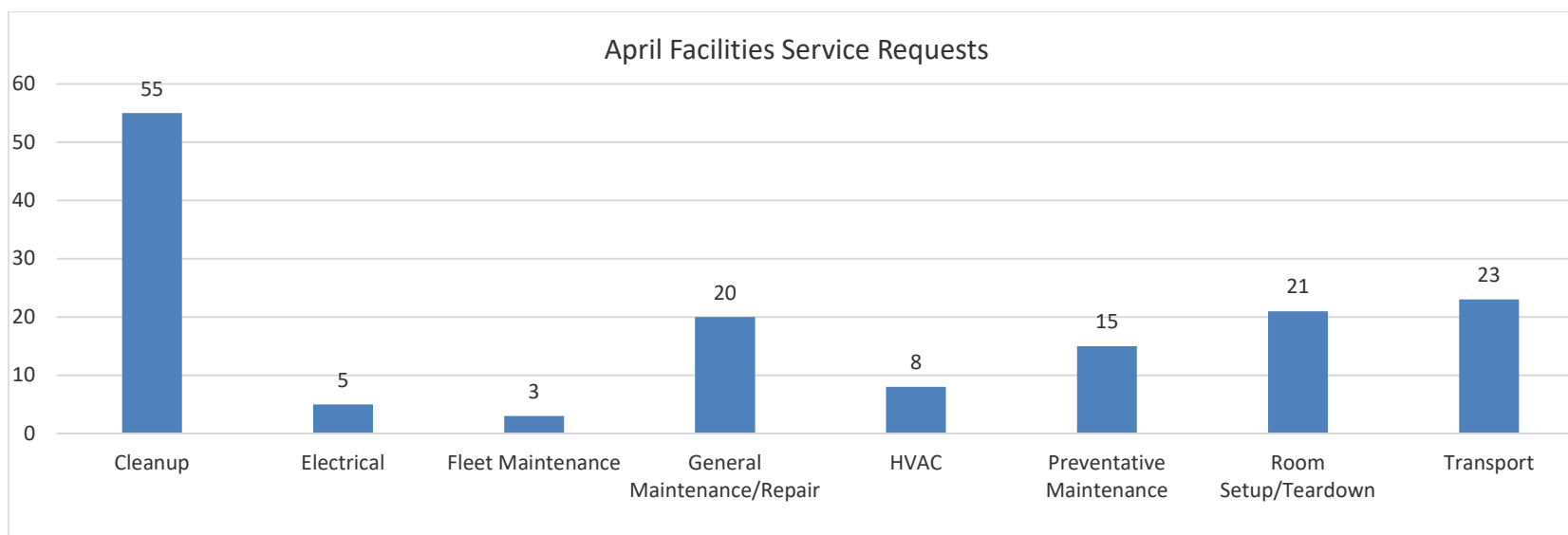
- Staff will continue improving the iWork work order system to schedule custodians and room setups (table/chair configurations, etc.) for Town meetings and events.
- Staff are improving efficiency and cleaning strategies for all Town facilities by inspecting, documenting work priorities, procedures, and schedules.
- Staff will be testing manual power transfer switching from generator to power station, and power station to generator.

Projects Completed

- Staff replaced the outdated garage door operators at Station 52.
- Staff completed a transfer power test from the generator to line power (Duke Energy).
- Staff completed LG training on installation and service of the Town Hall HVAC equipment. Staff can now work on Town Hall equipment under warranty.
- Staff worked with Duke Energy to reduce the power coming into the Town Hall. Equipment has responded well with this power change in Town Hall.

Work Order Summary

- Operations generated 150 work orders in April, with most of them being cleanup (55), transport (23), room setup/teardown (21), general maintenance/repair (20), and preventative maintenance related (15).
- Operations completed 127 work orders in April, with an approximate expense of \$10,000 in labor and materials.



Town Project Updates

Projects In Design

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

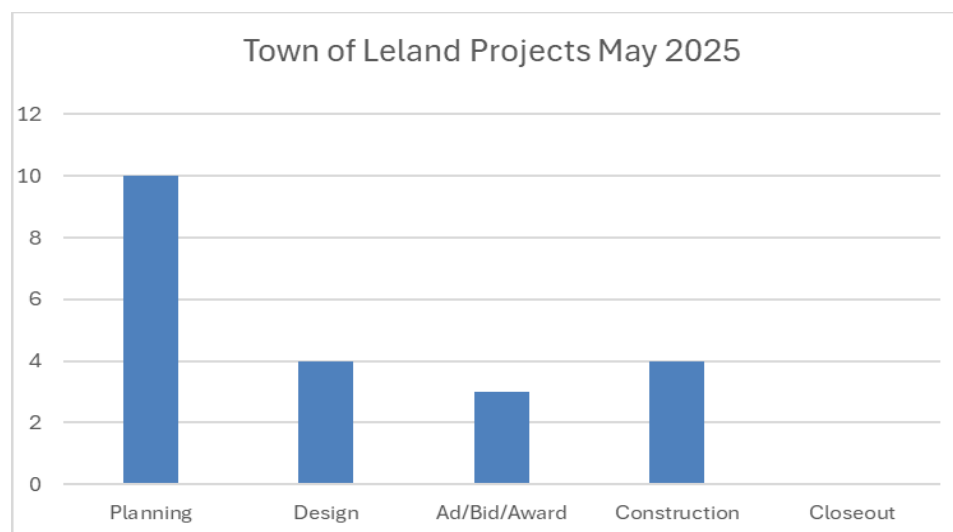
Projects In Ad/Bid/Award

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

Projects In Construction

- Brunswick Village Boulevard Extension – 100% complete
- Founders Park – Construction is ongoing, approximately 80% complete
- Long Pine Drive Roadway Improvements – Approximately 85% complete
- Town Hall Expansion – Approximately 40% complete

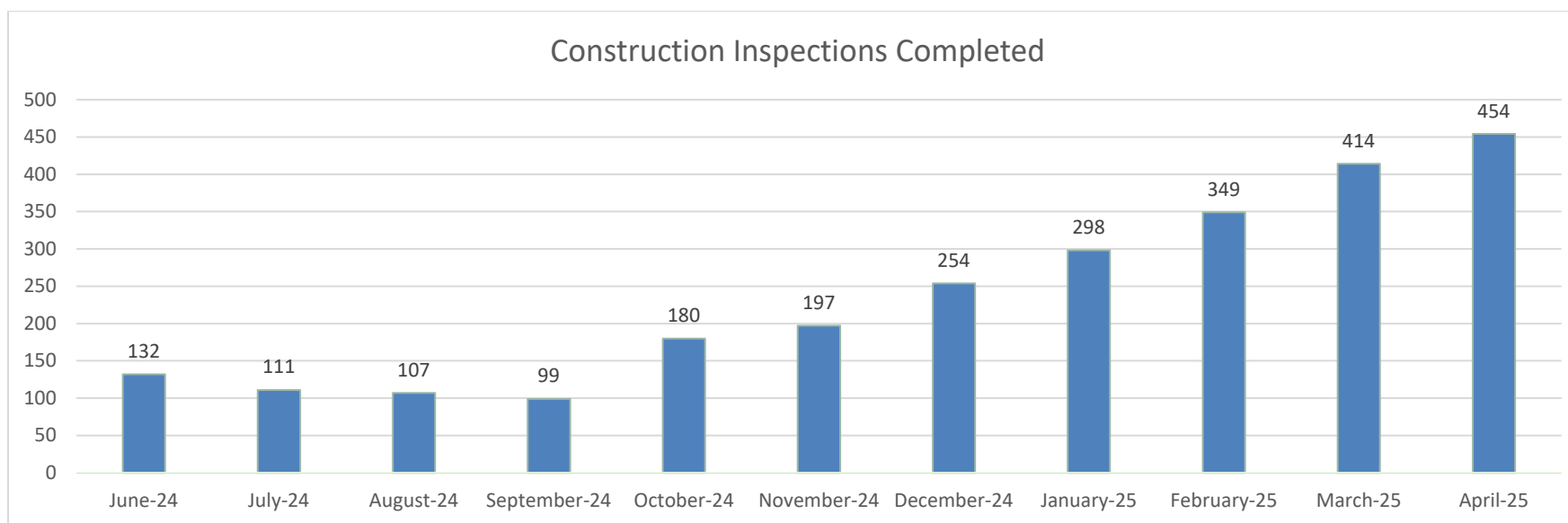
Full project details can be found [on the Town website](#).



Construction Inspections

Inspections

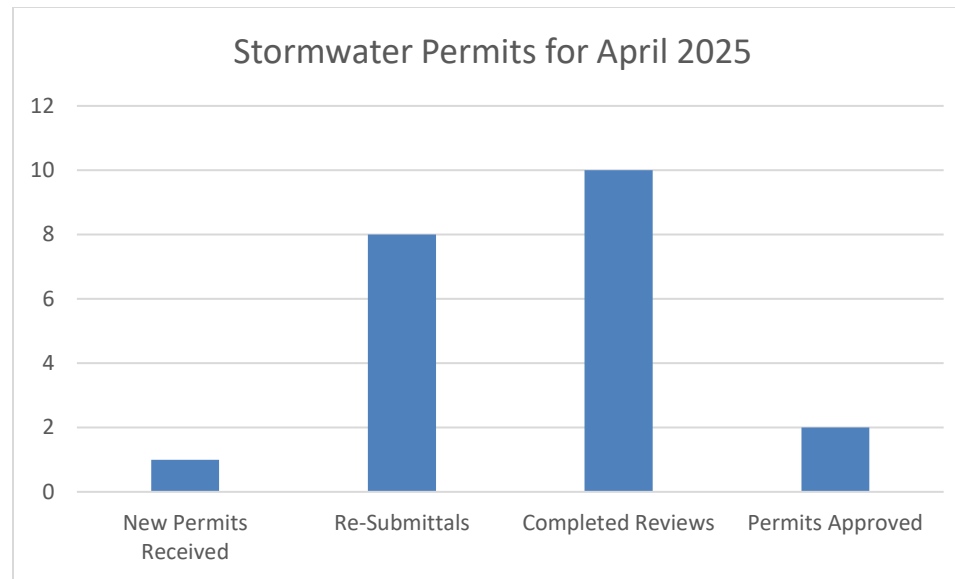
- Staff have completed 454 construction inspections.
 - Construction inspections include developer and Town projects.



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 April.



Department News

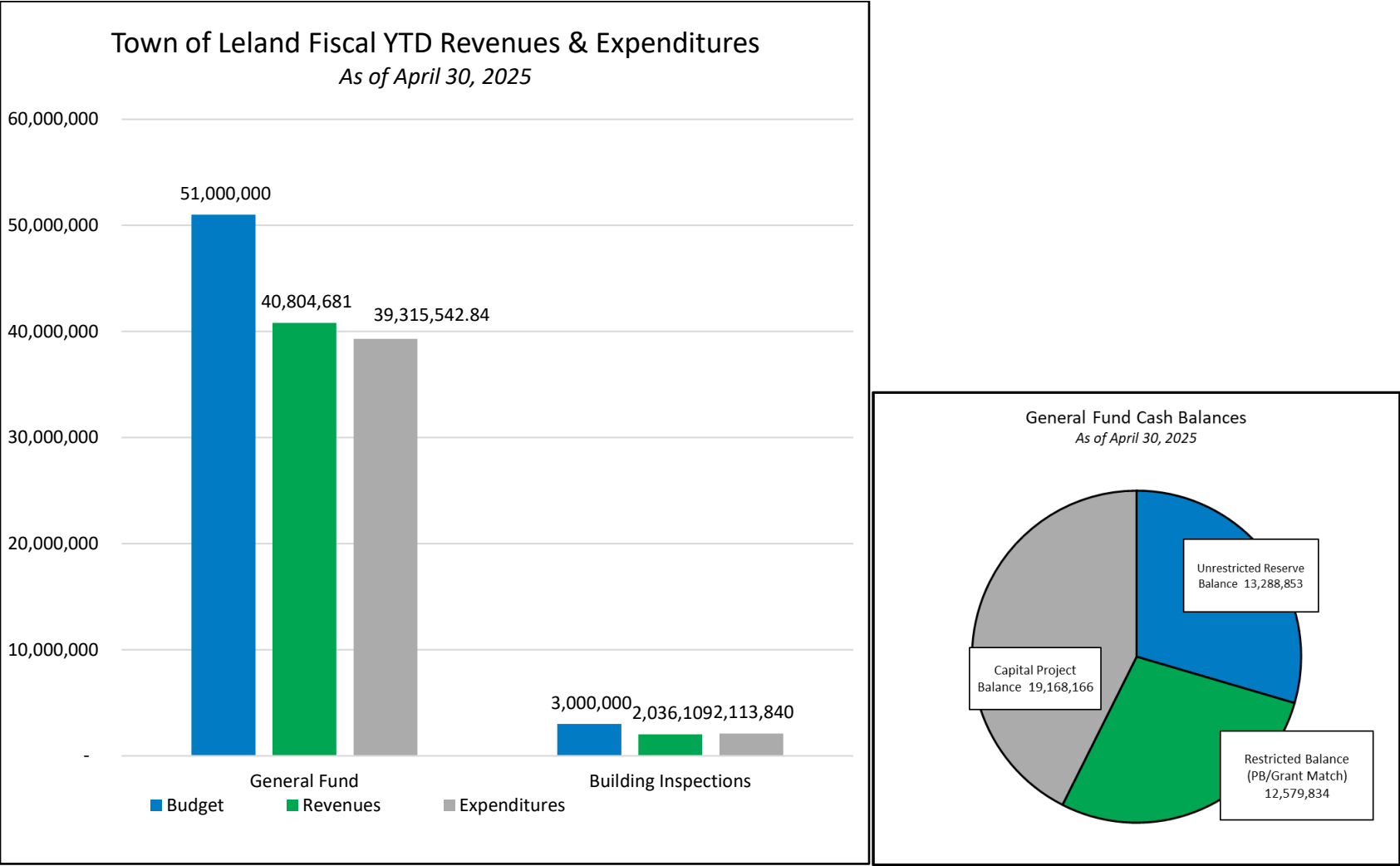
The Fiscal Year 2025-2026 Budget was officially approved at the April Regular Council Meeting. Staff have been diligently working on preparing the digital Budget Manual and Capital Improvement Plan document for release.

The Finance Department welcomed a Budget Analyst Intern from Brunswick Community College who is graduating soon and participating in the college's work experience program.

Ms. Newton attended the NCLGBA Spring 2025 Webinar. She and Mr. Deas completed the Performance Management in Purchasing and Contracting course through the UNC School of Government.

Ms. McGrady attended the Payroll Efficiencies and Payroll Reporting webinar hosted by Paylocity.

Dashboard

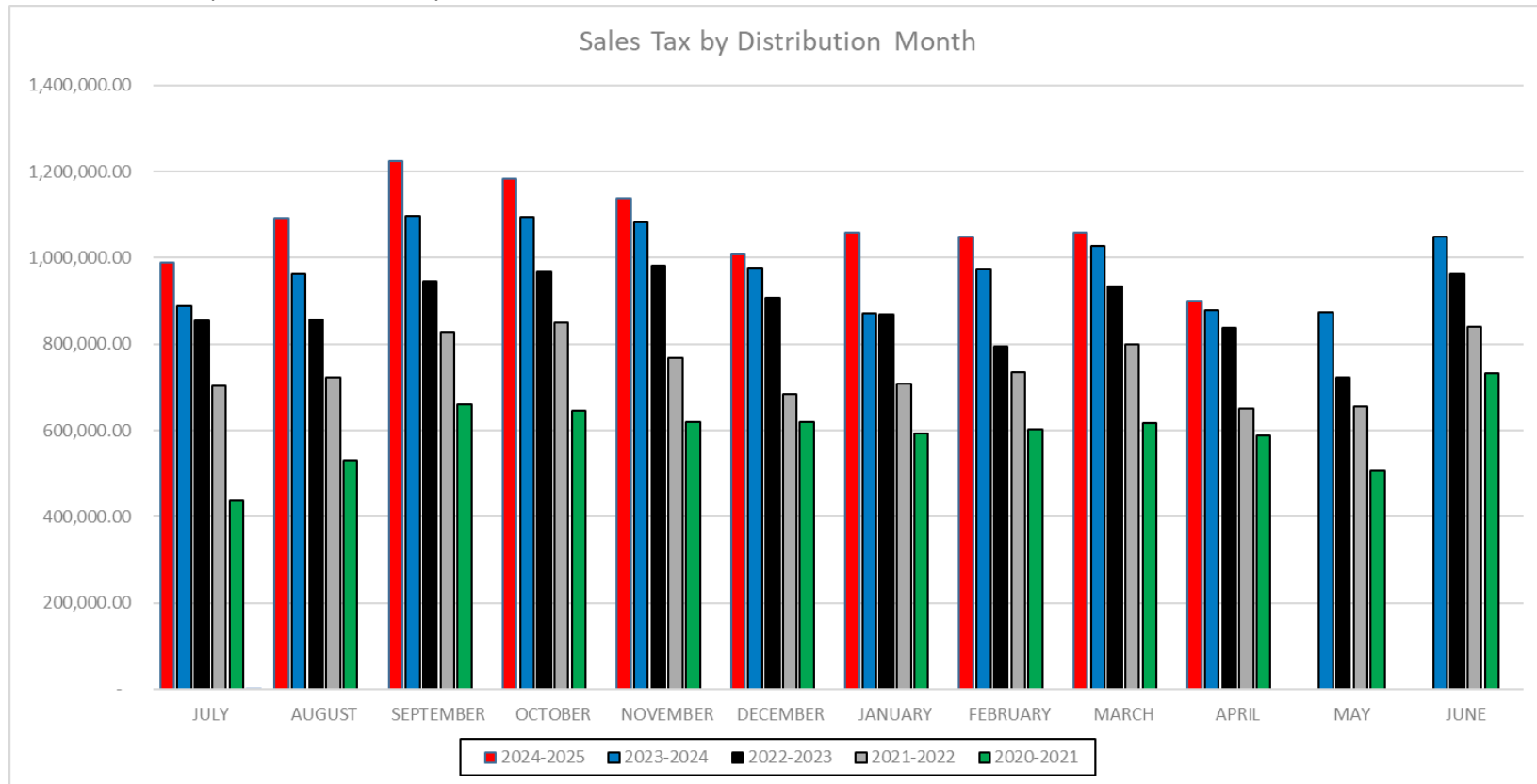


Financial Budget to Actual Report – April 30, 2025

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	46,000,000	51,000,000	2,882,780	40,804,681	-	10,195,319	19.99%
Governing Body	300,000	300,000	12,872	226,382	7,823	65,795	21.93%
Administration	3,110,000	3,110,000	115,670	1,785,016	64,606	1,260,378	40.53%
Information Technology	4,600,000	4,600,000	204,328	2,082,184	2,078,854	438,963	9.54%
Human Resources	600,000	600,000	44,247	396,206	10,088	193,705	32.28%
Finance	1,250,000	1,250,000	69,120	926,480	1,957	321,563	25.73%
Planning	1,220,000	1,220,000	69,893	809,834	63,608	346,558	28.41%
P&R & Cultural Arts	1,130,000	1,130,000	83,129	798,706	79,200	252,094	22.31%
Operations	1,710,000	1,710,000	126,106	1,284,858	91,649	333,493	19.50%
Streets & Grounds	3,880,000	3,880,000	340,875	2,442,535	197,214	1,240,251	31.97%
Engineering	980,000	980,000	81,927	674,208	61,053	244,739	24.97%
Police	7,750,000	7,750,000	515,721	5,501,554	60,814	2,187,632	28.23%
Emergency Management	230,000	230,000	16,030	158,669	1,059	70,272	30.55%
Fire	9,000,000	9,000,000	476,842	7,053,961	203,531	1,742,508	19.36%
Debt Services	6,450,000	6,450,000	148,283	6,437,040	-	12,960	0.20%
Transfers	3,790,000	8,790,000	500,000	8,737,910	-	52,090	0.59%
EXPENSES	46,000,000	51,000,000	2,805,043	39,315,543	2,921,456	8,763,001	17.18%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	3,000,000	3,000,000	197,975	2,036,109	-	963,891	32.13%
EXPENSES	3,000,000	3,000,000	211,936	2,113,840	49,837	836,323	27.88%

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 April.

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

Description: STRAP Grant, Jackey's Creek; Vendor: Grillot Construction, LLC; Amount: \$106,356.00

Description: Network Equipment Town Hall & Expansion; Vendor: True IP Solutions LLC; Amount: \$57,290.02

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in April.

Audit Committee Meeting Summary

The Audit Committee did not meet in April.

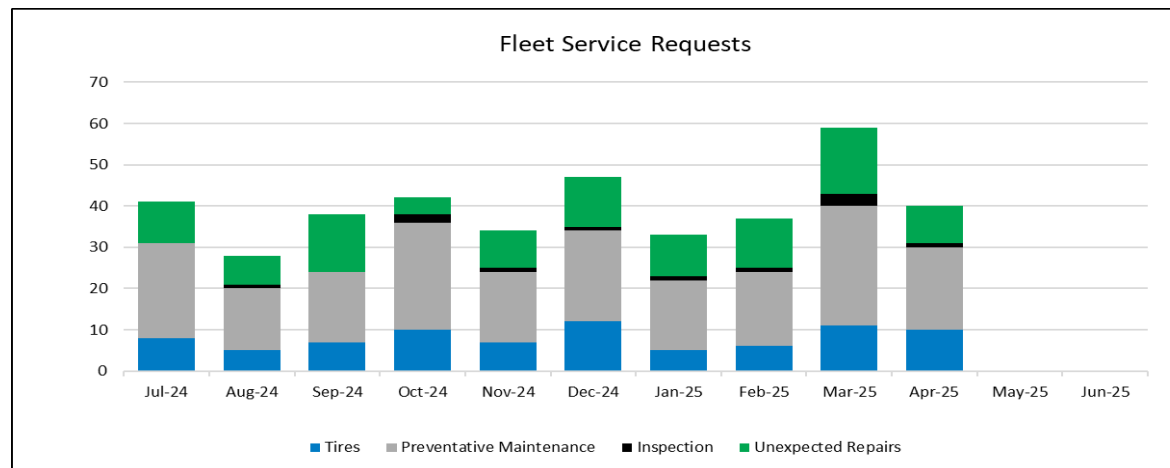
Investment Portfolio

The Town has a diversified investment portfolio across three wealth management banking institutions. The April 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	8,883.02	82,539.78	2,082,539.78
NC Capital Management Trust	0.0422	81,770.18	612,728.86	24,060,020.81
NC Class	0.0440	15,024.52	166,121.98	4,166,121.98
Total		105,677.72	861,390.62	30,308,682.57

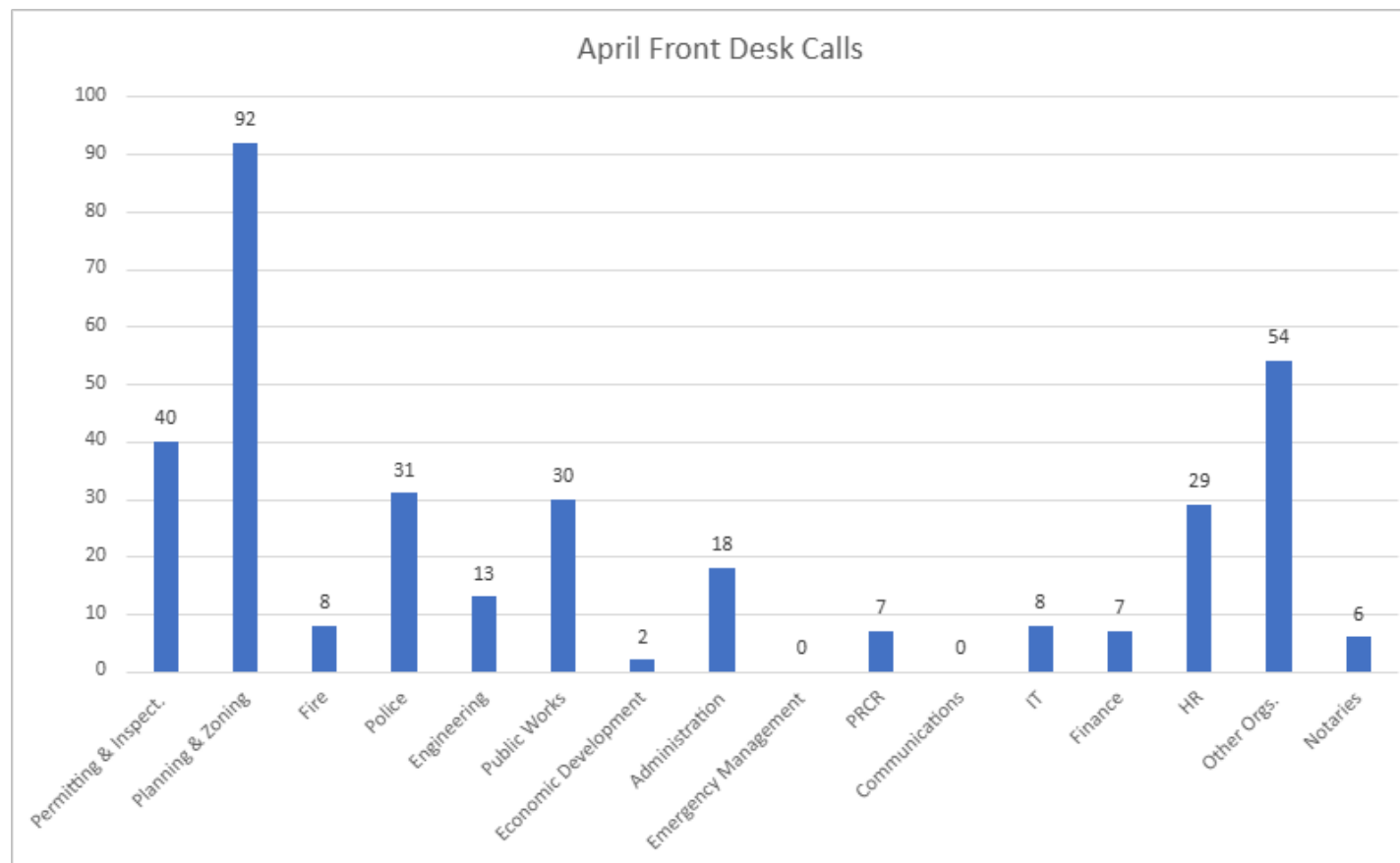
Fleet Updates

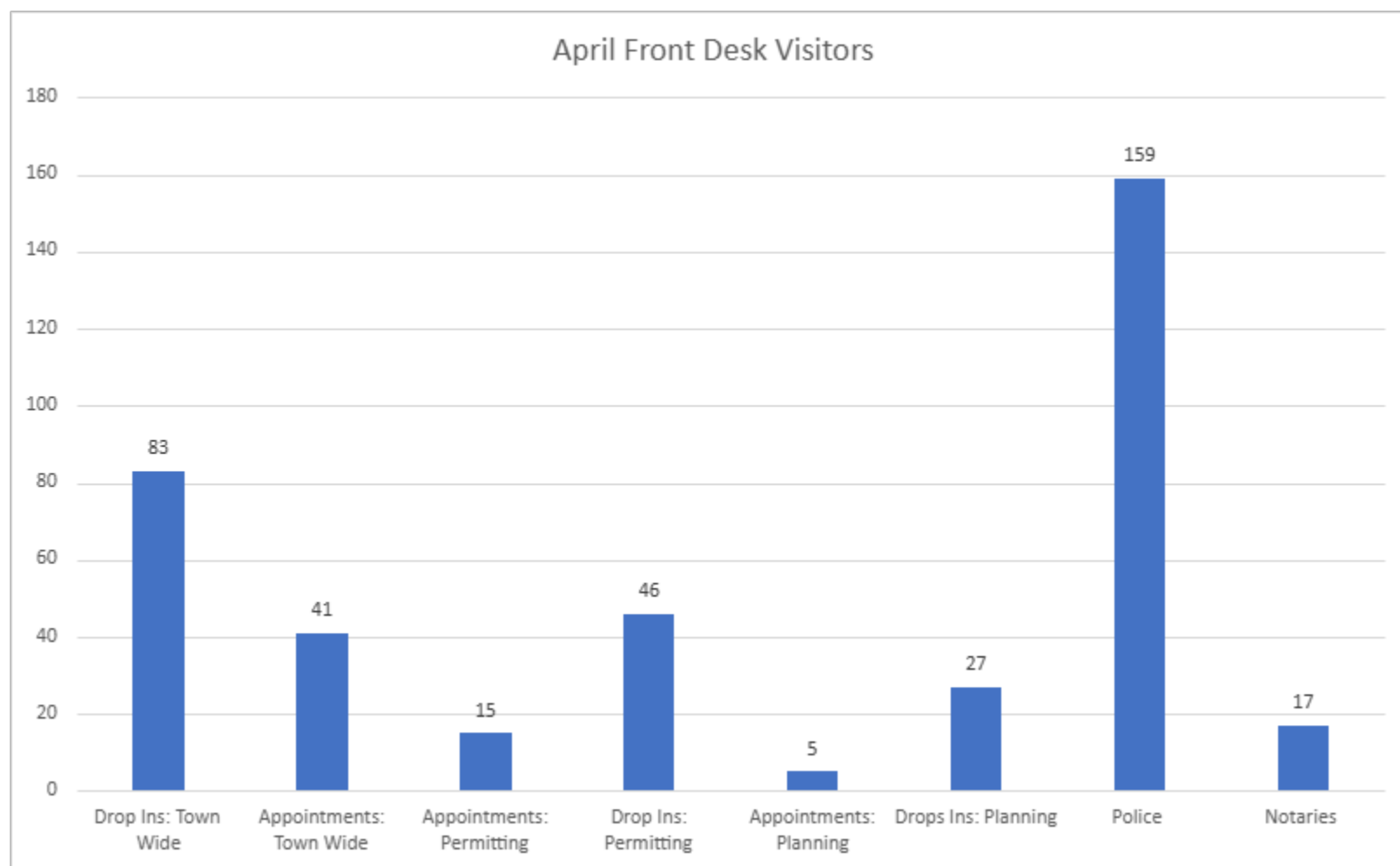
Fleet generated 40 work orders in April for an approximate expense of \$12,147.19.



Department News

In April, the department facilitated responses to 38 contact forms submitted through the website, 345 calls, and 393 visitors to Town Hall. Ms. Fore and Ms. Jewell completed the FEMA IS-29.a independent study course. Ms. Fore also completed the IS-909 independent study course. Ms. Fore and Ms. Jewell completed and passed the Basic Public Information Officer Course through the North Carolina Office of Emergency Medical Services. Ms. Draughn and Ms. Jewell attended the North Carolina City & County Communicators 2025 Annual Conference in Asheville. Ms. Draughn completed part one of three of the City-County Communications & Marketing Association Elevate Your Communication Skills webinar series, focused on enhancing public communication strategies.





Social Media Update

- Facebook Highlights (April 1 – 30, 2025)
 - Added 68 new page followers
 - Impressions – 38,438
 - Top post (Largest reach): “Join us in congratulating our employees on their promotions! 🎉”
- Twitter/X Highlights (April 1 – 30, 2025)
 - Impressions/Reach – 843
 - Top tweet (Largest reach): “Thank you to everyone who came to the "Taking Care" screening at the Leland Cultural Arts Center! It was an evening of connection, great conversations, & support from our caregiver groups. Learn more about Leland's age-friendly initiatives <https://ow.ly/rRh350VHh5z> #LelandNC”
- Nextdoor Highlights (April 1 – 30, 2025)
 - Impressions/Reach – 21,257
 - Likes/Comments – 7
 - Top post (Largest reach): “ 🌸 Hello, April! 🌞 Spring is here, and so is the latest Town newsletter! From Eggspedition to important e-bike safety tips and a recap of Lend a Hand in Leland, there’s plenty to explore. Hop on in and catch up! 👉 <https://ow.ly/6lpf50VrzEK>”
- Instagram Highlights (April 1 – 30, 2025)
 - Added 26 new page followers
 - Post impressions – 1,359
 - Top post (Largest reach): “ 🗺️ Big things are happening in Leland! Our latest Leland 2045 update features securing land for conservation, supporting local arts with a \$1,200 grant, advancing pedestrian infrastructure, and so much more! 🌱 🎨 🚶 Check out the full update and see how we're shaping Leland’s future this quarter under Town News at the link in our bio. #TownofLelandNC #LelandNC”
- LinkedIn Highlights (April 1 – 30, 2025)
 - Added 25 new followers
 - Page views – 175
 - Post impressions – 3,357
 - Reactions/Comments/Shares – 197

- Top post (Largest reach): “🗺️ Big things are happening in Leland! Our latest Leland 2045 update features securing land for conservation, supporting local arts with a \$1,200 grant, advancing pedestrian infrastructure, and so much more! 🌱🎨🚶 Check out the full update and see how we're shaping Leland's future this quarter 🖱️ <https://ow.ly/Cszc50VsqxP>”

Project Updates

- Created posts that resulted in more than 65,254 impressions across social media platforms.
- Continued a comprehensive communication plan for the fiscal year 2025-2026 proposed budget, including updating the budget [webpage](#), creating social media spotlights, and producing a budget [video](#).
- Continued working on the brand expansion project. This will include adding a secondary set of colors, further guidelines on logos, and guidance on language.
- Continued working with IT to create an employee intranet site.
- Development of a social media comment policy with the Staff Attorney continues.
- Continued working to create the Public Safety annual reports.
- Created social media campaigns to promote Severe Weather Preparedness week.
- Began working with Engineering on updating the Storm Water Brochure.
- Collaborated with Cape Fear Community College's Spanish Club to develop a Spanish-language translation of the Hurricane Guide.
- Initiated research and compilation of local and regional Crisis Communication Plans to inform the development of future strategies.

Website Articles/Media Coverage

- Town of Leland Website
 - [Shop Unique Handmade Treasures at Spring Art Market](#)
 - [Town of Leland Adopts Safe Streets and Roads for All Safety Action Plan](#)
 - [Leland Receives Grant to Host Art Around Town](#)
 - [Prepare for Hurricane Season with the Town of Leland Hurricane Expo](#)
- WECT
 - [Leland Police ask for help identifying larceny suspects](#)
 - [Leland police searching for larceny suspect](#)
 - [Leland invites community to 5th annual Hurricane Expo](#)

- WWAY
 - [McAlister's Deli coming to Leland](#)
 - [Town of Leland adopted comprehensive safety action plan to make roads safer](#)
 - [Leland's Spring Art Market draws crowd to celebrate local creativity](#)
 - [Debris fire in Parkwood Estate Novant Health breaks ground on new surgical center in Leland](#)
 - [Prepare for hurricane season with the Town of Leland Hurricane Expo](#)
 - [Novant Health holds groundbreaking ceremony for Leland Surgery Center](#)
- StarNews
 - [See cardboard boats set sail on Leland's Hammock Lake for 13th annual Boat Regatta](#)
 - [With overdevelopment concerns, Leland has a plan to conserve hundreds of acres of forest](#)
 - [Sandwich chain to open first location in Brunswick County](#)
 - [After attracting thousands of wealthy retirees, Leland is pivoting to affordable housing](#)
 - [As more developments come to Leland, more roundabouts will follow. Here's the latest](#)
 - [Novant Health to open new facility in Brunswick County](#)
- Port City Daily
 - [The Agenda: Meetings in local government](#)
 - [The Agenda: Meeting this week in area government](#)
 - [Novant breaks ground on new facility in Leland](#)
- North Brunswick Magazine
 - [Leland Adopts Safe Streets Plan](#)
- North Brunswick Magazine
 - [Development Duos](#)

TDA Marketing

- Work continues to create a Leland in Lights display that will serve as an iconic centerpiece of the annual event.
- Strategic Plan development continues in partnership with National Travel Center.

- Staff promoted the CIAA Men's Golf Championship and Awards Banquet, sponsored by Visit Leland.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in April. The next LTDA meeting is scheduled for May 5, 2025.

Department News

Josh Babson received both Fire Officer I and Fire Instructor I certifications from the International Fire Services Accreditation Congress. Mr. Babson also completed the Standard Building Level 1 course and is now preparing for the certification exam.

Josh Van Pelt successfully passed the NC Electrical Level 1 certification exam and received his standard Electrical Level 1 certification.

Dusty Greiner successfully passed the NC Mechanical Level 1 certification exam and received his standard Mechanical Level 1 certification.

Kate Fersinger attended the second and final week of the Community Development Academy (CDA) at the UNC School of Government. The CDA is designed for community development practitioners and covers the concepts, methods, and strategies of community economic development. The course provides practitioners with perspectives and practical skills surrounding community development in North Carolina. Ms. Fersinger successfully passed the exam required to complete the CDA.

Ms. Fersinger attended Creating Age-Friendly Public Spaces that Support Social Participation, a webinar hosted by AARP Age-Friendly Network. The webinar reviewed best practices for designing outdoor spaces that promote physical activity, social interaction, and inclusivity.

Ms. Fersinger also attended Street Smart: Measuring the Impact of Complete Streets, a training included within the Innovative Cities Lecture hosted by the University of Wisconsin-Milwaukee. Milwaukee and Detroit have enacted complete streets policies and made significant investments in their street infrastructure. Through both rapid implementation efforts and large capital projects, streets in both cities have been transformed by reconfiguring lanes, installing separated bike lanes, street calming, and more. In this lecture, Mike Amsden and James Hannig discussed the results and impact of those changes, highlighting successful projects and lessons learned.

Ms. Fersinger also attended Our State Our Homes, a webinar hosted by the North Carolina Housing Coalition. The webinar featured insights from state and local leaders who collaborate across sectors and organizations to meaningfully address housing challenges. Representatives from the North Carolina Housing Coalition and the Cape Fear Housing Coalition shared lessons learned from their experiences building partnerships, engaging stakeholders, and sustaining collective efforts around housing.

Mark Cooper attended Strengthening Community Relationships to Achieve Equitable Code Enforcement, a webinar hosted by the Center for Community Progress. The webinar reviewed life safety strategies for code officials, how to best maintain property values, improving community health and beautification, building and maintaining neighborhoods, creating safe and affordable housing, attracting new citizens, and making the community vibrant and fun.

Mr. Cooper also attended A Strategic Approach to Code Enforcement, a webinar hosted by the Center for Community Progress. The webinar covered how to make code enforcement more effective by being proactive and systematic, keeping good records, tracking civil penalties, motivating owners for voluntary compliance, and being fair when working with people.

Andrew Neylon and Javier Barrera attended the 2025 NFIP Summer Workshop - Before & After the Storm, a training opportunity hosted by North Carolina Emergency Management. The workshop included a discussion regarding a municipality's responsibility after a flooding event. Presenters reviewed examples from western NC and Hurricane Helene. Discussion centered around the difference between substantial damage and substantial improvement.

Planning Board Meeting Summary

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

1. Zoning Map Amendment – The Planning Board voted 7 to 0 to recommend approval of a rezoning request for a portion of Brunswick County Tax Parcel ID 029MA008 from R-15, Medium Density Residential District, to R-6, Medium Density Residential District.

The Planning Board's next meeting is scheduled for June 10, 2025.

Board of Adjustment Meeting Summary

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

1. Variance Request – The Board of Adjustment voted to deny variance requests from Section 30-146. Table 13. Form-Based Code Graphics - T-5 and Section 30-147. (a)(3) - Building Standards of the Town of Leland Code of Ordinances for Brunswick County Tax Parcel ID 038HA002.

The Board of Adjustment's next meeting is scheduled for May 13, 2025, at 2 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. Development Site Plan for Waterford Commercial Lot 16 – Proposal for 24,958 square feet of mixed commercial including office, retail, and restaurant space in the Waterford commercial area.
2. Development Site Plan for Leland Medical Office Building – Proposal for 2-story, 68,750-square-foot (gross floor area) medical office building in the Brunswick Forest commercial area.
3. Development Site Plan for Delaney Tire and Auto – Proposal for 7,800-square-foot vehicle light repair and maintenance facility in the Waterford commercial area.
4. Preliminary Subdivision Plat for Chappell Loop Townhomes – Proposal for 89 3-story townhome units on 20.35 acres off Chappell Loop Road.
5. Preliminary Subdivision Plat for Celtic Cove Townhomes – Proposal for 47 townhome units on 5.62 acres off Village Road near Skylars Cove Way.
6. Site-Specific Plan for Brunswick Forest Phase 9 Section 2 – Proposal for 113 single family residential lots on 37.97 acres in Brunswick Forest.

Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Building/ Flood (3 Day Review)	6	1.3	1	1.0	7	1.3
Chief Building Official Review	2	6.0	0		2	6.0
Commercial Building / Flood	4	4.3	8	3.3	12	3.6
Commercial Building / Flood / Zoning	5	9.2	14	4.8	19	5.9
Commercial Building / Flood / Zoning / Pub Serv	0		8	4.8	8	4.8
Commercial Building / Zoning	5	7.4	11	3.5	16	4.8
Commercial Building Fire	1	13.0	9	3.2	10	4.2
Commercial Zoning	4	5.3	0		4	5.3
Fire Operational Permits	2	2.0	0		2	2.0
Fire/Electrical/Zoning/Pub Serv	1	12.0	2	2.5	3	5.7
Permit Building/Flood	3	7.7	1	3.0	4	6.5
Permit Building/Zoning	4	7.3	9	3.1	13	4.4
Permit Flood	1	3.0	16	2.9	17	2.9
Permit Zoning Only	3	1.0	1	1.0	4	1.0
Residential Building / Flood	15	7.9	15	3.7	30	5.8
Residential Building / Zoning / Flood	64	9.4	68	2.9	132	6.1
Residential Flood	3	2.7	0		3	2.7
Residential Zoning	0		1	4.0	1	4.0
Total Initial: 123			Total Revisions: 164		Total Plans: 287	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	7	5	12
Development Site Plan	2	4	6
Development Site Plan Extension Request	1	0	1
Development Site Plan Minor Modification	0	1	1
Electrical	1	0	1
Exempt Plat	6	10	16
Final Plat	7	6	13
Performance Guarantee Reduction	0	2	2
Performance Guarantee Release	3	1	4
Performance Guarantees New	4	5	9
Preliminary Plat Minor Modifications	1	1	2
Preliminary Plat-Major Subdivision	1	2	3
PUD Site Specific Plan and Master Plan Update	0	3	3
PUD Site Specific Plan/Master Plan Update Revision	0	1	1
Sketch Plan	1	0	1
Zoning Letter	1	2	3
Total Initial: 35		Total Revisions: 43	Total Plans: 78

