

13. SUPPLEMENTAL FUNDING REQUEST

Attached for your consideration please find a request for supplemental local funding from the Commissioner of the Revenue for additional part-time assistance to process applications for the real estate tax relief program. She is asking for an additional \$8,000. Her FY 2013 budget currently includes \$20,000 for part-time salaries.

Availability of the relief program for the solid waste management fee served to heighten awareness of the real estate tax relief program, resulting in an 89% increase in the number of applicants thus far, with approximately 30 days remaining before the March 1 application deadline.

Notwithstanding efforts to utilize volunteer assistance and reallocate some of her staff's time, Mrs. Carr indicates that she still needs additional help.

MOTION REQUIRED:

If the Board is so inclined, a motion is required to approve the supplemental funding request.



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AMY B. CARR
Commissioner of the Revenue

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January 22, 2013

Mr. Dallas O. Jones, Chairman
Southampton County Board of Supervisors
P.O. Box 400
Courtland, VA 23837

RE: Tax Relief Funding Request

Dear Chairman Jones and Members of the Board,

The enormous increase in the number of applicants for the tax relief program has forced me to request additional funding. I realize this comes at a time when we are focusing on cutting our budget and I have worked to make this as minimal as possible.

In 2012, we had 179 citizens enrolled in our tax relief program. There have now been approximately 160 additional tax relief applicants that were brought to us during the solid waste management relief process. This brings us to 339 applicants for 2013, plus any others that will be added between now and March 1st. Unfortunately, I do not have the personnel to absorb this increase in workload; therefore, I am asking to employ the same part time person that is now processing the solid waste relief applications.

In order to mitigate the cost, I am utilizing a volunteer to serve as a secretary to help with the mailings, answer the phone, and make appointments. I am also pulling one full time person out of my office and moving her to another location in the building so that she can meet with as many applicants in a day as possible. This will relieve some of the congestion in the office, as we have approximately 15,000 other forms and applications that are also due between March 1st and March 15th. However, shifting one employee to another location will, of course, place a burden on the remaining employees in the office during what is already an extremely busy time of year. Therefore, I am requesting an additional \$8000 to cover the cost of the part time employee, as well as any overtime or supplemental pay that may be needed for any other employee, and supplies.

Again, I realize this request comes at an inopportune time, but these changes are out of our control, and I do hope that you will consider granting this funding so that we can continue to serve our citizens efficiently and to the best of our ability.

Respectfully,

Amy B. Carr
Commissioner of the Revenue