



STAFF REPORTS

April 2022 Regular Meeting

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Department News

The Town is working on upgrades at the MOC Warehouse to include restrooms and a breakroom within the warehouse for the crews to utilize. Construction is underway with work to be completed in April.

Senior Construction Inspector Peter Balderas obtained the NPDES Certified Stormwater Inspector Certification. Grounds Maintenance Technician Pete Lombardi obtained the Pesticide Applicator Core Certification. Public Services Manager Lynn Vetter and Grounds employees Deron Webb, Pete Lombardi, Madison Ferrell, Chris Manning, and Kim Stutts obtained their Flagger Certification.

Significant Purchases

- No significant purchases in March.

Starting in May, the only significant purchases included in staff reports will be purchase orders issued by the Town Manager in excess of \$50,000, which are listed in the Finance report.

Streets Updates

Work Priorities

- Staff completed the new bulk storage bins at the MOC ahead of schedule. These bins will hold bulk materials such as 57 stone, rip rap, sand, and mulch. These bins will allow staff to keep materials on hand, leading to more efficient work and obtaining materials at a discounted price.
- Staff will begin ditch cleaning and clearing along Fairview Road. This work will include removing debris, removing vegetation, and re-grading the ditches where required. This work is expected to take four weeks to complete.
- Staff will install thermo plastic, high visibility crosswalks along Low Country Boulevard beginning in April. Pedestrian crossing signs were installed in March by Carolina Streetscapes.
- Staff will be replacing blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. It appears these blocks were removed and thrown into the pond but could not be retrieved.

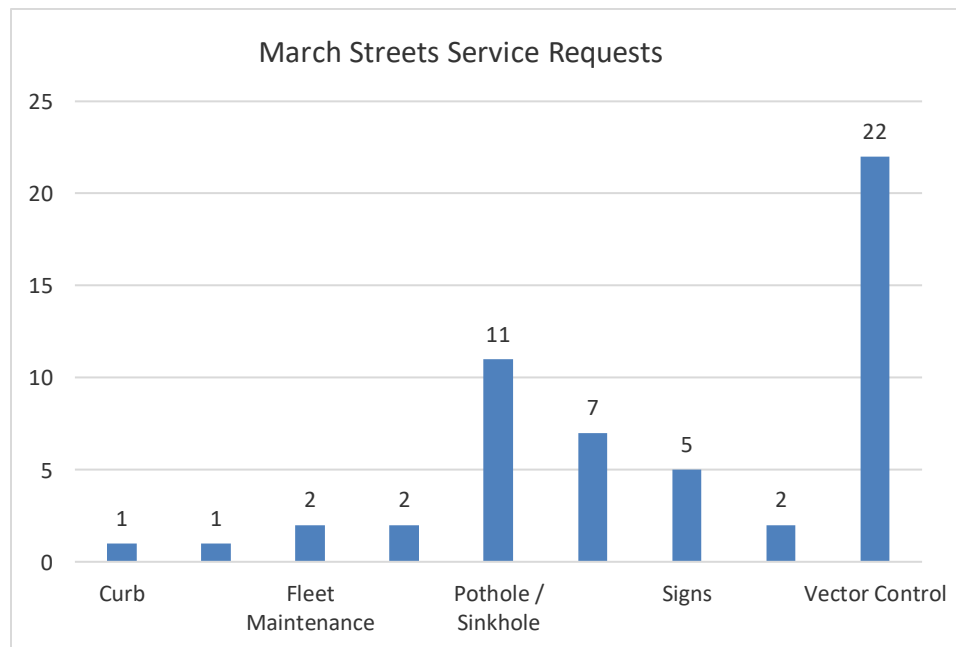
Initiatives

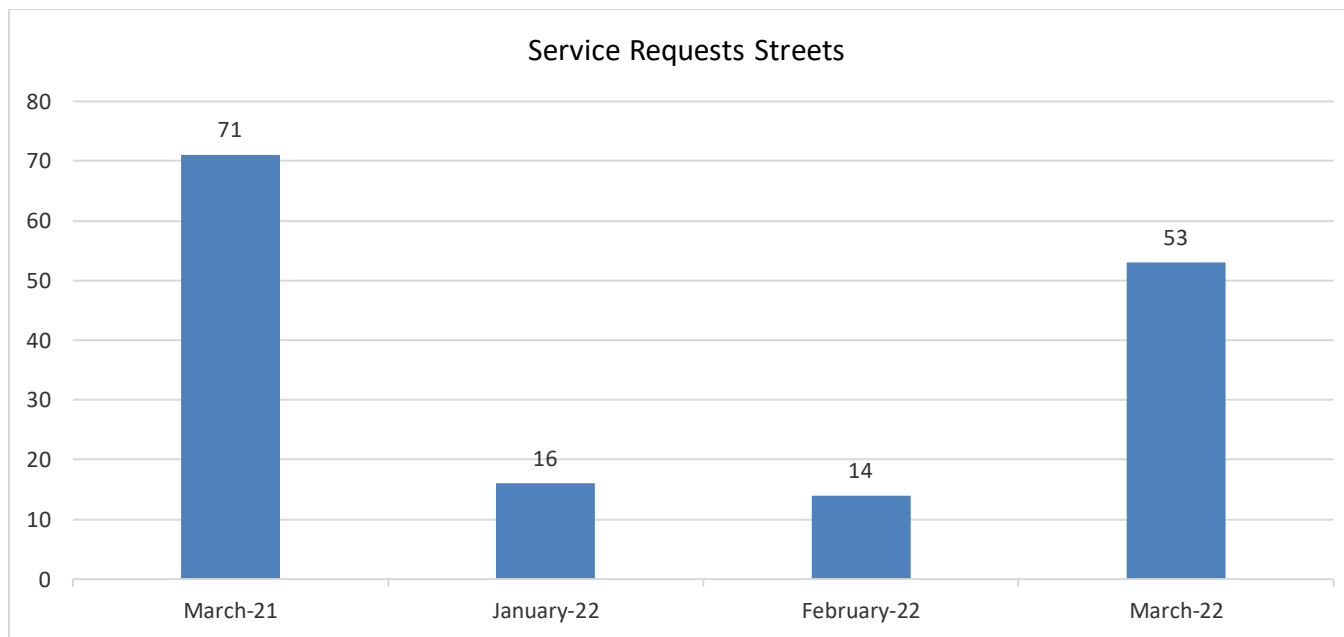
- Staff is reviewing Town-maintained gravel roads for possible paving. Survey work for this project has been completed and the engineer is working on design plans for Town review. These roads include Graham Drive, Breman Lane, and John Sneed Lane.

- Staff completed the Vector Control and Pesticide Application Standard Operating Procedure updates as well as the Pesticide Discharge Management Plan.
- NC Resilient Coastal Communities Program grant work continued throughout March. The Risk and Vulnerability Assessment and Project List (Phase 1 and Phase 2) are scheduled to be finalized in April. Once finalized, the deliverables will be shared with the public and will be used for future funding opportunities. Phase 3 funding applications are due June 3.
- Staff is working with Precision Infrastructure on the development of an ADA Transition Plan for Town sidewalks and facilities. Work started in February and is required to meet ADA Title II requirements.

Work Order Summary

- Streets received 53 work orders in March, with most of them being vector control related (22).
- Streets completed 24 work orders in March with an approximate expense of \$56,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$33,150).





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

Grounds Updates

Work Priorities

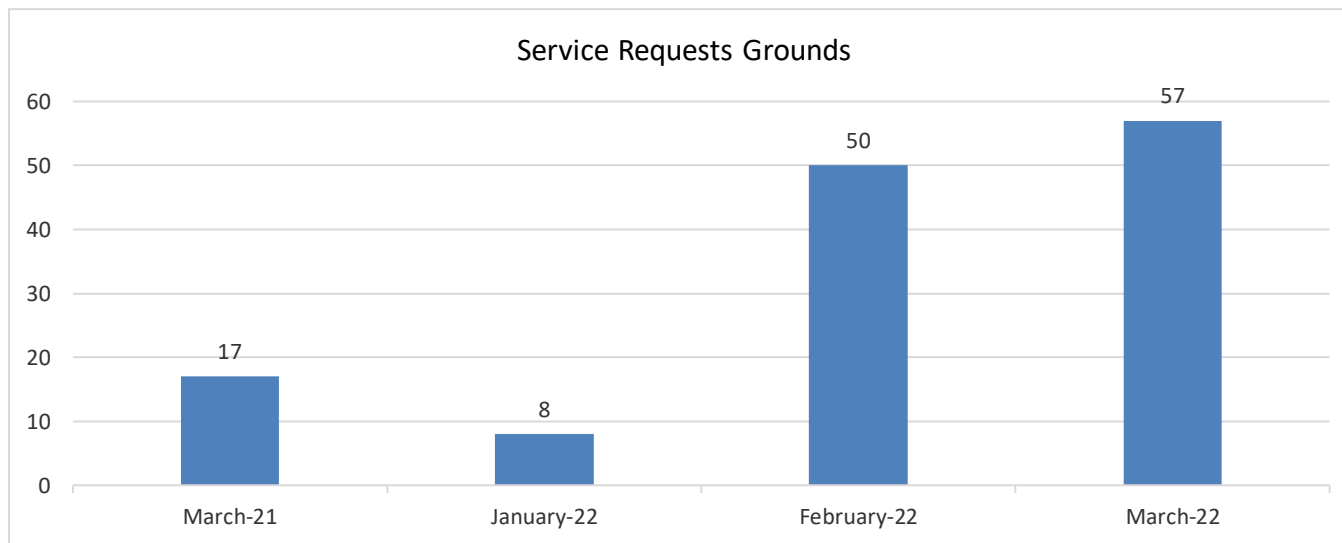
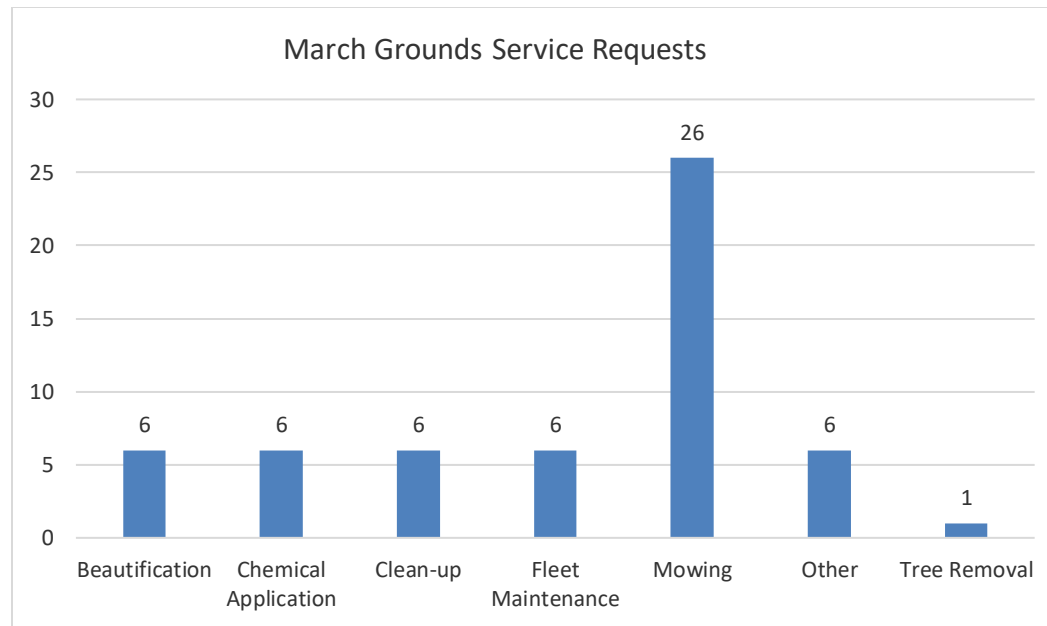
- Plant materials have been ordered for the redesign of the landscaped medians along Village Road between the diverging diamond and Oakland Avenue. This work will commence and be completed in April, weather permitting.
- The diverging diamond on Village Road will require irrigation, and staff will be requesting permits and working with NCDOT. This work is being proposed as part of the FY22/23 budget.

Projects Completed

- Shrubs have been removed on the medians along Village Road.
- The property line on the south side of Town Hall has been cleaned.
- The playground fence line in Founders Park has been mulched.

Work Order Summary

- Grounds staff concentrated their efforts on Town Hall and parks mowing and beautification.
- Grounds received 57 work orders in March, with most of them being mowing related (26).
- Grounds completed 50 work orders in March, with an approximate expense of \$17,500 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment (\$12,500).



Facilities Updates

Work Priorities

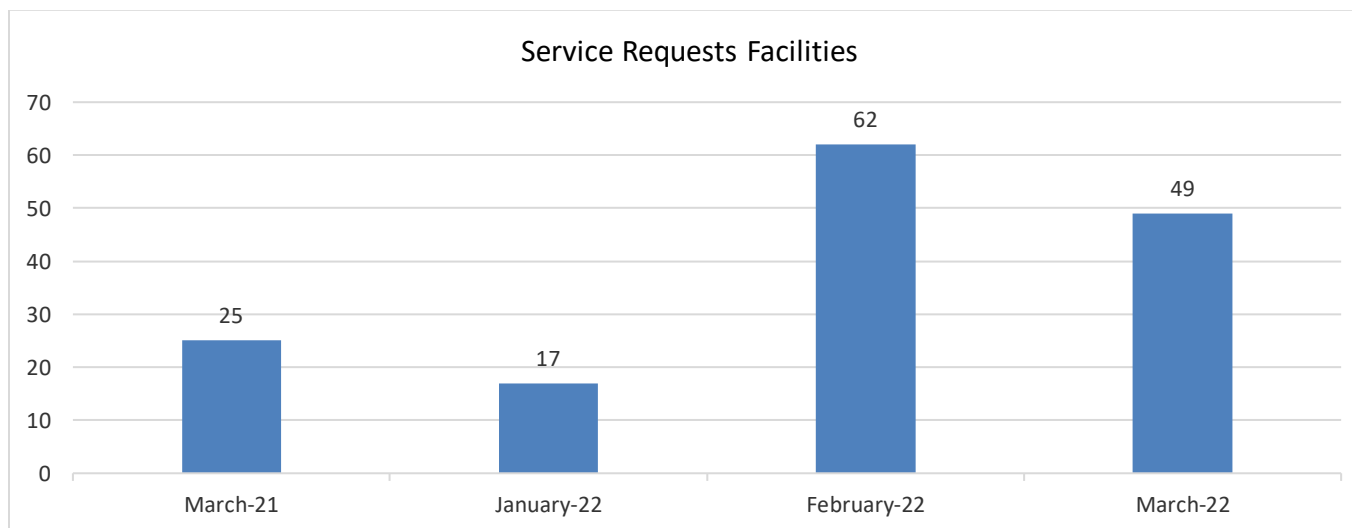
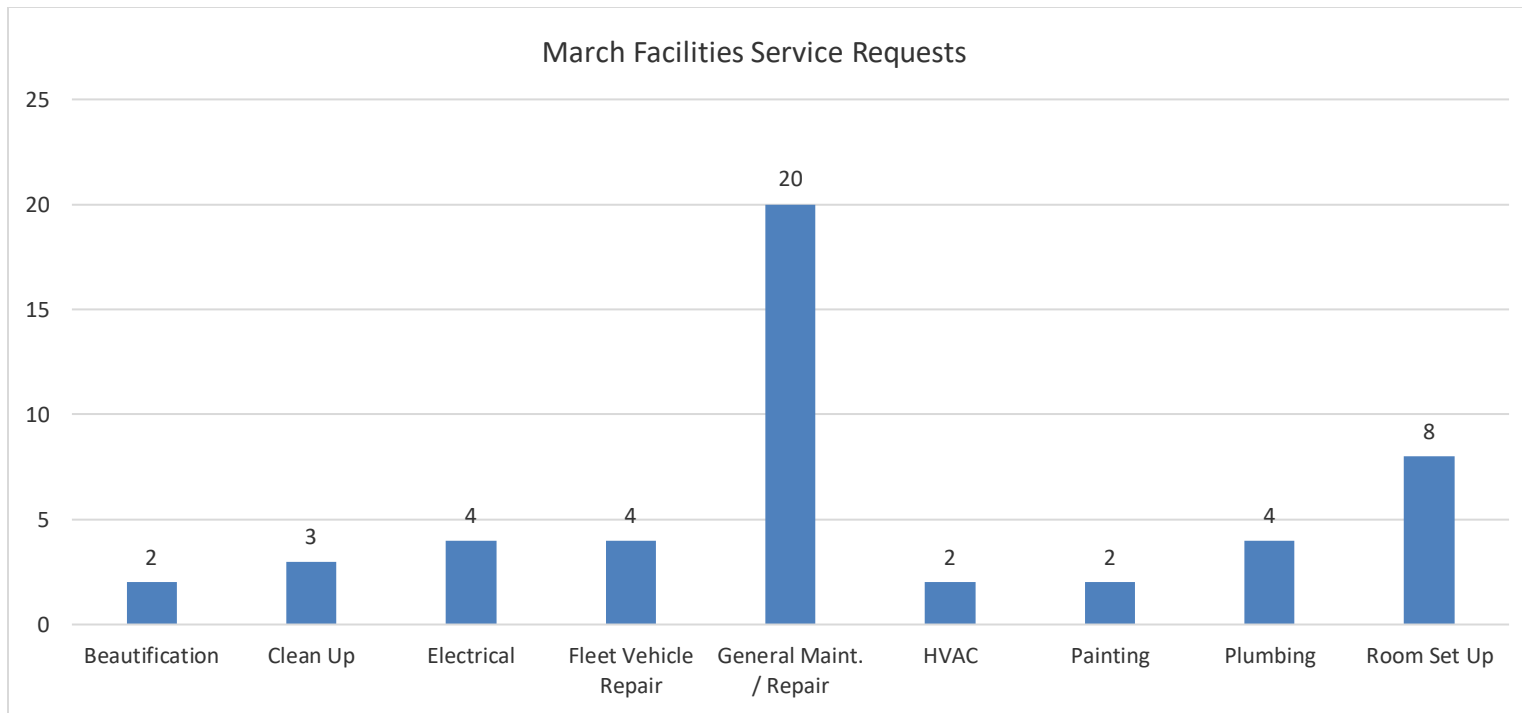
- Monarch Roofing will make roof repairs at the MOC facilities in April, which includes replacing the skylights in the warehouse.
- Staff is working with Monteith Construction to correct some paint deficiencies on the outside red cement board at the LCAC. This work is under warranty and being filed with the manufacturer.
- Staff is working with Piedmont Natural Gas to install a gas line at the LCAC. Gas is needed for the kiln.
- Staff is repairing and repainting the Town sign on Village Road, which will be completed in April.
- Staff is working with Duke Energy to add more power to Founders Park in preparation for Leland in Lights.
- McCartney Electric will conduct preventative maintenance on all Town generators in April.
- Staff is obtaining quotes to add a generator transfer switch to two MOC facilities, which will provide back-up power connections that can be utilized during emergency situations.

Projects Completed

- The faucets at the LCAC have been replaced in the men's bathroom.
- Overhead Door completed annual preventative maintenance on all Town garage doors.
- Advance Air Solutions completed HVAC upgrades to correct the humidity and moisture issues at the Westport Fire Station.
- Offices at Westport Fire Station were painted for the new Fire Chief and Deputy Chief.
- All air filters in the HVAC system at Town Hall were changed.
- All lights and ballast were replaced at Town Hall and Westport Fire Station.

Work Order Summary

- Facilities received 49 work orders in March, with most of them being general maintenance and repair related (20).
- Facilities completed 40 work orders in March, with the bulk of the expense being related to labor and materials (\$4,800).



Fleet Vehicle Updates

Work Priorities

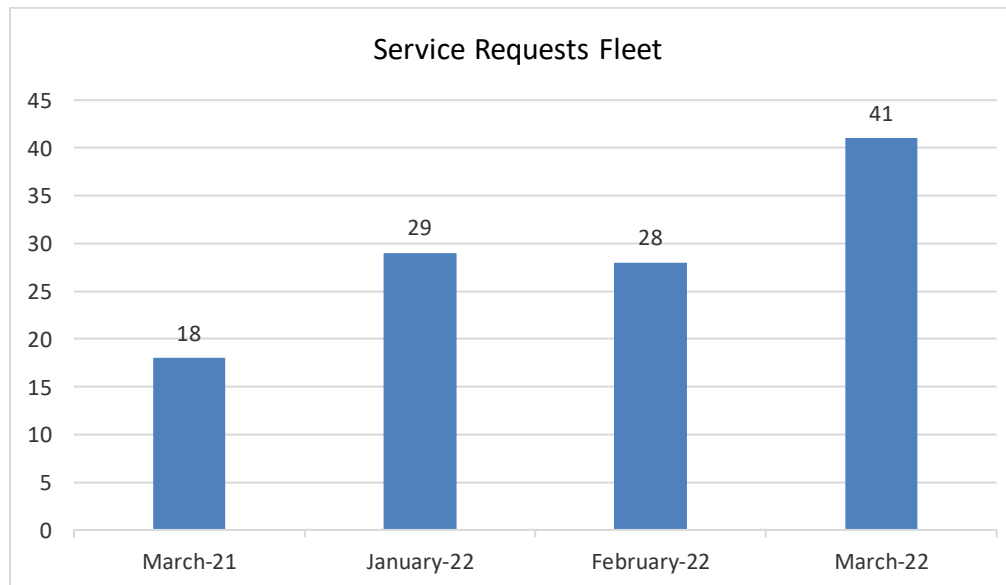
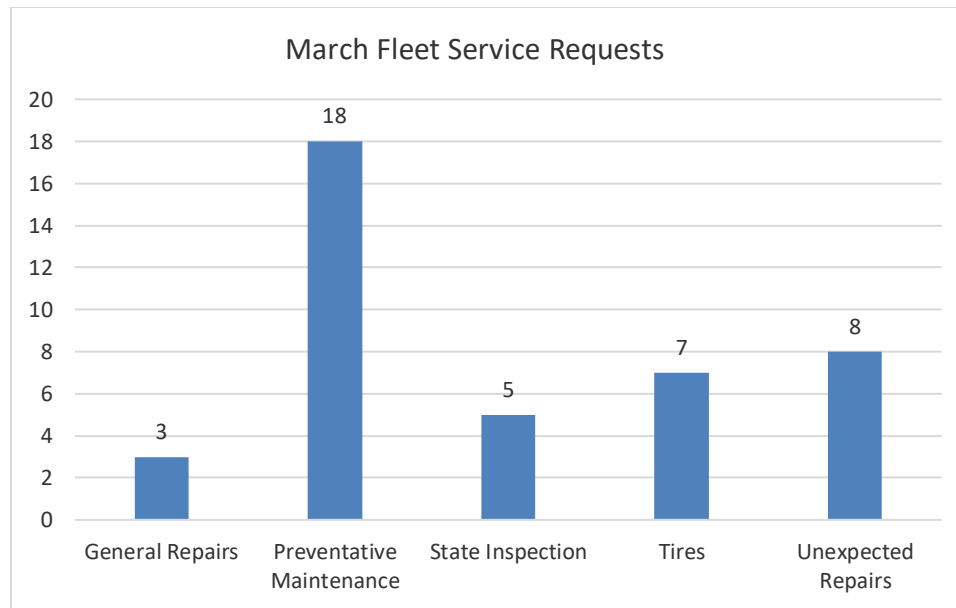
- Staff is training GeoTab super users on the new roadside assistance system.
- Staff is working with Finance to finalize a Damage Repair SOP.
- Staff is initiating a business case analysis review for routine vehicle maintenance expenses. The analysis will primarily review labor expenses and upfit costs to determine if the Town wants to begin performing preventative maintenance work in-house.

Projects Completed

- Staff worked with Fire Department staff to publish a fire apparatus maintenance RFP, with bids due April 12.
- Staff held the first quarterly Fleet meeting with Town Fleet Representatives in March.
- An open PO for impound towing was issued to Earl's Wrecker Service.

Work Order Summary

- Fleet received 41 service requests in March for a total expense of \$12,500. Of these, 18 requests were for preventative maintenance for a total of \$3,100.



Capital Project Updates

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Construction is complete. Town issued Notice of Acceptance with a final completion date of November 8, 2021. Additional catch basin to catch the water that is ponding at the intersection of Town Hall Drive and Old Fayetteville Road will be performed by NCDOT District Maintenance at a later date.
- Next Steps: Town staff is working with NCDOT to close out the project and seek construction reimbursement.
- Concerns: No concerns at this time.

2014 STP-DA Projects U5534 (I, J, K)

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Construction is on hold, pending approval of supplemental agreements required to complete the project.
- Next Steps: The contractor has work remaining on the I, J, and K projects and has submitted supplemental agreements to complete the remaining work. It is anticipated that remaining work will begin in April.
- 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 Paving & Kay Todd Road Multi-Use Path

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as install stormwater catch basins, three stormwater ponds, multi-use path along Kay Todd Road, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Project is in design and permitting. Town staff is working with the engineer on final plans and bid documents.
- Next Steps: Obtain final plans and bid documents and bid the project in April. Developer is working with MOTSU to obtain approval of the Brunswick Village Boulevard crossing of the MOTSU railroad. Approval is anticipated in the near future.
- Concerns: Developer obtaining approval of the Brunswick Village Boulevard railroad crossing.

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: Design is underway. Concept plans have been reviewed and the engineer is working to finalize the concept design plans.

- Next Steps: Engineer to finalize the concept design plans and Town staff will schedule public meetings with residents along the affected streets to review the concept designs.
- 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: Project is in design. Town staff is working with the engineer on final plans and bid documents.
- Next Steps: The engineer provided the Town final plans and bid documents for staff review. Town staff to review and provide any additional comments in April. Anticipate advertising the project in May. Staff to coordinate the resurfacing of Highway 17 and signal upgrades at Olde Waterford Way with NCDOT.
- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes widening and paving of Baldwin Drive, installing sidewalks, stormwater, and drainage improvements.
- Status: Finalizing a task order for survey, design, and permitting services.
- Next Steps: Town staff is working with WithersRavenel to finalize a task order for survey, permitting, and design. Survey work is scheduled to start in early May.
- 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: Rejected the bids from the March 16 bid opening due to the bids being outside of the estimated project budget. The project is being re-advertised from March 29 to April 19.
- Next Steps: Receive and review bids once advertisement closes. Town staff anticipate construction to begin in early June.
- Concerns: Obtaining sufficient reasonable and qualified bids.

Old Lanvale Road Intersection Improvements

- Purpose: To improve the intersection at Old Lanvale Road and Lanvale Road and help serve the developing areas along Lanvale Road. The Town is working with NCDOT on the design of a single-lane roundabout.

- Status: Initial scoping and kickoff with Town staff.
- Next Steps: Town staff is working with 2021 on-call engineers to finalize a task order for survey and design. Next steps are to issue a task order for design, survey, and permitting services.
- Concerns: No concerns at this time.

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: Initial scoping and kickoff with Town staff.
- Next Steps: Town staff is working with 2021 on-call engineers to finalize a task order for survey and design. Next steps are to issue a task order for design, survey, and permitting services.
- Concerns: Coordinating design work with another developer who is constructing the Ocean Gate and Gateway Boulevard roundabout.

Operation Services

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: Metal building has been ordered and the design team is working to finalize mechanical, electrical, and plumbing plans. Building scheduled for delivery on June 30. Site plan is also being finalized and contractor is working to get subcontractors lined up to start project.
- Next Steps: Receive 100% construction plan set, obtain permits, and finalize schedule for construction. Site work will likely start late April or early May.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Interior work nearing completion. Final inspections expected in first week of April. Finishing up driveway tie in to Old Lanvale Road.
- Next Steps: Obtain final building inspections, install light poles, finish landscaping/fence, and coordinate move in for the Fire Department.
- 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: Renovation of break room to be completed in April. Bin/block storage bays completed by Town staff in March.
- Next Steps: Finish breakroom and storage area.
- 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: Plans submitted to U.S. Army Corps of Engineers (USACOE) for review/comments. Comments are expected back by mid-April.
- Next Steps: Finalize plans following review comments from USACOE. Begin streambank stabilization work in June.
- Concerns: No concerns at this time

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Waiting for a response from NCDEQ on Brownfield Study application that was submitted in Q4 2021.
- Next Steps: WithersRavenel to complete Brownfield Study of the property once application is approved by NCDEQ. Staff is coordinating with NCDEQ in regard to application acceptance.
- Concerns: Funding for park project once study has been completed.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that will include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill currently working on finalizing site plan after coordinating with architect and playground/splashpad contractor. Architect is working on preliminary plans for amphitheater, bathrooms, picnic shelters, and veteran's memorial.
- Next Steps: Meet with Goodrich Architecture and McGill to discuss preliminary design plans for amphitheater, bathrooms, picnic shelters, and veteran's memorial, with 60% plans anticipated in May. Meeting with Duke Energy to discuss lighting/power plan within the park.
- Concerns: No concerns at this time.

Animal Control/Police Impound Facility at MOC

- Purpose: Renovation of "Seaglass" building at MOC to convert to Animal Control Facility.
- Status: Construction job awarded to Environments Unlimited and renovation work to begin in May.

- Next Steps: Begin construction and finalize purchase of other items needed to outfit facility. Some items have already been ordered and are being delivered to the MOC.
- Concerns: No concerns at this time.

Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town park.
- Status: Selected contractor is unable to perform forestry work due to wet site conditions. Meeting with other contractors to complete land clearing activities.
- Next Steps: Clear undergrowth and small trees and have lot surveyed/wetland delineated 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 break room.
- Status: Final construction plans have been submitted for Town review. Finalizing contract documents and plan to publish RFQ in April.
- Next Steps: Finalize plans and begin the bid process. Continued communication on phasing will be very important with all departments so that the impact on daily operations is minimized.
- Concerns: No concerns at this time.

Trade Street Park

- Purpose: Develop two properties off Trade Street into future 18-hole disc golf course.
- Status: Lots are currently being forestry mulched; however, progress has stalled due to wet conditions. Selected contractor was able to clear 50% of land before having to stop due to wet site conditions. Staff is meeting with other contractors to complete land clearing activities. Duke Energy and H2GO have both given approval for use of the space, as there will be some site improvements needed such as a driveway, parking areas, and trail access.
- Next Steps: Complete site clearing and survey/wetland delineation. Meet with Innova to do a site inspection to determine if the site is suitable for a disc golf course. Complete design of disc golf course as well as access road and parking area.
- Concerns: No concerns at this time.

Department News

Recreation Supervisor Amy Wells and Program Coordinator Zoey LeTendre attended the LeadHERship Conference in Durham March 16-18. Community Enrichment Director Wyatt Richardson attended the Cape Fear Council of Government Annual Banquet on March 31 with members of Town Council and staff.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in March. The next meeting is scheduled for April 20, 2022.

Upcoming Events

April 16, 2022 – Egg Hunt

April 20, 2022 – Plant Giveaway

April 28, 2022 – Live at the Park: The Phantom Playboys

May 5, 2022 – Live at the Park: L Shape Lot

May 7, 2022 – Spring Art Market

May 14, 2022 – Movies in the Park: Luca

Parks, Recreation, and Cultural Resources Updates

In April, many of the Town's annual outdoor events return. The youth Egg Hunt for kids up to 12 years old will take place at Northwest District Park while the Plant Giveaway returns to Founders Park, providing a variety of free plant options to Leland residents. Movies and concerts in Founders Park are back with a rockabilly performance by The Phantom Playboys and a fun lineup of family-friendly movies through June including Space Jam, Luca, and Encanto. The annual Spring Art Market traditionally held at the LCAC will also take place in Founders Park on May 7 and include food trucks and live music.

Spring programs are off to a great start with several sold out. This includes four Leland We Don't Know tours, painting and pottery classes, barre fitness, homeschool programs, and more. The Art Around Town pop-up series continues through April and art and movement workshops can be found at the LCAC and Town parks. The LCAC will be used as an early voting location from April 28 through May 17.

Department News

Roughly 160 people visited the front desk at Town Hall in March. Around 200 people called the main phone line during March. Ms. Bradley completed the North Carolina Notary Public course. Ms. Jewell participated in a focus group with public information, transportation, and public safety professionals across the state for the Road Safety Media Study through the UNC Highway Safety Research Center. She also participated in a virtual course through the UNC School of Government entitled Social Media for Social Good. The course focused on legal and policy issues, content trends, best practices, advanced content creation, influencers, and more. Ms. Jewell began the Supervisor Enhancement program offered through the newly established Leland University.

Social Media Update

- Facebook Highlights (March 1 – 31, 2022)
 - Added 43 new page followers
 - Overall post reach – 46.3K
 - Top post (Largest reach): “Join our team! Leland Fire/Rescue is looking for a Fire/Rescue Captain. 🔥 Apply on our website 📌 <https://bit.ly/3pxcuAX>”
- Twitter Highlights (March 1 – 31, 2022)
 - Impressions/Reach – 5,297
 - Received 812 new profile visits
 - Top tweet (Largest reach): “In celebration of #CWEPcreekWeek, our staff volunteered with @CapeFearRiver for a stream cleanup along Sturgeon Creek. We collected 1,116 pounds of trash! 💚💙 #LelandNC pic.twitter.com/BVXWUfvbOL”
- Nextdoor Highlights (March 1 – 31, 2022)
 - Impressions/Reach – 28,124
 - Likes/Comments – 100
 - Top post (Largest reach): “We are excited to announce that Ronnie Hayes has been promoted to Fire Chief! Chief Hayes has been serving Leland Fire/Rescue since 2007 and part of the fire service for 32 years. Congratulations, Chief Hayes! ❤️🚒 Full article 📌 <https://bit.ly/3sX04o>”

Project Updates

- Work to build the new website continues. Departmental planning meetings concluded. Communications staff completed sections of the website and held review meetings with respective departments. Staff also met with the new team at VC3 assisting with the project moving forward.
- Efforts to improve social media strategy are ongoing. Staff is creating more engaging content and researching software that can assist with targeted marketing and produce in-depth analytics.
- Enhanced internal communications efforts by meeting with other staff to discuss challenges and ideas, implementing a new strategy for promoting staff accomplishments, and developing a plan to spotlight employees.
- Assisted several departments in reviewing and updating content for public distribution.
- Created marketing materials for various departments, including brochures for Human Resources and Fire/Rescue, graphics for Town TVs and social media, flyers, and other materials.
- Responded to various public inquiries through social media, email, and website contact form submissions.
- Managed media inquiries, developed Town statements, distributed press releases, and coordinated coverage.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Leland Residents Invited to Participate in Creek Week](#)
 - [Leland Names New Fire Chief](#)
 - [Public Hearing Set for Proposed Fiscal Year 2022-2023 Budget](#)
 - [Community Feedback Needed for ADA Transition Plan](#)
- Port City Daily
 - [Senior KnoxBox program launches in Leland](#)
 - [Town of Leland's deputy fire chief is appointed to chief](#)
 - [The Agenda: Budget workshops, Leland looks to build road for development](#)
 - [The Agenda: NHC revisits transit sales tax, Leland reconsiders Battleship Point zoning](#)
 - [Battleship Point zoning application heads to Leland council with favorable recommendation](#)

- WWAY
 - [Leland names new fire chief](#)
 - [Town of Leland investigating annexation request for land near Battleship](#)
 - [Leland Planning Board recommends council approve amendment for controversial riverfront development](#)
 - [Leland town council to discuss possible development at Point Peter](#)

- WECT
 - [New program gives first responders a spare key to seniors' homes](#)
 - [Town of Leland names new fire chief](#)
 - [A look ahead at the Leland Town Council](#)
 - [Leland Planning Board gives green light for development on west bank of Cape Fear River, imposes height restriction](#)
 - [Villages at Battleship Point proposal to go before Leland Town Council in April](#)

- StarNews
 - [Q&A: As Cape Fear River west bank developers eye Leland, here's how annexation would work](#)
 - [Leland is hungry for more restaurants. What could be on the way?](#)
 - [Leland names new fire chief](#)
 - [Battleship Point development clears first hurdle as it looks to Leland for approval](#)

- Wilmington Business Journal
 - [Leland To Pay For Road Improvements At Leland Corners](#)
 - [More Growth For Brunswick Forest](#)
 - [Battleship Point Team Launches Fact-check Campaign, Narrowly Nears Final Vote](#)

- North Brunswick Magazine
 - [Leland Fire/Rescue has launched the Senior Citizen KnoxBox program, designed to provide key safes for homes of older residents in the department's response district.](#)
 - [The Town of Leland names Ronnie Hayes as fire chief.](#)

TDA Marketing

- Finalized design for two advertisements in upcoming *Our State* publications.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on March 16. The LTDA held a public hearing on the FY22/23 Budget and approved a resolution to terminate an agreement for advertising with Cape Fear Indoor Pickleball, LLC d/b/a the HOP. The next meeting of the LTDA is scheduled for May 18.

Town Clerk's Office

Town Council members have been registered to attend the North Carolina League of Municipalities Annual City Vision Conference being held in Wilmington April 26-28.

Ms. Reinhardt submitted a candidate form for the NCLM 2022 Municipal Clerk at large seat. The North Carolina Association of Municipal Clerks submitted two nominees, Ms. Reinhardt and Ms. Blanco from New Bern.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - March 10 Economic Development Committee Meeting
 - March 14 Agenda Council Meeting
 - March 14 Council Closed Session Meeting
 - March 16 Leland TDA Board Meeting
 - March 17 Council Regular Meeting
 - March 17 Council Closed Session Meeting
 - March 22 Planning Board Meeting
- Action Items:
 - Budget Amendments – 2
 - Minutes – 7
 - Resolutions – 15
 - Ordinances – 0
 - Public Hearing Notices for the March Council and Planning Board Meetings – 13
 - Board/Committee Vacancies: Planning Board (1); Board of Adjustment (1); and Parks and Recreation Student Representative (1)
 - Appointments – Hunter Thomas, Student Representative for Parks and Recreation Board
- The Town Clerk worked with the Communications Manager to create a Town Clerk section on the new website. The Town Clerk webpages are: About, Public Comment, Public Hearings, Public Records Requests, Requests for Recognition, Meeting with Councilmember, Frequently Asked Questions, and Boards and Committees. A Town Council bio page has also been added to the website.
- The Mayor, Mayor Pro Tem, and Town Clerk attended the UNC School of Government virtual course, “Better Together: Governing Guidance”, held on March 16 and 17. The course agenda included: The Importance of Local Government Leaders Working Better Together; The Value and Connection between Governance Culture and Achieving Your Board’s Goals; Building, Managing, and Facilitating a Healthy Governance Culture; Board Cultural Assessment; and Developing an Improvement Plan.

- Council and the Town Clerk attended the in-person Essentials of Municipal Government Course on March 24 and 25. The course agenda included: Mock Council Meeting; Governing Board Roles, Responsibilities, and Relationships; The Transition from Campaigning to Governing; Getting to Know the UNC School of Government; High Performing Habits Council-Manager Municipalities; Transparency – Welcome to Open Government; Ethics; Financial Management; Fiduciary Duty and Internal Controls; Using Financial Statements to Determine Fiscal Stress or Strength; Getting to Know the North Carolina League of Municipalities; American Rescue Plan Act Basics; and Public Choices, Public Values.
- Council and staff members attended the Cape Fear Council of Government Annual Banquet on March 31.

Government Portal Transparency Update

- Portal Visits – 3,525
- Portal Unique Visits – 2,238
- Regular Council Meeting Agenda Views – 627
- Agenda Council Meeting Agenda Views – 132
- Planning Board Meeting Agenda Views – 400
- Economic Development Committee Meeting Agenda Views – 69
- Parks and Recreation Board Meeting Agenda Views – 27
- Leland TDA Board Meeting Agenda Views – 86

Department News

Officer Bortnick successfully completed Standardized Field Sobriety Test Training at Cape Fear Community College February 28-March 3. This training provides officers the knowledge and skills to detect impaired drivers.

Officer Winston took his Oath of Office on March 2. Master Officer McLamb took his Oath of Office on March 7.

Senior Officer Baughman reaffirmed her Oath of Office on March 7 due to her promotion to Sergeant.

Senior Officer McCabe, Master Officer Leighton, and Officer Roberts attended the First Line Supervision Training at Cape Fear Community College March 7-11. This 40-hour course teaches the experienced officer how to effectively supervise personnel and give them the basic concepts of management and employee relations within a law enforcement agency.

Master Officer Guy attended the Intoximeter Recertification class at Samarcan Training Academy in Moore County on March 10.

Captains Spence and Humphries along with Lieutenants Almond and Hall participated in the Employee Stream Cleanup on March 15.

Senior Officer Payne and Master Officers Guy and Britton attended the Basic Bloodstain Patterns course at Cape Fear Community College March 21-23. This three-day course helps officers involved with crime scenes view bloodstain patterns. It teaches skills in identifying, documenting, and collecting all the evidence at a scene to help reconstruct the incident.

Lieutenants Almond and Warren, Sgt. Reid, and Officers Bortnick, Mercado, Piniewski, Whitmire, and Holland attended firearms training in Pitt County on March 22.

Captain Humphries administered the oath to new Fire Chief Ronnie Hayes on March 25. .

Officer Wooley attended Drug Investigations for Patrol March 28-30 at Cape Fear Community College. This course provides officers the skills needed to be better equipped to identify drug distribution and smuggling in roadside situations. During this course, the officers gain complete awareness of drugs facing law enforcement today and learn how to make quality observations and sound judgements in determining drug use. The officer safety issues learned in this course will not only benefit the officers who attended but the members of their community as well.

Master Officer Gaston attended the Interview and Interrogation course March 28-April 1 in Salemburg. This course provides officers the ability to gather data and information from the interviewee. The goal is for the interviewer to be able to successfully determine truthful responses from deceptive verbal and non-verbal responses and identify the form of deception while transitioning the interviewee from unwilling to willing.

Officer Roberts attended the Advanced Traffic Crash Investigation course March 28-April 1 in Salemburg. This course allows officers to interpret and analyze traffic crash evidence.

Lieutenant Hall and Sergeant Munger attended the Commemoration for the Vietnam Era Veterans in Founders Park on March 29.

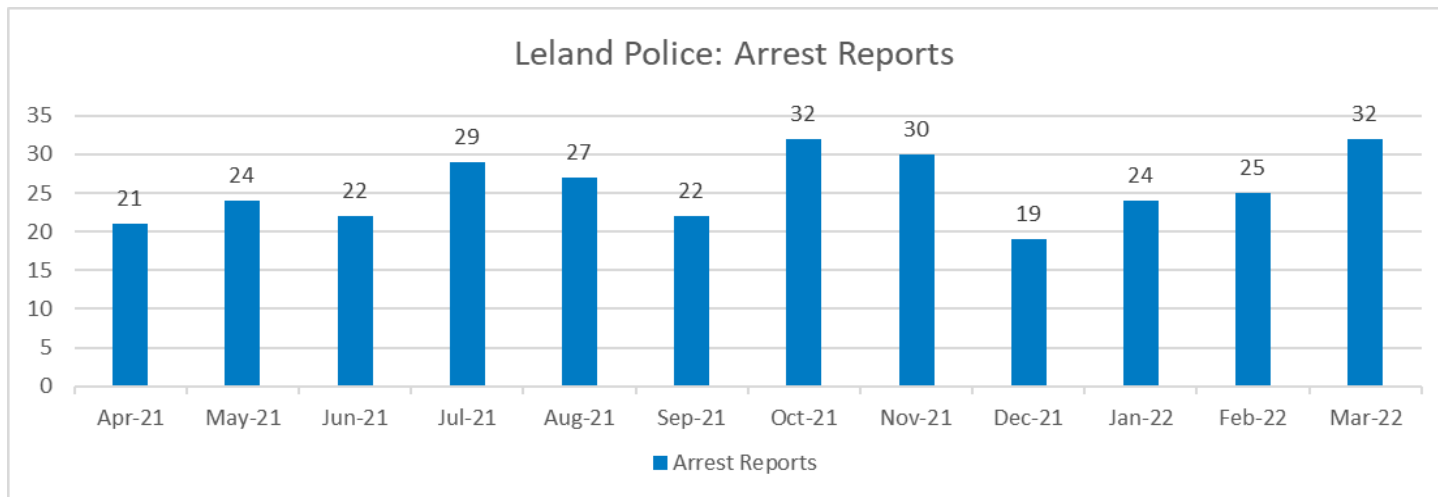
Master Officer Leighton attended the Street Gang Training course at Cape Fear Community College March 30-April 1. This three-day course offers skills that emphasize various types and uses of human and technological information and resources available to investigators who are currently assigned to gang investigations, traditional and nontraditional methods of investigation and legal issues in gang investigations, and best practices and current trends in gang investigations.

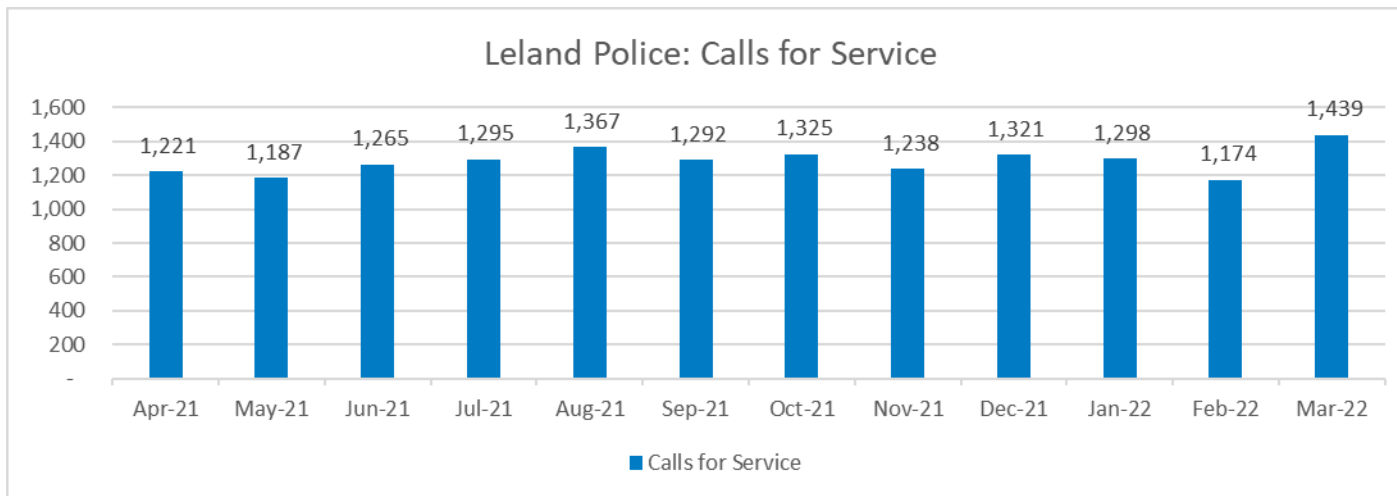
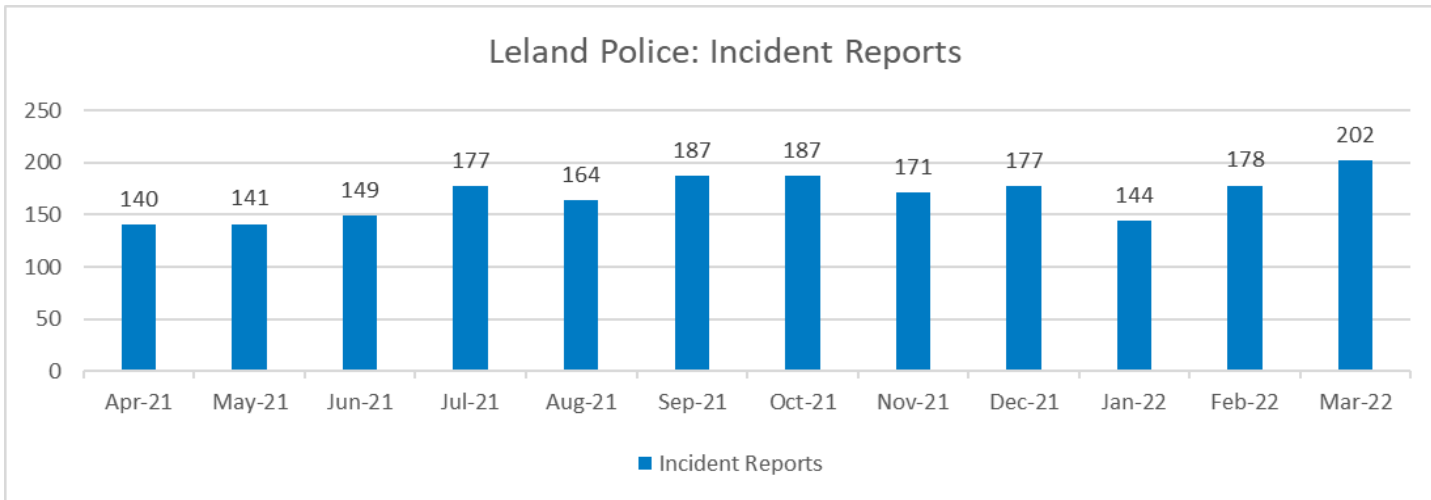
Master Officer Leighton was awarded Officer of the Fourth Quarter on March 7 and was presented his Intermediate Law Enforcement Certificate on March 31. Detective Britton was awarded Officer of the Year.

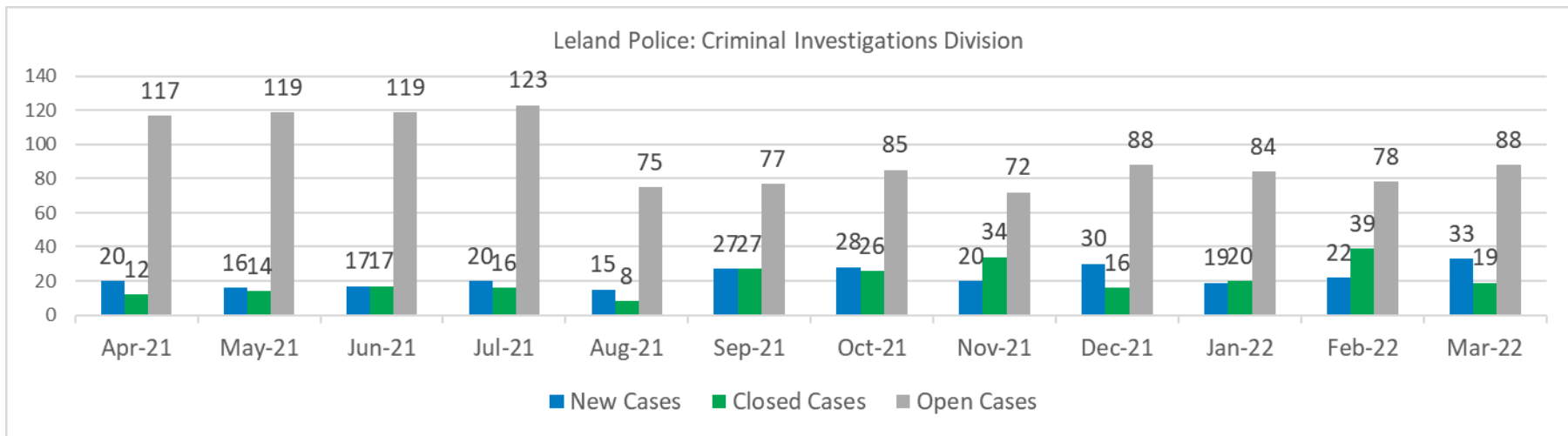
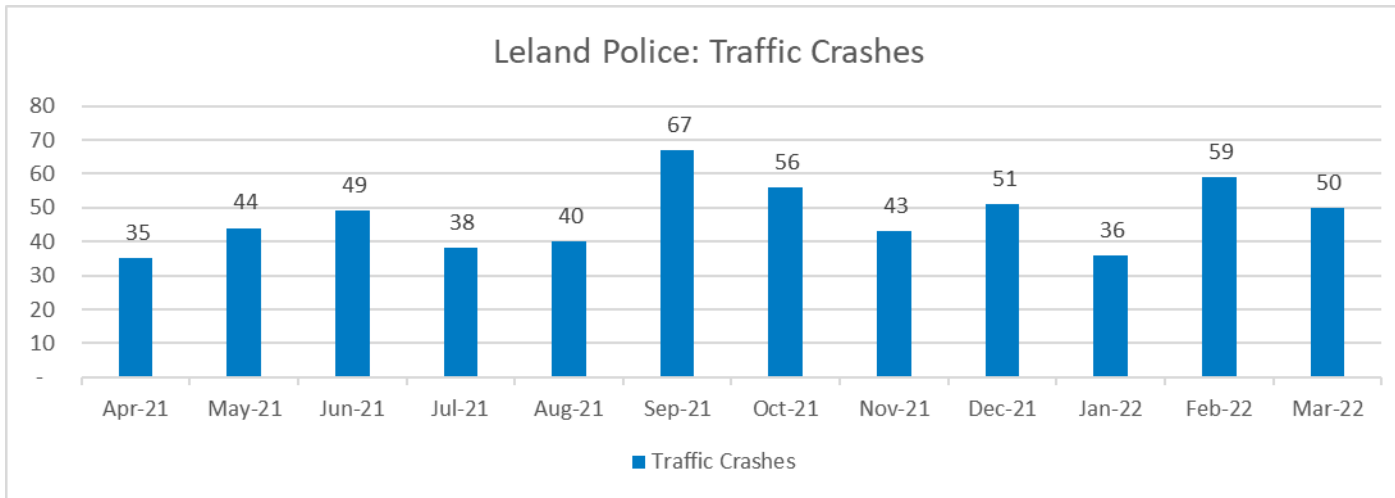
Senior Officer Berry and Master Officer Yeager were presented their Advanced Law Enforcement Certificates on March 31.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Apr-21	46	5	1	6	3	0	4
May-21	52	2	3	5	8	1	1
Jun-21	57	8	5	14	3	1	2
Jul-21	33	3	3	6	2	1	4
Aug-21	51	2	2	4	3	1	7
Sep-21	25	2	6	7	0	0	2
Oct-21	38	5	2	7	4	0	2
Nov-21	33	2	7	9	3	0	4
Dec-21	29	2	2	4	6	1	1
Jan-22	40	3	6	7	3	1	2
Feb-22	26	2	4	6	0	1	1
Mar-22	44	2	2	3	0	2	3
Totals	474	38	43	78	35	9	33







Speed Limit Sign Data				
Location	Posted Speed Limit	Average Speed (MPH)	Peak Volume Times	Date Range
Westport Drive	25	23	6am to 1pm	1/1/22-3/31/22
Low Country Boulevard	35	33	9am to 12pm	1/1/22-3/31/22
Grandiflora Drive, SB	30	29	11am to 5pm	1/1/22-3/31/22
Pine Harvest Drive, EB	25	23	6am to 4pm	1/1/22-3/31/22
Mallory Creek Drive, EB	40			
Mallory Creek sign is down for repair.				
Pine Harvest speed sign was moved to Town Hall Drive December 2021.				

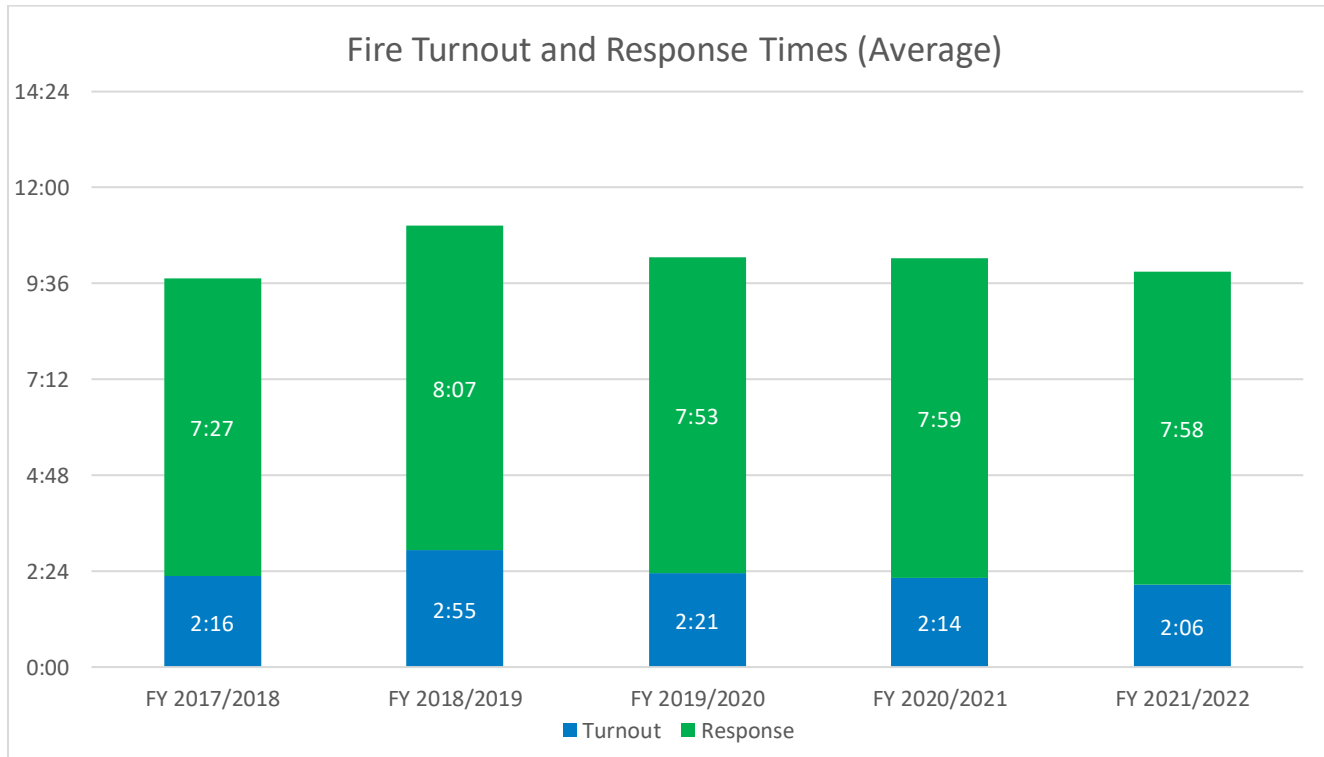
Department News

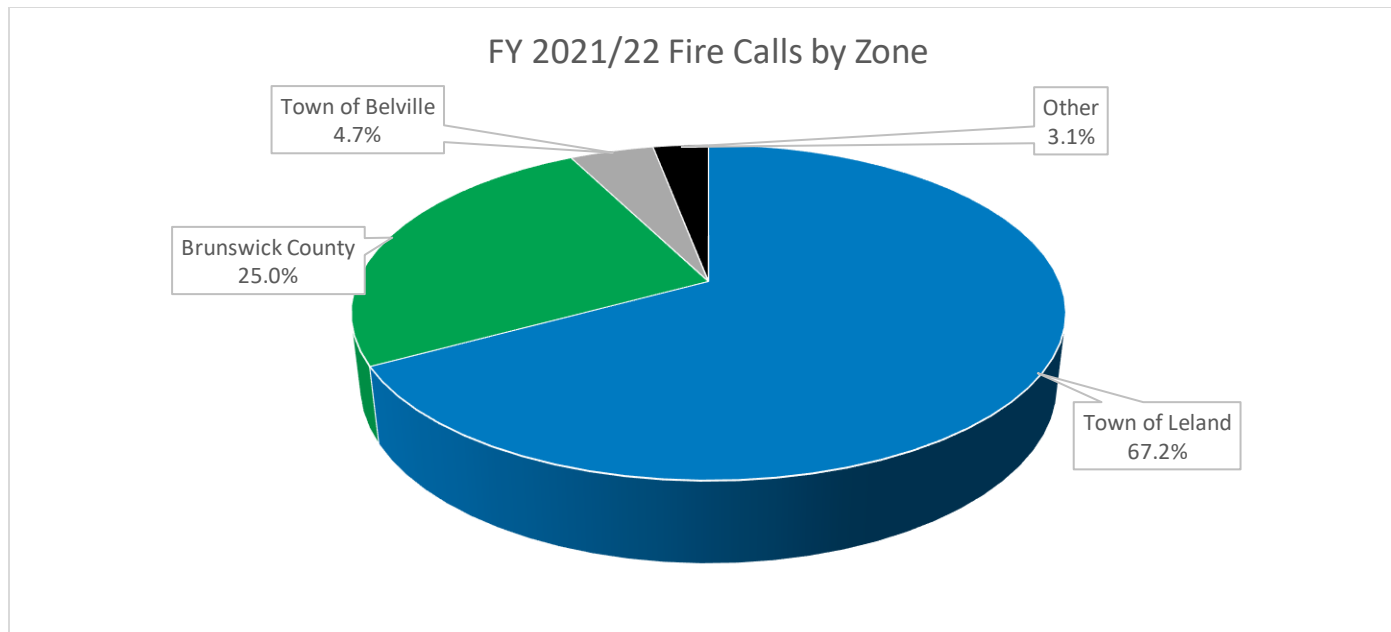
On March 21, Ronnie Hayes was officially promoted to Fire Chief. With his promotion, Captain Marvin “Buddy” Brooks was promoted to Deputy Chief and will officially assume his new role on April 2. U’Ryan Byers was promoted to Fire Apparatus Engineer and will officially assume those duties on April 2.

On March 1, the department began working toward accreditation by the Center of Public Safety Excellence. It will take several years to accomplish this, and will take the effort of the entire Town and citizens to complete. The department is excited to begin this long but worthwhile task.

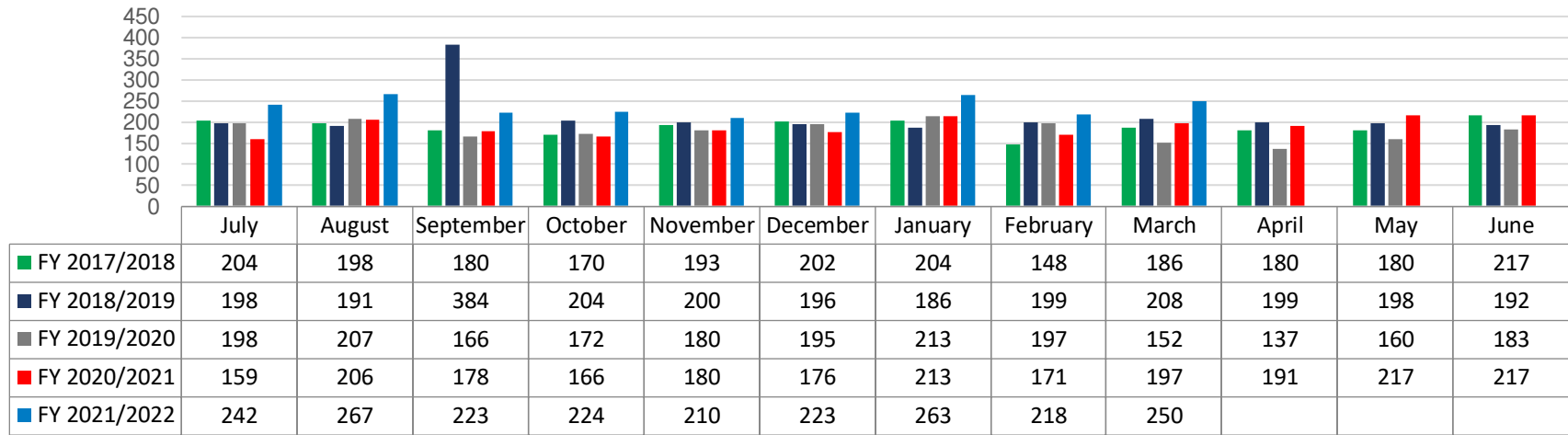
Fire Station 53 is getting closer to completion, with hopes to put it in service and begin responding to calls from there in April. The placement of this station, Station 52, and moving the current Station 51 to Hwy 74/76 will allow the department to reduce the amount of travel time to emergencies in a majority of the response area to around four minutes or less.

Dashboard





Fire Calls



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

Department News

Mr. Grimes attended training in Crisis Management in School-based Incidents, Critical Infrastructure Protection, Advanced Threat Hazard Identification and Risk Assessment, and an All-Hazard Finance Section Chief class given by the NC Emergency Management and Texas A&M Engineering Extension Service (TEEX). These classes prepare the Town to mitigate, respond to, and recover from disasters and human-made incidents. Mr. Grimes and IT Manager Bruce Sandy participated in the Eastern NC Emergency Support Function 2 (Communications) tabletop exercise over three days. Mr. Grimes worked with all departments to hold a tornado drill for all Town facilities. The drill prepares employees and visitors to respond to severe weather. State and county emergency management partners have confirmed they will participate in the 2022 Hurricane Expo on June 11.

Work Priorities

- Review of the Debris Management Plan is ongoing.
- Continue working with FEMA (Federal Emergency Management Agency) and NCEM (North Carolina Division of Emergency Management) to close out Hurricane Florence and Dorian Public Assistance Projects.
- Staff has begun preparation for the 2022 Hurricane Expo.

Projects Completed

- No projects were completed in February.

Significant Purchases

- A second variable message board sign has arrived and will be placed in service next month.

Starting in May, the only significant purchases included in staff reports will be purchase orders issued by the Town Manager in excess of \$50,000, which are listed in the Finance report.

Department News

Staff attended *Dealing with Difficult People* hosted by the International Code Council. This webinar provided regulators and public officials with skills needed to provide service in a manner that will work well with a customer's personality type; this can sometimes be difficult, but it's necessary. This course discussed how to deal with the attitudes of difficult residents and coworkers staff may come face to face with by exploring the four primary personality types and developing skills to deal with each.

Andrew Neylon attended *The Comprehensive Plan: Sustainable, Resilient, and Equitable Communities for the 21st Century* hosted by the Maryland Department of Planning and the Smart Growth Network. David Rouse, FAICP, ALSA, and Rocky Piro, PhD, FAICP, discussed their new book, *The Comprehensive Plan: Sustainable, Resilient, and Equitable Communities for the 21st Century*. The book provides detailed guidance on the substance, process, and implementation of comprehensive plans that address the critical challenges facing communities today. The webinar stressed that a one size fits all approach does not always work and comprehensive plans are living documents.

Daniel Knoch taught a Plumbing Level 3 class at Cape Fear Community College to inspectors from across the state. Mr. Knoch's expertise in plumbing and other codes helps Leland inspectors learn and progress through their career path as an inspector.

Liz Galloway is enrolled in the Project Management Certificate Course offered by the UNCW Swain Center. This course is focused on project leadership, communication, team building, conflict resolution, negotiation, cost and budget, measuring performance, and change management.

Lawrence Wills joined the department as Building Inspector I. Mr. Wills has a bachelor's degree in electrical engineering and previously worked for an electrical contractor, among other jobs.

Matt Kirkland, Barnes Sutton, and Mr. Neylon attended a webinar titled *Legal Issues in Sign Codes* hosted by Planetizen. This webinar provided basic knowledge of the legal issues involved in sign codes, including content neutrality, permitting standards, nonconforming signs, and trademarked logos. The course focuses on how to draft and enforce constitutionally compliant sign codes in the aftermath of the U.S. Supreme Court's recent decision in *Reed v. Town of Gilbert*.

Mr. Sutton is continuing to complete sessions for the Community Development Academy hosted by the UNC School of Government. The course covers the concepts, methods, and strategies of community economic development. The course provides practitioners with perspectives and practical skills surrounding community development in North Carolina.

Planning Board Meeting Summary

The Planning Board met on March 22, 2022, and heard the following items:

1. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 13.2-acre area located off NC Highway 133 near Mallory Creek, which is proposed for voluntary annexation into the Town.
2. Site Specific Plan for Del Webb at Mallory Creek – The Planning Board voted to approve a site specific plan for a 762-lot single family residential subdivision on 304.27 acres in Mallory Creek.
3. Zoning Map Amendment – The Planning Board voted to recommend approval of a rezoning of 18 acres near The Willows residential subdivision from PUD, Planned Unit Development, to M-F, Multifamily Residential zoning district.
4. Master Land Use Plan Amendment – The Planning Board voted to recommend approval of a proposed amendment to the master land use plan for The Willows.
5. Text Amendment Proposal for Riverfront Urban Mixed-Use District – The Planning Board voted to recommend approval for a text amendment proposal from Summit Design and Engineering to amend the Code of Ordinances to establish a new zoning district and create supplemental regulations for development in the zoning district.
6. Initial Zoning Recommendation in Connection with the Annexation – The Planning Board voted to recommend approval of Riverfront Urban Mixed Use District as the initial zoning of an approximately 8.34 acre property identified as New Hanover County Tax Parcel No. R04700-003-007-000.

The Planning Board's next meeting is scheduled for April 19, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

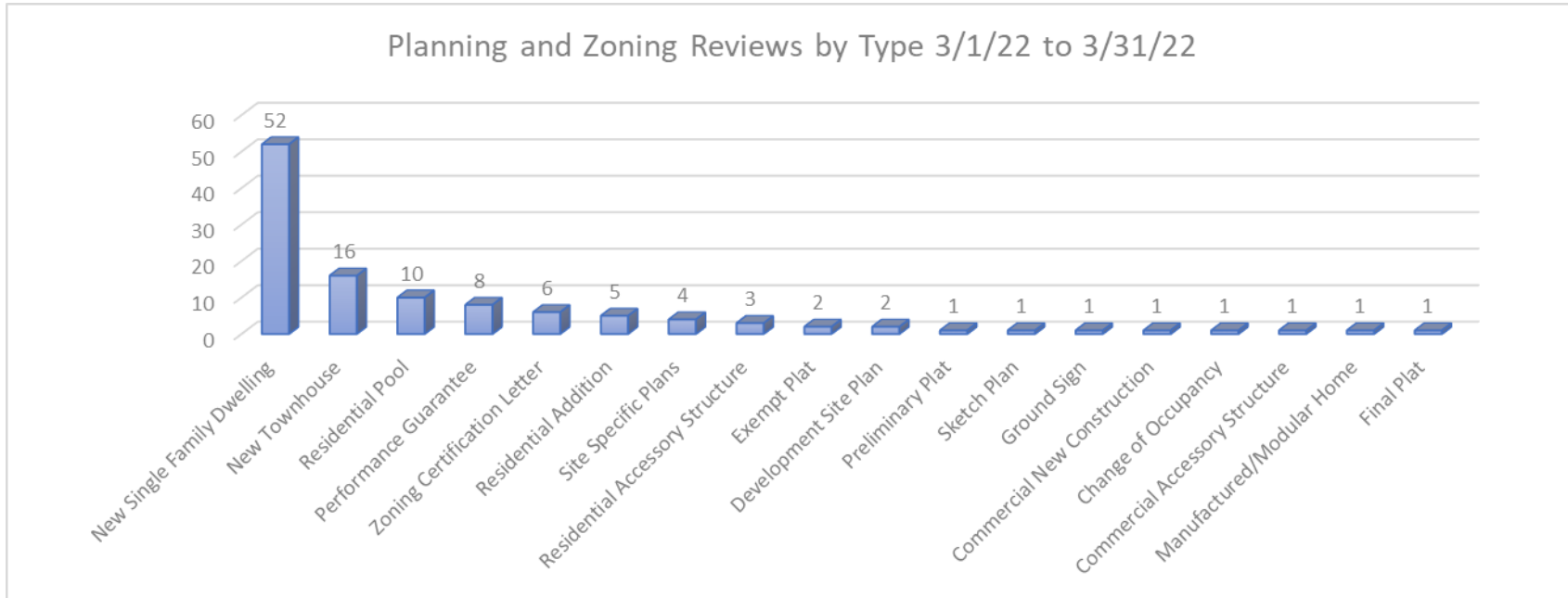
Current Planning Update

TRC Report

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

1. Site Specific Plan for Kyndall Cove – Proposal for 384 townhome units off Old Fayetteville Road.
2. Preliminary Plat for The Cottages at Brunswick Forest – Proposal for 23 duplex-style units off Liberty Hall Drive in Brunswick Forest.

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	\$7,606,236.78	-\$3,428.35
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
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$1,109,356.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	1	\$398,318.00	\$0.00
Seabrooke			
Surety Bonds	1	\$144,035.00	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$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	\$7,829,991.78	-\$3,428.35
Total Cash Bonds	12	\$2,396,930.03	\$0.00
Total Surety Bonds	10	\$1,082,750.83	\$0.00
Total Performance Guarantee Sureties	41	\$11,309,672.64	-\$3,428.35

Long Range Planning and Community Development Update

Staff is coordinating with Insight Planning and Development to begin publicizing applications for low-income housing rehabilitation and repair assistance through the Community Development Block Grant Neighborhood Revitalization (CDBG-NR) program. Staff and Insight will be seeking applicants from low to moderate income households in Leland that need housing repair assistance, with intentions of assembling the applications to apply to the CDBG-NR program in August. Staff anticipates the application will be made public in April and publicized with help from the Community Enrichment Department, targeted mailings, and contact with pertinent community and nonprofit organizations.

Staff is working on an analysis of the Gateway District for development and redevelopment potential. Staff has created an online map for internal use that shows the development potential of parcels in the area, pending improvement projects such as stormwater, road connections, and bicycle and pedestrian facilities. Once refined, staff will make this map available to the public to help with an increasing amount of inquiries on properties in the Gateway District.

Staff is working on a framework for an incentive program to spur development and redevelopment in the Gateway District in concert with the Economic and Community Development Department. The draft program will be presented to Town management and then may be presented to Council for consideration.

Staff has drafted an Age-Friendly Strategic Plan in accordance with AARP to better illustrate the multigenerational benefits of age-friendly developmental policies. Staff is seeking to get Leland into AARP's Age Friendly Community Network, which requires the creation of a plan related to accommodating the needs of residents in the community of varying age groups.

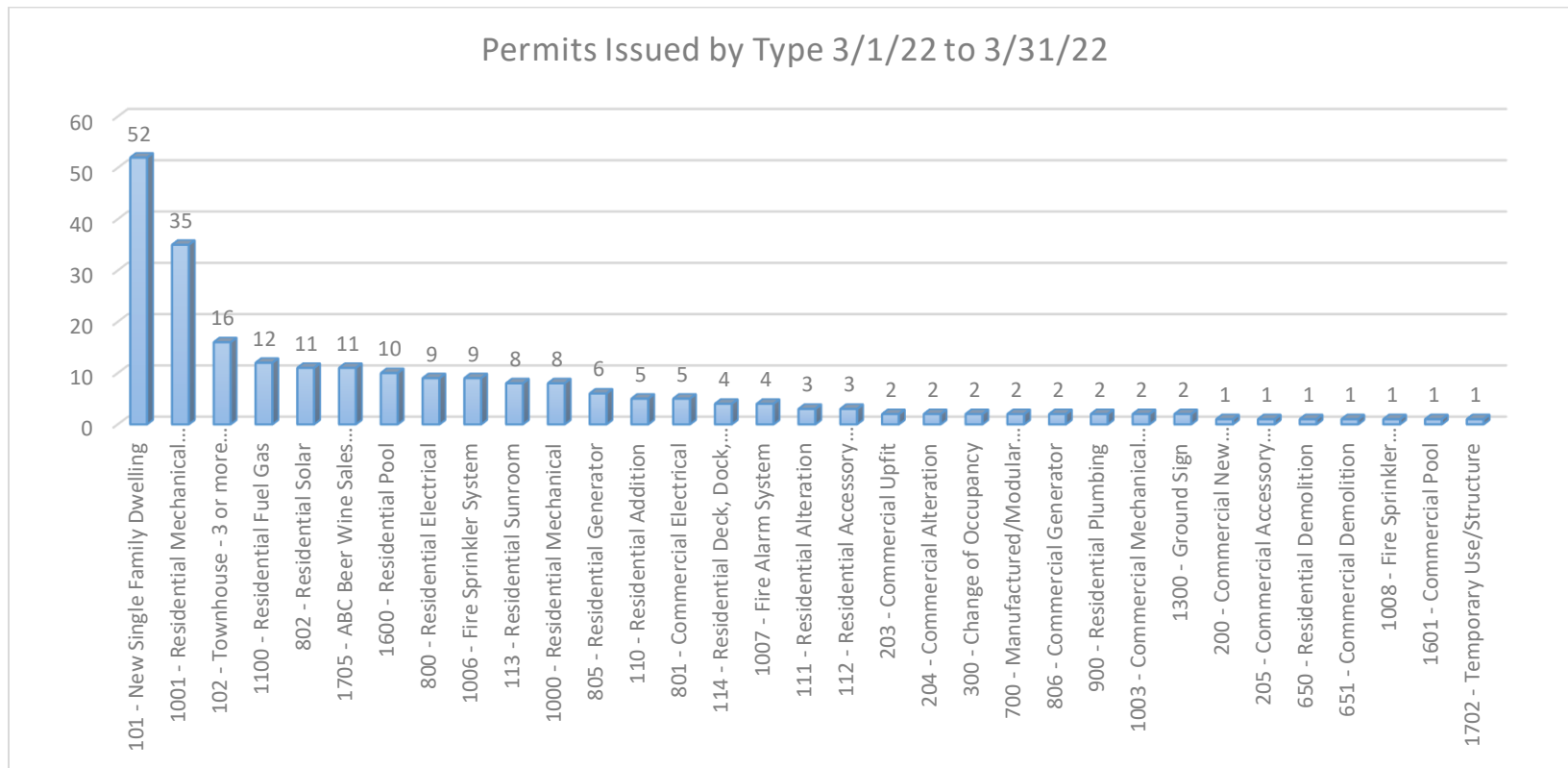
Transportation Planning Update

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, and Mallory Creek.

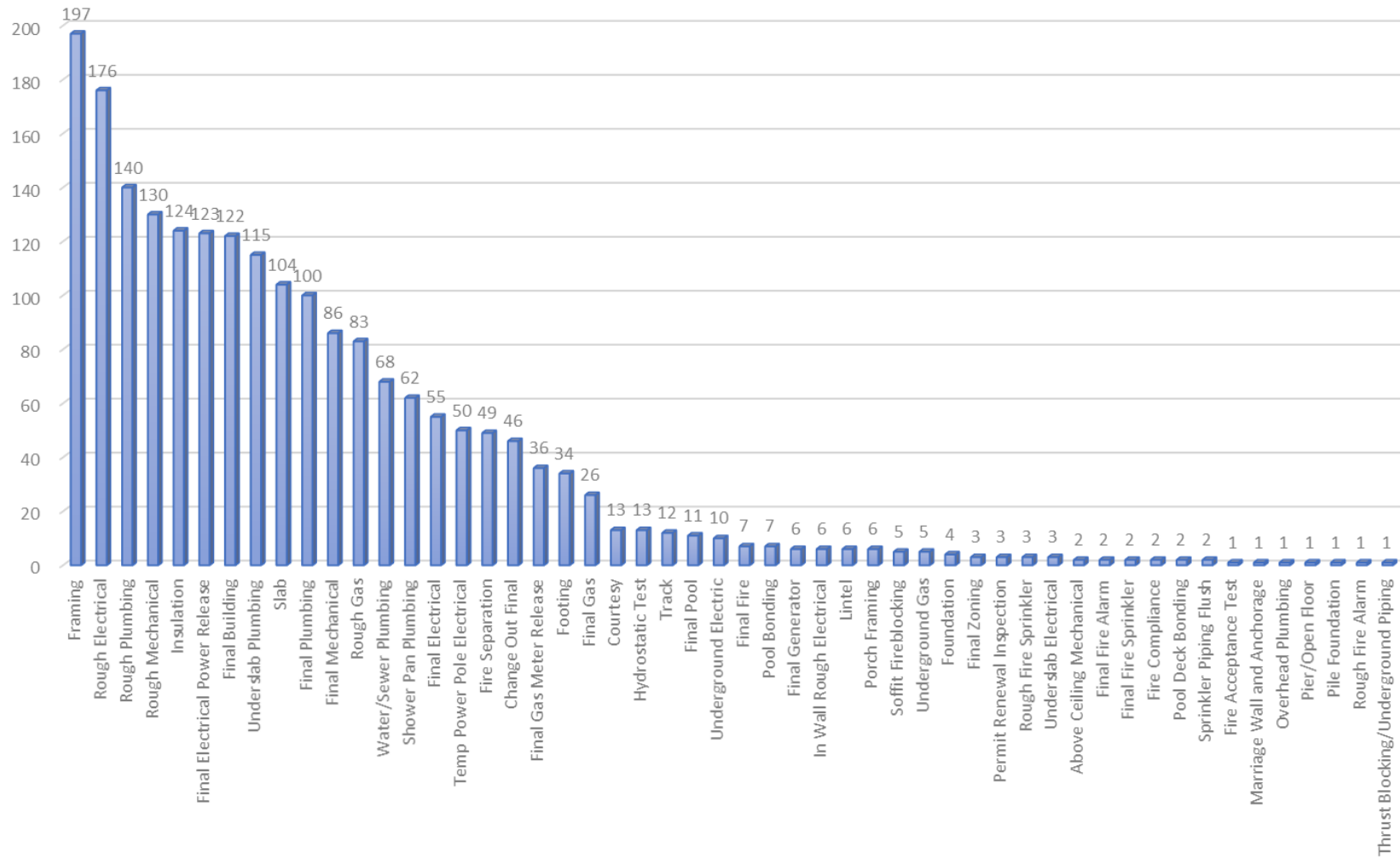
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on March 16. Topics discussed included adding \$100,000 to the Unified Planning Work Program (UPWP) for a special study for Wave Zero Emissions Vehicles Transition Study. The study would facilitate creating a zero-emission fleet transition plan and the engineering and design for infrastructure for charging stations.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
237	2,073	\$20,476,954



Inspections Completed by Type 3/1/22 to 3/31/22



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	2	0	3	0	5
Cases Closed	0	3	0	3	1	7
Active Cases	2	12	0	14	0	28

Department News

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

New Businesses

- **Burney's Sweets and More** has put up a sign that a new location will be opening at 503 Old Waterford Way, Suite 105. No word on the official opening date. **Burney's**, a family-owned operation, was founded an hour west in Elizabethtown a decade ago. It has 11 franchised operations across the state, including locations in Hampstead and Southport. It opened its first location in Wilmington at Mayfaire Town Center in 2020.

New Construction/Development

- Construction is progressing on the 152-unit independent living apartments being built by **Liberty Healthcare** on Brunswick Village Boulevard in **The Villages of Brunswick Forest**.
- Construction is underway on the **Wilmington Eye Clinic** located next to **EmergeOrtho** in Brunswick Forest.

Economic Development Committee Meeting Summary

The Economic Development Committee met on March 10, 2022. The Committee held a workshop to continue updating the 2019 Economic Development Strategic Plan. The Committee's next meeting is scheduled for April 7, 2022.

Department News

Purchasing Coordinator Kelli Newton has been promoted to Grant Manager. Ms. Lopez attended her first session of Supervisor Training through Brunswick Community College. Staff is preparing for year end and adoption of the FY22/23 Budget.

Grant News March 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).
- AARP Community Challenge – Crosswalks and curb ramps on Mallory Creek Drive to increase connectivity; \$50,000 (no match).
- Transportation Infrastructure Resiliency Fund Grant – Assessments allowing the Town to facilitate transportation resiliency from excess flooding, storm surge, and natural disasters; \$950,000 (no match).
- Streamflow Rehabilitation Assistance Program (StRAP) – Removal of vegetative debris for three areas; \$388,350 (no match).
- Internet Crimes Against Children (ICAC) Grant – Equipment and training for Leland Police; \$65,970 (no match).

Grants Awarded

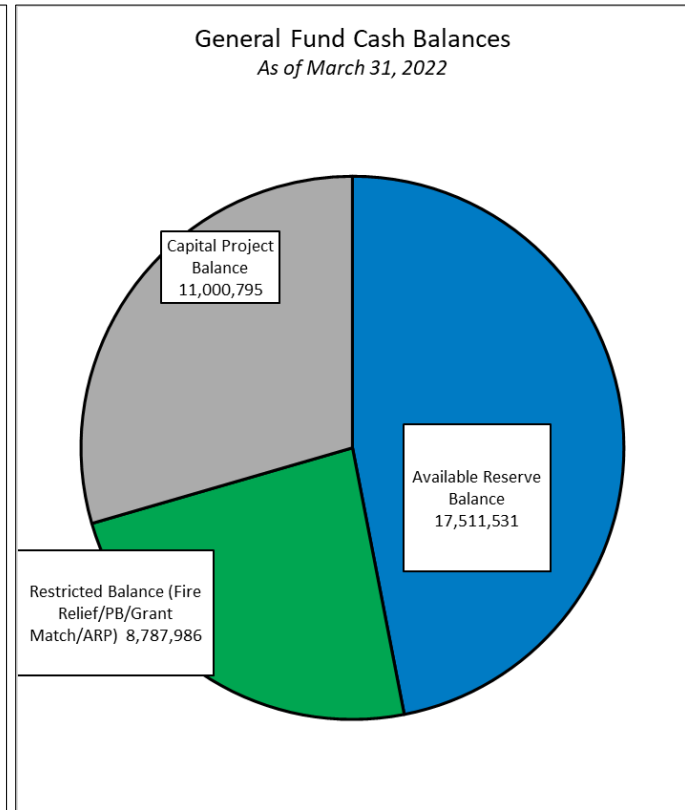
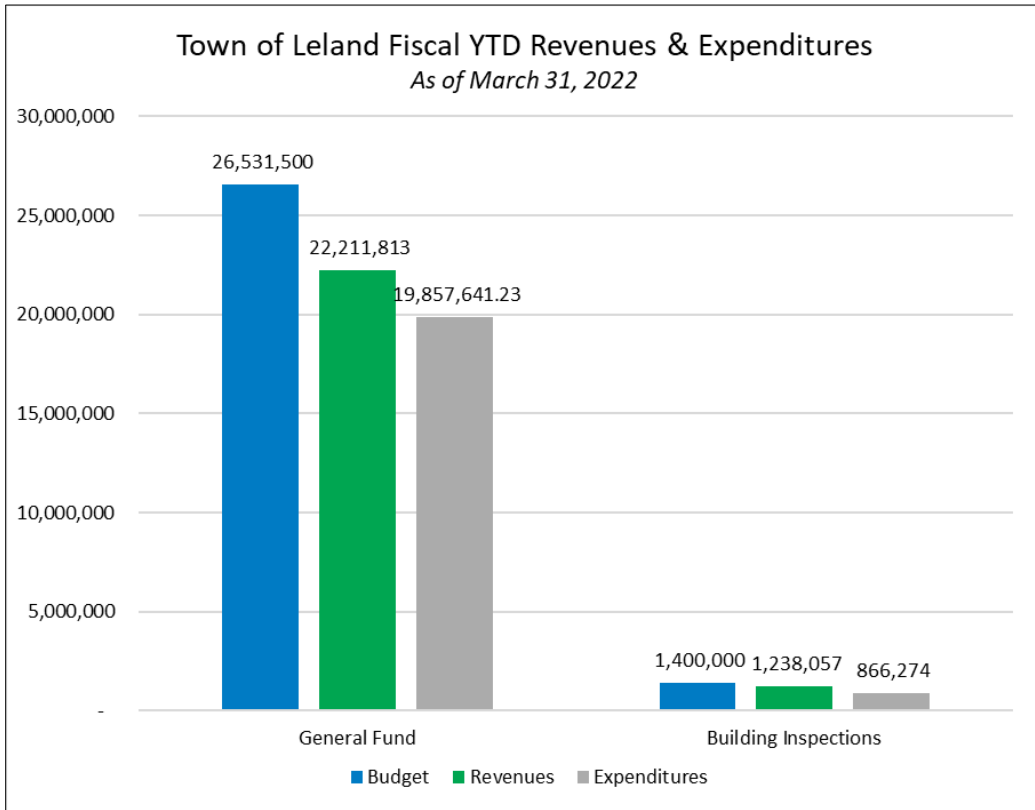
- None.

Grants Not Awarded

- None.

Fiscal Year 2021-2022 YTD Grant Totals	
Awarded	Not Awarded
12	4

Dashboard

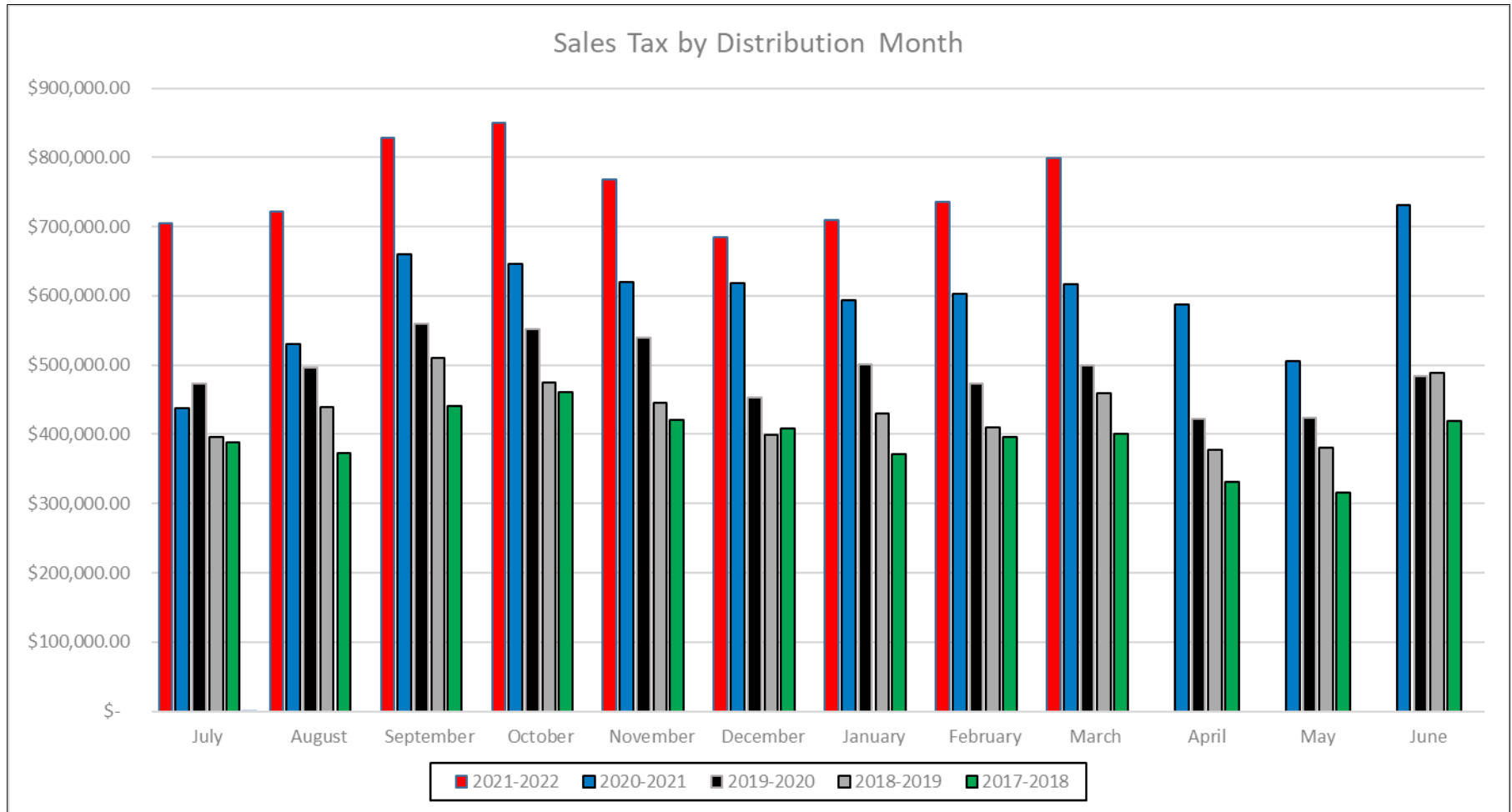


Financial Budget to Actual Report – March 31, 2022

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	26,531,500	1,217,815	22,211,813	-	4,319,687	16.28%
Governing Body	230,000	340,000	12,443	254,045	16,358	69,597	20.47%
Administration	1,430,000	1,430,000	82,081	1,021,752	31,051	377,197	26.38%
Information Technology	1,235,000	1,247,000	102,736	886,801	279,198	81,001	6.50%
Human Resources	350,000	350,000	23,847	241,133	12,355	96,512	27.57%
Finance	600,000	600,000	34,772	456,184	779	143,037	23.84%
Planning	655,000	726,000	56,748	576,562	17,700	131,738	18.15%
Economic Development	110,000	110,000	8,327	81,732	954	27,315	24.83%
P&R & Cultural Arts	1,170,000	1,170,000	64,903	725,184	23,382	421,435	36.02%
Grounds & Facilities	1,685,000	1,685,000	113,858	1,084,471	149,652	450,877	26.76%
Public Services	2,265,000	2,288,500	137,004	1,576,297	332,873	379,330	16.58%
Police	4,920,000	4,960,000	335,125	3,227,732	313,294	1,418,974	28.61%
Emergency Management	215,000	215,000	14,762	109,588	27,266	78,146	36.35%
Fire	6,025,000	6,120,000	406,366	4,585,714	193,583	1,340,702	21.91%
Debt Services	2,046,000	2,046,000	160,643	1,814,861	-	231,139	11.30%
Transfers	2,244,000	3,244,000	34,626	3,215,585	-	28,415	0.88%
EXPENSES	25,180,000	26,531,500	1,588,244	19,857,641	1,398,443	5,275,416	19.88%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,400,000	126,924	1,238,057	-	161,943	11.57%
EXPENSES	1,400,000	1,400,000	98,704	866,274	159,685	374,041	26.72%

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: WithersRavenel Inc; Amount: \$116,100.00; Details: Baldwin Drive Improvements Engineering/Design.

Vendor: Environments Unlimited; Amount: \$77,995.00; Details: Animal Control Facility at the MOC.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in March 2022.

Audit Committee Meeting Summary

The Audit Committee did not meet in March.

Department News

The March Madness employee appreciation event was a great success and fun for all. Staff has been busy recruiting for several vital roles within the organization. Leland University has launched with its first program focusing on new supervisors within the organization. The department is currently working on updating the performance review process to be rolled out this year.

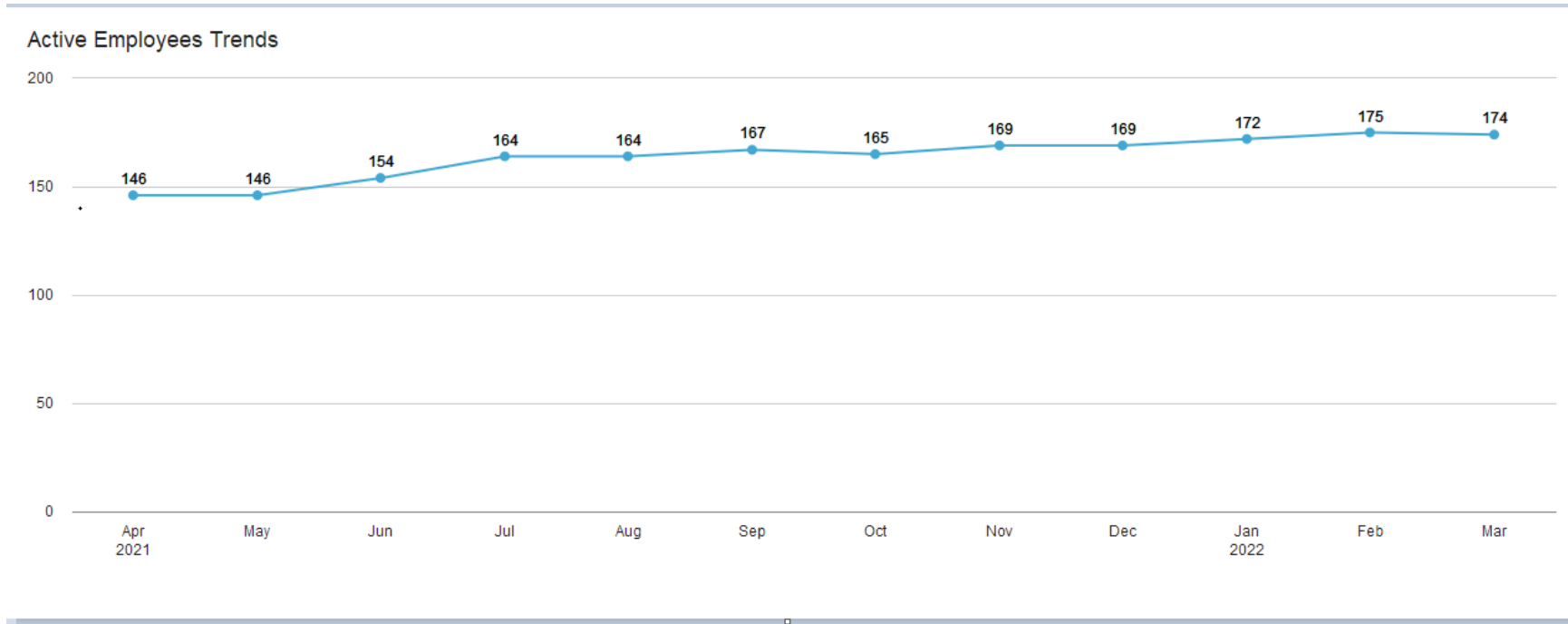
Workers Comp Data

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
Felice Baughman	Police	Promotion	3/5/2022		Senior Police Officer	Police Sergeant
Lawrence Wills	Building Inspection	New Hire	3/7/2022	Building Inspector I		
Sheldon Adams	Public Services	New Hire	3/14/2022	Grounds Maintenance Technician		
Chris Grace Jr.	Fire	Resignation	3/14/2022	Fire/Rescue Captain		
Riley Jordan	Cultural Arts Center	Resignation	3/16/2022	PT Recreation Specialist		
Bailey Shelton	Human Resources	Resignation	3/18/2022	Human Resources Specialist		
Kelli Newton	Finance	Promotion	3/19/2022		Purchasing Coordinator	Grant Manager
Ronnie Hayes	Fire Department	Promotion	3/19/2022		Deputy Fire Chief	Fire Chief

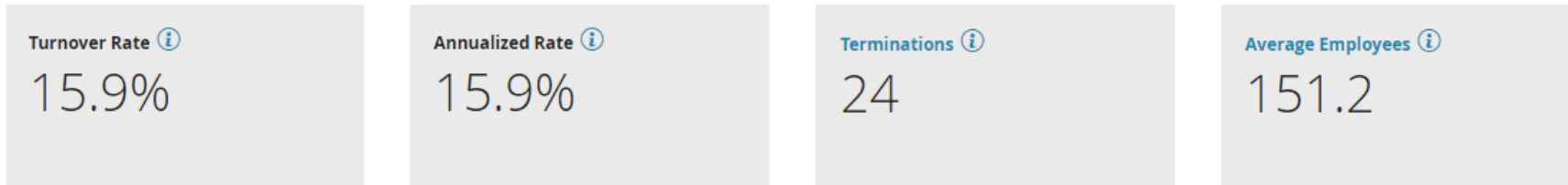
Headcount (FT and PT Employees) April 2021 – March 2022



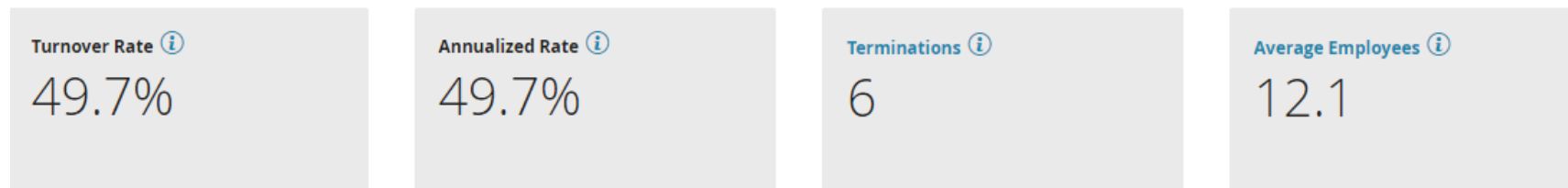
Headcount ⓘ 174 As of March 2022	Hired ⓘ 52	Termed ⓘ 31	Growth Rate ⓘ 13.7%	Turnover Rate ⓘ 18.9%	Average Tenure ⓘ 3.8 (Years)
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Turnover Data April 2021 – March 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

Turnover data includes the departure of seven employees with the Utility transfer to H2GO.

Department News

Mr. Sandy has put a lot of resources towards education and safe computing Town-wide for the last month.

Major Work Priorities

- New IT Employee – Preparing for new IT Technician to start this month.
- Construction Projects:
 - Fire Station 53 – Final stages of implementation.
 - Town Hall Renovation – Design work for security access underway. Construction on network systems is ongoing.
 - Animal Control Building – Design and procurement is underway.
 - Fire Station 51 – AV and security design are being finished. Network design is complete.
- Improving Employee Collaboration – SharePoint training and implementation continues with a live date of April 18.
- Cybersecurity Planning and Implementation – KnowB4 training is complete. Starting a plan for multifactor authentication.

Projects Completed

- Completed five employees onboards.
- Completed installation of fiber services at Town Hall.
- Completed KnowB4 cyber training and implemented maintenance testing.
- Installed Automated Fingerprint Identification Intake System and made live.
- Station 53 bidirectional amplifier radio integrity system installed and tested.
- Station 53 camera system install completed.