

INDIAN RIVER COUNTY  
MEMORANDUM

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TO: Honorable Board of County Commissioners

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

FROM: Suzanne Boyll, Human Resources Director

DATE: April 4, 2024

SUBJECT: Revision to AM-604.1 Solicitation and Distribution

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**BACKGROUND:**

Indian River County has established administrative policies outlining various policies, practices, and procedures applicable to County employees. AM-604.1 Solicitation and Distribution establishes guidelines and prohibitions related to solicitation and distribution of materials on County premises.

Staff is requesting the policy be updated to reflect that the County Administrator may approve County hosted events on County property or within County buildings where the sale of goods, merchandise, solicitation of health services, or distribution of materials are intended to benefit employees of the County or other County Constitutional Officers such as meals designed to be consumed at a single setting or the annual employee health fair.

**FUNDING:**

There is no cost associated with this policy revision.

**RECOMMENDATION:**

Staff respectfully requests the Board of County Commissioners approve staff's recommendation to revise AM-604.1 Solicitation and Distribution.

**ATTACHMENTS:**

AM-604.1 Solicitation and Distribution 2024 Draft