



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., ICMA-CM, County Administrator

DATE: March 5, 2024

SUBJECT: Revised Policy AM-608.1 – Use of Conference and Meeting Rooms
in Administration Buildings A & B and Commission Chambers

Background & Discussion

The current policy for use of conference and meeting rooms in Administration Buildings A & B went into effect on November 12, 2007. The County has grown significantly since this time and additional meeting facilities other than those offered in Buildings A & B have come online and afford attractive alternatives to the Board of County Commission Board Chambers (Chambers). Additionally, the County has invested in state-of-the-art audio-visual equipment in many of the meeting rooms, including the Chambers, requiring staff support for operation.

Requests for meeting rooms by entities external to the County have become more frequent than in years past and at times meeting room space is required outside of the time frame required to obtain Board of County Commission approval. Establishing clear and direct policy at the BOCC level will result in a more streamlined approach to reserving meeting space and appropriately categorize the task as an administrative function assigned to the County Administrator or his designee.

Staff Recommendation

Staff recommends that the Indian River County Board of County Commissioners adopt the attached meeting room usage policy, clarifying who and how meeting rooms shall be reserved and establishing the County Administrator as the approver for conference and meeting rooms and the Board of County Commission for the Commission Chamber.

Attachment:

Revision to Administrative Policy AM-608.1, Use of Conference and Meeting Rooms in Administration Buildings A & B and Commission Chambers.