

RESOLUTION NO. 2015- 88

**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 closure hours and days during which county offices shall be closed for the transaction of county business as identified on the attached Exhibit 'A'.

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 'B'.


PASSED AND ADOPTED by the San Benito County Board of Supervisors, State of California, at the meeting of said Board held on the 1st day of December, 2015.

AYES: *Barrios, Rivas, Botelho, Muenzer*

NOES:

ABSENT: *Delacruz*

ABSTAIN:



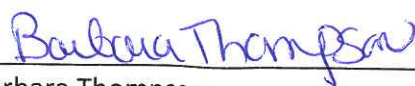
MARGIE BARRIOS, Chair
San Benito County Board of Supervisors

ATTEST:

Louie Valdez
Clerk of the Board

By: 

APPROVED AS TO LEGAL FORM:
San Benito County Counsel's Office



Barbara Thompson
Assistant County Counsel

Exhibit "A"
2015 San Benito County Holiday Office Closure List

Agriculture	Closed noon, December 24, 2015 - reopen Monday January 4, 2016
Elections & Records	Open for business except December 25 and January 1
Assessor	Closed 8am, December 24, 2015 - reopen Monday, January 4, 2016
Auditor & Payroll	Closed 8am, December 24, 2015 - reopen Monday, January 4, 2016
Behavioral Health	Open for business except December 24, 25, 31 and January 1
Child Support Services	Closed noon, December 24, 2015 - reopen January 4, 2016
County Administrative Offices (Admin, IT, HR, GIS, OES)	Closed 8am, December 24, 2015 - reopen Monday January 4, 2016
County Counsel	Closed 8am, December 24, 2015 - reopen Monday January 4, 2016
COG	Closed 8am on December 21, 2015 - reopen January 4, 2016
District Attorney	Closed to the public afternoons of December 24 and 31st
Health & Human Services	Closed noon, December 24, 2015 - reopen Monday, January 4, 2016 Eligibility/food stamps units - open for business
Library	Closed 1 p.m., December 24, 2015 – reopen Monday, January 4, 2016
Resource Management Agency	Closed noon on December 24, 2015 - reopen Monday, January 4, 2016
Sheriff	<p style="text-align: center;">Headquarters</p> <p style="text-align: center;">Closed to the public at noon December 24th Closed to the public December 25 and January 1</p> <p style="text-align: center;">Jail</p> <p style="text-align: center;">Closed to the public December 25 and January 1</p>
Treasurer, Tax Collector and Public Administrator	Closed 8 am, December 24, 2015 - reopen Monday, January 4, 2016
Probation & Juvenile Hall	Open for business except December 25 th and January 1st
UC Extension	Closed 8am December 24, 2015 - reopen January 4, 2016

EXHIBIT 'B'

SAN BENITO COUNTY OFFICE HOURS (2016)

(Effective January 4, 2016)

ADMINISTRATION OFFICE	Mon-Fri 8am – 5pm
AGRICULTURAL COMMISSIONER	Mon-Fri 8am – 5pm (closed 12pm – 1pm)
AG./UC EXTENSION	Wed 9am -5pm Thurs 9am-2pm Fri 9am-5pm
ASSESSOR	Mon-Fri 8am – 5pm
AUDITOR-CONTROLLER	Mon-Fri 8am – 5pm
BEHAVIORAL HEALTH	Mon-Fri 8am – 5pm Crisis Response is 24/7
CHILD SUPPORT SERVICES	Mon-Fri 8am – 5pm (closed 12pm – 1pm)
CLERK-RECORDER-ELECTIONS	Mon-Fri 8am – 5pm
COUNTY COUNSEL	Mon-Fri 9am – 5pm
DISTRICT ATTORNEY	Mon-Fri 9am – 4pm
HEALTH & HUMAN SERVICES AGENCY	Mon-Fri 8am – 5pm
JAIL AND SHERIFF'S ADMINISTRATION	Mon-Fri 8am – 5pm
ALL OTHER SHERIFF'S DIVISIONS (PATROL & CORRECTIONS)	24 Hour Operations
JUVENILE HALL	24 Hour Operations
LIBRARY	Mon & Wed 10am-6pm Tues & Thurs 12pm-8pm Friday 2pm – 6pm
OFFICE OF EMERGENCY SERVICES/COMMUNICATIONS	No regular hours; see Sheriff's Administration
PROBATION	Mon-Fri 9am – 4pm
Resource Management Agency	Mon-Fri 8am – 5pm
TAX COLLECTOR/TREASURER	Mon-Thurs 9am – 4pm; (closed 12pm – 1pm) (Closed Fridays)
VETERANS SERVICES	Mon-Thurs 8am – 4pm (closed 12pm-1pm)
VICTIM WITNESS	Mon-Fri 9am – 4pm