



Legislation Text

File #: 24-709, Version: 1

Memorandum

Date: July 9, 2024

To: The Honorable Lake County Board of Supervisors

From: Anthony Arton, Health Services Director
Craig Wetherbee, Environmental Health Director

Subject: Consideration of Request To Close Environmental Health Office On Fridays
Beginning July 12, 2024, Through February 28, 2025

Executive Summary:

We respectfully request your Board's approval to close the Environmental Health office to the public on Fridays beginning July 12, 2024, through February 28, 2025, to facilitate the migration of data from EnvisionConnect to HSGovtech, implementation of HSGovtech, and staff training.

While closed, the Environmental Health Division will remain staffed and available to respond to urgent and emergent situations.

Your approval of this request will speed up understanding of the new platform, allow for more thorough training and process streamlining, and ultimately improve internal and external customer satisfaction.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☒ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

**Recommended Action: Approve Request To Close Environmental Health Office On Fridays
Beginning July 12, 2024, Through February 28, 2025**