



Legislation Text

File #: 17-386, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, Clerk of the Board of Supervisors

DATE: April 25, 2017

SUBJECT: Consideration of staff recommendation to amend Article II, Section 2.2, subsection 2.2 of the Lake County Code, Office Hours of County Offices.

EXECUTIVE SUMMARY:

Consideration of staff recommendation to amend Article II, Section 2.2, subsection 2.2 of the Lake County Code, Office Hours of County Offices.

As your Board recalls, recent events have required adjusting public office hours in some County departments. Your Board asked that staff review relevant County Ordinances, and propose adjustments to reflect the flexibility needed to address staffing challenges.

The relevant Ordinance is Article II, Section 2.2, subsection 2.2 of the Lake County Code. Present language reads as follows:

“2.2 Under extraordinary circumstances, County department heads shall be authorized to close offices to the public between the hours of 12:00 noon and 1:00 p.m. For purposes of this section, extraordinary circumstances exist when a temporary staffing shortage occurs due to position vacancies, employee illness, or other employee absences which result in the inability to provide continuous service to the public as described herein. Department heads shall make every reasonable effort to avoid such office closures.”

Staff is requesting your consideration and conceptual approval of this new language:

2.2 Under extraordinary circumstances, County department heads may request the approval of the Board of Supervisors to temporarily deviate from customary County office hours. If extraordinary circumstances persist at the close of the agreed period, department heads may request Board approval of an extension. Extraordinary circumstances exist when a temporary staffing shortage

occurs due to position vacancies and or other employee absences, or a reduction in staffing, resulting in the inability to provide continuous service to the public as described herein. Department heads shall make every reasonable effort to avoid such office closures.

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:

Staff is requesting conceptual approval to amend Article II, Section 2.2, subsection 2.2 of the Lake County Code.

With direction from your Board, staff will then draft proposed changes to the Ordinance and return at a later date for formal approval.