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## STAFF REPORTS

September 2020 Regular Meeting

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## Department News

Some staff members have continued to telework, with a determination for next steps after the Governor's next decision in early September on whether to extend Phase 2 or move to Phase 3.

Sabrena Reinhardt was named the 2020 Clerk of the Year by the N.C. Association of Municipal Clerks (NCAMC). The award honors outstanding clerks or deputy clerks throughout the state who, among other qualities, demonstrate commitment to professional development and community involvement, exhibit an extraordinary job performance, and maintain a positive attitude in the workplace.

Mrs. Reinhardt and Mrs. Sims attended the North Carolina Association of Municipal Clerks two-day virtual summer academy.

All staff are now testing in the new version of the VC3 Virtual Office. There are still some adjustments being worked on to move into the new environment permanently.

ATMC has installed internet service and IT infrastructure has been installed at 1987 Andrew Jackson Highway, Building A.

## Council Directive Updates

- Flood Policy/Stormwater Design Standards – The Town has contracted with McGill Associates to provide a review and update of the Town's Stormwater Ordinance and Stormwater Design Manual. Staff presented drafts at the August Council meeting. The documents are currently being reviewed by groups including the Planning Board, NC Coastal Federation, Wilmington Cape Fear Homebuilders Association, and Business Alliance for a Sound Economy (BASE). Staff anticipates bringing final versions to Town Council in October for adoption.
- Mowing/Litter Pick-Up – According to NCDOT representatives, August litter pickup along the Highway 17 and Highway 74/76 corridors was completed August 21, 2020, with mowing completed the first week of September. They noted that the contractors are not string trimming the guardrails and they have no plans to do so.
- Public Transit in Northern Brunswick County – Staff held a follow-up meeting in late August with staff representatives from Brunswick County, Navassa, and Brunswick Transit Service (BTS) to discuss potential options for the continuation of public transit service in Northern Brunswick County. The group determined it would

be best to look for grants that could potentially fund a study of public transportation needs in Northern Brunswick County. Staff will explore potential grant opportunities.

## Communications

### Social Media Update

- Facebook Highlights (August 1 – 31, 2020)
  - 75 new page likes
  - Added 77 new page followers
  - Post Reach (Number of people who saw any post at least once) – Maintained at approximately 14,000
  - Actions on page (Number of people who clicked on the “Contact” button to directly connect with the Town) – 10
- Twitter Highlights (August 1 – 31, 2020)
  - Mentions (Number of times Leland’s Twitter handle was included in another user’s post) – 10
  - Impressions/Reach – 3,465
  - Top Tweets were related to outages from Hurricane Isaias (1,096 impressions) and new online maps (276 impressions)
- NextDoor Highlights (August 1 – 31, 2020)
  - Impressions/Reach – 23,961 (Increase from 17,071 in July 2020)
  - Likes – 76
  - Comments/Dialogue on Town Posts – 33

### Website/Newsletter/Other

- Began work on a Town of Leland Hurricane and Disaster Preparedness Guide to be delivered to residents as a special edition of the Town newsletter, promoted on social media, and presented on the Town website.
- Continued update of design, layout, and content of Town and staff newsletters using a new template and management platform.

- Created a project management schedule and plan to assist Parks and Recreation staff with the development and publication of the next CAPE guide.
- Researched and reviewed resources on utilizing NextDoor polls as a means of soliciting public feedback on such items as Town issues, projects, and initiatives.
- Consolidated social media posts via a new management platform/posting tool that allows scheduling posts on all Town accounts and compilation of analytics.
- Continued website updates to include adding new pages and customizing menu of additional links on each page.
- Developed Communications Playbook for the Town's Emergency Management Task Force.
- Assisted multiple news outlets with coverage of Hurricane Isaias.
- Assisted media with coverage of repairs to Old Fayetteville Road:
  - [WWAY: Old Fayetteville Road Bridge in Leland to Close for Repairs](#)

## Press Releases/Blogs/FAQs

- [Leland Issues State of Emergency](#) (Updated online when emergency declaration was lifted)
- [Storm Debris Removal](#)
- [Leland Launches New Interactive Maps](#)
- [Old Fayetteville Road Bridge to Close for Repairs](#)
- [Leland Welcomes New Fire Chief](#) (Town-issued press release was printed in the [Star News](#), [North Brunswick Magazine](#), [New Bern Sun Journal](#), [Daily Dispatch](#) [National fire services publication] and aired on [WWAY](#) and [WECT](#))

## TDA Marketing

- Staff has finalized written and visual content for the new visitlelandnc.com website, which should be ready to fully launch in early September.
- Staff has reviewed and edited scripts for the upcoming production of a video tour of Leland by a national company. The tour will include videos on recreation, economic development, and real estate and relocation and

will be featured on the TDA website, with permission to use some or all of the videos on the Town of Leland website, where appropriate.

- Shooting dates for the video tour have been moved to early October due to COVID-19 and hurricane-related concerns.

## 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: Awarded project to C.M. Mitchell Construction Company for \$538,674.
- Next Steps: Construction to start September 21, 2020.
- Concerns: No concerns at this time.

#### Lift Station #3 Rehab (8991 Timber Lane)

- Purpose: To refurbish Lift Station #3, which has deteriorated due to significant sewage flow within the collection system.
- Status: Awarded project to Hickman Utilities, Inc. for \$109,600.
- Next Steps: Construction to start September 21, 2020.
- 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: The contractor is finishing work at the Lift Station #33 site. Electrical is installed and final pressure testing is to be completed. The contractor is finishing work extending the force main from Hawthorne at Waterside across Highway 17 to Ibis Landing.
- Concerns: Timing of the lift station start up and final certification per the Development Agreement.

## Leland Highway 17 Sewer Expansion II Phase 1

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Hewett Burton Road and end at Bishops Ridge on Hazels Branch Road. The force main will be designed to accept flow from around the area as well as additional flow from other lift stations.
- Status: Final Pay Application has been submitted.
- Next Steps: Finalize and close out project.
- Concerns: No concerns at this time.

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

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The Lift Station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: The project is in Final design phase. Town staff is reviewing plans and working on obtaining easements.
- Next Steps: Complete engineering design work, obtain easements, advertise and bid the project Fall 2020.
- 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: Formal bidding complete, with C.M. Mitchell Construction Company as apparent low bidder at \$1,584,293.51
- Next Steps: Town Council approval and award.

- 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 \$664,273.79.
- Next Steps: Town Council approval and award.
- Concerns: No concerns at this time.

## 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: Awarded project to Barnhill Contracting Company as apparent low bidder at \$267,885.
- Next Steps: Issue Notice of Proceed and start construction.
- 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 passed Regional Pump Station #33 to serve the developing areas in Brunswick Forest.
- Status: Installation of sanitary sewer and water mains to begin September 2020.
- Next Steps: Finalize design plans and contract documents for advertisement and bid of the roadway portion of the project in the Fall of 2020.
- 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: RFQ is published with a submission deadline of September 11 at 4pm.
- Next Steps: Review submissions and select firm to complete this project.
- Concerns: Budget may need to be increased based off feedback from prior prototype Design/Build station that was proposed for Kay Todd Road.

### Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: RFQ response period closed, with a total of 7 responses. Following review, Environments Unlimited was the highest rated offeror.
- Next Steps: Contract negotiation still in process and award of contract is intended at the September Council meeting.
- Concerns: No concerns at this time.

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

- Purpose: Purchase of property which would be home to the new Leland Municipal Operations Center.
- Status: The property closed on August 10, 2020. Currently, staff is renovating the office building and coordinating the move with the Public Services and Operations Services departments.
- Next Steps: Move in date is scheduled for September 28, 2020 but is dependent on the completion of the office renovation and furniture install. Staff is also meeting with the Police Department to determine departmental needs.
- Concerns: Coordinating and finalizing a move of multiple business units.



## Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and Drag/Stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Staff returned the grant acceptance documentation for USDA and NCDA.
- Next Steps: To publish an RFQ with the anticipated dates for award in October.
- Concerns: No concerns at this time.

## Sturgeon Creek Park

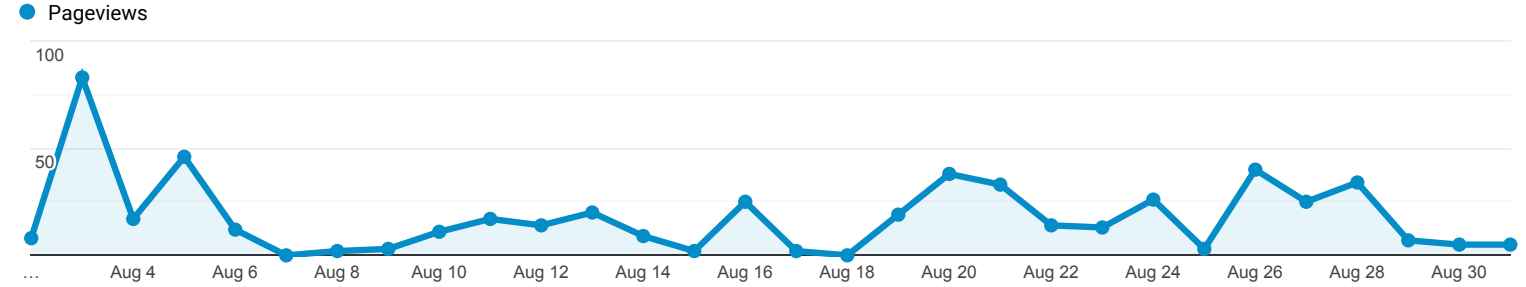
- Purpose: Phased park development of property located off of South Navassa Road at Sturgeon Creek.
- Status: Received PO to proceed with Brownfield Study of portion of property that was formerly an auto salvage location.
- Next Steps: Contact with WithersRavenel to proceed with the Brownfield Study.
- Concerns: Funding for park project once the study has been completed.

