



**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE OFFICE  
COUNTY OF PLACER

**TO:** Honorable Board of Supervisors

**FROM:** Thomas M. Miller, County Executive Officer  
By: Holly L. Heinzen, Assistant County Executive Officer

**DATE:** February 14, 2012

**SUBJECT:** County Charter Review Committee

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**Action Requested:**

It is requested that your Board convene a County Charter Review Committee of seven members and direct the Clerk to the Board of Supervisors to post a notice of vacancies for appointments to the Committee.

**Background:**

The Placer County Charter was adopted by the voters of the County in 1980. The County Charter is a governing document that provides a level of flexibility in local decision making and contains provisions that guide the organizational structure, duties and responsibilities of elected and appointed officials. The Charter also includes a provision for the periodic review and assessment of the charter document as a means to recommend any changes or additions to it. Specifically, Section 601 of the Charter requires your Board to convene a Charter Review Committee within five years of the last review and every five years thereafter. The last review action occurred in late November FY 2007-08 and is scheduled to convene a review committee for FY 2012-13.

**Committee Composition / Method of Selection:**

The Charter does not prescribe a specific method or composition or number of members to the Review Committee and is based on the discretion of the Board of Supervisors. There is no Supervisorial District residency requirement for individuals to serve on the Committee. Prior Boards have approached the formation of the Committee in different ways. The Charter Review Committees formed in 1990 and 2000 consisted of five members selected one each from Placer County Supervisorial Districts. In 1994, the Review Committee consisted of seven members; five selected from each District and two at large members. The last Charter Review Committee in 2007 also included seven members to allow for broader representation. It is recommended that your Board consider appointment of seven members, one from each supervisorial district and two additional members that would be selected at large. It is also recommended that the names of all selected members be submitted to your Board for final appointment and confirmation. The staff from the County Executive Office and County Counsel can also assist your Board in the review of applications for appointment to the Committee.

**Charter Review Process / Method:**

Under Section 601, the Charter Review Committee shall review the Charter and after at least two public hearings make recommendations to or revisions of the County Charter to your Board. There is not a prescribed method or process to appoint members to the Review Committee, nor are there guidelines for the method of review, review topics or the length of the review and assessment. The recommendations of the Committee, if any, are not binding and do not compel your Board to adopt such recommendations. Any proposed changes or additions to the County Charter must be submitted to the voters of the County in the form of ballot measures including the text of the proposed amendments, impartial analysis and arguments.

In addition to the members of the Review Committee, topics of review may be generated from many sources including the public, other agencies, County officials both elected and appointed, county employees and your Board. The Committee is subject to the Brown Act and meetings are open to the public.

**Fiscal Impact:**

For the current year, costs for the Charter Review Committee will be absorbed in the Other Agencies and County Executive Office budgets to support the work of the Committee. Expenditures would include reimbursement of mileage, travel or meal expenses as may be required and authorized by the Meals, Lodging, Travel & Transportation Policy. A preliminary budget estimate of \$8,000 to \$10,000 should be sufficient to fund the work of the Committee.