



## TOWN COUNCIL

### Work Session

Town Hall  
April 28, 2009  
6:00 p.m.

At approximately 6:00 p.m. at the Town Hall, Vice Mayor Chris Bannon called to order the Work Session of Town Council. In addition to Vice Mayor Bannon, present were Councilmen Bennett, Burdiss and Veber. Councilmen Elliott and Evans arrived at 6:07 p.m. Mayor Sullivan was not in attendance. Also present were Interim Town Manager Heather Arcos, Treasurer JoAnna Leatherwood, Town Clerk Libby Hume and Harbor Master Smitty Dize. There were no members of the public in attendance.

Vice Mayor Bannon announced the business for the evening would be to continue the review of FY 2009-2010 budget.

Heather Arcos began by describing the new handouts provided for tonight's meeting.

The Council reviewed the budget for the Harbor Fund and Heather Arcos informed the Council that the \$73K shortfall will be transferred from the Harbor's Fund Balance, which is the fund where previous years' profits are shown, after this year's audit has been completed. Smitty Dize stated that he is anticipating enough revenue this fiscal year to cover the operating costs.

The Council went on to review the budget deduction recommendations for the following departments: i) Legislative (Town Council); ii) Town Clerk; iii) Town Manager; iv) Town Treasurer; v) Police; vi) Code Enforcement; vii) Public Works; and viii) Town Planner. There was some discussion regarding the Town providing laptops for the individual Council members in lieu of printing hard copies of the agenda packets and handouts, etc. This will be taken in to consideration when reviewing the budget for FY 2010-2011.

There was much debate whether to fill the Town Manager vacancy and the Council agreed that the Town needed a Town Manager and planned to fill the vacancy over the next several months.

The Council went on to discuss the fact that the Town did not have a contingency fund for any unexpected expenses. After further discussion, the Council agreed to increase the real estate tax rate by 2¢ per 100 for the purpose of creating such a fund.

Heather Arcos presented a spreadsheet itemizing the various community events and organizations typically supported by the Town. There was much discussion regarding the fireworks for the Fourth of July and the money requested by the Cape Charles Renewal Program vs. the Chamber of Commerce. Councilman Bannon stated that he would like to see this new group become the "new" Cape Charles Chamber of Commerce and help with economic development and suggested a possible work session to meet with the members of this group. Discussion continued regarding the various events and Heather Arcos stated that the department heads would be meeting to develop some policies and

procedures for events and use of the Town's facilities, including charges for assistance by the Cape Charles Police Dept. and the Public Works Dept. for clean up, etc.

The Council discussed the position of Recreation Coordinator and whether it should become a full-time position. The majority of the Council agreed that this position should be full-time and this position would continue to work with the youth of the Town and the County as well as taking on the responsibility to handle and facilitate the various event requests, working with various church groups and the elderly.

The upcoming meetings were reviewed as follows:

- May 5, 2009 – Joint Public Hearings with the Planning Commission regarding a Conditional Use Permit to operate a deli and seafood market at 609/611 Mason Avenue & the Draft Comprehensive Plan Update
- May 7, 2009 – Work Session with Mr. Berkley Rayfield regarding his proposal for the Old Cape Charles High School

Another Budget Work Session was scheduled for May 7, 2009 immediately following the work session regarding the Cape Charles High School.

**Motion made by Councilman Bennett, seconded by Councilman Burdiss and unanimously approved to adjourn the Town Council Work Session.**

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Vice Mayor Bannon

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Town Clerk