

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

2 **RESOLUTION NO. _____**

3 **A RESOLUTION ESTABLISHING TEMPORARY ALTERNATE OFFICE HOURS FOR THE**
4 **LAKE COUNTY AIR QUALITY MANAGEMENT DISTRICT, FOR THE PERIOD OF**
5 **AUGUST 1, 2018 TO NOVEMBER 30, 2018**

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

9 **WHEREAS**, the Lake County Board of Supervisors sits as the Board of Directors of the Lake
10 County Air Quality Management District (LCAQMD), and the LCAQMD is held to the policies and
11 procedures of the County of Lake; and

12 **WHEREAS**, Lake County Code Section 2-2.1 establishes that all County offices must be open
13 for the transaction of business continuously from 8:00a.m. until 5:00p.m., every day except Saturdays,
14 Sundays, and holidays, unless otherwise approved; and

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

18 **WHEREAS**, the LCAQMD is presently significantly understaffed, with 2 of 4.6 FTEs vacant, and
19 3rd full-time employee has already given notice; and

20 **WHEREAS**, these losses of staffing are expected to result in a 2-4-month period wherein
21 LCAQMD will be staffed by only 1.6 FTEs, limited Extra Help support, and several months of initial
22 training will be required once positions are filled, a qualifying extraordinary and persistent circumstance
23 under Section 2-2.1 of the Lake County Code; and

24 **WHEREAS**, the River and Ranch Fires, together the Mendocino Complex, have consumed
25 hundreds of thousands of acres of Lake and Mendocino Counties, increasing the LCAQMD's field
26 workload, and closures of LCAQMD's primary office are unavoidable due to persistent understaffing and
27 required training for new staff; and

28 **WHEREAS**, recruitments to restore staffing levels are expected to take 2-4 months as a result
29 of the Mendocino Complex disaster and related consequences; and

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WHEREAS, monitoring requirements vary from day to day and week to week, and a federally mandated training program will also occur within this 2-4 month period, and a permanent and reliable set of hours is not feasible at this time; and

WHEREAS, LCAQMD's goal is to remain available to the public as much as possible, but drop in visits are as likely to frustrate as to assist the public; and

WHEREAS, appointment-based or call first service will better ensure appropriate staff are available to meet constituent needs at this time; and

WHEREAS, LCAQMD staff will additionally make every effort to maintain normal office hours, and limit office closures to the shortest time possible.

NOW, THEREFORE, BE IT RESOLVED:

For the period of August 1, 2018-November 30, 2018, Lake County Air Quality Management District staff shall be available to assist the public primarily by appointment, only. During this same period, phone calls will be answered and/or returned as soon as possible, walk in assistance will be provided if staffing availability allows, and appointments will be made on the basis of priority.

The Air Pollution Control Officer (APCO) shall come before the Board of Directors to revisit these hours on or before November 30, 2018. If, at any time prior to this date, permanent and/or Extra Help staffing returns to a level that provides the opportunity for predictable public office hours, the APCO shall appear before the Board to amend or revoke this Resolution ahead of schedule.

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RESOLUTION NO. _____

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

Chair, Board of Supervisors

By: _____
Deputy

APPROVED AS TO FORM:
ANITA L. GRANT
County Counsel

APCO REVIEW:
DOUGLAS GEARHART
Air Pollution Control Officer
