



STAFF REPORTS

August 2020 Regular Meeting

Administration	2
Finance	10
Human Resources	15
Public Safety (Police and Fire/Rescue)	19
Operation Services	27
Planning and Inspections	30
Economic and Community Development	37
Public Services (Streets and Utilities)	40
Memorandum: Design-Build Criteria for Fire Station #53.....	44
Memorandum: Design-Build Criteria for Fire Station #51.....	48

Department News

Staff members returned to teleworking after June 30 as COVID-19 cases continued to increase, with a determination for next steps after the Governor's next decision in early August on whether to extend Phase 2 or move to Phase 3.

A handful of staff are testing the new version of the VC3 Virtual Office, which, among other updates, will provide staff with the ability to perform Zoom and Microsoft Team meetings within the VOA environment.

IT staff also swapped out Council's old iPads for new devices.

Council Directive Updates

- Flood Policy/Stormwater Design Standards – The Town has contracted with McGill Associates to provide a review and update of the Town's Stormwater Ordinance and Stormwater Design Manual. Staff will present the drafts at the August Council meeting.
- Mowing/Litter Pick-Up – According to NCDOT representatives, the next litter pickup and mowing for the Highway 17 and Highway 74/76 corridors is scheduled for mid-August.
- Public Transit in Northern Brunswick County – Staff is working to set a follow-up meeting in late August with staff representatives from Brunswick County, Navassa, Belville, Northwest, and Sandy Creek to discuss potential options for the continuation of public transit service in Northern Brunswick County. This meeting will also include representatives from Brunswick Transit Services (BTS).

Communications

Social Media Update

- Facebook Highlights (July 1 – 31, 2020)
 - 892 Page Views (Increase of 89% over the previous month)
 - 74 New Page Likes (Increase of 42% over the previous month)
 - Added 78 new page followers

- Post Reach (Number of people who saw any post at least once) – 13,988 (Increase of 396% over the previous month)
- Post engagement (Likes, Comments, Shares, etc.) – 3,804 (Increase of 297% over the previous month)
- Posts related to Hurricane Isaias and storm debris likely account for the significant increases in engagement and reach
- Twitter Highlights (July 1 – 31, 2020)
 - Impressions/Reach – 5,343 (Increase of 115% over the previous month)
 - Profile Visits – 93
 - Added 3 new followers for a total of 1,392
- NextDoor Highlights (July 1 – 31, 2020)
 - Impressions/Reach – 17,071
 - Likes – 119
 - Comments/Dialogue on Town Posts – 38

Website/Newsletter/Other

- Continued website updates to include adding new pages and a customized menu of additional links on each page.
- Created an FAQ section on the website to house all FAQ topics and content thus far and moving forward. A designated section makes finding information to questions simpler and more streamlined.
- Initiated the use of a new newsletter template platform that will expand design capabilities and be more visually appealing.
- Helped coordinate media coverage of Leland's growth:
 - [WWAY – Census Bureau: Leland is the Fastest Growing Town in NC](#)
- Helped develop and coordinate media coverage related to the Innovation District:
 - [Wilmington Business Journal - Leland Annexes Large Industrial Land Tracts, Approves Initial Zoning](#) (This article was also featured in Business NC Daily Digest's statewide e-newsletter)
 - [WECT - Leland votes to add annexation, extend corporate limits for industrial growth](#)

- [WECT - Town of Leland created new zoning district to attract high-tech trades](#)
- Pitched ideas to, and coordinated and/or conducted interviews with local media on international student and Town intern that also served to showcase new online interactive maps and the Town's role in providing some essential, direct instruction while in-person classes at UNCW were canceled
 - [Spectrum News – UNCW International Student Weathering the Pandemic](#)

Press Releases/Blogs/FAQs

- [Press Release: Leland Seeks to Attract High-Quality, High-Tech Trades](#)
- [FAQ: Curbside Recycling](#)

TDA Marketing

- The LTDA meeting for July was postponed until September 16, 2020.
- Staff continued to work with VC3 to finalize the launch of the new Visit Leland NC website.
- Staff continued to work with a national company on a video tour for Leland TDA by identifying topics, such as recreation, economic development, and real estate and relocation, and locations for those videos, as well as assisting in writing and editing scripts. The videos will be featured on the new TDA website.

Projects

Public Services

Lift Station #1 Replacement (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Town Council approved Resolution R20-058 at their July 16, 2020 regular meeting to issue a Notice of Award and execute a contract with C.M. Mitchell Construction Company as apparent low bidder at \$538,674. Utility easements have been signed and recorded with Brunswick County.
- Next Steps: Issue Notice of Award and fully execute contract with C.M. Mitchell Construction.

- Concerns: No concerns at this time.

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: Hickman Utilities, Inc. is the apparent low bidder at \$109,600.
- Next Steps: Issue Notice of Award and fully execute contract with Hickman Utilities, Inc.
- Concerns: No concerns at this time.

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

- Purpose: To 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: Construction is underway.
- Next Steps: The contractor is finishing work at the Lift Station #33 site. Electrical is to be installed and final pressure testing is to be completed. The contractor is waiting on the encroachment agreement from NCDOT prior to extending the force main from Hawthorne at Waterside across Highway 17 to Ibis Landing.
- Concerns: Timing of the installation of the force main and tie into Ibis Landing per the Development Agreement.

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 as well as additional flow from other lift stations.
- Status: Pressure testing and final walk through of the project is complete. The contractor is completing final punch list items.
- Next Steps: Finalize and close out project.
- Concerns: No concerns at this time.

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 Lift Station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: The project is in the design phase now and Town staff is working on obtaining easements.
- Next Steps: Complete engineering design work, obtain easements, advertise, and bid the project in Fall 2020.
- Concerns: No concerns at this time.

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: The project is back out to bid with bids due on August 27, 2020. NCDOT has authorized the construction of the project contingent on the Town agreeing to defer reimbursement until 2021.
- Next Steps: Bidding, Town Council approval, and award.
- Concerns: The 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: The project is back out to bid with bids due on August 27, 2020. NCDOT has authorized the construction of the project contingent on the Town agreeing to defer reimbursement until 2021.
- Next Steps: Bidding, Town Council approval, and award.
- Concerns: The potential high cost of construction, funding, and traffic management.

Lanvale Forest Street Improvements

- Purpose: To repair existing streets and infrastructure within the Lanvale Forest Subdivision. The scope of the project includes repairs to existing asphalt, stormwater catch basins, sidewalks, curb and gutter, and replace existing curb ramps with ADA compliant curb ramps. The streets will be dedicated to the Town.
- Status: The project is out for advertisement, with bids due August 6, 2020.
- Next Steps: Bidding, Town Council approval, and award.
- Concerns: No concerns at this time.

Brunswick Village Boulevard Extension & Kay Todd Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road. Brunswick Village Boulevard will be extended passed Regional Pump Station #33 to serve the developing areas in Brunswick Forest.
- Status: Installation of sanitary sewer and water mains to begin in August 2020.
- Next Steps: To finalize design plans and contract documents for advertisement and bid of the roadway portion of the project in the Fall of 2020.
- Concerns: No concerns at this time.

Operation Services

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: RFQ response period closed, with a total of 7 responses. Following review, Environments Unlimited was the highest rated offeror.
- Next Steps: Negotiation of contract and award.
- Concerns: Construction is dependent on the Public Services staff move to the new Municipal Operations Center.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Purchase of property which would be home to the new Leland Municipal Operations Center.
- Status: The closing date is scheduled for August 10, 2020. Three quotes were received for office improvements following the close, with a purchase order being finalized such that work will start after closing.
- Next Steps: To close on the property, complete renovations to office spaces, and move staff to the new facility.
- Concerns: Coordinating and finalizing the move of multiple business units.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and Drag/Stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Staff returned the grant acceptance documentation for USDA and NCDA.
- Next Steps: To publish a RFQ with the anticipated dates for advertising in August and to award in September.
- Concerns: No concerns at this time.

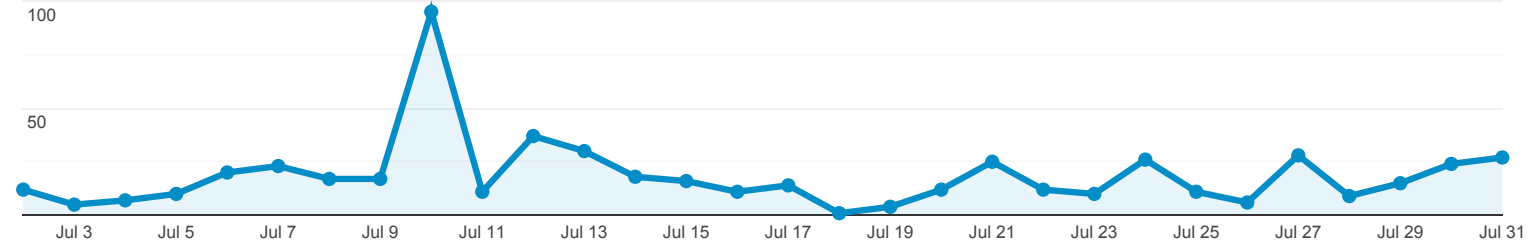
Projects Page Report

All Users
100.00% Pageviews

Jul 2, 2020 - Jul 31, 2020

Explorer

Pageviews



This data was filtered using an advanced filter.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	553 % of Total: 1.60% (34,502)	385 % of Total: 1.38% (27,829)	00:00:51 Avg for View: 00:01:31 (-44.22%)	100 % of Total: 0.61% (16,307)	44.00% Avg for View: 48.15% (-8.63%)	24.05% Avg for View: 47.26% (-49.11%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /town-projects	237 (42.86%)	145 (37.66%)	00:00:26	47 (47.00%)	23.40%	14.35%	\$0.00 (0.00%)
2. /projects/future-town-projects	97 (17.54%)	84 (21.82%)	00:01:45	25 (25.00%)	68.00%	42.27%	\$0.00 (0.00%)
3. /projects/lanvale-forest-street-improvements	46 (8.32%)	35 (9.09%)	00:01:45	2 (2.00%)	100.00%	54.35%	\$0.00 (0.00%)
4. /services/town-projects	35 (6.33%)	22 (5.71%)	00:01:11	0 (0.00%)	0.00%	8.57%	\$0.00 (0.00%)
5. /streets/roadwork-projects-updates	24 (4.34%)	20 (5.19%)	00:00:24	8 (8.00%)	75.00%	37.50%	\$0.00 (0.00%)
6. /projects/leland-fire-station-53	23 (4.16%)	20 (5.19%)	00:00:35	6 (6.00%)	16.67%	13.04%	\$0.00 (0.00%)
7. /projects/lift-station-1-relocation-1035-grandiflora-drive	17 (3.07%)	9 (2.34%)	00:01:17	2 (2.00%)	50.00%	17.65%	\$0.00 (0.00%)
8. /projects/future-town-projects?page=1	13 (2.35%)	11 (2.86%)	00:02:11	0 (0.00%)	0.00%	53.85%	\$0.00 (0.00%)
9. /projects/regional-pump-station-33-and-force-main-extension	12 (2.17%)	7 (1.82%)	00:01:17	0 (0.00%)	0.00%	8.33%	\$0.00 (0.00%)
10. /projects/northgate-drive-realignment-project	9 (1.63%)	3 (0.78%)	00:00:16	0 (0.00%)	0.00%	11.11%	\$0.00 (0.00%)

Rows 1 - 10 of 25

Department News

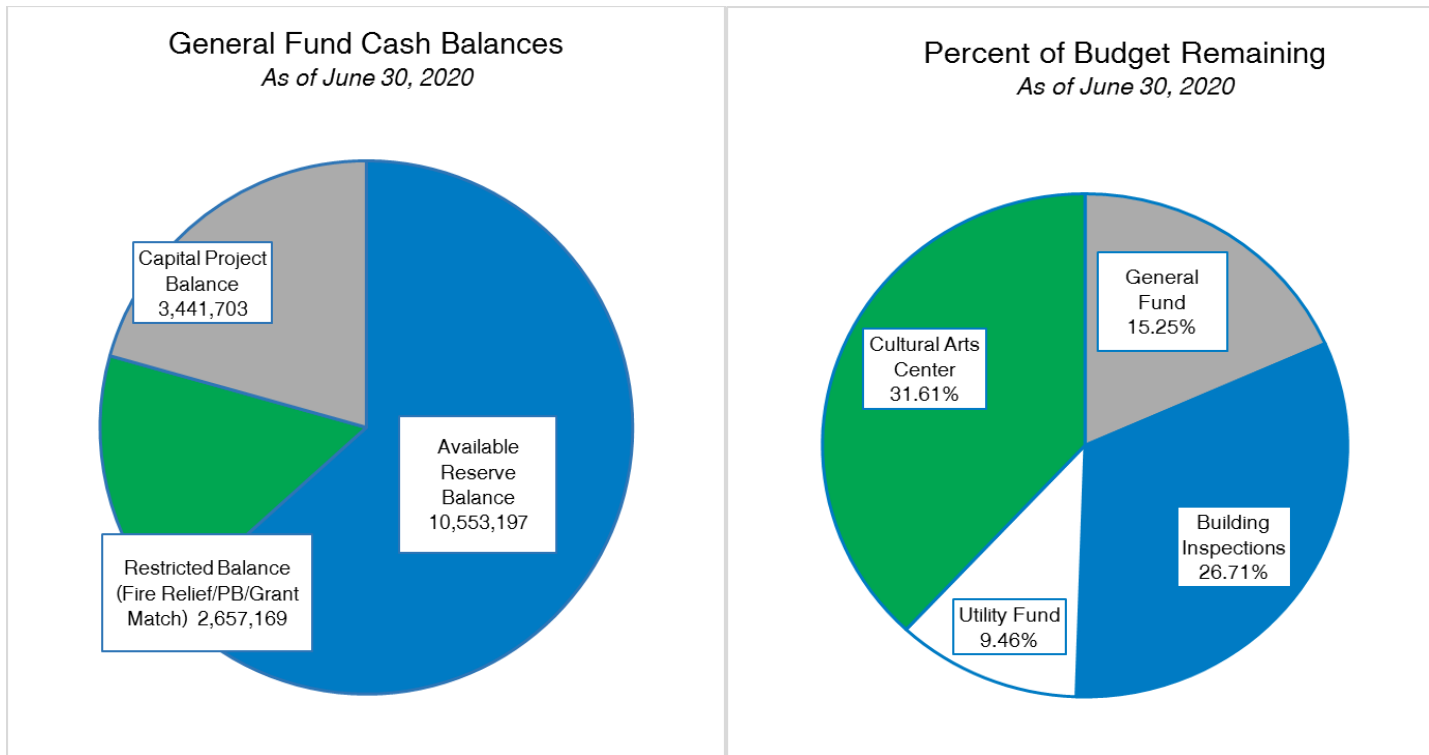
Ms. Friedman worked closely with Human Resources to successfully implement Paylocity, the Town's new payroll software. Staff is working on the FY2019/2020 audit with Thompson, Price, Scott & Adams CPA firm.

Audit Committee Meeting Summary

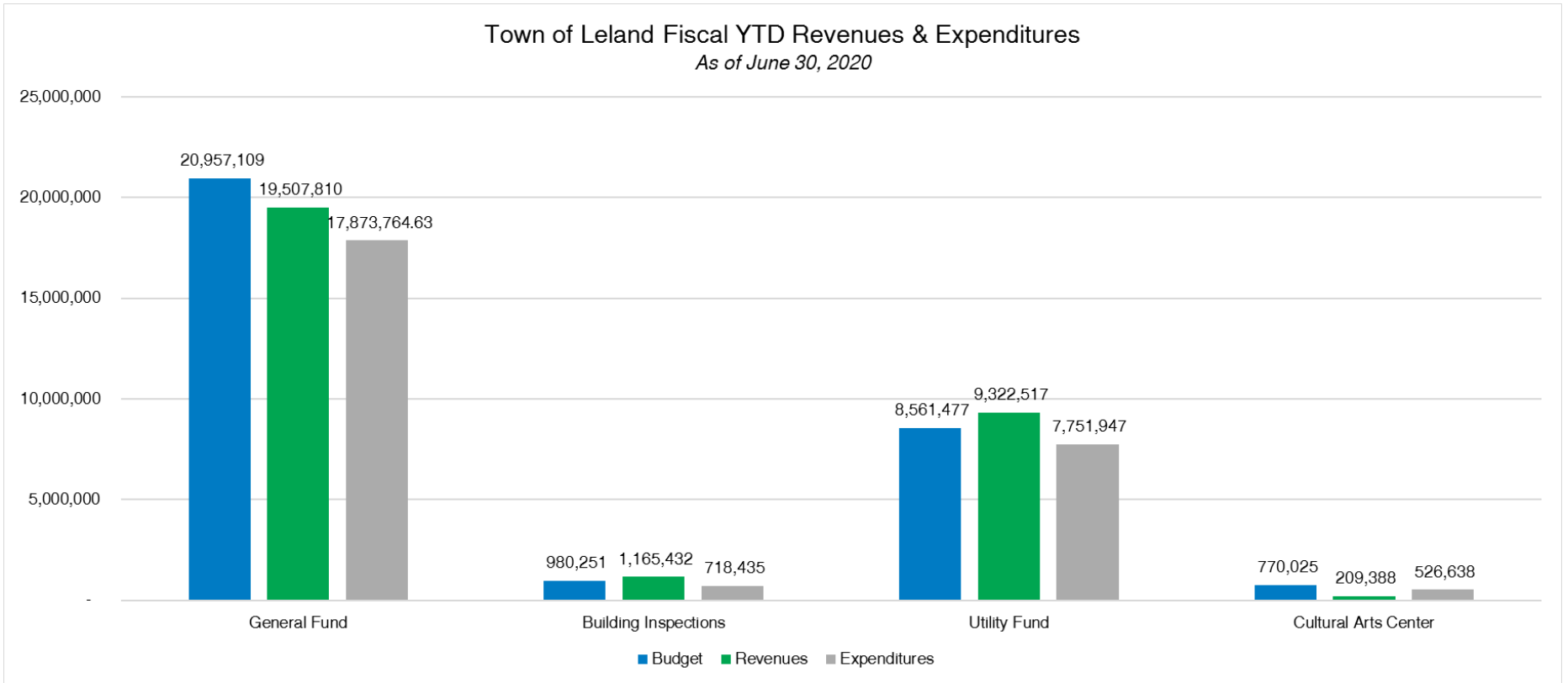
The Audit Committee did not meet in July.

Dashboard

**These amounts are prior to year-end adjusting entries.*



Town of Leland Fiscal YTD Revenues & Expenditures
As of June 30, 2020



Financial Budget to Actual Report – June 30, 2020

*These amounts are prior to year-end adjusting entries.

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	18,288,363.00	20,957,109.40	1,316,020.08	19,507,810.22	-	(1,449,299.18)	6.92%
Building Inspections	980,251.00	980,251.00	80,090.18	1,165,432.03	-	185,181.03	-18.89%
Utility Fund	6,724,182.00	8,561,477.20	739,937.15	9,322,517.11	-	761,039.91	-8.89%
Cultural Arts Center	770,025.00	770,025.00	(9,507.75)	209,387.76	-	(560,637.24)	72.81%
Report Total	26,762,821.00	31,268,862.60	2,126,539.66	30,205,147.12	-	(1,063,715.48)	3.40%

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	448,567.00	448,567.00	32,977.21	447,810.34	-	756.66	0.17%
Administration	1,097,057.00	1,327,057.00	61,178.42	1,165,410.08	-	161,646.92	12.18%
Information Technology	1,070,173.00	1,148,630.40	61,128.98	1,059,555.95	-	89,074.45	7.75%
Human Resources	317,175.00	317,175.00	22,649.30	240,423.10	-	76,751.90	24.20%
Finance	437,241.00	437,241.00	27,418.04	392,636.81	-	44,604.19	10.20%
Building Inspections	980,251.00	980,251.00	57,498.40	718,435.12	-	261,815.88	26.71%
Planning	531,891.00	531,891.00	38,015.53	470,504.76	-	61,386.24	11.54%
Economic Development	164,734.00	164,734.00	13,502.95	149,212.48	-	15,521.52	9.42%
Parks & Recreation	413,377.00	413,377.00	20,405.26	319,018.40	-	94,358.60	22.83%
Grounds & Facilities	1,186,422.00	1,231,422.00	75,696.13	1,089,206.67	-	142,215.33	11.55%
Public Services	2,881,368.00	2,539,753.56	234,799.18	1,806,331.03	-	733,422.53	28.88%
Police	3,711,866.00	3,747,866.00	252,560.45	3,091,948.21	-	655,917.79	17.50%
Fire	3,521,314.00	4,250,603.00	254,340.12	3,811,014.82	-	439,588.18	10.34%
Debt Services	1,676,753.00	1,676,753.00	166,000.00	1,674,301.65	-	2,451.35	0.15%
Transfers	830,425.00	2,722,039.44	27,294.44	2,156,390.33	-	565,649.11	20.78%
General Fund	19,268,614.00	21,937,360.40	1,345,464.41	18,592,199.75	-	3,345,160.65	15.25%

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Utility Fund	6,724,182.00	8,561,477.20	457,827.27	7,751,947.03	-	809,530.17	9.46%

CULTURAL ARTS CENTER ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Cultural Arts Center	770,025.00	770,025.00	37,978.22	526,638.23	-	243,386.77	31.61%

Intradepartmental and Interdepartmental Budget Transfers – June, 2020

There were no transfers.

Grant News – July, 2020

Grants Awaiting Notification

- Governor's Crime Commission: Byrne JAG Grant – Digital Evidence Collection/Analyzing System and Active Shooter Gear & Shields, no match (7/31/2019). Notification received the grant was awarded, and the award package has been mailed.
- 2020 DPR Region 3: Mobile Broadband Kit – \$10,000, no match (10/4/2019). The grant was approved regionally but is still pending State approval. Expected notification in late Fall 2020.
- FEMA AFG Grant: SCBA Filling Station – \$90,000, 10% match (3/19/2020).
- FEMA FP&S: Fire Alarm and Extinguisher Training & Simulator System – \$24,000 no match (5/29/2020).
- FEMA SAFER: Personnel Additions (3-year term) – \$2,036,822.40, Funded: 100% (Year 1), 75% (Year 2), 35% (Year 3) (5/15/2020).
- FEMA AFG Supplemental COVID-19: PPE Adapters for SCBA's – \$3,767.40 (5/14/2020).
- BVP Funding FY 2020: 30 bulletproof vests – \$700/each at 50% reimbursement.

Grants Awarded

- N/A

Grants Not Awarded

- N/A

Purchase Orders Issued by the Town Manager in Excess of \$50,000 – July, 2020

- Purchase: Fire Apparatus

Vendor: Allsource Enterprises

Amount Issued: \$701,438.00

Surplus Property

- Fire Department Coat and Helmet: The coat was condemned unusable by Minerva who is the turnout gear representative that perform all of the cleaning and repair of the equipment. The helmet is out of date and is not able to be used by a certified firefighter. These surplus items are considered waste and will be given to the local Firehouse Subs restaurant to provide for decoration in their facility.

Department News

The department has announced and implemented the Town's new Time Off Policy as well as the Educational Incentives Program to employees. Staff continues work on finalizing updates to the Town's personnel policy and manual. The final phases for implementation of the new HRIS/Payroll system through Paylocity with Finance is almost complete. Staff is working on a virtual employee engagement plan for the remainder of the year due to the COVID-19 pandemic which will replace the in-person Employee Appreciation Days. Town of Leland logo masks and hand sanitizer were distributed to employees throughout each department at the end of July.

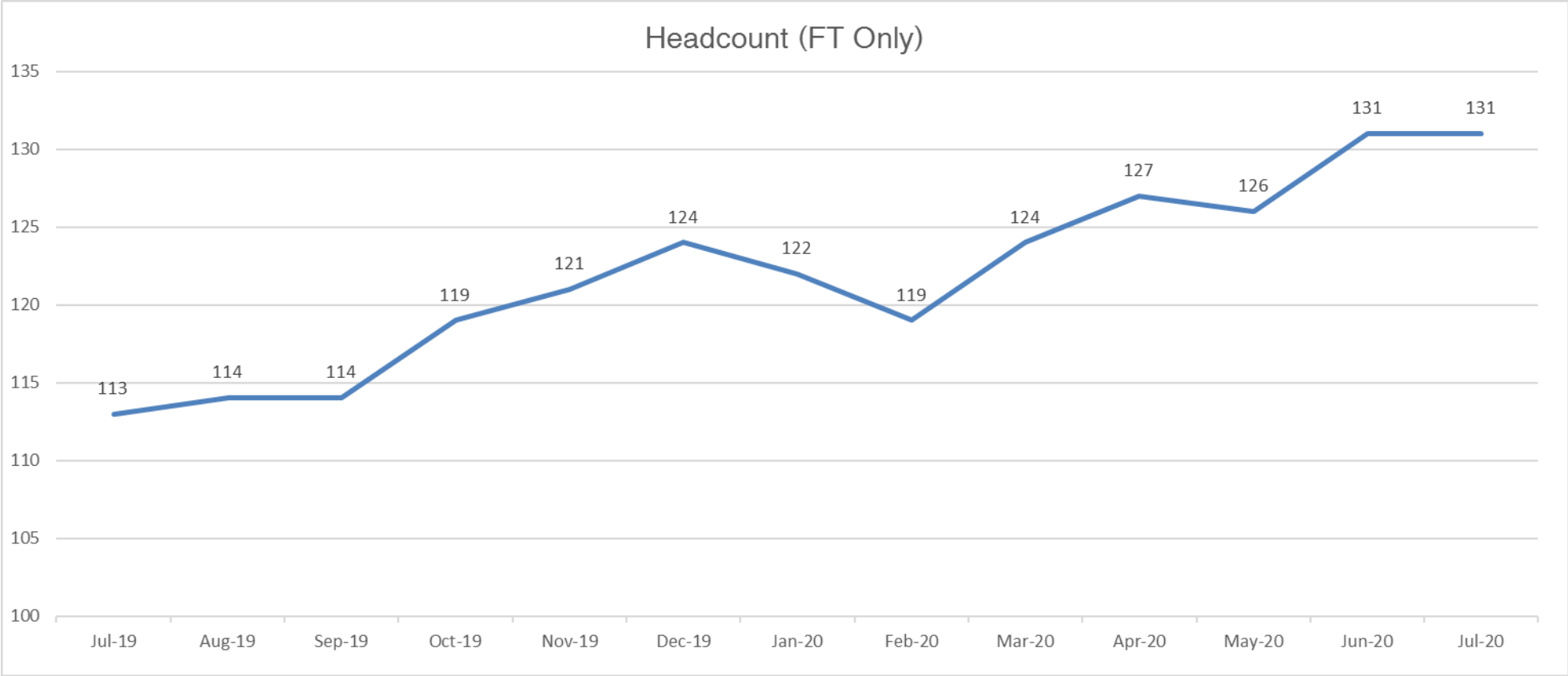
Personnel Updates

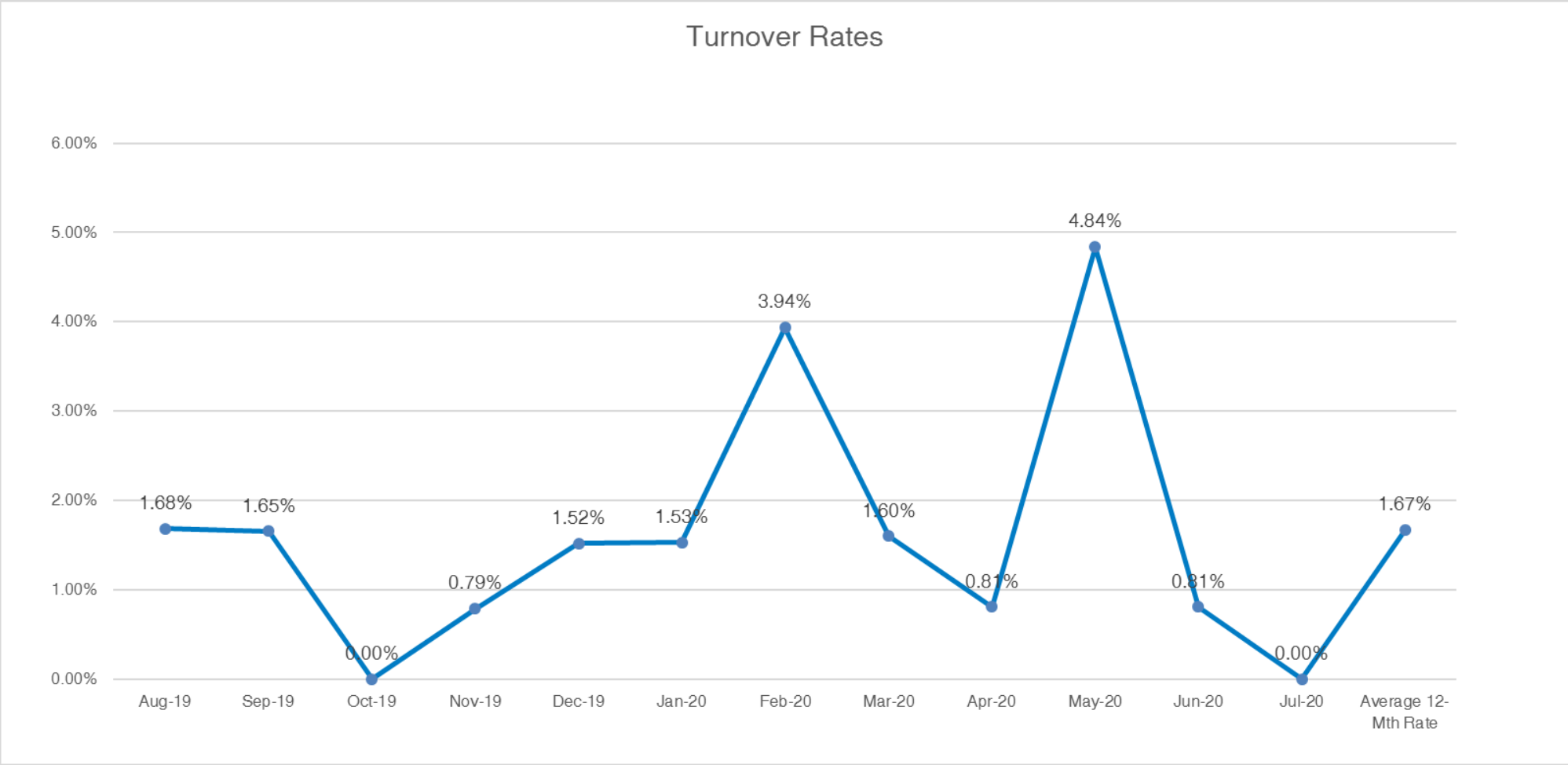
No updates to report for July.

Workers Comp Data

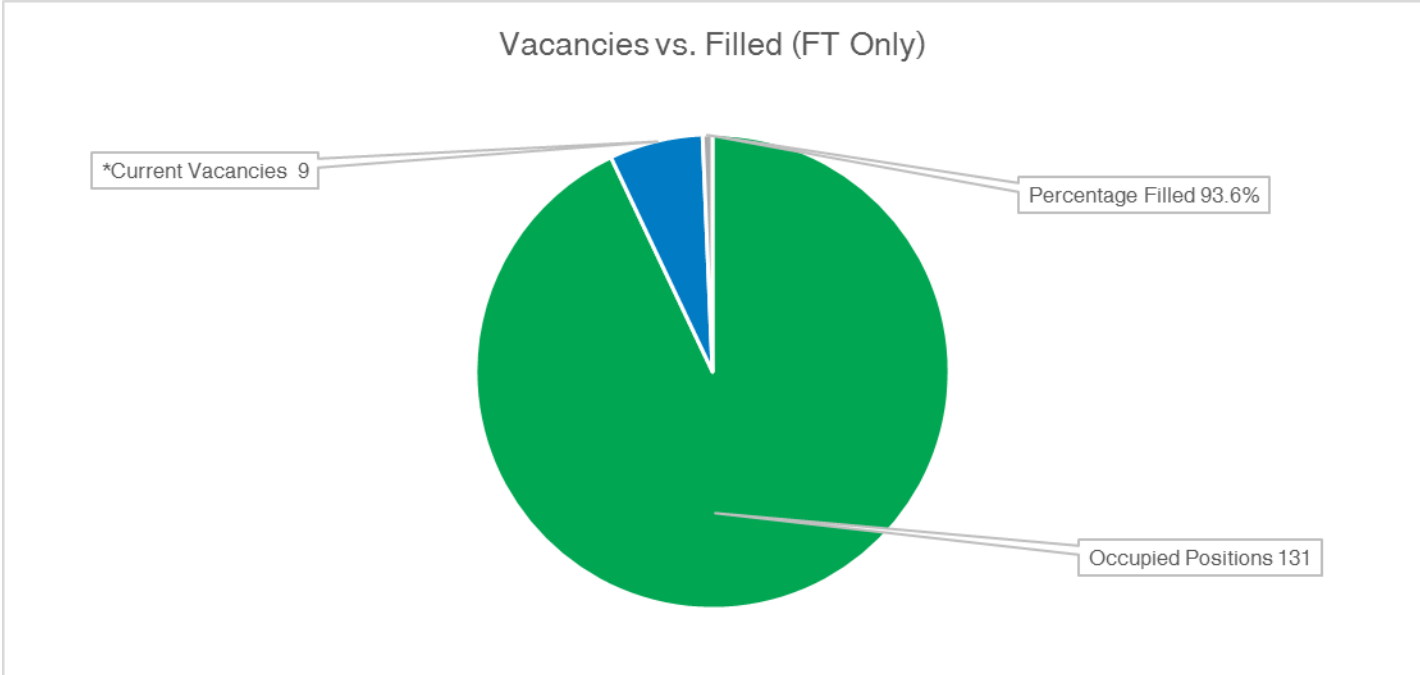
Number of Incidents	Loss Time (Y or N)	Brief description of Incident and Injury/Illness
1	N	Minor abrasion to right hand

Dashboard





Vacancies



Police Updates

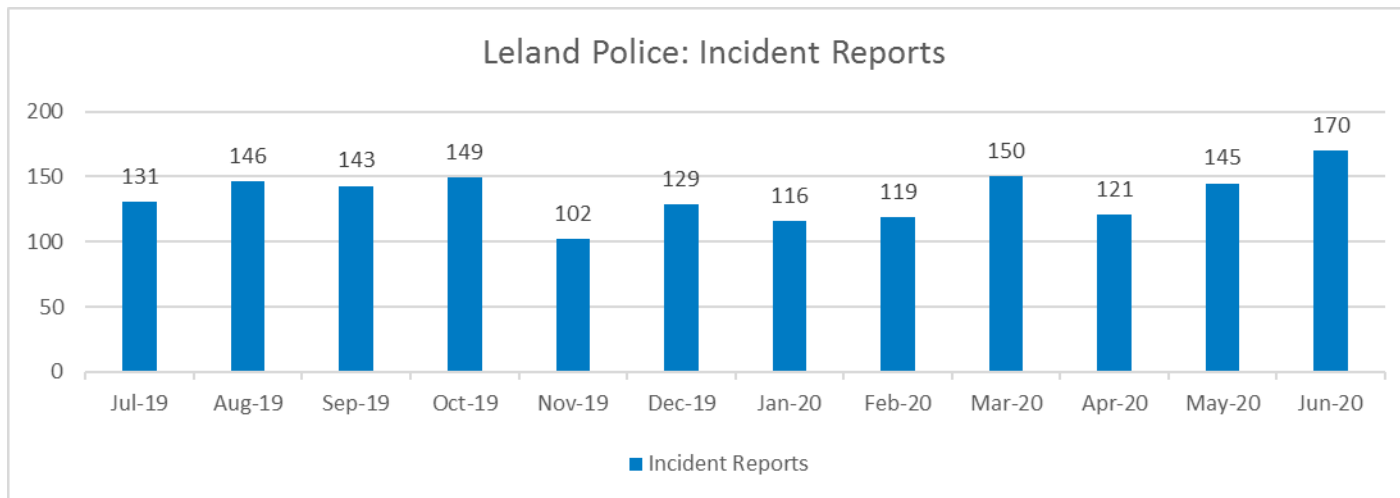
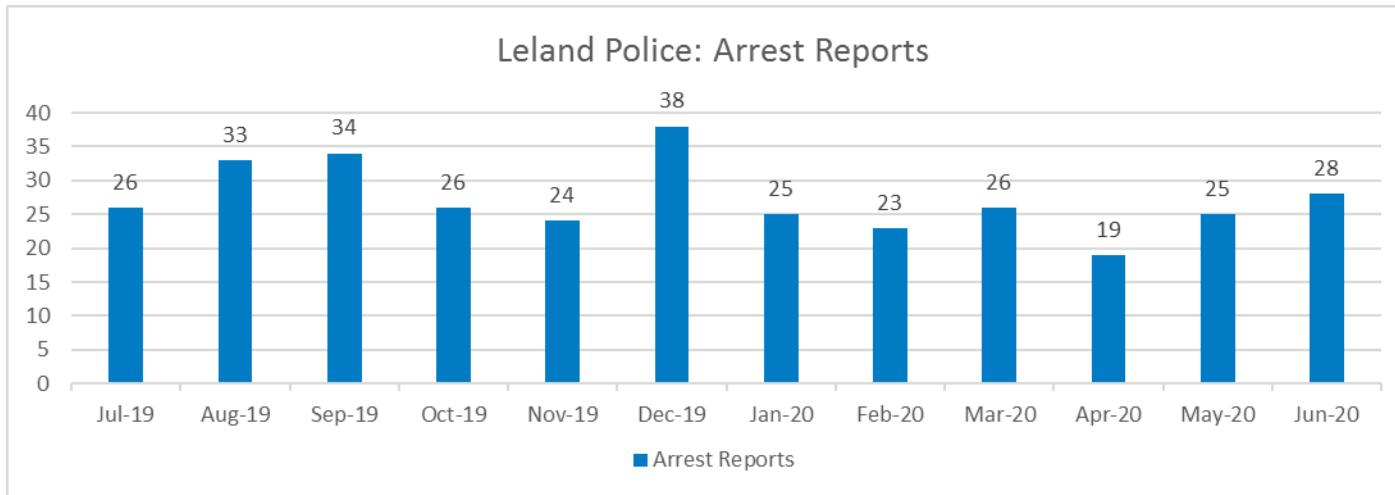
Department News

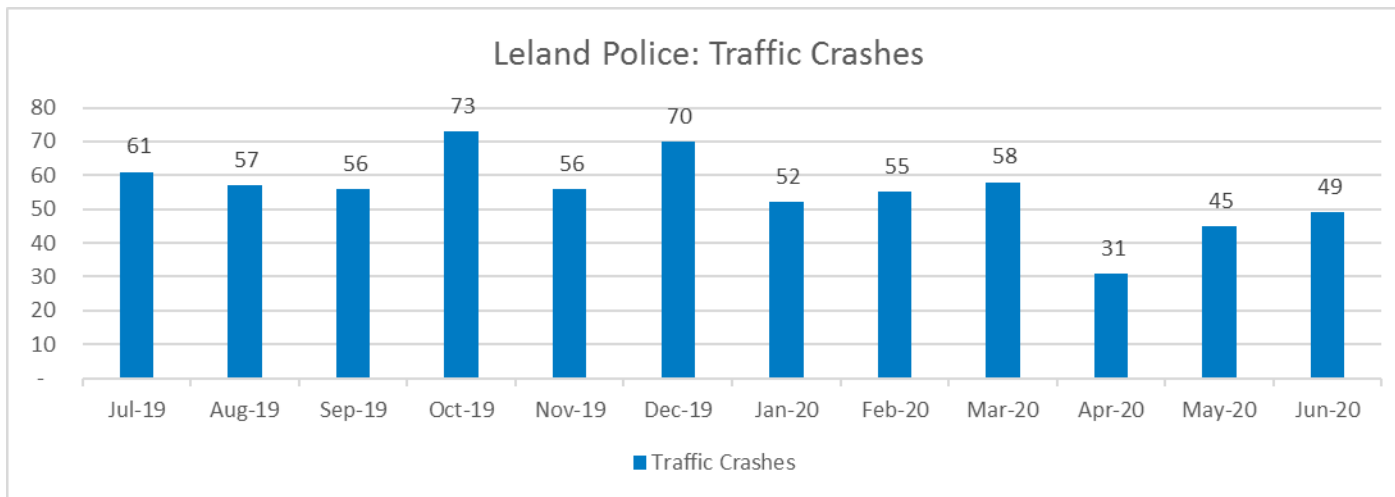
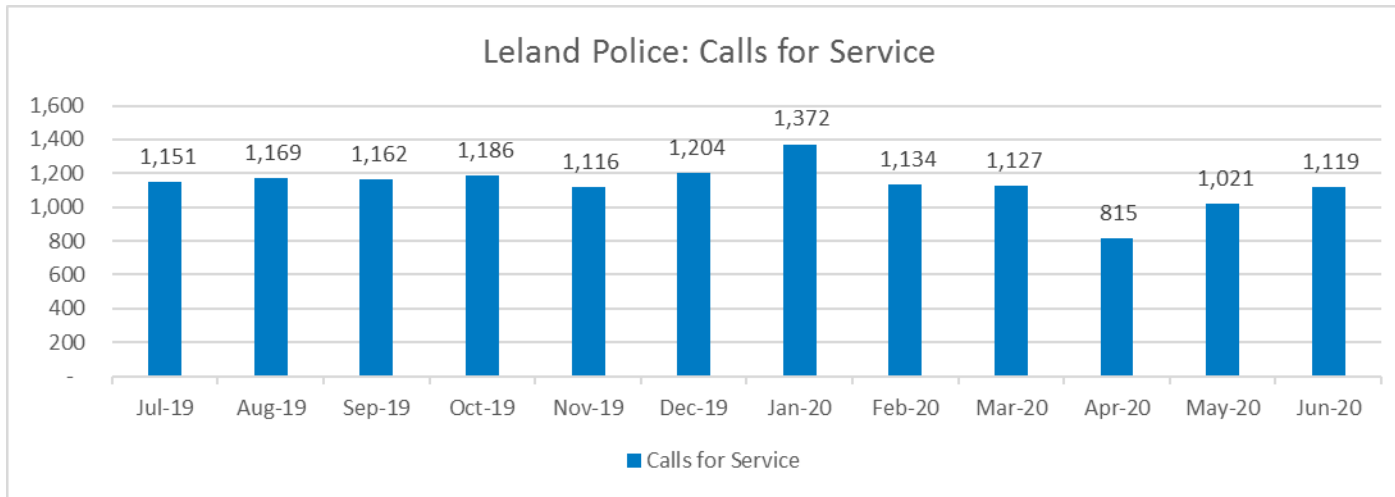
The Department continues to provide the same level of service to the community during the COVID-19 pandemic, although additional safety protocols are being followed and some procedures have been modified for precautionary purposes. The entire staff of the agency is instrumental in ensuring the Town of Leland is being served in the best way possible in light of the challenges that are being faced.

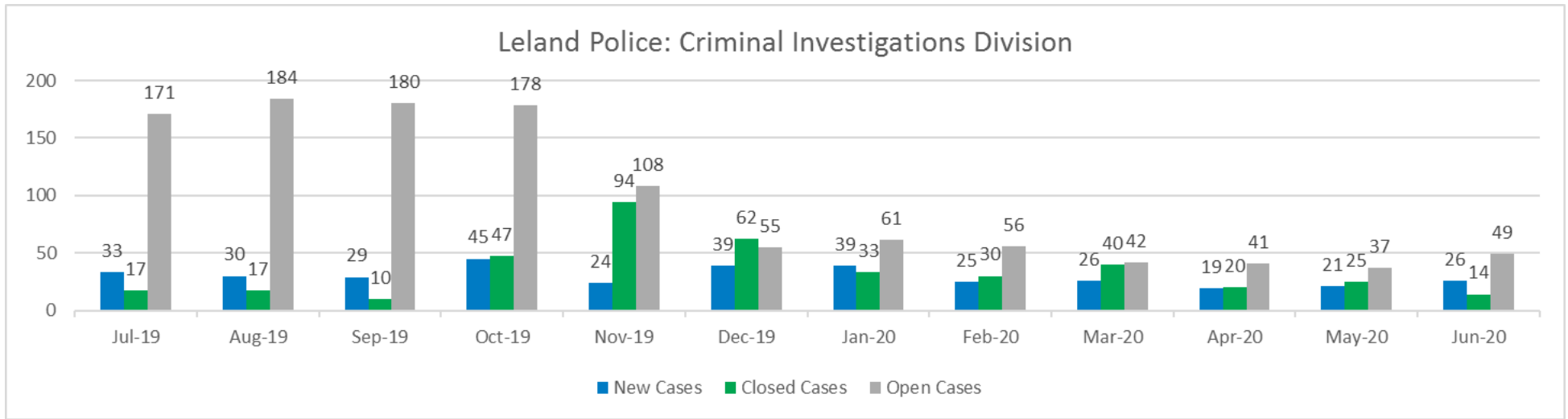
Justin Holland and Benjamin Majors joined the department at the end of June, filling Police Officer vacancies..

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan-20	67	15	5	17	22	0	6
Feb-20	59	7	5	11	6	1	3
Mar-20	28	0	3	3	2	0	1
Apr-20	33	2	3	4	0	0	4
May-20	38	2	1	3	0	0	4
Jun-20	51	5	3	8	4	0	5







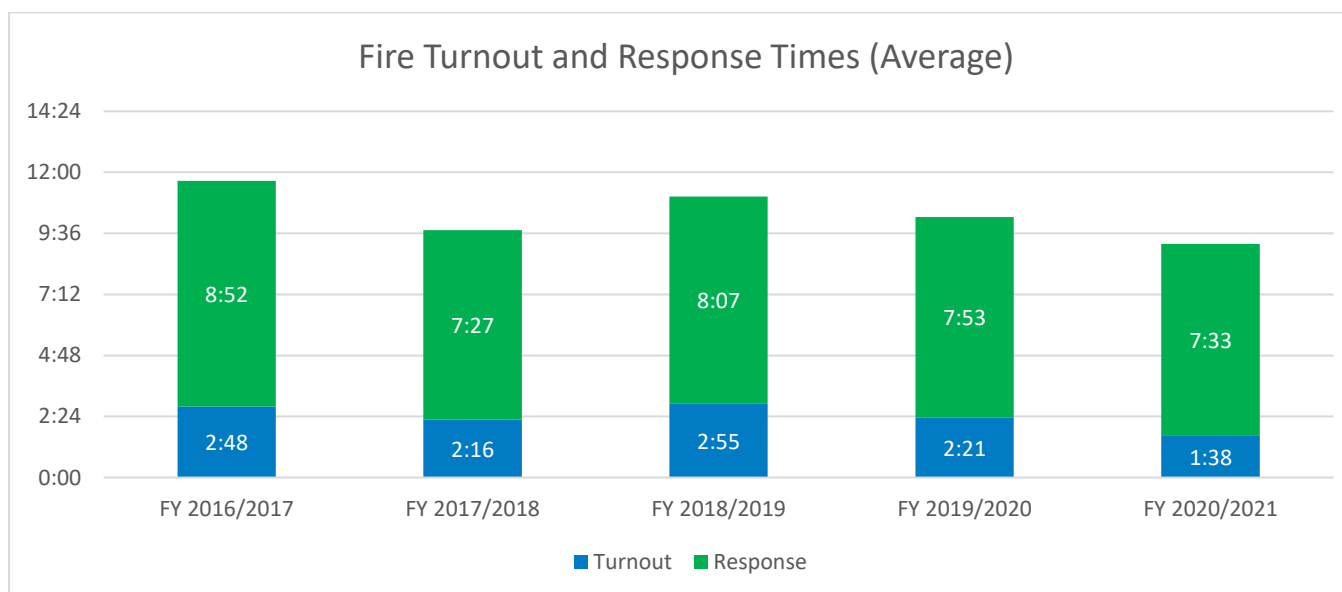
Fire/Rescue Updates

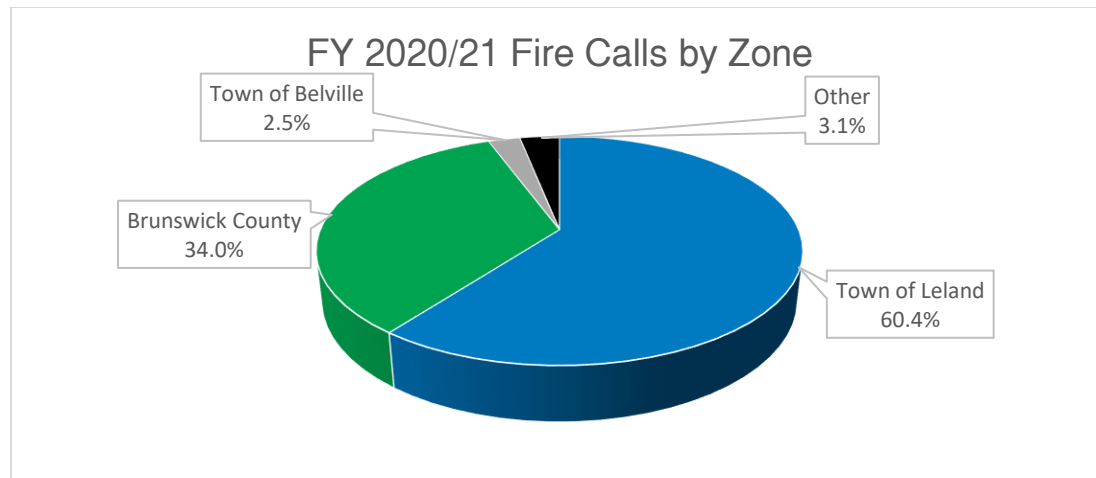
Department News

With the recent spike of COVID-19 cases in Brunswick County, the County again changed the department's dispatch procedures. With this change, it assists us in limiting the possible COVID-19 exposures to our staff on non-emergency EMS calls. Members of staff are wearing appropriate PPE on all patient encounters as well. With the change in dispatch procedures, the department did see a small drop in calls for service during July.

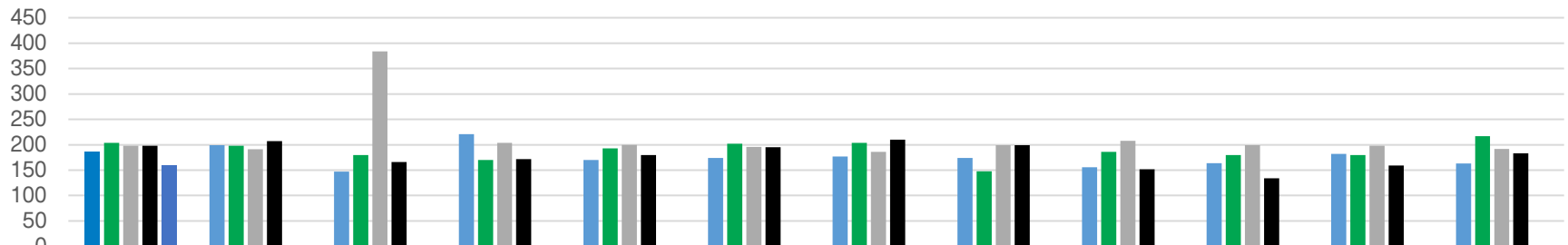
Daily in-house training continues so staff can be prepared when called upon for assistance, but facility training has been limited due to COVID-19 restrictions. During the past month, staff has also participated in the hiring process of several vacant positions and have been working with Lexipol to update the department's policies and procedures.

Dashboard





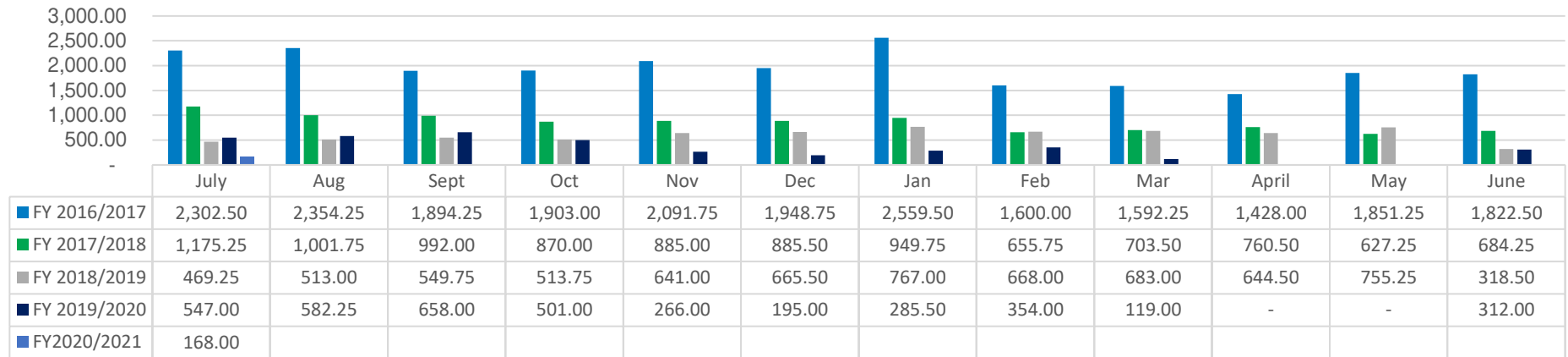
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2016/2017	186	199	147	221	170	174	177	174	156	164	182	163
■ 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	210	199	152	134	159	183
■ FY 2020/2021	159											

■ FY 2016/2017
 ■ FY 2017/2018
 ■ FY 2018/2019
 ■ FY 2019/2020
 ■ FY 2020/2021

Volunteer Hours



■ FY 2016/2017 ■ FY 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020 ■ FY2020/2021

Emergency Management Updates

Department News

All employees have received at least one cloth face mask and an 8-ounce bottle of hand sanitizer for their personal use. There is also an inventory of disposable surgical masks for activities where these masks may be more appropriate.

Work Priorities

- Work continues on the new Emergency Operations Plan which is currently in draft form. A task force has been formed which includes at least one member of each department. Currently, these members are creating individual “Playbooks” that provide more detailed step-by-step actions for each department specific to certain categories of emergencies.
- In conjunction with Ms. Lopez, the Town’s Purchasing Agent, Mr. Grimes is working to complete the acquisition of inventory for needed personal protective equipment and supplies to ensure staff safety during a pandemic.

Projects Completed

- Nothing major to note.

Major Purchases

- Nothing major to note.

Department News

Staff are exploring options to use CARES Act Funds for Town-related improvements and operational efficiencies for the health and safety of staff and the public at Town-owned facilities.

Clean up work has begun on the Woodland Drive property to make it a more suitable site for staff to manage.

Parks and Recreation Board Summary

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

- Swearing in and introduction of new members
- Election of officers
- Fee in lieu and open space discussion

Per direction from Town Council, the Parks and Recreation Board will now meet on a bi-monthly basis. The next meeting will be held September 30, 2020.

Grounds/Facilities Updates

Work Priorities

- Repair lightning damage to Town Hall HVAC equipment
- Remove storm damaged trees from Founders Park
- Plan the new office layout for the Municipal Operations Center
- Perform a 5-year internal inspection on the suppression system (BFPE) at the Fire stations
- Repair the garage door on the Parks & Rec shed
- Mitigate humidity issue at the Westport fire station

Projects Completed

- Affixed Town logos on 6 new fleet vehicles
- Completed the initial spray for seasonal mosquito mitigation
- Repaired a HVAC leak in the Administration wing of Town Hall

Major Purchases

No major purchases in the month of July.

Event/Program Attendance Reports

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Kayak Adventures: Shark Tooth Island	07/26/20	\$45	9	405.00	263.25	141.75	68.67	73.08

Upcoming Events/Programs

August 9, 2020 – Kayak Adventure: Holly Shelter Creek

August 17, 2020 – Disc Golf 101

August 29, 2020 – Cultural Arts and Recreation Virtual Open House

September 2020 – Find Your Fit Running, Kayak Adventures, and Fall into DIYs

Postponed/Canceled Events/Programs

Per direction from Town Council at their June meeting, all events have been postponed or canceled for the remainder of 2020.

Recreation Updates

Registration for fall and winter programs and classes opened on August 1, 2020 at 9 AM. In addition to the programs and classes listed in the CAPE, staff are working to add new programs that are virtual or can be held in parks/large spaces to allow for appropriate distancing between participants. So far, 19 Recreation in a Box kits have been purchased and enjoyed by families in and around Leland.

Staff are also working to ensure all departmental policies are up-to-date and fitting the growth of the department.

LCAC Updates

The LCAC continues to assist visitors by appointment. In July, 77 appointments were scheduled for pottery participants to drop off or pick up work and purchase clay, and for parents to pick up youth artwork. The Pottery Studio Coordinator fired 400 pieces of pottery and the facility took in \$1,167 in firing fees and clay sales.

The 2020 Virtual Open House is planned for August 29, 2020, to promote fall and winter programs. This event will take place via LCAC and Recreation social media accounts and will include video demonstrations, messages from instructors, and photos of student work. Virtual workshops in pastel painting, oil painting, Zumba, yoga, and barre fitness will begin in late August and continue through the fall. Outdoor classes in sketching and painting are planned for late September.

Registration for fall and winter programs began on August 1, 2020, with revenue totaling \$9,594 for the day. The next session of LCAC classes is scheduled to begin on September 14, 2020. Dance and fitness classes will remain on hold during this session while other programs are planned to operate at reduced capacity.

Department News

Asami Minei finished her summer internship with the department. Ms. Minei worked under Liz Galloway and helped to expand the department's portfolio of public online GIS maps to include three new interactive maps showing land characteristics, water and sewer providers, and recycling days for Leland residents. Ms. Minei was also featured in a story and interview by Spectrum News: <https://spectrumlocalnews.com/nc/charlotte/news/2020/07/29/uncw-international-student-weathering-the-pandemic>.

Staff began working with Infovision to create and implement a new permitting and inspections software which is online based and will provide a more convenient and streamlined way for customers to apply for permits, make payments, schedule inspections, and check the status of a project. The new software is anticipated to go live in October 2020.

Planning Board Meeting Summary

The Planning Board met on July 28, 2020 and heard the following items:

1. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to create new performance standards for projects in the Multi-family zoning district. These new standards would provide more flexibility in site design while requiring better site features, including more open space and limitations on development in flood hazard areas and wetlands. The Planning Board voted to recommend approval of the amendment.

The Planning Board's next meeting is scheduled for August 25, 2020 at 6 PM.

Board of Adjustment Meeting Summary

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

Current Planning Update

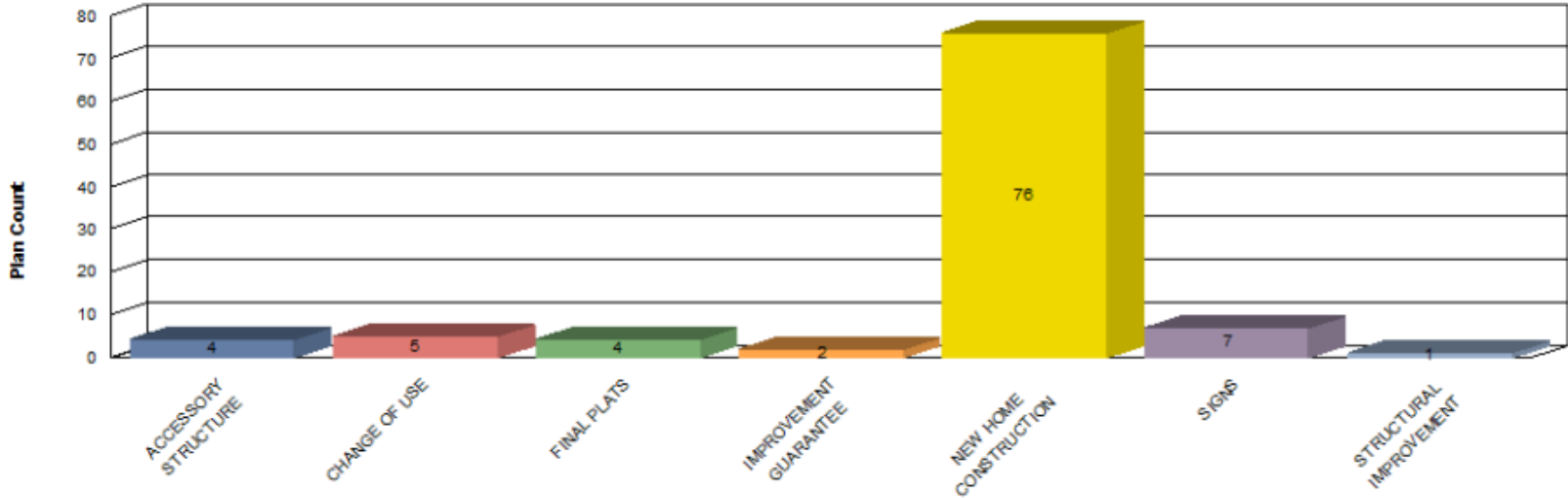
TRC Report

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

Plan and Plat Reviews



**PLANS COMPLETED BY TYPE (07/01/2020 TO 07/31/2020)
FOR TOWN OF LELAND**



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
Brunswick Forest			
Letters of Credit	15	\$2,823,551.12	\$1,733,988.31
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$12,437.50
Lanvale Forest			
Letters of Credit	1	\$18,285.31	\$0.00
Mallory Creek			
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
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	1	\$70,876.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$97,872.50	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Waterford			
Surety Bonds	1	\$244,281.25	\$0.00
Total Letters of Credit			
	19	\$3,065,591.43	\$1,733,988.31
Total Cash Bonds			
	11	\$850,516.03	\$0.00
Total Surety Bonds			
	7	\$801,147.45	\$12,437.50
Total Performance Guarantee Sureties			
	37	\$4,717,254.91	\$1,721,550.81

Long Range Planning Update

After releasing a Request for Proposals (RFP) in June, Staff received seven proposals from consulting firms to develop the 2045 Comprehensive Land Use Plan. Staff is reviewing the proposals and intends to make a selection for the recommended consulting team in August and commence the project afterwards.

