

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

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

3   **A RESOLUTION ESTABLISHING TEMPORARY ALTERNATE OFFICE HOURS FOR THE OFFICES**  
4   **OF THE ASSESSOR-RECORDER, FOR THE PERIOD OF JANUARY 1-DECEMBER 31, 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 8:00a.m. until 5:00p.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 Assessor-Recorder's office has a need to address **the following backlogged**  
15 **workloads**, most of which require an experienced appraiser:

- 16           • Approximately **9,500 Proposition 8 reviews**, required annually by the Revenue and  
17 Taxation Code (RTC), but minimally touched in recent years;
  - 18           ○ Each requires approximately .5 hour of experienced staff time; and
- 19           • Approximately **550 Agricultural Preserve assessments**, again required annually by  
20 the RTC, but minimally addressed in recent years;
  - 21           ○ Each requires approximately 2 hours of experienced staff time; and
- 22           • Approximately **1,250 New Construction Permits**, requiring assessment;
  - 23           ○ Average staff time is 2 hours per assessment; and
- 24           • Approximately **700 Transfers of Ownership from 2016**, and **2,500 Transfers of**  
25 **Ownership from 2017**, each requiring at least 1.5 hours of experienced staff time; and
- 26           • **Approximately 200 Assessment Appeals, TPZ, and 515 Housing Appeals**, each of  
27 which will require an average of 12 hours of experienced staff time; and

28           **WHEREAS**, **only 1 experienced appraiser is presently on staff**, and capable of  
29 independently addressing the above-detailed workloads; and

30 **///**

**WHEREAS**, 9 recruitments have been undertaken in the past 3 years to address staffing shortages in the Appraiser class, and only 2 candidates have been hired, neither of which arrived with experience; and

**WHEREAS**, 2 experienced appraisers have recently left County of Lake service, reducing the institutional benefit of historical training efforts; and

**WHEREAS**, the confluence of the three aforementioned items has created an unusual burden upon Assessor-Recorder leadership to appropriately break down complex tasks to share the workload among developing staff in a manner considerate of their present skills and experience; and

**WHEREAS**, undertaking all of the above steps are critical toward the end of restoring Lake County's maximal Property Tax base; and

**WHEREAS**, non-public hours will be employed to work on all of the items listed above; and

**WHEREAS**, quality, uninterrupted time is required for the training and development of several new staff, still acclimating to new positions, and non-public hours at the beginning of each shift are essential toward this end; and

**WHEREAS**, considerable improvements have been made to the Assessor-Recorder's in-house training program over the past nine months, already making it possible to eliminate noontime closures, but it is expected to take years to appropriately acclimate all existing staff to their positions; and

**WHEREAS**, 12 positions require appraiser certification from the State, and eligibility to sit for the certification exam requires a 4-year college degree or 4 years' experience working in the Appraiser class; and

**WHEREAS**, the Assessor-Recorder's office is currently under-certified by 42%, causing many workflow-related challenges; and

**WHEREAS**, the Assessor-Recorder's recent inability to attract experienced staff at the level of compensation available has required addressing may long-term training issues in-house; and

**WHEREAS**, recently demonstrated progress in the restructured in-house training program warrants its continuation.

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

For the period of January 1, 2018-December 31, 2018, the public Office Hours for the Offices of the Assessor-Recorder shall be 9 a.m. to 4 p.m., every day except Saturday, Sundays, and holidays.

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The Assessor-Recorder shall come before the Board of Supervisors to revisit these hours on or before December 31, 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**  
Clerk to the Board of Supervisors

**COUNTY OF LAKE**

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

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

APPROVED AS TO FORM:

**ANITA L. GRANT**  
County Counsel

