



Legislation Text

File #: 17-981, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: November 7, 2017

SUBJECT: Discussion and Consideration of Amending the Treasurer-Tax Collector's Temporary Modification of Front Office Hours of Operation through December 31, 2017.

EXECUTIVE SUMMARY:

Standard County public office hours are Monday-Friday, 8am-5pm, per section 2-2, 2.2 of Article I, Chapter 2, of the Lake County Code. Noon hour closures are permitted under limited "Extraordinary circumstances," and any other departures must be approved by your Board.

Barbara Ringen, Treasurer-Tax Collector, requested your approval for temporary modification of public front office hours in early 2017. Your Board unanimously approved her request, allowing public office hours of 9am-12pm and 1-4pm.

Understaffing and limited capacity persist due to turnover of employees, but Ms. Ringen is committed to being open to the public as much as possible to receive Property Tax payments.

Ms. Ringen will be present, to update your Board on her progress and ongoing needs, and to request your approval for public office hours of 9am-5pm, through December 31, 2017.

Your Board will recall the proposed Ordinance amending Office Hours policy directs Department Heads to prepare a draft Resolution for your consideration, appropriately supporting any variance in Office Hours.

Provided you adopt that Ordinance, any future requests will be sponsored by the requesting Department Head, beginning with your December 12, 2017 meeting.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted
Estimated Cost:

Amount Budgeted:
Additional Requested:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION:

Approve amendment of the Treasurer-Tax Collector's temporary modification of front office hours of operation through December 31, 2017.