



*Office of the*  
**INDIAN RIVER COUNTY  
ADMINISTRATOR**

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Jason E. Brown, County Administrator  
Michael C. Zito, Assistant County Administrator

**MEMORANDUM**

**TO:** Members of the Board  
of County Commissioners

**FROM:** Jason E. Brown  
County Administrator

**DATE:** October 4, 2022

**SUBJECT:** Meetings of the Indian River County Board of County Commissioners – Proposed  
2023 Meeting Dates

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Each year at this time a new schedule of dates is proposed to the Board, to date consisting of most Tuesdays of each month excluding the last Tuesday and some other exceptions. This current meeting pattern presents challenges to focus on each meeting as well as implementation of policies set by the board as the focus remains on preparing the next agenda for three and sometimes four weeks in a row. A survey of surrounding counties of similar size (and some much larger) revealed that most schedule only 2 commission meetings per month.

Attached are two proposals for 2023 meeting schedules—the first (atch A), using our current schedule with generally three weekly meetings per month. This would result in 31 scheduled meetings for the year. The second (atch B) is generally an every-other week pattern, normally first and third Tuesdays. This would result in 23 scheduled meetings throughout next year. Both have exceptions for holidays, summer schedule, etc.

It should be noted that County Code, Section 102.01 states, “Time. The county commission shall generally hold regular meetings on Tuesday beginning at 9:00 a.m. There shall be no commission meeting the last Tuesday of the month.” If the Board does choose to change from the calendar setup used for the last several years, Staff would recommend a minor modification to the Code to reflect the new calendar.

Staff recommends the every-other week pattern for more effective workflow for the meetings and implementation of Board policy as determined at each meeting. Staff further recommends that the Board approve Attachment B for the 2023 Commission Meeting Calendar.