



TOWN OF KILMARNOCK

Council Committee Notes – Administration and Finance

Date: November 5, 2010 **Time:** 8:30 AM **Location:** Town Hall **Chair:** Vice Mayor William Smith
Attendees: Vice Mayor Smith, Council Member Shawn Donahue, Town Manager Tom Saunders,
Asst. TM Susan Cockrell

Notes on Discussions:

1. The committee discussed the potential Town Council work session by Robinson, Farmer, Cox and Associates regarding our 5 yr. revenue and expense projections and follow-up to determine a preferred date. Vice Mayor Smith and staff to reconnect with Town Council members.
2. The committee discussed the potential to involve John Hutt on delinquent tax collections. He handles collections requiring liens for several local jurisdictions.
3. Council member Donahue requested a review of penalty timing for meals and lodging taxes. Currently, the late payment penalty (a percentage of payment) is the same whether late by a single day or multiple days. Discussion centered on encouraging late payments to be paid sooner.
4. The committee continued discussions on financial sources for the unfilled Steptoe's maintenance position.
5. The committee discussed any interest for a Town Council & Staff holiday gathering. Based on current economic conditions, the committee recommended that no Town funds be expended for Town Council\Planning Commission\Staff Christmas event.
6. The Committee was advised:
 - a. Personnel information update.
 - b. Notifications of the "Christmas" lighting ceremony are beginning. The committee supported this approach.

Recommendations to Council:

Action item(s):

1. **Work session on Town financial education and 5 year outlook to be held January 15th with Jan. 22nd as alternate date.**
2. **Recommendation for a closed session at next Town Council meeting under FOIA 2.2-3711(A), Para (1) Personnel.**

Recommended for further study:

1. Staff to pursue details of delinquent tax collection practices\approaches with John Hutt.
2. Staff to provide a review to Admin\Finance subcommittee on current taxation items with timing and penalties for late payments.