



# COUNTY OF HUMBOLDT

For the meeting of: 10/7/2025

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File #: 25-1148

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Adoption of an Ordinance Amending Sections 241-2 through 241-9 of Chapter 1 of Division 4 of Title II of the Humboldt County Code Relating to the Duties, Responsibilities and Authorities of the County Administrative Officer

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt Ordinance amending Sections 241-2 through 241-9 of Chapter 1 of Division 4 of Title II of the Humboldt County Code relating to the duties, responsibilities. and authorities of the County Administrative Officer.

**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 September 23, 2025, the Humboldt County Board of Supervisors introduced the above-referenced ordinance for adoption with a directive to the Clerk of the Board to publish a pre-adoption summary of the ordinance and set the ordinance for adoption on October 7, 2025. The recommended action will complete adoption of the ordinance and result in publication of a post-adoption summary. At Board direction, the code was modified slightly from what was presented at the introduction to add the following sentence to the end of section 241-6 (e):

"Significant structural or organizational changes will require Board authority and the appropriate budget modifications."

**SOURCE OF FUNDING:**

General Fund (1100)

**FINANCIAL IMPACT:**

Adoption of the above-referenced ordinance will have no financial impact, other than operational efficiency, as the County Administrative Officer salary remains the same despite the increased responsibilities.

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**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Board discretion.

**ATTACHMENTS:**

1. Ordinance Amending Sections 241-2 through 241-9 of Chapter 1 of Division 4 of Title II of the Humboldt County Code Relating to the Duties, Responsibilities and Authorities of the County Administrative Officer
2. Post-Adoption Summary

**PREVIOUS ACTION/REFERRAL:**

Meeting of: 6/3/24, 10/23/25

File No.: 24-875, 25-1095