



TOWN OF KILMARNOCK
Council Committee Notes –Admin/Finance

Date: July 3, 2013 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

ChairCouncil Member Howard Straughan _X_
 Council Member Shawn Donahue _X_
 Council Member Rebecca Tebbs Nunn _X_
 Council Member William Smith _X_
 Mayor Raymond Booth (ex-officio) __

Town Staff Attendees:

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

Visitors: Audrey Thomasson, Renss Greene, Rappahannock Record

Discussion items:

1. The committee was updated on issues related to relocating to 1 N. Main Street.
2. The committee discussed communication processes in order to become more effective.
3. The committee discussed its interest in reviewing a “rough draft” of the FY13 end-of-year revenue and expense reports at the August Council meeting.
4. Committee chair Straughan suggested that the Town Centre committee be disbanded given the move to the new town hall and that the Emergency Preparedness committee be folded into Police/Public Safety. Existing real estate/property related topics would fall to the appropriate committees: Town Centre property (Streets), Technology Park (Economic Development), Wastewater/Water Distribution System (Water/Sewer), both Town Hall sites (Admin/Finance).
5. The committee discussed the Council’s appointments to committees for FY14 and requested that each member provide their preferences as to which committees they wished to serve on. (The results and suggested committee appointments are in the packet.)The committee also discussed other “new rules”, per the revised charter.
6. Town Manager Saunders discussed his interest in any items from Town Council that would be a priority during FY14. A written survey will be distributed to Council by the end of the month.
7. Town Manager Saunders asked the committee to consider changes in several procedural and scheduling protocols:
 - a. hold all committee meetings in the first week of each month when possible or consider going to the work session system without standing committees
 - b. consider assigning three or fewer members of Council to each committee to avoid the need for meeting minutes. Whenever the majority of elected officials are in attendance, formal meeting minutes are required per the State Open Meetings Act.

The committee recommended that committees consist of 3 or less members. Staff will continue to provide summary notes as we do now.

- c. fold the Emergency Prep committee into the Police and Public Safety committee
- d. consider calling roll at Council meetings for the benefit of tape and video.
- e. Closed session to discuss two matters covered under FOIA 2.2-3711(A)(1) Personnel in Administration. 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, Smith-aye, Donahue-aye.

FYI Only:

1. Mid cycle AP review was shared.
2. Reminder that registrations for the fall VML conference will be going to all Town Council members with a deadline Sept 1 (registration refund deadline is Sept. 13).
3. An Open House in the new building will be scheduled for late in July.

Recommendations to Council:

Action item(s):

1. **Fold Town Centre and Emergency Preparedness committee into remaining five committees.**
2. **Recommend that subcommittees consist of 3 or fewer members, when feasible.**
3. **Add a “roll call” to the Town Council meeting agenda.**

Recommended for further study: