



TOWN OF KILMARNOCK
Council Committee Notes –Admin\Finance

Date: April 5, 2013 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

Chair: Council Member William Smith ___
Council Member Shawn Donahue ___
Council Member Howard Straughan ___
Council Member Rebecca Tebbs Nunn ___
Mayor Raymond Booth (ex-officio) ___

Town Staff Attendees:

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

Visitors:

Discussion items:

1. Discuss potential committee chairperson vacancy.
2. Staff to provide an update on municipal software installation and consideration of mid cycle AP review during Admin\Finance meetings. Recognize staff for efforts “above and beyond”.
3. Discuss consideration of replacement for BZA vacancy.
4. Discuss formalizing the amendment to the employee manual allowing part time employees who average over 32 hours per week health insurance coverage.
5. Discuss remaining items related to purchase of 1 N. Main Street.
6. Review draft FY14 budget and forward it to full Council in packets for April 15 meeting.
7. Enter into Closed Session as allowed by FOIA 2.2-3711(A) Para (1) for: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;

FYI:

1. Staff is progressing on making Council meeting videos available to the public.
2. Staff is considering arranging a tour of town utility assets.

Recommendations to Council:

1. Approve disbursements from March 18 to April 14, 2013.
2. Recommends a motion for TC to enter into Closed Session as allowed by FOIA 2.2-3711(A) Para (1) for: Discussion performance of specific public employees.

Action item(s):

Recommended for further study: