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## STAFF REPORTS

March 2020 Regular Meeting

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## Department News

CentralSquare, the Police and Fire software program, has been implemented. IT staff continues to work with the vendor, VC3, and the County, to address some programming issues to ensure all pieces are working properly since the software servers are housed within the Sheriff's Office. Staff is also coordinating with VC3 for the replacement of desk top computers for all Town staff, with a timeframe set for March 2020. Motorola completed the first phase of equipment installation for the EOC communication radios, and once the remaining equipment has been delivered and installed, staff training will be scheduled.

## Council Directive Updates

- **Hearthstone Stormwater Update** – A group of residents in the front of the development want the water in the ponds in Phase 2 to be retained as long as possible. Another group of residents in the rear of the development want the water from the ponds to drain quickly and have the ponds maintain a constant level for aesthetics. The pond is not a regulated stormwater treatment device and the discharge rate can be determined by the developer. The developer has agreed to restore the outlet structure to the original permitted configuration, which is what the resident group has requested. The developer's engineer has drafted a letter to the resident group outlining improvements to be made, and they wish to coordinate the resolution of the outlet structure issue with the transfer of permits to the HOA. These improvements do not address the overall concerns of some residents in the neighborhood that the roadways and ditches do not drain quickly enough during heavy rain events and floods. HOA representatives are preparing to do their own inspection of the stormwater devices.
- **Brunswick Forest: Drainage and Flood Assessment** – A possible study of the Mallory Creek drainage area is being considered in budget discussions. The recommendation of staff is for Council to consider studying the drainage area to establish an unregulated floodplain for the upper reaches of the Mallory Creek headwaters. Staff noted in previous presentations to Council that there was no reported property damage during the approximate 500-year flood event during Hurricane Florence and that this was the only reported time that the flooding overtopped the roadway at Low Country Boulevard.
- **Roadway Directional Signage to Town Hall** – DOT has provided a few options to add community wayfinding signage, which staff will continue to explore. Staff is also investigating vendors and potential sign locations. An

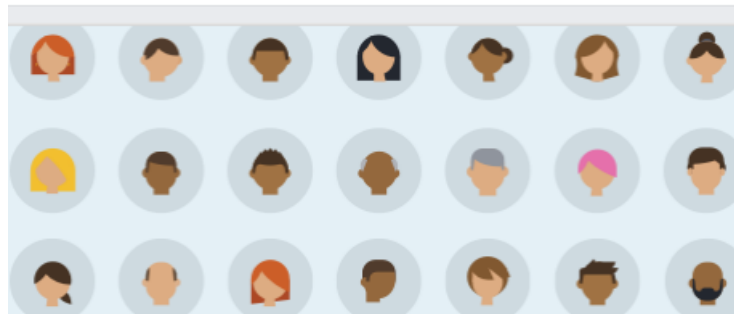
encroachment agreement with NCDOT will likely be needed. A recommendation to Council will be presented by staff at a future meeting.

- Pine Harvest Stop Sign Update – Pedestrian signage and rumble strips have been installed. Additional rumble strips have been ordered. No reported accidents have occurred.
- Yard Waste Debris Drop-Off Site – Staff discussed potential options at the Town Hall meeting on March 3, 2020. A number of residents said they would like to have curbside vegetative yard waste collection within the Town following the closure of the Town’s yard waste disposal convenience site off Lanvale Road in January, even if it meant a slightly higher tax rate in the 2020-21 fiscal year to offset those costs. Others expressed interest in a similar Town-owned and operated yard waste disposal convenience site supported by a reasonable fee. Future debris site options will be included in budget discussions.

## Communications

### Social Media Update

- Facebook Highlights (February 1 – 29, 2020)



**You just reached 4,000 Page likes. Nice work!**

- Reached 4,000 likes (Page followers who endorse the Town by allowing their names to be shown on our page as “fans”). Added approximately 800 new fans since April 1, 2019.
- Post Engagement (Comments, likes, etc.) – 889 (Up 139% from prior month)
- Post Reach (Number of people who saw posts at least once) – 3,340 (Up 90% from prior month)

- Twitter Highlights (February 1 – 29, 2020)
  - Tweet Impressions (Number of times posts are viewed) – 4,139 (up 5.5% from prior month)
  - Now at 1,311 followers
- NextDoor Highlights (February 1 – 29, 2020)
  - Impressions – 12,511
  - Likes – 44

## Website/Newsletter/Other

- Website: The new homepage has been completed. The online calendar, which is viewable on the home page, now has a category for meetings, allowing Council and committee meetings to be posted. Updated Mayor & Council and Administration pages with headshots of Council members and Administrative staff, respectively. There is a newly created Residents section on the home page with links to useful information and resources about the Town and community. A proposed “re-mapping” of all pages on the website for more intuitive navigation has been completed.
  - Next steps: Begin updating navigation upon review and approval by Town Managers.
- Newsletter: The format continues to be fine-tuned. New sections have been added, including a public safety spotlight and highlights of upcoming and recently held meetings.

## Press Releases/Blogs

- [Town of Leland Seeks Board of Adjustment Members](#)
- [Leland Issues Response to H2GO Proposal](#)
- [Town Crews to Clean and Inspect Sewer Mains](#)
- [FAQ: Curbside Recycling](#)

## TDA Marketing

- VC3, which currently provides IT services for the Town, has created a project schedule for the completion of a new Visit Leland website, with an estimated launch date in mid-May.
- Staff has increased the organic (non-paid) reach of posts on the LTDA's Facebook page since transitioning to in-house marketing in January. Staff is pursuing paid Facebook posts to help boost messaging and reach more people in targeted areas.
- Staff has selected three local videography and photography firms to create visual content on the new website, on social media channels, and in advertising campaigns.

## Projects

### Public Services

#### Northgate Drive Realignment

- Purpose: To realign Northgate Drive and Lee Drive to create a signalized intersection at Village Road.
- Status: Construction complete. Contractor is completing punch list items. Final repair work will be scheduled with an estimated completion date of April 1, 2020.
- Next Steps: Finalize and close out project.
- Concerns: None.

#### Mallory Creek Drive Patching

- Purpose: To repair the street in 12 locations along Mallory Creek Drive. Work shall consist of full depth asphalt replacement of all failed locations along the approximate first mile of Mallory Creek Drive from River Road SE (Highway 133), stormwater system modifications, asphalt removal, subbase removal, testing, compaction, base replacement, asphalt replacement, striping, curb and gutter replacement, adjusting water and sewer utility appurtenances to match final grade, erosion control measures and stabilization of all denuded areas, and a submitted and approved traffic control plan including installation.
- Status: All construction work was substantially completed on December 18, 2019.

- Next Steps: Project is scheduled for close out by end of the month.
- Concerns: None.

## Brunswick Forest Intersection Improvement

- Purpose: To add a turn lane, an acceleration lane, and signalize the intersection of Brunswick Forest Parkway and Low Country Boulevard. The scope includes, the addition of approximately 1,019 square yards of new asphalt pavement, demolition and removal of approximately 267 square yards of existing asphalt pavement, the installation of signals, mast arms, foundations, and electronics, the installation of handicap ramps, signage, a pedestrian sanctuary island for increased pedestrian access, the relocation of underground utilities, light poles, and fire hydrants, as required, and the addition of approximately 1,700 linear feet of curb and gutter.
- Status: Project is currently on hold.
- Next Steps: Rebid the project once funding is appropriated.
- Concerns: High project cost, limited right of way availability, and the need for urgency today versus waiting until more need is justified by the complete build out of the development.

## Booster Pump

- Purpose: To construct a booster pump for the water system, in the vicinity of the existing meter vault, in order to allow the Town to better control the pressure within the system.
- Status: Pumps have been installed and final testing has occurred.
- Next Steps: Close out project by end of the month
- Concerns: None

## Highway 17 Forcemain/Lift Station #10 Upgrade

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer by running 10" and 16" force mains, and to increase the available storage capacity for Lift Station #10 to 3,830 cubic feet, thus providing an additional safety factor to the operational integrity of the system, as well as the ability to better manage peak flows which are expected to result from planned growth in the service area.

- Status: Contract close out process is underway.
- Next Steps: Close out project by end of the month.
- Concerns: None.

## Lift Station #1 Upgrade (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Final design plans have been submitted and are pending approval by staff. Permit applications have been submitted to reviewing agencies.
- Next Steps: Obtain permits.
- Concerns: None.

## Lift Station #14 Relocation (159 South Navassa Road)

- Purpose: To relocate Lift Station #14 further away from Sturgeon Creek to mitigate environmental concerns and to provide additional space for the future Sturgeon Creek Park.
- Status: The purchase of the new lift station site was closed and recorded on January 13, 2020.
- Next Steps: A new contract to complete engineering design is being developed.
- Concerns: None.

## Lift Station #3 Rehab (8991 Timber Lane)

- Purpose: To refurbish Lift Station #3, which has deteriorated due to significant sewage flow within the collection system.
- Status: Staff are meeting with the designer to review and finalize the remaining design and permitting schedule.
- Next Steps: Review draft design proposal.
- Concerns: Potential cost of rehab.

## Regional Pump Station #33 and Force Main Extensions (Formerly Hewett Burton Lift Station Project)

- Purpose: Construct a sewer lift station in Brunswick Forest to help serve the developing areas within Brunswick Forest and along the Highway 17 Corridor with sewer. Station will be designed to accept additional flow from other lift stations by force main.
- Status: The Local Government Commission approved financing for the project at its January 2020 meeting. Installation of lines along Highway 17 scheduled to begin this month.
- Next Steps: Begin construction.
- Concerns: Meeting delivery dates per the Development Agreements.

## Leland Highway 17 Sewer Expansion II Phase 1

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Hewett Burton Road and end at Bishops Ridge on Hazels Branch Road. The force main will be designed to accept flow from around the area and also additional flow from other lift stations.
- Status: Pipe installation underway.
- Next Steps: Continue construction with a scheduled completion date of July 2020.
- Concerns: Meeting delivery dates per the Development Agreements.

## Leland Highway 17 Sewer Expansion II Phase 2 (Formerly Old Town Creek Lift Station Project)

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area and also additional flow from other lift stations by force main.
- Status: The purchase of the new site was recorded January 29. The Town's engineer is proceeding with completion of the site design work.
- Next Steps: Complete site design work and bid the project.
- Concerns: None.



## 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: Encroachment agreements with NCDOT are being finalized.
- Next Steps: Bidding of the project is anticipated to take place in spring 2020.
- Concerns: Potential high cost of construction, funding, and traffic management.

## 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: Finalizing bid documents and obtaining approval from NCDOT for ROW encroachment agreements.
- Next Steps: Staff to begin scheduling construction bidding.
- Concerns: Potential high cost of construction, easement process, and traffic management.

## Operation Services

### Sturgeon Creek Park

- Purpose: The currently undeveloped Sturgeon Creek Park is intended to serve as Leland's second water access park. With potentially more than 78 acres, this park can become a destination facility both locally and regionally for sportsman and water lovers wishing to gain access to Sturgeon Creek and the Brunswick River. Sitting on Sturgeon Creek, the focus for this facility will be boating access from a NC Fish and Wildlife boat ramp as well as environmental education, preservation, and nature-based activities.
- Status: The Town is in the process of securing the final key property on the banks of Sturgeon Creek. Final master plan adopted by Town Council at their February meeting.
- Next Steps: Move forward with engineering when additional funding is available.
- Concerns: Lack of funding to move forward once the master plan is complete.

## Founders Park Improvements

- Purpose: Founders Park serves as the flagship facility for a myriad of events and program throughout the year. The current design of the park provides a place for walkers and runners to remain physically active and the disc golf course is one of the most popular amenities in the park. The playground also provides enjoyment for youth ages 5-12 years old.
- Status: Final plan to be presented to Council in March.
- Next Steps: Move forward with engineering once funding is available.
- Concerns: The recently adopted Parks Recreation and Open Spaces Master Plan identifies a number of objectives related to Founders Park. The plan points out the urgency to move forward with park projects specifically calling out phases one and two of the Founders Park Plan, both of which are identified as short-term goals. Lack of funding is the largest concern preventing the Town from moving forward with these projects at this time.

## Cypress Cove Park Improvements

- Purpose: To construct a direct access road into Cypress Cove Park from Village Road and to make improvements to the park entrance and parking areas.
- Status: In engineering design.
- Next Steps: Complete engineering design. Explore potential land acquisition for right of way and stormwater improvements.
- Concerns: Lack of funding to move forward once park design is completed. Land acquisition will potentially be necessary.

## Leland Greenway

- Purpose: To construct a multi-use path connecting Westgate Nature Park to Brunswick Nature Park owned and operated by Brunswick County.
- Status: In the planning stage. Staff has engaged Paramounte Engineering, Inc. for this project. Town staff and staff with Brunswick County have been meeting with property owners to gauge their interest in the multi-use path crossing their property.

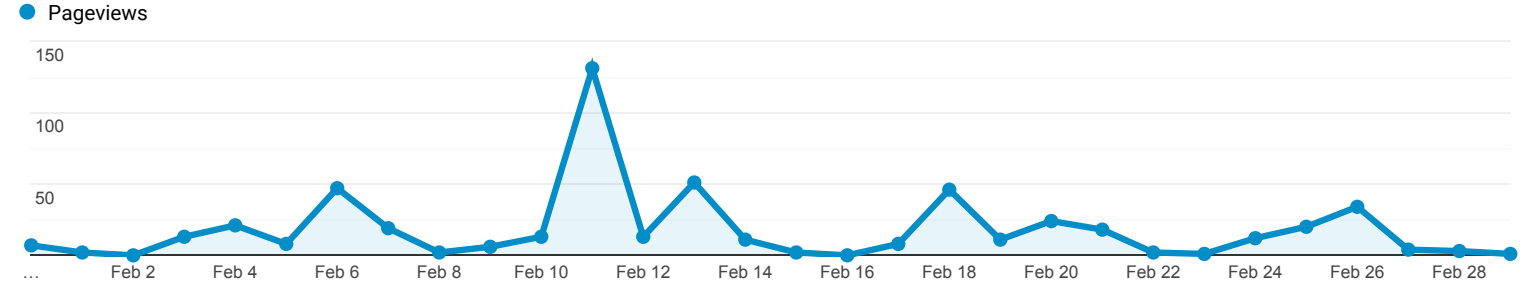
- Next Steps: Have engineer finalize schematic design and greenway master plan including construction estimates.
- Concerns: Sections of greenway will cross private property and power line easements. Agreements will be crucial to make the necessary connections. Lack of funding to move forward once greenway design is completed.

## Projects Page Report

Jan 31, 2020 - Feb 29, 2020

**All Users**  
100.00% Pageviews

**Explorer**



This data was filtered using an **advanced filter**.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>530</b> % of Total: 1.73% (30,580)	<b>305</b> % of Total: 1.26% (24,172)	<b>00:01:18</b> Avg for View: 00:01:32 (-14.86%)	<b>66</b> % of Total: 0.48% (13,649)	<b>56.06%</b> Avg for View: 46.62% (20.26%)	<b>16.42%</b> Avg for View: 44.63% (-63.22%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. <a href="#">/services/town-projects</a>	<b>244</b> (46.04%)	<b>117</b> (38.36%)	00:00:48	<b>21</b> (31.82%)	33.33%	9.43%	\$0.00 (0.00%)
2. <a href="#">/projects/future-town-projects</a>	<b>127</b> (23.96%)	<b>99</b> (32.46%)	00:02:28	<b>34</b> (51.52%)	61.76%	36.22%	\$0.00 (0.00%)
3. <a href="#">/projects/highway-17-forcemainlift-station-10-upgrade-project</a>	<b>32</b> (6.04%)	<b>21</b> (6.89%)	00:01:40	<b>7</b> (10.61%)	85.71%	28.12%	\$0.00 (0.00%)
4. <a href="#">/projects/booster-pump-project</a>	<b>31</b> (5.85%)	<b>16</b> (5.25%)	00:01:05	<b>2</b> (3.03%)	50.00%	9.68%	\$0.00 (0.00%)
5. <a href="#">/projects/highway-17-sewer-expansion-ii-phase-1</a>	<b>31</b> (5.85%)	<b>11</b> (3.61%)	00:01:02	<b>0</b> (0.00%)	0.00%	6.45%	\$0.00 (0.00%)
6. <a href="#">/projects/mallory-creek-drive-patching-project</a>	<b>25</b> (4.72%)	<b>14</b> (4.59%)	00:01:33	<b>1</b> (1.52%)	100.00%	4.00%	\$0.00 (0.00%)
7. <a href="#">/projects/northgate-drive-realignment-project</a>	<b>24</b> (4.53%)	<b>18</b> (5.90%)	00:01:32	<b>1</b> (1.52%)	100.00%	12.50%	\$0.00 (0.00%)
8. <a href="#">/projects/regional-pump-station-33-and-force-main-extensions</a>	<b>16</b> (3.02%)	<b>9</b> (2.95%)	00:01:55	<b>0</b> (0.00%)	0.00%	0.00%	\$0.00 (0.00%)

Rows 1 - 8 of 8

## Department News

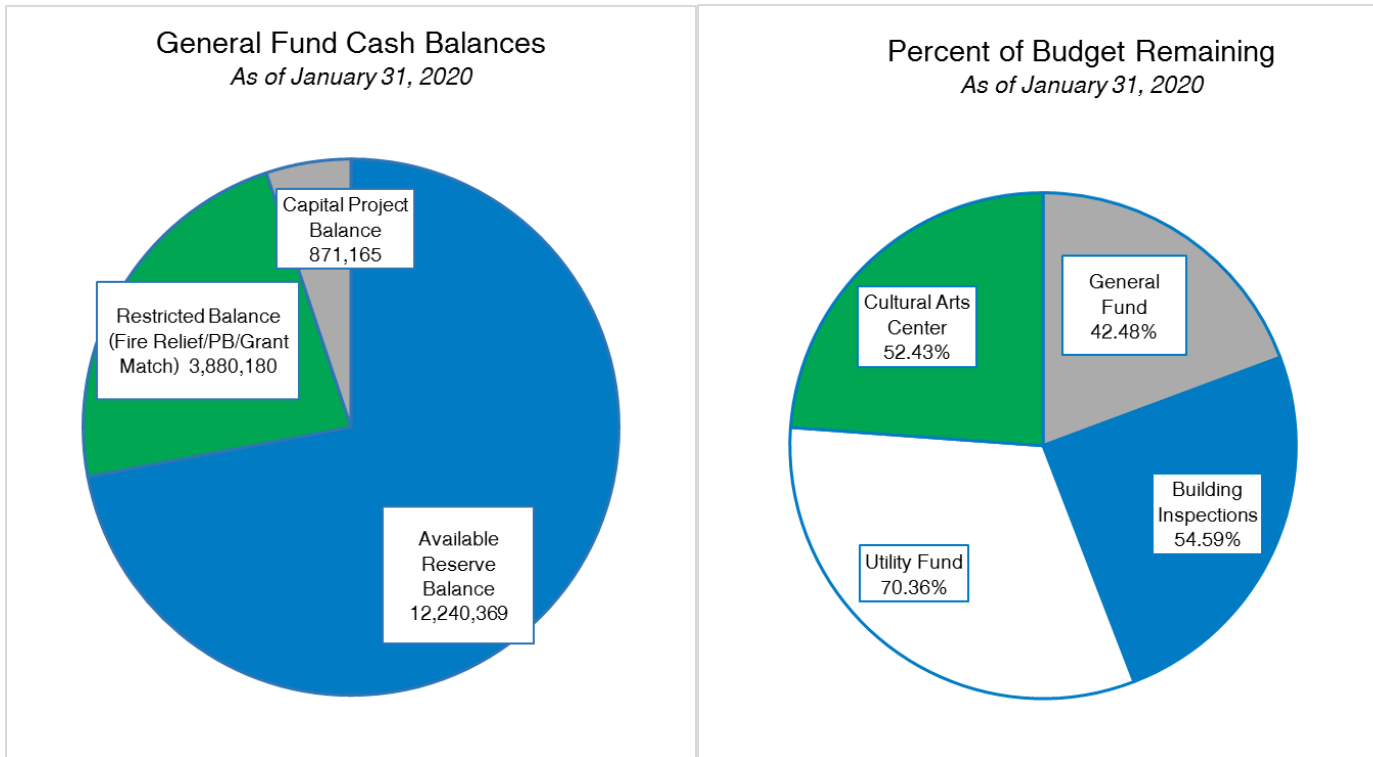
Mrs. Friedman attended the Effective Supervisory Management course, hosted by the UNC School of Government.

Ms. Lopez continues to work on updating the purchasing policies and procedures while Ms. Lacewell is preparing for the annual Beer & Wine permit invoicing process along with Planning staff.

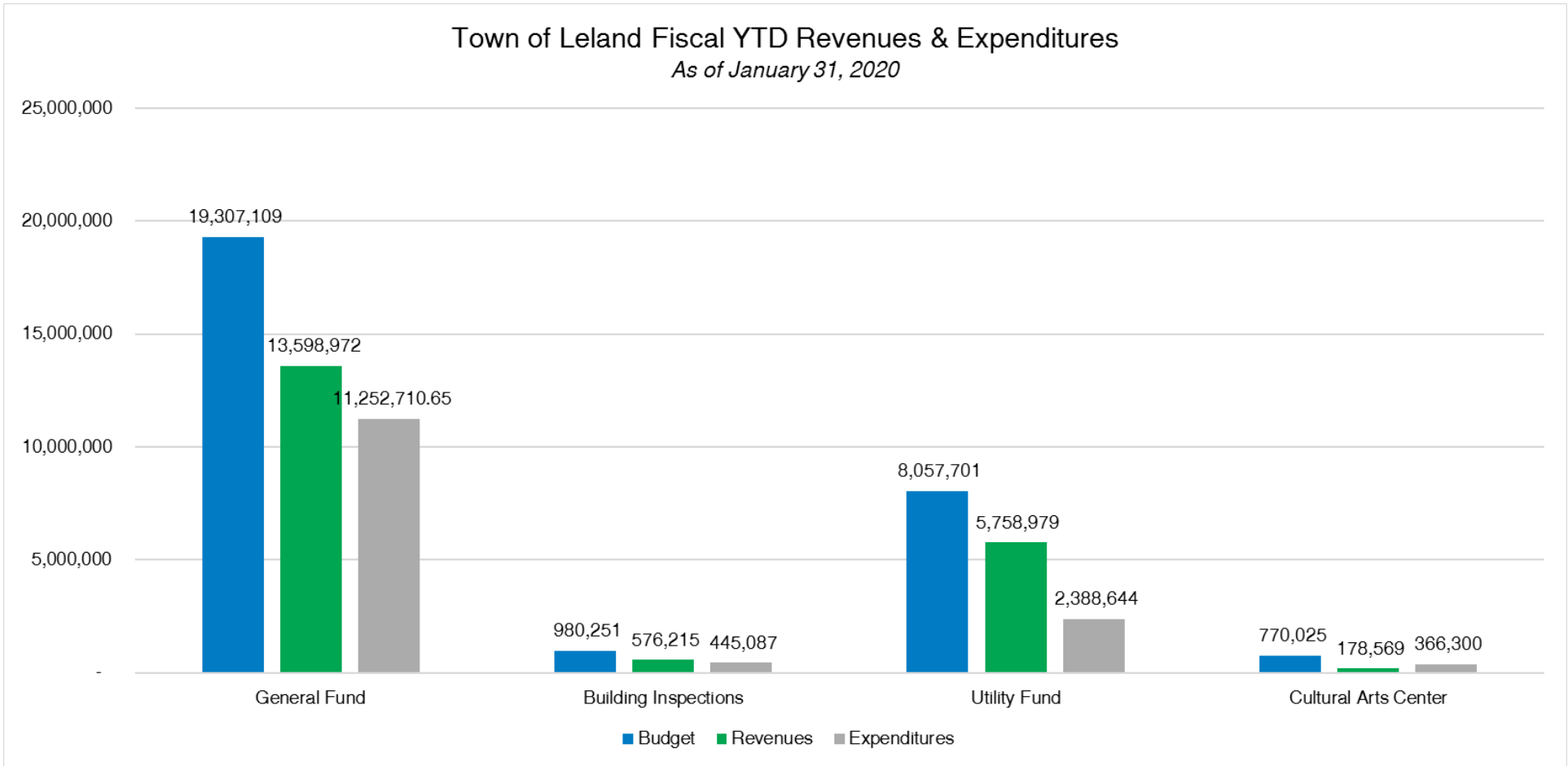
## Audit Committee Meeting Summary

The Audit Committee did not meet in February.

## Dashboard



Town of Leland Fiscal YTD Revenues & Expenditures  
As of January 31, 2020



## Financial Budget to Actual Report – January 31, 2020

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	18,288,363.00	19,307,109.40	2,583,175.16	13,598,971.89	-	(5,708,137.51)	29.56%
Building Inspections	980,251.00	980,251.00	110,526.69	576,214.96	-	(404,036.04)	41.22%
Utility Fund	6,724,182.00	8,057,701.00	401,009.71	5,758,978.87	-	(2,298,722.13)	28.53%
Cultural Arts Center	770,025.00	770,025.00	13,629.59	178,569.25	-	(591,455.75)	76.81%
<b>Report Total</b>	<b>26,762,821.00</b>	<b>29,115,086.40</b>	<b>3,108,341.15</b>	<b>20,112,734.97</b>	<b>-</b>	<b>(9,002,351.43)</b>	<b>30.92%</b>

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	448,567.00	448,567.00	36,461.11	321,159.81	18,497.51	108,909.68	24.28%
Administration	1,097,057.00	1,327,057.00	104,550.23	825,680.09	4,387.32	496,989.59	37.45%
Information Technology	1,070,173.00	1,148,630.40	88,710.19	591,176.65	87,702.43	469,751.32	40.90%
Human Resources	317,175.00	317,175.00	20,816.49	111,811.75	27,364.01	177,999.24	56.12%
Finance	437,241.00	437,241.00	43,659.22	246,460.70	4,163.66	186,616.64	42.68%
Building Inspections	980,251.00	980,251.00	56,829.67	406,104.52	38,982.73	535,163.75	54.59%
Planning	531,891.00	531,891.00	42,001.83	276,510.84	8,368.24	247,011.92	46.44%
Economic Development	164,734.00	164,734.00	17,211.62	83,609.48	52.04	81,072.48	49.21%
Parks & Recreation	413,377.00	413,377.00	26,359.54	205,890.59	17,895.47	189,590.94	45.86%
Grounds & Facilities	1,186,422.00	1,216,422.00	80,199.33	629,006.09	63,751.34	523,664.57	43.05%
Public Services	2,881,368.00	2,539,753.56	143,027.56	990,819.58	368,617.03	1,180,316.95	46.47%
Police	3,711,866.00	3,726,866.00	252,356.63	1,711,455.77	156,793.99	1,858,616.24	49.87%
Fire	3,521,314.00	4,186,603.00	232,183.51	2,293,709.70	418,886.91	1,474,006.39	35.21%
Debt Services	1,676,753.00	1,676,753.00	276,160.02	1,339,419.14	-	337,333.86	20.12%
Transfers	830,425.00	1,222,039.44	-	449,520.51	-	772,518.93	63.22%
<b>General Fund</b>	<b>19,268,614.00</b>	<b>20,337,360.40</b>	<b>1,420,526.95</b>	<b>10,482,335.22</b>	<b>1,215,462.68</b>	<b>8,639,562.50</b>	<b>42.48%</b>

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>Utility Fund</b>	<b>6,724,182.00</b>	<b>8,057,701.00</b>	<b>671,162.92</b>	<b>2,101,144.18</b>	<b>287,499.86</b>	<b>5,669,056.96</b>	<b>70.36%</b>

CULTURAL ARTS CENTER ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>Cultural Arts Center</b>	<b>770,025.00</b>	<b>770,025.00</b>	<b>29,198.35</b>	<b>323,635.39</b>	<b>42,664.56</b>	<b>403,725.05</b>	<b>52.43%</b>

## Intradepartmental and Interdepartmental Budget Transfers – January, 2020

There were no transfers in January.

### Grant News

#### **Grants Awaiting Notification:**

- Governor’s Crime Commission – Byrne JAG Grant: Digital Evidence Collection/Analyzing System and Active Shooter Gear & Shields. No Match Required. (Submitted 7/31/2019)
- Spirit of the Blue: Level IV Ballistic vests (40) for all full-time sworn officers - \$16,000, no match. (Submitted 11/15/2019)
- EDA Disaster Supplement for E&CD (Village Road Utility Conversion Project): \$400,000.00 (20% match for \$80,000.00). (Submitted 11/25/2019)
- 2020 DPR Region 3: Mobile Broadband Kit - \$10,000.00 (no match): approved regionally, pending State approval. Expected notification late Fall 2020. (Submitted 10/4/2019)
- 2020 Bicycle Helmet Initiative – Bike helmets for distribution to citizens. (Submitted 1/6/2020)

#### **Grants Awarded:**

- None in January.

#### **Grants Not Awarded:**

- None in January.

### Hurricane Dorian

Finance staff continues to work on the process for Public Assistance reimbursement for Category B expenses.



## Department News

The pay study data is currently being reviewed and assessed by Administration.

Staff is currently working on several projects including an employee recognition program as well as an employee education incentive program.

The results of the Employee Engagement Survey are in and have been shared with the leadership team. They will be shared with employees over the next two weeks.

For Valentine’s day all employees were given chocolates and a thank you from the Town. The next employee appreciation event is March 20, 2020.

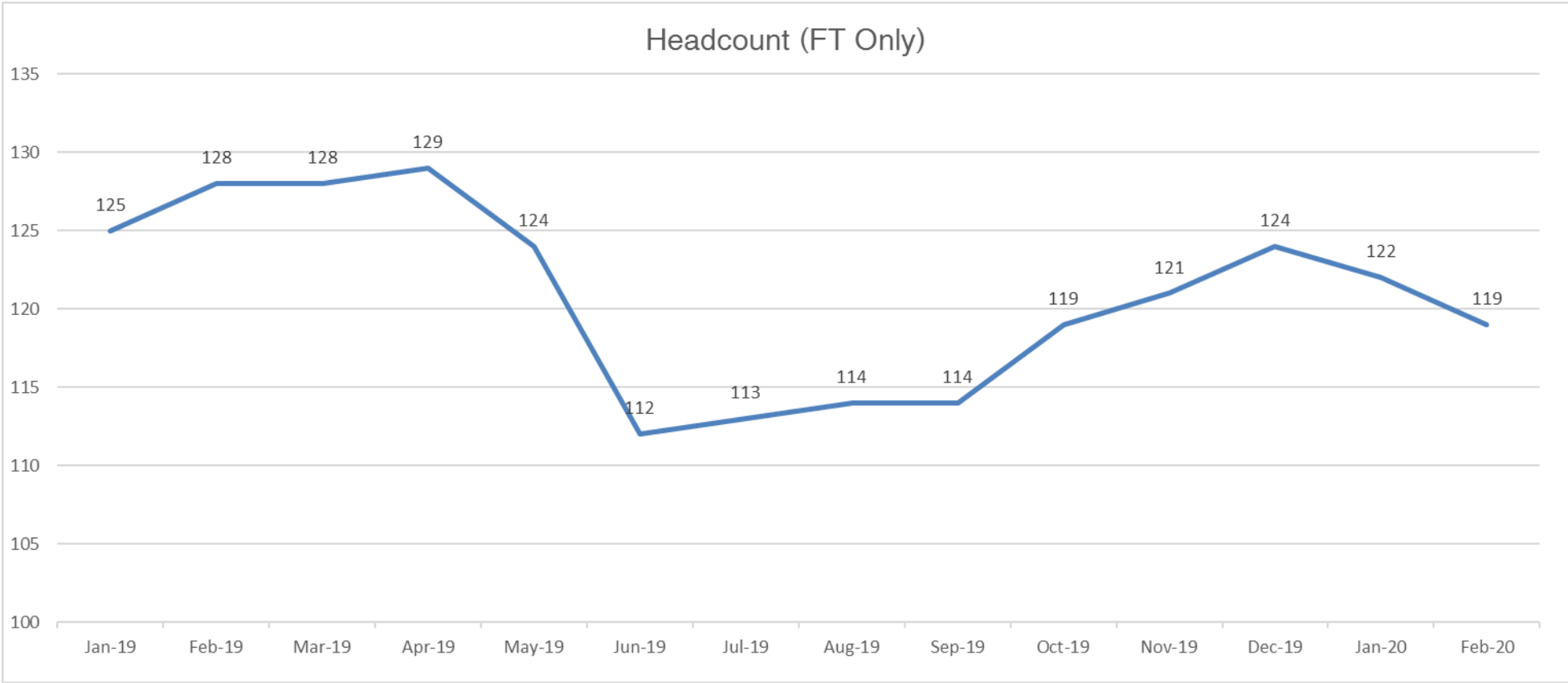
## Personnel Updates

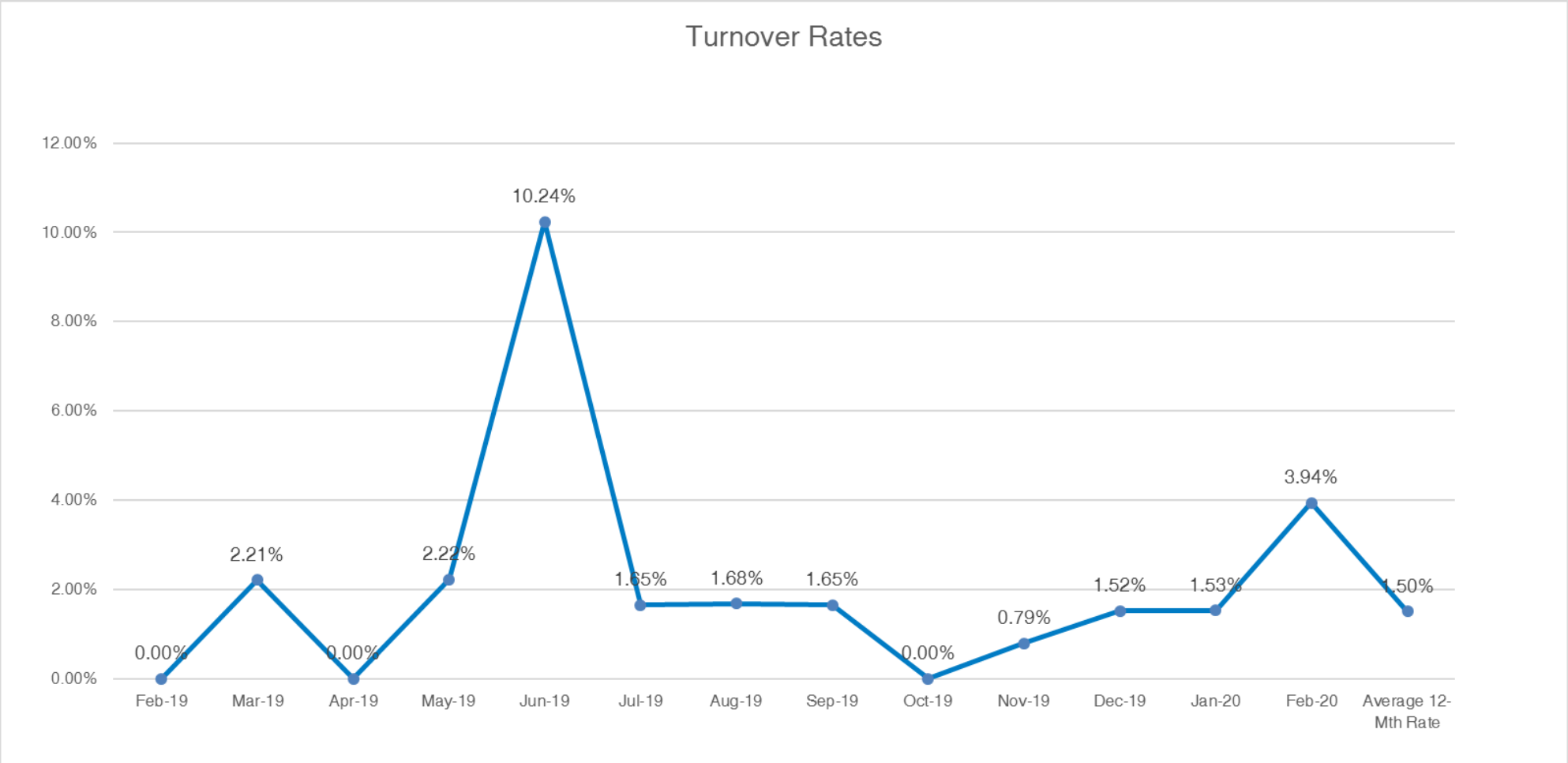
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Michelle Lance	Fire/Rescue	Separation	2/7/2020	Sr. Administrative Assistant		
Barbara Hicks	Fire/Rescue	Separation	2/7/2020	Administrative Assistant		
Aaron Watson	Public Services	Separation	2/21/2020	Utilities Maintenance Worker		
Ashley Rhinehardt	Operation Services	Separation	2/22/2020	Recreation Specialist (PT)		
Andrew Rahm	Police	New Hire	2/24/2020	Police Officer		
Yulia Blankenship	Public Services	Separation	2/25/2020	Billing & Collections Administrator		
Kent Jackson	Public Services	Separation	2/26/2020	Public Services Director		

## Workers Comp Data

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

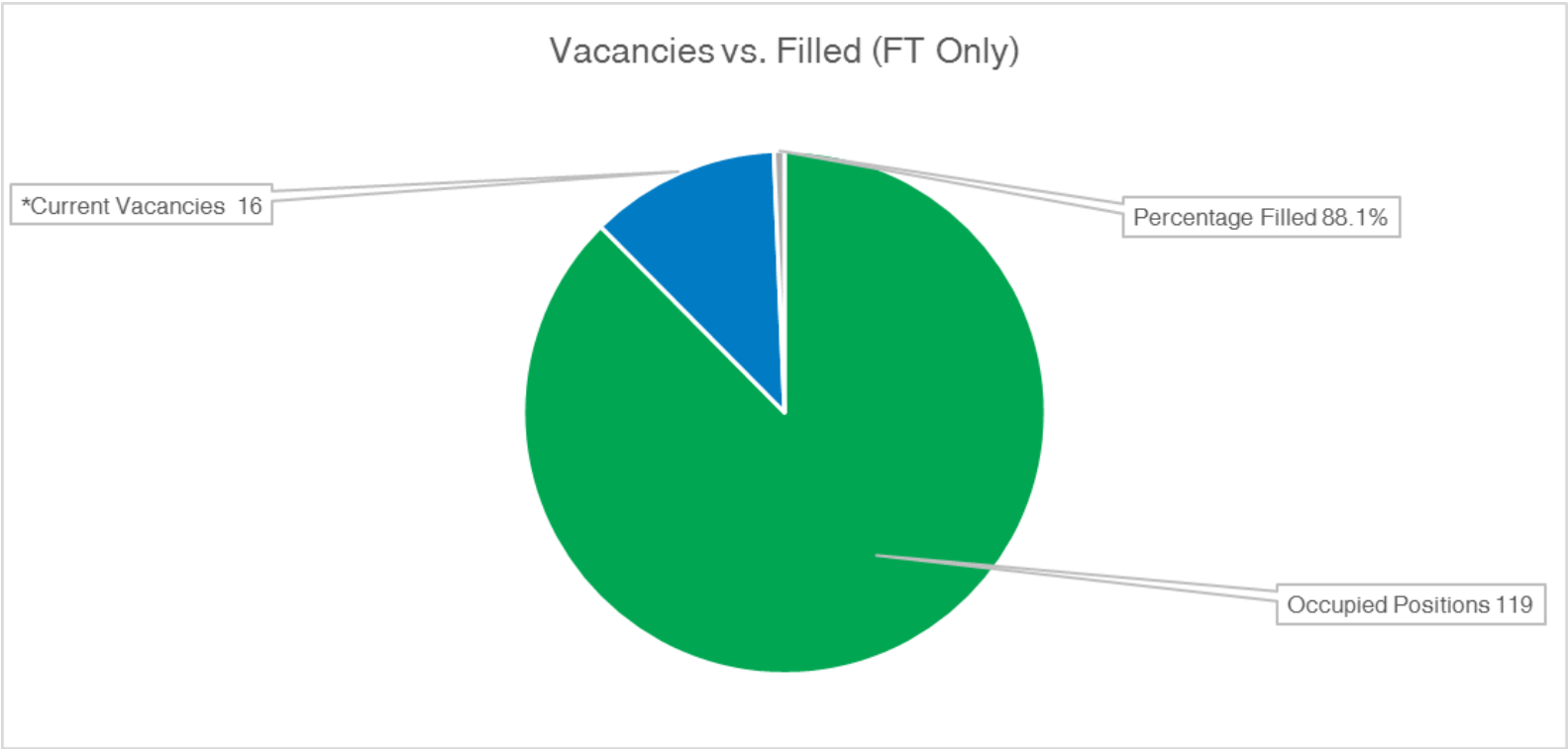
Dashboard





## Vacancies

Department	Position	Employment Type	Phase/Status
Fire/Rescue Department	Firefighter	Part Time	Scheduling/Conducting Interviews
Fire/Rescue Department	Firefighter	Part Time	Scheduling/Conducting Interviews
Fire/Rescue Department	Firefighter	Full Time	Offer Accepted
Fire/Rescue Department	Firefighter	Full Time	Offer Accepted
Fire/Rescue Department	Firefighter	Full Time	Offer Accepted
Fire/Rescue Department	Fire Apparatus Engineer	Full Time	Scheduling/Conducting Interviews
Fire/Rescue Department	Administrative Coordinator	Full Time	Scheduling/Conducting Interviews
Operation Services	Custodian	Full Time	Scheduling/Conducting Interviews
Operation Services	Facility Attendant	Full Time	Accepting/Reviewing Applications
Planning & Inspections	Permit Technician	Full Time	Scheduling/Conducting Interviews
Planning & Inspections	Building Inspector	Full Time	Accepting/Reviewing Applications
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Public Services	Town Engineer	Full Time	On Hold
Public Services	Streets Maintenance Worker	Full Time	Offer Accepted
Public Services	Utilities Maintenance Worker	Full Time	Accepting/Reviewing Applications
Public Services	Project Manager	Full Time	Offer Extended
Public Services	Public Services Director	Full Time	Accepting/Reviewing Applications



## Police Updates

### Department News

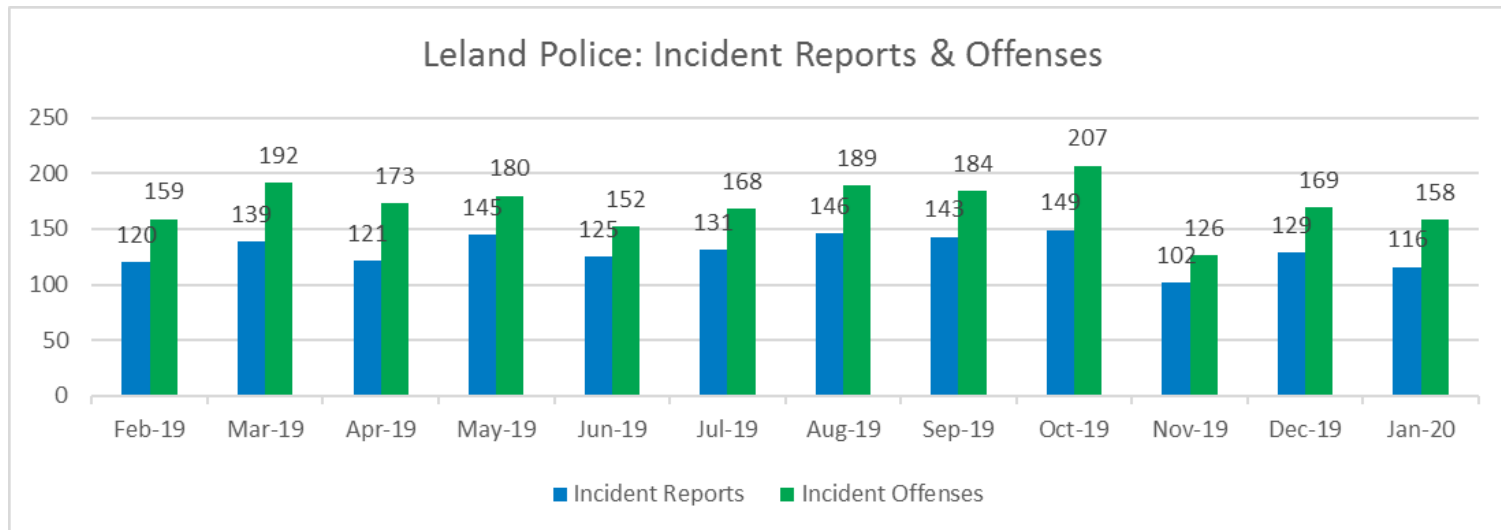
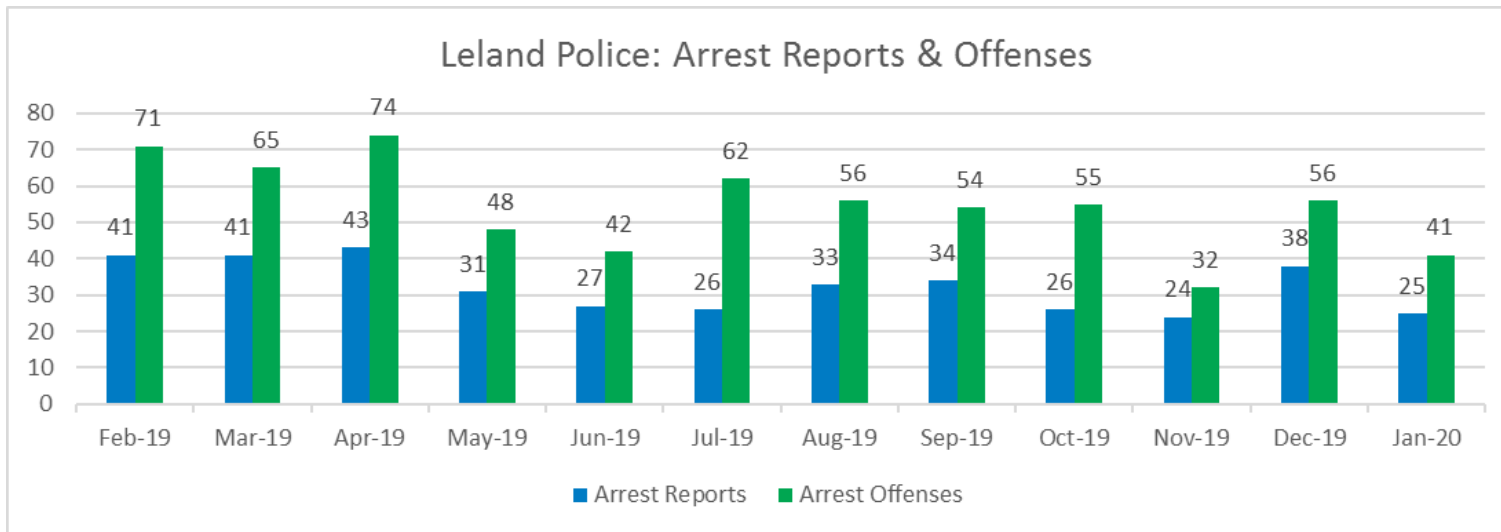
Corporal Samuel Purvis attended Basic Patrol Rifle training at the North Carolina Justice Academy. Detective Robert Britton completed Interview and Interrogations training at the North Carolina Justice Academy. Corporal Samuel Purvis and Officer Andrew Gaston completed Criminal Investigation through Traffic Law Enforcement at the North Carolina Justice Academy.

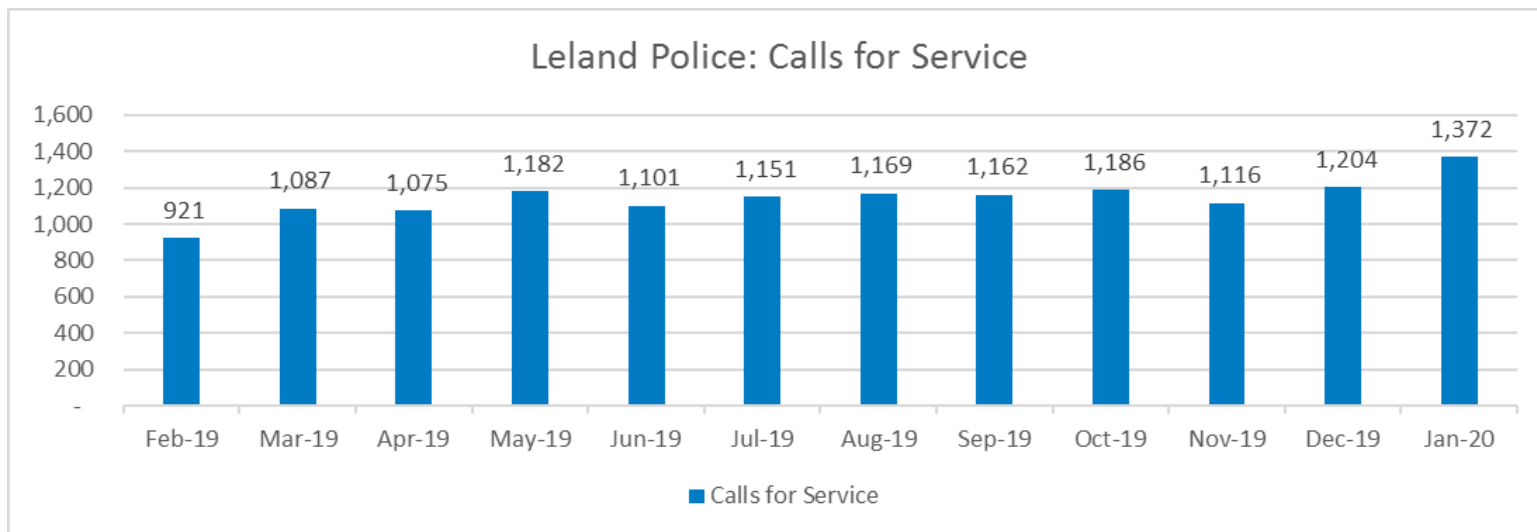
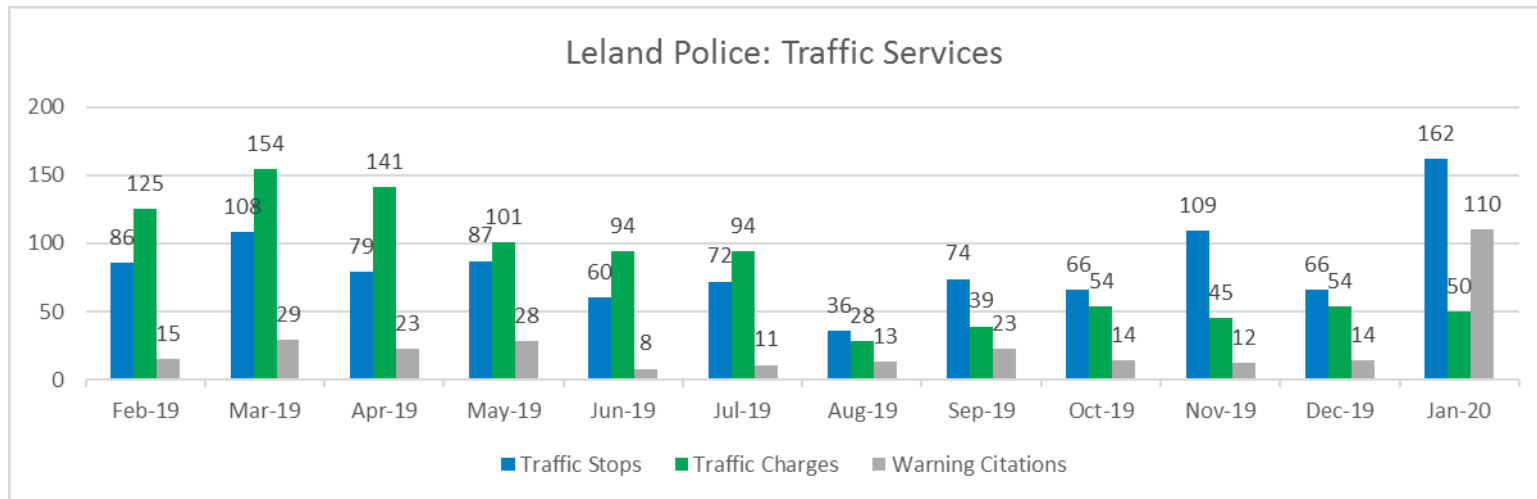
Officer Mackenzie Roberts and Detective Robert Britton completed First Call Initial Investigative Interview training which was delivered in Raleigh. This course provides law enforcement with the necessary skills to aid them in conducting an initial investigative interview when a child abuse investigation arises. Lieutenant James Almond, Lieutenant Jeremy Humphries, Sergeant Charles Frey, and Detective Jason Carter completed a K-9 Legal Issues course offered at the North Carolina Justice Academy.

Leland Police hosted “Train the Trainer” for the upcoming implementation of the CentralSquare software. This software will replace the current Southern Software platform, and be utilized by Leland Police, Boiling Spring Lakes Police, Southport Police, and the Brunswick County Sheriff’s Office.

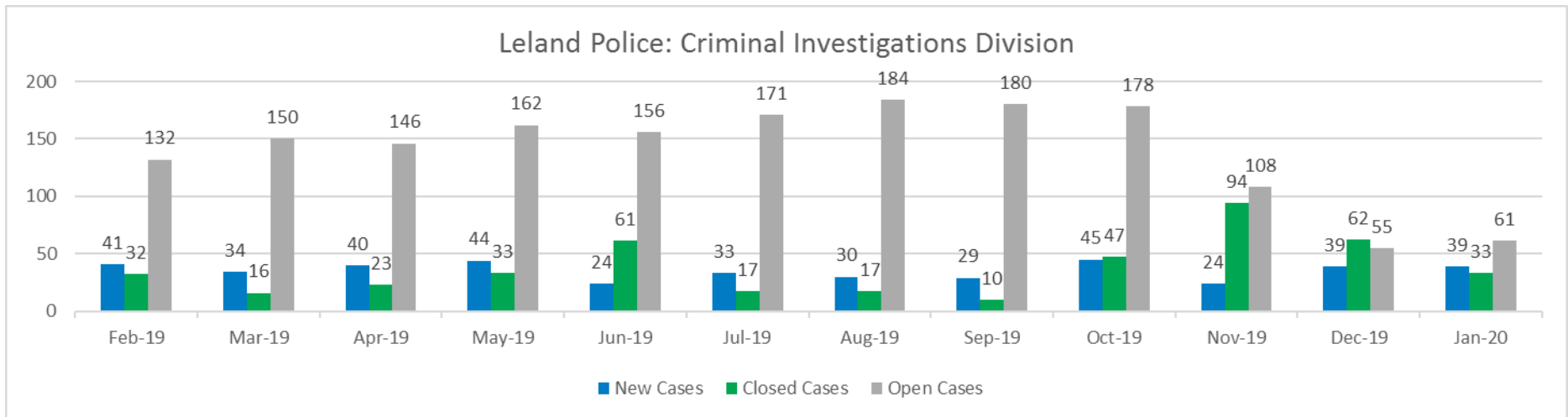
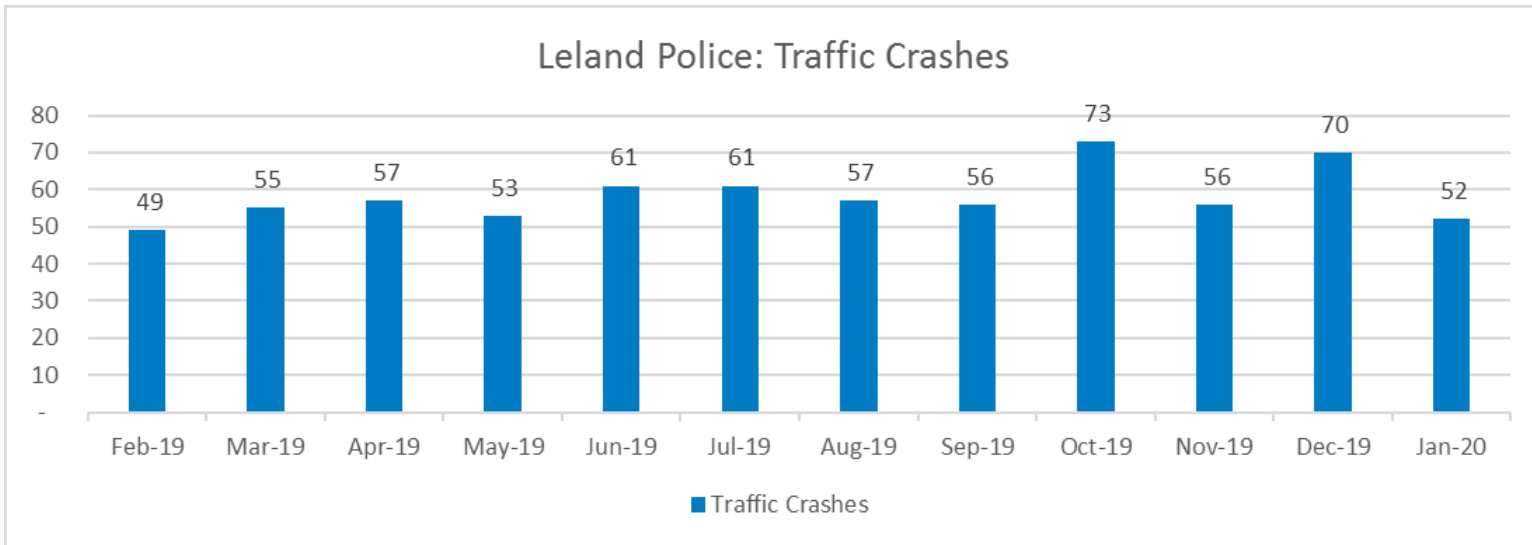
### Dashboard

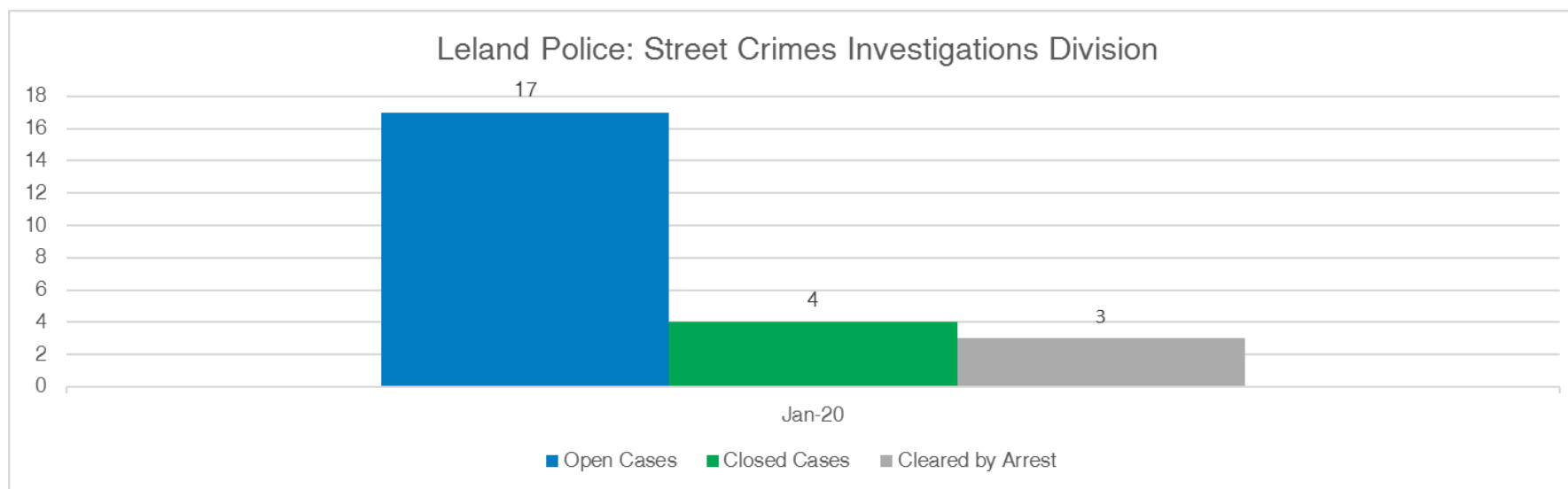
Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan-20	67	15	5	17	22	0	6











### Investigations Significant Activities

During the month of January, the Buy and Go on Ploof Road was the victim of an armed robbery. The entire CID Division came together and worked as a team to identify suspects and conduct interviews. This led to the arrest of one adult and three juveniles. This will be the first such case that the Brunswick County DA's Office has taken since the "Raise the Age" laws went into effect.

Det. Kaze investigated an online scam on "Offerup". These cases often go unsolved due to "scammers" living overseas or in hidden profiles. Det. Kaze communicated with Offerup and the victim to develop a suspect. Det. Kaze was able to secure felony warrants.

Larceny offenses were the lead crime this month in Leland. Two unknown suspects stole two new chainsaws from the Ace Hardware. Det. Sgt. Warren took the lead and was able to develop a suspect. Warren took the case further and utilized "boots on the ground" in a high crime area of Wilmington, found the suspect, and obtained a confession. This led to the development of the second suspect. Using the same method, the second suspect was located in Wilmington in a high crime area and confessed. Detectives also worked a theft by employee case at the Ace Hardware.

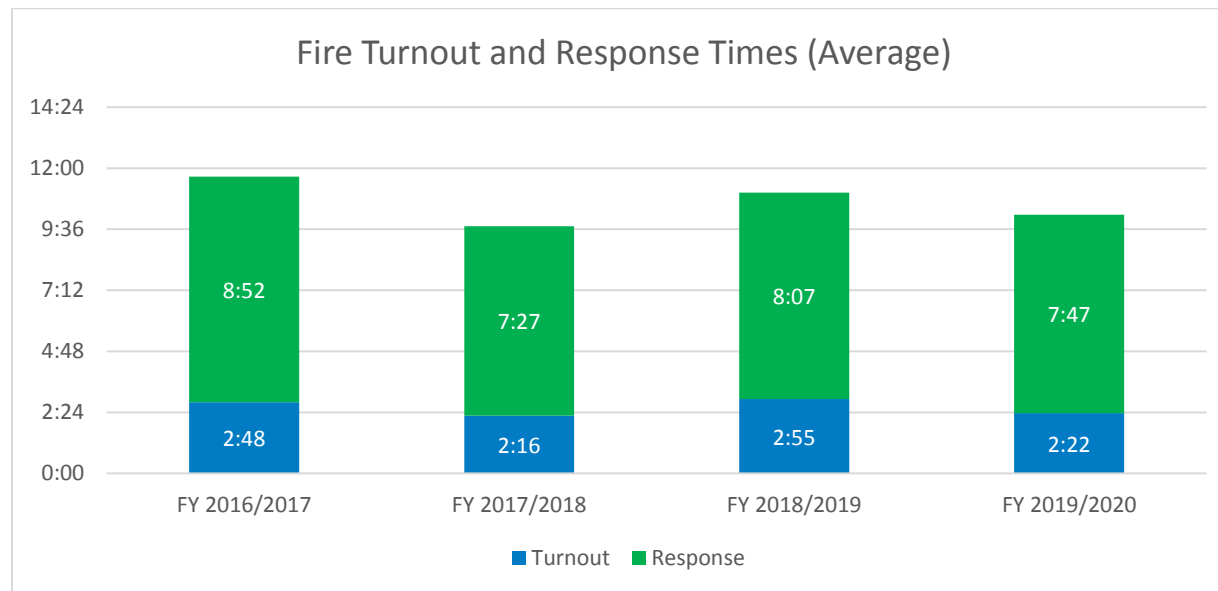
## Fire/Rescue Updates

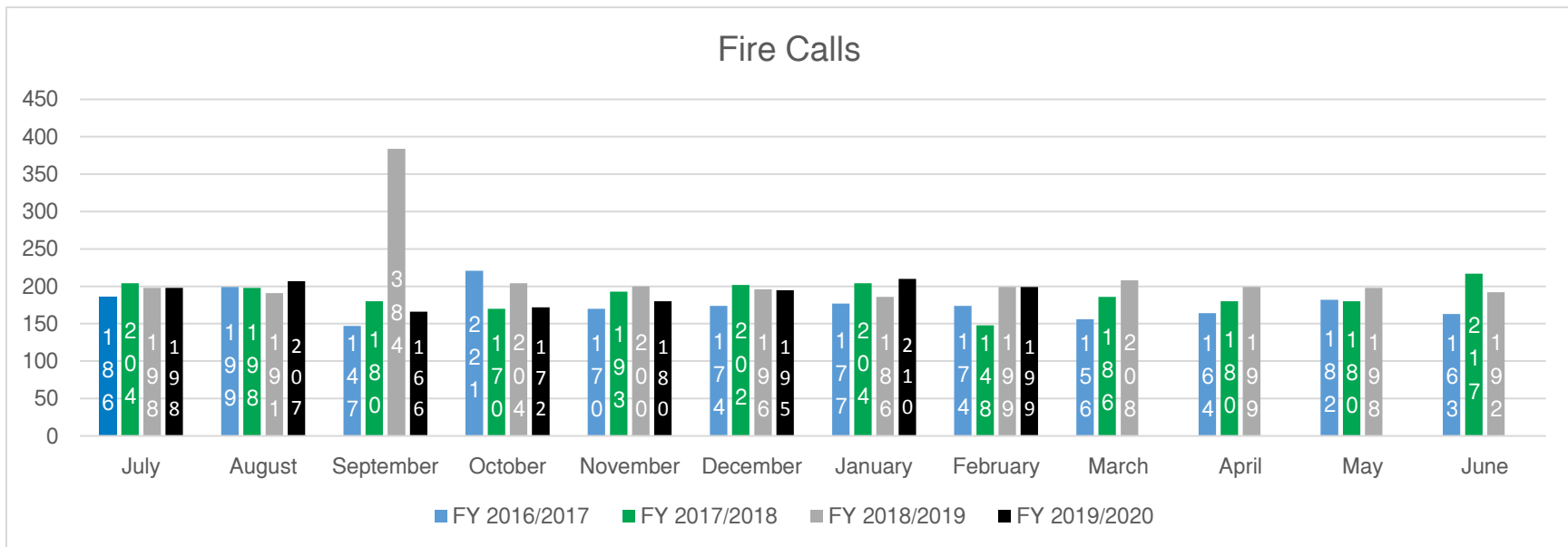
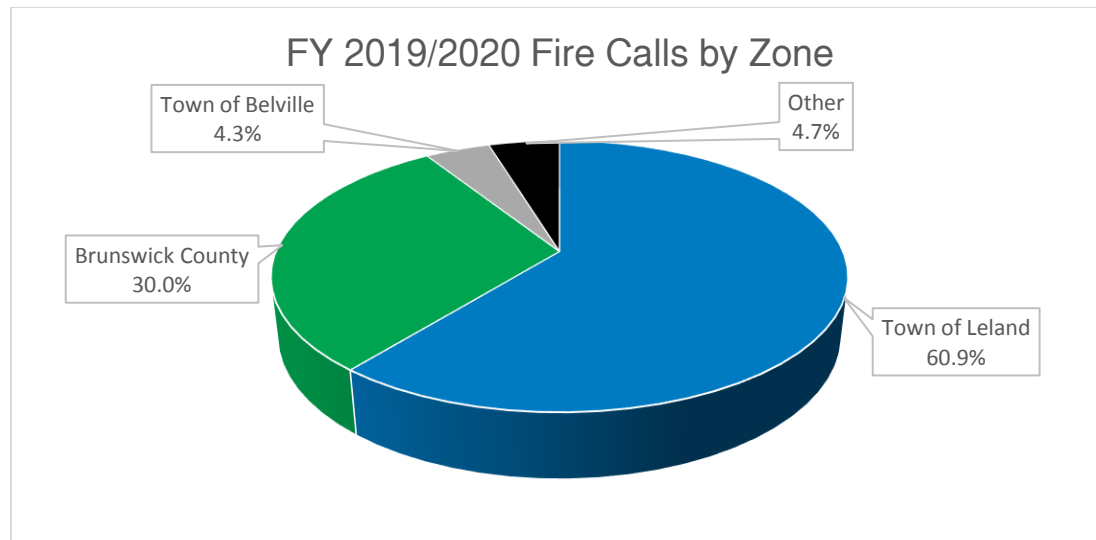
### Department News

There are multiple employee led committees that are working through various tasks and goals for the department. The Standard Operating Guidelines Committee continues to work on policies, while the Station Committee is gathering information to aid in the planning of the Kay Todd Road station with the Design/Build Partner.

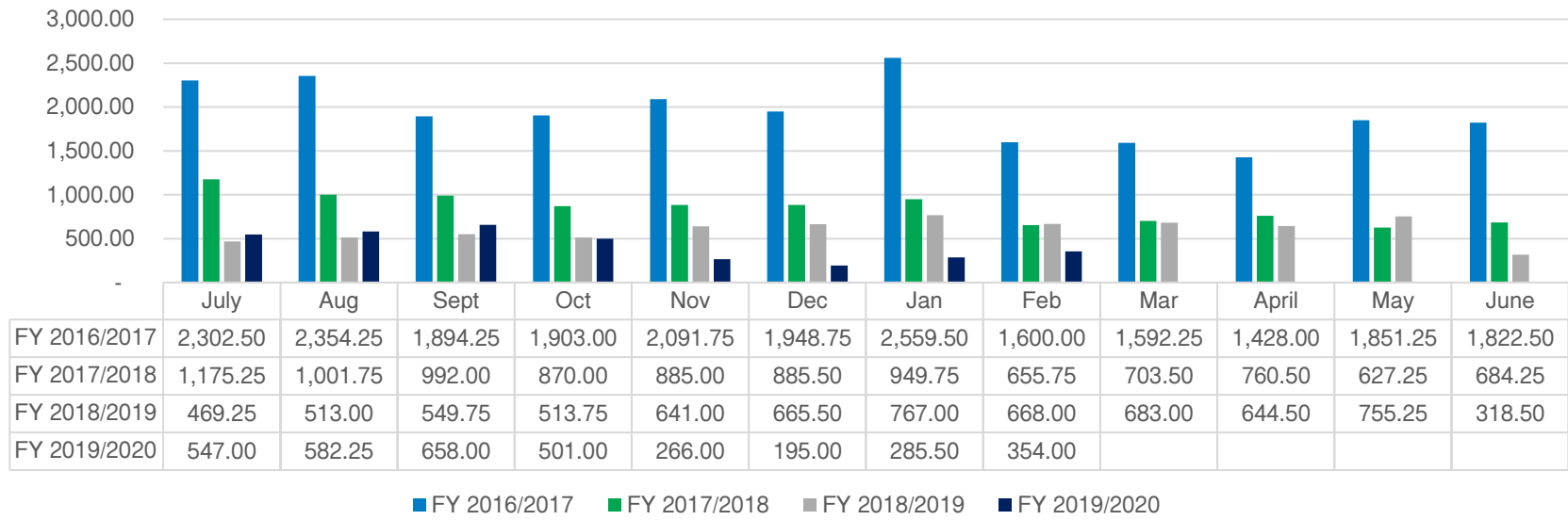
Training continues to be a high priority with upcoming training in swift water rescue and transportation emergencies. A live burn was held this month allowing employees to gain valuable knowledge in interior firefighter tactics.

### Dashboard





### Volunteer Hours



## Department News

Staff is coordinating efforts to participate in the NCDOT Litter Sweep on April 18, 2020 with a rain date of April 25, 2020.

Staff have interviewed several qualified candidates to fill the currently vacant Custodian position. Staff will be moving forward with a conditional offer for employment soon. The part-time Recreation Specialist position has not yet been filled.

Staff presented a final Master Plan for Founders Park to the Parks and Recreation Board at their February meeting. The Parks and Recreation Board made a recommendation for Council to adopt the Master Plan and to fund the first phase of the project.

## Parks and Recreation Board Summary

The February Parks and Recreation Board meeting included the following topics:

- Meeting Schedule
- Founders Park Master Plan

## Grounds/Facilities Updates

### Work Priorities

- Drainage improvements at the Village Road Fire Station
- Spring pre-emergent applications

### Projects Completed

- Adopted Sturgeon Creek Park Master Plan
- Assembled tables, carts, and equipment, hung a dry erase board, and patched a hole in the office at the LCAC
- Repaired air compressor fittings and painted offices at the Westport Fire Station
- Repair made to the Town Hall generator

- Repaired a door at the Village Road Fire Station
- Completed a light audit of the exterior Town buildings

## Major Purchases

No major purchases occurred in February.

## Event/Program Attendance Reports

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Artist Reception - Joseph Bardani	02/06/20	-	120	-	-	-	-	-
Leland We Don't Know	02/12/20	15/25	25	470.00	300.00	170.00	59.05	110.95
Leland We Don't Know	02/22/20	15/25	25	395.00	300.00	95.00	89.04	5.96
Birding in Brunswick 101	02/27/20	12/20	14	176.00	132.00	44.00	-	44.00
Campfire at the Cove	02/29/20	-	28	-	85.58	-	249.92	(335.50)

## Upcoming Events/Programs

- March 20, 2020 – Vinnie & Scott Comedy Show
- March 21, 2020 – Bark in the Park
- March 22, 2020 – Barry & Ellie (Chamber Music)
- March 25, 2020 – Spring into DIY: Burlap Wreaths (Sold Out)
- March 26, 2020 – Birding in Brunswick 103
- March 28, 2020 – Youth Arts Day
- April 1, 2020 – Upcycling
- April 9, 2020 – Night Hunt
- April 11, 2020 – Egg Hunt (Northwest District Park)
- April 18, 2020 – Plant Giveaway

## LCAC Updates

A new session of classes began on March 9, 2020.

LCAC Art Gallery Exhibition of the Youth Arts Show, featuring the artwork of local children of all ages, will be on display through the end of March.

The LCAC served 1,293 voters on Primary Election Day.

LCAC staff and artists from the Black on Black Project will present to North Brunswick High School students on March 27, 2020. This is part of the Grassroots Grant awarded by the Brunswick Arts Council for Youth Arts Month.



## Department News

Andrew Neylon attended a 4-day course about the Community Rating System (CRS) of the National Flood Insurance Program. The course examined all 19 activities of credit and following the course, Mr. Neylon prepared a strategy and timeline to get Leland into the CRS program, with a target effective date of October 1, 2020.

Matt Kirkland has created a strategy to update the Town's Code of Ordinances to comply with pending North Carolina General Statute 160D – the consolidation and updating of statutes related to land use and planning for cities and counties. Some law changes are now effective, and the remainder become effective January 2021. Mr. Kirkland is currently auditing the ordinances for necessary changes to bring the Code of Ordinances into compliance with the updated statutes.

## Planning Board Meeting Summary

The Planning Board met on February 25, 2020 and heard the following items:

1. Text Amendment Discussion – Staff presented, as a discussion item, a proposed ordinance amendment to remove “patio home development” designation. Patio home developments are allotted reduced setbacks, but the ordinance does not provide criteria or standards for patio home developments.
2. Text Amendment – The Planning Board heard staff-proposed language to amend an ordinance to remove language for privilege licenses and vehicles for hire, which is no longer enforceable due to changes in state laws. The Planning Board recommended approval of the amendment.
3. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to relocate the chapter on sign regulations back into the zoning regulations chapter. Planning Board recommended approval of the amendment.
4. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to update language about the appeals process and Board of Adjustment membership. Planning Board recommended approval of the amendment.

The Planning Board's next meeting is on March 24, 2020 at 6 PM.

### Board of Adjustment Meeting Summary

The Board of Adjustment met on February 25, 2020 to approve an order denying a variance and the minutes from their previous meeting.

### Current Planning Update

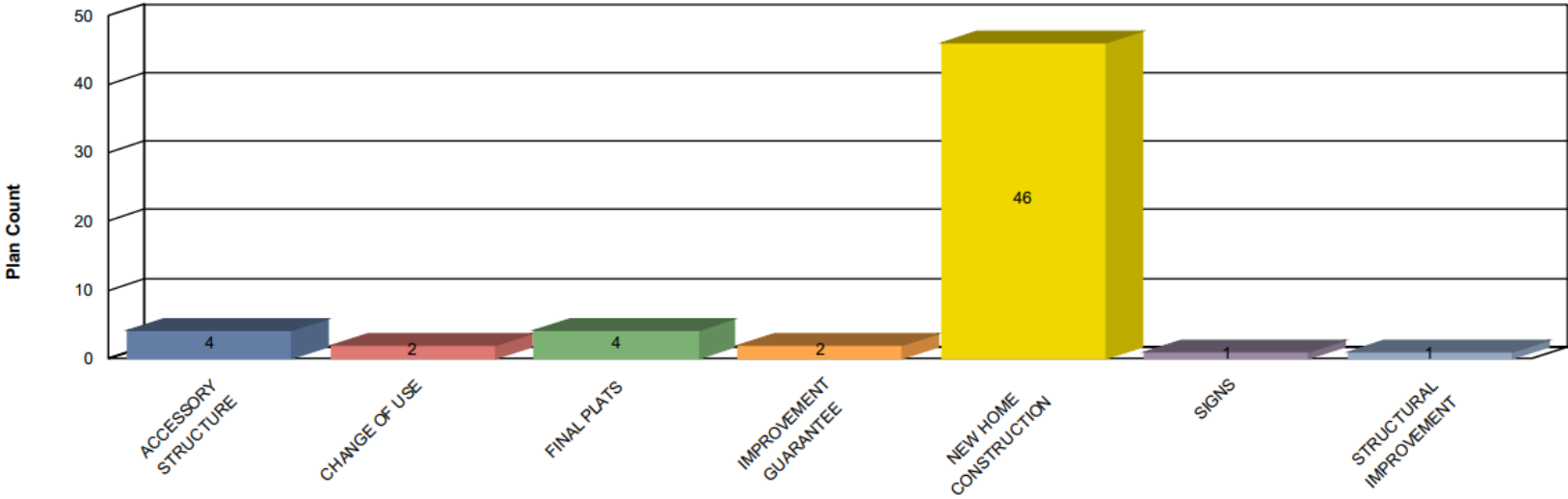
#### TRC Report

The Technical Review Committee (TRC) did not meet in February due to a lack of agenda items.

#### Plan and Plat Reviews



**PLANS COMPLETED BY TYPE (02/01/2020 TO 02/29/2020)  
FOR TOWN OF LELAND**



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Adair Park</b>			
Cash Bonds	1	\$188,258.13	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	23	\$7,290,967.45	-\$4,849,747.65
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	3	\$108,062.50	\$0.00
<b>Lanvale Forest</b>			
Letters of Credit	1	\$50,082.81	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$600,557.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
<b>Sessoms Way</b>			
Letters of Credit	1	\$55,505.00	\$0.00
<b>Skylars Cove</b>			
Surety Bond	1	\$70,876.00	\$0.00
<b>Summer Bay Villas</b>			
Surety Bond	1	\$97,872.50	\$97,872.50
<b>Tara Forest</b>			
Cash Bonds	1	\$10,840.00	\$0.00
<b>Waterford</b>			
Surety Bonds	1	\$244,281.25	\$0.00
<b>Totals</b>			
Total Letters of Credit	27	\$7,564,805.26	-\$4,849,747.65
Total Cash Bonds	11	\$850,516.03	\$0.00
Total Surety Bonds	8	\$813,584.95	\$97,872.50
Total Performance Guarantee Sureties	46	\$9,228,906.24	-\$4,751,875.15

## Long Range Planning Update

Staff continues to prepare for the Leland 2045 Comprehensive Plan project. Staff has created “brainstorming boards” located in the Brunswick Conference Room. Town Staff from all departments are welcome to add ideas, thoughts, and questions to the boards, which pose the following questions:

- What methods and locations could be used for public engagement?
- What groups and individuals should be involved?
- What topics should be covered by the plan?
- What questions should be answered by the plan?

## Transportation Planning Update

WMPO Transportation Coordinating Committee – Staff attended the WMPO TCC meeting on February 12, 2020. Items of discussion included the 2020-2029 STIP/MPO Transportation Improvement Program and the FY 2021 Transportation Demand Management Program (TDM) funding.

To help review the draft metropolitan transportation plan, Cape Fear Moving Forward 2045, the Wilmington Urban Area Metropolitan Planning Organization (WMPO) will be hosting an open house at Leland Town Hall on March 10, 2020 in the Cape Fear Meeting Room. This workshop will allow the public to provide input on the Draft Cape Fear Moving Forward 2045 Metropolitan Transportation Plan, which has been developed over the past two years. The plan includes an evaluation of potential aviation, bicycle and pedestrian, ferry and water transportation, freight and freight rail, public transportation, and roadway projects to meet the needs of the region over the next 25 years. The plan also examines many potential impacts of these projects on quality of life, health, and the environment. The open house is drop-in format. Visit [www.wmpo.org](http://www.wmpo.org) for more information about the planning effort and how to provide comments on the plan.

### GIS Update

In February, staff assisted the Operation Services department in creating a map showing the medians on Village Road. Staff is working on a portfolio of online maps to help the Town and the public, including maps showing public utility provider districts, flood zones, school districts, Town-maintained streets, and more.

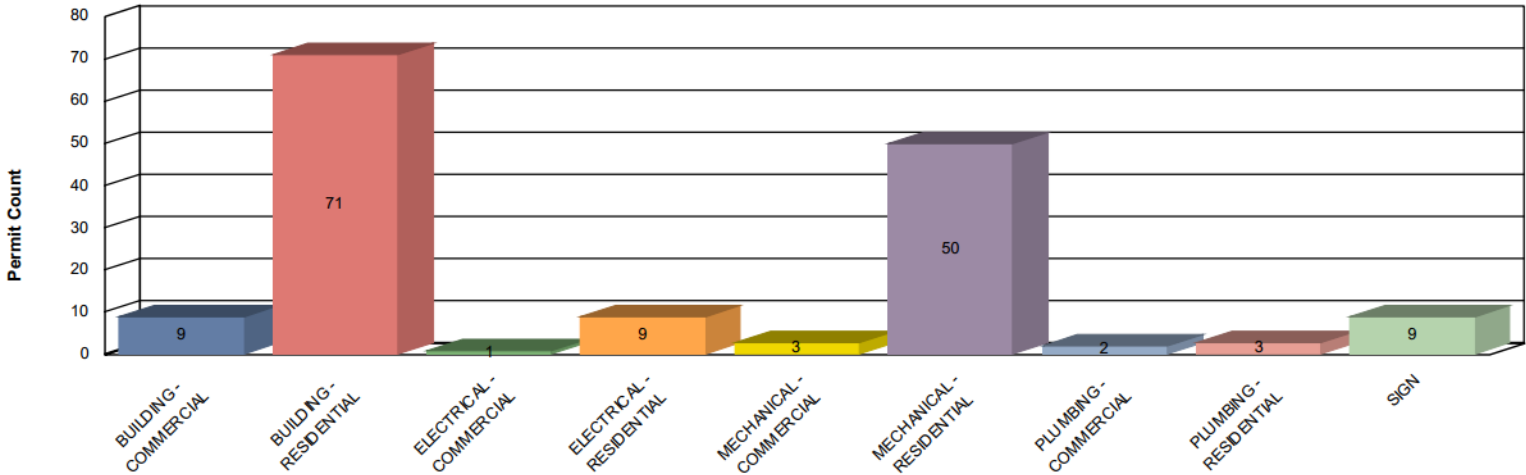
Staff is currently auditing and reorganizing all internal GIS data, which is currently located in multiple places on the internal server and contains outdated and redundant data.

### Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction	Total New Square Footage Permitted
152	1,195	\$11,954,820	153,342

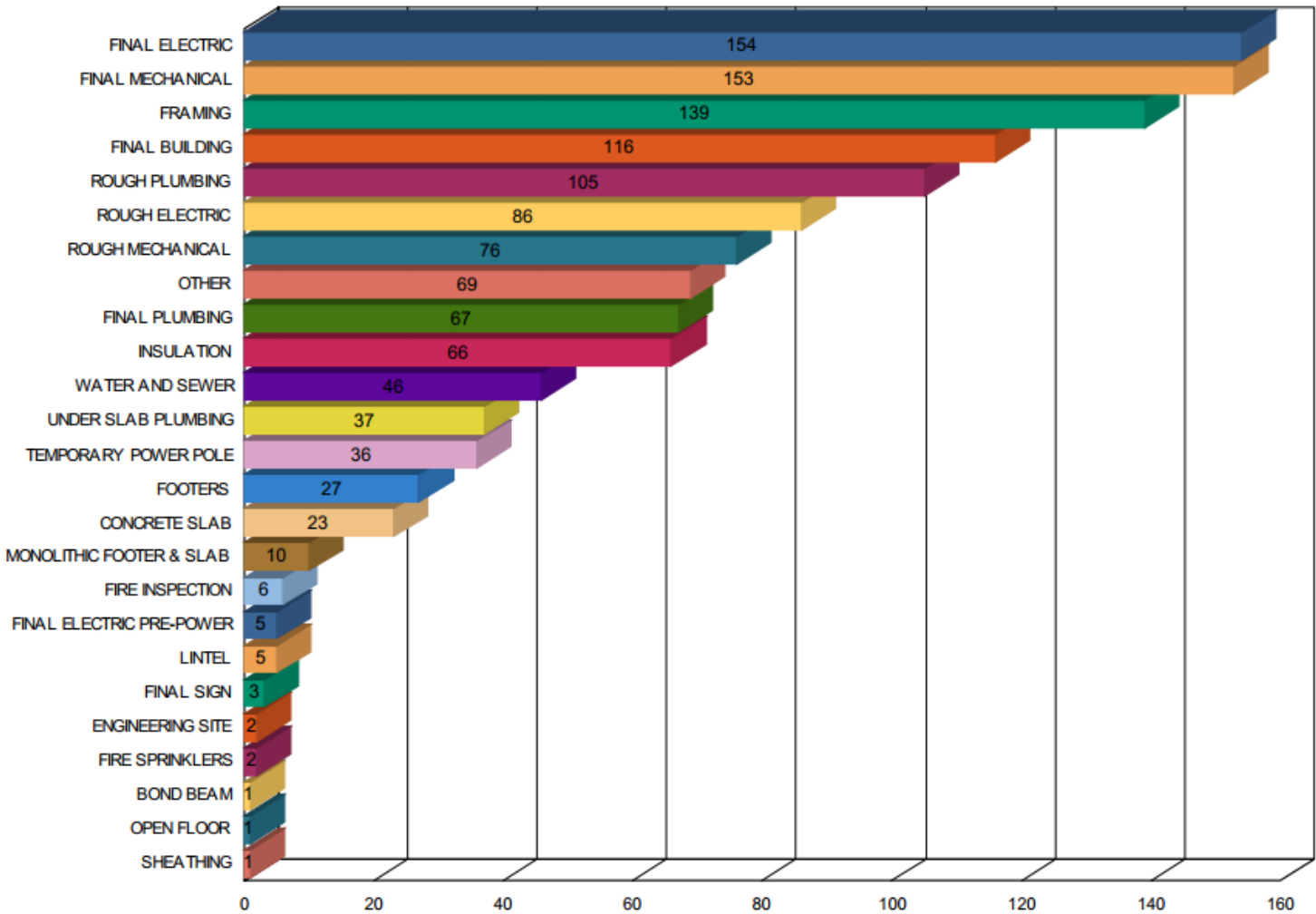


PERMITS ISSUED BY TYPE (02/01/2020 TO 02/29/2020)  
FOR TOWN OF LELAND





**COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (02/01/2020 TO 02/29/2020)  
FOR TOWN OF LEland**



## Code Enforcement Update

In February, Code Enforcement opened 1 minimum housing case, 2 zoning, 2 environment, and 1 stormwater case. Additionally, 7 environmental cases, 1 stormwater, and 6 zoning cases were closed. Currently, there are 13 environmental, 1 vehicle, 7 minimum housing, 1 stormwater, 1 vehicle, and 5 zoning cases open.

## Department News

On February 19, 2020, Mr. Vidmar met with representatives from the Carolina Beach Operations Advisory Board regarding the Village Road overhead utility conversion project. This Advisory Board has been tasked by Carolina Beach Town Council to evaluate the possibility of Carolina Beach undertaking a similar overhead utility conversion project. This Advisory Board had previously met with officials in Elizabethtown to learn more about that Town's utility conversion work that was done in its downtown and shared this information with Mr. Vidmar. Mr. Vidmar and Carolina Beach agreed to continue sharing information with each other from time to time as progress is made by each group, including a possible meeting with the City of Wilmington to discuss its underground utility project on north Third Street that was completed in 2013.

Staff is still waiting to receive the results of the Town's application for the 2019 U.S. Department of Commerce Economic Development Association (EDA) Disaster Supplemental Notice of Funding Opportunity. The grant would fund the engineering and preparation of construction plans for the burial of overhead utilities along a nearly one-mile section of Village Road. Mr. Vidmar was told by the EDA that the delay in getting the results is due to the large number of applications that were received for this particular grant.

Mr. Vidmar is overseeing the annexation process that is taking place for the voluntary annexation of four parcels totaling approximately 35 acres, including a Town-owned 1.10-acre parcel on Old Town Creek Road that will serve as the location of a new sewer lift station.

## New Businesses

- Mr. Vidmar has learned that **Southport Smokehouse** has signed a lease for the space formerly occupied by Fat Tony's.



## New Construction/Development

- Mr. Vidmar continued working with the Public Services Department on preparing the four (4) STBG-DA multi-use path projects for bidding. Staff anticipates getting approval from NCDOT to advertise the projects for bids very soon.
- In addition, Mr. Vidmar is working with the Public Services Department to coordinate the engineering and preparation of bidding documents for the extension of Brunswick Village Boulevard and installation of water and sewer lines, as well as a multi-use path along Kay Todd Road in connection with a Development Agreement between the Town and Funston Land and Timber, LLC.
- Building foundation work is underway for the **Hawthorne at Waterside** apartment community located near the corner of Highway 17 and Hewett Burton Road. Phase 1 of this project will include 11 buildings with 276 one-, two-, and three-bedroom apartment units, a clubhouse, swimming pool, and additional amenities. The Town plans to construct a new public street through **Hawthorne at Waterside** in the future that will provide another connection from Highway 17 into Brunswick Forest by way of the extension of Brunswick Village Boulevard.
- Site construction continued at the **Ibis Landing** development located at the corner of Carol Lynn Drive and Highway 17. This project is planned to have 11 residential buildings with 123 townhomes on approximately 19 acres, and 6 commercial outlots on approximately 10 acres.
- At Leland Town Center, fit-up construction is underway for the **Starbucks, Heartland Dental, Firehouse Subs, and AT&T** spaces in the building next to Chick-fil-A. **Starbucks** and **Firehouse Subs** are expected to open very soon.
- Construction continued on the 120-unit **Leland Station** apartment community in the Waterford Commercial Village across from Goodwill. Mr. Vidmar has been told by the developer that the completed buildings are 100% leased.

## Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in February.

## Streets Updates

### Department News

The Town is actively recruiting for the next Public Services Director after the departure of Kent Jackson, who moved back to the Raleigh area to be with family.

Christie Auer was hired to fill the vacant Project Manager position. A second Project Manager position has also been filled, with the candidate starting on March 23, 2020. These positions will help to accelerate the rate of project completion for the Town.

Street sweeping was completed along Village Road from Town Hall Drive to the US 17 Interchange.

### Work Priorities

- Complete drainage and driveway repair on Grandiflora Drive.
- Construction bidding for the Old Fayetteville Road Multi-Use Path project.
- Planning for the NCDOT Spring Litter Sweep with Operation Services.
- Lanvale Forest street paving project.

### Projects Completed

- Various minor street repairs.
- Pedestrian warning signs and rumble strips installed on Pine Harvest Drive.

### Major Purchases

- A dump truck has been ordered for the Streets Division.

## Utilities Updates

### Department News

Preparations are being made to order a Vac Truck.

### Work Priorities

- Complete final contractor payment for Lift Station #10.
- Construction bidding for Lift Station #1 replacement.
- Design for Lift Station #14 relocation.
- Perform scheduled and unannounced construction inspections of development project sites.
- Ongoing – repair infiltration of sewer manholes and valve vaults within ten days of initial report.
- Ongoing – annual sewer line cleaning (10% of system cleaned annually).

### Projects Completed

- Requisition approved for annual line cleaning and inspection.
- Final designer change order for Lift Station #10 was approved.
- Booster pump full operational testing and acceptance completed.

### Major Purchases

- None in February.