



STAFF REPORTS

January 2026 Regular Meeting

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Department News

Sergeant Christian Marshall attended the FBI-LEEDA Executive Leadership Institute course December 1-5 at the Myrtle Beach Police Department. This class is part of the FBI's Trilogy Series relating to various aspects of leadership

Officer Nathan Silos attended a Field Training Officer course December 1-5 at Cape Fear Community College. This course is for law enforcement officers tasked with providing field training to law enforcement recruits who have completed BLET or equivalent training.

Officers Divina Mercado and Michael Whitmire attended Tactical Leadership December 8-12 at the North Carolina Justice Academy. This course provides officers with the technical and cognitive skills needed to provide effective leadership within the context of a critical incident.

Sergeants Andrew Gaston, Chandler Guy, Chris Lewis, and Andrew Terry attended the third week of the Law Enforcement Executive Program December 8-10 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.

Sergeant James Munger and Detective Joesph Robeson attended Preventing and Countering Violent Extremism December 8-10 virtually. This course provides detectives with the knowledge, skills, and abilities to recognize, investigate, and respond to suspicious people, extremist organizations, and targeted attacks.

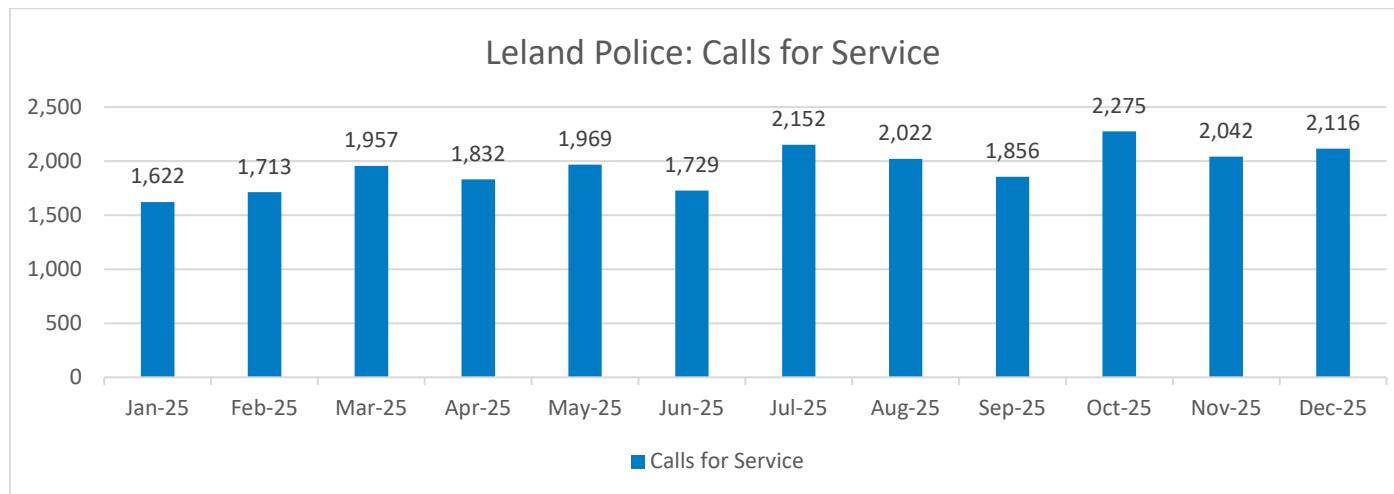
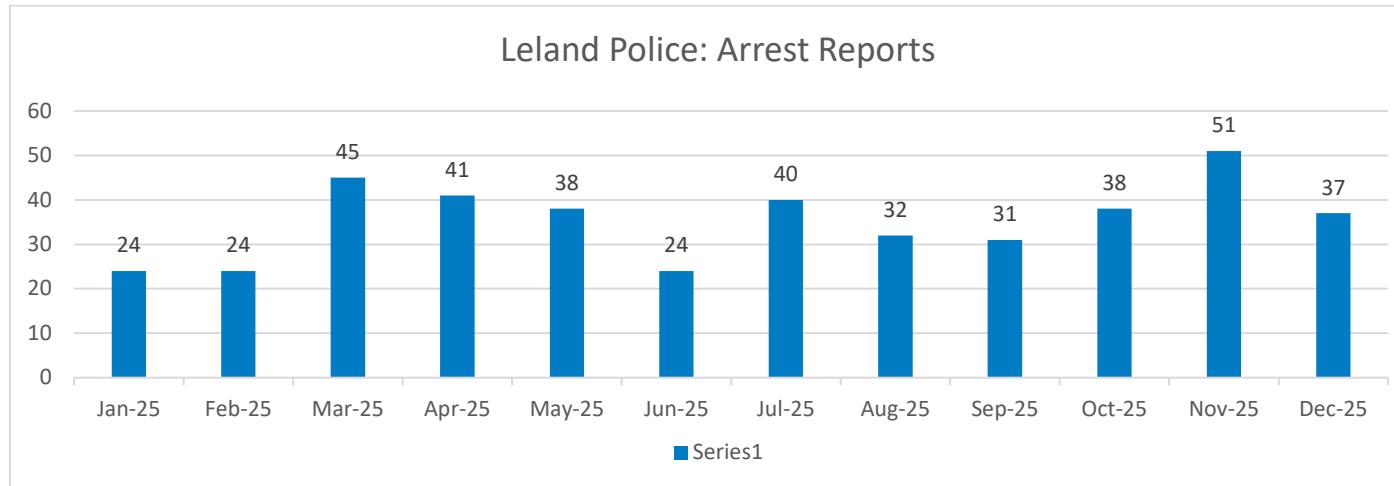
Officers Mason Peters and Cody Piniewski attended Pedestrian Traffic Crash Reconstruction December 15-18 at the North Carolina Justice Academy. This course provides the participants with the information and skills to gather and interpret evidence at the scene of a motor vehicle crash involving a pedestrian.

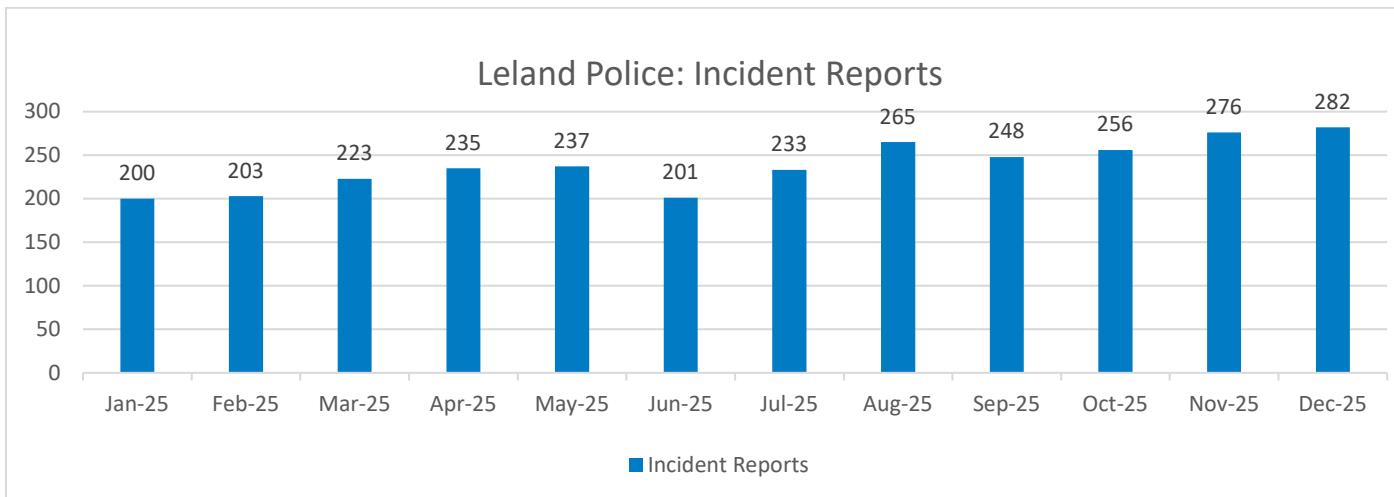
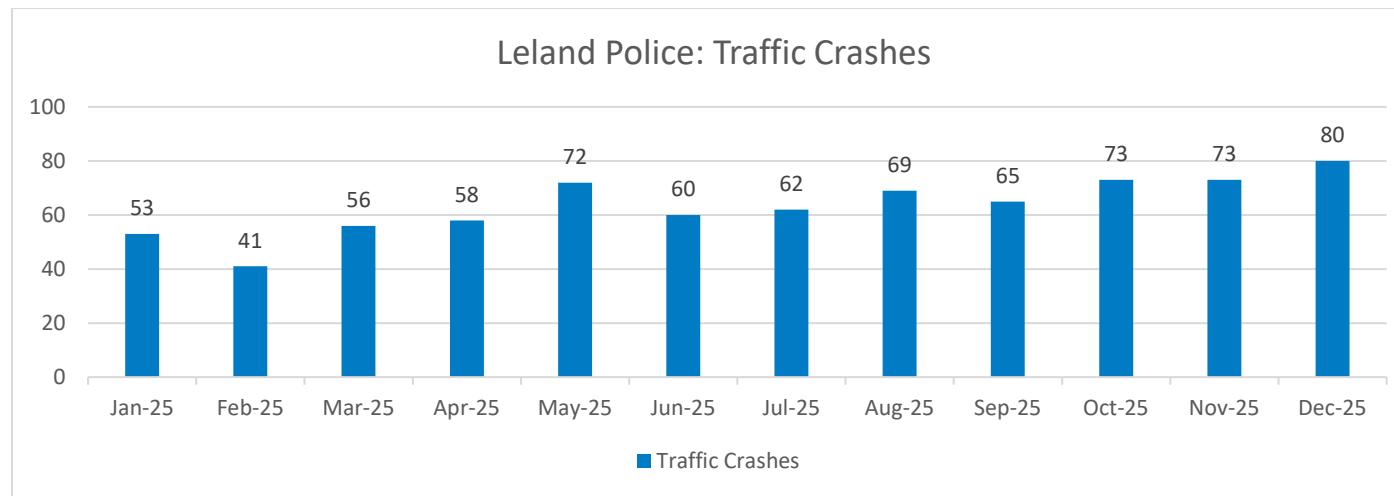
Officer Shannon Walker attended Courtroom Testimony December 15-17 virtually. This course enhances the officer's understanding of expert testimony in court, procedures in court, how to prepare for courtroom testimony, tactics of a cross-examining attorney, and ethical considerations of presenting facts and opinions.

