



# COUNTY OF HUMBOLDT

For the meeting of: 7/23/2019

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File #: 19-1079

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**To:** Board of Supervisors

**From:** Treasurer/Tax Collector

**Agenda Section:** Consent

**SUBJECT:**

Adjust Revenue Recovery Division Public Hours

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the attached resolution amending Resolution No. 82-170 and rescinding Resolution No. 15-25 in order to change the hours that the Revenue Recovery Division (RRD) is open to the public to 9:00 a.m. through 2:00 p.m. for each business day beginning July 26, 2019.

**SOURCE OF FUNDING:**

1100114

**DISCUSSION:**

Relative to process changes associated with a new cooperative plan currently under negotiation with the Humboldt County Superior Court, per California Penal Code Section 1463.010(b), RRD anticipates a decline in the number of cases referred by the courts and will not be replacing an extra help staff position currently assigned to the public window. At present the public window is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, with the extra help position alternating work at the window each day with another permanent staff member. The extra help employee has given notice of their resignation effective July 25, 2019. Anticipated reductions in workload make it fiscally prudent to not hire a replacement; thus requiring a change in RRD's current hours of operation.

Changing the hours of operation to 9:00 a.m. through 2:00 p.m. each business day will align the RRD public open hours to that of the Humboldt Superior Court Clerk's Office located in the Courthouse on I Street. In addition, this change of hours will allow for the remaining permanent staff member assigned to window operations the needed time for breaks and to accomplish other work responsibilities.

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. 15-25 on February 10, 2015. The attached resolution will rescind Resolution No. 15-25, and further amend Resolution 82-170, in order to change the hours that RRD is open to the public to 9:00 a.m. to 2:00 p.m. each business day as of July 26, 2019.

FINANCIAL IMPACT:

Not hiring an extra help replacement, and adjusting the window open hours to the public, will produce salary savings of approximately Twenty-Seven Thousand Three Hundred Forty-Five Dollars (\$27,345.00) in the current fiscal year.

STRATEGIC FRAMEWORK:

The recommended action supports the Board of Supervisors' Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

1. Resolution

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A