



STAFF REPORTS

December 2021 Regular Meeting

Administration	2
Communications	8
Finance	12
Human Resources	17
Public Safety (Police, Fire/Rescue, Emergency Management).....	20
Operation Services	30
Planning and Inspections	32
Public Services	40
Economic and Community Development.....	44

Administration News

Town Hall reopened to the public on November 1. Additional safety precautions are in place, and customers are encouraged to continue accessing Town services online or over the phone. All other Town facilities continue to remain open with staff maintaining proper precautions. Staff will continue to evaluate existing conditions and make operational adjustments as necessary.

Town Clerk's Office

Ms. Reinhardt attended the online UNC School of Government Annual Master Clerks Academy held November 17-19.

Work Priorities

- The following meeting agendas were published, as well as the preparation of minutes afterward for each meeting:
 - November 3 Parks and Recreation Board
 - November 9 Leland TDA Board
 - November 10 Economic Development Committee
 - November 15 Agenda Council Meeting – Joint Meeting with the Planning Board
 - November 15 Council Closed Session Meeting
 - November 16 Planning Board
 - November 18 Council Regular Meeting

- Meeting spaces were reserved and calendar invites were sent for the approved 2022 Board and Committee meeting schedules.

Council Directive Updates

- Proclamations: Staff is currently working on formalizing the Town's practices for Letters of Support, Proclamations, and Resolutions of Support and will bring an update to Town Council at the January meeting.

Project Updates

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 complete. Town issued Notice of Acceptance with a final completion date of November 8, 2021. Additional catch basin to catch the water that is ponding at the intersection of Town Hall Drive and Old Fayetteville Road will be performed by NCDOT District Maintenance.
- Next Steps: Town staff is working with NCDOT to close out the project and construction reimbursement.
- 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: Construction is underway.
- Next Steps: The contractor is currently working along Town Hall Drive to install sidewalk and pervious concrete for on-street parking. The contractor has minor work on the I, J, and K projects and will be finishing up over the next month or so.
- Concerns: Contractor failed to complete the project within the contract time of August 22, 2021. Staff is tracking anticipated liquidated damages at \$500 per day.

Kay Todd Road Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road.
- Status: Construction is substantially complete.
- Next Steps: The contractor is completing final punch list items. Town staff is working with the contractor and engineer to conduct a final walk through of the project and submit final water and sewer certifications to the state.
- Concerns: No concerns at this time.

Brunswick Village Boulevard Extension Paving & Kay Todd Road Multi-Use Path

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road, past Regional Pump Station #33 to Hewett-Burton Road.
- Status: Project is in design and permitting. Staff is working with the engineer on final plans and bid documents.
- Next Steps: Obtain final plans and bid documents and bid the project in early 2022. Developer is working with MOTSU to obtain approval of the Brunswick Village Boulevard crossing of the MOTSU railroad. A meeting was held with MOTSU to discuss the crossing in hopes of obtaining approval for the crossing.
- Concerns: Developer obtaining approval of the Brunswick Village Boulevard railroad crossing.

Brunswick Forest Parkway & Low Country Boulevard Intersection Improvements

- Purpose: To improve the intersection at Brunswick Forest Parkway and Low Country Boulevard, as well as restripe existing centerline stripes, crosswalks, and stop bars along Brunswick Forest Parkway and Low Country Boulevard.
- Status: Construction is complete.
- Next Steps: The contractor has completed the construction of the single-lane roundabout at Brunswick Forest Parkway and Low Country Boulevard and the intersection is open to traffic. Next steps are for Town staff to close out the project. The Town plans to install additional pavement markings noting the "Yield Ahead."
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Project is in design and permitting. Staff reviewed and provided comments back to the engineer on the revised final design drawings in November.
- Next Steps: Continue with design and permitting. Staff anticipates bidding the construction phase of this project in January.
- Concerns: No concerns at this time.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, and Graham Drive.
- Status: Survey and design is underway.
- Next Steps: Atlantic Coast Survey has completed all survey field work. Survey data will be finalized and sent to the engineer to develop the concept plans in December. The engineer anticipates the concept plans to be sent to Town staff for review in early January 2022.
- Concerns: No concerns at this time.

Wayne Street Extension

- Purpose: To extend Wayne Street to Royal Street NE which will provide an additional connector route of Village Road and Old Fayetteville Road.
- Status: Survey is underway. A task order was issued to obtain survey data of the project area.
- Next Steps: Receive and analyze the survey data of the project area in December.
- Concerns: No concerns at this time.

Town of Leland Streets Paving 2021-2022

- Purpose: To resurface eight (8) streets within the Town limits to include Olde Waterford Way, Woodwind Drive, Palm Ridge Drive, Old Village Circle, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, and the commercial section of Grandiflora Drive.
- Status: Survey and design is underway. LiDAR mapping and survey is complete. Geotechnical inspection consisting of 12 cores throughout the project limits is complete.
- Next Steps: CLD Engineering to complete survey and design. Engineer is compiling preliminary plans for Town staff to review.
- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes widening and paving of Baldwin Drive, stormwater improvements, sidewalks, and improve and pave Lake Drive.
- Status: Initial scoping and kickoff with Town staff.
- Next Steps Town staff is working with 2021 on-call engineers to finalize a task order for survey and design. Next steps are to issue a task order for design, survey, and permitting services.
- Concerns: No concerns at this time.

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of a new fire station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Council approved the construction Design Build (D/B) Amendment in November. Staff is waiting for the final D/B Amendment from the Town Attorney in order to execute.
- Next Steps: Receive D/B Amendment signed by all parties. Environments Unlimited is working on mechanical, electrical, and plumbing plans, as well as sourcing and securing building components such as the metal building.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Construction is progressing with most interior plumbing, electrical, and IT work completed. Site work is progressing with water main installed, storm drains, and three phase electric installed to the building. Most additional items outside of the construction contract have been procured and are either on order or in the process of being ordered.
- Next Steps: Continue working through building and site construction. More site work, including base stone for driveways and parking areas, will begin in early December. Drywall will begin going up soon. Expected completion date is end of January 2022.

- Concerns: No concerns at this time.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Pallet racks have been installed and some cabinets have been delivered. Waiting on manufacturer to deliver remaining components. Renovation of breakroom and bathrooms is underway and expected to be completed in January 2022.
- Next Steps: Waiting on final delivery of cabinets and workbenches. Install is expected to begin as soon as these items have been delivered. Continue working through renovation of breakroom and conference room.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag and stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Awaiting final design for stabilization. Submitted time extension request to USDA due to project period expiring at the end of December.
- Next Steps: Waiting on design for streambank stabilization of Jackeys Creek and justification for debris disposal costs.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Awaiting the results of the Brownfield study.
- Next Steps: WithersRavenel to complete a Brownfield study of the property.
- Concerns: Funding for park project once study has been completed.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that would include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill is working through stormwater relocation study. Only received two responses to RFQ that was published for D/B of playground and splashpad. Working towards republishing the RFQ.
- Next Steps: Meet with McGill to discuss outcome of stormwater feasibility study, make decision on how to proceed, and complete site plan for park. Publish RFQ and reengage in discussions on architectural design of amphitheater and restroom facility.
- Concerns: No concerns at this time.

Animal Control/Police Impound Facility at the Municipal Operations Center

- Purpose: Repurpose and renovate the existing truck wash building for use as a new animal control and Police storage facility.
- Status: CLD Engineer has provided prelim site plan for the project. CLD is currently working through site design in coordination with Fire Station 51. Goodrich has provided a preliminary building plan.
- Next Steps: Meet with Town stakeholders to determine plan moving forward including budget and confirmed location of the building. CLD needed some additional survey work, which has been scheduled and is expected to begin in December.
- Concerns: Coordination of animal control move in conjunction with Founders Park renovation.

Loblolly Park on Kay Todd Road

- Purpose: Develop donated land off Kay Todd Road into a new Town park with features that include a new 18-hole disc golf course and primitive walking trails.
- Status: Received quotes for lot clearing and executing a PO to move forward with that work in January.
- Next Steps: Clear undergrowth and small trees and have lot surveyed before moving forward with park master plan.
- Concerns: No concerns at this time.

Town Hall Renovation

- Purpose: Renovate Town Hall to gain more useable workspace including offices, conference rooms, and a redesign of employee breakrooms.
- Status: Sawyer continues to work through design changes.
- Next Steps: Internal staff meeting to determine needs for building outside of construction contract. 100% plans are expected by the end of January and construction will need to be coordinated after approval.
- Concerns: No concerns at this time.

Trade Street Park

- Purpose: Develop two Town-owned properties off Trade Street into a future 18-hole disc golf course.
- Status: Received estimates to cut and mulch small trees and undergrowth. Currently waiting on PO and scheduling for work to begin.
- Next Steps: Meet with Duke Energy about encroachment permit to use land that passes under powerlines. After lot is cleared, it will be surveyed before beginning site design.
- Concerns: No concerns at this time.

Department News

Since Town Hall reopened to the public on November 1, Ms. Bradley has been assisting visitors with various inquiries and ensuring public information is updated in the lobby area. Roughly 260 people visited the front desk at Town Hall and around 300 people called the main phone line during November. Ms. Bradley received training on Bright Author software used to update the display on TVs in Town Hall. Staff completed training on Archive Social software, which allows users to keep extensive records of social media content. Ms. Jewell coordinated and hosted training on the new VC3 website platform for staff who will be responsible for building and updating the new website.

Social Media Update

- Facebook Highlights (November 1 – 30, 2021)
 - Added 61 new page followers
 - Overall post reach – 40.3K
 - Top post (Largest reach): “Did you know that you can report non-emergency problems through Leland311? Here's how:
 - 👉 Go to <https://bit.ly/3pkRYVV>
 - 👉 Enter the address of the problem.
 - 👉 Select the type of problem and include any details or photos.
 - 👉 Provide your contact information so we can update you with any progress.Thank you for your continued help in making our community a better place!”
- Twitter Highlights (November 1 – 30, 2021)
 - Impressions/Reach – 8,604
 - Received 1,167 new profile visits
 - Top tweet (Largest reach): “@NCDOT wants your feedback! Fill out this short survey by the end of this month to express how they can better serve you and our community! 🗺️ Interactive map that demonstrates what roads are maintained by NCDOT in our town 👉 <https://t.co/G1htATco1K> <https://t.co/KtY1hEvwKu>”
- NextDoor Highlights (November 1 – 30, 2021)
 - Impressions/Reach – 16,509
 - Likes/Comments – 74
 - Top post (Largest reach): “Congratulations to the newly elected members of Leland Town Council, Richard Holloman and Bill McHugh! They will officially take the oath of office on Dec. 16. We look forward to working with you!”

Project Updates

- Progressed into next phase of website redesign by coordinating and hosting training on new platform, working with departments to update information and add new content, finalizing design ideas from other VC3 websites, and restructuring the navigation based on Google analytics.
- Expanded social media strategy by creating more diversified content, analyzing engagement, and catering content to audience activity.
- Continued marketing CodeRED to encourage community sign-ups by distributing flyers and other materials to Town facilities, tracking analytics and effectiveness of outreach strategies, and continuing social media campaign.
- Worked with several departments to develop public outreach strategies for various projects and initiatives, including stormwater education for Public Services, new online services and Leland 2045 completion for Planning and Inspections, and public notices and upcoming events for Fire/Rescue.
- Collaborated with Police Department to create and distribute press releases for several incidents.
- Created and distributed monthly Town and employee newsletters with new strategy to drive more engagement from each audience.
- Developed thorough departmental goals and objectives for FY22/23 that align with Council Vision Statements and will guide staff in future planning. Researched and compiled budget items needed to fulfill those goals.
- Researched and received quotes from local photographers experienced in event and commercial photography. Secured Wilmington-based photographer for upcoming services.
- Worked with Project Manager Will Lear to photograph Leland Fire/Rescue training for various recruitment and marketing campaigns.
- Created and began implementing marketing strategy for upcoming holiday events with Parks, Recreation, and Cultural Resources staff.
- Developed new course of action for branding strategy to keep all department logos consistent. Decided not to move forward with new logo for Parks, Recreation, and Cultural Resources. Continue working with local vendor Southern Sign Company to revise logo concept for Emergency Management.
- Responded to various media inquiries, assisted in developing Town statements, distributed press releases, and coordinated coverage.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Grandiflora Drive Temporary Closure](#)
 - [Leland Homecoming Planned to Celebrate Community](#)
 - [Leaving a Green Legacy Tree Planting Ceremony for Sabrena Reinhardt, 2020 Clerk of the Year](#)
 - [Planning and Zoning Applications Move Online](#)

- [Town of Leland Statement Regarding Class Action Lawsuit](#)
- [Leland 2045 Comprehensive Land Use Plan Adopted](#)
- [Celebrate Holly Days of Play in Leland](#)
- [Town of Leland Issues Burn Ban](#)

- Port City Daily
 - [Town council votes unanimously to adopt Leland 2045, a guide for future development and growth](#)
 - [Two men arrested for allegedly stealing about \\$14,000 of material from Leland construction sites](#)

- WWAY
 - [Hundreds of people attend Leland's annual Trunk or Treat](#)
 - [Town of Leland holds homecoming celebration at Founders Park](#)
 - [Brunswick County woman charged in fatal Leland car crash](#)
 - [Lowes Home Improvement submits plans for Leland location](#)

- WECT
 - [76-year-old woman dies following two-vehicle crash in Leland](#)
 - [Arrests made in connection to thefts from Brunswick Co. construction sites](#)
 - [NC Forest Service issues burn ban for all North Carolina counties](#)
 - [Leland named ninth best place to retire in North Carolina](#)
 - [Crews work to make finishing touches ahead of Leland in Lights grand illumination event](#)

- StarNews
 - [Leland's homecoming will celebrate community this weekend](#)
 - [Get in the Christmas spirit – Leland in Lights display](#)
 - [Belville woman arrested, charged in fatal Leland car crash](#)

- North Brunswick Magazine
 - [Help for the Helpers](#)

TDA Marketing

- Full page Leland in Lights ad ran in the December issue of *Our State* magazine.
- Met with *Our State* rep to review 2021 digital and print advertisements, analytics for subscribers and circulation, and options for advertising in 2022.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on November 9, 2021. The TDA reviewed the audit and heard reports on the Rice Festival grant status and the NC Gullah Geechee Greenway-Blueway Heritage Trail. The next meeting is scheduled for January 12, 2022 at 4 p.m. at Town Hall.

Department News

The Finance Department is excited that the Audit is complete and will be presented to Council on December 16. The new Purchasing Coordinator, Kelli Newton, joined the team in November.

Grant News -- November 2021

Grants Awaiting Notification

- Brunswick Council Arts Grassroots – Series of outdoor community events “Art Around Town”, \$2,600 (50% match).

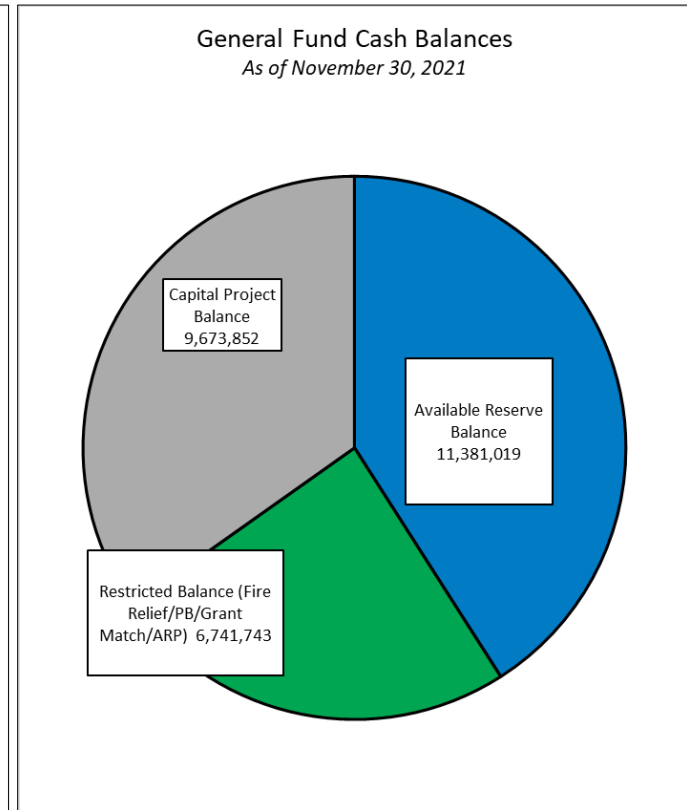
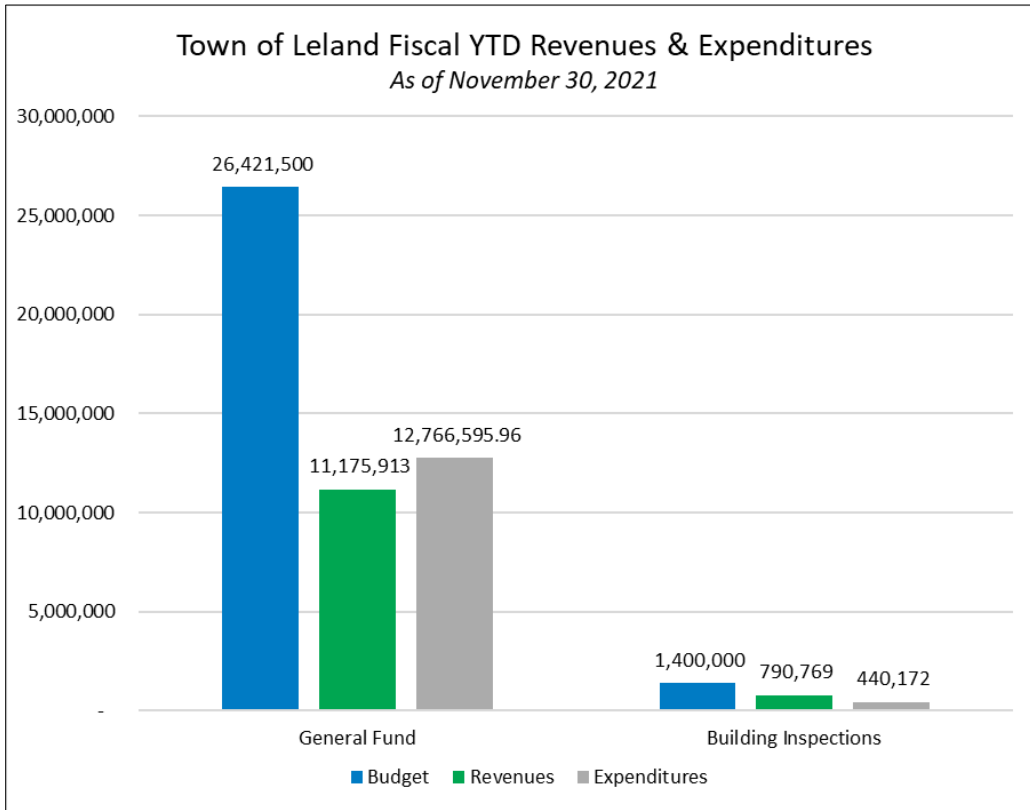
Grants Awarded

- Governor’s Crime Commission Byrne JAG – Agency weapons replacement, \$24,500 (no match).
- Cape Fear River Watch – Stormwater Drain Litter Capturing Devices, Equipment provided (no match).
- NCLM Workers Compensation Pool – Civil Disturbance Gear: Ear and Eye Protection, \$10,300 Project cost, (maximum award of \$5,000, 50% match). **Submitted and approved in November.*
- NCLM Property & Liability Pool – Security/Camera System Fire Station #53, \$12,491 Project cost (maximum award of \$5,000, 50% match). **Submitted and approved in November.*

Grants Not Awarded

- FMA Building Resilient Infrastructure and Communities (BRIC) – Evaluation/assessment Sturgeon Creek watershed for potential solutions, \$250,000 (25% match). **Withdrew project consideration at this time.*
- T-Mobile Hometown Grant – Founders Park Phase I, \$2,941,856 Total Project Cost, Grant Request Level: >\$50,000 (no match).

Dashboard

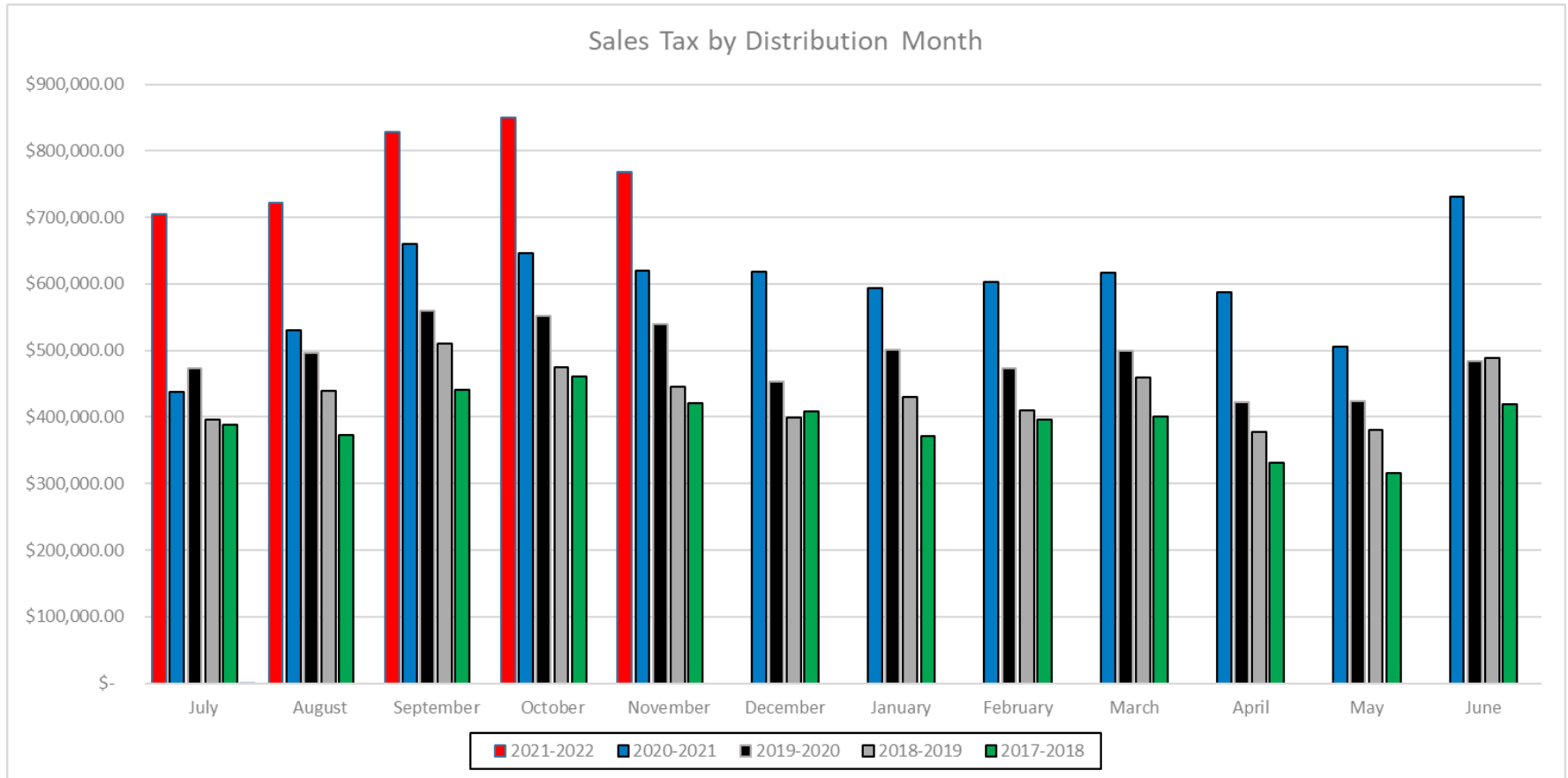


Financial Budget to Actual Report – November 30, 2021

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	26,421,500	1,141,579	11,175,913	-	15,245,587	57.70%
Governing Body	230,000	230,000	11,710	75,719	31,894	122,387	53.21%
Administration	1,430,000	1,430,000	76,632	637,767	75,081	717,151	50.15%
Information Technology	1,235,000	1,247,000	78,613	506,766	257,503	482,731	38.71%
Human Resources	350,000	350,000	32,576	131,598	11,051	207,352	59.24%
Finance	600,000	600,000	45,476	225,144	6,722	368,134	61.36%
Planning	655,000	726,000	60,716	246,706	40,895	438,399	60.39%
Economic Development	110,000	110,000	10,049	45,510	401	64,090	58.26%
P&R & Cultural Arts	1,170,000	1,170,000	88,950	406,524	47,810	715,666	61.17%
Grounds & Facilities	1,685,000	1,685,000	145,629	538,189	313,522	833,289	49.45%
Public Services	2,265,000	2,288,500	164,296	852,553	599,639	836,308	36.54%
Police	4,920,000	4,960,000	339,550	1,650,814	497,699	2,811,487	56.68%
Emergency Management	215,000	215,000	11,755	57,322	25,577	132,101	61.44%
Fire	6,025,000	6,120,000	338,268	3,098,944	296,926	2,724,130	44.51%
Debt Services	2,046,000	2,046,000	-	1,156,700	-	889,300	43.47%
Transfers	2,244,000	3,244,000	-	3,136,341	-	107,659	3.32%
EXPENSES	25,180,000	26,421,500	1,404,218	12,766,596	2,204,719	11,450,185	43.34%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,400,000	137,479	790,769	-	609,231	43.52%
EXPENSES	1,400,000	1,400,000	82,598	440,172	15,828	944,000	67.43%

FY Sales Tax Distribution

These amounts represent the month/year the Town received the funds from NCDOR.



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

There were no purchase orders issued in excess of \$50,000 in November 2021.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in November 2021.

Audit Committee Meeting Summary

The Audit Committee did not meet in November 2021.

Department News

Staff is finishing up department focus groups to get feedback from employees on several topics. A summary of that information will be presented to the Directors in December. Staff enjoyed the annual Thanksgiving potluck on November 19, which was the largest employee turnout to date. Two holiday events will be hosted this year for staff and their families to enjoy. The department will distribute total compensation statements to employees during the first quarter of 2022. Staff will pilot the Individual Development Program tool with the Planning department in December.

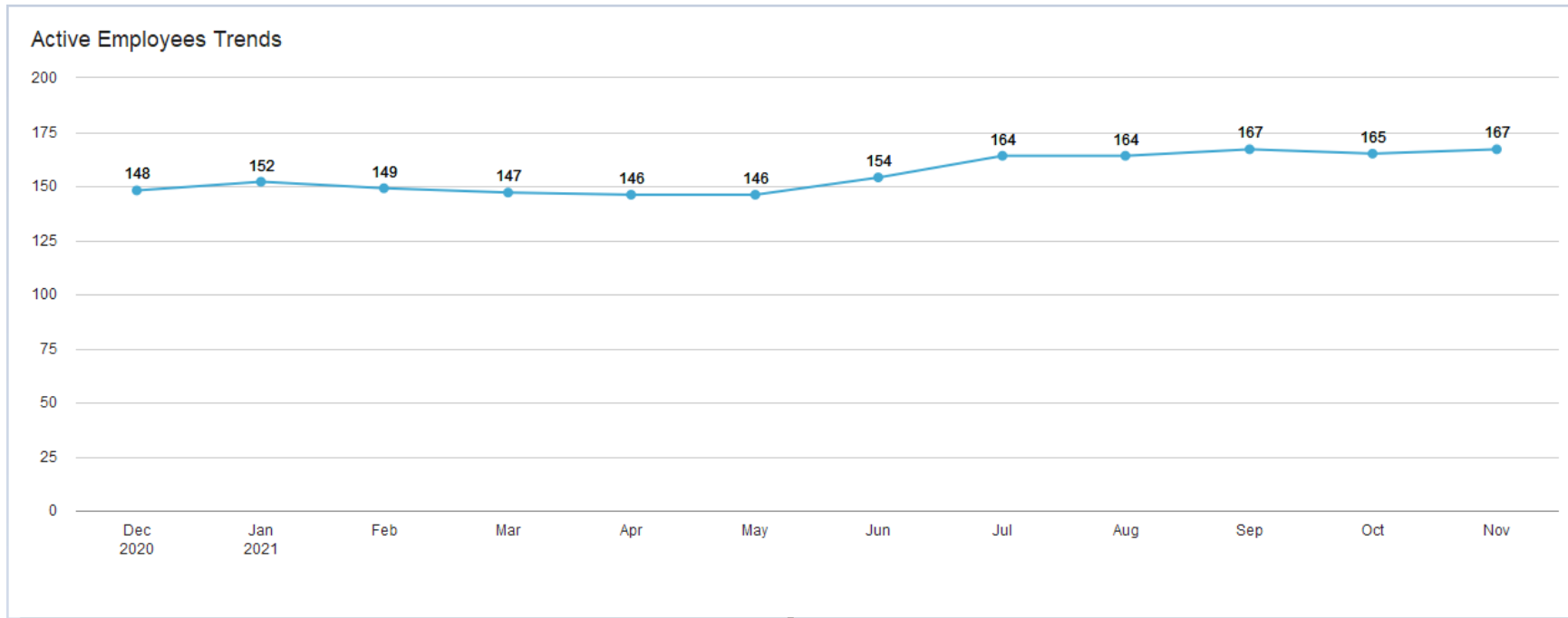
Workers Comp Data

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

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Amity Cecil	Building Inspection	New Hire	11/8/2021	Permit Technician		
Kelli Newton	Finance	New Hire	11/15/2021	Purchasing Coordinator		
Jordan Sales	Cultural Arts Center	New Hire	11/16/2021	PT Recreation Specialist		
Barnes Sutton	Planning	New Hire	11/29/2021	Community Development Planner		

Headcount (FT and PT employees) December 2020 - November 2021



Headcount ⓘ
167
 As of November 2021

Hired ⓘ
42

Termed ⓘ
25

Growth Rate ⓘ
12.1%

Turnover Rate ⓘ
16.1%

Average Tenure ⓘ
3.7
 (Years)

Turnover Data December 2020 - November 2021

Full Time Turnover

Turnover Rate ⓘ 12.6%	Annualized Rate ⓘ 12.6%	Terminations ⓘ 18	Average Employees ⓘ 143.4
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Part Time Turnover

Turnover Rate ⓘ 56.7%	Annualized Rate ⓘ 56.7%	Terminations ⓘ 6	Average Employees ⓘ 10.6
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Department News

Captain Spence attended Field Training Officer Supervisor training November 1-5. This course prepares the supervisor assigned the responsibility of overseeing the field training unit.

Senior Officer Payne and Officers Barbary, Majors, and Mercado attended Interview and Interrogation at Cape Fear Community College November 8-12. This course provides officers the ability to gather data and information from the interviewee. The interviewer will be able to successfully determine truthful responses from deceptive verbal and non-verbal responses and identify the form of deception while transitioning the interviewee from unwilling to willing.

Officer Wooley attended the Radar Operator Training course at Cape Fear Community College November 12-14. This three-day course certifies officers to operate the radar instrument for traffic enforcement purposes.

Sgt. Munger coordinated staff for security and participated in Leland Homecoming on November 13.

Lieutenants Almond and Warren successfully completed Session III of the North Carolina Justice Academy Leadership Institute Course November 15-19. This program requires successful completion of 120 hours of instruction in leadership-related topics. Upon graduation, they were also awarded the NCJA Leadership Certificate, an expanded 400-hour leadership program. This course offers critical thinking skills geared towards outside the box thinking based on current events around our area and state.

Sgt. Reid attended Leadership Development Training in Salemburg November 15-19. This course is offered to law enforcement managers and first-line supervisors who are responsible for the direction and management of law enforcement personnel in their daily activities. The goal is to give law enforcement supervisors of any rank the ability to create and build on skills while learning how to recognize behavior that is detrimental to effective leadership while creating. It also provides participants strategies to incorporate mission focused goals, team build, manage, and direct change in their organization.

Master Officer McElroy attended the Radar Recertification Training course at Cape Fear Community College November 18-19. This two-day course re-certifies officers to operate the radar instrument for traffic enforcement purposes.

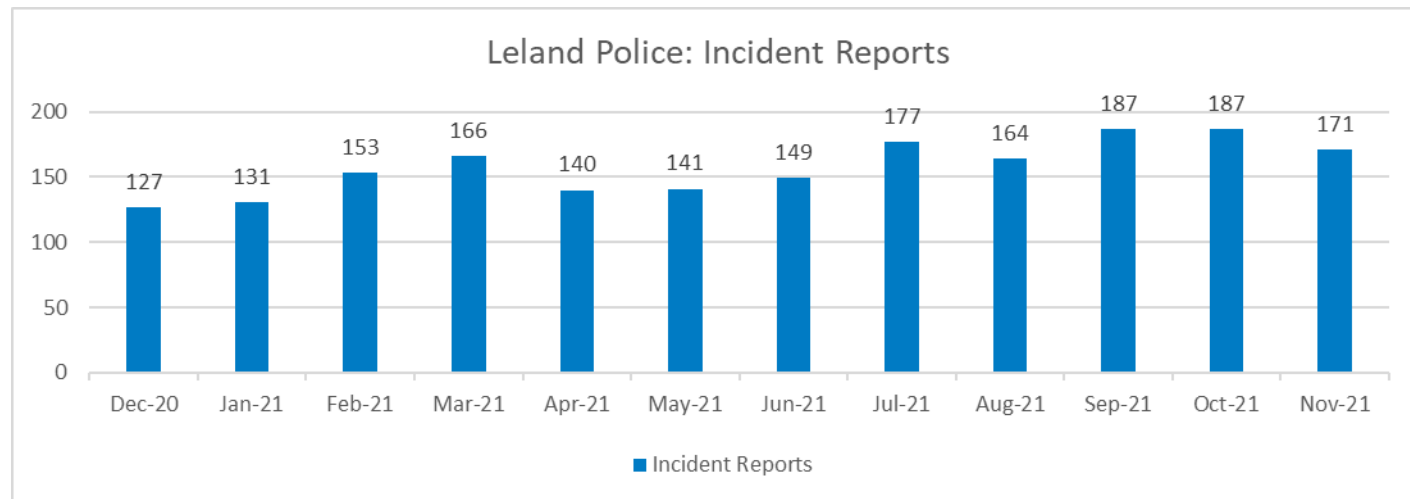
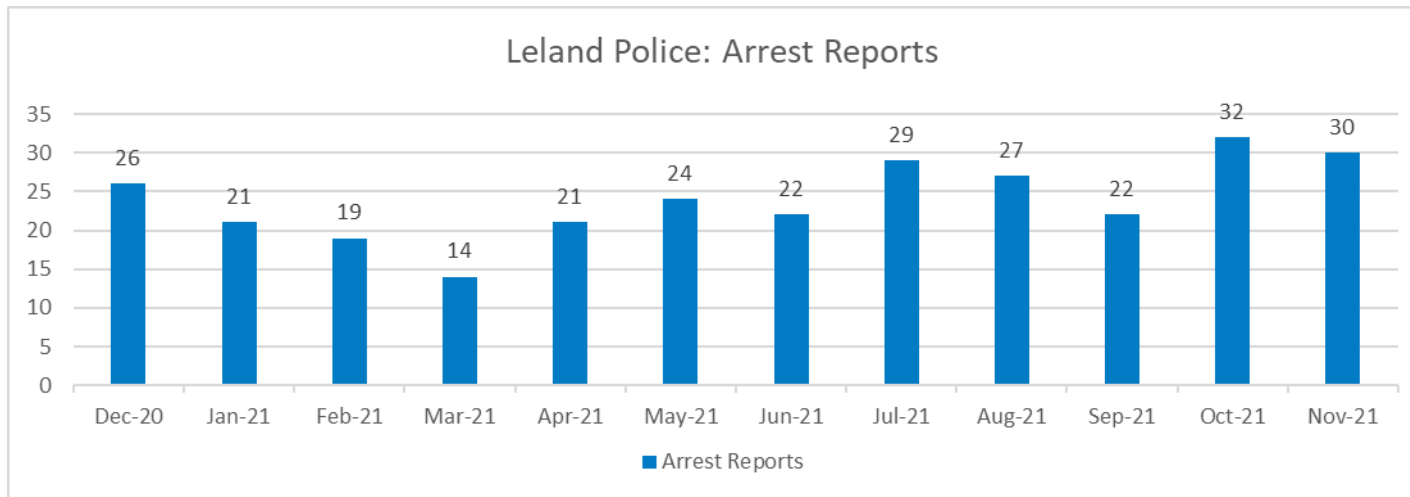
Staff attended the 26th Annual Homicide Candlelight Vigil on November 19 at the Leland Cultural Arts Center.

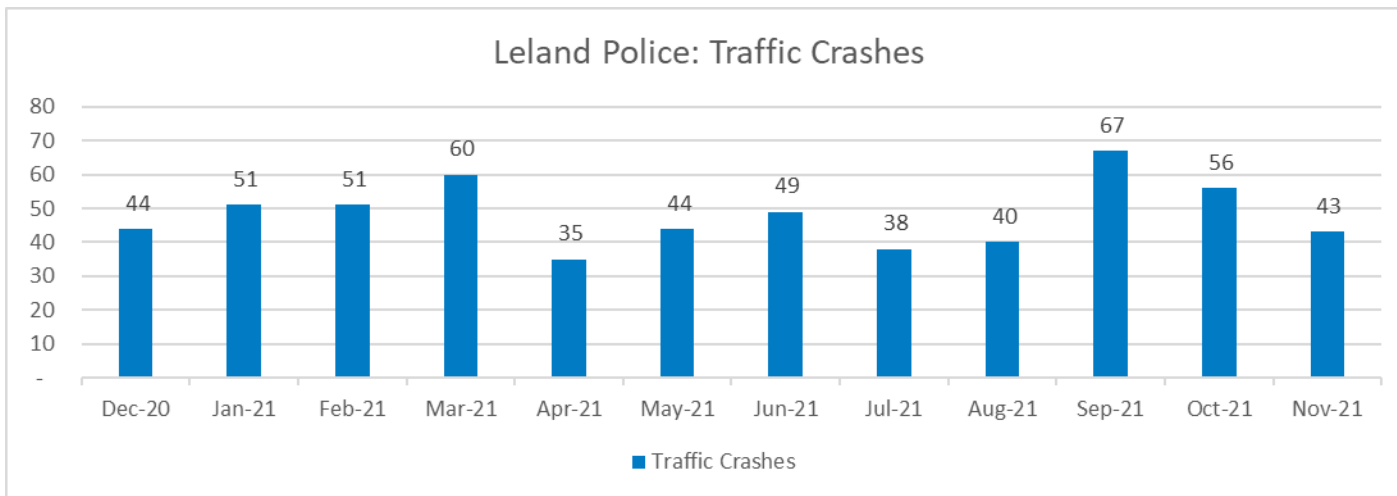
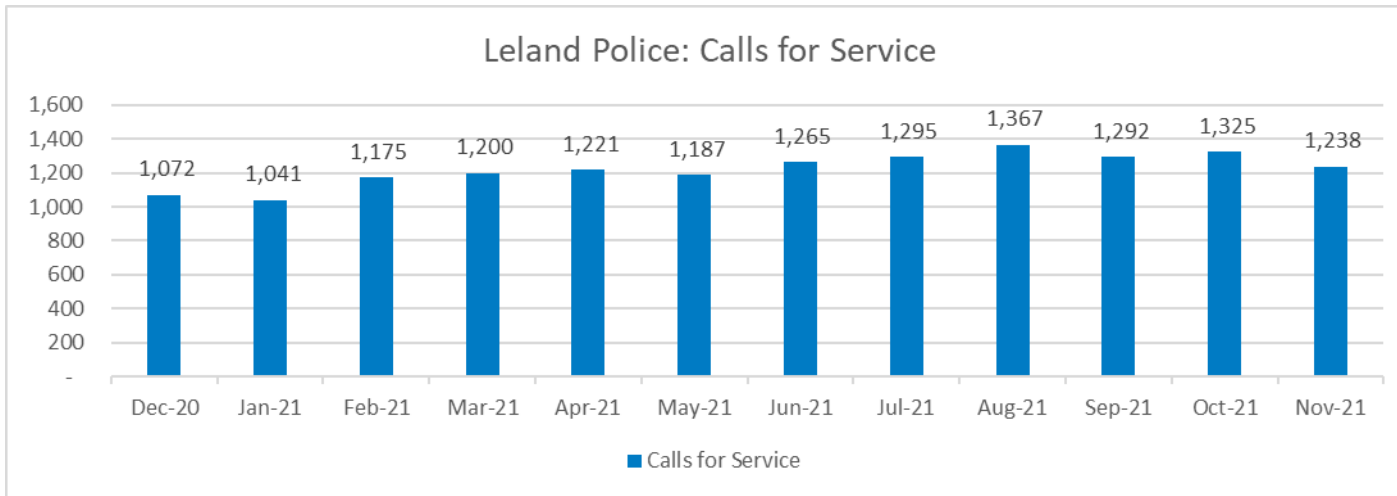
Staff represented the agency at the Virtual Response Center ribbon cutting at Wilmington Police Department on November 16.

