

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 all County offices must be open for
9 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**, on August 28, 2018, your Board adopted Resolution No. 2018-118, establishing
12 temporary office hours, authorizing closure to the public on Fridays as a six-month pilot, for County
13 offices located in and around the Lake County Courthouse building, due to high employee vacancy
14 rates, heavy workloads and disaster impacts; and

15 **WHEREAS**, your Board extended the authority granted by Resolution No. 2018-118 by
16 Resolution on: March 12, 2019 (Resolution No. 2019-35); September 10, 2019 (Resolution No. 2019-
17 136); March 10, 2020 (Resolution No. 2020-25); June 23, 2020 (Resolution No. 2020-79); and August 4,
18 2020 (Resolution No. 2020-103).

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

20 For the period of November 17, 2020 – March 31, 2021, all County offices located within the
21 Lake County Courthouse building at 255 N. Forbes St., Lakeport, and select surrounding and satellite
22 offices of the County of Lake, shall be open to the public for the transaction of business continuously
23 from 8:00a.m. until 5:00p.m., every day except Fridays, Saturdays, Sundays, and holidays. For weeks
24 that include one Monday or midweek holiday, designated offices shall be open to the public the other
25 four weekdays. It is this Board's intent to return to normal business hours as of April 1. Therefore,
26 beginning no later than January 8, 2021, all offices that remain closed on Fridays shall have at least one
27 staff member assigned to receive documents and meet other basic customer service needs in person
28 and via telephone on Fridays.

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

- 30
 - Administration (including Clerk of the Board of Supervisors and Human Resources)

- Assessor-Recorder
- Auditor-Controller-County Clerk
- Board of Supervisors
- Community Development
- County Counsel *
- Elections
- Information Technology
- Public Works
- Treasurer-Tax Collector

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

- Department of Public Services, 333 2nd St., Lakeport
- District Attorney's Office, 375 3rd St., Lakeport
- District Attorney's Office, Victim-Witness Division, 420 2nd St., Lakeport
- Special Districts, 230 N. Main St., Lakeport
- Lake County Air Quality Management District, 2617 S. Main Street, Lakeport
- Child Support Services, 3980 Gard St, Kelseyville

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

THIS RESOLUTION was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on the 17th day of November, 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: _____

1 Deputy Chair, Board of Supervisors

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4 APPROVED AS TO FORM:

5 **ANITA L. GRANT**

6 County Counsel

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