



TOWN OF KILMARNOCK
Council Committee Notes –Admin\Finance

Date: December 7, 2012 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

Chair: Council Member William Smith X
 Council Member Shawn Donahue
 Council Member Howard Straughan X
 Council Member Rebecca Tebbs Nunn X
 Mayor Raymond Booth (ex-officio)

Town Staff Attendees:

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

Visitors: None

Discussions:

1. The committee discussed how to resolve the service dates for the 3 recently appointed planning commissioners. One position serves through Sept.2014; two are 4 year terms- all were appointed without specifying the terms.
2. The committee discussed delinquent tax issues. The Town has clear policies on how taxes are calculated, when due and how delinquencies are handled. While the committee could not discuss specific accounts, it did review (for clarity), the meals tax policies:
 1. The tax is calculated by the business and is due on the 20th of the month for receipts collected the prior month (example: the collected December’s meal tax is payable on Jan. 20th).
 2. Late payments are subject to penalties, escalating to court ordered payment only after persistent efforts to collect have taken place over a period of months.
3. Staff provided an update on municipal software research and has pursued due diligence on Edmunds and Associates. This is an established company that specializes in municipal accounting software. We have spoken with 2 other Virginia municipalities who have found them easy to work with and made a conversion with few problems (Cape Charles, South Hill). Staff’s recommendation is to move forward contractually. Funding exists in the CIP for software replacement.
4. The committee discussed the use of Roberts Rules of Order during Town Council meeting.

FYI Only:

1. State offices have added an additional holiday closure: Dec.26th. Town offices will close following this schedule per our holiday policy.
2. Packets have been delivered to Del. Ransone and Sen. McDougal’s offices regarding the charter changes. They are now with Legislative Services in Richmond.

Recommendations to Council:

Action item(s):

- 1. Approval of expenditures-November 20 to December 14, 2012.**
- 2. Recommend that Dr. Curtis H. Smith be assigned to the Planning Commission term that has two years remaining. Les Spivey and Ann Towner will be assigned to seats that have four year terms.**

Recommended for further study: