

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: May 19, 2008

Date Submitted: May 2, 2008

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Jennifer Langston, Special Projects Coordinator

Subject: Board approval of Consultant Services Agreement with KS&A and related Scheduling of Workshop to Discuss Key Elements of the Proposed Charter.

### **Statement of Issue:**

This agenda item requests Board approval of finalizing agreement between Wakulla County and Kurt Spitzer & Associates Governmental Consultants. In addition, this agenda item requests Board approval of a workshop on June 2, 2008 at 4:00 p.m. with Mr. Kurt Spitzer to discuss the specific components of Wakulla County becoming a Charter County, contingent upon Board approved consultant services agreement.

### **Background:**

On May 5, 2008 the Board provided direction to draft a simple charter that presents Wakulla County Government as found in current State law and for staff to engage KS&A as consultants on this endeavor.

### **Analysis:**

On May 12, 2008 staff met with KS&A to discuss an agreement for services and the steps necessary to proceed with becoming a charter county.

The agreement provides for compensation of \$10,000 for consultant participation in six public meetings and the following activities: (Attachment 1).

- Assistance in setting schedule or timeline for the charter study project. Assist in identifying subjects and charter topics to be reviewed and discussed during each meeting or hearing. Prepare briefing documents for each meeting or hearing. Prepare draft agenda for each meeting or hearing.
- Maintain close and frequent contact with charter project point of contact designated as such by the county.
- Research and prepare briefing papers for charter study project. Identify issues for further review and examination. Perform additional research as directed.
- Assist in identifying persons from other charter jurisdictions to testify at hearings or meetings

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depending upon topic to be discussed. Assist in scheduling community leaders to address charter topic.

- Provide comparative information on charter counties to the county and other interested persons, as directed by the county.
- Staff and facilitate each meeting or hearing concerning the charter. Assist in building consensus concerning the charter process and charter document.
- Prepare sample charter language for review, based on decisions made by the county. If necessary, work with outside counsel or county attorney on legal issues related to the charter.
- Prepare draft charter, ballot title and ballot question for review by outside legal counsel/or the county attorney and consideration of the county, and final document to be prepared by selected legal counsel.
- Respond to questions and inquiries from members of the public, community leaders and area elected officials as necessary.

Becoming a Charter County by proposed ordinance requires two public hearings be held. In addition, the deadline for submitting ballot referendum language to the local Supervisor of Elections for the November 6<sup>th</sup> General election is approximately August 14th. Therefore, the timeframe for holding public meetings prior to adoption is shortened. It was also agreed that a schedule of community meetings and public hearings be publicly noticed to provide adequate notice and education to citizens.

A draft schedule of the proposed public meetings is provided below.

Charter County Communications

6/2/08	Workshop on Key Charter Elements-Board Chambers
6/23/08	Agenda Item Ratifying Workshop, Scheduling further meetings
7/10/08	Community Forum-Board Chambers
7/14/08	Community Forum-Location TBA Panacea/Sopchoppy
7/21/08	First Required Public Hearing to Approve Charter Ordinance
8/4/08	Second Required Public Hearing to Approve Charter Ordinance
8/14/08	SUBMITTAL of BALLOT LANGUAGE DUE

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**Options:**

1. Approve Consultant Services Agreement with KS&A.
2. Approve Workshop request for June 2, 2008.
3. Do Not Approve Consultant Services Agreement with KS&A and Do not approve Workshop request.
4. Board direction.

**Recommendation:**

Options 1 & 2.

**Attachments:**

1. Consultant Services Agreement