



STAFF REPORTS

November 2025 Regular Meeting

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Department News

Sergeant Irvin attended Basic Law Enforcement Training Firearms Instructor Update on October 3 at the North Carolina Justice Academy. This allows him to continue teaching firearms at BLET.

Officers Bongiorno and Hagerman attended the Radar Training course October 3-5 at Cape Fear Community College. This course certifies officers to operate the Radar instrument for traffic enforcement purposes.

Sergeant Munger attended a Master Taser Instructor recertification course October 6-10 in Ohio. This recertification course allows him to continue to administer tasers and teach law enforcement officers how to properly use their taser.

Sergeants Gaston, Guy, Lewis, and Terry attended the first week of the Law Enforcement Executive Program October 6-10 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives by enabling them to manage their most critical current and future challenges effectively.

Officer Cappuccilli attended a Field Training Officer course October 6-10 at the North Carolina Justice Academy. This course is for law enforcement officers tasked with providing field training to law enforcement recruits who have completed BLET or equivalent training.

Officers Saternow and Simpson virtually attended DCI Module 1 training on October 14. This certifies officers to complete the first level of DCI transactions in the NCIC system.

Officers Rogers, Saternow, and Simpson virtually attended DCI Module 2 training on October 16 and DCI Module 3 training on October 21. These courses certify officers to complete the next level of DCI transactions in the NCIC system.

Officer Benson attended Crisis Intervention Training October 20-24 at the New Hanover County Sheriff's Office. This course provides officers with the skills needed to respond to incidents involving individuals with a mental health or substance use crisis, and those with intellectual and developmental disabilities.

Detectives Majors and Robeson attended the North Carolina Homicide Investigators Association Conference October 20-24 in Carolina Beach. This conference included speakers from different agencies and information specific to homicides and investigations in North Carolina.

Administrative Supervisor Makenzie Crumbaker and Accreditation Specialist Diana Calderon attended the North Carolina Law Enforcement Accreditation Conference October 27-30 at Wrightsville Beach. This conference provides sessions related to state accreditation and networking opportunities.

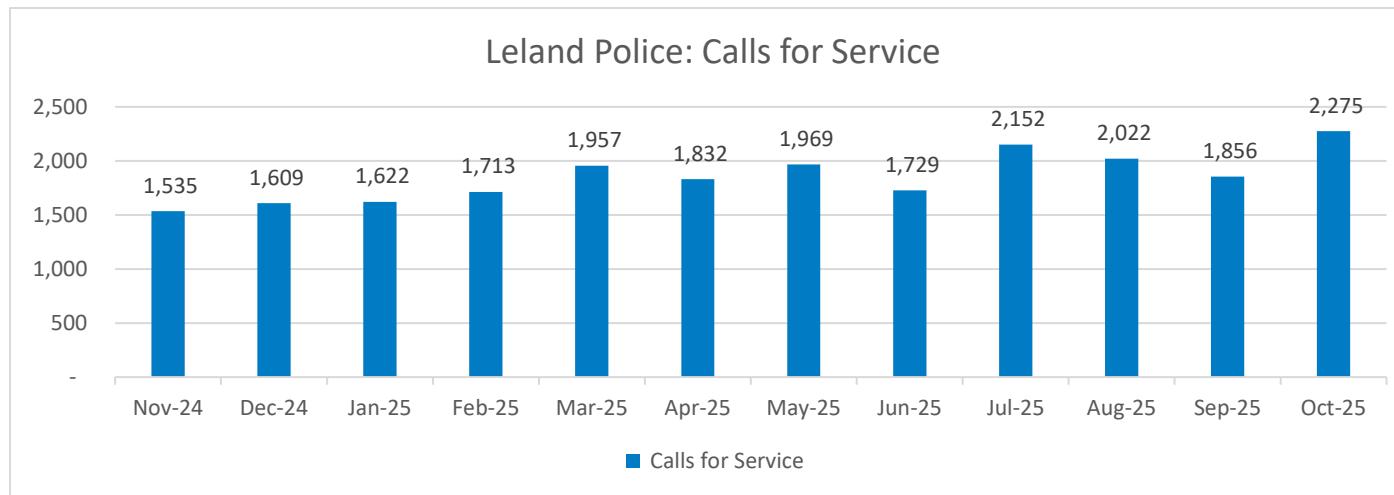
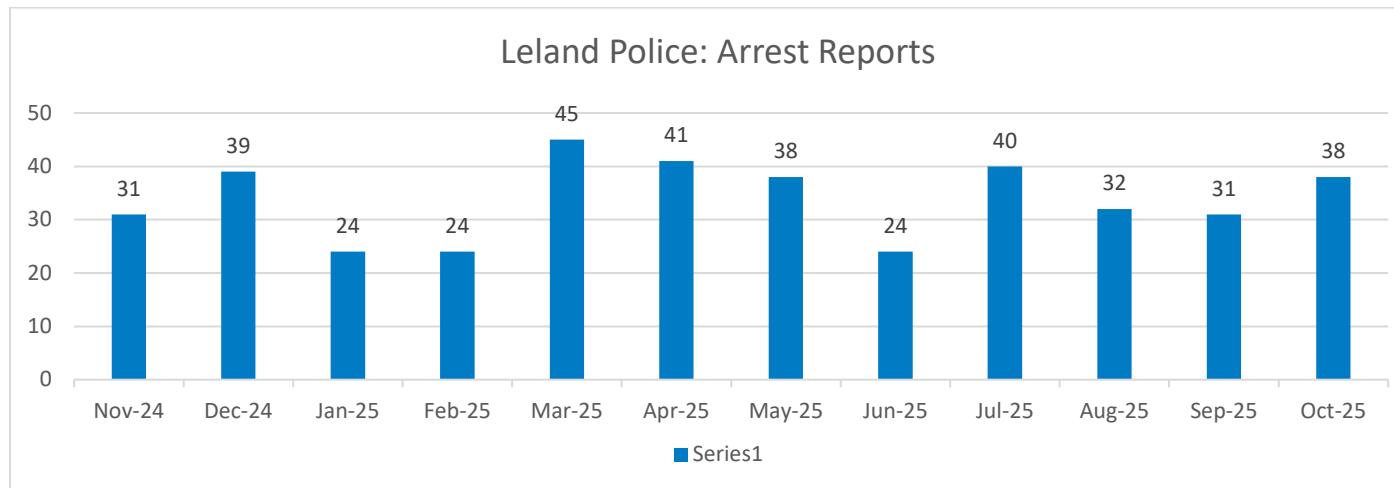
Master Officer Holland attended Advanced Investigations training October 27-28 in Winterville. This training is intended for drug, criminal, and fugitive investigators who want to use cutting edge techniques, technology, and intelligence resources.

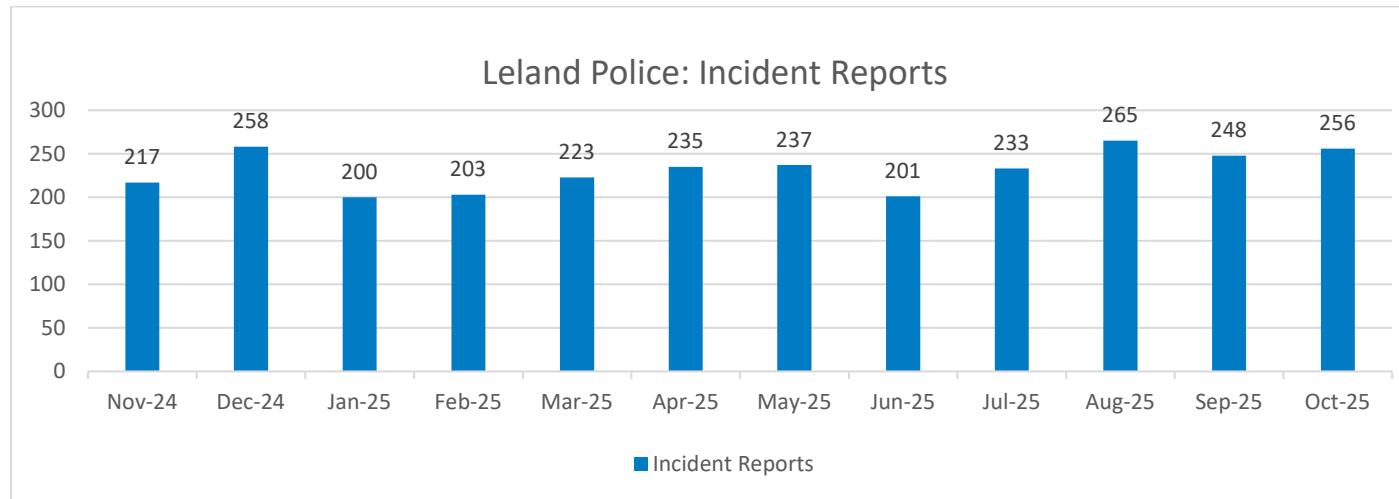
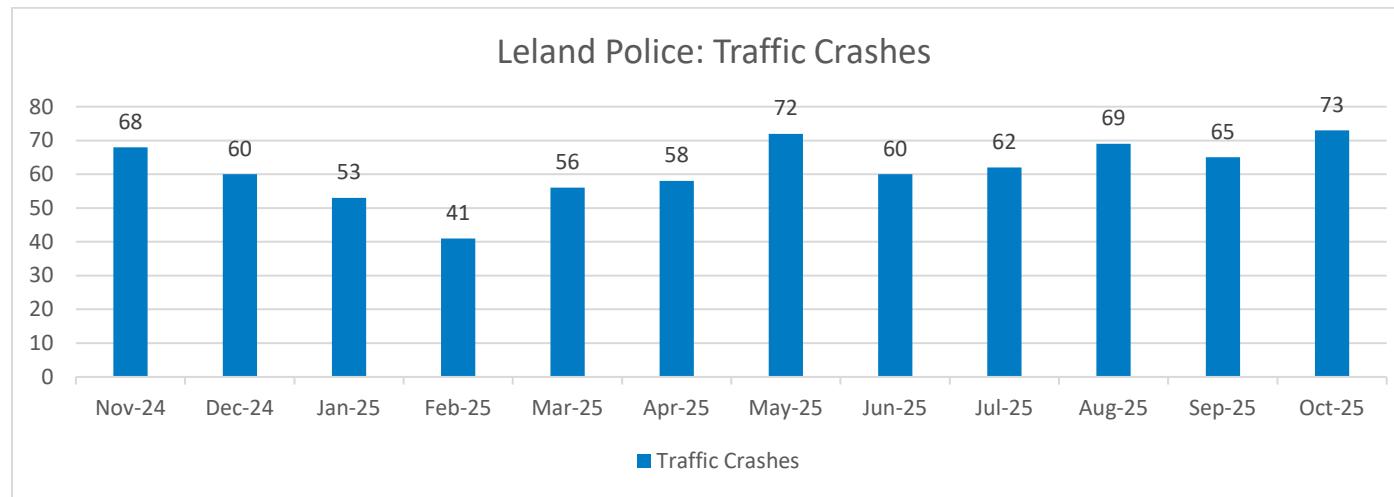
Sergeant Gaston attended the INTOX Recertification class on October 29 at Carolina Fire Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

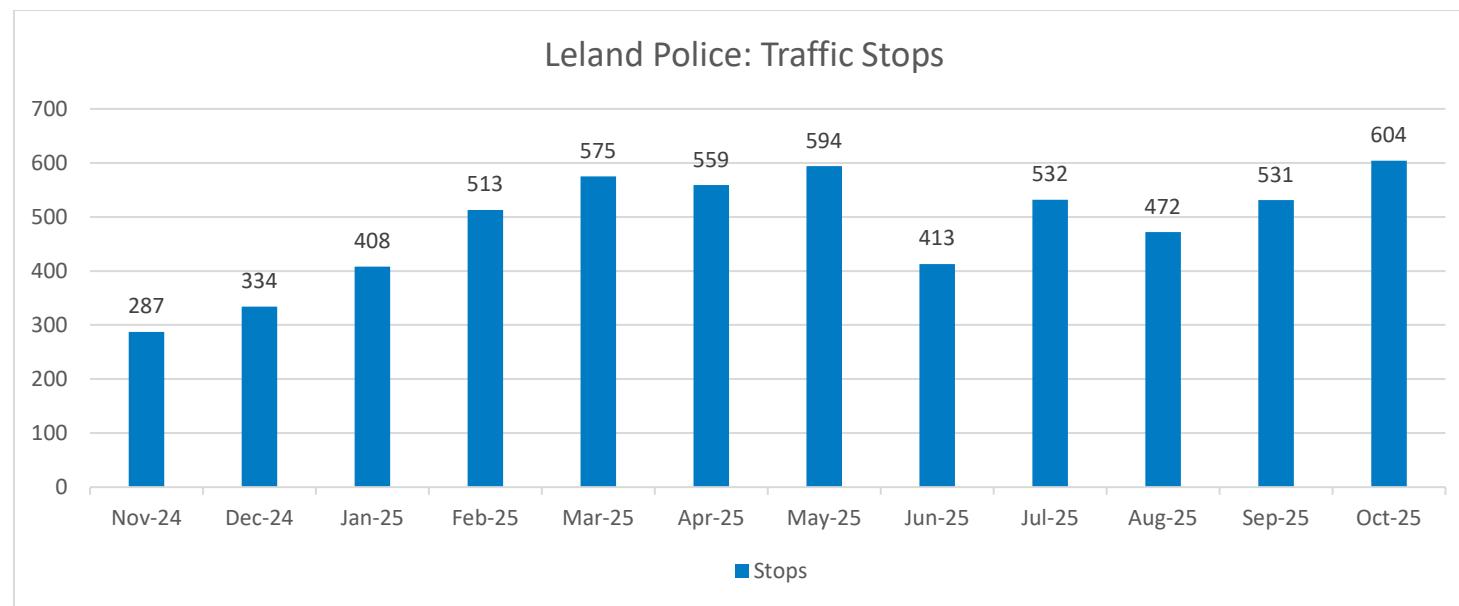
Active Mutual Aid Agreements

- 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

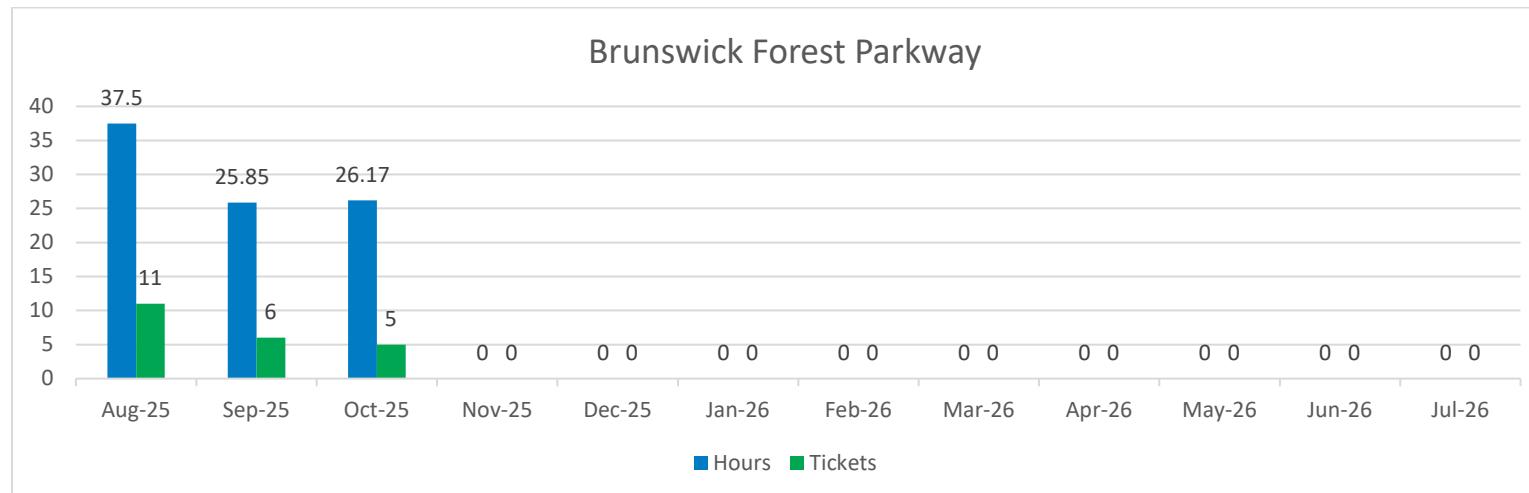
Dashboard

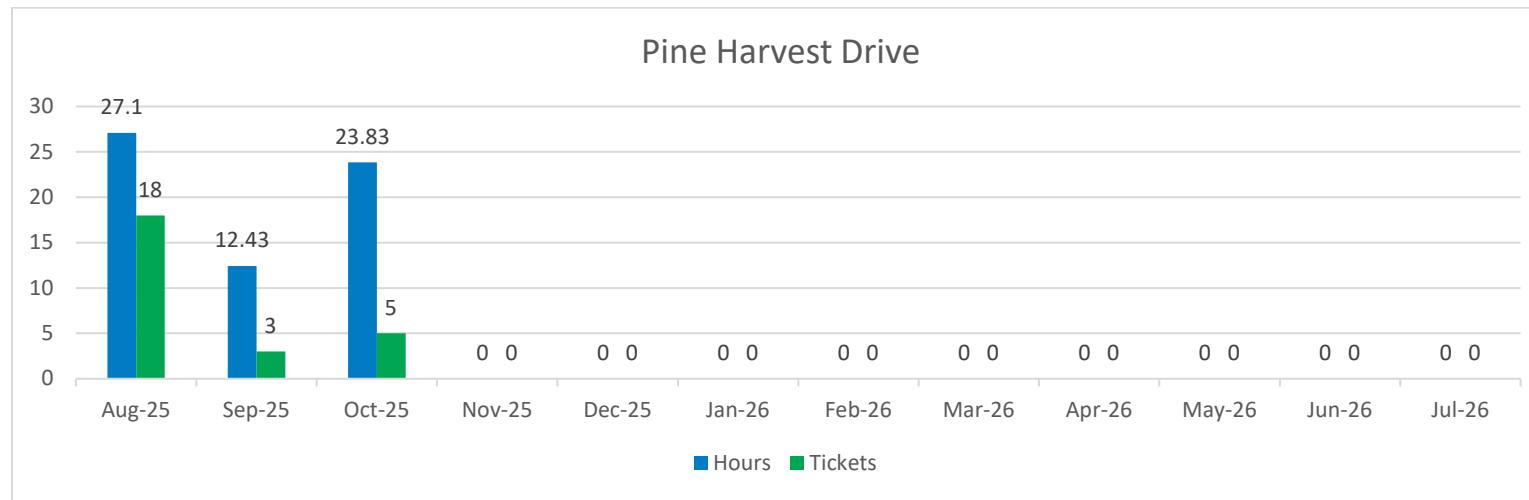
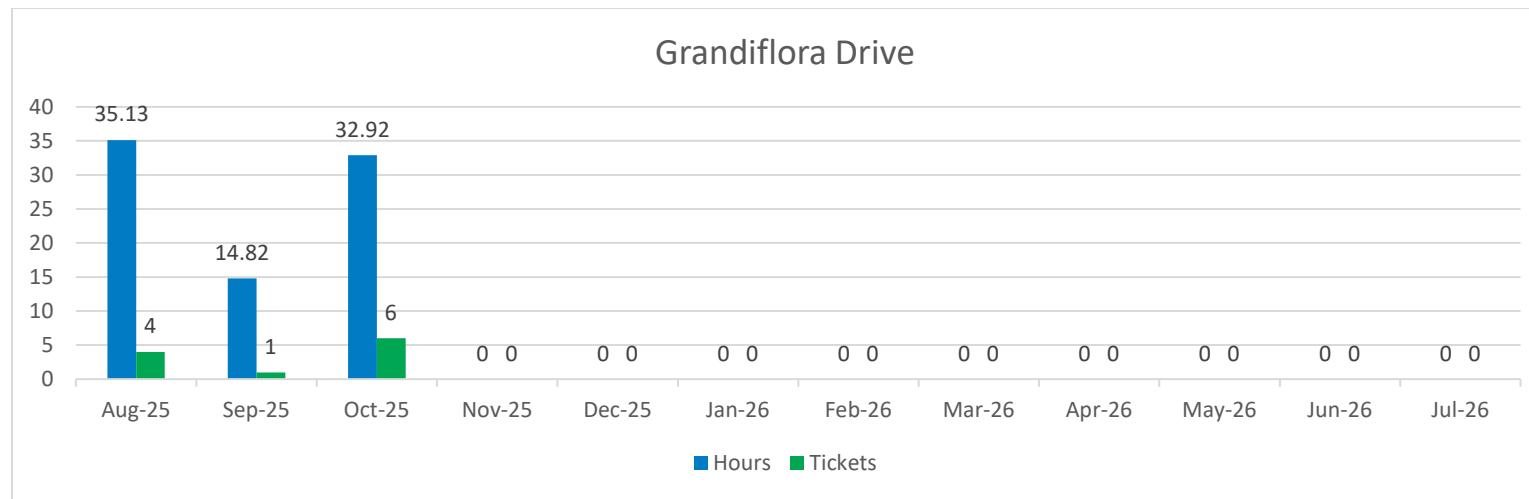


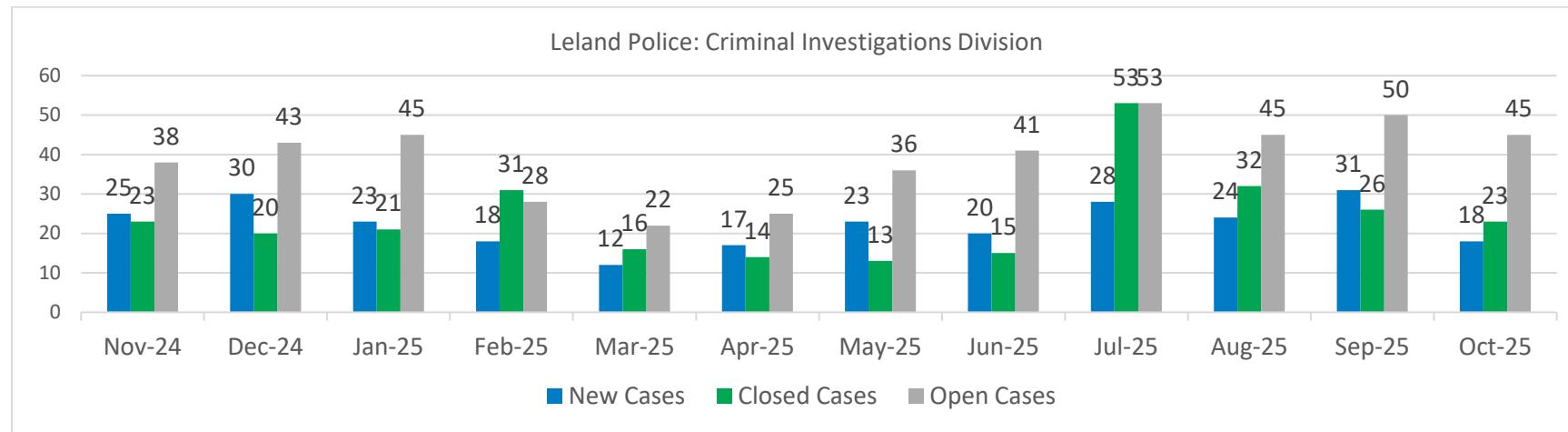
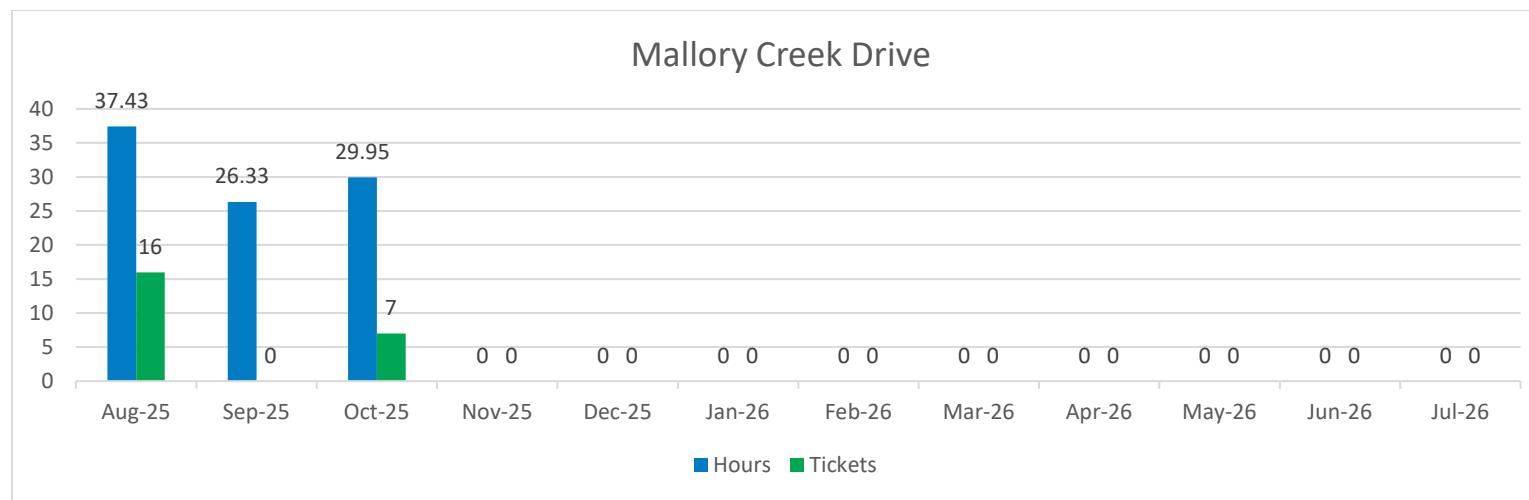




Traffic Focal Areas







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
Sep	43	0	12	12	0	0	4
Oct	42	0	6	5	0	1	6
Totals	417	16	40	39	14	4	31

Department News

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

- Assisted 26 homeowners with smoke alarm installations or battery replacements
- Assisted five citizens with car seat checks/installations
- Conducted one station/engine tour
- Presented fire prevention education to students at Belville Elementary and Lincoln Elementary schools
- Participated in a fire safety event hosted by Lowe's Home Improvement
- Participated in a community event hosted by Petsense
- Participated in Fall Festival events for Belville Elementary and Lincoln Elementary schools
- Participated in the Town of Leland Fall Festival
- Participated in National Night Out sponsored by the Police Department

Firefighters Victor Chilel, Tyler Harrison, Zachary Robbins, Jett Tugwell, and Casey Wainright joined the department.

Zack Brown, Jermol Edwards, Logan Fowler, Kyle Phillips, Hunter Rogers, and Nick Shofer were promoted to Fire Apparatus Engineers.

Darin Francis and Jamie Williamson were promoted to Captains.

C-Shift participated in a CPR refresher course.

Seven department members attended the Public Safety Weekend College at Cape Fear Community College.

Firefighter Brent Washburn and Captain Jeff Benton attended the week-long Technical Rescue Surface and Swift Water Class at the Swift Water Training Facility at Fayetteville Technical Community College.

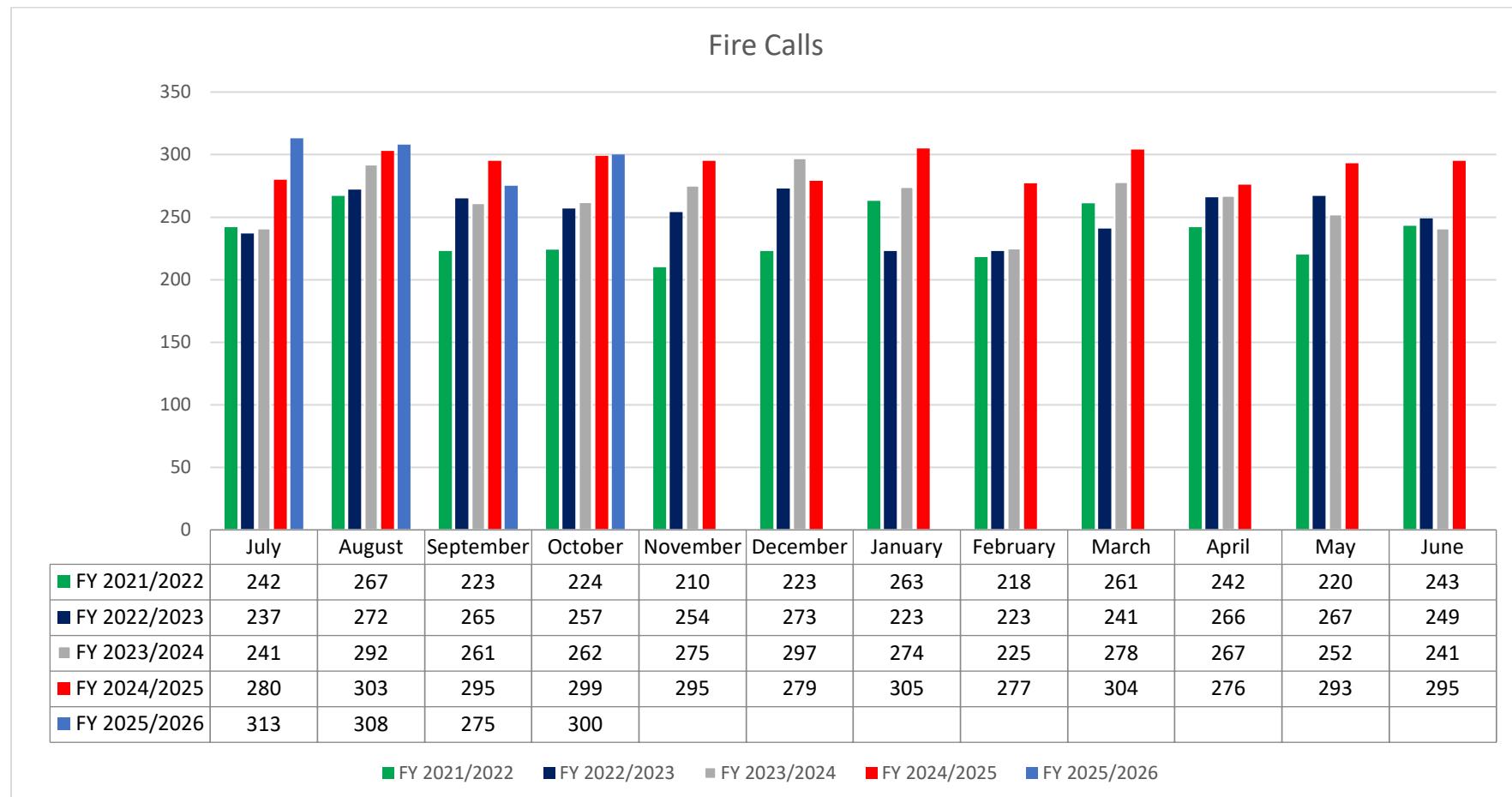
Firefighters Christian Grubbs and Garrett Yeager attended the North Carolina Extrication School at Sandhills Community College hosted by the North Carolina Office of State Fire Marshal.

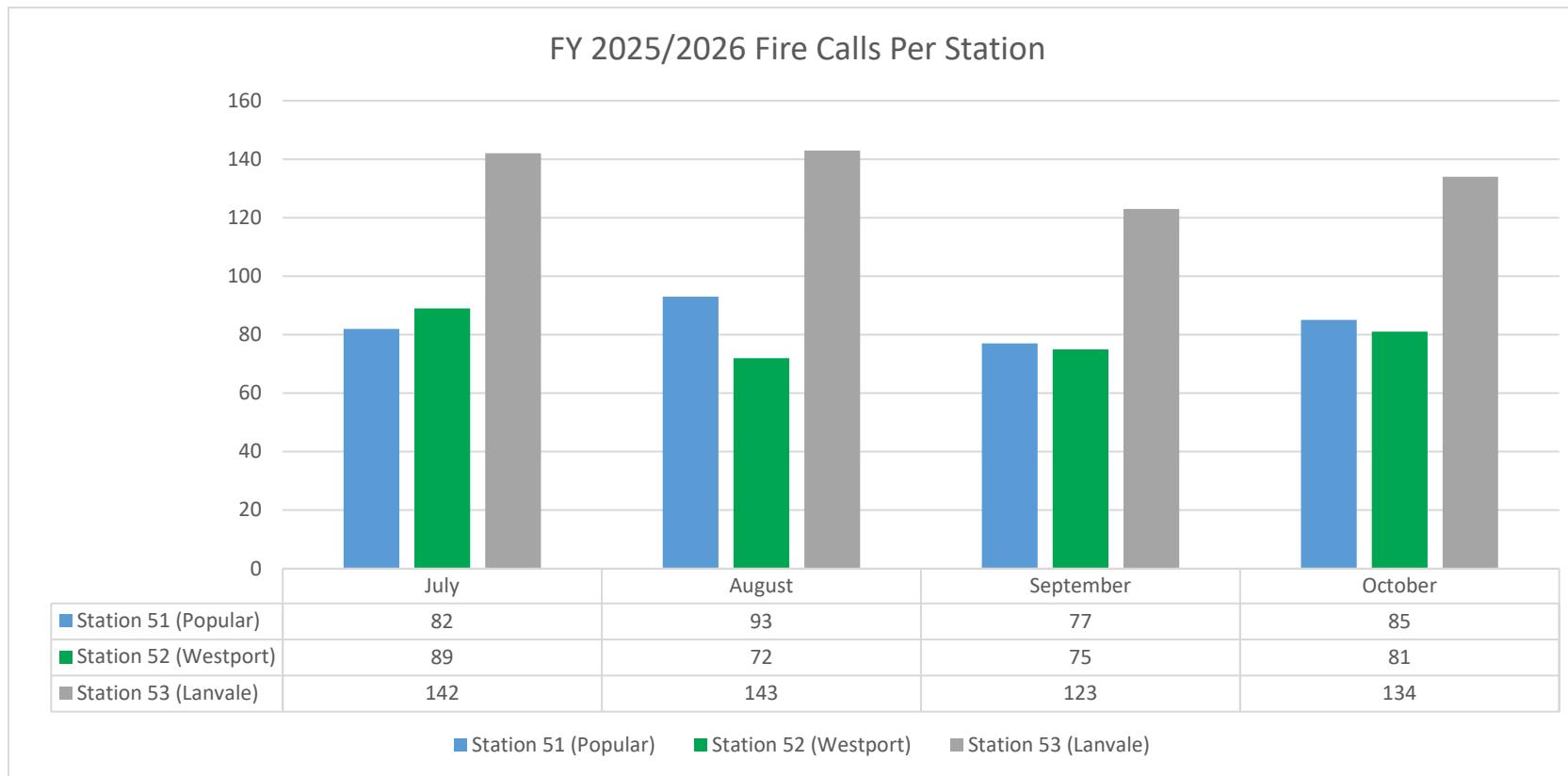
In October, the department continued its transition to a new method of documenting responses, which has caused a delay in reporting data. Future reports will include this information.

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
- Grissettowm 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





Department News

Chief Grimes received his Chief Fire Officer Designation, a credential awarded by the Center for Professional Credentialing to recognize career excellence and promote continuous personal and professional development. Chief Grimes spoke to the North Brunswick Newcomers Club about family disaster preparedness and communication planning. Staff attended the Brunswick County Local Emergency Planning Committee meeting. Chief Grimes participated in internal staff meetings to discuss and find opportunities to encourage innovation that positively impacts Town operations. Staff completed the Emergency Operations Plan – Base Plan which will now be reviewed by Administration.

Work Priorities and Initiatives

- Threat Hazard Identification and Risk Assessment (THIRA)
- Continuity of Operations Plan (COOP)
- Emergency Operations Plan Annex document updates – Currently working with department stakeholders in an effort to be complete by year end.

Projects Completed

- No major projects were completed in October.

Department News

Staff generated 254 work orders in October and completed 204 (80%).

Grounds Maintenance Technicians Brett Usry, Dushawn Warner, and Ethan Scott and Streets Maintenance Technicians Joe Piro and Lucas Hall completed NCDOT Flagger Certification Training.

Streets Maintenance Technicians Joe Piro and Lucas Hall completed Confined Space certification training.

Grounds Maintenance Technicians Brett Usry, Dushawn Warner, and Ethan Scott completed the Forklift Training Class and received their Forklift Certification.

Streets Updates

Work Priorities and Initiatives

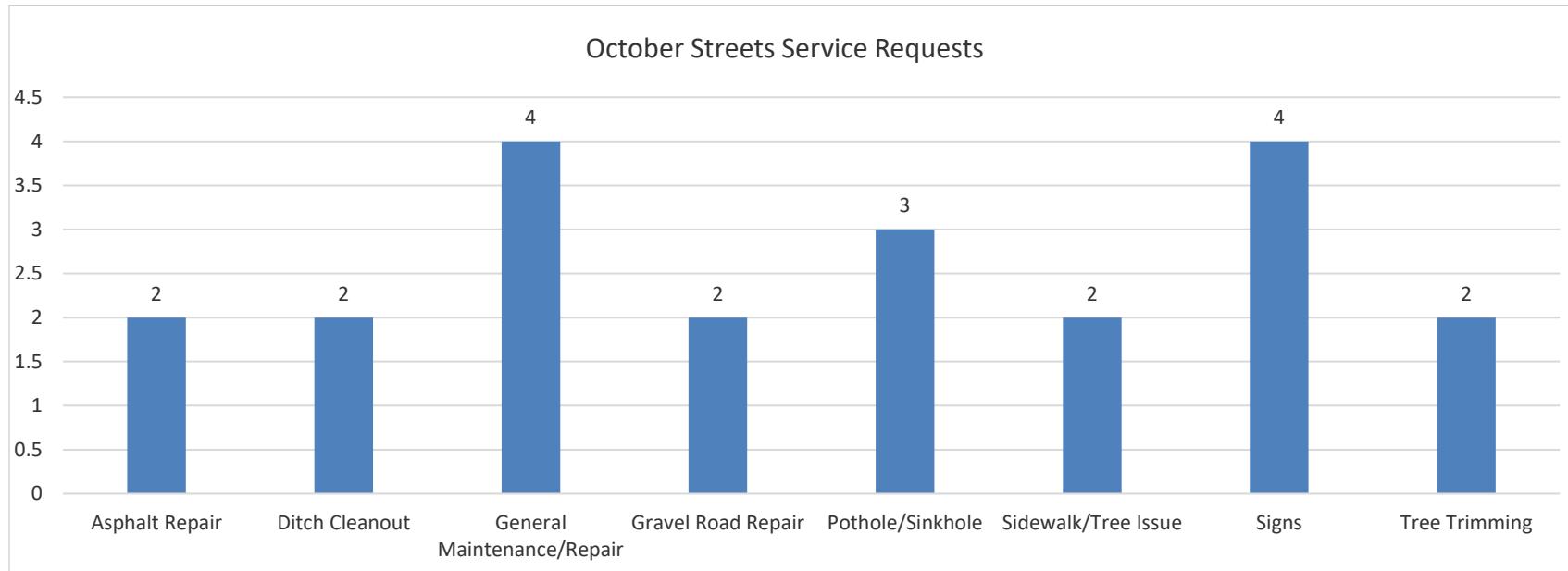
- Staff will continue to focus on repairing storm drain sinkholes, replacing concrete sidewalks and curbs, and cleaning out and clearing ditches.
- Staff will begin sidewalk replacement projects in Magnolia Greens and Brunswick Forest.
- Staff will be working on items as part of the Town's recently completed resurfacing project, including grading shoulders and installing signs.

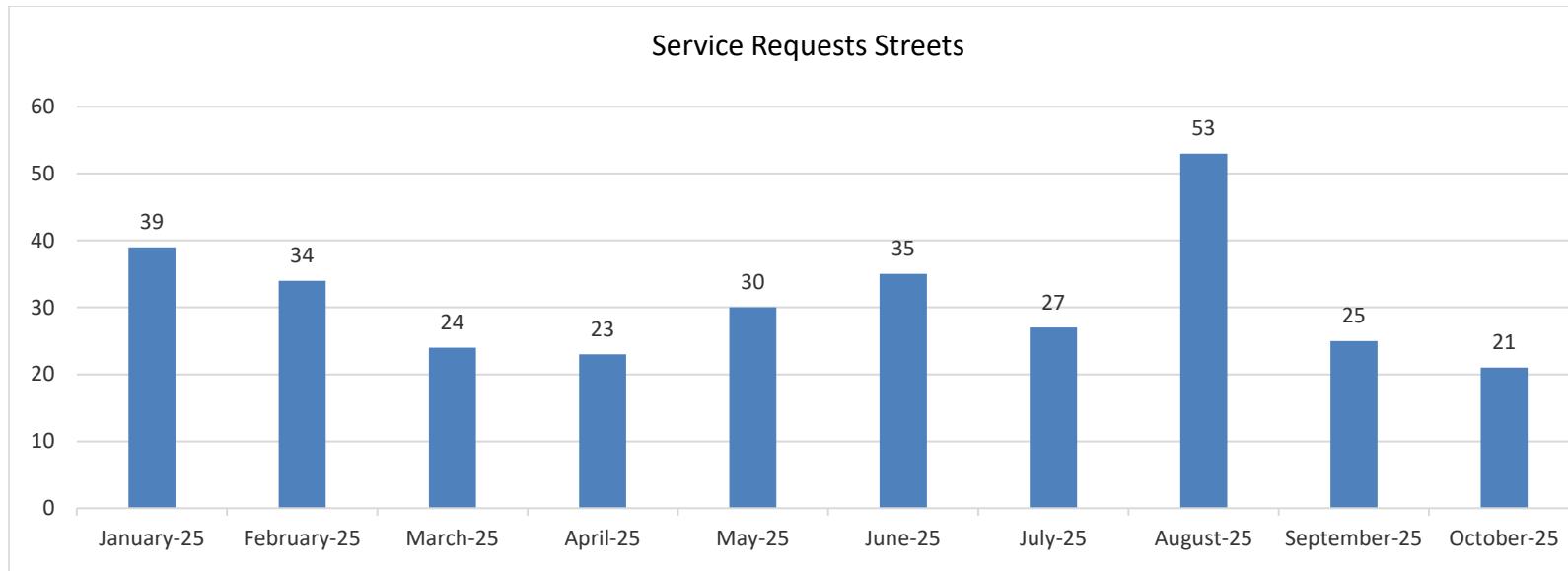
Projects Completed

- Staff inspected and repaired a sinkhole in Wedgewood.
- Staff replaced sidewalks damaged by trees in Magnolia Greens.
- Staff repaired potholes at various locations throughout Town.
- Staff cleaned out blocked driveway pipes and regraded ditches on Moore Road.
- Staff cleared vegetation on Brunswick Village Boulevard.
- Staff completed major pavement repair projects in Brunswick Forest, Mallory Creek, Adair Park, and Belvedere Heights. They also completed projects on Dresser Lane and Holly Hills Drive.
- Staff installed new signs on Live Oak Drive and Fairview Drive.
- Staff removed a non ADA-compliant curb ramp on Grandiflora Drive.

Work Order Summary

- Streets generated 21 work orders in October, with the majority being general street repair (4), signs (4), and pothole/sinkhole related (3).
- Streets completed 13 work orders in October, with an approximate expense of \$57,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in employee costs (\$20,300) and equipment costs (\$27,100).





Grounds Updates

Work Priorities and Initiatives

- Staff will begin to maintain vegetation and landscape in Founders Park.
- Staff will begin to install holiday displays in Founders Park in preparation for Leland in Lights and will continue to assemble the remaining holiday displays as they are delivered.
- Staff will continue to install 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.

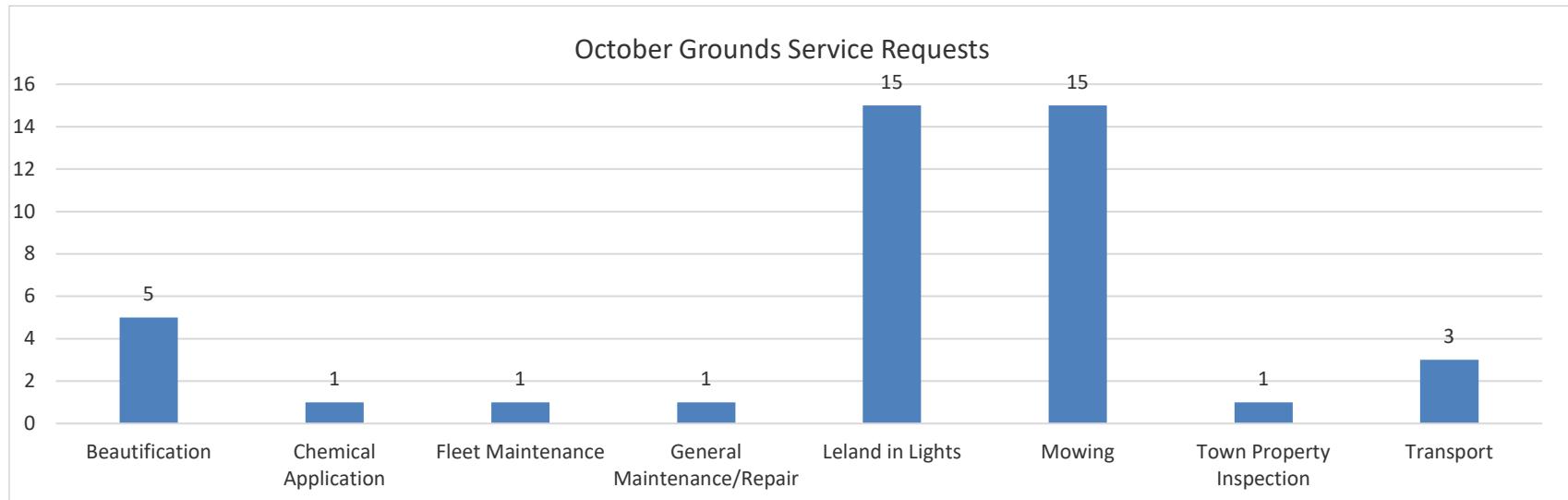
Projects Completed

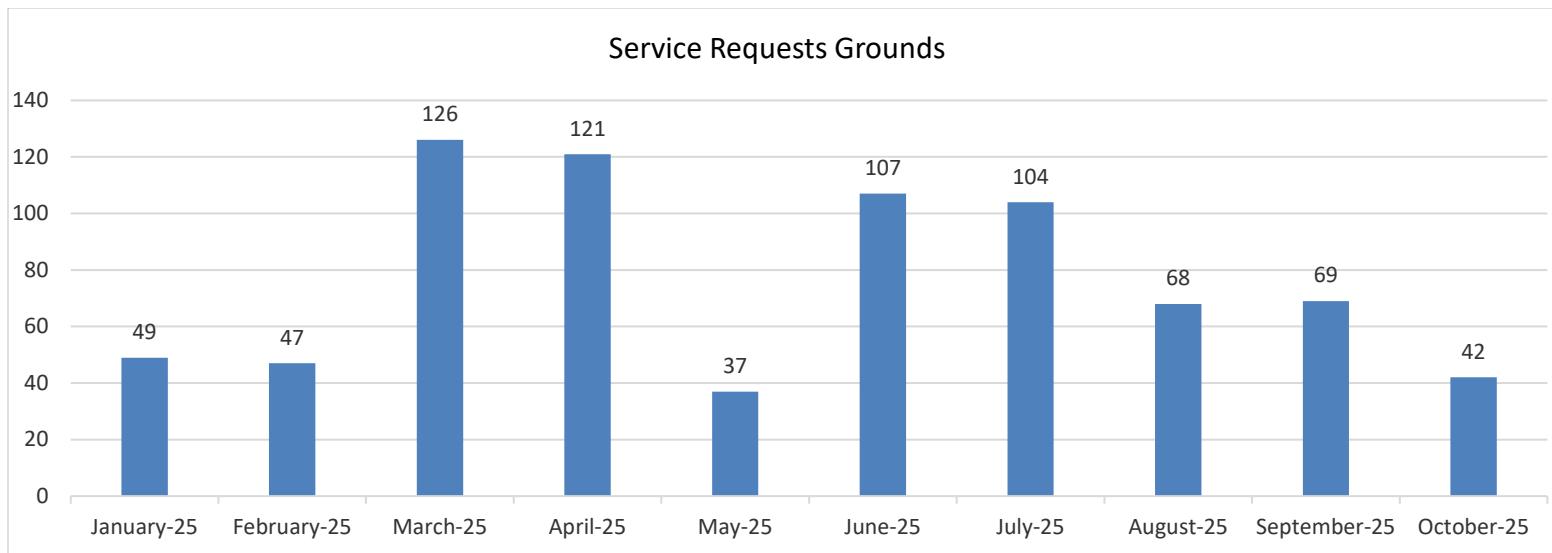
- Staff replaced deteriorated boards at the classroom and on the bridge at Westgate Nature Park.
- Staff installed fall and winter annuals at Town Hall and other Town-owned facilities.
- Staff installed holiday decorations on the Village Road streetlights.

- Staff completed building platforms for Leland in Lights displays.
- Staff completed the assembly of new holiday displays for Leland in Lights.

Work Order Summary

- Grounds generated 42 work orders in October, with most of them being Leland in Lights (15), mowing (15), beautification (5), and transport related (3).
- Grounds completed 37 work orders in October, with an approximate expense of \$25,500 in labor and equipment to complete these work orders.





Operations Updates

Work Priorities and Initiatives

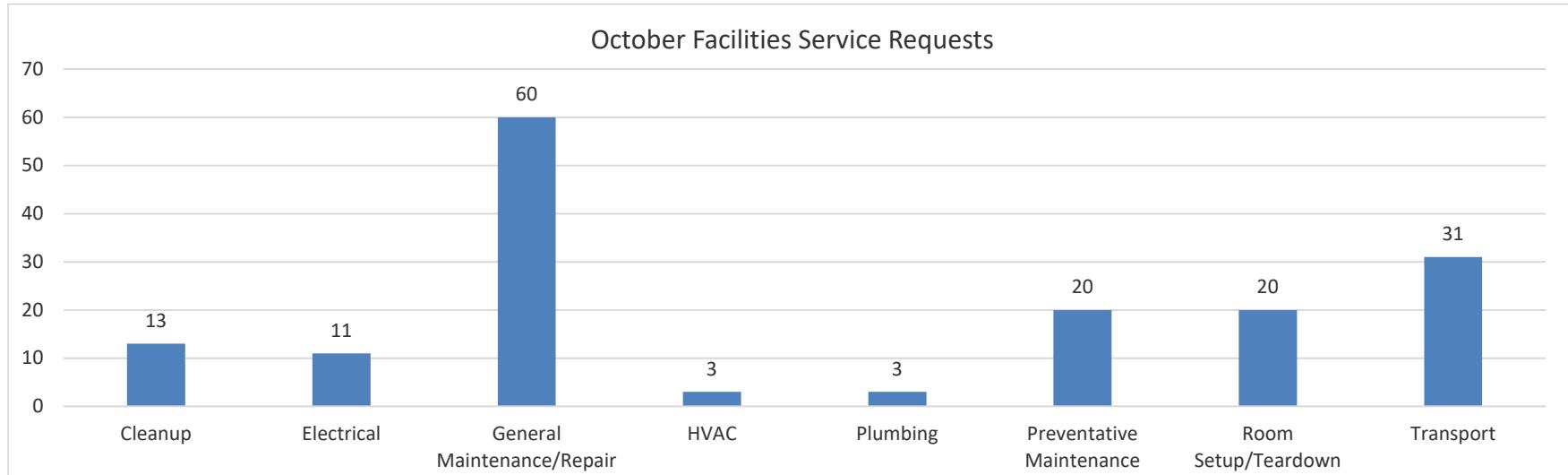
- Staff are assisting with moving departments and staff into their new offices in the Town Hall Expansion.
- Staff will be performing maintenance on all Town-owned generators.
- Staff continue the process of changing fluorescent bulbs at Town Hall and replacing them with LED.
- Staff continue to work on a final detailed preventative maintenance plan for each Town facility.

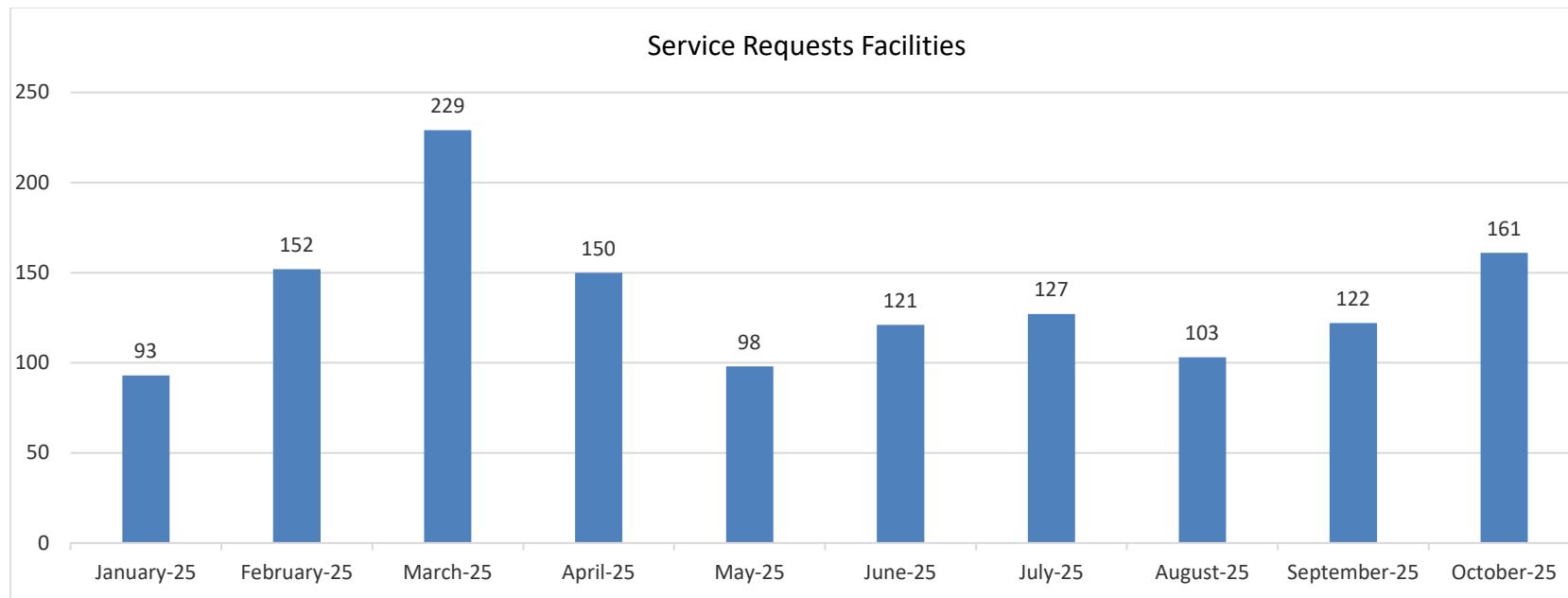
Projects Completed

- Staff cleaned new offices in the Town Hall expansion area in preparation for office moves.
- Staff have improved efficiency and cleaning strategies in all Town facilities by inspecting and documenting work priorities, procedures, and schedules.
- Staff introduced the new Work Order Request form (workorders@townofleland.com) to the organization.
- Staff have replaced all air filters in all Town facilities.
- Staff assisted with setting up the Fall Festival at Northwest District Park.

Work Order Summary

- Operations generated 161 work orders in October, with most of them being general maintenance/repair (60), transport (31), preventative maintenance (20), and room setup/teardown (20), and cleanup related (13).
- Operations completed 140 work orders in October, with an approximate expense of \$10,400 in labor and materials.





Town Project Updates

Projects In Design

- Baldwin Drive Improvements
- Gateway District Utility Resiliency
- Leland Unpaved Roads Improvements
- Pavement Condition Assessment 2025-2026
- Roadway Resurfacing 2025-2026
- Sturgeon Creek Park
- U.S. Highway 17 Pedestrian Crossing

Projects In Ad/Bid/Award

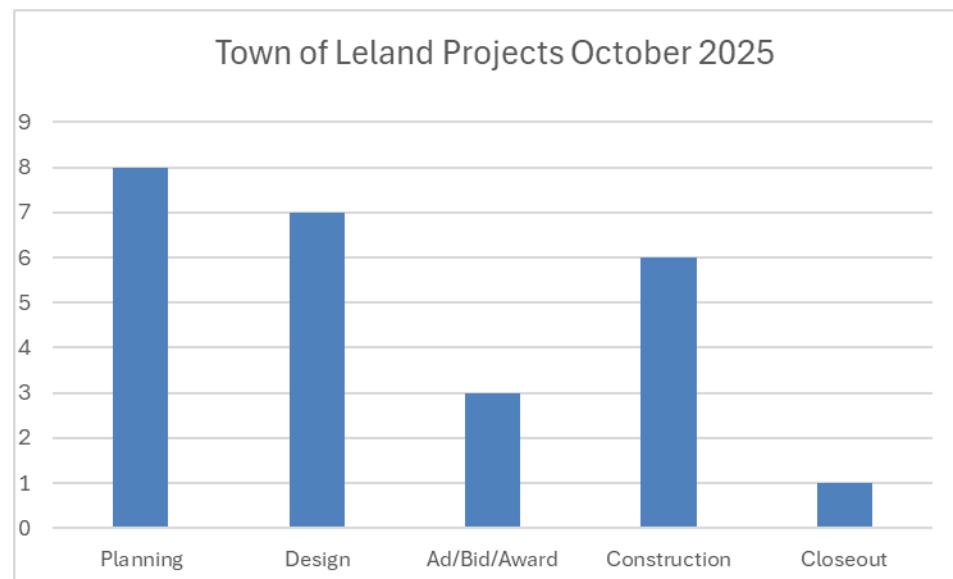
- CDBG Housing Construction

- Ocean Gate Plaza Roundabout
- StRAP Grant Phase 2

Projects In Construction

- AARP Community Challenge Grant – 95% complete
- Founders Park – 80% complete
- Founders Park Amphitheater Rebuild – 0% complete
- Roadway Resurfacing 2024-2025 – 98% complete
- Settler's Village Connector Road – 5% complete
- Town Hall Expansion and Renovation – 85% complete

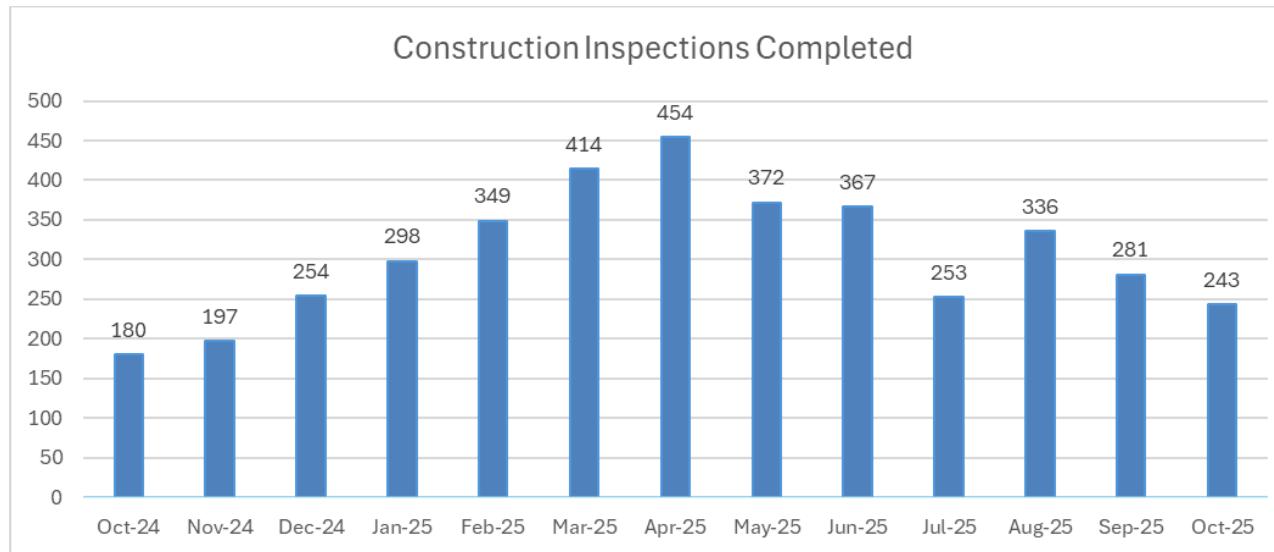
Full project details can be found [on the Town website](#).



Construction Inspections Update

Inspections

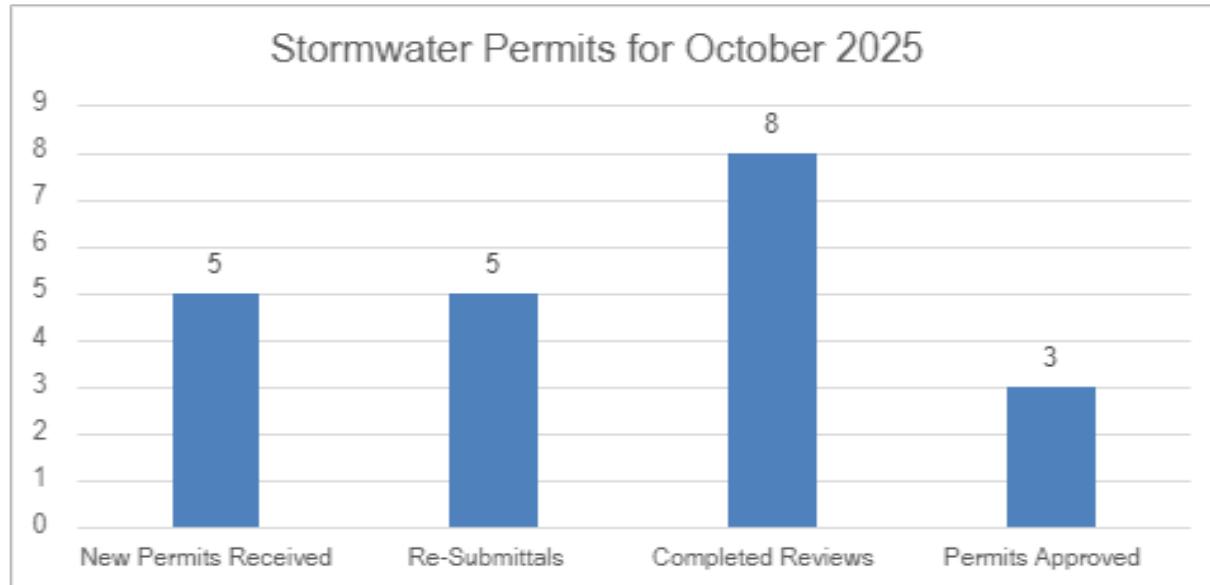
- Staff have completed 243 construction inspections for the month of October.
 - Construction inspections include developer and Town projects.



Stormwater Permits Update

Stormwater Permit Review

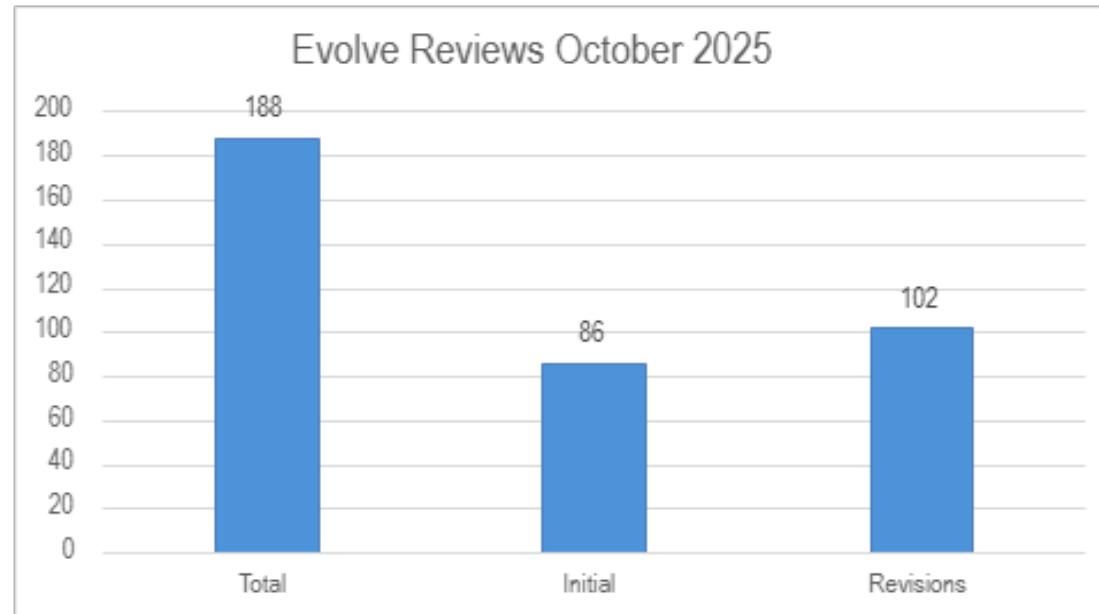
- 100% of stormwater permits submitted within the last 45 business days have either been approved or sent back for comments. Three permits were approved in October.



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. Gallagher attended the NCLM Trust Matter Conference in Lewisville, NC.

Ms. Cook attended UNCW's Project Management Class and received her Project Management certification. Ms. Cook also attended the WILMA Leadership Institute, Visit NC webinar, the Duke Energy Meet and Greet, and the NC Department of Public Safety Governor's Crime Commission Grant Writing Workshop.

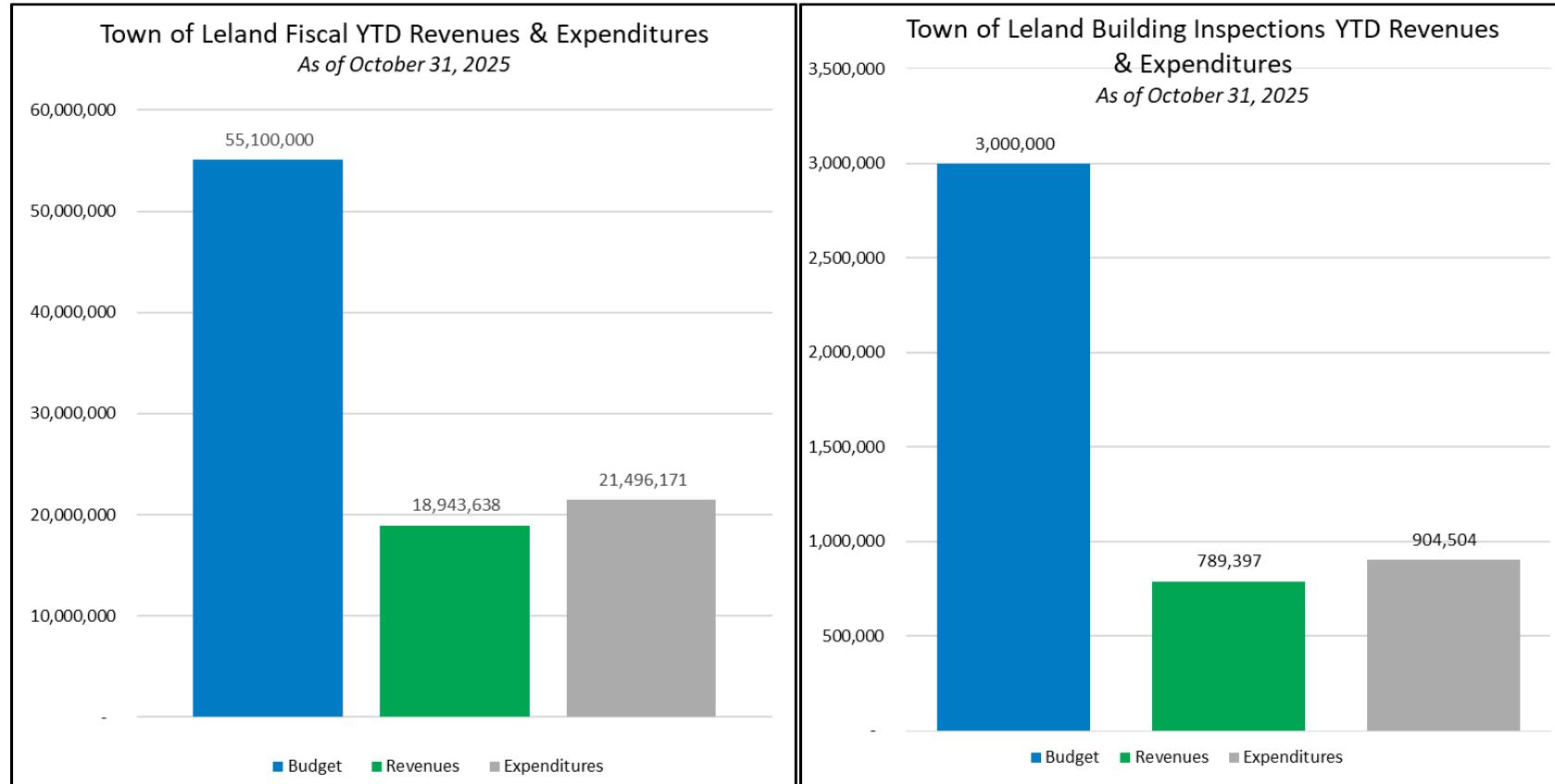
Ms. Hagg attended a webinar titled "What Does Procurement Really Do? Communicating Impact & Value through Storytelling".

Financial Budget to Actual Report – October 31, 2025

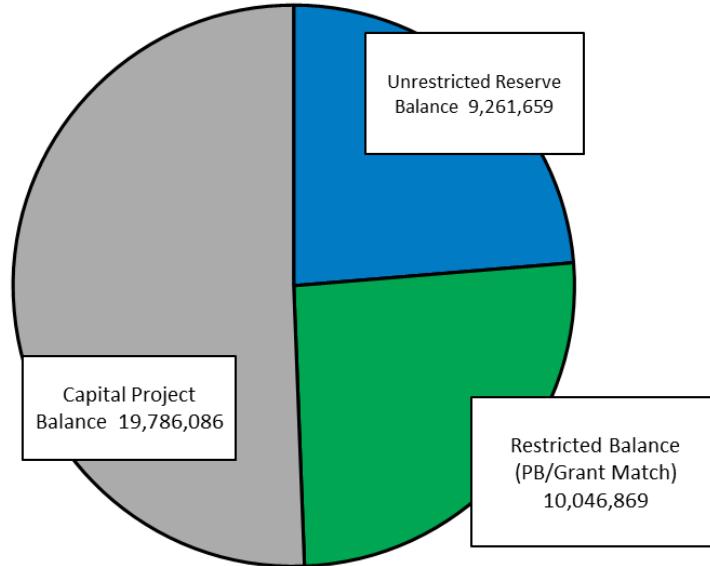
REVENUES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Property Tax	19,280,000	19,280,000	1,618,416	5,018,411	-	14,261,589	73.97%
Sales Tax	14,200,000	14,200,000	1,276,888	4,846,945	-	9,353,055	65.87%
Fire Fees	6,680,000	6,680,000	1,577,370	3,217,918	-	3,462,082	51.83%
Municipal Vehicle Tax	950,000	950,000	150,930	304,470	-	645,530	67.95%
Loan Proceeds	2,600,000	2,600,000	-	2,300,000	-	300,000	11.54%
Non-Primary General Fund	4,290,000	11,390,000	187,612	3,255,894	-	8,134,106	71.41%
Building Inspections	3,000,000	3,000,000	127,323	789,397	-	2,210,603	73.69%
REVENUES	51,000,000	58,100,000	4,938,538	19,733,035	-	38,366,965	66.04%

EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	350,000	350,000	7,424	87,715	10,681	251,604	71.89%
Administration	3,100,000	3,100,000	162,485	915,915	137,240	2,046,845	66.03%
Information Technology	4,160,000	4,160,000	307,702	1,011,366	393,155	2,755,480	66.24%
Human Resources	610,000	610,000	37,975	110,448	32,480	467,072	76.57%
Finance	1,270,000	1,270,000	124,689	380,592	20,765	868,643	68.40%
Planning	1,200,000	1,200,000	83,604	261,404	34,599	903,997	75.33%
P&R & Cultural Arts	1,350,000	1,350,000	144,570	377,351	147,595	825,055	61.12%
Operations	1,970,000	1,970,000	173,610	678,462	131,719	1,159,819	58.87%
Streets & Grounds	3,670,000	3,670,000	251,024	808,027	194,891	2,667,082	72.67%
Engineering	1,350,000	1,350,000	96,007	284,883	71,734	993,383	73.58%
Police	8,250,000	8,250,000	1,018,121	2,380,000	196,300	5,673,700	68.77%
Emergency Management	240,000	240,000	17,914	63,141	2,200	174,659	72.77%
Fire	10,630,000	10,630,000	677,482	2,160,300	2,500,427	5,969,274	56.15%
Debt Services	6,900,000	6,900,000	995,884	3,583,122	-	3,316,878	48.07%
Transfers	2,950,000	10,050,000	-	8,393,445	-	1,656,555	16.48%
Building Inspections	3,000,000	3,000,000	332,555	904,504	56,659	2,038,837	67.96%
EXPENSES	51,000,000	58,100,000	4,431,045	22,400,675	3,930,443	31,768,882	54.68%

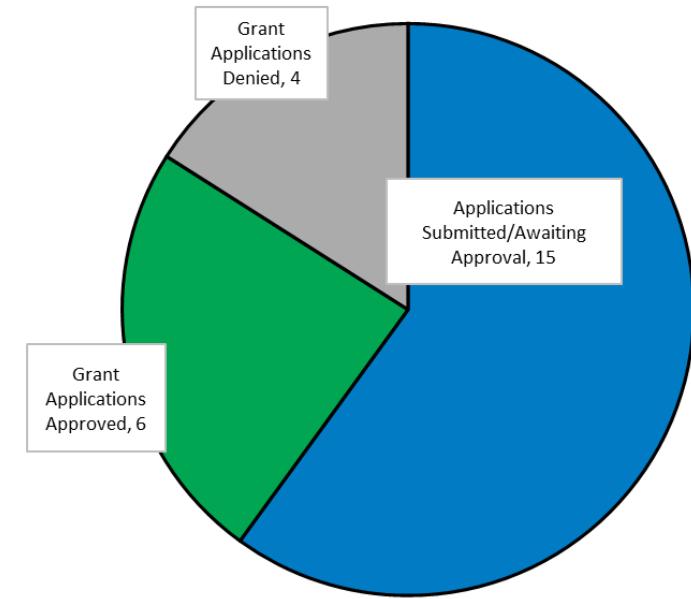
Dashboard



General Fund Cash Balances
As of October 31, 2025



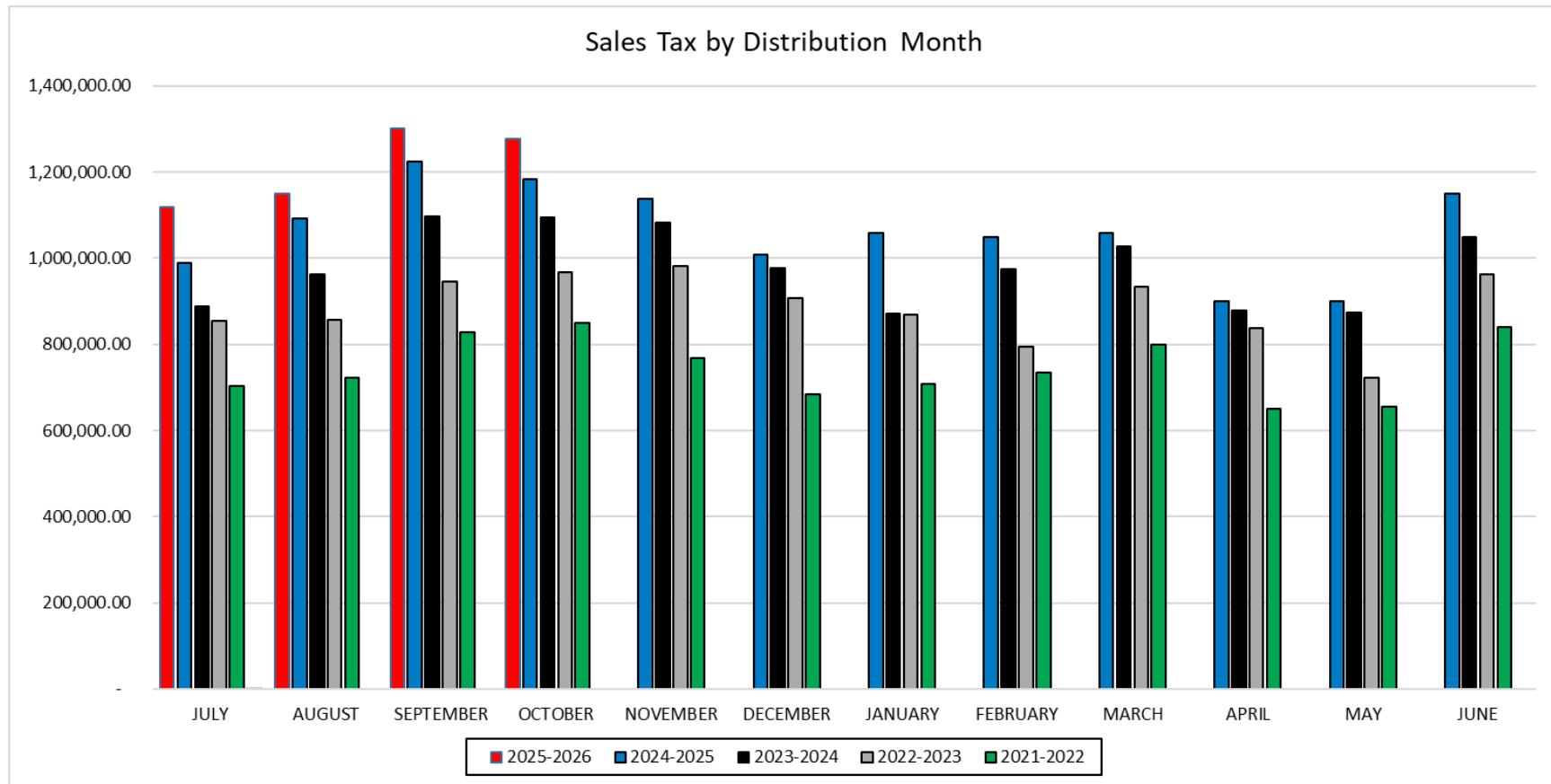
Fiscal YTD Grant Summary
As of October 31, 2025



*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 October.

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

Description: Gateway District Utility Resiliency Project; Vendor: Kimley-Horn And Associates Inc.; Amount: \$106,050.00

Description: Park Property Acquisition; Vendor: The Humphries Law Firm; Amount: \$225,000.00

Description: STRAP Grant: Stream Cleanup; Vendor: Grillot Construction, LLC; Amount: \$233,523.00

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in October.

Audit Committee Meeting Summary

The Audit Committee did not meet in October.

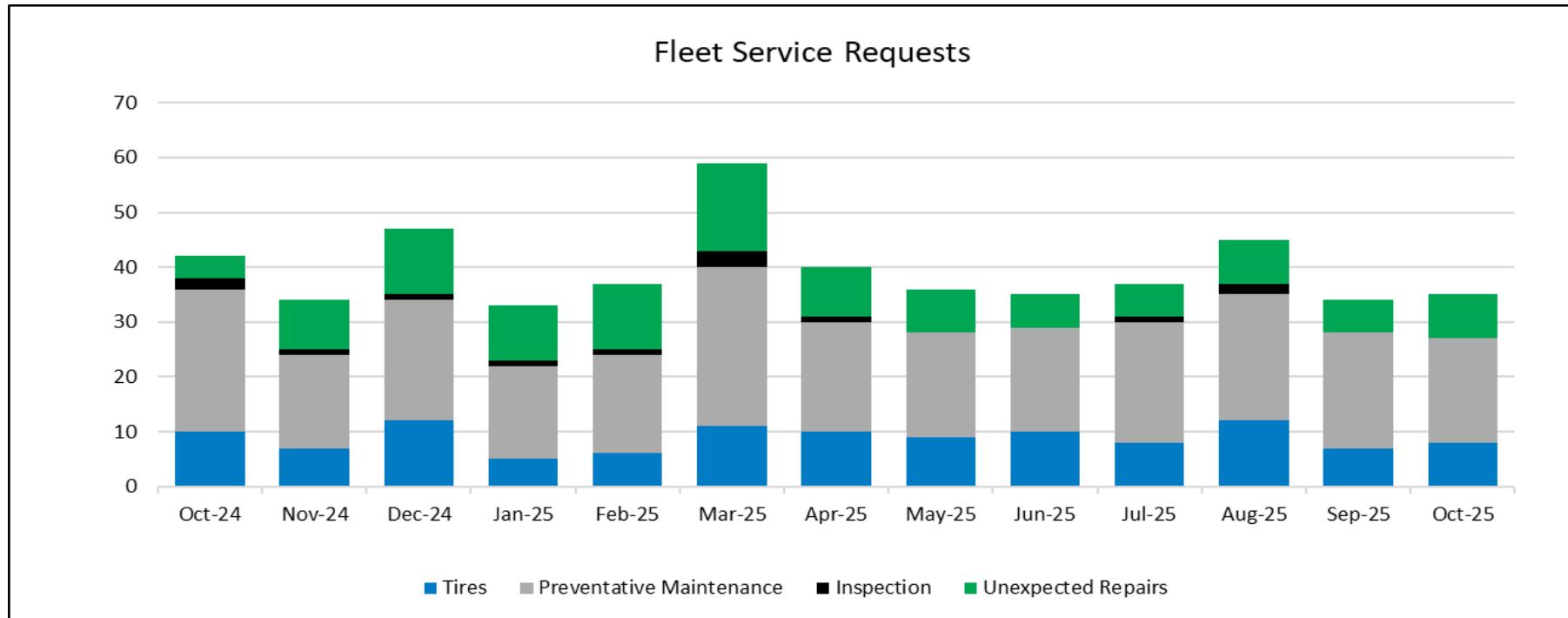
Investment Portfolio

The Town has a diversified investment portfolio across four wealth management banking institutions. The October 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	0.040	6,376.86	28,237.79	2,123,306.82
NC Capital Management Trust	0.040	61,667.29	258,984.48	17,060,195.41
NC Class	0.042	15,103.20	60,842.05	4,257,198.14
Atlantic Union Bank 36m CD	0.037	24,559.52	72,669.53	8,072,669.53
Total		107,706.87	420,733.85	31,513,369.90

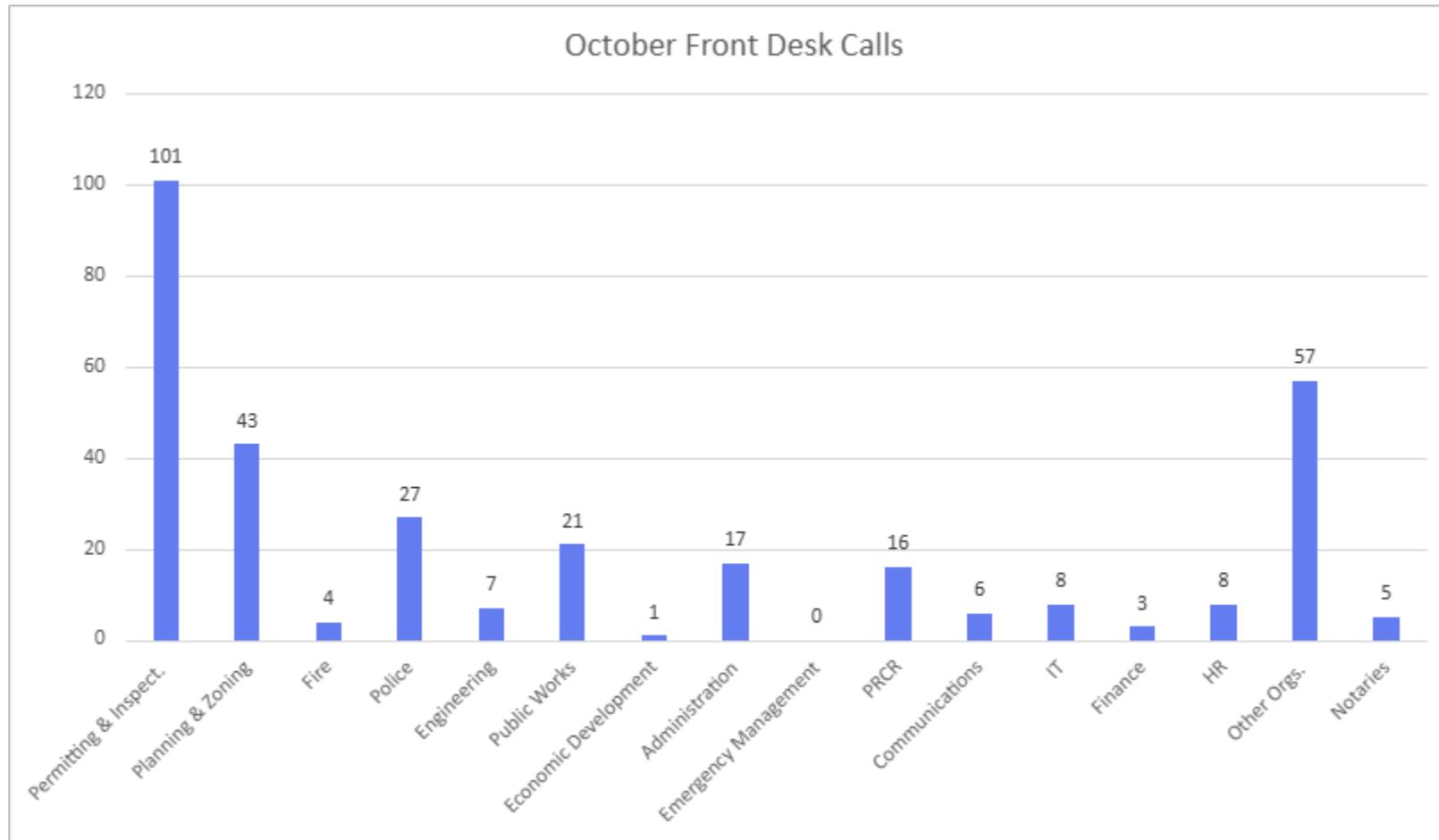
Fleet Updates

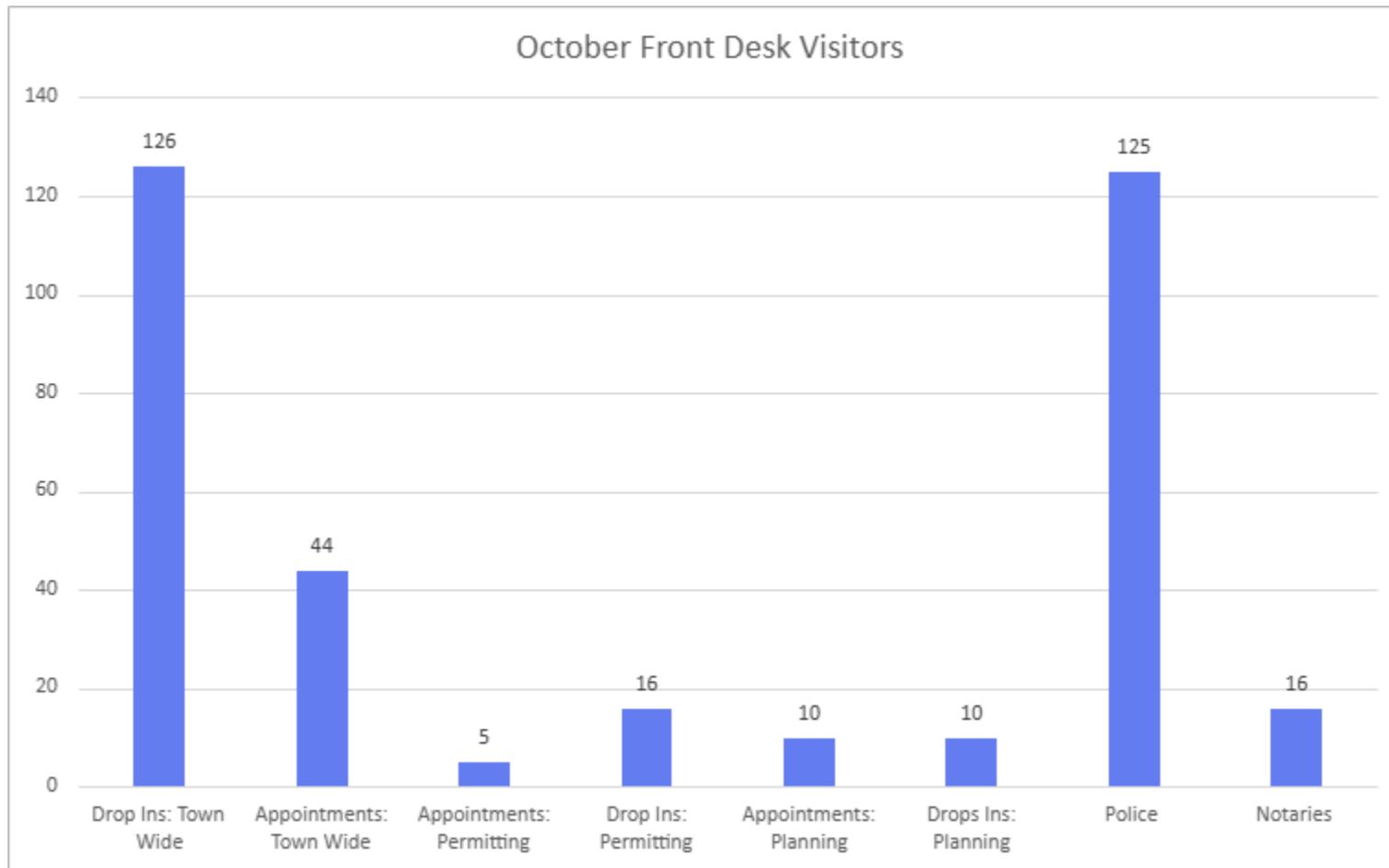
Fleet generated 35 work orders in October with an approximate expense of \$7,700.



Department News

In October, the department facilitated responses to 36 contact forms submitted through the website, 324 calls, and 352 visitors to Town Hall. Ms. Jewell completed a UNC School of Government course titled Lead with Purpose: Engage and Motivate Teams. Ms. Fore attended the virtual Adobe MAX Conference and the Before the Flashpoint: Building Trust and Leading Through Crisis webinar hosted by 3CMA. The department has begun the hiring process for two positions: Administrative Assistant – Reception Desk and Communications Specialist II – Digital Communications.





Social Media Update

- Facebook Highlights (October 1 – 31, 2025)
 - Added 209 new page followers
 - Impressions – 225,322
 - Top post (Largest reach): “We're proud to announce that we've received a grant from the North Carolina State Parks and Recreation Trust Fund to build a public boat dock and ADA-accessible boardwalk at the future Sturgeon Creek Park! 🌿 This project will expand boating, fishing, and wildlife viewing opportunities while protecting our marsh ecosystem. Learn more about this grant 👉 <https://ow.ly/PKz850XcH15>”
- Twitter/X Highlights (October 1 – 31, 2025)
 - Impressions/Reach – 1,254
 - Top tweet (Largest reach): “🗳️ Election Day is next Tuesday, Nov. 4! Make a plan to vote and help shape the future of the community. ⚠️ Reminder: Election Day voting is only available at your assigned polling place from 6:30 a.m. to 7:30 p.m. Find your polling place 👉 <https://ow.ly/fhxk50X4gwe> #LelandNC”
- Nextdoor Highlights (October 1 – 31, 2025)
 - Impressions/Reach – 17,504
 - Likes/Comments – 121
 - Top post (Largest reach): “We're so grateful to everyone who volunteered during our latest Lend a Hand in Leland!”
- Instagram Highlights (October 1 – 31, 2025)
 - Added 63 new page followers
 - Page engagement – 229
 - Top post (Largest reach): “We're proud to announce that we've received a grant from the @ncstateparks Trust Fund to build a public boat dock and ADA-accessible boardwalk at the future Sturgeon Creek Park! 🌿 This project will expand boating, fishing, and wildlife viewing opportunities while protecting our marsh ecosystem. Learn more about this grant under Town News at the link in our bio. #TownofLelandNC #LelandNC”
- LinkedIn Highlights (October 1 – 31, 2025)
 - Added 28 new followers
 - Page views – 111
 - Post impressions – 1,610
 - Reactions/Comments/Shares – 228

- Top post (Largest reach): "Congratulations to Councilmember Bill McHugh on his reappointment to the @NC League of Municipalities Legislative Policy Committee! We're grateful that Leland continues to have the opportunity to help shape state policies that affect our Town.   Read more about Bill's reappointment  <https://ow.ly/TZih50Xgen3>"

Project Updates

- Created posts that resulted in 244,080 impressions across social media platforms.
- Staff have identified a website vendor to enhance Town communications and are working to finalize an agreement.
- Continued a comprehensive marketing campaign for Leland in Lights, including working with a local graphic designer to create a logo and brand guide for the event.
- Continued working with IT to create an employee intranet site.
- Continued working with Finance to update Town business cards.
- Continued working with Engineering and Planning and Inspections to create a homeowner's resource guide.
- Continued conversations with Engineering and Planning for three video projects.
- Began conversations about various strategies to make the Public Safety annual reports more engaging.

Website Articles/Media Coverage

- Town of Leland Website
 - [Take Home a Native Tree at Leland's Tree Giveaway](#)
 - [Leland Publishes Annual Revenue Manual to Promote Transparency](#)
 - [Leland Awarded \\$443,000 Grant for Sturgeon Creek Park Boardwalk and Dock](#)
 - [Discover Winter and Spring Programs at Open House](#)
 - [Leland Town Council Implements Ban on Land Clearing Burns](#)
 - [Councilmember McHugh to Serve Another Term on NCLM Legislative Policy Committee](#)
 - [Apply to Serve on the Board of Adjustment](#)
 - [Town of Leland Lifts Burn Ban](#)
 - [Town of Leland Receives Grant to Enhance Inaugural Fall Festival](#)
- WECT
 - [PetSense Adopt-a-thon in Leland rescheduled](#)
 - [Large open burn in Leland sparks questions about town policy](#)

- [Leaders to gather in Leland for conference to combat human trafficking](#)
- [Town of Leland receives \\$443K grant for additions to Sturgeon Creek Park](#)
- [Town of Leland places an immediate ban on land-clearing burns](#)
- [Town of Leland inviting community to Open Burning Workshop](#)
- [Leland police asking public for help identifying suspect in break-in](#)
- WWAY
 - [Leland Police Department holds its National Night Out](#)
 - [Leland awarded \\$443,000 grant for Sturgeon Creek Park boardwalk and dock](#)
 - [Town of Leland calls special meeting to discuss open burning](#)
 - ["Massive health hazard": Leland residents raise concerns over open burn](#)
 - [Novant Health to build Leland hospital and expand Brunswick County services](#)
 - [Leland bans open land clearing burns after outcry from residents](#)
 - [The Town of Leland lifts burn ban](#)
 - [Election 2025: Meet Leland Town Council candidate Leland Hyer](#)
 - [Election 2025: Meet Leland Town Council candidate Bill McHugh](#)
 - [Election 2025: Meet Leland Town Council candidate Frank Pendleton](#)
 - [Election 2025: Meet Leland Town Council candidate Susan Waleed](#)
- StarNews
 - [A large master-planned community in Leland nears its grand opening](#)
 - [Leland approves town manager to make larger purchases without council approval](#)
 - [Big chain convenience store submits plans for more Wilmington-area locations](#)
 - [Leland bans land-clearing burns following days of smoky skies](#)
 - [Confidential plans for 'needed' water capacity project submitted to Leland](#)
 - [Newly built fitness center in Leland remains unopened. Here's why.](#)
- Port City Daily
 - [The Agenda: Meetings in local government this week](#)
 - [2025 Election Q&A: Bill McHugh for Leland Town Council](#)
 - [2025 Election Q&A: Frank Pendleton for Leland Town Council](#)
 - [The Agenda: Meetings in local government this week](#)

- [2025 Election Q&A: Leland Hyer for Leland Town Council](#)
- [Leland awarded state grant for Sturgeon Creek Park development](#)
- [2025 Election Q&A: Susan Waleed for Leland Town Council](#)
- [The Agenda: Meetings in local government this week](#)
- [Leland council initiates open-burn ban for land-clearing amid public outcry](#)
- Wilmington Biz
 - [Property Management Firm Opens Office In Leland](#)
 - [Developers Buy 31 Acres In Leland Innovation Park](#)
 - [Novant Plans For Leland Hospital, Brunswick Expansion](#)
 - [Chesapeake Homes Moves To New Leland Office, Selected To Build In New Community](#)

TDA Marketing

- Finalized a full-page ad promoting Leland in Lights to be published in Our State magazine.
- Initiated conversation with Springer Studios, the contractor being used for photography and videography services, about working with the TDA on brand development to include logo design. Staff are working to finalize a proposal to bring to the TDA in November.
- Staff began working on ideas and identifying content needs for spring ads in Our State magazine.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in October. The next LTDA meeting is scheduled for November 3.

Department News

Josh Van Pelt successfully passed the NC Building Standard Level 2 certification exam and received his standard Building Level 2 certification.

Andrew Neylon attended Six Generations, One Workplace: Bridging Values, Expectations, and Change, a webinar hosted by the American Planning Association. The webinar included a panelist of planners from different generations and how they view interacting with each other in the workplace. Representatives from the Boomers, Millennials, and Gen Z answered questions about what values they found important to them, challenges each of them faced, and tips on how to work cohesively.

Ben Andrea attended the 2025 Joint North and South Carolina Planning Conference in Charlotte, NC which included sessions on future trends reshaping American communities, Conway, South Carolina's seasonal placemaking, regulatory reform and the North Carolina housing crisis, North Carolina legislative and legal updates, incorporating multimodal safety into traffic impact analyses, and impact fees and concurrency allowances and restrictions in North Carolina and South Carolina.

Planning Board Meeting Summary

The Planning Board met on October 28, 2025, and heard the following item:

1. Zoning Map Amendment – The Planning Board voted 5 to 2 to recommend approval of a rezoning request for two parcels totaling 0.96 acres at 1365 Village Road from C-1, General Commercial Business District, to R-15, Medium Density Residential District.

The Planning Board's next meeting is scheduled for November 18, 2025, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on October 7, 2025, and heard the following item:

1. Variance Request – The Board of Adjustment voted to approve a variance request to allow for relaxation in setback requirements to rebuild a home in an existing building footprint at 133 Baldwin Drive.

The Board of Adjustment's next meeting is scheduled for November 4, 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 112 Village Road – Proposal for four electric vehicle (EV) chargers in an existing parking lot at the Piggly Wiggly grocery store.
2. Preliminary Subdivision Plat for Jackey's Creek School Road – Proposal for dividing out the land to accommodate the right-of-way for a new road to serve a new school site in the Jackey's Creek project off US Highway 17.

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	8.0	2	1.0	3	3.3
Building/ Flood (3 Day Review)	1	2.0	0		1	2.0
Chief Building Official Review	1	6.0	0		1	6.0
Commercial Building / Flood	2	4.5	6	2.2	8	2.8
Commercial Building / Flood / Zoning	6	9.0	6	3.5	12	6.3
Commercial Building / Zoning	5	6.2	11	4.3	16	4.9
Commercial Building Fire	2	9.0	4	3.5	6	5.3
Commercial Zoning	2	1.0	1	1.0	3	1.0
Driveway Permit Application	2	5.0	0		2	5.0
Electrical (5-Day Review)	9	3.1	2	1.5	11	2.8
Fire Operational Permits	1	6.0	0		1	6.0
Permit Building/Zoning	11	6.9	7	3.7	18	5.7
Permit Flood	0		4	1.5	4	1.5
Permit Zoning Only	2	1.0	1	1.0	3	1.0
Residential Building / Flood	14	7.4	5	2.0	19	6.0
Residential Building / Zoning / Flood	46	7.5	83	2.1	129	4.0
Residential Flood	2	3.0	0		2	3.0

Total Initial: 107

Total Revisions: 132

Total Plans: 239

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	10	2	12
Development Site Plan	5	12	17
Development Site Plan Minor Modification	1	3	4
Exempt Plat	3	2	5
Final Plat	3	5	8
Performance Guarantee Reduction	4	3	7
Performance Guarantee Release	5	6	11
Performance Guarantees New	2	3	5
Preliminary Plat-Major Subdivision	2	2	4
PUD Master Land Use Plan Amendment	1	0	1
PUD Site Specific Plan and Master Land Use Plan Update	2	0	2
PUD Site Specific Plan Revision/Master Land Use Plan Update	3	2	5
Sketch Plan	2	0	2
Zoning Letter	1	0	1
Total Initial: 44		Total Revisions: 40	
Total Plans: 84			

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
2	17

Other Information

Performance Guarantees

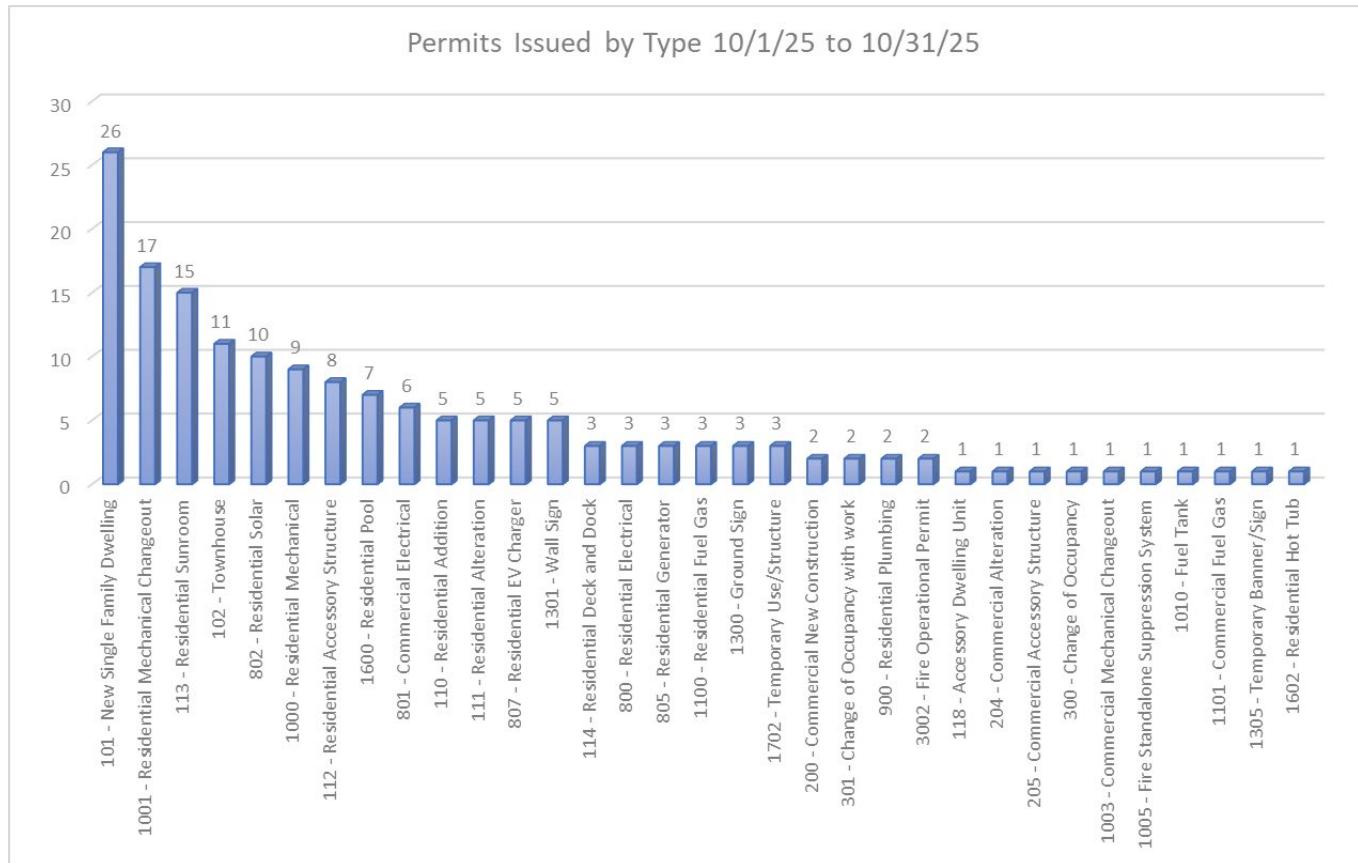
Subdivision		Number of Agreements	Total per Agreement Type	Change from Previous Month
<i>Beckington Townhomes</i>				
	Surety Bonds	2	\$139,964.38	\$0.00
<i>Bellamy Place</i>				
	Cash Bond	1	\$1,037,615.00	\$0.00
<i>Bishops Ridge</i>				
	Cash Bond	1	\$14,875.84	\$0.00
<i>Brunswick Forest</i>				
	Letters of Credit	0	\$0.00	-\$2,395,849.00
	Surety Bonds	16	\$11,217,092.00	-\$46,599.16
<i>Charleston Commons</i>				
	Cash Bond	2	\$171,490.62	\$0.00
<i>Grand Park</i>				
	Surety Bond	2	\$895,602.23	\$0.00
<i>Grayson Park</i>				
	Cash Bonds	3	\$50,860.15	\$0.00
	Surety Bonds	8	\$1,225,669.38	\$0.00
<i>Highland Hills Village</i>				
	Letters of Credit	1	\$56,250.00	\$0.00
<i>Leland Corners</i>				
	Surety Bond	1	\$181,343.75	\$0.00
<i>Mallory Creek</i>				
	Letters of Credit	1	\$92,285.00	\$0.00
	Cash Bonds	5	\$329,716.44	\$0.00
	Surety Bonds	8	\$2,099,791.45	-\$186,792.70
<i>Night Harbor Dr</i>				
	Cash Bond	1	\$7,650.00	\$0.00
<i>Pinewood</i>				
	Surety Bond	4	\$2,218,289.76	\$0.00
<i>Savannah Branch</i>				
	Surety Bond	1	\$854,407.50	\$0.00
<i>Seabrooke</i>				
	Cash Bond	1	\$144,035.00	\$0.00
<i>Terrapin</i>				
	Surety Bond	2	\$109,287.50	\$0.00
<i>Townes at Seabrooke</i>				
	Surety Bond	2	\$683,850.25	\$0.00
<i>Westgate Townes</i>				
	Surety Bond	4	\$1,490,956.30	\$0.00
Total Cash Bonds		14	\$1,756,243.05	\$0.00
Total Surety Bonds		50	\$21,116,254.50	-\$233,391.86
Total Letters of Credit		2	\$148,535.00	-\$2,395,849.00
Total Performance Guarantee Sureties		66	\$23,021,032.55	-\$2,629,240.86

Long Range Planning and Community Development Update

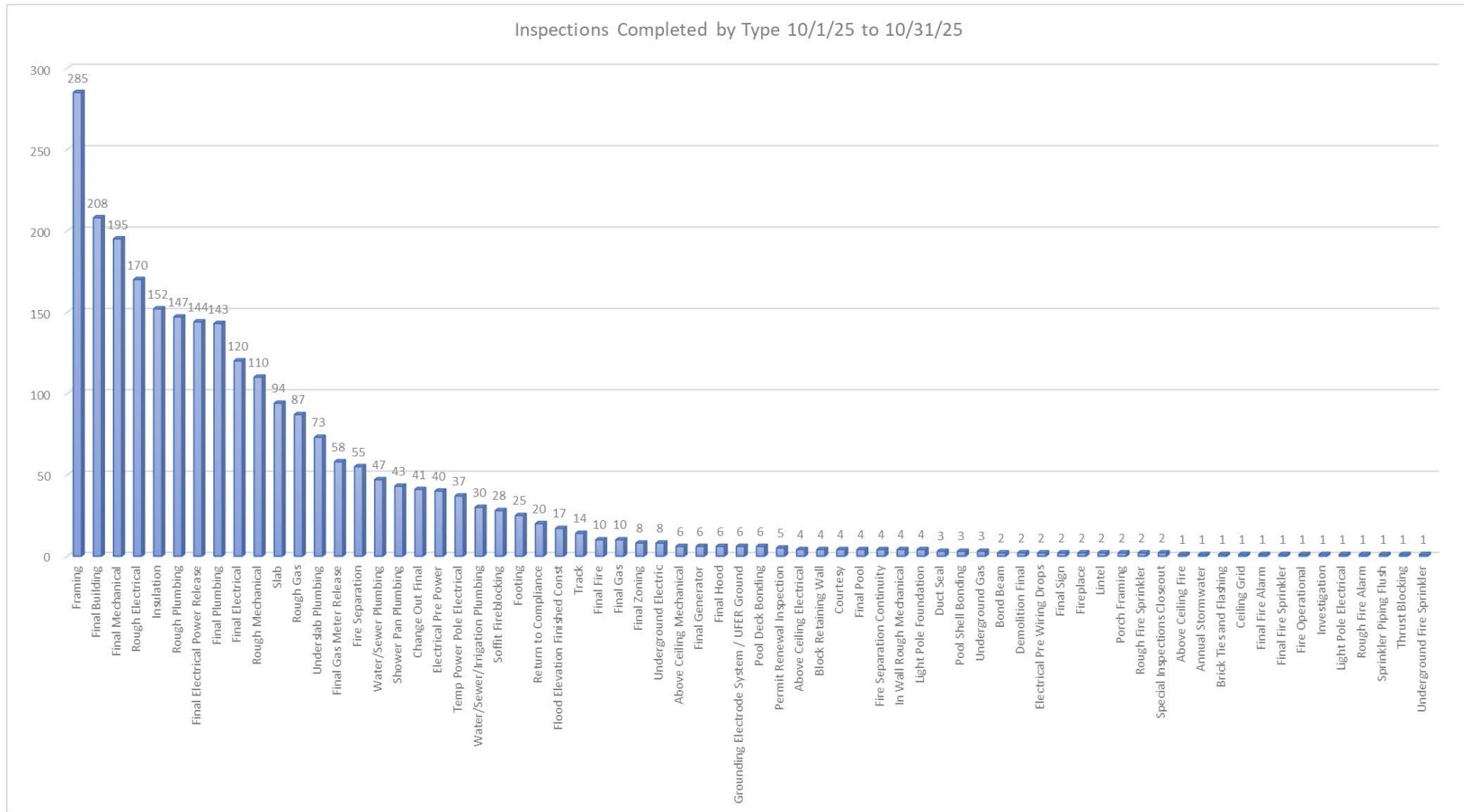
Due to a staff vacancy, there are no long range planning or community development updates for October.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
217	2,522	\$13,272,520



Inspections Completed by Type 10/1/25 to 10/31/25



Code Enforcement Update

Case Summary

10/1 Through 10/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from September	1	3	19	0	23
Cases Opened October 2025	0	7	45	2	54
Cases Closed October 2025	0	5	28	2	35
Active Cases (Evolve) 2025	1	5	36	0	42

Department News

Staff met with Brunswick County Tourism Development staff to discuss how to better align with the County and Leland tourism development efforts. Staff also attended the 2025 NC-APA Annual Conference and attended sessions relevant to economic and community development such as economic development incentives and utilizing streetscape design to transform a downtown area. Properties in the Gateway District were shown to prospective small business owners, and a lecture was given to the Waterford community group regarding economic development in Leland.

New Businesses

- **Panda Express** opened at the end of October in Leland Town Center along Gateway Boulevard.

New Construction/Development

- Brunswick Forest Phase 1 Section 7 is being updated to include four duplex units along Oakmere Lane near the Rice Gate Way intersection.
- **Texas Roadhouse** submitted plans for an almost 8,000 square foot restaurant in Leland Town Center at the intersection of Gateway Boulevard and Buxton Lane.
- **Chase Bank** submitted plans for a 3,333 square foot financial institution at the corner of Kingsbridge Road and Highway 17 as a part of the Leland Village Town Center development.

Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in October. The next meeting is scheduled for November 13, 2025.

Department News

The department hosted a great slate of events during the month of October and in early November. The Town of Leland's Lend a Hand event was held on October 4. About 90 volunteers assisted with six different projects across the community. The inaugural Fall Festival featuring our annual Trunk or Treat event was held on October 25 with over 1,800 participants in attendance. In collaboration with the Alliance of Cape Fear Trees, the department hosted a tree giveaway on November 1 where over 800 trees were given away.

Parks and Recreation Board Summary

The Parks and Recreation Board last met on September 24, 2025. The next meeting is scheduled for November 19, 2025.

Upcoming Events

November 1-25 – Art League of Leland Gallery, LCAC

November 18, 10-11 a.m. – Little Learners, LCAC

November 20, 6:30-8:30 p.m. – Winter Ceramics: Holiday Luminaries, LCAC

December 2-20 – Kirsten Dorsey Gallery, LCAC

December 4, 6-8 p.m. – Gallery Reception, LCAC

December 6, 10 a.m.-3 p.m. – Holiday Art Market, LCAC

December 6, 6-8 p.m. – Grand Illumination, Founders Park

December 6, 6-8 p.m. – Leland Express Train Rides, Founders Park

December 9, 6:30-8 p.m. – Cookies with Santa, LCAC

December 12, 6-8 p.m. – Wilmington Big Band, LCAC

December 12, 6-8 p.m. – Leland Express Train Rides, Founders Park

December 13, 10 a.m.-1 p.m. – Craft: Southern Pinecone Treasures, LCAC

December 13, 6-8 p.m. – Leland Express Train Rides, Founders Park

December 19, 6-8 p.m. – Leland Express Train Rides, Founders Park

December 20, 12-3 p.m. – Sensory Friendly Santa Visits, LCAC

December 20, 6-8 p.m. – Leland Express Train Rides, Founders Park

Social Media Update

- PRCR Facebook Highlights (October 1 – 31, 2025)
 - Followers/Likes – 6,673
 - Page reach – 29,425
 - Top post (Largest reach): “Looking for something new to try with the kiddos? Check out our new and returning youth programs at the LCAC! We have a diverse array of programs including acting, ceramics/pottery, early childhood developmental programs, and homeschool programs. Enrollment starts soon for these programs and space is limited, so sign up today to secure your spot!”
- LCAC Facebook Highlights (October 1 – 31, 2025)
 - Followers/Likes – 5,378
 - Page reach – 2,834
 - Top post (Largest reach): “Looking for something new to try with the kiddos? Check out our new and returning youth programs at the LCAC! We have a diverse array of programs including acting, ceramics/pottery, early childhood developmental programs, and homeschool programs. Enrollment starts soon for these programs and space is limited, so sign up today to secure your spot!”
- PRCR Instagram (October 1 – 31, 2025)
 - Followers/Likes – 2,135
 - Post reach – 1,691
 - Top post (Largest reach): “Bring some fun back to your workweek with our diverse array of programs at the Leland Cultural Arts Center! We have lots of new and exciting night and weekend programs starting next week including Stained Glass, Finding Your Style, Beading Basics, Mat and Strength and Balance Pilates, and Wheel Throwing!”
- LCAC Instagram (October 1 – 31, 2025)
 - Followers/Likes – 2,130
 - Post reach – 60

- Top post (Largest reach): “Bring some fun back to your workweek with our diverse array of programs at the Leland Cultural Arts Center! We have lots of new and exciting night and weekend programs starting next week including Stained Glass, Finding Your Style, Beading Basics, Mat and Strength and Balance Pilates, and Wheel Throwing!”

Department News

The last week of September and through October, the Town welcomed eight new employees to the Town. Five Firefighters joined the Fire/Rescue Department, one new officer joined the Police Department, a new intern joined the Planning and Inspections Department, and Administration welcomed a new Staff Attorney. During the month, eight employees were promoted. The department hosted its second annual Health and Wellness Fair for employees on October 17. The Health and Wellness Committee, in partnership with Coastal Horizons, provided a two-hour block of Community Resiliency Model (CRM) training for all staff. CRM is a skills-based, stabilization program designed to teach participants how to re-set the natural balance of their nervous system. A second block of training will be conducted in early 2026. The department also completed open enrollment for the State Health Plan on October 31.

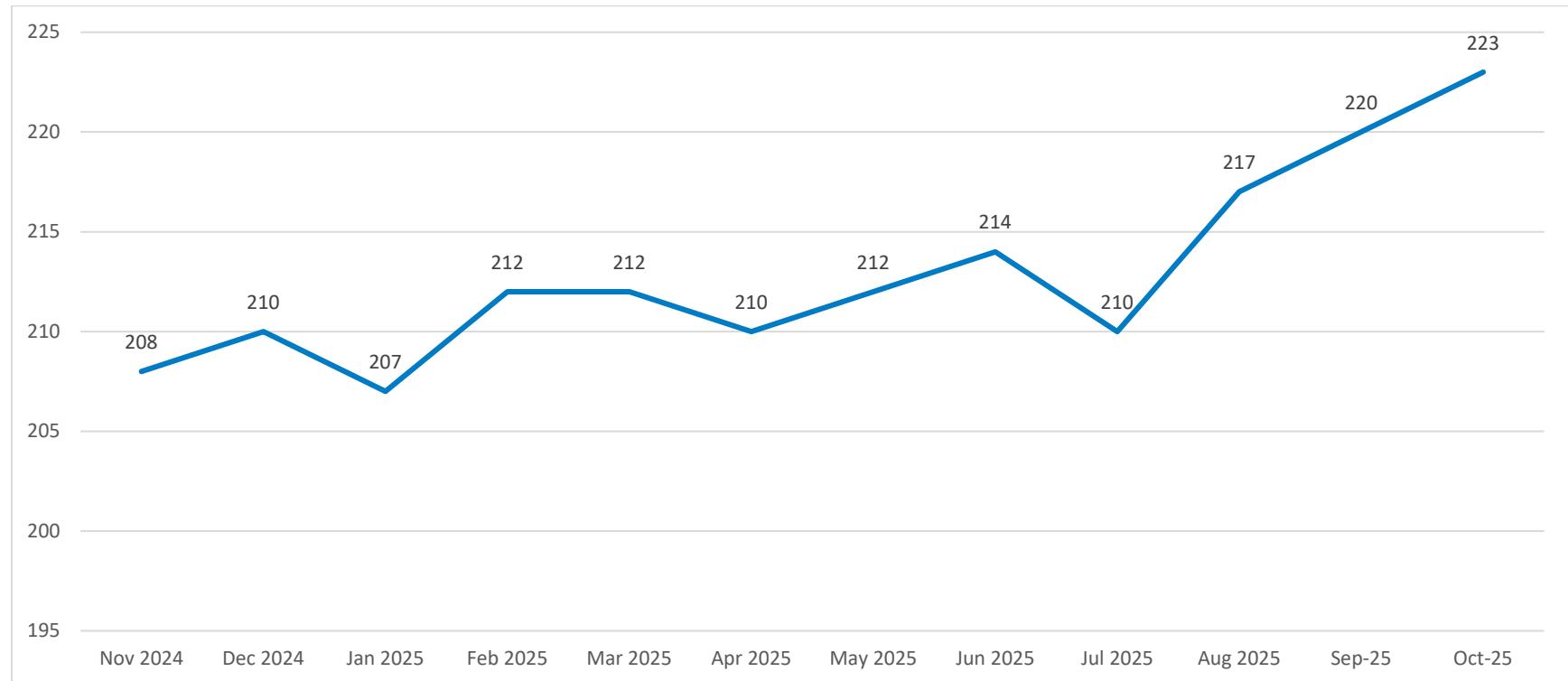
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Kevin Cardin	Police	New Hire	9/29/2025	Police Officer		
Kate Colbert	Planning & Inspections	New Hire	9/29/2025	Planning Intern		
Joshua Hall	Administration	New Hire	9/29/2025	Staff Attorney		
Katie Livingston	Planning & Inspections	Termed	10/8/2025	Planner I		
Kyle Phillips	Fire/Rescue	Promotion	10/11/2025		Firefighter	Fire Apparatus Engineer
Zachary Brown	Fire/Rescue	Promotion	10/11/2025		Firefighter	Fire Apparatus Engineer
Logan Fowler	Fire/Rescue	Promotion	10/11/2025		Senior Firefighter	Fire Apparatus Engineer
Hunter Rogers	Fire/Rescue	Promotion	10/11/2025		Senior Firefighter	Fire Apparatus Engineer
Nick Shofer	Fire/Rescue	Promotion	10/11/2025		Senior Firefighter	Fire Apparatus Engineer
Jamie Williamson	Fire/Rescue	Promotion	10/11/2025		Senior Fire Apparatus Engineer	Fire/Rescue Captain
Darin Francis	Fire/Rescue	Promotion	10/11/2025		Fire Apparatus Engineer	Fire/Rescue Captain
Javier Barrera	Planning & Inspections	Promotion	10/11/2025		Planner I	Planner II
Victor Chilel	Fire/Rescue	New Hire	10/13/2025	Firefighter		
Tyler Harrison	Fire/Rescue	New Hire	10/13/2025	Firefighter		
Zachary Robbins	Fire/Rescue	New Hire	10/13/2025	Firefighter		
Jett Tugwell	Fire/Rescue	New Hire	10/13/2025	Firefighter		
Casey Wainright	Fire/Rescue	New Hire	10/13/2025	Firefighter		
Jessica Draughn	Administration	Termed	10/17/2025	Communications Specialist I		

Workers Comp Data October 2025

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Smoke inhalation
1	N	Right hand contusion
1	N	Back Injury

Headcount (FT and PT Employees) November 2024 – October 2025



Headcount i

223

As of Oct 2025

Hired i

48

Termed i

31

Growth Rate i

8.3%

Turnover Rate i

14.6%

Average Tenure i

4.2

(Years)

Terminations include voluntary and involuntary separations of employment.

Department News

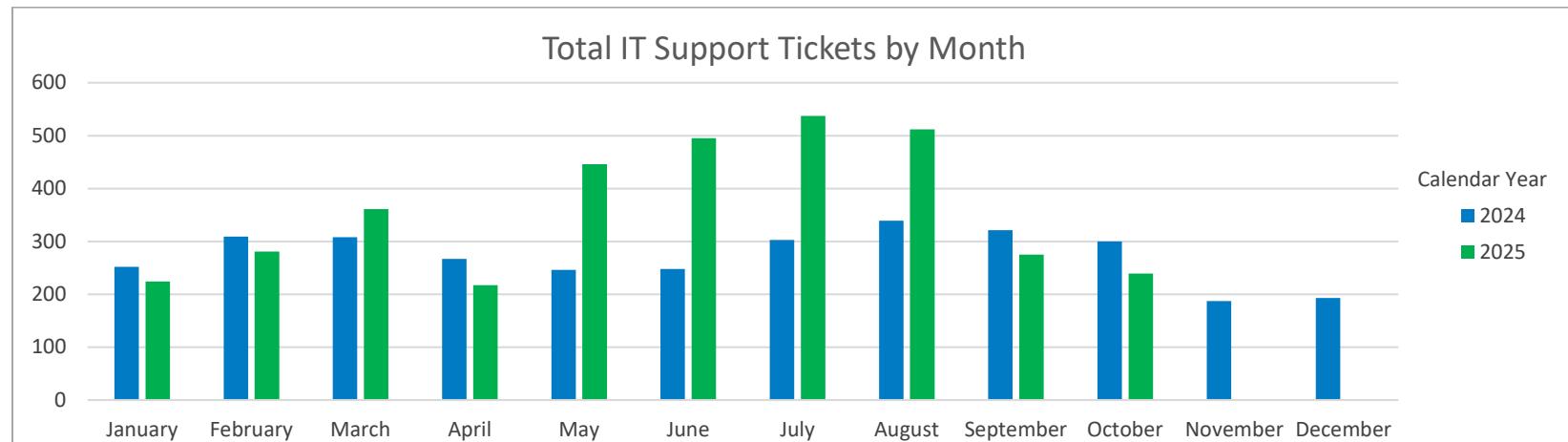
Mr. Wescott is attending *Foundations and Frontiers*, an online multi-week course explaining advanced analytical GIS tools that assist in the creation of information products and help inform decision-making based on imagery and remote sensing.

Major Work Priorities

- Internal GIS Webmaps: Staff are creating a series of web mapping applications to provide Leland-centric GIS data for use in internal departmental business functions and processes.
- New Computer Inventory: Staff have received and inventoried 130 new laptops and desktops and are preparing to deploy them throughout the organization.
- Public Safety Mobile Data Terminals: Staff continue to work through provisioning new computers for Police and Fire.
- Transparency Portal Reporting: Staff are working with the Finance Department to create the database design and reporting methods that will supply data for the digital Transparency Portal.

Projects Completed

- 4 employees onboarded/offboarded
- Town Hall Office Relocations: Staff worked to complete office moves, including computers, monitors, laptop docks, phones, printers, and power supplies for all employees with offices in Town Hall now that the expansion has been completed.



Administration News

Town Clerk's Office

On October 10, Mr. Golonka and Ms. Reinhardt attended a Cape Fear Council of Government Clerks Seminar event focused on Oaths of Office, facilitated by Ms. Reinhardt.

On October 17, Mr. Golonka successfully completed the UNC School of Government's 2025 Clerks Certification Institute. This program provides participants with the educational foundation required to pursue the Certified Municipal Clerk (CMC) designation through the International Institute of Municipal Clerks (IIMC).

In addition, Mr. Golonka and Ms. Reinhardt recorded a North Carolina League of Municipalities (NCLM) webinar on best practices for Boards and elected officials, which will be available in 2026. Topics included independence, professionalism, and public engagement.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - October 7 Board of Adjustment Meeting
 - October 9 Economic Development Meeting - Canceled
 - October 13 Agenda Council Meeting
 - October 13 Closed Session Meeting
 - October 16 Regular Council Meeting
 - October 20 Special Council Meeting
 - October 28 Planning Board Meeting
- Action Items:
 - Budget Amendments – 1
 - Budget Ordinances – 0
 - Minutes – 6
 - Agendas – 5
 - Resolutions – 8
 - Ordinances – 1
 - Proclamations – 0

- Presentations – 0
- Public Hearing Notices for the Council Meetings – 1
- Current Board/Committee Vacancies: Board of Adjustment Member and Alternate, Economic Development Committee Member, Tourism Development Authority Member, and Parks & Recreation Board Student Representative (2)

Government Portal (iCompass) Transparency Update

- Portal Visits – 5,946
- Portal Unique Visits – 3,913
- Board of Adjustment Meeting October 7 Agenda Views – 225
- Leland Tourism Development Authority Meeting November 3 Agenda Views – 44
- Canceled Economic Development Committee Meeting October 9 Agenda Views – 180
- Agenda Council Meeting October 13 Agenda Views – 195
- Regular Council Meeting October 16 Agenda Views – 317
- Special Council Meeting October 20 Agenda Views – 1,066
- Planning Board Meeting October 28 Agenda Views – 121
- October 2025 Monthly Staff Reports – 44