

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

2                                   **ORDINANCE NO. \_\_\_\_\_**

3                   **AN ORDINANCE AMENDING SECTION 2-2.2 OF ARTICLE I, CHAPTER 2 OF THE LAKE COUNTY**  
4                                   **CODE, OFFICE HOURS OF COUNTY OFFICES**

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 that all County offices must be open  
9 for the transaction of business continuously from 8:00a.m. until 5:00p.m., every day except Saturdays,  
10 Sundays, and holidays, unless otherwise defined by Ordinance; and

11                   WHEREAS, in 2009, closures from 12:00 noon to 1:00p.m. were permitted under section 2-2.2,  
12 in recognition of the need for appropriate flexibility in the face of the economic downturn; and

13                   WHEREAS, severe general economic conditions have persisted, resulting in reduced and less  
14 experienced staffing across many County departments; and

15                   WHEREAS, natural disasters of 2015-2017 have further threatened County revenues, and  
16 greater flexibility is needed to solve complex departmental issues and redesign business practices  
17 through various means; and

18                   WHEREAS, it is the desire of this Board to provide the best possible customer service, and staff  
19 time is needed to explore the viability of alternate service models in County departments.

20                   NOW, THEREFORE, the Board of Supervisors of the County of Lake ordains as follows:

21                   **Section 1:**

22                   The Board of Supervisors of the County of Lake hereby amends section 2-2.2 of Article I,  
23 Chapter 2 of the Lake County Code to read as follows:

24                   2.2 Under extraordinary circumstances, County department heads shall be authorized to close  
25 offices to the public between the hours of 12:00 noon and 1:00 p.m. For the purposes of this  
26 section, extraordinary circumstances may include a temporary staffing shortage due to position  
27 vacancies, employee illness, or other employee absences which result in the inability to provide  
28 continuous service to the public as described herein. Department heads shall make every  
29 reasonable effort to avoid such office closures. This paragraph pertains to unexpected or

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developing needs that only occasionally arise and cannot be anticipated, and is not intended to authorize regular noontime closures.

In the event of persistent extraordinary circumstances, which may include long-term staffing reductions due to any cause or a high percentage of developing staff, a department head may submit a request for temporary alternate office hours to the Board of Supervisors for consideration, in the form of a draft Resolution. Persistent, for the purposes of this section, shall mean in excess of three days per month, or on an ongoing basis for any known period of one or more month(s).

Final approval of temporary alternate office hours shall be by Resolution of the Board, documenting the interval at which the change shall be reviewed.

If a permanent change in office hours is needed to facilitate best possible customer service, the department head shall prepare an ordinance, documenting their proposed office hours for consideration.

Department Heads shall take all reasonable steps to notify the public of any departures from customary office hours.

The Board and the County Administrative Officer, as consistent with their customary duties, shall likewise retain the right to review permanent changes of office hours, as needed.

**Section 2:**

All ordinances or parts of ordinances or resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict and no further.

**Section 3:**

This Ordinance is exempt from CEQA requirements in that it can be seen with certainty that there is no possibility that the activities in question will have a significant effect upon the environment.

**Section 4:**

This ordinance shall take effect thirty (30) days after its passage. Before the expiration of fifteen (15) days after passage of this ordinance, it shall be published at least once with the names of the members of the Board of Supervisors voting for an against the ordinance in a newspaper of general circulation published in the County of Lake, State of California.

ORDINANCE NO. \_\_\_\_\_

The foregoing Ordinance was introduced before the Board of Supervisors on the 24<sup>th</sup> day of October, 2017, and passed by the following vote on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: CAROL J. HUCHINGSON  
Clerk to the Board of Supervisors

COUNTY OF LAKE

By: \_\_\_\_\_

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

APPROVED AS TO FORM:

ANITA L. GRANT

County Counsel

