

EL DORADO COUNTY CHARTER



Birthplace of the Gold Rush

Charter Ratified November 8, 1994-Effective December 27, 1994
Includes Amendments
through **2016**

EL DORADO COUNTY CHARTER

(As Amended Through 2016)

The Charter for El Dorado County was ratified by majority vote at the election of November 8, 1994, and became effective when accepted and filed by the Secretary of State on December 27, 1994. This text includes the following amendments:

Ratified	Effective	Statutes Chapters	Charter Sections Affected
11/8/94	12/27/94	Stats. 1994 Chapter 18	202,210(c) 407, 408
11/7/95	1/26/96	Stats. 1996 Chapter 2	304(h), 404, 210(a)(11), 210(d), 504
6/02/98	7/29/98	Stats. 1998 Chapter 2	210(a)(3) 210(a)(9) 210(a) 210(c) 210(b)(6)
11/4/04	12/14/04	Stats. 2004 Chapter 16	202 203 205 210 (a)(b) 403
6/05/12	7/26/12	Stats 2012 Chapter 10	602
11/04/14	5/28/14	Stats 2015 Chapter 18 Chapter 19 Chapter 20	203 206 210(d)
06/07/16	08/02/16	Stats 2016 Preamble Chapter 10	Preamble 210(c)

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PREAMBLE

We, the people of El Dorado County, adopt the charter to provide a county government that is responsive to the public safety, infrastructure and other appropriate needs as to be provided by county government in a democratic and just manner.

The people expect that the business of the county will be conducted using equitable methods and that the results shall benefit no individual or group(s) of individuals to the detriment of the people.

[Amended by Charter Amendment ratified June 7, 2016, effective August 2, 2016; Stats. 2016, ch preamble]

ARTICLE I - POWERS OF THE ELECTORS

101. Elections

Except as otherwise provided in this charter, all elections to nominate or elect candidates and to vote on ballot questions shall be conducted pursuant to the general law of the State of California.

Candidates shall pay for the cost of their statement of qualifications in the ballot pamphlet unless the Board of Supervisors determines otherwise.

102. Initiative, Referendum, Recall and Charter Change

The electors of the county may by majority vote and pursuant to general law:

- a. Exercise the powers of initiative and referendum.
- b. Recall an elected officer who has held office for six months.
- c. Amend, revise or repeal this charter. The general law regarding adopting, amending, revising or repealing a charter apply except as follows:

If a majority of the electors voting at a general or special election vote in favor of the proposed charter or revised charter, it is deemed ratified and it takes effect when filed with the Secretary of State.

An amendment to an existing charter, or the repeal of an existing charter, may be proposed either by the Board of Supervisors or by a petition signed by at least 10% of the electors who voted at the last gubernatorial election. The amendment or repeal is placed before the voters at the next general or special countywide election. Alternatives may be voted on at the same election. If a majority of the electors voting at the election vote in favor of the amendment or repeal, it is deemed ratified and takes effect when filed by the Secretary of State.

If the provisions of two or more measures approved at the same election conflict, those of the measure receiving the highest affirmative vote shall prevail.

ARTICLE II - BOARD OF SUPERVISORS

200. Governing Body

The governing body of the county is a Board of Supervisors of five members elected by district.

201. Residence Requirements

A candidate for election as supervisor shall be an elector in the district and shall have resided in the district prior to nomination for election. Once elected to the office of supervisor, a person shall remain a resident in the district in which they

are elected or be deemed to have vacated the office.

202. Term of Offices

The term of office of supervisor is four years. Board members shall be limited to two consecutive terms. No person elected supervisor may serve as such for more than two successive four year terms. Any person elected to the office of supervisor to complete in excess of two years of a four year term shall be deemed, for the purpose of this section, to have served one full term upon the expiration of that term. No person having served two successive four year terms may serve as a supervisor until at least four years after the expiration of the second successive term in office. Any supervisor who resigns with less than two full years remaining until the expiration of the term shall be deemed, for the purpose of this section, to have served a full four year term. The above shall not disqualify any person from running for election to the Board of Supervisors for any term or terms which are not successive. The term of office commences at noon on the first Monday after the January 1st succeeding their election.

The supervisor for each of the First, Second and Third Districts shall be elected in 1996. The supervisor for each of the Fourth and Fifth Districts shall be elected in 1994.
[Amended by Charter Amendment ratified November 8, 1994, effective December 27, 1994; Stats. 1994, ch. 18; Amended by Charter Amendment ratified November 4, 2004, effective December 14, 2004, Stats. 2004, ch.16]

203. Filling of Vacancies

Whenever a vacancy occurs in the office of supervisor, the unexpired term shall be filled by election. If the vacancy occurs more than 90 days but less than 180 days before a scheduled primary, general, or special election, involving the district in which the vacancy has occurred, then the election to fill the vacancy shall be consolidated with the scheduled election. If the vacancy occurs more than 180 or less than 90 days before a scheduled primary, general, or special election involving the district in which the vacancy has occurred, then the vacancy shall be filled at a special election called by the Board of Supervisors to take place not less than 90 nor more than 180 days after the vacancy occurs. The special election shall be conducted in accordance with the provisions of general state law regarding special elections. The candidate with the highest number of votes shall be elected to fill the unexpired term.
[Amended by Charter Amendment ratified November 4, 2014, effective May 28, 2015, Stats.2015, ch.18]

204. Compensation

Compensation of supervisors shall be fixed by ordinance.

205. Setting of Meetings

The Board of Supervisors shall provide by ordinance for the frequency, manner and time of holding all regular and special meetings. The Board of Supervisors is encouraged to hold one meeting per calendar year in each supervisorial district.
[Amended by Charter Amendment ratified November 4, 2004, effective December 14, 2004, Stats.2004, ch.16]

206. Election of Officers

The Board of Supervisors, annually at the first meeting following the first Monday in January, shall elect a Chair, a Vice Chair and a Second Vice Chair. The Chair shall preside at all meetings. In the absence or inability to act of the Chair, the Vice Chair or Second Vice Chair shall act with all the authority of the Chair. The Board of Supervisors may adopt procedures governing the conduct of Board meetings and activities.
[Amended by Charter Amendment ratified November 4, 2014, effective May 28, 2015, Stats.2015, ch.19]

207. Quorum

Three members of the Board shall constitute a quorum for the transaction of business. No act of the Board shall be valid unless at least three members are present and concur, except in those instances in which the general law of the state requires a higher vote, in which instances the general law shall prevail.

208. Ineligibility for Appointments

No supervisor, during the term of office and for one year thereafter, shall be eligible for appointment to any El Dorado County office, position or employment for which a salary is paid. Salary does not include expense reimbursement.

209. Recall

Any supervisor is subject to removal from office by recall.

210. Powers and Duties

Except as provided for in subsection (c) herein below, the Board of Supervisors shall have all the powers and shall perform all the duties vested in it by the Constitution, general law, and this charter.

a. The Board shall:

(1) Adopt a statement of the goals of the county reflecting the quality and direction of the activities of county government for the enhancement of human and physical resources of the county. At least annually, prior to the end of the first quarter of the calendar year, the Board shall review the adopted goals and modify them as necessary.

(2) Appoint or remove the Chief Administrative Officer. At least once each year, the Board shall review and evaluate the Chief Administrative Officer's performance. The Board shall (1) review, and (2) accept, reject or modify all performance evaluations performed by the Chief Administrative Officer pursuant to section 304(h) of this charter.

(3) Appoint or remove members of boards and commissions. Except as otherwise provided for herein, or by superseding federal or state law, the members of all county boards and commissions shall serve at the pleasure of the Board of Supervisors. Except as otherwise provided for herein, non-elected department heads shall serve at the pleasure of the Board of Supervisors. Appoint, suspend, or remove all department heads except those for whose election or appointment this charter makes other provision. Appointments shall be made on the basis of executive and administrative qualifications as determined by screening and selection procedures comparable to those used for classified management personnel.

[Amended by Charter Amendment ratified June 2, 1998, effective July 29, 1998, Stats. 1998, Ch.2; Amended by Charter Amendment ratified November 4, 2004, effective December 14, 2004, Stats. 2004, ch. 16]

Appoint, suspend or remove all department heads except those for whose election or appointment this charter makes other provision. Appointments shall be made on the basis of executive and administrative qualifications as determined by screening and selection procedures comparable to those used for classified management personnel.

(4) Adopt the annual budget.

(5) Provide for the number, powers and duties of all appointed officers and employees.

(6) Establish by ordinance or resolution the compensation of other officers and employees.

(7) Provide for publication of the powers, duties, procedures and rules of operation of all county offices and departments and for public access to such publications.

(8) Take such measures as may be necessary to implement this charter.

(9) Adopt a uniform format that, as a minimum, shall provide for responses to findings and recommendations of reports of the Grand Jury pursuant to Section 933 et seq. of the Penal Code.

[Amended by Charter Amendment ratified June 2, 1998, effective July 29, 1998, Stats. 1998, ch.2]

(10) Adopt a policy as to financial participation paid by the county for its officers and employees in non-county organizations, and require public disclosure of the cost to the county of such participation.

(11) At least once each year, the Board shall review and evaluate the County Counsel's performance.
[Added by Charter Amendment ratified November 7, 1995, effective January 26, 1996; Stats. 1996, ch. 2]

(12) The Board of Supervisors shall adopt a policy and procedures for wide distribution of the Grand Jury Final Report and the Board of Supervisors Response to the Final Report.
[Added by Charter Amendment ratified June 2, 1998, effective July 29, 1998, Stats. 1998, ch.2]

b. The Board may:

(1) Create, abolish, consolidate, segregate, assign or transfer the powers and duties of any appointive office, department, division, board or commission to the extent not in conflict with this charter.

(2) Consolidate, segregate, assign or transfer the powers and duties of any elective office or division thereof to the extent authorized by general law and not in conflict with this charter.

(3) Appoint, suspend and remove a Clerk of the Board of Supervisors.

(4) Require periodic or special report of expenditures and costs of operation, examine all records and accounts and inquire into the conduct of any office, commission, department or other entity to which the county contributes funds.

(5) Require the attendance of any officer or employee of the county at any meeting of the Board for the purpose of information, advice and assistance.

(6) Enter into contracts for the performance of work when the Board of Supervisors, or other awarding authority designated in accordance with statutory authority, finds that independent contractors can more economically and feasibly perform work than County employees, or that specially skills are not expressly identified in County classifications, or that the ongoing aggregate of work to be performed is not sufficient to warrant addition of permanent staff.

Notwithstanding the provisions of this section, the County may enter into any contract or agreement in cases of emergency; or with or among any other governmental entities or agencies; or contracts which, by legislative authority, mandate the service be performed by independent contractors; or contracts necessary to protect against conflicts of interest or ensure independent, unbiased findings.

The Board of Supervisors shall adopt an ordinance specifying criteria for entering into such contracts, and specify when competitive bidding procedures for the award of such contracts shall be required.
[Amended by Charter Amendment ratified June 2, 1998, effective July 29, 1998, Stats. 1998, ch.2]

[Added by Charter Amendment ratified November 8, 1994, effective December 27, 1994, Stats. 1994, ch.18]
[Amended by Charter Amendment ratified June 2, 1998, effective July 29, 1998, Stats. 1998, ch.2]
[Added by Charter Amendment ratified November 7, 1995, effective January 26, 1996; Stats. 1996, ch. 2]
[Section 210(d) repealed by Charter Amendment ratified November 4, 2014, effective May 28, 2015, Stats. 2015, ch. 20]
[Section 210(c) repealed by Charter Amendment ratified June 7, 2016, effective August 2, 2016; Stats. 2016, ch 10]

211. Communications with Employees

Board of Supervisors' directions, recommendations or instructions to boards, commissions, department heads, or officers shall be by formal Board action. This section does not limit an individual Supervisor's right to obtain information or request advice or assistance in accordance with normal operating policies.

ARTICLE III CHIEF ADMINISTRATIVE OFFICER

301. Chief Administrative Officer

The Chief Administrative Officer is the chief executive officer of the county.

302. Appointment and Removal

The Chief Administrative Officer shall be appointed by the Board of Supervisors on the basis of executive and administrative qualifications and experience. The Chief Administrative Officer is evaluated by the Board, serves at its pleasure and may be removed at any time by an affirmative vote of three or more of its members.

303. Compensation

The Chief Administrative Officer's compensation shall be commensurate with the responsibilities of the chief administrative officer. The Chief Administrative Officer may not engage in any other business or occupation without the prior approval of the Board of Supervisors.

304. Duties

The Chief Administrative Officer shall be responsible to the Board of Supervisors for the proper and efficient administration of such of the affairs of the county as are or hereafter may be placed in the charge of the Chief Administrative Officer, or under the jurisdiction or control of the Chief Administrative Officer, pursuant to the provisions of this Charter, or of any ordinance, resolution or order of the Board of Supervisors. In addition to other powers and duties herein provided, the Chief Administrative Officer shall have the duty and power to:

a. Coordinate the work of all offices and departments, both elective and appointive, and devise ways and means to achieve efficiency and economy in all county operations.

b. Formulate and present to the Board plans to implement policies and accomplish goals established by the Board.

c. Recommend an annual budget after reviewing requests of all departments and agencies for which the Board is responsible or which request county funds.

d. Have responsibility for the administration of the budget after its adoption by the Board.

e. Provide for in-depth analysis and review of all county programs on a regular basis in such a manner that the Board may make policy decisions.

f. Provide and implement systems of adequate checks and controls to safeguard county money and property.

g. Work with all other government entities, federal, state, regional and local, in the best interest of the entire county.

h. On at least an annual basis, review and appraise the performance of all appointed department heads, except County Counsel, and submit the appraisal to the Board of Supervisors.

[Amended by Charter Amendment ratified November 7, 1995, effective January 26, 1996; Stats. 1996, ch. 2]

i. Coordinate the review and publication of a county long-range fiscal plan and the annual statement of goals as adopted by the Board of Supervisors.

305. Board Meetings

The Chief Administrative Officer or that person's designee shall attend any meeting of the Board of Supervisors, except that attendance at a meeting at which the Chief Administrative Officer's evaluation or removal is considered shall be at the Board's discretion, subject to the provisions of the Brown Act as amended.

ARTICLE IV DEPARTMENT HEADS, BOARDS AND COMMISSIONS

401. Powers and Duties

Department heads, boards and commissions shall have all the powers and shall perform all the duties vested in them by this charter, by ordinance, and by general law when not in conflict with this charter or with ordinances adopted pursuant to this charter. All department heads and officers of the county, both elected and appointed, shall cooperate with the Chief Administrative Officer so that the Chief Administrative Officer may achieve complete coordination of all county activities.

402. Elected Department Heads

The following department heads shall be elected:

- a. Assessor
- b. Auditor/Controller
- c. District Attorney
- d. Recorder/Clerk
- e. Sheriff/Coroner/Public Administrator
- f. Surveyor
- g. Treasurer/Tax Collector

The term of office of all elected officers is four years. The elected officers shall serve until their successors are qualified unless sooner removed as provided by this charter.

403. County Counsel

The Board of Supervisors shall appoint a County Counsel who shall have the same duties as a County Counsel appointed under the general law. The County Counsel shall serve for four years from the time of appointment. The four year term shall commence eighteen (18) months after each Presidential election. In the event that a vacancy occurs during a term, the Board of Supervisors shall promptly fill that vacancy for the remainder of the term. The Board of Supervisors may appoint an interim County Counsel for up to six (6) months while it is selecting a new County Counsel to fill the vacancy.

During a term, the County Counsel may be removed from office in the same manner as provided for under general law.

County Counsel shall not be entitled to the expectation of successive appointments. At least ninety (90) days prior to the end of a term, the Board of Supervisors shall notify the incumbent County Counsel if he or she will be appointed to a successive term. If such notification is given, the successive term will commence immediately upon completion of the prior term.

[Amended by Charter Amendment ratified November 4, 2004, effective December 14, 2004, Stats.2004, ch.16]

404. Appointed Department Heads

The position of department head shall be designated by ordinance. Department heads serve at the pleasure of their appointing authority, the Board of Supervisors. Department heads shall have and may delegate the power to appoint, supervise, suspend and remove all persons employed in their departments subject to the provisions of Article V. of this charter.

[Amended by Charter Amendment ratified November 7, 1995, effective January 26, 1996; Stats. 1996, ch. 2]

405. Boards and Commissions

County boards and commissions are those required by general law and those established by the Board of Supervisors by ordinance.

Members of all boards and commissions shall be county residents to the extent permitted by law. If a member required to be a resident ceases to reside in the county, the seat becomes vacant.

Whenever the county is required to, or invited to nominate or appoint a person to a board, commission, committee or other body, other than those established by El Dorado County, the jurisdiction of which affects only a region of the county, then the Board of Supervisors shall nominate or appoint a person who resides in that affected region. In the alternative, the Board of Supervisors may fill the position with a member of the Board whose district includes the affected region.

The Board of Supervisors, by ordinance, shall establish terms of office, conditions for removal from office, and may provide for the qualifications of members of boards and commissions and for their compensation.

406. Vacancies

The Board of Supervisors shall provide for public notice of vacancies on boards and commissions and of the method by which citizens may apply for appointments.

If a vacancy occurs in an elective office other than the Board of Supervisors, the Board shall fill it as provided by general law. The appointee shall hold office until the next general election.

407. Agriculture Commissioner/Sealer of Weights & Measures

The offices of Agricultural Commissioner and Sealer of Weights & Measures are consolidated. The appointment and employment of the Agriculture Commissioner shall be as provided for by general law. *[Amended by Charter Amendment ratified November 8, 1994, effective December 27, 1994; Stats. 1994, ch. 18]*

408. Probation Officer

The appointment and employment of the Probation Officer shall be as provided for by general law. *[Added by Charter Amendment ratified November 8, 1994, effective December 27, 1994; Stats. 1994, ch. 18]*

ARTICLE V - PERSONNEL

501. Policy

It shall be the policy of the county to recruit, select and retain the best qualified officers and employees, and to effect equal opportunity for all persons at all levels of county employment in accordance with provisions of the charter and pursuant to state and federal law.

The county shall appoint, evaluate, transfer, promote, compensate, discipline, and dismiss employees on the basis of job related qualifications, performance, merit, and equal employment opportunity.

Equality of employment rights shall not be abridged or denied to persons employed or seeking employment on the basis of race, creed, color, marital status (excluding nepotism), sex, sexual orientation, age, national origin, disability, religious or political opinion or affiliation, or any non job-related factor pursuant to state and federal law.

The Board of Supervisors shall establish and amend, by Resolution, Personnel Rules in accordance with this Charter to implement the foregoing policies and other provisions of this charter.

502. Civil Service

This section is enacted pursuant to provisions of Government Code 31100 et seq. for the purpose of

maintaining the limited Civil Service System for the county. The Civil Service System shall be limited to those matters and the jurisdiction defined and described in section 502.3.

The provisions of the county's limited Civil Service System shall apply to officers and employees who have achieved civil service status as provided for in the Personnel Rules adopted and as may be amended, by the Board of Supervisors or in any Memoranda of Understanding implemented in accordance with Government Code section 3500, et seq. (Meyer-Milias Brown Act), and who are not exempted from coverage as unclassified employees.

502.1 *Classified and Unclassified Employees*

The classified service consists of all positions in which employees have achieved civil service status except those positions designated as unclassified below.

The unclassified service consists of:

- a. elected county officers;
- b. appointed department heads;
- c. all appointed boards, committees and commissions;
- d. all persons serving without compensation (compensation does not include incidental fees and expenses);
- e. casual patient and inmates at county institutions;
- f. the following administrative personnel charged with making policy decisions: Deputy Director of Welfare; Undersheriff; The Undersheriff shall have the right to return to a former classified position in accord with county ordinance;
- g. any person holding a confidential position to each member of the Board of Supervisors;
- h. persons employed to render professional, scientific, technical or expert services on a temporary basis for a specific project;
- i. persons covered under State Merit Systems;
- j. persons employed as independent contractors pursuant to contracts, as authorized by the Board of Supervisors.
- k. persons otherwise excluded by operation of law.

The Board of Supervisors shall have the right for good cause and after written notice to affected parties, to make "de minimis" changes which amend the foregoing list.

502.2 *Civil Service Commission*

The Board of Supervisors shall appoint a Civil Service Commission in the County of El Dorado. The Civil Service Commission shall consist of five members, one nominated by each supervisor and appointed by the Board of Supervisors. Each member of the Commission shall be a qualified elector of the county and not an employee or officer of the county. The term of each Civil Service Commissioner shall be coterminous with the term of the nominating supervisor. Members may only be removed during a term by the Board of Supervisors for neglect of duty, malfeasance or misconduct in office, or other good cause shown.

The Civil Service Commission may designate one or more of its members or a neutral hearing officer, if agreed upon by the parties, to hear appeals within the purview of the Commission subject to the provisions of section 502.3.

The Civil Service Commission shall prescribe and maintain Commission Procedures, approved by

resolution of the Board of Supervisors, which provide for the orderly conduct of the Commission's business.

502.3 Scope of Authority of Civil Service Commission

The Civil Service Commission shall hear only the following matters:

- (a) discipline of classified employees with permanent status;
- (b) complaints of unlawful discrimination in personnel matters;
- (c) Other matters as may be provided for in the Personnel Rules, Memoranda of Understanding between the county and representing employee organizations, or Board Policy.

502.4 Disciplinary Actions

Any officer or employee in classified civil service who, in accordance with the Personnel Rules, has achieved civil service status, may be dismissed, suspended without pay, or reduced in rank or compensation by the appointing authority. Such action shall be taken in accordance with procedures set forth in the Personnel Rules and shall include provision of written notice of the proposed action, the location of all written material, reports or documents upon which the action is based, and the right of the employee to respond orally or in writing. Employees in classified service may appeal the final determination of the appointing authority to the Civil Service Commission. The Commission shall, upon request of the employee, order a hearing in accordance with procedures set forth in the Personnel Rules and the Commission's Procedures.

The Commission may either affirm, modify or revoke the decision of the appointing authority in disciplinary actions. The findings and decision of the Commission or authorized designee shall be final and binding, shall be certified to the department head or officer whose action was the subject of the hearing, and forthwith enforced and followed by the department head or officer.

502.5 Other Remedies

The Civil Service Commission may, in appeals of discrimination complaints or other matters as provided for in section 502.3, have the authority to direct remedial actions as provided for in rules provided for by the Board of Supervisors or as provided by Memoranda of Understanding or agreement of the parties.

502.6 Subpoenas

The Chair of the Civil Service Commission, or a designee authorized by the Commission Procedure Rules, shall have the power to issue subpoenas and subpoenas duces tecum. Compensation for persons subpoenaed shall be as provided for in the Commission's Rules.

This power shall be exercised and enforced in the same manner as the subpoena power granted to the Board of Supervisors in the California Government Code, except that the power shall extend only to matters within the Commission's lawful jurisdiction.

Witnesses subpoenaed by the Commission shall be paid fees in the same amount and in the same manner as provided for in the California Government Code.

Subpoenas shall be signed by the chairman or secretary of the Commission.

Any member of the Commission, or any member otherwise so empowered may administer oaths to, or take affirmations from, witnesses before the Commission.

503. Compensation of Elected Officials, Officers and Employees

Compensation for elected officials, officers and employees shall be prescribed by the Board of Supervisors by Ordinance, Resolution or Memoranda of Agreements.

504. Sheriff's Salary Limitation

The Sheriff's Salary initiative, commonly known as Measure A, and passed by a majority of the voters at a general election on November 7, 1972, is hereby repealed.

The Board of Supervisors shall, at least annually determine the existing average salaries for the South Lake Tahoe Police Department, Amador County Sheriff's Department and the California Highway Patrol for each class of position employed by said agencies. Effective on the first day of January of each year after this charter provision first becomes effective, the Board of Supervisors shall adjust and determine that the average salary for each class of position as set forth herein be at least equal to the average of the salaries for the comparable positions in the South Lake Tahoe Police Department, Amador County Sheriff's Department and the California Highway Patrol.

As used herein, the term "comparable class of position" shall mean a group of positions substantially similar with respect to qualifications or duties or responsibilities using the following positions as guidelines:

Undersheriff
Captain
Lieutenant
Sergeant
Deputy Sheriff
Clerk

The provisions of this section shall prevail over any otherwise conflicting provisions of this charter or general law which may relate to salaries of County officers or employees who are not elected by popular vote.

[Amended by Charter Amendment ratified November 7, 1995, effective January 26, 1996; Stats. 1996, ch. 2]

ARTICLE VI - FINANCE

601. County Preference

When the combinations of price, quality, terms and conditions of sale are substantially equal, the county shall give preference to vendors located within the County of El Dorado for the purchase of goods and supplies.

602. Contract Administration

The Board of Supervisors shall not authorize the payment of money or other compensation for the performance of any service or function by a private entity except pursuant to a written contract meeting all legal requirements for county contracts as established by the Board of Supervisors. Each contract shall identify the county officer or employee with responsibility for administering the contract.

The Board of Supervisors, by ordinance, may allow the procurement of services or functions costing less than \$10,000 without having a written contract. Such ordinances shall specify alternate procedures for processing and documenting such purchases.

ARTICLE VII - GENERAL

701. *Charter Review*

The Board of Supervisors shall convene a Charter Review Committee within two (2) years of the effective date of this charter and within five (5) years of the last charter review thereafter. The committee shall review the charter and, after at least two (2) public hearings, make recommendations for amendments to or revisions of this charter to the Board.

702. *General Law Governs*

Unless otherwise set forth in this charter, the general laws set forth in the Constitution of the State of California and the laws of the State of California shall govern. To the extent allowed under the California Constitution and state laws this Charter shall supersede state laws inconsistent with the Charter, except as herein specifically provided. To the extent County initiatives or ordinances are inconsistent with the provisions of this Charter, such initiatives and ordinances are repealed and the provisions of this Charter shall control.

703. *Grand Jury*

Every county officer and employee shall cooperate in providing the Grand Jury with any requested information or documents; except when disclosure is prohibited by law. The Board of Supervisors shall establish the format for county responses to the Grand Jury report.

704. *Implementation of Charter Duties*

The mandatory provisions of this charter shall be carried out as expeditiously as is possible