



INDIAN RIVER COUNTY, FLORIDA
AGENDA ITEM
Department of General Services /
Veteran Services

Date: September 5, 2023

To: The Honorable Board of County Commissioners

Thru: John A. Titkanich, Jr., County Administrator
Michael C. Zito, Deputy County Administrator
Beth Powell, Interim General Services Director

From: Melissa Arndt, Veteran's Services Manager

Subject: Veteran Services Lease Agreement – City of Sebastian Historical School Building Lease Agreement

BACKGROUND:

The Indian River County Veteran Service Offices are set to undergo significant growth and expansion necessitating the relocation of the Sebastian/North County Office which is currently located at 1921 US Highway 1, Sebastian, in the Indian River County Tax Collector's Office. The current office space is limited in size and can only accommodate one Veteran Service Officer and has limited privacy for case management services. The relocation will additionally free up space that will be available to the Office of the Property Appraiser who has requested space to better serve north County residents. The upcoming budget proposes two additional Veteran Service Officers and a part-time staff assistant for the Division with expanded services in the North County area.

DESCRIPTION AND CONDITIONS:

Staff has been working with City of Sebastian staff to accommodate a potential relocation of the North County Office within the City of Sebastian City Hall Complex at the Historical School Building in an area previously occupied by Indian River State College. This relocation will allow room for the newly hired Veteran Service Officers to meet with North County residents in a location that is convenient and easily accessible. The proposed office space encompasses 950 square feet on the first floor with direct handicap access, and dedicated parking facilities. The rent for this space has been offered by the City of Sebastian at \$100.00 per month payable in one annual payment of \$1,200 which will cover occupancy, utilities, and other incidentals. The office space will require minimal modifications and may be occupied by the beginning of the fiscal year. Upon approval by the Board of County Commissioners, Veteran Services staff will work with the County's Information Technology Department to establish necessary IT connections for the office space.

FUNDING:

The total annual rental cost of \$1,200 will be funded through the FY23-24 Veteran’s Services Operational Budget and paid out of the General Fund/Veteran’s Services/Rent-Buildings account, number 00120653-034420.

Account Description	Account Number	Amount
General Fund/Veteran’s Services/Rent-Buildings	00120653-034420	\$1,200

RECOMMENDATION:

Staff recommends that the Board approve the lease agreement with the City of Sebastian for the relocation of the North County Veteran Services Office and authorize the Chairman to execute the School Building Lease Agreement after review and approval by the County Attorney for legal sufficiency.

ATTACHMENT:

Historical School Building Lease Agreement

APPROVED AGENDA ITEM FOR SEPTEMBER 12, 2023