

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



ITEM: 3.41  
(ID # 30667)

**MEETING DATE:**  
Tuesday, July 14, 2026

**FROM :** PUBLIC SOCIAL SERVICES

**SUBJECT:** DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS) & HARMONY HAVEN CHILDREN AND YOUTH CENTER (HHCYC): Ratify and Approve the Service Agreement with Grubhub Holdings Inc., without seeking competitive bids, to purchase and deliver meals for foster youth awaiting placement at Harmony Haven Children and Youth Center (HHCYC) and other locations in the aggregate amount of \$500,000, effective July 1, 2026 through June 30, 2031; Ratify and Approve Purchase Orders to Stater Bros Markets without seeking competitive bids, to purchase groceries and personal care products for foster children awaiting placement at HHCYC, in the aggregate amount of \$500,000 effective July 1, 2026 through June 30, 2031; and Authorize the Purchasing agent to issue Purchase Orders to Grubhub Holdings, Inc. and Stater Bros Markets for any goods and/or services rendered All Districts. [Total Cost \$1,000,000; up to \$200,000 in additional aggregate compensation – 26% Federal; 74% County]

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

1. Ratify and Approve the Service Agreement with Grubhub Holdings, Inc., without seeking competitive bids, to purchase and deliver meals for foster youth awaiting placement at Harmony Haven Children and Youth Center (HHCYC) and other locations in the aggregate amount of \$500,000, effective July 1, 2026 through June 30, 2031; and authorize the Chair of the Board to sign the Agreement; and,

Continued on Page 2

**ACTION:**Policy

  
Charity Douglas, DPSS Director

6/8/2026

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Medina, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, and Gutierrez  
Nays: None  
Absent: Washington and Perez  
Date: July 14, 2026  
xc: DPSS, HHCYC

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

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

2. Ratify and Approve Purchase Orders to Stater Bros Markets, without seeking competitive bids, to purchase groceries, and personal care products for foster children awaiting placement at HHCYC, in the aggregate amount of \$500,000; effective July 1, 2026 through June 30, 2031 and,
3. Authorize the Purchasing Agent to issue Purchase Orders to Grubhub Holdings, Inc., and Stater Bros Markets for any goods and/or services rendered; and
4. Authorize the Purchasing Agent, in accordance with Ordinance No. 459 and approved to form by County Counsel, to: (a) sign amendments that make modifications to the Scope of Services that stay within the intent of the Agreement; and (b) sign amendment to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total aggregate cost of the Agreement.

| FINANCIAL DATA                           | Current Fiscal Year: | Next Fiscal Year: | Total Cost:                   | Ongoing Cost |
|------------------------------------------|----------------------|-------------------|-------------------------------|--------------|
| COST                                     | \$200,000            | \$200,000         | \$1,000,000                   | \$0          |
| NET COUNTY COST                          | \$148,000            | \$148,000         | \$740,000                     | \$0          |
| SOURCE OF FUNDS: 26% Federal; 74% County |                      |                   | Budget Adjustment:            | No           |
|                                          |                      |                   | For Fiscal Year: 26/27- 30/31 |              |

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

**BACKGROUND:**

The Department of Public Social Services, Children's Services Division's Harmony Haven Children & Youth Center (HHCYC) is a licensed Transitional Shelter Care Facility consisting of four cottages housing up to 48 children awaiting placement. State law requires that children receive hot meals while under DPSS care until they are placed.

There are no contracted food suppliers on campus. A chef prepares three healthy meals and snacks five days a week, but weekend coverage is not available. Children may also be temporarily located at district offices or outstations while awaiting transportation. As a result, the Department relies on external suppliers to provide necessary meals, groceries, and personal care items.

HHCYC is also required to maintain at least a week's worth of nonperishable supplies and at least a two-day supply of perishable fresh food. HHCYC staff may engage youth in tasks associated with meal planning, shopping, and food preparation if appropriate to contribute to the development of independent living skills.

This board action requests the ratification and approval of the Service Agreement and to issue Purchase Orders to Grubhub Holdings, Inc. and approval to issue Purchase Orders to Stater

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

Bros Markets, to allow staff to purchase meals, groceries, and personal care products for foster children awaiting placement at HHCYC, in the total aggregate amount of \$1,000,000 for FY 26/27 through FY30/31.

**Impact on Residents and Businesses**

The issuance of Purchase Orders will streamline processes and provide for efficient provision of state-mandated services to foster youth pending placement.

**Additional Fiscal Information**

The total payments shall not exceed:

| Vendor                       | Grubhub Holdings, Inc. | Stater Bros Markets | Total              |
|------------------------------|------------------------|---------------------|--------------------|
| July 1, 2026 – June 30, 2027 | \$100,000              | \$100,000           | \$200,000          |
| July 1, 2027 – June 30, 2028 | \$100,000              | \$100,000           | \$200,000          |
| July 1, 2028 – June 30, 2029 | \$100,000              | \$100,000           | \$200,000          |
| July 1, 2029 – June 30, 2030 | \$100,000              | \$100,000           | \$200,000          |
| July 1, 2030 – June 30, 2031 | \$100,000              | \$100,000           | \$200,000          |
| <b>Total</b>                 | <b>\$500,000</b>       | <b>\$500,000</b>    | <b>\$1,000,000</b> |

**Contract History and Price Reasonableness**

On June 27, 2023, Agenda Item #3.41, the board approved the real property purchase of Assessor's Parcel Numbers: 428-010-019, 428-010-020, 428-020-002, and 428-020-003, in the City of Beaumont, currently referred to as Harmony Haven Children and Youth Center (HHCYC).

There is a reoccurring need for meals, groceries, and personal care products for foster children awaiting placement., DPSS remains committed to meeting state mandates by ensuring foster youth in its care receive meals and essential health and wellness items. Purchasing has reviewed and assigned SSJ# 27-002 for Grubhub Holdings Inc., and SSJ# 27-001 for Stater Bros Markets.

**Attachments:**

Attachment A: Grubhub Service Agreement

Attachment B: Grubhub Holdings Inc., SSJ# 27-002\_DPARC

Attachment C: Stater Bros Markets SSJ# 27-001\_DPARC

  
Melissa Curtis, Deputy Director of Purchasing and Fleet 7/7/2026

  
Stacey Pena, EO Management Analyst 7/8/2026

  
Maria Bryant 7/7/2026



## Grubhub Service Agreement

This Service Agreement (this “**Agreement**”) and Ratification, dated as of July 1, 2026 (the “**Effective Date**”), is by and between the County of Riverside on behalf of its Department of Public Social Services with offices at 4060 County Circle Drive Riverside, CA 92503 (“**Client**”) and Grubhub Holdings, Inc. and its affiliates and subsidiaries (collectively, “**Grubhub**”), in connection with Client’s engagement of Grubhub to manage Client’s purchasing and billing processes for food and certain other items (“**Services**”) via the Grubhub ordering platforms, including, without limitation, the Grubhub for Business ordering platform (as applicable, the “**System**”) on the terms set forth herein.

### **1. Services.**

- a. Grubhub shall provide access to the System(s) to Client’s employees and/or other designated/authorized individuals (each, an “**End User**”), subject to applicable System’s terms of use.
- b. Grubhub shall invoice Client on a weekly, bi-weekly, or monthly cadence, as requested by Client (“**Invoice**”) with the total amount due for all orders placed by End Users through the System(s) during the applicable invoice period (each, a “**Purchase**” and collectively, the “**Purchases**”).
- c. Grubhub shall charge Client a transaction fee for all Purchases placed by End Users through the System (the “**Transaction Fee**”). The Transaction Fee shall be calculated as 6% of the Purchases including tax, tip, delivery fee, service fee, and/or any other applicable fees. The Transaction Fee shall be waived during the Initial Term of this Agreement. Should the parties choose to renew this Agreement per Section 10 below, the Transaction fee shall be renegotiated.
- d. Grubhub shall generate reports for each Purchase, which shall include: (A) the product subtotal; (B) the associated expenses (e.g., delivery fee, tax, tip); and (C) the Transaction Fee.

### **2. Business Account Support.** If Client opts to receive Grubhub’s meal program management services, Client shall enter into a separate addendum to be executed by both parties.

### **3. Representations and Warranties.** Client represents, warrants and covenants (i) it has the authority to enter into the Agreement and to grant the rights granted hereunder, and doing so will not violate any other agreement to which it is a party; (ii) it is duly organized, validly existing and in good standing under the laws of the jurisdiction of its origin; and (iii) its use of the Services and System will comply with all applicable laws.

### **4. Client’s Obligations.**

- a. Client acknowledges that Grubhub advances payment for Purchases placed via the System(s) on Client’s behalf. Client may pay Invoices via ACH, wire transfer, credit card, or check. Client shall pay all undisputed amounts within thirty (30) days of such Invoice being posted on the Grubhub administrative website (each, a “**Payment Due Date**”). If Client disputes any invoiced amount in good faith, Client may withhold the disputed portion pending resolution of the dispute, provided Client gives Grubhub written notice of the dispute and the basis therefore within a reasonable time after receipt of the Invoice. The parties shall cooperate in good faith to resolve any invoice dispute promptly.
- b. Client agrees that Grubhub may send electronic communications seeking payment of all balances at any time of day.

### **5. Liability.** Grubhub’s maximum total liability to Client arising out of or related to this Agreement, regardless of the cause of action, will not exceed 6% of total revenue generated from Purchases made by Client in the twelve (12) month period immediately preceding the date on which the claim



arose. In no event shall Grubhub be liable to Client for any lost profits or revenue, loss of business, or business interruption or for any consequential, incidental, special, exemplary, indirect or punitive damages, regardless of the cause of action and whether or not Grubhub has been advised of the possibility of such damages. Notwithstanding anything to the contrary herein, Client acknowledges and agrees that Grubhub is not responsible and therefore will have no liability for (i) the quality of the food or (ii) for delivery of the food provided by any individual or entity not directly engaged or contracted by Grubhub. The foregoing limitation shall not apply to breaches of confidentiality, privacy, or data security obligations, or to gross negligence or willful misconduct.

6. **Intellectual Property; No Reverse Engineering.** Client acknowledges and agrees that the design, text, graphics, interfaces, images (including the selection and arrangement thereof), software and all related technology in the System(s) are intellectual property owned or licensed solely by Grubhub. Client agrees that it will not, directly or indirectly, and will not encourage, assist or authorize any other person or entity to, copy, modify, reverse engineer, decompile or disassemble the System(s), in whole or in part, or create any derivative works from or of the System(s).
7. **Dispute Resolution.** The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session virtually before a neutral third-party mediator mutually agreed to by the parties. A second mediation session shall be required if the first session is not successful. The parties shall be responsible for their own expenses arising from the mediations.

This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

8. **Confidentiality.** During the Term, Grubhub and Client may share with each other certain proprietary and/or non-public information (collectively, “**Confidential Information**”). For purposes of this section, “**Disclosing Party**” means the party disclosing its Confidential Information and “**Recipient**” means the party receiving the Confidential Information from Disclosing Party. Recipient shall keep all Confidential Information strictly confidential. Disclosing Party retains all right, title and interest to its Confidential Information, and Recipient acquires no rights therein by virtue of this Agreement except the limited right to use the Confidential Information solely as required to perform the services or fulfill its obligations under this Agreement.

Grubhub shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term “privileged or confidential information” includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; Client information or data which is not subject to public disclosure; Client operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

Grubhub shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. Grubhub shall not use such information for any purpose other than carrying out the Grubhub’s obligations under this Agreement. Grubhub shall promptly transmit to the Client all third party requests for disclosure of such information. Grubhub shall not disclose, except as otherwise specifically permitted by this Agreement, required by law, or authorized in advance in writing by the Client, any such information to anyone other than the Client.



For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

9. **Data Security.** Recipient shall use the same degree of care to protect Disclosing Party's Confidential Information as it uses to protect its own Confidential Information, and shall in no event use less than a commercially-reasonable standard of care to protect such Confidential Information. Grubhub shall promptly, and in no event later than seventy-two (72) hours after discovery, notify Client in writing of any actual unauthorized access to, acquisition of, use of, or disclosure of Client confidential information or personally identifying information processed in connection with this Agreement. Grubhub shall promptly investigate, mitigate, and remediate any such incident, shall keep Client reasonably informed regarding the nature and scope of the incident and corrective actions taken, and shall cooperate with Client in meeting any legal or operational obligations arising from the incident.

**10. Term, Termination, System Access Suspension.**

- a. Unless sooner terminated as provided herein, this Agreement shall be for an initial term of sixty (60) months from the Effective Date (the “**Initial Term**”).
- b. After the Initial Term, this Agreement shall automatically renew for successive 12-month terms (together with the Initial Term, the “**Term**”).
- c. Either party may immediately terminate this Agreement upon thirty (30) days prior written notice to the other party (Client may terminate this Agreement at any time upon thirty (30) days prior written notice by sending an email to [businesscare@grubhub.com](mailto:businesscare@grubhub.com)).
- d. Client may, upon five (5) days written notice terminate this Agreement for Grubhub's default, if Grubhub refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not cure such failure within the five (5) day period.
- e. After receipt of the notice of termination, Grubhub shall stop all work under this Agreement on the date specified in the notice of termination, unless such notice of termination is revoked by Client.
- f. Grubhub may suspend Client's access to the System(s) or terminate this Agreement only upon prior written notice to Client specifying the basis for such action and providing Client at least five (5) days to cure, unless a shorter period is reasonably necessary to address an actual security threat, fraud, or violation of law. Grubhub shall limit any suspension to the minimum scope and duration reasonably necessary to address the applicable issue.

11. **Entire Agreement; Miscellaneous.** Grubhub and Client are independent contractors, and nothing herein may be construed to create any agency, partnership or joint venture between them. Notwithstanding anything to the contrary, neither party has any authority of any kind to bind the other party in any respect whatsoever. The Agreement is not intended to benefit, nor will it be deemed to give rise to, any rights in any third party. No ambiguity will be construed against any party based upon a claim that such party drafted the ambiguous language. The Agreement and any other agreements or terms incorporated herein by reference, constitute the entire agreement between the parties and supersedes any prior understanding (written or oral) on the subject matter hereof. The Agreement may be amended only by a written instrument expressly identified as an amendment to this Agreement and signed by authorized representatives of both parties. If any provision of the Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be changed and interpreted to accomplish the objectives of such provision to the greatest extent possible under applicable law, and the remaining provisions will continue in full force and effect. In the event of a breach, in addition to any remedies at law or in equity, the non-breaching party will be entitled to seek specific performance and immediate injunctive relief. Failure by either party to require performance or claim breach will not be construed as a waiver. Except for Client's payment obligations hereunder, a party will not be liable for any failure of or delay in the performance of the Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war,



