

## RESOLUTION NO. 24-077

### RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS HOURS OF OPERATION CHANGE WITH THE OFFICE OF THE TREASURER TAX-COLLECTOR

WHEREAS, Government Code section 24260 provides that 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; and

WHEREAS, Section 2.04.020 of the Mendocino County Code provides that hours for which all county offices shall be kept open for the transaction of business shall be set by resolution; and

WHEREAS, it is the desire of the office of the Treasurer Tax-Collector and the Board of Supervisors to amend and formally establish office hours to meet the needs of County service; and

WHEREAS, the hours outlined below would be found to be beneficial for the County Treasurer Tax-Collector operations.

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors formally approves the attached memorandum of business hour change for the office of the Treasurer Tax-Collector as follows:

Day:	Office Hours:
Monday	9:00am-12:00pm & 1:00pm-4:00pm
Tuesday	9:00am-12:00pm & 1:00pm-4:00pm
Wednesday	9:00am-12:00pm & 1:00pm-4:00pm
Thursday	9:00am-12:00pm & 1:00pm-4:00pm
Friday	9:00am-12:00pm & 1:00pm-4:00pm
Saturday	Closed
Sunday	Closed
County Holidays	Closed
December 10th or the following business day if weekend	8:00am-12:00pm & 1:00pm-5:00pm
April 10th or the following business day if weekend	8:00am-12:00pm & 1:00pm-5:00pm
Last business day of FY, June 30th, or preceding if weekend	8:00am-12:00pm & 1:00pm-5:00pm

The foregoing Resolution introduced by Supervisor Williams, seconded by Supervisor McGourty, and carried this 21<sup>st</sup> day of May, 2024, by the following vote:

AYES: Supervisors McGourty, Mulheren, Haschak, Gjerde and Williams  
NOES: None  
ABSENT: None

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: DARCIE ANTLE  
Clerk of the Board

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MAUREEN MULHEREN, Chair  
Mendocino County Board of Supervisors

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Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

*APPROVED AS TO FORM:*  
JAMES R. ROSS  
Interim County Counsel

BY: DARCIE ANTLE  
Clerk of the Board

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Deputy