



TOWN COUNCIL
Reconvened Work Session
Town Hall
April 15, 2013
6:00 p.m.

At 6:00 p.m., Mayor Dora Sullivan, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Bennett, Godwin and Sullivan and Councilwoman Natali. Councilman Wendell arrived at 6:07 p.m. Also present were Town Manager Heather Arcos, Treasurer Kim Coates and Town Clerk Libby Hume. There were no members of the public in attendance.

Town Manager Heather Arcos informed Council that she and Treasurer Kim Coates had reviewed the input from the April 11th work session and made the modifications along with some additional changes. As a result of the changes, the budget shortfall for FY2014 was currently \$229,171.

Heather Arcos reviewed the areas in the Town Manager budget which were reduced as follows: i) The Employment Advertising line of \$1K was deleted; ii) The \$150 in Other Operating Supplies was deleted; iii) Management Consulting for the Wage Compensation Study in the amount of \$10,300 and Downtown Streetscape in the amount of \$18K were deleted; iv) Legal expenses were reduced by \$23K; v) The Printing & Binding for the Fun Maps in the amount of \$8,275 was deleted; vi) \$150 Advertising for the Santa Train was added; vii) Town Signage on Highway in the amount of \$6K was deleted; viii) The \$150 under Books & Subscriptions was deleted; ix) The Real Estate Tax Refund in the amount of \$2K was deleted; x) Personal Property Tax Refunds in the amount of \$500 was deleted; and xi) Decal Refunds in the amount of \$31 was deleted.

There was much discussion regarding the various contribution requests from other entities and it was agreed that all charitable entities should be treated consistently. With the amount of the current budget shortfall for FY2014, the general consensus was to set a maximum contribution amount of \$1,500 for charitable entities unless the Town had previously contracted for a higher amount. The exception would be the Cape Charles Volunteer Fire Company where the Town would maintain the funding amount from last year in order to pay the Fire Company's insurance payment.

Heather Arcos went on to review the changes made to the Public Works Departmental budget regarding Capital projects and additional changes were made as follows: i) The Repairs – Fishing Pier line had to be increased to \$30K due to the monetary award from FEMA and the Town's match; ii) It was noted that the Storm Water Management project was reduced from \$50K to \$25K. After further discussion regarding this item, Council opted to defer this project for another year; iii) The Public Works Yard/Building Repair & Maintenance was reduced to \$5K to cover new gravel for the area; iv) The Uniform line was reduced to \$700; v) The Sport Apparatus was deferred for a year so Council could discuss all the options for the location of the new basketball court; vi) The Gator was deleted; and vii) There was much discussion regarding the Cape Charles Multi-Use Trail Phase 2 Design and the feasibility of the Town having to pay out \$200K in FY2014. The consensus was to reduce the Town's match for the Trail project from \$200K to \$100K. Heather Arcos stated that she would check the project schedule and added that in the past dealings with VDOT, the projects were usually behind schedule so the possibility of the Town being liable for the full \$200K in FY2014 was unlikely.

Heather Arcos briefly reviewed the FY2014 Revenue vs. Budget Projections report. Kim Coates stated that the current shortfall was \$65,371.

Councilman Wendell asked Council how badly the Town needed a Town Planner. Councilman Sullivan stated that the comprehensive plan update could not be done without a Planner and would definitely have to be contracted out in its entirety. Councilwoman Natali added that “it would cut off the legs” of the Planning Commission, Historic District Review Board, Harbor Area Review Board and all other Town Boards.

Heather Arcos stated that a closed session would be held after this meeting to review the individual personnel requests including merit increases for certain employees.

Motion made by Councilman Godwin, seconded by Councilman Bennett to adjourn the Town Council Work Session. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk