



STAFF REPORTS

January 2020 Regular Meeting

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Public Safety (Police and Fire/Rescue)	21
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Department News

Staff participated in presenting Town information at two additional HOA meetings during December.

IT work priorities include working with VC3 to begin new equipment deployment for Police and Fire for the new CentralSquare software training, coordinating the phased replacement of computers for all staff with VC3, and waiting for Motorola to confirm the installation of the infrastructure for the communication radio equipment once it has been delivered.

Council Directive Updates

- Board/Committee Review – Staff provided information to Council in August, and future discussions will be scheduled for the beginning of 2020.
- Town Hall Signage – DOT has provided a few options to add signage which staff will explore and prepare a recommendation to Council at a future date.
- Belvedere Sign Replacement – The street sign has been installed.

Communications

Social Media Update

- Facebook Highlights (December 1 – 31, 2019)
 - Post engagement (Comments/Likes/Shares) – 2,981 (Up 1% from the previous month)
 - Video views – 479 (Up 787% from the previous month)
 - Added 46 new followers
- Twitter Highlights (December 1 – 31, 2019)
 - Post reach (Number of times posts are viewed) – 2,764 (Up 22% from previous month)
- NextDoor Highlights (December 1 – 31, 2019)
 - Impressions – 11,842 (Down from previous months' record numbers of 15,789, likely due to the holidays)
 - Likes – 320 (Up from 240 the previous month)

Website/Newsletter/Other

- Town Newsletter
 - Worked to transition to a twice-monthly newsletter beginning in January in an effort to increase engagement from subscribers.
 - Next steps: Introduce regular newsletter features aimed at increasing resident awareness of and participation in Town and Council initiatives, discussions, and decisions.
- Website
 - In the final stages of home page improvements, layout changes, and upgrades.
 - Continuing to remap navigation of the website to be more user-friendly and intuitive to user searches.
 - Next steps: Launching of the newly designed home page and reformatting Council and Administration pages to be more engaging and informative through photos and bios of Council members, Town Managers, and the Town Clerk.

Press Releases/Blogs

- [FAQ: Municipal Vehicle Tax](#)
- [Leland Police Chief Announces Retirement](#)
- [FAQ: Speed Limits](#)
- [Leland's First Brewery Planned for 2020](#)
- [Town Audit Shows Strong Financial Health](#)

TDA Marketing

- At the LTDA December meeting, the Board voted to end their contract with Colonial Marketing and bring marketing services in-house. Staff is currently working on a transition plan.
- Wit Tuttle from VisitNC attended the December Council Agenda Meeting and provided some insights on promoting Leland. Staff has reached out to Mr. Tuttle's office for more information on ways the TDA can partner with and utilize the resources of VisitNC.

Projects

Public Services

Northgate Drive Realignment

- Purpose: To realign Northgate Drive and Lee Drive to create a signalized intersection at Village Road.
- Status: Construction complete. Contractor is completing punch list items. Final repair design will be completed and reviewed with NCDOT by January 31, 2020.
- Next Steps: Finalize and close out project.
- Concerns: None.

Mallory Creek Drive Patching

- Purpose: To repair the street in 12 locations along Mallory Creek Drive. Work shall consist of full depth asphalt replacement of all failed locations along the approximate first mile of Mallory Creek Drive from River Road SE (Highway 133), stormwater system modifications, asphalt removal, subbase removal, testing, compaction, base replacement, asphalt replacement, striping, curb and gutter replacement, adjusting water and sewer utility appurtenances to match final grade, erosion control measures and stabilization of all denuded areas, and a submitted and approved traffic control plan including installation.
- Status: All construction work was substantially completed on December 18, 2019.
- Next Steps: Project is scheduled for close out by January 31, 2020.
- Concerns: None.

Brunswick Forest Intersection Improvement

- Purpose: To add a turn lane, an acceleration lane, and signalize the intersection of Brunswick Forest Parkway and Low Country Boulevard. The scope includes, the addition of approximately 1,019 square yards of new asphalt pavement, demolition and removal of approximately 267 square yards of existing asphalt pavement, the installation of signals, mast arms, foundations, and electronics, the installation of handicap ramps, signage, a pedestrian sanctuary island for increased pedestrian access, the relocation of

underground utilities, light poles, and fire hydrants, as required, and the addition of approximately 1,700 linear feet of curb and gutter.

- Status: Review of design approach and maintenance needs, including touching up pavement markings.
- Next Steps: Rebid the project in 2020.
- Concerns: High project cost and limited right of way availability.

Booster Pump

- Purpose: To construct a booster pump for the water system, in the vicinity of the existing meter vault, in order to allow the Town to better control the pressure within the system.
- Status: Pumps have been installed and final testing will occur in early January.
- Next Steps: Close out project by January 31, 2020
- Concerns: None

Highway 17 Forcemain/Lift Station #10 Upgrade

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer by running 10” and 16” force mains, and to increase the available storage capacity for Lift Station #10 to 3,830 cubic feet, thus providing an additional safety factor to the operational integrity of the system, as well as the ability to better manage peak flows which are expected to result from planned growth in the service area.
- Status: Contract close out process is underway.
- Next Steps: Close out project by January 31, 2020.
- Concerns: None.

Lift Station #1 Upgrade (1240 Magnolia Village Way)

- Purpose: To reconstruct Lift Station #1 which has deteriorated due to significant sewage flow within the collection system.
- Status: Final design plans have been submitted and are pending approval by staff. Permit applications are being drafted for submittal to reviewing agencies.
- Next Steps: Obtain permits.

- Concerns: None.

Lift Station #14 Relocation (159 South Navassa Road)

- Purpose: To relocate Lift Station #14 further away from Sturgeon Creek to mitigate environmental concerns and to provide additional space for the future Sturgeon Creek Park.
- Status: Site has been identified and the property owner has agreed to sell the property with a closing date of January 10, 2020. Advance work is beginning on the required engineering documents for the SRF construction authorization. Staff met on December 19, 2019 to review the project status and are considering alternative financing options to provide an update to NCDEQ.
- Next Steps: A change order to amend the design and construction phase consulting fees is being prepared for consideration by Council at their February meeting.
- Concerns: None.

Lift Station #3 Rehab (8991 Timber Lane)

- Purpose: To refurbish Lift Station #3 which has deteriorated due to significant sewage flow within the collection system.
- Status: Staff are meeting with the designer to review and finalize the remaining design and permitting schedule.
- Next Steps: Review draft design proposal.
- Concerns: Potential cost of rehab.

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

- Purpose: Construct a sewer lift station in Brunswick Forest to help serve the developing areas within Brunswick Forest and along the Highway 17 Corridor with sewer. Station will be designed to accept additional flow from other lift stations by force main.
- Status: The Local Government Commission approved financing for the project at its January 2020 meeting. A construction contract was awarded, and a contract administration change order was approved by Council on December 10, 2019. The construction contract is currently being executed by the contractor.

- Next Steps: A project preconstruction conference is planned for later in January 2020. Project to begin shortly thereafter.
- Concerns: Meeting delivery dates per the Development Agreements.

Leland Highway 17 Sewer Expansion II Phase 1

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Hewett Burton Road and end at Bishops Ridge on Hazels Branch Road. The force main will be designed to accept flow from around the area and also additional flow from other lift stations.
- Status: A construction contract was awarded, and a contract administration change order was approved by Council on December 10, 2019. The construction contract is currently being executed by the contractor.
- Next Steps: A project preconstruction conference is planned for later in January 2020. Project to begin shortly thereafter.
- Concerns: Meeting delivery dates per the Development Agreements.

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

- Purpose: To help serve the developing areas along the Highway 17 Corridor with sewer. The project will begin at Bishops Ridge and end at Old Town Creek Road. The station on Old Town Creek Road will be designed to accept gravity sewer flow from around the area and also additional flow from other lift stations by force main.
- Status: The environmental assessment report for the new lift station site has been completed. The fee proposal for the new site design work is being finalized by the consultant.
- Next Steps: Close on the project site, obtain easements, complete design, and bid the project in 2020.
- Concerns: None.

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

- Purpose: To develop a roadside multi-use path along the north side of Old Fayetteville Road from Town Hall Drive to North Brunswick High School.
- Status: Encroachment agreements with NCDOT are under review by NCDOT staff.

- Next Steps: Bidding of the project is anticipated to take place in early 2020.
- Concerns: Potential high cost of construction, funding, and traffic management.

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: Staff are meeting with property owners to discuss easement requirements for the project. The supplemental project agreements with the NCDOT to increase funding and amend project completion schedules have been approved. Staff met with Duke Energy on December 17, 2019 to review potential utility impacts and none were noted. The encroachment agreement applications are complete and will be submitted to NCDOT for approval on January 7, 2020.
- Next Steps: Finalize easement acquisition. Obtain NCDOT approval.
- Concerns: Potential high cost of construction, easement process, and traffic management.

Operation Services

Sturgeon Creek Park (Navassa Road)

- Purpose: The currently undeveloped Sturgeon Creek Park is intended to serve as Leland's second water access park. With more than 78 acres, this park has the potential to become a destination facility both locally and regionally for sportsman and water lovers wishing to gain access to Sturgeon Creek and the Brunswick River. Sitting on Sturgeon Creek, the focus for this facility will be boating access from a NC Fish and Wildlife boat ramp as well as environmental education, preservation, and nature-based activities.
- Status: The Town is in the process of securing the final key property on the banks of Sturgeon Creek. WithersRavenel presented a draft master plan to Town Council at their regular December 2019 meeting.
- Next Steps: Staff working with the firm to formulate a final master plan that includes probable cost for construction, as well as phasing options.
- Concerns: Lack of funding to move forward once the master plan is complete.

Founders Park Improvements

- Purpose: Founders Park serves as the flagship facility for a myriad of events and program throughout the year. The current design of the park provides a place for walkers and runners to remain physically active and the disc golf course is one of the most popular amenities in the park. The playground also provides enjoyment for youth ages 5-12 years old.
- Status: Two public meetings have been completed to gather input on the aesthetic look and feel of the park.
- Next Steps: Staff will be meeting with individual stakeholders to gather input on the aesthetic look and feel of the park as work continues on updating the Park Master Plan. Following these meetings, staff will work with McGill and Associates to formulate a final master plan that includes probable cost for construction, as well as phasing options.
- Concerns: The recently adopted Parks Recreation and Open Spaces Master Plan identifies a number of objectives related to Founders Park. The plan points out the urgency to move forward with park projects specifically calling out phases one and two of the Founders Park Plan, both of which are identified as short-term goals. Lack of funding is the largest concern preventing the Town from moving forward with these projects at this time.

Cypress Cove Park Improvements

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

Leland Greenway

- Purpose: To construct a multi-use path connecting Westgate Nature Park to Brunswick Nature Park owned and operated by Brunswick County.

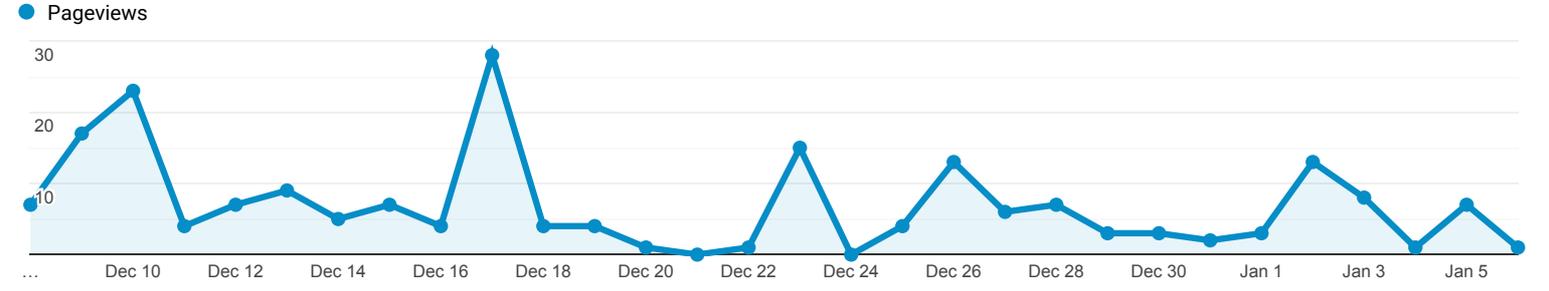
- Status: In the planning stage. Staff has engaged Paramounte Engineering, Inc. for this project. Town staff and staff with Brunswick County have been meeting with property owners to gauge their interest in the multi-use path crossing their property.
- Next Steps: Have engineer provide schematic design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

Projects Page Report

Dec 8, 2019 - Jan 6, 2020

All Users
100.00% Pageviews

Explorer



This data was filtered using an advanced filter.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	207 % of Total: 1.03% (20,044)	141 % of Total: 0.86% (16,356)	00:01:38 Avg for View: 00:01:37 (0.98%)	33 % of Total: 0.34% (9,594)	45.45% Avg for View: 43.90% (3.54%)	18.36% Avg for View: 47.86% (-61.65%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /services/town-projects	96 (46.38%)	55 (39.01%)	00:00:19	6 (18.18%)	0.00%	5.21%	\$0.00 (0.00%)
2. /projects/future-town-projects	58 (28.02%)	50 (35.46%)	00:05:01	22 (66.67%)	54.55%	46.55%	\$0.00 (0.00%)
3. /projects/mallory-creek-drive-patching-project	20 (9.66%)	12 (8.51%)	00:00:53	5 (15.15%)	60.00%	25.00%	\$0.00 (0.00%)
4. /projects/booster-pump-project	12 (5.80%)	9 (6.38%)	00:01:11	0 (0.00%)	0.00%	8.33%	\$0.00 (0.00%)
5. /projects/highway-17-forcemainlift-station-10-upgrade-project	11 (5.31%)	7 (4.96%)	00:03:04	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)
6. /projects/northgate-drive-realignment-project	10 (4.83%)	8 (5.67%)	00:03:09	0 (0.00%)	0.00%	0.00%	\$0.00 (0.00%)

Rows 1 - 6 of 6

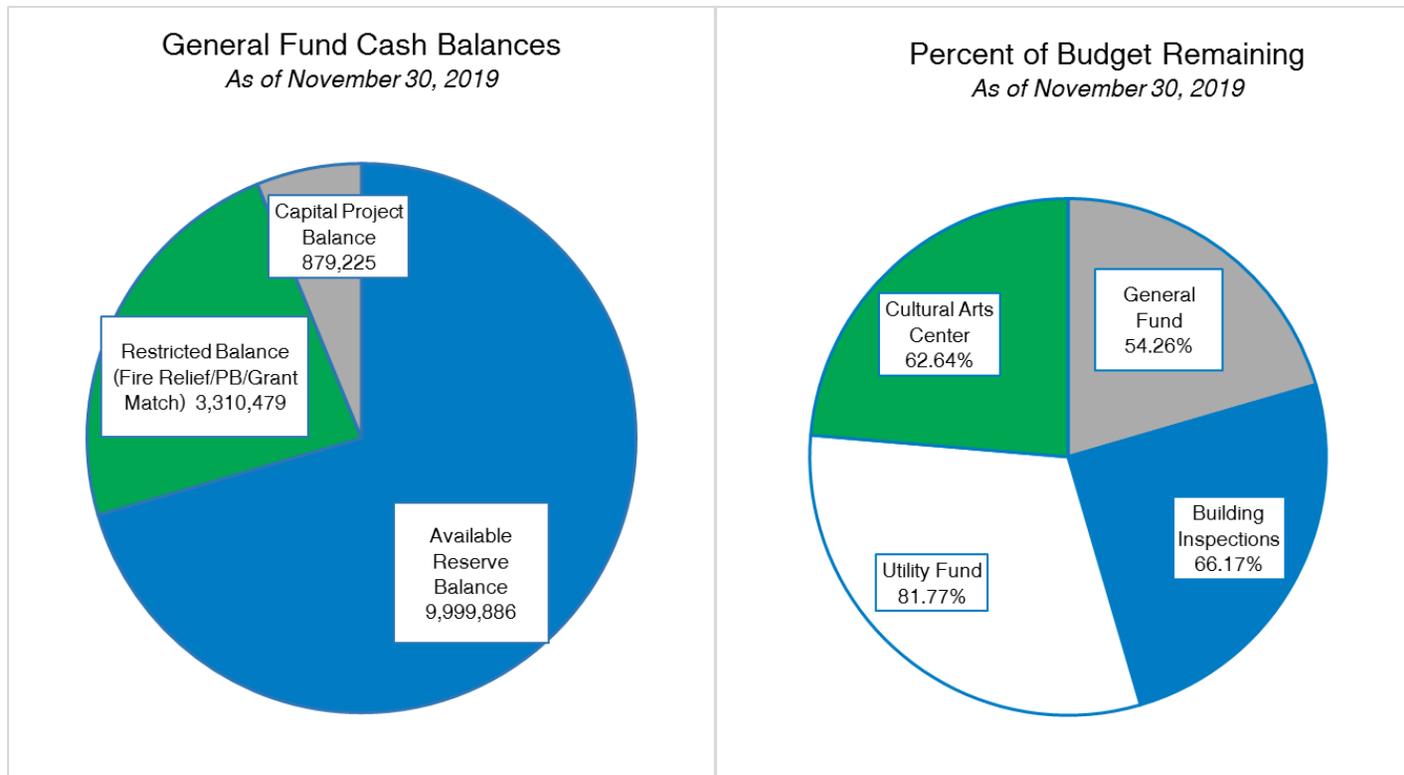
Department News

Ms. Hagg is working on combining the department budgets into one to budget for presentation to Council at the upcoming budget meetings beginning in January.

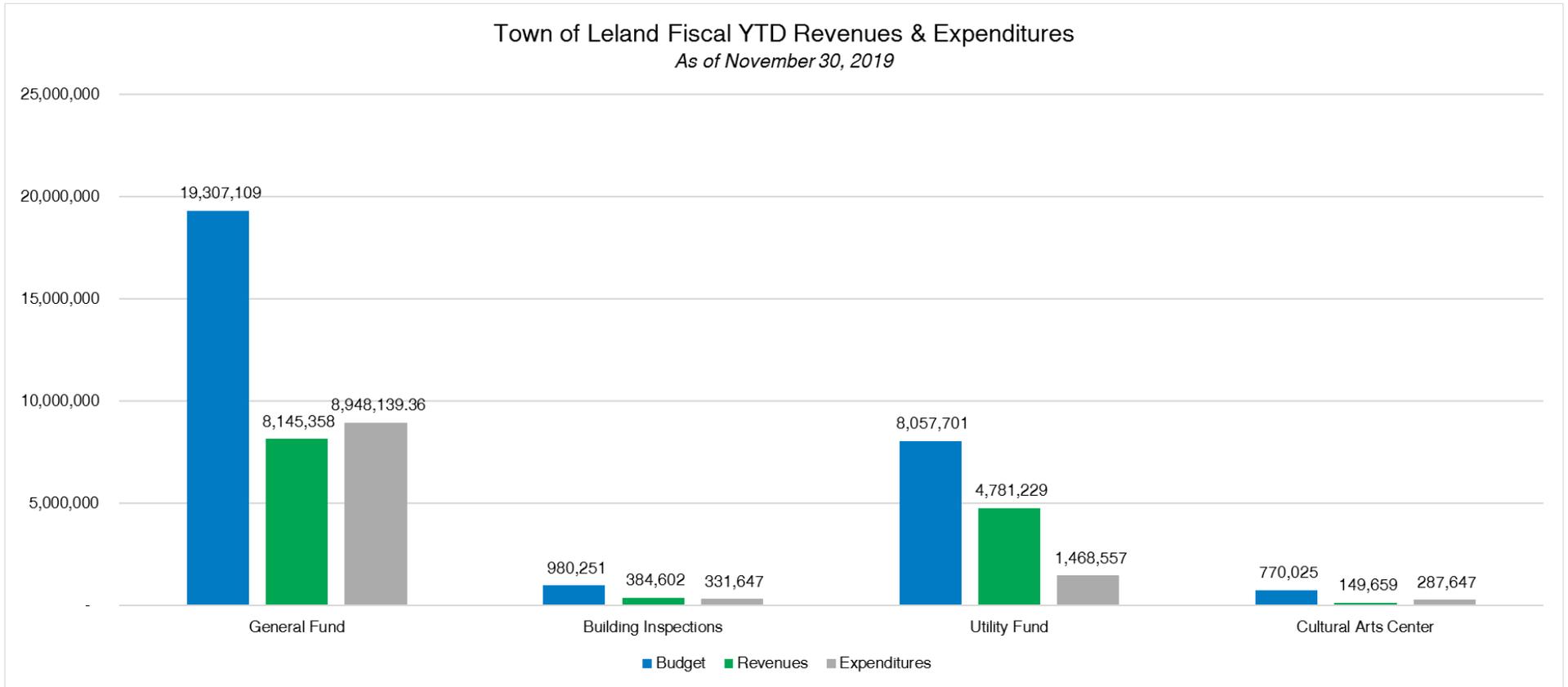
Audit Committee Meeting Summary

The Audit Committee met in December and was presented the 2018-2019 Audit by Alan Thompson with Thompson, Price, Scott, and Adams & Co. The Town received a clean audit.

Dashboard



Town of Leland Fiscal YTD Revenues & Expenditures
As of November 30, 2019



Financial Budget to Actual Report – November 30, 2019

REVENUE							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
General Fund	18,288,363.00	19,307,109.40	2,210,838.24	8,145,357.51	-	(11,161,751.89)	57.81%
Building Inspections	980,251.00	980,251.00	51,567.64	384,601.60	-	(595,649.40)	60.76%
Utility Fund	6,724,182.00	8,057,701.00	575,243.65	4,781,228.72	-	(3,276,472.28)	40.66%
Cultural Arts Center	770,025.00	770,025.00	10,043.11	149,658.81	-	(620,366.19)	80.56%
Report Total	26,762,821.00	29,115,086.40	2,847,692.64	13,460,846.64	-	(15,654,239.76)	53.77%

GENERAL FUND EXPENDITURES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	448,567.00	448,567.00	62,763.70	258,403.10	24,514.01	165,649.89	36.93%
Administration	1,097,057.00	1,327,057.00	73,669.95	661,303.74	3,977.29	661,775.97	49.87%
Information Technology	1,070,173.00	1,148,630.40	65,695.04	409,383.88	89,845.38	649,401.14	56.54%
Human Resources	317,175.00	317,175.00	11,386.71	73,663.76	33,048.48	210,462.76	66.36%
Finance	437,241.00	437,241.00	37,279.29	161,390.58	3,476.78	272,373.64	62.29%
Building Inspections	980,251.00	980,251.00	65,337.93	291,743.30	39,904.00	648,603.70	66.17%
Planning	531,891.00	531,891.00	46,866.43	194,106.39	9,888.05	327,896.56	61.65%
Economic Development	164,734.00	164,734.00	12,400.78	55,993.28	52.04	108,688.68	65.98%
Parks & Recreation	413,377.00	413,377.00	24,987.33	157,306.19	11,321.04	244,749.77	59.21%
Grounds & Facilities	1,186,422.00	1,216,422.00	98,654.37	457,328.67	80,573.58	678,519.75	55.78%
Public Services	2,881,368.00	2,539,753.56	137,673.55	658,829.49	476,127.02	1,404,797.05	55.31%
Police	3,711,866.00	3,726,866.00	266,882.97	1,212,263.28	171,566.33	2,343,036.39	62.87%
Fire	3,521,314.00	4,186,603.00	260,101.22	1,855,447.60	420,398.75	1,910,756.65	45.64%
Debt Services	1,676,753.00	1,676,753.00	-	1,063,259.13	-	613,493.87	36.59%
Transfers	830,425.00	1,172,039.44	-	404,671.52	-	767,367.92	65.47%
General Fund	19,268,614.00	20,287,360.40	1,163,699.27	7,915,093.91	1,364,692.75	11,007,573.74	54.26%

UTILITY ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Utility Fund	6,724,182.00	8,057,701.00	81,751.84	1,167,386.18	301,170.47	6,589,144.35	81.77%

CULTURAL ARTS CENTER ENTERPRISE EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Cultural Arts Center	770,025.00	770,025.00	57,245.85	257,049.28	30,597.82	482,377.90	62.64%

Intradepartmental and Interdepartmental Budget Transfers – December, 2019

There were no transfers in December.

Grant News

Grants Awarded

- DPR Region 3 Project (Plum Case – All hazard cellular communication and data support infrastructure) \$10,000.00

Recently Applied

- None

Grants Not Awarded:

- Golden Leaf Foundation 2 applications: LCAC New Roof and LCAC Generator

Grants Awaiting Notification:

- Governor's Crime Commission – Byrne JAG Grant: Digital Evidence Collection/Analyzing System and Active Shooter Gear & Shields. No match required.
- Spirit of the Blue – \$16,000 Forty (40) Level IV Ballistic vests for all full-time sworn officers. No match required.
- EDA Disaster Supplement (EC&D) – \$400,000.00 Village Road Utility Conversion Project. 20% match required: \$80,000.00

Hurricane Dorian

Staff continues to work on the process for Public Assistance for reimbursement of Category B expenses.

Department News

The HR Director vacancy was filled by Susan Barbee on December 16, 2019.

Staff is currently working on several projects including an employee recognition program as well as an employee education incentive program.

Sara Meyer has received her SHRM-CP (Certified Professional) certification. This universal certification makes her a recognized expert and leader in the HR field.

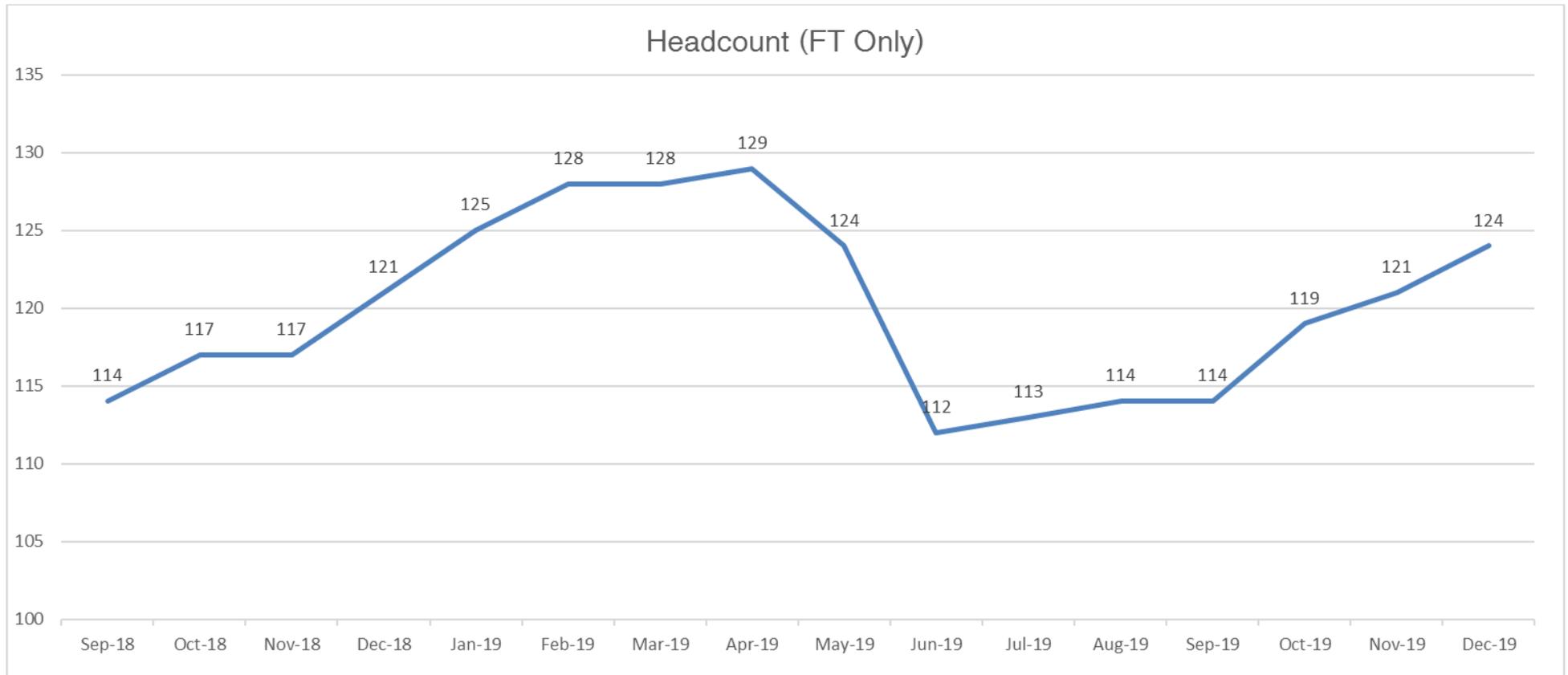
Personnel Updates

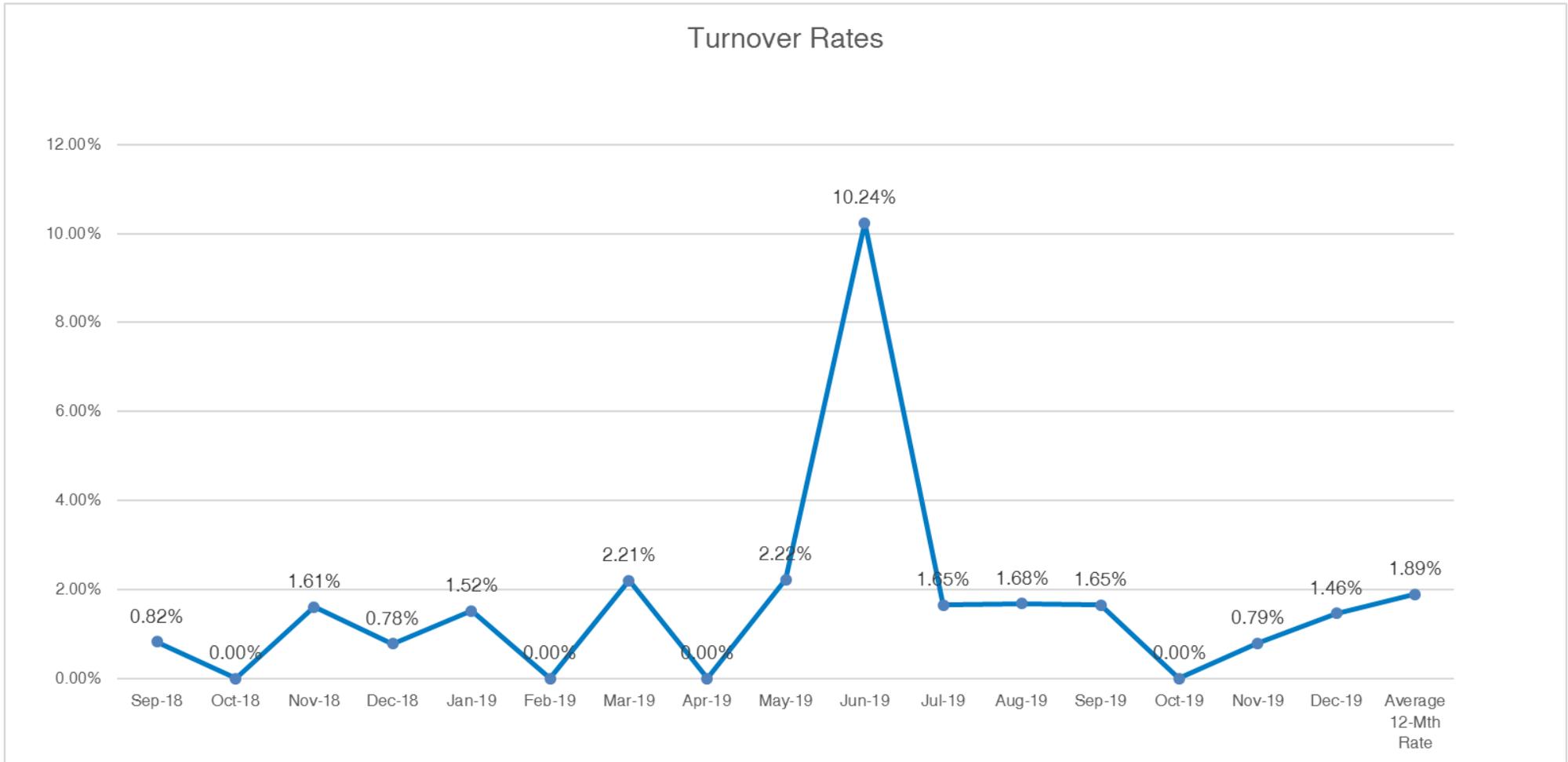
Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Brandon Jacobs	Operation Services	New Hire	12/2/2019	Grounds & Facilities Maintenance Worker		
Edward Shelton	Operation Services	New Hire	12/2/2019	Grounds & Facilities Maintenance Worker		
Windy Hager	Police	New Hire	12/2/2019	Police Investigator		
Matthew Johnson	Public Services	New Hire	12/2/2019	Utilities Maintenance Worker		
Brian Utt	Operation Services	Separation	12/13/2019	Custodian		
Susan Barbee	Human Resources	New Hire	12/16/2019	Human Resources Director		
Ross Pitman	Police	Separation	12/26/2019	Police Corporal		

Workers Comp Data

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

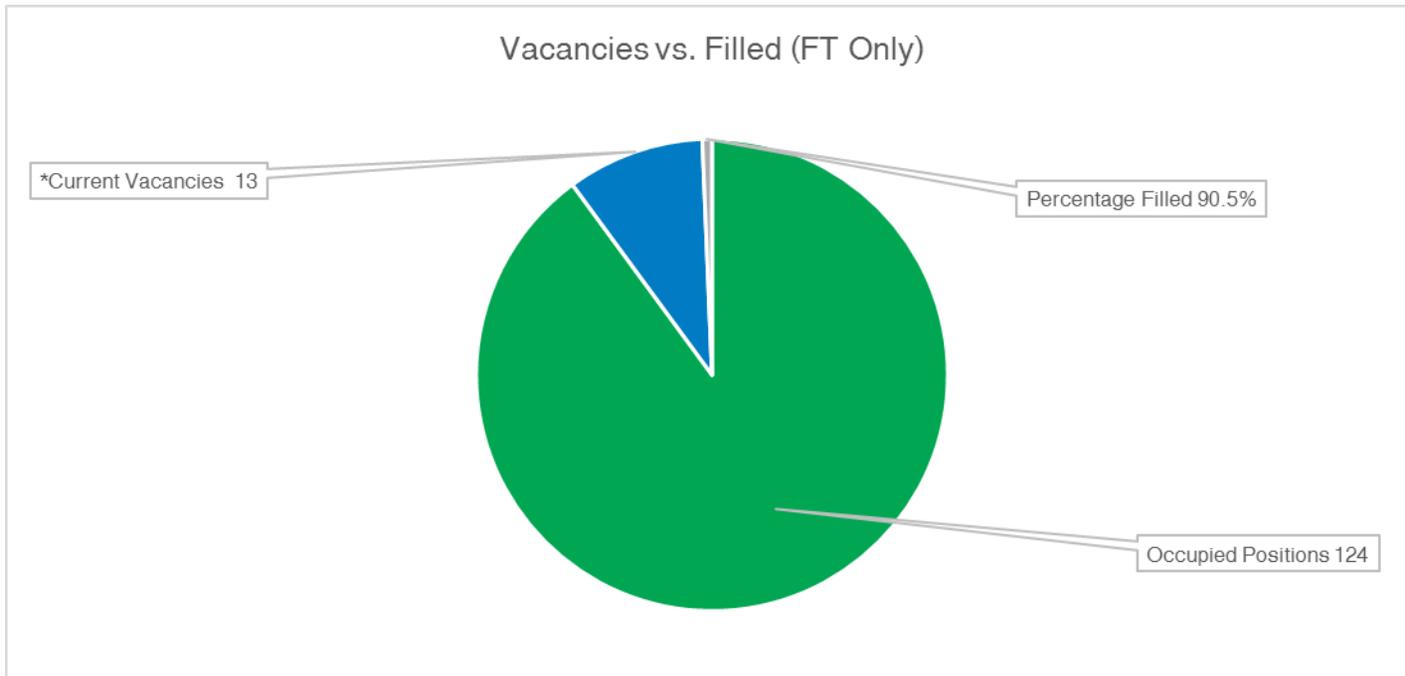
Dashboard





Vacancies

Department	Position	Employment Type	Phase/Status
Fire/Rescue Department	Firefighter	Part Time	Accepting/ Reviewing Applications
Fire/Rescue Department	Firefighter	Part Time	Accepting/ Reviewing Applications
Fire/Rescue Department	Firefighter	Full Time	Accepting/ Reviewing Applications
Fire/Rescue Department	Firefighter	Full Time	Accepting/ Reviewing Applications
Fire/Rescue Department	Firefighter	Full Time	Accepting/ Reviewing Applications
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Police	Police Officer	Full Time	Scheduling/Conducting Interviews
Police	Police Corporal	Full Time	Accepting/ Reviewing Applications
Public Safety	Public Safety Director	Full Time	Accepting/ Reviewing Applications
Public Services	Town Engineer	Full Time	Accepting/ Reviewing Applications
Public Services	Streets Maintenance Worker	Full Time	Accepting/ Reviewing Applications
Public Services	Utilities Maintenance Worker	Full Time	Accepting/ Reviewing Applications



Public Safety Committee Meeting Summary

The Public Safety Committee did not meet in December. The next meeting is scheduled for January 14, 2020 at 3 PM at Town Hall.

Police Updates

Department News

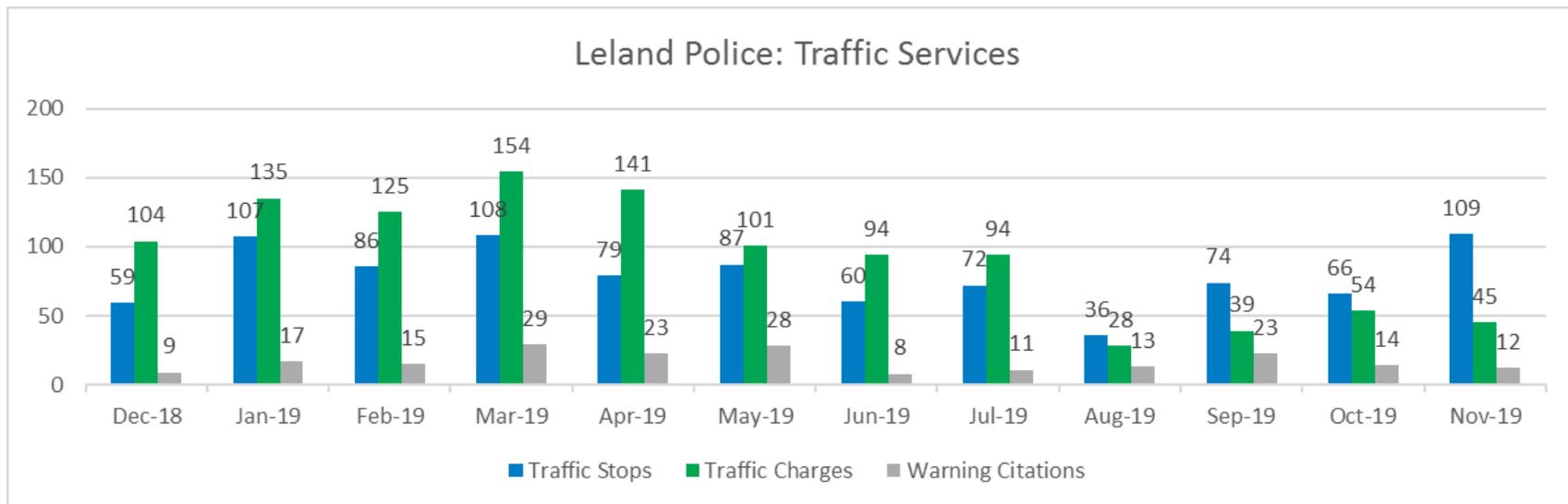
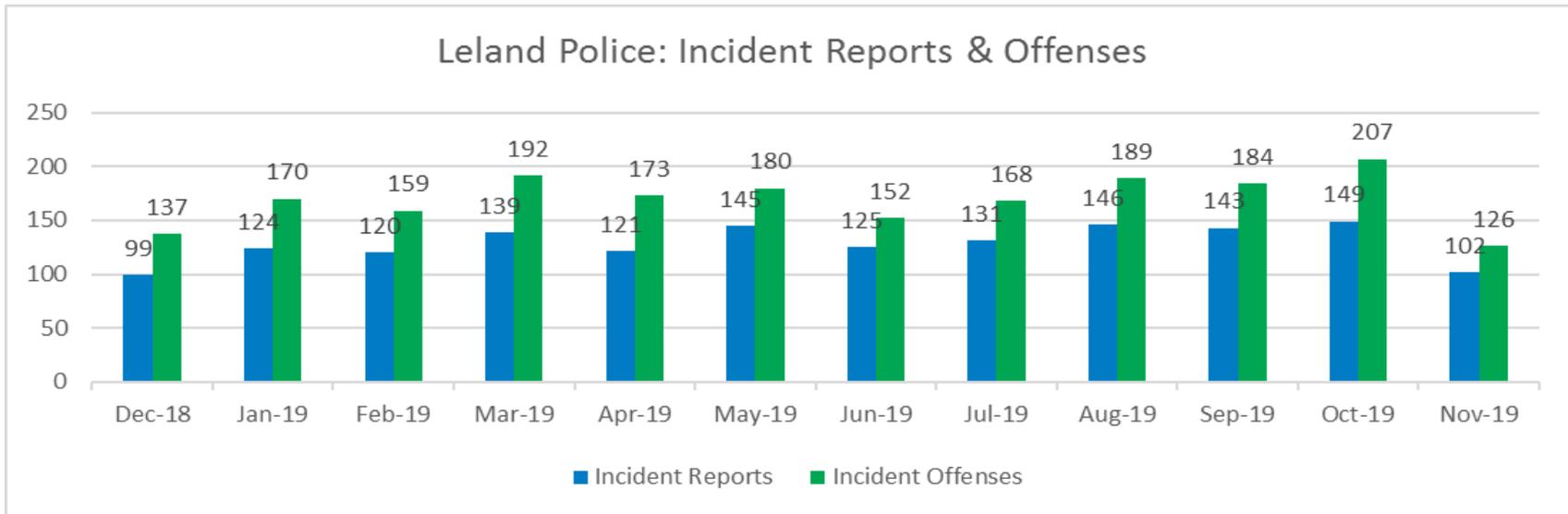
Detective Berry and Detective McCabe attended Background Investigations at the North Carolina Justice Academy.

Lieutenant Almond and Sergeant Warren attended a Death Investigation Seminar taught through the Southeastern Area Health Education Center (SEAHEC) in Wilmington.

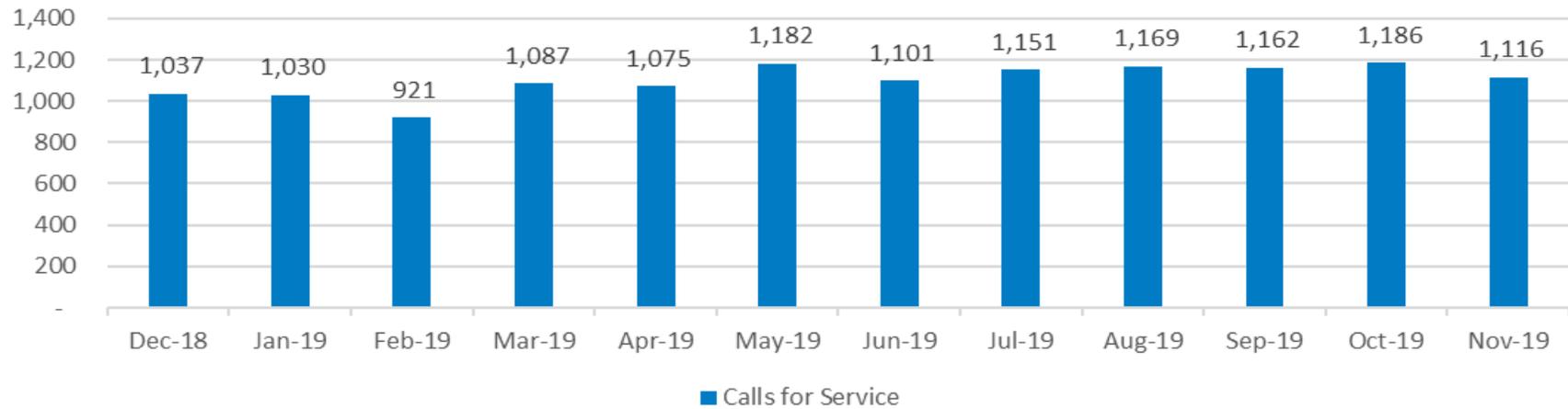
Corporal Baughman, Corporal Payne, Corporal Pitman, and Corporal Reid attended leadership training taught by FBI LEEDA in Carolina Beach.

Windy Hager was hired to fill the vacant Police Investigator position.

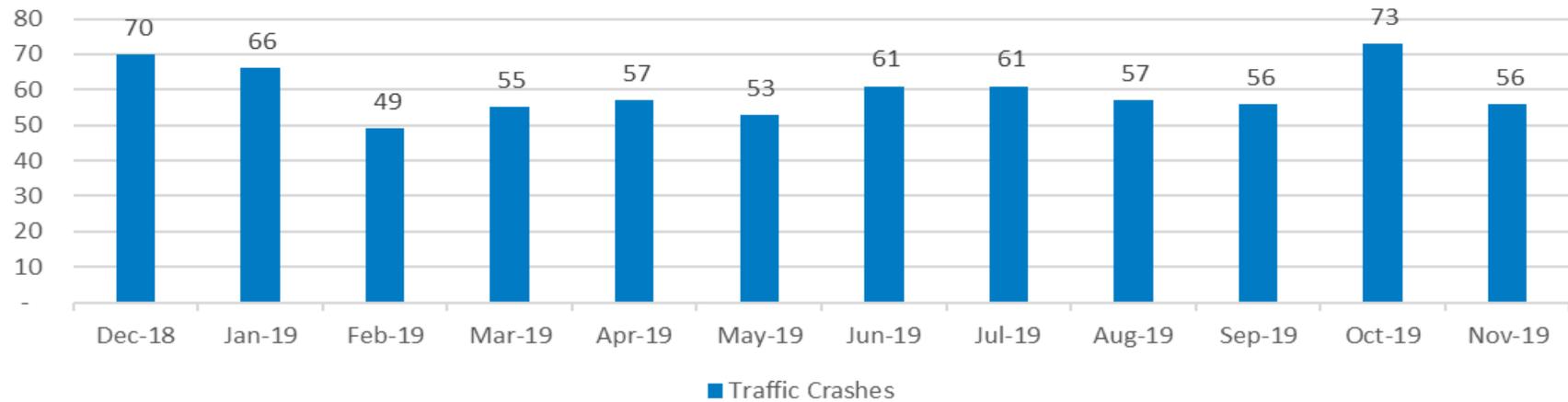
Dashboard

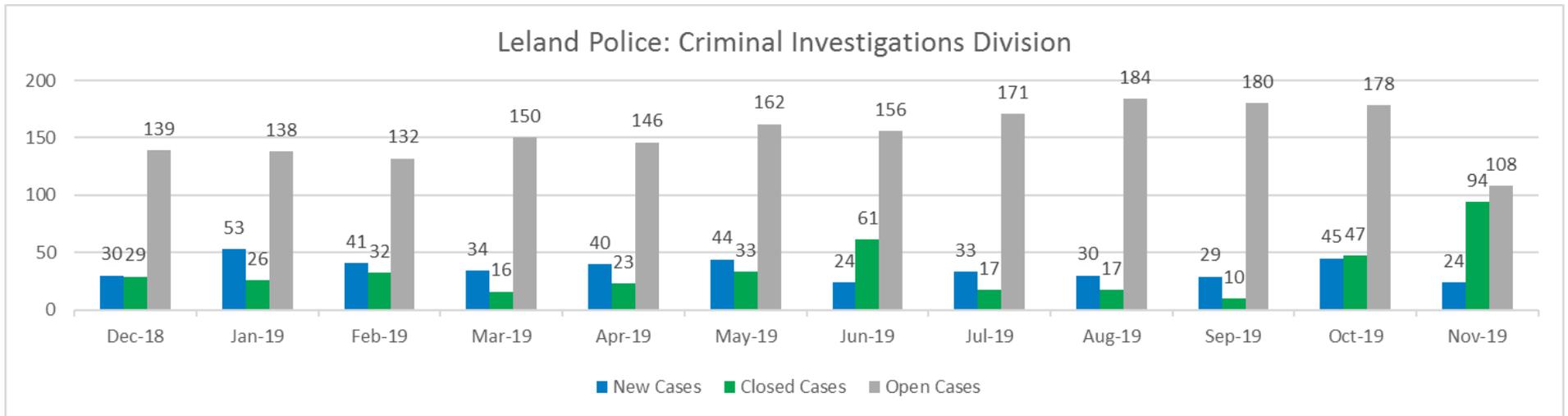


Leland Police: Calls for Service



Leland Police: Traffic Crashes





Fire/Rescue Updates

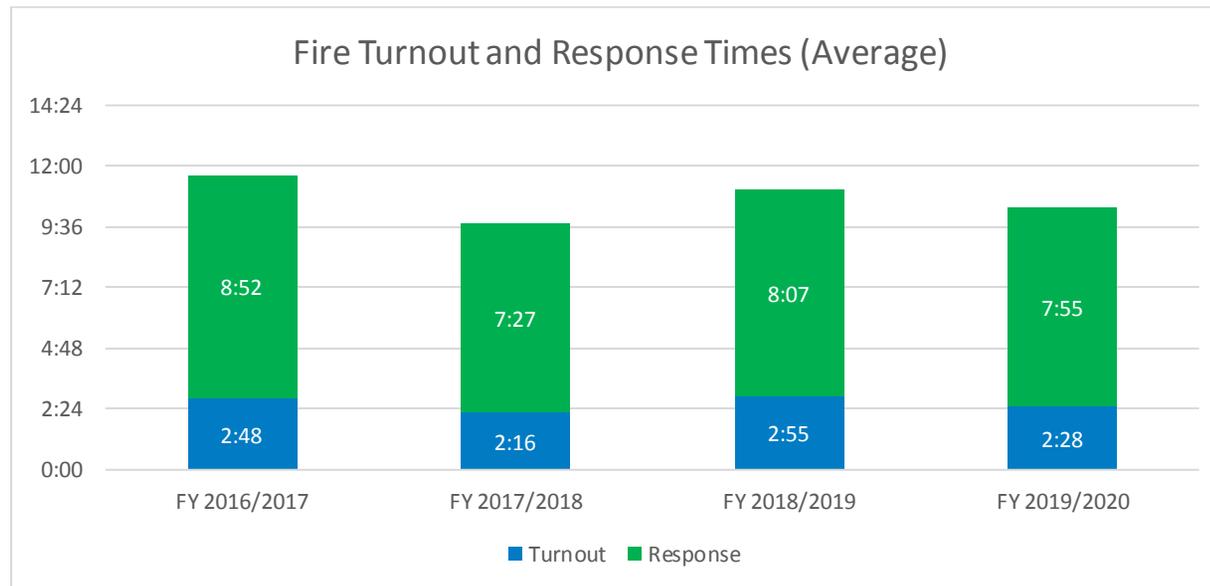
Department News

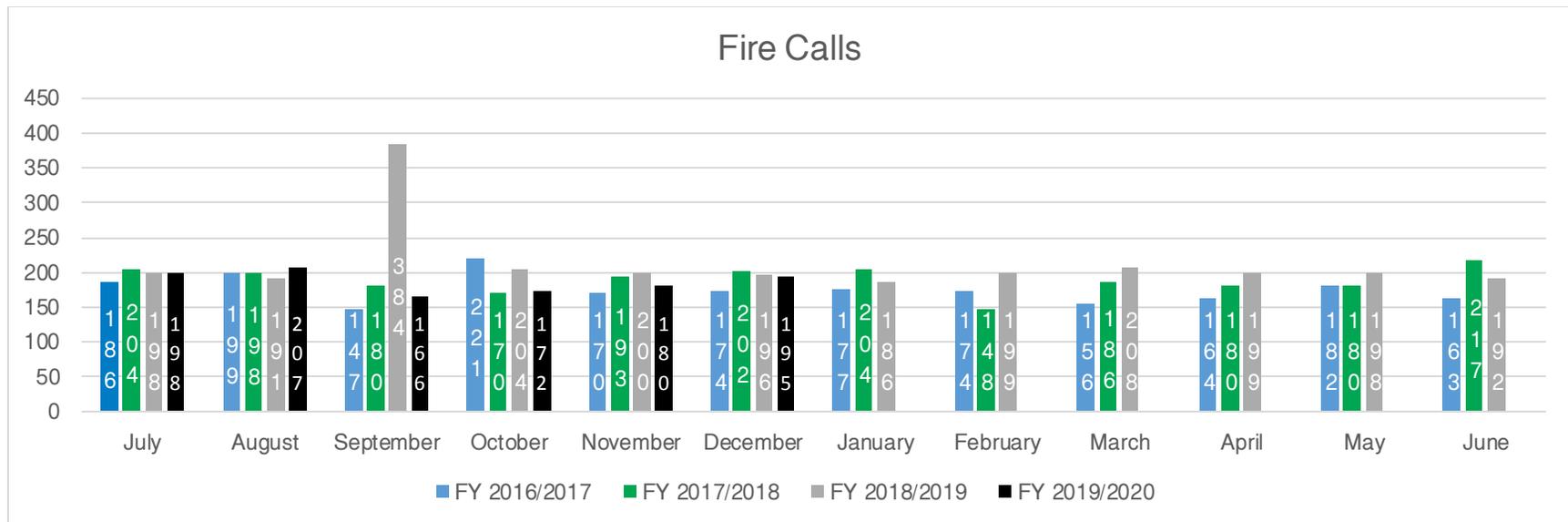
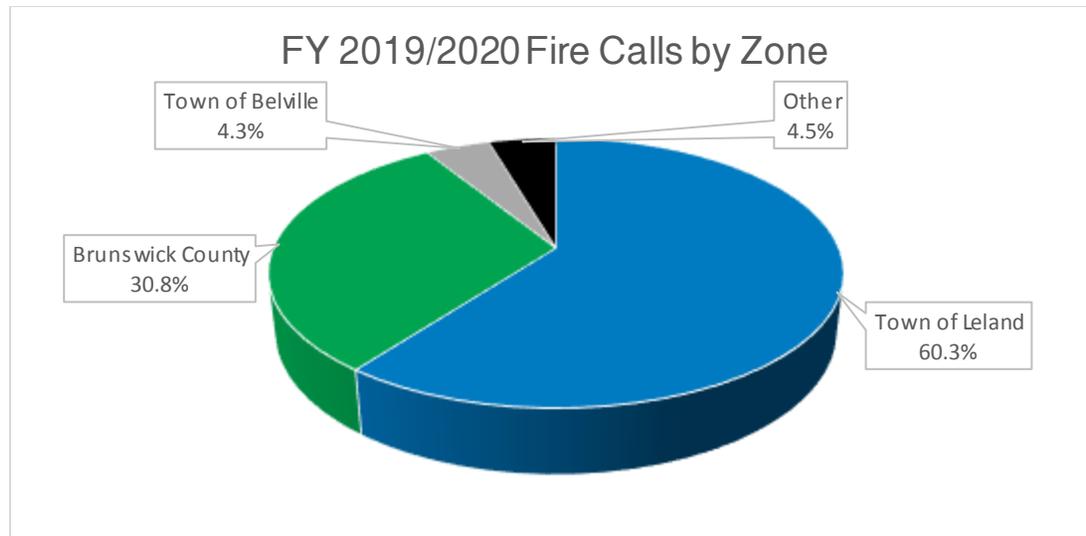
Captain Dustin Perrell attended a class on transportation emergencies at the National Fire Academy in Emmitsburg, Maryland.

Staff received all approvals necessary for a live burn exercise on January 18, 2020 at 199 Old Fayetteville Road. This burn is important, as it allows many in our volunteer academy classes to have their first exposure to real life fire conditions.

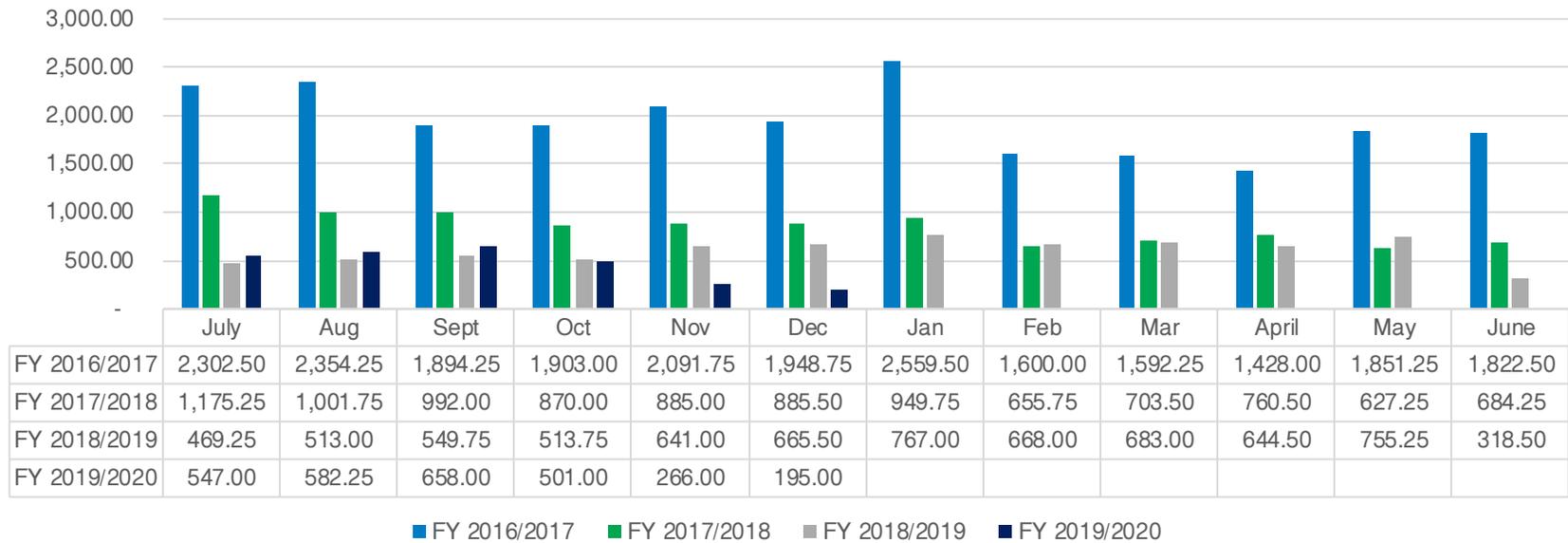
The new SCBA equipment has arrived. Training is ongoing to ensure they are in service by the end of January.

Dashboard





Volunteer Hours



Department News

Registration for all LCAC spring and summer programs will open on February 1, 2020 at 9 AM.

Brandon Jacobs and Edward Shelton have filled two of the three vacant Grounds & Facilities Maintenance Worker positions.

The Custodian position at the LCAC is currently vacant. Staff will assess how best to move forward filling this position.

WithersRavenel presented a draft master plan for Sturgeon Creek Park to Town Council at their December regular meeting. WithersRavenel will be working with staff to finalize the master plan to include cost and phasing options.

Two public input meetings were held in December for citizen feedback on the aesthetic look and feel of Founders Park. A few more individual stakeholder meetings will be held in January. Once these are completed, staff will work with McGill and Associates to update the Founders Park master plan which will include cost and phasing options.

Parks and Recreation Board Summary

There was not a Parks and Recreation Board meeting held in December.

Grounds/Facilities Updates

Work Priorities

- Complete the removal of all holiday lighting.
- Fall/winter mulch application.
- Replace exterior lights and ballasts at various Town facilities.
- Village Road Fire station improvements.
- Replace door locks in Town Hall.
- Complete RFPs for Town Hall surge protection, hurricane debris recovery and monitoring, and vehicle maintenance.

Projects Completed

- RPZ valve repairs at the Westport Fire station and the Public Services building.
- Repaired a garage door and a propane leak at the Village Road Fire station.
- Relocated a thermostat, repaired exterior lights and fixtures, and reprogrammed garage door remotes at the Westport Fire station.
- Changed air filters in Town Hall.
- Performed preventative maintenance on the pottery room HVAC at the LCAC.

Major Purchases

- Additional lighting for the Leland in Lights display was purchased in December.

Event/Program Attendance Reports

Event/Program	Date	Event/Program Fee (R/NR)	Attendance	Gross Sales	Contracted Costs	Net Sales	Overhead Costs	Profit/Loss
Holiday Art Market	12/07/19	-	550	-	600.00	(600.00)	1,656.43	(2,256.43)
Leland in Lights*	12/07/19 - 01/06/20	-	2,500	30,000.00	51,319.84	(21,319.84)	2,011.95	(23,331.79)
Artist Reception - Melissa Ruffino	12/12/19	-	25	-	-	-	1,656.43	(1,656.43)
Concert Bella Nova Strings	12/13/19	10.00	119	1,190.00	2,000.00	(810.00)	1,656.43	(2,466.43)
Christmas Double Feature**	12/13/19	-	-	-	-	-	-	-
Breakfast with Santa	12/17/19	-	20	-	111.22	-	160.22	(271.36)
Cookies with Santa	12/18/19	-	20	-	111.22	-	132.22	(243.44)
* Leland in Lights gross sales reflects the \$30,000 TDA Grant								
** Event canceled due to weather								

Upcoming Events/Programs

- January 17, 2020 – LCAC Concert – Gabriel Russo (Frank Sinatra Tribute) 7-9 PM
- February 6, 2020 – Artist Reception – TBD 6-8 PM
- February 12, 2020 – Leland We Don't Know Tour 9 AM-12 PM – Sold Out

- February 20, 2020 – Leland We Don't Know Tour 9 AM-12 PM – Sold Out

LCAC Updates

Winter session classes at the LCAC will begin on January 13, 2020.

The LCAC has released the 2020 concert series list. VIP season tickets are currently on sale.

Early voting will begin on February 12, 2020 and runs through February 28, 2020.

Department News

Matthew Kirkland attended a workshop at the UNC School of Government overviewing local government financing tools for community and economic development. Topics covered included opportunity zones, tax credit and tax increment financing, capital financing, business improvement districts, attracting private investment, and public-private partnerships for redevelopment.

Planning Board Meeting Summary

The Planning Board met on November 26, 2019 and heard the following items:

1. Text Amendment Discussion – The Planning Board discussed staff-proposed language to amend the ordinance to condense, relocate, and clarify zoning regulations and performance development standards for the R-6 Medium Density zoning district.
2. Text Amendment Discussion – The Planning Board discussed staff-proposed language to amend the ordinance to relocate the PUD building setback, height, and building separation regulations found in Sec 66-313(c), and move them to the area, yard, and height requirement table for all other zoning districts found in Section 66-163.
3. Master Plan Update and Site Specific Plan – The Planning Board approved a site specific plan and update to the Brunswick Forest PUD master plan for 14 single family lots and a pool/amenity area in Phase 2 Section 6.
4. Master Plan Update and Site Specific Plan – The Planning Board approved a site specific plan and update to the Brunswick Forest PUD master plan for 34 single family lots in Phase 3 Section 4.
5. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to update standards for political signs in Town-maintained road rights-of-way. The proposed language would mimic the state statute language allowing political signs in NC DOT-maintained road rights-of-way. The Planning Board recommended approval of the amendment.
6. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to clarify standards and requirements for improvement guarantee agreements, also known as performance guarantees. The language would bring the Town's ordinance in compliance with recently approved state statute changes. The Planning Board recommended approval of the amendment.

7. Text Amendment – The Planning Board heard staff-proposed language to amend language in the Flexcode section of the ordinance to establish administrative adjustments for specific situations, allow shared parking arrangements to qualify towards minimum parking requirements, and decrease the minimum parking requirement for retail uses. The Planning Board recommended approval of the amendment.
8. Text Amendment – The Planning Board heard staff-proposed language to amend the ordinance to relocate standards for commercial and residential signage in the Planned Unit Development district from the PUD section of the ordinance to the section with other sign regulations. The Planning Board recommended approval of the amendment.

The Planning Board's next meeting is on January 28, 2020 at 6 PM.

Board of Adjustment Meeting Summary

The Board of Adjustment met briefly on December 17, 2019 to approve the minutes and order granting a variance that was heard at the November 26, 2019 meeting.

Transportation Oversight Committee Meeting Summary

The Transportation Oversight Committee did not have a meeting scheduled for December.

Current Planning Update

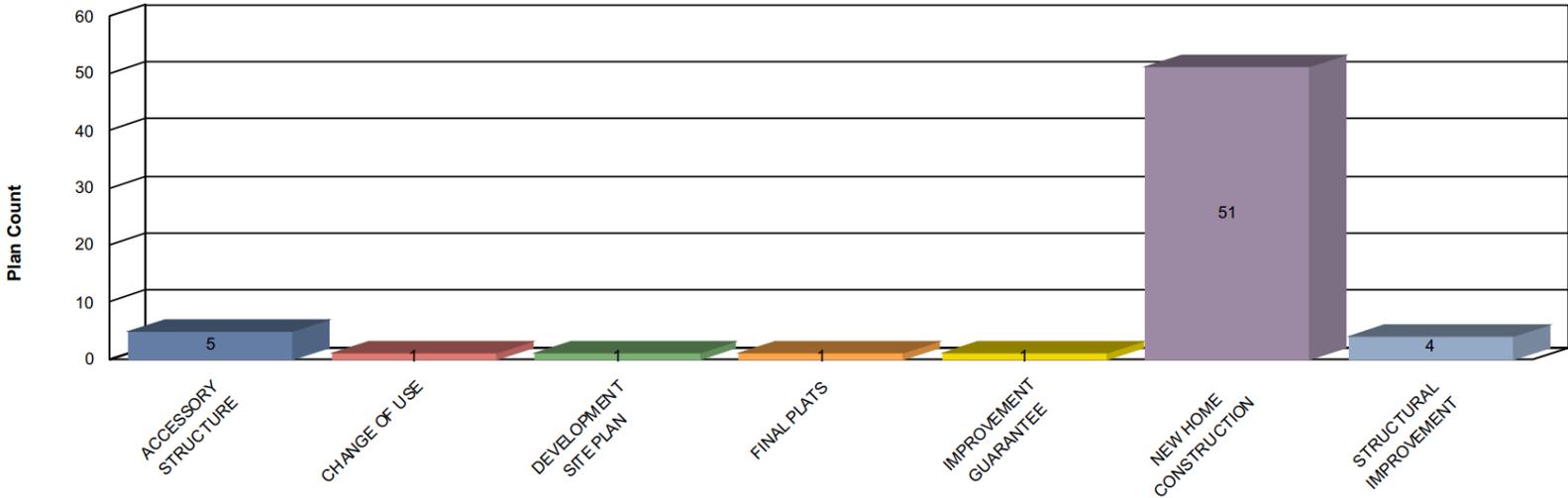
TRC Report

The Technical Review Committee (TRC) did not meet in December due to a lack of agenda items.

Plan and Plat Reviews



PLANS COMPLETED BY TYPE (12/01/2019 TO 12/31/2019)
FOR TOWN OF LELAND



Other Information

Improvement Guarantees

Subdivision	Number of Agreements	Total per Agreement Type	Change from Previous Month
Adair Park			
Cash Bonds	1	\$188,258.13	\$0.00
Brunswick Forest			
Letters of Credit	25	\$7,290,967.45	\$0.00
Grayson Park			
Letters of Credit	1	\$30,952.50	\$0.00
Cash Bonds	2	\$7,406.26	\$0.00
Surety Bonds	3	\$108,062.50	\$0.00
Lanvale Forest			
Letters of Credit	1	\$50,082.81	\$0.00
Mallory Creek			
Letters of Credit	2	\$168,250.00	\$0.00
Cash Bonds	5	\$1,430,985.30	\$0.00
Surety Bonds	2	\$292,492.70	\$0.00
Sessoms Way			
Letters of Credit	1	\$55,505.00	\$0.00
Skylars Cove			
Surety Bond	1	\$70,876.00	\$0.00
Tara Forest			
Cash Bonds	1	\$10,840.00	\$0.00
Waterford			
Surety Bonds	1	\$244,281.25	\$0.00
Total Letters of Credit	30	\$7,595,757.76	\$0.00
Total Cash Bonds	9	\$1,637,489.69	\$0.00
Total Surety Bonds	7	\$715,712.45	\$0.00
Total Improvement Guarantee Sureties	46	\$9,948,959.90	\$0.00

Long Range Planning Update

Staff continues to brainstorm on the Leland 2040 Comprehensive Plan project, including innovative ways to gauge input for the plan.

Transportation Planning Update

WMPO Transportation Coordinating Committee – There was no WMPO TCC meeting in December.

Staff continues working on the Street Design Manual and is currently reviewing the cross sections proposed in the current draft.

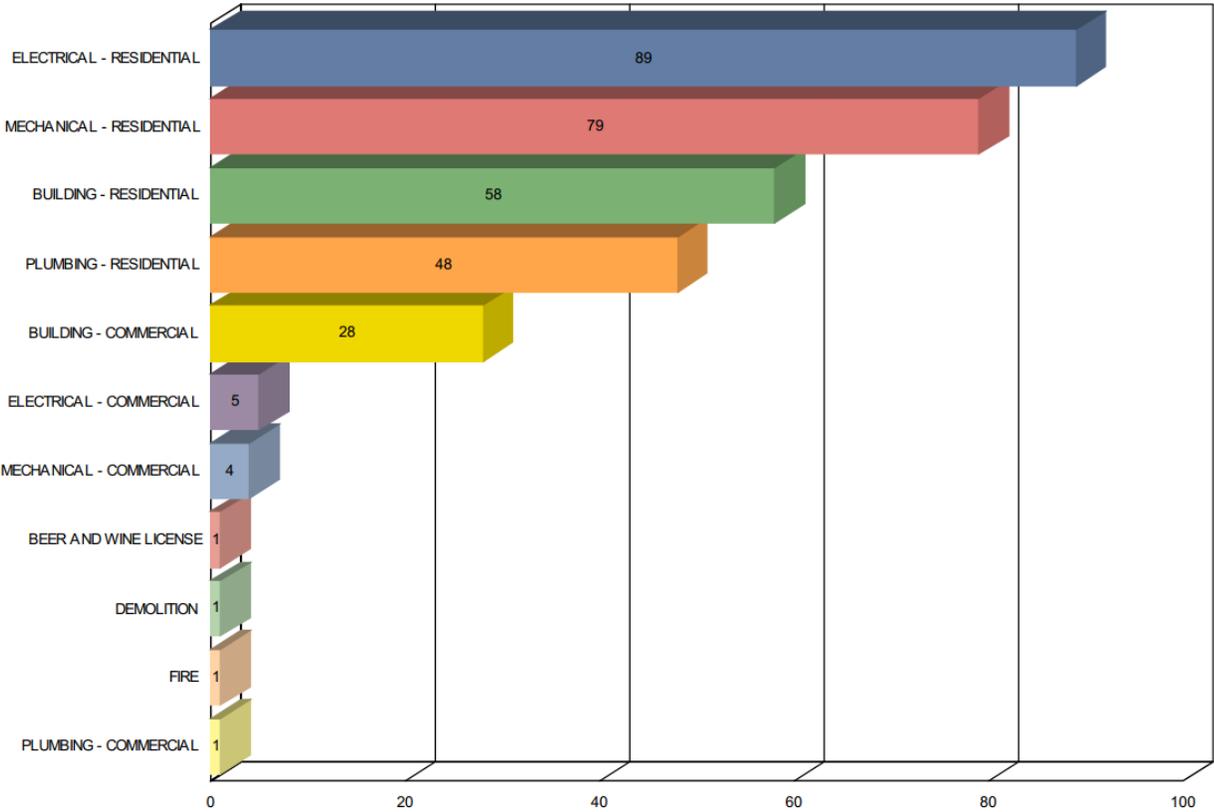
The Town is still in need of a citizen to serve as the representative for the WMPO Bicycle and Pedestrian Committee. The committee works to identify and prioritize needs for bicycle and pedestrian improvements and investments from state and federal funding, as it becomes available. The WMPO BikePed Committee meets at 2 PM once per month, typically the second Tuesday of the month, in downtown Wilmington. Interested applicants may visit www.wmpo.org/agendas-minutes/ to view prior meeting agendas and discussions and apply at this link: <https://townofleland.civicweb.net/Portal/CitizenEngagement.aspx>.

Building Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction	Total New Square Footage Permitted
296	999	\$39,921,091	376,840

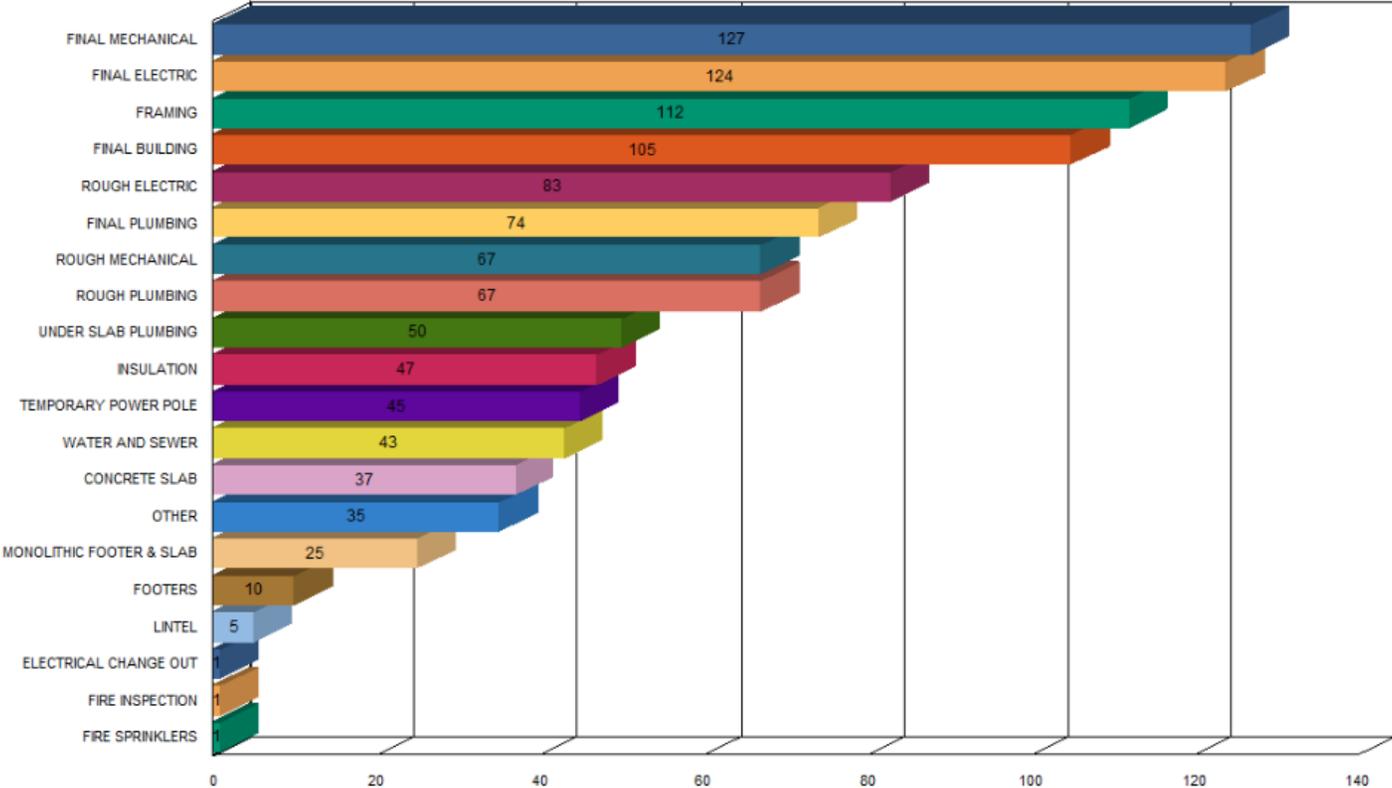


PERMITS ISSUED BY TYPE (12/01/2019 TO 12/31/2019)
FOR TOWN OF LELAND





COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (12/01/2019 TO 12/31/2019)
FOR TOWN OF LELAND



Code Enforcement Update

In December, Code Enforcement opened 1 zoning case, 1 environmental case, and 1 minimum housing case. Additionally, 1 zoning case was closed. Currently, there are 20 environmental, 2 vehicle, 5 minimum housing, and 11 zoning cases open.

Department News

The Town's application for the 2019 U.S. Department of Commerce Economic Development Association (EDA) Disaster Supplemental Notice of Funding Opportunity is under review by the EDA. Staff is expecting to know by the end of January whether or not the grant will be awarded. The grant would fund the engineering and preparation of construction plans for the burial of overhead utilities along a nearly one-mile section of Village Road.

Mr. Vidmar continued working with the Public Services Department on preparing the four STBG-DA multi-use path projects for bidding. Staff anticipates getting approval from NCDOT to advertise the projects for bids in early February.

New Construction/Development

- Graycliff Capital Partners, LLC, headquartered in Greenville, South Carolina, announced plans to build 248 luxury apartments on 16 acres purchased in the Westgate area. The project will include one-, two-, and three-bedroom apartment units and will be within walking distance of Leland Town Center and Westgate Nature Park. The apartment community will be called **Waterleaf at Leland**.
- At Council's December 19, 2019 regular meeting, a development agreement with Funston Land and Timber, LLC was approved which will provide for the Town to construct the extension of Brunswick Village Boulevard to Hewett-Burton Road and install water and sewer services from this new street extension south, along Kay Todd Road. In return, Funston will donate approximately 33 acres of land between Kay Todd and the Sunny Point Railroad to the Town, providing additional park and open space, and providing an approximate two (2) acre site for the Town to construct a new fire station. Funston will also donate the right of way required for the street extension and utilities. The street extension and installation of utilities is intended to accelerate Funston's ability to develop Phases 7 and 8 of Brunswick Forest for the construction of new homes.
- Site construction is underway for the **Hawthorne at Waterside** apartment community located near the corner of Highway 17 and Hewett-Burton Road. Phase 1 of this project will include 11 buildings with 276 one-, two-, and three-bedroom apartment units, a clubhouse, swimming pool, and additional amenities.

- Site construction is underway for the **Ibis Landing** development located at the corner of Carol Lynn Drive and Highway 17. This project is planned to have 11 residential buildings with 123 townhomes on approximately 19 acres, and 6 commercial outlots on approximately 10 acres.
- At Leland Town Center, shell construction continued on the 9,000 sf. retail building that will include **Starbucks, Heartland Dental, Firehouse Subs, and AT&T.**
- Construction continued on the 120-unit **Leland Station** apartment community in the Waterford Commercial Village across from Goodwill. Some units are expected to be ready for occupancy in the near future.

Economic Development Committee Meeting Summary

At the Economic Development Committee meeting in December, EDC members provided updates on what they have accomplished thus far related to the Economic Development Strategic Plan action items which were assigned to them.

Leland awards \$4.3 million for sewer expansion projects on tight timeline

portcitydaily.com/local-news/2019/12/15/leland-awards-4-3-million-for-sewer-expansion-projects-on-tight-timeline

December 15, 2019



Phases seven and eight in Brunswick Forest include extending public utilities across the military's rail line at Kay Todd Road. In the background, Highway 17 is visible. (Port City Daily photo/Johanna Ferebee)

BRUNSWICK COUNTY — The Town of Leland agreed to spend a combined \$4,376,019.60 on two wastewater expansion projects at a special meeting earlier this week. The projects are being fast-tracked in order to meet incentive-based development agreement deadlines for recently annexed projects.

The substantial investment will extend the town's wastewater service beyond the town's current westernmost utility boundaries in Brunswick Forest south of Highway 17.

To date, the town has obligated itself to \$4.96 million, investing in three wastewater expansion projects. Planning for the projects began in June 2018, before developments that would be served by the expansion submitted voluntary annexation petitions to join town limits. Two of these projects are on a late May 2020 completion deadline while the third has not yet been put out to bid.

In all, developments serviced by the town's recent wastewater expansion investment are projected to add thousands of new residents and greatly increase the sales and property tax base in Leland.

Three projects, two moving quickly

The three wastewater expansion projects include:

- **Regional Pump Station No. 33:** a Brunswick Forest pump station to be built west of the rail line with force mains to connect to town's existing infrastructure
- **Hazels Branch Road lift station (expansion II, phase 1):** connects the new Brunswick Forest pump station to Bishops Ridge. The developer is building the lift station itself.
- **Old Town Creek lift station (expansion II, phase 2):** connects the new Hazels Branch Road lift station with a planned lift station off Old Town Creek. Leland recently submitted an offer to acquire property where the lift station is planned.

Leland Town Council convened for a special meeting Monday to award construction contracts for two of the projects that will extend wastewater infrastructure west along Highway 17 (No. 33 and expansion II, phase 1).

The third project, which has not yet been put out to bid, will cross north under the highway to serve a future project off Old Town Creek Road. Leland has not yet annexed property off Old Town Creek Road, however, it approved a Memorandum of Understanding in September to **provide wastewater service in exchange** for the developer's voluntary annexation petition.

Jeff Earp, developer and president of Brunswick Forest, owns 287-acres off Old Town Creek and intends to build a single-family residential development on the property. A 1-acre parcel located where Old Town Creek curbs is currently under contract; in November, Leland Town Council approved offering the owner \$44,900 to acquire the property to build a pump station to service Earp's development. The parcel is located about 1.5 miles south of the town's next-nearest satellite town limits in Grayson Park.

View an interactive map of the projects below; click icons for project details. Note: the \$5 million figure does not include incentive amounts, which are being funded separately:

Tight timeline

Both wastewater projects awarded construction funds this week include liquidated damages (a \$500 daily fine for every day after the deadline) for the contractors, each given a 180-day timeline.

In **incentive-based economic development agreements** approved earlier this year, the town agreed to provide wastewater service to two projects: Hawthorne at Waterside (adjacent to Brunswick Forest — promised **\$525,000 in incentives**) and Bishops Ridge (off Hazels Branch Road — promised **\$100,000 in incentives**). Incentives will be funded from system development fees, which are fees developers pay to connect to a utility's existing wastewater system.

These development agreements set a sewer service availability deadline of May 31, 2020.

To meet this deadline, contractors must substantially complete work within 150 days and complete all work within 180 days to avoid damages and allow the town to meet its obligations.

Less than 180 days (173 to be exact) span between the town's spring deadline to provide sewer service from the date Council approved the contracts, Monday, Dec. 10, 2019 (this does not represent the start date; as of Monday, the town had not yet determined start dates for the contracts).

In recent months, the town has cited concerns in interdepartmental reports, noting the possibility of not meeting delivery dates contained these development agreements on time.

If the wastewater projects aren't completed by the deadline, the town has provisions in place to accommodate the new developments. So what's the backup plan?

"It's called pump and haul," Gary Vidmar, the town's Economic and Community Development Director, said after the meeting Monday. "So literally you collect the sewage in a pit like a septic tank and you put it into a truck and haul it out to the wastewater treatment plant."

Vidmar is confident the projects will be completed on time because they are tied to liquidated damages. However, should the town find itself in a pump and haul scenario, Vidmar acknowledged: "That's not ideal. It can be done. And that's what we would do."

Awards

Absent **merger agreement** with Brunswick Regional Water and Sewer H2GO, Leland continues to move ahead with its own infrastructure expansion plans (this summer, talks were in place to combine the systems under H2GO, but **fell apart** before November's election).

Both developments with wastewater service deadlines previously considered wastewater service that could have been provided by H2GO; the utility already provides service in those areas and the town was previously considering a connection point for both projects.

Funding for town wastewater projects originates from its Public Utility Enterprise Fund. Construction contracts will likely be funded through loans; Leland Council approved seeking permission from the Local Government Commission to take out a multi-year loan for the projects at its Nov. 21 regular meeting. The town set aside a combined \$5.5 million in loan proceeds to capital project funds to finance the projects.

Funston Land and Timber, LLC, was awarded \$2.7 million to complete the wastewater project that will service phases seven and eight in Brunswick Forest and Hawthorne Waterside.

Monday, Leland Town Council voted to award a \$2.7 million wastewater construction contract to the developer of Brunswick Forest, Funston Land and Timber, to build out two additional phases of the community.

In addition to being awarded the utility contract, Funston Land and Timber will also receive **between \$2.6 million and \$3.3 million in economic incentives** related to the same expansion project for phases seven and eight in Brunswick Forest.

Brunswick Forest has added nearly \$1 billion in tax base to the town, situated in the **nation's fourth-fastest** and the state's fastest-growing county.

At the meeting, the town also awarded a \$1.49 million contract to Carmichael Construction Company to complete the Hazels Branch end of the wastewater expansion.

Both projects were initially bid in October. The lowest bidder for the Brunswick Forest pump station, Funston, filled out an incorrect form, rendering the bid non-responsive. The town chose to reject all five bids for the project and re-bid it.

To prevent a potentially unfair advantage for the Hazels Branch project, the town also rejected all bids for the project and re-bid it though none of the prospective clients incorrectly submitted bids.

After the second round of bidding, two contractors chose not to re-bid on the Brunswick Forest project. Funston filled out the form correctly and remained the lowest bidder.

View a breakdown of the projects below:

	Pump Station No. 33	Expansion II, Phase 1	Expansion II, Phase 2
Description of project	Construct a lift station in Brunswick Forest west of rail line	Connect No. 33 to new lift station off Hazels Branch Road in Bishops Branch	Cross under highway to connect Bishops Branch to Old Town Creek. Town made \$44,900 offer to acquire property for LS.
Spent on engineering	\$328,070	\$271,925	\$136,575
Engineer	Hanover Design	WithersRavenal	WithersRavenal
Awarded for construction	\$2,692,677.60	\$1,490,143	Not yet bid (town estimate \$3.95M)
Contractor	Funston	Carmichael	Not yet bid
Total per project	\$3,020,747.60	\$1,762,068	\$181,475
Total			\$4,964,290.60

Above calculations include two change orders at \$88,200 each for Hanover Design and one \$105,000 change order for Withers Ravenal.

Send tips and comments to Johanna Ferebee at johanna@localvoicemedia.com

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WilmingtonBiz

Plans take shape for Leland's first brewery

By Jessica Maurer, posted Dec 11, 2019 on WilmingtonBiz.com

The town of Leland has announced that its first brewery, 7twenty6 Brewing Co., is planned for a 5-acre site on Old Fayetteville Road in what is known as the Gateway District.

The district is an area of town surrounding stretch of Village Road, a little over a mile, that was rezoned in 2011 for the purpose of establishing an urban residential and business district.

Gary Vidmar, economic and community development director for the town of Leland, said in a news release that the addition of a brewery will further economic development, increase property values and generate more jobs.

"The craft brewery industry in Wilmington and the entire region has been growing rapidly, but until now, Leland has not been part of the mix," Vidmar said. "As a result, Leland and Brunswick County residents must travel to Wilmington and surrounding parts to enjoy their favorite brews. We are excited to welcome 7twenty6 Brewing Co. as the town's first and long-awaited brewery, and another exciting addition to the Gateway District."

Harrington Village and Harrington Square, which broke ground in 2017, were the first major projects to be developed in the Gateway District following the change in zoning. When the build-out is complete, the \$45 million mixed-use development on Village Road will include 333 apartment units and 30,000 square feet of retail and commercial space, according to a statement from town officials.

The town also plans to construct multi-use paths along Village and Old Fayetteville roads and along Town Hall Drive to improve pedestrian and bicycle connections between residential areas and businesses in the Gateway District.

7twenty6 partner Chris LaCoe said he has watched Leland's rapid growth over the past 18 years and believes the town is ready for a brewery.

"Whenever I frequent any of the Wilmington breweries, there are always people there who have come in from Leland," LaCoe said. "With the town's continued growth, I think it is a perfect place to bring in a nice hang-out spot that is convenient to residents and is family-friendly as well."



Mark Said, another partner in the project, said the 5,000-square-foot brewery will have an "industrial look," showcasing the brewery's fermentation and lagering tanks, combined with some farmhouse-style elements, such as a reclaimed wood bar. The main facility will

feature indoor multi-sport simulators and an outdoor beer garden with fire pits.

Also planned is an adjacent taco stand-style eatery and an outdoor event space with a raised stage to accommodate larger-scale musical performances.

7twenty6 Brewing Co. is expected to open in late 2020.

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In Brunswick Co., firm buys 16 acres for luxury apartments

By Cece Nunn, posted Dec 5, 2019 on WilmingtonBiz.com

A South Carolina-based apartment investor and developer recently bought 16 acres on U.S. 17 in Leland's Westgate community with plans to build 248 luxury apartments, according to an announcement Thursday. The apartment community will be called Waterleaf at Leland. Charlotte-based apartment brokerage firm Capstone sold the property on behalf of the Westgate development team and procured the buyer, Graycliff Capital Partners LLC, headquartered in Greenville, South Carolina, according to a news release. The sale price was not disclosed.

Graycliff plans to build a Class A apartment project with 248 units featuring studios, one-, two-, and three-bedroom apartments, the release stated.

Amenities are expected to include a bike and kayak barn, 24-hour fitness center, dog wash station and dog park, a saltwater swimming pool and a package concierge system including refrigerated storage, according to the release.

Inside apartments, features are set to include granite countertops, stainless-steel appliances, private balconies, faux-wood LVT flooring and stand-up showers in certain units.

Residents will be in walking distance of adjacent Leland Town Center, which includes a new Aldi, Chick-fil-A and Starbucks, as well as have direct access to Westgate Nature Park, the release stated. Capstone's Caleb Troop and Brian Ford represented the seller in the transaction.

"It is incredible to see the continued growth along this stretch of Highway 17 in Leland," Troop said in the release.

The announcement of the newest residential phase of development in Westgate "speaks volumes to the appetite for smart, environmentally-conscious growth in our corridor," according to a statement included in the release from Nathan Sanders and Mark Maynard, developers of the 550-acre Westgate community.

Westgate currently includes the 146-acre Westgate Nature Park bordering the Jackeys Creek forest.

Paul Aiesi, principal at Graycliff, stated in the release. "The abundance of commercial activity, soaring population growth, and proximity to downtown Wilmington drew us to this location. There is demand in the submarket for a true Class A, market-rate rental community with best-in-class amenities and luxury finishes for residents."

Since 2010, Graycliff has acquired and developed more than 9,428 apartment units, executing approximately \$1.4 billion in transactions.



Streets Updates

Department News

The department is actively recruiting for a new street maintenance worker.

Work Priorities

- Install pedestrian warning signs on Pine Harvest Drive.
- Continue to pursue options for a Town Hall wayfinding sign through NCDOT.
- Complete drainage and driveway repair on Grandiflora Drive.
- Timely closeout of Mallory Creek construction punch list and contract.
- Coordinate with HOA for installation of new yield/stop signs on Old Regent Way at traffic circle.

Projects Completed

- Conducted nighttime streetlight inspection in Magnolia Greens.
- Repaired damaged sidewalk sections in Westport.
- Installed new street name sign for Belvedere Street.
- Completed pavement striping replacement on Ocean Gate Plaza, West Gate Drive, and New Pointe Boulevard.

Major Purchases

- Two (2) new pick-up trucks were purchased for the Streets department.

Utilities Updates

Department News

Staff completed a significant water main repair on December 20th and 21st with attention to not interrupt water service for customers.

Matthew Johnson joined the department as a utility maintenance worker.

Work Priorities

- Complete contract execution and hold construction kick off meetings for the Regional Pump Station #33 and Force Main Extensions and the Leland Highway 17 Sewer Expansion II, Phase 1 projects.
- Complete remaining easement revision for Lift Station #10 contract closeout.
- Complete testing for the Brunswick Forest Booster Pump Project.
- Perform scheduled and unannounced construction inspections of development project sites.
- Ongoing – repair infiltration of sewer manholes and valve vaults within ten days of initial report.
- Ongoing – annual sewer line cleaning (10% of system cleaned annually).

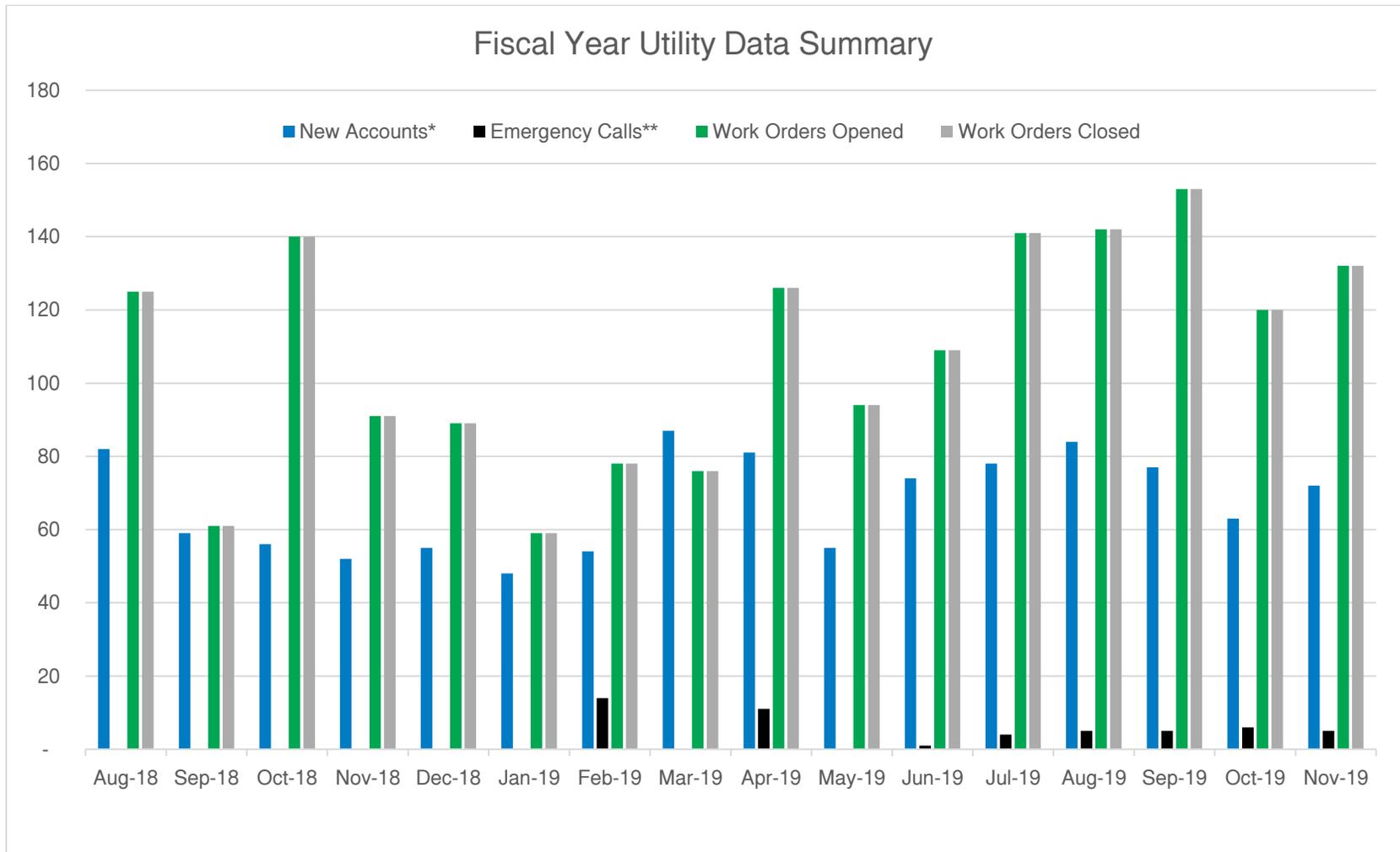
Projects Completed

- Repaired damaged water meters in The Forest at Mallory Creek.
- Installed new and added additional identification placards at all pump station sites.
- Completed a significant water main repair in Brunswick Forest.

Major Purchases

- Two (2) new pick-up trucks were purchased for the Utilities department.

Water/Sewer Summary



*New accounts are based on the billing cycle period of the 7th each month.
 **Emergency call counts were not being tracked until the month of February