## Projects Page Report

Aug 2, 2020 - Aug 31, 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
	<b>533</b> % of Total: 1.64% (32,475)	<b>344</b> % of Total: 1.30% (26,395)	<b>00:01:04</b> Avg for View: 00:01:34 (-31.88%)	<b>103</b> % of Total: 0.65% (15,783)	<b>65.05%</b> Avg for View: 49.68% (30.94%)	<b>22.33%</b> Avg for View: 48.60% (-54.06%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /town-projects	<b>181</b> (33.96%)	96 (27.91%)	00:00:27	10 (9.71%)	20.00%	4.97%	\$0.00 (0.00%)
2. /projects/future-town-projects	<b>81</b> (15.20%)	65 (18.90%)	00:02:11	32 (31.07%)	53.12%	41.98%	\$0.00 (0.00%)
3. /projects/lanvale-forest-street-improvements	<b>72</b> (13.51%)	52 (15.12%)	00:03:08	43 (41.75%)	86.05%	61.11%	\$0.00 (0.00%)
4. /town-projects?field_project_type_tid=&page=1	<b>39</b> (7.32%)	30 (8.72%)	00:00:08	0 (0.00%)	0.00%	7.69%	\$0.00 (0.00%)
5. /projects/regional-pump-station-33-and-force-main-extensio n	<b>22</b> (4.13%)	10 (2.91%)	00:02:19	2 (1.94%)	0.00%	18.18%	\$0.00 (0.00%)
6. /projects/lift-station-1-relocation-1035-grandiflora-drive	<b>20</b> (3.75%)	7 (2.03%)	00:01:51	1 (0.97%)	0.00%	0.00%	\$0.00 (0.00%)
7. /projects/highway-17-sewer-expansion-ii-phase-1	<b>18</b> (3.38%)	8 (2.33%)	00:01:35	0 (0.00%)	0.00%	5.56%	\$0.00 (0.00%)
8. /streets/roadwork-projects-updates	<b>18</b> (3.38%)	16 (4.65%)	00:00:15	1 (0.97%)	100.00%	44.44%	\$0.00 (0.00%)
9. /projects/lift-station-3-rehabilitation-8900-timber-lane	<b>17</b> (3.19%)	6 (1.74%)	00:01:14	0 (0.00%)	0.00%	5.88%	\$0.00 (0.00%)
10. /projects/leland-fire-station-53	<b>13</b> (2.44%)	11 (3.20%)	00:01:25	2 (1.94%)	100.00%	23.08%	\$0.00 (0.00%)

Rows 1 - 10 of 34

## Department News

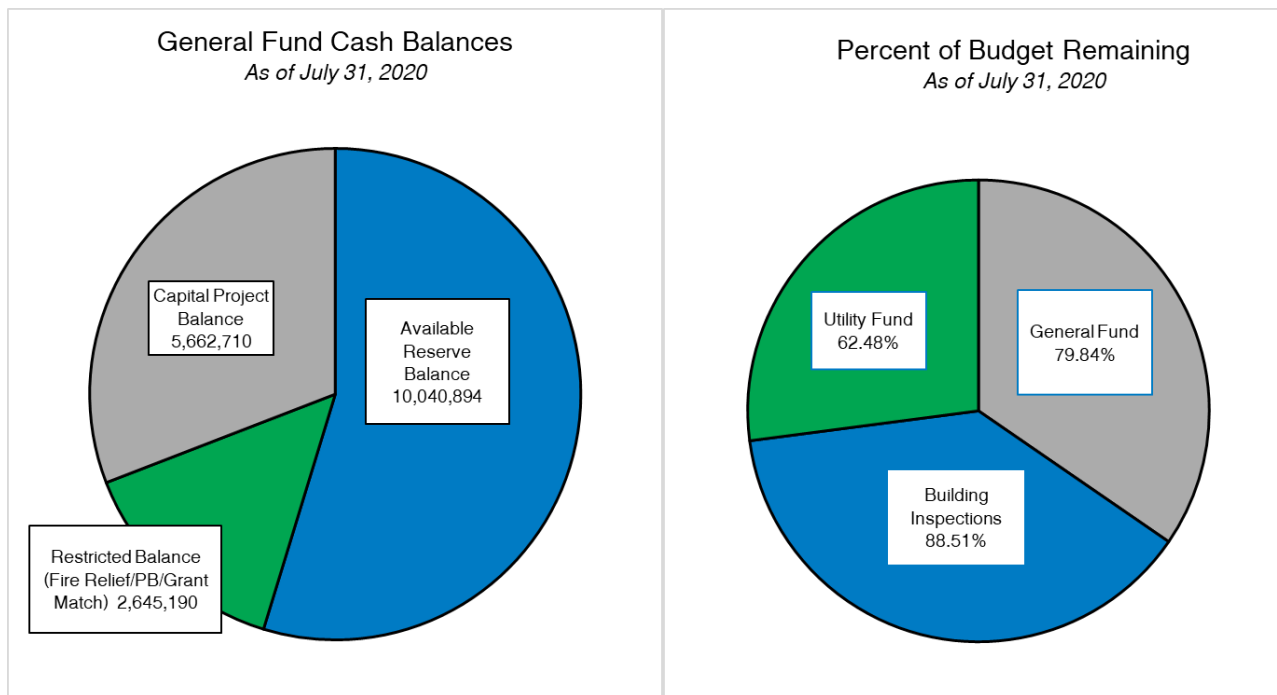
Ms. Lopez completed the virtual class through the UNC School of Government “*Introduction to Government Finance*”. Staff is working on the FY2019/2020 audit with the Thompson, Price, Scott & Adams CPA firm.

## Audit Committee Meeting Summary

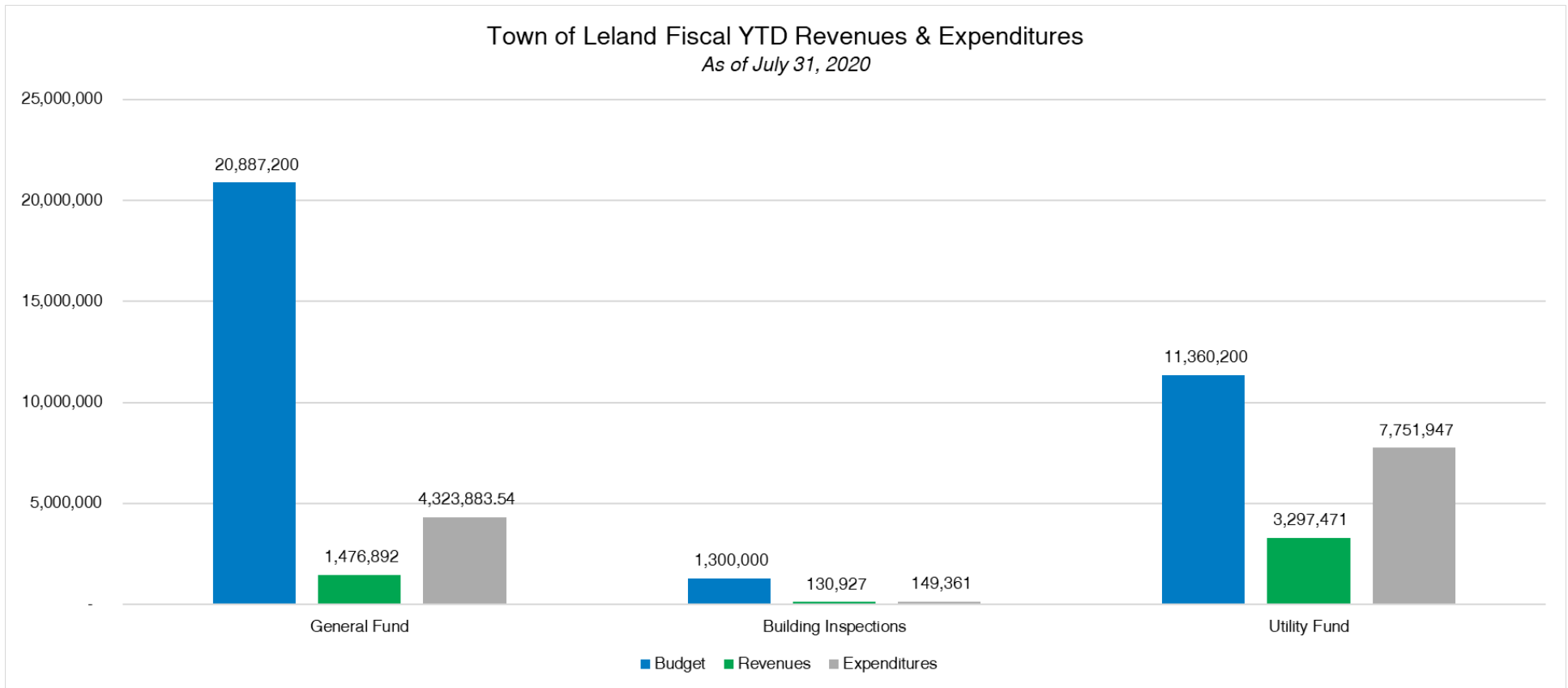
The Audit Committee did not meet in August.

## Dashboard

*\*These amounts are prior to year-end adjusting entries.*



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



Financial Budget to Actual Report – July 31, 2020

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	20,680,000.00	20,887,200.00	1,265,183.43	1,476,891.89	-	(19,410,308.11)	92.93%
Building Inspections	1,300,000.00	1,300,000.00	130,926.83	130,926.83	-	(1,169,073.17)	89.93%
Utility Fund	8,000,000.00	11,360,200.00	3,297,471.11	3,297,471.11	-	(8,062,728.89)	70.97%
<b>Report Total</b>	<b>29,980,000.00</b>	<b>33,547,400.00</b>	<b>4,693,581.37</b>	<b>4,905,289.83</b>	<b>-</b>	<b>(28,642,110.17)</b>	<b>85.38%</b>

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	39,713.64	39,713.64	37,789.70	333,496.66	81.14%
Administration	1,187,000.00	1,187,000.00	250,202.06	250,202.06	9,175.69	927,622.25	78.15%
Information Technology	1,133,000.00	1,133,000.00	159,323.49	159,323.49	9,779.34	963,897.17	85.07%
Human Resources	314,000.00	314,000.00	18,732.07	18,732.07	15,075.94	280,191.99	89.23%
Finance	515,000.00	515,000.00	36,567.98	36,567.98	14,436.00	463,996.02	90.10%
Building Inspections	1,300,000.00	1,300,000.00	59,001.97	59,001.97	90,359.39	1,150,638.64	88.51%
Planning	740,000.00	740,000.00	37,363.13	37,363.13	18,329.57	684,307.30	92.47%
Economic Development	200,000.00	200,000.00	13,796.44	13,796.44	14,248.32	171,955.24	85.98%
Cultural Arts Center	770,000.00	770,000.00	23,958.47	23,958.47	44,750.52	701,291.01	91.08%
Parks & Recreation	450,000.00	450,000.00	25,911.90	25,911.90	11,320.00	412,768.10	91.73%
Grounds & Facilities	1,371,000.00	1,393,200.00	103,399.84	103,399.84	221,781.13	1,068,019.03	76.66%
Public Services	2,649,000.00	2,834,000.00	117,509.02	117,509.02	812,152.67	1,904,338.31	67.20%
Police	3,924,000.00	3,924,000.00	316,295.49	316,295.49	111,469.08	3,496,235.43	89.10%
Emergency Management	183,000.00	183,000.00	13,264.68	13,264.68	5,031.94	164,703.38	90.00%
Fire	4,698,000.00	4,698,000.00	280,775.29	280,775.29	788,738.14	3,628,486.57	77.23%
Debt Services	1,935,000.00	1,935,000.00	772,992.00	772,992.00	-	1,162,008.00	60.05%
Transfers	200,000.00	200,000.00	-	-	-	200,000.00	100.00%
<b>General Fund</b>	<b>21,980,000.00</b>	<b>22,187,200.00</b>	<b>2,268,807.47</b>	<b>2,268,807.47</b>	<b>2,204,437.43</b>	<b>17,713,955.10</b>	<b>79.84%</b>

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	4,080,810.88	4,080,810.88	181,786.83	7,097,602.29	62.48%

## Intradepartmental and Interdepartmental Budget Transfers – August, 2020

There were no transfers.

## Grant News – August, 2020

### **Grants Awaiting Notification**

- 2020 DPR Region 3: Mobile Broadband Kit – \$10,000, no match (10/4/2019). The grant was approved regionally but is still pending State approval with notification expected in late Fall 2020.
- FEMA AFG Grant: SCBA Filling Station – \$90,000, 10% match (3/19/2020).
- FEMA FP&S: Fire Alarm and Extinguisher Training & Simulator System – \$24,000, no match (5/29/2020).
- FEMA SAFER: Personnel Additions (3-year term) – \$2,036,822.40. Funded: 100% (Year 1), 75% (Year 2), 35% (Year 3) (5/15/2020).
- FEMA AFG-Supplemental: COVID-19 PPE, Adapters for SCBA's – \$3,767.40 (5/14/2020).
- BVP Funding FY 2020: 30 bulletproof vests – \$700/each at 50% reimbursement.
- Grassroots FY 20-21: Art in the Park with Scrap Exchange – \$2,600, 50% match (\$1,300).
- TDA Leland in Lights: Annual Park/Christmas Event and Displays – \$40,000, no match.

### **Grants Awarded**

- Governor's Crime Commission – Byrne JAG Grant: Digital Evidence Collection/Analyzing System, Active Shooter Gear & Shields, no match (7/31/2019).

### **Grants Not Awarded**

- N/A

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

- Purchase: Lift Station #3 Rehabilitation Construction  
Vendor: Hickman Utilities  
Amount Issued: \$109,600.00
  
- Purchase: Sanitary Sewer Cleaning  
Vendor: JPW Properties Inc.  
Amount Issued: \$90,000.00

### Cares Act Fund Purchases YTD

*Received \$531,208*

- Payroll \$17,723.01
  - Materials/Supplies/PPE \$16,058.72
  - Capital Equipment \$21,964.93
  - Facility Improvements \$ 4,683.85
- YTD Expenses: \$60,430.51

## Department News

Staff is currently working on updating the Town’s employee handbook and Town policies.

The final phases of implementation of the new HRIS/Payroll system continues.

Staff is also working on a virtual employee engagement plan for the remainder of the year, to replace the quarterly employee appreciation events.

## Personnel Updates

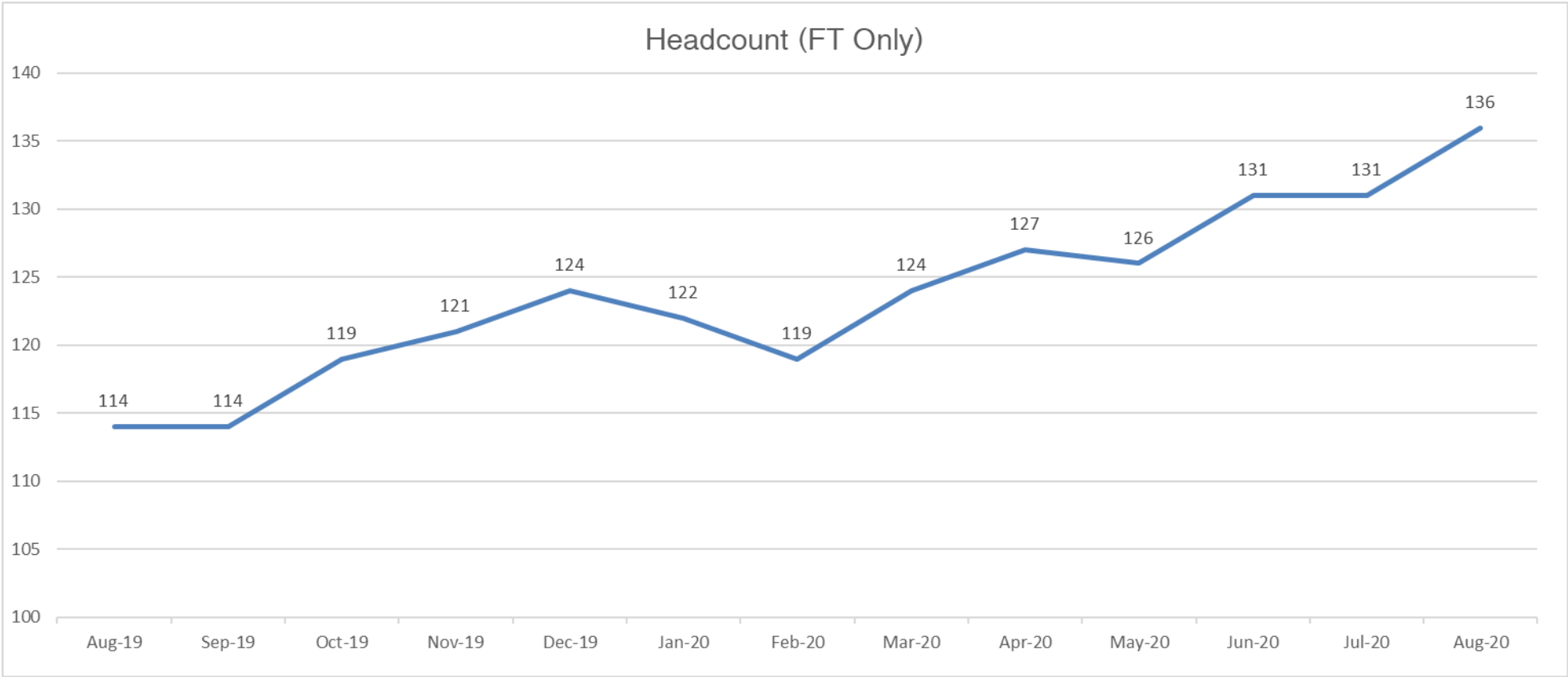
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Gary Vidmar	E&CD	Reduction in Hours	8/7/2020		Economic & Community Development Director (FT)	Economic & Community Development Director (PT)
Christopher Langlois	Fire/Rescue	New Hire	8/17/2020	Fire Chief		
Christopher Flessner	Planning/Inspections	New Hire	8/17/2020	Building Inspector I Probationary		
Montgomery Krause	Operation Services	Separation	8/21/2020	Custodian		
Josh Spence	Police	Promotion	8/22/2020		Lieutenant	Captain
Jeremy Humphries	Police	Promotion	8/22/2020		Lieutenant	Captain
Jonathan Hall	Police	Promotion	8/22/2020		Sergeant	Lieutenant
Dallas Warren	Police	Promotion	8/22/2020		Sergeant	Lieutenant
Christopher Grace	Fire/Rescue	Promotion	8/22/2020		Firefighter	Captain
Christopher Miranda	Fire/Rescue	Promotion	8/22/2020		Captain	Battalion Chief
Adriana Weber	Public Services	New Hire	8/24/2020	Engineer in Training		
Marvin Brooks	Fire/Rescue	New Hire	8/24/2020	Captain		
Bradley Hill	Fire/Rescue	Separation	8/28/2020	Captain		

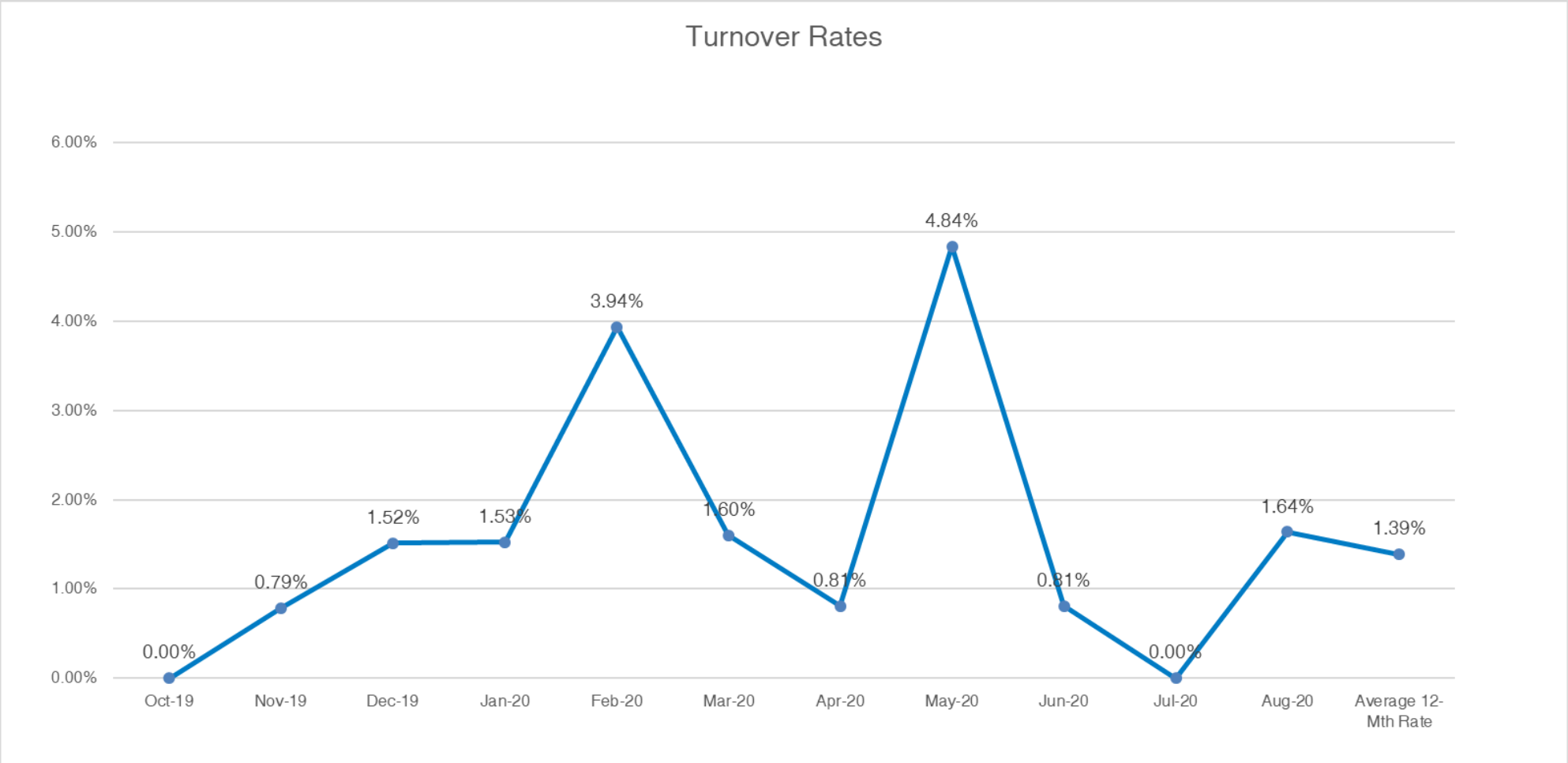
## Workers Comp Data

Number of Incidents	Loss Time (Y or N)	Brief description of Incident and Injury/Illness
2	N	bruise to face from workout equipment, finger stuck with open needle

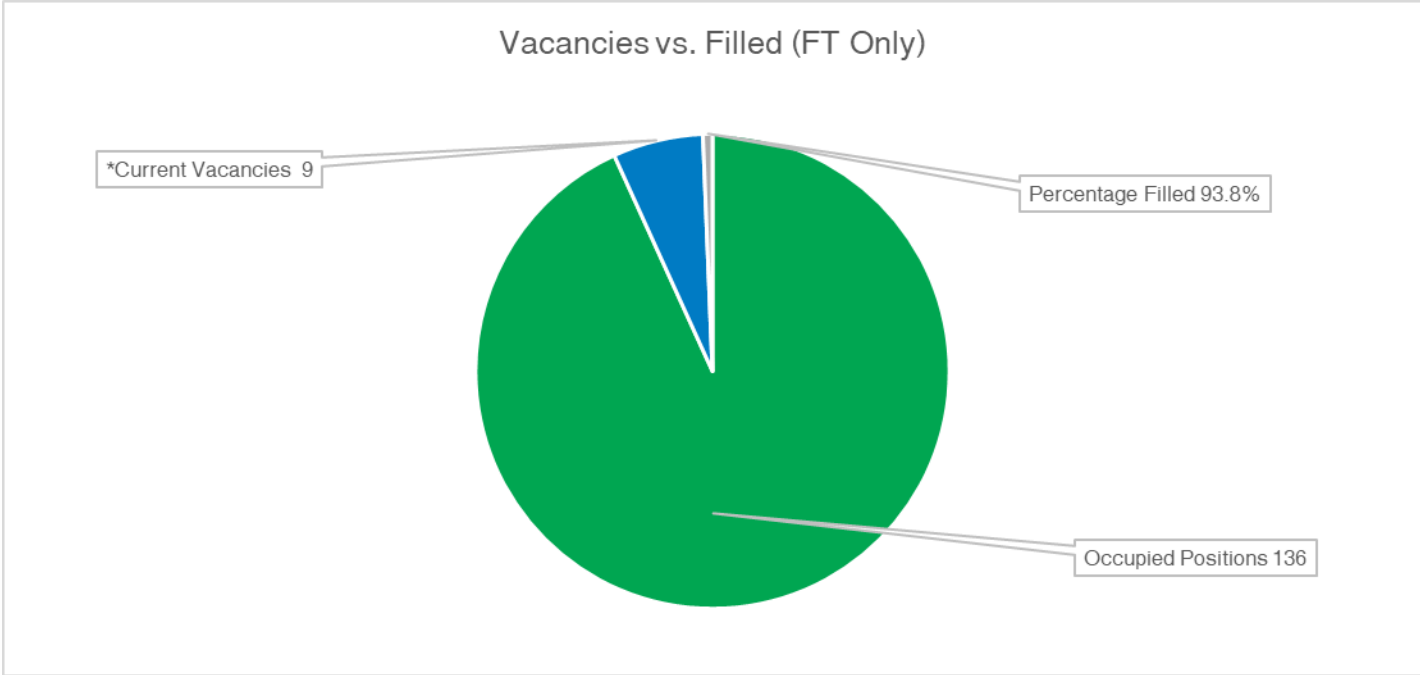


Dashboard





Vacancies



## Police Updates

### Department News

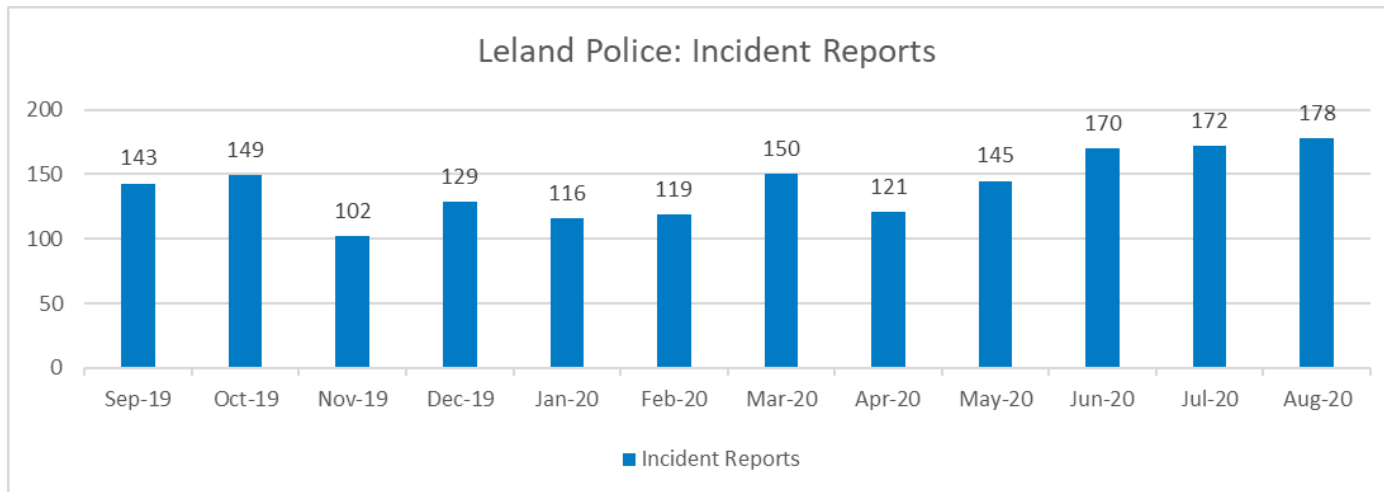
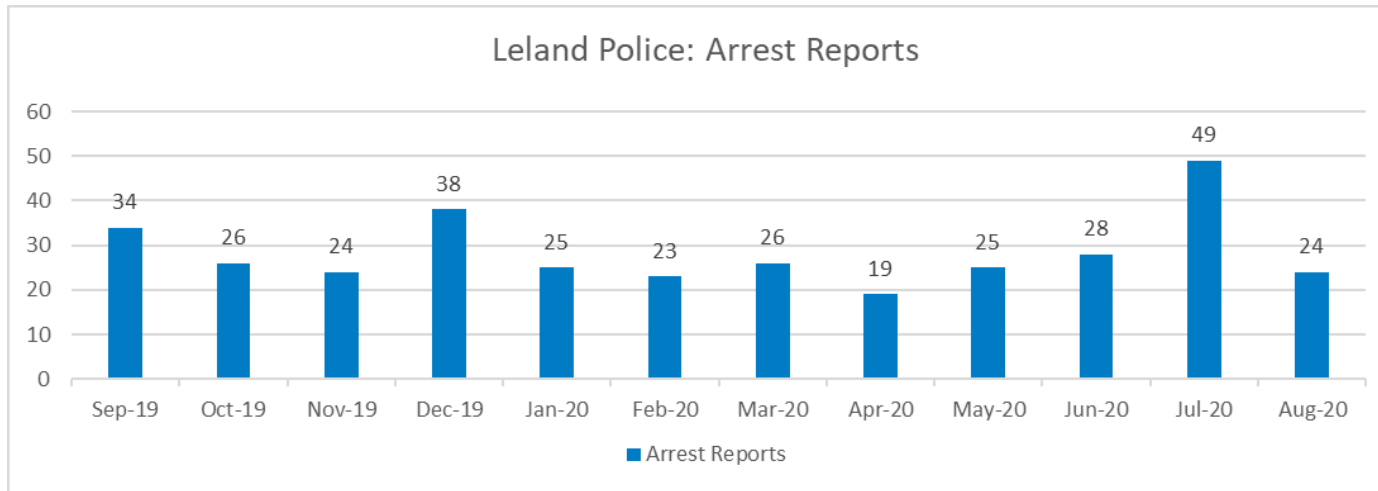
The department has implemented a career development plan which will assist in shaping the future success of the staff and organizational structure within the department. We would like to congratulate the following employees who were part of the initial step within this structural change:

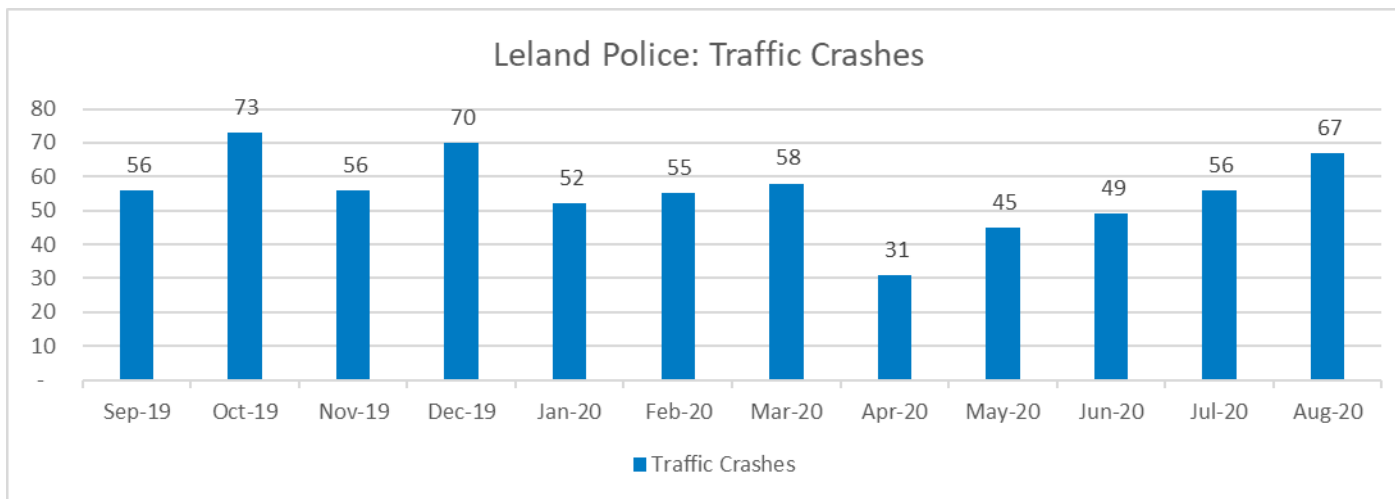
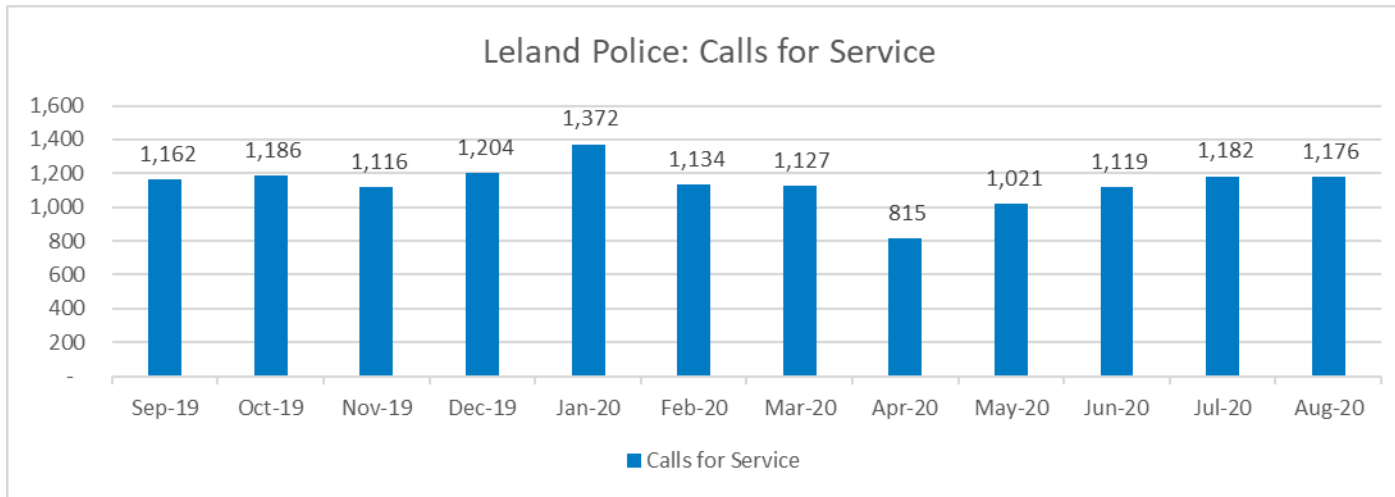
- Josh Spence – Captain/Operations
- Jeremy Humphries – Captain/Support Services
- Jonathan Hall – Lieutenant/Criminal Investigations Division
- Dallas Warren – Lieutenant/Support Services
- James Almond – Lieutenant/Patrol

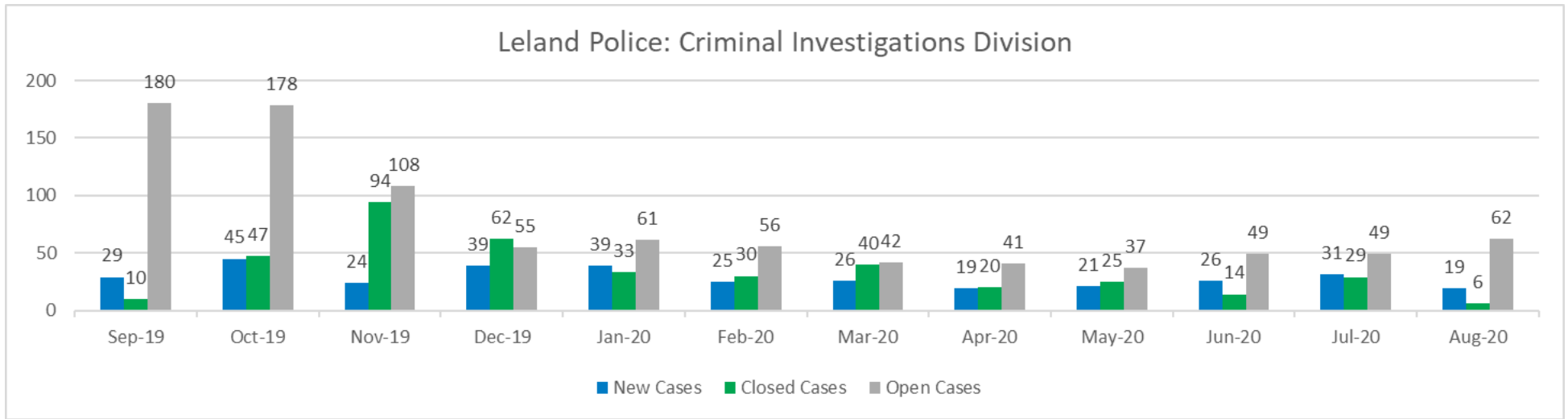
All employees have participated in a SWOT exercise to assist in contributing suggestions and ideas for an updated strategic plan.

### 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







## Fire/Rescue Updates

### Department News

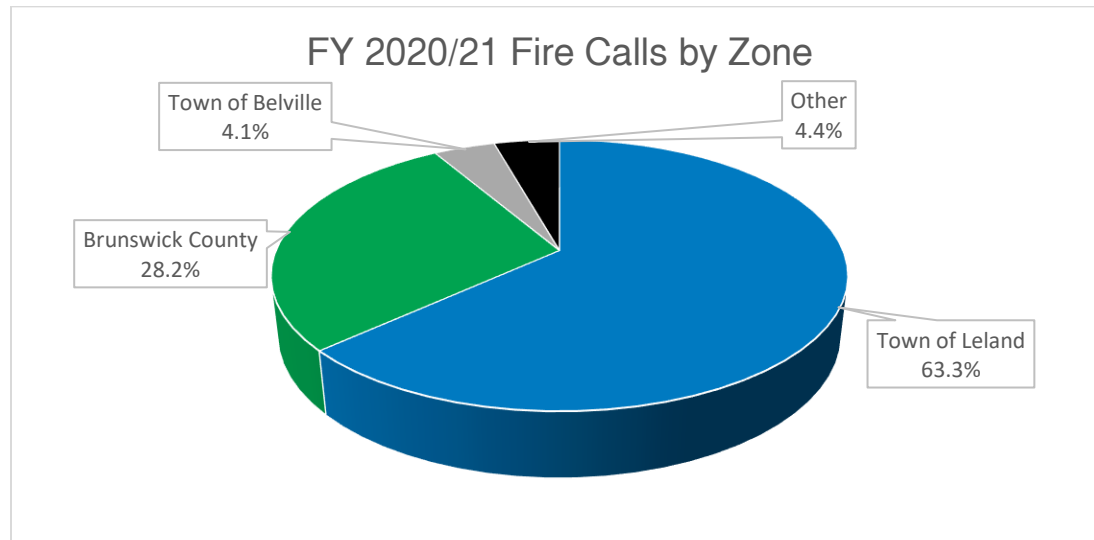
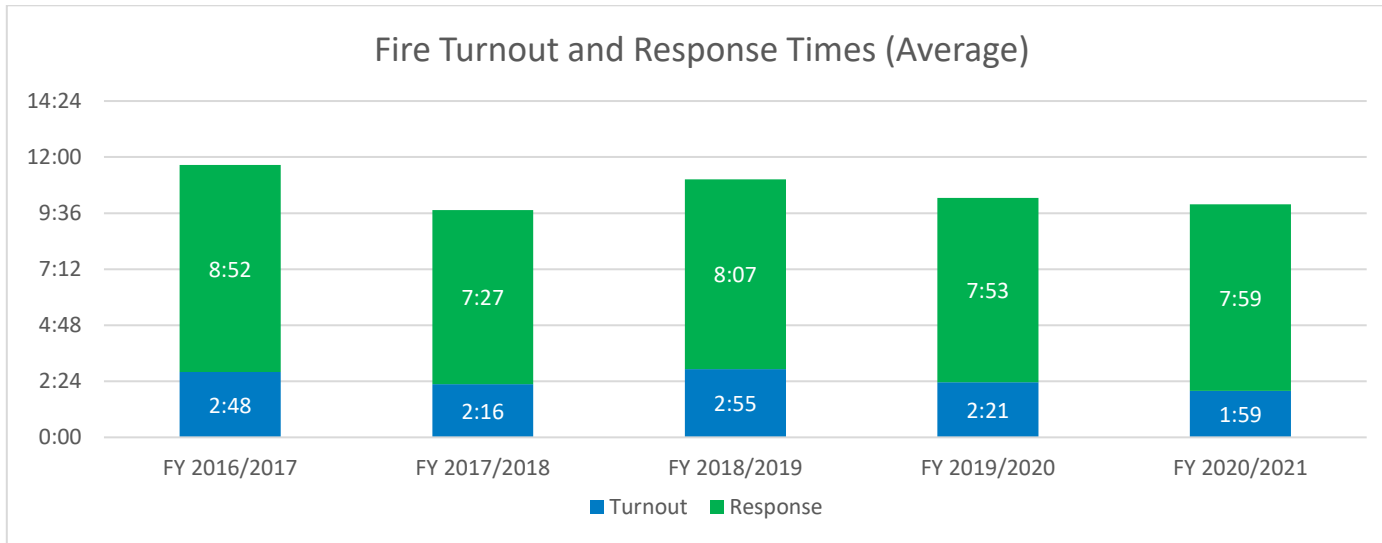
August saw the start of Fire Chief Chris Langlois with the department. Many thanks go out to Chief John Grimes for his years of service, and for his continued service as the Town's Emergency Management Director. Thanks are also extended to Deputy Chief Ronnie Hayes for his service as the Interim Fire Chief during the transitional period.

August also saw the promotion of Captain Chris Miranda to Battalion Chief and part-time member Chris Grace to full-time Captain. In September, the department will be welcoming a new full-time Captain, firefighter, and part-time firefighter. These additions fill current openings and will help to bring us back up to full current staffing levels.

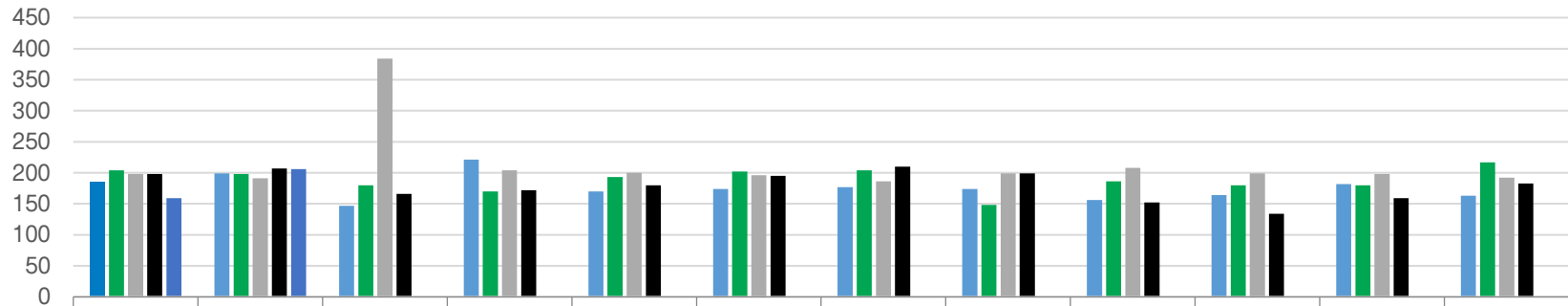
The department has also been holding formal and informal meetings to get input from everyone in order to develop an organizational vision. Once established, this vision will help us update our 5-year plan for future equipment, facilities, personnel, and operations and will enable us to improve our focus on creating excellent outcomes for both our members and the community.



Dashboard



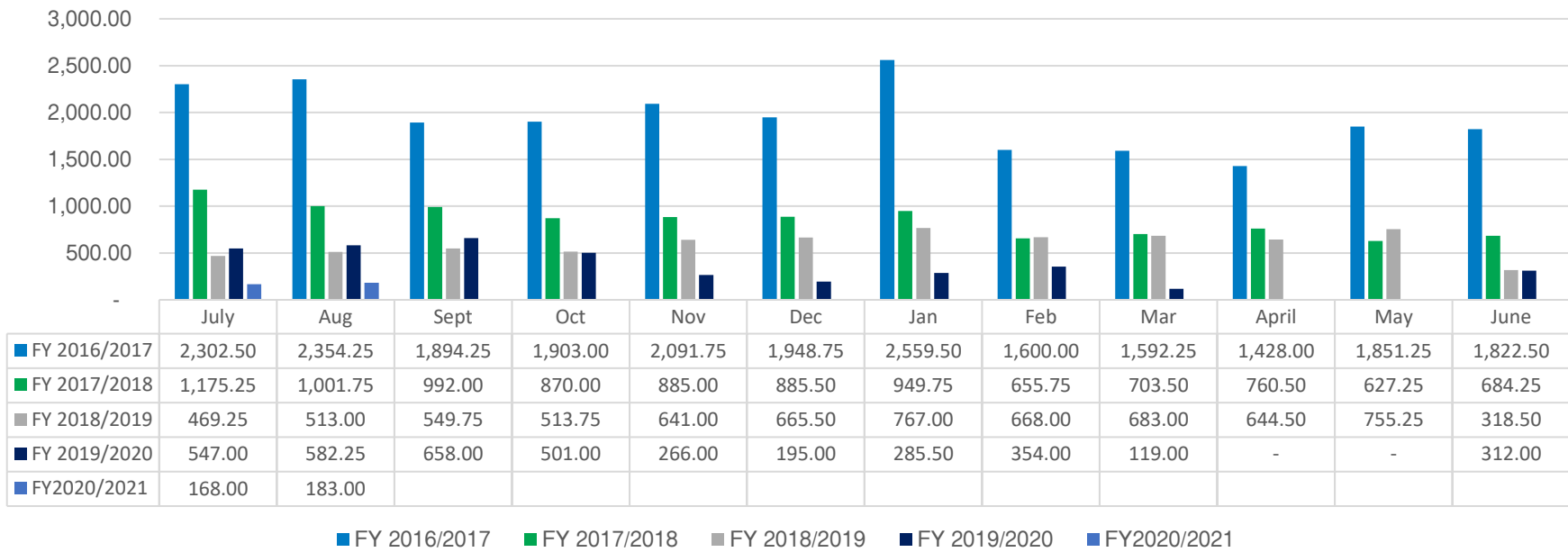
### Fire Calls



	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										

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

Volunteer Hours



## Emergency Management Updates

### Department News

The Town has responded to its first tropical event with the new Emergency Management department in place. Isaias approached as a strong Tropical Storm and just before landfall, increased rapidly to a Category I hurricane with 85 mph winds. While very quick-moving, the storm created little damage within the Town limits. It did, however, cause significant damage to our south. The Town's fire department assisted the Town of Belville, the Town of Oak Island, and the Town of Ocean Isle. An 'After Actions Report' will be available soon. The report will identify action items for staff to complete to improve mitigation, response, and recovery for the next storm.

Emergency supplies related to the pandemic have been identified and are now in stock. These items are available should there be an outbreak at the Town Hall.

A draft of the new Emergency Operations Plan has been completed and it continues to proceed through final review. Draft department playbooks have also been completed. Each department is reviewing these for areas of improvement following Hurricane Isaias.

### Work Priorities

- Emergency Operations Plan is in draft form and each department has completed their first drafts of "Playbooks" for severe weather which provide more detailed steps each department should follow specific to certain categories of emergencies.
- PPE items have been identified for all staff. Purchasing and deployment of these items are now in progress.

### Projects Completed

- Nothing major to note.

### Major Purchases

- Nothing major to note.

## Department News

Progress has been made on the renovation of the new Municipal Operations Center offices at 1987 Andrew Jackson Highway. The completion date is targeted for the end of September.

The Town is the recipient of three new community garden plots courtesy of Eagle Scout Gregory Gennaro. He and his troop mates built the garden boxes as part of Gregory's Eagle Scout project at the end of August.

Plans to erect a new historical marker to commemorate Woodburn Presbyterian Church are well underway.

## Parks and Recreation Board Summary

No Parks and Recreation Board meeting was held in August. Per direction from Town Council, the Parks and Recreation Board will now meet on a bimonthly basis. The next meeting will be held September 30, 2020.

## Grounds/Facilities Updates

### Work Priorities

- Complete land clean-up of Woodland Drive lot
- Repair treadmill at the Westport FD
- Install conduit at the Municipal Operations Center for utility connection to the warehouse
- Install supply vent (HVAC) to the gear room and install an attic fan at the Westport FD

### Projects Completed

- Installed automatic dampers (HVAC) and repaired a garage door at the Westport FD
- Completed iWorQ training for the Fire Department
- Replaced the condensation pump on the dehumidifier in Town Hall
- Replaced subflooring at the Village Road FD
- Installed new thermostats at the Municipal Operations Center

- Removed the wall furnishing from the Sturgeon Conference room for office improvements

## Major Purchases

- New Kubota tractor with front end loader

## Event/Program Attendance Reports

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Kayak Adventures: Holly Shelter	08/09/20	\$45	10	450.00	292.50	157.50	68.67	88.83

## Upcoming Programs/Events

September 14, 2020 – Fall Session Begins  
 September 18, 2020 – Kayak Adventure: Masonboro Island  
 September 22, 2020 – Fall Into DIY: Paint Pouring  
 October 6, 2020 – Birding in Brunswick 101  
 October 6, 2020 – Fall Into DIY: Clay Bead Jewelry  
 October 7, 2020 – Disc Golf 101

## Postponed/Canceled Events/Programs

Per the direction from Town Council at the June meeting, all events have been postponed or canceled for the remainder of 2020.

## Recreation Updates

The start of September brings the start of more programs. Staff will continue Kayak Adventures and Tuesday Trivia while starting Birding in Brunswick, Disc Golf 101, Fall into DIY, and Find Your Fit: Running. The fall session of classes begins on September 14, 2020.

Together with the LCAC, staff hosted a successful Virtual Open House on August 29, 2020 and saw an increase in registration on that day.

Staff is continuing to work on modifying programs and events in hopes of expanding offerings and engaging with the community further during the pandemic.

### LCAC Updates

The LCAC has continued to assist visitors by appointment, allowing pottery participants to drop off and pick up their work and purchase clay, as well as for visitors to register for classes. In August, the center saw 64 visitors. The Pottery Studio Coordinator fired 323 pieces of pottery and the facility took in \$984.74 in firing fees and clay sales.

Registration for fall and winter programs began on August 1, 2020, with revenue totaling \$18,624 for the month of August. The next session of LCAC classes is scheduled to begin on September 14, 2020. Dance and fitness classes within the center will remain on hold during this session, and other programs are planned to operate at reduced capacity. Virtual workshops in pastel painting, oil painting, Zumba, yoga, and barre fitness began in late August and will continue through the fall. Outdoor classes in sketching and painting are planned for late September.

Together with Parks and Recreation, staff hosted a Virtual Open House on August 29, 2020. The LCAC and Parks and Recreation saw registration totaling \$1,308.80 the day of the event. The Virtual Open House had 105 reactions, 11 comments, and 20 shares on the LCAC's Facebook page and reached 414 on Instagram with 3,041 impressions, 223 likes, 7 comments, and 5 saves.

## Department News

Chris Flessner started with the department in August as a Building Inspector. Mr. Flessner has years of construction experience from owning his own company and working for a large homebuilding company that gives him an excellent foundation in his new career.

John Gemmell obtained his Level 2 Plumbing Certificate after taking the required class and passing the exam.

Substantial progress is being made to implement Evolve, Leland's new online permitting and inspections system. The new system will bring tremendous efficiency for customers and staff involved in the building permitting and inspections processes.

## Planning Board Meeting Summary

The Planning Board met on August 25, 2020 and heard the following items:

1. Subdivision Ordinance Text Amendment Discussion – Staff presented, as a discussion item, a proposed ordinance amendment to create standards for fee in lieu of open space in residential subdivisions and adjusting the required open space standards.
2. Stormwater Ordinance Text Amendment – The Planning Board heard staff-proposed language to amend the stormwater ordinance to update requirements for stormwater control, BMP maintenance, and general updates. The Planning Board took no action on the item to allow staff to consider additional amendments that were discussed.
3. FlexCode Ordinance Text Amendment – The Planning Board heard staff-proposed language to amend the FlexCode to update requirements for minimum lot widths and subdivision requirements. The Planning Board voted 4-0 to recommend approval of the amendment.
4. Initial Zoning Recommendation – The Planning Board considered an initial zoning recommendation for 17 acres of property located at 1987 Andrew Jackson Highway. The property was recently purchased by the Town to serve as the Municipal Operations Center and a new fire station. The Planning Board voted 4-0 to recommend the initial zoning be the C-2, Regional Business Commercial District.



The Planning Board's next meeting is scheduled for September 22, 2020 at 6 PM.

## Board of Adjustment Meeting Summary

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

## Current Planning Update

### TRC Report

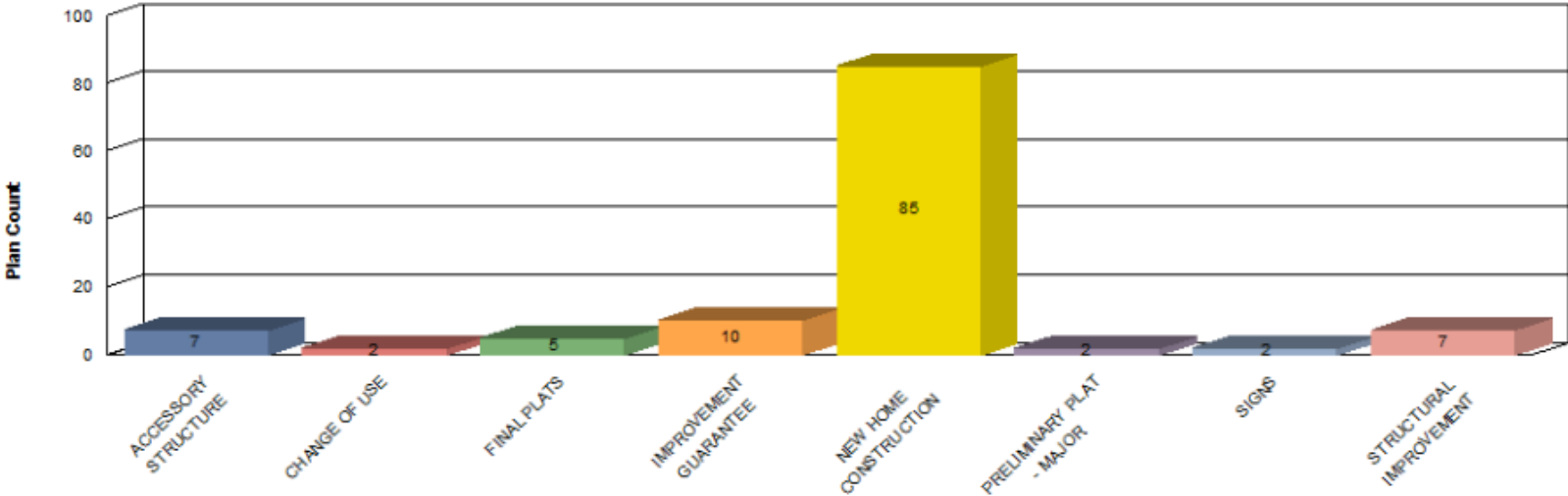
The Technical Review Committee (TRC) reviewed the following items:

1. Habitat for Humanity ReStore – Proposal for a new 15,000 sq. ft. building for the Habitat for Humanity ReStore at 418 Village Road (next to the existing ReStore site).
2. Westgate Cottages – Proposal for a 171 “cottage” unit development on Westgate Drive.
3. Brunswick Forest Lot 32 Subdivision – Proposal for 2.22-acre commercial lot off of Brunswick Village Boulevard.
4. Jackey's Ridge Subdivision – Proposal for 54 lot single family residential subdivision adjacent to Lanvale Forest.

