



TOWN OF KILMARNOCK

Council Committee Notes – Administration and Finance

Date: July 1, 2011 **Time:** 8:30 am **Location:** Town Hall

Town Council Member Attendees:

Town Staff Attendees:

X = present

Chair: Vice Mayor William Smith	x	Town Manager Tom Saunders	x
Mayor Raymond Booth	x	Asst. TM Susan Cockrell	—
Council Member Shawn Donahue	x	Treasurer Judy Stevens	—
Council Member Paul Jones	x		

Visitors: Council member Rebecca Nunn, Spike Nunn, Audrey Thomasson (Rappahannock Record)

Notes on Discussions:

1. TM Saunders reported that substantial demolition of the Davis building on North Main had been begun and, in his opinion, no further action by the Town would be required at this time.
2. Chairman Smith suggested that the matter concerning the water/sewer connection at Bobby Crowther’s new house on Purcell should first be taken up by the Water and Sewer Committee, after which he will poll the members of Admin/Finance for a recommendation to Council. The committee agreed.
3. TM Saunders distributed a draft of a revised Committee minutes report which is intended to make it easier and more consistent to record attendance at meetings. The draft was approved for use for all subsequent minutes.
4. There was a general discussion about the method and timing of approving salary increases for staff following the adoption of the budget last week. Chairman Smith asked for a review of the Employee Manual re: employee evaluations and policies concerning raises, which TM Saunders offered to assist with. Mayor Booth asked that the 2007 Springsted Report, which the Town had spent so much money on, be consulted and reviewed for input into the matter of staff salaries.
5. Chairman Smith asked for a statement from staff as to how salaries are currently allocated to the various operating departments with the intention of reviewing the allocations and perhaps suggesting modifications before the next budget cycle is due. TM Saunders promised to furnish the committee that information at the next meeting.
6. There was a discussion of how the applicants for the open Council seats will be considered and interviewed. There was general agreement that the candidates should be interviewed individually by Council in a work session before the July meeting (no date chosen) but that all candidates should be asked to appear before Council at the July meeting, at which time a selection will be made. TM Saunders told the Committee that he will deliver copies of all applications to each member of Council after the deadline for applications expires Friday, July 8.
7. TM Saunders reported that the online payments system has passed its tests so far and the expectation is that it will be turned on for public use by the middle of July. Chairman

Smith reported that he had been one of the “guinea pigs” and found the system straightforward and easy to use, but the fact that a person’s water account number is needed to access the system may cause some confusion and delay.

FYI Only:

1. TM Saunders advised the Committee that the Town owns an abandoned building on Waverly that once functioned as the pump building for Well #1, now defunct. He opined that since the Town was requiring other owners of abandoned and unsafe structures to have them demolished, it was only right that the Town should do the same. The committee agreed.
2. Councilman Donahue reported that the condition of the rear maintenance building at Town Hall was disgraceful and should be dealt with at once. He also reported that the town’s website is not being kept up to date and that several links weren’t working the last time he tried.
3. Saunders reported that the office copier was failing and would be replaced by a new unit that is available under very favorable terms through the U.S. Communities government contract.
4. Saunders reported that the department of Housing and Urban Development (HUD) had recently ruled that governments are exempt from provisions of the SAFE Act that were holding up progress with our CDBG project on Mary Ball Road, so we’ll be able to get back to work on that very soon.
5. Saunders expressed his disappointment and regret at the way Councilman Donahue criticized his handling of the budget at last week’s Council meeting and asked that in the future, if any member of Council has any complaint or cause for concern to address it with him personally before airing it in open session.

Recommendations to Council:

Action item(s):

Recommended for further study: