

**Indian River County
Interoffice Memorandum
Office of Management and Budget**

To: Members of the Board of County Commissioners

Date: November 30, 2023

Through: John A. Titkanich, Jr.
County Administrator

From: Kristin Daniels
Director, Office of Management & Budget

Subject: Proposed Interlocal Agreement
Fiscal Agent Services for the State Attorney's Victim Services Department

Description and Conditions

The four Counties in the 19th Judicial Circuit (St. Lucie, Martin, Indian River, and Okeechobee) currently fund the State Attorney's Office Victim Services Department. Victim Services also receives grants from the Florida Council Against Sexual Violence. The Victim Services fiscal year 2023/24 budget is \$430,595, with an additional \$484,765 being provided from four grants. Indian River County's portion of this budget is \$99,037.

For many years, Indian River State College (IRSC) has acted as Victim Services' fiscal agent but has indicated that they will be unable to continue to do so as they are changing accounting systems, and their new system will not be set up to accommodate Victim Services. The State Attorney cannot be the fiscal agent for the grants that they receive. The State Attorney's Office is requesting the following:

- St. Lucie County (SLC) to become the fiscal agent on the Victim Services grants.
- The budget for the four Counties in the 19th Circuit and the grants they receive to come under SLC and Victim Services would request payments be made from SLC to vendors.
- Ability to pull purchase orders through SLC.
- One SLC Purchasing Card (if possible).

This request **does not** include:

- Payroll – The positions will go through the State Attorney's payroll system and SLC will be invoiced monthly with funding to come from the four Counties' budgets and/or the grants budgets.
- County Office space or maintenance of space
- County IT services
- Asset management – no capital expenditures are expected.

SLC is willing to step into the roll formerly held by IRSC. However, to meet this request, each County will need to approve an interlocal agreement, and as this transition moves forward, the periodic payments Indian River County currently makes to IRSC will instead need to be made to SLC.

Funding

The proposed interlocal has no impact on funding, and no additional funds are being requested.

Recommendation

Staff recommends that the Board of County Commissioners approve the proposed interlocal agreement dedicating SLC as the fiscal agent for the State Attorney's Victim Services Department.

Attachment

Proposed Interlocal Agreement