



## STAFF REPORTS

February 2026 Regular Meeting

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## Department News

Officers James Holbrook and Stephen Odom attended At Scene Traffic Crash Investigation January 5-16 virtually. This training is intended for officers with traffic crash investigation responsibilities.

Officers Joseph Cappuccilli and Nathan Silos attended General Criminal Investigations January 12-16 at the North Carolina Justice Academy. This 40-hour foundational course teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

Sergeants Andrew Gaston, Chandler Guy, Chris Lewis, and Andrew Terry attended the third week of the Law Enforcement Executive Program January 12-14 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 Devin Williams attended Verbal De-escalation January 12-13 at the New Hanover County Sheriff's Office. This training emphasizes using communication, slowing down, and active listening to manage individuals in crisis.

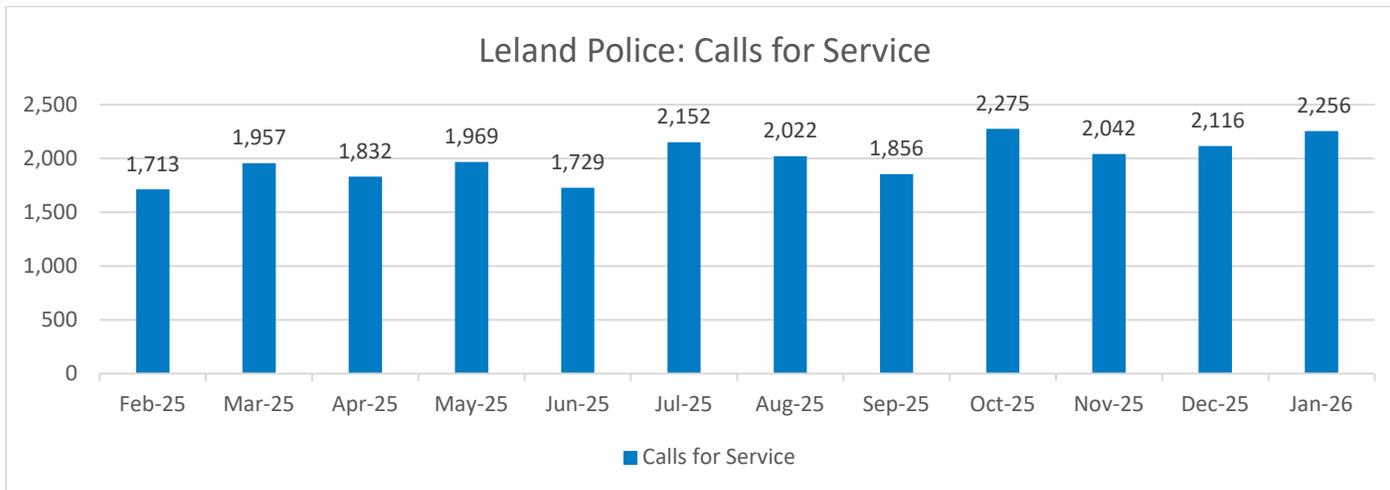
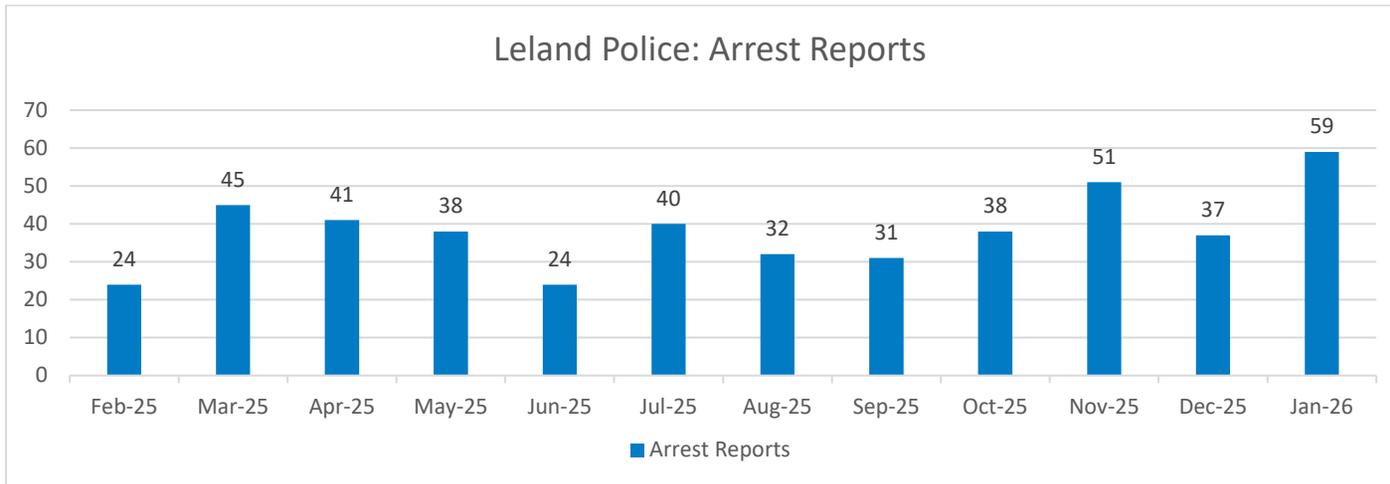
Officer Joseph Benson attended Verbal Judo January 14-15 at the New Hanover County Sheriff's Office. This training provides technical and practical skills needed to use "presence of words" to calm difficult people who may be under severe emotional or other influences, redirect the behavior of hostile people, defuse potentially dangerous situations, perform professionally under all conditions, and achieve the desired outcome in an encounter.

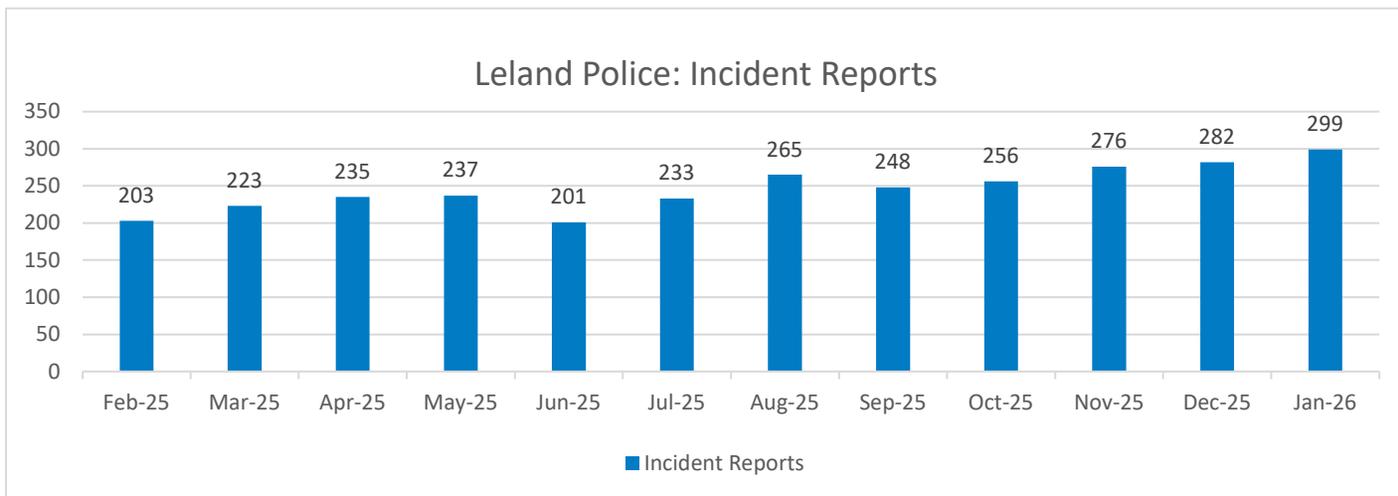
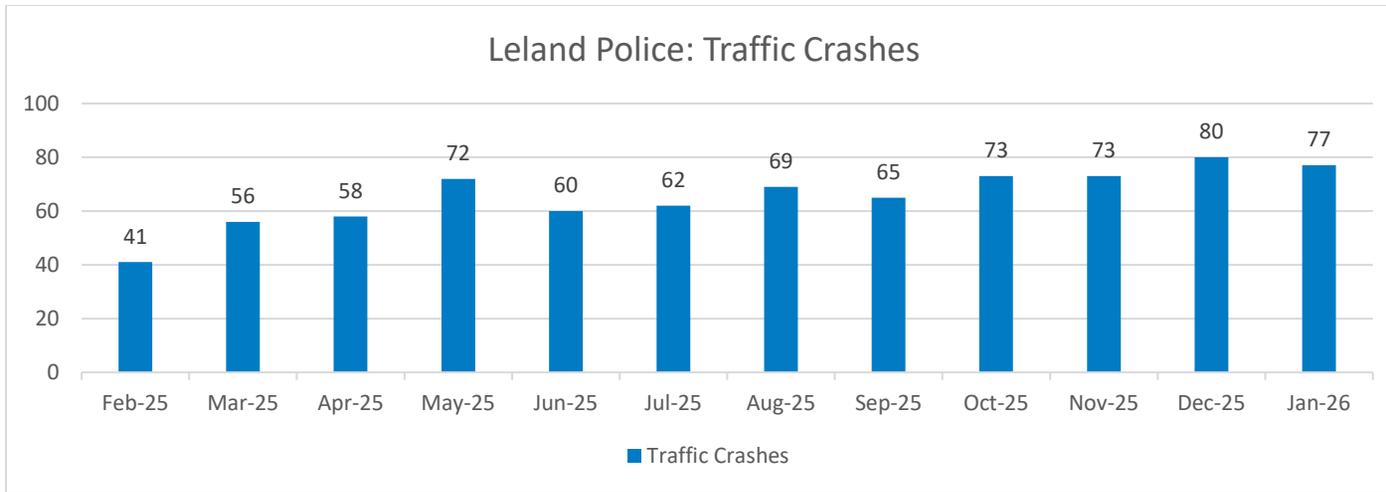
Chief Jeremy Humphries and Deputy Chief Josh Spence attended the Chiefs Conference January 19-21 in Cherokee. The conference offers executive leadership seminars and networking opportunities.

