

RESOLUTION NO. 2014 - 3

RESOLUTION OF SAN BENITO COUNTY BOARD OF SUPERVISORS REGARDING OFFICE HOURS AND DAYS OF OPERATION OF COUNTY OFFICES

WHEREAS, Government Code Section 24260 specifies that county offices shall be 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; and,

WHEREAS, Section 3.01.005 (Office Hours for County Offices: Transaction of County Business) of the San Benito County Code provides that office hours and days of operation for County offices for the transaction of business shall be fixed by resolution of the Board of Supervisors; and,

WHEREAS, in order to provide for flexibility in establishing office hours and days of operation, the Board of Supervisors desires to fix office hours and days of operation for county offices by resolution; and,

WHEREAS, San Benito County has identified certain efficiencies which will result from the office closures; and,

NOW THEREFORE BE IT RESOLVED, the San Benito County Board of Supervisors adopts the office hours and days during which county offices shall be open for the transaction of county business as identified on the attached Exhibit 'A'.

PASSED AND ADOPTED at a regular meeting of the San Benito County Board of Supervisors this 7th day of January, 2014, by the following vote:

AYES:	Supervisor(s)	MUENZER, DE LA CRUZ, RIVAS, BOTELHO, BARRIOS
NOES:	Supervisor(s)	NONE
ABSENT:	Supervisor(s)	NONE
ABSTAIN:	Supervisor(s)	NONE

By:   
Jerry Muenzer, Chair

ATTEST:  
Denise R. Thome, Clerk of the Board

APPROVED AS TO LEGAL FORM  
Matthew Granger, County Counsel

By:   
Denise R. Thome

By:   
Barbara Thompson, Assistant County Counsel

Date: 1/7/14

Date: 1/2/14

**EXHIBIT 'A'**

**SAN BENITO COUNTY OFFICE HOURS**

(effective January 7, 2014)

ADMINISTRATION OFFICE	Mon-Fri 8am – 5pm
AGRICULTURAL COMMISSIONER	Mon-Fri 8am – 5pm (closed 12pm – 1pm)
AG./UC EXTENSION	Mon-Fri 8am – 5pm, (closed 12pm – 1pm)
ASSESSOR	Mon-Thurs 9am – 4pm, (closed 12pm – 1pm) (closed Fridays)
AUDITOR-CONTROLLER	Mon-Fri 8am – 5pm
BEHAVIORAL HEALTH	Mon-Fri 8am – 5pm regular office hours (Various groups meet in the evening until 8pm Crisis Response is 24/7)
CHILD SUPPORT SERVICES	Mon-Fri 8am – 5pm (closed 12pm – 1pm)
CLERK-RECORDER-ELECTIONS	** Mon-Fri 9am – 4pm (closed 12pm – 1pm). See Exhibit “B” for Expanded Election Related Office Hours.
COUNTY COUNSEL	** Mon-Fri 9am – 5pm
DISTRICT ATTORNEY	Mon-Fri 8am – 5pm
HEALTH & HUMAN SERVICES AGENCY	Mon-Fri 8am – 5pm
INTEGRATED WASTE MANAGEMENT	Mon-Fri 8am – 5pm
INFORMATION TECHNOLOGY	Mon-Fri 8am – 3pm
JAIL AND SHERIFF’S ADMINISTRATION	** Mon-Thurs 8am – 5pm (Closed Fridays)
ALL OTHER SHERIFF’S DIVISIONS (PATROL & CORRECTIONS)	24 Hour Operations
JUVENILE HALL	24 Hour Operations
LIBRARY	** Mon & Wed 10am-6pm; Tues & Thurs 12pm-8pm; Fridays 2pm – 6pm
OFFICE OF EMERGENCY SERVICES/COMMUNICATIONS	No regular hours; see Sheriff’s Administration
PLANNING & BUILDING	Mon-Thurs 8am – 5pm; (closed 12pm – 1pm) (Closed Fridays)
PROBATION	Mon-Fri 9am – 4pm
PUBLIC WORKS	Mon-Thurs 8am – 5pm; (closed 12pm – 1pm) (Closed Fridays)
TAX COLLECTOR/TREASURER	Mon-Thurs 9am – 4pm; (closed 12pm – 1pm) (Closed Fridays)
VETERANS SERVICES	Mon-Wed-Fri 8am – 12pm Tues & Thurs 1pm – 5pm
VICTIM WITNESS	Mon-Fri 8am – 5pm

\*\* Indicates a change from the previously approved schedule.

EXHIBIT 'B'

DEPARTMENT of ELECTIONS  
EXPANDED OFFICE HOURS PER ELECTIONS CODE

(§ 4103, § 8020, § 8022, § 8024, § 8025, § 8027, § 8403, § 10229, § 10407, § 10510, § 13307)

**Hours Extended to 5:00 pm for Specific Election Deadline Dates**

*Regular Office Hours are 9 am-Noon & 1 pm-4pm (closed Noon-1 pm)*

<u>ELECTION DATES</u>	<b>06/03/14</b>	<b>11/04/14</b>
88 DAYS PRIOR TO ELECTION (E-88)	03/07/14	08/08/14
85 DAYS PRIOR TO ELECTION (E-85)	03/10/14	08/11/14
83 DAYS PRIOR TO ELECTION (E-83)	03/12/14	08/13/14
82 DAYS PRIOR TO ELECTION (E-82)	03/13/14	08/14/14
74 DAYS PRIOR TO ELECTION (E-74) (ONLY APPLICABLE UPON DEATH OF SINGLE CANDIDATE)	03/21/14	08/22/14
68 DAYS PRIOR TO ELECTION (E-68) (ONLY APPLICABLE WHEN NOMINATION PERIOD REOPENED)	3/27/14	08/28/14

**Hours Extended on Election Days**

*Each Election Day in the County of San Benito, the Department of Elections & Voting and Polling Places shall be open 7 am-8 pm. Weekend Voting is available the Saturday and Sunday prior to each major election at the Elections Office from 9 am to 3 pm.*

**Specific Election Deadline Dates**

*Prior to any Special Election, the Department of Elections shall be open on the days designated E-88, E-85, E-83, E-82, E-74, and E-68 (as applicable) from 9:00 a.m. to Noon & 1 p.m. to 5:00 p.m.*

**Other Dates**

*The Department of Elections shall further be open until 5:00 p.m. on any date required by state statute even if omitted from the above schedule.*