Plan and Plat Reviews



PLANS COMPLETED BY TYPE (08/01/2020 TO 08/31/2020)  
FOR TOWN OF LELAND



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Adair Park</b>			
Cash Bonds	1	\$188,258.13	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	15	\$2,823,551.12	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$0.00
<b>Lanvale Forest</b>			
Cash Bonds	1	\$18,285.31	\$0.00
<b>Mallory Creek</b>			
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
<b>Sessoms Way</b>			
Letters of Credit	1	\$55,505.00	\$0.00
<b>Skylars Cove</b>			
Surety Bond	1	\$70,876.00	\$0.00
<b>Summer Bay Villas</b>			
Surety Bond	1	\$97,872.50	\$0.00
<b>Tara Forest</b>			
Cash Bonds	1	\$10,840.00	\$0.00
<b>Waterford</b>			
Surety Bonds	0	\$0.00	\$244,281.25
<b>Totals</b>			
Total Letters of Credit	18	\$3,047,306.12	-\$18,285.31
Total Cash Bonds	12	\$868,801.34	\$18,285.31
Total Surety Bonds	6	\$556,866.20	\$244,281.25
Total Performance Guarantee Sureties	36	\$4,472,973.66	-\$244,281.25

### Long Range Planning Update

Staff continued to evaluate the seven proposals received from professional consulting firms for the 2045 Comprehensive Land Use Plan.

### Transportation Planning Update

Northern Brunswick County Public Transportation Working Group – Staff met with representatives from Navassa, Brunswick County, and Brunswick Transit System, Inc. (BTS) on August 21, 2020. Items of discussion included the operating and management structure of BTS and a grant opportunity to fund planning assistance for implementing public transportation in Leland and northern Brunswick County.

Street Design Manual – Planning and Public Services staff met to discuss final updates to the Street Design Manual and the creation of engineering cut-sheets for street design requirements.

### GIS Update

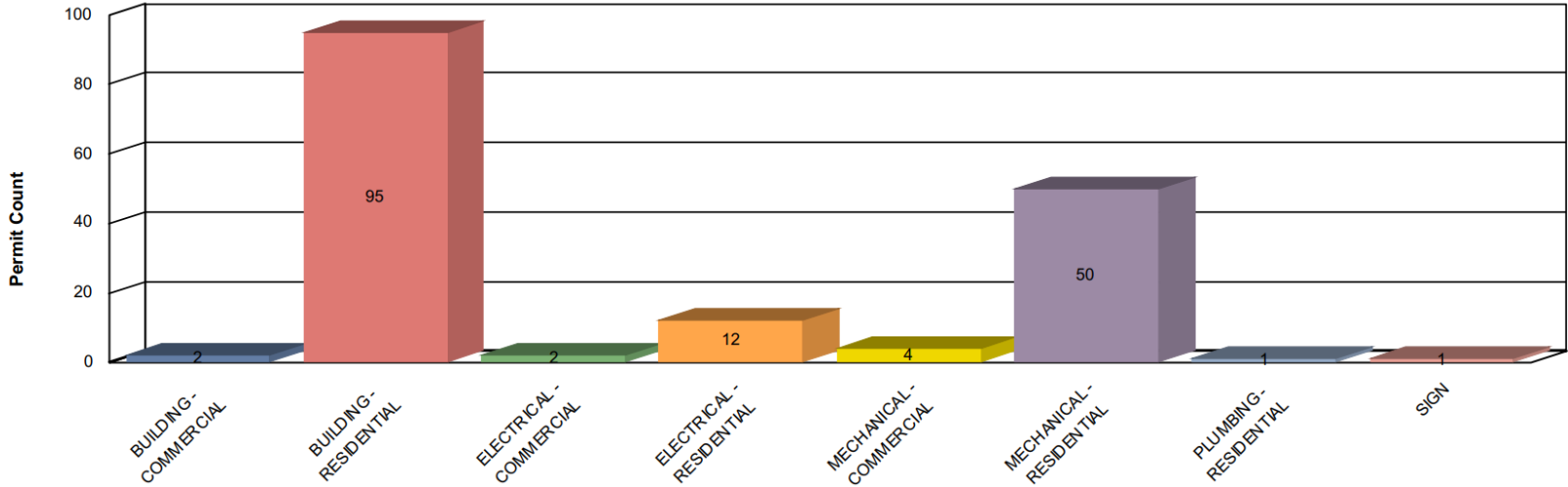
In August, staff supported other departments by helping to update data for SeeClickFix, iWorq, and water and sewer infrastructure data. Staff met with other department leaders to discuss Town-wide GIS and mapping needs and strategized on how those needs could be met.

### Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction (Leland)
163	1,504	\$10,759,428

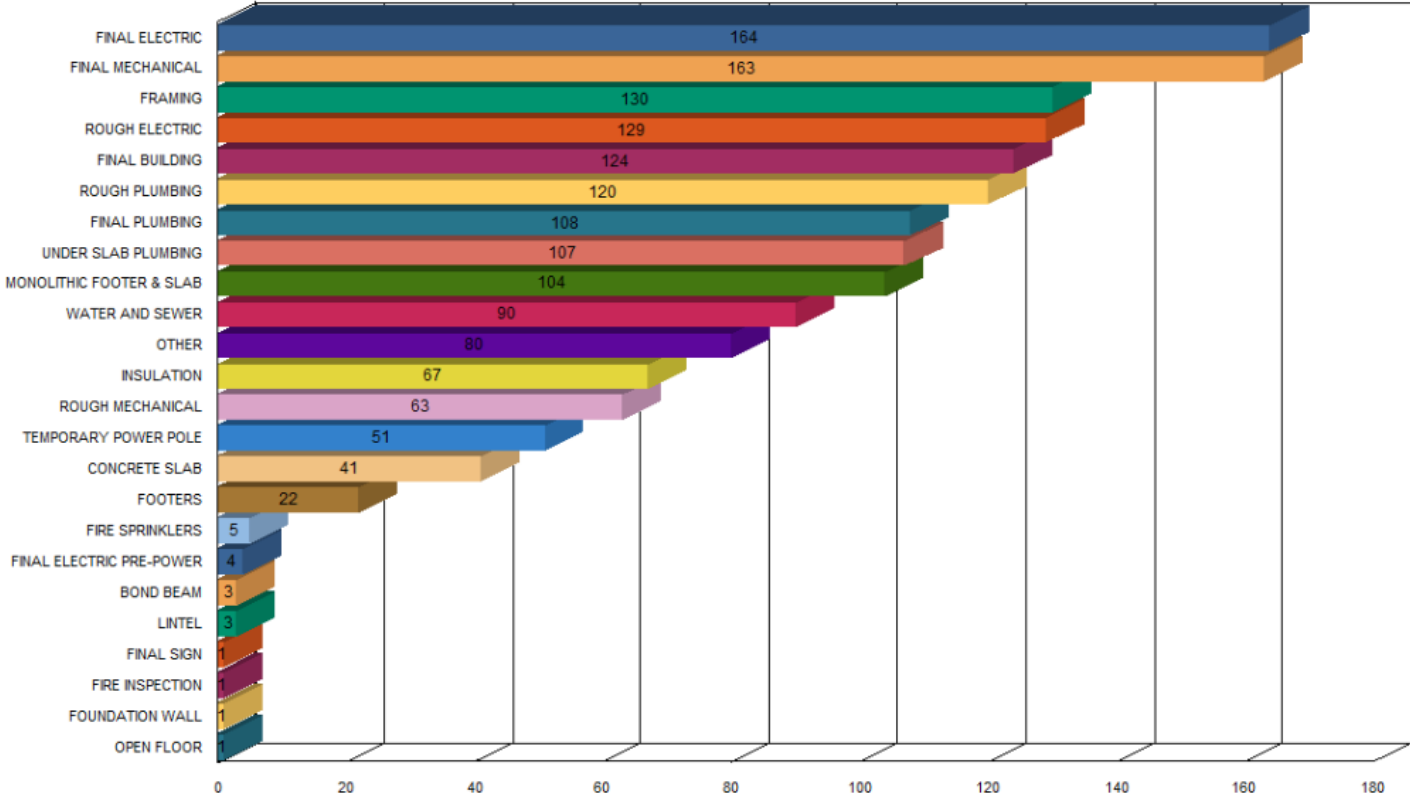


PERMITS ISSUED BY TYPE (08/01/2020 TO 08/31/2020)  
FOR TOWN OF LELAND





**COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (08/01/2020 TO 08/31/2020)  
FOR TOWN OF LEland**



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	4	18	0	0	22
Cases Closed	0	4	1	0	0	5
Active Cases	5	14	21	12	0	52

## Department News

On August 20, 2020, Council adopted ordinances to annex and initially zone two small parcels of vacant land adjacent to the outlots in Ibis Landing located near the intersection of Highway 17 and Carol Lynn Drive. These two parcels will be added to an outlot in Ibis Landing to accommodate a new facility for Tractor Supply. Ground is expected to be broken for this project before the end of the year.

Staff has received a voluntary annexation petition for an approximately 5.5-acre parcel of vacant commercial land at the corner of Highway 17 and Ocean Gate Way.

## New Businesses

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

## New Construction/Development

- Clarendon Properties, LLC confirmed reports of its plans to develop a tru by Hilton Hotel adjacent to the Harris Teeter grocery store at Waterford. The hotel is expected to include 93 rooms, an indoor pool, continental breakfast, and other amenities. The hotel will be managed by Crown Hotel and Travel Management, who also manages the Holiday Inn Express in Magnolia Greens. According to Crown, tru is the fastest growing hotel brand in the country right now.
- **Tractor Supply** has received preliminary zoning approval from the Technical Review Committee for a new facility to be built in the Ibis Landing development near the corner of Highway 17 and Carol Lynn Drive. Construction is expected to begin in the Fall.
- **Wendy's** has received preliminary zoning approval from the Technical Review Committee for a new restaurant to be built in Brunswick Forest at the corner of Highway 17 and Provision Parkway.
- Construction has continued in the former Rite Aid Pharmacy building for **Novant Oceanside Family Practice**.
- **AT&T** and **Dental Care at Leland Town Center** are now open in **Leland Town Center**. **Firehouse Subs** is expected to open very soon as well.

## Economic Development Committee Meeting Summary

The Economic Development Committee met in August and began laying out plans for economic development initiatives they would like to accomplish in 2020-2021. At the Committee's next meeting in September, members will update the list of action items that are in the 2020 Economic Development Strategic Plan.



## New hotel planned in Leland

By Cece Nunn, posted Jul 31, 2020 on WilmingtonBiz.com

A new hotel is in the works at a site in Leland's Waterford community.

Clarendon Properties LLC is developing a tru by Hilton Hotel to be managed by Crown Hotel & Travel Management, according to a Crown news release. Both companies are based in Wilmington.

The hotel, which will be adjacent to the Harris Teeter grocery store at Waterford, is expected to include 93 rooms, an indoor pool, continental breakfast, and other amenities.

The same group owns the Holiday Inn Express Leland-Wilmington Area in Magnolia Greens.

"We have always been pleased with the performance of our Holiday Inn Express Leland-Wilmington Area and believe it's time to add another hotel. Leland is a vibrant town with the type of growth we look for when evaluating new sites," said Barry Eagle, president and CEO of Crown Hotel & Travel Management, in the release.

He said the partnership involved has submitted an application for the new property that will hold the hotel.

Eagle said tru "is the fastest growing hotel brand right now and we hope to have this new hotel be under the tru by Hilton brand."

Clarendon Properties president John Sandlin stated in the release, "Clarendon Properties is looking forward to working with Crown to develop another hotel in the area. We are excited to start on this new project in the rapidly growing Leland area."

According to the release, Crown Hotel & Travel Management will be posting updates on the Leland tru hotel and other projects in development on its various social media pages and website. According to its website, tru by Hilton hotels are also under development in Garner and Smithfield.

Crown Hotel & Travel Management is a veteran-owned third-party management company with properties throughout North Carolina, South Carolina and Virginia. The company operates and franchises hotels and licenses vacation ownership resorts under several brands, including Hilton, Marriott, IHG, Wyndham and Best Western.

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## Public Services Department Updates

### Department News

Engineer in Training: Public Services hired a new Engineer in Training in August – Adrianna Weber. Ms. Weber joins the team after completing her undergraduate and graduate degrees in Civil Engineering at Virginia Tech. She will be leading an array of tasks and projects for the department.

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.

Hurricane Isaias: Hurricane Isaias made landfall near Southport on August 3, 2020. The impacts to Public Services were minimal, with Utilities having nine (9) lift stations lose power, but all were served via back-up generators with no adverse impacts. The Streets department responded to a few calls about downed trees within the public right-of-way but were able to clear most debris the day following the storm. In addition, several signs and posts were impacted by the winds, and have been addressed.

## Streets Updates

### Department News

- Two candidates were interviewed for the new Street Superintendent position. Staff is calling references for one of the candidates now for the position.

### Work Priorities

- Vector control and spraying was performed throughout the month of August and will continue into September, as needed.
- Right-of-way ditch mowing is ongoing and will continue into September.

- Wedgewood Road has settled around the existing sewer main and is in need of repair. Staff is reviewing repair needs to perform the repair with internal crews in October.

## Initiatives

- Staff is updating the stormwater ordinance and stormwater design manual. The draft stormwater ordinance design manual was presented to the Planning Board and shared with the Cape Fear Home Builders Association and NC Coastal Federation for review and comment. The goal is to finalize these documents in September and present to Council in October for review and adoption.
- Staff is creating a Town encroachment standard process and application for all encroachments within Town rights-of-way. The draft encroachment agreement has been submitted to the Town Attorney for review.
- Staff is creating a street maintenance policy, which will address maintenance performed by the Town within Town street rights-of-way. The draft policy has been submitted to the Town Attorney for review.
- 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 by the end of 2020.

## Project Notes

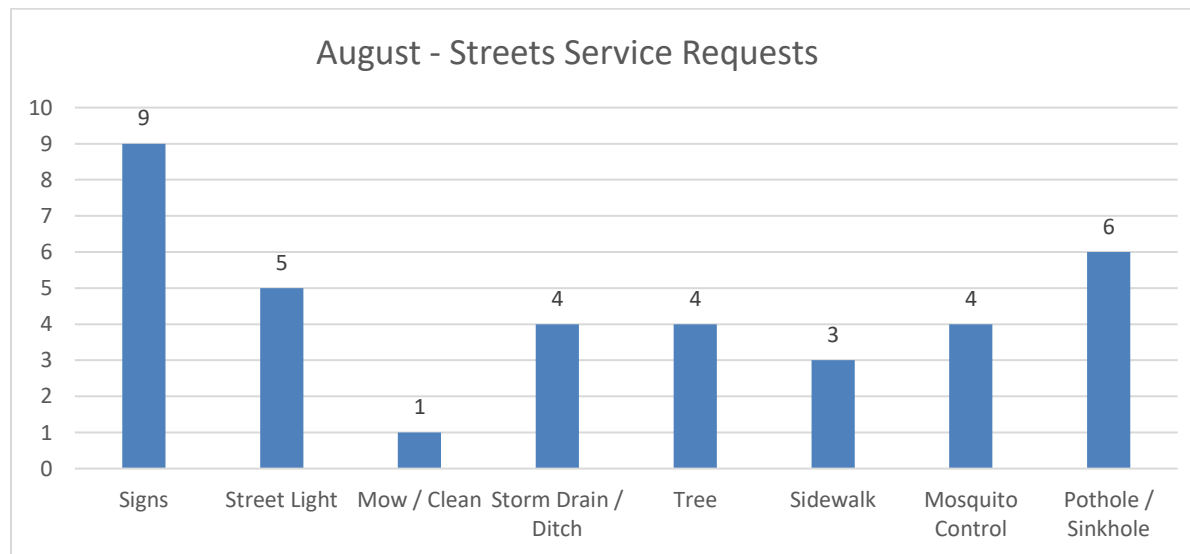
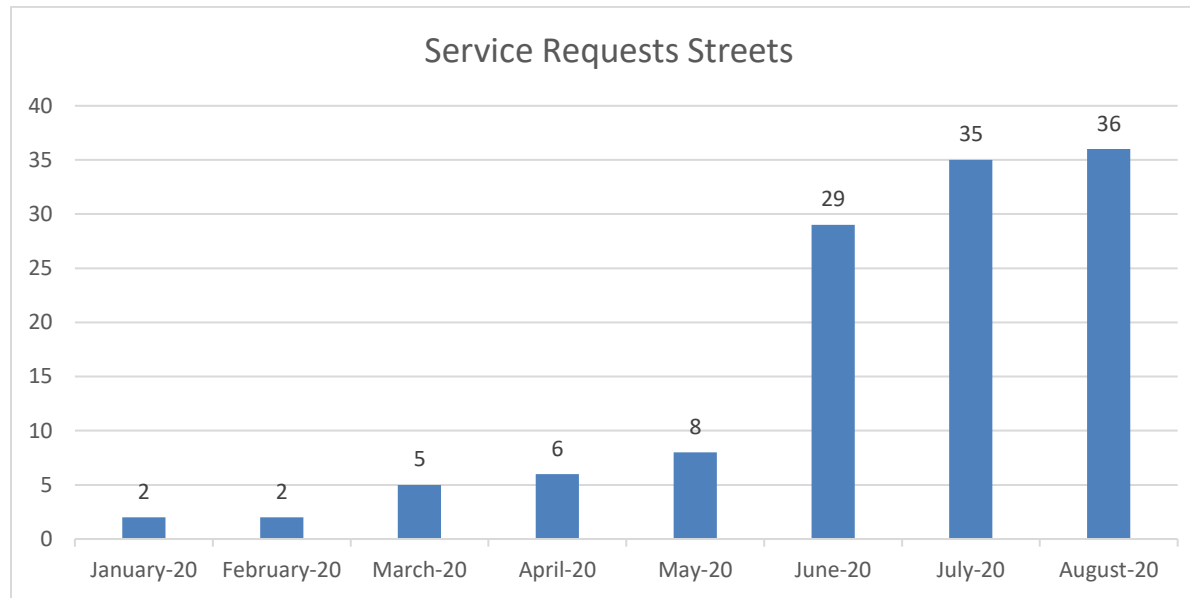
- The Town has finalized and awarded a contract to Kittelson and Associates, Inc. for the Brunswick Forest Parkway and Low County Boulevard intersection project. This project includes analysis, evaluation, and design of a roundabout at the northern most intersection of these streets.

## Major Purchases

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

## Work Order summary

- The Streets department received 36 work orders through See-Click-Fix in August, with the majority being sign (9) and pothole/sinkhole related (6).



## Utilities Updates

### Work Priorities

- Utilities began replacing impacted water meter registers in July, and just received an additional 100 registers to continue the replacement. 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.
- Lead and copper testing has been completed and submitted to the State.
- Lift Station #7 pumps were ordered as one pump failed and the other reached the end of its useful life. These pumps were replaced in August.
- Lift Station #27 pumps must be upgraded to meet increases in capacity associated with new development. Staff has obtained quotes and the purchase order is moving forward.
- Utilities is planning the annual 10% sewer inspection and cleaning that is required before the end of the calendar year. This work will begin the week of September 14, 2020.
- Utilities continues system wide infiltration and inflow inspections. When effected areas are identified, staff are making the repairs accordingly.

### 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. The goal is to complete the mapping updates in early to mid-2021.
- 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. The goal is to complete the manual by the end of 2020.

### Project Notes

- Staff has initiated the System Development Fee Study, with a task order awarded to McGill to complete this evaluation.

- The Highway 17 Sewer Expansion Phase 1 project reached final completion in August, with final as-builts and record drawings being the only remaining item for the project.
- Two projects will be starting construction in the next month, with the Lift Station #3 rehabilitation starting on September 14 and the Lift Station #1 replacement starting on September 21.
- Staff is reviewing the EPA Risk and Resiliency Assessment requirements and talking to local engineering firms regarding this scope of work. This assessment must be completed by June 2021 in accordance with EPA requirements.

## Major Purchases

- We have received the three required quotes for the utility/crane truck and are moving forward with the purchase order.

## Work Order summary

- Utilities received 177 work order requests in August, the majority of which were various service requests (89).

