



Office of the
**INDIAN RIVER COUNTY
ADMINISTRATOR**

John A. Titkanich, Jr., County Administrator
Michael C. Zito, Assistant County Administrator

MEMORANDUM

TO: Members of the Board of County Commissioners

FROM: John A. Titkanich, Jr., County Administrator

DATE: April 25, 2023

SUBJECT: County Administrator Travel for Remainder of 2023

Background & Discussion

As County Administrator, my participation in the following organizations is pivotal to our County's success: Florida City and County Management Association (FCCMA), International City/County Management Association (ICMA), and Florida Association of County Managers (FACM). Additionally, as an ICMA Credentialed Manager I am required to complete at least 40 hours of professional development annually. My predecessor was not a member of either FCCMA or ICMA. Thus, registration and travel expenses for these were not budgeted in this fiscal year.

Funding

My membership fees have already been paid for FCCMA and ICMA; however, my FACM membership expired and needs to be renewed. Costs to attend upcoming conferences for the remainder of Fiscal Year 2022/23 would be paid out of account number 00120112-035430 (General Fund/County Administrator/Tuition/Registration Fee) and 00120112-034020 (General Fund/All Travel). A budget amendment of \$1500 will be needed to account for registration fees related to attendance at FCCMA and FACM annual conferences.

Staff Recommendation

Approve County Administrator travel for attendance at events for FCCMA and FAC, and approve a budget amendment of \$1500 to account number 00120112-035430 (General Fund/County Administrator/Tuition/Registration Fee).