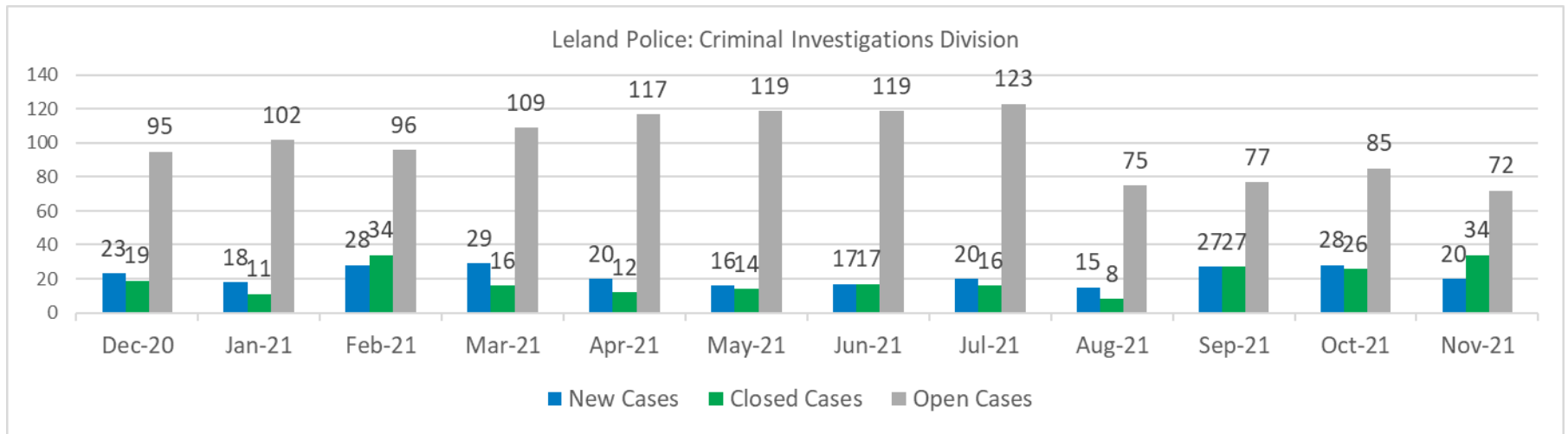
Chief Shirley attended the CJ Reform Seminar through the North Carolina League of Municipalities on November 16.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Dec-20	34	4	12	16	2	1	2
Jan-21	32	1	1	2	7	0	1
Feb-21	33	5	3	8	4	0	2
Mar-21	44	5	6	11	8	1	3
Apr-21	46	5	1	6	3	0	4
May-21	52	2	3	5	8	1	1
Jun-21	57	8	5	14	3	1	2
Jul-21	33	3	3	6	2	1	4
Aug-21	51	2	2	4	3	1	7
Sep-21	25	2	6	7	0	0	2
Oct-21	38	5	2	7	4	0	2
Nov-21	33	2	7	9	3	0	4
Totals	478	44	51	95	47	6	34







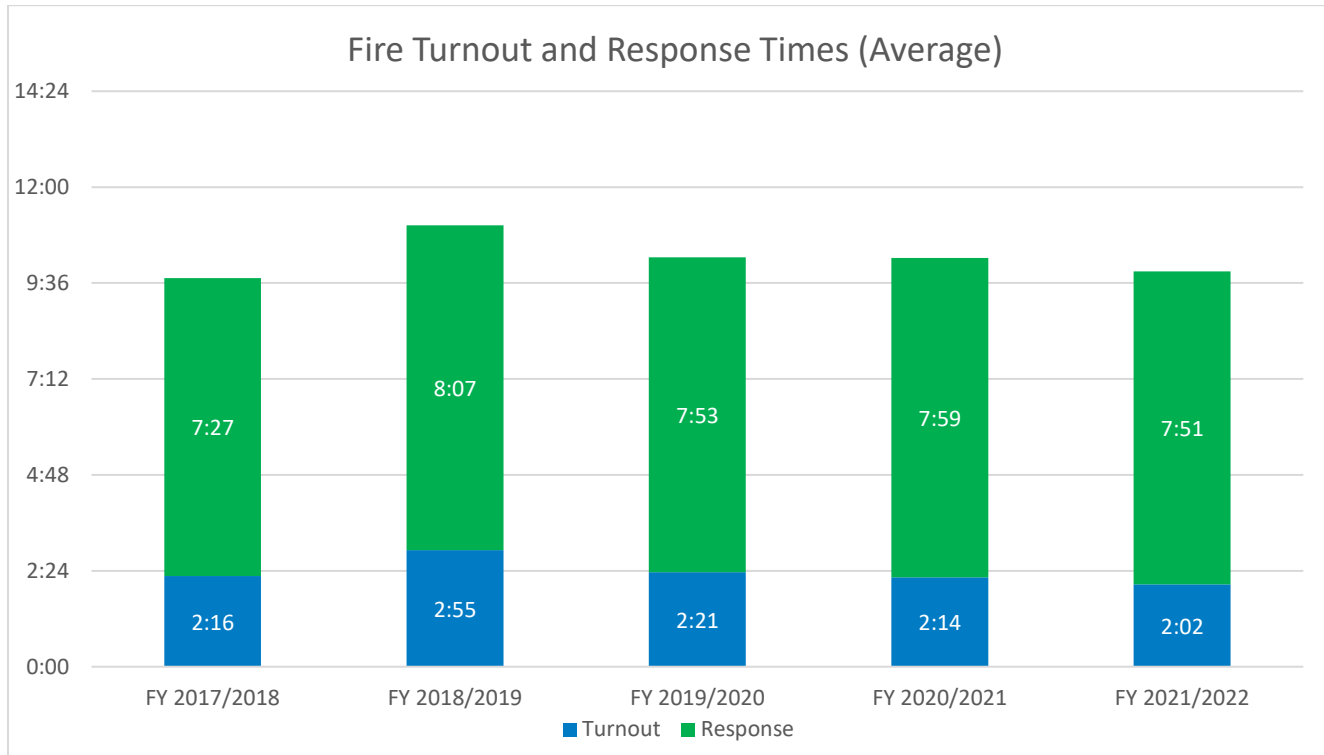
Department News

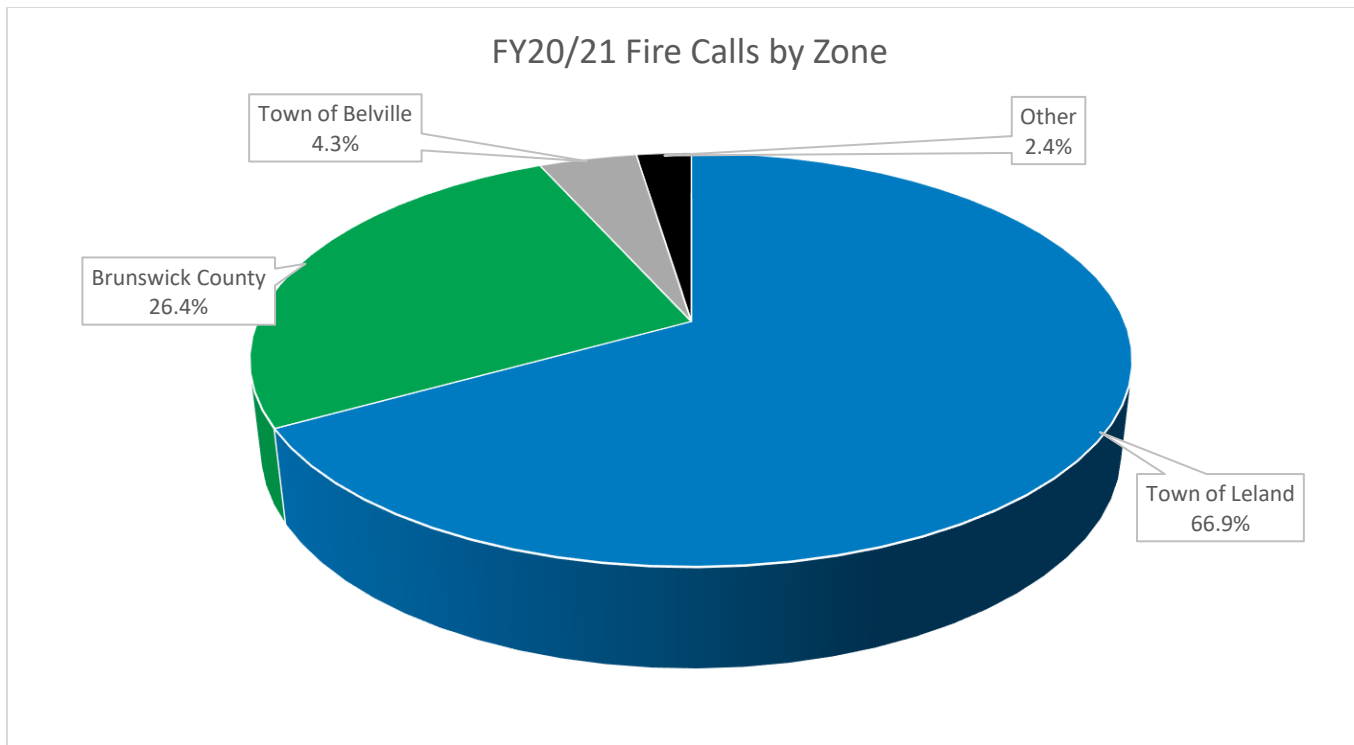
All three shifts conducted their regular quarterly all-day hands-on facility training at the Cape Fear Community College Fire Training Center, in addition to their annual Job Physical Ability Test (JPAT). The JPAT evaluates the physical fitness and abilities of all personnel to ensure they are functionally fit to operate at an emergency incident while wearing around 60 pounds of protective gear while doing operations such as advancing hoselines, raising ladders, and rescuing victims.

The department closed out the application process for the three new firefighter positions scheduled to begin in February 2022. These positions mean the ladder truck will be staffed with four firefighters rather than the current three, allowing the truck crew to be more operationally versatile and flexible at a structure fire and do multiple functions simultaneously. The additional staff also increases the overall number of firefighters responding to a fire, thereby reducing risk to personnel.

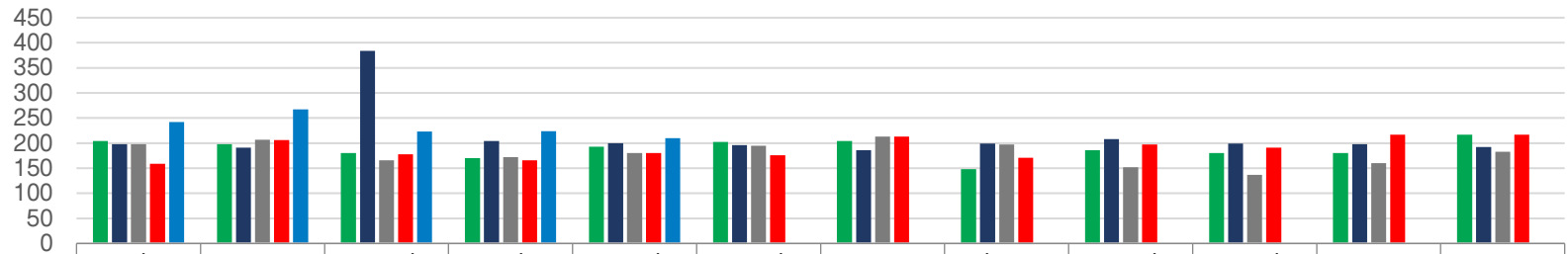
Utilizing recently purchased computer software, all Captains and Chief Officers began to conduct incident command training. This training will be conducted on a regular basis throughout the year. The software allows staff to take pictures of actual buildings in the Leland Fire District, then add smoke and flames to the pictures to create a realistic scenario for Captains and Chief Officers to practice effectively managing the incident.

