



TOWN OF KILMARNOCK
Council Committee Notes –Admin\Finance

Date: June 1, 2012 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

Chair: Vice Mayor William Smith _X_
 Mayor Raymond Booth (ex-officio)
 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

Visitors: Rebecca Tebbs Nunn, Town Council member

Discussion items:

1. The committee discussed the FY 2013 Budget and has received no further input for consideration.
2. After discussing both the employer and employee contributions to the Virginia Retirement System, it was determined that Kilmarnock would elect the 10.88% option for the employer’s portion for FY 2013 (the percentage based on our experience level within VRS) and to implement the 5% employee contribution at one time vs. phased in. Per the Commonwealth’s mandate on employee contributions, a one-time 5% increase to wages is required.
3. Town Manager Saunders provided an update on the Commonwealth’s budget status and local implications.
4. Council member Nunn provided a review of a potential tourism brochure concept, “Kilmarnock’s ABC’s”. This would be targeted to visitors, feature local businesses and utilize Virginian Tourism outlets for distribution. Staff is to develop more details on costs, options and space availability at VTC Welcome Centers.
5. The committee reviewed a first draft of Town Council roles\responsibilities for subcommittees. Town Council members are asked to review and provide input as this will be reviewed again at the July Admin subcommittee meeting. The purpose is to provide Council members with an understanding of the scope of the committee work and what is expected.
6. The committee discussed the need for a comprehensive review\update of the Town charter.
7. The committee discussed the gap in Planning Commission meetings and the need for consistency of occurrence. The subcommittee recommends a minimum of once per quarter.
8. The committee reviewed the Baylor Park opening ceremonies.
9. Council member Nunn recommended that a flag pole and large American flag be added to the Town Centre property and be illuminated. Council member Donahue concurred and suggested we include the Virginia and Kilmarnock flags. (Note: an official Kilmarnock flag would need to be developed.)

FYI Only: none

Recommendations to Council:

Action item(s):

- 1. Recommend Town Council approve the second reading the of the FY 2013 budget.**
- 2. Recommend that Kilmarnock elect the 10.88% option as the employer's contribution to the VRS for FY 2013.**
- 3. Recommend that Kilmarnock implement the 5%employee contribution to VRS at one time in FY 2013 (vs. phased in) and implement the required 5% increase to employee base wages.**
- 4. Recommend that a committee be created to review and update the Town's charter.**
- 5. Recommend that the Planning Commission meet a minimum of once per quarter.**

Recommended for further study:

- 1. Staff to flesh out more details on the Kilmarnock A, B, C's brochure.**