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## STAFF REPORTS

October 2020 Regular Meeting

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## Department News

There are some staff members continuing to telework. This effort will continue but will be revisited at the beginning of November.

Ms. Reinhardt attended the quarterly VC3 Customer Advisory Committee meeting in September.

Testing is still taking place in the new version of the VC3 Virtual Office to move into the new environment permanently.

## 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 November for adoption after the Planning Board review in October.
- Public Transit in Northern Brunswick County – Staff is investigating grants that could potentially fund a study of public transportation needs in Northern Brunswick County. Staff has also had discussions with WMPO about potentially including funding for a study in their upcoming budget. Staff will provide future updates on this when new information becomes available.
- Old Fayetteville Road Bridge Replacement – In September, staff reached out to NCDOT for an update on the replacement of the Old Fayetteville Road bridge in light of a recent accident there that resulted in temporary repairs to the bridge. Derek Pielech, Bridge Program Manager for Division 3, stated that he was working to get the schedule of the replacement moved up and hoped that he would have a more definitive schedule in place by the end of the year that would see the project "moving forward very soon." As it currently stands, the project is not supposed to let until April 2022. Staff will continue to seek updates from NCDOT on this important project for our area.

## Communications

### Social Media Update

- Facebook Highlights (September 1 – 30, 2020)
  - Added 44 new page followers
  - Added 44 new page likes
  - Received 1 new recommendation (Page follower recommending the Town of Leland page to someone else)
- Twitter Highlights (September 1 – 30, 2020)
  - Added 4 new followers for a total of 1,390
  - Received 9 mentions (Number of times Leland's Twitter handle was included in another user's post)
  - Impressions/Reach – 2,695
- NextDoor Highlights (September 1 – 30, 2020)
  - Impressions/Reach remained much the same as last month at 23,986 (Previous average was between 15,000 – 17,000)
  - Likes – 144 (Nearly doubled from last month's total of 76)

### Website/Newsletter/Other

- Completed the [Town of Leland Hurricane & Disaster Preparedness Guide](#), which is available on the Town website and was sent to Town newsletter subscribers. The guide was also promoted via Town social media channels.
- Worked with a contracted professional photographer on photos of new businesses in Leland, as well as updated, high-resolution images of existing businesses, for use by Mr. Vidmar in Economic and Community Development presentations and other efforts.
- Researched social media certification programs to enhance online marketing and communication efforts.
- Completed the transition to a new newsletter platform.

- Continued website updates to include adding new pages and customized menu of additional links on each page.
- Assisted media with coverage of Leland growth.
  - [WWAY: Hilton hotel, Tractor Supply, Wendy's coming to Leland in 2021](#)

## Press Releases/Blogs/FAQs

- [Belville Honors Leland FD for Disaster Assistance](#)
- [N.C.'s Phase 2.5: What You Need to Know](#)
- [Leland Town Clerk Named N.C. Clerk of the Year](#)
  - Town-issued press release was printed in [North Brunswick Magazine](#)
- [Magnolia Greens Entrance to Close for Repairs](#)

## TDA Marketing

- The new LTDA website has launched, and staff continues to work with website developers on further visual and navigation improvements.
- Staff has continued to review scripts and work with CGI, a national company producing multiple videos of Leland, ahead of the video shoots in late October.
- Staff worked with a contracted professional photographer on photos of Leland businesses for the new website.
- Staff continues to pursue a CARES Act funding opportunity, administered through VisitNC, for marketing and advertising efforts across the state.

## 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 to mobilize and perform grading and site work.
- 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: Construction is underway.
- Next Steps: Contractor to mobilize and perform grading and site work.
- 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 is finishing work at the Lift Station 33 site. Electrical is installed and final pressure testing to be completed. Startup of new lift station is expected in October
- 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 and record drawings are completed. Final Sewer Certification to be 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: Awarded project to C.M. Mitchell Construction Company.
- Next Steps: Fully execute construction contract and issue Notice to Proceed.
- 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: Awarded project to Simmons Public Utility Site Work Inc.
- Next Steps: Fully execute construction contract and issue Notice to Proceed.
- 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: Construction is underway.
- Next Steps: The contractor is repairing the damaged sidewalks and curbs, existing curb ramps, and installing new ADA compliant truncated domes. Construction is expected to take 90 days to complete.
- 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 October 2020.
- Next Steps: Finalize design plans and contract documents of the roadway portion of the project for advertisement and bid in Fall/Winter 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: Environments Unlimited selected as the Design-Builder for the project.
- Next Steps: Finalize award during October Council meeting and issue contract.
- Concerns: Budget may need to be increased based off of 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: Contract signed with Environments Unlimited and they are beginning pre-construction work.
- Next Steps: Contractor to prepare concept plans and schematics for Town review.
- 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, and staff is currently renovating the office building and coordinating the move with Public Services and Operation Services.
- Next Steps: Office renovation near completion, waiting on arrival of furniture, and other minor details. Town staff are obtaining proposals to develop a site “master plan” to help with the organization of future projects and overall site layout.
- Concerns: Coordinating and finalizing 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: Finalizing RFQ for publishing by the first week of October.
- Next Steps: Publish RFQ and chose firm to complete project.
- 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 in beginning phases of Brownfield Study.
- Next Steps: WithersRavenel to complete Brownfield Study.
- Concerns: Funding for park project once study has been completed and acquisition of house and land on park property.



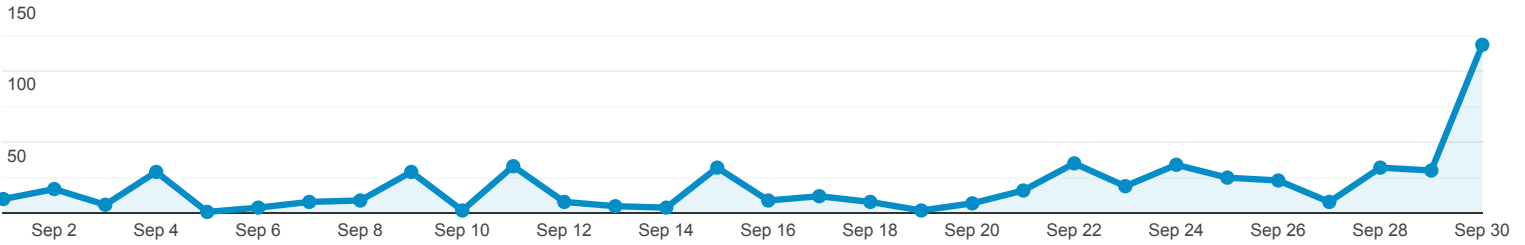
## Projects Page Report

Sep 1, 2020 - Sep 30, 2020

● All Users  
100.00% Pageviews

Explorer

● Pageviews



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

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>575</b> % of Total: 2.21% (26,049)	<b>388</b> % of Total: 1.80% (21,568)	<b>00:01:10</b> Avg for View: 00:01:36 (-27.32%)	<b>160</b> % of Total: 1.22% (13,165)	<b>65.00%</b> Avg for View: 53.97% (20.43%)	<b>30.61%</b> Avg for View: 50.54% (-39.44%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. <a href="/town-projects">/town-projects</a>	<b>184</b> (32.00%)	<b>100</b> (25.77%)	00:00:33	<b>32</b> (20.00%)	43.75%	15.76%	\$0.00 (0.00%)
2. <a href="/projects/lanvale-forest-street-improvements">/projects/lanvale-forest-street-improvements</a>	<b>82</b> (14.26%)	<b>69</b> (17.78%)	00:01:57	<b>46</b> (28.75%)	80.43%	67.07%	\$0.00 (0.00%)
3. <a href="/projects/future-town-projects">/projects/future-town-projects</a>	<b>77</b> (13.39%)	<b>57</b> (14.69%)	00:01:20	<b>27</b> (16.88%)	55.56%	41.56%	\$0.00 (0.00%)
4. <a href="/town-projects?field_project_type_tid=&amp;page=1">/town-projects?field_project_type_tid=&amp;page=1</a>	<b>45</b> (7.83%)	<b>32</b> (8.25%)	00:00:09	<b>0</b> (0.00%)	0.00%	8.89%	\$0.00 (0.00%)
5. <a href="/projects/leland-fire-station-53">/projects/leland-fire-station-53</a>	<b>23</b> (4.00%)	<b>15</b> (3.87%)	00:00:56	<b>2</b> (1.25%)	100.00%	17.39%	\$0.00 (0.00%)
6. <a href="/projects/lift-station-1-relocation-1240-magnolia-village-way">/projects/lift-station-1-relocation-1240-magnolia-village-way</a>	<b>20</b> (3.48%)	<b>10</b> (2.58%)	00:04:25	<b>2</b> (1.25%)	50.00%	15.00%	\$0.00 (0.00%)
7. <a href="/projects/lift-station-3-rehabilitation-8900-timber-lane">/projects/lift-station-3-rehabilitation-8900-timber-lane</a>	<b>19</b> (3.30%)	<b>11</b> (2.84%)	00:04:52	<b>4</b> (2.50%)	100.00%	36.84%	\$0.00 (0.00%)
8. <a href="/streets/roadwork-projects-updates">/streets/roadwork-projects-updates</a>	<b>19</b> (3.30%)	<b>19</b> (4.90%)	00:02:32	<b>9</b> (5.62%)	44.44%	31.58%	\$0.00 (0.00%)
9. <a href="/projects/old-fayetteville-road-multi-use-path-stp-da-u-5534d">/projects/old-fayetteville-road-multi-use-path-stp-da-u-5534d</a>	<b>8</b> (1.39%)	<b>1</b> (0.26%)	00:00:46	<b>0</b> (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
10. <a href="/projects/future-town-projects?page=1">/projects/future-town-projects?page=1</a>	<b>7</b> (1.22%)	<b>7</b> (1.80%)	00:01:04	<b>0</b> (0.00%)	0.00%	28.57%	\$0.00 (0.00%)

Rows 1 - 10 of 62

## Department News

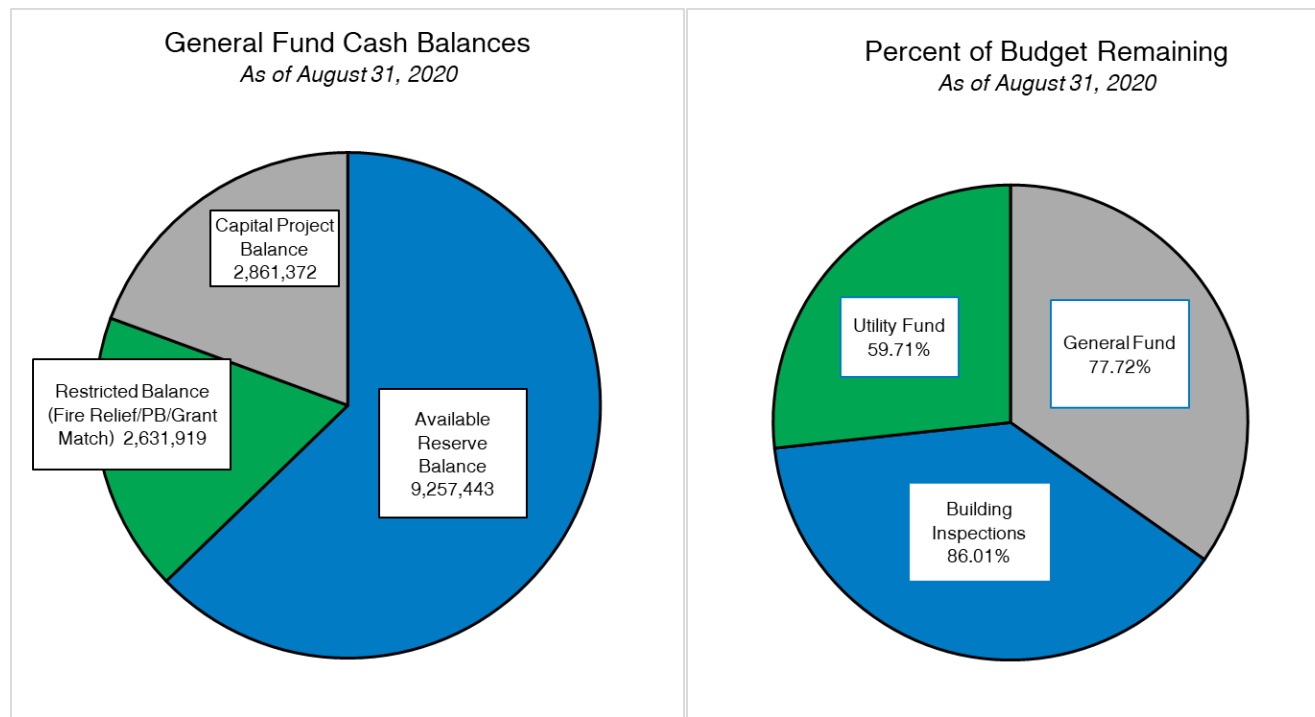
Ms. Lopez completed a virtual class through the UNC School of Government titled “*Contracting for Construction & Design*”. Ms. Friedman began an eight-week bi-weekly class through the UNC School of Government “*Capital Financing*”.

Staff is working on the FY2019/2020 audit with the Thompson, Price, Scott & Adams CPA firm. Department Directors were sent their FY2021/2022 budget templates to begin completing with their staff.

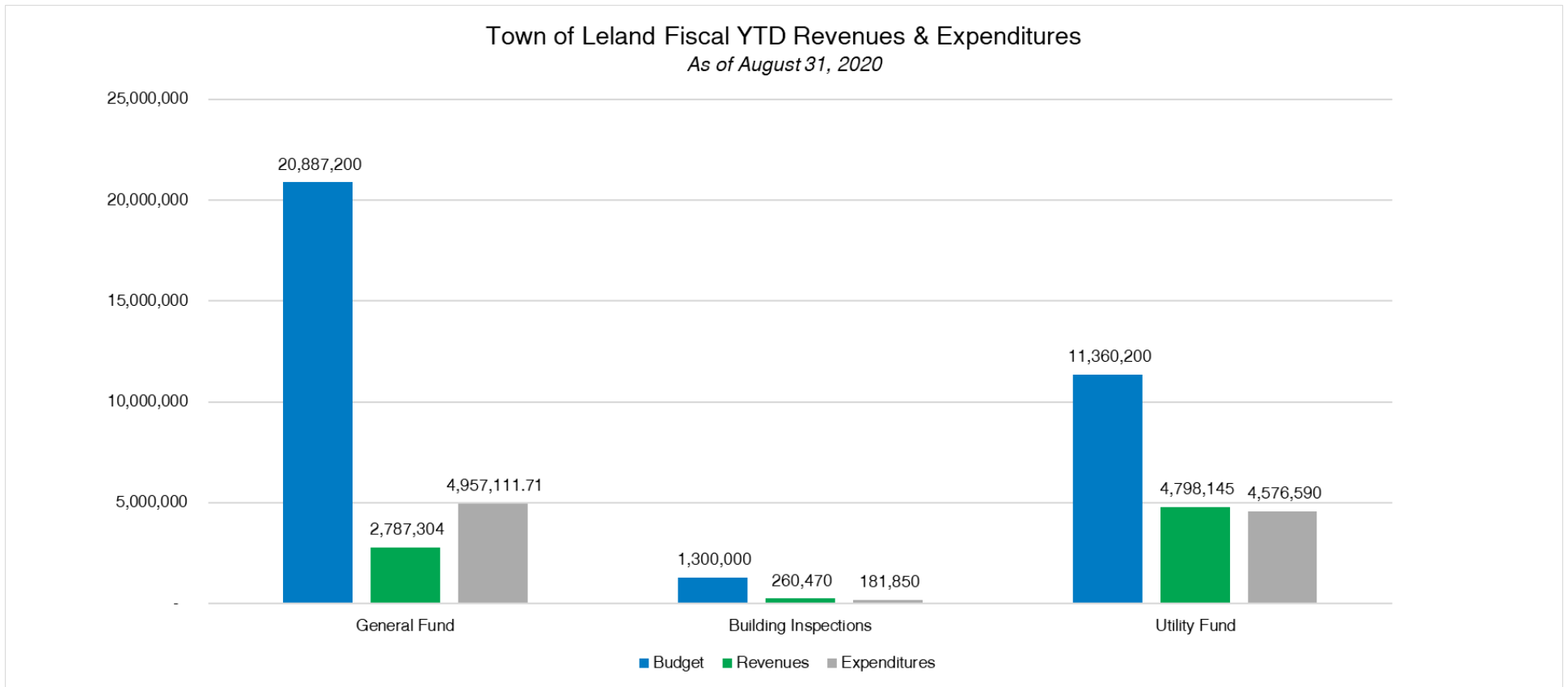
## Audit Committee Meeting Summary

The Audit Committee did not meet in September.

## Dashboard



## Financial Budget to Actual Report – August 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	1,061,510.76	2,787,303.76	-	(18,099,896.24)	86.66%
Building Inspections	1,300,000.00	1,300,000.00	132,465.83	260,469.83	-	(1,039,530.17)	79.96%
Utility Fund	8,000,000.00	11,360,200.00	1,500,673.55	4,798,144.66	-	(6,562,055.34)	57.76%
<b>Report Total</b>	<b>29,980,000.00</b>	<b>33,547,400.00</b>	<b>2,694,650.14</b>	<b>7,845,918.25</b>	<b>-</b>	<b>(25,701,481.75)</b>	<b>76.61%</b>

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	37,454.08	77,167.72	35,199.70	298,632.58	72.66%
Administration	1,187,000.00	1,187,000.00	69,784.19	288,206.47	7,737.35	891,056.18	75.07%
Information Technology	1,133,000.00	1,133,000.00	27,914.48	185,112.97	9,636.63	938,250.40	82.81%
Human Resources	314,000.00	314,000.00	20,520.45	24,626.30	14,637.21	274,736.49	87.50%
Finance	515,000.00	515,000.00	32,738.40	47,589.43	13,641.02	453,769.55	88.11%
Building Inspections	1,300,000.00	1,300,000.00	54,131.36	90,592.67	91,257.45	1,118,149.88	86.01%
Planning	740,000.00	740,000.00	35,784.39	57,552.60	18,968.48	663,478.92	89.66%
Economic Development	200,000.00	200,000.00	13,130.69	21,193.72	14,248.32	164,557.96	82.28%
Cultural Arts Center	770,000.00	770,000.00	6,998.33	30,689.30	40,762.63	698,548.07	90.72%
Parks & Recreation	450,000.00	450,000.00	20,658.63	26,743.27	11,470.01	411,786.72	91.51%
Grounds & Facilities	1,371,000.00	1,393,200.00	81,548.81	152,562.81	241,812.88	998,824.31	71.69%
Public Services	2,649,000.00	2,834,000.00	147,441.15	241,513.49	761,906.24	1,830,580.27	64.59%
Police	3,924,000.00	3,924,000.00	260,935.74	471,475.32	105,299.73	3,347,224.95	85.30%
Emergency Management	183,000.00	703,000.00	16,324.19	28,972.44	4,799.50	669,228.06	95.20%
Fire	4,698,000.00	4,698,000.00	894,633.56	1,075,792.58	174,801.59	3,447,405.83	73.38%
Debt Services	1,935,000.00	1,935,000.00	-	772,992.00	-	1,162,008.00	60.05%
Transfers	200,000.00	560,000.00	-	-	-	560,000.00	100.00%
<b>General Fund</b>	<b>21,980,000.00</b>	<b>23,067,200.00</b>	<b>1,719,998.45</b>	<b>3,592,783.09</b>	<b>1,546,178.74</b>	<b>17,928,238.17</b>	<b>77.72%</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	236,653.92	4,279,653.24	296,936.33	6,783,610.43	59.71%

## Intradepartmental and Interdepartmental Budget Transfers – September, 2020

There were no transfers.

## Grant News – September, 2020

### **Grants Awaiting Notification**

- FEMA AFG Grant: SCBA Filling Station – \$90,000, 10% match (3/19/2020)
- FEMA SAFER: Personnel Additions (3-year term) – \$2,036,822.40. Funded: 100% (Year 1), 75% (Year 2), 35% (Year 3), (5/15/2020)
- 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)

### **Grants Awarded**

- TDA Leland in Lights: Expanding Annual Park/Christmas Event and Displays – \$40,000 (9/16/2020)
- FEMA FP&S: Fire Alarm and Extinguisher Training & Simulator System – \$24,000, no match (5/29/2020)
- 2020 DPR Region 3: Mobile Broadband Kit – \$10,000, no match (10/4/2019)

### **Grants Not Awarded**

- FEMA AFG-Supplemental COVID-19: PPE, Adapters for SCBA's – \$3,767.40 (5/14/2020). Denied 9/29/2020

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

- Purchase: Conference Room IT updates  
Vendor: Port City Sound & Security  
Amount Issued: \$51,147.60
- Purchase: Utility Truck with Hoist  
Vendor: Bell & Bell Automotive Inc.  
Amount Issued: \$73,635.00

### Cares Act Fund Purchases YTD

*Received \$531,208*

- Payroll \$20,484.66
  - Materials/Supplies/PPE \$17,990.14
  - Capital Equipment \$21,964.93
  - Facility Improvements \$56,628.27
- YTD Expenses: \$117,068.00

## Department News

Staff is in the final review of an updated Employee Handbook and Policies document which will be presented to Council for approval at their Regular meeting in October.

The department is continuing to work with Finance in the final phases of implementation of the new HRIS/Payroll system (Paylocity). Staff is also working on a virtual employee engagement plan for the remainder of the year which is being planned due to COVID. A new Talent Development Plan was launched for all departments. Staff is conducting a Fire Officer Academy program with the new Fire Chief.

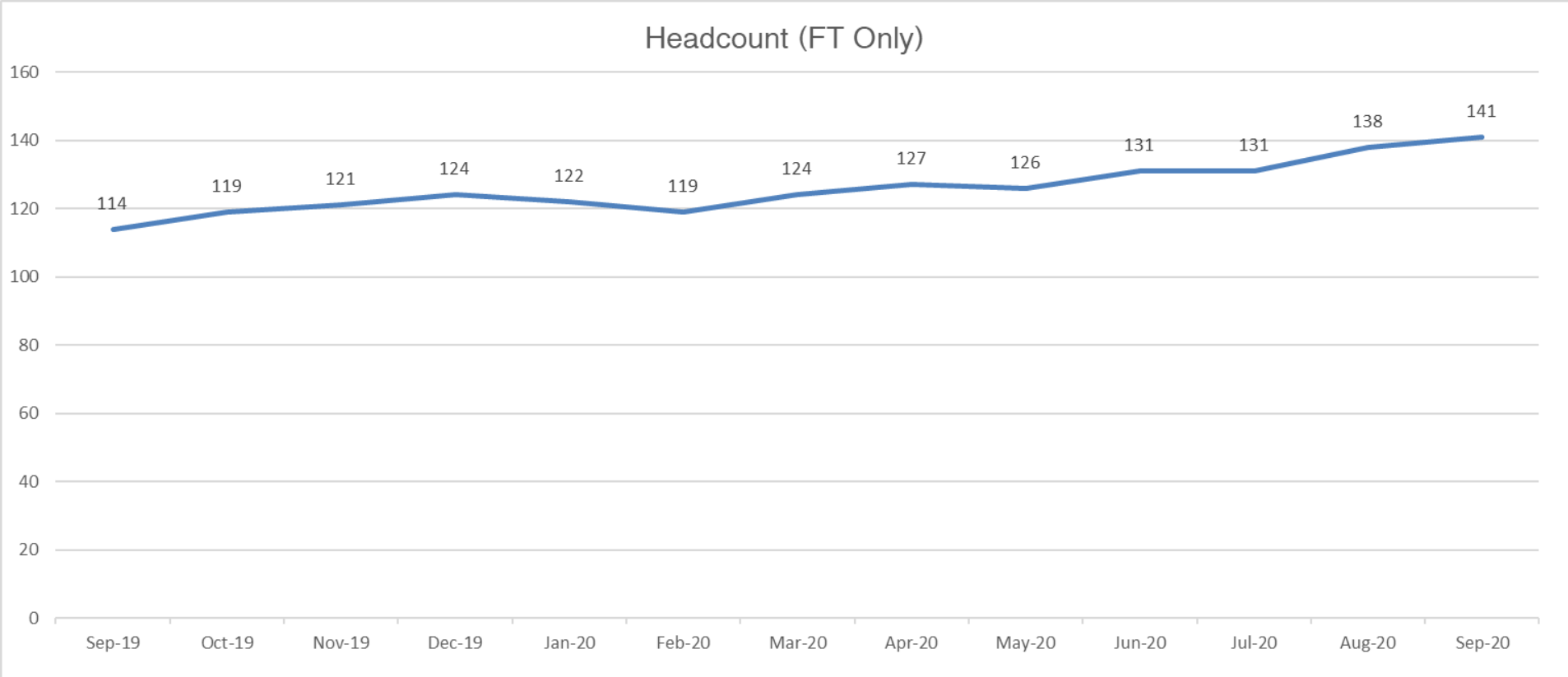
## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Sara Meyer	Human Resources	Status Change	9/5/2020	Human Resources Generalist	Part Time	Full Time
Jarrett Harley	Fire/Rescue	New Hire	9/14/2020	Fire/Rescue Captain		
Richard Wortham	Fire/Rescue	New Hire	9/14/2020	Firefighter (FT)		
Meghann Trapp	Fire/Rescue	New Hire	9/14/2020	Firefighter (PT)		
William Thornton	Planning/Inspections	New Hire	9/28/2020	Building Plan Reviewer		
Nathan Cooper	Fire/Rescue	Seperation	9/30/2020	Firefighter/Paramedic		

## Workers Comp Data

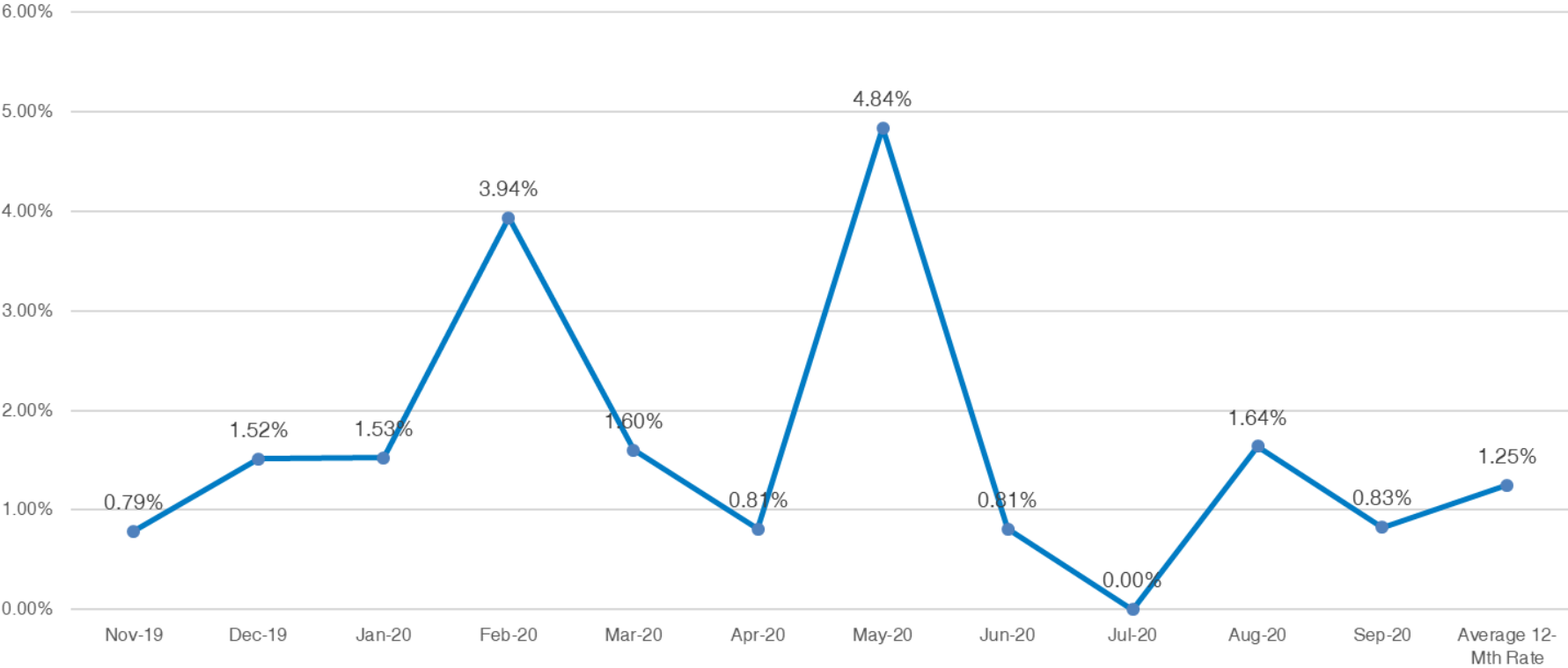
Number of Incidents	Loss Time (Y or N)	Brief description of Incident and Injury/Illness
0		

Dashboard

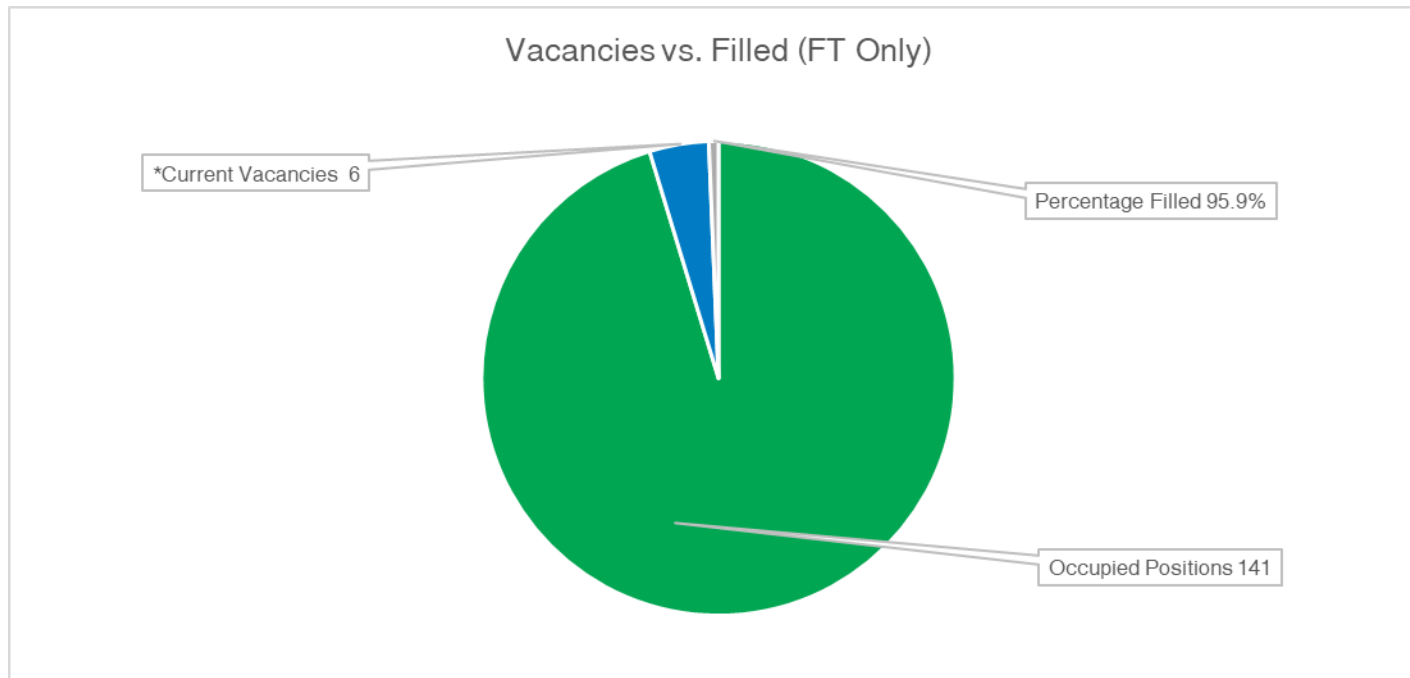




Turnover Rates



Vacancies



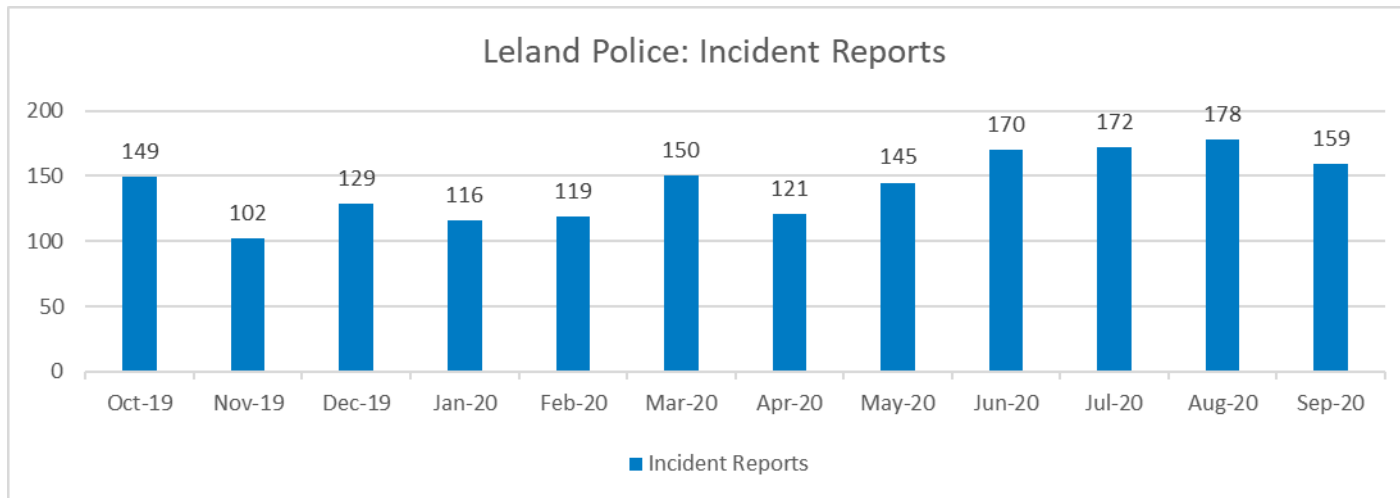
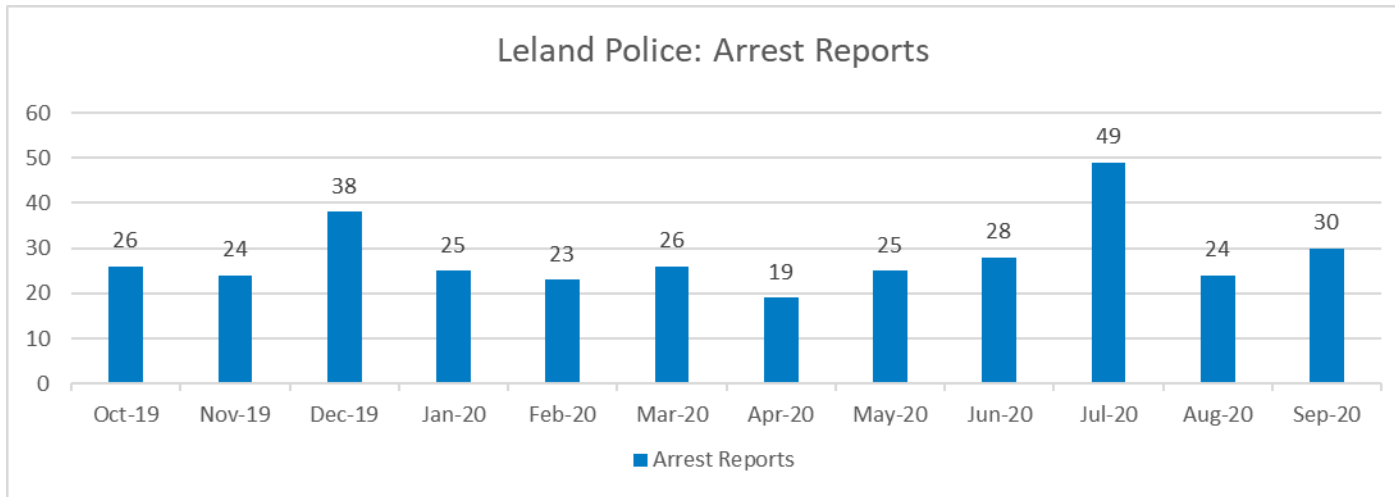
## Police Updates

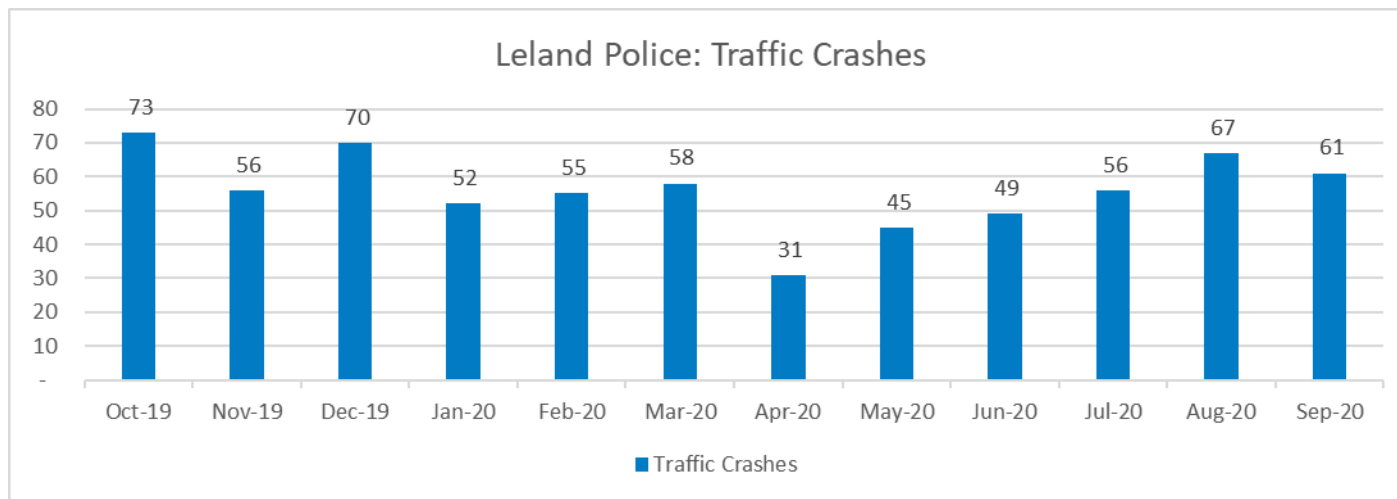
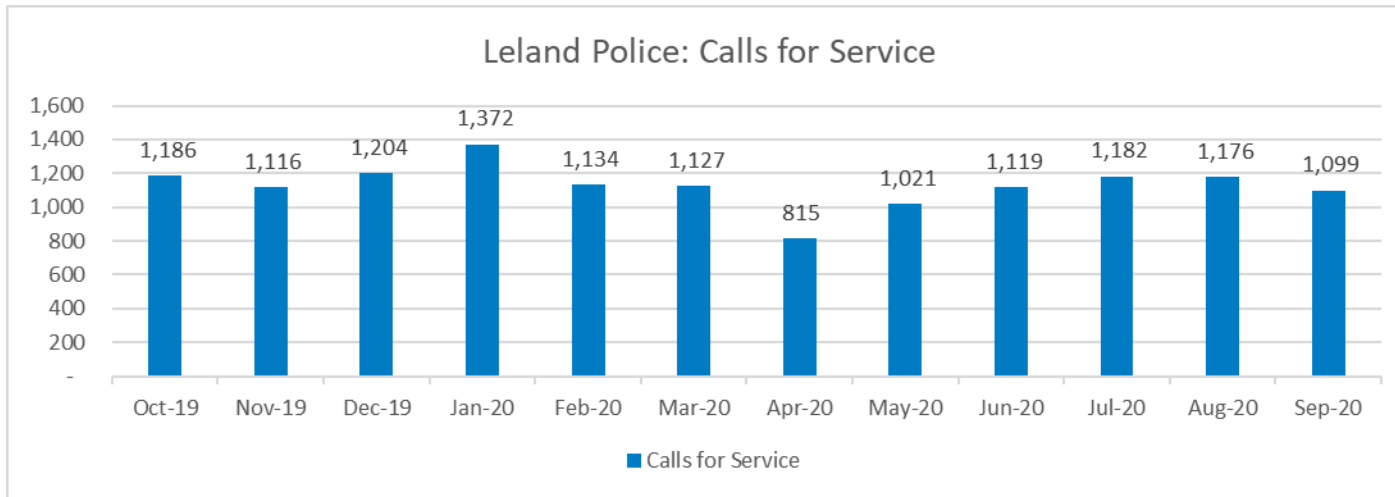
### Department News

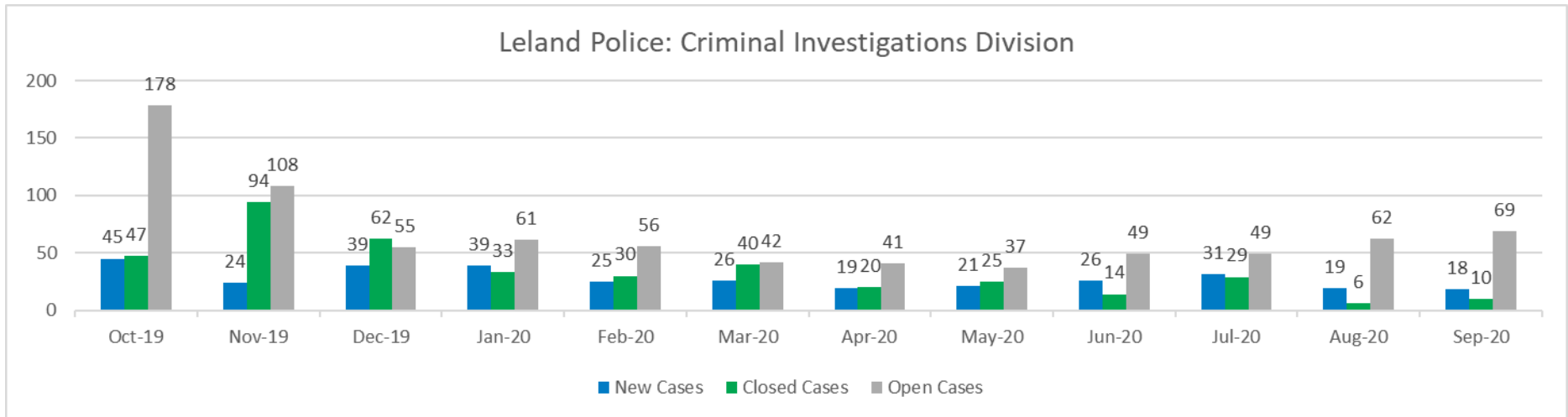
A final Command Staff meeting was held in September to determine the final categories to incorporate into the strategic plan, as determined by staff during the SWOT exercises that took place in August. As part of this process, the department's core values and mission statement will also be updated.

### 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







Speed Limit Sign Data				
Location	Posted Speed Limit	Average Speed (MPH)	Peak Volume Times	Originally Installed
Westport Drive	25	22.51	1pm to 4pm	January 2020
Brunswick Forest Parkway, EB	40	33.69	3pm to 7pm	January 2020
Low Country Boulevard	35	31.92	2pm to 5pm	January 2020
Grandiflora Drive, SB	30	28.25	3pm to 7pm	January 2020
Pine Harvest Drive, EB	25	24.25	2pm to 5pm	January 2020

- The department is in the process of determining new locations to move the signs.

## Fire/Rescue Updates

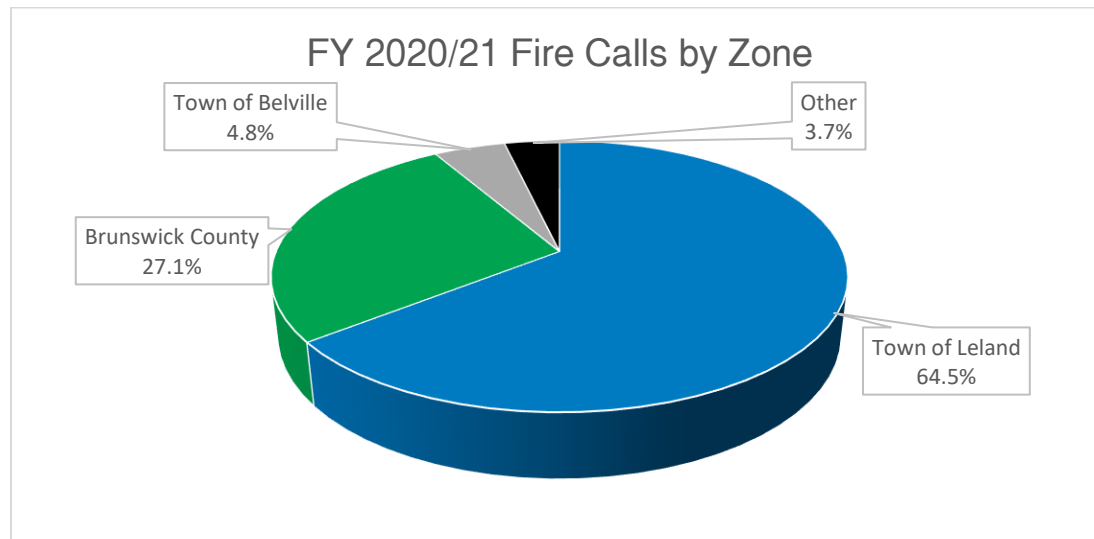
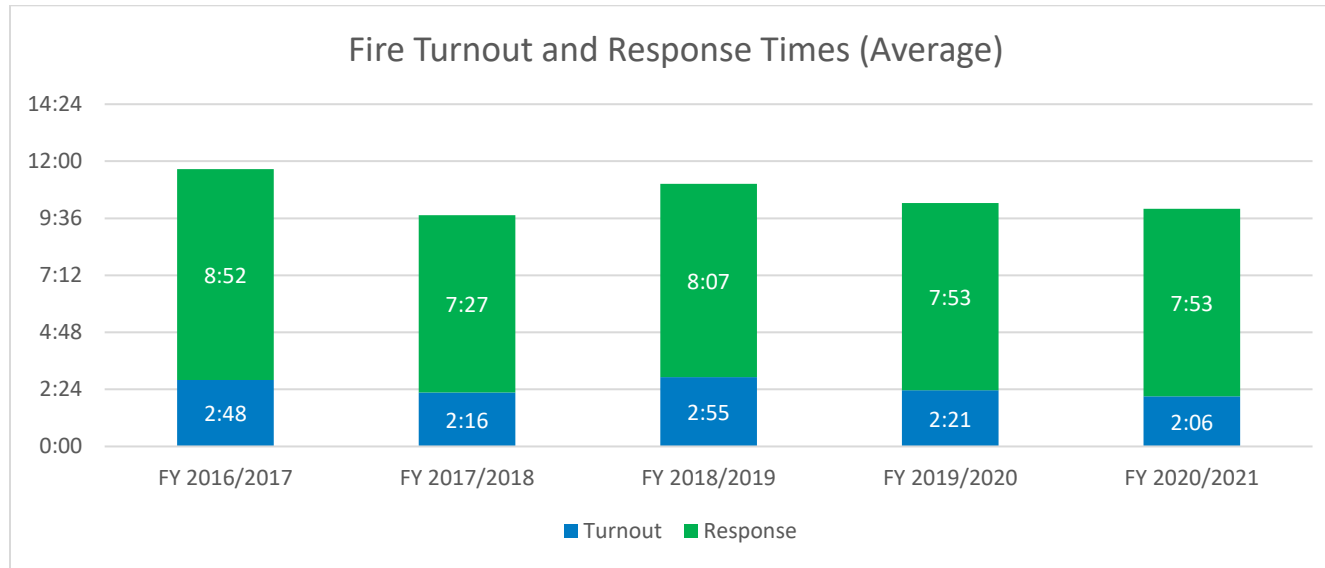
### Department News

September saw plans for two new fire stations moving forward. The bid has been awarded for Station 53 and the preliminary design has begun. Bids for Station 51 have been received and should soon be approved. These stations will increase the total number to three and will allow the Fire Department to reduce response distances and times for emergency calls.

The Fire Department also spent the month of September working on updating the mission statement, creating a vision statement, and doing a core values survey of all members to ensure the current values were correct and shared by all. This process will help the department create the foundation for a strategic plan. Goals and objectives to work towards achieving those goals are being developed.