strikes or labor disputes, embargoes, government orders or any other force majeure event. Client may not assign the Agreement without the prior written consent of Grubhub. Neither party may assign this Agreement, whether by operation of law or otherwise, without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed; provided, however, that either party may assign this Agreement without such consent to an affiliate or in connection with a merger, reorganization, consolidation, or sale of substantially all of its assets, so long as the assignee assumes in writing all obligations under this Agreement and the assigning party provides prompt written notice to the other party. No assignment shall relieve the assigning party of obligations accruing before the effective date of assignment. The Agreement will be binding on the parties' permitted heirs, successors and assigns. Any dispute, controversy or proceeding arising out of or relating to the Agreement or the relationship between the parties hereto will be governed by in accordance with the terms of the Agreement. To the extent any online terms, terms of use, click-through terms, marketplace terms, or website terms are referenced in or associated with the Services, such terms are incorporated solely for operational use of the platform and shall not modify this Agreement. In the event of any conflict between the Agreement and any such online or website terms, this Agreement shall control. No future modification to any online or website terms shall be binding on Client unless set forth in a written amendment signed by both parties.

- 12. Notices.** All notices under the Agreement will be in writing and will be deemed to have been duly given if given on the earliest to occur of (i) upon delivery, or refusal of delivery, if personally delivered; (ii) on the third business day after deposit with the United States Postal Service if sent by certified mail; (iii) on the first business day after delivery to a nationally recognized overnight courier if sent by such a courier; and (iv) on the day transmitted, as indicated by the transmission confirmation, if given by email (however, any notice transmitted by email after 5:00 PM local time at the destination of the recipient or on a day other than a business day will be considered given on the next business day). All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below Except as set forth in this Section 12, all notices to Grubhub will be sent to the below, unless otherwise provided by Grubhub:

**GRUBHUB**

Grubhub Holdings Inc.  
222 W. Merchandise Mart Plaza, Suite 800  
Chicago, IL 60654  
Attn: Legal Department  
Email: [legal@grubhub.com](mailto:legal@grubhub.com)

**CLIENT**

Department of Public Social Services  
Contracts Administration Unit  
P.O. Box 7789  
Riverside, CA 92513

Invoices and other financial documents:  
Department of Public Social Services  
Fiscal/Management Reporting Unit  
4060 County Circle Drive  
Riverside, CA 92503  
Email: [ClientServicesContracts@rivco.org](mailto:ClientServicesContracts@rivco.org)

Breaches should be referred to:  
DESC/Employee Development Unit  
Riverside County Department of Public  
Social Services  
10281 Kidd Street  
Riverside, CA 92503  
[privacyincident@rivco.org](mailto:privacyincident@rivco.org)



[Signature Page Follows]



IN WITNESS WHEREOF, the parties by their duly-authorized representatives have caused this Service Agreement to be executed as of the date first written above:

GRUBHUB HOLDINGS INC.

COUNTY OF RIVERSIDE

By: John Kemerling  
John Kemerling (Jun 15, 2026 15:55:28 CDT)

Name: John Kemerling

Title: Director, Client Success

Date: Jun 15, 2026

By: Karen S. Spiegel

Name: Karen Spiegel

Title: Chair, Board of Supervisors

Date: 07/15/2026

Approval as to Form  
Minh C. Tran  
County Counsel

By: Raymond M. Mistica  
Raymond M. Mistica  
Supervising Deputy County Counsel

Date: Jun 15, 2026



ATTEST:  
Clerk of the Board

By: Whitney Mayo, Deputy  
Kimberly Rector



## **GRUBHUB+ ADDENDUM**

This Grubhub + Addendum to the Service Agreement (“**GH+ Addendum**”) and Ratification, effective as of July 1, 2026, (the “**Addendum Effective Date**”) is by and between the County of Riverside on behalf of its Department of Public Social Services with offices at 4060 County Circle Drive Riverside, CA 92503 (“**Client**”) and Grubhub Holdings Inc., a Delaware corporation having its principal place of business at 222 W. Merchandise Mart Plaza, Suite 800, Chicago, IL 60654 (“**Grubhub**”). Client and Grubhub may be referred to from time to time as a “**party**” and together as the “**parties**.”

**WHEREAS**, Client and Grubhub are parties to the Service Agreement and Ratification, effective as of July 1, 2026 (the “**Agreement**”).

**WHEREAS**, the parties wish to include additional terms in the Agreement; and

**WHEREAS**, capitalized terms used but not defined in this GH+ Addendum have the meaning ascribed to them in the Agreement;

**NOW THEREFORE**, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. For a period of three (3) months from the Addendum Effective Date (the “**GH+ Promotional Period**”), all employees who are identified as active employees in connection with Client’s corporate account as determined by Grubhub (“**Grubhub+ Eligible Employees**”) will be given free access to a Grubhub+ membership (“**Free Grubhub+ Offer**”). At the end of the GH+ Promotional Period, Grubhub+ Eligible Employees will no longer have free access to Grubhub+. Should Client choose to extend Grubhub + to its Eligible Employees beyond the GH+ Promotional Period, Client and Grubhub shall enter into another agreement to provide access to Client at Grubhub’s then-current rate plus any applicable tax. To the extent permitted by law, Grubhub reserves the right to cancel, suspend and/or modify any aspect of or the entirety of the Free Grubhub+ offer, for any reason at any time, with or without notice to Client or Eligible Employees, including, without limitation, if any fraud or technical failure impairs the integrity or proper functioning of the Free Grubhub+ Offer;
2. Participation in Grubhub+ allows Client and Eligible Employees to benefit from certain exclusive membership offers on qualifying orders placed through the Grubhub platform from eligible restaurants. Client and Eligible Employees participation is subject to the Grubhub+ Membership Terms of Use available at <https://lp.grubhub.com/legal/plus/> (or another successor URL used by Grubhub) (“**Grubhub+ Terms**”), as may be updated by Grubhub from time to time. By participating in Grubhub+, Client consents to receiving marketing and promotional emails and communications on behalf of itself and Eligible Employees.
3. Client acknowledges and agrees that Client is solely responsible for acts or omissions by its Eligible Employees (including Client account administrators) in connection with Client’s participation in Grubhub+. Client’s and Eligible Employees participation in Grubhub+ (including any other Trial Offers (as defined in the Grubhub+ Terms) or other Grubhub promotions) are subject to any applicable laws, rules, policies, and requirements that may apply.

Except as expressly modified hereby, the Agreement shall remain in full force and effect.



IN WITNESS WHEREOF, the parties by their duly-authorized representatives have caused this GH+ Addendum to be executed as of the date first written above:

GRUBHUB HOLDINGS INC.

COUNTY OF RIVERSIDE

By: John Kemerling  
John Kemerling (Jun 15, 2026 15:55:28 CDT)

Name: John Kemerling

Title: Director, Client Success

Date: Jun 15, 2026

By: Karen S. Spiegel

Name: Karen Spiegel

Title: Chair, Board of Supervisors

Date: 07/15/2026

Approval as to Form  
Minh C. Tran  
County Counsel

By: Raymond M. Mistica  
Raymond M. Mistica  
Supervising Deputy County Counsel

Date: Jun 15, 2026



ATTEST:  
Clerk of the Board

By: Whitney Mayo, Deputy  
Kimberly Rector



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

Submit request to the Clerk of the Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form. The Board may limit the public input on any item, based on the number of people requesting to speak and the business of the Board.

**SPEAKER'S NAME:** Ereol Koschewnik

**Address:** \_\_\_\_\_

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

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

**Date:** 3.41 **Agenda #** 3.41

**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:** \_\_\_\_\_

Parking validations available for speakers only – see Clerk of the Board.

(Revised: 04/23/2025)

## **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. The Board may limit the public input on any item, based on the number of people requesting to speak and the business of the Board.

### **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, ensuring 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 ensure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo. Speakers are prohibited from bringing signs, placards, or posters into the hearing room.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** The Board may limit the public input on any item, based on the number of people requesting to speak and the business of the Board. Please step up to the podium when the Chair 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 Chair 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 Chair'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 Chair:**

The Chair 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 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 public and/or meeting participants. Such behavior, at the discretion of the Board Chair may result in removal from the Board Chambers by Sheriff Deputies.