



Office of the
**INDIAN RIVER COUNTY
ADMINISTRATOR**

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

MEMORANDUM

TO: Members of the Board of County Commissioners

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

DATE: February 29, 2024

SUBJECT: **IRC School District Use of Commission Chambers**

Background & Discussion

School District of Indian River County Superintendent David Moore recently requested the use of the Commission Chambers for use by the School Board as their facilities are designated a voting precinct in Indian River County.

The current policy AM-608.1, entitled Use of Conference and Meeting Rooms in Administration Buildings A & B, states; the conference or meeting rooms shall only be used by the Board staff, Constitutional Officers, Board committees or agencies as necessary for the conduction of official Indian River County business unless approved by the Board on a case-by-case basis.

This request was verbally communicated to the Board at the February 20, 2024, Board of County Commissioners meeting with a commitment to agenda an item for formal approval.

Staff Recommendation

Grant approval to the School District of Indian River County the use of the Board Chambers for the purpose of the Superintendent's Workshop and Awards Ceremony, School District's Board meeting and a subsequent business meeting. Approval will include use of the Board Chambers during the hours of noon to 9pm. The use will be at no charge to the School District and will include staff to assist in operation of the equipment.

Attachment:

Administrative Policy AM-608.1 for reference.