



# Board Agenda Item 9

DATE: January 23, 2018  
TO: Board of Supervisors  
SUBMITTED BY: Paul Nerland, Director of Human Resources  
SUBJECT: Ordinance to Amend Fresno County Ordinance Code, Title 2

RECOMMENDED ACTION(S):

- 1. Conduct first hearing to amend the County of Fresno Ordinance Code by amending section 2.08.060 and repealing section 2.08.090 of Title 2, Chapter 2.08 and enacting new section 2.04.040 of Title 2, Chapter 2.04 related to the Clerk of the Board of Supervisors; waive the reading of the ordinance in its entirety; and set second hearing for February 6, 2018.**
- 2. Designate County Counsel to prepare a fair and adequate summary of the proposed ordinance, and direct the Clerk to the Board to post and publish the required summary in accordance with Government Code, section 25124, subdivision (b)(1).**

Approval of the recommended actions serve to clarify and confirm that the role and responsibilities of the Clerk of the Board of Supervisors is transferred from the County Administrative Officer to the Clerk to the Board of Supervisors. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved by your Board, the County Administrative Officer shall continue as the ex officio Clerk of the Board of Supervisors.

FISCAL IMPACT:

There is no increase in Net County Cost associated with these actions.

DISCUSSION:

In an effort to more efficiently and effectively address the needs of the Board of Supervisors, the proposed changes to the County of Fresno Ordinance Code clarify and confirm that the role and responsibilities of the Clerk of the Board of Supervisors are assigned directly to the Clerk to the Board of Supervisors.

On January 21, 1975, the Board of Supervisors transferred the Clerk of the Board of Supervisors from the County Clerk to the County Administrative Officer (CAO). The ordinance read that the CAO "*shall be and serve ex officio as clerk of the board of supervisors and have and perform all powers and duties otherwise conferred by law upon the county clerk as clerk of the board of supervisors*".

Practically, the day-to-day functions of the Clerk of the Board have been delegated by the CAO to the "*Clerk to the Board of Supervisors*" classification. The Clerk to the Board of Supervisors is a specialized class responsible to the Board of Supervisors *and* the County Administrative Officer, and manages the operations

of the office. Responsibilities include planning, assigning, directing, coordinating and reviewing the activities of staff relating to receiving, forwarding, indexing, filing, certifying and preserving all documents, papers, petitions and records on matters presented to the Board of Supervisors and other various boards and commissions.

Approval of the recommended actions will remove the role of “*ex officio Clerk of the Board of Supervisors*” from the CAO and transfer it to the Clerk to the Board of Supervisors. This will create efficiency and further clarify roles and responsibilities. Additionally, any person appointed to the position of Clerk of the Board by the Board of Supervisors *after* the effective date of the Ordinance shall be “at will” and serve at the pleasure of the Board of Supervisors.

REFERENCE MATERIAL:

Resolution No. 75-16, January 7, 1975

ATTACHMENTS INCLUDED AND/OR ON FILE:

Amended Ordinance - Red-lined  
Amended Ordinance

CAO ANALYST:

Sonia M. De La Rosa