

**TOWN OF LELAND  
SPECIAL COUNCIL MEETING  
FRIDAY, MAY 26, 2006  
9:00 A.M.**

**ASSEMBLY**

The Town of Leland Council held a special meeting on Friday, May 26, 2006 at 9:00 a.m. at Leland Town Hall for the purpose of conducting a budget workshop for the new fiscal year 2006-2007.

Present were: Walter Futch, Mayor; Councilmen: Brenda Bozeman, Gordon Hobbs, Jimmy Medlin and Tommy Wallace.

Also present were: Bill Farris, Interim Town Manager; Carol Ann Floyd, CMC, Town Clerk; Donna Strickland, CMC, Finance Officer; Osey Sanders, Police Chief; Jimmy Strickland, Public Works Director; Landon Barker, Executive Assistant; Tim Evans, Chief Building Inspector and Steven Spruill, Planner I.

**CALL TO ORDER, INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Futch called the meeting to order at 9:00 a.m. Councilman Medlin gave the invocation. A quorum was present. Everyone stood and gave Pledge of Allegiance to the Flag of the United States of America.

Mr. Farris stated that there are some housekeeping items he would like to add to the agenda. Mr. Farris stated that the additions to the agenda are as follows:

- Update on the Brunswick Forest Water
- Consent for the Town Manager to handle change orders on the fire trucks
- File Situation

Councilman Hobbs **MOVED, SECONDED** by Councilman Bozeman to add the agenda items as stated above. The **MOTION CARRIED UNANIMOUSLY**.

**BUDGET WORKSHOP – FISCAL YEAR 2006-2007**

Mr. Farris stated that he had prepared a power point presentation highlighting the budget. Mr. Farris stated that staff is present and would be happy to answer any questions. Mr. Farris stated that in discussing the budget with the mayor he pointed out some incorrect numbers on the spreadsheet in the back of the budget book in the worksheet section. Mrs. Strickland handed out corrected worksheets. Mr. Farris gave the following presentation:

## Town of Leland

2006-2007 Fiscal Year  
Proposed Budget Review

- Personnel
  - Police
    - 8 additional officers...brings total to 31...slightly below typical staffing for town our size
    - \$230,000
    - staggered higher to spread budget impact...full cost next year

- Personnel, continued
  - Administrative area
    - office assistant to handle human resource requirements
      - payroll
      - property liability
      - workers comp
      - safety
      - insurance
      - recruiting
      - personnel policy
    - budgeted 9 mos.
    - \$30,000

- Vehicles
  - driven primarily added personnel
  - Police
    - 9 patrol cars (added 4 officers current year; purchased 3 cars)
    - 1 transport van
    - \$148,000
  - Public Works
    - 2 heavy duty pickups
    - 1 dump truck
    - \$84,000 (sewer, Powell Bill, general fund)
  - Inspections - 1 small pickup...\$18,000
  - Draft vehicle replacement policy complete...present Council near future.

## Budget Highlights

- Solid Waste Management
  - Council Members identified as priority service
  - Significant capital and operating cost
  - \$20,000 budgeted as place holder; staff continue review alternatives and report to Council early in FY

- Personnel, continued
  - Public works
    - add 2 maintenance workers...brings total staffing to 7
      - \$44,000
      - enhanced services...
        - sidewalk repairs
        - drainage maintenance
        - meter reading
        - lift station maintenance
        - mosquito control

- Personnel, continued
  - Administrative area, continued
    - information tech
      - currently contracted
      - added demand...may achieve higher service level...no additional cost
      - \$23,000
    - customer service worker; front desk and fill-in
      - \$23,000
  - Planning
    - response to workload
    - 2 additional positions, \$54,000
  - Inspections
    - standard 15 inspections/day; minimum 24 hour turnaround
    - 1 additional position
    - \$33,000

- Cell phones
  - perennial issue
    - myriad plans
    - use control
  - work completed on consolidating plans
  - cost contained
  - on-going search for savings
- Space
  - significant needs...distribution also concern
  - ideas for temporary solutions...recommend comprehensive approach
  - \$50,000 allocated for space

The council conducted an analysis on the budget by departments. Councilman Bozeman **MOVED, SECONDED** by Councilman Wallace to redo the phone line items, round up cell phone usage and readjust all phone line items. The **MOTION CARRIED**

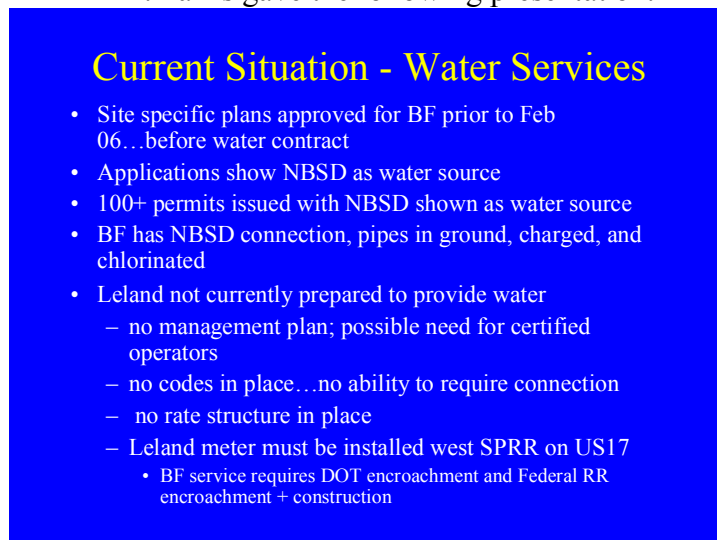
**UNANIMOUSLY.** Councilman Medlin **MOVED, SECONDED** by Councilman Hobbs to drop the \$2,500 for the consolidation project in Administration. The **MOTION CARRIED UNANIMOUSLY.** Councilman Medlin **MOVED, SECONDED** by Councilman Hobbs to hire an IT person in the next budget year. The **MOTION CARRIED UNANIMOUSLY.** Mayor Futch called for a break at 11:01 a.m. Mayor Futch called the meeting back to order at 11:12 a.m. Councilman Bozeman **MOVED, SECONDED** by Councilman Hobbs to move the \$2,000 in annexation and \$1,000 in annexation advertising into stormwater management. The **MOTION CARRIED UNANIMOUSLY.**

### **SET PUBLIC HEARING – BUDGET FISCAL YEAR 2006-2007**

Councilman Hobbs **MOVED, SECONDED** by Councilman Bozeman to set the Public Hearing for the Budget – Fiscal Year 2006-2007 for Wednesday, June 14, 2006 at 7:00 p.m. or shortly thereafter at Leland Town Hall. The **MOTION CARRIED UNANIMOUSLY.**

### **BRUNSWICK FOREST WATER UPDATE**

Mr. Farris gave the following presentation:



**Current Situation - Water Services**

- Site specific plans approved for BF prior to Feb 06...before water contract
- Applications show NBSD as water source
- 100+ permits issued with NBSD shown as water source
- BF has NBSD connection, pipes in ground, charged, and chlorinated
- Leland not currently prepared to provide water
  - no management plan; possible need for certified operators
  - no codes in place...no ability to require connection
  - no rate structure in place
  - Leland meter must be installed west SPRR on US17
    - BF service requires DOT encroachment and Federal RR encroachment + construction

Mr. Farris stated that there were no contracts in place for the town to sell water to Brunswick Forest. Mr. Farris stated that there are a lot of preparations that need to be completed for the town to sell water.

### **CONSENT FOR THE TOWN MANAGER TO HANDLE CHANGE ORDERS ON THE FIRE TRUCKS**

Mr. Farris stated that as the trucks are built there maybe some equipment changes, etc. and since it's town money, he asked that the town manager have consent to handle the change orders with the fire chief. Councilman Bozeman **MOVED, SECONDED** by Councilman Wallace to give the town manager consent to handle the change orders for the fire trucks. The **MOTION CARRIED UNANIMOUSLY.**

**FILE SITUATION**

Mr. Farris stated that there are some files missing and some files that have been moved around. Mr. Farris stated that the Police Chief is looking into who has the files. Mr. Farris stated that locks have been changed on the office doors. Mr. Farris stated that we are getting a proposal to change the outside locks to a keypad or a card swipe. Chief Sanders stated that interviews would be conducted next week of anyone who had access to those files. Mr. Farris stated that we are also looking into secure mailboxes for the staff and council.

**ADJOURNMENT**

Councilman Wallace **MOVED, SECONDED** by Councilman Hobbs to adjourn the meeting at 1:29 p.m. The **MOTION CARRIED UNANIMOUSLY.**

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Walter B. Futch Jr., Mayor

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Carol Ann Floyd, CMC, Town Clerk

Approval Date: 06/15/06