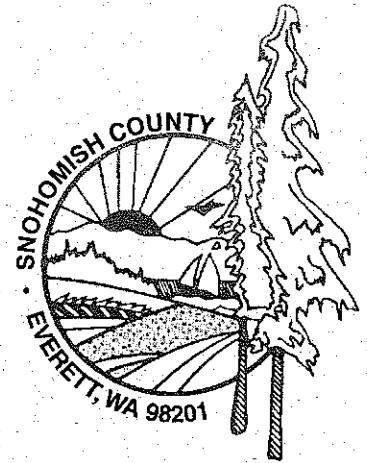


April 8, 2009



KIRKE SIEVERS
SNOHOMISH COUNTY
TREASURER

TO: All Title Companies

FROM: Barbara Storey
Tax Supervisor

RE: Work Hours

I'm sure that over the last few weeks you have all heard different stories regarding the plans of the administration building, specifically the Assessor, Auditor and Treasurer's Offices. This memo should clarify some items from the Treasurer's perspective.

Effective April 16, 2009 our customer service hours will be reduced as follows:

1. The County will be closed for six furlough days which have been preset as detailed in the AFSCME labor contract. The list of preset days is attached.
2. The Customer Service Center will reduce its' hours to 38 ½ hours each week. The office will close at 3:30 pm on Friday.
3. On the weeks that contain a furlough day we will be closing the office at 3:30 pm the day previous to the furlough day. Not all furlough days fall on Fridays.
4. Beginning May 1, 2009 the office will be closed from 12:00 to 1:00 for lunch. All Treasurers' office staff will be taking lunch during this time.

On the days we close the office at 3:30 pm, documents must be in the Treasurer's Office no later than 2:00 pm. Also, because of the shortened working and earlier reduction in staff we will no longer be able to guarantee that documents presented will be recorded prior to the end of those days. As always, we will do our very best to get all documents through before we leave.

The following dates are the mandatory furlough days:

Friday, May 22, 2009

Friday, June 19, 2009

Thursday, July 2, 2009

Friday, August 14, 2009

Friday, September 4, 2009

Thursday, December 24, 2009