



**TOWN OF KILMARNOCK**  
**Council Committee Notes – Administration and Finance**

**Date:** February 4, 2011 **Time:** 8:30 AM **Location:** Town Hall **Chair:** Vice Mayor William Smith  
**Attendees:** Council Member Shawn Donahue, Town Manager Tom Saunders, Asst. TM Susan Cockrell,

**Visitors:** None

**Notes on Discussions:**

1. The committee discussed Lancaster County's processes for tax payments/ late penalties. The County adds an administrative fee to delinquent accounts and uses July 1 as penalty date. There is some additional latitude for municipalities allowed by the Code of Virginia.
2. John Hutt is under contract to pursue delinquent real estate tax accounts. Staff is processing the final delinquency notices that state that any unpaid accounts as of the end of February will be turned over to Hutt for collection.
3. The Town is awaiting notification of the final spending on the KVFD roof replacement.
4. The committee discussed the FY 2012 CIP initial draft.
5. The committee discussed adding any licensed business to the Town's website as part of a directory of Kilmarnock based businesses. Staff will pursue this addition to our "Business" page.
6. Advisory Items (FYI):
  - a. 2011 Chamber membership is renewed.
  - b. The Town is pursuing the capabilities for on-line payments.
  - c. Staff will add an additional notification step to delinquent payers prior to issuing a final letter.
  - d. Our two bonds used to finance the WWTP expansion could be refinanced. Tom Saunders is working with Davenport & Co. to determine costs\benefits.

**Recommendations to Council:**

**Action item:**

1. Approve disbursements from 1/25/2011 through 2/28/2011.

**Recommended for further study:**