



TOWN OF KILMARNOCK
Council Committee Notes –Admin\Finance

Date: August 5, 2011 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:	X = present	Town Staff Attendees:	
Chair: Vice Mayor William Smith	X		
Council Member Denis Bouslough	X		
Council Member Shawn Donahue	X	Town Manager Tom Saunders	X
Council Member Paul Jones	—	Asst. TM Susan Cockrell	X
Mayor Raymond Booth (ex-officio)	—	Treasurer Judy Stevens	—

Visitors: Audrey Thomasson, Rappahannock Record

Notes on Discussions:

1. The committee reviewed regulatory requirements, locations and costs associated with a fireworks display in 2012. For further research are the insurance requirements.
2. The committee discussed whether subcommittees should have audio recordings and if so, length of storage time. At this time, there is no desired change in reporting subcommittee actions from this committee.
3. The committee reviewed open issues concerning Code violations.
4. The committee entered into a closed session to discuss staff salaries.

FYI Only:

1. TM Saunders will provide the current allocation methodology (wages\benefits into various cost centers) to the committee members prior to the August Town Council meeting. This will be used in preparing for FY 2013’s budget.
2. Steptoe’s hire is completed with Antwon Bulter joining us.
3. On-line credit and debit card payments are underway. Next steps are for credit\debit processing for in person payments. On line tax payments are being prepared for a Fall implementation.
4. Advertising for the Planning Commission vacancy was completed.
5. Final letters to delinquent BPOL accounts are going out with Sept. 15th dates to avoid court judgments.
6. We have a short remaining list of delinquent real estate and personal property taxes.
7. Linkages from our prior domain, www.townofkilmarnockva.com to our current website, www.kilmarnockva.com, have been corrected.
8. The committee reviewed three Economic Development cooperative efforts with NN Tourism Commission & Lancaster by the Bay Chamber: “Bring LOVE to your town” (promotion by VA Tourism Corp.), Dozier’s Waterway Guide and Comcast\Xfinity.com. The committee approved \$1500 for the Town’s participation in Dozier’s Waterway Guide as part of a cooperative advertising package (funds available in current budget).

Recommendations to Council:

Action item(s):

1. **Approval of disbursements.**

Recommended for further study: