



TOWN OF KILMARNOCK

Council Committee Notes – Administration and Finance

Date: May 4, 2011 **Time:** 9:30 AM **Location:** Town Hall **Chair:** Vice Mayor William Smith

Attendees: Mayor Raymond Booth, Council Member Shawn Donahue(absent), Council Member Paul Jones (absent), Town Manager Tom Saunders, Asst. TM Susan Cockrell, Treasurer Judy Stevens

Visitors: Audrey Thomason, Rappahannock Record

Notes on Discussions:

1. The committee reviewed the current Peddler's and Itinerant merchant licenses including timing and rates.
2. The committee discussed the potential for administrative fee options caused by additional billing. Council direction is to bill only for "hard costs"-certified mailings, court costs as examples.
3. Status update for online payments shows that the necessary software has been installed. Staff will begin training and troubleshooting the week of May 2. As of May 11, two non-Kilmarnock related issues have surfaced through our software provider that will not have resolution until late in May. Implementation timing will be impacted, but to what extent is not known at this time.

FYI Only:

1. The advertised budget varies slightly from the one Council was given at last meeting, to satisfy GASB guidance.
2. Recent Govdeals.com auctions netted \$1915.37. Dump truck sold on May 10th for an additional \$6425.
3. Status of unpaid business licenses as of 4 25 2011 (33)

Recommendations to Council:

Action item(s):

1. **Approval of disbursements**

Recommended for further study:

- **Staff was asked to review history of peddler's and itinerant merchant licenses to determine if the duration of the license can be adjusted. If so, to suggest a recommendation during June's meeting.**