



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Staff Report

File #: 18-426

Version: 1

Date: 9/24/2018

Item #: 3.2b.

TO: Housing Authority Chair and Commissioners

THROUGH: Steve Powers, City Manager

FROM: Andy Wilch, Administrator

SUBJECT:

An intergovernmental agreement with the City of Salem for administrative services.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

ISSUE:

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 urban development support for FY 2018-2019?

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 urban development support for FY 2018-19.

SUMMARY AND BACKGROUND:

Salem Housing Authority 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 legal, fleet services, reprographics, real estate support, and special project support from any of the listed departments.

FACTS AND FINDINGS:

Salem Housing Authority and the City of Salem desire to execute a new IGA (Attachment 1) 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. Based on an analysis of the prior 10 months of expenditure history (October 2017 through July 2018), the \$35,000 budgeted amount represents a reasonable expectation of the in-scope services the City will provide over the term of the agreement. Salem Housing Authority 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, 2018, ending September 30, 2019.

Andrew Wilch
Administrator

Attachments:

1. Intergovernmental Agreement for the Provision of City Services