

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

528



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
**March 23, 2015**

**SUBJECT:** Classification recommendation for County Airport Manager and County Fair Manager job classification and amend Ordinance No. 440 pursuant to Resolution No. 440-8995 submitted herewith. [District- All] [Total Cost - \$0] [Department Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the addition of a County Airport Manager and County Fair Manager job classification and amend Ordinance 440 pursuant to Resolution No. 440-8995.

**BACKGROUND:**

**Summary**

The following recommendation is the result of a classification request from Riverside County's Economic Development Agency (EDA) to develop two new job classifications, County Airport Manager and County Fair Manager.

Departmental Concurrence

Michael T. Stock  
Asst. County Executive Officer/  
Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b> Department Budget	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 2014/15

**C.E.O. RECOMMENDATION:**

APPROVE

BY:

County Executive Office Signature

Lani Siason

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as recommended, and that Resolution 440-8995 is adopted as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: April 7, 2015  
xc: H.R.

Kecia Harper-Ihem  
Clerk of the Board

By: Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

**3-21**

- Positions Added
- Change Order
- A-30
- 4/5 Vote

**DATE: March 23, 2015**

**PAGE: 2 of 3**

**BACKGROUND:**

**Summary (continued)**

**CREATION OF TWO NEW JOB CLASSIFICATIONS**

The Human Resources Department conducted a recent Classification Study of EDA's Aviation and Fair and Date Festival divisions to assess EDA's business needs and evaluate the work scope of the two positions classified as Principal Development Specialists. The study validated EDA's requirement of two management positions and confirmed the Principal Development Specialist job classification concept is limited to full scope supervision, program/project management, and does not provide for management operational oversight authority. The proposed job classification concepts of the County Airport Manager and County Fair Manager (Attachments B and C) will provide the appropriate management level authority to meet EDA's business objectives.

**County Airport Manager**

EDA's Aviation Division is responsible for operating and maintaining five county owned airports: Chiriaco Summit, French Valley, Hemet-Ryan, Jacqueline Cochran, and Blythe. Riverside County's airport services include on-field fuel services, hangar rentals, flight school, ground transportation, support services for recreational flyers, business development assistance to relocating or expanding businesses, property management, hosting County sponsored airshow events. EDA's Aviation Division currently has a designated Principal Development Specialist to oversee all County owned airport operations and aviation services, year round airport facilities maintenance through subordinate staff and ensure adherence to airport safety regulations in accordance with Federal Aviation Airport (FAA) standards. The incumbent classified as a Principal Development Specialist oversees eight professional, clerical/technical staff, and service/maintenance workers.

The proposed new job classification of County Airport Manager (Attachment B) provides for the appropriate management responsibilities, operational oversight, and requisite technical knowledge of federal and state rules and regulations governing general aviation operations.

**County Fair Manager**

EDA's Fair and Date Festival Division is responsible for overseeing all aspects of the County Fair and National Date Festival, more than 40 annual events, year round operations and maintenance of the fairground, and on-site satellite facilities. The fairground is comprised of over 120 acres of facilities, including multi-structure commercial space. The Annual County Fair and National Date Festival attracts approximately 300,000 visitors and over 300 commercial vendors and entertainers. EDA has designated a Principal Development Specialist to provide 'Director level' event planning services in support of the Annual County Fair, and other significant interim events, e.g. the Family Motor Coach Association Rally, various car shows, and satellite wagering. The Principal Development Specialist oversees the County Fair and unit staff comprised of eight professional, clerical/technical and fairground service maintenance workers, and provides functional direction to approximately 115 temporary workers and hundreds of contract vendors who support the annual fair.

The proposed new job classification of County Fair Manager (Attachment C) provides for the appropriate authority to plan, organize and oversee daily operational responsibilities. The primary duties require management of subordinate staff and the capability to oversee and monitor division budgets. Leadership duties include coordinating the efforts of cross functional teams and internal/external key stakeholders, e.g. Fair Advisory Board and other community interest groups to ensure adequate staffing levels to meet EDA's organizational objectives. EDA's Fair and Date Festival staff's additional year round duties and responsibilities include promotional marketing, contract management negotiation, full scope management, County fairground operations and facilities maintenance.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Classification recommendation for County Airport Manager and County Fair Manager job  
classification and amend Ordinance No. 440 pursuant to Resolution No. 440-8995 submitted herewith.  
[District- All] [Total Cost - \$0] [Department Budget]  
DATE: March 23, 2015  
PAGE: 3 of 3

**CLASSIFICATION ADDITION:**

The Human Resources Department recommends the job classifications of County Airport Manager and County Fair Manager be added to Riverside County's Classification Plan. The proposed salaries are based on external market data and an internal parity review of EDA management job classifications with a similar work scope (Attachment D).

**County Airport Manager:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 668/L17 (\$87,329 - \$133,566). This request is only to add the classification and there is no immediate financial impact associated with this request.

**County Fair Manager:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 668/L17 (\$87,329 - \$133,566). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Impact on Residents and Businesses**

None

**ATTACHMENTS:**

- A. **Resolution No. 440-8995**
- B. **County Airport Manager Job Classification Specification**
- C. **County Fair Manager Job Classification Specification**
- D. **External Salary Survey of Comparables**

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RESOLUTION NO. 440-8995

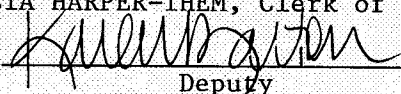
BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 7, 2015, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74219	+	County Airport Manager	MRP 668/L17
74216	+	County Fair Manager	MRP 668/L17

ROLL CALL:

Ayes: Jeffries, Washington, Benoit and Ashley  
Nays: None  
Absent: Tavaglione

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board  
By  Deputy

/kc  
02/19/2015  
440 Resolutions\KC



## COUNTY AIRPORT MANAGER

Class Code: 74219

COUNTY OF RIVERSIDE

Established Date: Apr 16, 2015

Revision Date: Apr 16, 2015

### SALARY RANGE

\$41.99 - \$64.21 Hourly  
\$7,277.38 - \$11,130.50 Monthly  
\$87,328.59 - \$133,565.95 Annually

### CLASS CONCEPT:

Under general direction, plans, organizes, and manages the daily operations of an assigned County airport and/or group of airports; provides direction to assigned staff responsible for contract grant administration and promoting the use of County airport facilities; and performs other related duties as required.

The County Airport Manager is a single position class reporting to executive management and is characterized by a high degree of independence in the application of responsibilities pertaining to the management of the County airports.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(B) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

**REPRESENTATION UNIT:** Management

### EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Direct daily airport operations, including the enforcement of ground traffic rules and regulations, airport safety, and the efficient and cooperative provision of services to the public.
- Assist in formulating and implementing long-range plans for the development and use of County airport facilities; make recommendations to senior management regarding the planning, promotion, development, and use of facilities.
- Provide direction to technical and professional staff responsible for conducting inspections of airport facilities; ensure compliance of standard operating procedures, applicable safety policies and procedures, CAL OSHA, Federal Aviation Administration (FAA), and pertinent codes, rules, and regulations.
- Confer and coordinate with federal, State, and local officials on general aviation and airport matters; represent the department at meetings, conferences, and hearings.
- Oversee the preparation of grant proposals to federal and State funding agencies for capital improvement projects; provide financial and compliance reports; prepare service agreements and other relevant documentation.

- Facilitate through subordinate staff, the promotion, and development of facilities on airport property; ensure sustainable revenue source and compliancy of funding agencies' requirements.
- Review proposed or adopted legislation to determine impact on airport operations and make recommendations as appropriate.

**RECRUITING GUIDELINES:**

Education: Possession of a Bachelor's degree from an accredited college or university, preferably with major coursework in business or public administration, marketing, communications, or a related field. Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.

Experience: Four years of experience working in a staff, administrative, or management capacity performing program management, public relations, marketing and promotional activities in connection with county airports, or the use of major facilities or venues, including amusement parks, raceways/tracks, and similar public gathering places or concessions.

Knowledge of: Federal and State rules and regulations governing general aviation operations; appropriate property management and standard operating procedures; methods and proper use of materials, equipment, maintenance repair, and construction of airport buildings and grounds, including runway lighting systems, taxiway, sewer, and water systems.

Ability to: Effectively deal with the public; manage technical, professional staff, and contract personnel or lessees; maintain accurate records and reports; analyze and deal with emergency situations; maintain equipment and facilities; perform short-term and long-range airport maintenance and improvements in accordance to County mandates; federal, State, and local regulations; manage multiple priorities through effective project management.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

# **ATTACHMENT C**



## COUNTY FAIR MANAGER

Class Code: 74216

COUNTY OF RIVERSIDE

Established Date: Apr 16, 2015

Revision Date: Apr 16, 2015

### **SALARY RANGE**

\$41.99 - \$64.21 Hourly

\$7,277.38 - \$11,130.50 Monthly

\$87,328.59 - \$133,565.95 Annually

### **CLASS CONCEPT:**

Under general direction, plans, organizes, and manages the administration of the annual County Fair; directs and coordinates the continuing operation of the fairground and its facilities on a year round basis; and performs other related duties as required.

The County Fair Manager is a single position class reporting to executive management and is characterized by a high degree of independence in the application of responsibilities pertaining to the management of the County Fair. This position is responsible for developing and monitoring the annual budget, and promoting an effective relationship between the County Fair Advisory Board and the local community.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 (B) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manager other employees or programs, and have significant influence on the achievement of organizational objectives.

**REPRESENTATION UNIT:** Management

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plan, assign, and evaluate the work of County Fair staff and various units of the County Fair operation.
- Manage the preparation of the annual budget and direct recordkeeping of financial accounts and associated activities; negotiate contracts for concessions and special events.
- Plan for and coordinate the rental of commercial exhibit space; oversee fiscal monitoring of contracted agencies.
- Manage and coordinate the activities of various units of the County Fair operation; formulate rules and health/safety regulations for exhibitors and the public.
- Oversee the coordination of and provide for adequate police, fire, first aid, and sanitary facilities; disseminate information concerning the County Fair and related programs to the media and the community.



- Select, appoint, and train subordinate personnel, both regular and temporary.
- Promote and monitor use of the fairground facilities; speak before various community groups; prepare a variety of reports and correspondence.

**RECRUITING GUIDELINES:**

Education: Possession of a Bachelor's degree from an accredited college or university, preferably with major coursework in business or public administration, marketing, communications, or a related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

Experience: Four years of experience working in a staff/administrative or management capacity performing program/event coordination or management, public relations, marketing, and promotional activities in connection with county or state fairs, or the use of auditoriums and other major facilities or venues including amusement parks, raceways/tracks and similar public gathering places or concessions.

Knowledge of: Modern administrative procedures; considerable knowledge of effective maintenance procedures; working knowledge of the preparation and analysis of financial and statistical records and reports.

Ability to: Manage and administer the work of office and maintenance personnel; coordinate the activities of the fair with internal/external groups and organizations; create and maintain effective public relations.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

# **ATTACHMENT D**

# External Market Survey Data

Jurisdiction		Title	Annual		Riv Co Class Code: 74219	
			Min Base Salary	Max Base Salary	Range (\$)	Range (%)
San Diego County	Airport Manager		\$70,741	\$85,987	\$15,246	22%
San Bernardino County	Airport Manager		\$63,045	\$86,757	\$23,712	38%
Ventura County	Deputy Director of Airports		\$86,212	\$120,697	\$34,485	40%
County Mean:			\$73,333	\$97,814	\$24,481	
County Median:			\$70,741	\$86,757	\$23,712	
<b>Riverside County</b>	<b>*County Airport Manager</b>		<b>\$87,329</b>	<b>\$117,679</b>		35%
Dollar Difference from Mean:			\$13,996	\$19,865		
Percentage difference from Mean:			19.09%	20.31%		
Dollar difference from median:			\$16,588	\$30,922		
Percentage difference from median:			23.45%	35.64%		

**Notes:** \*The proposed County Airport Manager max salary range reflects base salary only and does not include the 13.5% or 5 steps added to the top of the base salary range for Performance Recognition Plan (PRP). The max base salary plus the PRP Incentive Range = \$133,566. Based on an internal parity review, the proposed salary of the County Airport Manager is comparable to EDA's Development Manager (JC:74297) job classification.

Run Date: 3/23/2015

Date Prepared/Revised: 3/23/2015

By: VN

# External Market Survey Data

Jurisdiction	Title	Annual		Riv Co Class Code: 74216	
		Min Base Salary	Max Base Salary	Range (\$)	Range (%)
Los Angeles	Marketing Specialist	\$86,231	\$113,100	\$26,869	31%
San Bernardino County	Economic Development Manager	\$74,506	\$95,306	\$20,800	28%

County Mean: \$80,369 \$104,203 \$23,835

County Median: \$80,369 \$104,203 \$23,835

**\*County Fair Manager \$87,329 \$117,679 35%**

Dollar Difference from Mean: \$6,961 \$13,476

Percentage difference from Mean: 8.66% 12.93%

Dollar difference from median: \$6,961 \$13,476

Percentage difference from median: 8.66% 12.93%

\*The proposed County Fair Manager max salary range reflects base salary only and does not include the 13.5% or 5 steps added to the top of the base salary range for Performance Recognition Plan (PRP). The max base salary plus the PRP Incentive Range = \$133,566. Based on an internal parity review, the proposed salary of the County Fair Manager is comparable to EDA's Development Manager job classification (JC:74297).

**Notes:**

Run Date: 3/23/2015

Date Prepared/Revised: 3/23/2015

By: VN

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** GARRY GRANT

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** AP, 7TH <sup>015</sup> **Agenda #** ~~3-2~~ (3-21)

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**  
\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**        \$   **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Paul Jacobs

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** Temecula **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** 4/7/15 **Agenda #** 3-21

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below.

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

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