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Title: Interim Director of Planning, Building and Environmental Services (PBES) requests adoption and approval for a temporary office closure Thursday, June 8, 2023, from 11:00 a.m. to 2:00 p.m. for a department-wide team building, professional development luncheon.

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TO: Board of Supervisors

FROM: Brian Bordona - Interim Director, PBES

REPORT BY: Patrick Ryan - Interim Assistant Director, PBES

SUBJECT: PBES Department Profession Development - Office Closure

RECOMMENDATION

Interim Director of Planning, Building and Environmental Services (PBES) requests adoption and approval for a temporary office closure Thursday, June 8, 2023, from 11:00 a.m. to 2:00 p.m. for a department-wide team building, professional development luncheon.

EXECUTIVE SUMMARY

The Interim Director of PBES requests approval to close the PBES office from 11:00 a.m. to 2:00 p.m. on Thursday, June 8, 2023, to provide department-wide team building and professional development luncheon. PBES staff has experienced turnover over the past year, while many long-term staff now serve in new roles. In addition, the Department continues to take on new programs and responsibilities in response to an ever-changing environment. The luncheon will provide opportunities for staff to address these issues, as well as provide staff a chance to reconnect.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Cost for the luncheon will be borne by the PBES budget, as well as from funds provided by the Organizational Development Advisory Committee.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The luncheon would provide an opportunity for all Department staff to engage in team building activities to help promote internal communication and coordination between divisions, enhance individual skills, and strengthen the PBES team for the challenges that lie ahead.
Is the general fund affected?	Yes
Future fiscal impact:	No
Consequences if not approved:	The Organizational Development budgeted funds for FY 22-23 will go unused.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project by 14 California Code of Regulation 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Interim Director of PBES requests approval to close the PBES office from 11:00 a.m. to 2:00 p.m. on Thursday, June 8, 2023, to provide department-wide team building and professional development luncheon. The luncheon will be held at Kennedy Park in Napa.

PBES staff has experienced turnover over the past year, while many long-term staff now serve in new roles. In addition, the Department continues to take on new programs and responsibilities in response to an ever-changing environment. The luncheon will provide opportunities for staff to address these issues, as well as provide a chance to reconnect with peers in colleagues in the Department.

The Department currently closes from 12:00 p.m. to 1:00 p.m. for the lunch hour, so the closure from 11:00 a.m. to 2:00 p.m. would represent a reduction of two (2) hours relative to normal operating hours. To minimize disruption to the public and others who rely on PBES, staff will notify customers in advance of the anticipated closure date. The closure will be noticed in the PBES lobby and on the Department website. Notification on email signatures would also be used, as well as on social media outlets. The Department will also work with the County PIO to assist in providing a broader notification.