



STAFF REPORTS

November 2021 Regular Meeting

Administration	2
Communications	9
Information Technology.....	13
Finance	14
Human Resources	19
Public Safety (Police, Fire/Rescue, Emergency Management).....	22
Operation Services	32
Planning and Inspections	34
Public Services	42
Economic and Community Development.....	45

Administration News

Town Hall will reopen to the public beginning November 1. Visitors will notice additional safety precautions in place, and are encouraged to access Town services online or over the phone. All other Town facilities will continue to remain open with staff maintaining proper precautions. Staff will continue to evaluate existing conditions and make operational adjustments as necessary.

Town Clerk's Office

On October 27, Ms. Reinhardt, in her role as the FY21/22 North Carolina Association of Municipal Clerk's (NCAMC) Finance Committee Chair, virtually facilitated a meeting with the committee to finalize the NCAMC FY20/21 audit.

Work Priorities

- The Annual Board/Committee Rules of Procedure and Ethics Training event was held with the Town Attorney on October 4 at Town Hall.
- The Old Fayetteville Road Multi-Use Path ribbon cutting ceremony was held on October 18.
- The following meeting agendas were published, as well as the preparation of minutes afterward for each meeting:
 - October 14 Economic Development Committee
 - October 18 Agenda Council Meeting
 - October 18 Council Closed Session Meeting
 - October 21 Regular Council Meeting
 - October 21 Closed Session Meeting
 - October 27 Planning Board Meeting
- The Council, Board, and Committee meeting schedules were created for 2022.

Council Directive Updates

- Wave Microtransit: Mr. Brooks and Mr. Andrea met with Marie Parker and Megan Matheny from Wave Transit to discuss the rollout of the microtransit service RideMICRO and to share comments, observations, and concerns from the Leland community regarding the service. Ms. Parker noted that the service is still in the early stages and that many more "virtual stops" would be added in the coming months. She noted that the service is not "door to door," but instead "curb to curb," whereby someone would request a pickup and then walk to the closest "virtual stop" to meet the microtransit van. She said the service is being provided under contract by third party

vendors, not Wave employees. One vendor handles the “back end” software and system administration while another vendor handles the dispatching and physical pickups. When people are picked up, they are asked by the vendor for ID so they can confirm the identity of the person who made the reservation. They have not yet finalized the fee for the service, but they anticipate it would be comparable to the current Wave bus rates. They said the mobile app would be available after the first of the year, but for now people need to continue calling the phone number to request a ride. Based on feedback they received, they have updated the hours that people can call in to request rides (previously, reservations could only be made during hours when the service was running).

- NCDOT Follow Up Items
 - Signal timing at Olde Waterford Way and West Gate Drive: NCDOT staff reviewed the traffic at both of these locations on October 21. The Olde Waterford Way traffic light timing was adjusted to allow for more egress onto Highway 17. The light at West Gate Drive was not adjusted at this time, but Town staff will continue to monitor both intersections to see if any further adjustments need to be requested from NCDOT.
 - Loop wire placement at the U-turn on Highway 17, south of Olde Waterford Way: Town staff contacted the NCDOT and they confirmed the loop wire placement will be reviewed when Highway 17 is resurfaced next year, but this cannot be done until that time.

Project Updates

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: Construction is substantially complete.
- Next Steps: The contractor has completed paving on the multi-use path and Old Fayetteville Road, and the Town and NCDOT have completed the final walk through of the project. The next steps are for the contractor to complete final punch list items and Town staff to work with NCDOT to close out the project.
- Concerns: Install a second catch basin to catch the water that is ponding at the intersection of Town Hall Drive and Old Fayetteville Road. NCDOT to identify and determine next steps to complete this work.

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: Construction is underway.
- Next Steps: The contractor is currently working along Town Hall Drive to install sidewalk and pervious concrete for on-street parking and will be finishing up over the next month or so.
- Concerns: Contractor failed to complete the project within the contract time of August 22, 2021. Town staff is tracking liquidated damages at \$500 per day.

Kay Todd Road Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road.
- Status: The contractor has completed installation of water and sewer along Kay Todd Road and Brunswick Village Boulevard Extension and repairs have been made. Construction is complete.
- Next Steps: Camera work and pressure testing will be conducted. Town staff will be working with the contractor and engineer to conduct a final walk through of the project and submit final water and sewer certifications to the state.
- Concerns: No concerns at this time.

Brunswick Village Boulevard Extension Paving & Kay Todd Road Multi-Use Path

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road, past Regional Pump Station #33 to Hewett-Burton Road.
- Status: Project is in design and permitting. Geotechnical testing of Brunswick Village Boulevard is complete. Town staff have reviewed preliminary plans and provided comments to the engineer for review.
- Next Steps: Obtain final plans and bid documents and bid the project in early 2022. Developer is working with MOTSU to obtain approval of the Brunswick Village Boulevard crossing of the MOTSU railroad. A meeting was held between staff and MOTSU representatives to discuss the crossing and its importance to the Town.
- Concerns: Developer obtaining approval of the Brunswick Village Boulevard railroad crossing.

Brunswick Forest Parkway & Low Country Boulevard Intersection Improvements

- Purpose: To improve the intersection at Brunswick Forest Parkway and Low Country Boulevard, as well as restripe existing centerline stripes, crosswalks, and stop bars along Brunswick Forest Parkway and Low Country Boulevard.
- Status: Construction is complete.
- Next Steps: The contractor has completed the construction of the single-lane roundabout at Brunswick Forest Parkway and Low Country Boulevard. The intersection is open to traffic. Next steps are for Town staff to close out the project.
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Project is in the design and permitting phase. Staff will receive final design drawings and project manual in early November.
- Next Steps: Continue with design and permitting. Staff anticipates bidding the construction phase of this project in December.
- Concerns: No concerns at this time.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, and Graham Drive.
- Status: Survey and design is underway.
- Next Steps: Atlantic Coast Survey has completed all survey field work. Survey data will be finalized and sent to the engineer to develop the concept plans over the month of November. The engineer anticipates the concept plans to be sent to Town staff for review in early December.
- Concerns: No concerns at this time.

Wayne Street Extension

- Purpose: To extend Wayne Street to Royal Street NE which will provide an additional connector route of Village Road and Old Fayetteville Road.
- Status: Survey is underway. A task order was issued to obtain survey data of the project area.
- Next Steps: Receive and analyze the survey data of the project area in November.
- Concerns: No concerns at this time.

Town of Leland Streets Paving 2021-2022

- Purpose: To resurface eight (8) streets within the Town limits to include Olde Waterford Way, Woodwind Drive, Palm Ridge Drive, Old Village Circle, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, and the commercial section of Grandiflora Drive.
- Status: Survey and design is underway.
- Next Steps: CLD Engineering (formerly Coastal Land Design) is completing survey and design. LiDAR mapping and survey is complete. Geotechnical Inspection Phase 2 consisting of 12 cores throughout the project limits is underway. The inspection will help determine which areas will require a full depth rebuild of the road. The engineer will begin developing preliminary plans for Town staff to review.

- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes widening and paving of Baldwin Drive, stormwater improvements, sidewalks, and improve and pave Lake Drive.
- Status: Initial scoping and kickoff with Town staff.
- Next Steps: Issue a task order for design, survey, and permitting services.
- Concerns: No concerns at this time.

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of a new fire station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Preliminary cost estimate was approved by staff, along with preliminary design. The draft Design-Build Amendment is being reviewed by the Town Attorney and is scheduled to be presented to Council in November for approval.
- Next Steps: Present to Council at their November meeting to gain approval to proceed. Get contract signed and executed so the subcontractor can proceed with engineering and construction.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Construction is progressing with most plumbing and electrical rough ins being completed, along with the sprinkler system, HVAC, and stormwater improvements. Currently working with Purchasing to source and purchase additional equipment such as appliances, gear washer/dryer, ice machine, gear lockers, furniture, and IT equipment.
- Next Steps: Continue working through building and site construction, lighting, finish selections, and sourcing/purchasing of items outside of construction contract.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Vent fan install has been completed and warehouse breakroom renovations started on October 4. Pallet racks have been installed and some cabinets have been delivered.

- Next Steps: Waiting on final delivery of cabinets and workbenches. Install is expected to begin as soon as these items have been delivered. Work through renovation of breakroom and conference room.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag and stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Cleanup and debris removal has been completed on all four sections of stream. Awaiting final design for stabilization. USDA and NCDR have reimbursed the Town for the first invoice that was processed.
- Next Steps: Waiting on design for streambank stabilization of Jackeys Creek and justification for debris disposal costs.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Awaiting the results of the Brownfield study.
- Next Steps: WithersRavenel to complete a Brownfield study of the property.
- Concerns: Funding for park project once study has been completed.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that would include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill has submitted a scope for redesign of the stormwater basin, moving it across the street to a wet pond on the Perry Avenue lot. Staff only received two responses to the RFQ that was published for the Design-Build of the playground and splashpad. Working towards republishing the RFQ at this time.
- Next Steps: Execute task order with McGill for additional design work and feasibility study for relocation of the stormwater pond to the lot on Perry Avenue. Publish RFQ and reengage in discussions on architectural design of the amphitheater and restroom facility.
- Concerns: Timing of the animal control move to the MOC will be important as the project moves to the construction phase.

Animal Control/Police Impound Facility at the Municipal Operations Center

- Purpose: Repurpose and renovate the existing truck wash building for use as a new animal control and Police storage facility.

- Status: CLD (formerly Coastal Land Design) has provided a preliminary site plan for the project. CLD is currently working through site design in coordination with Fire Station 51. Goodrich is working on the building design and we are expecting a preliminary plan by mid-November.
- Next Steps: Review design plans from Goodrich once submitted and continue working with CLD on the final site plan. CLD needed some additional survey work, which has been scheduled with ACS and is expected to begin mid-November.
- Concerns: No concerns at this time.

Loblolly Park on Kay Todd Road

- Purpose: Develop donated land off Kay Todd Road into a new Town park with features that include a new 18-hole disc golf course and primitive walking trails.
- Status: Future plans for park have changed somewhat and instead of moving forward with a master plan at this time, staff is gathering quotes for clearing the lot and surveying.
- Next Steps: Clear undergrowth and small trees and have lot surveyed before moving forward with park master plan.
- Concerns: No concerns at this time.

Town Hall Renovation

- Purpose: Renovate Town Hall to gain more useable workspace including offices, conference rooms, and a redesign of employee breakrooms.
- Status: Quote for design changes has been approved and Sawyer is updating the 60% design plans.
- Next Steps: 60% design plans are expected to be completed by December 1 and 100% plans by the end of January.
- Concerns: No concerns at this time.

Trade Street Park

- Purpose: Develop two Town-owned properties off Trade Street into a future 18-hole disc golf course.
- Status: Received estimates to cut and mulch small trees and undergrowth. Still waiting for the closing on one of the properties.
- Next Steps: Meet with Duke Energy about an encroachment permit to use land that passes under powerlines. Gain approval to begin mulching and clearing of lots. After the lot is cleared, it will be surveyed before beginning site design.
- Concerns: No concerns at this time.

Department News

Ms. Bradley completed training on social media, Town phone and email communications, and other administrative duties that fall under her responsibilities managing the front desk at Town Hall. She also completed safety training in preparation for Town Hall's reopening to the public. Ms. Jewell and Ms. Bradley are working together to build more effective and efficient strategies for internal and external Town communications. Ms. Jewell continues developing relationships with local media partners.

Social Media Update

- Facebook Highlights (October 1 – 31, 2021)
 - Added 79 new page followers
 - Overall post reach – 60.9K
 - Top post (Largest reach): “We're excited to begin Founders Park renovations next year! Thanks to the N.C. Parks and Recreation Authority for supporting this project by awarding the Town a \$489,000 grant. More about the grant and park renovations 📌 <https://bit.ly/39WeECN>”
- Twitter Highlights (October 1 – 31, 2021)
 - Impressions/Reach – 9,224
 - Received 1,879 new profile visits
 - Top tweet (Largest reach): “Celebrating #PedestrianSafetyMonth by sharing more photos from our ribbon cutting ceremony for the Old Fayetteville Road multi-use path. 🎉 Thankful for all the help keeping our pedestrians safe! #LelandNC @NCDOT pedestrian safety tips 📌 bit.ly/3B3FV1f pic.twitter.com/MmkzAO4iCt”
- NextDoor Highlights (October 1 – 31, 2021)
 - Impressions/Reach – 22,535
 - Likes/Comments – 46
 - Top post (Largest reach): “You'll soon have a new option for recycling. Recyclops is bringing service to Leland, offering another convenient way to recycle weekly. ♻️ The service, which uses a tech-driven smart-routing app and local drivers, allows you to subscribe to have recyclable materials picked up from your home! To check out pricing and how to sign up, visit their website 📌 <https://bit.ly/3aYJmM6>”

Project Updates

- Progressed into next phase of website redesign process by evaluating internal and external survey responses, working with departments to update information and add new content, and working to restructure the navigation. Decided with VC3 that the redesign will be building an entirely new website.
- Expanded recently launched social media strategy to include regularly creating attention-grabbing graphics, which will simplify information and drive more engagement. Began analysis of audience activity and demographics to determine best practices for social media platforms.
- Assisted in planning, marketing, and news coverage of Old Fayetteville Road Multi-Use Path.
- Worked with several departments on communications and developing public outreach strategies for various projects and initiatives, including grant news for Finance and Fire/Rescue; a staff/community event for Human Resources, Police, and Fire/Rescue; new online resources for Planning and Inspections and Public Services; and finalizing extensive updates to a Newcomers Club presentation for Economic and Community Development and Parks, Recreation, and Cultural Resources.
- Worked with local vendor Southern Sign Company to revise logo concepts for Parks, Recreation, and Cultural Resources. Continued design discussions to develop new logo for Emergency Management. Updated Police Department logo.
- Continued working with Town staff and on-call photographer to coordinate shoots for various departments to create inventory of stock photos for marketing purposes and selected photos that best represent the Town for editing.
- Collaborated with Human Resources and Police to develop branding strategy to drive more engagement and better recruitment, which will include tagline encompassing culture of Police Department, recruitment photos, increased social media presence, and improved marketing materials.
- Rolled out CodeRED with extensive marketing strategy that included developing a webpage, linking other related Town of Leland webpages to the CodeRED page, posting a TOL website news article, distributing a press release, and planning a social media campaign to encourage community sign-ups.
- Developed new strategy for newsletters including curated content according to each audience and a distribution schedule.
- Prepared communication and facilities for Town Hall reopening.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Town of Leland Receives \\$489,000 for Founders Park Renovations](#)
 - [Ribbon Cutting Celebration Planned for Old Fayetteville Road Multi-Use Path](#)
 - [Leland Fire/Rescue Awarded Grant for Lifesaving Equipment](#)

- [New Interactive Map Shows Agencies Responsible for Street Maintenance in Leland](#)
- [Leland Launches CodeRED Alert System for Emergency Notifications](#)
- [Leland Town Hall Operations](#)

- WWAY
 - [State awards nearly \\$1M to Cape Fear parks and recreation projects](#)
 - [Town of Leland receives \\$489K for Founders Park renovations](#)
 - [Fastest growing town in NC prepares for population to triple by 2045](#)
 - [Leland Fire and Rescue gets \\$15K grant to buy ballistic vests, helmets](#)
 - [Leland celebrates long-awaited completion of a multi-use path along Old Fayetteville Road](#)
 - [7-Eleven and Cookout among new businesses planned for Leland](#)

- WECT
 - [Nearly \\$1 million in grants will make recreation plans a reality for Towns of Leland and Surf City](#)
 - [Leland firefighters discover 'dummy' grenade after extinguishing vehicle fire](#)
 - [Leland hopes to draw in manufacturing businesses to expand Innovation Park](#)
 - [Leland Fire/Rescue awarded grant for lifesaving equipment](#)
 - [New multi-use path in Leland now open to public](#)
 - [Leland to welcome slew of new businesses in the near future](#)
 - [Leland launches emergency alert system](#)

- StarNews
 - [Nearly \\$1 million in state grants awarded to 2 Wilmington-area parks](#)
 - [How will Leland handle their explosive population growth?](#)
 - [After nearly six years of delays, Leland will open its new multi-use path soon](#)
 - [Leland Fire and Rescue to receive a grant for lifesaving equipment](#)
 - [New office, retail development coming to Leland – and it could be a sign of things to come](#)

- North Brunswick Magazine
 - [Concerts and Movies Under the Stars](#)

- [A Boost for Founders Park](#)
- Greater Wilmington Business Journal
 - [Offices At Mayfaire Developer Plans Commercial Building In Leland's Waterford Area](#)

TDA Marketing

- Created event-specific URL LelandinLights.com to track ROI for marketing campaigns.
- Finalized and approved full-page Leland in Lights ad to run in the December issue of *Our State* magazine.



Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in October. The next meeting is scheduled for November 9, 2021 at 4 p.m.

Department News

Mr. Sandy is making great progress in the standardization of services and infrastructure. Utilizing new construction, he has been able to secure a long-term strategy for some internal security platforms.

Major Work Priorities

- Mitigation of Security Concerns – Signed contract and starting implementation of security awareness program KnowBe4.
- Upgrading User Hardware/Software – Working to upgrade end user computers and software in preparation for SharePoint rollout.
- Upcoming Construction Needs – Working with contractors and project manager to scope and order hardware and software for the upcoming fire station, as well as Town Hall renovations.
- Cellular Services Assessment – Reevaluating cellular services due to coverage and performance issues.
- Internet Assessment – Studying fiber internet to evaluate cost and service with other carriers.

Projects Completed

- Completed 8 new employee onboards.
- Upgraded print services at the Leland Cultural Arts Center.
- Upgraded 23 user machines in preparation for SharePoint rollout.
- Completed testing with FirstNet. Starting to document a plan to switch over some data services for diversity of coverage.

Department News

The Finance Department continues to work on the FY20-21 audit, which will be completed shortly. Ms. Hagg and Ms. Friedman continue to virtually attend several webinars each month on the ARP funds and are awaiting the final rule from the Treasury on spending guidelines. The Finance team extended an offer to Kelli Newton (Parks & Recreation Board member) for the Purchasing Coordinator position, and she will begin on November 15. Purchasing Agent Kathy Lopez got married on October 23 in Lake Lure.

Grant News – October 2021

Grants Awaiting Notification

- Governor’s Crime Commission Byrne JAG – Agency weapons replacement, \$24,500 (no match).
- Cape Fear River Watch – Stormwater Drain Litter Capturing Devices, Equipment provided (no match).
- T-Mobile Hometown Grant – Founders Park Phase I, \$2,941,856 Total Project Cost, Grant Request Level: >\$50,000 (no match).
- Brunswick Council Arts Grassroots – Series of outdoor community events “Art Around Town”, \$2,600 (50% match).
- FMA Building Resilient Infrastructure and Communities (BRIC) – Evaluation/assessment Sturgeon Creek watershed for potential solutions, \$250,000 (25% match). **UPDATE – Approved for next level of consideration and sub-application review.**

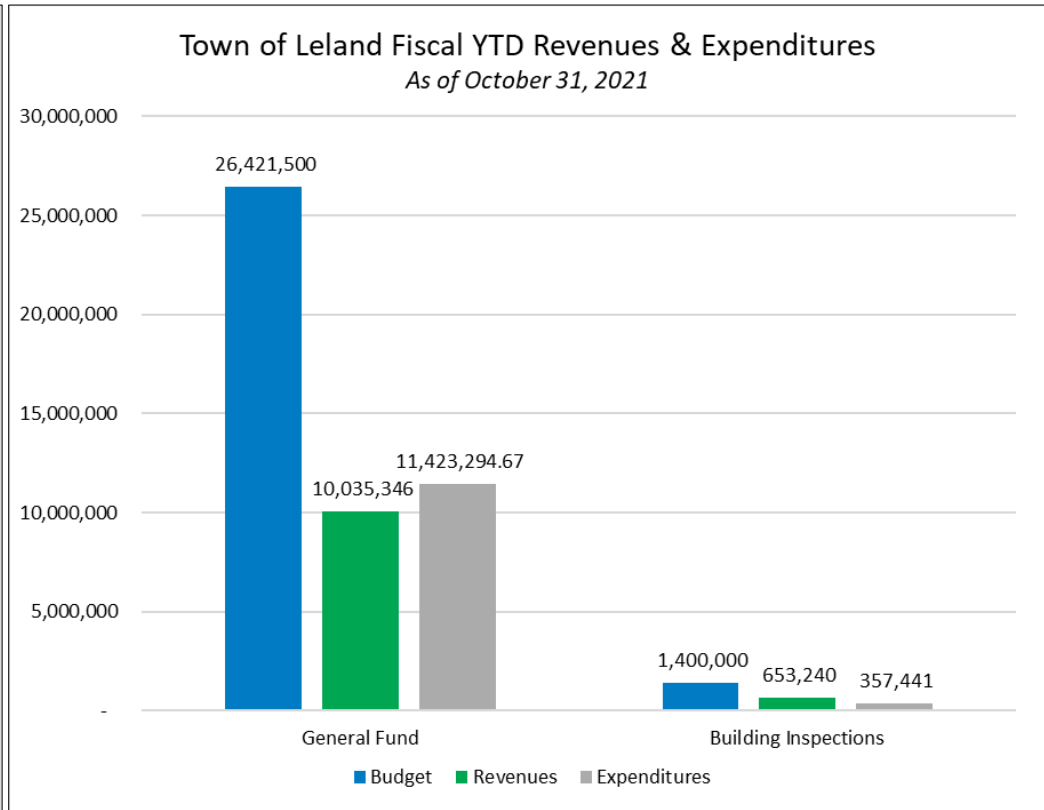
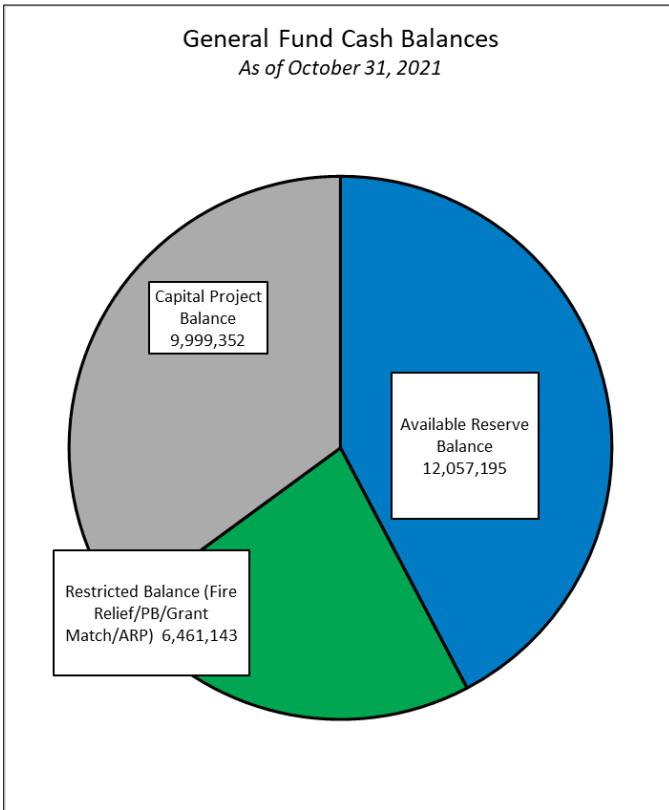
Grants Awarded

- Firehouse Subs Public Safety Foundation – Rescue Task Force personal protective equipment sets (15), \$14,945 (no match).
- BVP FY21 – Replacement of ballistic vests (8), \$6,000 (50% match).

Grants Not Awarded

- AFG FY20 – Mobile Air Compressor for SCBA cylinders, \$145,000 (10% match).
- Coronavirus Response and Recovery Supplemental Appropriations Act (CRRSAA) 2021 through WMPO – Pedestrian crossing at U.S. Highway 17 and Olde Waterford Way/Ploof Road, \$697,857.88 (no match).

Dashboard

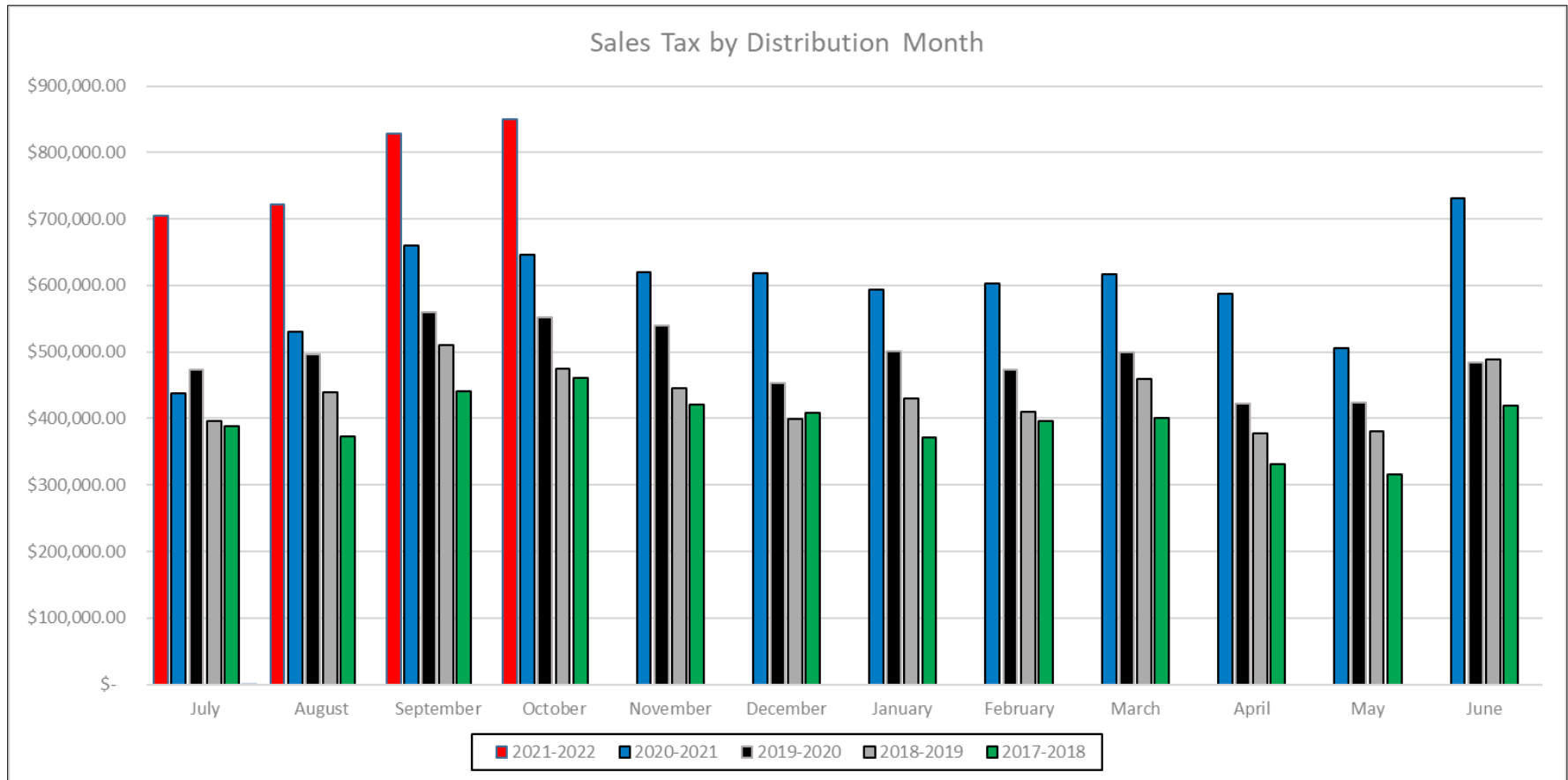


Financial Budget to Actual Report – October 31, 2021

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	26,421,500	2,826,355	10,035,346	-	16,386,154	62.02%
Governing Body	230,000	230,000	9,324	64,010	31,360	134,630	58.53%
Administration	1,430,000	1,430,000	107,875	561,031	85,854	783,115	54.76%
Information Technology	1,235,000	1,247,000	87,098	428,141	269,248	549,612	44.07%
Human Resources	350,000	350,000	25,285	98,989	11,495	239,516	68.43%
Finance	600,000	600,000	49,288	179,631	6,789	413,580	68.93%
Planning	655,000	726,000	60,716	246,706	40,895	438,399	60.39%
Economic Development	110,000	110,000	9,911	35,461	376	74,164	67.42%
P&R & Cultural Arts	1,170,000	1,170,000	90,576	317,514	71,542	780,944	66.75%
Grounds & Facilities	1,685,000	1,685,000	105,877	392,441	324,606	967,953	57.45%
Public Services	2,265,000	2,288,500	169,714	688,133	675,188	925,179	40.43%
Police	4,920,000	4,960,000	294,076	1,310,719	479,502	3,169,780	63.91%
Emergency Management	215,000	215,000	10,910	45,555	25,664	143,782	66.88%
Fire	6,025,000	6,120,000	335,225	2,761,924	164,135	3,193,941	52.19%
Debt Services	2,046,000	2,046,000	252,751	1,156,700	-	889,300	43.47%
Transfers	2,244,000	3,244,000	-	3,136,341	-	107,659	3.32%
EXPENSES	25,180,000	26,421,500	1,608,625	11,423,295	2,186,651	12,811,554	48.49%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,400,000	183,811	653,240	-	746,760	53.34%
EXPENSES	1,400,000	1,400,000	102,383	357,441	13,984	1,028,574	73.47%

FY Sales Tax Distribution

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



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

There were no purchase orders issued in excess of \$50,000 in October 2021.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in October 2021.

Audit Committee Meeting Summary

The Audit Committee did not meet in October 2021.

Department News

Staff is currently holding department focus groups to get feedback from employees on several topics. Open enrollment has been successfully completed for 2021. Staff enjoyed a Halloween kickball tournament between Police and Fire on October 29, where 224.5 pounds of food was collected and donated to Brunswick Family Assistance. Directors participated in their first off-site meeting at the Leland Cultural Arts Center and participated in a workshop on accountability. Planning is underway for the Town holiday events.

Workers Comp Data

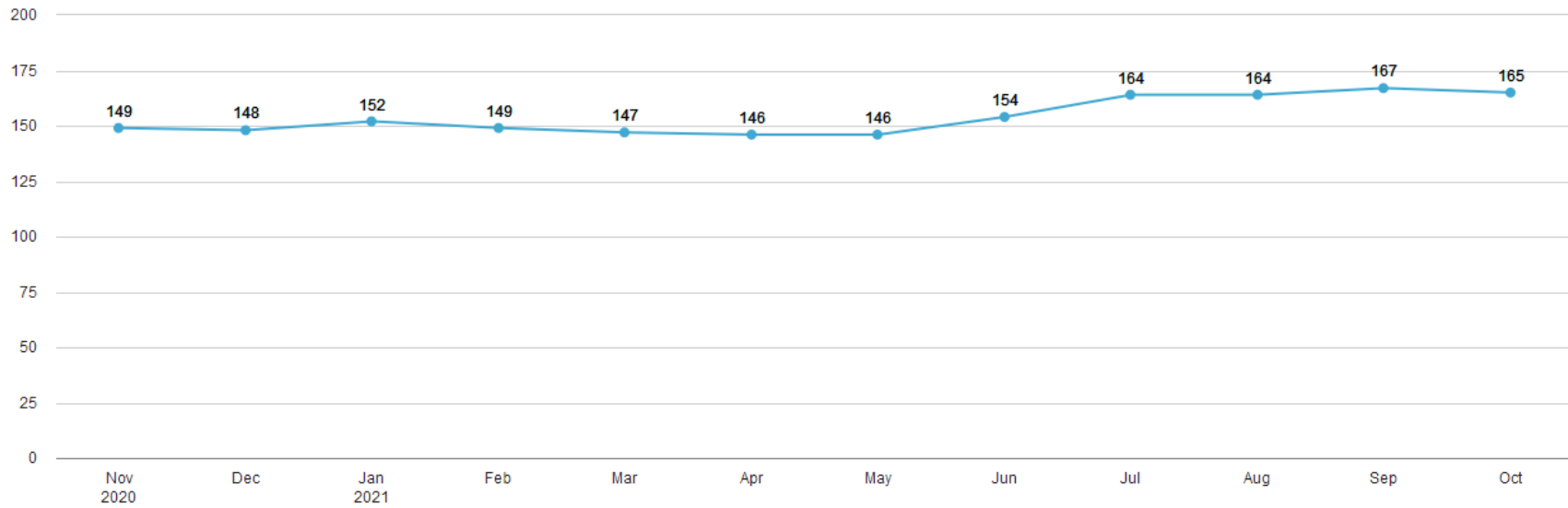
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
0		

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Jairyn Kauffman	Cultural Arts Center	Resignation	10/15/2021	PT Recreation Specialist		
Edward Shelton	Grounds & Maintenance	Resignation	10/15/2021	Grounds Maintenance Technician		

Headcount (FT and PT employees) November 2020 - October 2021

Active Employees Trends



Headcount ⓘ

165

As of October 2021

Hired ⓘ

40

Termed ⓘ

28

Growth Rate ⓘ

9.3%

Turnover Rate ⓘ

18.2%

Average Tenure ⓘ

3.7

(Years)

Turnover Data November 2020 - October 2021

Full Time Turnover

Turnover Rate ⓘ 12.7%	Annualized Rate ⓘ 12.7%	Terminations ⓘ 18	Average Employees ⓘ 142.1
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Part Time Turnover

Turnover Rate ⓘ 77.1%	Annualized Rate ⓘ 77.1%	Terminations ⓘ 9	Average Employees ⓘ 11.7
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Department News

Detectives Berry and Britton attended Police Law Institute (PLI) training at Cape Fear Community College from September 20 to October 1. This is a 76-hour course that provides the necessary skills to conduct activities associated with search warrants, warrantless searches, eyewitness identification, interviews, and nontestimonial identification orders.

Senior Officer Martin and Detective Berry attended the Field Training Officer (FTO) course at the NC Justice Academy in Salemburg. This is a 40-hour course that educates staff on technical and personal skills such as communication, leadership styles, and actions which avoid civil liability while in training in order for them to function as evaluators and trainers of new recruits.

Officer Roberts attended the 40-hour At Scene Crash Investigations course at the NC Justice Academy in Salemburg September 27-October 1. This course enables officers to determine a vehicle's minimum speed involved in a crash based on physical evidence at a crash scene.

The Leland Police Department hosted an intoximeter class October 4-8. Intoximeter training is designed to teach the officer to operate and understand the messages produced on the intoximeter breath testing instrument for legal breath alcohol tests. Approximately 12 officers attended.

Sgt. Kazee, Sgt. Munger, Sgt. Reid, Sgt. Winder, Master Officer McElroy, and Senior Officer Peters attended the Use of Force Assessment and Risk course at Cape Fear Community College on October 8. This course allows supervisors the ability to focus on individual use of force assessment while providing the basis for evaluating force risk in the following areas: criminal/civil, employment, decision making, and stress management. Accurate force risk assessment of incidents and training allows for better management and predictability of future incidents.

Officer Holland attended the RADAR training course at Cape Fear Community College October 8-10. This is a three-day course that certifies officers to operate the RADAR instrument for traffic enforcement purposes.

Master Officer Gaston and Officer Whitmire attended the one-day LIDAR training on October 13.

Detective Payne attended the RADAR Forensic Interviewing course at Cape Fear Community College October 18-22. This workshop provides an introduction to the RADAR (Recognizing Abuse Disclosure types And Responding) Child Forensic Interview Model, which is a research-based, best practices protocol for interviewing children ages five years and older, and adolescents who are being assessed for possible sexual and physical abuse. This form of interview is structured to ensure quality and ease of learning, while offering enough flexibility to be effective with children of different ages and histories.

Lieutenant Warren attended the North Carolina Justice Academy's School Directors Conference October 19-21 in Greensboro.

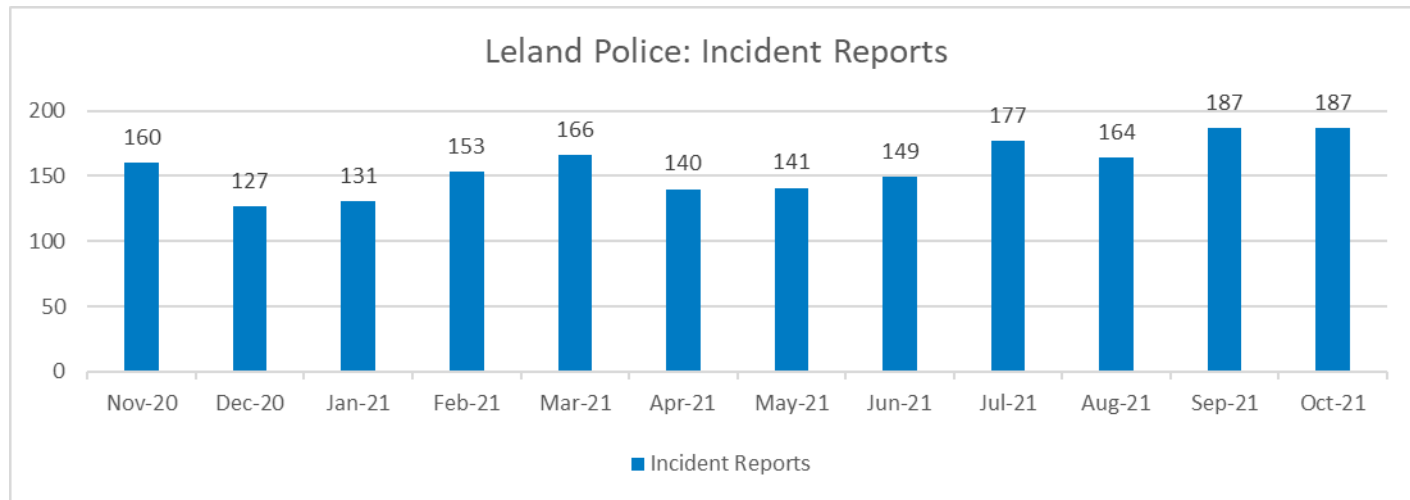
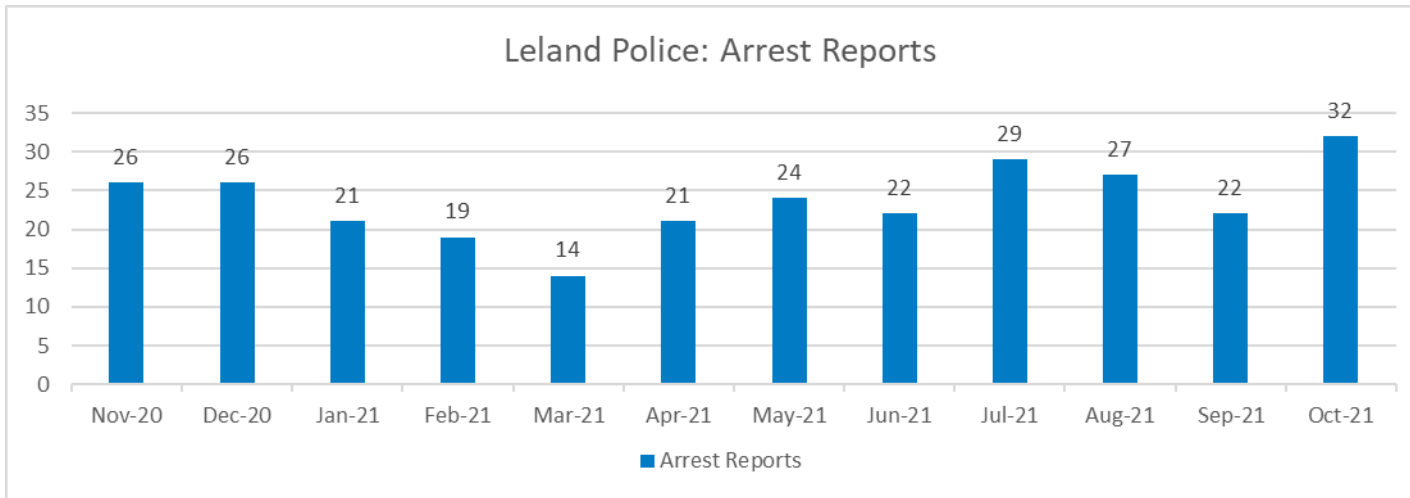
Lieutenant Almond and Detective Britton attended the Internal Affairs Basic School in Concord October 25-29. Topics included IA case management, personnel law, Brady, Giglio, Garrity, nonverbal behaviors, and advanced interview techniques.

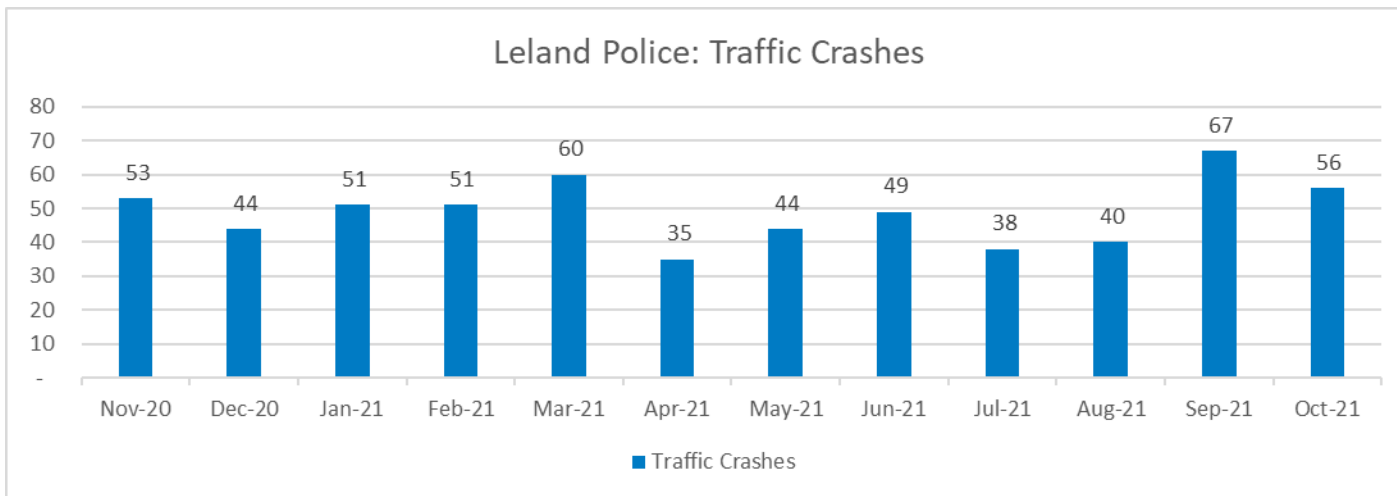
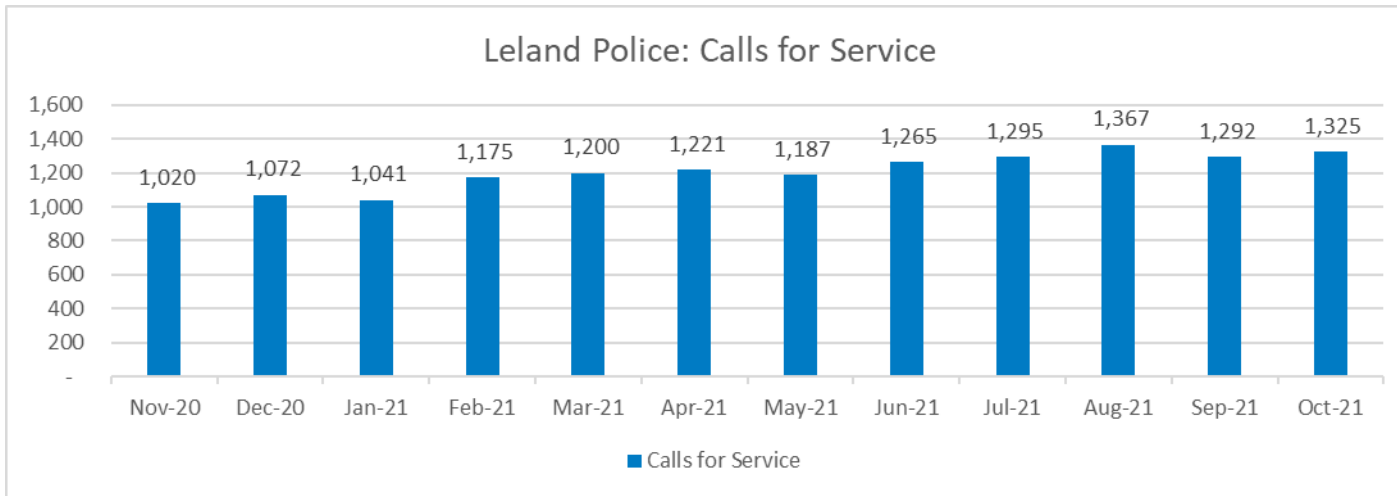
The detective serving on the U.S. Marshal Fugitive Task Force has opened two cases as lead, been assigned lead to five cases, and assisted in 15 fugitive apprehensions.

