



STAFF REPORTS

October 2021 Regular Meeting

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Administration News

Beginning August 16, Town Hall was again closed to non-scheduled, walk-in visitors due to the increase in COVID cases. All other Town facilities remain open, and employees continue to work as normal while maintaining appropriate precautions. Staff will continue to evaluate existing conditions and make operational adjustments as necessary.

Town Clerk's Office

Ms. Reinhardt is serving her second term as the North Carolina Association of Municipal Clerks (NCAMC) District 3 Board Member and has been appointed as the FY21/22 NCAMC Finance Committee Chair. In September, she attended the quarterly North Carolina Association of Municipal Clerks Board of Directors meeting and held her first NCAMC Finance Committee meeting. Both events were attended virtually.

Work Priorities

- The Annual Board/Committee Rules of Procedure and Ethics Training with the Town Attorney was held October 4 at Town Hall.
- The Old Fayetteville Road Multi-Use Path Ribbon Cutting Ceremony is scheduled for October 18 at 12 p.m. Staff is handling event logistics.
- Staff continued supporting the IT Manager to provide a smooth transition of the IT position responsibilities.

Council Directive Updates

- American Rescue Plan Act of 2021: Staff is awaiting final guidance for spending the funds, which is to be released by the US Treasury in the coming months. Once this final release is available, staff will meet to further discuss allowable projects and present to Council at a future meeting.
- COVID Booster Vaccine Clinic: Staff reached out to David Stanley, Brunswick County Deputy Manager, to offer the Town's assistance in providing a location for a drive-thru clinic at a Town site. County staff, including Health Services Director Cris Harrelson, are exploring this option and will be in touch as they make further plans.

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 substantially complete.
- Next Steps: The contractor has completed paving on the multi-use path and Old Fayetteville Road, and the Town's construction engineer has completed the initial walk through of the project. The next steps are for the contractor to complete punch list items and clean up the project site. A ribbon cutting ceremony is scheduled for October 18 at 12 p.m.
- Concerns: Install a second catch basin to catch the water that is ponding at the intersection of Town Hall Drive and Old Fayetteville Road. NCDOT to identify and determine next steps to complete this work.

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 still has minor work on the other I 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. Town staff is in the process of imposing 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 complete.
- Next Steps: The contractor has completed installation of water and sewer along Kay Todd Road and Brunswick Village Boulevard Extension and is finishing up the final sewer connections and repairs. The next steps are for camera work and pressure testing to be conducted. Staff will be working with the contractor and engineer to conduct a final walk through of the project.
- 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 the design and permitting phase. Geotechnical testing of Brunswick Village Boulevard is complete, and staff is waiting on results and recommendation on asphalt thickness from the engineer.

- Next Steps: Project is on hold pending the approval of the Brunswick Village Boulevard crossing of the MOTSU railroad for the developer. A meeting was held in early October with MOTSU to discuss the crossing in hopes of obtaining approval.
- 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 the contractor to complete final punch list items. Staff is working to close out the project and will continue to monitor the roundabout and its performance.
- 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 the design and permitting phase. Staff is reviewing final design drawings and the preliminary project manual.
- Next Steps: Continue with design and permitting. Staff anticipates bidding the construction phase of this project in November.
- 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 is underway.
- Next Steps: Atlantic Coast Survey has set the survey control points and is currently in the field to complete a full survey. An expected completion date of all survey data is October 30, 2021. The engineer will begin developing concept plans for staff to review.
- 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: Issued a task order to obtain survey data of the project area.

- Next Steps: Receive and analyze the survey data of the project area.
- 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 is underway.
- Next Steps: CLD Engineering (formerly Coastal Land Design) has been issued a task order to complete survey and design. LiDAR mapping and survey is currently underway. The engineer will begin developing preliminary plans for staff to review.
- Concerns: No concerns at this time.

Ocean Gate Plaza & New Pointe Boulevard Intersection Improvements

- Purpose: To improve the intersection at Ocean Gate Plaza and New Pointe Boulevard. This improvement will alleviate traffic congestion on Ocean Gate Plaza and New Pointe Boulevard and better serve the developing areas within Leland Town Center.
- Status: Staff worked with NCDOT and WMPO on a concept plan for a tear drop intersection.
- Next Steps: Finalize development agreement, with the developer paying the Town for their portion of improvements. Staff 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: Completing the project prior to adjacent developers improving the rest of Ocean Gate Plaza.

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: Preliminary site design and building design has been approved and Environments Unlimited (EU) is working on a preliminary cost estimate for the project, which is pending a cost estimate from the metal building manufacturer.
- Next Steps: Review preliminary cost estimate when received and give go ahead to EU to begin mechanical, electrical, and plumbing plans and work towards a final cost estimate.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

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

- Status: Most framing has been completed and the roof is on the new addition. HVAC ductwork installation has begun, and electrical installation is expected to begin soon. Stormwater pond has been dug out and currently waiting on pipe to finish inground drainage.
- Next Steps: Continue working on MEP installations, pour slab for two new bays, and continue working on sitework and drainage.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Vent fan install has been completed and warehouse breakroom renovations are starting on October 4. Epoxy flooring has been completed in workshop areas and some cabinets have been delivered.
- Next Steps: Waiting on delivery of cabinets, workbenches, and pallet racks. Install is expected to begin as soon as these items have been delivered. Work 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: Cleanup and debris removal has been completed on all four sections of stream. Awaiting final design for stabilization. Reimbursement requests for work completed to this point have been submitted to USDA.
- 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 of 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: Cost opinion from Sawyer on building designs were higher than anticipated. Currently, reassessing design needs and expectations before proceeding with design work. An RFQ published for the playground and splash pad.

- Next Steps: Meeting with Duke Energy to discuss lighting and power needs for the park so that this can be incorporated into the final design. Review architectural design work with Sawyer and see if we need to get a second opinion of cost. Review responses from RFQ and select D/B firm for splashpad and playground. Execute task order with McGill for additional design work and feasibility study for relocation of stormwater pond to a lot on Perry Avenue.
- Concerns: Timing of animal control move to the MOC will be important as project moves to construction phase. Project delays with redesign of stormwater pond and architectural design.

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 (formerly Coastal Land Design) has provided a preliminary site plan for the project. CLD is currently working through site design in coordination with Fire Station 51. Goodrich is working on building design and a preliminary plan is expected in October.
- Next Steps: Review design plans from Goodrich once submitted and continue working with CLD on final site plan. CLD needed some additional survey work, which is being scheduled with Atlantic Coast.
- Concerns: No concerns at this time.

Loblolly Park on Kay Todd Road

- Purpose: Develop donated land off of Kay Todd Road into a new Town park with features that include a new 18-hole disc golf course and primitive walking trails.
- Status: Future plans for park have changed slightly and instead of moving forward with a master plan at this time, we are gathering quotes for clearing the lot and surveying.
- 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: Quote for design changes has been approved and Sawyer is working toward providing updated design plans. 60% plans have been delayed due to several design changes.
- Next Steps: Acoustic ceiling tiles have been installed in two offices and we are currently evaluating their effectiveness. 60% design plans are expected to be completed by November.
- Concerns: No concerns at this time.

Trade Street Park

- Purpose: Develop two Town-owned properties off of Trade Street into a future 18-hole disc golf course.
- Status: Working with planning to assign an address to the parcel before scheduling a meeting with Duke Energy.
- Next Steps: Meet with Duke Energy on encroachment permit to use land that passes under powerlines. Gather estimates to clear lot of undergrowth and small trees. After lot is cleared, it will be surveyed before beginning site design.
- Concerns: No concerns at this time.

Department News

Leah Bradley joined the Town as Communications Specialist on September 27. She is an Appalachian State University alumna who majored in Communication and Advertising with a minor in Sociology. Ms. Bradley has spent the last few years working as the Assistant Manager and Social Media Manager for Great Outdoor Provision Company in Wilmington. She will be responsible for interacting with the public via phone calls and the front desk at Town Hall while also assisting with various other department projects, including the Town website and social media platforms.

Jessica Jewell completed FEMA training in IS-00100.c for Introduction to Incident Command System, ICS-100 and IS-00700.b for An Introduction to the National Incident Management System.

Social Media Update

- Facebook Highlights (September 1 – 30, 2021)
 - Added 133 new page followers
 - Overall post reach – 63.5K
 - Top post (Largest reach): “NO TURN ON RED: You may have noticed NCDOT recently installed a No Turn on Red sign at the Westgate Drive/Highway 17 intersection. NCDOT's data analysis from that point met their criteria for locations where a No Turn on Red sign is expected to improve safety. NCDOT has informed us, based on the same criteria, they will soon be making the right turn from Olde Waterford Way onto Highway 17 a No Turn on Red as well. The Town is asking NCDOT for potential improvements to Highway 17 that will allow additional access points and U-turn movements to alleviate occasional congestion and improve traffic options. Make sure you're following Town of Leland for updates.”
- Twitter Highlights (September 1 – 30, 2021)
 - Impressions/Reach – 7,576
 - Received 1,318 profile visits
 - Top tweet (Largest reach): “#TrafficAlert: The section of Pine Harvest Drive between Morning View Way and Veranda Court in Magnolia Greens has been closed to traffic due to high water. The street will be reopened when the water recedes. #LelandNC pic.twitter.com/54fvayUhA2”
- NextDoor Highlights (September 1 – 30, 2021)
 - Impressions/Reach – 33,004
 - Likes/Comments – 201
 - Top post (Largest reach): “You may have noticed NCDOT recently installed a No Turn on Red sign at the Westgate Drive/Highway 17 intersection. NCDOT's data analysis from that point met their criteria for locations where a No Turn on Red sign is expected to

improve safety. NCDOT has informed us, based on the same criteria, they will soon be making the right turn from Olde Waterford Way onto Highway 17 a No Turn on Red as well. The Town is asking NCDOT for potential improvements to Highway 17 that will allow additional access points and U-turn movements to alleviate occasional congestion and improve traffic options. Make sure you're following the Town of Leland on social media for updates.”

Project Updates

- Continued early phases of website redesign by launching internal and external surveys for feedback, working with departments to update information and add new content, and researching other VC3 and municipal websites.
- Launched new social media strategy using engagement tool SocialPilot, which streamlines and schedules posts across multiple platforms, measures analytics, and provides insight on more effective management strategies.
- Worked with several departments to develop public outreach strategies for various projects and initiatives, including project updates for Public Services, grant applications for Planning and Inspections, and extensive updates to a Newcomers Club presentation for Economic and Community Development and Parks, Recreation, and Cultural Resources.
- Distributed press releases and coordinated media coverage on various Town projects and events. Worked with Police Department and District Attorney’s Office on media releases regarding case updates.
- Initiated logo design projects with Southern Sign Company to develop new logos for Emergency Management and Parks, Recreation, and Cultural Resources.
- Developed comprehensive list of professional photos needed for various departments to create inventory of stock photos for marketing purposes, coordinated shoots with on-call photographer and Town staff, and selected photos that best represent the Town for editing.
- Collaborated with Human Resources to develop more effective recruitment strategies for Town job openings using social media and the Town website.
- Completed CodeRED training with Emergency Management and started working on marketing materials for community rollout.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Feedback Needed for Town of Leland Website Redesign](#)
 - [Leland Fire/Rescue Continues Efforts to Improve Emergency Response with New Ladder Truck](#)
 - [How Leland Residents Can Drop Off Vegetative Yard Debris](#)
 - [Final Community Workshop Planned for Leland 2045](#)
 - [Concerts, Movies Return to Founders Park this Fall](#)

- Port City Daily
 - [Life sciences company announces relocation to Leland, builds \\$10M facility](#)
 - [Leland offers soon-to-be annexed D.R. Horton development \\$140K in incentives](#)
 - [Early morning fire damages Leland gas station](#)
 - [Last chance to weigh in on Leland's land-use future with 2045 planning document](#)
 - [Movies and music return to Town of Leland's fall entertainment lineup](#)

- WWAY
 - [Construction on Brunswick Forest roundabout begins on Tuesday](#)
 - [Town of Leland to pay developers \\$140k to speed up home construction](#)
 - [Brunswick County man accused of impersonating police officer faces more charges](#)
 - [Multiple fire crews respond to gas station fire in Leland](#)
 - [Concerts, movies return to Founders Park in Leland](#)

- WECT
 - [TRAFFIC ALERT: Work to improve intersection in Brunswick Forest begins today](#)
 - [More charges for Leland man accused of impersonating a police officer](#)
 - [Court documents: Man charged with impersonating cop also posed as fireman, judge](#)
 - [Crews respond to fire at Leland gas station Thursday morning](#)

- StarNews
 - [NCDOT suspends its next round of projects. Will Cape Fear Memorial Bridge get left behind?](#)
 - [Fire damages Leland Citgo gas station early Thursday morning](#)
 - [Brunswick: Get ready for the return of concerts, movies](#)

- Greater Wilmington Business Journal
 - [Life Sciences Firm, Others Choose Leland](#)

TDA Marketing

- Finalized full-page Leland in Lights ad to run in the November issue of *Our State* magazine.



Leland TDA Meeting Summary

The Leland Tourism Development Authority held a special meeting on September 20, 2021 and approved the following items:

- Resolution to run full-page print ad promoting Leland in Lights in the December holiday issue of *Our State* magazine.
- Resolution to contract with on-call photographer for various marketing campaigns and presentations.
- Resolution to promote Leland in Lights through a social media marketing campaign with NC Eat and Play.

The Leland Tourism Development Authority's next meeting is scheduled for November 17, 2021 at 4 p.m. at Town Hall.

Department News

Mr. Sandy continues to work on assessing current information technology and presenting a detailed report of current and future needs for technology and staffing.

Major Work Priorities

- Mitigation of Security Concerns – Starting the evaluation of security awareness program KnowBe4. KnowBe4 provides tools to educate users on the importance of security measures, how to spot various cyber intrusions, and how to stop them.
- Upgrading User Hardware/Software – Working to upgrade end user computers and software in preparation for SharePoint rollout.
- Upcoming Construction Needs – Working with contractors and project manager to scope and order hardware and software for the upcoming fire station, as well as Town Hall renovations.

Projects Completed

- Completed 8 new employee onboards.
- Upgraded print services at the Leland Cultural Arts Center.
- Established vendor accounts with Dell to save the Town 42% on all hardware orders.
- Reviewed account with Verizon and identified cost savings on current lines of service.

Department News

The Finance Department continues to work on the FY20-21 audit. Ms. Meadows is working with the Town's payroll provider to push payroll check dates closer to the end of the pay period. Ms. Hagg continues to virtually attend several webinars each month on the ARP funds and is awaiting the final rule from the Treasury on spending guidelines. Ms. Lopez is in the process of hiring an additional employee for the Finance Department, Purchasing Coordinator, and will soon begin interviews.

Grant News – September 2021

Grants Awaiting Notification

- Governor's Crime Commission Byrne JAG – Agency weapons replacement, \$24,500 (no match).
- AFG FY20 – Mobile Air Compressor for SCBA cylinders, \$145,000 (10% match).
- Cape Fear River Watch – Stormwater Drain Litter Capturing Devices, Equipment provided (no match).
- BVP FY21 – Replacement of ballistic vests (8), \$6,000 (50% match).
- Firehouse Subs Public Safety Foundation – Rescue Task Force personal protective equipment sets (15), \$14,945.00 (no match).
- T-Mobile Hometown Grant – Founders Park Phase I, \$2,941,856 Total Project Cost, Grant Request Level: >\$50,000 (no match).
- Coronavirus Response and Recovery Supplemental Appropriations Act (CRRSAA) 2021 through WMPO – Pedestrian crossing at US Highway 17 and Olde Waterford Way/Ploof Road, \$697,857.88 (no match).
- Brunswick Council Arts Grassroots – Series of outdoor community events "Art Around Town", \$2,600 (50% match).
- FMA Building Resilient Infrastructure and Communities (BRIC) – Evaluation/assessment Sturgeon Creek watershed for potential solutions, \$250,000 (25% match).

Grants Awarded

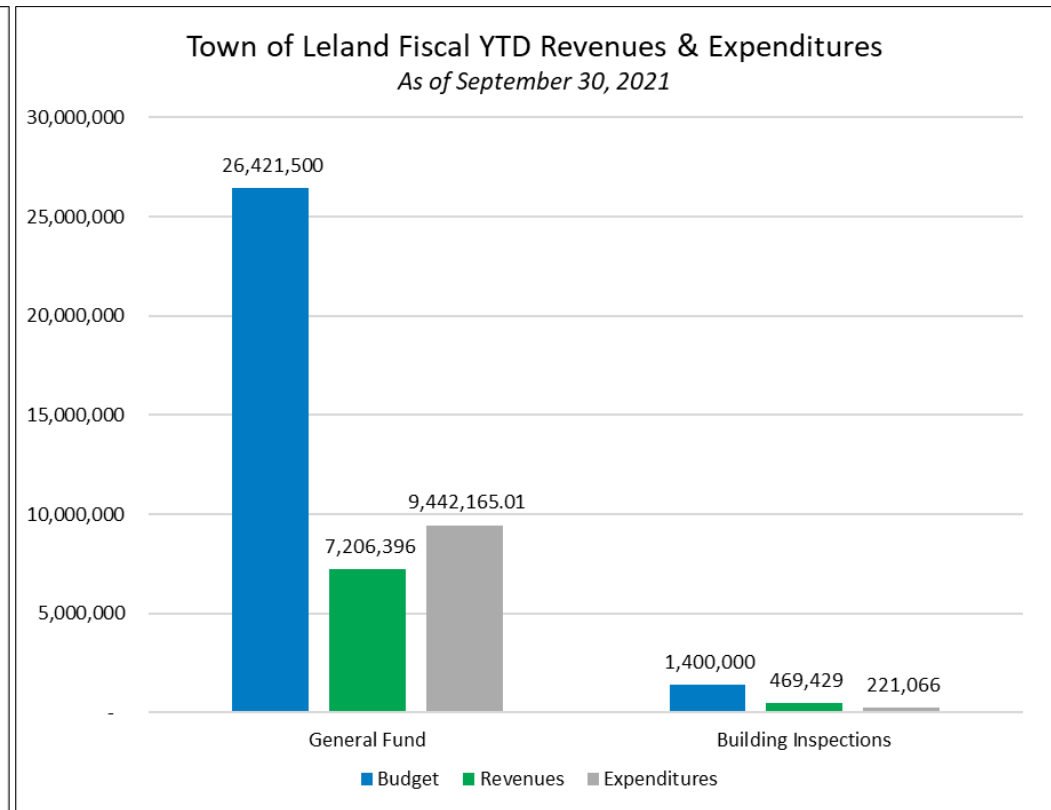
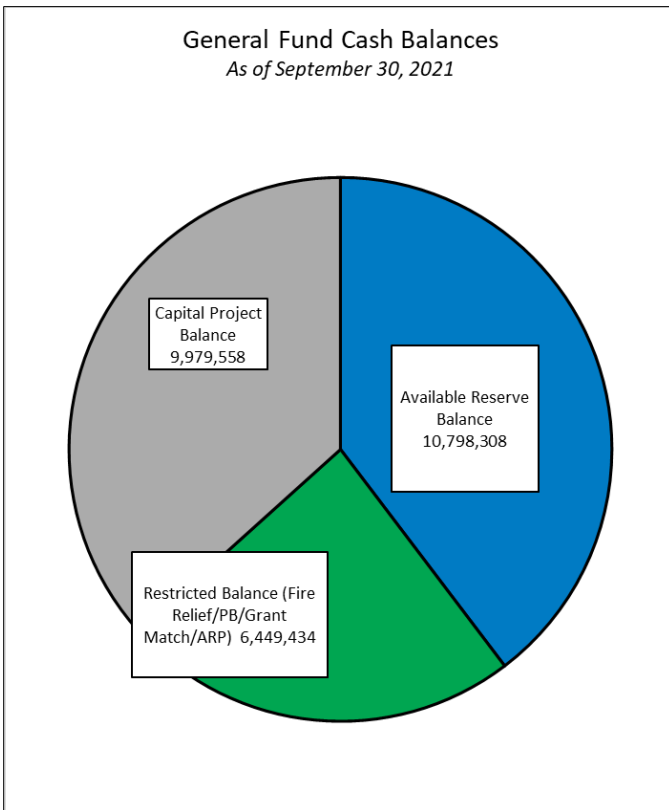
- PARTF – Founders Park Phase I, \$978,000 with 50% match (\$489,000 match).
- AED Superstore – Automated External Defibrillator (AED) unit(s) valued at \$2,000 (no match). Program was a price buy-down program rather than a grant award – declined.

- Firefighter’s Charitable Foundation - Automated External Defibrillator (AED) unit(s), 4 units requested valued at \$12,000 (no match). Awarded \$300.

Grants Not Awarded

- Fitness 555 “Strength is Our Foundation” SIFO – Fitness Equipment valued at \$15,000 (no match).

Dashboard

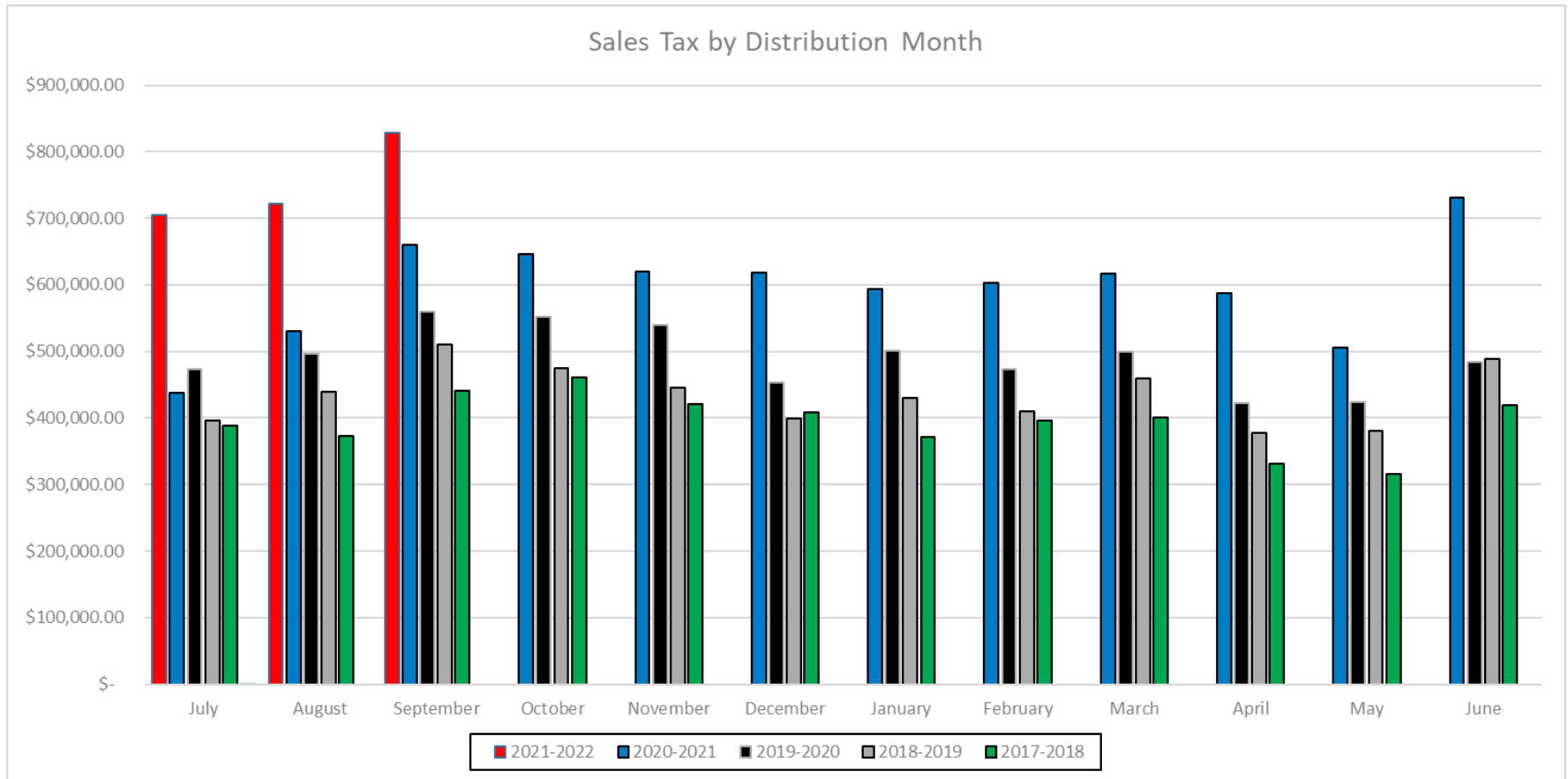


Financial Budget to Actual Report – September 30, 2021

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	26,421,500	2,179,414	7,206,396	-	19,215,104	72.73%
Governing Body	230,000	230,000	13,264	54,594	34,663	140,743	61.19%
Administration	1,430,000	1,430,000	116,377	422,450	98,265	909,285	63.59%
Information Technology	1,235,000	1,247,000	95,617	341,043	178,631	727,326	58.33%
Human Resources	350,000	350,000	33,329	63,530	16,765	269,705	77.06%
Finance	600,000	600,000	59,667	113,273	16,488	470,240	78.37%
Planning	655,000	726,000	87,160	168,094	52,890	505,015	69.56%
Economic Development	110,000	110,000	12,845	21,496	1,548	86,956	79.05%
P&R & Cultural Arts	1,170,000	1,170,000	87,208	212,220	84,390	873,390	74.65%
Grounds & Facilities	1,685,000	1,685,000	137,954	266,482	350,495	1,068,023	63.38%
Public Services	2,265,000	2,288,500	200,628	484,389	718,387	1,085,724	47.44%
Police	4,920,000	4,960,000	423,850	911,448	461,969	3,586,584	72.31%
Emergency Management	215,000	215,000	15,136	30,235	461	184,304	85.72%
Fire	6,025,000	6,120,000	415,176	2,312,622	215,351	3,592,027	58.69%
Debt Services	2,046,000	2,046,000	-	903,948	-	1,142,052	55.82%
Transfers	2,244,000	3,244,000	72,341	3,136,341	-	107,659	3.32%
EXPENSES	25,180,000	26,421,500	1,770,553	9,442,165	2,230,302	14,749,033	55.82%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,400,000	100,228	469,429	-	(930,571)	66.47%
EXPENSES	1,400,000	1,400,000	113,499	221,066	16,949	(1,161,985)	83.00%

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 September 2021.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in September 2021.

Audit Committee Meeting Summary

The Audit Committee did not meet in September 2021.

Department News

Staff is currently holding department focus groups to get feedback from employees on several topics. Open enrollment runs from October 11 to October 29. Town employees will have the opportunity to volunteer in October with the Wilmington Area Rebuilding Ministry (WARM) to help members of the Leland community. Plans are in place for the Thanksgiving and Christmas employee events.

Workers Comp Data

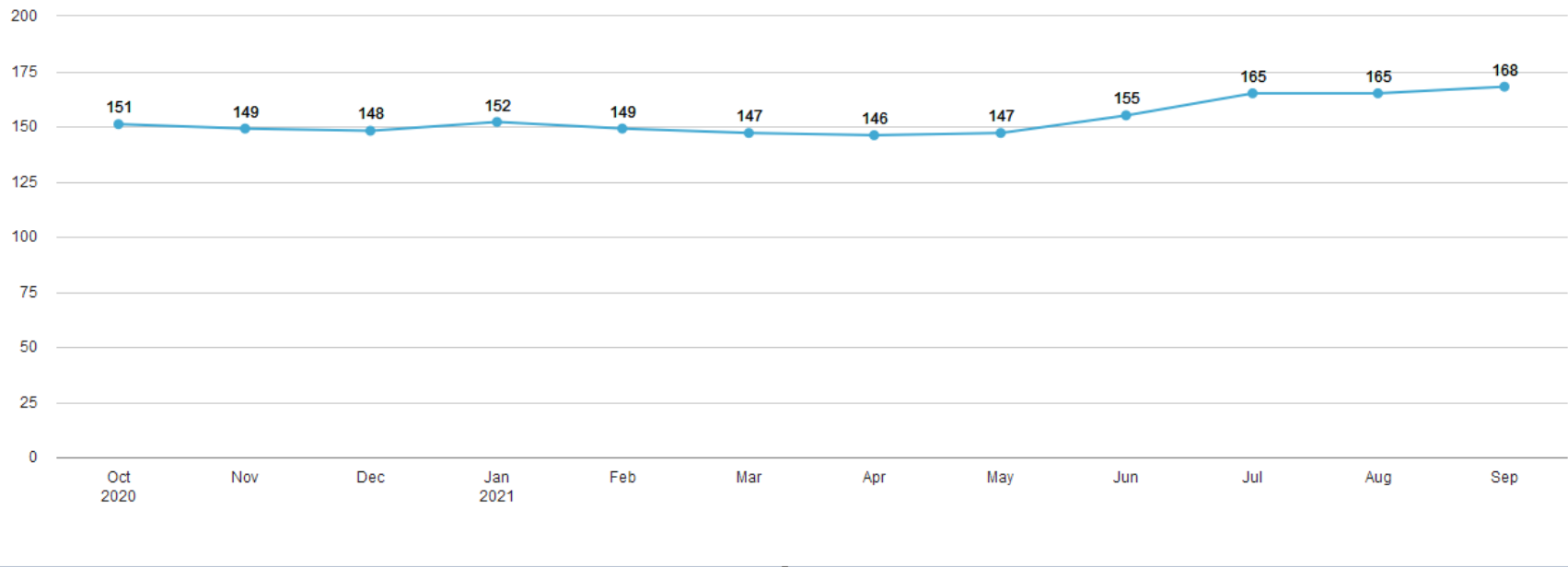
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Hand Injury

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Andrew Rahm	Police Department	Position Change	9/4/2021		FT Police Officer	PT Police Officer
Samuel Anderson	Fire Department	New Hire	9/7/2021	PT Firefighter		
Nancy Sims	Administration	Resignation	9/17/2021	Deputy Town Clerk		
Jared Payton	Fire Department	New Hire	9/20/2021	PT Firefighter		
Jared Payton	Fire Department	Resignation	9/24/2021	PT Firefighter		
Leah Bradley	Administration	New Hire	9/27/2021	Communication Specialist		
Thomas Blitch	Fire Department	New Hire	9/27/2021	PT Firefighter		
Garrett Yeager	Fire Department	New Hire	9/30/2021	PT Firefighter		

Headcount (FT and PT employees) October 2020-September 2021

Active Employees Trends



Headcount ⓘ
168
As of September 2021

Hired ⓘ
43

Termed ⓘ
27

Growth Rate ⓘ
12.8%

Turnover Rate ⓘ
17.6%

Average Tenure ⓘ
3.6
(Years)

Turnover Data October 2020-September 2021

Full Time Turnover

Turnover Rate ⓘ 12.8%	Annualized Rate ⓘ 12.8%	Terminations ⓘ 18	Average Employees ⓘ 141.2
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Part Time Turnover

Turnover Rate ⓘ 82.4%	Annualized Rate ⓘ 82.4%	Terminations ⓘ 9	Average Employees ⓘ 10.9
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Department News

Master Officer Carter and Officer Mercado attended the Inner Armor Training Course at the NC Justice Academy in Salemburg September 1-3. This training is designed to help individuals, supervisors, managers, and colleagues become more aware of indicators while teaching them how to assist in managing the real impact of stress or crisis that they or a colleague may be going through. It teaches one how to be proactive and provides preventative resources to address low to mid-level stress, anxiety, depression, and other mental health issues that may be impacting their work environment, and in their personal life as well.

Master Officer Carter, Officer Mercado, and Officer Roberts attended a RADAR Training Course at Cape Fear Community College September 10-13. This is a three-day course that certifies officers to operate the Radar instrument for traffic enforcement purposes.

Officer Mercado attended the one-day LIDAR training on September 15.

Master Officer Guy attended the Standardized Field Sobriety Testing Refresher course, which is required every two years to serve as a refresher of practical skills associated with the Standardized Field Sobriety Test in order to determine if a driver is impaired.

Senior Officers Martin, McElroy, and Peters attended the First Line Supervision Training at the NC Justice Academy in Salemburg September 13-17. This is a 40-hour course that teaches experienced officers how to effectively supervise personnel and give them the basic concepts of management and employee relations within a law enforcement agency.

Detectives Berry and Britton attended Police Law Institute (PLI) Training at Cape Fear Community College September 20-October 1. This is a 76-hour course that provides the necessary skills to conduct activities associated with search warrants, warrantless searches, eyewitness identification, interviews, and nontestimonial identification orders.

Detective McCabe attended the North Carolina Law Enforcement Women's Association Conference September 14-16 at the Carolina Beach Marriott, where she was appointed Board of Director for the 2021-2024 term. It is a 24-hour training sponsored by the NC Justice Academy. This training offers female law enforcement professionals the opportunity to unite, strengthen, and promote the contributions of women in the field of law enforcement while networking amongst agencies throughout the state. Detective McCabe also attended North Carolina International Association for Identification, hosted by the New Hanover County Sheriff's Office at Shell Island Resort in Wrightsville Beach September 27-30. This training provides many fields of forensic science and criminal investigation, such as Crime Scene Reconstruction, Blood Stain Pattern Analysis, Post-Mortem Interval Changes, and many others.

Senior Officer Martin attended the Field Training Officer (FTO) course at the NC Justice Academy in Salemburg September 27-October 1. This is a 40-hour course that educates staff on technical and personal skills such as communication, leadership styles, and actions which avoid civil liability while in training in order for them to function as evaluators and trainers of new recruits.

Officer Roberts attended the 40-hour At Scene Crash Investigations course at the NC Justice Academy in Salemburg September 27-October 1. This course enables officers to determine a vehicle's minimum speed involved in a crash based on physical evidence at a crash scene.

The detective serving on the U.S. Marshal Fugitive Task Force has opened one case as lead agent, been assigned lead to eight cases, and assisted in 17 fugitive apprehensions.

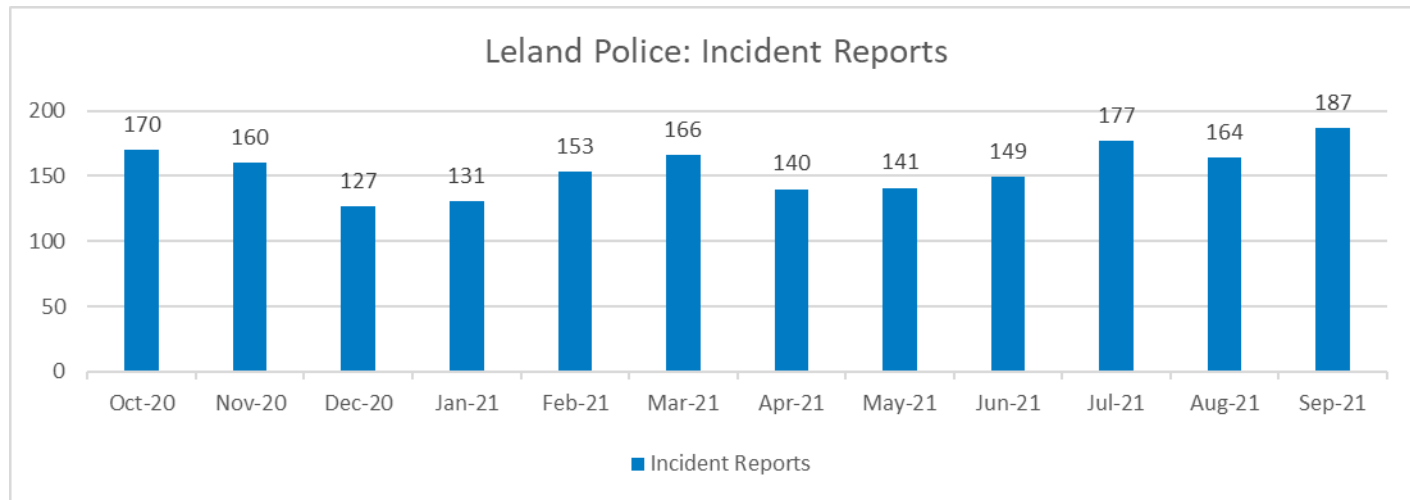
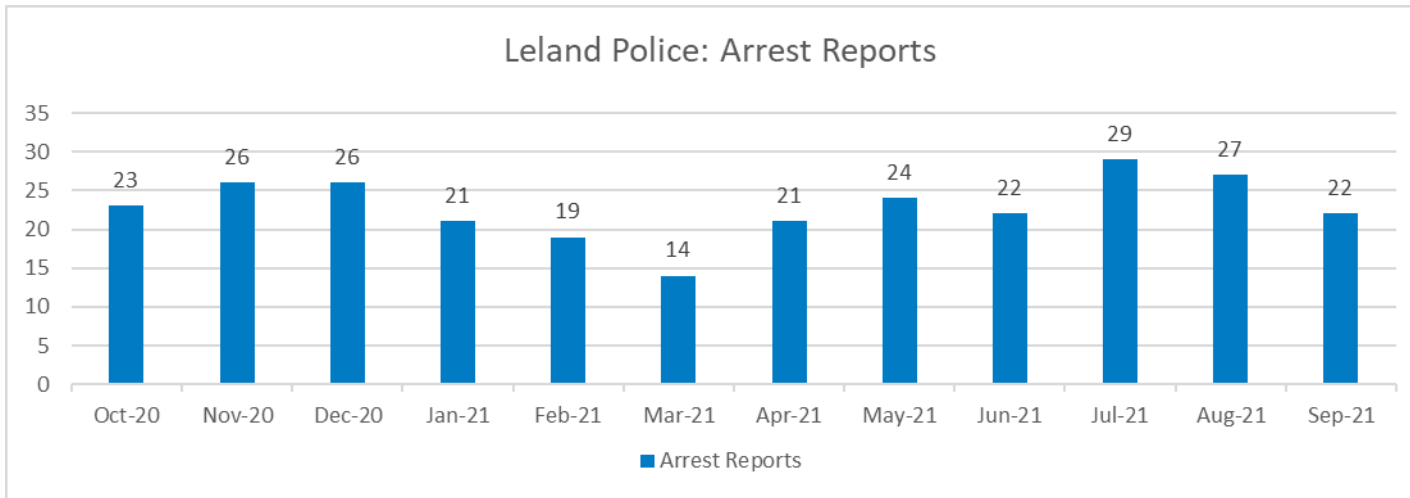
The Drug Enforcement Administration Task Force assigned agent has opened two local cases with narcotics being distributed in and around the Town limits.

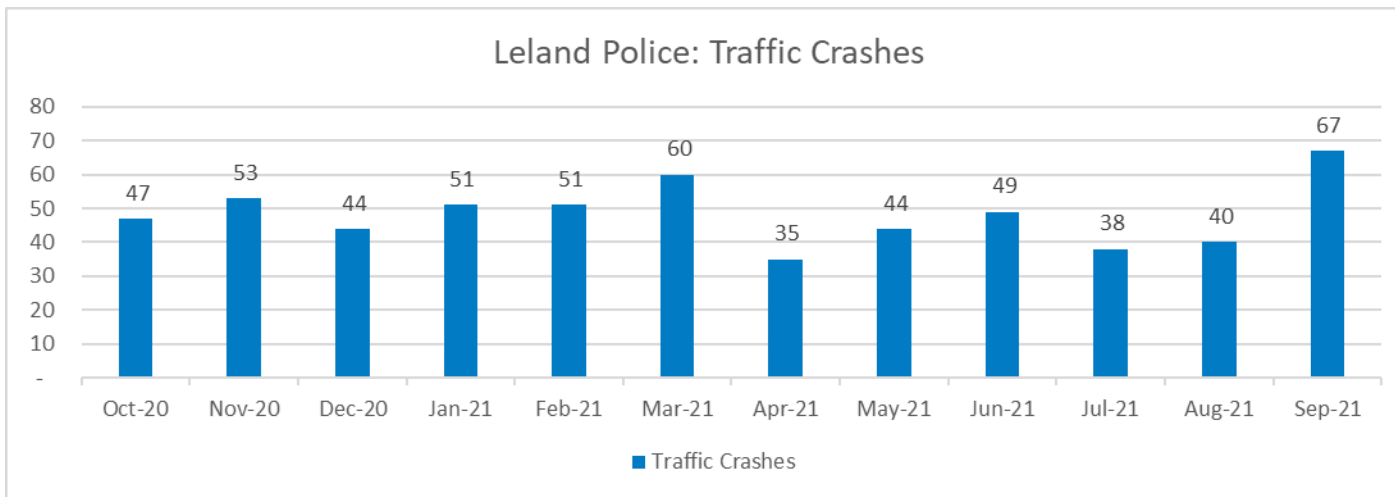
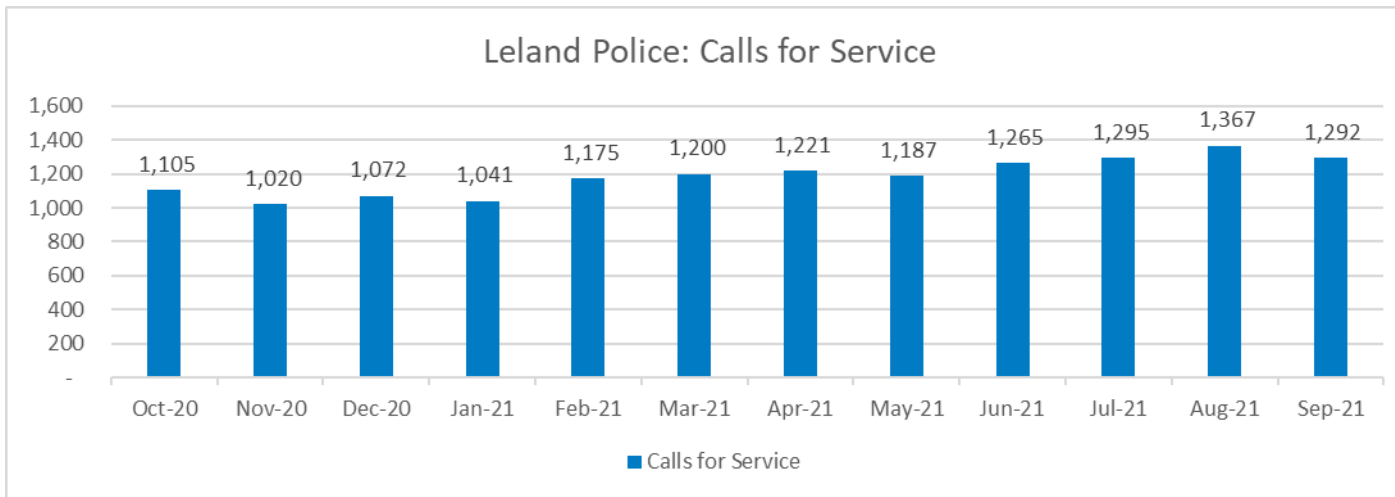
On September 29, Evidence Custodian Valerie Blanton and Sgt. Munger disposed and destroyed a total of 420 pounds of old property and evidence at the Brunswick County Landfill.

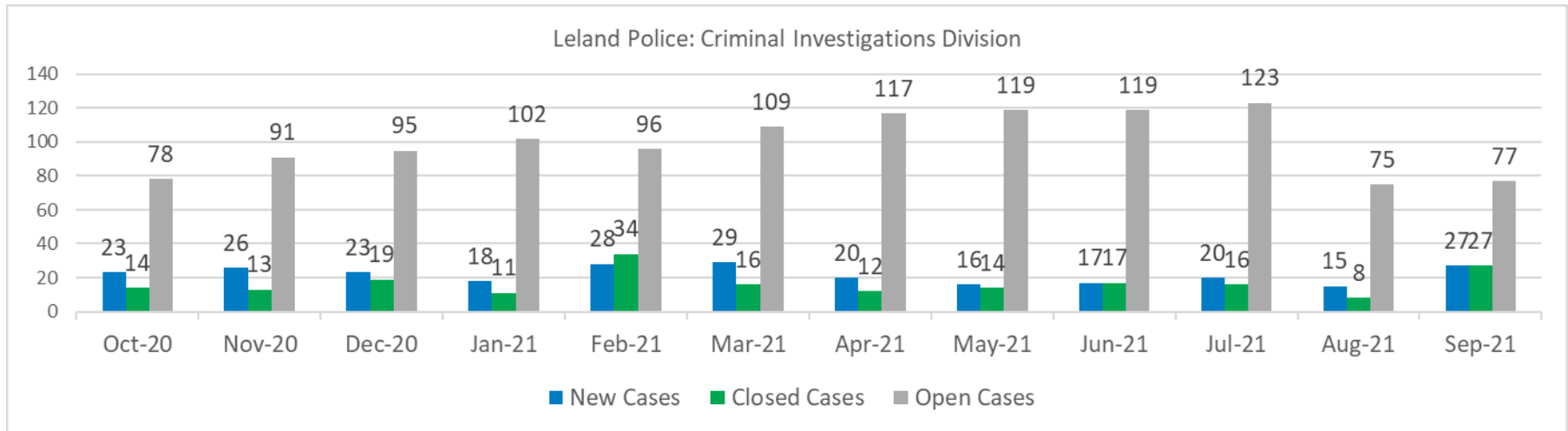


Dashboard

	Animal Services Report						
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Oct-20	53	13	7	20	14	5	6
Nov-20	49	7	4	10	4	2	4
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
Totals	509	57	53	109	58	13	38







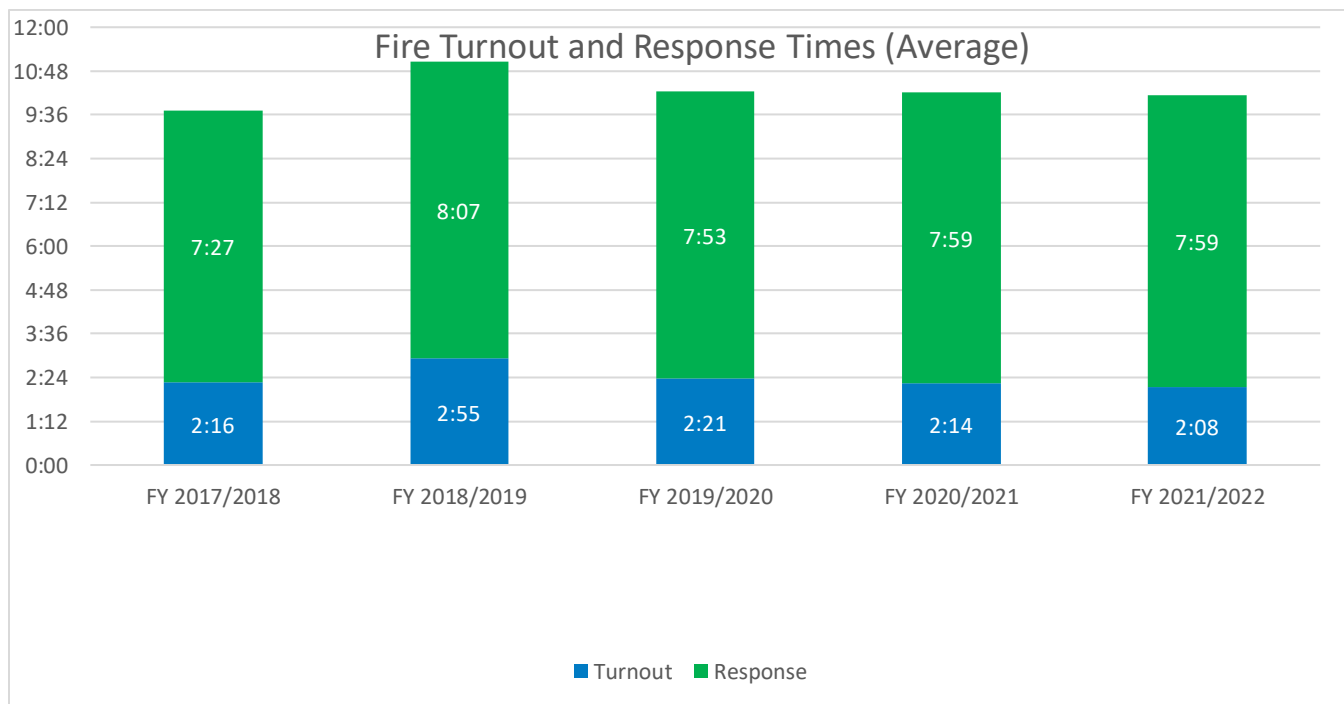
Speed Limit Sign Data				
Location	Posted Speed Limit	Average Speed (MPH)	Peak Volume Times	Date Range
Westport Drive	25	22.51	12pm to 3pm	7/1/21-9/25/21
Low Country Boulevard	35	32.35	1pm to 3pm	7/1/21-9/25/21
Grandiflora Drive, SB	30	28.45	2pm to 5pm	7/1/21-9/25/21
Pine Harvest Drive, EB	25	24.37	3pm to 4pm	7/1/21-9/25/21
Mallory Creek Drive, EB	35	37.19	3pm to 5pm	7/1/21-9/25/21

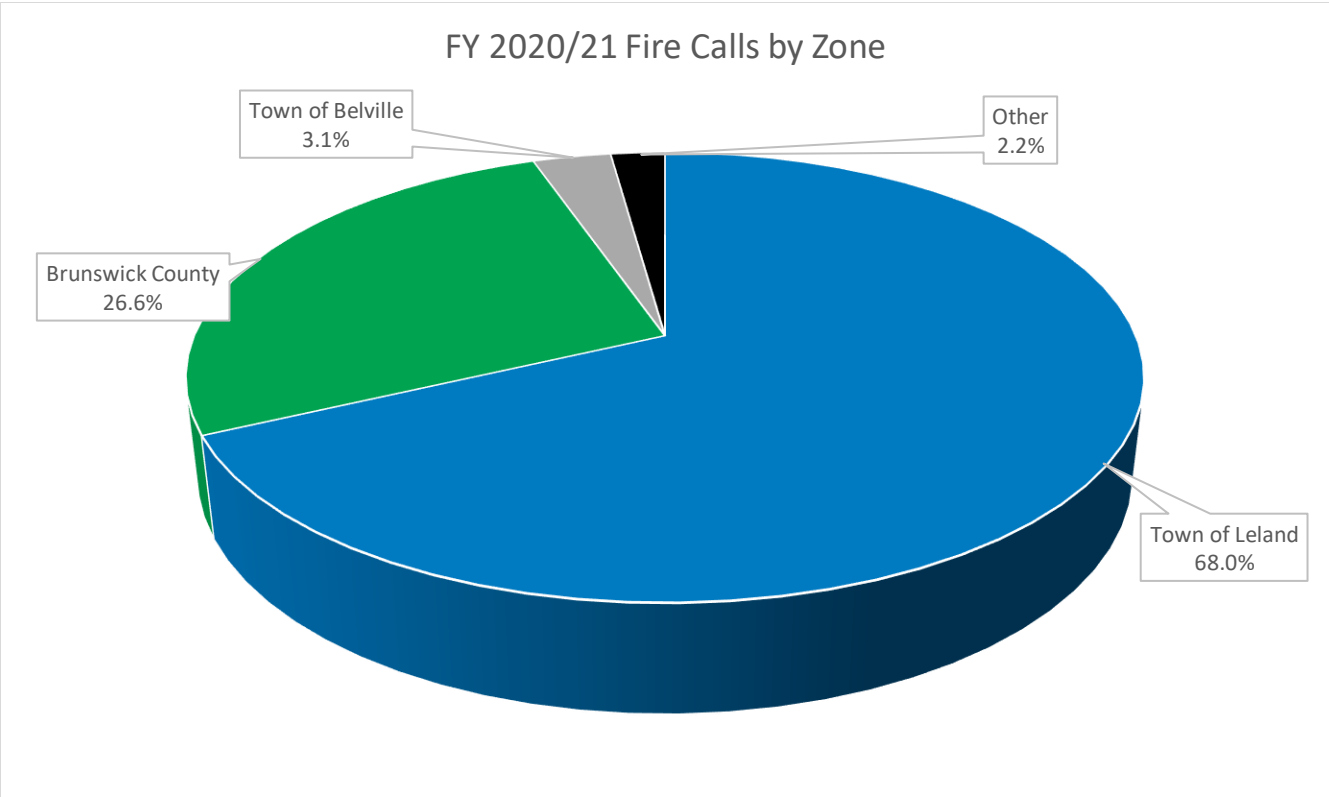
Department News

Total calls for service continue to increase compared to a year ago, with September 2021 resulting in 223 calls as compared to 178 in September 2020. Incidents in September included two working structure fires, a residential fire in the Waterford neighborhood, and a commercial building fire a few days later at the Citgo gas station on Village Road. In these instances, Leland firefighters performed exceptionally well, limiting damage to areas that were already involved in fire upon arrival by confining and extinguishing the fires quickly with no injuries.

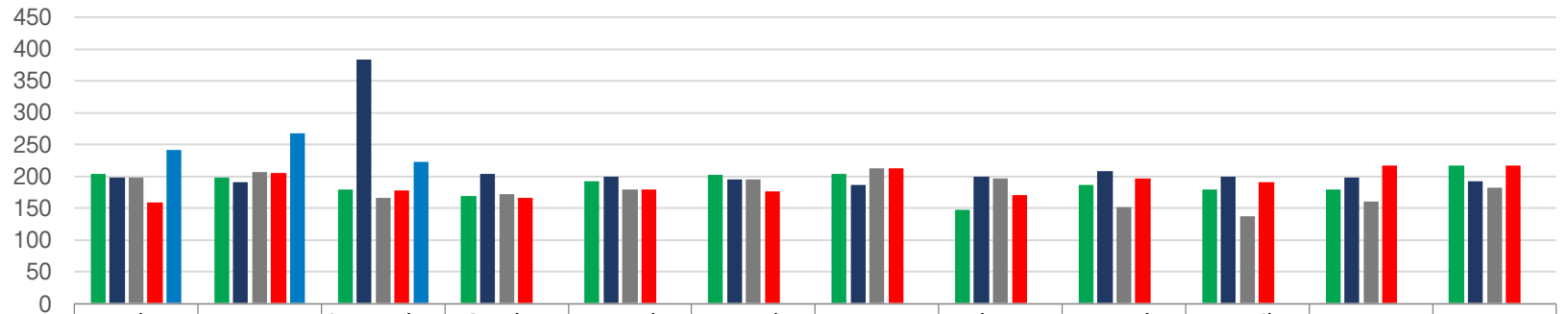
Representatives of the apparatus committee traveled to the KME factory in Pennsylvania to conduct a final inspection of the new Fire Engine 51, which should arrive in Leland sometime in mid-October to replace a 15-year-old engine. While there, the representatives also participated in a pre-construction meeting to develop the design specifications for the new tractor-drawn aerial (TDA) Truck 53. This truck is being built to replace and combine the existing ladder truck, which is more than 20 years old, and rescue truck, which is 15 years old.

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									

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

Department News

All departments within the Town participated in training on CodeRED mass notification software. Mr. Grimes and the Communications Department will begin rolling out the public side of this software in October. The Town will use this software internally to notify employees of critical information related to the Town government. Citizens will be able to enroll via the Town website starting in October. Mr. Grimes continues to work on the final stages of the new Debris Management Plan, which will be the third governing document for the department. The three documents (Emergency Operations Plan, Hazard Mitigation Plan, and Debris Management Plan) will soon be available on the Emergency Management webpage.

Work Priorities

- Staff review of the draft Debris Management Plan has been completed. Members of the management team are now reviewing along with the Town Attorney.
- The table-top hurricane exercise After-Action Report is being created to be reviewed 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.
- Marketing of CodeRED software to the public.

Projects Completed

- Rolled out Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS) to department heads.
- Trained all departments on CodeRED software.

Significant Purchases

- No significant purchases in September.

Department News

Staff's application for a grant in the amount of \$489,000 for Founders Park Phase I has been fully funded by the N.C. Parks and Recreation Authority.

Parks and Recreation Board Summary

The September meeting was canceled. The next meeting will be held on November 17, 2021.

Upcoming Events

October 28, 2021 – Live at the Park: The Tonez

October 29, 2021 – LCAC Boo Ball

October 30, 2021 – Trunk-or-Treat

November 13, 2021 – Leland Homecoming at Founders Park

December 4, 2021 – Leland In Lights

Parks, Recreation, and Cultural Resources Updates

The Parks, Recreation, and Cultural Resources Department is off to a busy start this fall with a variety of programs and events. The Leland's Little Learners preschool program has returned and registration is full through December. Guitar lessons and soap casting are new at the Leland Cultural Arts Center and movies and concerts are back at Founders Park. The community has shown great interest in classes, tours, workshops, and special events all around Leland.

There is an exciting lineup of special events for the remainder of 2021. Halloween events include Trunk-or-Treat for families and the LCAC Boo Ball costume party for adults. In November, a brand-new community event, Leland Homecoming at Founders Park, will feature live music, food trucks, games, fireworks, and more! Finally, December brings an expanded Leland in Lights holiday display that kicks off with a celebration on December 4, 2021 and runs through January 10, 2022.

Grounds/Facilities Updates

Work Priorities

- Complete garage door repair at Village Road Fire Station.
- Coordinate the humidity repairs at Westport Fire Station.
- Renovate the well house at the Perry Avenue recycling area.
- Enclose the windows on the Parks & Recreation shed at Town Hall.
- Secure lift rental for Leland in Lights.
- Repair the façade at the LCAC.
- Repair the pour-in-place surface at Westgate Park.

Projects Completed

- Installed power to the gable fans and garage door openers at the MOC.
- Completed preventative maintenance on the HVAC system at Town Hall.
- Repaired the wooden benches at Cypress Cove Park.
- Replaced a compressor in the HVAC system at Town Hall.
- Upgraded several staff offices with soundproof ceiling tiles.
- Replaced board walk planks at Cypress Cove Park.
- Replaced rollers at Cypress Cove kayak launch.
- Replaced a motor in a bay heater at the Village Road Fire Station.

Significant Purchases

- No significant purchases in September.

Department News

Matt Kirkland completed the final four required courses for the Planetizen Transportation Planning tract. The series covers the foundational theories and underlying knowledge of the transportation planning field. The final four courses focused on travel behavior regulations, strategies for working with roadway capacity, and finance.

Ashli Barefoot and Mr. Kirkland attended a webinar hosted by ICMA entitled “Leading Your Community in an Era of Anxiety: How Do You Make Sure You Hear Them and They Hear You.” The webinar provided an overview of good leadership skills that build effective two-way communication and how to develop relationships in communities during good times so that they are better prepared to handle a crisis.

Ben Watts attended a webinar hosted by Smart Growth Online entitled “Parks as Community Infrastructure During and Beyond the Pandemic.” The focus of the webinar was parks and open space as a vital element of community infrastructure, particularly during the pandemic as people have turned to parks and green spaces for physical and mental health benefits.

Andrew Neylon attended a two-day workshop hosted by FEMA to review the components and submissions for each element of the Community Rating System (CRS) application. The workshop also reviewed a new addendum to the CRS manual that took effect the first of the year and what items are to be submitted to either join or recertify with FEMA's CRS program.

Mr. Neylon also attended “The Law's the Limit: Sea Level Rise Adaptation and Local Government”, a webinar hosted by the American Planning Association's Planning Information Exchange. The purpose of the webinar was to educate attendees about how climate change and sea-level rise fundamentally alter the risks of flooding, necessitating correlative changes in how we think about and implement planning and policy to avoid flood risk.

Mr. Neylon, Mr. Kirkland, Mr. Watts, and Elizabeth Galloway attended “Connecting Resources to Community-Based Planning”, a webinar hosted by Smart Growth Information Clearing House. The webinar provided an opportunity for planners and community leaders from Indianapolis to share the success story of the Smart Growth Redevelopment District, an area of the city that faced high concentrations of poverty, abandoned homes, and brownfields.

As chair of the Southeastern NC CRS Users Group, Mr. Neylon hosted the group's quarterly meeting on September 29. David Holcomb, presenter and ISO specialist, discussed the CRS addendum, minimum requirements for communities to join, and answered questions from the group.

Daniel Knoch taught his first continuing education class at Cape Fear Community College. Mr. Knoch obtained credentials from NC DOI and worked with CFCC to set up a Plumbing Level I course for local building officials.

Brenda Cartwright attended the Plumbing Level I course taught by Mr. Knoch at CFCC. Ms. Cartwright is beginning to take building code classes which will help her gain additional customer service opportunities as Permit Technician.

Bill Thornton attended a five day fire plans examiner course which taught the practical application of the International Building Code and International Fire Code in relation to fire and life safety building plan review.

Planning Board Meeting Summary

The Planning Board met on September 28, 2021 and heard the following items:

1. Site Specific Plan for Cook Dental – The Planning Board voted to approve a site specific plan for a 7,105 sq. ft. building on Magnolia Village Way near the Leland Cultural Arts Center.
2. Preliminary Subdivision Plat for Pinewood Cannon – Continued from August – The Planning Board voted to approve a subdivision plat for 284 single family lots off Old Town Creek Road.
3. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential zoning district for a 65.48-acre area located on Buckeye Road proposed for voluntary annexation into the Town.

The Planning Board's next meeting is scheduled for October 26, 2021 at 6 p.m.

Board of Adjustment Meeting Summary

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

Current Planning Update

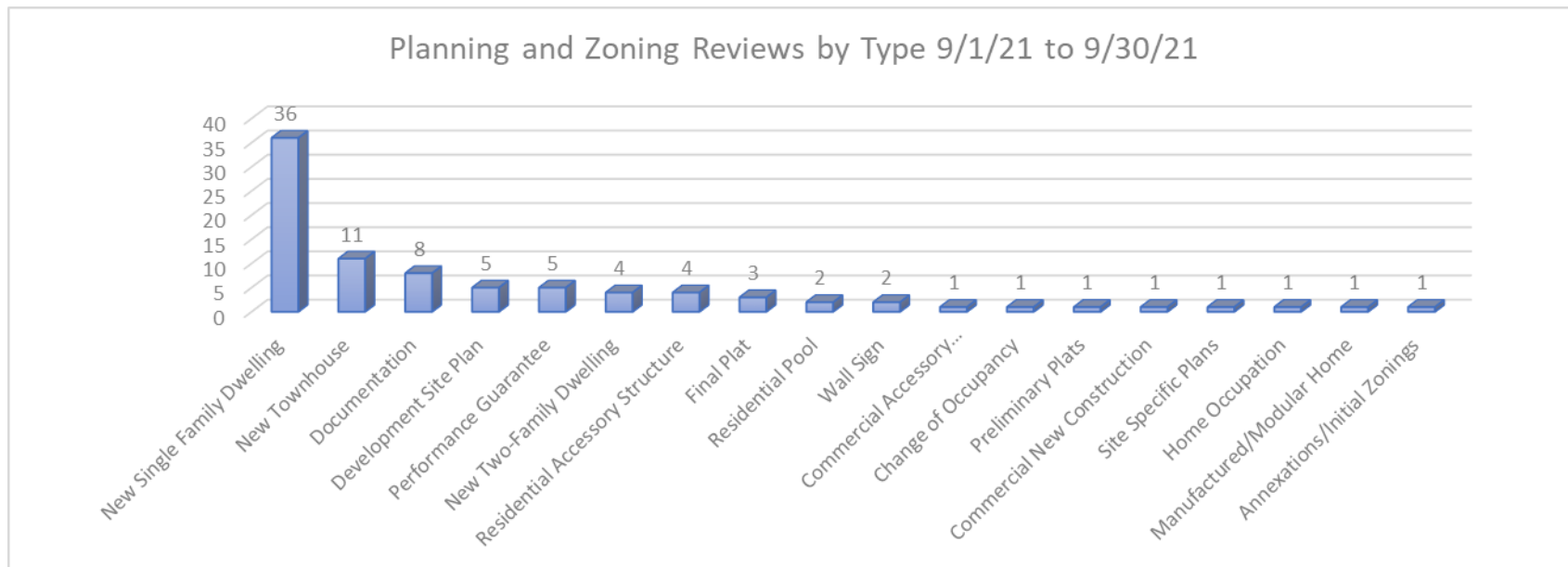
TRC Report

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

1. Development Site Plan for 7-11 – Proposal for 4,088 sq. ft. convenience store with fuel pumps at the corner of Ocean Gate Plaza and US Highway 17.
2. Development Site Plan for Waterford Therapy – Proposal for two-story 4,950 sq. ft. medical therapy building at 1007 Olde Waterford Way.

3. Preliminary Plat for Brunswick Forest Commercial Village Lot 35 – Proposal for subdivision to create a 1.55-acre parcel at the intersection of Provision Parkway and US Highway 17.
4. Development Site Plan for Brunswick Forest Refuel – Proposal for 4,958 sq. ft. convenience store with fuel pumps at the corner of Provision Parkway and US Highway 17.

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	16	\$729,988.52	\$0.00
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	1	\$18,285.31	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	7	\$1,114,776.75	\$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	\$953,743.52	\$0.00
Total Cash Bonds	14	\$2,420,635.34	\$0.00
Total Surety Bonds	9	\$1,009,591.83	\$0.00
Total Performance Guarantee Sureties	42	\$4,383,970.69	\$0.00

Long Range Planning Update



Staff and Design Workshop reached the following milestones in September:

September 13: Project Update to Town Council – Leland staff presented a brief update on the project progress and next steps to Town Council at the Council Agenda Meeting.

September 20: Leland 2045 Focus Group Meeting – Staff hosted the Focus Group to present for comment and feedback the project themes and goals, future land use framework, community types, and geographic focal areas.

September 28: Presentation to Planning Board – Design Workshop staff presented for comment and feedback the project themes and goals, future land use framework, community types, and geographic focal areas. At this time, the 90% plan draft is expected to be completed and will be distributed to the Planning Board, Town Council, Focus Group, internal and external stakeholders, and the public.

September 29: Community Meeting – A community meeting was held from 6 to 7 p.m. on Wednesday, September 29 in Leland Town Hall. The meeting was “drop in” style, and attendees viewed displays that overviewed the plan’s themes, goals, vision statement, future land use framework, community types, and geographic focal areas.

The preliminary draft has been made public and circulated for review and comment. Comments on the preliminary draft will be accepted through October 15. On October 18, Staff will provide the Town Council with a brief update of feedback received on the preliminary draft. Staff will provide a similar update to the Planning Board at their October 26 meeting.

On November 15, the final draft will be presented to the Planning Board and Town Council at a joint meeting. On November 16, the final draft will be presented to the Planning Board with a request for recommendation for adoption. On November 18, a public hearing will be held at the Town Council meeting for consideration of adoption of the plan.

The preliminary draft and all project information and updates are on the project website at www.Leland2045.com.

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 Drive/Ocean Gate Plaza area of Leland and an update to a TIA for a mixed use development on US Highway 17.

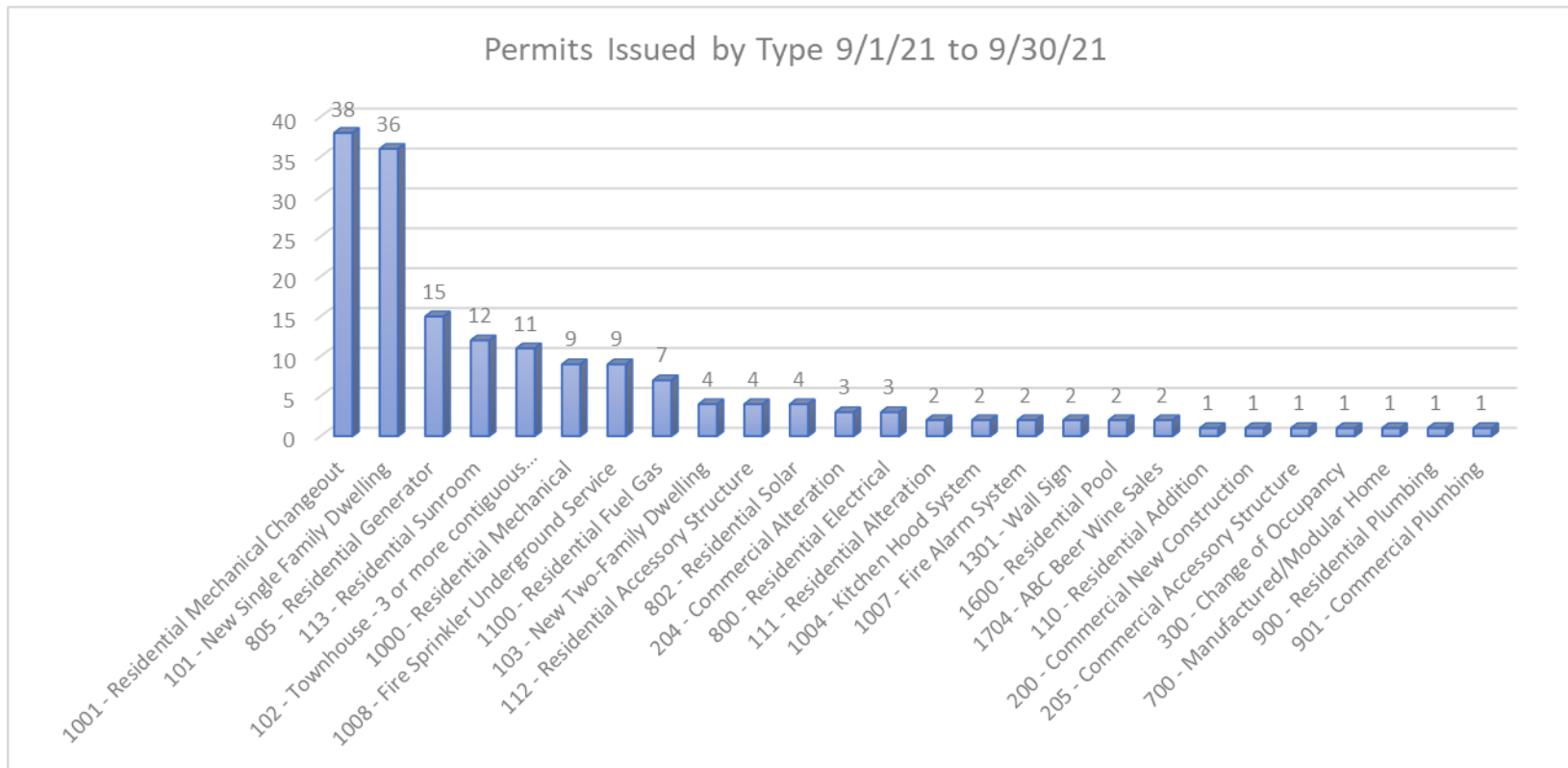
Staff is waiting to hear back on the application for funding from the Coronavirus Response and Recovery Supplemental Appropriations Act (CRRSAA), administered by the WMPO. The application is for \$687,857.88 for the construction of an at-grade pedestrian crossing at the intersection of US Highway 17 and Ploof Road/Olde Waterford Way, in addition to approximately 300' of sidewalk adjacent to Olde Waterford Way to connect the proposed pedestrian crossing to the existing sidewalk network in the Waterford commercial and residential areas. A decision on the funding application is anticipated in October.

GIS Update

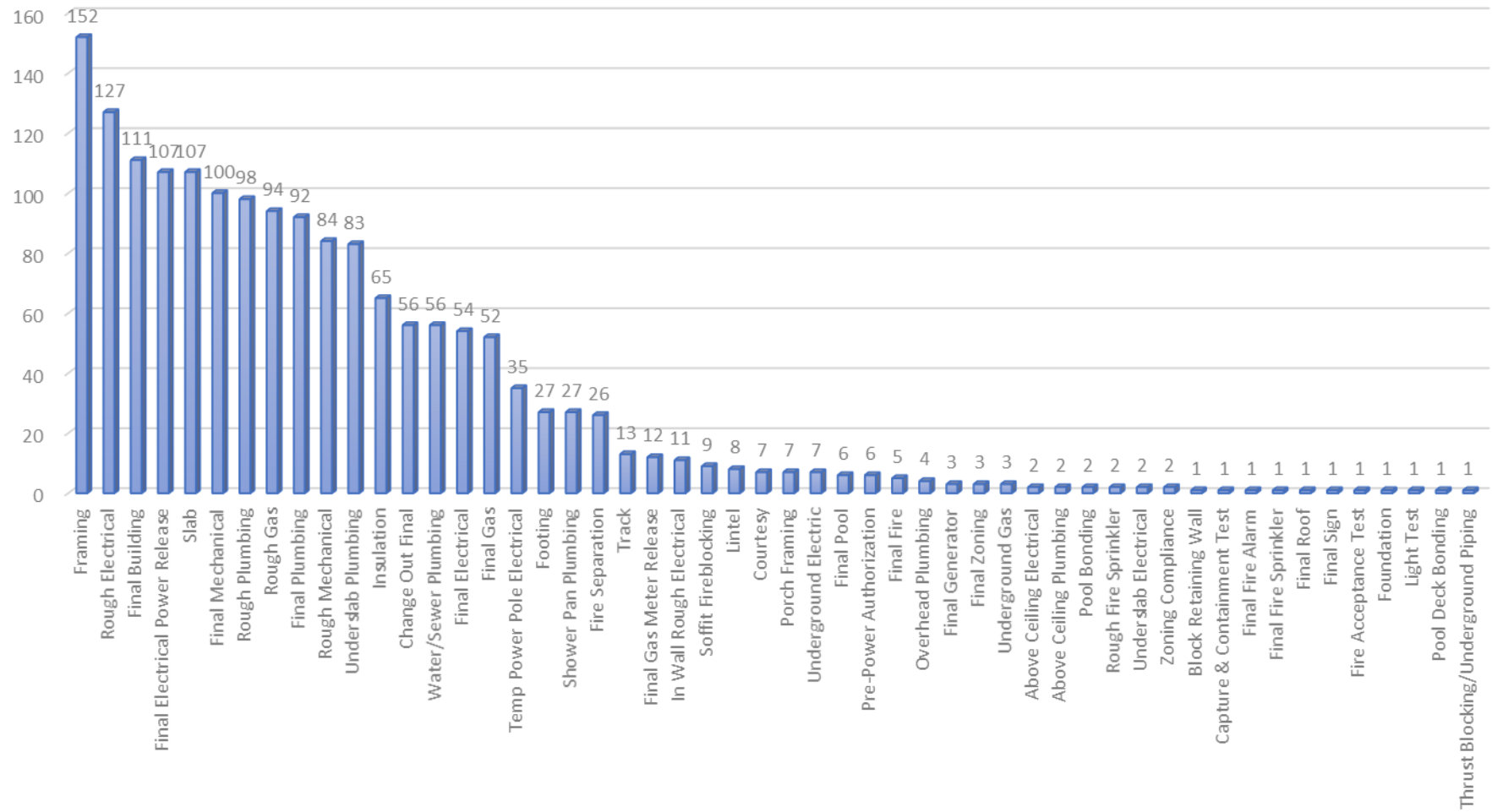
Planning and Public Services staff have created an online interactive map to help area residents learn who maintains streets in their neighborhoods. Street maintenance can be the responsibility of Leland, NCDOT, or a private homeowners association or other private entity, depending on the street type and whether it has been accepted for public maintenance. This new resource will provide valuable information to residents so they can know who to contact about street maintenance issues. The map can be found at <https://www.townofleland.com/streets>.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
172	1,755	\$17,257,456