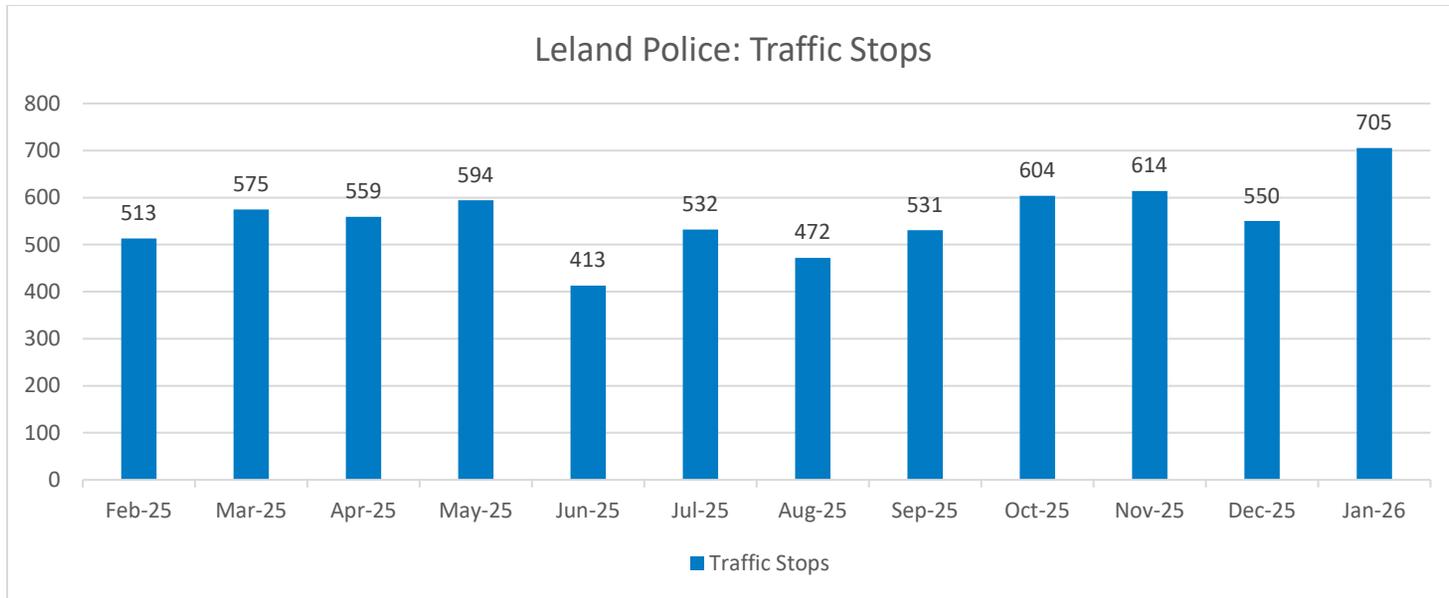
## Active Mutual Aid Agreements

- 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

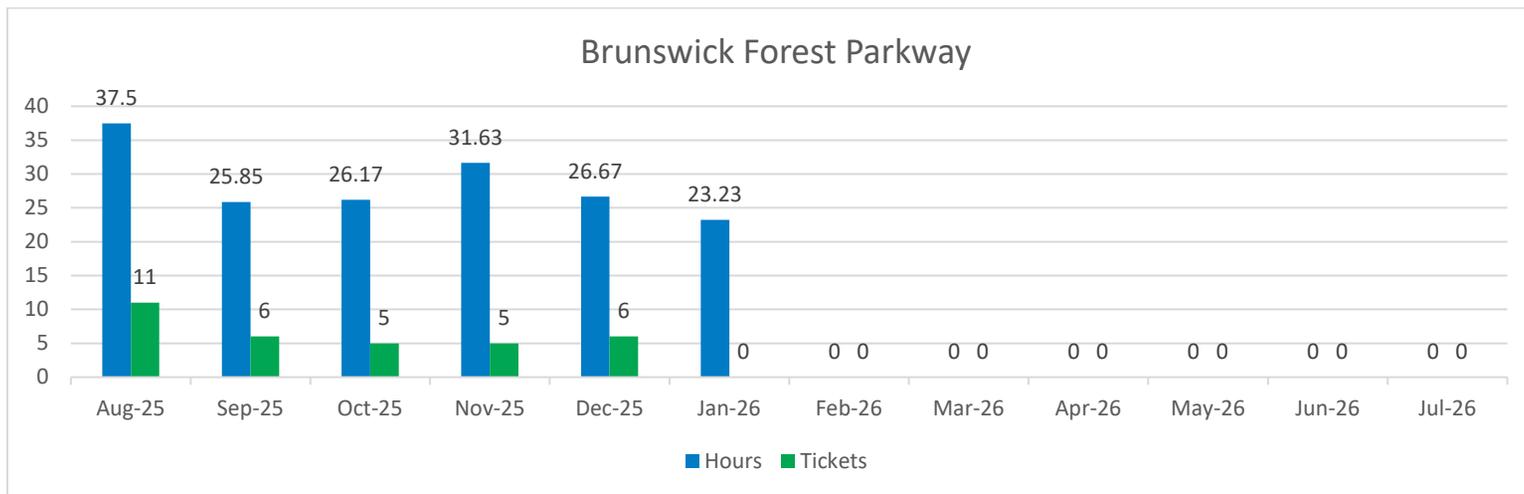
Dashboard

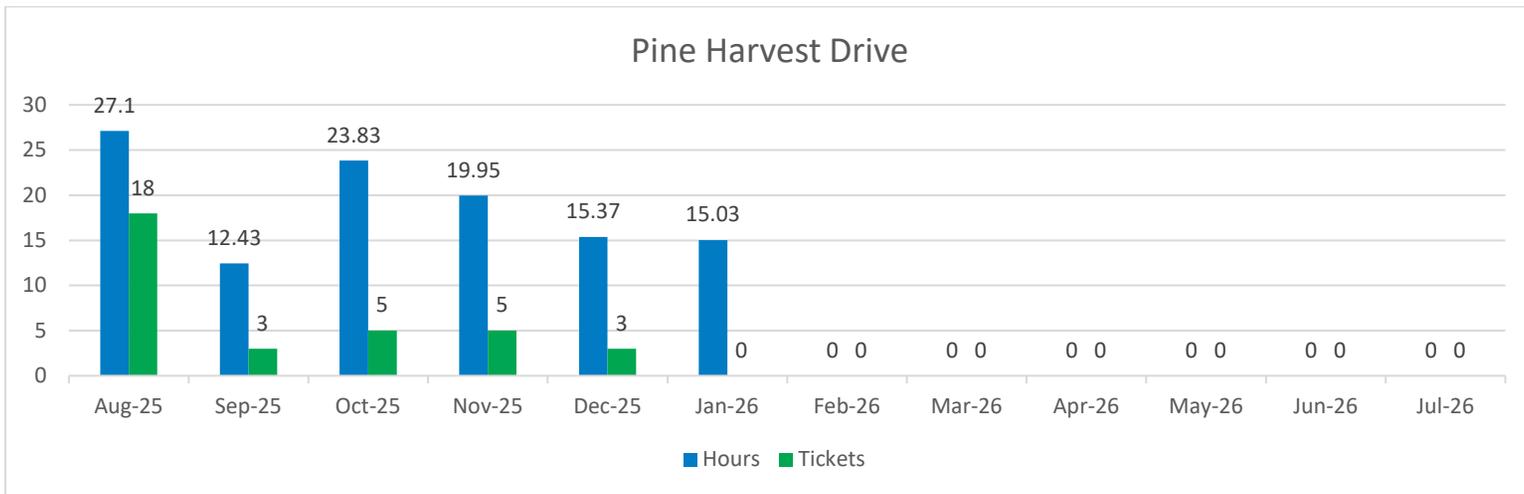
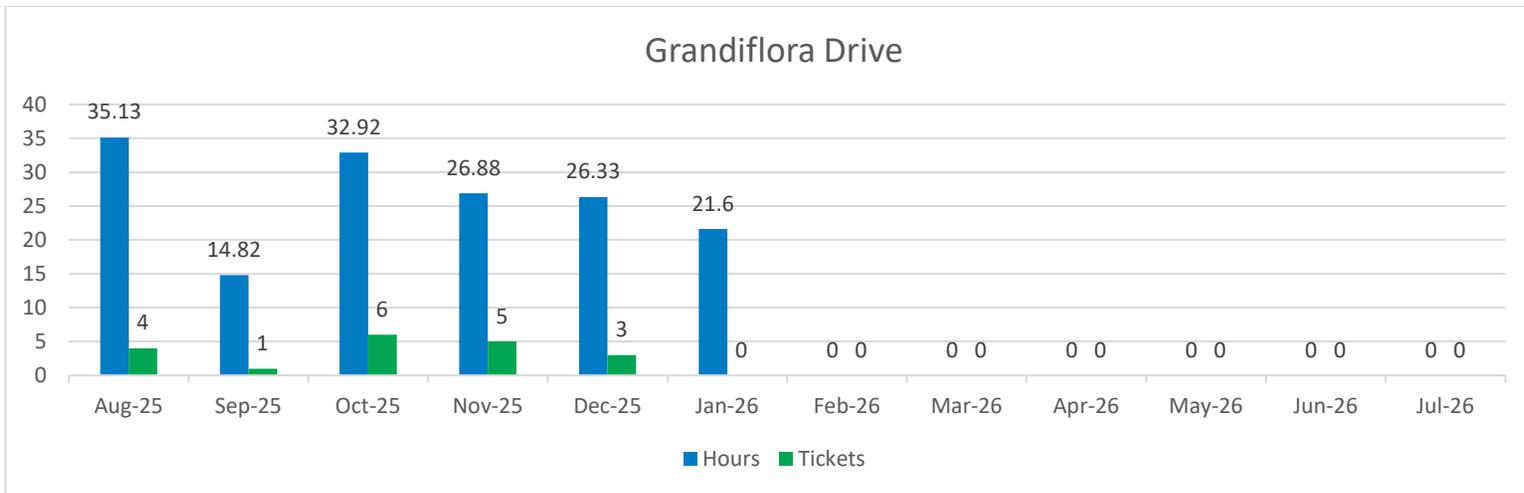


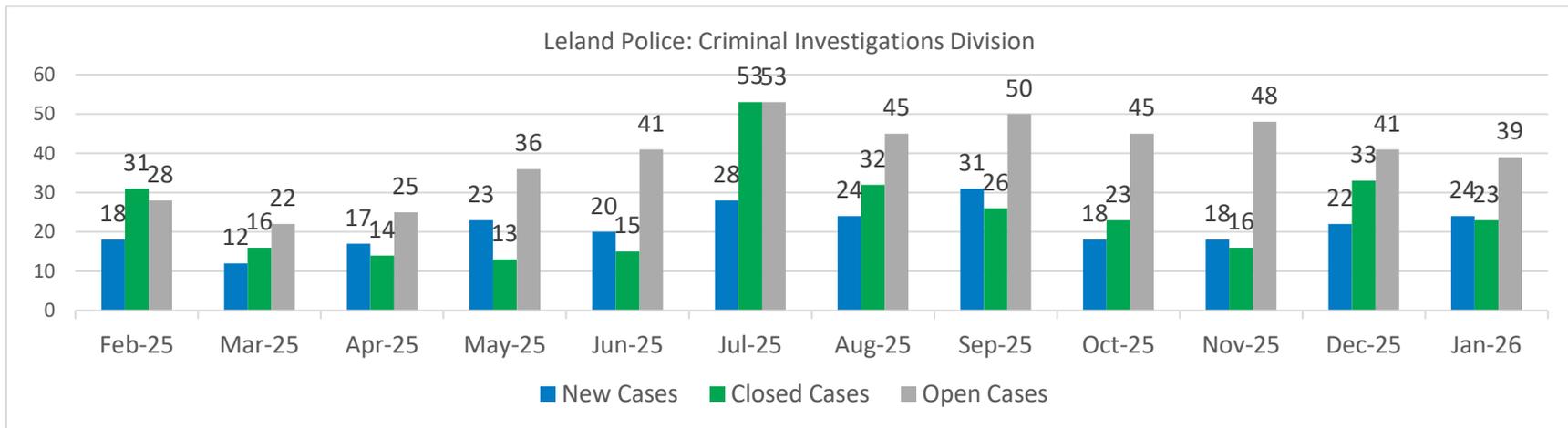
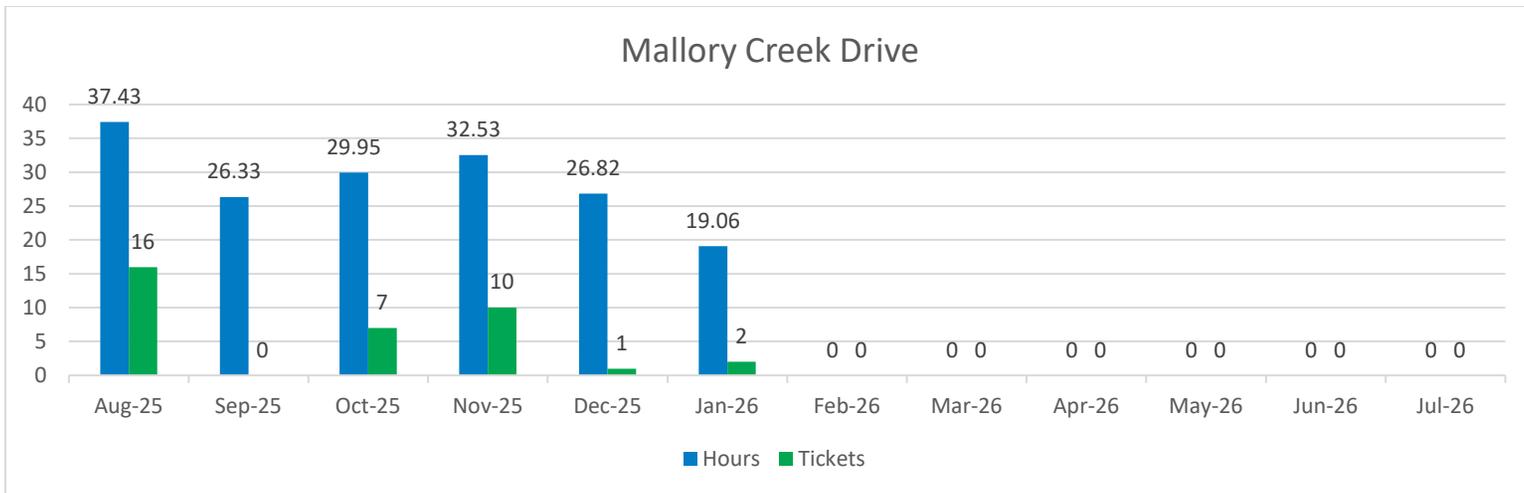




## Traffic Focal Areas







Animal Services Report							
	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Feb-25	23	1	3	4	0	1	1
Mar-25	42	4	5	8	5	2	3
Apr-25	52	4	1	4	2	0	3
May-25	67	3	1	4	5	0	5
Jun-25	47	0	3	3	0	0	3
Jul-25	42	0	4	4	0	0	1
Aug-25	38	1	4	2	0	0	4
Sep-25	43	0	12	12	0	0	4
Oct-25	42	0	6	5	0	1	6
Nov-25	43	0	4	4	0	1	6
Dec-25	34	0	4	2	0	2	2
Jan-26	34	0	3	3	0	1	5
Totals	507	13	50	55	12	8	43

## Department News

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

- Assisted 24 homeowners with smoke alarm installations or battery replacements
- Assisted two citizens with car seat checks/installations
- Conducted one station/engine tour

Firefighter Casey Wainright completed his 90-day probationary period and received his permanent shield. During this period, he fulfilled all requirements of the 90-Day Firefighter Task Book, completing 12 modules of essential firefighting skills and competencies. Each module was evaluated and approved by his assigned Captain.

Firefighter Brent Washburn, Senior Firefighters Joe Tassi and Garrett Yeager, and Fire Apparatus Engineer Jermol Edwards attended the Public Safety Weekend College at Cape Fear Community College. The classes attended were Technical Rescue Passenger Vehicle Awareness, Technical Rescue Vehicle Operations, Technical Rescue Rope Rescue Awareness, and Fire Instructor I. The technical rescue classes provide hands-on training for specialized, high-risk rescue situations. Fire Instructor I is an entry-level certification class that authorizes individuals to deliver instruction from prepared lesson plans, conduct practical skills training, and evaluate student performance.

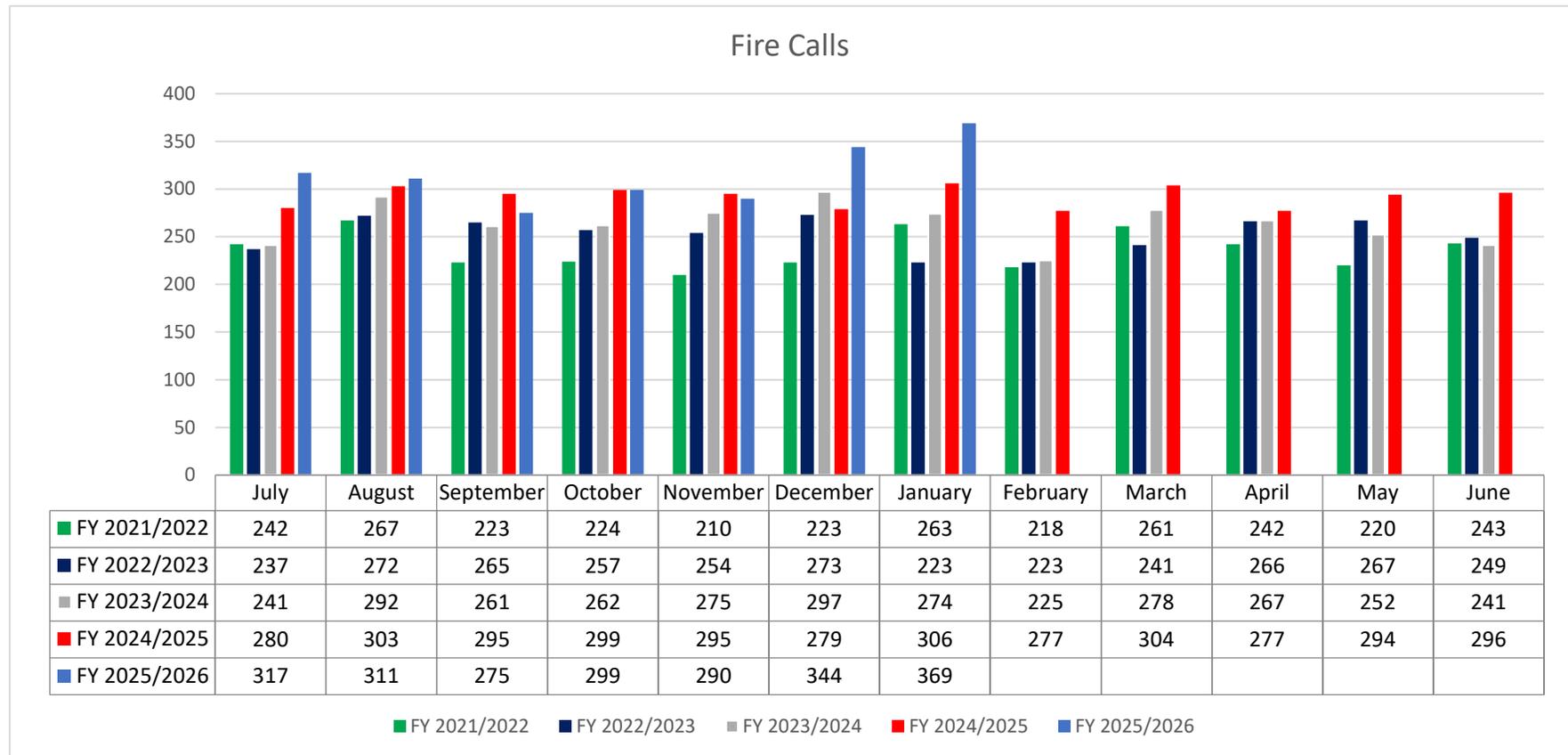
Firefighter Nehemiah Vernon attended the week-long Technical Rescue Surface and Swift Water Class at the Swift Water Training Facility at Fayetteville Technical Community College. This training allowed him to hone his skills and effectively respond in the event of a water-related emergency. The training allowed for a variety of scenarios, including different weather, water temperatures, obstacles, and rescue challenges, including simulated rescues at night.

In January, 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



## Department News

Staff generated 163 work orders in January and completed 132 (81%).

Streets received the new thermoplastic striper, which will be used for the installation of crosswalks and stop bars.

## Streets Updates

### Work Priorities and Initiatives

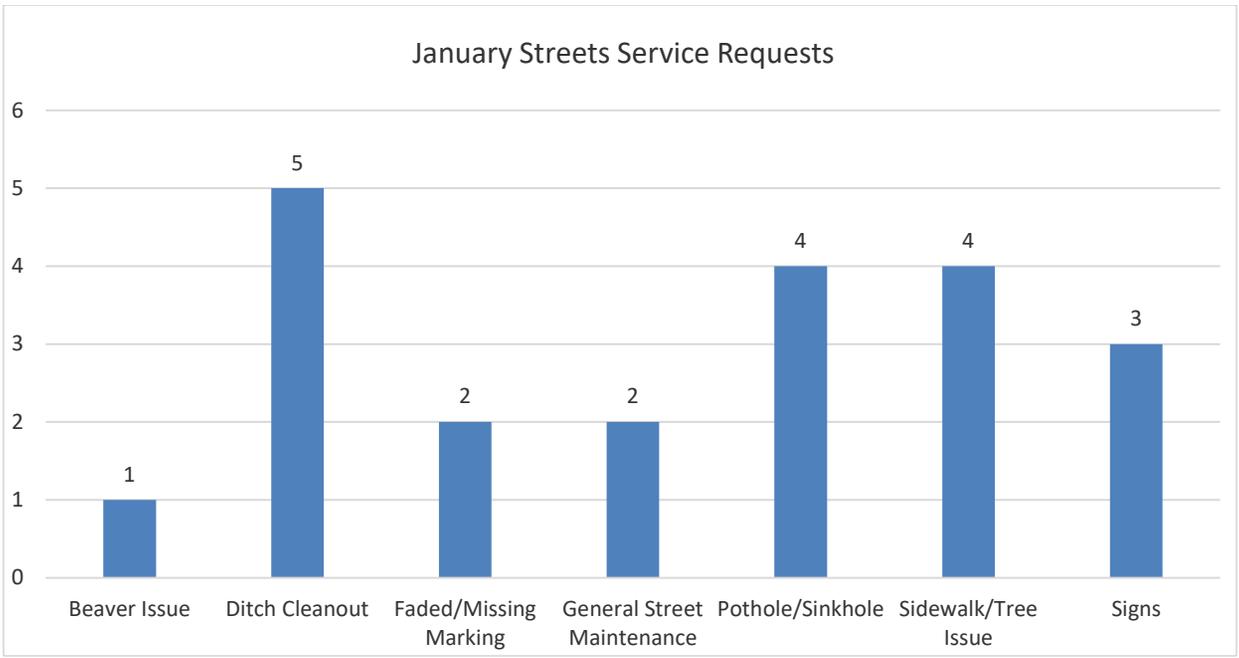
- Staff will focus on repairing storm drain sinkholes, cleaning out and clearing ditches, and patching potholes throughout Town.

### Projects Completed

- Staff repaired ditches on Sue Circle.
- Staff installed new signs and posts at the roundabout in Westgate.
- Staff repaired potholes at various locations throughout Town.
- Staff completed two ADA projects, bringing sidewalk curb ramps into ADA compliance at two locations: the intersection of Grandiflora Drive and Rosea Court, and the roundabout at West Gate Drive and Tradeway Drive. This work included removing existing ramps, reconfiguring intersecting sidewalks, and installing new ramps, which included installation of ADA detector mats. New crosswalk line striping will be installed as weather permits.
- Staff removed trees which were damaging sidewalks in Magnolia Greens. Sidewalks will be replaced as weather permits.
- Staff regraded the shoulder on Carolina Avenue.
- Staff completed a sidewalk project in Magnolia Greens.

### Work Order Summary

- Streets generated 21 work orders in January, with the majority being ditch cleanout (5), pothole/sinkhole (4), sidewalk/tree issue (4), and sign related (3).
- Streets completed 12 work orders in January, with an approximate expense of \$48,800 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in employee costs (\$24,800) and equipment costs (\$18,800).



## Grounds Updates

### Work Priorities and Initiatives

- Staff will continue to maintain vegetation and clean up in Founders Park.
- 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 prepare ornamental beds at Town-owned properties for installation of new mulch.
- Staff will work on Northgate Retention Pond area washouts.

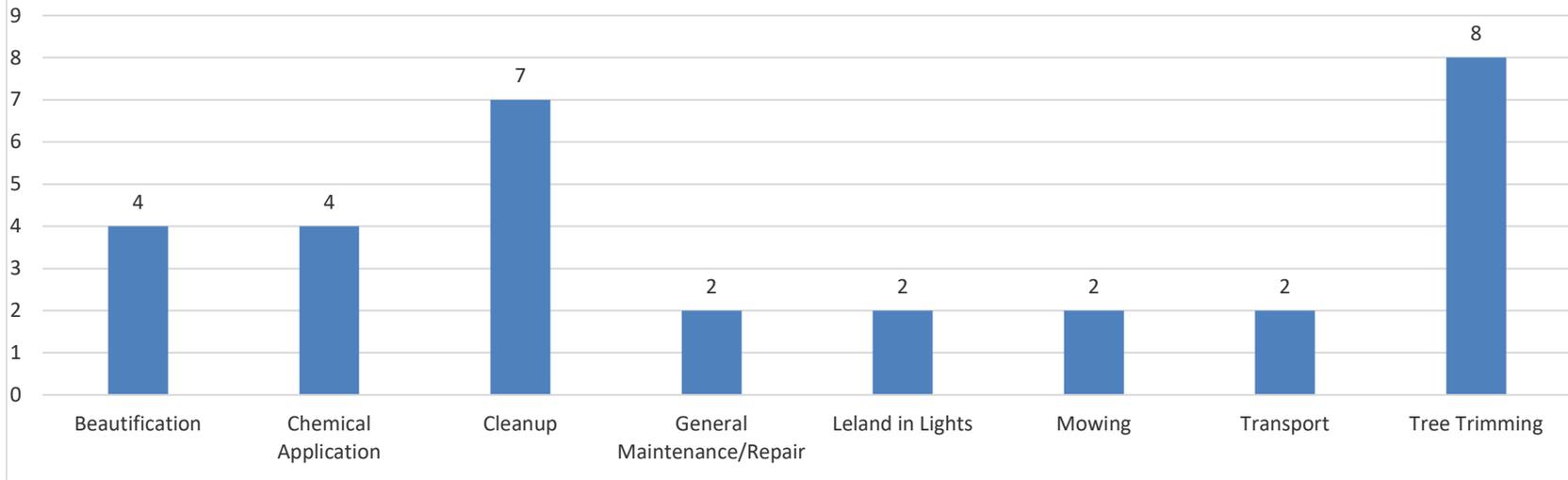
### Projects Completed

- Staff successfully uninstalled decorations in Founders Park from Leland in Lights.
- Staff successfully removed holiday street light decorations along Village Road.
- Staff installed 100 1-gallon muhly grasses on the diverging diamond along the inclines to increase stabilization.

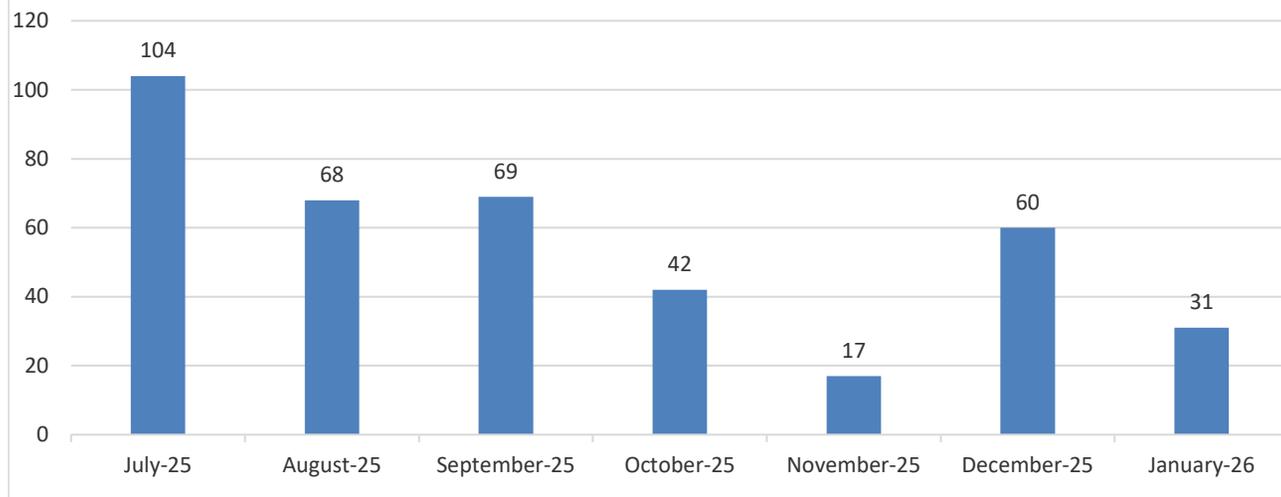
### Work Order Summary

- Grounds generated 31 work orders in January, with most of them being tree trimming (8), cleanup (7), beautification (4), and chemical application related (4).
- Grounds completed 25 work orders in January, with an approximate expense of \$18,200 in labor and equipment to complete these work orders.

January Grounds Service Requests



Service Requests Grounds



## Operations Updates

### Work Priorities and Initiatives

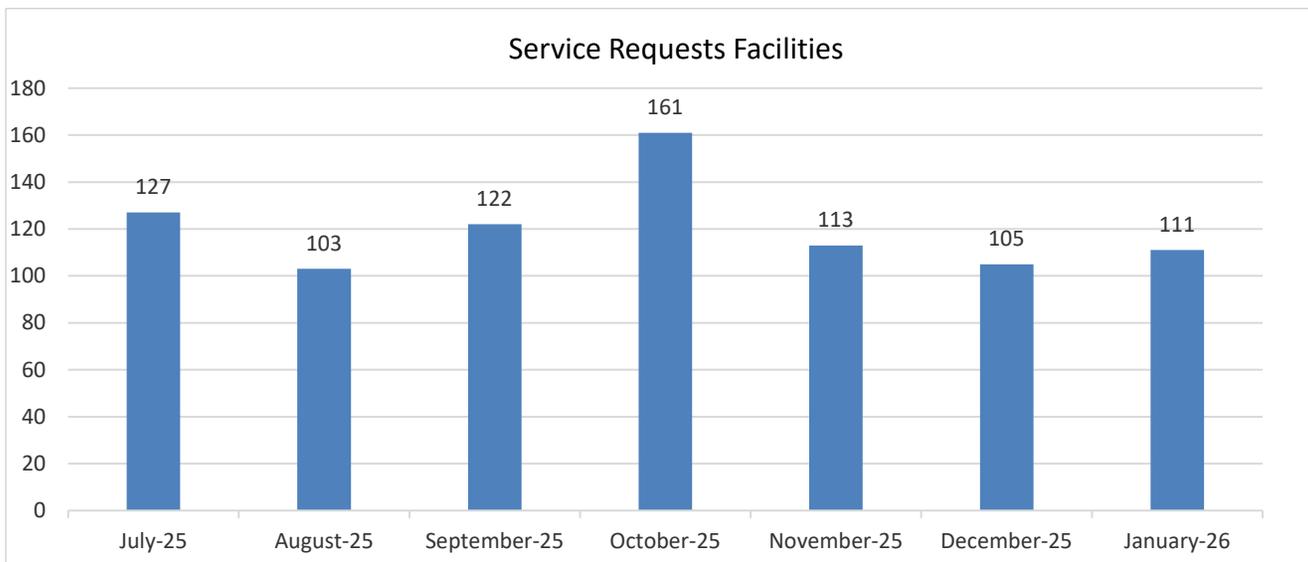
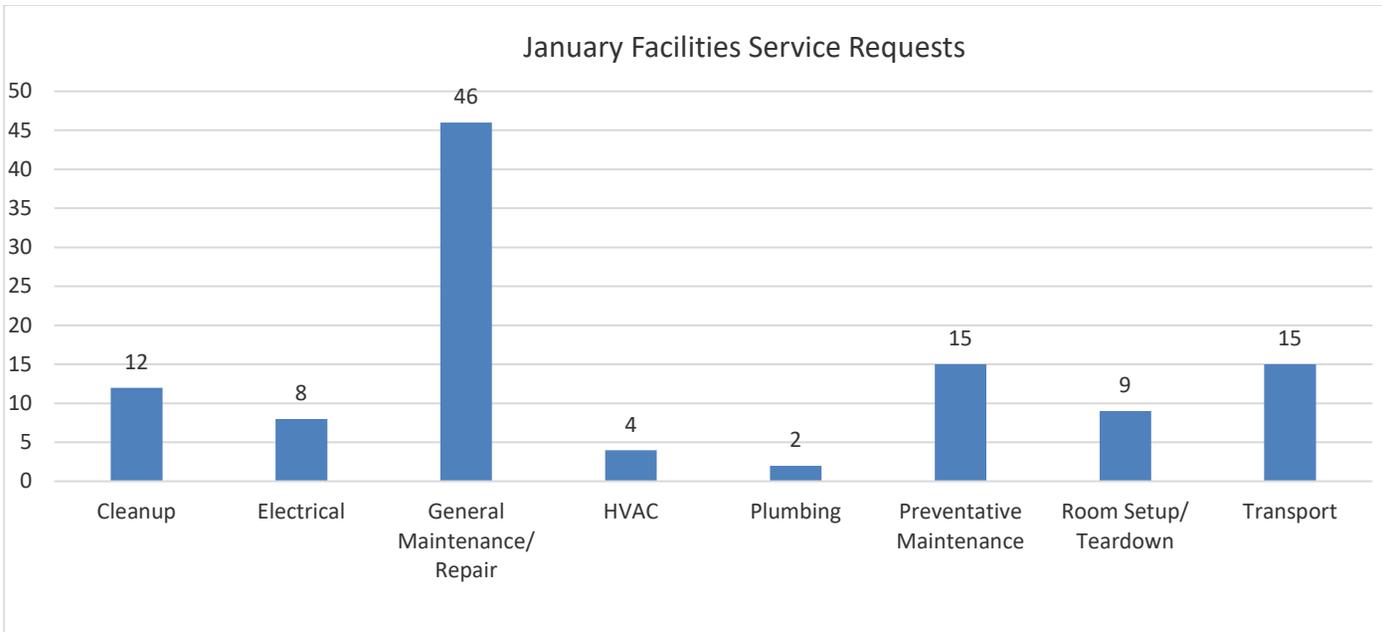
- Staff are installing new LED lights at Fire Station 52.
- Staff are working on new training programs for safety, HVAC, electrical, and custodial needs for 2026.
- Staff will continue performing annual maintenance on all Town-owned generators.
- Staff continue to replace fluorescent bulbs with LED in newly renovated areas of Town Hall.
- Staff will continue to work on a final detailed preventative maintenance plan for each Town facility.
- Staff are conducting inspections of all Town facilities.

### Projects Completed

- Staff completed work orders for staff in the new addition at Town Hall.
- Staff completed LED lighting installation at Town Hall in the Police area on the second floor.

### Work Order Summary

- Operations generated 111 work orders in January, with most of them being general maintenance/repair (46), preventative maintenance (15), transport (15), and cleanup related (12).
- Operations completed 95 work orders in January, with an approximate expense of \$10,000 in labor and materials.



## Town Project Updates

### Projects In Design

- Baldwin Drive Improvements
- Gateway District Utility Resiliency
- Leland Unpaved Roads Improvements
- Loblolly Park
- Low Country Boulevard Culvert Improvements
- 2025-2026 Roadway Resurfacing
- Sturgeon Creek Park
- U.S. Highway 17 Pedestrian Crossing
- West Gate Drive Pedestrian Improvements

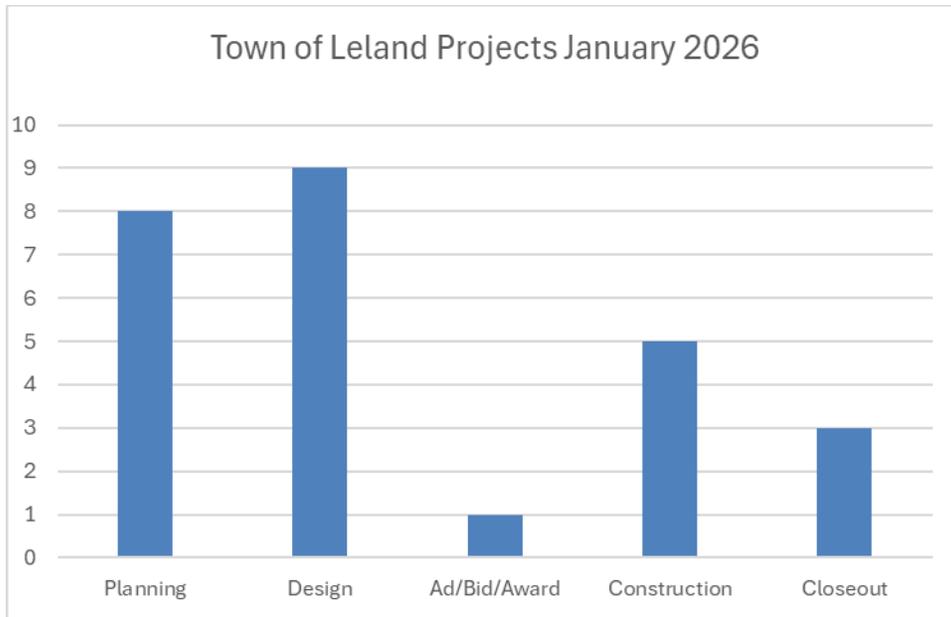
### Projects In Ad/Bid/Award

- CDBG Housing Construction

### Projects In Construction

- Founders Park Amphitheater Rebuild – 20% complete
- Ocean Gate Plaza Roundabout – 10% complete
- Settler’s Village Connector Road – 60% complete
- StRAP Grant Phase 2 – 95% complete
- Town Hall Expansion and Renovation – 90% complete

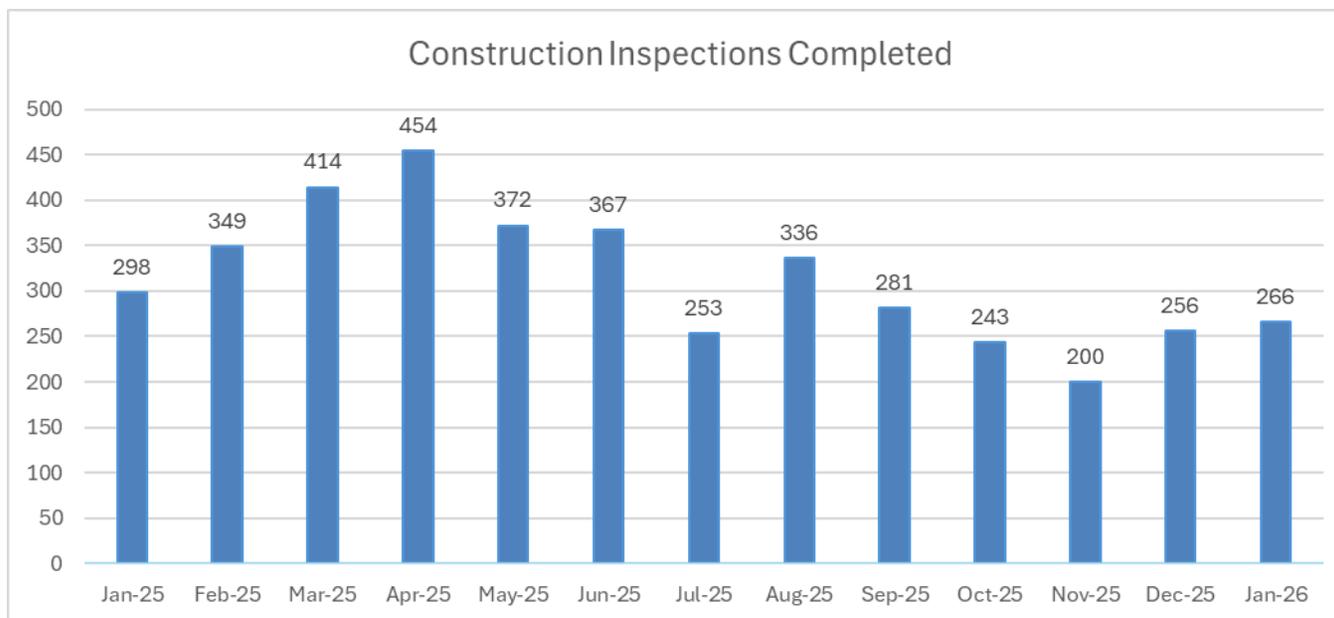
Full project details can be found [on the Town website](#).



## Construction Inspections Update

### Inspections

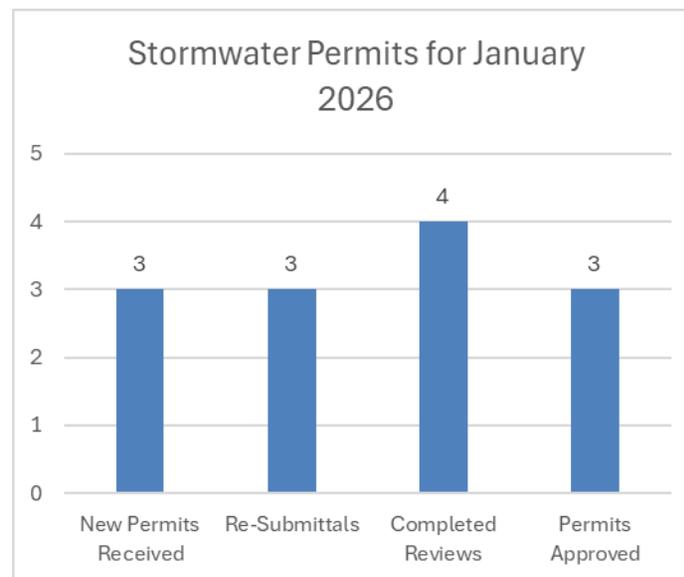
- Staff completed 266 construction inspections in January.
  - Construction inspections include developer and Town projects.



## Stormwater Permits Update

### Stormwater Permit Review

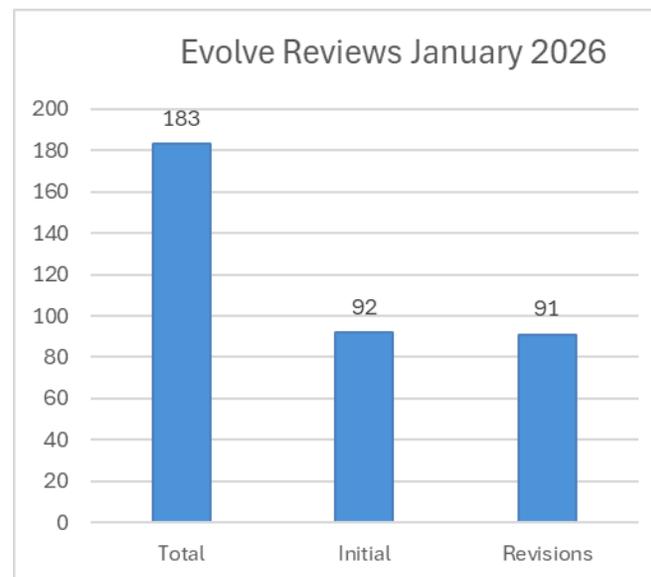
- 100% of stormwater permits submitted within the last 45 business days have either been approved or sent back for comments. Three permits were approved in January.



## 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

In January, staff achieved several critical milestones in the fiscal year 2026-2027 budget cycle. Key activities included the finalization and consolidation of departmental expense templates to ensure organizational alignment. On January 29, staff presented a comprehensive preliminary budget overview during the Special Council Meeting. Following this presentation, Town Council provided formal direction regarding the target tax rate, which now serves as the fiscal framework for ongoing development.

The department continues to advance the development of an interactive Transparency Portal. This platform is designed to provide Town Council and the public with streamlined access to municipal financial and performance data. The project remains on schedule for a spring 2026 launch.

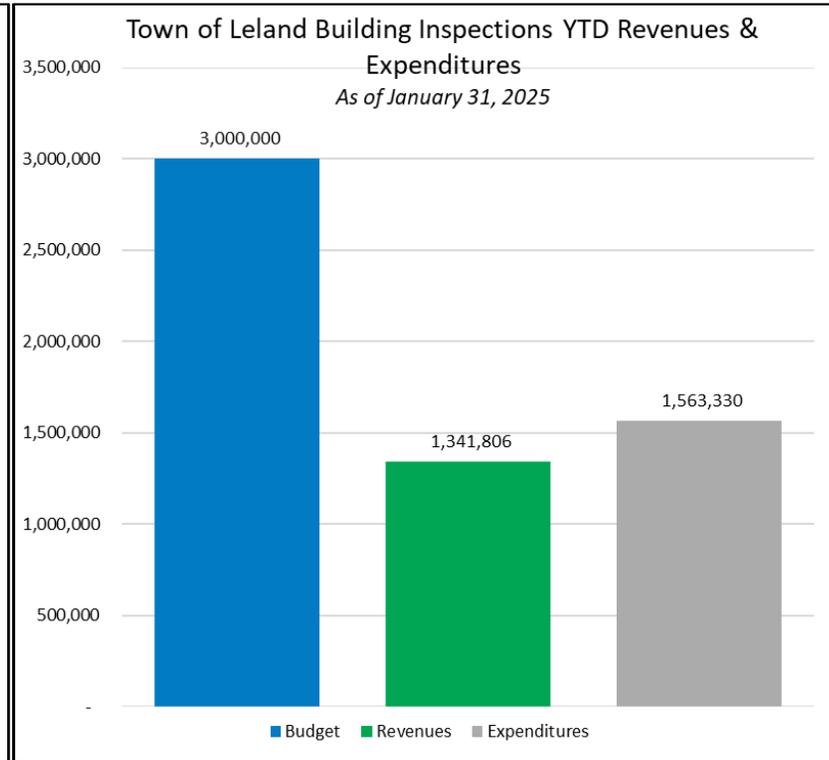
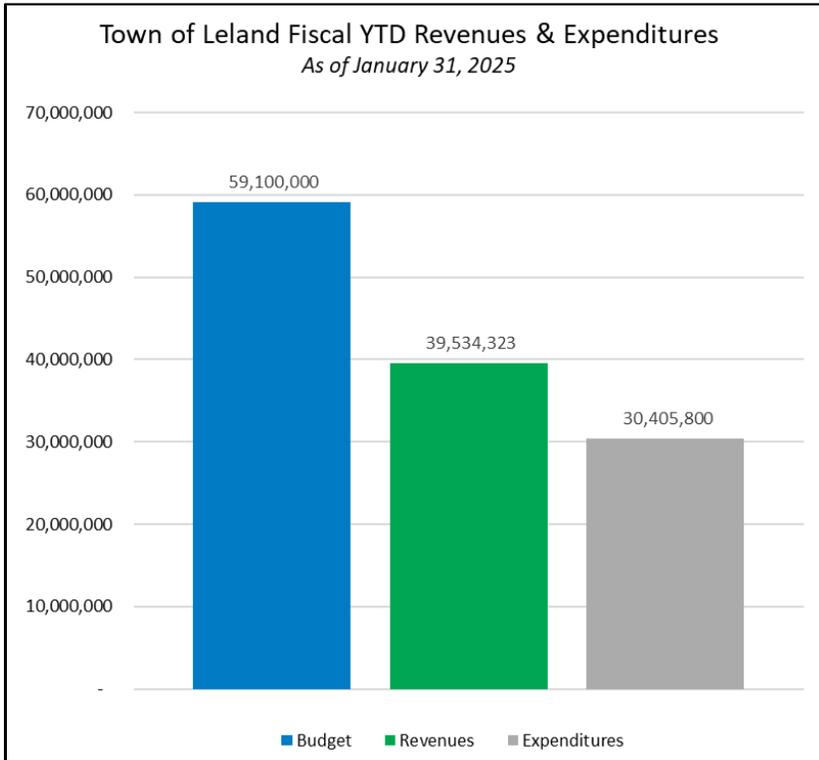
Samantha Cook attended the North Carolina Vision Zero webinar.

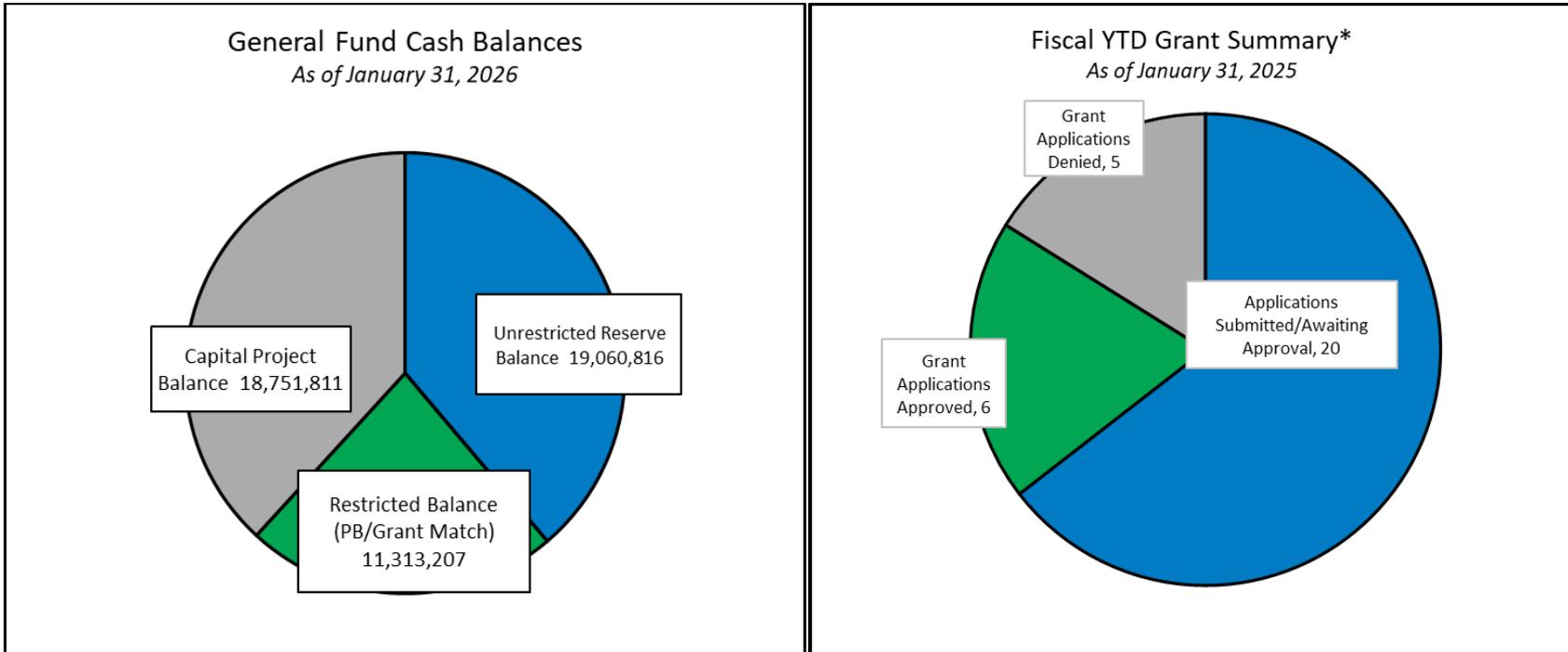
Melissa Norton attended a Finance Educational Seminar sponsored by North Carolina Capital Management Trust in Onslow County.

Financial Budget to Actual Report – January 31, 2026

REVENUES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Property Tax	19,280,000	19,280,000	5,713,559	19,226,585	-	53,415	0.28%
Sales Tax	14,200,000	14,200,000	1,089,875	8,327,952	-	5,872,048	41.35%
Fire Fees	6,680,000	6,680,000	1,703,158	4,921,076	-	1,758,924	26.33%
Municipal Vehicle Tax	950,000	950,000	179,918	613,118	-	336,882	35.46%
Loan Proceeds	2,600,000	2,400,000	-	2,300,000	-	100,000	4.17%
Non-Primary General Fund	4,290,000	12,590,000	137,892	4,145,593	-	8,444,407	67.07%
Building Inspections	3,000,000	3,000,000.00	197,835	1,341,806	-	1,658,195	55.27%
<b>REVENUES</b>	<b>51,000,000</b>	<b>59,100,000</b>	<b>9,022,236</b>	<b>40,876,128</b>	<b>-</b>	<b>18,223,872</b>	<b>30.84%</b>
EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	350,000	350,000	7,124	185,095	15,002	149,903	42.83%
Administration	3,100,000	2,300,000	169,173	1,312,655	116,124	871,221	37.88%
Information Technology	4,160,000	4,160,000	120,767	1,474,668	256,601	2,428,731	58.38%
Human Resources	610,000	610,000	42,990	224,462	21,720	363,817	59.64%
Finance	1,270,000	1,270,000	133,060	746,010	7,723	516,267	40.65%
Planning	1,200,000	1,200,000	59,214	437,139	32,052	730,809	60.90%
P&R & Cultural Arts	1,350,000	1,350,000	57,605	638,936	127,845	583,219	43.20%
Operations	1,970,000	1,970,000	145,619	1,149,117	117,921	702,962	35.68%
Streets & Grounds	3,670,000	3,670,000	204,696	1,464,296	137,276	2,068,428	56.36%
Engineering	1,350,000	1,350,000	80,416	543,060	97,743	709,198	52.53%
Police	8,250,000	8,150,000	574,398	4,147,063	151,544	3,851,393	47.26%
Emergency Management	240,000	240,000	12,469	102,385	1,750	135,865	56.61%
Fire	10,630,000	11,530,000	689,049	4,062,280	3,643,197	3,824,523	33.17%
Debt Services	6,900,000	6,900,000	876,778	4,459,899	-	2,440,101	35.36%
Transfers	2,950,000	11,050,000	-	9,458,735	-	1,591,265	14.40%
Building Inspections	3,000,000	3,000,000	202,750	1,563,330	28,778	1,407,892	46.93%
<b>EXPENSES</b>	<b>51,000,000</b>	<b>59,100,000</b>	<b>3,376,107</b>	<b>31,969,130</b>	<b>4,755,276</b>	<b>22,375,594</b>	<b>37.86%</b>

Dashboard

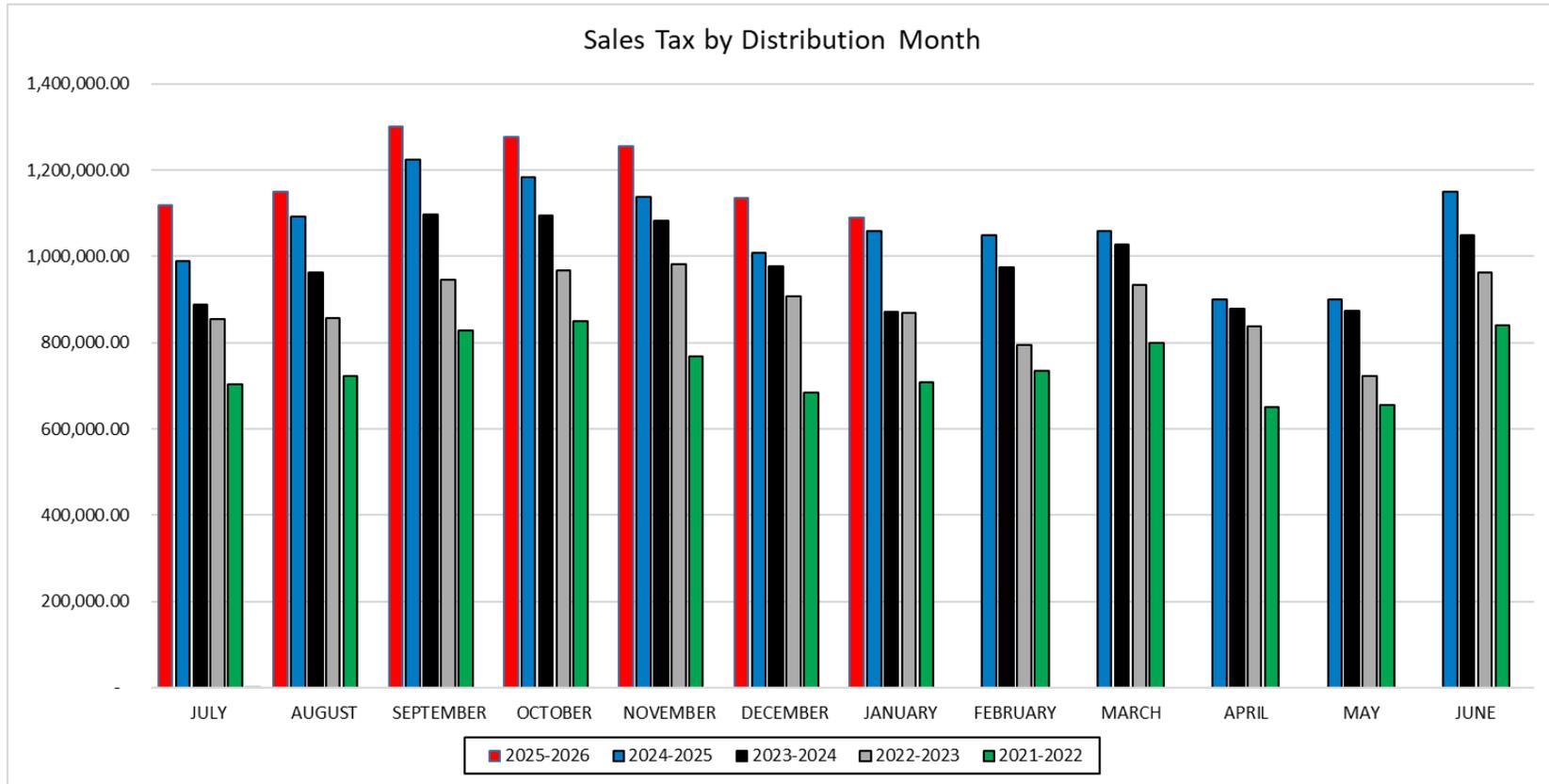




\*The Fiscal YTD Grant Summary chart reflects grant application data exclusively from the current fiscal year.

### 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 was one donation of \$500 from Burkentine Property Management.

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

Description: Baldwin Drive – Professional Legal Services; Vendor: Rountree Losee LLP; Amount: \$153,600.00

Description: Fire Truck Purchase; Vendor: St. James Fire Department; Amount: \$75,000.00

Description: Fire Truck Purchase – Insurance Replacement; Vendor: Atlantic Emergency Solutions; Amount: \$1,156,310.00

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in January.

## Audit Committee Meeting Summary

The Audit Committee did not meet in January.

At the Council Agenda Meeting on January 12, 2026, staff and Town Council discussed the original purpose and creation of the Committee, statutory requirements for the Committee, and its future. Staff explained the Committee was originally established in 2007 when the Town, and specifically the Finance Department, were smaller, and the need for additional internal controls could be met by establishing this separate Committee. As the Town and Finance Department have grown, internal controls have been created and are able to be maintained within the existing structure of the department. There are no statutory requirements for a municipality to have an Audit Committee, and many of the regional municipalities do not have one as they maintain the appropriate internal controls with existing staff and processes. The consensus of Town Council was to dissolve the Audit Committee and for staff to prepare a resolution for the February Council Meeting for formal dissolution of the Committee.

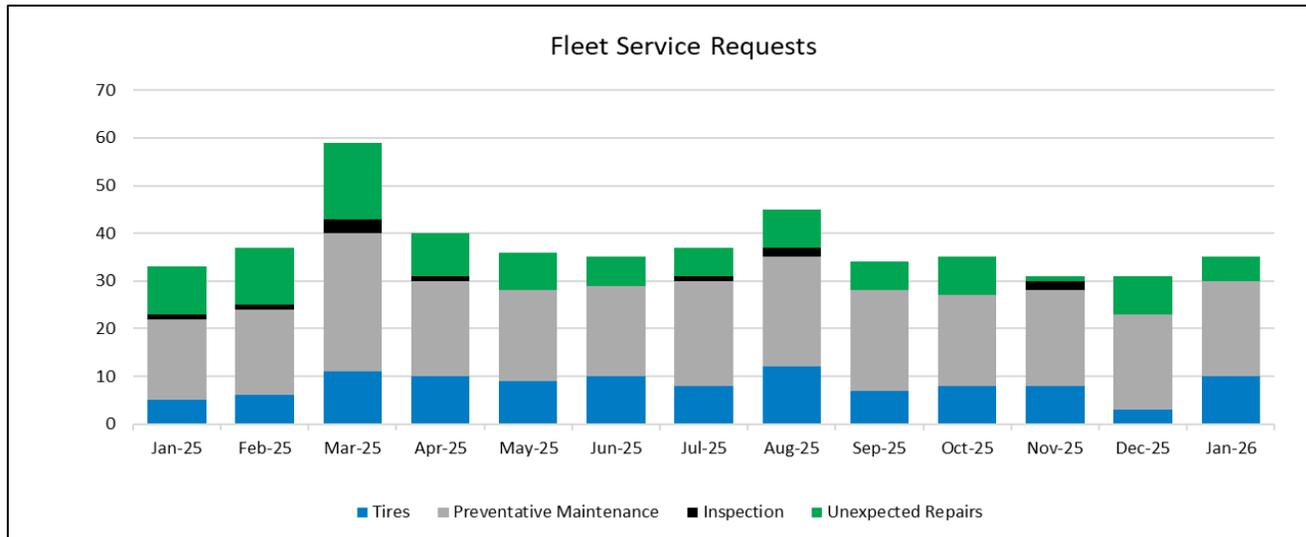
## Investment Portfolio

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

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Fiscal YTD Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.040	4,075.51	51,829.46	6,146,898.49
NC Capital Management Trust	0.036	58,577.01	426,967.29	19,638,373.80
NC Class	0.038	13,703.07	102,713.71	4,299,069.80
Atlantic Union Bank 36m CD	0.037	24,782.61	145,999.17	8,145,999.17
<b>Total</b>		101,138.20	727,509.63	38,230,341.26