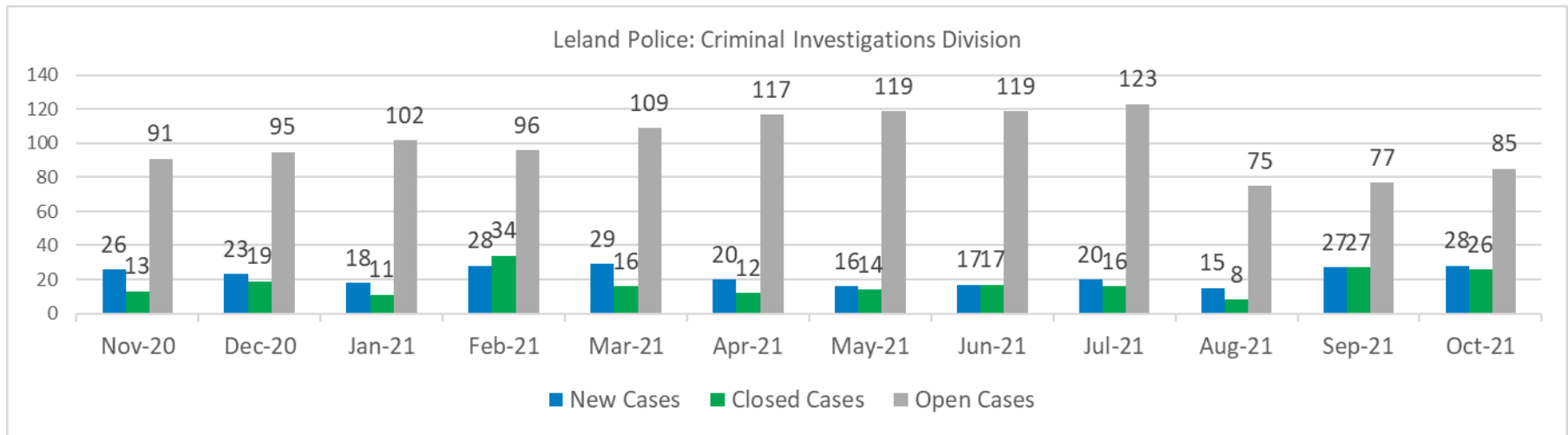
The Drug Enforcement Administration Task Force assigned agent has opened five new cases, cleared 11 cases by arrest, conducted three operations, and seized 4.2 grams of cocaine.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Nov-20	49	7	4	10	4	2	4
Dec-20	34	4	12	16	2	1	2
Jan-21	32	1	1	2	7	0	1
Feb-21	33	5	3	8	4	0	2
Mar-21	44	5	6	11	8	1	3
Apr-21	46	5	1	6	3	0	4
May-21	52	2	3	5	8	1	1
Jun-21	57	8	5	14	3	1	2
Jul-21	33	3	3	6	2	1	4
Aug-21	51	2	2	4	3	1	7
Sep-21	25	2	6	7	0	0	2
Oct-21	38	5	2	7	4	0	2
Totals	494	49	48	96	48	8	34







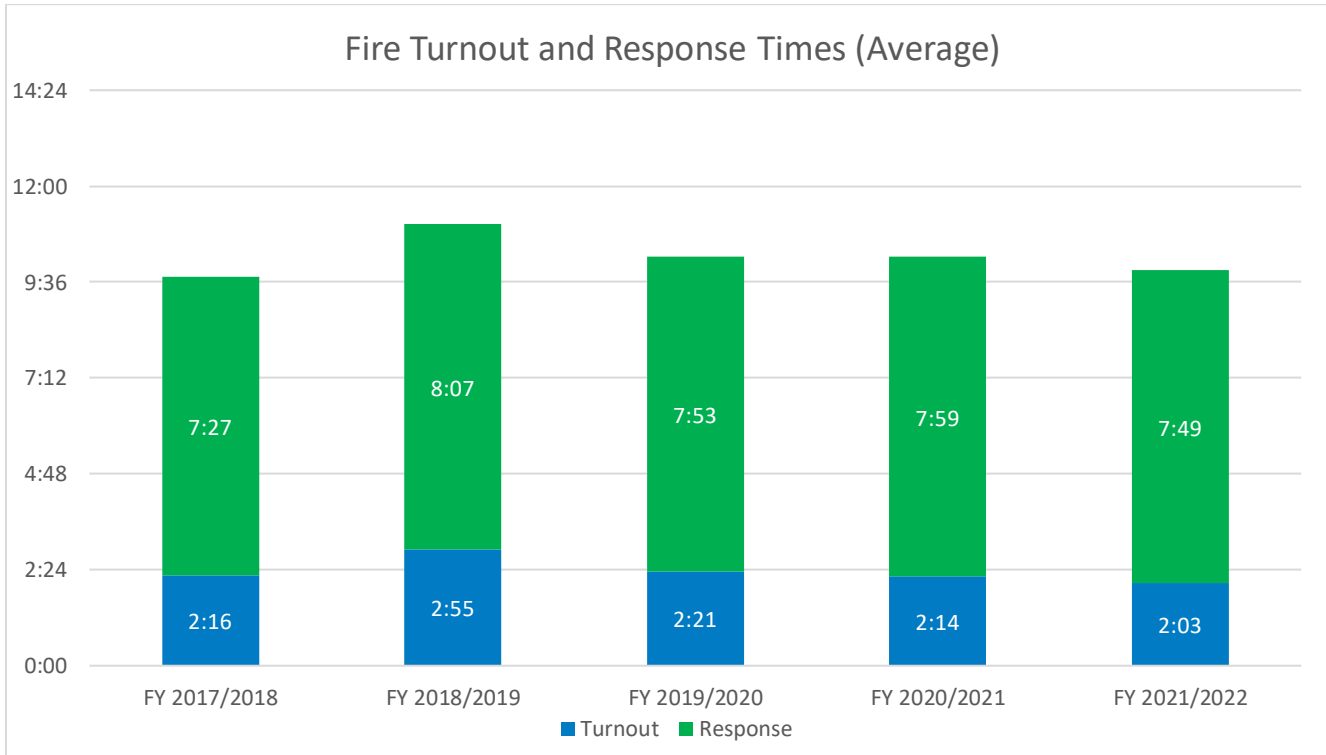
Department News

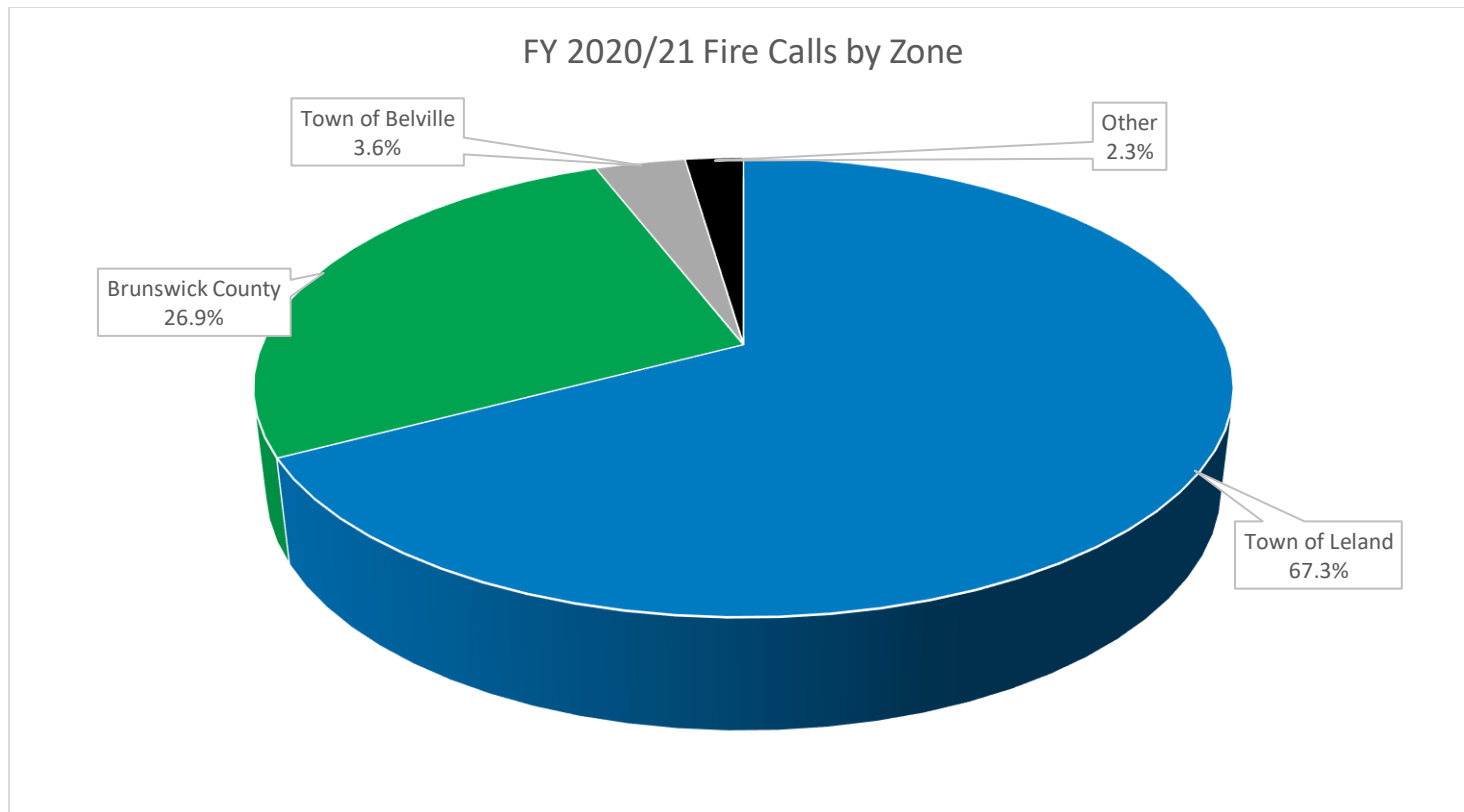
Leland Fire/Rescue received its second new fire engine, Engine 51. Engine 51 went into service, responding to calls a few days after being delivered. A dedication ceremony is currently being planned for the new engine.

With October being Fire Prevention Month, the Community Risk Reduction Education Division (C.R.R.E.D.) conducted fire safety presentations to all kindergarten through second grade students at Belville and Lincoln Elementary Schools.

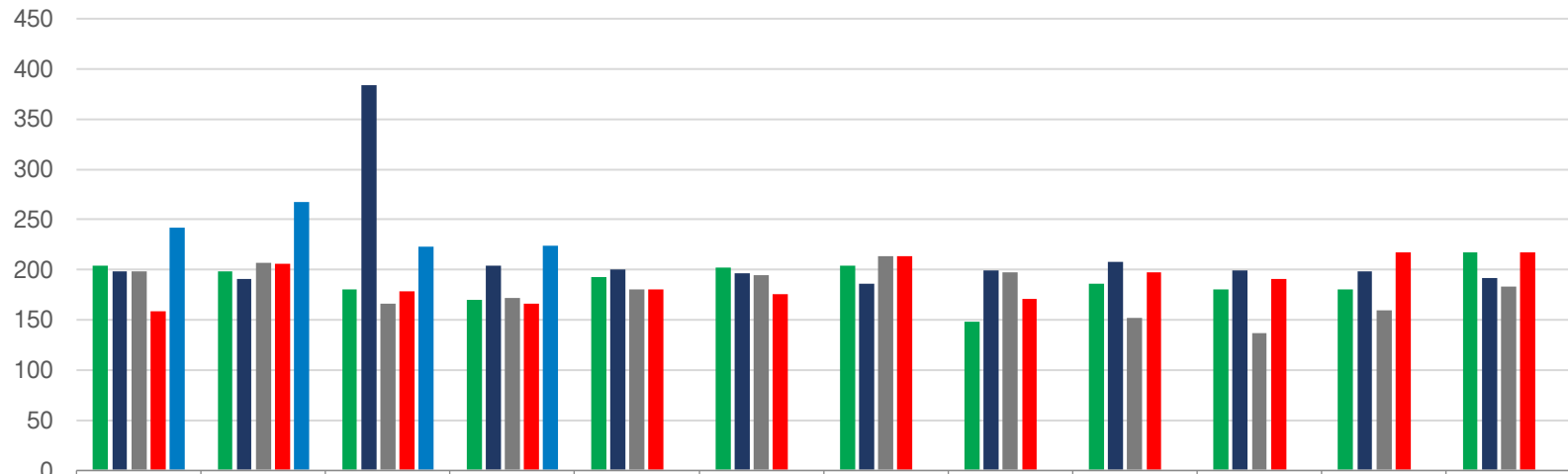
The department's members continue to improve turnout time, which is the time from being dispatched until getting out of the station. The October turnout time was 1 minute 49 seconds, with the yearly average being 2 minutes 3 seconds. This helps to reduce total response time in an effort to arrive sooner for a better chance at improved outcomes at any emergency. Total call volume also continues to increase. The department responded to 166 calls in October 2020. In October 2021, calls increased by 26% to 224.

Dashboard





Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2017/2018	204	198	180	170	193	202	204	148	186	180	180	217
■ FY 2018/2019	198	191	384	204	200	196	186	199	208	199	198	192
■ FY 2019/2020	198	207	166	172	180	195	213	197	152	137	160	183
■ FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
■ FY 2021/2022	242	267	223	224								

■ FY 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020 ■ FY 2020/2021 ■ FY 2021/2022

Department News

Mr. Grimes and the Communications Department completed training in the CodeRED mass notification software deployment. The Communications Department has now rolled out this critical software to the public and is seeing great response. The Debris Management Plan is now undergoing review by the Administration Department. Mr. Grimes attended training as Division/Group Supervisor for All-Hazard Events, Disaster Preparedness: Public Health Considerations, Civil Rights and Disaster Assistance, and Diversity Awareness in Disaster. Mr. Grimes spoke with approximately 20 citizens from Brunswick Forest about emergency preparedness. Mr. Grimes assisted Leland Cultural Arts Center staff and visitors through a fire drill.

Work Priorities

- Members of management are reviewing the draft Debris Management Plan along with the Town Attorney. State review will begin in November.
- The table-top hurricane exercise After-Action Report is being created to be reviewed with staff members who took part in the exercise to discuss areas for improvement.
- Continue working with FEMA and NCEM to close out Hurricanes Florence and Dorian Public Assistance Projects.

Projects Completed

- Rolled out CodeRED software to the public.

Significant Purchases

- No significant purchases in October.

Department News

Grounds Maintenance Technician Deron Webb received his NC Public Pesticide Operator License in Aquatics. Grounds and Maintenance Supervisors Kim Stutts and Dusty Greiner passed their pesticide exams in Right of Way and Aquatics respectively.

Parks and Recreation Board Summary

The Parks and Recreation Board met on November 3, 2021 and heard the following items:

- Review of Draft Sponsorship Policy
- Meeting Dates for 2022

The next Parks and Recreation Board meeting is scheduled for February 23, 2022 at 6 p.m.

Upcoming Events

December 4, 2021 – LCAC Holiday Art Market

December 4, 2021 – Leland in Lights Grand Illumination

December 10, 2021 – LCAC Performance Series: The Moonlighters

December 11, 2021 – Movies in the Park: Elf

December 14, 2021 – Breakfast with Santa

December 15, 2021 – Cookies with Santa

Parks, Recreation, and Cultural Resources Updates

The Parks, Recreation, and Cultural Resources Department has a festive lineup of events planned for December. The month begins with the annual Holiday Art Market at the LCAC, featuring handmade goods from 40 talented artisans. Later that day, the Leland in Lights holiday display will kick off with the Grand Illumination. Families can meet Santa, enjoy sweet treats, and take a train ride through the dazzling lights of

Founders Park. Later in the month, The Moonlighters return to the LCAC with big band music and a very special holiday edition of Movies in the Park brings Elf to the big screen!

Staff is also busy planning for spring and summer 2022, including the next edition of the CAPE activity guide. A variety of new programs and events are in the works, along with the return of many community favorites.

Grounds/Facilities Updates

Work Priorities

- Install lights and decorations in Founders Park for Leland in Lights event.
- Enclose the windows on the Parks & Recreation shed at Town Hall for a future art mural.
- Complete garage door repair at Village Road Fire Station.
- Coordinate warranty work on the facade of the LCAC.
- Replace HVAC compressor at Town Hall.

Projects Completed

- Completed the humidity investigation at Westport Fire Station.
- Repaired the stage at Founders Park.
- Replaced the boot scraper for Planning and Inspections.
- Repaired a faucet at the LCAC.
- Repaired LCAC exterior flood light.
- Upgraded the LCAC parking lot lights with LED bulbs.

Significant Purchases

- No significant purchases in October.

Department News

Daniel Knoch led the inspections team and a group of homebuilders and contractors through a home under construction in Dabney Park to educate them on code compliance issues that have been noted recently in the field during inspections. This educational opportunity was done in partnership with the Wilmington-Cape Fear Homebuilders Association.

Will Rivers performed an analysis of cell phone coverage between the existing service provider utilized by the Town and a different service provider. The analysis was conducted to evaluate whether coverage is better in certain areas of the Town where it's been challenging for inspectors to upload results to the online reporting system.

Matt Kirkland attended a webinar hosted by Planetizen entitled "Understanding LEED Neighborhood Development." The webinar reviewed the LEED Neighborhood Development rating system that is used to certify the sustainability of neighborhoods using an integrated set of principles based in smart growth, new urbanism, and green construction.

Andrew Neylon, Mr. Kirkland, Ben Watts, Ashli Barefoot, and Liz Galloway attended a webinar hosted by ICMA entitled "Small Towns, Big Charm: Revitalizing Your Downtown with Small-Scale Manufacturing." The webinar included a discussion about how to flip the model on economic development in a better way that highlights the charm of our small towns and invests in our people and places. The webinar shows how to build a strong and resilient economy through steps to include all types of talent in entrepreneurship efforts, why and how to focus on small-scale manufacturing businesses as a catalyst, and how new real estate models for main street and downtown can be essential to success.

Mr. Neylon attended a webinar hosted by the Smart Growth Network entitled "Local Strategies for Equitable and Sustainable Transit Oriented Development." This webinar is part of a series focused on learning from local leaders to revitalize African American Neighborhoods. It included a presentation from a collaborative organized in southwest Boston to help make housing more affordable, improve access to quality public transit, expand open space, and create vibrant public places for active living through initiatives tied to equitable Transit Oriented Development.

Mr. Neylon also attended the second 2021 NFIP Summer Workshop hosted by the North Carolina Division of Emergency Management. The workshop reviewed the National Flood Insurance Program requirements of elevation certificates, how to handle special flood hazard area violations, and what is required when a no-rise certificate must be obtained.



Daniel Knoch, Chief Building Official, leads contractors and inspectors through a home under construction to discuss code compliance issues.

Planning Board Meeting Summary

The Planning Board met on October 26, 2021 and heard the following items:

1. Text Amendment Proposal for RV Parks – The Planning Board heard a text amendment proposal from Evolve Acquisitions, LLC to amend the Code of Ordinances to add RV parks to the uses permitted in the C-1 and C-2 zoning districts and establish supplemental regulations for the use. The Planning Board voted to postpone the item to allow the applicant to address some concerns raised by the Planning Board.
2. Text Amendment Proposal for Street Requirements – The Planning Board voted to recommend approval of a staff-proposed text amendment to the Code of Ordinances to reflect new street construction standards proposed by the Public Services Department.
3. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential zoning district for a 408-acre area located on Buckeye Road proposed for voluntary annexation into the Town.
4. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of C-2 Regional Business Commercial Business District for a 1.87-acre area located on Ocean Highway East (U.S. Highway 17) proposed for voluntary annexation into the Town.

The Planning Board’s next meeting is scheduled for November 16, 2021 at 6 p.m.

Board of Adjustment Meeting Summary

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

Current Planning Update

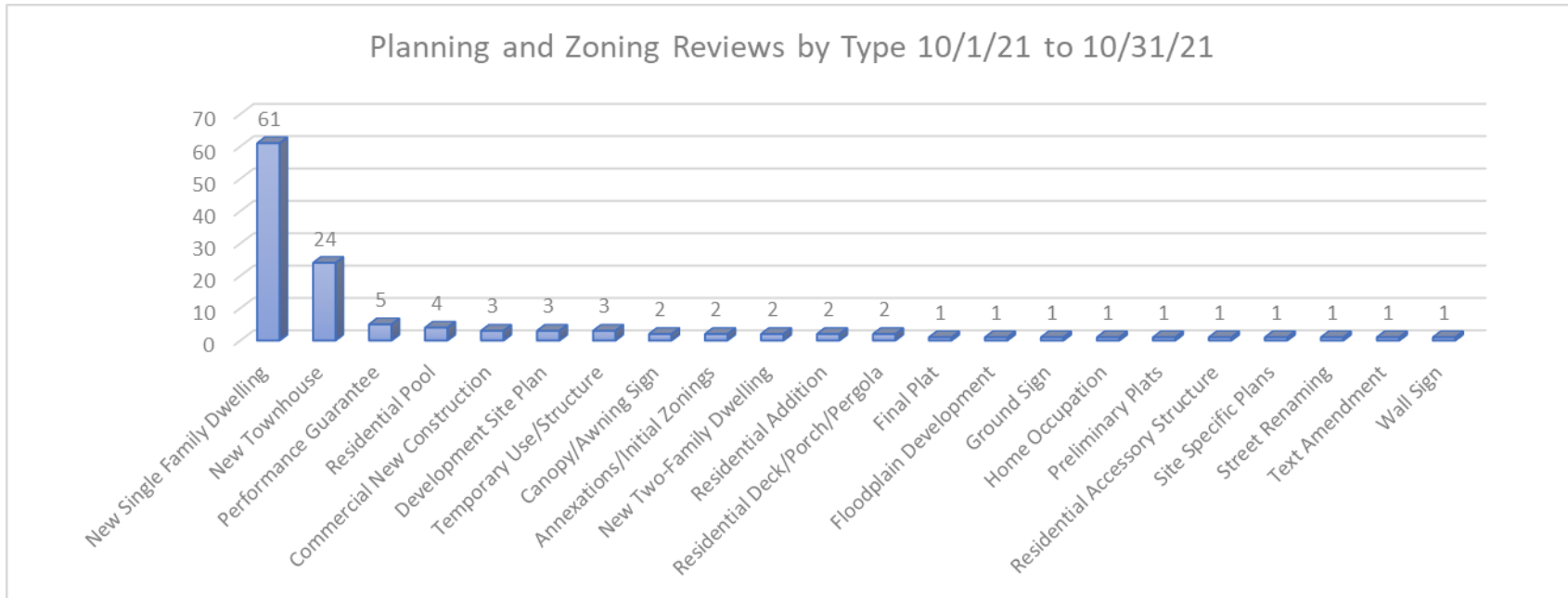
TRC Report

The Technical Review Committee (TRC) reviewed the following items:

1. Site Specific Plan for Brunswick Forest Phase 9 Section 3A – Proposal for 89 single family lot subdivision on 55.14 acres in Brunswick Forest.
2. Preliminary Plat for Kyndall Cove – Proposal for 399 townhome units on 84 acres between U.S. Highway 74/76 and Old Fayetteville Road.
3. Development Site Plan for Westgate Townhomes – Proposal for 252 townhome units on 26.16 acres off Westgate Drive.
4. Development Site Plan for Caliber Collision – Proposal for 14,675 sq. ft. vehicle collision repair facility on U.S. Highway 17.

- 5. Development Site Plan for Waterford Offices – Proposal for two 3-story 38,475 sq. ft. (12,825 sq. ft. footprint each) buildings for office space in the Waterford Commercial Village.

Planning and Zoning Reviews



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
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Brunswick Forest			
Letters of Credit	16	\$4,324,652.38	\$3,594,663.86
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	3	\$125,350.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Lanvale Forest			
Cash Bonds	1	\$18,285.31	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	7	\$1,114,776.75	\$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
Total Letters of Credit	19	\$4,548,407.38	\$3,594,663.86
Total Cash Bonds	14	\$2,420,635.34	\$0.00
Total Surety Bonds	9	\$1,009,591.83	\$0.00
Total Performance Guarantee Sureties	42	\$7,978,634.55	\$3,594,663.86

Long Range Planning Update

The logo for Leland 2045 features the word "Leland" in blue and "2045" in green, with a blue and green swoosh underneath.

Leland 2045

planning for generations

The preliminary draft of Leland 2045 was released for review on September 29, and comments were accepted through October 15. Comments from the public were positive and supportive of the vision, themes, and strategies in the draft plan.

Staff and Design Workshop are now finalizing the plan to present to the Planning Board and Town Council during a joint meeting on November 15. On November 16, the Planning Board will be asked to make a recommendation on plan adoption. On November 18, a public hearing will be held at the Town Council regular meeting to consider adoption of the plan.

The preliminary draft and all project information and updates are on the project website at www.Leland2045.com.

Transportation Planning Update

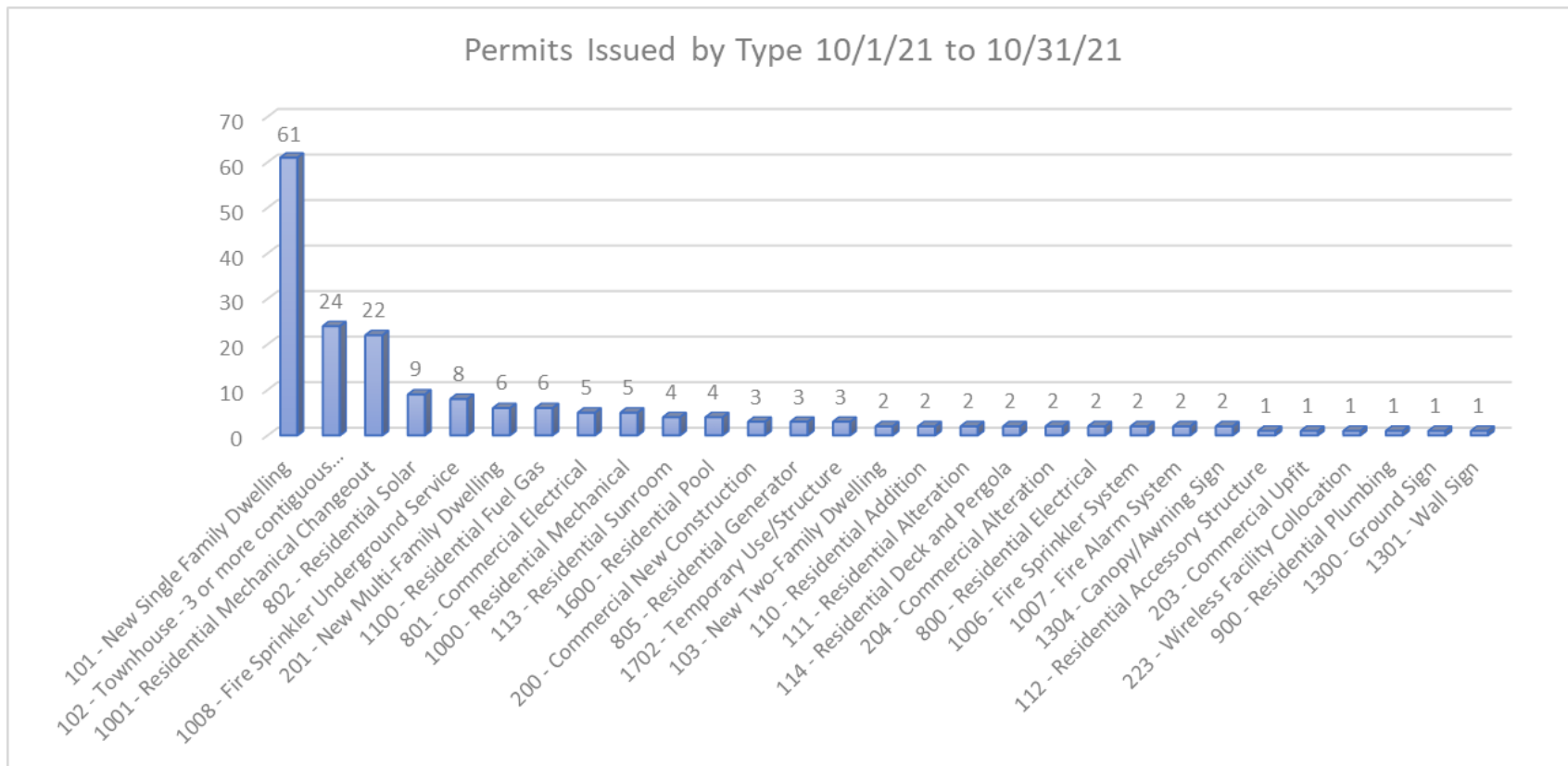
WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the Westgate area and the NC Highway 87 area.

Wave Transit's microtransit pilot program called RideMICRO launched in October. The new flexible service connects Brunswick, Pender, and New Hanover Counties. Passengers can book an on-demand ride from a virtual stop within the newly expanded service area and be connected to Wave Transit's fixed route service or brought to their destination. It is a point-to-point service available to anyone traveling within the network. Within the same familiar hours of operation as the fixed route bus service, passengers can take spontaneous trips not available with a traditional fixed route.

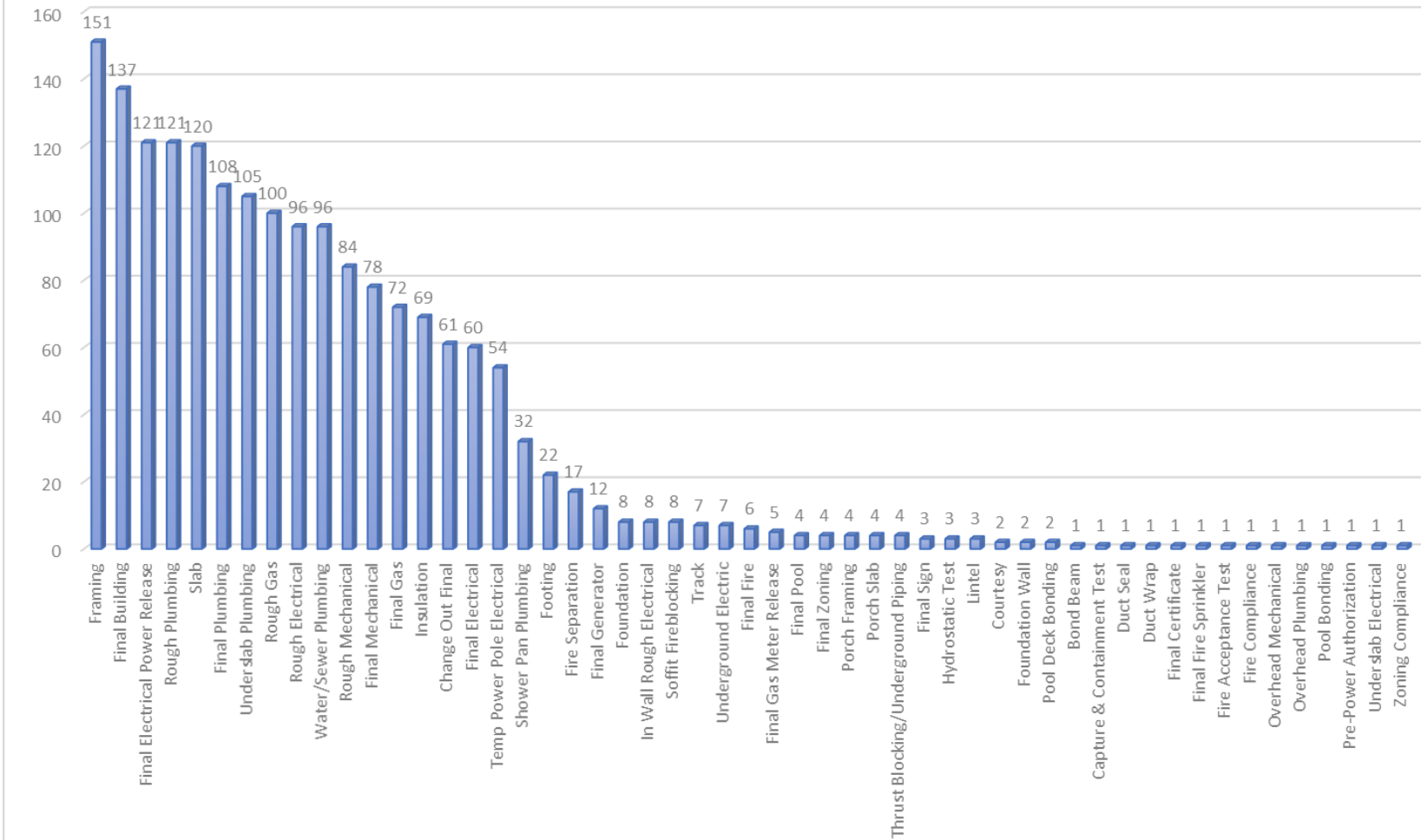
The Town's application for \$687,857.88 for the construction of an at-grade pedestrian crossing at the intersection of U.S. Highway 17 and Ploof Road/Olde Waterford Way was not awarded from the WMPO's Coronavirus Response and Recovery Supplemental Appropriations Act (CRRSAA) funding. Although WMPO is supportive of the project, the NCDOT indicated concerns that the pedestrian crossing is not justified, and the crossing would increase potential for vehicular and pedestrian accidents.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
187	1,874	\$45,415,831



Inspections Completed by Type 10/1/21 to 10/31/21



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	1	21	0	14	3	39
Cases Closed	1	14	0	4	1	20
Active Cases	6	28	0	23	2	59

Public Services Department Updates

In October, Engineering Technician Peter Balderas renewed his ABC Sampling, Borrow Pit, and Conventional Density certifications, attending the appropriate courses and passing the test administered by NCDOT.

Streets Updates

Work Priorities

- Staff is manning the vegetative debris site during operating hours, assisting the public, and collecting vouchers. In October, the Town had six citizens purchase 30 vouchers, and eight citizens delivered eight loads of debris.
- Staff completed Hot Mix Asphalt (HMA) patching for the season, with more asphalt work scheduled for the spring. Staff placed 105 tons of asphalt in the month of October. This work included patching some known trouble areas as well as some locations where sinkholes in the roadway had been previously repaired.
- The Town subcontracted out several sidewalk extensions which are currently being completed by Morgan Trucking. Areas to be completed in November include Westport Drive, Greensview Drive, Fennel Creek Drive, and North Palm Drive. These are areas in which existing sidewalk segments within the right-of-way have not been connected. This work will also include updating an intersection in Magnolia Greens that is not ADA compliant.
- Storm drain repair work began and is scheduled to be completed by the second week of November. These repairs are too large in scope to be completed in house and are being done by Rainstorm Solutions of Wilmington. The project areas are in Mallory Creek, Magnolia Greens, and Brunswick Forest.

Initiatives

- Staff is creating a streets design manual, which will include standard specifications, standard details, and a design manual to be used in the design and construction of new and rehabbed Town streets. Staff is presenting these documents along with ordinance updates to adopt these documents to Council in November.
- Staff is reviewing Town-maintained gravel roads for possible paving. Staff has budgeted for the survey and design work associated with paving these roads in the FY21/22 budget and awarded the design phase for this project in July, with survey work completed in October. Roads under review include Graham Drive, Breman Lane, and John Sneed Lane.
- Staff is in the process of updating the Vector Control and Pesticide Application Standard Operating Procedure as well as the Pesticide Discharge Management Plan, both of which are anticipated to be updated this calendar year.
- NC Resilient Communities Grant work continued in October, with the draft report anticipated in November. The third Community Action Team meeting is scheduled for December.

Project Notes

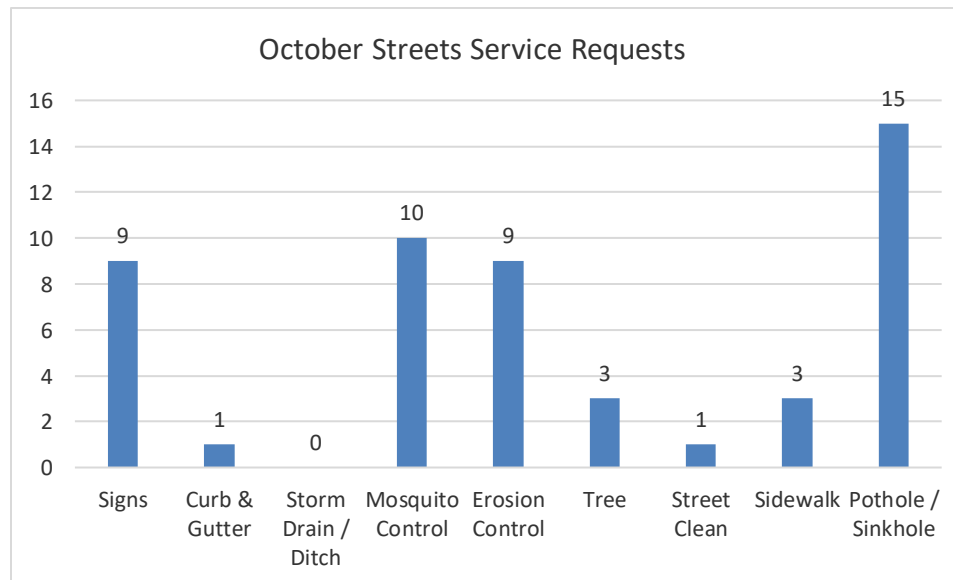
- Construction was completed on the Old Fayetteville Road Multi-Use Path (STP-DA U-5534D) project in October, with a ribbon cutting event held on October 18.
- Staff continues to work on the Olde Waterford Way roadway extension project. Design is ongoing with final plans to be submitted in November. Staff is planning to bid the construction phase of this project in December.
- Staff is working on the FY21/22 street resurfacing project, with survey work completed and design underway. Streets to be resurfaced include portions of Olde Waterford Way, Palm Ridge Drive, Pine Harvest Drive, and Grandiflora Drive.

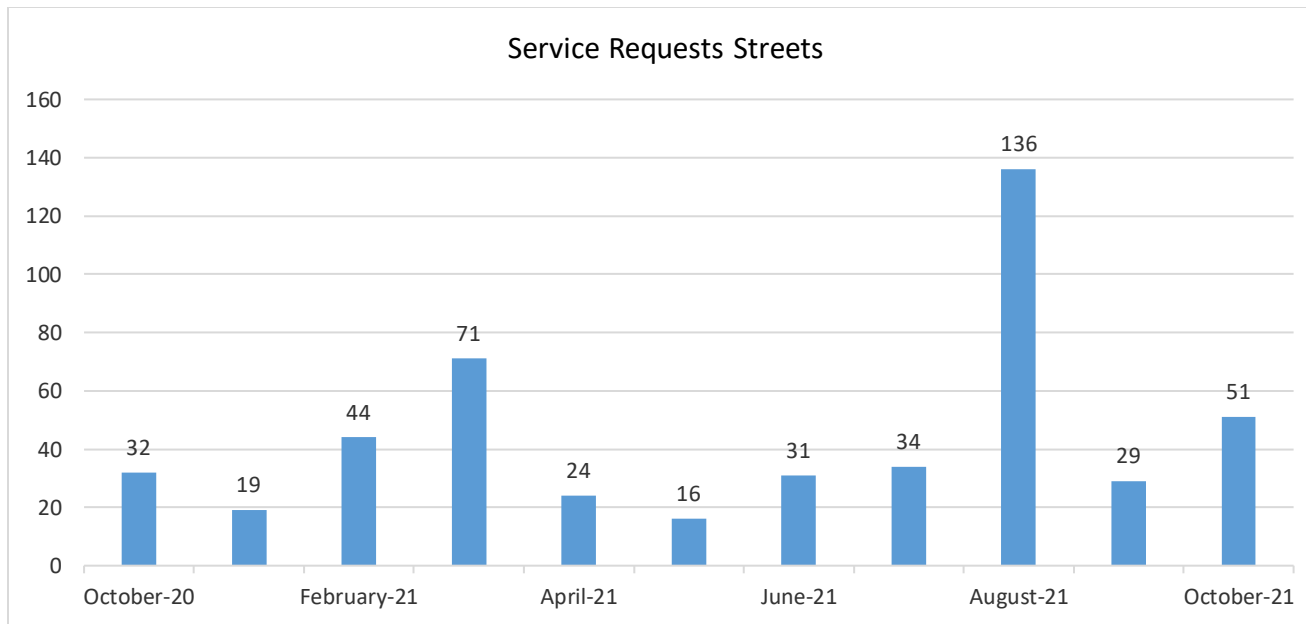
Significant Purchases

- Delivery of skid steer is anticipated in November.

Work Order Summary

- Streets received 51 work orders in October, with most of them being pothole/sinkhole related (15).
- Streets completed 30 work orders in October, with an approximate expense of \$52,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment operating costs (\$29,500).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
Jul-21	5	50	7
Aug-21	4	25	8
Sep-21	4	25	7
Oct-21	6	30	8
Totals	19	130	30

Department News

Mr. Vidmar is working with the owner of the 225-acre parcel in the **Leland Innovation Park** that was annexed into the Town in July 2020 to close deals with three major businesses that have shown interest in building new facilities in the park.

Mr. Vidmar is beginning to see increased interest in undeveloped properties along the Village Road corridor. Most recently, Mr. Vidmar and Planning staff have had conversations with developers studying the feasibility of a potential project on a 7-acre vacant property between South Navassa Road and Oakland Avenue and a potential project on a 25-acre vacant property on Inheritance Lane off Navassa Road.

New Businesses

- There are no new business announcements at this time.

New Construction/Development

- **Liberty Healthcare** has submitted a development site plan application to the Town for a project that would add 23 cottage homes to its previously announced senior living community at **The Villages of Brunswick Forest**. Liberty previously announced plans to develop a senior living campus in Brunswick Forest offering independent living, assisted living, skilled nursing and memory care, and other senior-focused services.
- Construction is progressing on a **Tru by Hilton** hotel in the **Waterford Commercial Village**. The hotel will have 93 rooms and offer an indoor pool, continental breakfast, and other amenities.
- **CIGG LLC** broke ground on a two-story, 45,000 square foot research facility for **Cygnus Technologies** next to the **Tru by Hilton** hotel in the **Waterford Commercial Village**. This project was announced by the Town in August. It will house 50 existing Cygnus employees with room for up to 150 employees that could be hired over the next five years. Cygnus presently operates out of a 20,000 square foot facility in Southport. The company manufactures, assembles, and distributes kits that allow pharmaceutical and biotech companies to detect and identify host cell impurities in biotherapeutics, a major step in regulatory approval and quality control.
- **SAMM Properties** has announced plans to construct two 36,000 square foot Class-A office and retail buildings in the **Waterford Commercial Village** in front of the **Tru by Hilton** hotel. Currently in the design and planning phase, SAMM Properties anticipates breaking ground on this project in the first quarter of 2022. SAMM Properties has developed many office and retail projects in Wilmington, including the series of buildings that makes up **The Offices at Mayfaire**, **The Offices at Airlie** on Military Cutoff Road, and most recently, **Bradley Creek Station** on Oleander Drive.
- **Brunswick Beer & Cider Co.** has broken ground on its new brewery and event center in Brunswick Forest.

- Construction is progressing on the new **Custom Home Furniture Galleries Outlet** store, a two-story, 56,000 square foot furniture showroom in the **Waterford Commercial Village** across from **Leland Station**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on October 14, 2021. The Committee held a workshop to continue updating the 2019 Economic Development Strategic Plan.