

Agenda Item #: 11:15 A.M.

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: JANUARY 25, 2011

[] Consent [] Regular
[] Public Hearing [X] Workshop

Department: Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A Board/staff/public coordinated Charter Review process without the establishment of a Charter Review Committee.

Summary: The Board directed that we schedule a discussion that could lead to the establishment of a County Charter review process in the coming year. If the Board wishes to proceed, it is typical to establish a citizen's charter review committee to receive and filter public input and then vote to move selected issues to the Board for further consideration. The Board then ultimately decides which charter changes should appear on a ballot for public vote. Staff recommends an alternative without the appointment of a citizen's charter review committee: Staff would receive Board and public input thru multiple public meetings and other media and would present all proposals to the Board for consideration. Such an alternative would allow easy public input, avoid committee appointment/sunshine issues and prevent filtering of public proposals by a committee prior to Board consideration. *Countywide (LB)*

Background and Policy Issues: The County Charter has been in effect since the 1980's. While changes have been made to the Charter periodically, there has never been a general review. It would be expected that the review process would run through 2011 with charter proposal changes, if any, to be considered during a general election ballot in 2012.

Attachments:

1. Charter Review Time Line
2. Marketing Plan for Charter Review Process

Recommended by: _____
Department Director Date

Approved By:  _____
County Administration Date 1/14/11

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	20____	20____	20____	20____	20____
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes _____ No _____
Budget Account No.: Fund _____ Department _____ Unit _____
Object _____ Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Legal Sufficiency:

John J. Jacoby
Contract Dev. and Control

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

2011

Charter Review Time Line

2011

January	February	March	April	May	June
Jan 25 - BCC approves review of charter for amendments/revisions	<p>Staff and individual commissioners submit charter changes to Public Affairs</p> <p>Public Affairs compiles suggestions for BCC workshop discussion</p>	<p>Bob & Comm. Marcus meet with PB Post Editorial Board to explain charter review process</p> <p>Public Affairs builds Web pages on homepage to educate public about charter and explain charter review process.</p>	<p>BCC workshop to discuss compiled charter revision suggestions and add new suggestions</p> <p>Channel 20 creates charter review PSA for Web, Ch 20 and cable TV.</p> <p>Web pages will include: current charter, FAQs, PSA video</p>	<p>North County Public Meeting</p> <p>West Central Public Meeting</p> <p>Paid advertisements prior to each public meeting.</p>	<p>South County Public Meeting</p> <p>West County Public Meeting</p> <p>East Central Public Meeting</p>
July	August	September	October	November	December
Public Affairs compiles list of all suggestions from commissioners, staff and public. Develop a survey to prioritize suggestions.	Online survey available for public to weigh in on suggestions by ranking them.			Public participation in online survey ends.	<p>Public Affairs summarizes online survey results</p> <p>BCC reviews survey results plus open-ended public comments.</p>

2012

Charter Review Time Line

2012

January	<p>BCC workshop to prioritize proposed charter revisions for November ballot</p> <p>BCC finalizes charter amendments and revisions for November ballot</p>	<p>Public Affairs posts proposed ordinance on Web pages and issues press release.</p> <p>1st Reading of Charter Revision Ordinance</p>	<p>2nd Reading of Charter Revision Ordinance</p> <p>BCC adopts ordinance placing on November ballot charter referendum amending charter</p>	May	June
July	<p>August 17, 2012 Supervisor of Elections referendum submission deadline at noon</p> <p>Charter ballot language posted to Web pages</p>	<p>Public Affairs continues to inform public of upcoming charter changes that will be on ballot</p>	<p>Public Affairs continues to inform public of upcoming charter changes that will be on ballot</p>	<p>November General Election</p> <p>Approved Charter changes become effective January 1, 2013</p>	December

Marketing Plan for Charter Review Process

Goal: Educate the public about home rule charters and explain their opportunity to make suggestions for amendments or revisions to our home rule charter and provide a process for the public to submit their suggestions.

Techniques to educate and inform:

- **Web site** – Educational and informative information will be available from the main home page as a tab. The site will include the current charter, FAQs with scripted answers, PSA videos, meeting notices, an online survey for public participation.
- **PSA** – Channel 20 will prepare a series of PSAs to explain home rule charter and encourage public to participate in review process.
- **Online survey** – the public will be invited to evaluate the proposed charter revisions through an online survey that will be available from August through November 2011. Online survey results will be posted to the Web in December 2011.
- **Meeting with Palm Beach Post Editorial Board** – BCC Chair and County Administrator will meet with editorial boards to explain the charter review process to gain media support in informing and educating the public.
- **Press Conference** – a press conference will be held when the charter review Web pages are launched to bring attention to public participation.
- **Public Meetings** – Five public meetings for charter revision discussion will be held throughout the county: North, East Central, Central, South and West locations. Written surveys will be distributed at each meeting and results tabulated and posted to the Web site after each area meeting. Copies of our home rule charter will be distributed at meetings. Five paid advertisement will inform public of meeting dates, locations and time. A list of all meeting logistics will be posted to the Web and announced through press releases and twitter.
- **Speakers Bureau** - organizations will be encouraged to invite speakers who can explain the home rule charter and discuss charter review process.

Attachment # 2

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