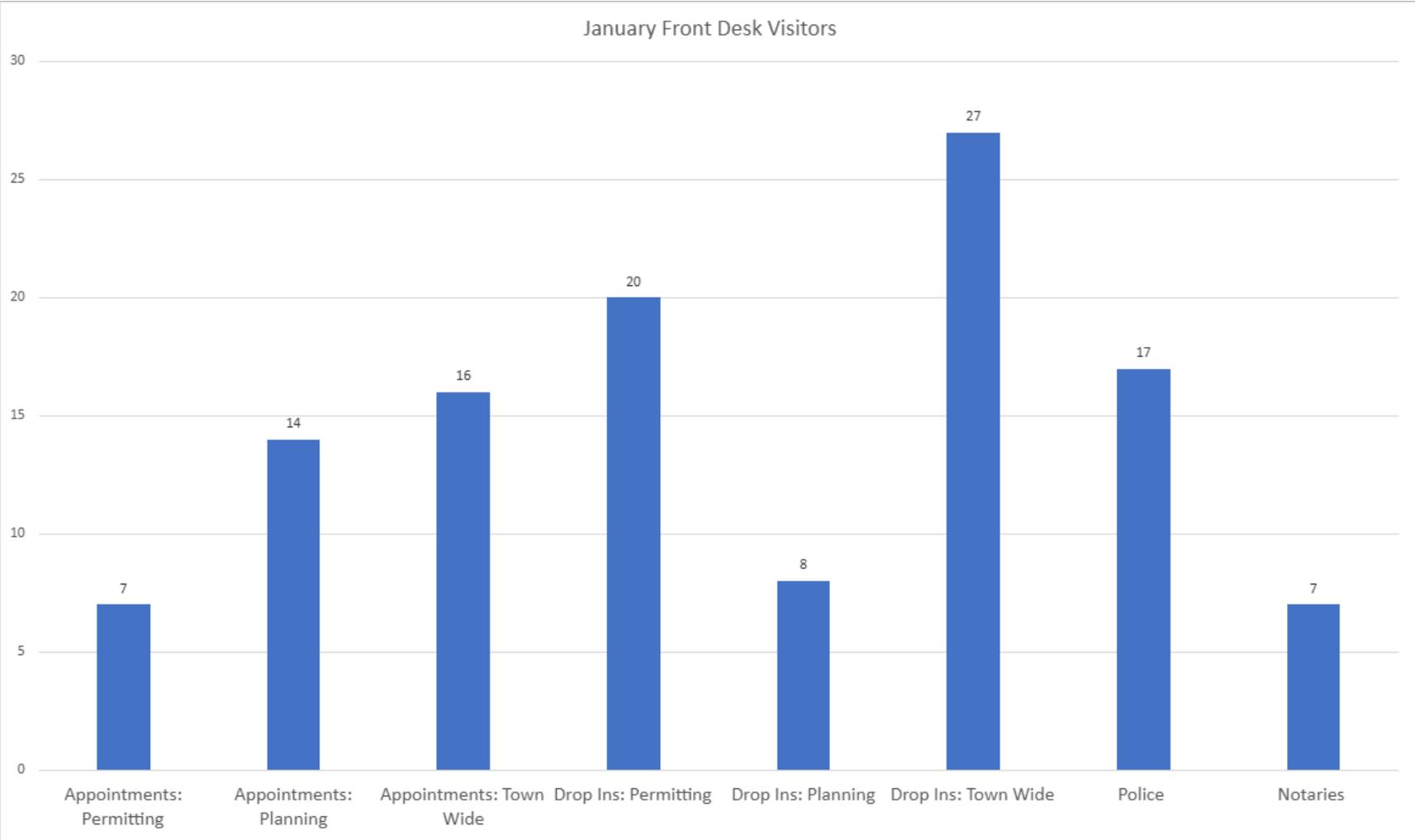
## Fleet Updates

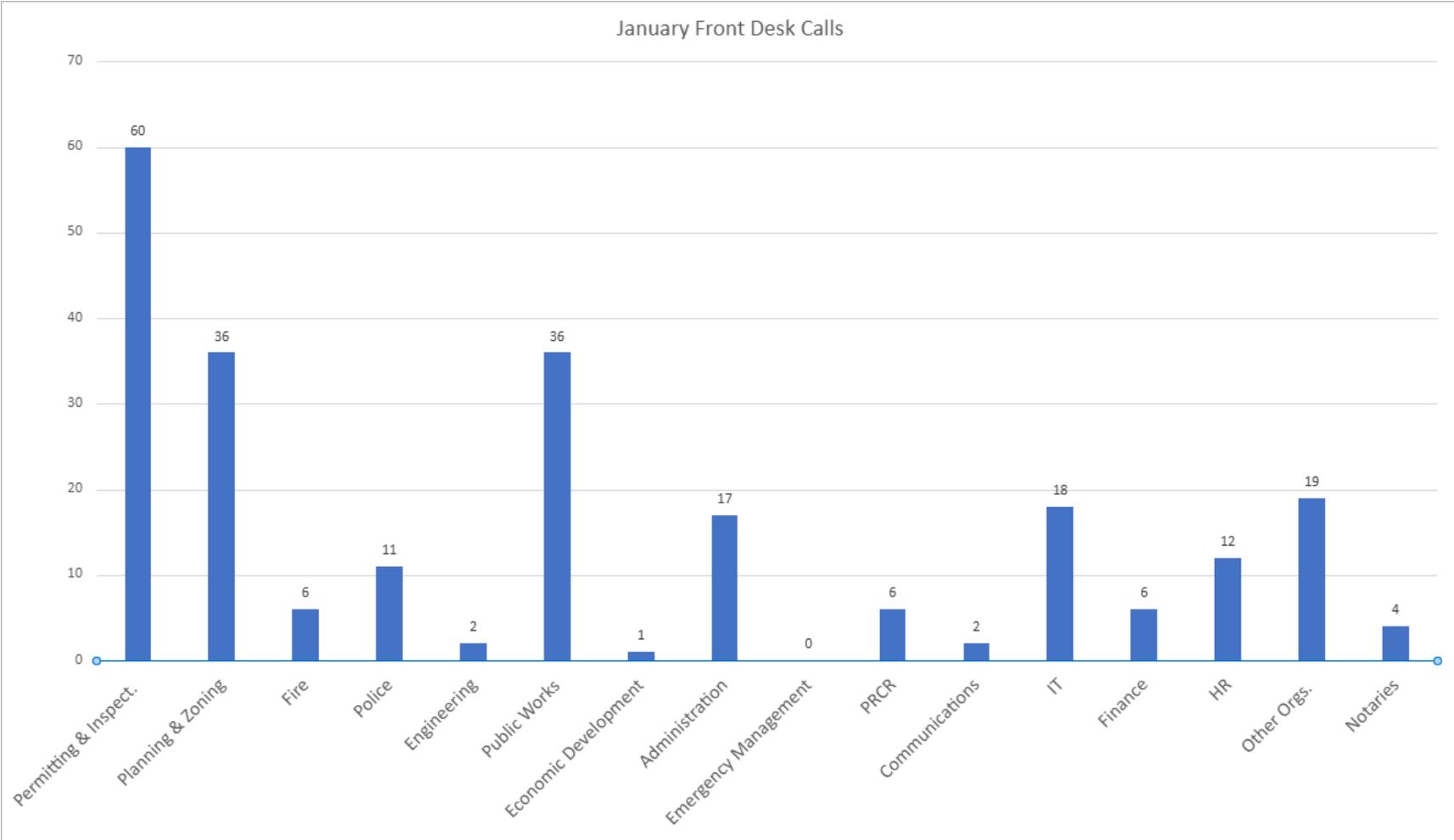
Fleet generated 35 work orders in January with an expense of \$18,537.



## Department News

In January, the department facilitated responses to 32 contact forms submitted through the website, received 236 calls, and assisted 116 visitors to Town Hall. The reception desk operations moved back to the main lobby at Town Hall after being temporarily relocated due to renovations. The department managed communications and outreach for the winter storm. Michael Lugenbuehl joined the department as an Administrative Assistant. The hiring process continues for a Communications Specialist II – Digital Communications. Communications Specialist II Alison Fore and Communications Manager Jessica Jewell participated in a North Carolina League of Municipalities webinar titled Local Government Social Media: Trends, Best Practices, and Data-Driven Insights, and a 3CMA webinar titled Leading Through the Noise- Practical Tools to Manage Stress in Public Service. Ms. Fore participated in American Trails: Designing Events that Engage Your Community in 2026. Ms. Jewell participated in a Hootsuite webinar titled Beyond Generative: Why Marketing Leaders Can't Afford to Fall Behind on Agentic AI.





## Social Media Update

- Facebook Highlights (January 1 – 31, 2026)
  - Added 203 new page followers
  - Post impressions – 193,294
  - Top post (Largest reach): “ ⚠️ Traffic Alert: Starting Jan. 27, Ocean Gate Plaza will be closed from U.S. 17 to the roundabout for approximately four months while crews make major upgrades at the New Pointe Boulevard intersection. The improvements will include a new teardrop roundabout, sidewalks, crosswalks, and better signage to make the area safer and easier to navigate. All businesses will remain accessible during construction. Learn more about the Ocean Gate intersection improvements 🖱️ <https://www.townofleland.com/news/construction-begin-ocean-gate-plaza-intersection-improvements>”
- Twitter/X Highlights (January 1 – 31, 2026)
  - Post Impressions – 1,492
  - Top tweet (Largest reach): “ ❄️ The latest National Weather Service Wilmington, NC forecast calls for a potential wintry mix in our area. Ice and winter weather could lead to hazardous conditions and possible power outages. Please plan ahead. Weather updates 🖱️ <http://weather.gov/ilm/> #LelandPrepares <https://twitter.com/NWSWilmingtonNC/status/2014620835147825556>”
- Nextdoor Highlights (January 1 – 31, 2026)
  - Post Impressions – 10,079
  - Likes/Comments – 67
  - Top post (Largest reach): “The final weekend of Leland in Lights is here! Don’t miss your chance to experience the magic at Founders Park one last time this season. Snap your favorite holiday moments and tag us so we can see your festive photos!”
- Instagram Highlights (January 1 – 31, 2026)
  - Added 59 new page followers
  - Post Impressions – 4,789
  - Top post (Largest reach): “ ⚠️ Traffic Alert: Starting Jan. 27, Ocean Gate Plaza will be closed from U.S. 17 to the roundabout for approximately four months while crews make major upgrades at the New Pointe Boulevard intersection. The improvements will include a new teardrop roundabout, sidewalks, crosswalks, and better signage to make the area safer and easier to navigate. All businesses will remain accessible during construction. Learn more about the Ocean Gate intersection improvements at the link in our bio. #TownofLelandNC #LelandNC”
- LinkedIn Highlights (January 1 – 31, 2026)
  - Added 21 new followers

- Page views – 164
- Page impressions – 4,963
- Reactions/Comments/Shares – 189
- Top post (Largest reach): “ 🙌 Help us congratulate our Police Department! The Leland Police Department is now fully accredited by the North Carolina Law Enforcement Accreditation program, meeting 116 rigorous standards. As one of just 14 agencies in the state to earn this distinction, we’re proud to see this continued commitment to building trust and keeping our community safe. ❤️ 🚔 Learn more about the accreditation 🖱️ <https://ow.ly/kWR150XSAAp>”

## Project Updates

- Created posts that resulted in 214,617 impressions across social media platforms.
- Staff participated in a website kickoff meeting with CivicPlus to discuss next steps and a timeline for migrating and rebuilding the Town’s website.
- Staff participated in demos with mobile app vendors and will be working with IT to select a vendor to move forward with.
- Wrapped up a comprehensive marketing campaign for Leland in Lights 2025 including preparing and executing social media campaigns and managing the website. Staff continue working with a local graphic designer to create a logo and brand guide for the event starting in 2026.
- Continued working with IT to create an employee intranet site.
- Continued working with Engineering and Planning and Inspections to create a homeowner's resource guide.
- Completed a [video](#) for the completion of the 2024-2025 road resurfacing project.
- Continued conversations about various strategies to make the Public Safety annual reports more engaging.
- Created an internal marketing content calendar to streamline story ideas and planning throughout the year.

## Website Articles/Media Coverage

- Town of Leland Website
  - [Leland Police Department Earns NCLEA Accreditation](#)
  - [Financial Report Underscores Town’s Fiscal Strength](#)
  - [Construction to Begin on Ocean Gate Plaza Intersection Improvements](#)
  - [Serve on a Town of Leland Board or Committee](#)
  - [Leland Police Department Completes Second NCLM Law Enforcement Risk Review](#)
  - [Town of Leland Monitoring Winter Storm](#)

- WECT
  - [One dead, two injured in domestic-related shooting in Leland, police say](#)
  - [Leland Police Department earns state accreditation](#)
  - [Brunswick County Habitat for Humanity to break ground on homes in Sunset Beach and Leland](#)
  - [Suspect arrested in Dixie Drive deadly shooting makes first court appearance](#)
  - [Road closure begins next week for Leland roundabout construction project](#)
  - [Dixie Drive shooting in Leland ruled justified self-defense](#)
  - [Red Cross hosting blood drives in the Cape Fear area this winter](#)
  
- WWAY
  - [NEW DETAILS: Leland Police identify person killed in early morning shooting](#)
  - [Leland Police Department earns NC Law Enforcement Accrediation](#)
  - [Road work may cause delays on in Leland](#)
  - [Brunswick County Habitat for Humanity to host ceremony for new homes in Leland](#)
  - [Leland Police arrest suspect in Dixie Drive shooting](#)
  - [Brunswick County Habitat for Humanity breaks ground on new home in Leland](#)
  - [Art League of Leland announces 7th annual 'It's All Art' juried exhibition and sale](#)
  - [District Attorney: Homeowner legally justified in deadly force in Leland homicide](#)
  - [Town of Leland looking at possible changes to its zoning and subdivision ordinances](#)
  - [Ocean Gate Plaza in Leland closes for improvements](#)
  
- StarNews
  - [Brunswick spot named one of the safest and wealthiest retirement towns](#)
  - [Leland police investigate fatal shooting](#)
  - [Steakhouse chain coming to Leland facing possible delays](#)
  - [A big development in Leland just got bigger](#)
  - [Suspect charged in connection with fatal Leland shooting](#)
  - [Bank submits plans for location alongside Leland neighborhood](#)
  - [Dangerous intersections in Leland continue with collisions in 2026](#)
  - [Leland homeowner justified in using lethal force, district attorney says](#)
  - [Home-based firearm business earns approval in Leland](#)
  - [Despite moratorium, Leland to review annexation request. Here's how](#)

- [A snapshot of Brunswick's economy shows 'massive diversification'](#)
- Port City Daily
  - [Deadly Leland shooting under investigation](#)
  - [The Agenda: Meetings in local government this week](#)
  - [Wilmington man arrested, charged with kidnapping in fatal Leland shooting](#)
  - [District Attorney clears homeowner in deadly Leland shooting](#)
  - [The Agenda: Meetings happening this week in local government](#)
- Wilmington Biz
  - [Bringing Baseball To Brunswick County](#)
  - [Leland Resolution Gets Ball Rolling On 150-acre Voluntary Annexation](#)

## TDA Marketing

- Continued working with Springer Studios on brand development, which includes logo design.
- Staff continue working on ideas and identifying content needs for spring ads in Our State magazine.

## Leland TDA Meeting Summary

The Leland Tourism Development Authority met on January 5 and heard the following:

- Oath of office for new member Thomas Kelly
- Election of officers
- George Washington Day historical presentation
- Community impact of public art presentation
- Leland Brewing Company post-event report presentation
- Town TDA contract discussion
- Business and Tourism Development Coordinator new staff position opening discussion
- Grant Policy discussion
- FY26-27 TDA budget discussion

The next LTDA meeting is scheduled for March 2.

## Department News

Planning Supervisor Ben Watts, Planner II Javier Barrera, Chief Building Official Daniel Knoch, Planning Manager Andrew Neylon, and Planning and Inspections Director Ben Andrea attended a virtual workshop held by North Carolina Emergency Management to go over flood studies and non-encroachable areas. Staff were trained on the process of a flood study from application to approval and how to determine the width of non-encroachable areas for locations between flood study stations.

Mr. Neylon attended Facilitation for Impact: Strengthening Community Engagement in Planning. The webinar covered practical facilitation techniques to enhance community engagement and consensus-building in complex planning processes including stakeholder-driven policy development, strategic priority setting, and problem-solving techniques that support local and regional planning efforts.

Building Inspector III Will Rivers passed the Plumbing Level 3 certification exam and received his standard Plumbing Level 3 certification.

Building Inspector I Matt Jones passed the Electrical Level 1 certification exam and received his standard Electrical Level 1 certification.

## Planning Board Meeting Summary

The Planning Board met on January 27, 2026, and heard the following item:

1. Comprehensive Land Development Regulations Update Presentation – The Planning Board heard a presentation from staff to initiate a project to reorganize, update, and consolidate the Town’s zoning, subdivision, flood damage prevention, and FlexCode regulations into a Unified Development Ordinance.

The Planning Board’s next meeting is scheduled for February 24, 2026, at 6 p.m.

