



STAFF REPORTS

February 2021 Regular Meeting

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Public Services (Streets and Utilities)	40

Department News

With the initial phases of the COVID vaccine recently being released, the intent is for staff members to continue to telework if needed. Once Town staff have the opportunity to get the vaccine, working in the office will resume.

Within the IT department, updates into the SmartSheet software program continue including the tracking of projects, adding work orders, and including additional data. Quotes are being obtained for needed data installation at the Cultural Arts Center to support the facility modification in adding more staff offices.

Council Directive Updates

- Administration staff discussing future public utility operations with Brunswick County and Brunswick Regional Water and Sewer H2GO Sanitary District.

Projects

Public Services

Lift Station #1 Replacement (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Construction is underway.
- Next Steps: The contractor is waiting on the generator delivery and once delivered, will install the generator, electrical panels, and complete all electrical work.
- Concerns: No concerns at this time.

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

- Purpose: To construct a sewer lift station in Brunswick Forest to help serve the developing areas within Brunswick Forest and along the Highway 17 Corridor with sewer. Station will be designed to accept additional flow from other lift stations by force main.

- Status: Construction is substantially complete.
- Next Steps: The contractor has completed the Lift Station #33 site. The Final Sewer Certification was submitted to the state and the lift station is fully operational. Next steps are for the contractor to finish punch list items and conduct a final walkthrough of the project.
- Concerns: No concerns at this time.

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

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The Lift Station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: Construction is underway.
- Next Steps: Contractor to perform clearing and grading at the new lift station site and begin laying the force main in February.
- Concerns: No concerns at this time.

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Construction is underway.
- Next Steps: The contractor is continuing to lay storm drainpipe and next steps are to relocate the H2GO water main and install concrete for the curb and gutter along Old Fayetteville Road.
- Concerns: Installed curb elevations are being reviewed and may need to be modified pending Engineer and NCDOT review.

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: Notice to proceed has been issued but several forms from the contractor, including NCDOT subcontractor approval forms and the subcontractor schedule, have not yet been received.
- Next Steps: Contractor to perform clearing and grading and begin site work.
- Concerns: Temporary construction easements ending June 30, 2021 will need to be extended.

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 past Regional Pump Station #33 to serve the developing areas in Brunswick Forest.
- Status: Installation of sanitary sewer and water mains is currently underway.
- Next Steps: Finalize design plans and contract documents of the roadway portion of the project for advertisement and bid in Spring/Summer 2021.
- Concerns: No concerns at this time.

Brunswick Forest Parkway & Low Country Boulevard Intersection Improvements

- Purpose: To improve the intersection at Brunswick Forest Parkway and Low Country Boulevard, as well as restripe Brunswick Forest Parkway and Low Country Boulevard.
- Status: Project was put out for informal bids and the Town received only one bid. Town staff and the engineering firm are working to put the project out for formal bidding to try to draw more interest in the project.
- Next Steps: Formal advertisement and bid closing set for February 25, 2021.
- Concerns: Bids that are inconsistent with the Engineer's estimate.

Operation Services

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of a new Fire Station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Pre-construction design has begun on the station. A project kickoff meeting was held in January.

- Next Steps: Continue with design and permitting.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Currently working on finalizing architectural plans. Civil engineering/permitting/site design work in progress and nearing completion.
- Next Steps: Finalize architectural plans and discuss budget as it will likely be impacted by changes made to the plan. Demo permit/plan in process with interior demo to likely begin in February.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Move in complete in the office and warehouse.
- Next Steps: Finalizing Master Site Plan before moving forward with additional projects such as the Police impound, animal control, and evidence storage. Flow Sciences lease has been extended to March 31, 2021. Begin working on plans for transition to new space and interior space planning.
- 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: RFQ reposted due to receiving insufficient responses on first round.
- Next Steps: RFQ responses due February 12, 2021. Staff is receiving inquiries from interested firms and hopes to have more responses on this round. Continuing to work towards getting approval from property owners to access adjacent parcels.
- Concerns: Feedback from property owners has been mixed, with several owners objecting to the Town accessing their property.

Sturgeon Creek Park

- Purpose: Phased park development of property located off of South Navassa Road at Sturgeon Creek.
- Status: WithersRavenel is working on a Brownfield Study.
- Next Steps: WithersRavenel to complete Brownfield Study. Finalize acquisition of key waterfront property.
- Concerns: Funding for park project once study has been completed and acquisition of house/land on park property.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that would include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill working on proposal for site/civil work.
- Next Steps: Receive proposal from McGill and present to Council for approval to move forward with project.
- Concerns: No concerns at this time.

Communications

Social Media Update

- Facebook Highlights (January 1 – 31, 2021)
 - Added 58 new page followers
 - Received 53 new page likes
 - Overall post reach – 6,153
 - Engagement (Number of people who liked, commented on, or shared a post) – 1,923
 - Top post (Largest reach): “Want to report a non-emergency issue to the Town? We will soon be launching Leland 311, a map-based citizen problem reporter. For those familiar with our current SeeClickFix app, Leland 311 has many of the same features, is mobile-friendly, and makes online reports of problems quick and easy! We will shift from SeeClickFix to Leland 311 on March 1. More info and tutorials coming soon! <https://www.townofleland.com/streets/report-problem>”

- Twitter Highlights (January 1 – 31, 2021)
 - Impressions/Reach increased 43% over the previous month to 1,979
 - Received 121 new profile visits
 - Town of Leland was mentioned in Tweets from nine other Twitter users, including Port City Daily, Visit Leland NC, and Visit NC
 - Top tweet (Largest reach): “Honor the legacy of #MartinLutherKingJr today by helping others & thanking those who live with a spirit of service and community #MLKDay #MLKDay #MLK2021 #MLKJr #CivilRightsMovement”
- NextDoor Highlights (January 1 – 31, 2021)
 - Impressions/Reach – 10,664
 - Likes/Comments – 28
 - Top post (Largest reach): “Leland 311. Want to report a non-emergency issue to the Town? We will soon be launching Leland 311, a map-based citizen problem reporter. For those familiar with our current SeeClickFix app, Leland 311 has many of the same features, is mobile-friendly, and makes online reports of problems quick and easy! We will shift from SeeClickFix to Leland 311 on March 1. More info and tutorials coming soon!”

Website/Newsletter/Other

- Worked with staff on developing appropriate marketing materials (i.e. refrigerator magnets and business cards) related to Leland 311 and sought graphic design services to fulfill the creation of those materials.
- Attended an online workshop focused on new trends in social media marketing.
- Met with staff to review the Spring/Summer issue of CAPE and further fine-tune the development and design process and timeline, as well as submission requirements.
- Met with HR and Administration staff to discuss the transition of the staff newsletter to the online employee portal, Paylocity, to increase engagement. Developed a tentative breakdown of responsibilities and schedule, as well as a timeline for phasing out the e-newsletter.

- Assisted reporters with Star News, Greater Wilmington Business Journal, and Leland Magazine regarding Leland 2045 and Leland's growth. Developed responses to a comprehensive questionnaire about Leland's population figures, demographics, and building projects, among other topics, for the Leland Magazine article.
- Continued working with Planning Department staff on marketing and promoting Leland 2045.

Press Releases/Blogs/FAQs/Media Coverage

- Blogs/press releases:
 - [Leland Launches Long-term Growth Plan](#) (blog and press release)
 - [Fire Hydrant Testing & Flushing Starts Feb. 1](#) (blog)
 - [Recent Audit Opinion Shows Continued Financial Health for Leland](#) (blog and press release)
- Port City Daily - [Leland asks for residents' help to plan what town will be by 2045](#)
- WECT - [Five Guys opening soon in Leland as the town continues to attract new businesses; Town of Leland to launch website to replace SeeClickFix app; Leland looks to make annexation more attractive by waiving fees](#)
- WWAY - [What will Leland look like in 2045? The town is developing a growth plan](#)

TDA Marketing

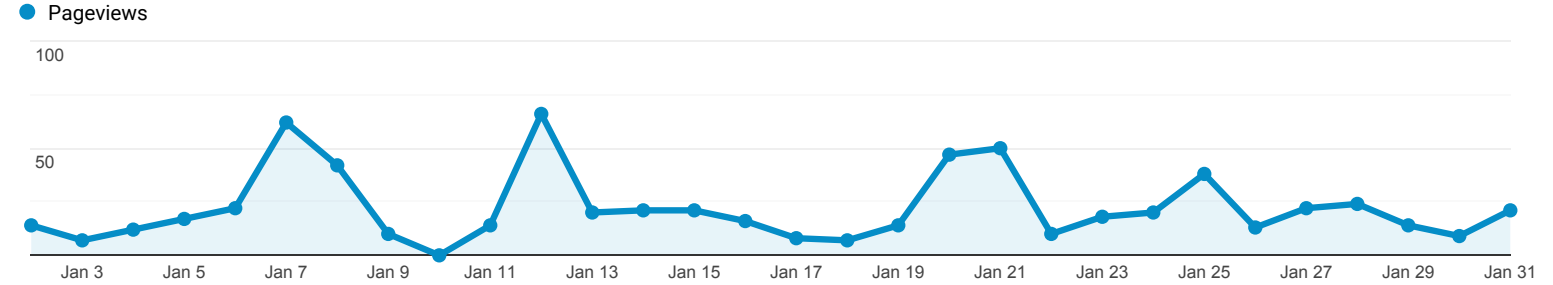
- Developed and presented a proposed marketing campaign through *Our State* magazine for a combination of print and digital advertising aimed at increasing name recognition of Leland. The proposal was approved unanimously by the LTDA board.
- Began discussions regarding the theme of the *Our State* marketing campaign, with a review of available professional photography of Leland.
- Completed the redesign of the [LTDA website](#), which is now visible to the public. The improved site includes visual menus, updated and local professional photos, and a Contact Us submission form.

Projects Page Report

Jan 2, 2021 - Jan 31, 2021

All Users
100.00% Pageviews

Explorer



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

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	659 % of Total: 2.39% (27,574)	445 % of Total: 1.95% (22,877)	00:01:06 Avg for View: 00:01:44 (-36.80%)	94 % of Total: 0.65% (14,450)	59.57% Avg for View: 52.23% (14.07%)	20.18% Avg for View: 52.40% (-61.49%)	\$0.00 % of Total: 0.00% (0.00)
1. /town-projects	252 (38.24%)	130 (29.21%)	00:00:46	13 (13.83%)	46.15%	11.11%	\$0.00 (0.00%)
2. /projects/future-town-projects	99 (15.02%)	85 (19.10%)	00:01:42	45 (47.87%)	64.44%	50.51%	\$0.00 (0.00%)
3. /town-projects?field_project_type_tid=&page=1	52 (7.89%)	36 (8.09%)	00:00:17	0 (0.00%)	0.00%	5.77%	\$0.00 (0.00%)
4. /projects/brunswick-forest-parkway-low-country-blvd-intersection-improvements	41 (6.22%)	28 (6.29%)	00:02:08	3 (3.19%)	66.67%	14.63%	\$0.00 (0.00%)
5. /projects/leland-highway-17-sewer-expansion-ii-phase-2-formerly-old-town-creek-lift-station-project	31 (4.70%)	23 (5.17%)	00:02:53	7 (7.45%)	42.86%	25.81%	\$0.00 (0.00%)
6. /projects/old-fayetteville-road-multi-use-path-stp-da-u-5534d	31 (4.70%)	20 (4.49%)	00:02:02	10 (10.64%)	60.00%	35.48%	\$0.00 (0.00%)
7. /projects/leland-fire-station-51	18 (2.73%)	13 (2.92%)	00:01:33	1 (1.06%)	0.00%	16.67%	\$0.00 (0.00%)
8. /projects/future-town-projects?page=1	17 (2.58%)	17 (3.82%)	00:00:37	2 (2.13%)	50.00%	29.41%	\$0.00 (0.00%)
9. /projects/2014-stp-da-projects-u5534-ijk	14 (2.12%)	10 (2.25%)	00:01:28	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
10. /projects/lanvale-forest-street-improvements	13 (1.97%)	9 (2.02%)	00:01:09	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)

Rows 1 - 10 of 32

Department News

Finance staff continues to work with departments on preparation of the FY21/22 Budget.

The department launched a new program for accounts payable with the implementation of AP Automation to significantly improve efficiencies with vendor payments.

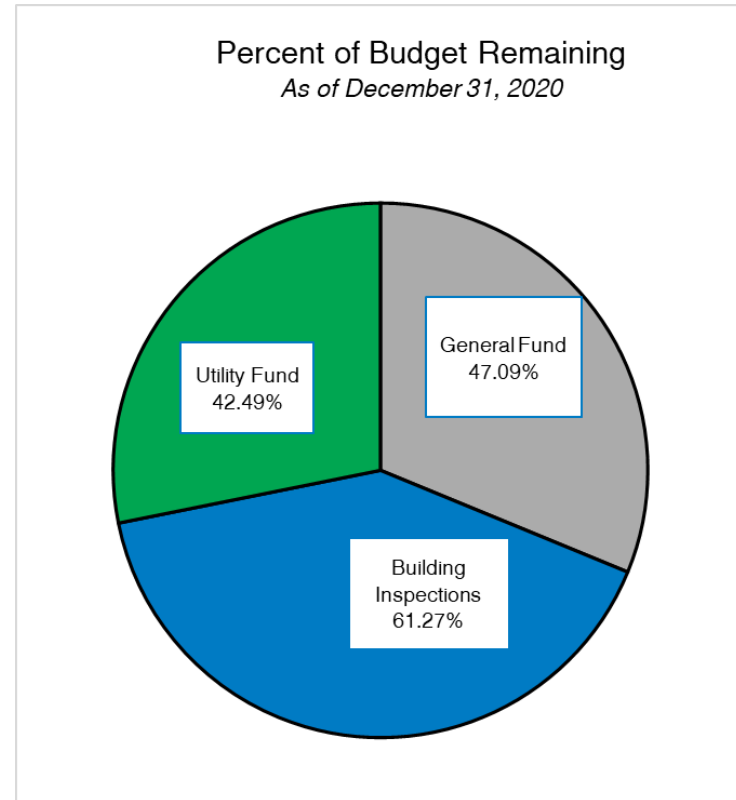
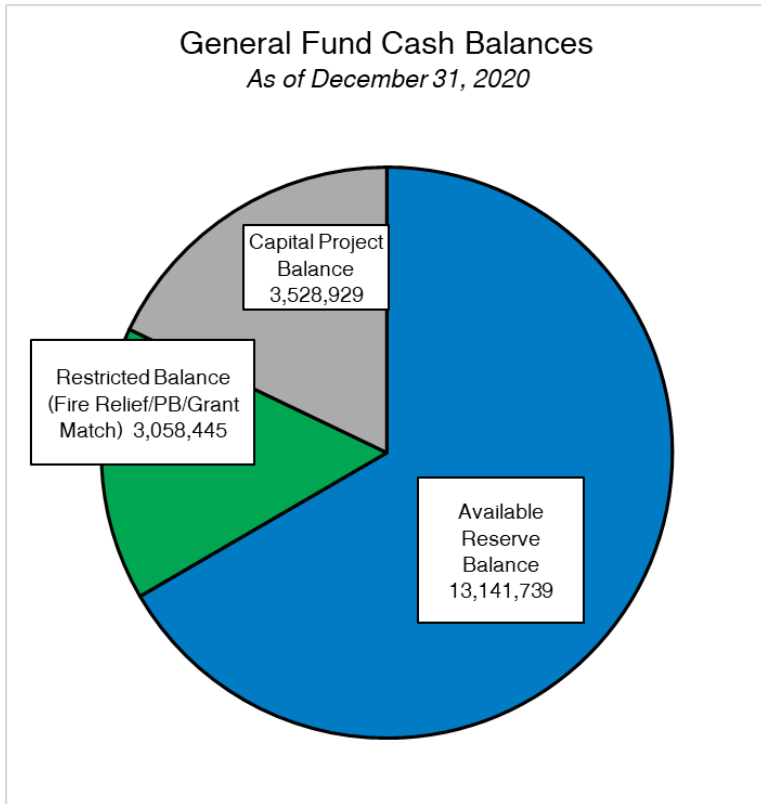
Monica Irwin, the Finance Intern who will spend fifteen weeks with the department, will focus on developing a Town Revenue Manual. In order to complete this document, she will research general statutes and identify Town revenue sources to include in the manual. Ms. Lopez has been accepted into the Graduate Program at UNCW to obtain her MPA.

Audit Committee Meeting Summary

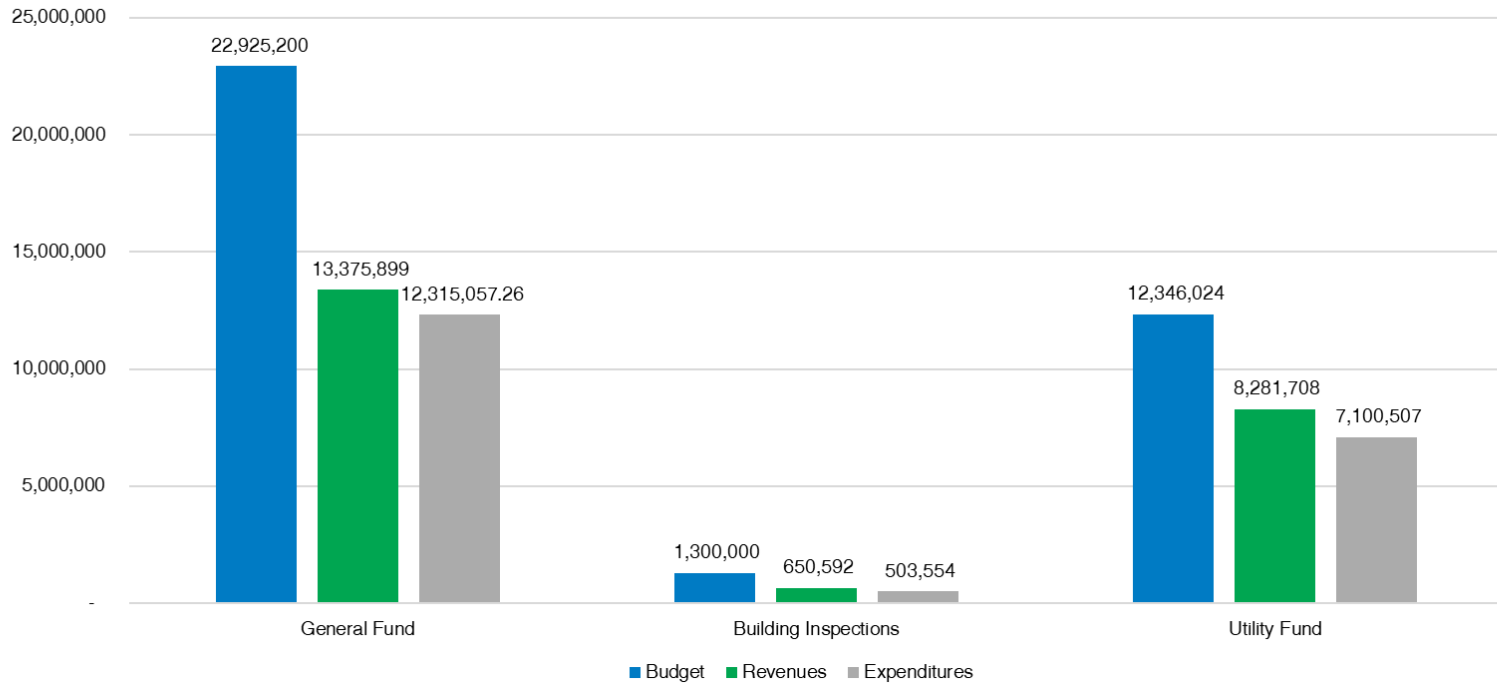
The Audit Committee met on January 14, 2021 and reviewed the final audit results prepared by Thompson, Price, Scott and Adams CPA. The financial statement disclosures were noted as neutral, consistent and clear; no disagreements with management; and no difficulties encountered during the audit. Some key financial indicators were as follows:

- General fund revenues exceeded general fund expenses by more than \$1.1 million, although the general fund reserve available, as a percentage of annual budget expenditures, declined from 36.7 percent to 29.7 percent.
- Ad valorem tax revenue increased by over \$1.2 million in FY19/20 over the prior fiscal year while maintaining the same tax rate as the previous two years of \$0.21 per \$100 value – a clear sign of the Town’s continued growth.
- Property and motor vehicle tax collection rates increased to approximately 99.5 percent – the highest percentage for the Town and an increase from approximately 99.4 percent the previous fiscal year.

Dashboard



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



Financial Budget to Actual Report – December 31, 2020

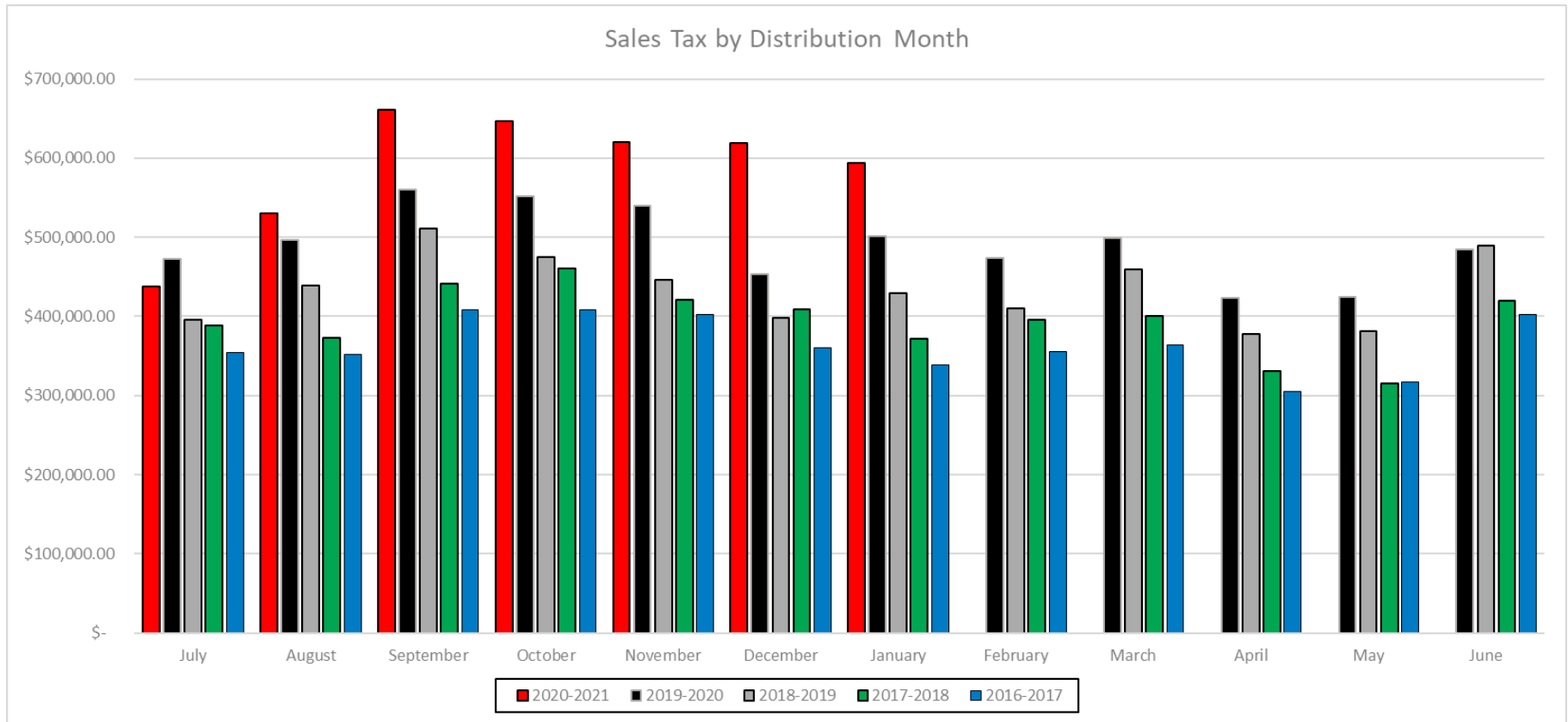
REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	20,680,000.00	22,925,200.00	4,387,267.33	13,375,899.29	-	(9,549,300.71)	41.65%
Building Inspections	1,300,000.00	1,300,000.00	114,180.61	650,592.01	-	(649,407.99)	49.95%
Utility Fund	8,000,000.00	12,346,024.35	1,467,330.91	8,281,707.98	-	(4,064,316.37)	32.92%
Report Total	29,980,000.00	36,571,224.35	5,968,778.85	22,308,199.28	-	(14,263,025.07)	39.00%

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	13,244.14	149,290.58	70,179.89	191,529.53	46.60%
Administration	1,187,000.00	1,187,000.00	65,213.71	620,168.25	3,137.89	563,693.86	47.49%
Information Technology	1,133,000.00	1,133,000.00	91,247.52	530,461.93	41,436.92	561,101.15	49.52%
Human Resources	314,000.00	314,000.00	27,538.56	133,711.17	10,869.66	169,419.17	53.96%
Finance	515,000.00	515,000.00	52,818.59	231,052.45	6,460.31	277,487.24	53.88%
Building Inspections	1,300,000.00	1,300,000.00	69,722.62	403,404.62	100,149.56	796,445.82	61.27%
Planning	740,000.00	740,000.00	38,009.73	237,471.91	182,976.76	319,551.33	43.18%
Economic Development	200,000.00	200,000.00	11,315.50	66,815.79	9,645.16	123,539.05	61.77%
P&R & Cultural Arts	1,220,000.00	1,220,000.00	49,038.92	279,698.29	42,479.72	897,821.99	73.59%
Grounds & Facilities	1,371,000.00	1,393,200.00	154,357.74	631,712.96	147,718.17	613,768.87	44.05%
Public Services	2,649,000.00	2,834,000.00	157,996.52	879,976.78	605,071.49	1,348,951.73	47.60%
Police	3,924,000.00	3,924,000.00	277,807.31	1,694,980.88	221,755.38	2,007,263.74	51.15%
Emergency Management	183,000.00	303,000.00	11,727.57	160,170.97	214.98	142,614.05	47.07%
Fire	4,698,000.00	4,726,000.00	289,964.30	2,176,767.24	162,725.92	2,386,506.84	50.50%
Debt Services	1,935,000.00	1,935,000.00	-	1,028,253.00	-	906,747.00	46.86%
Transfers	200,000.00	2,090,000.00	40,451.51	1,989,852.81	-	100,147.19	4.79%
General Fund	21,980,000.00	24,225,200.00	1,350,454.24	11,213,789.63	1,604,821.81	11,406,588.56	47.09%

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Utility Fund	8,000,000.00	12,346,024.35	1,264,923.00	6,713,112.86	387,394.33	5,245,517.16	42.49%

FY Sales Tax Distribution – January, 2021

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



Intradepartmental and Interdepartmental Budget Transfers – January, 2021

- There were no transfers in January, 2021.

Grant News – January, 2021

Grants Awaiting Notification

- NC Resilient Coastal Communities Program – Contractor services for creating Resilience Strategy for the Town, \$30,000 average award (no match).
- Governor’s Crime Commission Byrne JAG – Agency weapons replacement, \$24,500 (no match).

Grants Awarded

- ecoEXPLORE by NC Arboretum – Network advertising as “HotSpots” of NC, signage, marketing for family-friendly nature sites, materials and marketing provided by NC Arboretum (no match).

Grants Not Awarded

- N/A

Purchase Orders Issued by the Town Manager in Excess of \$50,000 – January, 2021

There were no Purchase orders issued by the Town Manager exceeding \$50,000 in January, 2021.

COVID Assistance Grant Encumbrances/Purchases

Received \$531,208

- | | |
|--------------------------|--------------|
| • Payroll | \$31,086.32 |
| • Materials/Supplies/PPE | \$21,794.76 |
| • Capital Equipment | \$21,964.93 |
| • Facility Improvements | \$456,361.99 |

YTD Expenses: \$531,208

All funds received for the COVID Assistance Grant have been exhausted as of December 2020.

Department News

Several Supervisor training sessions will be scheduled and completed over the next month with Town staff. Staff continues work to finalize the 2021 Equal Employment Opportunity Plan. Another volunteer opportunity for staff has been coordinated to take place the first week of February.

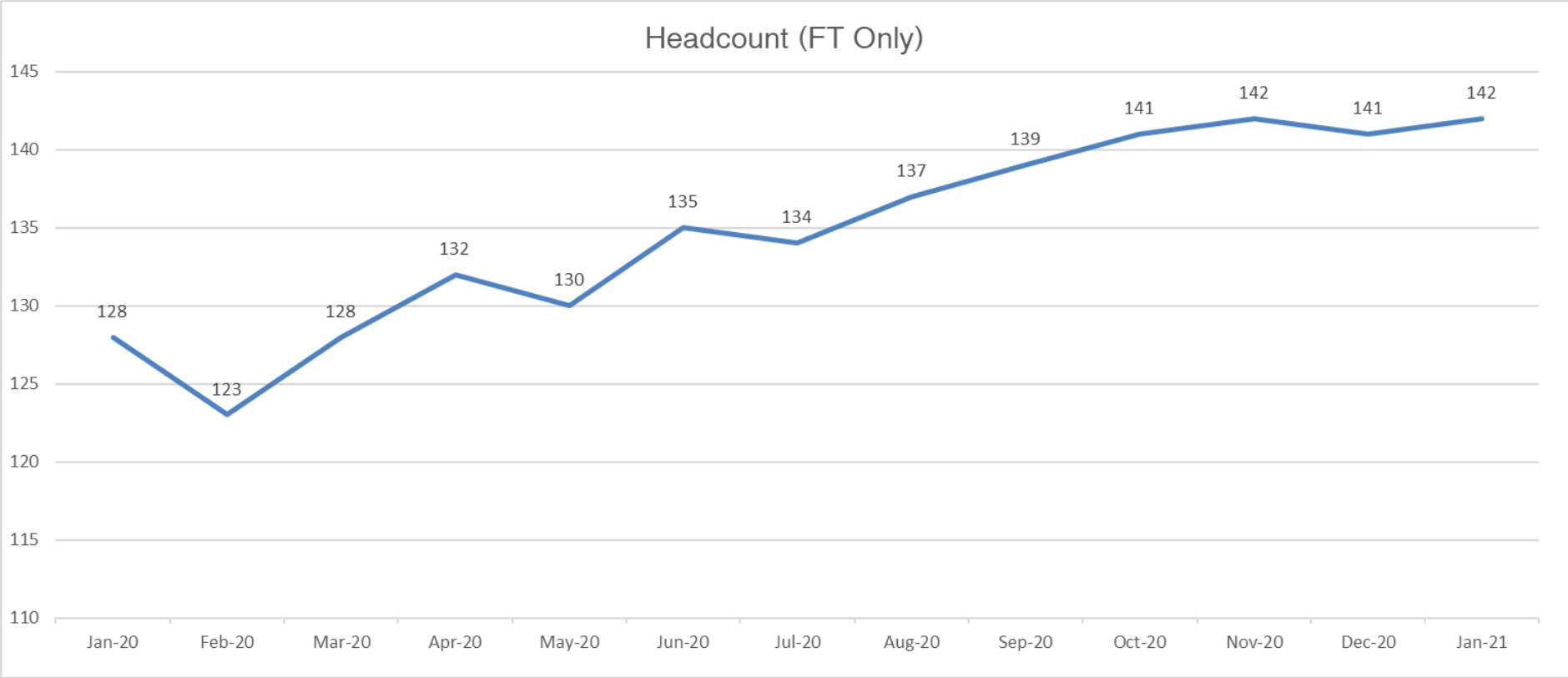
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
John Best	Fire Department	New Hire	1/25/2021	PT Firefighter		
Brian Baldwin	Fire Department	New Hire	1/25/2021	FT Firefighter		
Jermol Edwards	Fire Department	New Hire	1/25/2021		Volunteer	PT Firefighter
Kyle Perry	Fire Department	New Hire	1/28/2021	PT Firefighter		

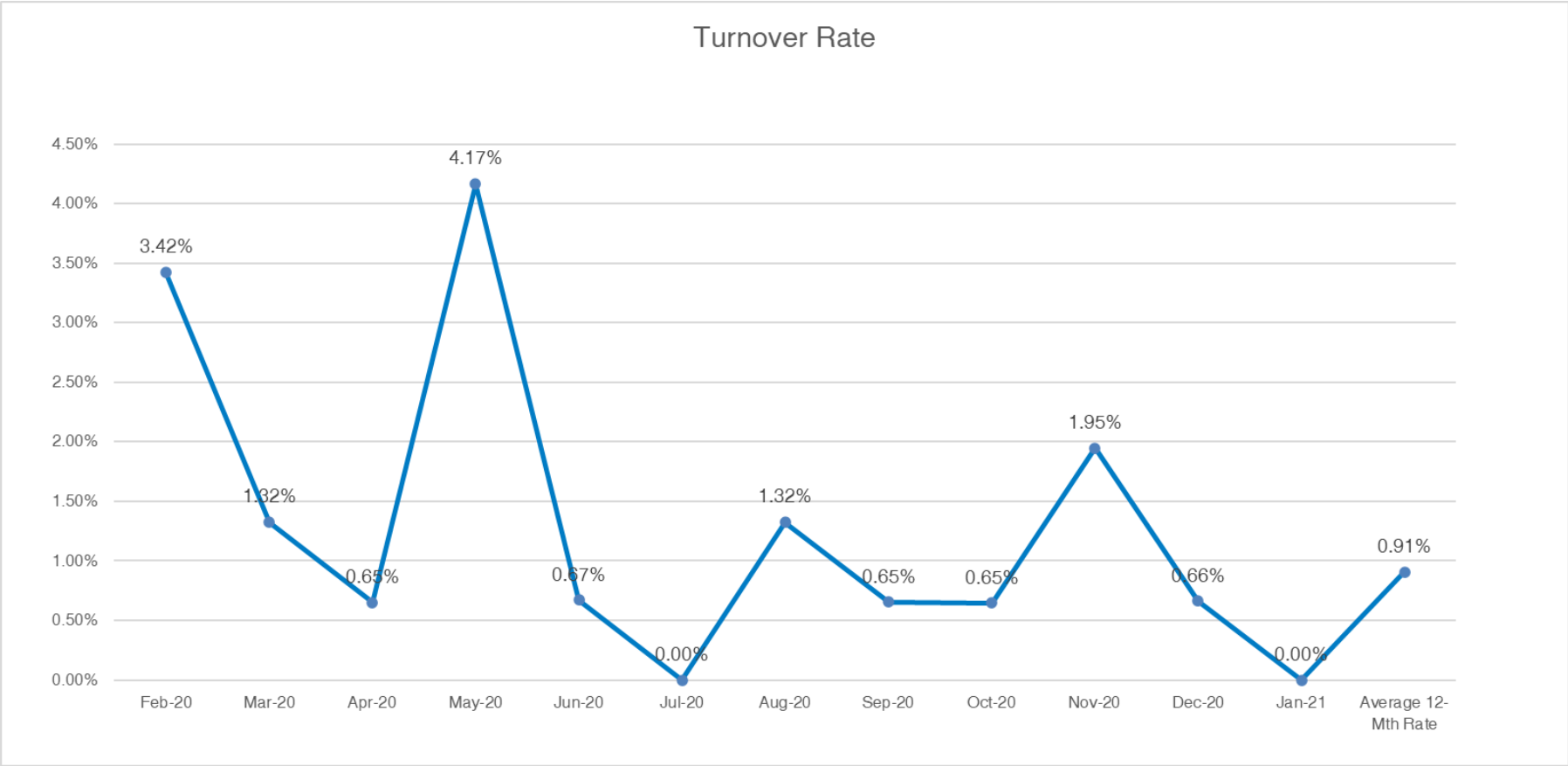
Workers Comp Data

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Shoulder Injury

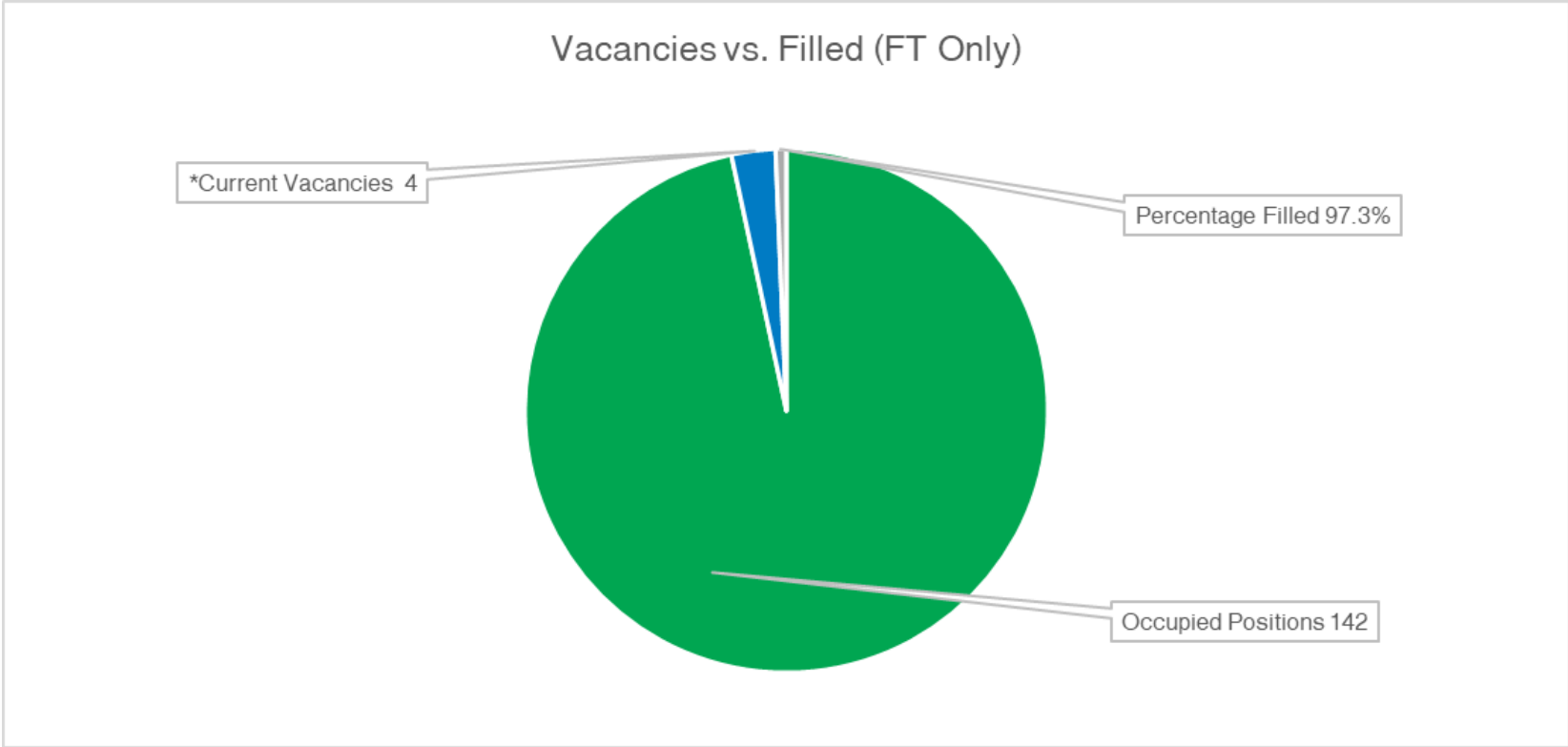
Dashboard



All Employees (FT and PT)



Vacancies

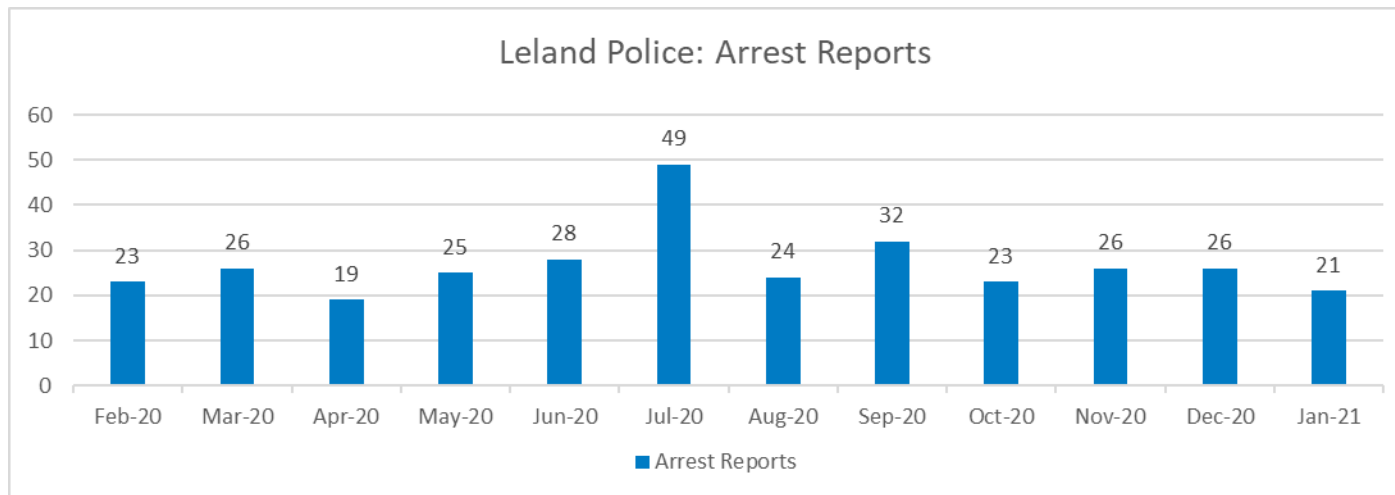


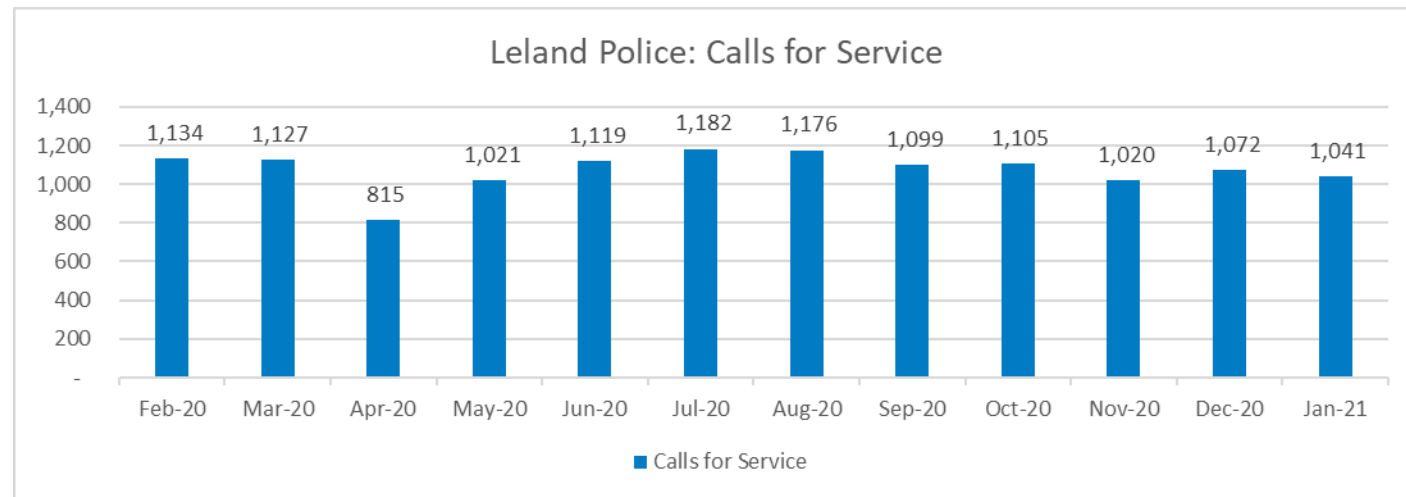
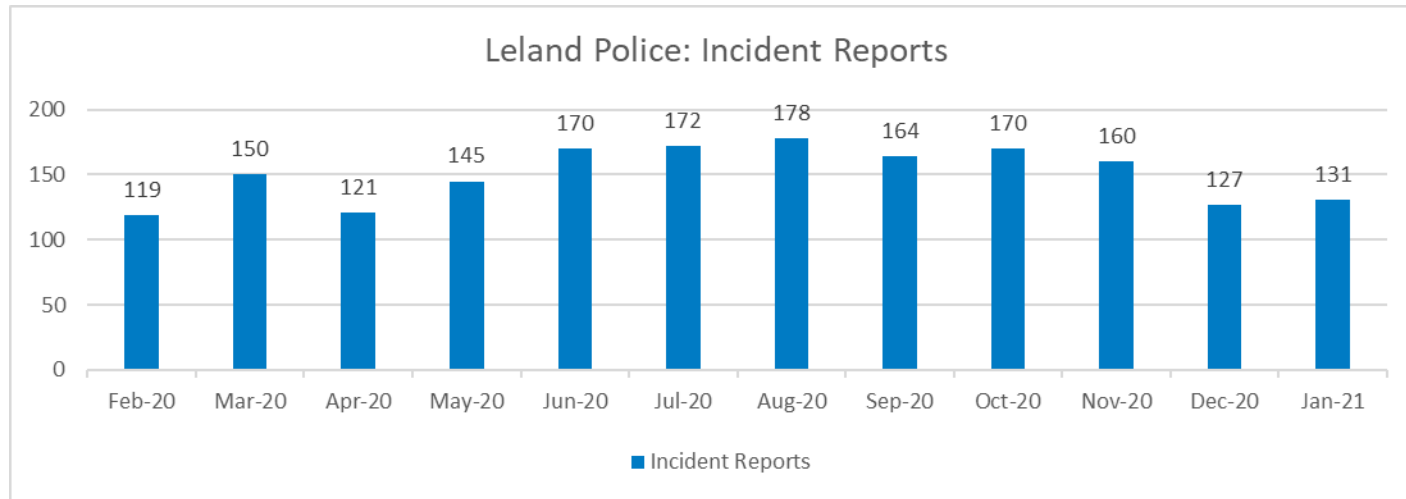
Police Updates

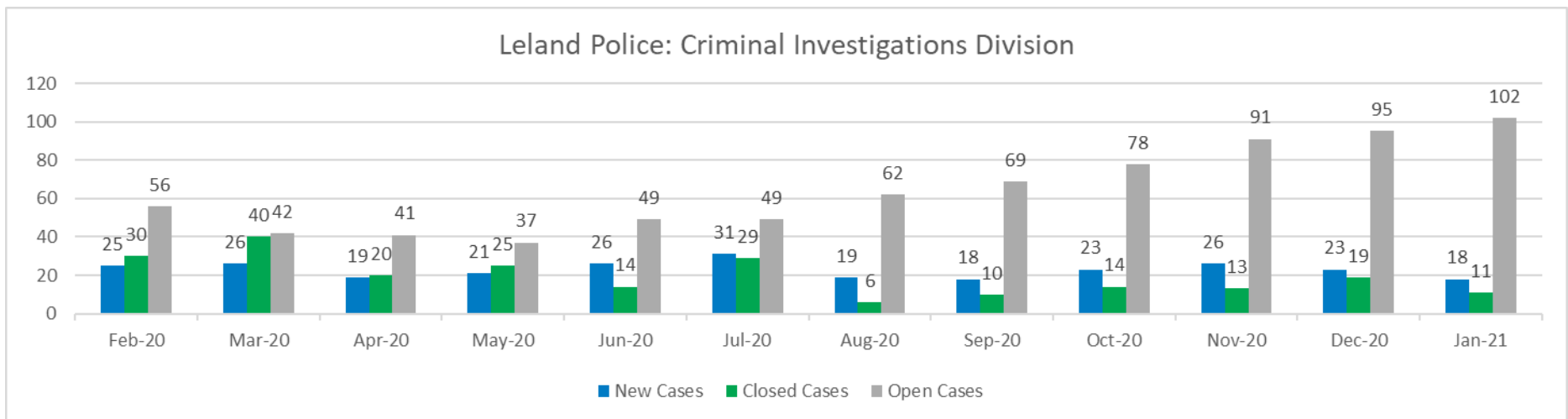
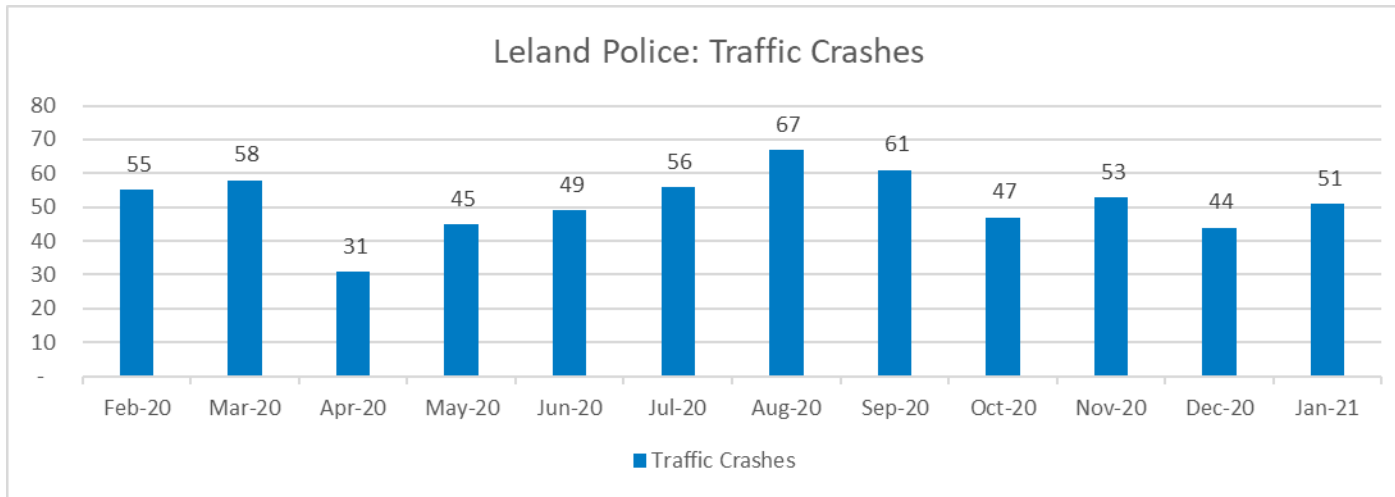
Department News

Despite the continued restrictions with the COVID-19 pandemic, staff has been able to continue to acquire some training. Captain Humphries and Lieutenant Warren completed a Property and Evidence course taught by the North Carolina Justice Academy. This course was offered through web-based instruction; however, it required a site visit to another agency to compare how property and evidence is managed. This was an opportunity to compare how the Leland PD operates while offering ideas on how to improve upon best practices. Lieutenant Hall, Lieutenant Warren, and Sergeant Kazeem began the Law Enforcement Executives Program at North Carolina State University. The course has started in a virtual capacity with in person attendance coming in future meetings. Officer Whitmire completed Drug Enforcement for Patrol Officers at Cape Fear Community College. Chief Shirley spoke with WECT news and provided an overview of the SWOT analysis recently completed by the IACP.

Dashboard







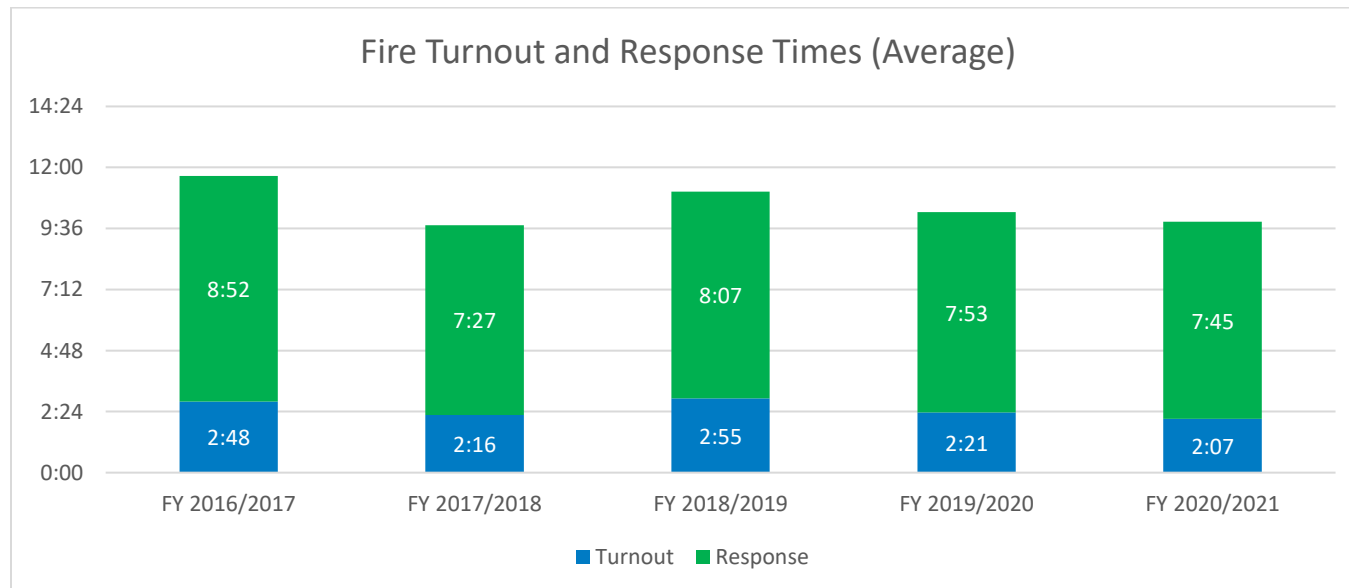
Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Feb-20	59	7	5	11	6	1	3
Mar-20	28	0	3	3	2	0	1
Apr-20	33	2	3	4	0	0	4
May-20	38	2	1	3	0	0	4
Jun-20	51	5	3	8	4	0	5
Jul-20	57	22	2	24	20	0	1
Aug-20	42	7	4	9	5	0	2
Sep-20	27	4	1	5	2	0	1
Oct-20	53	13	7	20	14	5	6
Nov-20	49	7	4	10	4	2	4
Dec-20	34	4	12	16	2	1	2
Jan-21	32	1	1	2	7	0	1

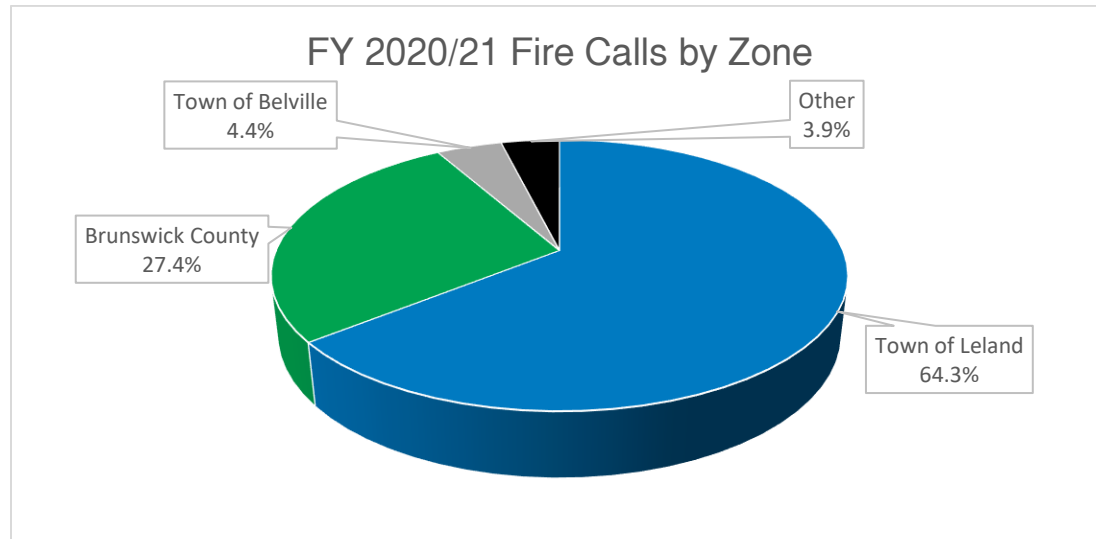
Fire/Rescue Updates

Department News

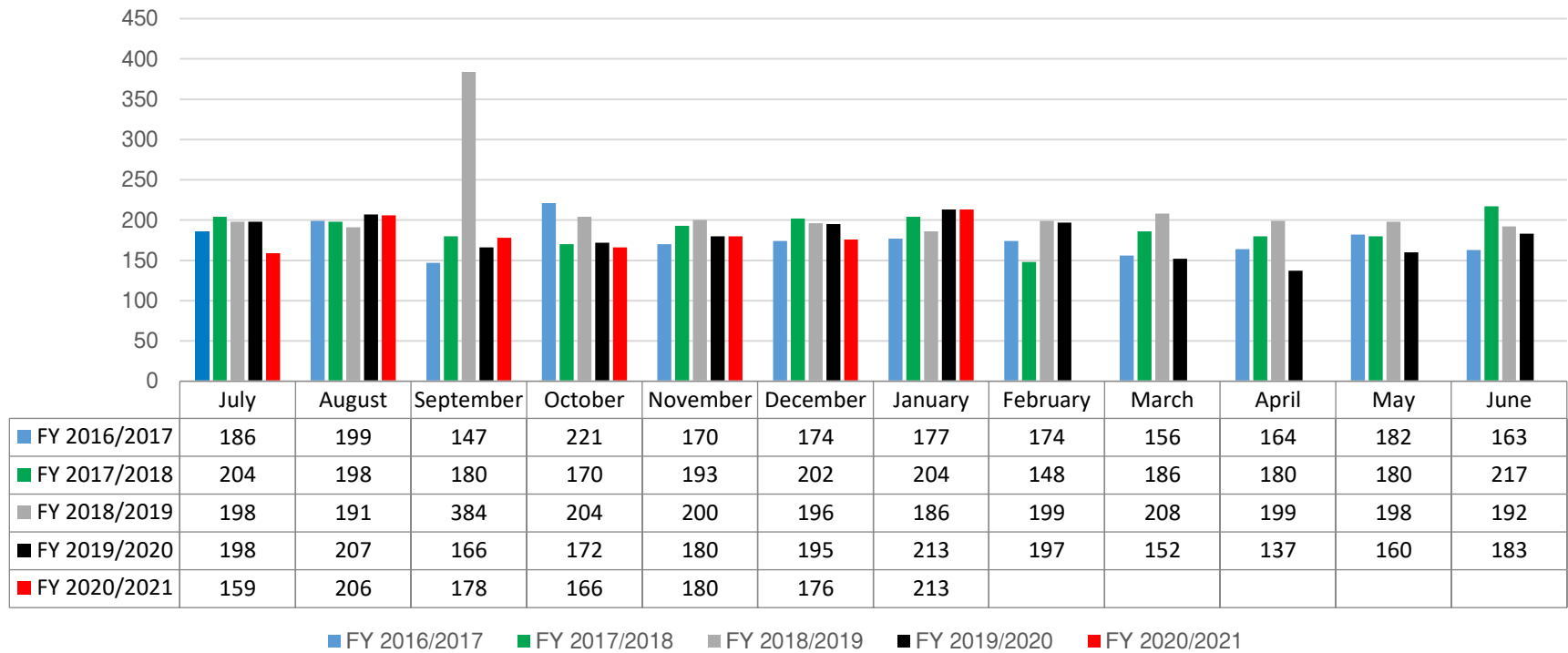
In the month of January, the department brought on one full-time firefighter and three part-time firefighters to fill existing openings. This brings both our full-time and part-time teams up to full staff. The department also developed a training/mentorship program to better prepare new Fire Captains, or our members who promote to the rank of Fire Captain. This program will start with the Captains that will be hired for updated Station #53 on Old Lanvale Road. Thanks to Captains Stavish and Brooks for developing this program. A similar program is being developed for members who want to begin to prepare themselves to promote to Fire Captain, as well as for those who want to promote to the position of Fire Apparatus Engineer.

Dashboard

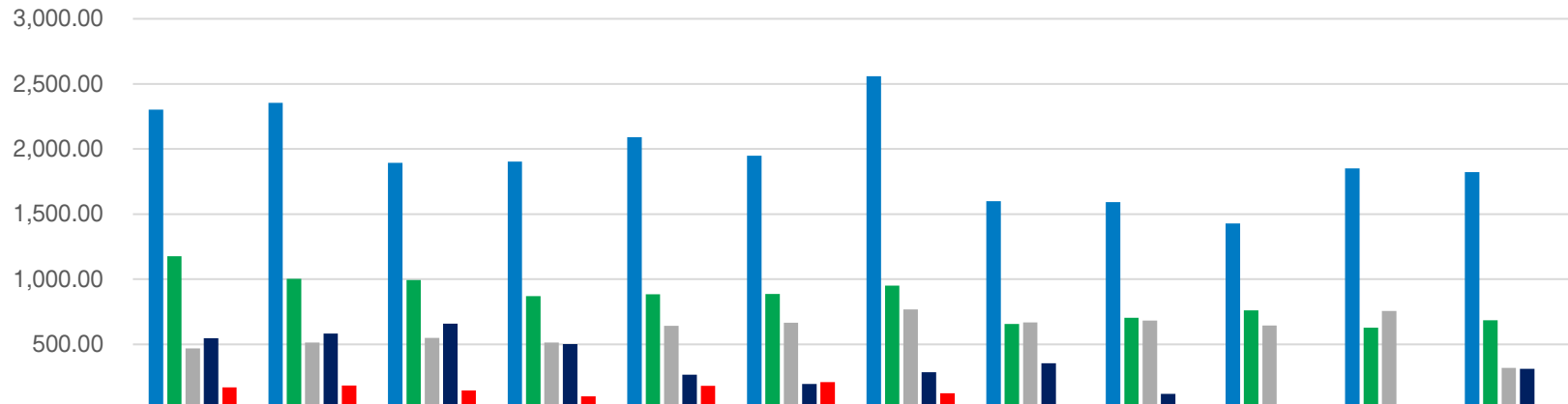




Fire Calls



Volunteer Hours



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
■ FY 2016/2017	2,302.50	2,354.25	1,894.25	1,903.00	2,091.75	1,948.75	2,559.50	1,600.00	1,592.25	1,428.00	1,851.25	1,822.50
■ FY 2017/2018	1,175.25	1,001.75	992.00	870.00	885.00	885.50	949.75	655.75	703.50	760.50	627.25	684.25
■ FY 2018/2019	469.25	513.00	549.75	513.75	641.00	665.50	767.00	668.00	683.00	644.50	755.25	318.50
■ FY 2019/2020	547.00	582.25	658.00	501.00	266.00	195.00	285.50	354.00	119.00	-	-	312.00
■ FY2020/2021	168.00	183.00	145.00	99.25	180.25	210.00	123.00					

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

Emergency Management Updates

Department News

Meetings with departments to review their playbook and determine next steps in planning have begun. Pre-positioned contracts for debris collection, hauling, and monitoring have been secured beginning with the 2021 hurricane season and then into the future.

Work Priorities

- Completion of the final spreadsheet of inventory for emergency management related items.
- Development of a list of inventory items and quantities checklist for disaster preparations is in process. These will allow for the assessment of needed supplies to respond more efficiently in future emergencies.
- Work has begun on the Town's first Hurricane Expo, tentatively scheduled for June 12, 2021.

Projects Completed

- Completion of the new debris collection, hauling, and monitoring vendor arrangements.

Significant Purchases

- Barricade fencing has been ordered to assist with area control of large events.

Department News

Staff is training for the new Citizen Problem Reporter software to help citizens report non-emergency issues. As discussed previously, this system will replace SeeClickFix.

Staff is working to engage McGill & Associates on the engineering for Founders Park Phase 1. This item will be brought before Town Council for consideration.

Parks and Recreation Board Summary

No meeting was held in January. The next board meeting is scheduled for Wednesday, March 31, 2021, at 6:00 PM.

Grounds/Facilities Updates

Work Priorities

- Begin office renovations and replace missing shingles on the roof at the CAC
- Install new blinds and repair hot water issues at the Westport Fire Station
- Install electrical outlets in the warehouse and install a new automatic gate at the MOC
- Clean windows and sidewalks and prepare for upgrades to the fitness center at Town Hall

Projects Completed

- Resolved the drainage issues in the classroom area at Westgate Park
- Completed carpet cleaning at Town Hall
- Installed a new air compressor at the Westport Fire Station
- Repaired streetlights (Duke Energy) at the MOC
- Installed a chair rail in the multipurpose room at the LCAC

Significant Purchases

- Ice maker at the Westport Fire Station

Upcoming Events

February 27, 2021 – Mug Madness

March 1, 2021 – Spring & Summer programs begin

Parks, Recreation, and Cultural Resources Updates

The Spring & Summer 2021 issue of the CAPE arrived in homes January 15, 2021. Registration for those programs opened on February 1, 2021 with a very positive response from the community. Across all department programs, nearly 300 registrations and \$18,000 in fees were processed that day. Modifications pertaining to COVID-19 remain in place for all programming, including reduced class sizes, distanced spaces, and disinfecting schedules.

The LCAC will be hosting a small outdoor mug sale on February 27, 2021 at the LCAC, featuring pottery from LCAC students and studio users. Staff is working to evaluate and plan other safely modified events moving into spring and summer.

Department News

John Gemmell obtained his Mechanical Level II inspector certification after passing a rigorous exam.

Planning Board Meeting Summary

The Planning Board met on January 26, 2021 and heard the following items:

1. Site Specific Plan and Master Land Use Plan Update for Greentree at Mallory Creek Plantation – The Planning Board voted to approve a site-specific plan and update to the Mallory Creek PUD master plan for 143 single family residential lots on 51.21 acres.
2. Preliminary Subdivision Plat – The Planning Board voted to approve a proposed subdivision of a 4.68-acre parcel at the intersection of Ocean Gate Plaza and US Highway 17 into four commercial lots.
3. Text Amendment Discussion – The Planning Board provided feedback on staff-proposed language to amend the ordinance to add regulations for clear cutting of lots, defining significant trees, and creating regulations for their retention and mitigation for removal.

The Planning Board's next meeting is scheduled for February 23, 2021 at 6 PM.

Board of Adjustment Meeting Summary

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

Current Planning Update

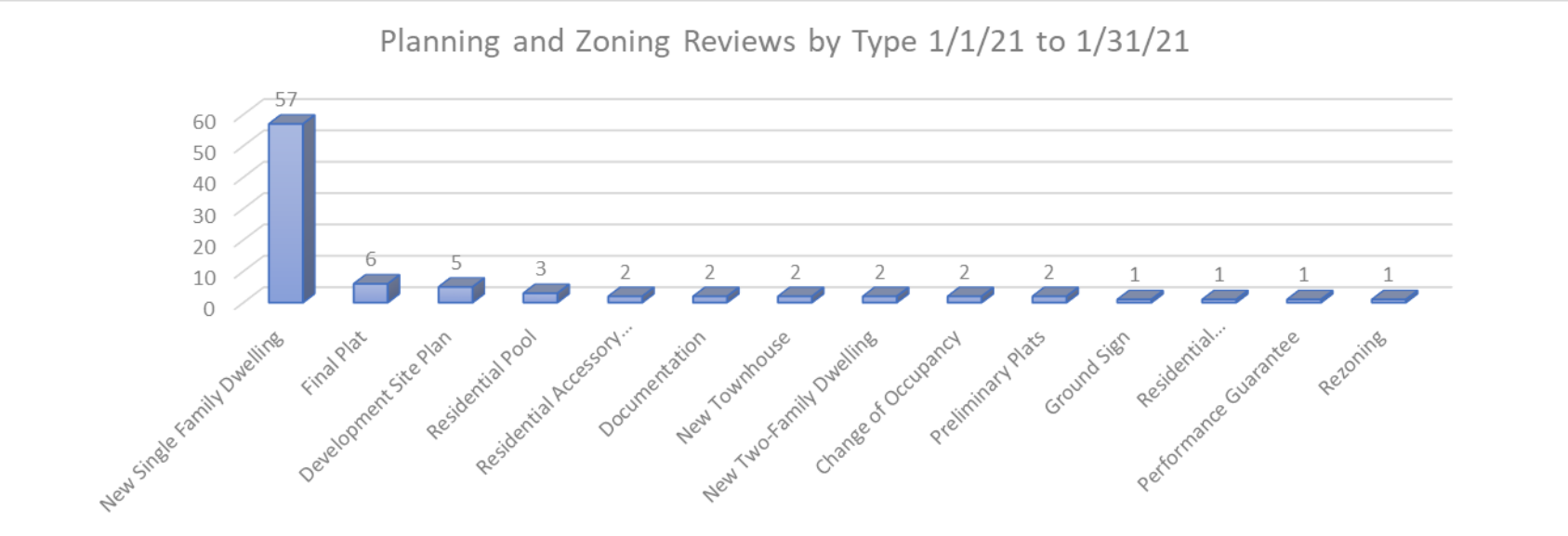
TRC Report

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

1. Brunswick Forest Commercial Village Lot 34 – Proposal for a 2.77-acre parcel near Provision Parkway in the Brunswick Forest Commercial Village.

- 2. Leland Fire Station #53 – Proposal to renovate and add 2,800 sq. ft. to an existing 5,250 sq. ft. building at 187 Old Lanvale Road to accommodate a fire station.

Planning and Zoning Reviews



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Brunswick Forest			
Letters of Credit	16	\$2,336,690.37	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$0.00
Lanvale Forest			
Cash Bonds	1	\$18,285.31	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	7	\$1,114,776.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	1	\$70,876.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$97,872.50	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	19	\$2,560,445.37	\$0.00
Total Cash Bonds	13	\$1,383,020.34	\$0.00
Total Surety Bonds	6	\$556,866.20	\$0.00
Total Performance Guarantee Sureties	38	\$4,500,331.91	\$0.00

Long Range Planning Update



Design Workshop held a work session with the Town Council at their January meeting at which the project was discussed, and Council members were polled for their input on a variety of topics the Leland 2045 plan will cover. The results of the polling session have been added to the project website.

The first community work session was held on January 19, 2021 virtually on Zoom. Eighty-nine people joined the meeting and provided input to an interactive polling session. Results of the polling session, a questions and answers document, and a link to the video of the Zoom virtual meeting have been added to the project website.

Membership of the Leland 2045 Focus Group has been finalized and includes the following people:

- Abby Lorenzo
- Trish Farnham
- Trish McDaniel
- Chris Stevenson
- Jason Gaver, Leland Planning Board Liaison
- Jon Tait, Leland Economic Development Committee Liaison

The Leland 2045 Focus Group held their first meeting on January 28, 2021 virtually on Zoom. The meeting included introductions of the Design Workshop project team, Leland staff, and the focus group members. The group was presented with information about the project and discussed public input and engagement opportunities. The group was given a “Plan on a Page” task to complete for discussion at their next meeting.

Staff has created an area in Town Hall called the Public Engagement Hub where people can provide input in person through various interactive activities. Interested parties are asked to contact staff in advance to schedule a time slot to ensure safe social distancing.

A kid’s activity called “My Perfect Neighborhood” has been created and is available in the Public Engagement Hub and on the project website. This activity challenges children to create their ideal neighborhood with their home as the center point. Completed activities will be displayed in the Public Engagement Hub in Town Hall.

Visit www.Leland2045.com for more information.

Transportation Planning Update

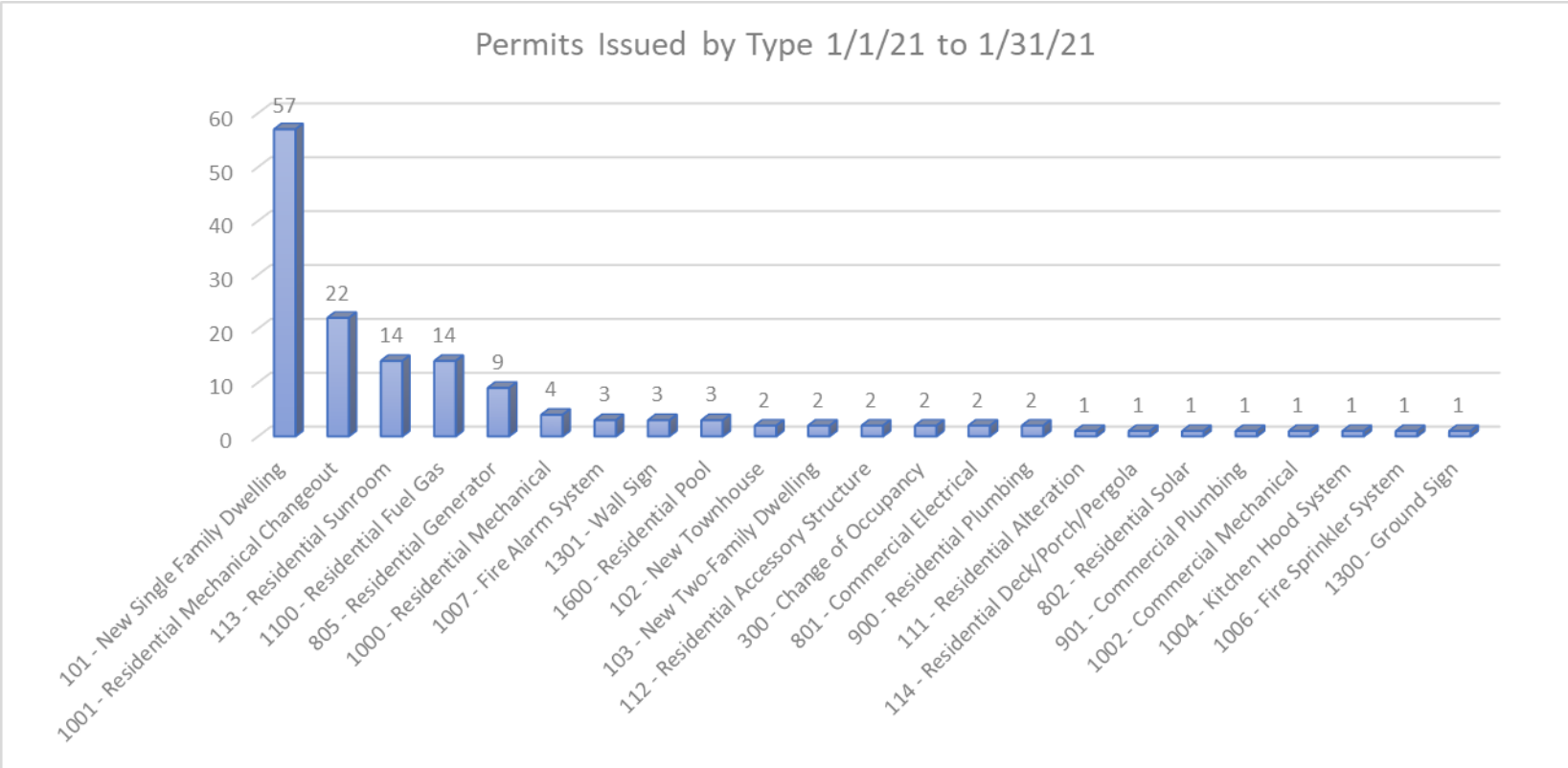
WMPO/NC DOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for four pending projects in the Westgate Drive/Ocean Gate Plaza area of Leland.

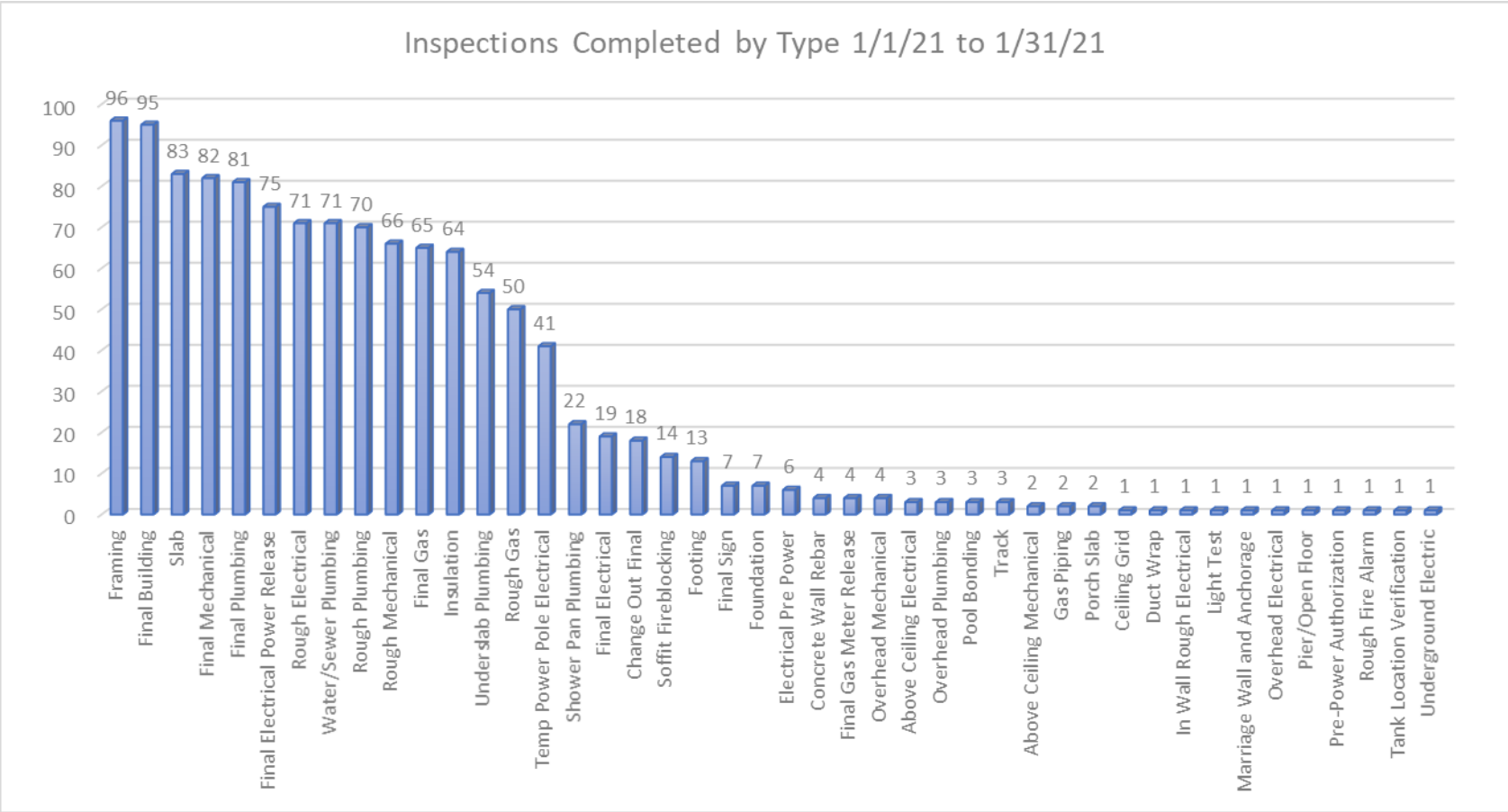
GIS Update

Staff continues to configure Leland 311, the citizen problem reporter replacement solution for SeeClickFix, which will go live on March 1, 2021. Staff will be providing a demonstration to Town Council at their February Agenda meeting. The new interface will be available on 3/1/21 at www.Leland311.com.

Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
149	1,549	\$15,265,703





Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	1	5	0	3	0	9
Cases Closed	1	4	0	1	0	6
Active Cases	8	14	15	5	0	42

Department News

On January 21, 2021, Council approved the voluntary annexation and initial zoning of an approximately 50-acre parcel of vacant land located on Hazels Branch Road owned by H.I.P. III, LLC. Preliminary plans include single family homes and townhomes.

New Businesses

- Development site plans have been submitted to the Technical Review Committee for zoning review and approval by **Cook Out Restaurants** and **Take 5 Oil Change**. These two businesses are planning to build on the property located at the corner of Highway 17 and Ocean Gate Drive that was annexed by the Town on November 19, 2020.
- **Five Guys** is planning to open its new restaurant in the Waterford Commercial Village on February 15, 2021.
- **Sandalwood Shoppes** announced it is relocating from Harrington Square to the Waterford Shopping Center at 485 Olde Waterford Way across the parking lot from New Day Café. They are hoping to open sometime in March.

New Construction/Development

- Construction has continued on the **Tractor Supply** store located near the corner of Highway 17 and Carol Lynn Drive.
- Construction has continued on the **Wendy's** in Brunswick Forest at the corner of Highway 17 and Provision Parkway.

Economic Development Committee Meeting Summary

The Economic Development Committee met on January 14, 2021. Committee members presented reports on the progress being made on the Economic Development Strategic Plan action items.

Five Guys franchise group plans to open Leland location this month

By Jessica Maurer, posted Feb 3, 2021 on WilmingtonBiz.com

Despite the global pandemic, things have been moving in a positive direction for Stein 5, the franchise group that owns the Mayfaire location of Five Guys, as well as locations throughout North Carolina, South Carolina, Tennessee and Virginia.

The group plans to open its 22nd location, in Leland, in about two weeks.

“We were very fortunate not to have to lay off any of our employees or have any permanent shut downs due to COVID,” said Lauren Steiner, marketing manager for Stein 5.

In fact, Stein 5 opened two new locations in the Charlotte area in 2020, as well as the company’s first unit with a mobile pickup window, which opened last year in Myrtle Beach. While not a traditional drive-thru, customers can place orders through the Five Guys mobile app and then drive up to the window for pickup.

This is a feature that the group will be looking at expanding in locations that lend themselves to it; however, the Leland location will not include a pickup window.

The Leland store has been a while in the making. The lease of the space, which is in new construction within the Waterford Village shopping center, was signed at the end of 2019, but as was the case for many throughout 2020, delays in construction pushed back the opening date significantly.

Steiner said the group is hiring for the Leland location and hopes to open it by Feb. 15.

The Leland restaurant will offer the Five Guys signature menu, featuring create-your-own burgers with any number of toppings, as well as handspun milkshakes with 20 mix-ins to choose from.

It will be similar in size and layout to the Five Guys at Mayfaire Community Center, with indoor and outdoor seating available, as well as online ordering via the mobile app.

“Our app makes it easy for our customers to get in and out quickly by storing their favorite orders and allowing them to pay online.” Steiner said. “We look forward to serving the Leland community.”

Public Services Department Updates

Department News

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

Streets Updates

Work Priorities

- Minor street repair work is ongoing throughout the Town. Most recently, repairs on Shelmore Way began with curb replacement and roadway repair work completed. As soon as weather allows, the final course of asphalt will be placed completing this project.
- Staff is focusing on sidewalk repairs with several areas completed in Magnolia Greens and Lanvale Trace. Staff is also budgeting for a sidewalk assessment in the FY 21/22 budget.
- Staff repaired a large washout area on the shoulder of Mallory Creek Drive, between Bimini Drive and Emberwood Drive, repairing and upgrading the side slope.
- Staff began assessing the drainage infrastructure at the MOC starting with cleaning out the main drainage pipe that runs through the site and locating the remaining underground pipe network. The majority of the system is clay pipes that must be replaced with work on the new drainage system set to begin in February.
- Staff has assembled quotes for preformed thermoplastic pavement marking materials in order to begin updating stop bars and crosswalks throughout the Town in the coming months.
- Staff began the transition from SeeClickFix to iWorQ. All new work orders will now run through iWorQ, with residents continuing to enter their work orders through SeeClickFix until the new Leland 311 system is implemented in March.

Initiatives

- Staff has formulated a fee-based plan for yard debris drop-off and haul away at the new MOC that will be presented to Council at their Agenda Meeting in February.
- Staff has developed a street and road capital improvement plan and priority list. The top three projects are included in the FY 21/22 budget and includes West Gate Drive, Bent Green Drive, and Palm Ridge Drive.
- Staff is reviewing Town-maintained gravel roads for possible paving. Staff is budgeting for the survey and design work associated with paving these roads in the FY 21/22 budget.
- Staff is creating a streets design manual, which will include standard specifications and details to be used in the design and construction of new and rehabbed Town streets. Staff is currently reviewing other local municipal and NCDOT standards with a goal to complete in 2021.

Project Notes

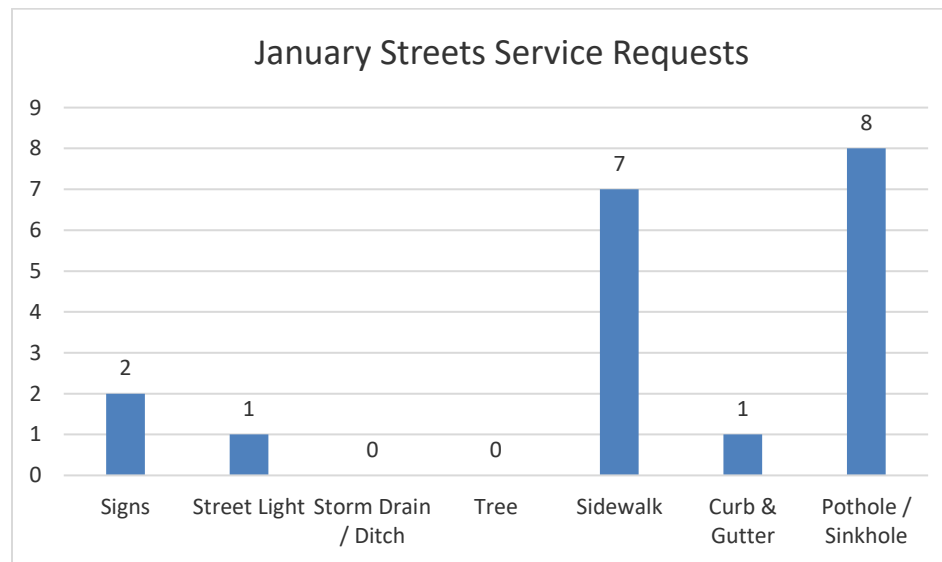
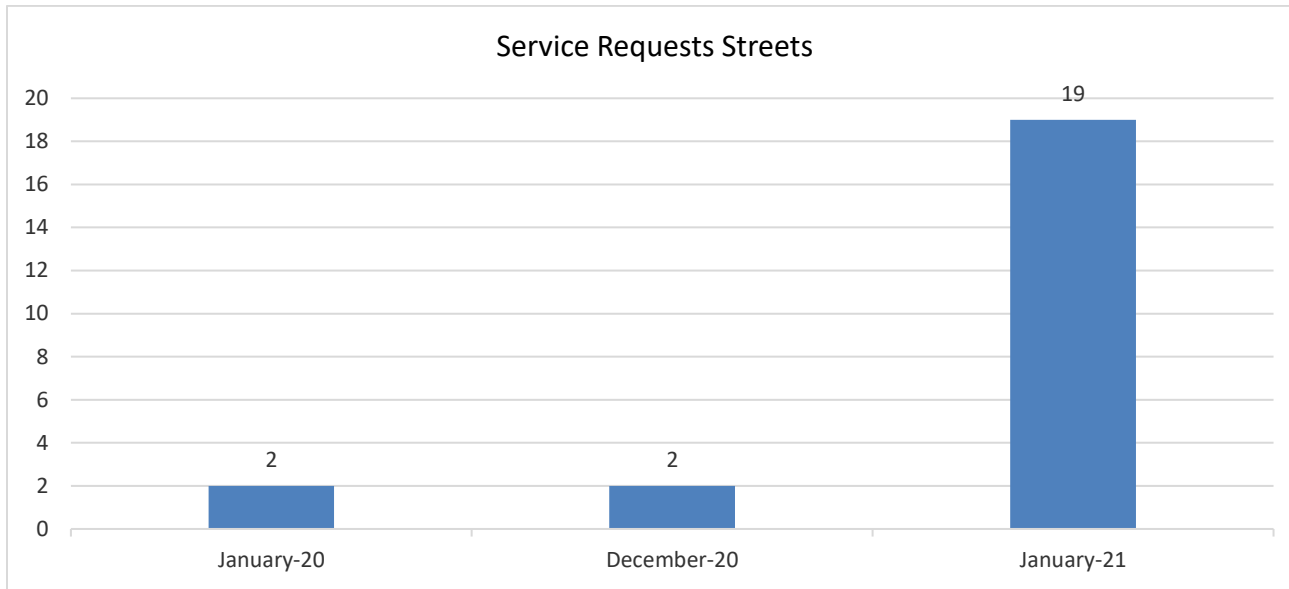
- The Town is working with Kittelson and Associates, Inc. on the design and construction documents for the Brunswick Forest Parkway and Low County Boulevard intersection project, which includes restriping Brunswick Forest and Low County. The design for this project is complete and includes analysis, evaluation, and design of a roundabout at the northern most intersection of these streets. Staff bid this project in January but only received one response and will be rebidding the project in February.
- Staff issued a task order to Cape Fear Engineering to complete a concept plan for the Olde Waterford Way extension to Olde Regent Way. The goal is to finalize the concept plan in February.

Significant Purchases

- A dump truck has been ordered for the Streets Division, with delivery expected in January.

Work Order summary

- Streets received 19 work orders through SeeClickFix in January.



Utilities Updates

Work Priorities

- Utilities began replacing impacted water meter registers in July, with approximately 425 registers replaced to date. In total, approximately 1,300 registers must be replaced. These replacements are required for accurate meter readings and are being provided at no cost to the Town due to issues associated with the manufacturer. 200 additional registers are scheduled for delivery at the end of February.
- Staff contracted with Pipeline Restoration to complete the annual 10% sanitary sewer line cleaning, which was completed in January.
- Staff installed new pumps and pump drives at Lift Station #3, eliminating the emergency bypass pump which was being used while repairs were completed.

Initiatives

- Staff is in the process of creating electronic mapping for all utility assets, currently obtaining as-built data that is being input into GIS by the new GIS Intern.
- Staff is working on a Pump Station Failure Report, which will document the processes and procedures to be followed in case of a pump station failure. The goal is to complete this report in February.
- Staff is finalizing a grease interceptor inspection program, with grease interceptor inspections to start in early 2021.

Project Notes

- Staff received the draft System Development Fee Study which is under review.
- Staff has contracted with McGill to complete the EPA Risk and Resiliency Assessment required for all water systems. This assessment must be completed by June 2021 in accordance with EPA requirements.
- The Highway 17 Phase 2 Sewer Force Main and Lift Station project was awarded to Civil Works Contracting, with construction starting in late January.

- Staff is working with the Town Attorney to review two antenna lease agreements for the Brunswick Forest water tower. The goal is to finalize these lease agreements over the next couple of months.

Significant Purchases

- Utilities received a new utility/crane truck in January which has been placed into service.

Work Order summary

- Utilities received 95 work order requests in January, the majority of which were associated with occupant changes (46).

