



STAFF REPORTS

May 2022 Regular Meeting

| | |
|--|----|
| Public Services | 2 |
| Community Enrichment (PRCR, Communications, Clerk’s Office)..... | 16 |
| Public Safety (Police, Fire/Rescue, Emergency Management)..... | 24 |
| Planning and Inspections | 33 |
| Economic and Community Development..... | 41 |
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| Information Technology..... | 50 |

Department News

The U-5534 D Old Fayetteville Road Multi-Use Path and Resurfacing project was the small urban area winner for the 2022 NCDOT Mobi Awards. The intent of NCDOT's Mobi Awards is to recognize completed multimodal projects throughout North Carolina that contribute to creating safe, connected, and livable communities. Winning this award highlights the success of this project and how important it is to the Gateway District in creating a safe pedestrian and bicycle corridor connecting Town Hall and Founders Park to the residential, commercial, and school areas along a busy stretch of Old Fayetteville Road.

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

Streets Updates

Work Priorities

- Staff is scheduled to perform sinkhole repairs at various locations throughout the Town in May. This work will be performed in Lanvale Forest, Mallory Creek, and Grayson Park.
- Staff will complete ditch cleaning and clearing along Fairview Road and will begin cleaning ditches on Sturgeon and Cleatwood Drives. This work will include removing debris, removing vegetation, and re-grading the ditches where required. This work is expected to take several weeks to complete.
- Staff completed the installation of thermoplastic, high visibility crosswalks along Low Country Boulevard.
- Staff will attempt to replace blocks that were removed from the bridge in Waterford on Pine Harvest Drive as part of a vandalism incident. At this time, staff is waiting for the HOA to approve the replacement materials.
- Staff will be making minor repairs to concrete curbs in Brunswick Forest in May.
- Staff will be removing trees and repairing sidewalks in Magnolia Greens in May.
- Four of the Streets staff members are scheduled to take the Commercial Driver's License (CDL) Class A permit test in May. This is the first step to obtaining their CDLs.

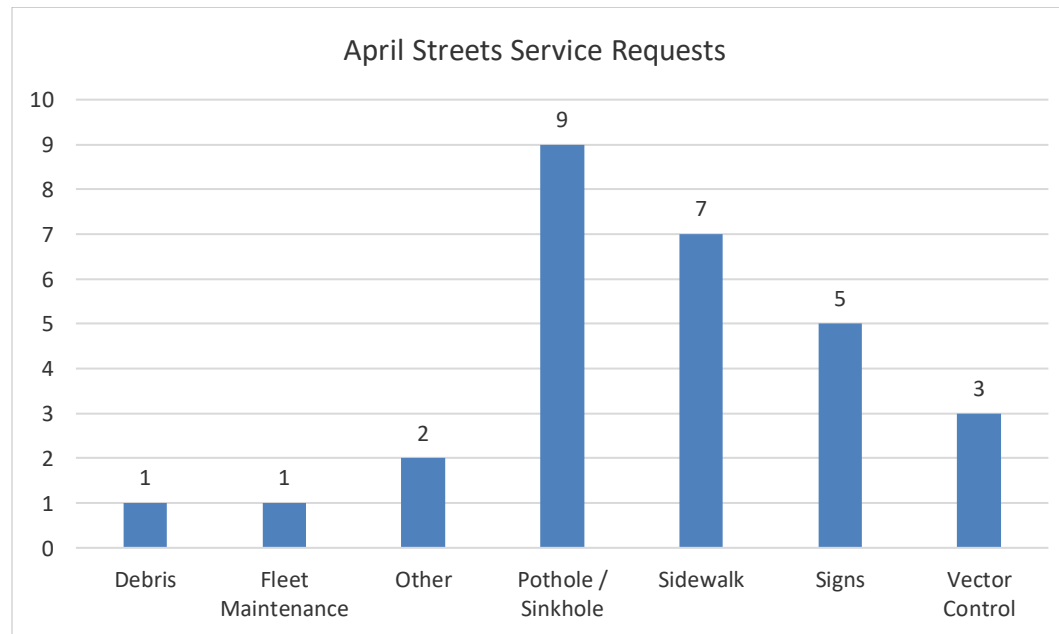
Initiatives

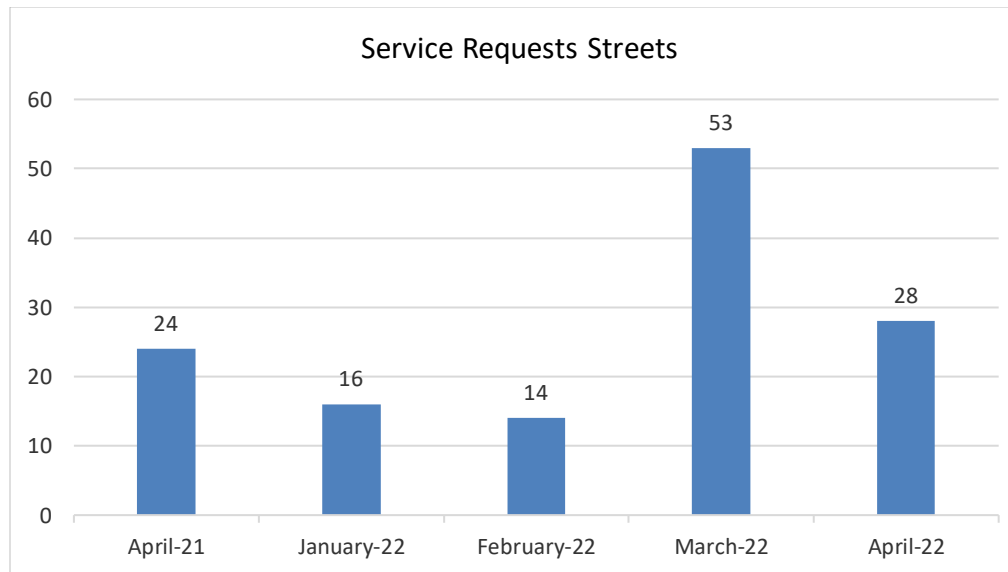
- Staff is reviewing Town-maintained gravel roads for possible paving. Survey work for this project has been completed and the engineer is working on design plans for Town review. These roads include Graham Drive, Breman Lane, and John Sneed Lane.
- NC Resilient Coastal Communities Program Grant Phase 1 and Phase 2 finalized in April. The deliverables are listed on the Town's website. Town staff is working on an application for Phase 3 funding, due June 3.

- Staff is working with Precision Infrastructure on the development of an ADA Transition Plan for Town sidewalks and facilities. Work is required to meet ADA Title II requirements and is scheduled to be completed in June.
- Staff has started the annual NCDOT Powell Bill updates which are due at the end of June. Staff will capture all new Town maintained roads in the annual update, increasing the annual Powell Bill funding the Town receives.

Work Order Summary

- Streets received 28 work orders in April, with most of them being pothole/sinkhole (9) and sidewalk (7) related.
- Streets completed 28 work orders in April with an approximate expense of \$27,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment costs (\$13,700).





| Debris Site Usage | | | |
|-------------------|------------------------------|---------------|--------------------|
| | Citizens Purchasing Vouchers | Vouchers Sold | Citizens Drop-Offs |
| 2021 Totals | 26 | 170 | 61 |
| Jan-22 | 2 | 15 | 3 |
| Feb-22 | 7 | 55 | 19 |
| Mar-22 | 7 | 50 | 16 |
| Apr-22 | 4 | 25 | 12 |

Grounds Updates

Work Priorities

- Plant materials have been ordered for the redesign of the landscaped medians along Village Road between the diverging diamond and Oakland Avenue. New landscape and sod delivery are expected in May, and installation will begin as soon as it arrives.
- Staff will be maintaining, mowing, seeding, and stabilizing the Northgate stormwater pond bank and slopes.
- The diverging diamond on Village Road will require irrigation, and staff is requesting permits and working with the NCDOT. This work is included in the FY22/23 budget.

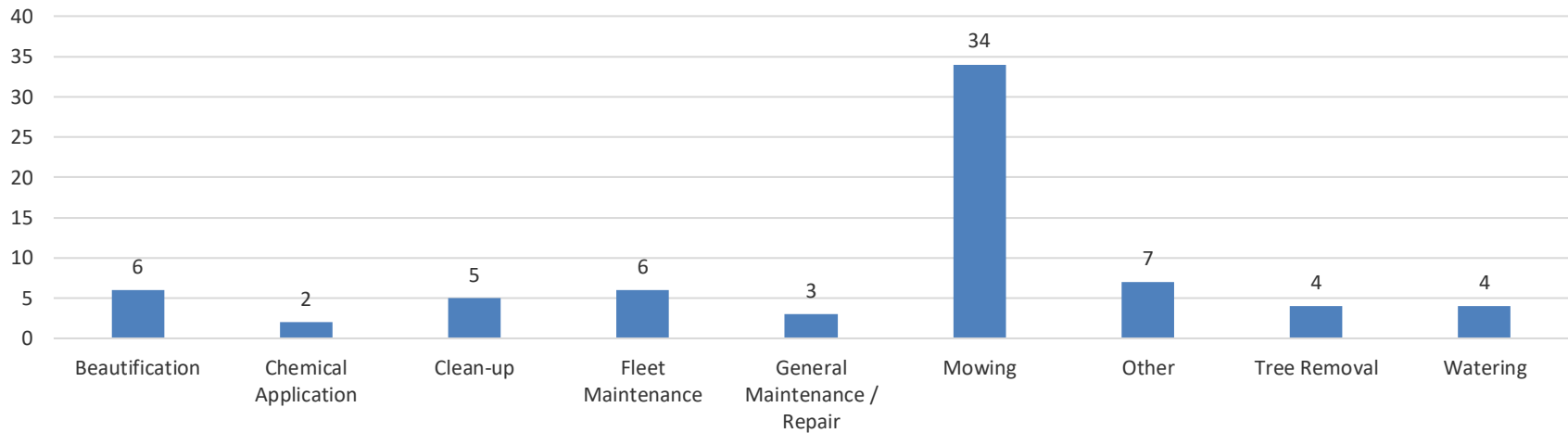
Projects Completed

- Village Road medians are prepped and ready for new landscape and sod.
- Town of Leland sign landscape and mulching improvements have been completed.
- Cleaning around the stormwater pond at the Westport Fire Station has been completed.

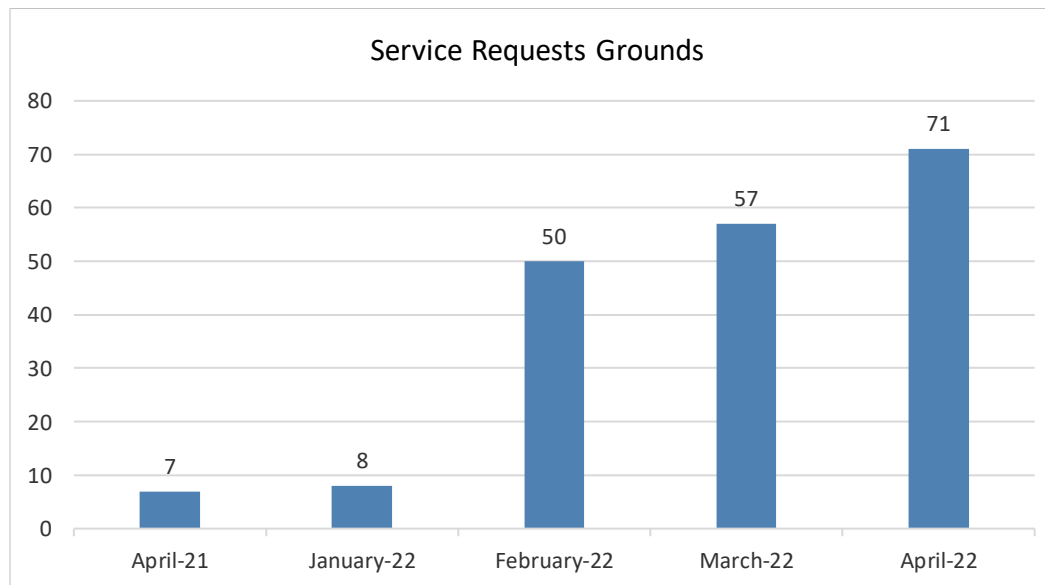
Work Order Summary

- Grounds staff concentrated their efforts on Town Hall and parks mowing and beautification.
- Grounds received 71 work orders in April, with most of them being mowing related (34).
- Grounds completed 55 work orders in April, with an approximate expense of \$21,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment (\$14,000).

April Grounds Service Requests



Service Requests Grounds



Facilities Updates

Work Priorities

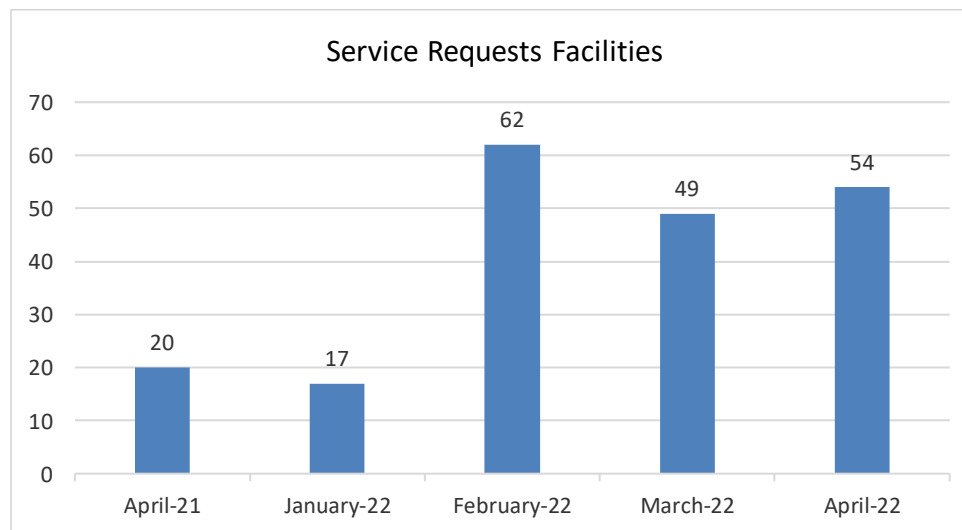
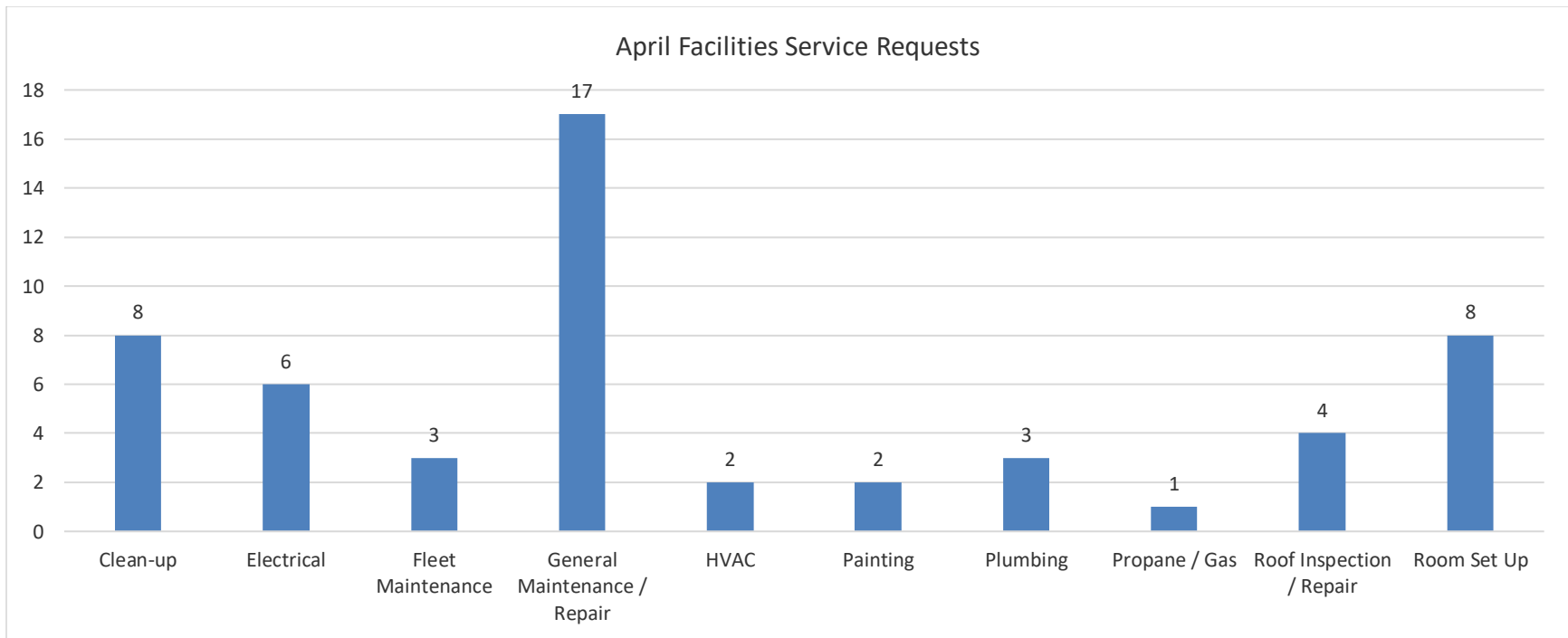
- Monarch Roofing is finishing installation of new skylights in the warehouse at the MOC.
- Staff is working with Monteith Construction to correct some paint deficiencies on the outside red cement board at the LCAC. These are warranty items that are being submitted accordingly.
- Staff is working with Piedmont Natural Gas to install a gas line at the LCAC. This gas line will replace the propane tanks currently used for the kiln.
- Staff is evaluating quotes to add a generator transfer switch to two MOC facilities, which would provide back-up power connections during emergency situations.
- The roof at the LCAC is being evaluated for repairs and future replacement needs.
- Staff is meeting with electricians and getting quotes to add electrical outlets to the outside of Town Hall.
- Staff is conducting fourth quarter inspections on all Town facilities.
- Staff is working with a vendor on several HVAC problems at Town Hall.

Projects Completed

- Staff finished repainting the Town sign on Village Road.
- Staff completed two HVAC repairs at the LCAC.
- Staff repaired the power issue in Founders Park, restoring power to all outlets in the park.
- Staff completed the installation of a GPS unit in a new Durango.
- Staff worked with a contractor to repair the ADA door at the LCAC.
- Staff worked with a vendor to repair a broken fitting on a propane tank at the Village Road Fire Station.
- Staff worked with Fire staff to hang TVs at the new Fire Station 53.

Work Order Summary

- Facilities received 54 work orders in April, with most of them being general maintenance and repair related (17).
- Facilities completed 41 work orders in April, with the bulk of the expense being related to labor and materials (\$12,000).



Fleet Vehicle Updates

Work Priorities

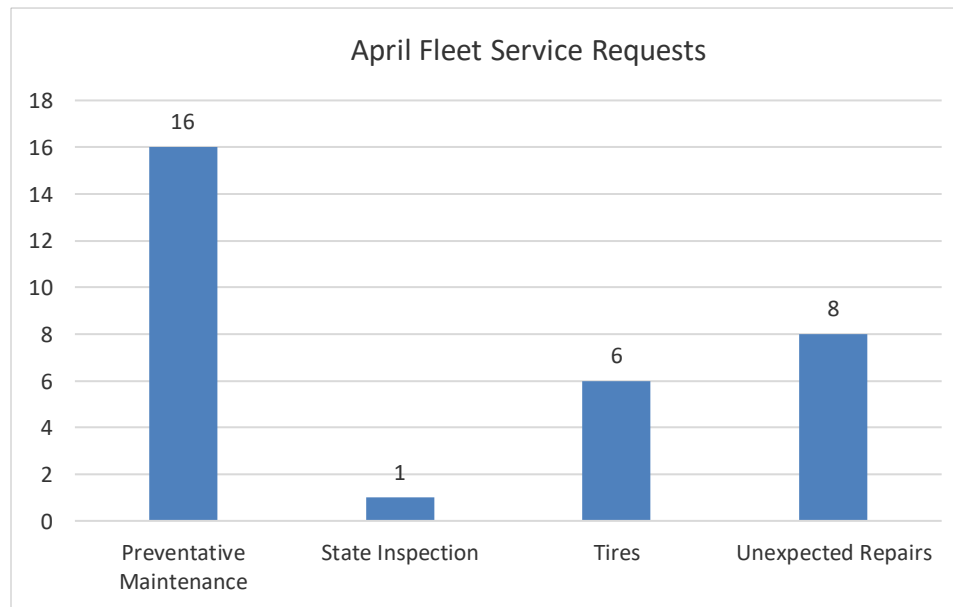
- Staff reposted the fire apparatus maintenance RFP with a new deadline of May 26.
- Staff is working with Finance to finalize a Damage Repair SOP.
- Staff is creating a business case analysis presentation for routine vehicle maintenance expenses. The presentation will primarily discuss if the Town should begin performing preventative maintenance work in-house.

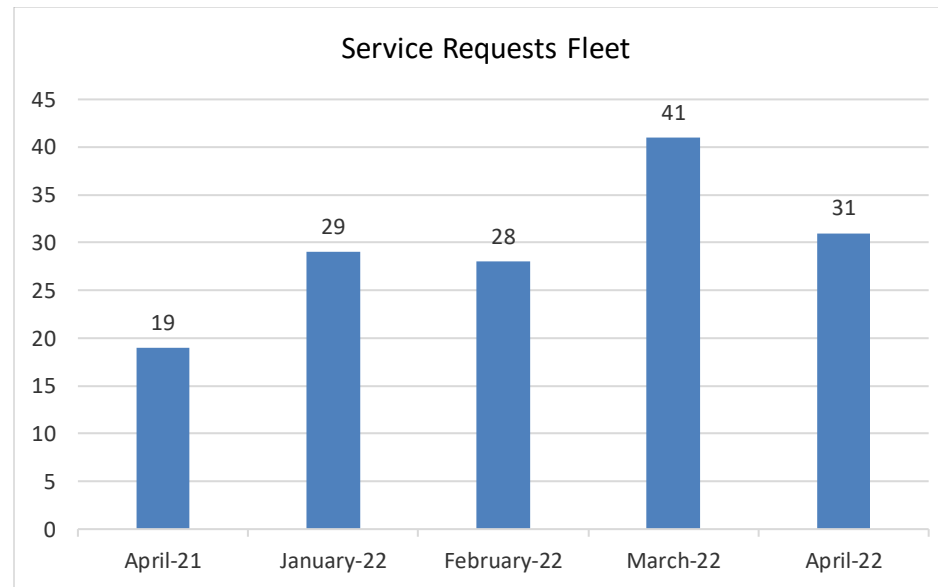
Projects Completed

- GeoTab super users are trained and the roadside assistance system is functional.

Work Order Summary

- Fleet received 31 service requests in April for a total expense of \$7,750. Of these, 16 requests were for preventative maintenance for a total of \$1,600.





Capital Project Updates

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

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

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

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Supplemental agreements have been approved for the additional work on the projects to include replacing ADA mats.

- Next Steps: The contractor is anticipating completing the remaining work by the end of May. Town staff will then begin closing out the projects.
- Concerns: Contractor failed to complete the project within the contract time, August 22, 2021. Town staff is tracking anticipated liquidated damages at \$500 per day and working closely with NCDOT and SEPI Engineering to complete the project.

Brunswick Village Boulevard Extension Paving & Kay Todd Road Multi-Use Path

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as install stormwater catch basins, three stormwater ponds, a multi-use path along Kay Todd Road, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Construction plans and bid documents are being finalized and it is anticipated that the project will go to advertisement in May with bid closing in June. Developer obtained approval from MOTUS for the Brunswick Village Boulevard railroad crossing. They are anticipating to start their work this summer.
- Next Steps: Bids to be opened in June with construction anticipated to begin in August. Construction will take 12 months to complete. Developer is working with MOTSU to obtain approval of the Brunswick Village Boulevard crossing of the MOTSU railroad. Approval is anticipated in the near future.
- Concerns: Developer obtaining approval of the Brunswick Village Boulevard railroad crossing.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, Graham Drive, and a section of Appleton Way.
- Status: Design is underway. Concept plans have been reviewed and the engineer is working to finalize the concept design plans.
- Next Steps: Town staff has engaged NCDOT on approvals for stormwater discharge within NCDOT right-of-way prior to the engineer finalizing the concept design plans. Once finalized, Town staff will schedule public meetings with residents along the affected streets to review the concept designs.
- Concerns: No concerns at this time.

Town of Leland Streets Resurfacing 2021-2022

- Purpose: To resurface nine streets within the Town limits to include Olde Waterford Way, a portion of Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.
- Status: Construction plans and bid documents are being finalized and it is anticipated that the project will go to advertisement in May with bid closing in June.

- Next Steps: Bids to be opened in June with construction anticipated to begin in July/August. Construction is expected to take 90 days to complete. Town staff to coordinate the resurfacing of Highway 17 and signal upgrades at Olde Waterford Way with NCDOT.
- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes widening and paving of Baldwin Drive, installing sidewalks, stormwater, and drainage improvements.
- Status: Survey and design is underway.
- Next Steps: Engineer to complete survey and concept design plans in May for Town staff review. Once finalized, Town staff will schedule public meetings with residents along Baldwin Drive to review the concept designs.
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Formal bidding complete with MSB Development, Inc. as apparent low bidder at \$757,170.
- Next Steps: Town Council approval and award in May. Town staff anticipates construction to begin in June. Construction will take approximately 150 days to complete.
- Concerns: No concerns at this time.

Old Lanvale Road Intersection Improvements

- Purpose: To improve the intersection at Old Lanvale Road and Lanvale Road to help serve the developing areas along Lanvale Road. The Town is working with NCDOT on the design of a single-lane roundabout.
- Status: Initial scoping and kickoff with Town staff.
- Next Steps: Town staff is working with 2021 on-call engineers to finalize a task order for survey and design. Next steps are to issue a task order for design, survey, and permitting services.
- Concerns: No concerns at this time.

Ocean Gate Plaza Intersection Improvements

- Purpose: The Town is working with the developer of Leland Corners to install a single-lane teardrop roundabout to improve the intersection at Ocean Gate Plaza and New Pointe Boulevard.
- Status: Initial scoping and kickoff with Town staff.

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

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Metal building has been ordered and the design team is working to finalize mechanical, electrical, and plumbing plans. Building scheduled for delivery on June 30. Site plan is also being finalized and contractor is working to get subcontractors lined up to start project.
- Next Steps: Receive 100% construction plan set, obtain permits, and finalize schedule for construction. Site work will likely start in May.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Project has entered a phase of substantial completion and is open with limited duty effective May 2.
- Next Steps: Several outstanding items remain to be completed such as installation of parking lot lights, generator placement, privacy fence, and addressing minor issues that arise during move-in.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway – Municipal Operations Center (MOC)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Renovation of break room to be completed in May. Bin/block storage bays completed by Town staff in March.
- Next Steps: Finish breakroom renovations.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag/stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Stream restoration plans submitted to U.S. Army Corps of Engineers (USACOE) for review/comments. Awaiting next steps from general contractor.
- Next Steps: Finalize plans following review comments from USACOE. Begin streambank stabilization work in June.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Town was approved by NCDEQ for participation in Brownfields Study program. Meeting held in April with NC Wildlife to discuss future boat ramp, Phase 1 of park project.
- Next Steps: Coordinate next steps with WithersRavenel to proceed with Brownfield Study of the property. Planning site meeting with NC Wildlife to discuss next steps on boat ramp portion of project.
- Concerns: Funding for park project once study has been completed.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that will include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill currently working with architect and playground/splashpad contractor to finalize site plan. Architect is continuing work on preliminary plans for amphitheater, bathrooms, picnic shelters, and veteran's memorial.
- Next Steps: Continue moving towards finalization of site plans with 60% plans anticipated in May. Send Duke Energy 100% site and architectural plans once engineering has been completed to address power requirements.
- Concerns: No concerns at this time.

Animal Control Facility at MOC

- Purpose: Renovation of "Seaglass" building at MOC to convert to Animal Control Facility.
- Status: Construction started in April and currently working to order additional items such as appliances, sinks, kennels, and IT equipment.
- Next Steps: Continue working through renovation and coordinate delivery/installation of additional items needed for project.
- Concerns: No concerns at this time.

Loblolly Park

- Purpose: Develop land off Kay Todd Road into a new Town Park.
- Status: Selected contractor is unable to perform forestry work due to wet site conditions. PO requisition entered for alternate contractor to complete work.
- Next Steps: Clear undergrowth and small trees and have lot surveyed/wetland delineated before moving forward with park master plan.
- Concerns: No concerns at this time.

Town Hall Renovation

- Purpose: Renovate Town Hall to gain more useable workspace including offices, conference rooms, and a redesign of employee break room.
- Status: Project has been advertised for bid with a bid opening on May 26. Additional items such as IT needs, security, and furniture are being addressed.
- Next Steps: Hold prebid and bid opening meetings, select contractor, finalize and award contract.
- Concerns: No concerns at this time.

Town Hall Addition

- Purpose: Design and construction of addition to current Town Hall building to gain more workspace including offices and conference rooms.
- Status: Project is currently in conceptual design phase with on-call architect Sawyer, Sherwood, and Associate.
- Next Steps: Architect working on preliminary concept design.
- Concerns: No concerns at this time.

Sweet Bay Park

- Purpose: Develop two properties off Trade Street into future 18-hole disc golf course.
- Status: Land is currently being forestry mulched; however, progress has stalled due to wet conditions. Selected contractor was able to clear 50% of land before having to stop due to wet site conditions. Requisition has been entered for a PO to proceed with alternate contractor to complete work. Held site meeting with Innova Disc Golf and determined that site was suitable for an 18-hole course.
- Next Steps: Complete site clearing and survey/wetland delineation. Complete design of disc golf course as well as access road and parking area. Obtain formal approval from Duke Energy and H2GO for access easements and use.
- Concerns: No concerns at this time.

Department News

Program Coordinator Kirsti Armstrong successfully passed her Certified Parks and Recreation Professional examination. She is the sixth member of Town staff to do so and joins her team with this nationally recognized certification.

Mr. Richardson has been accepted to serve as a board member for the Terry Benjey Bicycle Foundation. The purpose of the foundation is to promote the use of bicycles in the Cape Fear Region, advocate for related infrastructure, promote public awareness about safely sharing roads, and share education about bicycle maintenance and public health benefits.

Parks and Recreation Board Summary

The Parks and Recreation Board met on April 20, 2022 and reviewed the following topics:

- Introduction to CAPRA (Commission for Accreditation of Parks and Recreation Agencies)
- Volunteer Manual
- Facility Use Policy
- Public Art Policy
- Historical Marker Application – William Benton Residence
- PROS (Parks Recreation and Open Spaces) Plan Action Items
- Sponsorship Policy
- Letter of Support

The next meeting of the Parks and Recreation Board is scheduled for June 29, 2022.

Upcoming Events

May 14, 2022 – Movies in the Park: Luca

May 20, 2022 – LCAC Performance Series: Russell Anderson the Rev-Illusionist

May 26, 2022 – Live at the Park: Port City Shakedown

June 2, 2022 – Live at the Park: The Tonez

June 4, 2022 – Movies in the Park: Encanto

June 11, 2022 – Hurricane Expo at the LCAC

Parks, Recreation, and Cultural Resources Updates

The second spring session of programs began on May 2 and enrollment numbers continue to climb. The preschool program, Leland's Little Learners, has expanded to two time slots every Tuesday and Summer Club for kids begins in June with a variety of arts, environmental, and outdoor programming.

The calendar is also full of special events in May and June including concerts in Founders Park as well as family-friendly movies. Art Around Town pop-up workshops wrap up in mid-May. At the LCAC, a very special performance by magician and illusionist Russell Anderson takes place on May 20 and the Town's second annual community Hurricane Expo is slated for June 11.

Staff is currently planning the fall and winter lineup of programs and events. Some returning favorites are on the horizon as well as new options in health, wellness, and environmental education.

Department News

Roughly 230 people visited the front desk at Town Hall in April. Around 185 people called the main phone line during April. Ms. Bradley assisted organizers and people participating in the blood drive at Town Hall. Ms. Jewell continued training in the Supervisor Enhancement program through Brunswick Community College and participated in WebEOC training.

Social Media Update

- Facebook Highlights (April 1 – 30, 2022)
 - Added 56 new page followers
 - Overall post reach – 34.1K
 - Top post (Largest reach): “⚠️ Traffic Alert ⚠️ Tomorrow from 9 a.m. to 4 p.m., the right eastbound lane of the Cape Fear Memorial Bridge will be closed to allow North Carolina Department of Transportation crews to safely perform maintenance. Please use caution when traveling in this area.”
- Twitter Highlights (April 1 – 30, 2022)
 - Impressions/Reach – 5,213
 - Received 746 new profile visits
 - Top tweet (Largest reach): “We are proud to announce the Old Fayetteville Road Multi-Use Path and Resurfacing project has been named one of 12 finalists for the 2022 @NCDOT Mobi Awards. 🏆 #LelandNC
Full article 📄 townofleland.com/news/old-fayet... pic.twitter.com/hjbV56fSzp”
- NextDoor Highlights (April 1 – 30, 2022)
 - Impressions/Reach – 51,939
 - Likes/Comments – 121
 - Top post (Largest reach): “⚠️ Traffic Alert ⚠️ The section of Pine Harvest Drive between Hydrangea Court and Wood Lily Circle will be closed to all traffic on Thursday, April 14, from 1 to 4 p.m. as H2GO conducts sanitary sewer manhole inspections.”

Project Updates

- Work to build the new website continues. Completed sections of the website and held review meetings with respective departments to finalize, researched chat bot feature to improve customer service, and took photos needed for new webpages. Training has been scheduled with VC3 and staff members who will be responsible for updating the website. Target launch date is June 1.

- Continued using content creation software to develop engaging graphics and videos for social media, newsletters, website, and Town TVs. Research into software that can assist with targeted marketing and produce in-depth analytics is ongoing.
- Expanded efforts to highlight staff by creating new procedure for internal and external communication of new hires and promotions. Rolled out employee spotlight program to department heads for feedback. Working to finalize internal and external portions of program to roll out to all staff.
- Assisted several departments in reviewing and updating content and creating marketing materials for public distribution, including hiring flyers for Police and Planning, a hiring brochure for Human Resources, social media videos for Police and Finance, staff reminder flyers for Public Services, and certificates for Fire/Rescue promotions.
- Responded to various public inquiries through social media, email, and website contact forms.
- Managed media inquiries, developed Town statements, distributed press releases, and coordinated coverage.
- Began putting together plan for history of Leland video and researching video production companies to contract with.
- Collaborated with Community Development Planner Barnes Sutton to create and implement public information strategy for promoting CDGB-NR applications through the website, newsletter, and social media.
- Worked with Program Coordinator Charlotte Pearsall and Administrative Coordinator Beth Evans to coordinate and take all staff headshots for the Fire/Rescue Department.
- Started developing marketing strategy for Hurricane Expo and producing materials needed for promotion.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Public Input Requested for Cape Fear Regional Resilience Portfolio Project](#)
 - [Celebrate Spring in the Town of Leland](#)
 - [Applications Needed for Neighborhood Revitalization Grant Opportunity](#)
 - [Town Council Approves Budget for Fiscal Year 2022-2023](#)
 - [Old Fayetteville Road Multi-Use Path Named NCDOT Mobi Awards Finalist](#)
 - [Town of Leland Joins AARP Network of Age-Friendly Communities](#)
- Port City Daily
 - [Hands tied, Leland sets hearing for Battleship Point annexation](#)
 - [Leland Town council approves \\$33 million budget](#)
 - [Leland joins 'age-friendly communities' network](#)

- WWAY
 - [Egg hunt events, concerts, and movies in the park return to Leland this month](#)
 - [Leland council to hold public hearing on possible annexation of land near Battleship](#)
 - [Leland Police Department looking for duo they say stole items from Hope Chest](#)
 - [Leland joins AARP Network of Age-Friendly Communities](#)

- WECT
 - [Leland announces spring events](#)
 - [Leland police identify man suspected of drawing a gun after argument in Walmart](#)
 - [Developers for the Villages at Battleship Point still considering all options, including Leland annexation](#)
 - [Leland Fire/Rescue respond to marsh fire](#)
 - [Leland Town Council approves public hearing for proposed Battleship Point annexation](#)
 - [Leland Town Council approves FY 2022-2023 budget, puts funds towards Founders Park](#)
 - [Leland multi-use path named NCDOT Mobi Award finalist](#)

- StarNews
 - [Wilmington mega church expanding in Brunswick County with new worship center](#)
 - [Live at the Park is back in Leland, plus 6 more things to do in Brunswick this weekend](#)

TDA Marketing

- Advertisement published in special coastal edition of *Our State* magazine.



Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in April. The next meeting is scheduled for July 20.

Department News

Town Council members attended the North Carolina League of Municipalities Annual City Vision Conference in Wilmington April 26-28. Conference sessions included Emerging Municipal Issues, Community Growth and Planning, and American Rescue Plan.

Ms. Reinhardt submitted a candidate form for the NCLM 2022 Municipal Clerk at large seat. NCLM Nominating Committee selected New Bern Clerk Brenda Blanco for the appointment.

Ms. Reinhardt virtually attended the North Carolina Association of Municipal Clerks Regional Academy. Conference topics included professional writing and research skills for clerks, collaboration, teamwork, how to improve manager/clerk relationships, and board procedures and remote meetings.

Major Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - April 7 Economic Development Committee Meeting
 - April 11 Agenda Council Meeting
 - April 11 Council Closed Session Meeting
 - April 14 Council Regular Meeting
 - April 19 Planning Board Meeting
 - April 20 Parks and Recreation Board Meeting
- Action Items:
 - Budget Amendments – 0
 - Budget Ordinances – 3
 - Minutes – 6
 - Resolutions – 12
 - Ordinances – 11
 - Public Hearing Notices for the March Council and Planning Board Meetings – 13
 - Board/Committee Vacancies: Board of Adjustment (4); Economic Development Committee (3); Planning Board (3); and Parks and Recreation Student Representative (1). Board terms end June 30. Some of the members may re-apply to serve a second term. Three (3) members have served two consecutive terms and are not eligible to re-apply at this time.
 - Board/Committee Appointments – None.

Government Portal Transparency Update

- Portal Visits – 2,209
- Portal Unique Visits – 1,425
- Regular Council Meeting Agenda Views – 862
- Agenda Council Meeting Agenda Views – 469
- Planning Board Meeting Agenda Views – 408
- Economic Development Committee Meeting Agenda Views – 296
- Parks and Recreation Board Meeting Agenda Views – 252
- Leland TDA Board Meeting Agenda Views – 0

Department News

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

Officer Roberts attended the Advanced Traffic Crash Investigation course March 28-April 1 at the North Carolina Justice Academy. This course allows officers to interpret and analyze traffic crash evidence.

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

Officer Roberts attended the Drug Investigations for Patrol course April 4-8 at the North Carolina Justice Academy. This course provided officers with the skills needed to be better equipped to identify drug distribution and smuggling in roadside situations. During this course, officers gained complete awareness of drugs facing law enforcement today and learned how to make quality observations and sound judgements in determining drug use. The officer safety issues learned in this course not only benefited the officer who attended but members of their community as well.

Senior Officer Purvis attended the First Line Supervision Training April 4-8 at the North Carolina Justice Academy. This course teaches the experienced officer how to effectively supervise personnel and gives them the basic concepts of management and employee relations within a law enforcement agency.

Officer Mercado attended the Community Oriented Policing course April 5-7 at the North Carolina Justice Academy. This course teaches officers who actively engage in community policing initiatives with their agency. It focuses on the delivery of police services and helps the officer become familiar with the philosophies and concepts of oriented and problem-solving policing.

Sergeant Munger attended a Background Investigations course April 6-7. This course provides officers with the information necessary to perform background investigations for pre-employment.

Evidence Custodian Valerie Blanton attended the Evidence Room Administration and Management course April 7-8 at Cape Fear Community College. This course focuses in detail on the checks and balances that bring significant liabilities hidden behind the doors of the evidence room. It teaches best practices on supervising and maintaining a properly professional evidence room.

Officer Mercado attended Firearms for Females April 11-13 at the North Carolina Justice Academy. This course provides female officers information and necessary skills to utilize their service weapon, learn the concept of ergonomics as it affects firearms training, and support equipment effectively and efficiently.

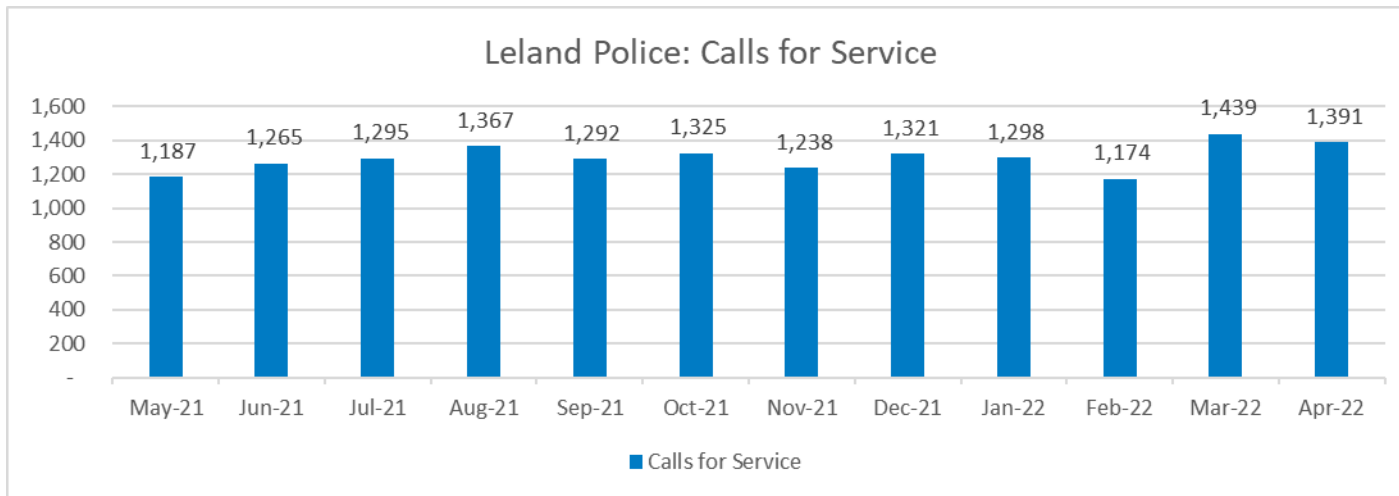
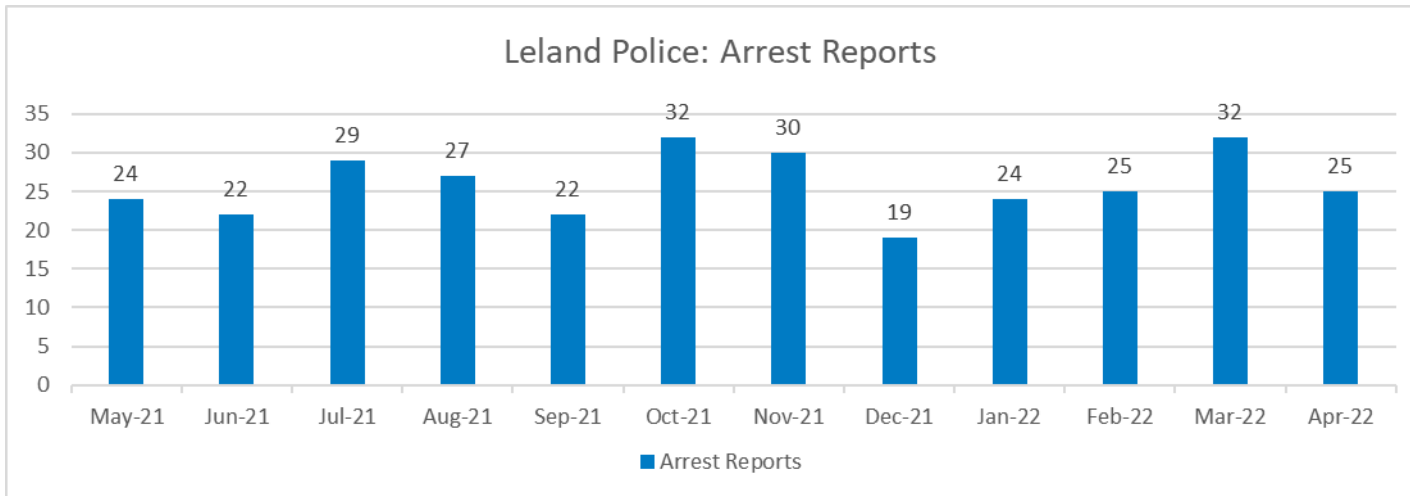
Senior Officer Peters attended the Radar Recertification Training Course April 13-14 at Cape Fear Community College. This course re-certifies officers to operate the Radar instrument for traffic enforcement purposes.

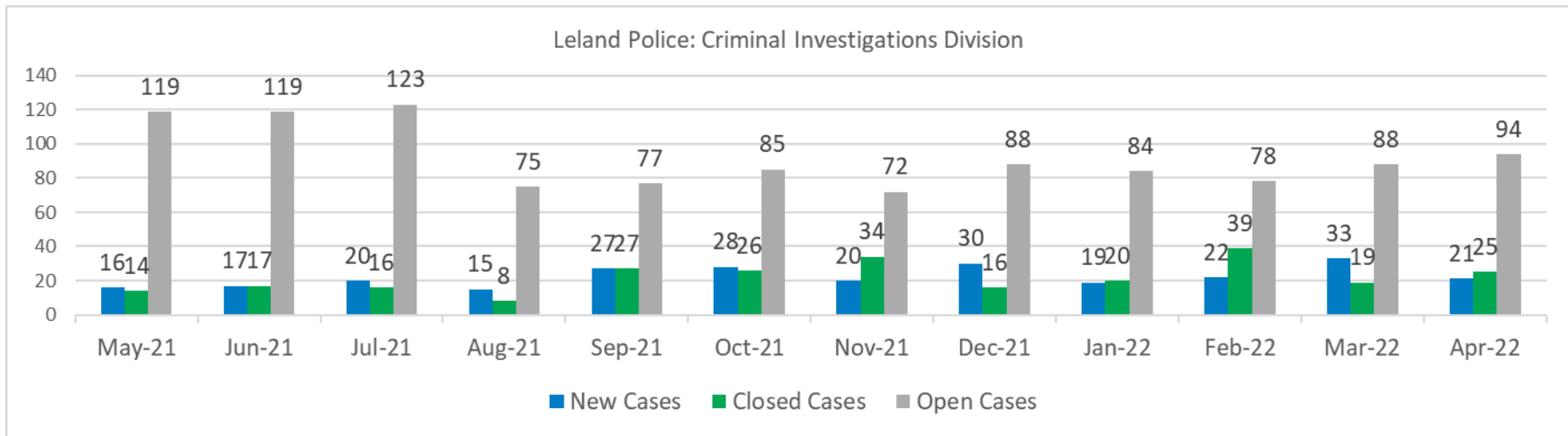
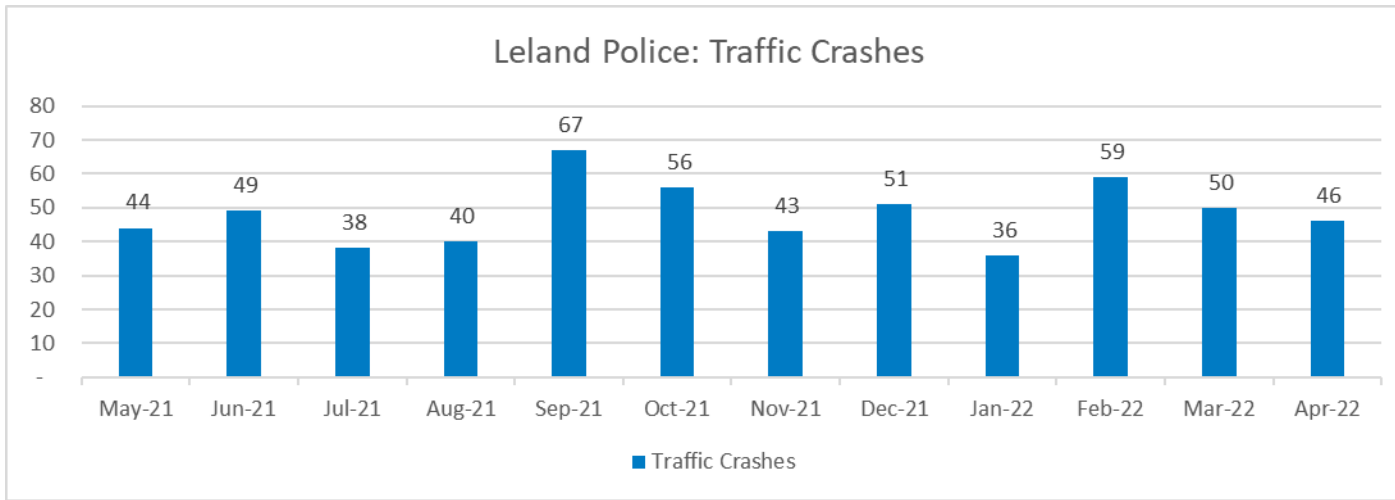
Senior Officer Payne attended a Child Death Investigation Training course April 19-20 at Cape Fear Community College. This course provides officers with the knowledge and necessary skills to participate effectively in and/or conduct a thorough child death investigation, including the causes of death, collaborative working relationships, and scene investigations.

Senior Officer Martin attended the Crime Scene Investigation course April 18-29 at the North Carolina Justice Academy. This course provides the necessary skills to secure and protect a crime scene, document a crime scene through sketching and photography, and properly collecting, packaging, and transmitting evidence to the crime lab.

Dashboard

| Animal Services Report | | | | | | | |
|------------------------|------------|----------------|----------------|-------------|-------|-----------|-------|
| | Complaints | Cats Picked up | Dogs Picked up | Transported | Traps | Citations | Bites |
| May-21 | 52 | 2 | 3 | 5 | 8 | 1 | 1 |
| Jun-21 | 57 | 8 | 5 | 14 | 3 | 1 | 2 |
| Jul-21 | 33 | 3 | 3 | 6 | 2 | 1 | 4 |
| Aug-21 | 51 | 2 | 2 | 4 | 3 | 1 | 7 |
| Sep-21 | 25 | 2 | 6 | 7 | 0 | 0 | 2 |
| Oct-21 | 38 | 5 | 2 | 7 | 4 | 0 | 2 |
| Nov-21 | 33 | 2 | 7 | 9 | 3 | 0 | 4 |
| Dec-21 | 29 | 2 | 2 | 4 | 6 | 1 | 1 |
| Jan-22 | 40 | 3 | 6 | 7 | 3 | 1 | 2 |
| Feb-22 | 26 | 2 | 4 | 6 | 0 | 1 | 1 |
| Mar-22 | 44 | 2 | 2 | 3 | 0 | 2 | 3 |
| Apr-22 | 69 | 8 | 8 | 12 | 7 | 0 | 2 |
| Totals | 497 | 41 | 50 | 84 | 39 | 9 | 31 |





Department News

A Captain's Assessment Center was held to fill two open positions during April. After the process, Fire Apparatus Engineers Kyle Perry and David Watkins were promoted to the rank of Captains, effective April 30. To fill the open positions created by their promotions, Firefighters Andrew McBride and Kyle Kling were promoted to Fire Apparatus Engineers effective April 30.

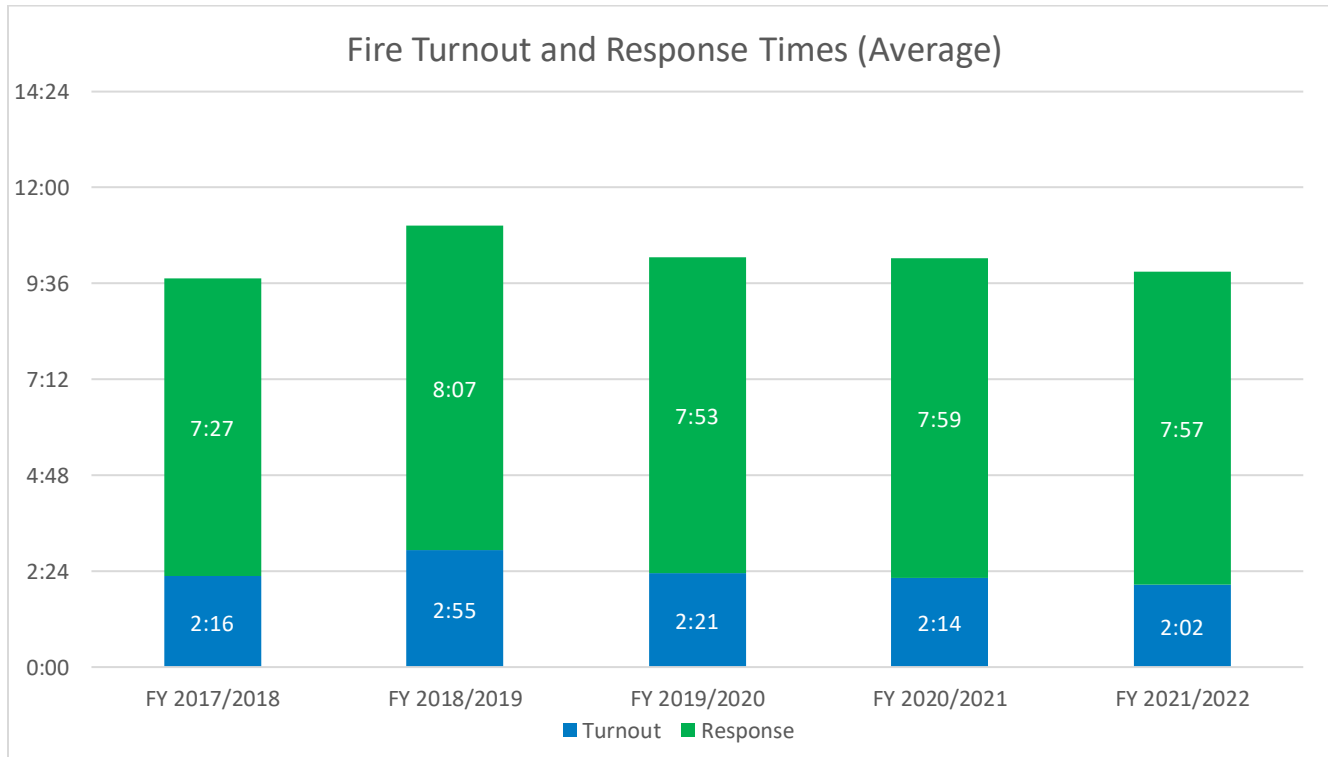
Firefighter positions are currently open with a goal of returning to full staffing by the end of June.

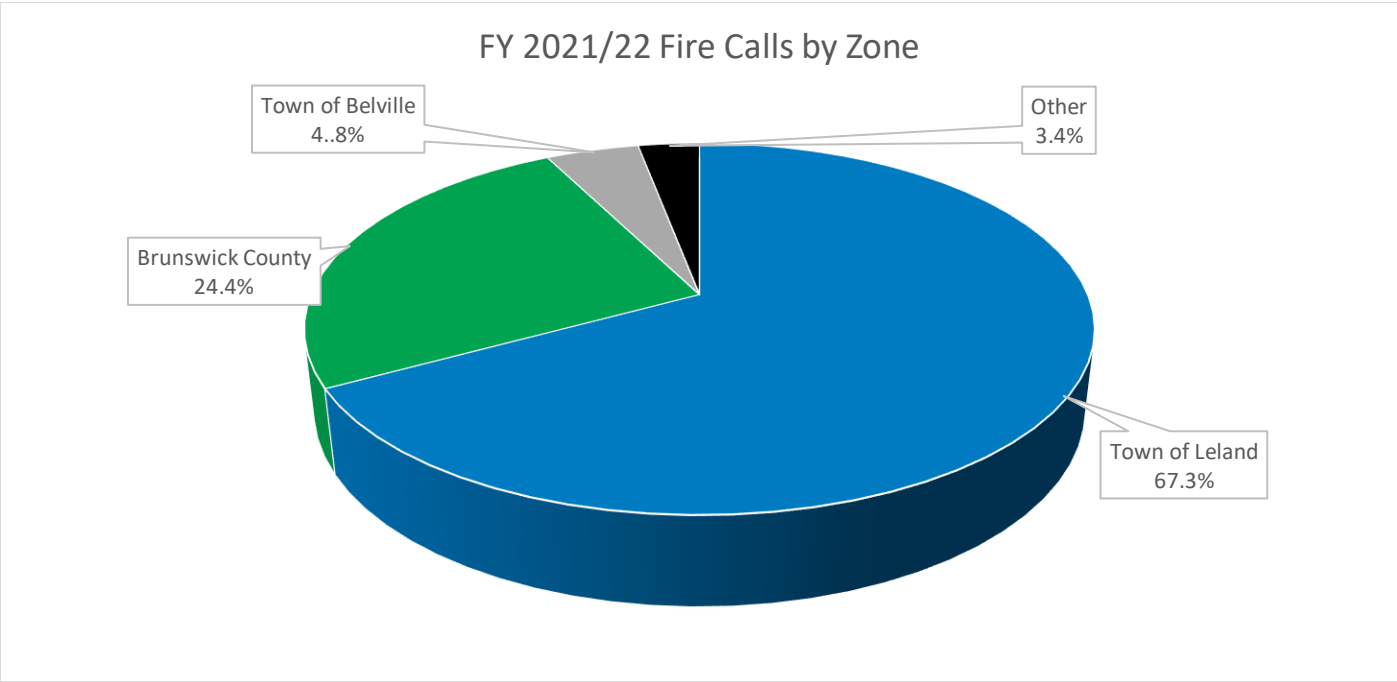
Work on Station 53 continues to be steady. Staff is hoping to move Engine 53 into the station near the first of May, with other units to follow by early June.

Staff is reviewing the department's operational procedures and foresee having updated procedures by the end of the year. These updates are needed due to the growth and varied construction types within the response area.

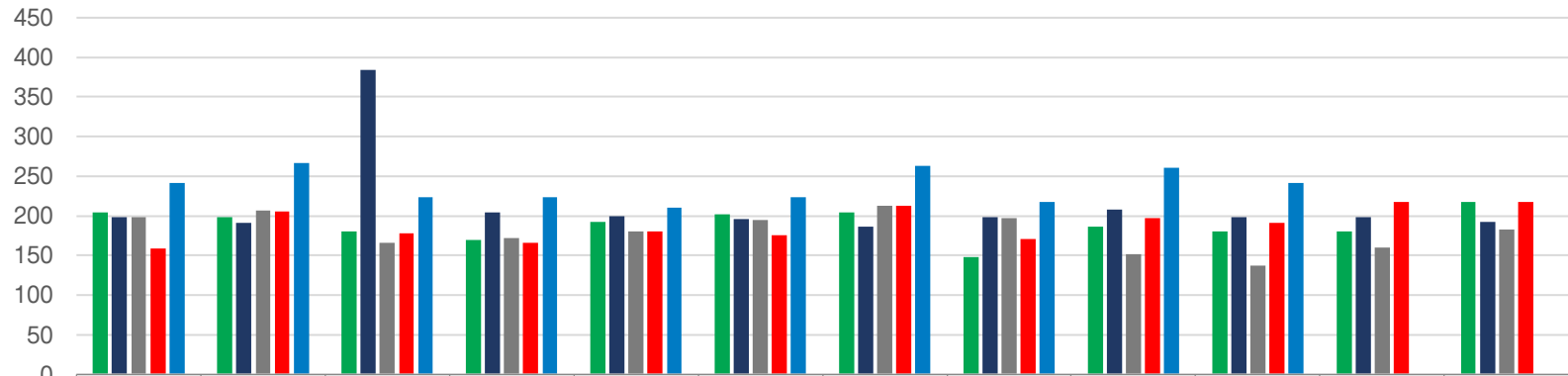
Staff completed quarterly facility training at Cape Fear Community College. Staff trained in accessing multi-story buildings with ground ladders and removing victims from those units under live fire conditions.

Dashboard





Fire Calls



| | July | August | September | October | November | December | January | February | March | April | May | June |
|--------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| FY 2017/2018 | 204 | 198 | 180 | 170 | 193 | 202 | 204 | 148 | 186 | 180 | 180 | 217 |
| FY 2018/2019 | 198 | 191 | 384 | 204 | 200 | 196 | 186 | 199 | 208 | 199 | 198 | 192 |
| FY 2019/2020 | 198 | 207 | 166 | 172 | 180 | 195 | 213 | 197 | 152 | 137 | 160 | 183 |
| FY 2020/2021 | 159 | 206 | 178 | 166 | 180 | 176 | 213 | 171 | 197 | 191 | 217 | 217 |
| FY 2021/2022 | 242 | 267 | 223 | 224 | 210 | 223 | 263 | 218 | 261 | 242 | | |

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

Department News

Chief Grimes attended training in Disaster Management for Public Services, Healthcare Facilities as part of community response and completed 12 prerequisite classes for an upcoming EM (Emergency Management) Basic Academy. Chief Grimes worked with Brunswick County Emergency Services to provide training on the WebEOC program in preparation for the upcoming hurricane season. The initial meeting of the Hurricane Expo Planning Committee was held. Chief Grimes began work with Director Langlois to establish department goals for the next fiscal year and worked with department heads to establish that each department has baseline training for the upcoming hurricane season.

Work Priorities

- Preparing for the 2022 Hurricane Expo.
- Developing department goals.
- Updating Incident Command training database.
- Updating CodeRed internal communication tool database.
- Ongoing review of the Debris Management Plan by the State.

Projects Completed

- No projects were completed in April.

Department News

Matt Kirkland and Barnes Sutton attended Planning for Equity and Inclusion with a Geodesign Framework hosted by ESRI. This webinar included a review of mapping equity data, assessing community needs and gaps, proposing policy changes, evaluating project impact, and engaging the public at every step along the way. It explored web-based solutions that can help planners better address the social, cultural, and economic needs of their communities through a GIS framework.

Mr. Sutton attended Performance Management in Community Development with the UNC School of Government. This course focused on converting performance information into decisions that enhance the effectiveness, efficiency, and equity of local government community development.

Mr. Kirkland attended two webinars, Writing for Planners: Documents that Work and Writing for Planners: Editing for Sense and Accuracy, hosted by Planetizen. The first course included a review of the different types of documents planners are called on to write—from one-page memos to complex master plans—and how one should apply a writing approach that ensures the document's points are complete, compelling, and accurate. The second course focused on approaches and tools to make editing routine and useful.

Lawrence Wills completed the code enforcement Law and Administration course, which is an overview of NC's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing, and fire prevention code enforcement officials. Topics include the structure of federal, state, and local governments, the history of the NC State Building Code, relevant General Statutes, and the enforcement responsibilities of local inspection departments. Course standards are set by the Code Officials Qualification Board and administered by the Engineering and Codes Division of the NC Department of Insurance/Office of State Fire Marshal. Successful completion of this course along with others specified by the Qualification Board qualifies participants to take state inspector certification exams.

Planning Board Meeting Summary

The Planning Board met on April 19, 2022, and heard the following items:

1. Preliminary Subdivision Plat for Brunswick Forest Commercial Village Lot 11 – The Planning Board voted to approve a preliminary subdivision plat for one 0.57-acre lot in the commercial area of Brunswick Forest.
2. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 16.65-acre area located off Old Fayetteville Road, which is proposed for voluntary annexation into the Town.
3. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 0.88-acre area located off Pinecliff Drive, which is proposed for voluntary annexation into the Town.

The Planning Board's next meeting is scheduled for May 24, 2022, at 6 p.m.

Board of Adjustment Meeting Summary

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

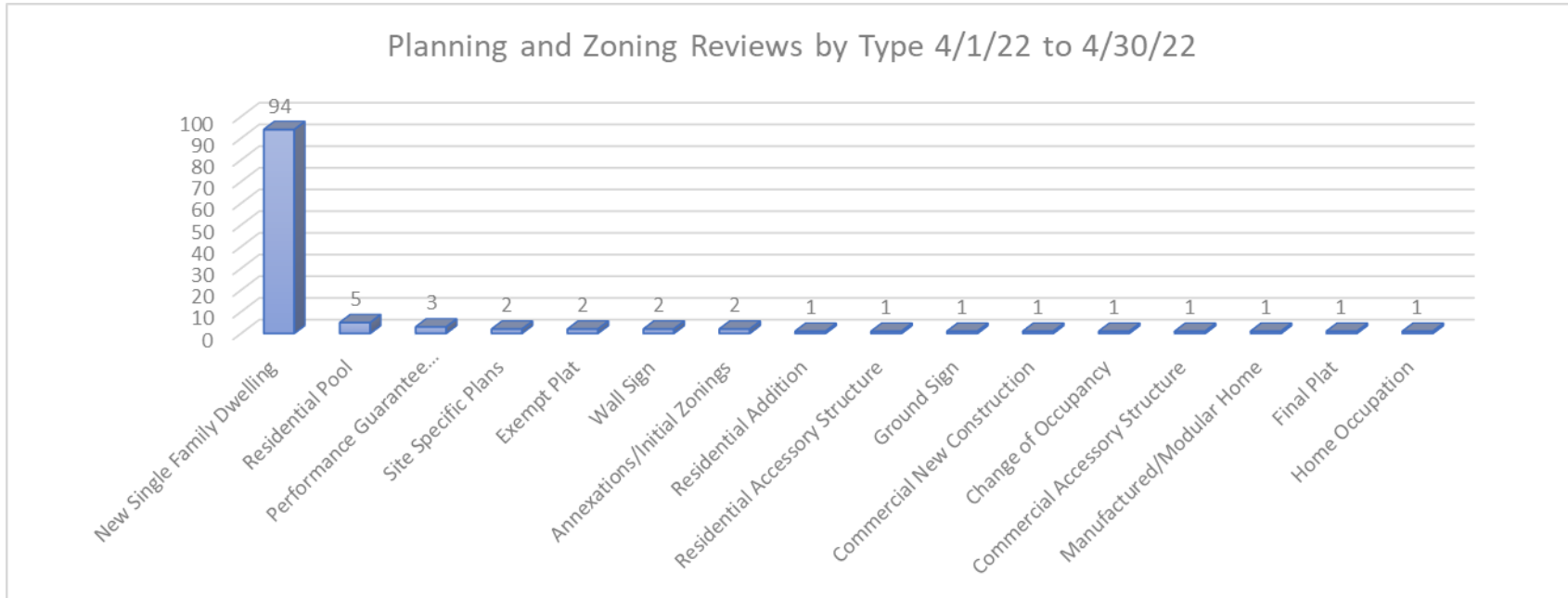
Current Planning Update

TRC Report

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

1. Development Site Plan for The Cottages at Brunswick Forest – Proposal for 23 duplex-style units off Liberty Hall Drive in Brunswick Forest.
2. Development Site Plan for Hawthorne Waterside Cottages – Proposal for 159 single unit and duplex-style units behind the Hawthorne Waterside apartment complex near Hewett-Burton Road.

Planning and Zoning Reviews



Floodplain Development Update

| Floodplain Development Permits | Floodplain Development Inspections |
|--------------------------------|------------------------------------|
| 0 | 3 |

Other Information

Improvement Guarantees

| Subdivision | Number of Agreements | Total per Agreement Type | Change from Previous Month |
|--------------------------------------|----------------------|--------------------------|----------------------------|
| Adair Park | | | |
| Cash Bonds | 1 | \$188,258.13 | \$0.00 |
| Bellamy Place | | | |
| Cash Bonds | 1 | \$1,037,615.00 | \$0.00 |
| Brunswick Forest | | | |
| Letters of Credit | 16 | \$7,606,236.78 | \$0.00 |
| Grayson Park | | | |
| Cash Bonds | 3 | \$50,860.15 | \$0.00 |
| Surety Bonds | 3 | \$125,350.00 | \$0.00 |
| Ibis Landing | | | |
| Surety Bonds | 1 | \$241,656.88 | \$0.00 |
| Leland Corners | | | |
| Surety Bonds | 1 | \$181,343.75 | \$0.00 |
| Mallory Creek | | | |
| Letters of Credit | 2 | \$168,250.00 | \$0.00 |
| Cash Bonds | 6 | \$1,109,356.75 | \$0.00 |
| Surety Bonds | 2 | \$292,492.70 | \$0.00 |
| Mill Branch at Spring Hill | | | |
| Surety Bonds | 1 | \$398,318.00 | \$0.00 |
| Seabrooke | | | |
| Surety Bonds | 1 | \$144,035.00 | \$0.00 |
| Sessoms Way | | | |
| Letters of Credit | 1 | \$55,505.00 | \$0.00 |
| Summer Bay Villas | | | |
| Surety Bond | 1 | \$33,795.00 | -\$64,077.50 |
| Tara Forest | | | |
| Cash Bonds | 1 | \$10,840.00 | \$0.00 |
| Total Letters of Credit | 19 | \$7,829,991.78 | \$0.00 |
| Total Cash Bonds | 12 | \$2,396,930.03 | \$0.00 |
| Total Surety Bonds | 10 | \$1,018,673.33 | -\$64,077.50 |
| Total Performance Guarantee Sureties | 41 | \$11,245,595.14 | -\$64,077.50 |

Long Range Planning and Community Development Update

Staff submitted the membership application for AARP’s Network of Age-Friendly Communities to garner further support of projects with multigenerational benefits.

Staff continues to coordinate with Insight Planning and Development to solicit applications for low-income housing rehabilitation and repair assistance through the Community Development Block Grant Neighborhood Revitalization (CDBG-NR) program. The program assists low to moderate income households in Leland that need housing repair assistance. Leland is hoping to apply to the CDBG-NR program in August.

A new section of the Town’s webpage has been created to highlight Community Development efforts and the implementation of the Leland 2045 plan.

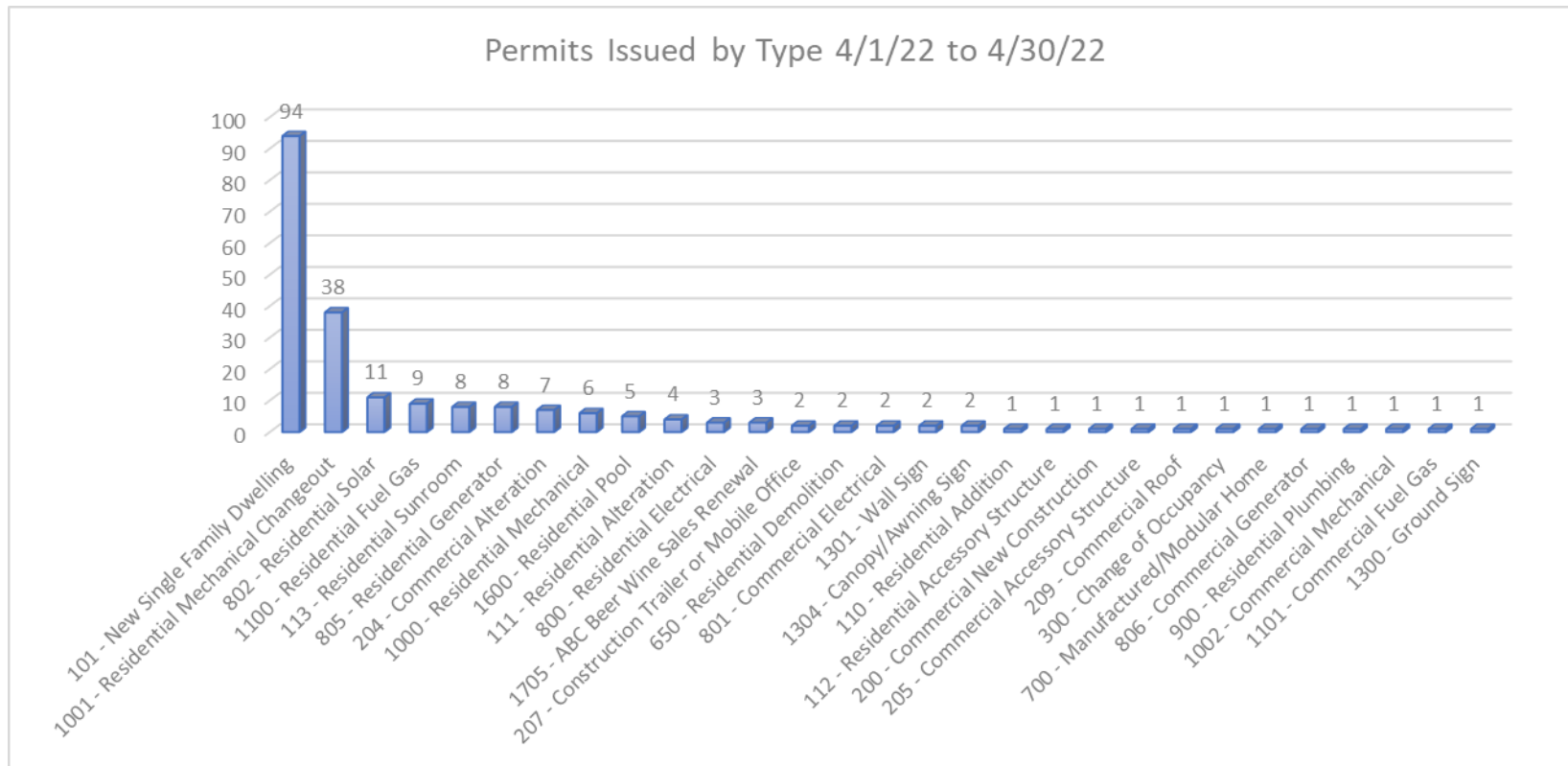
Transportation Planning Update

WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, and Mallory Creek.

