



STAFF REPORTS

December 2020 Regular Meeting

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Public Safety (Police, Fire/Rescue, Emergency Management).....	19
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Department News

There are some staff members continuing to telework with the recent increase in COVID cases. This safety effort continues but will be revisited at the beginning of January.

Installation of the audio visual equipment and designated computers have been installed in the Azalea, Brunswick, Dogwood, and Magnolia Conference rooms. A Toshiba copier was setup at the Muncipal Operations Center.

Council Directive Updates

- Recycling – Staff has been working with GFL on a transition to fee-based curbside recycling. After the first of the year, the Town and GFL will issue joint information on how to sign up for the new service. At this time, it appears that late March will be the deadline for people to notify GFL of their intention to continue service, otherwise their cans will start to be retrieved in June. Plans to get the word out include stickers on cans, press releases, social media, and working directly with the HOAs. Staff will provide further updates as they become available.

Communications

Social Media Update

- Facebook Highlights (November 1 – 30, 2020)
 - Added 54 new page followers
 - Post reach (Number of people on Facebook who saw a post at least once) – 2,700
 - Saw an increase in call-to-action button (Clicks from Facebook page directly to the Town website)
- Twitter Highlights (November 1 – 30, 2020)
 - Impressions/Reach – 2,148
 - Profile visits increased by more than 100%
 - Top tweet (Biggest reach): Planning to travel for the holidays? Want to check on the conditions for loved ones across the country? Just keeping track of #COVID19 cases? Check out this handy real-time map from @GeorgiaTech covid19risk.biosci.gatech.edu

- NextDoor Highlights (November 1 – 30, 2020)
 - Impressions/Reach – 12,755
 - Likes – 13

Website/Newsletter/Other

- Completed updates and reorganizing of the Economic Development page on the Town website to include a photo gallery featuring professional photography of Leland businesses.
- Continued discussion with VC3 and Town staff regarding website tools that will allow for a more user-friendly and aesthetically pleasing website.
- Developed Spring/Summer CAPE cover with the Parks and Recreation Department staff. Oversaw development of new publication design.

Press Releases/Blogs/FAQs/Media Coverage

- Star News - [More food, shopping options coming to Leland](#)
- Greater Wilmington Business Journal - [More Commercial Development Coming To Leland](#)
- WWAY - [‘It’s a sacrifice but that’s part of the job’: How first responders celebrate Thanksgiving on the job](#)
- Brunswick Beacon – [Leland in Lights Brings Joy in Dark Times](#)
- Port City Daily - [Holly jolly days ahead: Pandemic-regulated holiday events keep some spirit in the season](#)

TDA Marketing

- Edited content and discussed final details of the video tour project. The series of videos highlighting various aspects of the Town (recreation, dining and entertainment, real estate, and economic development) will be featured on the LTDA website, as well as the Town site, social media channels, and in other marketing efforts.
- Finalized LTDA website layout improvement plans. Began implementing changes to the site, which will be visible by the end of December.
- Concluded the social media advertising campaign, funded through VisitNC as part of a CARES Act initiative, to promote the upcoming Leland in Lights event outside the Cape Fear region. The second social media ad, promoting weekend trips and visits to Leland, launched in December.

Projects

Public Services

Lift Station #1 Replacement (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Construction is underway.
- Next Steps: Contractor will be connecting to existing force main and completing pressure testing to the sewer line.
- Concerns: No concerns at this time.

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

- Purpose: To construct a sewer lift station in Brunswick Forest to help serve the developing areas within Brunswick Forest and along the Highway 17 Corridor with sewer. Station will be designed to accept additional flow from other lift stations by force main.
- Status: Construction is underway.
- Next Steps: Contractor has completed the Lift Station #33 site. Startup of the new lift station and as-builts are substantially complete. Staff is reviewing as-builts and compiling final punch list items for the contractor.
- Concerns: Timing of the lift station start up and final certification per the Development Agreement.

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

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The Lift Station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: Formal bidding complete, with Civil Works Contracting as apparent low bidder at \$1,965,160.56.
- Next Steps: Town Council approval and award of a contract at the December regular meeting.
- Concerns: No concerns at this time.

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Construction is underway.
- Next Steps: Contractor is continuing to lay storm drainpipe and preparing to grade for the multi-use path and widening of Old Fayetteville Road.
- Concerns: No concerns at this time.

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: Formal bidding complete with Simmons Public Utility Site Work Inc. as apparent low bidder at \$717,624.26.
- Next Steps: Town Council approval and award.
- Concerns: Temporary construction easements ending June 30, 2021 may have to be extended.

Lanvale Forest Street Improvements

- Purpose: To repair existing streets and infrastructure within the Lanvale Forest Subdivision. The scope of the project includes repairs to existing asphalt, stormwater catch basins, sidewalks, curb and gutter, and replace existing curb ramps with ADA compliant curb ramps. The streets will be dedicated to the Town.
- Status: Construction is underway with milling and patching complete.
- Next Steps: Contractor is resurfacing all streets in the Subdivision during the first two weeks of December. Final steps are to put down striping for the stop bars and crosswalks. Street Department staff will be installing signs prior to the Christmas holiday.
- Concerns: No concerns at this time.

Brunswick Village Boulevard Extension & Kay Todd Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road. Brunswick Village Boulevard will be extended past Regional Pump Station #33 to serve the developing areas in Brunswick Forest.
- Status: Installation of sanitary sewer and water mains is currently underway.
- Next Steps: Finalize design plans and contract documents of the roadway portion of the project for advertisement and bid in Spring 2021.
- Concerns: No concerns at this time.

Brunswick Forest Parkway & Low Country Boulevard Intersection Improvements

- Purpose: To improve the intersection at Brunswick Forest Parkway and Low Country Boulevard.
- Status: The Town approved and signed a contract with Kittelson & Associates to develop a design plan for a roundabout at the intersection, with final design underway.
- Next Steps: Complete engineering design work, advertise, and bid in January 2021. Staff is to present to Town Council in February 2021.
- Concerns: No concerns at this time.

Operation Services

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of Fire Station at Municipal Operations Center, 1987 Andrew Jackson Hwy NE.
- Status: Contract signed with Environments Unlimited.
- Next Steps: Catlin site master plans are being reviewed by staff. Once plans have been finalized, pre-design and site work can begin.
- Concerns: Budget may need to be increased based off feedback from prior prototype Design/Build concepts proposed for Kay Todd Road.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.

- Status: Currently working on preliminary architectural plans. Civil engineering/permitting/site design work in progress.
- Next Steps: Finalize architectural plans and discuss budget as it will likely be impacted by changes made to plan. Interior demo/inspection to begin early January 2021.
- Concerns: Budget may need to be increased as a result of possible changes to architectural scope.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Purchase and up-fit of property which would be home to the new Leland Municipal Operations Center.
- Status: Move in underway for the office and warehouse.
- Next Steps: Catlin is working on a site master plan study before plans for moving forward with additional projects such as a Police impound yard, animal control, and Fire Station #51 pre-con work will begin.
- Concerns: None at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and Drag/Stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: RFQ published with submission deadline of December 21, 2020.
- Next Steps: Review responses to RFQ and send out notifications to property owners where access to areas may be required.
- Concerns: No concerns at this time.

Sturgeon Creek Park

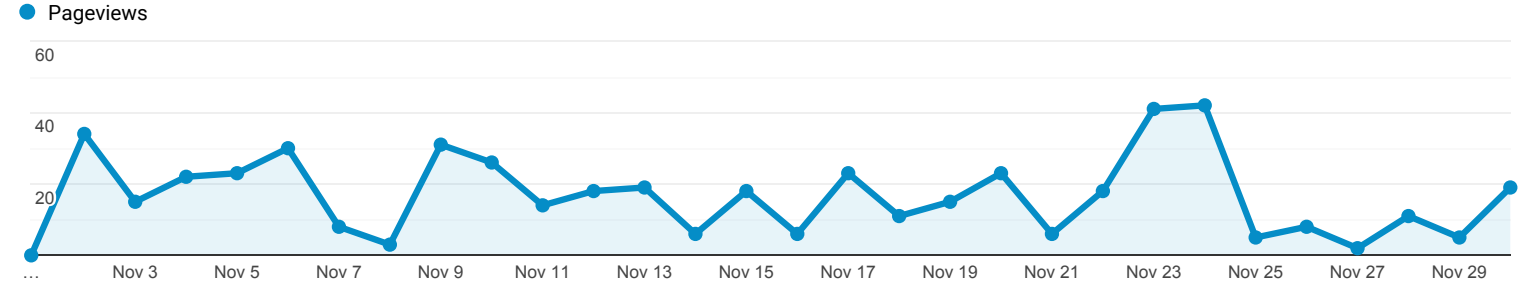
- Purpose: Phased park development of property located off of South Navassa Road at Sturgeon Creek.
- Status: WithersRavenel is working on a Brownfield Study.
- Next Steps: WithersRavenel to complete Brownfield Study.
- Concerns: Funding for park project once study has been completed and acquisition of house/land on park property.

Projects Page Report

Nov 1, 2020 - Nov 30, 2020

All Users
100.00% Pageviews

Explorer



This data was filtered using an advanced filter.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	502 % of Total: 1.94% (25,839)	382 % of Total: 1.76% (21,669)	00:01:19 Avg for View: 00:01:41 (-21.77%)	129 % of Total: 0.93% (13,928)	65.62% Avg for View: 56.18% (16.82%)	31.08% Avg for View: 53.90% (-42.35%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /town-projects	167 (33.27%)	110 (28.80%)	00:00:28	17 (13.18%)	50.00%	11.98%	\$0.00 (0.00%)
2. /projects/future-town-projects	66 (13.15%)	57 (14.92%)	00:03:00	27 (20.93%)	40.74%	39.39%	\$0.00 (0.00%)
3. /projects/lanvale-forest-street-improvements	52 (10.36%)	42 (10.99%)	00:03:49	33 (25.58%)	78.79%	67.31%	\$0.00 (0.00%)
4. /town-projects?field_project_type_tid=&page=1	35 (6.97%)	27 (7.07%)	00:00:16	0 (0.00%)	0.00%	5.71%	\$0.00 (0.00%)
5. /projects/leland-highway-17-sewer-expansion-ii-phase-2-formerly-old-town-cr eek-lift-station-project	30 (5.98%)	23 (6.02%)	00:01:35	7 (5.43%)	57.14%	50.00%	\$0.00 (0.00%)
6. /projects/old-fayetteville-road-multi-use-path-stp-da-u-5534d	26 (5.18%)	21 (5.50%)	00:01:28	10 (7.75%)	70.00%	46.15%	\$0.00 (0.00%)
7. /projects/2014-stp-da-projects-u5534-ijk	18 (3.59%)	9 (2.36%)	00:03:04	1 (0.78%)	100.00%	22.22%	\$0.00 (0.00%)
8. /projects/future-town-projects?page=1	15 (2.99%)	13 (3.40%)	00:01:16	0 (0.00%)	0.00%	26.67%	\$0.00 (0.00%)
9. /streets/roadwork-projects-updates	13 (2.59%)	13 (3.40%)	00:00:22	3 (2.33%)	66.67%	23.08%	\$0.00 (0.00%)
10. /projects/leland-fire-station-51	12 (2.39%)	11 (2.88%)	00:02:42	0 (0.00%)	0.00%	25.00%	\$0.00 (0.00%)

Rows 1 - 10 of 43

Department News

Staff is finalizing the FY2019/2020 audit with Thompson, Price, Scott & Adams CPA firm and will present it to Council at the January regular meeting.

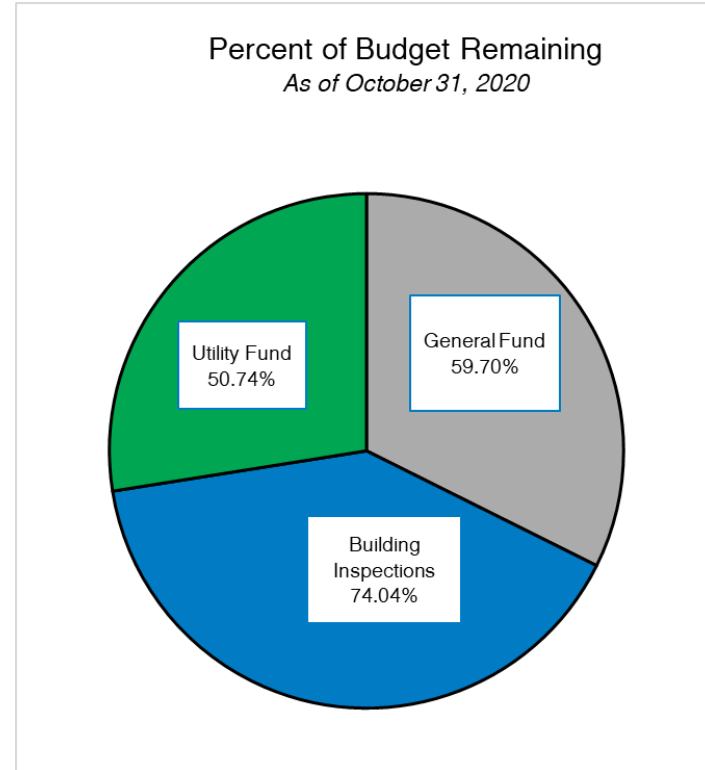
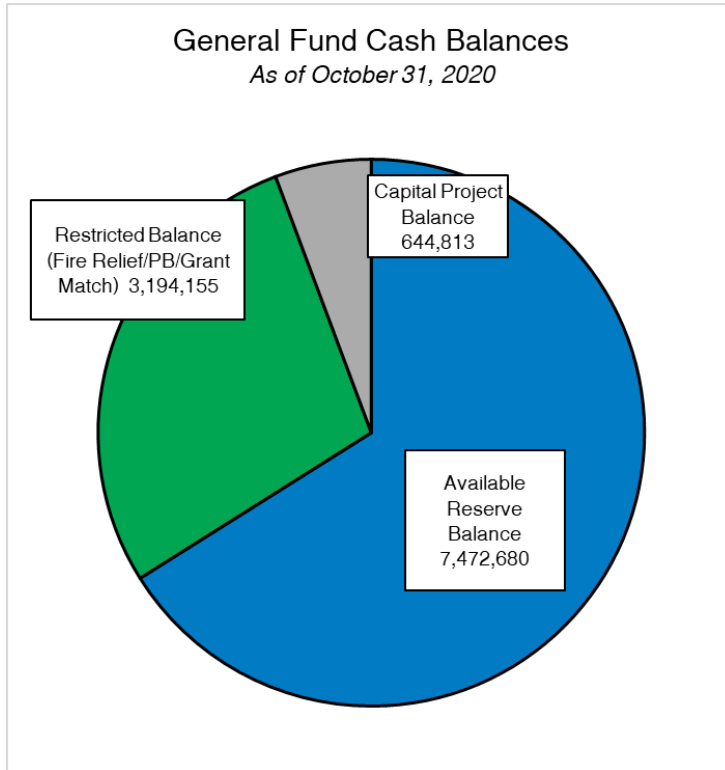
Finance staff continues to work with Departments on the FY2021/2022 Budget. The next budget meeting scheduled with Council will be on January 25, 2021.

Ms. Hagg passed two (2) of four (4) exams to be able to receive her Certified Local Government Finance Officer certification through the NC Government Finance Officers Association.

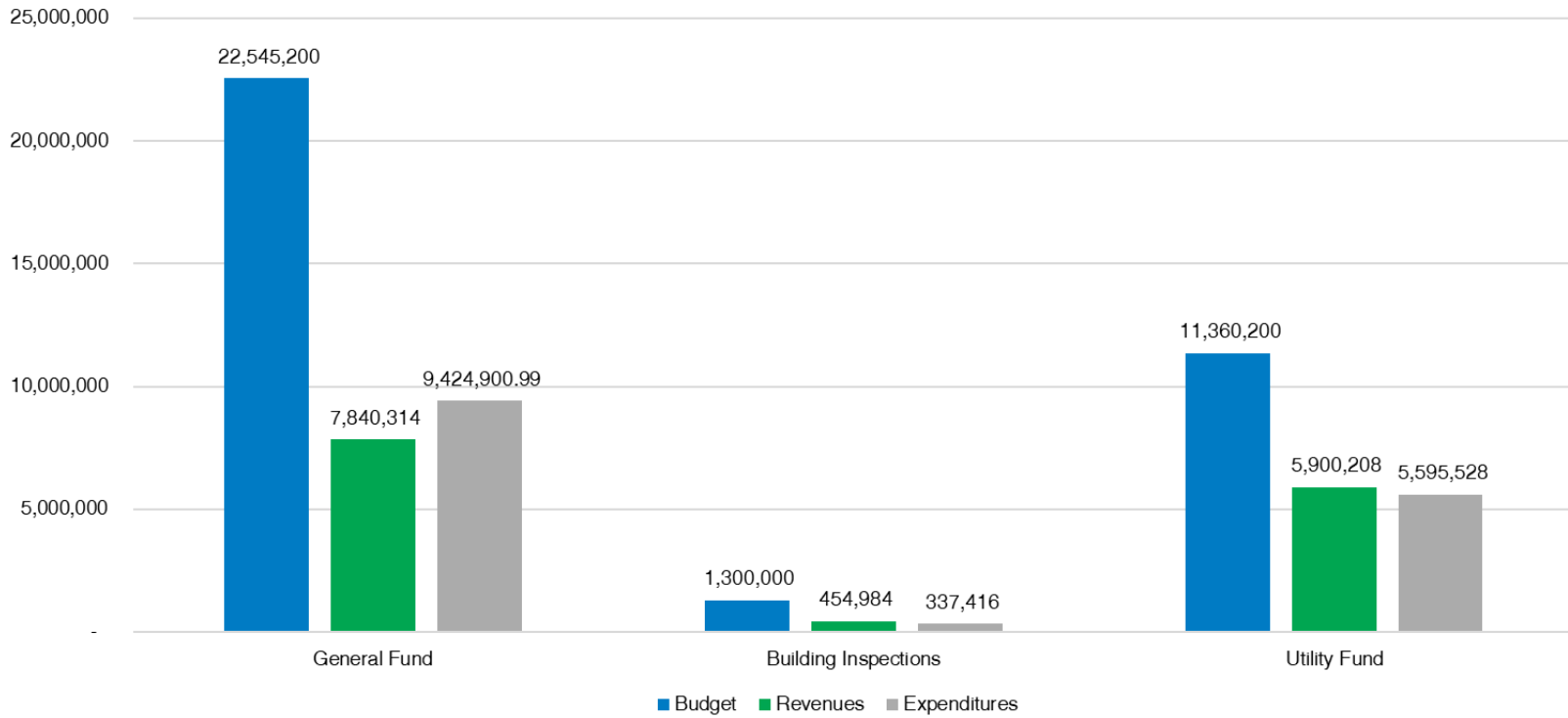
Audit Committee Meeting Summary

The Audit Committee did not meet in November. The next meeting is scheduled for January 14, 2021.

Dashboard



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



Financial Budget to Actual Report – October 31, 2020

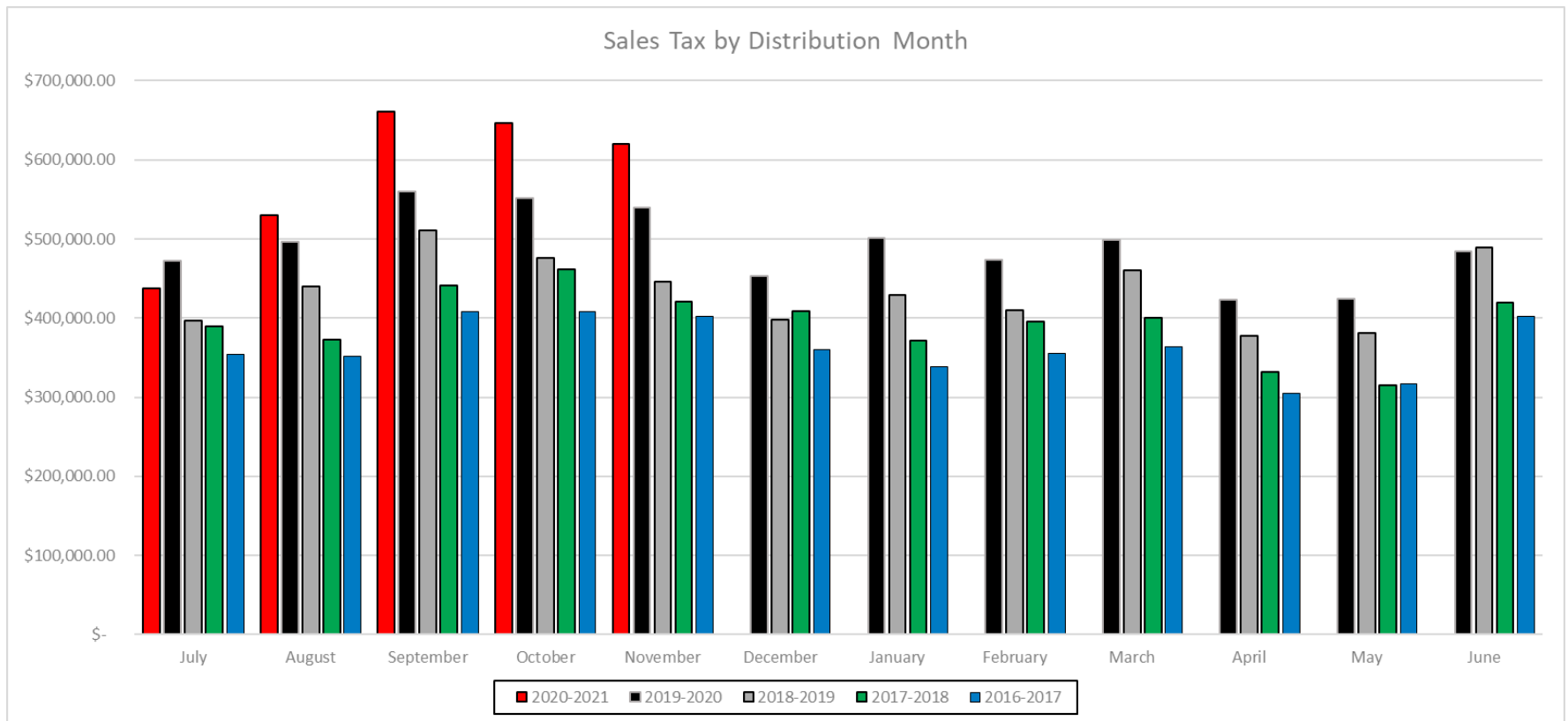
REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	20,680,000.00	22,925,200.00	2,280,584.08	7,840,314.15	-	(15,084,885.85)	65.80%
Building Inspections	1,300,000.00	1,300,000.00	118,826.47	454,983.88	-	(845,016.12)	65.00%
Utility Fund	8,000,000.00	11,360,200.00	456,593.16	5,900,207.81	-	(5,459,992.19)	48.06%
Report Total	29,980,000.00	35,585,400.00	2,856,003.71	14,195,505.84	-	(21,389,894.16)	60.11%

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	19,488.29	120,869.43	28,079.59	262,050.98	63.76%
Administration	1,187,000.00	1,187,000.00	110,167.28	476,322.59	6,673.65	704,003.76	59.31%
Information Technology	1,133,000.00	1,133,000.00	71,806.50	371,443.09	15,946.31	745,610.60	65.81%
Human Resources	314,000.00	314,000.00	33,960.46	77,859.02	11,629.81	224,511.17	71.50%
Finance	515,000.00	515,000.00	46,174.51	129,583.24	9,111.03	376,305.73	73.07%
Building Inspections	1,300,000.00	1,300,000.00	97,269.67	248,644.13	88,771.94	962,583.93	74.04%
Planning	740,000.00	740,000.00	53,395.34	149,918.59	11,304.42	578,776.99	78.21%
Economic Development	200,000.00	200,000.00	13,891.67	45,243.39	12,011.56	142,745.05	71.37%
P&R & Cultural Arts	1,220,000.00	1,220,000.00	68,020.49	177,525.59	49,115.37	993,359.04	81.42%
Grounds & Facilities	1,371,000.00	1,393,200.00	132,577.31	381,869.90	224,730.67	786,599.43	56.46%
Public Services	2,649,000.00	2,834,000.00	175,324.70	559,898.69	686,566.90	1,587,534.41	56.02%
Police	3,924,000.00	3,924,000.00	366,328.45	1,100,948.33	241,220.28	2,581,831.39	65.80%
Emergency Management	183,000.00	303,000.00	37,743.21	82,614.63	52,489.77	167,895.60	55.41%
Fire	4,698,000.00	4,726,000.00	353,424.48	1,635,323.69	168,947.15	2,921,729.16	61.82%
Debt Services	1,935,000.00	1,935,000.00	255,261.00	1,028,253.00	-	906,747.00	46.86%
Transfers	200,000.00	2,090,000.00	1,150,000.00	1,569,401.30	-	520,598.70	24.91%
General Fund	21,980,000.00	24,225,200.00	2,984,833.36	8,155,718.61	1,606,598.45	14,462,882.94	59.70%

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Utility Fund	8,000,000.00	11,360,200.00	300,288.28	5,212,292.59	383,235.16	5,764,672.25	50.74%

FY Sales Tax Distribution – November, 2020

These amounts are displayed by the month/year the Town received the funds from NCDOR and does not include year-end adjustment entries.



Intradepartmental and Interdepartmental Budget Transfers – November, 2020

There were no transfers in November.

Grant News – November, 2020

Grants Awaiting Notification

- N/A

Grants Awarded

- Grassroots FY20-21 – Art in the Park with Scrap Exchange, \$2,600, 50% match (\$1,300). Awarded: 11/30/2020

Grants Not Awarded

- NC DHHS Bicycle Amenity – Bicycle Fixation Station, 100% (no match). Notification received: 11/20/2020.

Purchase Orders Issued by the Town Manager in Excess of \$50,000 –November, 2020

There were no Purchase Orders issued by the Town Manager over \$50,000 in November.

COVID Assistance Grant Encumbrances/Purchases YTD

Received \$531,208

- | | |
|--------------------------|--------------|
| • Payroll | \$26,521.56 |
| • Materials/Supplies/PPE | \$21,073.84 |
| • Capital Equipment | \$21,964.93 |
| • Facility Improvements | \$456,361.99 |
| YTD Expenses: | \$525,922.32 |

Department News

HR has launched a Talent Development Plan for all departments which will be an ongoing initiative. Recently, some staff members participated in a Public Speaking and Presentation training with a company out of Raleigh called Walk West.

Employees participated in COVID safe Thanksgiving actives including the creation of the first Town of Leland Holiday Cookbook.

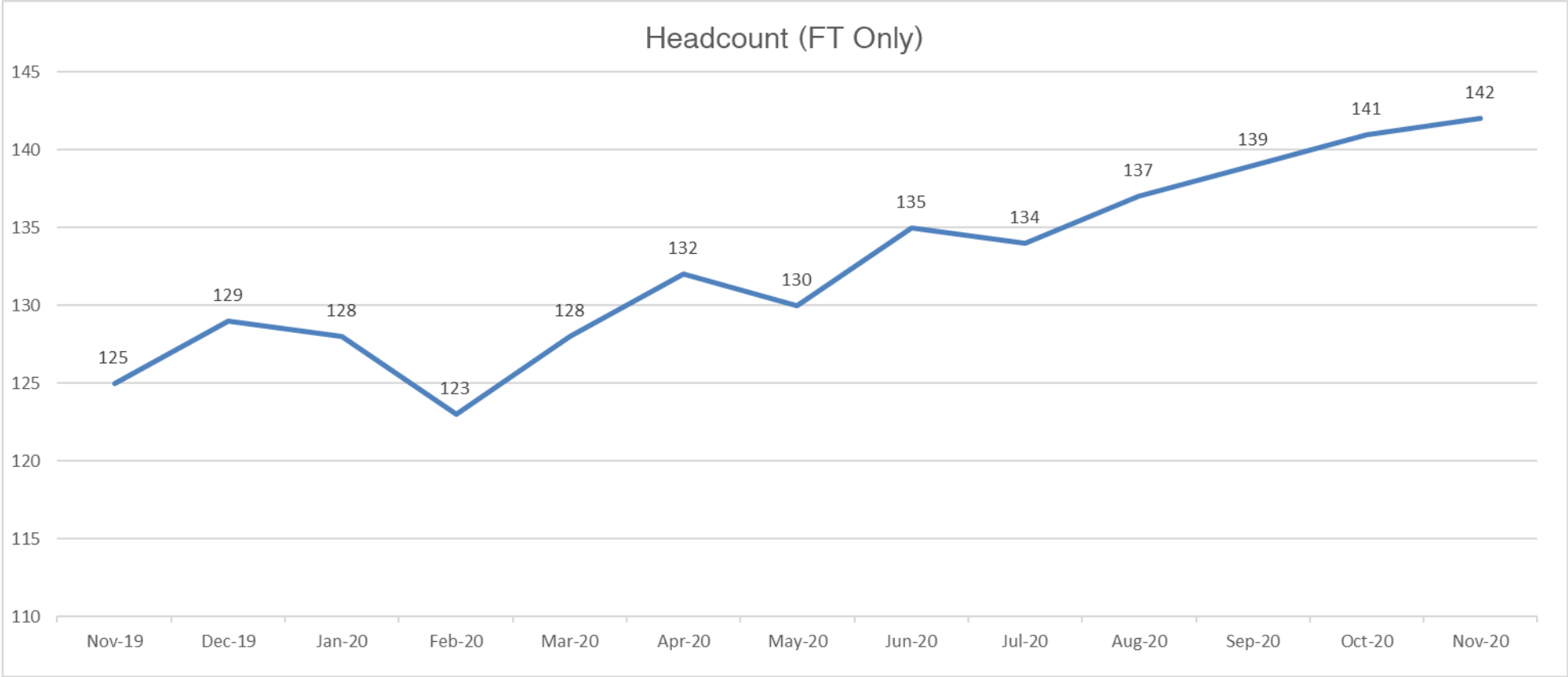
Personnel Updates

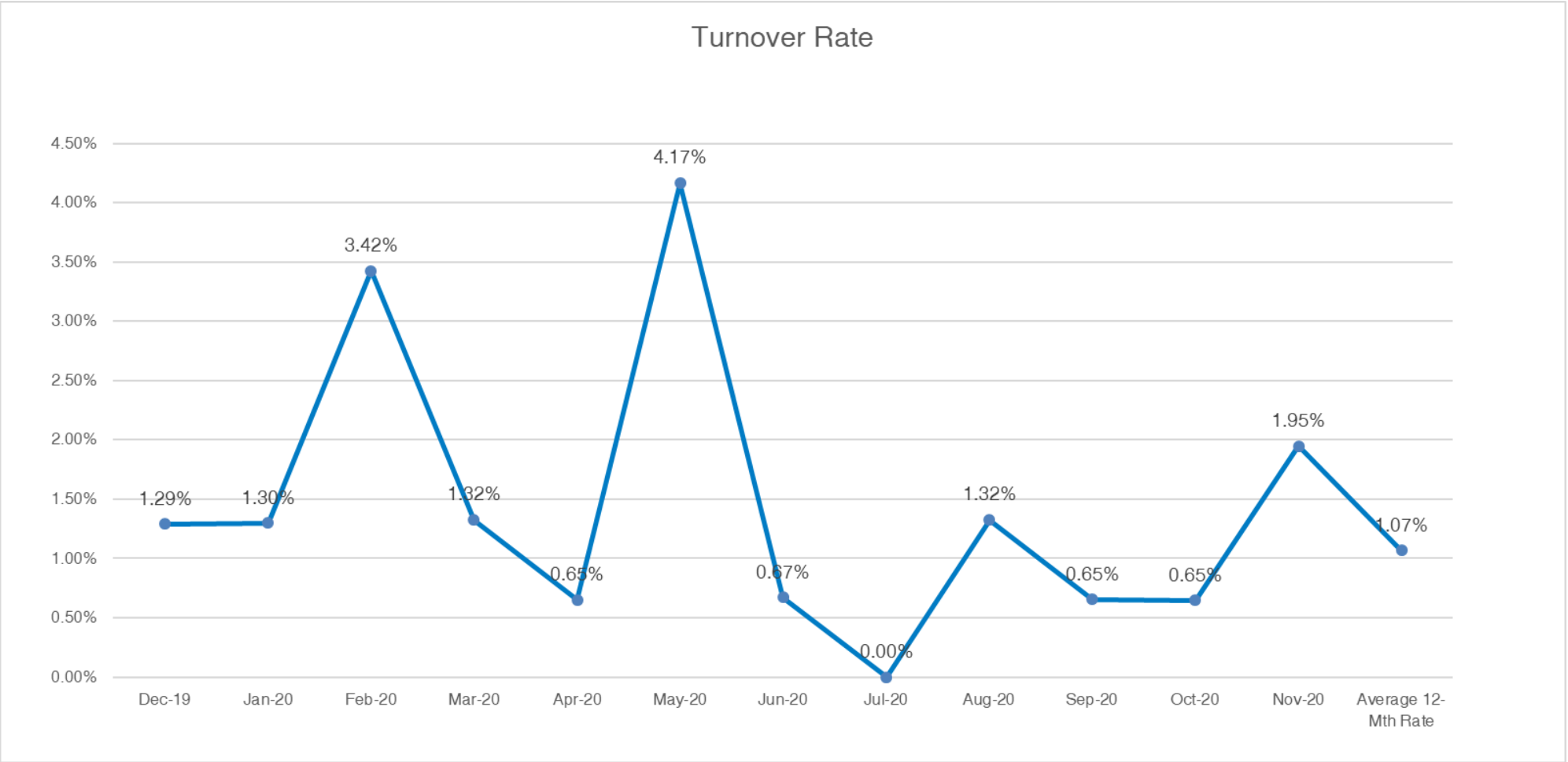
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Brian Williamson	Fire/Rescue	Separation	11/2/2020	Firefighter (PT) *unable to fulfill monthly requirements		
Meghann Trapp	Fire/Rescue	Separation	11/13/2020	Firefighter (PT) *moved		
Allison Hensley	Operation Services	Promotion	11/14/2020		Arts Administrative Supervisor	Recreation Manager
Samuel Adams	Fire/Rescue	Separation	11/16/2020	Firefighter (PT) *unable to fulfill monthly requirements		
Deron Webb	Operation Services	New Hire	11/30/2020	Grounds Maintenance Worker		

Workers Comp Data

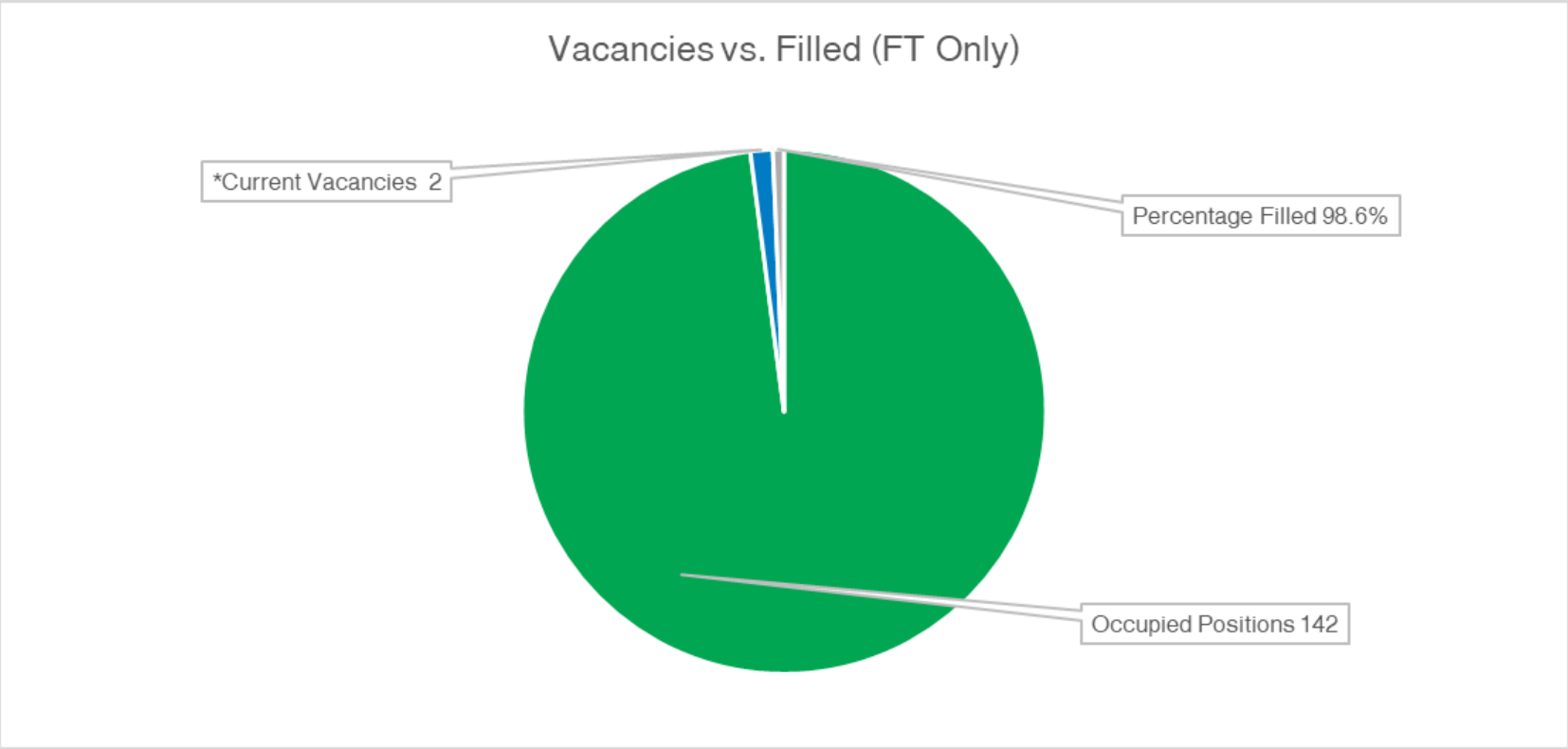
Number of Incidents	Loss Time (Y or N)	Brief description of Incident and Injury/Illness
1	N	fell, injured back

Dashboard





Vacancies



Police Updates

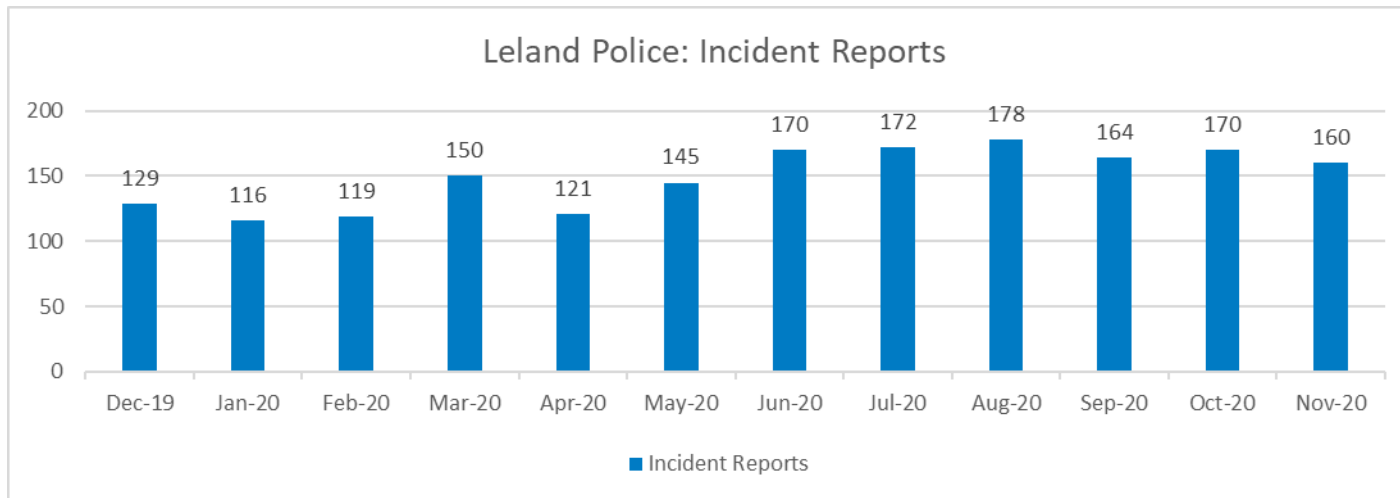
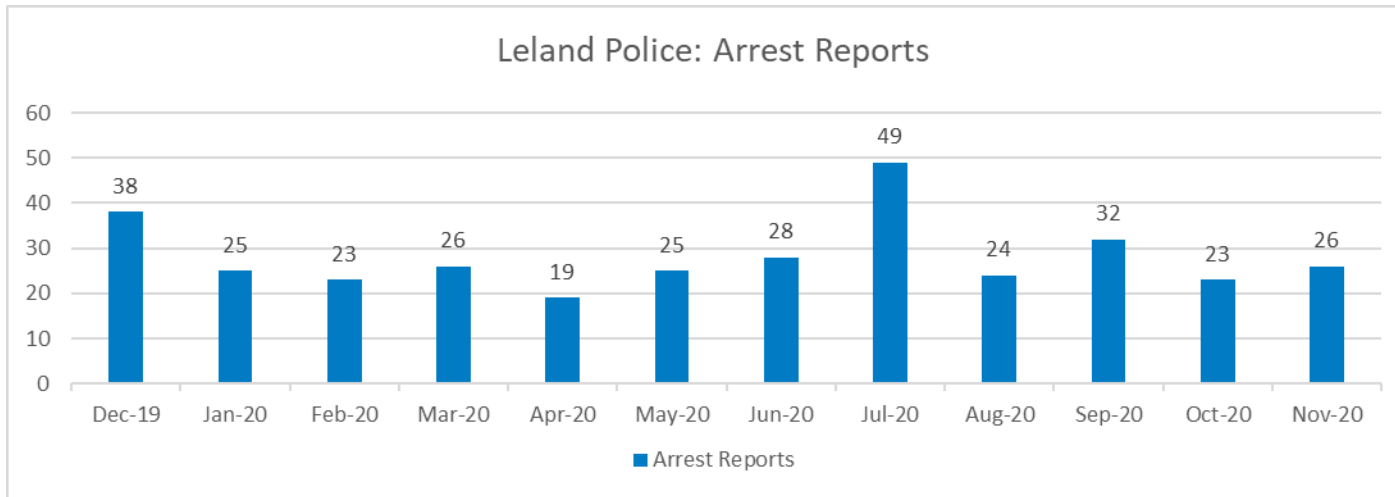
Department News

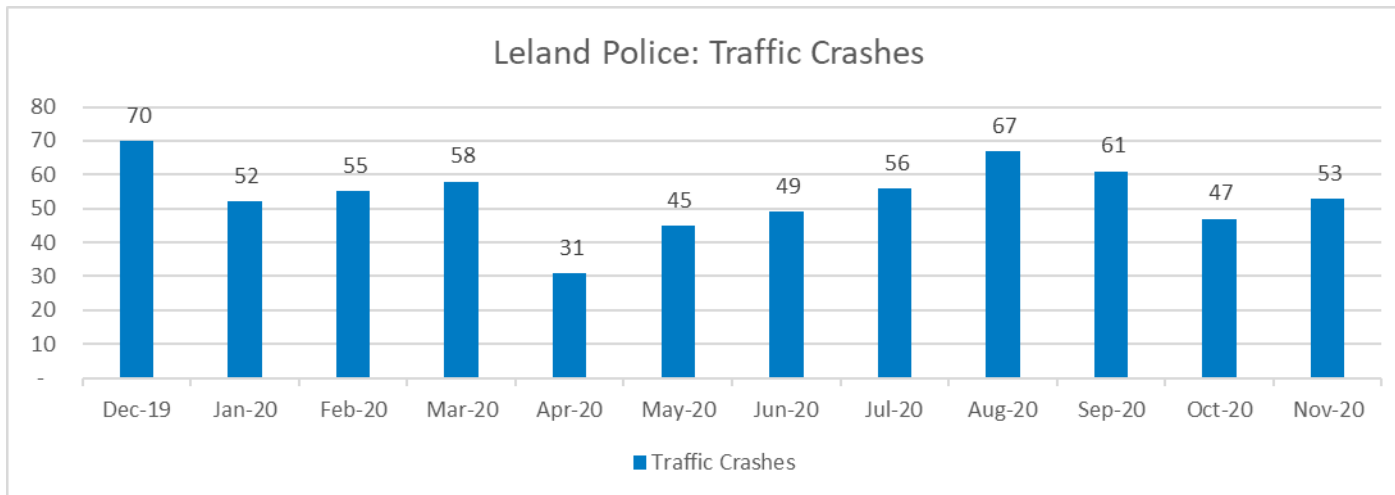
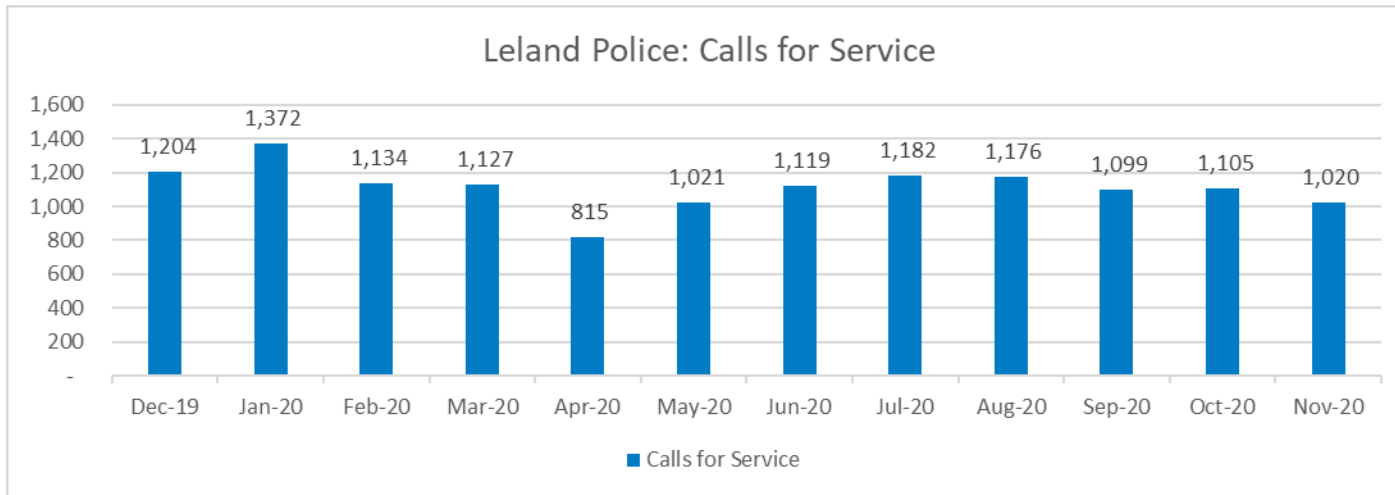
In light of the COVID-19 pandemic, department staff continues to provide the same level of service to our community, with additional PPE modifications and precautions.

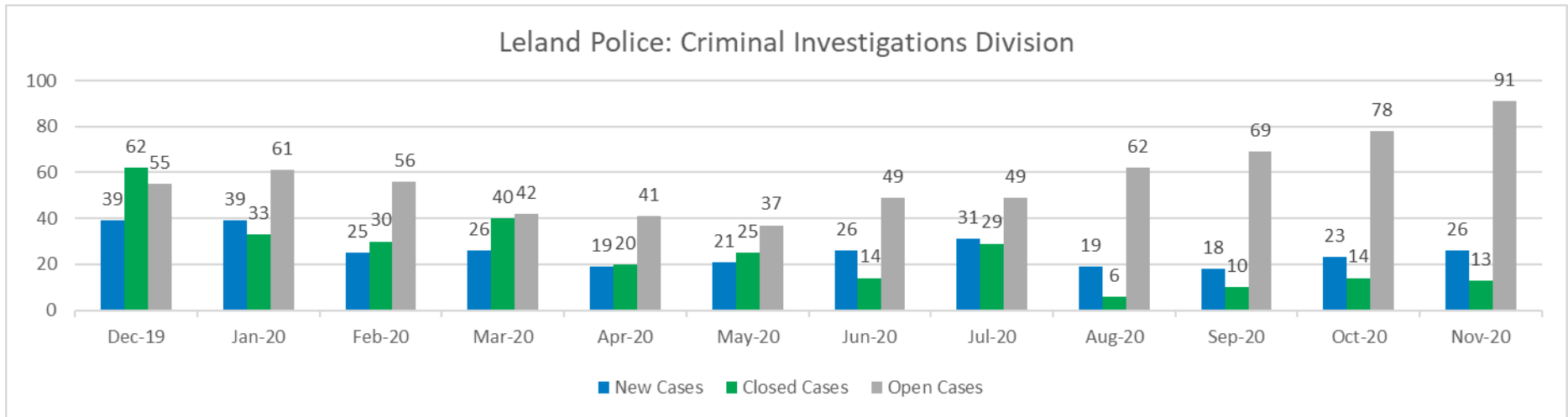
Staff received the Executive Summary prepared by the Collaborative Reform Initiative-Technical Assistance Center which was created through the SWOT analyses performed with staff over the last few months. The results will be incorporated into the department's strategic planning process. Next steps include identifying goals for the agency and establishing objectives in meeting those goals.

Dashboard

	Animal Services Report						
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan-20	67	15	5	17	22	0	6
Feb-20	59	7	5	11	6	1	3
Mar-20	28	0	3	3	2	0	1
Apr-20	33	2	3	4	0	0	4
May-20	38	2	1	3	0	0	4
Jun-20	51	5	3	8	4	0	5
Jul-20	57	22	2	24	20	0	1
Aug-20	42	7	4	9	5	0	2
Sep-20	27	4	1	5	2	0	1
Oct-20	53	13	7	20	14	5	6
Nov-20	49	7	4	10	4	2	4







Fire/Rescue Updates

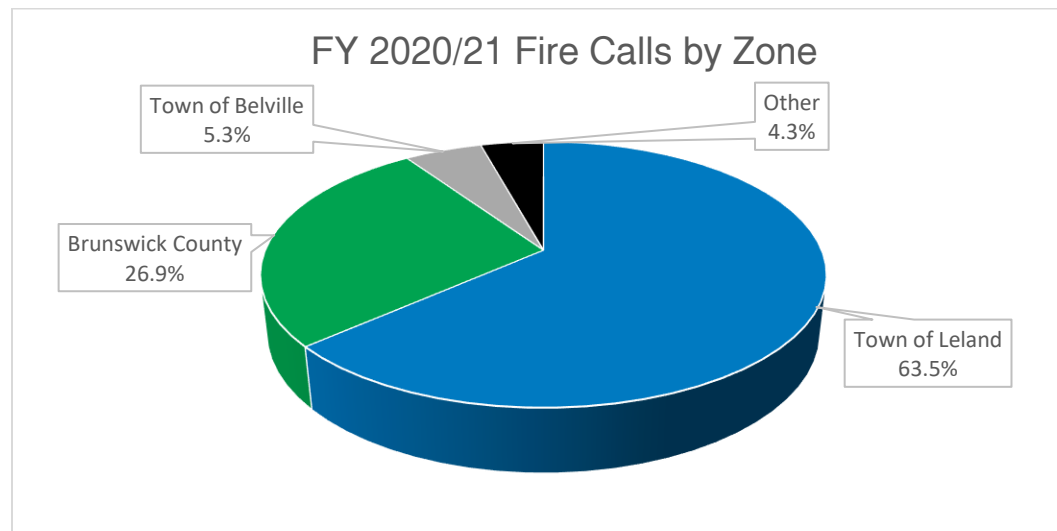
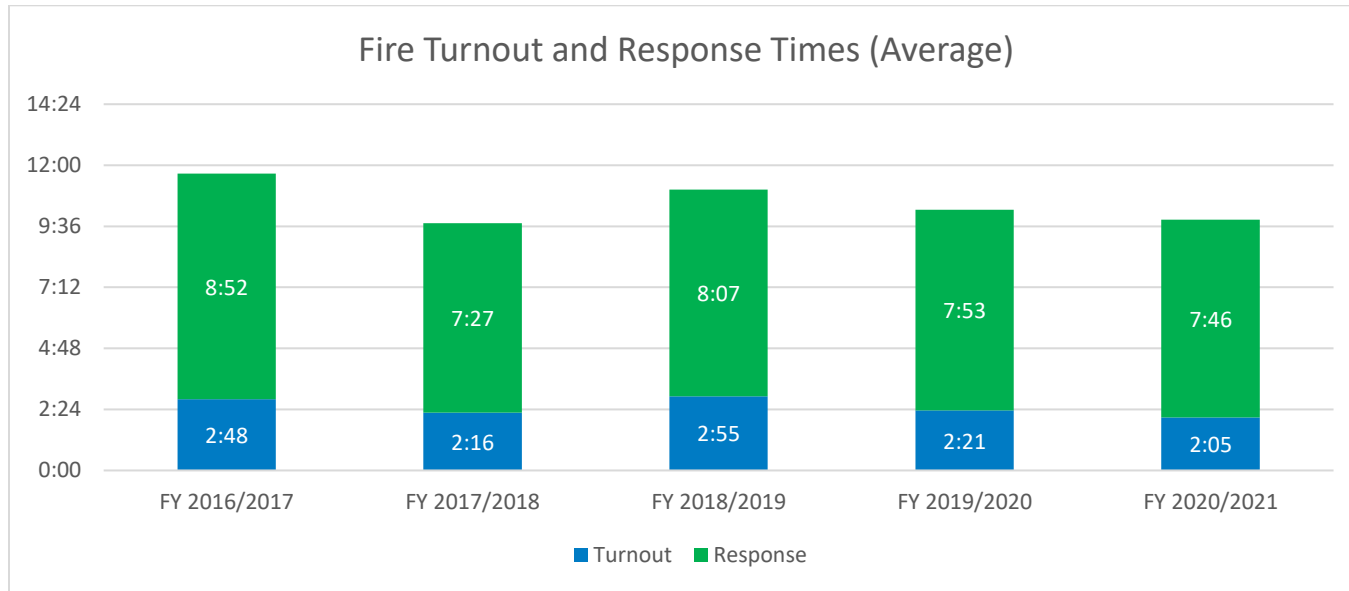
Department News

November saw the start of meetings to re-design and upfit Fire Station 53 on Old Lanvale Road. Once opened, this station will enable the department to improve response times, increase daily response staffing, and help to improve our fire insurance rating.

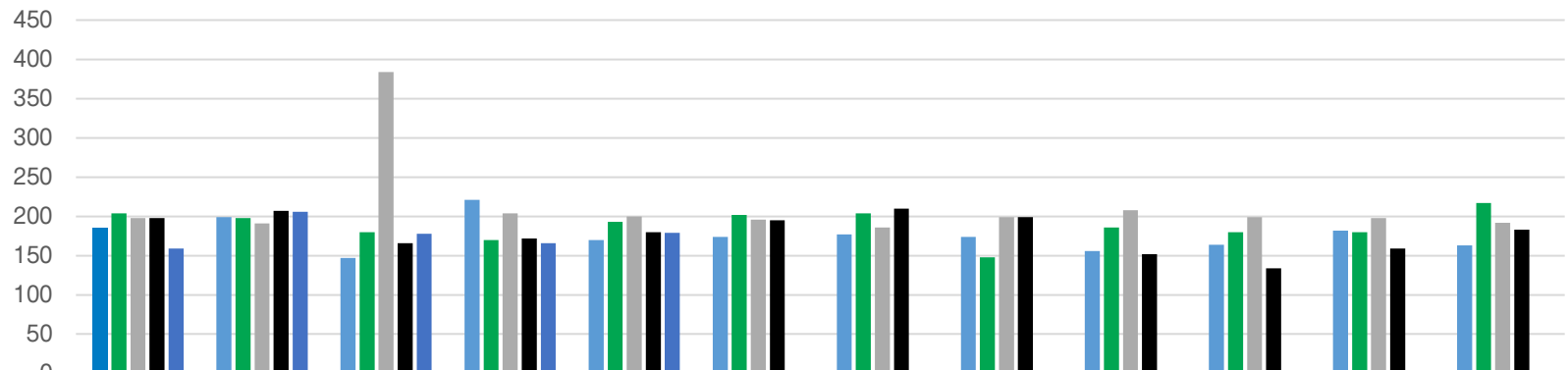
The department also conducted it's annual "Fit for Duty" fitness test for all personnel during November. This test consists of seven tasks that simulate physically strenuous activities we may be expected to undertake at any structure fire, while wearing 60-70 lbs. of gear. This test allows us to evaluate our member's fitness, and then assist them with maintenance or improvement of their physical fitness and abilities.

The department also worked on goals for next year that will allow us to help achieve the Town Council's overall goals for the 21/22 fiscal year.

Dashboard



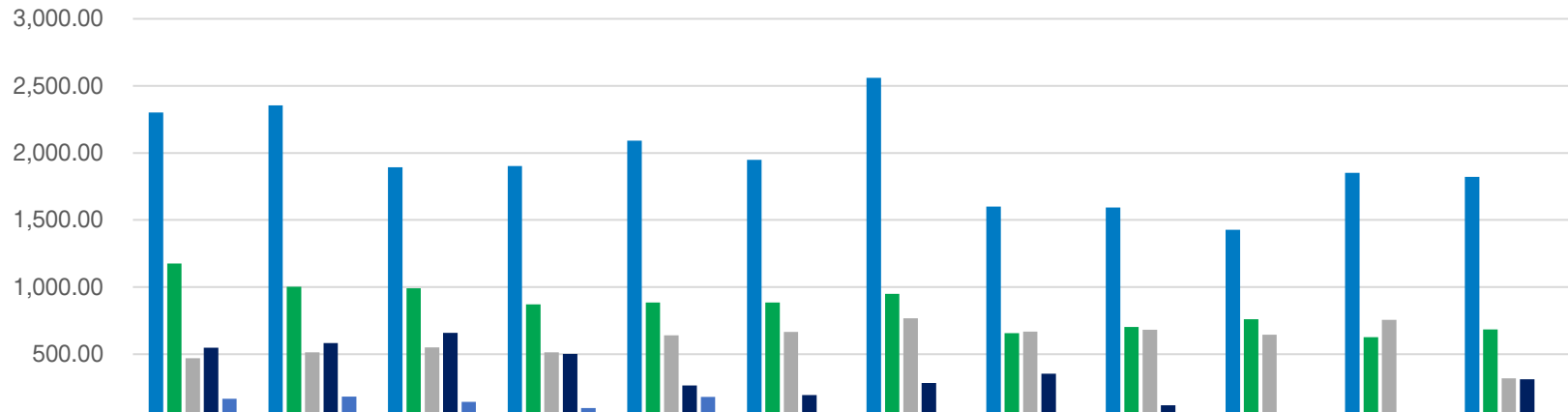
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2016/2017	186	199	147	221	170	174	177	174	156	164	182	163
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	210	199	152	134	159	183
FY 2020/2021	159	206	178	166	179							

■ FY 2016/2017
 ■ FY 2017/2018
 ■ FY 2018/2019
 ■ FY 2019/2020
 ■ FY 2020/2021

Volunteer Hours



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
■ FY 2016/2017	2,302.50	2,354.25	1,894.25	1,903.00	2,091.75	1,948.75	2,559.50	1,600.00	1,592.25	1,428.00	1,851.25	1,822.50
■ FY 2017/2018	1,175.25	1,001.75	992.00	870.00	885.00	885.50	949.75	655.75	703.50	760.50	627.25	684.25
■ FY 2018/2019	469.25	513.00	549.75	513.75	641.00	665.50	767.00	668.00	683.00	644.50	755.25	318.50
■ FY 2019/2020	547.00	582.25	658.00	501.00	266.00	195.00	285.50	354.00	119.00	-	-	312.00
■ FY2020/2021	168.00	183.00	145.00	99.25	180.25							

■ FY 2016/2017 ■ FY 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020 ■ FY2020/2021

Emergency Management Updates

Department News

Staff has completed six-months of assessments of the Town's current capabilities. The next step will include assessing efficiencies and establishing goals for future years by identifying those areas of improvement and the institution of planning documents to improve preparedness. Information is also being obtained, through assistance with NC Emergency Management, for pre-propositioned contracts related to debris collection and monitoring services. This is anticipated to be completed in January 2021.

Work Priorities

- Final Completion of the new debris collection and monitoring vendor.
- Completion of the final spreadsheet of inventory for emergency management related items.
- Developing a list of inventory items and quantities checklist for disaster preparations. These will allow staff to better assess the needed supplies to respond more efficiently in future emergencies.

Projects Completed

- None

Major Purchases

- None

Department News

This year's expanded Leland in Lights display began in Founders Park at sunset on November 30, 2020, to the delight of many. The display will be lit each evening through January 10, 2021.

Operation Services staff moved into the newly renovated facilities at the MOC.

Allison Hensley was promoted to the new Recreation Manager position during the month. Deron Webb began with the Town on Monday, November 30, 2020, filling the vacant Grounds Maintenance position.

Some staff attended the North Carolina Recreation & Park Association (Virtual) Conference in early December. This assists them in maintaining CEU's for licenses they hold.

Parks and Recreation Board Summary

The December 2, 2020 Parks and Recreation Board meeting included the following discussion topics:

- FY 2021-2022 Budget
- Fee in Lieu
- Multi-Use Path Project
- Founders Park Master Plan
- Kay Todd Road Park

The next meeting will be held January 27, 2021.

Grounds/Facilities Updates

Work Priorities

- Complete ice machine installation at the MOC
- Add CO2 sensors to the fresh air intake ducts at Town Hall
- Move Grounds and Facilities staff into the MOC

Projects Completed

- Installed Leland in Lights displays in Founders Park
- Repaired the HVAC leak in Town Hall (Administration wing)
- Repaired walking path lights in Founders Park
- Added additional duct work to the dehumidification system at Town Hall
- Conducted annual fire inspections (BFPE) of all Town facilities

Major Purchases

- Leland in Lights displays (\$40,000)

Event/Program Attendance Reports

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Crafternoon	11/04/20	\$10	3	\$30.00	\$0.00	30.00	\$39.24	(9.24)
Birding in Brunswick 103	11/10/20	\$12/\$20	11	\$164.00	\$123.00	41.00	\$0.00	41.00
Fall into DIY: Wooden Bead Necklaces	11/10/20	\$12/\$20	3	\$44.00	\$0.00	44.00	\$92.15	(48.15)
Find Your Fit: Running	9/14-11/19/20	\$30/\$50	7	\$230.00	\$0.00	230.00	\$372.78	(142.78)

Upcoming Events

December 10, 2020 – Virtual Storytime
 December 15, 2020 – Virtual Storytime
 December 17, 2020 – Virtual Storytime
 December 22, 2020 – Virtual Storytime

Parks, Recreation, and Cultural Resources Updates

In November, the LCAC was awarded a \$1,300 Grassroots Grant from the Brunswick County Arts Council to support the Art in the Park event (or virtual components) planned for April 2021.

This year's expanded Leland in Lights display is now lighting Founders Park and setting the scene for magical holiday memories for the community. Leland in Lights will continue through January 10, 2021. In lieu of the normal holiday programs, staff are creating virtual and take-home options such as Virtual Storytime and Take and Bake Cookie Boxes to enjoy during a story time of the family's choosing, or any night. Staff is also currently planning for Spring and Summer 2021 and creating the next issue of the CAPE magazine.

Heading into winter, LCAC program registration numbers remain steady for a variety of modified classes. Staff is currently planning spring and summer programming to follow similar guidelines. The LCAC continues to evaluate and modify events as needed, such as the Virtual Holiday Art Market that showcased a variety of local artists and their online shops this year.

Department News

Matt Kirkland joined the American Institute of Certified Planners (AICP) through the American Planning Association by successfully passing a certification exam. This achievement signifies Mr. Kirkland's mastery of the principles, skills, knowledge, and experience essential for a professional planner.

Planning Board Meeting Summary

The Planning Board met on November 17, 2020 and heard the following items:

1. Preliminary Subdivision Plat – The Planning Board voted to approve a proposed subdivision for a 1.54-acre property located at the intersection of Village Road and Appleton Way for 6 lots.
2. Presentation on Leland 2045 – Staff presented to the Planning Board an overview of the Leland 2045 comprehensive land use plan and provided information on the preferred consultant for the project.

The Planning Board's next meeting is scheduled for December 15, 2020 at 6 PM.

Board of Adjustment Meeting Summary

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

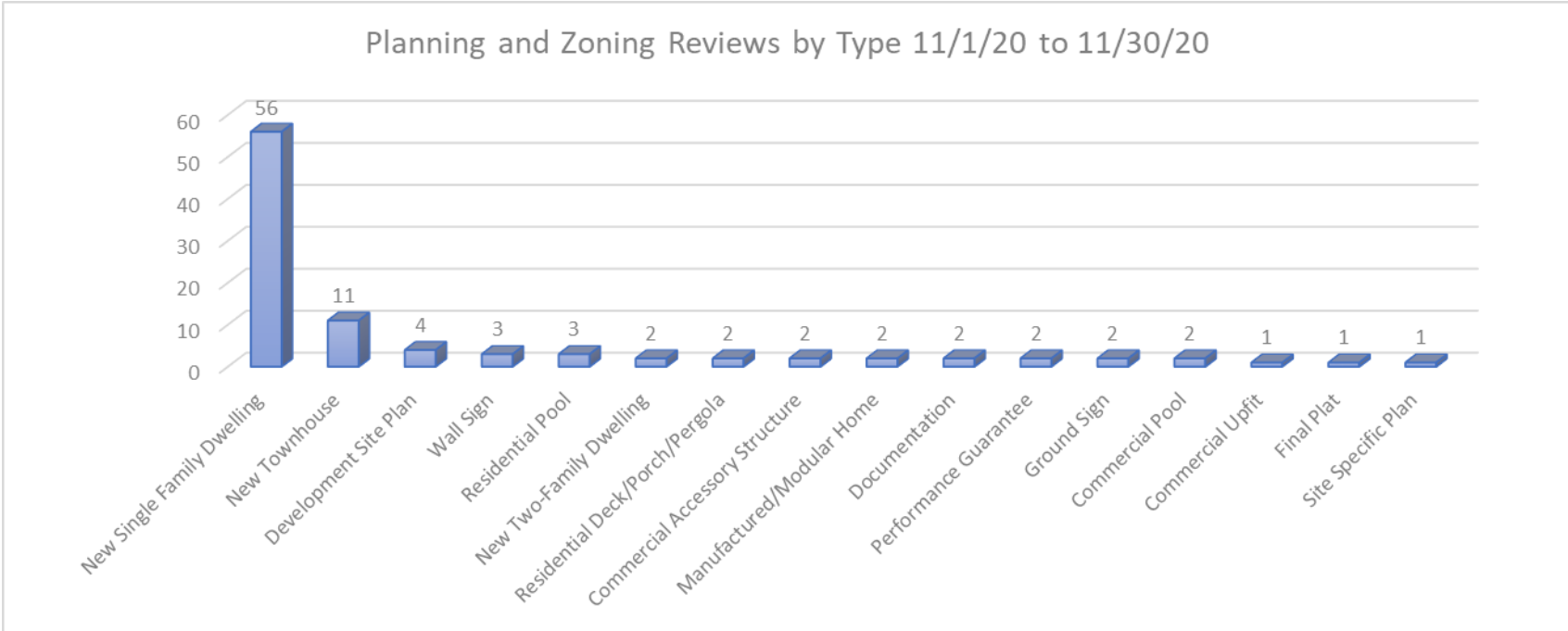
Current Planning Update

TRC Report

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

1. Waterford Furniture Store – Proposal for a 53,000 sq. ft. furniture store and showroom on Olde Regent Way.
2. Clairmont at Westgate – Proposal for a 366-unit multifamily development on Westgate Drive.
3. Mallory Creek Amenity Site 2 – Proposal for an amenity site for Mallory Creek including a swimming pool, playground, pickleball courts, tennis courts, and a basketball court located at the intersection of Mallory Creek Drive and Sovereign Way.

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
Brunswick Forest			
Letters of Credit	16	\$2,336,690.37	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$0.00
Lanvale Forest			
Cash Bonds	1	\$18,285.31	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$600,557.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	1	\$70,876.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$97,872.50	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	19	\$2,560,445.37	\$0.00
Total Cash Bonds	12	\$868,801.34	\$0.00
Total Surety Bonds	6	\$556,866.20	\$0.00
Total Performance Guarantee Sureties	37	\$3,986,112.91	\$0.00

Long Range Planning Update

In November, the contract with Design Workshop was executed for the Leland 2045 comprehensive land use plan project. Staff has begun working with the consultant on project scheduling and providing data, plans, and other information for analysis by the consultant.

Staff and the consultant are working to create a logo and tag line for project branding. After finalizing, staff will begin publicizing the project including opportunities for public involvement.

Design Workshop staff will be in Leland December 15 to meet with Town staff and management, as well as the Planning Board at their regularly scheduled meeting that evening.

Transportation Planning Update

WMPO Transportation Coordinating Committee – Staff attended the WMPO TCC meeting on November 12, 2020. Items of discussion included the 2020 Congestion Management Process, the Wilmington Rail Trail Master Plan, STIP Modifications, and a call for projects for the FY22 WMPO budget. WMPO may include funding for a transit study for northern Brunswick County in their upcoming fiscal year budget.

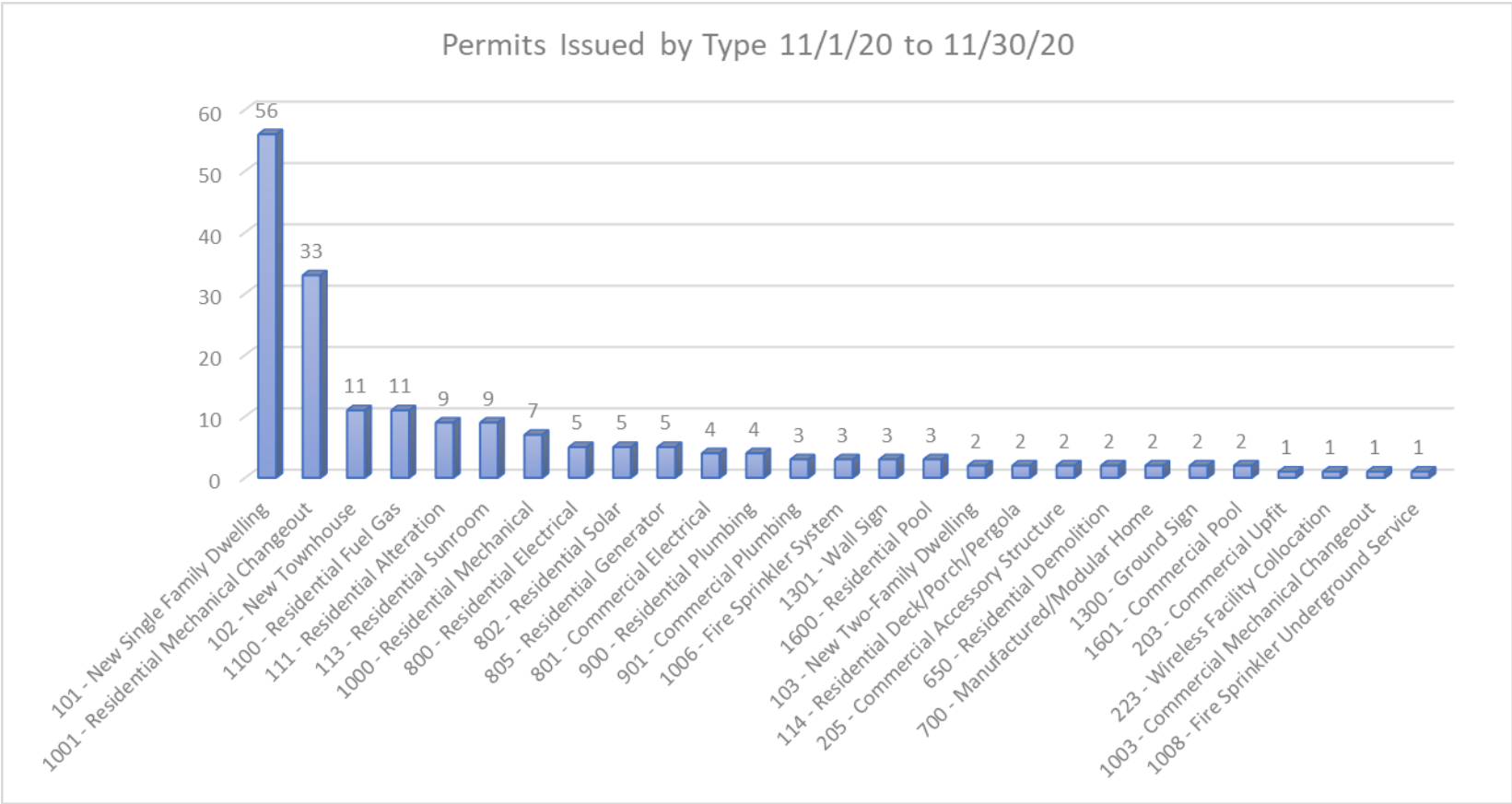
WMPO/NC DOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and results of traffic impact analyses for four pending projects in the Westgate Drive/Ocean Gate Plaza area of Leland.

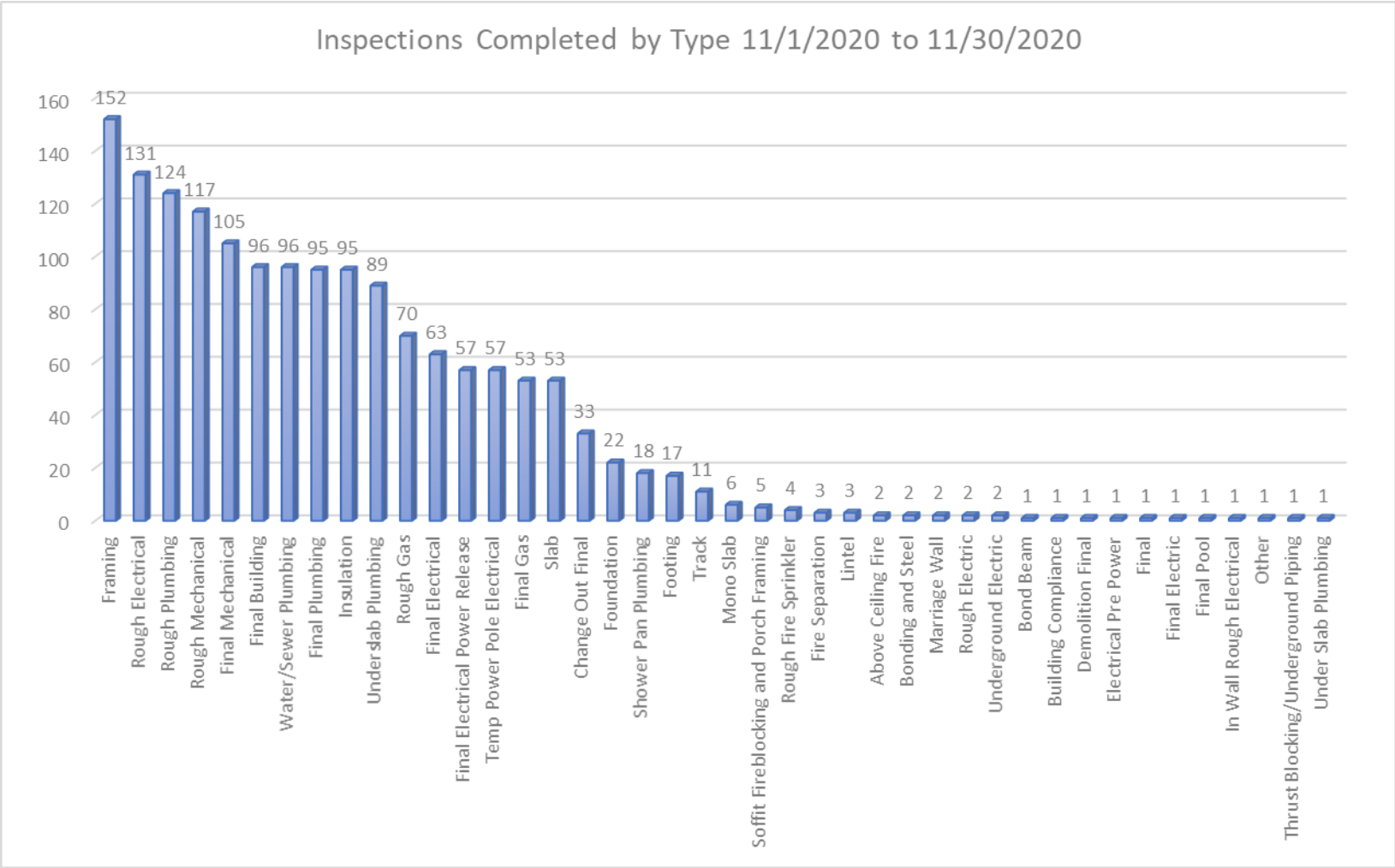
GIS Update

In November, staff created several new online maps that will help residents and customers including a map of local parks, a map of community resources, a watershed map, and a map of Town limits and addresses. These maps will be made public after they are finalized.

Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
189	1,596	\$14,471,144





Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	2	1	1	0	4
Cases Closed	0	3	1	2	0	6
Active Cases	6	16	2	9	1	34

Department News

Council and staff are progressing through the required steps for a proposed voluntary annexation of an approximately 48.43-acre parcel of vacant land located on Hazel's Branch Road owned by H.I.P. III, LLC.

On November 19, 2020, Council approved the annexation and initial zoning of approximately 4.68 acres of vacant land located at the corner of Highway 17 and Ocean Gate Way owned by Lidl US Operations, LLC. A few years ago, Lidl cancelled plans to build a grocery store on this property which it purchased in 2016. The property is now expected to be developed with four commercial out lots.

New Businesses

- **Firehouse Subs** is now open at the **Leland Town Center** next to Starbucks.

New Construction/Development

- Construction is underway on the **Tractor Supply** store located near the corner of Highway 17 and Carol Lynn Drive.
- **Wendy's** started construction of a new restaurant in Brunswick Forest at the corner of Highway 17 and Provision Parkway. It is expected to open in early 2021.
- **Novant Oceanside Family Practice** is now open in the former Rite Aid Pharmacy building at the corner of Highway 17 and Olde Waterford Way.

Economic Development Committee Meeting Summary

The Economic Development Committee held their November meeting at the Brunswick Community College Leland Center. Short presentations were made by President Gene Smith and Ms. April Scott, BCC Small Business Center Director, after which Dr. Smith and Ms. Scott conducted a tour of the Leland Center, the incubator facility, and the mobile training unit.

Commercial space changing to residential in Leland mixed-use project

By Cece Nunn, posted Dec 3, 2020 on WilmingtonBiz.com

The mix is changing for a mixed-use project on Village Road in Leland.

Harrington Village, an award-winning development with 330 apartments and previously 27,000 square feet of commercial space in Harrington Square, will soon have 16 more apartments and only 10,000 commercial square feet.

But the space is being constructed to be flexible so it could be converted back to commercial uses if necessary, said Pat McKee, one of the partners in the Harrington Village project and owner of McKee Homes.

Demand drove the decision, he said.

"Before COVID, we've been trying to lease the space there for close to two or three years, and we just have not seen the interest or the demand in that location and it was becoming a big paperweight for us, an anchor on the project having all that space unleased," McKee said. "Whereas we're close to 100% leased out in the residential space. ... We feel that's a better use of the space."

The three buildings in Harrington Square are four stories with the commercial space on the first floor and apartments in the top three. The demand for first-floor, one- to two-bedroom apartments that are handicapped accessible is tremendous, McKee said.

The building that will contain the remaining commercial space fronts Village Road and will be fully leased, with a McKee Homes design center, an upcoming H&H Homes design center and other tenants that have not yet been announced. There's one other commercial tenant, in one of the buildings where most of the commercial space is being converted to residential.

Despite the struggles at Harrington Square, commercial development in Leland is on the rise, primarily on U.S. 17.

"The majority of our residential growth [and by extension commercial growth] is occurring on Highway 17 as that area is much more convenient to the majority of the town's residents," said Gary Vidmar, the town of Leland's community and economic development director. "We're trying to change that dynamic and attract commercial businesses to Village Road, and Harrington has begun to do that, but we've not seen any other progress happening on the same scale as we've seen on Highway 17."

For now, work is underway on the conversion at Harrington Square in Harrington Village. The changes did not require a rezoning but did require building permits.

McKee said, "We expect to have leasable residential space there by the spring and be fully occupied by late spring, early summer."

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Award-Winning Design

 lifeinbrunswickcounty.com/award-winning-design/

by NBM Contributor Nov 13, 2020 Business, North Brunswick, Partners

The newly opened EmergeOrtho Medical Office Building in Leland wins a construction achievement award.

Recently opened in The Villages at Brunswick Forest in Leland, EmergeOrtho's new medical office building is not only being applauded for its service to patients, but also for its design and construction.

Tilt-Up Concrete Association (TCA) has honored the new facility with a Tilt-Up Achievement Award, given to buildings that illustrate the variety, beauty and flexibility of tilt-up construction. The awards were established to honor projects that use site-cast, tilt-up concrete to introduce new building types, advance industry technology and provide unique solutions to building programs.

The 55,570-square-foot, state-of-the-art facility's features include rustic brick form liners, reveal patterns and banding, and large vertical storefront openings with added sunshades and adjustable louvers, all of which add to the handsome aesthetics of the building. In addition, L-shaped, tilt-up spandrel panels support concrete columns to provide a grand entry, including a large canopy and covered walkway that creates a protected and welcoming drop-off location for patients.



“Together with EmergeOrtho’s design team, we wanted to provide a design that would fit into and complement the existing Brunswick Forest theme while being cost conscious,” says Trace Adams, owner and general contractor of Adams Southeastern Construction, LLC. “Designing the tower with exposed rafters and the window awnings really brought another layer to this tilt-up project.”

The dual elevator and stair shafts were also created with tilt-up panels, as was the large mechanical and generator enclosure at the side of the building. A structural pad for the practice’s mobile MRI imaging station sits in front of the enclosure.

“We have been working to bring EmergeOrtho Medical Office Building to fruition for several years, and it is so gratifying to see it serving its purpose of providing advanced, comprehensive orthopedic care to the region,” says Stephen DeBiasi, CEO of EmergeOrtho. “A great deal of research and planning went into creating it, and it’s great to see our contractor’s efforts recognized. We are grateful to provide such a beautiful, efficient and advanced facility to our patients and staff in southeastern North Carolina.”

While construction was halted in September of 2018 due to significant flooding during and after Hurricane Florence, work resumed quickly once the waters receded. Because of comprehensive preparation and securing of the site, the structure suffered no damages as a result the storm.



In bestowing the Achievement Award, the Tilt-Up Concrete Association summarized its remarks by saying the EmergeOrtho Medical Office Building “delivers a high-quality, innovative orthopedic center to the residents of Brunswick County in a durable, long-lasting tilt-up structure.”

EmergeOrtho offers a team of 29 board-certified or board-eligible physicians, including many who are fellowship trained, plus 32 midlevel providers and a dedicated team of therapists, technicians and support staff, all committed to delivering the highest level of orthopedic and spine care at a lower cost for patients.

The new EmergeOrtho Medical Office Building serves all of Brunswick County as well as surrounding areas. The three-story building at 1168 East Cutlar Crossing gives regional residents access to a complete range of orthopedic care in a single location and includes Brunswick Surgery Center, the county’s first dedicated outpatient orthopedic surgery center.

Brunswick Surgery Center and MRI imaging services occupy the ground level. The second floor houses the physician offices and exam rooms, where 15 of EmergeOrtho’s 29 orthopedic experts provide advanced care for a full range of orthopedic specialties, including spine care. Pain management and comprehensive physical and occupational therapy are located on the third floor.

For more information, visit emergeortho.com.

WilmingtonBiz

More commercial development coming to Leland

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

Pizzetta's Pizzeria will grow on its success in Brunswick Forest with a stand-alone building, one of many commercial developments slated to come to Leland.

The recent land purchase for the new restaurant location was one of several commercial updates in an Oct. 27 message to residents from Brunswick Forest developer Jeff Earp of Funston Land & Timber.

The Villages at Brunswick Forest is a 160-acre town center made up of more than 500,000 square feet of retail, dining, medical and professional establishments. Now even more commercial space is set to come to the Brunswick Forest development, according to Earp's update.

New developments include the new Pizzetta's building, which will be built with more space and more seating for the growing Leland restaurant.

"They have been operating there since probably the inception of Brunswick Forest or shortly thereafter, and it's always crowded. They have been busting at the seams. And it was just a matter of time when they were going to build their own free-standing building, which is what they are going to be building next year," said Gary Vidmar, the town of Leland's community and economic development director.

"They made the right decision to lease a smaller space initially and build up the reputation and the clientele, and they've done that. Now they've taken the next step, the next logical step, so that's a great success story there," Vidmar said.

Wendy's fast-food chain has purchased property and plans to break ground in the coming months, and Wrightsville Beach Brewery remains steady on its plans to bring a craft brewery and restaurant to the area, stated the update.

The project could involve outside dining and a beer garden that can accommodate outdoor events.

"We are continuing to look for more casual dining places with a diverse menu, and another breakfast place. We would also like a white tablecloth-type dining establishment but not much interest has been shown," the update stated.

On top of the eateries coming in, there are also plans for Liberty HomeCare & Hospice Services to bring in new development. Work started on the project in February, but that slowed due to COVID, according to the update. Work is slated to pick up again in January, along with a cottage development that will tie in with the independent living apartments.

Liberty Healthcare is planning to expand its planned senior living community by adding 16 single-family cottages, Vidmar said in an email.

The first phase of the development is under construction and will consist of an independent living apartment building. Later phases will add an assisted living apartment building, a skilled nursing care facility and the cottages, he said.

"It's going to be independent living, assisted living and skilled nursing care, eventually, but they have added a component for single-family rental cottages," Vidmar said. "That's something I don't think they have done in this market, that they see a need and demand for. So they are expending their project, which is a good thing."

Developers are also working on a contract to bring in a 24-hour convenience store at the corner of Lanvale and U.S. 17, with sights set on starting construction in 2021.

There is also interest in another two-story medical building, directly in front of the current EmergeOrtho building. The builder could construct something similar to the current EmergeOrtho facility, according to the update.

A parcel of land has also been sold to a curling club, which will be a private endeavor located next to the House of Pickleball in Brunswick Forest.

And south of the curling club's land, the developer has donated more than 30 areas of land to the town of Leland

for recreational use.

"This uptick in commercial activity is a result of the tremendous residential growth that has occurred in Brunswick Forest during the past 10 years and the residential growth that has been taking place throughout all of Leland during the same period," Vidmar said. "In addition, Leland businesses are beginning to get customers from other cities nearby such as Wilmington who find the traffic conditions in Leland to be far more tolerable than across the river."

The developer is also working on a long-term plan to sell the remaining land of the Brunswick Forest parcel on the residential real estate side

(https://www.wilmingtonbiz.com/real_estate_-_residential/2020/11/09/brunswick_forest_developer_works_to_sell_remaining_l

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WilmingtonBiz

Brunswick Forest developer works to sell remaining land

By Cece Nunn, posted Nov 9, 2020 on WilmingtonBiz.com

The developer of the northern Brunswick County community of Brunswick Forest near Wilmington is working with builders and other developers on a long-term plan to sell the remaining land of the Brunswick Forest parcel. That's according to an Oct. 27 update from developer Jeff Earp of Funston Land & Timber to Brunswick Forest residents.

The update also said that "the Developer will continue to remain as the Declarant of Brunswick Forest and in control of the Brunswick Forest Master Association and the developer-appointed Board of Directors for many years" as the sell-off takes place.

Reached Monday, Earp had no further comment on the update.

The update does not say exactly how many developable acres are left of the 4,500-acre master planned development in Leland, but mentions current or future plans for nearly 1,000.

More than 3,000 lots have already been developed in Brunswick Forest.

Another portion of the update appears to provide some insight as to why the sell-off is happening now:

"Brunswick Forest Realty has some restructuring that will take place January 1st, 2021. Jerry Helms, the current Sales and Marketing Director, will be taking over that business as his own endeavor. All sales agents will be remaining with him, and he will be taking on more resales and business outside of Brunswick Forest. The Developer will no longer be funding marketing and retail sales of individual lots. Brunswick Forest will be focusing on sales to builders who will offer lot/home packages in Brunswick Forest.

"With regard to the preferred builder program, this is projected to continue, and the current builders will continue building in Brunswick Forest and some may provide their own sales and marketing in conjunction with Jerry Helms' organization."

Efforts to reach Helms were not immediately successful Friday or Monday.

The update said that next year, the majority of residential development will be in Phase 9, "which is the area across the railroad and beyond the water tower behind Park West, and to the left of Egret Cove. Funston has entered into a contract for Heron Pointe where a single builder will be buying 202 lots, closing on half of them this year and the remaining half in 2021.

"Our current focus will be on developing additional lots in the Phase 9 area. Just before the water tower, on the right across from Park West, there will be about 82 lots, where the plan is to break ground in the next 60 days."

Those lots will be sold to a builder once infrastructure construction is completed, according to the update.

In one of the biggest potential developments mentioned in the document, a contract is being finalized with another developer that would build a neighborhood separate from Brunswick Forest, on about 400 acres, with the possibility of constructing 1,000 homes.

"It will have its own contained amenity package and Association. Access will be off Kay Todd Road, off Hewett-Burton Rd, and Hwy 17, and also out through the traffic circle. This is currently projected to break ground next fall, with home prices likely in the \$300 - \$400[k] range," the update stated.

The Brunswick Forest Master Association Architectural Review Committee, according to the update, will continue to establish design standards for each neighborhood and review designs from individual builders for the neighborhoods within the master association.

Other highlights included in the update:

- In the vicinity of the Cape Fear National golf course (Phase 3), there are 90 lots remaining that will become a new neighborhood association. "The Developer will start working on those lots next spring and anticipates completing them next fall. These Lots will also be sold to a builder(s) and are not projected to be included in the CFN HOA. These lots will have a separate HOA that provides landscape services."
- "With regard to Phase 4, which is about 500 acres, in the area south of The Lakes, there are not any current plans for development. It is anticipated that development in this area is several years out."
- For Phase 7, in an area near U.S. 17, "the plan is to set some land aside in that area for the possibility of a school or a hospital, or large retail development ... Given the demographics, growth and current climate, it would not be surprising to have a hospital in the area, or the possibility of the school board to say that there is a need for a middle/high school in northern Brunswick County, with a football or basketball team to support."
- The developer has donated 32 acres to the town of Leland, which has plans to incorporate a park in the area between Kay Todd Road and the railroad, the update stated.

The update also includes commercial development plans (http://www.wilmingtonbiz.com/real_estate_-_commercial/2020/11/09/more_commercial_development_coming_to_leland/) including a new restaurant space and more.

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Public Services Department Updates

Department News

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

Streets Updates

Department News

- Staff has moved to the new Municipal Operations Center (MOC), with some shop and outside equipment to be moved in December. Staff is inventorying all equipment and tools at the existing Operations Center and disposing of items as appropriate in anticipation of the upcoming move.

Work Priorities

- Repair work on Woodford Road in Wedgewood has been completed.
- Staff has completed making large hot asphalt repairs at several locations for the season. It is anticipated this work will pick up again sometime in the spring.
- Stump removal for all trees that have been recently removed by staff is set to begin on December 8, 2020, with approximately 60 stumps to be removed, primarily in Magnolia Greens. This work is anticipated to be completed within 7–10 days.
- Staff will be relocating the electronic speed monitoring sign from Brunswick Forest Parkway to Mallory Creek Drive as requested by the Police Department.
- Street repair work on Shelmore Way has been put on hold until some discrepancies in the contractor bids can be remedied. This work is anticipated to be completed in December or January pending asphalt availability.

- Staff will be installing street signs in Lanvale Forest upon completion of the street improvement project near the end of December.

Initiatives

- Staff are in the process of researching and reviewing options for a Town of Leland yard debris disposal system. Plans to present the options to Council for review and approval will occur prior to potentially establishing a yard debris disposal system in FY21/22.
- Staff is reviewing Town maintained gravel roads for possible paving with surveying and design work being included in the FY21/22 budget.
- Staff is creating a streets design manual which will include standard specifications and details for all Town streets. Staff is currently reviewing local and other NC DOT standards with a goal to complete in early 2021.

Project Notes

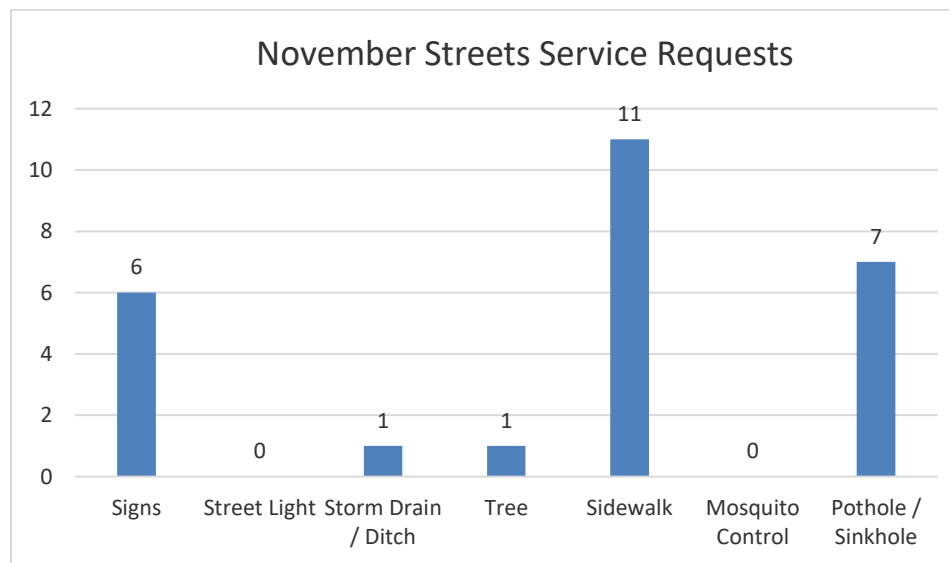
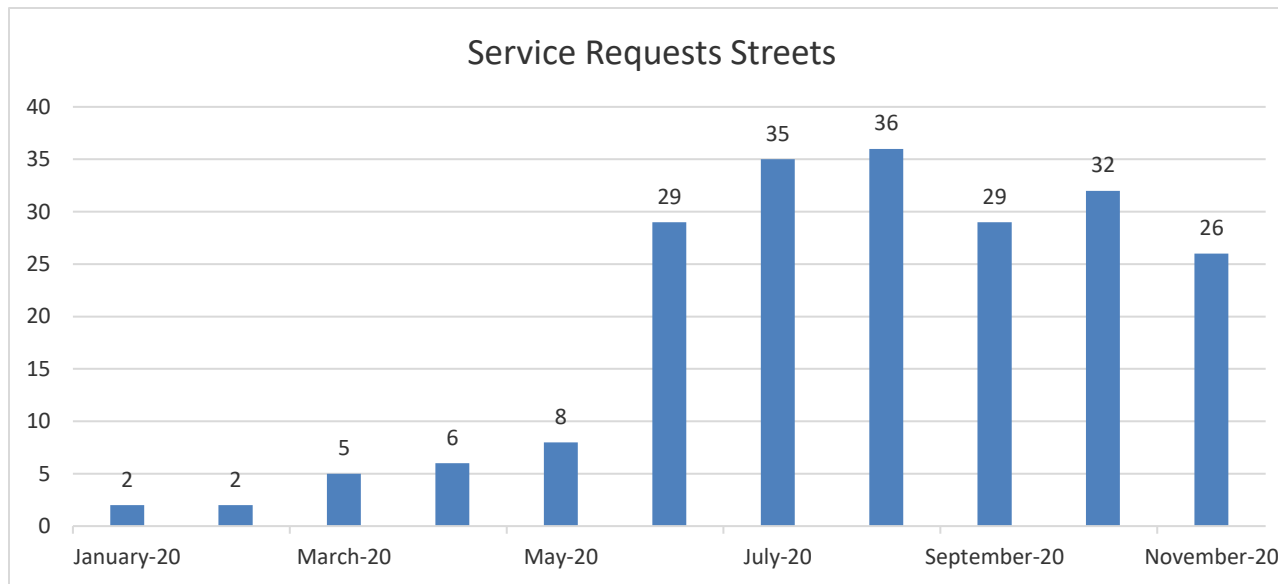
- The Town is working with Kittelson and Associates, Inc. on the design and construction documents for the Brunswick Forest Parkway and Low County Boulevard intersection project. This project is 95% complete and includes analysis, evaluation, and design of a roundabout at the northern most intersection of these streets.

Major Purchases

- A dump truck has been ordered for the Streets Division, with delivery expected in January 2021.

Work Order Summary

- Streets received 26 work orders through See-Click-Fix in November.



Utilities Updates

Department News

- Staff has moved to the new Municipal Operations Center (MOC), with some shop and outside equipment to be moved in December. Staff is inventorying all equipment and tools at the existing Operations Center and disposing of items as appropriate in anticipation of the upcoming move.

Work Priorities

- Staff began replacing impacted water meter registers in July, with approximately 320 total registers replaced year to date. In total, approximately 1,300 registers must be replaced. These replacements are required for accurate meter readings and are being provided at no cost to the Town due to issues associated with the manufacturer.
- Lift Station #27 pumps must be upgraded to meet increases in capacity associated with new development. The pumps and all associated parts have been delivered and will be installed in early December.
- Staff completed the installation of a grinder pump station and force main to provide sewer service for the new MOC.
- Staff has contracted with Pipeline Restoration to complete the annual 10% sanitary sewer line cleaning. Work started in October and will be completed in December.

Initiatives

- Staff is working with the GIS department to create electronic mapping for all utility assets and are currently reaching out to on-call engineers to gather as-built and record data. Staff has prepared a GIS Intern position and identified a candidate which is scheduled to start in December.
- Staff is creating a water and sanitary sewer design manual, to include standard specifications and details. They are currently reviewing other local utility requirements and details with a goal to complete in early 2021.
- Staff created a FOG Ordinance that was adopted by Council in November and is part of the Chapter 58 Utility Ordinance.

Project Notes

- Staff has started the System Development Study, with a task order awarded to McGill & Associates to complete the evaluation.
- The Lift Station #1 replacement project started in September with construction ongoing. Construction is scheduled to be completed in December.
- Staff has contracted with McGill & Associates to complete the EPA Risk and Resiliency Assessment required for all water systems. This assessment must be completed by June 2021 in accordance with EPA requirements.
- The Highway 17 Sewer Expansion II Phase 2 Sewer Force Main and Lift Station project design is completed, and an award is pending to Civil Works Contracting, LLC.

Major Purchases

- Staff has ordered a new utility/crane truck and anticipates delivery in December 2020.

Work Order Summary

- Utilities received 254 work order requests in November, the majority of which were service orders (146).

