



STAFF REPORTS

January 2022 Regular Meeting

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Administration News

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

Ms. Rhodes attended the Grinnell Leadership JumpStart program in Wrightsville Beach December 7-10.

Town Clerk's Office

Ms. Reinhardt, the NCAMC District 3 Director, attended the virtual quarterly NCAMC Board meeting.

Work Priorities

- The following meeting agendas were published, as well as the preparation of minutes for each meeting:
 - December 13 Agenda Council Meeting
 - December 13 Council Closed Session Meeting
 - December 15 Planning Board
 - December 16 Council Regular Meeting (Organizational Meeting)
- The North Carolina Women in Government event has been confirmed for April 25 at 7 p.m. Event details are being established with the NCLM staff and will be presented to Council once confirmed.
- The Town Council and Town Clerk are registered for the Essentials of Municipal Government course being held on January 13 and 14. Mr. Campbell will attend the virtual course being held January 26-28.

Council Directive Updates

- Proclamations – Staff has developed some criteria for the Town's practices for Letters of Support, Proclamations, and Resolutions of Support for discussion at the January 10, 2022 Council Agenda meeting.
- COVID-19 Vaccination Clinic – Mr. Brooks spoke with Deputy County Manager David Stanley regarding the Town's interest in providing a location for a vaccination clinic. Mr. Stanley noted that the County Health Department has provided vaccination opportunities primarily at County parks, including Northwest District Park, and that now they were focused primarily on targeting large employers and areas where needs still exist for vaccination sites due to lack of access to pharmacies and medical facilities. Mr. Stanley said that if the Town had specific knowledge of these needs to let him know and they could work with staff to set something up. The Town was also contacted

by the Mt. Calvary Center for Leadership Development out of Burgaw, N.C. on January 3 regarding their interest in hosting a vaccine and testing site at the LCAC on Sunday, January 9. They were originally scheduled to set up the site at Brunswick Community College as part of their Intercultural Festival but were unable to do so because the event was cancelled due to COVID. Staff related that this would need to be treated as a sponsorship since the nonprofit was not affiliated with the Brunswick County Health Department and concerns regarding liability would need to be addressed prior to the event.

Project Updates

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Construction is complete. Additional catch basin to catch the water that is ponding at the intersection of Town Hall Drive and Old Fayetteville Road will be performed by NCDOT District Maintenance.
- Next Steps: Town staff is working with NCDOT to close out the project and construction reimbursement.
- Concerns: No concerns at this time.

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

- Purpose: To construct a sidewalk along Old Fayetteville Road from Ricefield Branch to Leland Middle School, a multi-use path extension along Village Road from the Brunswick County Senior Center to Sturgeon Creek, and a sidewalk loop from Town Hall Drive down Village and Old Fayetteville Roads.
- Status: Construction is underway.
- Next Steps: The contractor has minor work remaining and will be finishing up over the next month. The Town is working with NCDOT on partial acceptance of the projects until milling, asphalt, and thermo striping can be installed this spring.
- Concerns: Contractor failed to complete the project within the contract time of August 22, 2021. Staff is tracking anticipated liquidated damages at \$500 per day.

Kay Todd Road Utilities

- Purpose: To provide water and sewer in Brunswick Forest to help serve the developing areas within Brunswick Forest and along Kay Todd Road.
- Status: Construction is complete and payment has been rendered to Funston.
- Next Steps: Staff is working with the contractor and engineer to close out the project.

- 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. Staff is working with the engineer on final plans and bid documents.
- Next Steps: Obtain final plans and bid documents and bid the project in early 2022. Developer is working with MOTSU to obtain approval of the Brunswick Village Boulevard crossing of the MOTSU railroad. Approval is anticipated in the near future.
- Concerns: Developer obtaining final approval of the Brunswick Village Boulevard railroad crossing.

Brunswick Forest Parkway & Low Country Boulevard Intersection Improvements

- Purpose: To improve the intersection at Brunswick Forest Parkway and Low Country Boulevard, as well as restripe existing centerline stripes, crosswalks, and stop bars along Brunswick Forest Parkway and Low Country Boulevard.
- Status: Construction is complete. The Town's Streets Department is scheduled to install "Yield Ahead" striping in January.
- Next Steps: Staff is working to close out the project
- Concerns: No concerns at this time.

Olde Waterford Way Extension

- Purpose: To extend Olde Waterford Way from Palm Ridge Drive to Olde Regent Way. This road extension will alleviate traffic congestion along existing Olde Waterford Way and better serve the developing areas within Waterford.
- Status: Project is in design and permitting. Staff reviewed and provided comments back to the engineer on the revised final design drawings in December.
- Next Steps: Continue with design and permitting. Staff anticipates bidding the construction phase of this project in January.
- Concerns: No concerns at this time.

Leland Unpaved Road Improvements

- Purpose: To improve the unpaved roads of Breman Lane, John Sneed Lane, and Graham Drive.
- Status: Survey and design is underway.
- Next Steps: Atlantic Coast Survey has completed all survey field work. Survey data has been delayed. It will be finalized in January and sent to the engineer to develop the concept plans. The engineer anticipates the concept plans to be sent to staff for review in late January.
- Concerns: No concerns at this time.

Wayne Street Extension

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

Town of Leland Streets Paving 2021-2022

- Purpose: To resurface nine (9) streets within the Town limits to include Olde Waterford Way, Woodwind Drive, Palm Ridge Drive, Old Village Circle, Royal Palm Way, a portion of Pine Harvest Drive, Bentgreen Drive, West Gate Drive, the intersection at New Pointe Boulevard and West Gate, and the commercial section of Grandiflora Drive.
- Status: Staff requested to add 200 feet to Grandiflora Drive and Royal Palm Way based on further analysis and working with the Waterford Residential Master Association. The additional survey and Geotech work are being scheduled with design work currently underway.
- Next Steps: CLD Engineering to complete survey and design and compile preliminary plans for staff to review.
- Concerns: No concerns at this time.

Baldwin Drive Improvements

- Purpose: To improve Baldwin Drive from Navassa Road to Lee Drive. The scope of the project includes widening and paving of Baldwin Drive, stormwater improvements, sidewalks, and improve and pave Lake Drive.
- Status: Initial scoping and kickoff with Town staff.
- Next Steps: Town staff is working with 2021 on-call engineers to finalize a task order for survey and design. Next steps are to issue a task order for design, survey, and permitting services.
- Concerns: No concerns at this time.

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: Construction contract has been signed by all parties and Environments Unlimited is working to finish up engineering and site plans for the final building. Contractor is ordering metal building and other materials.
- Next Steps: Receive 100% construction plan set, obtain permits, and develop schedule for construction.
- Concerns: No concerns at this time.

Leland Fire Station 53 – 187 Old Lanvale Road

- Purpose: Construction and upfit of existing satellite fire station.
- Status: Construction is continuing to progress with two new bays being erected and tied into the existing building. Insulation has been installed and drywall is almost complete. Site work is continuing with grading and concrete work moving forward. Most additional items outside of the construction contract have been procured and are either delivered, on order, or in the process of being ordered. A Conex container is being placed onsite January 7 for storage of the delivered items and long-term use by the Fire Department.
- Next Steps: Continue working through building and site construction. Finish drywall, case goods, flooring, IT install, plumbing, access control, etc. Construction will be completed in late January or early February. The Fire Department is planning for a move-in date in late February or early March.
- Concerns: No concerns at this time.

1987 Andrew Jackson Highway (Municipal Operations Center)

- Purpose: Up-fit property and facilities to support Town operations.
- Status: Pallet racks have been installed and some cabinets have been delivered. Still waiting on the remainder of components to be delivered from the manufacturer. Renovation of the breakroom and bathrooms is underway and is expected to be completed in January. Renovation of the warehouse conference room has been completed.
- Next Steps: Waiting on final delivery of cabinets and workbenches with install scheduled upon arrival. Finalize warehouse breakroom renovation. Working to plan and install bin and block storage in rear lot for storage of mulch, stone, etc.
- 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: Cleanup and debris removal has been completed on all four sections of stream. Awaiting final design for stabilization. Submitted time extension request to USDA due to project period expiring at the end of December.
- Next Steps: Waiting on design for streambank stabilization of Jackeys Creek and justification for debris disposal costs. Issue a change order for extension of D/B amendment end date due to project delays.
- Concerns: No concerns at this time.

Sturgeon Creek Park

- Purpose: Phased park development of property located off South Navassa Road at Sturgeon Creek.
- Status: WithersRavenel to complete Brownfield study of the property once application is approved by NCDEQ.

- Next Steps: Staff is coordinating with NCDEQ in regard to application acceptance.
- Concerns: Funding for park project once study has been completed.

Founders Park Improvements

- Purpose: Phase 1A and 1B park improvements that would include walking paths, play areas, picnic shelters, and an amphitheater.
- Status: McGill has completed Phase 1 of the stormwater relocation study and is moving on to Phase 2, which will also include a redesign of amenities within the park. The RFQ for the playground/splashpad/fitness stations has been republished with a due date of January 14. Staff reached out to all past respondents and other potential firms in order to maximize the number of responses. Staff is also reviewing the design of the amphitheater, restroom facility, picnic shelter, and veteran's memorial with on-call firms.
- Next Steps: Receive updated site plan from McGill, evaluate responses from the RFQ, and meet with Goodrich to further discuss architectural needs. Due to design changes with the site plan, start of construction is expected to be pushed back to the end of summer 2022.
- 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: After receiving tentative cost estimate from renovation of the truck wash building, the old Seaglass building is being looked at again as a location to house animal control. Staff will not address evidence storage at this time as the need is not imminent. Staff is finalizing an interior design plan and will be meeting with general contractors to discuss the renovation and obtain cost estimates.
- Next Steps: Meet with contractors, obtain quotes, obtain permits, and move forward with the renovation. There will be additional needs outside of the renovation contract such as IT, furniture, and kennels that will be quoted and coordinated with Finance.
- Concerns: Coordination of animal control move in conjunction with Founders Park renovation.

Loblolly Park on Kay Todd Road

- Purpose: Develop donated land off Kay Todd Road into a new Town park with features that include a new 18-hole disc golf course and primitive walking trails.
- Status: A purchase order has been issued for forestry mulching and is expected to begin in mid-January.
- Next Steps: Clear undergrowth and small trees and have lot surveyed before moving forward with a park master plan.
- Concerns: No concerns at this time.

Town Hall Renovation

- Purpose: Renovate Town Hall to gain more useable workspace including offices, conference rooms, and a redesign of employee breakrooms.
- Status: Sawyer continues to work through design changes. Staff has received 60% plans and asked for a few minor changes. Staff will be meeting with Sawyer on January 13 to discuss project status, timeline, and next steps. Currently working to identify needs outside of the construction contract such as furniture and IT.
- Next Steps: 100% plans are expected by the end of January and staff will then work through the bid process. Once staff approves the final plans, a construction timeline will be developed and the Project Manager will work closely with all departments to coordinate the construction as it relates to each interior department.
- Concerns: No concerns at this time.

Trade Street Park

- Purpose: Develop two Town-owned properties off Trade Street into a future 18-hole disc golf course.
- Status: Lots are currently being forestry mulched. Following this work, the site will be surveyed and a design layout will be created. Duke Energy and H2GO have both given approval for use of the space as there will be some site improvements needed such as a driveway, parking areas, and trail access.
- Next Steps: Complete site clearing and survey. Complete design of the disc golf course as well as an access road and parking area.
- Concerns: No concerns at this time.

Department News

Roughly 250 people visited the front desk at Town Hall and around 300 people called the main phone line during December. Ms. Bradley continued updating public information throughout Town Hall to include new signage and displays on TVs. Staff began utilizing Canva Pro software to create graphics for social media, the Town website, newsletters, and Town TVs.

Social Media Update

- Facebook Highlights (December 1 – 31, 2021)
 - Added 156 new page followers
 - Overall post reach – 73.3K
 - Top post (Largest reach): “All aboard! The Leland Express will be running tonight from 6 to 8 p.m. to take you through Leland in Lights in Founders Park! 🚂 ❄️”
- Twitter Highlights (December 1 – 31, 2021)
 - Impressions/Reach – 5,670
 - Received 1,237 new profile visits
 - Top tweet (Largest reach): “🔔 Don't forget! Leland in Lights Grand Illumination is THIS Saturday, Dec. 4 starting at 6 p.m. 🎄 ❄️ ✨ See the map below for details on what's in store and where to park 📍 pic.twitter.com/LT5pAZvGur”
- NextDoor Highlights (December 1 – 31, 2021)
 - Impressions/Reach – 9,240
 - Likes/Comments – 18
 - Top post (Largest reach): “Happy holidays from our doors to yours! We hope everyone's spirits are merry and bright! 🎅 ❄️ Town facilities will be closed Dec. 23-27 and Dec. 31.”

Project Updates

- Website redesign with VC3 continued with a focus on the design elements of the new site and the homepage. Work with departments to update information and add new content to the current website is ongoing.
- Continued expanding on social media strategy by creating more engaging content with new software. Worked closely with Police Department to increase social media presence during the holidays.
- Completed update and reformatting of staff directory.

- Implemented extensive marketing campaign for holiday event coverage with Police Department and Parks, Recreation, and Cultural Resources Department.
- Assisted in event coverage for Pack the Patrol Car, Christmas with a Cop, Holiday Art Market, Leland in Lights Grand Illumination, Engine 51 Push-In, Breakfast with Santa, Town Council meeting, and the employee holiday party by taking and editing photos, coordinating a professional photographer, working with Project Manager Will Lear for drone footage, distributing press releases, and arranging media coverage.
- Produced a year in review video for social media featuring Town highlights from 2021.
- Created marketing materials for various departments.
- Updated Town logos, templates, and brand style guide. Continued working to develop new logo for Emergency Management.
- Began developing new notification system to alert subscribers to new RFP/Q postings.
- Responded to various media inquiries, assisted in developing Town statements, distributed press releases, and coordinated coverage.

Press Releases/Blogs/FAQs/Media Coverage

- Town of Leland Website
 - [Leland Fire/Rescue to Dedicate New Engine with Push-In Ceremony](#)
 - [Town of Leland Lifts Burn Ban](#)
 - [FAQ: Leland in Lights](#)
 - [Cynthia Bryant Named Mayor's Citizen of the Year 2021](#)
 - [Annual Audit Shows Strong Financial Health for Town of Leland](#)
- Port City Daily
 - [Town of Leland invites community to 'push' new engine into firehouse for dedication ceremony](#)
 - [Man arrested for allegedly breaking into Leland businesses, stealing \\$2,700](#)
 - [The Agenda: Oak Island plans new skate park, Leland to accept land donation](#)
 - [Leland stocks up on green space with planned disc golf course, 135-acre land donation](#)
- WWAY
 - ["Leland in Lights" Grand Illumination to kick off Saturday](#)
 - [Hundreds of people gather in Founders Park for annual Leland in Lights](#)

- [Leland Fire Department rolls out in a new fire engine](#)
- [Leland man charged with string of business break-ins](#)
- [Soup kitchen left out in the cold after landlords changed locks](#)
- [Leland Fire evacuating area near Harrington Square due to gas leak](#)
- [‘Concerning levels’ of carbon monoxide prompted evacuation at Leland apartment complex](#)

- WECT
 - [Leland Fire and Rescue dedicates newest addition, Engine 51](#)
 - [Police arrest, charge Leland man in connection with several business break-ins](#)
 - [Reminder: Water your Christmas trees to prevent fire](#)
 - [Leland Police Department offers to check in “While You’re Away”](#)
 - [Leland residents return to apartment after carbon monoxide scare](#)
 - [‘Fatal in hours:’ Initial reading at Leland apartment complex showed significant level of carbon monoxide](#)

- StarNews
 - [Leland’s plan to control its growth has been adopted. What does it mean for residents?](#)
 - [Leland gas station, engulfed by fire, to be demolished](#)
 - [Lowe's Home Improvement coming to Leland](#)

TDA Marketing

- Continued promoting LelandinLights.com, which was the most popular Town webpage in December, accounting for 6,190 page views.
- Reviewed proposals for advertisements in upcoming *Our State* publications.
- Worked with photographer to capture publication worthy photos of Leland in Lights for future marketing campaigns.

Leland TDA Meeting Summary

The Leland Tourism Development Authority did not meet in December. The next meeting is scheduled for January 12, 2022 at 4 p.m.

Department News

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

Major Work Priorities

- Integration of Cloud Services Model – Reengaging Sharepoint project and documenting process for implementation and training.
- Upgrading User Hardware/Software – Completed phase two of hardware upgrades to support Sharepoint implementation.
- Construction Projects – Implementing technology at Fire Station 53.
- Cellular Services Assessment – Migrating data services to AT&T FirstNet for more reliable coverage.
- Data Infrastructure Upgrades – Implementing fiber services at Town facilities.

Projects Completed

- Completed 11 new employee onboards.
- Upgraded fiber services at Leland Cultural Arts Center.
- Completed data wiring for Station 53.
- Converted nine lines of service to FirstNet.

Department News

Staff continues to work with departments on preparation of the FY22/23 Budget. Ms. Hagg's application to become a certified Government Finance Officer was approved and is effective January 1, 2022. Staff continues to monitor ARP funding guidance. Staff is preparing an RFP to solicit audit proposals for the month of January.

Grant News – December 2021

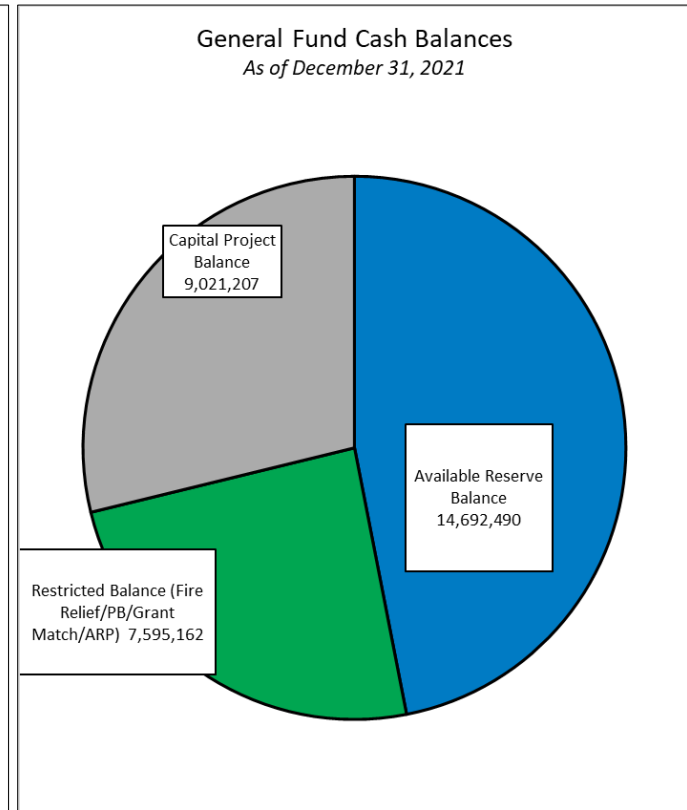
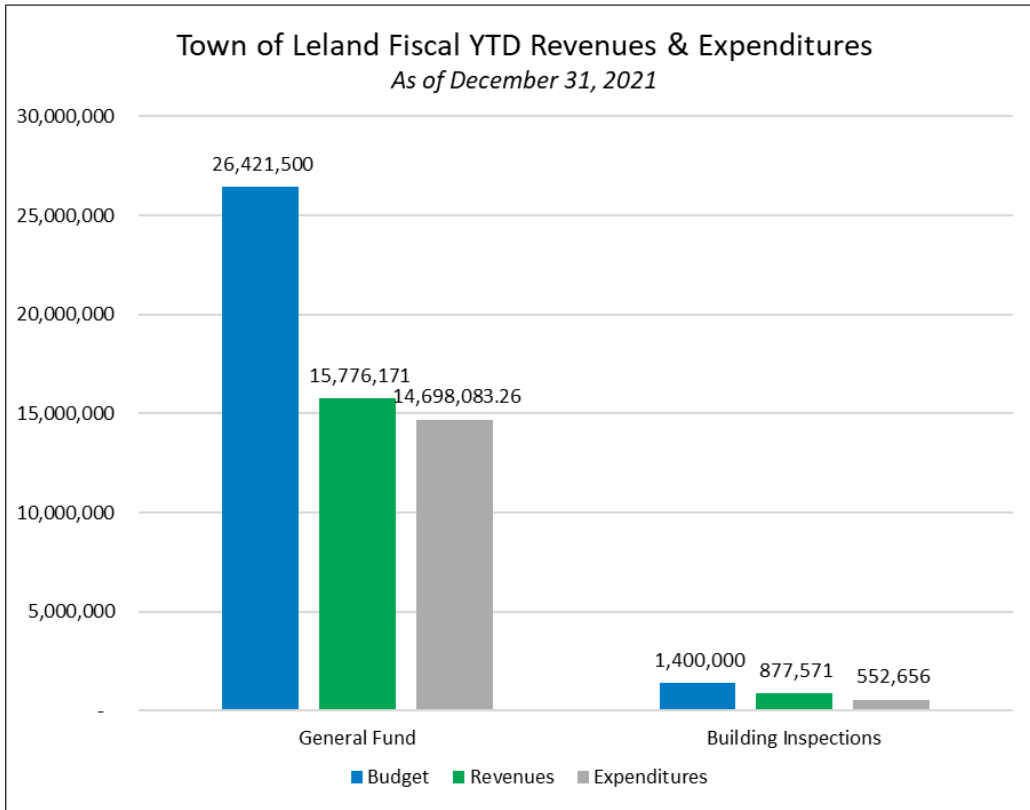
Grants Awaiting Notification

- Assistance to Firefighters (AFG) – Mobile Air Compressor Station for SCBA, \$160,000 (\$14,545.45 match).

Grants Awarded

- Brunswick Council Arts Grassroots – Series of outdoor community events “Art Around Town”, \$2,600 (50% match).