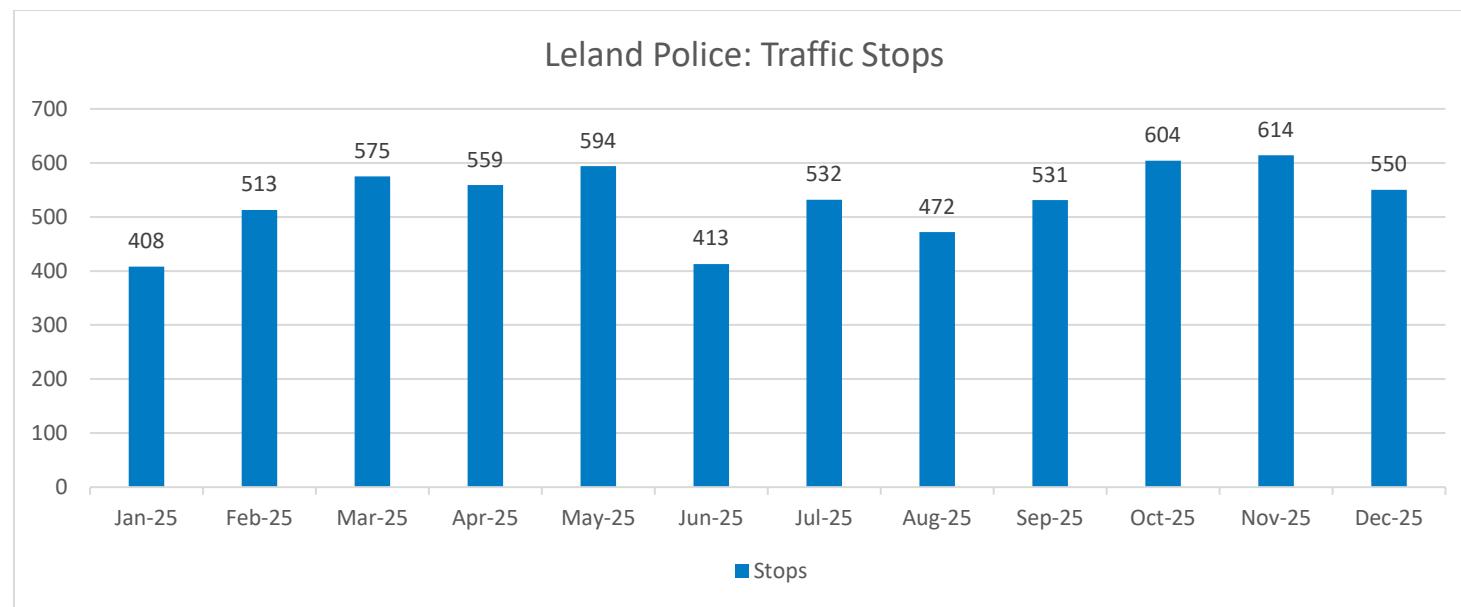
Active Mutual Aid Agreements

- 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

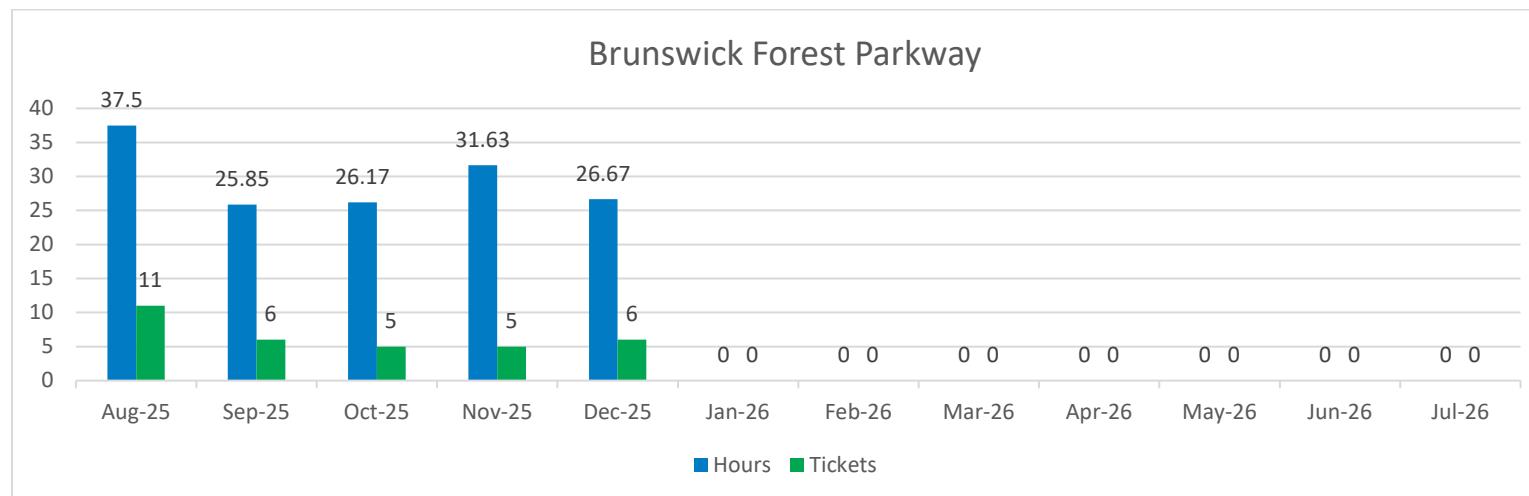
Dashboard

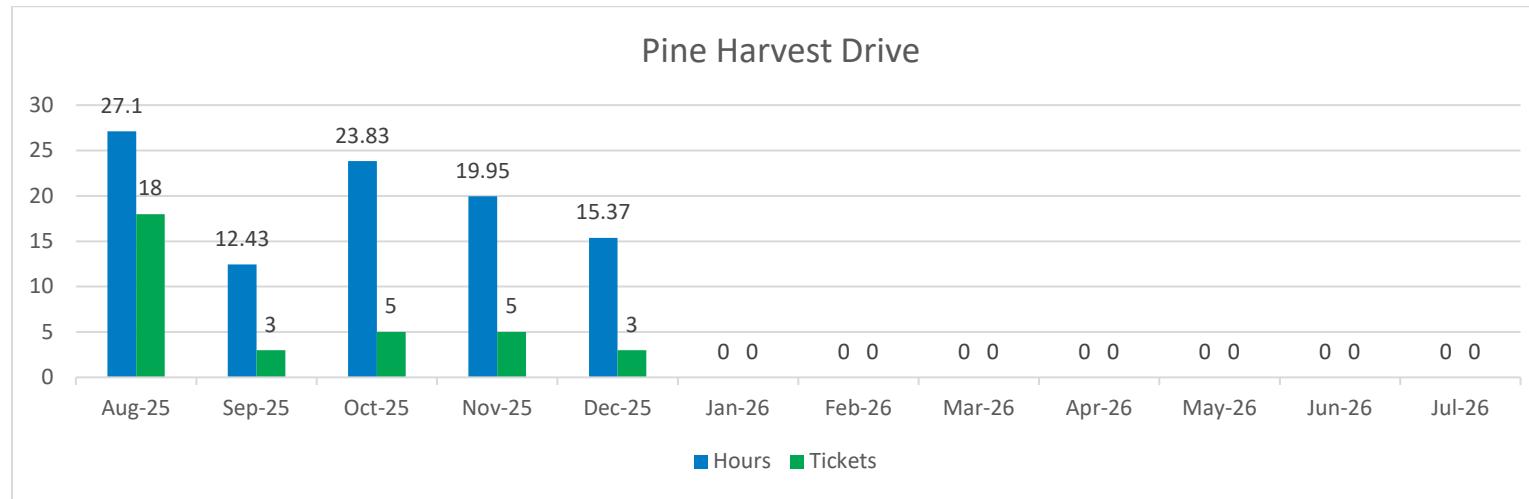
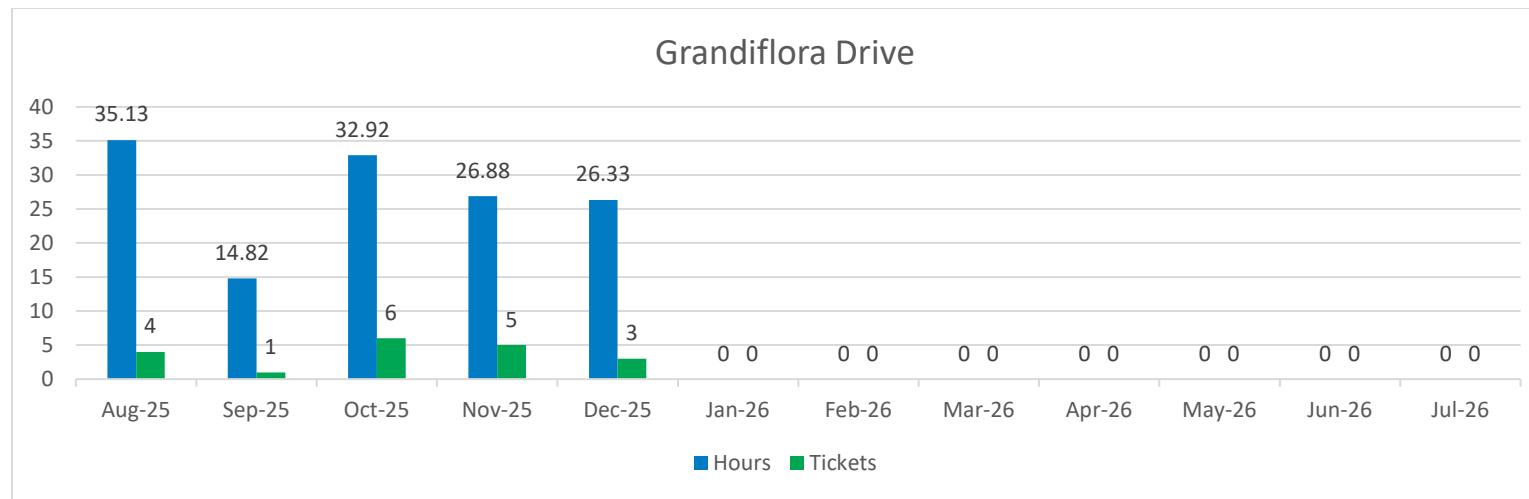


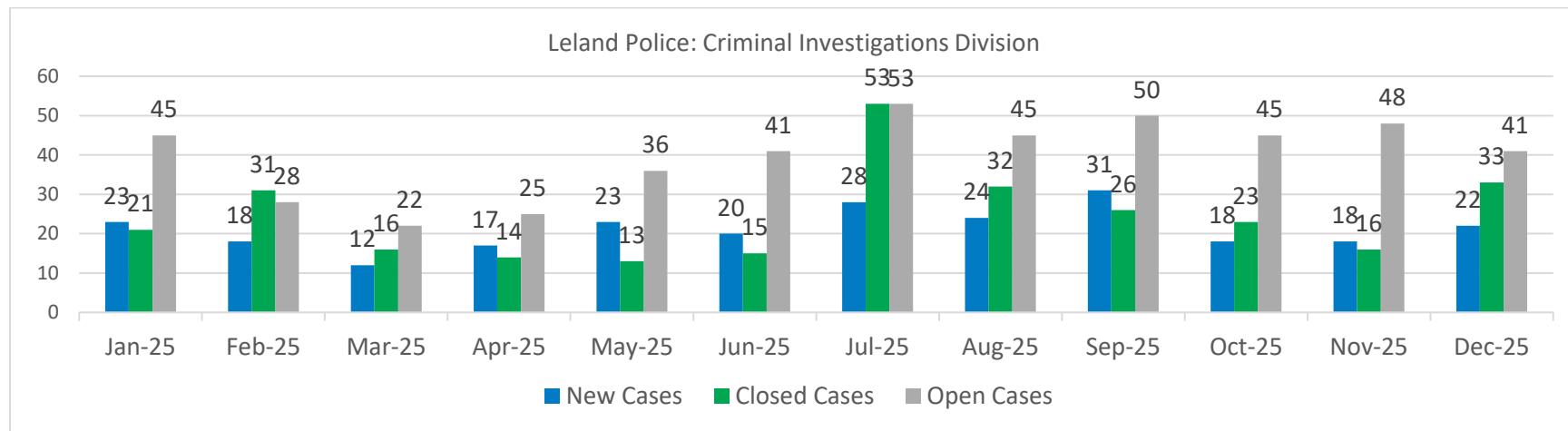
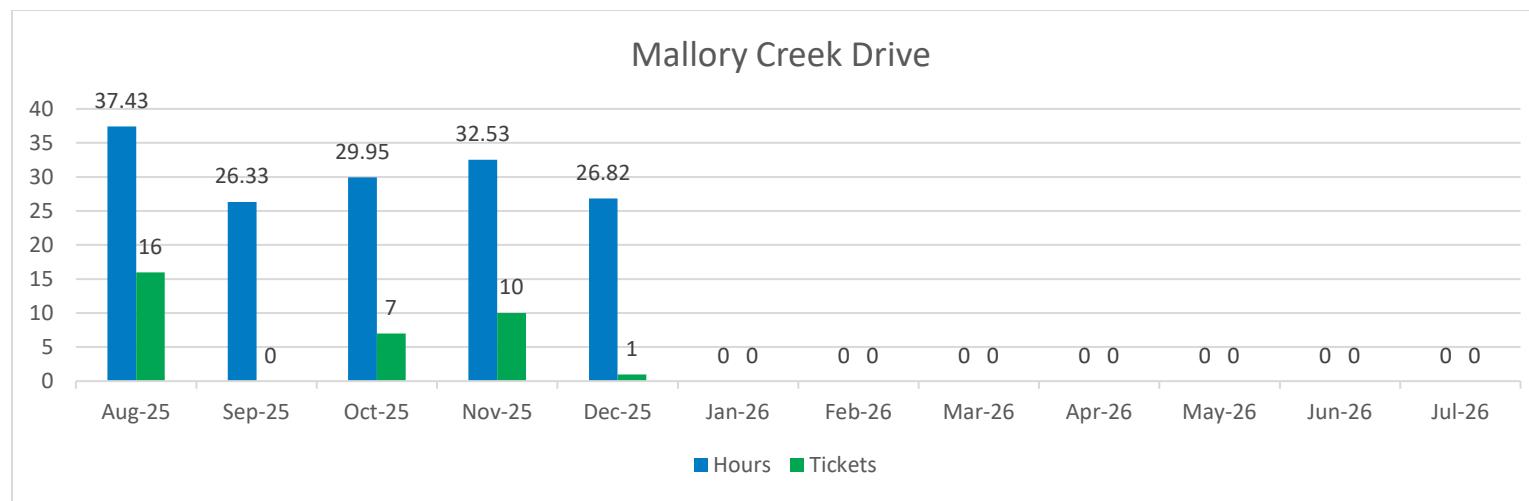




Traffic Focal Areas







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
Nov	43	0	4	4	0	1	6
Dec	34	0	4	2	0	2	2
Totals	494	16	48	45	14	7	39

Department News

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

- Assisted 18 homeowners with smoke alarm installations or battery replacements
- Assisted six citizens with car seat checks/installations
- Assisted one citizen with a KnoxBox installation
- Participated in the Pack the Patrol Car/Fill the Fire Truck event
- Participated in a Toys for Tots toy drive
- Participated in a community event for Compass Pointe
- Participated in a community event for Wedgewood
- Participated in the Leland in Lights Grand Illumination

Ronnie Hayes retired as Fire Chief on December 17 with Deputy Fire Chief of Operations Shelton James taking on the role of Interim Fire Chief. Senior Fire Apparatus Engineer Robert Cannon was promoted to Fire/Rescue Captain. Senior Fire/Rescue Captain David Watkins was transferred to the Captain of Logistics. Firefighter Christian Grubbs completed his 90-day probationary period and received his permanent shield. All shifts participated in their quarterly live burn training at Robeson Community College's Emergency Services Training Center.

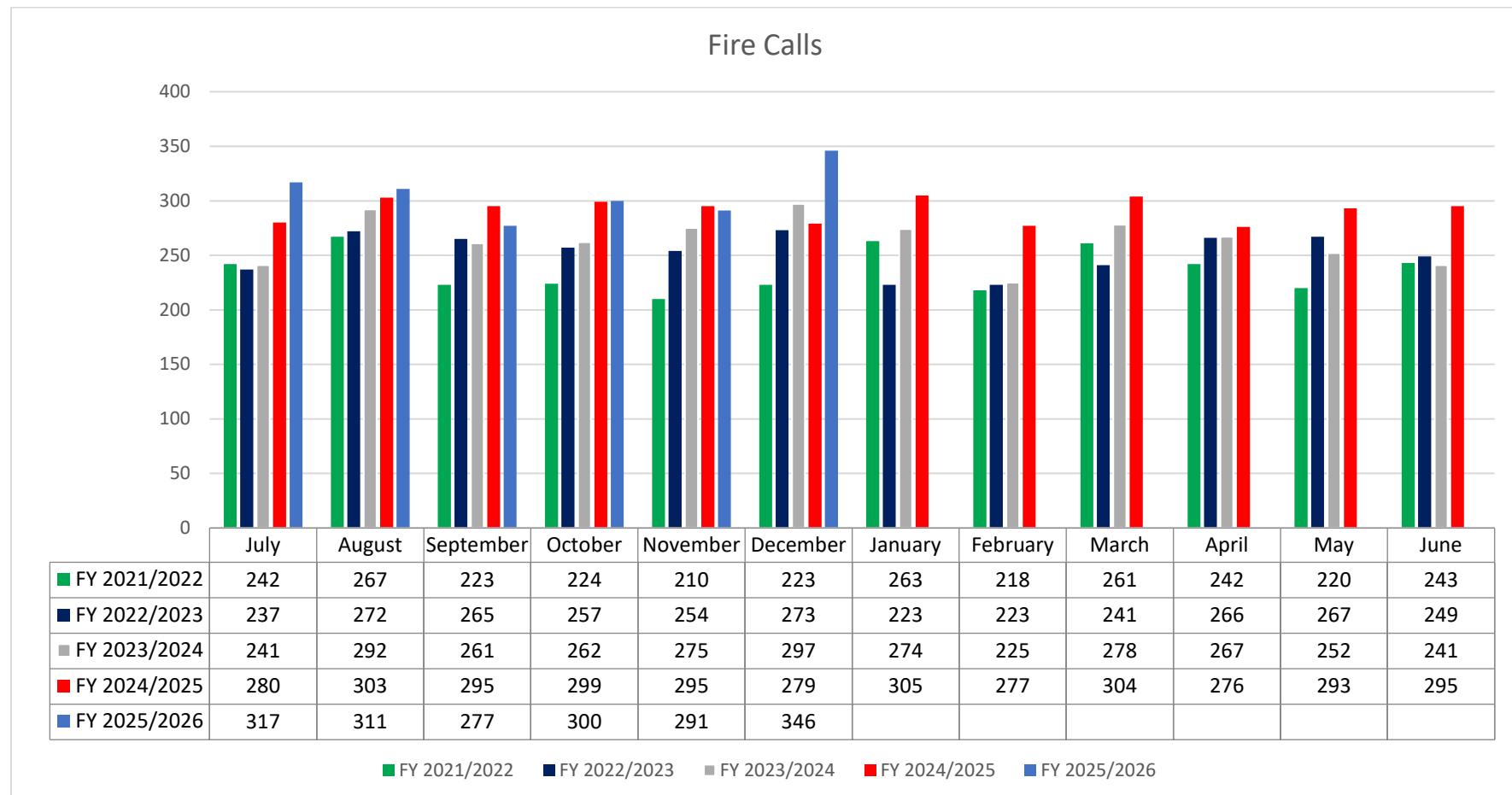
Interim Chief James and Battalion Chief Trey Shipp attended the final week of a two-week course for Fire Investigation Technician. They successfully completed the course and received the Fire Investigator Technician Fire and Rescue Commission IFSAC Certification.

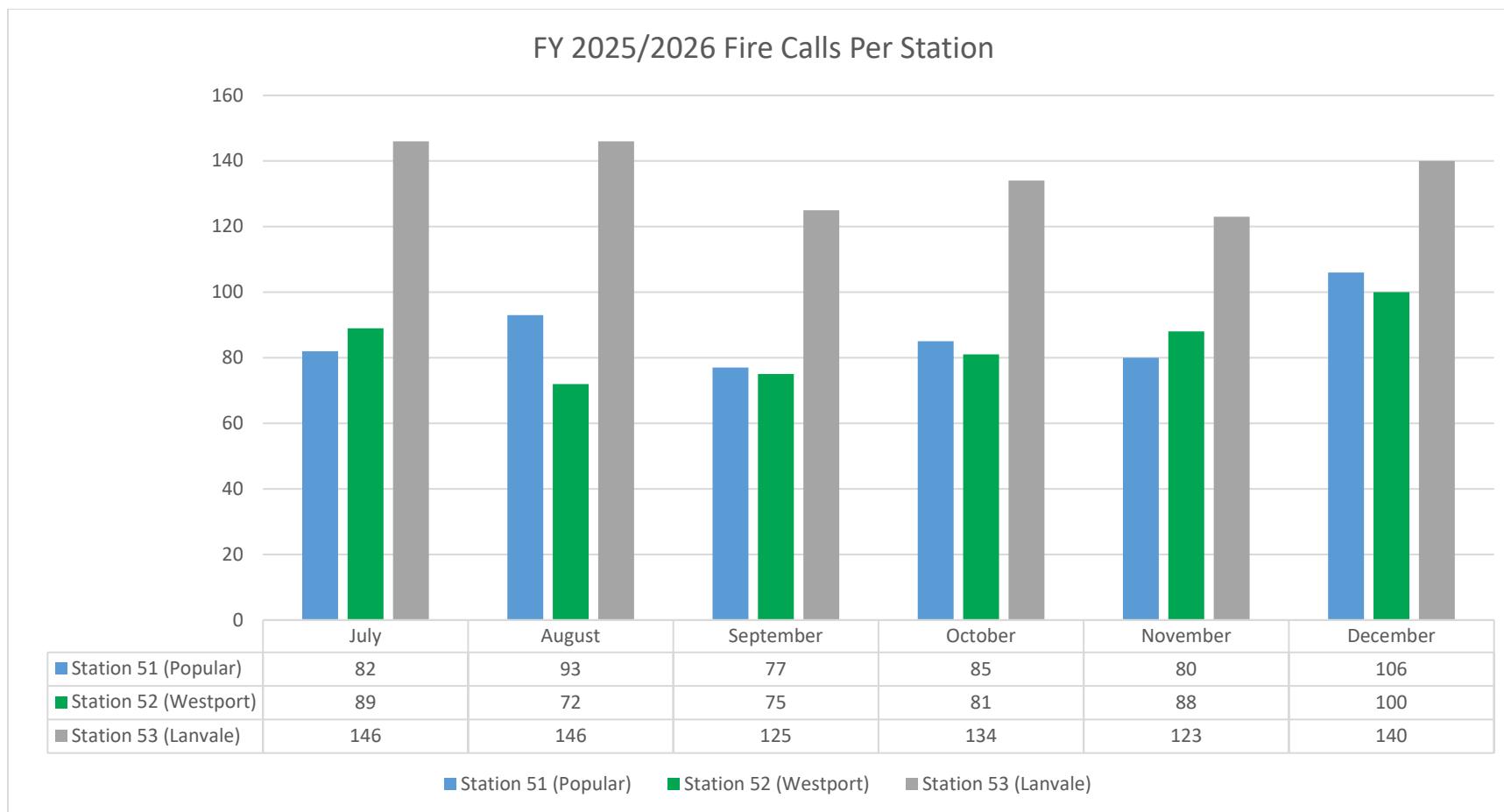
In December, the department continued its transition to a new method of documenting responses, which has caused a delay in this month's data. Future reports will include this information.

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 186 work orders in December and completed 151 (81%).

Deron Webb has been promoted to Grounds Maintenance Supervisor.

Streets Updates

Work Priorities and Initiatives

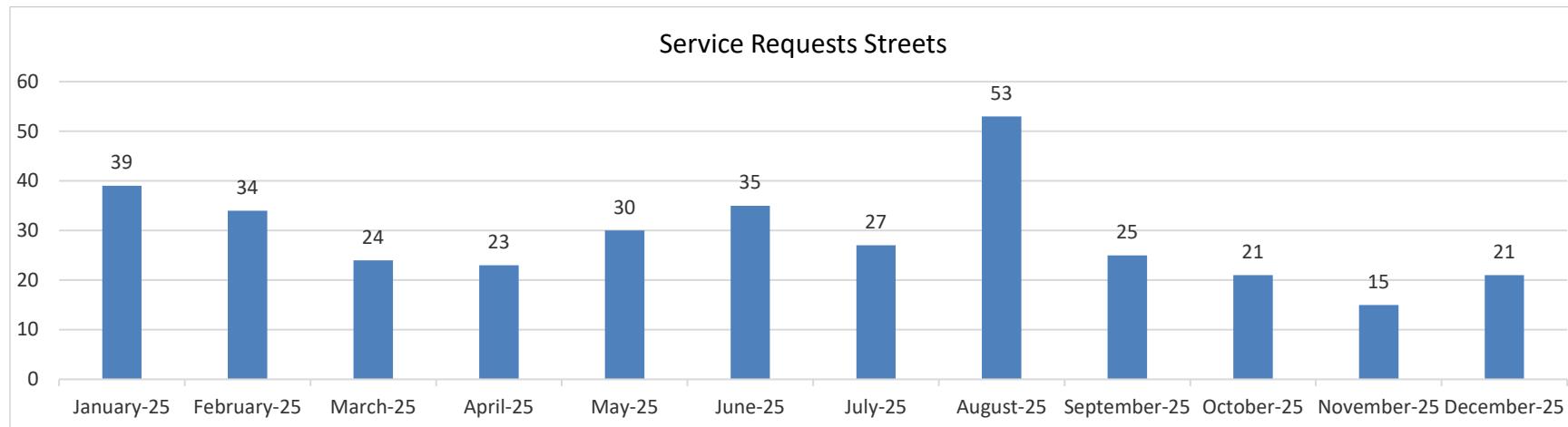
- Staff will continue to focus on repairing storm drain sinkholes, replacing concrete sidewalks and curbs, and cleaning out and clearing ditches.
- Staff will review curb ramps, sidewalks, and pavement markings at an intersection in Magnolia Greens for ADA compliance.

Projects Completed

- Staff repaired ditches on Lewis Road, Holly Street, and Picket Road.
- Staff installed new signs and posts in Brunswick Forest and Magnolia Greens.
- Staff repaired potholes at various locations throughout Town.
- Staff repaired a sinkhole in Adair Park.
- Staff repaired several drainage systems at the MOC.
- Staff regraded and repaired the ABC stone on Graham Drive and Breman Lane.
- Staff regraded the shoulder on Carolina Avenue.
- Staff completed sidewalk projects in Magnolia Greens and Mallory Creek.

Work Order Summary

- Streets generated 21 work orders in December, with the majority being pothole/sinkhole (4), sidewalk/tree issue (4), general maintenance/repair (3), and sign related (3).
- Streets completed 16 work orders in December, with an approximate expense of \$44,100 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in employee costs (\$22,100) and equipment costs (\$20,200).



Grounds Updates

Work Priorities and Initiatives

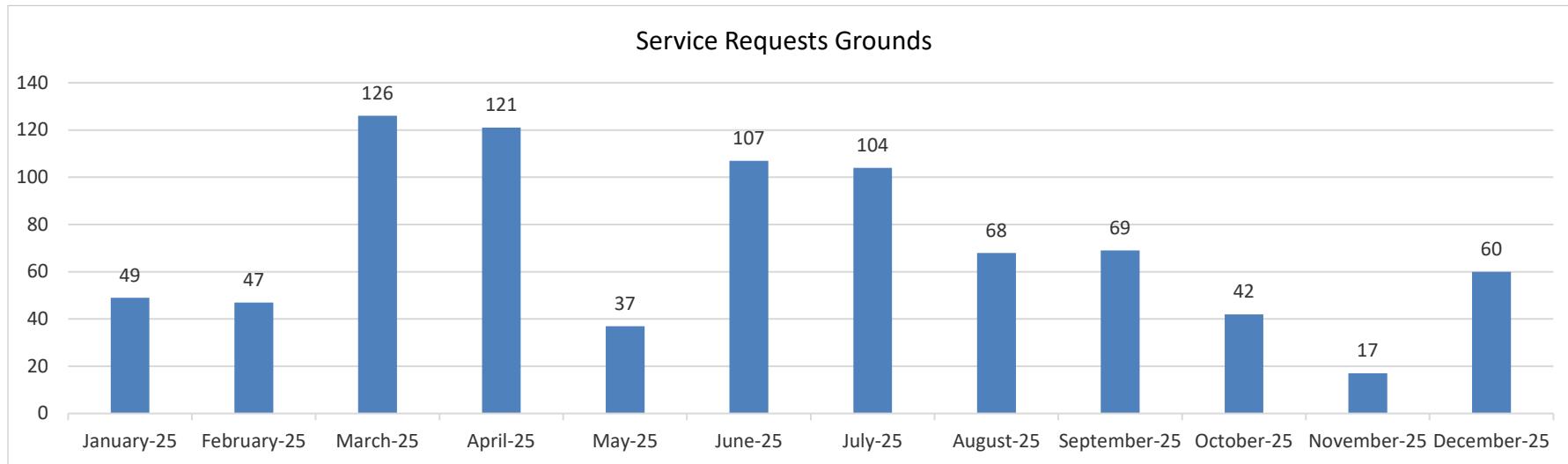
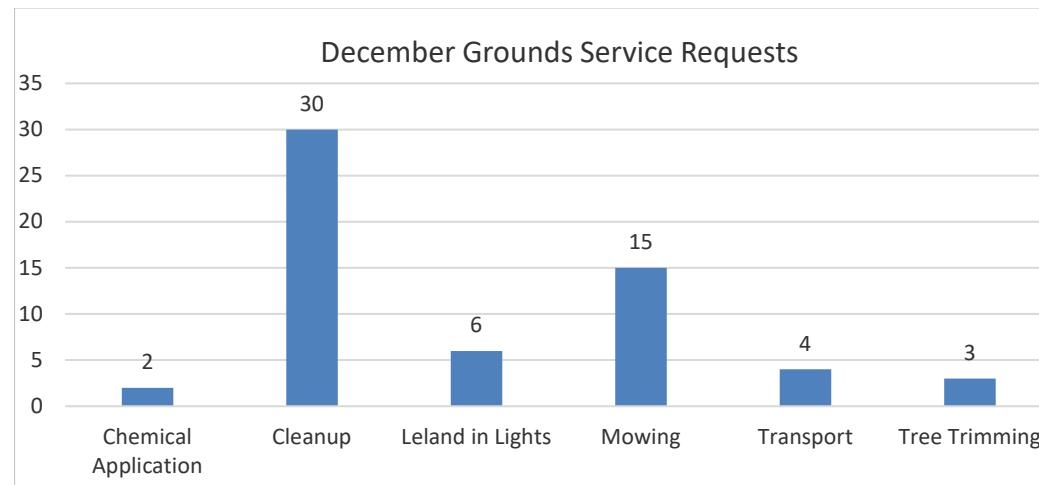
- Staff will continue to maintain vegetative debris in Founders Park.
- In January, staff will begin to dismantle Leland in Lights displays in Founders Park.
- Staff will continue to perform lawn maintenance at Town-owned properties and parks.
- Staff will continue to clear underbrush/vegetation on Town-owned properties to enhance their appearance.
- Staff will install 100 1-gallon muhly grasses on the incline on Village Road.

Projects Completed

- Staff successfully installed all decorations in Founders Park for Leland in Lights.
- Staff installed plants and mulch at the Veterans Memorial in Founders Park.
- Staff installed mulch throughout Founders Park.

Work Order Summary

- Grounds generated 60 work orders in December, with most of them being cleanup (30), mowing (15), and Leland in Lights related (6).
- Grounds completed 49 work orders in December, with an approximate expense of \$16,400 in labor and equipment to complete these work orders.



Operations Updates

Work Priorities and Initiatives

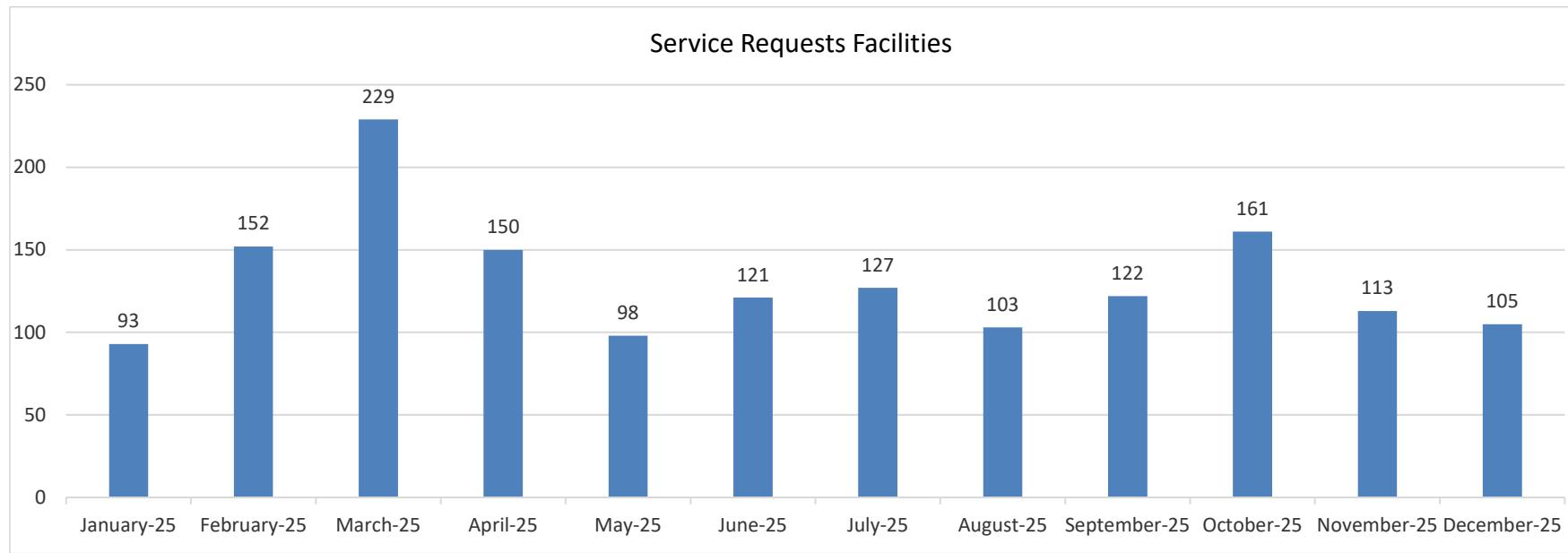
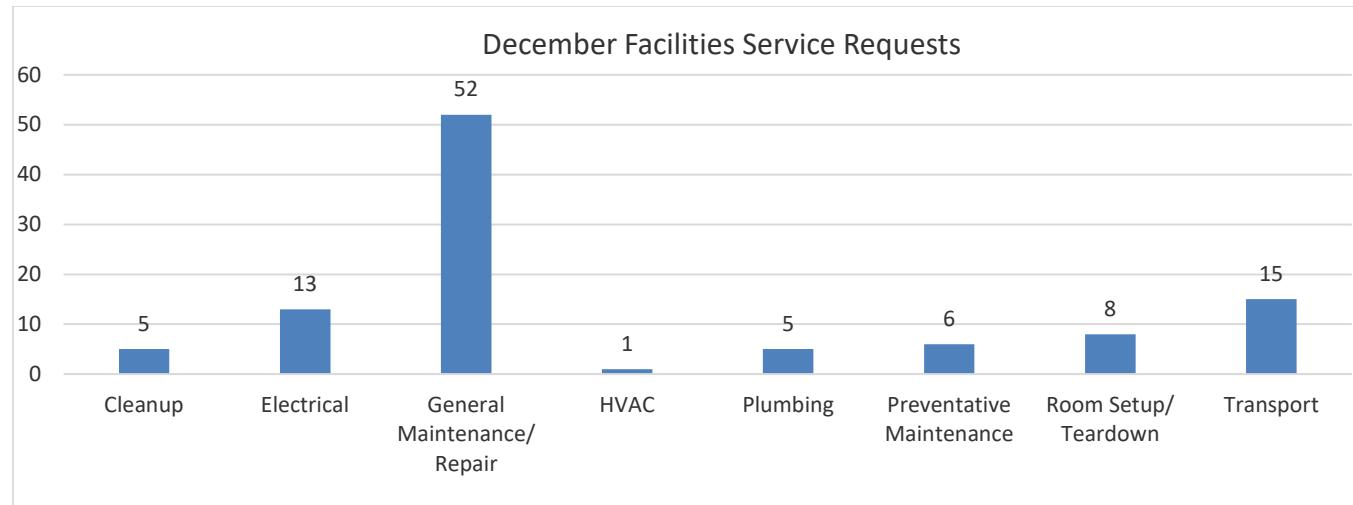
- Staff are working on new training programs for safety, HVAC, electrical, and custodial needs for 2026.
- Staff will continue performing annual maintenance on all Town-owned generators.
- Staff continue to replace fluorescent bulbs with LED at Town Hall.
- Staff will continue to work on a final detailed preventative maintenance plan for each Town facility.

Projects Completed

- Staff have completed the LED light bulb replacements at the LCAC.
- Staff have completed multiple office fixture work orders for the new addition at Town Hall and continue working with employees to address their needs.
- Staff completed electrical service for Founders Park needed for Leland in Lights.

Work Order Summary

- Operations generated 105 work orders in December, with most of them being general maintenance/repair (52), transport (15), electrical (13), and room setup/teardown related (8).
- Operations completed 86 work orders in December, with an approximate expense of \$7,900 in labor and materials.



Town Project Updates

Projects In Design

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

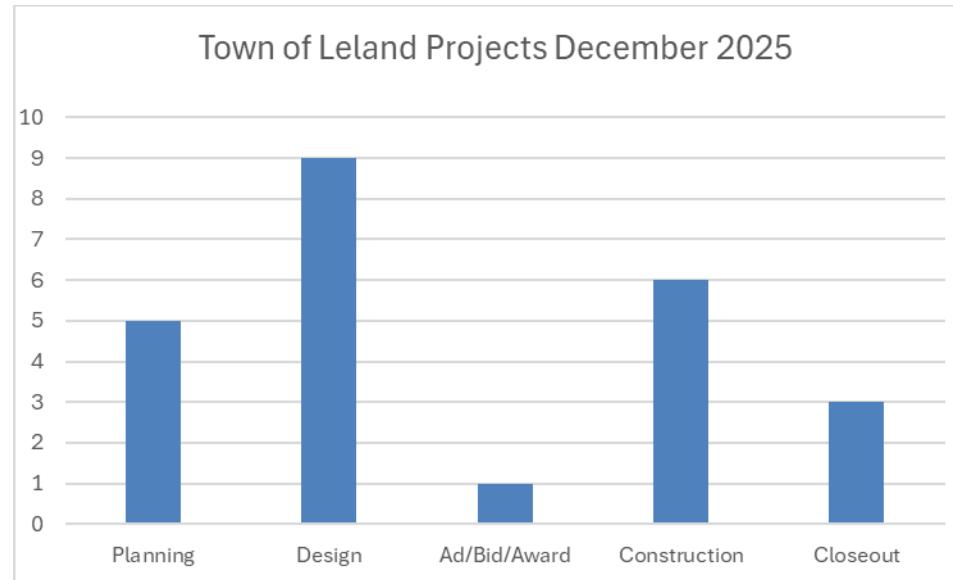
Projects In Ad/Bid/Award

- CDBG Housing Construction

Projects In Construction

- Founders Park – 100% complete
- Founders Park Amphitheater Rebuild – 10% complete
- Ocean Gate Plaza Roundabout – 0% complete
- Settler's Village Connector Road – 30% complete
- StRAP Grant Phase 2 – 75% complete
- Town Hall Expansion and Renovation – 85% complete

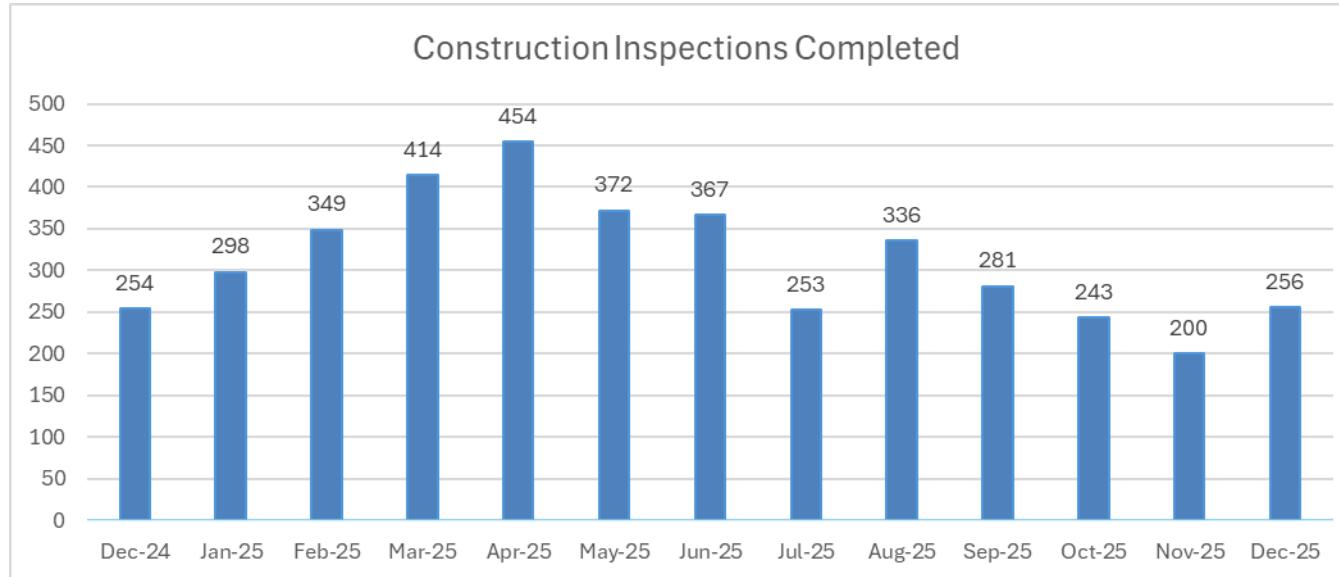
Full project details can be found [on the Town website](#).



Construction Inspections Update

Inspections

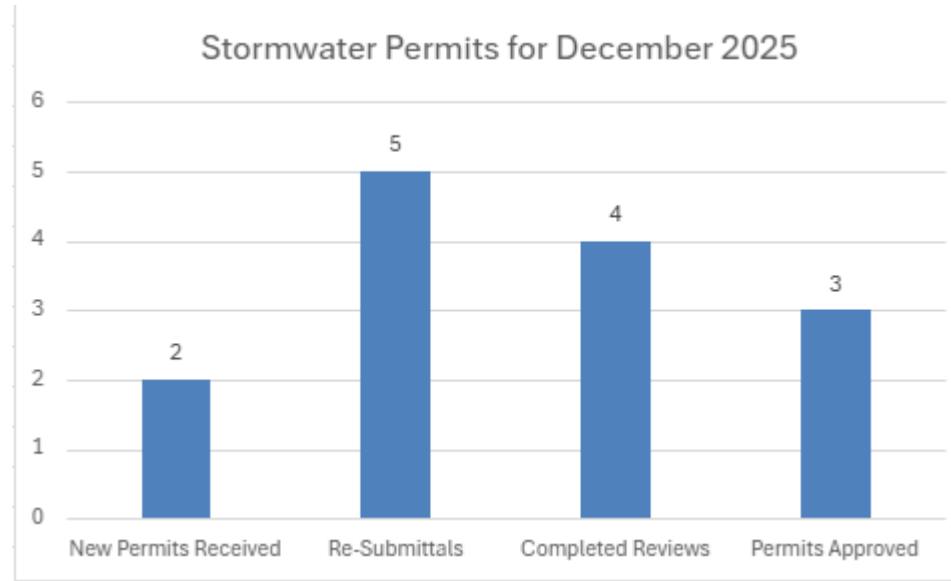
- Staff completed 256 construction inspections in December.
 - Construction inspections include developer and Town projects.



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 December.

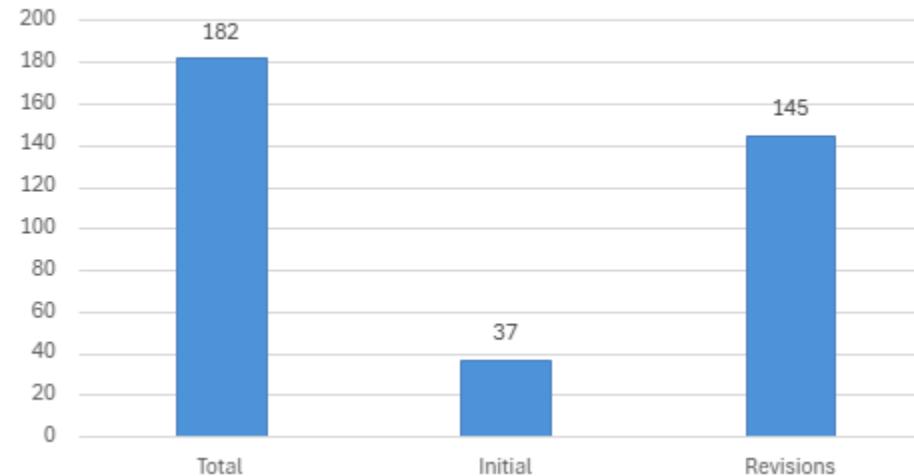


Evolve Reviews

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.

Evolve Reviews December 2025



Department News

In December, staff worked to close out the fiscal year end 2025 audit, which was approved by the Local Government Commission on December 30, updated the Town's vendor paperwork and insurance requirements, and prepared for calendar year end. The department also submitted to the Government Finance Officers Association for the Certificate of Achievement in Financial Reporting Award Program for fiscal year 2025. Staff have been developing data visualizations across multiple departments to create a transparency portal that will provide the public and Town Council with accessible, meaningful data to support informed decision-making, with the project on track for spring completion.

Samantha Cook graduated from the WILMA Leadership Institute program, a local program to grow future leaders.

Taraus Deas and Shane Nadeau attended the NC Notary Public training and passed required tests to become a Notary Public.

Kelli Newton attended the North Carolina Local Government Budget Association Winter Conference in Wrightsville Beach, which included valuable sessions on local government position control, capital improvement planning, performance measurement and management, and economic and legislative updates.

