



Staff Report

File #: 16-243

Version: 1

Date: 9/12/2016

Item #: 3.3e.

TO: Mayor and City Council
THROUGH: Steve Powers, City Manager
FROM: Kacey Duncan, Deputy City Manager

SUBJECT:

Intergovernmental Agreement with the Housing Authority of the City of Salem for City Administrative Services

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

ISSUE:

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

RECOMMENDATION:

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

SUMMARY AND BACKGROUND:

The SHA annually executes an IGA for the City's provision of services categorized as in-scope and out-of-scope. In-scope services include finance/payroll, human resources, IT, urban development, purchasing, and administrative assistance. Out-of-scope services include fleet services/warehouse, reprographics, real estate support, and special project support from legal, IT, and purchasing.

FACTS AND FINDINGS:

The City and SHA desire to execute a new IGA (attached) 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.

David Lacy
Senior Fiscal Analyst

Attachments:

1. Intergovernmental Agreement for the Provision of City Services

08/29/2016