



Legislation Text

File #: 19-210, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: March 12, 2019

SUBJECT: Consideration of Resolution Amending Resolution No. 2018-118 Establishing Temporary Alternate Office Hours for County Offices located within and surrounding the Lake County Courthouse Building

EXECUTIVE SUMMARY:

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 for these offices due to high employee vacancy rates, generally heavy workloads and disaster impacts. Your Board allowed this for a six-month pilot period, to focus on backlogs of work. It was agreed that my office would convene a committee of Department Heads to monitor the effectiveness of the pilot.

The committee of Department Heads tasked with monitoring met in the initial months, resolved a few minor issues, and determined that there was no further need to meet since the pilot appeared to be working without complications. As your Board is aware, similar Friday closures of the offices of both the cities of Lakeport and Clearlake have been in force for quite some time.

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:

Since, heavy workloads and employee vacancy rates are essentially unchanged and the pilot appears to be working without complication, staff recommends your Board extend the pilot for another six month period through September 10, 2019, with the exception of June 28, 2019, the last day of the Fiscal Year. Staff will return to your Board on or before September 10, 2019 with an update.

Adopt Resolution Amending Resolution No. 2018-18 Establishing Temporary Alternate Office Hours for County Offices located within and surrounding the Lake County Courthouse Building.