



Sylva License Plate Agency (LPA)

Introduction

- The Sylva LPA office will cease operations on December 15, 2023, after being operated by the Painter family since 1971.
- The North Carolina Division of Motor Vehicles advertised to solicit applications for a new operator on August 22, 2023.
- After receiving and reviewing applications the contract was re-advertised on October 9, 2023.
- The application deadline was November 10, 2023.
- County application was approved by DMV Commissioner on December 4, 2023.

LPA Tiers

- The Sylva LPA is considered a Tier II facility.
- 67,834 transactions in FY 2022-23. Five (5) year average 69,412.
- Tier II allows up to three personnel.
- If approved, requesting to add three new County positions (a manager and two clerks).
 - *Job descriptions attached as an agenda item.

Proposed Location – Skyland Services Center



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Anticipated Upfront Cost to County

• Construction Costs –	\$17,000
• Furniture & Equipment –	\$24,500
• Training Travel –	\$6,000
• Office Supplies –	<u>\$2,500</u>
• Total –	\$50,000

Anticipated Timeline

- November 10, 2023 – Application due to DMV.
- November 17, 2023 – DMV contacted County to set interview.
- November 22, 2023 – County interview with DMV.
- December 4, 2023 – DMV Commissioner approved application.
- December 12, 2023 – Board notified that application was approved and approval requested for new positions and allocation of costs.
- December 19, 2023 – Board votes to approve contract, new positions, and allocation of costs.
- December 20, 2023 – new positions are advertised. Forms completed and sent to DMV.

Anticipated Timeline Cont.

- Early Jan. – Public Works Department begins construction.
- Early Feb. – Public Works Department completes construction and new positions are hired.
- Mid-Feb. – Three (3) weeks training is completed and DIT installs equipment (DIT information states may be 120 days).
- Late Feb. – public outreach and inventory delivered.
- Early Mar. – LPA opens to the public.
- Late Apr. – If DIT takes 120 days to install equipment. DMV stated it typically takes 3 – 6 months to open a new location.

Financial Information FY 2022-23

Rate Description	Rate Amount	Number of Transactions	Revenue Per Transaction Type
Highway Use Tax	\$1.68	4,443	\$7,464.24
“T” Sticker	\$1.40	478	\$669.20
Property Taxes	\$1.16	23,654	\$27,438.64
Regular	\$1.89	33,057	\$62,477.73
Title	\$2.00	5,687	\$11,374.00
Removal of Inspection Stop	\$1.68	515	\$865.20
		67,834	\$110,289.01

Annual Financial Estimate

Sylvia LPA	
Transaction Fees	\$110,289.01
Notary Fees*	\$40,000
Total Revenue	\$150,289.01
Expenses	\$170,913.45
Profit/Loss	(\$20,624.44)

*Notary Fees not tracked by DMV. Title transactions multiplied by \$7.00 minimum fee.

- Expenses above includes salaries for three (3) full-time positions, plus \$2,500 in office supplies.
- The salaries could increase if the applicants have experience. The County Pay Policy permits new hires to receive direct experience in certain situations.

Salary Calculation

Position	Grade	Step	FTE	Annual Wage	FICA%	FICA \$	Medi %	Medi \$	UI \$	Retirement %	Retirement \$\$	Hospitalization \$\$	Total Employer Fringe %	Total Annual Employer \$\$	Total Annual Employer Cost
Motor Vehicle Manager	21	1	100%	\$ 38,756.29	6.20%	\$ 2,402.89	1.45%	\$ 561.97	\$ 296.00	12.91%	\$ 5,003.44	\$ 14,640.00	34%	\$ 22,904.29	\$ 61,660.58
License Plate Agency Technician	17	1	100%	\$ 31,884.90	6.20%	\$ 1,976.86	1.45%	\$ 462.33	\$ 296.00	12.91%	\$ 4,116.34	\$ 14,640.00	37%	\$ 21,491.54	\$ 53,376.44
License Plate Agency Technician	17	1	100%	\$ 31,884.90	6.20%	\$ 1,976.86	1.45%	\$ 462.33	\$ 296.00	12.91%	\$ 4,116.34	\$ 14,640.00	37%	\$ 21,491.54	\$ 53,376.44

\$ 65,887.36 \$ 168,413.45

- Requested grades based on current grade structure for Collections staff.

Annual Financial Estimate with Experience

Sylva LPA	
Transaction Fees	\$110,289.01
Notary Fees	\$40,000
Total Revenue	\$150,289.01
Expenses	\$210,473.61
Profit/Loss	(\$60,184.60)

- Expenses above includes salaries for three (3) full-time positions, plus \$2,500 in office supplies.
- Applying ten (10) years experience to each position.

Salary Calculation with 10 Years Experience

Position	Grade	Step	FTE	Annual Wage	FICA%	FICA \$	Medi %	Medi \$	UI \$	Retirement %	Retirement \$\$	Hospitalization \$\$	Total Employer Fringe %	Total Annual Employer \$\$	Total Annual Employer Cost
Motor Vehicle Manager	21	10	100%	\$ 51,160.32	6.20%	\$ 3,171.94	1.45%	\$ 741.82	\$ 296.00	12.91%	\$ 6,604.80	\$ 14,640.00	29%	\$ 25,454.56	\$ 76,614.88
License Plate Agency Technician	17	10	100%	\$ 42,089.72	6.20%	\$ 2,609.56	1.45%	\$ 610.30	\$ 296.00	12.91%	\$ 5,433.78	\$ 14,640.00	32%	\$ 23,589.65	\$ 65,679.37
License Plate Agency Technician	17	10	100%	\$ 42,089.72	6.20%	\$ 2,609.56	1.45%	\$ 610.30	\$ 296.00	12.91%	\$ 5,433.78	\$ 14,640.00	32%	\$ 23,589.65	\$ 65,679.37

\$ 72,633.85 \$ 207,973.61

Annual Financial Estimate, 2.5 Employees

Sylva LPA	
Transaction Fees	\$110,289.01
Notary Fees	\$40,000
Total Revenue	\$150,289.01
Expenses	\$137,053.24
Profit/Loss	\$13,235.77

- Could consider hiring two (2) full-time positions (a manager and a clerk) and one (1) part-time clerk position.
- Potential to receive complaints with increased wait times.
- Would request a later discussion with the Board if part-time position needed to be made into a full-time position.

Base Salary Calculation

Position	Grade	Step	FTE	Annual Wage	FICA%	FICA \$	Medi %	Medi \$	UI \$	Retirement %	Retirement \$\$	Hospitalization \$\$	Total Employer Fringe %	Total Annual Employer \$\$	Total Annual Employer Cost
License Plate Agency Manager	21	1	100%	\$ 38,756.29	6.20%	\$ 2,402.89	1.45%	\$ 561.97	\$ 296.00	12.91%	\$ 5,003.44	\$ 14,640.00	34%	\$ 22,904.29	\$ 61,660.58
License Plate Agency Technician	17	1	100%	\$ 31,884.90	6.20%	\$ 1,976.86	1.45%	\$ 462.33	\$ 296.00	12.91%	\$ 4,116.34	\$ 14,640.00	37%	\$ 21,491.54	\$ 53,376.44
License Plate Agency Technician	17	1	50%	\$ 15,942.45	6.20%	\$ 988.43	1.45%	\$ 231.17	\$ 296.00	12.91%	\$ 2,058.17		11%	\$ 3,573.77	\$ 19,516.22

\$ 47,969.60 \$ 134,553.24

Annual Financial Estimate, 2.5 Employees with Experience

Sylva LPA	
Transaction Fees	\$110,289.01
Notary Fees	\$40,000
Total Revenue	\$150,289.01
Expenses	\$170,461.93
Profit/Loss	(\$20,172.92)

- Expenses above includes salaries for two (2) full-time positions, and one (1) part-time position, plus \$2,500 in office supplies.
- Applying ten (10) years experience to each position.

Salary Calculation, 2.5 Employees with 10 Years Experience

Position	Grade	Step	FTE	Annual Wage	FICA%	FICA \$	Medi %	Medi \$	UI \$	Retirement %	Retirement \$\$	Hospitalization \$\$	Total Employer Fringe %	Total Annual Employer \$\$	Total Annual Employer Cost
License Plate Agency Manager	21	10	100%	\$ 51,160.32	6.20%	\$ 3,171.94	1.45%	\$ 741.82	\$ 296.00	12.91%	\$ 6,604.80	\$ 14,640.00	29%	\$ 25,454.56	\$ 76,614.88
License Plate Agency Technician	17	10	100%	\$ 42,089.72	6.20%	\$ 2,609.56	1.45%	\$ 610.30	\$ 296.00	12.91%	\$ 5,433.78	\$ 14,640.00	32%	\$ 23,589.65	\$ 65,679.37
License Plate Agency Technician	17	10	50%	\$ 21,044.86	6.20%	\$ 1,304.78	1.45%	\$ 305.15	\$ 296.00	12.91%	\$ 2,716.89		11%	\$ 4,622.82	\$ 25,667.68

\$ 53,667.03 \$ 167,961.93

Forms



REQUEST FOR NEW DMV OFFICE LOCATION OR EXISTING DMV OFFICE MOVES

This form is provided by NCDIT-Transportation and is used to order the data circuit for new/existing office moves.

Site Contact Information:	
Name:	
Email Address:	
Telephone Number(s): (can be cell)	
Date of Request:	
Type of Request:	<input type="checkbox"/> New Office <input type="checkbox"/> Relocation of Existing Office
Requested Completion / Move in Date: (See Requirements 1 & 2 Below.)	

Office Location Information:	
Current Office Address:	
New Office Address:	
Has Lease been Signed at New Location?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Office Phone #: (If the new office does not have a phone number yet, provide a number to business next door.)	
County:	
Office Type e.g. (DL, State VR, LPA, L&T). List all that apply:	
Number of Workstations/ Printers required:	
Number of Card Readers / Hand held Scanners Required:	

IT REQUIREMENTS FOR THE NEW OFFICE	
1	Please allow up to 120 days from the date the data circuit is ordered to the date it is installed.
2	NCDIT-Transportation will order the data circuit for DMV offices, however when the phone company installs the circuit there may be costs associated for the installation. This may include but is not limited to trenching, directional boring and conduit installation. This will be the responsibility of the site contact, not NCDIT-Transportation. The site contact should be responsible for getting any requirements from the phone company related to the data circuit installation and meeting those needs.
3	Floor space for a 26W X 30H X 28D network rack with available power outlet (DMV VR STANDARD) OR wall space for a 19W X 21H X 18D wall rack.
4	2X2 FT plywood backboard for circuit installation on wall with #6 ground.
5	Floor plan of the office showing network rack and workstation locations submitted to DOTHELP@NCDOT.GOV with this form.

COMMENTS:	

NCDIT-Transportation Client Services

Revised on: August 21, 2018

ACH-VEND

July 2021

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION ACH – EFT AUTHORIZATION FORM

Check One: <input type="checkbox"/> Initial Signup <input type="checkbox"/> Change	
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VENDOR INFORMATION	
Vendor #:	FEIN/SSN: <small>Tax ID Associated with Vendor Name</small>
Vendor Name:	
Vendor Address:	
Email: (REQUIRED)	

FINANCIAL INSTITUTION ACCT. INFO.:	
Name on Account:	
Institution Name:	
Institution Address:	
Transit/Routing #:	<small>(Nine digits-copy from check, not from deposit slip)</small>
Bank Account #:	<small>(Include any leading zeros)</small>
Previous Bank Info: (Account Changes Only)	Bank Account #:(Last 4 digits only) <small>(**Required for all banking changes**)</small>
Type of Acct:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <small>(Check one)</small>

International ACH Transactions (IAT) Statement	The entire amount of my payment via direct deposit to a financial institution <input type="checkbox"/> is <input type="checkbox"/> is not being transferred/forwarded to a financial institution <u>outside the U.S.</u> <small>*YOU MUST CHECK THE APPROPRIATE BOX TO COMPLETE THIS FORM.</small>
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PARTICIPATING VENDOR AUTHORIZATION	
<ul style="list-style-type: none">I, on behalf of the vendor name indicated above, hereby authorize the North Carolina Department of Transportation to initiate ACH credit entries to the above designated bank for payments due from NCDOT for all programs. I (we) also authorize any necessary ACH debit entries or adjustments for any ACH credit entries made in error to the account.I acknowledge that the origination of ACH transactions to my account must comply with the provisions of North Carolina and U.S. law.I understand that this ACH authorization will remain in effect until I cancel it in writing with Accounts Payable.	
Vendor Officer's Name: <small>(Printed)</small>	Tel.:
Signature: <small>(Typed or DocuSigned signatures will not be accepted)</small>	Date:

Return completed form to: NC Department of Transportation Attn: ACH Coordinator- Fiscal Section 1514 Mail Service Center Raleigh, North Carolina 27699-1514	Questions: Email: ap@ncdot.gov Phone (919) 707-4201 Fax (919) 733-9247	State Agency Use Only:
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Questions

