

1                   **BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA**

2                                   **RESOLUTION NO. \_\_\_\_\_**

3                   **A RESOLUTION ESTABLISHING TEMPORARY ALTERNATE OFFICE HOURS FOR COUNTY**  
4 **OFFICES LOCATED WITHIN AND SURROUNDING THE LAKE COUNTY COURTHOUSE BUILDING**

5                   **WHEREAS**, Section 24260 of the California Government Code provides in all Counties, County  
6 officers shall keep their offices open for the transaction of business during such hours and on such days  
7 as are fixed by the Board of Supervisors, by Ordinance or Resolution; and

8                   **WHEREAS**, Lake County Code section 2-2.1, establishes all County offices must be open for  
9 the transaction of business continuously from 8:00a.m. until 5:00p.m., every day except Saturdays,  
10 Sundays, and holidays, unless otherwise provided by Ordinance; and

11                   **WHEREAS**, on August 28, 2018, your Board adopted Resolution No. 2018-118, establishing  
12 temporary office hours, authorizing closure to the public on Fridays as a six-month pilot, for County  
13 offices located in and around the Lake County Courthouse building, due to high employee vacancy  
14 rates, heavy workloads and disaster impacts; and

15                   **WHEREAS**, your Board extended the authority granted by Resolution No. 2018-118 by  
16 Resolution on: December 4, 2018; March 12, 2019; September 10, 2019; March 10, 2020; June 23,  
17 2020; and August 4, 2020.

18                   **NOW, THEREFORE, BE IT RESOLVED:**

19                   For the period of November 3, 2020 – March 31, 2021, all County offices located within the  
20 Lake County Courthouse building at 255 N. Forbes St., Lakeport, and select surrounding and satellite  
21 offices of the County of Lake, shall be open to the public for the transaction of business continuously  
22 from 8:00a.m. until 5:00p.m., every day except Fridays, Saturdays, Sundays, and holidays. For weeks  
23 that include one Monday or midweek holiday, designated offices shall be open to the public the other  
24 four weekdays.

25                   County offices located within the Lake County Courthouse shall include:

- 26                   • Administration (including Clerk of the Board of Supervisors and Human Resources)
- 27                   • Assessor-Recorder
- 28                   • Auditor-Controller-County Clerk
- 29                   • Board of Supervisors
- 30                   • Community Development

- 1           • County Counsel \*
- 2           • Elections
- 3           • Information Technology
- 4           • Public Works
- 5           • Treasurer-Tax Collector

6           For the purposes of this Resolution, select surrounding and satellite offices of the County of  
7 Lake shall include:

- 8           • Department of Public Services, 333 2<sup>nd</sup> St., Lakeport
- 9           • District Attorney’s Office, 375 3<sup>rd</sup> St., Lakeport
- 10          • District Attorney’s Office, Victim-Witness Division, 420 2<sup>nd</sup> St., Lakeport
- 11          • Special Districts, 230 N. Main St., Lakeport
- 12          • Lake County Air Quality Management District, 2617 S. Main Street, Lakeport
- 13          • Child Support Services, 3980 Gard St, Kelseyville

14          This Resolution shall not supersede any State mandate for provision of services during  
15 specified hours.

16  
17          **THIS RESOLUTION** was passed and adopted by the Board of Supervisors of the County of Lake  
18 at a regular meeting thereof on the 3<sup>rd</sup> day of November, 2020 by the following vote:

- 19          **AYES:**
- 20          **NOES:**
- 21          **ABSENT OR NOT VOTING:**

22  
23  
24          **ATTEST: CAROL J. HUCHINGSON**  
25 Clerk to the Board of Supervisors

**COUNTY OF LAKE**

26  
27 By: \_\_\_\_\_  
28 Deputy

\_\_\_\_\_   
Chair, Board of Supervisors

29  
30

1 APPROVED AS TO FORM:

2 **ANITA L. GRANT**

3 County Counsel

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7 \*The County Counsel's Office shall be available on Friday for the receipt of litigation-related pleadings,

8 required court appearances, and similar matters.