



STAFF REPORTS

October 2022 Regular Meeting

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Department News

Blake Back was hired as a Grounds Maintenance Technician I and Brad Adams was hired as a Streets Maintenance Technician I.

Current staff vacancies include Engineering Technician I and Streets Maintenance Technician.

Streets Updates

Work Priorities

- Staff placed 11.5 cubic yards of concrete, replacing several sidewalks in Magnolia Greens that had been damaged by tree root systems.
- With recent rain, Mosquito Vector Control was active throughout the Town in September, with staff performing vector control spraying twice a week.
- Staff installed STOP bars and crosswalks within the Pines section of Mallory Creek using Premark Preformed pavement markings.
- Staff will attempt to replace blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. Some of this work has been completed with loosened blocks re-attached and glued down. If the HOA is unable to procure matching blocks, staff will find a similar block style for replacement and repair.
- Staff replaced a 20' section of concrete curbing and a 10'x20' section of roadway that had settled in Magnolia Greens.
- Staff installed permanent pavement markings (STOP bars and crosswalks) using Premark Preformed pavement marking material for Public Services Projects I, J, and K. ADA-required detector strips will be installed upon material approval from NCDOT.
- Staff cleaned catch basin grates throughout the Town in preparation for the arrival of Hurricane Ian.

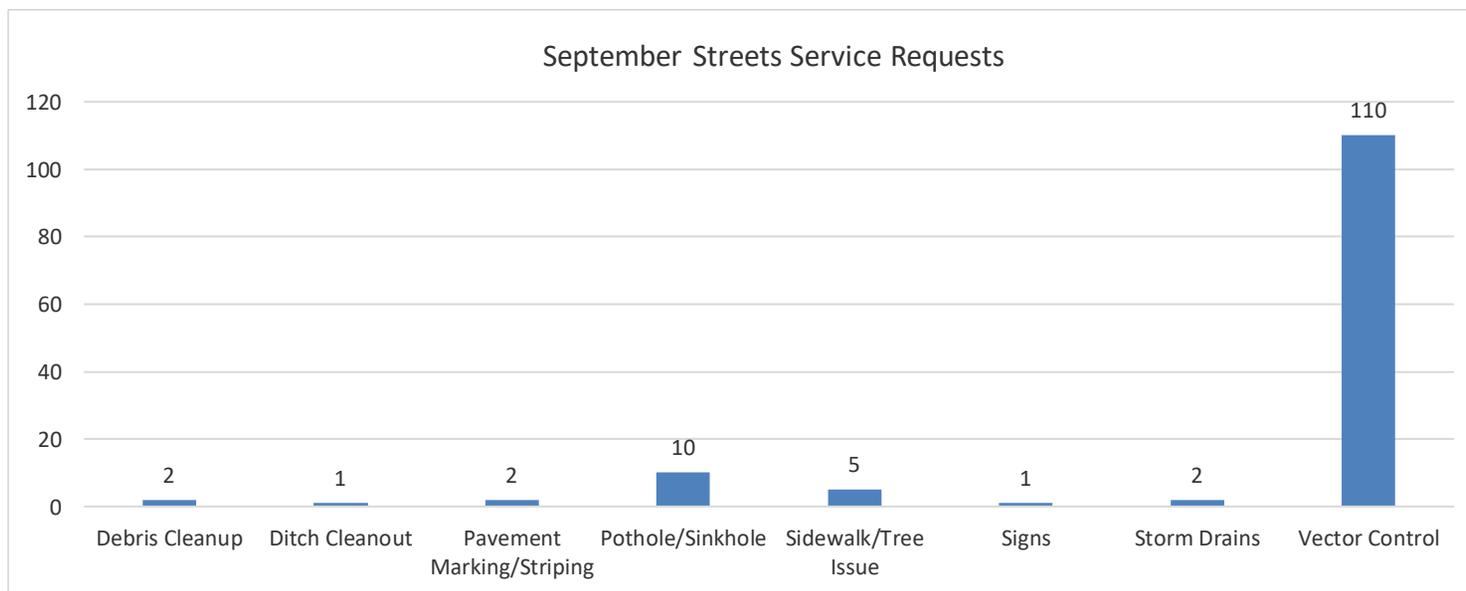
Initiatives

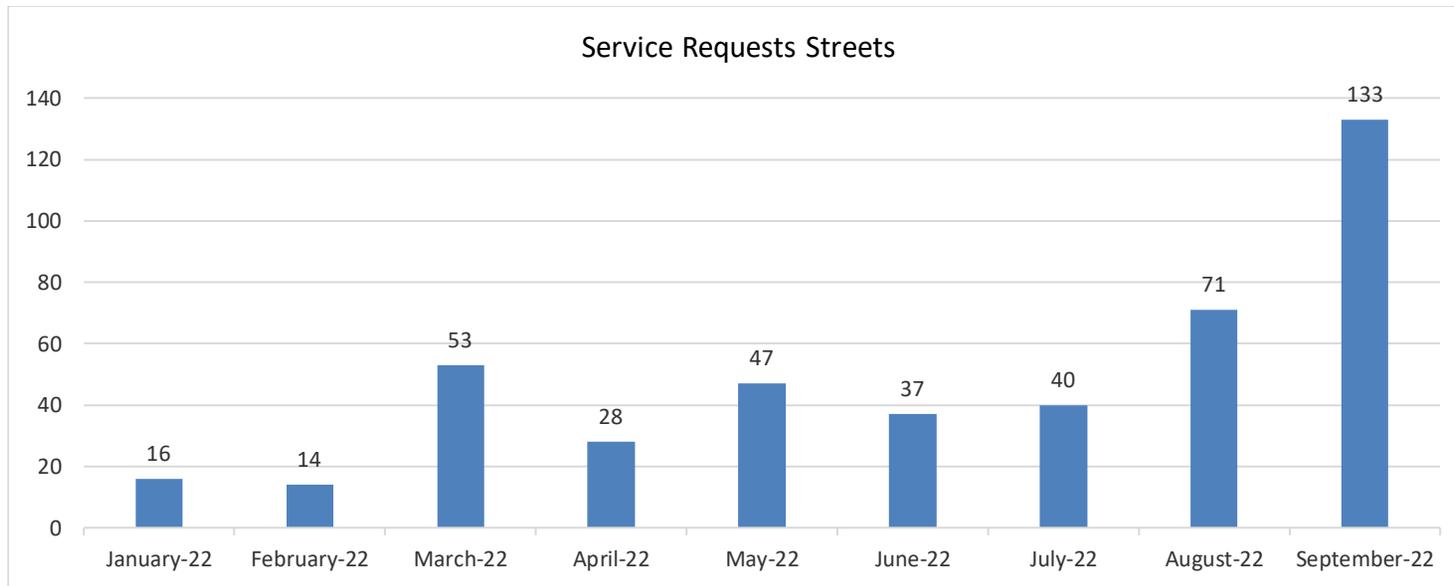
- Staff is reviewing street sweeping needs throughout Town and is looking at both subcontractors to complete this work as well as lease options to rent a street sweeper for internal use. It is anticipated that street sweeping will begin in October and continue into November.
- Staff finalized a task order with Brunswick Engineering for street and pavement marking assessments. This work is completed on a three-year cycle and is used to identify and prioritize street capital improvement projects. This work has started and will continue through December.

- Staff is reviewing Town-maintained gravel roads for possible paving. Survey work for this project has been completed and design plans have been reviewed through the TRC. These roads include Graham Drive, Appleton Way, Breman Lane, and John Sneed Lane.
- Staff completed a Tree Manual that will provide requirements for the planting, maintenance, removal, protection, pruning, and preservation of trees within Town rights-of-way. The Tree Manual can be found on the Town’s website.
- Staff is creating a capital improvement plan to include upcoming street improvement projects. The draft plan is underway and will be completed this fall.
- Staff will be installing several pedestrian crossings across Mallory Creek Drive connecting existing sidewalk and MUP systems. This work is in the planning phase now and will start later this year.

Work Order Summary

- Streets received 133 work orders in September, with an overwhelming majority being vector control (110) related.
- Streets completed 108 work orders in September, with an approximate expense of \$39,900 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$19,600).





Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
Jan-22	2	15	3
Feb-22	7	55	19
Mar-22	7	50	16
Apr-22	4	25	12
May-22	1	10	10
Jun-22	2	20	12
July-22	4	30	13
Aug-22	1	5	11
Sept-22	4	25	16

Grounds Updates

Work Priorities and Initiatives

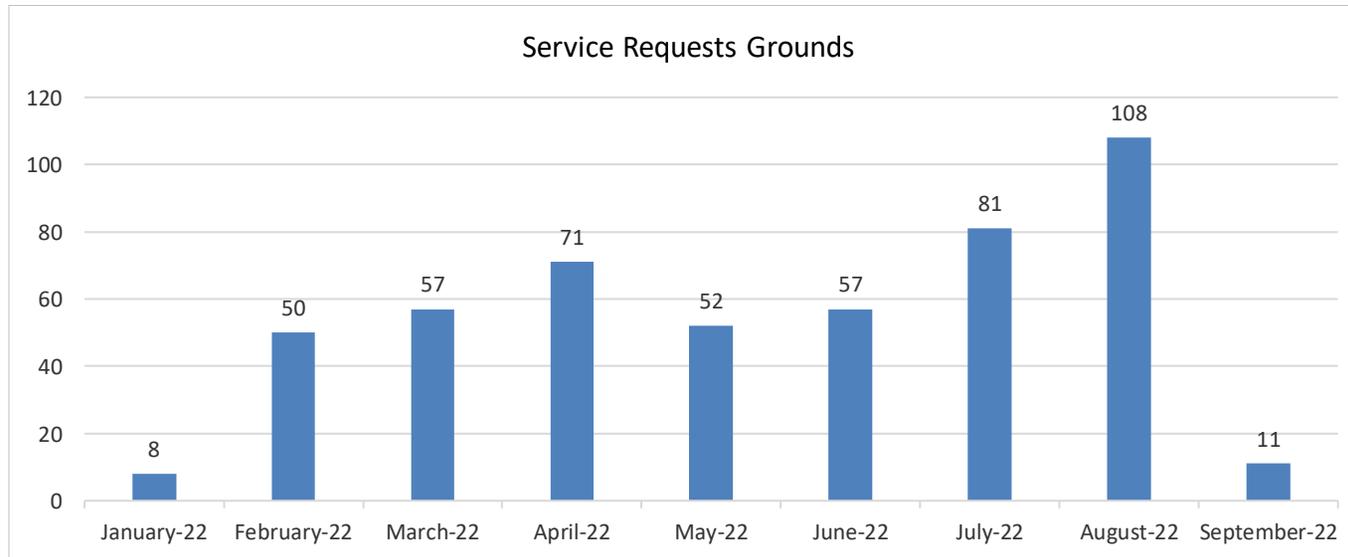
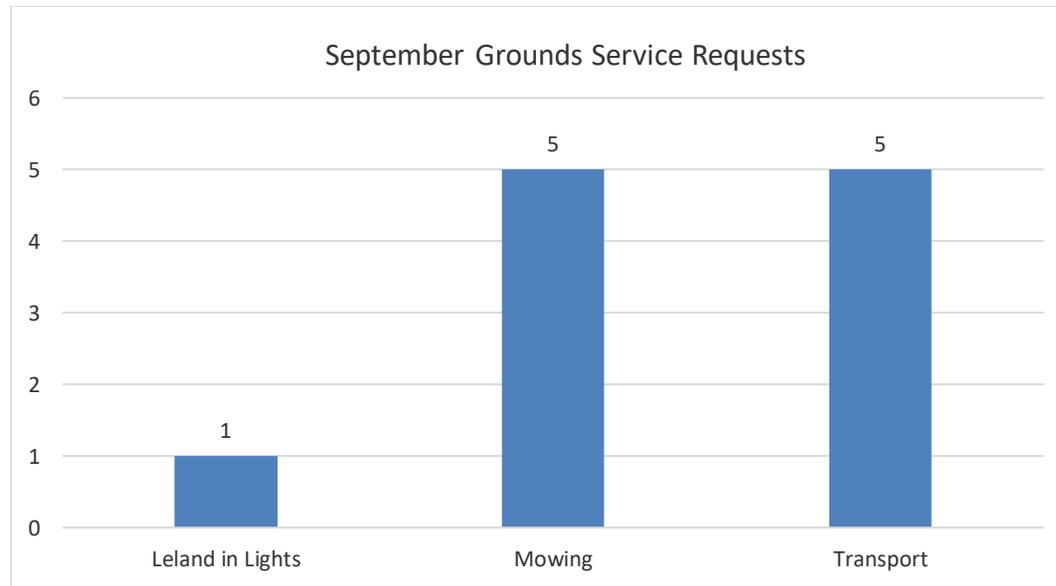
- Several events are scheduled in Founders Park in October. Grounds staff will be maintaining and beautifying the park before and after each event.
- Northgate stormwater pond stabilization and seeding will be completed in October.
- Grounds will be seeding and stabilizing the lawn area at Fire Station 53.
- Staff is working with NCDOT on the restoration and stabilization of the slopes along Village Road under the US 74/17 overpass near the diverging diamond. NCDOT will be stabilizing this area soon, and the Town will take over maintenance of the stabilization.
- The diverging diamond on Village Road will require irrigation, and staff is working with an engineer to complete plans and obtain an encroachment permit from NCDOT.
- Leland in Lights light installation will continue through October and most of November.

Projects Completed

- The playground mulch and landscape timbers were replaced in Founders Park.
- Board replacement and maintenance was completed at Cypress Cove and Westgate Nature Parks.
- Staff completed installation of mulch on the diverging diamond landscaped areas.
- The rights-of-way along Old Fayetteville and Village Roads were mowed and landscaped prior to school's start.
- Staff prepped, hauled in landscape soil, and seeded the front side of the new Animal Control Facility at the MOC.
- Summer landscape maintenance continues at all Town facilities and parks, including watering as needed.

Work Order Summary

- Grounds received 11 work orders in September, with most of them being mowing (5) and transport (5) related.
- Grounds completed 9 work orders in September, with an approximate expense of \$2,400 in labor and equipment to complete these work orders, which does not include staff costs for Leland in Lights.



Facilities Updates

Work Priorities and Initiatives

- Staff is working with Aztec Painting to repaint the red panels at the LCAC, which will be completed in October.
- Staff is working with North Brunswick Electric to install new electrical outlets outside of Town Hall.
- Staff is installing lights in Founders Park for Leland in Lights.
- Staff is working to resolve an electrical issue in the breakroom at the MOC warehouse.
- Staff is working with a vendor to fix an HVAC issue at the Westport Fire Station.
- Staff is working with Salt Air to complete an HVAC preventative maintenance project at Town Hall, which includes cleaning all office and common area air units.
- Staff is working with Salt Air to resolve an HVAC issue in the first floor Police wing at Town Hall.
- Staff is performing minor preventative maintenance on the HVAC system at Fire Station 53.
- Staff is replacing the grid and ceiling tiles in office #214 at Town Hall, where a new HVAC unit was installed.
- Staff is working with US Fitness to perform preventative maintenance on fitness equipment at all Town facilities and repair the treadmill at Town Hall.

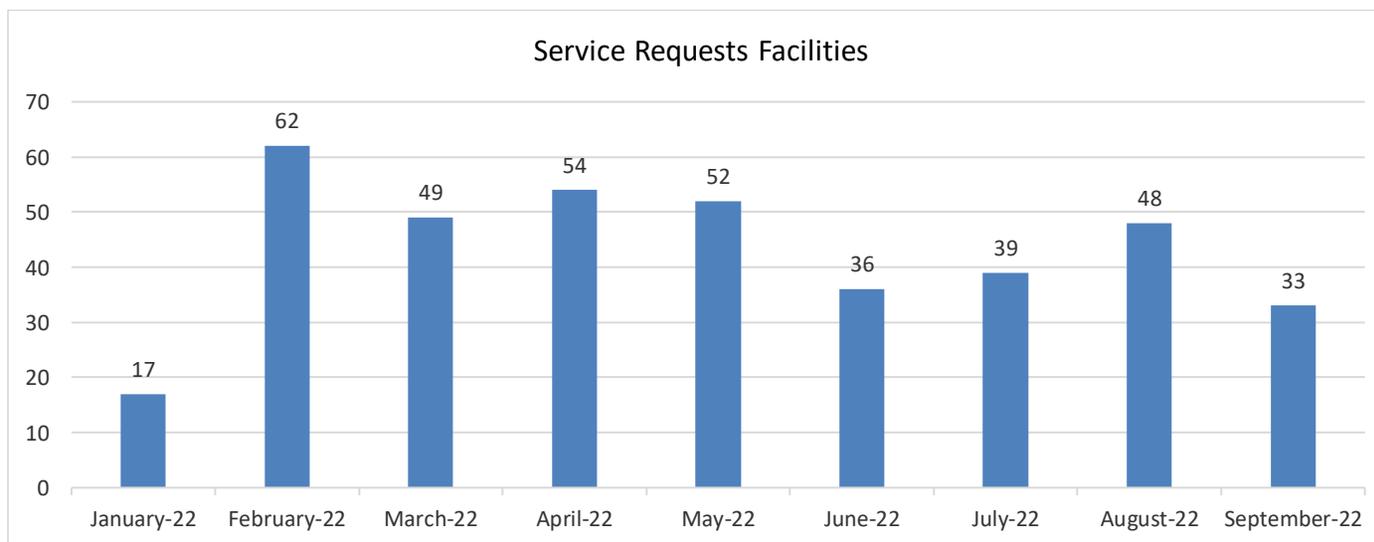
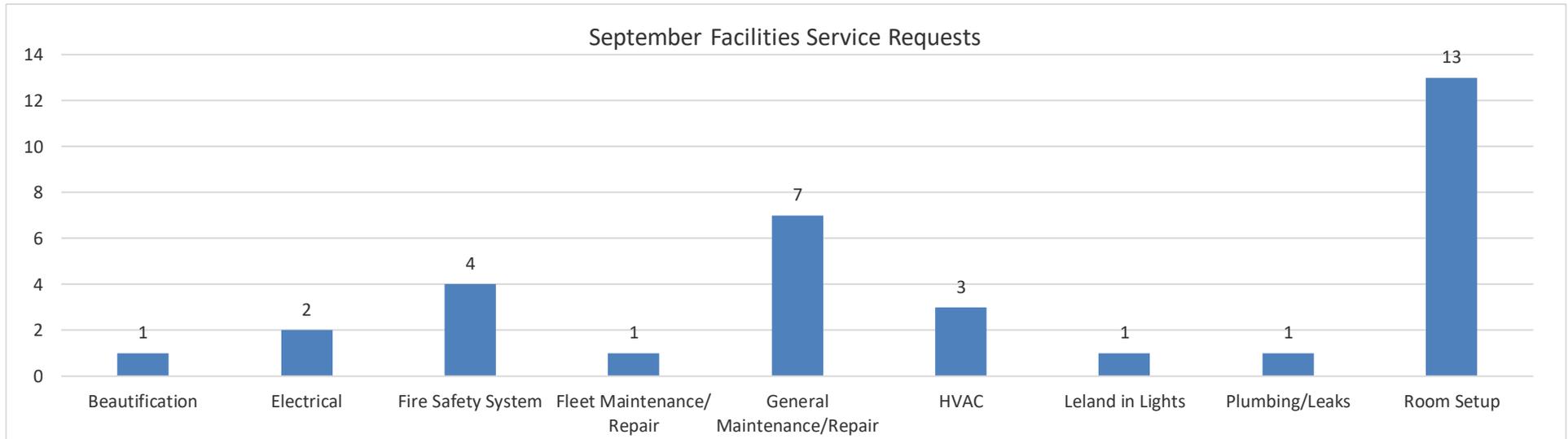
Projects Completed

- BFPE completed annual testing on fire panels, extinguishers, and sprinkler systems.
- Staff completed the quarterly inspection of all Town facilities.
- Staff worked with Salt Air to install a new HVAC system in the office at the new Animal Control Facility.
- Staff installed a regulator, quick-connect mechanism, and hose to the kiln natural gas line at the LCAC.
- Thyssenkrupp Elevator performed preventative maintenance on the Town Hall elevator.
- Salt Air installed a new HVAC unit in office #214 in Town Hall.
- BFPE performed a 20-year inspection on the sprinkler system at Fire Station 51.

Work Order Summary

- Facilities received 33 work orders in September, with most of them being room setup (13) and general maintenance and repair related (7).

- Facilities completed 22 work orders in September, with an approximate expense of \$2,300 in labor and materials, which does not include staff costs for Leland in Lights.



Fleet Vehicle Updates

Work Priorities

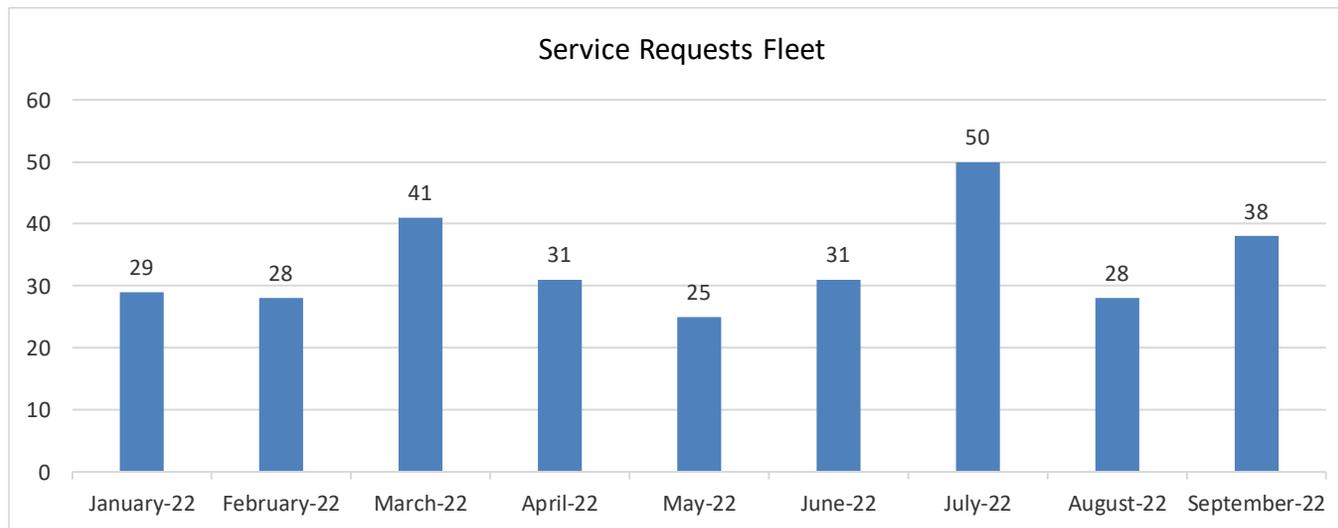
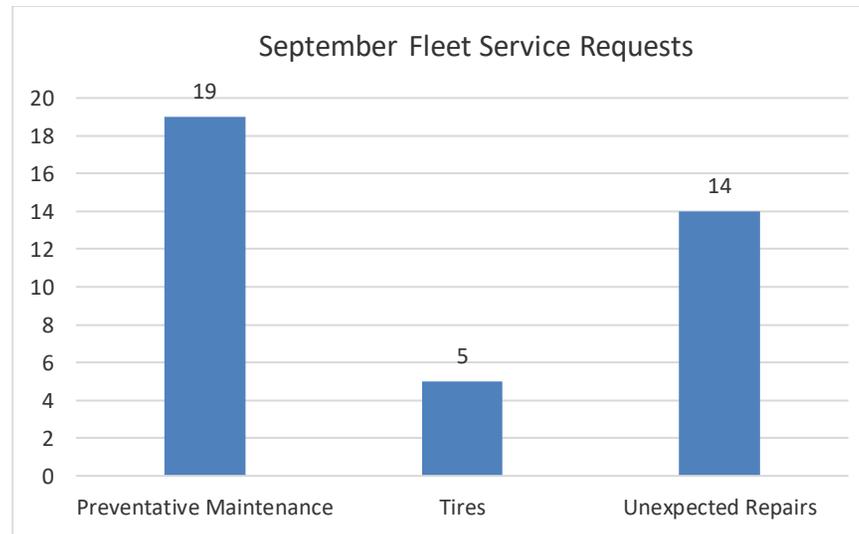
- Staff is working with Finance to complete new vehicle orders for each department.
- Staff has made a vendor selection for installing safety light upgrades on all Public Services vehicles and is working with Finance to secure a purchase order.
- Staff is planning for Fleet vehicle surveys to be completed in October and early November.

Projects Completed

- The draft contract renewal of the Fleet maintenance agreement with Black's Tire is complete and will be presented to Council in October for approval.
- Repairs were completed on three Fleet vehicles by Parker's Collision.
- Preparation for this year's Fleet vehicle surveys is complete.

Work Order Summary

- Fleet received 38 service requests in September for an approximate expense of \$12,380. Of these, 19 requests were for preventative maintenance for a total of \$1,900.



Capital Project Updates

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: Town staff has engaged the contractor's surety company on default of contract.
- Next Steps: Town Streets staff are finishing the remaining work on the project. Thermoplastic striping has been installed and Town staff is waiting on NCDOT approval of pedestrian warning devices. Final completion is TBD.
- Concerns: Contractor failed to complete the project within the contract time, August 22, 2021. Town staff is tracking anticipated liquidated damages at \$500 per day and working closely with NCDOT and SEPI Engineering to complete the project.

Brunswick Village Boulevard Extension

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as install stormwater catch basins, three stormwater ponds, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Project was advertised and bid a second time on August 31. The Town received two bids with Funston Construction Company, LLC as the low bidder.
- Next Steps: Budget amendment and Town Council approval to award the project. Construction slated to begin in December 2022.
- Concerns: No concerns at this time.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, Graham Drive, and a section of Appleton Way.
- Status: Engineer has developed the concept plan for the four streets and the project was submitted for TRC review.
- Next Steps: Engineer to update plans based on TRC comments and Town staff will schedule public meetings with residents along the affected streets to review the proposed improvements.
- Concerns: No concerns at this time.

Town of Leland Streets Resurfacing 2021-2022

- Purpose: To resurface nine streets within the Town limits to include Olde Waterford Way, a portion of Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.

- Status: Construction is underway and will be completed in October or November.
- Next Steps: Complete the construction phase of the project.
- 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 the widening and paving of Baldwin Drive, installing sidewalks, stormwater, and drainage improvements.
- Status: Town staff hosted an Open House in September. Staff are working with the engineer to complete preliminary design plans.
- Next Steps: Complete preliminary design plans for the project.
- 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: Construction started in September and the contractor has installed erosion control measures and started backfilling the pond. Construction will be completed this fall.
- Next Steps: Contractor to continue backfilling the pond and start to install the stormwater infrastructure.
- Concerns: No concerns at this time.

Ocean Gate Plaza Intersection Improvements

- Purpose: The Town is working with the developer of Leland Corners to install a single-lane teardrop roundabout to improve the intersection at Ocean Gate Plaza and New Pointe Boulevard.
- Status: Survey is complete and the project is in design.
- Next Steps: Preliminary design of the single-lane teardrop.
- Concerns: Coordinating design work with developer who is constructing the Ocean Gate and Gateway Boulevard roundabout.

Leland Fire Station 51 – 1987 Andrew Jackson Highway NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Construction is underway with footers, plumbing, and electric being installed prior to slab being poured in October.

- Next Steps: Building slab to be poured in October and building frame to start following slab installation. Continue site work/stormwater, on-site electric, and utilities. Interior and exterior finish selections are ongoing.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway – Municipal Operations Center (MOC)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Loading dock leveler received and will be installed in October. Installation of generator transfer switches being scheduled. Staff is ordering items for future stormwater tie in, in conjunction with Fire Station 51 build.
- Next Steps: Discuss next steps with IT Manager/Finance on moving forward with security cameras and access control for doors.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag/stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: All site work has been completed and approved by USDA.
- Next Steps: Completing paperwork and billing associated with project closeout. Awaiting as-built drawings from engineer on streambank stabilization of Jackeys Creek.
- Concerns: No concerns at this time.

Streamflow Rehabilitation Assistance Program (StRAP) – Stream Clearing

- Purpose: Vegetative debris cleanup and removal within streams throughout Leland via grant received from NCDA.
- Status: Bids received, and contract for low bidder (Alliance Integrated Solutions, Inc.) will be taken to Council in October for approval.
- Next Steps: Finalize contract and establish project timeline/start date with contractor.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Town was approved by NCDEQ for participation in Brownfields Study program and is awaiting next steps from NCDEQ project manager. NC Wildlife has site on project list and is currently working on prelim plans/scheduling surveys. NC Wildlife estimates approximately \$500,000 will be given to the Town for the construction of parking lot adjacent to ramp.
- Next Steps: Coordinate next steps with WithersRavenel and NCDEQ for Brownfields Study of the property. Continue communication with NC Wildlife on the boat ramp.

- Concerns: No concerns at this time.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that will include walking paths, play areas, fitness areas, veterans memorial, picnic shelters, and an amphitheater.
- Status: Project is in final design. First round TRC comments have been reviewed and addressed by engineer. Architect finalizing plans with plumbing, electrical, and mechanical contractors as well as structural engineers.
- Next Steps: Continue final site plans and submit for all permits. Project expected to be advertised for bid by the end of October. Send Duke Energy 100% site and architectural plans once engineering has been completed to address power requirements. Work with playground contractor on design and selection of playground and fitness station components.
- Concerns: No concerns at this time.

Animal Control Facility at MOC

- Purpose: Renovation of “Seaglass” building at MOC to convert to Animal Control Facility.
- Status: Building renovation completed, and Town inspections have been passed.
- Next Steps: Await final approval from State Animal Welfare. Finalize a couple small items and begin move-in process with PD. Facility to be operational in October.
- Concerns: No concerns at this time.

Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town park.
- Status: Property has been forestry mulched.
- Next Steps: Working through renewal of prior wetland delineation and will then proceed with survey of property.
- Concerns: No concerns at this time.

Town Hall Addition

- Purpose: Design and construction of addition to current Town Hall building to gain more workspace including offices and conference rooms.
- Status: RFQ responses have been evaluated and architect selection to be finalized in October.
- Next Steps: Award architect contract during October Council meeting and begin design of the expansion.
- Concerns: No concerns at this time.

Sweetbay Park

- Purpose: Develop property off Trade Street into 18-hole disc golf course.
- Status: Wetland delineation has been completed.
- Next Steps: Currently awaiting recommendation/next steps to proceed with plan for property. Next steps will be based on possible construction of temporary disc golf facility.
- Concerns: No concerns at this time.

Mallory Creek Drive Drainage Improvements (Funded by NC Resilient Coastal Communities Program Phase 3)

- Purpose: To alleviate flooding on Mallory Creek Drive between Hemlock Way and Pine Cone Drive.
- Status: Finalized the grant contract with NC Department of Coastal Management. Executed a task order with CLD Engineering to survey the project area.
- Next Steps: CLD Engineering to provide survey of project limits and begin discussions of drainage plan.
- Concerns: No concerns at this time.

Leland Resilient Routes (Funded by NC Department of Public Safety Transportation Infrastructure Resiliency Fund Grant 2022)

- Purpose: To identify and analyze critical routes within and surrounding Town limits to determine how resilient each route is to coastal hazards. For routes that pose vulnerabilities to coastal hazards, potential solutions to mitigate the vulnerability will be identified.
- Status: Contract with NC Department of Public Safety, North Carolina Emergency Management has been finalized and executed. RFQ was sent out for advertisement on September 13.
- Next Steps: RFQ submittals due October 11. Town to review submittals once received.
- Concerns: No concerns at this time.

Department News

Mr. Richardson is scheduled to attend the North Carolina Parks and Recreation Annual Conference October 17-19.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in September. The next meeting is scheduled for October 26, 2022.

Upcoming Events

October 15, 2022 – Movie in the Park: Hocus Pocus

October 27, 2022 – Live @ the Park: Striking Copper

October 29, 2022 – Trunk-or-Treat

November 3, 2022 – LCAC Gallery Reception: Sydney Zester and Carol Gardner

November 5, 2022 – Contra Dance at the LCAC

Parks, Recreation, and Cultural Resources Updates

September was filled with activities in Town of Leland parks and at the LCAC. Founders' Celebration and the Founders Reception brought community members together to celebrate Leland's 33rd birthday. The Brunswick County Arts Council's annual Fall Show brought artists and art enthusiasts from across the region to the LCAC. Movies and concerts have returned to Founders Park as well!

October includes family-friendly Halloween fun with a screening of Hocus Pocus in the Park on October 15 and the Town's annual Trunk-or-Treat on October 29. Kayaking, Birding, and Barre in the Park programs provide other opportunities to get out and enjoy the fall weather in Leland. The second fall session begins on October 26 with a variety of six-week programs in ceramics, painting and drawing, basket-making, yoga, dance, and more!

Another Contra Dance will take place on November 3 in partnership with Cape Fear Contra Dance and is expected to once again bring a diverse crowd of dancers from around the region. As the end of the year draws nearer, staff is also busy preparing for the return of holiday favorites Leland in Lights and the Grand Illumination.

Social Media Update

- PRCR Facebook Highlights (September 1 – 30, 2022)
 - Added 72 new page likes
 - Page reach – 30,000
 - Top post (Largest reach): “The disc golf course at Founders Park is closed indefinitely starting on September 12th.”
- LCAC Facebook Highlights (September 1 – 30, 2022)
 - Added 57 new page likes
 - Page reach – 30,000
 - Top post (Largest reach): “The pottery studios are ready for the new session! We want to thank the volunteers that came and helped to make it sparkle. Tomorrow you can come and claim your freshly cleaned shelf!”
- PRCR Instagram (September 1 – 30, 2022)
 - 16 new followers
 - Post reach – 5,500
 - Top post (Largest reach): “Don’t miss out on our first Fall Movie in the Park! This event is free to attend. Learn about the importance of friendship and perseverance while watching Luca. Lawn chairs and blankets are welcomed however, pets and coolers are not.”
- LCAC Instagram (September 1 – 30, 2022)
 - 25 new followers
 - Post reach – 9,100
 - Top post (Largest reach): “The pottery studios are ready for the new session! We want to thank the volunteers that came and helped to make it sparkle. Tomorrow you can come and claim your freshly cleaned shelf!”
- PRCR Tik Tok (September 1 – 30, 2022)
 - 6 new followers
 - Users reached – 263

Department News

In September, more than 145 people visited the front desk at Town Hall and more than 145 people called the main phone line. Ms. Bradley attended the Navigating Difficult Conversations course at the UNC School of Government. This course focused on effective leadership in government and provided tools to assist in conversations with staff and the public. Ms. Jewell participated in a virtual course through the UNC School of Government entitled Lead With and Through: Harnessing the Potential of Public Participation. This course focused on engaging with the public using a with-and-through participative process, implications of adopting this type of approach, and imagining where, when, and how this mindset can benefit communities. Ms. Jewell attended a virtual meeting of the Lower Cape Fear Communicators and started planning for the October meeting, which will be held at Town Hall.

Social Media Update

- Facebook Highlights (September 1 – 30, 2022)
 - Added 137 new page followers
 - Overall post reach – 96K
 - Top post (Largest reach): “Congratulations to U’Ryan Byers on his recent promotion to Leland Fire/Rescue Captain! We are grateful for his continued service to our Town. 🚒👏”
- Twitter Highlights (September 1 – 30, 2022)
 - Impressions/Reach – 4.8K
 - Received 1,254 new profile visits
 - Top tweet (Largest reach): “Latest update on potential impacts from Hurricane Ian 📄 #LelandNC #LelandPrepares twitter.com/NWSWilmingtonN...”
- NextDoor Highlights (September 1 – 30, 2022)
 - Impressions/Reach – 32,157
 - Likes/Comments – 247
 - Top post (Largest reach): “Congratulations, Joe! Join us in congratulating Joe Stavish on his promotion to Battalion Chief! We’re excited for Joe’s continued service to the Town and Leland Fire/Rescue. 🚒💖”
- Instagram Highlights (September 1 – 30, 2022)
 - Added 15 new page followers
 - Post impressions – 1K

- Top post (Largest reach): “Check out all the progress we're making in our most recent Leland 2045 quarterly update! 🤖 Each quarter, we aim to enhance our vision to make Leland a flourishing community for families to live, work, and play. More information about this update can be found on our website. Link in bio. 🌟 #TownofLelandNC #LelandNC”
- LinkedIn Highlights (September 1 – 30, 2022)
 - Added 34 new followers
 - Page views – 234
 - Post impressions – 7.6K
 - Reactions/Comments/Shares – 489
 - Top post (Largest reach): “We're hiring! Here at the Town of Leland, we promote innovation, embody servant leadership, and take a forward-thinking approach to challenge each other to reach our highest potential! 🧑‍💻 View open positions 📄 <http://ow.ly/uREp50KI5m4> #Hiring #LelandNC #growingourfuture #nourishingourroots”

Project Updates

- Get to Know Your Government: Learning Leland survey closed on September 16. Next steps include finalizing topic list, schedule, and strategy for covering each topic. Initiative was promoted via communications platforms and through an interview with Leland Magazine.
- Training with new video production equipment continued. Staff continues working with IT to identify additional items needed.
- Carried out comprehensive marketing strategy for Founders' Celebration, which included creation of online resources, press release, distribution through social media and newsletter, advertisement development, and more.
- Collaborated with H2GO to coordinate communications strategy for utility work on Pine Harvest Drive. Town staff have taken the lead on these efforts.
- Produced 47 engaging graphics and videos for use across communications platforms.
- Developed guidelines for all Town presentations and created a cheat sheet to ensure consistency across all departments.
- Continued the internal and external Employee Spotlight campaigns. Utilized Paylocity to roll out the internal initiative consisting of daily postings spotlighting four staff members and resulting in 1,377 impressions in September. Utilized all social media platforms to showcase external Employee Spotlight.
- Collaborated with various departments to create and implement comprehensive public information strategies for multiple initiatives including Hurricane Ian, National Preparedness Month, Coffee with a Cop, upcoming events, and more.
- Reevaluated and updated Communications service goals.
- Responded to various public inquiries through social media, email, and website contact forms.

- Managed media inquiries, developed Town statements, distributed press releases, and coordinated coverage for Town meetings, events, awards, initiatives, Police incidents, and other news.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Leland 2045 Quarterly Update](#)
 - [Funding Awarded for Two Electric Vehicle Chargers at Founders Park](#)
 - [Concerts, Movies Return to Founders Park this Fall](#)
 - [Construction on Streets Resurfacing Project Begins](#)
 - [Join the Leland Police Department for National Night Out](#)
 - [Town Adopts ADA Transition Plan](#)
- Port City Daily
 - [Leland plans free movies and concerts this fall](#)
 - [Leland fire station cost increases 13%, animal control facility to finish in October](#)
 - [The Agenda: 896-acre PUD zoning in Leland, NHCS calendar committee meets](#)
 - [Utility repairs close section of Leland road for six days](#)
 - [Pender County Schools teacher arrested for seven counts of alleged child exploitation](#)
- WWAY
 - [Fastest growing town in Brunswick county celebrating 33 years of incorporation](#)
 - [Tourism Board approves \\$150K grant for Leland amphitheater](#)
 - [Leland Police looking for alleged wallet thief accused of fraudulent credit card use](#)
 - [Leland Police Department, New Hanover County Sheriff's Office announce National Night Out dates](#)
 - [Leland Police Department asks for help locating stolen trailer](#)
 - [Join the boys and girls in blue at 'Coffee with a Cop' in Leland](#)
 - [Pender County elementary teacher arrested on alleged child pornography charges](#)

- WECT
 - [Leland considers agreement for company to design and build upgrades at Founders Park](#)
 - [Movies and live music returning to Founders Park](#)
 - [Leland Police Department to host National Night Out on Oct. 4](#)
 - [Leland provides updated schedule for nightly road closures at Pine Harvest Drive](#)
 - [Pender Co. teacher arrested in Leland, faces charges related to child pornography](#)

- StarNews
 - ['It keeps staff here': How Leland police are saving time and money with new technology](#)
 - [Brunswick events this week: Civil War general letters, Leland celebration and more](#)
 - [How did this Leland fire engine end up in the birthplace of Kentucky Fried Chicken?](#)
 - [6 things to know about Leland in advance of its Founders' celebration'](#)
 - [Leland to study flooding issues affecting transportation](#)
 - [Oktoberfest at Oak Island, plus 5 more events happening this week in Brunswick](#)
 - [This once small, wooded road will soon be Leland's downtown center](#)
 - [A new name for Fort Fisher Air Force Recreation Area, plus some Leland history](#)
 - [Leland eyes more incentives to bring in businesses to key corridors](#)
 - [Former Pender County teacher facing child pornography charges](#)

- North Brunswick Magazine
 - [Show Some Love for Leland](#)
 - [Simplifying Police Business](#)
 - [Family Fun in Leland](#)

TDA Marketing

- Ran advertisement with WWAY for Founders' Celebration in over-the-top marketing and on air.
- Finalized ad for November issue of *Our State* magazine and started design process for December issue, both promoting Leland in Lights.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on September 14, 2022, and heard the following items:

- Presentation and review of the FYE2022 Audit by Alan Thompson of Thompson, Price, Scott Adams & Co., P.A.
- Approved resolution approving a grant contract with the Town of Leland for the development of an amphitheater in Founders Park
- Approved a resolution approving an agreement for services between the Leland Tourism Development Authority and the Town of Leland
- Approved a resolution establishing meeting dates for 2023

The LTDA's next meeting is scheduled for November 16, 2022.

