



COUNTY OF HUMBOLDT

For the meeting of: 9/20/2022

File #: 22-1224

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Afternoon closure to the Public of the Planning and Building Department office from 12:00 PM to 5:00 PM on November 4, 2022, for Department Meeting and Training.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Planning and Building Department office at 3015 H Street, Eureka, to close to the public from noon to 5:00 PM on Friday, November 4, 2022.

SOURCE OF FUNDING:

No department funds will be used to provide this training.

DISCUSSION:

The Planning and Building Department requests authorization to close the office to the public on November 4, 2022, from noon to 5:00 pm to allow all department employees to participate in training and team-building exercises in an outdoor setting.

This closure provides an opportunity to communicate the vision for the entire department, build collaboration and acknowledge new team members. The meeting also provides an opportunity to acknowledge the department employees for their contributions to department successes. This departmental function is important for training purposes and to build employee morale.

The Planning and Building Department has had limited opportunities to come together as a group since the inception of the COVID virus. The facilities at the Clark Complex do not provide adequate space that would allow the entire department to meet. Therefore, it is requested that the Planning and Building Department be closed to the public on Friday, November 4, 2022, from 12:00 PM to 5:00 PM so employees can participate in this meeting.

Should your Board approve this request, a notice of the temporary closure will be posted on the front door of the Planning and Building Department as well as on the department webpage.

A consequence of the closure of the Planning and Building Department office will include the closure of the public counter that serves Public Works Land Use Division. Members of the public will not have access to Public Works Land Use Division staff during the office closure.

FINANCIAL IMPACT:

Employees will be paid regular salary hours for attendance in the training. During this time, project work production will not occur.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Public Works Land Use Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could deny this request to close the office. This is not recommended because department employees will not have an opportunity to participate in the department-wide training and team-building exercises planned for this time.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A