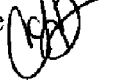


**ACTION ITEM  
BOARD OF SUPERVISORS**

**DATE** September 4, 2007

**TO** Board of Supervisors

**FROM** Cheryl L. Beagle   
Budget Director

**ISSUE** Approve Position Requests for the Treasurer

**RECOMMENDATION** Approval

**BUDGET IMPACT** As detailed in the background report

**ATTACHMENTS** (3)

- [1] Background Report [3] **Reso/Ord/Proc # R07-368**
- [2] Memorandum dtd 08/27/2007 [ ] **Reso/Ord/Proc #**
- [ ] [ ] **Reso/Ord/Proc #**

**REVIEW** [X] County Administrator's Office Steve Crosby

[X] Human Resources Judith

[X] Treasurer Bill W. Calvin

- [X] **Consent Agenda** [ ] **Other Business** [ ] **Public Hearing**
- [ ] **Discussion Item** [ ] **Presentation** [ ] **Unfinished Business**
- [ ] **New Business**

**PRESENTATION BY** N/A

**ELECTION DISTRICT:** N/A

**BACKGROUND REPORT**

The Dangerous Dog Act and the DMV Select Office have created additional strain to the current workforce in the Treasurer's Office. Therefore, the Treasurer has requested that two part-time positions, be converted to full-time to handle the increase in services being provided. The additional cost for both positions is \$50,481. The costs includes additional hours and benefits. The Budget Office will monitor the Treasurer's budget and provide any adjustments at mid-year if necessary.

Proposed Resolution R07-368 approves two full-time positions to the General Fund for the Treasurer.

BILL D COLVIN TREASURER  
CHIEF DEPUTY TREASURER  
BETHLA P JANIS REVENUE  
KATHY K COX OPERATIONS

## COUNTY OF STAFFORD

OFFICE OF THE TREASURER  
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STAFFORD, VIRGINIA 22555-0068

PHONE (540) 658 8700  
FAX (540) 658 8554  
[www.co.stafford.va.us/treasurer](http://www.co.stafford.va.us/treasurer)



TO Cheryl L Beagle  
Budget Director

FROM Bill D Colvin *Bill*  
Treasurer

DATE August 27, 2007

SUBJECT Office of the Treasurer  
Board of Supervisors Agenda – September 4, 2007

The purpose of this memorandum is to request that a proposed resolution be placed on the Board of Supervisors Agenda for September 4, 2007. The purpose of the resolution is to request approval for the conversion of two part-time (35 hours per week) positions to full time positions within the Treasurer's office.

The justification for these conversions is based on the following

- DMV SELECT
  - As an added service to the Citizens of Stafford County, the Treasurer's Office implemented DMV Select on June 25, 2007. This service allows our Citizens to conduct DMV business in our office, exclusive of driver's licenses. Stafford County is reimbursed four and one-half percent (4.5%) of gross collections for the first \$500,000 and five per cent (5%) of all gross collections in excess of \$500,000.
  - During the roughly seven weeks of operation, we have conducted approximately 100 transactions, with gross collections of \$21,598.90. All this is during a learning period. Even during this short period, we can see the trend increasing, and certainly after tax season, when the Citizens see the opportunity, that trend will escalate.
  - An added benefit to Stafford County will be the opportunity to maintain our tax records in a more current state, as we perform DMV change of address records, add new vehicles, etc. Furthermore, it will significantly help with our delinquent tax collections. When we have a stop placed against a vehicle, and the Citizen comes in to register a vehicle or to renew a registration, we have a greater opportunity to collect delinquent taxes and fees before issuing the new registration and releasing the stop.

- CODE OF VIRGINIA SECTION 3-1-796.87-1
  - This is a new piece of legislation that became effective July 1, 2007. Basically, it requires the veterinarians to provide within 45 days of giving a rabies vaccine a copy of the rabies vaccination certificate or the information contained in such a certificate to the Treasurer of the locality in which they practice
    - If the Treasurer determines, from review of the rabies vaccination information provided by veterinarians, that the owner of an unlicensed dog has failed to apply for a license within 90 days of the date of vaccination, the Treasurer shall transmit an application to the owner and request the owner to submit a completed application and pay the appropriate fee. Upon receipt of the completed application and payment of the license fee, the Treasurer or other agent charged with the duty of issuing the dog licenses shall issue a license receipt and a permanent tag.
    - The Treasurer shall remit any rabies vaccination certificate received for any animal owned by an individual residing in another locality to the local Treasurer for the appropriate locality.
    - Any veterinarian that willfully fails to provide the Treasurer of any locality with a copy of the rabies vaccination certificate or the information contained in such certificate may be subject to a civil penalty not to exceed \$10 per certificate.
  - The first reporting period was due to the Treasurer on August 15, 2007. For the first month of reporting, we have received approximately 1,000 certificates. Each certificate must be manually entered into an internally developed data base, and then tracked, and potentially billed.
  - This is a labor intensive requirement, with tight constraints on deadlines.

To accommodate these additional services provided to the Citizens of Stafford County, the Treasurer requests that two existing part time (35 hours per week) positions be converted to full time (40 hours per week) positions.

If you have any further questions, or require additional information, please contact me at extension 8704.

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 4th day of September, 2007

MEMBERS

-VOTE

Jack R Cavalier, Chairman  
Mark Dudenhefer, Vice Chairman  
M S "Joe" Brito  
Peter J Fields  
Robert C Gibbons  
Paul V Milde III  
George H Schwartz

On motion of , seconded by , which carried by a vote of , the following was adopted

A RESOLUTION TO CONVERT TWO PART-TIME POSITIONS  
IN THE TREASURER'S OFFICE TO FULL-TIME POSITIONS

WHEREAS, the legislation, the Dangerous Dog Act, established during the 2007 General Assembly and the Department of Motor Vehicles (DMV) Select office which has located in the Administration Building have provided additional strain to the current workforce in the Treasurer's Office, and

WHEREAS, the Treasurer has requested that two part-time positions, be converted to full-time to handle the increase in services provided,

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 4th day of September, 2007, that two full-time positions be and they hereby are authorized for the Treasurer

SC CLB