



**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        X  
Council Member Rebecca Tebbs Nunn      X

**Town Staff Attendees:**

Town Manager Tom Saunders            X  
Asst. TM Susan Cockrell                 X  
Treasurer Judy Stevens                 X  
**Visitors:**            none

**Discussion items:**

1. The committee appointed Councilman Straughan Acting Chair in the absence of Chairman Smith.
2. The committee reviewed the draft FY14 budget they had received earlier in the week and, after a number of questions and discussions, agreed to forward the proposed budget, with the changes they had made, for consideration by the full Council at its April 15 meeting and for the April 22 public work session.
3. Staff provided an update on the new municipal software installation. TM Saunders reported that the first payroll and check batch had been produced in the new system this week with very good results. Staff discussed with the committee several financial reporting protocols for Council meetings and agreed on a procedure to follow for the time being.
4. The committee agreed to submit the name of Mrs. Mei-Li Beane of 127 East Church Street for appointment to the Board of Zoning Appeals to fill the vacant position on that body.
5. The committee agreed to recommend adoption of a change in the Town’s Employee Manual to allow part-time employees who average 32 or more hours per week to be eligible for health insurance.
6. The committee went into closed session in accord with FOIA 2.2-3711(A)(1) for the consideration of a personnel matter. Upon returning from closed session the committee was polled to certify whether they had complied with the requirements of the Act, discussing only those matters mentioned in the original motion; vote: Straughan – Aye, Nunn - Aye

**FYI Only:**

1. Staff has made good progress towards making videos of Council meetings available on line.

**Recommendations to Council:**

1. **Approve disbursements from March 19, 2013 through April 15, 2013.** (√)
2. **Appoint Mrs. Mei-Li Beane to the vacant position on the Board of Zoning Appeals.**
3. **Approve a text change in the Town’s Employee Manual to allow part-time employees who average 32 hours per week or more to be eligible for the health insurance benefit.**

**Recommended for further study:**