



# COUNTY OF HUMBOLDT

For the meeting of: 8/20/2019

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File #: 19-1136

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**To:** Board of Supervisors  
**From:** Planning and Building Department  
**Agenda Section:** Consent

SUBJECT:

Close Planning & Building Office from Noon to 5 PM on Sept. 20, 2019 for Departmental Meeting

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the closure of the Planning & Building Office on 3105 H Street, Eureka from noon to 5 PM on Friday, Sept. 20, 2019.

SOURCE OF FUNDING:

N/A

DISCUSSION:

This request is for a temporary closure of the Planning & Building office, located at 3105 H Street in Eureka, on Friday, Sept. 20, 2019 from noon to 5 PM to allow staff to participate in an offsite departmental meeting.

The Planning & Building department has grown tremendously in the last couple years. With a department of over 90 employees, it is important that staff work as a team and know the roles of others in the department. The facilities at the Clark Complex do not provide a space that allow the entire department to meet. The purpose of the meeting is to communicate vision for the entire department, introduce new team members and identify what each unit is responsible for, acknowledge employees' contributions, and to allow for some teambuilding. This departmental function is important for training purposes and to build employee morale.

The Planning & Building department would like to close on Friday, Sept. 20, 2019 from noon to 5 PM so employees can participate in this meeting. A reservation at Freshwater Park has been made to accommodate this.

Notice of the temporary closure will be posted on the front door of the Planning & Building office as well as on the Planning & Building webpage.

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FINANCIAL IMPACT:

None.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to allow this temporary office closure. In that case, staff will not get the opportunity to participate in department wide discussions and activities necessary to create improved employee relationships.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A