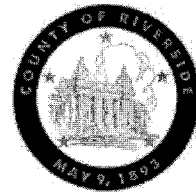


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
9.1
(ID # 3773)

MEETING DATE:

Tuesday, March 7, 2017

FROM : TRANSPORTATION AND LAND MANAGEMENT AGENCY (TLMA):

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY (TLMA): Public Hearing on Amendments to Ordinance 671 to change the productive hourly rate for Deposit Based Fees (DBF) and Code Enforcement Cost Recovery rates [All Districts]; [\$0 -100% TLMA Admin Funds]

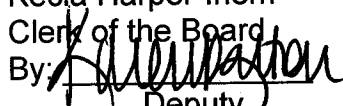
RECOMMENDED MOTION: That the Board of Supervisors:

1. Hold a public hearing on March 7, 2017 on the proposed productive hourly rates for Deposit Based Fees (DBF) and Code Enforcement Cost Recovery rates for the Transportation and Land Management Agency (TLMA) Departments of Counter Services, Building & Safety, Planning, Transportation and Code Enforcement. At the conclusion of public hearing, adopt the proposed productive hourly rates for Deposit Based Fees (DBF) and Code Enforcement Cost Recovery rates; and
2. Authorize the use of \$300,000 in abandoned grading security deposits to partially offset Building and Safety Department Increases.

ACTION: Policy

On motion of Supervisor Jeffries, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: March 7, 2017
xc: TLMA

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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

BACKGROUND:

Summary

The Transportation and Land Management Agency (TLMA) utilizes hourly Deposit Based Fees (DBF) to recover staff costs associated with processing development applications. DBF rates are established based on a grouping by job classifications for the Transportation, Counter Services, Planning, and Building & Safety work groups.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$7,500	\$0	\$7,500	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: TLMA Admin Funds			Budget Adjustment: No	
			For Fiscal Year: 16/17	

C.E.O. RECOMMENDATION: Approve

Summary Continued:

TLMA has not increased the DBF rates since January of 2013 (FY12-13). The rate increase in FY12-13 was between zero percent (0%) and two percent (2%) for each TLMA department, with a weight adjusted average of 1% for TLMA's DBF Program overall. The attached Executive Overview (Attachment D) provides detailed background on historical DBF rates and the factors that are leading to the current proposed rate increase.

Over the last several years, TLMA has been able to avoid DBF rate increases through achieving cost efficiencies, staffing reductions in certain areas, and use of reserves. We are now at a point where we can no longer continue this approach, and recommend that the Board consider increases that average 5.9% across the different TLMA Departments. Going back 11 years to FY 05/06 the annualized average DBF increase is about 1% annually.

With the goal of becoming more "Business Friendly", the Board and Executive Office have supported a stable General Fund contribution to Planning (staying flat in the FY 16/17 proposed budget). By using this level of General Fund support to pay primarily for Planning functions that are overall County responsibilities (such as the General Plan update and Housing Element, and long-range planning initiatives in certain areas of the County), TLMA is able keep our Planning Department rates flat (the exception being the rates for a small number of specialist positions described below, which are well below the Planner rates).

General Fund support revenue has allowed TLMA Planning to maintain current rates. However, increased financial impact on other TLMA departments that do not receive General Fund support, such as Transportation and Building & Safety, is leading to proposed

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

rate increases. The proposal is for Building and Safety to utilize \$300,000 in fund balance from abandoned grading security deposits in order to reduce the size of the increases. These abandoned security deposits stem from security agreements entered into prior to 2007 between Development Applicants and Building and Safety that were executed to delay a condition of approval to satisfy grading requirements. Under the security agreements, the cost of completing the work necessary to satisfy the condition was deposited with Building and Safety. Building and Safety has made several efforts to contact applicants with abandoned deposits to return the funds to them where appropriate.

The rates schedule shown in Attachment A show an increase of between 2.2% and 12.2% for each Non-General Fund supported TLMA department, resulting in an adjusted overall average of 5.9% for the DBF Program overall. Due to prior year staffing reductions in the Planning and Environmental Program Departments, TLMA has merged the two departments together into a single budget unit for FY15/16 and beyond. With this consolidation, Environmental Program Department's Ecological Resource Specialist, Geologist and Archaeologist positions are consolidated into the Planning Department's rate structure with a new Specialist classification. It should be noted that the calculated Planning Department Supervisory overtime rate is \$219, but we are proposing to leave this flat at the current rate of \$206.

The Auditor-Controller has approved the methodology for development of the rates. The rate changes are exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(A) (1) of the CEQA Guidelines.

The Code Enforcement Productive Hourly Rate is applied to all Cost Recovery cases and is intended to help fully recover all costs on cases where efforts to achieve voluntary compliance are unsuccessful. Cost savings to comply with reductions in General Funding since 2007 have been achieved through reductions in staffing, consolidation of offices, deferment of replacement vehicles and equipment purchases, and other cost reduction strategies. The number of Code Enforcement employees now stands at 66, down from 147 in FY07-08, including a significant staffing reduction in FY 12/13 through layoffs. Code Enforcement has held the rates flat for the past eight (8) years, since FY 06/07. The rates schedule shown in Attachment B shows a proposed increase of 9.0%.

Impact on Residents and Businesses

Development applicants will see increased fees in the Transportation, Counter Services, and Building and Safety work groups, and no change for Planning other than the specialist positions. The overall average increase is 5.9%.

Code Enforcement continues to work with the public at large and business owners on "compliance first" based strategies. Where enforcement does become necessary, the goal is to

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

achieve reasonable and full cost recovery so noncompliance is not subsidized by the General Fund. The Senior Code Officer Rates have been combined with the Management/Supervisory classification given the overall reduction in staffing levels.

SUPPLEMENTAL:

Additional Fiscal Information

The proposed rate increases are reasonable, given that they have not been adjusted since FY 12/13 (for DBF) and FY 06/07 (for Code). The expected budget increase in revenues from the rate increase is approximately \$1.04 Million (not including Code Enforcement). TLMA intends to bring annual rate adjustments to the Board for consideration in future fiscal years. The update cost approximately \$7,500, which were funded 100% by TLMA Admin Funds.

Contract History and Price Reasonableness

As part of this proposal, staff is recommending that we shift nine development case types from DBF to flat fees by Ordinance Updates. TLMA currently has 64 flat-fee cases types (mainly Building and Safety permits); this proposal would increase the number of flat fee cases to 73. The case types being proposed for this shift constitute minor projects that are less complex and generally more predictable to process within a certain time and cost structure. They constitute projects that are generally associated with site improvements done by existing residents and businesses, such as processing accessory structures, parcel mergers, lot line adjustments, etc. Switching to flat fees on these nine cases will provide a more defined, predictable cost to process for these less complex cases (Attachment C).

Based upon County Counsel's review, changing the Deposits Based Fees (DBF) to Flat Fee would likely require an amendment to Ordinance 671 and Ordinance 348. The Board action today is the first step to initiate the flat fee ordinance changes, which will involve public hearings and subsequent review of the proposed flat fee changes. As part of that public hearing process (which will be a separate future hearing from the DBF hearing), staff will make a presentation on how the proposed flat fee rates compare to other jurisdictions.

ATTACHMENTS:

- A. Proposed DBF Rates
- B. Proposed Code Enforcement Rates
- C. Proposed Conversion of DBF to Flat Fee
- D. Executive Overview

Attachment A

Proposed DBF Rates - FY16/17

DEPARTMENT	CLASS	FY 12/13 Approved REG. RATE	FY 12/13 Approved OT RATE	FY 16/17 Proposed REG. RATE	FY 16/17 Proposed OT RATE	\$ Increase/ (Decrease)	% Increase/ (Decrease)
TRANSPORTATION	CLERICAL	52	62	56	68	4	7.7%
	MGMT/SUPERVISORY	175	206	187	221	12	6.9%
	PROFESSIONAL	134	158	147	177	13	9.7%
	TECHNICAL	98	116	110	131	12	12.2%
	SPECIALIST - SURVEYOR	141	159	153	179	12	8.7%
		600		653		53	8.9%
COUNTER SERVICES	SINGLE SERVICE RATE	97	112	103	120	6	6.2%
PLANNING	CLERICAL	N/A	N/A	55	66	N/A	N/A
	MGMT/SUPERVISORY	187	206	187	206	0	0.0%
	PROFESSIONAL	179	200	179	200	0	0.0%
	SPECIALIST	110	121	120	142	10	9.1%
			476		541		
Environment Programs Dept.	CLERICAL	54	65	N/A	N/A	N/A	N/A
	MGMT/SUPERVISORY	188	207	N/A	N/A	N/A	N/A
	TECHNICAL	96	106	N/A	N/A	N/A	N/A
	SPECIALIST - ECOLOGICAL RESOURCE SPEC/SR.	110	121	N/A	N/A	N/A	N/A
			448				N/A
BUILDING & SAFETY ²	CLERICAL	54	65	56	66	2	3.7%
	MGMT/SUPERVISORY	186	205	198	231	12	6.5%
	PROFESSIONAL	179	200	183	206	4	2.2%
	TECHNICAL	148	162	163	180	15	10.1%
			567		600		33
		1.01%				Weighted Avg	5.87%

¹ Environmental Program Department is merged with Planning Department in FY15/16

² B & S will need to draw \$300K from their Fund Balance to achieve revenue target

Attachment C

Proposed Conversion of DBF to Flat Fee

Department	Workflow Type	Acronym	Description	Proposed Additional Flat Fee Change
Building & Safety	Accessory Structure	ACB1	Accessory Building (1,000 Sq. Ft. or less)	\$1,417.00
Building & Safety	Accessory Structure	ACB3	Accessory Building (1,001 to 3,000 Sq. Ft.)	\$1,672.00
Building & Safety	Accessory Structure	ADDF1	Room Addition (1,000 Sq. Ft. & Under)	\$1,863.00
Planning	Parcel Merger	CPM	Certificate of Parcel Merger	\$823.00
Planning	Lot Line Adjustment	LLA	Lot Line Adjustment	\$2,113.00
Planning	Seasonal, Minor Plot Plans	TOE	Seasonal, Minor Plot Plans	\$785.00
Trans/Survey	Road Dedication	SUR/ACPT	Acceptance of non accepted dedications, typical for access compliance.	\$1,800.00
Trans/Survey	Record of Survey	ROS	Record of Survey for deed lots	\$780.00 for 1 page, \$300 for each additional page.
Trans/Survey	Certification of Compliance	COC 1	Unconditional	\$650.00



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1ST FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

February 15, 2017

THE DESERT SUN
ATTN: LEGALS
P.O. BOX 2734
PALM SPRINGS, CA 92263

E-MAIL: legals@thedesertsun.com
FAX: (760) 778-4731

RE: **NOTICE OF PUBLIC HEARING:** Deposit Based Fee (DBF) Productive Hourly
Rates for FY 16-17

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME on Sunday,
February 19, 2017.**

We require your affidavit of publication immediately upon completion of the last
publication.

Your invoice must be submitted to this office in duplicate, **WITH TWO CLIPPINGS OF
THE PUBLICATION.**

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

Cecilia Gil

Cecilia Gil, Board Assistant to
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: Email, TDS-Legals <legals@thedesertsun.com>
Sent: Wednesday, February 15, 2017 8:43 AM
To: Gil, Cecilia
Subject: RE: FOR PUBLICATION: Deposit Based Fee (DBF) Productive Hourly Rates FY 16-17

Good Morning, ☺

Ad received and will publish on date(s) requested.

Charlene Moeller | Customer Care Representative / Legals

The Desert Sun Media Group
750 N. Gene Autry Trail, Palm Springs, CA 92262
t 760.778.4578 | f 760.778.4528 e: legals@thedesertsun.com

Lobby hours are 9am-noon (closed for lunch) 1:30p-4pm

This email and any files transmitted with it are confidential and intended for the individual to whom they are addressed. If you have received this email in error, please notify the sender and delete the message from your system

From: Gil, Cecilia [mailto:CCGIL@RIVCO.ORG]
Sent: Wednesday, February 15, 2017 8:31 AM
To: Email, TDS-Legals <legals@thedesertsun.com>
Subject: FOR PUBLICATION: Deposit Based Fee (DBF) Productive Hourly Rates FY 16-17

Good morning!

Notice of Public Hearing, for publication on Sunday, Feb. 19, 2017. Please confirm. THANK YOU!

Cecilia Gil

Board Assistant
Clerk of the Board of Supervisors
4080 Lemon St., 1st Floor, Room 127
Riverside, CA 92501
(951) 955-8464 Fax (951) 955-1071
Mail Stop# 1010
ccgil@rivco.org
<http://rivcocob.org/>



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OFFICE OF
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1st FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
PHONE: (951) 955-1060
FAX: (951) 955-1071

KECIA HARPER-IHEM
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR
Assistant Clerk of the Board

February 15, 2017

THE PRESS ENTERPRISE
ATTN: LEGALS
P.O. BOX 792
RIVERSIDE, CA 92501

E-MAIL: legals@pe.com
FAX: (951) 368-9018

RE: **NOTICE OF PUBLIC HEARING: Deposit Based Fee (DBF) Productive Hourly Rates for FY 16-17**

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME on Sunday, February 19, 2017.**

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Sincerely,

Cecilia Gil

Cecilia Gil, Board Assistant to
KECIA HARPER-IHEM, CLERK OF THE BOARD

Gil, Cecilia

From: Legals <legals@pe.com>
Sent: Wednesday, February 15, 2017 8:49 AM
To: Gil, Cecilia
Subject: Re: FOR PUBLICATION: Deposit Based Fee Productive Hourly Rates for FY 16-17

Received for publication on 2/19. Proof with cost to follow.

Nick Eller

Legal Advertising Phone: **951-368-9222** / Fax: 951-368-9018 / E-mail: legals@pe.com
Please Note: **Deadline is 10:30 AM, three (3) business days prior to the date you would like to publish. **Additional days required for larger ad sizes****
****Employees of The Press-Enterprise are not able to give legal advice of any kind****

The Press-Enterprise PE.com / La Prensa

On Wed, Feb 15, 2017 at 8:29 AM, Gil, Cecilia <CCGIL@rivco.org> wrote:

Good morning!

Attached is a Notice of Public Hearing, for publication on Sunday, Feb. 19, 2017. Please confirm.
THANK YOU!

Cecilia Gil

Board Assistant

Clerk of the Board of Supervisors

4080 Lemon St., 1st Floor, Room 127

Riverside, CA 92501

(951) 955-8464 Fax (951) 955-1071

Mail Stop# 1010

ccgil@rivco.org

<http://rivcocob.org/>

NOTICE OF PUBLIC HEARING BEFORE THE BOARD OF SUPERVISORS OF RIVERSIDE COUNTY

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1st Floor Board Chambers, County Administrative Center, 4080 Lemon Street, Riverside, on **Tuesday, March 7, 2017 at 9:30 a.m.** to consider the Proposed FY 16-17 Productive Hourly Rates for Deposit Based Fees and Code Enforcement Cost Recovery rates for the Transportation and Land Management Agency (TLMA) Departments of Counter Services, Building & Safety, Planning, Transportation and Code Enforcement, as follows:

(INSERT ATTACHMENT A, B, and C HERE)

Any person wishing to testify in support of or in opposition may do so in writing between the date of this notice and the public hearing, or may appear and be heard at the time and place noted above. All written comments received prior to the public hearing will be submitted to the Board of Supervisors and the Board of Supervisors will consider such comments, in addition to any oral testimony, before making a decision on the proposed Productive Hourly Rates for Deposit Based Fees.

