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## STAFF REPORTS

May 2020 Regular Meeting

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## Department News

Due to the COVID-19 pandemic, staff continues to keep safe by adhering to social distancing requirements, and therefore many employees are working from home.

The new laser projector was installed in the Council Chambers on April 29, 2020. Motorola completed the programming of the communication radios, so the next step will be to train staff in the coming month.

## Council Directive Updates

- Flood Policy/Stormwater Design Standards – Staff is exploring having a consultant review and update the Town's current stormwater standards and requirements for new development.
- Pine Harvest Stop Sign Update – Pedestrian signage and rumble strips have been installed. No reported accidents have occurred. Staff considers this matter closed at this point.
- WAVE Transit – Staff will provide an update of conversations with WAVE Transit officials at the May 11, 2020 budget meeting.

## Communications

### Social Media Update

- Facebook Highlights (April 1 – 30, 2020)
  - Post Reach (Number of people who saw posts at least once) – 35,551 (Up from 18,327 prior month)
  - Added 62 new followers for a total of 4,428
- Twitter Highlights (April 1 – 30, 2020)
  - Mentioned 21 times in tweets by other users
  - Added 12 new followers for a total of 1,346
- NextDoor Highlights (April 1 – 30, 2020)
  - Reach/Impressions – 32,918 (Down slightly from last month's record number of approximately 36,000 but still maintaining higher-than-average engagement.)

- Likes – 37

## Website/Newsletter/Other

- Continued to update the COVID-19 site alert on the homepage of the website and maintain dedicated a COVID-19 section of the website.
- Utilized twice-monthly Town newsletter to keep residents informed of coronavirus updates and related information.
- Updated navigation of the website, as well as written and visual content, to create a more user-friendly experience.

## Press Releases/Blogs

- [NCDOT Seeks Feedback on Hwy. 74 Corridor](#)
- [Leland Seeking Volunteers to Serve on Boards & Committees](#)
- [Leland Names Longtime Fire Chief as New Emergency Management Director](#)
- [Leland Opposes Motion by H2GO and Belville to Modify Injunction](#)
- [Roadwork on Village Road to Begin this Week](#)

## TDA Marketing

- Staff has reviewed and approved VC3's design of the homepage for the new Visit Leland website. Due to COVID-19, the estimated website launch date of mid-May could be delayed by several weeks.
- Staff has moved forward on a partnership with CGI Communications that will allow for the creation of 6 promotional videos, including drone footage, that will be housed as a "video tour" on the new website. CGI is a nationally recognized company endorsed by the National League of Cities, the United States Conference of Mayors, and the National Association of Counties.
- In the absence of tourism-related news and updates due to COVID-19 travel restrictions, staff has maintained TDA social media by sharing posts from local businesses, Facebook Live interviews from TDA vice-chairman Michael Braddock, and business-related resources.

## Projects

### Public Services

#### Northgate Drive Realignment

- Purpose: To realign Northgate Drive and Lee Drive to create a signalized intersection at Village Road.
- Status: Construction is complete. Contractor is completing punch list items. Final repair work is expected the beginning of May.
- Next Steps: Complete repair work, finalize, and close out project.
- Concerns: None.

#### Mallory Creek Drive Patching

- Purpose: To repair the street in 12 locations along Mallory Creek Drive. Work shall consist of full depth asphalt replacement of all failed locations along the approximate first mile of Mallory Creek Drive from River Road SE (Highway 133), stormwater system modifications, asphalt removal, subbase removal, testing, compaction, base replacement, asphalt replacement, striping, curb and gutter replacement, adjusting water and sewer utility appurtenances to match final grade, erosion control measures and stabilization of all denuded areas, and a submitted and approved traffic control plan including installation.
- Status: All construction work was substantially completed on December 18, 2019. Contractor is completing punch list items which are expected to be completed by the end of May.
- Next Steps: Complete punch list items, finalize, and close out project.
- Concerns: None.

#### Highway 17 Force Main/ Lift Station #10 Upgrade

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer by running 10” and 16” force mains, and to increase the available storage capacity for Lift Station #10 to 3,830 cubic feet, thus providing an additional safety factor to the operational integrity of the system, as well as the ability to better manage peak flows which are expected to result from planned growth in the service area.

- Status: Waiting on Final Application for Payment from contractor and final invoices from SEPI.
- Next Steps: Finalize and close out project.
- Concerns: None.

## Lift Station #1 Replacement (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Sewer permit is issued. Final design plans and contract documents are being reviewed by Town staff. Anticipate advertisement of the project in May 2020.
- Next Steps: Advertise and bid.
- Concerns: None.

## Lift Station #14 Relocation (159 South Navassa Road)

- Purpose: To relocate Lift Station #14 further away from Sturgeon Creek to mitigate environmental concerns and to provide additional space for the future Sturgeon Creek Park.
- Status: The purchase of the new lift station site was closed and recorded on January 13, 2020. Received second engineering/design proposal April 2020.
- Next Steps: Town staff is currently reviewing proposals to determine next steps.
- Concerns: None.

## Lift Station #3 Rehab (8991 Timber Lane)

- Purpose: To refurbish Lift Station #3, which has deteriorated due to significant sewage flow within the collection system.
- Status: Task order has been fully executed with Brunswick Engineering Company.
- Next Steps: Begin design work.
- Concerns: Potential cost of rehabilitation.

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

- Purpose: To construct a sewer lift station in Brunswick Forest to help serve the developing areas within Brunswick Forest and along the Highway 17 Corridor with sewer. Station will be designed to accept additional flow from other lift stations by force main.
- Status: Construction is underway.
- Next Steps: Contractor is currently working on the wet well at the Lift Station #33 site. Design work to extend the force main from Hawthorne at Waterside across Highway 17 to Ibis Landing is currently being designed. Town staff reviewed and a change order to the contract documents is expected.
- Concerns: Meeting delivery dates per the development agreements.

## Leland Highway 17 Sewer Expansion II Phase 1

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Hewett Burton Road and end at Bishops Ridge on Hazels Branch Road. The force main will be designed to accept flow from around the area as well as additional flow from other lift stations.
- Status: Construction is underway.
- Next Steps: Contractor is currently working alongside Hazels Branch Road. Continue construction with a scheduled completion date of July 2020.
- Concerns: Meeting delivery dates per the development agreements.

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

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The Lift Station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: The purchase of the new lift station site was recorded January 29, 2020. The Town's engineer has completed preliminary design plans. Town staff is in the process of reviewing plans and obtaining easements.
- Next Steps: Complete engineering design work, obtain easements, and advertise/bid the project.
- Concerns: None.

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Finalizing bid documents and obtaining final approval from NCDOT prior to advertising the project for bid.
- Next Steps: Advertising and bidding of the project is anticipated to take place in Spring 2020. Extend temporary construction easements.
- Concerns: Potential high cost of construction, funding, and traffic management. Reimbursement is deferred until the start of Federal fiscal year 2021 due to COVID-19 restrictions at NCDOT.

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

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Finalizing bid documents and obtaining final approval from NCDOT prior to advertising the project for bid.
- Next Steps: Advertising and bidding of the project is anticipated to take place in Spring 2020.
- Concerns: Potential high cost of construction, funding, and traffic management. Reimbursement is deferred until the start of Federal fiscal year 2021 due to COVID-19 restrictions at NCDOT.

## 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: Survey of existing streets and drainage is completed. Design work is currently underway.
- Next Steps: Brunswick Engineering Company to compile preliminary plans.
- Concerns: Timeline of construction is yet to be determined following the annexation of the streets within the Lanvale Forest Subdivision.

## Brunswick Village Boulevard Extension & Kay Todd Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road. Brunswick Village Boulevard will be extended passed Regional Pump Station #33 to serve the developing areas in Brunswick Forest.
- Status: Hanover Design Services has completed 90% of the design plans.
- Next Steps: Finalize design plans and contract documents for advertisement and bid.
- Concerns: None.

## Operation Services

### Sturgeon Creek Park

- Purpose: The currently undeveloped Sturgeon Creek Park is intended to serve as Leland's second water access park. With potentially more than 78 acres, this park can become a destination facility both locally and regionally for sportsman and water lovers wishing to gain access to Sturgeon Creek and the Brunswick River. Sitting on Sturgeon Creek, the focus for this facility will be boating access from a NC Fish and Wildlife boat ramp as well as environmental education, preservation, and nature-based activities.
- Status: The Town is in the process of securing the final key property on the banks of Sturgeon Creek. Final master plan adopted by Town Council at their February 2020 meeting.
- Next Steps: Move forward with engineering when additional funding is available.
- Concerns: Lack of funding to move forward once the master plan is complete.

### Founders Park Improvements

- Purpose: Founders Park serves as the flagship facility for a myriad of events and program throughout the year. The current design of the park provides a place for walkers and runners to remain physically active and the disc golf course is one of the most popular amenities in the park. The playground also provides enjoyment for youth ages 5-12 years old.
- Status: Final plan was presented to Council at their regular meeting in March 2020.
- Next Steps: Move forward with engineering once funding is available.



- Concerns: The recently adopted Parks Recreation and Open Spaces Master Plan identifies a number of objectives related to Founders Park. The plan points out the urgency to move forward with park projects specifically calling out phases one and two of the Founders Park Plan, both of which are identified as short-term goals. Lack of funding is the largest concern preventing the Town from moving forward with these projects at this time.

## Cypress Cove Park Improvements

- Purpose: To construct a direct access road into Cypress Cove Park from Village Road and to make improvements to the park entrance and parking areas.
- Status: In engineering design.
- Next Steps: Complete engineering design. Explore potential land acquisition for right of way and stormwater improvements.
- Concerns: Lack of funding to move forward once park design is completed. Land acquisition will potentially be necessary.

## Leland Greenway

- Purpose: To construct a multi-use path connecting Westgate Nature Park to Brunswick Nature Park owned and operated by Brunswick County.
- Status: In the planning stage. Staff has engaged Paramounte Engineering, Inc. for this project. Town staff and staff with Brunswick County have been meeting with property owners to gauge their interest in the multi-use path crossing their property.
- Next Steps: Have engineer finalize schematic design and greenway master plan including construction estimates.
- Concerns: Sections of greenway will cross private property and power line easements. Agreements will be crucial to make the necessary connections. Lack of funding to move forward once greenway design is completed.

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

- Purpose: Construction of new fire station.
- Status: Decision made to abort design build process with Bobbitt with new opportunity to repurpose Lanvale Road shop into the future station.
- Next Steps: Contacting Bobbitt to officially call off plans and pay outstanding invoices. Preliminary design and usage discussions underway with construction dependent on Utilities and Street Maintenance departments moving to the new Municipal Operations Center.
- Concerns: Costs of renovation and redesign. Construction dependent on the status of the new Municipal Operations Center.

## Town Hall Renovation

- Purpose: Interior improvements to Leland Town Hall.
- Status: RFQ process has been finalized, with Sawyer, Sherwood, and Associates being selected for architecture and engineering consulting services.
- Next Steps: Operations to contact all companies who submitted proposals for follow up regarding selection process. Project currently on hold, pending funding.
- Concerns: Lack of funding to move forward once engineering and design services have been completed.

## 1987 Andrew Jackson Highway (Municipal Operations Center)

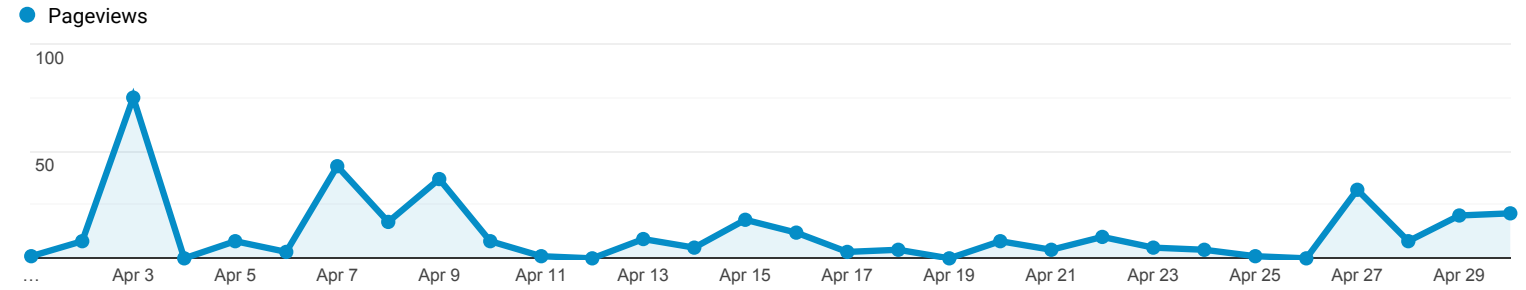
- Purpose: Purchase of property which would be home to the new Leland Municipal Operations Center.
- Status: Currently in due diligence period with Offer to Purchase.
- Next Steps: Complete Phase 1 Environmental Analysis and Property Inspections.
- Concerns: None.

## Projects Page Report

Apr 1, 2020 - Apr 30, 2020

**All Users**  
100.00% Pageviews

**Explorer**



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

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>365</b> % of Total: 1.23% (29,677)	<b>217</b> % of Total: 0.91% (23,918)	<b>00:01:14</b> Avg for View: 00:01:25 (-12.31%)	<b>40</b> % of Total: 0.29% (13,622)	<b>65.00%</b> Avg for View: 52.26% (24.38%)	<b>18.08%</b> Avg for View: 45.90% (-60.61%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. <a href="#">/services/town-projects</a>	<b>179</b> (49.04%)	<b>83</b> (38.25%)	00:00:38	<b>13</b> (32.50%)	46.15%	11.73%	\$0.00 (0.00%)
2. <a href="#">/projects/future-town-projects</a>	<b>49</b> (13.42%)	<b>42</b> (19.35%)	00:01:54	<b>9</b> (22.50%)	55.56%	30.61%	\$0.00 (0.00%)
3. <a href="#">/projects/leland-fire-station-53-kay-todd-road</a>	<b>39</b> (10.68%)	<b>23</b> (10.60%)	00:01:54	<b>1</b> (2.50%)	100.00%	17.95%	\$0.00 (0.00%)
4. <a href="#">/projects/highway-17-sewer-expansion-ii-phase-1</a>	<b>24</b> (6.58%)	<b>15</b> (6.91%)	00:02:58	<b>1</b> (2.50%)	0.00%	12.50%	\$0.00 (0.00%)
5. <a href="#">/departments/streets/roadwork-projects-updates</a>	<b>16</b> (4.38%)	<b>15</b> (6.91%)	00:00:41	<b>14</b> (35.00%)	85.71%	87.50%	\$0.00 (0.00%)
6. <a href="#">/projects/mallory-creek-drive-patching-project</a>	<b>15</b> (4.11%)	<b>10</b> (4.61%)	00:01:01	<b>1</b> (2.50%)	100.00%	13.33%	\$0.00 (0.00%)
7. <a href="#">/projects/regional-pump-station-33-and-force-main-extension</a>	<b>12</b> (3.29%)	<b>8</b> (3.69%)	00:01:00	<b>0</b> (0.00%)	0.00%	8.33%	\$0.00 (0.00%)
8. <a href="#">/projects/booster-pump-project</a>	<b>11</b> (3.01%)	<b>8</b> (3.69%)	00:01:51	<b>1</b> (2.50%)	100.00%	9.09%	\$0.00 (0.00%)
9. <a href="#">/projects/highway-17-forcemainlift-station-10-upgrade-project</a>	<b>7</b> (1.92%)	<b>4</b> (1.84%)	00:01:53	<b>0</b> (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
10. <a href="#">/projects/northgate-drive-realignment-project</a>	<b>7</b> (1.92%)	<b>4</b> (1.84%)	00:04:00	<b>0</b> (0.00%)	0.00%	14.29%	\$0.00 (0.00%)

Rows 1 - 10 of 12

## Department News

All training and conferences for the department were cancelled in April due to COVID-19 and staff is alternating schedules to work from home and in the office.

The fiscal year 2020-2021 budget is in the final stages of being finalized. Mrs. Friedman is working closely with HR on a new payroll software. Ms. Lopez and Ms. Lacewell are beginning to prepare for fiscal year-end procedures.

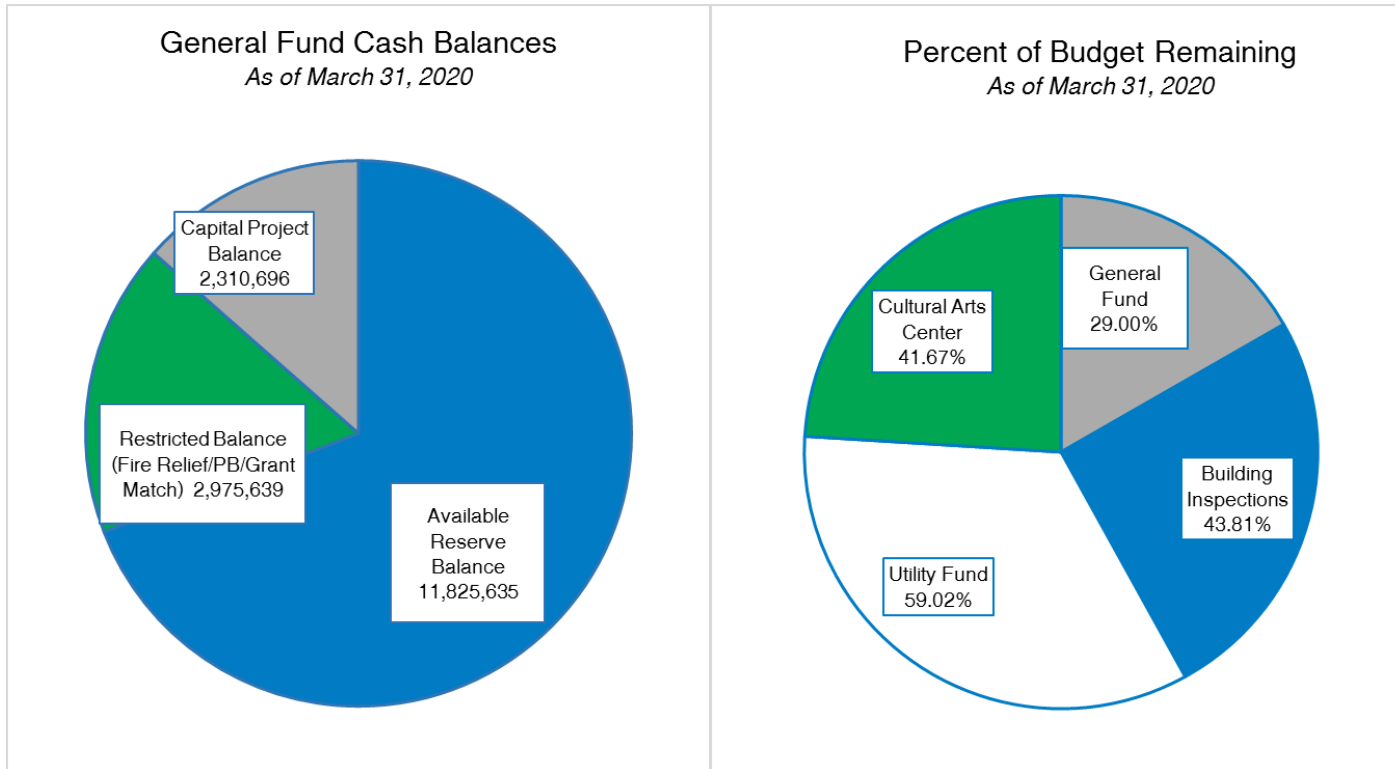
## Audit Committee Meeting Summary

The Audit Committee did not meet in April.

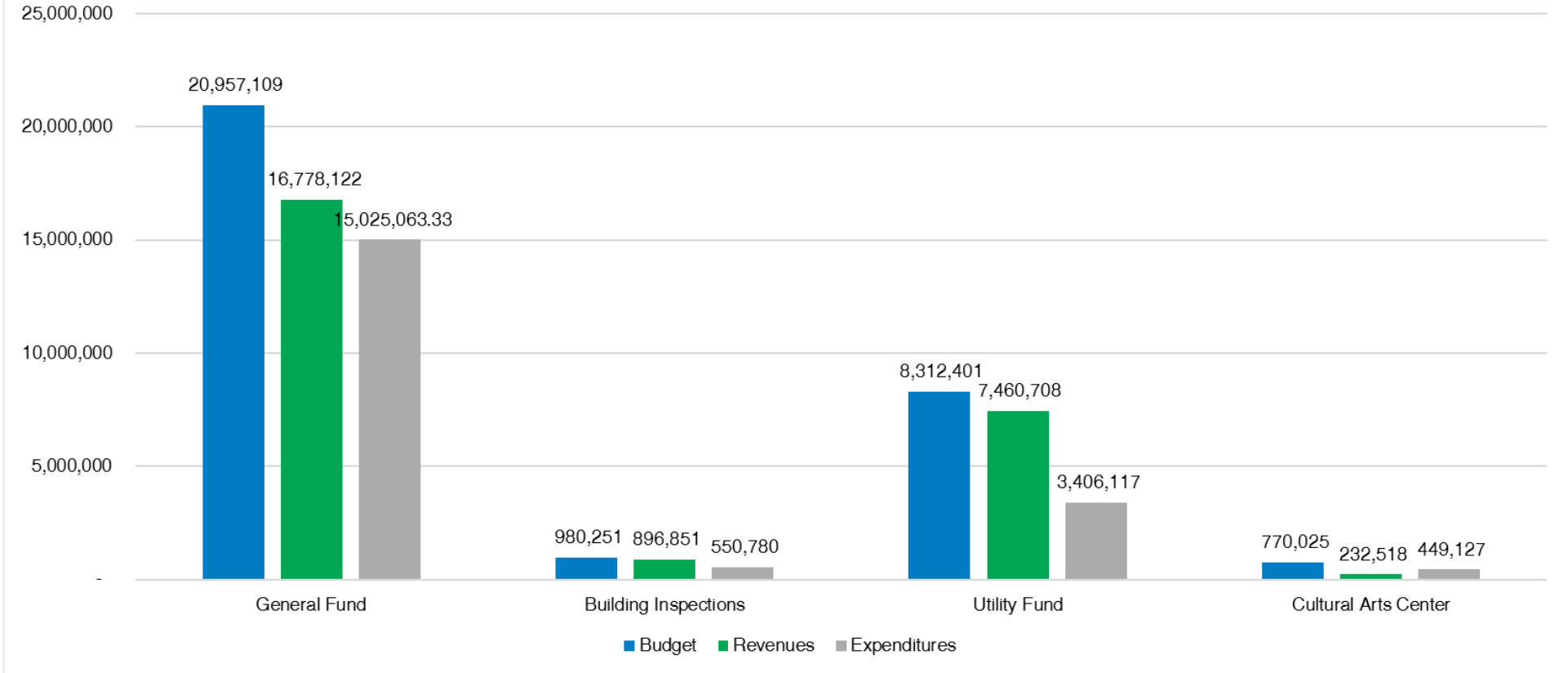
## Hurricane Dorian

Staff received a check in the amount of \$126,768.30 for Hurricane Dorian Category B expenses. This completes work on Hurricane Dorian.

Dashboard



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



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

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	18,288,363.00	20,957,109.40	1,704,269.01	16,778,121.85	-	(4,178,987.55)	19.94%
Building Inspections	980,251.00	980,251.00	194,420.04	896,850.95	-	(83,400.05)	8.51%
Utility Fund	6,724,182.00	8,312,401.00	1,141,283.71	7,460,707.51	-	(851,693.49)	10.25%
Cultural Arts Center	770,025.00	770,025.00	935.81	232,518.02	-	(537,506.98)	69.80%
<b>Report Total</b>	<b>26,762,821.00</b>	<b>31,019,786.40</b>	<b>3,040,908.57</b>	<b>25,368,198.33</b>	<b>-</b>	<b>(5,651,588.07)</b>	<b>18.22%</b>

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	448,567.00	448,567.00	20,807.96	361,617.70	11,752.11	75,197.19	16.76%
Administration	1,097,057.00	1,327,057.00	62,154.99	950,595.70	2,029.26	374,432.04	28.22%
Information Technology	1,070,173.00	1,148,630.40	120,178.92	743,122.61	102,261.72	303,246.07	26.40%
Human Resources	317,175.00	317,175.00	36,723.42	169,001.04	4,011.34	144,162.62	45.45%
Finance	437,241.00	437,241.00	26,854.87	303,019.40	795.46	133,426.14	30.52%
Building Inspections	980,251.00	980,251.00	50,488.64	538,157.71	12,622.66	429,470.63	43.81%
Planning	531,891.00	531,891.00	36,129.10	353,211.82	11,176.79	167,502.39	31.49%
Economic Development	164,734.00	164,734.00	13,380.00	108,728.89	-	56,005.11	34.00%
Parks & Recreation	413,377.00	413,377.00	20,993.68	253,990.35	13,095.41	146,291.24	35.39%
Grounds & Facilities	1,186,422.00	1,231,422.00	98,700.19	829,303.71	99,003.33	303,114.96	24.62%
Public Services	2,881,368.00	2,539,753.56	178,754.78	1,293,560.80	337,688.83	908,503.93	35.77%
Police	3,711,866.00	3,747,866.00	274,120.02	2,317,542.86	51,776.06	1,378,547.08	36.78%
Fire	3,521,314.00	4,250,603.00	431,891.76	2,944,210.98	226,169.62	1,080,222.40	25.41%
Debt Services	1,676,753.00	1,676,753.00	168,882.50	1,508,301.65	-	168,451.35	10.05%
Transfers	830,425.00	2,722,039.44	1,529,575.38	2,029,095.89	-	692,943.55	25.46%
<b>General Fund</b>	<b>19,268,614.00</b>	<b>21,937,360.40</b>	<b>3,069,636.21</b>	<b>14,703,461.11</b>	<b>872,382.59</b>	<b>6,361,516.70</b>	<b>29.00%</b>

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>Utility Fund</b>	<b>6,724,182.00</b>	<b>8,312,401.00</b>	<b>437,393.21</b>	<b>3,209,699.58</b>	<b>196,417.49</b>	<b>4,906,283.93</b>	<b>59.02%</b>

CULTURAL ARTS CENTER ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
<b>Cultural Arts Center</b>	<b>770,025.00</b>	<b>770,025.00</b>	<b>33,669.35</b>	<b>418,286.96</b>	<b>30,839.78</b>	<b>320,898.26</b>	<b>41.67%</b>

## Intradepartmental and Interdepartmental Budget Transfers – March, 2020

There were no transfers for the month.

## Grant News – April, 2020

### Grants Awaiting Notification:

- Governor's Crime Commission – Byrne JAG Grant: Digital Evidence Collection/Analyzing System, Active Shooter Gear & Shields, no match (7/31/2019)
- EDA Disaster Supplement for E&CD (Village Road Utility Conversion Project): \$400,000.00 (\$80,000.00 for 20% match) (11/25/2019)
- 2020 DPR Region 3: Mobile Broadband Kit \$10,000.00 (no match): Approved regionally, pending State approval. Expected notification late Fall 2020 (10/4/2019)
- FEMA AFG Grant: SCBA Filling Station \$90,000.00 (\$9,000.00 for 10% match) (3/19/2020)
- NCLM Workers Compensation Pool Grant: Confined Space Breathing Apparatus Equipment \$15,221.00 +tax / \$5,000.00 max award (3/31/2020)
- NCLM Property & Liability Pool Grant: Confined Space Equipment and Accessories \$ 10,278.00 +tax/ \$5,000.00 max award (3/31/2020)
- FM Global Fire Prevention Program: Smoke Detectors for distribution to community - \$3,000.00 (no match) (3/31/2020)

### Grants Awarded:

- N/A

### Grants Not Awarded:

- Spirit of the Blue: Level IV Ballistic vests (40) for all full-time sworn officers: \$16,000.00 (no match) (11/15/2019)



## Department News

Staff is working on several projects including an employee recognition program as well as an employee education incentive program. Staff is also working on updating the Town’s employee handbook and Town policies.

HR is working closely with Finance and is in the early phases of implementation of a new HRIS system with Paylocity.

Staff is working on planning for employee engagement events incorporating social distancing and best practices.

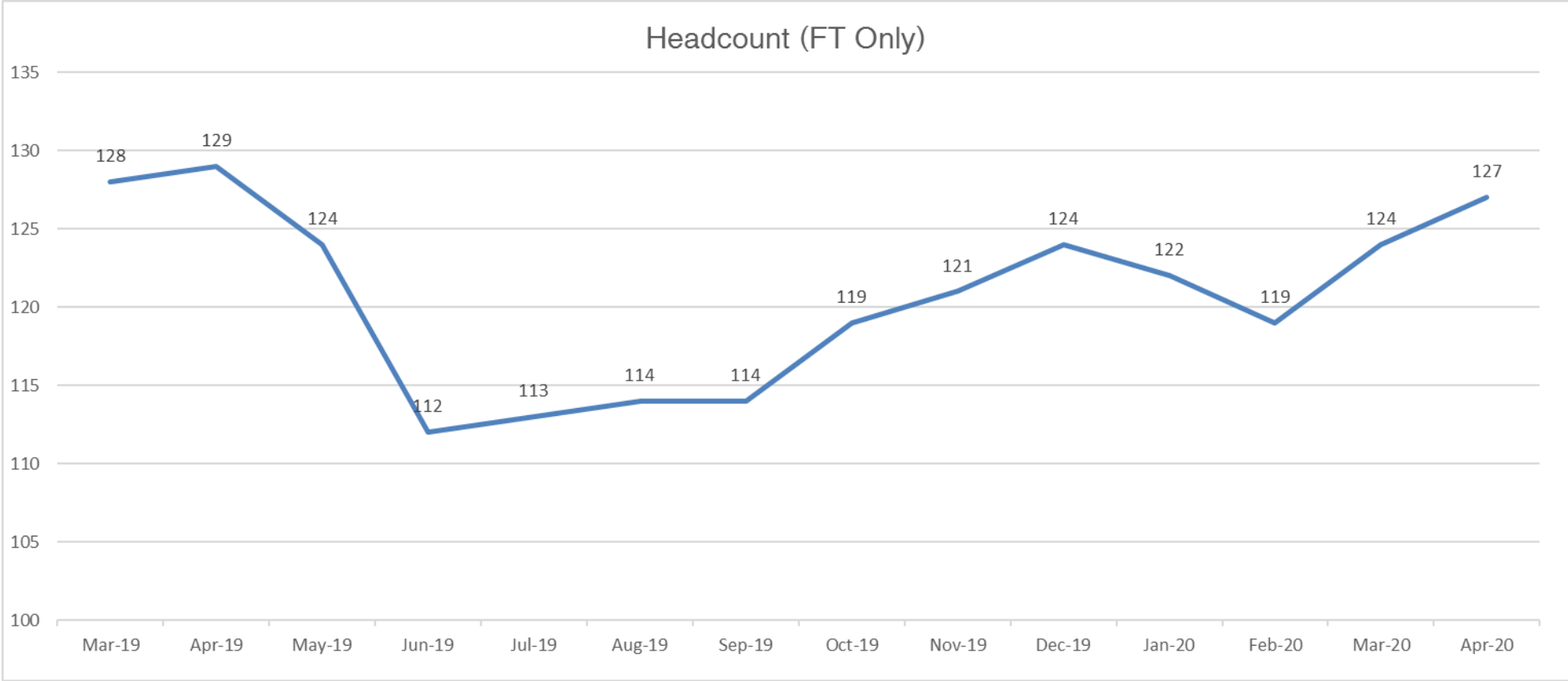
## Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Brett Warren	Public Services	Separation	4/1/2020	Streets Maintenance Worker		
Kirsty Thayer	Fire/Rescue	Reclassification	4/6/2020		Fire Apparatus Engineer (PT)	Fire Apparatus Engineer (FT)
John Grimes	Fire/Rescue	Reclassification	4/13/2020		Chief of Fire and Emergency Services	Emergency Management Director
Jeffrey DeSimone	Police	Rehire	4/13/2020	Police Officer		
Brenda Cartwright	Planning/Inspections	New Hire	4/13/2020	Permit Technician		
Elizabeth Evans	Fire/Rescue	New Hire	4/13/2020	Administrative Coordinator		
Michael Beard	Planning/Inspections	New Hire	4/13/2020	Building Inspector I Probationary		
Brandon Faircloth	Public Services	Promotion	4/18/2020		Public Utilities Supervisor	Public Utilities Superintendent
Riley Beach	Fire/Rescue	Reclassification	4/24/2020		Firefighter (FT)	Firefighter (PT)

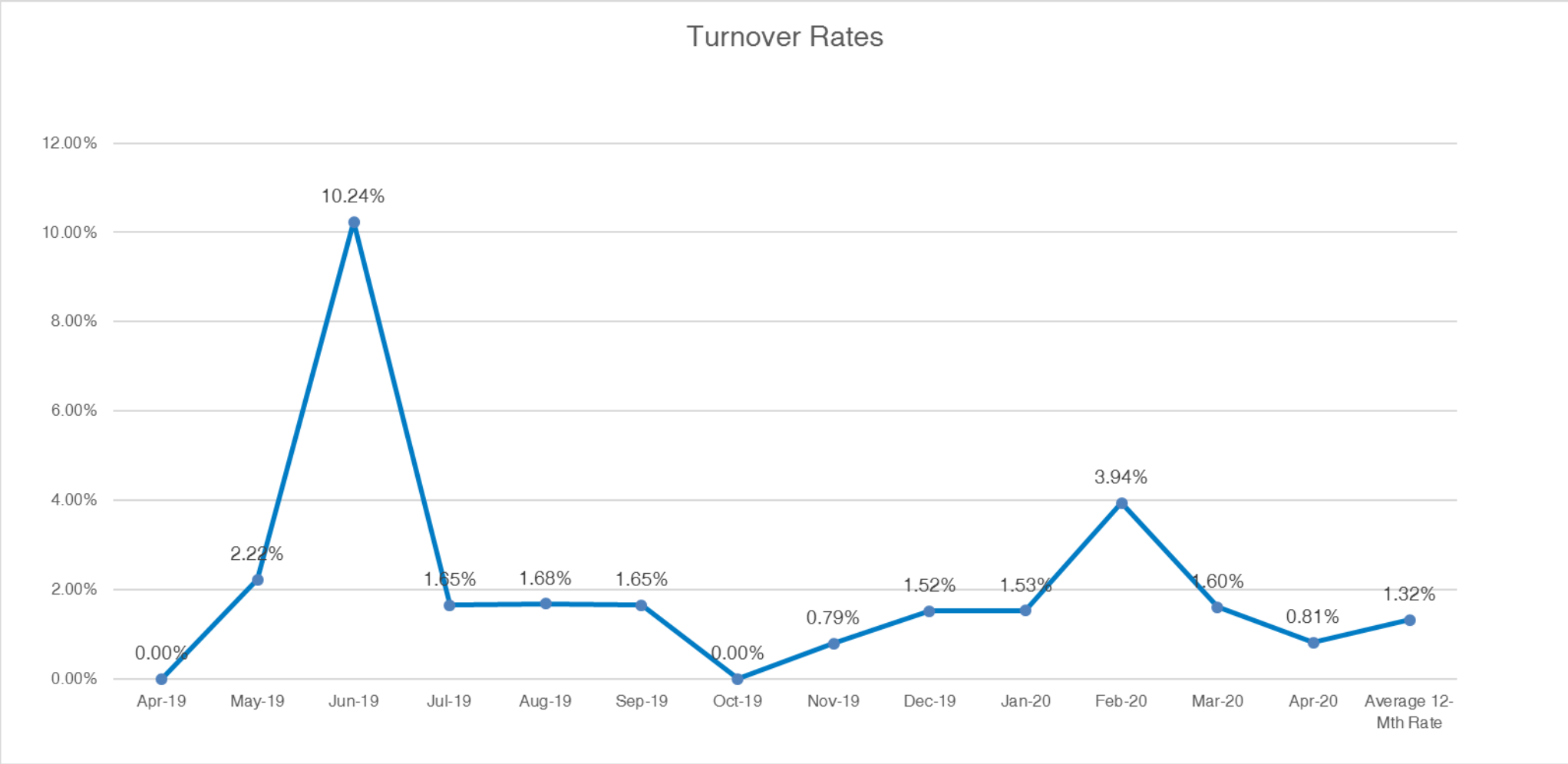
## Workers Comp Data

Number of Incidents	Loss Time (Y or N)	Brief description of Incident and Injury/Illness
0	N	

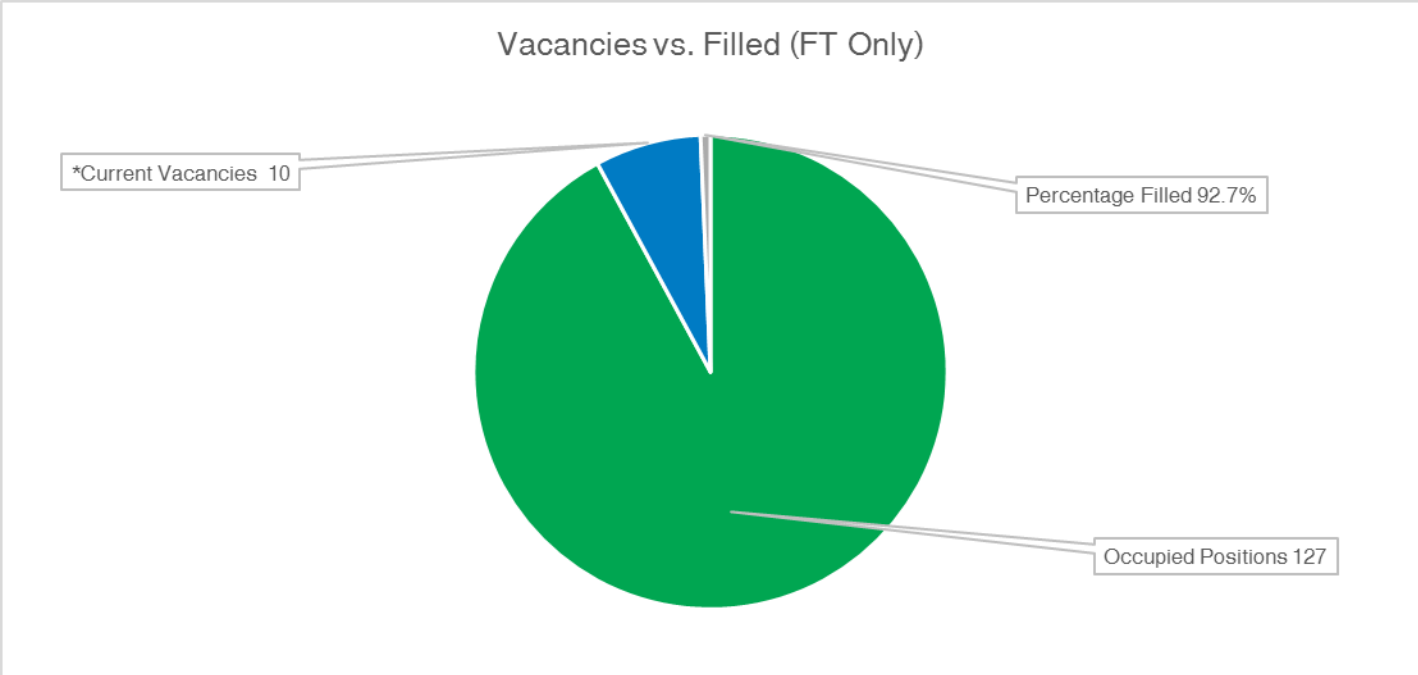
Dashboard



Turnover Rates



Vacancies



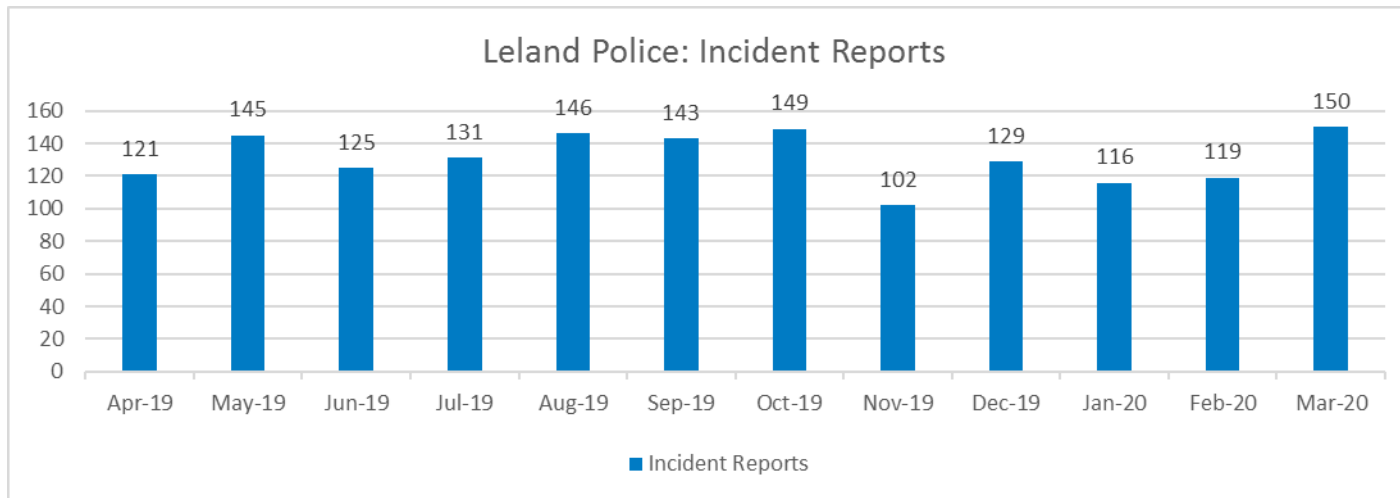
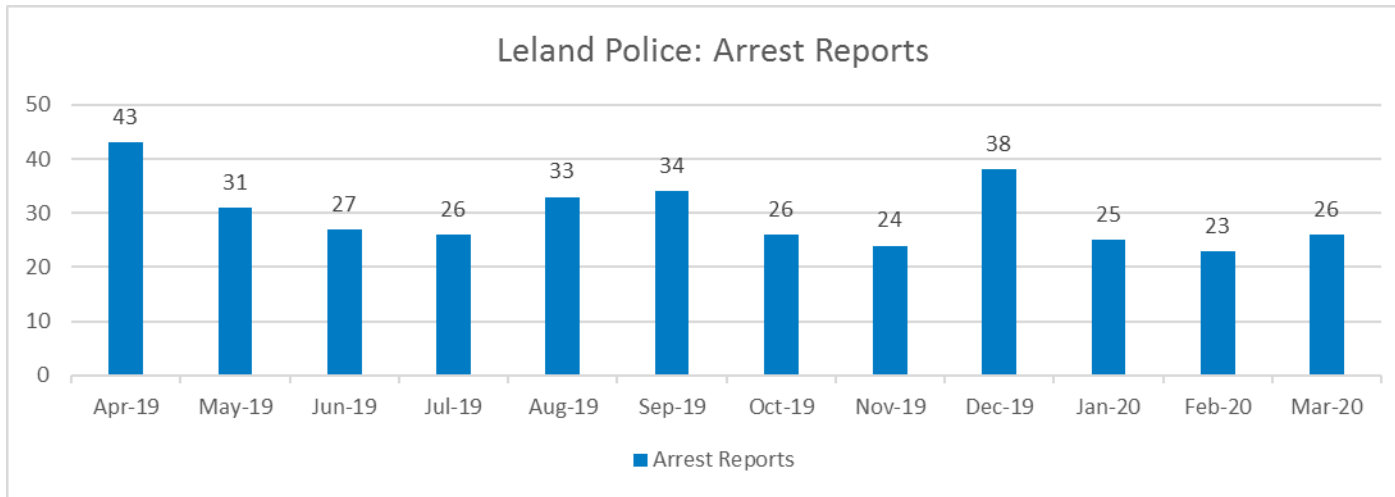
## Police Updates

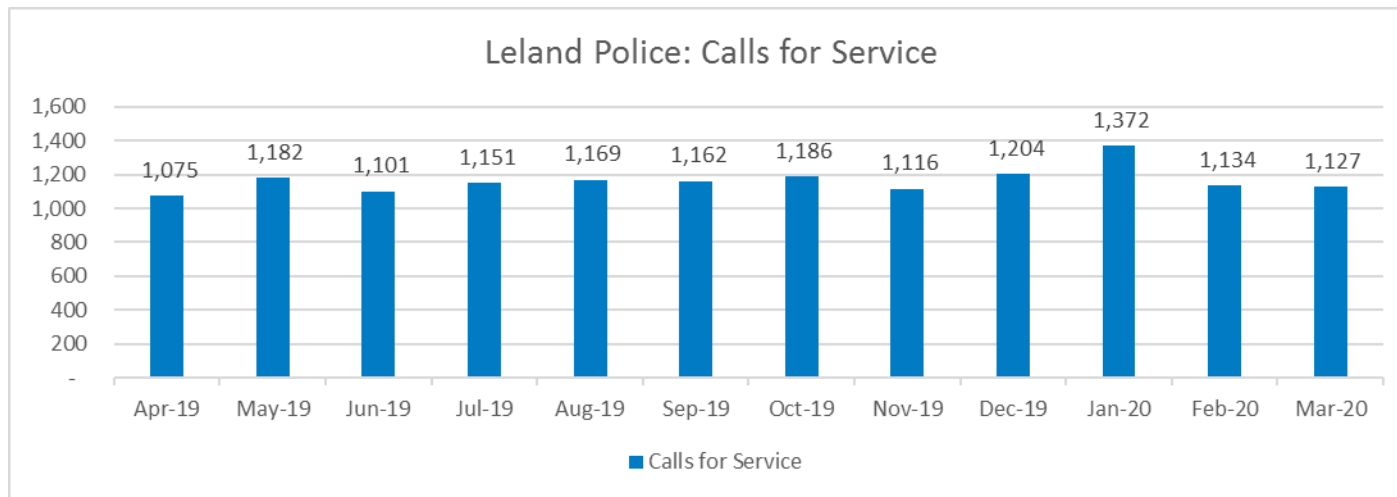
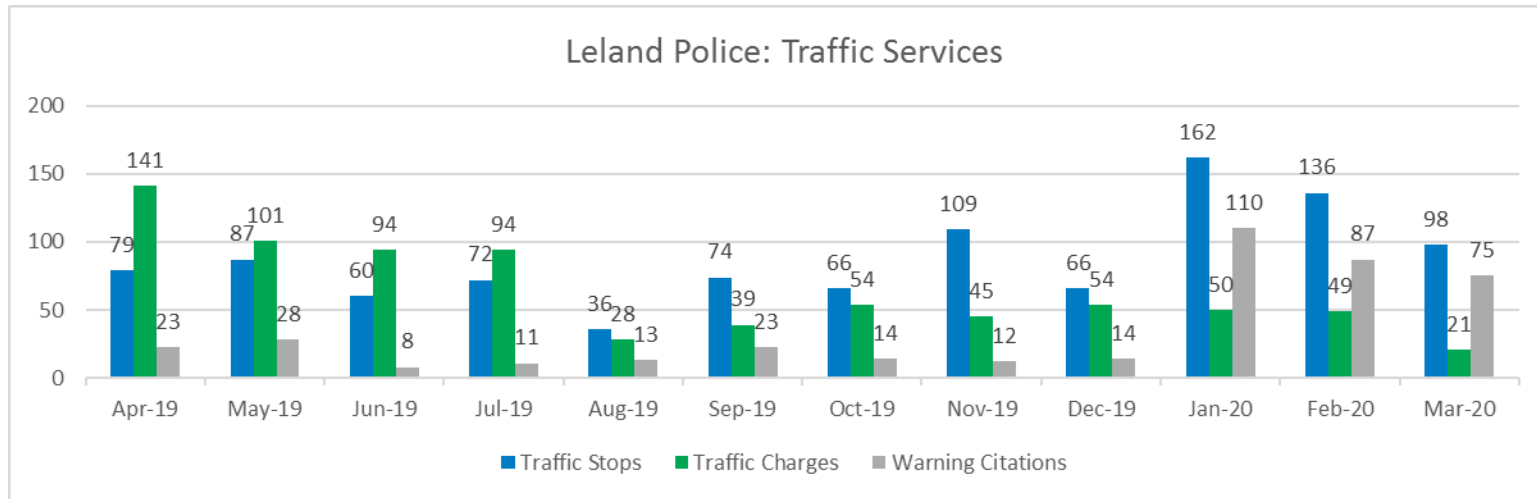
### Department News

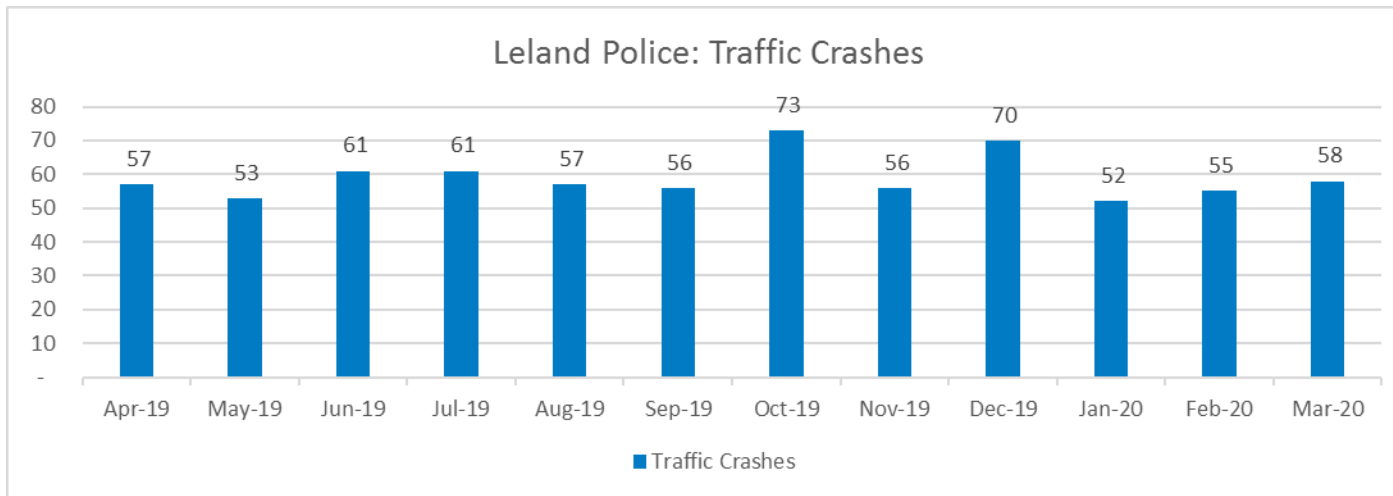
The Department, like everyone else, was heavily impacted by the COVID-19 pandemic. Although we continued to provide the same level of service to our community, we had to do so with modifications and precautions. The entire staff of the agency was instrumental in ensuring that the Town was being served in the best way possible in light of the challenges that were being faced. Face to face training and travel was suspended due to COVID-19, but our staff was able to complete very important on-line training including, mandatory in-service training through the State of N.C. Additionally, members of the agency also participated in several on-line training sessions that dealt directly with COVID-19.

### 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







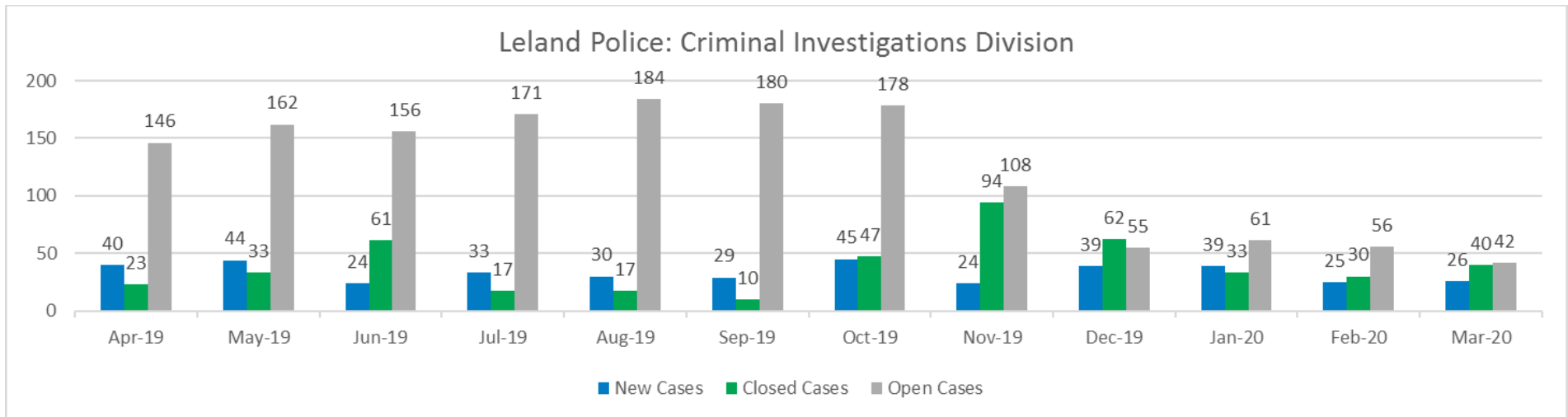
### Criminal Investigations Division (CID) Significant Activities

Reference LL20-01207, Detectives were able to utilize social media for a breaking and entering at the Hope Chest and identify two suspects. Suspects were interviewed and confessed. Both suspects were arrested.

Reference L20-0198, L20-028, L20-0417, L20-0442, these were all property crimes at various businesses including Food Lion, Harris Teeter, and Murphy Gas. Detectives were able to make arrests in a number of these cases this month. These cases all involved no initial suspect known.

Detectives have been adjusting to working from home during the COVID-19 pandemic. Based on the number of cases closed, Detectives worked really hard and were extremely productive.





### Street Crimes Unit (SCU) Significant Activities

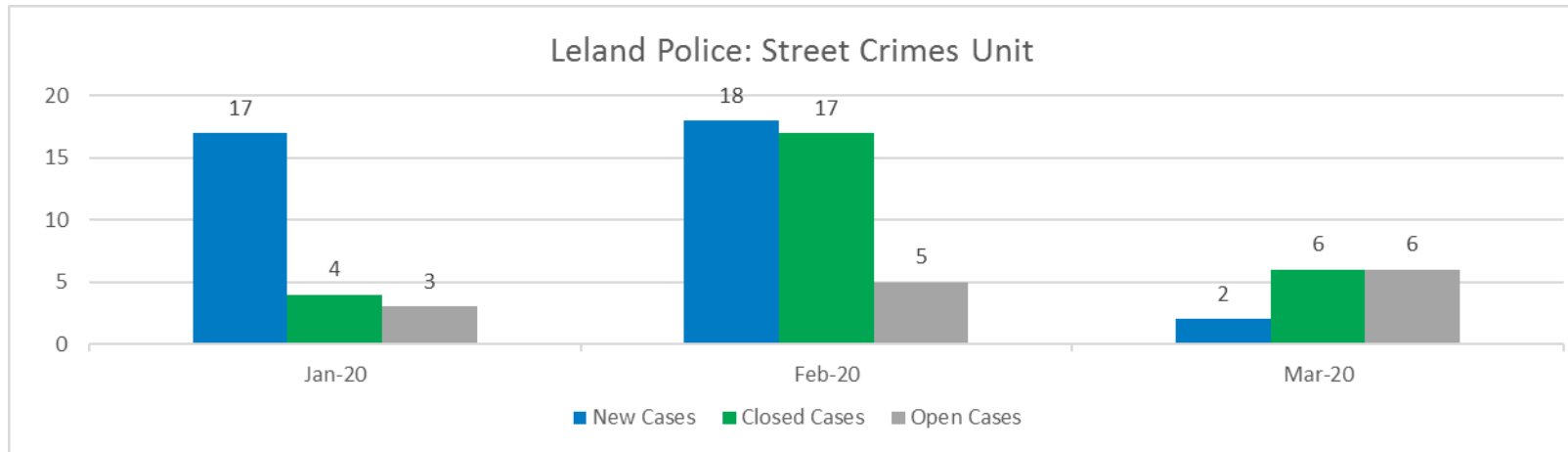
For the month of March, the unit’s stats were heavily impacted by the arrival of the COVID-19 pandemic. Unnecessary contacts were avoided in an effort to remain healthy and reduce the spread of the virus.

There were 44 traffic stops made resulting in 21 state citations issued. Five of those citations were for drug related offenses. K9 Blitz was deployed 11 times and had 7 positive indications.

The unit had a total of 28 self-initiated calls for service which resulted in two arrests: one arrest for felony possession of methamphetamine and a separate arrest for felony possession of methamphetamine and two other misdemeanor drug charges.

The SCU assisted patrol on a total of 38 calls for service. The SCU also made code enforcement aware of a nuisance property located on Lanvale Road which will hopefully lead to the property being vacated. The SCU also assisted other agencies upon request a total of 6 times during the month. One of the assists was for the Brunswick County Sheriff’s Office that resulted in apprehending an armed subject causing a disturbance and threatening customers with a knife at the River Road Circle K.

The SCU took nearly  $\frac{3}{4}$  of an ounce of marijuana off the street, 2 grams of methamphetamine, 2 fluid ounces of methamphetamine, and 20 items of paraphernalia.

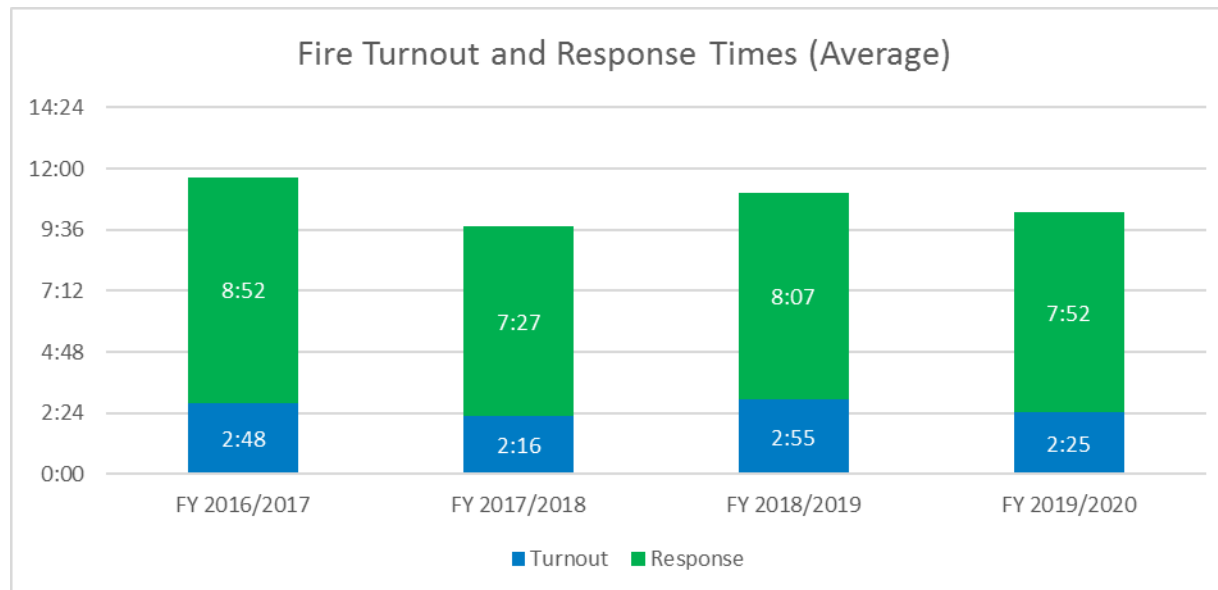


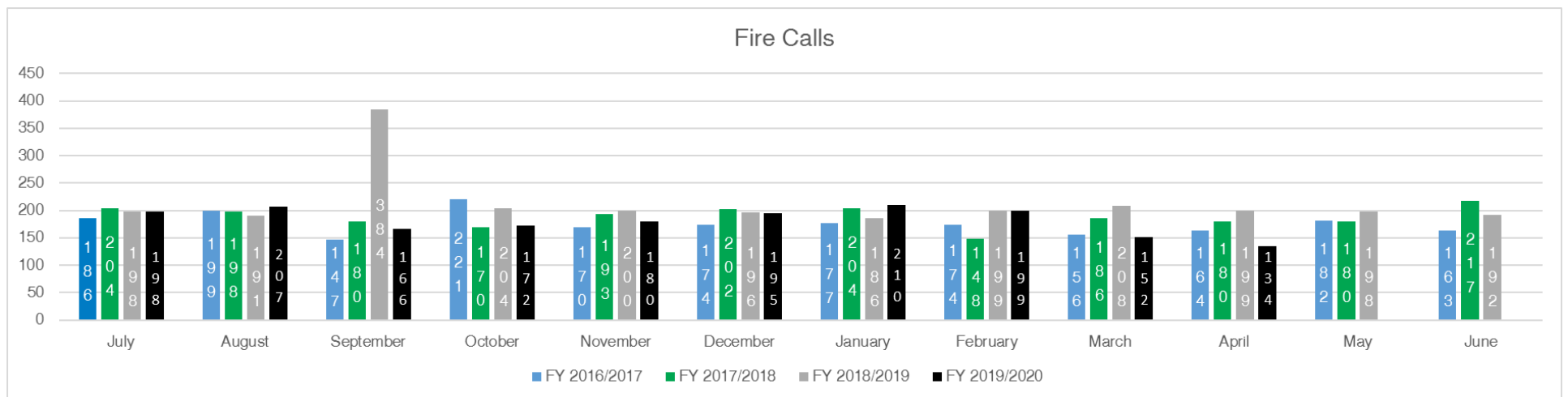
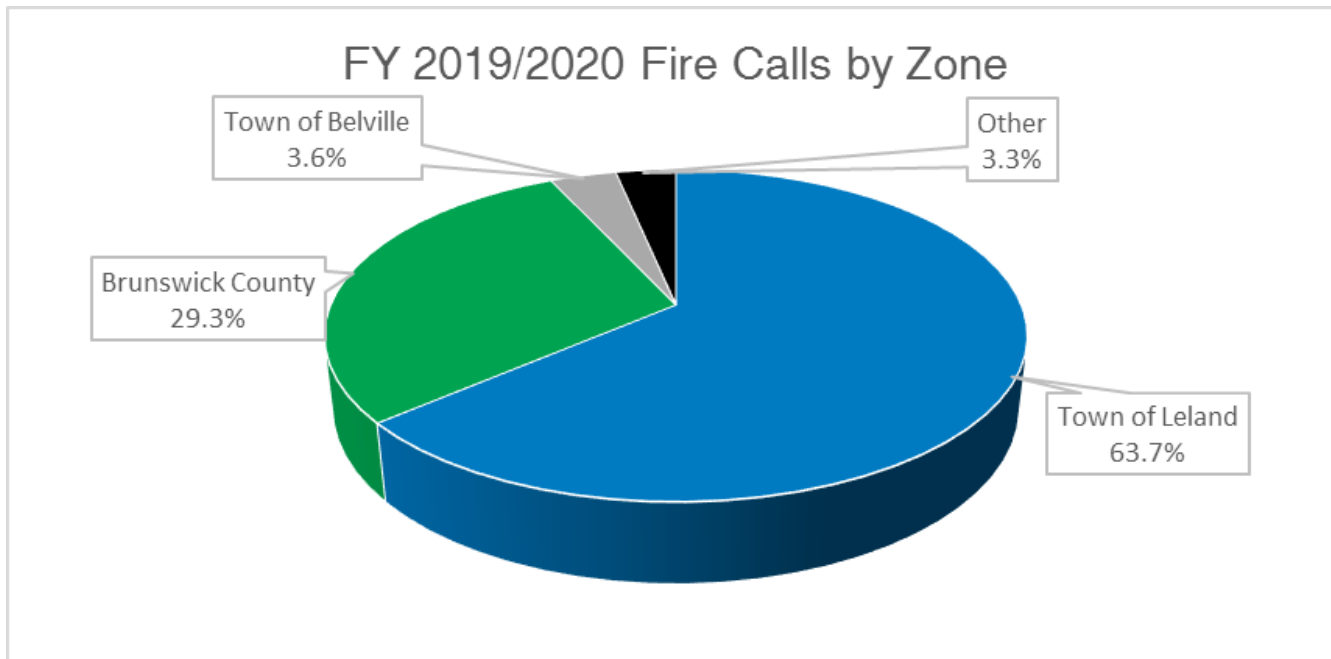
## Fire/Rescue Updates

### Department News

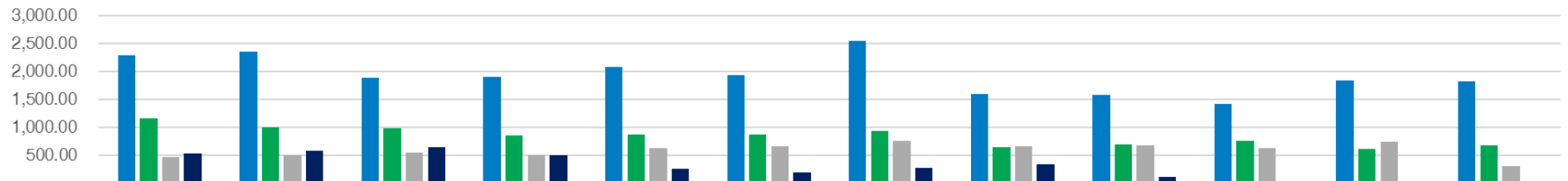
With all of the changes in dispatch procedures due to COVID-19, the department ran the fewest calls since November 2014. With that said, the staff have been busy with other projects. The new Scott SCBA's have all arrived and after completing in-service training, they have been placed into service. There are multiple employee led committees which are working through various tasks and goals for the department. The Standard Operating Guidelines Committee continues to work on updating policies. Training continues to take a high priority for staff as they train daily. Once the stay-at-home order is lifted, there will be live-fire training conducted on a house that was made available to the Town by Habitat for Humanity.

### Dashboard





Volunteer Hours



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

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

## Department News

Staff is continuing to work on updating and writing new policies to provide guidance for future planning and community partnerships. These policies will also be essential in acquiring CAPRA (Commission for Accreditation of Park and Recreation Agencies) accreditation for the department.

## Parks and Recreation Board Summary

The April Parks and Recreation Board meeting was not held due to the COVID-19 pandemic.

## Grounds/Facilities Updates

### Work Priorities

- Sanitizing and cleaning in all Town buildings
- Address needs for COVID-19 as they arise

### Projects Completed

- Spring herbicide applications
- Repaired wall patches at LCAC
- Moved furniture in Town Hall
- Installed clay extruder at LCAC
- Replaced acoustical ceiling tiles at Westport fire station
- Repaired Brunswick conference room door in Town Hall
- Installed drying rack in the pottery studio at LCAC
- Pressure washed and sealed wood decking at Cypress Cove Park and Westgate Nature Park
- Installed mulch at Town Hall and on Village Road medians

## Major Purchases

No major purchases occurred in April.

## Event/Program Attendance Reports

No events/programs were held during April due to COVID-19.

## Upcoming Events

All events have been canceled/postponed until further notice due to COVID-19.

## Postponed/Canceled Events/Programs

- May 13, 2020 – Leland We Don't Know
- May 14, 2020 – Concert: Ace Party Band
- May 16, 2020 – Movie: Toy Story 4
- May 19, 2020 – Leland We Don't Know
- May 26, 2020 – Kayak Adventure: Eagles Island
- May 27, 2020 – Buckets of Discovery
- May 28, 2020 – Concert: The Tonez
- May 30, 2020 – Movie: Descendants 3
- June 11, 2020 – Concert: Striking Copper
- June 13, 2020 – Movie: Frozen 2

## Recreation Updates

Staff is still working to ensure program cancellation/postponement is communicated to participants and credits or refunds are issued. Working with the LCAC, staff is posting free activities on our social media channels for the community to

participate in from the comfort of their home. Staff is researching virtual programming opportunities to engage the community, including demographics that were identified in the PROS Plan as underserved.

After referencing the CDC Guidelines, American Camp Association Guidelines, NRPA Guidelines, and survey results from current and previous camp families as well as social media, staff has decided to cancel Camp Create for the summer. Staff is looking into preparing “Recreation in a Box” activities to still encourage interaction and recreation during the summer. Staff has also created a virtual running program for kids and their families.

### LCAC Updates

The Grassroots Grant awarded by Brunswick Arts Council for Youth Arts Month has been updated and altered due to COVID-19. The new grant proposal involves sharing a thought-provoking video of a poet/spoken word artist and a contemporary dancer performing a piece about mental health with high school aged children. This video performance and interviews with the artists launched in May, mental health awareness month. This will be followed up by Zoom meetings with students where they can ask the artists questions.

The LCAC's March-May programs and events have been canceled due to COVID-19.

The LCAC's Annual Spring Art Market held on May 2, 2020 was transformed into a virtual market due to COVID-19. The event was highlighted by an [article](#) in Wilma Magazine.



## Department News

In April, two employees joined the Planning and Inspections Department: Brenda Cartwright and Mike Beard. Mrs. Cartwright has joined as a Permit Technician and brings to the team robust experience in customer service and construction project management. Mr. Beard has joined as a Building Inspector after years of experience in residential construction and renovation projects.

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

## Planning Board Meeting Summary

The Planning Board meeting for April was cancelled as a precaution against COVID-19 spread.

The Planning Board's next meeting is scheduled for May 26, 2020 at 6PM.

## Board of Adjustment Meeting Summary

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

## Current Planning Update

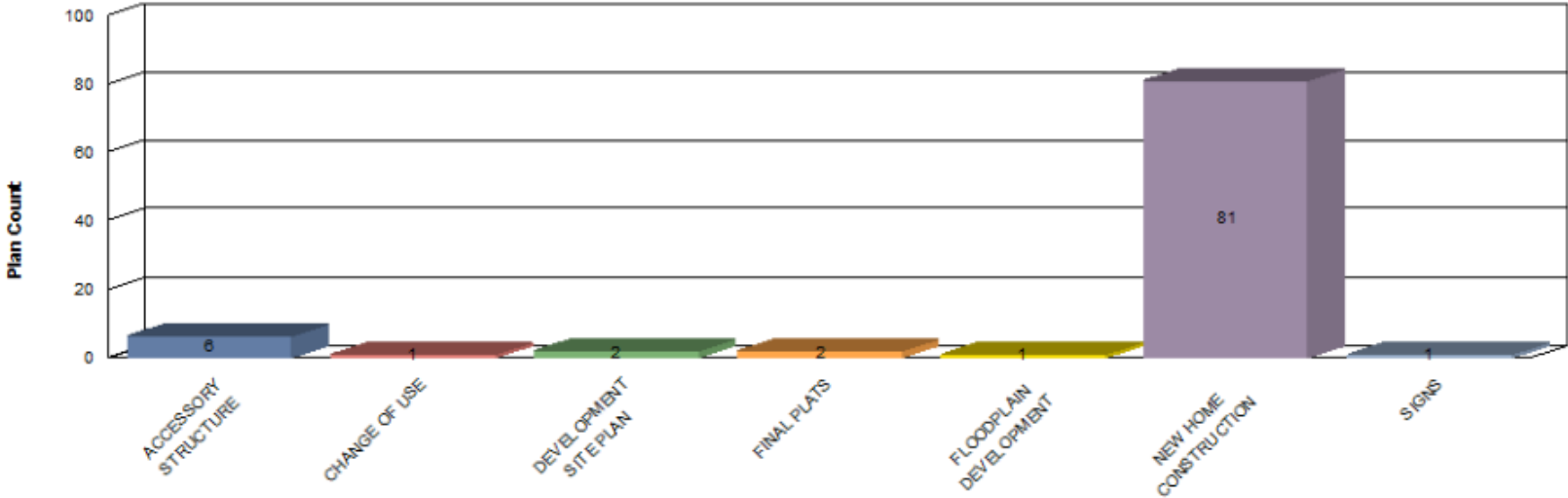
### TRC Report

The Technical Review Committee (TRC) did not meet in-person in April as a COVID-19 precaution but members reviewed and provided comments on a proposed 4-story, 12,416 sq. ft. hotel to be located on an outparcel adjacent to Harris Teeter on Olde Regent Way.

Plan and Plat Reviews



PLANS COMPLETED BY TYPE (04/01/2020 TO 04/30/2020)  
FOR TOWN OF LELAND



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Adair Park</b>			
Cash Bonds	1	\$188,258.13	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	21	\$1,454,389.07	-\$986,830.73
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	3	\$108,062.50	\$0.00
<b>Lanvale Forest</b>			
Letters of Credit	1	\$50,082.81	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$600,557.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
<b>Sessoms Way</b>			
Letters of Credit	1	\$55,505.00	\$0.00
<b>Skylars Cove</b>			
Surety Bond	1	\$70,876.00	\$0.00
<b>Summer Bay Villas</b>			
Surety Bond	1	\$97,872.50	\$0.00
<b>Tara Forest</b>			
Cash Bonds	1	\$10,840.00	\$0.00
<b>Waterford</b>			
Surety Bonds	1	\$244,281.25	\$0.00
<b>Total Letters of Credit</b>			
	25	\$1,728,226.88	-\$986,830.73
<b>Total Cash Bonds</b>			
	11	\$850,516.03	\$0.00
<b>Total Surety Bonds</b>			
	8	\$813,584.95	\$0.00
<b>Total Performance Guarantee Sureties</b>			
	44	\$3,392,327.86	-\$986,830.73

## Long Range Planning Update

Staff continues to prepare for the Leland 2045 Comprehensive Plan project. Staff has created “brainstorming boards” located in the Brunswick Conference Room. Town Staff from all departments are welcome to add ideas, thoughts, and questions to the boards, which pose the following questions:

- What methods and locations could be used for public engagement?
- What groups and individuals should be involved?
- What topics should be covered by the plan?
- What questions should be answered by the plan?

## Transportation Planning Update

WMPO Transportation Coordinating Committee – The April WMPO TCC meeting was cancelled as a COVID-19 precaution.

In 2015, the N.C. Department of Transportation (NCDOT) identified a network of key multimodal transportation corridors called Strategic Transportation Corridors (STC) to support smart planning, help set long-term investment decisions, and ensure that North Carolina’s economic prosperity goals are achieved. One of the corridors is U.S. 74 from I-26 in Polk County to U.S. 117 in Wilmington. As part of NCDOT’s master plan for this corridor, a brief survey was created to better understand your vision and ideas for preservation and improvements to U.S. 74. The survey is available through June 6, 2020 and can be found here: <https://poll.cityzenapp.us/B371?HTTPSRedirected=true>

## GIS Update

In April, staff continued to coordinate with Public Services to verify data for an online Water and Sewer Provider map which will allow staff and the public to easily view what utility service area a property lies within.

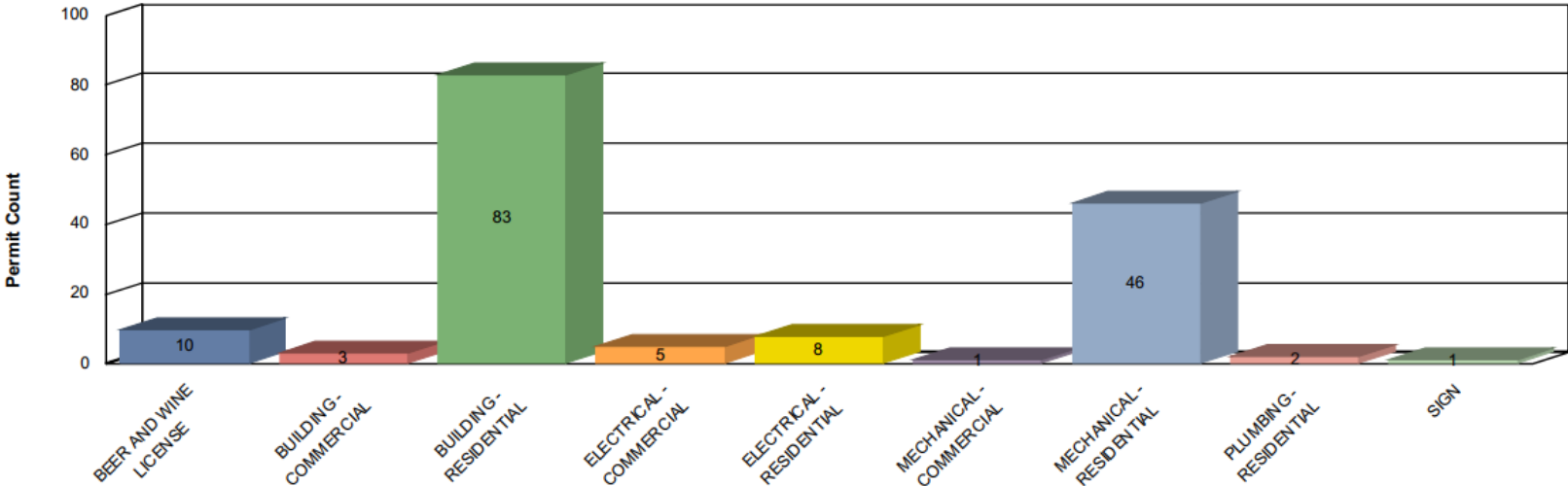
Staff continues to audit and reorganize all internal GIS data, which is currently located in multiple places on the internal server and contains outdated and redundant data.

Building Inspections Update

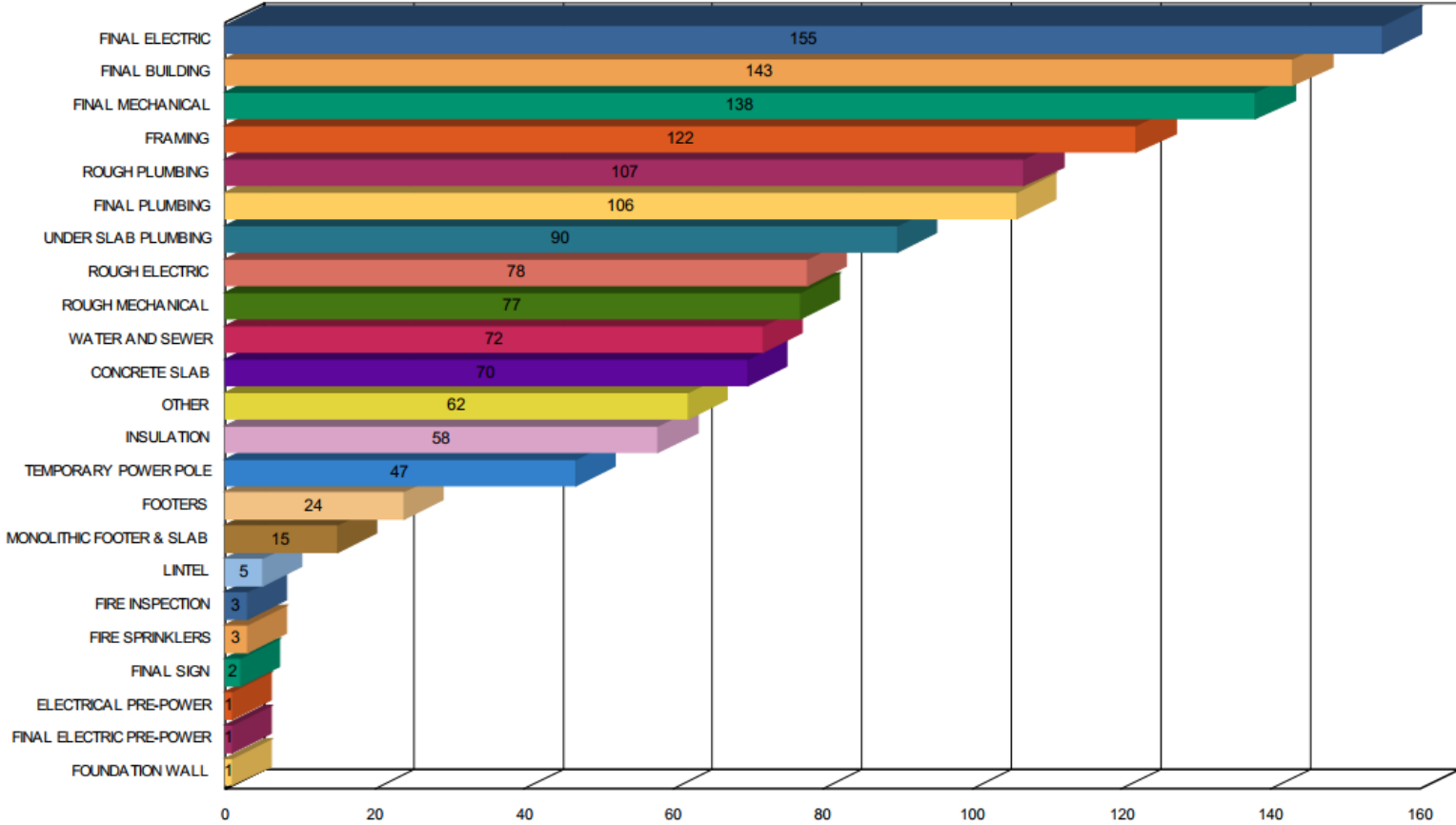
Total Permits Issued	Total Inspections	Total Value of Construction
159	1,343	\$10,498,599



PERMITS ISSUED BY TYPE (04/01/2020 TO 04/30/2020)  
FOR TOWN OF LELEND



COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (04/01/2020 TO 04/30/2020)  
FOR TOWN OF LELAND



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	2	0	1	0	3
Cases Closed	0	0	1	1	0	2
Active Cases	9	21	1	8	1	40

## Department News

Two voluntary annexations connected with the Ibis Landing Development and the proposed Tractor Supply project will be presented to Council for consideration at the June regular meeting.

## New Businesses

- **Leland Smoke House** will open soon in the former Fat Tony's space. This new restaurant will feature southern BBQ and Brisket and is owned and operated by the owners of Southport Smoke House.
- The owners of **7-Twenty-6 Brewery** are planning to continue forward with their plans to construct a craft brewery on Old Fayetteville Road across from Town Hall in spite of the challenging times brought about by the COVID-19 pandemic.
- **Wendy's** has submitted plans to the Town for a new restaurant to be located at the corner of Highway 17 and Provision Parkway in Brunswick Forest.

## New Construction/Development

- Sitework is underway for **Waterleaf at Leland**, a 248-unit luxury apartment community located on Westgate Drive behind Leland Town Center.
- Mr. Vidmar continued working with the Public Services Department on preparing the four (4) STBG-DA multi-use path projects for bidding. All approvals and permits have been received and staff is now waiting for construction authorization from NCDOT and the Federal Highway Administration in order to advertise for bids.
- In addition, Mr. Vidmar is working with the Public Services Department to coordinate the engineering and preparation of bidding documents for the extension of Brunswick Village Boulevard and installation of water and sewer lines, as well as a multi-use path along Kay Todd Road in connection with a Development Agreement between the Town and Funston Land and Timber, LLC.
- The new **Fire House Subs** at Leland Town Center is finished and expected to open soon, contingent on the Governor's orders pertaining to the COVID-19 restrictions.



## Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in April due to COVID-19. The next meeting is scheduled for May 14, 2020.

## Streets Updates

### Department News

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

### Work Priorities

- Construction bidding for the Old Fayetteville Road Multi-Use Path project
- Lanvale Forest street paving project
- Thermo striping of Town Hall Drive and Olde Regent Way
- Various small asphalt repairs

### Projects Completed

- Various minor street repairs
- Signage and rumble strips have been installed on Pine Harvest Drive
- Mallory Creek Drive ROW entrance work has been completed

### Major Purchases

- A dump truck has been ordered for the Streets Division with delivery expected in 30-60 days.

## Utilities Updates

### Department News

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

### Work Priorities

- Complete final contractor payment for Lift Station #10

- Construction bidding for Lift Station #1 replacement
- Design for Lift Station #14 relocation
- Ongoing – Repair infiltration of sewer manholes and valve vaults within ten days of initial report
- Lift Station #3 maintenance

## Projects Completed

- Booster pump project is complete and will soon be operating daily
- Annual 10% sewer main cleaning and inspection has been completed

## Major Purchases

- A Vac Truck has been ordered and delivery is expected on May 15.