

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

TO: Honorable Board of Supervisors

FROM: Thomas M. Miller, Placer County Executive Officer
By: Michael E. Paddock, Senior Management Analyst

DATE: February 20, 2007

SUBJECT: Convene County Charter Review Committee

Action Requested:

It is requested that your Board convene a County Charter Review Committee of five or seven members by directing 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 an important 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. It also contains 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. Since the last review action occurred in late November 2001 it is now necessary for your Board to convene a review committee in FY 2006-07.

Committee Composition / Method of Selection:

The Charter does not prescribe a specific method or composition or number of members to the Review Committee and your Board has the authority to decide these matters. In addition, there is no Supervisorial District residency requirement for individuals to serve on the Committee. As background, previous 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 from each of the Supervisor's District. In 1994, the Review Committee consisted of seven members, five selected from each District and two at large members. It is recommended that your Board consider appointment of five members selected by each Supervisor or alternatively, an expanded Committee that would also include two additional members selected by your Board. 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:

Similar to the lack of a prescribed method or process to appoint members to the Review Committee, there are no guidelines for the method of review, review topics or the length of the review and assessment. However, 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. The final 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 and jurisdictions, county officials both elected and appointed, county employees, managers and department heads and your Board. All meetings of the Committee are open to the public and this may serve as an important forum to receive input on the County Charter and county government and also as an opportunity to present proposed changes to the Charter for public response and comment.

Fiscal Impact:

The budget of the County Executive Office will absorb any expenditure to support the work of the Committee and for reimbursement of mileage, travel or meal expenses as authorized by the Administrative Rules. A preliminary budget estimate of \$5,000 to \$7,000 should be sufficient to fund the work of the Committee and this amount is included in the FY2006-07 County Budget for review of the County Charter.

cc: Thomas M. Miller, County Executive Officer
Mike Boyle, Assistant County Executive Officer
Anthony La Bouff, County Counsel
Brian Wirtz, Deputy County Counsel