



Agenda

Council Regular Meeting
Thursday, May 19, 2016
6:00 PM
Council Chambers

Page

1. 6:00 P.M. - CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

Please stand to join us in the Pledge of Allegiance.

4. ANNOUNCEMENTS

5. APPROVAL OF THE AGENDA

6. PRESENTATIONS

6.1 Chief John Grimes, Leland Fire and Rescue

6.2 Robert Benedict, Finance Director, Communities in School

7. PUBLIC COMMENT

Members of the public may address the Town Council during the Public Comment segment of the agenda and shall be limited to three minutes each. After the speaker concludes remarks, the Council may comment or ask questions at that time. The Mayor may at her discretion restrict duplicate testimony on a particular subject.

8. APPROVAL OF CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

8.1. Minutes

- 8.1.1 [April 14, 2016 Special Meeting Minutes](#)
- 8.1.1 [April 18, 2016 Agenda Meeting Minutes](#)
- 8.1.1 [April 18, 2016 Closed Meeting Session Minutes](#)
- 8.1.1 [April 21, 2016 Regular Meeting Minutes](#)

POTENTIAL ACTION: Approve minutes for Town's official records.

7 - 31

8.2. Public Services

- 8.2.1 Resolution R16-47 Street Sweeping Contract with the North Carolina Department of Transportation. 33 - 43

POTENTIAL ACTION: Approve Resolution R16-47 Street Sweeping Contract with the North Carolina Department of Transportation.

[Resolution R16-47](#)

[NCDOT Street Sweeping Contract](#)

[Service Area Map](#)

- 8.2.2 Resolution R16-48 Brunswick Forest Street Dedications. 45 - 58

POTENTIAL ACTION: Approve Resolution R16-48 Brunswick Forest Street Dedications.

[Resolution R16-48](#)

[Deed of Dedications](#)

8.3. Finance

- 8.3.1 Resolution R16-44 Adopting the Audit Contract for FY 2015-2016 59 - 68

POTENTIAL ACTION: Approve Resolution R16-44 Adopting the Audit Contract for FY 15-16.

[Resolution R16-44](#)

[Audit Contract](#)

9. PUBLIC HEARING ORDINANCE O16-05 CHAPTER 30, ARTICLE VIII, SECTION 30-275 (22) C AND (25) CLARIFY OFF-STREET PARKING AREA DIMENSIONS FOR SINGLE-FAMILY HOMES

Presented by Andrew Neylon, Planner I

- 9.1 Ordinance O16-05 Chapter 30, Article VIII, Section 30-275 (22) c and (25) Text Amendment to clarify off-street parking area dimensions for single-family homes. 69 - 78

POTENTIAL ACTION: Approve Ordinance O16-05 Chapter 30, Article VIII, Section 30-275 (22) c and (25) Text Amendment to clarify off-street parking area dimensions for single-family homes.

[Memorandum Off-Street Parking](#)

[Off-Street Parking Examples](#)

[Ordinance O16-05](#)

- 9.2 Statement of Consistency for Ordinance O16-08 Chapter 30, Article VIII, Section 30-275 (22) c and (25) Text Amendment to clarify off-street parking area dimensions for single-family homes. 79

POTENTIAL ACTION: Approve Statement of Consistency for Ordinance O16-05

Chapter 30, Article VIII, Section 30-275 (22) c and (25) Text Amendment to clarify off-street parking area dimensions for single-family homes.

[Consistency Statement Ordinance O16-05](#)

10. PUBLIC HEARING ORDINANCE O16-08 CHAPTER 31, ARTICLE I, SECTION 31-4 (B) CLARIFY REZONING PROCEDURES WITH ADDITION OF SUBSECTION.

Presented by Robert Waring, Planning Manager

10.1 Ordinance O16-08 Chapter 31, Article I, Section 31-4 (b). 81 - 83

POTENTIAL ACTION: Approve Ordinance O16-08 Chapter 31, Article I, Section 31-4 (b).

[Memorandum FCZ Process Clarification Ordinance O16-08](#)

10.2 Statement of Consistency for Ordinance O16-08 Chapter 31, Article I, Section 31-4 (b). 85

POTENTIAL ACTION: Approve Statement of Consistency for Ordinance O16-08 Chapter 31, Article I, Section 31-4 (b).

[Council Consistency Statement O16-08](#)

11. BUDGET FY16/17

Presented by David A. Hollis, Town Manager

12. RESOLUTION R16-53 WB & S ROAD CLOSURE

Presented by David Hollis, Town Manager

12.1 Resolution R16-53 87

[R16-53 WB&S Road Closure](#)

13. RESOLUTION R16-52 SCHOOL BOND REFERENDUM

As per Council's request from their April 21, 2016 meeting.

13.1 Resolution R16-52 89

[Memorandum School Bond Referendum](#)

14. RESOLUTION R16-50 ADOPTING RULES OF PROCEDURES FOR TOWN OF LELAND BOARDS, COMMITTEES AND SUBCOMMITTEES

Presented by Sabrena Reinhardt, Administrative Manager/Town Clerk

14.1 Resolution R16-50 91

[Memorandum Rules of Procedures](#)

15. PLANNING BOARD APPOINTMENTS

Presented by Robert Waring, Planning Manager

- 15.1 Planning Board Member Applications 93 - 96

POTENTIAL ACTION: Appoint members for expired terms ending June 30, 2016

[Memorandum Planning Board Nominations](#)

[Planning Board Application Form](#)

16. PARKS AND RECREATION BOARD APPOINTMENTS

Presented by Niel Brooks, Operations Director

- 16.1 Parks and Recreation Board Member Applications 97 - 99

POTENTIAL ACTION: Appoint members for the June 30, 2016 expired terms.

[Memorandum Parks and Recreation Board Nominations](#)

[Board Applicant Listing Information](#)

17. SPECIAL EVENTS SUBCOMMITTEE APPOINTMENTS

Presented by Niel Brooks, Operations Director

- 17.1 Special Events Subcommittee Applications 101

POTENTIAL ACTION: Appoint new members to fill December 31, 2015 expired terms.

[Memorandum Special Events Subcommittee Nominations](#)

- 17.2 Mayor appoints Council Liaison

18. ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT

Presented by Gary Vidmar

- 18.1 Economic and Community Development Report. 103 - 111

[Economic Development Report Update](#)

[InnovateNC Site Visit Report Update](#)

[Attachment, InnovateNC Memo, Infograph](#)

19. OLD/NEW BUSINESS

- 19.1 Councils Questions From Draft Master Plan Update Presentation 113 - 124

[Memorandum Master Plan Update Questions](#)

[Attachment 1 Leland Information](#)

[Attachment 2 County Information](#)

- 19.2 Transportation Research 125 - 126

[Memorandum WAVE Research](#)

- 19.3 Reschedule July 18 Agenda and July 21 Regular Meetings

POTENTIAL ACTION: Motion to reschedule the agenda meeting from July 18 to July 11 and the regular meeting from July 21 to July 14.

20. STAFF REPORTS

- 20.1 [Finance Report March 31, 2016](#)
[Building Inspections Report April 31 2016](#)
[Human Resources Report April 31, 2016](#)
[Planning Board 2016-03-29 Minutes](#)
[Appreciation Correspondence](#)
- 127 - 160

21. COUNCIL REPORTS

22. CLOSED SESSION NC G.S. 143-318.11 (5)

23. ADJOURNMENT

**TOWN OF LELAND
SPECIAL COUNCIL MEETING
THURSDAY, APRIL 14, 2016
9:00 A.M.**

ASSEMBLY

The Town of Leland Council held a special meeting for the purpose of reviewing the second draft of the FY16/17 Budget on April 14, 2016 at 9:00 a.m. at 102 Town Hall Drive, Leland, NC 28451.

Present: Brenda Bozeman, Mayor; Councilmembers: Pat Batleman, Michael Callahan, Bob Campbell and Bob Corrison.

Also present: David Hollis, Town Manager; Niel Brooks, Operation Services, Director; Christa Dees, Human Resources Director; Mike James, Chief of Police, Sabrena Reinhardt, Administrative Manager/Town Clerk; Missy Rhodes, Finance Officer; Jimmy Strickland, Public Services Director; Gary Vidmar, Economic and Community Development Director.

CALL TO ORDER

Mayor Bozeman called the meeting to order at 9:13 a.m. Councilmember Batleman gave the invocation. Everyone recited the pledge of allegiance.

AGENDA

Mr. Hollis requested that Council amend the agenda by making item 5. Old/New Business and 6. Town Council Adjournment.

Councilmember Batleman **MOVED, SECONDED** by Councilmember Corrison to approve the April 14, 2016 amended agenda as requested by staff. The **MOTION CARRIED UNANIMOUSLY**.

FY16/17 SECOND DRAFT BUDGET REVIEW

Mr. Hollis stated that staff will participate in today's discussion to provide Council with additional department budget details. The discussion was as follows:

Councilmember Batleman suggested the Town install benches and equipment in the parks and at the Cultural Arts Center in place of historical plaque markers. She stated that the equipment can serve a dual purpose as some type of historical plate can be affixed to the bench. Councilmember Campbell wondered if grant funding was available for such projects. Councilmember Callahan proposed that the Historic Wilmington Foundation may be able to provide some assistance.

Councilmember Callahan asked, "If there is a Wave Transit annual report and is there value in this service?" Councilmember Batleman replied that she would provide Council with the Wave

Transit annual report. Councilmember Callahan suggested that the Transportation Subcommittee be tasked to find out the value of the bus transit system, and obtain this information with a measurable system. Mr. Hollis replied that Ms. Rhodes can provide Council with the cost per rider data. Councilmember Campbell advised that Brunswick County provides a transit system for residents to receive medical attention; he is requesting that staff get information about this service for the Leland area.

Councilmember Campbell asked if the Town has a projected budget. Councilmember Callahan asked, "For how many years was the strategic planning created?" Mr. Hollis replied it is a two year plan. Councilmember Callahan agreed with Councilmember Campbell to create a projected budget for future growth.

Mayor Bozeman called a recess at 10:08 a.m.

Mayor Bozeman called the meeting back in session at 10:24 a.m.

Mr. Hollis opened up the discussion regarding the Administration Department budget justification. Ms. Reinhardt, Administration/Town Clerk provided Council with a detailed report on the Information Systems budget justification.

Councilmember Callahan asked, "What should the Town be budgeting in FY16/17 for the Capital Improvement Projects?" Mr. Hollis replied, we need approximately one million dollars for the FY16/17 Capital Improvement Projects. Councilmember Callahan asked if staff can provide the future budget projections for the Capital Improvement Projects to help Council determine the future funding needs for long term planning. Mr. Hollis replied that staff can provide the budget trending data.

Ms. Rhodes, Finance Officer/Lead Internal Support presented the Finance Department projected budget for FY16/17.

Mayor Bozeman called a recess at 10:58 a.m.

Mayor Bozeman called the meeting back in session at 11:06 a.m.

Ms. Dees, Human Resources Director presented the Human Resources Department budget for FY16/17.

Mr. Brooks, Operation Services Director and Ms. Scott, Cultural Arts Manager presented the Cultural Arts Center projected budget for FY16/17. Councilmember Callahan stated that maybe staff can work with the Leland Tourism Development Authority for a partnership in marketing of the Town. Councilmember Callahan also mentioned the possibility of hosting an industrial design show within the Cultural Arts Center and about the possibility of an internship. Ms. Scott stated that she is looking at an internship in the future.

Mayor Pro Tem called a recess at 12:01 p.m.

Mayor Bozeman called the meeting back in session at 12:31 p.m.

Mr. Brooks, Operation Services Director presented the Operation Services projected budget for FY16/17.

Councilmember Callahan stated the need for the website to be revised. Mr. Hollis replied that he and Ms. Reinhardt are working on updating the website this next fiscal year.

Councilmember Callahan requested that the job titles be included next to the current employees' names in the budget presentation to assist Council.

Mr. Strickland, Public Services Director presented the Public Places Department projected budget for FY16/17.

Councilmember Campbell asked if staff would be looking at purchasing a street cleaner. Mr. Hollis stated that if Council makes a request, staff would look at this service and compare the cost between purchasing and paying for the service.

Mr. Hollis presented the Powell Bill budget for FY16/17. He stated that the major repairs are for the resurfacing of Pine Harvest Drive and the Magnolia Greens sidewalk repairs.

Councilmember Batleman asked, "If a resident asks for another street light to be installed, is funding available?" Mr. Hollis replied that the resident or the home owner's association would have to pay the upfront fees for the street light installation.

Mr. Strickland, Public Services Director presented the Utility Enterprise Fund projected budget for FY16/17. He stated the projects are well funded and there is no rate increase being projected in the near future.

Mayor Bozeman called a recess at 2:14 p.m.

Mayor Bozeman called the meeting back in session at 2:25 p.m.

Chief James presented the Police Department projected budget for FY16/17. Chief James indicated the importance of Council's consideration for hiring nine new Police positions, two of which are grant funded, for the Town to maintain the level of service that the citizens are expecting. Chief James stated that with the new hires, additional shifts would be created. Councilmember Callahan asked how the shifts would affect the staff's morale. Chief James replied that the additional shifts would increase staff's morale. Councilmember Batleman stated we need information about the number of calls our Police Department assists with in the surrounding jurisdictions. Chief James replied that the new CAD System will provide the Town with that information. Mr. Hollis stated that staff will see if they are able to get data from Brunswick County on the number of calls the Police Department assists with in the surrounding jurisdictions.

Mayor Bozeman called a recess at 3:21 p.m.

Mayor Bozeman called the meeting back in session at 3:28 p.m.

Mr. Vidmar, Economic and Community Development Director presented the Economic and Community Development and Building Inspections projected budget for FY16/17.

OLD/NEW BUSINESS

Councilmember Callahan stated that he would like to see the Parks and Recreation Board make the recommendations to Council prioritizing the Parks and Recreation Capital Improvement Projects. Councilmember Batleman stated her concern for building a recreation center project due to redundancy and need. She stated it is not a priority. Councilmember Callahan agreed with Councilmember Batleman, but stated that we need to work on the Parks and Recreation Plan which will help the Town make the appropriate decisions. Councilmember Callahan stated that staff can work with the Parks and Recreation Board for the prioritization. Mr. Hollis stated that the available balance funds can be reallocated to fund a particular project one hundred percent, but this will not solve the issue of allocating money for the future projects. Councilmember Callahan asked if we can have a status column and projected completion date column. Mr. Hollis replied that is something staff can accomplish.

Councilmember Campbell requested staff make a Capital Improvement Project Priority List, a Capital Improvement Project Status Report and a Capital Improvement Project Timeline for remaining work to finish the projects. Council's **CONSENSUS** is that the Transportation Oversight Committee meet to prioritize the Street Maintenance/Powell Bill and Economic Community Development Capital Improvement Projects, and the Parks and Recreation Board meet to prioritize the Public Places Capital Improvement Projects. Councilmember Callahan requested that a diagram be provided with the Capital Improvement Projects Prioritization and Budgeting. Councilmember Batleman also requested that staff provide an overall summary for each project.

Mayor Bozeman stated her vision for the Town is to purchase the adjacent property next to Town Hall to have a complete Town Hall campus the entire length of Town Hall Drive.

Councilmember Callahan asked, "What can we do about the Parks and Recreation Referendums for the next three to six months?" Mr. Hollis replied he would instruct staff with this task.

Council's **CONSENSUS** is that staff create Capital Improvement Projects funding projections for the next three to five years.

Mayor Bozeman thanked the staff for all their hard work.

OLD/NEW BUSINESS

Mr. Hollis asked Council if they would like to meet the Fire Chief. It was Council's **CONSENSUS** that they schedule a special meeting with the Leland Fire and Rescue Chief.

Mr. Hollis provided Council with information about the firm Kilpatrick, Townsend & Stockton, LLP for their consideration. Council asked for time to review the information and it was their consensus to address it at a subsequent meeting.

Councilmember Batleman asked, "Is there a federal or state statute that would prohibit us from restricting new gated communities to new PUDS?" Mr. Hollis stated he is not aware of any restriction; staff would need to speak to the Town Attorney about this matter.

ADJOURNMENT

Councilmember Corriston **MOVED, SECONDED** by Councilmember Callahan to adjourn the Special Council Meeting at 5:28 p.m. The **MOTION CARRIED UNANIMOUSLY**.

Brenda Bozeman, Mayor Sabrena Reinhardt
Administrative Manager/Town Clerk

Approval Date: May 19, 2016 (SEAL)

**TOWN OF LELAND
COUNCIL AGENDA MEETING
MONDAY, APRIL 18, 2016
11:00 A.M.**

ASSEMBLY

The Town of Leland Council held their agenda meeting on April 18, 2016 at 11:00 a.m. at Leland Town Hall, 102 Town Hall Drive.

Present: Mayor Brenda Bozeman; Council Members: Pat Batleman, Bob Campbell, Michael Callahan, and Bob Corriston.

Also present David Hollis, Town Manager; Niel Brooks, Director, Operation Services; Christa Dees, Director, Human Resources; Mike James, Chief of Police; Sabrena Reinhardt, Town Clerk/Administrative Manager; Missy Rhodes, Finance Officer/Internal Support Lead; Jimmy Strickland, Director, Public Services; Gary Vidmar, Director Economic and Community Development; and Ashli Barefoot, Senior Planner.

CALL TO ORDER, INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Bozeman called the meeting to order at 11:05 a.m. A quorum was present. Councilmember Callahan provided the invocation. Everyone stood and recited the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Councilmember Corriston **MOVED, SECONDED** by Councilmember Batleman to approve the amended agenda as presented. The **MOTION CARRIED UNANIMOUSLY**.

AGENDA REVIEW FOR THE REGULAR MEETING ON THURSDAY, APRIL 21, 2016

Council and staff had discussion on the following agenda items:

Item 3. R16-36 Proclaiming May 8-14 as National Economic Development Week

Councilmember Callahan asked, "Will a press release be sent out and are any additional events being held to recognize the week?" Mr. Hollis stated that staff will send out a press release. Mr. Vidmar stated that the Economic and Community Development Committee did not express interest in holding any special events at this time. Councilmember Campbell asked, "Will Brunswick County also support this resolution?" Mr. Vidmar replied to his knowledge the Town of Leland is the first to support this effort in the region. Mayor Bozeman asked Ms. Reinhardt if the annual Clerk Recognition Week is coming up. Ms. Reinhardt replied the recognition week is in May. The Mayor requested a proclamation for clerk recognition week. Ms. Reinhardt replied that a proclamation will be drafted for the Mayor to present at the Council's April 21 Regular Meeting.

Item 5.B.1. R16-35 Approving Service Agreement and Supplement Service Agreement with iCompass Technologies Inc.

Councilmember Callahan asked what the Video Management Supplement Agreement is for. Ms. Reinhardt replied that this service will provide a video of the Council, Planning Board and Parks and Recreation Board meetings that can be viewed at specific moments in time on the website by clicking on an agenda item. Councilmember Callahan asked who is tasked with this recording. Ms. Reinhardt replied that the Administrative Manager/Town Clerk and Town Deputy Clerk will be responsible for such recordings. Councilmember Callahan asked if we have an electronic signature policy in place. Mr. Hollis replied that to his knowledge the Town does not have such a policy in place. Councilmember Callahan stated that he wanted Council to be aware that this is a three year contract.

Item 5.C.2. R16-33 Exempting the Town from the Provisions of N.C.G.S. 143-64.31 Town of Leland Speed Limit Study

Councilmember Callahan asked why having this exemption is helpful. Mr. Hollis stated that staff feels confident on the vendor of choice due to their qualifications; staff can then negotiate the costs with the vendor. Councilmember Callahan asked, "Is this process cost effective and have we used this vendor before?" Mr. Hollis replied that staff has not made a commitment to the vendor, staff will seek the lowest cost to move forward with the study, and staff recently used this vendor with great success. Councilmember Campbell asked, "Is this process something the Town does on a regular basis?" Mr. Hollis replied no and also pointed out that the current Town Contract Engineers do not have traffic expertise.

Item 5.C.5. R16-32 Southeastern NC Regional Hazard Mitigation Plan

Councilmember Campbell asked, "Does the Town of Leland have an Emergency Operation Plan (EOP)?" Mr. Hollis stated that the Town has an EOP and we have staff who are designated in the EOP Roles.

Item 5.C.6. Water Storage Tank Coating Inspection

Councilmember Callahan asked, "Is this coating for the entire water storage tank?" Mr. Hollis replied yes. Councilmember Callahan asked, "How did staff pick the vendor?" Mr. Hollis replied that the vendor was chosen based on the engineer's recommendation.

Item 5.C.7. R16-38 Hall Construction Company, LLC Contract for drainage, repair, and replacement on Sturgeon Drive

Councilmember Batleman asked, "Was the road not developed correctly?" Mr. Strickland replied that this happens over time especially when the surrounding area is developed. Councilmember Callahan requested that Council receive a map showing the location of the proposed work. Mr. Strickland confirmed that one would be provided.

Item 5.D.1. BA15/16-21 Brunswick Arts Council Grassroots Grant

Councilmember Campbell asked if the money was designated for particular funding. Ms. Rhodes replied it is for the youth programs at the Cultural Arts Center.

Item 6. Ordinance O16-07 Text Amendment Sec. 22-145(V) Allow Private Streets and Gated Communities within Subdivisions

Councilmember Callahan requested that staff include in the statement during the public hearing about the number of letters received for and against this item. Mr. Hollis stated the clerk will provide that information during the public hearing.

Councilmember Batleman asked about subsection y.6. use of the word "stacking." Mr. Hollis replied that it refers to the number of cars. Councilmember Corriston asked, "Can we be taken to court for vested rights?" Mr. Hollis replied there are no restrictions on what anyone can be sued for. Councilmember Callahan stated that Mr. Exum is not on the list of applicants. Mr. Hollis replied if he is not listed, that's a correct statement. Mr. Vidmar stated that staff caught a typo on the ordinance heading; we will revise the ordinance for Thursday's meeting. Councilmember Batleman asked, "What is the order of the public hearing; staff, applicant and then the public; when can Council ask questions?" Mr. Hollis replied Council can ask questions at any time during the public hearing, but it is best to hear everyone first and then ask the questions.

Item 7. R16-42 Oak Landing Preliminary Subdivision Hearing. Per Sec. 22-123(b)

Councilmember Callahan asked about Council reviewing the draft Planning Board minutes. Mr. Wessell stated that Council must base this as a new hearing as though the Planning Board hearing never occurred; Council needs to make a decision as though it never happened. Councilmember Campbell stated that there was a typo in the staff memorandum. Mr. Vidmar replied staff will make the correction.

Councilmember Callahan asked, "The financial reports items that still have 100% funding; what will be done with the funding?" Mr. Hollis replied that staff will roll that funding into the general fund reserve for the next fiscal year.

Councilmember Campbell stated that the Cultural Arts Center (CAC) Subcommittee recommendations memorandum indicates Lynne Shinemen as a candidate, she is also a contract vendor for the CAC. Mr. Brooks stated that staff and the Parks and Recreation Board do not believe that it would be a conflict of interest for Lynne Shinemen or Ella Reischer who both have CAC Vendor Contracts. Councilmember Campbell asked if the CAC Subcommittee approves vendor contracts. Mr. Brooks replied that staff approves the vendor contracts.

Councilmember Batleman stated that page two is missing from the March 7, 2016 Leland Utilities and Stormwater Committee meeting minutes. Staff will provide Council with the missing page.

SPECIAL MEETING LELAND FIRE AND RESCURE AFG GRANT SUPPORT

Mr. Hollis stated that he did not talk to Chief Grimes about this item, but if Council wishes, staff will work with the Fire Chief and schedule a date. It was Council's **CONCENSUS** that the Town Clerk schedule a Town Council Special Meeting with Fire Chief Grimes.

COUNCIL REPRESENTATION AT EVENTS

Councilmember Callahan asked the other Councilmembers if they received an invitation to attend the June 8 Town Hall Day event in Raleigh. Mayor Bozeman stated that in the past Council has found that this event is not effective. Mayor Bozeman stated that she will attend the East Carolina University event on April 29, 2016. Mayor Bozeman will attend an event regarding State Ports; she requests assistance from the Town Clerk. Councilmember Corrison will attend the "Teacher for the Day" event tomorrow. Councilmember Batleman is attending the "Teacher for the Day" event on Wednesday.

TOWN HALL CONFERENCE ROOM LOWER CAPE FEAR HOSPICE & LIFE CARE CENTER

Ms. Reinhardt presented a letter from Lower Cape Fear Hospice and Life Care Center requesting use of the conference room. Council's **CONSENSUS** is to allow the Lower Cape Fear Hospice and Life Care Center the use of the Long Leaf Conference Room twice a week for the purpose of hosting a bereavement support group and individual meetings until the new Northern Brunswick County Senior Center is available for occupancy.

Mayor Bozeman called a recess at 12:14 p.m.

Mayor Bozeman called the meeting back in session at 12:26 p.m.

MASTER PLAN WORKSHOP

Mr. Vidmar stated that staff provided the Master Plan Update to the Council, the Planning Board and it is placed on the Town's website for the community.

Ms. Barefoot presented the revised short term five year Master Plan Update. Ms. Barefoot stated permitting the FlexCode developments by right within the next six months would encourage infill and a diverse range of housing stock. Mr. Vidmar stated that going forward staff will make sure that the future text amendments point to the Master Plan for consistency. Councilmember Campbell stated that with his work experience, the health department goals were obtainable. Councilmember Batleman noticed that residents in her development walk in the street and are not using the sidewalks; she is wondering why. No one had hard facts to provide an answer to Councilmember Batleman's question, but some believe it is based upon sidewalk width and the condition of the sidewalk. Councilmember Callahan wants to know how we will keep the Planning Board and Parks and Recreation Board involved in the Master Plan; he believes it's important that everyone is on the same page. Councilmember Callahan asked, "Are we working on adopting the Master Plan?" Mr. Hollis replied yes and also stated that the funding has been placed in next year's fiscal budget for Council's consideration on particular projects. Councilmember Callahan requested staff get additional information about the sixty-two percent of Leland's population in the workforce; also statistics for the City of Wilmington and the surrounding counties. Councilmember Callahan also requested the number of home employed residents. Councilmember Campbell stated the need for white collar jobs in Leland to alleviate the residents from having to travel outside of town for work. Mr. Vidmar stated that retail has been the main focus, but we have a need to get other types of employment. Councilmember Callahan asked, "How does the previous Master Plan compare to the new Master Plan?" He further stated that if the Council had a schedule of tasks that they could then

have a process in place to meet goals. Mr. Callahan state that if we can set time lines and goals we can work on a management process for this. Mayor Bozeman stated that most actions of the Master Plan are market driven. Mr. Hollis replied once the plan is adopted then Council can create measurable tasks from the action items. Councilmember Batleman stated that anytime we reference transportation there is no money. Mr. Hollis stated staff will let Council know which items the Town will have the power to control.

CLOSED SESSION N.C.G.S. 143-318.11(5)

Mr. Hollis requested that Council go into Closed Session N.C.G.S. 143-318.11(5) for the following:

- 0300A002 – Randolph and Amanda Mintz; 154 S. Navassa Road; For a Park
- 030PB022 - Jack and Nina Daugherty; 155 S. Navassa Road; For a Park
- 030PH02301 – Jack and Nina Daugherty; 155 S. Navassa Road; For a Park
- 038BB033 – Jack and Mary Hodges; 115 Fairview Road; For Right-Of-Way Acquisition

Councilmember Campbell **MOVED, SECONDED** by Councilmember Corriston to go into Closed Session to discuss Real Estate Acquisitions N.C.G.S. 143-318.11(5). The **MOTION CARRIED UNANIMOUSLY.**

Councilmember Corriston **MOVED, SECONDED** by Councilmember Campbell to come out of Closed Session. The **MOTION CARRIED UNANIMOUSLY.**

No action was taken by Council.

OLD/NEW BUSINESS

Mr. Hollis wanted to know if Council had a chance to look at the Kilpatrick, Townsend & Stockton LLP information. Council’s **CONSENSUS** is for staff to present the item to Council Thursday evening at their regular meeting.

ADJOURNMENT

Councilmember Batleman **MOVED, SECONDED** by Councilmember Corriston to adjourn the meeting at 2:13 p.m. The **MOTION CARRIED UNANIMOUSLY.**

Brenda Bozeman, Mayor

Approval Date: May 19, 2016

Sabrena Reinhardt
Administrative Manager/Town Clerk (SEAL)

**TOWN OF LELAND
CLOSED SESSION - COUNCIL MEETING
MONDAY, APRIL 18, 2016**

ASSEMBLY

The Town of Leland Council held a closed session meeting during their agenda meeting on April 18, 2016 at Leland Town Hall, 102 Town Hall Drive.

CLOSED SESSION NC G.S. § 143-318.11 (5) for the purpose of:

115 FAIRVIEW ROAD -- FOR RIGHT OF WAY ACQUISITION
155 S. NAVASSA ROAD – PARCELS 030PB022 AND 030PB02301 FOR A PARK
154 S. NAVASSA ROAD – PARCEL 0300A002 FOR A PARK

Closed Session NC G.S. § 143-318.11 (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

The Town Clerk has provided the Town Council with the closed session minutes for review. The minutes function as the official record documenting board actions. The Council approves by the minutes reflecting accurate action taken.

Sabrena Reinhardt, Town Clerk

(SEAL)

Approval Date: May 19, 2016

**TOWN OF LELAND
REGULAR COUNCIL MEETING
THURSDAY, APRIL 21, 2016
6:00 P.M.**

10 ASSEMBLY

The Town of Leland Council held their regular meeting on April 21, 2016 at 6:00 p.m. at Leland Town Hall, 102 Town Hall Drive.

Present: Brenda Bozeman, Mayor; Council Members: Pat Batleman, Bob Campbell Michael Callahan, and Bob Corriston.

Also present: David Hollis, Town Manager; Mike James, Chief of Police; Sabrena Reinhardt, Administrative Manager/Town Clerk; Nancy Sims, Deputy Clerk; Gary Vidmar, Economic and Community Development Director; Robert Waring, Planning Manager; and John Wessell, Town Attorney.

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Approximately 125 people were in the audience.

6:02 PM CALL TO ORDER, INVOCATION & PLEDGE OF ALLEGIANCE

Mayor Bozeman called the meeting to order at 6:02 p.m. Mayor Bozeman stated that a quorum was present. Councilmember Campbell gave the invocation. The pledge of allegiance was recited.

6:03 PM APPROVAL OF THE AGENDA

30 Mr. Hollis requested that Council amend the agenda by adding to the consent agenda item 5.B.3. Resolution R16-43- Kilpatrick, Townsend & Stockton, LLP engagement letter. Councilmember Corriston requested Council amend the prioritization of the agenda items making Item 6. Ordinance O16-07 Public Hearing Gated Communities item 10; items 7 through 10 would become items 6 through 9. Councilmember Batleman requested the addition of item 11.C. Capital Improvement Projects Removal of Line Item Community Center.

Councilmember Batleman **MOVED, SECONDED** by Councilmember Campbell to approve the amended agenda as requested. The **MOTION CARRIED UNANIMOUSLY.**

40 6:06 PM PRESENTATIONS

PROCLAMATION MUNICIPAL CLERKS WEEKS MAY 1 – 7, 2016

Mayor Bozeman presented a proclamation for Municipal Clerk’s Week May 1 – 7, 2016 to recognize Sabrena Reinhardt, Administrative Manager/Town Clerk and Nancy Sims, Deputy Clerk.

6:07:43 PM RESOLUTION R16-36 PROCLAIMING MAY 8 – 14 AS NATIONAL ECONOMIC DEVELOPMENT WEEK TO RECOGNIZE 2016 AS THE 90TH ANNIVERSARY OF THE INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL

Mr. Vidmar presented Resolution R16-36.

Councilmember Batleman **MOVED, SECONDED** by Councilmember Corrison to approve Resolution R16-36 Proclaiming May 8-14 as National Economic Development Week to Recognize 2016 as the 90th Anniversary of the International Economic Development Council.

10 The **MOTION CARRIED UNANIMOUSLY.**

6:08 PM PUBLIC COMMENT

Mayor Bozeman announced that the Town of Belville will have its ribbon cutting ceremony on May 7 for the grand opening of the new river walk. She also announced that on Monday, April 25, 2016 at 6:00 p.m. the North Brunswick High School JROTC Military Ball will be taking place as part of their curriculum to encourage students to use what they learned about etiquette and acting appropriately in social settings.

20 Veronica Carter, Brunswick County Habitat for Humanity staff representative stated that on April 30th is the organizations first anniversary celebration and they are inviting the public to come on out to join them in the festivities.

6:11 PM APPROVAL OF CONSENT AGENDA

Councilmember Corrison **MOVED, SECONDED** by Councilmember Callahan to approve the consent agenda as presented by staff. The **MOTION CARRIED UNANIMOUSLY.**

To view the Consent Agenda see Exhibit A.

30 **6:12 PM RESOLUTION R16-42 OAK LANDING PRELIMINARY SUBDIVISION HEARING. PER SEC. 22-123(B).**

Mayor Bozeman opened the public hearing.

Mr. Waring stated the applicant wants a continuance. Grady Richardson, Attorney for the application, is making a request on behalf of the applicant for a continuance of sixty to ninety days to work with staff and the town attorney. Mr. Waring stated the continuance would be slated for Council's Regular Meeting on July 21, 2016.

40 Councilmember Batleman **MOVED, SECONDED** by Councilmember Corrison to continue the Oak Landing Preliminary Subdivision Hearing to Council's Regular Meeting on July 21, 2016 at 6:00 p.m. or shortly thereafter. The **MOTION CARRIED UNANIMOUSLY.**

RESOLUTION R16-39 FLOW ALLOCATION FOR OAK LANDING SUBDIVISION

No action taken on Resolution R16-39 due to the continuance on the Oak Landing Preliminary Subdivision Hearing.

6:16 PM APPOINTING PLANNING BOARD MEMBERS TO THE TRANSPORTATION OVERSIGHT SUB-COMMITTEE

Mr. Waring presented the Planning Board memorandum requesting that Council consider appointing Charles Spittel and Timothy Linkhorn to the Transportation Oversight Sub-committee for the length of their respective terms on the Planning Board.

- 10** Councilmember Batleman **MOVED, SECONDED** by Councilmember Corriston to approve Charles Spittel and Timothy Linkhorn to the Transportation Oversight Sub-committee for the length of their respective terms on the Planning Board. The **MOTION CARRIED UNANIMOUSLY.**

6:16 PM APPOINTMENTS TO THE CULTURAL ARTS CENTER SUBCOMMITTEE

Councilmember Callahan **MOVED, SECONDED** by Councilmember Corriston to approve Two year appointments for odd years to the Cultural Arts Center Subcommittee for Patricia Herrmann and Steven Lowry and for even years Ella Reischer and Lynne Shineman. The **MOTION CARRIED UNANIMOUSLY.**

6:18 PM ECONOMIC DEVELOPMENT REPORT

- 20** Mr. Vidmar provided the Town Council with the monthly Economic Development Report and a brief summary of the Economic Development Committees March meeting. Councilmember Batleman requested the status of the Mallory Creek Road extension. Mr. Vidmar replied that staff is days away from getting the stormwater permit.

6:23 PM ORDINANCE O16-07 TEXT AMENDMENT SEC 22-145(V) PRIVATE STREETS

Mayor Bozeman opened the public hearing.

Mr. Vidmar presented Ordinance O16-07 options one and two for Council's consideration.

- 30** Dan Weeks, provided Council with a presentation for the applicants. He stated that he is impressed by the number of concerned residents that are here this evening. Mr. Weeks provided background on the history of the text amendment and information about municipalities that allow gated communities; currently seventeen percent of Leland residents live in gated communities. He also stated that Ideal-Living Resort and Retirement Shows survey results indicate that fifty-four percent want to live on or near the coast and forty-two percent in a gated community. He also stressed that the home owner association is responsible for the gated community, not the town or the master home owners association. Daniel Keir, Ideal Living representative presented the demographics of the home buyers in Brunswick County. Mr. Keir stated that the real estate expos exit survey data they collect indicates that the
- 40** number one buying decision is to live on the coast and number two is to live in a gated community. D Logan, Logan Homes provided the development history of Brunswick County for the past fifteen years. Logan Homes is looking at bringing additional large development projects into Leland. Mr. Logan stated he attended the Town of Leland Planning Board meeting and was offended by the residents in attendance, stating it was inappropriate behavior and false accusations. He stated that the applicants on the list have brought most of the economic development into this region. He stated that the applicants have invested hundreds of millions of dollars into the Town of Leland. He stated that he is getting ready to invest thirty million dollars in downtown Leland.

Mayor Bozeman called a recess at 7:10 p.m.

Mayor Bozeman called the meeting back in session at 7:19 p.m.

- 10** John Pocaró, 1070 Evangeline Drive stated that if the town does not allow gated communities the town will lose out on development; builders and developers will build outside the town’s jurisdiction. He is in favor of the proposed ordinance.

Paul Lawless, 1287 Lillibridge Drive, stated he is not against gated communities, but does not want it in his back yard. He apologies to D Logan for being offended at the Planning Board meeting. He is opposed to gated communities within the Brunswick Forest communities.

John Cook, 1193 Leesburg Drive stated he is in favor of allowing gated communities in new developments with the town.

- 20** Gary Otsby, 1156 Leesburg Drive requested that Council revise the amendment to only allow gated communities in new developments.

Mr. Stern, 2492 Belshaw Drive, stated he is in favor of gated communities being built in new communities; not in existing communities.

Steve Snyder, 1148 Leesburg Drive, stated that he apologies if he offended anyone at the Planning Board meeting. He is okay with gated communities but not in the Brunswick Forest community. His one concern is about the zika virus, will the town provide mosquito spraying on private streets.

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Judy Williams-Cerjak, 3424 Guyton Lane, stated she is in favor of newly developed gated communities; but it is morally wrong to change this zoning in existing communities where residents have chosen to move there because no gates exist.

Gus Cottuos, 1125 Craighall Lane; stated he is in favor of the existing ordinance.

Glen Thearling, 3127 Thistlewood Drive, stated that bike and pedestrian plans are his concerns. He asked if residents can access the private streets by means of bike or by foot. He stated that once gated communities are in place, it will be hard to make street connection changes in the future.

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Councilmember Callahan stated his concern for a diversified community. Mr. Logan replied, when you rule out a housing segment, they will not be part of the community. Councilmember Callahan asked, “What is the economic impact of building a new house?” Mr. Logan stated that Logan Homes has over fifty employees and with the subcontractors there are an additional two hundred employees. He further stated that it is forty five percent material and fifty-five percent labor to build a typical home. Councilmember Callahan stated he is concerned about the need for mixed income and workforce housing. Mr. Logan replied that a planned unit

development can have mixed density and have different uses. Councilmember Corrison asked if Mr. Otsby could return to the podium and asked, "How can the Town allow gated communities excluding Brunswick forest?" Mr. Otsby replied, he is not a lawyer. Mr. Otsby stated that is why the residents are looking to the Town Council. Mayor Bozeman stated the Council is off point. Councilmember Campbell asked Daniel Keir, "How did Ideal Living obtain the percentage numbers they presented this evening?" Mr. Keir replied, the winter expos attendees provided these results from their exit surveys. He stated that the survey questions have been asked at the shows since 1989. Councilmember Batleman stated that if residents invested in a home prior to 2014, that the Town allowed gated communities during that time. She stated that in 2014 her vote to ban gated communities was primarily for the street connectivity; it was not to say that gated communities do not have a place in town. She stated there was so many emails and social conversations in the community regarding this subject that contained false information. She stated that the Town Council must consider all of the developers' constitutional rights; the ordinance must be equal for all. Councilmember Corrison stated it is not a gated community, it is a gated neighborhood and that you can walk or ride your bike in the gated neighborhood.

Mr. Logan provided Council with the total revenue costs they have projected for Brunswick County. Jack Donahue, 1184 Leesburg Drive, spoke from the audience, and asked "What about the folks not wanting gated communities and how it will affect the community and economic development?" Councilmember Callahan reminded Mr. Donahue that he was had the floor and was in a discussion with Mr. Logan, but thanked him for his input. Councilmember Callahan wanted to remind Council and the community about the fiscal impact the construction has on the community. Mayor Bozeman stated she voted against, or abstained from voting for, the ordinance in 2014.

Mayor Bozeman closes the public hearing.

Councilmember Callahan **MOVED, SECONDED** by Councilmember Batleman to approve Ordinance O16-07 Option 2. The **MOTION CARRIED UNANIMOUSLY.**

STATEMENT OF CONSISTENCY

Councilmember Corrison **MOVED, SECONDED** by Councilmember Callahan to approve Statement of Consistency for Ordinance O16-07 Option 2. The **MOTION CARRIED UNANIMOUSLY.**

8:13 PM OLD/NEW BUSINESS
STAFF REPORTS

For the record, staff reports were provided to the Town Council.

BOARD AND COMMITTEE REPORTS

For the record, board and committee minutes were provided to the Town Council.

COUNCIL REPORTS

10 Councilmember Batleman is requesting that Council consider a motion to remove the Capital Improvement Project (CIP) Line Item for a Community Recreation Center. She is requesting that staff and the Parks and Recreation Board provide more justification for the project and its cost, as well as, the number of Leland school age children that would be using it and the potential for it to be a regional project. She indicated the need for a feasibility study for the community recreation center and requested it be removed from the CIP List until the study is complete. Mr. Wessell stated a motion is needed. Mr. Hollis stated that the item could be kept on the CIP List but that it not be included in the CIP Prioritization List for the Parks and Recreation Board's consideration until a feasibility study is completed. Mr. Vidmar mentioned that the YMCA is starting to do research in northern Brunswick County to expand programs and that our staff could start talking to them for a public/private partnership. Mr. Wessell requested that Council make a motion to remove the Community Recreation Center Item from the CIP List Prioritization that the Parks and Recreation Board will submit to Council for the FY16/17 Budget.

20 Councilmember Batleman **MOVED, SECONDED** by Councilmember Callahan to remove the Community Recreation Center from the CIP List Prioritization that the Parks and Recreation Board will prioritize for Council's consideration for the FY16/17 Budget. The **MOTION CARRIED UNANIMOUSLY.**

Mayor Bozeman provided the following reports:

- Read aloud the email she received from Sean Horton, Hearthstone Development. They received the NCDOT permit to perform work on Lanvale Road; their contractor will start the work next week.
- 30 • The Leland Tourism Development Authority reported that they attended tradeshow in Washington, D.C., Cleveland, OH and Pittsburg, PA. During the tradeshow they distributed over nine hundred brochures, seventy relocation packages, three hundred and fifty drawing applications.
- The Elder House has expressed interest in opening a location in Leland, she encourages everyone to tour their facility.
- League of Women Voters resolution supporting the Brunswick County Board of Education for a recommitment to the local schools.

40 Councilmember Callahan applauds the Brunswick County Commissioners for putting the referendum on the education ballot. Council's **CONCENSUS** was staff provide Council with a town resolution for the school bond.

Mayor Bozeman tasked staff with researching the installation of awnings on commercial buildings for Council's consideration.

Councilmember Batleman presented the following report:

- Widening NC 133 (River Road) from the south of Rabon Way SE to the interchange at US 17/74/76 4.55 miles was ranked on the Draft Prioritization 4.0 Assignment of Local Input Points - Regional Impact and listed at number 4 in order of priority. The cost is estimated at \$52,300,000. Regional Impact Score 75.61. Congestion Score 80.70. Benefit-Cost (Regional Impact) 21.02. Safety 27. Total Score 66.8 out of 100. Crash Security Points 66.70. Crash Density Points 36.16. Critical Crash Rate Points 48.59. Volume 13,610. Existing Capacity 15,923. Freight - 43.62. Multimodal 34.58.

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Councilmember Callahan reported on the “Sparking Sustainability and Innovation: Together, Let’s Build a Stronger Future” event. He recommends that Mr. Vidmar provide information regarding this event to the Economic Development Committee.

Mr. Hollis stated, as a follow up to a previous public comment, that the Town does spray for mosquitoes within the gated communities.

8:36 PM ADJOURNMENT

- 20 Councilmember Corriston **MOVED, SECONDED** by Councilmember Callahan to adjourn the meeting at 8:36 p.m. The **MOTION CARRIED UNANIMOUSLY.**

Brenda Bozeman, Mayor

Approval Date: May 19, 2016

- 30 _____
Sabrena Reinhardt
Administrative Manager/Town Clerk

(SEAL)

EXHIBIT A – Consent Agenda

1. Approval of Consent Agenda	
A. Minutes	<ol style="list-style-type: none"> 1. Approve Minutes <ol style="list-style-type: none"> A. March 11, 2016 – Special Meeting B. March 14, 2016 – Agenda Meeting C. March 14, 2016 – Closed Session Meeting D. March 17, 2016 – Regular Meeting
B. Administration	<ol style="list-style-type: none"> 1. Resolution R16-35 Approve Service Agreement and Supplement Service Agreement with iCompass Technologies Inc. for Electronic Management Software 2. Resolution R16-37 Adopting an updated MOU for the WMPO Planning Organization 3. R16-43 Executive Kilpatrick, Townsend & Stockton, LLP Engagement Letter
C. Public Services	<ol style="list-style-type: none"> 1. Resolution R16-21 Amending By-Laws to rename Leland Utilities and Stormwater Review Committee to Leland Infrastructure Committee and modify the committee term date 2. Resolution R16-33 Exempting the Town From the Provisions of N.C.G.S. §143-64.31 Town of Leland Speed Limit Study 3. Resolution R16-30 Approving Contract with John Davenport Engineering to provide transportation engineering services in regards to Speed Limit Study 4. Resolution R16-31 Approving Flow Allocation for Harrington Square/Harrington Village 5. Resolution R16-32 Adopting Southeastern NC Regional Hazard Mitigation Plan 6. Resolution R16-34 Approve Agreement with QC by Zeke, LLC for Water Storage Tank Coating Inspection

	7. Resolution R16-38 Authorizing Halls Construction Company, LLC contract for drainage repairs and replacement on Sturgeon Drive
D. Finance	<ol style="list-style-type: none"> 1. BA 15/16-21 Acceptance of the Brunswick Arts Council Grassroots Grant 2. BA 15/16-22 Transfer Powell Bill Paving Capital Project Funds 3. BA 15/16-23 Appropriation for Speed Limit Study
E. Operation Services	<ol style="list-style-type: none"> 1. Resolution R16-40 Town Sponsorship Request Form for North Brunswick High School Choral Performance on May 24, 2016 2. Resolution R16-41 Town Sponsorship Request Form for Leland Volunteer Fire and Rescue for a Community Meeting on May 10, 2016
F. Economic and Community Development	<ol style="list-style-type: none"> 1. LOC Improvement Guarantee – Cash Bond, Windsor Park, Bristol Ridge, Section 18, Lots 501-518 and 524-533, Cash \$24,332.00 2. LOC Improvement Guarantee – Letter of Credit, Brunswick Forest, Phase 3 Section 1, Lots 184-200, 107-111, 94-105, BB&T, \$1,117,641.25 3. LOC Improvement Guarantee – Letter of Credit, Brunswick Forest, Phase 3 Section 3, Lots 211-257, 258 & 259, 369 & 370, BB&T, \$1,363,098.75 4. LOC Improvement Guarantee – Letter of Credit (Revision), Grayson Park, Phase 2A, Lots 96-142 & 147, First Tennessee Bank (name changed from TrustAtlantic Bank), \$30,952.50

EXHIBIT B – ORDINANCE O16-07

Introduced by: Planning Department

Date: 01/21/2016

10

AN ORDINANCE AMENDING THE ZONING ORDINANCES REGULATING GATED/PRIVATE ROADS IN THE TOWN OF LELAND

BE IT ORDAINED:

- 1. That Chapter 22 - SUBDIVISIONS, Article III. - Standards, Division 3. - Design Standards, Sec, 22 – 145. – Streets, subsection (v) be amended as follows:

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(v) Except as provided in subsection (y), streets in a subdivision or PUD shall not be gated or otherwise restricted for public use.

- 2. That Chapter 22 - SUBDIVISIONS, Article III. - Standards, Division 3. - Design Standards, Sec, 22 – 145. – Streets be amended to show a new subsection as follows:

(y) Private streets; gated communities. Notwithstanding anything in this article to the contrary, subdivisions with exclusively private streets and restricted public access points (“gated communities”) shall be approved, provided the conditions in this section are satisfied.

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(1) Private streets or gated communities shall not obstruct any identified corridor, proposed road connection, or bicycle or pedestrian pathways identified on the approved plans, including, but not limited to, collector street plans, infill maps, bicycle plans, pedestrian plans, or other recognized transportation plans. Streets and connections identified within any of these plans shall be designated as public, shall not be gated, and shall remain open for public use.

(2) All pedestrian and bicycle pathways, to include sidewalks, multi-use paths, and on-street bike lanes, shall be recorded on final plats as a public easements.

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(3) Any or all required points of vehicular access in a subdivision may provide access restrictions in the form of an electronically-controlled gate, so long as such gate may be opened by emergency responders by way of siren activation or other method approved by the Town. During times of emergency evacuation (such as a natural disaster), gates shall be required to be opened to provide alternative evacuation routes at the discretion of Town officials.

(4) All internal streets in a gated community shall be designated private and maintained as such by a private owner or property owners association. Private streets shall conform to the same standards provided for the design and construction of public streets.

(5) Bicycle lanes and sidewalks, or similar walkways, constructed to the standards set out in subsection (o), shall be required along all private streets in a gated

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community. The use of additional or alternative pedestrian and bicycle friendly design treatments, such as wide outside lanes, sharrows, dedicated routes, shared use paths or other similar facilities, may be permitted with approval of the planning board or Town Council in the case of PUDs. Public access for pedestrian and bicycle traffic at required points of access in a gated community shall not be restricted by electronically-controlled gates or otherwise.

(6) All entry gates and their associated control devices shall be constructed a sufficient distance from the public street providing access to the gated community to allow for the stacking of at least one hundred (100) feet approaching the entry gate from such public street right of way.

(7) Entry gates shall be designed so as to minimize impact of waiting traffic on public streets. This may include multiple lanes, and or separate lanes designated for residents and for delivery or non-resident traffic.

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(8) Planning Board, or Town Council in the case of PUDs, may require a turn lane along existing streets should conditions warrant.

(9) In the case of emergency, as determined by Town officials, all gates shall be locked in the open position so as to allow free flow of traffic.

(10) A gated community shall comply with all requirements and standards applicable to any other subdivision in the town except to the extent any such requirement or standard is specifically superseded by this section.

(11) Private streets/gated communities shall be permitted in all Town zoning districts other than FlexCode Zone (FCZ) or Transect Zones (T1, T2, T3, T4, T4O, T5).

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3. That if this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.

4. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of the Town of Leland, North Carolina, and shall be in full force and effect from and after its adoption.

Brenda Bozeman, Mayor

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Adopted at a regular meeting
on April 21, 2016

Attest:

Sabrena Reinhardt, Town Clerk

(SEAL)

Approved as to Form:

John C. Wessell III, Town Attorney

Resolution R16-47



Town Council
Town of Leland
North Carolina

Introduced by: Public Service Director

Date: 05-19-2016

Resolution Approving Street Sweeping Maintenance Agreement with North Carolina Department of Transportation

INTENT/PURPOSE:

To enter into an agreement with North Carolina Department of Transportation to allow the Town of Leland or its contractor to provide the personnel and equipment needed to perform street sweeping services at the following location:

- SR 1472 (Village Road) from US 17/74/76 (Andrew Jackson Highway) to Oakland Avenue.

The Town shall provide the service in accordance with NCDOT sweeping requirements under the general administrative control of the Department's Division Engineer.

The Department of Transportation shall reimburse the Town in the amount of \$182.27 for a minimum of four sweeping cycles.

THEREFORE, BE IT RESOLVED:

THAT the Town Council approves the Town Manager to execute the agreement with the North Carolina Department of Transportation.

Brenda Bozeman, Mayor

Adopted at a regular meeting
on May 19, 2016

Attest:

Sabrena Reinhardt, Town Clerk

NORTH CAROLINA
BRUNSWICK COUNTY

SWEEPING MAINTNENANCE AGREEMENT

DATE: 1/28/2016

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

AND

WBS Element: 3.201011

TOWN OF LELAND

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Leland, hereinafter referred to as the "Municipality".

WITNESSETH

WHEREAS, the Department has requested that the Municipality perform routine sweeping of the curb and gutter along along certain rights of way of State maintained routes; and,

WHEREAS, the Municipality has agreed to perform said sweeping with reimbursement from the Department subject to the conditions hereinafter set forth.

NOW THEREFORE, the parties hereto, each in consideration of the promises and the undertaking of the other as herein provided do hereby covenant and agree, each with the other, as follows:

1. The Municipality, and or its contractor, shall provide the personnel, equipment, labor, materials, and traffic control devices to perform sweeping in accordance with Departmental standards and specifications. The sweeping maintenance will be performed at the following locations:
 - The Project consists of providing Street Sweeping Services on SR 1472 (Village Road) from US 17/74/76 (Andrew Jackson Highway) to Oakland Avenue (Non-System Road) (See Exhibit A).
2. The Municipality shall provide for the sweeping maintenance in accordance with NCDOT sweeping requirements, Roadway Standard Drawings and Standard Specifications under the general administrative control of the Department's Division Engineer. These routes may be amended or deleted and other applicable routes may be added as mutually agreed upon by both parties in writing prior to performing the work each year. The Division Engineer shall approve any requests by the Municipality for changes to NCDOT sweeping requirements including but not limited to sweeping time frames, sweeping heights, sweeping equipment, etc. A Supplemental Agreement is not needed.

Agreement ID # 6231

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3. The Division Engineer shall notify the Municipality in writing at the beginning of the performance period (or as soon thereafter each quarter, of the amount of allocated funds estimated to be available to the Municipality for sweeping maintenance for the roads identified. The available allocation shall be based upon and shall not exceed estimated cost of the work if performed by the Department. Routes and costs may be amended in writing by the Department each performance period year to include agreed upon changes to routes and increases or decreases in reimbursable costs.
4. The Department shall reimburse the Municipality for the actual cost of labor and equipment not to exceed a maximum \$182.27 for a minimum of (4) four sweeping cycles. Reimbursement may be made annually or upon completion of the sweeping cycle. The Municipality shall submit an itemized invoice to the Department upon completion of the work. Reimbursement shall be made upon approval of said invoice by the Department's Division Engineer and Financial Management Division. Any additional cost beyond the approved will be the Town's responsibility, and if there are less than (4) four cycles per year the reimbursement amount will be prorated.
5. Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Minority Businesses, Women Businesses, or Small Professional Services Firms (SPSF) as required by GS 136-28.4 and the North Carolina Administrative Code. The Department will provide the appropriate provisions to be contained in those contracts.
 - (A) No advertisement shall be made nor any contract be entered into for services to be performed as part of this Agreement without prior written approval of the advertisement or contents of the contract by the Department.
 - (B) Failure to comply with these requirements will result in funding being withheld until such time as these requirements are met.
6. The Municipality agrees to provide traffic control devices, lane closures, road closures, positive protection and/or any other warning or positive protection devices necessary for the safety of road users during performance of the work including any construction and subsequent maintenance. This work shall be performed in conformance with the latest NCDOT Roadway Standard Drawings and Standard Specifications for Road and Structures and Amendments or Supplements thereto. When there is no guidance provided in Roadway Standard Drawings or Specifications, work shall be in compliance with the Manual on Uniform Traffic Control Devices for Streets and Highways and Amendment or Supplement thereto. Information regarding these rules and regulations may be obtained from the Department's Division Engineer.
7. The Municipality shall submit a quarterly itemized invoice to the Department for actual costs for labor, equipment, and contracted services for work completed, not to exceed the amount

allocated for the quarter. The invoice shall be itemized by date, sweeping route, and costs for performing each sweeping cycle, no later than three (3) months after the scheduled quarterly invoicing date for eligible reimbursable costs. All final invoices must be submitted within one (1) year after the work is performed or said work will not be reimbursed by the Department. Reimbursement shall be made upon approval of said invoice by the Department's District Engineer or designee and Financial Management Division.

8. The Municipality shall comply with all applicable federal, state and local environmental regulations, and shall obtain all necessary federal, state and local environmental permits, including but not limited to, those related to sediment control, storm water, wetland, streams, endangered species, and historical sites.
9. The Municipality, and or its agent, shall maintain adequate records and documentation to support the work performed under this Agreement and shall permit free access to its records by official representatives of the State of North Carolina. Furthermore, the Municipality, or its agent, shall maintain all pertinent records and documentation for a period of not less than five (5) years following the close of the fiscal year during which the services were performed.
10. At the end of the first year, upon written mutual consent, this Agreement may be renewed every year subject to the provisions herein. If the Municipality desires to continue the sweeping service described in this agreement, the Municipality and the Department may re-negotiate the fee if needed. This Agreement may be amended in writing without needing a Supplemental Agreement for each performance period year, and may include agreed upon changes to routes and increases or decreases in reimbursable costs, as described below:
 - A. The Division Engineer shall notify the Municipality in writing through a letter or invoice at the beginning of the performance period of the amount of allocated funds estimated to be available to the Municipality for sweeping. The available allocation shall be based upon and shall not exceed estimated cost of the work if the work was performed by the Department.
 - B. The Department, at its option, may elect to increase or decrease the reimbursement rates each year the Agreement is in force in consideration of inflation rates, cost increases and decreases, changes in funding, etc., subject to the availability of funds and the performance of the Municipality.
11. This Agreement shall continue thereafter with automatic yearly renewal extensions subject to the following termination conditions:

- A. At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party. On behalf of the Municipality, this Agreement may be canceled by the Town Manager and/or his designee.
 - B. Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.
12. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.
 13. Each of the parties covenants that if it enters into any subcontracts in order to perform any of its obligations under this contract, it shall require that the contractors and their subcontractors comply with the requirements of NC Gen. Stat. Article 2 of Chapter 64. In this E-Verify Compliance section, the words contractors, subcontractors, and comply shall have the meanings intended by N.C. Gen. Stat. § 160A-20.1.
 14. This Agreement is solely for the benefit of the Department and the Municipality and is not for the benefit of any other persons or any entities, and no other persons or entities shall have any rights, claims, or entitlements under this Agreement.
 15. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities in writing.
 16. The Municipality agrees to indemnify and save harmless, the Department, for all damages and claims for damage that may arise as result of performance of sweeping operations by its employees and/or contractors.
 17. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).



IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

ATTEST:

BY: _____ BY: _____

TITLE: _____ TITLE: _____

DATE: _____

Approved by the Town of Leland as attested to by the signature of _____

Clerk of the _____ on _____ (Date)

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Federal Tax Identification Number

(SEAL)

Remittance Address:

Town of Leland

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: _____

(Attached Exhibit A)

Agreement ID # 6231

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tm

Exhibit A

Division: 3 Date: 10/27/15
 Requested by: K. Stephens County of Project Brunswick

Agreement Checklist:

- 1) Parties to the Agreement
 Town of Leland, 102 Town Hall Drive, Leland, NC 28451 phone (910-371-0148) fax (910-371-1073) Attn: Publics Work Director, Steven Spruill and North Carolina Department of Transportation
- 2) Project description, specific location, and scope of work Street Sweeping Agreement
SR-1472 (Village Road) from US 17/74/76 (Andrew Jackson Highway) to Oakland Avenue (Non-System Road) (See Attachment "A")
 The Department shall reimburse the Municipality for a minimum of four (4) sweeping cycles. Each sweeping cycle shall consist of a minimum of one (1) pass over the existing curbed streets using conventional type street sweeping equipment the Municipality presently owns and operates. (See Attachment "B")
- 3) Project Work Order Number or a TIP ID Number 3.201011
- 4) Type of funding and/or moneys that are going to be used on the project (i.e. 100% reimbursable, federal-aid, small urban, discretionary, spot safety, etc.)
100% reimbursable – state maintenance monies
- 5) Identify cost participation by other parties. Actual cost or set dollar amount? Installment reimbursement/payment or upon execution or on completion?
N/A
- 6) Estimated cost of the project to the Department \$182.27 annually
See Attachment "A"
 (even if no money is changing hands)
- 7) Party responsible for planning N/A
- 8) Party responsible for design N/A
- 9) Party responsible for right of way NCDOT
 Within existing right of way Yes No
- 10) Party responsible for utility adjustments N/A
- 11) Party responsible for construction and/or construction administration
Town of Leland
- 12) Maintenance provisions NCDOT Standard Specifications and Roadway Drawings
 Traffic control provisions NCDOT Standard Specifications and Roadway Drawings
 Party to own and control NCDOT
- 13) Private Party/developer must provide collateral (advance payment, letter of credit, or bond) upon execution of the agreement in a form acceptable to DOT.

Ag. _____

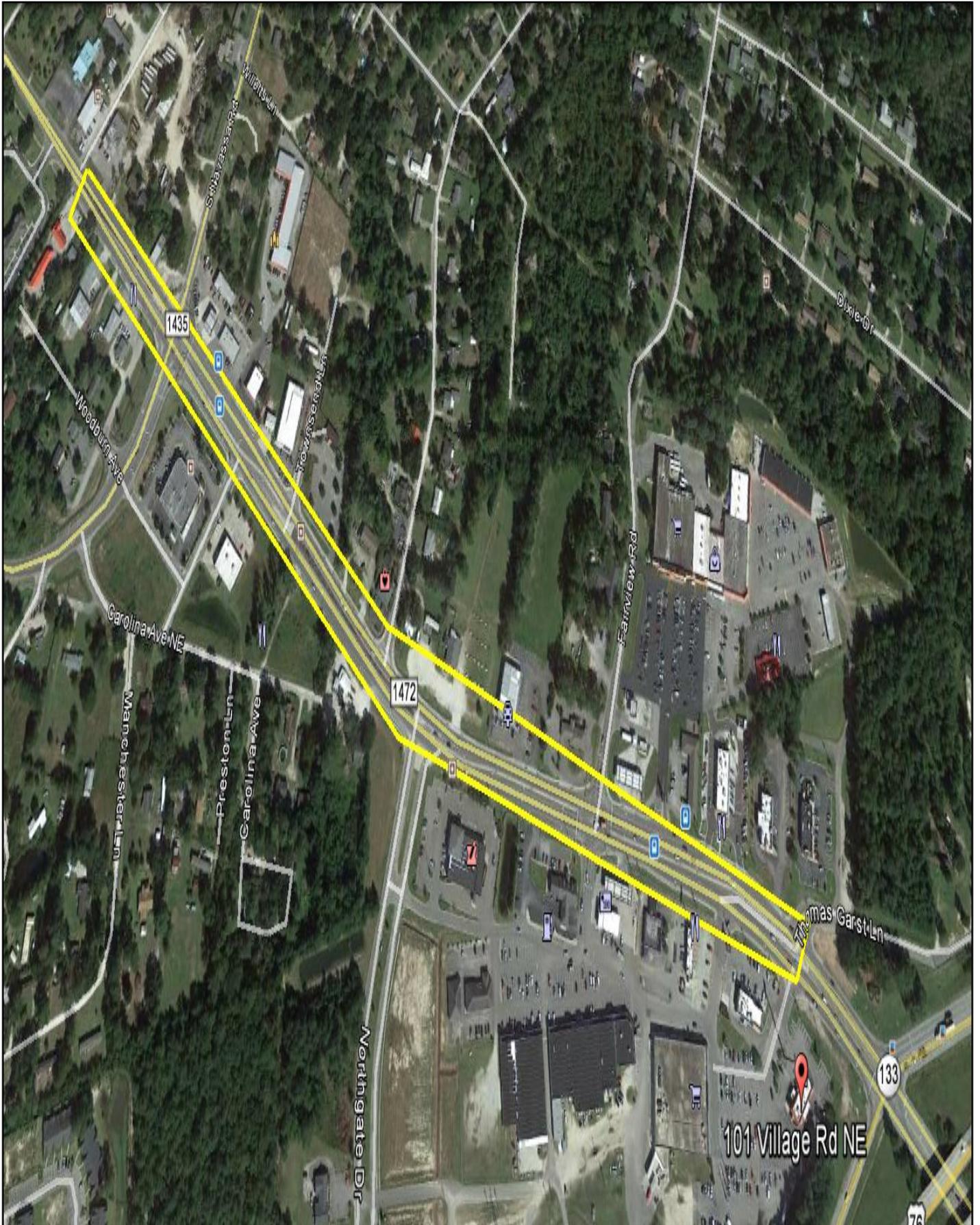
tm

Attachment "A"
Town of Leland Street Sweeping
2015

Route		From		To		Divided Y/N	Begin MP	End MP	Miles	Sweeping Miles
Route Number	Street Name	Route Number	Street Name	Route Number	Street Name					
SR 1472	Village Road	US 17/74/76	Andrew Jackson Highway		Oakland Avenue	Partial		0.80	0.80	1.60
Total										1.60

System Cost 4 Cycles per Year		
System	Sweeping Miles	Total Cost
Secondary Divided	1.60	182.27
Annual Cost \$		182.27

tw



Resolution R16-48



Town Council
Town of Leland
North Carolina

Introduced by: Town Manager

Date: May 19, 2016

Resolution officially accepting streets, sidewalks, stormwater drainage improvements, potable water improvements and sanitary sewer improvements in Brunswick Forest Subdivision

WHEREAS, the Developer of Brunswick Forest has completed installation of the approved infrastructure to include streets, sidewalks, stormwater drainage improvements, potable water improvements and sanitary sewer improvements in accordance with standards of the Town of Leland, NC; and

WHEREAS, the Developer of the above-described Subdivision has executed or will in the immediate future execute a Warranty Deed conveying ownership of the streets within said Subdivision described herein to the Town of Leland, NC; and

WHEREAS, the Town, by its execution of this Resolution, intends to accept such improvements and to be responsible for the maintenance of such improvements in the future, subject to any warranties required from the Developer in accordance with applicable Town Ordinances.

THEREFORE, BE IT RESOLVED:

1. The Town of Leland hereby accepts for ownership, operation and maintenance the following described streets and sidewalks, stormwater drainage improvements, potable water improvements and sanitary sewer improvements (subject to the provisions of the recitals set forth hereinabove) located within said street rights-of-way, all of said improvements having been constructed to Town standards, said street rights-of-way being described as follows:

(a) Brunswick Forest Parkway as shown on that map recorded in Map Cabinet 92 at Page 34, Brunswick County Registry;

(b) Cape Fear National Drive as shown on those maps recorded in Map Cabinet 77 at Page 87, Map Cabinet 82 at Page 07, Map Cabinet 84 at Page 22, Map Cabinet 86 at Page 09, Map Cabinet 86 at Page 10 and Map Cabinet 86 at Page 11, Brunswick County Registry;

(c) Carsdale Lane as shown on that map recorded in Map Cabinet 86 at Page 10, Brunswick County Registry;

(d) Cobden Court as shown on those maps recorded in Map Cabinet 78 at Page 78 and Map Cabinet 79 at Page 77, Brunswick County Registry;

Resolution R16-48



Town Council
Town of Leland
North Carolina

(e) Cokesbury Court as shown on that map recorded in Map Cabinet 77 at Page 88, Brunswick County Registry;

(f) Creswell Drive as shown on that map recorded in Map Cabinet 86 at Page 11, Brunswick County Registry;

(g) Cross Water Circle as shown on those maps recorded in Map Cabinet 86 at Page 93, Map Cabinet 88 at Page 36, Map Cabinet 88 at Page 34, Map Cabinet 88 at Page 35, Map Cabinet 87 at Page 07 and Map Cabinet 87 at Page 06, Brunswick County Registry;

(h) Empie Drive as shown on those maps recorded in Map Cabinet 81 at Page 19, Map Cabinet 81 at Page 20 and Map Cabinet 83 at Page 62, Brunswick County Registry;

(i) Eno Lane as shown on those maps recorded in Map Cabinet 81 at Page 20 and Map Cabinet 83 at Page 62, Brunswick County Registry;

(j) Halliburton Cove as shown on that map recorded in Map Cabinet 83 at Page 63, Brunswick County Registry;

(k) Mt. Pleasant Circle as shown on those maps recorded in Map Cabinet 88 at Page 49 and Map Cabinet 92 at Page 33, Brunswick County Registry;

(l) N. Sleepy Oak Lane as shown on that map recorded in Map Cabinet 91 at Page 21, Brunswick County Registry;

(m) Pine Bloom Way as shown on that map recorded in Map Cabinet 81 at Page 19, Brunswick County Registry;

(n) Plantation Pine Way as shown on that map recorded in Map Cabinet 81 at Page 19, Brunswick County Registry;

(o) Pullen Drive as shown on those maps recorded in Map Cabinet 81 at Page 19, Map Cabinet 83 at Page 62 and Map Cabinet 83 at Page 63, Brunswick County Registry;

(p) Salter Path as shown on that map recorded in Map Cabinet 88 at Page 48, Brunswick County Registry;

(q) Sandy Grove Place as shown on that map recorded in Map Cabinet 88 at Page 30, Brunswick County Registry;

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Town of Leland
North Carolina

(r) Shelmore Way as shown on those maps recorded in Map Cabinet 86 at Page 39, Map Cabinet 87 at Page 07, Map Cabinet 88 at Page 34 and Map Cabinet 88 at Page 35, Brunswick County Registry;

(s) Shore Park Drive as shown on those maps recorded in Map Cabinet 78 at Page 05 and Map Cabinet 78 at Page 06, Brunswick County Registry;

(t) Simmerman Way as shown on those maps recorded in Map Cabinet 80 at Page 72, Map Cabinet 88 at Page 32, Map Cabinet 88 at Page 48 and Map Cabinet 89 at Page 73, Brunswick County Registry;

(u) Sneadens Cove as shown on that map recorded in Map Cabinet 88 at Page 31, Brunswick County Registry;

(v) Spalding Drive as shown on that map recorded in Map Cabinet 78 at Page 05, Brunswick County Registry;

(w) Star Grass Way as shown on those maps recorded in Map Cabinet 88 at Page 30, Map Cabinet 91 at Page 19 and Map Cabinet 91 at Page 21, Brunswick County Registry;

(x) Still Bluff Lane as shown on that map recorded in Map Cabinet 80 at Page 72, Brunswick County Registry;

(y) Stoney Point Drive as shown on those maps recorded in Map Cabinet 78 at Page 05 and Map Cabinet 78 at Page 06, Brunswick County Registry;

(z) Tannin Bark Circle as shown on those maps recorded in Map Cabinet 83 at Page 34, Map Cabinet 86 at Page 94 and Map Cabinet 86 at Page 95, Brunswick County Registry; and

(aa) Willowhaven Lane as shown on those maps recorded in Map Cabinet 83 at Page 34, Map Cabinet 86 at Page 94 and Map Cabinet 86 at Page 95, Brunswick County Registry.

3. The improvements hereby accepted by the Town include the following values:

<u>Streets</u>	<u>Value</u>
Brunswick Forest Parkway	\$246,000.00
Cape Fear National Drive	\$406,500.00
Carsdale Lane	\$ 39,200.00
Cobden Court	\$ 70,000.00
Cokesbury Court	\$181,900.00

Resolution R16-48



Town Council
Town of Leland
North Carolina

Creswell Drive	\$ 22,200.00
Cross Water Circle	\$530,200.00
Empie Drive	\$363,800.00
Eno Lane	\$ 85,100.00
Halliburton Cove	\$ 41,000.00
Mt. Pleasant Circle	\$ 77,500.00
N. Sleepy Oak Lane	\$ 94,000.00
Pine Bloom Way	\$ 19,000.00
Plantation Pine Way	\$ 23,900.00
Pullen Drive	\$150,600.00
Salter Path	\$ 18,200.00
Sandy Grove Place	\$ 78,800.00
Shelmore Way	\$140,500.00
Shore Park Drive	\$478,000.00
Simmerman Way	\$139,300.00
Sneadens Cove	\$ 42,800.00
Spalding Drive	\$ 44,900.00
Star Grass Way	\$226,300.00
Still Bluff Lane	\$138,500.00
Stoney Point Drive	\$212,000.00
Tannin Bark Circle	\$132,000.00
Willowhaven Lane	\$ 34,600.00

Streets Total \$4,036,800.00

<u>Sanitary Sewer</u>	<u>Value</u>
Cape Fear National Drive	\$225,200.00
Carsdale Lane	\$ 15,000.00
Cobden Court	\$ 42,900.00
Cokesbury Court	\$ 67,500.00
Creswell Drive	\$ 22,300.00
Cross Water Circle	\$461,000.00
Empie Drive	\$327,400.00
Eno Lane	\$ 74,300.00
Halliburton Cove	\$ 41,800.00
Mt. Pleasant Circle	\$199,000.00
N. Sleepy Oak Lane	\$ 64,800.00
Pullen Drive	\$122,700.00
Sandy Grove Place	\$ 34,300.00
Shelmore Way	\$141,700.00
Shore Park Drive	\$202,000.00
Simmerman Way	\$143,400.00
Sneadens Cove	\$ 25,400.00

Resolution R16-48



Town Council
Town of Leland
North Carolina

Star Grass Way	\$158,300.00
Still Bluff Lane	\$183,000.00
Stoney Point Drive	\$250,300.00
Tannin Bark Circle	\$ 99,600.00

Sanitary Sewer Total	\$2,901,900.00
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<u>Storm Drainage</u>	<u>Value</u>
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Brunswick Forest Parkway	\$ 43,000.00
Cape Fear National Drive	\$146,000.00
Cobden Court	\$ 33,600.00
Cokesbury Court	\$ 62,800.00
Creswell Drive	\$ 10,800.00
Cross Water Circle	\$289,900.00
Empie Drive	\$327,600.00
Eno Lane	\$ 26,900.00
Halliburton Cove	\$ 7,700.00
Mt. Pleasant Circle	\$ 15,000.00
N. Sleepy Oak Lane	\$ 30,300.00
Pine Bloom Way	\$ 12,000.00
Pullen Drive	\$140,600.00
Salter Path	\$ 9,900.00
Sandy Grove Place	\$ 37,100.00
Shelmore Way	\$133,500.00
Shore Park Drive	\$132,000.00
Simmerman Way	\$ 60,500.00
Sneadens Cove	\$ 12,700.00
Spalding Drive	\$ 10,800.00
Star Grass Way	\$ 70,000.00
Still Bluff Lane	\$ 48,600.00
Stoney Point Drive	\$144,200.00
Tannin Bark Circle	\$ 60,000.00
Willowhaven Lane	\$ 10,400.00

Storm Drainage Total	\$1,875,900.00
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<u>Water</u>	<u>Value</u>
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Cape Fear National Drive	\$126,000.00
Carsdale Lane	\$ 5,000.00
Cobden Court	\$ 24,300.00
Cokesbury Court	\$ 71,900.00
Creswell Drive	\$ 9,300.00

Resolution R16-48



Town Council
Town of Leland
North Carolina

Cross Water Circle	\$276,500.00
Empie Drive	\$164,400.00
Eno Lane	\$ 41,300.00
Halliburton Cove	\$ 22,200.00
Mt. Pleasant Circle	\$ 31,800.00
N. Sleepy Oak Lane	\$ 35,300.00
Pine Bloom Way	\$ 5,700.00
Plantation Pine Way	\$ 6,900.00
Pullen Drive	\$ 76,300.00
Sandy Grove Place	\$ 28,100.00
Shelmore Way	\$147,600.00
Shore Park Drive	\$ 99,800.00
Simmerman Way	\$ 58,000.00
Sneadens Cove	\$ 29,600.00
Spalding Drive	\$ 14,100.00
Star Grass Way	\$106,600.00
Still Bluff Lane	\$ 98,700.00
Stoney Point Drive	\$110,300.00
Tannin Bark Circle	\$ 74,800.00
Water Total	\$1,664,500.00
<u>Railroad Crossing</u>	<u>Value</u>
Brunswick Forest Parkway	\$425,000.00
Railroad Crossing Total	\$425,000.00

The total cost estimate of said improvements is \$10,904,100.00.

4. This Resolution shall not be interpreted in any way to relieve any developer, contractor, subcontractor, insurance company, owner, or other person of his individual or several obligations under any ordinance, policy, or contract, or to otherwise reduce or eliminate the rights of the Town, its agents, and employees against any other party connected with or in any way related to the development of these subdivisions or the installation, operation, and maintenance of all public facilities within said subdivisions. Furthermore, this Resolution is not to be interpreted as a waiver of any defense or immunities which the Town, its agents, or employees may assert or have been entitled to.

5. All rights, privileges and warranties of whatsoever nature and kind, for equipment, supplies, materials, goods, and services shall be assigned to the Town and any and all benefits derived therefrom shall inure to the Town, its agents, and employees. Such acceptance is conditioned upon the owners covenanting and warranting that they are lawfully seized and possessed of all the property dedicated to the public; that they have good

Resolution R16-48



Town Council
Town of Leland
North Carolina

and lawful authority to dedicate the same to the public for the stated purposes; that the property is free and clear of any deed of trust, mortgage, lien, or assessments, and that the said dedicators for their heirs, successors, executors, administrators, and assigns, covenant that they will warrant and defend the dedication of such public facilities against any and all claims and demands whatsoever.

6. The acceptance of dedication of these facilities does not obligate the Town to construct, install, maintain, repair, replace, extend, improve, build, or operate any public facilities or utilities which are not in existence as of the date of the adoption of this Resolution. Nor shall such acceptance obligate the construction of any main, line, pipe lateral, or other extension nor permit connection to the Town's water, sanitary sewer, storm sewer, drainage or other public utility system.

7. The improvements as described above and hereby officially accepted by the Town of Leland, shall be subject to a guarantee of materials and workmanship by the developer, at developer expense, for a period of twelve (12) months from the date of official acceptance by the Town.

8. This official acceptance shall become effective immediately upon adoption of this Resolution.

Brenda Bozeman, Mayor

Adopted at a regular meeting
on May 19, 2016.

ATTEST:

Sabrena Reinhardt, Town Clerk
Town Clerk

(SEAL)

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$0.00

Prepared by: John C. Wessell, III, a licensed North Carolina attorney, P.O. Box 1049, Wilmington, NC 28402. The preparer has not examined the title to the property described hereinbelow. Delinquent taxes, if any, to be paid by the closing attorney to the County tax collector upon disbursement of closing proceeds.

