



AGENDA ITEM NO.  
**C-7**

# COUNTY OF HUMBOLDT

For the meeting of: February 10, 2015

Date: January 29, 2015  
To: Board of Supervisors  
From: Phillip Smith-Hanes, County Administrative Officer *PSH*  
Subject: Revised Office Hours

RECOMMENDATION(S):

That the Board of Supervisors adopts the attached Resolution amending Resolution 82-170 and rescinding Resolution 13-64 in regards to changes in office hours for Agriculture, County Administrative Office, District Attorney, Library and Public Defender.

SOURCE OF FUNDING: Library, Information Technology, Economic Development and General Fund

DISCUSSION:

Pursuant to 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. 13-64 on August 27, 2013. The following modifications are needed to reflect changes in open hours, organizational restructuring, and new offices.

Prepared by Cheryl Dillingham CAO Approval *Amy Olsen*  
REVIEW: Auditor *ck* County Counsel                      Human Resources                      Other                     

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other                     

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Bass*  
Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*  
Nays                       
Abstain                       
Absent                     

PREVIOUS ACTION/REFERRAL:  
Board Order No. C-7  
Meeting of: 8/27/2013

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.  
Dated: *Feb. 10, 2015*  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board



The Library is requesting multiple changes in the scheduled visits by the bookmobile effective March 1, 2015 (see attachments 2 and 3). The primary changes are three additional days of service. The Library would like to provide a new location to the bookmobile schedule by adding a first Thursday of each month run to the Loleta area. New stops at Loleta Elementary School and the Table Bluff Reservation will be part of this service. The Mattole Valley and Orleans areas will also each get one additional day of service. Currently one run to each of these areas occurs per month. In fiscal year 2009-10 the Library reduced the scheduled stops of the bookmobile in order to reduce expenses. At this time the Library has determined that additional bookmobile stops can be provided and would enhance services to underserved areas of the county.

FINANCIAL IMPACT:

The requested office hours changes for Agriculture, County Administrative Office, District Attorney, and Public Defender have no financial impact. The proposed modifications to the bookmobile schedule are anticipated to cost approximately \$6,500 annually.

The requested action supports the Board's Strategic Framework by providing community-appropriate levels of service and managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to adopt the resolution to change office hours. This alternative is not recommended because the resolution is needed to authorize changes in open hours and bookmobile service.

ATTACHMENTS:

Resolution

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of February 10, 2015

RESOLUTION NO. 15-25

**RESOLUTION AMENDING RESOLUTION NO. 82-170 AND RESCINDING RESOLUTION NO. 13-64 IN REGARDS TO CHANGES IN OFFICE HOURS**

**WHEREAS**, the Board of Supervisors of Humboldt County is authorized by the provisions of Government Code § 24260 to establish the days and hours of work and office hours for the County of Humboldt pursuant to resolution; and

**WHEREAS**, 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; and

**WHEREAS**, the Board wishes to amend Resolution No. 82-170 in the manner hereinafter set forth and rescind Resolution No. 13-64.

**NOW, THEREFORE**, that the Board of Supervisors of Humboldt County resolves as follows:

1. Resolution No. 13-64 is hereby rescinded.
2. Resolution No. 82-170 is hereby amended by amending paragraph B of Section 24 of said Resolution No. 82-170, to read as follows:

<u>DEPARTMENT</u>	<u>HOURS</u>
Agriculture	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Assessor	8:30 a.m. - 5:00 p.m.
Auditor-Controller	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.
Board of Supervisors	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Clerk of the Board	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Child Support Services	9:00 a.m. - 4:00 p.m.
Cooperative Extension	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Coroner	8:30 a.m. - 5:00 p.m.
County Administrative Office	
Management & Budget	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Economic Development	9:00 a.m. - 5:00 p.m.
Purchasing	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Information Technology/Communications	
	7:00 a.m. - 5:30 p.m.
Revenue Recovery	8:00 a.m. - 4:30 p.m.

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County Counsel	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
District Attorney	
CAST	By appointment only
Criminal Division	8:00 a.m. - noon/1:00 p.m. - 4:00 p.m.
Victim Witness	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.
Health and Human Services	
Administration (507 F Street)	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.
Employment Training Division	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.
Mental Health Branch	8:00 a.m. - 5:00 p.m.
Alcohol & Other Drug Programs	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Hospital/Crisis Services	24 hours/7 days per week
Public Guardian	8:30 a.m. - noon/1:00 p.m. - 4:00 p.m.
Public Health (all except WIC)	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.
WIC	8:30 a.m. - 4:30 p.m. (M,T,Th) 8:30 a.m. - 5:30 p.m. (Wednesday) 8:30 a.m. - 1:00 p.m. (Friday)
Social Services	
Main Campus	10:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Call Center (Phone calls only)	7:30 a.m. - 8:00 p.m. (M-Fri) 8:00 a.m. - 6:00 p.m. (Saturday)
Veterans Services	8:30 a.m. - noon/1:00 p.m. - 4:00 p.m.
Human Resources	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Library	(See Attachments 1, 2 and 3)
Planning and Building	8:30 a.m. - 5:00 p.m.
Probation	8:00 a.m. - noon/1:00 p.m. - 4:30 p.m.
Community Corrections Resource Center	8:00 a.m. - noon/1:00 p.m. - 4:30 p.m.
Drug Court	8:30 a.m. - noon/1:00 p.m. - 4:30 p.m.
Public Defender	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m. (M-Th) Friday - closed (by appointment only)
Conflict Counsel	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m. (M-Th) 8:30 a.m. - noon/1:00 p.m. - 2:00 p.m. (Friday)
Alternate Counsel	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.

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Public Works	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Aviation	8:00 a.m. - 5:00 p.m.
Building Maintenance	8:00 a.m. - noon/1:00 p.m. - 5:00 p.m.
Real Property	8:00 a.m. - noon/1:00 p.m. - 4:30 p.m.
Recorder/Clerk	8:30 a.m. - 5:00 p.m.
Elections	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.
Sheriff	
Animal Control	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.
Animal Shelter	10:00 a.m. - 4:00 p.m. (M,W,Fr)
	10:00 a.m. - 7:00 p.m. (T,Th)
Civil Section	8:00 a.m. - 4:00 p.m.
Garberville/Hoopa Outstations	As available
Jail	7:30 a.m. - 10:00 p.m. (7 days/week)
Main Station	8:00 a.m. - 4:00 p.m.
Office of Emergency Services	8:00 a.m. - 4:00 p.m.
Treasurer-Tax Collector	8:30 a.m. - noon/1:00 p.m. - 5:00 p.m.

Dated: February 10, 2015



ESTELLE FENNELL, Chair  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Sundberg, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Sundberg, Lovelace, Fennell, Bohn, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
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RESOLUTION NO. 15-25

STATE OF CALIFORNIA    )  
County of Humboldt     )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

## Humboldt County Library

**OPEN HOURS****Eureka**

1313 3rd St.	TUES	12-8
Eureka, CA 95501	WED	12-8
269-1900	THUR	12-5
	FRI	10-5
	SAT	10-5

**Arcata**

500 7th St.	TUES	12-5
Arcata, CA 95521	WED	10-5
822-5954	THURS	12-8
	FRI	12-5
	SAT	10-5

**Blue Lake**

111 Greenwood Ave		
City Hall	WED	2-7
P O Box 236	SAT	11-4
Blue Lake, CA 95525		
668-4207		

**Ferndale**

807 Main St.	TUES	12-5, 7-9
P O Box 397	WED	12-5
Ferndale, CA	THURS	12-5, 7-9
95536	FRI	12-4
786-9559	SAT	12-5

**Fortuna**

753 14 St.	TUES	12-5
Fortuna, CA	WED	12-9
95540	THURS	10-5
725-3460	FRI	10-5
	SAT	10-5

**Garberville**

715 Cedar	WED	12-7
Garberville, CA	THURS	12-6
95542	FRI	12-6
923-2230	SAT	12-4

**Hoopa**

Loop Rd.	TUES	10-1; 2-5
P O Box 1407	WED	10-1; 2-8
Hoopa, CA 95546	THURS	10-1; 2-5
	FRI	10-1; 2-5
(530) 625-5082	SAT	10-1; 2-5

**McKinleyville**

1606 Pickett Road	TUES	12-5
McKinleyville, CA	WED	12-8
95519	THURS	10-5
839-4459	FRI	12-5
	SAT	10-5

**Rio Dell**

715 Wildwood Ave.	TUES	11-4
Rio Dell, CA 95562	WED	1-6
764-3333	SAT	11-4

**Trinidad**

463 Trinity Street	TUES	12-3:30
	THURS	11-1, 2-7
Trinidad, CA 95570	SAT	12-4
677-0227		

**Willow Creek**

At Hwys 299 & 96	WED	12-5
P O Box 466	THURS	12-5
Willow Creek, CA	FRI	12-4
95573	SAT	12-4
(530) 629-2146		

**Bookmobile (707) 269-1990**

*The Library's programs and services are accessible to the disabled. Please let us know if you require assistance.*



ATTACHMENT 2: Bookmobile summer schedule (except county holidays)

Summer schedule to begin on the third Tuesday of June each year

Orleans / ~~First Wednesday~~ *First Tuesday and third Tuesday* of the month

459 Asip Road: 10:30-11:30 12:15  
Panamnik Building: 11:35 12:20-3:15

Mattole / ~~Second Wednesday~~ *First Wednesday and third Wednesday* of the month

Petrolia Post Office: 11:00-12:30  
Honeydew School: 2:00-3:15

Loleta / *First Thursday of the month*

Table Bluff Reservation: 2:45-4:30

Van Duzen / *Second Tuesday of the month*

Bridgeville School: 10:30-11:30  
Dinsmore (next to Laundromat): 12:15-2:15  
Carlotta: 3:30-4:30

Avenue of the Giants / ~~First Tuesday~~ *Second Wednesday* of the month

Miranda Post Office: 10:45-12:00  
Myers Flat Post Office: 12:15-1:15  
Weott Post Office: 2:00-3:15  
Redcrest Post Office: 3:30-4:30

Orick / *Second Thursday of the month*

Downtown Orick (by the flagpole): 1:00-4:00

ATTACHMENT 3: Bookmobile winter schedule (except county holidays)

Winter schedule to begin on the Tuesday following Labor Day each year

Orleans / ~~First Wednesday~~ *First Tuesday and third Tuesday* of the month

459 Asip Road:	10:30-12:15
Orleans School:	12:20-1:30
Panamnik Building:	1:35-3:15

Mattole / ~~Second Wednesday~~ *First Wednesday and third Wednesday* of the month

Petrolia Post Office:	10:15-11:30
Petrolia School:	11:35-12:30
Honeydew School:	1:30-2:00 3:15
Honeydew Store:	2:05-3:15

Loleta / *First Thursday of the month*

<i>Loleta School</i>	<i>12:45-2:30</i>
<i>Table Bluff Reservation:</i>	<i>2:45-4:30</i>

Van Duzen / *Second Tuesday of the month*

Bridgeville School:	10:30-11:30
Dinsmore (next to Laundromat):	12:15-2:15
Carlotta:	3:30-4:30

Avenue of the Giants / ~~First Tuesday~~ *Second Wednesday* of the month

Miranda Post Office:	10:45-12:00
Myers Flat Post Office:	12:15-1:15
Weott Post Office:	2:00-3:15
Redcrest Post Office:	3:30-4:30

Orick / *Second Thursday of the month*

Big Lagoon School:	<del>11:30</del> <i>11:00-12:30</i>
Orick Elementary School:	1:00-2:00
Downtown Orick (by the flagpole):	2:05-4:00