



STAFF REPORTS

March 2022 Regular Meeting

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Public Services Department Updates

The Town is working on upgrades at the MOC Warehouse to include restrooms and a breakroom within the warehouse for the crews to utilize. The work has been permitted and improvements are underway with work scheduled to be completed in March.

Streets Updates

Work Priorities

- Staff is manning the vegetative debris site during operating hours, assisting the public and collecting vouchers. In February, the Town had seven citizens purchase 55 vouchers, and 19 citizens delivered debris.
- Staff is scheduled to perform sinkhole repairs at various locations throughout Town in March. This work will be performed in Magnolia Greens, Mallory Creek, and Grayson Park.
- Staff completed ditch cleaning and clearing along Lyn Marie Drive. This work included removing debris, removing vegetation, and re-grading the ditches where required. Remaining ditch work is being rescheduled due to mechanical issues and pending repairs to the mini excavator. Staff is currently waiting on parts from the manufacturer.
- Staff installed a new catch basin on Pullen Drive at the intersection of Eno Lane. The new basin was installed adjacent to an existing catch basin and tied into the existing drainage system. This area has a history of flooding during heavy rain events. Installing the additional catch basin should mitigate future flooding.
- Staff will begin building the new bulk storage bins at the MOC. These bins are being built to 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 discount by taking advantage of bulk pricing. This work should take six to eight weeks to complete.

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 is in the process of updating the Vector Control and Pesticide Application Standard Operating Procedure as well as the Pesticide Discharge Management Plan, both of which will be finalized in early March.
- NC Resilient Coastal Communities Program grant work continued throughout February. The Risk and Vulnerability Assessment and Project List (Phase 1 and Phase 2) are scheduled to be finalized in March. Once finalized, the deliverables will be shared with the public and will be used for future funding opportunities. NC Division of Coastal Management did not release Phase 3 funding applications in February. Town staff is monitoring the site and will respond once the application process is open.

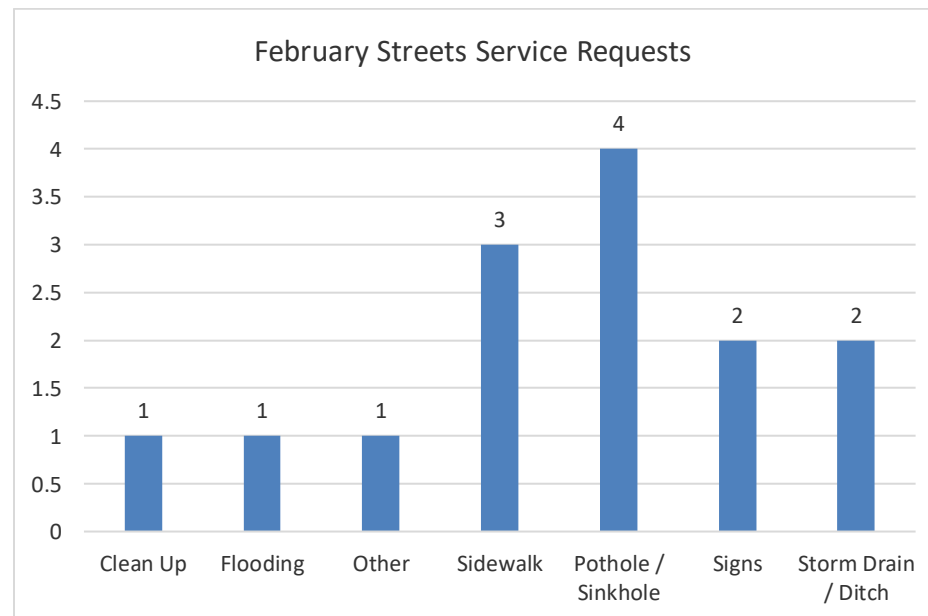
- Staff is working with Precision Infrastructure on the development of an ADA Transition Plan for Town sidewalks and facilities. Work started in February and is required to meet ADA Title II requirements.

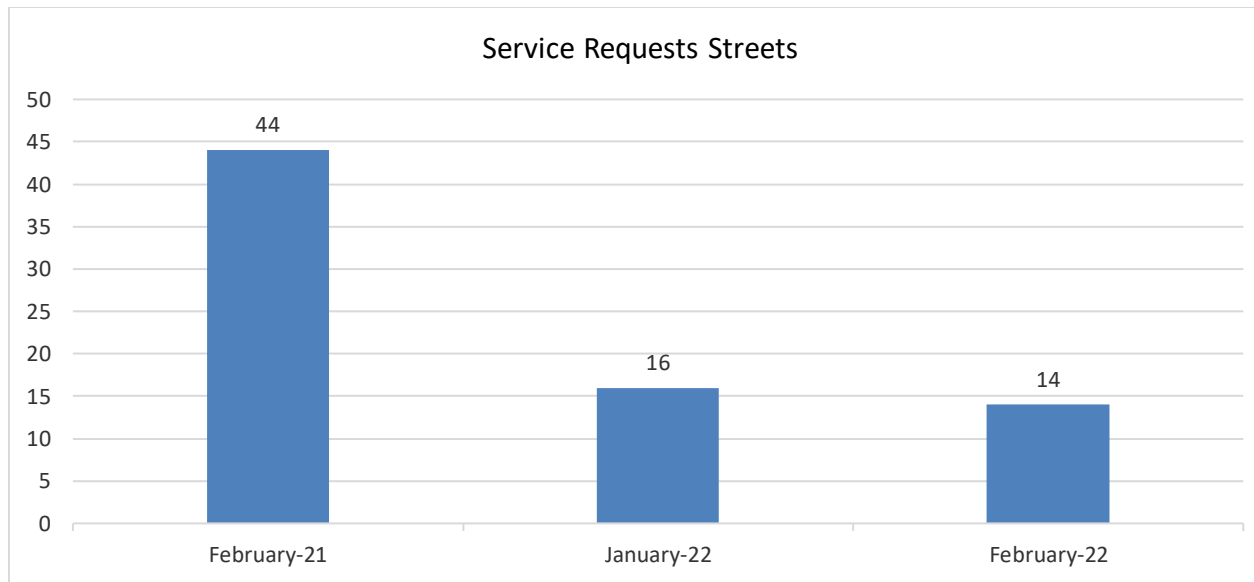
Significant Purchases

- No significant purchases in February.

Work Order Summary

- Streets received 14 work orders in February, with most of them being pothole/sinkhole related (4).
- Streets completed 17 work orders in February, with an approximate expense of \$41,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$25,500).





| 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 |

Grounds Updates

Work Priorities

- Plant materials will soon be ordered for redesigning the landscaped medians along Village Road between the diverging diamond and Oakland Avenue. This work will commence in March.
- 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.

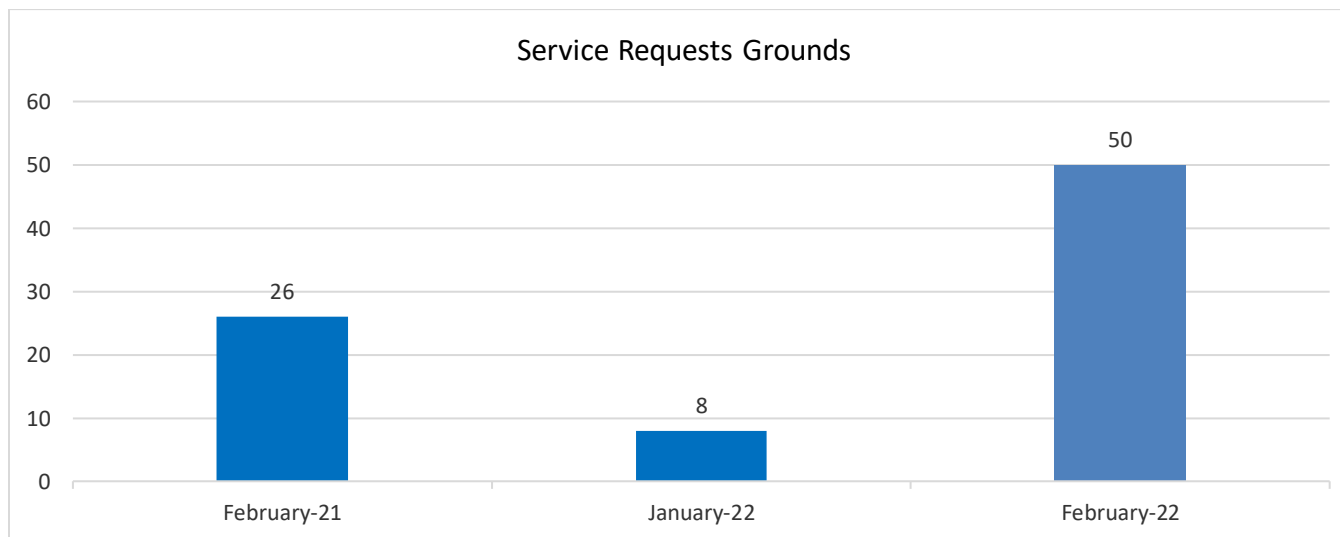
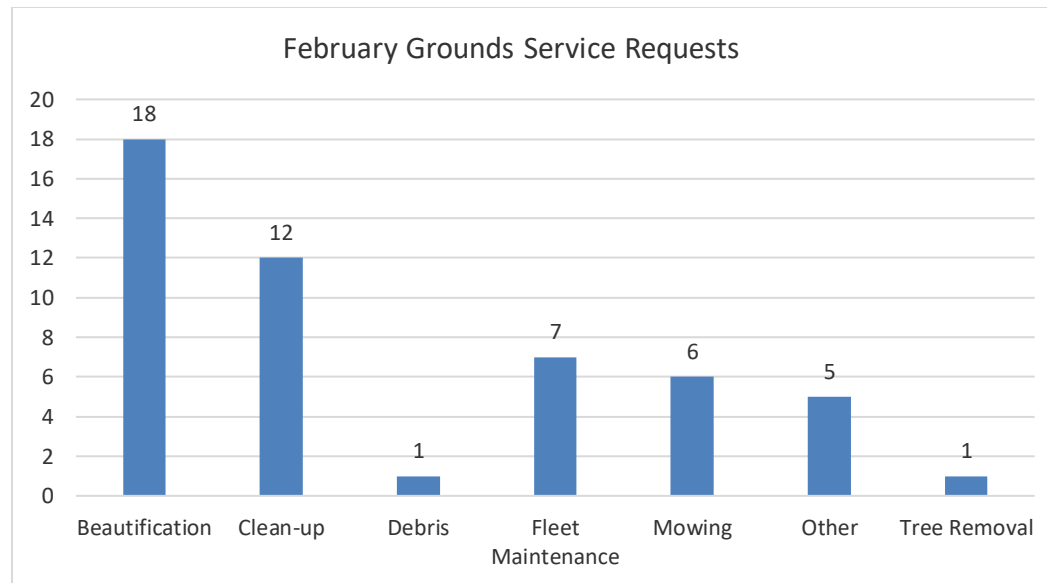
- Staff is looking into cleaning the property line on the south side of Town Hall. This work will be coordinated with the apartments next to Town Hall.

Projects Completed

- Beautification of Town Hall has been completed.
- Westgate Nature Park landscape maintenance is complete with trimming, mulching, and clearing the path around the bridge and walkway to the classroom.
- Cypress Cove Park landscape maintenance is complete with trimming, mulching, and cleaning fire pit area.
- Harrington Village entrance on Baldwin Drive has been landscaped and cleaned.
- Westport Fire Station has been landscaped and cleaned.
- All damaged bollards in Founders Park were replaced with new bollards.
- Ronco Property has been cleaned and mowed. Rope fence and posts have been replaced.

Work Order Summary

- Grounds staff concentrated their efforts on Town Hall and parks with mowing and beautification.
- Grounds received 50 work orders in February, with most of them being beautification related (18).
- Grounds completed 40 work orders in February, with an approximate expense of \$19,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment (\$11,775).



Facilities Updates

Work Priorities

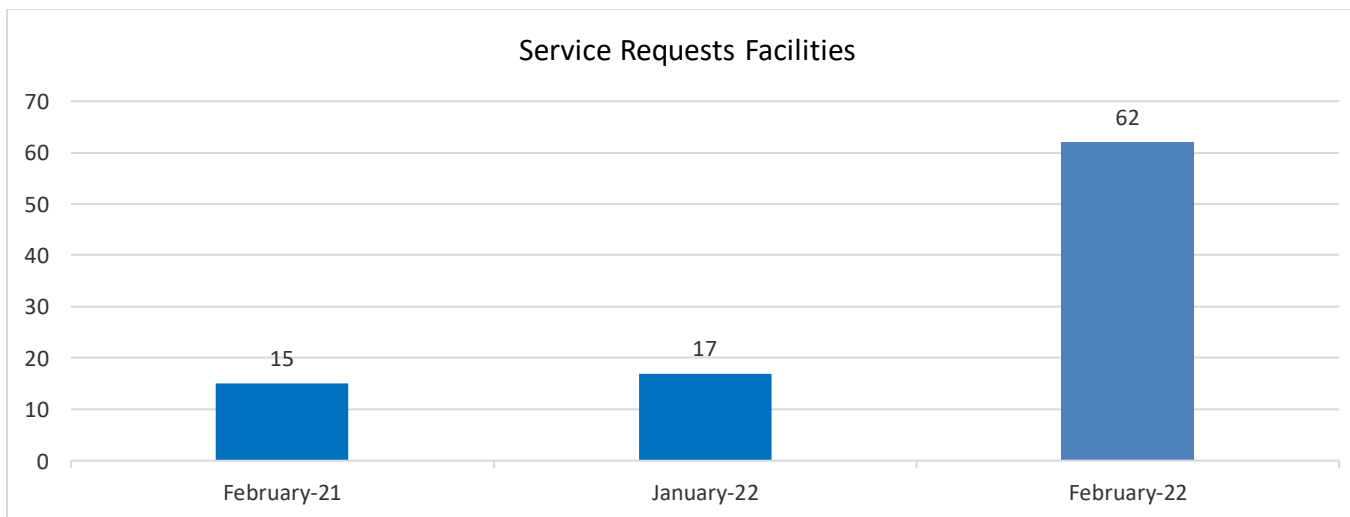
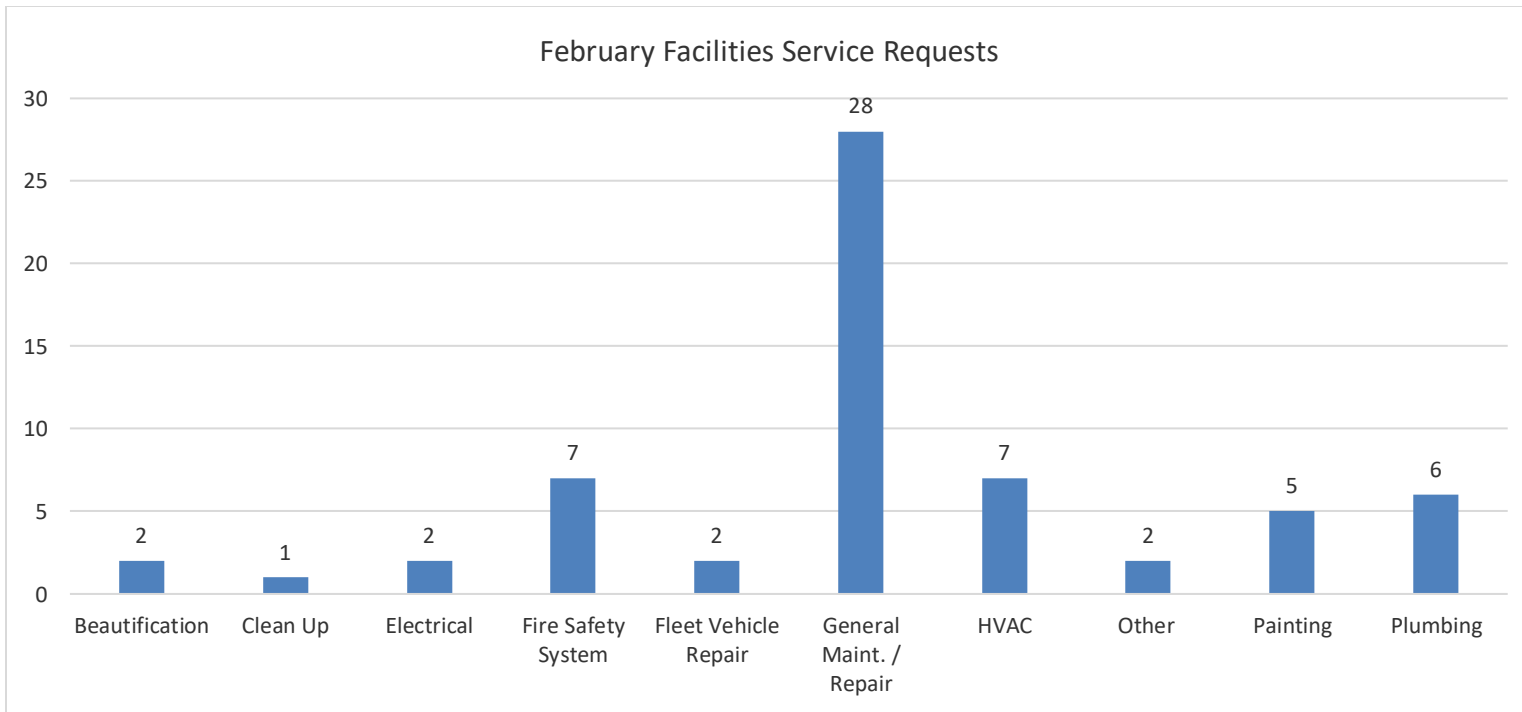
- Staff is obtaining vendor quotes for roof repairs at the MOC. The goal is to complete this work in March.
- HVAC upgrades to correct the humidity and moisture issues at the Westport Fire Station have begun and will be completed in March.
- Staff is working with Monteith Construction to correct some paint deficiencies on the outside red cement board at the LCAC. This work is under warranty and being filed with the manufacturer.
- Staff is soliciting a quote from Piedmont Natural Gas to install a gas line at the LCAC. Gas is needed for the kiln.
- Staff is working on annual preventative maintenance service on all garage doors at Town facilities. A PO is being finalized in March for Overhead Door Company.
- Staff is upgrading the faucets at the LCAC, as the existing faucets are expensive and require repair/replacement.

Projects Completed

- Work on the HVAC issues at Town Hall, primarily in the Police wing, has been completed.
- The windows on the Parks & Recreation shed at Town Hall have been enclosed.
- The HVAC issues at the LCAC have been resolved.
- All carpets were cleaned at Town Hall.
- Staff repaired the lights on the street side of the warehouse at the MOC.
- Staff completed HVAC upgrades in the warehouse breakroom at the MOC.
- Staff repaired the floor scrubber at the LCAC.
- Staff flushed and performed maintenance on the hot water tanks and eye wash stations at multiple Town facilities.

Work Order Summary

- Facilities received 62 work orders in February, with most of them being general maintenance and repair related (28).
- Facilities completed 39 work orders in February, with the bulk of the expense being HVAC related (\$52,000).



Fleet Vehicle Updates

Work Priorities

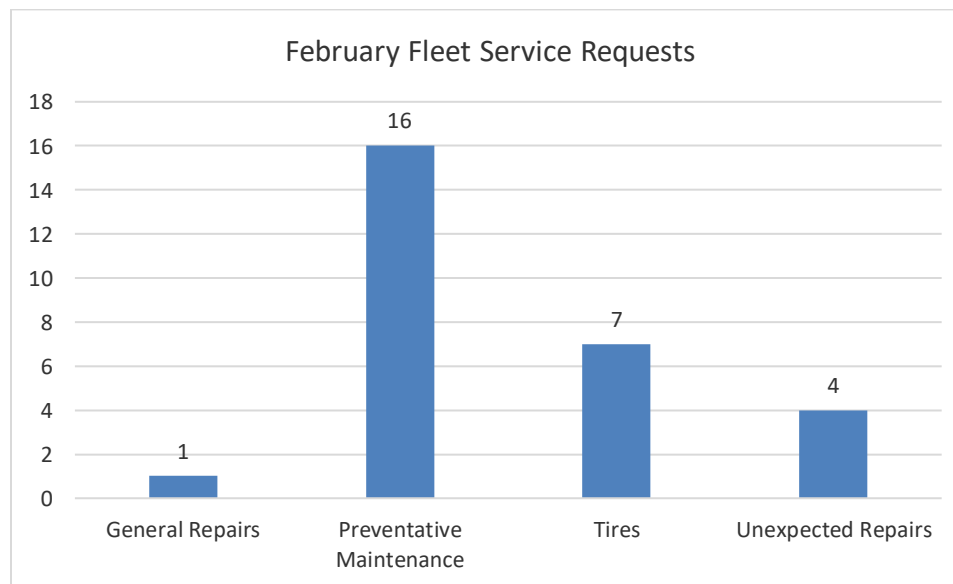
- Staff is working with the Fire Department to create a fire apparatus maintenance RFP. The RFP will be published in March.
- Staff is finalizing the financial piece of an open PO for impound towing via Earl's Wrecker Service.
- Staff is initiating a business case analysis review for routine vehicle 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.

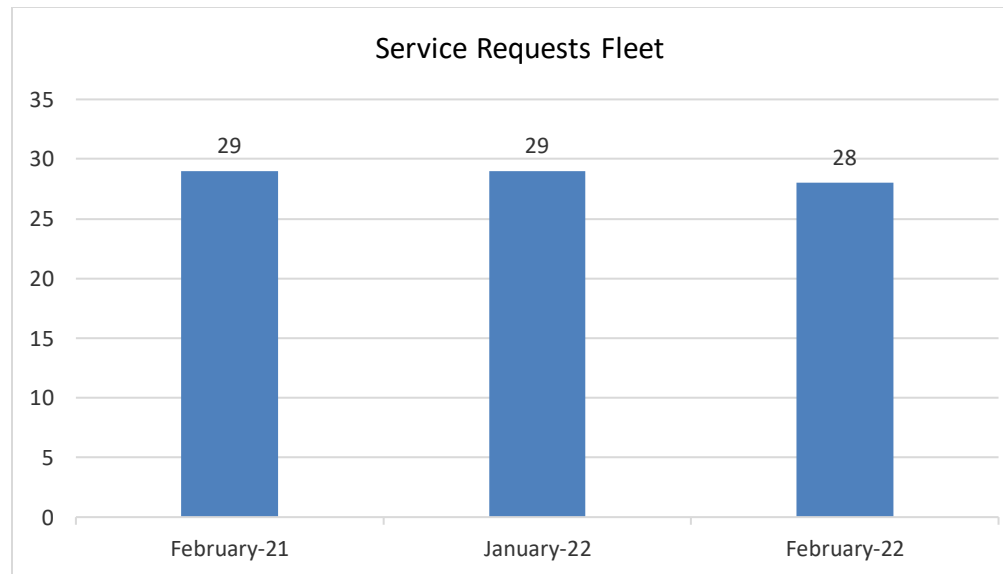
Projects Completed

- The contract with Parker's Autobody Collision has been fully executed and finalized.
- Staff transferred the animal control cage to a truck on loan to the PD.

Work Order Summary

- Fleet received 28 service requests in February for a total expense of \$6,828. Most of the service requests were preventative maintenance related (16) for a total expense of \$1,614.





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.
- Next Steps: Town staff is working with NCDOT to close out the project and seek construction reimbursement.
- Concerns: None 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.

- Next Steps: The contractor has work remaining on the I, J, and K projects and has been nonresponsive to recent requests. The contractor has failed to maintain satisfactory progress and found to be in default of their contract. SEPI Engineering is sending over required paperwork to the contractor's surety for the work to be completed. Timeline is unknown.
- 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 on next steps.

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 provided to the Town for review.
- Next Steps: The engineer has finalized the concept plans and presented to Town staff. Staff to review and provide feedback to the engineer prior to moving forward with design and permitting.
- 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: Design is underway.
- Next Steps: Survey and Geotech field work has been completed. The engineer is finalizing preliminary plans for Town staff review in March. Staff to coordinate the resurfacing of Highway 17 and signal upgrades at Olde Waterford Way with NCDOT.
- Concerns: None 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 contract for survey, design, and permitting services.
- 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.

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: Did not receive enough bids per the Town's procurement requirements at the bid opening on February 24. The project will be re-advertised from February 25 to March 16.
- Next Steps: Receive and review bids once advertisement closes. Town staff anticipate construction to begin in early May.
- 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: Site plan in TRC review and final construction drawings being developed by the contractor. Expecting to begin site work in anticipation of metal building delivery in June timeframe.
- Next Steps: Receive 100% construction plan set, obtain permits, and develop schedule for construction. Working with Duke Energy on photometric plan and three phase electricity. Working on additional needs outside of construction such as moving the generator, lockers, appliances, etc.
- 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 and site work are both progressing into final stages of construction. Majority of driveway and sidewalks have been laid, flooring is currently going in, finishing painting, IT install, final electrical, and cabinetry.
- Next Steps: Continue with final installation of concrete, sidewalks, and stormwater piping. Finish flooring, hang gear lockers, ceiling tiles installation, IT installation, and start placing furniture. Some items such as plymovent and generator will be installed after station is open due to supply chain issues.
- 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 breakroom/bathrooms is ongoing and is expected to be completed in March. Public Services has started installation of bin/block storage in rear lot, as well as placing stone for laydown yard in rear of warehouse.
- Next Steps: Complete laydown yard and bin/block storage area in March.
- 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: Cleanup/debris removal has been completed on all four sections of stream. Application was submitted to NCDENR for design of streambank stabilization.
- Next Steps: Waiting on approval from NCDENR so that crews can begin working on streambank stabilization of Jackeys Creek.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: NCDENR has received Brownfield application and is reviewing the application.
- Next Steps: WithersRavenel to complete Brownfield study of the property once application is approved.
- Concerns: Funding for park project once study has been completed.

Founders Park Improvements

- Purpose: Park improvements that will include walking paths, play areas, picnic shelters, an amphitheater, and improvements to Perry Avenue.
- Status: McGill currently working on finalizing site plan after coordinating with architect and playground/splashpad contractor. Design-build contract for playground/splash pad is being drafted and under review. Architect is working on preliminary plans for amphitheater, bathrooms, picnic shelters, and veteran's memorial.
- Next Steps: Finalize site plan with McGill, including Perry Avenue extension/improvements. Finalize design-build contract with great Southern Rec for design of playground/splashpad, work on preliminary plans with Goodrich for architectural design. Work towards RFQ advertisement for site work/architectural elements. Projected construction start date: January 15, 2023.
- Concerns: No concerns at this time.

Animal Control/Police Impound Facility at MOC

- Purpose: Renovate "Seaglass" building at MOC into an animal control facility.
- Status: Have received three quotes for renovation work and working to adjust a couple line items on those quotes before submitting for a PO.
- Next Steps: Award contract and issue PO. Once PO is issued, staff will also be doing purchase orders for additional items needed such as kennels, sinks, dishwasher, etc.
- Concerns: None at this time.

Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town park.
- Status: Forestry mulching work has been delayed due to wet conditions. Currently consulting with other firms to get second opinion.
- Next Steps: Clear undergrowth and small trees and have lot surveyed and wetlands 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: Sawyer has submitted 100% preliminary plans for Town's review. Currently in review by Town staff and architect to make revisions as necessary. Town Attorney has also reviewed preliminary contract and is currently waiting on supplemental conditions to give full review.
- Next Steps: Finalize plans and bid documents; bid and award project. Project Manager currently coordinating staff working arrangements along with IT Manager.
- 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. When dry, the crew will move back into the area to finalize clearing. Following this work, the site will be surveyed and a design layout will be created. 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, survey, and wetland delineation. Meet with Innova disc golf to do a site inspection and begin disc golf course design. Complete design of disc golf course as well as access road and parking area.
- Concerns: No concerns at this time.

Department News

Community Enrichment Director Wyatt Richardson and Assistant Town Manager Niel Brooks attended the North Carolina Parks and Recreation Directors Conference in early February.

Parks and Recreation Board Summary

The Parks and Recreation Board met on February 23, 2022, and heard the following items:

- Appointment of new board member Arianne Sitter.
- Announcement on organizational changes.
- Update on the PROS plan.
- Review of a request to name a future park site located on Trade Street.
- Review of draft cost recovery policy.
- Update on amended Board and Committee Rules of Procedure.

The next meeting is scheduled for April 20, 2022.

Upcoming Events

March 25, 2022 – LCAC Performance Series: Down to Earth Aerials

March 26, 2022 – Youth Arts Day

April 7, 2022 – Night Hunt

April 9, 2022 – Movies in the Park: Space Jam

April 16, 2022 – Egg Hunt

April 20, 2022 – Plant Giveaway

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

Parks, Recreation, and Cultural Resources Updates








Spring and summer programs and events began in March. The LCAC hosts the annual Youth Arts Showcase all month long. This year's exhibit includes artwork from 50 students in kindergarten through 12th grade from 12 different Brunswick County schools. March also includes pop-up workshops in the parks with Art Around Town as well as the return of the LCAC Performance series featuring Down to Earth Aerials. The month concludes with the popular Youth Arts Day on March 26, which will include awards, hands-on art activities, and entertainment for kids of all ages!

Many of the Town's annual outdoor events return in April. Both Night Hunt and Egg Hunt are back this year in their traditional formats. The youth Egg Hunt will take place at Brunswick County's Northwest District Park. Plant Giveaway will provide Leland residents with a variety of plant options and education for spring. Movies and concerts in Founders Park will also kick off with a screening of Space Jam and a rockabilly performance by The Phantom Playboys.

Department News

Town Hall remained closed to non-scheduled, walk-in visitors due to HVAC repairs for the first part of February. Roughly 90 people visited the front desk at Town Hall while it was open to the public. Around 275 people called the main phone line during February. Ms. Jewell completed FEMA training in IS-00200.c for Basic Incident Command System for Initial Response.

Social Media Update

- Facebook Highlights (February 1 – 28, 2022)
 - Added 47 new page followers
 - Overall post reach – 42.7K
 - Top post (Largest reach): “Last night, Mayor Bozeman awarded Teacher’s Assistant Blake Hobbs with an Act of Heroism Award in response to the life-saving efforts he conducted for a student at North Brunswick High School. Thank you, Mr. Hobbs, for your selfless service to others!   WECT News article  <https://bit.ly/3LJadNr>”
- Twitter Highlights (February 1 – 28, 2022)
 - Impressions/Reach – 4,005
 - Received 1,478 new profile visits
 - Top tweet (Largest reach): “The Old Fayetteville Road Multi-Use Path has been nominated for the 2022 NCDOT Mobi Awards.  Be sure to vote for this project before Feb. 25! #LelandNC Full article  bit.ly/3rPuHfs”
- NextDoor Highlights (February 1 – 28, 2022)
 - Impressions/Reach – 20,589
 - Likes/Comments – 33
 - Top post (Largest reach): “ We're hiring! We're looking for an Assistant Finance Director and a Grant Manager. Visit our website for all the details and how to apply  <https://bit.ly/3pxcuAX>”

Project Updates

- New website build has begun. Staff researched other municipal websites and coordinated meetings with each department to review their respective webpages and outline goals for the new website.
- Continued expanding on social media strategy by creating more engaging content and videos for public information with new software and researching effectiveness of social media promotions.

- Created marketing materials for various departments, including graphics for Town TVs and social media, flyers, and other materials.
- Coordinated with photographer for new headshots.
- Developed and executed comprehensive communication strategy for Leland Fire/Rescue launch of Senior Citizen KnoxBox Program, to include creation of online resources, press release, distribution through social media and newsletter, and coordinating media coverage.
- Responded to various public inquiries through social media, email, and website contact form submissions.
- Managed media inquiries, assisted in developing Town statements, distributed press releases, and coordinated coverage.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Fiscal Year 2022-2023 Budget](#)
 - [N95 Masks Available at Town Hall](#)
 - [Old Fayetteville Road Multi-Use Path Nominated for NCDOT Award](#)
 - [Leland Fire/Rescue Announces Senior Citizen KnoxBox Program](#)
- Port City Daily
 - [Town to bear cost of improved roads for Leland Corners](#)
 - [Text amendment opens door for RV parks in Leland](#)
 - [Battleship Point team looks to find success in Leland after New Hanover slow-down](#)
 - [NC DOT nominates Leland multi-use path for Mobi Award, voting open](#)
 - [Talks of riverfront district in Leland for Battleship Point underway](#)
- WWAY
 - [Leland to consider annexing land near Battleship caught in development controversy](#)
 - [Leland Fire/Rescue announces senior citizen KnoxBox program](#)
- WECT
 - [Leland Fire/Rescue saves man pinned by flipped car](#)
 - [Leland Town Council: Habitat for Humanity to withdraw rezoning request](#)

- [Area law enforcement partners with agencies to reduce alcohol offenses](#)
- [Development group requests annexation of west bank property into Town of Leland](#)
- [What proposed Leland annexation would mean for residents in both Brunswick and New Hanover Counties](#)
- [UPDATE: Leland Planning Board postpones discussion about annexing land for ambitious development proposal](#)

- StarNews
 - [How the Leland Cultural Arts Center became the town's 'community hub'](#)
 - [Art opportunities at the Leland Cultural Arts Center](#)
 - [Leland residents fight off rezoning involving Habitat for Humanity community](#)
 - [An RV park could be coming to Leland. Find out where.](#)
 - [Cape Fear River west bank developers explore annexation of existing site into Leland](#)
 - [Leland leaders weigh impact of proposed zoning changes on river's west bank](#)
 - [Salary database: Here's how much town of Leland employees make](#)

- Wilmington Business Journal
 - [Leland Announces New Leadership Roles](#)
 - [Battleship Point Developers Could Seek Annexation By Leland](#)

TDA Marketing

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

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in February. The next meeting is scheduled for March 16, 2022.

Town Clerk's Office

The North Carolina League of Municipalities Annual City Vision Conference will be held in Wilmington April 26-28.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - February 8 Council Special Meeting – FY22/23 Budget
 - February 10 Economic Development Meeting
 - February 14 Agenda Council Meeting
 - February 14 Council Closed Session Meeting
 - February 17 Council Regular Meeting
 - February 22 Planning Board Meeting
 - February 22 Audit Committee Meeting
 - February 22 Parks and Recreation Board Meeting
- Action Items:
 - Budget Amendments – 0
 - Minutes – 7
 - Resolutions – 13
 - Ordinances – 9
 - Appointments – Arriane Sitter, Parks and Recreation Board to fill Kelli Newton's term which ends on June 30, 2023
- The Town Council and Board and Committee Rules of Procedure was amended and adopted by the Town Council at their Regular Council Meeting on February 17 to satisfy the newly adopted SB 473.
- The in-person Essentials of Municipal Government Course has been rescheduled for March 24 and 25. Staff registered Council and the Town Clerk to attend the course.
- Councilmembers have been registered to attend the Cape Fear Council of Government Annual Banquet event to be held on March 31.
- Rules of Procedure and facilitator training will be scheduled after July 1. Some board member terms will be ending June 30 and it is best to wait for the new appointments. The Boards and Committees will appoint the chair and vice chair at the organizational meeting. The chairs and vice chairs will be provided with the facilitator training once they have been identified.

Department News

Master Officers Gaston and Guy attended the Crime Scene Investigation course in Salemburg January 31-February 11. This is an 80-hour course that provides the necessary skills to secure and protect a crime scene, document a crime scene through sketching and photography, and properly collecting, packaging, and transmission of evidence to the crime lab.

Master Officer Yeager attended the Intoximeter Recertification class at Oak Island Police Department on February 2.

Officers Bortnick and Robeson attended Intoximeter Certification February 7-11.

Officer Holland attended the Gracie Survival Tactics course in Salemburg February 7-11. Based on Gracie Jiu-Jitsu, Gracie Survival Tactics (GST), is a revolutionary defensive tactic that incorporates time-tested techniques into an easy-to-learn system that was designed to help officers humanely prevail against larger and stronger opponents.

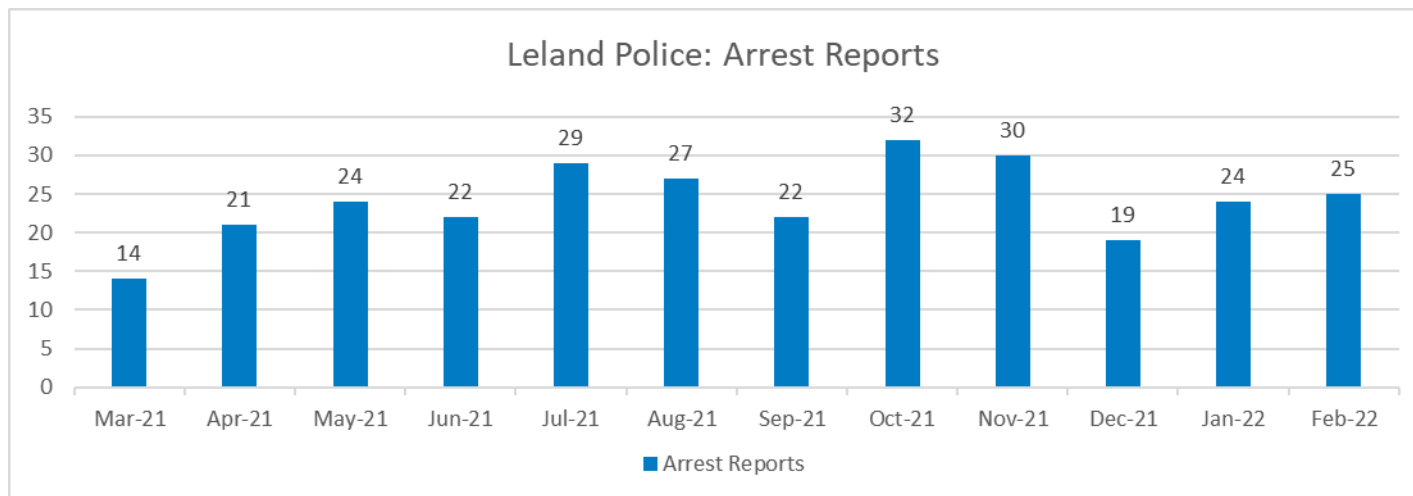
Master Officer Gaston attended the General Criminal Investigations course February 21-25. This 40-hour course is intended as a foundational course that will teach officers broad yet fundamental investigative procedures necessary to conduct a thorough criminal investigation starting with the initial response and ending with a successful prosecution.

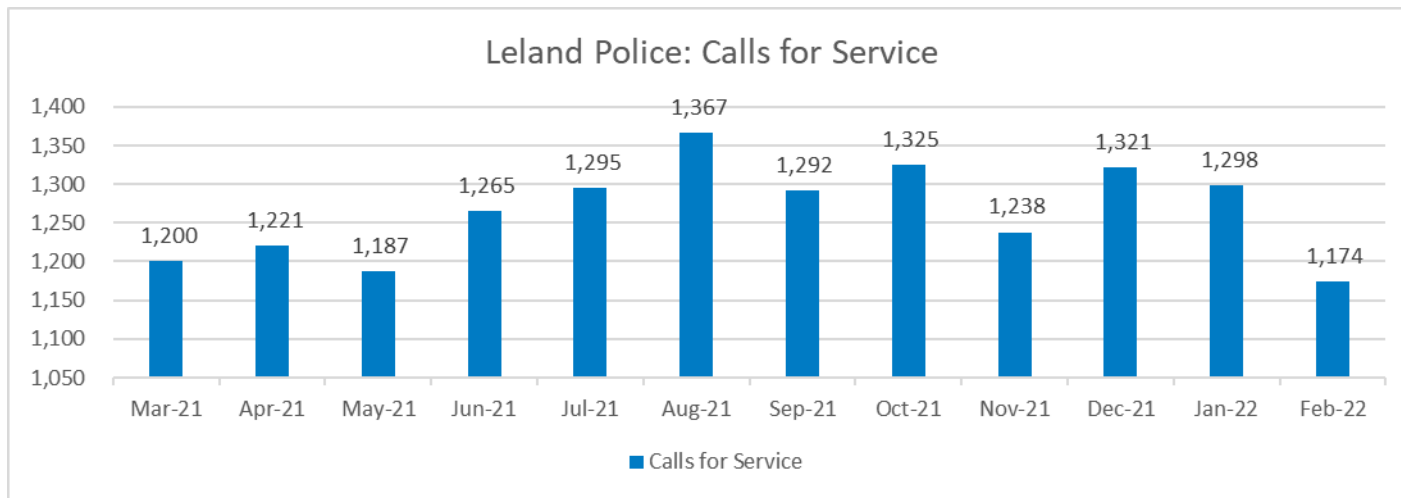
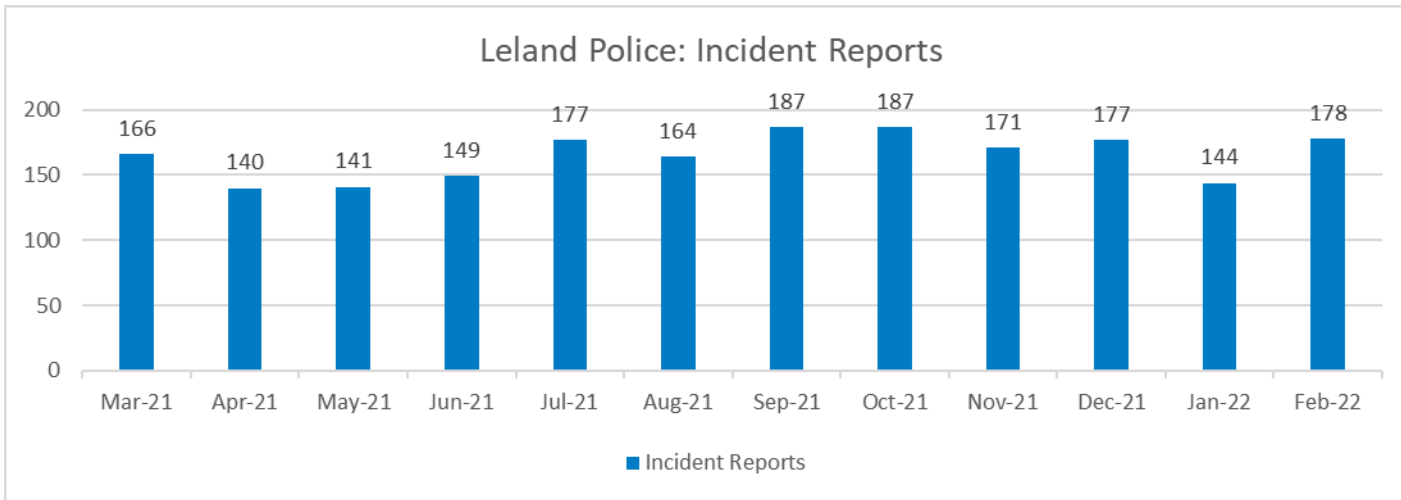
Sgt. Munger and Master Officer Guy attended the Community Oriented Policing course in Salemburg February 21-23. This is a 24-hour course for officers who actively engage in community policing initiatives with their agency. It focuses on the delivery of police services and helps the officer become familiarized with the philosophies and concepts of oriented and problem-solving policing.

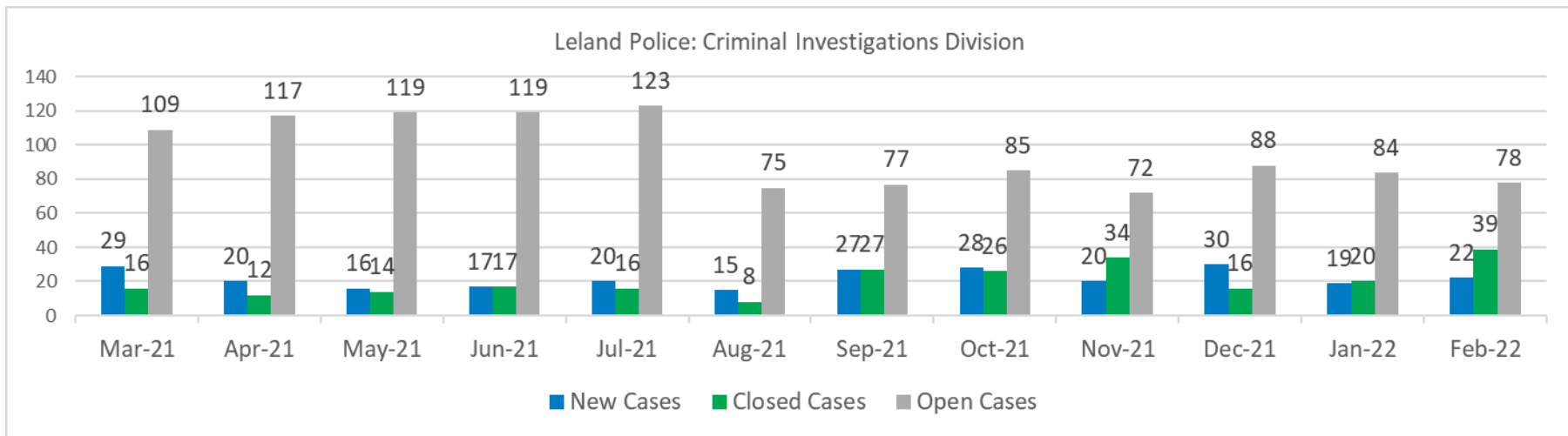
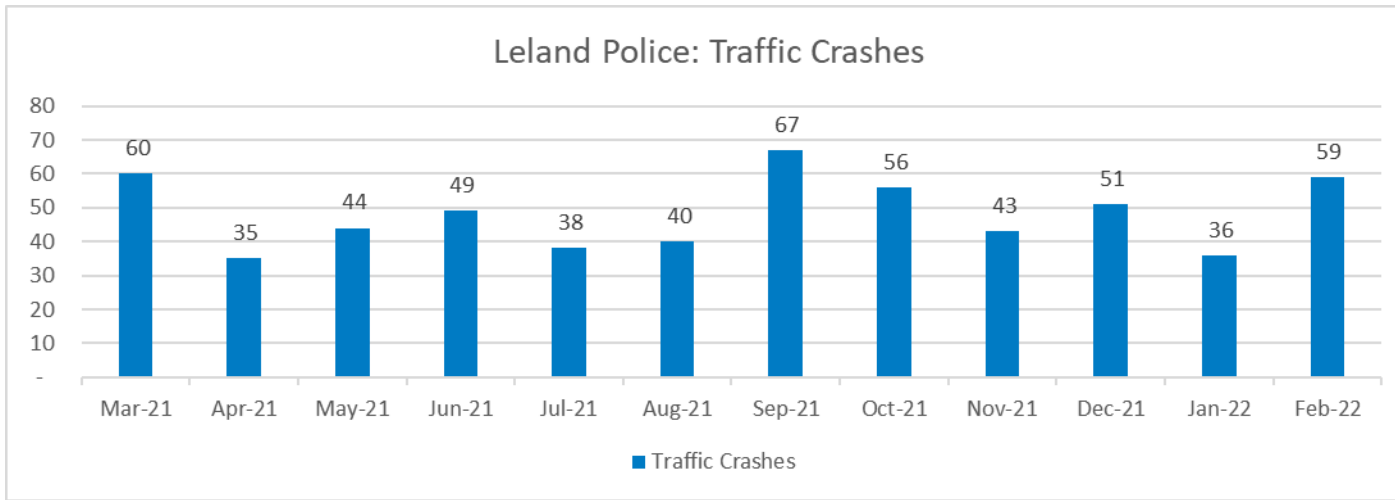
Officers Majors, Weaver, and Bortnick successfully completed Standardized Field Sobriety Test Training. This training provides officers the knowledge and skills to detect impaired drivers.

Dashboard

| Animal Services Report | | | | | | | |
|------------------------|------------|----------------|----------------|-------------|-------|-----------|-------|
| | Complaints | Cats Picked up | Dogs Picked up | Transported | Traps | Citations | Bites |
| Mar-21 | 44 | 5 | 6 | 11 | 8 | 1 | 3 |
| Apr-21 | 46 | 5 | 1 | 6 | 3 | 0 | 4 |
| May-21 | 52 | 2 | 3 | 5 | 8 | 1 | 1 |
| Jun-21 | 57 | 8 | 5 | 14 | 3 | 1 | 2 |
| Jul-21 | 33 | 3 | 3 | 6 | 2 | 1 | 4 |
| Aug-21 | 51 | 2 | 2 | 4 | 3 | 1 | 7 |
| Sep-21 | 25 | 2 | 6 | 7 | 0 | 0 | 2 |
| Oct-21 | 38 | 5 | 2 | 7 | 4 | 0 | 2 |
| Nov-21 | 33 | 2 | 7 | 9 | 3 | 0 | 4 |
| 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 |
| Totals | 474 | 41 | 47 | 86 | 43 | 8 | 33 |





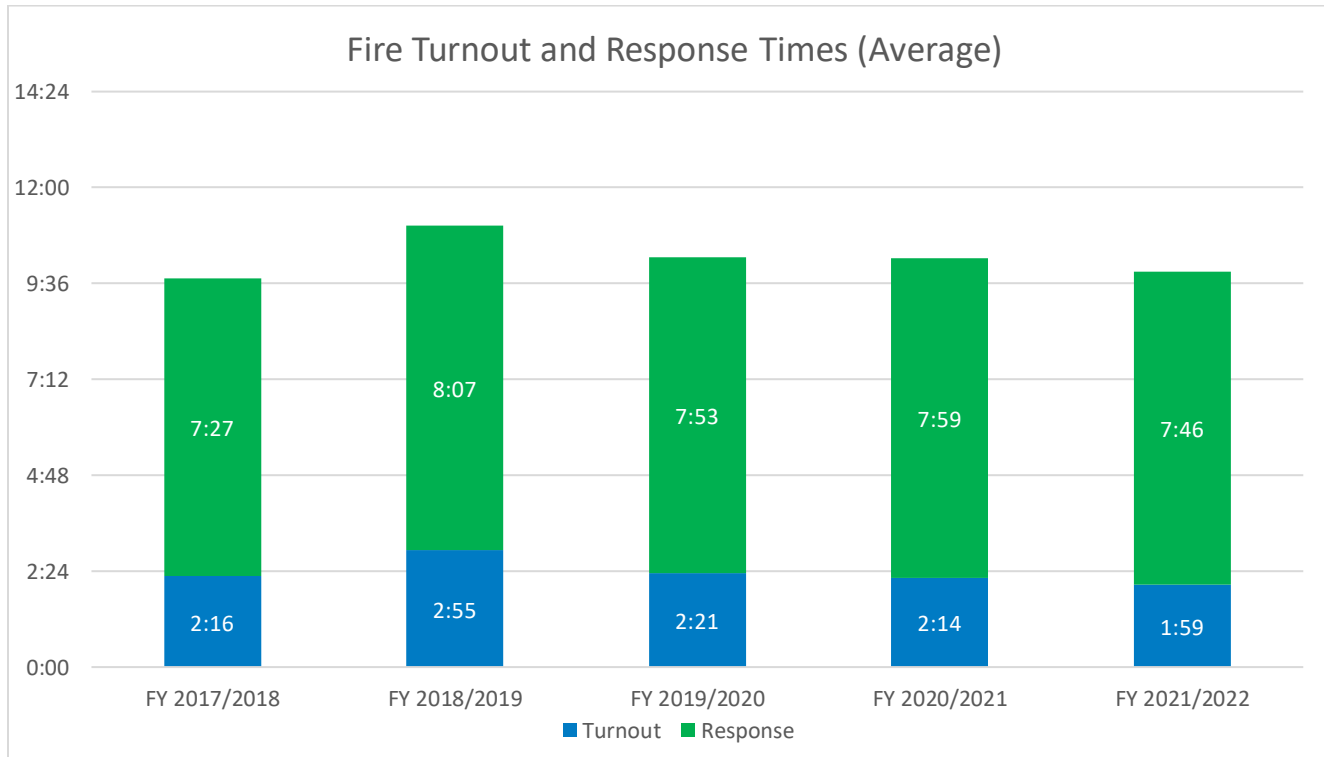


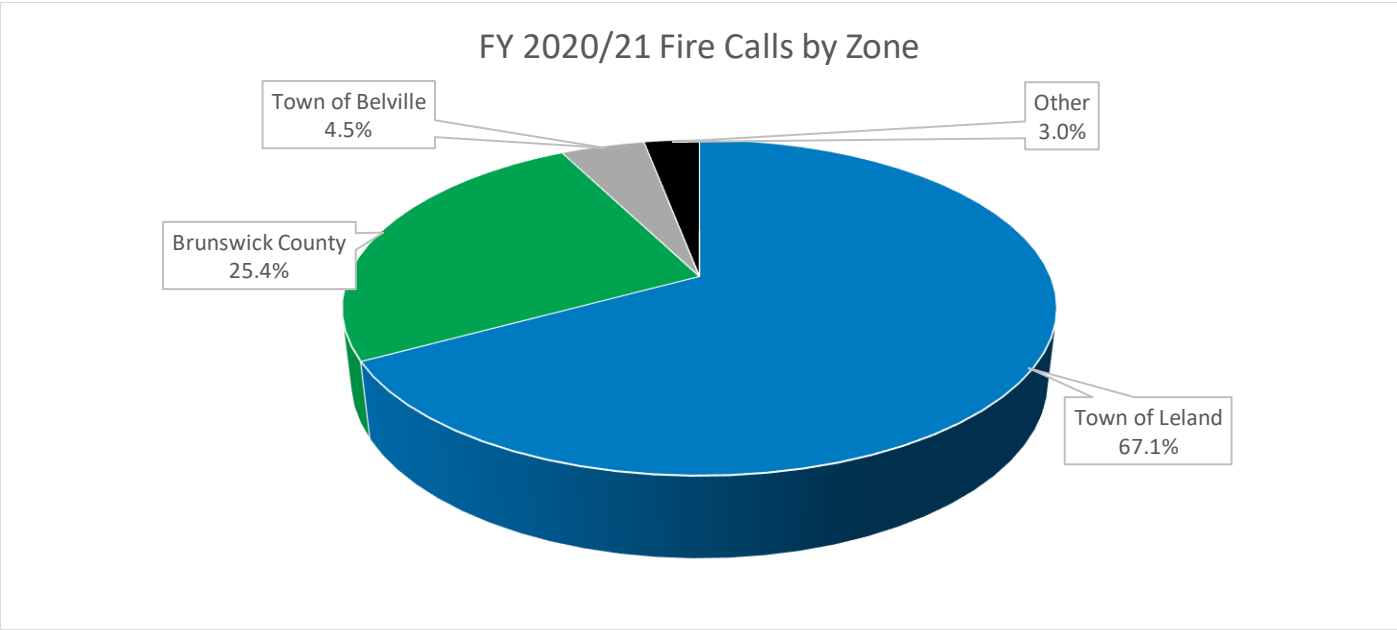
Department News

On February 8, three new firefighters started Leland Fire/Rescue. These three positions will allow the department to effectively staff engines with three personnel each and the ladder truck with four personnel. That increases the total 24-hour shift staffing level to 14, including the on-duty Battalion Chief. This allows the department to bring more resources to a reported structure fire faster so that staff can conduct multiple essential operations (fire attack, searching for victims, ventilation, water supply, incident command, etc.) all at the same time. National data shows that a victim trapped in a fire has a 71% chance of survival if crews can get to them and get them out in six minutes or less after firefighter arrival. Effective staffing gives the department a greater chance of being able to do that.

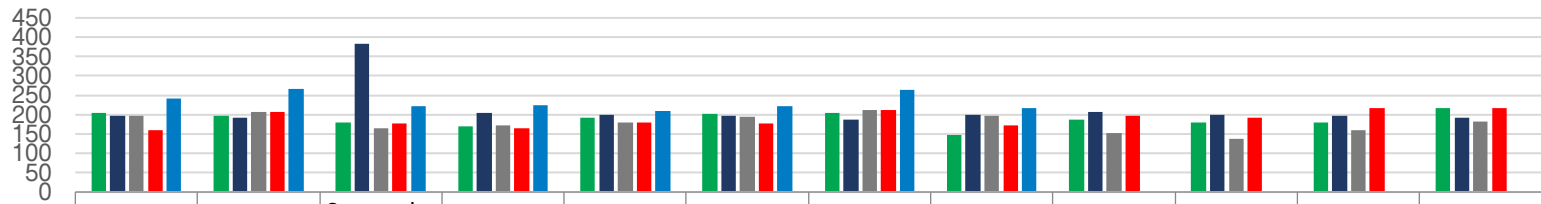
Fire Station 53 is getting closer to completion, with hopes to put it in service and begin responding to calls from there in the next month or so. The placement of this station, Station 52, and moving the current Station 51 to Hwy. 74/76 will allow the department to reduce the amount of travel time to emergencies in a majority of the response area to around four minutes or less. The quicker crews arrive, and the more effective and efficient they can be when they do, the better chance there is to create an excellent outcome for the community.

Dashboard





Fire Calls



| | July | August | September | October | November | December | January | February | March | April | May | June |
|----------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| ■ FY 2017/2018 | 204 | 198 | 180 | 170 | 193 | 202 | 204 | 148 | 186 | 180 | 180 | 217 |
| ■ FY 2018/2019 | 198 | 191 | 384 | 204 | 200 | 196 | 186 | 199 | 208 | 199 | 198 | 192 |
| ■ FY 2019/2020 | 198 | 207 | 166 | 172 | 180 | 195 | 213 | 197 | 152 | 137 | 160 | 183 |
| ■ FY 2020/2021 | 159 | 206 | 178 | 166 | 180 | 176 | 213 | 171 | 197 | 191 | 217 | 217 |
| ■ FY 2021/2022 | 242 | 267 | 223 | 224 | 210 | 223 | 263 | 218 | | | | |

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

Department News

Mr. Grimes attended training in Threat Hazard Identification, Emergency Operation Center (EOC) functions, and participated in a multi-county planning group. He is working with Brunswick County EM (Emergency Management) staff to prepare for a scheduled full-scale exercise of the REP (Radiological Emergency Preparedness) plan for Brunswick Nuclear Plant. Mr. Grimes worked with Public Safety teams to identify improvements in on-scene response and how each department can benefit the other in creating cohesive incident scene operations, other staff to prepare the FY22/23 budget, and with the IT Manager, Public Safety Director, and Brunswick County Emergency Management Director to evaluate improvements in emergency operations. Software systems are being evaluated to improve communications with the county, state, and federal partners. Save the date emails were sent to partners to begin preparation for the 2022 Hurricane Expo, happening June 11, 2022, at the Leland Cultural Arts Center. Mr. Grimes will be working with staff and stakeholders over the coming months to make this year's expo successful. He has been working with the National Weather Service to designate the Town of Leland as a StormReady Community.

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.
- Staff has completed the National Weather Service StormReady Community initiative process and are awaiting approval.

Projects Completed

- No projects completed in February.

Significant Purchases

- No significant purchases in February.

Department News

Amity Cecil attended a series of online classes as part of her path towards becoming an ICC (International Code Council) certified permit technician. Ms. Cecil also attended the NC Law and Administration course, which is an overview of the state's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing, and fire prevention code enforcement officials.

Daniel Knoch taught a NC Standard Building Level 1 class at Cape Fear Community College. This class was open to inspectors across the state, and attendance included some of Leland's inspections staff. Mr. Knoch also attended a webinar about soft skills put on by the ICC Global Membership Council Webinar Series. This webinar focused on soft skills training for building safety professionals. Mr. Knoch will be able to use knowledge gained in this course and others to help the permitting and inspections teams continue to improve customer service delivery.

Barnes Sutton, Ben Andrea, and Ashli Barefoot attended Housing Affordability in the Cape Fear, the Cape Fear Housing Coalition's 2022 legislative update and advocacy event.

Ms. Barefoot attended National Models and Methods for Achieving Equitable Development hosted online by Smart Growth America. This webinar reviewed national models and methods to improve the quality of life in underserved neighborhoods while also building the capacity of community non-profits and measuring the social impacts of their work.

Mr. Sutton is attending 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.

Mr. Andrea attended the following: a webinar from NCDOT about their "Complete Streets" policy and how it directs the department to consider and incorporate modes of transportation alternative to the motor vehicle when they are building new projects or making improvements to existing infrastructure; a webinar *Dream, Play, Build: Hands-on Community Engagement for Enduring Spaces and Places*, which gave an overview about interactive model-building workshops and sensory site exploration methods when performing community engagement for public planning projects; a webinar *National Models and Methods for Achieving Equitable Development*, which discussed national models and methods to improve the quality of life in underserved neighborhoods while also building the capacity of community non-profits and measuring the social impacts of their work; and a webinar *From Complete Streets to Complete Networks: A Data-Driven, Performance-Based, Multimodal Planning Tool*, which overviewed a set of tools built to evolve the state of the practice for complete streets planning and design – one GIS tool for the network analysis and another for analyzing the multimodal performance of individual streets. Mr. Andrea virtually attended the NC Association of Zoning Officials two-day mid-winter workshop. Session topics included NC legislative and legal updates; diversity, equity, and inclusion; vesting, permit choice, and phased developments; and impacting crime through code enforcement. Mr. Andrea co-presented with Mayor Bozeman to the Kiwanis Club about the Leland 2045 plan, how it was created, and how it will guide development for Leland into the future.

Planning Board Meeting Summary

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

1. Preliminary Subdivision Plat for Pinewood Cannon 2 – The Planning Board voted to approve a subdivision plat for 459-lot single family residential lots off NC Highway 87.
2. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 0.998-acre area located off Lanvale Road, which is proposed for voluntary annexation into the Town.
3. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 9.66-acre area located off Lanvale Road, which is proposed for voluntary annexation into the Town.
4. Master Land Use Plan Amendment – The Planning Board voted to recommend approval of a proposed amendment to the master land use plan for Brunswick Forest.
5. Site Specific Plan for Phase 9 Section 2 at Brunswick Forest – The Planning Board voted to approve a site specific plan for a 123-lot single family residential and 48 duplex unit project on 57.5 acres in Brunswick Forest.
6. Text Amendment Proposal for Riverfront Urban Mixed Use District – The Planning Board heard a 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. The Board voted to continue the item to their March 22, 2022 meeting.
7. Initial Zoning Recommendation in Connection with the Annexation of an Approximately 0.998 Acre Town-Owned Property – Recommendation of Conservation District zoning district for two parcels off Trade Street near Windsor Park.

The Planning Board's next meeting is scheduled for March 22, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

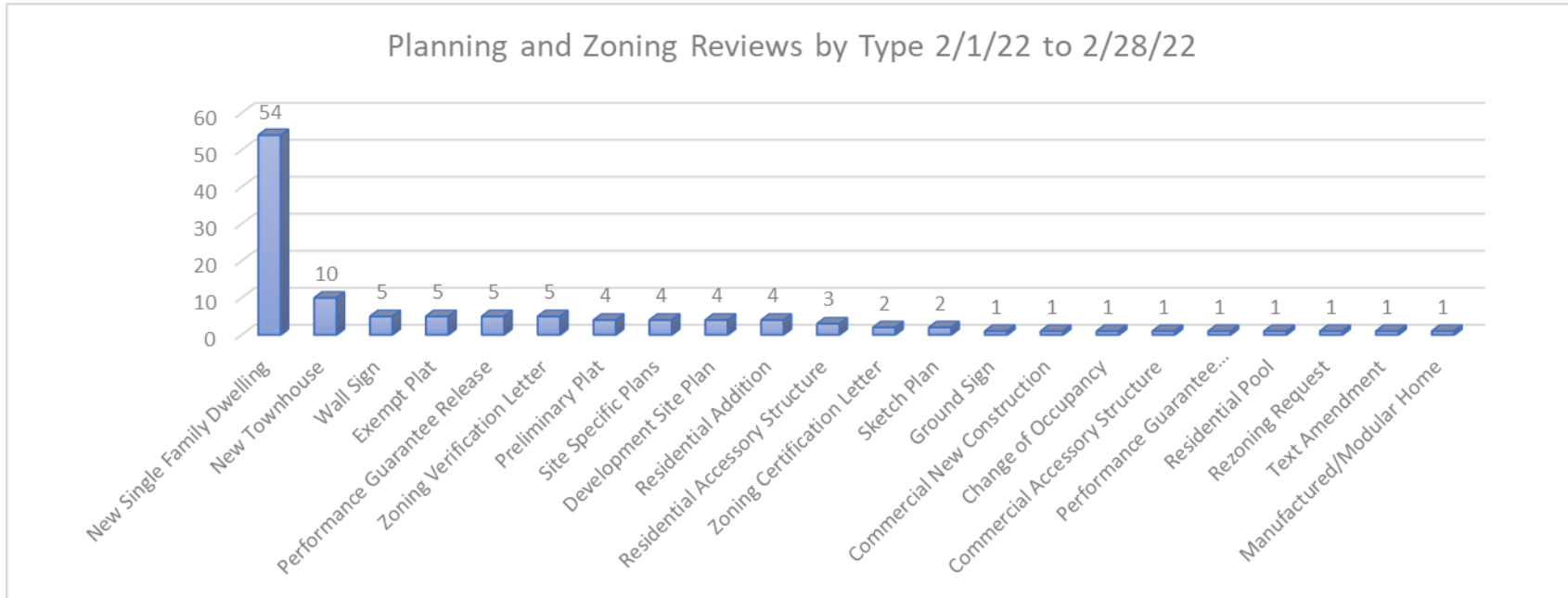
Current Planning Update

TRC Report

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

1. Site Specific Plan for The Townes at Seabrook – Proposal for 208 townhome units off Buckeye Road.

Planning and Zoning Reviews



Other Information

Improvement Guarantees

| Subdivision | Number of Agreements | Total per Agreement Type | Change from Previous Month |
|--------------------------------------|----------------------|--------------------------|----------------------------|
| Adair Park | | | |
| Cash Bonds | 1 | \$188,258.13 | \$0.00 |
| Bellamy Place | | | |
| Cash Bonds | 1 | \$1,037,615.00 | \$0.00 |
| Brunswick Forest | | | |
| Letters of Credit | 17 | \$7,609,665.13 | \$0.00 |
| Grayson Park | | | |
| Cash Bonds | 3 | \$50,860.15 | \$0.00 |
| Surety Bonds | 3 | \$125,350.00 | \$0.00 |
| Ibis Landing | | | |
| Surety Bonds | 1 | \$241,656.88 | \$0.00 |
| 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 | 20 | \$7,833,420.13 | \$0.00 |
| Total Cash Bonds | 12 | \$2,396,930.03 | \$0.00 |
| Total Surety Bonds | 10 | \$1,082,750.83 | \$0.00 |
| Total Performance Guarantee Sureties | 42 | \$11,313,100.99 | \$0.00 |

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 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.

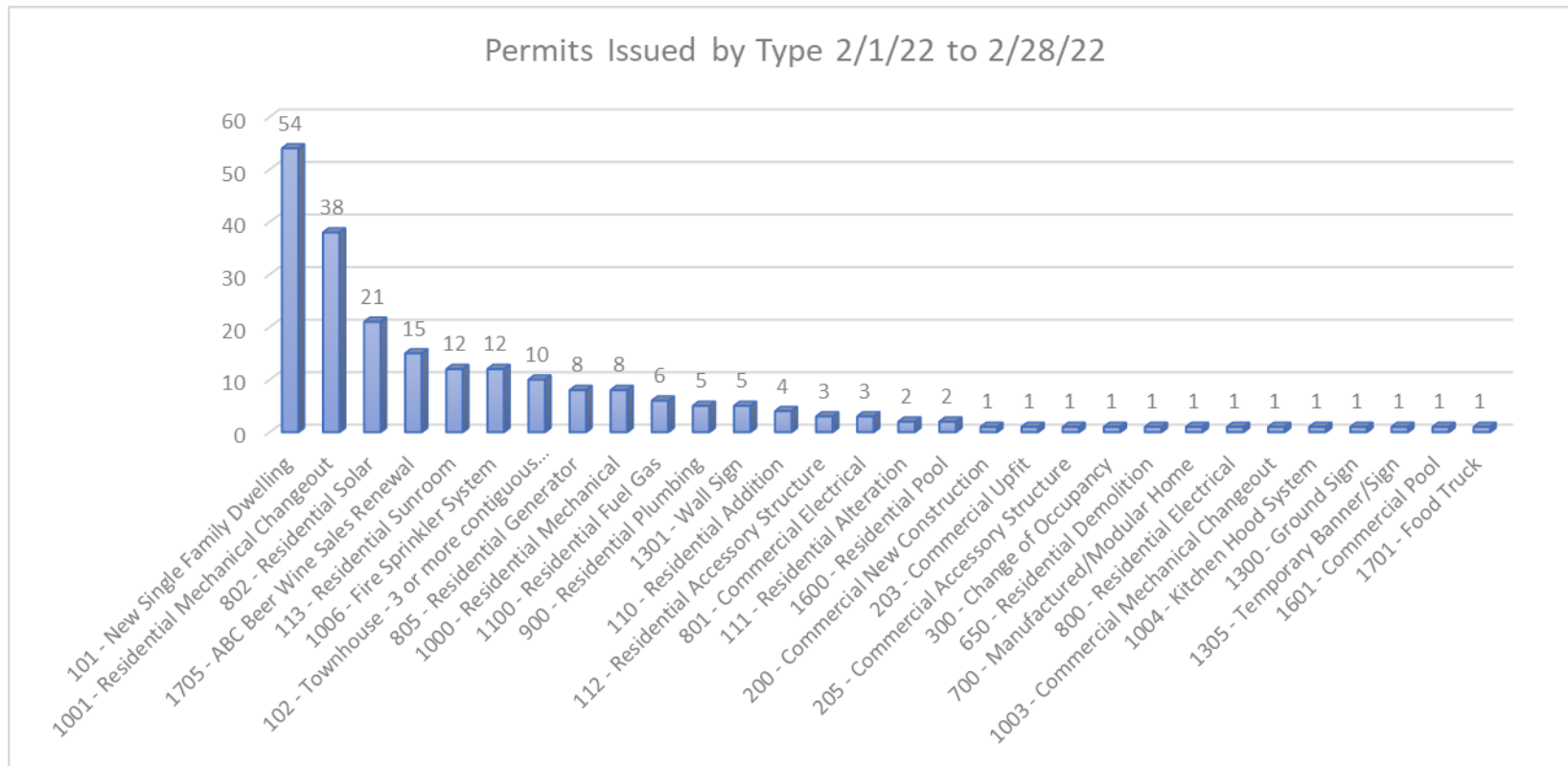
Transportation Planning Update

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.

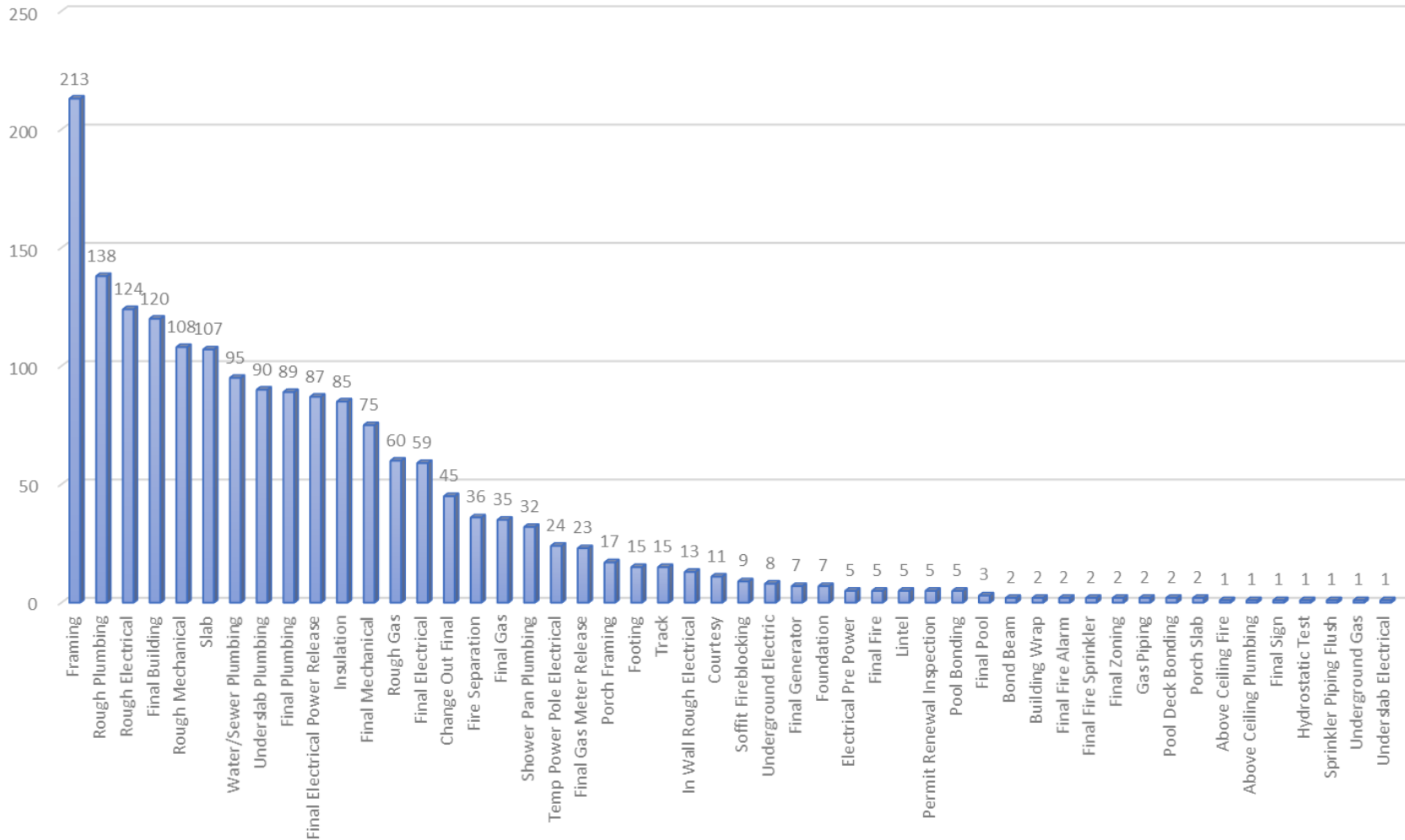
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on February 16, 2022. Topics discussed included an update on Port of Wilmington operations and the draft WMPO 2022-2022 Unified Planning Work Program.

Building Permitting and Inspections Update

| Total Permits Issued | Total Inspections | Total Value of Construction |
|----------------------|-------------------|-----------------------------|
| 221 | 1,798 | \$16,835,995 |



Inspections Completed by Type 2/1/22 to 2/28/22



Code Enforcement Update

| | Minimum Housing | Environmental | Stormwater | Zoning | Vehicle | Total |
|--------------|-----------------|---------------|------------|--------|---------|-------|
| Cases Opened | 0 | 3 | 0 | 2 | 0 | 5 |
| Cases Closed | 0 | 4 | 0 | 1 | 0 | 5 |
| Active Cases | 2 | 13 | 0 | 14 | 1 | 30 |

Department News

An undisclosed company is hoping to close soon 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

- **Custom Home Furniture Outlet** in the **Waterford Commercial Village** is now open to the public. A ribbon-cutting and VIP grand opening event was held on February 2.

New Construction/Development

- **Port City Community Church** has submitted site development plans to the Town for a new 22,241 square foot, 200 seat worship center they are planning to build on an approximately 11-acre site located on Old Fayetteville Road.
- **Swain and Associates** submitted site development plans for two 4,200 square foot commercial buildings in The Villages of Brunswick Forest to be located on a site near **The Joyce Irish Pub** and **Shuckin' Shack**.
- **Victory Lane Quick Oil Change** held a ground-breaking event on February 22. This new facility is now under construction at 3511 Rose Blossom Drive in Leland near **Tractor Supply**.
- Sitework is progressing on the **Brunswick Beer & Cider Co.** project in The Villages of Brunswick Forest.
- Construction is progressing on the **Tru by Hilton hotel** in the **Waterford Commercial Village**. The hotel will have 93 rooms and offer an indoor pool, continental breakfast, and other amenities.
- Sitework is progressing on a two-story, 45,000 square foot research facility for **Cygnus Technologies** next to the **Tru by Hilton** hotel in the **Waterford Commercial Village**.
- **SAMM Properties** submitted site development plans to the Town showing two three-story, 38,475 square foot Class-A office and select retail buildings in the **Waterford Commercial Village** that will be known as **The Offices and Shoppes at Waterford**.

Economic Development Committee Meeting Summary

The Economic Development Committee met on February 10, 2022. Mr. Jon Tait reported on the presentation that was given to the Wilmington Chamber of Commerce on January 25, 2022 concerning plans and activities supporting the Offshore Wind potential along the North Carolina coast. The Committee also held a workshop to continue updating the 2019 Economic Development Strategic Plan. The Committee's next meeting is scheduled for March 10, 2022.

Department News

Staff is preparing for the Budget Public Hearing in March and the April adoption of the FY22/23 Budget. Staff continues to monitor ARP funding guidance. Ms. Newton finished her certificate focused on Local Government Finance.

Grant News February 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).

Grants Awarded

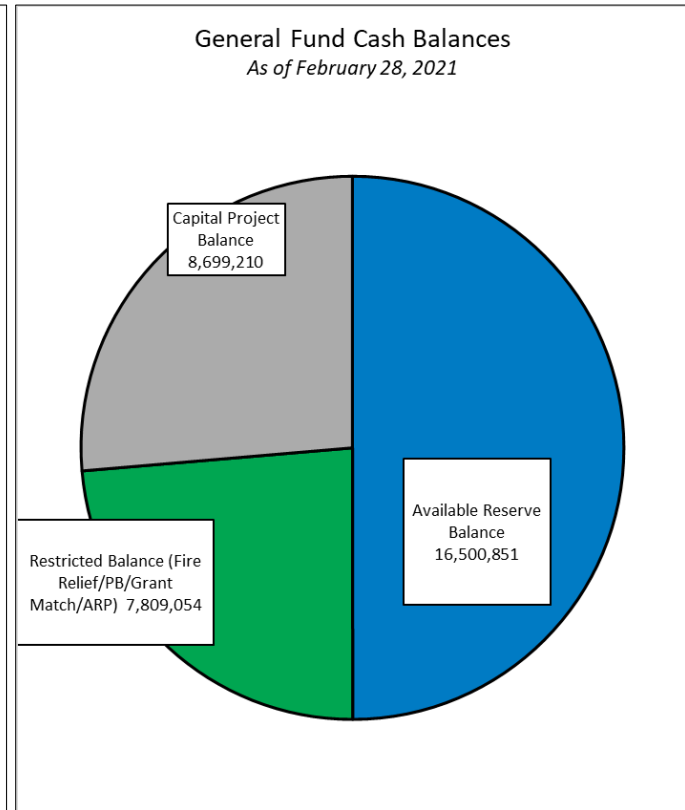
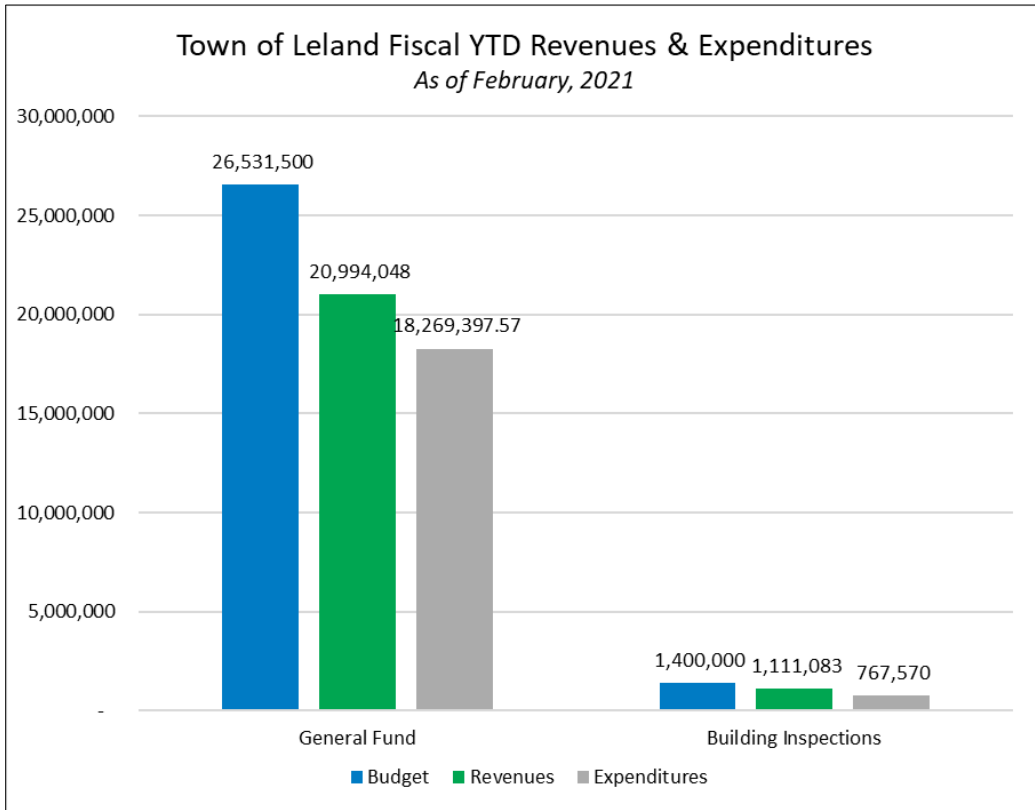
- None.

Grants Not Awarded

- None.

