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## STAFF REPORTS

May 2021 Regular Meeting

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## Department News

Beginning June 1, staff will return to pre-COVID work operations while the Town Hall, Municipal Operations Center, and both fire stations will continue to be closed to the public. This decision follows indications from the Governor's Office that many of the restrictions and executive order mandates will terminate on June 1. We will continue to monitor conditions to open all facilities moving into July.

Ms. Reinhardt and Ms. Sims attended the North Carolina Association of Municipal Clerks Regional Master Municipal Clerks Virtual Academy.

Following are the major work priorities within the IT department:

- Upgrade eligible staff cell phone equipment each month.
- Incorporate all IT inventory within the SmartSheet software.
- Provide equipment and assistance to new hires.
- Identify and obtain vendor quotes to purchase and install IT infrastructure and equipment for the Fire Station #53 construction project.
- Transfer IT assets to Brunswick Regional Water and Sewer H2GO as per the terms in the ILA.
- VC3 has been working with staff to migrate the Police department environment to SharePoint as their virtual office solution, which will also include an intranet option. The department will begin the testing phase during May. VC3 has begun steps to build the Town-wide SharePoint environment which includes all remaining departments.

## Council Directive Updates

- American Rescue Plan Act of 2021: Staff is still awaiting guidance on how to spend the funds. Once the guidance is published, staff will discuss the various department opportunities and present to Council for consideration.

## 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 of the new lift station is substantially complete.

- Next Steps: The contractor has completed the startup of the lift station with next steps to demo the old lift station and bring the new lift station online. As-builts are being updated for the Final Sewer Certification and the fully operational lift station will be transferred to H2GO in May as per the terms of the ILA.
- 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. This project has been officially transferred to H2GO as per the terms of the ILA.
- Next Steps: Staff is working with the engineering firm and H2GO to transfer permits and encroachment agreements.
- 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 installing 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 the 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 continues to lay concrete sidewalk in front of Leland Middle School and down Old Fayetteville Road, as well as clear and grade along Village Road and Town Hall Drive for both the sidewalk and multi-use path.

- Concerns: Temporary construction easements expire June 30, 2021 and will need to be extended. Staff is working with the condemnation attorney to extend all temporary construction easements through December 31, 2022.

## 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 is currently laying sewer force main down Kay Todd Road.
- Next Steps: Contractor to continue installation of sanitary sewer along Kay Todd Road. A second road closure of Kay Todd Road is anticipated for the end May as the contractor open cuts the road to run service lines to the House of Pickleball facility and to future lots.
- Concerns: No concerns at this time.

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

- Purpose: To extend Brunswick Village Boulevard across Kay Todd Road, 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 June/July 2021 and the project will be bid in late summer.
- Next Steps: Town staff is reviewing final design plans and contract documents.
- 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 existing centerline stripes, crosswalks, and stop bars along Brunswick Forest Parkway and Low Country Boulevard.
- Status: Council approved and awarded the project to C.M. Mitchell Construction Co. Inc. for \$257,484.17.
- Next Steps: Fully execute the construction contract and issue a Notice to Proceed. Construction is expected to start Monday, May 24, 2021.
- 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 Memo of Understanding (MOU) for right-of-way and easement acquisition.
- Next Steps: Issue a task order for design and permitting in May and finalize MOUs with impacted property owners.
- 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: Design finalized and ready to move forward with construction pending Council's approval in May. Civil engineering, permitting, and site design work is in progress and nearing completion
- Next Steps: Gain final budget approval from Council and execute the Design/Build Amendment. Contractor is ready to move forward with construction once the contract is signed.
- Concerns: Meeting project schedule with design delays and market conditions of supply acquisition.

### 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 makeup air vents, and fencing.
- 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 Associates, P.A. has begun working on the project including Geotech and delineation of wetlands, with survey work to start soon.
- Next Steps: Begin park design as surveying is completed.
- Concerns: No concerns at this time.

## Animal Control/Police Impound Facility at the Municipal Operations Center

- Purpose: Repurpose and renovate the existing truck wash building for use as a new animal control and Police storage facility.
- Status: Awaiting quote from Coastal Land Design for site/civil design work to be incorporated with the Fire Station #51 design plan.
- Next Steps: Create RFQ for on-call architect services. Once received, gather quotes for preliminary architectural design for facility. Move forward with site and building design once quotes have been obtained and POs approved.
- Concerns: No concerns at this time.

## Public Recycling Facility - Perry Avenue

- Purpose: Repurpose a section of the Town-owned lot on Perry Avenue to serve as a public recycling center.
- Status: Currently obtaining quotes for required site improvements.
- Next Steps: Continue gathering quotes, prepare lot, finalize site design, and execute improvements with a goal of opening July 1, 2021.
- Concerns: No concerns at this time.

## Communications

### Social Media Update

- Facebook Highlights (April 1 – 30, 2021)
  - Added 36 new page followers
  - Received 35 new page likes
  - Overall post reach – 4,313
  - Top post (Largest reach): “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? Reply to this post with your comments. Your feedback is greatly appreciated!”
- Twitter Highlights (April 1 – 30, 2021)
  - Received 72 new profile visits
  - Impressions/Reach – 2,132
  - Added 1 new follower
  - Top Tweet (Largest reach): “New to the east coast? What concerns you about hurricanes? Lived in the area awhile? What info and resources do you still need but have difficulty locating? Reply below with your thoughts. We'll use them in putting together our first hurricane expo this summer. #Leland”
- NextDoor Highlights (April 1 – 30, 2021)
  - Impressions/Reach – 13,327
  - Likes/Comments – 13
  - Top post (Largest reach): “Hurricane expo input. If you're new to the east coast, what concerns you about hurricanes? If you've lived in the area awhile - even all your life - what information and resources on hurricane preparedness and/or post-storm do you still need but have difficulty locating? Please reply below and share your thoughts. We'll use them in putting together our first hurricane expo this summer. Your input is greatly appreciated!”

### Website/Newsletter/Other

- Reviewed request for proposals for graphic design services to review the Town’s branding and create new marketing tools and updated logos and selected a firm to perform services.
- Assisted reporters with coverage of the condemnation of Brunswick Point Apartment Homes.
- Continued website changes, updates, and improvements.

## Press Releases/Blogs/FAQs/Media Coverage

- Blogs/press releases:
  - [Leland Condemns Apartment Buildings Due to Safety Issue](#) (press release and blog)
  - [Residents of Evacuated Apartment Building Return Home](#) (press release and blog)
  - [Town of Leland Board and Committee Openings](#) (press release and blog)
  - [Virtual Meeting to Cover Planned Improvements at Founders Park](#) (press release and blog)
- Star News
  - [Leland starts condemnation process at apartment complex buildings after injury reports](#)
  - [With emergency repairs made, Leland apartment residents return home](#)
- Port City Daily
  - [Leland condemns all 12 buildings in Brunswick Point apartment complex](#)
- Cape Fear Business
  - [Town of Leland Board and Committee Openings](#)
- WECT
  - [Town of Leland condemns apartment buildings citing safety issues](#)
  - [Residents expected to be able to return to condemned Leland apartments Friday](#)
  - [Town of Leland hosting meeting Monday to discuss planned improvements to Founders Park](#)
- WWAY
  - [Leland condemns apartment buildings due to safety issues](#)
  - [Repairs underway at condemned Leland apartments](#)

TDA Marketing

- Finalized the full-page original print ad concept (images and copy) to *Our State* magazine; ad will be published in the June issue.



- Worked with *Our State* on the July print ad, as well as the development of sponsored content (paid article), which will be housed on *Our State's* website for one year beginning in June.
- Continued to promote the LTDA grant program in wake of the COVID-19 impact on businesses.

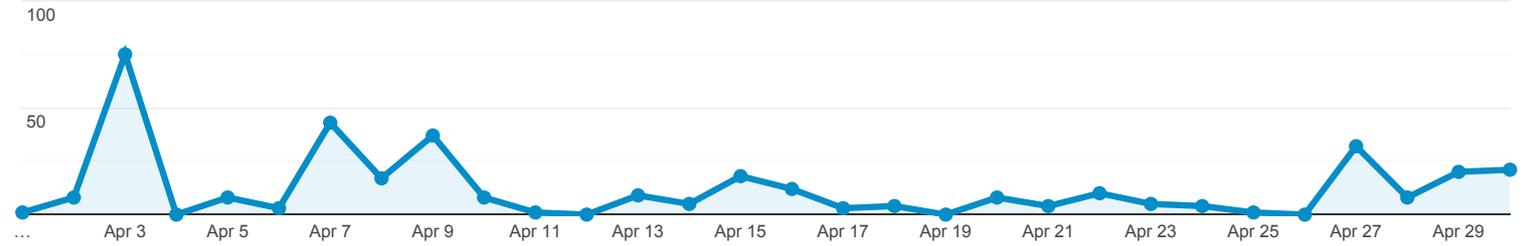
## Projects Page Report

Apr 1, 2020 - Apr 30, 2020

**All Users**  
100.00% Pageviews

**Explorer**

● **Pageviews**



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

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>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-s</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-projec</a> <a href="#">t</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

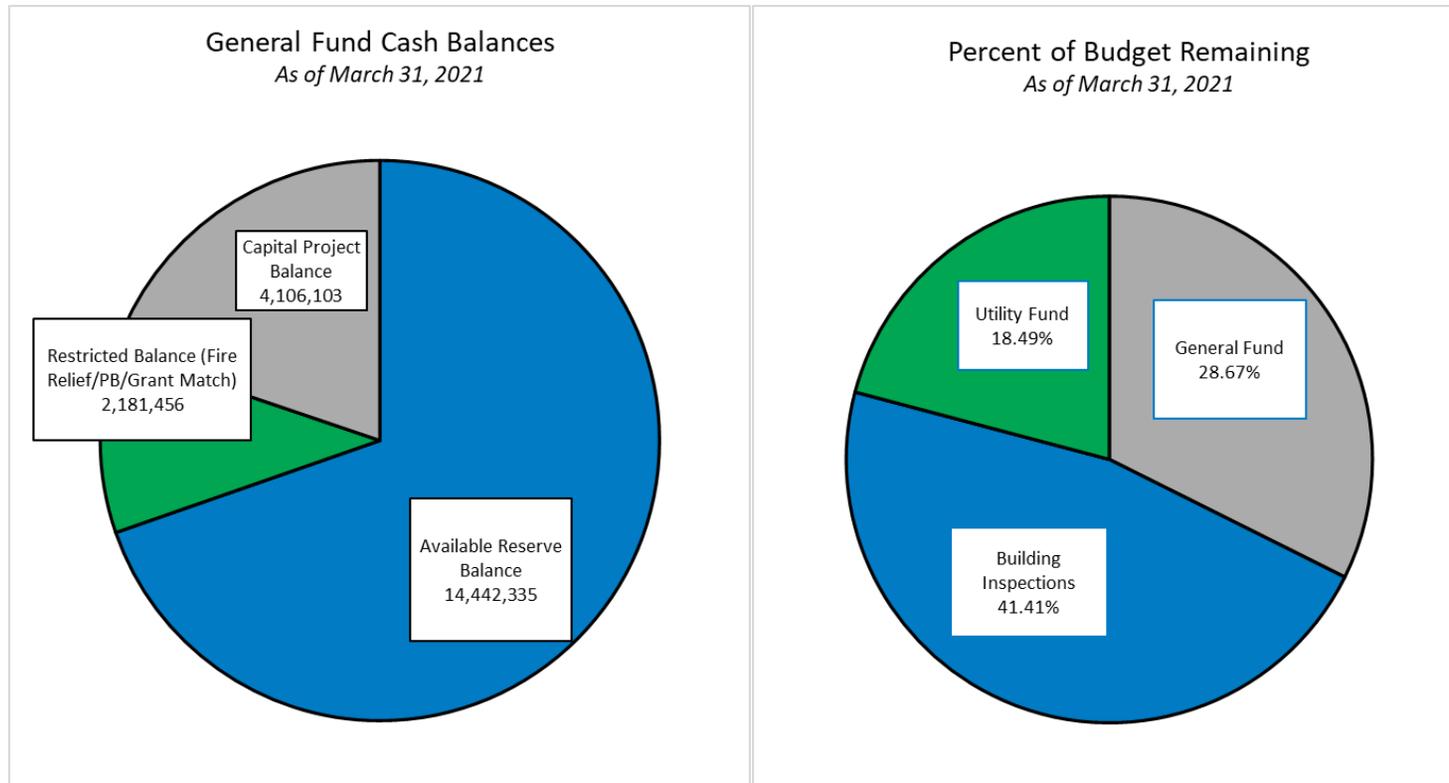
## Department News

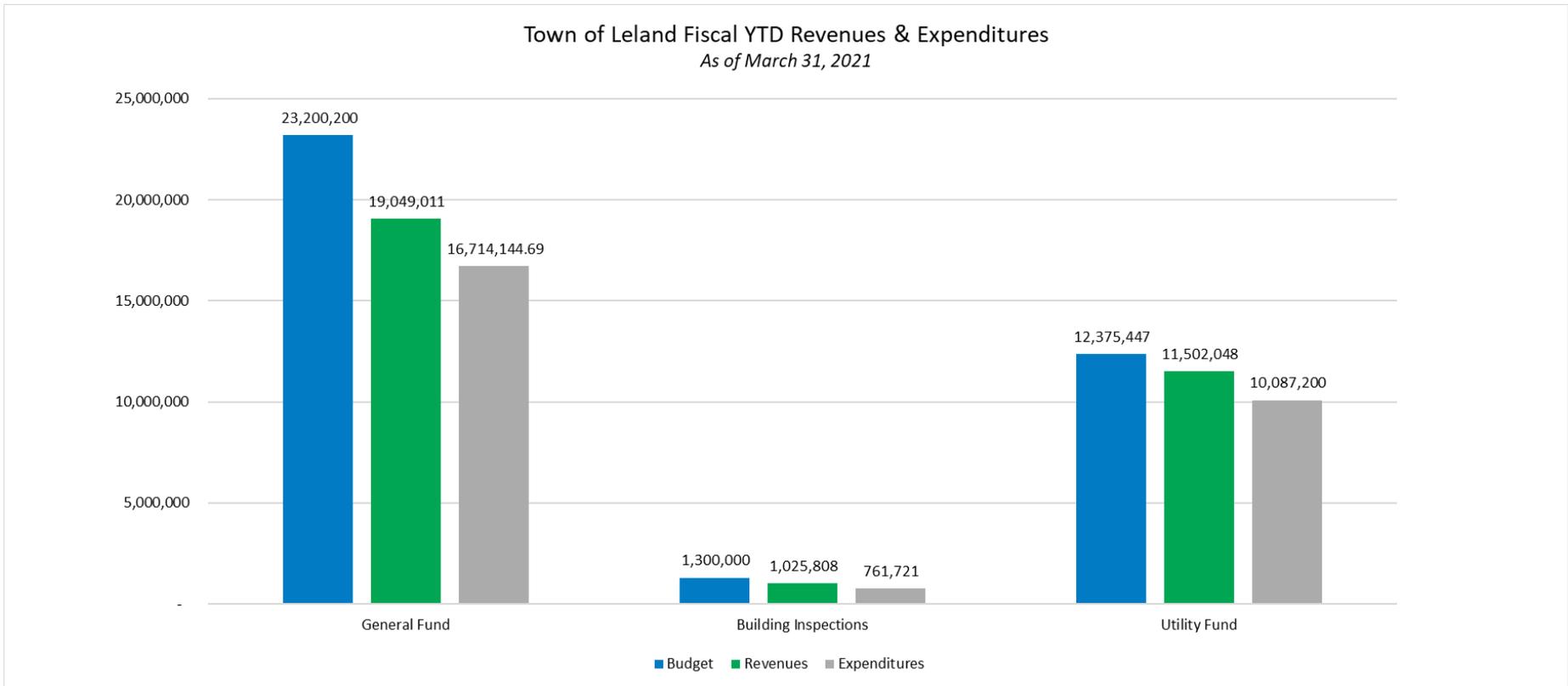
Ms. Lopez is working on closing out all purchasing for the current fiscal year. Ms. Lopez and Ms. Lacewell are improving the Accounts Payable process to occur more frequently and more efficiently. Finance staff is excited the budget was approved at the April 15 Council meeting, as it improves the year-end process and allows for more efficiencies in planning for the new fiscal year.

## Audit Committee Meeting Summary

The Audit Committee did not meet in April.

## Dashboard





## Financial Budget to Actual Report – March 31, 2021

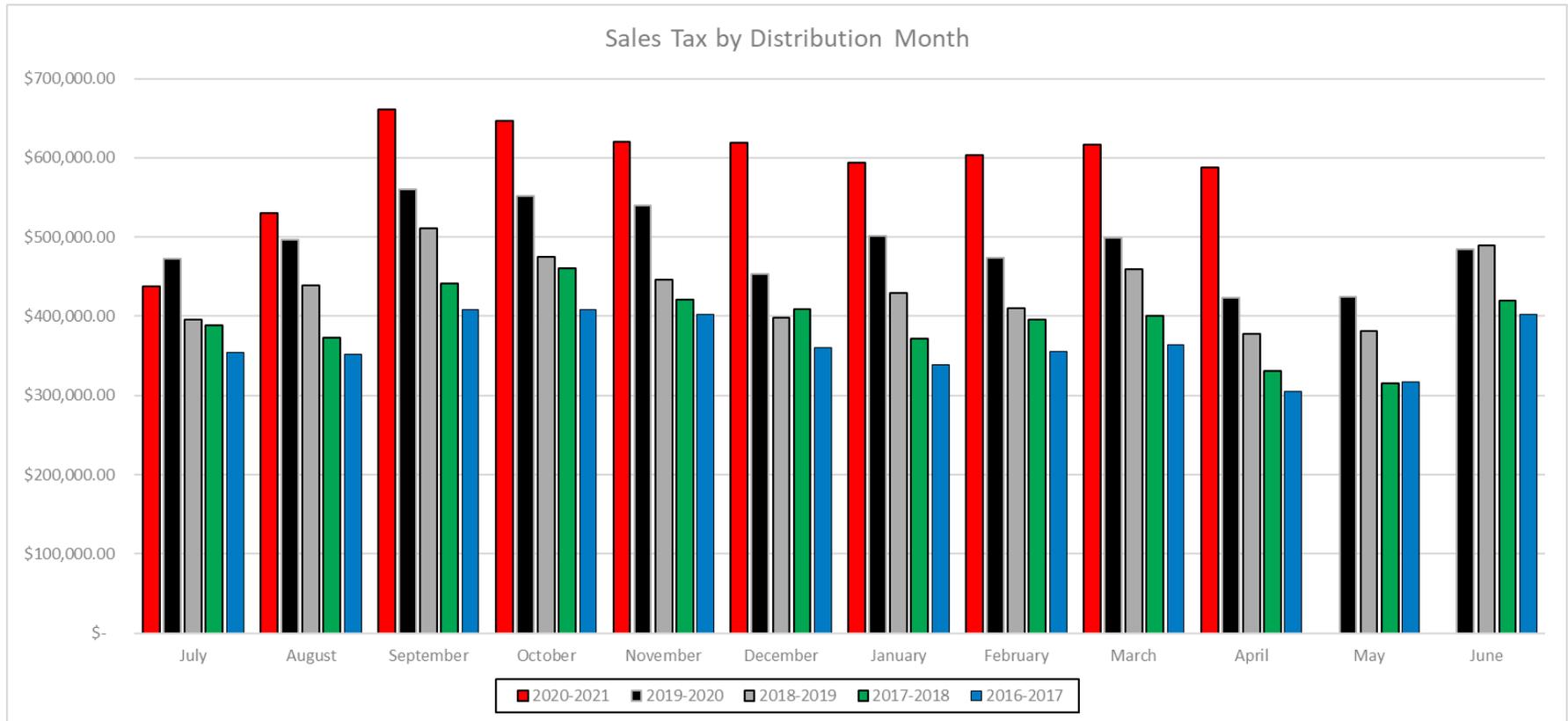
REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	20,680,000.00	23,200,200.00	1,077,669.18	19,049,011.39	-	(4,151,188.61)	17.89%
Building Inspections	1,300,000.00	1,300,000.00	114,841.36	1,025,807.79	-	(274,192.21)	21.09%
Utility Fund	8,000,000.00	12,375,447.35	1,772,267.79	11,502,048.45	-	(873,398.90)	7.06%
<b>Report Total</b>	<b>29,980,000.00</b>	<b>36,875,647.35</b>	<b>2,964,778.33</b>	<b>31,576,867.63</b>	<b>-</b>	<b>(5,298,779.72)</b>	<b>14.37%</b>

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	411,000.00	411,000.00	19,313.32	235,439.16	16,586.89	158,973.95	38.68%
Administration	1,187,000.00	1,187,000.00	105,142.61	898,628.12	33,279.82	255,092.06	21.49%
Information Technology	1,133,000.00	1,133,000.00	63,151.92	732,418.99	70,177.52	330,403.49	29.16%
Human Resources	314,000.00	314,000.00	23,835.39	199,336.49	11,798.34	102,865.17	32.76%
Finance	515,000.00	515,000.00	40,930.03	359,229.50	635.33	155,135.17	30.12%
Building Inspections	1,300,000.00	1,300,000.00	149,671.05	701,963.12	59,758.26	538,278.62	41.41%
Planning	740,000.00	740,000.00	64,697.27	419,601.70	119,745.74	200,652.56	27.12%
Economic Development	200,000.00	200,000.00	11,206.58	91,805.20	9,502.43	98,692.37	49.35%
P&R & Cultural Arts	1,220,000.00	1,220,000.00	75,512.97	449,556.33	45,604.77	724,838.90	59.41%
Grounds & Facilities	1,371,000.00	1,393,200.00	122,091.57	919,176.41	122,129.80	351,893.79	25.26%
Public Services	2,649,000.00	2,834,000.00	195,065.41	1,534,321.35	293,357.36	1,006,321.29	35.51%
Police	3,924,000.00	3,924,000.00	384,594.77	2,644,198.45	289,193.76	990,607.79	25.24%
Emergency Management	183,000.00	303,000.00	36,001.24	218,126.35	105.84	84,767.81	27.98%
Fire	4,698,000.00	4,726,000.00	391,133.55	3,051,762.05	193,668.52	1,480,569.43	31.33%
Debt Services	1,935,000.00	1,935,000.00	164,762.50	1,463,735.48	-	471,264.52	24.35%
Transfers	200,000.00	2,365,000.00	26,170.18	2,291,022.99	-	73,977.01	3.13%
<b>General Fund</b>	<b>21,980,000.00</b>	<b>24,500,200.00</b>	<b>1,873,280.36</b>	<b>16,210,321.69</b>	<b>1,265,544.38</b>	<b>7,024,333.93</b>	<b>28.67%</b>

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	263,976.18	9,957,479.96	129,719.54	2,288,247.85	18.49%

### FY Sales Tax Distribution – April, 2021

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



### Intradepartmental and Interdepartmental Budget Transfers – April, 2021

- There were no transfers in April.

## Grant News – April, 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 SIOF (Strength is Our Foundation) – Fitness Equipment valued at \$15,000 (no match).
- Cape Fear River Watch – Stormwater Drain Litter Capturing Devices, Equipment provided (no match).
- AARP Community Challenge 2021 – Bike Fixation Station in Founders Park, \$7,000 requested for materials (no match).
- PARTF – Founders Park Phase I, \$978,000 with 50% match (\$489,000 match).

### Grants Awarded

- N/A

### Grants Not Awarded

- N/A

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

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

## Department News

The department has worked with various members of Town staff to define the Town's core values and completed a competency project which will be incorporated into the annual review process. HR staff is currently conducting employee and supervisor training as it relates to these projects. HR staff presented various Town department videos as part of the Students@Work initiative at middle schools throughout the area.

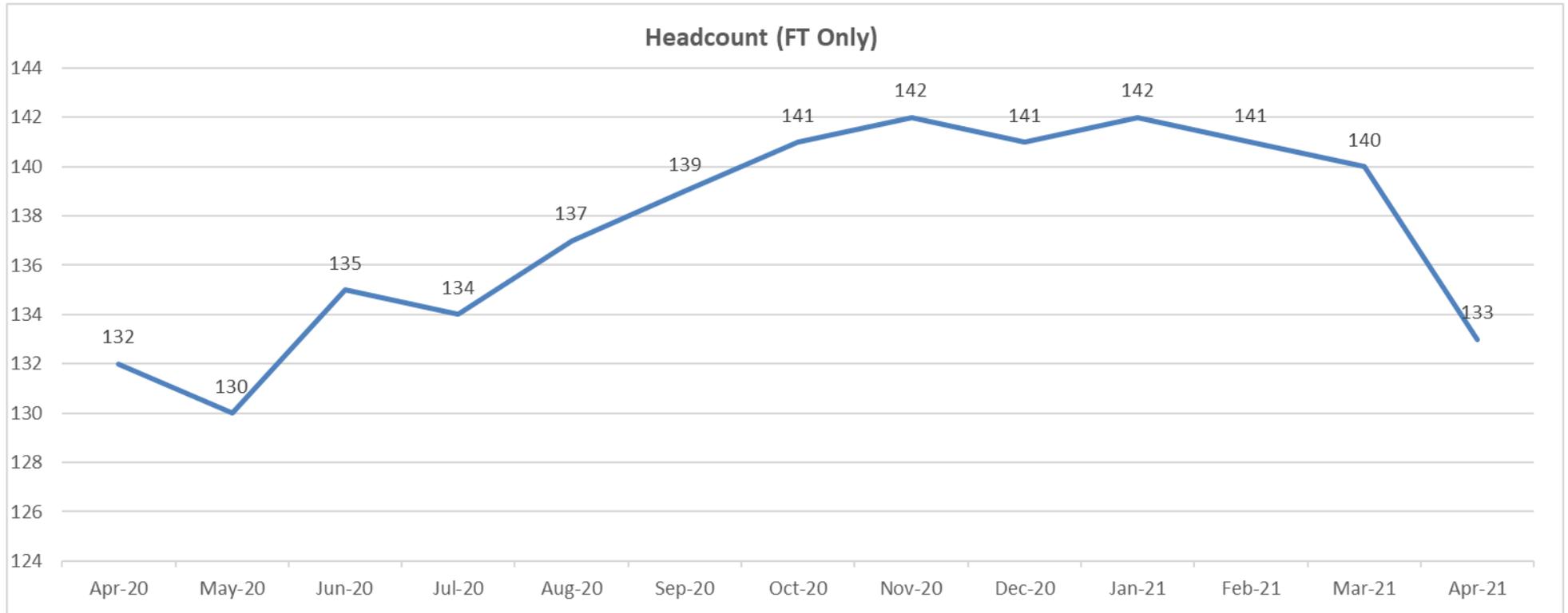
## Personnel Updates

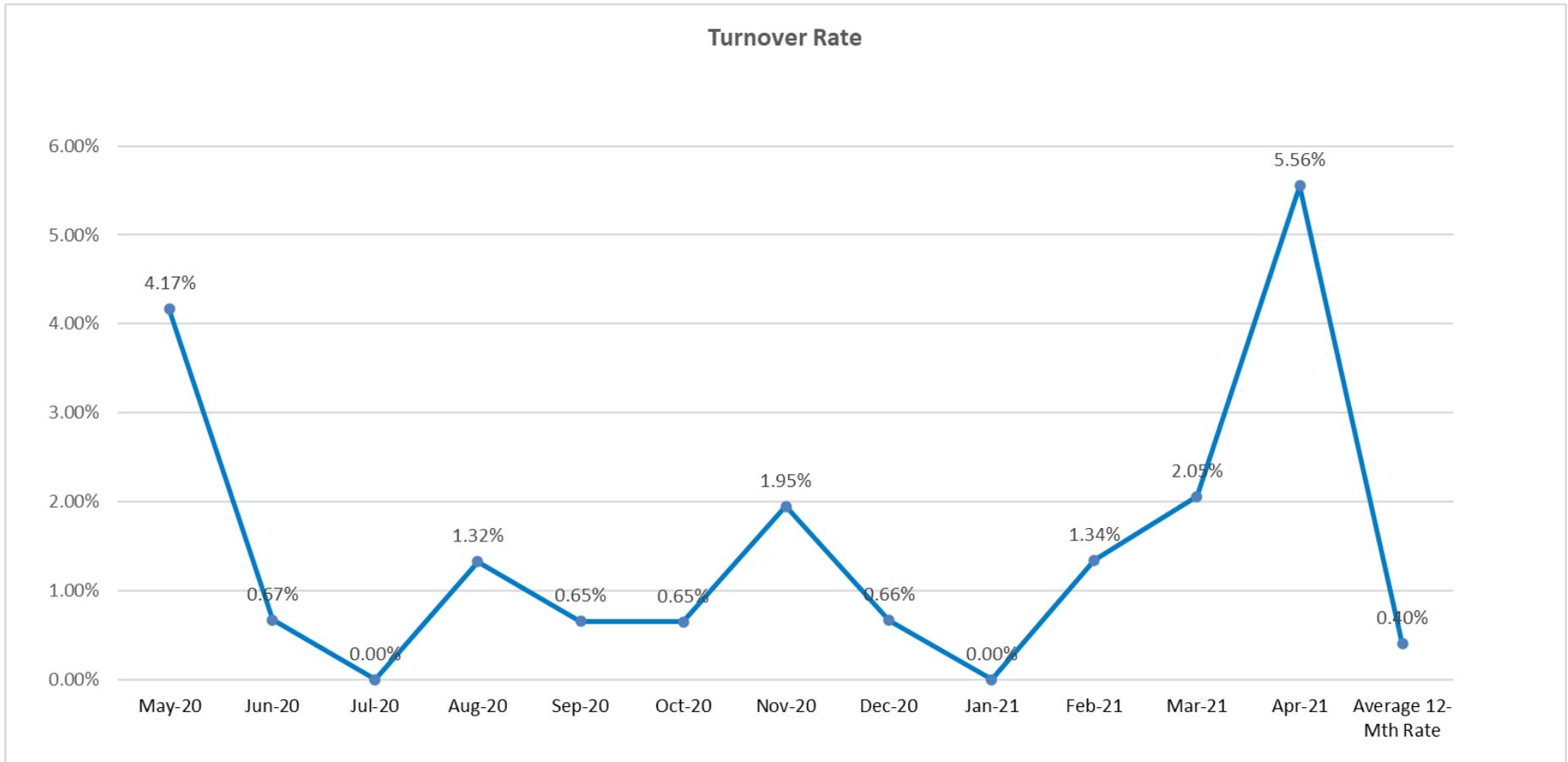
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Bailey Shelton	Human Resources	New Hire	4/13/2021	PT HR Specialist		
Brandon Faircloth	Public Services	Separation/RIF	4/16/2021	Utilities Superintendent		
Jack Earley	Public Services	Separation/RIF	4/16/2021	Utilities Supervisor		
Shaun Hudson	Public Services	Separation/RIF	4/16/2021	Utilities Maintenance Technician		
Mike Flynn	Public Services	Separation/RIF	4/16/2021	Utilities Maintenance Technician		
Matthew Johnson	Public Services	Separation/RIF	4/16/2021	Utilities Maintenance Technician		
Dawn Hilton	Finance	Separation/RIF	4/16/2021	Utilities Billing Coordinator		
Jacob Watson	Streets	Transfer	4/17/2021		Utilities Maintenance Technician	Streets Maintenance Technician
Darin Francis	Fire Department	New Hire	4/19/2021	FT Firefighter		
Mike Hewett	Operation Services	Resignation	4/30/2021	Facilities Maintenance Technician		
Chris Flessner	Planning and Inspections	Resignation	4/30/2021	Building Inspector		

## Workers Comp Data

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

Dashboard

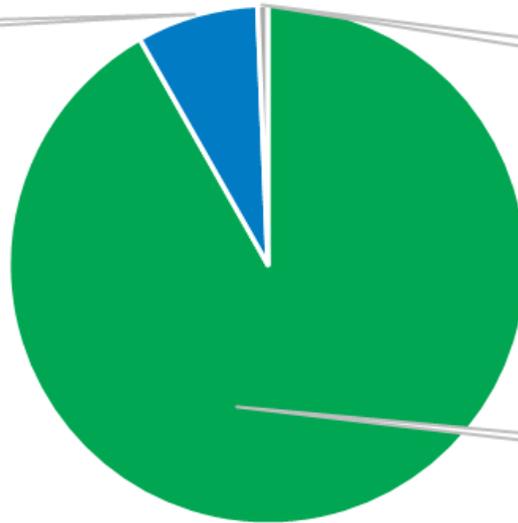




### Vacancies vs. Filled (FT Only)

\*Current Vacancies 11

Percentage Filled 92.4%



Occupied Positions 133

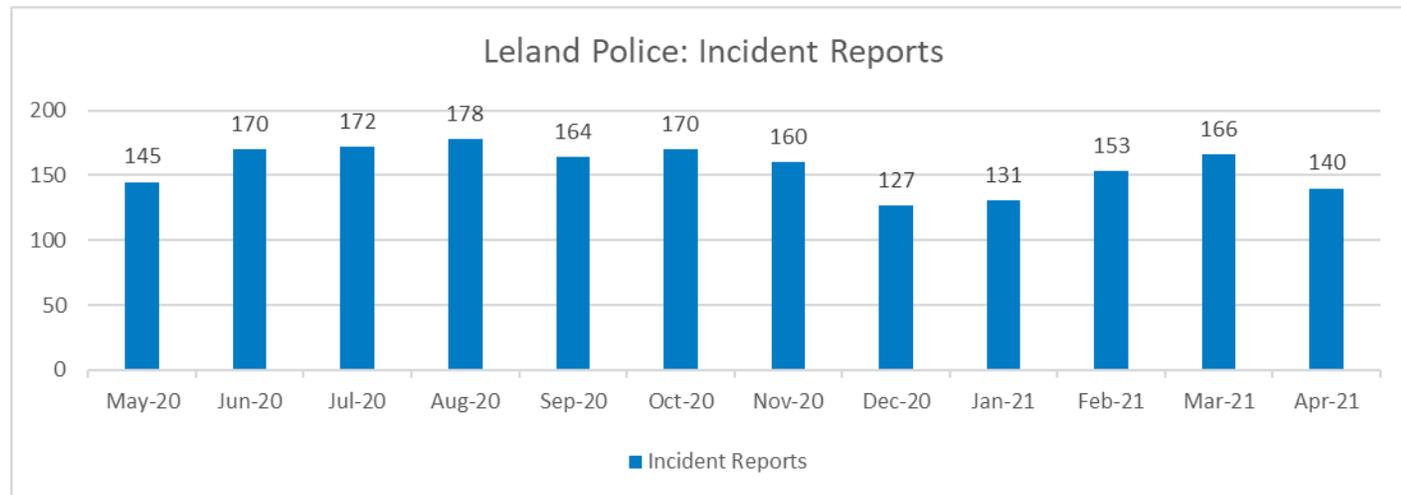
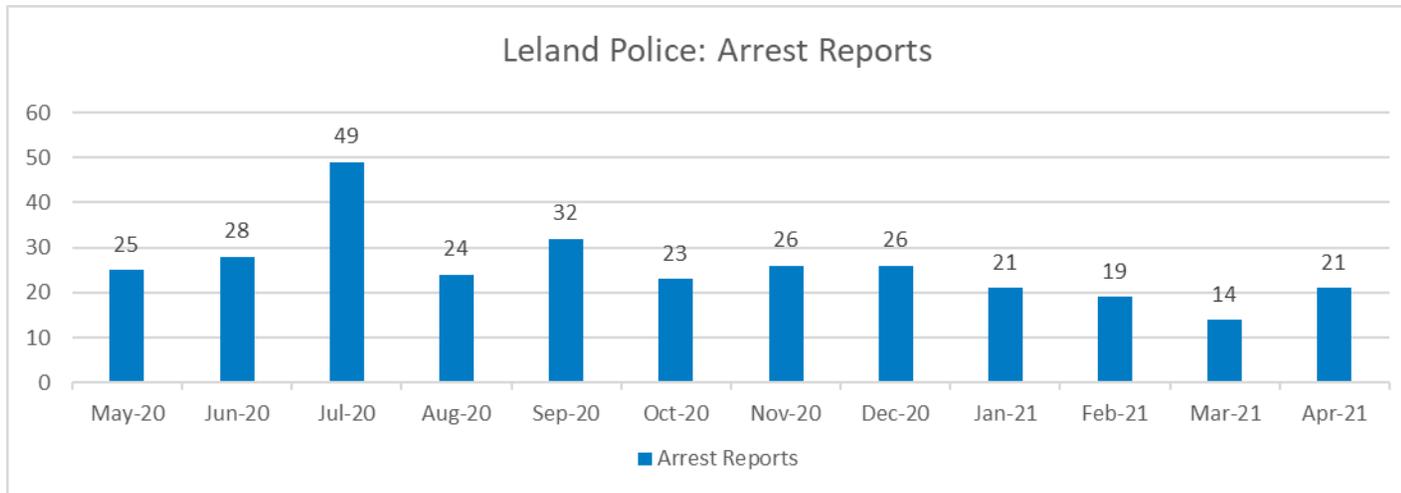
## Department News

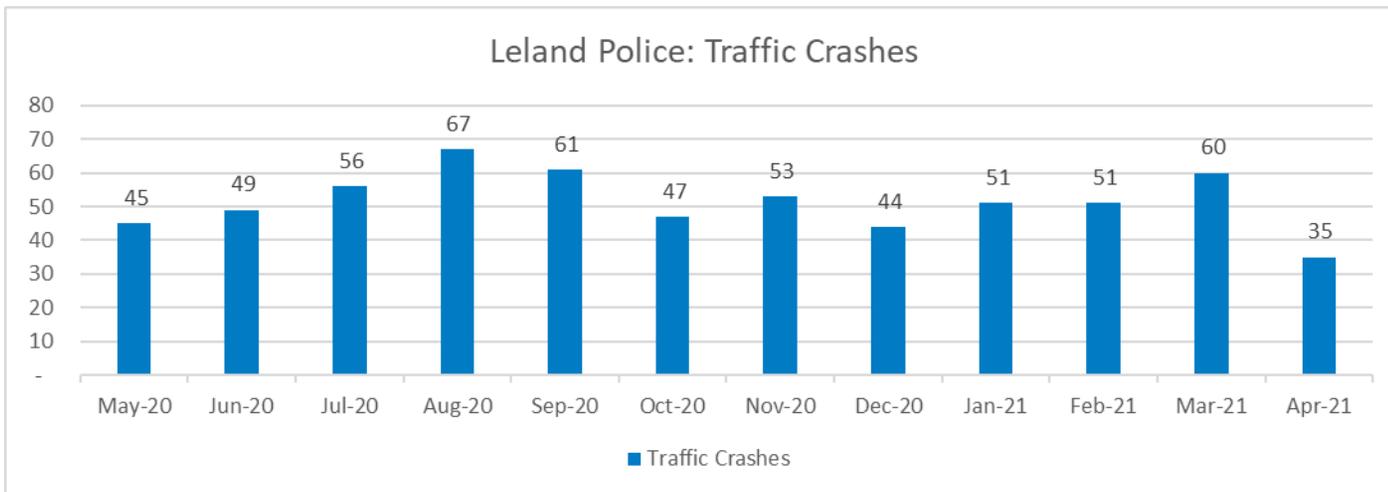
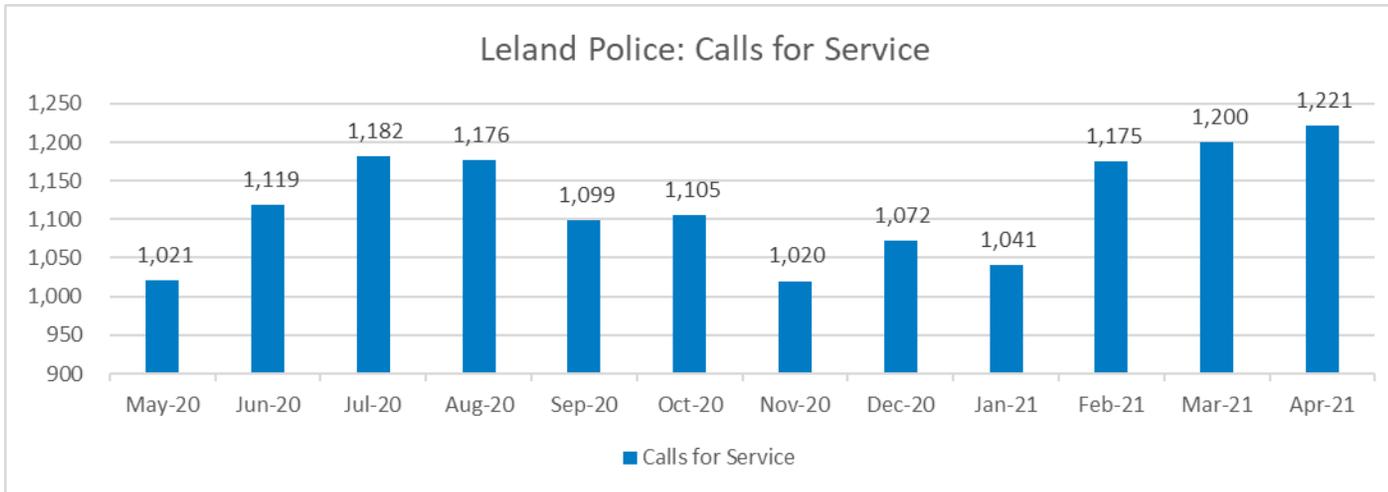
During the last week of March, an audit of the agency’s evidence room was completed by BlueLine Training Group, LLC. The audit consisted of a 100% check of “high liability” or “high priority” items which included narcotics, firearms, jewelry, and currency. The remaining items were audited based on a pre-determined method which provided a comprehensive snapshot of not only the items currently in evidence, but also the department’s policies and procedures as they relate to evidence and property handling. Overall, the results of the audit where positive. Staff will use the information and recommendations from the audit to review current policies and procedures to make adjustments where suggested.

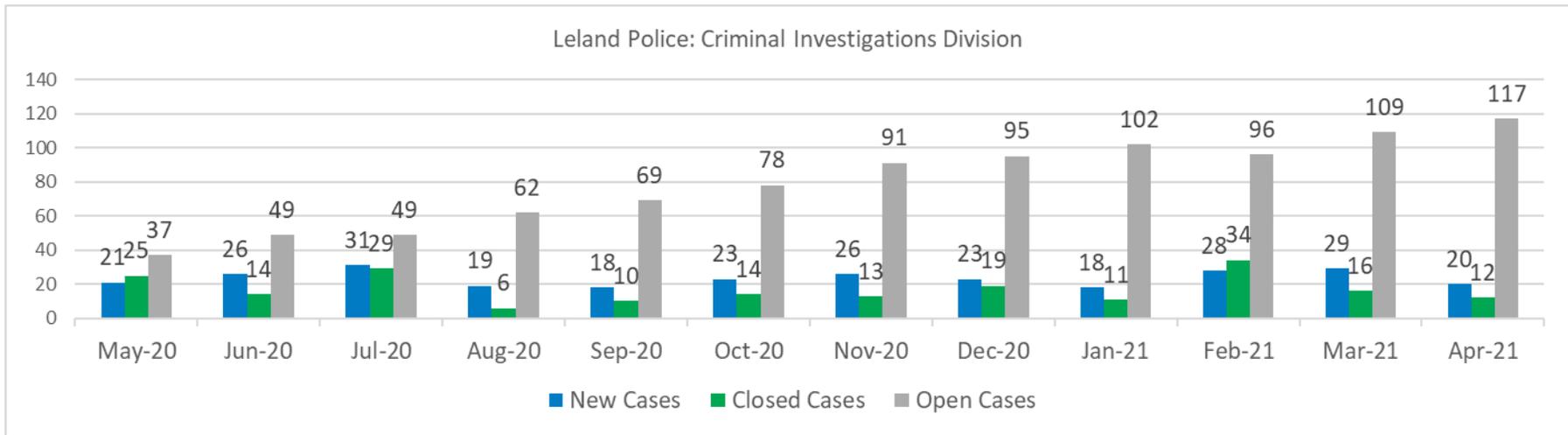
On April 24, the Department partnered with Walgreens in Magnolia Greens for Operation Medicine Drop. This free event was a way for people to dispose of any over the counter or prescription drugs in a safe and secure manner. During the hours of 10 AM and 2 PM, a total of 120 pounds of unused and unwanted medication was collected.

## Dashboard

	Animal Services Report						
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
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
Apr-21	46	5	1	6	3	0	4
Totals	506	80	45	122	73	9	35



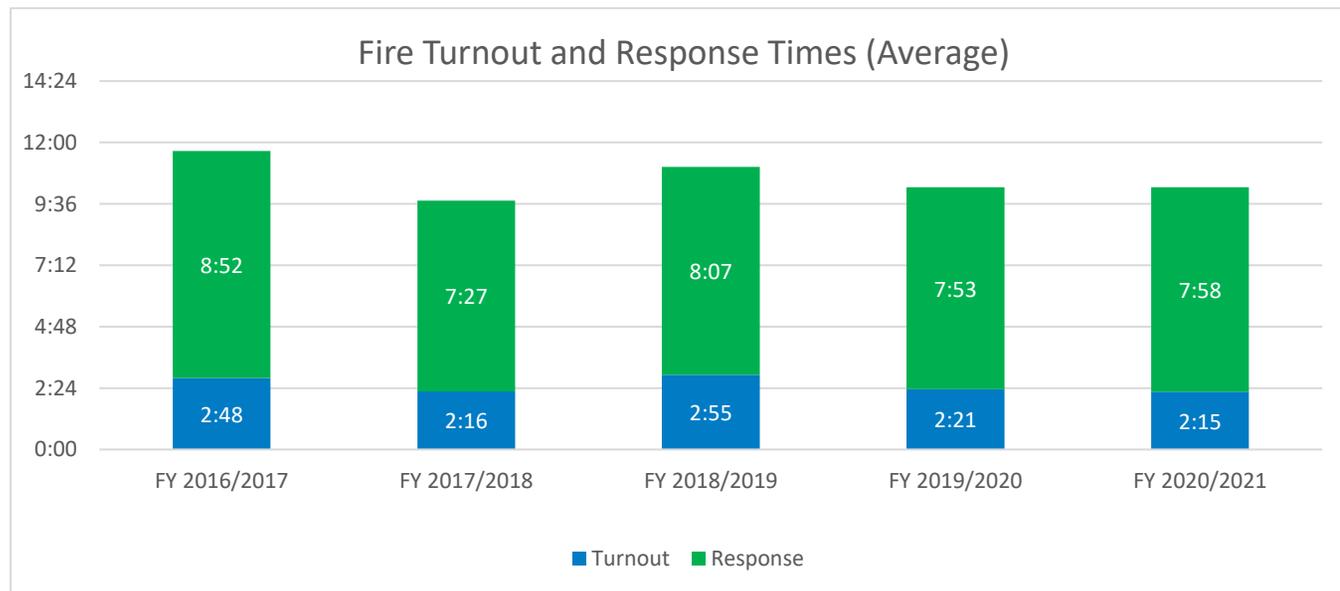


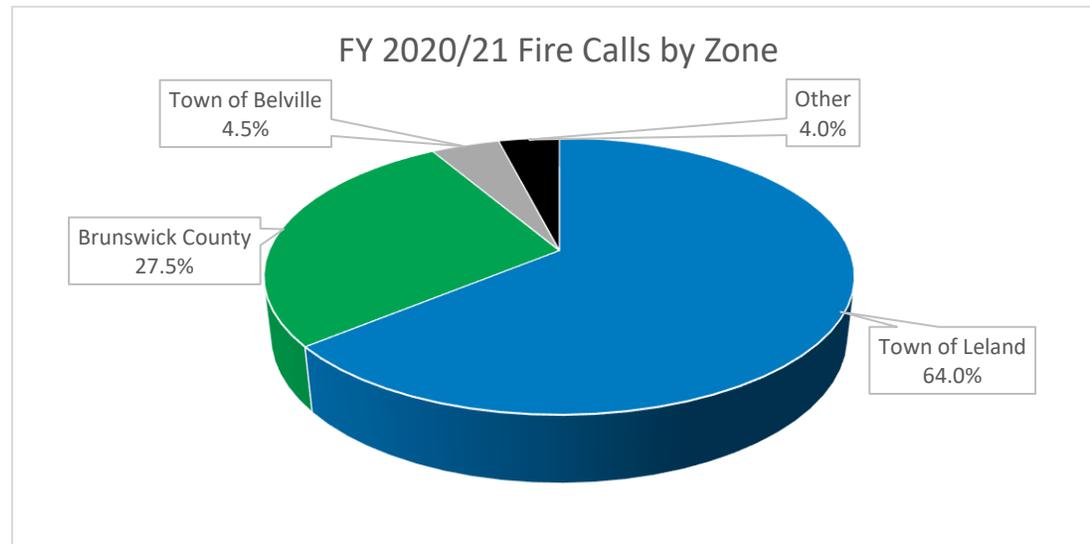


## Department News

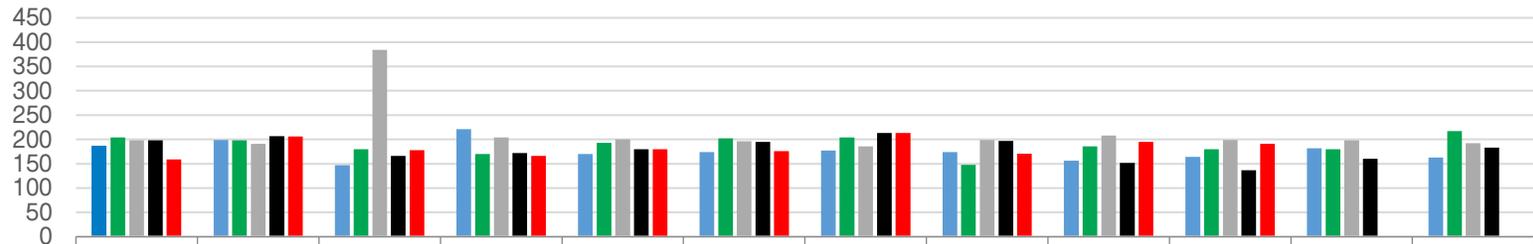
In the month of April, the department made progress on several fronts regarding personnel, vehicles, and facilities in an effort to fulfill the plans of the Town and the Council. The hiring process has been taking place for staffing the new Station 53, with final lists being completed for the positions of Captain and Fire Apparatus Engineer. The new fire Engine 53 was in the final stages of being completed and delivered, with the arrival date estimated to be in early May. Once the new engine arrives, equipment will be mounted and training with personnel will take place. The second engine is currently in the production phase. The most important thing about these engines is that they were designed with the focus on being as effective and functional as possible by the personnel who will use them. Lastly, the final design of the new Station 53 was decided upon and construction will be moving forward shortly.

## Dashboard





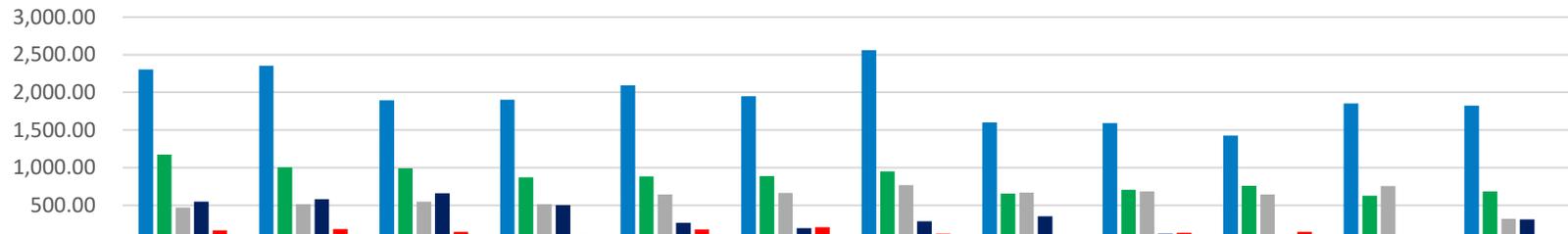
Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ FY 2016/2017	186	199	147	221	170	174	177	174	156	164	182	163
■ FY 2017/2018	204	198	180	170	193	202	204	148	186	180	180	217
■ FY 2018/2019	198	191	384	204	200	196	186	199	208	199	198	192
■ FY 2019/2020	198	207	166	172	180	195	213	197	152	137	160	183
■ FY 2020/2021	159	206	178	166	180	176	213	171	195	191		

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

Volunteer Hours



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
■ FY 2016/2017	2,302.50	2,354.25	1,894.25	1,903.00	2,091.75	1,948.75	2,559.50	1,600.00	1,592.25	1,428.00	1,851.25	1,822.50
■ FY 2017/2018	1,175.25	1,001.75	992.00	870.00	885.00	885.50	949.75	655.75	703.50	760.50	627.25	684.25
■ FY 2018/2019	469.25	513.00	549.75	513.75	641.00	665.50	767.00	668.00	683.00	644.50	755.25	318.50
■ FY 2019/2020	547.00	582.25	658.00	501.00	266.00	195.00	285.50	354.00	119.00	-	-	312.00
■ FY2020/2021	168.00	183.00	145.00	99.25	180.25	210.00	123.00	84.00	132.75	145.75		

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

## Department News

Continued work on analyzing the base-line education needs related to incident management for all essential staff, which has identified additional opportunities to provide staff with training in disaster management. The base-line education needs for all essential staff has been completed and work will now continue with supervisory staff to get this group the training that will be needed in the event of a disaster. This will be followed by advanced level and position specific training over the next year.

## Work Priorities

- Work continues on preparation for the Town's first Hurricane Expo, tentatively scheduled for June 12, 2021.
- Review and completion of the final drafts of Playbooks for the remaining three departments.

## Projects Completed

- Adoption of the Southeastern North Carolina Hazard Mitigation Plan.

## Significant Purchases

- No significant purchases in April.

## Department News

Staff submitted an application for the North Carolina Parks and Recreation Trust Fund (PARTF) grant for Phase I renovations at Founders Park.

Recreation staff will be relocating to newly renovated office space at the LCAC in the month of May.

Staff are working to fill a vacant Grounds Maintenance Technician position.

## Parks and Recreation Board Summary

No meeting was held in April. The next board meeting is scheduled to be held on May 26, 2021 at 6:00 p.m.

## Upcoming Events

May 22, 2021 – Founders Flix: Onward

June 5, 2021 – Founders Flix: The Sandlot

June 12, 2021 – Hurricane Expo at the Cultural Arts Center

## Parks, Recreation, and Cultural Resources Updates

Department events are continuing to grow with a successful drive-thru Plant Giveaway on April 22, 2021 and the Art Around Town pop-up series that began in April and continued into May. During the first week of May, the LCAC partnered with Brunswick County Parks and Recreation to present the 2021 SilverArts showcase in the LCAC gallery. The showcase is part of the annual Senior Games event.

The second spring session of programs began on May 3, 2021 with registration numbers continuing to grow. Several programs are filled to capacity including pottery classes, kayak tours, DIY programs, yoga, and more. The Founders Flix Drive-in Movie series is in-progress with two more family-friendly films on May 22 and June 5. The community is responding well to an evolving mix of indoor and outdoor opportunities for all ages.

As conditions improve, programs and studio spaces are able to accommodate more participants in a safe manner. Staff is currently planning for fall and winter programs and events.

## Grounds/Facilities Updates

### Work Priorities

- Install ventilation fans at the Westport Fire Station
- Fill vacant staff position
- Hang new Town signs at the MOC
- Repair 2<sup>nd</sup> Floor PD/Operations HVAC unit (Salt Air) at Town Hall
- Replace main clock on irrigation system at Town Hall

### Projects Completed

- Repaired garage door at the Westport Fire Station
- Upgraded the fire suppression system at Town Hall
- Repaired the washing machine door and completed HVAC preventative maintenance at the Village Road Fire Station
- Completed touch up painting at Town Hall
- Replaced malfunctioning thermostats in Town Hall
- Completed mulching of landscape beds at Town Hall

### Significant Purchases

- None in April.

## Department News

Josh Van Pelt completed the Plumbing Level 2 course and is eligible to take the exam to gain his Plumbing Level 2 Inspector certification. Andrew Neylon attended a webinar hosted by the Maryland Department of Planning called *A New Approach to Parks and Recreation System Planning*. The webinar overviewed why parks and recreation systems should be regarded as elements of an integrated public realm and illustrated how these spaces can be designed to generate multiple community benefits.

Matt Kirkland began a series of online courses from Planetizen about urban design and SketchUp. Mr. Kirkland has started using SketchUp, a 3-D modelling tool, to assist customers with site design options consistent with zoning requirements.

Ben Andrea co-presented with Susan Barbee on April 16 at the virtual International City/County Management Association (ICMA) Midwest 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.

Ashli Barefoot completed ICS-200 *Basic Incident Command System for Initial Response* and ICS-800 *National Response Framework, an Introduction*. Ms. Barefoot is gaining knowledge about ICS and NIMS to be prepared to work in the Town's Emergency Operation Center during disaster events.

Ben Andrea attended a webinar hosted by the Maryland Department of Planning called *Looking Back and Looking Ahead: Four Decades of Lessons Learned from Main Street and Beyond*. The webinar featured lessons and insight on redeveloping downtown and main street areas from Mary Means.

Ben Andrea attended a webinar hosted by the Maryland Department of Planning called *The Future of Mobility: What's Next for American Cities?*. The webinar provided an overview of mobility innovations expected in the future and how they can reshape cities and affect land use planning decisions.

Ben Andrea attended a webinar hosted by the UNCW Office of Student Leadership and Engagement called *Suck it Up and Say Sorry, How Emotional Intelligent Leaders Apologize*.

## Planning Board Meeting Summary

The Planning Board met on April 27, 2021 and heard the following items:

1. Master Land Use Plan Amendment – The Planning Board voted to approve an amendment to the master plan for Mallory Creek. The amendment redesignated an area from commercial to residential and altered the type and location of residential development. Overall, the number of total residential units decreased, and open space area increased with the master land use plan amendment.
2. Site Specific Plan – The Planning Board voted to approve a site-specific plan for an amenity center on a 3.88-acre parcel in Mallory Creek off of Mallory Creek Drive. The amenity center includes a swimming pool, playground, tennis courts, pickleball courts, and parking to serve the site.

The Planning Board’s next meeting is scheduled for May 25, 2021 at 6 PM.

## Board of Adjustment Meeting Summary

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

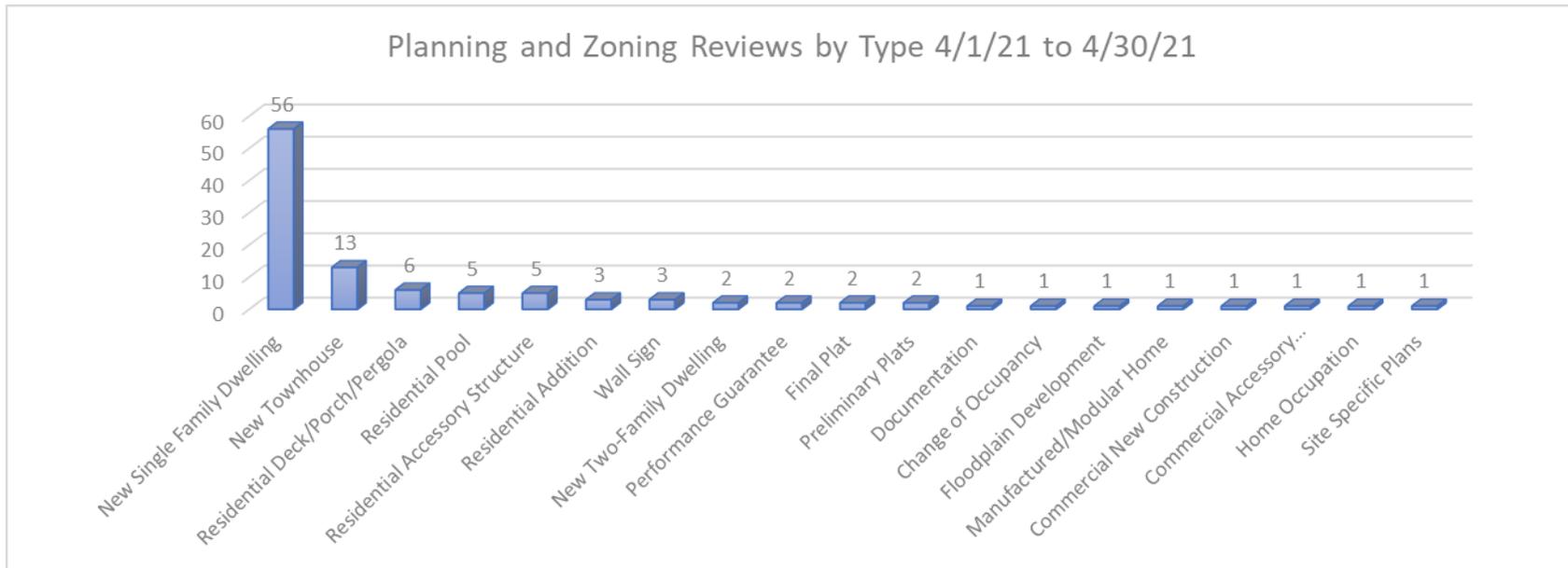
## Current Planning Update

### TRC Report

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

1. Development Site Plan for Victory Lane Quick Oil Change – Proposed 3-bay drive-through oil change service station on a 0.536-acre parcel near Ibis Landing at the intersection of Roseblossom Drive and US Highway 17.
2. Development Site Plan for Waterford Medical Office Building – Proposed 2-story, 23,000 sq. ft. medical office building on a 10.33-acre parcel on a new extension of Old Waterford Way that will connect to the roundabout at Olde Regent Way.
3. Site Specific Plan for Brunswick Forest Phase 8 Section 3 – Proposal for 58 single family residential lots on 32.81 acres off of Kay Todd Road near the water tower roundabout in Brunswick Forest.
4. Preliminary Plat for Grayson Park Phase 3 – Proposal for 311 single family residential lots on 95.02 acres in Grayson Park.

Planning and Zoning Reviews



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
<b>Adair Park</b>			
Cash Bonds	1	\$188,258.13	\$0.00
<b>Brunswick Forest</b>			
Letters of Credit	15	\$2,282,003.20	-\$7,152.42
<b>Grayson Park</b>			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	2	\$95,625.00	\$0.00
<b>Lanvale Forest</b>			
Cash Bonds	1	\$18,285.31	\$0.00
<b>Mallory Creek</b>			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	7	\$1,114,776.75	\$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
Total Letters of Credit	18	\$2,505,758.20	-\$7,152.42
Total Cash Bonds	13	\$1,383,020.34	\$0.00
Total Surety Bonds	6	\$556,866.20	\$0.00
Total Performance Guarantee Sureties	37	\$4,445,644.74	-\$7,152.42

## Long Range Planning Update



### Public Survey #2 – Future Growth Scenarios

The second public input survey is open and 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.

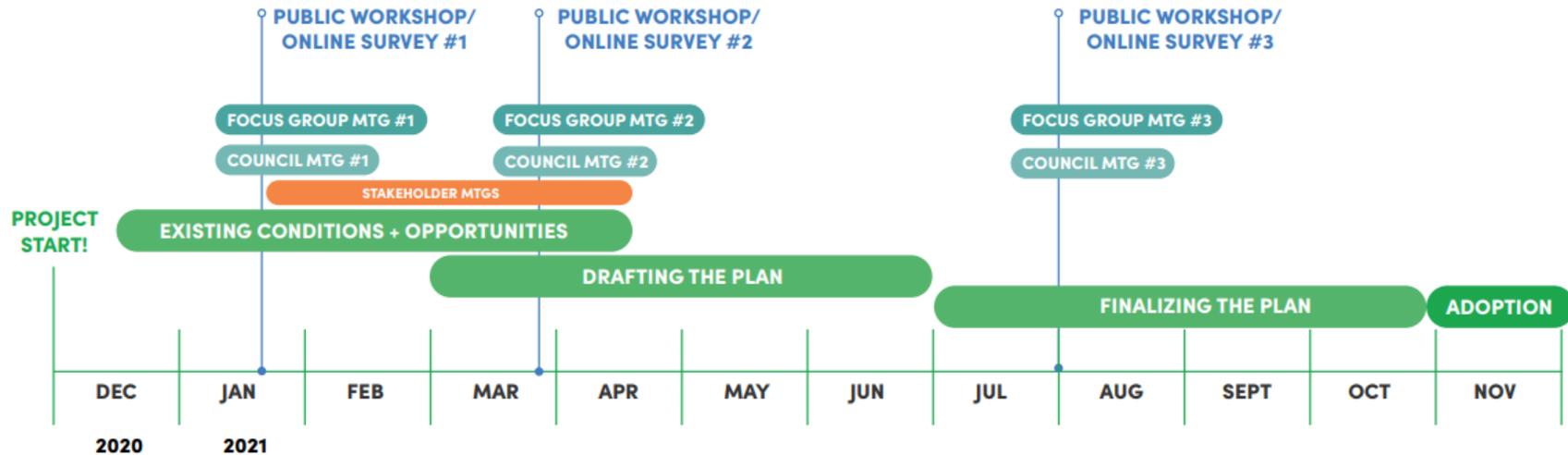
*Leland is prosperous, inclusive, and resilient. It is a healthy, safe, and accessible community built upon our strong values for the natural environment; equity; walking and biking; social, economic, and physical connectivity; the quality of our neighborhoods; access to services, facilities, and places 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*

## Project Schedule



For all project information and updates, please visit [www.Leland2045.com](http://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.

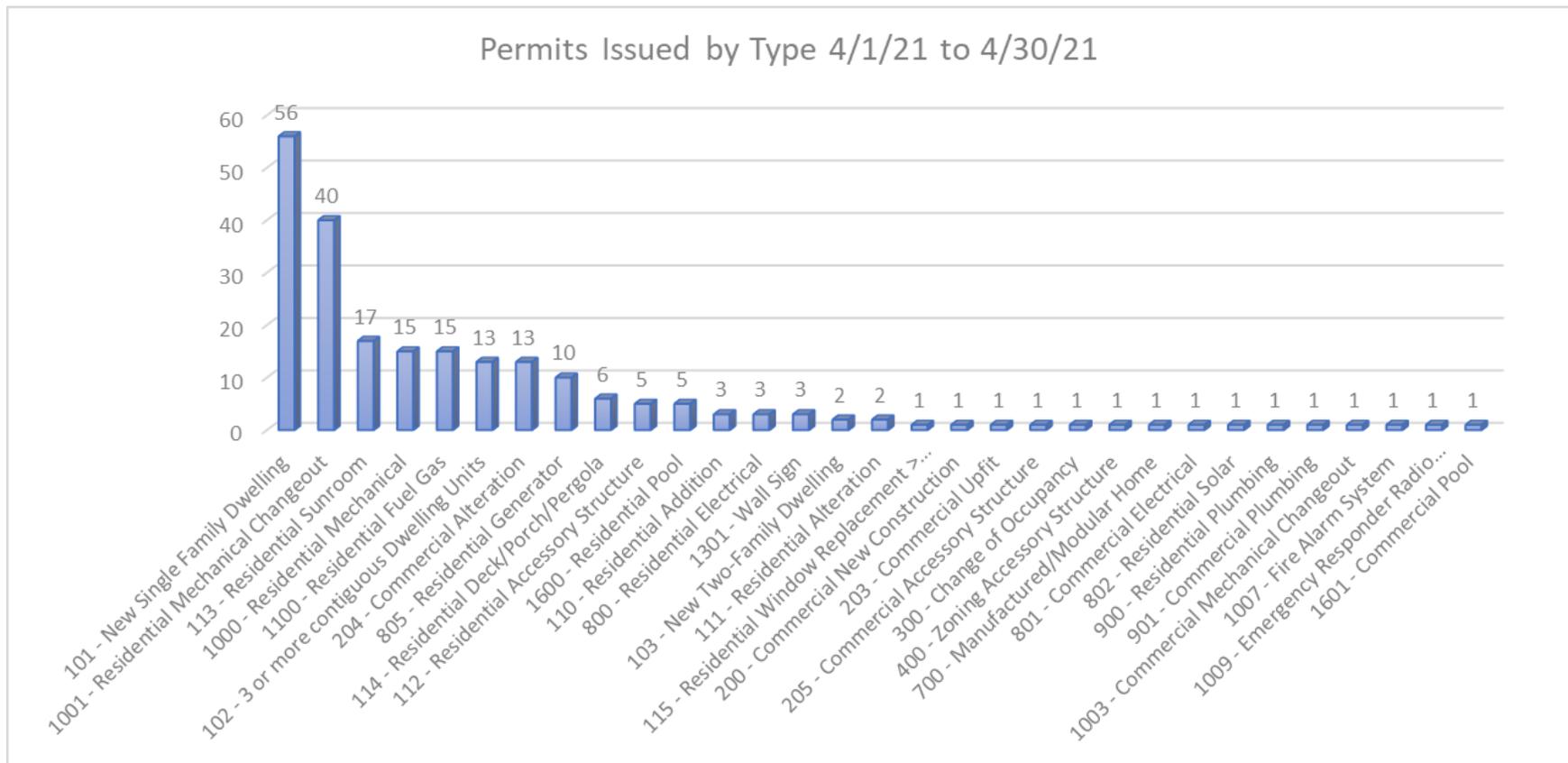
## GIS Update

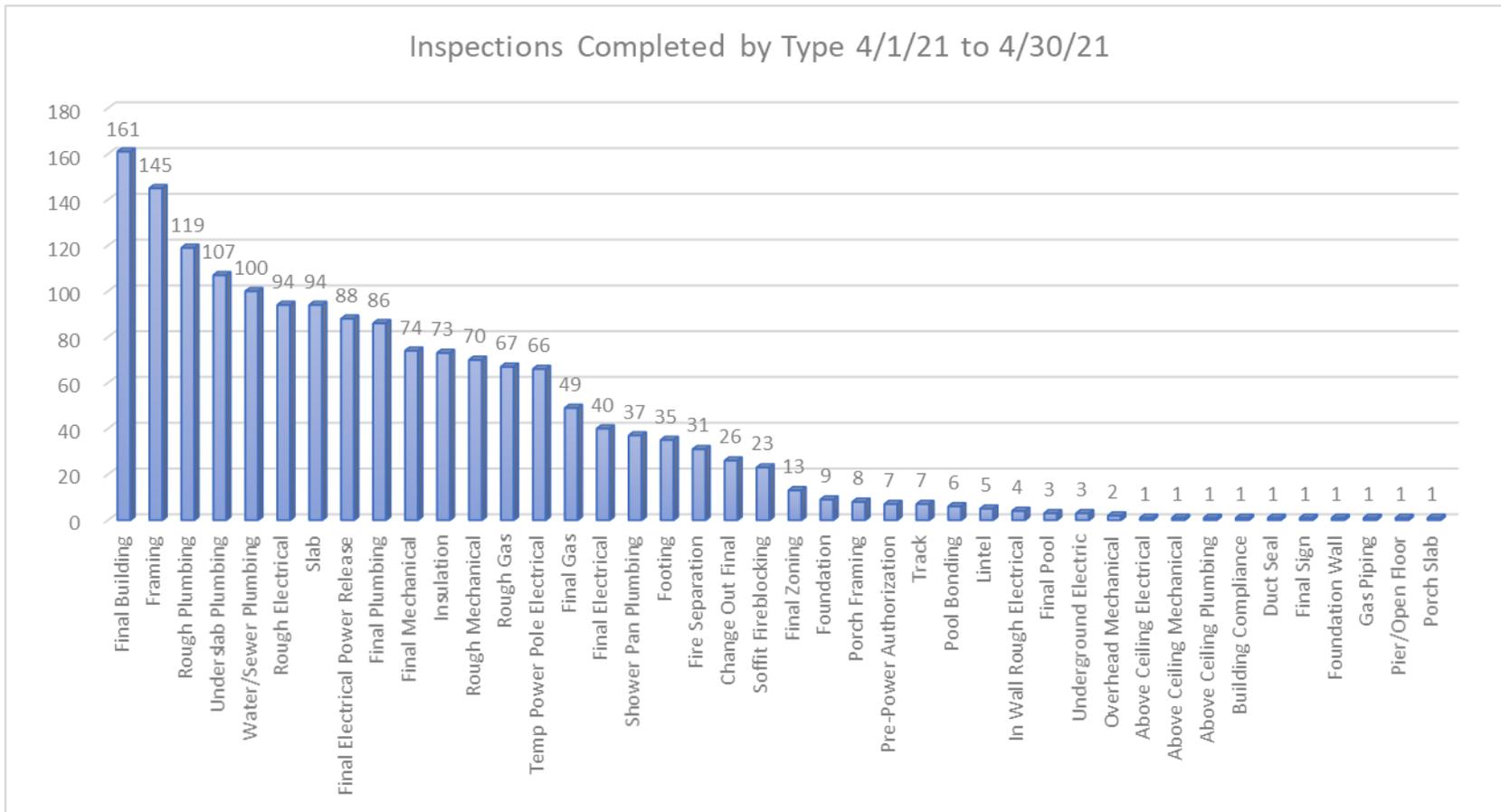
Staff is working to create a GIS work plan to identify Town-wide GIS project needs for the upcoming 21-22 fiscal year. This work plan will identify staff and resource needs to undertake each identified project and prioritize and schedule each project based on available resources. The workplan will be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

Staff is working with Emergency Management Director, John Grimes to develop an online dashboard that will provide real-time data updates during post-disaster damage assessment.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
248	1,848	\$20,509,741





### Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	2	0	10	0	12
Cases Closed	2	6	0	8	0	16
Active Cases	5	8	0	13	0	26

## Department News

On March 23, Mr. Vidmar met with Steve and Parker Anderson with **SAMM Properties, Inc.** **SAMM Properties** is planning to build two, three-story, 35,000 square foot, Class A office/specialty retail buildings in the Waterford Commercial Village. **SAMM Properties** has developed multiple marquis properties throughout Wilmington exceeding 500,000 square feet in total, including The Offices at Mayfaire I – VI, Bradley Square, 17<sup>th</sup> Street Medical Park, and Bradley Creek Station. It is exciting to see this successful Wilmington developer wanting to make a major investment in Leland.

An annexation application and petition were received from Demarest Park, LLC in April to voluntarily annex a 90-acre parcel of land located between Maco Road and I-140 at the intersection of Highway 17. On April 15, Council passed a resolution authorizing the Town Clerk to investigate the annexation petition for sufficiency. The developer is planning to build 90 townhome units in the first phase of this development. The development is expected to eventually contain 329 lots.

## New Businesses

- **Tractor Supply** opened for business on March 27, 2021 near the corner of Highway 17 and Carol Lynn Drive.
- **Your CBD Store** opened in March in the Waterford Commercial Village next to **Pivot Physical Therapy**. **Your CBD Store** offers a variety of natural, hemp-derived products for people and pets.

## New Construction/Development

- On April 23, the Planning department issued development site plan approval for a **Cookout** restaurant to be located at the corner of Highway 17 and Ocean Gate Way. Construction is expected to start later in the year.
- On April 1, the Planning department issued development site plan approval for **Brunswick Beer and Cider**. This is a 12,000 square foot brewery/restaurant is to be operated by the owners of Wrightsville Beach Brewery in Wilmington. It will be located in Brunswick Forest on South Dickinson Drive next to the medical office building. The project was delayed due to the pandemic.
- The owners of **7Twenty6 Brewing Company** announced that they are moving forward with plans to build this new brewery that will be located on Old Fayetteville Road across from Town Hall. The project was delayed due to the pandemic.
- Construction is progressing on the new **Custom Home Furniture Galleries** store, a two-story, 56,000 sf. furniture showroom in the Waterford Commercial Village across from Leland Station.
- Plans remain in place for a **TRU by Hilton** hotel to be built in the Waterford Commercial Village next to Harris Teeter. This project too has been delayed due to the pandemic.

## Economic Development Committee Meeting Summary

The Economic Development Committee met on March 11, 2021. Committee members presented reports on Strategic Plan action items.

The Committee did not meet in April. The next meeting is scheduled for May 13, 2021.

## New apartments, townhomes on way to Brunswick Forest

By Cece Nunn, posted Mar 10, 2021 on WilmingtonBiz.com

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More housing is coming to Leland's Brunswick Forest master-planned community.

Liberty Senior Living, a division of Wilmington-based Liberty Healthcare, plans to build rental apartments and townhomes for active seniors on land the company purchased at Brunswick Forest going back to 2016. The development will be called Inspire Brunswick Forest.

The estimated \$43 million project includes 151 apartments, 16 detached townhome units and a Phase 2 option of 48 additional apartments, said Mathew Bork, vice president of finance for Liberty Senior Living, in an email.

The property is southwest of the currently developed commercial area at Brunswick Forest, located between the Brunswick Forest Veterinary Hospital and fronting U.S. 17.

"With additional land parcels adjacent to the active adult property, Liberty plans to develop additional communities creating a senior living campus offering assisted living, memory care, and other senior-focused services," Bork said.

Officials expect to break ground on Inspire Brunswick Forest this year, he said.

As to why Liberty chose Brunswick Forest for the development, Bork said, "the demographics and growth of both Brunswick County in general and within Brunswick Forest. The amenities within Brunswick Forest are very complementary to our future residents, i.e. grocery store, restaurants, medical providers, pharmacy, etc."

The company recently announced that Liberty Senior Living next month will open a new mixed-use development for active seniors who are at least 55 years old at Pine Island Point in Myrtle Beach, South Carolina.

Called Inspire Coastal Grand, the development will feature 194 residences plus retail shops, stores and businesses that cater to active seniors, according to a news release.

A grand opening is scheduled for April 29. Apartments are being pre-leased now and guests may take hard-hat tours to reserve their home, the release stated. Move-ins are scheduled to begin April 15.

Bork said Inspire Coastal Grand is similar to the plan for Inspire Brunswick Forest in its focus on wellness,

activities, and socialization for the senior population as well as the finish levels and amenities offered, with the biggest difference being the townhomes Liberty plans to offer at Brunswick Forest.

Liberty Senior Living is also building Inspire Royal Park, located outside of Charlotte in Matthews. “This community is scheduled to open later this year,” Bork said.

He said in addition to the on-site amenities and services at the Inspire communities, Liberty is able to provide homecare and hospice services through its affiliate, Liberty Homecare & Hospice, with offices in all three markets.

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## Brunswick County home sales continue strong showing

By Cece Nunn, posted Mar 16, 2021 on WilmingtonBiz.com

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While 2020 was [a record year \(http://www.wilmingtonbiz.com/real\\_estate\\_-\\_residential/2021/01/15/with\\_more\\_than\\_2b\\_in\\_sales\\_brunswick\\_county\\_real\\_estate\\_market\\_sets\\_record/21368\)](http://www.wilmingtonbiz.com/real_estate_-_residential/2021/01/15/with_more_than_2b_in_sales_brunswick_county_real_estate_market_sets_record/21368) for Brunswick County's residential real estate market, the stats for January and February this year are even stronger, according to a news release Monday.

So far in 2021, the number of units sold is up 33.5% and total sales volume is up 60% compared to the first two months of 2020, stated a report by the Brunswick County Association of Realtors (BCAR).

"Our weather was cold and dreary last month, but that didn't dampen Brunswick County's real estate market," said BCAR CEO Cynthia Walsh in the release. "In February we saw strong increases in homes sold, average sale prices and total sales volume, and the number of units sold was higher than any single month between January and May of last year."

She said the only decreases were in new listings and the absorption rate, "pointing to an increasingly competitive sellers' market. This is evidenced by the fact that 44% of all homes sold in February were at or above asking price."

Demand is strong, Walsh said, and inventory remains elusive. Factors involved in the low inventory locally and nationally include the need for new home construction to catch up to demand, homes being bought up to serve as rental properties and people aging in place.

"We expect the market to remain strong and competitive as we move into spring," Walsh said.

Some of that strength can be attributed to Brunswick County's ongoing growth. And it's not all retirees that are contributing to that growth as some buyers are younger or close to retirement age.

"There's a certain portion of those in that close-to-it range where their jobs have gone remote and they have this ability to work from anywhere for the next four years or whatever it is until they retire," Walsh said. "So they're doing it."

Brunswick County saw more than \$166 million in total sales in February 2021, a 57% spike over last February's \$106 million, according to the BCAR report.

"The number of units sold jumped 32.7%, from 352 to 467. The average sales price increased 20.5%, from \$295,910 to \$356,457, driven in part by luxury sales," the report stated. "Eight homes sold for more than \$1 million last month, with the highest sale being \$2.4 million, and 68 homes sold for between \$500,000 and \$1 million."

Active listings fell below 1,000, according to the report, and the absorption rate was under two months.

*Read more about Brunswick County's best-selling areas and other info in the upcoming March 19 print edition of the Greater Wilmington Business Journal.*

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THE LATEST / Things to know about COVID-19 in the Cape Fear

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## NEWS

# Cook Out continues expansion with locations planned for Whiteville, Leland



A newly-opened Cook Out in Birmingham, Alabama. (Source: Cook Out/Twitter)

By **WECT Staff** | March 23, 2021 at 12:14 PM EDT - Updated March 23 at 12:15 PM

SOUTHEASTERN NORTH CAROLINA (WECT) - Cook Out seeks to continue its expansion in southeastern North Carolina with two new locations.

The chain restaurant best known for its burgers and shakes has filed plans with the city of Whiteville to set up shop in the old Kentucky Fried Chicken building on J.K. Powell Boulevard, according to Planning Director Robert J. Lewis.

KFC recently vacated the building after constructing a new location next door, at the corner of Washington Street and J.K. Powell Boulevard.

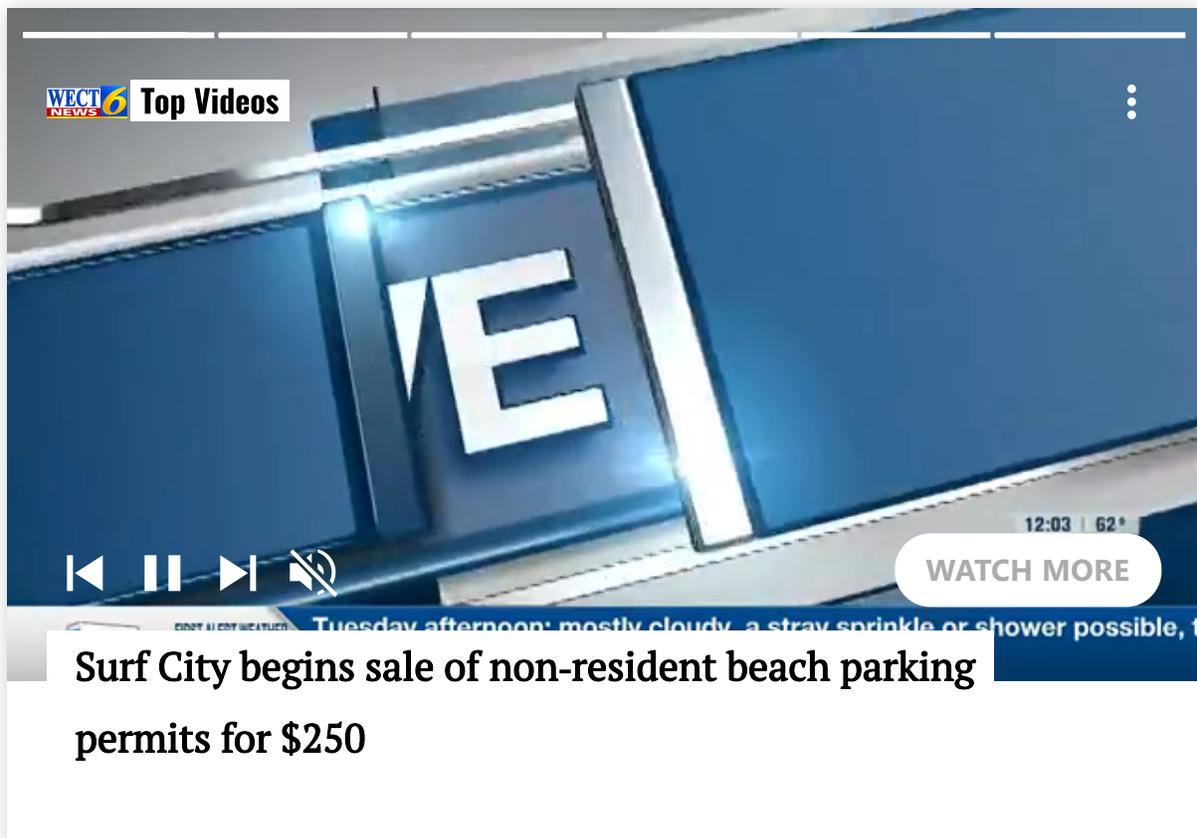
“The city is reviewing plans and will be presenting comments to the engineers in the following days,” said Lewis.

Cook Out also recently submitted site plans to the town of Leland’s technical review committee to build a location at the corner of U.S. 17 and Ocean Gate Drive, a site that was annexed by the town in November.

If approved, the Leland location would be the second Cook Out in Brunswick County. The first location opened in Shallotte back in January. New Hanover County currently has three locations, including the enigmatic Taco Roos which serves a Cook Out menu.

Cook Out, which was founded in Greensboro in 1989, has multiple locations through the South, including Alabama, Georgia, Kentucky, South Carolina, and Tennessee.

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## Public Services Department Updates

The Public Services department is adding a new GIS Intern in May, Mr. Russ Isobe. Staff is working on a mapping system for Public Services to better track infrastructure assets to include street, sidewalk, and storm water infrastructure, and will also be performing mapping functions that had previously been subcontracted out, such as the creation of the annual Powell Bill maps.

## Streets Updates

### Work Priorities

- Staff is focusing on tree removal, stump removal, and sidewalk repairs, primarily in the Magnolia Greens and Waterford areas. This is a three-step process that begins with the trees being removed, an outside contractor will then come in to remove the stumps, with our staff removing and replacing the damaged sidewalks following stump removal. Staff has also budgeted for a sidewalk assessment to be completed in FY 21/22.
- Coast to Coast Tree Service was the lowest quote to remove the three large pine trees along with the stumps in Magnolia Greens that are damaging the sidewalks. Sidewalk repairs will likely be done by an outside contractor.
- Staff is compiling a plan to repair the turning lane at the Ocean Gate Plaza entrance into the Wal-Mart parking lot. 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 take about one week to complete and should be scheduled during the month of May.
- Six (6) staff members attended a 2-day Pesticide Safety School in April and will take the exams for NC Pesticide Applicator CORE and Public Health Pest Control in May.
- Staff has been installing the storm drain within the MOC as well as building the road required for the debris drop off site.
- Staff has received thermo pavement marking materials and will be rehabbing stop bar and crosswalk pavement markings in the Shelmore Way area of Brunswick Forest later this quarter.
- Staff is preparing for the installation of a small generator at the Water Tower site which will supply electrical power to the Town's emergency radio antenna in the event of a power loss.

### Initiatives

- Staff has formulated a fee-based plan for yard debris drop-off and haul away at the 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 has budgeted for the survey and design work associated with paving these roads in the FY 21/22 budget and plans to award the design phase of this project in July.

- 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 reviewing the draft standard details now, with the goal to finalize the details and specifications this summer.

### Project Notes

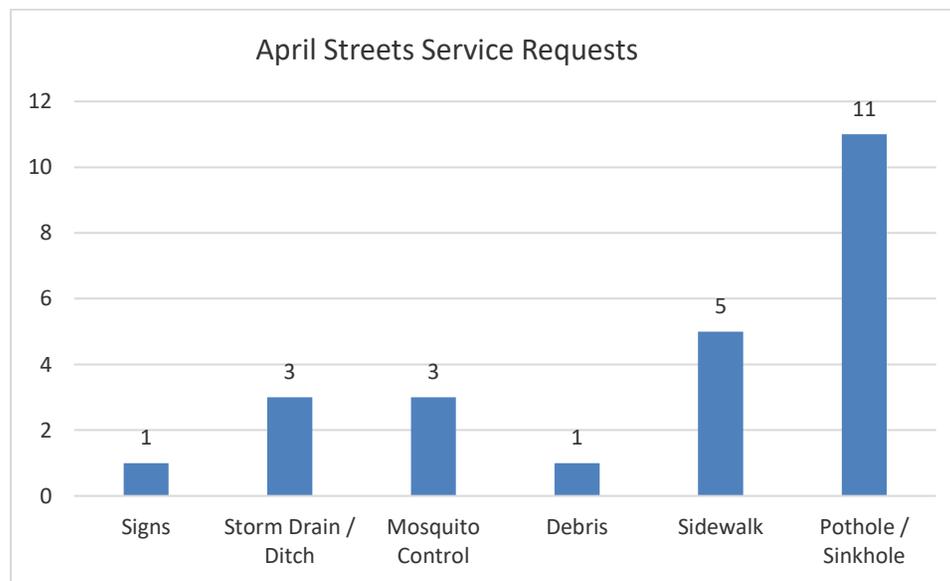
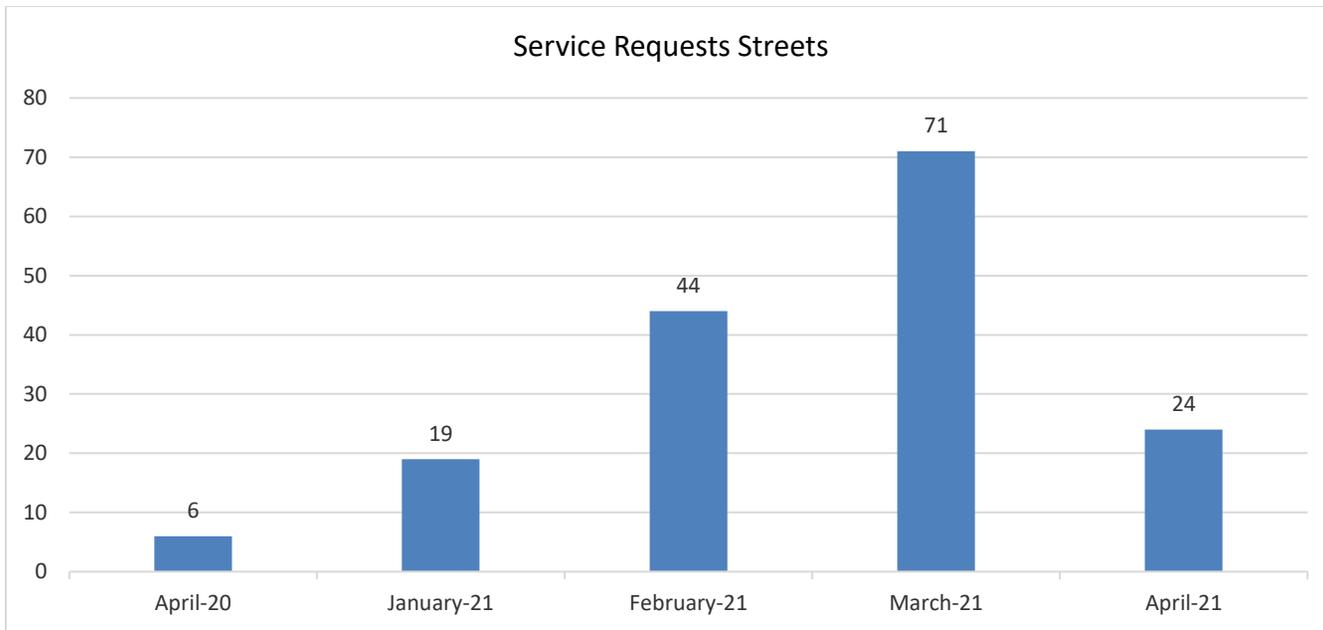
- Staff has awarded the Brunswick Forest Parkway and Low County Boulevard intersection project, which includes restriping Brunswick Forest Parkway and Low County Boulevard to C. M. Mitchell Construction Company, Inc. Construction is scheduled to begin in late May.
- Staff is processing a task order to Cape Fear Engineering to complete the design and permitting for the Olde Waterford Way extension to Olde Regent Way. The concept plan has been finalized and staff is working with property owners to finalize an MOU for right-of-way acquisition.

### Significant Purchases

- None

### Work Order summary

- Streets received 24 work orders in April, with most of them being pothole/sinkhole related.



## Utilities Updates

### H2GO Transfer

- Utility employees, vehicles, equipment, parts, and materials were transferred to H2GO on Friday, April 16. Public Services continues to provide information and assistance as H2GO provides services to Town of Leland customers and developers.
- The Finance department has provided H2GO all billing information and continues to provide support to H2GO as it relates to utility billing of former Town customers. The Town will accept bill payments for the April bill cycle up until May 17. After this date, all payments will have to be submitted directly to H2GO.
- All new water meters, service work on water and sanitary sewer, system development fee calculations, and billing is now being completed by H2GO.
- Staff has provided available project documents and reports to H2GO in both electronic and hard copy format.
- Staff is in the process of transferring all water, sanitary sewer, encroachment, and erosion control permits to H2GO for both active and completed utility projects.

### Work Priorities

- A copy of the Town's Consumer Confidence Report (CCR) was provided to DEQ and all Town water customers in April. The Town has completed and met all obligations required by DEQ for the year 2020. Future CCRs will be completed by H2GO.
- Staff will continue to provide support to H2GO for project, billing, and service-related questions, as needed.

### Project Notes

- The Lift Station #1 and Regional Lift Station #33 projects reached substantial completion in April. These projects have been transitioned to H2GO effective May 1.
- Staff is transferring open contracts to H2GO, to include the Highway 17 Sewer Expansion Phase II project. All open contracts are being transferred to H2GO effective May 1.