



Legislation Text

File #: 20-191, Version: 1

Memorandum

Date: March 10, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: Consideration of a Resolution Amending Resolution No. 2018-118 Establishing Temporary Alternative Office Hours for County offices Located in and Surrounding the Lake County Courthouse or Alternative Direction to Staff

Executive Summary: (include fiscal and staffing impact narrative):

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 19%, with 198 permanent positions presently unfilled.

As you will recall, a committee of Department Heads initially met when the pilot was launched and resolved a few minor issues. No significant complications that could not be remedied have been reported, to date, and Department Heads have noted seeing great benefits from the protected time provided by reduced public hours.

However, as your Board heard at your recent workshop on Economic Development, Friday closures have been inconvenient for some members of the public. We are in the business of providing services to the public, and addressing office hours at each six-month interval offers your Board the opportunity to receive public comment, and weigh whether providing uninterrupted time for staff on Fridays remains the best means to serve the public in a timely manner.

Background

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, March

12, 2019, by adopting Resolution No. 2019-35, and again September 10, 2019, adopting Resolution No. 2019-136, extending Friday closures through today, March 10, 2020.

If not budgeted, fill in the blanks below only:

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

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|----------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input checked="" type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Disaster Recovery | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> <i>Revenue Generation</i> |
| | | | <input type="checkbox"/> <i>Cost Savings</i> |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

Recommended Action: Adopt Resolution Establishing Temporary Alternative Office Hours for County offices located in and surrounding the Lake County Courthouse or provide alternative direction to staff.