



TOWN OF KILMARNOCK
Council Committee Notes – Administration and Finance

Date: April 1, 2011 **Time:** 8:30 AM **Location:** Town Hall **Chair:** Vice Mayor William Smith
Attendees: Mayor Raymond Booth (ex-officio), Council Member Shawn Donahue, Council Member Paul Jones (absent), Town Manager Tom Saunders, Asst. TM Susan Cockrell, Treasurer Judy Stevens

Notes on Discussions:

1. The committee reviewed existing BPOL aspects (rates, timing of last change, amount of change, # of participants by rate categories etc.) and discussed recommendations for the FY 2012 budget. See recommendations to Council below.
2. The committee considered a proposal received from a local organization and instructed staff to perform more research before next month's committee meeting.
3. TM Saunders provided an update on credit card\online payment options. Staff is moving forward with the credit card processor that is used by the Commonwealth of Virginia to enable on-line credit and debit card processing for taxes and utility billing. Target is the end of June 2011 for these capabilities.
4. The committee will defer discussions on principal curtailment options r.e. refinanced bonds until after the budget cycle is completed.

Recommendations to Council:

Action item(s):

1. **Approval of disbursements**
2. **Approval of changes to Business, Professional and Occupational Licensing as follows:**
 - a. **Rate Changes:**
 - i. all classifications currently taxed at \$.18 per \$100 of gross receipts to be taxed at \$.108
 - ii. All classifications currently taxed at \$.12 per \$ 100 of gross receipts to be taxed at \$.108
 - iii. All classifications currently taxed at \$.35 per \$ 100 of gross receipts to be taxed at \$.230
 - iv. No changes to the wholesale classification at \$.023 or the fixed percentage or flat rate classifications.
 - b. **Move the date for BPOL tax payments to May 1 annually.**

Recommended for further study: