



# COUNTY OF HUMBOLDT

For the meeting of: 7/12/2022

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File #: 22-840

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**To:** Board of Supervisors

**From:** Treasurer/Tax Collector

**Agenda Section:** Consent

**SUBJECT:**

Move Revenue Recovery Division from Room 130 to Treasurer Tax Collector's office Room 125 and adjust public hours.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the attached resolution to change the location and hours the Revenue Recovery Division is open to the public to 8:30 am through 12:00 pm and 1:00 pm to 4:00 pm for each business day beginning July 18, 2022.

**SOURCE OF FUNDING:**

1100114 (General Fund Revenue Recovery Budget Unit)

**DISCUSSION:**

The Revenue Recovery Division will begin the new fiscal year with two permanent full-time employees and one part-time extra help employee. In the previous fiscal year, the department had 3 permanent full-time employees. To provide coverage for staff, ensure safe cash handling practices and promote cross training between the two departments, the Revenue Recovery Division staff proposes moving its location to the office occupied by the Treasurer Tax Collector.

Pursuant to California Government Code section 24260, "...county officers shall keep their offices open for the transaction of business during such hours and on such days as are fixed by the Board of Supervisors by ordinance or resolution."

The schedule of office hours for county departments was last revised and adopted by the Board via Resolution No. 19-68 on July 23, 2019. The attached resolution will amend Resolution No. 19-68 to change the hours and location that Revenue Recovery is open to the public to room 125, 8:30 am through 12:00 pm and 1:00 pm to 4:00 pm for each business day beginning on July 18, 2022.

FINANCIAL IMPACT:

There is no direct financial impact from relocating the Revenue Recovery Division, however, the move increases internal control and coverage for unsecured tax collections and Transient Occupancy Tax enforcement with cross training between Treasurer Tax Collector and Revenue Recovery staff.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

Resolution

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A