



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 16-238

Version: 1

Date: 9/12/2016

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**TO:** Chair and Housing Authority Commissioners

**THROUGH:** Steve Powers, Executive Director

**FROM:** Andrew Wilch, Administrator

**SUBJECT:**

SHA-City of Salem Intergovernmental Agreement for City services

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the Housing Authority Commission authorize the Executive Director to execute an Intergovernmental Agreement (IGA) with the City of Salem to provide administrative support, finance/payroll, fleet services, human resources, information technology (IT), legal, purchasing, real estate, reprographics, and City Manager support for fiscal year 2016-2017?

**RECOMMENDATION:**

Authorize the Executive Director to execute an Intergovernmental Agreement (IGA) with the City of Salem to provide administrative support, finance/payroll, fleet services, human resources, information technology (IT), legal, purchasing, real estate, reprographics, and City Manager support for fiscal year 2016-2017?

**SUMMARY AND BACKGROUND:**

The Housing Authority of the City of Salem (SHA) and the City of Salem (City) annually execute an IGA thereby allowing the City provision of services to SHA. The City services are categorized as in-scope and out-of-scope. In-Scope services include finance/payroll, human resources, IT, purchasing, and City Manager administration. Out-of-scope services include fleet, warehouse, reprographics, real estate support, and special project support from legal, IT and purchasing.

**FACTS AND FINDINGS:**

The SHA and the City desire to execute a new IGA to authorize the provision of services set

forth in Addendum A of the IGA. SHA will reimburse the City for the actual cost incurred by the City up to an amount not to exceed \$35,000 for all in-scope services. SHA will reimburse the City for out-of-scope services on a time and material basis as set forth in Addendum A of the IGA.

This IGA will be in effect for the 12-month period beginning October 1, 2016, ending September 30, 2017.

Andrew Wilch  
Administrator

Attachments:

1. Addendum A 2016-2017 SHA-City IGA
- 2.
- 3.

09/12/2016