Please send all written correspondence to: Clerk of the Board, 4080 Lemon Street, 1st Floor, Post Office Box 1147, Riverside, CA 92502-1147.

Alternative formats available upon request to individuals with disabilities. If you require reasonable accommodation, please contact Lisa Wagner at (951) 955-1063, 72 hours prior to hearing.

Dated: February 15, 2017

Kecia Harper-Ihem
Clerk of the Board
By: Cecilia Gil, Board Assistant

Attachment A

Proposed DBF Rates - FY16/17

DEPARTMENT	CLASS	FY 12/13 Approved REG. RATE	FY 12/13 Approved OT RATE	FY 16/17 Proposed REG. RATE	FY 16/17 Proposed OT RATE	\$ Increase/ (Decrease)	% Increase/ (Decrease)
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Planning	Seasonal, Minor Plot Plans	TOE	Seasonal, Minor Plot Plans	\$785.00
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Trans/Survey	Record of Survey	ROS	Record of Survey for deed lots	\$780.00 for 1 page, \$300 for each additional page.
Trans/Survey	Certification of Compliance	COC 1	Unconditional	\$650.00

Attachment D

**Riverside County Transportation and
Land Management Agency**

**FY 16/17
TLMA Rates Request Background
Executive Overview**

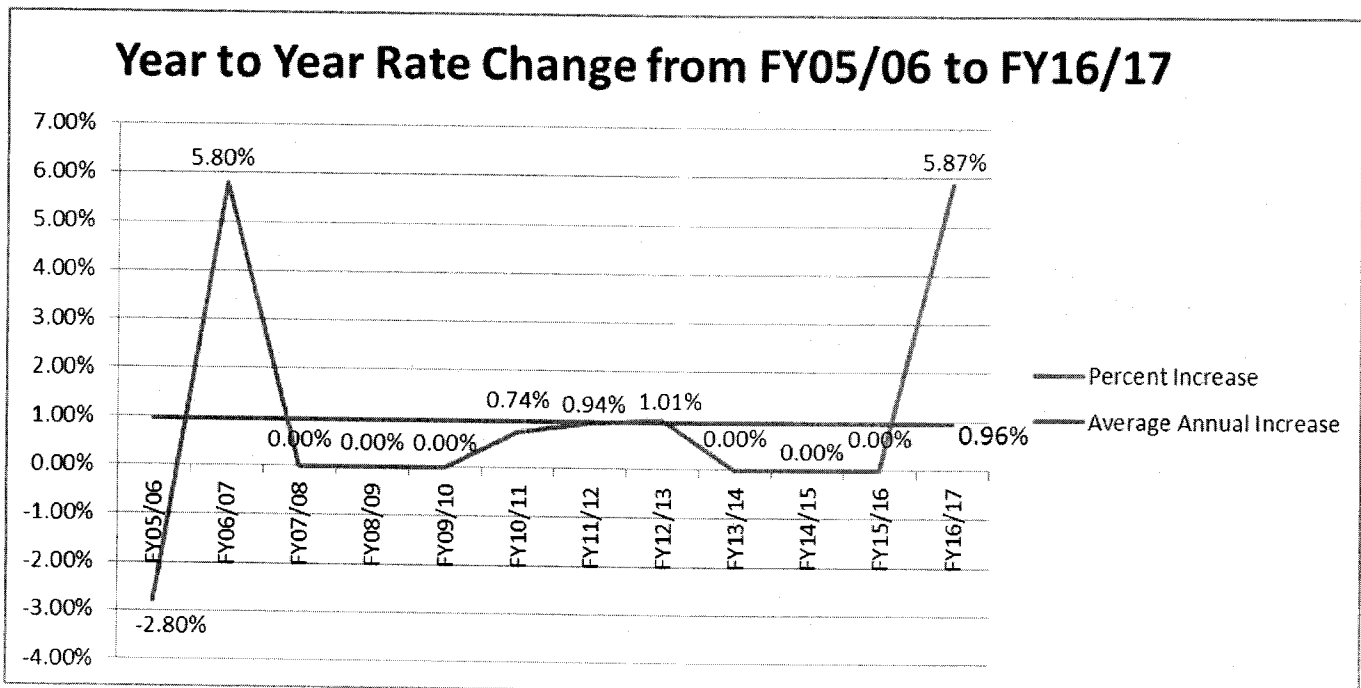


TLMA Rates History

TLMA generally recovers costs involved in the development review process through Deposit Based Fees (DBF). An initial deposit amount is established to partially recover the estimated total cost to process, and to get staff started working on a development case. The initial deposit amounts have generally not been increased in several years. Depending on the complexity and level of work involved, which translates to staff time, applicants are asked for additional funds to complete projects as they progress. At the conclusion of the case processing, unused deposits are refunded.

The Transportation and Land Management Agency (TLMA) is proposing its first rate adjustment in four (4) years. The Agency and its Departments have worked diligently to absorb cost increases through operational efficiencies, staffing reductions, and use of reserves, even while experiencing declines in our level of General Fund support. In the aftermath of the FY 2007-2008 economic slowdown, TLMA did not increase development rates in all three (3) years (through FY 09/10), and increases averaged about 1% annually for the three (3) years after that.

TLMA has not increased the DBF rates since January of 2013 (FY12-13). The rate increase in FY12-13 was between zero percent (0%) and two percent (2%) for each TLMA department with a weight adjusted average of 1% for TLMA's DBF program overall. The Code Enforcement department has not increased their rates since October 26, 2006 (FY06-07). Code Enforcement has held the rates flat for the past nine (9) years in an attempt to reduce the cost burden on residents during the economic downturn, but can no longer absorb deferral of cost increases.

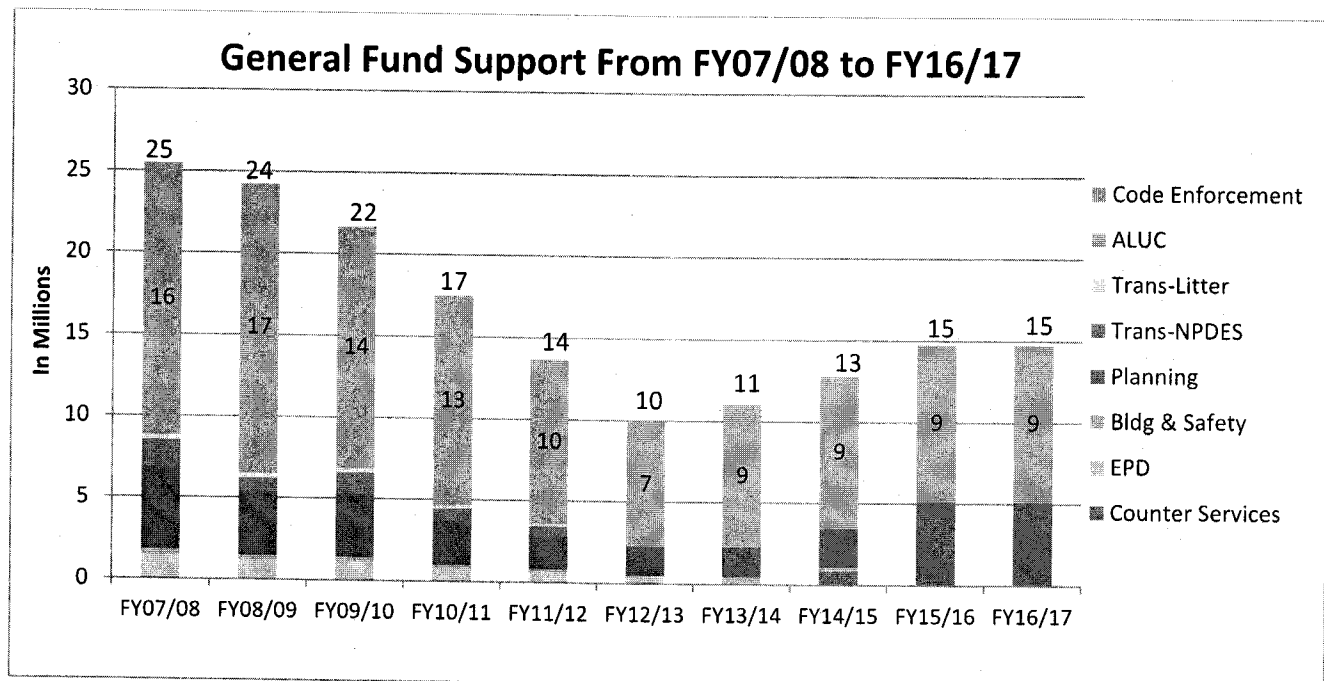


History of General Fund Support to TLMA

With the economic downturn starting in 2007, TLMA's General Fund support began to shrink rapidly, reducing from a high of \$25,468,296 in FY 07/08 down to a low of \$9,939,246 in FY 12/13; a total reduction of 61%. Code Enforcement has traditionally received the bulk of General Fund support provided to TLMA, and that trend will continue. Over the last three years, the Board has increased and stabilized the General Fund support given to TLMA. In addition to trying to stabilize Code Enforcement, this support has been mainly focused on improving our "Business Friendly" initiatives in Planning and Counter Services, which has allowed us to:

- A) Complete the update of our General Plan which began in 2008.
- B) Complete the update of our Housing Element, which is mandated by the State.
- C) Expanded our Ombudsmen Program. We now have three staff members in our Permit Assistance Team that outreach to our communities and help constituents, particularly individual residents and small businesses that are not major developers, successfully navigate the development process. In FY16/17, one more staff will be added to the program in Riverside.
- D) Stabilized Code Enforcement staffing at 66 positions down from 147, after undergoing significant layoffs in FY12/13.

The increase in General Fund support for Planning will allow us to keep DBF rates flat in the TLMA 2017 Fee proposal. The Transportation Department, which receives no general fund support, but has had to absorb cost increases, including Liability Insurance, has the highest rate increase. Building and Safety, which also receives no general fund support, will need to draw \$300,000 in one-time monies from their reserves in order to minimize the rate increase.

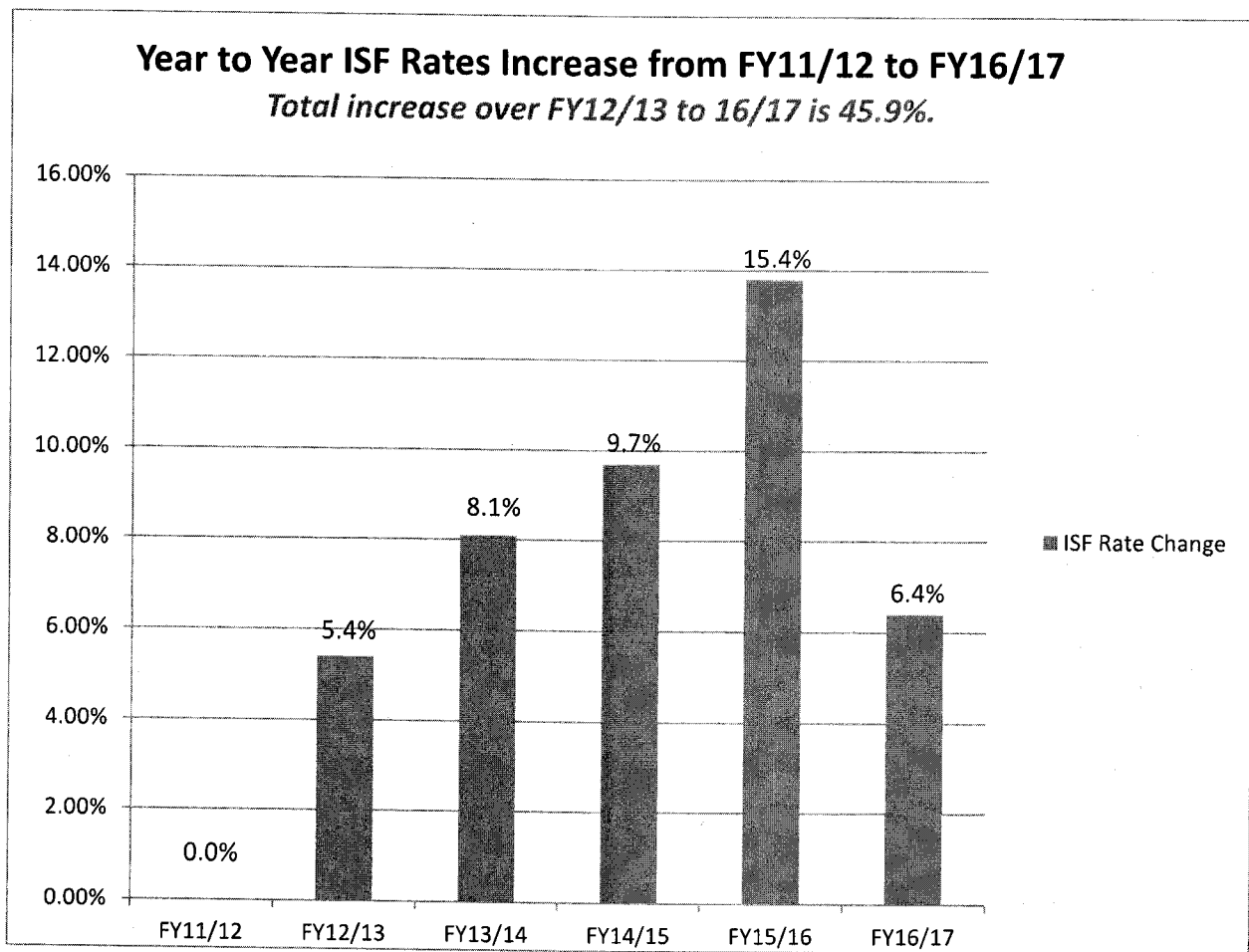


Wage Increase History

Current salaries have increased significantly over the past four years under the current collective bargaining agreements. The wage increases across the various bargaining groups have averaged between 22-29%. There has been some offsetting reduction in the benefits rate cost as employees have been picking up their share of the retirement contribution.

Internal Service Funds (ISF) Rates Increases

TLMA costs from other internal service providers have increased significantly in the past four years. Internal Service Funds have used reserves to offset increasing costs and salaries increases. As those reserves have been exhausted, costs passed on to operating Departments have escalated.



Flat Fee

In order to increase cost certainty on less complex process, TLMA is proposing to add nine new fixed-fee categories. These apply to cases that are usually not complex and can be delivered with a more predictable time frame. TLMA has a total of 64 fixed fee categories now, (mainly associated with Building Permit types like electrical, patios, etc.). This addition would increase to 73 the number of fixed fee cases. A separate Form 11 along with the changes to Ordinance 671 and 348 will be submitted to the Board at later date.

RIVERSIDE COUNTY BOARD OF SUPERVISORS
Request to Speak

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

Date: 03/07/17 Agenda #: 9.1

SPEAKER'S NAME: Clint Lorimore
(Print Name)

Address: BIA Consultant
(Only required if follow-up mail response is requested)

City: _____ Zip: _____

Phone #: _____ Email: _____

I AM:

- The Applicant A Neighbor
 Applicant's Representative Other Interested Party

PLEASE INDICATE YOUR POSITION BELOW:

- I wish to speak I DO NOT wish to speak
 I wish to speak with a Media Presentation
 I YIELD my 3 minutes to the following speaker:
(Maximum 2 Yields per Speaker)

(Name)

Position on Agenda Item:

- In Favor Neutral Opposed

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.

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, 24 hours in advance of the 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 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. 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 the front row 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.

***PLEASE TURN OFF ALL CELL PHONES AND PAGERS WHILE THE PUBLIC HEARING IS IN SESSION OR SWITCH THEM TO VIBRATE AND ANSWER CALLS AFTER LEAVING THE ROOM.**