



STAFF REPORTS

July 2020 Regular Meeting

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Department News

Staff members returned to the office beginning on June 1, 2020, but continued to keep public visitors to a minimum, when possible, until further notice.

Nancy Sims, Deputy Clerk, has been able to continue obtaining required continuing education courses to hold her Paralegal certification via webinar classes throughout June.

Sabrina Reinhardt, Administrative Manager/Town Clerk, attended the quarterly North Carolina Association of Municipal Clerks (NCAMC) Program and Education Committee and Board virtual meetings in her role as the NCAMC Program and Education Committee Chair. Due to the pandemic, she is also coordinating the effort to hold the clerks first two-day virtual conference on August 20 - 21, 2020.

Mrs. Reinhardt attended the quarterly VC3 Customer Advisory Council meeting to identify higher value products and services that local governments either cannot readily produce on their own or those which are not readily available in the market. IT staff also held their bi-monthly department meetings with VC3 regarding existing and future projects.

Council Directive Updates

- Flood Policy/Stormwater Design Standards – The Town has contracted with McGill Associates to provide a review and update of the Town's stormwater ordinance and policy manual. To date, they have completed four of the seven tasks including the provision of a draft stormwater ordinance for staff review.
- Mowing/Litter Pick-Up – Staff is gathering information for discussion at the July Town Council meeting.
- Public Transit in Northern Brunswick County – Mr. Brooks and Mr. Andrea met with staff representatives from Navassa and Brunswick County on June 23, 2020 to discuss potential options for the continuation of public transit service. The group made plans to reach out to representatives from the WAVE Transit Board and Brunswick Transit Services (BTS) to gather additional information, as well as to invite representatives from other northern Brunswick County municipalities into the discussion at a future meeting. The group is to set another meeting date for some time in late July.

Communications

Social Media Update

- Facebook Highlights (June 1 – 30, 2020)
 - Actions on page, include clicking a “Contact Us” or other call to action button, increased by 400%, suggesting residents and the public are going to Facebook as a starting point for contacting the Town.
 - Page previews or hovering over a post to see a preview of content, increased by 86%.
 - Two additional residents recommended the Town of Leland via recommendations provided in writing on the Town page.
- Twitter Highlights (June 1 – 30, 2020)
 - Impressions/Reach – Down slightly by 12% from May to 4,125
 - The Town was mentioned in 10 posts from other Twitter users, including Brunswick County Government.
- NextDoor Highlights (June 1 – 30, 2020)
 - Impressions/Reach – 15,649
 - Likes – 119
 - Comments/Dialogue on Town Posts – 31

Website/Newsletter/Other

- Completed a project with the professional photographer for high-quality images of the Town to use on the website, as well as in any marketing or promotional materials.
- Continued website updates to include adding new pages and professional photos.
- Created and disseminated an informational resource regarding recycling changes to Town HOAs and neighborhood representatives.
- Pitched ideas to, and coordinated, and/or conducted interviews with local media on recycling, as well as positive relevant topics related to Leland law enforcement.
 - WWAY – Leland Police Chief Looks to Make Improvements to Better Serve Community
 - WECT – Duty to Intervene: Area Law Enforcement Agencies Share Their Policies
 - WWAY – Town of Leland Makes Changes to Recycle Program

Press Releases/Blogs

- None in June

TDA Marketing

- Staff completed a project with a local professional photographer to create high-quality visual content that promotes Leland tourism.
- Staff worked with VC3 to finalize the launch of the new Visit Leland NC website.
- Staff continues to work with a national company on a video tour for Leland TDA by identifying topics, such as recreation, economic development, and real estate and relocation, and locations for those videos, as well as assisting in writing and editing scripts. The videos will be featured on the new TDA website.

Projects

Public Services

Lift Station #1 Replacement (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Formal bidding complete, with C.M. Mitchell Construction Company as apparent low bidder at \$538,674.
- Next Steps: Town Council approval and award the bid.
- Concerns: Two utility easements are required to be in place prior to construction. The Town is working with property owners to sign easements.

Lift Station #14 Relocation (159 South Navassa Road)

- Purpose: To relocate Lift Station #14 further away from Sturgeon Creek to mitigate environmental concerns and to provide additional space for the future Sturgeon Creek Park.
- Status: The purchase of the new lift station site was closed and recorded on January 13, 2020. Received a second engineering/design proposal in April 2020.

- Next Steps: This project will be revisited as part of the Sewer System Master Plan.
- Concerns: This will be the last update for this project until the Sewer System Master Plan is completed.

Lift Station #3 Rehab (8991 Timber Lane)

- Purpose: To refurbish Lift Station #3, which has deteriorated due to significant sewage flow within the collection system.
- Status: Bid Closing date is July 9, 2020.
- Next Steps: Bidding, Town Council approval, and then to award the bid.
- Concerns: None at this time.

Regional Pump Station #33 and Force Main Extensions (Formerly Hewett Burton Lift Station Project)

- Purpose: To construct a sewer lift station in Brunswick Forest to help serve the developing areas within Brunswick Forest and along the Highway 17 Corridor with sewer. Station will be designed to accept additional flow from other lift stations by force main.
- Status: Construction is underway.
- Next Steps: Contractor is currently working on the wet well at the Lift Station #33 site. A Change Order was approved to extend the force main from Hawthorne at Waterside across Highway 17 to Ibis Landing.
- Concerns: None at this time.

Leland Highway 17 Sewer Expansion II Phase 1

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Hewett Burton Road and end at Bishops Ridge on Hazels Branch Road. The force main will be designed to accept flow from around the area as well as additional flow from other lift stations.
- Status: Construction is wrapping up. Pressure testing on force mains is scheduled for mid-July.
- Next Steps: Pressure testing and final walk through of the project.
- Concerns: None at this time.

Leland Highway 17 Sewer Expansion II Phase 2 (Formerly Old Town Creek Lift Station Project)

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The Lift Station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: The purchase of the property for the new lift station site was recorded January 29, 2020. The Town's engineer has completed preliminary design plans. Town staff is in the process of reviewing plans and obtaining easements.
- Next Steps: Complete engineering design work, obtain easements, advertise, and bid the project in the fall.
- Concerns: None at this time.

Old Fayetteville Road Multi-Use Path (STP-DA U-5534D)

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Bids are due July 9, 2020.
- Next Steps: Obtain construction authorization from NCDOT.
- Concerns: The potential high cost of construction, funding, and traffic management. Town staff is working with NCDOT to update the schedule and construction phase of the project.

2014 STP-DA Projects U5534 (I, J, K)

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Bids are due July 9, 2020.
- Next Steps: Obtain construction authorization from NCDOT.
- Concerns: The potential high cost of construction, funding, and traffic management. Town staff is working with NCDOT to update the schedule and construction phase of the project.

Lanvale Forest Street Improvements

- Purpose: To repair existing streets and infrastructure within the Lanvale Forest Subdivision. The scope of the project includes repairs to existing asphalt, stormwater catch basins, sidewalks, curb and gutter, and replace existing curb ramps with ADA compliant curb ramps. The streets will be dedicated to the Town.
- Status: Final plan review. Project will be put out for advertisement and bid by the end of July.
- Next Steps: Bid closing and award expected in August 2020.
- Concerns: None at this time.

Brunswick Village Boulevard Extension & Kay Todd Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road. Brunswick Village Boulevard will be extended passed Regional Pump Station #33 to serve the developing areas in Brunswick Forest.
- Status: Final design plans are complete. Installation of sanitary sewer and water mains to begin mid-July 2020.
- Next Steps: Finalize design plans and contract documents for advertisement and bid of the roadway portion of the project.
- Concerns: None at this time.

Operation Services

Sturgeon Creek Park

- Purpose: The currently undeveloped Sturgeon Creek Park is intended to serve as Leland's second water access park. With potentially more than 78 acres, this park can become a destination facility both locally and regionally for sportsman and water lovers wishing to gain access to Sturgeon Creek and the Brunswick River. Sitting on Sturgeon Creek, the focus for this facility will be boating access from a NC Fish and Wildlife boat ramp as well as environmental education, preservation, and nature-based activities.
- Status: The Town is in the process of securing the final key property on the banks of Sturgeon Creek. Final master plan was adopted by Town Council at their February 2020 regular meeting.

- Next Steps: Move forward with engineering when additional funding is available. Continue pursuing acquisition of final property.
- Concerns: Due to the lack of funding, this will be the last update for this project until a change occurs.

Founders Park Improvements

- Purpose: Founders Park serves as the flagship facility for a myriad of events and program throughout the year. The current design of the park provides a place for walkers and runners to remain physically active and the disc golf course is one of the most popular amenities in the park. The playground also provides enjoyment for youth ages 5-12 years old.
- Status: On hold pending additional funding.
- Next Steps: Move forward with engineering once funding is available.
- Concerns: The recently adopted Parks Recreation and Open Spaces Master Plan identifies several objectives related to Founders Park. The plan points out the urgency to move forward with park projects specifically calling out phases one and two of the Founders Park Plan, both of which are identified as short-term goals. Due to the lack of funding, this will be the last update for this project until a change occurs.

Cypress Cove Park Improvements

- Purpose: To construct a direct access road into Cypress Cove Park from Village Road and to make improvements to the park entrance and parking areas.
- Status: Preliminary design plans have been completed with a focus on two different budget options.
- Next Steps: Project has been put on hold until funding is available. Explore potential land acquisition for right-of-way and stormwater improvements.
- Concerns: Due to the lack of funding, this will be the last update for this project until a change occurs.

Leland Greenway

- Purpose: To construct a multi-use path connecting Westgate Nature Park to Brunswick Nature Park owned and operated by Brunswick County.

- Status: In the planning stage. Staff has engaged Paramounte Engineering, Inc. for this project. Town and Brunswick County staff have been meeting with property owners to gauge their interest in the multi-use path crossing their property.
- Next Steps: Have engineer finalize schematic design and greenway master plan including construction estimates.
- Concerns: Sections of greenway will cross private property and power line easements. Agreements will be crucial to make the necessary connections. Due to the lack of funding, this will be the last update for this project until a change occurs.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: RFQ published on June 24, 2020, with a submission deadline of July 23, 2020.
- Next Steps: In RFQ phase, staff will be reviewing all responses and establishing a shortlist by July 31, 2020.
- Concerns: Costs of renovation/redesign. Construction dependent on Operations staff move new Municipal Operations Center on Highway 74/76.

Town Hall Renovation

- Purpose: Interior improvements to Leland Town Hall.
- Status: RFQ process has been finalized, with Sawyer, Sherwood, and Associates being selected for architecture and engineering consulting services.
- Next Steps: Project currently on hold, pending funding.
- Concerns: Due to the lack of funding, this will be the last update for this project until a change occurs.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Purchase of property which would be home to the new Leland Municipal Operations Center.
- Status: Closing date of August 10, 2020. Currently reaching out to vendors and contractors to coordinate office improvements and strategizing for move into facilities.

- Next Steps: Close on property and line up contractors and vendors to move quickly once closing is complete.
- Concerns: None at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and Drag/Stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Finance assisting in the completion and return of grant acceptance documentation for USDA and NCDA.
- Next Steps: Return grant acceptance packages and begin next steps of projects which include creation of an RFQ/RFP with an anticipated advertising date in August 2020 and award in September 2020.
- Concerns: None at this time.

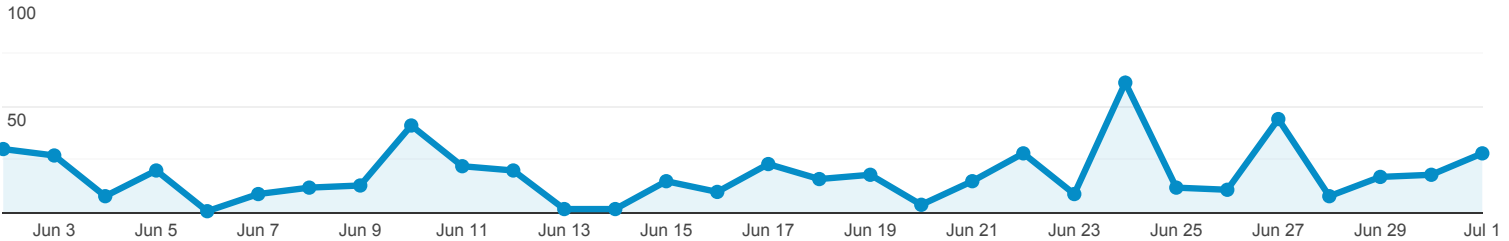
Projects Page Report

Jun 2, 2020 - Jul 1, 2020

All Users
100.00% Pageviews

Explorer

● Pageviews



This data was filtered using an **advanced filter**.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	544 % of Total: 1.39% (39,018)	385 % of Total: 1.23% (31,198)	00:00:52 Avg for View: 00:01:32 (-43.74%)	86 % of Total: 0.47% (18,238)	67.44% Avg for View: 45.05% (49.70%)	20.77% Avg for View: 46.74% (-55.56%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /services/town-projects	243 (44.67%)	144 (37.40%)	00:00:29	13 (15.12%)	38.46%	7.82%	\$0.00 (0.00%)
2. /projects/future-town-projects	115 (21.14%)	96 (24.94%)	00:01:02	39 (45.35%)	69.23%	40.87%	\$0.00 (0.00%)
3. /projects/leland-fire-station-53	44 (8.09%)	32 (8.31%)	00:02:04	3 (3.49%)	33.33%	11.36%	\$0.00 (0.00%)
4. /services/streets/roadwork-projects-updates	28 (5.15%)	24 (6.23%)	00:01:49	14 (16.28%)	78.57%	60.71%	\$0.00 (0.00%)
5. /projects/highway-17-sewer-expansion-ii-phase-1	23 (4.23%)	18 (4.68%)	00:01:51	3 (3.49%)	33.33%	13.04%	\$0.00 (0.00%)
6. /projects/future-town-projects?page=1	17 (3.12%)	15 (3.90%)	00:00:26	0 (0.00%)	0.00%	5.88%	\$0.00 (0.00%)
7. /projects/lift-station-1-relocation-1035-grandiflora-drive	13 (2.39%)	12 (3.12%)	00:00:33	3 (3.49%)	66.67%	30.77%	\$0.00 (0.00%)
8. /projects/mallory-creek-drive-patching-project	12 (2.21%)	8 (2.08%)	00:03:46	2 (2.33%)	100.00%	33.33%	\$0.00 (0.00%)
9. /projects/northgate-drive-realignment-project	11 (2.02%)	7 (1.82%)	00:00:18	2 (2.33%)	100.00%	18.18%	\$0.00 (0.00%)
10. /projects/regional-pump-station-33-and-force-main-extensio n	11 (2.02%)	10 (2.60%)	00:00:28	3 (3.49%)	100.00%	36.36%	\$0.00 (0.00%)

Rows 1 - 10 of 18

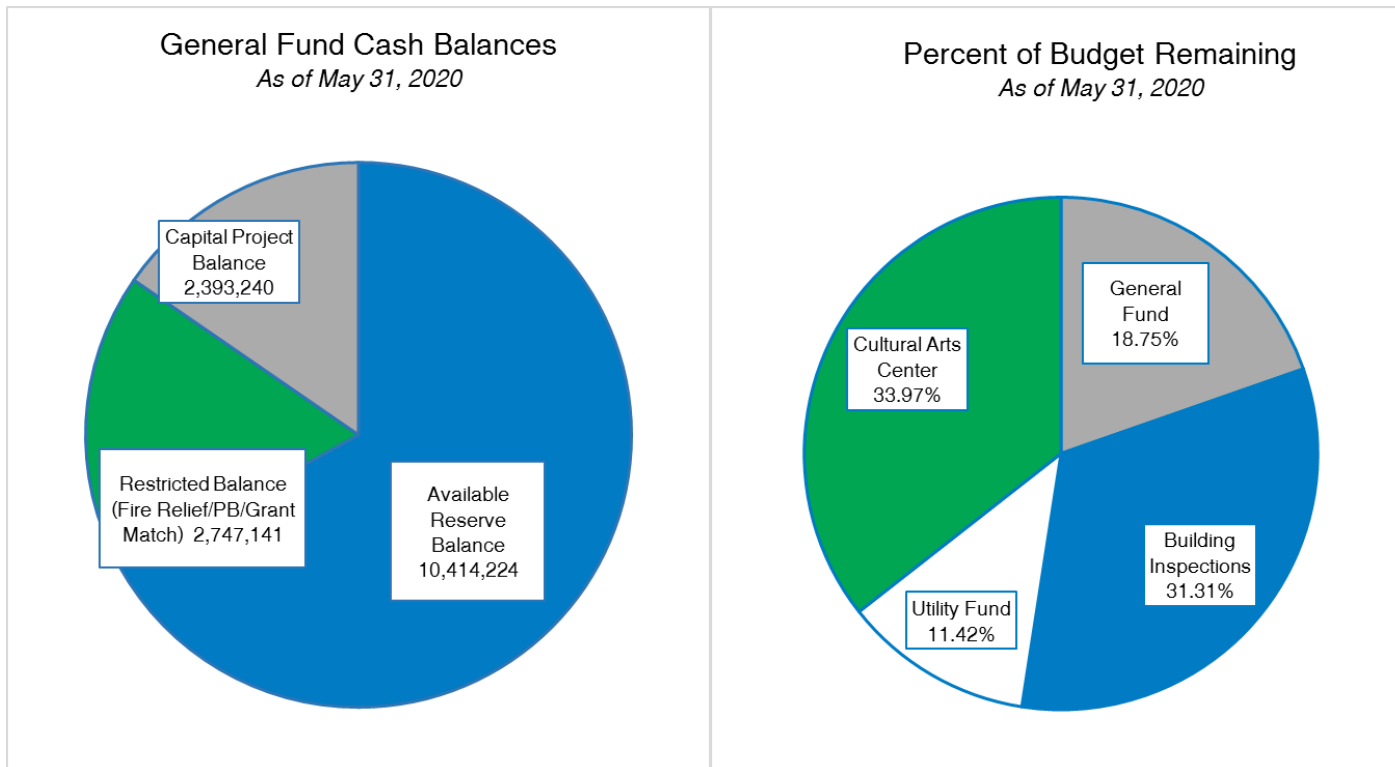
Department News

Ms. Lopez virtually attended the School of Government’s Introduction to Purchasing class. Ms. Friedman is working to implement a new payroll software that will be launched in July. The Finance department worked to close out the fiscal year and begin FY20-21.

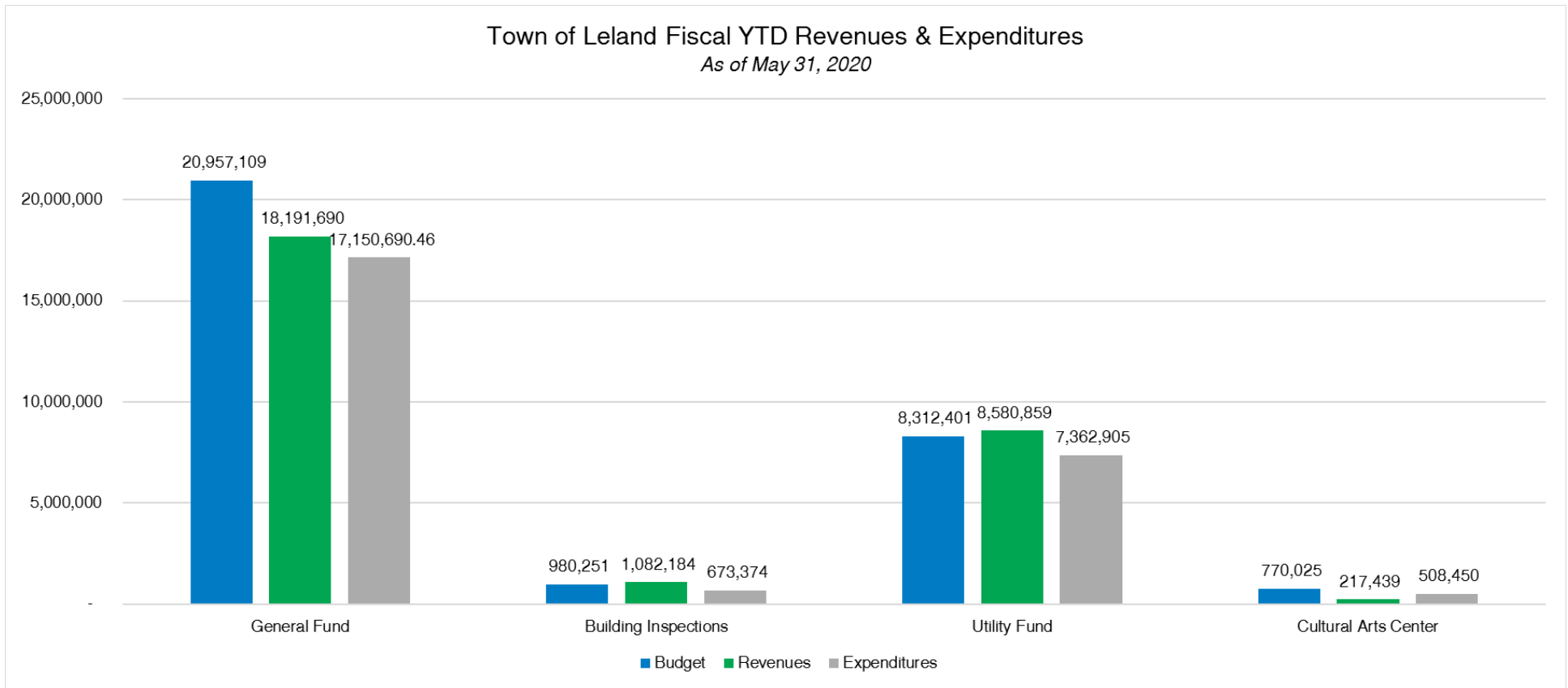
Audit Committee Meeting Summary

The Audit Committee did not meet in June.

Dashboard



Town of Leland Fiscal YTD Revenues & Expenditures
As of May 31, 2020



Financial Budget to Actual Report – May 31, 2020

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	18,288,363.00	20,957,109.40	724,858.79	18,191,690.14	-	(2,765,419.26)	13.20%
Building Inspections	980,251.00	980,251.00	91,488.57	1,082,183.85	-	101,932.85	-10.40%
Utility Fund	6,724,182.00	8,312,401.00	533,575.24	8,580,859.48	-	268,458.48	-3.23%
Cultural Arts Center	770,025.00	770,025.00	(5,078.00)	217,438.51	-	(552,586.49)	71.76%
Report Total	26,762,821.00	31,019,786.40	1,344,844.60	28,072,171.98	-	(2,947,614.42)	9.50%

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	448,567.00	448,567.00	20,179.08	414,833.13	6,210.60	27,523.27	6.14%
Administration	1,097,057.00	1,327,057.00	62,277.49	1,104,231.66	966.77	221,858.57	16.72%
Information Technology	1,070,173.00	1,148,630.40	208,914.59	997,676.97	12,756.34	138,197.09	12.03%
Human Resources	317,175.00	317,175.00	19,569.66	217,773.80	2,032.16	97,369.04	30.70%
Finance	437,241.00	437,241.00	25,124.07	365,488.50	141.00	71,611.50	16.38%
Building Inspections	980,251.00	980,251.00	53,247.75	660,936.72	12,436.97	306,877.31	31.31%
Planning	531,891.00	531,891.00	37,154.47	432,489.23	6,864.29	92,537.48	17.40%
Economic Development	164,734.00	164,734.00	10,212.69	135,709.53	-	29,024.47	17.62%
Parks & Recreation	413,377.00	413,377.00	18,912.58	298,613.14	4,413.67	110,350.19	26.69%
Grounds & Facilities	1,186,422.00	1,231,422.00	75,515.91	1,013,754.09	61,378.94	156,288.97	12.69%
Public Services	2,881,368.00	2,539,753.56	132,723.48	1,571,531.85	309,232.45	658,989.26	25.95%
Police	3,711,866.00	3,747,866.00	216,088.14	2,839,387.76	60,347.88	848,130.36	22.63%
Fire	3,521,314.00	4,250,603.00	225,302.44	3,559,595.90	97,863.26	593,143.84	13.95%
Debt Services	1,676,753.00	1,676,753.00	-	1,508,301.65	-	168,451.35	10.05%
Transfers	830,425.00	2,722,039.44	-	2,129,095.89	-	592,943.55	21.78%
General Fund	19,268,614.00	21,937,360.40	1,105,222.35	17,249,419.82	574,644.33	4,113,296.25	18.75%

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Utility Fund	6,724,182.00	8,312,401.00	186,818.76	7,294,119.76	68,784.82	949,496.42	11.42%

CULTURAL ARTS CENTER ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Cultural Arts Center	770,025.00	770,025.00	30,145.68	488,660.01	19,790.32	261,574.67	33.97%

Intradepartmental and Interdepartmental Budget Transfers – May, 2020

There were no transfers in the month of May.

Grant News – June, 2020

Grants Awaiting Notification

- 2020 DPR Region 3: Mobile Broadband Kit – \$10,000 with no match (10/4/2019). The grant was approved regionally but is still pending State approval. Expected notification in late Fall 2020.
- Governor’s Crime Commission – Byrne JAG Grant: Digital Evidence Collection/Analyzing System, Active Shooter Gear & Shields, with no match (7/31/2019). Staff received notification of the grant award with the grant package being mailed on 7/2/20.
- FEMA AFG Grant: SCBA Filling Station – \$90,000 – 10% match (3/19/2020).
- FP&S - Fire Alarm and Extinguisher Training & Simulator System – \$24,000 with no match (5/29/2020).
- SAFER – Personnel Additions (3-year term) - \$2,036,822.40. Funded: 100% (Y1), 75% (Y2), 35% (Y3) (5/15/2020).
- AFG-Supplemental COVID-19 – PPE, Adapters for SCBA’s: \$3,767.40 (5/14/2020).
- BVP Funding FY 2020 – 30 bulletproof vests (\$700/each at 50% reimbursement).

Grants Awarded

- USDA and NC Emergency Watershed Debris Removal, Stream Repair – \$251,160 (75% funding by USDA and 25% funding by NC).
- FM Global Fire Prevention Program: Smoke Detectors for distribution to community - \$3,000 with no match (3/31/2020).

Grants Not Awarded

N/A

Department News

Staff has presented the new Time Off Policy as well as the Educational Incentives program to employees and continues work on updating the Town’s Employee Handbook and Policies.

Staff is continuing to work with Finance in the final phases for implementation of the new HRIS system, Paylocity.

Annual performance reviews have now been completed.

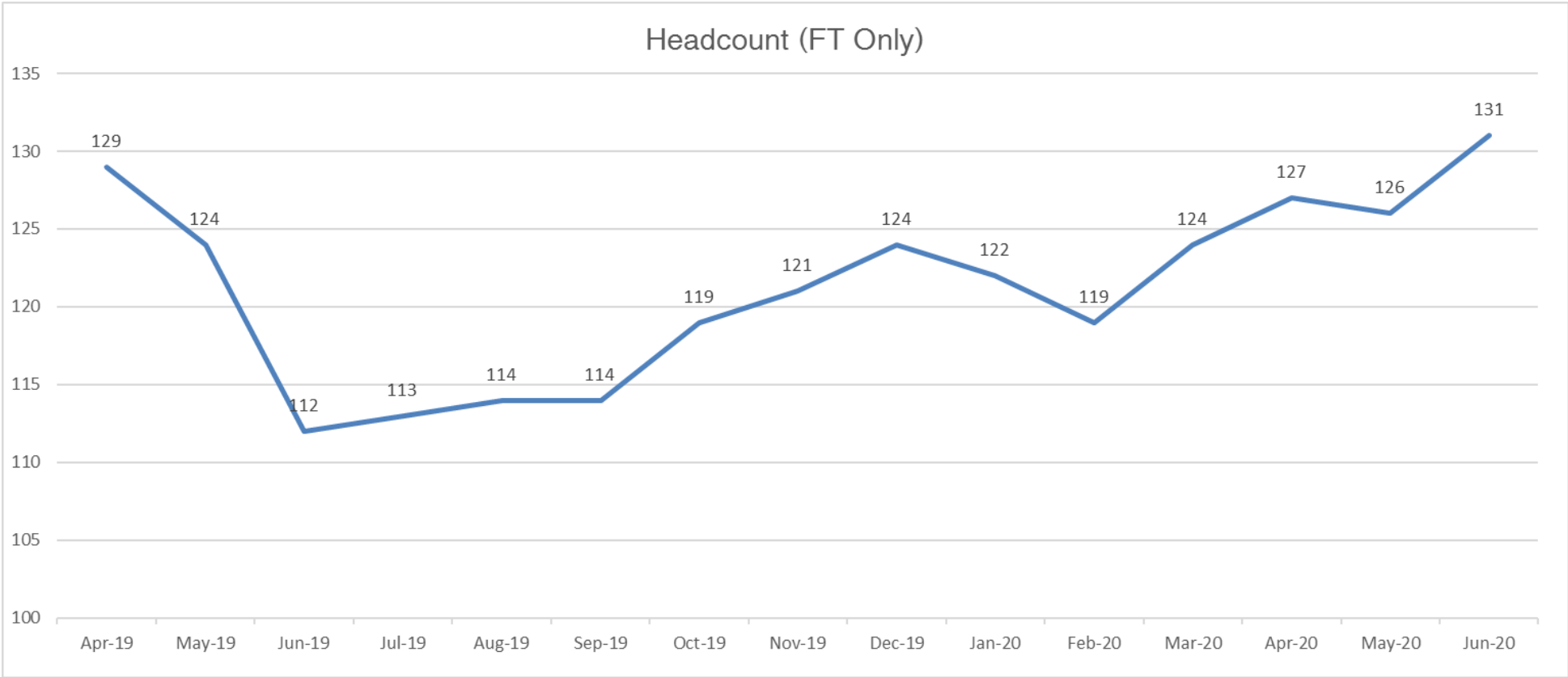
Personnel Updates

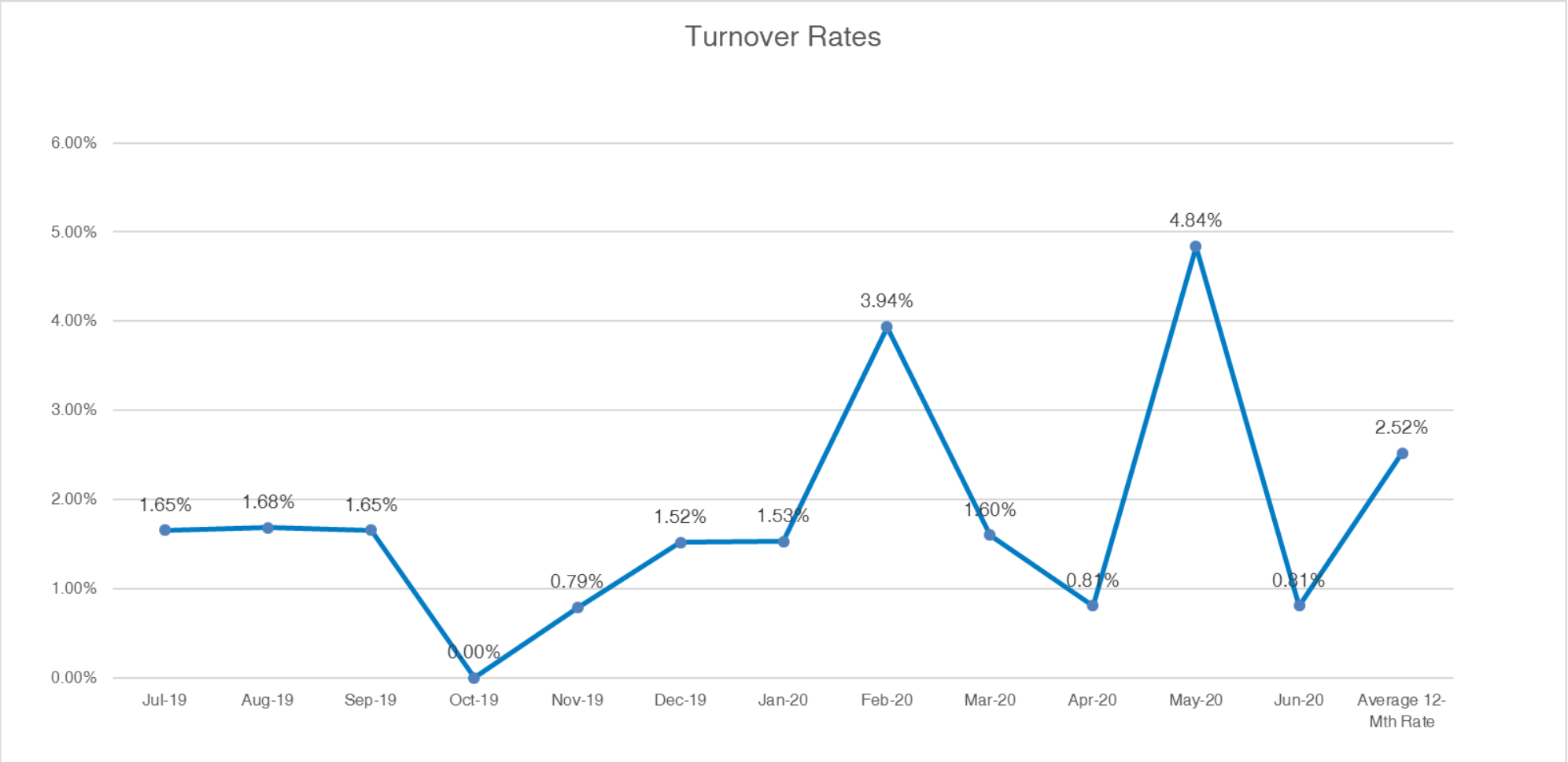
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Jeffrey Bell	Operation Services	New Hire	6/1/2020	Facilities Attendant		
John Earley	Public Services	New Hire	6/8/2020	Public Utilities Supervisor		
Julianne Scott	Operation Services	Separation	6/11/2020	Cultural Arts Manager		
Michael Flynn	Public Services	Promotion	6/13/2020		Utilities Maintenance Worker	Senior Utilities Maintenance Worker
Shawn Hudson	Public Services	Promotion	6/13/2020		Utilities Maintenance Worker	Senior Utilities Maintenance Worker
Brannon Richards	Public Services	New Hire	6/15/2020	Public Services Director		
Montgomery Krause	Operation Services	New Hire	6/16/2020	Custodian		
Justin Holland	Police	New Hire	6/29/2020	Police Officer		
Benjamin Majors	Police	New Hire	6/29/2020	Police Officer		

Workers Comp Data

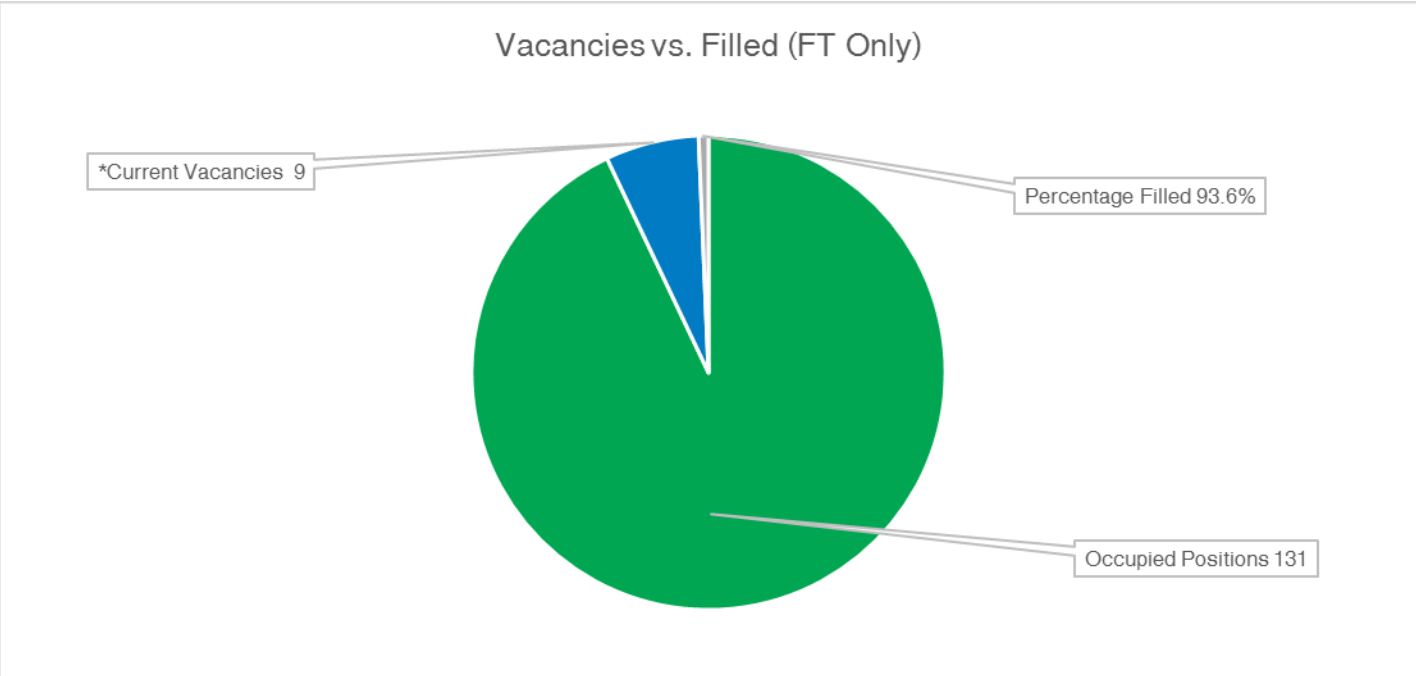
Number of Incidents	Loss Time (Y or N)	Brief description of Incident and Injury/Illness
1	N	Knee Injury

Dashboard





Vacancies



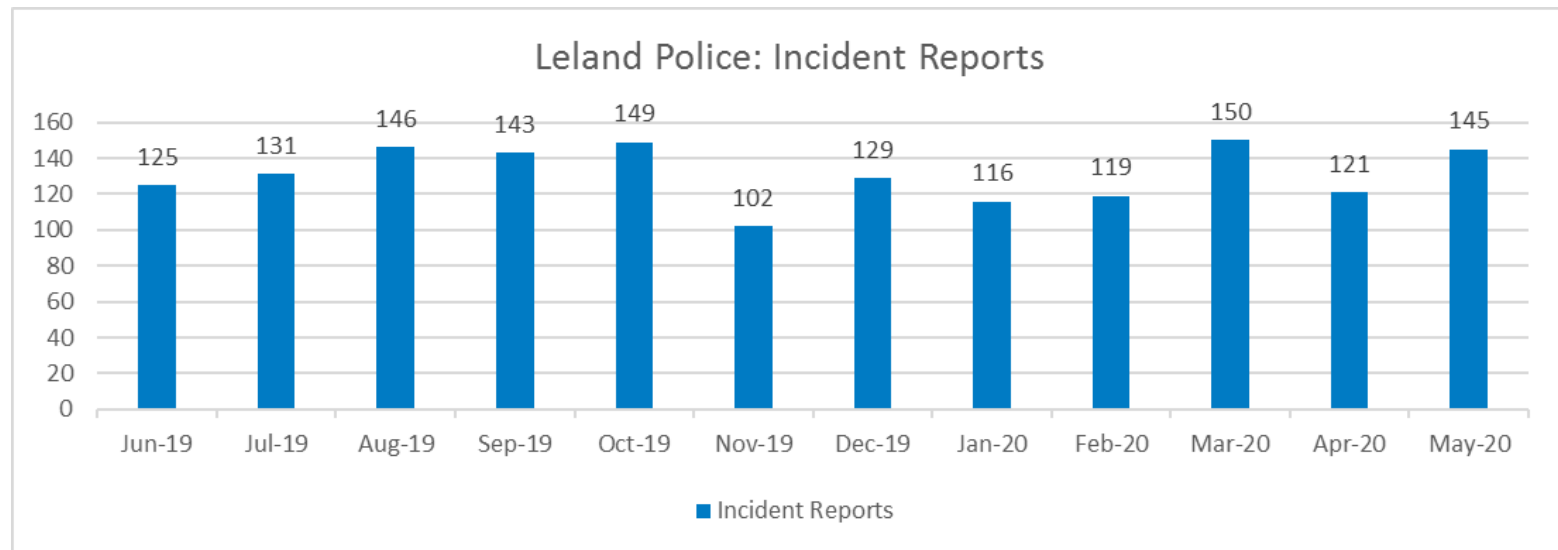
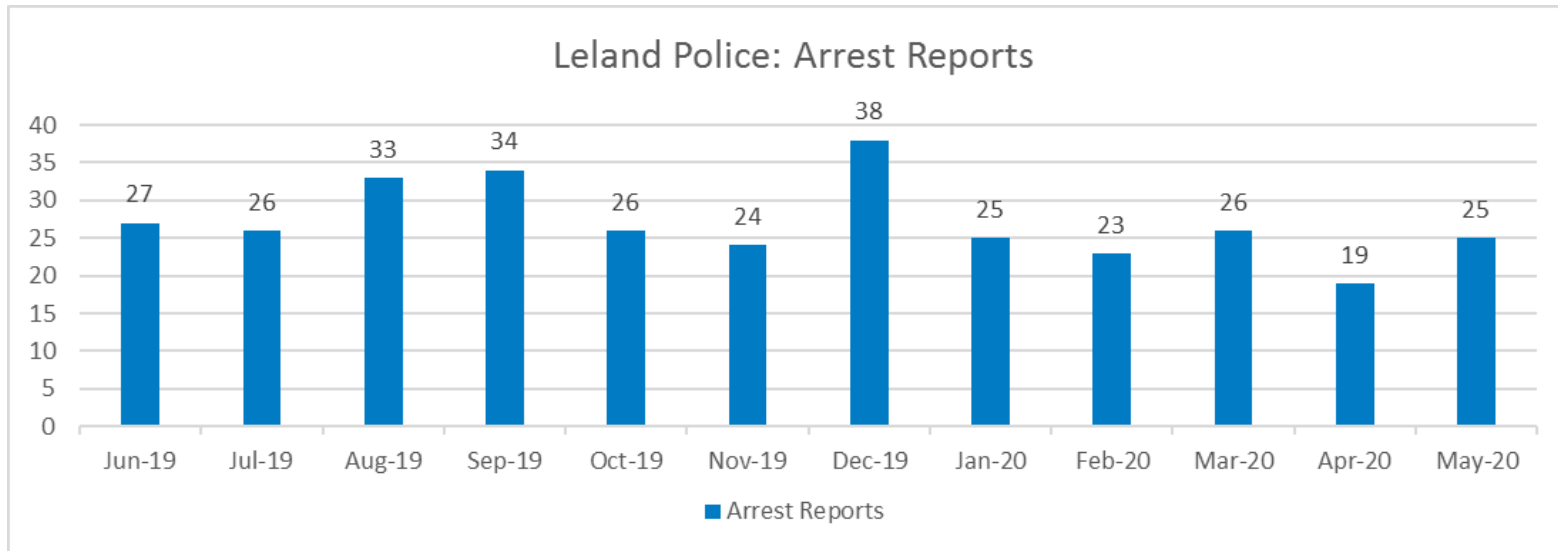
Police Updates

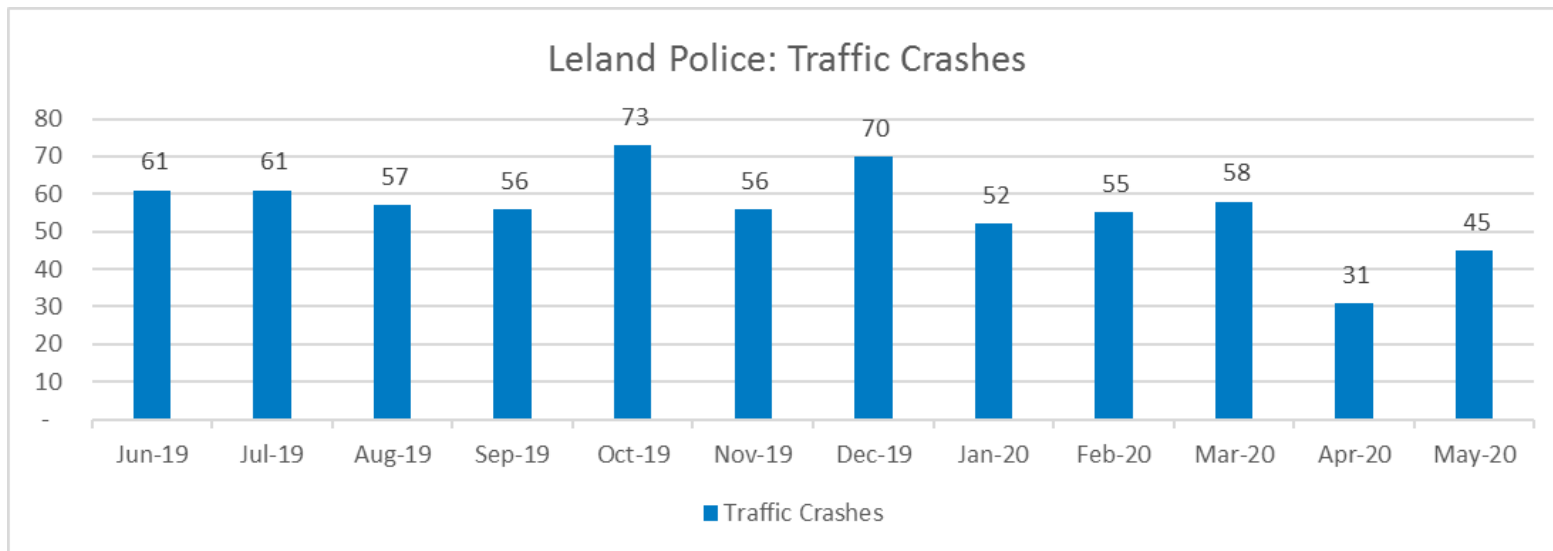
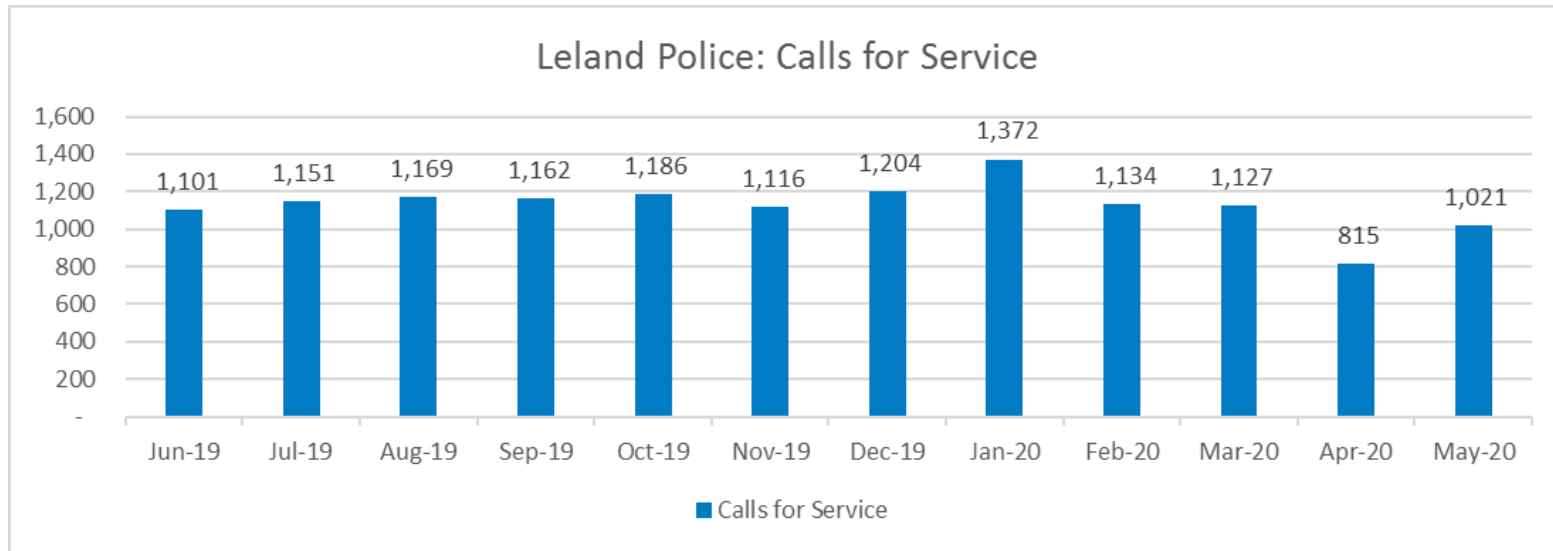
Department News

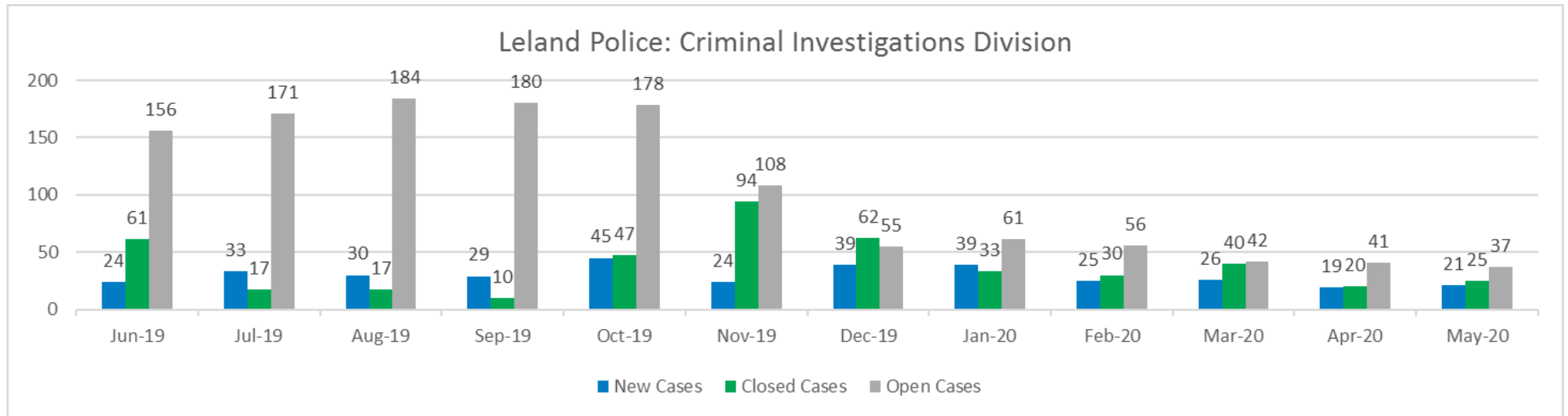
The Department continues to provide the same level of service to the community during the COVID-19 pandemic, although additional safety protocols are being followed and some procedures have been modified for precautionary purposes. The entire staff of the agency is instrumental in ensuring the Town of Leland is being served in the best way possible in light of the challenges that are being faced.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan-20	67	15	5	17	22	0	6
Feb-20	59	7	5	11	6	1	3
Mar-20	28	0	3	3	2	0	1
Apr-20	33	2	3	4	0	0	4
May-20	38	2	1	3	0	0	4







Fire/Rescue Updates

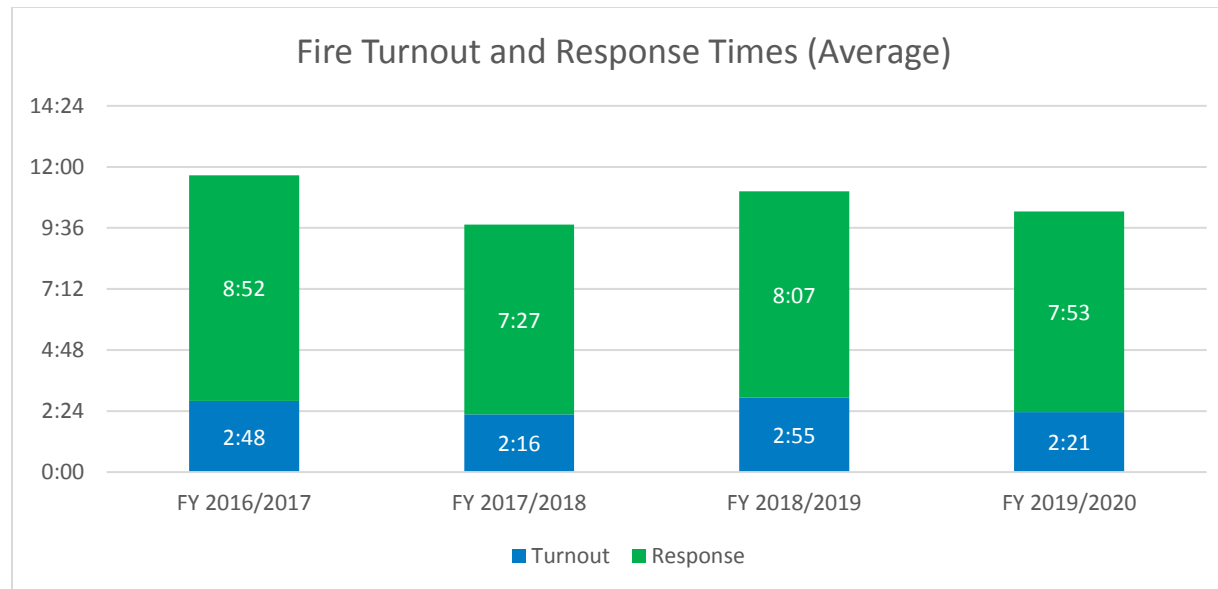
Department News

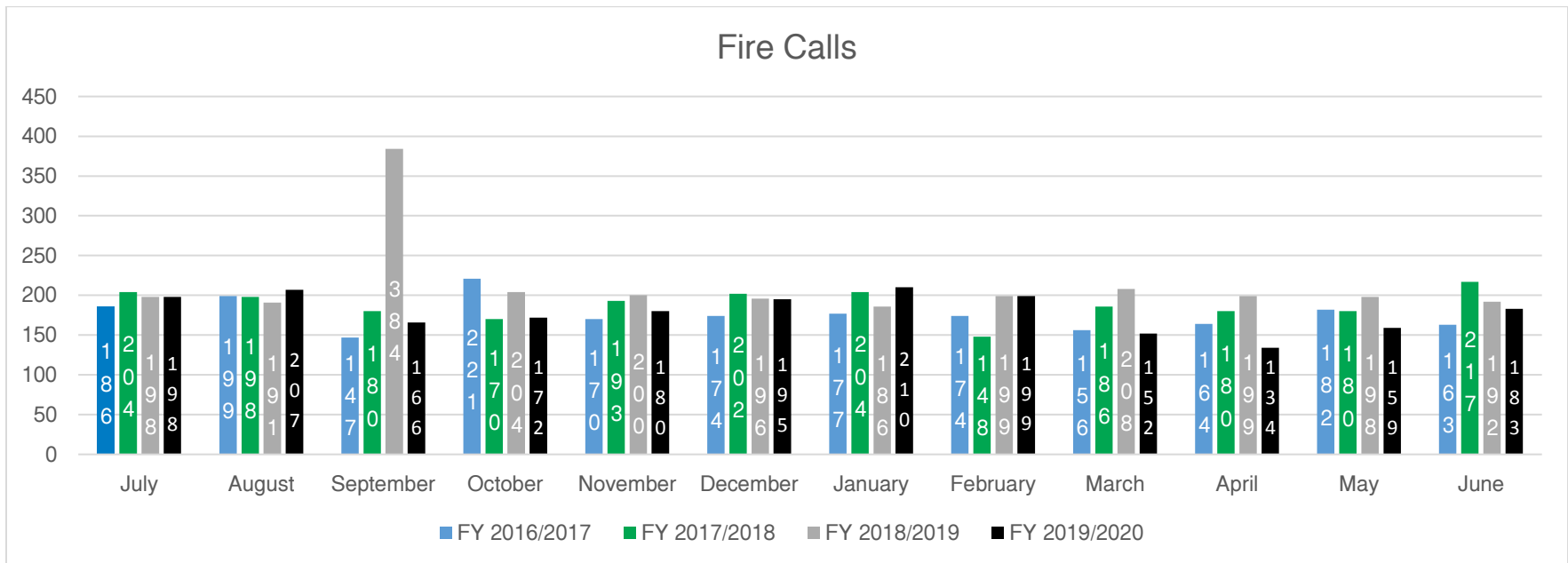
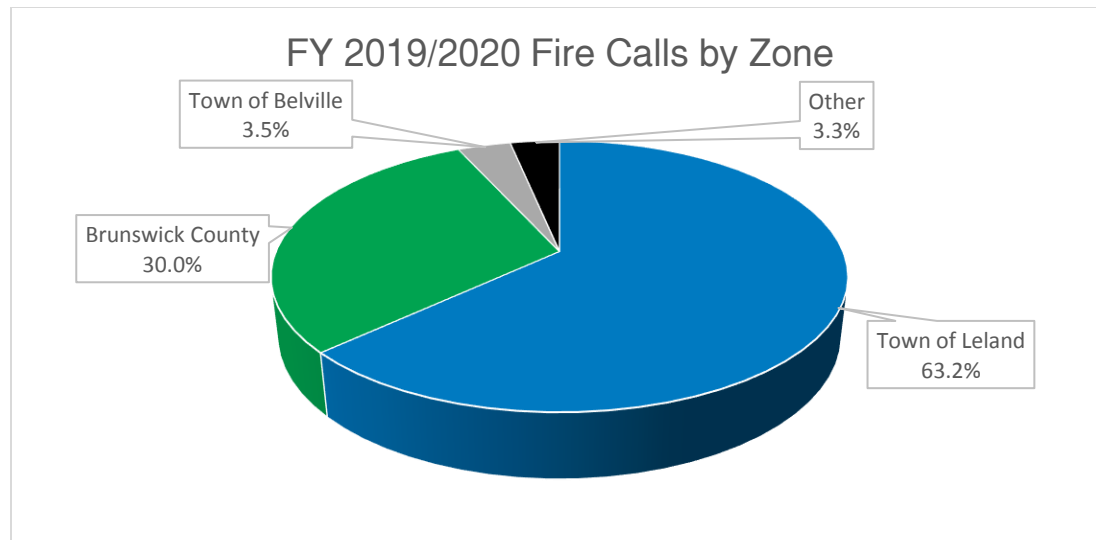
With the relaxation of the COVID-19 restrictions, the department has seen a near-normal amount of calls during June. Dispatch procedures for possible COVID-19 calls have returned to normal so staff is once again responding to Delta and Echo level emergency medical calls.

On June 18, 2020, the department conducted a live-fire training on a house which was made available to us by Habitat for Humanity at 418 Village Road. Staff was able to obtain very valuable live-fire training that day.

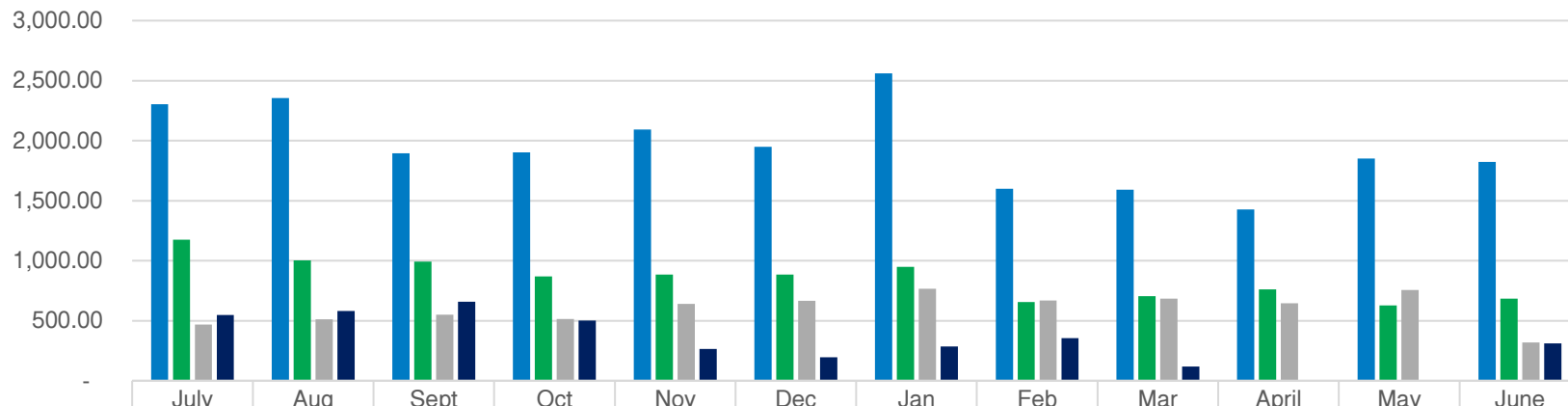
Staff also recently held a pre-construction meeting on the second KME engine.

Dashboard





Volunteer Hours



■ FY 2016/2017 ■ FY 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020

Department News

LCAC and Parks and Recreation staff are working closely to update policies, bridging the two policy manuals together to improve efficiency.

Staff is training on the Facilities Management module of the new iWorQ work order management software. Once data is uploaded, pertinent facility assets will be tracked and managed using this program. To also facilitate disaster preparedness, staff will utilize iWorQ for such tasks as managing work order assignments and for FEMA tracking and reporting.

Parks and Recreation Board Summary

No Parks and Recreation Board meeting was held in June. As per direction from Town Council, the Parks and Recreation Board will now meet on a bi-monthly basis. The next meeting will be held July 29, 2020.

Grounds/Facilities Updates

Work Priorities

- Begin seasonal mosquito mitigation schedule
- Improve security at the Westport fire station by repositioning cameras
- Maintain mowing schedule
- Load fleet, facility, asset data, and other relevant information into the iWorQ software program

Projects Completed

- Plymovent system repair and a water leak repair at the Westport fire station
- Repaired the 20-ton HVAC unit and installed a new ceramic tile glaze identifier at the LCAC

Major Purchases

No major purchases in the month of June.

Event/Program Attendance Reports

No events or programs were held in June.

Upcoming Events

July 26, 2020 – Kayak Adventure: Shark Tooth Island

August 9, 2020 – Kayak Adventure: Holly Shelter Creek

August 17, 2020 – Disc Golf 101

Postponed/Canceled Events and Programs

Per the direction from Town Council at the June meeting, all events have been postponed or canceled for the remainder of 2020. Staff continues to investigate ways to modify a select number of canceled events.

Recreation Updates

Staff is working to modify and create programs to be consistent with the Governor's Executive Order as well as the CDC's guidelines such as kayak adventures, DIY programs, virtual and online programs, and more. Along with creating and modifying programs, staff has continued to offer Recreation in a Box (the first set of boxes went to homes the last week of June) and Kids Run Leland. The Tuesday Trivia program will begin on Facebook in July.

The Fall & Winter 2020-2021 CAPE magazine will be available the week of July 10, 2020. Online registration will begin August 1, 2020, with in-person registration beginning once facilities reopen.

LCAC Updates

Staff has developed procedures to safely allow participants into the facility to pick up pottery and tools, drop off work for the Pottery Coordinator to fire, and purchase clay. This gives participants the resources they need to continue creating artwork at home until they are once again attending classes at the LCAC. Individuals enter the facility by appointment only and modifications to studio spaces promote minimal contact.

Staff continues to work on engaging the public via social media content and is beginning the planning stages of modifying the annual LCAC Open House into a virtual event. Staff is also investigating opportunities to modify regular LCAC programming for outdoor and virtual formats.

Department News

Brandon Eaton, Code Enforcement Officer, passed a rigorous exam in June to become a Certified Zoning Official. The exam and certification are offered through a program coordinated by the UNC School of Government and the North Carolina Association of Zoning Officials. Mr. Eaton has gained important knowledge through the education leading up to the exam and has demonstrated his knowledge and ability to interpret and enforce zoning regulations.

Asami Minei started a summer internship with the department. Ms. Minei is a graduate student at UNCW seeking a Master of Science in Geoscience with an emphasis in geospatial science. She earned a B.S. in Geosciences at Minnesota State University and brings experience in spatial analysis, remote sensing, and 3D modeling using GIS software. Ms. Minei will be supervised by Liz Galloway and primarily working on GIS related projects, including expanding the department's portfolio of public online GIS maps.

Staff has selected Infovision to replace EnerGov, the current permitting and inspections software. Infovision will streamline the permitting and inspections process for staff and customers and features an online portal for customers to apply for permits, schedule inspections, make payments, and check the status of a project. Staff will begin working with Infovision in July and anticipate a public go-live of the new software in October 2020.

Planning Board Meeting Summary

The Planning Board met on June 23, 2020 and heard the following items:

1. Preliminary Subdivision Plat – The Planning Board voted to approve a proposed subdivision for a 1.16-acre property located at the intersection of Provision Parkway and US Highway 17. The property is zoned C-2 and anticipated to host a new Wendy's fast-food restaurant.
2. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to remove public notification requirements for public hearings for zoning map or text amendments. The language will be replaced with a reference to the similar requirements found in N.C.G.S 160D-601. The Board voted to recommend approval of the amendment.

3. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to create a new zoning district called the Innovation District, which is focused on providing flexible site design requirements and encouraging development of advanced manufacturing, research and development, and other similar industries and employers with moderate to high concentrations of jobs. After discussing some minor changes to the staff-proposed language, the Board voted to recommend approval of the amendment.
4. Initial Zoning Recommendation – The Planning Board considered an initial zoning recommendation for 221.74 acres of property located in the Leland Innovation Park. The Planning Board voted to recommend the initial zoning be the new Innovation District that was presented at the meeting prior to this item.

The Planning Board's next meeting is scheduled for July 28, 2020 at 6PM.

Board of Adjustment Meeting Summary

The Board of Adjustment did not meet in June due to a lack of agenda items.

Current Planning Update

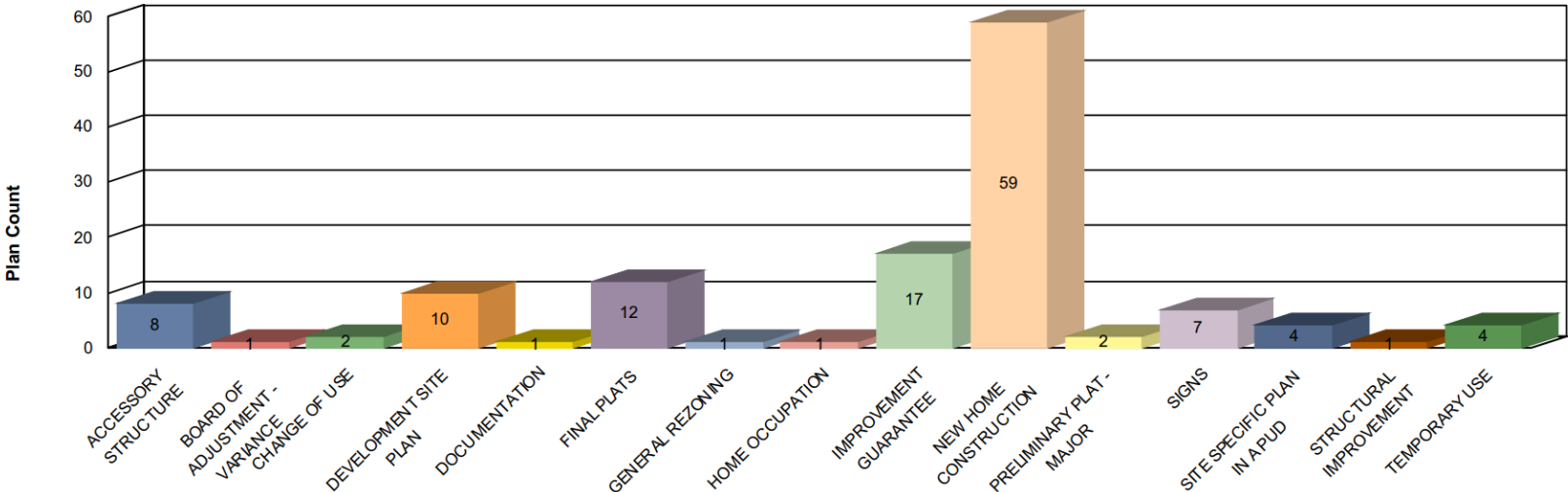
TRC Report

The Technical Review Committee (TRC) did not meet in June due to a lack of agenda items.

Plan and Plat Reviews



PLANS COMPLETED BY TYPE (06/01/2020 TO 06/30/2020)
FOR TOWN OF LELAND



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Brunswick Forest			
Letters of Credit	17	\$1,089,562.81	-\$126,606.62
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	3	\$108,062.50	\$0.00
Lanvale Forest			
Letters of Credit	1	\$18,285.31	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$600,557.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	1	\$70,876.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$97,872.50	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Waterford			
Surety Bonds	1	\$244,281.25	\$0.00
Total Letters of Credit			
	21	\$1,331,603.12	-\$126,606.62
Total Cash Bonds			
	11	\$850,516.03	\$0.00
Total Surety Bonds			
	8	\$813,584.95	\$0.00
Total Performance Guarantee Sureties			
	40	\$2,995,704.10	-\$126,606.62

Long Range Planning Update

Staff released a Request for Proposals (RFP) for consultants to develop the 2045 Comprehensive Land Use Plan. Proposals are sought from qualified, professional consultants who will lead the creation of a comprehensive plan for land use that updates, incorporates, and builds upon land use and transportation plans previously adopted by Leland, while creating the policy framework for intelligent growth over a 25-year planning horizon. The RFP can be viewed here:

https://www.townofleland.com/sites/default/files/uploads/documents/leland_2045_land_use_plan_rfp.pdf

Transportation Planning Update

WMPO Transportation Coordinating Committee – Staff attended the WMPO TCC meeting on June 10, 2020. Items of discussion included a resolution of support of the Gullah Geechee Heritage Corridor multi-use greenway/blueway corridor.

WAVE Transit Board Meeting – Staff virtually attended the WAVE Transit Board of Directors meeting on June 25, 2020.

GIS Update

In June, staff supported other departments through creation of maps for the purchase of the Municipal Operations Campus, water and sewer service areas, and to support the effort to enter the town into the FEMA Community Rating System.

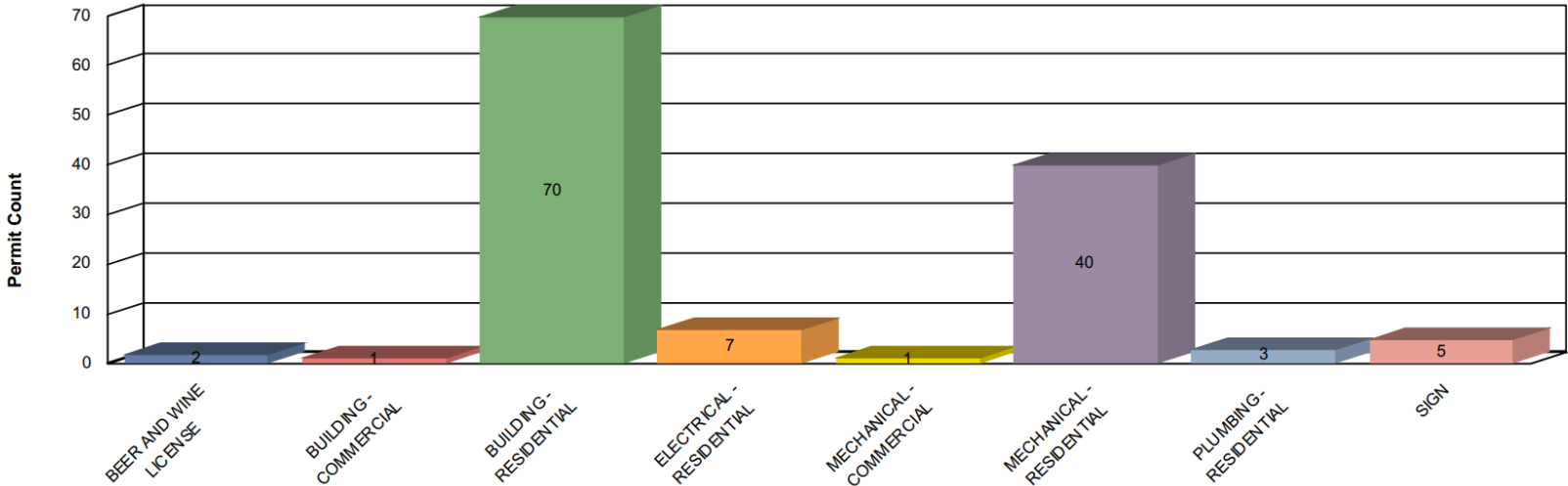
Staff has begun to meet with individual departments to ascertain GIS and mapping needs in order to develop a prioritized work plan for the fiscal year.

Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction (Leland)
128	1,470	\$8,890,473

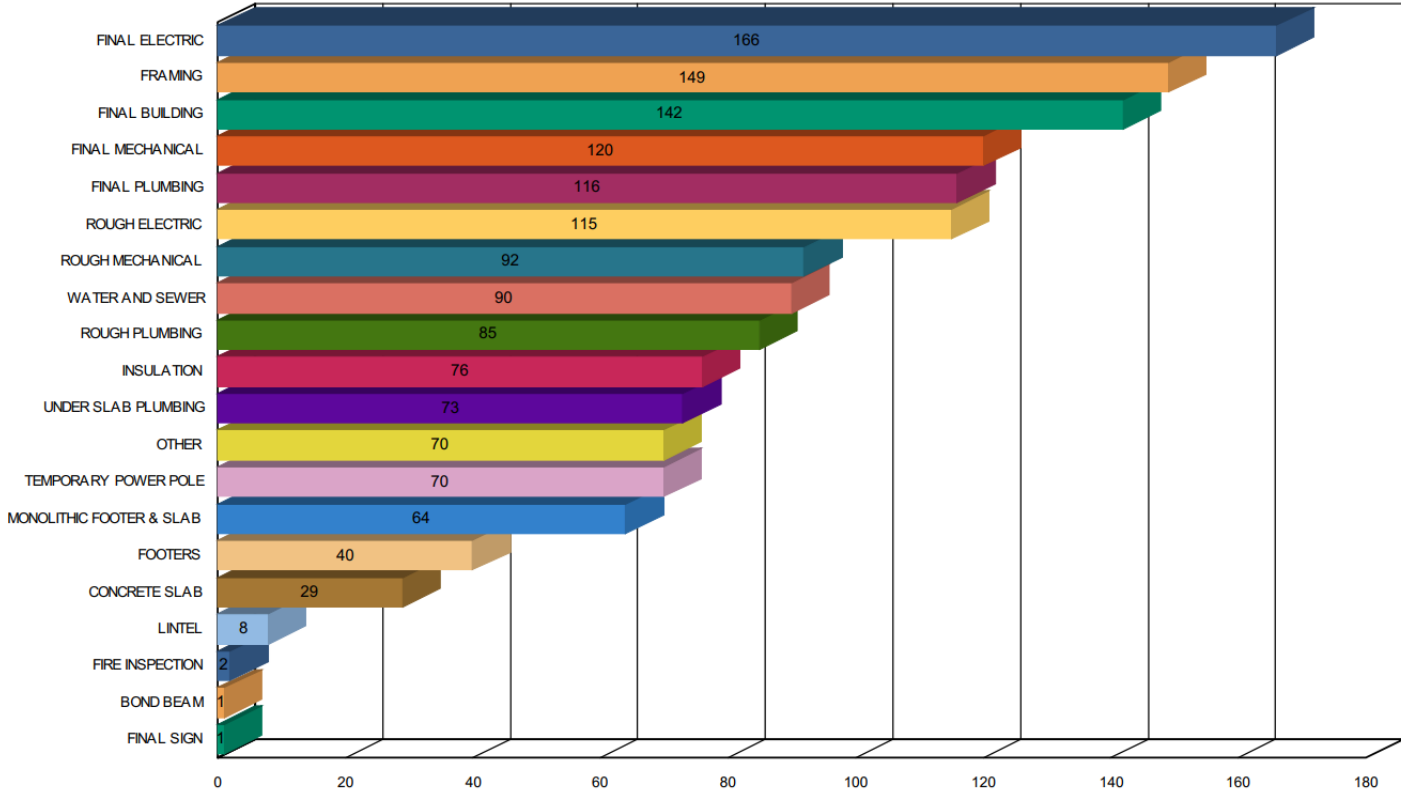


PERMITS ISSUED BY TYPE (06/01/2020 TO 06/30/2020)
FOR TOWN OF LELAND





**COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (06/01/2020 TO 06/30/2020)
FOR TOWN OF LELAND**



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	0	0	0	0	0
Cases Closed	0	6	0	0	0	6
Active Cases	9	15	1	8	1	34

Department News

Council is scheduled to hold a public hearing on July 16, 2020 to vote on the proposed annexation of approximately 220 acres of vacant land in the Leland Innovation Park. If the proposed annexation is successful, it would provide the Town with an enormous opportunity to attract clean, light manufacturing, research, and distribution companies that would create new jobs for the residents in the Town and the surrounding area.

On June 18, 2020, Council passed an ordinance to annex a 1.10-acre parcel on Old Town Creek Road on which the Town will construct a sewer lift station in connection with the Highway 17 Sewer Expansion II, Phase 2 project.

New Businesses

- **Leland Smoke House** has opened in the former Fat Tony's space. This new restaurant features southern BBQ and brisket and is owned and operated by the owners of Southport Smoke House.

New Construction/Development

- **Wendy's** plans to open a restaurant in Brunswick Forest at the corner of Highway 17 and Provision Parkway.
- Construction has continued in the former Rite Aid Pharmacy building for **Novant Oceanside Family Practice**.
- Construction has resumed on tenant spaces for **Firehouse Subs, AT&T, and Heartland Dental** in **Leland Town Center** after being temporarily stopped due to COVID-19.

Economic Development Committee Meeting Summary

The Economic Development Committee met in June and had more discussion about the effect COVID-19 has had on local businesses and ways that the Committee members may be able to assist some of the businesses that have suffered the most. It was decided the Committee will wait until new members are seated in July to put a plan together.



Leland could annex 200 acres zoned for industrial use

By Christina Haley O'Neal, posted Jun 9, 2020 on WilmingtonBiz.com

The town of Leland has started the process of potentially annexing more than 200 acres zoned for industrial use in what is now being marketed as the Leland Innovation Park.

WCM Enterprises LLC, the landowner, has submitted a voluntary annexation petition for about 220 acres of industrial land, made up of three different parcels (shown above), said Gary Vidmar, the town's economic and community development director.

The first step in the annexation process was taken in May when Leland town council directed staff to review the petition and application for the annexation. Those pieces are now under review by town staff, Vidmar said. Further details about the proposed annexation are anticipated to be released at the June 18 Leland Town Council meeting, Vidmar said. That's when staff plans to bring the proposal back to the council to review the certificate of sufficiency, which would include the staff's review of the petition.

The certificate will then go to the planning board for review this month to make a recommendation to be presented to the town council in July, when officials could hold a public hearing and make a decision on the property, he said.

This is the first significant opportunity to get a large piece of industrial land in town limits, Vidmar said.

"Although we didn't, up until now, necessarily have a priority on annexing land in the park, we have always made it clear that, if any landowners were to come to us with any proposed voluntary annexation, then we would consider it," he said.

The proposed annexation comes as a welcome surprise for the town, Vidmar said.

"With the town's lack of any significant industrial land, the proposed annexation would provide us with an immediate opportunity to attract clean, high-tech manufacturing businesses that would provide high-paying jobs for residents and others in the area as well as significantly increase our tax base," Vidmar said.

In concert with the annexation is the introduction of a new zoning district the town aims to apply to the land, should it be annexed into Leland's town limits.

"The town does not currently have a zoning district that we believe is appropriate for the industrial park. And so, we are literally going to create a new zoning district and it's going to be called the innovation zoning district, that would be recommended for the land in the park," Vidmar said.

Planning and zoning officials are still in a drafting phase for the proposed new zoning and are working through the details as to what that zoning ordinance might look like, Vidmar said.

"[Staff] have researched and studied similar high-tech manufacturing industrial parks throughout the state and country to get the best practices," Vidmar said. "So, ours won't be modeled after any one particular zoning or park. But we're using others as a guide for best practices."

The land is vacant and much of it is currently being marketed for sale

(<https://static1.squarespace.com/static/5c45ddcbee17599e0bf543d6/t/5cae4ecec3931683519d6f8/1554927369286/LIP+Cape+Fear>) by Wilmington-based commercial real estate firm Cape Fear Commercial as part of Leland Innovation Park.

The park had been referred to in the past as Leland Industrial Park.

Leland Innovation Park Inc. was formed by Gene Merrit, who has since stepped down from the organization, several years ago as a private nonprofit group aimed at improving, marketing and promoting the park with government and economic development partners.

The annexation and new zoning are "a progression of two and a half years of conversations and the town's participation with Leland Innovation Park Inc.," Vidmar said.

"We don't see us attracting like a tire manufacturing company or an automobile manufacturing company, the big behemoth factories that are more suited to larger parks, like the two mega parks in Brunswick County that are more than 1,000 acres each of purely vacant land," Vidmar said. "We feel, and we have felt all along, that this park is more suited to smaller businesses, high-tech manufacturing, research, laboratory research, distribution and the like."

What makes this particular type of proposed industrial zoning different is that it would not permit any heavy industrial use, Vidmar said, adding it's focused on "clean industry."

"It will also have property-owner friendly regulations with respect to setbacks in order to allow the property owner to maximize the use of the land," he said. "So, we're trying to provide some benefits to property owners that they currently don't have with the county's standards, that would attract companies."

"The park has been pretty much idle for many years. It's not really attracted any major companies," Vidmar said. "So, we are trying to do our part with the zoning to provide a more attractive opportunity for new development."

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Public Services Department Updates

Department News

COVID Update: All staff have been working regular schedules, while observing social distancing and additional cleaning protocols. Access to the Operations Center has been limited to Superintendent's and Supervisors, with other technicians reporting directly to job sites in separate vehicles. Some Town Hall staff are teleworking to minimize contact within the department.

Brannon Richards was hired as Public Services Director.

Streets Updates

Work Priorities

- Utilizing new hot patch equipment, the crew completed seven small asphalt repairs in June.
- Vector control and spraying has begun throughout the Town.
- Staff is creating a Town encroachment standard process and application for all encroachments within Town rights-of-way.
- Staff is creating a streets design manual, which will include standard specifications and details for all Town streets. They are currently reviewing local and other NC DOT standards.

Projects Completed

- Completed thermo striping of Town Hall Drive and Olde Regent Way.
- NC Powell Bill Maps have been updated to include the addition of 4.37 miles of Town streets, see details on Page 4 of this report.

Major Purchases

- A dump truck has been ordered for the Streets Division, but now has a 6-month delivery delay due to the COVID-19 pandemic.
- Two (2) Auto Flaggers were delivered which will be used for traffic control during street construction activities.

Utilities Updates

Department News

Shawn Hudson and Michael Flynn were promoted to Senior Maintenance Workers.

Jack Earley has joined the Town as the Utility Supervisor.

Work Priorities

- Multiple service line repairs were made in Magnolia Greens and Windsor Park.
- Staff is working with the GIS department to create electronic mapping for all utility assets and are currently reaching out to on-call engineers to gather as-built and record data.
- Staff is creating a water and sanitary sewer design manual, to include standard specifications and details. They are currently reviewing other local utility requirements and details.

Projects Completed

- Scada monitoring was installed on the booster pump and water tower.
- Harrington Village sanitary sewer was dedicated to the Town on June 18, 2020 which included 2,700 LF of 6" and 8" gravity sewer.
- Updated water and sewer service area map, see image on Page 5 of this report.

Major Purchases

- None at this time.

STREETS ADDED / DELETED BETWEEN JULY 1, 2019 AND JUNE 30, 2020

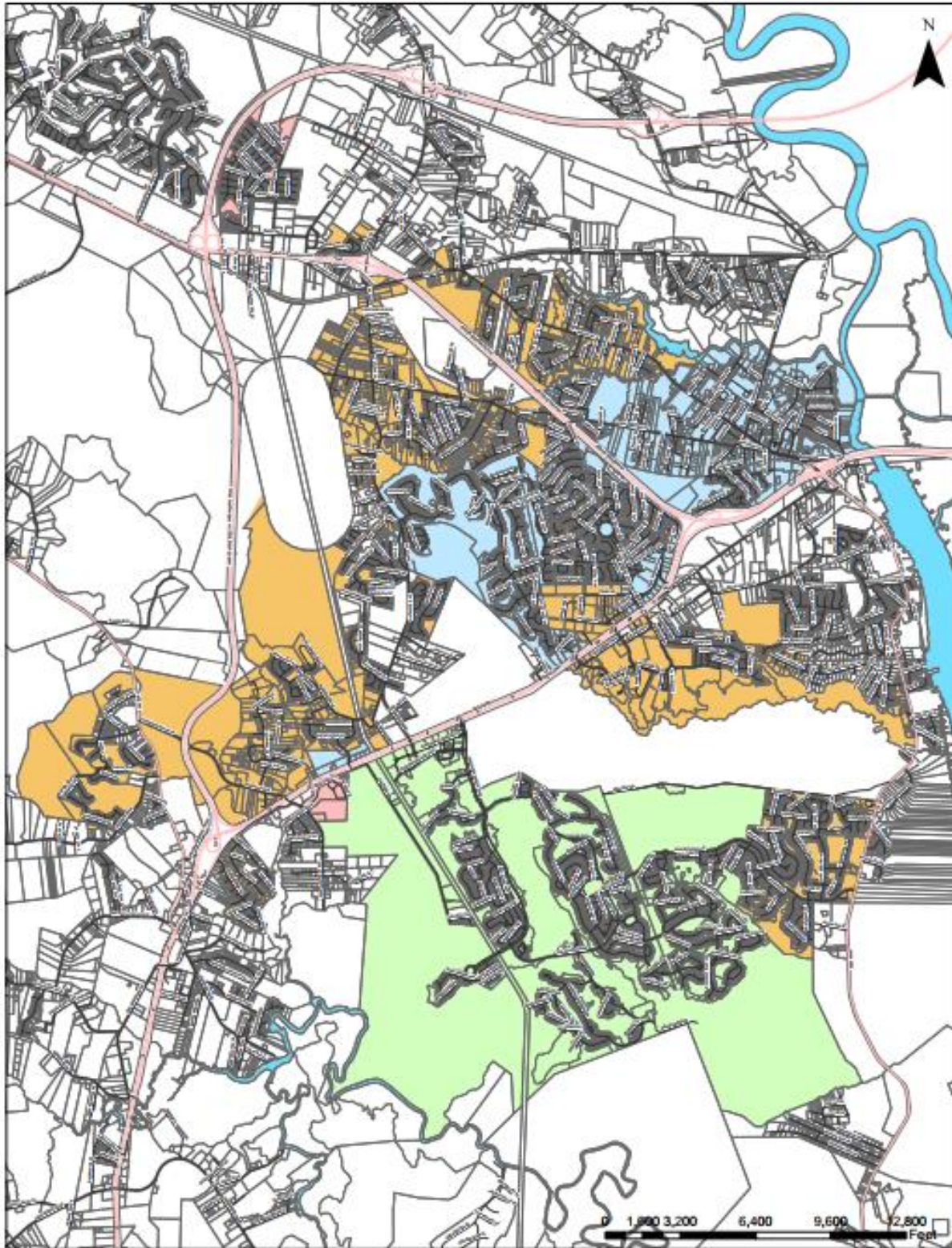
Municipality of: Town of Leland

Date: 07/09/2020

Please list **only** those streets, or portions thereof, that have either been **added to**, or **deleted from**, your municipality's street system between **July 1, 2019** and **June 30, 2020**.

STREET NAME (or SR # if Transfer from State System) (ADDED TO)	MILEAGE (convert feet to hundredth of a mile)	+
FENNEL CREEK DR.	0.11	-
GATEWAY BLVD.	0.23	-
GLASGOW DR.	0.05	-
HEARTWOOD LOOP	0.3	-
KAY TODD RD.	1.62	-
LANVALE FOREST DR.	0.25	-
OLD FOREST DR.	0.05	-
PRIMM FOREST DR.	0.14	-
ROLLING PINES LOOP	0.28	-
SOFTWOOD CT.	0.04	-
TRADEWAY DR.	0.12	-
WB&S RD.	0.08	-
Mallory Creek Drive	1.1	-
TOTAL	4.37	

STREET NAME (or SR # if Transfer from State System) (DELETED FROM)	MILEAGE (convert feet to hundredth of a mile)	+
		-
TOTAL		



Map Date: 7.1.2020
 Town of Leland Planning & Inspections
 Data Source: Brunswick County GIS
 P&I@Planning & Inspections\GIS\Mapping\Projects\2016\WaterSewerServiceArea\720

- Leland Water, Leland Sewer
- Brunswick County Water, Leland Sewer
- H2Go Water, Leland Sewer
- H2Go Water, H2Go Sewer
- Brunswick County Water, Brunswick County Sewer
- Interstate / Hwy
- Streets
- Parcels
- Water Features