



STAFF REPORTS

April 2021 Regular Meeting

Administration	2
Finance	11
Human Resources	16
Public Safety (Police, Fire/Rescue, Emergency Management).....	20
Operation Services	29
Planning and Inspections	32
Economic and Community Development (Not included).....	
Public Services (Streets and Utilities)	42

Department News

We continue to monitor the COVID guidelines for staff to return to the office full-time and will provide the safety measures to ensure they are safe once the decision to open Town Hall is made.

Within the IT department, additional data connections and an equipment rack have been installed at the Cultural Arts Center. Staff continues to upgrade eligible cell phone equipment on a monthly basis.

Council Directive Updates

- No updates to open directives.

Projects

Public Services

Lift Station #1 Replacement (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Construction is underway.
- Next Steps: The contractor is waiting on the generator and electrical components to be delivered and once delivered, they will install the generator, electrical panels, and complete all electrical work. The contractor will provide a startup of the lift station and final sewer certification before the old lift station is demoed. This project is planned for completion prior to May 30 and will not need to be transferred to H2GO.
- Concerns: A Change Order to increase the contract time was issued due to the delays in ordering the generator and electrical components for the lift station.

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. The lift station will be designed to accept additional flow from other lift stations by force main.
- Status: Construction and all final punch list items are complete.

- Next Steps: The Final Sewer Certification was submitted to the state and the lift station is fully operational. Town staff conducted a final walk through of the project with the contractor and engineer. This project is planned for completion prior to May 30 and will not need to be transferred to H2GO.
- Concerns: No concerns at this time.

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

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The lift station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area as well as additional flow from other lift stations.
- Status: Construction is underway. The wet well for the new lift station is installed and the contractor laid both the force main and gravity sewer lines across Old Town Creek Road.
- Next Steps: A second road closure of Old Town Creek Road is anticipated for late Spring as the contractor open cuts the road near St. James AME Zion Church. This project and associated contracts will be transferred to H2GO prior to June 30, 2021.
- Concerns: No concerns at this time.

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Construction is underway.
- Next Steps: The contractor is continuing to lay storm drainpipe and install concrete for the curb and gutter along Old Fayetteville Road.
- Concerns: Installed curb elevations do not match the construction documents. The contractor will be repairing three sections of curb and gutter and lowering several catch basins to ensure proper tie-in to Town Hall Drive. The contractor will be working closely with Town staff and NCDOT when reinstalling new curb and gutter.

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 is continuing to lay concrete sidewalk in front of Leland Middle School and down Old Fayetteville Road as well as continuing to clear and grade along Village Road for both the sidewalk and multi-use path. Town staff is working with the condemnation attorney to extend all temporary construction easements through June 30, 2022, as they currently expire on June 30, 2021.
- Concerns: No concerns at this time.

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: Installation of sanitary sewer and water mains is currently underway. The contractor laid both the force main and gravity sewer lines across Kay Todd Road.
- Next Steps: Contractor to continue sanitary sewer construction along Kay Todd Road. A second road closure of Kay Todd Road is anticipated for end of April/May as the contractor open cuts the road to run service lines to the House of Pickleball facilities and to future lots.
- Concerns: No concerns at this time.

Brunswick Village Boulevard Extension

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road, past Regional Pump Station #33 to Hewett-Burton Road.
- Status: Project is in design and permitting. It is anticipated the design will be completed in May 2021 and the project will be bid in the mid to late summer.
- Next Steps: Town staff is reviewing final design plans and contract documents for advertisement and bid.
- Concerns: No concerns at this time.

Brunswick Forest Parkway & Low Country Boulevard Intersection Improvements

- Purpose: To improve the intersection at Brunswick Forest Parkway and Low Country Boulevard, as well as restripe Brunswick Forest Parkway and Low Country Boulevard.
- Status: Formal bidding complete with C.M. Mitchell Construction Co. Inc. as apparent low bidder at \$257,484.17.
- Next Steps: Town Council approval and award in April.
- 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: Concept design is complete, and the Town is working with surrounding property owners on right-of-way and easement acquisition.
- Next Steps: Issue a task order for design and permitting.
- Concerns: No concerns at this time.

Operation Services

Leland Fire Station 51 – 1987 Andrew Jackson Hwy NE

- Purpose: Construction of a new fire station at the Municipal Operations Center at 1987 Andrew Jackson Highway NE.
- Status: Preliminary site design/scoping has commenced, and engineers and architects are working towards pre-construction design which was put on hold temporarily pending the Fire Station #53 design finalization.
- Next Steps: Continue with design and permitting.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Working on finalizing architectural plans. Civil engineering/permitting/site design work in progress and nearing completion. Finalizing design for 1 story structure, as well as construction estimates in order to move into construction phase of the design build contract.
- Next Steps: Approve final architectural design and budget estimate for construction phase of contract. Environments Unlimited has begun organizing subcontractors and will begin ordering materials as soon as design and budget are approved.
- Concerns: Meeting project schedule and budget increases associated with market conditions and design updates.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Move in complete in the office and warehouse. Site Master Plan completed.
- Next Steps: Currently working on a number of small projects such as, storm drain updates, office ceiling drywall repair, warehouse bay doors, and fencing. Working with Atlantic Coast Surveying to stake driveways, roads, and a new fence line in preparation of opening the yard debris site.

- 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: RFQ responses received and Grillot Construction was the firm chosen for the project.
- Next Steps: Finalize contract and set more firm project timelines. Grillot is currently reviewing the contract.
- Concerns: Feedback from property owners has been mixed, with several owners objecting to the Town accessing their property.

Sturgeon Creek Park

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

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that would include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill has begun working on the project including Geotech and delineation of wetlands. A kickoff meeting was held in March.
- Next Steps: Continue with the project design and permitting.
- Concerns: No concerns at this time.

Communications

Social Media Update

- Facebook Highlights (March 1 – 31, 2021)
 - o Added 74 new page followers
 - o Received 67 new page likes
 - o Overall post reach – 6,116
 - o Engagement (Number of people who liked, commented on, or shared a post) – 1,174

- o Top post (Largest reach): “Due to damage from drivers disregarding the Road Closed signs, Fairview Road in Harrington Village will remain closed to all traffic at the intersection of Baldwin Drive through Wednesday (3/10). This is so crews can repair the damage from those drivers that did not heed the barricade in place last week. Please follow the road signs - they are there for your safety and to allow for improvements to our roadways and sidewalks!”
- Twitter Highlights (March 1 – 31, 2021)
 - o Received 146 new profile visits
 - o Impressions/Reach – 2,179
 - o Added 7 new followers
 - o Town of Leland was mentioned in Tweets from 3 other Twitter users, including H2GO, Gareth McGrath at Star News, and the NC State Demographer’s office
 - o Top Tweet (Largest reach): “We are saddened to learn of the passing of one of our Town's founders. Our thoughts are with his family, and we honor the contributions he made to #Leland.
<https://www.legacy.com/obituaries/starnewsonline/obituary.aspx?n=william-marsdon-benton&pid=197893702&fhid=10811>”
- NextDoor Highlights (March 1 – 31, 2021)
 - o Impressions/Reach – 23,440
 - o Likes/Comments – 68
 - o Top post (Largest reach): “Input on hurricane expo. The Town is planning a hurricane expo ahead of this year's hurricane season. What topics and services would you like to see included? What would be useful for you to see and learn about in helping you prepare for storms? Your feedback is greatly appreciated.”

Website/Newsletter/Other

- Drafted, finalized, and posted a request for proposals for graphic design services to review the Town’s branding and create new marketing tools and updated logos.
- Solicited and compiled feedback from residents via social media on what hurricane resources, information, and tools they would find helpful in advance of the Town’s upcoming hurricane expo.
- Assisted reporters with the interlocal agreement between H2GO and the Town of Leland.
- Continued review of the Town’s Brand Style Guide for potential updates to guidelines and restrictions as part of the Parks and Recreation Department’s upcoming rebranding effort.
- Continued website changes, updates, and improvements.

Press Releases/Blogs/FAQs/Media Coverage

- Blogs/press releases:
 - [Leland Launches Online Portal for Reporting Town Problems](#) (press release and blog)
 - [FAQ: 2021-22 Proposed Budget](#) (blog)
 - [Joint Statement of the Town of Leland and Brunswick Regional Water and Sewer H2GO](#) (press release and blog)
 - [Utility Department Past-due Notifications](#) (blog)
 - [Kay Todd Road to Close March 15](#) (blog post with additional updates)
 - [Joint Statement: Town of Leland & H2GO](#) (press release and blog)
 - [County to Host Free Clean Up Week](#) (blog)
 - [Leland Planning Department Selected as CREW Award Finalist](#) (press release and blog)
- Fox Wilmington - [Area Easter egg hunts begin Thursday night](#)
- North Brunswick Magazine - [Leland March Events](#)
- Port City Daily
 - [Leland and H2GO propose consolidation of services, assets after long legal battle](#)
 - [After years competing, Leland and H2GO agree to merge utility systems](#)
 - [‘Give a little, take a little’: H2GO-Leland merger settles competition, raises questions](#)
 - [New app allows Lelanders to report non-emergency issues](#)
- WECT
 - [Following a years-long legal battle, Town of Leland and H2GO will consider combining utilities](#)
 - [Leland adding a new fire station to speed up response times](#)
 - [Leland votes to join with H2GO for water and sewer services](#)
 - [Town of Leland launches ‘Leland 311’ website for residents to report problems](#)
- WWAY
 - [Town of Leland, H2GO continue process of consolidating utility services](#)
 - [Leland, H2GO to consider sharing water utilities](#)
 - [New project in place to address Leland’s rapid growth through 2045](#)
 - [Leland Arts Center holds Mug Madness](#)

TDA Marketing

- Submitted full-page print ad content (images and copy) to *Our State* magazine.
- Promoted the LTDA grant program in wake of COVID-19 impact on businesses.

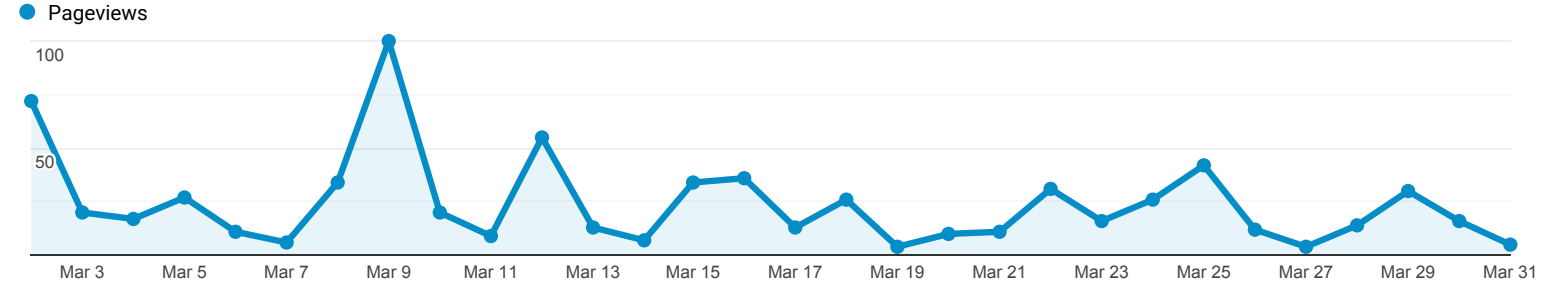
- o [Grant Program Available to Leland Businesses Impacted by COVID](#) (press release and blog)
- o COVID-19 focus on grant funding received widespread media coverage, including through [WECT](#), [WWAY](#), and [Star News](#).

Projects Page Report

Mar 2, 2021 - Mar 31, 2021

All Users
100.00% Pageviews

Explorer



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

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	721 <small>% of Total: 2.15% (33,562)</small>	503 <small>% of Total: 1.80% (27,906)</small>	00:01:17 <small>Avg for View: 00:01:48 (-28.56%)</small>	152 <small>% of Total: 0.88% (17,284)</small>	44.44% <small>Avg for View: 49.05% (-9.39%)</small>	24.69% <small>Avg for View: 51.50% (-52.06%)</small>	\$0.00 <small>% of Total: 0.00% (0.00)</small>
1. /town-projects	267 <small>(37.03%)</small>	166 <small>(33.00%)</small>	00:00:38	47 <small>(30.92%)</small>	36.17%	15.73%	\$0.00 <small>(0.00%)</small>
2. /projects/future-town-projects	121 <small>(16.78%)</small>	101 <small>(20.08%)</small>	00:02:48	61 <small>(40.13%)</small>	40.98%	42.98%	\$0.00 <small>(0.00%)</small>
3. /projects/brunswick-forest-parkway-low-country-blvd-intersection-improvements	58 <small>(8.04%)</small>	42 <small>(8.35%)</small>	00:03:30	4 <small>(2.63%)</small>	40.00%	43.10%	\$0.00 <small>(0.00%)</small>
4. /town-projects?field_project_type_tid=&page=1	49 <small>(6.80%)</small>	35 <small>(6.96%)</small>	00:00:23	1 <small>(0.66%)</small>	100.00%	4.08%	\$0.00 <small>(0.00%)</small>
5. /projects/leland-highway-17-sewer-expansion-ii-phase-2-formerly-old-town-creek-lift-station-project	38 <small>(5.27%)</small>	22 <small>(4.37%)</small>	00:01:57	9 <small>(5.92%)</small>	33.33%	31.58%	\$0.00 <small>(0.00%)</small>
6. /projects/brunswick-village-blvd-kay-todd-utilities-extension-project	31 <small>(4.30%)</small>	17 <small>(3.38%)</small>	00:01:55	4 <small>(2.63%)</small>	100.00%	19.35%	\$0.00 <small>(0.00%)</small>
7. /projects/future-town-projects?page=1	20 <small>(2.77%)</small>	19 <small>(3.78%)</small>	00:00:32	1 <small>(0.66%)</small>	100.00%	35.00%	\$0.00 <small>(0.00%)</small>
8. /projects/lift-station-1-relocation-1240-magnolia-village-way	20 <small>(2.77%)</small>	9 <small>(1.79%)</small>	00:01:49	2 <small>(1.32%)</small>	50.00%	10.00%	\$0.00 <small>(0.00%)</small>
9. /projects/old-fayetteville-road-multi-use-path-stp-da-u-5534d	19 <small>(2.64%)</small>	13 <small>(2.58%)</small>	00:01:37	2 <small>(1.32%)</small>	50.00%	21.05%	\$0.00 <small>(0.00%)</small>
10. /projects/leland-fire-station-51	18 <small>(2.50%)</small>	17 <small>(3.38%)</small>	00:00:34	7 <small>(4.61%)</small>	28.57%	16.67%	\$0.00 <small>(0.00%)</small>

Rows 1 - 10 of 24

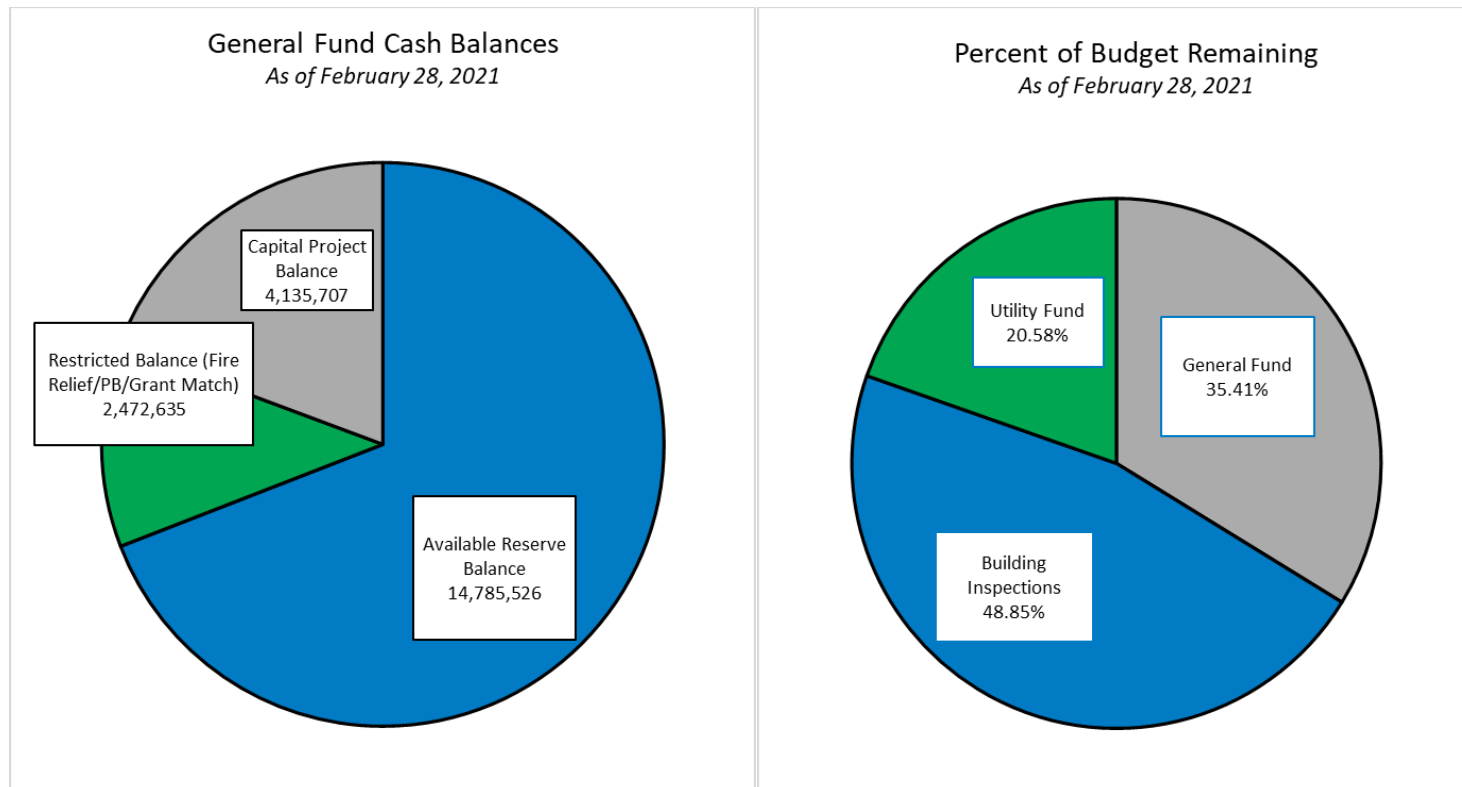
Department News

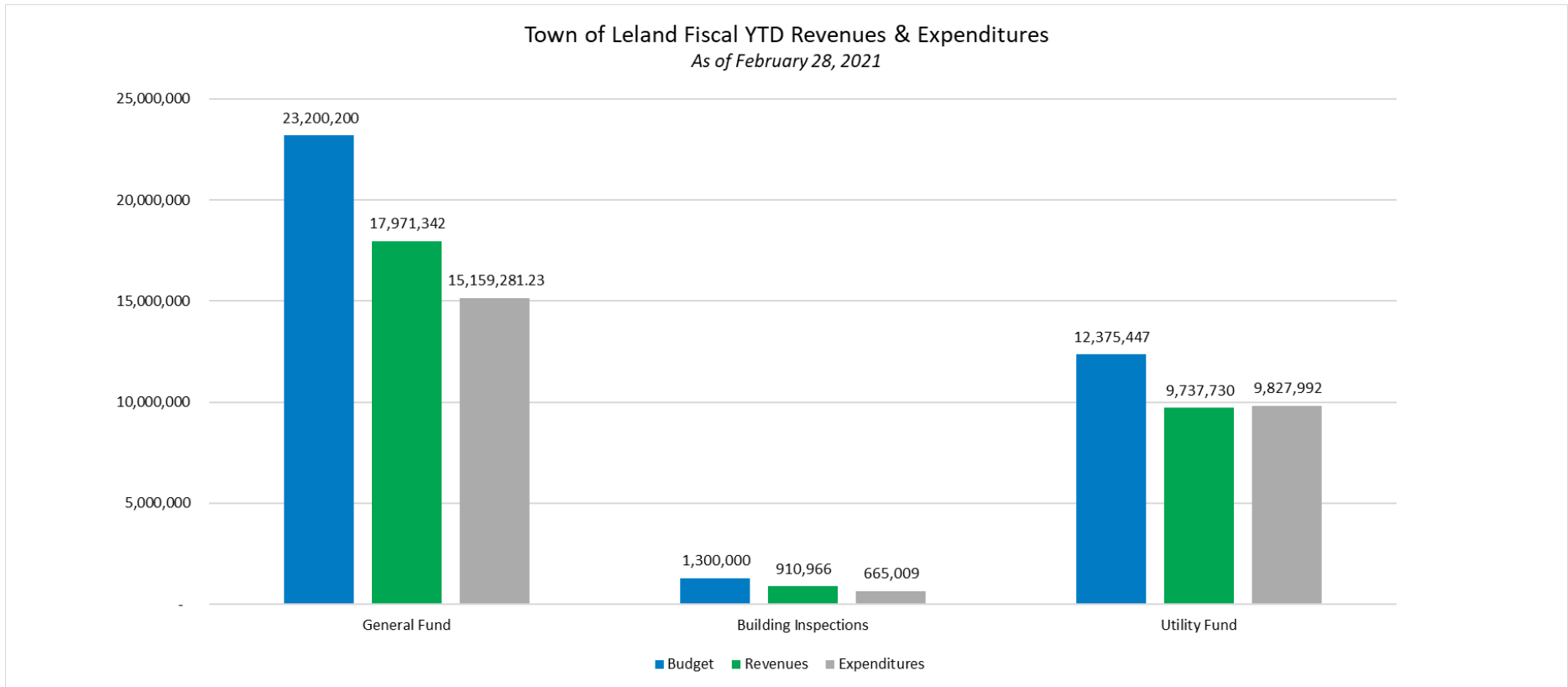
Staff is beginning to work on year end processes and also making final preparations to present the budget to Council at the April regular meeting. Ms. Friedman virtually attended the Annual Federal Funds Fair webinar through GFOA.

Audit Committee Meeting Summary

The Audit Committee did not meet in March, 2021.

Dashboard





Financial Budget to Actual Report – February 28, 2021

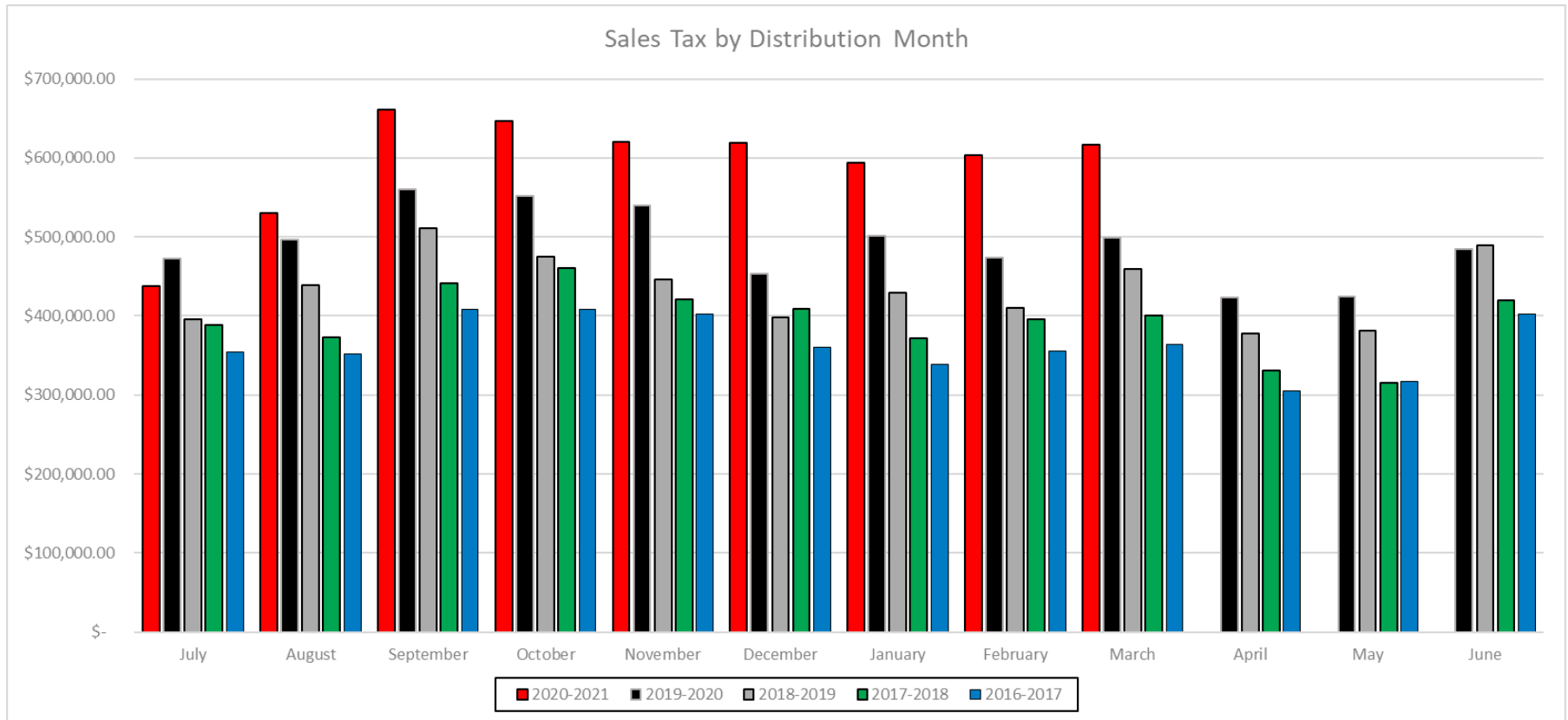
REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	20,680,000.00	23,200,200.00	870,469.32	17,971,342.21	-	(5,228,857.79)	22.54%
Building Inspections	1,300,000.00	1,300,000.00	131,152.76	910,966.43	-	(389,033.57)	29.93%
Utility Fund	8,000,000.00	12,375,447.35	904,888.59	9,737,729.66	-	(2,637,717.69)	21.31%
Report Total	29,980,000.00	36,875,647.35	1,906,510.67	28,620,038.30	-	(8,255,609.05)	22.39%

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	10,885.29	216,125.84	18,484.89	176,389.27	42.92%
Administration	1,187,000.00	1,187,000.00	85,118.38	793,485.51	44,428.72	349,085.77	29.41%
Information Technology	1,133,000.00	1,133,000.00	68,580.08	669,267.07	63,023.48	400,709.45	35.37%
Human Resources	314,000.00	314,000.00	21,642.87	175,501.10	11,286.68	127,212.22	40.51%
Finance	515,000.00	515,000.00	39,934.74	318,299.47	1,017.73	195,682.80	38.00%
Building Inspections	1,300,000.00	1,300,000.00	83,594.08	552,292.07	112,716.44	634,991.49	48.85%
Planning	740,000.00	740,000.00	59,482.60	354,904.43	132,429.11	252,666.46	34.14%
Economic Development	200,000.00	200,000.00	7,227.47	80,598.62	9,532.43	109,868.95	54.93%
P&R & Cultural Arts	1,220,000.00	1,220,000.00	47,072.22	374,043.56	49,475.14	796,481.30	65.29%
Grounds & Facilities	1,371,000.00	1,393,200.00	93,249.59	797,084.84	112,350.86	483,764.30	34.72%
Public Services	2,649,000.00	2,834,000.00	304,258.67	1,339,255.94	347,424.46	1,147,319.60	40.48%
Police	3,924,000.00	3,924,000.00	297,832.67	2,259,603.68	290,646.70	1,373,749.62	35.01%
Emergency Management	183,000.00	303,000.00	10,952.27	182,125.11	22,160.15	98,714.74	32.58%
Fire	4,698,000.00	4,726,000.00	247,938.72	2,660,628.50	272,271.42	1,793,100.08	37.94%
Debt Services	1,935,000.00	1,935,000.00	-	1,298,972.98	-	636,027.02	32.87%
Transfers	200,000.00	2,365,000.00	275,000.00	2,264,852.81	-	100,147.19	4.23%
General Fund	21,980,000.00	24,500,200.00	1,652,769.65	14,337,041.53	1,487,248.21	8,675,910.26	35.41%

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Utility Fund	8,000,000.00	12,375,447.35	1,799,348.68	9,693,503.78	134,488.50	2,547,455.07	20.58%

FY Sales Tax Distribution – March 2021

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



Intradepartmental and Interdepartmental Budget Transfers – March 2021

There were no transfers in March.

Grant News – March 2021

Grants Awaiting Notification

- Governor’s Crime Commission Byrne JAG – Agency weapons replacement, \$24,500 (no match).
- AFG FY20 – Mobile Air Compressor for SCBA cylinders, \$145,000 (10% match).
- Fitness 555 “Strength is Our Foundation” SIFO – Fitness equipment valued at \$15,000 (no match).

Grants Awarded

- NCLM Safety Grant (Property & Liability) – Brave Fire Leadership Academy, \$10,000 maximum award with 50% match (\$5,000 match).
- NCLM Safety Grant (Workers Compensation) – Civil Disturbance Gear, \$10,000 maximum award with 50% match (\$5,000 match).
- NC Resilient Coastal Communities Program – Contractor services for creating Resilience Strategy for the Town, \$30,000 average award (no match).

Grants Not Awarded

- N/A

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

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

Department News

The department's vacant HR Specialist position will be filled on April 13, 2021. Staff is working on expanding the definitions of the Town's core values and completing a competency project to include in this year's annual performance review process. Staff is also working with several departments to produce a video about what it is like to work for the Town of Leland that will be presented as part of the Students@Work initiative at middle schools throughout the area.

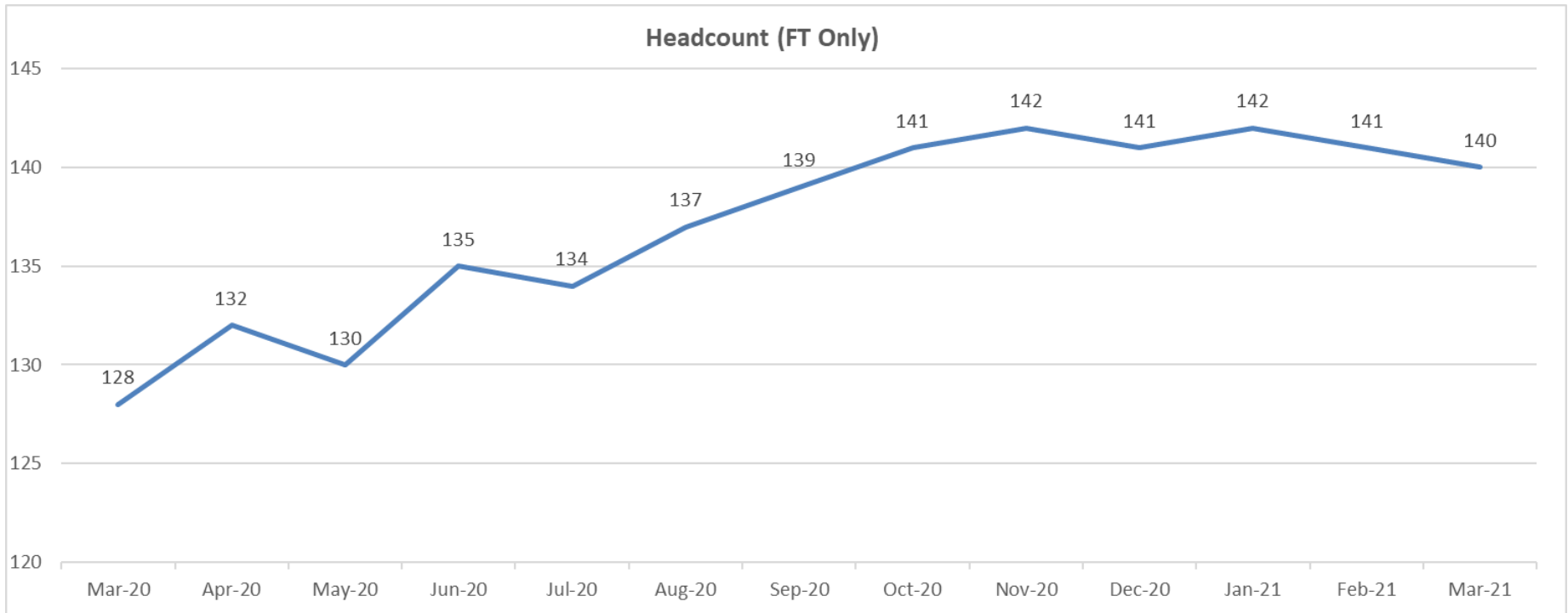
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Richard Wortham	Fire Department	Separation	3/3/2021	Firefighter		
Jermol Edwards	Fire Department	Status Change	3/6/2021		PT Firefighter	FT Firefighter
Jason Thornton	Fire Department	Separation	3/17/2021	Fire Apparatus Engineer		
Ben Watts	Planning and Inspections	Status Change	3/22/2021		GIS Intern	Planner I
Corri James	Fire Department	Resignation	3/24/2021	Firefighter		

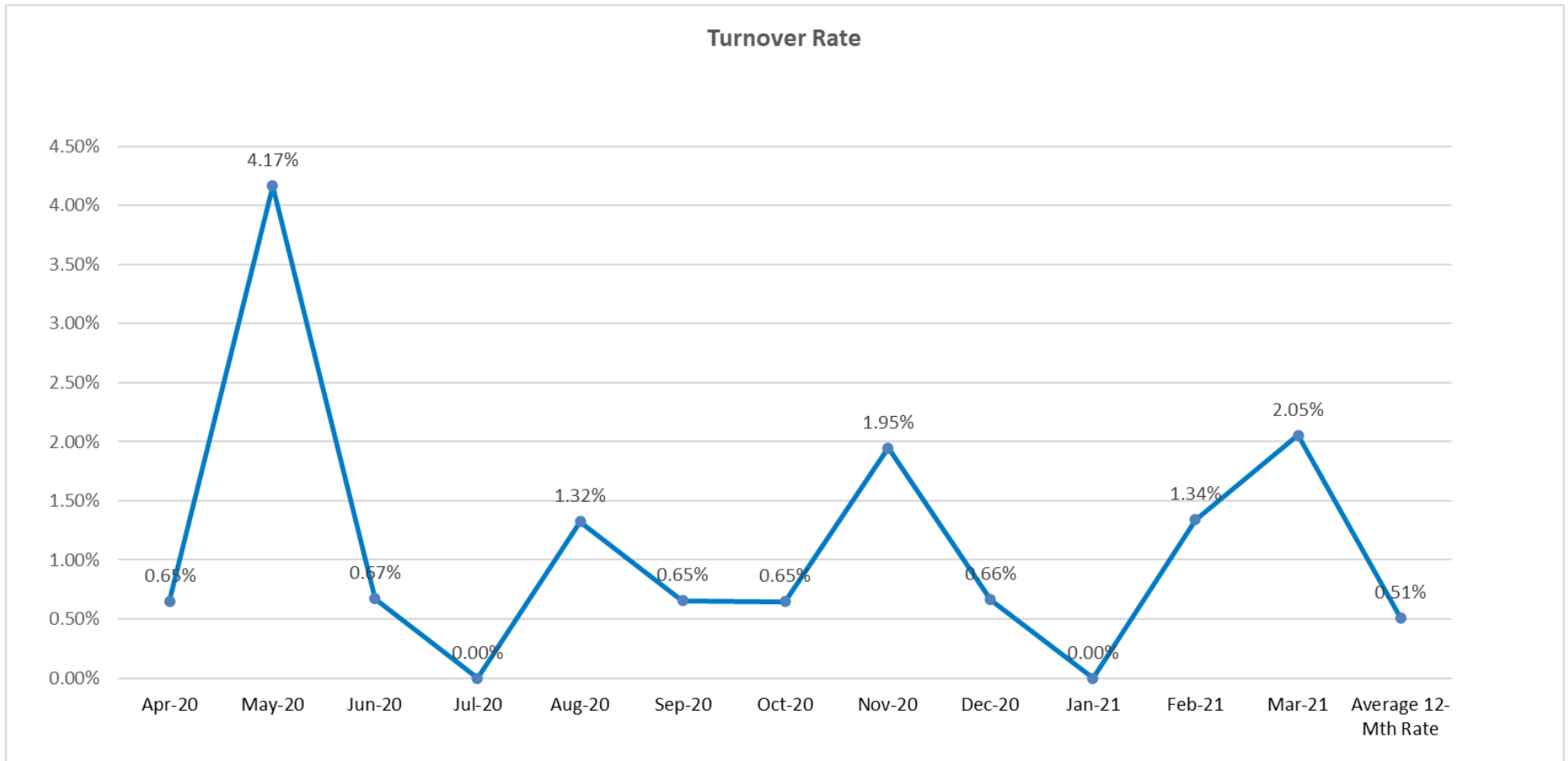
Workers Comp Data

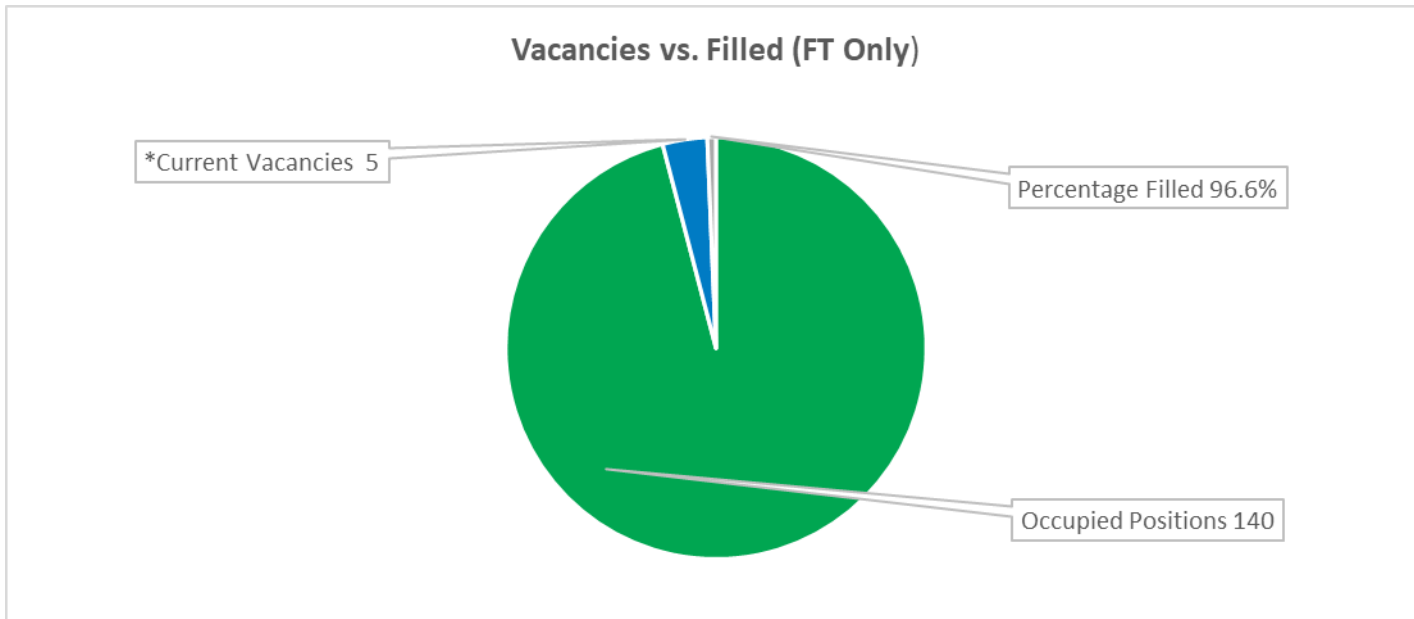
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
0		

Dashboard



All Employees (FT and PT)



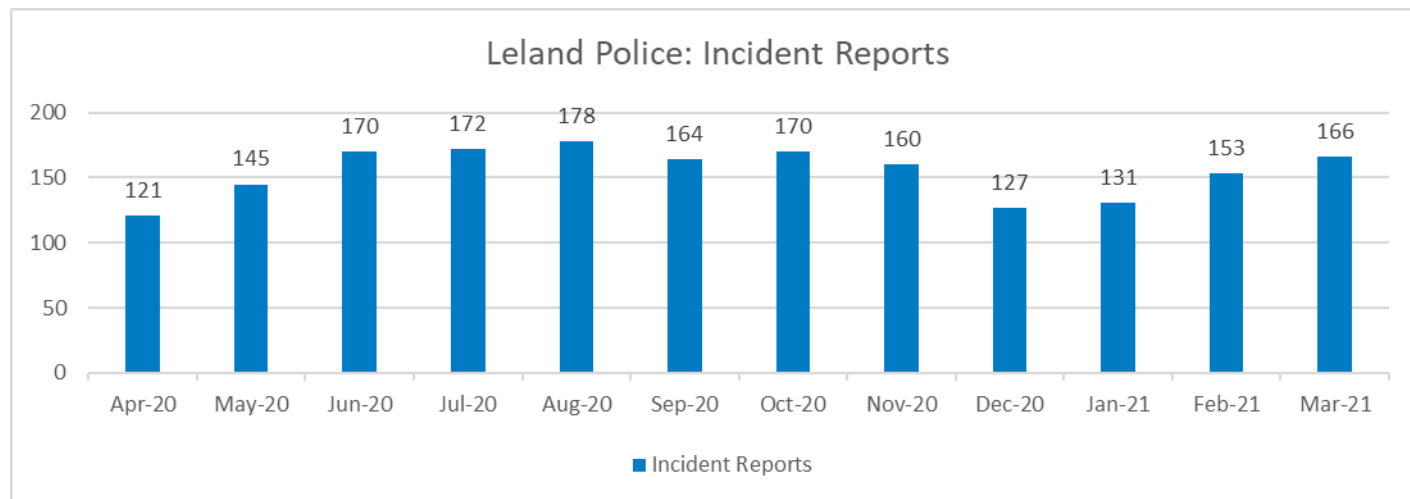
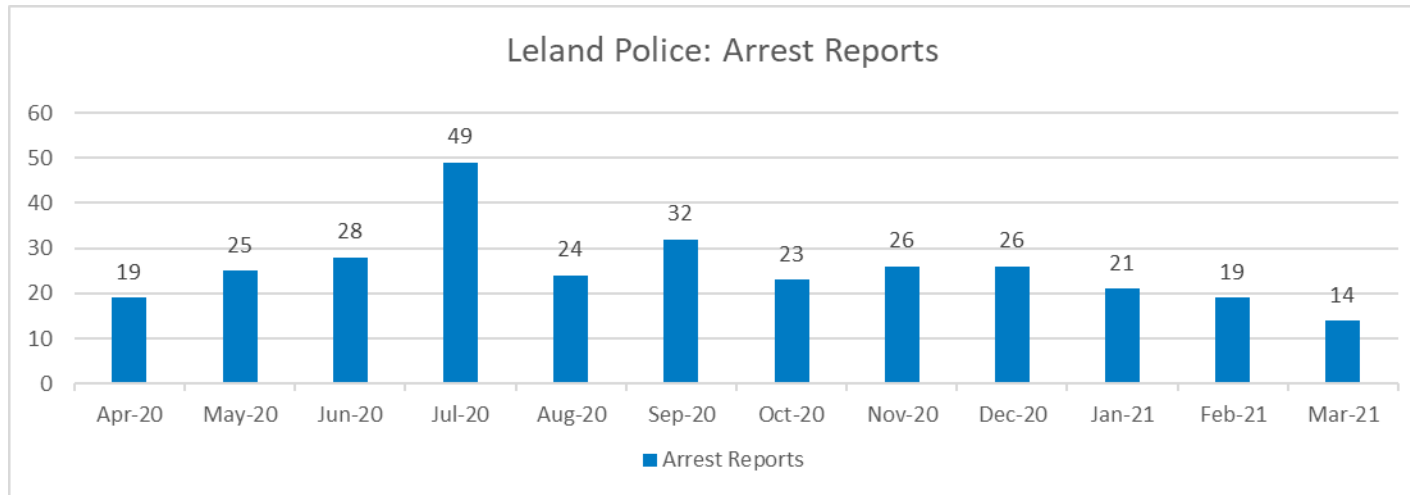


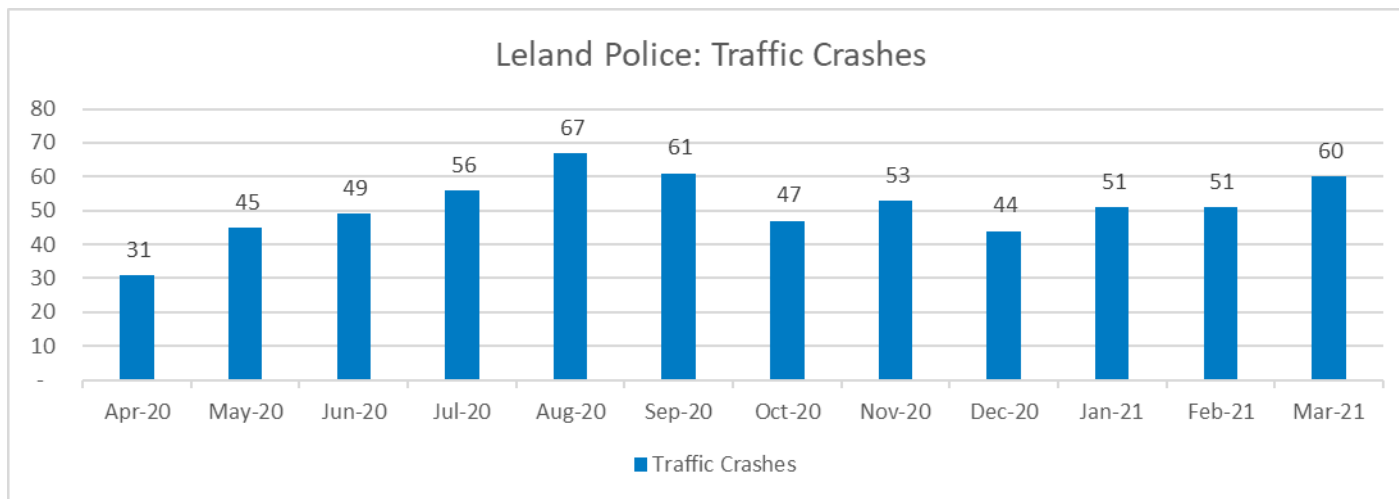
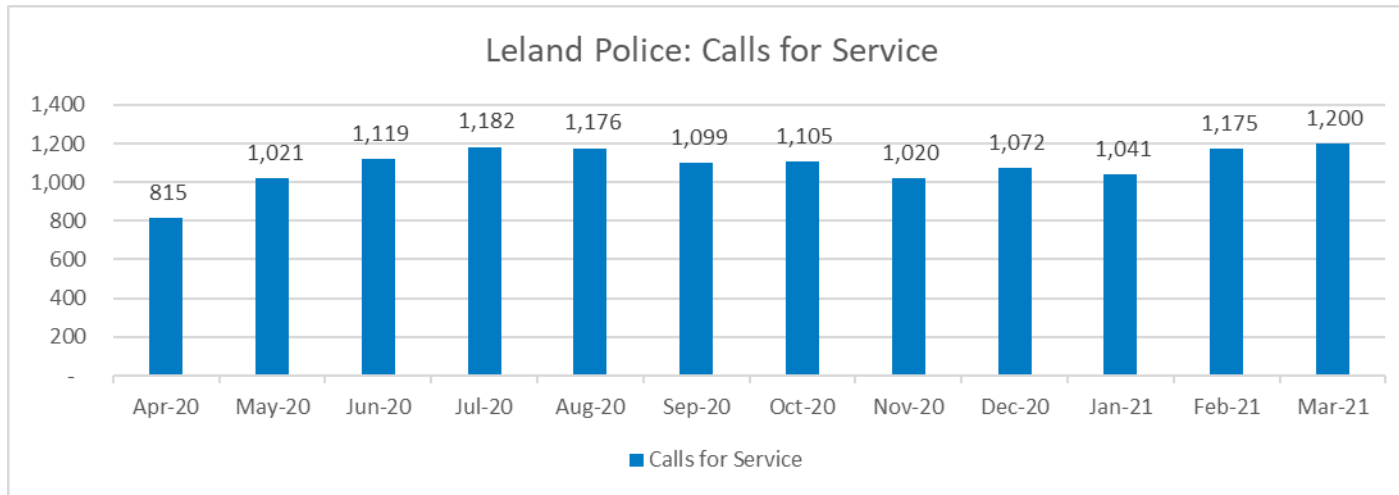
Department News

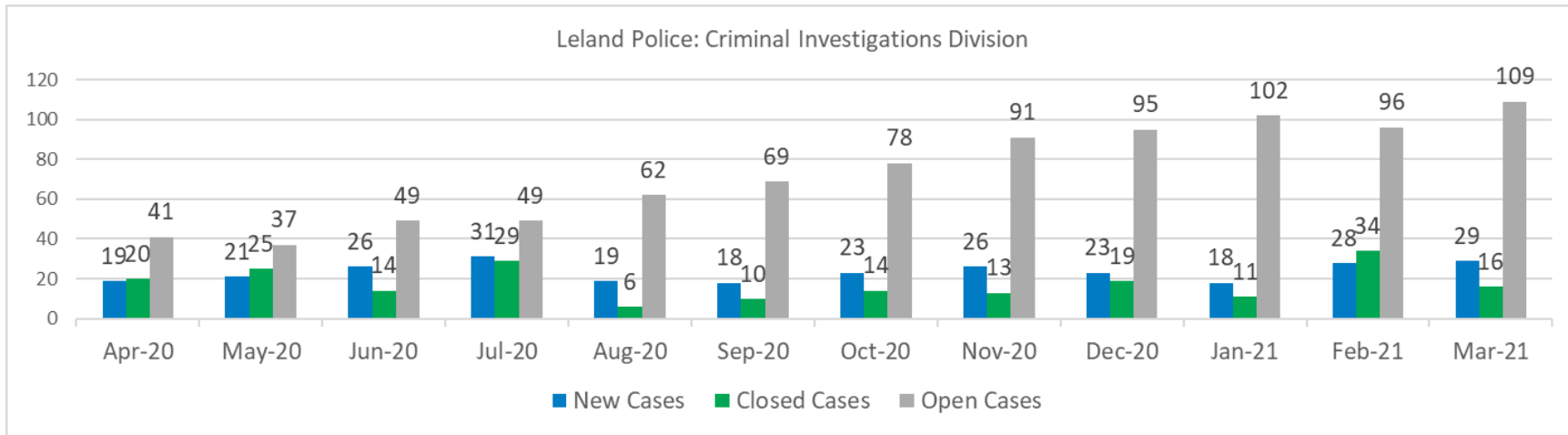
Staff have completed several training classes over the last month and attended a community event. Master Officers Martin and Gaston participated in a Q & A session at the Boy Scouts of America Ceremony. Master Officers Gaston and Peters, along with Officers Rahm, Roberts, and Whitmire attended the Intro to Traffic Crash training through the North Carolina Justice Academy. This course is a requirement for officers to complete to be considered for any advanced crash investigation classes offered by the North Carolina Justice Academy, and it is a core course of completion for any officer wishing to work toward obtaining a Traffic Enforcement and Investigation Certificate. Master Officer McElroy attended Warrantless Searches at the North Carolina Justice Academy. Warrantless Searches covers the 4th Amendment requirements regarding searches and Officers learn what must be supported or exist with reasonable suspicion and probable cause cases. Master Officer Yeager attended the Field Training Officer course at the North Carolina Justice Academy. This course educates staff on communication, leadership styles, and actions which avoid civil liability while in training.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Apr-20	33	2	3	4	0	0	4
May-20	38	2	1	3	0	0	4
Jun-20	51	5	3	8	4	0	5
Jul-20	57	22	2	24	20	0	1
Aug-20	42	7	4	9	5	0	2
Sep-20	27	4	1	5	2	0	1
Oct-20	53	13	7	20	14	5	6
Nov-20	49	7	4	10	4	2	4
Dec-20	34	4	12	16	2	1	2
Jan-21	32	1	1	2	7	0	1
Feb-21	33	5	3	8	4	0	2
Mar-21	44	5	6	11	8	1	3
Totals	493	77	47	120	70	9	35







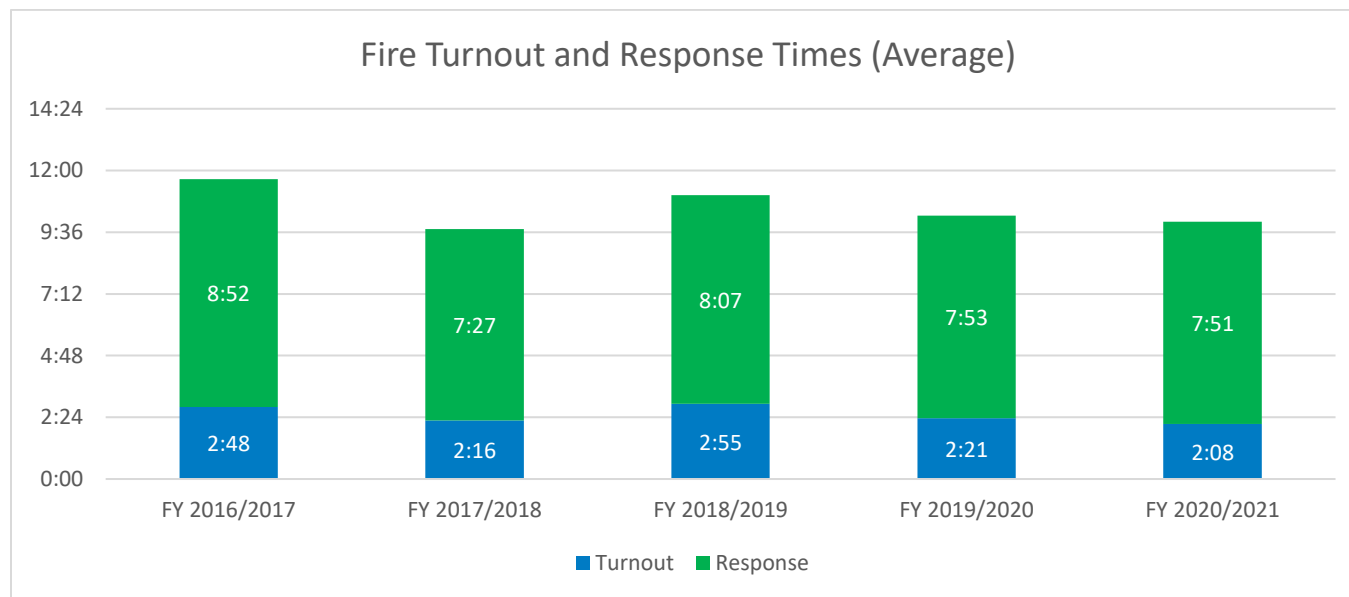
Speed Limit Sign Data				
Location	Posted Speed Limit	Average Speed (MPH)	Peak Volume Times	Originally Installed
Westport Drive	25	22.82	2pm to 6pm	1/2/21-3/31/21
Brunswick Forest Parkway, EB	40	33.68	3pm to 7pm	1/2/21-3/31/21
Low Country Boulevard	35	32.51	2pm to 6pm	1/2/21-3/31/21
Grandiflora Drive, SB	30	28.45	4pm to 8pm	1/2/21-3/31/21
Pine Harvest Drive, EB	25	24.83	3pm to 6pm	1/2/21-3/31/21
Mallory Creek Drive, EB	40			

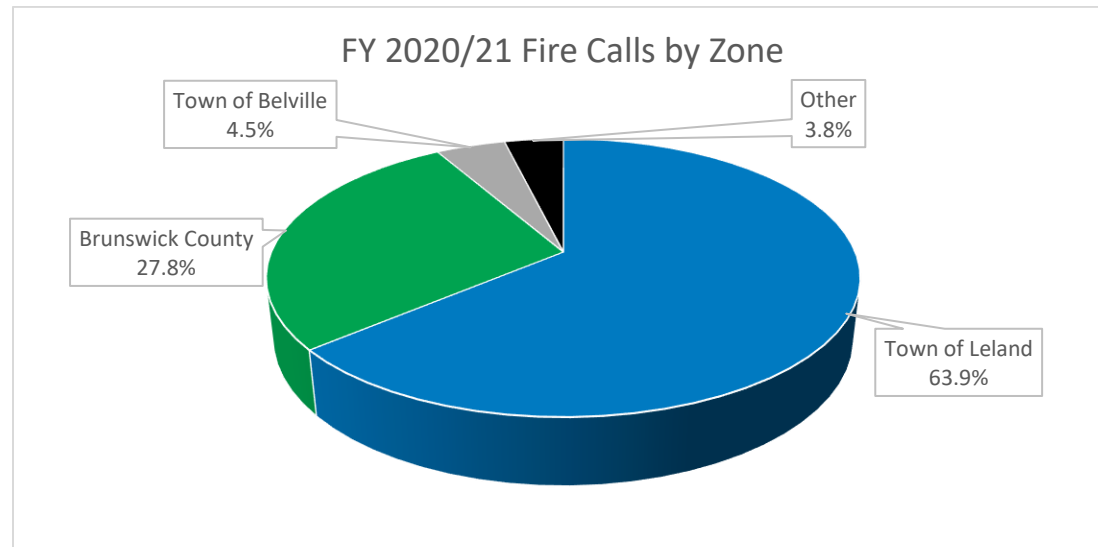
The Mallory Creek Drive sign is out of service due to repairs.

Department News

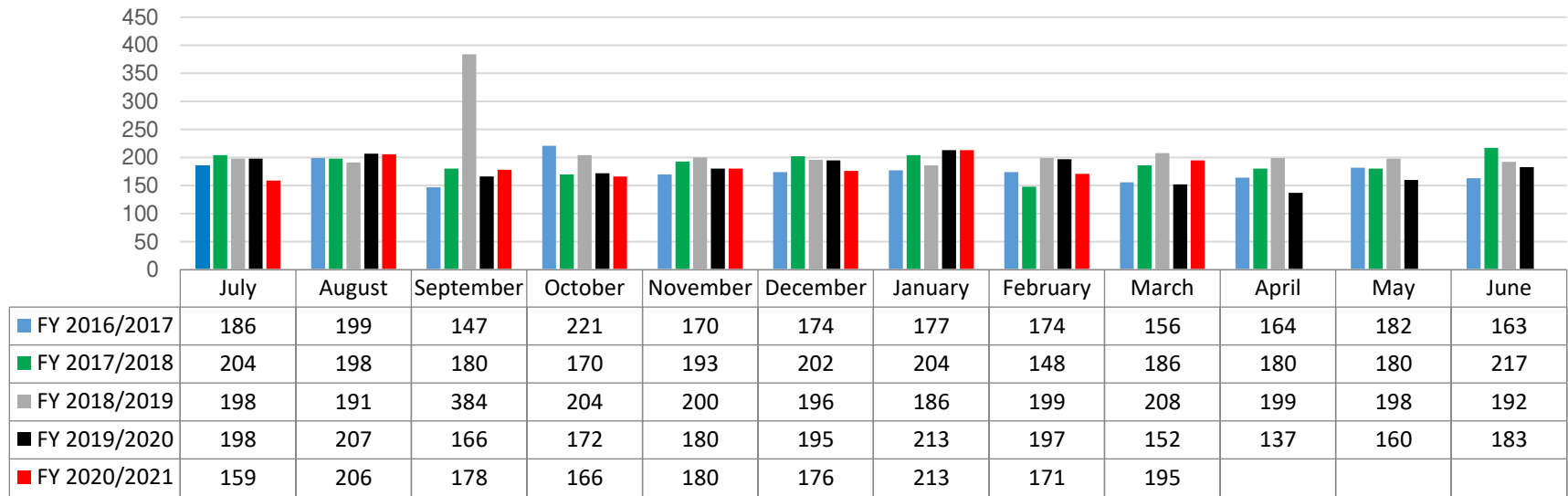
During the month of March, an evaluation was completed on the department’s goals that support the Town Council’s overall goals, objectives to complete those goals, and action items necessary to complete each objective. These goals, objectives, and action items were identified as plans to be worked on during the upcoming 21/22 fiscal year, however, staff was able to start working on many of them in early 2021, and as a result have completed several and have several others either near the completion stage or currently in progress. The department also met with and has been working with the Brunswick Co. 911 Dispatch Center to improve the way the department will be dispatched to emergencies once the third fire station, Station 53, is placed in service. The changes will help to quickly identify which Leland Fire/Rescue units should be dispatched to different types of emergencies based on the geographical location of the fire station. This will aid in reducing our total response times.

Dashboard



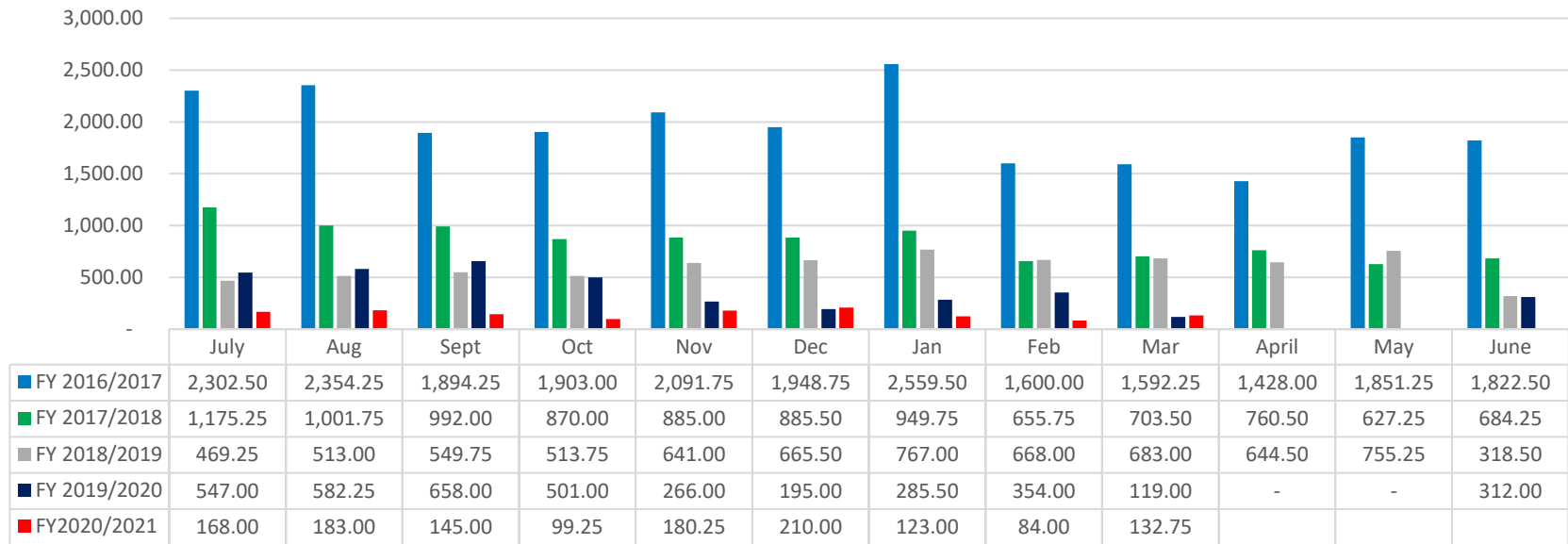


Fire Calls



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

Volunteer Hours



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

Department News

Final reviews of emergency playbooks are anticipated to be complete by the end of April. A tornado drill has successfully been conducted at all Town facilities, with the assistance of the HR department, as well as education and training on severe weather, including tornados. Mr. Grimes assisted Brunswick County Emergency Services in response to the deadly tornado in the Sunset Beach area. Five Town staff members were certified by the National Weather Service as SkyWarn Ready weather observers, with Police Officer MacKenzie Roberts earning Advanced Spotter level. Most Town staff have now completed training in the introduction to incident command systems with the training's introduction level to become standard training for all new employees whose positions are deemed essential.

Work Priorities

- Work continues on the Town's first Hurricane Expo, tentatively scheduled for June 12, 2021.
- Completion of the final drafts of playbooks.

Projects Completed

- Barricade fencing has arrived and is available for Town needs.

Significant Purchases

- None.

Department News

Joeli Franks has been promoted to the position of Recreation Supervisor. She will begin her new role on May 10, 2021.

Staff has engaged McGill and Associates on the site development plan and stormwater master plan update for Founders Park. Staff hopes to have this completed within the next month or so.

Parks and Recreation Board Summary

The March Parks and Recreation Board meeting was not held because a quorum was not present. The next meeting will be held May 26, 2021.

Upcoming Events

- April 8 through May 15, 2021 – Art Around Town
- April 22, 2021 – Plant Giveaway
- May 8, 2021 – Movie in the Park: Frozen II (Will be conducted as a drive-in)
- May 8, 2021 – Spring Art Market

Parks, Recreation, and Cultural Resources Updates

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Spring into DIY - Burlap Wreaths	03/23/21	\$20/\$28	9	\$180.00	\$134.64	45.36	\$0.00	45.36
Egg Hunt Drive Thru*	03/30/21-04/01/21	\$0	116 Vehicles (~240 Children)	\$0.00	\$1,380.00	(1,380.00)	\$0.00	(1,380.00)

*Supplies paid out of FY 19-20 Budget

March 2021 concluded with a successful Youth Arts Month at the LCAC. The Friends of the Leland Cultural Arts Center awarded \$300 in scholarships to local high school students. The modified drive-thru Egg Hunt was also very successful with 116 vehicles and approximately 240 children attending over three evenings. Children in each vehicle were given a bag of candy-filled eggs with coupons for a free ice cream cone (donated by McDonald’s) and the opportunity to meet the Easter Bunny.

The Art Around Town pop-up series, supported by the Brunswick County Arts Council's Grassroots grant, begins on April 8, 2021. This series will include family-friendly creative events throughout April and May at the LCAC, Founders Park, and Westgate Nature Park. All events are free to the community and supplies are included.

The annual Plant Giveaway will take place on April 22, 2021. This Earth Day-centered event will offer plants to Leland residents in a drive-thru format.

Beginning in May, the annual spring and summer movies are turning into a drive-in experience. The Movie in the Park series, now being marketed as the Founders Flix series, will begin on May 8, 2021. Vehicles will register to attend and will be safely spaced throughout Founders Park.

Program registration continues to grow for spring and summer sessions, and planning for fall and winter will soon be under way. Staff are monitoring safety guidelines and CDC recommendations regarding gathering limits and social distancing and adjusting programs and events accordingly.

Grounds/Facilities Updates

Work Priorities

- Perform Preventative Maintenance on Town facilities HVAC systems
- Repair the garage doors at Westport Fire Station
- Repair the washing machine at Village Road Fire Station
- Perform touch-up painting and upgrade the fire suppression system at Town Hall
- Hang new signs and install an additional electrical meter (Duke Energy) at the MOC

Projects Completed

- Completed the grounding and bonding project at Town Hall
- Installed GPS monitors on Town fleet vehicles
- Completed office renovations and cleaned and buffed the multipurpose room floors at the LCAC
- Installed mirrors in the fitness center at Town Hall
- Upgraded the lighting at the MOC
- Installed new air filters in all Town facilities
- Resolved the HVAC issue on the first floor (PD) at Town Hall

- Trimmed plant bed edges on Town properties
- Completed a major repair on the garage door at the Village Road Fire Station
- Installed new playground mulch at Westgate Nature Park

Significant Purchases

- None

Department News

Ben Watts joined the department this month as a Planner I. Mr. Watts was previously an intern with the Leland Public Services Department, where he assisted with infrastructure inventorying and mapping. Mr. Watts has a dual master from UNCW in Environmental Science and Public Administration, and a Bachelor of Science in Environmental Science. He has spent time as an environmental educator and a swimming coach, and in his new position will contribute to current planning reviews, long range and transportation planning efforts, and ordinance administration.

Interviews were performed in March to hire another Building Inspector to assist with the increasing volume of building inspections being performed in Leland. Staff expects to extend an offer to the top candidate in April.

Staff is conducting interviews with undergraduate students for summer internships and will host three interns for the summer. Two are undergraduate students from Appalachian State University. One of these students will assist with GIS projects and the other will assist with a transportation network analysis based on the desired future land use scenario chosen for the Leland 2045 plan. The third intern will be a student from UNC-Wilmington through the internship program facilitated by the UNCW Quality Enhancement for Nonprofit Organizations (QENO) office. This student will perform a policy and regulatory analysis for barriers to affordable housing in Leland and provide recommendations that can be included in the Leland 2045 plan.

Matt Kirkland attended a webinar from the ICMA about how ethics play a role in emergency response, including the key factors involved in making a decision to restrict individual liberties for the benefit of the entire community.

Ben Andrea co-presented with Susan Barbee on March 18, 2021 at the virtual International City/County Management Association (ICMA) Northeast Regional Conference. The 45-minute presentation was titled *Using Virtualization of Permitting and Inspections Software to Drive Employee Satisfaction and Engagement* and overviewed how the process of configuring and implementing Evolve led to team building, improved customer service, and increased employee engagement and satisfaction.

Ben Andrea presented to the Leland Rotary Club virtually during their March 4, 2021 meeting about past, present, and future growth of Leland, and an overview of the Leland 2045 project.

Andrew Neylon attended a webinar from the Triangle J Council of Governments about building resilience with green stormwater infrastructure.

Ben Andrea attended the 2021 Annual Housing and Construction Forecast virtual event held by the Wilmington-Cape Fear Homebuilders Association. The presentation projected 2021 to continue to be a strong year for residential construction, driven by increased supply and low mortgage rates. Also discussed were lumber and other housing supply issues contributing to longer construction times.

Ernie Hernandez, Inspections Supervisor, had the following accomplishments this month:

- Completed Mechanical Level I Course.
- Completed Plumbing Level 1 Standard NCDOT Online Course 2018.
- Attended the Virtual Basic Skywarn Storm Spotter Webinar Training.
- Provided 1 hour of rough sprinkler inspection training to Captain Brooks of the Leland Fire Department towards his Probationary Fire Level II certification.
- Received 4 hours of electrical/mechanical level I code training from Daniel Knoch.
- Received 3 hours of residential plumbing inspection training from Daniel Knoch.
- Received 2 hours of residential plumbing/electrical inspection training from Eric Heunemann.
- Received 0.5 hours of residential plumbing inspection training from Josh Van Pelt.
- Participated in the Town's safety program with Susan Barbee for 1 hour.

Eric Heunemann, Building Inspector III, had the following accomplishments this month:

- Completed Past Investigations, Law and Admin Update, and Chapter 160D online courses towards continuing education requirements.
- Completed 6 hours of training towards fire level II continuing education requirements.
- Completed 6 hours of gas piping installation, ventilation, and exhaust system training towards mechanical level III continuing education requirements.
- Provided guidance and mentoring to co-workers on per diem, travel time policy and procedures, and inspector protocol.
- Provided 2 hours of residential plumbing/electrical inspection training to Ernie Hernandez.

Chris Flessner, Building Inspector I, had the following accomplishments this month:

- Received building level II probationary certificate.
- Completed Mechanical Level I Course.

Mike Beard, Building Inspector I, had the following accomplishments this month:

- Received 1.5 hours of residential framing inspection training from Daniel Knoch.
- Received 1.5 hours of mechanical level I code training from Daniel Knoch.

Josh Van Pelt, Building Inspector I, had the following accomplishments this month:

- Completed building/plumbing level I continuing education requirements.
- Received level II probationary certificates in plumbing, mechanical, and building.
- Received 2.5 hours of electrical level I code training from Daniel Knoch.
- Provided 0.5 hours of residential plumbing inspection training to Ernie Hernandez.

- Participated in the Town's safety program with Susan Barbee for 2 hours.
- Conducted an emergency inspection to provide residents with hot water.

Planning Board Meeting Summary

The Planning Board met on March 23, 2021 and heard the following items:

1. Proposed Text Amendment – The Planning Board voted to recommend approval of a text amendment proposed by Cape Fear Engineering to add language to the Code of Ordinances allowing a reduction in the number of required parking spaces for certain uses under certain conditions including a detailed engineering analysis to justify the reduction.
2. Rezoning Request – The Planning Board voted 6-0 to approve a rezoning request by Andrew Potter (property owner) to rezone 2.37 acres at 524 Village Road from T-4O Conditional Zoning District to R-15, Residential District. The subject property is one of three properties rezoned in 2019 for the Settler's Village townhome project.
3. Preliminary Subdivision Plat – The Planning Board voted to approve a revision to the Jackey's Ridge preliminary subdivision plat to add 5 additional single-family residential lots.

The Planning Board's next meeting is scheduled for April 27, 2021 at 6 PM.

Board of Adjustment Meeting Summary

The Board of Adjustment met on March 3, 2021 and considered a variance request from Quality Oil Company, LLC to locate an accessory building in an area not permissible under the zoning regulations at 114 Village Road (Go-Gas). The accessory building was placed on the site without a permit or zoning approval, and the variance request was in response to a code enforcement inquiry to the property owner. The Board of Adjustment voted 5-0 to deny the variance request, as they were unable to conclude positively in the four conclusions required by statute to approve a variance request.

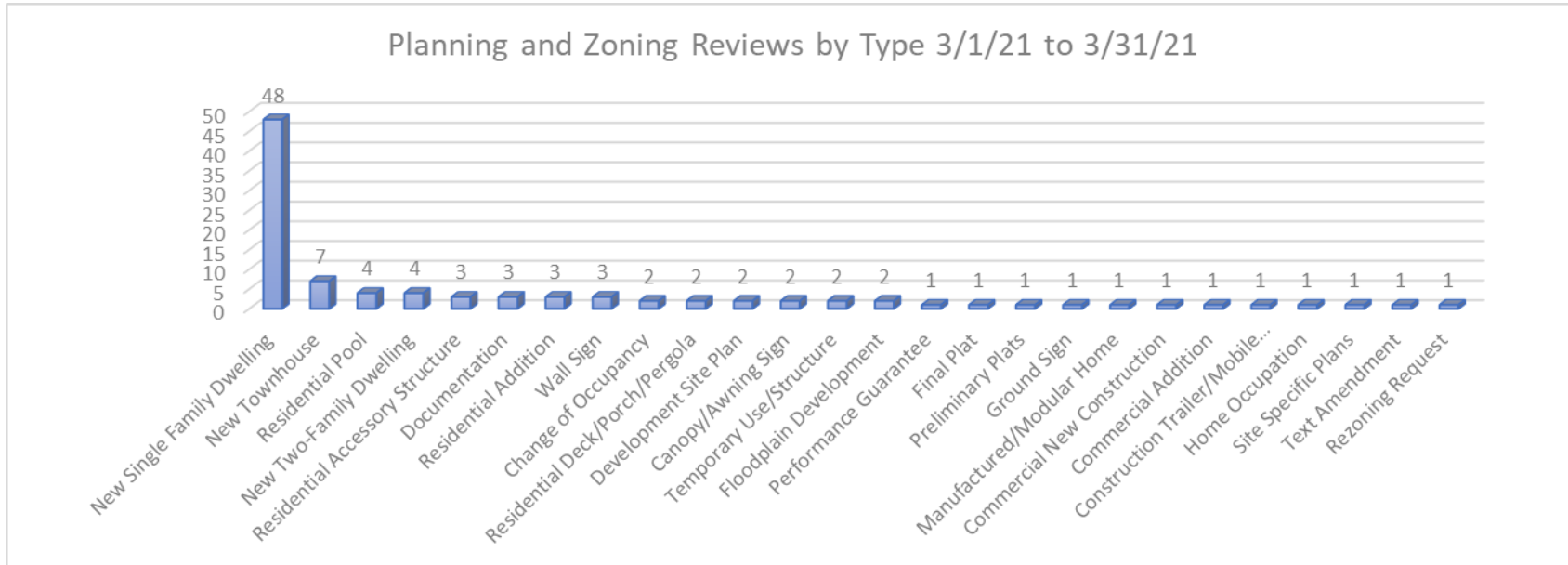
Current Planning Update

TRC Report

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

1. Westgate Cottages – Revision to previously approved plan to add additional project area and units to a cottage-style development proposed on Westgate Drive. The revision increases the total number of units from 171 to 315, while decreasing overall density from 11.4 units per acre to 10.45 units per acre.

Planning and Zoning Reviews



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Brunswick Forest			
Letters of Credit	16	\$2,289,155.62	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$0.00
Lanvale Forest			
Cash Bonds	1	\$18,285.31	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	7	\$1,114,776.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	1	\$70,876.00	\$0.00
Summer Bay Villas			
Surety Bond	1	\$97,872.50	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Total Letters of Credit	19	\$2,512,910.62	\$0.00
Total Cash Bonds	13	\$1,383,020.34	\$0.00
Total Surety Bonds	6	\$556,866.20	\$0.00
Total Performance Guarantee Sureties	38	\$4,452,797.16	\$0.00

Long Range Planning Update



Public Engagement Round #1

The first round of public engagement concluded on March 21, 2021 with the closing of Public Survey #1. This round of public engagement intended to glean input on the vision, goals, and priorities for the 25-year planning horizon. Responses from the Community Workshop #1, Public Survey #1, and Public Engagement Hub Phase #1 were compiled and are available on the project website at www.Leland2045.com.

Community Workshop #2

The second community workshop was held virtually on Thursday, March 25, 2021 at 6pm. This second workshop kicked off the next round of public engagement and presented the draft vision and theme statements for feedback and also potential growth scenarios for Leland.

Public Survey #2 – Future Growth Scenarios

The second public input survey is now open! This survey asks for input on what development types are appropriate in different ranges of environmental constraints. With the help of Planning Board member Debbie Wills, staff and Design Workshop created an environmental composite framework by analyzing six environmental attributes: hydric soils, potential wetlands, special flood hazard areas, SLOSH model (coastal inundation), natural areas, and biodiversity and wildlife habitat assessments. This framework provides the foundation to analyze three potential growth scenarios: concentric, binary, and nodal; survey respondents are asked to provide their preferred growth scenario after learning more about each type. Also, survey respondents are asked to place on a map where growth nodes are appropriate.

Draft Vision Statement

The following vision statement was drafted, building upon the visions from other Town-adopted plans and policies as well as feedback received during Public Engagement Round #1.

Leland is prosperous, inclusive, and resilient. It is a healthy, safe, and accessible community built upon our strong values for the natural environment; equity; walking and biking; social, economic, and physical connectivity; the quality of our neighborhoods; access to services, facilities, and places to gather; and the unique image and sense of place we have nurtured together as a community.

Draft Themes

The following themes for the plan were drafted. These themes will serve as guiding principles for the Leland 2045 plan, and the goals, policies, and action items that the plan will include.

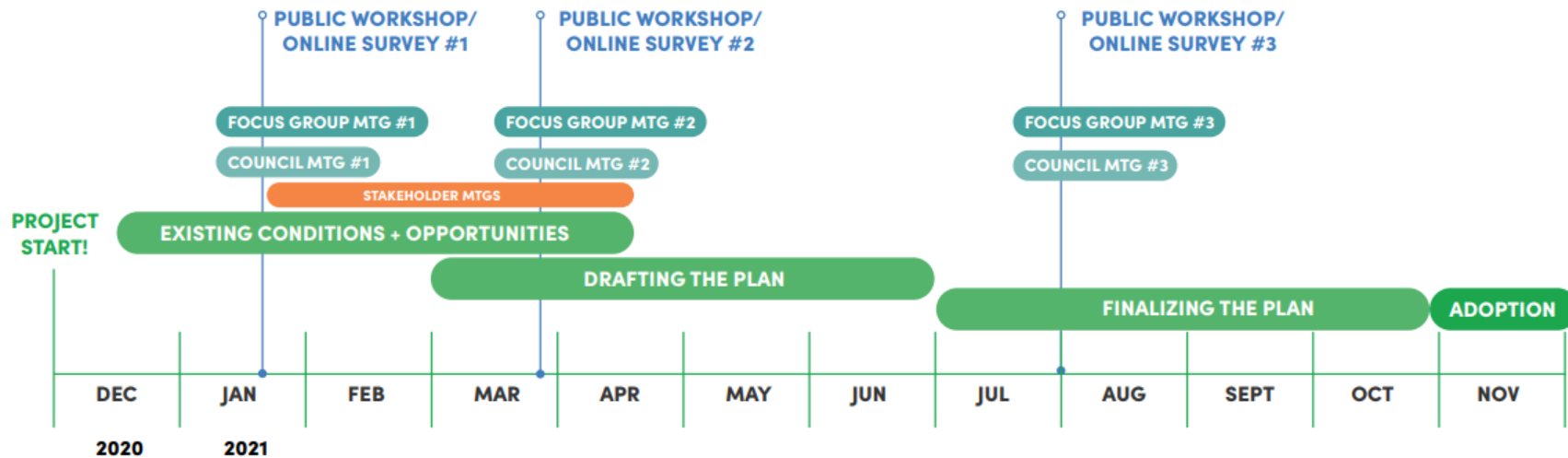
1. *Highly valued and protected natural and cultural resources.*

2. *Livable, diverse, and connected neighborhoods that accommodate growth.*
3. *A resilient and stable economy.*
4. *Infrastructure that supports community life.*
5. *An inclusive, supported, healthy, safe, and educated community.*
6. *An active participant in a cooperative region.*

Stakeholder Engagement Meetings

Leland and Design Workshop staff held one-on-one stakeholder calls with the following groups: Brunswick County School Administration, Cape Fear River Watch, United Way and Habitat for Humanity, Wilmington MPO, Cape Fear REALTORS®, Funston Land Company, Business Alliance for a Sound Economy (BASE), and the Wilmington-Cape Fear Homebuilders Association.

Project Schedule



For all project information and updates, please visit www.Leland2045.com.

Transportation Planning Update

WMPO/NC DOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for four pending projects in the Westgate Drive/Ocean Gate Plaza area of Leland. Also discussed were intersection improvements for the new fire station located at the Leland Municipal Operations Center

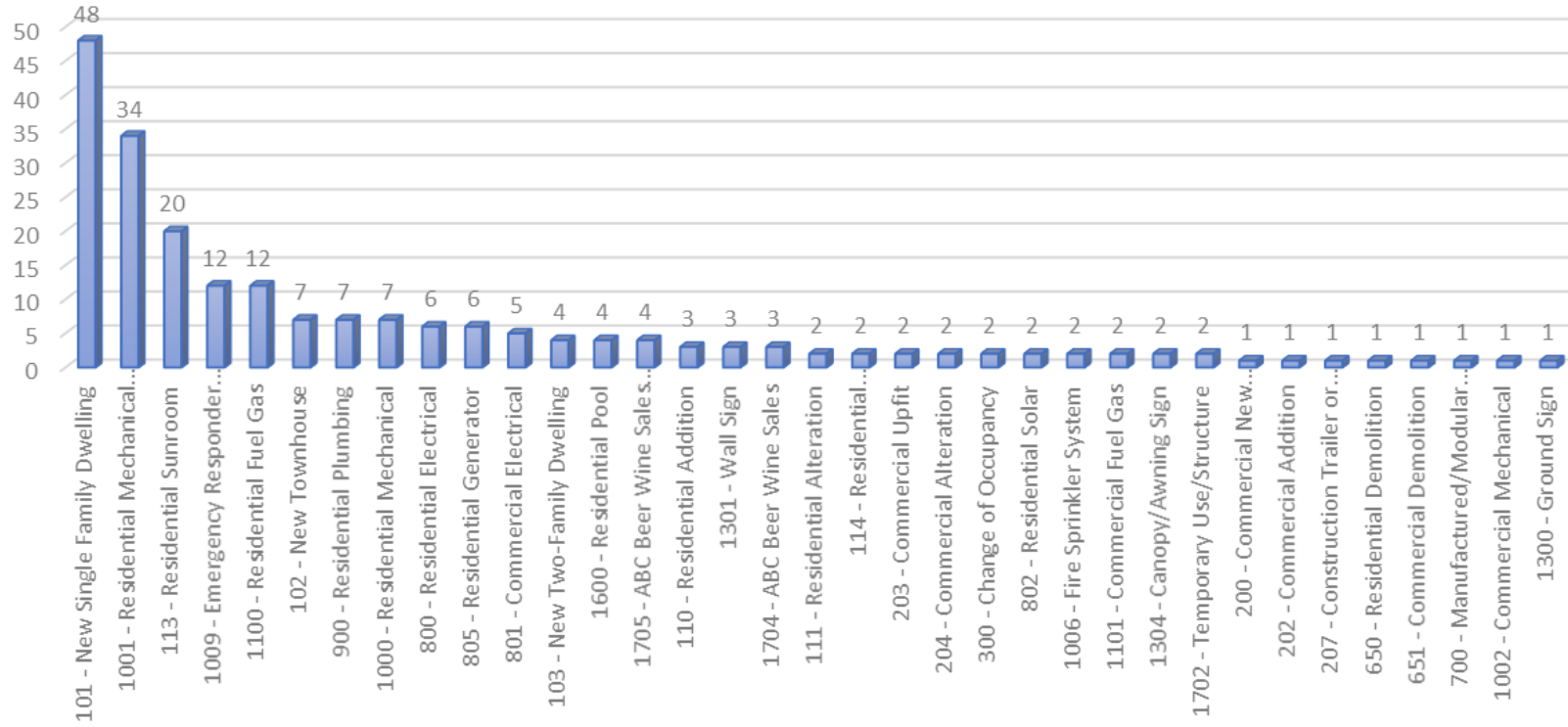
GIS Update

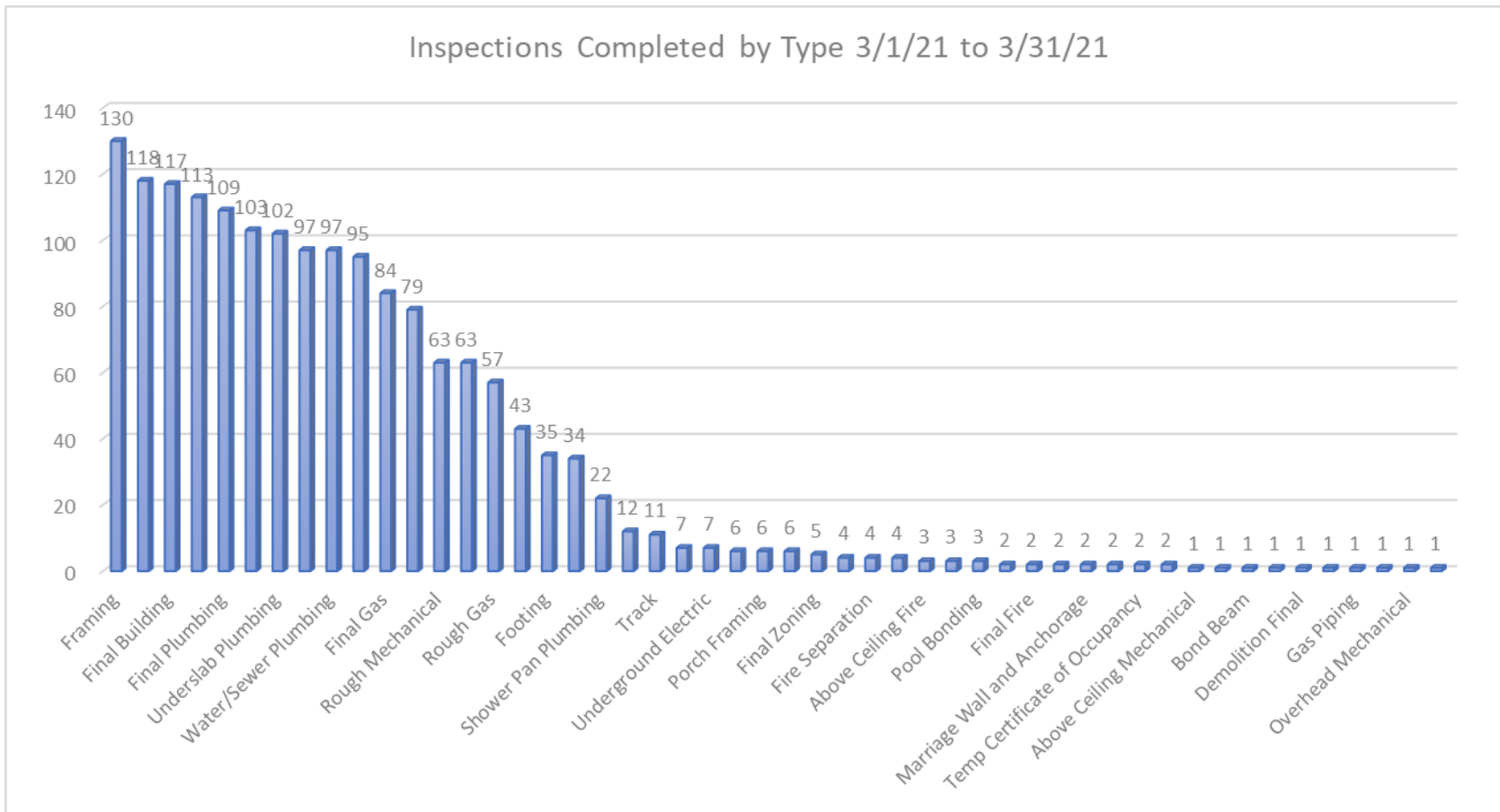
Staff provided mapping and GIS support for the Leland-H2GO Interlocal Agreement, as well as mapping and GIS needs for the department. Staff is working to create a GIS work plan to identify Town-wide GIS project needs for the upcoming 21-22 fiscal year. This work plan will identify staff and resource needs to undertake each identified project and prioritize and schedule each project based on available resources. The workplan will be used as a project management and tracking tool and will be updated as new GIS and mapping needs are identified.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
203	1,886	\$18,272,595

Permits Issued by Type 3/1/21 to 3/31/21





Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	1	7	0	3	0	11
Cases Closed	2	12	0	1	0	15
Active Cases	7	14	0	11	0	32

Public Services Department Updates

Department News

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

Streets Updates

Work Priorities

- Repairs on Shelmore Way are complete, with the final paving completed on 3/15/2021. These repairs have alleviated an ongoing standing water issue.
- Staff is focusing on sidewalk repairs and sinkhole repairs. Staff is also budgeting for a sidewalk assessment in the FY 21/22 budget.
- Fairview Road was closed on February 22 to install a new stamped concrete crosswalk to match the other crosswalks in the area. The work is complete, and the road was reopened on March 10.
- There are several large trees in Magnolia Greens that are damaging the sidewalks. Staff is in the process of obtaining bids for the removal of the trees and stumps with sidewalk repairs to follow.
- Staff is compiling a plan to repair the turning lane at the Oceangate Plaza entrance into the Wal-Mart parking lot with HMA. This area has become an ongoing issue due to the high traffic volume and the large number of existing patches repaired with cold patch. It is anticipated that this work will be scheduled in the next 30 days.

Initiatives

- Staff has formulated a fee-based plan for yard debris drop-off and haul away at the new MOC. The new yard debris site will begin operation in July 2021.
- Staff has developed a street and road capital improvement plan and priority list. The top three projects are included in the FY 21/22 budget and includes West Gate Drive, Bent Green Drive, and Palm Ridge Drive.
- Staff is reviewing Town-maintained gravel roads for possible paving. Staff is budgeting for the survey and design work associated with paving these roads in the FY 21/22 budget.

- Staff is creating a streets design manual, which will include standard specifications and details to be used in the design and construction of new and rehabbed Town streets. Staff is in the process of issuing a task order for this work which will be completed in 2021.

Project Notes

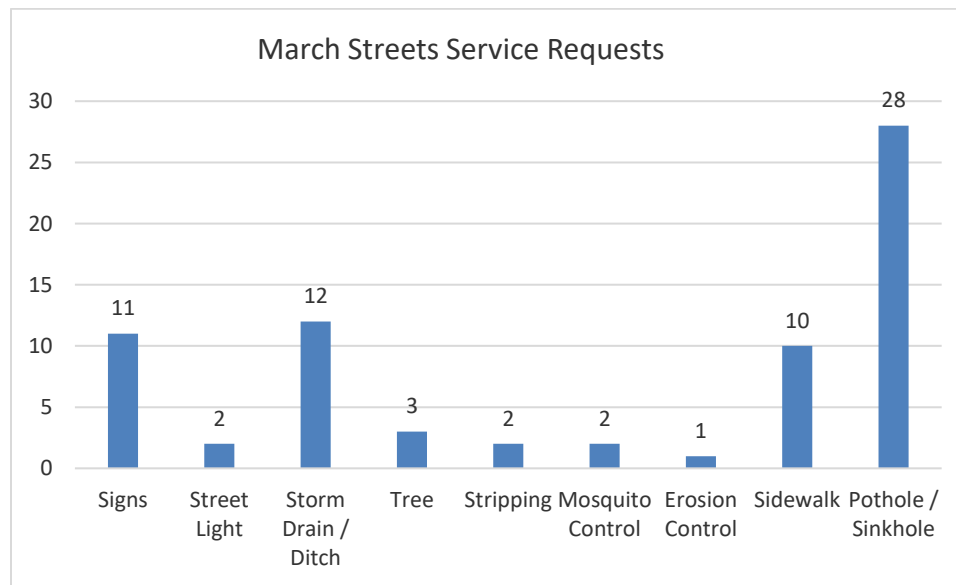
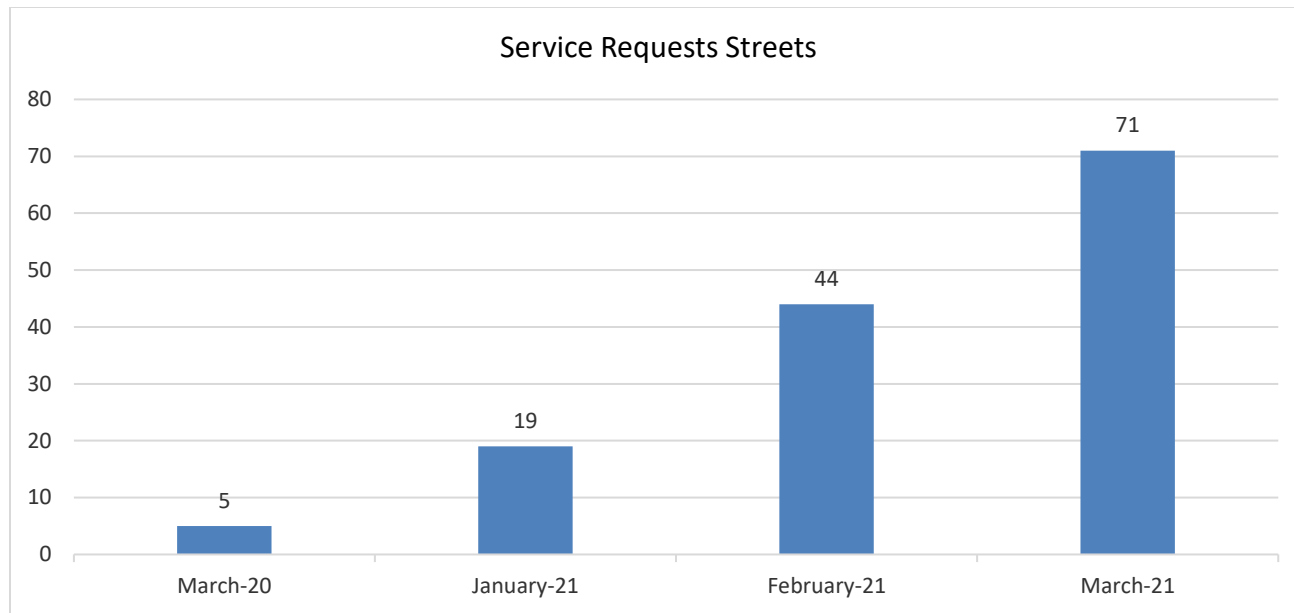
- Staff is recommending an award to C. M. Mitchell Construction Company, Inc. for the Brunswick Forest Parkway and Low Country Boulevard intersection project, which also includes restriping. Following the award, construction is expected to start in late May.
- Staff issued a task order to Cape Fear Engineering to complete a concept plan for the Olde Waterford Way extension to Olde Regent Way. The concept plan has been finalized and staff is meeting with property owners to discuss right-of-way acquisition.

Significant Purchases

- None

Work Order summary

- Streets received 71 work orders in March, with most of them being pothole/sinkhole related.



Utilities Department Updates

H2GO Transfer

- Town utility employees will transfer to H2GO on April 18.
- The Town will bill customers for water and sanitary sewer usage through March and all future billing will be handled by H2GO.
- Effective March 29, all new meter and system development fee requests are routed through H2GO. Town staff will continue to install meters for those invoiced, paid, and requested before April 16.
- Staff is preparing project documents and reports to be provided to H2GO.

Work Priorities

- Staff repaired a sanitary sewer manhole on Pine Harvest Drive. The road had to be closed to make the repair, so the project was completed at night to avoid impacts to residents and traffic.
- Two new lift stations were put into service: Regional Lift Station #33 in Brunswick Forest and the Ibis lift station off of Highway 17.
- Water meter register replacements continued in March.
- A draft of the Consumer Confidence Report (CCR) was completed in March and will be delivered to all water utility customers in April.

Project Notes

- Staff received the draft System Development Fee Study which is now being cancelled due to the utility transfer to H2GO.
- Staff has contracted with McGill to complete the EPA Risk and Resiliency Assessment required for all water systems. This assessment was uploaded to the EPA website in March.
- Staff is in the process of transferring open contracts to H2GO, to include the Highway 17 Sewer Expansion Phase II project.
- The Lift Station #1 and Regional Lift Station #33 projects will reach substantial and final completion prior to May 30.

Work Order summary

- Utilities received 113 work order requests in March, the majority of which were associated with occupant changes (48).

