



TOWN OF KILMARNOCK
Council Committee Notes –Admin\Finance

Date: May 4, 2012 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

Town Staff Attendees:

X = present

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

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

Visitors: Rebecca Tebbs Nunn, Council member; Audrey Thommason, Rappahannock Record

Notes on Discussions:

1. The committee discussed FY 2013 Budget preparations based on work session input. No additional feedback was received by Council members or staff. Following discussions, an adjustment was requested: 1) Move \$2, 000 from "Mayor's Initiatives" to the "Public Support" line item. Public Support was suggested to be defined as fire and rescue services only.
2. TM Saunders provided an update on the Commonwealth's budget status and local implications. The significant item is the 5% employee contribution to the Virginia Retirement System (VRS). The Commonwealth's budget requires that employees' begin contributing but includes a matching payroll increase as the contribution amount is phased in. TM Saunders will provide the net dollar change to the FY 2013 budget if an immediate 5% change is adopted by Town Council.
3. Staff requests the formal adoption of the Library of Virginia's standards for record retention and destruction. This has been our long term practice and is an enabling step should we choose to have the Library of Virginia host our documents.
4. Vice Mayor Smith and staff will generate a summary of roles\responsibilities\functions for the various subcommittees as a means of clarification. A first draft will be reviewed at the June subcommittee meeting.

FYI Only:

1. TM Saunders updated the committee on open FY 2012 capital projects: Radio well fencing, Wiggins Ave. force main replacment, Wiggins Avenue lift station generator replacement, radio meter purchases.
2. The committee reviewed the request by the Coast Guard Auxiliary proclaiming May 19-25, 2012 as National Safe Boating Week.
3. An issue between adjoining property owners about sidewalk clean up of construction materials has been resolved by the parties.

Recommendations to Council:

1. **The committee recommends the first reading of the FY 2013 budget at the May, 2012 Town council meeting.**
2. **Approve proclamation of National Safe Boating Week.**

Recommended for further study: none