

Lee County Board of County Commissioners

Agenda Item Summary

Blue Sheet No. 20020447

1. REQUESTED MOTION: Approve Resolution to adopt and ¹⁸
ACTION REQUESTED: Update the Administrative Code to include a policy on who may schedule the selected meeting rooms and for what purposes.

WHY ACTION IS NECESSARY: Currently there is no guidance concerning when or who may schedule meeting rooms or for what purpose(s).

WHAT ACTION ACCOMPLISHES: This policy provides a clear and consistent guideline for the use of selected meeting rooms by government agencies and county employees.

2. DEPARTMENTAL CATEGORY: 02
COMMISSION DISTRICT #: C2A

3. MEETING DATE: 08-20-2002

4. AGENDA: <input checked="" type="checkbox"/> CONSENT <input type="checkbox"/> ADMINISTRATIVE <input type="checkbox"/> APPEALS <input type="checkbox"/> PUBLIC <input type="checkbox"/> WALK ON TIME REQUIRED:	5. REQUIREMENT/PURPOSE: (Specify) <input type="checkbox"/> STATUTE <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> ADMIN. <input type="checkbox"/> OTHER	6. REQUESTOR OF INFORMATION A. COMMISSIONER B. DEPARTMENT Construction & Design C. DIVISION Facilities Management BY: Rich Beck, Director <i>[Signature]</i>
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7. BACKGROUND: Lee County receives several requests each month from County employees, government agencies and private citizens to use meeting rooms in County buildings. Currently, there is no written procedure to apply in granting or refusing these requests, which creates the potential for issues concerning fairness of access to the meeting rooms.

8. MANAGEMENT RECOMMENDATIONS: Facilities Management recommends adopting this procedure to supply the needed guidelines for a fair and consistent use policy.

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	RISK	GC	
<i>[Signature]</i> 4.23.02	N/A	N/A		<i>[Signature]</i> 4/23/02	<i>[Signature]</i> 4/23/02	<i>[Signature]</i> 4/24/02	<i>[Signature]</i> 4/24	<i>[Signature]</i> 4/24/02	<i>[Signature]</i> 4.23.02

10. COMMISSION ACTION:
 APPROVED
 DENIED TO M E P ON 6/3/02
 DEFERRED
 OTHER

RECEIVED BY
 COUNTY ADMIN.
 4/23/02
 4:30pm
 FORWARDED TO:
 4/24 4:00

RECVD. 4/23/02
 by CO. ATTY.
 2:46pm
 CO. ATTY.
 FORWARDED TO:
 ADMIN
 4/23/02
 4:30pm

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Administration

CODE NUMBER:

TITLE: Private Use of County Office Buildings, Scheduling and Procedure

ADOPTED:

AMENDED:

ORIGINATING DEPARTMENT:
Facilities Management

PURPOSE/SCOPE:

This Administrative Code is established for the purpose of implementing guidelines for civic groups and citizens seeking use of certain meeting rooms in County owned buildings.

POLICY/PROCEDURE:

1. The meeting rooms contained in this policy which can be used by civic groups and citizens, depending on availability are:

ADMINISTRATION BUILDING, 1ST FLOOR CONFERENCE ROOM
(scheduled by Public Resources)

OLD COURTHOUSE - LEE ROOM, EAST ROOM, COMMISSION CHAMBERS
(scheduled by Public Resources)

CONSTITUTIONAL COMPLEX (scheduled by Public Resources)

CAPE CORAL COMPLEX, 1ST FLOOR (scheduled by Facilities Administration)

HUMAN SERVICES CONFERENCE ROOM (scheduled by Human Services)

COMMUNITY DEVELOPMENT AND PUBLIC WORKS, 1ST FLOOR CONFERENCE ROOMS (scheduled by Community Development)

OLD COURTHOUSE STEPS (see Admin Code 8-1).

All facilities may be booked for use Monday through Friday, 7:30 a.m. to 9:00 p.m. and weekends.

Admin Code _____

2. The rooms listed above are primarily for the conduct of government business. However, the public may use such rooms when available and subject to these guidelines.
3. The County's normal business hours are Monday through Friday, 7:30 a.m. to 5:00 p.m. As indicated above, rooms may be booked after such hours and used no later than 9:00 p.m.
4. Individuals using the rooms after hours will be charged a fee based upon the rate set forth in the County External Fees Manual.
5. Private meetings during the workday may not use the rooms to serve food. This is due to the heavy use of the rooms during the workday with no time in between scheduled meetings for cleaning. Meetings after hours may serve food, after obtaining permission from the Facilities Director or County Manager's Office. No County janitorial services will be supplied for private groups or organizations. It is the responsibility of the people conducting the meeting to restore the area to an "as found" condition. All leftover food and trash must be removed from the room at the conclusion of the meeting.
6. Scheduling rooms requires a minimum of two weeks notification.
7. Parking for meetings downtown must utilize public garages, street meters or the public lot (availability limited). Anyone needing special parking accommodations for groups over ten persons should contact the Facilities Management Division for guidance.
8. People conducting meetings requiring the use of presentation equipment must make their own arrangements.
9. Rooms are scheduled on an "as available" basis. The County reserves the right to cancel the scheduled use of a meeting room with 24 hours notice prior to the meeting date. Individuals scheduling private meetings in these facilities should be aware that emerging critical County business might pre-empt a scheduled meeting with less than 24 hours notice. The Facilities Director or County Manager's Office will be required to approve cancellations with less than 24 hours notice.

Admin Code _____

LEE COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms

and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY

COMMISSIONERS THAT:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code _____ (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____

and, being put to a vote, the vote was as follows:

ROBERT JANES _____
DOUGLAS ST. CERNY _____
RAY JUDAH _____
ANDREW COY _____
JOHN E. ALBION _____

DULY PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:
CHARLIE GREEN, CLERK

**BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA**

By: _____
Deputy Clerk

By: _____
Chairman

APPROVED AS TO FORM:

By: _____
Office of the County Attorney

From: Richard Beck
To: Geren, Patricia
Date: 8/2/02 3:19PM
Subject: Blue sheet for meeting room usage

Patricia, please bring forward the previous blue sheet on meeting room usage from May 14, 2002 to August 20th meeting. Additionally, I request that the item be moved from the original Administrative to the Consent Agenda. Thanks, Rich

CC: Cook, Janice

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY Administration	CODE NUMBER
TITLE Procedure for the scheduling and approved usage of selected meeting rooms	ADOPTED
	AMENDED
	ORIGINATING DEPARTMENT Facilities
PURPOSE/SCOPE: To provide a clear and consistent policy for the use of selected meeting rooms by government agencies and county employees. No part of this code shall supercede Code # AC-8-1, Permits and Certifications, Procedures and Application for a Permit to Use County Property for a Limited Period of Time.	

Policy/Procedure:

I. Policy

A. Meeting rooms contained in this policy are:

Administration Bldg. 1st floor conf. Room, this facility may be booked after hours Monday through Friday and weekends (scheduled by Public Resources)

Old Courthouse scheduled by Public Resources and includes:

Lee room

East room

Chambers, normally scheduled for Board Meetings. County Manager approval required for non-Board events

Constitutional Complex (scheduled by Public Resources)

Cape Coral Complex first floor, this facility may be booked after hours Monday through Friday and weekends (Scheduled by Facilities Administration)

Human Services conference room, this facility may be booked after hours Monday through Friday and weekends NOTE: future construction, when available, will be scheduled by Human Services

CD/PW first floor conference room, this facility may be booked after hours Monday through Friday and weekends (Scheduled by Community Development)

Courthouse steps, may be booked after hours Monday through Friday and weekends (Scheduling covered under Admin Code 8-1)

- B. Normal business hours are Monday through Friday from 7:30 am to 5:00 pm. After hour rooms are available for use no later than 9:00 pm.
- C. The Administration and Old Court House Building have security from 7:30 am to 5:00 pm Monday through Friday. The Constitutional Complex, Human Services, CD/PW buildings and the Cape Coral Complex do not have scheduled building security.
- D. Meetings during business hours, unless circumstances warrant, will not require additional security. After hours meetings with county employees present who will agree to be responsible for County property may not require after hours security. If Facilities Management determines that additional security is required in the building(s) being used, a usage fee of 27.00/hr may be assessed. Fees must be received in advance of the meeting date unless prior arrangements for payment have been made.
- E. The rooms listed above are primarily for the conduct of government business. The rooms may not be scheduled for the sole purpose of political, religious, social, or for-profit events. Employees may schedule the rooms above on an "as available" basis for events related to wellness and education, but may be required to relocate at any time. Special events such as service recognition/retirement requires prior approval of the Facilities Management Division Director or County Administration.
- F. Food is permitted in the Administration and CD/PW first floor conference rooms for BOCC employee sponsored meetings only, any other events require prior approval from Facilities Management Division Director or County Administration. The scheduling party is responsible for clean-up or a janitorial fee may apply.
- G. Scheduling rooms after hours requires a two week notification. During normal business hours rooms are booked as available.
- H. Parking for meetings downtown must utilize public garages, street meters or the

public lot (availability limited). Special parking accommodations for groups over ten persons should contact the Facilities Management Division for guidance.

- I. People conducting meetings requiring the use of presentation equipment must make their own arrangements. If the use of the AV equipment in the Administration 1st floor conference room and Old Court House is needed, prior approval from Public Resources must be obtained. Equipment is not available after hours unless the meeting is BOCC employee sponsored.

Dissemination of usage guidelines. When approved, this policy will be placed in the Administrative Codes and available on the Lee County website.