



STAFF REPORTS

September 2025 Regular Meeting

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Department News

Officers Bardales and Hutton attended the INTOX Operator Course August 4-8 in Elizabethtown. This course trains law enforcement officers on the operation of the breath testing instrument, and the applicable NC administrative codes, general statutes, and policies that govern evidential breath alcohol testing and implied consent offenses.

Master Officer Piniewski attended Radar recertification August 6 at Cape Fear Community College. This course ensures officers can continue to operate their Radar instruments.

Officer Odom attended First Line Supervision training August 18-22 at Forsyth Technical Community College. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

Administrative Specialist Melissa Taylor attended DCI training modules 1-3 August 20-22 virtually. This certifies users to complete all levels of DCI transactions in the NCIC system.

Sergeant Munger and Master Officer McElroy attended an Interview and Interrogation course August 25-29 at the Brunswick County Sheriff's Office. This course is designed for officers within investigations or those tasked with the responsibility of conducting criminal investigations, interviews, and interrogations.

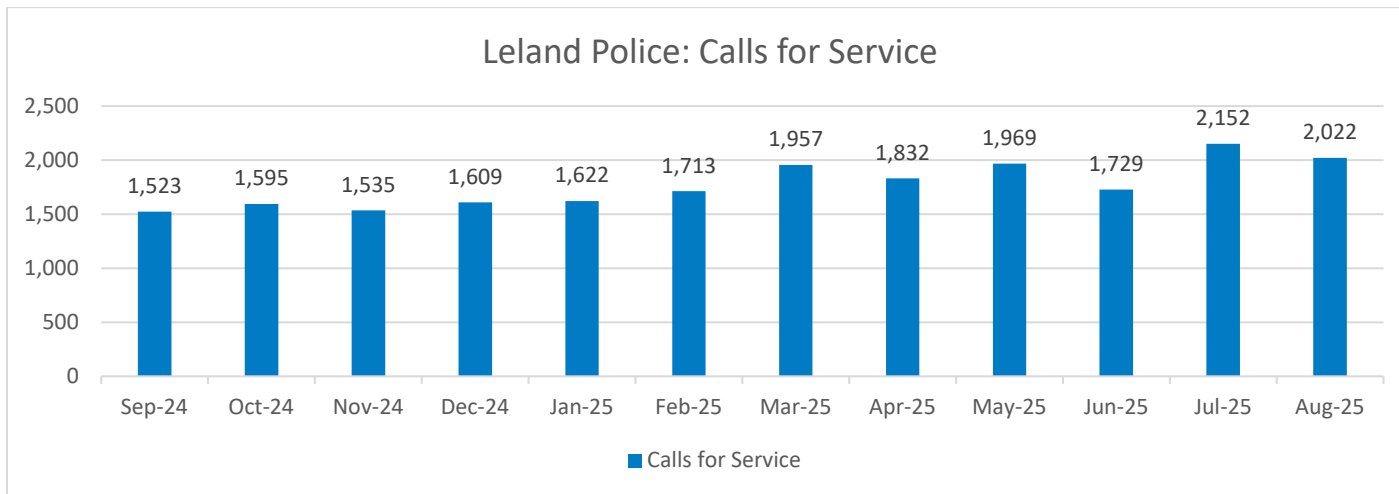
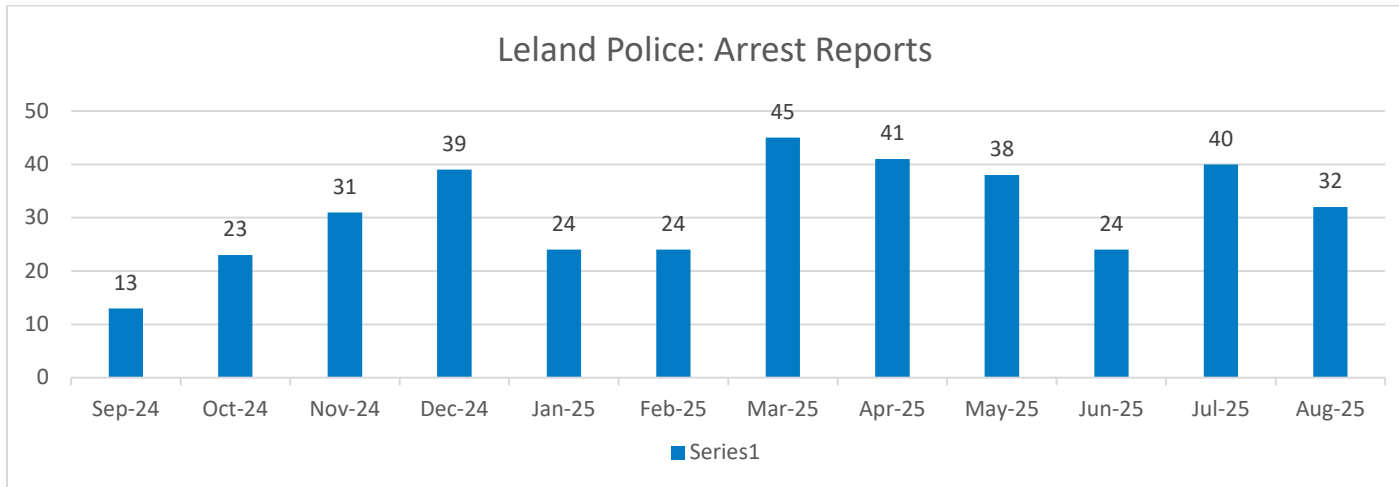
Officers Saternow and Simpson and Administrative Specialist Taylor attended Linx training August 26 virtually. This training certifies users to operate the NC Linx system, which is a database used to find information.

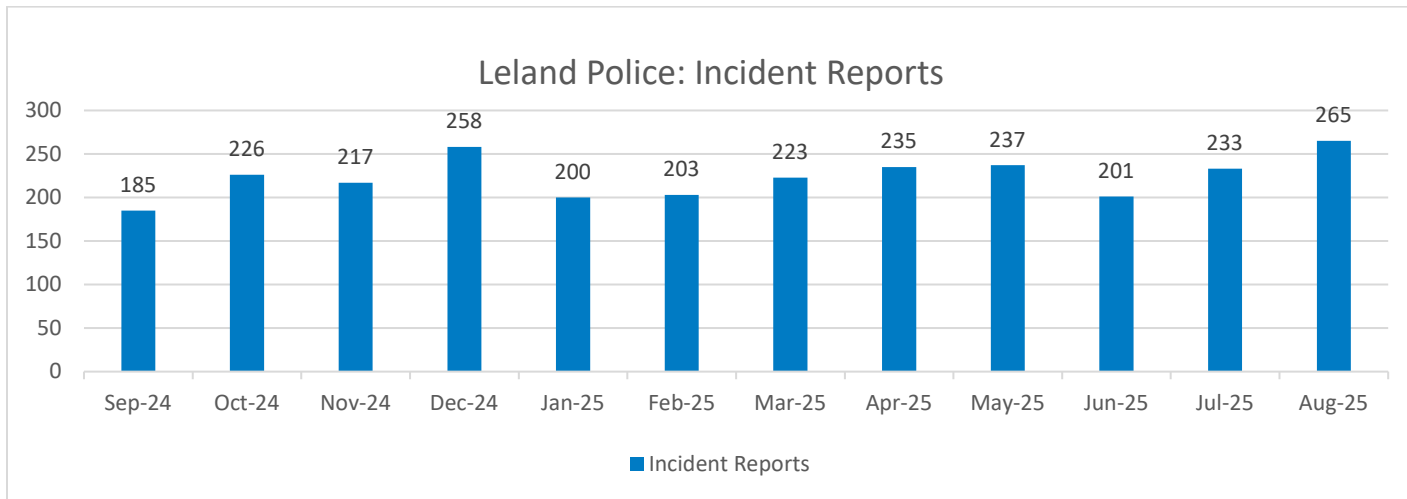
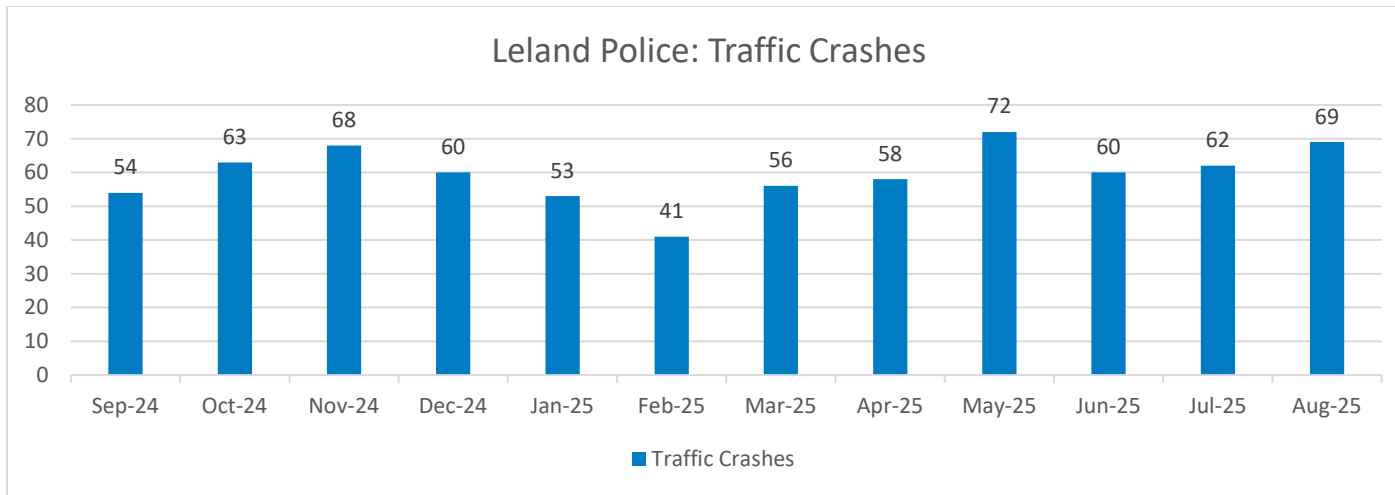
Administrative Supervisor Makenzie Crumbaker attended Background Investigations training August 27-28 virtually. This course is intended for personnel responsible for conducting pre-employment background investigations for new employees.

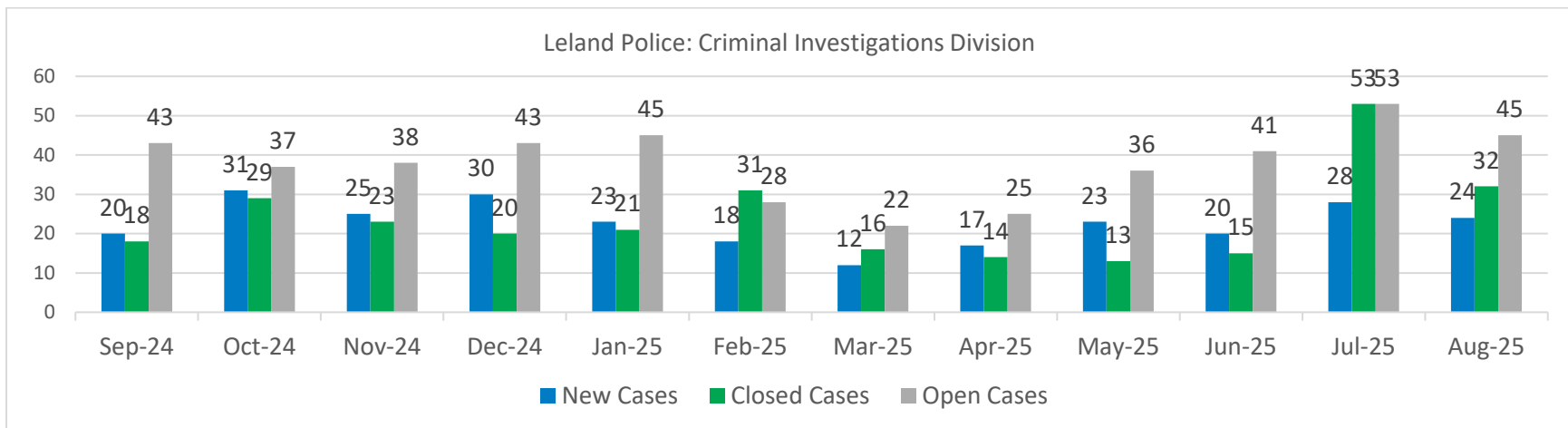
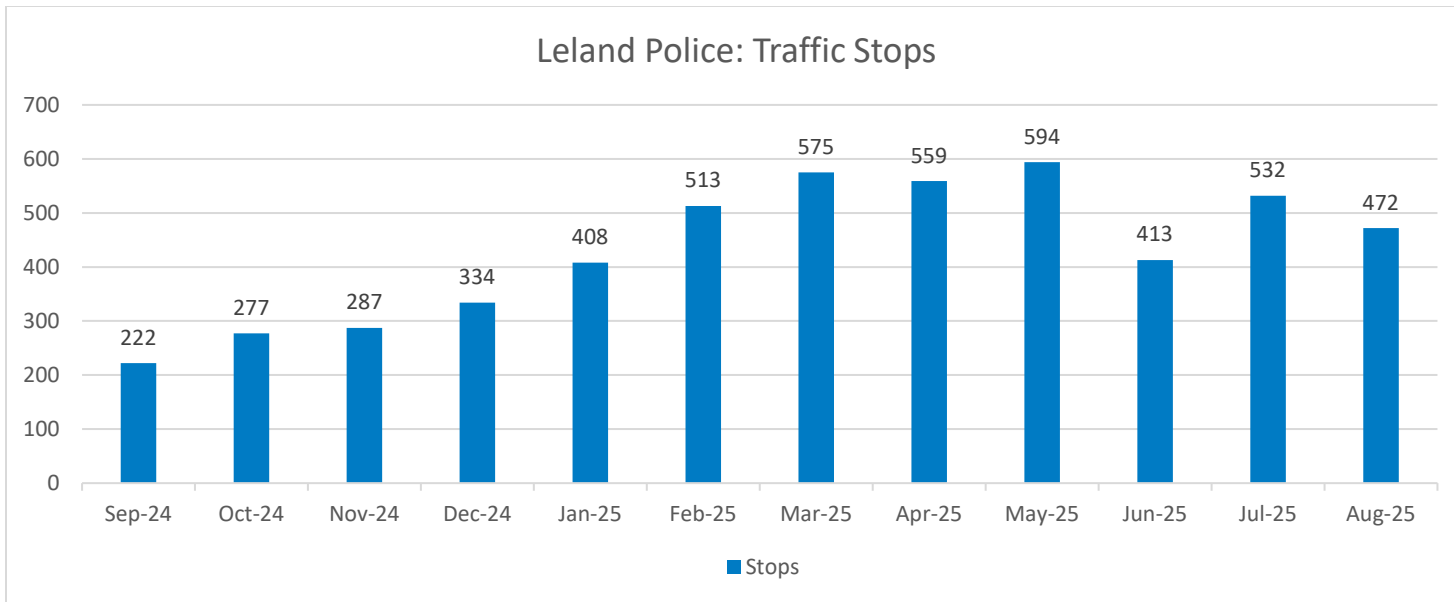
Active Mutual Aid Agreements

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

Dashboard







Animal Services Report							
2025	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	21	3	1	3	2	0	1
Feb	23	1	3	4	0	1	1
Mar	42	4	5	8	5	2	3
Apr	52	4	1	4	2	0	3
May	67	3	1	4	5	0	5
Jun	47	0	3	3	0	0	3
Jul	42	0	4	4	0	0	1
Aug	38	1	4	2	0	0	4
Totals	332	16	22	32	14	3	21

Department News

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

- Assisted 14 homeowners with smoke alarm installations or battery replacements
- Assisted four citizens with car seat checks/installations
- Conducted one station/engine tour

Trey Shipp was promoted to Battalion Chief.

Zack Brown, Christian Grubbs, Brad Orahood, Kyle Phillips, and Bryan Williams joined the department.

Deputy Chief Shelton James and Battalion Chief Trey Shipp attended the North Carolina South Atlantic Fire Rescue Expo hosted by the North Carolina State Firefighters' Association.

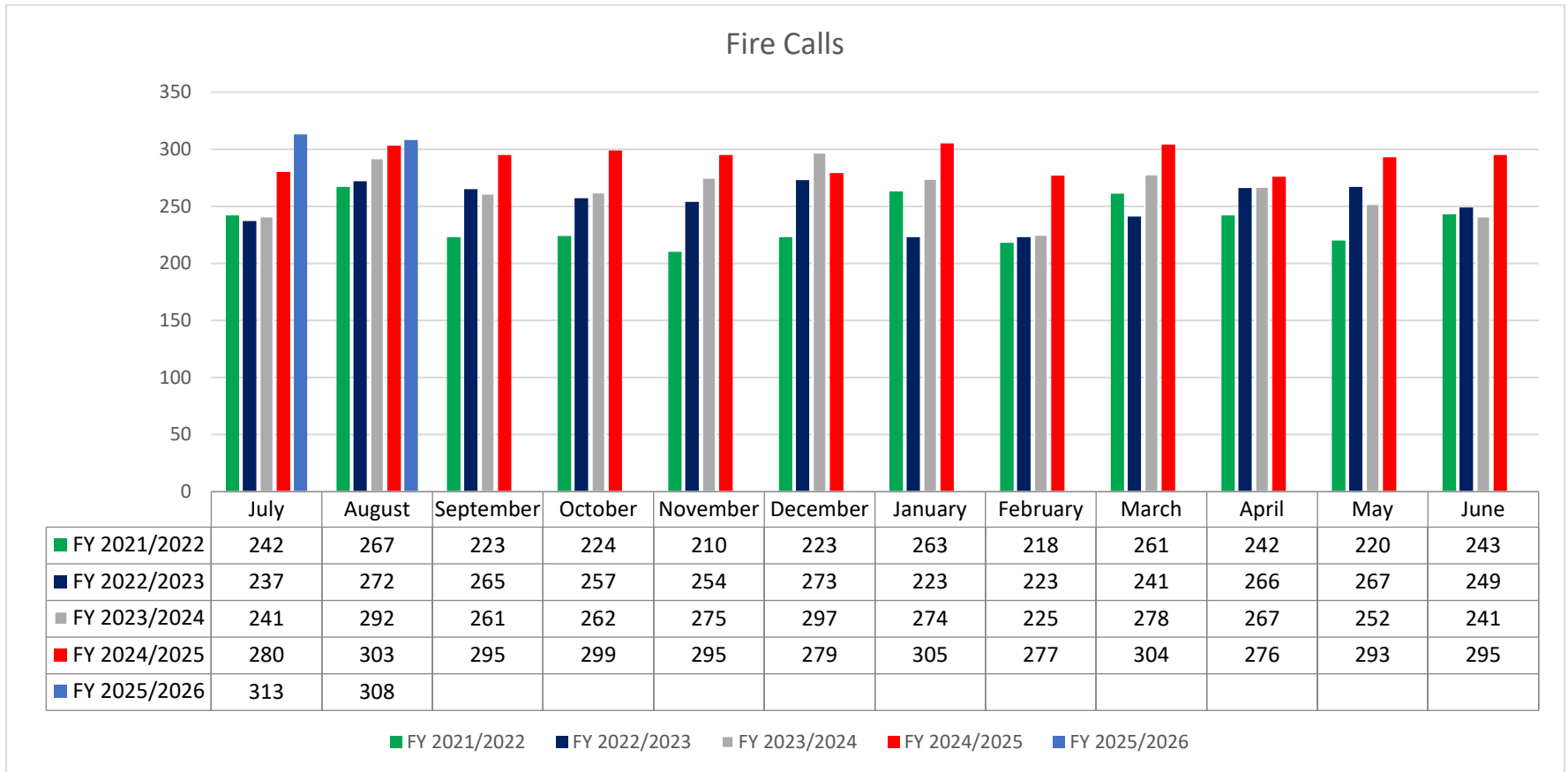
Fire Apparatus Engineers Jay Paluck and Jamie Williamson attended the third part of a three-part course in the NFA Leadership in Supervision series held at Cape Fear Community College. This series presents the basic leadership skills and tools needed to perform effectively in the fire environment, successfully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

In August, 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.

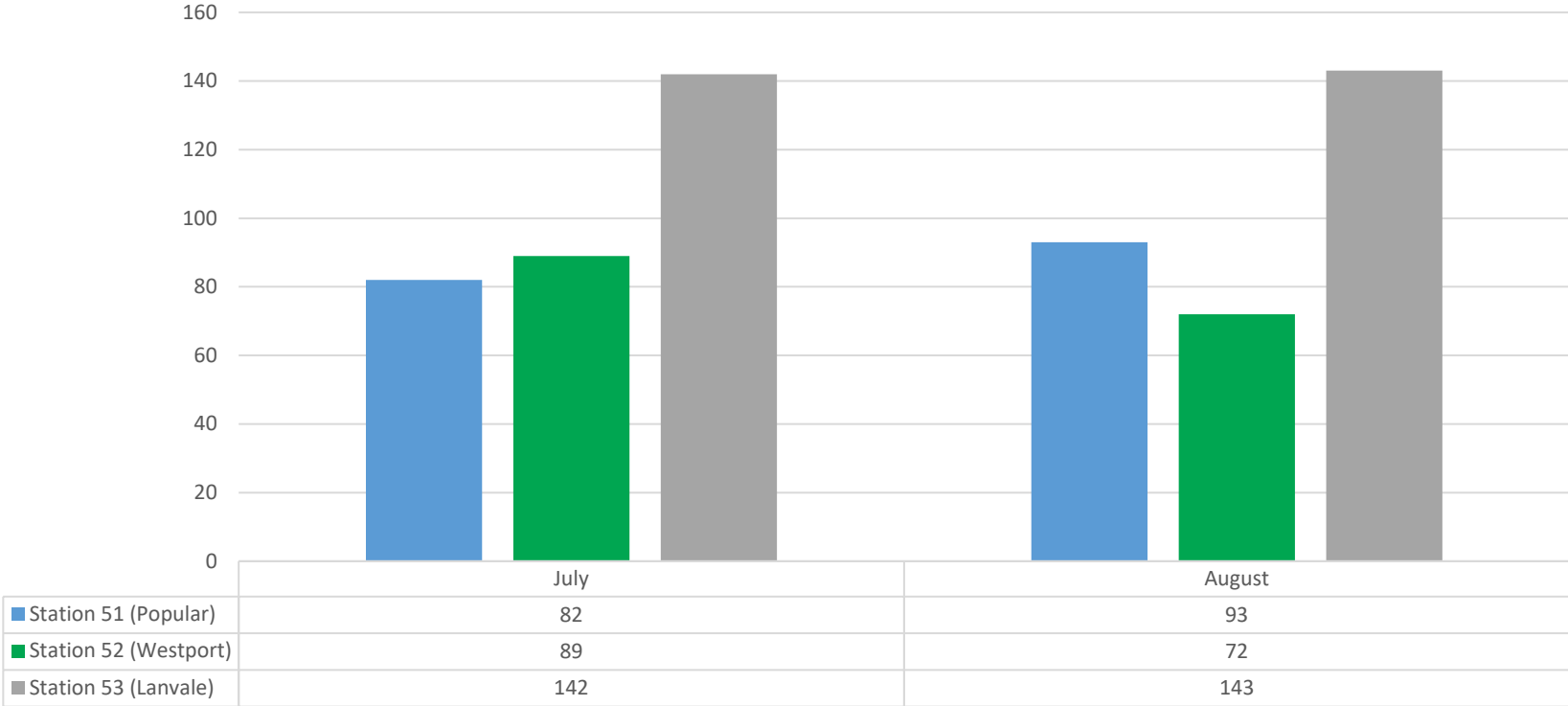
Active Mutual Aid Agreements

- 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
- North Carolina Incident Mutual Aid System
- 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



FY 2025/2026 Fire Calls Per Station



■ Station 51 (Popular) ■ Station 52 (Westport) ■ Station 53 (Lanvale)

Department News

Staff participated in training for Community Planning for Disaster Recovery delivered by the National Disaster Preparedness Training Center. Chief Grimes assisted with the Police Department's accreditation site visit. Fire drills were conducted for staff at all facilities, which is a strategic initiative within the 2030 Strategic Plan. Staff assisted in preparation for Leland in Lights. Preparation for the Continuity of Operation Plan has begun. The Emergency Operations Plan update for 2025 is underway.

Work Priorities and Initiatives

- Threat Hazard Identification and Risk Assessment
- Continuity of Operations Plan
- Emergency Operations Plan update

Projects Completed

- No projects were completed in August.

Department News

Staff generated 224 work orders in August and completed 174 (78%).

Streets Maintenance Technicians Joe Piro, Lucas Hall, and Tyler Barth obtained their Public Health Pesticide Licenses.

Streets Updates

Work Priorities and Initiatives

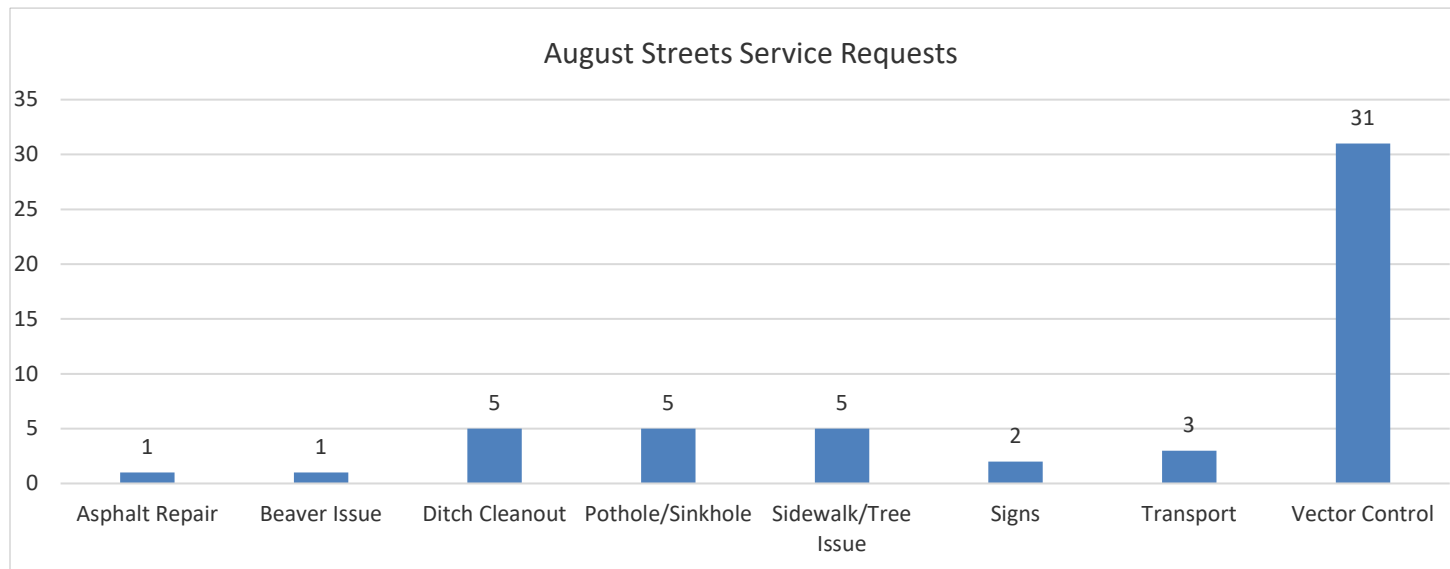
- Staff will continue to focus on repairing storm drain sinkholes, replacing concrete sidewalks and curbs, and making asphalt repairs.
- Staff will continue working on sidewalk replacement projects in Magnolia Greens and Brunswick Forest.
- Staff will begin several asphalt repair projects within Brunswick Forest.

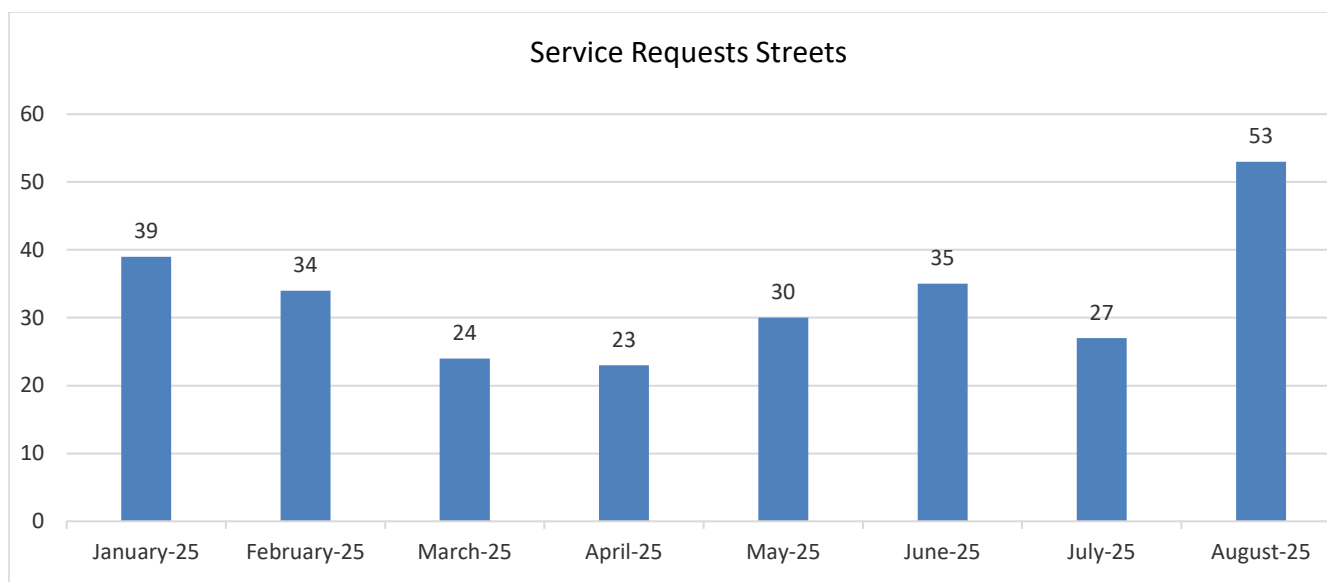
Projects Completed

- Staff inspected and repaired sinkholes in Windsor Park, Westport, Magnolia Greens, and Brunswick Forest.
- Staff replaced sidewalks damaged by trees in Magnolia Greens and Brunswick Forest.
- Staff repaired potholes at various locations throughout Town.
- Staff replaced deteriorated crosswalk pavement markings in Brunswick Forest.
- Staff cleaned out several ditches throughout Town.
- Staff made improvements to the curb ramps on Mallory Creek Drive at the new amenities center. This work included installing a new high visibility crosswalk and pedestrian crossing signs.
- Staff completed installing new ADA compliant curb ramps at the intersection of Grandiflora Drive and Greensview Circle. Paving will be done as part of the upcoming resurfacing project.
- Staff relocated and installed all speed indicators based on locations provided by the Leland Police Department.
- Staff removed and replaced deteriorated pavement on Blake Circle and Gardenview Court.

Work Order Summary

- Streets generated 53 work orders in August, with the majority being vector control (31), ditch cleanout (5), pothole/sinkhole (5), and sidewalk/tree issue related (5).
- Streets completed 25 work orders in August, with an approximate expense of \$42,100 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in employee costs (\$19,600) and equipment costs (\$16,100).





Grounds Updates

Work Priorities and Initiatives

- Staff will begin preparing and installing some lights at Town Hall for Leland in Lights.
- Staff will continue to perform lawn maintenance at Town-owned properties and parks.
- Staff will continue to clear underbrush/vegetation on Town-owned properties to enhance their appearance.
- Staff will begin to prep annual beds around Town-owned properties for fall plantings.
- Staff will trim shrubs and install new mulch at Town Hall.

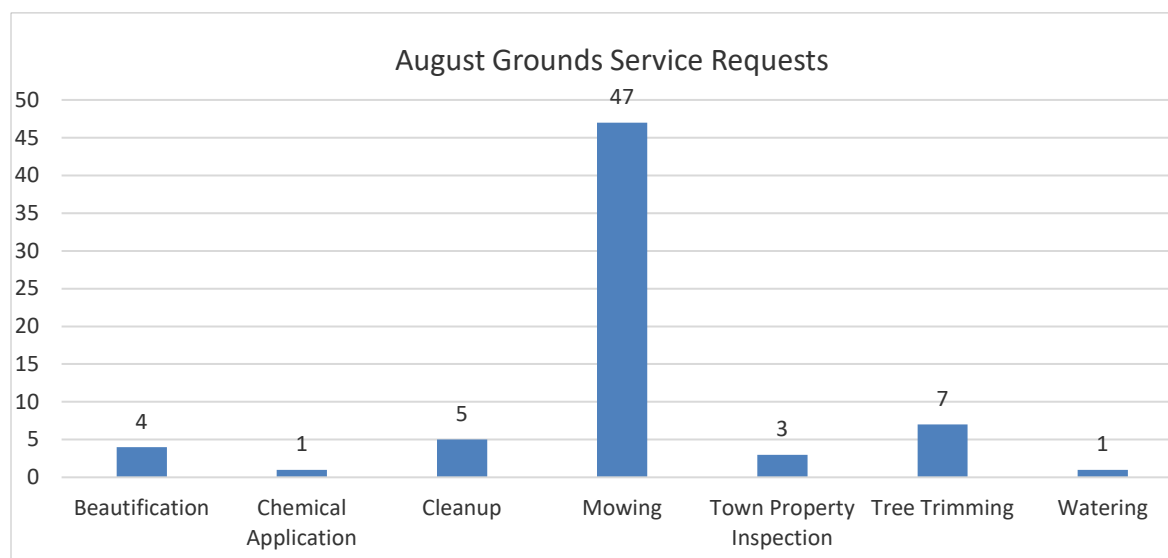
Projects Completed

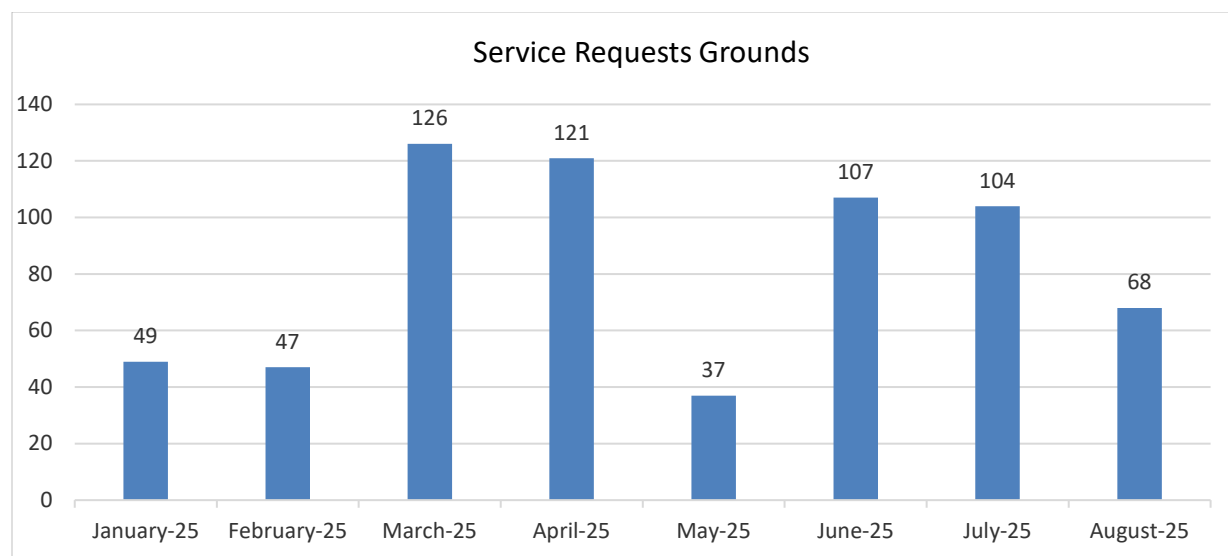
- Staff replaced deteriorated boards at the classroom and on the bridge at Westgate Nature Park.
- Staff identified and marked trees that require removal, as well as hazardous limbs that need to be pruned to mitigate potential safety risks in Founders Park.

- Staff installed Green Giant arborvitae trees along the front of the new parking lot extension at Town Hall to provide a buffer required by Planning.

Work Order Summary

- Grounds generated 62 work orders in August, with most of them being mowing (47), tree trimming (7), cleanup (5), and beautification related (4).
- Grounds completed 58 work orders in August, with an approximate expense of \$21,500 in labor and equipment to complete these work orders.





Operations Updates

Work Priorities and Initiatives

- Staff will be in training with HVAC contractor Thermal Trans for training on the new system at Town Hall.
- Staff will be implementing a building management system for the new HVAC system at Town Hall.
- Staff will begin changing out florescent bulbs at Town Hall and replacing them with LED.
- Staff continue to work on a final detailed preventative maintenance plan for each Town facility.
- Staff will complete plumbing improvements on the water heater installation at Fire Station 52.
- Staff will complete pressure washing at all Town facilities and cleaning the windows.
- Staff will continue improving the iWork work order system to schedule custodians and room setups (table/chair configurations, etc.) for Town meetings and events.

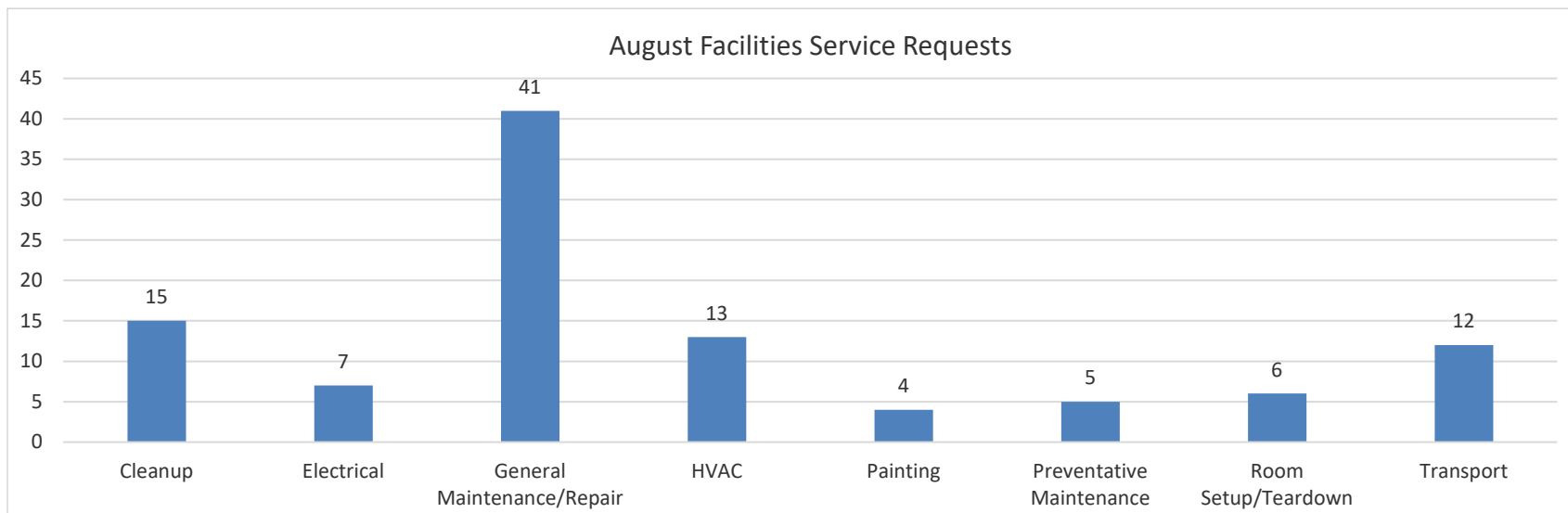
Projects Completed

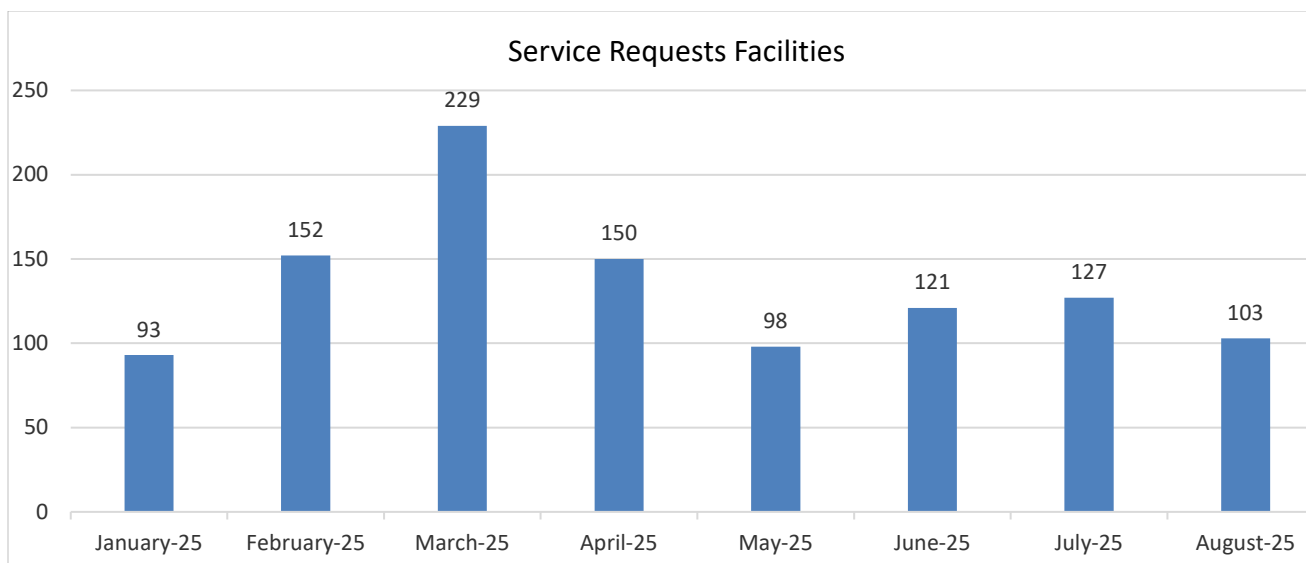
- Staff installed new water filters on all Town ice machines.
- Staff replaced an existing ice machine with a new one at the LCAC.

- Staff have improved efficiency and cleaning strategies in all Town facilities by inspecting and documenting work priorities, procedures, and schedules.
- Staff completed inspections and propane connections at Fire Station 52.
- Staff cleaned and serviced HVAC systems at Fire Station 51 and the MOC.

Work Order Summary

- Operations generated 103 work orders in August, with most of them being general maintenance/repair (41), cleanup (15), HVAC (13), and transport related (12).
- Operations completed 91 work orders in August, with an approximate expense of \$53,300 in labor and materials.





Town Project Updates

Projects In Design

- Baldwin Drive Improvements
- Leland Unpaved Roads Improvements
- Pavement Condition Assessment 2025-2026
- Roadway Resurfacing 2025-2026 – Work to begin on September 2
- Sturgeon Creek Park
- U.S. Highway 17 Pedestrian Crossing

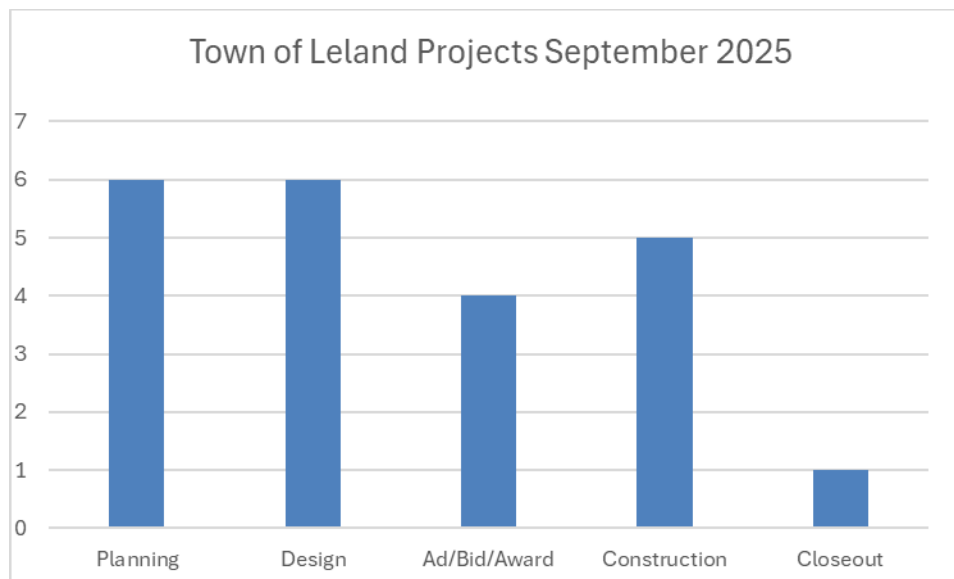
Projects In Ad/Bid/Award

- AARP Community Challenge Grant
- CDBG Housing Construction
- Ocean Gate Plaza Roundabout
- StRAP Grant

Projects In Construction

- Founders Park – Approximately 80% complete
- Long Pine Drive Roadway Improvements – Approximately 98% complete
- Roadway Resurfacing 2024-2025 – 0% complete
- Settler’s Village Connector Road – 0% complete
- Town Hall Expansion – Approximately 75% complete

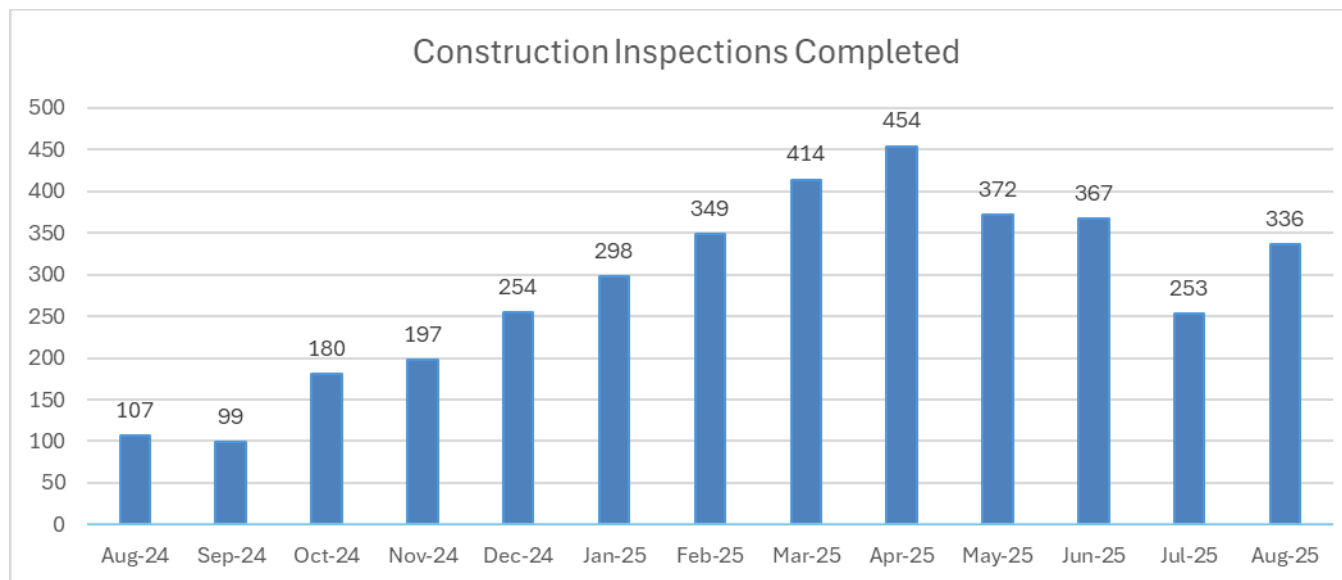
Full project details can be found [on the Town website](#).



Construction Inspections

Inspections

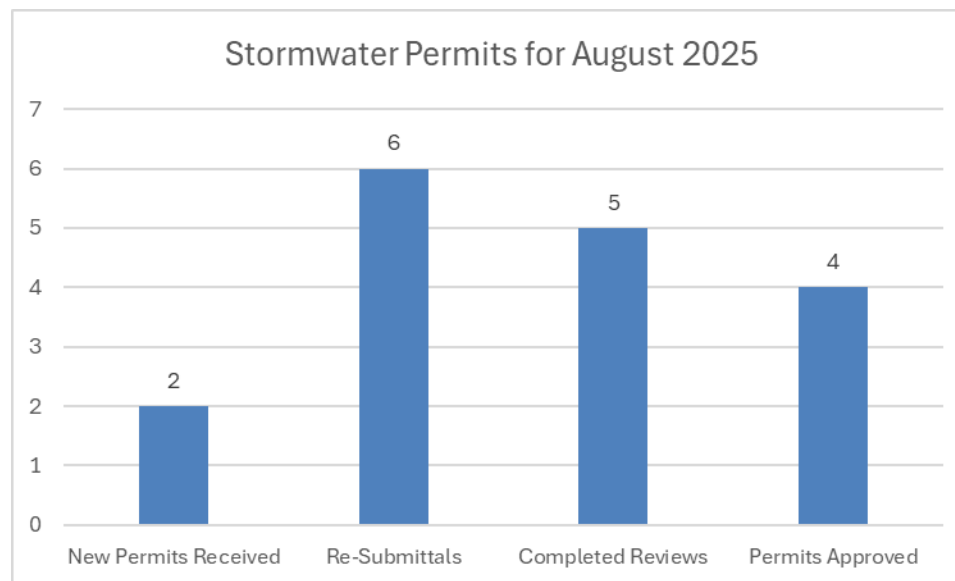
- Staff have completed 336 construction inspections.
 - Construction inspections include developer and Town projects.



Stormwater Permits

Stormwater Permit Review

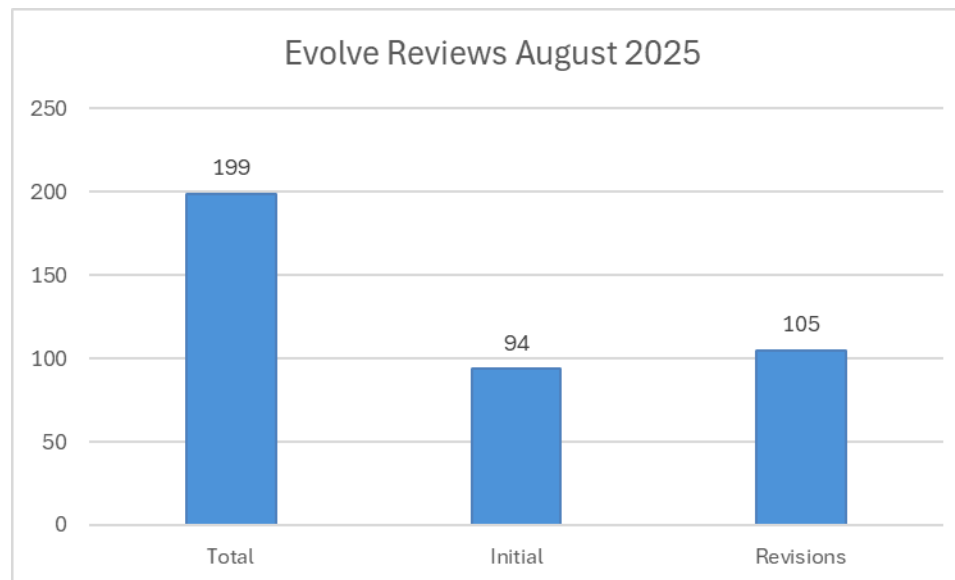
- 100% of stormwater permits submitted within the last 45 business days have either been approved or sent back for comments. Five permits were approved in July.



Evolve Reviews

Evolve Reviews

- Evolve reviews confirm that plats align with stormwater plans, performance guarantees cover required infrastructure and costs, and built-upon areas remain within impervious surface limits.



Department News

Ms. Ventura successfully completed her internship with the Town where she conducted policy research and developed a comprehensive list of projects from Town plans and guiding documents. This list is intended to assist the Town in aligning and matching its projects with available grant opportunities, helping to secure funding for priority initiatives.

Ms. McGrady attended two Municipal Finance Webinar Series, How to Fill out Required Forms and Internal Controls hosted by the NCLM.

Mr. Nadeau attended the UNC School of Government class for Introduction to Local Government Finance.

Ms. Newton attended the Municipal Finance Webinar Series: How to Fill Out Required Forms hosted by the NCLM, the Top 10 Primer: Transportation Planning and Funding webinar hosted by the UNC School of Government, the 5 Game-Changing Ways Local Governments Are Using Data webinar hosted by Polco, Funding the Future: Accessing Grants for Housing, Infrastructure and Public Safety webinar hosted by Gov1, and the Budgeting & Performance Summer '25 Product Highlights webinar hosted by OpenGov.

Ms. Cook attended the WILMA Leadership Institute, Introduction to Proposal Writing hosted by Candid Learning, the Portrait of American Travelers webinar hosted by Visit NC, the Top 10 Primer: Transportation Planning and Funding webinar hosted by the UNC School of Government, the Bridging Science, Recreation, and Accessibility: Designing Trail Maps for Everyone webinar hosted by American Trails, and the Advancing Road Safety Through Community Engagement webinar hosted by America Walks.

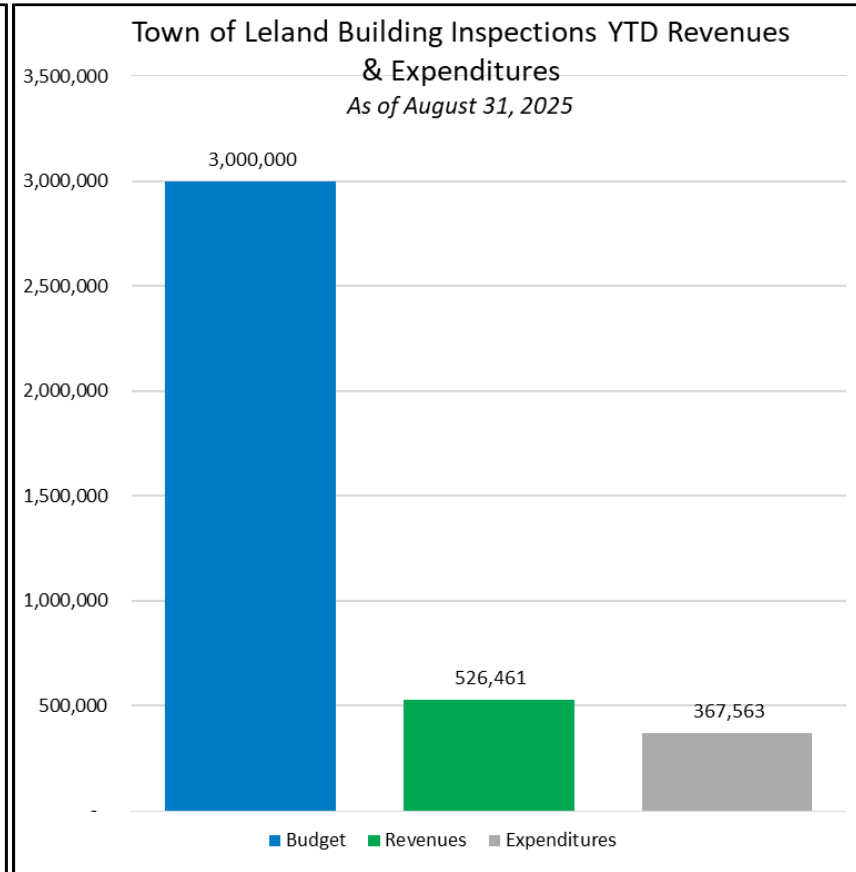
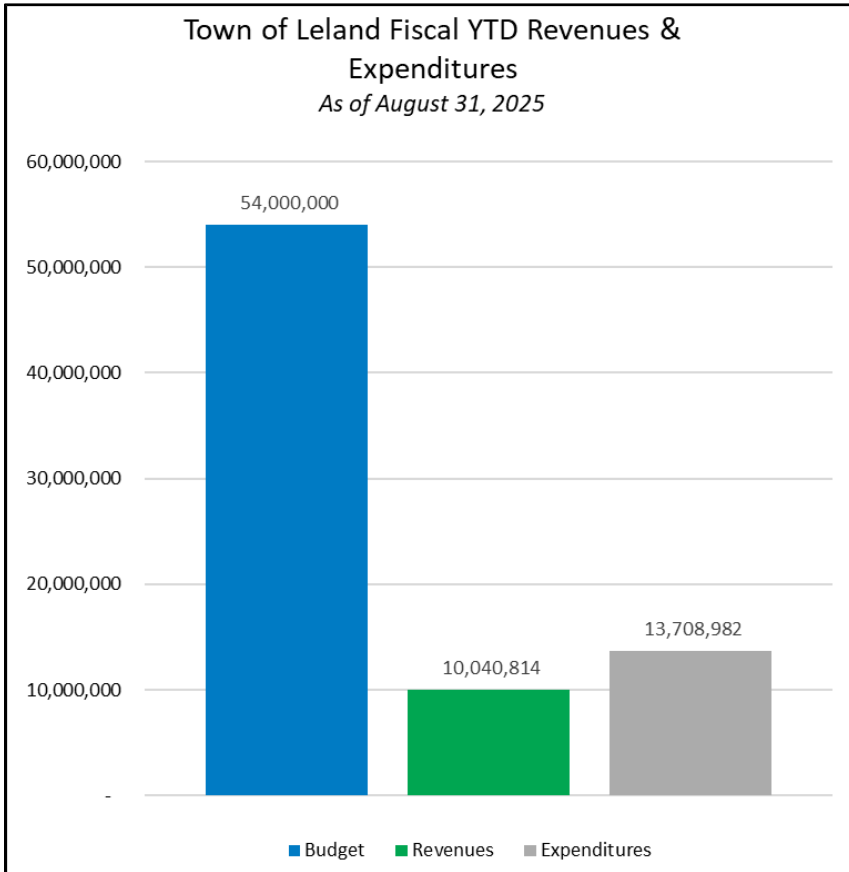
Ms. Norton attended the Government Finance Officer Association's class regarding Internal Controls.

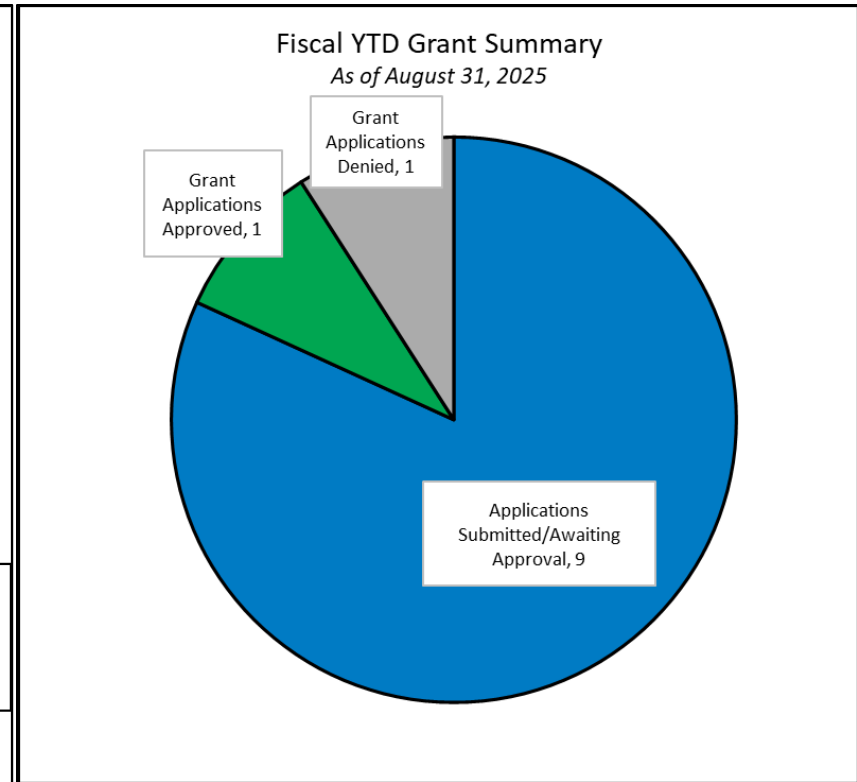
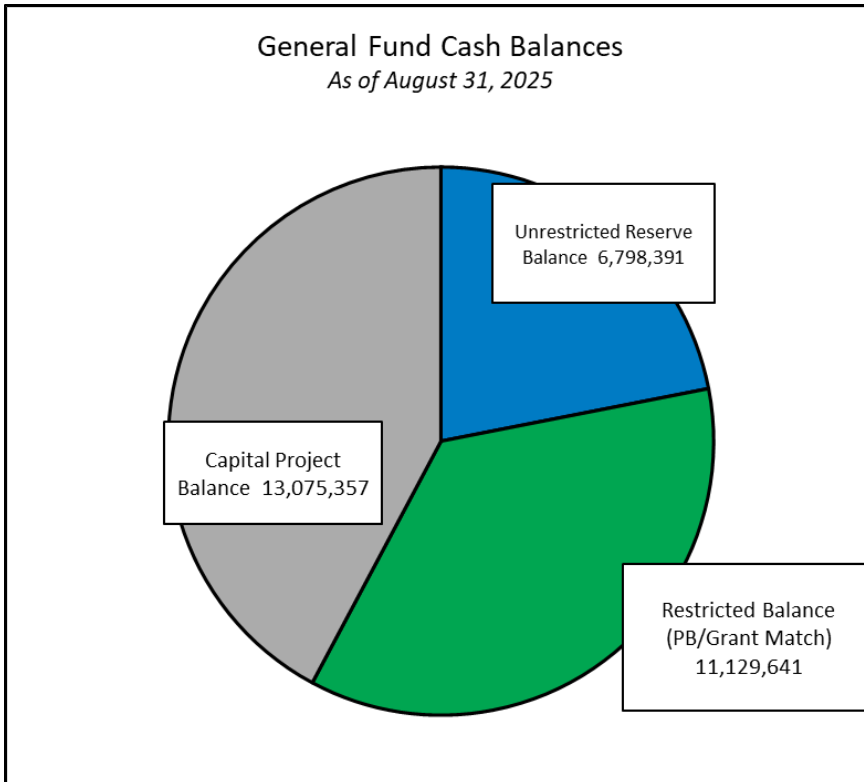
Ms. Hagg attended the Government Finance Officer Association's webinar titled One Big Beautiful Bill Act: Local Governments.

Financial Budget to Actual Report – August 31, 2025

REVENUES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Property Tax	19,280,000	19,280,000	1,020,335	1,161,843	-	18,118,157	93.97%
Sales Tax	14,200,000	14,200,000	1,150,175	2,268,020	-	11,931,980	84.03%
Fire Fees	6,680,000	6,680,000	-	1,640,548	-	5,039,452	75.44%
Municipal Vehicle Tax	950,000	950,000	78,630	153,540	-	796,460	83.84%
Non-Primary General Fund	6,890,000	12,890,000	2,265,968	4,816,863	-	8,073,137	62.63%
Building Inspections	3,000,000	3,000,000	267,772	526,461	-	2,473,539	82.45%
REVENUES	51,000,000	57,000,000	4,782,880	10,567,275	-	46,432,725	81.46%
EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	350,000	350,000	10,275	61,373	23,228	265,399	75.83%
Administration	3,100,000	3,100,000	114,132	646,793	40,929	2,412,279	77.82%
Information Technology	4,160,000	4,160,000	183,717	377,286	631,976	3,150,738	75.74%
Human Resources	610,000	610,000	27,078	46,468	25,639	537,893	88.18%
Finance	1,270,000	1,270,000	88,706	155,548	23,549	1,090,903	85.90%
Planning	1,200,000	1,200,000	58,962	120,175	37,629	1,042,196	86.85%
P&R & Cultural Arts	1,350,000	1,350,000	73,808	138,038	194,975	1,016,987	75.33%
Operations	1,970,000	1,970,000	154,384	341,019	157,510	1,471,471	74.69%
Streets & Grounds	3,670,000	3,670,000	189,244	353,233	185,377	3,131,390	85.32%
Engineering	1,350,000	1,350,000	70,462	122,798	67,479	1,159,724	85.91%
Police	8,250,000	8,250,000	469,306	854,256	529,984	6,865,760	83.22%
Emergency Management	240,000	240,000	17,133	30,805	2,917	206,278	85.95%
Fire	10,630,000	10,630,000	540,464	935,329	266,142	9,428,529	88.70%
Debt Services	6,900,000	6,900,000	499,509	2,325,862	-	4,574,138	66.29%
Transfers	2,950,000	8,950,000	6,000,000	7,200,000	-	1,750,000	19.55%
Building Inspections	3,000,000	3,000,000	205,667	367,563	44,619	2,587,817	86.26%
EXPENSES	51,000,000	57,000,000	8,702,848	14,076,545	2,231,954	40,691,501	71.39%

Dashboard

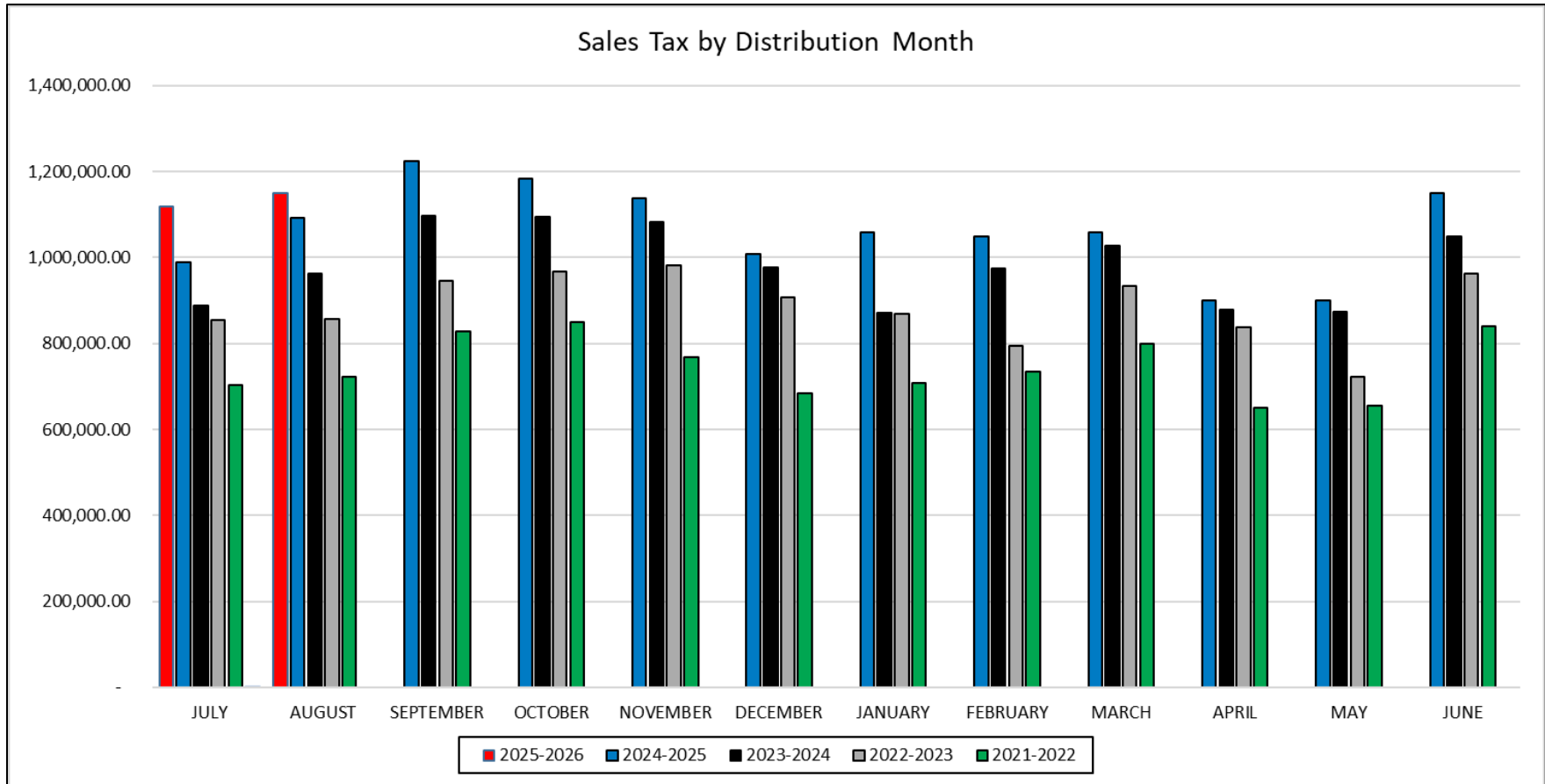




*The Fiscal YTD Grant Summary chart reflects grant application data exclusively from the current fiscal year.

FY Sales Tax Distribution

These amounts represent the month/year the Town received the funds from NCDOR.



Grant News

For detailed grant/project information, please visit the [Grants webpage](#).

Donations

There were no donations in August.

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

Description: Monument Signs for Town Hall; Vendor: Saltwater Signworks Inc; Amount: \$59,335.92

Description: Task Order 23-04 Paving Design; Vendor: CLD Engineering; Amount: \$62,100.00

Description: Patrol Ready Trucks upfit - Six; Vendor: Mobile Communications America; Amount: \$59,494.23

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in August.

Audit Committee Meeting Summary

The Audit Committee did not meet in August.

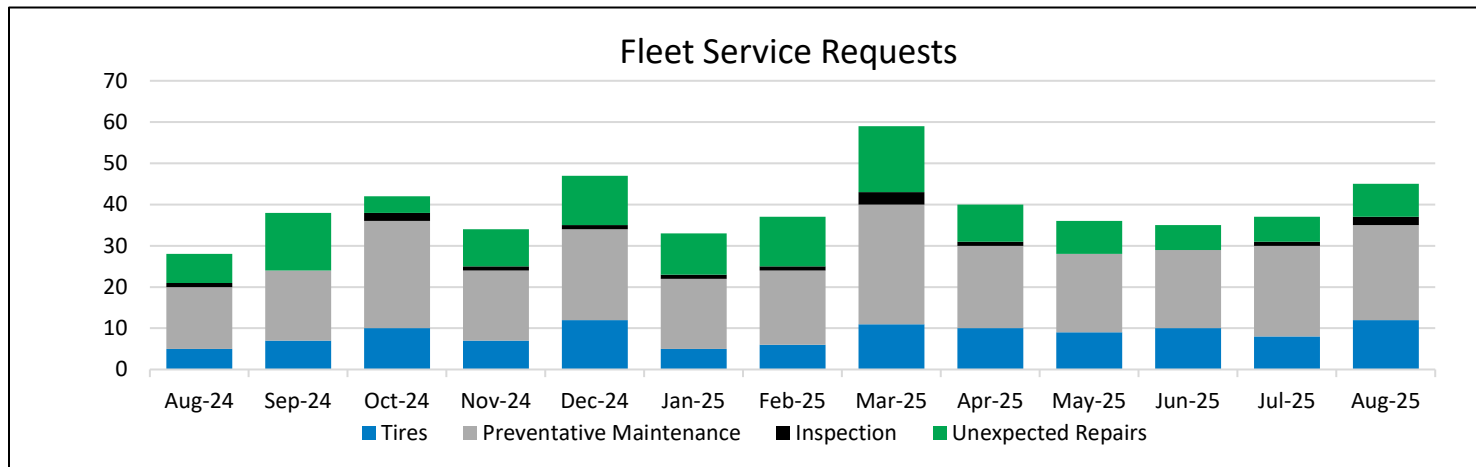
Investment Portfolio

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

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Fiscal YTD Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.04	12,397.77	16,600.43	2,110,074.61
NC Capital Management Trust	0.042	58,377.45	141,081.69	15,544,358.87
NC Class	0.043	15,458.63	30,895.84	4,227,251.93
Atlantic Union Bank CD	0.037	23,625.21	23,625.21	8,023,625.21
Total		109,859.06	212,203.17	29,905,310.62

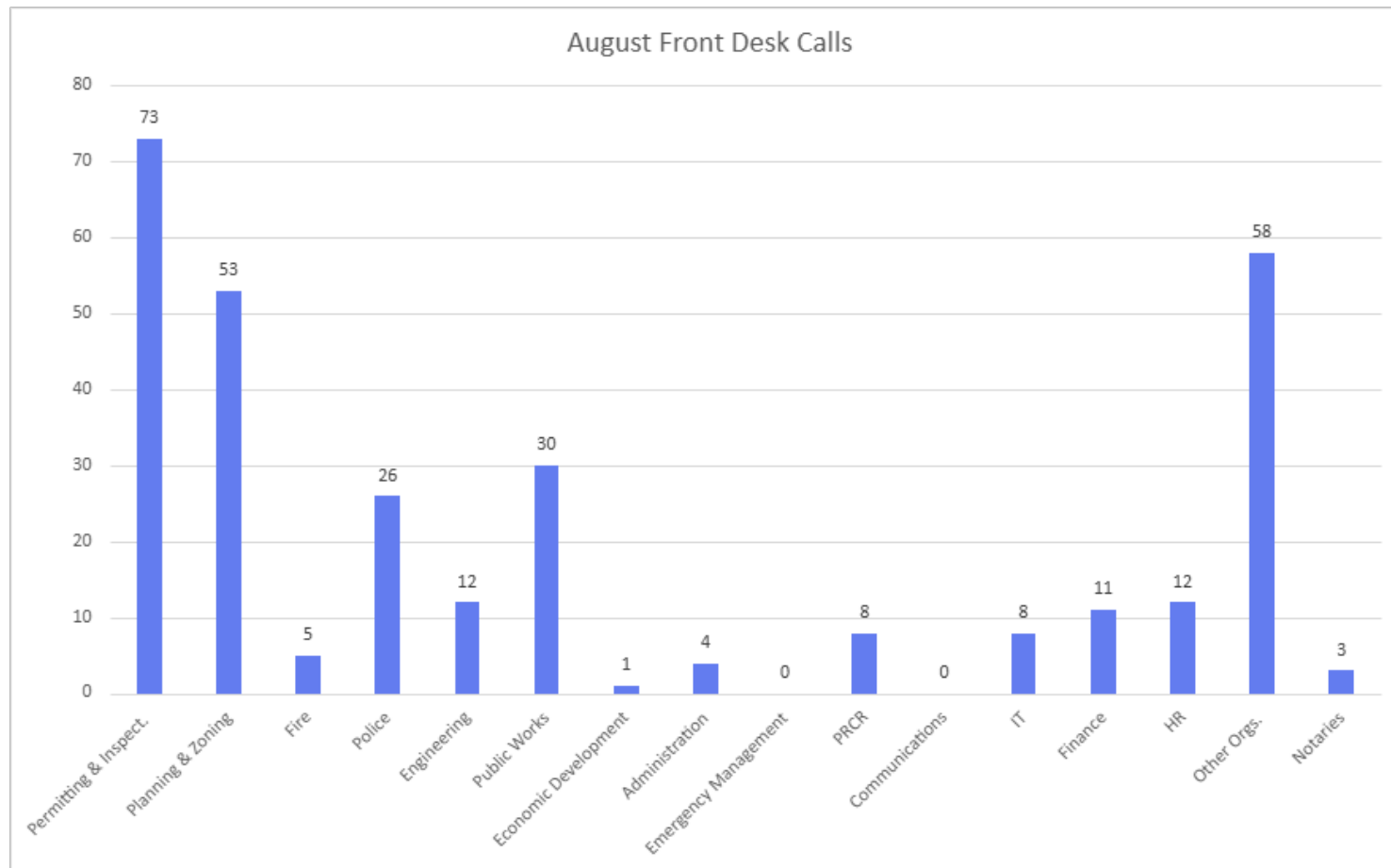
Fleet Updates

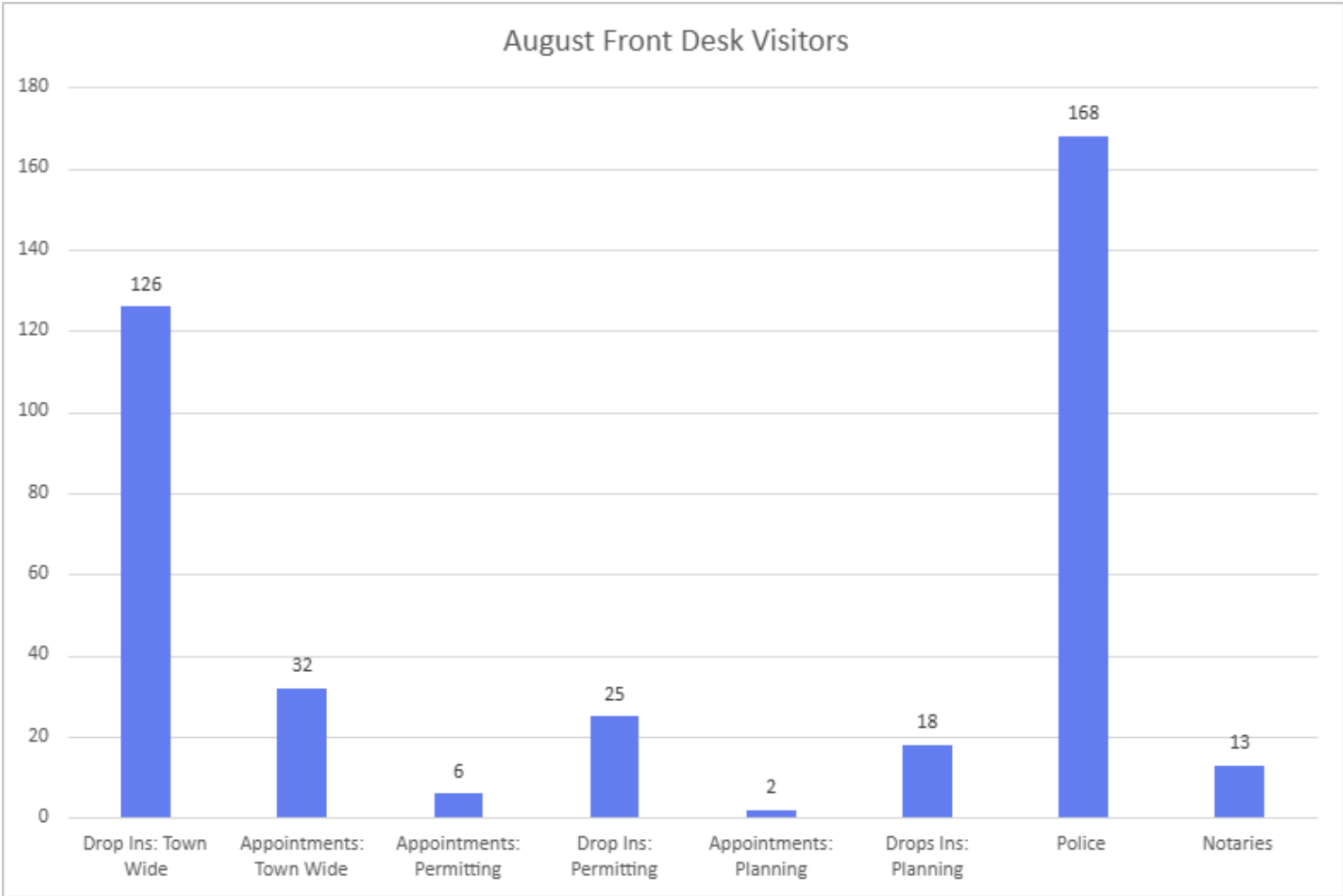
Fleet generated 45 work orders in August for an approximate expense of \$11,329.91.



Department News

In August, the department facilitated responses to 38 contact forms submitted through the website, 304 calls, and 390 visitors to Town Hall. Ms. Jewell participated in a 3CMA special webinar titled Kerrville, Texas, Crisis Insights – Communicators on the Ground, a Government Social Media webinar titled AI Tools for Civics, and a NC3C webinar titled Complimentary Redesign. Ms. Fore participated in a 3CMA webinar titled Eyes in the Sky – Using Drones in Government Communications.





Social Media Update

- Facebook Highlights (August 1 – 31, 2025)
 - Added 86 new page followers
 - Impressions – 58,276
 - Top post (Largest reach): “Join us in congratulating Councilmember Veronica Carter on being sworn in as First Vice President of the North Carolina Black Elected Municipal Officials! 🎉 In this new role, she’ll serve on the Board of Directors alongside Black elected leaders from across the state. We're proud of her continued dedication and leadership on behalf of Leland! Learn more about her new position 👉 <https://ow.ly/wr4L50WEBX6> 📷 by Ben Brown, NCLM”

- Twitter/X Highlights (August 1 – 31, 2025)
 - Impressions/Reach – 1,017
 - Top tweet (Largest reach): “We’ve officially adopted Leland’s first-ever Integrated Mobility Plan! Over the next 25 years, it will guide efforts to:
 - ✅ Boost connectivity
 - ✅ Improve roads
 - ✅ Expand open space
 - ✅ Preserve nature
 Learn more and view the plan 👉 <https://ow.ly/Rvi050WAmem> #LelandNC”

- Nextdoor Highlights (August 1 – 31, 2025)
 - Impressions/Reach – 13,230
 - Likes/Comments – 58
 - Top post (Largest reach): “We extend our heartfelt thanks to Alan Kerry for his dedicated service on the Economic Development Committee. Alan served two terms, from 2021 through June 2025, and his commitment made a lasting impact. Thanks to all who continue to serve and support our community! 🌟”

- Instagram Highlights (August 1 – 31, 2025)
 - Added 67 new page followers
 - Post impressions – 923
 - Top post (Largest reach): “We’ve officially adopted the Integrated Mobility Plan! This is our first-ever long-range, comprehensive transportation plan. Over the next 25 years, the IMP will guide projects aimed at:
 - ✅ Expanding connectivity

- ✓ Enhancing open spaces
- ✓ Improving roadway infrastructure
- ✓ Preserving natural areas

This plan reflects our commitment to building a safer, more connected, and inclusive Leland. Read more about this plan under Town News at the link in our bio.

[#TownofLelandNC](#) [#LelandNC](#)”

- LinkedIn Highlights (August 1 – 31, 2025)
 - Added 13 new followers
 - Page views – 160
 - Post impressions – 5,282
 - Reactions/Comments/Shares – 197
 - Top post (Largest reach): “Join us in congratulating Councilmember Veronica Carter on being sworn in as First Vice President of the North Carolina Black Elected Municipal Officials! 🎉 In this new role, she’ll serve on the Board of Directors alongside Black elected leaders from across the state. We're proud of her continued dedication and leadership on behalf of Leland! Learn more about her new position 👉 <https://ow.ly/wr4L50WEBX6> 📷 by Ben Brown, NCLM”

Project Updates

- Created posts that resulted in 78,728 impressions across social media platforms.
- Staff continue working to identify a website vendor to enhance Town communications.
- Continued creating and implementing comprehensive marketing campaigns for Leland in Lights and Lend a Hand in Leland.
- Continued working with IT to create an employee intranet site.
- Finalized a hiring brochure for the Police Department to help with recruitment.
- Began working with Engineering and Planning and Inspections to create a homeowner's resource guide.

Website Articles/Media Coverage

- Town of Leland Website
 - [Leland Adopts First Integrated Mobility Plan to Guide Future Transportation](#)
 - [Lend a Hand in Leland Returns in October with Expanded Volunteer Opportunities](#)

- [Councilmember Veronica Carter Named First Vice President of NCBEMO Board of Directors](#)
- [Leland Fire/Rescue to Dedicate New Fire Engine with Push-In Ceremony](#)
- [New Portal Highlights Progress on Leland's Strategic Priorities](#)
- [Leland Police Department Hosts National Night Out to Strengthen Community Connections](#)
- WECT
 - [Town of Leland adopts first Integrated Mobility Plan for local projects](#)
 - [Leland 2045 plan now certified with the state, protects environment and balances growth](#)
 - [Leland Police Department locates missing teen](#)
 - [Leland Police searching for larceny suspect](#)
 - [Leland Fire Rescue invites community to Push-In ceremony for new engine](#)
 - [Town of Leland provides details on vehicle fire on U.S. 17](#)
 - [Leland Police Department to hold 'National Night Out' in October](#)
- WWAY
 - [Town of Leland adopts first Integrated Mobility Plan to guide future transportation](#)
 - [Great Food Truck Race featuring Wilmington and Leland airs Sunday](#)
 - [New brewery 'Museum of Beer and Art' to open in Leland Friday](#)
 - [Leland moves forward to explore voluntary annexation of 1,100 acres of Jackey's Creek](#)
 - [Leland Police Department hosts National Night Out in October](#)
- StarNews
 - [To address safety on roads, Leland develops a 25-year plan with 'high priority' projects](#)
 - [This Leland restaurant serves the kind of food 'your grandma used to make'](#)
 - [Leland might have to wait longer than expected for Publix. Here's what to know](#)
 - [With large annexation request, Leland could have its 'best chance to get a downtown area'](#)
- Port City Daily
 - [Community meetings floated on Leland flood prevention ordinance](#)
 - [The Agenda: Meetings in local government this week](#)
 - [The Agenda: Local government meetings this week](#)
 - [The Agenda: Local government meetings this week](#)

- Wilmington Biz
 - [Leland Site Once Eyed For Baseball Stadium Could See New School, Homes](#)

TDA Marketing

- Finalized a full-page ad promoting Leland in Lights to be published in the November issue of Our State magazine.
- 14 responses were received for the photography and videography RFQ. Staff created a rubric to evaluate each vendor and selected Springer Studios based on their relevant experience, technical expertise, timeliness and responsiveness, rate structure and cost, and equipment and tools. Staff is working with Springer to finalize a contract and timeline.
- Continued working on an interactive map to showcase holiday events happening around Town.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in August. The next LTDA meeting is scheduled for Sept. 8, 2025.

Department News

Glenn Anderson passed the Building Level 1 certification exam and received his standard Building Level 1 certification.

Brooke Maynard attended Tackling Flood Risks, a webinar hosted by the American Planning Association. This talk presented state-of-the-art, data-driven approaches to identify, measure, and manage flood risks in urban environments. The webinar covered how leveraging advances in remote sensing, machine learning, and high-resolution modeling can integrate diverse datasets and support hazard prediction, optimize adaptation strategies, and inform resilience planning.

Ben Watts and Javier Barrera attended the NC Association of Zoning Officials annual conference at which they learned skills and abilities related to zoning interpretation and enforcement, along with updates on recently passed state legislation related to land use development.

Ben Andrea attended Community Planning for Disaster Recovery, a one-day event hosted by FEMA and the National Disaster Training Preparedness Center. The event discussed key concepts for disaster recovery planning, including the benefits of pre-disaster planning, key elements, and the plan development process. The course prepared participants to initiate disaster recovery plans and participate in the long-term recovery planning process in their own communities through the review of case studies and existing disaster recovery plans.

Planning Board Meeting Summary

The Planning Board met on August 26, 2025 and heard the following item:

1. Zoning Map Amendment – The Planning Board voted 7 to 0 to recommend approval of a proposed initial zoning of a 1,140-acre portion of a 1,441-acre parcel identified as Brunswick County Tax Parcel ID 0470002402 in conjunction with a proposed voluntary annexation and proposed rezoning of a 301-acre portion of the same parcel. In sum, the zoning would be changed from Brunswick County Commercial Low Density (CLD), High-Density Site-Built Residential (SBR-6000), and Leland R-6 Residential District to Leland FlexCode Zone (FCZ) and Planned Unit Development (PUD).

The Planning Board's next meeting is scheduled for September 23, 2025, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on August 12, 2025 and received training from the Town Attorney. The Board of Adjustment's next meeting is scheduled for September 2, 2025, at 6 p.m.

Current Planning Update

Technical Review Committee (TRC) Report

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

1. Development Site Plan for Savannah Branch Phase 2 – Proposal for 49,900 square feet of retail space in the Shoppes at Savannah Branch project off U.S. Highway 17 near Lanvale Road.
2. Preliminary Subdivision Plat for East Lake Phase 6 – Proposal for 390 single-family detached residential lots on 114.27 acres in the East Lake project off Malmo Loop Road.

Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Address Request	1	3.0	0		1	3.0
Building/ Flood (3 Day Review)	5	1.6	1	3.0	6	1.8
Chief Building Official Review	1	10.0	0		1	10.0
Commercial Building / Flood	7	4.4	4	2.3	11	3.6
Commercial Building / Flood / Zoning	4	7.0	9	3.9	13	4.8
Commercial Building / Flood / Zoning / Pub Serv	1	8.0	2	3.0	3	4.7
Commercial Building / Zoning	5	4.4	4	1.0	9	2.9
Commercial Building Fire	0		6	1.2	6	1.2
Commercial Building/Zoning/Electrical	0		1	1.0	1	1.0
Commercial Zoning	2	2.0	1	1.0	3	1.7
Electrical (5-Day Review)	10	2.3	4	2.8	14	2.4
Permit Building/Zoning	3	7.0	2	1.0	5	4.6
Permit Flood	2	3.5	1	1.0	3	2.7
Permit Zoning Only	3	2.0	0		3	2.0
Residential Building / Flood	17	7.1	4	2.8	21	6.2
Residential Building / Zoning / Flood	55	8.1	63	2.6	118	5.2
Total Initial: 116			Total Revisions: 102		Total Plans: 218	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	7	1	8
Development Site Plan	1	2	3
Development Site Plan Minor Modification	1	0	1
Exempt Plat	7	4	11
Final Plat	1	1	2
Home Occupation	1	0	1
Performance Guarantee Reduction	1	0	1
Performance Guarantee Release	1	8	9
Performance Guarantees New	0	4	4
Preliminary Plat-Major Subdivision	1	3	4
PUD Site Specific Plan/Master Plan Update Revision	2	1	3
Sketch Plan	5	0	5
Variance	0	1	1
Zoning Letter	6	0	6
Total Initial: 34		Total Revisions: 25	
Total Plans: 59			

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
0	9

Other Information

Performance Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	2	\$139,964.38	\$0.00
Bellamy Place			
Cash Bond	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bond	1	\$14,875.84	\$0.00
Brunswick Forest			
Letters of Credit	1	\$2,395,849.00	\$0.00
Surety Bonds	19	\$11,263,691.16	-\$144,099.08
Charleston Commons			
Cash Bond	2	\$171,490.62	\$0.00
Grand Park			
Surety Bond	2	\$895,602.23	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	8	\$1,225,669.38	\$0.00
Highland Hills Village			
Letters of Credit	1	\$56,250.00	\$0.00
Leland Corners			
Surety Bond	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,285.00	\$0.00
Cash Bonds	5	\$329,716.44	\$0.00
Surety Bonds	9	\$2,286,584.15	\$0.00
Night Harbor Dr			
Cash Bond	1	\$7,650.00	\$0.00
Pinewood			
Surety Bond	4	\$2,218,289.76	\$0.00
Savannah Branch			
Surety Bond	1	\$854,407.50	\$0.00
Seabrooke			
Cash Bond	1	\$144,035.00	\$0.00
Terrapin			
Surety Bond	2	\$109,287.50	\$0.00
Townes at Seabrooke			
Surety Bond	2	\$683,850.25	\$0.00
Westgate Townes			
Surety Bond	4	\$1,490,956.30	\$0.00
Total Cash Bonds	14	\$1,756,243.05	\$0.00
Total Surety Bonds	54	\$21,349,646.36	-\$144,099.08
Total Letters of Credit	3	\$2,544,384.00	\$0.00
Total Performance Guarantee Sureties	71	\$25,650,273.41	-\$144,099.08

Long Range Planning and Community Development Update

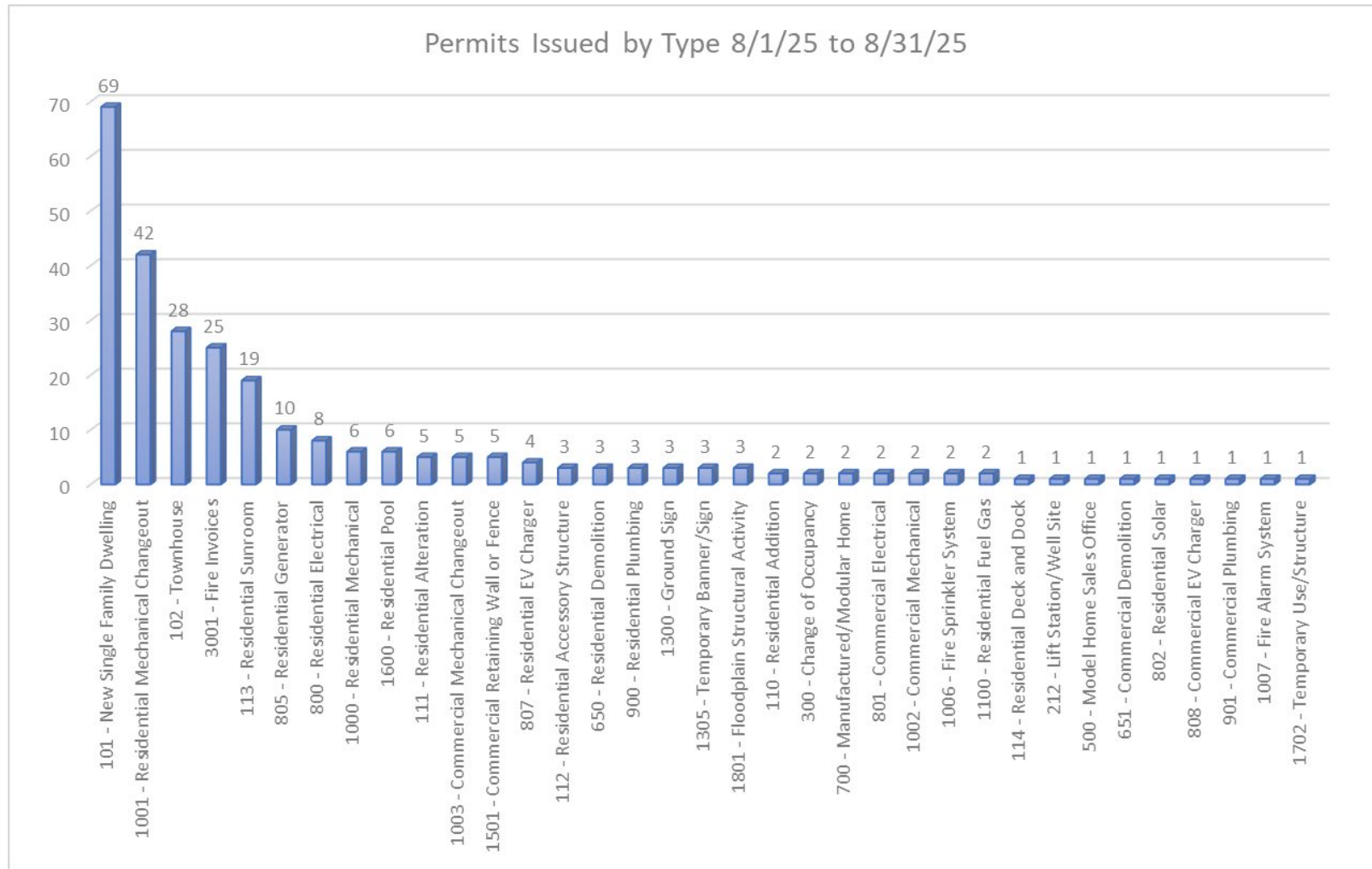
Staff attended the Cape Fear Housing Coalition annual meeting and learned about efforts in the region related to affordable housing, updates to the CFHC strategic plan, and the election of officers for the upcoming year.

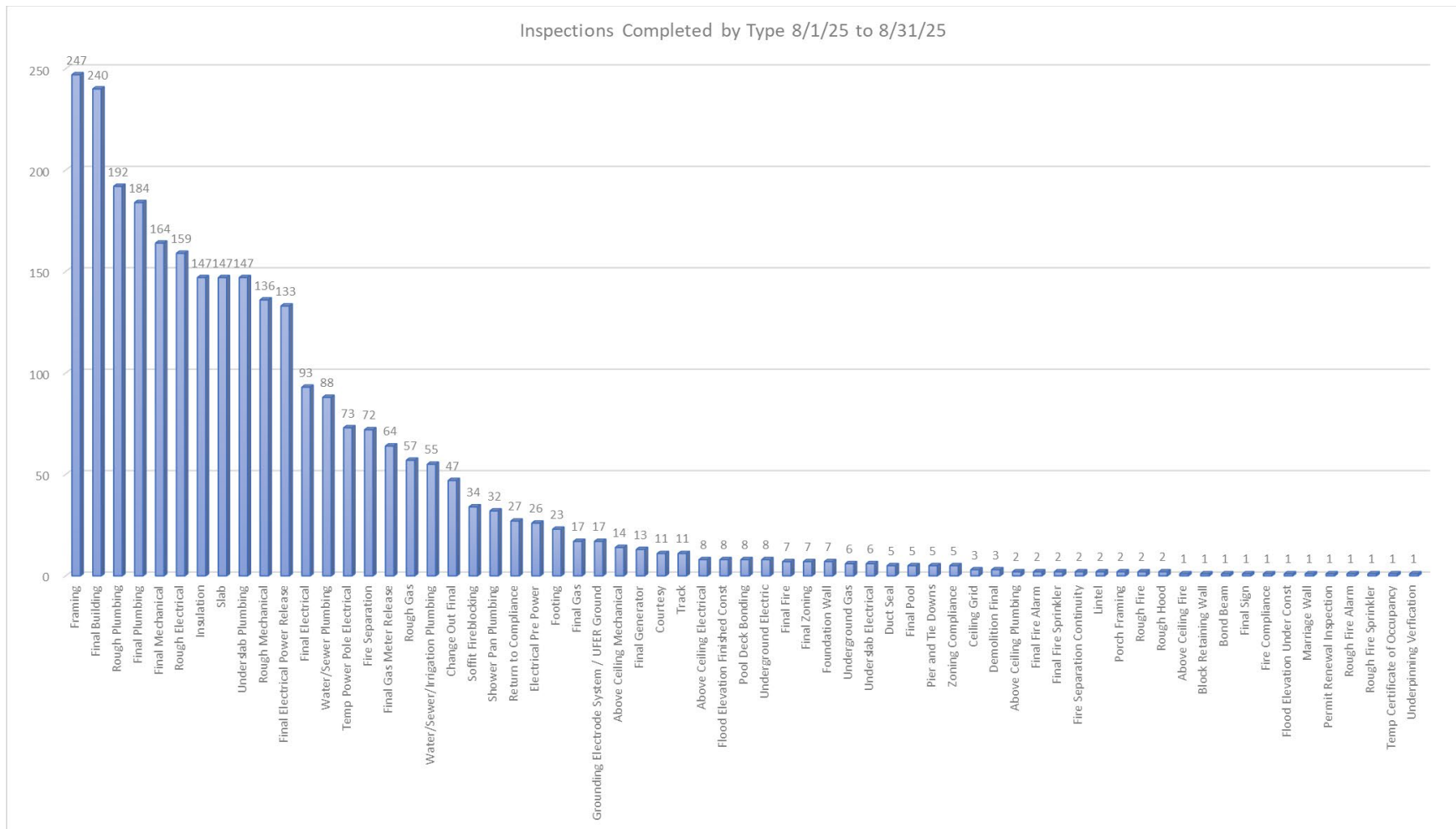
Staff is beginning to formulate goals for the Village Road/S. Navassa Road Corridor Plan.

Staff met with members of We Live Here, the Sierra Club, the Lower Cape Fear Tree Alliance, and Town Council to discuss ideas to increase tree plantings and canopy coverage within Town limits.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
273	2,789	26,957,197





Code Enforcement Update

Case Summary

8/1 Through 8/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from July	1	0	18	0	19
Cases Opened August 2025	0	14	7	1	22
Cases Closed August 2025	0	6	1	1	8
Active Cases	1	8	24	0	33

Department News

In August, staff met with regional economic partners to discuss strategies on connecting business development, tourism, and place-based marketing. Staff met community stakeholders at future park properties and local businesses to have a broad discussion on community needs. Staff held two meetings: one with a regional prospective development group and the other with a local entrepreneur regarding ongoing commercial activity in the area and the potential for expanding retail opportunities in Leland.

New Businesses

- No new businesses were announced in August.

New Construction/Development

- The following project was submitted to the Technical Review Committee for review:
 - **East Lake Phase 6**, proposes 390 single family residential units extending from **Hanson Drive** in the **East Lake development**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on August 14 to provide an update on the Economic Development Strategic Plan, technical review submittals, and projects that have recently received approvals. The next meeting is scheduled for October 9, 2025.

Department News

The department has had a busy August preparing for classes to resume in September and planning for enhanced programs in the fall including Battle of the Bowls on September 25, Lend a Hand in Leland on October 4, Fall Festival on October 25, Tree Giveaway on November 1, and a wonderful set of programs during the holiday season.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in August. The next meeting is scheduled for September 24, 2025.

Upcoming Events

September 25, 6-8 p.m. – Battle of the Bowls, LCAC

October 4, 8:30 a.m.-12 p.m. – Lend a Hand in Leland, LCAC

October 4, 12-2 p.m. – Fall Ceramics: Ghost Luminaries, LCAC

October 4-30 – Lourdes Rasdall Gallery, LCAC

October 9, 6-8 p.m. – Lourdes Rasdall Reception, LCAC

October 10, 12-2:30 p.m. – Cultivating Self-Expression: A Path to Creative Development, LCAC

October 14, 6-8 p.m. – Paint Pouring, LCAC

October 14, 6-8 p.m. – BOHO Chic Earrings Workshop, LCAC

October 15, 5:30-6:30 p.m. – Youth: Clay Fall Pumpkins, LCAC

October 16, 6-8 p.m. – Fall Ceramics: Cauldron Planters, LCAC

October 16, 6-7 p.m. – Beginner Grow-Bag Gardening, LCAC

October 16, 6-7 p.m. – Eucalyptus Wreath, LCAC

Social Media Update

- PRCR Facebook Highlights (August 1 – 31, 2025)
 - Followers/Likes – 6,587
 - Page reach – 83,581
 - Top post (Largest reach): “New This Year: Leland Fall Festival! We’re shaking things up! This year, we're introducing the Leland Fall Festival in place of Trunk or Treat—and we want YOU to be part of it! Instead of decorating trunks, we’re inviting community groups and businesses to decorate a tent and table with a fun theme, hand out candy, and host a simple activity for festivalgoers. It’s a great way to get involved and celebrate fall with the community! In addition to trick-or-treating, the festival will feature: Face painting, Games, Pumpkin painting, Photo booth fun and more! Saturday, October 25 | 4–7 p.m. Northwest District Park (1937 Andrew Jackson Hwy, Leland, NC). Interested in hosting a booth? Application will be open Aug. 1-Oct. 4.”
- LCAC Facebook Highlights (August 1 – 31, 2025)
 - Followers/Likes – 6,587
 - Page reach – 15,571
 - Top post (Largest reach): “Good morning, Leland! We'll be having a ball at the Leland Cultural Arts Center today from 10 a.m.-1 p.m. Join us for live demonstrations, interactive games and activities, arts & crafts, and music. We have programs for ages 2 and up this season, so make sure you bring the whole family. Sunset Slush of Wilmington is here offering their amazing Italian Ice to help you beat the heat. If you're interested in our live stage performances, here's the schedule so you don't miss them!”
- PRCR Instagram (August 1 – 31, 2025)
 - Followers/Likes – 2,111
 - Post reach – 1,006
 - Top post (Largest reach): “Calling All Artists! It’s that time of year again—we’re now accepting applications for 2026 gallery exhibitions at the Leland Cultural Arts Center! Local artists are invited to apply solo or as a group for a chance to showcase their work in our gallery. Applications will be accepted August 25–September 19 via the link in our bio. All submissions will be reviewed through a blind jury process, so bring your best work—we can’t wait to see what you create!”
- LCAC Instagram (August 1 – 31, 2025)
 - Followers/Likes – 2,100
 - Post reach – 223
 - Top post (Largest reach): No posts in August 2025. Focus was on PRCR Instagram.

Department News

In August, the Town welcomed nine new employees in various departments. Four employees were promoted, and three employees ended their service with the Town. The team resumed the stay interview initiative beginning with internal support departments. The department is working with ancillary benefit services on rate renewals for 2026 as well as preparing for upcoming changes to the State Health Plan as it moves to salary-based premiums. Performance review check-ins, which are strategic conversations throughout the year to document progress toward annual goals, will be launched on September 2. The department is continuing to further develop wellness initiatives for all employees by partnering with Coastal Horizons to provide Community Resiliency Model Training for all staff beginning in October.

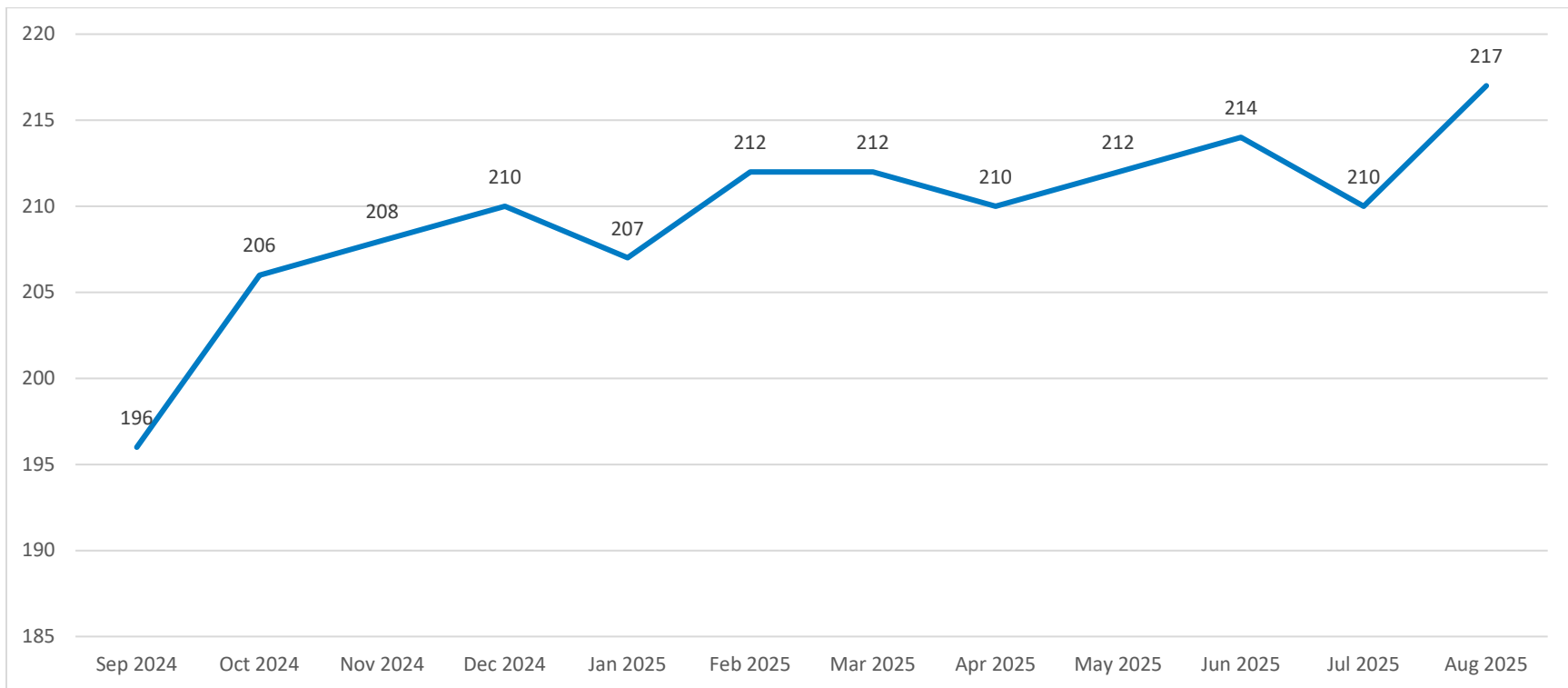
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Nick Albosta	Fire/Rescue	Promotion	8/2/2025		Senior Firefighter	Fire Apparatus Engineer
Kyle Kling	Fire/Rescue	Promotion	8/2/2025		Senior Firefighter	Fire Apparatus Engineer
Zack Brown	Fire/Rescue	New Hire	8/4/2025	Firefighter		
Christian Grubbs	Fire/Rescue	New Hire	8/4/2025	Firefighter		
Brad Orahood	Fire/Rescue	New Hire	8/4/2025	Firefighter		
Kyle Phillips	Fire/Rescue	New Hire	8/4/2025	Firefighter		
Bryan Williams	Fire/Rescue	New Hire	8/4/2025	Fire Apparatus Engineer		
Michael Goggins	IT	New Hire	8/4/2025	Service Desk Coordinator		
Luke Saternow	Police	New Hire	8/4/2025	Police Officer		
Lee Simpson	Police	New Hire	8/4/2025	Police Officer		
Melissa Taylor	Police	New Hire	8/4/2025	Police Administrative Specialist		
Tyler Williams	Fire/Rescue	Termed	8/11/2025	Fire/Rescue Captain		
Chris Langlois	Fire /Rescue	Termed	8/15/2025	Public Safety Director		
Robert Wooley	Police	Promotion	8/16/2025		Master Police Officer	Senior Police Officer
Joe Reshetar	Fire/Rescue	Termed	8/21/2025	Logistics Specialist		
Trey Shipp	Fire/Rescue	Promotion	8/30/2025		Fire/Rescue Captain	Battalion Chief

Workers Comp Data August 2025

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

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



Headcount ⓘ 217 As of August 2025	Hired ⓘ 52	Termed ⓘ 37	Growth Rate ⓘ 7.4%	Turnover Rate ⓘ 17.7%	Average Tenure ⓘ 4.2 (Years)
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Terminations include voluntary and involuntary separations of employment.

Department News

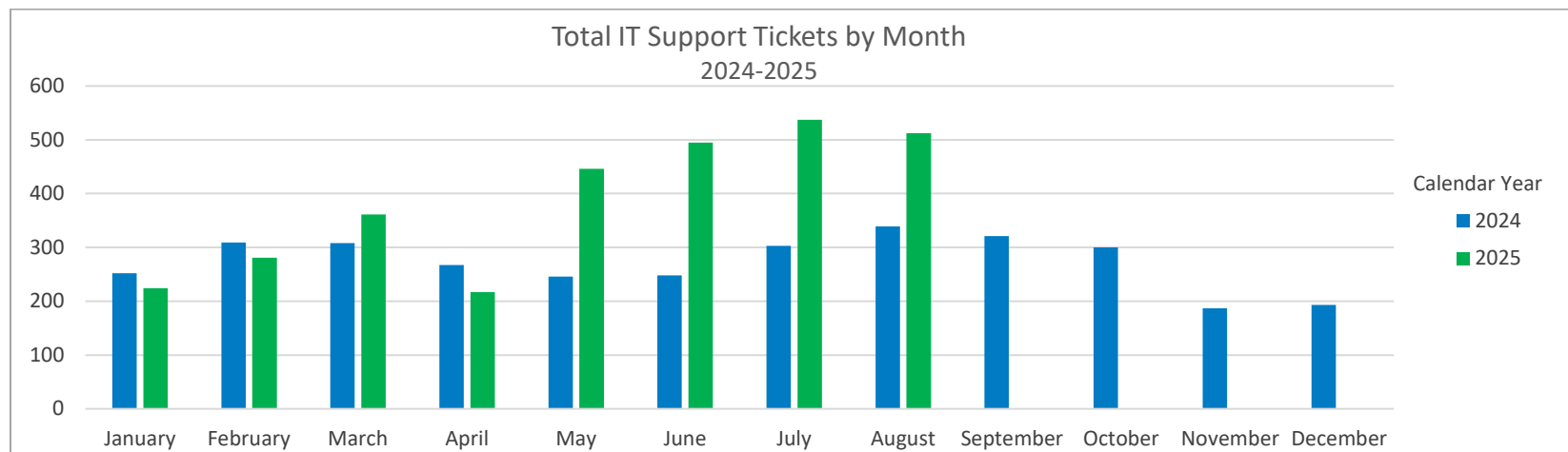
Michael Goggins joined the department as Service Desk Coordinator on August 4.

Major Work Priorities

- Public Safety Mobile Data Terminals: Staff will begin testing, provisioning, and deploying new computers for Police and Fire as equipment arrives in early September.
- Audio-Visual Systems Upgrade: Work has begun to install audio-visual equipment in the newly constructed portion of Town Hall. Final installation and system programming for the initial phase of the project is scheduled to occur this month.
- Website Platform Evaluation: Staff are assessing various website platforms to identify the appropriate solution for improving the Town’s web-based communications.

Projects Completed

- 14 employees onboarded/offboarded
- Town Hall Expansion: Network equipment supporting offices and conference rooms in the new portion of Town Hall has been installed and configured.
- Stormwater Mapping: Staff conducted detailed mapping of the stormwater system utilizing GPS data collection to assist with the Low Country Boulevard Culvert Improvements project.



Administration News

Mayor Bozeman signed a letter of Assurance of Funding Commitment to support the 2025 North Carolina Recreational Trails Program grant application for trail development at the Silver Timber Tract. The request is for \$100,000 and the Town would provide a \$25,000 match in-kind contribution.

Town Clerk's Office

[NCAMC 2024-2025 Scrapbook](#) representing 2024-2025 NCAMC President Sabrena Reinhardt.

Ms. Reinhardt attended the 2025 NCAMC Summer Academy Conference in Cherokee, serving as the 2024-2025 NCAMC President. She led the opening of the conference and the NCAMC's 50th Anniversary Celebration, highlighting the organization's history and achievements. She successfully planned and executed the NCAMC Business Meeting and Installation Banquet program, ensuring smooth operations and a professional experience for attendees. Additionally, she oversaw the presentation of major awards—including Clerk of the Year, Honorary Member, and Scholarship recognitions—while honoring the contributions of executive officers, directors, committee chairs, and members.

Guided by her presidential theme, "One Person Can Make a Difference," Ms. Reinhardt emphasized collaboration and engagement throughout the year, inspiring members and fostering the development of NCAMC's future leaders. Her peers presented her with a plaque and clock for her year of service as the 2024-2025 NCAMC President. [NCAMC Conference 2025, Cherokee, NC | Flickr](#)

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - August 12 Board of Adjustment Meeting
 - August 14 Economic Development Committee Meeting
 - August 18 Agenda Council Meeting
 - August 18 Closed Session Meeting
 - August 21 Regular Council Meeting
 - August 26 Planning Board Meeting

- Action Items:
 - Budget Amendments – 1
 - Budget Ordinances – 0
 - Minutes – 6

- Agendas – 5
- Resolutions – 5
- Ordinances – 3
- Proclamations – Constitution Week September 17-23
- Presentations – 2
- Public Hearing Notices for the Council Meetings – 1
- Current Board/Committee Vacancies: Parks & Recreation Board Student Representative (2)

Government Portal (iCompass) Transparency Update

- Portal Visits – 5,856
- Portal Unique Visits – 4,910
- Board of Adjustment Meeting August 12 Agenda Views – 156
- Economic Development Committee Meeting August 14 Agenda Views – 217
- Agenda Council Meeting August 18 Agenda Views – 255
- Regular Council Meeting August 21 Agenda Views – 461
- Planning Board Meeting August 26 Agenda Views – 473
- July 2025 Monthly Staff Reports – 60