Department News

Ms. Reinhardt attended the Cape Fear Council of Government Clerk Series seminar. The meeting was held in Wilmington and focused on new candidate and newly elected officials' orientation programs, government education, and collaborating across the Cape Fear region. Ms. Reinhardt also attended the virtual North Carolina Association of Municipal Clerks Board meeting.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - September 12 Special Council Meeting
 - September 12 Agenda Council Meeting
 - September 12 Council Closed Session Meeting
 - September 14 Leland TDA Board Meeting
 - September 15 Council Regular Meeting
 - September 15 Council Closed Session Meeting
 - September 26 Special Council Meeting
 - September 26 Council Closed Session Meeting
 - September 27 Planning Board Meeting
 - September 28 Parks and Recreation Board Meeting
- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 9
 - Agendas – 7
 - Resolutions – 17
 - Ordinances – 1
 - Proclamations – 1
 - Recognition Requests – 2
 - Public Hearing Notices for the Council Meetings – 3
 - Board/Committee Vacancies: Board of Adjustment Alternate (1); Economic Development Committee (1); and Parks and Recreation Student Representative (1)
 - Board/Committee Appointments – 1
 - Barry Eagle was appointed to the Leland TDA. The term will end on December 31, 2024.

Government Portal (iCompass) Transparency Update

- Portal Visits – 3998
- Portal Unique Visits – 2076
- August 31 Parks and Recreation Board Agenda Views – 72
- September 8 Economic Development Committee Meeting Agenda Views – 263
- September 15 Regular Council Meeting Agenda Views – 552
- September 14 Leland TDA Meeting Agenda Views – 137
- September 12 Agenda Council Meeting Agenda Views – 209
- September 12 Special Council Meeting Agenda Views – 64
- September 26 Special Council Meeting Agenda Views – 392
- September 27 Planning Board Meeting Agenda Views – 466

Department News

Officer Roberts, Deputy Chief Spence, and Public Safety Director Langlois joined other staff to visit the National Weather Service in Wilmington on September 2. They were educated on the duties of the National Weather Service and how weather is identified.

The department hosted the Dangerous Crossroads course taught by the North Carolina League of Municipalities on September 8 at Town Hall. Police staff along with other members of Town staff and surrounding municipalities were educated on First and Fourth Amendment rights when it comes to areas considered to be public.

Staff participated in Founders Celebration on September 10 at Founders Park, providing security and engaging with the community through meaningful conversation about upcoming events, addressing specific concerns, and providing education.

Police and Fire/Rescue staff received peer support training September 13 at Brunswick Community College. This education provided a personal level of knowledge by sharing similar life experiences, which can foster meaningful connections and a deeper sense of understanding and empathy between peers who may otherwise feel misunderstood.

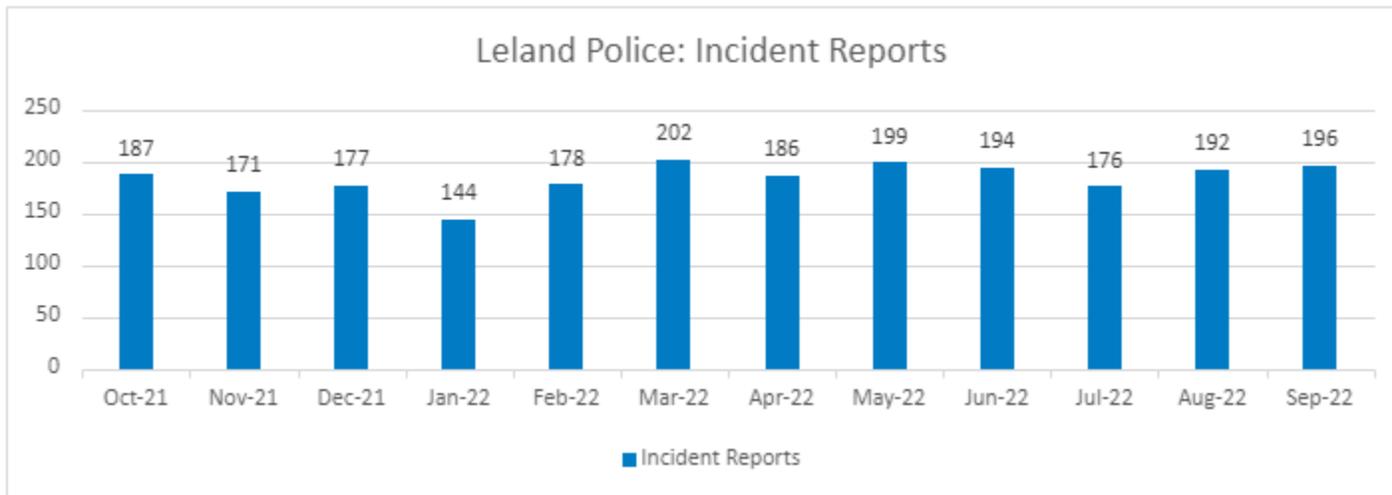
Master Officer Leighton attended Radar Recertification Training September 15-16 at Cape Fear Community College. This course recertifies officers to operate the Radar instrument for traffic enforcement.

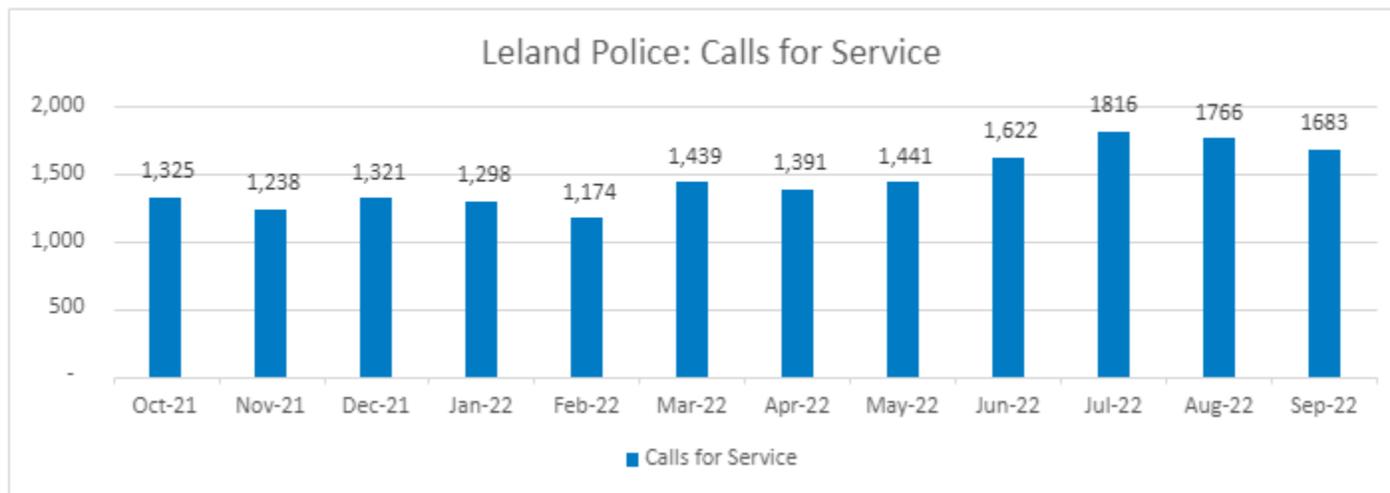
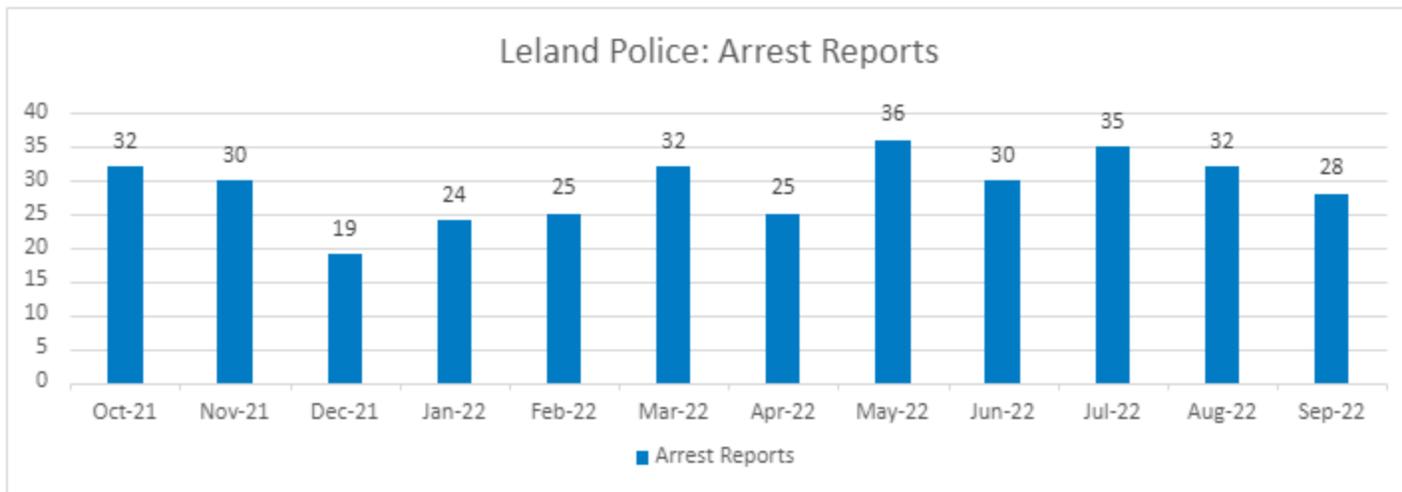
Officers Mercado and Wooley attended Police Law Institute Training at Cape Fear Community College September 12-23. This course provided the necessary skills to conduct activities associated with search warrants, warrantless searches, eyewitness identification, interviews, and nontestimonial identification orders.

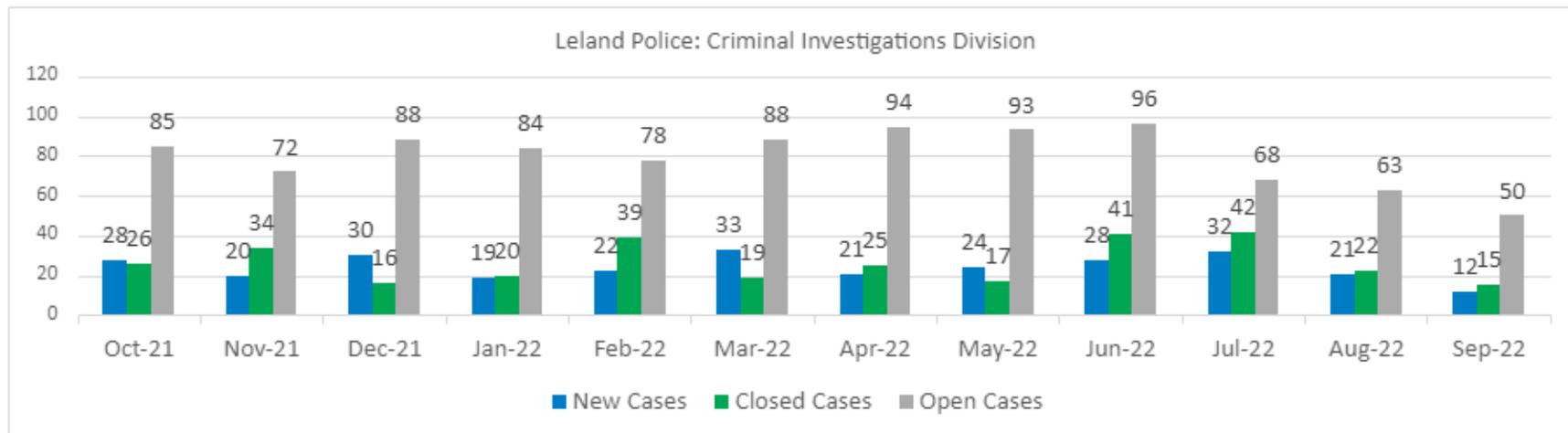
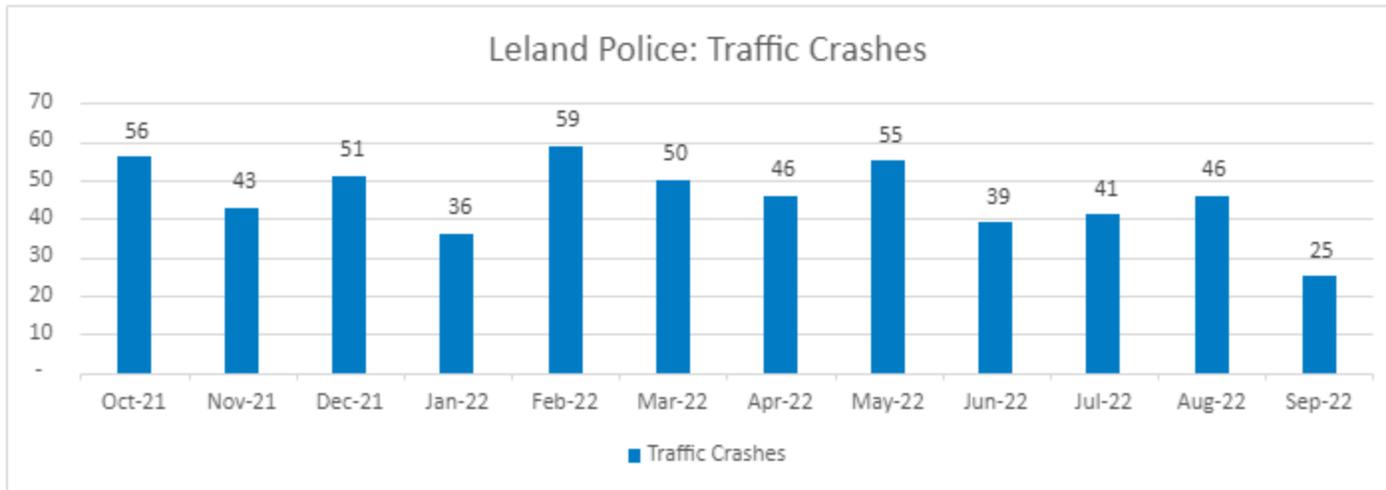
Officers Whitmire and Piniewski attended the General Criminal Investigations course September 26-30 at the North Carolina Justice Academy. This is a foundational course that teaches officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

Dashboard

Animal Services Report							
2022	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	40	3	6	7	3	1	2
Feb	26	2	4	6	0	1	1
Mar	44	2	2	3	0	2	3
Apr	69	8	8	12	7	0	2
May	54	2	7	7	3	1	2
Jun	71	7	4	7	2	0	2
Jul	47	7	7	12	1	0	3
Aug	57	9	4	13	7	0	3
Sep	40	11	10	19	2	1	2
Oct	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0
Totals	448	51	52	86	25	6	20







Department News

Chris Daw and Josiah Blystone joined the department as Firefighters and Brandon Price joined as a Captain. Staff conducted a weeklong orientation with them, which began with a presentation of the department's mission, vision, and values, followed by hands-on training, learning, and reviewing various fireground functions. With these additions, the department is now only one member short.

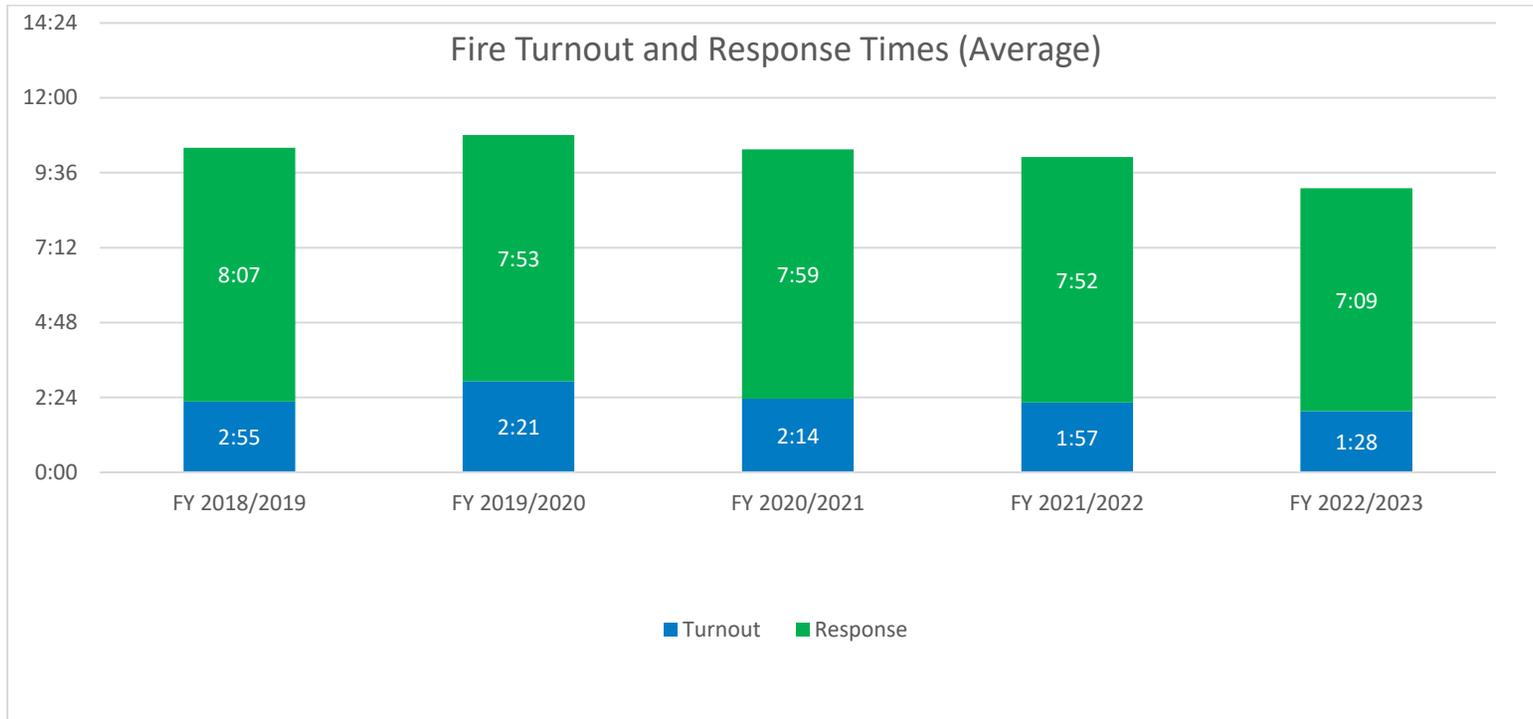
Firefighter Dallas Spence was promoted to Fire Apparatus Engineer.

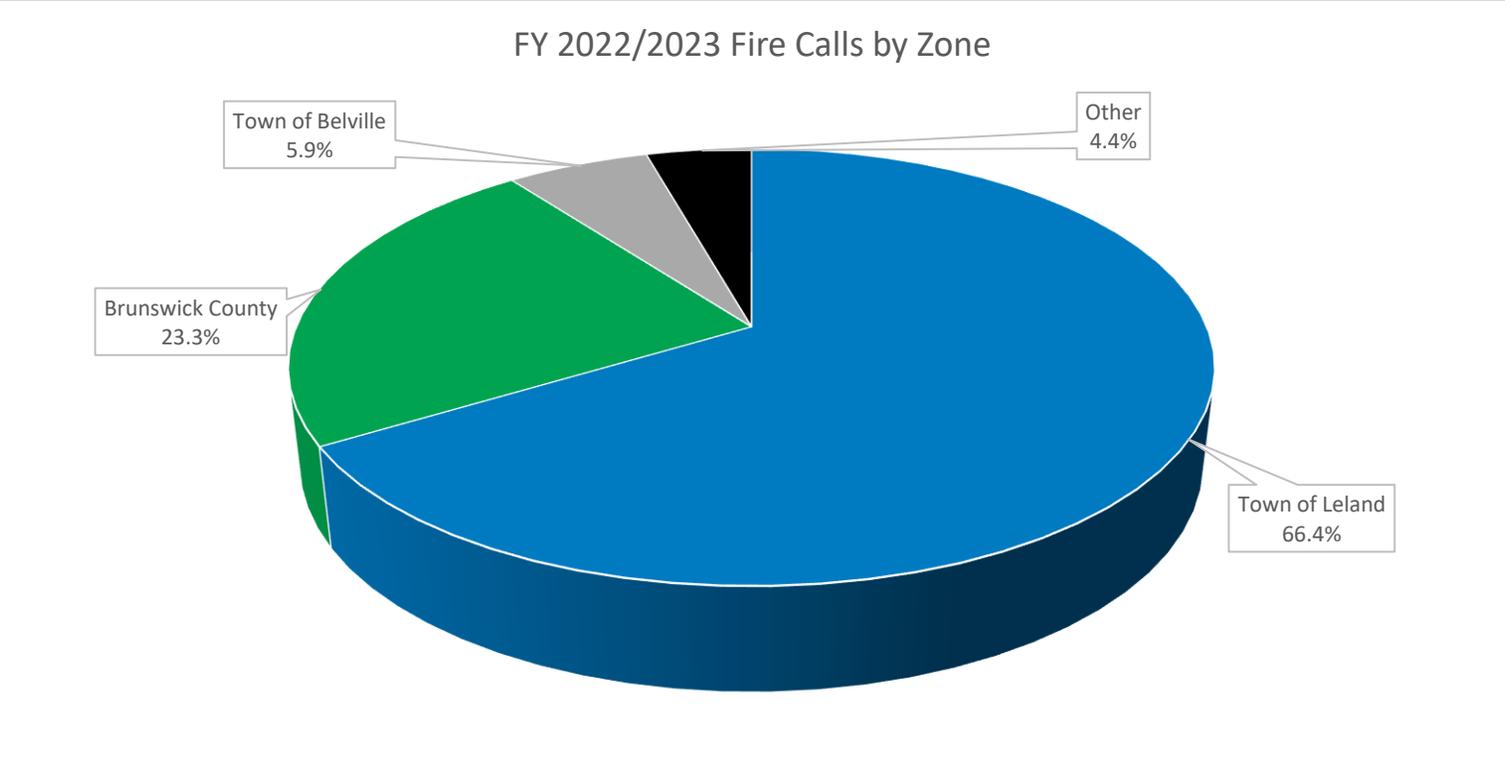
Captain Matt Sellers began as the department's first full-time Training and Risk Management Captain. Captain Sellers will ensure the department's training standards and hours meet State and Federal requirements. He will also be responsible for the safety and well-being of staff.

Department members have been preparing for Fire Prevention Month and will be conducting programs at Lincoln and Belville Elementary Schools during October.

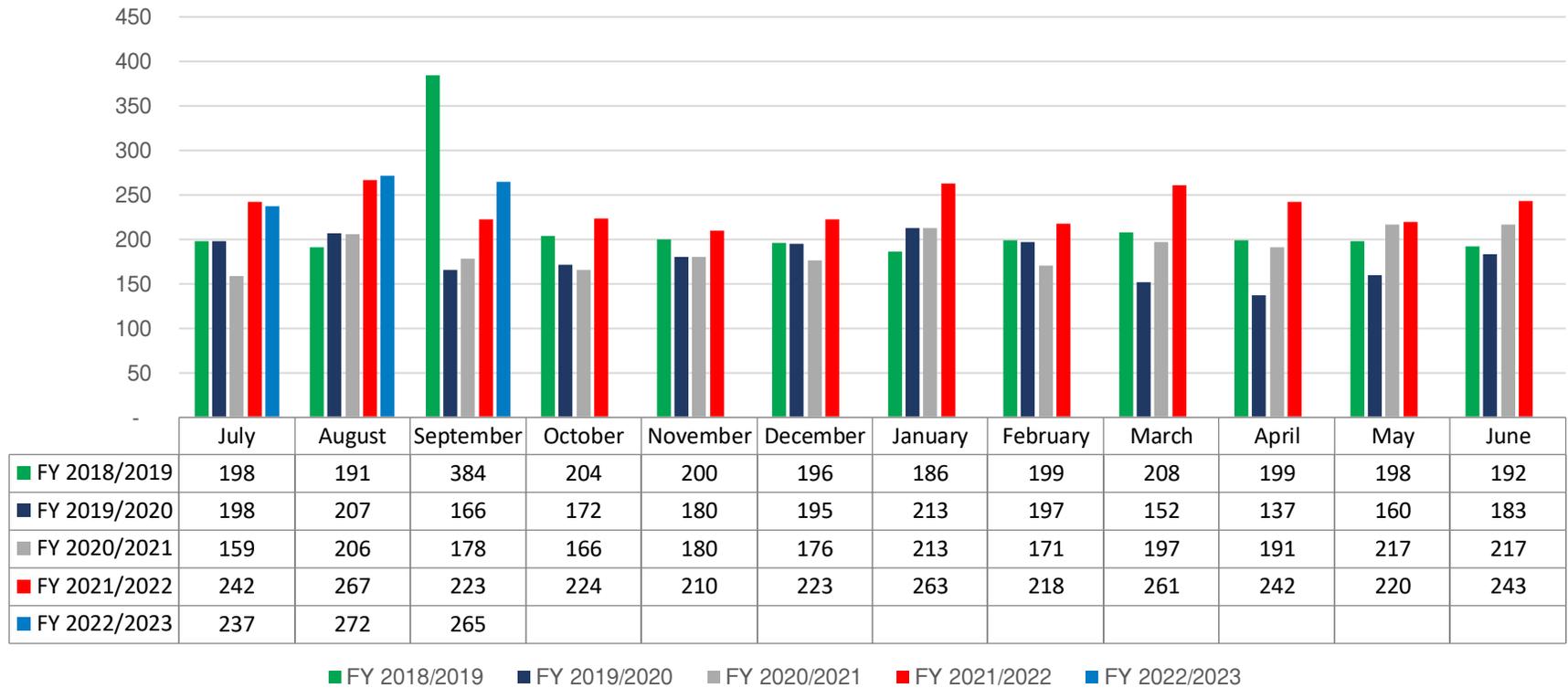
Several members of the department attended a swift water rescue class during September with more scheduled to attend in October.

Dashboard

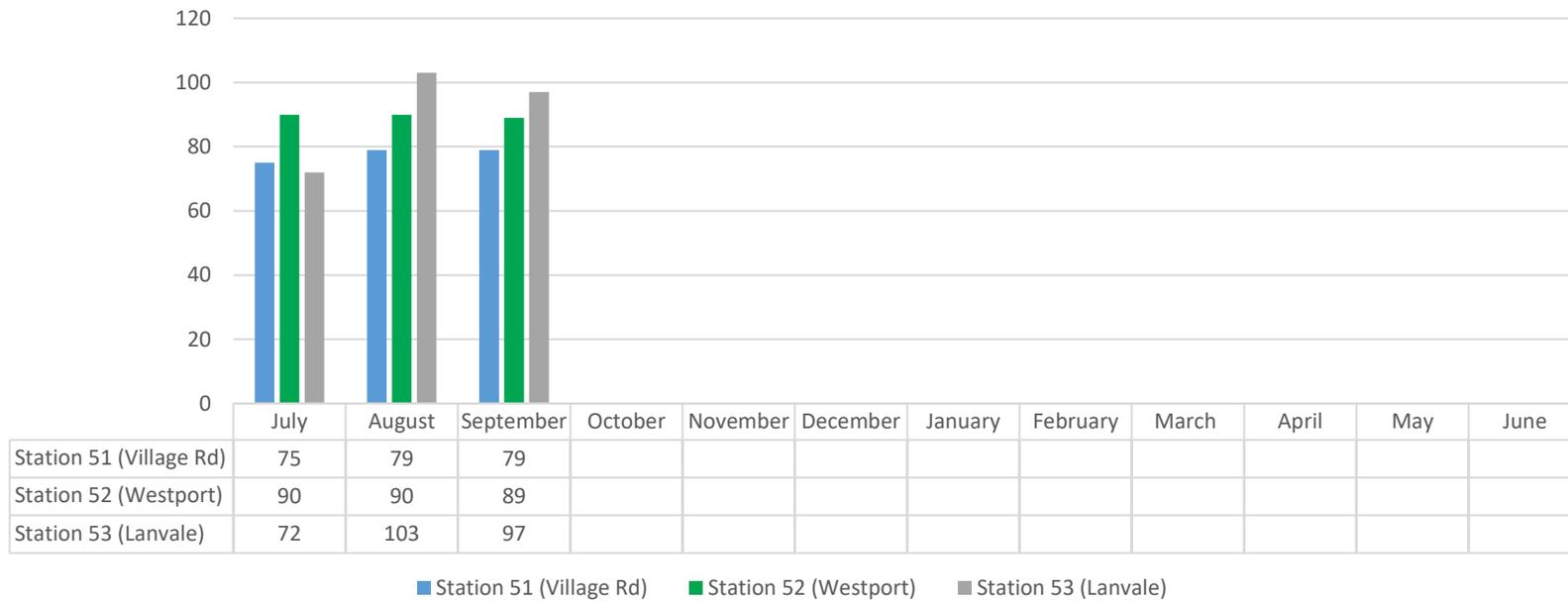




Fire Calls



FY 2022/2023 Fire Calls Per Station



Department News

Chief Grimes worked with NC Emergency Management to finalize the reporting and recovery documentation for Hurricanes Dorian and Florence. The Federal Emergency Management Agency is now responsible for final documentation and closeout reporting, which is expected by the end of the year. Chief Grimes and staff from Police, Fire/Rescue, and Community Enrichment participated in a training opportunity with the National Weather Service – Wilmington. Staff was given a tour of their facility and shown how weather forecasting is created. Chief Grimes worked with IT to evaluate Incident Management Team software, which staff expects to purchase by the end of the year. Chief Grimes reviewed the Debris Management Plan draft following the review by the NC Emergency Management Long-Term Recovery Unit. This plan has been forwarded to Administration and Legal for review. Chief Grimes met with Chief Humphries and Chief Hayes to begin what will be a two-year process to establish a Threat and Hazard Identification and Stakeholder Preparedness Review (THIRA/SPR).

Work Priorities

- Working with PRCR to plan operations for Grand Illumination.
- Developing department goals.
- Performing tabletop exercises with Town Incident Management Team.
- Finalizing Debris Management Plan.

Projects Completed

- No projects were completed in September.

Department News

Vanessa Lacer started as Transportation Planner. She has an M.P.A. in Urban and Regional Planning and years of experience in transportation planning, urban planning, and project and program management.

Mac Hampson started as Building Inspector I – Probationary. He has a B.S. in Fire Science Management and years of experience in customer service in the retail home improvement industry.

Ernie Hernandez passed the Plumbing Level I test.

Elizabeth Galloway attended the North Carolina ArcGIS Users Group Inc. Conference in Carolina Beach. The conference provides a forum for the exchange and distribution of knowledge, techniques, and data for people across North Carolina using and/or associated with software produced by the Environmental Systems Research Institute (ESRI). Various topics were covered including the use of GIS modules to further analyze land use patterns, stormwater, and flood damage, utilizing geo-spatial data to understand the benefits and burdens of transportation infrastructure, the evolution of orthoimage, and the overall data management and workflow of GIS.

Ben Andrea, Ben Watts, Marissa Wiater, Andrew Neylon, and Ashli Barefoot attended How Zoning Broke the American City and How to Fix It, a live webinar hosted by Smart Growth Online. M. Nolan Gray, the author of “Arbitrary Lines: How Zoning Broke the American City and How to Fix It” led the discussion including a look at local efforts to reform zoning and explained how land-use regulation might work in a post-zoning America. Benchmark cities including Minneapolis, MN, Fayetteville, NC, and Hartford, CT, are challenging key pillars of traditional zoning with apartment bans being removed, minimum lot sizes dropping, and off-street parking requirements disappearing altogether. Gray argues that America needs to move beyond zoning to create more affordable, vibrant, equitable, and sustainable communities.

Ms. Barefoot attended the Developer Incentives Workshop hosted by the NC Department of Insurance. The workshop reviews the various types of developer incentives such as reduced street width, increased density, and decreased setbacks that can be used as trade-ups in new developments where the outcome is a win-win for the community, developers, first-responders, and better planned developments.

Ms. Wiater attended the AARP Livable Communities Workshop, which centered around housing for people of all ages. U.S. Secretary of Housing and Urban Development Marcia Fudge was interviewed and the location and restrictions surrounding accessory dwelling units were discussed.

Barnes Sutton attended virtual training hosted by the Association of State Floodplain Managers that reviewed NFIP minimum floodplain management regulations based on the types of flood hazards identified, substantial improvement and substantial damage, and the use of a permitting process as a floodplain management oversight and compliance tool.

Planning Board Meeting Summary

The Planning Board met on September 27, 2022, and heard the following item:

1. Initial Zoning Recommendation – The Planning Board voted to recommend approval of a Master Land Use Plan and initial zoning of PUD, Planned Unit Development, for an 896.78-acre area located off Malmo Loop Road.

The Planning Board's next meeting is scheduled for October 25, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

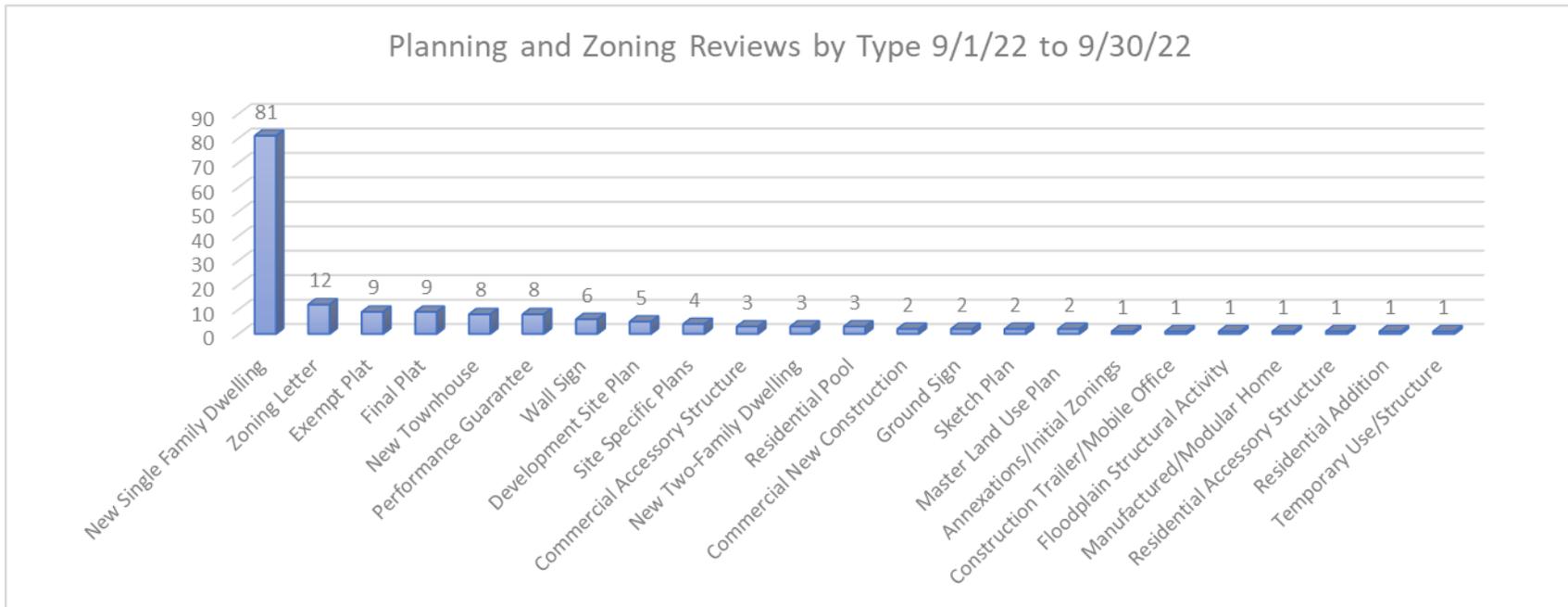
Current Planning Update

TRC Report

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

1. Development Site Plan for Liberty Healthcare – Proposal for one building for skilled nursing assisted living center with 94 units in the Brunswick Forest Commercial Village.
2. Street Improvement Plans – Proposal for improvements to Breman Lane, Graham Drive, Appleton Way, and John Sneed Lane.
3. Park Improvement Plans – Proposal for improvements to Founders Park.

Planning and Zoning Reviews



Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
1	0

Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Beckington Townhomes			
Surety Bonds	1	\$145,690.00	\$145,690.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Bishops Ridge			
Cash Bonds	1	\$444,394.56	\$444,394.56
Brunswick Forest			
Letters of Credit	17	\$6,667,806.75	\$1,110,988.38
Charleston Commons			
Cash Bond	1	\$43,212.49	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	6	\$300,865.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Jackeys Ridge			
Cash Bonds	2	\$895,871.39	\$46,047.39
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	1	\$92,275.00	\$0.00
Cash Bonds	8	\$1,267,291.94	\$101,622.69
Surety Bonds	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	2	\$398,318.00	\$0.00
Seabrooke			
Cash Bonds	1	\$144,035.00	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$33,795.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	19	\$6,815,586.75	\$1,110,988.38
Total Cash Bonds	18	\$1,267,291.94	\$101,622.69
Total Surety Bonds	14	\$369,500.19	\$0.00
Total Performance Guarantee Sureties	51	\$8,452,378.88	\$1,212,611.07

Long Range Planning and Community Development Update

- **Housing:** Staff completed the application for CDBG and submitted a full application.
- **Natural and Cultural Resources:** Staff is preparing the final draft of the Green Growth Partners grant application to NC Wildlife for a Green Network Master Plan. The first draft of the Tree Canopy Study by NC Forestry was also received and distributed by staff.
- **Community and Economic Development:** Staff met with Cape Fear Manufacturing Partnership to learn how the Town can be part of their network, which aims to elevate the status of manufacturing jobs in the community.

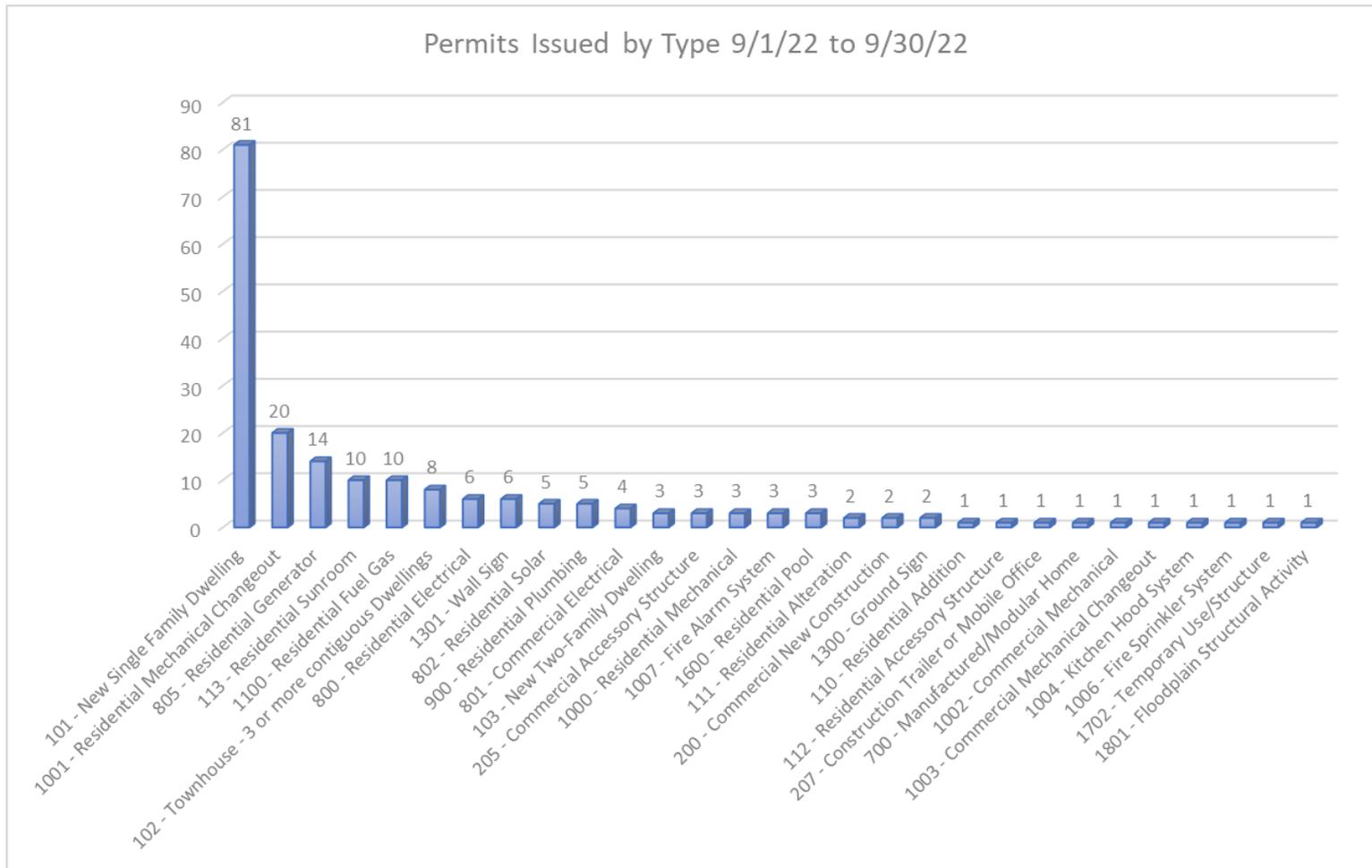
Transportation Planning Update

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 areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, Mallory Creek, and Malmo Loop Road.

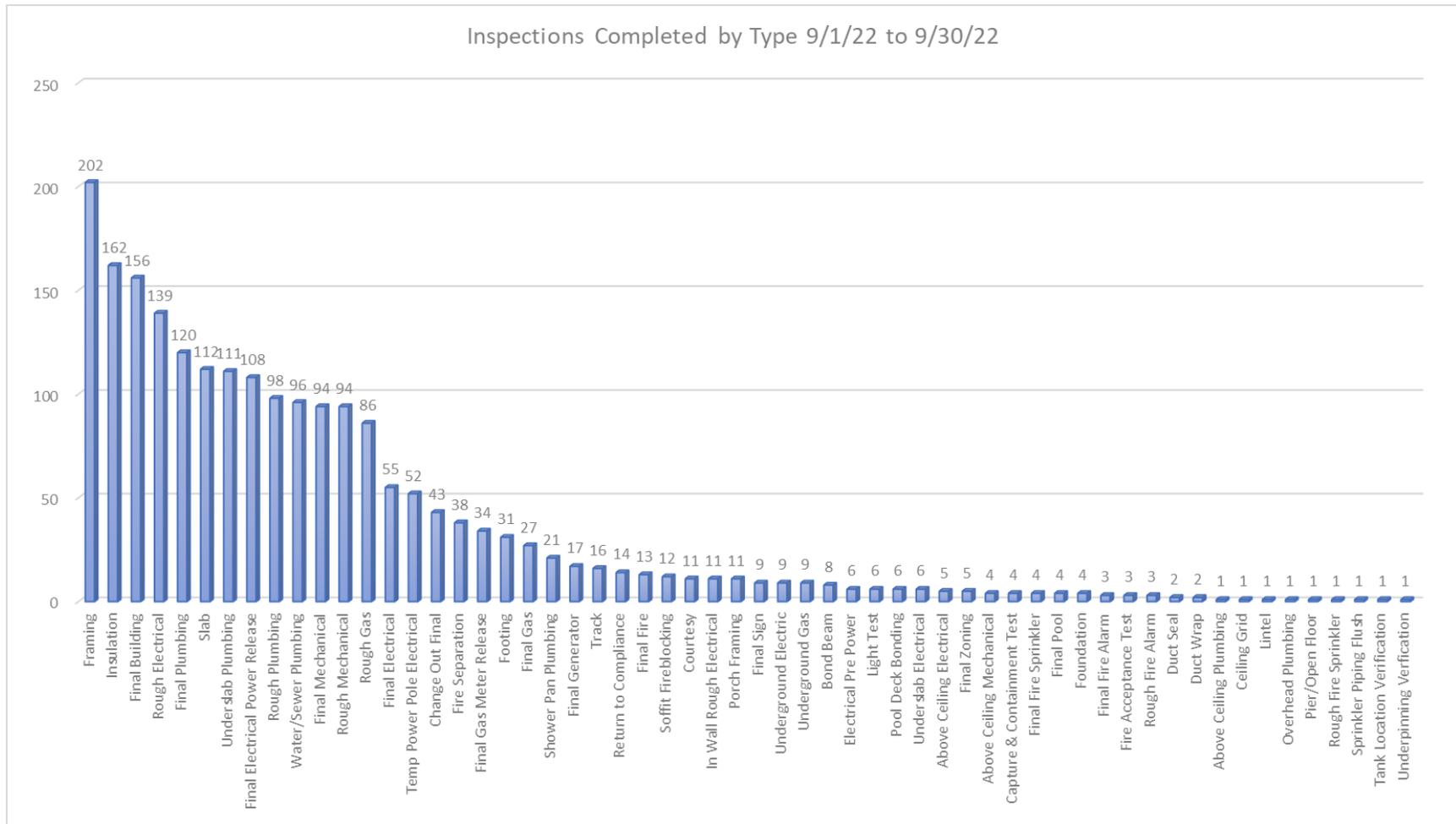
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on September 14.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
200	2,123	\$27,745,368



Inspections Completed by Type 9/1/22 to 9/30/22



Code Enforcement Update

	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Opened	0	0	0	0	0
Cases Closed	0	0	0	0	0
Active Cases	2	10	15	1	28

Department News

Ms. Norton and Ms. Rhodes assumed responsibility for Ms. Hagg's duties while she is out of the office. Staff continues working with the external audit team to complete the FY21/22 audit. The department continued work with the new budget software vendor, with Ms. Norton and Ms. Meadows developing the Workforce Plan module with the vendor. Ms. Norton completed a successful Pension Attest Audit for Thompson, Price, Scott, Adams & Co., P.A. Ms. Newton completed the UGA Fundamentals of Grant Writing I class.

Grant News September 2022

Grants Awaiting Notification

- GCC Byrne JAG FY22 – Radios (4) and accessories, \$24,500 (no match).
- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).
- Fire Protection Safety Grant (FP&S) – Public Safety Trailer, \$85,000 (\$4,250 match).
- Law Enforcement Mental Health and Wellness Act (LEMHWA) Program – Training for Fire/Rescue and Police peer support group increasing awareness of effective mental health and wellness strategies, \$31,200 (no match).
- Environmental Enhancement Grant (EEG) – UNCW submitting proposal for: Identification of Green Infrastructure Flooding Solutions in Disadvantaged Communities of the Lower Cape Fear River resulting in site specific nature-based flooding solutions, \$500,000 (no match).
- Supporting Law Enforcement Agencies in Seeking Accreditation – Software required to meet North Carolina Law Enforcement Accreditation standards, \$6,800 (no match).
- 555 Fitness Strength is Our Foundation – Fitness equipment for Fire Station 51 to improve health and well-being of firefighters (no match).
- Grassroots Arts Grant – Arts Around Town program, \$1,200 (no match).
- ARPA Federal Funding – Leland Cultural Arts Center artist in residence program, \$3,000 (no match).
- RMS Safety Grant – Stormwater/Sewer Camera, \$5,000 (\$5,000 match).

- Mini-grant Program – NCSU submitting proposal titled “Smart-Zoning for Coastal Flood Adaption and Resilience”. This project will advance the state’s long-term planning efforts by identifying areas where rezoning could be implemented to protect “at-risk” communities and accommodate future growth, \$10,000 (no match).
- Surface Transformation Block Grant Program – Pedestrian crossing on US Highway 17 at the intersection of Ploof Road/Olde Waterford Way in addition to approximately 300 feet of sidewalk on the northeast side of Olde Waterford Way, \$666,623 (\$166,656 match).
- Property/Liability Grant – Leland Cultural Arts Center security camera system, \$5,000 (\$7,613.33 match).
- Safe Streets and Roads for All (SS4A) – Comprehensive Safety Action Plan, \$80,000 (\$20,000 match).
- Community Development Block Grant Neighborhood Revitalization (CDBG-NR) – Intensive repair/full replacements of three homes, \$442,500 (no match).

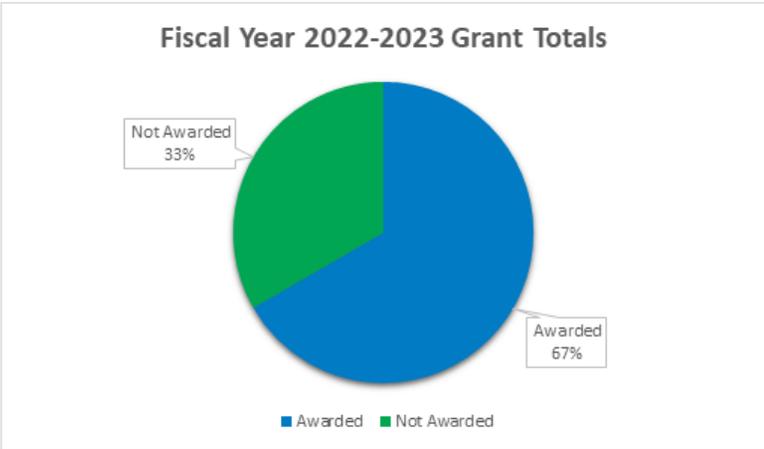
Grants Awarded

- Leland Tourism Development Authority – Founders Park Amphitheater, \$150,000 (no match).
- Patrick Leahy Bulletproof Vest Partnership (BVP) Program – Reimbursement for up to 50% of the cost of body armor vests purchased for law enforcement officers (50% reimbursement).

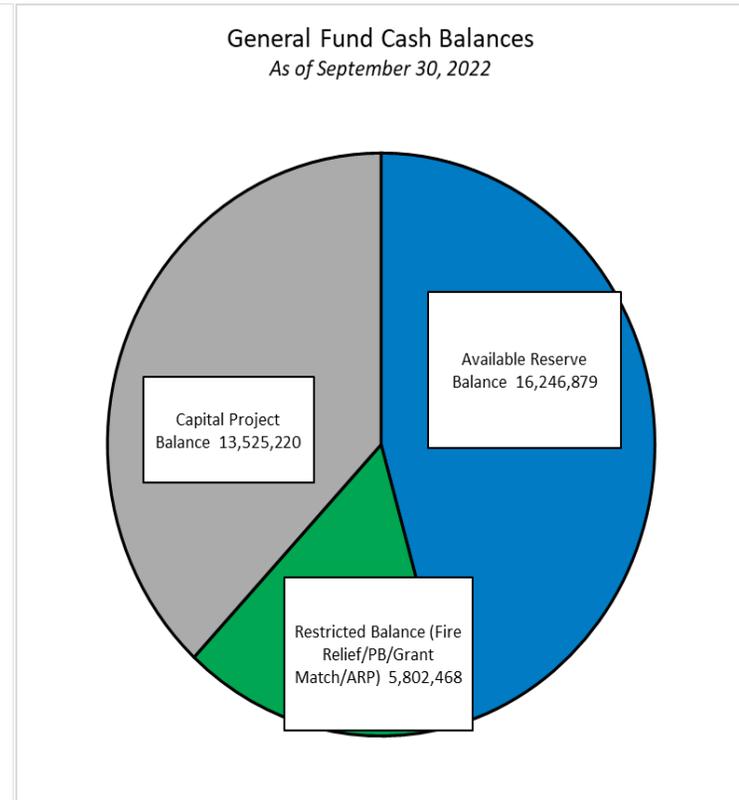
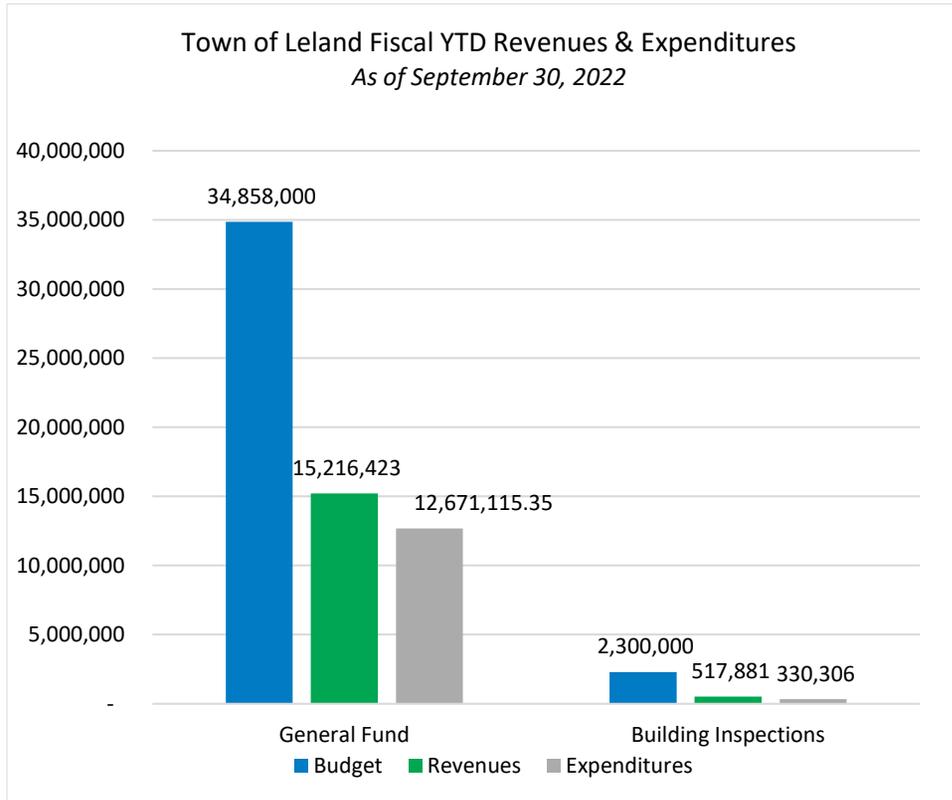
Grants Not Awarded

- None.

