



Legislation Text

File #: 18-682, **Version:** 1

MEMORANDUM

TO: Board of Supervisors

FROM: Douglas Gearhart, Air Pollution Control Officer

DATE: August 7, 2018

SUBJECT: EXTRA ITEM - Consideration of a Resolution Establishing Primarily Call First and By Appointment Services for the Office of the Lake County Air Quality Management District for the Period from August 1, 2018, Through November 30, 2018

EXECUTIVE SUMMARY:

This item is being submitted as an “extra” agenda item. The justification for this request to consider an item not on the posted agenda is as follows:

The need to take action came to my attention subsequent to the posting of the current agenda.

There is a need to take immediate action before the next available agenda.

As you will recall, on November 7, 2017, your Board approved revisions to the County’s Office Hours Ordinance, allowing variations in public office hours due to persistent extraordinary circumstances. Under that Ordinance, such requests must be submitted by Resolution.

As you are also aware, the Lake County Air Quality Management District (LCAQMD) is a Special District, reporting to a Board of Directors, and not a County department. However, your Board concurrently serves as LCAQMD’s Board of Directors, and LCAQMD is held to the policies and procedures of the County of Lake.

Presently, LCAQMD is severely understaffed. 2 of 4.6 Full-Time Equivalents (FTEs) are vacant, and a 3rd full-time employee has given notice. For a 2-4-month period, LCAQMD expects to operate with 1.6 FTEs and limited Extra Help support.

Field services, including air monitoring and testing, are essential to the work of LCAQMD. Therefore, closures of LCAMD’s public offices will be unavoidable over this period, and office hours will not be fully predictable.

The attached Resolution, for your consideration, proposes offering public services primarily on a call first and/or appointment basis for the months of August through November, 2018. This authority is essential in order for LCAQMD to be able to prioritize mandated functions, including fieldwork, in the face of limited staffing.

Additionally, during this period, LCAQMD will make every effort to remain open to the public during normal working hours.

I will be present to make a report, and answer any questions your Board may have.

FISCAL IMPACT: X 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 Resolution Establishing Primarily Call First and By Appointment Services for the Office of the Lake County Air Quality Management District for the Period from August 1, 2018, Through November 30, 2018.