



# COUNTY OF HUMBOLDT

For the meeting of: 7/2/2024

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File #: 24-1035

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**To:** Board of Supervisors  
**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Resolution Regarding Changes in County of Humboldt Public Office Hours

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the attached resolution regarding changes in County of Humboldt public office hours.

**STRATEGIC PLAN:**

The recommended action supports the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

On June 3, 2024, the Board authorized county departments to close to the public on Fridays, given adequate public notice. Additionally, on June 11, 2024, the Board authorized the Planning and Building Department to reduce public counter hours to Monday through Thursday, from 8:30 a.m. to 2 p.m. and be closed on Fridays.

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." On February 21, 1982, the Board adopted Resolution No. 82-170 which, among other things, establishes the days and hours of work and office hours for the County of Humboldt. Therefore, paragraph B of Section 24 of Resolution No. 82-170 must be amended in order to reflect proposed changes in departmental open hours (Attachment 1), effective July 3, 2024.

Following are the departments that are changing their office hours to reflect the previous Board actions noted above:

- Assessor
- Auditor-Controller
- Board of Supervisors/Clerk of the Board
- Child Support Services
- County Administrative Office
- Human Resources
- Planning & Building
- Public Defender
- Public Works
- Sheriff
- Treasurer-Tax Collector

Friday closures only reflect public office hours, not staff work hours. Staff will continue to work on Fridays, focusing on non-public facing duties. Departments will continue delivering public services during times they are closed to the public via phone and email as needed.

Changes to public office hours will be noticed with a press release, on the county's website, on the county's active social media platforms and with departmental flyer postings.

**SOURCE OF FUNDING:**

All county funds.

**FINANCIAL IMPACT:**

The requested office hours changes will allow staff to direct their work more effectively toward billable activities and projects, thereby reducing reliance on the General Fund and/or department fund balance.

**STAFFING IMPACT:**

These updated service hours will reallocate staff time to focus on aspects of their workloads that do not require in-person interactions. Staff will also be impacted by implementing changes to service hours, communicating with clients and customers, changing signage and other related impacts.

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to adopt the attached resolution regarding changes in public office hours. This alternative is not recommended because the resolution is needed to authorize changes in open hours, based on previous Board action.

**ATTACHMENTS:**

1. Resolution

**PREVIOUS ACTION/REFERRAL:**

Meeting of: Feb. 21, 1982, Feb. 10, 2015, July 12, 2022, June 3, 2024 and June 11, 2024

File No.: 15-145, 22-840, 24-875 and 24-947