Transportation Planning Update

WMPO Transportation Coordinating Committee – Staff attended the WMPO TCC meeting on July 15, 2020. Items of discussion included funding for the Cape Fear Memorial Bridge replacement and the upcoming Congestion Management Plan project.

WAVE Transit Board Meeting – Staff virtually attended the WAVE Transit Board of Directors meeting on July 23, 2020.

GIS Update

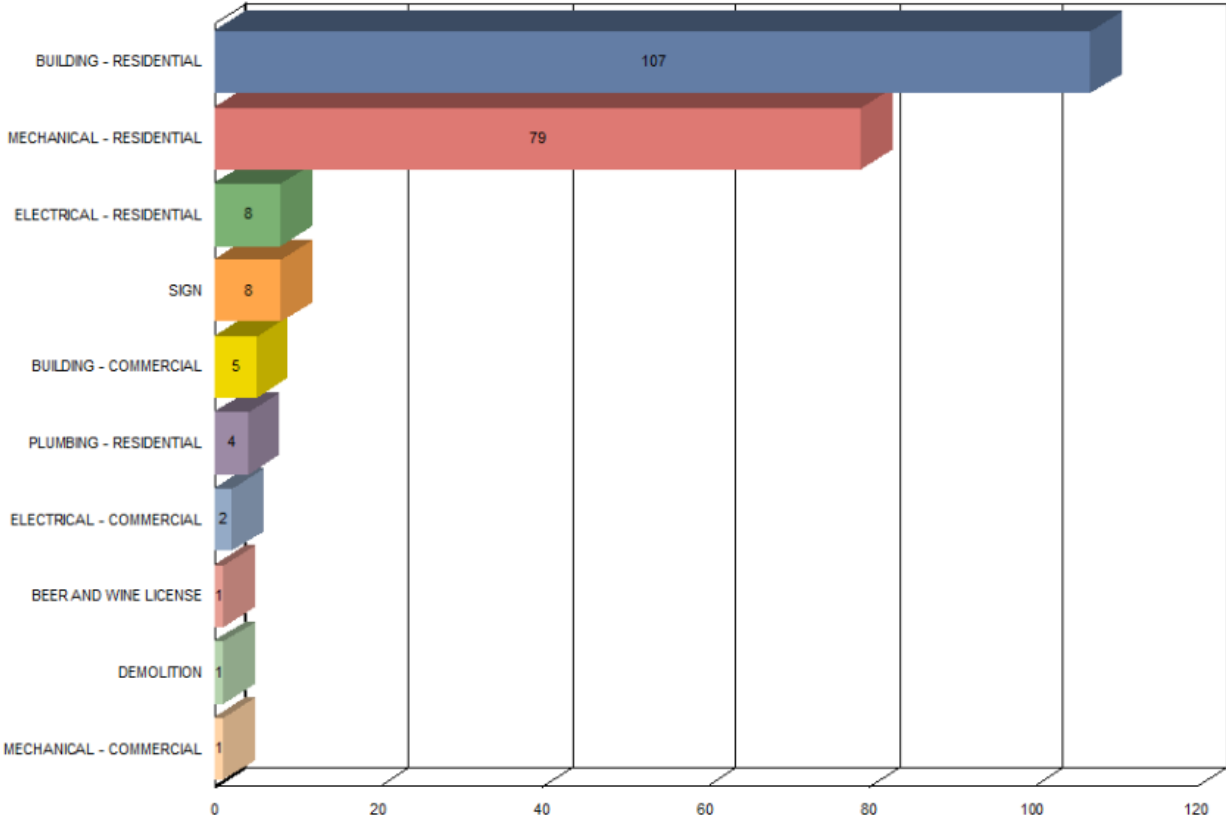
In July, Staff supported other departments by helping to update data for SeeClickFix, iWorq, and water and sewer infrastructure data.

Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction (Leland)
216	1,472	\$14,149,925

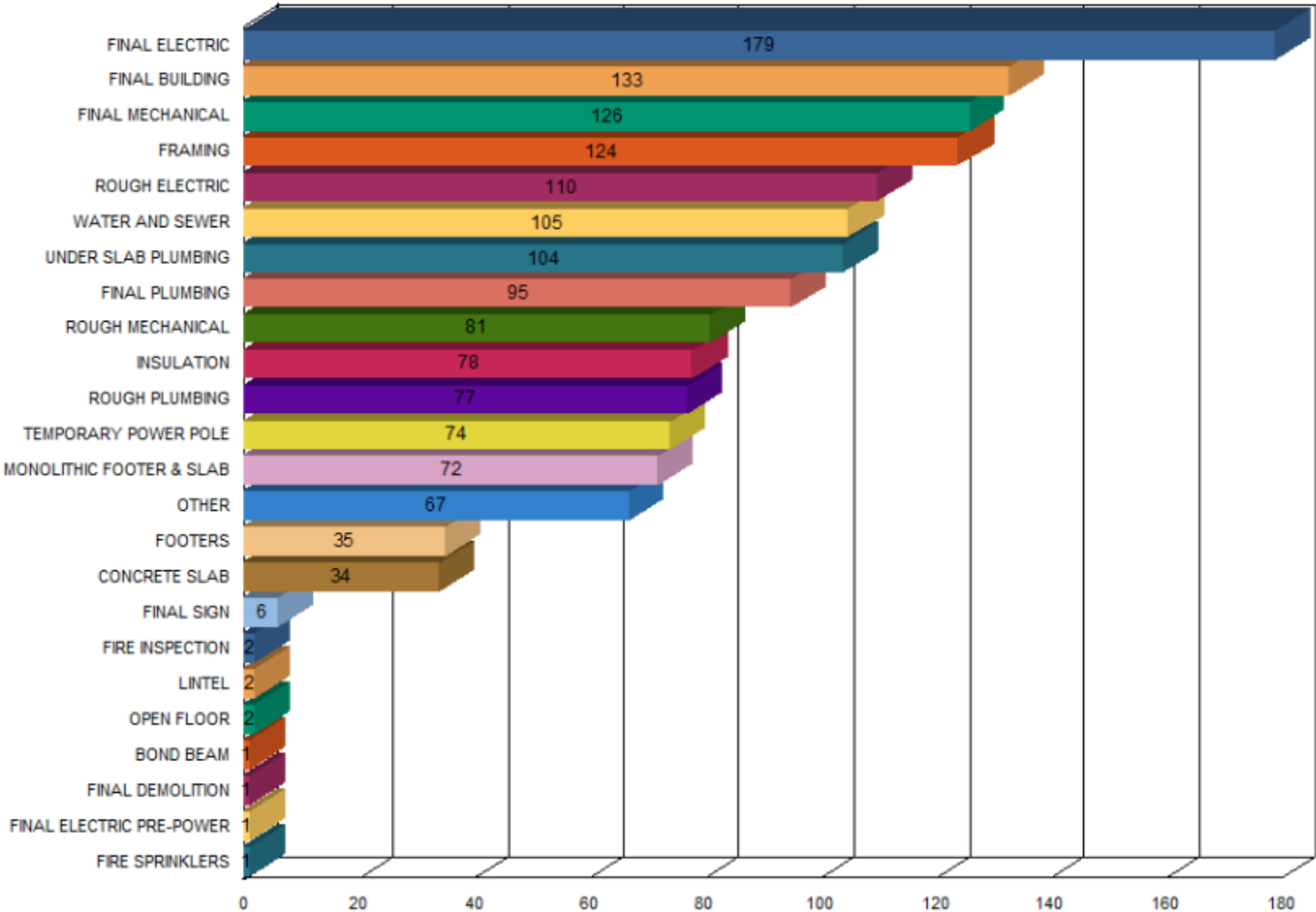


PERMITS ISSUED BY TYPE (07/01/2020 TO 07/31/2020)
FOR TOWN OF LELAND





**COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (07/01/2020 TO 07/31/2020)
FOR TOWN OF LELAND**



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	0	0	0	0	0
Cases Closed	1	4	1	0	0	6
Active Cases	5	8	0	4	1	18

Department News

On July 16, 2020, Council adopted ordinances to annex and initially zone 225 acres of vacant land in the **Leland Innovation Park**, formerly known as the Leland Industrial Park. This annexation is expected to provide the Town with an enormous opportunity to attract small, light manufacturing, research, and distribution companies that will create new jobs for the residents in the Town and the surrounding area.

New Businesses

- **Leland Smoke House** has opened in the former Fat Tony's space. This new restaurant features southern BBQ and brisket and is owned and operated by the owners of Southport Smoke House.

New Construction/Development

- **Tractor Supply** has received preliminary zoning approval from the Technical Review Committee for a new facility to be built in the Ibis Landing development near the corner of Highway 17 and Carol Lynn Drive. Construction is expected to begin in the Fall.
- **Wendy's** has received preliminary zoning approval from the Technical Review Committee for a new restaurant to be built in Brunswick Forest at the corner of Highway 17 and Provision Parkway.
- Construction has continued in the former Rite Aid Pharmacy building for **Novant Oceanside Family Practice**.
- **Firehouse Subs** and **AT&T** are getting set to open in **Leland Town Center** adjacent to Starbucks.
- Work is underway on the **Waterleaf at Leland** apartment project located on Oceangate Plaza in the Westgate area. Waterleaf will consist of 248 luxury apartment units.

Economic Development Committee Meeting Summary

The Economic Development Committee met in July and introduced three new members. At this meeting a presentation was made by Mr. Chris Lacoë, co-owner of 7twenty6 Brewing Company, describing plans for the brewery and future phases of development on property located on Old Fayetteville Road across from Town Hall.

Leland annexes large industrial land tracts, approves initial zoning

By Christina Haley O'Neal, posted Jul 17, 2020 on WilmingtonBiz.com

Leland Town Council has approved the voluntary annexation of more than 200 acres of industrial land and an initial zoning ordinance for its parcels, according to town officials.

At its meeting Thursday night, the town council voted unanimously to approve a request by WCM Enterprises LLC, the landowner, to allow the annexation of 225 acres of industrial land into town limits, said Gary Vidmar, the town's economic and community development director, on Friday.

An [initial zoning ordinance, called innovation district](https://townofleland.civicweb.net/document/60804/Ordinance%20O20-029%20to%20Amend%20the%20Town%20of%20Leland%20C.pdf?handle=3E1BEC5CBDD346CCAB7E35AE6C7411FB) (<https://townofleland.civicweb.net/document/60804/Ordinance%20O20-029%20to%20Amend%20the%20Town%20of%20Leland%20C.pdf?handle=3E1BEC5CBDD346CCAB7E35AE6C7411FB>), for the land was also approved by the council's unanimous vote Thursday, he said. The new zoning, while being utilized specifically for the 200-plus annexed acres, could also be used anywhere by the town in the future.

While the [voluntary annexation](http://www.wilmingtonbiz.com/more_news/2020/06/09/leland_could_annex_200_acres_zoned_for_industrial_use/20487) (http://www.wilmingtonbiz.com/more_news/2020/06/09/leland_could_annex_200_acres_zoned_for_industrial_use/20487) comes following years of local efforts to find ways to improve the Leland Innovation Park, the name with which the land is currently being marketed by Wilmington-based commercial real estate firm Cape Fear Commercial, he said.

The annexed land is a significant chunk of what's been previously referred to in the past as the roughly 600-acre Leland Industrial Park.

Leland Innovation Park Inc. (LIP) had formed two years ago as a [private nonprofit group](http://www.wilmingtonbiz.com/more_news/2018/11/30/leland_innovation_park_organization_hosts_first_board_meeting/18316) (http://www.wilmingtonbiz.com/more_news/2018/11/30/leland_innovation_park_organization_hosts_first_board_meeting/18316) aimed at improving, marketing and promoting the park with government and economic development partners.

Town officials, along with other area representatives and economic developers, have played a role on the LIP board and its discussions over the years to carry out that mission for the park.

"This is a progression of those discussions. And we are really excited at the opportunities that this is going to provide for the town," Vidmar said.

The land has the potential to bring in innovative and emerging industries and high-paying jobs and significantly increase the tax base of the town, he said.

The permitted uses in the innovation district are "far more restrictive" than what the uses have been in the previous industrial zoning, Vidmar said.

"We believe what we have been able to do is give a property owner much more flexibility to maximize use of that land for their new facility without compromising quality and the town's desires to make this an attractive park," Vidmar said. "We also realized that by doing this, we will also attract smaller businesses ... it is not our desire to create an industrial park for the old smokestack ... industries -- those are more appropriate for other locations."

Vidmar said for the innovation park and the new zoning, the town aims to also attract smaller businesses and even startups, "giving them the flexibility to put up a smaller building on a small lot," he said.

"Those are the kinds of businesses we want to see. And that's the discussion we've had ... is attracting small high-tech manufacturing businesses, not the behemoth manufacturing companies," Vidmar said.

In the new innovation district zoning, the town has also incorporated, among other things, a requirement that some of the park improvements and planning, such as street lighting and landscaping, be planned with new buildings or new facilities, he said.

"So incrementally as this land is developed with new projects, you'll begin to see some of the improvements along the roads in that park that our LIP board has been talking about," Vidmar said.

Overall, Vidmar said, town officials are excited for the potential of the land and the opportunities it might bring for Leland, and for the new zoning to bring about the changes that have been eyed for park, adding, "This is a culmination of a lot of work over the last two years all coming into fruition."

Copyright © 2020 SAJ Media, LLC dba Greater Wilmington Business Journal

This story may be displayed, reformatted and printed for your personal, noncommercial use only and in accordance with our Terms of Service located at <http://www.wilmingtonbiz.com/useragreement>.

Public Services Department Updates

Department News

COVID-19 Update: All staff have been working regular schedules, while observing social distancing and additional cleaning protocols. Access to the Operations Center on Old Lanvale Road has been limited to Superintendents and Supervisors, with other technicians reporting directly to job sites in separate vehicles. Some Town Hall staff are teleworking to minimize contact within the department.

Streets Updates

Department News

- Street Superintendent position has been posted and applications are being reviewed with no qualified candidates identified to date.

Work Priorities

- Vector control and spraying was performed throughout the month of July and will continue through August.
- Right-of-way ditch mowing is ongoing and will continue through August.
- Sidewalk repairs have increased as temperatures rise in the summer, with 12 repairs completed in July.
- Wedgewood Road has settled around the existing sewer main and is in need of repair. Staff is reviewing repair needs to perform the repair with internal crews in September or October.

Initiatives

- Staff is updating the stormwater ordinance and stormwater design manual. The draft stormwater ordinance is complete, and the stormwater design manual will be completed in August. Both documents will be presented to the Planning Board and Home Builders Association for review and comment.
- Staff is creating a Town encroachment standard process and application for all encroachments within Town rights-of-way with a goal to finalize the draft in August.

- Staff is creating a street maintenance policy, which will address maintenance performed by the Town within Town street rights-of-way. A draft policy has been created and is under review.
- Staff is creating a streets design manual to include standard specifications and details for all Town streets. Staff is currently reviewing local and other NCDOT standards with a goal to complete by the end of 2020.

Projects Completed

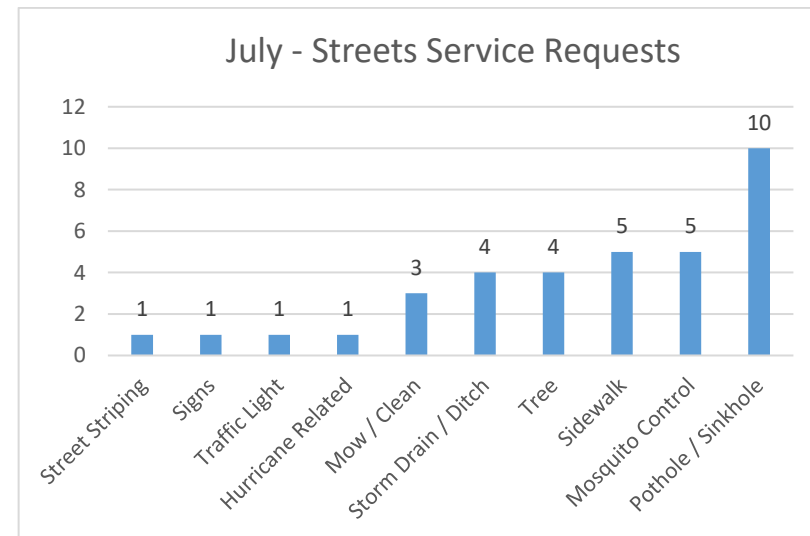
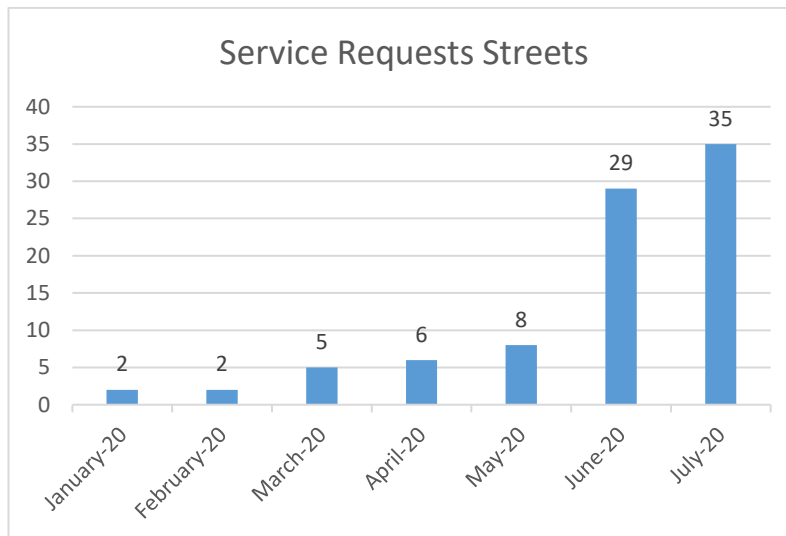
- Nothing major to note.

Major Purchases

- Nothing major to note.

Work Order summary

- Streets received 35 work orders through See-Click-Fix in July, with the majority being sidewalk (5), mosquito control (5), and pothole/sinkhole related (10).



Utilities Updates

Work Priorities

- Utilities began replacing impacted water meter registers in July, replacing 74 of the approximately 1,300 that must be replaced. These replacements are required for accurate meter readings and are being provided at no cost to the Town due to issues associated with the manufacturer.
- Lead and copper testing has started, with all test kits provided to residents. Three samples are still pending and are due by the end of August.
- Lift Station #7 pumps were ordered as one pump failed and the other reached the end of its useful life. These pumps will be replaced in early August.
- Lift station #27 pumps must be upgraded to meet the increase in capacity associated with new development. Staff is gathering quotes at this time.
- Utilities is planning the annual 10% sewer inspection and cleaning that is required before the end of the calendar year. This work will be awarded no later than September and completed this Fall.
- Hurricane Isaias preparation and clean-up. Utilities ensured all assets were secured and all vehicles and generators were fueled up prior to storm arrival. Following the storm, approximately one dozen lift stations lost power, but all generators operated as designed with no sewer overflows. There was some minor damage to the water tower fence when a tree fell on the fence which will be repaired accordingly.

Initiatives

- Staff is working with the GIS department to create electronic mapping for all utility assets and are currently reaching out to on-call engineers to gather as-built and record data. The goal is to complete the mapping updates in early to mid-2021.
- Staff is creating a water and sanitary sewer design manual, to include standard specifications and details. They are currently reviewing other local utility requirements and details with a goal to complete by the end of 2020.

Projects Completed

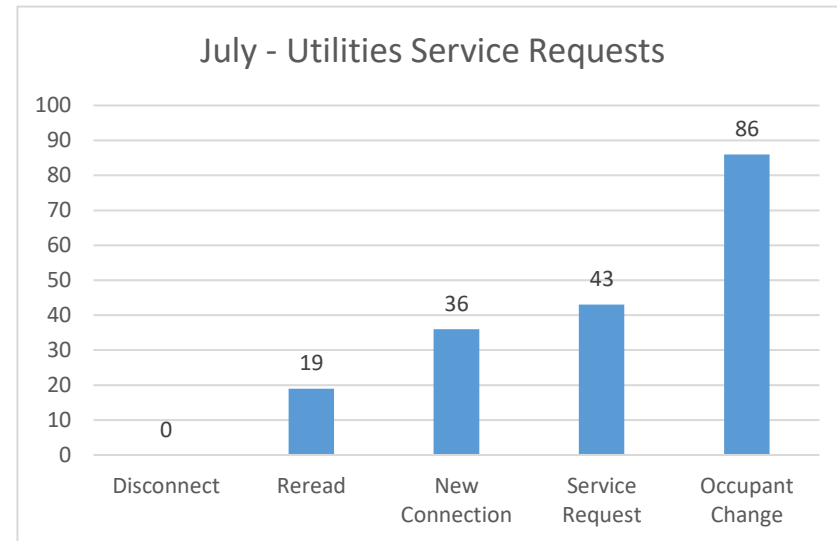
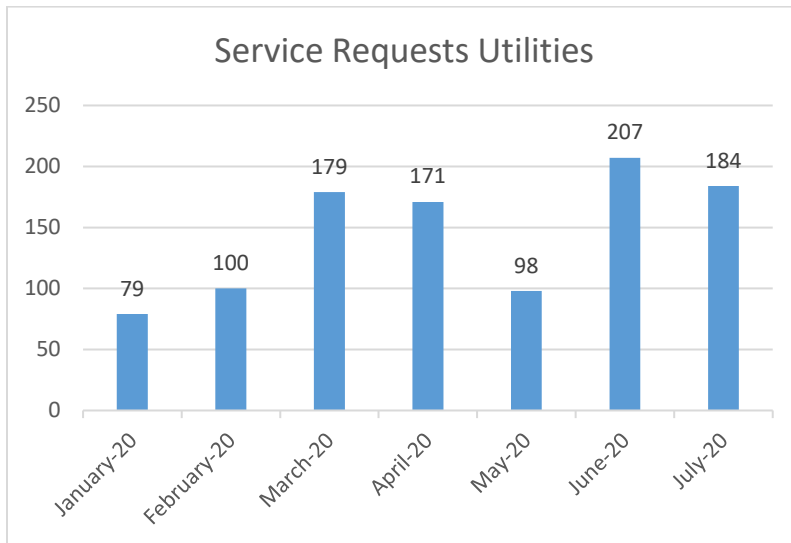
- The Highway 17 Sewer Expansion Phase 1 final walk-through and inspection was completed in July. The project is pending correction of minor punch list items and delivery of as-builts.

Major Purchases

- Nothing major to note.

Work Order summary

- Utilities received 184 work order requests in July, the majority of which were occupant change reads (86).



Memorandum



Town of Leland

To: Council
From: Missy Rhodes, Assistant Town Manager
Date: 8/20/2020
Re: Design-Build Criteria for Fire Station #53

Council approved Resolution R19-098: Establishment of Criteria for a Design-Build Delivery Method for Construction Contracts and Approval of Using the Design-Build Delivery Method for the Construction of the New Kay Todd Road Fire Station Project, at their regular meeting on November 21, 2019. The resolution detailed six general criteria staff would utilize when determining whether the design-build delivery method is appropriate for a construction project. These criteria would be recorded by staff for each project being analyzed, and then reported to Council at their next regularly scheduled meeting as a general practice. The general criteria statements are:

Criteria 1: The extent to which the Town can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications (RFQ) for a design builder. The design-build delivery method may be used if it is determined that, for the specific project, the Town has professional personnel that are both qualified and experienced to thoroughly define project requirements prior to the issuance of a RFQ for a design-builder. Consideration will be given to the qualifications and experience of existing personnel in Town departments, most familiar with the project, to assist in the development of a RFQ.

Criteria 2: The time constraints for the delivery of the project. The design-build delivery method may be used if a project has a firm date by which a facility must be operational and the normal delivery method is likely not to be timely, typically RFQ, study, design, bid, and construct. The size and cost of a project will dictate complexity and schedule.

Criteria 3: The ability to ensure that a quality project can be delivered. The design-build delivery method may be used if it is determined that, for the specific project, the Town has professional and experienced personnel to ensure that the design-build firm will provide a quality project within the budget constraints established by Council. Consideration will be given to the qualifications and experience of personnel most familiar with the project.

Memorandum



Criteria 4: The capability of the Town to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery. The design-build delivery method may be used if it is determined that, for the specific project, the Town has professional and experienced personnel that are knowledgeable of design-build projects, or, in the alternative, experienced consultants are available to be retained to perform the construction management of a design-build contract.

Criteria 5: A good-faith effort to comply with historically underutilized business participation requirements per G.S. 143-128.2 and G.S. 143-128.4, and to recruit and select small business entities. The design-build delivery method may be used if it is determined that, for the project, requirements will be imposed which ensure that contractors will comply with the M/WBE goals set forth in the RFQ.

Criteria 6: The criteria used by the Town, including a comparison of costs and benefits of using the design-build delivery method for a given project in lieu of the traditional construction bidding methods. The criteria utilized by the Town when considering a design-build delivery method for a project will be as follows:

- Is the project well defined and does it include qualitative and quantitative characteristics that make a design-build contract more appropriate than other methods of delivery?
- Is the project timeline overly constrained and will it be necessary to have the project complete and operational within a short time frame?
- Will it be necessary to have beneficial use of a portion of the project while it is under construction?
- Given the scope of the project, is there a maximum budget that must be adhered to in order to allow negotiations and flexibility to make appropriate decisions on scope as the project progresses?
- Does the design-build delivery method meet the ultimate operational goals established for a given project and the quality of product achieved as a result of a more fluid and flexible delivery method?

In general, if it is determined that the expected expense of a design-build project will be no more than fifteen (15%) percent greater than the expected expense of a traditional RFQ, study, design, bid, and construct project, the design-build delivery method may be utilized.

The resolution also included the criteria applied to the decision to move forward with the design-build delivery method for the Kay Todd Road Fire Station, or Fire Station #53.

Memorandum



As you are aware, the original vendor chosen was not able to stay within the stated budget and specifications defined, so Council made a motion at their May 21, 2020 regular meeting for the Town Manager to cancel the construction contract with Bobbitt. During this time, it was also determined existing Fire Station #53, at the Public Works facility on Old Lanvale Road, would be available to be upfitted to a 24x7 manned station rather than finding another location for a new build. Staff felt the criteria provided in Resolution R19-098, specific to the Kay Todd Road Station, would also apply to the Old Lanvale Road location and therefore, submitted a new RFQ for the upfit of the existing Fire Station #53.

The criteria used are as follows:

Criteria 1: Through the Fire/Rescue and Administration departments, the Town has professional personnel that are both qualified and experienced to thoroughly define project requirements prior to the issuance of a request for qualifications for a design builder. Additionally, professional personnel are available in the areas of Finance, Legal, Public Services, and Operations Services to assist in the development of the RFQ.

Criteria 2: Working with the Department of Insurance Office of State Fire Marshal (OSFM), the existing Old Lanvale Road satellite fire station does not meet the needs to accommodate full time staff. Therefore, time is of the essence for compliance with OSFM recommendations to have a station housed with full time staff. Since early 2019, Town staff has been researching whether to build at the existing site, or to find an improved location along Highway 17. NFPA 1710 4.2.1.1(4) establishes that the first engine company to an alarm shall arrive within four minutes. Current response time to the area being served by the Lanvale Road site is greater than eight minutes, while at the same time more than 33% of the current call volume is within four minutes of the site. These two factors, response time and call volume, necessitate a permanent fully staffed station. Staff has only recently determined the exact location. Therefore, the necessity to construct this facility in a shorter time frame is imperative to continue the high level of service the Town citizens expect and should receive.

Criteria 3: Within the Fire/Rescue and Administration departments, the Town has professional and experienced personnel to ensure the design-build firm will provide a quality project within the budget constraints established by Council.

Criteria 4: The Town does not have personnel that have previously been involved in a design-build project, and therefore, it would be necessary to contract the construction management of a design-build contract to an experienced consultant within the area that is available.

Memorandum



Criteria 5: The Town has included and complied with the requirements of G.S. 143-128.2, G.S. 143-128.4, and M/WBE within contracts on previous occasions and will continue to do so with this project.

Criteria 6: As stated in Criteria #2, one of the benefits of the design-build process is that it would enable the Town to build the fire station in a shorter time frame which in turn has a direct benefit on the project budget. By reducing the time frame to complete the project, by not having to follow the standard RFQ, study, design, bid, and construct process, the Town would eliminate the price escalation that would occur with project costs being extended into the future. Additionally, the scope of the design efforts will be reduced in the shorter time frame as the designer will work directly with the builder throughout the project addressing unforeseen issues or design revisions as the project proceeds. This allows more of the approved project budget to go directly towards the physical construction of the facility. These benefits to both the project schedule and cost make the design-build option more appealing than the more conventional design-bid-build in this instance.

Staff will proceed with the Design-Build Delivery Method for Fire Station #53 located at 187 Old Lanvale Road, with this memorandum serving as notice to the Council and the public.

Memorandum



Town of Leland

To: Council
From: Missy Rhodes, Assistant Town Manager
Date: 8/20/2020
Re: Design-Build Criteria for Fire Station #51

At their April 16, 2020 regular meeting, Council approved Resolution R20-026 authorizing the Town Manager to execute all documents in connection with the purchase of property located at 1987 Andrew Jackson Highway where the Municipal Operations Campus will be located. At that meeting, an existing truck wash was identified as potentially being upfitted to relocate and house Fire Station #51, currently located on Village Road. After inspection by an engineer and architect, it was determined the facility would not be suitable for a 24/7 manned fire station in its existing condition and would require significant modifications at a considerable expense to be upfitted to accommodate the layout required of a fire station. However, the site is suitable and has adequate space to accommodate construction of a new fire station and the existing truck wash building can be used for supplementary and complimentary purposes. Therefore, staff will be submitting an RFQ for a new design-build fire station on the site, located adjacent to the truck wash building.

As approved by Council, with Resolution R19-098: Establishment of Criteria for a Design-Build Delivery Method for Construction Contracts, at their regular meeting on November 21, 2019, the following six general criteria are to be analyzed by staff to determine if the use of the design-build delivery method of construction for a project is feasible. The general criteria statements are:

Criteria 1: The extent to which the Town can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications (RFQ) for a design builder. The design-build delivery method may be used if it is determined that, for the specific project, the Town has professional personnel that are both qualified and experienced to thoroughly define project requirements prior to the issuance of a RFQ for a design-builder. Consideration will be given to the qualifications and experience of existing personnel in Town departments, most familiar with the project, to assist in the development of a RFQ.

Memorandum



Criteria 2: The time constraints for the delivery of the project. The design-build delivery method may be used if a project has a firm date by which a facility must be operational and the normal delivery method is likely not to be timely, typically RFQ, study, design, bid, and construct. The size and cost of a project will dictate complexity and schedule.

Criteria 3: The ability to ensure that a quality project can be delivered. The design-build delivery method may be used if it is determined that, for the specific project, the Town has professional and experienced personnel to ensure that the design-build firm will provide a quality project within the budget constraints established by Council. Consideration will be given to the qualifications and experience of personnel most familiar with the project.

Criteria 4: The capability of the Town to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery. The design-build delivery method may be used if it is determined that, for the specific project, the Town has professional and experienced personnel that are knowledgeable of design-build projects, or, in the alternative, experienced consultants are available to be retained to perform the construction management of a design-build contract.

Criteria 5: A good-faith effort to comply with historically underutilized business participation requirements per G.S. 143-128.2 and G.S. 143-128.4, and to recruit and select small business entities. The design-build delivery method may be used if it is determined that, for the project, requirements will be imposed which ensure that contractors will comply with the M/WBE goals set forth in the RFQ.

Criteria 6: The criteria used by the Town, including a comparison of costs and benefits of using the design-build delivery method for a given project in lieu of the traditional construction bidding methods. The criteria utilized by the Town when considering a design-build delivery method for a project will be as follows:

- Is the project well defined and does it include qualitative and quantitative characteristics that make a design-build contract more appropriate than other methods of delivery?
- Is the project timeline overly constrained and will it be necessary to have the project complete and operational within a short time frame?
- Will it be necessary to have beneficial use of a portion of the project while it is under construction?
- Given the scope of the project, is there a maximum budget that must be

Memorandum



adhered to in order to allow negotiations and flexibility to make appropriate decisions on scope as the project progresses?

- Does the design-build delivery method meet the ultimate operational goals established for a given project and the quality of product achieved as a result of a more fluid and flexible delivery method?

In general, if it is determined that the expected expense of a design-build project will be no more than fifteen (15%) percent greater than the expected expense of a traditional RFQ, study, design, bid, and construct project, the design-build delivery method may be utilized.

Therefore, the following are the criteria staff used for justification of the use of the design-build delivery method of construction for Fire Station #51:

Criteria 1: Through the Fire/Rescue and Administration departments, the Town has professional personnel that are both qualified and experienced to thoroughly define project requirements prior to the issuance of a request for qualifications for a design builder. Additionally, professional personnel are available in the areas of Finance, Legal, Public Services, and Operations Services to assist in the development of the RFQ.

Criteria 2: The existing station location on Village Road needs significant improvements and some areas of the building have become functionally obsolete. Major demolition, replacement, and renovation is necessary to restore the facility to an effective functioning station. It was built with modular units, which have aged over time and now require updates to the HVAC system, as well as significant structural improvements or facility replacement to accommodate improved sleeping quarters as well as training rooms. As such, time is of the essence to ensure proper fire service is maintained and staff are appropriately housed. Staff has determined the cost to improve this facility would best be spent moving the station to a better location to serve the existing call volume within the NFPA established response times. It will also avoid potential conflicts as it is easier to build a new facility than to demolish the existing modular units, provide temporary housing and office facilities for staff onsite, and attempt to operate around ongoing construction. With the recent purchase of the property on Highway 74/76, staff feels the opportunity to construct a new station at this location would help to improve response time and keep up with the increased call volume. Therefore, the necessity to construct this facility in a shorter time frame is imperative to continue the high level of service the Town citizens expect and should receive.

Memorandum



Criteria 3: Within the Fire/Rescue and Administration departments, the Town has professional and experienced personnel to ensure the design-build firm will provide a quality project within the budget constraints established by Council.

Criteria 4: The Town does not have personnel that have previously been involved in a design-build project, and therefore, it would be necessary to contract the construction management of a design-build contract to an experienced consultant within the area that is available.

Criteria 5: The Town has included and complied with the requirements of G.S. 143-128.2, G.S. 143-128.4, and M/WBE within contracts on previous occasions and will continue to do so with this project.

Criteria 6: As stated in Criteria #2, one of the benefits of the design-build process is that it would enable the Town to build the fire station in a shorter time frame which in turn has a direct benefit on the project budget. By reducing the time frame to complete the project, by not having to follow the standard RFQ, study, design, bid, and construct process, the Town would eliminate the price escalation that would occur with project costs being extended into the future. Additionally, the scope of the design efforts will be reduced in the shorter time frame as the designer will work directly with the builder throughout the project addressing unforeseen issues or design revisions as the project proceeds. This allows more of the approved project budget to go directly towards the physical construction of the facility. These benefits to both the project schedule and cost make the design-build option more appealing than the more conventional design-bid-build in this instance.

Staff will proceed with the Design-Build Delivery Method for Fire Station #51 located at 1987 Andrew Jackson Highway, with this memorandum serving as notice to the Council and the public.