

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 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 provided 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, and Lake County's recovery  
14 from the recession has been slower than many California jurisdictions, per the California State  
15 Association of Counties, resulting in reduced and less experienced staffing across many County  
16 departments; and

17                   **WHEREAS**, unprecedented natural disasters of 2015-2017 further reduced County revenues,  
18 and greater flexibility was needed to solve complex departmental issues and redesign business  
19 practices through various means; and

20                   **WHEREAS**, in 2017, Lake County Code Section 2-2.2 was amended, broadening the  
21 circumstances wherein noontime closures were allowed under Department Head authority, and  
22 providing that further reduced office hours may be permitted by Resolution of the Board of Supervisors,  
23 in recognition that customary practices may unsustainable; and

24                   **WHEREAS**, the County has, thus far, been unsuccessful in pursuit of additional revenue  
25 streams to sustain County operations, and our dire financial condition is worsening; and

26                   **WHEREAS**, the Pawnee, Ranch and River fires of 2018 have collectively destroyed more than  
27 150 residences and mobile homes, and consumed hundreds of thousands of acres, and the full impact  
28 of these fires is not yet known, but immediate and significant efforts must be undertaken to mitigate both  
29 the workload and financial effects of these catastrophic disasters; and

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1           **WHEREAS**, County departments have recently operated with an average vacancy rate of 20%,  
2     and are not able to provide all normal services in the face of chronic understaffing, repeated disasters  
3     and severe financial challenge, which have collectively strained departments in numerous ways,  
4     including high employee turnover; and

5           **WHEREAS**, it is the desire of this Board to continue to provide the best possible customer  
6     service, and uninterrupted staff time remains an ongoing need to manage workloads, at this time.

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

8           For the period of May 10, 2020 – October 9, 2020, all County offices located within the Lake  
9     County Courthouse building at 255 N. Forbes St., Lakeport, and select surrounding and satellite offices  
10    of the County of Lake, shall be open to the public for the transaction of business continuously from  
11    8:00a.m. until 5:00p.m., every day except Fridays, Saturdays, Sundays, and holidays.

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

- 13           • Administration (including Clerk of the Board of Supervisors and Human Resources)
- 14           • Assessor-Recorder
- 15           • Auditor-Controller-County Clerk
- 16           • Board of Supervisors
- 17           • Community Development
- 18           • County Counsel \*
- 19           • Elections
- 20           • Information Technology
- 21           • Public Works
- 22           • Treasurer-Tax Collector

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

- 25           • Department of Public Services, 333 2<sup>nd</sup> St., Lakeport
- 26           • District Attorney's Office, 375 3<sup>rd</sup> St., Lakeport
- 27           • District Attorney's Office, Victim-Witness Division, 420 2<sup>nd</sup> St., Lakeport
- 28           • Special Districts, 230 N. Main St., Lakeport
- 29           • Lake County Air Quality Management District, 2617 S. Main Street, Lakeport
- 30           • Child Support Services, 3980 Gard St, Kelseyville

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

The County Administrative Officer shall come before the Board of Supervisors to revisit these hours on or before October 6, 2020.

**THIS RESOLUTION** was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on the 23<sup>rd</sup> day of June, 2020 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

DocuSigned by:  
  
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\*The County Counsel's Office shall be available on Friday for the receipt of litigation-related pleadings, required court appearances, and similar matters.