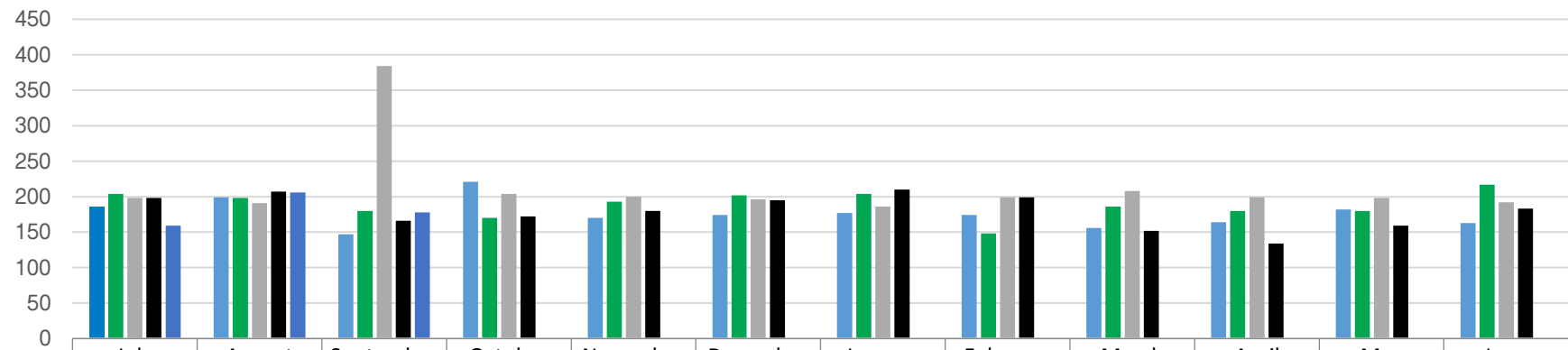
Working with HR, we have also been preparing to hold our first ever Fire Officer Academy in October. This class will help develop our current Captains and Battalion Chiefs and will help prepare our firefighters to move up into promotional positions when they are available. The Academy will focus on the areas of emergency response, supervision, and leadership over a three-day period.

Dashboard





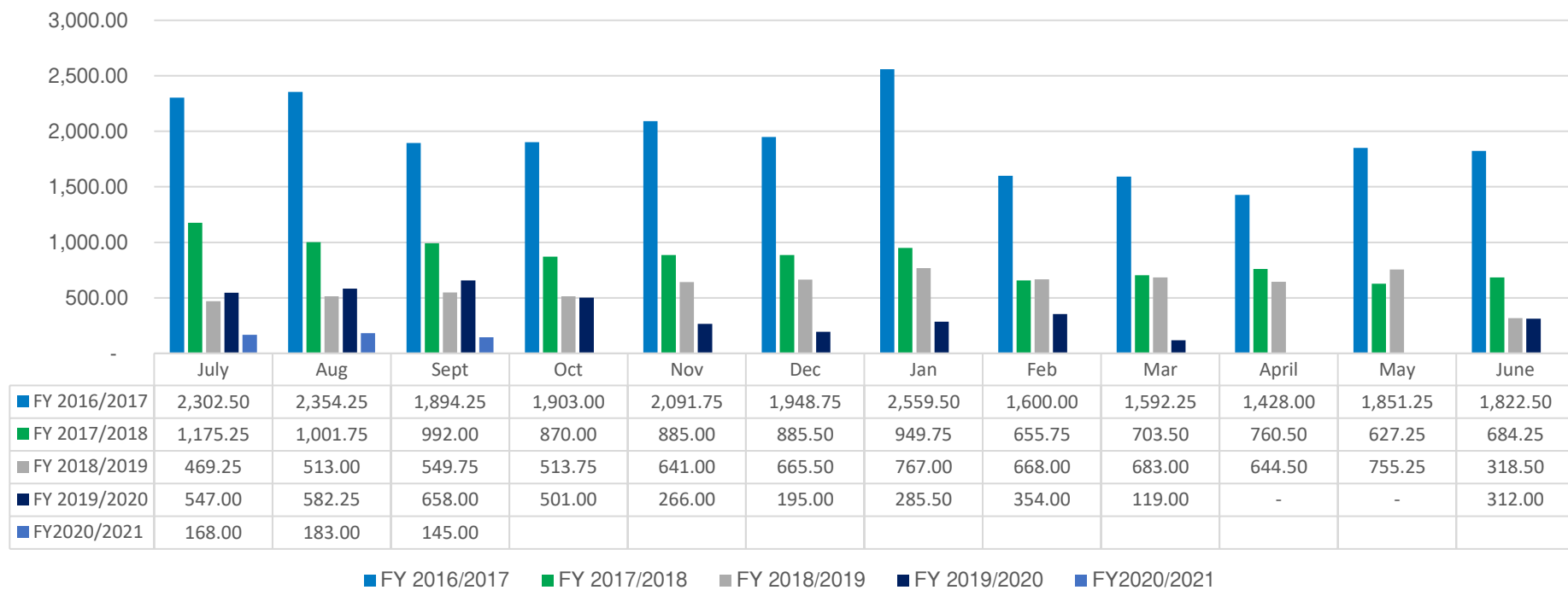
### Fire Calls



	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									

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

Volunteer Hours



## Emergency Management Updates

### Department News

The department continues to assess various abilities of the Town to enhance responses to both natural and human-made events. The assessment resulted in an updated Emergency Operations Plan, as well as an update to the Civil Emergencies Ordinance which are both being presented to Council for consideration at their October meeting. An After-Action Report template was also created to assist in finding improvements identified by the Team in response to the next emergency event. The department looks forward to continuing laying the groundwork necessary to prepare the Town for future threats to our community.

### Work Priorities

- Departments have completed their first drafts of “Playbooks” for severe events that provide more detailed activities for each department specific to certain categories of emergencies.
- The department continues to work with Public Services, Public Safety, and Operation Services to enhance emergency management assets and response readiness for the Town.

### Projects Completed

- Updated the existing Emergency Operations Plan.

### Major Purchases

- Nothing major to note.

## Department News

Parks and Recreation was awarded a \$40,000.00 grant from the Leland Tourism Development Authority for its Leland in Lights display in December.

Staff have interviewed several qualified candidates to fill the currently vacant Custodian position. A conditional offer for employment has been offered.

Per the Town's Historical Marker policy, Town Council is to review all applications each October. During the past year, the Town did not receive any applications.

## Parks and Recreation Board Summary

No meeting was held in September. The next Parks and Recreation Board meeting will be held Wednesday, December 2, 2020.

## Grounds/Facilities Updates

### Work Priorities

- Repair garage doors at Westport and Village Road fire stations.
- Complete safety painting inside the Municipal Operations Center (MOC).
- Replace the main air compressor at the Westport fire station.
- Replace/repair HVAC units at the MOC.
- Complete clearing of the Woodland Drive lot.
- Complete installation of the ice machine in the MOC warehouse.

### Projects Completed

- Repaired an electrical issue at the Village Road fire department.
- Secured internet access at the MOC (office and warehouse).

- Replaced a condensation pump at Town Hall.
- Replaced an emergency pull switch at the LCAC.
- Completed installation of appliances at the MOC.
- Repaired hot water flow issues at the LCAC.

## Major Purchases

The Town recently purchased a new tractor to aid in the care of our parks, facilities, and green spaces.

## Program/Event Attendance Reports

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Kayak Adventures: Shark Tooth Island	09/12/20	\$45	10	450.00	263.25	186.75	106.19	80.56
Fall into DIY: Paint Pouring	09/22/20	\$12/\$20	11	148.00	-	148.00	316.72	(168.72)
Kayak Adventures: Masonboro Island	10/01/20	\$45	10	450.00	270.00	180.00	78.48	101.52

## Upcoming Programs/Events

- October 13, 2020 – Crafternoon: Macramé
- October 14, 2020 – Kayak Adventure: Eagles Island
- October 20, 2020 – Fall into DIY: Burlap Wreaths (Sold out)
- October 24, 2020 4-6 PM – Trunk or Treat Drive-Thru (TENTATIVE)
- October 27, 2020 – Birding in Brunswick
- October 30, 2020 – Kayak Adventures: Three Sisters Swamp
- October 31, 2020 – Disc Golf Tournament (TENTATIVE)
- November 4, 2020 – Crafternoon: Interactive Diorama Theatres
- November 10, 2020 – Birding in Brunswick
- November 10, 2020 – Fall into DIY: Wooden Bead Necklaces
- November 17, 2020 – Fall into DIY: Weaving

## Recreation Updates

September and early October programs were sold out with 38 participants spread across two Kayak Adventures, Find Your Fit: Running, and one Fall into DIY class. Throughout October, more programs will be added including Birding in Brunswick, Crafternoons, and Disc Golf 101. Staff have partnered with Summerfield Custom Wellness to offer free virtual wellness talks. Tuesday Trivia will also continue on the Leland Parks and Recreation Facebook page on Tuesdays.

Staff are making tentative plans to host the popular Trunk or Treat event as a safe and socially distant drive-thru event on October 24, 2020. All participants will stay in their cars and visit each trunk throughout the Town Hall parking lot. All trunk workers will wear masks and gloves when passing out candy. Staff will continue to look for ways to make the event as safe as possible for all involved. This will be discussed with Council at the upcoming agenda meeting.

## LCAC Updates

The LCAC continues to gradually reopen operations and now welcomes visitors during all regular business hours. The first fall session of programming began on September 14, 2020 and has been well-received by the community. Currently, the LCAC is offering 27 modified programs in a combination of in-person, outdoor, and virtual formats with 131 participants enrolled.

Staff are also planning for upcoming events including a virtual rendition of the annual Holiday Art Market, as well as the 2021 Gallery Program.

Early voting will be held at the LCAC from October 15–31, 2020 and election day voting on November 3, 2020.

## Department News

Eric Heunemann obtained his Level 3 Plumbing Inspector Certificate after taking the required class and passing the exam.

Bill Thornton started with the department in September in a newly created position of Building Plans Reviewer. Mr. Thornton has over 20 years of experience in code compliance, architecture, and property management. Mr. Thornton's experience positions him well in the Building Plans Reviewer position, which was created to focus on commercial and multifamily project plan review and serve as a point of contact for customers with code compliance questions.

Andrew Neylon received a scholarship from the UNC School of Government to attend their Planning and Development Regulation course.

Eileen Pye started in September as a GIS Intern. Mrs. Pye is a graduate student at UNCW studying geospatial science and will be with the department for the fall semester assisting with various mapping needs including data collection and mapping for the 2045 Comprehensive Land Use Plan.

In coordination with Cape Fear Community College, a new Permitting and Inspections Intern position has been created. This internship will offer a combination of hands on experience and mentorship that will help prepare students for careers in construction management, architecture, engineering, and similar fields.

## Planning Board Meeting Summary

The Planning Board met on September 22, 2020 and heard the following items:

1. Preliminary Subdivision Plat – The Planning Board voted to approve a proposed subdivision for a 29.92-acre property near Lanvale Forest for a 54-lot residential subdivision.
2. Preliminary Subdivision Plat – The Planning Board voted to approve a proposed subdivision for a 2.15-acre property located in the Brunswick Forest Commercial Village.
3. Text Amendment – The Planning Board heard language proposed by an applicant to amend the ordinance to allow for a reduction in minimum parking requirements if justified by engineering information. The Planning Board took no action on the item.

4. Initial Zoning Recommendation – The Planning Board considered an initial zoning recommendation for 321.29 acres of property located on Old Town Creek Road. The Planning Board voted 4-1 to recommend the initial zoning be the R-6, Medium Density Residential District.

The Planning Board's next meeting is scheduled for October 27, 2020 at 6 PM.

## Board of Adjustment Meeting Summary

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

## Current Planning Update

### TRC Report

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

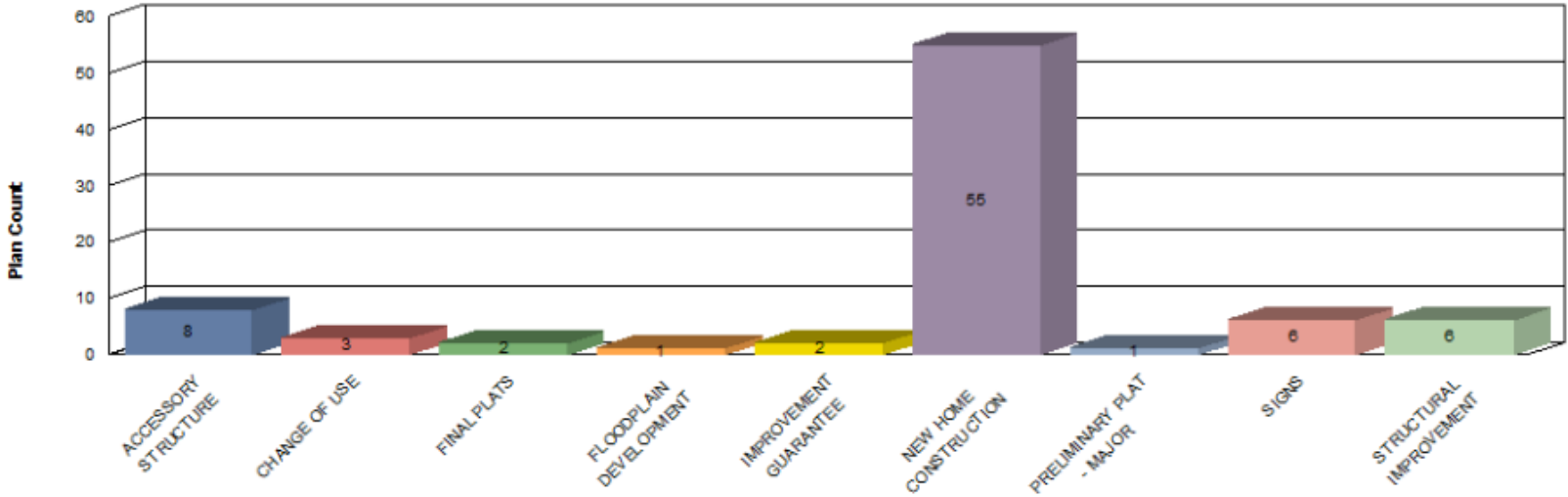
1. The Village at Mill Creek – Proposal for a 15-unit townhome development on Village Road at Appleton Way.
2. Brunswick Forest Commercial Lot 18 – Proposal for a 0.89-acre in the Brunswick Forrest Commercial Village.



Plan and Plat Reviews



**PLANS COMPLETED BY TYPE (09/01/2020 TO 09/30/2020)  
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	\$2,783,988.62	-\$39,562.50
<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
Total Letters of Credit	18	\$3,007,743.62	-\$39,562.50
Total Cash Bonds	12	\$868,801.34	\$0.00
Total Surety Bonds	6	\$556,866.20	\$0.00
Total Performance Guarantee Sureties	36	\$4,433,411.16	-\$39,562.50

### Long Range Planning Update

Staff has selected a preferred consultant for the 2045 Comprehensive Land Use Plan and is currently in discussion with them about contract and the cost of the project.

### Transportation Planning Update

WMPO Transportation Coordinating Committee – Staff attended the WMPO TCC meeting on September 16, 2020. Items of discussion included STIP reprogramming, the Congestion Management Process, NCDOT’s vision for improvements to the US Highway 74 corridor, and requesting the Governor to explore additional funding resources to allow transportation improvement projects to continue.

### GIS Update

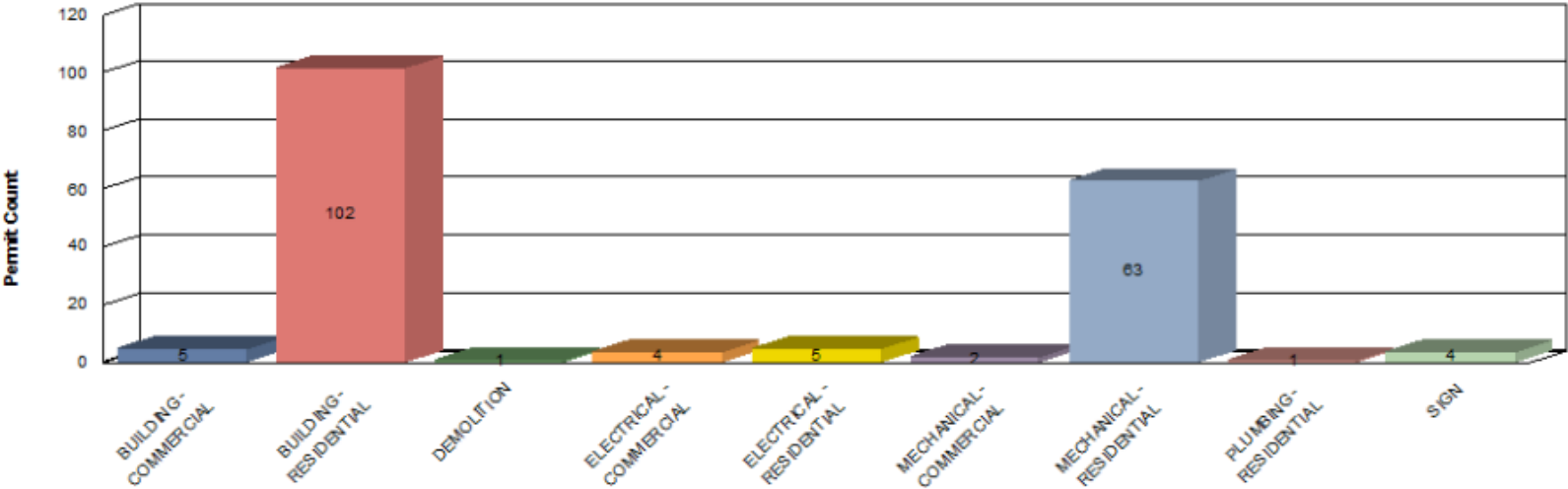
In September, staff began auditing available GIS data for the 2045 Comprehensive Land Use Plan, including data required to suffice the mapping needs to have the 2045 Plan certified as a NC Coastal Area Management Act (CAMA) Plan.

### Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
189	1,488	\$13,637,144

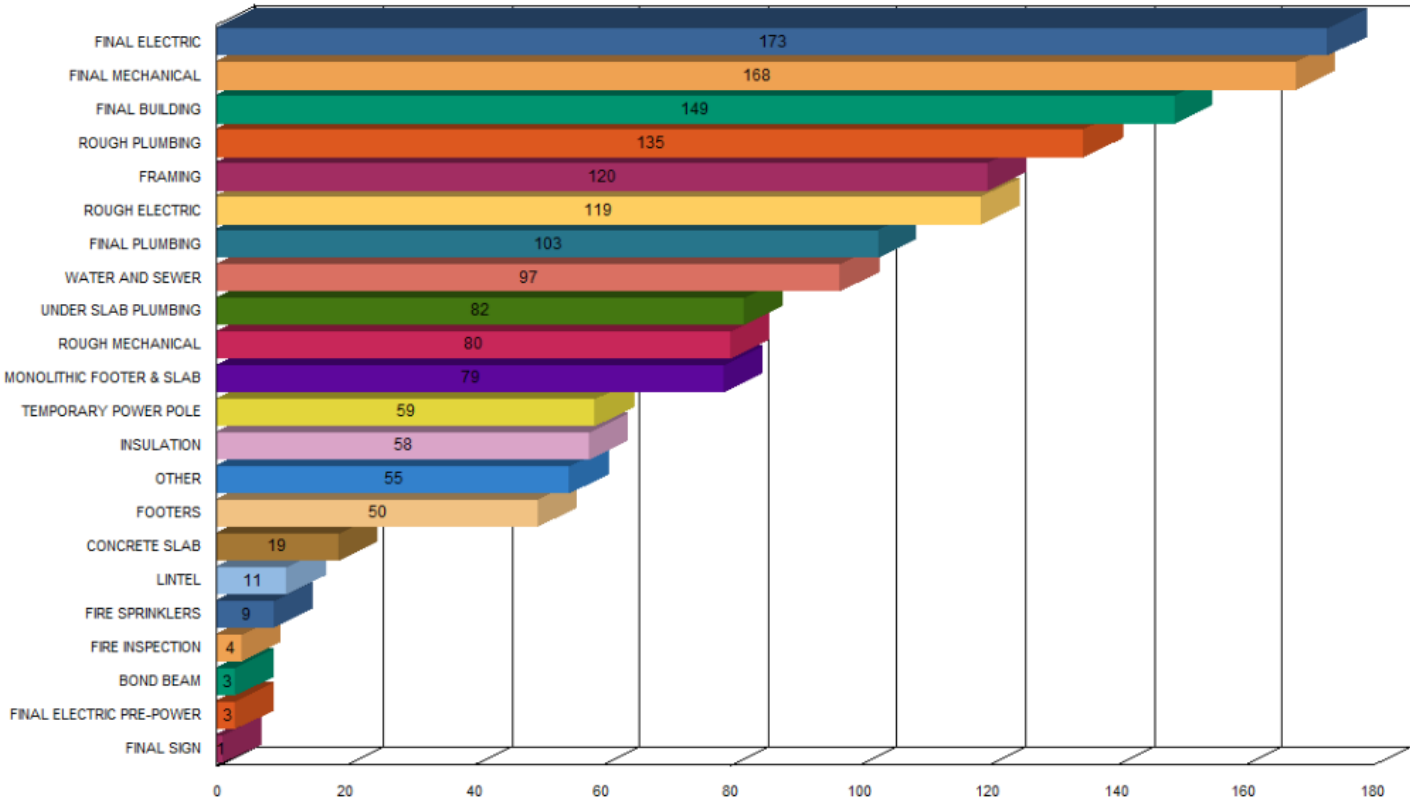


**PERMITS ISSUED BY TYPE (09/01/2020 TO 09/30/2020)  
FOR TOWN OF LEland**





ALL INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (09/01/2020 TO 09/30/2020)  
FOR TOWN OF LELAND



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	1	6	1	3	1	12
Cases Closed	1	3	1	4	1	10
Active Cases	5	13	21	10	1	50

## Department News

Staff has received a voluntary annexation petition from LIDL US Operations, LLC to annex an approximately 4.68-acre parcel of vacant commercial land they own at the corner of Highway 17 and Ocean Gate Way. The proposed annexation is expected to be presented to Council for approval at their regular meeting on November 19, 2020. LIDL had previously 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 outlots.

On October 15, 2020, Council will vote on the proposed voluntary annexation of approximately 321 acres of vacant property located on Old Town Creek Road.

## New Businesses

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

## 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 for **Novant Oceanside Family Practice** has continued 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 met in September and amended the list of action items that are in the draft 2020 Economic Development Strategic Plan. Subcommittees were formed to carry out the high-priority action items and began meeting in September following the EDC meeting.



## 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

- Matthew Laucks has joined the Town as the Street Superintendent (new position).

### Work Priorities

- Vector control and spraying was performed throughout the first half of September. Vector Control is expected to be ending soon for this year.
- 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. Several other asphalt road repairs are being reviewed and will be completed in October and November by Town staff.
- Storm Drain cleaning at the new MOC complex will begin in October.
- The annual MS 4 permit renewal was completed in September and submitted to the State.

### Initiatives

- Staff is updating the stormwater ordinance and stormwater design manual. The draft stormwater ordinance and design manual were 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 October and present to Council in November for review and adoption.

- A Town encroachment standard process and application for all encroachments within Town rights-of-way was finalized in September and posted to the Town's website for use moving forward.
- Staff created a street maintenance policy, which addresses maintenance performed by the Town within Town street rights-of-way. The draft policy is being presented to Town Council for review and acceptance in October.
- 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

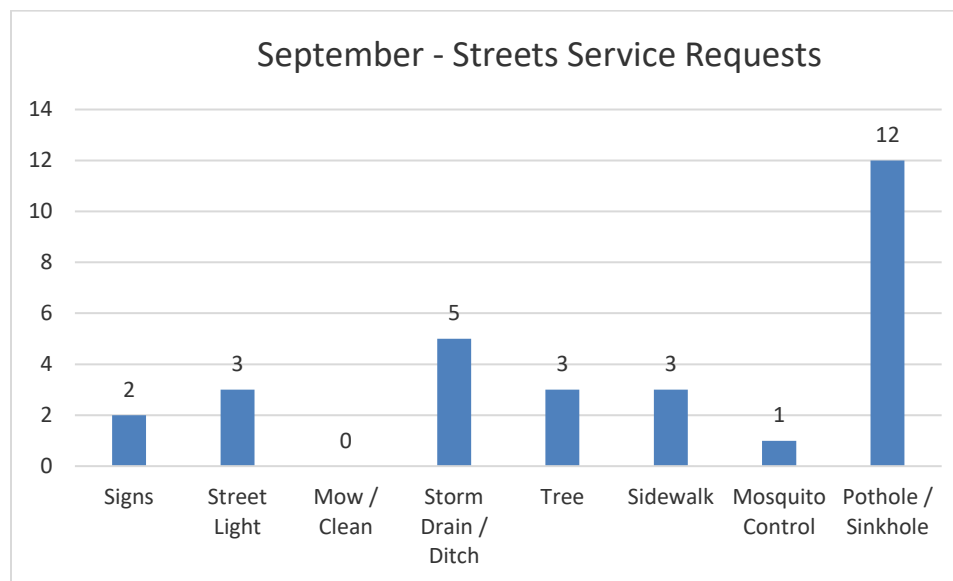
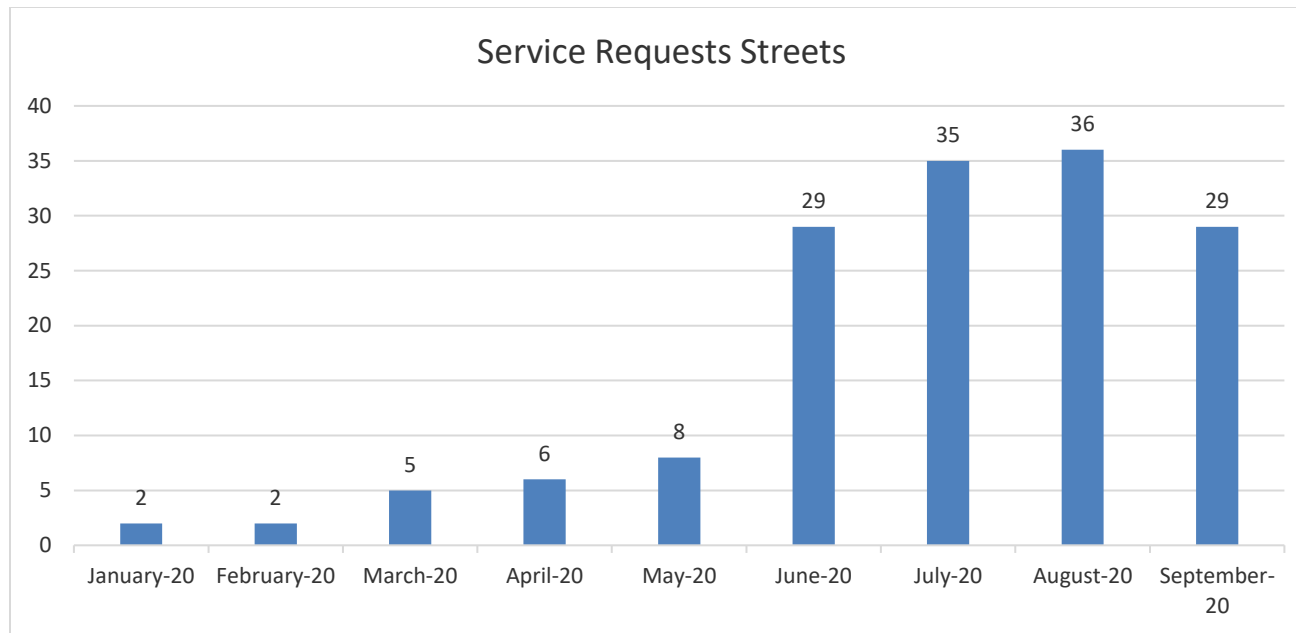
- The Town is working with Kittelson and Associates, Inc. on the design and construction documents for the Brunswick Forest Parkway and Low County Boulevard intersection project. This project is 15% complete and includes analysis, evaluation, and design of a roundabout at the northern most intersection of these streets.
- The Lanvale Forest street improvement project started construction in September, with Barnhill working on the project which will be completed in the Fall.

## Major Purchases

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

## Work Order summary

- Streets received 29 work orders through See-Click-Fix in September, with the majority being street pothole/sinkhole related (12).



## Utilities Updates

### Work Priorities

- Utilities began replacing impacted water meter registers in July, and just received an additional 100 registers in September 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. To date, staff have replaced 75 registers.
- Lift Station #27 pumps must be upgraded to meet increases in capacity associated with new development. The pumps and all associated parts have been ordered and staff is waiting for delivery.
- The utility crew is actively working with the subcontractor performing the Lift Station #3 Rehab by performing by-pass pumping in-house and inspecting the work being performed.
- The Utility Crew is working on an odor control chemical injection trial for Lift Station #10 at Old Fayetteville Road. The quote has been received for a trial period and the odor control system will be installed later this Fall and monitored for potential long-term usage.

### 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, which has been shared with local universities to help fill the staffing component of this need.
- 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 by the end of 2020.

### Project Notes

- Staff has started the System Development Study, with a task order awarded to McGill to complete this evaluation.
- The Lift Station #3 Rehabilitation project and the Lift Station #1 Replacement project both started in September, with the LS #3 project completed in September.

- Staff has contracted with McGill 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, but has been placed on-hold.

### Major Purchases

- Utilities has ordered a new utility/crane truck and anticipates delivery in November.

### Work Order summary

- Utilities received 133 work order requests in September, the majority of which were occupant change (44).

