



STAFF REPORTS

February 2022 Regular Meeting

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Administration News

Staff continues to maintain proper COVID-19 precautions, and will evaluate existing conditions and make operational adjustments as necessary.

Based on the Town's recent organizational changes, including adding the Public Safety Director to oversee Police, Fire, and Emergency Management, as well as the addition of the Community Enrichment Director to oversee Parks, Recreation, and Cultural Resources, Communications, and the Town Clerk's Office, the format of this monthly staff report will be updated next month.

Town Clerk's Office

Work Priorities

- The following meeting agendas were published:
 - January 6 Economic Development Meeting
 - January 10 Agenda Council Meeting
 - January 10 Council Closed Session Meeting
 - January 12 Leland TDA Meeting
 - January 13 Council Regular Meeting
 - January 25 Planning Board Meeting

- Action Items
 - Budget Amendments: 0
 - Resolutions: 12
 - Ordinances: 4
 - Minutes: 6
 - Appointments: Board of Adjustment – Bill McHugh, Council Liaison and Bob Campbell, Council Liaison Alternate

- The North Carolina Women in Municipal Government (WIMG) Board canceled the social that was tentatively planned to be held in Leland on April 25 at 7 p.m. The NC WIMG appreciates the Town of Leland offer to host the event at the Leland Town Hall.
- When the new dates for the in-person Essentials of Municipal Government course are announced, the Town Clerk will register the Town Council. Mr. Campbell attended the virtual Essentials of Municipal Government course held January 26-28.

Council Directive Updates

- There are no open updates to provide this month.

Project Updates

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Town staff is working with NCDOT to close out the project and construction reimbursement.
- Next Steps: Close out project.
- Concerns: None 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: Construction is underway.
- Next Steps: The contractor has minor work remaining and anticipates final completion of all projects in March 2022. The Town is working with NCDOT on partial acceptance of the projects until ADA mats and thermoplastic striping for the crosswalks can be installed in March 2022.
- Concerns: Contractor failed to complete the project within the contract time of August 22, 2021. Staff is tracking anticipated liquidated damages at \$500 per day.

Kay Todd Road Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road.
- Status: Awaiting final completion of project close out.
- Next Steps: This project will be removed from next month's Council updates.
- Concerns: No concerns at this time.

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

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road as well as installing stormwater catch basins, three stormwater ponds, a multi-use path along Kay Todd Road, and pave Brunswick Village Boulevard Extension from Kay Todd Road to Hewett-Burton Road.
- Status: Project is in design and permitting. Staff is working with the engineer on final plans and bid documents.
- Next Steps: Obtain final plans and bid documents and bid the project in spring 2022. Developer is working with MOTSU to obtain approval of the Brunswick Village Boulevard crossing of the MOTSU railroad. Approval is anticipated in the near future.
- Concerns: Developer obtaining final approval of the Brunswick Village Boulevard railroad crossing.

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 existing centerline stripes, crosswalks, and stop bars along Brunswick Forest Parkway and Low Country Boulevard.
- Status: The Town's Streets Department will be installing the remaining crosswalks and signs along Brunswick Forest Parkway and Low Country Boulevard over the next several months.
- Next Steps: Staff is working to close out the project. The project will be removed from next month's Council updates.
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Project is in bidding. The project will be advertised from January 27, 2022 to February 24, 2022.
- Next Steps: Receive and review bids once advertisement closes. Staff anticipates construction to begin in early April.
- Concerns: No concerns at this time.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, Graham Drive, and a section of Appleton Way.
- Status: Survey and design is underway.
- Next Steps: Survey data is incomplete and Atlantic Coast Survey will need to provide the remaining survey data to move forward with design. The engineer is finalizing concept plans for Town staff to review in February.
- Concerns: No concerns at this time.

Wayne Street Extension

- Purpose: To extend Wayne Street to Royal Street NE which will provide an additional connector route of Village Road and Old Fayetteville Road.
- Status: Survey has been completed. Staff is reviewing the feasibility of a culvert crossing of Sturgeon Creek.
- Next Steps: Review the feasibility of using a culvert crossing of Sturgeon Creek.
- Concerns: No concerns at this time.

Town of Leland Streets Paving 2021-2022

- Purpose: To resurface nine streets within the Town limits to include Olde Waterford Way, a portion of Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.
- Status: Survey and design is underway.
- Next Steps: Survey and Geotech field work has been completed. The engineer is finalizing preliminary plans for Town staff to review in early March.
- Concerns: Coordinating with NCDOT for the resurfacing of Highway 17 and signal upgrades at Olde Waterford Way.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes widening and paving of Baldwin Drive, stormwater improvements, sidewalks, and improve and pave Lake Drive.
- Status: Finalizing a contract for survey, design, and permitting services.
- Next Steps: Issue a task order for design, survey, and permitting services.
- Concerns: No concerns at this time.

Old Lanvale Road Intersection Improvements

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

Ocean Gate Plaza Intersection Improvements

- Purpose: To improve the intersection at Ocean Gate Plaza and New Pointe Boulevard. The Town is working with the developer of Leland Corners to install a single-lane teardrop roundabout.
- Status: Initial scoping and kickoff with Town staff.
- Next Steps: Staff is working with 2021 on-call engineers to finalize a task order for survey and design. Next steps are to issue a task order for design, survey, and permitting services.
- Concerns: Coordinating design work with another developer who is completing the Ocean Gate and Gateway Boulevard roundabout.

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of a new fire station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Metal building has been ordered and the design team is working to finalize mechanical, electrical, and plumbing plans. Site plan is also being finalized and EU is working to get subcontractors lined up to start the project.
- Next Steps: Receive 100% construction plan set, obtain permits, and develop schedule for construction. Site work will likely happen within two months, and the metal building is expected to arrive in approximately 15 weeks.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Interior work and site work are both progressing into final stages of construction. IT install, cabinetry, painting, electric, garage door controls, ceiling framework, and door installs have taken place within the last couple weeks.
- Next Steps: Continue working through building and site construction. Finish installs of cabinetry, IT, fixtures, concrete for driveway and curb/gutter. Some items will be completed after building construction is complete due to supply chain issues, but for the most part, the project is on track to finish major construction by the end of 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: Renovation of breakroom and bathrooms is back underway after a pause and is expected to be completed in February. All cabinets, workbenches, and pallet racks have been received.

- Next Steps: Staff is working on a plan to install the bin/block storage in rear lot for storage of mulch, stone, rip-rap, and sand. This is in the PO approval process with work to begin in February. This project also includes stone for a laydown yard in the rear of the warehouse.
- Concerns: No concerns at this time.

Emergency Watershed Protection – Stream Clearing

- Purpose: Snag and drag and stabilization of four streams in Leland that have debris buildup due to Hurricane Florence.
- Status: Awaiting final design for stabilization. USDA granted 180-day time extension on project due to engineering delays. A change order was approved to Grillot for a construction time extension as well.
- Next Steps: Waiting on design for streambank stabilization of Jackeys Creek and further justification for debris disposal costs.
- Concerns: Possible issues with billing of debris haul off portion of the project. Currently working through justification with Grillot.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: Waiting for a response from NCDEQ on Brownfield Study application that was submitted in Q4 2021.
- Next Steps: WithersRavenel to complete Brownfield study of the property once application is approved by NCDEQ. Staff is coordinating with NCDEQ regarding application acceptance.
- Concerns: Funding for park project once study has been completed.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that would include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill to finalize site design of park, with determination that the Town would like to move forward with the relocation of the stormwater pond to the Perry Avenue lot. Four RFQ responses were received for the playground/splashpad construction and staff has decided which firm to select for the project. This contract will be awarded in the spring.
- Next Steps: Receive updated site plan from McGill. Waiting on Goodrich to return quote for architectural work. Once quote is received, move forward with task order to begin design of restroom facility, amphitheater, shelter, and veteran's memorial. Coordinate with McGill on a timeline for starting the site work portion of the project, including permitting.
- Concerns: No concerns at this time.

Animal Control/Police Impound Facility at the Municipal Operations Center

- Purpose: Repurpose and renovate the existing truck wash building for use as a new animal control and Police storage facility.
- Status: Received two of three quotes to perform the renovation of the old Seaglass building. Compiling construction costs with other costs such as kennels, IT, and equipment.
- Next Steps: Obtain third quote and move forward with PO to award the project. Finalize other items needed for the renovation and develop a timeline of the project based on coordination with the Founders Park project.
- Concerns: Coordination of animal control move in conjunction with Founders Park renovation.

Loblolly Park on Kay Todd Road

- Purpose: Develop donated land off Kay Todd Road into a new Town park with features that include a new 18-hole disc golf course and primitive walking trails.
- Status: Forestry mulching work has begun and will be completed in March.
- Next Steps: Clear undergrowth and small trees and have lot surveyed and the wetland delineated before moving forward with a park master plan.
- Concerns: No concerns at this time.

Town Hall Renovation

- Purpose: Renovate Town Hall to gain more useable workspace including offices, conference rooms, and a redesign of employee breakrooms.
- Status: Preliminary phasing plan has been established and will be discussed with leadership team to obtain feedback and begin making operational plans.
- Next Steps: 100% plans are expected in February at which time the bid process will begin. As final plans are approved, the bid process has begun, and the final award of the project, staff will finalize a timeline and the phasing plan. Continued communication on phasing will be very important with all departments so that the effect on daily operations is minimized.
- Concerns: No concerns at this time.

Trade Street Park

- Purpose: Develop two Town-owned properties off Trade Street into a future 18-hole disc golf course.
- Status: Lots are currently being forestry mulched; however, progress has stalled due to wet conditions. When the ground is dry, staff will move back into the area to finalize clearing. Following this work, the site will be surveyed, and a design layout will be created. Duke Energy and H2GO have both given approval for use of the space as there will be some site improvements needed such as a driveway, parking areas, and trail access.

- Next Steps: Complete site clearing, survey, and wetland delineation. Meet with Innova disc golf to do a site inspection to determine if the site is suitable for a course. Complete design of disc golf course as well as access road and parking area.
- Concerns: No concerns at this time.

Department News

Roughly 360 people visited the front desk at Town Hall in January before it closed to non-scheduled, walk-in visitors due to HVAC repairs. Around 250 people called the main phone line during January. Given the recent reorganization, staff updated and created new goals for Communications. The department also took over responsibility for distributing all staff notifications. Ms. Jewell completed FEMA training in IS-00800.d for National Response Framework, An Introduction.