FY22/23 Awarded	FY22/23 Not Awarded
4	2



Dashboard

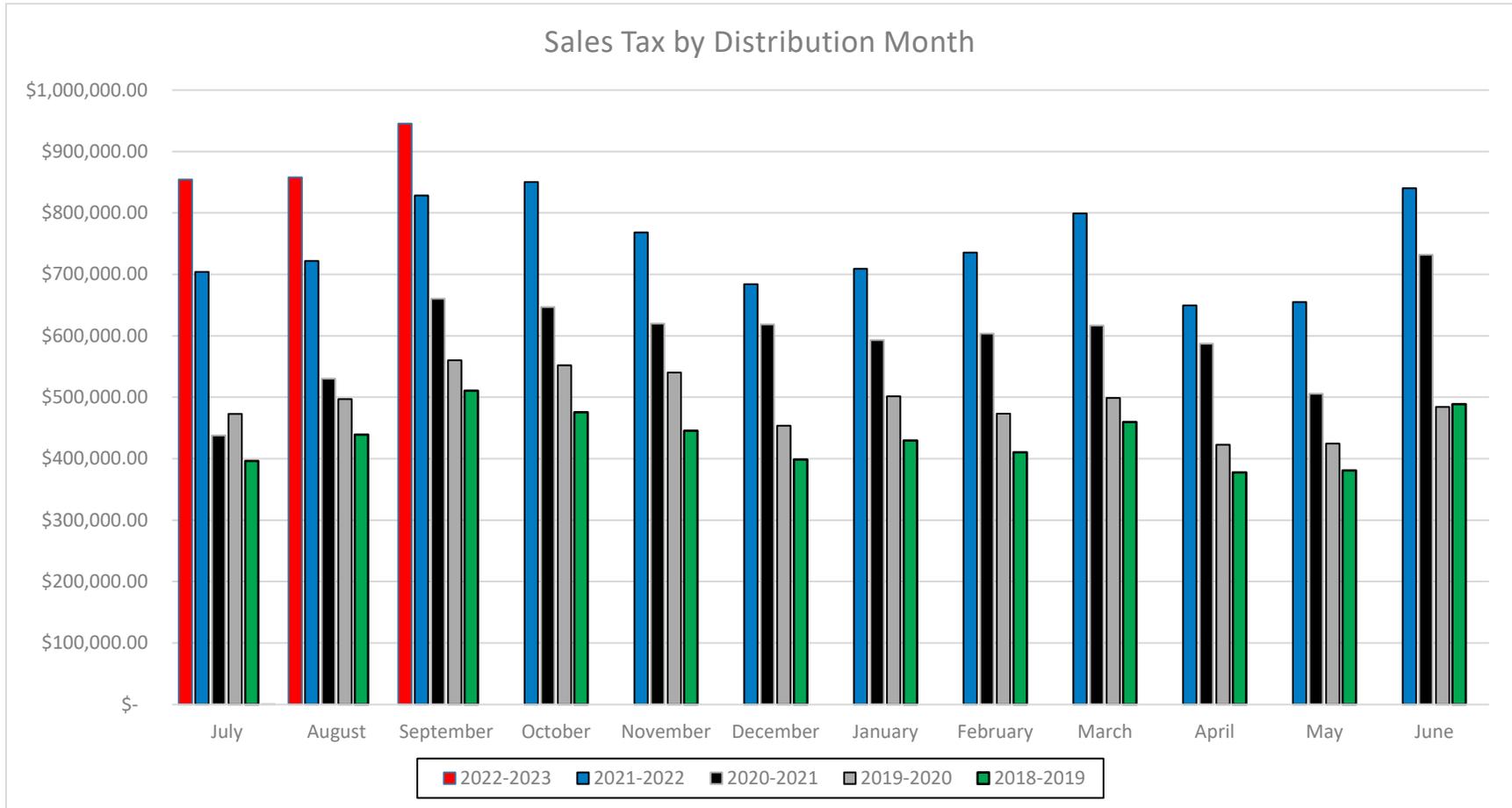


Financial Budget to Actual Report – September 30, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	30,190,000	34,858,000	2,777,185	15,216,423	-	19,641,577	56.35%
Governing Body	265,000	265,000	45,283	92,595	31,863	140,542	53.03%
Administration	1,830,000	1,830,000	93,067	608,168	52,529	1,169,304	63.90%
Information Technology	1,735,000	1,747,000	121,951	454,616	409,996	882,388	50.51%
Human Resources	420,000	420,000	17,501	52,340	20,208	347,453	82.73%
Finance	915,000	915,000	61,862	180,721	23,888	710,391	77.64%
Planning	1,190,000	1,190,000	51,031	171,790	84,306	933,903	78.48%
P&R & Cultural Arts	1,100,000	1,100,000	91,698	260,993	61,022	777,986	70.73%
Grounds & Facilities	1,460,000	1,460,000	97,045	269,125	465,870	725,005	49.66%
Public Services	4,225,000	4,225,000	215,482	635,760	1,082,431	2,506,809	59.33%
Police	5,785,000	5,941,000	384,264	1,182,059	644,548	4,114,394	69.25%
Emergency Management	195,000	195,000	13,725	44,668	317	150,015	76.93%
Fire	6,690,000	6,690,000	360,250	1,894,697	294,172	4,501,131	67.28%
Debt Services	2,370,000	2,370,000	-	1,176,954	-	1,193,046	50.34%
Transfers	2,010,000	6,510,000	216,630	5,646,630	-	863,370	13.26%
EXPENSES	30,190,000	34,858,000	1,769,789	12,671,115	3,171,148	19,015,737	54.55%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	2,300,000	2,300,000	242,073	517,881	(50)	1,782,169	77.49%
EXPENSES	2,300,000	2,300,000	126,244	330,306	154,041	1,815,653	78.94%

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

Vendor: Duval Ford; Amount: \$90,000; Details: Replace 2 F150 trucks for Fire.

Vendor: North Point Chrysler; Amount: \$76,882; Details: 5-ton dump truck for Public Services.

Vendor: United Rentals; Amount: \$68,853.75; Details: Boom lift and one-man lift.

Vendor: Port City Sound & Security; Amount: \$59,970.98; Details: Station 51 training room network, video, wiring, switch.

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in September.

Audit Committee Meeting Summary

The Audit Committee did not meet in September.

Department News

The department is working on a variety of training programs to be rolled out over the next few months including a basic computer class for beginners, supervisor training, and public speaking. Staff are preparing for several events this fall including open enrollment, a vaccine clinic, a staff kickball tournament as well as preparation for holiday events. We will be working with all departments over the next few months to assist with the budgeting of new positions.

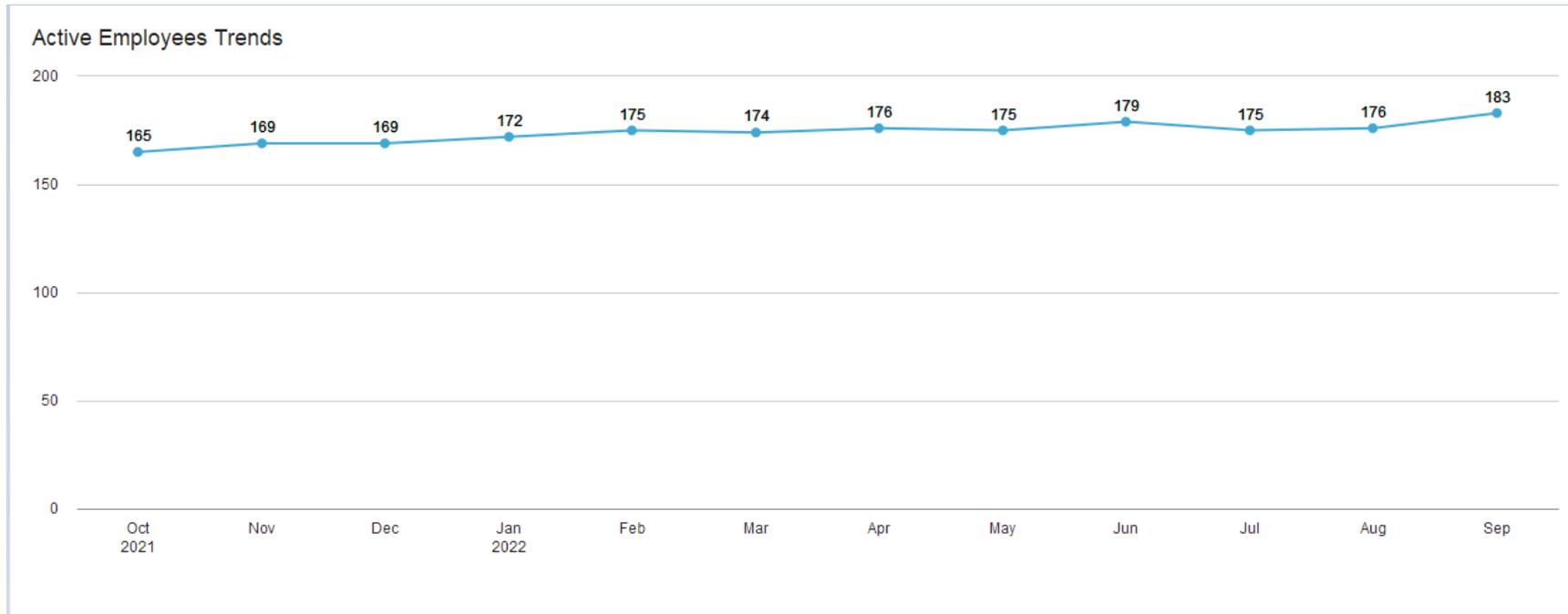
Workers Comp Data

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

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Stephanie Putnam	Human Resources	New Hire	9/6/2022	Human Resources Generalist		
Rachel Hall	Human Resources	New Hire	9/12/2022	Human Resources Specialist		
Vanessa Lacer	Planning and Inspections	New Hire	9/19/2022	Transportation Planner		
Brandon Price	Fire Department	New Hire	9/19/2022	Fire/Rescue Captain		
Chris Daw	Fire Department	New Hire	9/19/2022	Firefighter		
Josiah Blystone	Fire Department	New Hire	9/19/2022	Firefighter		
Brad Adams	Public Services	New Hire	9/19/2022	Streets Maintenance Technician I		
Blake Back	Public Services	New Hire	9/19/2022	Grounds Maintenance Technician I		
Andrea Porter	Police Department	Retirement	9/30/2022	Police Records Technician		
Michael Surey	Fire Department	Resignation	9/30/2022	Fire/Rescue Captain		

Headcount (FT and PT Employees) October 2021 – September 2022



Headcount ⓘ
183
As of September 2022

Hired ⓘ
47

Termed ⓘ
31

Growth Rate ⓘ
9.6%

Turnover Rate ⓘ
17.8%

Average Tenure ⓘ
3.8
(Years)

Turnover Data October 2021 – September 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Department News

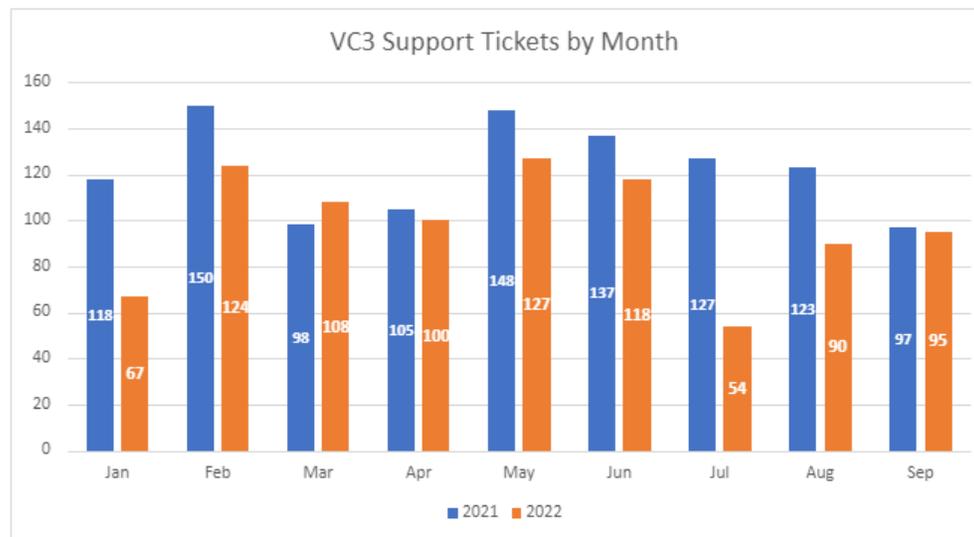
The department continues to focus on the cybersecurity roadmap as a priority for FY22/23. Staff will continue to focus on the many building projects, infrastructure upgrades, and software upgrades scheduled for the rest of this year.

Major Work Priorities

- Infrastructure upgrades including door access and video surveillance Town-wide.
- Copier upgrades Town-wide.
- Fire mobile data refresh.
- Public Safety Radio Communications template building for VIPER upgrades will start in October.

Projects Completed

- 11 employees onboarded/offboarded.
- Police MiFis upgraded.
- IT/VC3 managed 95 tickets in September.



Administration News

Mr. Brooks and Mr. Richardson attended the NCLM Policy Development Listening Tour in Rocky Mount on September 29. At this meeting, Mr. Brooks and Mr. Richardson recommended items of interest to Leland be included in the NCLM goals and priorities for the 2022-23 legislative biennium. They also toured two facilities in Rocky Mount including their \$40 million Events Center and the Imperial Center for the Arts.

Property Closings

The Town closed on two properties in September:

- 141 Lee Drive for potential pedestrian boardwalk connection to future Sturgeon Creek Park and potential future park space
- 83.04 acres of vacant land, known as parcel number 0290009503, to be used for greenspace