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## STAFF REPORTS

January 2021 Regular Meeting

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## 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.

Upgrading of cell phones will continue on a monthly basis as equipment becomes eligible for replacement. The IT department has started utilizing SmartSheet software for tracking of projects, work, and inventory. Staff members throughout other departments are currently using this software as an organizational tool. Staff training has been completed on the new equipment installed in the Azalea, Brunswick, Dogwood, and Magnolia conference rooms.

## Council Directive Updates

- No open items at this time.

## Communications

### Social Media Update

- Facebook Highlights (December 1 – 31, 2020)
  - Added 41 new page followers
  - Received one new page recommendation from a resident/follower
  - Saw an increase in page views due to a video post (1,400% increase in video activity over prior month)
  - Top post (Biggest reach): Thanks to Port City Daily for the great coverage! If you haven't visited Leland in Lights, come by Founders Park any evening from now through Jan. 10. If you have seen the holiday lights, come back as often as you'd like! Free event
- Twitter Highlights (December 1 – 31, 2020)
  - Impressions/Reach – 1,381
  - Received 96 new profile visits
  - Top tweet (Biggest reach): #Leland in Lights is back... with more lights and motion displays than last year! It's a free and safe way to celebrate the holidays! #COVID—19

- NextDoor Highlights (December 1 – 31, 2020)
  - Impressions/Reach – 13,455
  - Likes – 23
  - Top post (Biggest reach): Citizen of the Year Award. Congrats to the dedicated members of Leland VFW Post 12196 for collectively receiving the Citizen of the Year Award, and thanks for all you do for veterans in our community!

## Website/Newsletter/Other

- Implemented new newsletter function to send a second e-newsletter to subscribers who do not open the first link. This effort is to increase the rate at which newsletters are opened.
- Oversaw completion of the Spring/Summer CAPE, which features a new design and layout. Edited all content within the publication.
- Worked with the Planning Department staff on marketing and promoting Leland 2045, the 12-month process to create a 20-year comprehensive plan.
- Finalized emergency management communications playbook.
- Promoted Leland in Lights to local media to garner coverage.

## Press Releases/Blogs/FAQs/Media Coverage

- Port City Daily – [Christmas Lights Tour 2020: Leland, Wilmington, Rocky Point brighten up the season](#)
- WWAY – [Leland Town Council to vote on construction contracts](#)
- WECT – [Leland to consider transfer of nearly \\$1 million for legal fees accrued in water lawsuit](#)
- North Brunswick Magazine – [Shaping Leland's Business Landscape](#)
- Greater Wilmington Business Journal – [Top 10 Most Read Stories of 2020](#) (More Commercial Development Coming to Leland)

## TDA Marketing

- Coordinated a meeting with Our State magazine and Town staff to discuss marketing opportunities across North Carolina. Developed a custom proposal for marketing based on LTDA's needs.
- Discussed the possibility of rebranding LTDA to increase familiarity with Leland and its offerings to visitors.
- Continued implementing changes to the LTDA website, which will be visible to the public in mid-January.
- Concluded the social media advertising campaign, funded through VisitNC as part of a CARES Act initiative, to promote the Leland in Lights event outside the Cape Fear region.

## 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 coating the new wet well and finishing up the lift station site. Next steps are to install the electrical panels and generator.
- 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 and is finishing punch list items. As-builts are being updated for the final sewer certification and the lift station will be fully operational in January. Next steps are for the Town and NCDOT to conduct a final walkthrough of the project.

- Concerns: Timing of the lift station start up and final certification per the Development Agreement.

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

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The Lift Station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: The Town approved and awarded the project to Civil Works Contracting in the amount of \$1,965,160.56.
- Next Steps: Fully execute the construction contract and issue the Notice to Proceed. Construction expected to start Monday, February 1, 2021.
- 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: Contractor is continuing to lay storm drainpipe and preparing to install concrete for the curb and gutter along Old Fayetteville Road.
- 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: The Council approved and awarded the project to Simmons Public Utility Site Work Inc. in the amount of \$717,624.26.
- Next Steps: Fully execute the construction contract and issue the Notice to Proceed.
- Concerns: Temporary construction easements ending June 30, 2021 may have to be extended.

## Lanvale Forest Street Improvements

- Purpose: To repair existing streets and infrastructure within the Lanvale Forest Subdivision. The scope of the project includes repairs to existing asphalt, stormwater catch basins, sidewalks, curb and gutter, and replace existing curb ramps with ADA compliant curb ramps. The streets will be dedicated to the Town.
- Status: Construction is complete.
- Next Steps: Town staff conducted a final walkthrough of the project with the Engineer and H2GO. The contractor completed all final repairs and punch list items. The Town's Streets Department installed all new signs throughout the neighborhood. Town staff is working with the Engineer and Contractor to close out the project.
- Concerns: No concerns at this time.

## Brunswick Village Boulevard Extension & Kay Todd Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road. Brunswick Village Boulevard will be extended 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 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.
- Status: Final design and bid documents have been completed by Kittelson & Associates.
- Next Steps: Advertise and bid in January 2021.
- Concerns: No concerns at this time.

## Operation Services

### Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of Fire Station at Municipal Operations Center, 1987 Andrew Jackson Hwy NE.
- Status: Contract signed with Environments Unlimited.
- Next Steps: Pre-design/site layout work to begin after site master plan is completed by Catlin.
- Concerns: Budget may need to be increased based off feedback from prior prototype Design/Build concepts proposed for Kay Todd Road.

### Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Currently working on preliminary architectural plans. Civil engineering/permitting/site design work in progress.
- Next Steps: Finalize architectural plans and discuss budget as it will likely be impacted by changes made to the plan. Interior demolition and inspection to begin in early January 2021.
- Concerns: Budget may need to be increased as a result of possible changes to architectural scope.

### 1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Purchase and up-fit of property which would be home to the new Leland Municipal Operations Center.
- Status: Move in complete for the office and warehouse.
- Next Steps: Catlin is working on a Site Master Plan before moving forward with additional projects, such as a Police impound yard, an animal control facility, and Fire Station #51 pre-con work. Flow Sciences lease has been extended through March 31, 2021. Begin working on plans for transition to new space and interior space planning.
- Concerns: None 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: Received only one response to the RFQ advertisement.
- Next Steps: Parties that expressed interest, but didn't respond to the RFQ, have been contacted to gain feedback. The RFQ will be updated and re-published in mid-January.
- Concerns: Feedback from property owners has been mixed, with several owners objecting to the Town accessing their property. Also, concern for possible lack of responses during the second round of the RFQ advertisement.

## 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.
- Concerns: Funding for park project once study has been completed and acquisition of house/land on park property.



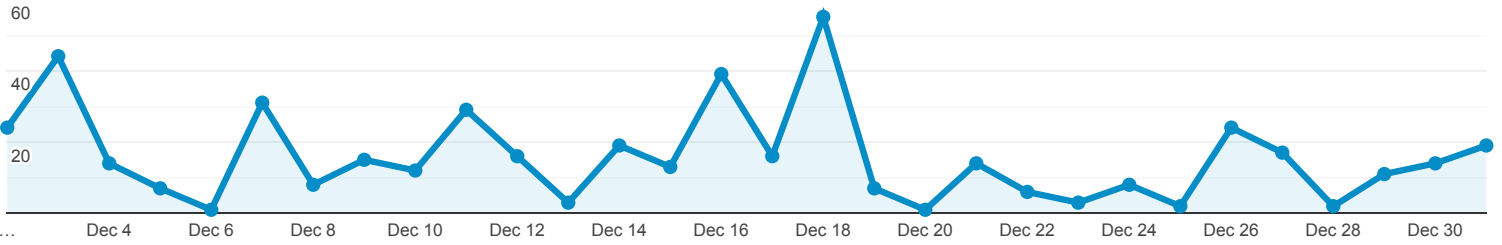
## Projects Page Report

Dec 2, 2020 - Dec 31, 2020

**All Users**  
100.00% Pageviews

**Explorer**

● Pageviews



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

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>474</b> % of Total: 1.87% (25,300)	<b>350</b> % of Total: 1.65% (21,249)	<b>00:01:31</b> Avg for View: 00:01:30 (0.99%)	<b>129</b> % of Total: 0.94% (13,662)	<b>64.34%</b> Avg for View: 57.07% (12.74%)	<b>30.38%</b> Avg for View: 54.00% (-43.74%)	<b>\$0.00</b> % of Total: 0.00% (0.00)
1. /town-projects	<b>130</b> (27.43%)	<b>84</b> (24.00%)	00:00:52	<b>6</b> (4.65%)	33.33%	6.92%	\$0.00 (0.00%)
2. /projects/future-town-projects	<b>69</b> (14.56%)	<b>53</b> (15.14%)	00:02:53	<b>30</b> (23.26%)	43.33%	34.78%	\$0.00 (0.00%)
3. /projects/lanvale-forest-street-improvements	<b>56</b> (11.81%)	<b>33</b> (9.43%)	00:02:59	<b>23</b> (17.83%)	69.57%	46.43%	\$0.00 (0.00%)
4. /town-projects?field_project_type_tid=&page=1	<b>38</b> (8.02%)	<b>27</b> (7.71%)	00:00:12	<b>0</b> (0.00%)	0.00%	5.26%	\$0.00 (0.00%)
5. /projects/2014-stp-da-projects-u5534-ijk	<b>34</b> (7.17%)	<b>28</b> (8.00%)	00:00:44	<b>23</b> (17.83%)	69.57%	64.71%	\$0.00 (0.00%)
6. /projects/leland-highway-17-sewer-expansion-ii-phase-2-formerly-old-town-creek-lift-station-project	<b>18</b> (3.80%)	<b>12</b> (3.43%)	00:03:52	<b>8</b> (6.20%)	87.50%	44.44%	\$0.00 (0.00%)
7. /projects/old-fayetteville-road-multi-use-path-stp-da-u-5534d	<b>17</b> (3.59%)	<b>11</b> (3.14%)	00:03:13	<b>3</b> (2.33%)	33.33%	23.53%	\$0.00 (0.00%)
8. /projects/future-town-projects?page=1	<b>13</b> (2.74%)	<b>13</b> (3.71%)	00:00:18	<b>0</b> (0.00%)	0.00%	30.77%	\$0.00 (0.00%)
9. /projects/leland-fire-station-53	<b>12</b> (2.53%)	<b>10</b> (2.86%)	00:00:52	<b>1</b> (0.78%)	100.00%	33.33%	\$0.00 (0.00%)
10. /projects/leland-fire-station-51	<b>8</b> (1.69%)	<b>6</b> (1.71%)	00:00:37	<b>0</b> (0.00%)	0.00%	25.00%	\$0.00 (0.00%)

Rows 1 - 10 of 62

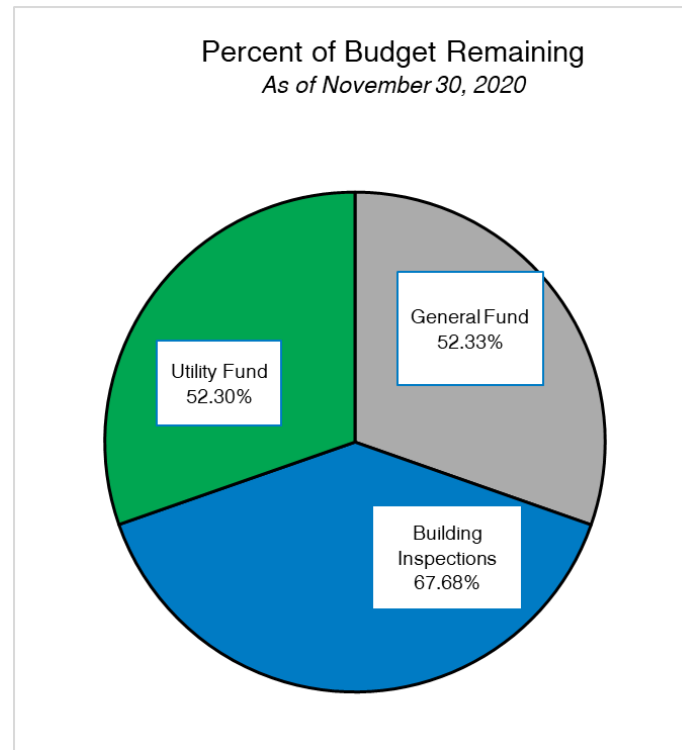
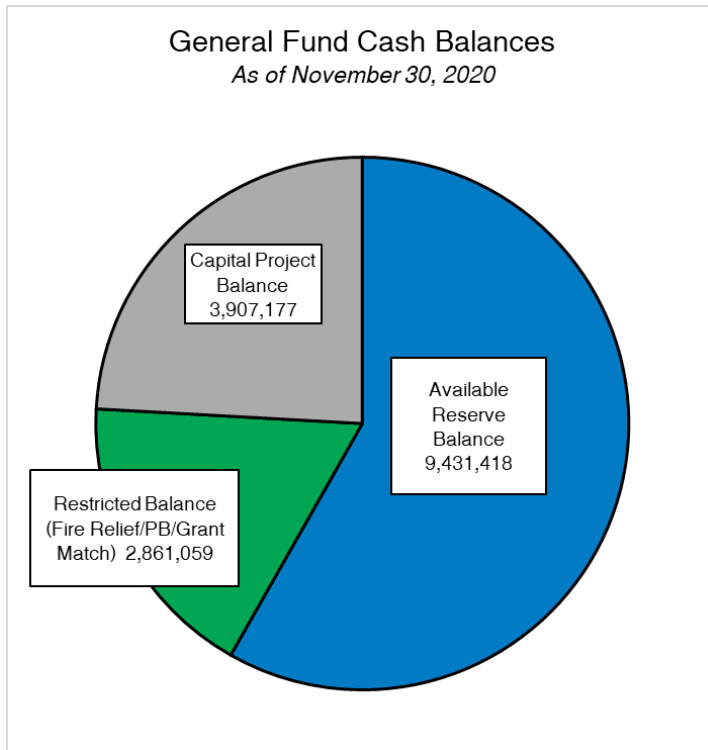
## Department News

Staff is working with each department on the FY2021/2022 budget. The FY2019/2020 audit is being finalized with Thompson, Price, Scott & Adams CPA firm to be presented to Council at the January 21 regular meeting. The department will soon be welcoming an intern from the University of Mount Olive to work with the Deputy Finance Officer.

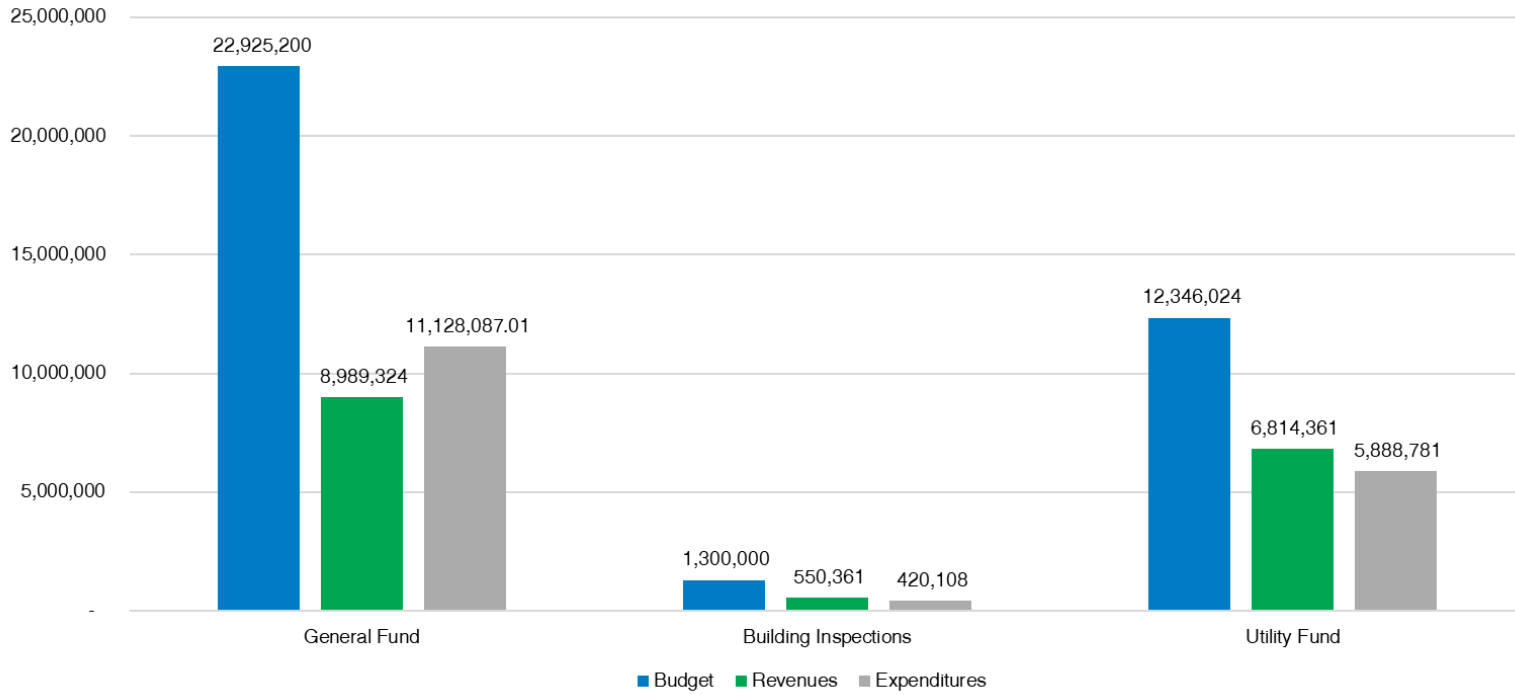
## Audit Committee Meeting Summary

The Audit Committee did not meet. The next meeting is scheduled for January 14, 2021.

## Dashboard



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



Financial Budget to Actual Report – November 30, 2020

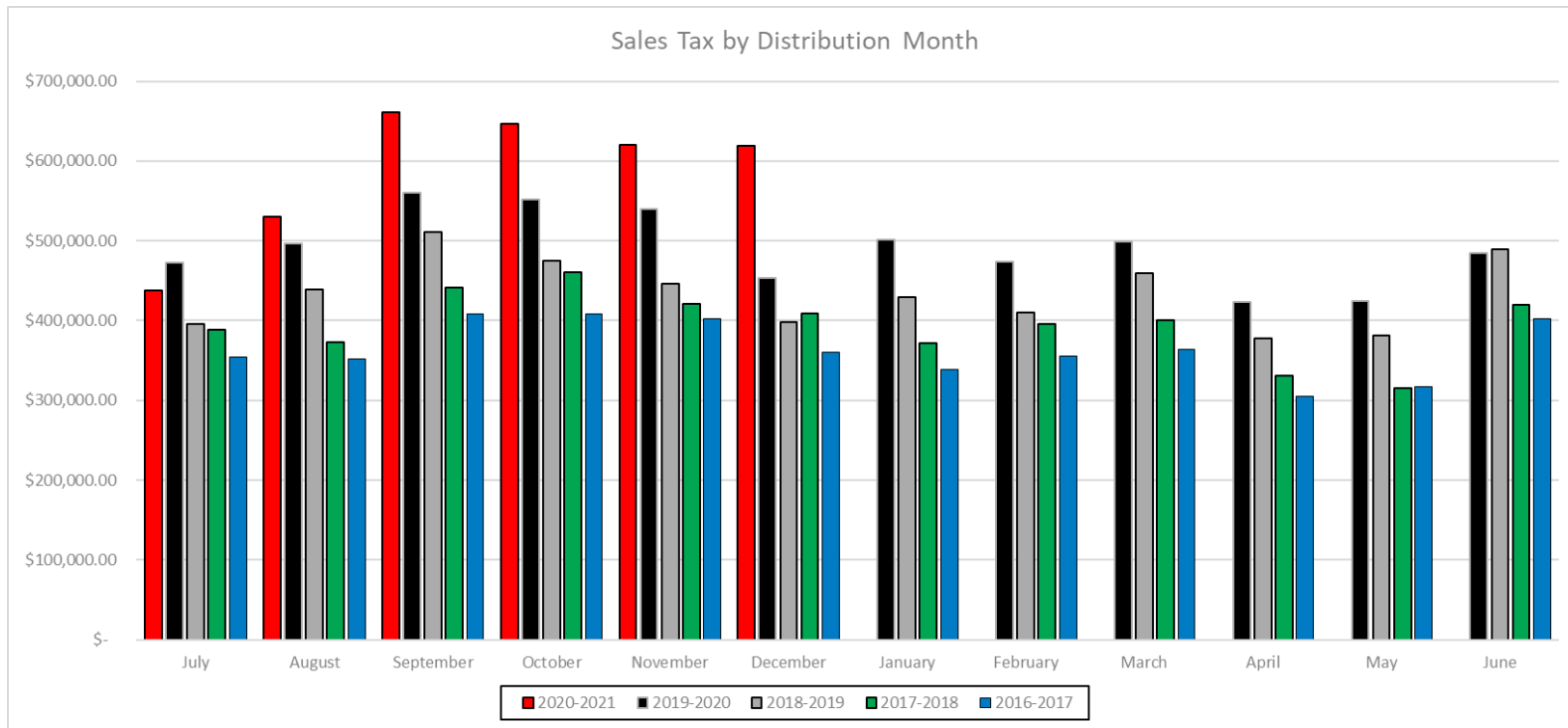
REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	20,680,000.00	22,925,200.00	2,303,947.01	8,989,323.92	-	(13,935,876.08)	60.79%
Building Inspections	1,300,000.00	1,300,000.00	95,463.54	550,361.05	-	(749,638.95)	57.66%
Utility Fund	8,000,000.00	12,346,024.35	906,426.96	6,814,361.19	-	(5,531,663.16)	44.81%
<b>Report Total</b>	<b>29,980,000.00</b>	<b>36,571,224.35</b>	<b>3,305,837.51</b>	<b>16,354,046.16</b>	<b>-</b>	<b>(20,217,178.19)</b>	<b>55.28%</b>

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	15,177.01	136,046.44	25,229.39	249,724.17	60.76%
Administration	1,187,000.00	1,187,000.00	72,458.37	553,347.45	5,744.52	627,908.03	52.90%
Information Technology	1,133,000.00	1,133,000.00	68,193.67	439,888.77	37,894.39	655,216.84	57.83%
Human Resources	314,000.00	314,000.00	26,725.33	105,646.61	18,203.40	190,149.99	60.56%
Finance	515,000.00	515,000.00	43,233.32	177,525.44	6,597.94	330,876.62	64.25%
Building Inspections	1,300,000.00	1,300,000.00	78,501.17	330,543.67	89,564.48	879,891.85	67.68%
Planning	740,000.00	740,000.00	44,367.61	194,642.33	184,148.61	361,209.06	48.81%
Economic Development	200,000.00	200,000.00	9,881.52	55,500.29	11,198.94	133,300.77	66.65%
P&R & Cultural Arts	1,220,000.00	1,220,000.00	49,691.75	228,445.49	47,806.35	943,748.16	77.36%
Grounds & Facilities	1,371,000.00	1,393,200.00	87,766.95	473,187.23	223,743.09	696,269.68	49.98%
Public Services	2,649,000.00	2,834,000.00	159,041.52	720,040.59	631,817.07	1,482,142.34	52.30%
Police	3,924,000.00	3,924,000.00	302,084.67	1,409,447.69	235,556.15	2,278,996.16	58.08%
Emergency Management	183,000.00	303,000.00	64,764.68	147,998.18	1,490.93	153,510.89	50.66%
Fire	4,698,000.00	4,726,000.00	241,204.14	1,880,086.59	199,198.83	2,646,714.58	56.00%
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	380,000.00	1,949,401.30	-	140,598.70	6.73%
<b>General Fund</b>	<b>21,980,000.00</b>	<b>24,225,200.00</b>	<b>1,643,091.71</b>	<b>9,830,001.07</b>	<b>1,718,194.09</b>	<b>12,677,004.84</b>	<b>52.33%</b>

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	232,712.94	5,446,743.13	442,037.85	6,457,243.37	52.30%

### FY Sales Tax Distribution – December, 2020

These amounts represent the month/year the Town received the funds from NCDOR and does not include year-end adjustment entries.



### Intradepartmental and Interdepartmental Budget Transfers – December, 2020

There were no transfers in December.

## Grant News – December, 2020

### Grants Awaiting Notification

- N/A

### Grants Awarded

- N/A

### Grants Not Awarded

- N/A

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

- Purchase: Highway 17 Sewer Expansion II Phase 2 Construction Administration  
Vendor: Withers Ravenel Inc.  
Amount Issued: \$129,300

## COVID Assistance Grant Encumbrances/Purchases

*Received \$531,208*

- |                          |              |
|--------------------------|--------------|
| • Payroll                | \$29,367.32  |
| • Materials/Supplies/PPE | \$21,073.84  |
| • Capital Equipment      | \$21,964.93  |
| • Facility Improvements  | \$456,361.99 |
| YTD Expenses:            | \$528,768.08 |

## Department News

Happy New Year! To enhance employee engagement and celebrate the holidays, staff prepared and distributed stockings, provided shirts and socks, and gave out New Year’s swag to all employees.

A Talent Development Plan has been created for all departments which will begin to be rolled out over the next few weeks and months. Staff is finalizing the 2021 Equal Employment Opportunity Plan.

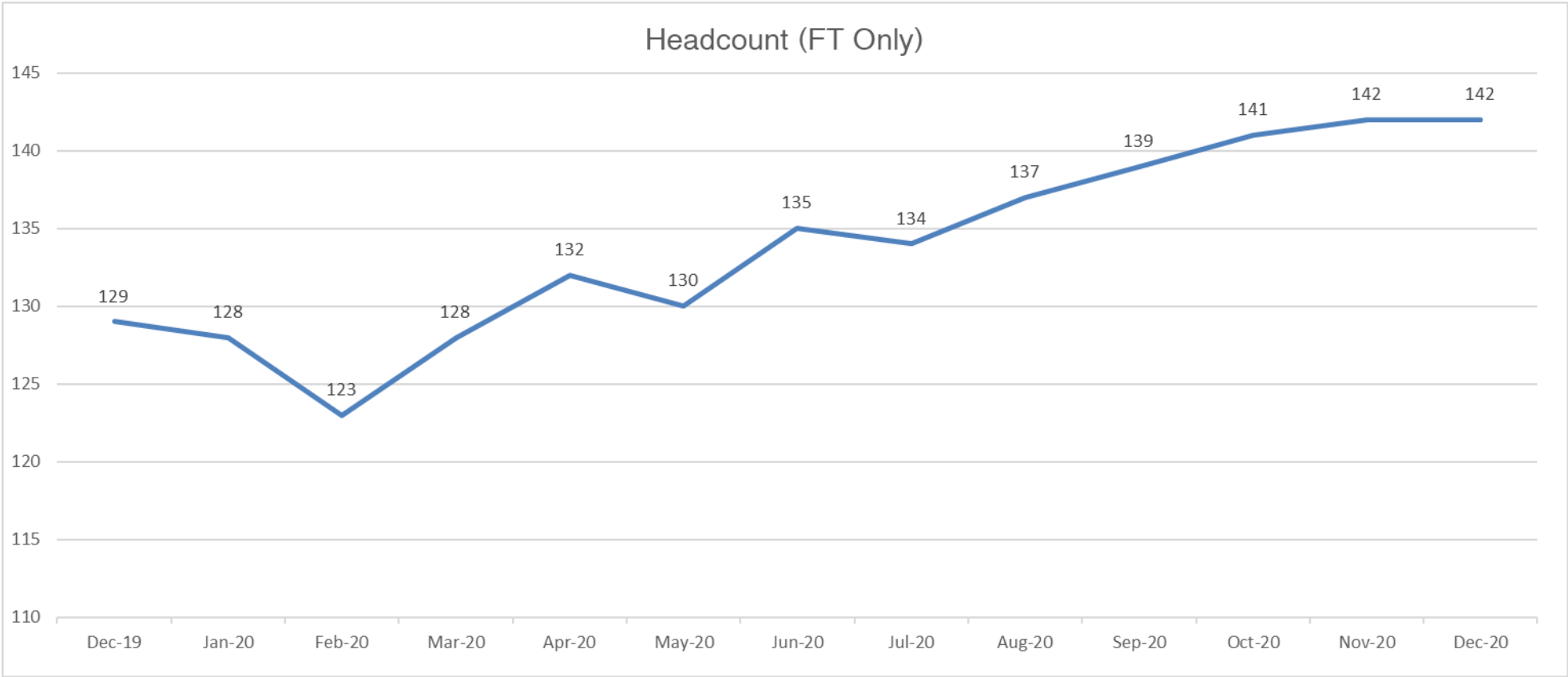
## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Robert Wooley	Police	Reclassification	12/12/2020		Police Officer (PT)	Police Officer (FT)
Ben Watts	Public Services	New Hire	12/14/2020	GIS Intern		
Gage Sutton	Police	Separation	12/14/2020	Police Officer		

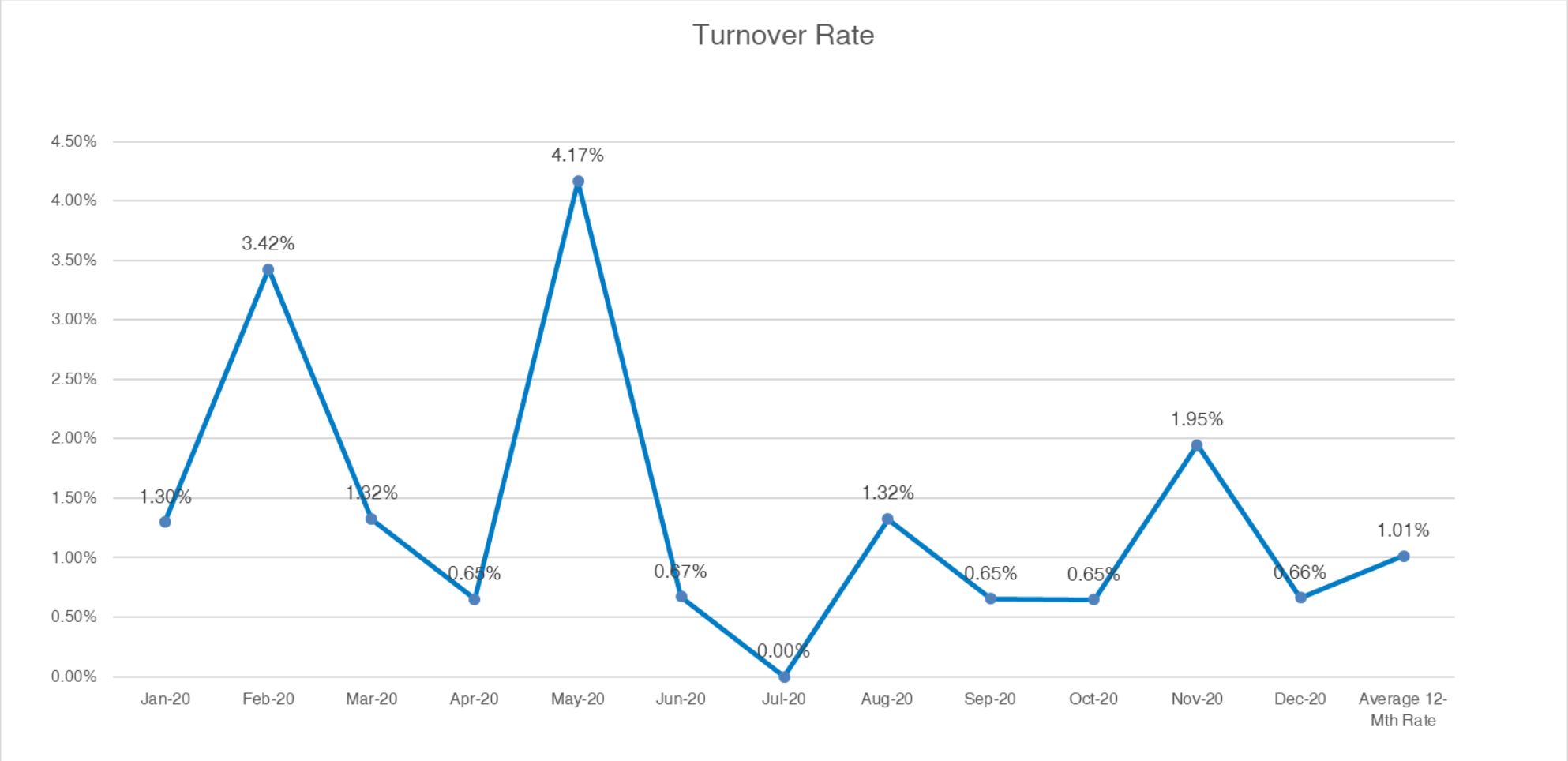
## Workers Comp Data

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
3	N	Back injury (2) and shoulder injury

Dashboard

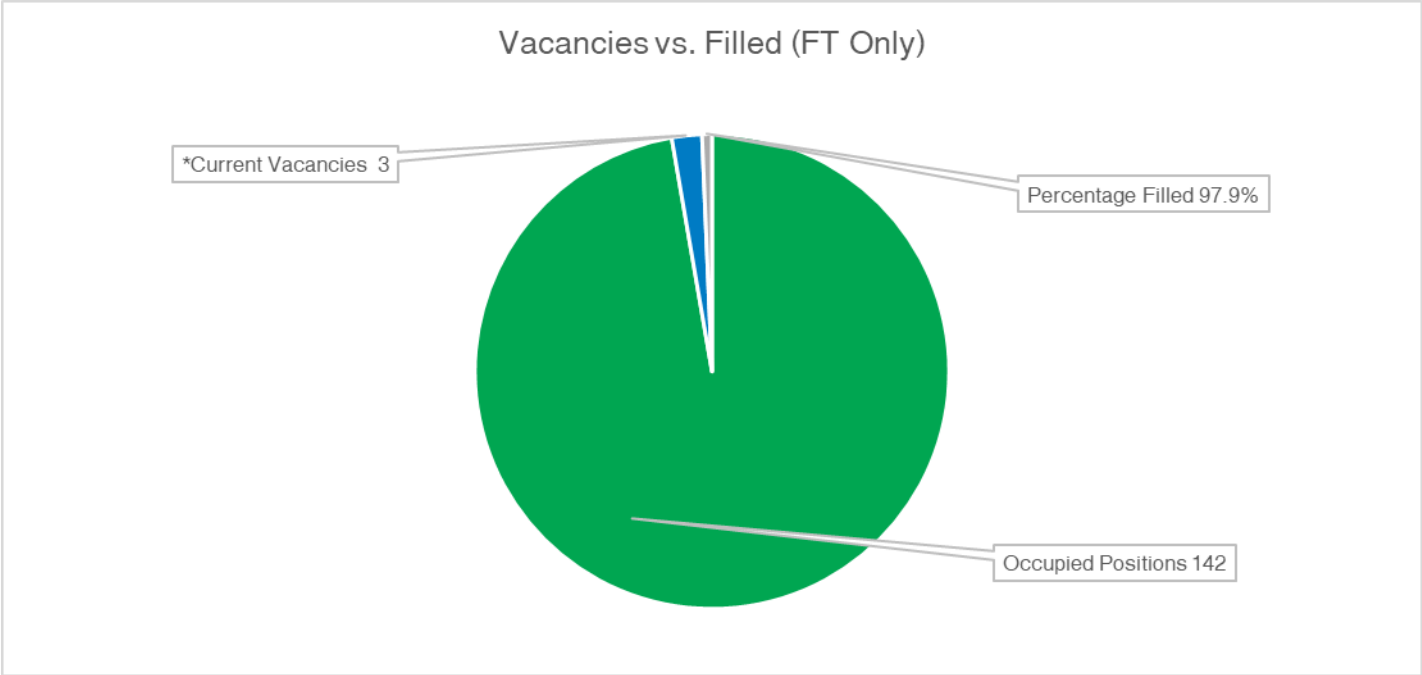






All Employees (FT and PT)

Vacancies



## Police Updates

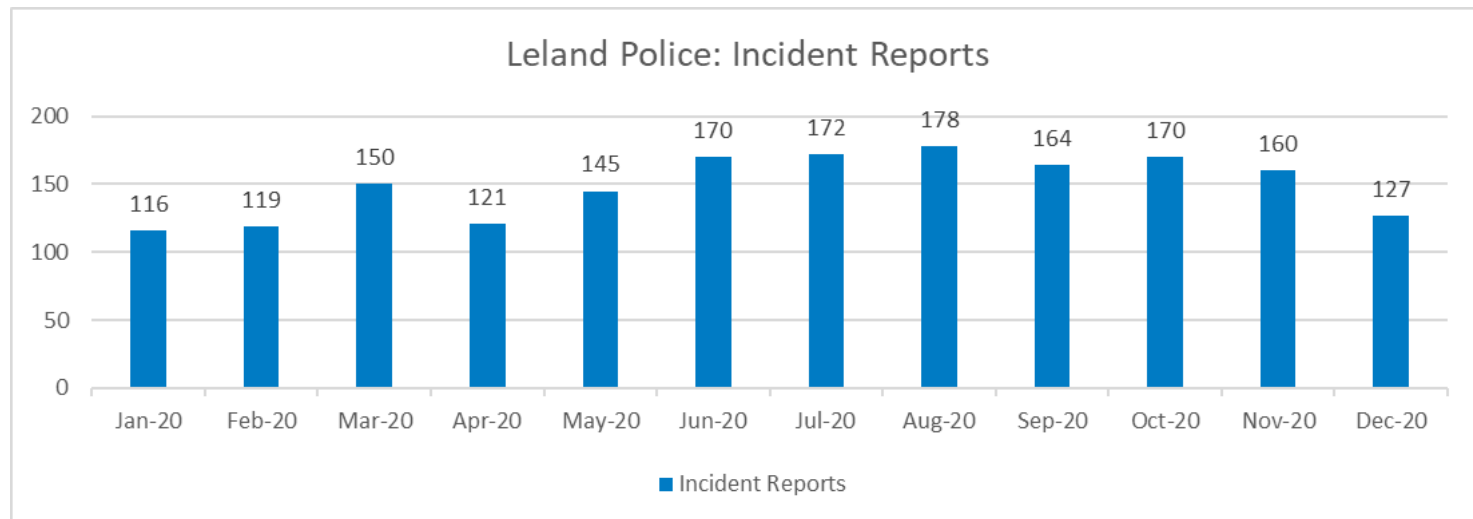
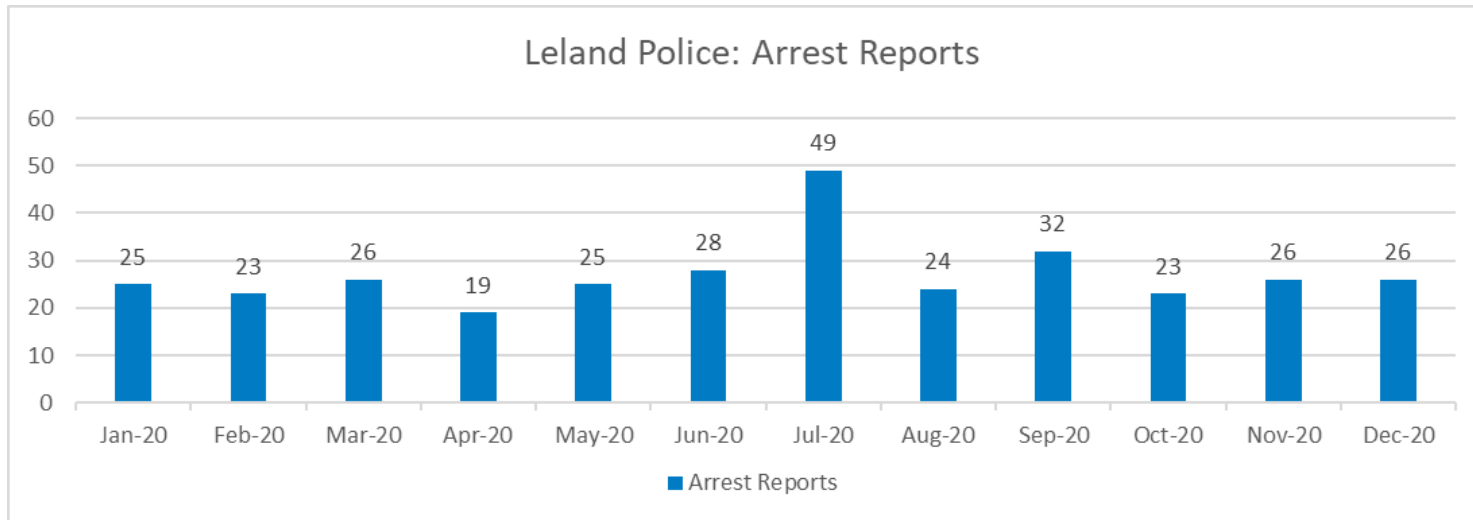
### Department News

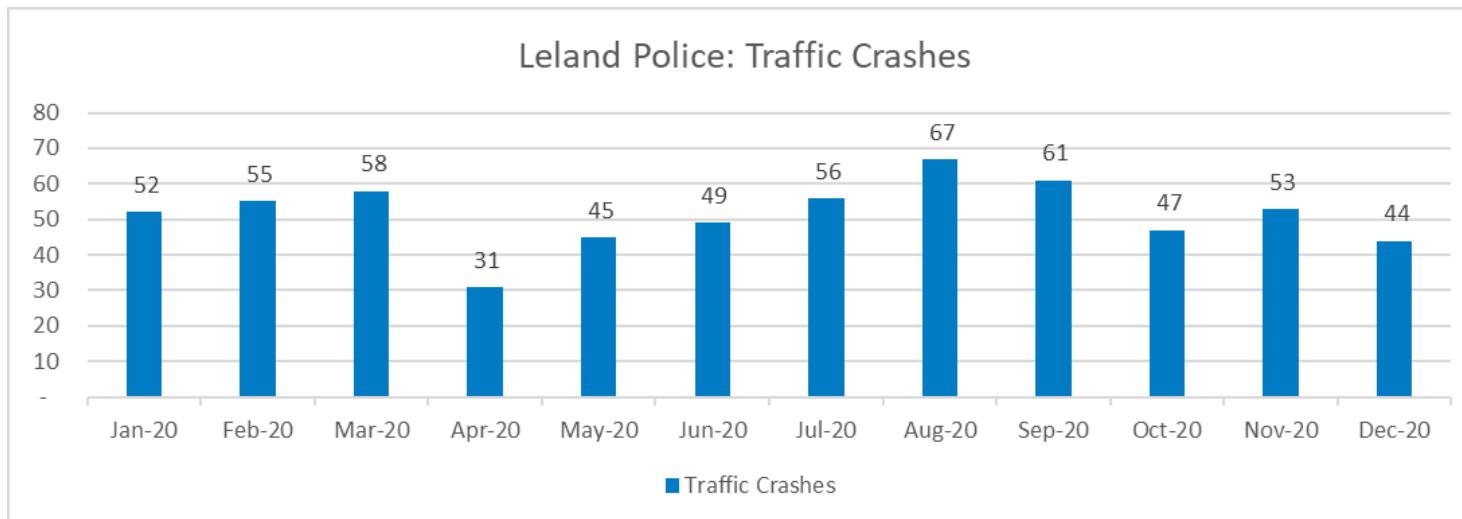
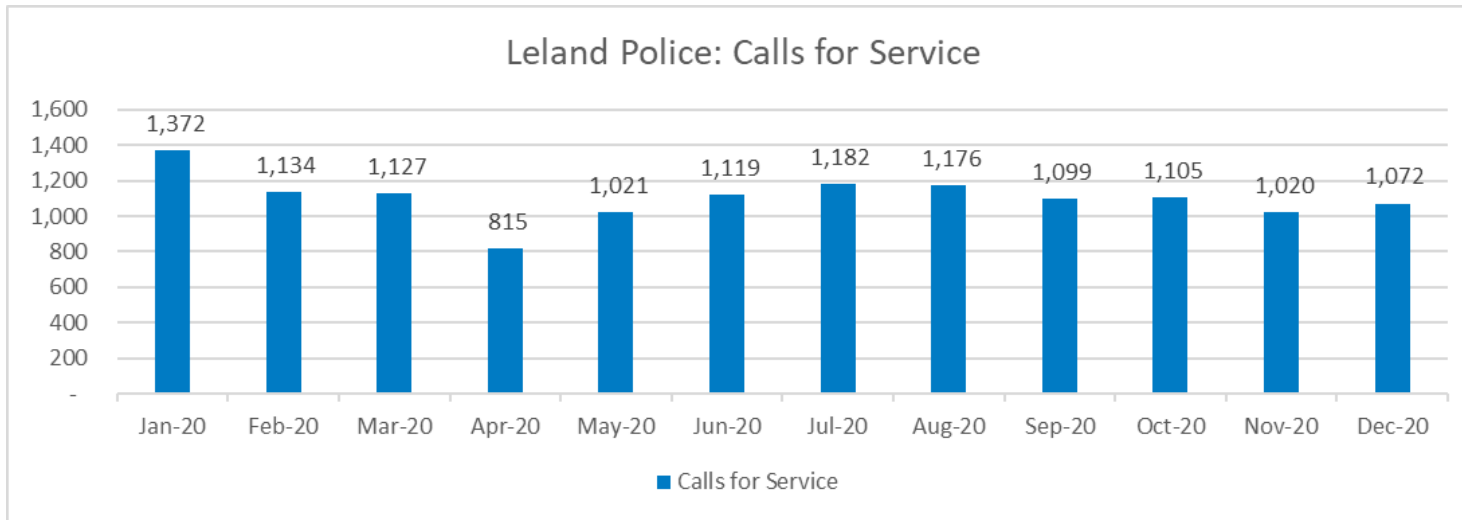
The department is pleased to announce Officer Robert Wooley switched from reserve to full-time status.

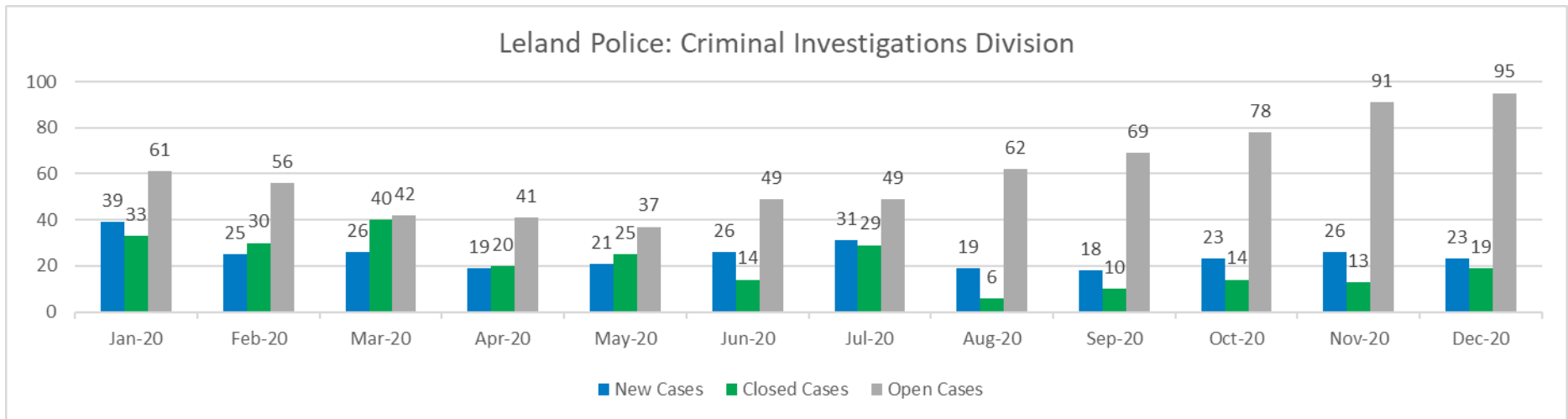
Chief Shirley completed the North Carolina Justice Academy (NCJA) Leadership Program. This course requires numerous hours of training from a variety of approved leadership courses selected by the NCJA. Officer Michael Whitmire attended and completed Intoximeter training taught at Oak Island Police Department. Captain Humphries, along with Evidence Custodian Valerie Blanton, attended National Instant Criminal Background Check System (NICS) training. This course provides detailed information on how and when a firearm, which has been seized, may be properly returned to the requestor once the request has been made.

### Dashboard

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







Speed Limit Sign Data				
Location	Posted Speed Limit	Average Speed (MPH)	Peak Volume Times	Originally Installed
Westport Drive	25	22.49	2pm to 6pm	Jan-20
Brunswick Forest Parkway, EB	40	33.68	3pm to 7pm	Jan-20
Low Country Boulevard	35	32.16	2pm to 6pm	Jan-20
Grandiflora Drive, SB	30	28.31	4pm to 8pm	Jan-20
Pine Harvest Drive, EB	25	24.53	3pm to 6pm	Jan-20
Mallory Creek Drive, EB	40	36.68	4pm to 9pm	Dec-20

Staff relocated the radar sign from Low Country Boulevard to Mallory Creek Drive in December. The data for Mallory Creek Drive is for one week only.

## Fire/Rescue Updates

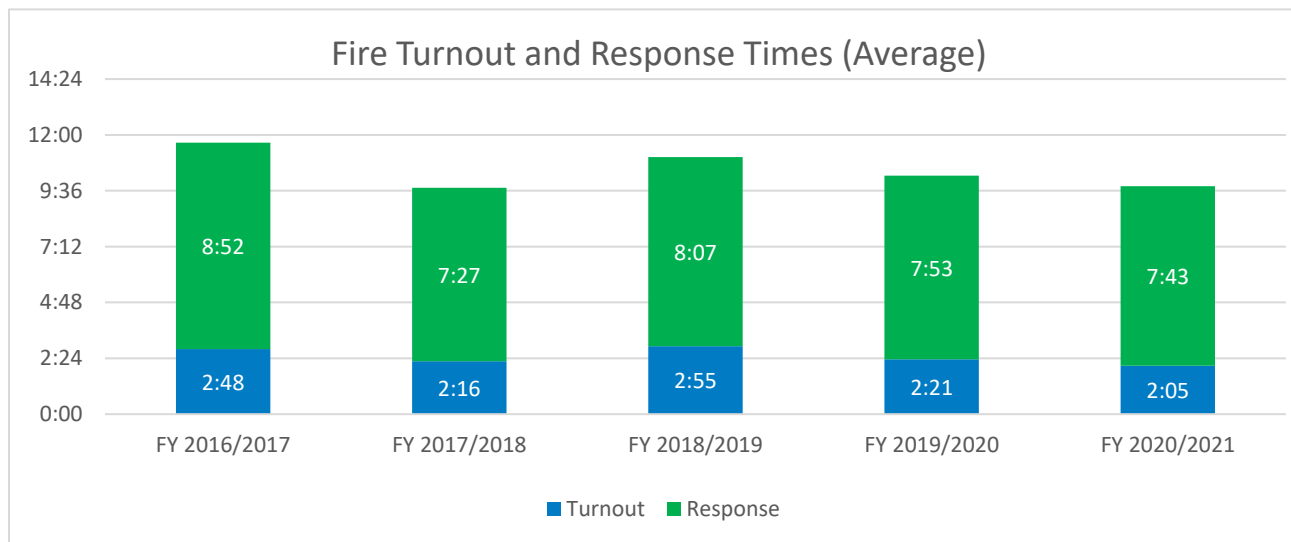
### Department News

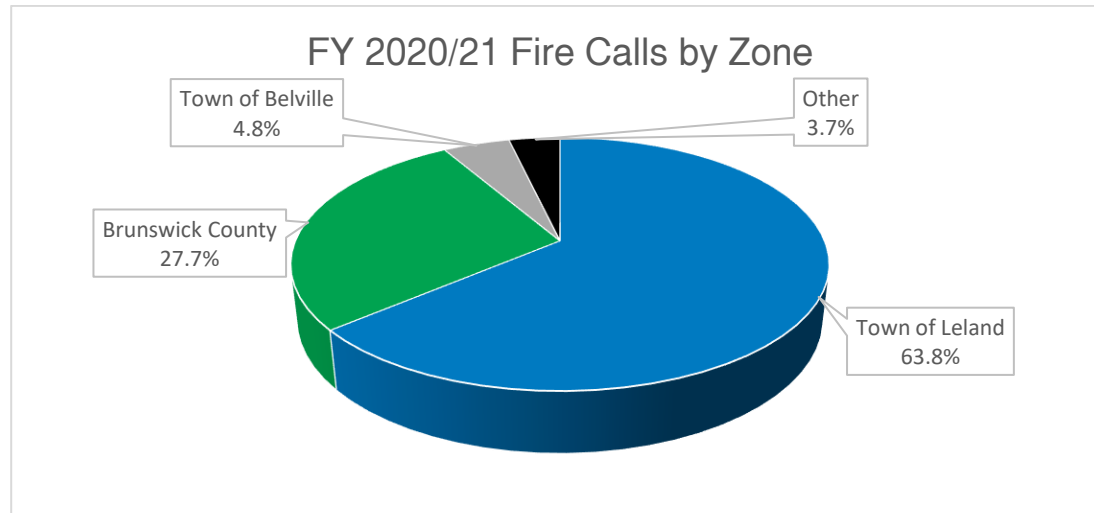
The Town of Leland Fire/Rescue Department closed out 2020 by planning for 2021. The department established goals that will aid in accomplishing the overall Town Council’s goals for the coming fiscal year. Objectives have been established for each goal with a timeline for completion, as well as action items needed to complete each objective. The department’s goals, objectives, and action items are all connected to the proposed budget for FY 2021/2022.

The Town Council also approved an automatic aid agreement with New Hanover County Fire/Rescue (NHC) in December that will add an additional fire engine and crew from NHC to any structure fire response in Leland, thereby increasing the department’s response capabilities. Leland Fire/Rescue will also be responding to assist NHC as needed.

Attached is a report detailing the major incident types, or call responses, for the period of January 1, 2020 through December 31, 2020.

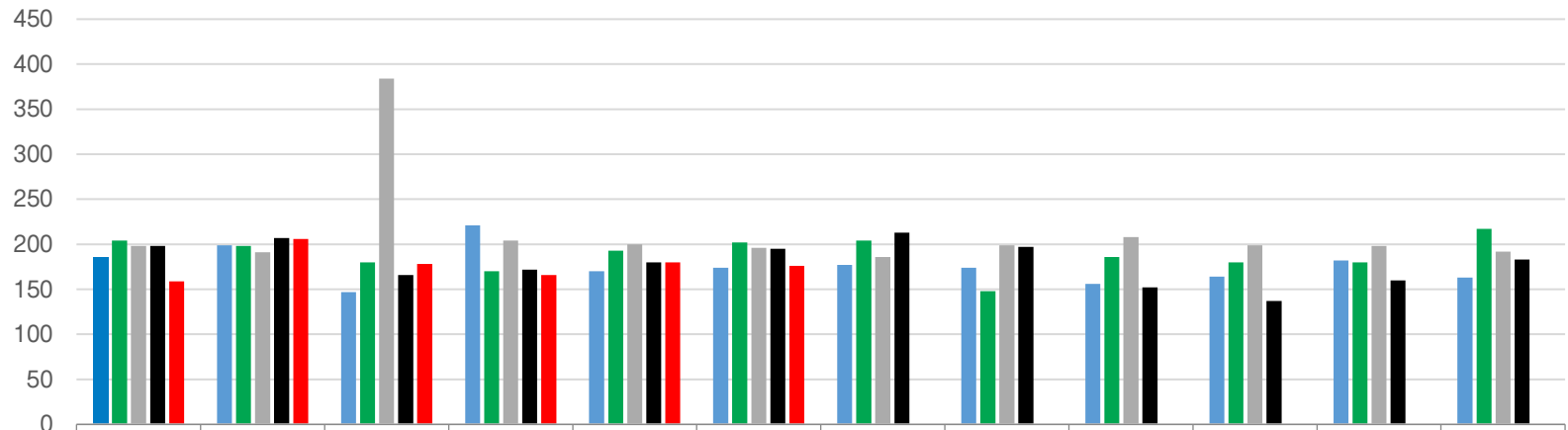
### Dashboard







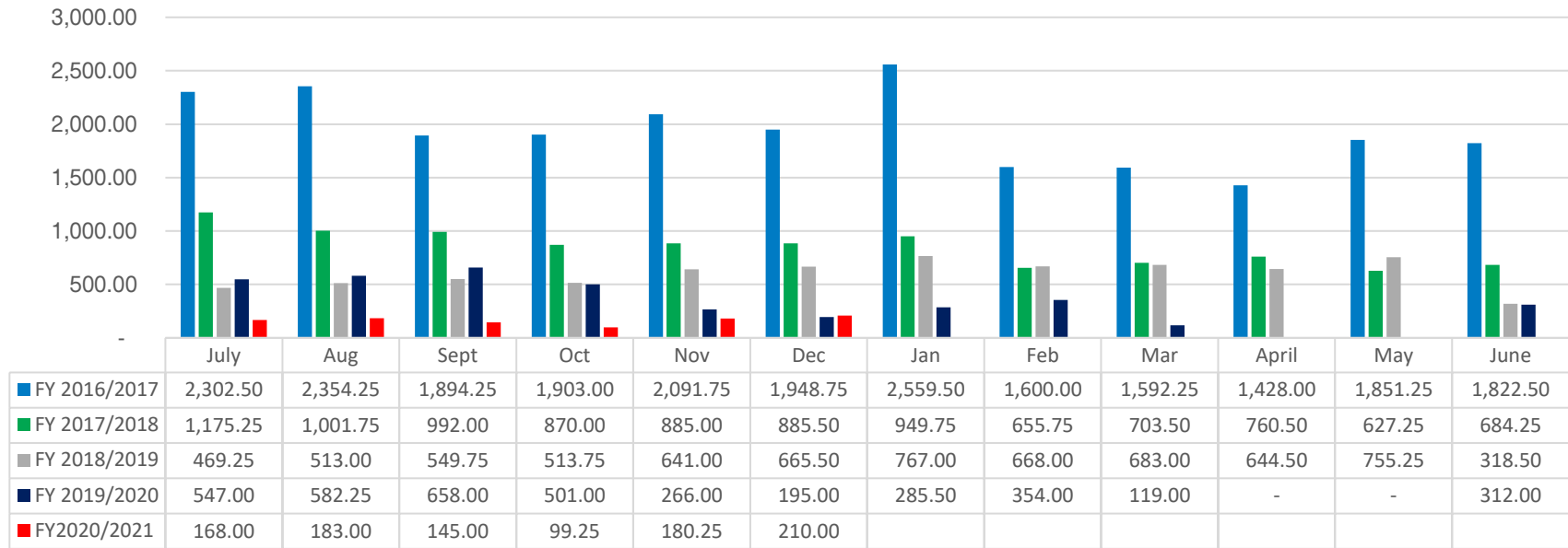
### Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2016/2017	186	199	147	221	170	174	177	174	156	164	182	163
■ FY 2017/2018	204	198	180	170	193	202	204	148	186	180	180	217
■ FY 2018/2019	198	191	384	204	200	196	186	199	208	199	198	192
■ FY 2019/2020	198	207	166	172	180	195	213	197	152	137	160	183
■ FY 2020/2021	159	206	178	166	180	176						

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

Volunteer Hours



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

# Leland Fire Rescue Department

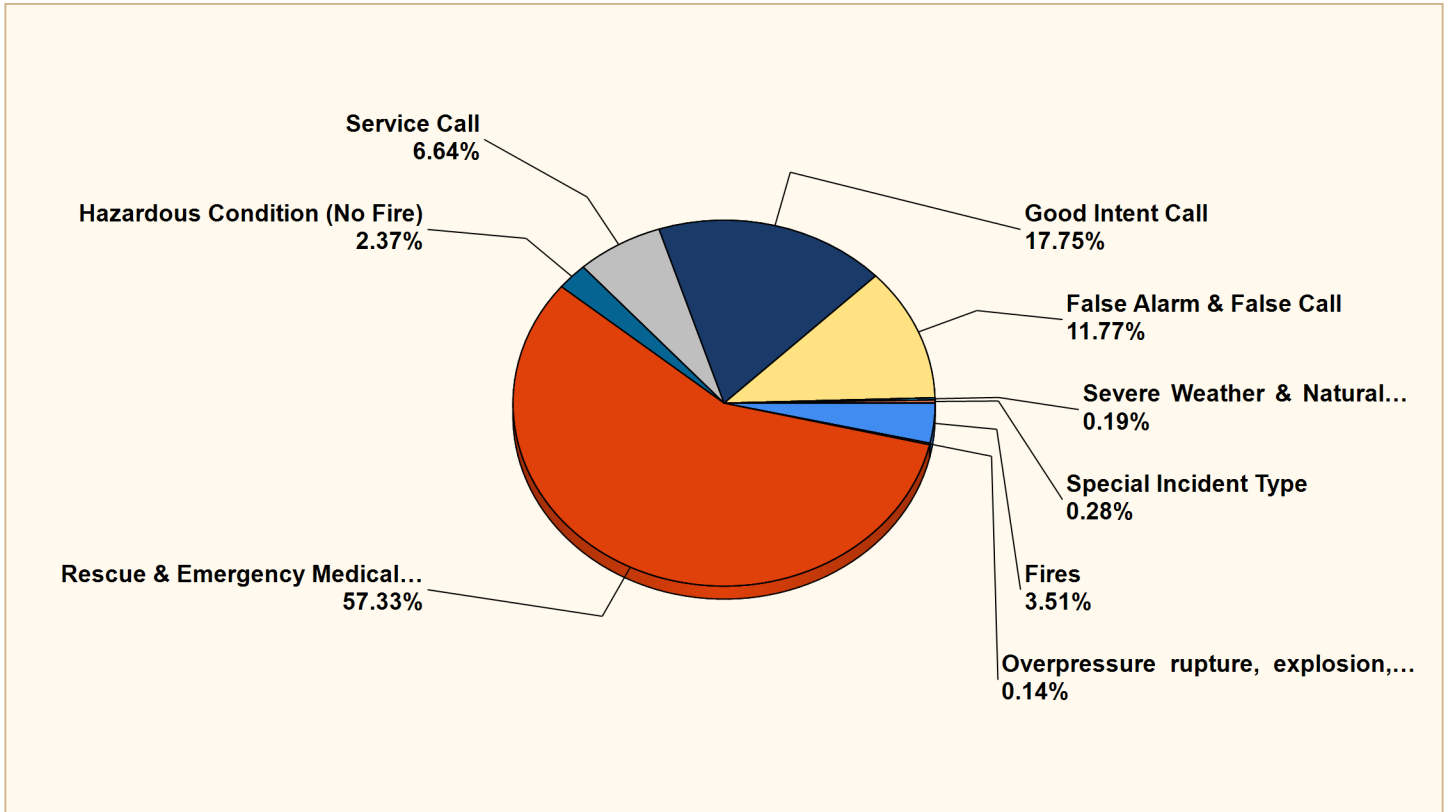
Leland, NC

This report was generated on 1/5/2021 11:53:48 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	74	3.51%
Overpressure rupture, explosion, overheating - no fire	3	0.14%
Rescue & Emergency Medical Service	1208	57.33%
Hazardous Condition (No Fire)	50	2.37%
Service Call	140	6.64%
Good Intent Call	374	17.75%
False Alarm & False Call	248	11.77%
Severe Weather & Natural Disaster	4	0.19%
Special Incident Type	6	0.28%
<b>TOTAL</b>	<b>2107</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.05%
111 - Building fire	20	0.95%
113 - Cooking fire, confined to container	4	0.19%
118 - Trash or rubbish fire, contained	3	0.14%
121 - Fire in mobile home used as fixed residence	4	0.19%
130 - Mobile property (vehicle) fire, other	1	0.05%
131 - Passenger vehicle fire	8	0.38%
132 - Road freight or transport vehicle fire	1	0.05%
140 - Natural vegetation fire, other	1	0.05%
141 - Forest, woods or wildland fire	4	0.19%
142 - Brush or brush-and-grass mixture fire	12	0.57%
143 - Grass fire	1	0.05%
151 - Outside rubbish, trash or waste fire	6	0.28%
154 - Dumpster or other outside trash receptacle fire	3	0.14%
160 - Special outside fire, other	1	0.05%
161 - Outside storage fire	2	0.09%
162 - Outside equipment fire	2	0.09%
251 - Excessive heat, scorch burns with no ignition	3	0.14%
311 - Medical assist, assist EMS crew	358	16.99%
320 - Emergency medical service, other	1	0.05%
321 - EMS call, excluding vehicle accident with injury	585	27.76%
322 - Motor vehicle accident with injuries	120	5.7%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.05%
324 - Motor vehicle accident with no injuries.	129	6.12%
350 - Extrication, rescue, other	4	0.19%
351 - Extrication of victim(s) from building/structure	1	0.05%
352 - Extrication of victim(s) from vehicle	4	0.19%
353 - Removal of victim(s) from stalled elevator	1	0.05%
357 - Extrication of victim(s) from machinery	1	0.05%
361 - Swimming/recreational water areas rescue	1	0.05%
381 - Rescue or EMS standby	2	0.09%
400 - Hazardous condition, other	2	0.09%
411 - Gasoline or other flammable liquid spill	6	0.28%
412 - Gas leak (natural gas or LPG)	14	0.66%
424 - Carbon monoxide incident	3	0.14%
440 - Electrical wiring/equipment problem, other	6	0.28%
441 - Heat from short circuit (wiring), defective/worn	2	0.09%
442 - Overheated motor	4	0.19%
444 - Power line down	9	0.43%
445 - Arcing, shorted electrical equipment	2	0.09%
460 - Accident, potential accident, other	1	0.05%
463 - Vehicle accident, general cleanup	1	0.05%
500 - Service Call, other	17	0.81%
510 - Person in distress, other	1	0.05%
511 - Lock-out	10	0.47%
512 - Ring or jewelry removal	1	0.05%
520 - Water problem, other	1	0.05%
542 - Animal rescue	1	0.05%
550 - Public service assistance, other	8	0.38%
551 - Assist police or other governmental agency	8	0.38%
552 - Police matter	4	0.19%
553 - Public service	18	0.85%
554 - Assist invalid	55	2.61%
561 - Unauthorized burning	10	0.47%
571 - Cover assignment, standby, moveup	6	0.28%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
600 - Good intent call, other	83	3.94%
611 - Dispatched & cancelled en route	209	9.92%
621 - Wrong location	2	0.09%
622 - No incident found on arrival at dispatch address	28	1.33%
631 - Authorized controlled burning	20	0.95%
650 - Steam, other gas mistaken for smoke, other	2	0.09%
651 - Smoke scare, odor of smoke	28	1.33%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.05%
661 - EMS call, party transported by non-fire agency	1	0.05%
700 - False alarm or false call, other	8	0.38%
711 - Municipal alarm system, malicious false alarm	1	0.05%
713 - Telephone, malicious false alarm	1	0.05%
733 - Smoke detector activation due to malfunction	5	0.24%
735 - Alarm system sounded due to malfunction	5	0.24%
736 - CO detector activation due to malfunction	3	0.14%
740 - Unintentional transmission of alarm, other	1	0.05%
743 - Smoke detector activation, no fire - unintentional	1	0.05%
744 - Detector activation, no fire - unintentional	216	10.25%
745 - Alarm system activation, no fire - unintentional	4	0.19%
746 - Carbon monoxide detector activation, no CO	3	0.14%
800 - Severe weather or natural disaster, other	1	0.05%
812 - Flood assessment	1	0.05%
814 - Lightning strike (no fire)	2	0.09%
900 - Special type of incident, other	3	0.14%
911 - Citizen complaint	3	0.14%
<b>TOTAL INCIDENTS:</b>	<b>2107</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



## Emergency Management Updates

### Department News

Staff will begin to meet with Directors to assess departmental hazards associated with emergencies and disasters to determine how to prepare for specific events.

In an effort to prepare an RFP for debris collection and monitoring services, as the existing contract with Crowder Gulf will expire in June 2021, staff worked with NC Emergency Management to research state bid pre-positioned contracts. A resolution will be presented to Council at the January regular meeting to utilize those contracts for services in order to prepare for the 2021 hurricane season.

### Work Priorities

- Final completion of the new debris collection and monitoring vendor.
- Completion of the final spreadsheet of inventory of emergency management related items.
- Development of a list of inventory items and quantity checklists for disaster preparations. These will allow staff to assess the needed supplies better in order to respond more efficiently in future emergencies.

### Projects Completed

- None

### Major Purchases

- None

## Department News

Staff attended the North Carolina Recreation Park Association Virtual Conference in December.

Staff worked with McGill and Associates to update the Founders Park Master Plan. This includes updated phasing and an updated opinion of probable cost.

Preparations are underway to transition to the new Citizen Problem Reporter software to help citizens report non-emergency issues. This new software will replace See-Click-Fix.

Staff successfully completed the first month of vehicle maintenance under the new service contract with Black's Tire.

## Parks and Recreation Board Summary

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

- 2021-2022 Budget
- Fee in Lieu
- Multi-Use Path Projects
- Founders Park Master Plan
- Kay Todd Road Park

The next meeting will be held January 27, 2021.

## Grounds/Facilities Updates

### Work Priorities

- Drainage improvement project at Westgate Nature Park
- Undergo training on new Citizens Problem Reporter software
- Sink repair at the LCAC pottery studio
- Perform preventative maintenance on generators
- Coordinate the addition of CO2 sensors to Town Hall HVAC system

- Coordinate office renovations at LCAC

## Projects Completed

- Completed ice machine installation at the MOC
- Relocated the Grounds and Facilities staff to the MOC
- Completed HVAC repair at the LCAC
- Repaired garage door issues at the Village Road Fire Station

## Parks, Recreation, and Cultural Resources Updates

The virtual Holiday Art Market in December was successful in promoting several local artists and growing the LCAC's social media presence on all platforms. The Winter 2021 session of programs began on January 4, 2021. Registration continues to average approximately 35 classes taking place in a mixture of in-person, outdoor, and virtual formats. Events continue to be evaluated and modified to safely serve the community. Planning for new, modified events in the spring is also under way.

The LCAC gallery exhibit for January is the annual Student Showcase featuring artwork of students who have taken a class at the Center within the last two years. Celebrating the many talents of our community, the showcase will include a wide variety of painting, drawing, pottery, stained glass, and baskets from a range of skill levels.

Leland in Lights is scheduled to end on January 10, 2021 which concludes more than six weeks of festivities. The Spring and Summer 2021 issue of the CAPE will be available in print and online toward the end of January. Registration for all spring and summer programs will begin on February 1, 2021 at 9 AM.



## Department News

Andrew Neylon completed the Planning and Development Regulation course from the UNC School of Government. The course addresses the policies and practices of land development permitting, covers permitting authority, site plan and subdivision review, and development standards. Additionally, the course covers development exactions and growth management.

Andrew Neylon and Matt Kirkland attended a workshop from the National Flood Insurance Program Summer Workshop Series about education and outreach tools for flood hazard risk assessment and mitigation.

Chris Flessner attended the Building Level 1 Standard Inspection course, which will allow him to take the Building Level 1 state examination for inspector certification.

## Planning Board Meeting Summary

The Planning Board met on December 15, 2020 and heard the following item:

1. Initial Zoning Recommendation – The Planning Board considered an initial zoning recommendation for 50.93 acres of property located on Hazels Branch Road. The Planning Board voted 6-0 to recommend the initial zoning be the R-6, Medium Density Residential District.

The Planning Board also participated in an interactive work session with staff and Design Workshop for the Leland 2045 comprehensive land use plan project.

The Planning Board's next meeting is scheduled for January 26, 2021 at 6 PM.

## Board of Adjustment Meeting Summary

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

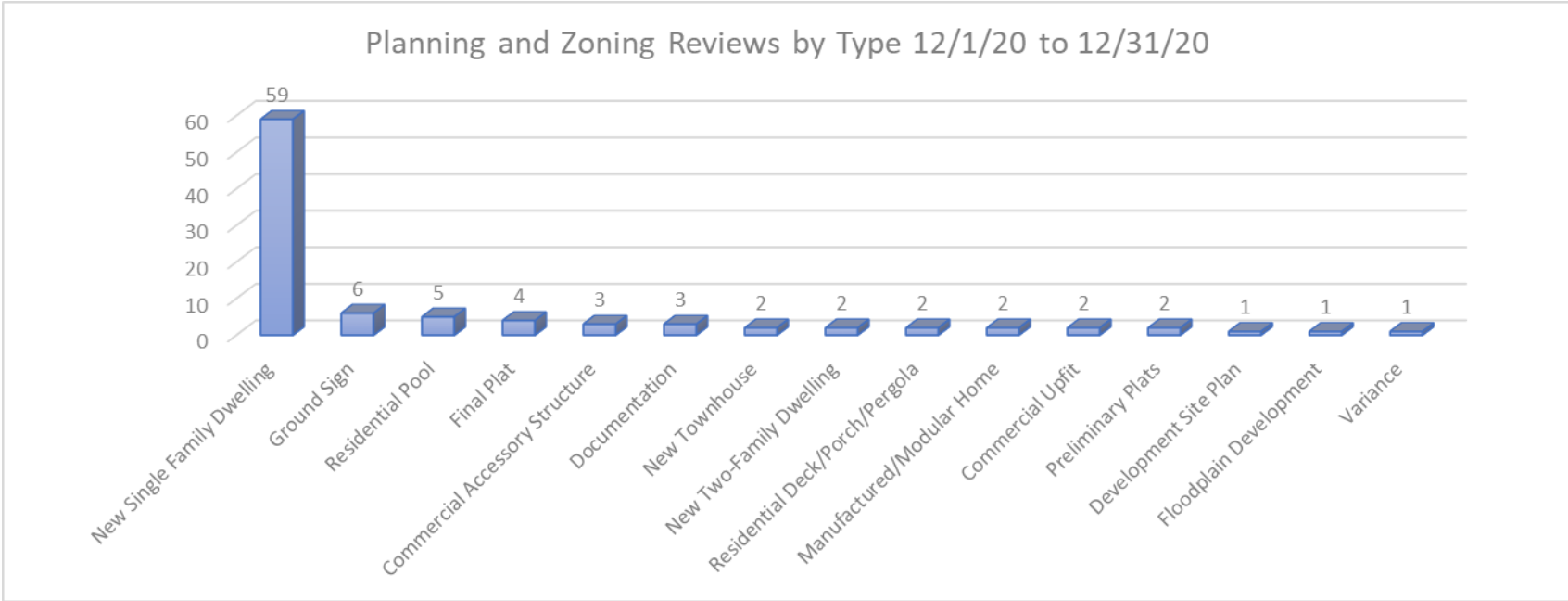
## Current Planning Update

### TRC Report

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

1. Mayway Truck Stop – Proposal for a fueling station with a 5,000 sq. ft. convenience store with tractor trailer parking at the intersection of Lanvale Road and Village Road.
2. 108 S. Navassa Road – Proposal to renovate an existing structure into a 2,418 sq. ft. coffee shop.
3. Westgate Exchange – Proposal for a 312-unit multifamily development on Westgate Drive.
4. Brunswick Forest Storage Facility Expansion – Proposal to add a 12,000 sq. ft. climate controlled self-storage building, eighteen 13'x25' conventional storage units, and 36 covered RV/boat storage stalls to the existing AA Storage facility in the Brunswick Forest Commercial Village.
5. Leland Corners – Preliminary plat for the subdivision of parcels for the proposed Leland Corners commercial development at Ocean Gate Plaza and US Highway 17.
6. Mallory Creek The Pines Phase 2 – Proposal for 143 single family residential lots in Mallory Creek.

Planning and Zoning Reviews



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Adair Park</b>			
Cash Bonds	1	\$188,258.13	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	16	\$2,336,690.37	\$0.00
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$0.00
<b>Lanvale Forest</b>			
Cash Bonds	1	\$18,285.31	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	7	\$1,114,776.75	\$514,219.00
Surety Bonds	2	\$292,492.70	\$0.00
<b>Sessoms Way</b>			
Letters of Credit	1	\$55,505.00	\$0.00
<b>Skylars Cove</b>			
Surety Bond	1	\$70,876.00	\$0.00
<b>Summer Bay Villas</b>			
Surety Bond	1	\$97,872.50	\$0.00
<b>Tara Forest</b>			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	19	\$2,560,445.37	\$0.00
Total Cash Bonds	13	\$1,383,020.34	\$514,219.00
Total Surety Bonds	6	\$556,866.20	\$0.00
Total Performance Guarantee Sureties	38	\$4,500,331.91	\$514,219.00

### Long Range Planning Update

In December, work continued on Leland 2045, the comprehensive land use plan project. The logo and project tagline were finalized:



Design Workshop held a work session with the Planning Board at their December meeting, and also had an introductory meeting with Town Management staff to discuss growth opportunities and constraints.

Staff and Design Workshop are currently analyzing existing plans and auditing the action items from each plan to determine if they have been accomplished or are still relevant. Population growth projections have been completed along with an analysis of pending approved housing units within the Town. A review of existing growth patterns, constraints, and environmentally sensitive areas is currently being performed.

Design Workshop will hold a workshop with Town Council at their January 19, 2021 agenda meeting. Also, on that day, the first community workshop will occur at 6 PM. This workshop will be conducted virtually as a best practice during the pandemic constraints. Leading up to the workshops in January, staff and Design Workshop will be coordinating for press releases and publicity for the project and workshops.

A website for the project has been created at [www.Leland2045.com](http://www.Leland2045.com).

### Transportation Planning Update

In December, staff submitted a request jointly with Navassa and Brunswick County to the WMPO to consider funding for a public transit study for northern Brunswick County.

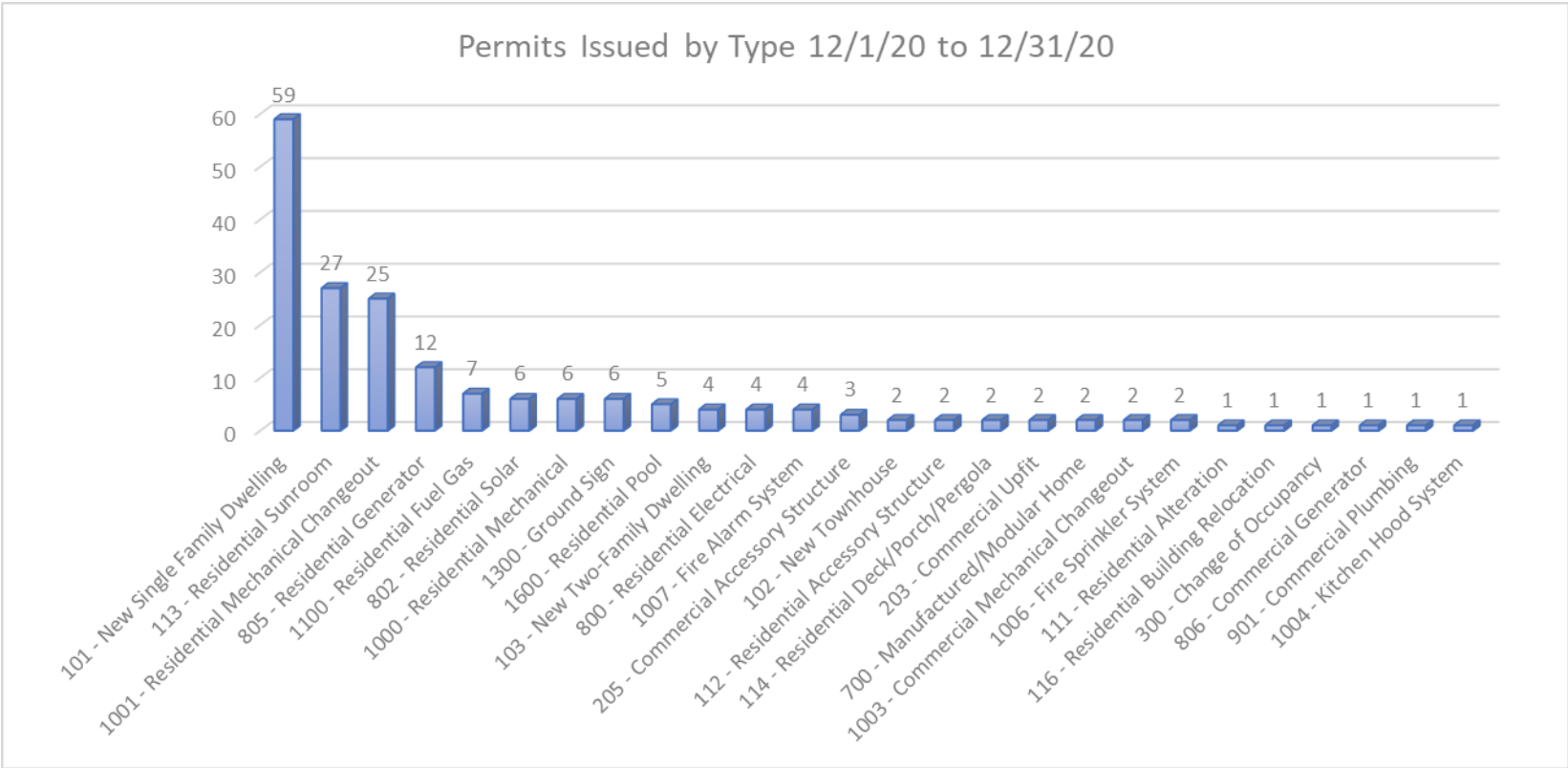
WMPO/NC DOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and results of traffic impact analyses for four pending projects in the Westgate Drive/Ocean Gate Plaza area of Leland.

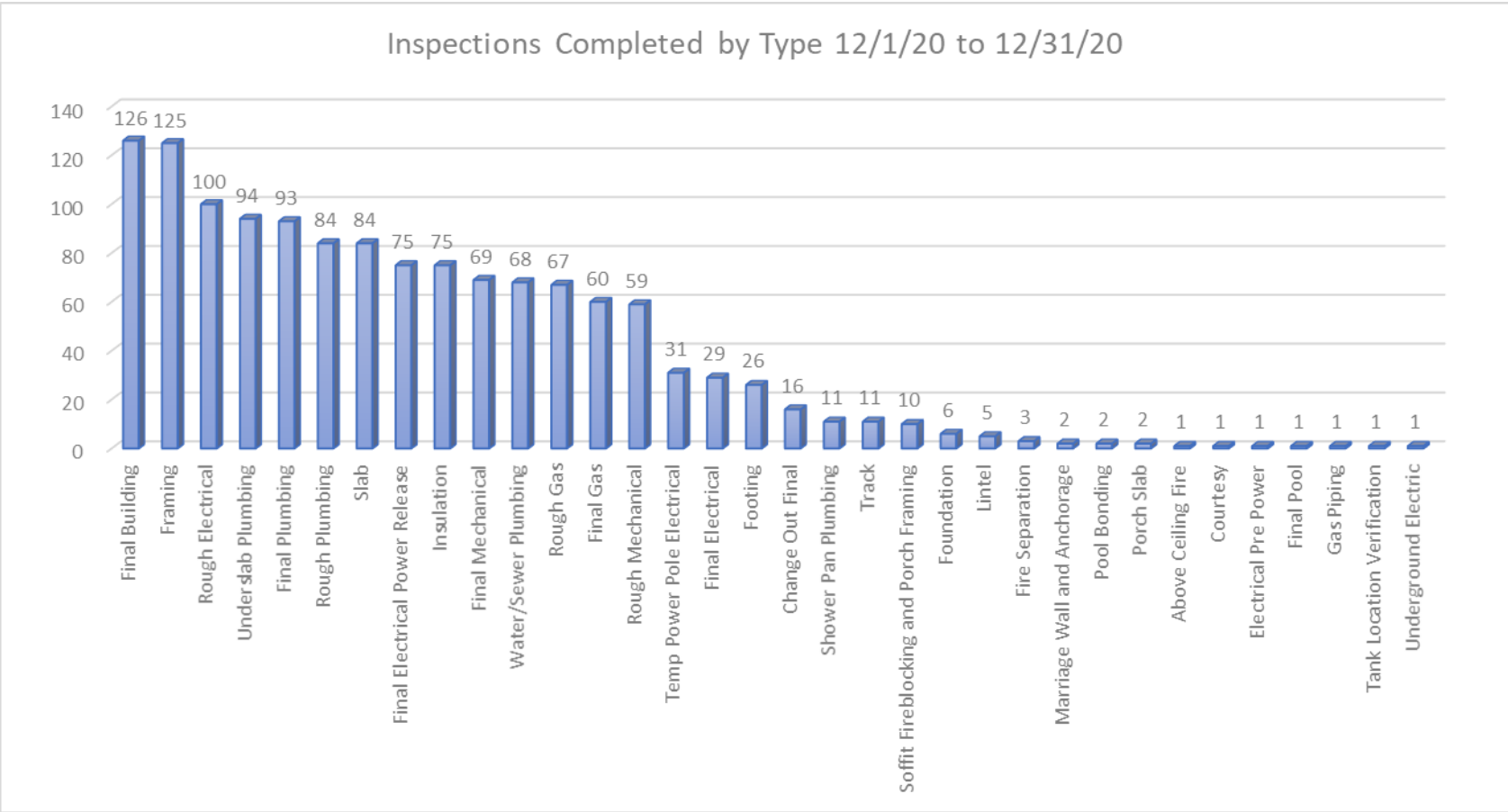
### GIS Update

In December, staff began working on a GIS-based replacement for See Click Fix. The GIS solution, called Citizen Problem Reporter, is very similar to See Click Fix but is included in the annual cost paid for our GIS software suite. Therefore, the transition will be a more cost-effective solution for residents to report problems. The new interface will be available on 3/1/21 at [www.Leland311.com](http://www.Leland311.com).

### Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
188	1,340	\$16,513,676







Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	2	10	14	6	0	32
Cases Closed	0	13	1	4	1	19
Active Cases	8	13	15	3	0	39

## Department News

On January 21, 2021, Council will vote on the proposed 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

- In December, zoning approval was granted for a two-story, 53,000 sf. furniture showroom and warehouse to be built by Custom Home Furniture Galleries of Wilmington in the Waterford commercial area across from Leland Station apartments.

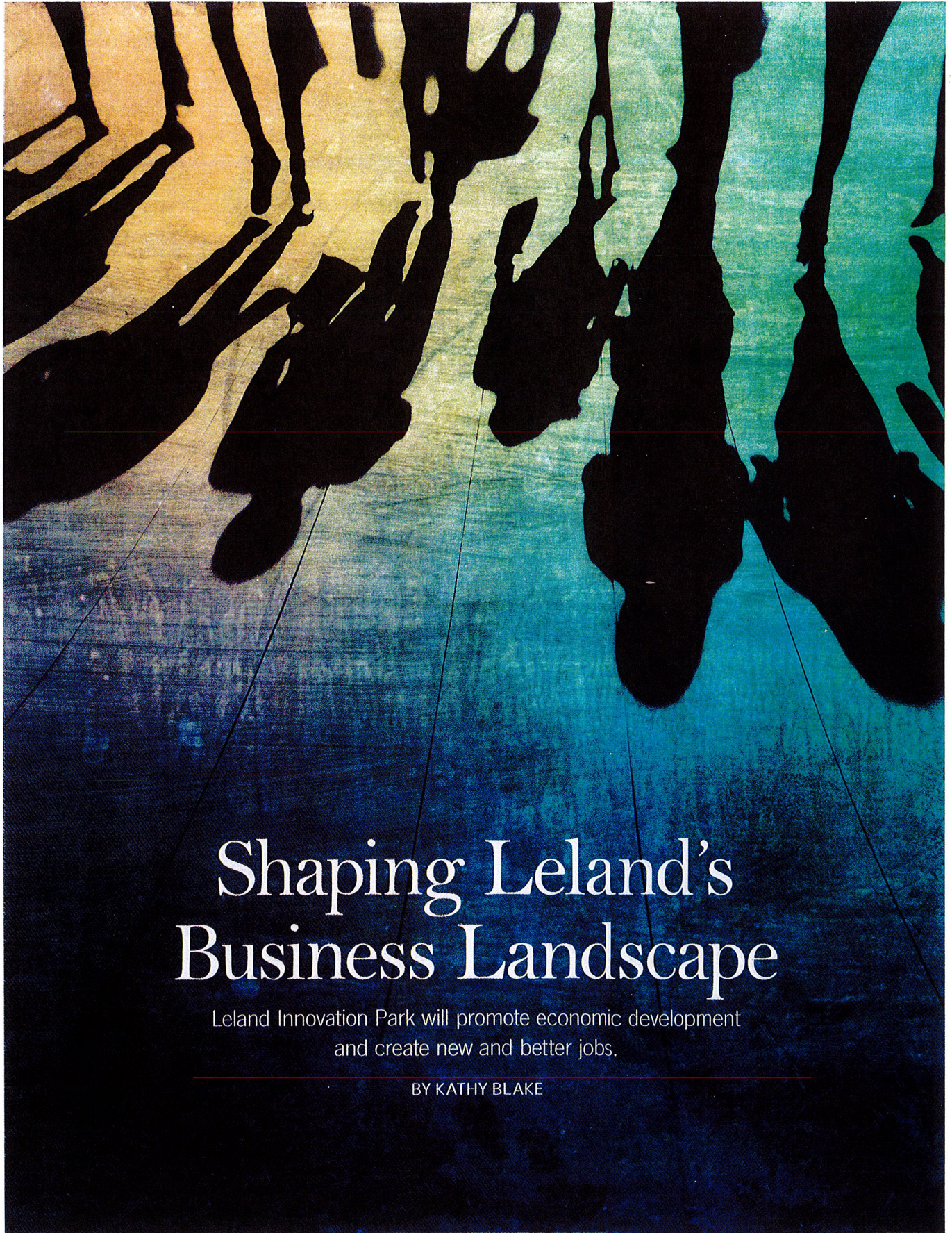
## New Construction/Development

- Construction is underway on a **Five Guys** burger restaurant in the retail building where Club Pilates is located in the Waterford commercial area.
- 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 did not meet in December.





# Shaping Leland's Business Landscape

Leland Innovation Park will promote economic development  
and create new and better jobs.

BY KATHY BLAKE



In the ever-expanding Town of Leland, where shopping centers, subdivisions and housing developments overflow the borders and retail trade is the number one economic contributor, a newly annexed area near I-140 and Highway 74/76 is giving city officials a chance to plant industries that shape the city's future identity.

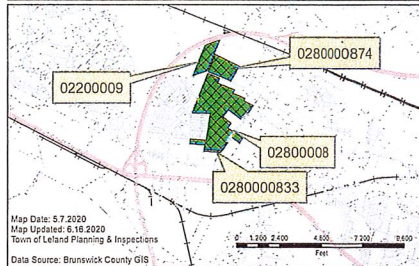
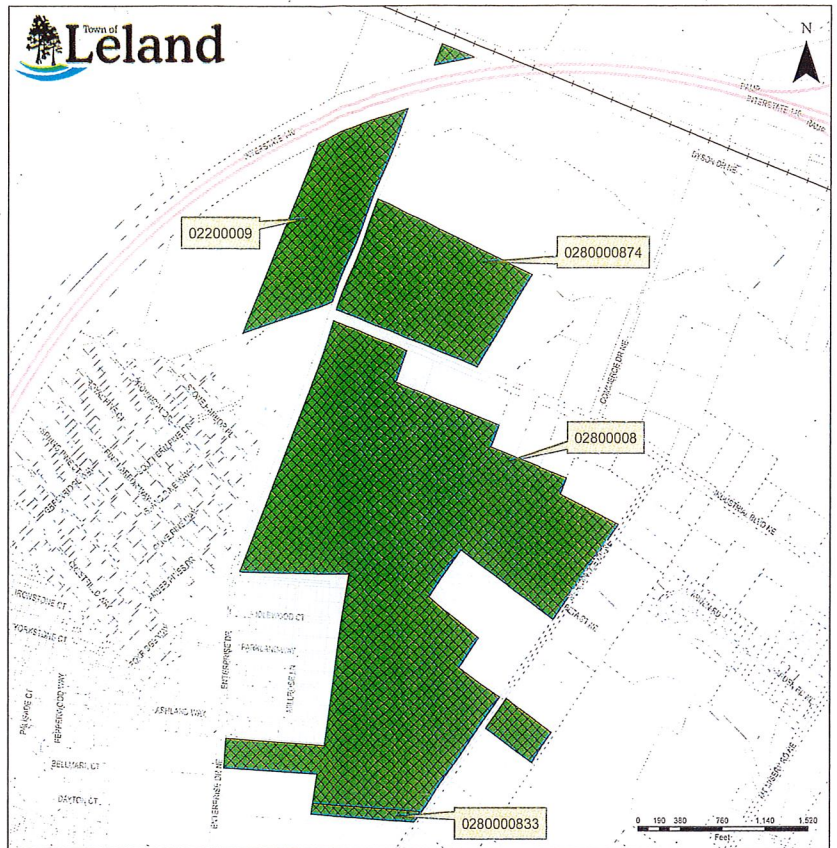
The Leland Innovation District, a 225-acre segment of the nearly 600-acre Leland Innovation Park (LIP), could be the incentive to draw a population segment that otherwise might bypass the area. The magnet will be a district blend of personal-service businesses and restaurants surrounded by research companies, start-ups and light manufacturing.

"We're basically a service-based town, so we're not going to draw upon educated, young people who want to move here with their families," says Gary Vidmar, Leland's economic and development director. "This is the first step to try to attract companies that will pay the wages that will draw these young families to our town and balance out the population. So that's a very impactful step toward what we've been trying to accomplish."

Vidmar emphasizes that manufacturing does not mean smokestacks and noise — there are other sites in Brunswick and adjacent Pender County for large-scale manufacturing. The goal with Leland Innovation Park is manufacturing, distribution and research businesses with 25 to 100 employees. One already showing interest is EcoTEK Industries, which fabricates artificial limbs using hemp fiber.

The town is "working closely with this company to establish a production facility in Leland," Vidmar says.

Brunswick County is the fastest-growing of North Carolina's 100 counties. The 2000 Census showed Leland's population as 1,938. Now there are nearly that many students (1,131) in North Brunswick High School. The population has increased 74% in the last 10 years.



- Proposed Annexation
- Interstate / Hwy
- Streets
- Sunny Point Railroad



We also hope that these companies will not only provide high-paying job opportunities for our current residents, but also will attract young families to the town from outside the area to fill these positions.



“If you look at the population, the majority is actually between ages 25 and 45, and now we’re seeing Wilmington residents who work in Wilmington moving here to commute back and forth,” Vidmar says. “And we’re also seeing Wilmington residents come here to shop and dine, because it’s easier. What we’re trying to attract is young individuals

industrial land to which it could attract manufacturing companies that would provide attractive employment opportunities for our residents,” Vidmar says. “We hope that, with this annexation, we will find companies that will be attracted to the LIP due to the growth and attractiveness of the town. We also hope that these companies will not only

provide high-paying job opportunities for our current residents, but also will attract young families to the town from outside the area to fill these positions.”

WCM Enterprises, LLC owns the Innovation District land, and Cape Fear Commercial is the real estate firm.

“Workforce development is an essential element of the town’s economic development plan and this annexation will go a long way to help fulfill this goal,” Vidmar says. “The town plans to work closely with the landowner and the local commercial real estate community to promote the LIP in a variety of ways including through the town’s website, local publications and social media.”

Vidmar has been with the Town of Leland for five years. Leland Innovation

Park — rebranded two years ago from being Leland Industrial Park — has been on the Leland’s to-do list to create job opportunities. “So, we as a town,” he says, “now can put more emphasis on that.” ■

and families who wouldn’t otherwise be attracted here, would not be for the manufacturing companies we want to establish.”

According to CoreLogic, which compiles national statistics on housing data, 79.9 percent of Leland housing was built in 2000 or later, and 71.5 of that is single-family homes. Leland Innovation Park is not zoned for residential but is close to family-friendly housing. One of those neighborhoods, Windsor Park, was annexed into Leland’s city limits in 2004 and is a short drive to golf courses, shopping and entertainment. Houses range from \$144,000 to \$304,000. Windsor Park is next door to the Innovation District.

Plans are in place to create aesthetically crafted buffers to divide Leland Innovation Park and the neighborhood. “The buffers must include a combination of canopy trees, understory trees and shrubs,” Vidmar says, “which will provide natural looking opacity and visual screening for adjacent existing and future residential uses.”

While no tracts have been sold in the Innovation District, town officials are banking on amenities such as proximity to highways, the Port of Wilmington and Brunswick Community College.

“Until this annexation took place, the town had very little



### Want to know more?

For more information, visit [lelandinnovationpark.com](http://lelandinnovationpark.com) or email Gary Vidmar at [gvidmar@townofleland.com](mailto:gvidmar@townofleland.com).

## 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 MOC has been limited to Superintendents and Supervisors, with other technicians reporting directly to job sites in separate vehicles. Some Town Hall staff are teleworking to minimize contact within the department.

GIS Intern: The Public Services department added a GIS Intern, Mr. Ben Watts, in December. Staff is working on a mapping system for Public Services to better track infrastructure assets like water, sanitary sewer, and storm water infrastructure, and will also be performing mapping functions that had previously been subcontracted out, such as creation of the annual Powell Bill maps.

## Streets Updates

### Department News

Staff has completed the move to the new Municipal Operations Center (MOC).

### Work Priorities

- Stump removal began on December 8 and concluded on December 12, with a total of 64 stumps removed, primarily in Magnolia Greens. This work was completed by Coast to Coast Tree Service.
- Town staff has relocated the electronic speed monitoring sign from Brunswick Forest Parkway to Mallory Creek Drive to assist the Police Department in monitoring speeds within this area.
- Minor street repair work is ongoing, with Shelmore Way remaining, and is expected to be completed in early January, weather permitting.
- Town staff installed new street signs in Lanvale Forest as part of the recent street improvement project.
- Staff is going to be focusing on sidewalk repairs over the coming months and is budgeting for a sidewalk assessment in the FY 21/22 budget.

## Initiatives

- Staff is developing a street and road capital improvement plan and priority list. Staff has contracted with Brunswick Engineering to update an assessment of Town connector streets and plans to finalize the capital improvement priority list in early 2021.
- 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 FY 21/22.
- 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 NC DOT 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. 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 will be bidding this project in January, which includes restriping Brunswick Forest and Low County Parkway, and anticipates awarding a contract in March.
- The Lanvale Forest street improvement project was substantially completed in December and will be closed out in January.
- 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 January.

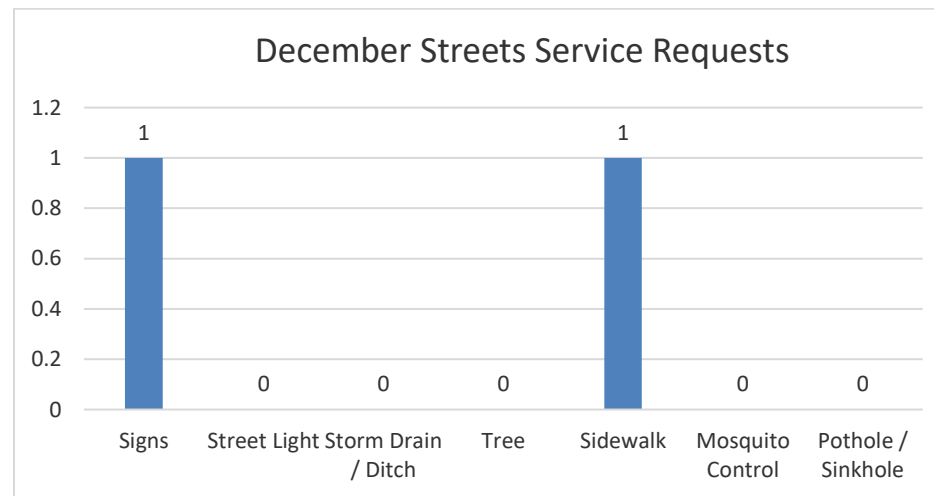
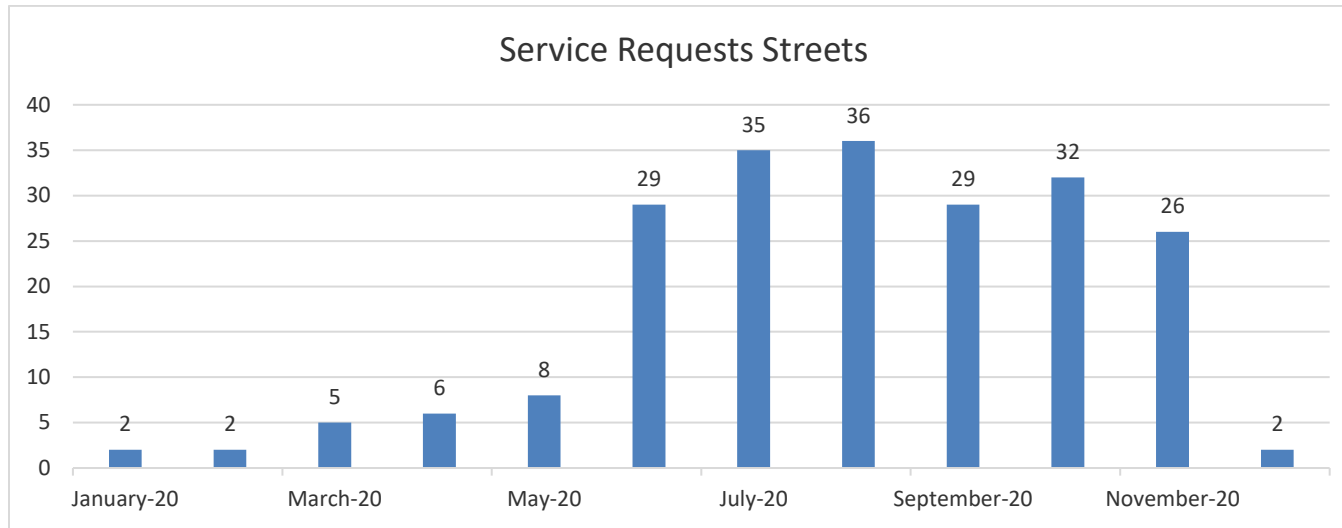
## Major Purchases

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

## Work Order summary

- Streets received 2 work orders through See-Click-Fix in December.







## Utilities Updates

### Department News

Staff has completed the move to the new Municipal Operations Center (MOC).

### Work Priorities

- Staff began replacing impacted water meter registers in July, with approximately 320 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. Staff is waiting on additional registers from the manufacturer at this time.
- Lift station #27 pumps must be upgraded to meet increase in capacity associated with new development. The pumps and all associated parts were installed in December.
- Staff has contracted with Pipeline Restoration to complete the annual 10% sanitary sewer line cleaning. Work started in October and will be completed in January.
- Staff installed a new odor control trial system at Lift Station #18 to help alleviate the sewer odors at Lift Station #10. The system is in operation and has reduced the number of odor complaints received.

### 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 creating a water and sanitary sewer design manual, to include standard specifications and details. They are currently reviewing other local utility requirements and details. The goal is for completion in 2021.
- 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 by February.
- Staff is finalizing a grease interceptor inspection program, with grease interceptor inspections to start in early 2021.

## Project Notes

- Staff has started the System Development Study, with a completed draft anticipated in January.
- The Lift Station #1 replacement project began in September with construction ongoing. The project is scheduled to be completed in January.
- 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 design is completed, and was awarded to Civil Works Contracting, with construction to start in February.

## Major Purchases

- Utilities has ordered a new utility/crane truck and anticipates delivery in January.

## Work Order summary

- Utilities received 159 work order requests in December, the majority of which were associated with occupant changes (80).