Dashboard

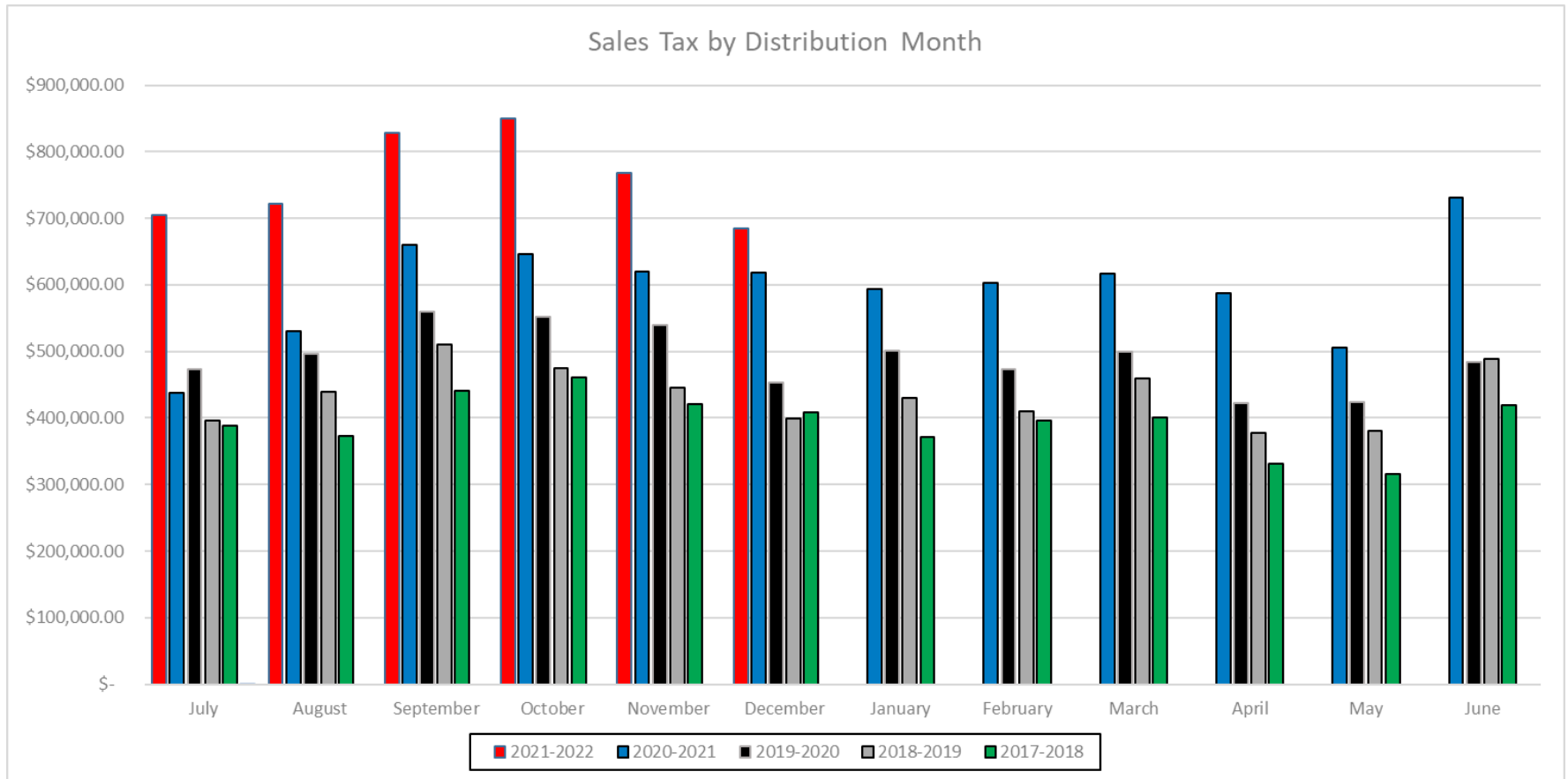


Financial Budget to Actual Report – December 31, 2021

GENERAL FUND							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	25,180,000	26,421,500	4,600,167	15,776,171	-	10,645,329	40.29%
Governing Body	230,000	230,000	27,559	103,278	26,382	100,340	43.63%
Administration	1,430,000	1,430,000	133,485	771,252	64,690	594,058	41.54%
Information Technology	1,235,000	1,247,000	74,330	581,096	246,101	419,803	33.67%
Human Resources	350,000	350,000	39,495	171,092	6,505	172,403	49.26%
Finance	600,000	600,000	86,739	311,883	7,032	281,085	46.85%
Planning	655,000	726,000	82,337	396,006	21,393	308,601	42.51%
Economic Development	110,000	110,000	9,731	55,241	453	54,306	49.37%
P&R & Cultural Arts	1,170,000	1,170,000	109,328	515,851	48,926	605,223	51.73%
Grounds & Facilities	1,685,000	1,685,000	154,918	693,107	285,483	706,409	41.92%
Public Services	2,265,000	2,288,500	234,298	1,086,852	485,173	716,476	31.31%
Police	4,920,000	4,960,000	422,120	2,072,933	494,058	2,393,009	48.25%
Emergency Management	215,000	215,000	14,556	71,878	25,476	117,646	54.72%
Fire	6,025,000	6,120,000	431,011	3,529,955	319,969	2,270,076	37.09%
Debt Services	2,046,000	2,046,000	-	1,156,700	-	889,300	43.47%
Transfers	2,244,000	3,244,000	44,618	3,180,959	-	63,041	1.94%
EXPENSES	25,180,000	26,421,500	1,864,524	14,698,083	2,031,639	9,691,778	36.68%
BUILDING INSPECTIONS							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
REVENUE	1,400,000	1,400,000	86,802	877,571	-	522,429	37.32%
EXPENSES	1,400,000	1,400,000	112,484	552,656	31,492	815,852	58.28%

FY Sales Tax Distribution

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



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

There were no purchase orders issued in excess of \$50,000 in December 2021.

Intradepartmental and Interdepartmental Budget Transfers

There were no transfers in December 2021.

Audit Committee Meeting Summary

The Audit Committee met on December 13, 2021 and reviewed the FYE2021 audit prepared by Thompson, Price, Scott and Adams CPA. The financial statement disclosures were noted as neutral, consistent, and clear; no disagreements with management; and no difficulties encountered during the audit. Some key financial indicators were as follows:

- General fund revenues exceeded general fund expenses by more than \$3.8 million.
- Total fund balance as a % of general fund expenditures increased from 58% to 67.48%.
- General fund revenue increased over \$3.1 million in 2020-21 over the prior fiscal year while maintaining the same tax rate as the previous three years of \$0.21 per \$100 value – a clear sign of the Town’s continued growth.
- Property and motor vehicle tax collection rates increased to 99.53% – the highest percentage for the Town and an increase from approximately 99.47% the previous fiscal year.

The Audit Committee also discussed releasing an RFP for Audit services and will meet to review once those responses have been received.

Department News

Town employees enjoyed the annual holiday party on December 17 at the Leland Cultural Arts Center. The new Leland Bucks employee recognition program has been rolled out to all staff. The department will be distributing total compensation statements to employees during the first quarter of 2022. The department will be piloting the Individual Development Program tool with the Planning Department in January.

Workers Comp Data

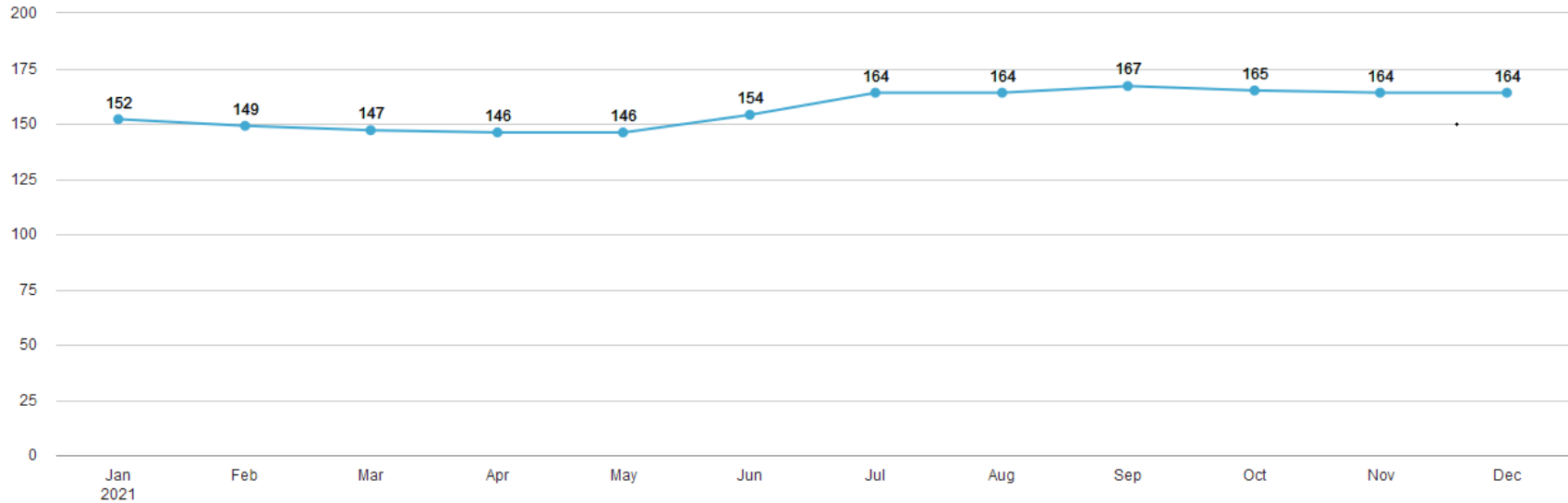
Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
5	N	Ankle sprain, fall, insect bite, shoulder injury, knee injury

Personnel Updates

No new hires for the month of December.

Headcount (FT and PT employees) January 2021 - December 2021

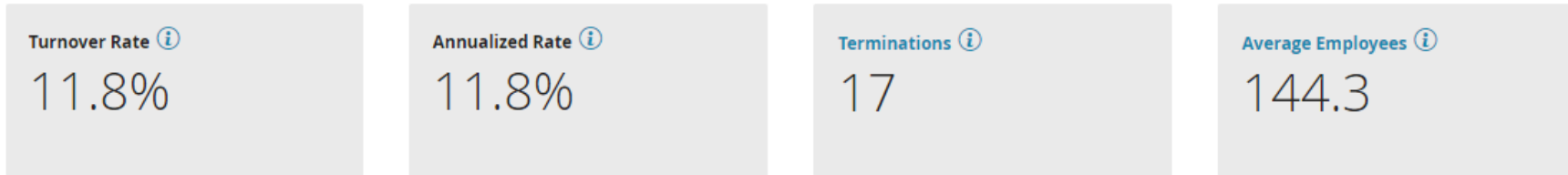
Active Employees Trends



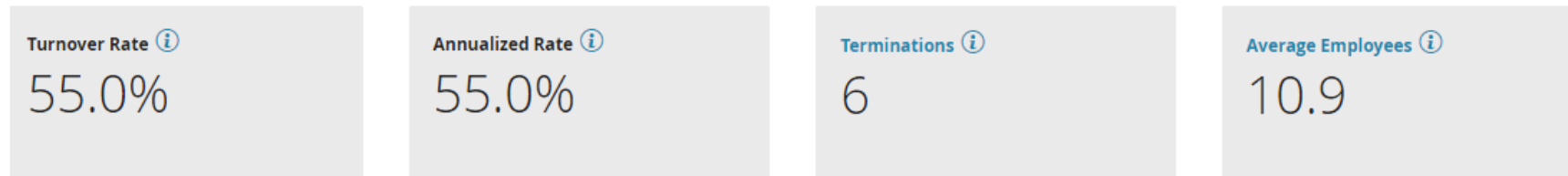
Headcount ⓘ 164 As of December 2021	Hired ⓘ 42	Termed ⓘ 24	Growth Rate ⓘ 10.8%	Turnover Rate ⓘ 15.3%	Average Tenure ⓘ 3.7 (Years)
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Turnover Data January 2021 - December 2021

Full Time Turnover



Part Time Turnover



Terminations include all voluntary and involuntary separations of employment.

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

Department News

Captain Spence attended the Tactical Leadership Course through the NC Justice Academy in Salemburg December 13-17. This 40-hour course is designed to improve and/or build upon the leadership style of law enforcement officers who aspire to develop their leadership and response in crisis situations. It provides technical and cognitive skills for effective leadership within the context of a critical incident, skills needed for de-escalation of a scene, and the management of an incident that has progressed to a critical incident situation. Upon completion of the course, Captain Spence was awarded the NCJA Leadership Certificate, an expanded 400-hour leadership program. This course offers critical thinking skills geared toward outside the box thinking based on current events around our area and state.

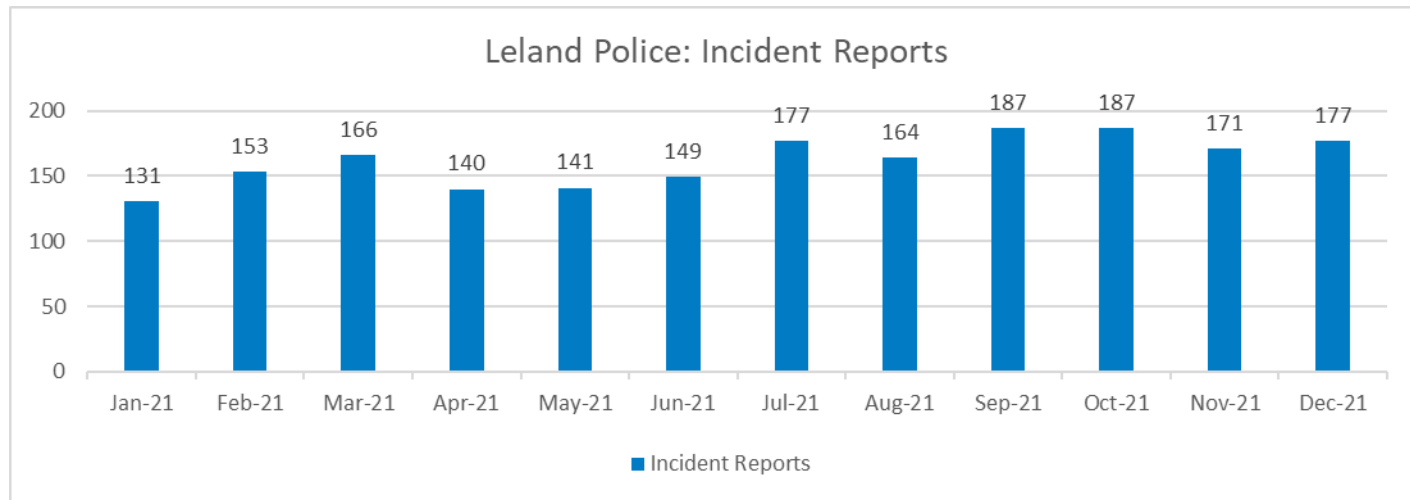
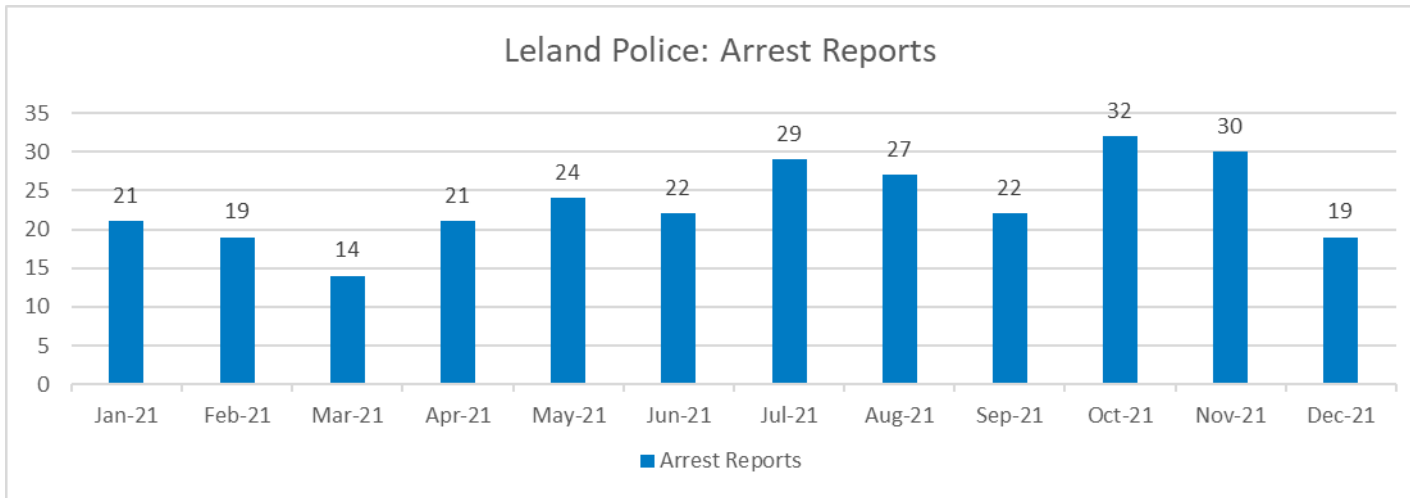
Senior Officer Purvis attended the Field Training Officer course at the NC Justice Academy in Edneyville December 6-10. This 40-hour course educates staff on the technical and personal skills such as communication, leadership styles, and actions which avoid civil liability while in training for them to function as evaluators and trainers of new recruits.

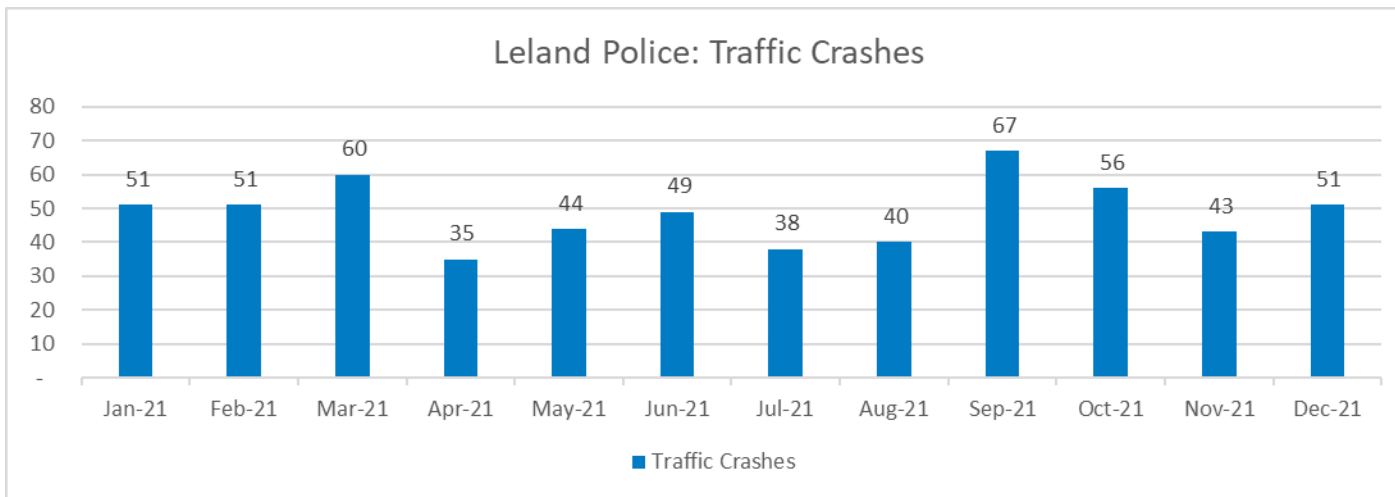
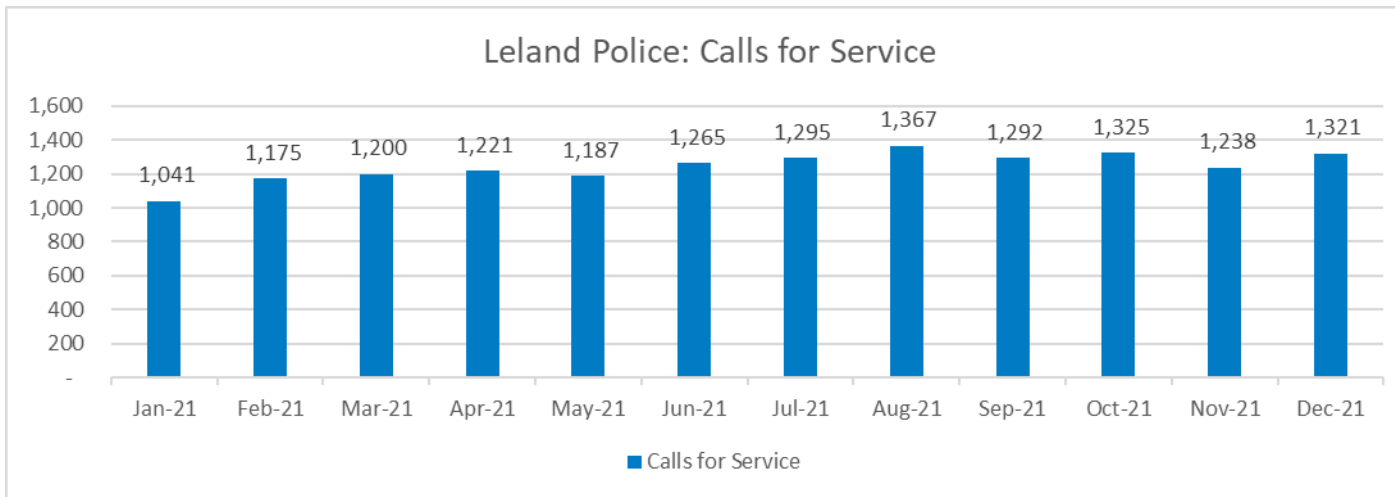
Master Officer Gaston attended INTOX Recertification class at the Oak Island Police Department on December 2.

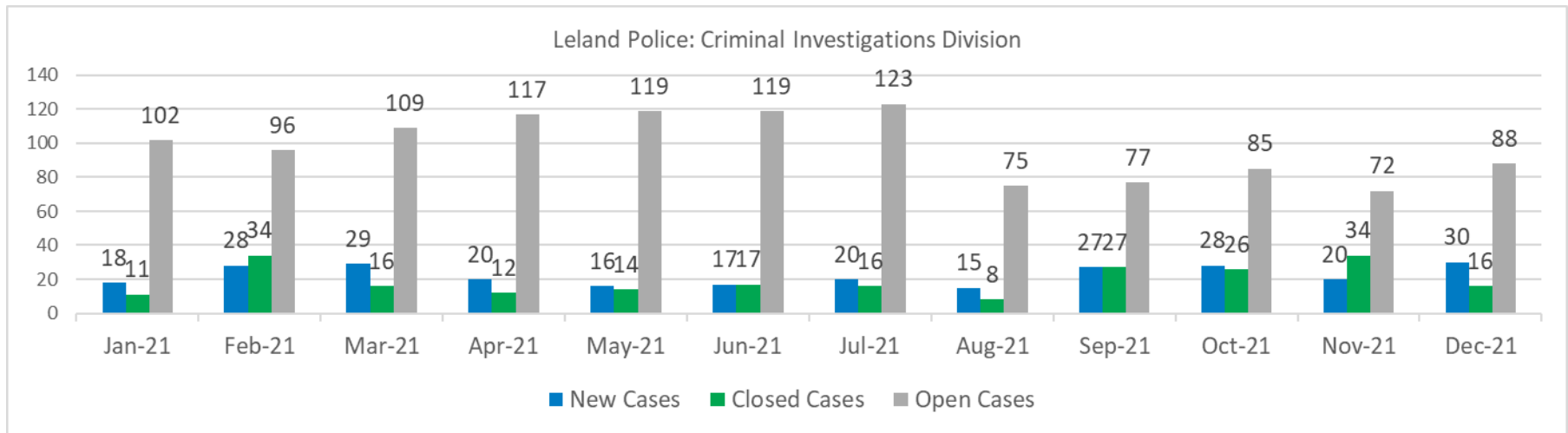
Sgt. Munger coordinated Police staff for the Pack the Patrol Car and Fill the Firetruck event that teams up with Leland Fire/Rescue to collect items for Brunswick Family Assistance. This year, 572.4 pounds of non-perishables, 15.4 pounds of non-food, and almost 50 toys were collected. Sgt. Munger also coordinated staff for the Christmas with a Cop event on December 22. Gifts were collected for local children. Without the help of Brunswick Family Assistance, Friends of Leland Public Safety, and Walmart, this event would not have been possible. The Leland Rotary Club and Piggly Wiggly also provided Christmas meals that were delivered by officers to area families.

Dashboard

Animal Services Report							
	Complaints	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
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
May-21	52	2	3	5	8	1	1
Jun-21	57	8	5	14	3	1	2
Jul-21	33	3	3	6	2	1	4
Aug-21	51	2	2	4	3	1	7
Sep-21	25	2	6	7	0	0	2
Oct-21	38	5	2	7	4	0	2
Nov-21	33	2	7	9	3	0	4
Dec-21	29	2	2	4	6	1	1
Totals	473	42	41	83	51	6	33







Speed Limit Sign Data				
Location	Posted Speed Limit	Average Speed (MPH)	Peak Volume Times	Date Range
Westport Drive	25	22	8am to 1pm	10/1/21-1/01/22
Low Country Boulevard	35	33	9am to 12pm	10/1/21-1/01/22
Grandiflora Drive, SB	30	28	11am to 5pm	10/1/21-1/01/22
Pine Harvest Drive, EB	25	24	9am to 4pm	10/1/21-12/06/21
Mallory Creek Drive, EB	40			
Mallory Creek sign is down for repair.				
Pine Harvest speed sign was moved to Town Hall Drive December 2021.				

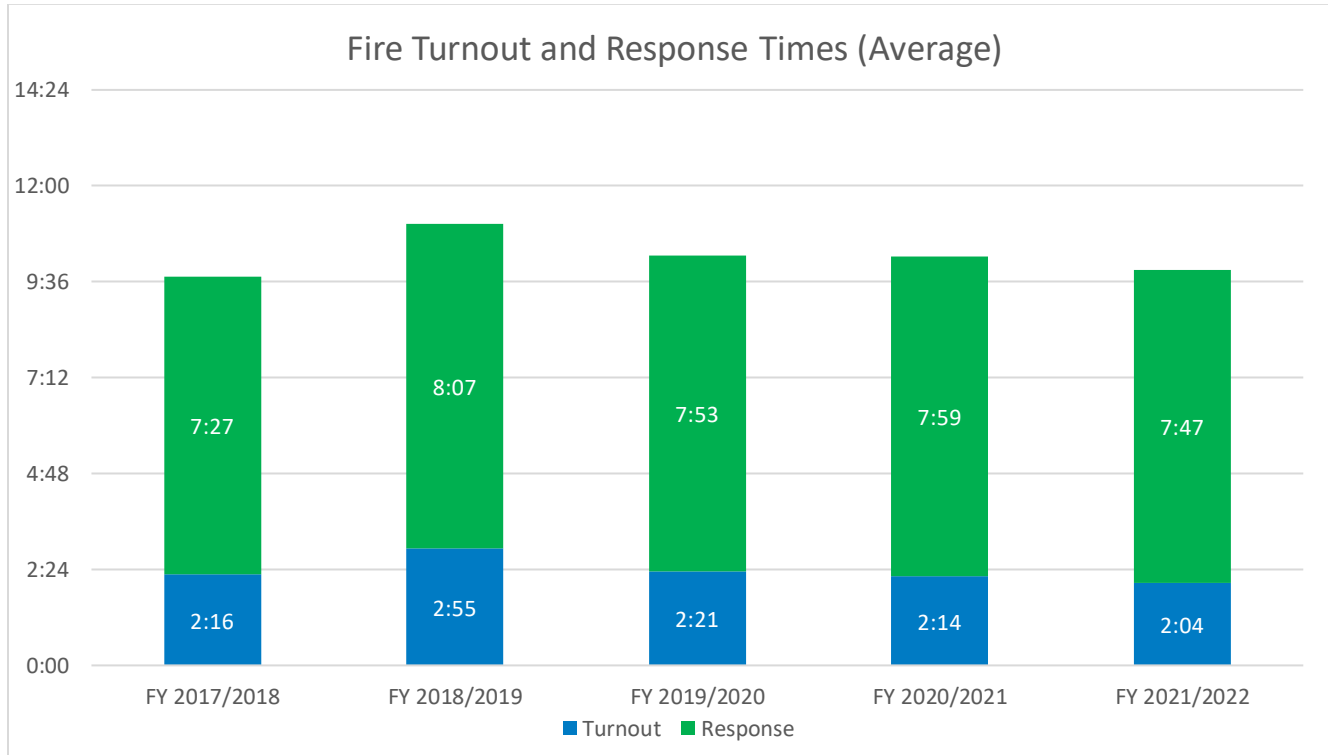
Department News

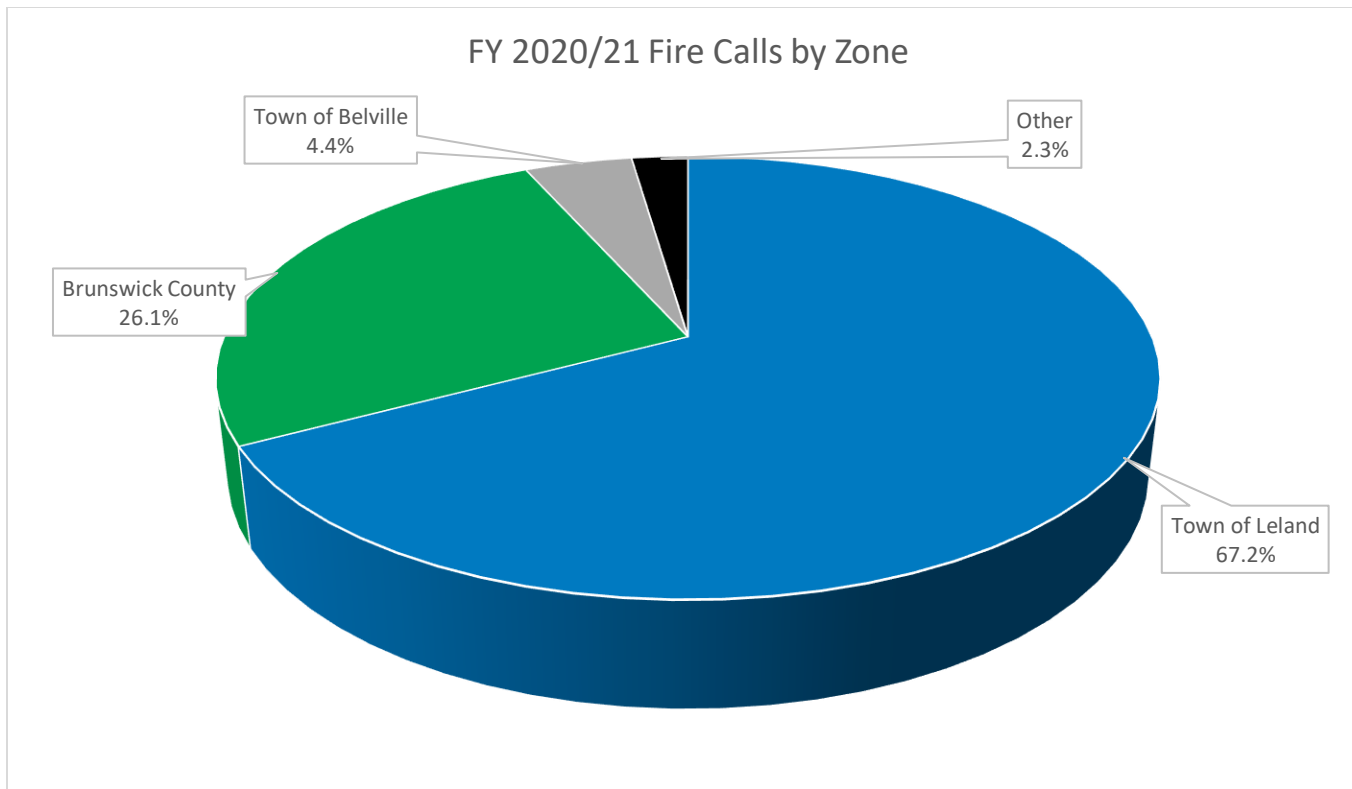
The department continues to work on improving its capabilities to provide excellent service to the community. The interview process was completed for three new firefighters who will start in February. This will allow the department to meet the following FY21/22 objectives:

- Meet the necessary Emergency Response Force (ERF) of 17 personnel (with NHC auto-aid response) 90% of the time for a reported structure fire in a moderate risk occupancy in accordance with the NFPA 1710 Standard by the end of the third quarter of the 21/22 fiscal year. Action item to meet this objective: Increase daily staffing for Truck 53 to four personnel by adding three additional full-time firefighter positions.
- To maintain a daily minimum staffing standard level of 14 on duty personnel 90% of the time by the end of the third quarter of the 21/22 fiscal year.

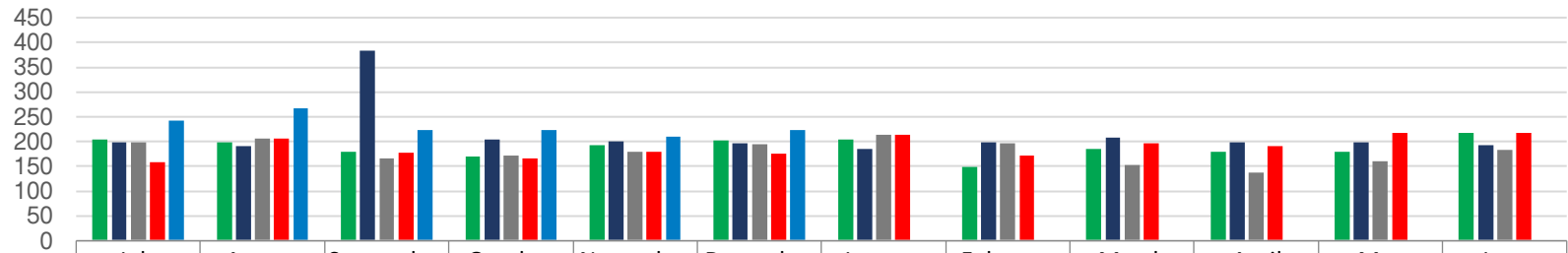
Calls for service continue to increase as compared to the last few Decembers. Average response times continue to improve compared to past fiscal years and should improve even more once Station 53 is in operation in a couple months.

Dashboard





Fire Calls



	July	August	September	October	November	December	January	February	March	April	May	June
■ 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	197	191	217	217
■ FY 2021/2022	242	267	223	224	210	223						

■ FY 2017/2018 ■ FY 2018/2019 ■ FY 2019/2020 ■ FY 2020/2021 ■ FY 2021/2022

Department News

Mr. Grimes attended Operation Fallen Eagle with members of the area EM Directors and representatives of the U.S. Department of Defense to work on joint training surrounding military aircraft mishaps. The training was invaluable and allowed local EM Directors to interact with Federal decision-makers in handling a military aircraft. The day included a tabletop exercise of a downed aircraft carrying military-grade munitions. Mr. Grimes, along with HR Manager Sara Meyer, conducted a training session with the Streets Department on how employees can better prepare for emergencies. Mr. Grimes continued to work with management to determine priorities for funding in FY22/23.

Work Priorities

- The Debris Management Plan continues to be reviewed by staff and the Town Attorney. The State review will begin in February 2022.
- The table-top hurricane exercise After-Action Report is being created and will be reviewed with staff members who took part in the exercise to discuss areas of improvement.
- Information is being finalized to close out Hurricanes Florence and Dorian Public Assistance Projects with FEMA and NCEM.

Projects Completed

- No projects completed in December.

Significant Purchases

- No significant purchases in December.

Department News

Staff will wrap up holiday festivities with the conclusion of Leland in Lights on January 10, 2022. With an expanded light display, the new Leland Express train, and the marketing partnership with NC Eat and Play, this was arguably the Town’s most successful year for the holiday season.

Parks and Recreation Board Summary

The Parks and Recreation Board did not meet in December. The next meeting will be held on February 23, 2022 at 6 p.m.

Attendance Report

Event	Date	Event Fee	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Holiday Art Market	12/04/21	\$ -	680	\$ -	\$ 400.00	\$ -	\$ -	(400.00)
Leland in Lights Grand Illumination	12/04/21	\$ -	2,000	\$ -	\$ 5,216.50	\$ -	\$3,403.24	(8,619.74)
Moonlighters Orchestra Concert	12/10/21	\$ 15.00	124	\$ 1,860.00	\$ 2,000.00	\$ (140.00)	\$ -	(140.00)
Movie in the Park: Elf	12/11/21	\$ -	250	\$ -	\$ 1,100.00	\$ -	\$ -	(1,100.00)
Breakfast with Santa	12/14/21	\$ -	27	\$ -	\$ 75.00	\$ -	\$ 50.00	(125.00)
Cookies with Santa	12/15/21	\$ -	39	\$ -	\$ 75.00	\$ -	\$ 50.00	(125.00)
Holly Jolly Performing Arts Showcase	12/16/21	\$ -	144	\$ -		\$ -	\$ -	-

Upcoming Events

January 10, 2022 – Winter Session Begins

February 1, 2022 – Spring and Summer Registration Opens

February 5, 2022 – Mug Madness Pottery Sale

February 28, 2022 – Campfire at the Cove

Parks, Recreation, and Cultural Resources Updates

The department's winter session of programs will begin on January 10, 2022, with more than 45 programs running. New programs include candle making and additional wheel throwing classes. The month of January also brings the annual Student Showcase to the LCAC gallery, a large exhibit displaying the many talents of the Leland community members taking classes through the PR&CR department.

The newest edition of the CAPE will hit homes in mid-January, just in time for spring and summer registration opening on February 1, 2022. An exciting lineup of programs and events will be offered including the return of summer camp and Leland We Don't Know tours.

Grounds/Facilities Updates

Work Priorities

- Enclose the windows on the Parks & Recreation shed at Town Hall for a future art mural.
- Coordinate warranty work with Monteith Construction on the outside red cement board at the LCAC.
- Resolve HVAC issues at Town Hall.
- Elicit quotes from vendors for HVAC upgrades at Westport Fire Station.
- Install concrete pad at the LCAC.
- Redesign landscaping on Village Road medians.

Projects Completed

- Installed lights and displays in Founders Park for the Leland in Lights event.
- Completed garage door repairs (new remote controls) at Village Road Fire Station.
- Repaired several doors at the LCAC.
- Resolved GPS battery drain issues on PD vehicle.
- Repaired a plumbing issue at the LCAC.

Significant Purchases

- No significant purchases in December.

Department News

Matt Kirkland completed Understanding LEED Neighborhood Development Track hosted online by Planetizen. This course provides an overview of the LEED for Neighborhood Development rating system and reviews the goals and uses of LEED-ND, resources for governments, submission preparation, international considerations, and more.

Andrew Neylon attended the fourth 2021 NFIP Summer Workshop hosted by the North Carolina Division of Emergency Management. This workshop provided a review of the FEMA's Equity in Action Risk Rating 2.0 and its impacts to floodplain management. There was also discussion about how the new Risk Rating 2.0 will increase the floodplain administrator's understanding of the rules and regulations as well as how to apply the new methodology.

Ben Andrea virtually attended the Development Finance Toolbox workshop through UNC School of Government. The three day workshop provided information on federal financing programs and tax credit financing, public-private partnerships for redevelopment, local government capital financing, tax increment financing (TIF) and synthetic TIFs, business improvement districts, and the basics of developer real estate financing.

Planning Board Meeting Summary

The Planning Board met on December 14, 2021 and heard the following items:

1. Site Specific Plan for Osprey Landing at Brunswick Forest – The Planning Board voted to approve a site specific plan for an 89-lot single family residential project on 55.14 acres in Brunswick Forest.
2. Preliminary Subdivision Plat for Brunswick Forest Commercial Village Lots 25 and 26 – The Planning Board voted to approve a subdivision plat for two lots in the commercial area of Brunswick Forest near The Joyce restaurant.
3. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 1.08-acre area located off Old Town Creek Road near the Pinewood Cannon subdivision, which is proposed for voluntary annexation into the Town.
4. Initial Zoning Recommendation – The Planning Board voted to recommend initial zoning of R-6 Medium Density Residential District for a 10-acre area located off Old Town Creek Road near the Pinewood Cannon subdivision, which is proposed for voluntary annexation into the Town.

The Planning Board's next meeting is scheduled for January 18, 2022 at 6 p.m.

Board of Adjustment Meeting Summary

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

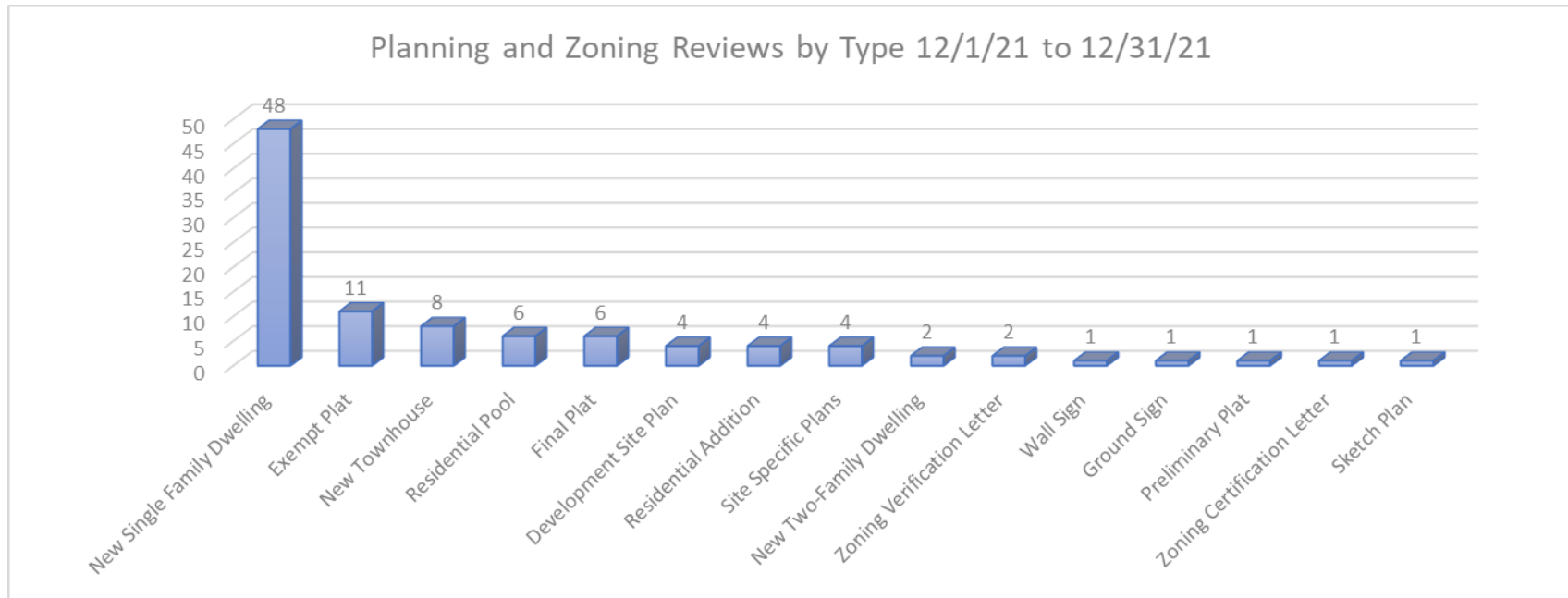
Current Planning Update

TRC Report

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

1. Preliminary Plat for Pinewood at Cannon Tract – Proposal for 463 single family residential lots off NC Highway 87 near Grayson Park.
2. Site Specific Plan for Brunswick Forest Phase 9 Section 2 – Proposal for 123 single family lots and 50 duplex units in Brunswick Forest.
3. Development Site Plan for Brunswick Forest Commercial Lots 25 and 26 – Proposal for two 5,000 square foot restaurants on 0.61 acre and 0.59 acre lots in the Brunswick Forest Commercial Village near the Lowes Foods grocery store.
4. Development Site Plan for “Leland Apartments” (Inheritance Lane) – Proposal for 390 apartment units on 16.16 acres off South Navassa Road.

Planning and Zoning Reviews



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Bellamy Place			
Cash Bonds	1	\$1,037,615.00	\$0.00
Brunswick Forest			
Letters of Credit	17	\$7,609,665.13	\$0.00
Grayson Park			
Cash Bonds	3	\$50,860.15	\$0.00
Surety Bonds	3	\$125,350.00	\$0.00
Ibis Landing			
Surety Bonds	1	\$241,656.88	\$0.00
Lanvale Forest			
Cash Bonds	0	\$0.00	\$0.00
Leland Corners			
Surety Bonds	1	\$181,343.75	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	6	\$1,109,356.75	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Seabrooke			
Surety Bonds	1	\$144,035.00	\$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	20	\$7,833,420.13	\$0.00
Total Cash Bonds	12	\$2,396,930.03	\$0.00
Total Surety Bonds	10	\$1,153,626.83	\$0.00
Total Performance Guarantee Sureties	42	\$11,383,976.99	\$0.00

Long Range Planning Update



Staff is working on an implementation plan and projects for Leland 2045 and a public information strategy to keep residents, business owners, and others up-to-date on the progress of plan implementation. One major project that staff will undertake beginning in mid-2022 is a comprehensive reorganization and update to the land use, zoning, and subdivision sections of the Town’s Code of Ordinances.

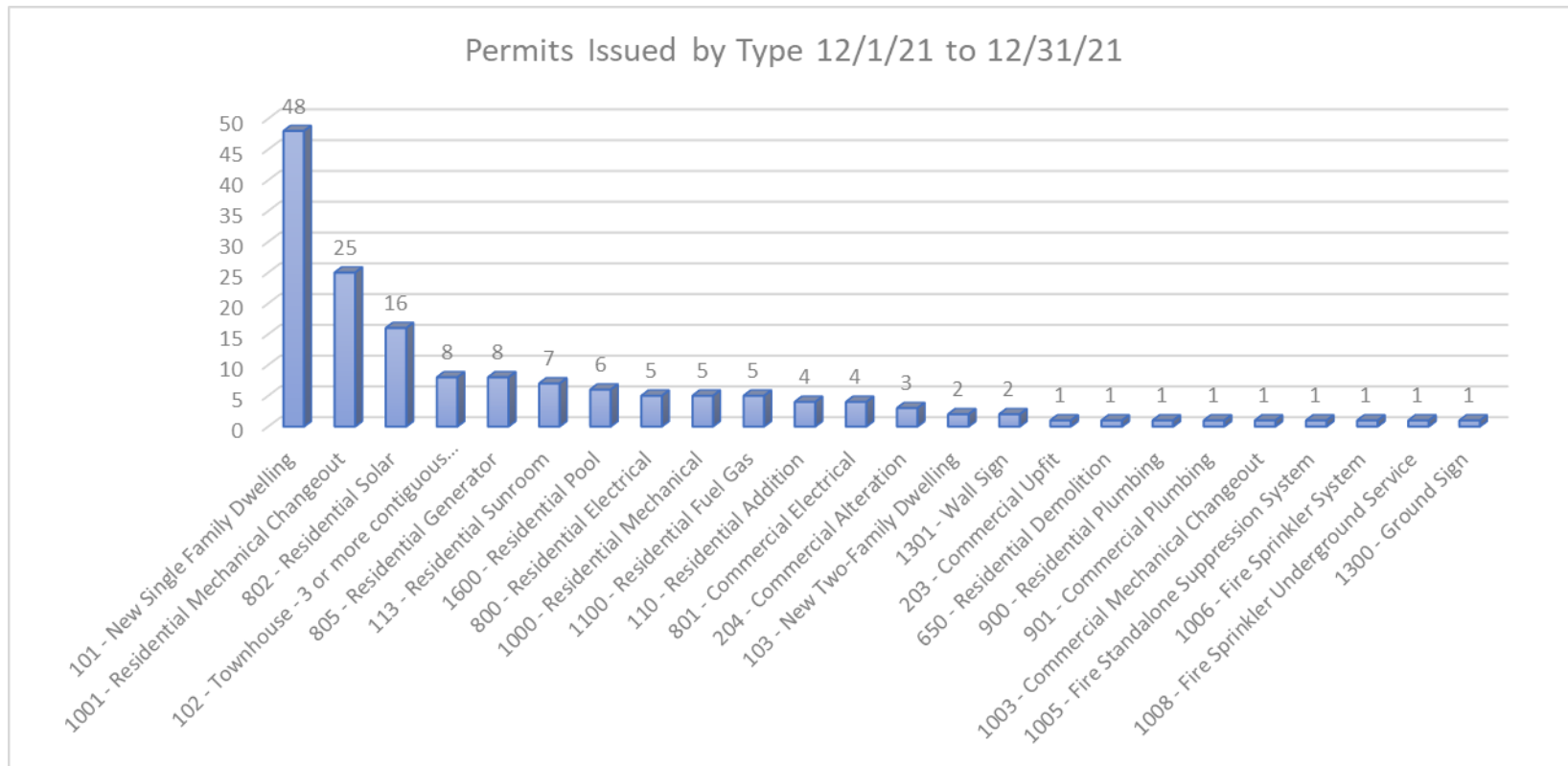
The project website www.Leland2045.com will transform into a portal to inform of progress of the Leland 2045 plan implementation.

Transportation Planning Update

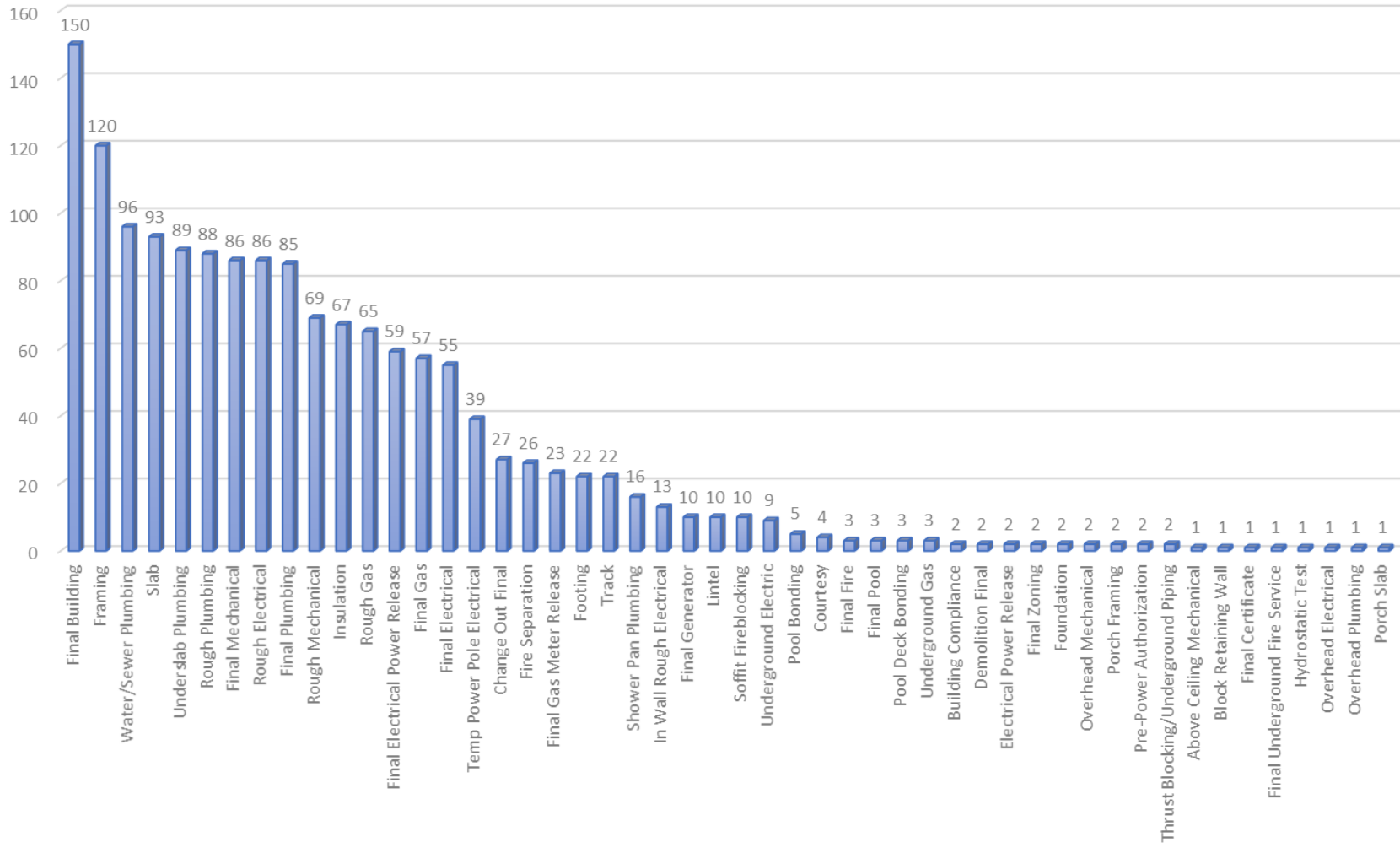
WMPO/NCDOT Traffic Impact Analysis Review Committee – Staff attended weekly meetings to provide input on scoping and the results of traffic impact analyses for pending projects in the areas of Westgate, NC Highway 87, Brunswick Forest, and Mallory Creek.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
157	1,572	\$12,297,259



Inspections Completed by Type 12/1/21 to 12/31/21



Code Enforcement Update

	Minimum Housing	Environmental	Stormwater	Zoning	Vehicle	Total
Cases Opened	0	2	0	9	0	11
Cases Closed	2	5	0	6	1	14
Active Cases	3	12	0	16	0	31

Public Services Department Updates

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

Streets Updates

Work Priorities

- Staff is manning the vegetative debris site during operating hours, assisting the public, and collecting vouchers. In December, the Town had three citizens purchase 15 vouchers, and 12 citizens delivered 12 loads of debris.
- Staff is scheduled to perform sinkhole repairs at various locations throughout Town in January. This work will be performed in Magnolia Greens, Mallory Creek, and Windsor Park.
- Staff continues to clean out ditches throughout Town. Staff is working in the area of Lyn Marie Drive now with this area to be completed in early January. This work includes removing debris, removing vegetation, and re-grading the ditch where required.
- Staff will be installing the “YIELD AHEAD” pavement markings at the new Brunswick Forest roundabout in mid-January. This work will take one to two days to complete. Staff is also evaluating crosswalk and stop bar striping needs in Brunswick Forest with additional striping improvements scheduled to start in February.
- Staff will be making sidewalk repairs as well as concrete curb repairs in Magnolia Greens and Wedgewood with work commencing in January.

Initiatives

- In December, staff created a developer project module in the Town’s iWorQ workorder system. This module will allow staff to track project specifics regarding dates, engineers, contractors, and permit information. This module will also be used to complete and track inspections for new development projects.
- 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 FY21/22 budget and awarded the design phase for this project in July with survey work complete and design underway. Roads under review include Graham Drive, Breman Lane, and John Sneed Lane.
- Staff is in the process of updating the Vector Control and Pesticide Application Standard Operating Procedure as well as the Pesticide Discharge Management Plan, both of which will be finalized in January.
- NC Resilient Communities Grant work continued in December, with the draft report and project list reviewed by the Community Action Team in December. The final report and project list are scheduled to be completed in January.

Project Notes

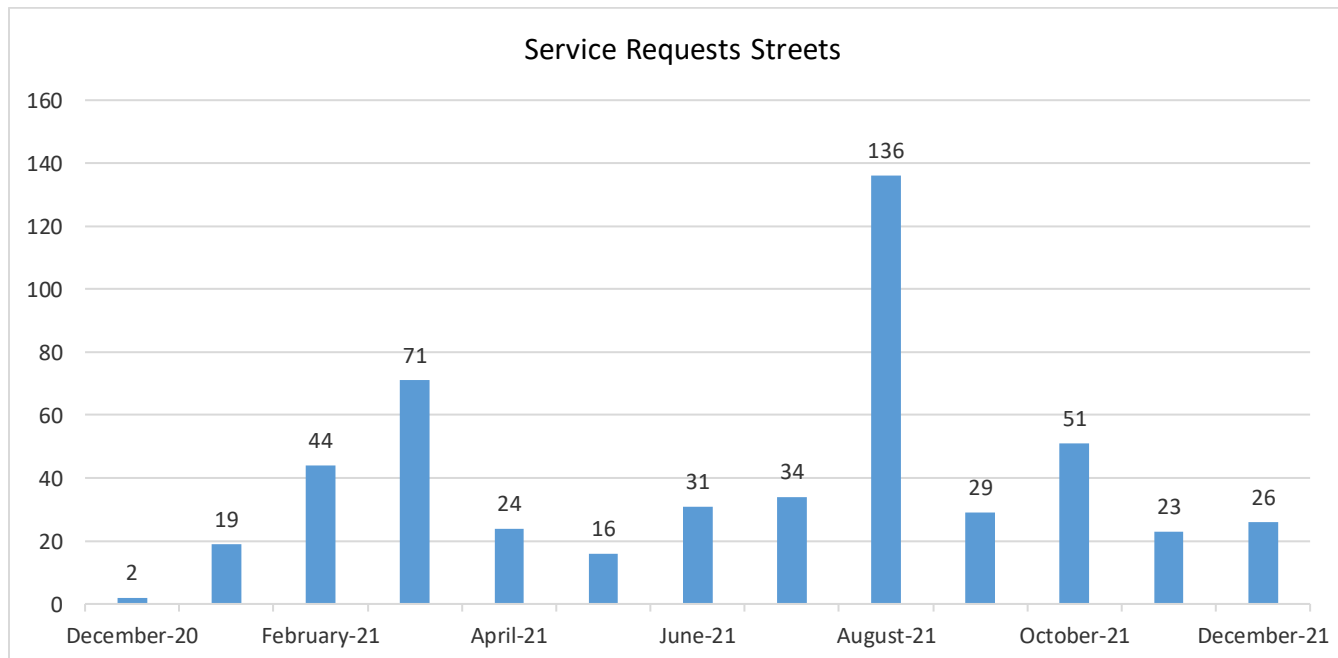
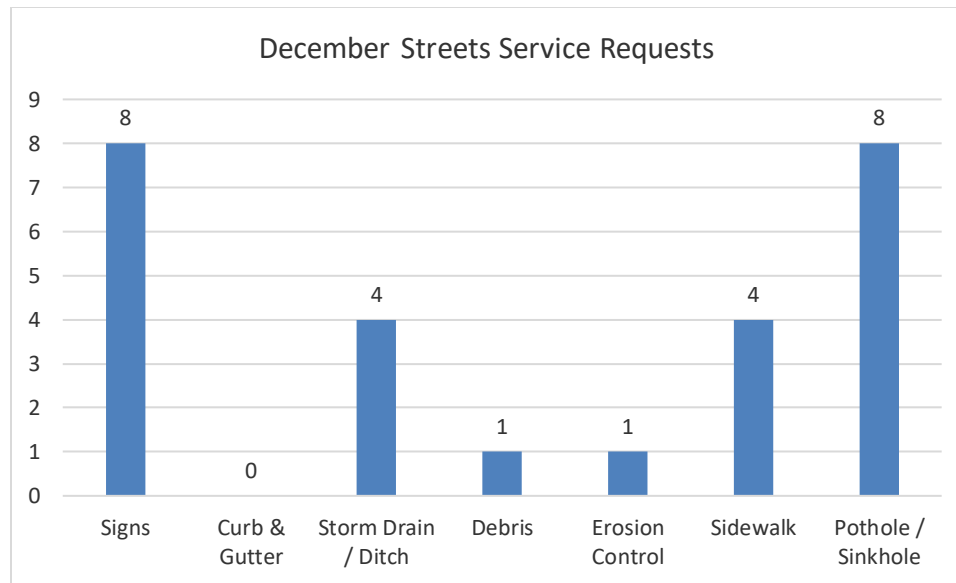
- Construction continued on the STP-DA Pedestrian Improvements (U-5534I, J, K) project in December, with completion anticipated in January.
- Staff continues to work on the Olde Waterford Way roadway extension project, with final design plans reviewed by staff in December. Staff is planning to bid the construction phase of this project in January.
- Staff is working on the FY21/22 street resurfacing project, with survey work completed and design underway. Streets to be resurfaced include portions of Olde Waterford Way, Palm Ridge Drive, Pine Harvest Drive, and Grandiflora Drive.

Significant Purchases

- Public Services ordered a Skid Steer in July and it was delivered on December 29. The skid steer is a great addition for the Town and will be used on an array of projects and operation and maintenance items, from minor grading and earthwork to roadway improvements like gravel road repairs.

Work Order Summary

- Streets received 26 work orders in December, with most of them being pothole/sinkhole and sign related (8).
- Streets completed 22 work orders in December, with an approximate expense of \$38,000 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in equipment operating costs (\$17,500).



Debris Site Usage			
	Citizens Purchasing Vouchers	Vouchers Sold	Citizens Drop-Offs
Jul-21	5	50	7
Aug-21	4	25	13
Sep-21	4	25	8
Oct-21	6	30	8
Nov-21	4	25	13
Dec-21	3	15	12
Totals	26	170	61

Department News

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

New Businesses

- **Custom Home Furniture Outlet** is planning to hold a ribbon cutting and VIP event at its new store in Waterford Commercial Village on Wednesday, January 19 at 4 p.m.

New Construction/Development

- Site development plans have been submitted to the Town for **Settler's Village**, a 77-unit residential townhome development on an 8.67-acre tract at 522 Village Road. Town Council conditionally rezoned this property to T40(CZ) on February 21, 2019 to facilitate this proposed development in the Gateway District. No further action was taken until now.
- **Caliber Collision** submitted site development plans to the Town showing an auto body repair shop at 8951 Ocean Highway, the former location of **Willoughby's**. Additionally, the property owner submitted a voluntary annexation petition to annex the property into the Town.
- Nathan Bagaent submitted site development plans to the Town showing a 4,950 square foot, two-story medical office building to be developed on a 0.59-acre tract at 1007 Olde Waterford Way. Mr. Bagaent currently operates **Coastline Therapy Group, LLC**, a speech-occupational-physical therapy practice in Wilmington.
- **Liberty Healthcare** submitted site development plans to the Town for a project that would add 23 cottage homes to its senior living community at **The Villages of Brunswick Forest**. **Liberty** previously announced plans to develop a senior living campus in **The Villages of Brunswick Forest** offering independent living, assisted living, skilled nursing and memory care, and other senior-focused services.
- Sitework is progressing on a two-story, 45,000 square foot research facility for **Cygnus Technologies** next to the **Tru by Hilton** hotel in the **Waterford Commercial Village**. The facility will house 50 existing **Cygnus** employees with room for up to 150 employees that could be hired over the next five years. **Cygnus** presently operates out of a 20,000 square foot facility in Southport. The company manufactures, assembles, and distributes kits that allow pharmaceutical and biotech companies to detect and identify host cell impurities in biotherapeutics, a major step in regulatory approval and quality control.
- **SAMM Properties** submitted site development plans to the Town showing two three-story, 38,475 square foot Class-A office and select retail buildings in the **Waterford Commercial Village** that will be known as **The Offices and Shoppes at Waterford**. **SAMM Properties**

anticipates breaking ground on this project in the first quarter of 2022. **SAMM Properties** has developed many office and retail projects in Wilmington, including the series of buildings that makes up **The Offices at Mayfaire**, **The Offices at Airlie** on Military Cutoff Road, and most recently, **Bradley Creek Station** on Oleander Drive.

Economic Development Committee Meeting Summary

The Economic Development Committee did not meet in December.

DEVELOPMENT AND ECONOMIC DEVELOPMENT AGREEMENTS ANNUAL REVIEW - 2021

Article 10 of Chapter 160D of the North Carolina General Statutes and N.C. Gen. Stat. § 158-7.1 et seq. grant cities and towns the authority to enter into development agreements and to make appropriations for economic development purposes (“Development and Economic Development Agreements”) if the city or town determines that the appropriations will increase the population, taxable property, agricultural industries, employment, industrial output, or business prospects of the city or town.

The Town of Leland’s Development and Economic Development Agreements provide that the Town Manager, or his/her designee, is authorized to conduct a periodic review of the status of the project at twelve (12) month intervals from the date the Agreement is approved by the Town Council (the “Periodic Review”). Upon such review(s), the Developer shall demonstrate good faith compliance with the terms of the Agreements. Periodic Reviews will be conducted at a time determined by the Town Manager, or his/her designee. After conducting the Periodic Review, the Town Manager, or his/her designee, shall prepare an Annual Report to the Town detailing the findings of the Periodic Review. A copy of the Annual Report shall be provided to the Developer.

Below is a review of the status of active Development and Economic Development Agreements in the Town of Leland:

Harrington Village Apartments

Date of Agreement – August 25, 2016
Date of First Amendment – October 21, 2016
Date of Second Amendment - March 16, 2017
Date of Third Amendment – October 18, 2018
Date of Fourth Amendment – November 19, 2020

Payment Terms: To effectuate incentive payments made by the Town to the Harrington Village property owner (“Harrington”), the Town established a Municipal Incentive District (“Incentive District”) whose enhanced tax base shall serve as a source of funds for incentive payments to Harrington. The Town shall receive the incremental increased taxes (the “incremental tax payments”) as a direct result of Harrington’s investments and the enhanced tax assessments of the property within the Incentive District. The Town shall make an annual payment equal to the Incremental Tax Payments. The Incremental Tax Payment shall be the difference between the baseline tax (“Baseline Tax”) and annual payments from Brunswick County to the Town that represent the Town’s percentage share of the ad valorem tax income resulting from the reassessed and enhanced tax base of the Incentive District. The Baseline Tax is the Town’s share of annual tax payments from Brunswick County attributed to the Incentive District in the tax year immediately preceding initial reassessment by the County Tax Assessor as a result of any portion of the Project’s development. The calculations for the annual Incremental Tax Payment amounts are predicated upon a project completion schedule provided in the Agreement. Annual Incremental Tax Payments shall be made by the Town for fifteen (15) years from the effective date of the Development and Economic Development Agreement.

Economic and Community Development

The fourth amendment to the Agreement amended the Agreement to allow for approximately 20,000 square feet on the ground floor of Buildings #2 and #3 (10,000 square feet for each building) to be used as either retail/commercial space or residential apartment units. The fourth amendment provides that the incremental tax payments be reduced by two-thirds for the remaining term of the Agreement.

The Agreement further provides that Harrington may assign its respective rights and responsibilities of all or any portion of the parcels that comprise the Project to subsequent landowners. On May 28, 2021, the Harrington Village project was conveyed by Harrington to Latitude Management Real Estate Holdings, Inc. ("Latitude"). Latitude is a private real estate fund manager based in Beverly Hills, California.

As of December 31, 2021, Latitude is in full compliance with the Agreement.

The following tax payments were made by the Town to Harrington prior to the sale of the property to Latitude:

January 13, 2021 - \$48,221.00

Hawthorne at Waterside Apartments

Date of Agreement – March 5, 2019

Date of First Amendment – December 7, 2020

Date of Second Amendment – February 25, 2021

It is the Town's obligation, pursuant to the Development Agreement, to provide sewer service to the project. It is Hawthorne's obligation, pursuant to the Development Agreement, to install and dedicate to the Town, on-site sewer infrastructure that is needed to serve the project.

Payment Terms: The project includes the construction of approximately 276 apartment units in Phase 1 and the construction of approximately 432 apartment units in Phase 2. Upon completion and issuance of final certificates of occupancy for the apartment buildings in Phase 1, the Town will pay the Hawthorne at Waterside property owner ("Hawthorne") a \$400,000 lump sum incentive payment. Upon completion and issuance of final certificates of occupancy for the apartment buildings in Phase 2, the Town will pay the Developer a \$125,000 lump sum incentive payment. The aforementioned payments were to be made from the System Development Fees in the Town Utility Fund.

On March 19, 2021, the Town and Brunswick Regional Water and Sewer H2GO ("H2GO") entered into an interlocal agreement ("ILA") to consolidate water and sewer services. Prior to the closing date of the ILA, the Town was obligated to transfer certain utility assets to H2GO, which included the balance in the Town Utility Fund. On March 26, 2021, prior to transfer of the Utility Fund balance to H2GO, an escrow fund was established by Mr. Justin Humphries, with The Humphries Law Firm, P.C. On this same date, the Town deposited \$3,635,492 withdrawn from the Town Utility Fund into the escrow account to be used to fulfill the Town's payment obligations pursuant to the Hawthorne at Waterside development agreement and other development agreements executed by the Town prior to March 2021.

Economic and Community Development

Additionally the First and Second Amendments to the Development and Economic Development Agreement provides that the Town shall reimburse Hawthorne an amount not to exceed \$480,645.00 for certain costs and expenses incurred by Hawthorne for the construction of public road improvements associated with the extension to Brunswick Village Boulevard. The payment shall be made to Hawthorne upon completion, inspection, dedication, and acceptance of the aforementioned public road improvements.

As of December 31, 2021, Hawthorne at Waterside, LLC and the Town are in full compliance with the Agreement.

The following Incentive payment was made to Hawthorne at Waterside, LLC by Justin Humphries from the Town's escrow account:

December 7, 2021 - \$400,000.00

Bishops Ridge Townhomes

Date of Agreement – May 2, 2019

It is the Town's obligation, pursuant to the Bishops Ridge development agreement, to provide sewer service to the project. It is Bishop's Ridge obligation, pursuant to the development agreement, to install and dedicate to the Town, certain on-site sewer infrastructure that is needed to serve the project.

Payment Terms: The Town will pay Bishops Ridge, LLC \$100,000 upon completion, dedication and acceptance by the Town of the on-site sewer improvements including, but not limited to, the on-site sewer pump station. The aforementioned payment was to be made from the System Development Fees in the Town Utility Fund.

On March 19, 2021, the Town and Brunswick Regional Water and Sewer H2GO ("H2GO") entered into an interlocal agreement ("ILA") to consolidate water and sewer services. Prior to the closing date of the ILA, the Town was obligated to transfer certain utility assets to H2GO, which included the balance in the Town Utility Fund. On March 26, 2021, prior to transfer of the Utility Fund balance to H2GO, an escrow fund was established by Mr. Justin Humphries, with The Humphries Law Firm, P.C. On this same date, the Town deposited \$3,635,492 withdrawn from the Town Utility Fund into the escrow account to be used to fulfill the Town's payment obligations pursuant to the Bishops Ridge development agreement and other development agreements executed by the Town prior to March 2021.

As of December 31, 2021, Bishops Ridge, LLC is in full compliance of the Agreement.

No payments have been made to Bishops Ridge, LLC as of December 31, 2021.

Ibis Landing Townhomes

Date of Agreement – August 15, 2019

Date of First Amendment – April 15, 2021

Payment Terms: The Town will pay Buster Development, LLC a \$400,000.00 lump sum payment upon completion, dedication, and acceptance by the Town of the public improvements, expressly the sewer improvements, along with the completion of adjacent infrastructure, including but not limited to the streets, stormwater drainage systems, and other appurtenances and infrastructure in the right-of-ways and utility easements. The first amendment to the Agreement provides that the Town may pay the Developer partial incentive payments upon completion, dedication, and acceptance by the Town of a portion of the public improvements, expressly the Sewer Improvements, along with the completion of adjacent infrastructure, including but not limited to the streets, stormwater drainage systems, and other appurtenances and infrastructure in the right-of-ways and utility easements. The aforementioned payment was to be made from the System Development Fees in the Town Utility Fund.

On March 19, 2021, the Town and Brunswick Regional Water and Sewer H2GO (“H2GO”) entered into an interlocal agreement (“ILA”) to consolidate water and sewer services. Prior to the closing date of the ILA, the Town was obligated to transfer certain utility assets to H2GO, which included the balance in the Town Utility Fund. On March 26, 2021, prior to transfer of the Utility Fund balance to H2GO, an escrow fund was established by Mr. Justin Humphries, with The Humphries Law Firm, P.C. On this same date, the Town deposited \$3,635,492 withdrawn from the Town Utility Fund into the escrow account to be used to fulfill the Town’s payment obligations pursuant to the Ibis Landing development agreement and other development agreements executed by the Town prior to March 2021.

As of December 31, 2021, Buster Development, LLC is in full compliance with the Agreement.

The following payment was made to Buster Development, LLC by Justin Humphries from the Town’s escrow account:

July 12, 2021 - \$200,000

Funston Land and Timber (Brunswick Forest)

Date of Agreement – November 22, 2019

Date of First Amendment – June 18, 2020

Payment Terms: The Development and Economic Development Agreement (the “Agreement”) provides that the Town shall (i) install water and gravity sewer lines along the proposed extension of Brunswick Village Boulevard from Hewett-Burton Road to Kay Todd Road; (ii) install water and gravity sewer lines along Kay Todd Road extending from Brunswick Village Boulevard to the existing roundabout located at the terminus of Brunswick Forest Parkway; and (iii) install the public street infrastructure for the extension of Brunswick Village Boulevard from Hewett-Burton Road to Kay Todd Road. The first amendment to the Agreement provides that the Town shall pay Funston Land and Timber a price not to exceed \$2,597,197 for the acquisition of the

Economic and Community Development

aforementioned water and gravity sewer lines upon satisfactory completion of said utilities by Funston. The aforementioned payment was to be made from the System Development Fees in the Town Utility Fund.

On March 19, 2021, the Town and Brunswick Regional Water and Sewer H2GO (“H2GO”) entered into an interlocal agreement (“ILA”) to consolidate water and sewer services. Prior to the closing date of the ILA, the Town was obligated to transfer certain utility assets to H2GO, which included the balance in the Town Utility Fund. On March 26, 2021, prior to transfer of the Utility Fund balance to H2GO, an escrow fund was established by Mr. Justin Humphries, with The Humphries Law Firm, P.C. On this same date, the Town deposited \$3,635,492 withdrawn from the Town Utility Fund into the escrow account to be used to fulfill the Town’s payment obligations pursuant to the Funston development agreement and other development agreements executed by the Town prior to March 2021.

The following payment was made to Funston Land and Timber, LLC by Justin Humphries from the Town’s escrow account:

December 28, 2021 - \$2,597,197

Juniper Creek Subdivision

D.R. Horton, Inc. Development Agreement

Date of Agreement – September 16, 2021

Payment Terms: The Town shall pay D.R. Horton a lump sum amount of \$108,000.00 upon completion, inspection, dedication, and acceptance of public infrastructure improvements in Phase 3 and the existing Hidden Creek Drive right-of-way extending from Phase 3 to Old Fayetteville Road.

As of December 31, 2021, D.R. Horton is in full compliance with the Agreement.

No payments have been made as of December 31, 2021.

Juniper Creek Development, LLC Agreement

Date of Agreement – September 16, 2021

Payment Terms: The Town shall pay Juniper Creek Development, LLC a lump sum amount of \$32,400.00 upon completion, inspection, dedication, and acceptance of the existing Hidden Creek Drive right-of-way extending from Phase 3B to Old Fayetteville Road.

As of December 31, 2021, Juniper Creek Development has not annexed the existing Hidden Creek Drive right-of-way into the Town. There is a short portion of road that is

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not owned by the Juniper Creek Development and must be conveyed to the Town before the Hidden Creek Drive right-of-way can be annexed, dedicated, and accepted.

No payments have been made as of December 31, 2021.

Seabrooke Subdivision

Phase 3B - D.R. Horton, Inc. Development Agreement

Date of Agreement – October 21, 2021

Payment Terms: The Town shall pay D.R. Horton, Inc. a lump amount of \$150,750.00 upon completion, inspection, dedication, and acceptance of public infrastructure improvements in Phase 3B.

As of December 31, 2021, D.R. Horton is in full compliance with the Agreement.

No payments have been made as of December 31, 2021.

Phases 4A and 4B – D.R. Horton, Inc., Seabrooke Development, LLC, and Seabrooke Homeowners Association, Inc.

Date of Agreement – October 21, 2021

Payment Terms: The Town shall pay D.R. Horton, Inc. a lump amount of \$261,000.00 upon completion, inspection, dedication, and acceptance of (i) public infrastructure improvements in Phases 4A and 4B; (ii) the existing Buckeye Road right of way extending from Phase 3B to the entrance into the Seabrooke subdivision; and (iii) the existing East Highcroft Drive right-of-way extending from Phases 4A and 4B to the intersection with Buckeye Road.

As of December 31, 2021, D.R. Horton, Inc., Seabrooke Development, LLC, and Seabrooke Homeowners Association, Inc are in full compliance with the Agreement.

No payments have been made as of December 31, 2021.

Tract B – Seabrooke Development, LLC

Date of Agreement – November 18, 2021

Payment Terms: The Town shall pay Seabrooke Development, LLC a lump amount of \$350,700.00 upon conveyance of approximately 30 acres of land in Tract B to the Town by a recorded Special Warranty Deed. The deed was recorded by Seabrooke Development on December 2, 2021.

As of December 31, 2021, the Developer is in full compliance with the Agreement.

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The following payment was made by the Town to Seabrooke Development, LLC:

December 8, 2021 - \$350,700.00