Dashboard





Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ 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	213	197	152	137	160	183
■ FY 2020/2021	159	206	178	166	180	176	213	171	197	191	217	217
■ FY 2021/2022	242	267	223	224	210							

■ FY 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020 ■ FY 2020/2021 ■ FY 2021/2022

Department News

Mr. Grimes attended the 2021 Fall Conference for NC Emergency Management. He assisted staff with safety measures for Leland Homecoming and the Leland in Lights Grand Illumination. Mr. Grimes held an ICS-400 class for staff. Six additional staff members have received all levels of ICS training. Position-specific training will now begin for key staff who function in leadership roles during a disaster. Mr. Grimes continued to work with management to determine priorities for funding in FY22/23.

Work Priorities

- Members of management are reviewing the draft Debris Management Plan along with the Town Attorney. State review will begin in 2022.
- The table-top hurricane exercise After-Action Report is being created and with staff members who took part in the exercise to discuss areas for improvement.
- Continue working with FEMA and NCEM to close out Hurricanes Florence and Dorian Public Assistance Projects.

Projects Completed

- No projects completed in November.

Significant Purchases

- No significant purchases in November.

Department News

Recreation staff welcomed new Recreation Specialist Jordan Sales to the Town on November 16, 2021.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in November. The next meeting will be held on February 23, 2022 at 6 p.m.

Upcoming Events

December 4, 2021 - January 10, 2022 – Leland in Lights

January 10, 2022 – Winter Session Begins

January 13, 2022 – LCAC Student Showcase Gallery Reception

Parks, Recreation, and Cultural Resources Updates

From twinkling lights and movies in the park to handmade gifts and live music, there has been something for everyone to enjoy this holiday season in Leland! December has been packed full of events including the Holiday Art Market, the Grand Illumination, Moonlighters Orchestra concert at the LCAC, a screening of Elf in Founders Park, a chance for children to have breakfast or cookies with Santa, and a special holiday performance by LCAC performing arts students of all ages. The Leland in Lights display will continue to illuminate Founders Park through January 10, 2022, with opportunities to ride the Leland Express trackless train from 6 to 8 p.m. December 17 and 18 and January 7 and 8.

The 2022 Spring and Summer edition of the CAPE activity guide will be released in mid-January 2022. The community will enjoy the return of the Leland We Don't Know bus tours and an exciting new lineup of performances at the LCAC. A wide variety of pottery, painting, and dance classes are back as well as new programs in gardening and nutrition. Youth offerings will include Leland's Little Learners, Crafternoons, and nine weeks of summer camp. Registration for all spring and summer programs opens at 9 a.m. on February 1, 2022.

Grounds/Facilities Updates

Work Priorities

- Increase the power capabilities in Founders Park.
- Install lights and decorations in Founders Park for the Leland in Lights event.
- Enclose the windows on the Parks & Recreation shed at Town Hall for a future art mural.
- Complete the garage door repair at Village Road Fire Station.
- Coordinate warranty work on the red cement board at the LCAC.
- Resolve the HVAC issues in the first floor PD area.
- Repair several doors at the LCAC.
- Elicit quotes from vendors for repairs to HVAC issues at Westport Fire Station.

Projects Completed

- Completed annual fire inspections from BFPE.
- Staffed the Leland Homecoming event at Founders Park.
- Resolved an HVAC issue at the LCAC.
- Repaired a smoke detector at the LCAC.

Significant Purchases

- No significant purchases in November.

Department News

Barnes Sutton joined the department in November in the newly created position of Community Development Planner. Mr. Sutton has several years of planning and community development experience, most recently in the Town of Navassa. Mr. Sutton's position is focused on community development initiatives including housing affordability and rehabilitation, livable communities programs, environmental and social justice, economic and environmental resiliency, and more.

Amity Cecil joined the department as a Permit Technician. With the growing volume of permits and inspections, a second Permit Technician position was funded to maintain the department's desired level of service. Mrs. Cecil joins the department with great customer service skills and municipal government experience as a utilities billing clerk.

Andrew Neylon attended Introduction to the Green Growth Toolbox hosted by the North Carolina Wildlife Commission. The Green Growth Toolbox is a technical assistance tool designed to help communities conserve high quality habitats as communities and developers continue to build new homes, workplaces, and shopping centers. The toolbox helps communities plan for growth in a way that will conserve natural assets: fish, wildlife, plants, streams, forests, fields, and wetlands.

Mr. Neylon also attended the third 2021 NFIP Summer Workshop hosted by the North Carolina Division of Emergency Management. This workshop provided a review of the substantial damage process and the opportunity to practice how to evaluate a building when damaged by a flood. There was also a session for lessons learned from not being prepared for a flooding event, featuring Buncombe County.

As chair of the Southeastern North Carolina CRS Users Group, Mr. Neylon hosted the group's quarterly meeting. Members reviewed the Risk Rating 2.0 from the insurance perspective and changes from previous insurance calculations.

Ben Watts successfully completed the Certified Zoning Officials course hosted by the UNC School of Government and passed his CZO exam. This certification signifies Mr. Watts' knowledge and skills related to planning and development regulation in North Carolina.

Mr. Neylon successfully passed his certification exam and is now a member of the American Institute of Certified Planners (AICP) through the American Planning Association. This certification marks Mr. Neylon's dedication as a professional planner and his knowledge of the principles, skills, knowledge, and experience.

Planning Board Meeting Summary

The Planning Board met on November 16, 2021 and heard the following items:

1. Preliminary Subdivision Plat Application Submitted by Funston Land & Timber, LLC. For Parcel No. 05800007 – The Planning Board voted to approve a subdivision plat for one 1.55 acre lot in the Brunswick Forest Commercial Village near Wendy’s restaurant.
2. Proposed Street Name Changes for Mill Branch at Spring Hill Subdivision – The Planning Board voted to approve name changes for streets in the Mill Branch at Spring Hill subdivision.
3. Site Specific Plan for Magnolia at Mallory Creek Plantation – The Planning Board voted to approve a site specific plan for a 208-lot single family residential project on 72.2 acres in Mallory Creek Plantation.
4. Text Amendment Proposal for RV Parks – The Planning Board heard a text amendment proposal from Evolve Acquisitions, LLC to amend the Code of Ordinances to add RV parks to the uses permitted in the C-1 and C-2 zoning districts and establish supplemental regulations for the use. The Planning Board voted to 6-1 to recommend approval of the text amendment with the removal of the applicant’s proposal to allow the use in the R-6 and PUD zoning districts.
5. Leland 2045 – The Planning Board voted to recommend adoption of the Leland 2045 comprehensive land use plan.

The Planning Board’s next meeting is scheduled for December 14, 2021 at 6 p.m.

Board of Adjustment Meeting Summary

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

Current Planning Update

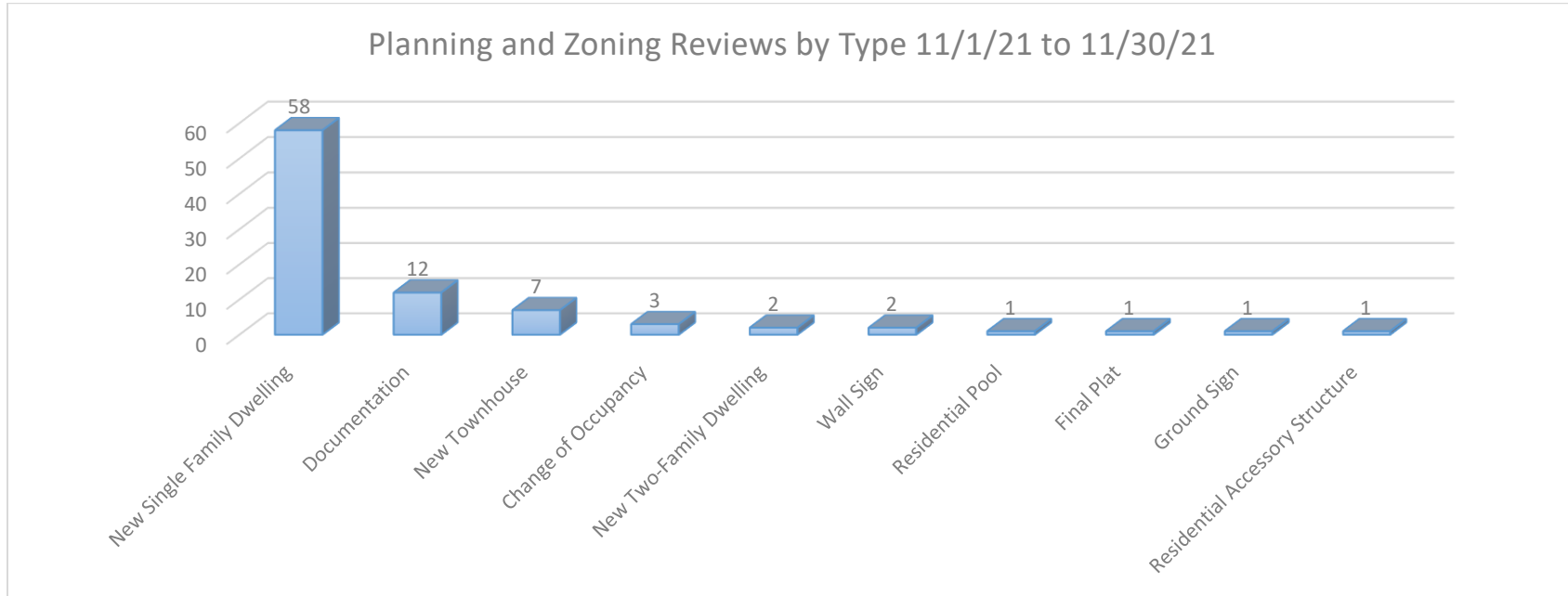
TRC Report

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

1. Site Specific Plan for Del Webb at Mallory Creek – Proposal for a 759 single family lot subdivision in Mallory Creek.
2. Preliminary Plat for Brunswick Forest Commercial Lots 25 and 26 – Proposal for 0.61 acre and 0.59 acre lots in the Brunswick Forest Commercial Village near the Lowes Foods grocery store.
3. Development Site Plan for Brunswick Forest Senior Living Cottages – Proposal for 23 townhomes in the Brunswick Forest Commercial Village area for senior residents.

4. Development Site Plan for Lowe’s Home Improvement – Proposal for 113,860 square foot home improvement store with 27,720 square foot garden center in the Leland Town Center shopping center off U.S. Highway 17.
5. Development Site Plan for Settler’s Village – Proposal for a 77-unit townhome development on Village Road.

Planning and Zoning Reviews



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Brunswick Forest			
Letters of Credit	17	\$7,609,665.13	\$3,285,012.75
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	3	\$125,350.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Lanvale Forest			
Cash Bonds	0	\$0.00	-\$18,285.31
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$1,109,356.75	-\$5,420.00
Surety Bonds	2	\$292,492.70	\$0.00
Seabrooke			
Surety Bonds	1	\$144,035.00	\$144,035.00
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	20	\$7,833,420.13	\$3,285,012.75
Total Cash Bonds	12	\$2,396,930.03	-\$23,705.31
Total Surety Bonds	10	\$1,153,626.83	\$144,035.00
Total Performance Guarantee Sureties	42	\$11,383,976.99	\$3,405,342.44

Long Range Planning Update



After nearly a year of hard work, the Leland 2045 comprehensive land use plan was adopted in November. Design Workshop and Leland staff presented the final document in detail to the Planning Board and Town Council at a joint meeting on November 15. At their meeting on November 16, the Planning Board voted unanimously to recommend approval of adoption. On November 18, Town Council unanimously adopted the plan.

Now that the plan is adopted, staff is strategizing on implementation. Leland 2045 includes an action plan with short to long term action items to undertake. Additionally, staff will be evaluating and prioritizing other efforts including working towards other community and economic development efforts.

The project website www.Leland2045.com will transform into a portal to inform of progress of the Leland 2045 plan implementation.

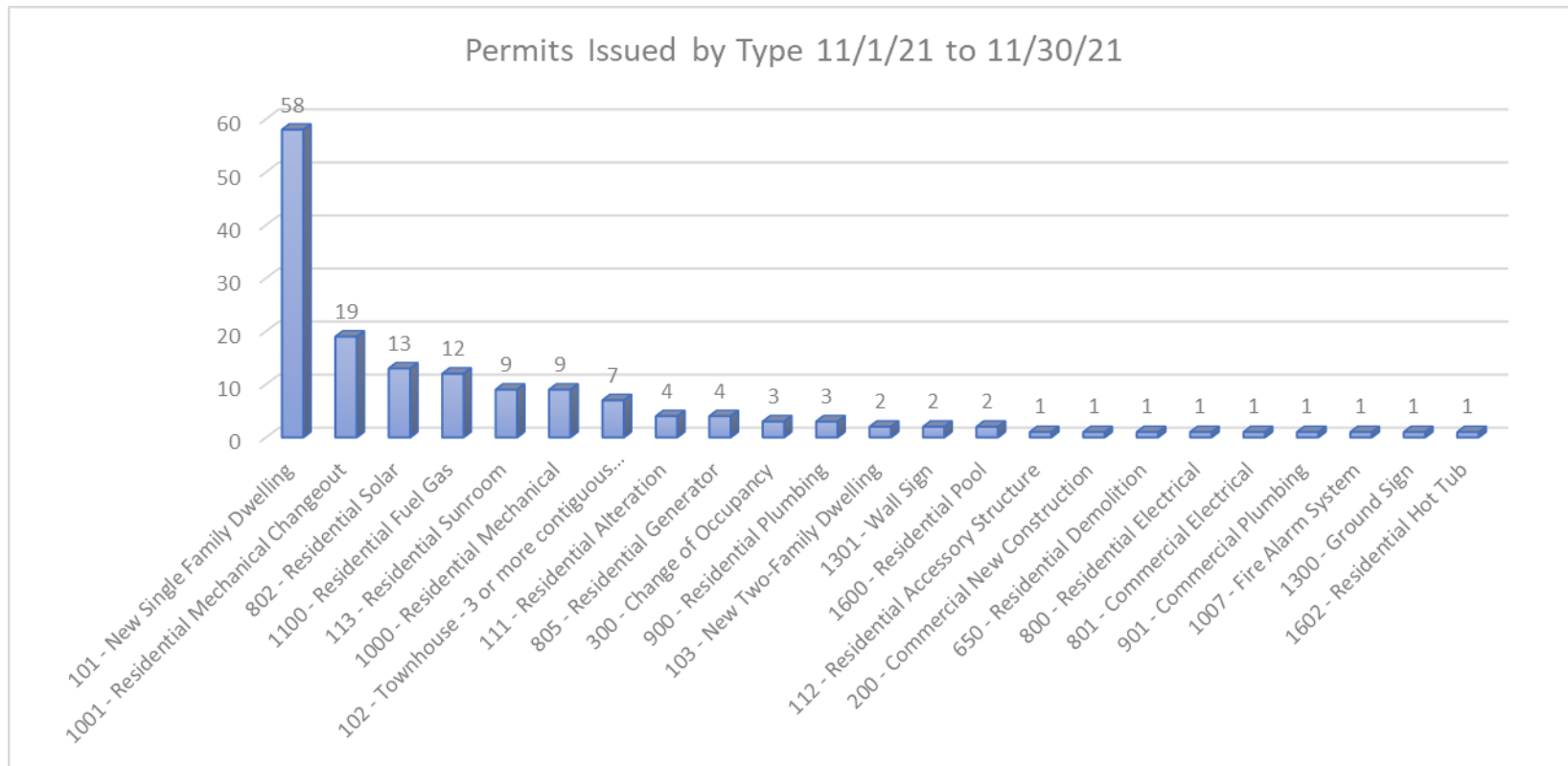
Transportation Planning Update

WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the Westgate, NC Highway 87, Brunswick Forest, and Mallory Creek areas.

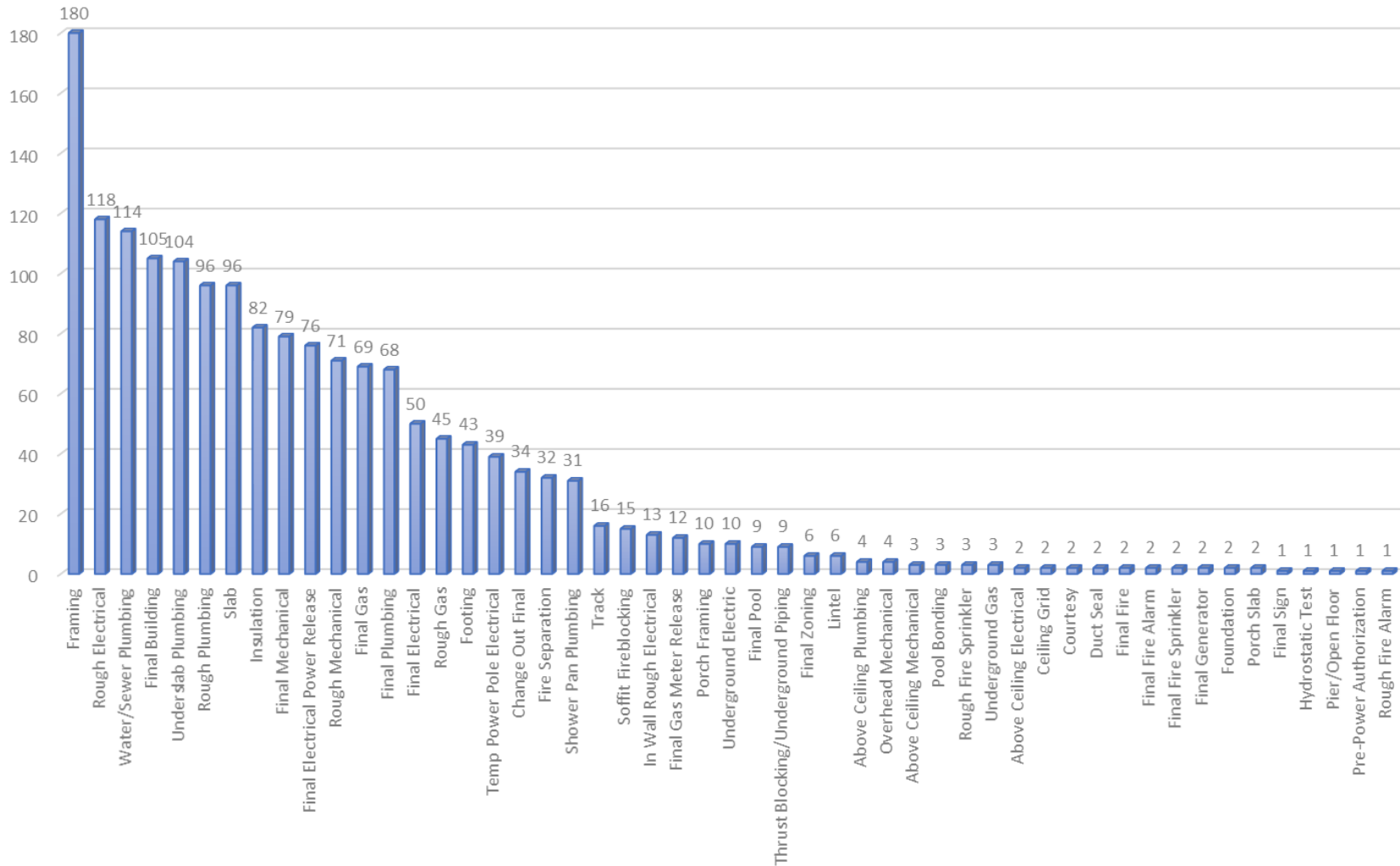
NCDOT has released the final Prioritization 6.0 (P6.0) quantitative scores. The results are posted on [NCDOT’s Prioritization Resource page](#). Due to funding constraints, the P6.0 process has been halted, so no local input points will be assigned and this quantitative score release concludes the P6 Prioritization cycle. The Prioritization Workgroup and the NC Board of Transportation will continue to finalize the procedure for the development of the 2024-2033 STIP.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
156	1,715	\$22,512,513



Inspections Completed by Type 11/1/21 to 11/30/21



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	1	4	0	4	0	9
Cases Closed	2	17	0	14	1	34
Active Cases	5	15	0	13	1	34

Public Services Department Updates

Engineer in Training Adrianna Weber passed the North Carolina Professional Engineer (PE) Exam. She will obtain her PE license after she meets the State's experience requirements.

