

Chesapeake City Treasurer  
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## MEMORANDUM

To: The Honorable Suzy Kelly, Chesapeake City Council

From: Barbara O. Carraway, CPA, MGT

Date: 11/2/2011

Re: Unfunded Mandates-Governor's Commission on Reform and Restructure

Currently on the books is an unfunded mandate that requires all local veterinarian practices within the locality to send a copy of the rabies certificate for dogs to their Treasurer. The Treasurer must then allocate a staff member to comb through these certificates to find those dogs that do not currently have a license. An application for a city dog license is then mailed to those without one. When the dog owner lives in another locality, the certificate must then be mailed to that locality's Treasurer's Office. Since the software used by the Vets and by most localities do not interface, this process is completely manual, and very labor intensive. Many Treasurers I have spoken with agree this process is a waste of effort, time and creates unnecessary frustration for our citizens.

Since the City would not fund a part time position to handle this extra work load, I have to pull two staff members from the collections support team for approximately one to two weeks each month to manually complete this process. They must manually pull up each certificate to see if it is already in our system, and if it is not, they must load the certificate and mail the dog owner an application. Please see the included table to get an idea of how many of these are processed by my office annually. Also included in the table is the cost my office has had to absorb for the extra mailings to citizens and other localities.

Fiscal Year	07/08	08/09	09/10	10/11	Total
Out of Chesapeake	5,342	4,593	5,291	5,054	20,280
<i>Cost to mail</i>	\$2,212	\$1,902	\$2,190	\$2,092	\$8,396
Active Tags	3,611	4,340	3,945	3,869	15,765
Inactive Tags	1,088	785	1,241	2,249	5,363
Need Tags	9,348	7,102	6,951	5,633	29,034
<i>Cost to mail</i>	\$3,870	\$2,940	\$2,878	\$2,332	\$12,020
<i>Total</i>	19,389	16,820	17,428	16,805	70,442
% without licenses	54%	47%	47%	47%	

Please contact me if you have any questions or need clarification of the process. *Thank you for asking for this information.*