



## Legislation Details (With Text)

**File #:** 19-863      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Agenda Ready  
**File created:** 9/4/2019      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 9/10/2019      **Final action:**  
**Title:** Adopt Resolution Amending Resolution No. 2018-118 Establishing Temporary Alternative Office Hours for County offices located in and surrounding the Lake County Courthouse  
**Sponsors:** Clerk of the Board  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2019-09-10 Office Hours, Continue by Resolution

Date	Ver.	Action By	Action	Result
9/10/2019	1	BOARD OF SUPERVISORS	Adopted	Pass

## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Carol J. Huchingson, County Administrative Officer  
**DATE:** September 10, 2019  
**SUBJECT:** Adopt Resolution Amending Resolution No. 2018-118 Establishing Temporary Alternative Office Hours for County offices located in and surrounding the Lake County Courthouse

### EXECUTIVE SUMMARY:

You will recall that California Government Code section 24260 empowers your Board to set office hours for the transaction of County business. You are very probably also aware it is common practice in California Counties to periodically revisit public hours, and establish any changes by Resolution.

On August 28, 2018, your Board adopted Resolution No. 2018-18, establishing temporary alternate office hours for County offices located within and surrounding the Lake County Courthouse Building. At that time, Friday closures were granted due to high employee vacancy rates, generally heavy workloads and disaster impacts. Your initial authorization facilitated a six-month pilot, bringing public hours of County offices into alignment with norms of the Cities of Clearlake and Lakeport.

The ongoing need of reduced public hours was affirmed by your Board December 4, 2018, through the passage of your Fiscal Crisis Management Plan, and March 12, 2019, by adopting Resolution No. 2019-35, extending Friday closures through today, September 10, 2019.

When the Friday closure pilot was initiated, staff vacancies rates had recently trended around 20%, county-wide. High vacancy rates remain an issue, and are currently at 22%. HR staff report vacancies have recently hovered around 25%.

As you will recall, a committee of Department Heads initially met with the pilot was launched and resolved a few minor issues. In fulfillment of your Board's desire to understand any effects, Department Heads were invited to provide feedback August 6, 2019. No significant complications were reported, and all respondents favored extending reduced public hours.

**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 Resolution Establishing Temporary Alternative Office Hours for County offices located in and surrounding the Lake County Courthouse