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## STAFF REPORTS

December 2022 Regular Meeting

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## Department News

Facilities and Grounds staff finalized preparations for the Leland in Lights Grand Illumination.

Fleet staff completed annual vehicle surveys on 86 Town vehicles. Public Services received one new Dodge truck, which was ordered several months ago.

Current staff vacancies include Public Services Director, Engineering Technician, and Street Maintenance Tech positions.

## Streets Updates

### Work Priorities

- Staff installed several crosswalks in Brunswick Forest on Shelmore Way and Brunswick Forest Parkway. They also replaced faded golf cart crossings on Cape Fear National. Golf cart crossings will be completed in December.
- Staff will attempt to replace blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. Some of this work has been completed with loosened blocks re-attached and glued down. The HOA has reached out and will be able to supply some of the necessary blocks to make the repairs. As soon as these blocks are received, the repair work will be scheduled.
- Staff removed and replaced approximately 100 feet of sidewalk in Magnolia Greens. This sidewalk was heavily damaged by large tree roots. The trees and stumps have been removed, making way for the new sidewalk installation.
- Staff installed 75 feet of new sidewalk on N. Palm Drive to connect Mallory Creek with Westport. This sidewalk was not completed as part of the original construction of these developments. Overall, staff placed 13 yards of concrete in November.
- Staff will continue to repair sidewalks in Mallory Creek and Magnolia Greens, as well as repair 70 feet of concrete curbing that has settled in Magnolia Greens.
- Staff is waiting for NCDOT approval for the ADA-required detector strips for projects I, J, and K. Upon approval, these mats will be purchased and installed.

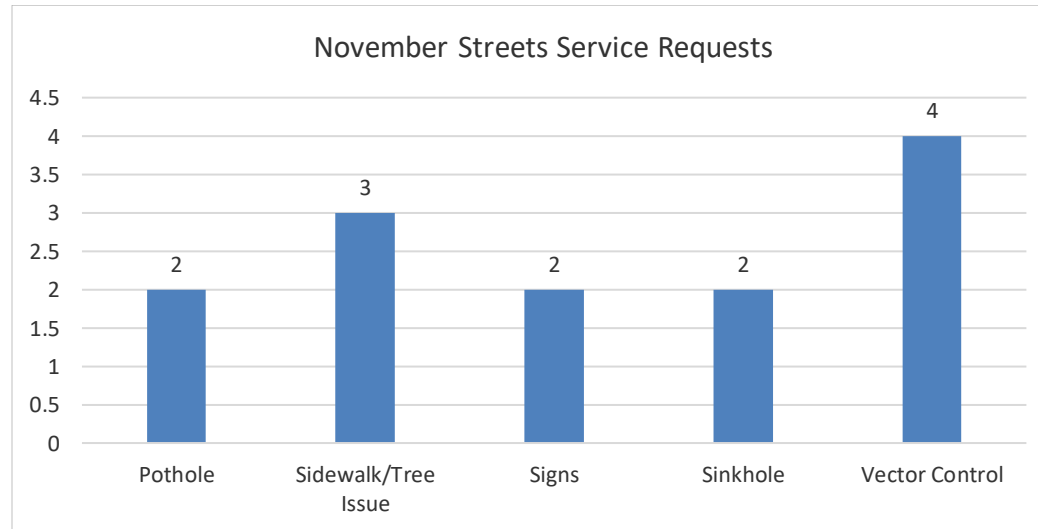
### Initiatives

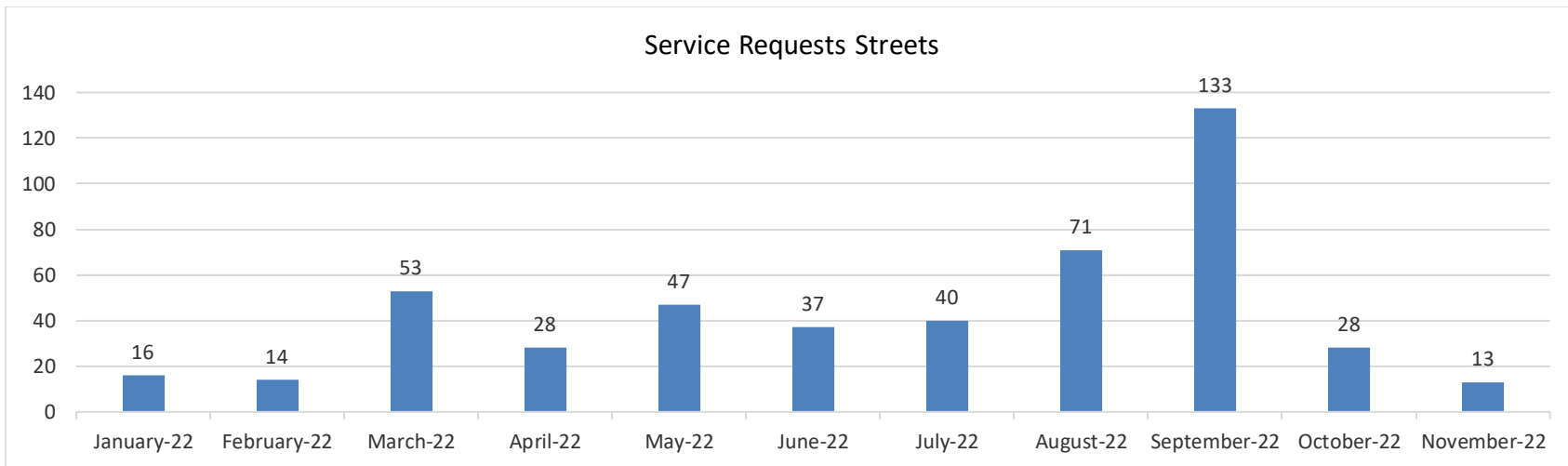
- Staff finalized a task order with Brunswick Engineering for street and pavement marking assessments. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. This work has started and will continue through December.

- Staff is creating a capital improvement plan to include upcoming street improvement projects. The draft plan is underway and will be completed early 2023.
- Staff will be installing several pedestrian crossings across Mallory Creek Drive connecting existing sidewalk and MUP systems. Survey is planned for December and installation will begin early 2023.

### Work Order Summary

- Streets processed 13 work orders in November, with the majority being vector control (4) and sidewalk/tree issue (3) related.
- Streets completed 5 work orders in November, with an approximate expense of \$24,700 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$12,100).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
Jan-22	2	15	3
Feb-22	7	55	19
Mar-22	7	50	16
Apr-22	4	25	12
May-22	1	10	10
Jun-22	2	20	12
July-22	4	30	13
Aug-22	1	5	11
Sept-22	4	25	16
Oct-22	0	0	13
Nov-22	0	0	9

## Grounds Updates

### Work Priorities and Initiatives

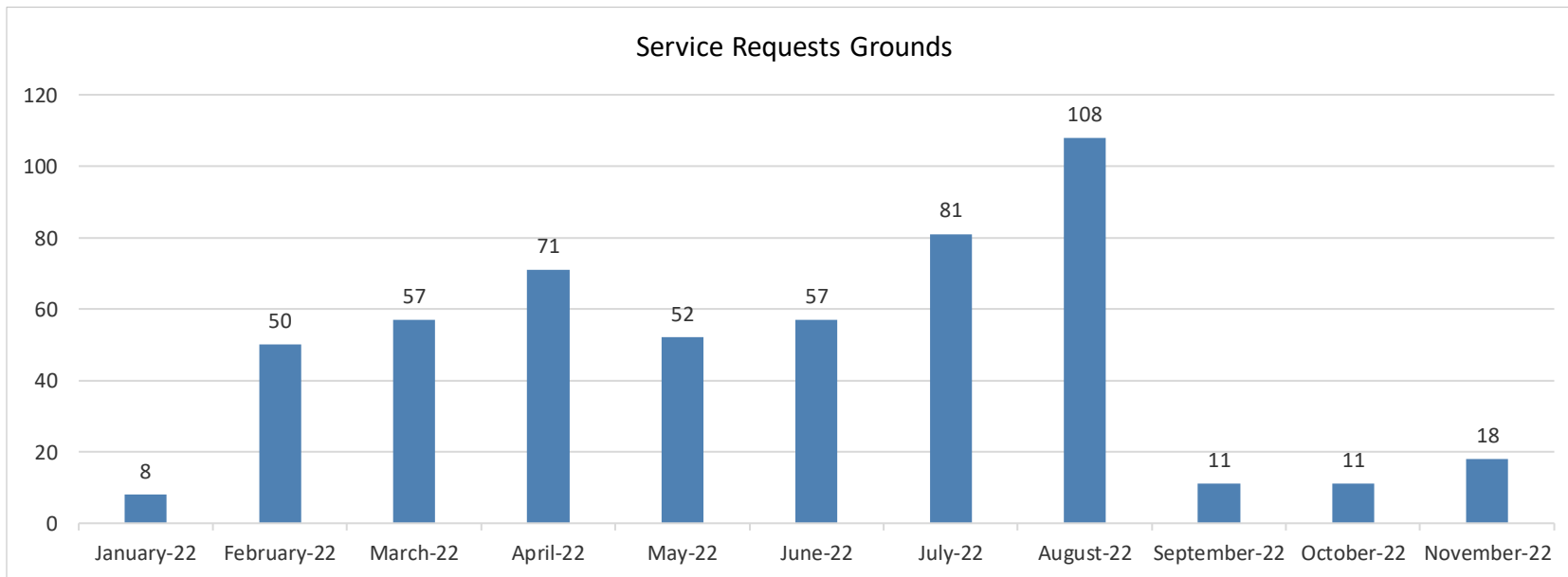
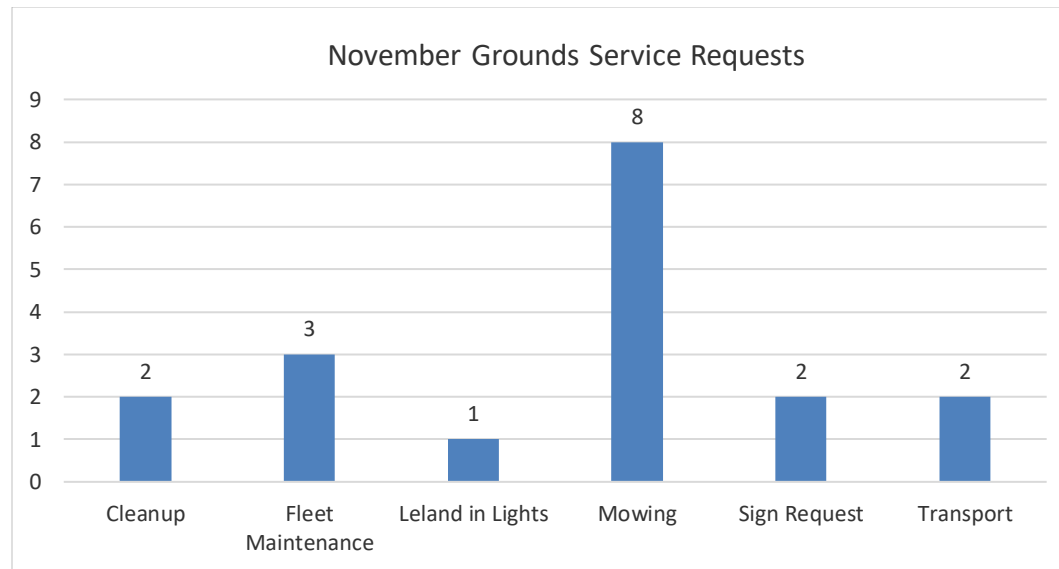
- Northgate stormwater pond stabilization and seeding are ongoing and should be completed the first week of December.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- Staff will be designing a landscape plan for the diverging diamond on Village Road.
- Staff has begun manicuring shrubs and mulch at all Town properties and parks.
- Installation of annual plants at the islands on Village Road will begin in December.
- Continue maintaining Founders Park and Leland in Lights until January 3.

### Projects Completed

- Leland in Lights installation and beatification of Founders Park are 100% complete for the Grand Illumination.
- StoryWalk at Westgate Nature Park is almost complete. Work will continue into January. (See a detailed description of this project in the Parks, Recreation, & Cultural Resources Updates section.)

### Work Order Summary

- Grounds received 18 work orders in November, with most of them being mowing related (8).
- Grounds completed 12 work orders in November, with an approximate expense of \$8,500 in labor and equipment to complete these work orders.



## Facilities Updates

### Work Priorities and Initiatives

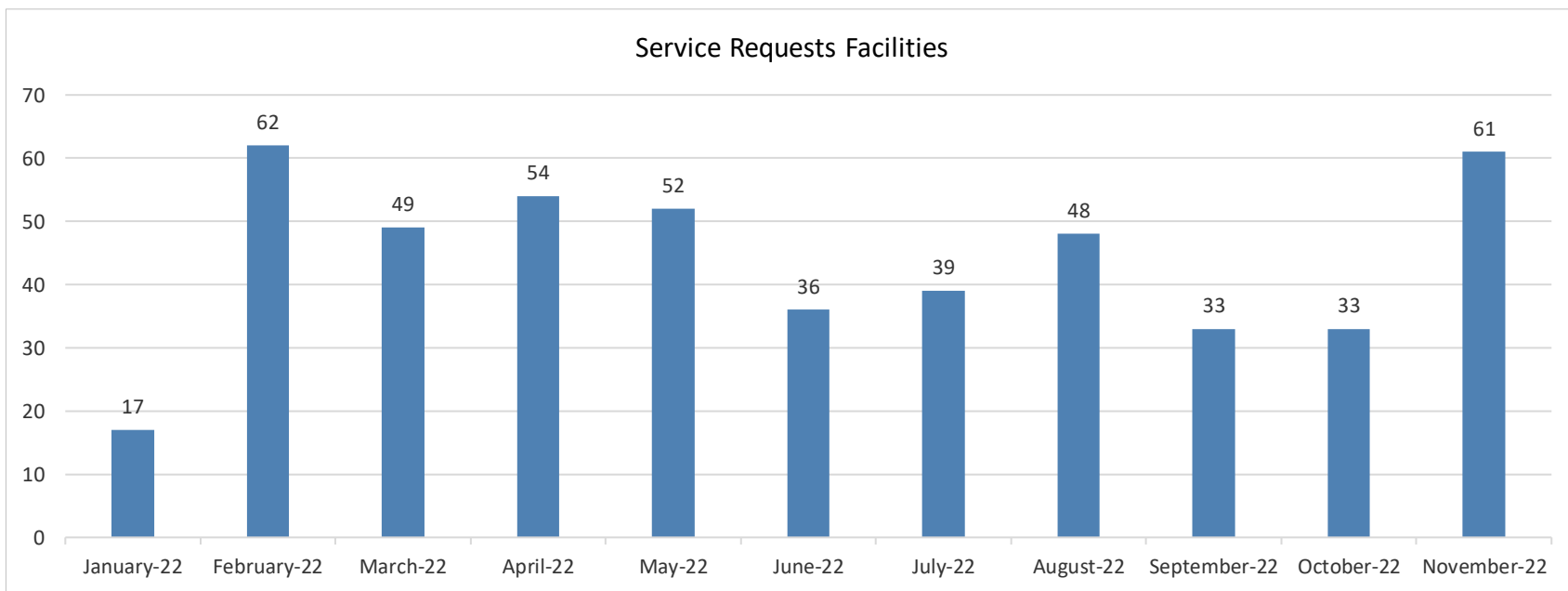
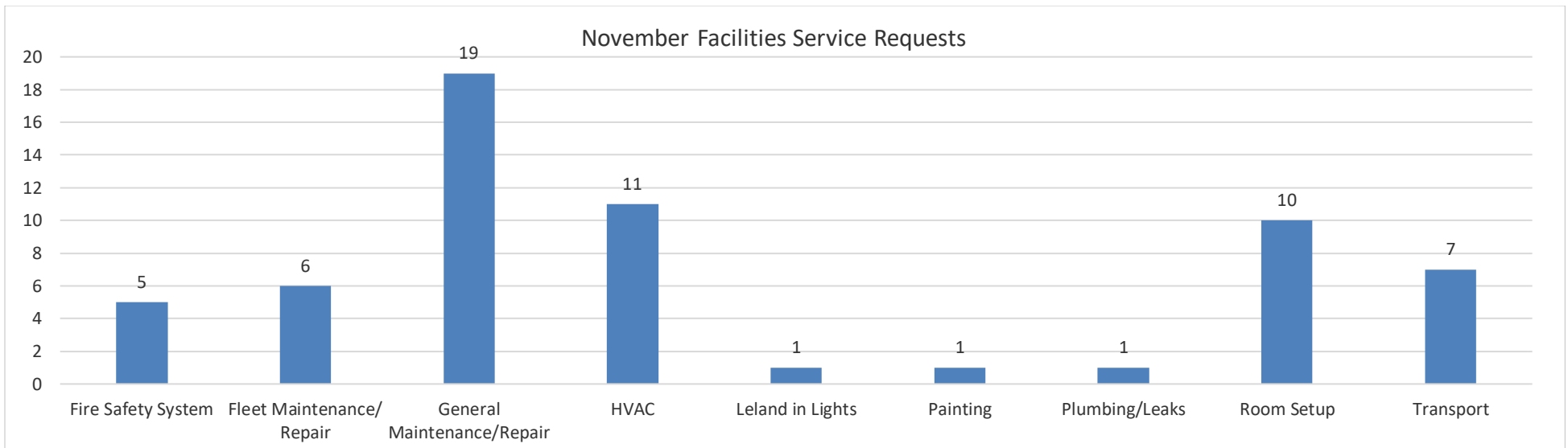
- Salt Air is addressing an HVAC issue in the first floor Police wing in Town Hall.
- Staff is addressing a floor issue in the dance studio at the LCAC.
- Staff is working with a window cleaning vendor to clean all Town Hall exterior windows.
- Staff is working on an electrical issue in the MOC warehouse breakroom.
- Staff is working on a phone line issue affecting the Town Hall elevator.
- Staff is working with BFPE to repair a backflow preventer at Town Hall.
- Staff is conducting inspections on all Town facilities.

### Projects Completed

- US Fitness completed preventative maintenance on Town Hall, Fire Station 53, and Fire Station 52 fitness equipment, and repaired the treadmill at Town Hall.
- Aztec Painting completed the repainting of the exterior red panels at the LCAC.
- The carpets were professionally cleaned throughout Town Hall.

### Work Order Summary

- Facilities received 61 work orders in November, with most of them being general maintenance and repair (19) and HVAC related (11).
- Facilities completed 45 work orders in November, with an approximate expense of \$9,900 in labor and materials.





## Fleet Vehicle Updates

### Work Priorities

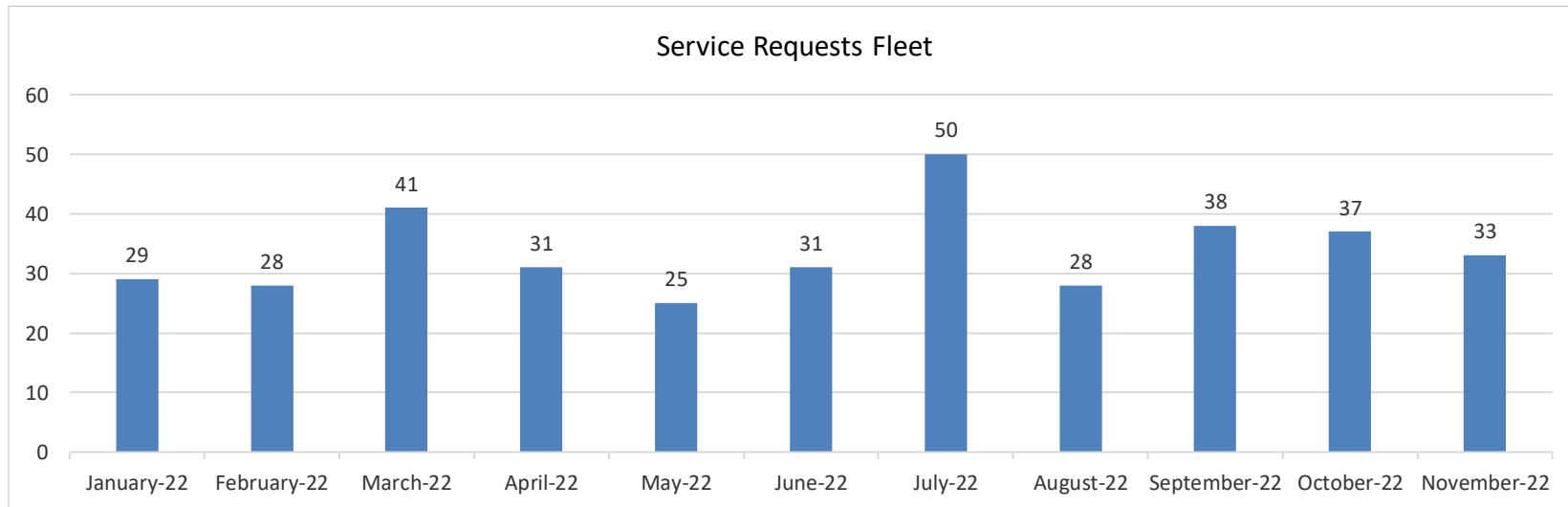
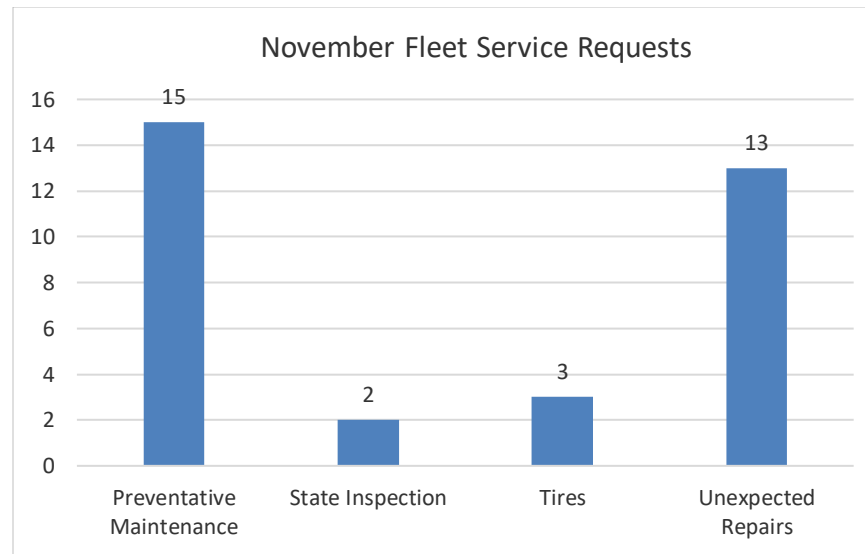
- Mobile Communications America (MCA), Inc. will begin the installation of safety light upgrades on all department vehicles onsite at the MOC upon receipt of product materials.
- Compilation of scheduled and unscheduled maintenance expenditures for all Town vehicles for budgeting purposes is well underway.
- Staff is investigating pricing options to paint or wrap a Public Services Maintenance van for future use.

### Projects Completed

- Staff worked with Finance to complete vehicle onboarding for six new Town vehicles.
- Surveys of all Town vehicles have been analyzed and uploaded into iWorQ.

### Work Order Summary

- Fleet received 33 service requests in November for an approximate expense of \$14,600. Of these, 15 requests were for preventative maintenance for a total of \$1,700.



## Capital Project Updates

### 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: Town staff has engaged the contractor's surety company on default of contract. All work has been completed on the projects with a final completion date of September 27, 2022.
- Next Steps: Close out the projects and work with the contractor on a resolution on the default of contract and anticipated liquidated damages.
- Concerns: Contractor failed to complete the project within the contract time, August 22, 2021.

### Brunswick Village Boulevard Extension

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as install stormwater catch basins, three stormwater ponds, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Project is now being completed by developer.
- Next Steps: The project will be inspected by staff to ensure compliance with Town standards prior to dedication of public infrastructure. This will be the final update for this project.
- Concerns: No concerns at this time.

### Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, Graham Drive, and a section of Appleton Way.
- Status: Engineer has developed the concept plan for the four streets and the project was submitted for TRC review.
- Next Steps: Public Open House to review the proposed improvements is scheduled for December 7.
- Concerns: No concerns at this time.

### Town of Leland Streets Resurfacing 2021-2022

- Purpose: To resurface nine streets within the Town limits to include Olde Waterford Way, a portion of Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.
- Status: Construction is underway and will be completed in December.
- Next Steps: Complete the construction phase of the project.

- 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 the widening and paving of Baldwin Drive, installing sidewalks, stormwater, and drainage improvements.
- Status: Staff is working with the engineer to complete preliminary design plans.
- Next Steps: Complete preliminary design plans for 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: Construction continued in November. The contractor completed installing curb and gutter and sidewalk. Construction will be completed this fall.
- Next Steps: Contractor to pave and install pavement markings.
- Concerns: No concerns at this time.

#### Ocean Gate Plaza Intersection Improvements

- Purpose: The Town is working with the developer of Leland Corners to install a single-lane teardrop roundabout to improve the intersection at Ocean Gate Plaza and New Pointe Boulevard.
- Status: Town staff is working with the engineer to complete preliminary design plans.
- Next Steps: Complete preliminary design plans for the project.
- Concerns: Coordinating design work with developer who is constructing the Ocean Gate and Gateway Boulevard roundabout.

#### Leland Fire Station 51 – 1987 Andrew Jackson Highway NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Construction is underway with the building currently being erected. Stormwater infrastructure is currently being installed.
- Next Steps: Continue with metal building installation, brick/block exterior finishes, stormwater infrastructure, parking lot lighting conduit installation, etc.
- Concerns: No concerns at this time.

#### 1987 Andrew Jackson Highway – Municipal Operations Center (MOC)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Loading dock leveler received and will be installed by staff. Installation of generator transfer switches being scheduled. Staff is ordering items for future stormwater tie in, in conjunction with Fire Station 51 build.
- Next Steps: Discuss next steps with IT and Finance on moving forward with security cameras and access control for doors.
- Concerns: No concerns 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: All site work has been completed and approved by USDA. As-builts and final invoice received from contractor.
- Next Steps: Completing paperwork and billing associated with project closeout.
- Concerns: No concerns at this time.

#### Streamflow Rehabilitation Assistance Program (StRAP) – Stream Clearing

- Purpose: Vegetative debris cleanup and removal within streams throughout Leland via grant received from NCDA.
- Status: Construction contract executed. Kickoff meeting held and mobilization expected by mid-December.
- Next Steps: Contact adjacent properties/neighborhood associations to alert of work being done. Mobilization and construction expected by mid-December.
- Concerns: No concerns at this time.

#### Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Town was approved by NCDEQ for participation in Brownfields Study program and is awaiting NCDEQ to assign to project manager. NC Wildlife has site on project list and is currently working on prelim plans and scheduling surveys. NC Wildlife estimates approximately \$500,000 will be given to the Town for the construction of parking lot adjacent to ramp.
- Next Steps: Coordinate next steps with WithersRavenel and NCDEQ for Brownfields Study of the property. Continue communication with NC Wildlife on the boat ramp.
- Concerns: NCDEQ has stated that it could be up to one year before a project manager is assigned to the project due to staffing shortages and workload.

#### Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that will include walking paths, play areas, fitness areas, veterans memorial, picnic shelters, and an amphitheater.
- Status: Project is in final design. Engineer making minor site design changes based on Planning review and TRC comments. Architect finalizing plans with plumbing, electrical, mechanical, and structural engineers. Currently working with Staff Attorney and adjacent property owners on land acquisition and easements.
- Next Steps: Continue final site plans and submit for all permits. Project expected to be advertised for bid in January 2023. Send Duke Energy 100% site and architectural plans once engineering has been completed to address power requirements. Work with playground contractor on finalizing design and selection of playground and fitness station components.
- Concerns: No concerns at this time.

#### Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town park.
- Status: Property has been forestry mulched. Davey has performed site work for wetland delineation.
- Next Steps: Submit paperwork to USACE for wetland delineation/permitting. Process could take up to six months for final approval.
- Concerns: No concerns at this time.

#### Town Hall Addition

- Purpose: Design and construction of addition to current Town Hall building to gain more workspace including offices and conference rooms.
- Status: Design contract approved by Council in October. Contract currently being finalized/executed.
- Next Steps: Hold project kickoff meeting and begin architectural design in December.
- Concerns: No concerns at this time.

#### Sweetbay Park

- Purpose: Develop property off Trade Street into 18-hole disc golf course.
- Status: Project currently on hold.
- Next Steps: Currently awaiting recommendation/next steps to proceed with plan for property. Next steps will be based on construction of temporary disc golf facility, located at old "Ronco" property, 893 Village Road. Temporary facility currently in design and permitting stage.
- Concerns: No concerns at this time.

Mallory Creek Drive Drainage Improvements (Funded by NC Resilient Coastal Communities Program Phase 3)

- Purpose: To alleviate flooding on Mallory Creek Drive between Hemlock Way and Pine Cone Drive.
- Status: CLD Engineering completed a survey of the project limits.
- Next Steps: Town to work with CLD Engineering to execute a task order to create drainage plan of the project area.
- Concerns: No concerns at this time.

Leland Resilient Routes (Funded by NC Department of Public Safety Transportation Infrastructure Resiliency Fund Grant 2022)

- Purpose: To identify and analyze critical routes within and surrounding Town limits to determine how resilient each route is to coastal hazards. For routes that pose vulnerabilities to coastal hazards, potential solutions to mitigate the vulnerability will be identified.
- Status: Contract with NC Department of Public Safety, North Carolina Emergency Management has been finalized and executed.
- Next Steps: Award contract for planning/design.
- Concerns: No concerns at this time.

## Department News

Kirsti Armstrong and Zoey LeTendre completed the five-week Supervisor Training Program as part of Leland University.

## Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in November. The next meeting is scheduled for December 7, 2022.

## Upcoming Events

December 3, 2022-January 3, 2023 – Leland in Lights

December 14, 2022 – LCAC Holly Jolly Performing Arts Recital

December 16-17, 2022 – Leland Express Train Rides at Leland in Lights

December 17, 2022 – Sensory-Friendly Santa Visits

January 7, 2023 – Annual Student Showcase Gallery Reception

January 9, 2023 – Winter Session Begins

January 14, 2023 – Westgate Nature Park StoryWalk Ribbon Cutting

## Parks, Recreation, and Cultural Resources Updates

A variety of family-friendly holiday events continue in December. Leland in Lights will be on display in Founders Park until January 3, with Leland Express Train rides available on December 9, 10, 16, and 17. At the Leland Cultural Arts Center, youth and adult performing arts students will present the annual Holly Jolly Recital on December 14 including tap and ballet dance, piano and violin performances, and a belly dance showcase. Sensory-Friendly Santa Visits will also be available at the LCAC for children with specific sensory needs who prefer a calmer environment.

In January, the annual Student Showcase returns to the LCAC gallery for the entire month with a reception on January 7 that welcomes all participants and the public. The Winter Session of programs begins on January 9 with many returning programs including Zumba, gardening, and pottery, as well as new offerings such as Sew Cute Club for kids. Also in January, the Town will unveil a new StoryWalk at Westgate Nature Park,



donated by the Kiwanis Club. The StoryWalk includes 18 panels along the park path, each featuring a page from a children's book. A ribbon cutting and community event will be held on January 14 to celebrate the new addition.

## Social Media Update

- PRCR Facebook Highlights (November 1 – 30, 2022)
  - Added 175 new page likes
  - Page reach – 124,000
  - Top post (Largest reach): “Grand Illumination is right around the corner! Enjoy visits with Santa, rides on the Leland Express, and local food trucks, all while under sparkling lights. On December 3rd at Founders Park, Santa will flip the switch at 6 PM and turn Founders Park into a dazzling wonderland. Picnic under the lights with food from Dixieland Kettle Corn Company, LLC, Cheez Boss, and Brown Dog Coffee Company! The event will end at 8 PM, but the magic won't stop there. Every night until January 3rd, the lights will turn on at dusk.”
  
- LCAC Facebook Highlights (November 1 – 30, 2022)
  - Added 35 new page likes
  - Page reach – 35,000
  - Top post (Largest reach): “Check out these chunky blankets made on Saturday! This is a great class to take if you are looking for a handmade present or just adding to your collection. There is another class happening on December 10th! You can register online or in person at the Leland Cultural Arts Center.”
  
- PRCR Instagram (November 1 – 30, 2022)
  - Added 20 new followers
  - Post reach – 3,900
  - Top post (Largest reach): “The countdown has begun! It is almost time for our favorite time of year here in the Town of Leland. The Leland Express will be running multiple nights in December, so make sure you don't miss out. Take a ride under the lights on Dec. 3, 9, 10, 16, and 17! Dec 3: @dixielandkettlecorn , and @browndogcoffecompany Dec 9, 16 & 22: @chocolateandmore Dec 10: @thefirstbitefoodtruck”
  
- LCAC Instagram (November 1 – 30, 2022)
  - Added 18 new followers
  - Post reach – 9,100

- Top post (Largest reach): “We want to shine a spotlight on our pottery students. They create magical pieces throughout the year and learn new techniques during their classes. Don't worry, you can become a pottery pro, too! Register for our pottery programming online or in person at the LCAC.”
- PRCR Tik Tok (November 1 – 30, 2022)
  - Added 1 new follower
  - Users reached – 129

## Department News

A new Communications Specialist I has been selected and will begin work with the Town on January 3. Staff from various departments are covering shifts at the front desk until this position is filled and the new hire has been trained. Ms. Jewell completed ICS-400: Advanced Incident Command System Command and General Staff Complex Incidents, IS-909: Community Preparedness: Implementing Simple Activities for Everyone, and IS-293: Mission Assignment Overview.

## Social Media Update

- Facebook Highlights (November 1 – 30, 2022)
  - Added 69 new page followers
  - Impressions – 58K
  - Top post (Largest reach): “Join us in celebrating the most wonderful time of the year! We have a little magic in store for everyone this holiday season: 🎆 Dec. 3 – Grand Illumination of Leland in Lights 🎆 Dec. 3 – Holiday Art Market 🎆 Dec. 9 – Ugly Sweater Party 🎆 Dec. 10 – Movie in the Park: The Polar Express Everything you need to know about our upcoming events 📌 <http://ow.ly/ETFU50LLI4c>”
- Twitter Highlights (November 1 – 30, 2022)
  - Impressions/Reach – 4.1K
  - Received 303 new profile visits
  - Top tweet (Largest reach): “Happy Town Hall-oween from Ron Swanson and Leslie Knope from the Pawnee Parks Department! 🎃 @parksandrec #LelandNC pic.twitter.com/vdoY8nlwPg”
- NextDoor Highlights (November 1 – 30, 2022)
  - Impressions/Reach – 23,561
  - Likes/Comments – 49
  - Top post (Largest reach): “A portion of Old Fayetteville Road at the intersection of Town Hall Drive will be closed from Nov. 18 at 6 p.m. through Nov. 21 at 6 a.m. for utility work. Road construction signs will be in place to warn all drivers in advance. Please direct all questions to NCDOT.”
- Instagram Highlights (November 1 – 30, 2022)
  - Added 33 new page followers
  - Post impressions – 1,674

- Top post (Largest reach): “Community Development Planner Barnes Sutton is #InTheSpotlight this week! Barnes began working for the Town in November 2021 and is coming up on his one year anniversary!
  - 🌿 Barnes is the first person to serve the Town as Community Development Planner. Because this was a new position, Barnes has been able to shape the role to be as helpful and useful as possible for both the Planning Department and Leland residents.
  - 🌿 Barnes participates in committees focused on topics like public health, education, environmental resiliency, and aging in place. He says interacting with the public in various areas of their lives is the most exciting part of his job.
  - 🌿 Barnes recently moved to Leland largely because of the opportunities and services the Town provides, as well as the overwhelming sense of community.  
Thank you for all you do, Barnes!  
#TownofLelandNC #LelandNC”
- LinkedIn Highlights (November 1 – 30, 2022)
  - Added 25 new followers
  - Page views – 108
  - Post impressions – 5,559
  - Reactions/Comments/Shares – 368
  - Top post (Largest reach): “Community Development Planner Barnes Sutton is #InTheSpotlight this week! Barnes began working for the Town in November 2021 and is coming up on his one year anniversary!
    - 🌿 Barnes is the first person to serve the Town as Community Development Planner. Because this was a new position, Barnes has been able to shape the role to be as helpful and useful as possible for both the Planning Department and Leland residents.
    - 🌿 Barnes participates in committees focused on topics like public health, education, environmental resiliency, and aging in place. He says interacting with the public in various areas of their lives is the most exciting part of his job.
    - 🌿 Barnes recently moved to Leland largely because of the opportunities and services the Town provides, as well as the overwhelming sense of community.  
Thank you for all you do, Barnes!”

## Project Updates

- Continued the internal and external Employee Spotlight campaigns. Utilized Paylocity to roll out the internal initiative consisting of daily postings spotlighting four staff members and resulting in 854 impressions in October. Utilized all social media platforms to showcase external Employee Spotlight posts, which continue see top interaction rates.

- Collaborated with various departments to create and implement comprehensive public information strategies for multiple initiatives including Leland in Lights, grant awards, Town projects in progress, upcoming events, and more.
- Training with new video production equipment continues. Staff is working with IT to identify additional equipment and software needed.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed numerous media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.
- Worked with Program Coordinator Alison Fore to create certificates for Public Safety Awards Ceremony.
- Continued budget planning for next fiscal year by researching new software and collaborating with staff to identify recurring costs.

## Website Articles/Media Coverage

- Town of Leland Website
  - [Town of Leland Awarded Grant for US Highway 17 Pedestrian Crossing Safety Improvements](#)
  - [Community Feedback Needed for Economic Development Strategic Plan](#)
  - [Section of Pine Harvest Drive to Close for Utility Work](#)
  - [New Animal Control Facility for Leland Police Department Opens](#)
  - [Celebrate the Magic of the Holidays in Leland](#)
  - [Leland Residents Invited to Learn About Local Government at Town Hall Forum](#)
  - [Public Invited to Open House for Leland Unpaved Roads Improvements](#)
- Port City Daily
  - [New spot from WB Brewery owners tap into Leland's food and drink scene](#)
  - [Four years after Hurricane Florence, \\$3.1M tackles flood mitigation region-wide](#)
  - [New animal control facility opens in Leland](#)
  - [Hundreds of units and new commercial space: Development in the works in Leland](#)
- WWAY
  - [NCDOT provides update on Leland road construction](#)
  - [Leland awarded grant for Highway 17 pedestrian safety improvements](#)
  - [New grocery store, multiple shops planned along Highway 17 in Leland](#)

- [Leland opens new Animal Control facility](#)
- [Leland's first brewery now serves spirits, brews and cider](#)
- [Leland hosting walking tour light display at Founders Park](#)
- [Leland residents invited to learn about local government at Town Hall forum](#)
- [Founders Park prepares for weekend kickoff to Leland in Lights](#)
- [Local police departments hosting 'Pack the Patrol Car' events](#)
  
- WECT
  - [Leland awarded \\$666,623 for pedestrian improvements](#)
  - [Leland provides updated schedule for nightly road closures at Pine Harvest Drive](#)
  - [Town of Leland considering annexation of nearly 28 acres for conservation](#)
  - [Town of Leland looks to expand facilities as population continues to grow](#)
  - [Town of Leland announces holiday events for community](#)
  
- StarNews
  - [What's going on with freshly painted lines at the U-turns in Leland? We have the answer](#)
  - [More trees for Leland? Amid rapid development, town analyzes 'green' study](#)
  - [Leland could get another grocery store. Here's what we know.](#)
  - [Could U.S. 17 see sidewalks and pedestrian crossings? Leland wants that and more](#)
  - [A new gas station is under construction in Leland, plus other car services on the way](#)
  - [Wilmington beer distributor ready to build large warehouse in Leland](#)
  - ['Church of the Frisbeetyrian': Disc golf is booming in Leland, but where will they play?](#)
  - [If you missed out on Enchanted Airlie tickets, try these Wilmington-area Christmas lights](#)
  - [Plans for another grocery store in Leland are in the works. What do residents hope to see?](#)
  - [This area near Leland's Walmart was zoned for more housing. Why is the town changing that?](#)
  
- Wilmington Business Journal
  - [Cape Fear Commercial Partners With Developers On Leland Project](#)

- North Brunswick Magazine
  - [A pedestrian crosswalk is coming to U.S. Highway 17 in Leland in 2024.](#)
  - [Leland Police Department's new Animal Control Facility is now open at the town's Municipal Operations Center campus.](#)
  - [Celebrate the magic of the holidays in the Town of Leland.](#)

## TDA Marketing

- Finalized marketing plan with WWAY for promotion of Leland in Lights. Developed plan for two 30 second advertisements to run throughout November and December. Coordinated shoot and finalized promotions.
- Reviewing advertising opportunities with *Our State* magazine for 2023.

## Leland TDA Meeting Summary

The Leland Tourism Development Authority met on November 16, 2022, and heard the following items:

- Leland as a Tourism Destination presentation by Carolina Commercial Investment Properties
- Approved a resolution approving a grant contract with the Rice Festival to assist in marketing and promotion
- Board terms for TDA members
- Annual membership renewal with the North Brunswick Chamber of Commerce

The next LTDA meeting is scheduled for January 18, 2023.

## Department News

Ms. Reinhardt prepared the 2023 Council, Board, and Committee meeting schedules. The schedules have or will be presented to each Board for approval.

## Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
  - November 10 Economic Development Committee Meeting
  - November 14 Agenda Council Meeting
  - November 14 Council Closed Session Meeting
  - November 15 Planning Board Meeting
  - November 17 Council Regular Meeting
  - November 29 Special Planning Board Meeting
- Action Items:
  - Budget Amendments – 2
  - Budget Ordinances – 0
  - Minutes – 6
  - Agendas – 5
  - Resolutions – 2
  - Ordinances – 4
  - Proclamations – 0
  - Recognition Requests – 0
  - Public Hearing Notices for the Council Meetings – 4
  - Board/Committee Vacancies: Board of Adjustment Alternate (1); Economic Development Committee (1); Parks and Recreation Student Representative (1); and TDA Board Terms ending December 31 (2)
  - Board/Committee Appointments – Vanessa Lacer, WMPO Bicycle and Pedestrian Advisory Committee

## Government Portal (iCompass) Transparency Update

- Portal Visits – 5083
- Portal Unique Visits – 3503
- Regular Council Meeting Agenda Views – 409
- Agenda Council Meeting Agenda Views – 174



- Planning Board Meeting Agenda Views – 403
- Planning Board Special Meeting Agenda Views – 167
- Economic Development Committee Meeting Agenda Views – 213
- TDA Meeting Agenda Views – 67

## Department News

Command staff held a joint awards ceremony with Leland Fire/Rescue on November 7, recognizing members from both organizations for educational accomplishments and promotions over the last year.

Officer Roberts attended a Traffic Crash Reconstruction course November 7-18 at the North Carolina Justice Academy. This course teaches how to understand and take advantage of the growing use of crash recorders, interpret vehicle behaviors during and after a crash, determine principal direction of force and explain its effect on occupant kinematics, and investigate commercial motor vehicle crashes.

Master Officer Leighton and Sergeant McLamb attended the Crime Scene Investigation course November 7-18 at the North Carolina Justice Academy. This course provides the necessary skills to secure and protect a crime scene, document a crime scene through sketching and photography, and properly collecting, packaging, and transmitting evidence to the crime lab.

Lieutenant Warren attended FEMA training on November 9.

Officers Holland and Majors participated in the Veterans breakfast November 10 at the Brunswick Senior Center.

Officers Wooley, Bortnick, and Brown attended Crisis Intervention Training November 14-18 at Cape Fear Community College. This course provides officers with the skills needed to respond to incidents involving individuals with a mental health or substance use crisis, and those with intellectual and developmental disabilities in a hospital setting.

Officer Kaley attended Intoximeter training at Oak Island Police Department November 14-18. This course certifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Lieutenant Hall successfully completed Session V of the North Carolina Justice Academy Leadership Institute Course November 14-18. This program requires successful completion of 120 hours of instruction in leadership-related topics. This course offers critical thinking skills geared toward outside the box thinking based on current events surrounding the area and state. Upon graduation, Lieutenant Hall was also awarded the NCJA Leadership Certificate, an expanded 400-hour leadership program.

Officer White took his Oath of Office on November 16 after successful completion of Basic Law Enforcement Training. Officer White now has the same authority as patrol staff when executing his duties in his current assignment as an Animal Services Officer.

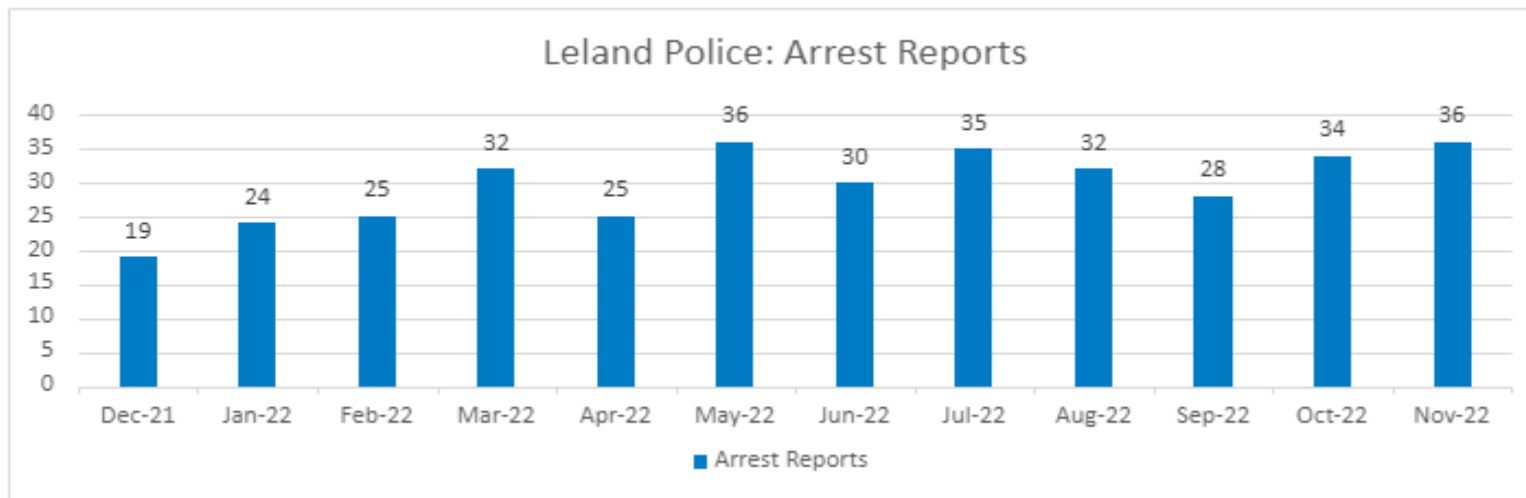
Officers Holland and Majors served Thanksgiving lunch at the Brunswick Senior Center on November 23.

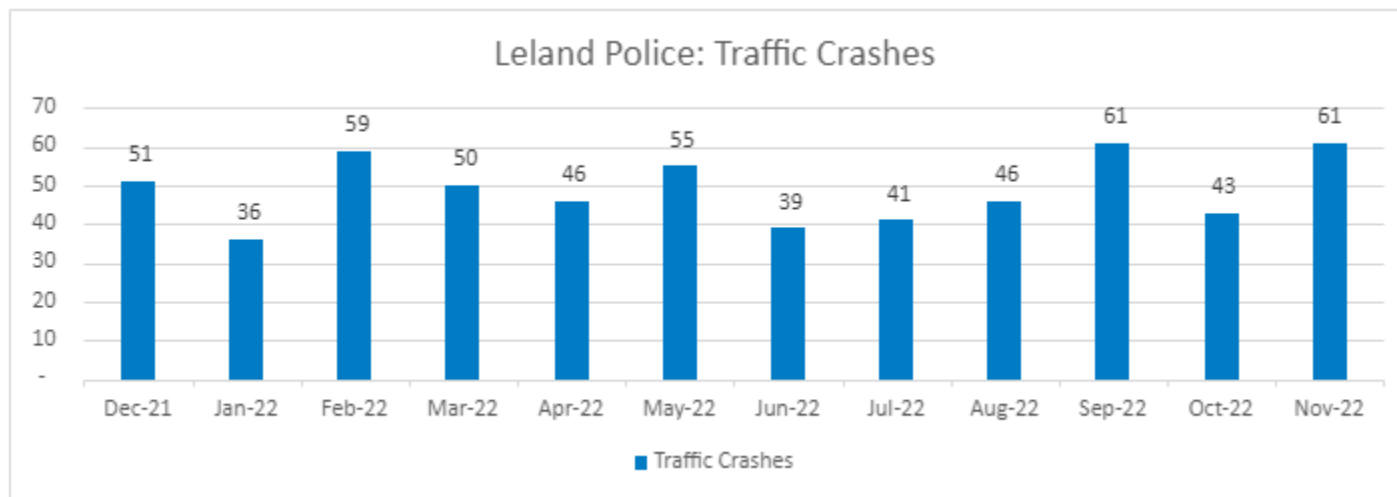
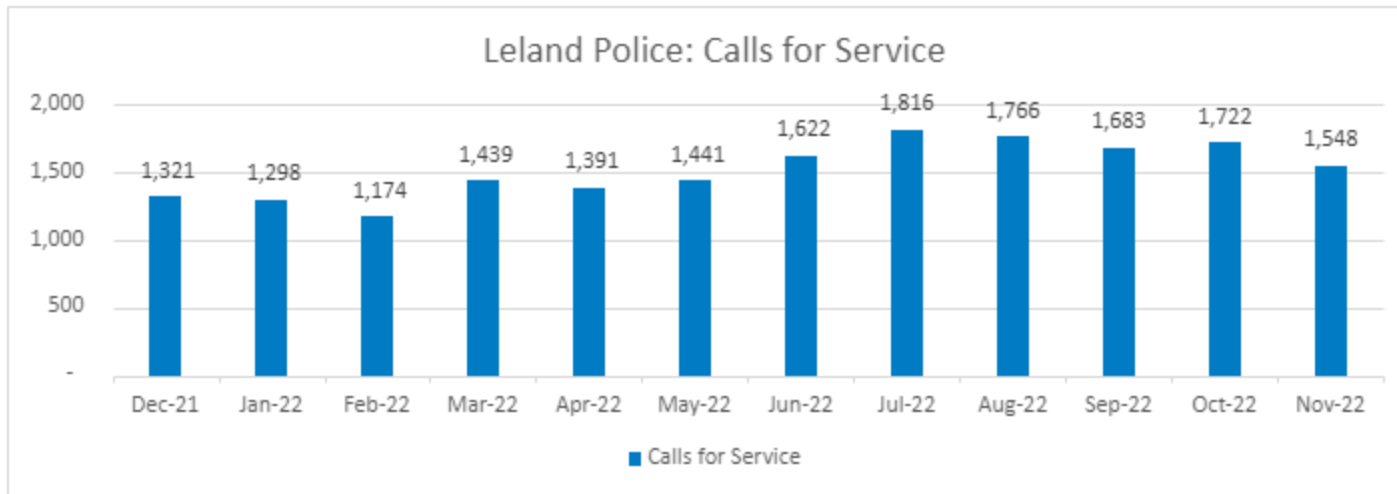
Officer Cameron Johnson took his Oath of Office on November 29 after successful completion of Basic Law Enforcement Training.

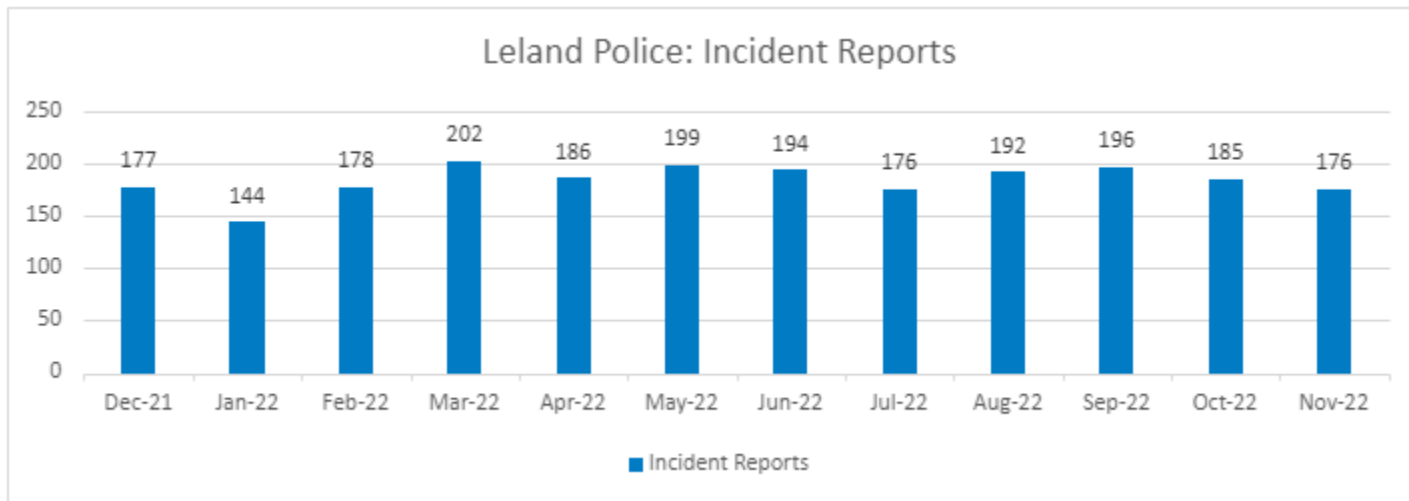
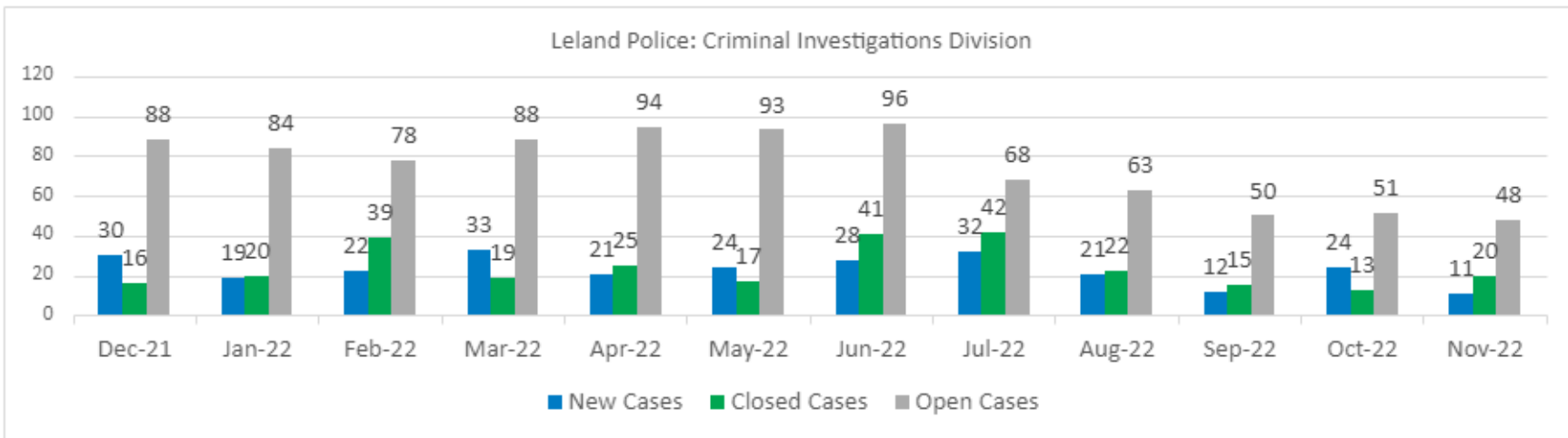
Officers Holland and Majors along with Officers Whitmire and Roberts were educated on the proper operation of the Town's train used during special events like the Grand Illumination.

Dashboard

Animal Services Report							
2022	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	40	3	6	7	3	1	2
Feb	26	2	4	6	0	1	1
Mar	44	2	2	3	0	2	3
Apr	69	8	8	12	7	0	2
May	54	2	7	7	3	1	2
Jun	71	7	4	7	2	0	2
Jul	47	7	7	12	1	0	3
Aug	57	9	4	13	7	0	3
Sep	40	11	10	19	2	1	2
Oct	18	1	5	6	1	1	3
Nov	21	2	1	3	3	0	4
Dec	0	0	0	0	0	0	0
<b>Totals</b>	<b>487</b>	<b>54</b>	<b>58</b>	<b>95</b>	<b>29</b>	<b>7</b>	<b>27</b>





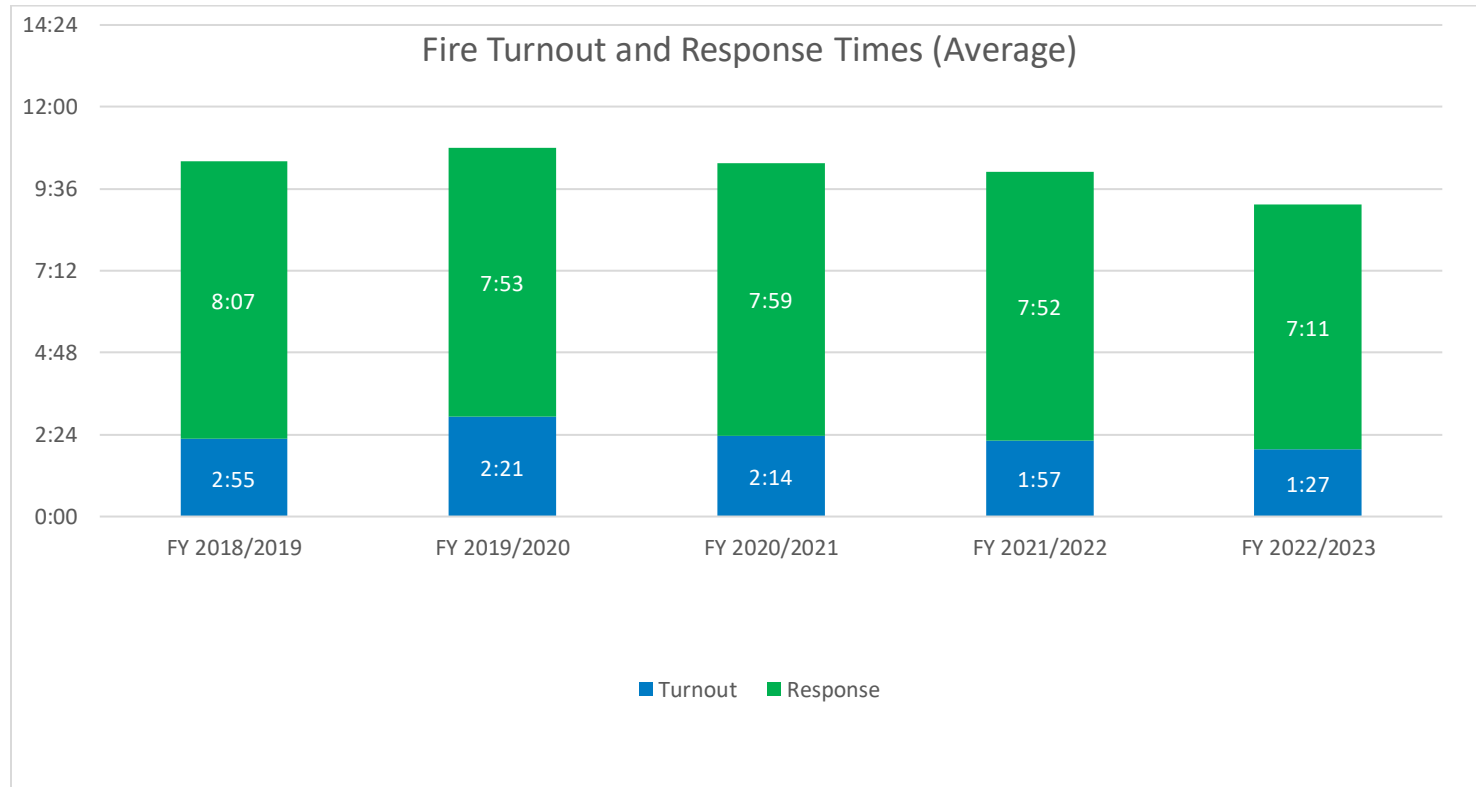


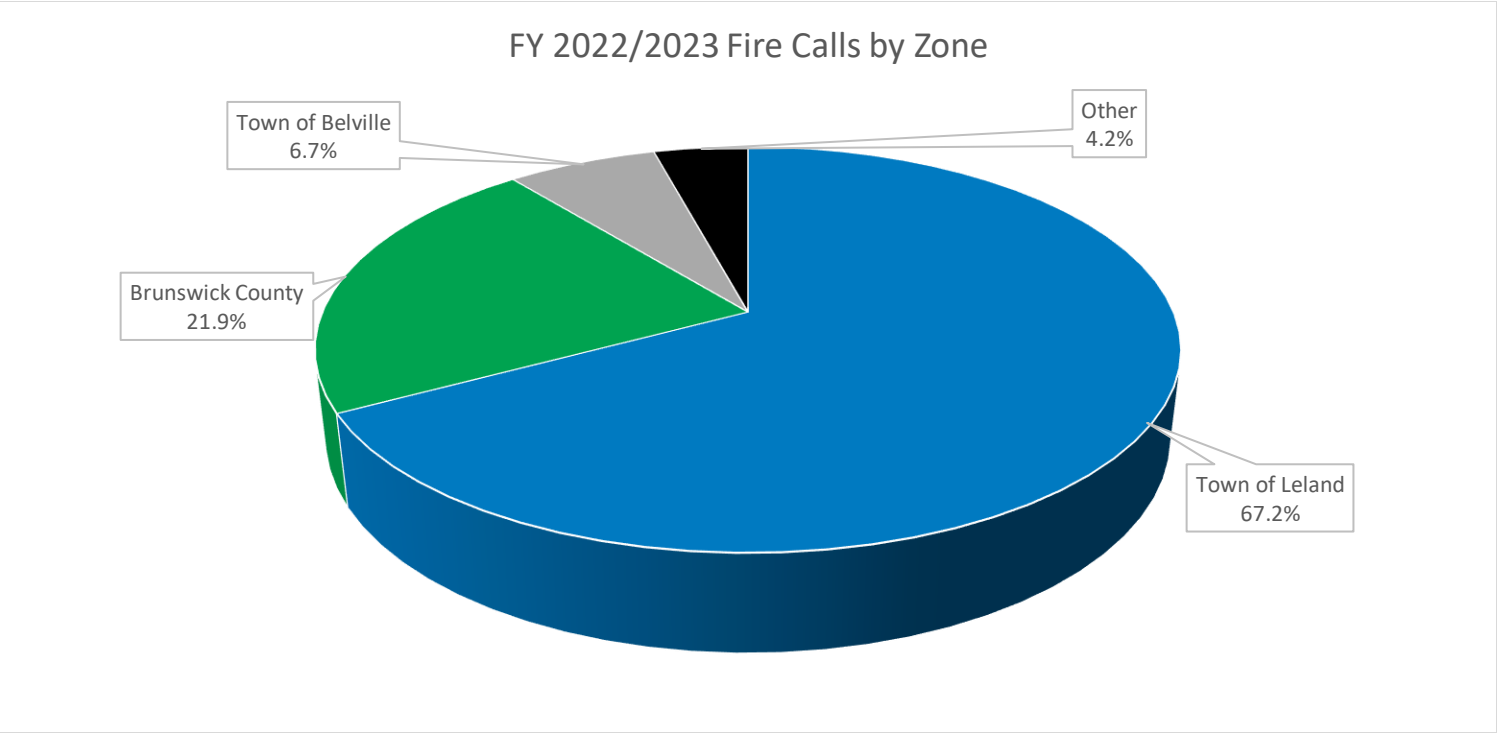
## Department News

The department continues to see an increase in calls, up 8.5% over the last year. Response times are decreasing because of staff's hard work. The department has set a goal of having an apparatus on scene within 9 minutes of being dispatched. Over the last year, the department has gone from completing this task 65% of the time to 79% of the time.

October's fire prevention activities included conducting 202.5 hours of training as well as staff interactions with 1,420 children and 109 adults. Staff, along with the department's Community Risk Reduction and Education Division (CRRED), conducted three days of activities at Lincoln Elementary School and six days at Belville Elementary School in addition to several other community activities.

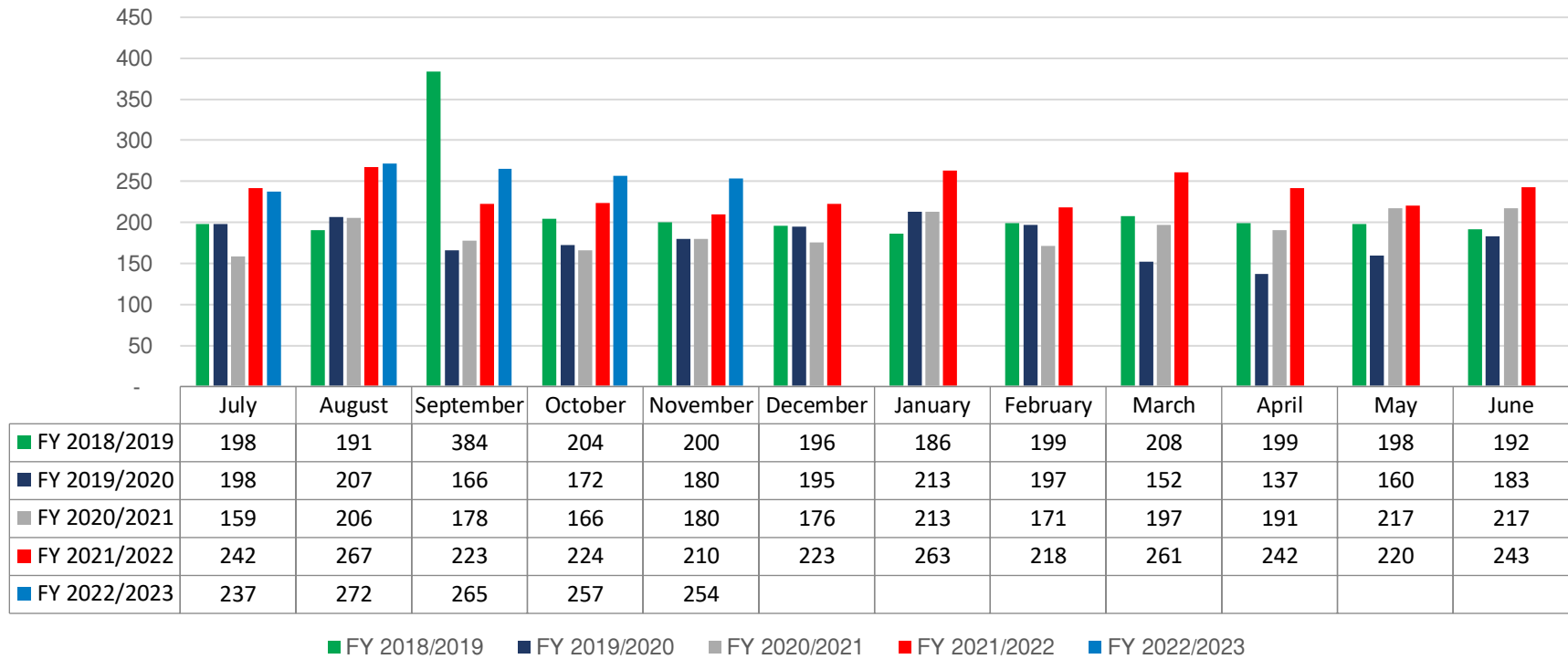
## Dashboard



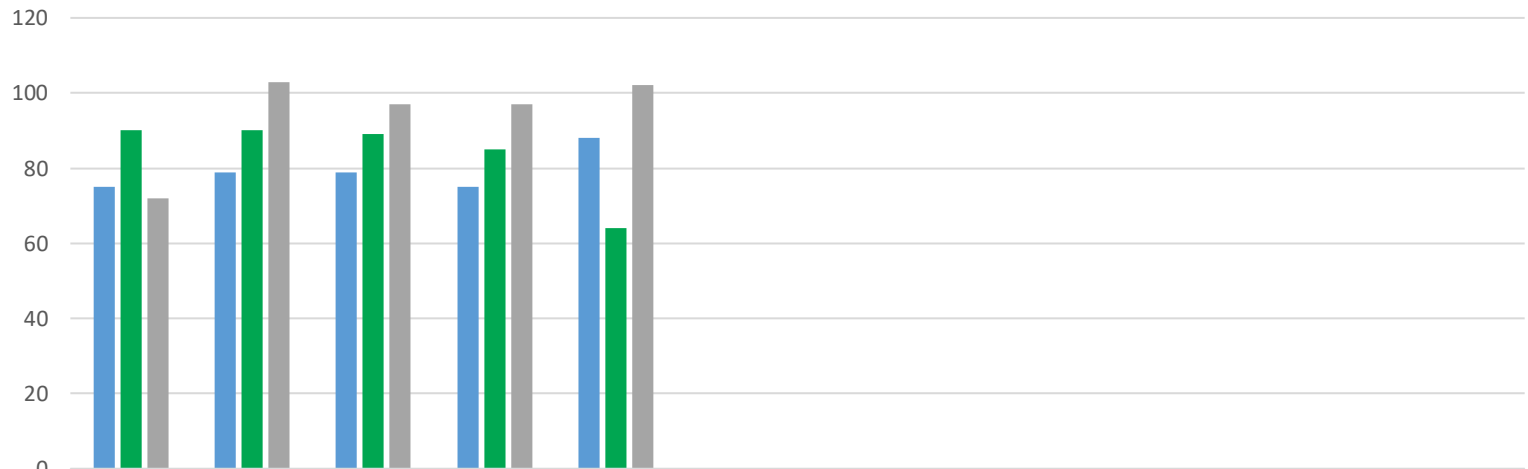




Fire Calls



FY 2022/2023 Fire Calls Per Station



	July	August	September	October	November	December	January	February	March	April	May	June
Station 51 (Village Rd)	75	79	79	75	88							
Station 52 (Westport)	90	90	89	85	64							
Station 53 (Lanvale)	72	103	97	97	102							

■ Station 51 (Village Rd)   ■ Station 52 (Westport)   ■ Station 53 (Lanvale)

## Department News

Draft budget requests, goals, and objectives have been completed for FY23/24. Chief Grimes met with Public Services to identify areas to enhance preparedness, protection, and response and will continue to partner with other departments in improving the Town's resilience to an emergency. Chief Grimes assisted Chief Hayes in delivering an ICS 400: Advanced ICS Command and General Staff – Complex Incident class. Town staff who completed the class include Daniel Knoch, Lt. Dallas Warren, Lt. Jamie Almond, Lt. Jonathan Hall, Jessica Jewell, and Sgt. Bryan Reid. Chief Grimes and key Town and County staff monitored Tropical Storm Nicole. No impacts were reported. Work with the Public Safety command staff on the Town's first Threat and Hazard Identification and Risk Assessment (THIRA) continued. The assessment will be a multi-year assessment in each department of potential threats to the Town.

## Work Priorities

- Working with PRCR to plan operations for Grand Illumination.
- Performing tabletop exercises with Town Incident Management Team.
- Developing Threat and Hazard Identification and Risk Assessment (THIRA).

## Projects Completed

- No projects were completed in November.

## Department News

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

Vanessa Lacer successfully obtained certification from the American Institute of Certified Planners. Certified planners pledge to uphold high standards of practice, ethics, and professional conduct, and to keep their skills sharp and up-to-date by continuously pursuing advanced professional education.

Ben Watts obtained his Certified Floodplain Manager designation. The ASFPM national certified floodplain manager program was established in 1998 to create a baseline testing of professional competence in floodplain management. The program requires passing an exam and continuing education credits annually to maintain certification.

Ashli Barefoot completed part three of the Planning and Development Regulation Course at the UNC School of Government and passed the exam required to become a Certified Zoning Official.

Barnes Sutton attended The Essential Value of Street Trees in City Making and Sustainable Urban Design hosted by Smart Growth Network. This webinar provided attendees with information regarding how street trees can bring beauty and order to streets, mitigate potential for flooding and heat events, and support pedestrian activity.

## Planning Board Meeting Summary

The Planning Board met on November 15, 2022, and heard the following items:

1. Proposed Zoning Map Amendment – The Planning Board voted to recommend approval of a proposed zoning map amendment from MF, Multifamily District, to CD, Conservation District, for a 147.33-acre parcel owned by the Town adjacent to Jackeys Creek south of Westgate Drive.
2. Initial Zoning Recommendation – The Planning Board voted to recommend approval of the initial zoning of R-6, Medium Density Residential District, C-1, General Commercial Business District, FCZ, FlexCode Zone, MF, Multifamily District, and CD, Conservation District, for a 2,114.27-acre area located off Malmo Loop Road and NC Highway 87.

The Planning Board also met on November 29, 2022 for a special training session led by staff.

The Planning Board's next meeting is scheduled for January 24, 2023, at 6 p.m.

## Board of Adjustment Meeting Summary

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

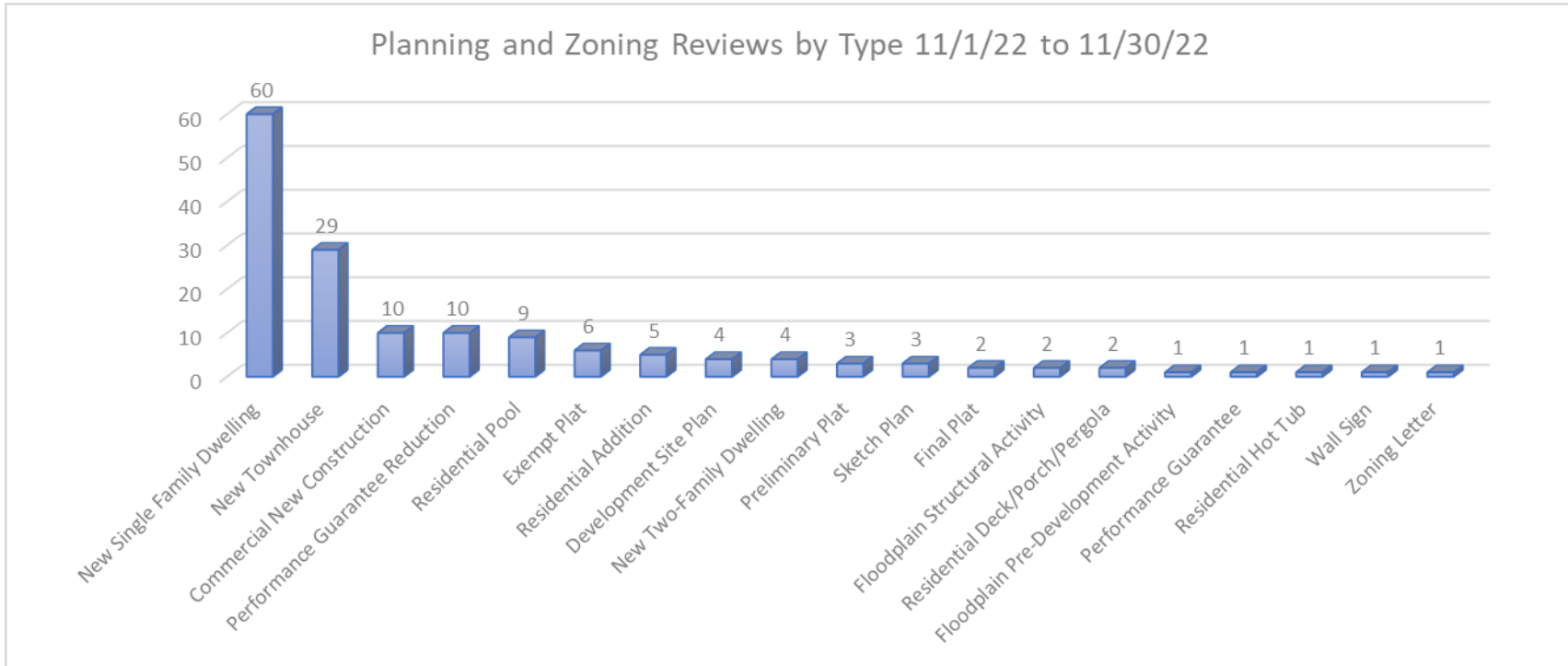
## Current Planning Update

### TRC Report

In addition to project revisions, the Technical Review Committee (TRC) reviewed the following new item:

1. Preliminary Subdivision Plat for Savannah Branch Phase 1 – Proposal for 113 residential lots on 79.32 acres located adjacent to US Highway 17 across from Brunswick Forest.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
3	0

## Long Range Planning and Community Development Update

- **An Inclusive, Supported, Healthy, Safe, and Educated Community:** Staff attended the Age My Way NC Summit in Raleigh to discuss the benefits and drivers for other states that are developing master aging plans and the Healthy Aging Task Force’s preliminary findings. Staff also attended the virtual meeting with the Community Health Assessment to discuss the preliminary findings of the community surveys.
- **Livable, Diverse, and Connected Neighborhoods that Accommodate Growth:** Staff attended the NC BikeWalk Transportation Summit in Greenville and presented during a segment called “Small Cities, Big Impacts: What Smaller Cities Can Teach Us about Pedestrian Access”. The panel was organized to discuss how municipalities have overcome their design challenges, built upon their assets, and leveraged their circumstances to improve pedestrian access in their communities.
- **Housing:** Staff presented the Gateway Map to the Cape Fear Housing Coalition during the monthly meeting.
- **Natural and Cultural Resources:** Staff is preparing the final draft of the Green Growth Partners grant application to NC Wildlife for a Green Network Master Plan. The final copy of the Tree Canopy Study by NC Forestry was also received and distributed by staff.
- **Community and Economic Development:** Staff participated in the focus group and the stakeholders kickoff meeting for the Economic Development Strategic Plan.

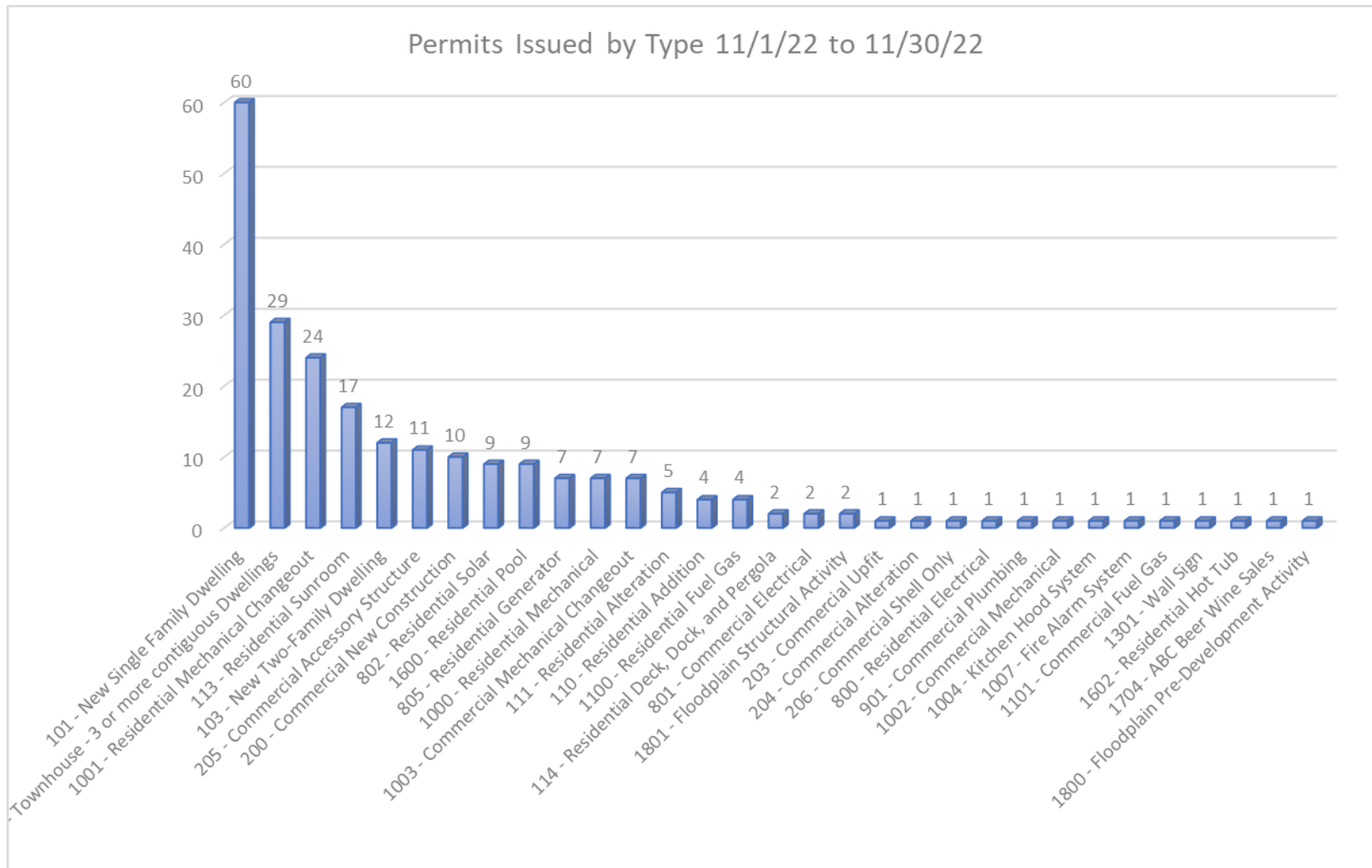
## Transportation Planning Update

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 areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, Mallory Creek, and Malmo Loop Road.

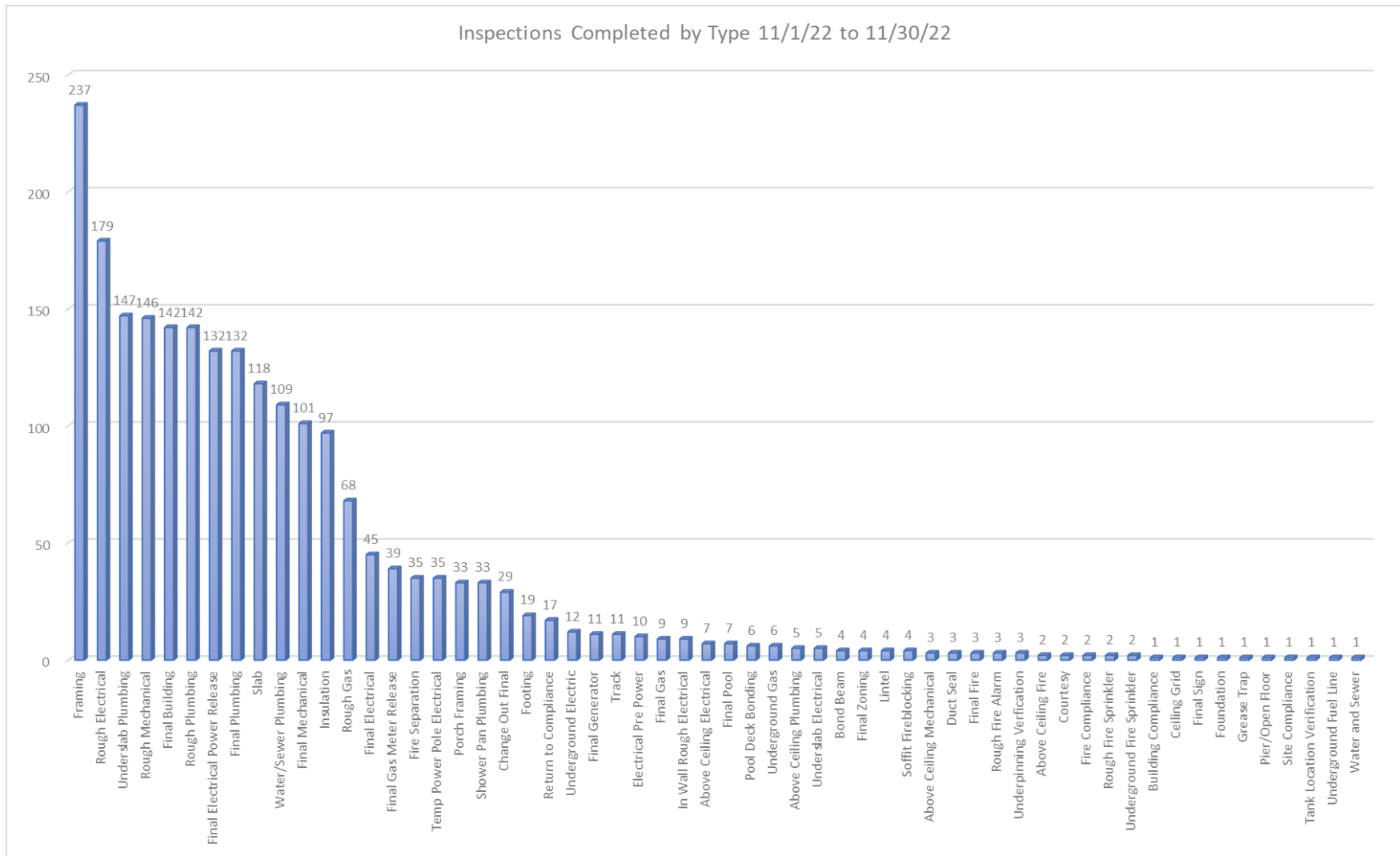
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on November 16.

## Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
234	2,184	\$27,662,496







Code Enforcement Update

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	0	0	0	0	0
Cases Closed	0	0	0	0	0
Active Cases	2	13	15	1	31

## Department News

Creative Economic Development Consulting, LLC and staff are making progress on preparation of an Economic Development Strategic Plan. During November, staff circulated a Community Survey and Creative Consulting conducted virtual interviews with key allies of the Town's economic development efforts from the Cape Fear Region. Throughout December, the consultant will conduct virtual interviews with five to six owners of businesses located in the Gateway District, Leland Innovation Park, and the Highway 17 business corridor. On January 12, Creative will make another site visit to meet with the focus group and obtain their feedback on the work completed to date.

## New Businesses

- **Wilmington Eye** opened its new clinic in Brunswick Forest.

## New Construction/Development

- Columbia Properties, based in Marietta, Georgia, has submitted site development plans to the Technical Review Committee for **The Shoppes at Savannah Branch**, a retail development proposed for a 16.79-acre site on the northwest corner of Lanvale Road and Highway 17. Plans depict a 122,593 square-foot grocery-anchored retail center with three outlots. This project is part of a much larger mixed-use development at the same location planned by Dewitt Carolinas, based in Raleigh.
- **Carolina Shores Car Wash** commenced construction of its second facility, which will be located in Leland Town Center on Gateway Boulevard behind Chick-fil-A.

## Economic Development Committee Meeting Summary

The Economic Development Committee met on November 10, 2022, and heard a presentation from Michael Braddock, Chief Revenue Officer of Frontier Scientific Solutions. Frontier purchased a building off 23<sup>rd</sup> Street in Wilmington from Adams Beverages earlier this year and is upfitting it to store and distribute pharmaceuticals. This building represents the area's first and only cold storage facility dedicated to the life sciences industry. Frontier is expecting to open a second location in late 2023, which will be a 500,000 square-foot cold storage facility, presently under construction at the Wilmington International Airport's business park. Mr. Braddock is a member of the Economic Development Committee and a former member of the Leland TDA.

## Department News

The FYE2022 Town audit is complete and has been submitted to the LGC for approval. Ms. Hagg and Ms. Newton continued work with the new budget software vendor which will greatly improve our financial transparency. Ms. Newton completed the five-week Supervisor Training Program as part of Leland University.

## Grant News November 2022

### Grants Awaiting Notification

- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).
- Fire Protection Safety Grant (FP&S) – Public Safety Trailer, \$85,000 (\$4,250 match).
- Environmental Enhancement Grant (EEG) – UNCW submitting proposal for: Identification of Green Infrastructure Flooding Solutions in Disadvantaged Communities of the Lower Cape Fear River resulting in site specific nature-based flooding solutions, \$500,000 (no match).
- Grassroots Arts Grant – Arts Around Town program, \$1,200 (no match).
- ARPA Federal Funding – Leland Cultural Arts Center - Artist in residence program, \$3,000 (no match).
- RMS Safety Grant – Stormwater/Sewer Camera, \$5,000 (\$5,000 match).
- Property/Liability Grant – Leland Cultural Arts Center security camera system, \$5,000 (\$5,000 match).
- Safe Streets and Roads for All (SS4A) – Comprehensive Safety Action Plan, \$80,000 (\$20,000 match).
- Reconnecting Communities Pilot Program – Feasibility study to mitigate risks and identify multimodal opportunities on US 17, \$80,000 (\$20,000 match).
- Partners for Green Growth (PGG) – Green Network Master Plan, \$10,000 (\$3,333 in-kind match).
- Rural Transformation Grant – Baldwin Drive improvements, \$950,000 (no match).

### Grants Awarded

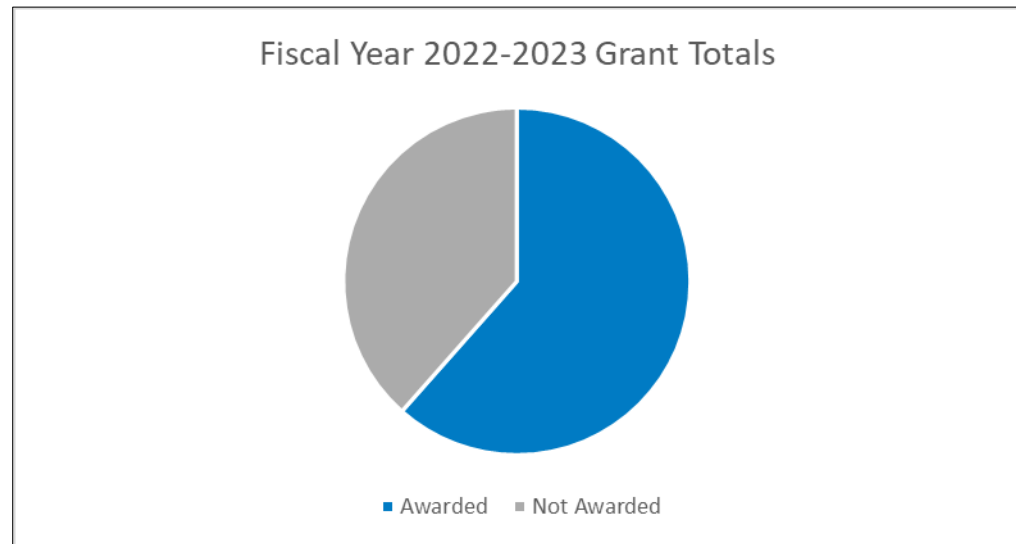
- GCC Byrne JAG FY22 – Radios (4) and accessories, \$24,500 (no match).

- Surface Transformation Block Grant Program – Pedestrian crossing on US Highway 17 at the intersection of Ploof Road/Olde Waterford Way, in addition to approximately 300 feet of sidewalk on the northeast side of Olde Waterford Way, \$666,623 (\$166,656 match).
- Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) – Intensive repair/full replacements of three homes, \$442,500 (no match)

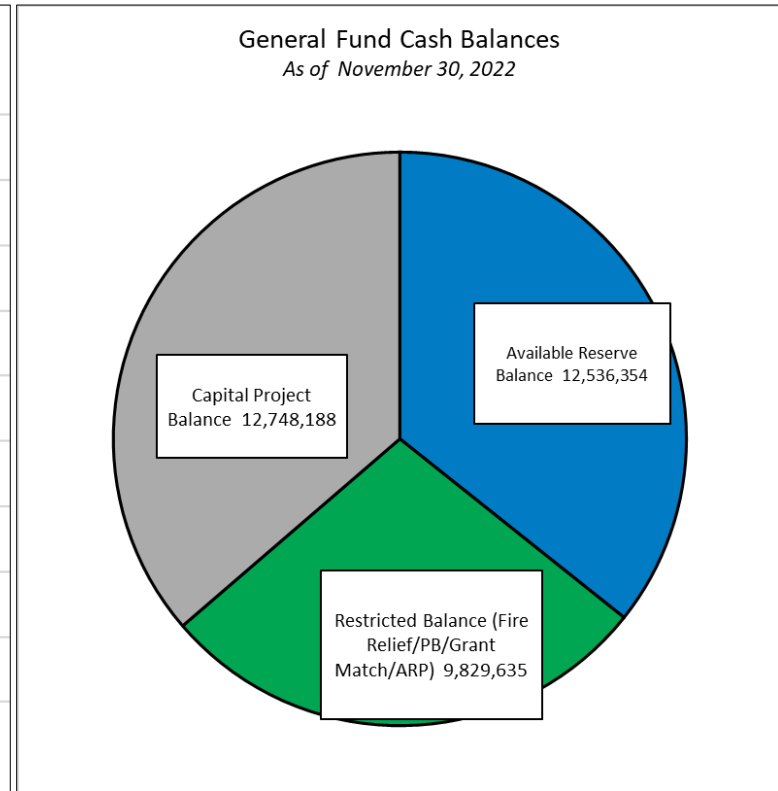
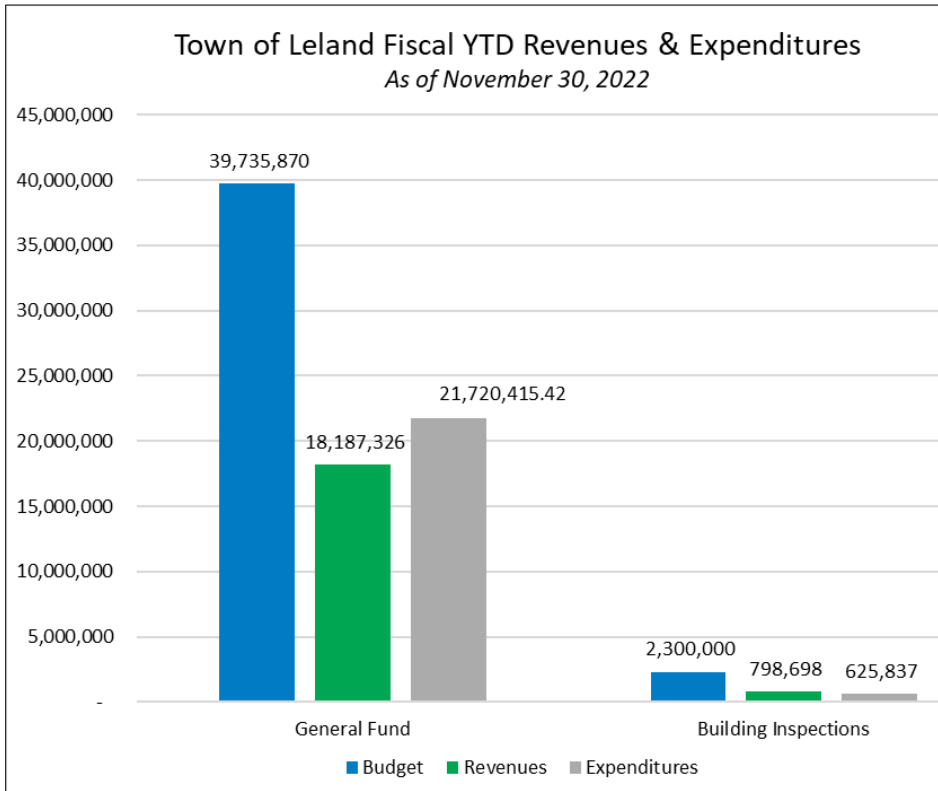
**Grants Not Awarded**

- N/A

Awarded	Not Awarded
8	5



Dashboard

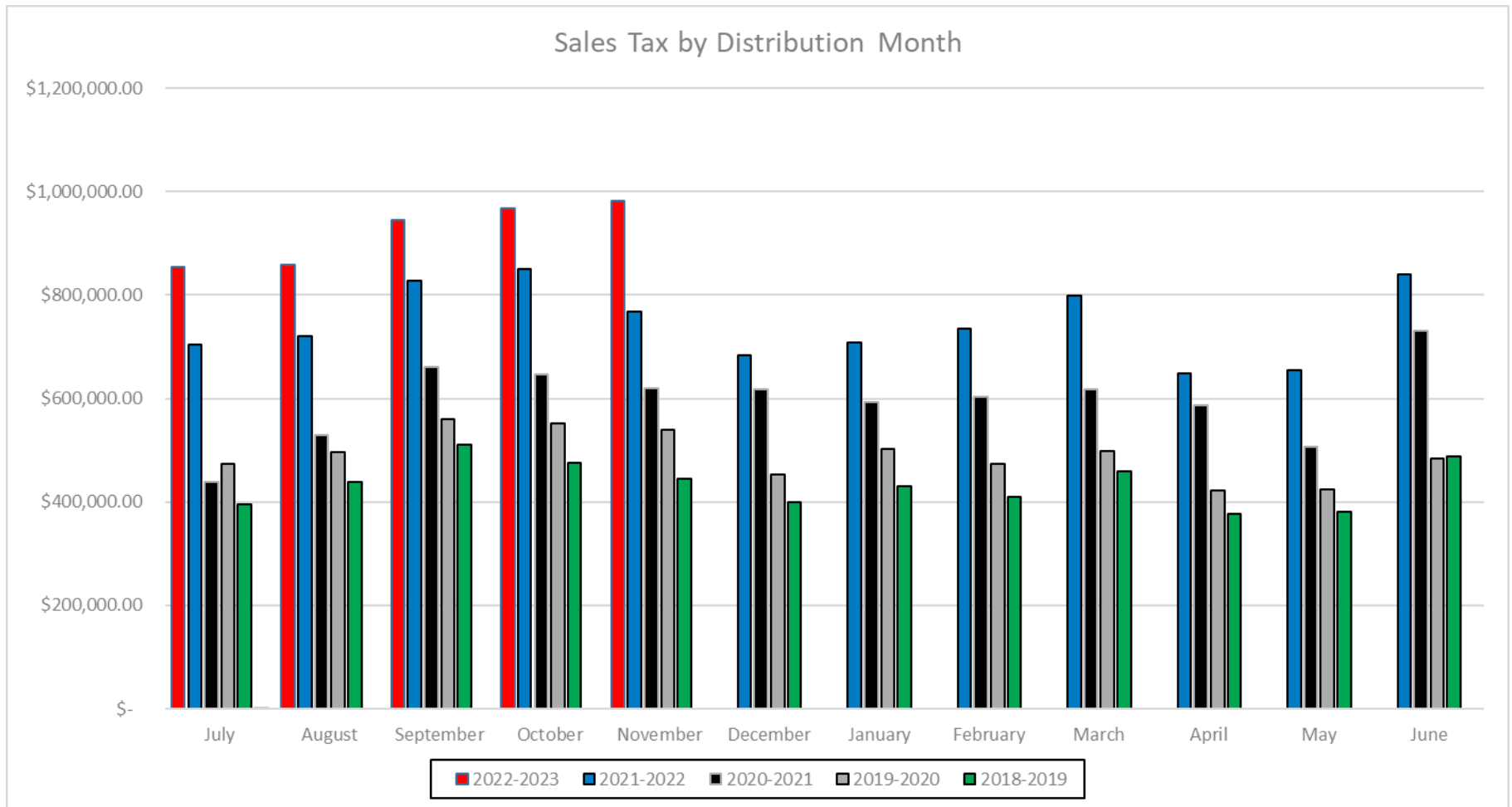


Financial Budget to Actual Report – November 30, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>30,190,000</b>	<b>39,735,870</b>	<b>2,970,903</b>	<b>18,187,326</b>	-	<b>21,548,544</b>	<b>54.23%</b>
Governing Body	265,000	265,000	13,772	121,420	24,219	119,362	45.04%
Administration	1,830,000	1,830,000	142,892	863,192	18,519	948,289	51.82%
Information Technology	1,735,000	1,747,000	157,981	683,481	264,962	798,557	45.71%
Human Resources	420,000	420,000	31,306	105,320	25,741	288,939	68.80%
Finance	915,000	915,000	66,195	304,999	7,525	602,476	65.84%
Planning	1,190,000	1,190,000	83,973	311,738	80,218	798,045	67.06%
P&R & Cultural Arts	1,100,000	1,100,000	91,986	442,354	51,201	606,445	55.13%
Grounds & Facilities	1,460,000	1,460,000	132,936	495,544	374,797	589,660	40.39%
Public Services	4,225,000	4,225,000	318,761	1,300,890	783,090	2,141,020	50.68%
Police	5,785,000	5,941,000	522,439	2,377,277	242,384	3,321,339	55.91%
Emergency Management	195,000	195,000	15,343	73,132	317	121,551	62.33%
Fire	6,690,000	6,690,000	526,024	2,797,731	258,751	3,633,518	54.31%
Debt Services	2,370,000	2,370,000	141,885	1,318,839	-	1,051,161	44.35%
Transfers	2,010,000	11,387,870	277,870	10,524,500	-	863,370	7.58%
<b>EXPENSES</b>	<b>30,190,000</b>	<b>39,735,870</b>	<b>2,523,364</b>	<b>21,720,415</b>	<b>2,131,721</b>	<b>15,883,733</b>	<b>39.97%</b>
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>REVENUE</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>280,817</b>	<b>798,698</b>	-	<b>1,501,302</b>	<b>65.27%</b>
<b>EXPENSES</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>151,839</b>	<b>625,837</b>	<b>147,031</b>	<b>1,527,132</b>	<b>66.40%</b>

## 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

Vendor: Morgan Trucking Inc; Amount: \$73,975.77; Description: New Sidewalks – Pine Harvest Drive

## Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in November.

## Audit Committee Meeting Summary

The Audit Committee did not meet in November.

## Department News

The department is working on a variety of training programs including a basic computer class for beginners, supervisor training, and public speaking. The department is preparing for holiday events and looking forward to celebrating with staff and their families. Staff will be working with all departments over the next few months to assist with the budgeting of new positions.

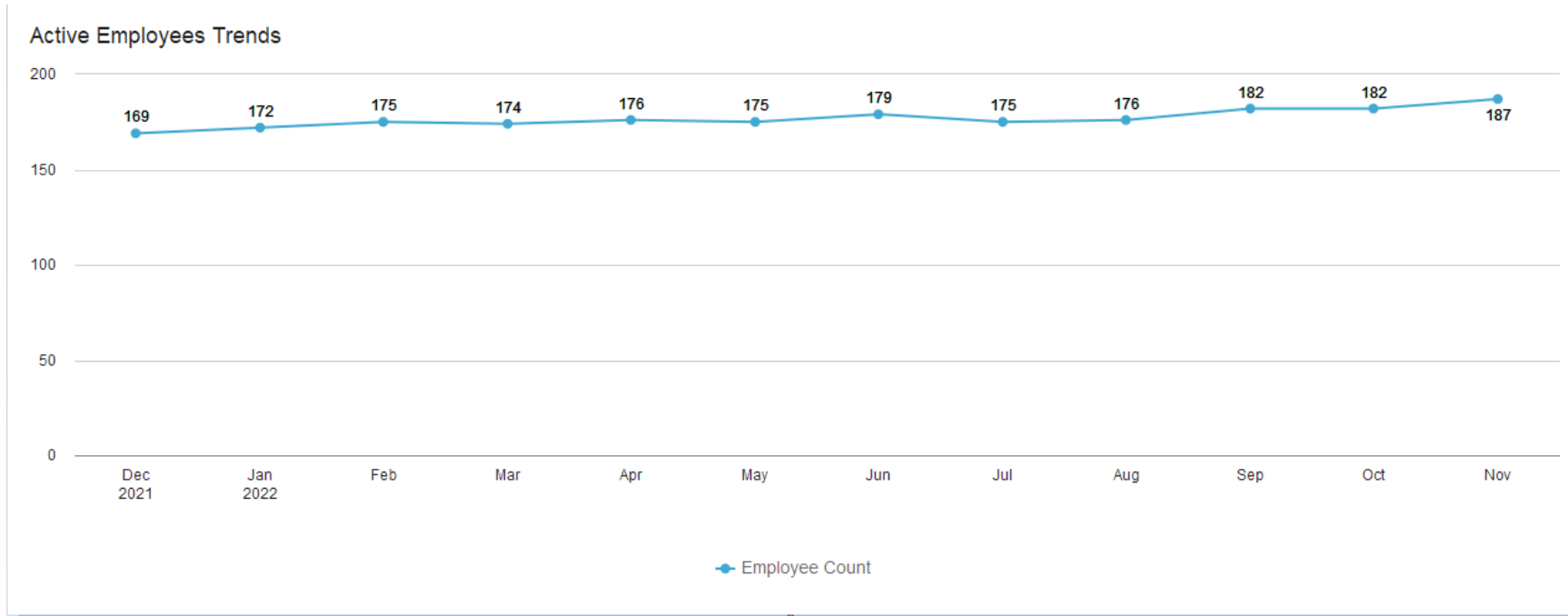
## Workers Comp Data

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

## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Shannon Faircloth	Streets	New Hire	11/7/2022	Streets Main. Tech I		
Ryan MacDonald	Streets	New Hire	11/7/2022	Streets Main. Tech I		
Courtney Johnson	Police	New Hire	11/7/2022	Police Cadet		
Shirley Hyman	Finance	New Hire	11/7/2022	Finance Specialist		
Andrew Wangstad	Fire	New Hire	11/7/2022	Firefighter		
Ryan MacDonald	Streets	Resignation	11/15/2022	Streets Main. Tech I		
Tara Crogan	Police	New Hire	11/28/2022	Police Officer		

### Headcount (FT and PT Employees) December 2021 – November 2022



**Headcount** ⓘ

187

As of November 2022

**Hired** ⓘ

52

**Termed** ⓘ

34

**Growth Rate** ⓘ

10.7%

**Turnover Rate** ⓘ

19.2%

**Average Tenure** ⓘ

3.7

(Years)

## Turnover Data December 2021 – November 2022

### Full Time Turnover

Turnover Rate ⓘ 16.3%	Annualized Rate ⓘ 16.3%	Terminations ⓘ 27	Average Employees ⓘ 165.9
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### Part Time Turnover

Turnover Rate ⓘ 58.1%	Annualized Rate ⓘ 58.1%	Terminations ⓘ 6	Average Employees ⓘ 10.3
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Terminations include all voluntary and involuntary separations of employment.

## Department News

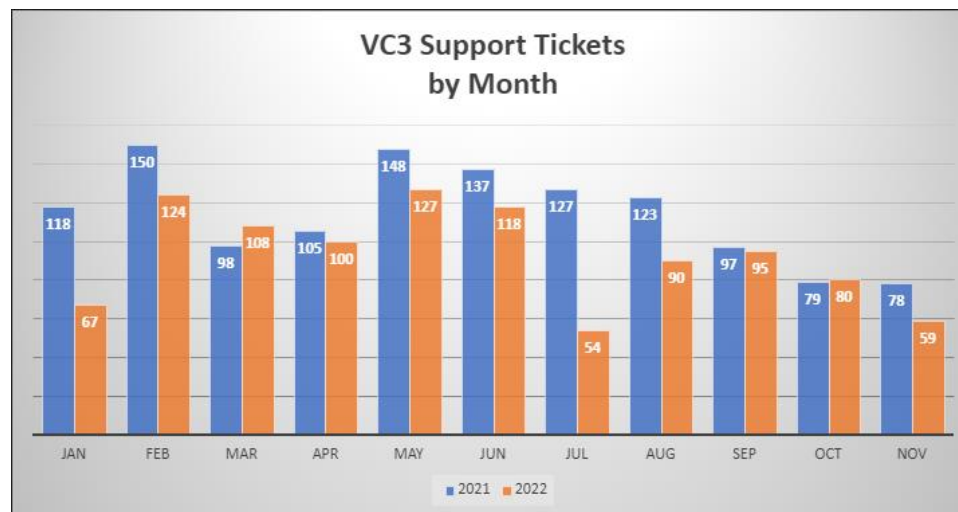
The department continues to focus on the cybersecurity roadmap and infrastructure upgrades as a priority for FY22/23. Staff continue to standardize security and video systems at all Town facilities. Moving into the new year, staff will be starting initiatives that support employee training and education.

## Major Work Priorities

- Copier upgrades Town-wide.
- Finance and budget software infrastructure to support the OpenGov budget platform.
- Access control and video system upgrades as platform standardization continues.
- Preparing for upcoming new construction projects.

## Projects Completed

- 7 employees onboarded/offboarded.
- Wireless modem upgrades have been installed in all first out apparatus for Leland Fire/Rescue.
- OpenGov infrastructure and software installed.
- Security camera installation complete at Town Hall.



## Property Closings

On November 30, the Town closed on the purchase of parcel ID 04600027, an approximately 22-acre parcel of land that the Town intends to use for open space and future public utilities.