



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 19-475

Version: 1

Date: 10/14/2019

Item #: 3.2a.

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**TO:** Chair and Housing Authority Commissioners  
**THROUGH:** Steve Powers, Executive Director  
**FROM:** Kristin Rutherford, Urban Development Director

**SUBJECT:**

Intergovernmental agreement with the City of Salem for administrative services

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**ISSUE:**

Shall the Housing Authority Commission authorize the Executive Director to execute an intergovernmental agreement (IGA) with the City of Salem that allows the City of Salem to provide administrative services to the Housing Authority and allows the Housing Authority to provide property inspection and wage interview services to the City of Salem for FY 2019-20?

**RECOMMENDATION:**

Authorize the Executive Director to execute an intergovernmental agreement (IGA) with the City of Salem that allows the City of Salem to provide administrative services to the Housing Authority and allows the Housing Authority to provide property inspection and wage interview services to the City of Salem for FY 2019-20.

**SUMMARY:**

The City and Housing Authority of the City of Salem (Authority) enter into an IGA on an annual basis for the provision of City provided services, which are categorized as in-scope and out-of-scope. In-scope services include finance/payroll, human resources, IT, urban development, purchasing, administrative assistance and legal services. Out-of-scope services include fleet services, reprographics, real estate support, and special project support from any of the listed departments.

In addition, beginning this fiscal year, the City will reimburse the Authority on a time and materials basis for providing the City with assistance completing property inspections and prevailing wage interviews on federally funded City projects.

## **FACTS AND FINDINGS:**

The City and Authority desire to execute a new IGA (Attachment 1) to authorize the provision of services set forth in Addendum A of the IGA. The Authority will reimburse the City for the actual costs incurred by the City in an amount not to exceed \$45,000 for all in-scope services. Based on an analysis of expenditure history for FY 2018-19, the \$45,000 budgeted amount represents a reasonable expectation of the in-scope services the City will provide over the term of the agreement. The 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. The City will reimburse the Authority for property inspection and prevailing wage interview services on a time and materials basis.

This IGA will be in effect for the 12-month period beginning October 1, 2019, ending September 30, 2020.

## **BACKGROUND:**

The City has provided administrative services to the Authority for many years, the Authority has determined the proposed IGA is the most efficient and cost-effective manner to obtain these services. The Authority employs staff that are well qualified in property inspections and wage interviews required for federally funded projects; the City has determined the proposed IGA is the most efficient and cost-effective way to obtain these services.

Renee K. Frazier  
Financial Services Manager

### Attachments:

1. Intergovernmental Agreement