Project Manager Will Lear passed the Drone Unmanned Operator course and received his license, allowing him to fly the drone the Town recently purchased.

Streets Updates

Work Priorities

- Staff is manning the vegetative debris site during operating hours, assisting the public, and collecting vouchers. In November, the Town had four citizens purchase 25 vouchers, and 13 citizens delivered 13 loads of debris.
- Staff is performing repairs to sidewalks damaged by tree roots within Magnolia Greens. This work includes removing the tree and stump, and removing and replacing the damaged concrete sidewalk sections.
- Staff is cleaning out various ditches throughout Town beginning on Oak Lane. This work includes removing debris, removing vegetation, and re-grading the ditch where required.
- The subcontracted sidewalk extensions have been completed. Areas completed include Westport Drive, Greensview Drive, Fennel Creek Drive, and North Palm Drive. These are areas in which existing sidewalk segments within the right-of-way had not been connected. This work also included updating an intersection in Magnolia Greens that was not ADA compliant.
- Storm drain repair work has been completed. These repairs were too large in scope to be completed in house and were done by Rainstorm Solutions of Wilmington. The project areas were in Mallory Creek, Magnolia Greens, and Brunswick Forest.

Initiatives

- In November, Council adopted the streets design manual, which includes standard specifications, standard details, and a design manual to be used in the design and construction of new and rehabbed Town streets.
- Staff is reviewing Town-maintained gravel roads for possible paving. Staff has budgeted for the survey and design work associated with paving these roads in the FY21/22 budget and awarded the design phase for this project in July with survey work completed in November. Roads under review include Graham Drive, Breman Lane, and John Sneed Lane.
- Staff is in the process of updating the Vector Control and Pesticide Application Standard Operating Procedure as well as the Pesticide Discharge Management Plan, both of which are anticipated to be updated this calendar year.

- NC Resilient Communities Grant work continued in November, with the draft report submitted to the Community Action Team for review. The third Community Action Team meeting is scheduled for December.

Project Notes

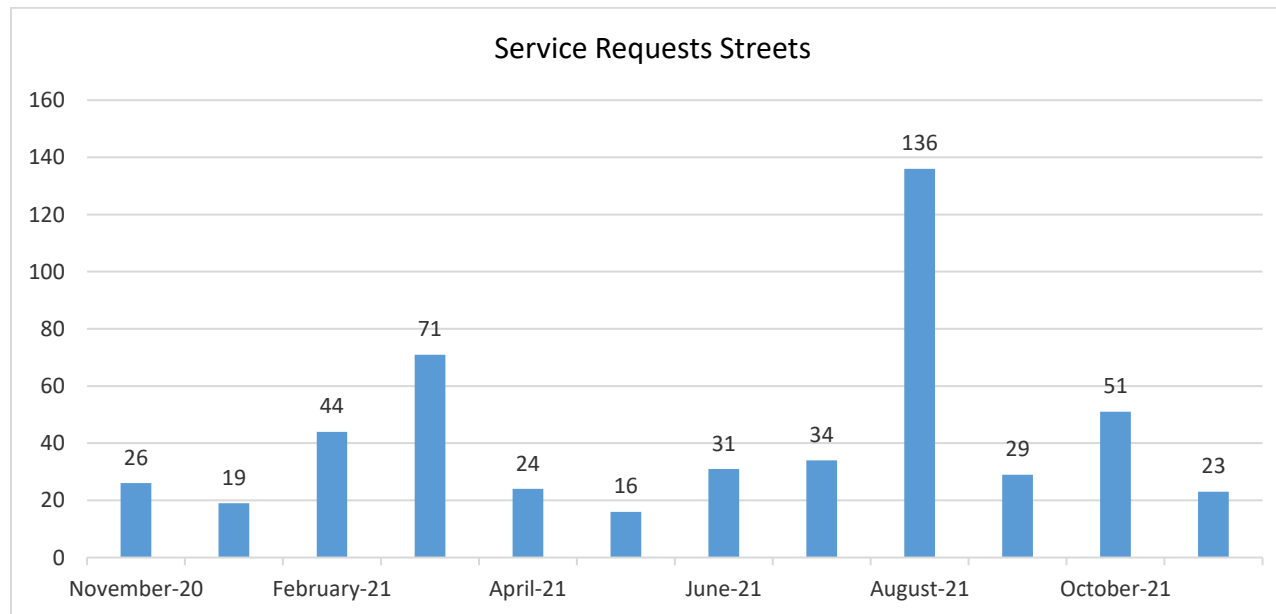
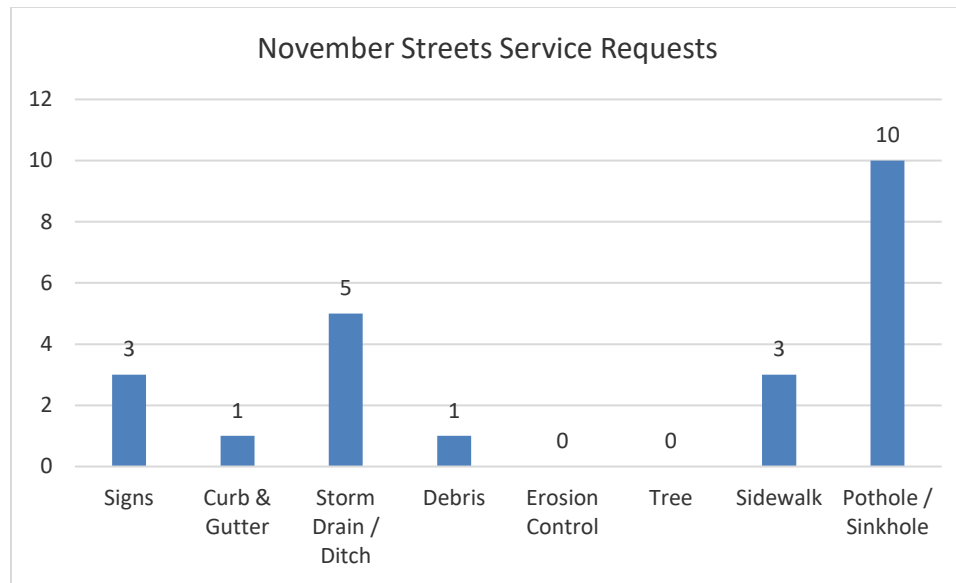
- Construction continued on the STP-DA Pedestrian Improvements (U-5534I, J, K) project in November, with completion anticipated in December.
- Staff continues to work on the Olde Waterford Way roadway extension project, with final design plans reviewed by Staff in November. Staff is planning to bid the construction phase of this project in December or January.
- Staff is working on the FY21/22 street resurfacing project, with survey work completed and design underway. Streets to be resurfaced include portions of Olde Waterford Way, Palm Ridge Drive, Pine Harvest Drive, and Grandiflora Drive.

Significant Purchases

- Delivery of skid steer is anticipated in December.

Work Order Summary

- Streets received 23 work orders in November, with most of them being pothole/sinkhole related (10).
- Streets completed 28 work orders in November, with an approximate expense of \$38,500 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment operating costs (\$18,400).



Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
Jul-21	5	50	7
Aug-21	4	25	13
Sep-21	4	25	8
Oct-21	6	30	8
Nov-21	4	25	13
Totals	23	155	49

Department News

An undisclosed company has put a 26-acre tract in the **Leland Innovation Park** under contract, where it plans to build a 126,000 square foot distribution facility. If the project proceeds, this would be the first facility to be built in the 225-acre parcel that was annexed into the Town in July 2020.

New Businesses

- There are no new business announcements at this time.

New Construction/Development

- Site development plans have been submitted to the Town for **Settler's Village**, a 77-unit residential townhome development on an 8.67-acre tract at 522 Village Road. Town Council conditionally rezoned this property to T40(CZ) on February 21, 2019 to help facilitate this proposed development in the Gateway District.
- **Caliber Collision** submitted site development plans to the Town showing an auto body repair shop at 8951 Ocean Highway, the former location of **Willoughby's**. Additionally, the property owner submitted a voluntary annexation petition to annex the property into the Town.
- Nathan Bagaent submitted site development plans to the Town showing a 4,950 square foot, two-story medical office building to be developed on a 0.59-acre tract at 1007 Olde Waterford Way. Mr. Bagaent currently operates **Coastline Therapy Group, LLC**, a Speech-Occupational-Physical Therapy practice in Wilmington.
- **Liberty Healthcare** submitted site development plans to the Town for a project that would add 23 cottage homes to its senior living community at **The Villages of Brunswick Forest**. **Liberty** previously announced plans to develop a senior living campus in **The Villages of Brunswick Forest** offering independent living, assisted living, skilled nursing and memory care, and other senior-focused services.
- Construction is progressing on the **Tru by Hilton** hotel in the **Waterford Commercial Village**. The hotel will have 93 rooms and offer an indoor pool, continental breakfast, and other amenities.
- Sitework is progressing on a two-story, 45,000 square foot research facility for **Cygnus Technologies** next to the **Tru by Hilton** hotel in the **Waterford Commercial Village**. The facility will house 50 existing **Cygnus** employees with room for up to 150 employees that could be hired over the next five years. **Cygnus** presently operates out of a 20,000 square foot facility in Southport. The company manufactures, assembles, and distributes kits that allow pharmaceutical and biotech companies to detect and identify host cell impurities in biotherapeutics, a major step in regulatory approval and quality control.

- **SAMM Properties** submitted site development plans to the Town showing two, three-story, 38,475 square foot Class-A office and retail buildings in the **Waterford Commercial Village** that will be known as **The Offices and Shoppes at Waterford**. **SAMM Properties** anticipates breaking ground on this project in the first quarter of 2022. **SAMM Properties** has developed many office and retail projects in Wilmington, including the series of buildings that makes up **The Offices at Mayfaire**, **The Offices at Airlie** on Military Cutoff Road, and most recently, **Bradley Creek Station** on Oleander Drive.
- Sitework is progressing on the **Brunswick Beer & Cider Co.** project in **The Villages of Brunswick Forest**.
- Construction is progressing on the new **Custom Home Furniture Galleries Outlet** store, a two-story, 56,000 square foot furniture showroom in the **Waterford Commercial Village** across from **Leland Station**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on November 10, 2021. The Committee held a workshop to continue updating the 2019 Economic Development Strategic Plan. The Committee's next meeting will be on January 6, 2022.