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
2	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	\$14,875.84	\$0.00
Brunswick Forest			
Letters of Credit	2	\$4,049,216.50	\$0.00
Surety Bonds	19	\$10,566,477.99	\$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	5	\$329,716.69	-\$514,219.00
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
Savannah Branch			
Surety Bond	1	\$854,407.50	\$854,407.50
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Terrapin			
Surety Bond	1	\$76,575.00	\$0.00
Townes at Seabrooke			
Surety Bond	2	\$683,850.25	\$0.00
Westgate Townes			
Surety Bond	4	\$1,490,956.30	\$1,158,587.50
Total Cash Bonds	14	\$1,756,213.30	-\$514,219.00
Total Surety Bonds	53	\$19,295,042.90	\$2,012,995.00
Total Letters of Credit	4	\$4,197,741.50	\$0.00
Total Performance Guarantee Sureties	71	\$25,248,997.70	\$1,498,776.00

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 (AAA), and Brunswick Senior Resources. Through this collaboration, the Town hosted a showing of the “Taking Care” documentary at the Leland Cultural Arts Center where 67 attendees gathered to view the brief documentary shedding light on the struggles caretakers of people living with dementia face. Following the showing, a discussion was held surrounding existing support services and how the Town and service providers can support caretakers and people in the community. Staff are coordinating with the AAA and Brunswick Senior Resources to hold two dementia-friendly training sessions. One will be held for all Leland staff, and another will be held specifically for Public Safety and first responder staff.

Staff continue to support NC State's Institute for Emerging Issues with the development of their state-wide digital inclusion initiative that aims for all 100 North Carolina counties to adopt a digital inclusion plan through participation in a regional steering committee. Staff are committed to ensuring local community needs and assets are accurately reflected and strategies meet Town goals.

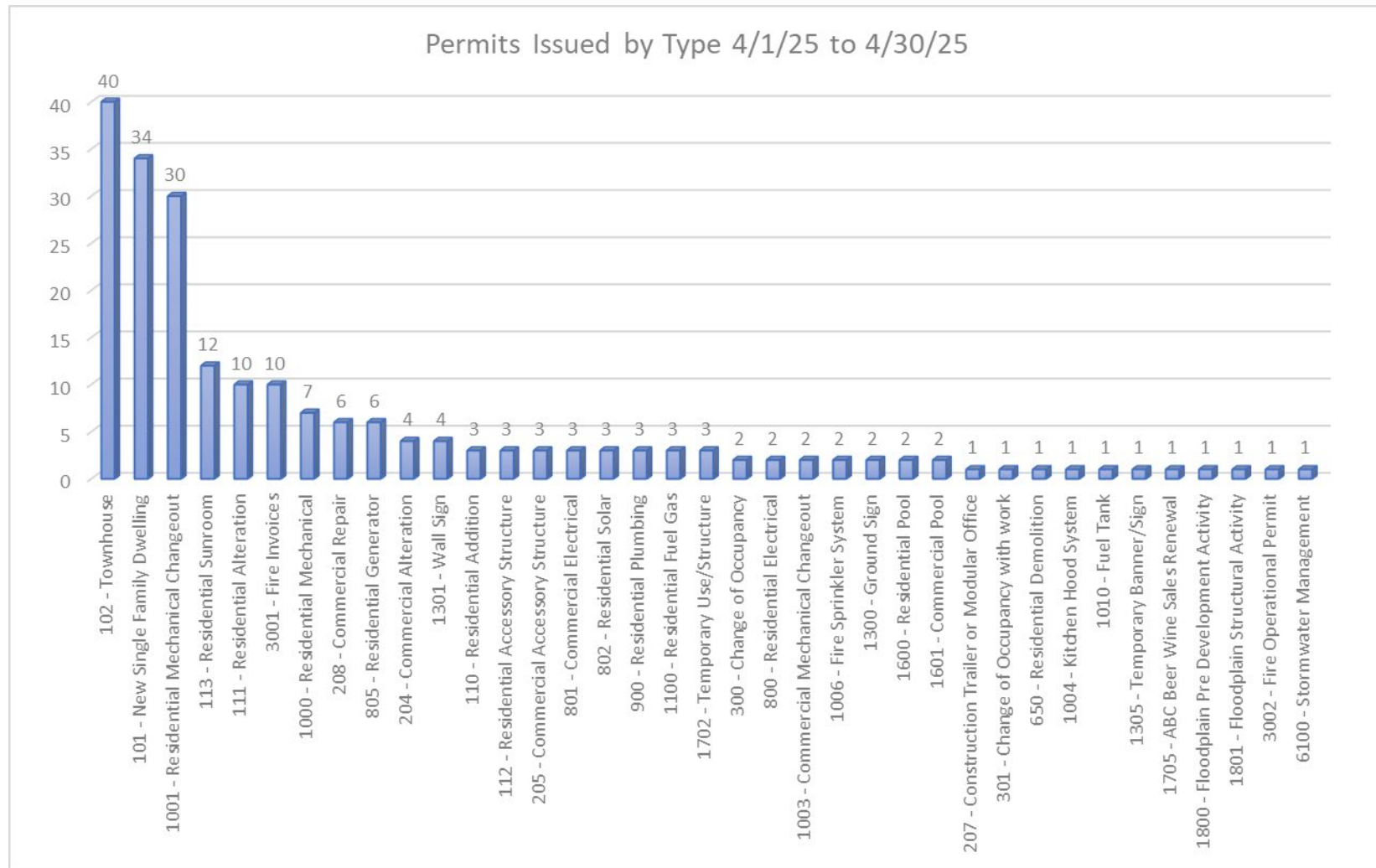
Staff continued to work with the Division of Coastal Management to finalize the amendment to Leland 2045 to meet CAMA certification requirements. The addendum includes additional Census data, information about public water and wastewater supply needs, and more detailed information regarding transportation, as these issues relate to population and development increases. The first draft of the addendum will be presented to the Planning Board in May for recommendation and then to Town Council in June for adoption.

Transportation Planning Update

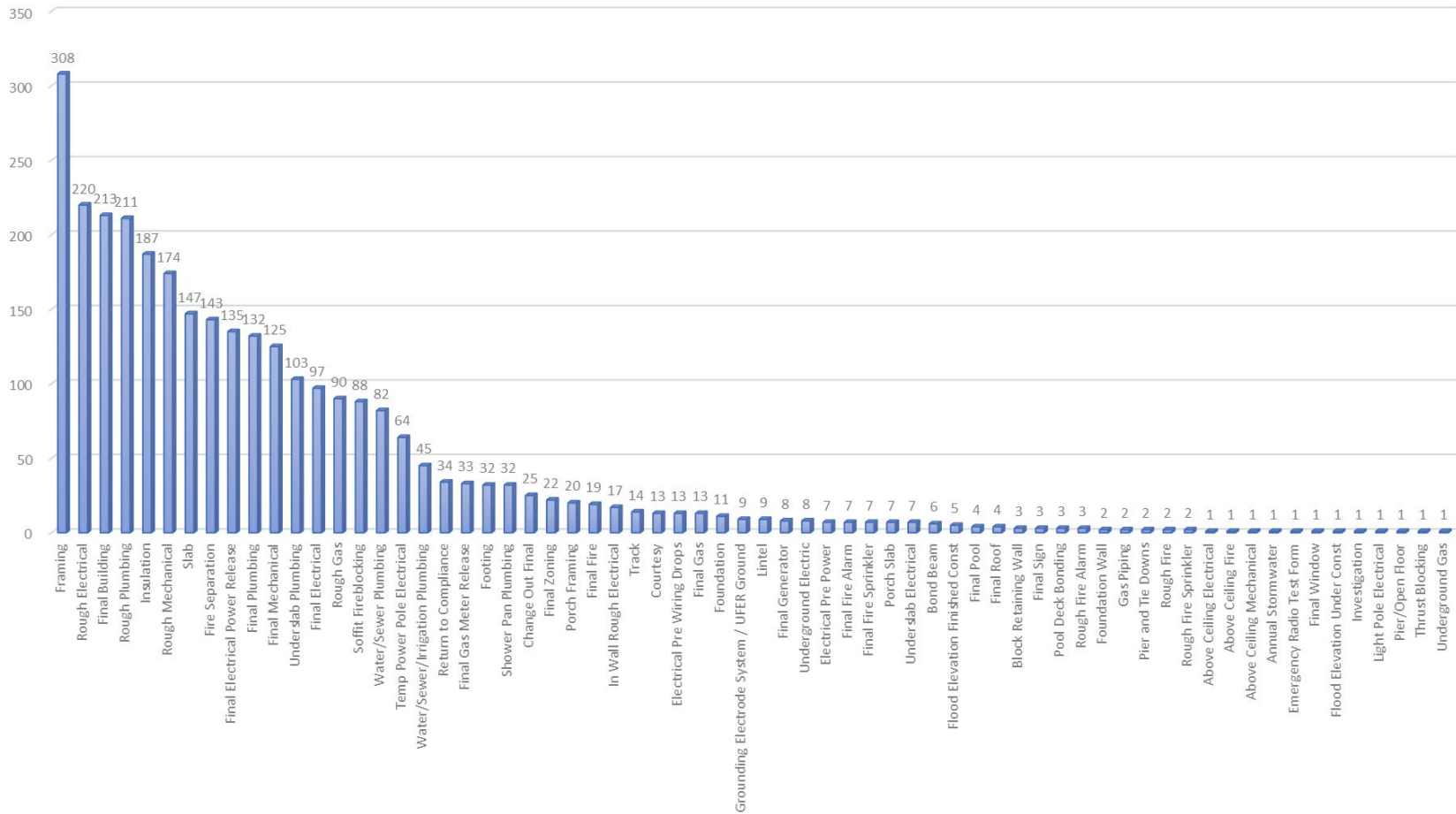
Staff and the consultant team met several times to discuss preparations of the final draft document for the Integrated Mobility Plan, which staff expects to receive in May and begin an internal review. Staff anticipates taking the Integrated Mobility Plan to Planning Board in June for review and recommendation and then to Town Council in July for adoption.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
212	2,984	\$18,262,265



Inspections Completed by Type 4/1/25 to 4/30/25



Code Enforcement Update

Case Summary

4/1 Through 4/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from March	2	3	24	0	29
Cases Opened April 2025	3	41	12	4	60
Cases Closed April 2025	2	19	8	0	29
Current Active Cases	3	25	28	4	60

Department News

In April, the Open House was held for the Leland Tourism Development Authority Strategic Plan. Visit Leland sponsored the CIAA Men's Golf Championship and Awards Banquet, which was held in Leland for eight teams across the nation. Staff participated in an organizing committee call regarding the 18th Annual Intercultural Festival and an online session with the NC Coastal Land Trust to discuss how the Trust can improve on its mission and vision throughout the region. Staff conducted a site visit to properties identified for conservation to canvass them for flora and fauna of interest. A groundbreaking was held for the Novant Leland Surgery Center that will be located off Highway 17, west of the State Employee Credit Union.

New Businesses

- No new businesses were announced in April.

New Construction/Development

- No new projects were submitted in April.

Economic Development Committee Meeting Summary

The Economic Development Committee met on April 10 to discuss amended Board and Committee rules, recent awards won by UNCW's Center for Innovation and Entrepreneurship, and took a tour of the Town. The next meeting is scheduled for May 8, 2025.

Department News

The department has enjoyed an exciting spring. More than 900 people joined the 2025 Eggspedition, the annual egg hunt held this year at Northwest District Park. The Spring Art Market was held on April 26 with more than 500 participants enjoying the crafts from over 30 vendors.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in April. The next meeting is scheduled for May 28, 2025.

Upcoming Events

May 6-31, Five Brush Strokes Gallery, LCAC

May 17, 9-10:30 a.m. – Paddleboard Yoga, Wrightsville Beach

May 19, 10 a.m.-12 p.m. – Homeschool Studio, LCAC

May 19, 7-8:30 p.m. – Sunset Cruise, Wrightsville Beach

May 20, 9-11:30 a.m. – Kayak Adventures: Barnards Creek Paddle, Wilmington

May 22, 6-8 p.m. – Chocolate Chip & Company Concert, LCAC

May 31, 10 a.m.-2:30 p.m. – Painting Water in Watercolor, LCAC

June 5, 6-8 p.m. – Phantom Playboys Concert, LCAC

June 6, 9-11 a.m. – Green Sweep, Westgate Nature Park

June 10, 10 a.m.-3 p.m. – Fragmented Reality: Mixed Media Painting Workshop, LCAC

June 12, 6-8 p.m. – Moss Art: Silhouettes, LCAC

Social Media Update

- PRCR Facebook Highlights (April 1 – 30, 2025)
 - Followers/Likes – 6,352
 - Page reach – 13,989
 - Top post (Largest reach): “Thank you to everyone who joined us for Eggspedition! We had an egg-cellent time celebrating with you all. From fun activities to joyful moments, it was truly a wonderful day. We’re so grateful for our amazing community—until next time!”
- LCAC Facebook Highlights (April 1 – 30, 2025)
 - Followers/Likes – 5,273
 - Page reach – 6,215
 - Top post (Largest reach): “Mark Weber is BACK at the Leland Cultural Arts Center! Mark is a talented mixed-media artist from the Cape Fear region. His work can be found in published children's books, the New York Times, Rolling Stone, and more. Starting April 28, Mark will be teaching Painting from Places and Photos with us. Explore painting from reference materials through demonstrations and exercises with paint medium of choice, whether it's acrylic, watercolor, or oil. Mark's fun and creative painting techniques shine through in his teaching style. This program is suitable for all levels of painting. This program runs Mondays April 28-June 9, 12-1:30 p.m. Click the link below to view more about his program or register! You may also register in-person at the Leland Cultural Arts Center.”
- PRCR Instagram (April 1 – 30, 2025)
 - Followers/Likes – 2,017
 - Post reach – 6,215
 - Top post (Largest reach): “Spring Art Market is almost here! Join us this Saturday, April 26, from 10:00 a.m. – 3:00 p.m. for a day of shopping, creativity, and community! Browse local, handmade goods from talented artists and makers—there’s something for everyone!”
- LCAC Instagram (April 1 – 30, 2025)
 - Followers/Likes – 1,990
 - Post reach – 353
 - Top post (Largest reach): “Curious about our upcoming Spring Art Market? Here's a sneak peek of what our amazing vendors will have in store for you: Gay Rosenberg Ceramics | Ocean-inspired functional ceramics, Seal Ziti Soaps | Handmade facial-quality soaps with aromatic essential oils, Appleby Arts | Functional and decorative glass artworks that encourage color & light to play,

Melissa Schepp Creations | Oil paintings that highlight the beauty of North Carolina from the mountains to the sea. This market is just over a week away! Join us on Saturday April 26th from 10:00 a.m. – 3:00 p.m. to support local art and shop 'til you drop!”

Department News

In April, the Town welcomed one new employee to the Planning Department and one new employee to Public Works. There was one promotion in the Planning and Inspections Department and one within the Police Department. Four employees ended their service with the Town. A Servant Leadership Snack and Chat with staff was held to provide an opportunity to communicate and engage on a more personal level with Town management. In the coming month, the department will relaunch the Safety Program, conduct May Performance Review Check-Ins, host a Dementia Friends Lunch and Learn coordinated by Community Development Planner Kate Fersinger, and provide a "Take A Break" employee engagement event.

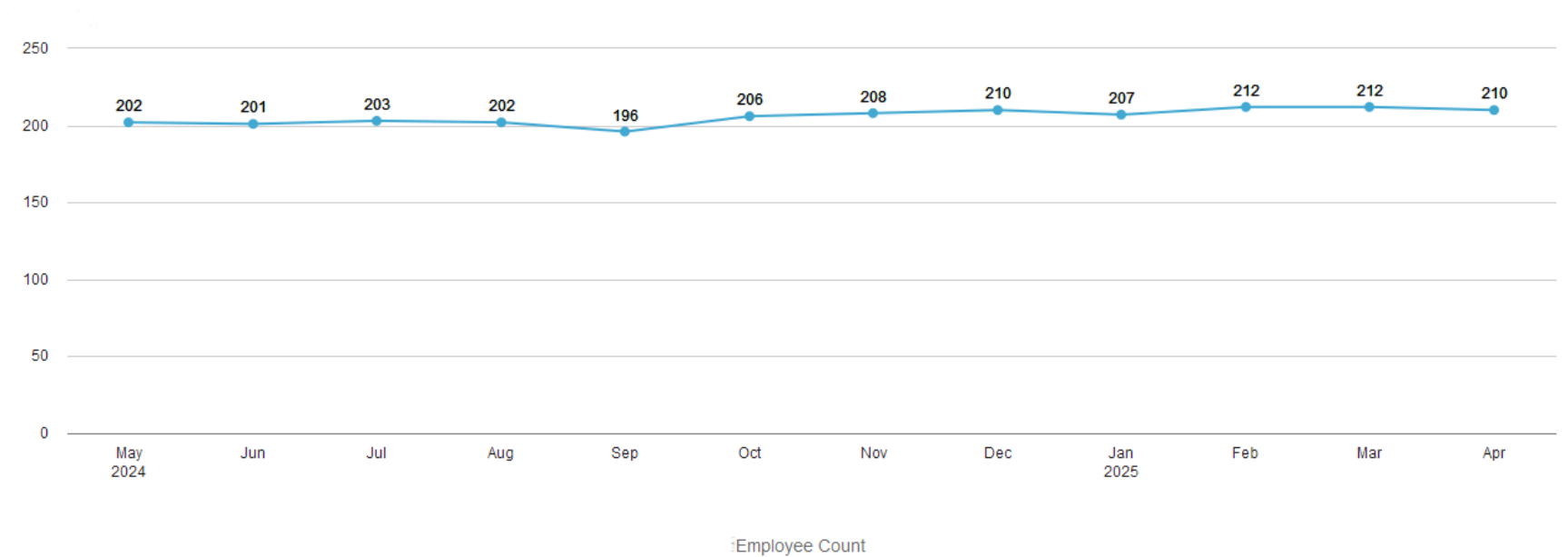
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
"Skip" Francis Brown	Planning and Inspections	Promotion	3/29/2025		Building Inspector I	Building Inspector II
Deborah O'Toole	Human Resources	Termed	4/4/2025	Human Resources Director		
Christian Marshall	Police Department	Promotion	4/12/2025		Senior Police Officer	Police Sergeant
Joesph Piro	Streets Maintenance	New Hire	4/15/2025	Streets Maintenance Tech I		
Brooke Maynard	Planning and Inspections	New Hire	4/15/2025	Planner II		
Matthew Austin	Fire Department	Termed	4/20/2025	Firefighter		
Miranda Nelson	Planning and Inspections	Termed	4/23/2025	Planning Intern		
Kevin Mansell	Fire Department	Termed	4/24/2025	Firefighter		

Workers Comp Data April 2025

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

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



<div>Headcount ⓘ</div> <div>210</div> <div>As of April 2025</div>	<div>Hired ⓘ</div> <div>40</div>	<div>Termed ⓘ</div> <div>30</div>	<div>Growth Rate ⓘ</div> <div>5.0%</div>	<div>Turnover Rate ⓘ</div> <div>14.6%</div>	<div>Average Tenure ⓘ</div> <div>4.3</div> <div>(Years)</div>
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Terminations include voluntary and involuntary separations of employment.

Department News

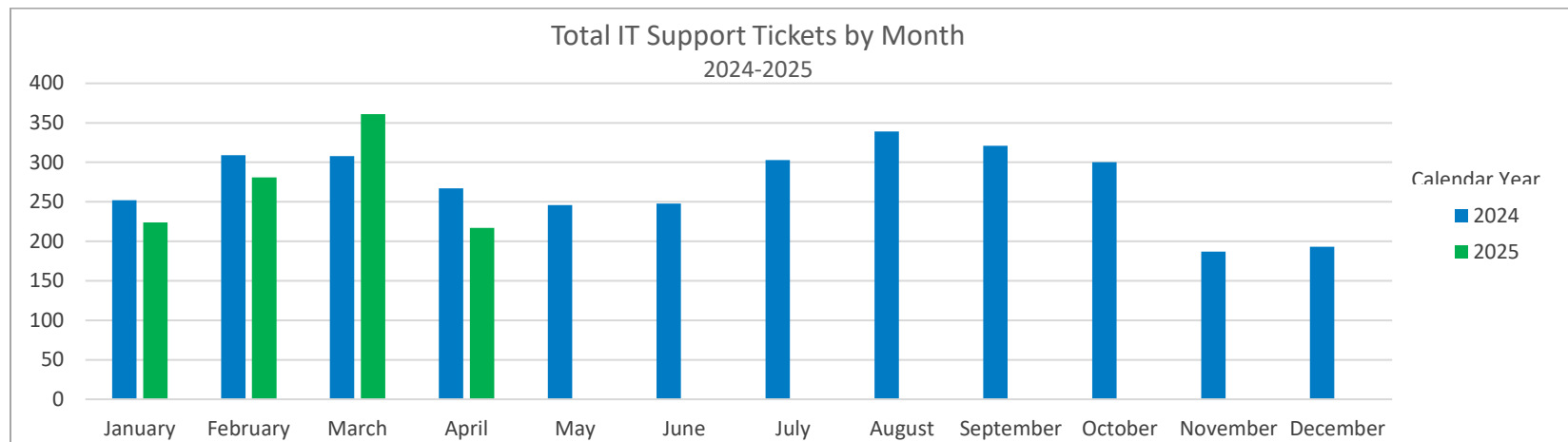
Mr. Thomas attended Performance Management in Information Technology, a course provided by the UNC School of Government which focused on improving IT processes through the application of a continuous performance management cycle.

Major Work Priorities

- Equipment Relocation: Staff will be working to relocate server, network, audio-visual, and office equipment as renovations continue in Town Hall.
- Organizational Records Maintenance: Staff continue to organize internal records and policies that improve management of user accounts and enhance system security.
- Finance Workflow Automation: Staff are working with departments to test the functionality of forms and workflows developed to support purchasing processes.

Projects Completed

- 13 employees onboarded/offboarded
- Fire Station Volume Controls: The installation of alerting volume controls has been completed at Fire Stations 51 and 53.
- Town UHF Radio Enhancements: Additional equipment has been installed to expand capacity of the Town's UHF communications system.



Town Clerk's Office

Mayor Bozeman signed a letter of support for the National Sea Grant Program to be fully funded. The Town's Planning and Inspections Department, NC State University, and NC Sea Grant collaborate on the NC Sea Grant-funded project.

Mayor Bozeman also signed a letter of support that was sent to NCDOT for the Town's Basin Street Extension project. The project will extend Basin Street from Old Fayetteville Road to Village Road and align perfectly with the goals and priorities outlined by the NCDOT, particularly in terms of safety, equity, and regional impact.

Mayor Bozeman, Councilmember Carter, and Ms. Reinhardt attended the North Carolina League of Municipalities (NCLM) Annual CityVision Conference. This year's conference addressed emerging issues facing cities and towns across the state. Expert-led sessions focused on key topics such as housing, transportation, economic development, and the municipal workforce. Additional highlights included case studies from across North Carolina that offered a firsthand look at innovative solutions already being implemented. Council and staff left the conference not only with valuable insights and guidance, but also with practical tools they can apply immediately to strengthen and improve the Town.

Mayor Bozeman, Councilmember Carter, and Ms. Reinhardt were presented with the NCLM Commit to Civility Certificate Resolution, recognizing the successful completion of the program by the entire Leland Town Council. Leland was one of only six municipalities out of 551 across North Carolina to receive this distinguished honor.

At the NCLM CityVision Conference, Ms. Reinhardt, serving as President of the North Carolina Association of Municipal Clerks (NCAMC), delivered a presentation to the North Carolina Mayors Association. Her presentation highlighted NCAMC's current projects, membership benefits, and ways in which mayors can support and encourage their municipal clerks to become actively involved. Additionally, Ms. Reinhardt facilitated and delivered remarks at the NCAMC Clerks' Breakfast event.

At the April 25 NCAMC Spring Regional one-day course, Ms. Reinhardt, in her role as President of the NCAMC, delivered opening remarks. The continuing education sessions covered a range of important topics, including updates on remote meetings, best practices for meeting minutes, an overview of the Powell Bill Program, and key statutory changes and case law developments.

Ms. Reinhardt submitted the Message from the President article for the International Institute of Municipal Clerks Region III 2025 Spring Edition [Newsletter](#).

It has been announced that the City of Charlotte Municipal Clerk will be presented with the IIMC Quill Award at the 79th Annual International Institute of Municipal Clerks conference held in St. Louis. Ms. Reinhardt, as the NCAMC President, coordinated and submitted the application for

consideration. She worked with the IIMC Region III Directors, State representatives, and municipal clerks across the state to complete the application submission.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - April 8 Board of Adjustment Meeting
 - April 10 Economic Development Meeting
 - April 14 Agenda Council Meeting
 - April 14 Closed Session Meeting
 - April 17 Regular Council Meeting
 - April 22 Planning Board Meeting
- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 2
 - Minutes – 6
 - Agendas – 5
 - Resolutions – 10
 - Ordinances – 0
 - Proclamations – 3 (National Safe Boating Week, National Work Zone Awareness Week, Municipal Clerks Week)
 - Presentations – 1 (Walk Audit Findings)
 - Public Hearing Notices for the Council Meetings – 0
 - Current Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)
 - Board/Committee Term Ending on June 30, 2025: Board of Adjustment (3 seats); Economic Development Committee (3 seats); and Planning Board (4 seats)

Government Portal (iCompass) Transparency Update

- Portal Visits – 3,144
- Portal Unique Visits – 2,398
- Board of Adjustment April 8 Agenda – 370
- Economic Development Committee April 10 Agenda Views – 349

- Agenda Council Meeting April 14 Agenda Views – 275
- Regular Council Meeting April 17 Agenda Views – 499
- Planning Board Meeting April 22 Agenda Views – 228