Inspections Completed by Type 9/1/21 to 9/30/21



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	1	7	0	7	2	17
Cases Closed	0	18	0	14	2	34
Active Cases	6	21	0	13	0	40

Public Services Department Updates

In September, the Street Technicians all completed their OSHA 30-hour training and are now OSHA certified (General Construction). This training is important as safety continues to be a top priority.

Two individuals in the Streets Department, Timothy Hall and Karl Keefe, obtained their Pesticide Applicator Certification.

On September 7, the NC Division of Water Resources conducted the Town of Leland 5-year mosquito control compliance inspection. The inspection went well with no significant issues or findings noted during the inspection.

Streets Updates

Work Priorities

- Staff is manning the vegetative debris site during operating hours, assisting the public, and collecting vouchers. In September, the Town had four citizens purchase 25 vouchers, and nine citizens delivered nine loads of debris.
- Staff has been concentrating on cleaning, clearing, and grading ditches in the Fairview Road neighborhood, including Dixie Drive, Holly Street, Belvedere Court, and Wedgewood Drive. This work includes grading ditches where necessary and cleaning out storm drain pipes.
- Staff is preparing for Hot Mix Asphalt (HMA) patching at several locations throughout Town. This work is set to begin the first week of October and will continue throughout the month.
- Staff is in the process of gathering quotes for several sidewalk extension projects, including Westport Drive, Greensview Drive, Fennel Creek Drive, and North Palm Drive. These are areas in which existing sidewalk segments within the right-of-way have not been connected. This work will also include updating an intersection in Magnolia Greens that is not ADA compliant.
- Three storm drain repairs that are too large in scope to be completed in house will be done by Rainstorm Solutions of Wilmington. This work is scheduled to begin by the middle of October. The project areas are in Mallory Creek, Magnolia Greens, and Brunswick Forest.

Initiatives

- Staff is creating a streets design manual, which will include 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 the standard details and specifications now, with the goal to finalize the details and specifications this fall.

- 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 FY 21/22 budget and awarded the design phase for this project in July with survey work ongoing. Roads under review include Graham Drive, Breman Lane, and John Sneed Lane.
- Staff completed and submitted the annual NPDES Phase 2 Stormwater Permit report.
- 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 by the end of October.
- NC Resilient Communities Grant work continued in September, with the second Community Action Team meeting being held on September 28. The draft report is anticipated in October.

Project Notes

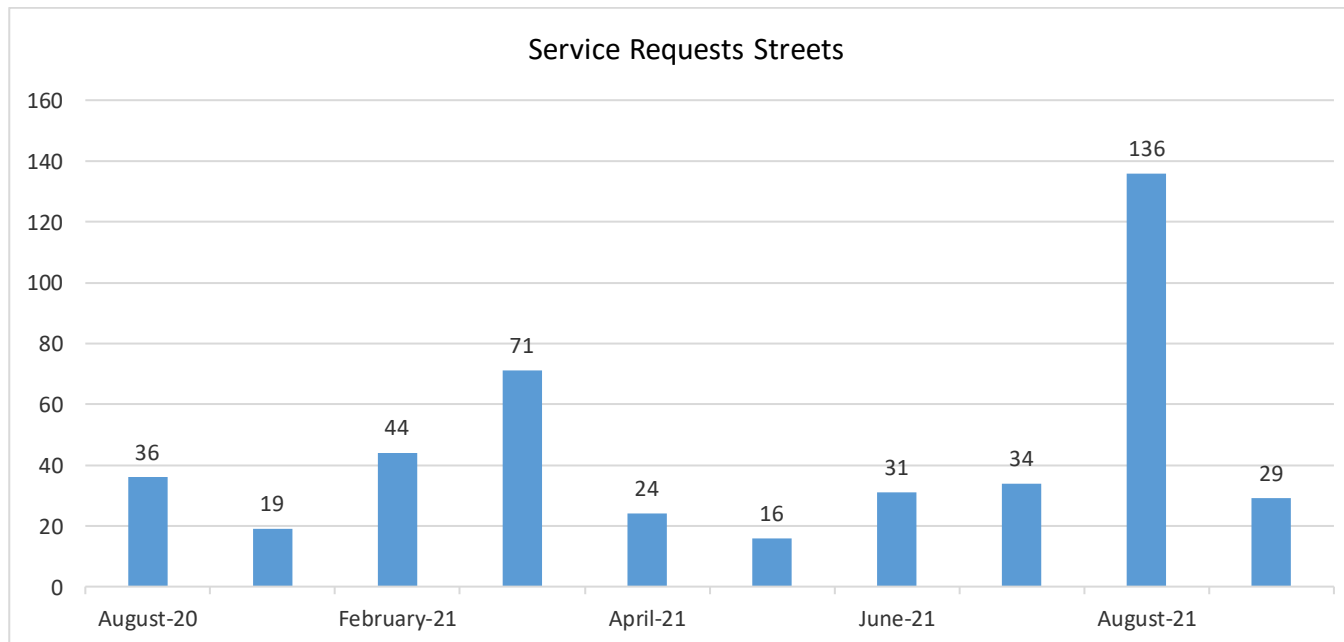
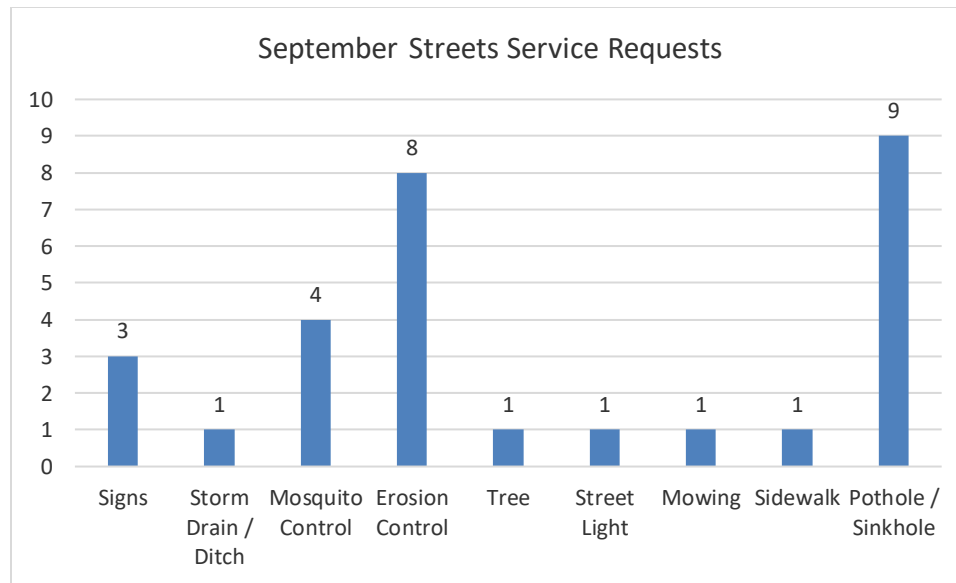
- Construction was completed on the Brunswick Forest Parkway and Low County Boulevard intersection improvement project in October, which included restriping Brunswick Forest Parkway and Low County Boulevard.
- Staff continues to work on the Olde Waterford Way roadway extension project. Design is ongoing with 90% plans reviewed by Town staff. Staff is planning to bid the construction phase of this project in November.
- Staff is working on the FY 21/22 street resurfacing project, with a task order awarded to complete the design phase of this project. 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 October or November.

Work Order summary

- Streets received 29 work orders in September, with most of them being pothole/sinkhole related (9).
- Streets completed 22 work orders in September, with an approximate expense of \$69,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment operating costs (\$46,950.00).



Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizen Drop-Offs
Jul-21	5	50	7
Aug-21	4	25	8
Sep-21	4	25	9
Totals	13	100	24

Department News

Staff has continued working with **Twin Rivers Capital**, located in Charleston, South Carolina, on the development of a 4.68-acre site at the corner of Highway 17 and Ocean Gate Way to be named **Leland Corners**. The parcel is presently owned by Lidl US Operations, LLC., the parent company of Lidl grocery store, and was voluntarily annexed into the Town in November 2020. Twin Rivers plans to purchase the property and put four retail businesses on the site, including **7-Eleven**, **Cookout**, and **Take 5 Oil Change**. This will be 7-Eleven's first store in North Carolina.

Mr. Vidmar is working with the owner of the 225-acre parcel in the **Leland Innovation Park** that was annexed into the Town in July 2020 to close deals with three major businesses that have shown interest in building new facilities in the park.

Mr. Vidmar is beginning to see increased interest in undeveloped properties along the Village Road corridor. Most recently, Mr. Vidmar and Planning staff have had conversations with developers studying the viability of a potential project on a 7-acre vacant property between South Navassa Road and Oakland Avenue and a potential project on a 25-acre vacant property on Inheritance Lane off Navassa Road.

New Businesses

- **Brunswick Beer XChange** will have its grand opening on October 23. This locally owned taproom and bottle shop will offer 46 taps featuring craft beer and wine exclusively from the Carolinas, with non-draft beer and wine also sold. The **Brunswick Beer XChange** is located at 113 Village Road, formerly occupied by Jon Dough bakery.

New Construction/Development

- **Brunswick Beer & Cider Co.** has broken ground on its new brewery and event center in Brunswick Forest.

Economic Development Committee Meeting Summary

The Economic Development Committee met on September 9, 2021. The committee held a workshop to continue updating the 2019 Economic Development Strategic Plan.