



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: December 10, 2019	ITEM TIME: 10:30am

FROM:	Lane Iacovetto, County Treasurer
TODAY'S DATE:	11/19/2019
AGENDA TITLE:	APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A RESOLUTION approving the County Treasurer's Office to close December 11th and 12th, 2019 for training.

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:
<p>The Treasurer's Office has been offered training on the county tax collection software system. The training will be free of cost to the county. Normally training is offered at a cost of \$250.00 per hour. Employees in the office have never received formal training in regards to the basic function of the software system. It will be a huge benefit to the office and to the services the office provides to the citizens of Routt County to be properly trained. The Treasurer also believes there are many useful features the system offers that the county has not implemented.</p>

II. RECOMMENDED ACTION (<i>motion</i>):
<p>Approve a resolution designating the Treasurer's Office as closed to the public on December 11th and 12th, 2019.</p>

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE (<i>if applicable</i>):
CURRENT BUDGETED AMOUNT:
PROPOSED EXPENDITURE:
FUNDING SOURCE:
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input type="checkbox"/>

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):
None



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V. BACKGROUND INFORMATION:

It is important that all staff be included in software training as we develop new processes and procedures. Receiving formalized training on day-to-day processes and procedures, financials, reporting, as well as gaining better understanding of the program and its capabilities, will ensure a more accurate and efficient Treasurer's office.

Many of the software features listed in the training materials are features the office has not implemented.

Notice of the closure will be provided to the public.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

IX. LIST OF ATTACHMENTS: