



TOWN OF KILMARNOCK
Council Committee Agenda –Admin\Finance

Date: April 6, 2012 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

Chair: Vice Mayor William Smith _X_
 Council Member Denis Bouslough _X_
 Mayor Raymond Booth (ex-officio) _X_
 Council Member Shawn Donahue _X_
 Council Member Paul Jones

Town Staff Attendees:

Town Manager Tom Saunders _X_
 Asst. TM Susan Cockrell _X_
 Treasurer Judy Stevens _X_

Visitors: None

Discussion Items:

1. Committee members discussed various methods to increase communications\dialog with citizenry.
2. The committee reviewed a working draft of the FY 2013 budget recommending a public work session for all members of Council. Targeted date for this work session is Wed., May 2nd at 7 PM. Outcomes from this session will provide input to the May Admin\Finance meeting. The first reading of the final submission is targeted for the May 21st Council meeting.
3. The committee reviewed the need to provide FY 2012 (current year) budget funding for Mary Ball Rd. project spending that was budgeted in FY 2011. This spending actually occurred in FY 2012. A budget supplemental appropriation is needed (attached).
4. The committee discussed the recent performance review process for the Town Manager and Town Attorney and voted to hold the summarized Town Council feedback in abeyance until a review of the total performance management process was conducted and finalized.

FYI:

1. Updates were provided on open FY 2012 capital projects: Radio well fencing, Wiggins Ave. force main replacement, Wiggins Avenue lift station generator replacement, radio meter purchases
2. Informed the committee of a request by the Coast Guard Auxiliary for a proclamation regarding National Safe Boating Week-May 19-25, 2012.
3. Court Order dismissing lawsuit by Waste Water Management has been received.
4. The committee was updated on the use of "DMV Stop" program to collect back personal property taxes.

Recommendations to Council:

Action item(s):

1. **Approve a supplemental appropriation to the FY 2012 budget in the amount of \$78,923 in the Water Department and \$326,311 in the Sewer Department.**
2. **Town Council to conduct a public work session on the FY 2013 budget on Wednesday, May 2nd at 7PM**

Recommended for further study:

Town Council to review the performance review processes for the Town Manager and Town Attorney positions.