Return to: _____

**NORTH CAROLINA
BRUNSWICK COUNTY**

DATE: April 29, 2016

GRANTOR: FUNSTON LAND & TIMBER, LLC, a North Carolina Limited Liability Company

ADDRESS: 1007 Evangeline Drive
Leland, NC 28451

GRANTEE: TOWN OF LELAND, NORTH CAROLINA

ADDRESS: 102 Town Hall Drive
Leland, NC 28451

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH:

WHEREAS, Grantee officially accepted by Resolution adopted on May 19, 2016 certain streets, sidewalks, stormwater drainage improvements, potable water improvements and sanitary sewer improvements within that subdivision known as Brunswick Forest; and

WHEREAS, Grantor executes this Warranty Deed for the purpose of conveying to Grantee all such improvements adopted by action of the Grantee as described hereinabove.

NOW, THEREFORE, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other valuable consideration paid by the Grantee to the Grantor, the receipt of which is hereby acknowledged, the Grantor has bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, its successors and assigns, that real property located in Brunswick County, North Carolina, described as follows:

All of the real property consisting of streets and street rights of way described in the recorded maps referred to hereinbelow. This real property includes all streets, street rights-of-way, easements and associated utility improvements to include, but not be limited to, streets, pavement, base, curb and sidewalks, storm drainage to include pipes, curb inlets and manholes, and all related appurtenances located within the street rights-of-way as follows:

- (a) Brunswick Forest Parkway as shown on that map recorded in Map Cabinet 92 at Page 34, Brunswick County Registry;
- (b) Cape Fear National Drive as shown on those maps recorded in Map Cabinet 77 at Page 87, Map Cabinet 82 at Page 07, Map Cabinet 84 at Page 22, Map Cabinet 86 at Page 09, Map Cabinet 86 at Page 10 and Map Cabinet 86 at Page 11, Brunswick County Registry;
- (c) Carsdale Lane as shown on that map recorded in Map Cabinet 86 at Page 10, Brunswick County Registry;
- (d) Cobden Court as shown on those maps recorded in Map Cabinet 78 at Page 78 and Map Cabinet 79 at Page 77, Brunswick County Registry;
- (e) Cokesbury Court as shown on that map recorded in Map Cabinet 77 at Page 88, Brunswick County Registry;
- (f) Creswell Drive as shown on that map recorded in Map Cabinet 86 at Page 11, Brunswick County Registry;

- (g) Cross Water Circle as shown on those maps recorded in Map Cabinet 86 at Page 93, Map Cabinet 88 at Page 36, Map Cabinet 88 at Page 34, Map Cabinet 88 at Page 35, Map Cabinet 87 at Page 07 and Map Cabinet 87 at Page 06, Brunswick County Registry;
- (h) Empie Drive as shown on those maps recorded in Map Cabinet 81 at Page 19, Map Cabinet 81 at Page 20 and Map Cabinet 83 at Page 62, Brunswick County Registry;
- (i) Eno Lane as shown on those maps recorded in Map Cabinet 81 at Page 20 and Map Cabinet 83 at Page 62, Brunswick County Registry;
- (j) Halliburton Cove as shown on that map recorded in Map Cabinet 83 at Page 63, Brunswick County Registry;
- (k) Mt. Pleasant Circle as shown on those maps recorded in Map Cabinet 88 at Page 49 and Map Cabinet 92 at Page 33, Brunswick County Registry;
- (l) N. Sleepy Oak Lane as shown on that map recorded in Map Cabinet 91 at Page 21, Brunswick County Registry;
- (m) Pine Bloom Way as shown on that map recorded in Map Cabinet 81 at Page 19, Brunswick County Registry;
- (n) Plantation Pine Way as shown on that map recorded in Map Cabinet 81 at Page 19, Brunswick County Registry;
- (o) Pullen Drive as shown on those maps recorded in Map Cabinet 81 at Page 19, Map Cabinet 83 at Page 62 and Map Cabinet 83 at Page 63, Brunswick County Registry;
- (p) Salter Path as shown on that map recorded in Map Cabinet 88 at Page 48, Brunswick County Registry;
- (q) Sandy Grove Place as shown on that map recorded in Map Cabinet 88 at Page 30, Brunswick County Registry;
- (r) Shelmore Way as shown on those maps recorded in Map Cabinet 86 at Page 39, Map Cabinet 87 at Page 07, Map Cabinet 88 at Page 34 and Map Cabinet 88 at Page 35, Brunswick County Registry;

- (s) Shore Park Drive as shown on those maps recorded in Map Cabinet 78 at Page 05 and Map Cabinet 78 at Page 06, Brunswick County Registry;
- (t) Simmerman Way as shown on those maps recorded in Map Cabinet 80 at Page 72, Map Cabinet 88 at Page 32, Map Cabinet 88 at Page 48 and Map Cabinet 89 at Page 73, Brunswick County Registry;
- (u) Sneadens Cove as shown on that map recorded in Map Cabinet 88 at Page 31, Brunswick County Registry;
- (v) Spalding Drive as shown on that map recorded in Map Cabinet 78 at Page 05, Brunswick County Registry;
- (w) Star Grass Way as shown on those maps recorded in Map Cabinet 88 at Page 30, Map Cabinet 91 at Page 19 and Map Cabinet 91 at Page 21, Brunswick County Registry;
- (x) Still Bluff Lane as shown on that map recorded in Map Cabinet 80 at Page 72, Brunswick County Registry;
- (y) Stoney Point Drive as shown on those maps recorded in Map Cabinet 78 at Page 05 and Map Cabinet 78 at Page 06, Brunswick County Registry;
- (z) Tannin Bark Circle as shown on those maps recorded in Map Cabinet 83 at Page 34, Map Cabinet 86 at Page 94 and Map Cabinet 86 at Page 95, Brunswick County Registry; and
- (aa) Willowhaven Lane as shown on those maps recorded in Map Cabinet 83 at Page 34, Map Cabinet 86 at Page 94 and Map Cabinet 86 at Page 95, Brunswick County Registry.

All or a portion of the property herein conveyed _____ includes or X does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the above-described improvements, together with all privileges and appurtenances thereunto belonging, unto the Grantee, his heirs and assigns, in fee simple forever, subject to the following: the lien of Town of Leland and Brunswick County ad valorem taxes; easements and restrictive covenants of record; and all applicable zoning and land use ordinances, statutes and regulations.

AND the Grantor, for itself, its successors and assigns, covenants with the Grantee, its

successors and assigns, that the Grantor is seized of the premises in fee and has the right to convey the same in fee simple; that the same is free and clear from all encumbrances, except as set forth herein; and that the Grantor does hereby and will forever **WARRANT AND DEFEND** the title to the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

FUNSTON LAND & TIMBER, LLC

By: _____(SEAL)
Allen Jefferson Earp, Manager

NORTH CAROLINA
BRUNSWICK COUNTY

I, the undersigned Notary Public of the County of _____ and State aforesaid, certify that ALLEN JEFFERSON EARP personally came before me this day and acknowledged that he is a Manager of FUNSTON LAND & TIMBER, LLC, a North Carolina limited liability company, and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed.

WITNESS my hand and Notarial stamp or seal this _____ day of _____, 2016.

Notary Public

My Commission Expires:

Notary's Printed or Typed Name

(AFFIX STAMP OR SEAL)

JCW\LELAND\ACCEPTANCE\
BRUNSWICK FOREST4.29.16\DEED\KTW

Adoption of the Audit Contract for
FY 2015-2016
Resolution 16-44



Town Council
Town of Leland
North Carolina

Introduced by: Finance **Date:** May 19, 2016

Resolution Adopting the Audit Contract for FY 2015-2016

Intent/Purpose:

The adoption of this contract will provide the Town of Leland with financial auditing services for Fiscal Year 2015-2016.

Therefore, Be It Resolved:

That the Town Council approves and adopts the attached auditing contract with Thompson, Price, Scott, Adams & Co, P.A.

Adopted this 19th day of May, 2016.

Brenda Bozeman, Mayor Sabrena Reinhardt, Town Clerk

LGC-205 (Rev. 2016)

CONTRACT TO AUDIT ACCOUNTS

Of TOWN OF LELAND
Primary Governmental Unit

N/A
Discretely Presented Component Unit (DPCU) if applicable

On this 20TH day of APRIL, 2016,

Auditor: THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A. Auditor Mailing Address: PO BOX 398
WHITEVILLE, NC 28472 Hereinafter referred to as The Auditor

and TOWN COUNCIL (Governing Board(s)) of TOWN OF LELAND
(Primary Government)

and N/A : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning JULY 1, 2015, and ending JUNE 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

TOWN OF LELAND

Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: OCTOBER 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.)

TOWN OF LELAND

Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Contract to Audit Accounts (cont.)

TOWN OF LELAND

Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

- 17. Special provisions should be limited. Please list any special provisions in an attachment.

SEE ENGAGEMENT LETTER

- 18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
- 19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
- 20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
- 21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
- 22. **E-Verify.** Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
- 23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) TOWN OF LELAND
Governmental Unit

N/A
Discretely Presented Component Units (DPCU) if applicable

TOWN OF LELAND - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] N/A

Audit \$11,500

Preparation of the annual financial Statements 1,250

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 9,563

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.
Name of Audit Firm

By ALAN W. THOMPSON

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

Date 4-20-2016

alanthompson@tpsacpas.com
Email Address of Audit Firm

Governmental Unit Signatures:
TOWN OF LELAND

Name of Primary Government

By BRENDA BOZEMAN, MAYOR

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date N/A

**** If Governmental Unit has no audit committee, mark this section "N/A"**

TOWN OF LELAND

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By MISSY RHODES

Primary Governmental Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

mrhodes@townofleland.com

Email Address of Finance Officer

Date Primary Government Governing Body
Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) TOWN OF LELAND
 Governmental Unit _____
 _____ N/A
 Discretely Presented Component Units (DPCU) if applicable _____

**** This page to only be completed by Discretely Presented Component Units ****

_____ N/A _____ FEES
 Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit _____

Preparation of the annual financial Statements _____

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____
 ** NA if there is to be no interim billing _____

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures: _____
N/A

Name of Discretely Presented Component Unit _____

By _____
DPCU Board Chairperson; Type or print name and title

Signature of Chairperson of DPCU governing board _____

Date _____

By _____
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson _____

Date _____

** If Governmental Unit has no audit committee, mark this section "N/A"

_____ N/A

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By _____
DPCU Finance Officer:
Type or print name

DPCU Finance Officer Signature

Date _____
(Pre-audit Certificate **must be dated.**)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.)

TOWN OF LELAND

Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slgl/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slgl/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Contract to Audit Accounts (cont.)

TOWN OF LELAND

Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
 9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
 10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
 11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
 12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
 13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.



AGENDA MEMORANDUM

TO: Mayor and Town Council

FROM: Robert Waring, Planning Manager

SUBJECT: Text Amendment, Chapter 30, Article VIII, Section 30-275 (25) and (26)

DATE: May 19, 2016

On the agenda for the May 19th Town Council meeting, is a public hearing and presentation of a revision to a previous presented text amendment that would make modifications to Chapter 30, Article VIII, Section 30-275 (22) c, and propose a new text amendment to Chapter 30, Article VIII, Section 30-275 (25) and (26).

This text amendment is initiated by staff and would clarify the off-street parking area dimensions and configuration for single-family homes.

Background

On March 17th, the initial text amendment to Chapter 30, Article VIII, Section 30-275 was presented to Town Council after receiving a recommendation from the Planning Board. At this meeting Council ordered the public hearing to be continued until May 19th and asked that staff meet with representatives from the Business Alliance for a Sound Economy (B.A.S.E.) and its members to listen to this group's concerns and opposition to the proposed amendment.

Since the Town Council meeting on the 17th, staff met with B.A.S.E and some of its homebuilder members to discuss their opposition to the initial text amendment. At this meeting, staff heard about the concerns which the homebuilders had with the changes being proposed to the configuration of off-street parking on residential lots, namely the possible impacts on the impervious area of existing developments and the resulting effect on previously issued stormwater permits.

Analysis

The initial proposed text amendment was not intended to make any additional requirements, but to clarify the ordinances that stated the requirements for off-street parking. To reiterate, the purpose and support for the proposed text amendment included the following:

- Eliminate problematic single-lane parking arrangements as shown on the photographs which accompany this memorandum

- Decrease vehicle maneuvering onto streets, thus creating a potentially unsafe driving condition
- Provide support to staff's ordinance interpretation

Staff feels clarifying design standards will assist the Town's residents need to have convenient and safe off-street parking while further clarifying, for both developers and staff, requirements for office-street parking spaces on single-family residential lots.

After hearing the concerns from B.A.S.E., staff modified the text amendment by making the amendment effective for only single-family lots in new subdivisions approved by the Planning Board after the date the proposed Ordinance is adopted by Council. Single family lots in existing subdivisions which were approved prior to the adoption of the Ordinance would not be affected by the amendment.

Proposed text amendment:

Chapter 30 – ZONING

ARTICLE VIII. - PARKING, LOADING, DRIVEWAY AND SIDEWALK REQUIREMENTS

Remove Sec. 30-275(22)c. in its entirety. Secs. 30-275(22)a. and 30-275(22)b. shall remain unchanged.

Sec. 30-275. - Design requirements.

All parking facilities shall meet all of the following criteria:

- (22) Commercial retail developments containing more than 60,000 square feet of gross leasable area shall provide a separate employee parking facility containing no less than ten percent and no more than 25 percent of the required minimum parking spaces. The minimum size requirements prescribed in the following table shall apply to off-street parking only.

~~e. Off street parking dimensions for each required parking stall for single family lots shall be no less than 18 feet by 9 feet.~~

Add new Sections 30-275(25)a and b and Section 26. The changes made by staff to the previously presented text amendment and which resulted from staff's meeting with B.A.S.E. are indicated herein in **Bold font**.

Sec. 30-275. - Design requirements.

All parking facilities shall meet all of the following criteria:

- (25) All of the following design requirements shall be met for all new or reconstructed single family residential homes **excluding those homes located in subdivisions with either a preliminary plat or site specific plan approved on or prior to May 19, 2016.**

- a. Single family residential dwelling parking should be side-by-side in nature on an off street parking area. The off-street parking area can be part of or connected to a single-family residential lot's driveway with the same material construction.
- b. Off-street parking dimensions for each required parking stall on single family or townhome lots shall be no less than 9 feet wide by 18 feet deep.

(26) New or reconstructed single family residential dwellings located in subdivisions with a preliminary plat or site specific plan approved on or prior to May 19, 2016 shall have off-street parking dimensions for all required parking of no less than 18 feet by 9 feet.

These proposed changes are supported by B.A.S.E.

Recommendation

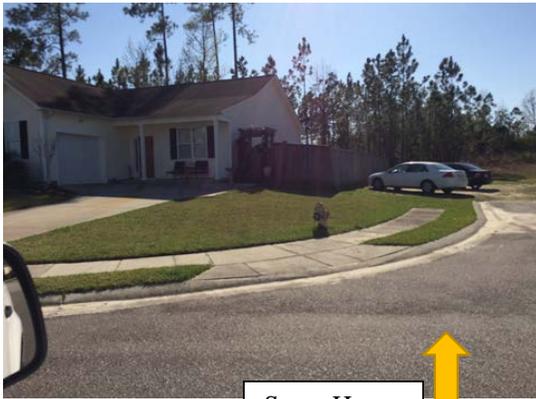
Staff recommends Council approve the proposed text amendment by adopting the Ordinance.

Attachments:

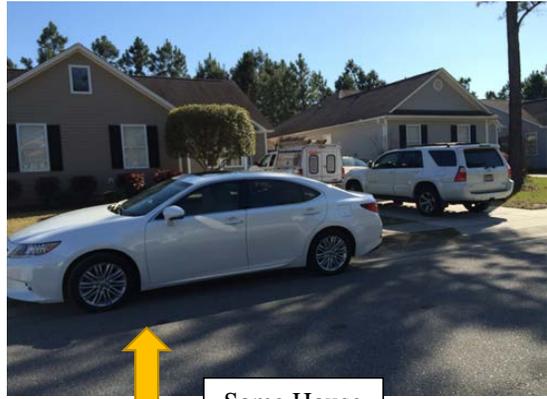
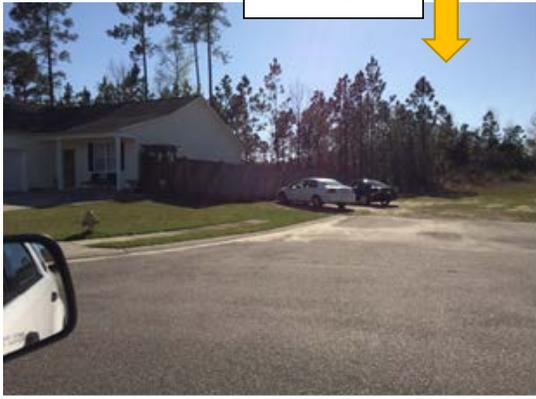
Photographs

Ordinance

Consistency Statement



Same House



Same House







Ordinance 16-05



Town Council
Town of Leland
North Carolina

Introduced by: Economic & Community Development Dept.

Date: 5/19/2016

ORDINANCE AMENDING CHAPTER 30 OF THE CODE OF ORDINANCES, TOWN OF LELAND, NORTH CAROLINA

BE IT ORDAINED:

1. That Sec. 30-275 of the Code of Ordinances, Town of Leland, North Carolina, is amended so as to remove the following subsection:

- c. *Off street parking dimensions for single family shall be no less than 18 feet by nine feet.*

2. That Sec. 30-275 of the Code of Ordinances, Town of Leland, North Carolina, is amended to include the following language:

Sec. 30-275. Design requirements.

- (25) All of the following design requirements shall be met for all new or reconstructed single family residential homes excluding those homes located in subdivisions with either a preliminary plat or site specific plan approved on or prior to May 19, 2016.

- a. Single family residential dwelling parking should be side-by-side in nature on an off street parking area. The off-street parking area can be part of or connected to a single-family residential lot's driveway with the same material construction.
 - b. Off-street parking dimensions for each required parking stall on single family or townhome lots shall be no less than 9 feet wide by 18 feet deep.

- (26) New or reconstructed single family residential dwellings located in subdivisions with a preliminary plat or site specific plan approved on or prior to May 19, 2016 shall have off street parking dimensions for all required parking of no less than 18 feet by 9 feet.

3. If this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the

Ordinance 16-05



Town Council
Town of Leland
North Carolina

ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.

4. Any ordinance or any part of the ordinance in conflict with this Ordinance, to the extent of such conflict, is hereby repealed.
5. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of the Town of Leland, North Carolina, and shall be in full force and effect from and after its adoption.

Brenda Bozeman, Mayor

Adopted at a regular meeting
on May 19, 2016.

Attest:

Sabrena Reinhardt
Town Clerk

(SEAL)

Approved as to Form:

John C. Wessell III, Town Attorney

JCW\leland\Ord-544

Case:	Off-Street Parking Text Amendment
Hearing Date:	May 19, 2016

**The Town of Leland Town Council Consistency Statement
Zoning Map/Land Development Code Amendment Requests**

_____ **Approval** - This *action* is consistent with the objectives and policies of the following plans adopted by the Town of Leland:

- () Town of Leland Master Plan
- () Town of Leland Zoning Ordinance

Therefore, the Leland *Town Council* considers this action to be reasonable and in the public interest and recommends approval of this request with the following justification:

It is recommended that the text amendment be approved based upon the information presented and, the information developed by staff contained in the staff report, and because, among other reasons, the text amendment is in compliance with the Town of Leland Master Plan and Zoning Ordinance.

_____ **Denial** - This *action* is consistent with the objectives and policies of the following plans adopted by the Town of Leland:

- () Town of Leland Master Plan
- () Town of Leland Zoning Ordinance

Therefore, the Leland *Town Council* does not consider this action to be reasonable and in the public interest and recommends denial of this request with the following justification:

It is recommended that the text amendment be denied based upon the information presented and, the information developed by staff contained in the staff report, and because, among other reasons, the text amendment is not in compliance with the Town of Leland Master Plan and Zoning Ordinance.

Comments:

This Statement of Consistency adopted by of the Leland *Town Council* this
The 19th day of May, 2016

Attest:

Brenda Bozeman, Mayor



AGENDA MEMORANDUM

TO: Mayor and Town Council
FROM: Robert Waring, Planning Manager
SUBJECT: Flexcode Text Amendment – Chapter 31, Article, I, Section 31-4 (b)
Rezoning Procedures
DATE: May 19, 2016

On the agenda for May 19th is a public hearing and presentation of a zoning ordinance text amendment initiated by staff.

Background

During a recent discussion regarding a zoning matter, questions arose concerning the zoning application process for a property located in a FlexCode zoning district. Staff seeks to provide clarification without changing the procedure.

On April 26th, the Planning Board voted to recommend Council adopt the proposed text amendment.

Analysis

The addition of Subsection 31-4 (b) (1) will clarify the additional step required after a property is rezoned to FlexCode Zone (FCZ). The options for rezoning within the FlexCode will remain unchanged.

TEXT AMENDMENT SUMMARY:

Section 31-4 (b) currently states as follows:

- (b) Re-zoning procedures. The procedure for rezoning to FlexCode Zone (FCZ) or transect zones (T1, T2, T3, T4, T4O, T5) as part of a new community plan or an infill plan or as standalone transect zones (T1, T2, T3, T4, T4O, T5) shall be the same as required for any other zoning district change.

Proposed Text Amendment:

Add subsection (b) (1) as follows:

- (b) Re-zoning procedures. The procedure for rezoning to FlexCode Zone (FCZ) or transect zones (T1, T2, T3, T4, T4O, T5) as part of a new community plan or an infill

plan or as standalone transect zones (T1, T2, T3, T4, T4O, T5) shall be the same as required for any other zoning district change.

- (1) *Property zoned FCZ will require a subsequent rezoning to a new community plan as outlined in this section.*

Recommendation

Staff recommends Council adopt the text amendment as drafted.

Attachments

Ordinance

Consistency Statement



Town Council
Town of Leland
North Carolina

Ordinance O16-08

Introduced by: Business & Neighborhood Enhancement Department **Date:** 5/19/2016

AN ORDINANCE AMENDING CHAPTER 31 OF THE CODE OF ORDINANCES, TOWN OF LELAND, NORTH CAROLINA

Be It Ordained:

1. That Sec. 31-4 (b) of the Code of Ordinances, Town of Leland, North Carolina is amended by adding the following subsection:
 - (1) Property zoned FCZ will require a subsequent rezoning to a new community plan as outlined in this section.
2. If this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.
3. Any ordinance or any part of the ordinance in conflict with this Ordinance, to the extent of such conflict, is hereby repealed.
4. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of the Town of Leland, North Carolina, and shall be in full force and effect from and after its adoption.

Brenda Bozeman., Mayor

Adopted at a regular meeting
on May 19, 2016

Attest:

Sabrena Reinhardt,
Town Clerk

(SEAL)

Approved as to Form:

John C. Wessell III, Town Attorney

Case:	FCZ Zoning Process Clarification
Hearing Date:	May 19, 2016

**The Town of Leland Town Council Consistency Statement
Zoning Map/Land Development Code Amendment Requests**

_____ **Approval** - This *action* is consistent with the objectives and policies of the following plans adopted by the Town of Leland:

- () Town of Leland Master Plan
- () Town of Leland Zoning Ordinance

Therefore, the Leland *Town Council* considers this action to be reasonable and in the public interest and recommends approval of this request with the following justification:

It is recommended that the text amendment be approved based upon the information presented and, the information developed by staff contained in the staff report, and because, among other reasons, the text amendment is in compliance with the Town of Leland Master Plan and Zoning Ordinance.

_____ **Denial** - This *action* is consistent with the objectives and policies of the following plans adopted by the Town of Leland:

- () Town of Leland Master Plan
- () Town of Leland Zoning Ordinance

Therefore, the Leland *Town Council* does not consider this action to be reasonable and in the public interest and recommends denial of this request with the following justification:

It is recommended that the text amendment be denied based upon the information presented and, the information developed by staff contained in the staff report, and because, among other reasons, the text amendment is not in compliance with the Town of Leland Master Plan and Zoning Ordinance.

Comments:

This Statement of Consistency adopted by of the Leland *Town Council* this
The 19th day of May, 2016

Attest:

Brenda Bozeman, Mayor

Resolution R16-53



Town Council
Town of Leland
North Carolina

Introduced by: Town Manager

Date: 5/19/2016

**Resolution of the Town Council of the Town of Leland,
North Carolina Declaring its Intent to Close a
Portion of WB&S Road Located in the Town of Leland**

WHEREAS, the staff of the Town of Leland has recommended to the Town Council of the Town of Leland that a portion of WB&S Road lying within the Town of Leland, North Carolina be closed; and

WHEREAS, the Town Council of the Town of Leland is of the opinion that a portion of WB&S Road as described hereinbelow should be closed and that the closing of the same is in the public interest, all in accordance with the provisions of N.C.G.S. §160A-299.

THEREFORE, BE IT RESOLVED:

1. The Town Council of the Town of Leland hereby declares its intent to close a portion of WB&S Road lying in the Town of Leland, North Carolina, said portion of WB&S Road being more particularly described in Exhibit "A" attached hereto and incorporated herein by reference.
2. The Town Council will hear all persons on the question of whether or not the closing would be detrimental to the public interest or the property rights of any individual at a public hearing to be held on June 16, 2016 at 6:00 p.m., or as soon thereafter as the matter can be reached, in the Council Chambers located in Town Hall, 102 Town Hall Drive, Leland, NC.
3. The Town Clerk is hereby directed to cause this Resolution to be published once a week for four successive weeks prior to the scheduled hearing.
4. The Town Clerk is further directed to send by registered or certified mail a copy of this Resolution to all owners of property adjoining the street as shown on the County tax records and to prominently post a notice of said closing and public hearing in at least two places along said street.

Brenda Bozeman, Mayor

Adopted at a regular meeting
on May 19, 2016.

