

MEMORANDUM

PLACER COUNTY

Community Development Resource Agency

TO: Honorable Board of Supervisors

FROM: John Marin - Community Development Resource Agency Director

DATE: July 11, 2006

SUBJECT: Community Development Resource Center Counter Closure July 24, 2006;
Weekly counter closure – Wednesdays 8 AM to 9 AM.

Recommendation: Provide direction to the CDRA Director to authorize closure of the front counter activities for Building, Planning, Engineering Services, Public Works, Air Pollution Control and Environmental Health to allow the move into the new Community Development Resource Center at 3091 County Center Drive, Auburn on Monday July 24th. Reaffirm the closure of the front counter of the CDRC from 8 AM to 9 AM on Wednesdays for training of county personnel.

Background: The Placer County Facility Services Department has recently announced the substantial completion of the newly built Community Development Resource Center on Bell Road in North Auburn. The Facility will house approximately 250 County employees from Public Works, Air Pollution, Redevelopment Agency, Environmental Health and Community Development Resource Agency.

The planned move will be done in two phases. Phase I will move the second floor of the 94,000 sq. ft. facility Saturday, July 15th and Sunday, July 16th. Phase II will move the first floor employees on Saturday, July 22nd and Sunday July 23rd.

On Monday July 24th, it is requested that the Board of Supervisors authorize closure of the front counter activities to allow unpacking of employees office files, supplies and paperwork, as well as fine-tune all computer, telephone, office machine hook-ups and furniture adjustments.

Only front counter operations will be affected by this closure. Main phone lines will be answered, regularly scheduled inspections will be conducted and other back office duties will be handled as usual.

Fiscal Impact: There is no direct or immediate fiscal impact caused by this recommendation.

165