Melissa Norton attended NC Class sponsored webinars: Economic and Investment Outlook, Capital Funding, and Effective Portfolio and Investment Management.

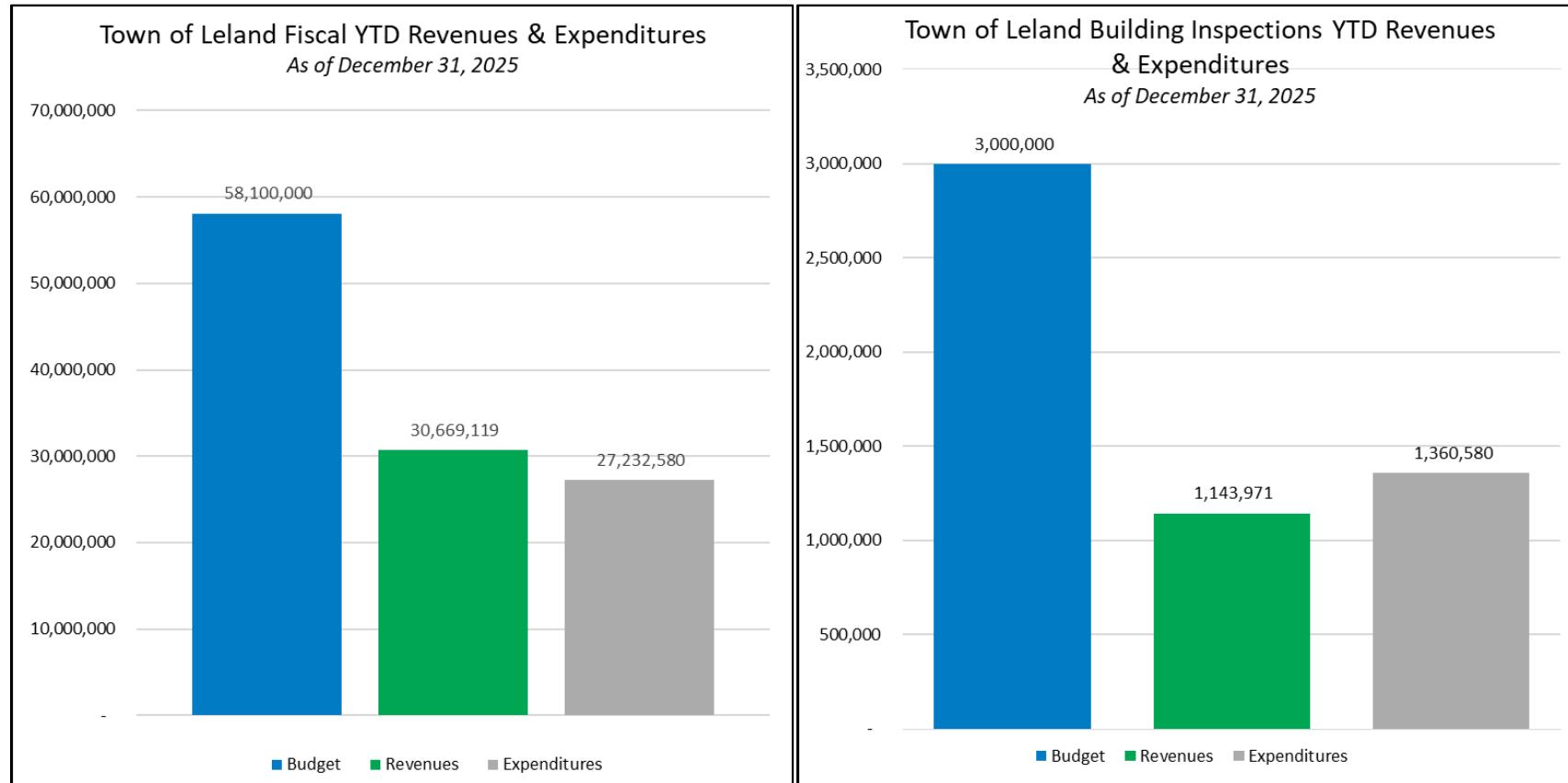
Carly Hagg attended a procurement webinar titled Advancing Job Quality through Procurement, as well as a North Carolina Capital Management Trust webinar featuring sessions on arbitrage, bank cost analysis, legislative updates, and the annual market update.

Cindy McGrady attended two webinars concerning "No Tax on Overtime". One webinar was offered by the Government Finance Officers Association and explained the No Tax on Overtime portion in detail along with other items contained in the One Big Beautiful Bill that was signed into law on July 4. The second webinar was hosted by payroll provider Paylocity and was very informative on how employers can report the 2025 non-taxable earnings to employees along with how this will work for 2026-2028.

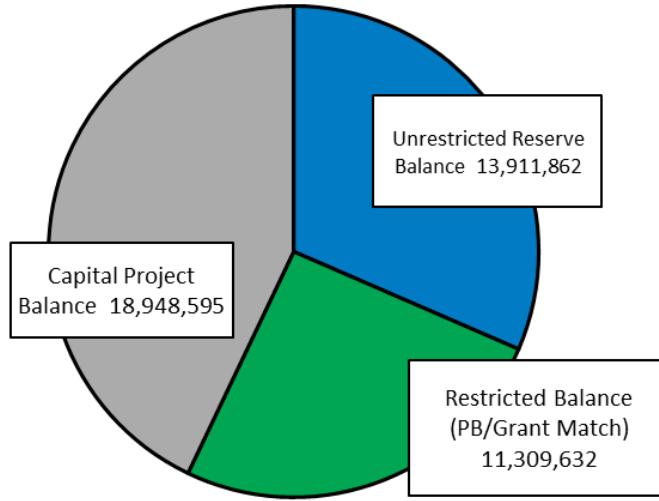
Financial Budget to Actual Report – December 31, 2025

REVENUES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Property Tax	19,280,000	19,280,000	7,264,233	13,513,026	-	5,766,974	29.91%
Sales Tax	14,200,000	14,200,000	1,134,825	7,238,076	-	6,961,924	49.03%
Fire Fees	6,680,000	6,680,000	-	3,217,918	-	3,462,082	51.83%
Municipal Vehicle Tax	950,000	950,000	59,400	433,200	-	516,800	54.40%
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	565,425	3,966,899	-	7,423,101	65.17%
Building Inspections	3,000,000	3,000,000	177,922	1,143,971	-	1,856,029	61.87%
REVENUES	51,000,000	58,100,000	9,201,804	31,813,090	-	26,286,910	45.24%
EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	350,000	350,000	75,802	177,971	10,657	161,372	46.11%
Administration	3,100,000	2,300,000	134,312	1,143,482	125,509	1,031,009	44.83%
Information Technology	4,160,000	4,160,000	207,315	1,353,901	268,427	2,537,672	61.00%
Human Resources	610,000	610,000	40,922	181,523	26,034	402,443	65.97%
Finance	1,270,000	1,270,000	137,557	612,950	17,568	639,482	50.35%
Planning	1,200,000	1,200,000	55,620	378,011	33,744	788,245	65.69%
P&R & Cultural Arts	1,350,000	1,350,000	117,917	581,331	56,252	712,417	52.77%
Operations	1,970,000	1,970,000	180,107	1,003,498	87,387	879,114	44.63%
Streets & Grounds	3,670,000	3,670,000	230,008	1,259,600	140,284	2,270,116	61.86%
Engineering	1,350,000	1,350,000	82,003	462,644	74,323	813,033	60.22%
Police	8,250,000	8,150,000	575,577	3,572,665	169,076	4,408,260	54.09%
Emergency Management	240,000	240,000	12,207	89,916	2,000	148,084	61.70%
Fire	10,630,000	10,530,000	602,162	3,373,231	2,456,928	4,699,841	44.63%
Debt Services	6,900,000	6,900,000	-	3,583,122	-	3,316,878	48.07%
Transfers	2,950,000	11,050,000	65,290	9,458,735	-	1,591,265	14.40%
Building Inspections	3,000,000	3,000,000	221,460	1,360,580	30,411	1,609,009	53.63%
EXPENSES	51,000,000	58,100,000	2,738,260	28,593,160	3,498,600	26,008,240	44.76%

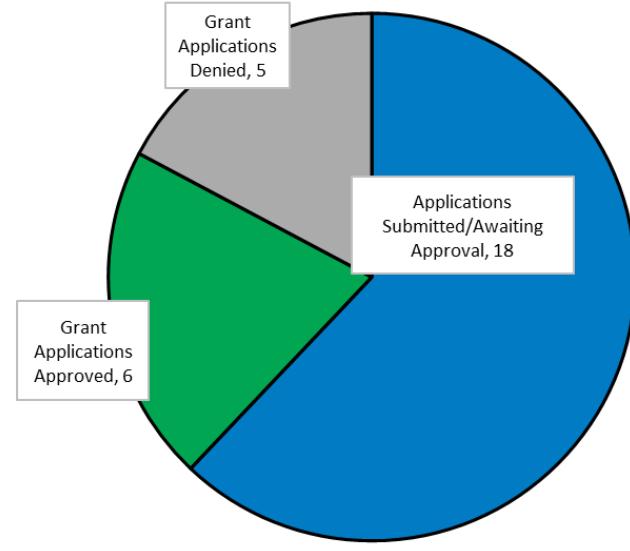
Dashboard



General Fund Cash Balances
As of December 31, 2025



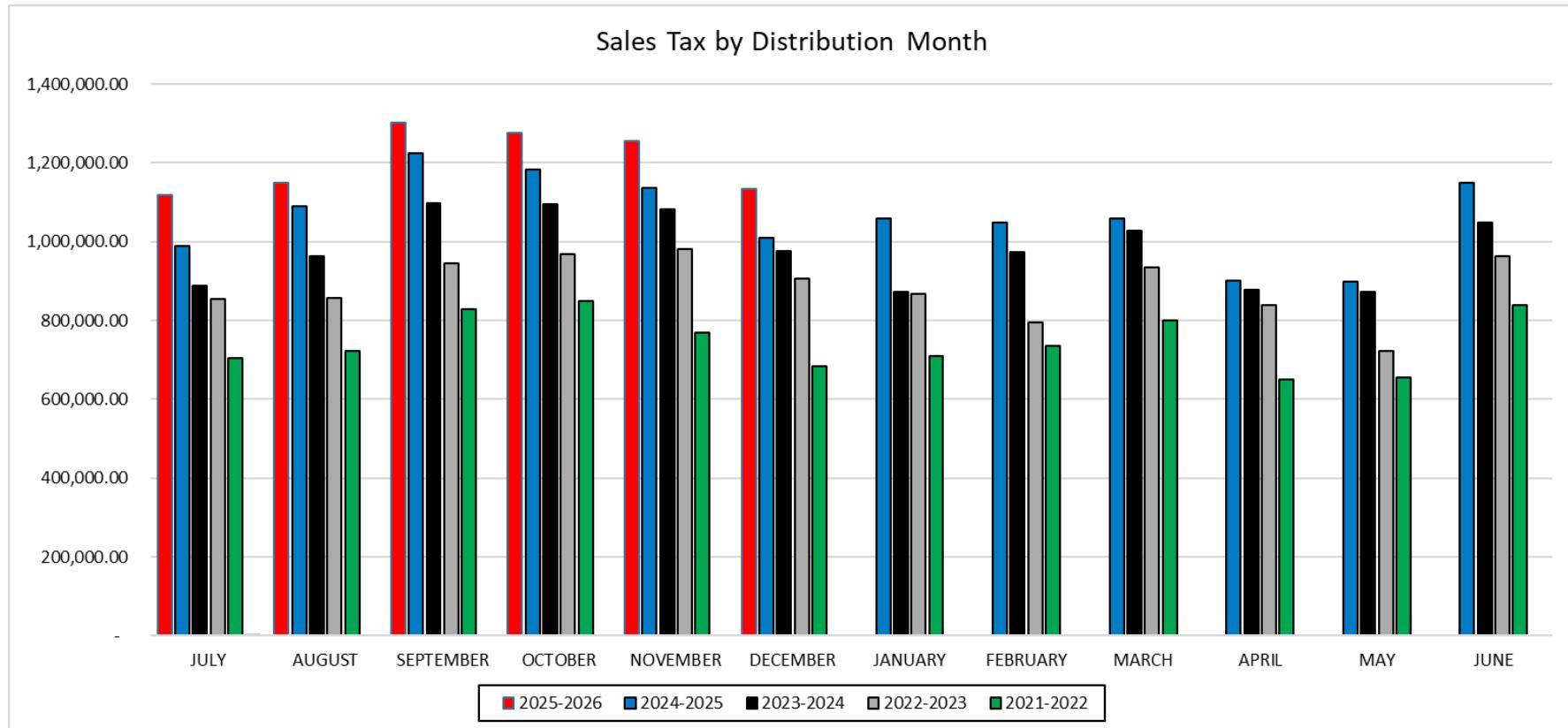
Fiscal YTD Grant Summary*
As of December 31, 2025



*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 December.

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

There were no purchase orders issued at the direction of the Town Manager in excess of \$50,000 in December.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in December.

Audit Committee Meeting Summary

The Audit Committee met on December 15, 2025, and reviewed the FYE2025 audit prepared by Thompson, Price, Scott and Adams CPA. The financial statement disclosures were noted as neutral, consistent and clear; no disagreements with management; and no difficulties encountered during the audit. Some key financial indicators were as follows:

- The year-end General Fund cash balance totaled \$22,118,165.
- The total fund balance is 44.77% of General Fund Expenditures.
- Collection percentages for property and motor vehicle tax is 99.67%. This is due to the diligence of the Brunswick County Tax Office, which collects taxes and remits to the Town.

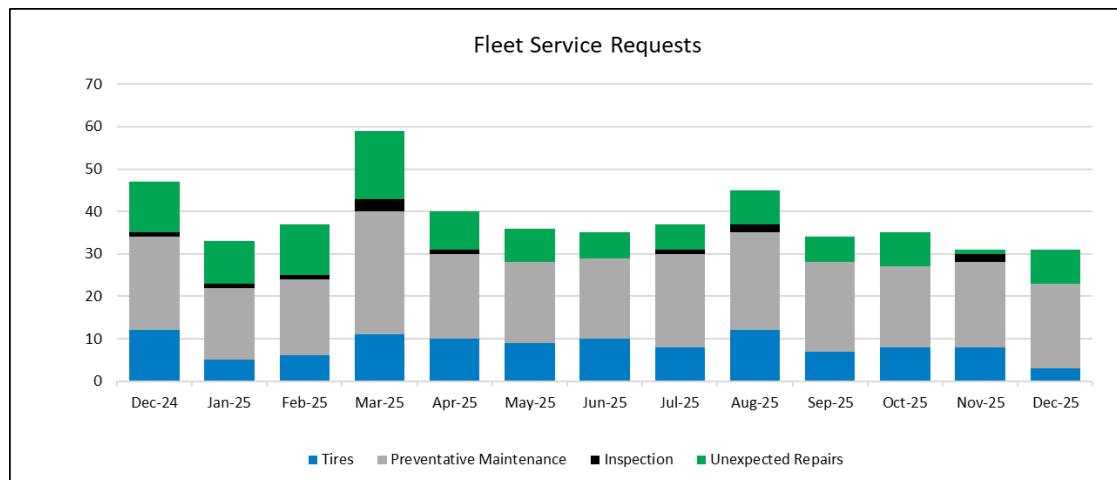
Investment Portfolio

The Town has a diversified investment portfolio across four wealth management banking institutions. An additional \$4 million was secured in the First Citizens Bank wealth management fund on December 17. The December 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	12,643.64	47,753.95	6,142,822.98
NC Capital Management Trust	0.037	54,860.71	368,390.28	16,377,587.69
NC Class	0.039	14,090.05	89,000.64	4,285,356.73
Atlantic Union Bank 36m CD	0.037	24,707.22	121,216.56	8,121,216.56
Total		106,301.62	626,361.43	34,926,983.96

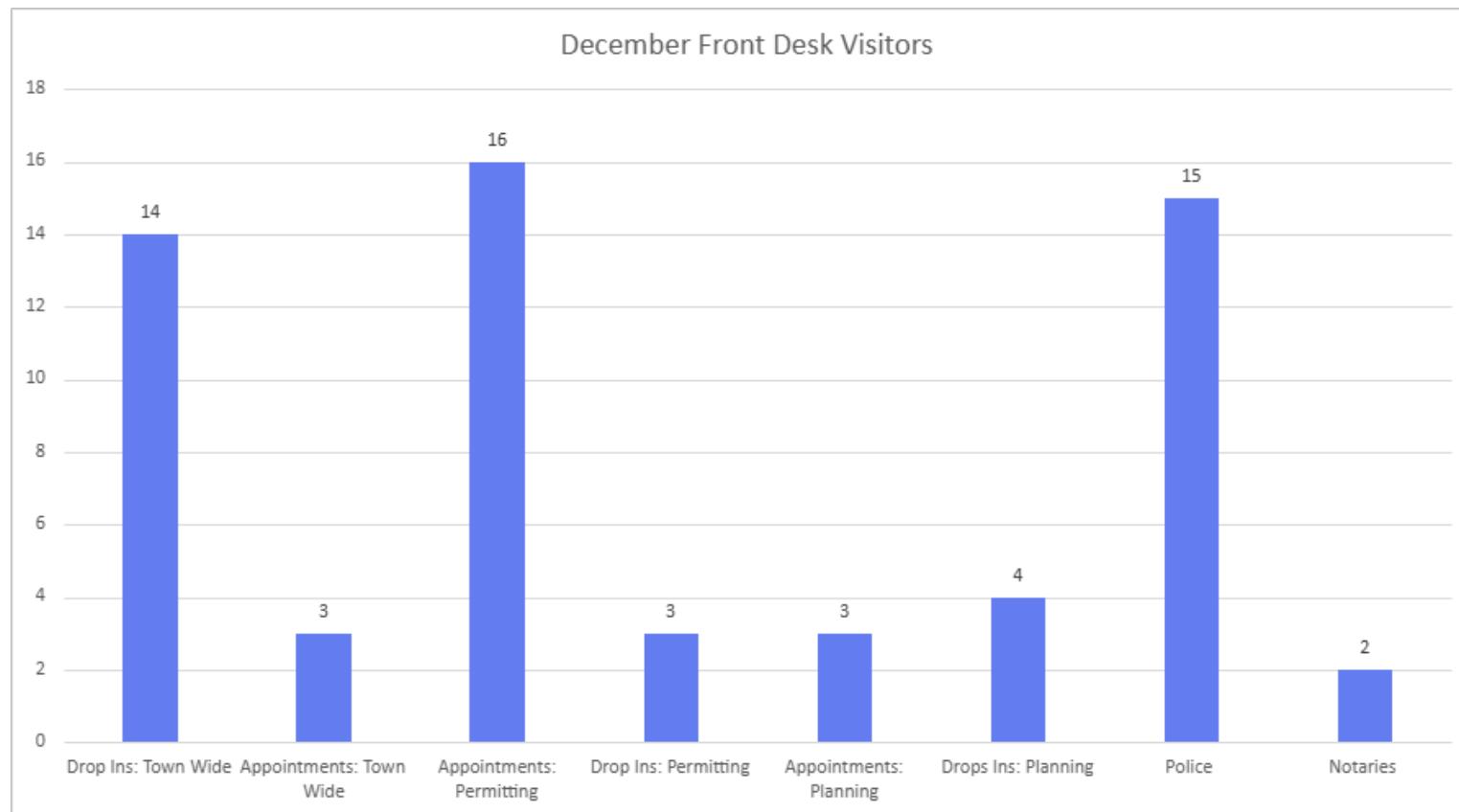
Fleet Updates

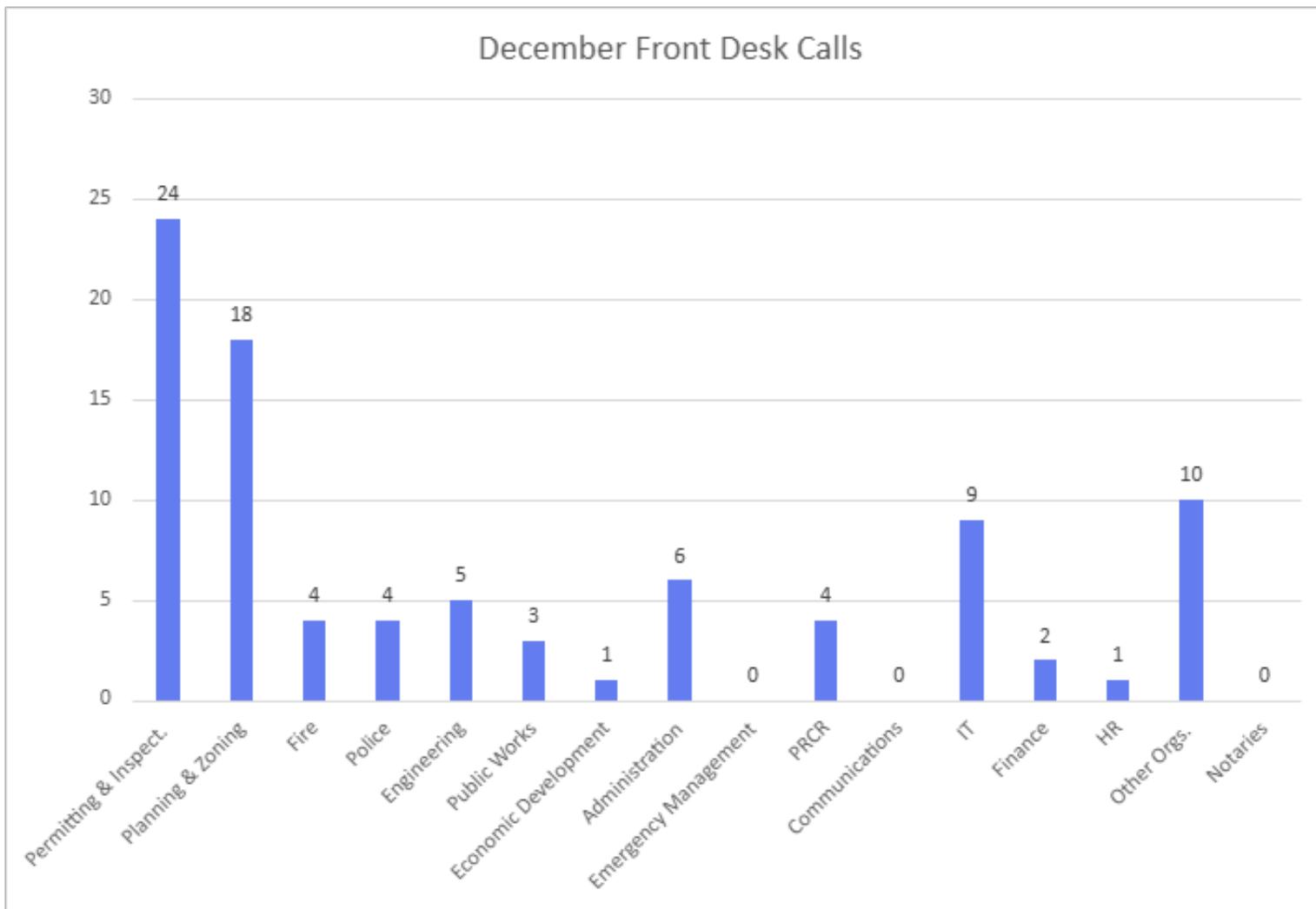
Fleet generated 31 work orders in November with an expense of \$11,496.80.



Department News

In December, the department facilitated responses to 29 contact forms submitted through the website, 91 calls, and 60 visitors to Town Hall. Alison Fore and Jessica Jewell participated in a two-day Social Media Strategies Summit hosted by Government Social Media Social. The summit covered channel strategy, crisis communications, internal communications, creative storytelling approaches, impactful metrics, genuine engagement strategies, digital support tools, creating engaging video content, battling misinformation online, building public trust online, and content scheduling. Reception desk operations have been temporarily relocated to the Planning reception desk during Town Hall renovations that impact the main lobby. Signage is in place to help guide visitors during this time. The department has extended an offer for the Administrative Assistant – Reception Desk position, and the hiring process continues for a Communications Specialist II – Digital Communications.





Social Media Update

- Facebook Highlights (December 1 – 31, 2025)
 - Added 432 new page followers
 - Post impressions – 499,202
 - Top post (Largest reach): “🌟 All aboard the Leland Express! 🚂🎄 Ride through Leland in Lights for free tonight and on Dec. 13, 19, and 20 from 6 to 8 p.m. Bring the family and let the magic of the season sweep you away as you explore the newly opened Founders Park, twinkling with holiday lights and festive cheer! Learn more about what to expect when you ride the Leland Express 👉 <https://ow.ly/YF5b50XHzTK>”
- Twitter/X Highlights (December 1 – 31, 2025)
 - Post Impressions – 1,087
 - Top tweet (Largest reach): “This year, our team added even more holiday cheer to Leland in Lights with the beautifully restored Leland Christmas Tree Farm red truck. Our Public Works team took on this new project and spent months bringing this 1953 Chevy back to life. #LelandNC”
- Nextdoor Highlights (December 1 – 31, 2025)
 - Post Impressions – 11,878
 - Likes/Comments – 70
 - 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 we see your festive photos!”
- Instagram Highlights (December 1 – 31, 2025)
 - Added 67 new page followers
 - Post Impressions – 13,896
 - Top post (Largest reach): “Exciting changes are happening in Leland! From safer bike lanes and improved roads to protected parks and natural spaces, the Leland 2045 plan is making everyday life better for residents. 🚴‍♂️🌳 Planner II Brooke Maynard breaks down the latest quarterly update and what it means for the community. Watch how these plans are coming to life at the link in our bio. #LelandNC #TownofLelandNC”
- LinkedIn Highlights (December 1 – 31, 2025)
 - Added 19 new followers
 - Page views – 122
 - Page impressions – 5,891

- Reactions/Comments/Shares – 236
- Top post (Largest reach): “Help us congratulate our employees on their recent promotions! 🎉”

Project Updates

- Created posts that resulted in 531,954 impressions across social media platforms.
- Staff finished meeting with each department to review Communications goals, timelines, strategies, and anticipated needs for the next fiscal year. These meetings aim to improve budget projections and foster proactive collaboration across departments to achieve engagement and outreach objectives.
- Staff continue working with the new website vendor to determine next steps and a timeline for migrating and rebuilding the Town's website.
- 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, preparing and executing social media campaigns, and managing the website.
- 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 videos for the AARP Community Challenge Grant, Town-wide pedestrian safety, and the Leland 2045 quarterly update.
- Began marketing campaign for the completion of the 2024-2025 road resurfacing project.
- Continued conversations about various strategies to make the Public Safety annual reports more engaging.

Website Articles/Media Coverage

- Town of Leland Website
 - [Leland Enhances Pedestrian Safety with New Rapid Flashing Beacons](#)
 - [Leland Highlights Fire Lane Safety as Citation Enforcement Begins](#)
 - [Town of Leland Seeks FEMA Funding to Acquire and Remove Flood-Damaged Homes](#)
 - [Leland 2045 Quarterly Update](#)
 - [John Hacker Named Mayor's Citizen of the Year 2025](#)
- WECT
 - [Santa shows up to 'Leland in Lights' holiday display in Founders Park](#)
 - [Highway Patrol investigating crash involving multiple first responder vehicles in Brunswick County](#)
 - [Winter holiday events happening around the Cape Fear region](#)

- [Leland to begin cracking down on fire lane parking with citations](#)
- [Leland officials raise concerns about overcrowded post office amid holiday rush](#)
- ['Make it happen': Leland town council calls for resolution on overcrowded post office](#)
- [Temporary DMV office expected to open in Brunswick County in February](#)
- [Leland seeks FEMA funds to remove flood-damaged homes](#)
- [Police searching for trio who allegedly stole nearly \\$500 from grocery store](#)
- [TRAFFIC ALERT: Road reopened after vehicle fire on U.S. 74 near Leland](#)
- [Rail transportation company to close Leland location permanently](#)
- WWAY
 - [Leland Police Department warns community members of popular scams](#)
 - [Leland Police Department needs help identifying man](#)
 - [Leland enhances pedestrian safety with new rapid flashing beacons](#)
 - [New crosswalk signs helping to protect pedestrians in Leland](#)
 - [Columbus Regional Healthcare System breaks ground on new Advanced Care Leland facility](#)
 - [Leland Police and Fire unite for annual 'Pack the Patrol Car' to support families in need](#)
 - [Founders Park re-opens with "Leland in Lights"](#)
 - [Public invited to McAlister's grand opening event in Leland](#)
 - [Leland warns drivers to keep fire lanes clear](#)
 - [FEMA settlement unlocks millions for Leland infrastructure and local homeowner finally paid](#)
 - [McAlister's Deli celebrates grand opening of new Leland location](#)
 - [Town of Leland pushes for post office expansion amid rapid population growth](#)
 - [Crash causing traffic delays in Leland](#)
 - [TRAFFIC ALERT: Vehicle, brush fires shut down part of US 74 east in Leland](#)
 - [Leland in Lights, a great destination for families on Christmas Day](#)
- StarNews
 - [Leland officials work to provide park 'away from subdivisions'](#)
 - [New Leland medical facility groundbreaking and sneak peek](#)
 - [Finding the 'American dream' in opening a new Leland trade school](#)
 - [Brunswick to get a temporary DMV office in 2026. Here's what to know](#)
 - [How this critical infrastructure project in Leland is zapping along](#)

- [Leland hopes to help families in flood hazard homes](#)
- Port City Daily
 - [Li'l Friday: Wilmington Holiday Parade, Leland in Lights, CB Flotilla](#)
 - [McAlister's Deli to open in Leland next week](#)
 - [Leland PD begin fire lane parking enforcement](#)
 - [The Agenda: Meetings in local government](#)
 - [One path cleared for Novant Health hospital in 955-acre mixed-use project in Leland](#)
- Wilmington Biz
 - [Columbus Regional Breaks Ground In Leland For Advanced Care Center](#)

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.
- Staff met to discuss marketing needs for the next budget year.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in December. The next meeting is scheduled for January 5.

Department News

Andrew Neylon attended the final session of the UNC School of Government LGFCU Fellows program. The program, held in Chapel Hill, aims to enhance personal as well as organizational leadership skills and competencies. Participants complete the program with a deeper understanding of their individual leadership strengths, skills to improve their organizations, and a renewed passion for public service.

Mark Cooper attended Shifting from Punitive to Proactive Code Enforcement, a webinar from the Center for Community Progress. The webinar highlighted the differences between a code enforcement approach that relies on penalties after violations occur versus a proactive approach that emphasizes education, outreach, regular inspections, and encouraging voluntary compliance.

Planning Board Meeting Summary

The Planning Board met on December 16, 2025, and heard the following item:

1. Zoning Map Amendment – The Planning Board voted 5 to 0 to recommend approval of a zoning map amendment of 1.45 acres on Huber Way from M-F, Multifamily Residential District to C-1, General Commercial Business District.

The Planning Board's next meeting is scheduled for January 27, 2026, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment did not meet in December due to lack of agenda items. The next meeting is scheduled for February 3, 2026, at 6 p.m.

Current Planning Update

Technical Review Committee (TRC) Report

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

Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Building/ Flood (3 Day Review)	2	1.0	1	1.0	3	1.0
Chief Building Official Review	4	3.5	3	2.0	7	2.9
Commercial Building / Flood	2	3.0	0		2	3.0
Commercial Building / Flood / Zoning	3	8.7	11	5.4	14	6.1
Commercial Building / Flood / Zoning / Pub Serv	0		1	10.0	1	10.0
Commercial Building / Zoning	3	2.3	12	1.3	15	1.5
Commercial Building Fire	3	5.0	2	1.0	5	3.4
Commercial Zoning	1	1.0	1	1.0	2	1.0
Driveway Permit Application	1	1.0	1	1.0	2	1.0
Electrical	1	4.0	1	1.0	2	2.5
Electrical (5-Day Review)	1	1.0	0		1	1.0
Fire Operational Permits	1	1.0	0		1	1.0
Permit Building/Zoning	0		3	3.3	3	3.3
Permit Flood	4	4.8	0		4	4.8
Permit Zoning Only	1	1.0	0		1	1.0
Residential Building / Flood	9	6.6	5	1.6	14	4.8
Residential Building / Zoning / Flood	43	7.4	61	2.6	104	4.6
Residential Flood	5	1.4	1	2.0	6	1.5
Stormwater Management Plan	1	1.0	0		1	1.0

Total Initial: 85

Total Revisions: 103

Total Plans: 188

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	4	0	4
Development Site Plan	3	5	8
Development Site Plan Minor Modification	1	0	1
Exempt Plat	3	0	3
Final Plat with New Performance Guarantee	2	4	6
Final Plat without a Performance Guarantee	2	7	9
Home Occupation	1	1	2
Performance Guarantee Extension	1	1	2
Performance Guarantee Reduction	0	9	9
Performance Guarantee Release	0	1	1
Performance Guarantees New	0	5	5
Preliminary Plat-Major Subdivision	0	4	4
PUD Site Specific Plan Revision/Master Land Use Plan Update	1	3	4
Zoning Letter	3	0	3
Total Initial: 21		Total Revisions: 40	Total Plans: 61

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
4	9

Other Information

Performance Guarantees

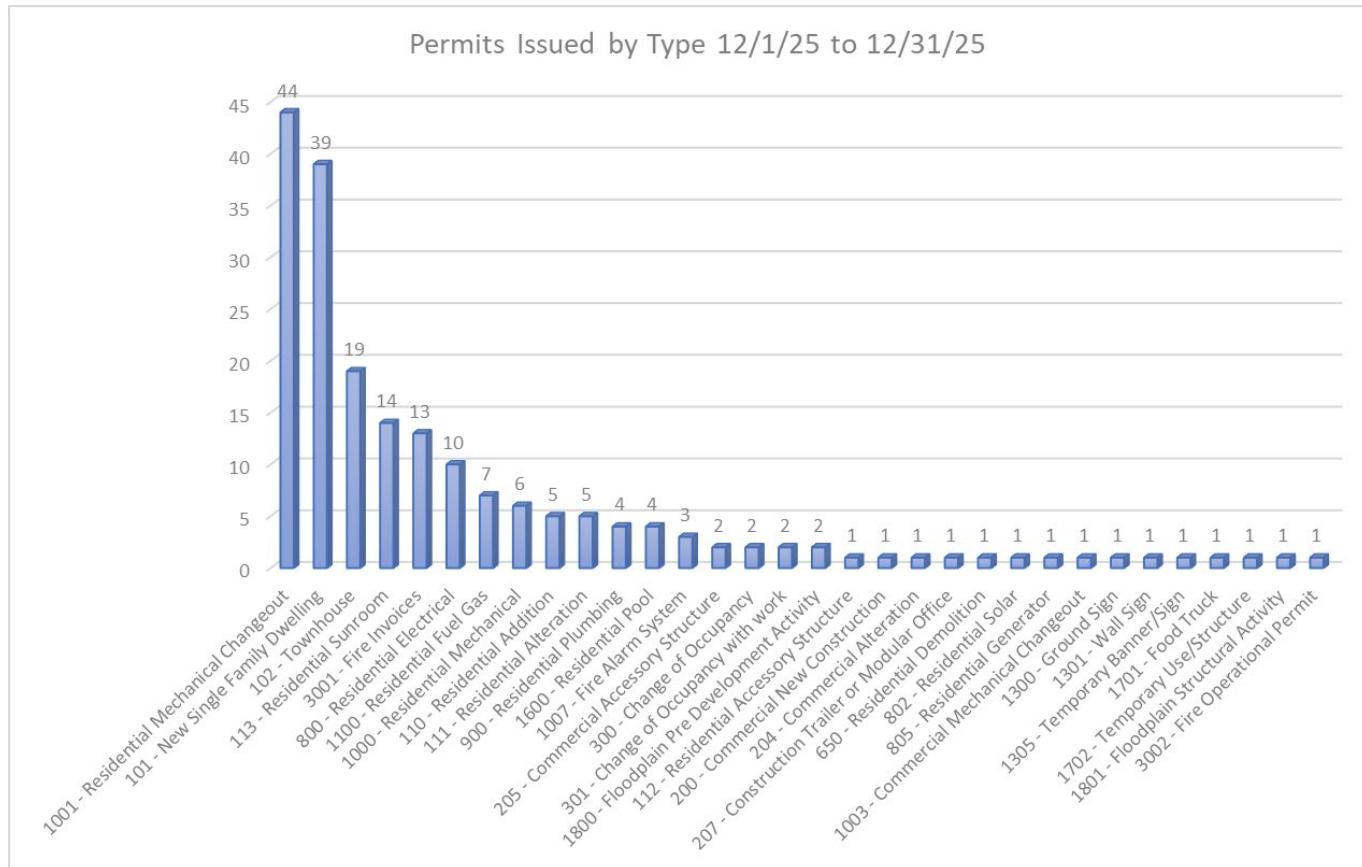
Subdivision		Number of Agreements	Total per Agreement Type	Change from Previous Month
<i>Beckington Townhomes</i>				
	Surety Bonds	2	\$139,964.38	\$0.00
<i>Bellamy Place</i>				
	Cash Bond	1	\$1,037,615.00	\$0.00
<i>Bishops Ridge</i>				
	Cash Bond	1	\$14,875.84	\$0.00
<i>Brunswick Forest</i>				
	Surety Bonds	15	\$8,496,486.13	-\$2,157,808.99
<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	\$0.00
<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>Riverwalk Point</i>				
	Surety Bond	2	\$481,560.00	\$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		51	\$18,877,208.63	-\$2,157,808.99
Total Letters of Credit		2	\$148,535.00	\$0.00
Total Performance Guarantee Sureties		67	\$20,781,986.68	-\$2,157,808.99

Long Range Planning and Community Development Update

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

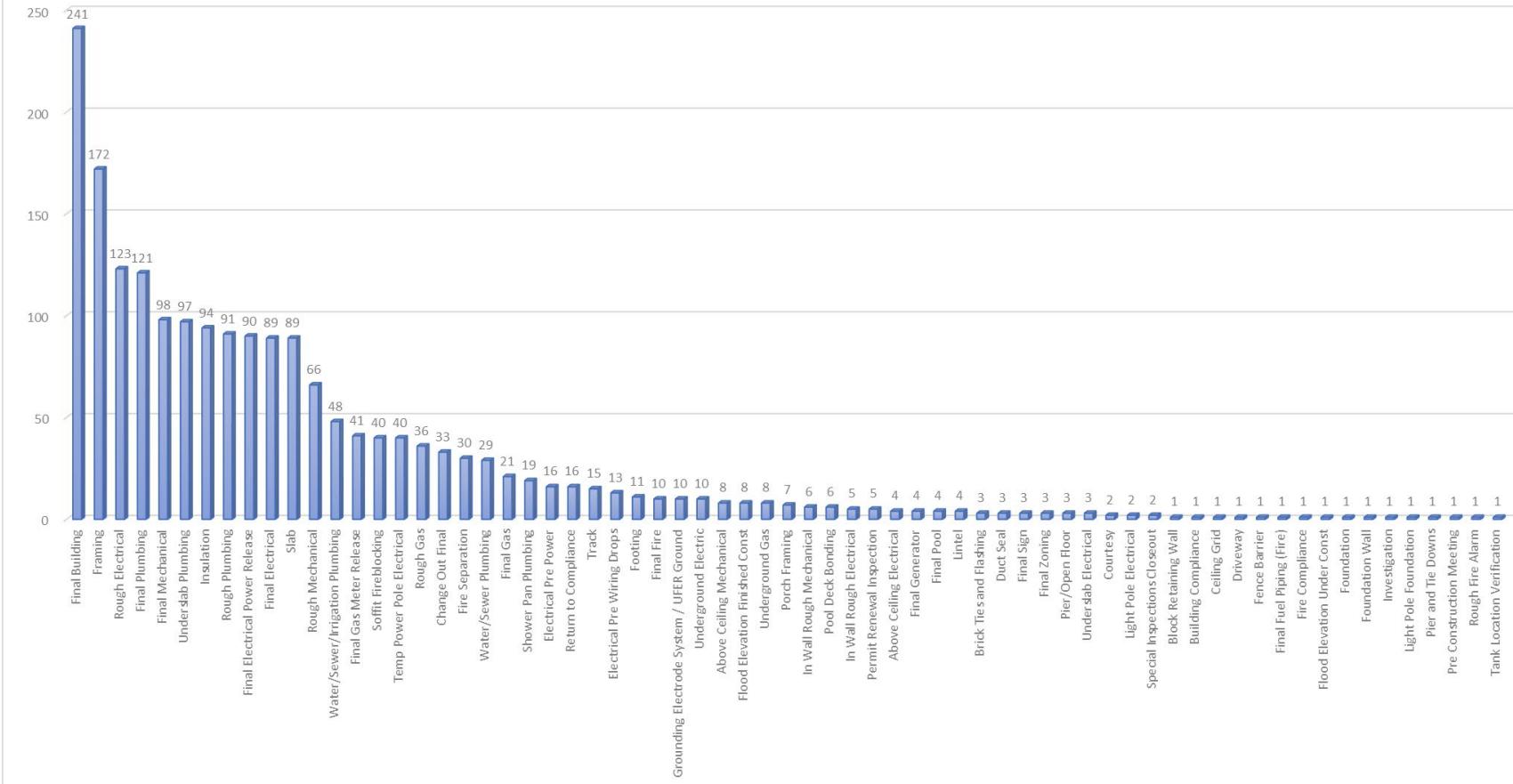
Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
197	1,918	\$14,242,678



Planning and Inspections

Inspections Completed by Type 12/1/25 to 12/31/25



Code Enforcement Update

Case Summary

12/1 Through 12/31	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from November	1	5	24	0	30
Cases Opened December 2025	1	6	7	1	15
Cases Closed December 2025	1	3	2	0	6
Active Cases (Evolve) 2025	1	8	29	1	39

Department News

Staff attended the Greater Wilmington Business Journal Power Breakfast Series to hear directly from professionals in the healthcare space discuss emergent trends, workforce needs, and innovative strategies to best position the Cape Fear region to capitalize on the growing sector. A groundbreaking was held for the Advanced Care facility approved for the Brunswick Forest Village area along East Cutlar Crossing. This approximately 69,000-square-foot facility will house medical offices and an ambulatory surgery center, and offer access to primary care, imaging services, and specialty services such as urology, orthopedics, gastroenterology, and general surgery. Staff also facilitated a cross-departmental tour of the Gateway District with a local muralist to discuss placemaking opportunities.

New Businesses

- **McAlister's Deli** held a grand opening at 1109 New Pointe Boulevard on December 15.

New Construction/Development

- No new projects were submitted in December.

Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in December. The next meeting is scheduled for January 8, 2026.

Department News

The department had an extremely successful December holiday season. More than 1,700 people showed up for the Grand Illumination of Leland in Lights on December 6. For the first time since 2022, Leland in Lights was held in Founders Park after work in most of the park concluded in November. During December, there were 27,500 visits to Founders Park. The Leland Express holiday train rides returned on December 12, 13, 19, and 20. Nearly 900 people enjoyed train rides each weekend, making the return of this annual tradition a success.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in December. The next meeting is scheduled for January 28, 2026.

Upcoming Events

January 6-29 – Ficken/Marcus Gallery, LCAC

January 8, 6-8 p.m. – Gallery Reception, LCAC

January 13, 10-11 a.m. – Little Learners, LCAC

January 17, 11 a.m.-1 p.m. – Improv Let's Laugh, LCAC

January 22, 6-7:30 p.m. – Candy Bar Bingo, LCAC

January 26, 10 a.m.-12 p.m. – Homeschool Studio, LCAC

January 30, 7-10 p.m. – Latin Dance, LCAC

January 31, 10-11 a.m. – Family Clay Day, LCAC

January 31-February 26, Mari Yamashita de Moya Gallery, LCAC

February 5, 6-8 p.m. – Gallery Reception, LCAC

February 7, 10 a.m.-4 p.m. – For the Love of Frogs, LCAC

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

February 14, 10 a.m.-1 p.m. – For the Love of Frogs, LCAC

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

February 17, 2-3 p.m. – Little Learners, LCAC

Social Media Update

- PRCR Facebook Highlights (December 1 – 31, 2025)
 - Followers/Likes – 6,794
 - Page reach – 71,333
 - Top post (Largest reach): “All aboard the Leland Express! Join us this weekend at Founders Park for Leland Express Train Rides! Friday, Dec. 12 & Saturday, Dec. 13. Train runs from 6–8 p.m. both nights Hop on the Leland Express for a festive ride through the shining Leland in Lights display and make the night even sweeter with fun holiday drinks from Club Sips (12/12) and Chocolate and S'More (12/13) available on-site! Bring your family, friends, and holiday cheer for a magical evening you won’t want to miss.”
- LCAC Facebook Highlights (December 1 – 31, 2025)
 - Followers/Likes – 5,437
 - Page reach – 717
 - Top post (Largest reach): “Are you ready to shop til' you drop? Our Holiday Art Market is coming up this Saturday, Dec. 6 from 10 a.m.-3 p.m. Shop with over 30 local NC makers, artists, and food vendors for your holiday gifts or a lil' treat for yourself! We truly have a little bit of everything like beautiful stained and fused glass ornaments, artisanal soaps, hand-dyed silk scarves, fresh bread, and more! Paul Barrett will be strumming holiday classics on the guitar all afternoon. We'll even have several food vendors at this event! Here's who will be serving yummy treats with us: Seaview Crab Company will be serving fresh local NC seafood like softshell crab sandwiches, flounder sandwiches, and shrimp burgers. They'll also have chicken sandwiches for our non-fish eaters! Mimi & Papa's Gourmet Popcorn and Sweet Shop crafted some holiday flavors of popcorn and fudge that you can ONLY get at this event! We are so excited to finally taste what they've been cooking up for the community! Cape Fear Bread Company will have fresh artisan sourdough breads and sweets like cookies and brownies! Port City Java will be slingin' their locally roasted coffee, chai, and hot chocolate for you to warm up with. We can't wait to see you this Saturday!”
- PRCR Instagram (December 1 – 31, 2025)
 - Followers/Likes – 2,158
 - Post reach – 943

- Top post (Largest reach): "All aboard the Leland Express! Join us this weekend at Founders Park for Leland Express Train Rides! Friday, Dec. 12 & Saturday, Dec. 13. Train runs from 6–8 p.m. both nights Hop on the Leland Express for a festive ride through the shining Leland in Lights display and make the night even sweeter with fun holiday drinks from Club Sips (12/12) and Chocolate and S'More (12/13) available on-site! Bring your family, friends, and holiday cheer for a magical evening you won't want to miss."
- LCAC Instagram (December 1 – 31, 2025)
 - Followers/Likes – 2,155
 - Post reach – 166
 - Top post (Largest reach): "All aboard the Leland Express! Join us this weekend at Founders Park for Leland Express Train Rides! Friday, Dec. 12 & Saturday, Dec. 13. Train runs from 6–8 p.m. both nights Hop on the Leland Express for a festive ride through the shining Leland in Lights display and make the night even sweeter with fun holiday drinks from Club Sips (12/12) and Chocolate and S'More (12/13) available on-site! Bring your family, friends, and holiday cheer for a magical evening you won't want to miss."

Department News

In December, the Town welcomed two new employees, one to the Police Department and one to the Human Resources Department. Four employees were promoted and four ended their service with the Town including the retirement of Fire Chief Ronnie Hayes. The Town hosted two employee engagement events this month: the annual Family Holiday Event for employees and their families on December 11 and the Employee Appreciation Luncheon on December 19. Annual Performance Reviews for year end 2025 have been completed and the data will be used to assess employee growth and development going into 2026.

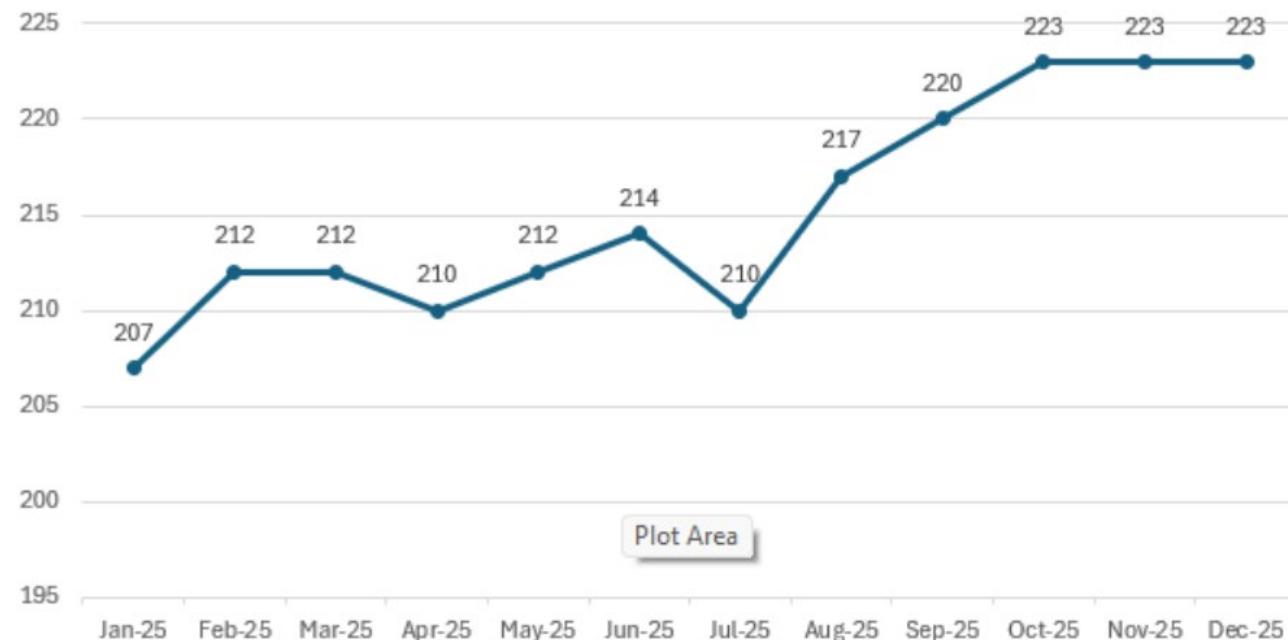
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Louis Gilsenan	Human Resources	New Hire	12/8/2025	Human Resources Director		
Kevin White	Police Department	New Hire	12/8/2025	Animal Control Officer		
Ronnie Hayes	Fire/Rescue	Termed	12/17/2025	Fire Chief		
Kate Colbert	Planning Department	Termed	12/18/2025	Planning Intern		
David Watkins	Fire/Rescue	Transfer	12/20/2025		Senior Fire/Rescue Captain	Senior Fire/Rescue Captain - Logistics
Robert Cannon	Fire/Rescue	Promotion	12/20/2025		Senior Fire Apparatus Engineer	Fire/Rescue Captain
Deron Webb	Streets Maintenance	Promotion	12/20/2025		Grounds Maintenance Tech II	Grounds Maintenance Supervisor
Austin Yeager	Police Department	Termed	12/26/2025	Senior Police Officer		
John Grimes	Emergency Management	Termed	12/31/2025	Emergency Management Chief		

Workers Comp Data December 2025

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

Headcount (FT and PT Employees) January 2025 – December 2025



Headcount i

224

As of Dec 2025

Hired i

44

Termed i

30

Growth Rate i

6.7%

Turnover Rate i

13.9%

Average Tenure i

4.3

(Years)

Terminations include voluntary and involuntary separations of employment.

Department News

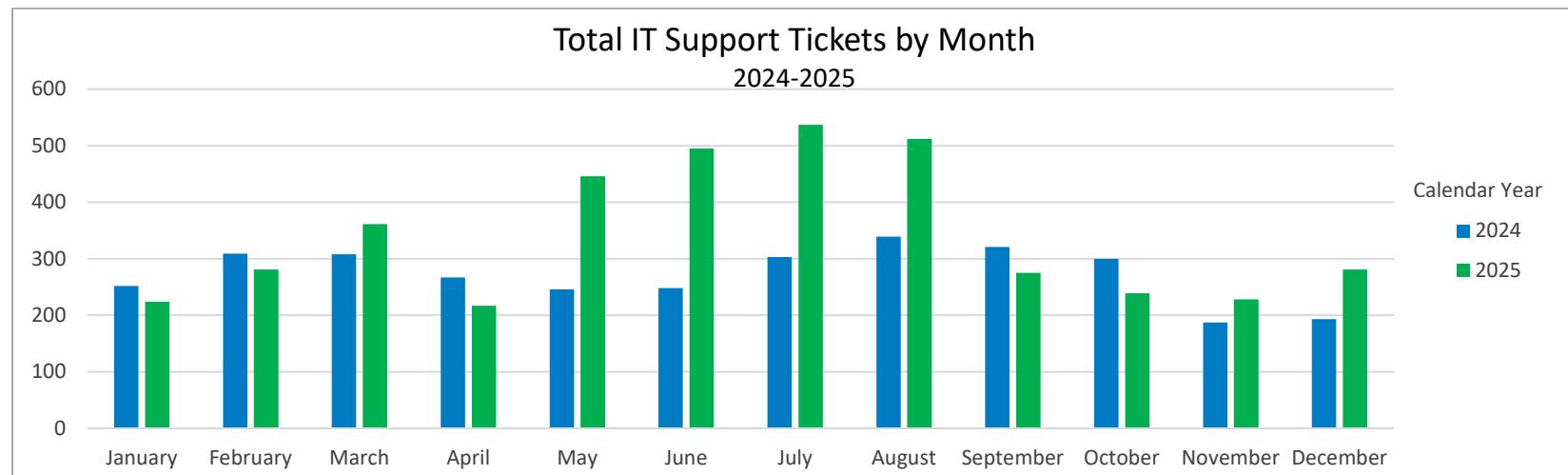
Josh Wescott obtained his ArcGIS Pro Foundation 2025 certification through ESRI, the Town's GIS software provider. This certification demonstrates foundational knowledge and comprehension of ESRI's desktop GIS platform used for digital mapping and spatial analysis.

Major Work Priorities

- New Computer Provisioning: Staff continue to configure and deploy new computers across departments.
- Town Hall Renovation: Staff continue to coordinate door access control changes as phases of Town Hall renovation are completed.
- Website Migration: Staff will be working with the Communications department and website platform vendor to plan the migration that will occur over the next several months.

Projects Completed

- 14 employees onboarded/offboarded
- Multifunction Printers: Staff have deployed and configured printers to support print, copy, and scanning needs for the Town Hall expansion.
- Internal GIS Web Maps: Staff have created interactive web mapping applications to provide Leland-centric GIS data for internal use.
- Transparency Portal Design: Staff have completed the data design framework that will be used to store departmental metric data.



Administration News

Mayor Brenda Bozeman and Town Manager David Hollis attended the North Carolina Metro Mayor's Coalition December 5 and 6 in Chapel Hill. Topics addressed included a legislative update, economic development and business innovation discussion and tour, citizen incivility impacts and dealing with complex situations, successful intergovernmental relations, transportation planning update, demography and growth update and projections for the State and local jurisdictions, and the Coalition's Annual Review.

New Councilmember Orientation sessions were held for Councilmembers Leland Hyer and Frank Pendleton. Sessions were held over multiple days and included a review of each department in the Town, totaling approximately 30 hours. Mayor Bozeman, Mr. Hollis, and Deputy Town Manager Missy Rhodes also attended all of these individual sessions.

Town Clerk's Office

As the North Carolina Association of Municipal Clerks (NCAMC) Immediate Past President, Town Clerk Sabrena Reinhardt virtually attended the December 13 NCAMC quarterly board meeting.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - December 2 Board of Adjustment Meeting - Canceled
 - December 11 Economic Development Committee Meeting - Canceled
 - December 15 Audit Committee Meeting
 - December 15 Agenda Council Meeting
 - December 16 Planning Board Meeting
 - December 18 Regular Board Meeting
- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 0
 - Minutes – 4
 - Agendas – 4
 - Resolutions – 8
 - Ordinances – 0
 - Proclamations – 3 (Citizen of the Year and Service Recognition for Councilmembers Richard Holloman and Bill McHugh)

- Presentations – 3
- Public Hearing Notices for the Council Meetings – 0
- Current Board/Committee Vacancies: Economic Development Committee Member, Parks & Recreation Board Student Representative (2), and Planning Board Member.

Government Portal (iCompass) Transparency Update

- Portal Visits – 4,867
- Portal Unique Visits – 1,674
- Board of Adjustment Meeting December 2 (Canceled) Agenda Views – 79
- Economic Development Committee Meeting December 11 (Canceled) Agenda Views – 190
- Audit Committee Meeting December 15 Agenda Views – 219
- Agenda Council Meeting December 15 Agenda Views – 270
- Planning Board Meeting December 16 Agenda Views – 270
- Regular Council Meeting December 18 Agenda Views – 452
- December 2025 Monthly Staff Reports – 22