



TOWN OF KILMARNOCK

Council Committee Notes – Administration and Finance

Date: December 3, 2010 **Time:** 8:30 AM **Location:** Town Hall **Chair:** Vice Mayor William Smith

Attendees: Mayor Raymond Booth, Council Member Shawn Donahue, Council Member Paul Jones, Town Manager Tom Saunders, Asst. TM Susan Cockrell, Treasurer Judy Stevens

Visitors: None

Notes on Discussions:

1. The Committee finalized the schedule details for the Town Council work session with Staff and Robinson, Farmer, Cox and Associates on Saturday, January 15th at the Lancaster Community Library. The public work session will be from 8:30AM to 12 Noon.
2. Reviewed John Hutt's delinquent tax collections process. This process does not entail additional Town expense as the costs are passed through to the delinquent tax payer. The Mayor commented that he would like real estate tax penalties to be part of the item below.
3. A review of current taxation items with timing and penalties for late payments will be taken up next month.
4. The committee discussed possible funding sources for a Steptoe's maintenance position. Consensus was that a position was needed but that any hiring is seasonal in nature (part time) and will be postponed until spring 2011 at the earliest.
5. The committee had considerable discussions on possible funding sources for KVFD's request for \$40,000 for roof replacement. Additionally, the Town has a desire to continue to build on a partnership effort with KVFD. This ongoing partnering would be broader than financial support and could include other areas of effort. The committee agreed on a recommended donation to specifically support the roof replacement.
6. Reviewed a resolution supporting keeping the four Northern Neck counties a single entity for redistricting purpose.
7. Advisory Items (FYI):
 - a. New email accounts for council members are completed.

Recommendations to Council:

Action item(s):

1. **Recommend a \$20,000 donation to KVFD for roof replacement purposes only. This funding would come from Town of Kilmarnock reserves.**
2. **Recommend approval of resolution supporting keeping the four Northern Neck counties in the same legislative district.**
3. **Recommend approval of disbursements.**

Recommended for further study:

1. **Review of current taxation items with timing and penalties for late payments**