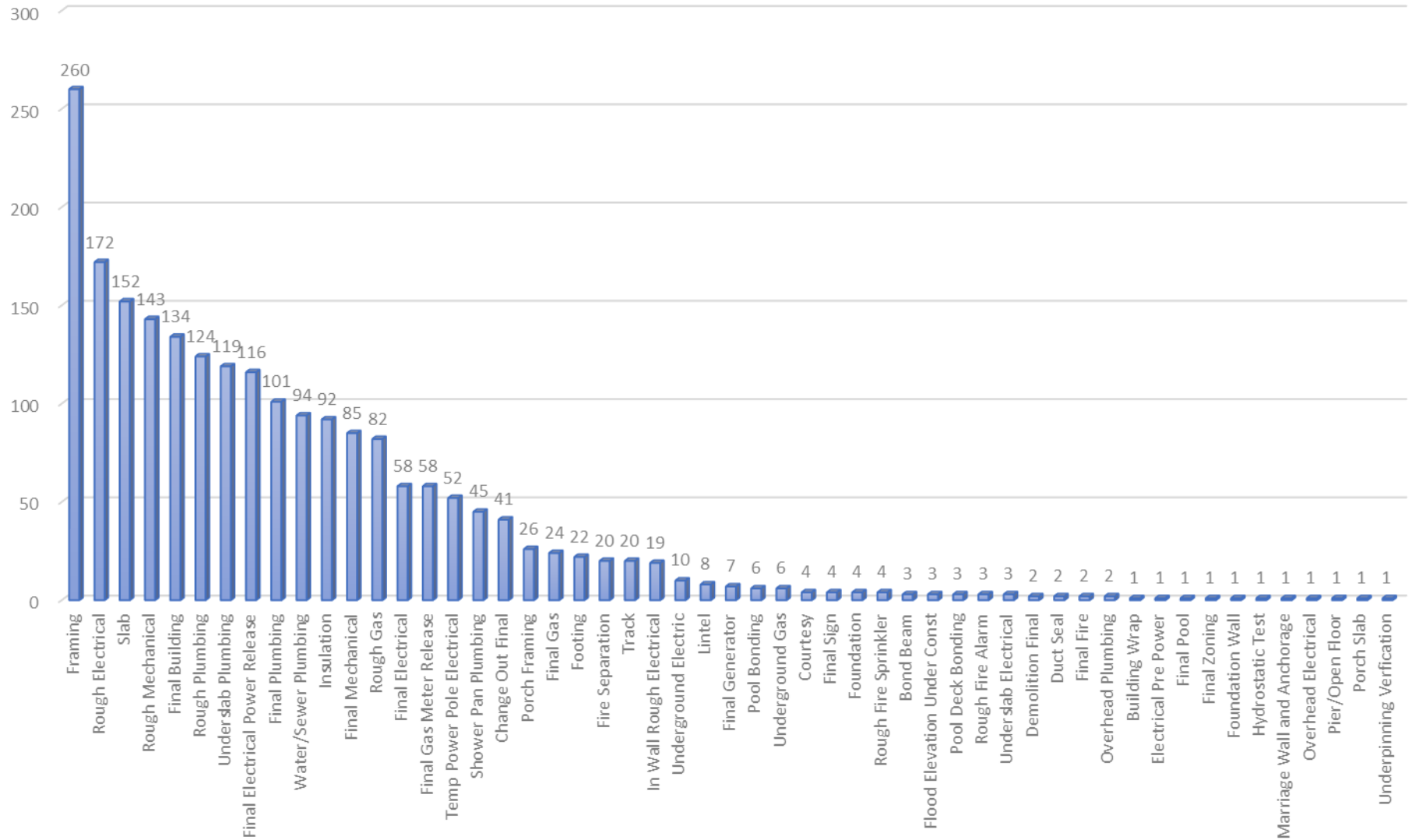
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on April 13. Topics discussed included a pending call for projects for STP-DA funding anticipated in June.

Building Permitting and Inspections Update

| Total Permits Issued | Total Inspections | Total Value of Construction |
|----------------------|-------------------|-----------------------------|
| 211 | 2,165 | \$19,084,306 |



Inspections Completed by Type 4/1/22 to 4/30/22



Code Enforcement Update

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

Department News

Adams Beverages has purchased 24.3 acres in the **Leland Innovation Park** where it plans to build a 129,400 square foot warehouse and distribution facility. This tract was carved out from a larger 220-acre property that was annexed into Town of Leland corporate limits in 2020. **Adams** will be relocating from a building on North 23rd Street in Wilmington. They are based in Charlotte.

New Businesses

- **Burney's Sweets and More** has opened in a space at 503 Old Waterford Way, Suite 105. **Burney's**, a family-owned operation, was founded in Elizabethtown a decade ago. It has 11 franchised operations across the state, including locations in Hampstead, Mayfaire, and Southport. They are best known for their glazed, fried croissants offered with a range of fillings. The partners in the Leland franchise are Scott and Sharon Evans, owners of Local's Tavern.

New Construction/Development

- The site has been cleared for **The Offices and Shoppes at Waterford**. This project will consist of two three-story, 38,475 square foot Class-A office and select retail buildings in the Waterford Commercial Village. SAMM Properties is expecting to break ground for the first building in the third quarter of 2022.

Economic Development Committee Meeting Summary

The Economic Development Committee met on April 7, 2022 and finalized the update to its Strategic Plan for Economic Development. The next meeting is scheduled for June 9, 2022.

Department News

Melissa Norton joined the department as Assistant Finance Director on April 25. Ms. Lopez continues to attend Supervisor Training through Brunswick Community College. Ms. Newton submitted initial reports for APRA funding as well as SCIF funding. The FY22/23 budget was approved by Council on April 14. Staff is working to close out the current fiscal year and prepare to implement the new budget.

Grant News April 2022

Grants Awaiting Notification

- GCC Byrne JAG FY22 – Radios (4) and accessories, \$24,500 (no match).
- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).
- Fire Protection Safety Grant (FP&S) – Public Safety Trailer, \$85,000 (\$4,250 match).
- AARP Community Challenge – Crosswalks and curb ramps on Mallory Creek drive to increase connectivity, \$50,000 (no match).
- Transportation Infrastructure Resiliency Fund Grant – Assessments allowing the Town to facilitate transportation resiliency from excess flooding, storm surge, and natural disasters, \$950,000 (no match).
- Streamflow Rehabilitation Assistance Program (StRAP) – Removal of vegetative debris for three areas: Sturgeon Creek, Jackeys Creek, and Mill Creek, \$388,350 (no match).
- Internet Crimes Against Children (ICAC) Grant – Equipment and training for Leland Police Department to assist in investigating internet crimes against children, \$65,970 (no match).
- Kubota Hometown Proud Grant – Founders Park splash pad installation, \$100,000 (no match).
- Law Enforcement Mental Health and Wellness Act (LEMHWA) Program – Training for Fire/Rescue and Police peer support group increasing awareness of effective mental health and wellness strategies, \$31,200 (no match).
- Level 2 Charging Stations – One dual port electric vehicle charging station for Founders Park, \$10,000 (no match).

Grants Awarded

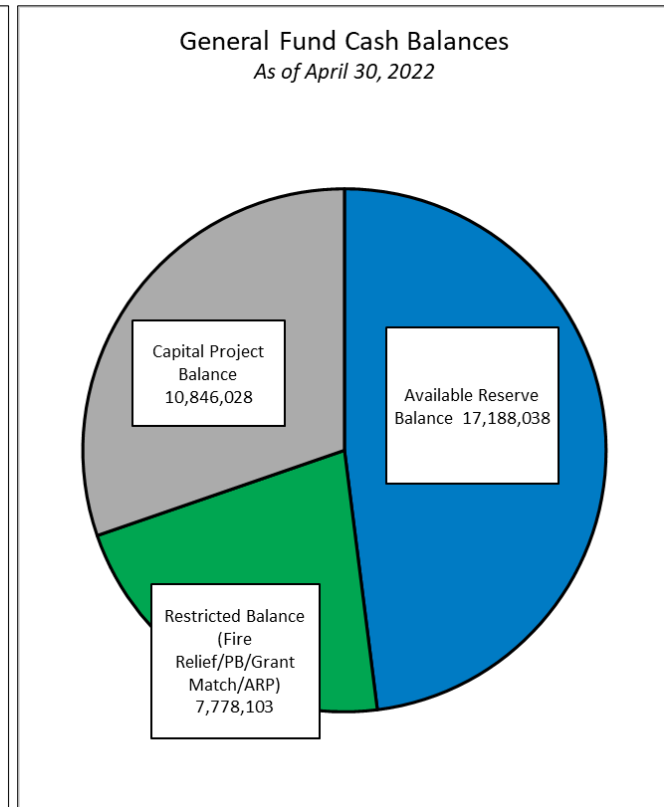
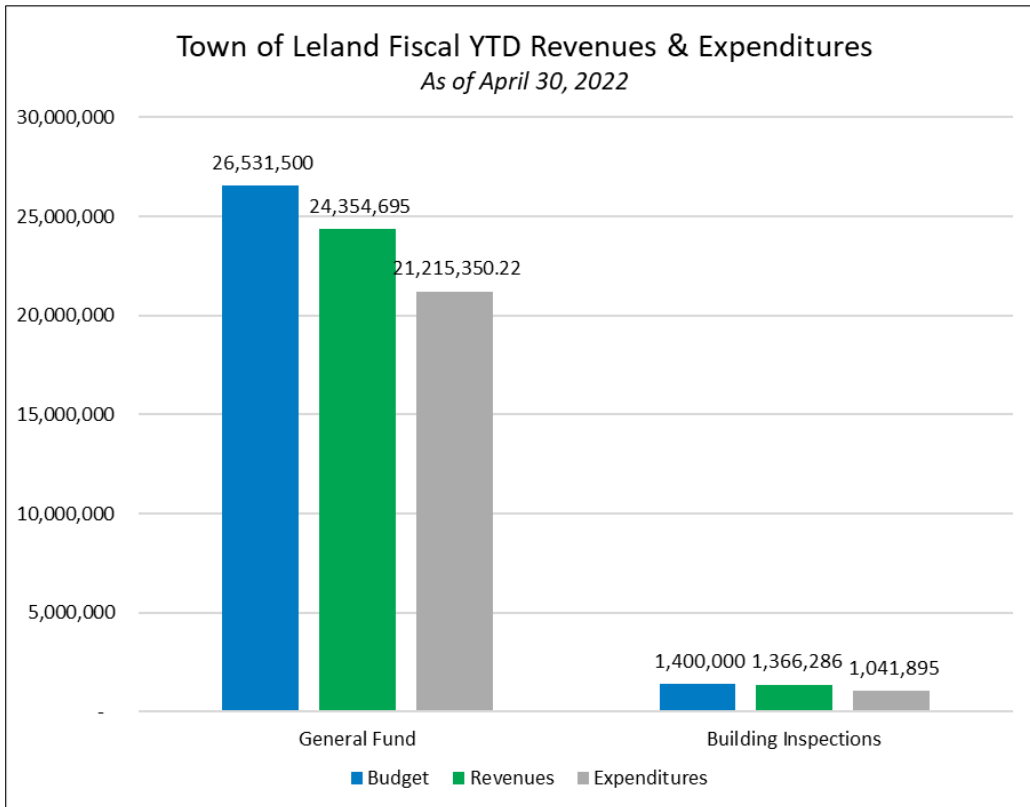
- No updates.

Grants Not Awarded

- No updates.

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

Dashboard

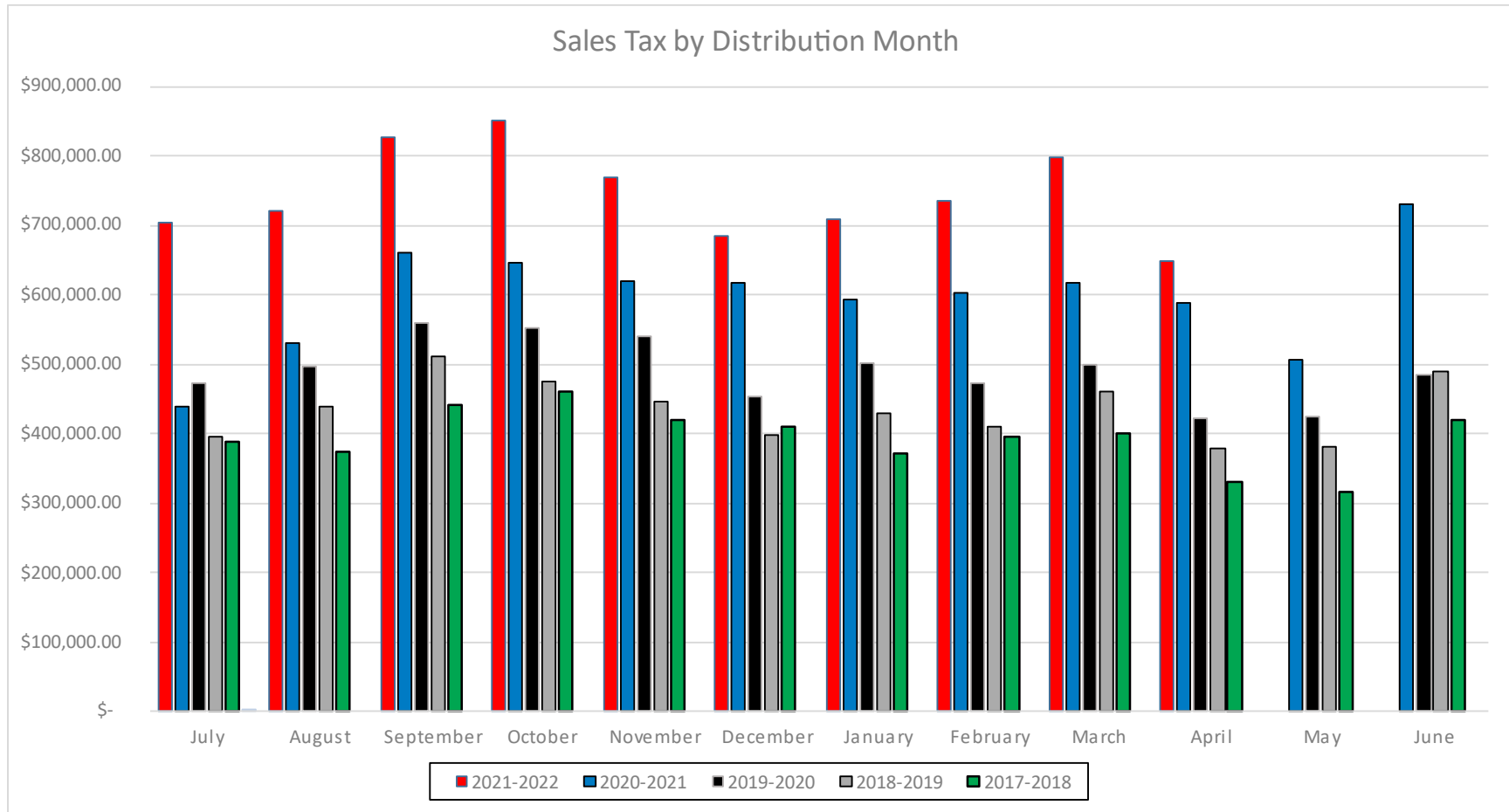


Financial Budget to Actual Report – April 30, 2022

| GENERAL FUND | | | | | | | |
|------------------------|-------------------|-------------------|------------------|-------------------|------------------|------------------|-------------------|
| | Original Budget | Current Budget | Period Activity | Fiscal Activity | Encumbrances | Variance | Percent Remaining |
| REVENUE | 25,180,000 | 26,531,500 | 2,142,881 | 24,354,695 | - | 2,176,805 | 8.20% |
| Governing Body | 230,000 | 340,000 | 16,315 | 270,360 | 8,244 | 61,396 | 18.06% |
| Administration | 1,430,000 | 1,430,000 | 80,363 | 1,102,115 | 21,492 | 306,393 | 21.43% |
| Information Technology | 1,235,000 | 1,247,000 | 93,308 | 980,109 | 215,109 | 51,782 | 4.15% |
| Human Resources | 350,000 | 350,000 | 19,964 | 261,097 | 7,075 | 81,828 | 23.38% |
| Finance | 600,000 | 600,000 | 37,169 | 493,353 | 178 | 106,469 | 17.74% |
| Planning | 655,000 | 726,000 | 57,447 | 634,009 | 19,044 | 72,947 | 10.05% |
| Economic Development | 110,000 | 110,000 | 9,307 | 91,039 | 954 | 18,007 | 16.37% |
| P&R & Cultural Arts | 1,170,000 | 1,170,000 | 78,253 | 803,437 | 31,003 | 335,561 | 28.68% |
| Grounds & Facilities | 1,685,000 | 1,685,000 | 103,933 | 1,188,404 | 132,836 | 363,760 | 21.59% |
| Public Services | 2,265,000 | 2,288,500 | 172,155 | 1,748,452 | 245,588 | 294,460 | 12.87% |
| Police | 4,920,000 | 4,960,000 | 335,599 | 3,563,331 | 293,795 | 1,102,873 | 22.24% |
| Emergency Management | 215,000 | 215,000 | 37,108 | 146,696 | 62 | 68,242 | 31.74% |
| Fire | 6,025,000 | 6,120,000 | 316,787 | 4,902,502 | 157,191 | 1,060,308 | 17.33% |
| Debt Services | 2,046,000 | 2,046,000 | - | 1,814,861 | - | 231,139 | 11.30% |
| Transfers | 2,244,000 | 3,244,000 | - | 3,215,585 | - | 28,415 | 0.88% |
| EXPENSES | 25,180,000 | 26,531,500 | 1,357,709 | 21,215,350 | 1,132,569 | 4,183,581 | 15.77% |
| BUILDING INSPECTIONS | | | | | | | |
| | Original Budget | Current Budget | Period Activity | Fiscal Activity | Encumbrances | Variance | Percent Remaining |
| REVENUE | 1,400,000 | 1,400,000 | 128,229 | 1,366,286 | - | 33,714 | 2.41% |
| EXPENSES | 1,400,000 | 1,400,000 | 175,620 | 1,041,895 | 99,243 | 258,863 | 18.49% |

FY Sales Tax Distribution

These amounts represent the month/year the Town received the funds from NCDOR.



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

Vendor: Air Cleaning Specialist Inc; Amount: \$71,750.00; Details: Station 51 exhaust removal system.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in April 2022.

Audit Committee Meeting Summary

The Audit Committee did not meet in April.

Department News

The department conducted several training sessions this month to roll out the changes to the performance review process and the Individual Development Plan program. Staff has been busy recruiting for several vital roles within the organization. Leland University launched with great success and will continue to provide additional offerings throughout the year.

Workers Comp Data

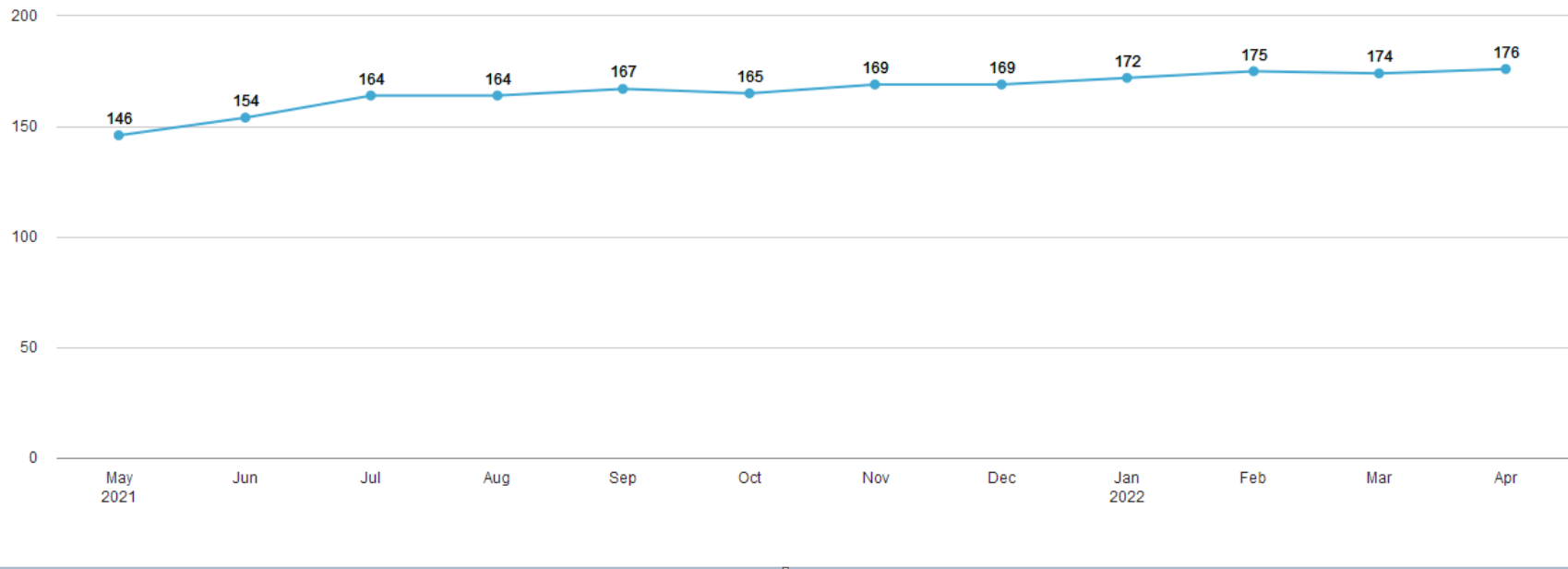
| Number of Incidents | Loss Time (Y or N) | Brief Description of Incident and Injury/Illness |
|---------------------|--------------------|--|
| 1 | N | Laceration to left index finger |

Personnel Updates

| Name of Employee | Department | Type of Change | Date of Change | Position Title | From Position | To Position |
|------------------|-------------------|----------------|----------------|-----------------------------|---------------------|-------------------------|
| Brad Shirley | Police Department | Resignation | 4/1/2022 | Police Chief | | |
| Uryan Byers | Fire Department | Promotion | 4/2/2022 | | Firefighter | Fire Apparatus Engineer |
| Buddy Brooks | Fire Department | Promotion | 4/2/2022 | | Fire/Rescue Captain | Deputy Fire Chief |
| James Baxter | Inspections | New Hire | 4/11/2022 | Fire Inspector II | | |
| Josh Rieg | IT | New Hire | 4/11/2022 | IT Technician | | |
| Jacob Herrmann | LCAC | New Hire | 4/18/2022 | Program Coordinator-Pottery | | |
| Sara Meyer | HR | Promotion | 4/21/2022 | | HR Manager | HR Director |
| Melissa Norton | Finance | New Hire | 4/25/2022 | Assistant Finance Director | | |
| Lauren Rogers | LCAC | Resignation | 4/29/2022 | Program Coordinator-Pottery | | |
| David Watkins | Fire Department | Promotion | 4/30/2022 | | FAE | Captain |
| Kyle Perry | Fire Department | Promotion | 4/30/2022 | | FAE | Captain |
| Kyle Kling | Fire Department | Promotion | 4/30/2022 | | Firefighter | FAE |
| Andrew McBride | Fire Department | Promotion | 4/30/2022 | | Firefighter | FAE |

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

Active Employees Trends



Headcount ⓘ

176

As of April 2022

Hired ⓘ

54

Termed ⓘ

24

Growth Rate ⓘ

20.5%

Turnover Rate ⓘ

14.4%

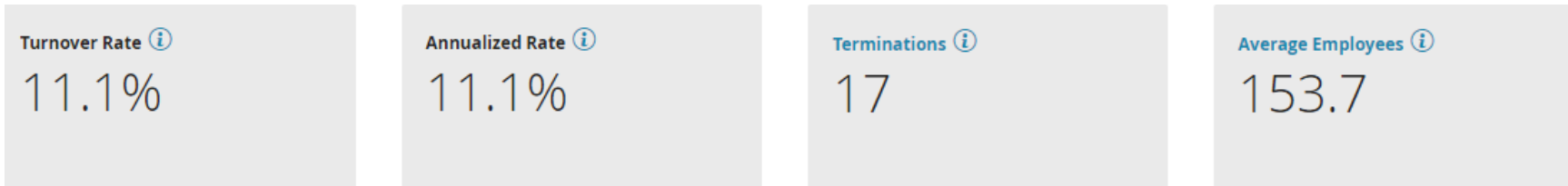
Average Tenure ⓘ

3.8

(Years)

Turnover Data May 2021 – April 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

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

Department News

IT Technician Josh Rieg started in April. SharePoint has gone live for all staff. Fire Station 53 has come online.

Major Work Priorities

- Training and documenting processes with new hire.
- Construction Projects:
 - Fire Station 53 – Now online. Will be working on conference room next.
 - Town Hall Renovation – PO requests have been issued. Prep work to begin.
 - Animal Control Building – Work will begin on doors and network connectivity.
 - Founders Park – Starting design work for AV and internet connectivity.
- Improving Employee Collaboration – Continue to fine tune SharePoint.
- Cyber Security Planning and Implementation – Planning for multifactor authentication.
- Fire Station 52 – Fiber connectivity being installed in May.
- Starting IT inventory assessment.

Projects Completed

- Completed eight employees onboards.
- Went live with SharePoint for all staff.
- Migrated the Datacenter internet circuit to the Atlanta Datacenter.