



COUNTY OF HUMBOLDT

For the meeting of: 1/6/2026

File #: 25-1471

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Resolution Repealing and Replacing Resolution No. 82-170, and All Subsequent Amendments Thereto, and Establishing Standard Office Hours for All Departments of the County of Humboldt

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution which repeals and replaces Resolution No. 82-170, and all subsequent amendments thereto, and establishes standard office hours for all departments of the County of Humboldt; and
2. Direct the Clerk of the Board to provide the County Administrative Office with one (1) fully executed, certified copy of the attached resolution for further processing.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

On February 21, 1982, the Humboldt County Board of Supervisors ("Board") adopted Resolution No. 82-170 pursuant to California Government Code Section 24260, which provides that county offices shall be open for the transaction of business during such hours and on such days as are fixed by the board of supervisors by ordinance or resolution. Since its adoption, Resolution No. 82-170, including provisions related to office hours open to the public, has been amended several times through subsequent Board actions.

To consolidate and clarify the standard operational hours for the County of Humboldt, the attached resolution will repeal and replace Resolution No. 82-170 and establish a single, updated set of standard office hours for all departments of the County of Humboldt pursuant to California Government Code Section 24260.

The attached resolution establishes the County of Humboldt's standard office hours and does not apply to temporary closures or modified hours resulting from federal, state, or local holidays, emergencies, facility conditions or other operational needs as authorized by the County Administrative Officer or an authorized designee thereof.

The intent of the attached resolution is to clearly define the County of Humboldt's regular office hours while maintaining appropriate administrative flexibility to manage temporary operational adjustments. Temporary closures or modified hours have historically occurred in response to:

- Federal, state, or local holidays;
- Emergency declarations or public safety conditions;
- Facility maintenance, utility outages, or accessibility issues; and
- Operational or staffing needs requiring short-term adjustments.

Not allowing the County Administrative Officer to address temporary or situational changes would require frequent amendments and repeated Board action, reducing operational efficiency. Accordingly, the attached resolution establishes standard office hours while recognizing that temporary deviations are administrative in nature. This approach preserves the Board's authority under Government Code section 24260 while allowing administrative staff to manage temporary operational adjustments without additional Board action. Any long-term or permanent changes to the County of Humboldt's standard office hours would continue to require Board approval through future resolutions.

SOURCE OF FUNDING:

All departments

FINANCIAL IMPACT:

There is minimal financial impact primarily related to the creation of the Board report and resolution. Accordingly, the recommended actions will not impact the Humboldt County General Fund.

STAFFING IMPACT:

The recommended actions will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the attached resolution repealing and replacing Resolution No. 82-170, and all subsequent amendments thereto, and establishing standard office hours for all departments of the County of Humboldt. However, this alternative is not recommended as after forty-three (43) years Resolution No. 82-170 has been amended many times and over time significant changes to the original resolution may be lost.

ATTACHMENTS:

1. Resolution Repealing and Replacing Resolution No. 82-170, and All Subsequent Amendments Thereto, and Establishing Standard Office Hours for All Departments of the County of Humboldt

PREVIOUS ACTION/REFERRAL:

Meeting of: 2/21/1982; 2/10/2015; 7/12/2022; 6/3/2024; 6/11/2024; 7/2/2024; 12/10/2024; 2/4/2025; 12/16/2025

File No.: 15-145, 22-840, 24-875, 24-947, 24-1035, 24-1669, 25-224 and 25-1417