Social Media Update

- Facebook Highlights (January 1 – 31, 2021)
 - Added 62 new page followers
 - Overall post reach – 52.5K
 - Top post (Largest reach): “🔔 We're hosting a job fair to hire ground maintenance technicians on Jan. 12 from 1 to 3 p.m. There will be in-person, on-site interviews at our Municipal Operations Center.
Full job description 📄 <https://bit.ly/3pxcuAX>”
- Twitter Highlights (January 1 – 31, 2021)
 - Impressions/Reach – 7,539
 - Received 1,089 new profile visits
 - Top tweet (Largest reach): “@NWSWilmingtonNC shares some key points of the potential ice storm projected for Friday and Saturday. 🗣️ #LelandNC <https://twitter.com/NWSWilmingtonNC/status/1483856977319333888> ...”
- NextDoor Highlights (January 1 – 31, 2021)
 - Impressions/Reach – 36,347
 - Likes/Comments – 107
 - Top post (Largest reach): “The National Weather Service has announced a Winter Storm Watch in effect from midnight on Friday, Jan. 21, to noon on Saturday, Jan. 22. Stay updated on the latest forecast and potential impacts by visiting the NWS Facebook and website.
NWS Facebook 📄 <https://www.facebook.com/NWSWilmingtonNC>
NWS Website 📄 <https://bit.ly/3ldH7mA>”

Project Updates

- Finalized design for new website homepage and interior pages with VC3. Work with departments to update information and add new content/features to the current website is ongoing.
- Continued expanding on social media strategy by creating more engaging content and videos for public information with new software.
- Created marketing materials for various departments, including graphics for Town TVs and social media, flyers, QR codes, and magnets for Town vehicles.
- Developed and executed communication strategy for winter weather updates to include staff notifications, compiling community resources, creating graphics, and sharing information through all communication platforms.
- Finalized new Emergency Management logo with Recreation Supervisor Amy Wells.
- Collaborated with regional partners including the Wilmington Police Department and the Wilmington Urban Area Metropolitan Planning Organization on public information outreach efforts.
- Responded to various public inquiries through social media, email, and website contact form submissions.
- Managed media inquiries, assisted in developing Town statements, distributed press releases, and coordinated coverage.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Leland Fire/Rescue Joins Cape Fear Regional Special Teams](#)
 - [Town of Leland Statement Regarding Winnabow Incorporation Petition](#)
 - [Town of Leland Announces New Leadership Positions](#)
 - [Volunteers Needed to Serve on Parks and Recreation Board](#)
 - [Winter Weather Resources](#)
 - [Community Feedback Needed on Leland in Lights](#)
- Port City Daily
 - [Leland fire and rescue teams up with regional public safety team to share equipment, personnel](#)
 - [Rumor Control: No, the Town of Leland is not forcing annexation on Winnabow residents. But it does have a plan for their backyard](#)
 - [Town of Leland appoints first public safety director, community enrichment director](#)

- WWAY
 - [Town of Leland Fire/Rescue Department to partner with Cape Fear Regional Special Teams](#)
 - [Leland dispels rumors as Winnabow petitions to become a town](#)
 - [Leland announces new leadership positions](#)
 - [Leland council approves alcohol in parks at certain town sponsored events](#)

- WECT
 - [Leland Fire/Rescue joins Cape Fear Regional Special Teams](#)
 - [‘I’m actually considering selling’: Residents express concern about traffic, privacy with new development](#)
 - [Developers conduct controlled burn in Brunswick Forest area](#)
 - [Crews respond to car fire at McDonalds in Leland](#)

- StarNews
 - [How are developers using settlement money from Leland lawsuit, and will residents get any of it?](#)
 - [Leland announces new leadership positions in public safety, community outreach](#)
 - [‘They’re just beat’: Some Wilmington-area fire departments struggle to fill vacancies](#)

- Wilmington Business Journal
 - [Local Distro Company Eyes Relocation In Leland Innovation Park](#)

TDA Marketing

- Began preliminary work on developing advertisements for upcoming *Our State* magazine publications.
- Wrapped up Leland in Lights marketing campaigns. Reviewed analytics from LelandinLights.com to track success of marketing campaigns.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on January 12, 2022 and approved the following items:

- Resolution to grant a contract to the Rice Festival.
- Resolution to run advertisements in upcoming publications of *Our State* magazine.

The Leland Tourism Development Authority's next meeting is scheduled for March 16, 2022.

Department News

Mr. Sandy continues to invest in upgrading infrastructure and adding redundancy to systems.

Major Work Priorities

- Cybersecurity Threat Assessments – Hardening our networks to withstand cyber attacks.
- Construction Projects – Fire Station 53 technology implementation, Town Hall renovations preparations, and scoping Fire Station 51.
- Cellular Services Assessment – Migrating data services to AT&T FirstNet for more reliable coverage.
- Data Infrastructure Upgrades – Implementing fiber services at Town facilities.

Projects Completed

- Completed 11 new employee onboards.
- Upgraded fiber services at Town Hall.
- Completed installation of BDA at Station 53.
- Reconfigured firewalls to more securely handle questionable traffic.

Department News

Staff continues to work with departments on preparation of the FY22/23 Budget. Staff continues to monitor ARP funding guidance. Staff released an RFP for Audit Services and received four responses. Ms. Newton began work on an online certificate focused on Local Government Finance.

Grant News – January 2022

Grants Awaiting Notification

- GCC Byrne JAG FY22 – Radios (4) and accessories, \$24,500 (no match).
- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).

Grants Awarded

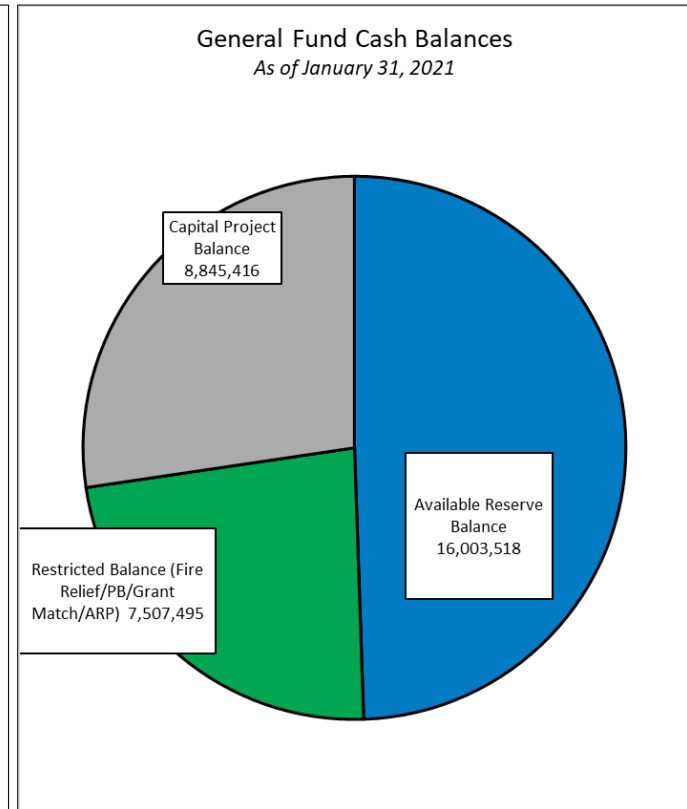
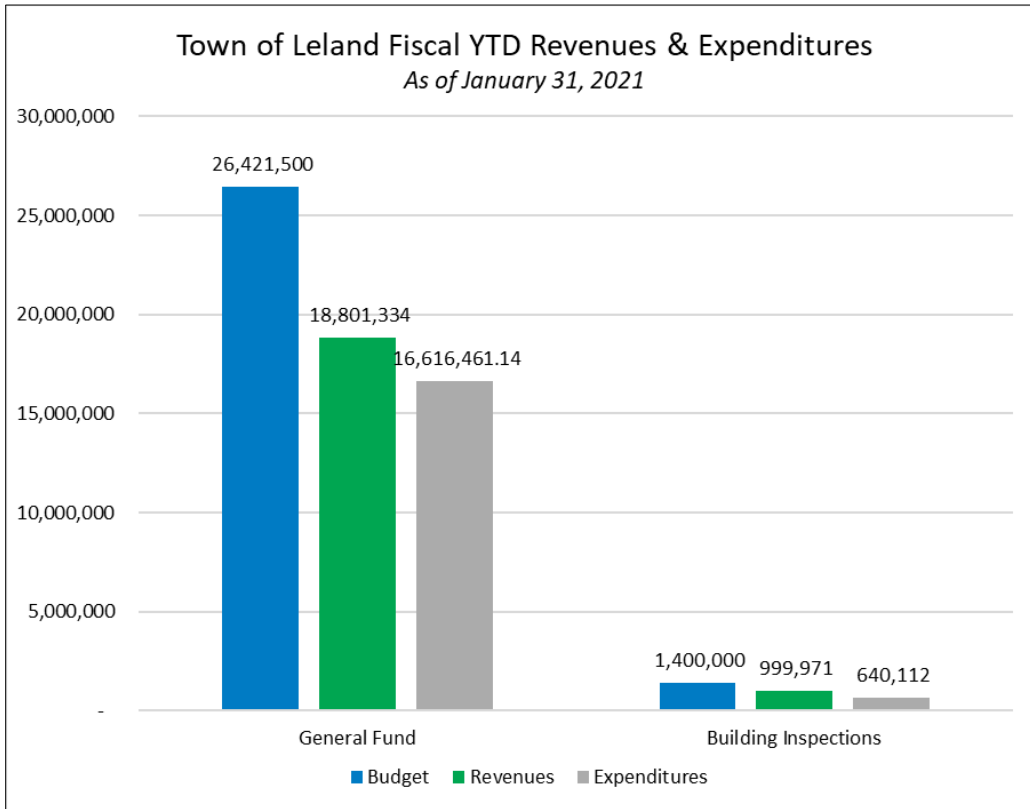
- State Capital Infrastructure Fund (SCIF) Direct Grant – For use of capital/infrastructure projects, \$250,000 (no match).

Grants Not Awarded

- None.

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

Dashboard

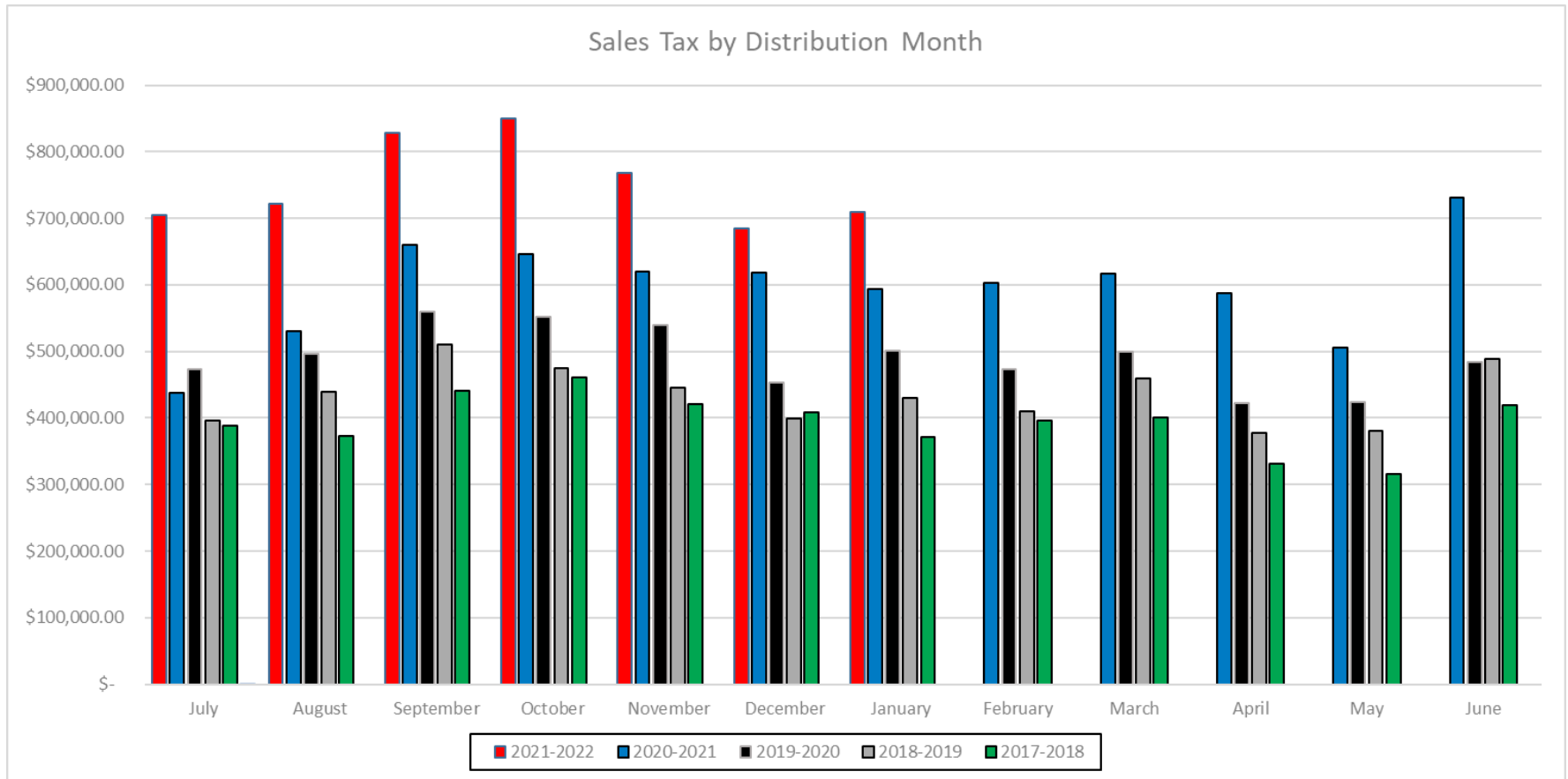


Financial Budget to Actual Report – January 31, 2021

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	26,421,500	3,024,635	18,801,334	-	7,620,166	28.84%
Governing Body	230,000	230,000	36,398	139,676	21,629	68,695	29.87%
Administration	1,430,000	1,430,000	88,741	857,893	52,820	519,287	36.31%
Information Technology	1,235,000	1,247,000	122,318	703,460	410,622	132,918	10.66%
Human Resources	350,000	350,000	22,307	193,353	8,853	147,794	42.23%
Finance	600,000	600,000	65,134	377,680	87	222,234	37.04%
Planning	655,000	726,000	58,654	454,659	21,162	250,178	34.46%
Economic Development	110,000	110,000	9,098	64,339	1,398	44,263	40.24%
P&R & Cultural Arts	1,170,000	1,170,000	69,768	585,619	28,474	555,907	47.51%
Grounds & Facilities	1,685,000	1,685,000	105,517	798,624	271,234	615,141	36.51%
Public Services	2,265,000	2,288,500	210,770	1,297,622	368,132	622,746	27.21%
Police	4,920,000	4,960,000	431,948	2,504,881	399,579	2,055,539	41.44%
Emergency Management	215,000	215,000	9,702	81,580	25,676	107,744	50.11%
Fire	6,025,000	6,120,000	298,654	3,828,609	317,605	1,973,786	32.25%
Debt Services	2,046,000	2,046,000	390,806	1,547,505	-	498,495	24.36%
Transfers	2,244,000	3,244,000	-	3,180,959	-	63,041	1.94%
EXPENSES	25,180,000	26,421,500	1,919,816	16,616,461	1,927,270	7,877,768	29.82%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,400,000	122,400	999,971	-	400,030	28.57%
EXPENSES	1,400,000	1,400,000	87,456	640,112	187,301	572,588	40.90%

FY Sales Tax Distribution

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



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

There were no purchase orders issued in excess of \$50,000 in January 2022.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in January 2022.

Audit Committee Meeting Summary

The Audit Committee did not meet in January. The next meeting is scheduled for February 23, 2022.

Department News

The Employee Art Show is currently on display at Town Hall. The new Leland Bucks employee recognition program has been rolled out to all staff. The department will be distributing total compensation statements to employees during the first quarter of 2022. The Town will be holding the first annual Staff Chili Cookoff in February. Planning is underway for the March employee appreciation event.

Workers Comp Data

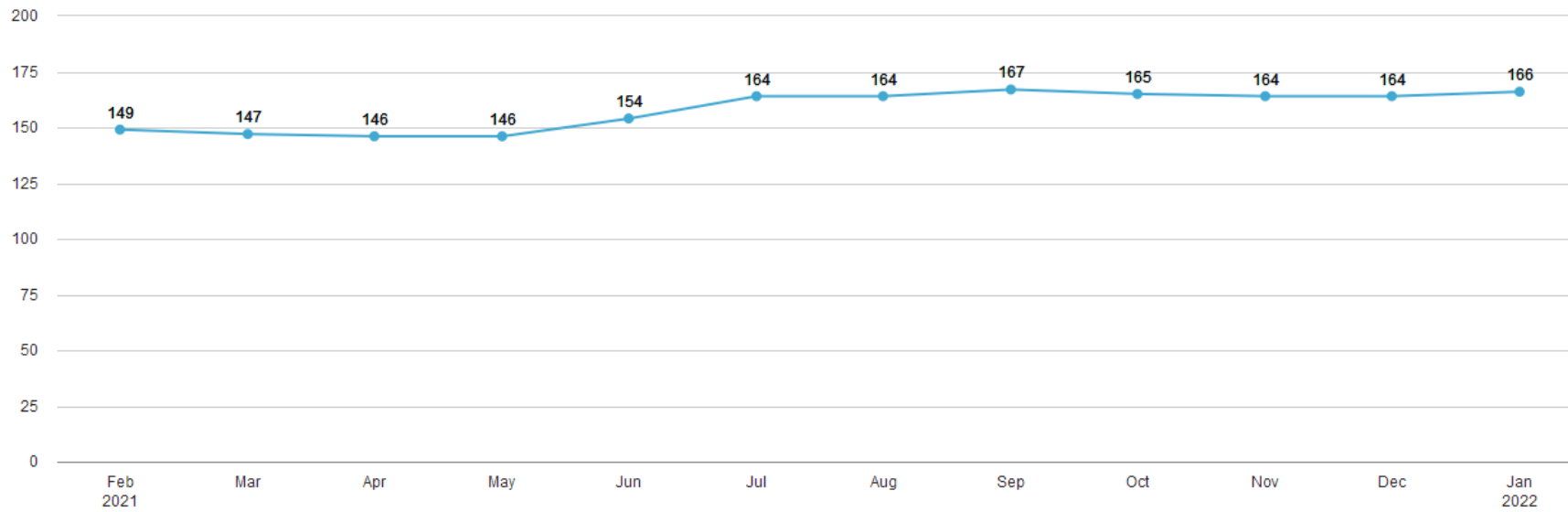
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Lower back injury

Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Joseph Cappuccilli	Police	New Hire	1/3/2022	Police Cadet		
Justin Brown	Police	New Hire	1/3/2022	Police Officer		
Angela Kaley	Police	New Hire	1/3/2022	Police Officer		
Stephen Odom	Police	New Hire	1/3/2022	Police Officer		
Brandon Peeler	Fire	Resignation	1/19/2022	Firefighter		
James Otto	Police	Retirement	1/31/2022	Police Sergeant		

Headcount (FT and PT employees) February 2021 – January 2022

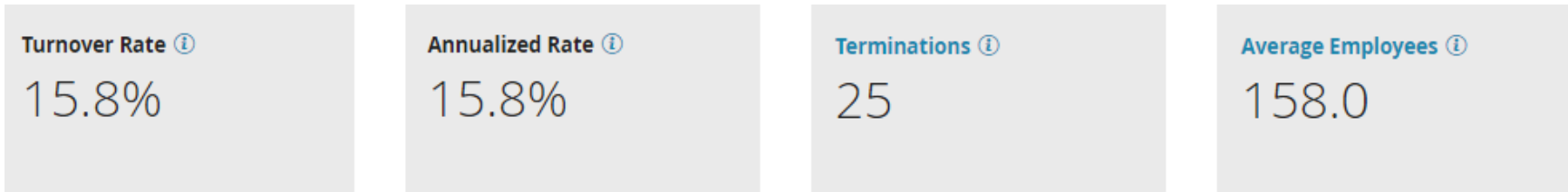
Active Employees Trends



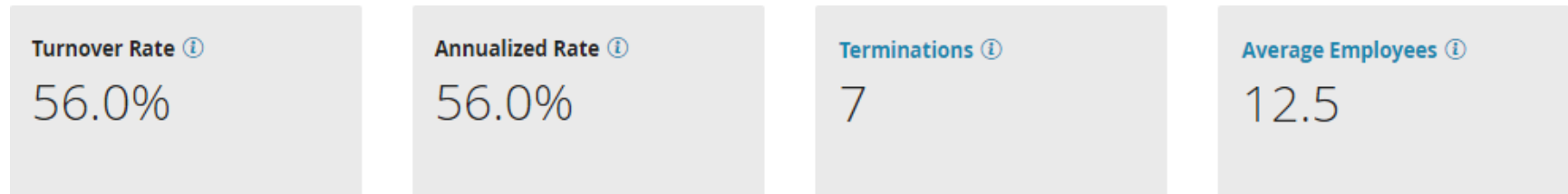
Headcount ⓘ 166 As of January 2022	Hired ⓘ 44	Termed ⓘ 25	Growth Rate ⓘ 9.2%	Turnover Rate ⓘ 15.8%	Average Tenure ⓘ 3.7 (Years)
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Turnover Data February 2021 – January 2022

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

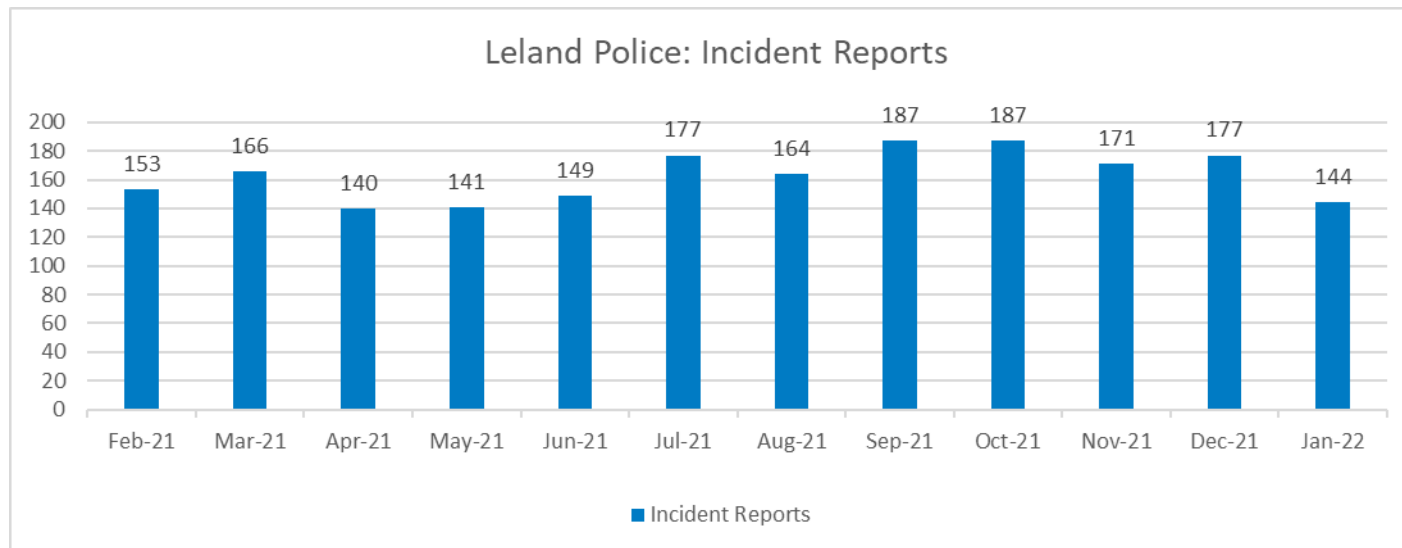
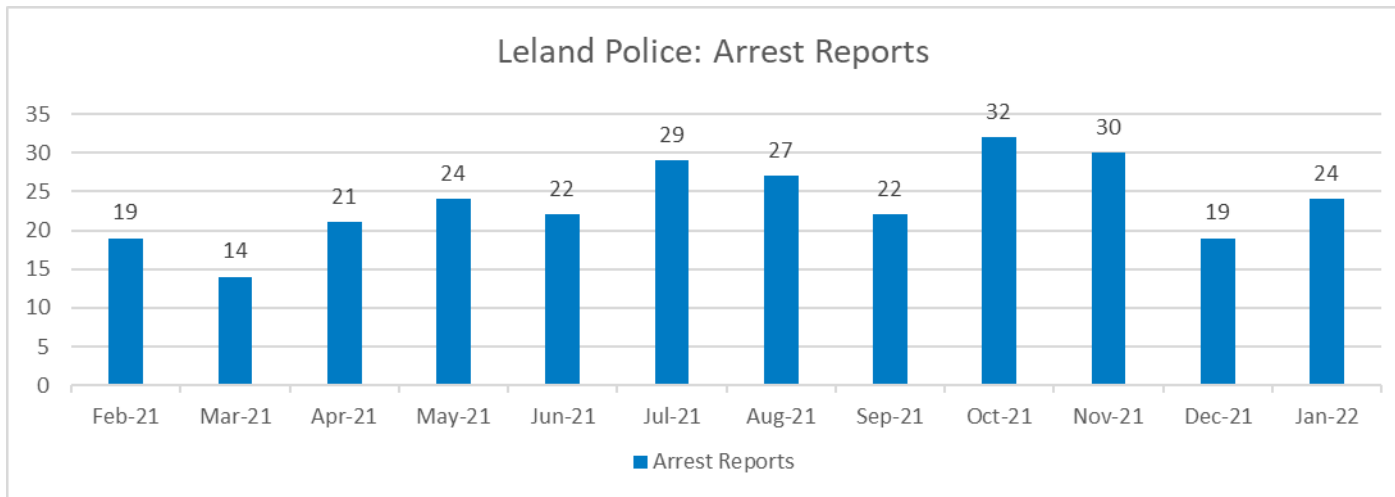
Turnover data includes the departure of seven employees with the Utility transfer to H2GO.

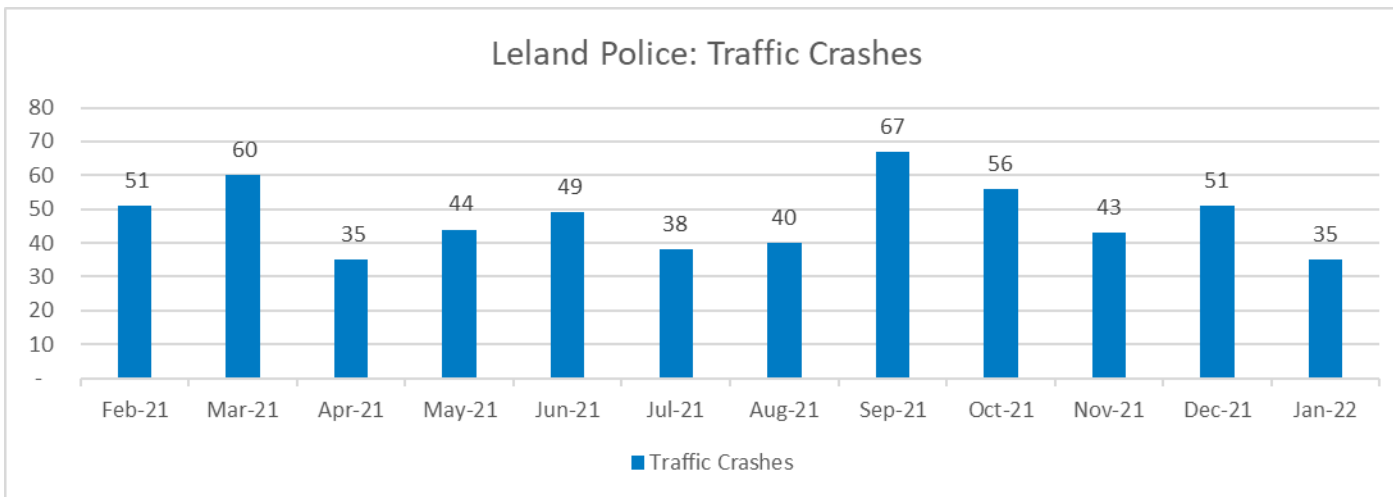
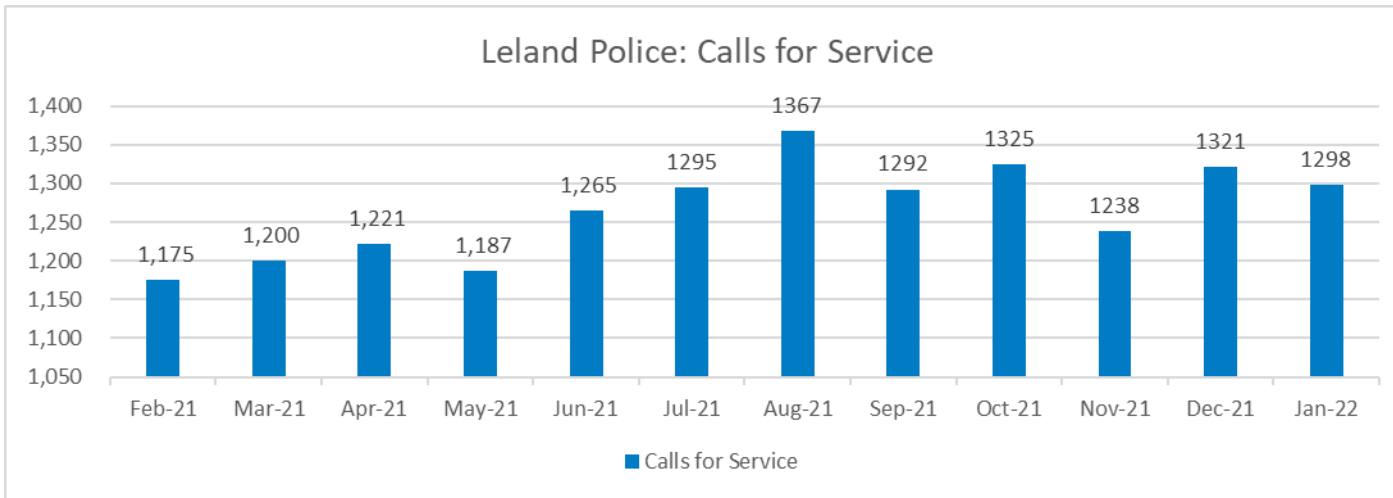
Department News

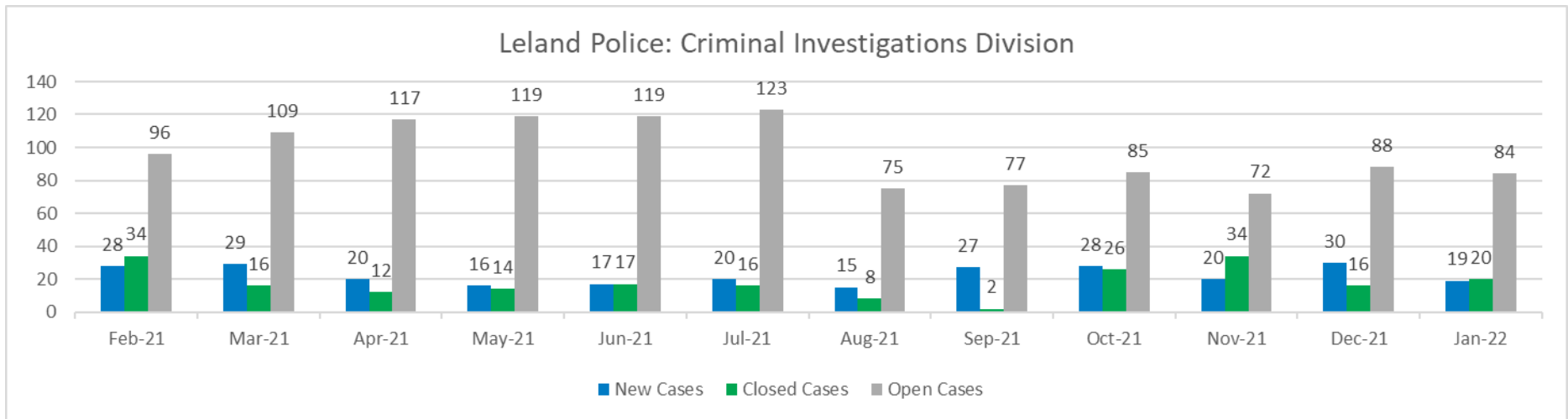
Lieutenant Warren attended RADAR recertification at Cape Fear Community College. The department welcomed four new officers: Angela Kaley, Joseph Cappuccilli, Justin Brown, and Stephen Odom. Leland Police recognized long time employee Sergeant James Otto who retired after 17 years of dedicated service to the citizens and Town of Leland.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Feb-21	33	5	3	8	4	0	2
Mar-21	44	5	6	11	8	1	3
Apr-21	46	5	1	6	3	0	4
May-21	52	2	3	5	8	1	1
Jun-21	57	8	5	14	3	1	2
Jul-21	33	3	3	6	2	1	4
Aug-21	51	2	2	4	3	1	7
Sep-21	25	2	6	7	0	0	2
Oct-21	38	5	2	7	4	0	2
Nov-21	33	2	7	9	3	0	4
Dec-21	29	2	2	4	6	1	1
Jan-22	40	3	6	7	3	1	2
Totals	481	44	46	88	47	7	34







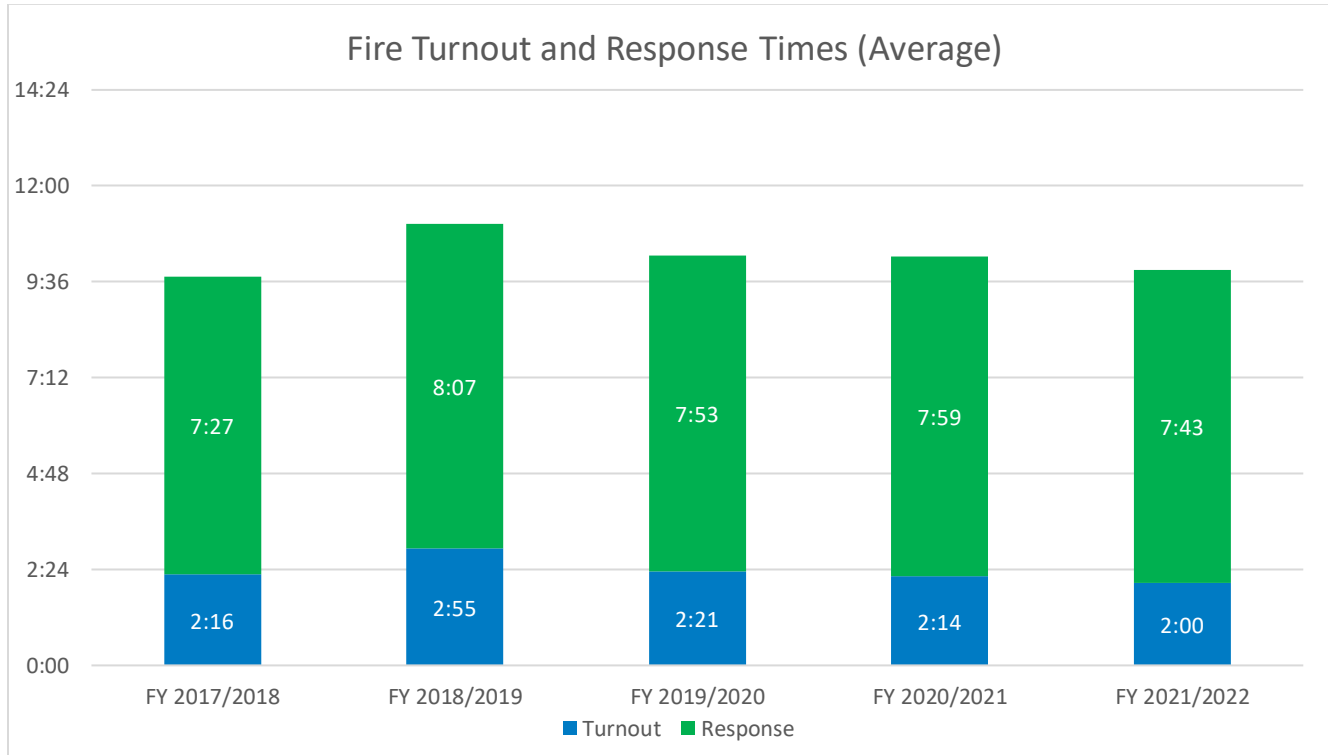
Department News

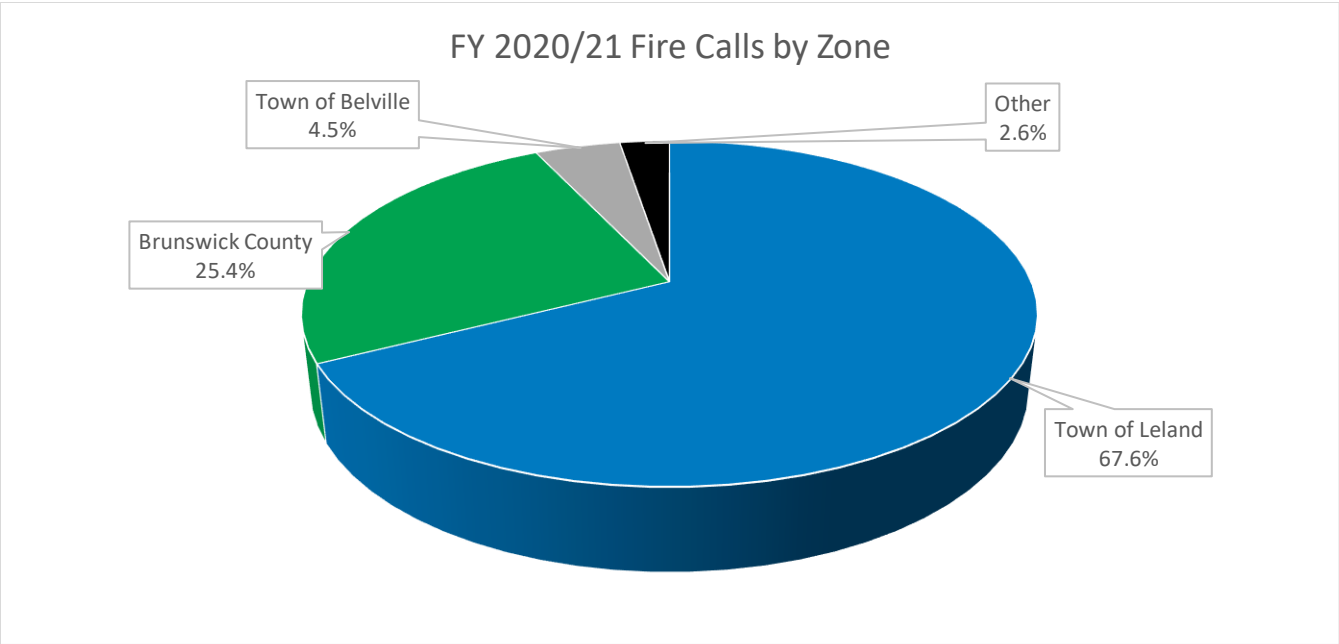
The start of 2022 saw a personnel change for Leland Fire/Rescue with current Fire Chief Chris Langlois taking on the new position of Public Safety Director. This initiated a search for the next Fire Chief, which is currently ongoing.

During January, three members of the department joined the Cape Fear Regional Special Operations Team. This partnership allows all participating agencies to share equipment and training facilities, while being able to utilize their specially trained personnel during times of need. Regional response includes Crisis Negotiation, SWAT (Special Weapons And Tactics), and the Bomb Squad response in the jurisdiction of any partner agency. Leland Fire/Rescue's three members will provide emergency medical support to the team during deployments.

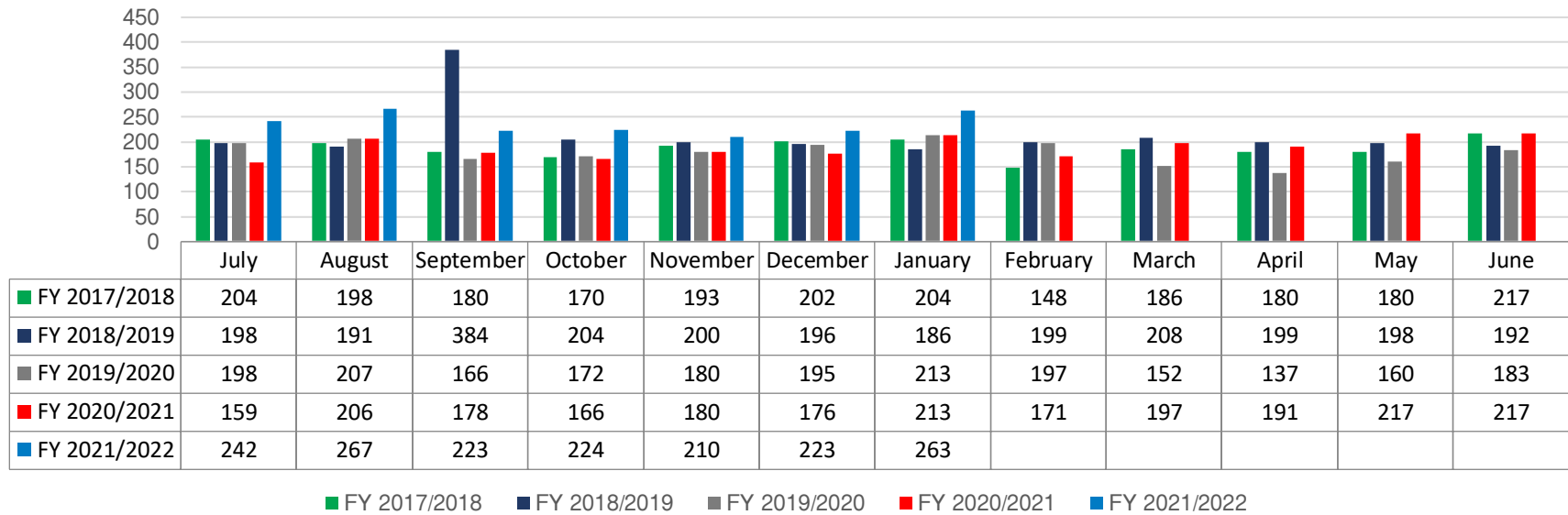
In the department's pursuit of excellence, members have been working to reduce the time it takes to get out of the station once dispatched. Average turnout time for January was the fastest it has been since July 2020, at 1 minute 40 seconds. The average turnout time for the current fiscal year so far is 2 minutes, which is faster than it has been since FY14/15.

Dashboard





Fire Calls



Department News

Mr. Grimes attended training in Radiological Emergency Preparedness (REP) Planning with representatives from FEMA, NC Emergency Management, and various surrounding county emergency officials. Mr. Grimes is working with Brunswick County EM staff to prepare for a scheduled full-scale exercise of the REP plan for Brunswick Nuclear Plant. Mr. Grimes worked with IT and Public Safety staff to identify upcoming improvements in communication systems with the NC VIPER System.

Work Priorities

- Members of management and the Town Attorney are reviewing the Debris Management Plan. State review will begin in February.
- Work with FEMA and NCEM to close out Hurricanes Florence and Dorian Public Assistance Projects continues.

Projects Completed

- No projects completed in January.

Significant Purchases

- No significant purchases in January.

Department News

After some organizational changes across the Town, all maintenance related items (grounds, facilities, and fleet) will now become a function of the Public Services Department. Additionally, the office of the Town Clerk, Communications, and the Parks, Recreation, and Cultural Resources Department will now fall under the responsibility of the Community Enrichment Director.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in January. The next meeting is scheduled for February 23, 2022.

Upcoming Events

February 28, 2022 – Campfire at the Cove

March 4, 2022 – Spring Session Begins

March 12, 2022 – Art Around Town Begins

March 25, 2022 – LCAC Performance Series: Down to Earth Aerials

March 26, 2022 – Youth Arts Day

Parks, Recreation, and Cultural Resources Updates

Registration for spring and summer programs opened on February 1, with record-setting sales and enrollment numbers. Totals included \$35,448.65 in registration fees and 412 enrollments. New programs include Kids in the Kitchen, Mosaic Tiling, and Adult Sports.

Spring events ramp up in March beginning with the return of the Art Around Town pop-up series, supported in part by the Grassroots Grant from the Brunswick County and NC Arts Councils. Instructors and staff will lead hands-on activities at the LCAC and Town of Leland parks including drawing, clay, mixed media, and movement for the whole family. The LCAC performance series is also returning in March, with an exciting aerialist showcase on March 25.

Staff is also preparing for a busy Youth Arts Month in March. The LCAC gallery will showcase artwork from Brunswick County students in kindergarten through 12th grade. Awards will be presented at the annual Youth Arts Day on March 26, which will also include entertainment from Mr. Scooter and a variety of craft projects for families to make and take.

Department News

Inspections staff hosted staff from the International Firestop Council and the NC Department of Insurance for an educational seminar about firestopping on January 4. The seminar provided an understanding of penetration, joint, and perimeter fire barrier firestopping as mandated by the International Building Code and the North Carolina amendments. Staff from other jurisdictions' fire and inspections departments attended the seminar, along with Leland staff.

Ben Watts, Barnes Sutton, Andrew Neylon, and Matt Kirkland attended Ethics: Balancing a Business Friendly Planning Environment, hosted online by Planetizen. This is the first of a two-part series that evaluates and analyzes the role of planners, from public window staff to department heads, in an increasingly business-friendly environment. The course focused on customer service, streamlining processes, and how to handle flexibility within the context of the American Planning Association's Code of Ethics and ethical principles.

Ashli Barefoot and Mr. Sutton attended the Cape Fear CREW luncheon on January 20. Moderated by Greater Wilmington Business Journal assistant editor and real estate reporter Cece Nunn, the panel included UNCW Department Chair of Economics and Finance Adam Jones, City of Wilmington Interim Director of Planning Ron Satterfield, and Brunswick County Planning Director Kirstie Dixon. The speakers discussed economic trends affecting growth in the region along with insights into the planning and zoning initiatives that are driving business development and land use in the Cape Fear region.

Planning Board Meeting Summary

The Planning Board met on January 18, 2022, and heard the following items:

1. Zoning Map Amendment Petition of Brunswick County Tax Parcel Nos. 037GA019, 037GA020, 037GA021, and 037GA022 – Request by Brunswick County Habitat for Humanity, Inc. to rezone 6 acres from R-15, Medium Density Residential District, to R-6, Medium Density Residential District. The Planning Board voted 5-1 to recommend approval of the rezoning request.
2. Proposed Text Amendment for Chapter 66 in the Town of Leland Code of Ordinances - Building Separation and Setbacks – Staff-initiated text amendment to revise building setback regulations in the PD, R-6, and MF zoning districts.
3. Proposed Text Amendment for Chapter 66 in the Town of Leland Code of Ordinances - Conservation District Purpose Statement – Staff-initiated text amendment to broaden the applicability of the Conservation District zoning district.
4. Initial Zoning Recommendation in Connection with the Annexation of an Approximately 11.32 Acre Town-Owned Property – Recommendation of Conservation District zoning district for two parcels off Trade Street near Windsor Park.
5. Initial Zoning Recommendation in Connection with the Annexation of an Approximately 2 Acre Town-Owned Property – Recommendation of Conservation District zoning district for an area near the intersection of US Highway 17 and I-140.

6. Initial Zoning Recommendation in Connection with the Annexation of an Approximately 0.26 Acre Town-Owned Property – Recommendation of Conservation District zoning district for four properties on Snowfield Road SE.
7. Initial Zoning Recommendation in Connection with the Annexation of an Approximately 10 Acre Town-Owned Property – Recommendation of Conservation District zoning district for one property near Interstate I-140 and the Seabrooke subdivision.
8. Initial Zoning Recommendation in Connection with the Annexation of an Approximately 99.31 Acre Town-Owned Property – Recommendation of Conservation District zoning district for one property off Old Fayetteville Road near the Juniper Creek subdivision.
9. Initial Zoning Recommendation in Connection with the Proposed Voluntary Annexation of an Approximately 32.22 Acre Area – Recommendation of R-6, Medium Density Residential District, for an area off Buckeye Road near the Seabrooke subdivision.

The Planning Board's next meeting is scheduled for February 22, 2022 at 6 p.m.

Board of Adjustment Meeting Summary

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

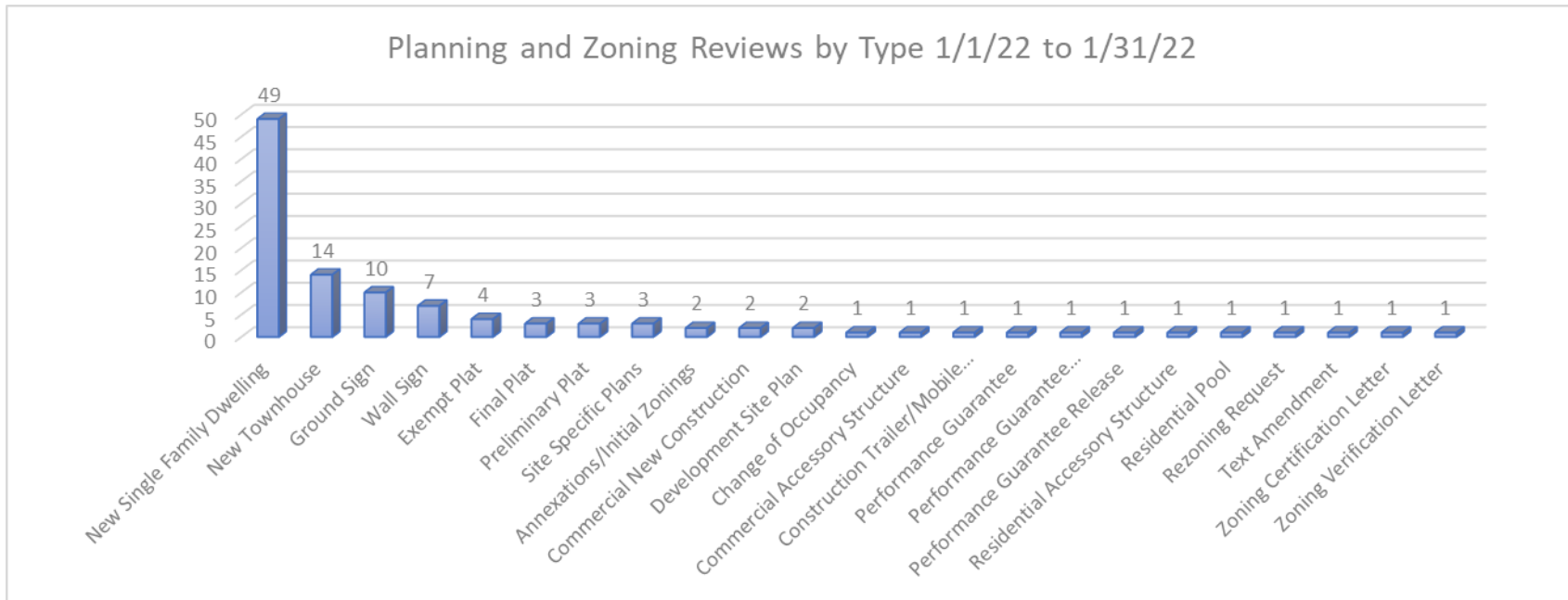
Current Planning Update

TRC Report

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

1. Preliminary Plat for Pinewood at Cannon 2 – Proposal for 463 single family residential lots off NC Highway 87 near Grayson Park.
2. Site Specific Plan for Brunswick Forest Phase 9 Section 2 – Proposal for 123 single family lots and 50 duplex units in Brunswick Forest.
3. Development Site Plan for The Cottages at Brunswick Forest – Proposal for 23 cottage-style units on 4.49 acres off Brunswick Village Boulevard.
4. Development Site Plan for Brunswick Forest Commercial Lots 25 and 26 – Proposal for two 5,000 square foot restaurants on 0.61 acre and 0.59 acre lots in the Brunswick Forest Commercial Village near the Lowes Foods grocery store.
5. Site Specific Plan for Dell Webb at Mallory Creek – Proposal for a 759 single family lot subdivision in Mallory Creek.

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
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Brunswick Forest			
Letters of Credit	17	\$7,609,665.13	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	3	\$125,350.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$1,109,356.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Mill Branch at Spring Hill			
Surety Bonds	1	\$398,318.00	\$398,318.00
Seabrooke			
Surety Bonds	1	\$144,035.00	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	0	\$0.00	-\$70,876.00
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			
	20	\$7,833,420.13	\$0.00
Total Cash Bonds			
	12	\$2,396,930.03	\$0.00
Total Surety Bonds			
	10	\$1,082,750.83	\$327,442.00
Total Performance Guarantee Sureties			
	42	\$11,313,100.99	\$327,442.00

Long Range Planning and Community Development Update

Staff met with staff from AARP to discuss Leland pursuing application to AARP’s Age-Friendly Community Network on January 6. Entering the program shows a community’s commitment to adoption of policies and programs that make neighborhoods walkable, feature transportation options, enable access to key services, provide opportunities to participate in community activities, and support housing that’s affordable and adaptable. This spring, Planning staff will present to the Planning Board and Town Council an interest in entering the AARP Network of Age-Friendly States and Communities.

Staff is coordinating with Insight Planning and Development to begin publicizing applications for low-income housing rehabilitation and repair assistance through the Community Development Block Grant Neighborhood Revitalization (CDBG-NR) program. Staff and Insight will be seeking applicants from low to moderate income households in Leland that need housing repair assistance, with intentions of assembling the applications to apply to the CDBG-NR program in August.

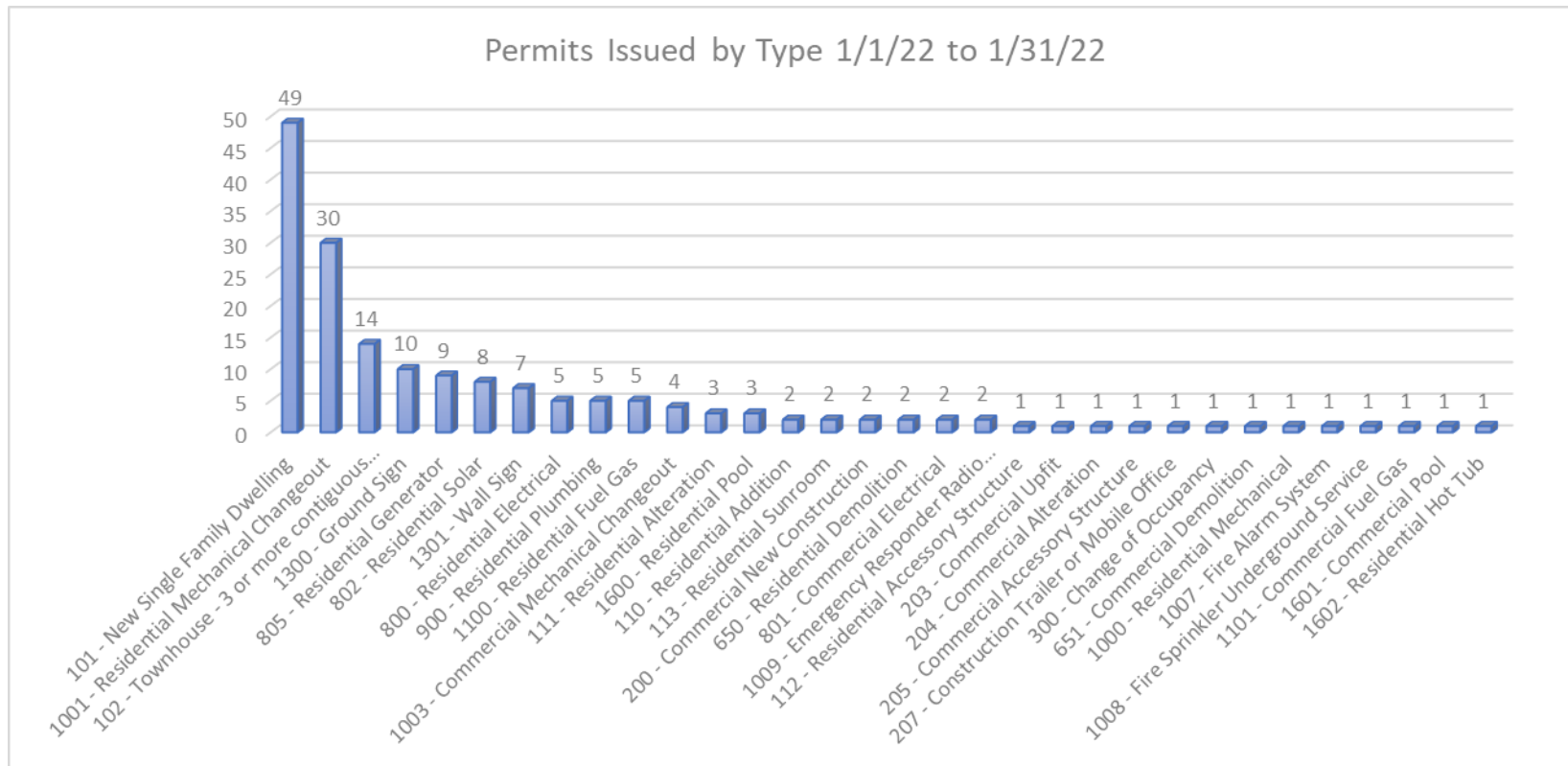
Transportation Planning Update

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 pending projects in the areas of Westgate, NC Highway 87, Brunswick Forest, US Highway 17, and Mallory Creek areas.

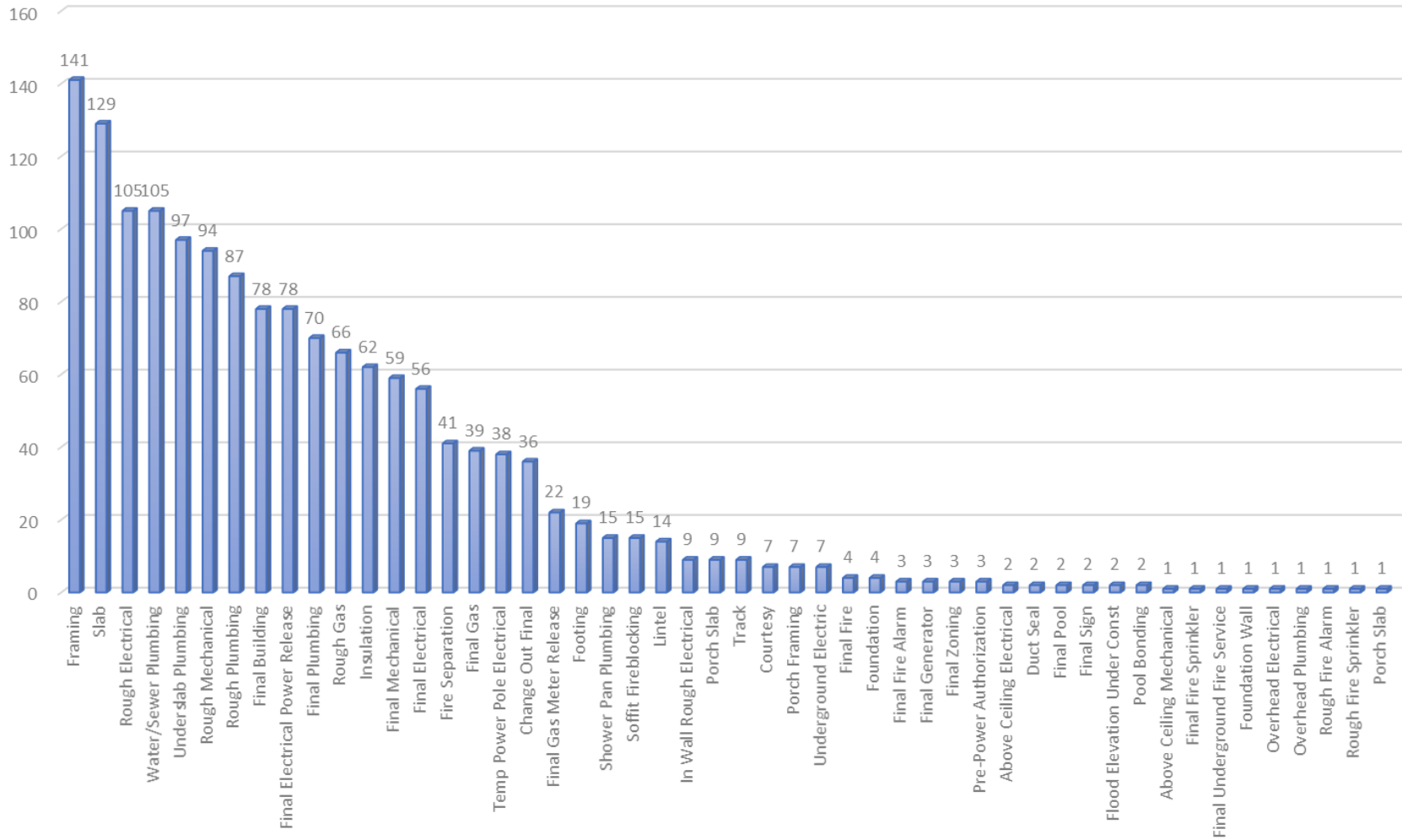
Staff attended the WMPO Technical Coordinating Committee (TCC) meeting on January 12. Topics discussed included a resolution adopting the WMPO’s 2022-2026 Strategic Plan, and amendments to the WMPO’s 2021-2022 Unified Planning Work Program to decrease the amount allocated to the Northern Brunswick County Transit Study and increase the amount allocated to the Leland US Highway 17 corridor pedestrian safety study.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
177	1,567	\$16,972,437



Inspections Completed by Type 1/1/22 to 1/31/22



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	5	0	2	3	10
Cases Closed	1	3	0	5	2	11
Active Cases	2	14	0	13	1	30

Public Services Department Updates

The Town is working on upgrades at the MOC Warehouse to include restrooms and a breakroom within the warehouse for the crews to utilize. The work has been permitted and improvements are underway with work scheduled to be completed in February.

The Grounds, Facilities, and Fleet sections of Operations Services transitioned into Public Services in January. This transition will help maximize resources and efficiencies related to services the Town provides the public. Updates for each group are included in this report.

Streets Updates

Work Priorities

- Staff is manning the vegetative debris site during operating hours, assisting the public and collecting vouchers. In January, the Town had two citizens purchase 15 vouchers, and three citizens delivered debris.
- Staff is scheduled to perform sinkhole repairs at various locations throughout Town in February. This work will be performed in Brunswick Forest, Mallory Creek, and Windsor Park.
- Staff continues to clean out ditches throughout Town. Staff is working in the area of Lyn Marie Drive now, with work to be completed in mid-February. This work includes removing debris, removing vegetation, and re-grading the ditches where required. This work will continue throughout the winter.
- Installation of the “YIELD AHEAD” pavement markings at the Brunswick Forest roundabout have been completed. No additional work is planned for the northern intersection of Brunswick Forest and Low Country Boulevards.
- Staff will be making sidewalk repairs as well as concrete curb repairs in Magnolia Greens and Wedgewood with work commencing in February. This work has been delayed due to the cold weather.

Initiatives

- In December, staff created a developer project module in the Town’s iWorQ workorder system. This module is being used to track Town staff inspections on developer projects.
- Staff is reviewing Town-maintained gravel roads for possible paving. Survey work for this project has been completed and the engineer is working on design plans for Town review. These roads include Graham Drive, Breman Lane, and John Sneed Lane.
- Staff is in the process of updating the Vector Control and Pesticide Application Standard Operating Procedure as well as the Pesticide Discharge Management Plan, both of which will be finalized in February.
- NC Resilient Coastal Communities Program grant work continued throughout January. The Risk and Vulnerability Assessment and Project List (Phase 1 and Phase 2) are scheduled to be finalized in February. Once finalized, the deliverables will be shared

with the public and will be used for future funding opportunities. NC Division of Coastal Management anticipates release of Phase 3 funding applications in February.

- Staff is moving forward with an ADA Transition Plan for Town sidewalks and facilities, with this project being awarded to Precision Sidewalks. Work will start in February and is required to meet ADA Title II requirements.

Capital Project Notes

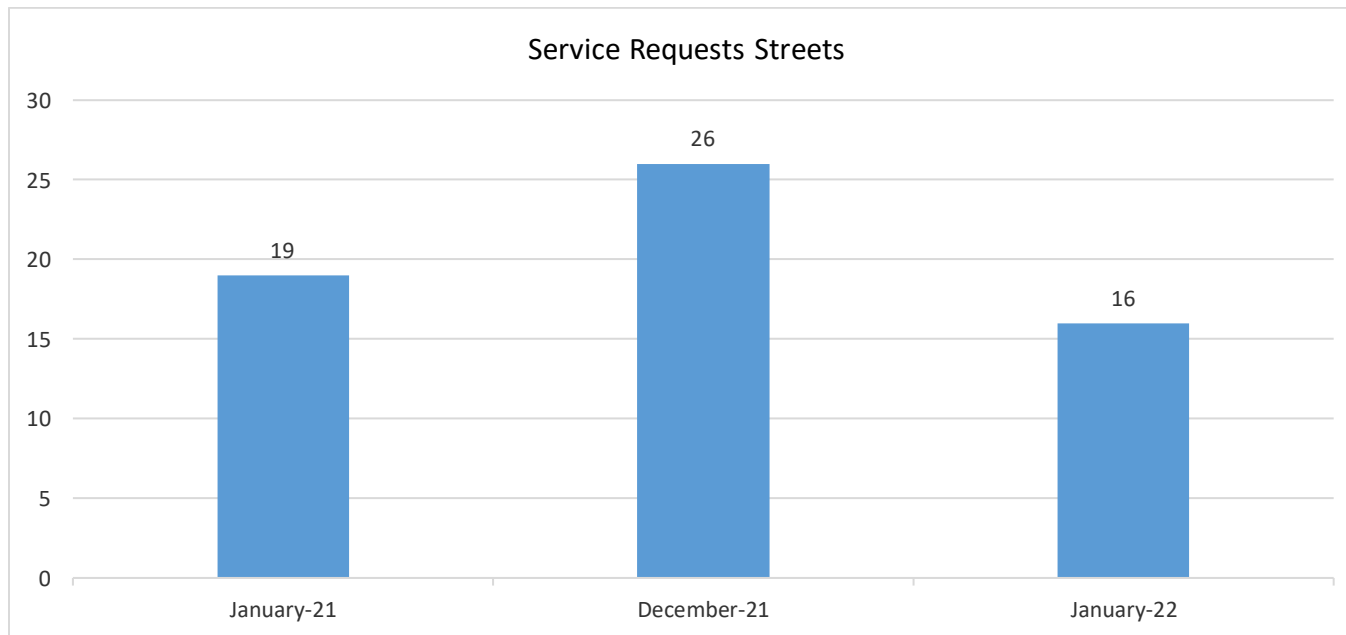
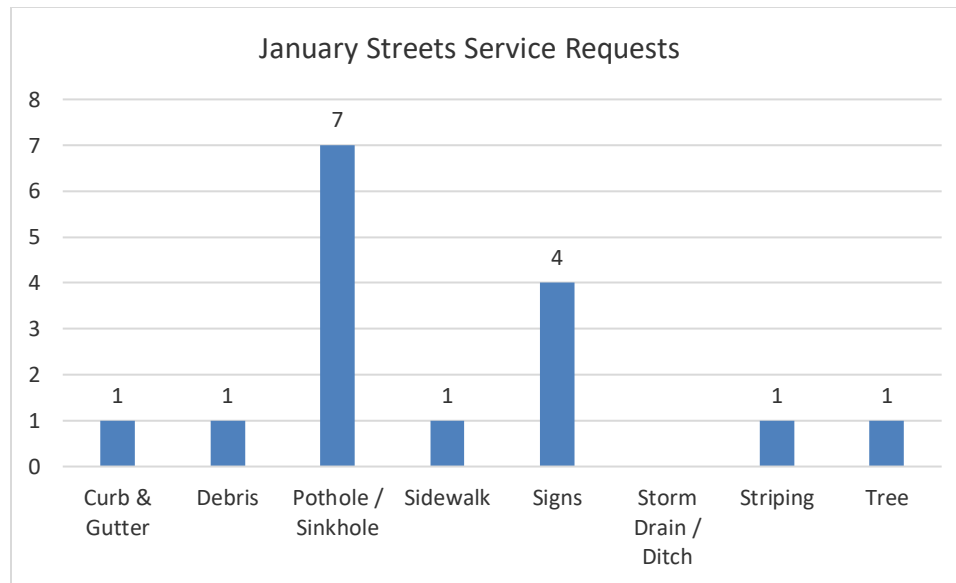
- Construction continued on the STP-DA Pedestrian Improvements (U-5534I, J, K) project in January. The project is being placed on hold in February with work to start back in March to complete final striping and asphalt work as the weather warms.
- Staff continues to work on the Olde Waterford Way roadway extension project. This project went to bid in January with bids due late February.
- Staff is working on the FY21/22 street resurfacing project, with survey work completed and design continuing. Streets to be resurfaced include portions of Olde Waterford Way, Palm Ridge Drive, Pine Harvest Drive, and Grandiflora Drive.

Significant Purchases

- No significant purchases in January.

Work Order Summary

- Streets received 16 work orders in January, with most of them being pothole/sinkhole and sign related (7).
- Streets completed 17 work orders in January, with an approximate expense of \$12,250 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in labor costs (\$5,700).



Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
2021 Totals	26	170	61
Jan-22	2	15	3

Grounds Updates

Work Priorities

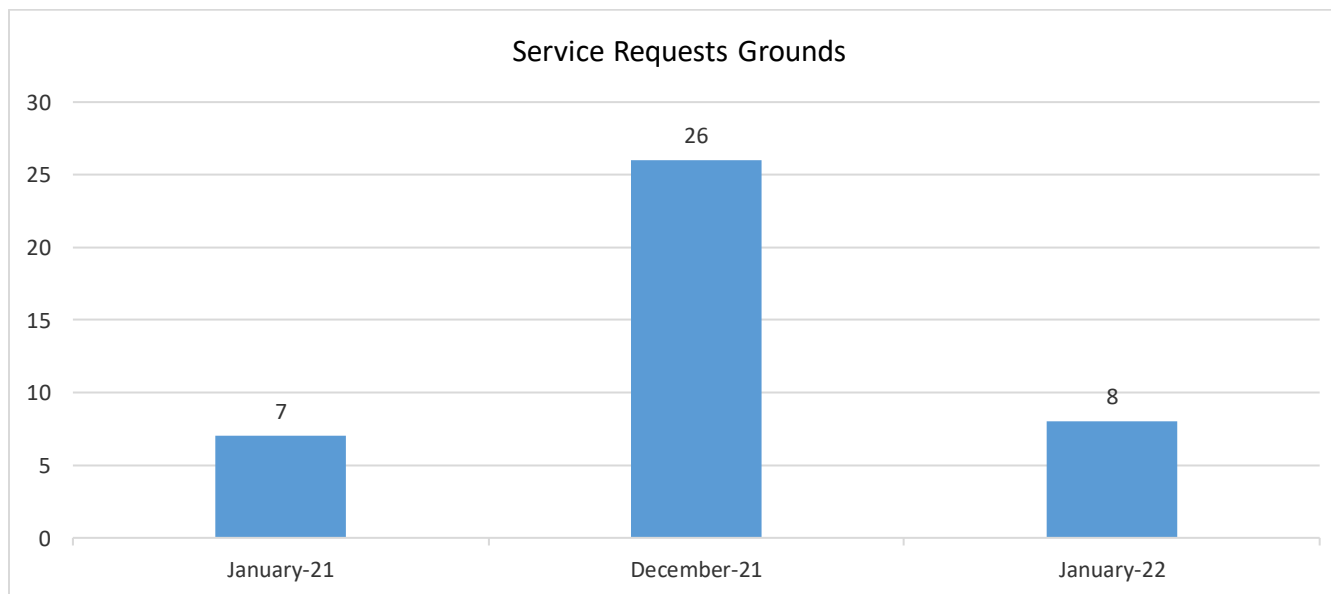
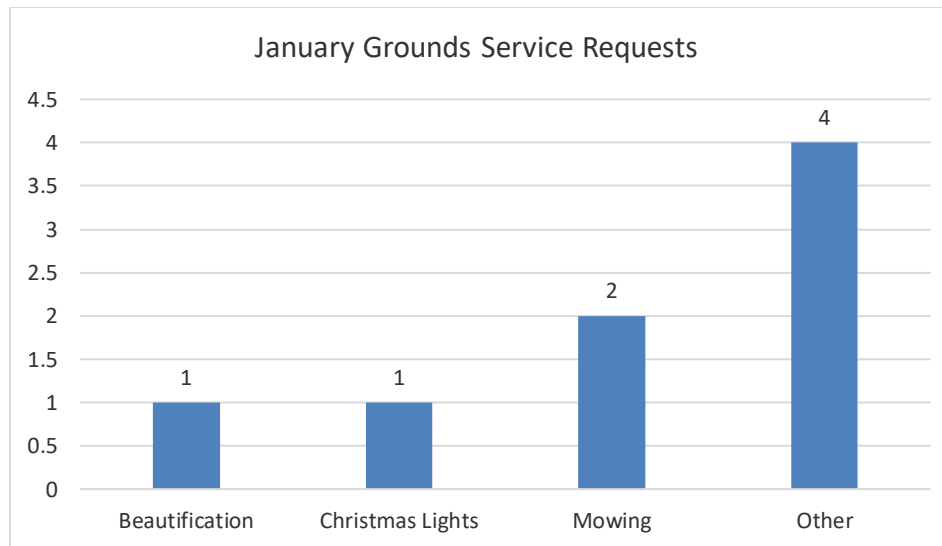
- Staff is planning for and working on the redesign of the landscaping within the Village Road medians between the diverging diamond and Oakland Avenue. This work will commence in the spring.
- Staff is working on irrigation installations near the diverging diamond on Village Road. This work is being proposed as part of the FY22/23 budget.
- Staff is completing mulching and planting area work around all Town properties, with Town Hall property completed in January.
- Staff is looking into upgrades for the Town sign along Village Road, currently working on sub-quotes for replacing the wording on the sign.

Projects Completed

- Staff successfully removed the lights from Founders Park from Leland in Lights, numbering each tree and coding each set of lights as part of the removal process.

Work Order Summary

- Grounds spent much of January taking down the lights in Founders Park, but also received seven other work orders in January, with most of them being related to mowing and beautification.
- Grounds completed six work orders in January, with an approximate expense of \$1,600 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in labor (\$1,200).



Facilities Updates

Work Priorities

- Staff is working to enclose the windows on the Parks & Recreation shed at Town Hall for a future art mural.
- Staff is working with Monteith Construction to correct some paint deficiencies on the outside red cement board at the LCAC. This work is under warranty and being filed with the manufacturer.
- Staff is working with Salt Air to resolve HVAC issues at Town Hall, primarily in the Police wing. This work will be completed in early February.
- Staff is working on obtaining quotes to complete HVAC upgrades at Westport Fire Station. The current system creates humidity and moisture issues that must be corrected.
- Staff is working to install a concrete pad at the LCAC. This pad will be used to add a propane tank for pottery purposes.

Projects Completed

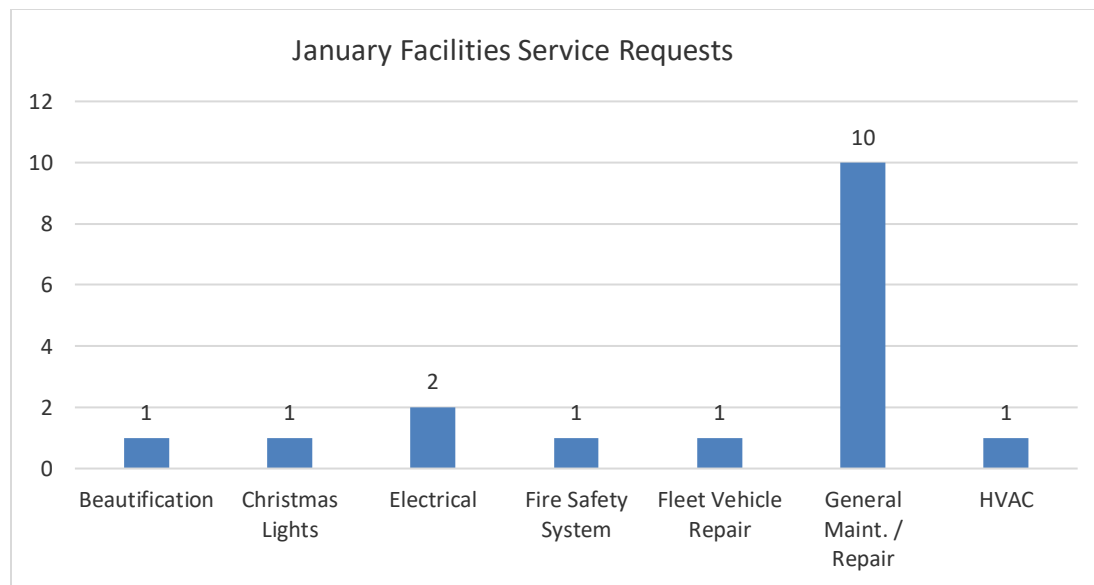
- Staff successfully removed the lights from Founders Park from Leland in Lights, numbering each tree and coding each set of lights as part of the removal process.
- Staff completed the garage door repairs at Village Road Fire Station, which included new remote controls.
- Staff completed numerous repairs at the LCAC including multiple door and lock issues and a plumbing issue.
- Staff power washed the sidewalks at the Westport Fire Station.
- Staff cleaned the gutters and a few windows at Town Hall while renting the man-lift.

Capital Project Notes

- Construction continues on Fire Station 53 off Old Lanvale Road. The contractor is working on site-work and interior finishing work with all work to be completed in late February pending dry weather.
- Design continues on the Fire Station 51 project. The engineer is working to finalize draft plans in February.
- Staff is working to obtain quotes to update an existing building on the Municipal Operations Campus to become the new Animal Control facility. The work is anticipated to start in the spring.

Work Order Summary

- Facilities received 17 work orders in January, with most of them being general maintenance/repair related (10).
- Facilities completed 13 work orders in January, with the bulk of the expense in labor.



Fleet Vehicle Updates

Work Priorities

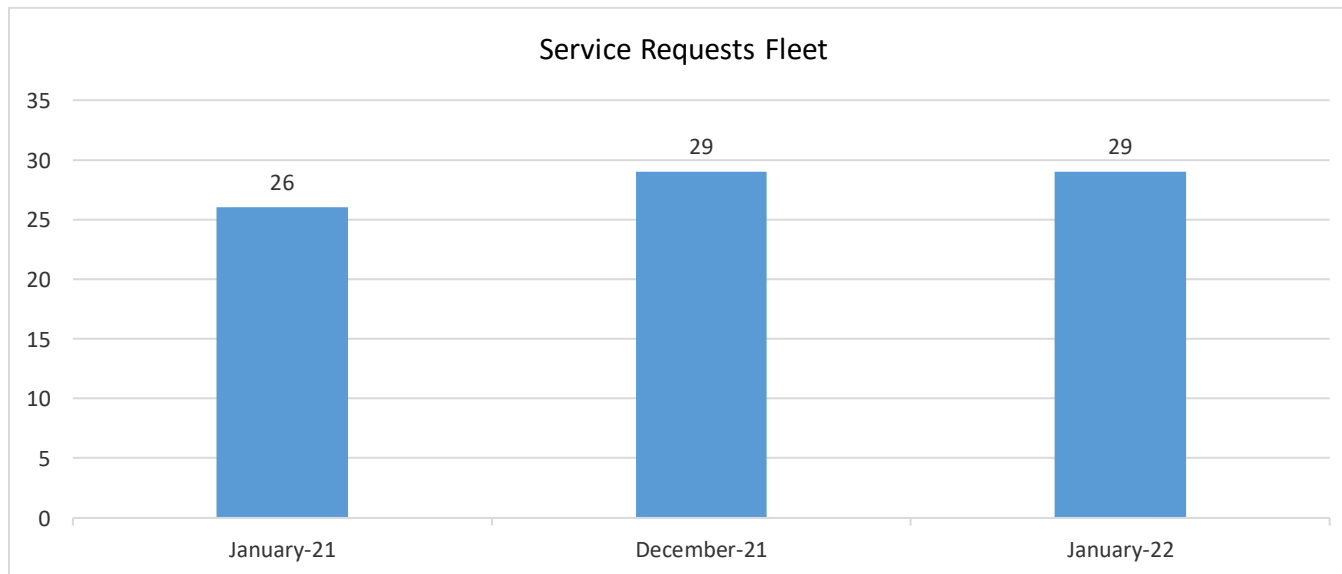
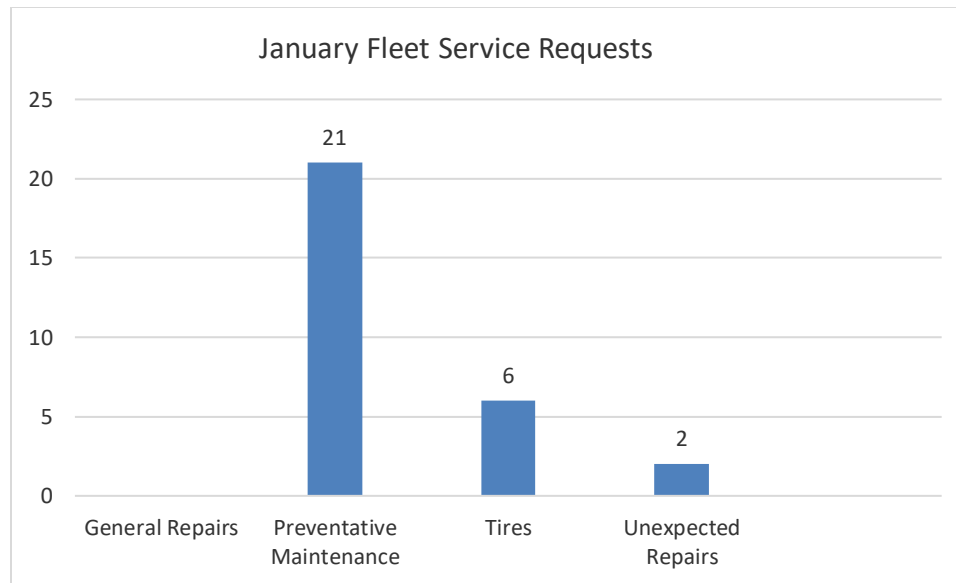
- Staff is working to finalize and issue a contract to Parkers Collision for autobody repairs. The draft contract has been submitted to the Town Attorney for review.
- Staff is obtaining quotes for impound towing services for Police. The goal is to issue an open PO to be used as these towing needs arise.
- Staff is initiating a business case analysis review for routine vehicle maintenance expenses. The analysis will primarily review labor expenses to determine if the Town wants to begin performing preventative maintenance work in-house.

Projects Completed

- Annual vehicle survey was completed by the fleet administrator, identifying vehicle repair and replacement needs. The survey data has been uploaded to iWorQ.

Work Order Summary

- 29 fleet work orders were processed in January for a total expense of \$6,226.
- 21 vehicles had preventative maintenance in January for a total expense of \$2,156.



Department News

An undisclosed company has put a 26-acre tract in the **Leland Innovation Park** under contract where it plans to build a 126,000 square foot distribution facility. If the project proceeds, this would be the first facility to be built at the 225-acre parcel that was annexed into the Town in July 2020.

New Businesses

- **Custom Home Furniture Outlet** in the **Waterford Commercial Village** is now open to the public. A ribbon-cutting and VIP grand opening event will be held on February 2.

New Construction/Development

- Sitework is progressing on the **Brunswick Beer & Cider Co.** project in The Villages of Brunswick Forest.
- Construction is progressing on the **Tru by Hilton hotel** in the **Waterford Commercial Village**. The hotel will have 93 rooms and offer an indoor pool, continental breakfast, and other amenities.

Economic Development Committee Meeting Summary

The Economic Development Committee met on January 6, 2022. The Committee held a workshop to continue updating the 2019 Economic Development Strategic Plan. The Committee's next meeting is scheduled for February 10, 2022.