## Board of Adjustment Meeting Summary

The Board of Adjustment did not meet in January due to lack of agenda items. The next meeting is scheduled for March 3, 2026, 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 item:

1. Development Site Plan for 1214 Westgate Drive – Proposal for 15,800-square-foot one-story mixed use retail building.

## 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	1.0	0		1	1.0
Building/ Flood (3 Day Review)	4	1.3	0		4	1.3
Chief Building Official Review	1	1.0	0		1	1.0
Commercial Building / Flood	3	7.3	0		3	7.3
Commercial Building / Flood / Zoning	4	11.5	22	5.0	26	6.0
Commercial Building / Zoning	3	8.0	4	3.0	7	5.1
Commercial Building Fire	3	6.3	6	1.3	9	3.0
Commercial Building/Zoning/Electrical	0		2	3.0	2	3.0
Electrical (5-Day Review)	3	1.0	0		3	1.0
Fire	1	5.0	0		1	5.0
Fire Operational Permits	1	1.0	0		1	1.0
Permit Building/Zoning	0		8	3.0	8	3.0
Permit Flood	1	10.0	2	1.0	3	4.0
Permit Zoning Only	2	2.0	0		2	2.0
Residential Building / Flood	11	8.0	1	1.0	12	7.4
Residential Building / Zoning / Flood	68	7.5	70	2.3	138	4.9
Residential Flood	0		2	1.0	2	1.0
	<b>Total Initial: 106</b>		<b>Total Revisions: 117</b>		<b>Total Plans: 223</b>	

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	10	1	11
Development Site Plan	1	5	6
Development Site Plan Minor Modification	2	3	5
Exempt Plat	2	4	6
Final Plat with New Performance Guarantee	1	3	4
Final Plat without a Performance Guarantee	1	1	2
Performance Guarantee Release	0	1	1
Preliminary Plat Minor Modifications	1	0	1
Preliminary Plat-Major Subdivision	1	2	3
PUD Site Specific Plan and Master Land Use Plan Update	0	1	1
Sketch Plan	2	0	2
Zoning Letter	3	0	3
	<b>Total Initial: 24</b>	<b>Total Revisions: 21</b>	<b>Total Plans: 45</b>

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
3	2

Other Information

Performance Guarantees

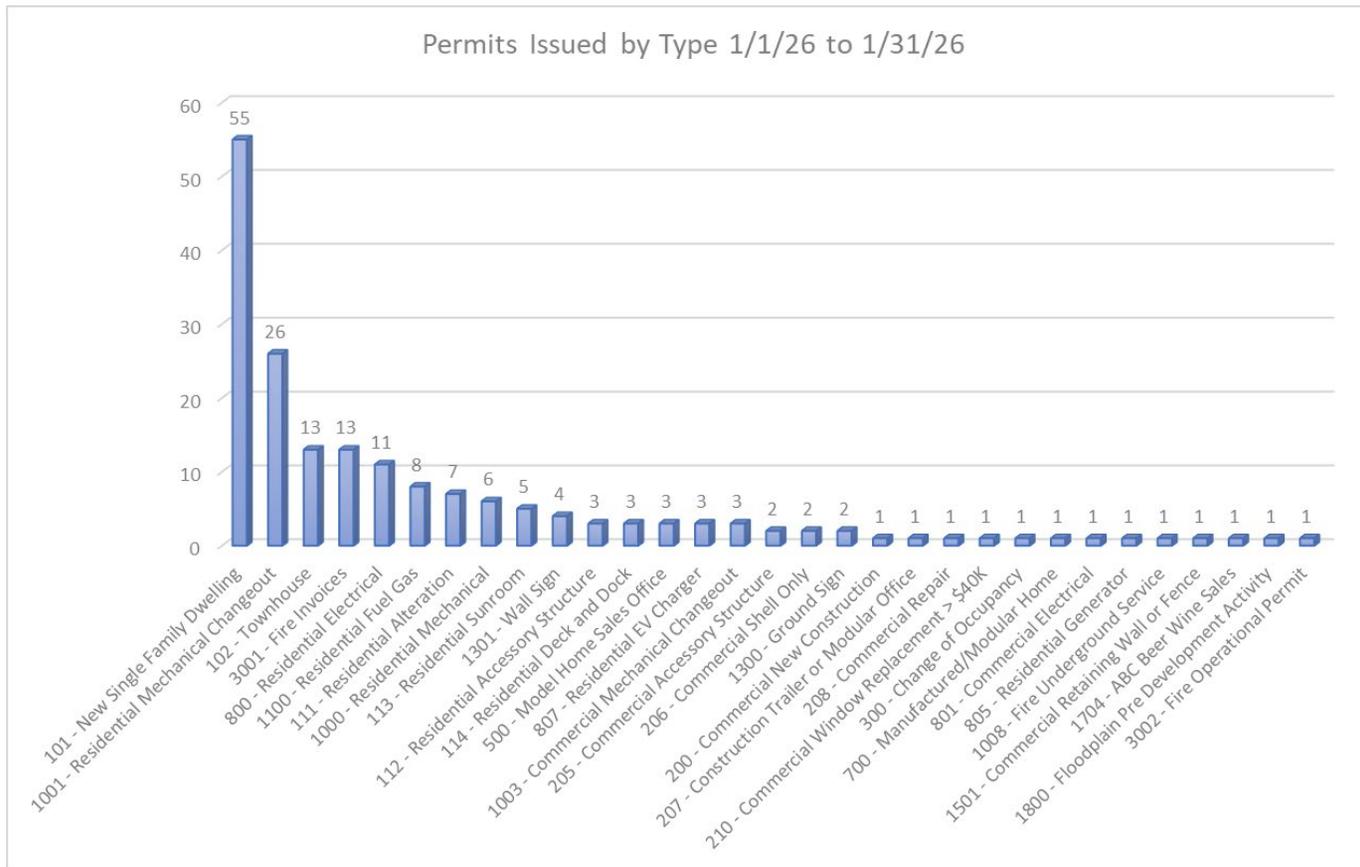
Subdivision		Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Beckington Townhomes</b>				
	Surety Bonds	2	\$139,964.38	\$0.00
<b>Bellamy Place</b>				
	Cash Bond	1	\$1,037,615.00	\$0.00
<b>Bishops Ridge</b>				
	Cash Bond	1	\$14,875.84	\$0.00
<b>Brunswick Forest</b>				
	Surety Bonds	14	\$8,390,338.00	-\$106,148.13
<b>Charleston Commons</b>				
	Cash Bond	2	\$171,490.62	\$0.00
<b>East Lake</b>				
	Surety Bond	6	\$1,398,205.08	\$1,398,205.08
<b>Grand Park</b>				
	Surety Bond	2	\$895,602.23	\$0.00
<b>Grayson Park</b>				
	Cash Bonds	3	\$50,860.15	\$0.00
	Surety Bonds	8	\$1,225,669.38	\$0.00
<b>Highland Hills Village</b>				
	Letters of Credit	1	\$56,250.00	\$0.00
<b>Leland Corners</b>				
	Surety Bond	1	\$181,343.75	\$0.00
<b>Mallory Creek</b>				
	Letters of Credit	1	\$92,285.00	\$0.00
	Cash Bonds	5	\$329,716.44	\$0.00
	Surety Bonds	10	\$2,960,668.01	\$860,876.56
<b>Night Harbor Dr</b>				
	Cash Bond	1	\$7,650.00	\$0.00
<b>Pinewood</b>				
	Surety Bond	5	\$2,282,345.51	\$64,055.75
<b>Riverwalk Point</b>				
	Surety Bond	2	\$481,560.00	\$0.00
<b>Savannah Branch</b>				
	Surety Bond	1	\$854,407.50	\$0.00
<b>Seabrooke</b>				
	Cash Bond	1	\$144,035.00	\$0.00
<b>Terrapin</b>				
	Surety Bond	5	\$540,850.00	\$431,562.50
<b>Townes at Seabrooke</b>				
	Surety Bond	2	\$683,850.25	\$0.00
<b>Westgate Townes</b>				
	Surety Bond	5	\$1,901,216.80	\$410,260.50
Total Cash Bonds		14	\$1,756,243.05	\$0.00
Total Surety Bonds		63	\$21,936,020.89	\$3,058,812.26
Total Letters of Credit		2	\$148,535.00	\$0.00
Total Performance Guarantee Sureties		79	\$23,840,798.94	\$3,058,812.26

## Long Range Planning and Community Development Update

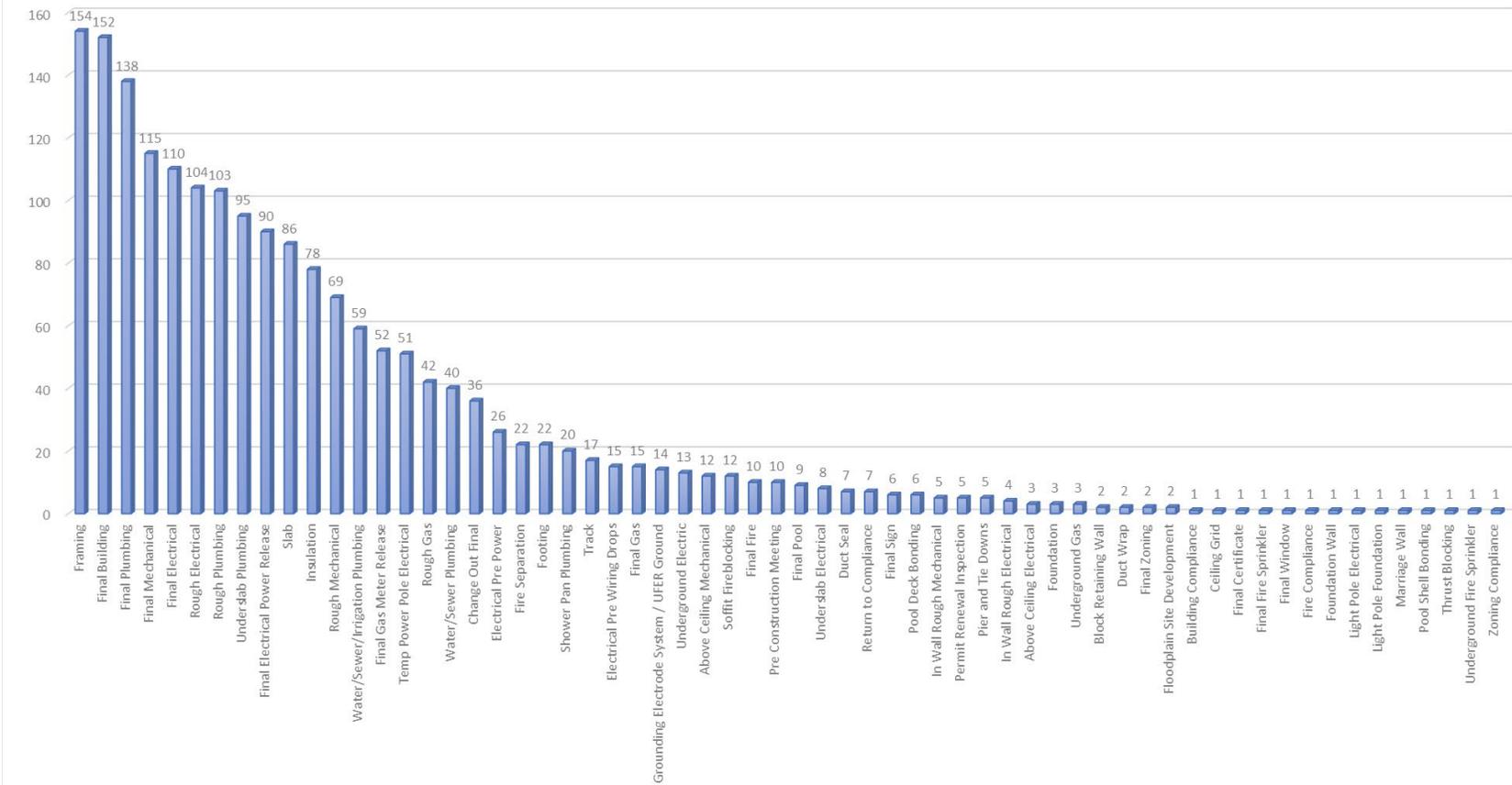
Due to a staff vacancy, there are no long range planning or community development updates for January.

## Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
182	1,875	\$31,295,768



Inspections Completed by Type 1/1/26 to 1/31/26



## Code Enforcement Update

### Case Summary

1/1 Through 1/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from December	1	5	18	1	25
Cases Opened January 2026	1	2	12	4	19
Cases Closed January 2026	1	1	0	3	5
Active Cases (Evolve) 2026	1	6	30	2	39

## Department News

Staff spoke with seven businesses near the intersection of Ocean Gate Plaza and New Pointe Boulevard in the Westgate Shopping Center to discuss the details of the upcoming roadway construction project. The conversation covered a high-level explanation of the design, the expected timeline of construction, and alternatives for staff and customer access. Staff joined the Visit NC Partner Webinar to hear professionals in the state tourism space present a look at the 2026 travel guide and provide insight for audience specific marketing categories. Staff also joined the 2026 Retail Trends webinar hosted by Retail Strategies to discuss the shifts driving store openings, consumer behavior, site selection decisions, and investment confidence. Staff invited Dr. Mouhcine Guettabi to the January Council Meeting to share insights regarding national, state, and local economic trends.

## New Businesses

- No new businesses were announced in January.

## New Construction/Development

- Leland Hospitality LLC proposed a 15,800-square-foot, mixed-use retail building at **1214 Westgate Drive**.

## Economic Development Committee Meeting Summary

The Economic Development Committee Meeting was held on January 8 to discuss the open position in the Economic and Community Development Department, feedback on recent business events, and polling the Committee to seek interest in attending industry specific site visits. The next meeting is scheduled for March 12, 2026.

## Department News

The department kicked off the winter session on January 6 and wrapped up holiday data collection from December. Staff have begun program planning for Spring Fling, In Bloom, and are actively researching events for future amphitheater programming. During the month of February, the LCAC will host early voting for the Brunswick County Board of Elections.

## Parks and Recreation Board Summary

The Parks and Recreation Board met on January 28, 2026. Recreation Manager Tim McNeilly presented data on the reopening of Founders Park, Recreation Coordinator Molly Prosser provided an update on the success of holiday programming, and Economic and Community Development Director Barnes Sutton presented on the upcoming PROS Plan. Upcoming events were provided and Town Clerk Sabrena Reinhardt updated the Board on an upcoming engagement opportunity. The next meeting is scheduled for March 25, 2026.

## Upcoming Events

February 23, 10 a.m.-12 p.m. – Homeschool Studio, LCAC

March 9, 10 a.m.-12 p.m. – Homeschool Studio, LCAC

March 14, 12-1:30 p.m. – Storytime, LCAC

March 14, 10-11 a.m. – Mindful Birding, Westgate Nature Park

March 16, 6-7:30 p.m. – Habitat Fixer-Uppers, LCAC

March 17, 9 a.m.-12:30 p.m. – Leland We Don't Know, LCAC

## Social Media Update

- PRCR Facebook Highlights (January 1 – 31, 2026)
  - Followers/Likes – 6,807
  - Page reach – 18,642
  - Top post (Largest reach): “Did someone say BINGO?! Get ready for a sweet night of Candy Bar Bingo at the LCAC! This all-ages event is packed with fun, excitement, and delicious prizes. Registration: \$3 (includes 3 bingo cards). Extra cards available at the front desk, 3 for \$1. Prizes: Chocolate bars & fruity candies. Kids under 5 get one free card per game. Children under 13 should

attend with an adult. Grab your cards and join us for a night of bingo fun you won't want to miss! Register for Candy Bar Bingo at [bit.ly/LelandBingo](http://bit.ly/LelandBingo)."

- LCAC Facebook Highlights (January 1 – 31, 2026)
  - Followers/Likes – 5,465
  - Page reach – 3,134
  - Top post (Largest reach): "Did someone say BINGO?! Get ready for a sweet night of Candy Bar Bingo at the LCAC! This all-ages event is packed with fun, excitement, and delicious prizes. Registration: \$3 (includes 3 bingo cards). Extra cards available at the front desk, 3 for \$1. Prizes: Chocolate bars & fruity candies. Kids under 5 get one free card per game. Children under 13 should attend with an adult. Grab your cards and join us for a night of bingo fun you won't want to miss! Register for Candy Bar Bingo at [bit.ly/LelandBingo](http://bit.ly/LelandBingo)."
  
- PRCR Instagram (January 1 – 31, 2026)
  - Followers/Likes – 2,160
  - Post reach – 3,992
  - Top post (Largest reach): "Looking to add some fun to your Monday-Friday schedule? Check out our evening programs at the Leland Cultural Arts Center! We have a wide variety of arts and fitness programs starting next week - and they start after 5 p.m. Evening programs starting next week include Sculpting with Hannah - Learn basic techniques of sculpting including creating emotion, exploring finishing techniques, and preparing work for firing. You will be challenged to create more complicated projects while developing a personal style. Projects may include figurative and non-figurative subjects. Stained Glass with Paul - Using the foundations of the Tiffany copper foil method during hands-on instruction, create stained glass artwork by designing patterns, cutting, soldering, and foiling. Many of the supplies for this program are now provided by the center for in-house use, including soldering irons, glass cutters, pliers, grozers, and more. Vinyasa Flow with Jamie - Unite breathing with sun salutations and fluid movement between postures. Limited modifications and alignment cues will be offered. Adventures in Water-Based Mediums with Mark - Experiment with a variety of water-based mediums, including watercolor and ink, and a few others on projects such as your own drawings and those prepared by the instructor. Zumba with Tracie - Mix low- and high-intensity dance moves for an interval-style, full-body dance party. Elements of dance fitness include cardio, muscle conditioning, balance, and flexibility, leaving you energized. Barre with Tracie - Combine ballet-inspired moves with elements of Pilates, yoga, dance, and strength training. Small isometric muscle movements can improve balance, strength, and flexibility without putting a strain on ligaments."
  
- LCAC Instagram (January 1 – 31, 2026)
  - Followers/Likes – 2,165

- Post reach – 5,782
- Top post (Largest reach): “Looking to add some fun to your Monday-Friday schedule? Check out our evening programs at the Leland Cultural Arts Center! We have a wide variety of arts and fitness programs starting next week - and they start after 5 p.m. Evening programs starting next week include Sculpting with Hannah - Learn basic techniques of sculpting including creating emotion, exploring finishing techniques, and preparing work for firing. You will be challenged to create more complicated projects while developing a personal style. Projects may include figurative and non-figurative subjects. Stained Glass with Paul - Using the foundations of the Tiffany copper foil method during hands-on instruction, create stained glass artwork by designing patterns, cutting, soldering, and foiling. Many of the supplies for this program are now provided by the center for in-house use, including soldering irons, glass cutters, pliers, grozers, and more. Vinyasa Flow with Jamie - Unite breathing with sun salutations and fluid movement between postures. Limited modifications and alignment cues will be offered. Adventures in Water-Based Mediums with Mark - Experiment with a variety of water-based mediums, including watercolor and ink, and a few others on projects such as your own drawings and those prepared by the instructor. Zumba with Tracie - Mix low- and high-intensity dance moves for an interval-style, full-body dance party. Elements of dance fitness include cardio, muscle conditioning, balance, and flexibility, leaving you energized. Barre with Tracie - Combine ballet-inspired moves with elements of Pilates, yoga, dance, and strength training. Small isometric muscle movements can improve balance, strength, and flexibility without putting a strain on ligaments.”

## Department News

In January, the Town welcomed three new employees, one to the Police Department, one to the Communications Department, and one to the Planning Department. One employee was promoted and one ended their service with the Town. In the new year, the department’s focus will be on enhancing employee engagement and continuing to foster a healthy culture through transparency and employee development, using the Town’s core values and servant leadership model as a guide.

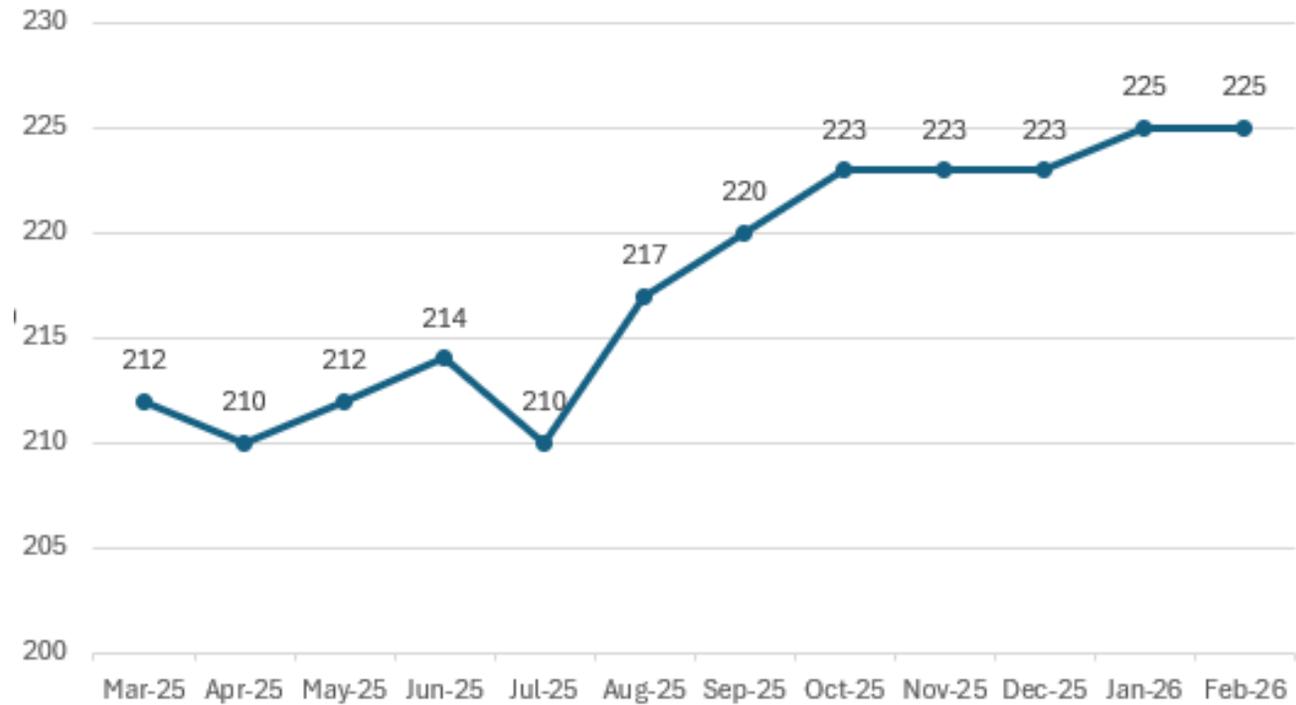
## Personnel Updates

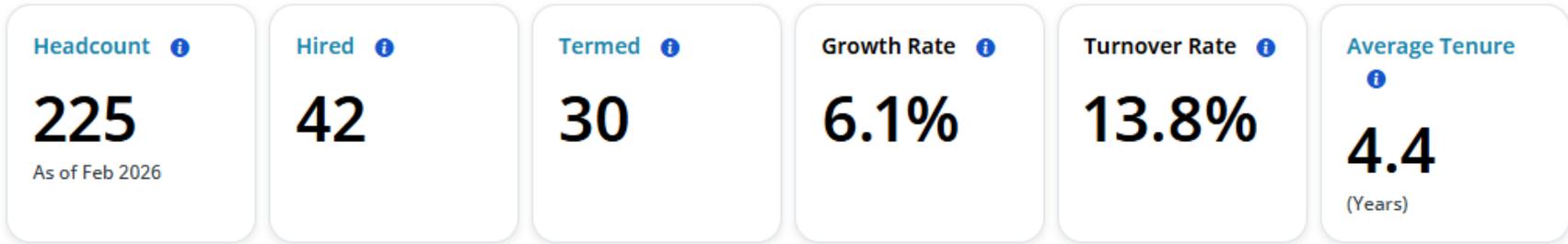
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Ben Watts	Planning	Promotion	1/3/2026		Planner III	Planning Supervisor
Chad Specht	Police Department	New Hire	1/5/2026	Police Officer		
Michael Lugenbuehl	Administration	New Hire	1/5/2026	Administrative Assistant		
Justice Herman	Planning	New Hire	1/5/2026	Planner I		
Lawrence Caldwell	Facilities & Maintenance	Termed	1/26/2026	Custodian		

### Workers Comp Data January 2026

There were no cases for January.

### Headcount (FT and PT Employees) February 2025 – January 2026





Terminations include voluntary and involuntary separations of employment.

## Department News

GIS Analyst Liz Galloway is attending Going Places with Spatial Analysis, a multi-week course providing hands-on experience with various spatial data analysis techniques.

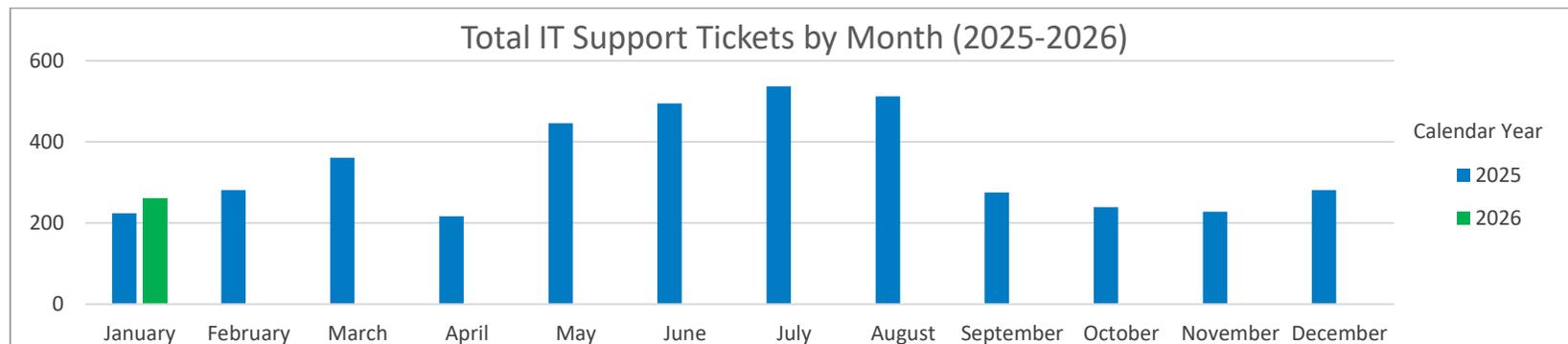
GIS Analyst Josh Wescott attended Understanding GeoAI in ArcGIS, which describes how geospatial artificial intelligence can be utilized for efficient data analysis and automated data creation.

## Major Work Priorities

- **New Computer Provisioning:** Staff continue to configure and deploy new computers across departments.
- **Town Hall Renovation:** Staff continue to support office relocations and oversee door access control changes as phases of Town Hall renovation are completed.
- **Address Data Management:** Staff are assisting the Planning Department with GIS tools to aid in the creation and maintenance of address data used in the planning and development process.
- **Website Migration:** Staff are working with the Communications Department in the planning phase of the website platform migration that will occur over the next several months.

## Projects Completed

- **3 employees onboarded/offboarded**
- **Public Safety Annual Reports:** Staff have assisted the Communications Department with creating a new web-based template for annual reporting of data from the Fire and Police departments.



## Town Clerk's Office

On January 22 and 23, Mayor Brenda Bozeman, Councilmembers Leland Hyer and Frank Pendleton, and Town Manager David Hollis attended the Essentials of Municipal Government course held in Wilmington. The course provided an overview of municipal government law, authority, and practice; the structure and functions of municipal government; the roles and responsibilities of elected officials; and the legal and ethical duties of elected officials and staff. The course also satisfied the ethics training requirement for elected officials.

On January 14, Councilmember Hyer attended the NCLM Local Government Social Media webinar to learn how local governments can use social media more effectively to engage communities, build public trust, and communicate important information.

On January 27, the Town partnered with the American Red Cross to host a community blood drive at the Leland Cultural Arts Center from 10 a.m. to 3 p.m. The event was well attended, demonstrating strong community support for this life-saving effort. A total of 28 whole blood and six Power Red donations were collected. This event provided the Town with a meaningful opportunity to collaborate with the American Red Cross and engage with the community in support of a critical public health need.

On January 28, Councilmember Hyer attended the NCLM Commit to Civility course. His participation as a new Councilmember helped the Town Council maintain the required 75 percent participation rate to retain its Commit to Civility certification.

On January 30, Town Clerk Sabrena Reinhardt and Deputy Town Clerk Adam Golonka attended the quarterly Cape Fear Council of Government Clerks' Education Series, which focused on "How AI and ChatGPT Can Be a Useful Tool for Clerks." This professional development opportunity allowed municipal clerks to engage in peer learning, share best practices, and participate in practical discussions on the effective and responsible use of emerging technologies in local government operations.

## Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - January 5 TDA Board Meeting
  - January 6 Board of Adjustment Meeting – Canceled
  - January 8 Economic Development Committee Meeting
  - January 12 Agenda Council Meeting
  - January 15 Regular Council Meeting
  - January 27 Planning Board Meeting
  - January 28 Parks and Recreation Board Meeting
  - January 29 Special Council Meeting

- Action Items:
  - Budget Amendments – 1
  - Budget Ordinances – 0
  - Minutes – 8
  - Agendas – 8
  - Resolutions – 6
  - Ordinances – 1
  - Proclamations – 1
  - Presentations – 4 (Department Overview Presentation, 2030 Strategic Plan Update, Founders Park Reopening, A SnapShot of the Brunswick County Economy)
  - Public Hearing Notices for the Council Meetings – 1
  - Current Board/Committee Vacancies: Economic Development Committee Member, Parks and Recreation Board Student Representative (2), and a Planning Board Member.

## Government Portal (iCompass) Transparency Update

- Portal Visits – 6,384
- Portal Unique Visits – 2,416
- Board of Adjustment Meeting January 6 (Canceled) Agenda Views – 127
- Economic Development Committee Meeting January 8 Agenda Views – 334
- Agenda Council Meeting January 12 Agenda Views – 553
- Regular Council Meeting January 15 Agenda Views – 1081
- Planning Board Meeting January 27 Agenda Views – 253
- Parks and Recreation Board Meeting January 28 Agenda Views – 110
- Special Council Meeting January 29 Agenda Views – 374
- January 2026 Monthly Staff Reports – 213