Albemarle County

Legislation Text

File #: 16-477, **Version:** 1

AGENDA DATE: 9/7/2016

TITLE: Proposed Fiscal Agent Agreement for Health District Building
SUBJECT/PROPOSAL/REQUEST: Approval of Proposed Memorandum of Understanding between the County and the City of Charlottesville for Fiscal Agent Services for the Thomas Jefferson Health District Building

ITEM TYPE: Consent Action Item

STAFF CONTACT(S): Foley, Letteri, Burrell, Breeden, Kamptner, Herrick

PRESENTER (S): N/A

LEGAL REVIEW: Yes

REVIEWED BY: Thomas C. Foley

BACKGROUND: The County and the City of Charlottesville jointly own the Thomas Jefferson Health Department Building on Rose Hill Drive. For some time, the County has served as the fiscal agent, while the City has managed the maintenance and capital projects for the Building. However, the localities' general practice has been that whichever locality actually manages the projects of a jointly owned building, should also serve as fiscal agent. That arrangement is more efficient than having two parties coordinate their efforts. The proposed Memorandum of Understanding (MOU) (Attachment A) would transfer fiscal agent responsibilities to the City, to correspond with the City's continuing capital project responsibilities for the Health Department Building.

STRATEGIC PLAN: Critical Infrastructure: Prioritize, plan and invest in critical infrastructure that responds to past and future changes and improves the capacity to serve community needs

DISCUSSION: The attached MOU outlines the responsibilities of the City serving as fiscal agent. Those responsibilities would include the power to enter into contracts, subcontracts, and other agreements, to receive, expend, and distribute rents, fees and funds, to develop and evaluate procedures for financial and property management, and to hire, organize, and train the staff needed to manage the joint property. Under the proposed agreement, the County would pay a 2% administrative fee to the City for providing these services, which is a common practice for joint arrangements between the City and County.

BUDGET IMPACT: The FY17 adopted budget appropriation already includes a section that takes this new arrangement into account and will allow the County to transfer any fund balances to the City and the State to begin sending rental payments to the City.

RECOMMENDATION: Staff recommends that the Board (a) approve the provision of the proposed fiscal agent services by the City of Charlottesville and (b) authorize the County Executive to sign the MOU for such services in a form approved by the County Attorney.

ATTACHMENTS:

A - Proposed MOU