

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

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

3                   **A RESOLUTION ESTABLISHING TEMPORARY ALTERNATE OFFICE HOURS FOR THE OFFICE**  
4                   **OF THE TREASURER-TAX COLLECTOR, FOR THE PERIOD OF JANUARY 1-JUNE 30, 2018**

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 8:00 a.m. until 5:00 p.m., every day except Saturdays,  
10 Sundays, and holidays, unless otherwise approved; and

11                  WHEREAS the same Section of the Lake County Code provides that, in the event of persistent  
12 extraordinary circumstances, authorizations of temporary alternate office hours shall be made by  
13 Resolution of the Board of Supervisors; and

14                  WHEREAS, the Treasurer-Tax Collector's office has recently experienced staffing challenges,  
15 including the onboarding of two new employees and one remaining vacancy on the Tax Collection side;  
16 and

17                  WHEREAS, a key employee on the Treasury side recently retired, which has added an  
18 additional burden during the onboarding of the new Assistant Treasurer-Tax Collector; and

19                  WHEREAS, quality, uninterrupted time is required for the training and development of several  
20 new staff, still acclimating to new positions, and remaining closed to the public between the hours of 8  
21 and 9 a.m. offers considerable ongoing benefit toward this end; and

22                  WHEREAS, tasks such as balancing accounts particularly benefit from the undivided attention  
23 of some of the same staff who respond to public concerns during counter hours; and

24                  WHEREAS, the continuing onboarding and acclimation of the Assistant Treasurer-Tax Collector  
25 in the first six months of 2018 is expected to have positive effects across the organization, and  
26 remaining closed to the public between 8 and 9a.m. well enrich her capacity to work alongside many  
27 staff.

28                  NOW, THEREFORE, BE IT RESOLVED:

29                  For the period of January 1, 2018-June 30, 2018, the public Office Hours for the Office of the  
30 Treasurer-Tax Collector shall be 9 a.m. to 5 p.m., every day except Saturday, Sundays, and holidays.

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The Treasurer-Tax Collector shall come before the Board of Supervisors to revisit these hours on or before June 30, 2018.

**THIS RESOLUTION** was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT OR NOT VOTING:**

**ATTEST: CAROL J. HUCHINGSON**

**COUNTY OF LAKE**

Clerk to the Board of Supervisors

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

Deputy

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

APPROVED AS TO FORM:

**ANITA L. GRANT**

County Counsel