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

Dashboard

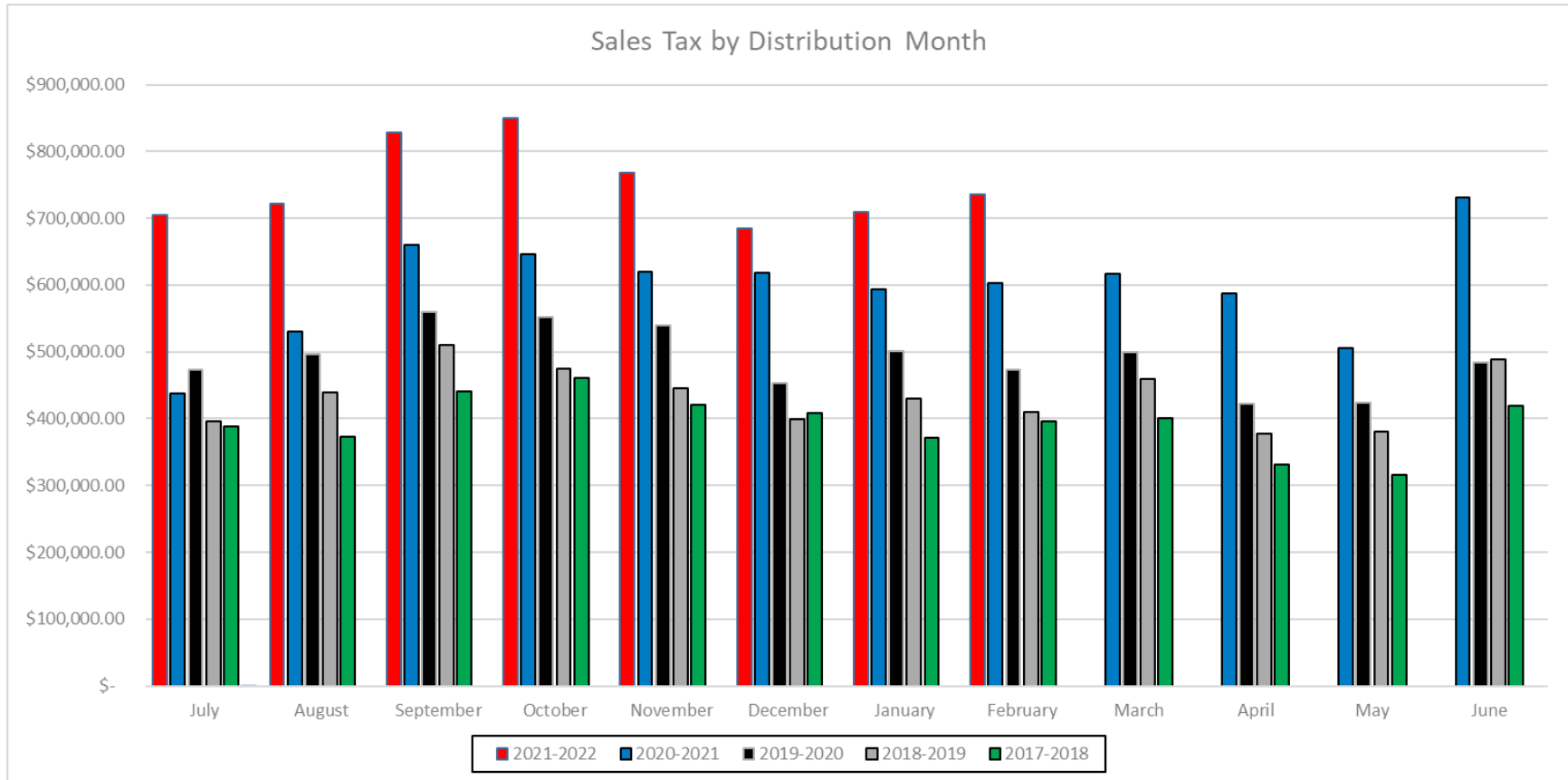


Financial Budget to Actual Report – February 28, 2022

| GENERAL FUND | | | | | | | |
|------------------------|-------------------|-------------------|------------------|-------------------|------------------|------------------|-------------------|
| | Original Budget | Current Budget | Period Activity | Fiscal Activity | Encumbrances | Variance | Percent Remaining |
| REVENUE | 25,180,000 | 26,531,500 | 2,192,664 | 20,994,048 | - | 5,537,452 | 20.87% |
| Governing Body | 230,000 | 340,000 | 101,926 | 241,602 | 20,717 | 77,681 | 22.85% |
| Administration | 1,430,000 | 1,430,000 | 81,778 | 939,671 | 41,782 | 448,547 | 31.37% |
| Information Technology | 1,235,000 | 1,247,000 | 80,604 | 784,065 | 346,225 | 116,711 | 9.36% |
| Human Resources | 350,000 | 350,000 | 23,932 | 217,286 | 12,055 | 120,660 | 34.47% |
| Finance | 600,000 | 600,000 | 43,732 | 421,412 | 182 | 178,406 | 29.73% |
| Planning | 655,000 | 726,000 | 65,154 | 519,814 | 19,409 | 186,778 | 25.73% |
| Economic Development | 110,000 | 110,000 | 9,066 | 73,405 | 965 | 35,630 | 32.39% |
| P&R & Cultural Arts | 1,170,000 | 1,170,000 | 74,661 | 660,281 | 32,365 | 477,354 | 40.80% |
| Grounds & Facilities | 1,685,000 | 1,685,000 | 171,988 | 970,613 | 189,907 | 524,481 | 31.13% |
| Public Services | 2,265,000 | 2,288,500 | 141,671 | 1,439,293 | 383,953 | 465,254 | 20.33% |
| Police | 4,920,000 | 4,960,000 | 387,725 | 2,892,607 | 335,277 | 1,732,116 | 34.92% |
| Emergency Management | 215,000 | 215,000 | 13,246 | 94,826 | 30,757 | 89,417 | 41.59% |
| Fire | 6,025,000 | 6,120,000 | 350,740 | 4,179,349 | 297,140 | 1,643,511 | 26.85% |
| Debt Services | 2,046,000 | 2,046,000 | 106,713 | 1,654,219 | - | 391,781 | 19.15% |
| Transfers | 2,244,000 | 3,244,000 | - | 3,180,959 | - | 63,041 | 1.94% |
| EXPENSES | 25,180,000 | 26,531,500 | 1,652,936 | 18,269,398 | 1,710,733 | 6,551,369 | 24.69% |
| BUILDING INSPECTIONS | | | | | | | |
| | Original Budget | Current Budget | Period Activity | Fiscal Activity | Encumbrances | Variance | Percent Remaining |
| REVENUE | 1,400,000 | 1,400,000 | 111,162 | 1,111,083 | - | 288,917 | 20.64% |
| EXPENSES | 1,400,000 | 1,400,000 | 127,458 | 767,570 | 172,014 | 460,416 | 32.89% |

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: Precision Infrastructure Management CS LLC; Amount: \$59,646.00; Details: ADA Transition Plan.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in February 2022.

Audit Committee Meeting Summary

The Audit Committee met on February 23, 2022 to discuss the responses to the RFP for audit services received by staff. The Audit Committee made a recommendation to Council to approve a contract with TPSA CPA for audit services.

Department News

The Town’s first annual chili cookoff was a great success with first prize going to Firefighter Brian Baldwin. Planning is underway for the March employee appreciation event which will be held on March 18 with a March Madness theme. Staff has been busy recruiting for several vital roles within the organization. The Leland Bucks program was launched and receiving great response.

Workers Comp Data

| Number of Incidents | Loss Time (Y or N) | Brief Description of Incident and Injury/Illness |
|---------------------|--------------------|--|
| 2 | Y | Face Laceration, Wrist Injury |

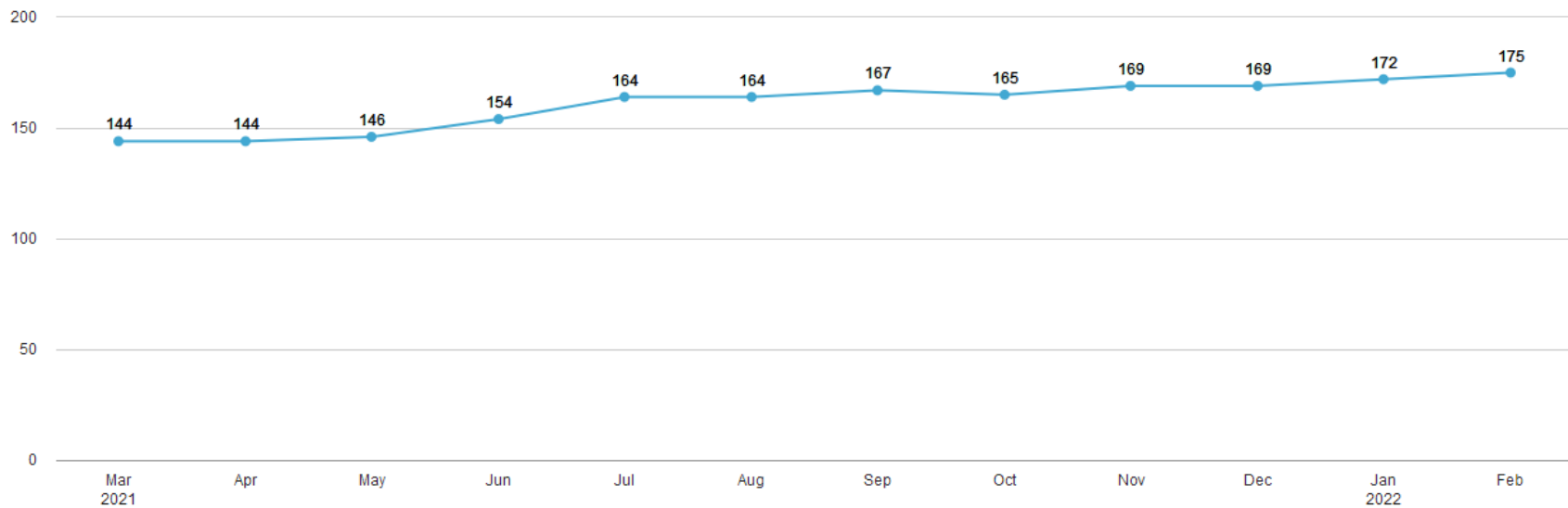
Personnel Updates

| Name of Employee | Department | Type of Change | Date of Change | Position Title | From Position | To Position |
|------------------|----------------------------------|----------------|----------------|---|---------------|-------------|
| Gary Vidmar | Economic & Community Development | PT to FT | 2/5/2022 | Economic & Community Development Director | | |
| Garrett Yeager | Fire | PT to FT | 2/7/2022 | Firefighter | | |
| Andrew Hindt | Fire | New Hire | 2/7/2022 | Firefighter | | |
| Hunter Rogers | Fire | New Hire | 2/7/2022 | Firefighter | | |
| Kyle Kling | Fire | New Hire | 2/7/2022 | Firefighter | | |
| Milton McLamb | Police | New Hire | 2/7/2022 | Master Police Officer | | |
| Gregory Winston | Police | New Hire | 2/7/2022 | Police Officer | | |
| Dawn Friedman | Finance | Resignation | 2/11/2022 | Finance Manager | | |
| Kenric Tilghman | Fire | Resignation | 2/26/2022 | Fire Apparatus Engineer | | |

Due to the addition of new positions, the previous month’s headcount numbers were not being captured correctly. The information below has been updated and now accurately reflects the data.

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

Active Employees Trends



Headcount ⓘ

175

As of February 2022

Hired ⓘ

50

Termed ⓘ

24

Growth Rate ⓘ

20.7%

Turnover Rate ⓘ

14.9%

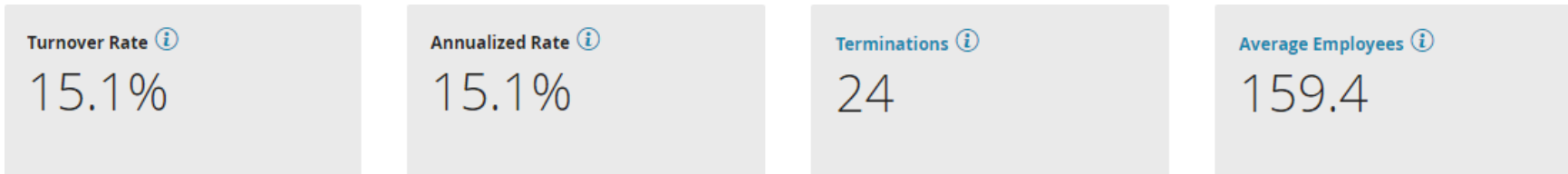
Average Tenure ⓘ

3.7

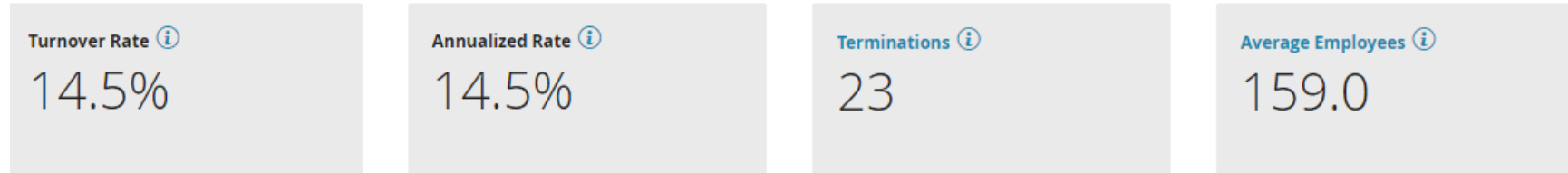
(Years)

Turnover Data March 2021 – February 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

- Cybersecurity Threat Assessments – Implementing, training, and testing KnowBe4.
- Construction Projects – Fire Station 53 technology implementation, Town Hall renovations bidding, Fire Station 51 planning, and Founders Park scoping.
- Improving Employee Collaboration – SharePoint training and implementation.
- Physical Security Upgrades Town-wide – Doors and cameras being added for people and asset accountability.

Projects Completed

- Completed seven new employees onboards.
- Completed installation of fiber services at Fire Station 53.
- Rolled out KnowBe4 and started baseline testing with employees. TOL scored an 88% for the first round of phishing email testing. Average agencies of similar size and scope typically don't pass the 50% mark in the first round.
- iPad refresh for Inspections completed. Nine iPads rolled out.