



---

## STAFF REPORTS

June 2020 Regular Meeting

Administration .....	2
Finance .....	12
Human Resources .....	17
Public Safety (Police and Fire/Rescue) .....	21
Operation Services .....	30
Planning and Inspections .....	33
Economic and Community Development .....	41
Public Services (Streets and Utilities) .....	43

## Department News

Many staff members continued to keep safe by adhering to social distancing requirements, and therefore many worked from home. The plan is to have staff return to the office beginning on June 1, 2020, and to continue keeping public visitors to a minimum, when possible, until further notice.

Mrs. Reinhardt attended the 2020 International Institute of Municipal Clerks Institute Director Colloquium regarding national education trends due to the COVID-19 pandemic. Sabrena is also the NC Association of Municipal Clerks (NCAMC) Program & Education Chair. Her last assignment for the year is executing the NCAMC Summer Academy event scheduled to be held at Wrightsville Beach in August 2020.

Taylor York took part in the NC Local Government Information Systems Association Spring 2020 Virtual Conference which was originally planned to be held in Wilmington but was moved to a virtual conference due to the COVID-19 pandemic. Staff training for the EOC Motorola communication radios was completed. New computers were setup for the Fire Captains, Battalion Chiefs, and staff kiosks at both fire stations.

## 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 policy manual.

## Communications

### Social Media Update

- Facebook Highlights (May 1 – 31, 2020)
  - Post Reach (Number of people who saw posts at least once) – 8,367
  - Added 56 new followers for a total of 4,684
- Twitter Highlights (May 1 – 31, 2020)
  - Impressions/Reach – 3,759
  - Added 11 new followers for a total of 1,357

- NextDoor Highlights (May 1 – 31, 2020)
  - Impressions/Reach – 16,173
  - Likes – 65

## Website/Newsletter/Other

- Worked with VC3 on continued updates and improvements to the website.
- Continued to utilize the homepage of the website for COVID-19 alerts and updates.
- Utilized twice monthly Town newsletter to keep residents informed of Coronavirus updates and related information.

## Press Releases/Blogs

- Leland to Begin Monthly Recycling Pick-up in July
- Leland Ranks as Fastest-Growing Town in N.C.

## TDA Marketing

- Staff discussed minor changes to VC3's design of the new website and has received training on maintaining and updating the site, as needed.
- Staff is currently drafting written content for several pages, as well as a homepage "spotlight" feature.
- Staff has given contracted photographers various photo assignments and projects, so new, high-quality photos will be available for inclusion on the website, on social media, and in other marketing and promotion platforms.

## Projects

### Public Services

#### Northgate Drive Realignment

- Purpose: To realign Northgate Drive and Lee Drive to create a signalized intersection at Village Road.
- Status: Final repair work has been completed.
- Next Steps: Review DOT Punch List items, 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. Contractor has completed all repair work and is currently in negotiations with a warranty for the road.
- Next Steps: Finalize and close out project.
- Concerns: None.

## Highway 17 Force Main/ 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: Waiting on Final Application for Payment from contractor and final invoices from SEPI.
- Next Steps: Finalize and close out project.
- Concerns: None.

## 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: Project is out for advertisement with a bid closing of June 18, 2020 at 3:00 pm.
- Next Steps: Open bids.

- Concerns: Two utility easements are required to be in place prior to construction. The Town is working with property owners to review easement maps.

## 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. Received second engineering/design proposal April 2020.
- Next Steps: Currently reviewing proposals to determine next steps.
- 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: Brunswick Engineering Company has completed preliminary specifications and they are with the town for review.
- Next Steps: Finalize design work, advertise and bid.
- Concerns: Potential cost of rehabilitation.

## 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: Contractor is currently working on the wet well at the Lift Station #33 site. Design work to extend the force main from Hawthorne at Waterside across Highway 17 to Ibis Landing has been completed; change order to the contract documents is expected.
- 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 as well as additional flow from other lift stations.
- Status: Construction is underway.
- Next Steps: Contractor is currently working alongside Hazels Branch Road at Morgan Creek. 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 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 purchase of the property for the new Lift Station site was recorded January 29, 2020. The Town's engineer has completed preliminary design plans. Town staff is in the process of reviewing plans and obtaining easements.
- Next Steps: Complete engineering design work, obtain easements, and advertise 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: Finalizing bid documents and obtaining final approval from NCDOT prior to advertising the project for bid. Temporary construction easements have been extended.
- Next Steps: Advertise and bid.
- Concerns: Potential high cost of construction, funding, and traffic management. Project is currently suspended due to NCDOT's current financial situation. Town is working with NCDOT to update the schedule and construction phase of the project.

## 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 final approval from NCDOT prior to advertising the project for bid.
- Next Steps: Advertise and Bid.
- Concerns: Potential high cost of construction, funding, and traffic management. Project is currently suspended due to NCDOT's current financial situation. Town is working with NCDOT to update the schedule and construction phase of the project.

## 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: Design work is currently underway.
- Next Steps: Brunswick Engineering Company has completed preliminary plans and they are with the Town for review.
- Concerns: Construction to follow the annexation of the streets within Lanvale Forest Subdivision.

## 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: Hanover Design Services has completed final design plans.
- Next Steps: Finalize design plans and contract documents for advertisement and bid.
- Concerns: None.

## 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 2020 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 was presented to Council in March 2020.
- 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.

## Leland Fire Station 53 – (formerly Kay Todd Road Station)

- Purpose: Construction of new fire station.
- Status: Sawyer Sherwood & Associate Architecture firm hired to give feedback and design opinion on converting shop at 187 Old Lanvale Road to a new fire station.
- Next Steps: Waiting on report from Sawyer to be returned and then make decision on whether to pursue this option or post new Design-Build RFQ for project.

- Concerns: Costs of renovation and redesign. Construction dependent on status of new Municipal Operations Center.

## Town Hall Renovation

- Purpose: Interior improvements to Leland Town Hall.
- Status: RFQ process has been finalized, with Sawyer Sherwood and Associate Architecture firm being selected for architecture and engineering consulting services.
- Next Steps: Project currently on hold, pending funding.
- Concerns: Lack of funding to move forward once engineering and design services have been completed.

## 1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Purchase of property which would be home to the new Leland Municipal Operations Center.
- Status: Currently in due diligence period with Offer to Purchase. Phase 1 analysis completed with no issues found.
- Next Steps: Complete building inspections and close on property.
- Concerns: None.

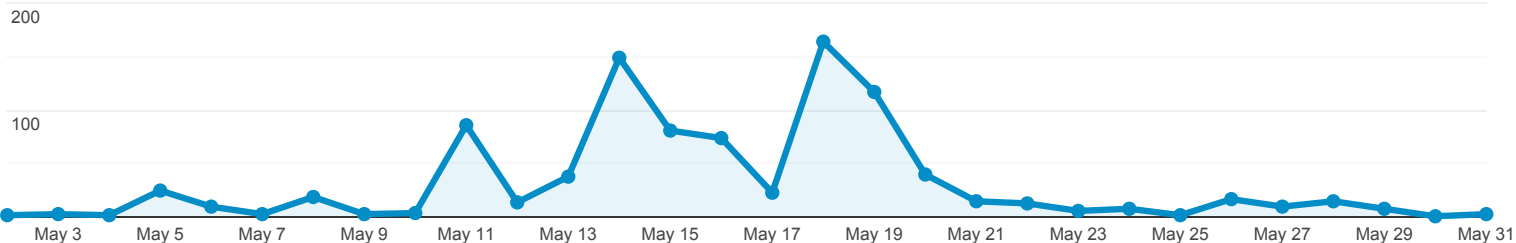
## Projects Page Report

May 2, 2020 - May 31, 2020

**All Users**  
100.00% Pageviews

**Explorer**

● Pageviews



This data was filtered using an advanced filter.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>955</b> % of Total: 2.77% (34,524)	<b>669</b> % of Total: 2.46% (27,210)	<b>00:01:16</b> Avg for View: 00:01:27 (-13.48%)	<b>330</b> % of Total: 2.02% (16,322)	<b>71.52%</b> Avg for View: 50.91% (40.48%)	<b>40.21%</b> Avg for View: 47.28% (-14.95%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /services/streets/roadwork-projects-updates	<b>322</b> (33.72%)	289 (43.20%)	00:02:22	257 (77.88%)	74.32%	82.61%	\$0.00 (0.00%)
2. /services/town-projects	<b>314</b> (32.88%)	143 (21.38%)	00:00:39	16 (4.85%)	6.25%	7.01%	\$0.00 (0.00%)
3. /projects/future-town-projects	<b>123</b> (12.88%)	101 (15.10%)	00:02:37	28 (8.48%)	71.43%	44.72%	\$0.00 (0.00%)
4. /projects/lift-station-1-relocation-1035-grandiflora-drive	<b>39</b> (4.08%)	16 (2.39%)	00:02:45	0 (0.00%)	0.00%	12.82%	\$0.00 (0.00%)
5. /projects/leland-fire-station-53	<b>33</b> (3.46%)	30 (4.48%)	00:00:51	1 (0.30%)	0.00%	6.06%	\$0.00 (0.00%)
6. /projects/highway-17-sewer-expansion-ii-phase-1	<b>23</b> (2.41%)	14 (2.09%)	00:01:31	0 (0.00%)	0.00%	8.70%	\$0.00 (0.00%)
7. /projects/mallory-creek-drive-patching-project	<b>18</b> (1.88%)	12 (1.79%)	00:00:52	5 (1.52%)	100.00%	33.33%	\$0.00 (0.00%)
8. /projects/northgate-drive-realignment-project	<b>17</b> (1.78%)	10 (1.49%)	00:01:07	0 (0.00%)	0.00%	11.76%	\$0.00 (0.00%)
9. /projects/regional-pump-station-33-and-force-main-extension	<b>16</b> (1.68%)	13 (1.94%)	00:01:11	2 (0.61%)	100.00%	18.75%	\$0.00 (0.00%)
10. /projects/booster-pump-project	<b>14</b> (1.47%)	10 (1.49%)	00:00:20	3 (0.91%)	100.00%	28.57%	\$0.00 (0.00%)

Rows 1 - 10 of 32

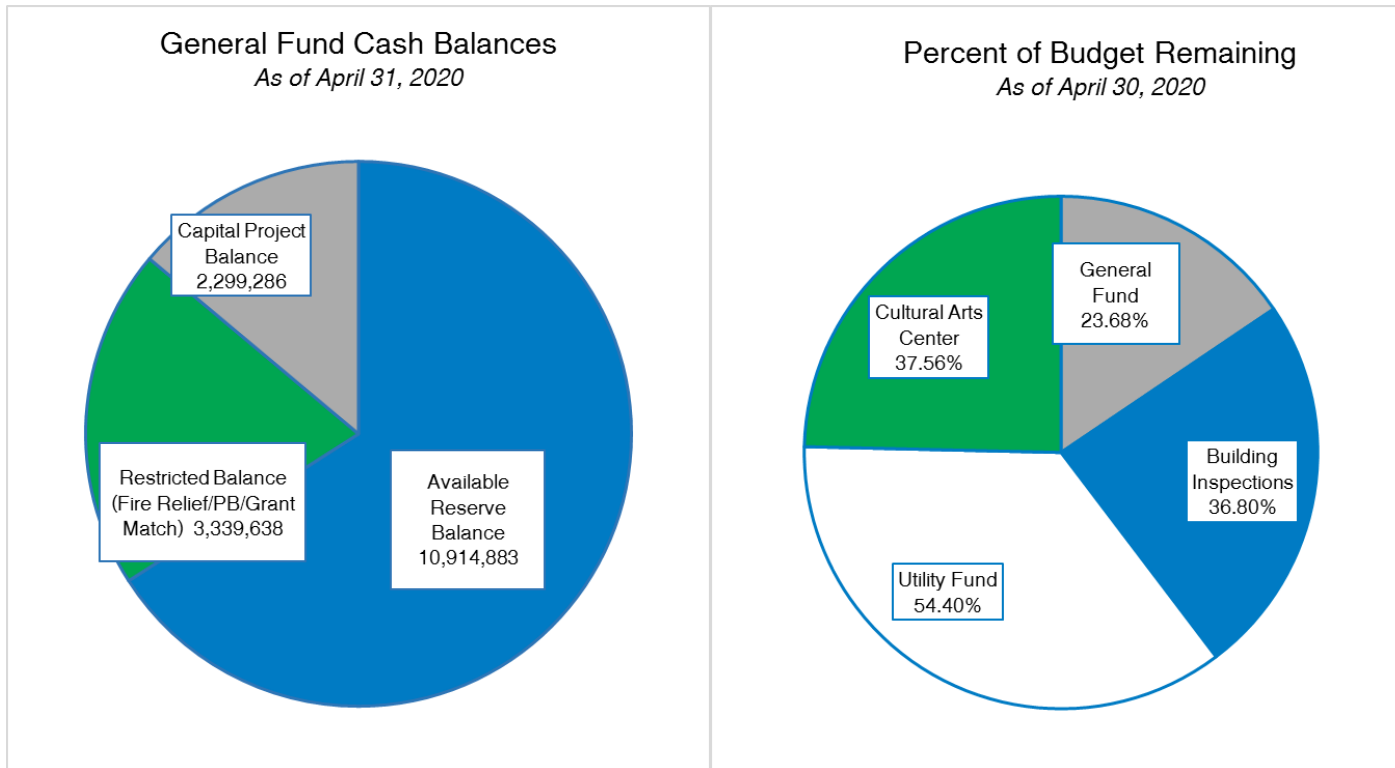
## Department News

All training and conferences for staff were cancelled during May due to COVID-19. Staff spent the majority of May finalizing the FY2020-2021 budget. Staff has also been working closely with HR on implementing a new payroll software platform that should be launched in July.

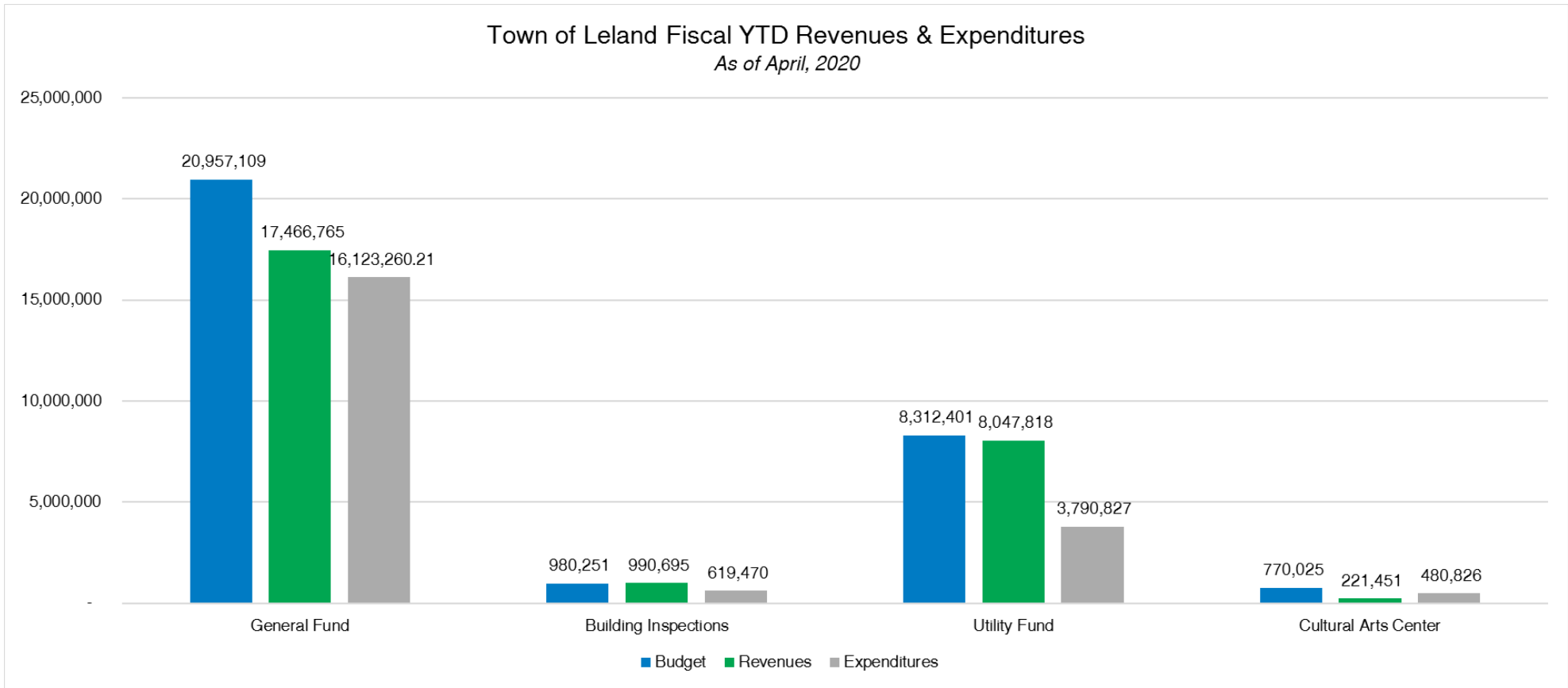
## Audit Committee Meeting Summary

The Audit Committee did not meet in May.

## Dashboard



Town of Leland Fiscal YTD Revenues & Expenditures  
As of April, 2020



## Financial Budget to Actual Report – April 30, 2020

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	18,288,363.00	20,957,109.40	688,642.88	17,466,764.73	-	(3,490,344.67)	16.65%
Building Inspections	980,251.00	980,251.00	93,844.33	990,695.28	-	10,444.28	-1.07%
Utility Fund	6,724,182.00	8,312,401.00	586,783.62	8,047,817.67	-	(264,583.33)	3.18%
Cultural Arts Center	770,025.00	770,025.00	(10,001.51)	221,450.51	-	(548,574.49)	71.24%
<b>Report Total</b>	<b>26,762,821.00</b>	<b>31,019,786.40</b>	<b>1,359,269.32</b>	<b>26,726,728.19</b>	<b>-</b>	<b>(4,293,058.21)</b>	<b>13.84%</b>

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	448,567.00	448,567.00	33,017.95	394,635.65	8,733.40	45,197.95	10.08%
Administration	1,097,057.00	1,327,057.00	91,367.72	1,041,963.42	2,238.13	282,855.45	21.31%
Information Technology	1,070,173.00	1,148,630.40	44,355.09	788,758.70	128,788.28	231,083.42	20.12%
Human Resources	317,175.00	317,175.00	28,844.91	197,845.95	3,429.04	115,900.01	36.54%
Finance	437,241.00	437,241.00	37,229.90	340,249.30	424.51	96,567.19	22.09%
Building Inspections	980,251.00	980,251.00	68,812.70	606,970.41	12,499.69	360,780.90	36.80%
Planning	531,891.00	531,891.00	41,746.12	394,957.94	11,672.79	125,260.27	23.55%
Economic Development	164,734.00	164,734.00	16,763.11	125,492.00	-	39,242.00	23.82%
Parks & Recreation	413,377.00	413,377.00	26,314.18	280,304.53	3,281.43	129,791.04	31.40%
Grounds & Facilities	1,186,422.00	1,231,422.00	103,231.25	932,534.96	78,638.47	220,248.57	17.89%
Public Services	2,881,368.00	2,539,753.56	144,199.97	1,437,760.77	302,167.88	799,824.91	31.49%
Police	3,711,866.00	3,747,866.00	295,097.93	2,612,640.79	52,455.62	1,082,769.59	28.89%
Fire	3,521,314.00	4,250,603.00	384,709.49	3,328,920.47	117,968.64	803,713.89	18.91%
Debt Services	1,676,753.00	1,676,753.00	-	1,508,301.65	-	168,451.35	10.05%
Transfers	830,425.00	2,722,039.44	-	2,029,095.89	-	692,943.55	25.46%
<b>General Fund</b>	<b>19,268,614.00</b>	<b>21,937,360.40</b>	<b>1,315,690.32</b>	<b>16,020,432.43</b>	<b>722,297.88</b>	<b>5,194,630.09</b>	<b>23.68%</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>8,312,401.00</b>	<b>485,601.48</b>	<b>3,695,647.36</b>	<b>95,179.86</b>	<b>4,521,573.78</b>	<b>54.40%</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>40,182.50</b>	<b>458,469.46</b>	<b>22,356.89</b>	<b>289,198.65</b>	<b>37.56%</b>

## Intradepartmental and Interdepartmental Budget Transfers – April, 2020

There were no transfers.

## Grant News – May, 2020

### **Grants Awaiting Notification**

- Governor's Crime Commission – Byrne JAG Grant: Digital Evidence Collection/Analyzing System, Active Shooter Gear & Shields, no match (7/31/2019). We received notification we were awarded the grant, but we have not received the details as of yet.
- 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).
- FM Global Fire Prevention Program: Smoke Detectors for distribution to community - \$3,000 no match (3/31/2020).
- FP&S - Fire Alarm and Extinguisher Training & Simulator System; \$24,000 no match (5/29/2020).
- SAFER – Personnel Additions (3-year term) - \$2,036,822.40. Funded: 100% (Year 1), 75% (Year 2), 35% (Year 3) (5/15/2020).
- AFG-Supplemental COVID-19 – PPE, Adapters for SCBA's: \$3,767.40 (5/14/2020).
- USDA and NC Emergency Watershed Debris Removal, Stream Repair - \$251,160 (75% funding by USDA and 25% funding by NC).
- BVP Funding FY 2020 – 30 bulletproof vests (\$700/each at 50% reimbursement).

**Grants Awarded**

- NCLM Workers Compensation Pool Grant: Confined Space Breathing Apparatus Equipment \$15,221+ tax / \$5,000 max award (3/31/2020)
- NCLM Property & Liability Pool Grant: Confined Space Equipment and Accessories \$10,278 +tax / \$5,000 max award (3/31/2020)

**Grants Not Awarded**

- EDA Disaster Supplement for EC&D (Village Road Utility Conversion Project): \$400,000.00 (\$80,000.00 for 20% match) (11/25/2019)



## Department News

Staff is currently working on updating the Town’s employee handbook and policies. Staff is also working closely with Finance in implementing the new HRIS system.

Annual performance reviews are in progress. The next employee appreciation event is scheduled for June 26, 2020 incorporating social distancing and best practices.

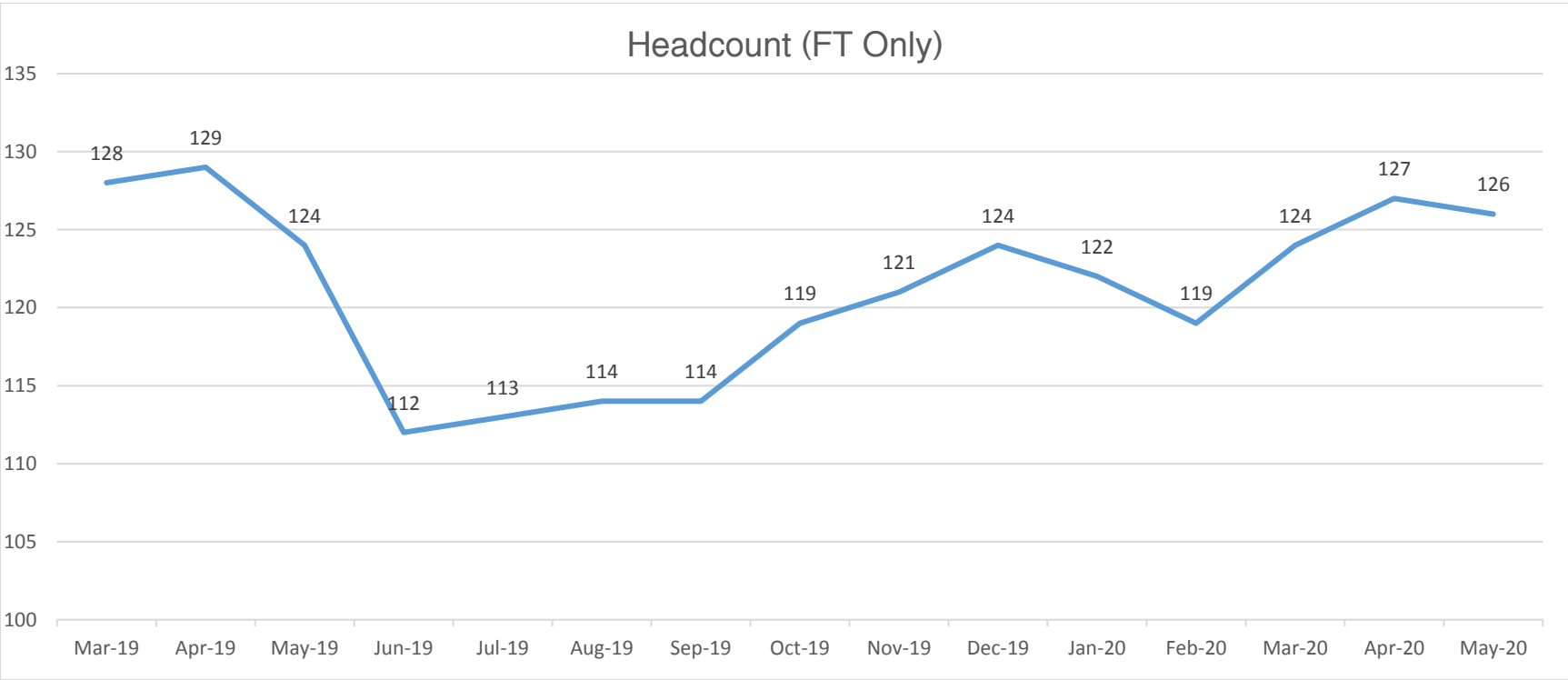
## Personnel Updates

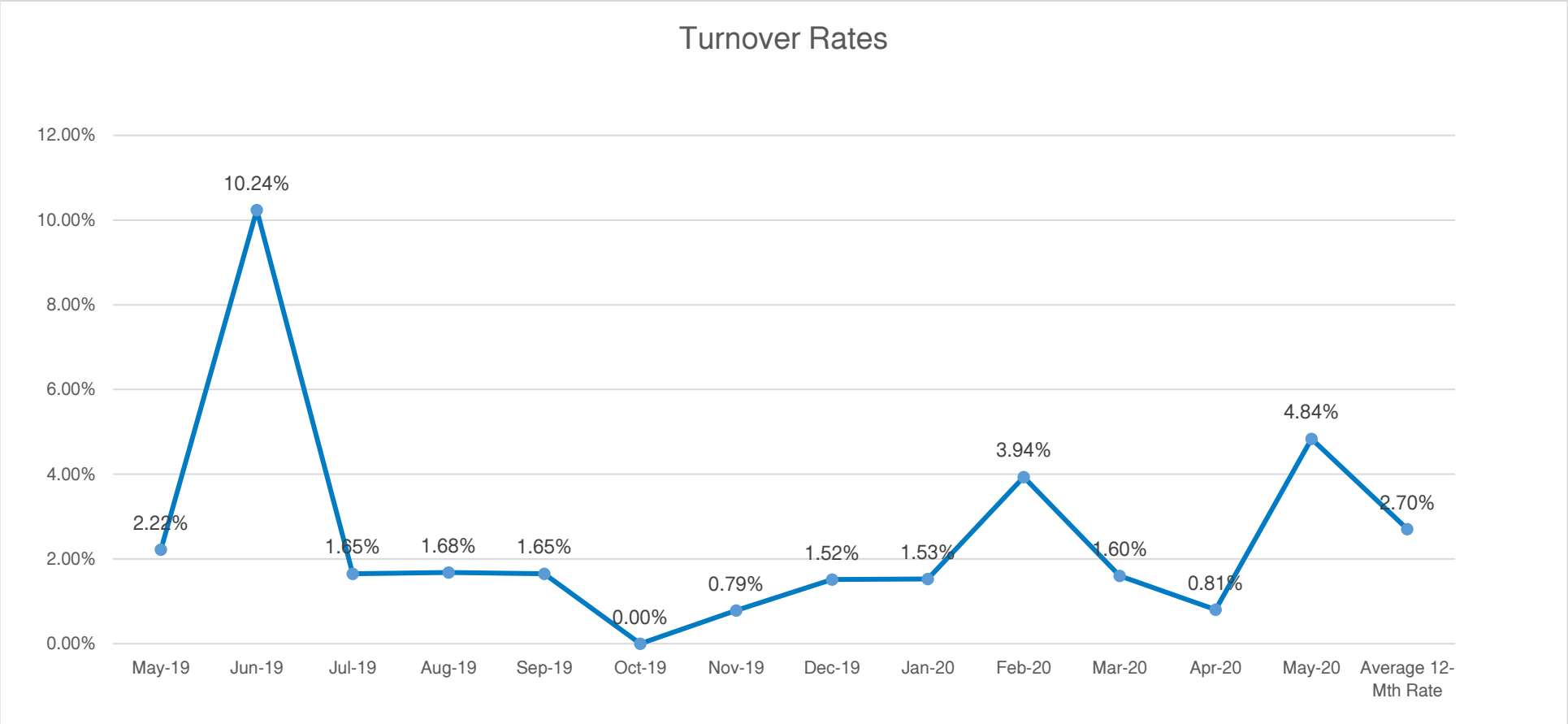
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Jacob Watson	Public Services	New Hire	5/4/2020	Utilities Maintenance Worker		
Riley Beach	Fire/Rescue	Separation	5/3/2020	Firefighter (PT)		
Jerry Fowler	Police	Separation	5/6/2020	Police Officer (PT)		
Matthew Elario	Fire/Rescue	Separation	5/16/2020	Fire Apparatus Engineer		
Dustin Perrell	Fire/Rescue	Separation	5/16/2020	Fire/Rescue Captain		
Ryan Merrill	Fire/Rescue	Separation	5/16/2020	Battalion Chief		
Divina Mercado	Police	New Hire	5/18/2020	Police Officer		
Raymond Miles	Public Services	New Hire	5/18/2020	Streets Maintenance Worker		
Charles Frey	Police	Separation	5/26/2020	Police Sergeant		
James Petteys	Fire/Rescue	Promotion	5/27/2020		Firefighter	Fire Apparatus Engineer

### Workers Comp Data

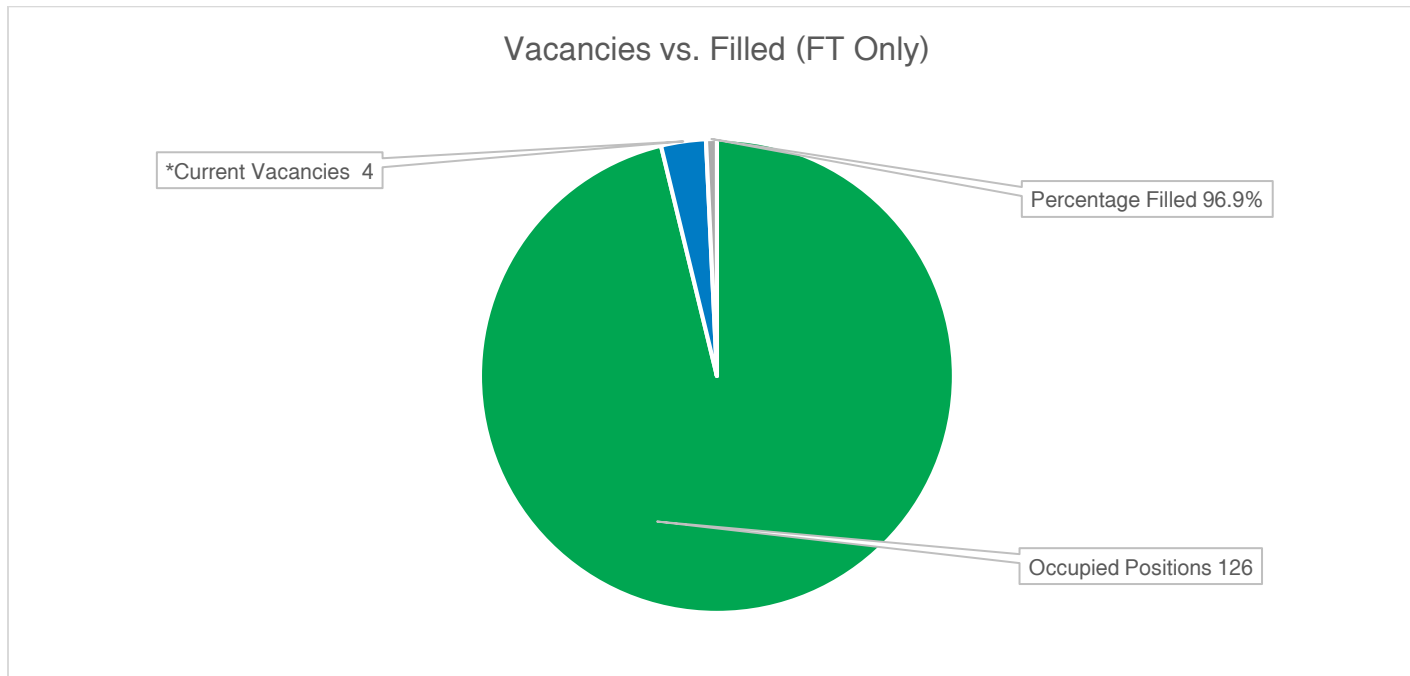
Number of Incidents	Loss Time (Y or N)	Brief description of Incident and Injury/Illness
1	Y	Firefighter fell in ditch while working to attach hose to hydrant

### Dashboard





Vacancies



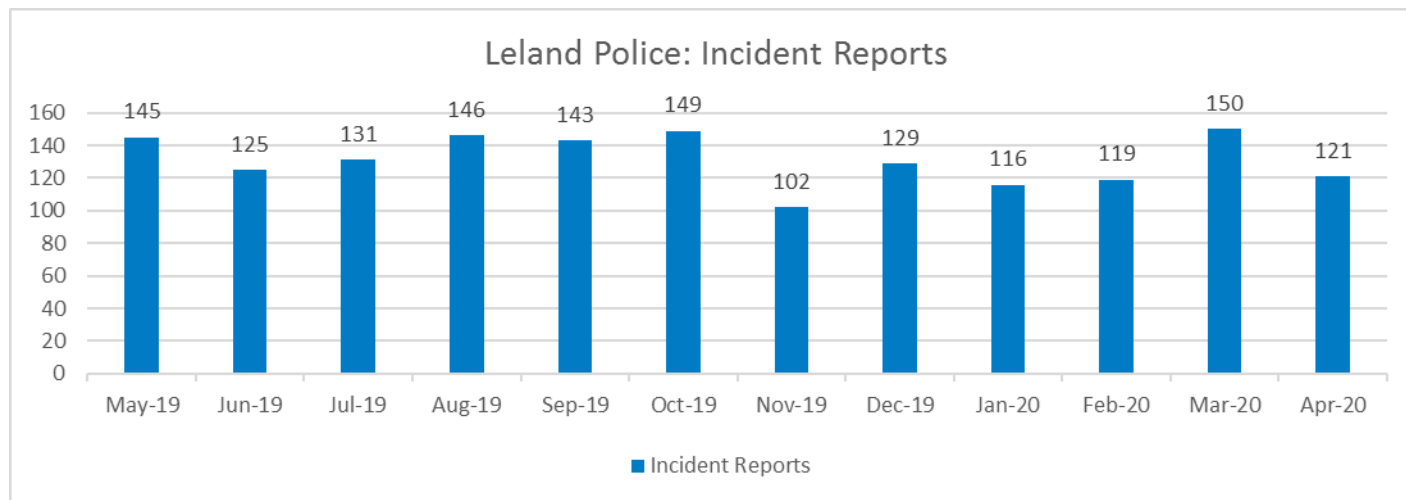
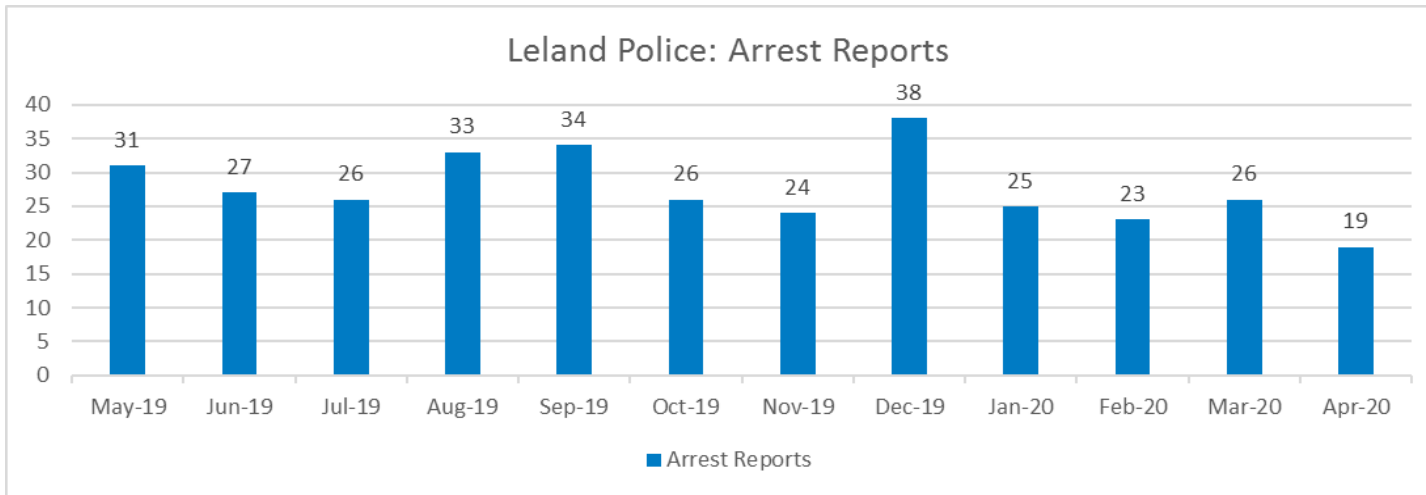
## Police Updates

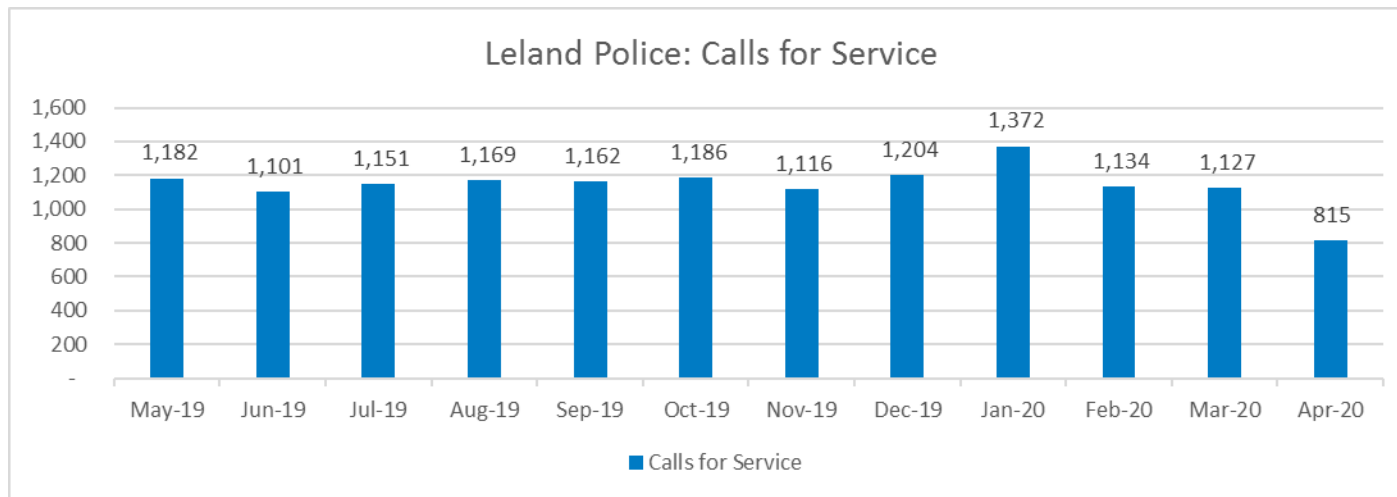
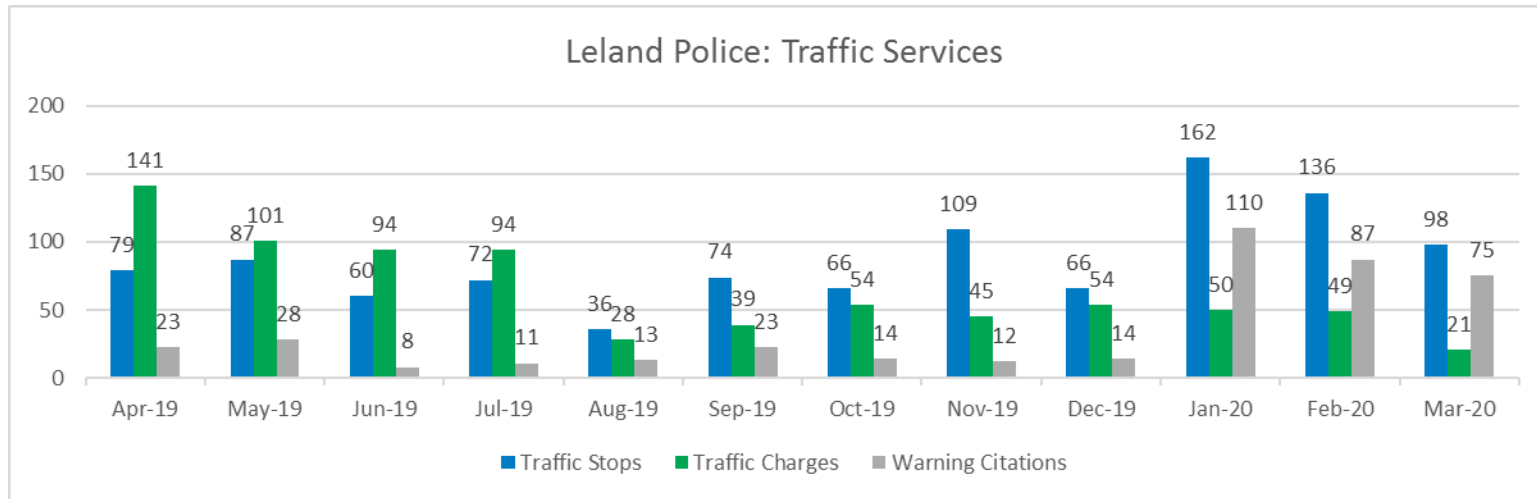
### Department News

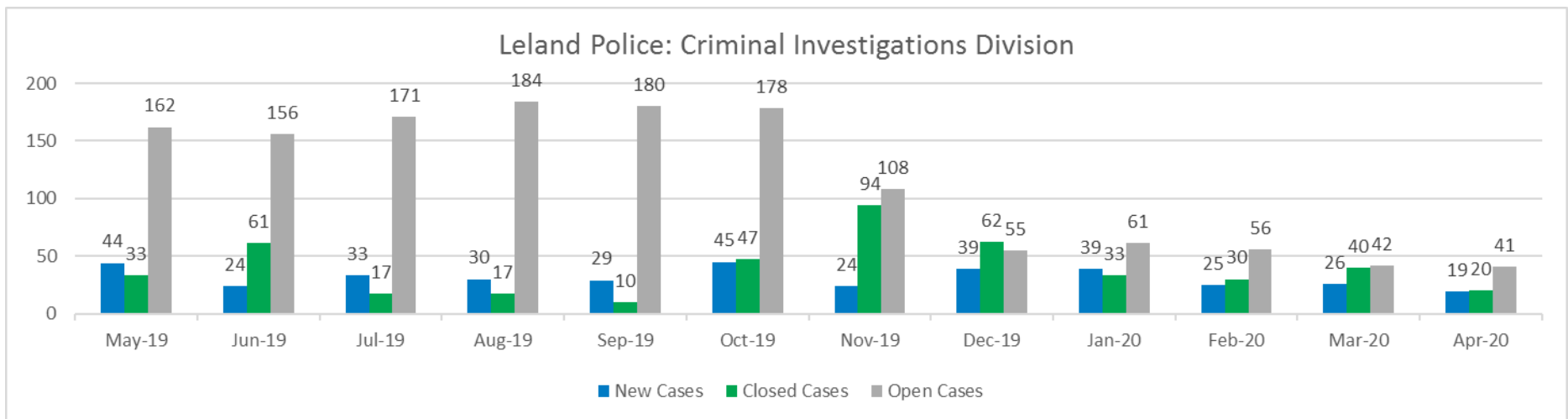
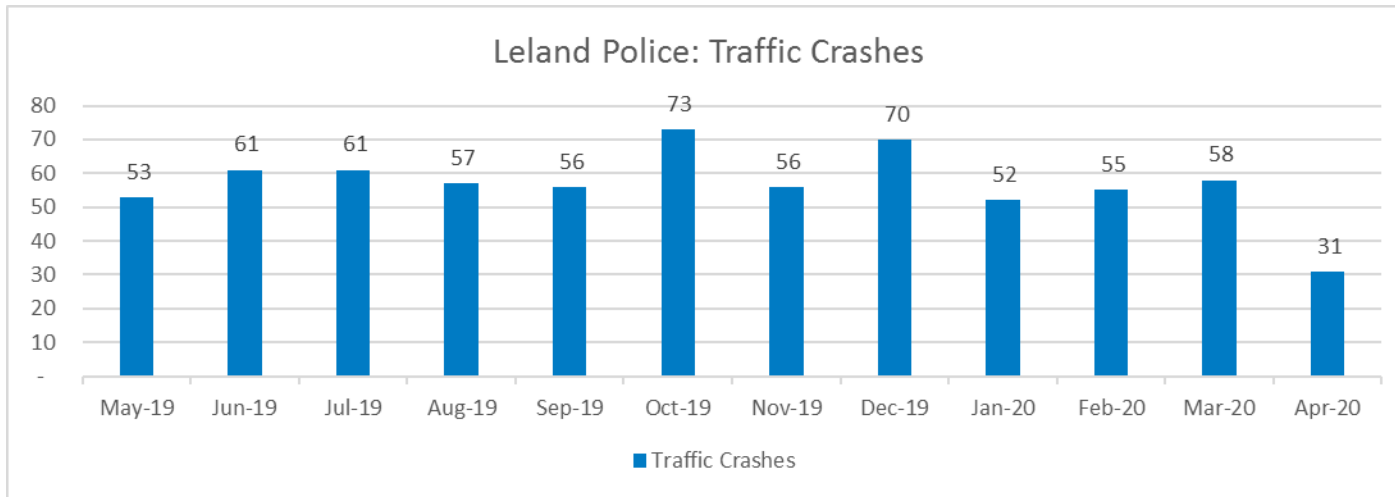
The Police Department, like everyone else, continued to be heavily impacted by the COVID-19 pandemic. Although we continued to provide the same level of service to our community, we had to do so with modifications and precautions. The entire staff of the agency was instrumental in ensuring the Town of Leland was being served in the best way possible in light of the challenges being faced. Members of the agency participated in a parade hosted by the Brunswick County Sheriff's Office supporting our healthcare workers and local grocery store employees.

### 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









## Criminal Investigations Division (CID) Significant Activities

Reference L20-0443, Det. Britton opened a case based on a call from a contact he has at the Carousel Center. He conducted additional CME and other interviews and worked the case up to charge the suspect with Felony Child Abuse.

Reference LL20-01390, the entire CID Unit worked a case that began as a serious assault where the victim's vehicle was stolen. CID came together and went above and beyond conducting after event surveillance locating the suspects from the assault in the victim's car. A search warrant was conducted at the residence and interviews were made. Detectives made multiple felony arrests to include robbery, assault with a deadly weapon, and larceny of an auto. As the investigation continued, Detectives made an additional arrest based on jail phone calls. Based off this arrest and interview, a phone video was located leading to additional charges on the previous initial arrests. The investigation is still continuing.

Detectives have been doing well balancing the need to work from home with the need to protect the public during the COVID-19 pandemic. Based on the number of cases closed, Detectives worked really hard and were extremely productive.

## Street Crimes Unit (SCU) Significant Activities

For the month of April, the unit's stats were heavily impacted by the arrival of the COVID-19 pandemic. Unnecessary contacts were avoided in an effort to remain healthy and reduce the spread of the virus.

Some notable statistics for the SCU for the month of April 2020 include the following:

- There were 28 patrol assists, one resulting in an arrest for DWI and child abuse charges. The driver later admitted to being high on "PCP" while operating her vehicle with her unrestrained one year old was in the car. DSS was contacted and a family member took custody of the child.

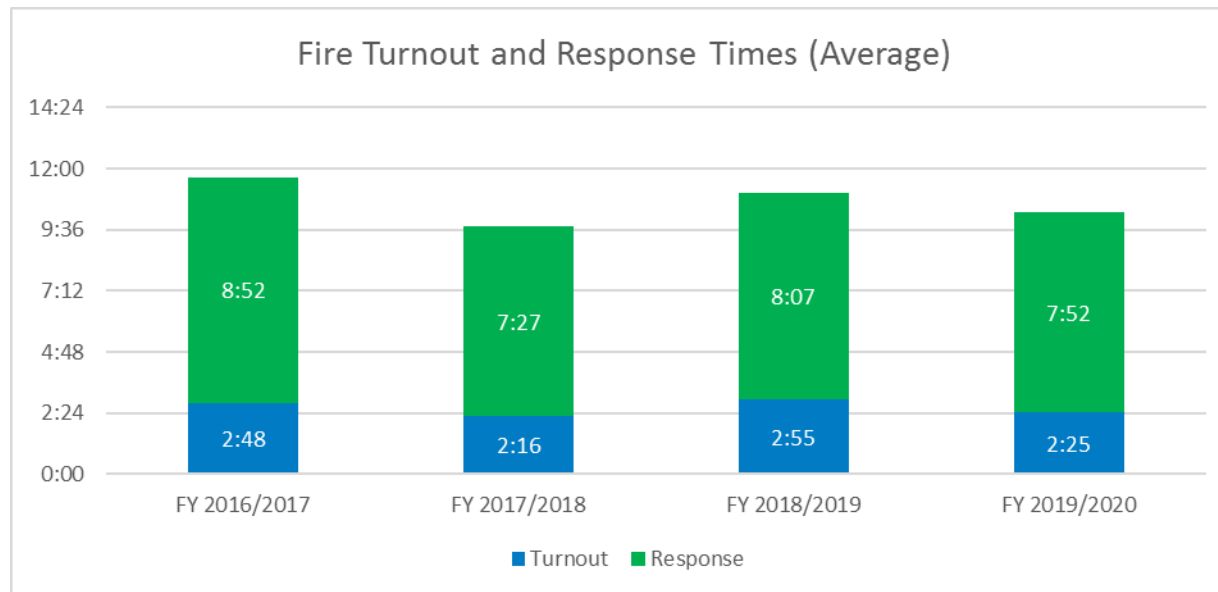
- The SCU was also called in on their day off to assist CID with an assault/robbery investigation where arrests were made. The investigation is ongoing.
- The unit had a total of 18 self-initiated calls for service which resulted in one arrest for an outstanding warrant.
- A self-initiated investigation resulted in surveillance and a knock and talk after receiving a tip from another agency about possible drug trafficking. During the course of that knock and talk, 1,053 doses of suboxone were recovered and entered into evidence. The investigation is continuing.

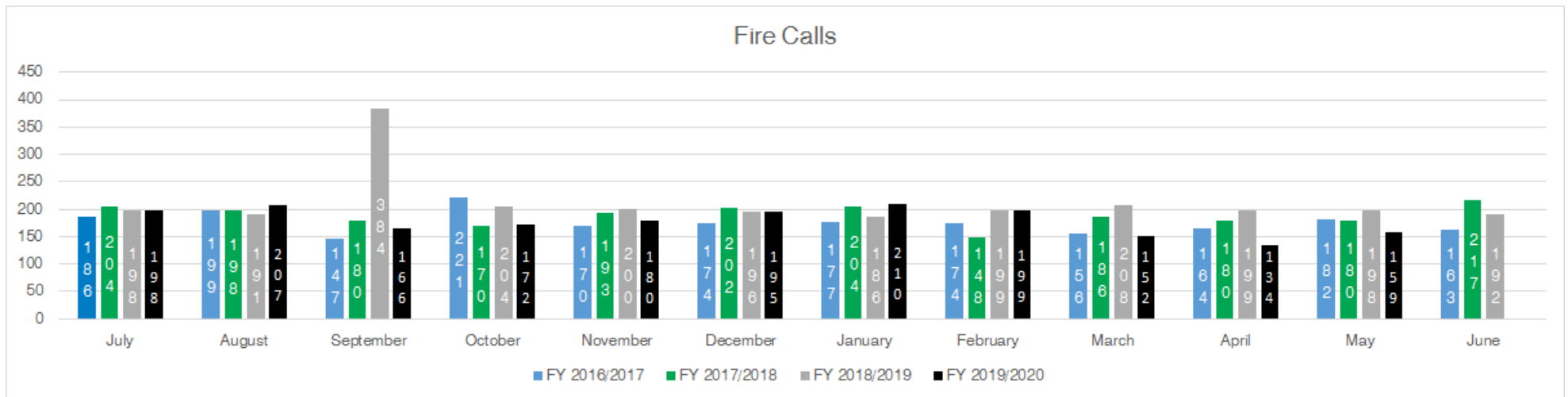
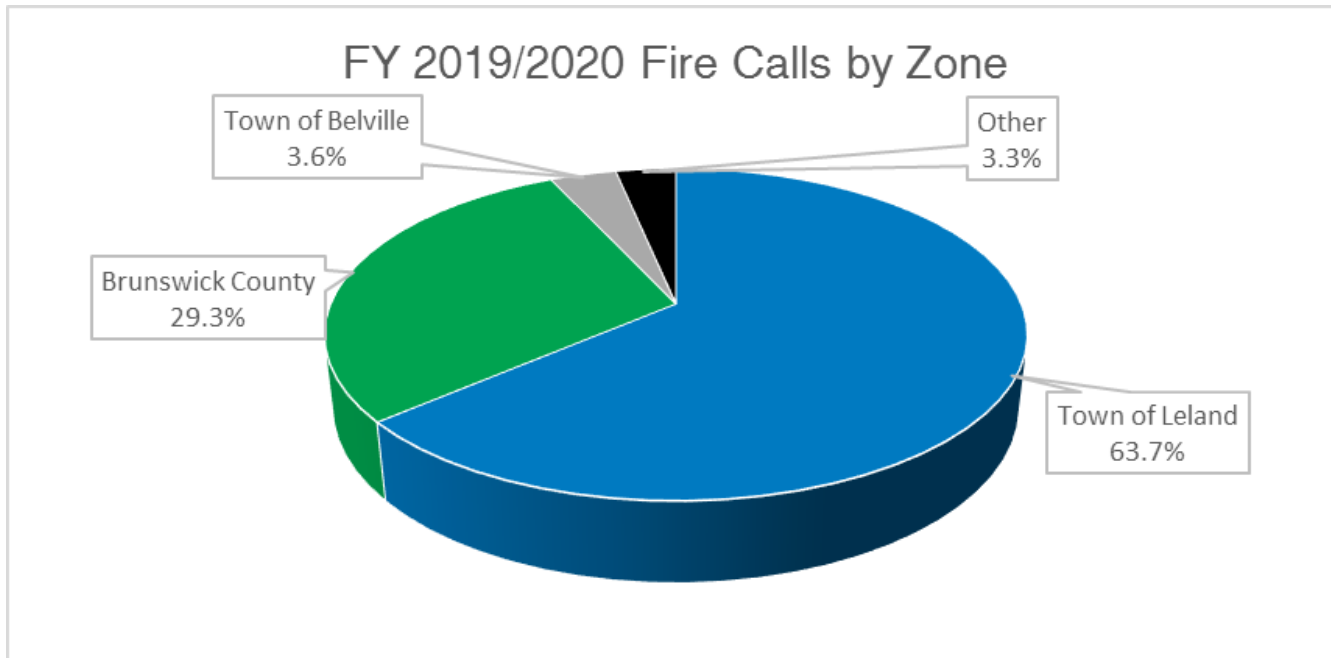
## Fire/Rescue Updates

### Department News

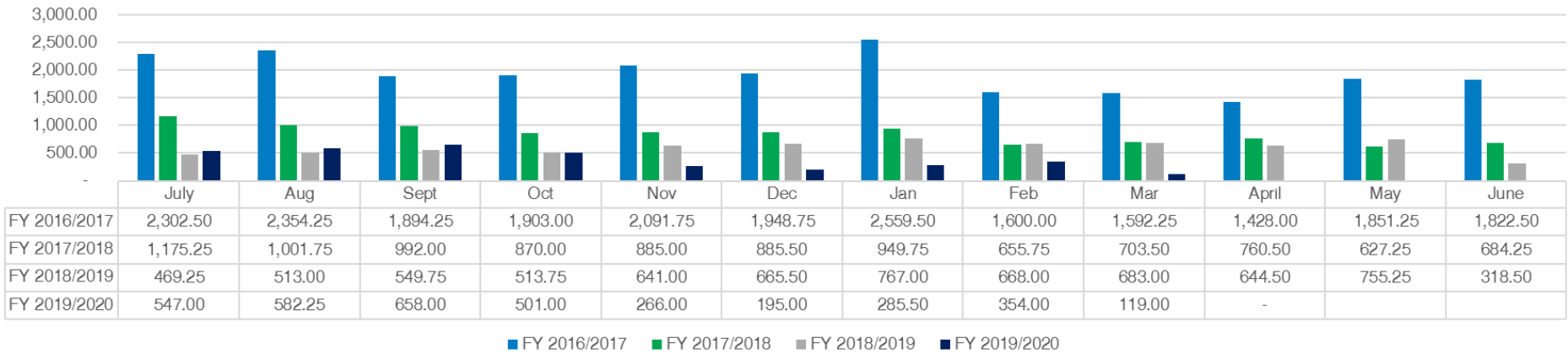
May was again a slower month in call volume for the department, but we did start to see an increase near the end of the month, most likely due to the relaxed restrictions by the Governor. Dispatch procedures for possible COVID-19 cases remain in place so staff is still not responding to some medical calls. The expectation is for things to return to near normal operation during the month of June. Staff continues to stay busy with training and preincident planning. Employee-led committees continue to work on various tasks and goals for the department. In June, the department will be conducting a live-fire training on a house which was made available by Habitat for Humanity.

