



## Legislation Text

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### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Barbara Ringen, Treasurer-Tax Collector

**DATE:** January 9, 2018

**SUBJECT:** Consideration of a Resolution Establishing Alternate Office Hours for the Office of the Treasurer-Tax Collector for the Period from January 1, 2018, Through June 30, 2018.

#### EXECUTIVE SUMMARY:

As you will recall, your Board last approved alternate office hours for the office of the Treasurer-Tax Collector on November 7, 2017.

As I expressed in November, our office has made considerable strides to address long-term staffing issues. However, due to a recent retirement, and the onboarding of a critical staff member, we request your Board's approval to extend alternate office hours of 9am-5pm through June 30, 2018.

A Resolution further detailing the benefits of this approach is attached, for your consideration.

I will be present to make a report, and answer any questions your Board may have.

**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:

Adopt the Resolution Establishing Alternate Office Hours for the Offices of the Treasurer-Tax Collector for the Period from January 1, 2018, through June 30, 2018.