Attest:

Sabrena Reinhardt, Town Clerk

(SEAL)



*102 Town Hall Drive - Leland, North Carolina 28451
(910) 371-0148 - Fax (910) 371-1073*

TO: Mayor & Council
Town Manager

FROM: Sabrena Reinhardt
Administrative Manager/Town Clerk

DATE: May 12, 2016

RE: R16-52 Supporting School Bond Referendum

Staff is working with Brunswick County Schools to provide a resolution of support for the school bond referendum for Council's consideration at the Regular Meeting on May 19, 2016.

Brenda Bozeman
Mayor

Bob Campbell
Councilmember

Pat Batleman
Mayor Pro Tem

Bob Corriston
Councilmember

Michael Callahan
Councilmember

David A. Hollis
Town Manager



*102 Town Hall Drive - Leland, North Carolina 28451
(910) 371-0148 - Fax (910) 371-1073*

TO: Mayor & Council
Town Manager

FROM: Sabrena Reinhardt
Administrative Manager/Town Clerk

DATE: May 12, 2016

RE: Resolution R16-50 Rules of Procedures for the Town Boards, Committees and Subcommittees

Staff is working with the Town Attorney provide a resolution and a the Rules of Procedures for the Town Boards, Committees and Subcommittees for Council's consideration at the Regular Meeting on May 19, 2016.

The staff anticipates having this document available for distribution at the Council's Agenda meeting.

Brenda Bozeman
Mayor

Bob Campbell
Councilmember

Pat Batleman
Mayor Pro Tem

Bob Corrison
Councilmember

Michael Callahan
Councilmember

David A. Hollis
Town Manager



MEMORANDUM

TO: Mayor Bozeman and Council

FROM: Robert Waring, Planning Manager

SUBJECT: Planning Board Appointments

DATE: May 19, 2016

On the May 19th agenda is a request from staff for Council to appoint three members to the Planning Board for the next three-year term which begins on July 26, 2016 to fill vacancies for the expired terms of the following three members:

Chairman Donn Garvey	Appointed 12/17/09; 2 nd consecutive term concludes 6/30/16
Don Slawter	Appointed 12/19/13 for an unexpired term; 1 st term expires 6/30/16
Steve Whitney	Appointed 6/19/14 for an unexpired term; 1 st term expires 6/30/16

Pursuant to the Code of Ordinances Sec. 2-142, the term of each Planning Board member shall be three years or until a successor is appointed. Further, no member shall serve more than two consecutive terms and any person appointed to serve an unexpired term shall be deemed to have served one of the two consecutive terms that such member may serve if the unexpired term is for two years or more. No later than 90 days preceding the expiration of a member's term, members who have served only one term may apply in writing to the Town Council to be reappointed for a second term. At the expiration of one year from a former Planning Board member's second term, such member shall be eligible for reappointment to the Board. The terms of the members of the Planning Board shall expire on June 30 or until a successor is appointed. New Board members shall take office at the first regularly scheduled Planning Board meeting after June 30.

Applications have been received from the following individuals:

Richard Allison	June Gerken	John Pocaro
Alan Armstrong	Gail Packer	Don Slawter (Incumbent)
Joe Bryant	Robert Penwell	Steve Whitney (Incumbent)
Mark Donaldson		

Staff has modified the application form for the Planning Board, a copy of which accompanies this memorandum, in order to help staff and Council determine the qualifications of applicants.

Staff requests that Council appoint three members to the Planning Board at the May 19th Council meeting to enable these members to take office at the July 26th Planning Board meeting.

TOWN OF LELAND
102 TOWN HALL DRIVE
LELAND, NC 28451 OFFICE
(910) 371-0148 FAX (910) 371-1073
APPLICATION FOR APPOINTMENT TO THE PLANNING BOARD

Name: _____

Address: _____

Telephone: Home: _____ Work: _____

Cell: _____

Email: _____

Employer: _____

Job Title: _____

Duties: _____

Professional Activities: _____

Volunteer Activities: _____

How long have you resided in the Town of Leland? _____

Do you have any experience in city planning or possess a similar background? Please explain.

What do you feel are your qualifications for serving on the Board, Committee or Commission?

Why do you wish to serve on the Planning Board?

Do you have any knowledge concerning a traditional use-based (Euclidian) zoning code and a form-based (Flexcode) zoning code? Please explain.

The Flexcode was adopted by the Town as one of the instruments of implementation of the public purposes and objectives of the adopted Town of Leland Master Plan. The Flexcode is contained in the Code of Ordinances Section 31. Presently, the Gateway District along Village Rd. is the sole zoning district in which the Flexcode has been adopted. Do you support the application of a form-based code in other areas of the Town that would permit the construction of dense, mixed-use developments? Please explain.

The Town's Master Plan was adopted in 2009. It is a comprehensive plan which reflected what the Town's citizens desired for the community's future growth over the next 20 years. The Master Plan is in the process of getting updated. Do you support the vision which is outlined in the 2009 Plan and the Plan's primary recommendations? Do you disagree with any of the recommendations in the Plan? Please explain.

This information is requested for the sole purpose of assuring that a cross-section of the community is appointed. Please note that under IRS Rules the Town is required to withhold federal income and payroll taxes and to issue W-2's to Council Members and to members of the Planning Board.

Signature: _____

Date: _____



AGENDA MEMORANDUM

TO: Leland Town Council

FROM: Niel Brooks, Operation Services Director

SUBJECT: Parks and Recreation Board

DATE: May 19, 2016

Purpose

Four seats on the Parks and Recreation Board expire on June 30, 2016 and are up for appointment.

Background/Discussion

The four seats that are expiring are currently held by Chairman Walt Chmielenski, Karen Chevrotee, Carol Roberts and Robert Chodosh. Mr. Chmielenski, Ms. Chevrotee and Mr. Chodosh have asked to be considered for reappointment.

Staff received eight applications for the Parks and Recreation Board:

Walt Chmielenski (I)	Herbert Moore
Robert Chodosh (I)	Lucas Cole
Karen Chevrotee (I)	John Lapatchka
John Carter	Darryl T. Langley Jr.

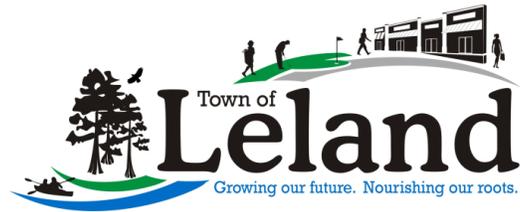
An additional ten (11) people asked to be considered for either the Parks and Recreation Board or the Special Events Committee:

Lannin Braddock	Ralph Mercorella
Matt Rabalais	Jane Crowder
Jessica Middleswarth	Kimberly Sherwood
Richard Holloman	Stephanie Wallis Williams
Robert Odom	Dora Hoshiyama
Cris Allen	

Recommendation

Staff recommends that Town Council consider appointees who reflect demographics of the citizenry that are not currently represented on the board. In addition, staff feels it is appropriate to consider appointees from areas of Town that are not currently represented on the Board. Staff has provided a spreadsheet (attached) that lists the applicants, the board/committee they applied for, their address, neighborhood and residency status.

Board/Subcommittee Applied For	Applicant	Address	Neighborhood	Resident?
Parks and Recreation	Walt Chmielenski (I)	1133 Grandiflora Dr	Magnolia Greens	Yes
Parks and Recreation	Karen Chevrotee (I)	1332 Grandiflora Dr	Magnolia Greens	Yes
Parks and Recreation	Robert Chodosh (I)	110 Parsley Lane	Village Oaks	Yes
Parks and Recreation	John Carter	120 Brookhaven Trail	Brookhaven	Yes
Parks and Recreation	Herbert Moore	1286 Greensview Circle	Magnolia Greens	Yes
Parks and Recreation	Lucas Cole	316 Mossy Oak Ct	Leland (Village Rd. area)	Yes
Parks and Recreation	John Lapatchka	1002 Chalet Ct	Waterford	Yes
Parks and Recreation	Darryl T Langley Jr.	201 North Palm Dr	Westport	Yes
Parks and Recreation/Special Events	Lannin Braddock	2036 Colony Pines Dr	Brunswick Forest	Yes
Parks and Recreation/Special Events	Matt Rabalais	1328 Parkland Way	Windsor Park	Yes
Parks and Recreation/Special Events	Jessica Middleswarth	1125 Foxbow Cove	Brunswick Forest	Yes
Parks and Recreation/Special Events	Richard Holloman	3020 Cubden Ct	Brunswick Forest	Yes
Parks and Recreation/Special Events	Robert Odom	2105 Laurel Oak Way	Magnolia Greens	Yes
Parks and Recreation/Special Events	Ralph Mercorella	1107 Sandy Beach Circle	Waterford	Yes
Parks and Recreation/Special Events	Jane Crowder	131 Lee Dr	Leland (Village Rd. area)	Yes
Parks and Recreation/Special Events	Kimberly Sherwood	9484 Night Harbor Dr	The Arbors	Yes
Parks and Recreation/Special Events	Stephanie Wallis Williams	107 Long Leaf Dr	Leland (Village Rd. area)	Yes
Parks and Recreation/Special Events	Dora Hoshiyama	922 Spicebush Dr	Westport	Yes
Parks and Recreation/Special Events	Cris Allen	3525 Bendemere Dr	Brunswick Forest	Yes
Special Events	Connie Reeves	1314 Old Fayetteville Rd	Brunswick County	No
Special Events	Tiffany Lewis	7141 Buck Hideaway	Brunswick County	No
Special Events	Simone Mills Allen	1110 Wilwood Ct	Brunswick Forest	Yes
Special Events	Roy Lettieri	1102 Magenta Ct	Magnolia Greens	Yes
Current Parks Board Members				
Parks and Recreation	Walt Chmielenski (I)	1133 Grandiflora Dr	Magnolia Greens	Yes
Parks and Recreation	Karen Chevrotee (I)	1332 Grandiflora Dr	Magnolia Greens	Yes
Parks and Recreation	Robert Chodosh (I)	110 Parsley Lane	Village Oaks	Yes
Parks and Recreation	Carol Roberts (I)	1254 Wood Lily Circle	Waterford	Yes
Parks and Recreation	Tom Charles	102 Watersfield Rd.	Wedgewood	Yes
Parks and Recreation	Sam Richardson	125 WB&S Rd	Leland (Old Fay. Area)	Yes
Parks and Recreation	Arlene Holmes	1021 Lindenwood Dr	Magnolia Greens	Yes



MEMORANDUM

TO: Town Council
FROM: Niel Brooks, Operations Services Director
SUBJECT: Parks and Recreation Board Special Events Subcommittee Nominations
DATE: May 19, 2016

After Council extended the deadline to receive applications for the Leland Special Events Planning Subcommittee, the Town received a total of Fifteen (15) applications:

- | | |
|----------------------|---------------------------|
| Jane Crowder | Simone Mills Allen |
| Kimberly Sherwood | Constance Reeves |
| Dora Hoshiyama | Roy Lettieri |
| Jessica Middleswarth | Ralph Mercorella |
| Tiffany Lewis | Lannin Braddock |
| Richard Holloman | Stephanie Wallis Williams |
| Robert Odom | Matthew Rabalais |
| Criscella Allen | |

At their meeting on April 27, 2016, the Parks and Recreation Board voted to nominate the following four (4) individuals for appointment to the Leland Special Events Planning Subcommittee:

- Constance (Connie) Reeves
- Criscella (Cris) Allen
- Roy Lettieri
- Stephanie Wallis Williams

A Council Liaison also needs to be appointed for this subcommittee as well.



AGENDA MEMORANDUM

TO: Mayor and Town Council

FROM: Gary Vidmar, Economic & Community Development Director

SUBJECT: Economic Development Report

DATE: May 1, 2016

This memorandum reports on current economic development activities in the Town of Leland. *Updated information is indicated in italics.*

Economic Development Committee

- The Economic Development Committee meets in the Cape Fear Training Room on the second Thursday of every month. The public is invited to attend.
- *The Economic Development Committee and the Tourism Development Authority (TDA) plan to begin collaborating on economic development matters. As the first step, the ED Committee will appoint a liaison to attend the TDA's monthly meetings and the TDA will appoint a liaison to attend the ED Committee meetings.*

InnovateNC

The Wilmington/Carolina Coast Innovation Council hosted representatives from Asheville, Greensboro, Wilson & Pembroke along with representatives from the 10 partner agencies which are supporting the program for a cross-city learning collaborative convening on April 11-12. Representatives from the Innovation Council featured area site tours, presentations, Q & As, and panel discussions focused on innovative marine biotechnology and life science initiatives within the Wilmington region and the broader innovation ecosystem. The Council had a great turnout for this event and by all indications everyone was impressed with the program we put together for our visitors. A separate report describing the activities and presentations that took place is attached hereto.

Development of 63+ acres on Hwy. 17 between Ocean Gate Plaza Dr. and Ploof Rd.

On April 25th, Staff met with a new developer who plans to purchase this property and craft a new master plan. Staff will continue working the new developer to devise a master plan that satisfies the Town's vision for this development. ALDI's is expected to be the first new business to be built in this development. The development is expected to include a mix of offices, retail, restaurants, entertainment and civic areas.

Harrington Village

The Town and the developer continue to wait for the approval of the Traffic Impact Analysis (TIA) by NCDOT. This 19± acre development is expected to include 300 luxury apartment units in 13 separate buildings and about 30,000 square feet of retail/commercial space. The developer plans to submit building permit applications sometime soon. A start date has not been determined. The Town has plans to re-align Northgate Drive with Baldwin Drive in conjunction with this development and create a signalized intersection which will help benefit this project.

Other Gateway District Re-development in Progress

- Work is underway to fit-up a building located at 113 Village Rd. (the former dry cleaner) for use as a donut shop.
- Staff is working with the owner of the 2± acre property at 480 Village Rd. near the corner of Village and Dresser Lane to provide guidance for preparation of site plans for a residential development with 21 3-bedroom townhomes.
- Staff is working with a developer who interested in purchasing a 7+ acre property at 408 Village Rd. near the corner of South Navassa Rd. for the purpose of constructing 80 apartment units. The developer will be conducting its due diligence during the next four months before it determines whether the project is viable.

Other Economic Development News

- Plans have been announced for the construction of a Fairfield Inn by Marriott on Westgate Blvd. behind the Best Western Hotel. *Construction is expected to start before the end of the year.*
- Brunswick Forest has announced plans to construct a 300± unit luxury apartment ***community. It will be located on land south of the commercial/retail area.***
- ALDI's has announced that the location of its first grocery store in the Wilmington area will be in Leland at the corner of Ploof Rd. and Hwy. 17. *Construction is expected to start sometime this summer.*
- Construction is underway for Carolina Shores Car Wash in Waterford Village between Corning Credit Union and Goodwill. *It is expected to open in July.*
- Plans have been submitted to the Technical Review Committee (TRC) for two 9,375 square foot multi-tenant retail buildings located in Waterford Village between Corning Credit Union and Smithfield Barbecue Restaurant.

Public Improvement Projects

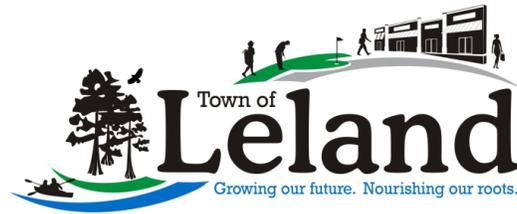
- Mallory Creek Road Extension: Plans have been submitted for permits. Bids are expected to be advertised sometime soon and construction should be completed by the end of the year.
- Northgate Dr. Re-alignment: AECOM has prepared preliminary drawings for the re-alignment of Northgate Dr. *and is presently waiting for the Harrington Village TIA approval before proceeding with any more design work.* Staff is coordinating this project with the Harrington Village project.

Update to Town Master Plan

Staff presented the draft of the update to the 2009 Town Master Plan to Council and the Planning Commission for their review and comment at their April meetings. *The comment period is closed and we expect to receive a second draft from PlaceMakers in about 30 – 45 days.*

Economic Development Activities & Events

June 6 – 7: InnovateNC Cross-City Convening in Raleigh/Durham



AGENDA MEMORANDUM

TO: Mayor and Town Council

FROM: Gary M. Vidmar, Economic & Community Development Director

SUBJECT: InnovateNC Program Update and the Cross-City Site Visit on April 11th and 12th

DATE: May 19, 2016

This memorandum reports on progress getting made on the strategic plan for the InnovateNC program and the site visit hosted by the Wilmington & Carolina Coast Innovation Council (the "Council") on April 11th and 12th.

As a quick refresher, the Wilmington area was one of five communities in the State chosen to demonstrate the value of close collaborations among industry, local government and higher education as part of the InnovateNC program. The four other cities chosen to participate in this program are Asheville, Wilson, Greensboro and Pembroke. InnovateNC is a two year cross-city economic development-driven initiative sponsored by the Institute of Emerging Issues at NC State University. The local partners are the City of Wilmington, the Town of Leland, New Hanover and Brunswick counties, Cape Fear and Brunswick Community Colleges, and the private company Castle Branch and its TekMountain business incubator. I serve as the co-chair of the Council and member of the Strategic Planning Committee.

On April 11th and 12th, representatives from the four other InnovateNC cities and the InnovateNC support partners came to Wilmington for a close-up look and a series of conversations about how scientific, technical and business innovation can help local economies grow.

First item on the agenda on the morning of April 11th was a visit to UNCW's CREST Research Campus and the MARBIONC marine biotechnology facilities. The morning commenced with a presentation I gave about how our thinking has evolved since InnovateNC began last year. The starting premise was that marine biotechnology would be the defining core of our collaboration, the basis for all our efforts to create a growing, 21st-century economy in southeastern North Carolina. The work done on the CREST Research Campus is multi-faceted, pointing toward many possible commercial applications. MARBIONC has a strong core of skilled personnel in its faculty, world-class research facilities, a motivated, engaged student body, and many talented, creative alumni. Through many of the private companies that are co-located on the CREST Campus, researchers' work is being licensed and developed for market applications.

Although marine biotechnology was intended to be the primary focus for the InnovateNC program, after the program got underway in October of 2015, the Council quickly learned that marine biotech, in spite of the many assets that exist in our region to support this field, is a narrow sector and it remains a small portion of the region's economy. The field requires a highly educated, specialized work force and very expensive work spaces in the form of laboratories and research vessels. Commercial spinoffs from marine biotechnology can be research-intensive and require "a high bandwidth" of technological investment. All that is a big hurdle to startup companies.

So the InnovateNC team broadened its focus to include other academic disciplines, notably the broader life science community and marine technology, to be more inclusive of our partner schools. Cape Fear Community College, for example, has a strong focus on marine technologies and Brunswick Community College is one of the state's leaders in applied aquaculture (which is biotechnology). This broader definition of the InnovateNC partnership's academic focus offered many more opportunities for public-private collaborations and for job creation.

Ultimately, the Council chose to broaden its focus still more, to encompass all creative innovation endeavors. This will create a much broader base that any individual startup can feed into. To make it easy to visualize those pieces, we are talking about a pyramid, with three levels of innovation. The base is that broadest, most inclusive definition of innovative enterprises whether specifically scientific or not. Second is the more specialized range of disciplines that fall under the marine technology and life sciences categories. The pyramid's tip is marine biotechnology.

To support economic growth in all three levels we must have and develop three "core" or "pillar" resources. First is access to an educated, skilled work force. That involves the public schools in the two participating counties, both community colleges, and UNCW. Second is access to capital. Attracting interest from venture capitalists and "angel investors" is a chief challenge for Wilmington. This region lags far behind the Raleigh-Durham-Chapel Hill triangle in funding for startup ventures, as the InnovateNC visitors heard from other speakers during their visit. The third pillar is "access to networks that can overcome barriers that industries or governments can create.

That network concept is one of the chief purposes for which InnovateNC was created. We are determined to break down those "silos" that keep creative, innovative people in different organizations from talking, and listening, to one another. Thinking outside the silo is essential to the sort of innovation that can drive a forward-looking technology-based economy.

After touring the Crest Campus, the group of about 30 visitors were shuttled over to Castle Branch for lunch and an afternoon filled with presentations from a variety of investors and entrepreneurs. Presenters included Joe Finley, Castle Branch/tekMountain founder and partner; Randall Johnson, Executive Director, Southeastern Office, North Carolina Biotechnology Center; Jennifer McCall, SeaTox founder and CEO; Adam Burke, Mike Rhodes & Merrette Moore, investors; Dan Brawley, CEO of Cucalorus Film Festival; and Christine Hughes, City of Wilmington Sr. Planner.

Shortly after the presentations ended, our guests were escorted to Ironclad Brewery in downtown Wilmington. Here the group swelled to more than 100 after being joined by a large number of local dignitaries, elected officials, business owners and entrepreneurs from throughout the region. Leland was represented by Mayor Bozeman and Mayor Pro-Tem Pat Batleman at this affair. We enjoyed a wonderful dinner served up by Keith Rhodes and his staff at Catch restaurant. Keynote speakers were Wilmington Mayor Bill Saffo and New Hanover County Board of Commissioners Chairperson Beth Dawson. A panel comprised of Susanne Adams, President of Brunswick Community College and two administrators representing UNCW addressed questions posed by Sean Ahlum, member of the Council and business development director for TekMountain.

On Tuesday, the day began at Cape Fear Community College with a presentation about Cape Fear's Marine Tech program given by Jason Rogersand and a presentation by Tracy Holbrook about its Marine Bioscience program. From there the group was taken to Leland Town Hall where the group was joined by several members of Town Council, Planning Board, Economic Development Committee and Staff. Here I presented some Town history to the group while emphasizing the rapid growth which Leland has undergone during the past 10 years and the wealth of opportunity which lies ahead. Following my talk, Mayor Bozeman and Brunswick County Commissioner Marty Cooke spoke about the collaboration between the Town and the County and the emphasis we are placing on economic development and education.

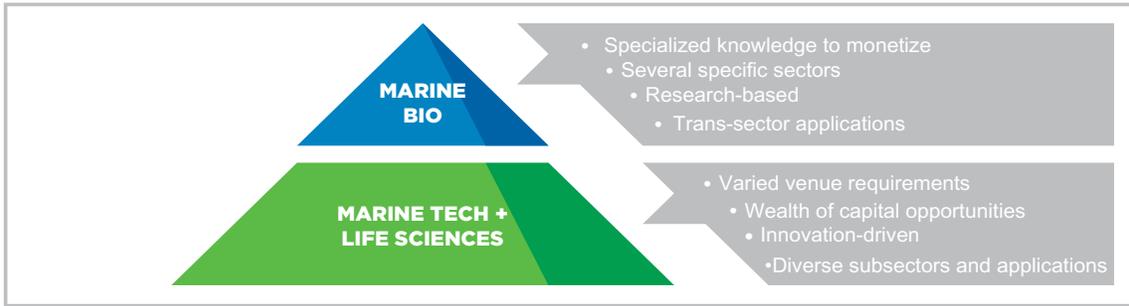
The group then proceeded to Manufacturing Methods located in the Leland Industrial Park where we enjoyed a tour of the firm's newly renovated manufacturing facility. Manufacturing Methods is one of the many successful small businesses in Brunswick County which is leading the way in innovative manufacturing and product development. Their products range from the broadcast platform which the TV networks use for Thursday night NFL Football broadcasts and the Super Bowl to a dental appliance used by dentists all over the country to wrap a tooth with a cavity that is getting filled. This visit was an obvious hit with all of our guests.

The group moved on with a visit to Brunswick Community College where President Adams and Vice-President Velva Jenkins spoke about the College's work training program, its relationship with area manufacturing companies and its newly opened incubator. The group also heard from Dr. Holland, Director of BCC's Aquaculture program. The day ended on a high note with a tour of the incubator and some Q & A about ways the College can work closely with the Innovation Council to help identify new startup companies and offer a place for them to develop their products.

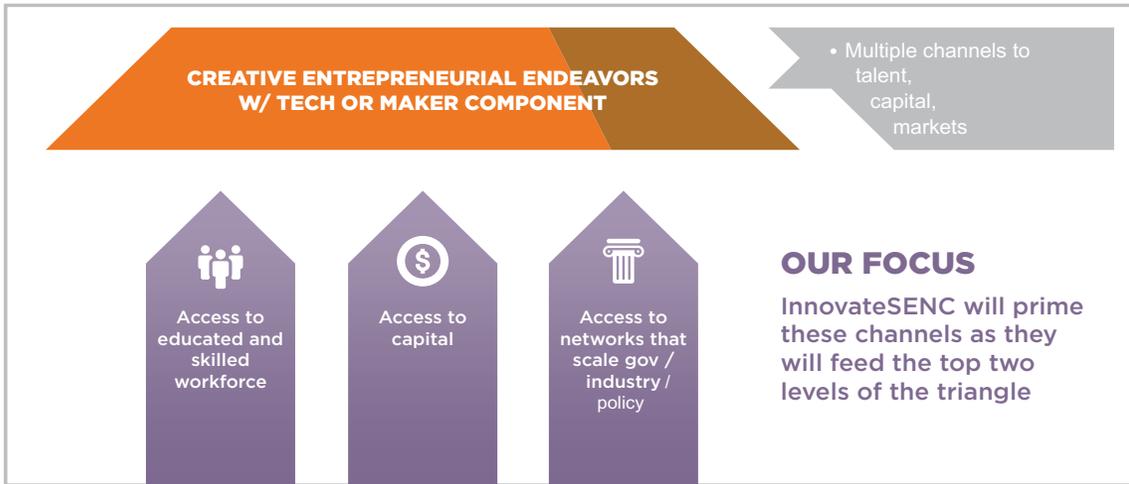
Attachment

Strategic Plan Infograph

SECTOR DIVERSITY



UNITY OF PURPOSE



WE BUILD THESE CHANNELS



MEMORANDUM

TO: Mayor Bozeman and Council
FROM: Gary Vidmar, Economic & Community Development Director
SUBJECT: Master Plan Update Questions
DATE: May 19, 2016

The purpose of this memorandum is to address some questions that were raised at the April 21st Council meeting regarding statistics stated in the draft Master Plan.

Summary

During the presentation of the draft Master Plan by Sr. Planner Ashli Barefoot at the April 21st Council meeting, Councilman Michael Callahan asked the following questions:

1. Under Leland Commute on Page 41 of the draft Master Plan, it states that 62% of the Leland population is in the workforce. Where does that figure come from and what industries make up the 62% of Leland's workforce?

That number comes from the US Census American Community Survey 5-year estimates for 2014 which accompanies this memorandum and is the percentage classified as "Usually worked 35 or more hours per week" and is rounded for simplicity. The exact figure is 62.4%. Staff has been unable to find industry employment data but is continuing to research.

2. Mr. Callahan was interested in the same statistics for Wilmington and surrounding counties.

The second attachment which accompanies this memorandum lists the requested employment statistics for Brunswick County, New Hanover County, Pender County and Columbus County, other than industry data.

Attachments

ACS 5-yr. Estimates – Leland & Wilmington
ACS 5-yr. Estimates – Surrounding Counties



S2303

WORK STATUS IN THE PAST 12 MONTHS

2010-2014 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	Leland town, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 to 64 years	9,415	+/-418	4,576	+/-348	4,839	+/-285
WEEKS WORKED						
Worked 50 to 52 weeks	55.9%	+/-4.5	63.5%	+/-5.7	48.7%	+/-6.3
Worked 40 to 49 weeks	8.1%	+/-2.9	8.7%	+/-4.3	7.6%	+/-3.4
Worked 27 to 39 weeks	5.5%	+/-2.6	5.1%	+/-2.6	5.9%	+/-3.9
Worked 14 to 26 weeks	4.3%	+/-1.7	4.5%	+/-2.2	4.1%	+/-2.6
Worked 1 to 13 weeks	4.4%	+/-1.9	5.7%	+/-2.9	3.2%	+/-2.0
Did not work	21.8%	+/-3.4	12.6%	+/-4.3	30.5%	+/-5.1
USUAL HOURS WORKED						
Usually worked 35 or more hours per week	62.4%	+/-3.8	74.8%	+/-4.7	50.6%	+/-5.5
40 or more weeks	56.5%	+/-4.3	67.6%	+/-5.2	45.9%	+/-6.1
50 to 52 weeks	50.3%	+/-4.6	61.0%	+/-5.5	40.2%	+/-6.6
Usually worked 15 to 34 hours per week	14.0%	+/-3.4	10.8%	+/-3.4	17.2%	+/-5.2
40 or more weeks	6.4%	+/-1.8	3.2%	+/-1.8	9.4%	+/-3.4
50 to 52 weeks	5.4%	+/-1.7	2.5%	+/-1.6	8.1%	+/-3.3
Usually worked 1 to 14 hours per week	1.8%	+/-1.1	1.8%	+/-1.8	1.7%	+/-1.3
40 or more weeks	1.2%	+/-1.0	1.4%	+/-1.7	1.0%	+/-0.9
50 to 52 weeks	0.2%	+/-0.2	0.0%	+/-0.8	0.5%	+/-0.4
Did not work	21.8%	+/-3.4	12.6%	+/-4.3	30.5%	+/-5.1

Subject	Leland town, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Mean usual hours worked for workers	40.5	+/-1.1	43.2	+/-1.5	37.2	+/-1.6
PERCENT IMPUTED						
Work status in the past 12 months for the population 16 years and over	6.0%	(X)	(X)	(X)	(X)	(X)
Hours worked per week in the past 12 months for the population 16 years and over	7.5%	(X)	(X)	(X)	(X)	(X)
Weeks worked in the past 12 months for the population 16 years and over	7.6%	(X)	(X)	(X)	(X)	(X)

Subject	Wilmington city, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 to 64 years	76,905	+/-861	36,853	+/-776	40,052	+/-651
WEEKS WORKED						
Worked 50 to 52 weeks	50.8%	+/-1.2	53.4%	+/-1.7	48.4%	+/-1.9
Worked 40 to 49 weeks	7.3%	+/-0.9	6.8%	+/-1.2	7.8%	+/-1.0
Worked 27 to 39 weeks	7.4%	+/-0.9	7.6%	+/-1.3	7.2%	+/-1.2
Worked 14 to 26 weeks	6.0%	+/-0.7	5.6%	+/-1.0	6.4%	+/-1.0
Worked 1 to 13 weeks	6.3%	+/-0.7	6.8%	+/-1.1	5.8%	+/-1.1
Did not work	22.3%	+/-1.1	19.9%	+/-1.7	24.4%	+/-1.7
USUAL HOURS WORKED						
Usually worked 35 or more hours per week	51.5%	+/-1.3	58.8%	+/-2.0	44.8%	+/-1.9
40 or more weeks	44.5%	+/-1.3	50.7%	+/-1.7	38.8%	+/-1.9
50 to 52 weeks	40.7%	+/-1.3	46.5%	+/-1.8	35.4%	+/-1.8
Usually worked 15 to 34 hours per week	21.3%	+/-1.1	18.2%	+/-1.6	24.2%	+/-1.6
40 or more weeks	11.9%	+/-0.9	8.9%	+/-1.3	14.6%	+/-1.2
50 to 52 weeks	9.0%	+/-0.8	6.5%	+/-1.2	11.3%	+/-1.1
Usually worked 1 to 14 hours per week	4.9%	+/-0.6	3.1%	+/-0.7	6.6%	+/-1.0
40 or more weeks	1.7%	+/-0.4	0.6%	+/-0.4	2.7%	+/-0.6
50 to 52 weeks	1.0%	+/-0.3	0.4%	+/-0.3	1.6%	+/-0.5
Did not work	22.3%	+/-1.1	19.9%	+/-1.7	24.4%	+/-1.7
Mean usual hours worked for workers	36.5	+/-0.4	39.1	+/-0.5	33.9	+/-0.7
PERCENT IMPUTED						
Work status in the past 12 months for the population 16 years and over	6.1%	(X)	(X)	(X)	(X)	(X)
Hours worked per week in the past 12 months for the population 16 years and over	6.7%	(X)	(X)	(X)	(X)	(X)
Weeks worked in the past 12 months for the population 16 years and over	6.7%	(X)	(X)	(X)	(X)	(X)

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

While the 2010-2014 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



S2303

WORK STATUS IN THE PAST 12 MONTHS

2010-2014 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	Brunswick County, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 to 64 years	67,491	+/-242	32,408	+/-172	35,083	+/-144
WEEKS WORKED						
Worked 50 to 52 weeks	46.0%	+/-1.7	50.8%	+/-2.4	41.7%	+/-2.1
Worked 40 to 49 weeks	6.6%	+/-0.7	6.9%	+/-1.2	6.4%	+/-0.9
Worked 27 to 39 weeks	5.6%	+/-0.7	5.1%	+/-0.9	6.1%	+/-1.0
Worked 14 to 26 weeks	5.1%	+/-0.7	6.2%	+/-1.2	4.1%	+/-0.8
Worked 1 to 13 weeks	7.1%	+/-1.0	7.5%	+/-1.5	6.8%	+/-1.2
Did not work	29.4%	+/-1.3	23.5%	+/-1.8	34.9%	+/-2.1
USUAL HOURS WORKED						
Usually worked 35 or more hours per week	50.7%	+/-1.7	59.0%	+/-2.3	43.1%	+/-2.1
40 or more weeks	42.9%	+/-1.7	49.9%	+/-2.2	36.5%	+/-2.2
50 to 52 weeks	38.8%	+/-1.7	45.0%	+/-2.2	33.1%	+/-2.0
Usually worked 15 to 34 hours per week	16.1%	+/-1.2	15.0%	+/-1.7	17.0%	+/-1.6
40 or more weeks	8.5%	+/-0.8	7.0%	+/-1.1	9.9%	+/-1.1
50 to 52 weeks	6.4%	+/-0.7	5.3%	+/-1.0	7.4%	+/-1.0
Usually worked 1 to 14 hours per week	3.8%	+/-0.6	2.5%	+/-0.6	4.9%	+/-0.9
40 or more weeks	1.3%	+/-0.4	0.8%	+/-0.4	1.7%	+/-0.6
50 to 52 weeks	0.8%	+/-0.3	0.5%	+/-0.3	1.2%	+/-0.5
Did not work	29.4%	+/-1.3	23.5%	+/-1.8	34.9%	+/-2.1

Subject	Brunswick County, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Mean usual hours worked for workers	37.7	+/-0.5	40.2	+/-0.7	34.9	+/-0.6
PERCENT IMPUTED						
Hours worked per week in the past 12 months for the population 16 years and over	11.6%	(X)	(X)	(X)	(X)	(X)

Subject	Columbus County, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 to 64 years	36,437	+/-170	18,541	+/-137	17,896	+/-149
WEEKS WORKED						
Worked 50 to 52 weeks	47.6%	+/-2.2	47.4%	+/-3.3	47.7%	+/-2.3
Worked 40 to 49 weeks	4.4%	+/-0.9	4.1%	+/-1.3	4.7%	+/-1.1
Worked 27 to 39 weeks	3.3%	+/-0.6	3.6%	+/-1.0	2.9%	+/-0.8
Worked 14 to 26 weeks	3.9%	+/-0.8	4.8%	+/-1.3	3.1%	+/-0.8
Worked 1 to 13 weeks	6.4%	+/-0.9	8.2%	+/-1.8	4.6%	+/-1.0
Did not work	34.4%	+/-2.0	31.9%	+/-2.5	37.1%	+/-2.5
USUAL HOURS WORKED						
Usually worked 35 or more hours per week	51.7%	+/-2.3	56.6%	+/-3.3	46.6%	+/-2.7
40 or more weeks	44.8%	+/-2.0	47.4%	+/-3.2	42.1%	+/-2.4
50 to 52 weeks	41.7%	+/-2.1	44.6%	+/-3.2	38.8%	+/-2.4
Usually worked 15 to 34 hours per week	11.2%	+/-1.3	8.6%	+/-2.0	13.9%	+/-1.7
40 or more weeks	5.8%	+/-0.8	2.6%	+/-0.9	9.2%	+/-1.4
50 to 52 weeks	5.0%	+/-0.8	2.1%	+/-0.8	8.0%	+/-1.3
Usually worked 1 to 14 hours per week	2.7%	+/-0.7	2.9%	+/-1.0	2.5%	+/-0.7
40 or more weeks	1.4%	+/-0.5	1.6%	+/-0.9	1.2%	+/-0.5
50 to 52 weeks	0.9%	+/-0.3	0.7%	+/-0.3	1.0%	+/-0.5
Did not work	34.4%	+/-2.0	31.9%	+/-2.5	37.1%	+/-2.5
Mean usual hours worked for workers	38.1	+/-0.6	39.7	+/-1.0	36.2	+/-0.6
PERCENT IMPUTED						
Hours worked per week in the past 12 months for the population 16 years and over	8.8%	(X)	(X)	(X)	(X)	(X)

Subject	New Hanover County, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 to 64 years	141,594	+/-299	69,075	+/-254	72,519	+/-246
WEEKS WORKED						
Worked 50 to 52 weeks	54.8%	+/-1.1	59.0%	+/-1.3	50.8%	+/-1.4
Worked 40 to 49 weeks	6.7%	+/-0.6	6.2%	+/-0.7	7.1%	+/-0.7
Worked 27 to 39 weeks	5.8%	+/-0.6	5.9%	+/-0.8	5.8%	+/-0.8
Worked 14 to 26 weeks	5.2%	+/-0.5	4.5%	+/-0.7	5.9%	+/-0.8
Worked 1 to 13 weeks	5.6%	+/-0.5	6.2%	+/-0.8	5.1%	+/-0.7
Did not work	21.9%	+/-0.8	18.2%	+/-1.1	25.4%	+/-1.2
USUAL HOURS WORKED						
Usually worked 35 or more hours per week	55.5%	+/-1.1	63.4%	+/-1.5	48.1%	+/-1.5
40 or more weeks	49.2%	+/-1.1	56.2%	+/-1.4	42.6%	+/-1.5
50 to 52 weeks	45.5%	+/-1.1	52.2%	+/-1.4	39.2%	+/-1.5
Usually worked 15 to 34 hours per week	18.2%	+/-0.9	15.1%	+/-1.3	21.1%	+/-1.3
40 or more weeks	10.6%	+/-0.7	8.0%	+/-0.9	13.0%	+/-1.0
50 to 52 weeks	8.1%	+/-0.7	6.1%	+/-0.9	10.1%	+/-0.9
Usually worked 1 to 14 hours per week	4.4%	+/-0.4	3.3%	+/-0.6	5.5%	+/-0.5
40 or more weeks	1.6%	+/-0.3	0.9%	+/-0.3	2.3%	+/-0.4
50 to 52 weeks	1.1%	+/-0.2	0.7%	+/-0.3	1.5%	+/-0.3
Did not work	21.9%	+/-0.8	18.2%	+/-1.1	25.4%	+/-1.2
Mean usual hours worked for workers	37.7	+/-0.3	40.2	+/-0.4	35.0	+/-0.4
PERCENT IMPUTED						
Hours worked per week in the past 12 months for the population 16 years and over	8.2%	(X)	(X)	(X)	(X)	(X)

Subject	Pender County, North Carolina					
	Total		Male		Female	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 to 64 years	34,709	+/-201	17,716	+/-136	16,993	+/-162
WEEKS WORKED						
Worked 50 to 52 weeks	49.6%	+/-1.8	55.0%	+/-2.6	44.1%	+/-2.8
Worked 40 to 49 weeks	5.4%	+/-1.0	4.6%	+/-1.1	6.1%	+/-1.6
Worked 27 to 39 weeks	4.4%	+/-0.8	3.5%	+/-1.1	5.3%	+/-1.0
Worked 14 to 26 weeks	5.5%	+/-1.0	5.3%	+/-1.4	5.8%	+/-1.4
Worked 1 to 13 weeks	7.3%	+/-1.1	6.7%	+/-1.5	7.9%	+/-1.6
Did not work	27.8%	+/-2.0	24.8%	+/-3.0	30.9%	+/-2.5
USUAL HOURS WORKED						
Usually worked 35 or more hours per week	53.6%	+/-1.9	61.2%	+/-2.7	45.7%	+/-2.9
40 or more weeks	46.3%	+/-1.6	53.9%	+/-2.5	38.4%	+/-2.7
50 to 52 weeks	42.9%	+/-1.6	50.5%	+/-2.5	35.0%	+/-2.5
Usually worked 15 to 34 hours per week	15.5%	+/-1.6	11.8%	+/-2.2	19.4%	+/-2.0
40 or more weeks	7.6%	+/-1.0	4.5%	+/-1.3	10.8%	+/-1.7
50 to 52 weeks	5.9%	+/-1.0	3.7%	+/-1.2	8.2%	+/-1.6
Usually worked 1 to 14 hours per week	3.1%	+/-0.7	2.1%	+/-0.8	4.1%	+/-1.1
40 or more weeks	1.1%	+/-0.4	1.2%	+/-0.5	1.0%	+/-0.6
50 to 52 weeks	0.8%	+/-0.3	0.8%	+/-0.4	0.8%	+/-0.6
Did not work	27.8%	+/-2.0	24.8%	+/-3.0	30.9%	+/-2.5
Mean usual hours worked for workers	38.9	+/-0.5	42.1	+/-0.7	35.2	+/-0.7
PERCENT IMPUTED						
Hours worked per week in the past 12 months for the population 16 years and over	10.5%	(X)	(X)	(X)	(X)	(X)

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

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Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Explanation of Symbols:

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6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



MEMORANDUM

TO: Mayor and Town Council
FROM: Gary Vidmar, Director of Business & Neighborhood Advancement
SUBJECT: WAVE Transit Research
DATE: May 19, 2016

This memorandum is presented in response to Council’s request for information regarding the Brunswick County connector route of WAVE Transit. Megan Matheny, Director of Planning and Development of the Cape Fear Public Transportation Authority (WAVE), provided information and statistics to assist with this research.

Summary

1. What is the total annual cost of the current bus which travels between Wilmington and Leland?

The Brunswick County connector route (Route #204) operates from 6:00 AM to 6:00 PM, Monday through Friday with stops in Leland, Navassa, and Wilmington. The annual cost to operate the route is estimated to be approximately \$310,000. A further breakdown of operating costs was not available at this time from Ms. Matheny.

2. What is the average number of daily riders on this bus (Route #204)?

Daily rider statistics for Route #204 is not available as WAVE does not collect daily ridership data. Monthly ridership totals, however, are collected and readily available since Fiscal Year 2013 (7/13 to 6/14). The following are some of the highlighted data points.

- Average total yearly ridership is 24,851
- Average monthly riders is 2,274
- Average daily riders is 103 (estimating 22 operating days a month)
- The lowest monthly ridership was 1,650 (Jan '16)

	FY '13	FY '14	FY '15	AVE
July	2,090	1,957	2,354	2,134
August	2,442	2,375	2,055	2,291
September	2,490	2,363	2,226	2,360
October	2,417	2,945	2,326	2,563
November	1,957	2,207	2,037	2,067
December	1,901	2,192	2,469	2,187
January	1,798	2,266	1,650	1,905
February	2,074	2,138	1,894	2,035
March	2,271	2,871	2,198	2,447
April	2,711	2,550	-	2,631
May	2,390	2,346	-	2,368
June	2,085	2,508	-	2,297
TOTAL	26,626	28,718	19,209	24,851
AVERAGE	2,219	2,393	2,134	2,274

- The highest monthly ridership was 2,945 (Oct '14)
- Through the first 9 months of the current fiscal year, 6 months have been the lowest ridership numbers compared to the same months in FY '14 & FY '15

3. What is the estimated cost to add a second bus for Leland Route #204?

If a second bus was added, the yearly operating cost would be the same as the current bus at \$310,000. Due to the lack of available federal and state funding for new routes or services, the entire \$310,000, or 100% of the operating costs of the second route, would be the responsibility of the Brunswick Consortium which includes the Town of Leland, the Town of Navassa, and Brunswick County. Further, the Consortium would also be responsible for \$20,000 or a 20% match towards the purchase of the bus for the second route.

The current route could also be expanded by operating until 9:00 PM during the weekdays (\$70,000 per year) or additional weekend services with 12 hours on Saturdays and 9 hours on Sundays (\$100,000 per year). Again, these operating costs would be the responsibility of the Consortium.

Recommendation

This memorandum is presented solely for informational purposes. Should Council desire additional information or wish to pursue expanded services, staff requests that Council provide such direction.

FY 2015-2016

TOWN OF LELAND
BUDGET REPORT BY FUND
 CURRENT PERIOD: 03/01/2016 TO 03/31/2016

IDEAL REMAINING PERCENT: 25 %

<u>ACCOUNT</u>	<u>BUDGETED</u> <u>EXPENDITURE</u>	<u>CURRENT</u> <u>EXPENDITURE</u>	<u>YEAR TO DATE</u> <u>EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PCT</u>
GENERAL FUND						
GOVERNING BODY						
10-411-1700 GB-ATTENDANCE ALLOWANCE COUNCIL	25,000.00	2,083.36	18,750.24	0.00	6,249.76	25
10-411-1701 GB-ATTENDANCE ALLOWANCE MAYOR	9,105.00	758.75	6,828.75	0.00	2,276.25	25
10-411-1702 GB-ATTENDANCE ALLOWANCE PB/BOA	3,000.00	175.00	2,055.00	0.00	945.00	32
10-411-1703 GB-ATTENDANCE ALLOWANCE P&R	1,800.00	35.00	1,087.50	0.00	712.50	40
10-411-1810 GB-FICA/MEDICARE	3,609.00	322.35	2,681.50	0.00	927.50	26
10-411-1830 GB-GROUP MEDICAL INSURANCE	23,908.00	1,328.62	12,716.41	0.00	11,191.59	47
10-411-1840 GB-ELECTED OFFICAL HEALTH REIMBURSE	11,977.00	1,494.27	7,167.26	0.00	4,809.74	40
10-411-1850 GB-ESC-UNEMPLOYMENT TAX	990.00	79.24	881.94	0.00	108.06	11
10-411-1860 GB-WORKER'S COMPENSATION	124.00	0.00	97.32	0.00	26.68	22
10-411-1861 GB-ELECTIONS	9,000.00	0.00	7,771.52	0.00	1,228.48	14
10-411-1900 GB-ATTORNEY FEES	15,000.00	965.76	12,750.05	0.00	2,249.95	15
10-411-1950 GB-HISTORICAL MARKERS	3,500.00	0.00	0.00	0.00	3,500.00	100
10-411-2000 GB-OPERATIONAL SUPPLIES	3,370.00	89.78	1,539.02	479.92	1,351.06	40
10-411-3110 GB-TRAVEL/ MEETINGS/ SCHOOL/DUES	47,295.00	2,696.14	41,507.94	494.95	5,292.11	11
10-411-3210 GB-CELLPHONE/AIRCARD/NETBOOKS	1,800.00	298.58	1,364.00	0.00	436.00	24
10-411-4510 GB-PROFESSIONAL/CONTRACT SERVICES	76,933.67	186.84	61,836.76	0.00	15,096.91	20
10-411-4710 GB-LAWSUIT SETTLEMENTS	19,000.00	0.00	0.00	0.00	19,000.00	100
10-411-7000 GB-CODIFICATION	6,550.00	550.00	566.00	0.00	5,984.00	91
10-411-7001 GB-WAVE TRANSIT TRANSPORTION	60,000.00	0.00	50,687.60	0.00	9,312.40	16
411 GOVERNING BODY	321,961.67	11,063.69	230,288.81	974.87	90,697.99	28
ADMINISTRATION						
10-412-1210 ADMIN-SALARIES	227,669.00	17,420.83	167,854.62	0.00	59,814.38	26
10-412-1805 ADMIN-401(K) TOWN CONTRIBUTION	11,383.00	871.04	8,392.70	0.00	2,990.30	26
10-412-1810 ADMIN-FICA/MEDICARE	17,417.00	1,246.86	11,223.85	0.00	6,193.15	36
10-412-1820 ADMIN-LOCAL GOVERNMENT RETIREMENT	15,186.00	1,161.95	11,195.80	0.00	3,990.20	26
10-412-1829 ADMIN-DENTAL	3,040.00	210.90	1,869.29	0.00	1,170.71	39
10-412-1830 ADMIN-GROUP MEDICAL INSURANCE	35,850.00	3,995.77	31,431.07	0.00	4,418.93	12
10-412-1835 ADMIN-VISION	616.00	122.94	448.27	0.00	167.73	27
10-412-1840 ADMIN-DISABILITY INSURANCE	576.00	48.00	372.00	0.00	204.00	35
10-412-1850 ADMIN-ESC-UNEMPLOYMENT TAX	5,910.00	267.46	1,398.05	0.00	4,511.95	76
10-412-1860 ADMIN-WORKER'S COMPENSATION	819.00	0.00	800.00	0.00	19.00	2
10-412-1890 ADMIN-GROUP LIFE INSURANCE	840.00	70.00	590.00	0.00	250.00	30
10-412-1899 ADMIN-PROFESSIONAL/CONTRACT FEES	9,386.00	1,348.99	8,176.17	0.00	1,209.83	13
10-412-1900 ADMIN-ATTORNEY FEES	9,000.00	332.50	4,508.25	0.00	4,491.75	50
10-412-2120 ADMIN-UNIFORMS/PROMOTIONAL ITEMS	1,000.00	0.00	0.00	0.00	1,000.00	100
10-412-2500 ADMIN-VEHICLE FUEL	1,200.00	15.89	356.92	0.00	843.08	70
10-412-2600 ADMIN-OPERATIONAL SUPPLIES	4,800.00	1,011.33	3,622.88	445.35	731.77	15
10-412-3000 ADMIN-TRAVEL/MEETINGS/SCHOOL/DUES	10,140.00	125.54	7,998.47	515.54	1,625.99	16

FY 2015-2016

TOWN OF LELAND
BUDGET REPORT BY FUND
 CURRENT PERIOD: 03/01/2016 TO 03/31/2016

IDEAL REMAINING PERCENT: 25 %

ACCOUNT	BUDGETED	CURRENT	YEAR TO DATE	ENCUMBRANCE	REMAINING	
	EXPENDITURE	EXPENDITURE	EXPENDITURE		BALANCE	PCT
10-412-3210	1,500.00	122.16	953.56	0.00	546.44	36
ADMIN-CELLPHONE/AIRCARD/NETBOOKS						
10-412-3530 ADMIN-VEHICLE	880.00	0.00	147.33	15.00	717.67	82
MAINTENANCE/REPAIR						
10-412-4500 ADMIN-PROP/AUTO/LIABILITY INS & TAX	115,000.00	886.52	114,078.72	0.00	921.28	1
10-412-4910 ADMIN-ADMIN DUES/FEES	8,885.00	0.00	8,632.14	0.00	252.86	3
412 ADMINISTRATION	481,097.00	29,258.68	384,050.09	975.89	96,071.02	20
INFORMATION TECHNOLOGY						
10-414-1895 IT-CELLPHONE/AIRCARD/NETBOOKS	3,600.00	199.30	710.78	0.00	2,889.22	80
10-414-1899 PROFESSIONAL/CONTRACT FEES	248,160.00	18,720.36	194,705.47	0.00	53,454.53	22
10-414-1903 IT-SOFTWARE SUPPORT	98,275.00	1,242.50	92,132.37	1,623.96	4,518.67	5
10-414-1909 IT - EQUIPMENT MAINT/REPAIR/REPLACE	2,000.00	0.00	662.61	0.00	1,337.39	67
10-414-2600 IT-OPERATIONAL SUPPLIES	500.00	0.00	42.49	0.00	457.51	92
10-414-3000 IT-TRAVEL/MEETINGS/SCHOOLS/DUES	830.00	0.00	0.00	0.00	830.00	100
10-414-3209 IT-TELEPHONE/ INTERNET SERVICE	80,400.00	9,627.44	72,855.77	0.00	7,544.23	9
10-414-3520 IT-ADMIN EQUIPMENT MAINT/REPAIR/REP	1,500.00	0.00	757.07	0.00	742.93	50
10-414-3521 IT-PW EQUIPMENT MAINT/REPAIR/REPLCE	500.00	0.00	338.66	0.00	161.34	32
10-414-3522 IT-PD EQUIPMENT MAINT/REPAIR/REPLCE	2,000.00	0.00	0.00	0.00	2,000.00	100
10-414-3525 IT-FIN EQUIPMENT MAINT/REPAIR/REPLC	1,500.00	0.00	757.07	0.00	742.93	50
10-414-3526 IT-HR EQUIPMENT MAINT/REPAIR/REPLCE	500.00	0.00	125.85	0.00	374.15	75
10-414-3527 IT-PR EQUIPMENT MAINT/REPAIR/REPLCE	500.00	0.00	74.68	0.00	425.32	85
10-414-3528 IT-PU EQUIPMENT MAINT/REPAIR/REPLCE	500.00	0.00	29.98	42.79	427.23	85
10-414-3529 IT-GB EQUIPMENT MAINT/REPAIR/REPLCE	500.00	0.00	0.00	0.00	500.00	100
10-414-3530 ECD-EQUIP MAINT/REPAIR/REPLACE	1,500.00	44.93	749.68	0.00	750.32	50
10-414-4300 IT-COPIER EQUIPMENT LEASE	26,409.00	2,399.40	20,131.75	0.00	6,277.25	24
10-414-4309 IT-POSTAGE MACHINE RENTAL	2,688.00	0.00	2,016.00	0.00	672.00	25
414 INFORMATION TECHNOLOGY	471,862.00	32,233.93	386,090.23	1,666.75	84,105.02	18
HUMAN RESOURCES						
10-416-1210 HR-SALARIES	96,864.00	7,284.59	67,233.11	0.00	29,630.89	31
10-416-1805 HR-401(K) TOWN CONTRIBUTION	4,843.00	364.22	3,361.57	0.00	1,481.43	31
10-416-1810 HR-FICA/MEDICARE	7,410.00	507.24	4,736.53	0.00	2,673.47	36
10-416-1820 HR-LOCAL GOVERNMENT RETIREMENT	6,461.00	485.88	4,484.43	0.00	1,976.57	31
10-416-1829 HR-DENTAL	1,018.00	86.44	781.38	0.00	236.62	23
10-416-1830 HR-GROUP MEDICAL INSURNACE	19,670.00	1,709.87	15,412.69	0.00	4,257.31	22
10-416-1835 HR-VISION	375.00	73.76	281.45	0.00	93.55	25
10-416-1840 HR-DISABILITY INSURANCE	288.00	24.00	216.00	0.00	72.00	25
10-416-1850 HR-ESC UNEMPLOYMENT TAX	2,813.00	124.64	640.35	0.00	2,172.65	77
10-416-1860 HR-WORKER'S COMPENSATION	348.00	0.00	345.00	0.00	3.00	1
10-416-1890 HR-GROUP LIFE INSURANCE	192.00	16.00	144.00	0.00	48.00	25
10-416-1892 HR-EMPLOYEE ADVERTISING	3,660.00	57.50	1,469.00	0.00	2,191.00	60

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ACCOUNT	BUDGETED	CURRENT	YEAR TO DATE	ENCUMBRANCE	REMAINING	
	EXPENDITURE	EXPENDITURE	EXPENDITURE		BALANCE	PCT
10-416-1893 HR-HEALTH & WELLNESS	2,858.80	0.00	18.96	0.00	2,839.84	99
10-416-1894 HR-EMPLOYEE RECOGNITION	12,250.00	51.96	4,374.23	117.65	7,758.12	63
10-416-1895 HR-SAFETY	2,600.00	0.00	733.63	80.92	1,785.45	69
10-416-1899 HR-PROFESSIONAL/CONTRACT FEES	9,800.00	370.50	5,592.52	0.00	4,207.48	43
10-416-1900 HR-ATTORNEY FEES	1,300.00	122.50	542.50	0.00	757.50	58
10-416-2600 HR-OPERATIONAL SUPPLIES	1,475.00	0.00	558.29	522.61	394.10	27
10-416-3000 HR-TRAVEL/MEETINGS/SCHOOLS/DUES	5,331.00	370.00	2,885.76	0.00	2,445.24	46
10-416-3100 HR-EMPLOYEE DEVELOPMENT/TRAINING	4,500.00	0.00	0.00	26.62	4,473.38	99
10-416-3210 HR-CELLPHONE/AIRCARD/NETBOOK	633.00	53.04	423.74	0.00	209.26	33
416 HUMAN RESOURCES	184,689.80	11,702.14	114,235.14	747.80	69,706.86	38
FINANCE						
10-417-1210 FIN-SALARIES	96,262.00	7,456.26	67,148.96	0.00	29,113.04	30
10-417-1805 FIN-401 (K) TOWN CONTRIBUTION	4,813.00	372.82	3,357.51	0.00	1,455.49	30
10-417-1810 FIN-FICA/MEDICARE	7,364.00	563.02	5,076.25	0.00	2,287.75	31
10-417-1820 FIN-LOCAL GOVERNMENT RETIREMENT	6,421.00	497.33	4,478.76	0.00	1,942.24	30
10-417-1829 FIN-DENTAL	1,083.00	91.98	831.84	0.00	251.16	23
10-417-1830 FIN-GROUP MEDICAL INSURANCE	13,054.00	1,158.55	10,462.40	0.00	2,591.60	20
10-417-1835 FIN-VISION	241.00	40.16	180.72	0.00	60.28	25
10-417-1840 FIN-DISABILITY INSURANCE	288.00	24.00	216.00	0.00	72.00	25
10-417-1850 FIN-ESC UNEMPLOYMENT TAX	2,795.00	138.36	620.45	0.00	2,174.55	78
10-417-1860 FIN-WORKER'S COMPENSATION	347.00	0.00	345.00	0.00	2.00	1
10-417-1890 FIN-GROUP LIFE INSURANCE	192.00	11.61	104.49	0.00	87.51	46
10-417-1900 FIN-PROFESSIONAL/CONTRACT FEES	11,781.00	673.95	9,694.91	0.00	2,086.09	18
10-417-1901 FIN-AUDIT SERVICES	11,750.00	0.00	9,500.00	0.00	2,250.00	19
10-417-1902 FIN-TAX SCROLL/BILLING/COLLECTION	28,064.00	276.15	23,177.37	0.00	4,886.63	17
10-417-1903 FIN-ATTORNEY FEES	2,000.00	332.50	1,188.75	0.00	811.25	41
10-417-2600 FIN-OPERATIONAL SUPPLIES	4,581.00	376.76	2,103.03	2,050.30	427.67	9
10-417-3000 FIN-TRAVEL/MEETINGS/SCHOOL/DUES	4,425.00	1,098.00	2,706.20	624.46	1,094.34	25
10-417-3210 FIN-CELLPHONE/AIRCARD/NETBOOK	756.00	126.08	568.37	0.00	187.63	25
10-417-3990 BANK FEES	2,400.00	251.06	2,467.68	0.00	-67.68	-3
417 FINANCE	198,617.00	13,488.59	144,228.69	2,674.76	51,713.55	26
PUBLIC WORKS						
10-426-1210 PW-SALARIES	108,139.00	8,745.09	71,637.60	0.00	36,501.40	34
10-426-1805 PW-401 (K) TOWN CONTRIBUTION	6,284.00	419.68	3,372.67	0.00	2,911.33	46
10-426-1810 PW-FICA/MEDICARE	10,078.00	643.01	5,319.61	0.00	4,758.39	47
10-426-1820 PW-LOCAL GOVERNMENT RETIREMENT	8,383.00	559.88	4,499.52	0.00	3,883.48	46
10-426-1829 PW-DENTAL	1,320.00	116.14	930.80	0.00	389.20	29
10-426-1830 PW-GROUP MEDICAL INSURANCE	25,492.00	1,994.58	16,840.28	0.00	8,651.72	34
10-426-1835 PW-VISION	470.00	73.74	301.01	0.00	168.99	36
10-426-1840 PW-DISABILITY INSURANCE	518.00	36.00	306.00	0.00	212.00	41
10-426-1850 PW-ESC UNEMPLOYMENT TAX	3,826.00	158.04	1,193.93	0.00	2,632.07	69

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	EXPENDITURE	EXPENDITURE	EXPENDITURE		BALANCE	PCT
10-426-1860 PW-WORKER'S COMPENSATION	7,798.00	0.00	7,700.00	0.00	98.00	1
10-426-1890 PW-GROUP LIFE INSURANCE	346.00	24.00	192.00	0.00	154.00	45
10-426-1900 PW-PROFESSIONAL/CONTRACT FEES	43,930.00	3,267.99	24,658.20	4,100.00	15,171.80	35
10-426-1901 PW-ATTORNEY FEES	4,000.00	682.50	1,475.00	0.00	2,525.00	63
10-426-2120 PW-UNIFORMS//MATS	7,050.00	832.02	4,651.16	639.97	1,758.87	25
10-426-2210 PW-JANITORIAL SUPPLIES	17,485.00	2,104.90	6,631.83	4,485.75	6,367.42	36
10-426-2500 PW-VEHICLE FUEL	14,000.00	499.08	6,981.33	0.00	7,018.67	50
10-426-2990 PW-CHRISTMAS SUPPLIES	7,000.00	0.00	1,816.16	0.00	5,183.84	74
10-426-3000 PW-TRAVEL/MEETINGS/SCHOOL/DUES	2,400.00	0.00	115.00	470.00	1,815.00	76
10-426-3210 PW-CELLPHONE/AIRCARD/NETBOOK	3,500.00	568.64	2,881.25	0.00	618.75	18
10-426-3300 PW-ELECTRICITY STREET LIGHTS	569,450.00	40,568.82	364,438.02	0.00	205,011.98	36
10-426-3310 PW-UTILITY	149,075.00	11,869.26	70,133.72	0.00	78,941.28	53
10-426-3520 PW-EQUIPMENT MAINTENANCE/REPAIR	10,000.00	1,284.36	6,311.25	2,493.74	1,195.01	12
10-426-3530 PW-VEHICLE MAINTENANCE/REPAIR	7,500.00	59.99	182.02	1,890.39	5,427.59	72
10-426-3940 PW-CLEANING TOWN FACILITIES	2,000.00	545.00	545.00	0.00	1,455.00	73
10-426-3990 PW-OPERATIONAL SUPPLIES	9,500.00	654.20	2,825.74	1,786.40	4,887.86	51
10-426-5800 PW-MAINTENANCE/REPAIR TOWN FACILITY	49,600.00	3,354.71	39,041.49	3,611.09	6,947.42	14
10-426-5911 PW-MAINTENANCE/REPAIR STREETS	32,900.00	374.46	10,448.15	1,023.93	21,427.92	65
10-426-5913 PW-STORM WATER	20,750.00	1,564.69	12,383.72	800.00	7,566.28	36
10-426-6022 PW-DEBRIS DISPOSAL	26,000.00	1,914.19	18,025.46	4,986.34	2,988.20	11
10-426-6100 PW-MAINTENANCE STREET TREES	17,550.00	0.00	17,019.00	0.00	531.00	3
10-426-6900 PW-MAINTENANCE GROUNDS	17,200.00	963.48	10,129.28	5,677.14	1,393.58	8
10-426-6901 PW-WASTE PICK UP TOWN-WIDE	9,500.00	155.20	1,559.92	3,440.08	4,500.00	47
10-426-7000 PW-VECTOR CONTROL	18,200.00	0.00	16,224.04	1,000.00	975.96	5
10-426-8000 PW-RECYCLING PROGRAM	362,000.00	30,519.51	267,869.67	57,130.33	37,000.00	10
426 PUBLIC WORKS	1,573,244.00	114,553.16	998,639.83	93,535.16	481,069.01	31
POLICE DEPARTMENT						
10-431-1210 PD-SALARIES	1,360,480.00	97,286.52	878,658.83	0.00	481,821.17	35
10-431-1805 PD-401 (K) TOWN CONTRIBUTION	66,345.00	4,713.67	42,733.56	0.00	23,611.44	36
10-431-1810 PD-FICA/MEDICARE	104,077.00	7,119.74	64,525.20	0.00	39,551.80	38
10-431-1820 PD-LOCAL GOVERNMENT RETIREMENT	94,873.00	6,728.51	61,028.07	0.00	33,844.93	36
10-431-1829 PD-DENTAL	14,058.00	1,051.57	9,660.76	0.00	4,397.24	31
10-431-1830 PD-GROUP MEDICAL INSURANCE	232,343.00	17,272.30	160,646.88	0.00	71,696.12	31
10-431-1835 PD-VISION	4,277.00	677.98	2,805.50	0.00	1,471.50	34
10-431-1840 PD-DISABILITY INSURANCE	4,363.00	336.00	2,848.80	0.00	1,514.20	35
10-431-1850 PD-ESC UNEMPLOYMENT TAX	38,508.00	1,749.67	9,837.16	0.00	28,670.84	74
10-431-1860 PD-WORKER'S COMPENSATION	51,236.00	0.00	50,451.57	0.00	784.43	2
10-431-1890 PD-GROUP LIFE INSURANCE	2,909.00	208.00	1,870.40	0.00	1,038.60	36
10-431-1900 PD-PROFESSIONAL/CONTRACT FEES	16,210.00	1,542.00	12,950.00	3,098.99	161.01	1
10-431-1901 PD-ATTORNEY FEES	3,500.00	0.00	87.50	0.00	3,412.50	98
10-431-2100 PD-POLICE RENTAL	0.00	0.00	5,000.00	0.00	-5,000.00	0
10-431-2101 PD-RENOVATION/FINAL CLEAN	1,000.00	0.00	2,850.00	0.00	-1,850.00	-185
10-431-2120 PD-UNIFORMS	40,745.00	5,187.63	15,303.18	7,357.52	18,084.30	44

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	EXPENDITURE	EXPENDITURE	EXPENDITURE		BALANCE	PCT
10-431-2200 PD-ANIMAL CONTROL	4,100.00	1,597.65	2,447.98	45.33	1,606.69	39
10-431-2500 PD-VEHICLE FUEL	109,500.00	3,432.05	44,859.30	0.00	64,640.70	59
10-431-2600 PD-OPERATIONAL SUPPLIES	9,500.00	2,049.36	7,729.29	1,560.31	210.40	2
10-431-2900 PD-ARMORY	23,763.00	7,063.83	17,348.38	1,695.55	4,719.07	20
10-431-3000 PD-TRAVEL/MEETINGS/SCHOOL/DUES	20,520.50	2,107.98	15,801.86	4,391.98	326.66	2
10-431-3100 PD-COMMUNITY POLICING	10,500.00	1,275.94	6,973.39	800.00	2,726.61	26
10-431-3210 PD-CELLPHONE/AIRCARD/NETBOOKS	24,892.00	4,493.82	14,477.72	0.00	10,414.28	42
10-431-3520 PD-EQUIPMENT/OPERATIONS	55,574.00	2,813.82	20,599.26	2,619.94	32,354.80	58
10-431-3530 PD-VEHICLE MAINTENANCE/REPAIR	44,484.29	1,148.68	30,175.57	11,403.06	2,905.66	7
10-431-3990 PD-INVESTIGATIONS EXPENSE	12,800.00	85.46	4,793.59	4,515.33	3,491.08	27
10-431-5300 VEHICLE CAPITAL OUTLAY	154,800.00	2,931.30	100,889.30	19,814.00	34,096.70	22
10-431-5400 PD-TRANSFER/VEHICLE RESERVE	18,000.00	0.00	18,000.00	0.00	0.00	0
10-431-7511 PD-SPECIAL OPERATIONS	8,500.00	0.00	0.00	0.00	8,500.00	100
10-431-7512 PD-NARCOTICS SPECIAL OPS	5,000.00	0.00	1,000.00	0.00	4,000.00	80
431 POLICE DEPARTMENT	2,536,857.79	172,873.48	1,606,353.05	57,302.01	873,202.73	34
ECONOMIC AND COMMUNITY DE						
10-470-1210 ECD-SALARIES	513,031.00	38,810.97	348,508.93	0.00	164,522.07	32
10-470-1805 ECD-401 (K) TOWN CONTRIBUTION	25,652.00	1,940.57	17,421.45	0.00	8,230.55	32
10-470-1810 ECD-FICA/MEDICARE	39,247.00	2,768.15	25,041.16	0.00	14,205.84	36
10-470-1820 ECD-LOCAL GOVERNMENT RETIREMENT	34,219.00	2,588.68	23,239.82	0.00	10,979.18	32
10-470-1829 ECD-DENTAL	4,773.00	392.18	3,557.38	0.00	1,215.62	25
10-470-1830 ECD-GROUP MEDICAL INSURANCE	86,382.00	7,388.58	64,183.28	0.00	22,198.72	26
10-470-1835 ECD-VISION	1,490.00	290.60	1,124.74	0.00	365.26	25
10-470-1840 ECD-DISABILITY INSURANCE	1,440.00	120.00	1,020.00	0.00	420.00	29
10-470-1850 ECD-ESC UNEMPLOYMENT TAX	14,898.00	680.24	3,518.83	0.00	11,379.17	76
10-470-1860 ECD-WORKER'S COMPENSATION	5,085.00	0.00	5,000.00	0.00	85.00	2
10-470-1890 ECD-GROUP LIFE INSURANCE	960.00	80.00	696.00	0.00	264.00	28
10-470-1900 ECD-PROFESSIONAL SERVICES	9,923.00	475.18	9,181.19	1,381.69	-639.88	-6
10-470-1901 ECD-ATTORNEY FEES	17,500.00	932.50	12,182.50	0.00	5,317.50	30
10-470-1905 ECD-PROFESSIONAL/CONTRACT FEES	10,000.00	225.00	5,225.00	0.00	4,775.00	48
10-470-2005 ECD-OPERATIONAL SUPPLIES	8,305.00	274.60	5,661.34	2,977.27	-333.61	-4
10-470-2120 ECD-UNIFORMS	2,835.00	0.00	1,010.86	369.44	1,454.70	51
10-470-2500 ECD-VEHICLE FUEL	11,360.00	362.56	3,997.90	0.00	7,362.10	65
10-470-3000 ECD-TRAVEL/MEETINGS/SCHOOL/DUES	16,697.03	864.50	6,551.81	4,557.91	5,587.31	33
10-470-3210 ECD-CELLPHONE/AIRCARD/NETBOOKS	7,452.00	1,160.43	5,200.29	0.00	2,251.71	30
10-470-3530 ECD-VEHICLE MAINTENANCE/REPAIR	7,152.00	19.98	2,360.81	4,856.64	-65.45	-1
10-470-3910 ECD-ADVERTISING	3,600.00	0.00	2,032.80	0.00	1,567.20	44
10-470-6903 ECD-NAVASSA PERMIT REIMBURSEMENT	2,523.00	0.00	0.00	0.00	2,523.00	100
10-470-6904 ECD-SANDY CREEK PERMIT REIMBURSEMEN	620.00	0.00	0.00	0.00	620.00	100
10-470-6905 ECD-HRF HOME OWNERS RECOVERY FEE	4,671.00	0.00	1,728.00	0.00	2,943.00	63
10-470-6912 ECD-DEMOS/ABATEMENTS	500.00	0.00	100.00	0.00	400.00	80
470 ECONOMIC AND COMMUNITY DE	830,315.03	59,374.72	548,544.09	14,142.95	267,627.99	32

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PARKS & RECREATION						
10-613-1210 PR-SALARIES	119,007.00	7,895.74	76,808.92	0.00	42,198.08	35
10-613-1805 PR-401 (K) TOWN CONTRIBUTION	4,959.00	373.28	3,463.25	0.00	1,495.75	30
10-613-1810 PR-FICA/MEDICARE	9,104.00	557.41	5,498.60	0.00	3,605.40	40
10-613-1820 PR- LOCAL GOVERNMENT RETIREMENT	6,615.00	497.96	4,620.02	0.00	1,994.98	30
10-613-1829 PR-DENTAL	804.00	68.29	616.07	0.00	187.93	23
10-613-1830 PR-GROUP MEDICAL INSURANCE	20,169.00	1,764.25	15,895.29	0.00	4,273.71	21
10-613-1835 PR-VISION	277.00	49.18	207.74	0.00	69.26	25
10-613-1840 PR-DISABILITY INSURANCE	288.00	24.00	216.00	0.00	72.00	25
10-613-1850 PR-ESC UNEMPLOYMENT	1,956.00	136.98	860.70	0.00	1,095.30	56
10-613-1860 PR-WORKER'S COMPENSATION	3,332.00	0.00	3,300.00	0.00	32.00	1
10-613-1890 PR-GROUP LIFE INSURANCE	192.00	16.00	144.00	0.00	48.00	25
10-613-1900 PR-ATTORNEY FEES	5,500.00	895.00	4,513.75	0.00	986.25	18
10-613-2500 PR-VEHICLE FUEL	1,500.00	28.15	347.85	0.00	1,152.15	77
10-613-2600 PR-OPERATIONAL SUPPLIES	4,300.00	5.52	876.31	1,444.49	1,979.20	46
10-613-3000 PR-TRAVEL/MEETINGS/SCHOOL/DUES	6,910.00	507.00	5,228.08	1,495.43	186.49	3
10-613-3210 PR-CELLPHONE/AIRCARDS/PAGERS	2,200.00	358.42	1,611.30	0.00	588.70	27
10-613-3530 PR-VEHICLE MAINTENANCE/REPAIR	2,050.93	0.00	1,615.93	0.00	435.00	21
10-613-4506 PR-PROFESSIONAL/CONTRACT FEES	3,566.00	8.01	2,646.61	0.00	919.39	26
10-613-4520 PR-INSTRUCTOR FEES	4,500.00	180.00	1,422.00	0.00	3,078.00	68
10-613-6000 PR-FOUNDERS DAY	35,700.00	0.00	31,442.15	1,750.00	2,507.85	7
10-613-6001 PR-RECREATION	31,200.00	4,194.99	11,122.11	732.48	19,345.41	62
10-613-7500 PR-SITE IMPROVEMENTS	15,000.00	1,006.69	1,906.69	269.00	12,824.31	85
613 PARKS & RECREATION	279,129.93	18,566.87	174,363.37	5,691.40	99,075.16	35
DEBT SERVICE						
10-910-7004 FIRE TRUCKS - BB&T	168,825.00	0.00	166,068.83	0.00	2,756.17	2
10-910-7005 WESTPORT FIRE STATION - BB&T	186,193.00	0.00	0.00	0.00	186,193.00	100
10-910-7006 CULTURAL ARTS CENTER	186,893.00	176,690.98	176,690.98	0.00	10,202.02	5
10-910-7012 TOWN HALL DEBT PAYMENT	843,613.00	0.00	843,808.17	0.00	-195.17	0
910 DEBT SERVICE	1,385,524.00	176,690.98	1,186,567.98	0.00	198,956.02	14
TRANSFERS						
10-986-0981 TRANSFER TO CAC ENTERPRISE FUND	285,288.00	0.00	0.00	0.00	285,288.00	100
10-986-0990 TRANSFER TO TOURISM DEV FUND	150,000.00	10,373.00	113,950.20	0.00	36,049.80	24
10-986-0994 TRANSFER TO TOWN CENTER CPF	90,420.62	70,277.62	90,420.62	0.00	0.00	0
10-986-1003 TRANSFER TO PROPERTY ACQUISITION	621,600.00	0.00	621,600.00	0.00	0.00	0
10-986-1012 TRANSFER TO MASTER PLAN RE-WRITE	80,000.00	0.00	80,000.00	0.00	0.00	0
10-986-1013 TRANSFER TO WESTGATE MUP CPF	24,043.00	0.00	24,043.00	0.00	0.00	0
986 TRANSFERS	1,251,351.62	80,650.62	930,013.82	0.00	321,337.80	26
10 GENERAL FUND	9,514,649.84	720,456.86	6,703,375.10	177,711.59	2,633,563.15	28
	9,514,649.84	720,456.86	6,703,375.10	177,711.59	2,633,563.15	28

FY 2015-2016

TOWN OF LELAND
BUDGET REPORT BY ACCOUNT
CURRENT PERIOD: 03/01/2016 TO 03/31/2016

IDEAL REMAINING PERCENT: 25 %

Table with columns: ACCOUNT, BUDGETED REVENUE, CURRENT REVENUE, YEAR TO DATE REVENUE, ENCUMBRANCE, REMAINING BALANCE, REMAINING PCT. Rows include various tax and permit categories like 'CURRENT YEAR PROPERTY TAX', 'MOTOR VEHICLE TAX', etc.

MRHODES
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Page 1

FY 2015-2016

TOWN OF LELAND
BUDGET REPORT BY ACCOUNT
 CURRENT PERIOD: 03/01/2016 TO 03/31/2016

IDEAL REMAINING PERCENT: 25 %

ACCOUNT	BUDGETED	CURRENT	YEAR TO DATE	ENCUMBRANCE	REMAINING	
	REVENUE	REVENUE	REVENUE		BALANCE	PCT
10-400-3003 BUILDING PERMIT - SANDY CREEK	700.00	0.00	281.00	0.00	419.00	60
10-400-3004 HOME OWN REC - SANDY CREEK	100.00	0.00	0.00	0.00	100.00	100
10-400-3005 CO - SANDY CREEK	50.00	0.00	0.00	0.00	50.00	100
10-400-3006 ELECTRICAL PERMIT - SANDY CREEK	160.00	50.00	50.00	0.00	110.00	69
10-400-3007 PLUMBING PERMIT - SANDY CREEK	100.00	0.00	0.00	0.00	100.00	100
	<u>9,514,649.84</u>	<u>680,995.88</u>	<u>7,765,702.68</u>	<u>0.00</u>	<u>1,748,947.16</u>	<u>18</u>
	<u>9,514,649.84</u>	<u>680,995.88</u>	<u>7,765,702.68</u>	<u>0.00</u>	<u>1,748,947.16</u>	<u>18</u>

FY 2015-2016

TOWN OF LELAND
BUDGET REPORT BY FUND
CURRENT PERIOD: 03/01/2016 TO 03/31/2016

IDEAL REMAINING PERCENT: 25 %

Table with columns: ACCOUNT, BUDGETED EXPENDITURE, CURRENT EXPENDITURE, YEAR TO DATE EXPENDITURE, ENCUMBRANCE, REMAINING BALANCE, PCT. Rows include S-ADMIN (OFFICE SUPPLIES, BANK SERVICE CHARGE) and S-OPERATIONS (CONTRACT BILLING SERVICES, ENGINEERING FEES, etc.).

FY 2015-2016

TOWN OF LELAND
BUDGET REPORT BY FUND
 CURRENT PERIOD: 03/01/2016 TO 03/31/2016

IDEAL REMAINING PERCENT: 25 %

<u>ACCOUNT</u>	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR TO DATE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING</u>	
	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>	<u>EXPENDITURE</u>		<u>BALANCE</u>	<u>PCT</u>
61-812-0360 DISTRIBUTION SYSTEM MAINTENANCE	109,638.00	12,980.40	72,405.38	10,995.54	26,237.08	24
61-812-0450 WATER PURCHASES	232,691.00	13,270.20	203,451.18	0.00	29,239.82	13
61-812-0491 LAB TESTS-SAMPLING & MONT	9,390.00	435.00	2,405.00	595.00	6,390.00	68
812	<u>351,719.00</u>	<u>26,685.60</u>	<u>278,261.56</u>	<u>11,590.54</u>	<u>61,866.90</u>	<u>18</u>
61 SEWER ENTERPRISE FUND	<u>3,195,844.00</u>	<u>627,197.78</u>	<u>2,426,161.76</u>	<u>39,783.25</u>	<u>729,898.99</u>	<u>23</u>
	<u>3,195,844.00</u>	<u>627,197.78</u>	<u>2,426,161.76</u>	<u>39,783.25</u>	<u>729,898.99</u>	<u>23</u>

FY 2015-2016

TOWN OF LELAND
 BUDGET REPORT BY ACCOUNT
 CURRENT PERIOD: 03/01/2016 TO 03/31/2016

IDEAL REMAINING PERCENT: 25 %

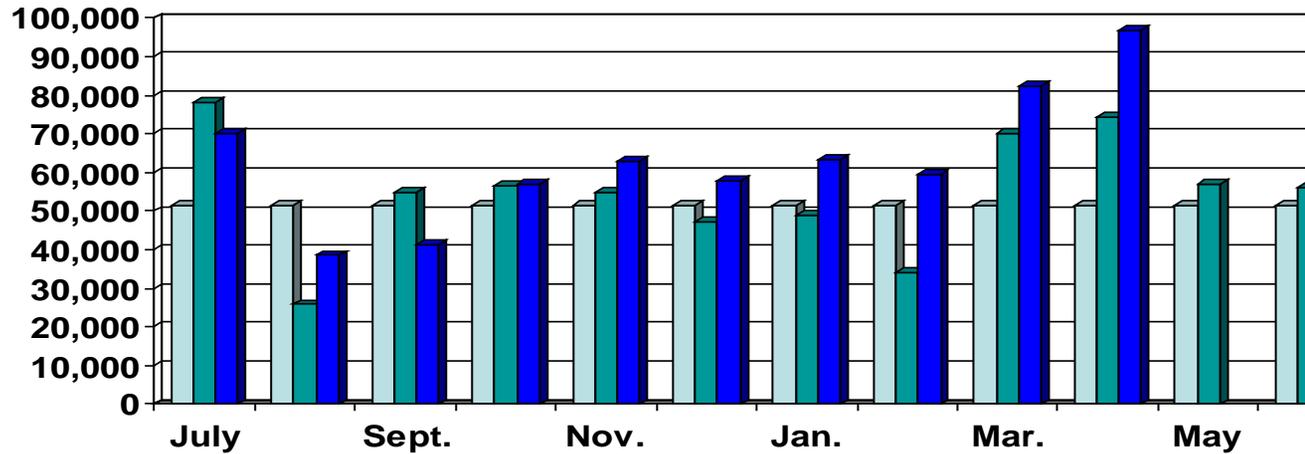
ACCOUNT	BUDGETED	CURRENT	YEAR TO DATE	ENCUMBRANCE	REMAINING	
	REVENUE	REVENUE	REVENUE		BALANCE	PCT
61-371-1510 SEWER-BASE & MONTHLY USAGE	1,549,831.00	54,293.52	1,243,398.63	0.00	306,432.37	20
61-371-1515 GLENDALE SEWER REIMBURSEMENT	3,000.00	215.27	2,386.80	0.00	613.20	20
61-371-2530 IMPACT FEES	713,000.00	86,800.00	707,120.00	0.00	5,880.00	1
61-371-2580 LATE PENALTY/RECONNECT FEES	11,709.00	711.29	18,493.30	0.00	-6,784.30	-58
61-383-4910 NCCMT INTEREST EARNED ON INVESTMENT	100.00	204.40	845.51	0.00	-745.51	-746
61-383-4911 INTEREST EARNED ON INVESTMENTS	500.00	143.34	433.90	0.00	66.10	13
61-383-4930 BASE RATE	0.00	271.50	0.00	0.00	0.00	0
61-383-4931 CONVENIENCE FEE - ONLINE	4,000.00	606.00	4,737.00	0.00	-737.00	-18
61-383-4935 SEWER MISCELLANEOUS REVENUE	0.00	0.00	204.25	0.00	-204.25	0
61-400-4930 WATER-BASE & MONTHLY USAGE	476,135.00	37,071.77	331,455.84	0.00	144,679.16	30
61-400-4933 WATER-IMPACT FEE	178,880.00	22,360.00	148,620.00	0.00	30,260.00	17
61-400-4934 WATER & IRRIGATION RECOVERY FEES	78,000.00	31,800.00	195,000.00	0.00	-117,000.00	-150
61-400-4936 WATER-IRRIGATION BASE & USAGE	158,329.00	3,854.75	219,427.33	0.00	-61,098.33	-39
61-400-4937 WATER-IRRIGATION IMPACT FEE	22,360.00	23,220.00	131,720.00	0.00	-109,360.00	-489
61-400-4940 FH HOOKUP FEE	0.00	0.00	100.00	0.00	-100.00	0
	<u>3,195,844.00</u>	<u>261,551.84</u>	<u>3,003,942.56</u>	<u>0.00</u>	<u>191,901.44</u>	<u>6</u>
	<u>3,195,844.00</u>	<u>261,551.84</u>	<u>3,003,942.56</u>	<u>0.00</u>	<u>191,901.44</u>	<u>6</u>

Town of Leland County Report

Apr-16	Navassa	Sandy Creek
Residential Dwellings	37	1 0
Commercial Construction	1	0 0
Commercial Upfit	2	0 0
Electrical	57	1 2
Mechanical	68	1 1
Plumbing	45	1 0
Additions	12	0 0
Total Permits	222	0 0
Total Cost of Construction	\$ 10,281,752	\$ 325,566
#Inspections	930	14 3
#Reinspections	312	2 0

**Residential Permits vs Previous Year 2015/2016
Building Inspections**

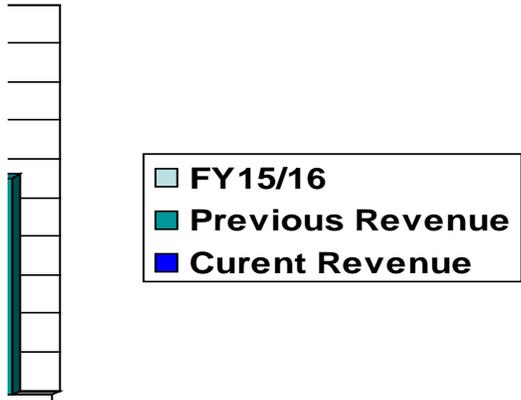
	2007/2008	2008/2009		2009/2010		2010/2011	2011/2012	2012/2013	2013/2014
July	88	32		44		27	17	22	29
Aug	69	28		33		21	27	20	39
Sept	28	41		30		18	15	29	37
Oct	58	28		27		17	25	28	50
Nov	40	22		22		12	16	23	18
Dec	36	19		32		21	20	36	42
Jan	25	17		32		29	12	34	27
Feb	44	30		19		15	12	35	23
March	58	31		24		21	31	35	35
Apr	33	17		27		30	20	29	42
May	41	49		22		18	26	40	50
June	26	39		18		21	36	26	37
Total	546	353		330		250	257	357	429
Average	45.5	29.4		27.5		20.8	21.4	29.8	35.8
Valuation	102,648,000	48,582,668		66,603,902		56,864,428	60,066,620	83,508,001	88,554,922





2014/2015	2015/2016	Totals
54	48	
18	24	
33	25	
35	38	
31	41	
30	36	
33	42	
22	39	
45	57	
48	37	
35		
31		
415	387	2937
34.6	38.7	
105,881,579	93,209,926	705,920,046

5





Staff Report
New Hires, Transfers, Promotions, Separations
For Month of April 2016

Name of Employee	Department	Type of Change	Date of Change	From Position	To Position
Jacob Schwenk	Police	New Hire	4/11/2016		Patrol Officer
Brian Utt	Operation Services	New Hire	4/25/2016		Janitor

Subsequent to this Planning Board meeting, after discussion with the Town attorney, it was discovered that there are contradicting rules of procedures between the Town Council and the various Boards and committees. The explanation offered at the meeting that if a Board member is absent and not excused at the start of the meeting, pursuant to state statute, the vote is automatically in the affirmative, was inaccurate. Therefore, for now, a vote will only be counted for those present at the meeting. The Town will be adopting a clarification to rules and procedures in subsequent meetings that will apply to all town boards and committees.



**TOWN OF LELAND
PLANNING BOARD MEETING MINUTES
TUESDAY, MARCH 29, 2016 at 6:30 P.M.**



ASSEMBLY

The Leland Planning Board held their Regular Meeting at 6:30 p.m. on Tuesday, March 29, 2016 at the Leland Town Hall, 102 Town Hall Drive.

Present: Chairman Donn Garvey; Vice-Chairman Mike Roberts; Tim Linkhorn; Mose Highsmith; Chuck Spittel and Stephen Whitney.

Absent: Don Slawter.

Also Present: Robert Waring, Planning Manager; Ashli Barefoot, Senior Planner; David Hollis, Town Manager; Gary Vidmar, Economic and Community Development Director; Brenda Bozeman, Council Liaison and Nancy Sims, Deputy Town Clerk.

CALL TO ORDER

Chairman Garvey called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited. A quorum was present.

Approximately 225 people were in attendance.

APPROVAL OF THE AGENDA

Mr. Linkhorn **MOVED, SECONDED** by Mr. Roberts to approve the March 29, 2016 agenda as presented. The **MOTION CARRIED UNANIMOUSLY.**

Mr. Garvey noted that Gary Ostby requested that an amendment be made to his public comment in the minutes of the February meeting. However, the transcript of the meeting has to be what is said at the time, not an explanation of what the individual would like. It was the **CONSENSUS** of the Board to not amend the February meeting minutes as requested by Gary Ostby.

APPROVAL OF THE FEBRUARY 23, 2016 REGULAR MEETING MINUTES

Mr. Spittel **MOVED, SECONDED** by Mr. Roberts to approve the February 23, 2016 Regular Meeting Minutes as presented. The **MOTION CARRIED UNANIMOUSLY.**

SUBDIVISION APPLICATION – HARRINGTON SQUARE AND HARRINGTON VILLAGE

Ms. Barefoot presented an application for Harrington Square and Harrington Village subdivision, which is a mixed-use FlexCode development that is located off Village Road between Baldwin Drive and Fairview Road. The total acreage is 19.73 acres with 6 lots. It is zoned T-5 and T4Open which

allows for multifamily and mixed uses. Water will be supplied by H2G0 and sewer will be supplied by the Town of Leland. It has been reviewed by the Technical Review Committee (TRC). Frank Braxton was in attendance representing the developer if there were any questions.

Mr. Whitney mentioned there are two areas of continuity of sidewalks leading to major streets, going out to Fairview and Village Road. Ms. Barefoot advised that the continuity issue has been addressed. Mr. Garvey confirmed that the developer has no objection to this issue.

Mr. Roberts asked about the curb to curb width of the street. Ms. Barefoot replied that they vary, they are context sensitive.

Mr. Roberts **MOVED, SECONDED** by Mr. Spittel to approve the Harrington Square and Harrington Village Subdivision application with the qualifications and recommendations requested by staff. The **MOTION CARRIED UNANIMOUSLY.**

SUBDIVISION APPLICATION – OAK LANDING

Mr. Waring presented an application for Oak Landing Subdivision, a 45 lot residential, single-family development on property zoned Multifamily (MF), located at the end of Oak Lane and King Moore Road. The total acreage is 20.21 acres. This development is in the vicinity of Division Drive. This is a traditional subdivision and not part of the FlexCode. It has been reviewed by the TRC already and Mr. Waring reminds the Board that this application was received before the mandated on-street parking requirements were passed. There will not be any on-street parking in this subdivision. The developer will subdivide the property into single family lots. Water will be supplied by H2G0 and sewer will be supplied by the Town of Leland. Mr. Norris and Mr. Hilla on behalf of the development team were present to answer any questions.

PUBLIC COMMENT ON OAK LANDING

Joe Bryant lives on Oak Lane and raises a question about future connection. There is only one way in and one way out. There will be too much traffic for one way in and one way out.

DISCUSSION OAK LANDING

Mr. Roberts wanted to know the gravesite locations they plan to preserve. Mr. Waring advised they are right off Oak Lane. Mr. Hilla added that they are about 20 feet off the property line; they are moving the road over to avoid it.

Mr. Roberts questioned the flood plain adjacent to the property and wetlands throughout. Mr. Norris confirmed that none of the lot areas are within the 100 year flood plan.

Mr. Whitney stated the plans show to the west an active open space area; is that covered by some type of HOA? Mr. Norris advised that will be a picnic area maintained by the HOA. Mr. Whitney then wanted to know if the HOA will maintain area wetlands to the east also. Mr. Hilla responded that area is for future development. Mr. Whitney then stated the road between lots 37 and 36 looks as though it is supposed to connect with King Moore Road. Mr. Waring stated the intent is to make an eventual connection with King Moore Road.

Mr. Highsmith confirmed with Mr. Hilla that Mr. Hilla said part of this property in the wetlands was going to be used for future development. Mr. Hilla responded that the property is more than half wetlands so it is limited as to what can be done, but that land will need to be used for a future connection. Mr. Highsmith then indicated that it would be foreseeable to extend the street beyond lot 24 and further subdivide more lots in the future. Mr. Waring replied that the Town requested the street be lined up at the narrowest point of the wetlands to make it the most reasonable crossing, but the overall intent is the future development of that property.

Mr. Highsmith opined that he has an issue that the developer has chosen to shove as many lots as they can in the subdivision with no on-street parking and one way in and one way out. The Board may have to approve this application, because the developer has a right to develop this land under the existing laws, but I can't vote for it.

Mr. Whitney **MOVED, SECONDED** by Mr. Linkhorn to approve the Oak Landing subdivision application with the qualifications and recommendations requested by staff. The vote was 3 to 3:

Chairman Donn Garvey	No
Vice-Chairman Mike Roberts	Yes
Tim Linkhorn	Yes
Stephen Whitney	Yes
Mose Highsmith	No
Chuck Spittel	No
Don Slawter	Absent

MOTION TIED, THEREFORE FAILED DUE TO LACK OF A MAJORITY IN THE AFFIRMATIVE. Chairman Garvey stated the vote was a tie 3 to 3. There was discussion about the absence of Board member Don Slawter, his not being formally excused and whether or not his vote should be counted as an automatic yes. Mr. Waring briefly explained the statute to the Board. Mr. Garvey disagreed as he feels Mr. Slawter notified the Town and has a valid excuse for not being present. Chairman Garvey advised that he doesn't feel he has the authority to excuse a member. If it is a matter of law, the Town attorney should be consulted and the matter brought back at the next meeting.

TEXT AMENDMENT CHAPTER 22, SECTION 145(v) PRIVATE STREETS/GATED COMMUNITIES

Mr. Waring presented a zoning ordinance text amendment submitted by a group of ten developers and land owners who have developed, plan to develop or are currently developing residential lots in the Town of Leland. In 2014 Council adopted Ordinance 014-04 stating no road shall be gated or otherwise restricted for public use. The developing community sees a need for this type of community. Bike/pedestrian plans must conform to NCDOT standards. Gate location must minimize the impact on waiting traffic. Since the adoption of that text amendment developers in the Town noted an increased demand by potential homebuyers for planned gated communities. For population growth and competition reasons, there is a need for gated communities in Leland. Applicants for this text amendment have cooperated with staff to include certain language which addresses many of the issues which were the source of concern leading to the text amendment adopted in 2014 prohibiting private streets and gated neighborhoods. Three gated communities already exist in Leland having been built before 2014.

PUBLIC COMMENT TEXT AMENDMENT ON PRIVATE STREETS/GATED COMMUNITIES

John Pacaro, Evangeline Drive, Brunswick Forest. Agrees with gated community.

Greg Miller, Shelmore Way, Brunswick Forest. Against gated community.

Gail Ritter, Simmerman Way, Brunswick Forest. Against gated community.

Jean Zettler, Willbrook Court, Brunswick Forest. Against gated community.

Steve Snyder, Leesburg Drive, Brunswick Forest. Against gated community.

John Lane, Stoney Point Drive, Brunswick Forest. Ask that you consider maintenance of private roads in the gated community so that the other homeowners are not financially responsible.

Gary Ostby, Leesburg Drive, Brunswick Forest. Against gated community.

Leonard Chertoff, Talmadge Drive, Brunswick Forest. Against gated community.

Dan Weeks from Paramount Engineering spoke on behalf of ten developers who want to develop gated communities.

Mr. Garvey thanked everyone for coming and appreciated all people being involved.

DISCUSSION TEXT AMENDMENT ON PRIVATE STREETS/GATED COMMUNITIES

Mr. Garvey wanted to know the purpose of a gated community. Mr. Weeks replied that he believes it is primarily security. Mr. Garvey felt that if you have a gate at the front, but open bike or pedestrian paths, that possibly two years down the road the developer will claim they can't market this community and are going to have to put gates over the pedestrian and bike paths.

Mr. Spittel asks Mr. Weeks to define economic growth and diversity. What diversity are these communities going to bring to Leland? Mr. Weeks replied, when you look at economic diversity it is the wide spectrum of what is in any typical development; sort of the melting pot for this community.

Mr. Garvey feels it is incumbent that the Board be fair to everyone. What concerns him about this and makes him feel uncomfortable about considering changing the law is the 2020 Leland Growth plan. That mentions walkable, compact communities, not gated communities. He is also concerned about the history of this text amendment. Two years ago for good reason, a very competent staff put forth a text amendment that prohibited gated communities. This Board recommended unanimously to approve that amendment and prohibit gated communities. Council also voted unanimously to prohibit gated communities. Now, two years later, developers want to change that and disregard the cohesive arguments made two years ago by staff. Mr. Garvey asked staff do a couple of things. First, find the arguments and incorporate those arguments into its presentation and say why everyone was wrong two years ago. Second, as Mr. Spittel said, the developers have to back up the term economic diversity. Mr. Garvey suggests the Board bring this back next month and have staff and the

developers make those arguments. Right now he will vote no because he has not been convinced that changing the law is the right thing to do.

Mr. Whitney felt those who live in Brunswick Forest may not want to live in a gated community, however, other people may want to. There are a number of examples around the country that prove gated communities work. There may be areas within Leland that may be appropriate for a gated community. He feels the text amendment is not written properly. If the text amendment were written properly, it would address those issues about the "wall". Developers need to be able to look at it further and better refine what they are trying to accomplish so this Board and Council can make an educated decision.

Mr. Spittel stated when this subject came up he realized that he didn't know much about gated communities. He did a little research and could find nowhere where crime was decreased, except for robbery. Also, the developers can sell the lots for a lot more money. He has heard nothing tonight that says what this will bring to Leland. Another presentation is needed.

Mr. Roberts claimed that this issue was discussed at length two years ago. He sees no point in discussing it again at this time.

Mr. Highsmith adds that he grew up in Wilmington. People moved to Leland because of the way it was set up. There was a lot of resentment when landfall was built in Wilmington. In this instance, he thinks the timing is unfortunate. How many people here are from Brunswick Forest? Mostly everyone. Would it be different if it was built somewhere else besides Brunswick Forest? He feels Leland missed out on the opportunity of Compass Pointe, it being in the County. If the developer initially said that it would not be developing a wooded area and now wants to build a gated community in that wooded area; that sets the tone for what we are seeing tonight. Note though that every time we say no to something, Belville is waiting for the opportunity. He is not totally opposed to a gated community, but feels the timing is bad.

Mr. Linkhorn cautions that this is not a vote to approve a gated community in Brunswick Forest, this is a vote to approve gated communities in Leland. The builders have spent a lot of money developing the land and they have to make a living. If the gated community is in Leland, people should have a right to live where they want. Some people may want to live in a gated community. Builders should have the right to build a gated community anywhere in Leland. This isn't only to do with Brunswick Forest. This is about Leland growing sensibly in the long term.

Mr. Waring reminded the Board this is an outside request. The Board has 60 days to make a recommendation and if none is made, the application would advance to Council anyway.

Mr. Roberts **MOVED, SECONDED** by Mr. Spittel to recommend to Council that the text amendment to Chapter 22, Section 145(v), private streets/gated communities be **DENIED**. The vote was 3 to 3:

Chairman Donn Garvey	Yes
Vice Chairman Michael Roberts	Yes
Tim Linkhorn	No
Stephen Whitney	No

Mose Highsmith	No
Chuck Spittel	Yes
Don Slawter	Absent

MOTION TIED, THEREFORE FAILED DUE TO LACK OF A MAJORITY IN THE AFFIRMATIVE. Mr. Garvey clarified that the Motion was to recommend to Council to **NOT** approve the text amendment and **NOT** to change the gated community ordinance.

Mr. Waring reiterated about Mr. Slawter’s absence being an affirmative vote. Mr. Garvey again questioned Mr. Slawter’s vote being in the affirmative because he is absent. Mr. Garvey feels that only applies to Town Council and not this Board. It has never been handled that way since he has been on this Board.

Mr. Hollis clarifies that state law requires that if a member is not present, for their vote not to be in the affirmative they must be excused by a vote of the entire Board at the start of the meeting. If that happens, any vote thereafter does not count, but if not excused it is an affirmative vote. With his vote being in the affirmative, this Motion to deny changing the gated community ordinance would pass. Mr. Garvey suggested that this be run by Town Attorney Wessel. Mr. Hollis agreed and clarifies that the Motion was to not recommend approval to Council and the Motion passed.

Chairman Garvey called for a recess at 8:08 p.m.

Chairman Garvey called the meeting back to order at 8:15 p.m.

MASTER PLAN UPDATE

A hard copy of the Master Plan Update was included in the agenda packet.

OTHER DISCUSSION

A. TRANSPORTATION OVERSIGHT SUBCOMMITTEE

Council wishes to restructure the Transportation Oversight Committee into a subcommittee with two Planning Board members. Major transportation issues would be run by the subcommittee. Mr. Waring would like to ask two Planning Board members to consider serving on this subcommittee. Council will have to appoint each member. Both Mr. Linkhorn and Mr. Spittel will volunteer.

B. PUBLIC COMMENT PERIODS

A memo was issued to all Boards, Committees and Subcommittee for the Town of Leland from Mayor Bozeman stating that each shall allow for a public comment period during every meeting and allow approximately three (3) minutes for each individual who wishes to speak. The chairman should regulate the entire public comment period so as to provide equal voice time for each topic and may limit the total number of people speaking on a topic.

OLD/NEW BUSINESS

Mr. Waring reminds the members that the Board of Adjustment/Planning Board training will take place on April 4th at noon.

Mr. Whitney has not yet looked in the easement discussed during the January meeting. He has spoken with a Brunswick County legislator to get access to the appropriate people in the gas business. He asked Mr. Linkhorn to assist since Mr. Linkhorn lives in Mallory Creek.

COUNCIL UPDATES

Mr. Waring reported on recent Council actions:

Council voted to table Ordinance 016-05 Chapter 30, Article VIII, Section 30-275 (22)c and (25) – Text Amendment to clarify off-street parking area dimensions for single family homes until Council’s Regular meeting on May 19, 2016. Council has asked for additional information on that text amendment.

MONTHLY REPORTS

ECONOMIC DEVELOPMENT REPORT

An updated Economic Development Report dated March 29, 2016 was included in the agenda packet.

PERMIT REPORT

An updated permit summary was included in the agenda packet.

ADJOURNMENT

Mr. Linkhorn **MOVED, SECONDED** by Mr. Roberts to adjourn the meeting at 8:37 p.m. The **MOTION CARRIED UNANIMOUSLY.**

Respectfully,

Donn Garvey, Chairman

Nancy Sims, Deputy Town Clerk

Approval Date: April 26, 2016

(SEAL)

AARP Income Tax Services

For those interested in the final tally.... another record year, like every past year....

A total of 389 federal returns e-filed, plus 8 NC-only returns efiled..... 19 amended returns, 4 paper returns, and 5 prior year original returns..... with 3 returns prepared, but not filed... for a total of **428 returns generated...**

Last year's total number was 362.

From an ACA standpoint, we had 38 marketplace purchases, 37 others qualify for insurance exemptions.... with only 6 having to pay a shared-responsibility-payment.

Eventful year, to say the least.... but they all are....

Thanks Leland Town Council!

Roy Talus



April 22, 2016

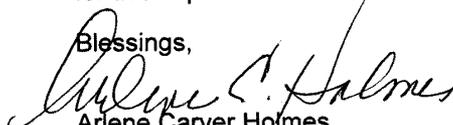
Leland Town Council
c/o Mayor Brenda Bozeman
Town of Leland
102 Town Hall Drive
Leland, NC 28451

Dear Mayor and Council Members:

On behalf of the Bridge Presbyterian Church thank you for partnering with us on the Red Cross Blood Drive. Because of you and your so generously sharing the new Town Hall facility, this event was a major success by all standards. We've been told by the Red Cross that blood drives typically attract 10 to 15 blood donors. Our drive had 40+ and we had to turn people away.

We just wanted you to know how appreciative we are of your willingness to fully partner with us for this important event and we look forward to working with you in the future.

Blessings,



Arlene Carver Holmes
Mission Elder

cc: the Bridge Presbyterian Session

LCAC staff,

THANK YOU for letting NBHS
theatre use your BEAUTIFUL space for
our spring musical. Everyone we met was
so supportive, helpful, & FRIENDLY! We hope
that we can collaborate with ya'll again
in the future! If you ever need help with
classes or running lights or sound for a
show DO NOT hesitate to contact me.

Thanks! Cat Thomas, NBHS Theatre
Arts Teacher

Thank You !!



The cast & crew, "You're a Good Man, Charlie Brown"