### Dashboard





Volunteer Hours



## Department News

Staff has implemented a new work management software called iWorQ. This software will be instrumental in the coming year to manage the Town's fleet vehicles and equipment, prioritize work assessments, track completion times, and other pertinent information that will help with long-term planning.

The vacant Custodian position has been filled. The new hire will begin the week of June 15, 2020.

Arts Administrative Assistant, Kirsti Armstrong, attained her Marketing and Communication for Parks and Recreation Certificate through the National Parks and Recreation Association in May.

## Parks and Recreation Board Summary

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

- COVID-19 Update
- PROS Plan Update

## Grounds/Facilities Updates

### Work Priorities

- Maintain mowing schedule
- Training in new iWorQ software
- Mulch application at Founders Park

### Projects Completed

- Grading project at Village Road FD
- Repaired leak in shower at Village Road FD
- HVAC Preventative Maintenance at Town buildings

- Wood sealant application at Cypress Cove Park and Westgate Park
- Mulch application at Town Hall

## Major Purchases

- iWorQ Work Management Software

## Event/Program Attendance Reports

No events/programs were held during the past month due to the COVID-19 pandemic.

## Upcoming Events

All events have been canceled/postponed through the end of June due to the COVID-19 pandemic.

## Postponed/Canceled Events/Programs

### Postponed

- Kayak Adventure: Shark Tooth Island – 6/12/20
- Phil Bruschi – 6/19/20 (Rescheduled for 3/19/21)
- The Stranger: Billy Joel Tribute – 7/17/20 (Rescheduled for 4/16/21)
- NBCC Expo – 6/21/20 (Rescheduled for 8/8/20)
- FLCAC Donors Meeting – 6/13/20

### Canceled

- Classes through the end of June 2020
- Gallery Reception – 6/4/20
- Rental - Dignity Memorial – 6/2/20

## Recreation Updates

Staff is taking summer virtual with new programs such as the Rocket League Tournament, Kids Run Leland, Recreation in a Box, and Tuesday Trivia with Wyatt. Registration is open for all programs. Staff is also working on the CAPE for Fall and Winter, as well as gearing up for Parks and Recreation month in July.

## LCAC Updates

Staff partnered with The Black on Black Project to educate local youth about Mental Health Awareness through a Grassroots Grant awarded by the Brunswick Arts Council.

Staff is working to prepare the LCAC to reopen to the public. This plan includes the following:

- Install plexi-glass screen at the front desk
- New hardware for less hand-to-hand contact with payment transactions
- Implement social distancing measures in all areas of the facility separately
- Public communication (social media posts, newsletters, press releases, etc.)
- Staged re-opening for separate areas of the facility with careful consideration for safety precautions
- Increased cleaning and disinfection schedule

Pottery Studio Coordinator, Lauren Rogers, has created new and improved systems to make the space more efficient for users.

Cultural Arts Manager, Julianne Scott, participated in a Racial Equity Learning Cohort through the North Carolina Parks and Recreation Association

The new Facility Attendant position has been filled at the LCAC. Jeff Bell began with the Town on June 1, 2020.



## Department News

The department continued to facilitate permitting through email and performed inspections using appropriate safeguards to protect staff and customers against potential COVID-19 exposure and received appreciative feedback from customers for the revised methods of conducting business during the pandemic.

Staff attended six virtual demos of permitting and inspections software and selected a replacement for the current software, EnerGov by Tyler Technologies. After over 16 months of unsuccessful support from Tyler Technologies in trying to implement an online customer service portal for permit application and inspection scheduling, staff has elected to implement a different product to streamline the permit and inspections processes, making it easier for Town staff while enhancing and improving the customer experience.

## Planning Board Meeting Summary

The Planning Board met on May 26, 2020 and heard the following items:

1. Presentation: Code of Ordinances Maintenance Project – Staff presented the progress on updating the Code of Ordinances through 25 text amendments addressing over 40 topic areas.
2. Presentation: FEMA Community Rating System – Staff presented the effort to admit the Town to the FEMA Community Rating System, which benefits residents and property owners through increased flood damage prevention and mitigation through education, as well as reduced flood insurance rates.
3. Text Amendment Discussion – Staff presented, as a discussion item, a proposed ordinance amendment to create standards for performance developments in the Multifamily (MF) zoning district.
4. Text Amendment Discussion – Staff presented, as a discussion item, a proposed ordinance amendment to create a new zoning district called the Innovation District, which is focused on providing flexible site design requirements and encouraging development of advanced manufacturing, research and development, and other similar industries and employers with moderate to high concentrations of jobs.
5. Initial Zoning Recommendation – The Planning Board considered an initial zoning recommendation for a 1.1-acre property (PIN 0570001905) located on Old Town Creek Road proposed to be annexed into the Town. The Board voted to recommend the initial zoning be R-20, Low Density Residential.

6. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance 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. The Planning Board voted to recommend approval of the amendment.
7. Preliminary Subdivision Plat – The Planning Board voted to approve a proposed subdivision for a 7.88-acre property located on Olde Waterford Way into two commercial lots as presented by staff.
8. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to include requirements for bicycle parking facilities and pedestrian corridors for commercial projects. The Planning Board voted to recommend approval of the amendment.
9. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to update language to bring the ordinance into consistency with the pending NCGS 160D, which is a comprehensive consolidation, update, and reorganization of North Carolina General Statutes pertaining to land use and development regulations for counties and municipalities. The Planning Board voted to recommend approval of the amendment.

The Planning Board’s next meeting is scheduled for June 23, 2020 at 6PM.

### Board of Adjustment Meeting Summary

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

### Current Planning Update

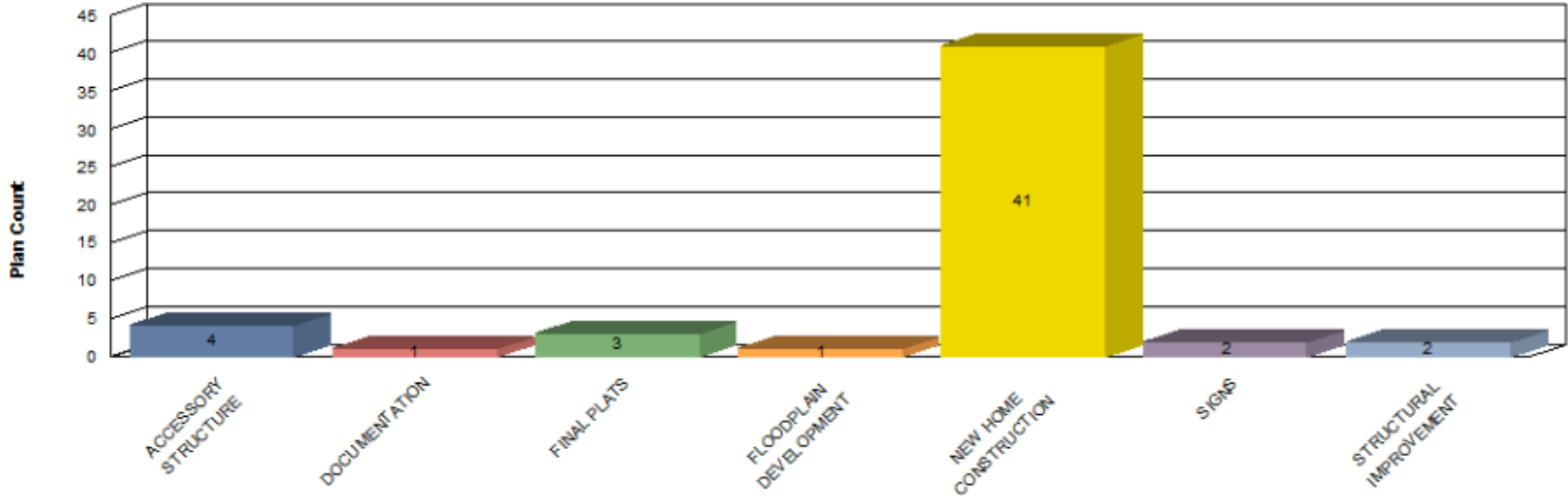
#### Technical Review Committee (TRC) Report

TRC did not meet in-person in May as a COVID-19 precaution but members reviewed and provided comments on a proposed Wendy’s fast food restaurant proposed to be located in Brunswick Forest at the intersection of US Highway 17 and Provision Parkway.

Plan and Plat Reviews



PLANS COMPLETED BY TYPE (05/01/2020 TO 05/31/2020)  
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	19	\$1,454,389.07	-\$238,219.64
<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	-\$31,797.50
<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	\$0.00
<b>Tara Forest</b>			
Cash Bonds	1	\$10,840.00	\$0.00
<b>Waterford</b>			
Surety Bonds	1	\$244,281.25	\$0.00
Total Letters of Credit	23	\$1,728,226.88	-\$270,017.14
Total Cash Bonds	11	\$850,516.03	\$0.00
Total Surety Bonds	8	\$813,584.95	\$0.00
Total Performance Guarantee Sureties	42	\$3,392,327.86	-\$270,017.14

## 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 May 13, 2020. Items of discussion included resolutions of approval for the Prioritization 6.0 Rail and Roadway Project Submittals.

A feasibility study has been concluded for the replacement of the Cape Fear Memorial Bridge. Four options have been evaluated:

1. A fixed structure bridge with 65’ vertical clearance.
2. A fixed structure bridge with 135’ vertical clearance.
3. A movable structure bridge with 65’ vertical clearance.
4. A movable structure bridge with 65’ vertical clearance and adjacent railroad to accommodate the rail relocation effort in New Hanover County.

All options include a proposed 15’ wide barrier-separated multi-use path for bicycle and pedestrian traffic. Presentations about the study and options are pending for the WMPO TCC and WMPO TAC.

### GIS Update

In May, staff supported other departments through creation of maps for pending annexations and performed data analysis of properties within Special Flood Hazard Areas.

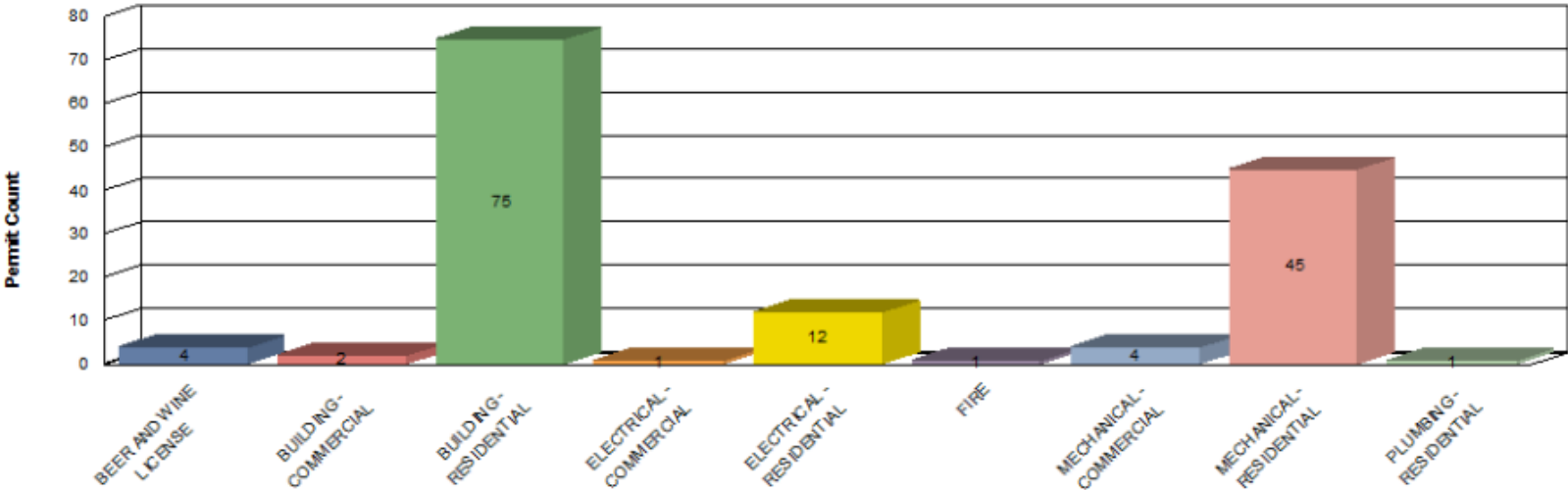
Staff continues to audit and reorganize all internal GIS data, which is currently located in multiple places on the internal server and contains outdated and redundant data.

### Building Inspections Update

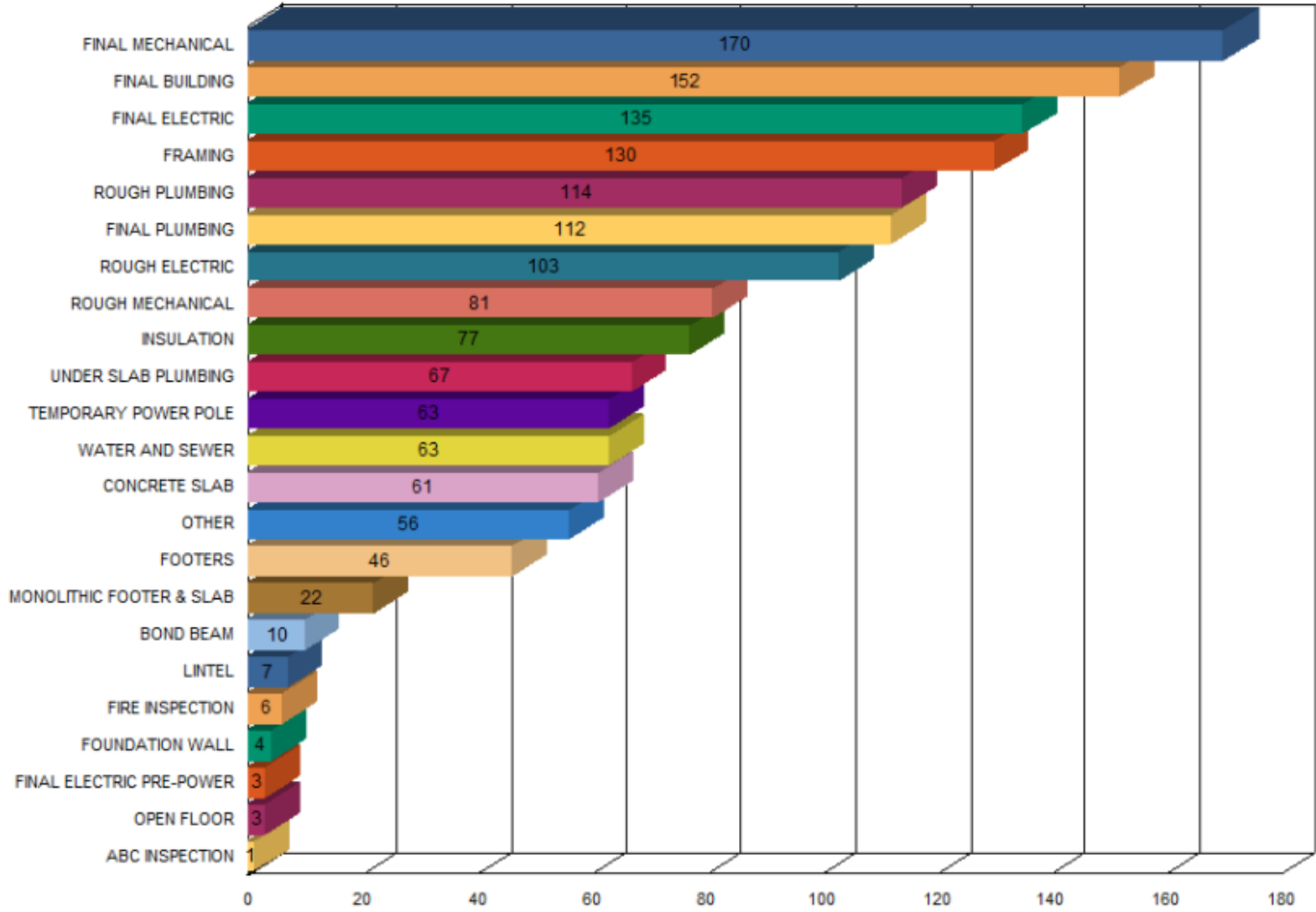
Total Permits Issued	Total Inspections	Total Value of Construction (Leland)
145	1,468	\$13,700,792



PERMITS ISSUED BY TYPE (05/01/2020 TO 05/31/2020) FOR TOWN OF LELAND



**COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (05/01/2020 TO 05/31/2020)  
FOR TOWN OF LELAND**



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	1	0	0	0	1
Cases Closed	0	0	0	0	0	0
Active Cases	9	21	1	8	1	40



## Department News

The Town has received a voluntary annexation petition from WCM Enterprises, LLC to annex approximately 220 acres of vacant, undeveloped land in the Leland Innovation Park. If the proposed annexation takes place, it would provide the Town with an enormous opportunity to attract clean, light manufacturing, research, and distribution companies that would create high-paying jobs for the Town's residents. For more than two years, Mr. Vidmar has participated in an initiative to rename and rebrand the Park, a plan generated by the non-profit, Leland Innovation Park, Inc., which was formed by a former member of the Leland Economic Development Committee in 2018.

According to the U.S. Census Bureau's 2019 population estimates released on May 21, 2020, Leland's population grew from 13,614 in 2010 to 23,544 in 2019, a 73% increase. Leland is now ranked as the fastest-growing municipality in the state and the twelfth fastest in the country.

## New Businesses

- **Novant Health** has leased the former Rite-Aid building in front of Waterford and have begun upfitting the building for a family practice group.
- **Clarendon Properties, LLC** has a three-acre site under contract next to the Harris Teeter in Waterford on which it plans to build a four-story, 100 room hotel. Plans were presented to TRC in April.
- **Leland Smoke House** will open soon in the former Fat Tony's space. This new restaurant will feature southern BBQ and brisket and is owned and operated by the owners of Southport Smoke House.

## 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. Construction authorization from NCDOT and the Federal Highway Administration has been received and now we are waiting on confirmation that funds are available and for permission to bid the projects.

- 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.

## Economic Development Committee Meeting Summary

The Economic Development Committee met in May and discussed the effect that the pandemic is having on local businesses. Members would like to reach out and determine how EDC members may be able to assist and support some of the businesses that have suffered the most as they begin to open up. The EDC hopes to have more discussion about this topic and put a plan together at its June 11, 2020 meeting.

## Streets Updates

### Department News

Staff has been working regular schedules, while observing social distancing and additional cleaning protocols.

### Work Priorities

- Construction bidding for the Old Fayetteville Road Multi-Use Path project
- Lanvale Forest street paving project
- Various small asphalt repairs
- Vector Control preparations

### Projects Completed

- Thermo striping of Town Hall Drive and Olde Regent Way
- Various minor street repairs

### Major Purchases

- A dump truck has been ordered for the Streets Division, but now has a 6 month delay due to COVID-19
- A heavy-duty trailer has been delivered to transport the rubber tire backhoe and other heavy equipment

## Utilities Updates

### Department News

Staff has been working regular schedules, while observing social distancing and additional cleaning protocols.

Brandon Faircloth was promoted to Utilities Superintendent.

### Work Priorities

- Complete final contractor payment for Lift Station #10
- Bidding for Lift Station #1 replacement began May 15, 2020 with a closing date of June 18, 2020
- Ongoing – Repair infiltration of sewer manholes and valve vaults within ten days of initial report
- Lift Station #3 maintenance

### Projects Completed

- Annual 10% sewer main cleaning and inspection has been completed

### Major Purchases

- The Vac Truck was delivered May 15, 2020. This is a major purchase for the department and will enable staff to accomplish many tasks in-house that previously required third-party assistance.