

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of December 18, 2018

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT
ADDING SECTION 243-4 TO CHAPTER 3 OF DIVISION 4 OF TITLE II OF THE HUMBOLDT
COUNTY CODE RELATING TO THE PREPARATION AND FILING OF AN ANNUAL
INVENTORY**

ORDINANCE NO. 2619

The Board of Supervisors of the County of Humboldt ordains as follows:

SECTION 1. Section 243-4 is hereby added to Chapter 3 of Division 4 of Title II of the Humboldt County Code as shown on the attached pages.

SECTION 2. This ordinance shall take effect and be in force thirty (30) days from the date of its passage. A summary shall be published at least five (5) days before the date set for adoption and again fifteen (15) days after passage of this ordinance. It shall be published once with the names of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of Humboldt, State of California.

PASSED, APPROVED AND ADOPTED this 18th day of December, 2018 on the following vote, to wit:

| | | |
|---------|-------------|---------------------------------------|
| AYES: | Supervisors | Fennell, Bass, Sundberg, Bohn, Wilson |
| NOES: | Supervisors | -- |
| ABSENT: | Supervisors | -- |



Ryan Sundberg, Chair
Board of Supervisors of the County of Humboldt,
State of California

(SEAL)
ATTEST:
Kathy Hayes, Clerk of the Board of Supervisors
of the County of Humboldt, State of California

By: 

Ryan Sharp, Deputy

TITLE II – ADMINISTRATION

DIVISION 4 COUNTY DEPARTMENTS AND OFFICES

Chapter 1 Department of County Administrative Officer of Humboldt County

- § 241-1. Department of County Administrative Officer.
- § 241-2. County Administrative Officer.
- § 241-3. Appointment and Tenure.
- § 241-4. Qualifications.
- § 241-5. Salary and Allowances for Department.
- § 241-6. Duties.
- § 241-7. No Authority or Duty of Others Given to County Administrative Officer.
- § 241-8. Authority to Secure Reports and Information.
- § 241-9. Copy of Report or Recommendation to Affected Head.

Chapter 2 Consolidation of the Offices of Public Administrator Coroner of Humboldt County

- § 242-1. Consolidation of Offices.

Chapter 3 Separation of the Offices of Auditor and Recorder of Humboldt County

- § 243-1. Separation of Offices.
- § 243-2. Qualifications for County Auditor.
- § 243-3. No Waiting Period for Consideration of Claims or Issuance of Warrants.
- § 243-4. Preparation and Filing of an Annual Inventory.

Chapter 4 Consolidation of the Offices of Tax Collector and Treasurer of Humboldt County

- § 244-1. Consolidation of Offices.

Chapter 5 The Purchasing Agent of Humboldt County

- § 245-1. Purchasing Agent.
- § 245-2. Specific Duties.
- § 245-2.5. Emergency Duties.
- § 245-2.6. Non-Binding Purchases and Contracts.
- § 245-3. Central Purchasing; Exceptions.
- § 245-4. Bidding Procedures.
- § 245-4.5. Deviation from Specifications.
- § 245-5. Availability of Funds.
- § 245-5.5. Purchasing Procedure.
- § 245-6. Surplus Property.
- § 245-7. Standards.
- § 245-8. Inspection.
- § 245-9. Return of Merchandise.
- § 245-10. Record Retention.

Chapter 6 The Department of Public Works and the Office of the Director of Public Works of Humboldt County

- § 246-1. Establishment of Department of Public Works.
- § 246-2. Duties of Director of Public Works.
- § 246-3. Functions of Department of Public Works.
- § 246-4. Purchase of Real Property Less than \$50,000.
- § 246-5. Acquisition of Interest in Real Property as Condition of Development/Land Use Project(s) or Building Permit(s).
- § 246-6. Delegation to Subordinates.
- § 246-7. Five (5) Year Limitation on Authority.

Chapter 6.5 Office of County Surveyor

- § 246.5-1. Establishment of the Office of the County Surveyor.
- § 246.5-2. Appointment and Supervision.
- § 246.5-3. Qualifications.
- § 246.5-4. Duties.
- § 246.5-5. References to County Surveyor.

Chapter 7 The Planning and Building Department of Humboldt County

- § 247-1. Functions of the Planning and Building Department.
- § 247-2. Staff, Supplies and Office Space Prescribed by Board.
- § 247-3. Director of Planning and Building.
- § 247-4. Planning Commission Staff Support.

Chapter 8 The Department of Buildings and Grounds of Humboldt County *[Repealed]*

[Repealed by Ordinance 1611, § 1, 8/16/1983]

Chapter 9 The Department of Agriculture of Humboldt County

- § 249-1. Consolidation of the Offices of County Agricultural Commissioner and County Sealer of Weights and Measures into Department of Agriculture.
- § 249-2. Functions of Department of Agriculture.

Chapter 10 The Office of Public Defender of Humboldt County

- § 2410-1. Qualifications.
- § 2410-2. Authorization.

Chapter 11 – The Office of Public Guardian of Humboldt County *[Repealed]*

§ 2411-1 through 2411-4. *[Repealed by Ord. 2318, § 1, 6/8/2004]*

Chapter 12 The Department of Health and Human Services of Humboldt County

- § 2412-1. Creation of the Department of Humboldt County Health and Human Services.
- § 2412-2. Control of Public Welfare Programs.
- § 2412-3. Control of Public Health Programs.
- § 2412-4. Control of Public Mental Health Programs.

- § 2412-5. Control of Employment Training Programs.
- § 2412-6. Control of Public Guardian/Conservatorship Programs.
- § 2412-7. Public Guardian Bond.
- § 2412-8. Public Guardian Fees.
- § 2412-9. Control of Veterans Services Office.

Chapter 13 Employment Training Department and Office of Director *[Repealed]*

[Repealed by Ordinance 2273, § 2, 5/7/2002]

Chapter 14 Office of Director of the Humboldt Medical Center – Hoopa *[Repealed]*

- § 2414-1. *[Repealed by Ord. 2298, § 1, 4/1/2003]*

Chapter 15 The Health Officer of the County of Humboldt

- § 2415-1. Appointment.
- § 2415-2. Definitions.
- § 2415-3. Preparation and Promulgation of Rules and Regulations.
- § 2415-4. Provisions Supplementary to State Law.
- § 2415-5. Provisions Regarding Communicable Disease.
- § 2415-6. Powers Regarding Quarantine.
- § 2415-7. Right of Entry and Inspection.
- § 2415-8. Interference with Health Officer.
- § 2415-9. Penalty.

Chapter 16 The Clerk of the Board of Supervisors of Humboldt County

- § 2416-1. Office Created.
- § 2416-2. Duties.
- § 2416-3. Appointment.

Chapter 17 Consolidation of the Offices of County Clerk and Recorder

- § 2417-1. Consolidation of Offices.

Chapter 18 The Humboldt County Department of Child Support Services

- § 2418-1. Creation of the Humboldt County Department of Child Support Services.
- § 2418-2. Duties and Control of Child Support Programs.

CHAPTER 3

SEPARATION OF THE OFFICES OF AUDITOR AND RECORDER OF HUMBOLDT COUNTY

Sections:

- § 243-1. **Separation of Offices.**
- § 243-2. **Qualifications for County Auditor.**
- § 243-3. **No Waiting Period for Consideration of Claims or Issuance of Warrants.**
- § 243-4. **Preparation and Filing of Annual Inventory.**

243-1. Separation of Offices.

The public interest will best be served by separating the duties of the offices of Auditor and Recorder of the County of Humboldt by providing that the duties of each of said offices shall be performed by a separate person. Therefore, at each general election there shall be a separate person elected for the office of Auditor of the County of Humboldt, and at each general election there shall also be a separate person elected for the office of Recorder of the County of Humboldt. (Ord. 94, §§ 2 & 3, 12/15/1904)

243-2. Qualifications for County Auditor.

(a) No person shall hereafter be elected or appointed to the office of County Auditor of the County of Humboldt unless the person meets at least one of the following criteria: (Ord. 2190, § 1, 02/23/1999)

(1) The person possesses a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant. (Ord. 2190, § 1, 2/23/1999)

(2) The person possesses a baccalaureate degree from a accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years. (Ord. 2190, § 1, 2/23/1999)

(3) The person possesses a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. (Ord. 2190, § 1, 2/23/1999)

(4) The person has served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years. (Ord. 2190, § 1, 2/23/1999)

(b) Any person serving in the capacity of County Auditor shall complete at least 40 hours of qualifying continuing education, pursuant to subdivision (c), for each two-year period, and completing at least 10 hours in each of the two-year period. At least 20 of the 40 hours of continuing education shall be obtained in governmental accounting, auditing, or related subjects. (Ord. 2190, § 1, 2/23/1999)

(c) Qualifying continuing education may be obtained in the areas of accounting, auditing, or related subjects. In addition, qualifying continuing education may be obtained in any other subject, if it can be demonstrated that the specific educational program contributes to professional competence. (Ord. 2190, § 1, 2/23/1999)

(d) With respect to a county auditor who is a licensee of the California Board of Accountancy, or of the accountancy licensing authority of any other state, or who possesses a certificate issued by the Institute of Internal Auditors, continuing education obtained for purposes of renewal of the license or certificate may be applied to satisfy the requirements of this section. (Ord. 2190, § 1, 2/23/1999)

243-3. No Waiting Period for Consideration of Claims or Issuance of Warrants.

The three-day waiting periods for consideration of claims and issuance of warrants prescribed by Sections 29701 and 29742 of the California Government Code shall not apply to any claim considered and/or processed by the Humboldt County Board of Supervisors or the Humboldt County Auditor-Controller.

243-4. Preparation and Filing of an Annual Inventory.

On or before September 30th of each year, each county officer or person in charge of any office, department, service or institution of the County, and the executive head of each special district whose affairs and funds are under the supervision and control of the Humboldt County Board of Supervisors or for which the Humboldt County Board of Supervisors is ex officio the governing body, shall file with the Humboldt County Auditor-Controller, an inventory under oath, which shows, at a minimum, all materials and supplies exceeding an established threshold, determined by the Humboldt County Auditor-Controller, and/or all capital assets recorded and maintained in the County's capital asset system, in his or her possession or in his or her charge at the close of business on the preceding June 30th.