



## Legislation Text

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File #: 17-945, Version: 1

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### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** November 7, 2017

**SUBJECT:** SECOND READING - Consideration of an Ordinance amending County Code section 2-2, 2.2 of Article I, Chapter 2, of the Lake County Code, Office Hours of County Offices.

#### EXECUTIVE SUMMARY:

As you are aware, California Government Code section 24260 empowers your Board to set office hours for the transaction of County business. At present, standard County public office hours are Monday-Friday, 8am-5pm, per section 2-2, 2.1 of Article I, Chapter 2, of the Lake County Code. Noon hour closures are permitted under limited "Extraordinary circumstances," and any other departures must be approved by your Board.

It has come to the attention of County staff that the pathway for approval of temporary alternate office hours is unclear, and that many circumstances which reasonably require infrequent public hour reductions are not accounted for in current policy.

Your Board will recall conceptual discussion of office hours April 25, 2017, which included presentation of some draft language prepared by staff. Informed by your feedback, we sought comment from all Department Heads and conducted additional research into County office hour norms. The draft Ordinance before your Board today must be introduced, and can only be adopted at a future meeting.

Other California Counties, including nearby Mendocino and similarly populous San Benito authorize changes in office hours by Resolution or Ordinance. Tehama County allows that "[Appointed] authorities may submit alternate work hours plans" to their Board.

Your Board has the authority to put forth a pathway that is appropriately adaptive, allowing County departments to serve their customers in the best available manner.

The attached draft Ordinance maintains departmental authority to meet a host of business needs,

and grants your Board the flexibility, for example, to consider innovative practices that may require temporary changes of public office hours to implement.

Administrative Staff greatly appreciate the insight and input brought forth by many County Department Heads in the development of this draft Ordinance, which reflects the collected experience of many County leaders.

Given lingering effects of the economic downturn of 2008, ongoing recruitment and retention problems and the enhancement of our economic struggles brought by the natural disasters of 2015-2017, it is necessary to have the ability to reconsider departmental structures and business practices.

Providing a pathway for departments to bring alternate work schedules for your consideration is a valuable step toward development of more efficient and modern public services in Lake County.

Staff expects some departments may come forward with specific proposals for your consideration once this Ordinance takes effect, which would be 30 days following the 2<sup>nd</sup> reading, if not substantially altered following introduction.

This Ordinance is intended to provide flexibility for your Board to consider such proposals, and your Board maintains the authority to weigh the merits of any such proposal.

**FISCAL IMPACT:**  None  Budgeted  Non-Budgeted  
Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:**

Adopt the Ordinance amending County Code section 2-2, 2.2 of Article I, Chapter 2, of the Lake County Code, Office Hours of County Offices.