



STAFF REPORTS

November 2020 Regular Meeting

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Department News

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

Assistant Town Manager Niel Brooks attended the National Recreation Park Association (Virtual) Conference at the end of October. This provides the CEU's necessary in maintaining his Certified Park and Recreation Professional license.

Ms. Reinhardt and Mr. York attended the North Carolina Local Government Information Systems Association Fall Virtual Conference.

Updated audio visual equipment and designated computers have begun to be installed in the Azalea, Brunswick, Dogwood, and Magnolia Conference rooms. This investment is being paid for by CARES Act Fund monies to allow for improved equipment to host virtual meetings, as well as in-house meetings. Testing was completed for the new version of the VC3 Virtual Office, so all staff have moved to the new environment permanently.

Council Directive Updates

- Flood Policy/Stormwater Design Standards – The update of the Town Stormwater Ordinance and Stormwater Design Manual will be presented to Council in November for approval. Upon approval, staff will consider this matter closed.
- Old Fayetteville Road Bridge Replacement – As for now, the bridge has been repaired sufficiently. Staff will consider this matter closed.
- Benches in Founders Park – Founders Park currently includes six benches placed throughout the site as well as three picnic tables. The Brunswick Center at Leland also includes two benches and two picnic tables. The Founders Park Master Plan will include a number of additional benches placed throughout the site. These will serve as support amenities for various park structures particularly near the Veterans Memorial, splash pad, inclusive playground, and natural playground in Phase One of the site. Staff is currently exploring locations in which additional benches could be placed on the site while considering park usage, updates, and necessary additions for ADA accessibility.

- Sanders Release of Deeds of Easement – In 2015, the owners of several tracts of land in the Westgate area (WG Tracts 6 and 7) granted easements at the rear of their properties adjacent to the Town-owned wetlands to the Town for the potential extension of the Westgate Nature Park trail system. Subsequently, the Town learned that in order to build the trails in this area, the Town would have to develop a stormwater plan for the entirety of the privately-owned properties and install improvements to capture and retain stormwater for the trail system within the easement areas. Such an approach was deemed cost prohibitive without fee simple ownership of the easement areas; thus, the project was shelved. A clause in the easements stated that if the Town did not undertake the project within three years (2018) or complete it within five years (2020) that the Town would release its easement rights back to the grantor. In October 2020, the owner of the properties requested the Town formally release these rights by executing a release of the deeds of easement as specified in the original agreement in order to clear the title of the properties for a potential sale. The Town Manager executed these releases on October 26, 2020 in accordance with the requirements of the agreement and upon advisement by the Town Attorney.

Communications

Social Media Update

- Facebook Highlights (October 1 – 31, 2020)
 - Added 60 new page followers (Increase of 36% from September)
 - Added 57 new page likes (Increase of 30% from September)
 - Post reach (Number of people on Facebook who saw a post at least once) – 5,807 (Increase of 42% from September)
 - Posts that included short videos increased interaction in October
- Twitter Highlights (October 1 – 31, 2020)
 - Impressions/Reach – 2,400
 - Top Tweet (biggest reach): What makes a #golf cart legitimately "street legal"? If you drive your cart around #Leland, be sure to check out our list of FAQs before the next time you hop in for a ride.
- NextDoor Highlights (October 1 – 31, 2020)
 - Impressions/Reach – 15,482

- Likes – 12
- Comments on posts – 7

Website/Newsletter/Other

- Launched Town and staff newsletters on a new platform that presents information in a more modern design and is easily formatted to mobile devices.
- Continued website updates that included changes to the Fire Department and Economic Development pages and reviewing and addressing any issues (i.e. broken links, ADA-compliant images) reported on the back end of the website.
- Researched, reviewed, and customized layout options on the Town website to allow for an improved visual appearance that is currently limited by back-end options. Met with website developer to discuss implementing these options.
- Assisted media with coverage of Leland growth, including:
 - WECT – [Hilton hotel, Wendy's, Tractor Supply continue Leland economic boom](#)
 - WECT – [Gullah Geechee Cultural Heritage Corridor greenway trail proposed for Brunswick County](#)
 - WWAY – [Gullah Geechee heritage corridor being planned for Brunswick County](#)
 - Leland Magazine – [Emergency Services: What Really Happens When You Call 911?](#)

Press Releases/Blogs/FAQs

- [Town Hall Drive to Close Saturday Afternoon](#) (Notice regarding Trunk or Treat. Also conducted a social media campaign coordinated with this post to notify residents of the closure and alternative parking for early voting.)
- [FAQ: Golf Carts & 'Street Legal' Vehicles](#)

TDA Marketing

- Staff oversaw a two-day film shoot in Leland, which included interviews with Town leaders and business owners, for the video tour project. The series of videos highlighting various aspects of the Town, including recreation, dining and entertainment, real estate, and economic development, will be featured on the LTDA website, as well as the Town website, social media channels, and other marketing efforts.

- Staff has worked with website developers on further layout improvements to enhance user-friendliness and visual appeal.
- Staff oversaw a project to produce professional, high-quality photos of Leland businesses for the new website.
- Staff developed a social media advertising campaign, funded through VisitNC, as part of a CARES Act initiative, to promote tourism in Leland and, specifically, the upcoming Leland in Lights event.

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: New lift station wet well is installed and work on gravity sewer is underway.
- Concerns: No concerns at this time.

Lift Station #3 Rehab (8991 Timber Lane)

- Project has been completed.

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

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

Leland Highway 17 Sewer Expansion II Phase 1

- Project has been completed.

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: Project is advertised with bids due November 19, 2020.
- Next Steps: Bidding, Town Council approval, and award of a contract.
- Concerns: No concerns at this time.

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Construction is underway.
- Next Steps: Contractor to perform clearing, grading, and begin site work.
- 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: Cancelled award to Simmons Public Utility Site Work Inc, and the next lowest bidder, C.M. Mitchell Construction Company withdrew their bid due to a bidding error. The project will be rebid in November 2020.
- Next Steps: Bidding and award.
- Concerns: Temporary construction easements ending June 30, 2021 may have to be extended.

Lanvale Forest Street Improvements

- Purpose: To repair existing streets and infrastructure within the Lanvale Forest Subdivision. The scope of the project includes repairs to existing asphalt, stormwater catch basins, sidewalks, curb and gutter, and replace existing curb ramps with ADA compliant curb ramps. The streets will be dedicated to the Town.
- Status: Construction is underway with concrete work completed.
- Next Steps: Contractor is locating utilities and then will begin repairs to the roadway.
- Concerns: No concerns at this time.

Brunswick Village Boulevard Extension & Kay Todd Utilities

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

Brunswick Forest Parkway & Low Country Blvd Intersection Improvements

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

Operation Services

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of Fire Station at Municipal Operations Center, 1987 Andrew Jackson Hwy NE.

- Status: Contract signed with Environments Unlimited.
- Next Steps: Pre-design/site layout work to begin after site master plan is completed by Catlin.
- Concerns: Budget may need to be increased based off feedback from prior prototype Design/Build concepts proposed for Kay Todd Road.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Contract signed with Environments Unlimited. Architectural and civil/site engineering work has begun.
- 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 and up-fit of property which would be home to the new Leland Municipal Operations Center.
- Status: Grinder pump installation and Brunswick sewer tie-in is underway and will be completed in late November 2020. Coordinating move with Public Services and Operations Services, with move-in completed in early December 2020.
- Next Steps: Catlin is working on a site Master Plan study before moving forward with additional projects such as police impound, animal control, FS 51 pre-con work, etc.
- 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 in late November 2020.
- Next Steps: Publish RFQ and choose 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 is working on a Brownfield Study. Acquisition of key waterfront property expected to be complete in January 2021.
- Next Steps: WithersRavenel to complete Brownfield Study. Begin coordination with NC Wildlife Resource Commission staff for site planning.
- Concerns: Funding for park project once study has been completed and acquisition of house/land on park property.

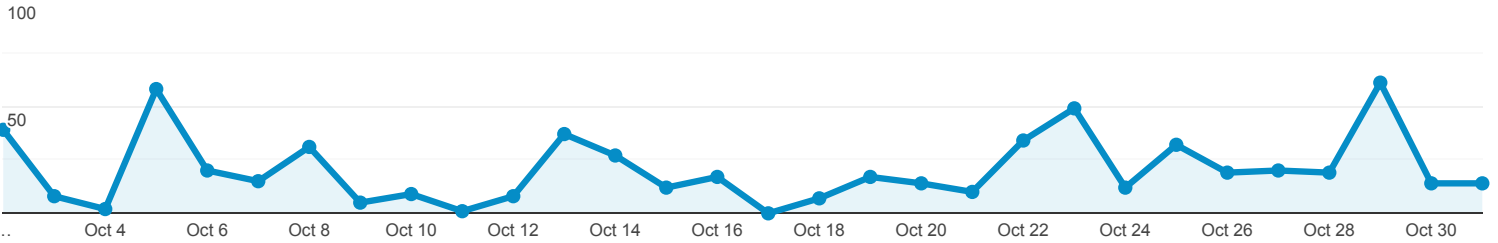
Projects Page Report

Oct 2, 2020 - Oct 31, 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
	611 % of Total: 2.04% (29,981)	411 % of Total: 1.66% (24,691)	00:01:15 Avg for View: 00:01:34 (-19.37%)	114 % of Total: 0.75% (15,181)	66.67% Avg for View: 55.16% (20.87%)	25.04% Avg for View: 50.64% (-50.55%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /town-projects	211 (34.53%)	110 (26.76%)	00:00:44	25 (21.93%)	36.00%	12.80%	\$0.00 (0.00%)
2. /projects/future-town-projects	79 (12.93%)	58 (14.11%)	00:01:51	28 (24.56%)	50.00%	37.97%	\$0.00 (0.00%)
3. /projects/lanvale-forest-street-improvements	61 (9.98%)	49 (11.92%)	00:02:37	31 (27.19%)	93.55%	59.02%	\$0.00 (0.00%)
4. /town-projects?field_project_type_tid=&page=1	44 (7.20%)	37 (9.00%)	00:00:14	0 (0.00%)	0.00%	6.82%	\$0.00 (0.00%)
5. /projects/leland-fire-station-51	32 (5.24%)	26 (6.33%)	00:00:33	2 (1.75%)	100.00%	15.62%	\$0.00 (0.00%)
6. /projects/old-fayetteville-road-multi-use-path-stp-da-u-5534d	27 (4.42%)	15 (3.65%)	00:01:35	1 (0.88%)	100.00%	25.93%	\$0.00 (0.00%)
7. /projects/2014-stp-da-projects-u5534-ijk	21 (3.44%)	13 (3.16%)	00:01:50	1 (0.88%)	100.00%	19.05%	\$0.00 (0.00%)
8. /projects/leland-fire-station-53	21 (3.44%)	19 (4.62%)	00:01:24	0 (0.00%)	0.00%	14.29%	\$0.00 (0.00%)
9. /projects/lift-station-3-rehabilitation-8900-timber-lane	17 (2.78%)	8 (1.95%)	00:04:21	0 (0.00%)	0.00%	11.76%	\$0.00 (0.00%)
10. /projects/future-town-projects?page=1	15 (2.45%)	13 (3.16%)	00:00:43	0 (0.00%)	0.00%	26.67%	\$0.00 (0.00%)

Rows 1 - 10 of 46

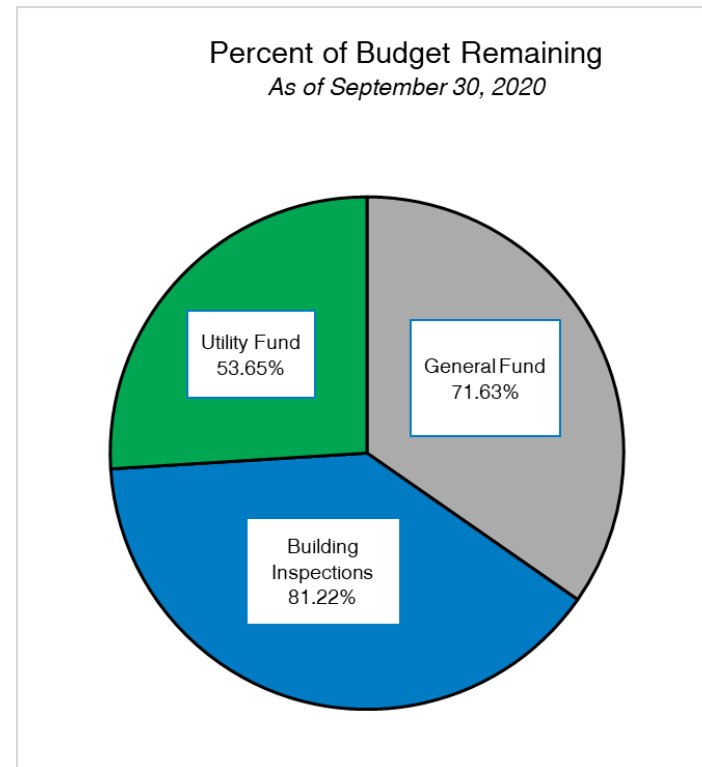
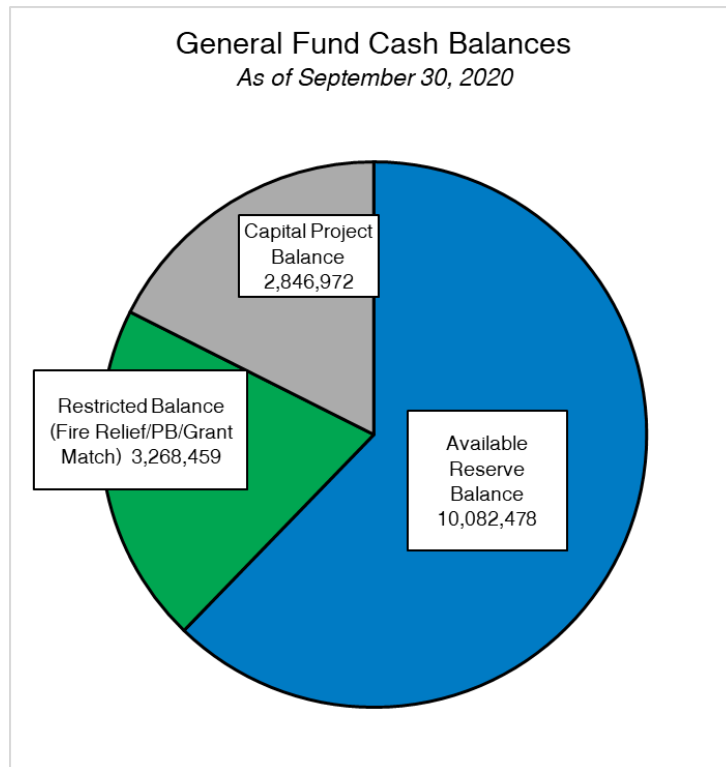
Department News

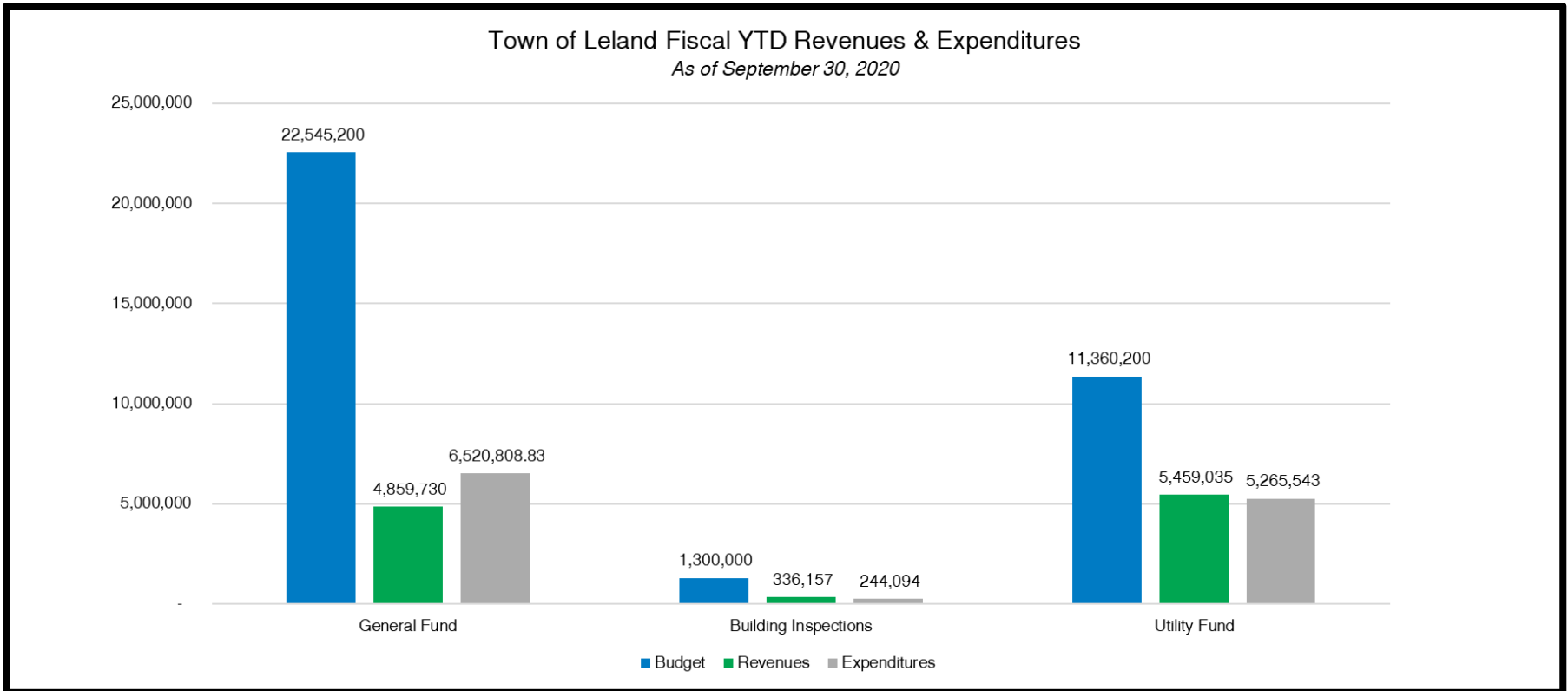
The Finance Team is very excited to welcome Cindy Meadows as the new Finance/Payroll Coordinator for the Town. Staff continues to work on the FY2019/2020 audit with Thompson, Price, Scott & Adams CPA firm, as well as the FY2021/2022 budget with Departments.

Audit Committee Meeting Summary

The Audit Committee did not meet in October.

Dashboard





Financial Budget to Actual Report – September 30, 2020

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	20,680,000.00	22,545,200.00	2,052,342.30	4,859,730.07	-	(17,685,469.93)	78.44%
Building Inspections	1,300,000.00	1,300,000.00	115,152.36	336,157.41	-	(963,842.59)	74.14%
Utility Fund	8,000,000.00	11,360,200.00	660,889.99	5,459,034.65	-	(5,901,165.35)	51.95%
Report Total	29,980,000.00	35,205,400.00	2,828,384.65	10,654,922.13	-	(24,550,477.87)	69.73%

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	24,213.42	101,381.14	32,199.70	277,419.16	67.50%
Administration	1,187,000.00	1,187,000.00	77,904.88	366,155.31	8,292.35	812,552.34	68.45%
Information Technology	1,133,000.00	1,133,000.00	114,522.66	299,636.59	13,919.58	819,443.83	72.33%
Human Resources	314,000.00	314,000.00	19,250.00	43,898.56	14,626.88	255,474.56	81.36%
Finance	515,000.00	515,000.00	35,427.73	83,251.85	11,141.02	420,607.13	81.67%
Building Inspections	1,300,000.00	1,300,000.00	60,141.24	151,374.46	92,719.08	1,055,906.46	81.22%
Planning	740,000.00	740,000.00	38,886.39	96,523.25	16,271.34	627,205.41	84.76%
Economic Development	200,000.00	200,000.00	10,137.57	31,351.72	12,875.00	155,773.28	77.89%
P&R & Cultural Arts	1,220,000.00	1,220,000.00	37,684.98	109,505.10	53,044.38	1,057,450.52	86.68%
Grounds & Facilities	1,371,000.00	1,393,200.00	96,021.48	249,292.59	263,018.83	880,888.58	63.23%
Public Services	2,649,000.00	2,834,000.00	141,855.63	384,573.99	733,081.60	1,716,344.41	60.56%
Police	3,924,000.00	3,924,000.00	255,062.79	734,619.88	102,006.06	3,087,374.06	78.68%
Emergency Management	183,000.00	303,000.00	14,249.78	44,871.42	76,163.15	181,965.43	60.05%
Fire	4,698,000.00	4,726,000.00	204,772.71	1,281,899.21	204,216.33	3,239,884.46	68.55%
Debt Services	1,935,000.00	1,935,000.00	-	772,992.00	-	1,162,008.00	60.05%
Transfers	200,000.00	1,710,000.00	360,000.00	380,000.00	-	1,330,000.00	77.78%
General Fund	21,980,000.00	23,845,200.00	1,490,131.26	5,131,327.07	1,633,575.30	17,080,297.63	71.63%

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	629,545.16	4,911,841.94	353,701.20	6,094,656.86	53.65%

Intradepartmental and Interdepartmental Budget Transfers – October, 2020

From Account Number	Description	To Account Number	Description	Amount	Notes
10-300-4000	Salary	10-310-4000	Salary	340,893.00	To Merge LCAC with P&R
10-300-4010	Benefits	10-310-4010	Benefits	14,369.00	To Merge LCAC with P&R
10-300-4015	Benefits	10-310-4015	Benefits	29,170.00	To Merge LCAC with P&R
10-300-4030	Benefits	10-310-4030	Benefits	63,041.00	To Merge LCAC with P&R
10-300-4040	Benefits	10-310-4040	Benefits	3,024.00	To Merge LCAC with P&R
10-300-4050	Benefits	10-310-4050	Benefits	544.00	To Merge LCAC with P&R
10-300-4060	Benefits	10-310-4060	Benefits	2,291.00	To Merge LCAC with P&R
10-300-4070	Benefits	10-310-4070	Benefits	428.00	To Merge LCAC with P&R
10-300-4080	Benefits	10-310-4080	Benefits	5,553.00	To Merge LCAC with P&R
10-300-4090	Benefits	10-310-4090	Benefits	26,078.00	To Merge LCAC with P&R
10-300-4095	Benefits	10-310-4095	Benefits	1,444.00	To Merge LCAC with P&R
10-300-4110	Travel/Training	10-310-4110	Travel/Training	3,605.00	To Merge LCAC with P&R
10-300-4200	Legal	10-310-4200	Legal	500.00	To Merge LCAC with P&R
10-300-4240	Professional/Contract Fees	10-310-4240	Professional/Contract Fees	26,060.00	To Merge LCAC with P&R
10-300-4270	Marketing	10-310-4270	Marketing	28,600.00	To Merge LCAC with P&R
10-300-4650	Office Supplies	10-310-4650	Office Supplies	5,000.00	To Merge LCAC with P&R
10-300-4660	Supplies	10-310-4690	Supplies	25,000.00	To Merge LCAC with P&R
10-300-4690	Operational Supplies/Equipment	10-310-4690	Operational Supplies/Equipment	13,200.00	To Merge LCAC with P&R
10-300-4760	Instructor Fees	10-310-4760	Instructor Fees	112,000.00	To Merge LCAC with P&R
10-300-4790	Programs & Recreation	10-310-4780	Programs & Recreation	69,200.00	To Merge LCAC with P&R

Grant News – October, 2020

Grants Awaiting Notification

- Grassroots FY20-21: Art in the Park with Scrap Exchange – \$2,600, 50% match of \$1,300

Grants Awarded

- BVP Funding FY2020: 30 bulletproof vests – \$700/each at 50% reimbursement. Approved

Grants Not Awarded

- FEMA AFG Grant: SCBA Filling Station – \$90,000, 10% match; Submitted: 3/19/2020; Announcement: 10/28/2020
- FEMA SAFER Grant: Personnel Additions (3-year term) – \$2,036,822.40. Funded: 100% (Year 1), 75% (Year 2), 35% (Year 3); Submitted: 5/15/2020; Announcement: 10/28/2020

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

- Purchase: Town Hall Updates – Design Services

Vendor: Sawyer Sherwood & Associates

Amount Issued: \$62,000

- Purchase: 4 Police Vehicles

Vendor: Modern Chevrolet

Amount Issued: \$145,380.00

Cares Act Fund Encumbrances/Purchases YTD

Received \$531,208

- | | |
|--------------------------|--------------|
| • Payroll | \$20,484.66 |
| • Materials/Supplies/PPE | \$19,036.04 |
| • Capital Equipment | \$21,964.93 |
| • Facility Improvements | \$456,832.43 |
| YTD Expenses: | \$518,318.06 |

Department News

The updated Employee Handbook has been completed and sent to all employees for acknowledgement. The department has completed the implementation of the new HRIS/Payroll system.

Staff continues is work on a virtual employee engagement plan for the remainder of the year to replace the usual Employee Appreciation events in light of the COVID pandemic. The launch of a Talent Development Plan for all departments has begun.

The Town has partnered with Wilmington Health as the new Occupational Medicine provider, to replace MEDAC.

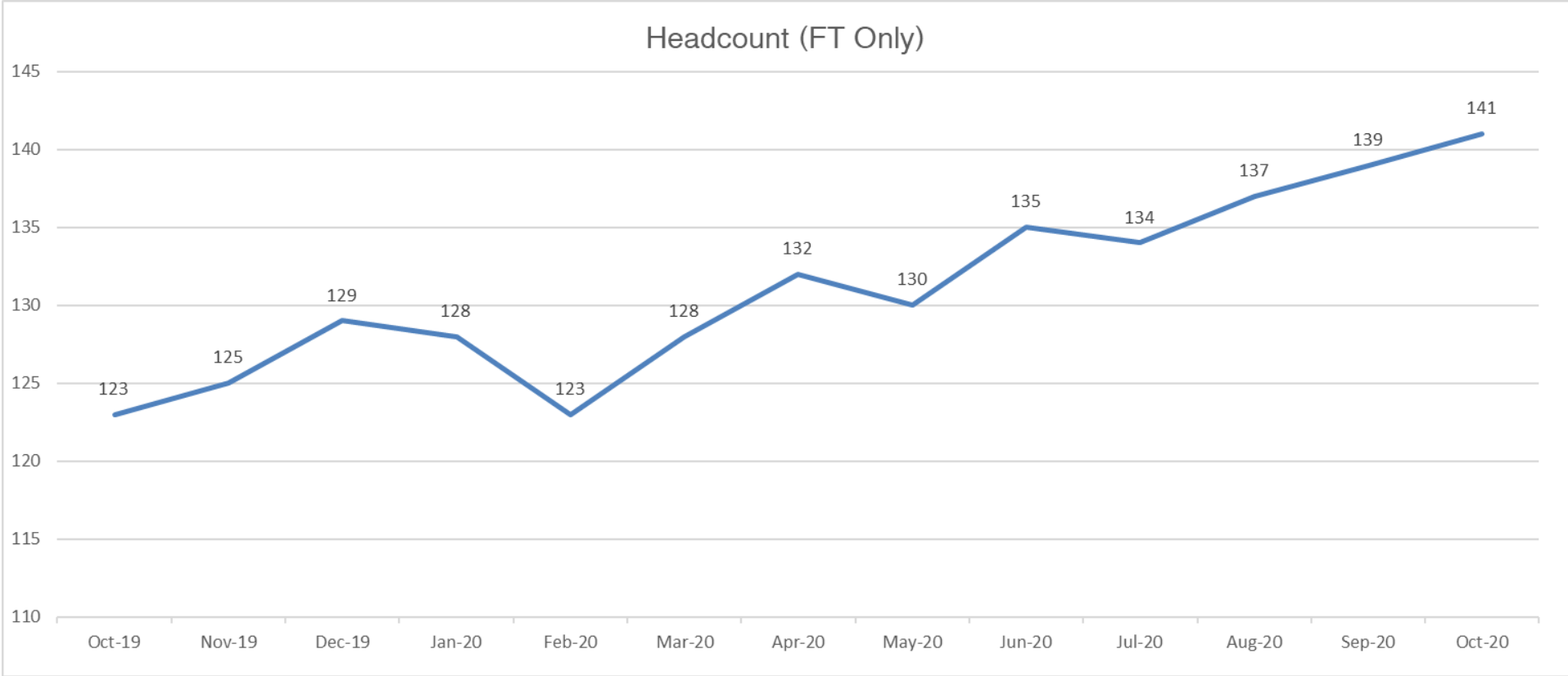
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Matthew Laucks	Public Services	New Hire	10/5/2020	Street Maintenance Superintendent		
James Munger	Police	Transfer	10/17/2020		Police Sergeant (Patrol)	Police Sergeant (Investigations)
Jennings Reid	Police	Promotion	10/17/2020		Senior Police Officer	Police Sergeant (Patrol)
Jonathan Kazee	Police	Promotion	10/17/2020		Master Police Officer	Police Sergeant (Investigations)
Stephanie Hargrove	Operation Services	New Hire	10/26/2020	Custodian		
Cynthia Meadows	Finance	New Hire	10/26/2020	Finance/Payroll Coordinator		
Jessica Faircloth	Operation Services	Separation	10/27/2020	Grounds & Facilities Maintenance Worker		

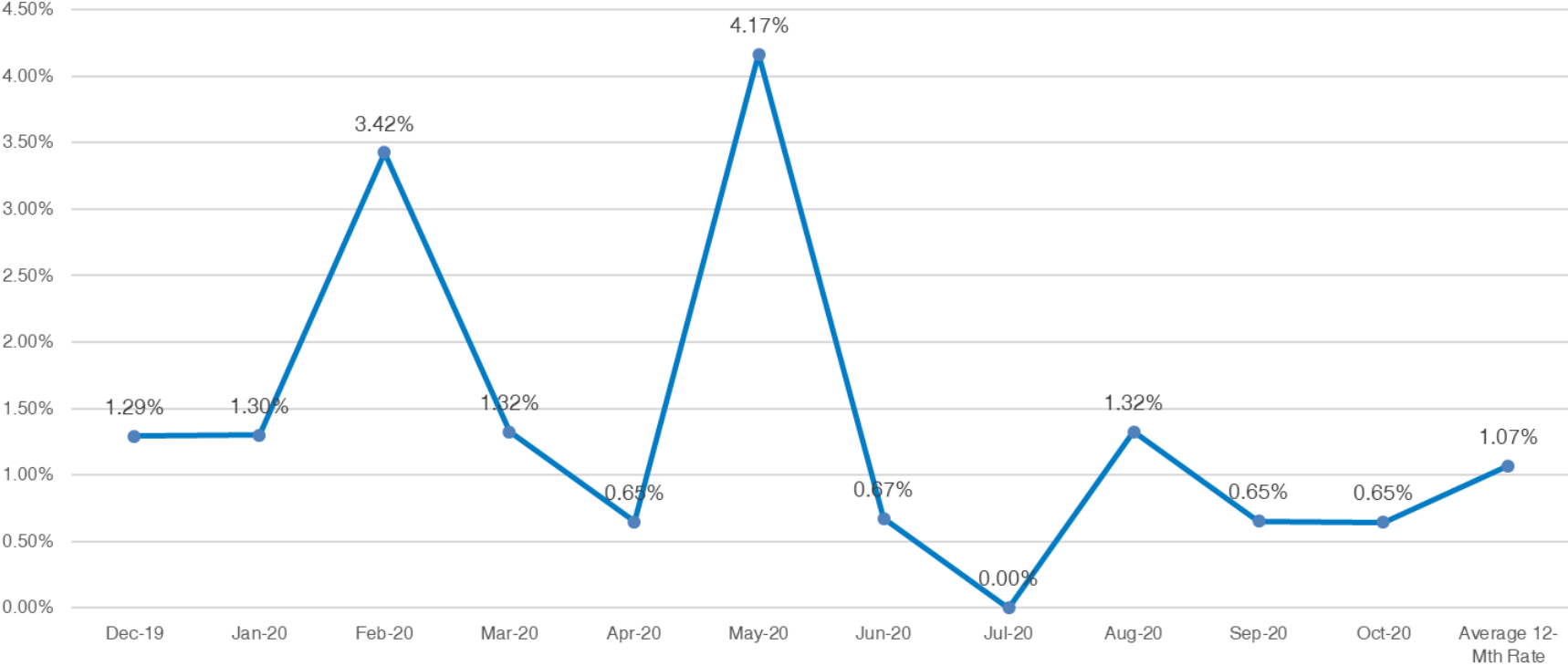
Workers Comp Data

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

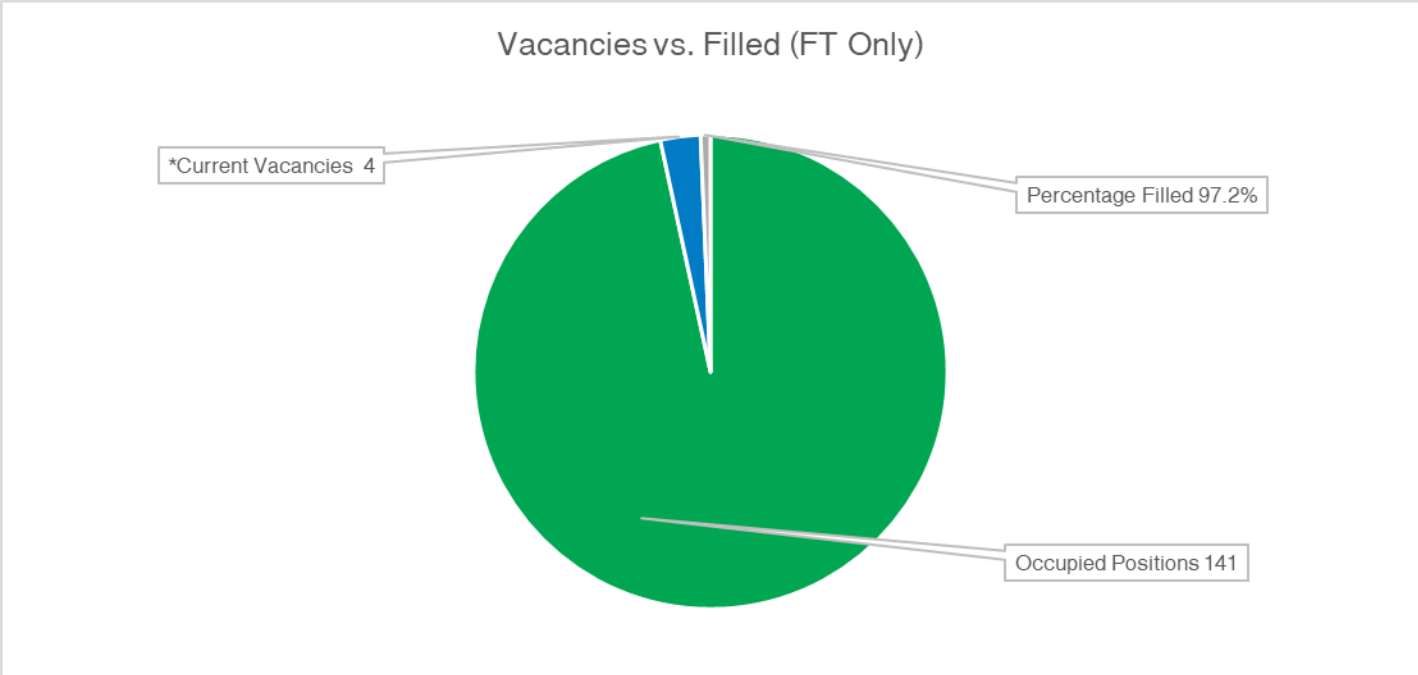
Dashboard



Turnover Rates



Vacancies



Police Updates

Department News

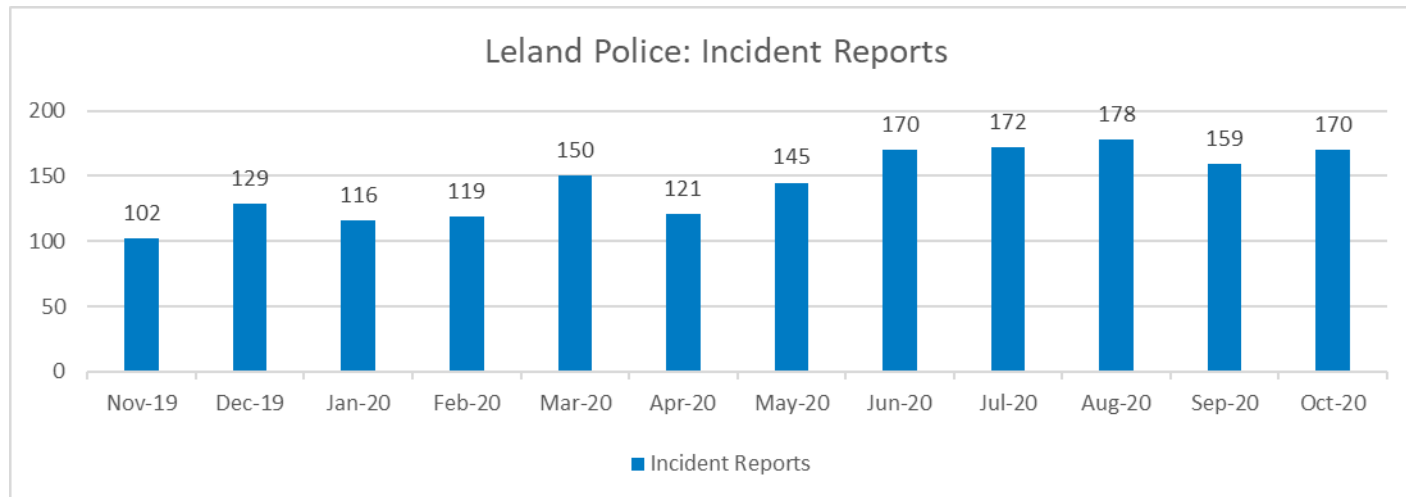
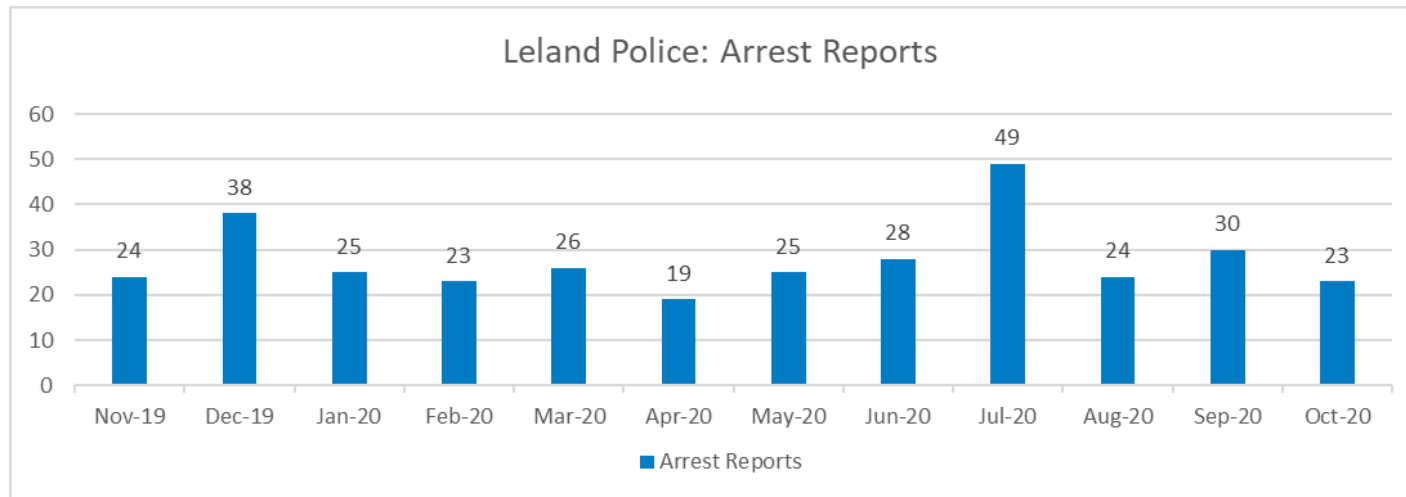
The Leland Police Department would like to congratulate the following employees who were recently promoted to their new roles within the agency.

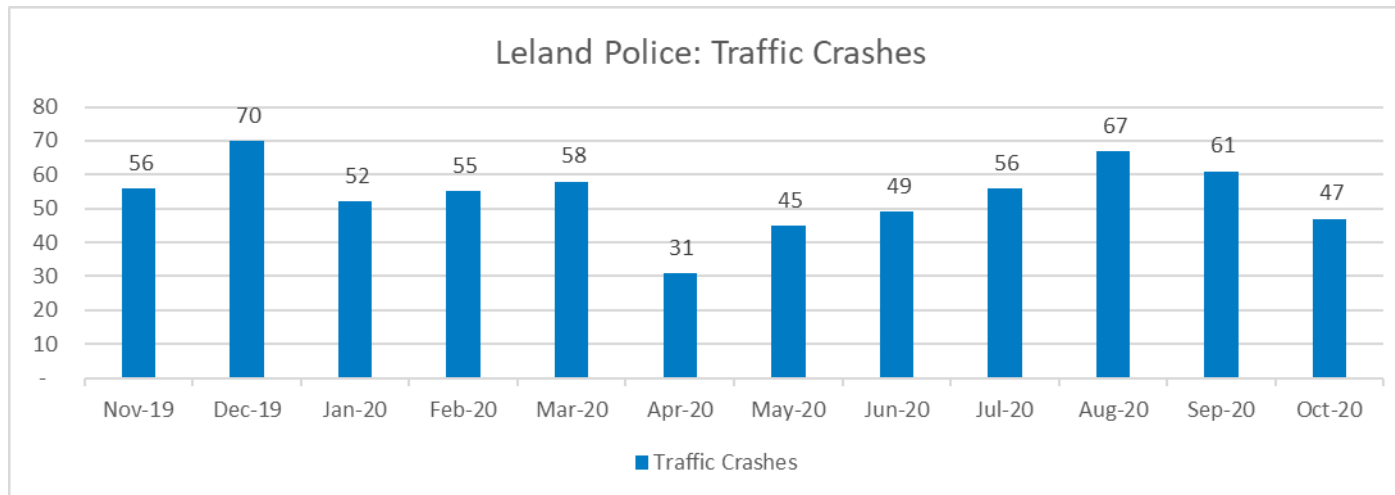
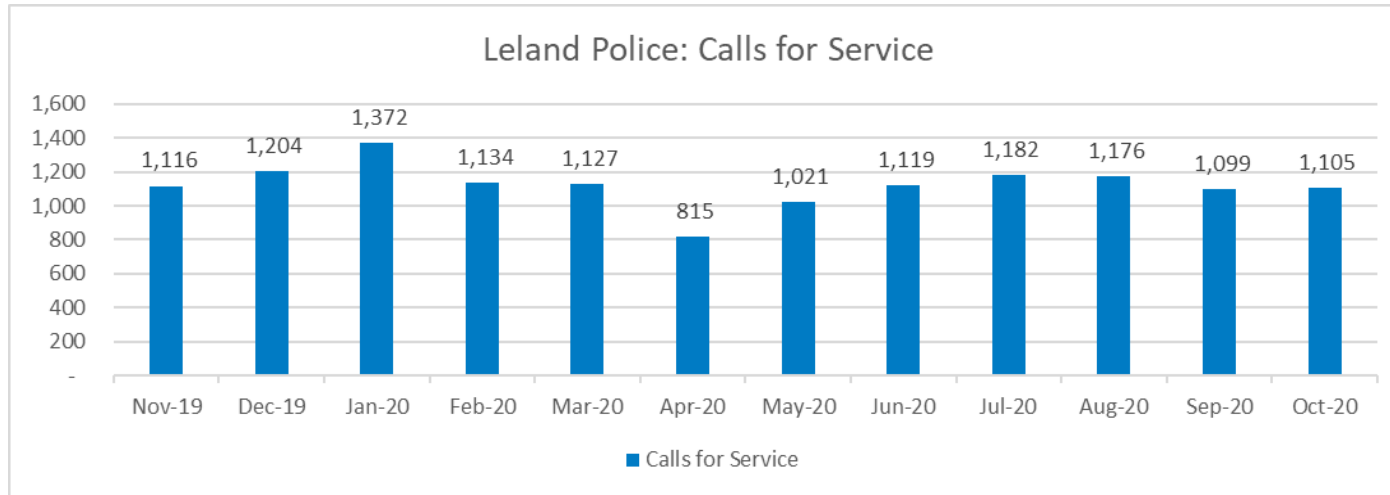
- Jennings Reid – Sergeant/Patrol
- Jonathan Kazee – Sergeant/Criminal Investigations Division

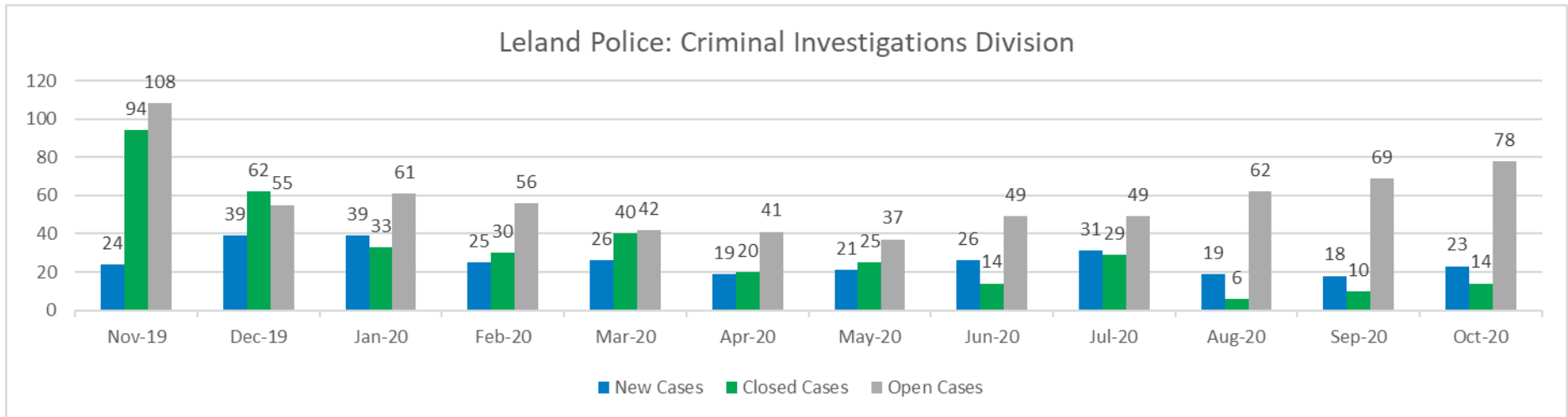
The Department continues working on the strategic plan utilizing the SWOT analysis results and data collected by staff over the last few months.

Dashboard

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







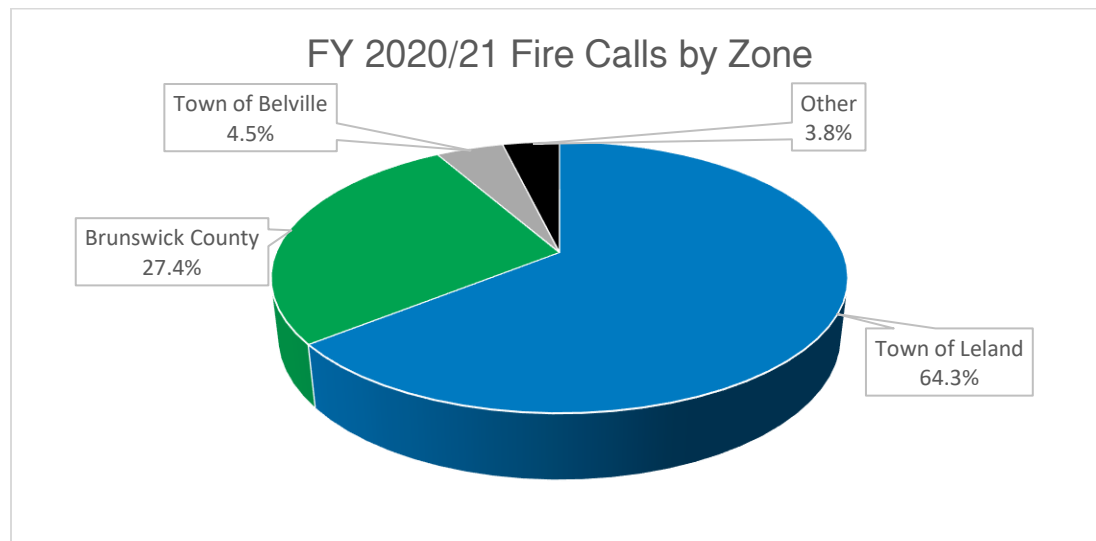
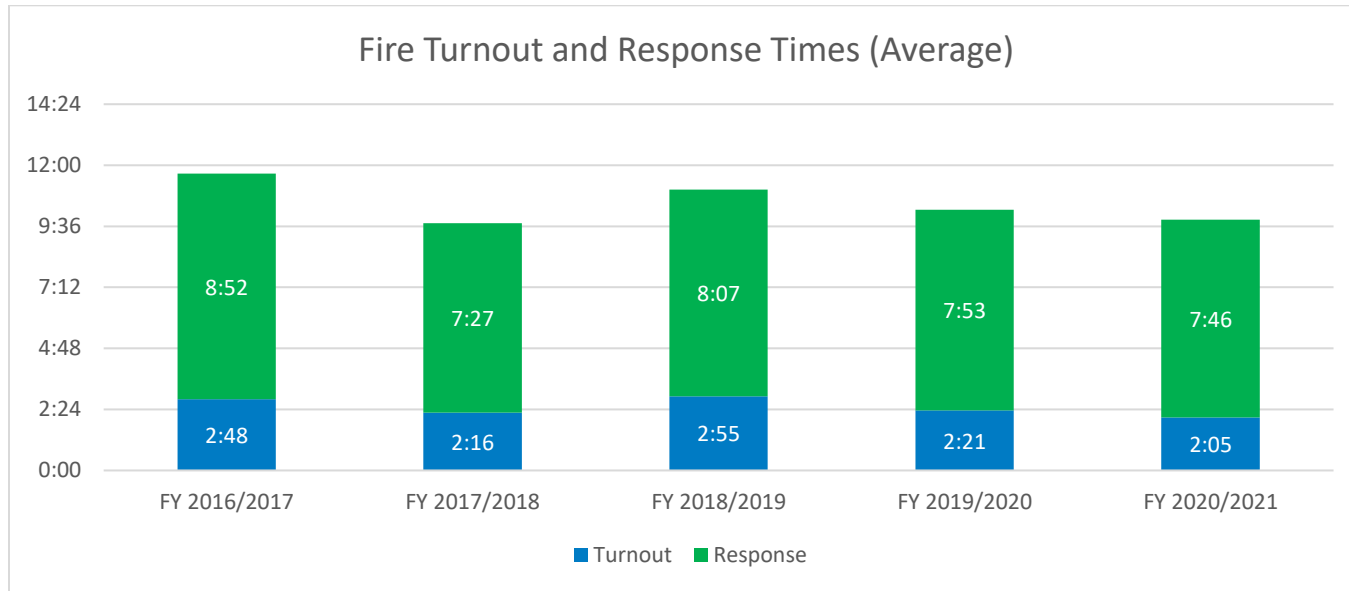
Fire/Rescue Updates

Department News

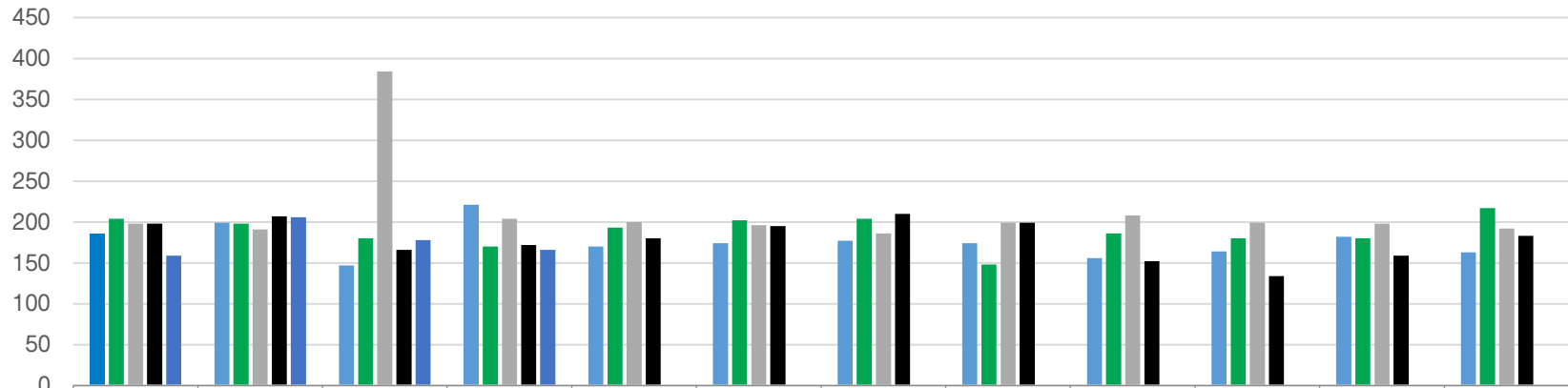
The month of October saw our members complete a significant amount of training. On October 6, 7, and 8, 2020, we held the first departmental Fire Officer Academy for the Battalion Chiefs, Captains, and those members who want to be better prepared to promote into those positions in the future. The Officer Academy development and presentation was a combined effort between Fire and HR and concentrated on three main areas: 1) emergency response strategy, tactics, and incident command, 2) management and supervision, and 3) leadership. There was also a 2-day confined space technical rescue class conducted and each shift subsequently participated in a 2-hour class on responding to apartment building fires.

The department is also continuing to move forward with the foundation of a strategic plan, in the form of our mission, vision and values, as well as developing departmental goals and objectives that will support the Town's overall goals for the coming Fiscal Year 2021/2022 budget.

Dashboard



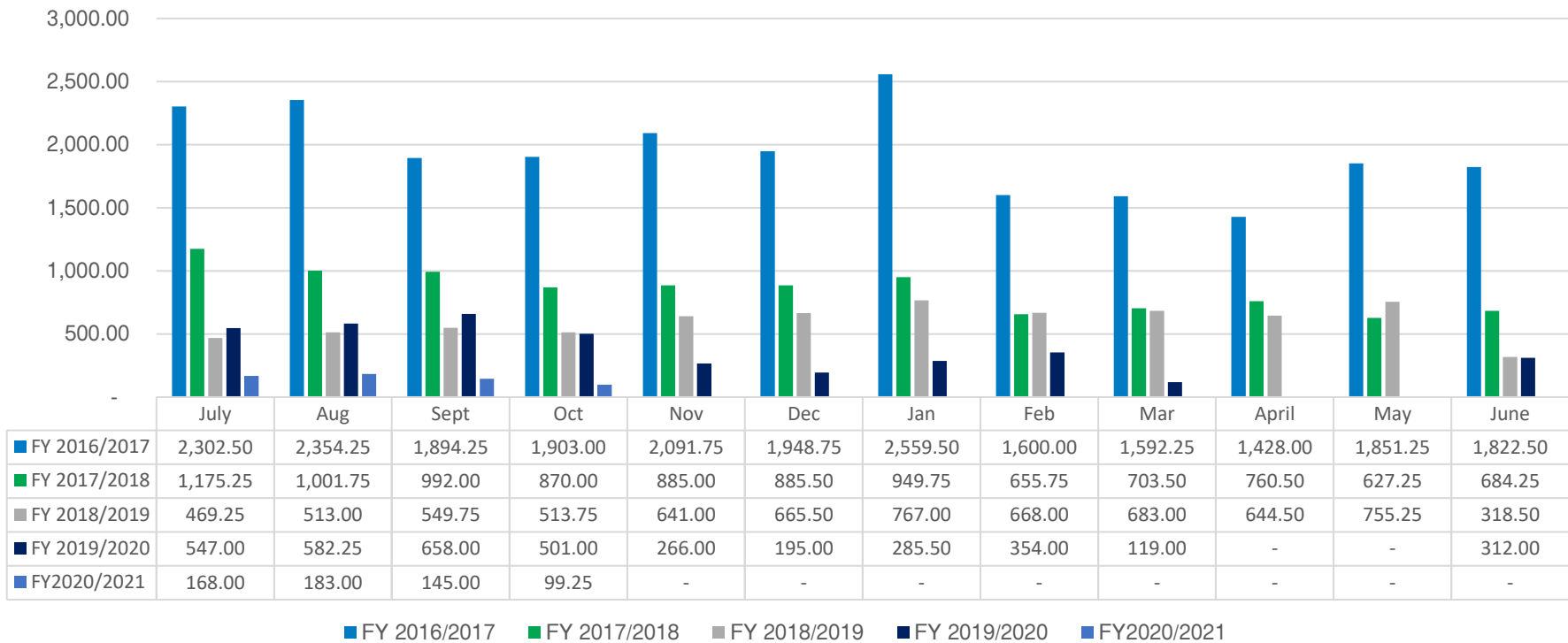
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2016/2017	186	199	147	221	170	174	177	174	156	164	182	163
■ FY 2017/2018	204	198	180	170	193	202	204	148	186	180	180	217
■ FY 2018/2019	198	191	384	204	200	196	186	199	208	199	198	192
■ FY 2019/2020	198	207	166	172	180	195	210	199	152	134	159	183
■ FY 2020/2021	159	206	178	166								

■ 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 the Town's abilities to enhance and respond to natural and human-made events. The assessment resulted in an updated Emergency Operations Plan which was adopted by Council in October. The distribution of the Plan to all departments has been completed. In the coming months, staff will have a table-top exercise to execute the plan.

Mr. Grimes has completed six-months of assessments of the Town's current capabilities for emergency management. The next step will be to begin working to assess efficiencies and establish goals for future years.

Work Priorities

- Work on the final stages of a Request for Proposal (RFP) for the Town's debris management plan and debris monitoring. The expectation is for these items to go out to bid in January 2021.
- Develop a checklist of inventory items and quantities for disaster preparations. This will assist in allowing the Town to assess needed supplies in order to respond more efficiently for future emergency events.

Projects Completed

- Emergency Operations Plan update
- Chapter 22 – Civil Emergencies ordinance update

Major Purchases

- Variable Message Sign

Department News

Preparations are underway for this year's expanded Leland in Lights display in Founders Park. The holiday light display will be lit each evening from November 30, 2020 through January 10, 2021. This expanded light display is due in part from a grant award of \$40,000 from the Leland TDA.

Stephanie Hargrove began with the Town on Monday, October 26, 2020 filling the vacant Custodian position. Staff are in the process of filling a vacancy for the Grounds Maintenance position.

The Parks and Recreation and Leland Cultural Arts Center budgets were combined in October. This change was made to provide for better management of expenditures. It also brings the division of departments together to allow for better collaboration, sharing of resources, and ensures overlap with staff to improve operational efficiency. In this report below, the updates for each area have been combined under the name Parks, Recreation, and Cultural Resources.

Operation Services staff attended the National Recreation Park Association (Virtual) Conference at the end of October. This assists them in maintaining CEU's for licenses each staff member holds.

Parks and Recreation Board Summary

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

Grounds/Facilities Updates

Work Priorities

- Install a new air compressor at the Westport Fire Station
- Install an ice machine at the Municipal Operations Center (MOC)
- Install Christmas lights in Founders Park for the Leland in Lights display
- Erect the Town Christmas tree
- Replace faucets in the pottery studio at the LCAC

- Complete repairs on the Grounds Maintenance mower
- Coordinate NIMS (FEMA) training for Grounds & Facility staff
- Complete repairs on the Police Department's Animal Control kennel

Projects Completed

- Replaced both HVAC units and completed safety painting at the MOC
- Installed new lettering on the Town Hall lobby window
- Repaired three garage doors at the Village Road Fire Station
- Corrected fire panel issues at the Westport Fire Station and the LCAC
- Replaced the boot scraper at the Planning & Inspections Town Hall entrance
- Installed new duct work (Salt Air) for the humidifier system at Town Hall

Major Purchases

- New HVAC Units (2) with heat pumps for the MOC
- DeWalt air compressor for the Westport Fire Department
- Ice Machine for the MOC

Event/Program Attendance Reports

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Masonboro Island	10/01/20	\$45	10	\$450.00	\$270.00	180.00	\$78.48	101.52
Birding in Brunswick 101	10/06/20	\$12/\$20	6	\$80.00	\$60.00	20.00	\$0.00	20.00
Fall into DIY - Polymer Clay Bead Jewelry	10/06/20	\$12/\$20	6	\$88.00	\$24.40	63.60	\$58.86	4.74
Disc Golf	10/07/20	\$0	7	\$0.00	\$0.00	-	\$45.51	(45.51)
Eagles Island	10/14/20	\$45	8	\$360.00	\$234.00	126.00	\$93.20	32.80
Fall into DIY - Burlap Wreaths	10/20/20	\$12/\$20	8	\$118.80	\$123.25	(4.45)	\$58.86	(63.31)
Trunk or Treat	10/24/20	0	654	\$0.00	\$1,087.20	(1,087.20)	\$654.42	(1,741.62)
Three Sisters Swamp	10/30/20	\$70/\$90	10	\$760.00	\$491.00	269.00	\$142.25	126.75

Upcoming Events

November 17, 2020 – Fall into DIY: Weaving
November 24, 2020 – Tuesday Trivia
December 1, 2020 – Fall into DIY: Crochet Market Bags
December 3, 2020 – Discover Wellness Virtual Talk
December 8, 2020 – Fall into DIY: Crochet Mug Cozies

Parks, Recreation, and Cultural Resources Updates

October was a busy month with Birding, Fall into DIY, Trunk or Treat, and the final Kayak Adventure of the year. Staff modified Trunk or Treat this year to a drive-through format due to the COVID-19 pandemic. The event was well received by the participants and those who provided a trunk. Staff is continuing to create and modify programs and events to offer safe opportunities for the community. Planning for Spring and Summer 2021 is currently underway.

The second fall session of programs began at the LCAC on October 28, 2020. Staff remains focused on maintaining small groups and safe spaces throughout the facility. A total of 32 programs will run in November and December, including classes in painting, knitting, basket-making, pottery, stained glass, dance, and more. Virtual, outdoor, and in-person programs are available with 135 students currently enrolled.

The LCAC's popular Holiday Art Market will be conducted in virtual format this year and take place on the LCAC's social media pages. Local artists and their online shops will be showcased throughout the day on December 5, 2020. The LCAC's 2021 Gallery schedule has been finalized and will be announced by the end of November after artist confirmation. Planning for spring and summer programs and events is also underway.

Department News

Bill Thornton obtained his Level 2 Fire Inspector Certificate after taking the required class and passing the exam.

On November 2, 2020, Leland's new online permitting and inspections system Evolve went live. The launch of Evolve will enhance the customer experience in several ways:

- Applications for permits can now be submitted online.
- Inspections can now be requested online, and inspection results will be automatically emailed to project contacts.
- The application and review process for system development fees are incorporated into the building permit application and review process. No longer will customers have to submit two separate applications.
- Zoning review fees, permit fees, inspection fees, and system development fees will be invoiced simultaneously.
- After online payment of fees, permits will automatically be issued by email.
- Customers can easily set up an online account that will allow them to apply for permits, check on the status of permit applications, make payments, schedule or cancel inspections, and check inspection results.

Planning Board Meeting Summary

The Planning Board met on October 27, 2020 and heard the following items:

1. Stormwater Ordinance Amendment – The Planning Board heard language proposed by Public Services staff to amend the stormwater ordinance to update requirements for stormwater control, BMP maintenance, and other general updates. The Planning Board voted 7-0 to recommend approval of the amendment.
2. Preliminary Subdivision Plat – The Planning Board voted to approve a proposed subdivision for a 0.89-acre property located in the Brunswick Forest Commercial Village.
3. Text Amendment – The Planning Board heard language proposed by staff to amend the ordinance to create standards for fee in lieu of open space in residential subdivisions and adjusting the required open space standards. The Planning Board voted 7-0 to recommend approval of the amendment.

4. Initial Zoning Recommendation – The Planning Board considered an initial zoning recommendation for 4.68 acres of property located at the intersection of Ocean Gate Plaza and US Highway 17. The Planning Board voted 7-0 to recommend the initial zoning be the C-2, Commercial Business District.

The Planning Board's next meeting is scheduled for November 24, 2020 at 6 PM.

Board of Adjustment Meeting Summary

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

Current Planning Update

TRC Report

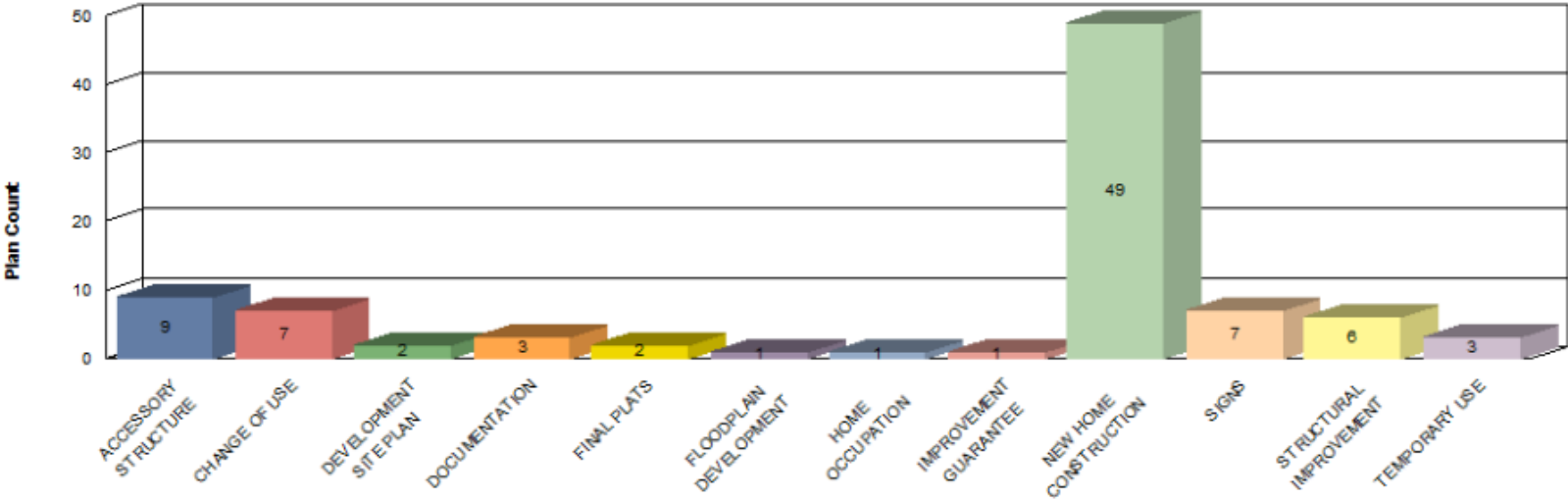
The Technical Review Committee (TRC) reviewed the following items:

1. Brunswick Forest Commercial Lot 18 – Site Specific Development Plan for a proposed 4,800 square foot restaurant building for Pizzetta's Pizzeria.

Plan and Plat Reviews



PLANS COMPLETED BY TYPE (10/01/2020 TO 10/30/2020)
FOR TOWN OF LEland



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Brunswick Forest			
Letters of Credit	16	\$2,336,690.37	-\$447,298.25
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$0.00
Lanvale Forest			
Cash Bonds	1	\$18,285.31	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$600,557.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	1	\$70,876.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$97,872.50	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	19	\$2,560,445.37	-\$447,298.25
Total Cash Bonds	12	\$868,801.34	\$0.00
Total Surety Bonds	6	\$556,866.20	\$0.00
Total Performance Guarantee Sureties	37	\$3,986,112.91	-\$447,298.25

Long Range Planning Update

Staff has selected a preferred consultant for the 2045 Comprehensive Land Use Plan and completed scope of work and contract negotiations. In November, staff will present to Town Council an overview of the project and request they approve the contract with the preferred consultant.

Transportation Planning Update

WMPO Transportation Coordinating Committee – The WMPO TCC meeting for October was cancelled.

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

GIS Update

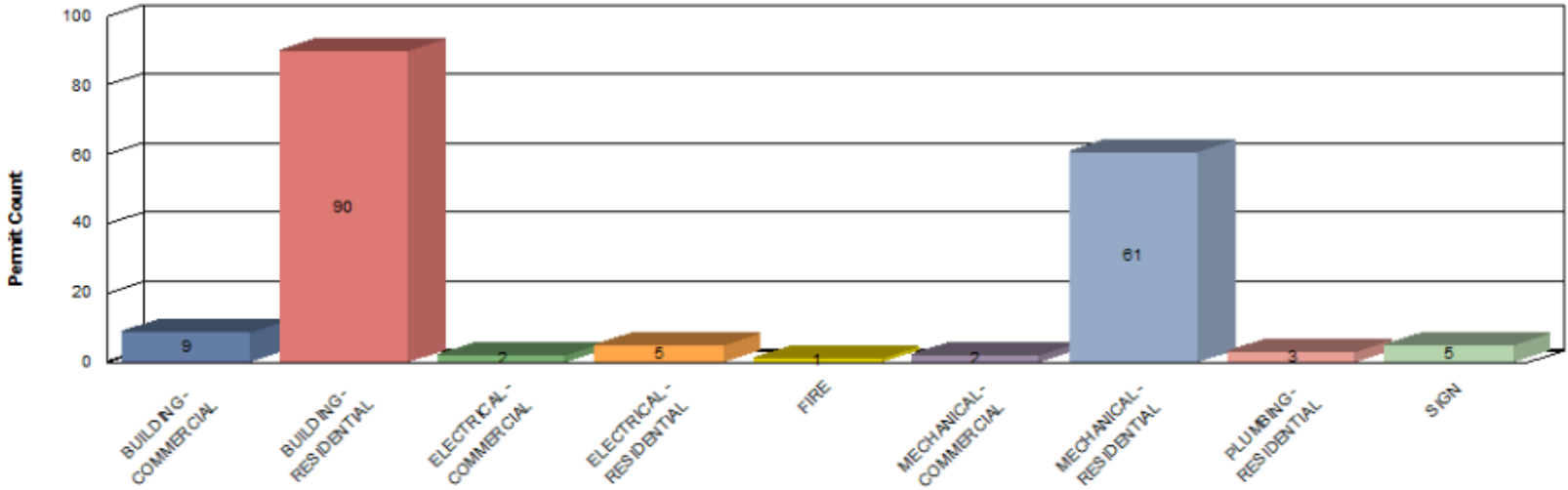
In October, staff continued to compile available GIS data for the 2045 Comprehensive Land Use Plan, including data required to suffice the mapping needs to have the 2045 Plan certified as a NC Coastal Area Management Act (CAMA) Plan. Staff also prepared a number of maps for meetings, presentations, and agenda items for other departments.

Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
178	1,525	\$18,905,798

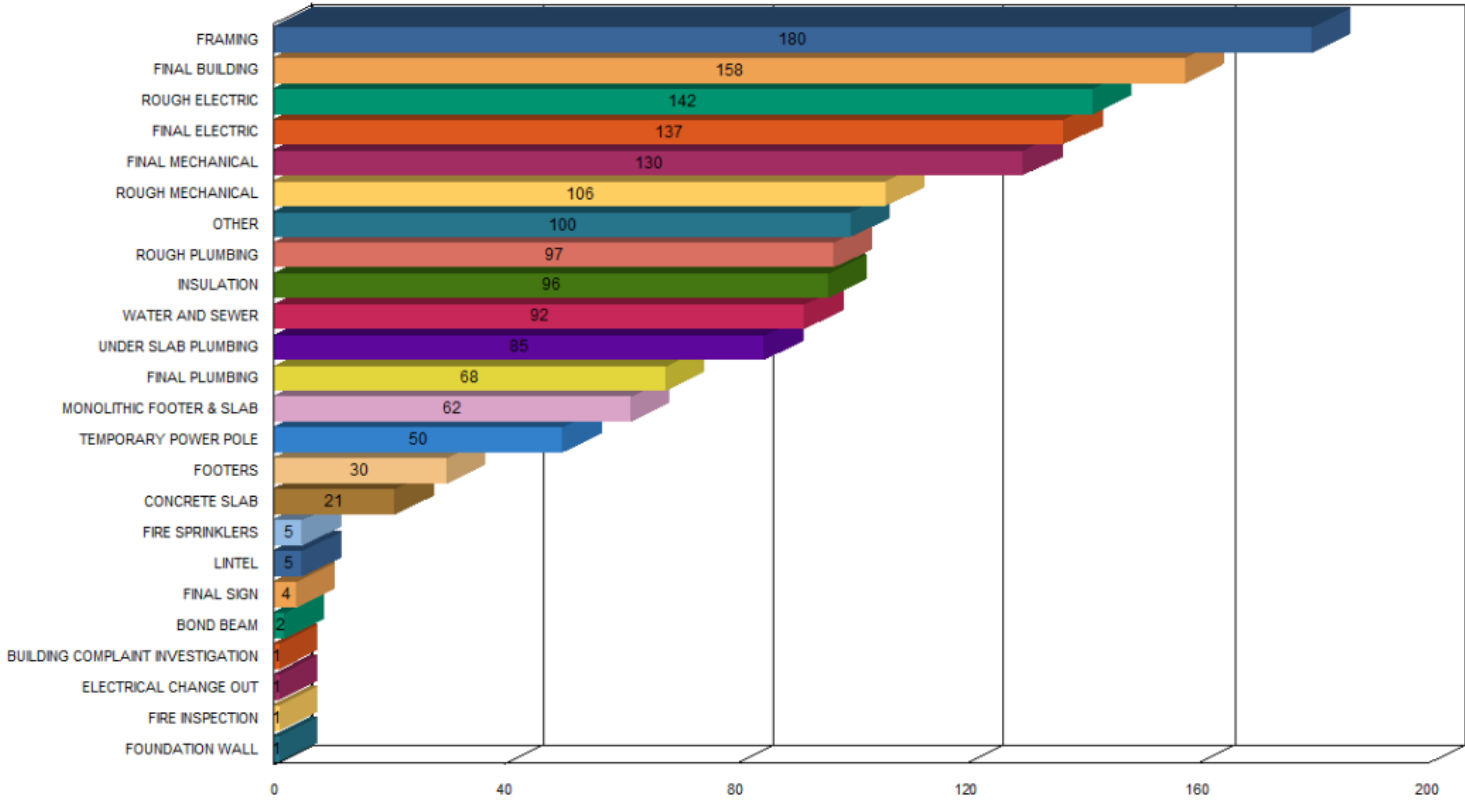


**PERMITS ISSUED BY TYPE (10/01/2020 TO 10/30/2020)
FOR TOWN OF LELAND**





**COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (10/01/2020 TO 10/30/2020)
FOR TOWN OF LELAND**



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	5	0	2	0	7
Cases Closed	0	2	19	1	0	22
Active Cases	7	17	2	10	1	37

Department News

Staff has received a voluntary annexation petition from H.I.P. III, LLC to annex an approximately 48.43-acre parcel of vacant land they own on Hazel's Branch Road.

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

New Businesses

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

New Construction/Development

- **Pizzetta's Pizzeria** submitted a development site plan application for a proposed 4,800 square foot free-standing restaurant to be located on East Cutler Crossing in front of ATMC and directly across the parking lot from their existing restaurant in Brunswick Forest.
- **Custom Home Furniture Galleries** submitted a development site plan application for a proposed two-story 53,000 square foot furniture showroom and warehouse to be located on two out lots in the Waterford commercial area across from the Waterleaf at Leland apartments.
- **Tractor Supply** has received a building permit and construction is expected to begin very soon on property located off Highway 17 on Carol Lynn Drive.
- **Wendy's** started construction of a new restaurant in Brunswick Forest at the corner of Highway 17 and Provision Parkway. It is expected to open in early 2021.
- **Novant Oceanside Family Practice** is now open in the former Rite Aid Pharmacy building at the corner of Highway 17 and Olde Waterford Way.

Economic Development Committee Meeting Summary

The Economic Development Committee met in October and reported on the status of the updated list of action items that are in the draft 2020 Economic Development Strategic Plan.

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 Lanvale Road Operations Center has been limited to Superintendents and Supervisors, with other technicians reporting directly to job sites in separate vehicles. Some Town Hall staff are teleworking to minimize contact within the department.

Streets Updates

Department News

- Staff is working on the upcoming move to the new Municipal Operations Center (MOC), which is anticipated to occur in late November 2020. Staff is inventorying all equipment and tools at the existing Lanvale Road Operations Center and disposing of surplus items and garbage, as appropriate in anticipation of the upcoming move.

Work Priorities

- Repair work has begun on Woodford Road in Wedgewood. Asphalt has been removed and the area has been re-graded and compacted. Paving is scheduled to be completed in November by Town staff.
- Repairs, including filling potholes and re-grading the roadway, have been completed on Graham Drive and John Sneed Lane.
- Town staff has begun making large hot asphalt repairs at several locations. This work is scheduled to be completed for the season prior to Thanksgiving. Two repairs are larger in nature and staff is working to obtain quotes for this work - Shelmore Way and Grandiflora Drive at Maplechase Drive.
- Storm drain cleaning at the new MOC complex will be completed in November.

- Staff is preparing for stump removal for all trees that have been recently removed by Town staff, primarily in Magnolia Greens. Staff is obtaining quotes for stump grinding and removal, with work anticipated to occur in November.

Initiatives

- Staff is updating the stormwater ordinance and stormwater design manual. The draft stormwater ordinance and design manual were reviewed by the Planning Board, NC Coastal Federation, Cape Fear Homebuilders Association, and other private developers. The Planning Board made a motion for Council to approve the revised stormwater ordinance and design manual which will be presented to Council in November.
- Staff has updated the Town's dedication application and posted this to the Town's website for use on future public infrastructure dedications.
- Staff is creating a street design manual, which will include standard specifications and details for all Town streets. Staff is currently reviewing NC DOT and other local standards with a goal to complete in early 2021.

Project Notes

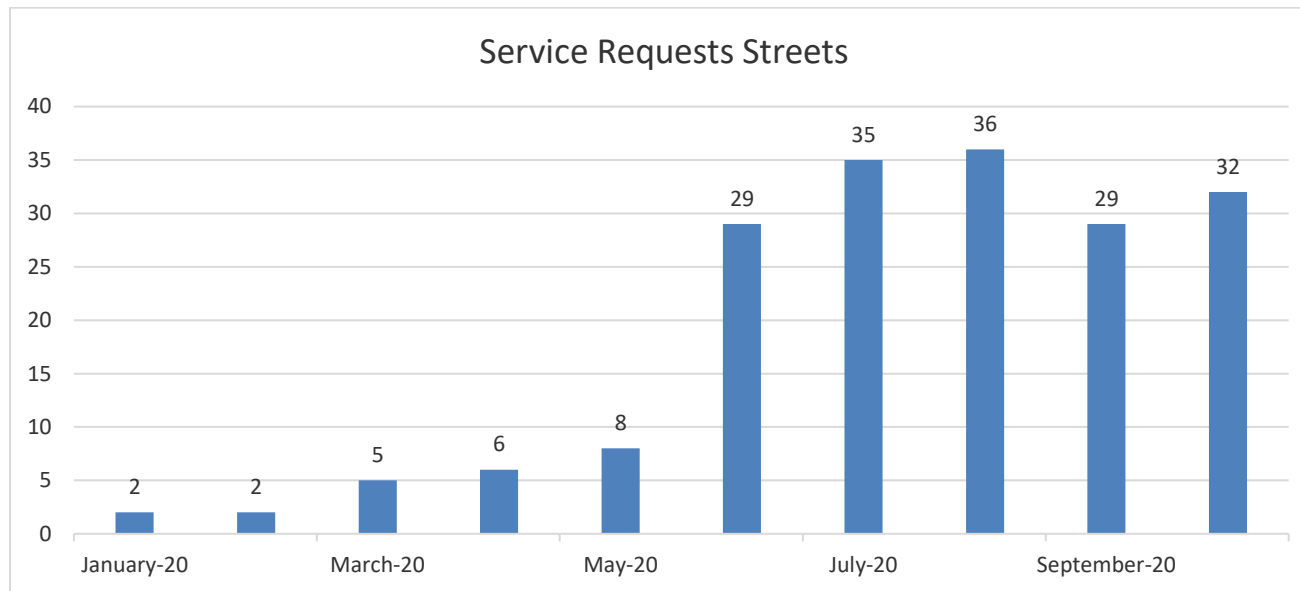
- The Town intends to work with Kittelson and Associates, Inc. on the design and construction documents for the Brunswick Forest Parkway and Low County Boulevard intersection project. The planning portion of the project is complete. The remaining tasks include the formal design and bid documents for a roundabout at the northern most intersection of these streets.
- The Lanvale Forest street improvement project started construction in September, with Barnhill Contracting Company working on this project which will be completed in the Fall.

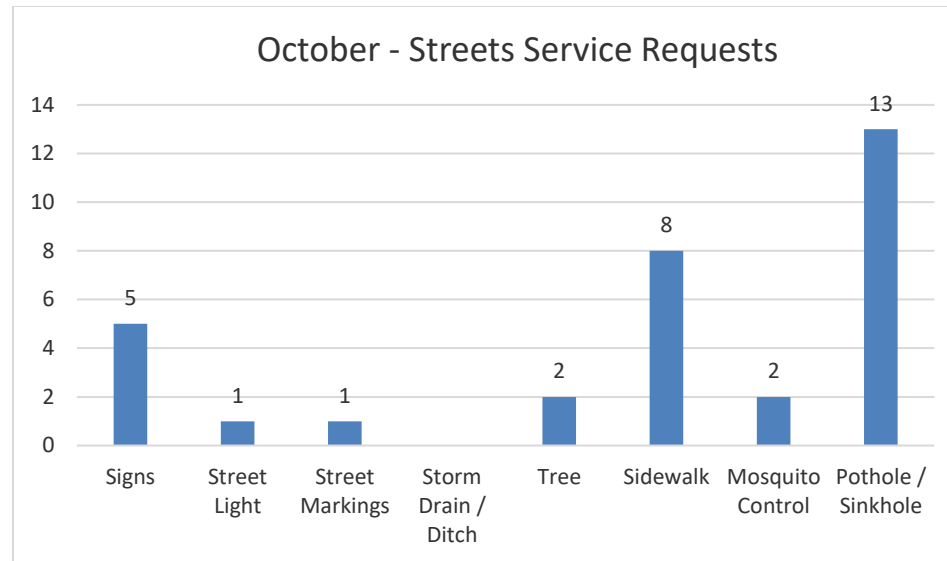
Major Purchases

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

Work Order Summary

- Streets received 32 work orders through See-Click-Fix in October, with the majority being street pothole/sinkhole related (13).





Utilities Updates

Department News

- Staff is working on the upcoming move to the new Municipal Operations Center (MOC), which is anticipated to occur in mid-November. Staff is inventorying all equipment and tools at the existing Lanvale Road Operations Center and disposing of surplus items and garbage, as appropriate in anticipation of the upcoming move.

Work Priorities

- Utilities began replacing impacted water meter registers in July, with 200 registers replaced in October and approximately 320 total registers replaced year to date. In total, approximately 1,300 registers must be replaced. These replacements are required for accurate meter readings and are being provided at no cost to the Town due to issues associated with the manufacturer.

- Lift Station #27 pumps must be upgraded to meet increase in capacity associated with new development. The pumps and all associated parts have been ordered and staff is awaiting delivery.
- Utilities is installing a grinder pump station and force main to provide sewer service for the new MOC. The line work and connection to Brunswick County is complete with the grinder station to be installed in November.
- Staff has contracted with Pipeline Restoration to complete the annual 10% sanitary sewer line cleaning. Work started in October and will be completed in November.

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 job description that has been shared with local universities to assist with filling the position.
- 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. Goal is to complete in early 2021.
- Staff created a Fats, Oil, and Grease (FOG) Ordinance that will be included as part of Chapter 58 in the Utility Ordinance. The draft ordinance is completed and pending review by Council.

Project Notes

- Staff has started the System Development Fee Study, with a task order awarded to McGill to complete this evaluation.
- The Lift Station #1 replacement project started in September and construction is ongoing. Construction is scheduled to be completed in late 2020.
- 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.
- The Highway 17 Phase 2 Sewer Force Main and Lift Station project design is completed, and the project is currently out for bid.

Major Purchases

- Utilities has ordered a new utility/crane truck and anticipates delivery in November 2020.

Work Order summary

- Utilities received 168 work order requests in October, the majority of which were occupant change (82).

