



**TOWN OF KILMARNOCK**  
**Council Committee Agenda –Administration/Finance**

**Date:** December 4, 2013      **Time:** 8:30 AM      **Location:** Town Hall

**Town Council Member Attendees:**

X = present

**Chair:** Council Member Howard Straughan \_\_

Council Member Shawn Donahue      X  

Council Member Rebecca Tebbs Nunn      X  

Council Member William Smith      X  

**Town Staff Attendees:**

Town Manager Tom Saunders              X  

Deputy TM Susan Cockrell              X  

Treasurer Judy Stevens                      

Planning\Zoning Director, Marshall Debra   X  

Mayor Raymond Booth (ex-officio)          

**Visitors:** None

**Discussion items:**

1. The committee discussed a request by NN Burger for golf cart deliveries in Steptoe’s District including the input from Admin or Streets Subcommittees. This would require that all of Steptoe’s District at 25 MPH would be included and open to any golf cart, legally licensed. The committee determined to table the matter.
2. T M Saunders report on first 4 months of FY 14. We are still awaiting the auditors’ report at this time. Revenues and expenses are tracking to budget.

**FYI:**

1. The committee reviewed the Mid cycle AP expenditures.
2. RFP responses are due Dec. 6th regarding sale of 514 N. Main.
3. Governor McDonnell issues a November 26th executive order regarding additional Christmas holiday leave on Monday, December 23rd. Per our employee handbook, Town Offices will follow this schedule as well. Town Council member Donahue suggested staff prepare a press release on the holiday schedule which will be done.
4. Tax collections continue as planned.
5. The committee was updated on the BZA’s ruling on the NN Generator request.
6. Streets subcommittee will be discussing the selection of a firm for negotiations on the Peoples’ Park master plan.
7. Locations that have received cleanup notifications have taken corrective actions.

**Recommendations to Council:**

1.            **Action item** – Approve disbursements for the month.

**Recommended for further study:** None