



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Staff Report

File #: 21-436

Version: 1

Date: 10/25/2021

Item #: 3.2a.

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

Service Area(s): Good Governance

SUMMARY:

The Intergovernmental Agreement (IGA) sets the terms for services provided by the City to the Housing Authority of the City of Salem (SHA) and services the City may receive from SHA. This iteration of the IGA renews the agreement for five (5) one-year terms contingent on annual budget authority.

ISSUE:

Shall the Commission authorize the Executive Director to execute the attached IGA with the City that allows the City to provide administrative services to the SHA and allows the SHA to provide property inspection and wage interview services to the City for five (5) one-year terms contingent on annual budget authority?

RECOMMENDATION:

Authorize the Executive Director to execute the attached IGA with the City that allows the City to provide administrative services to the SHA and allows the SHA to provide property inspection and wage interview services to the City annually for five (5) one-year terms contingent on annual budget authority.

FACTS AND FINDINGS:

The City and SHA desire to execute a new IGA (Attachment 1) to authorize the provision of services set forth in Addendum A of the IGA. The City and SHA enter into an Intergovernmental Agreement (IGA) on an annual basis for the provision of City provided services. Services 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.

The City has the option to utilize SHA inspectors and will reimburse the SHA on a time and materials basis for providing the City with assistance completing property inspections and prevailing wage interviews on federally funded City projects. The SHA 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.

The SHA reimbursed the City \$45,000 under the expiring agreement. The first year of this agreement maintains that reimbursement level. Future reimbursement levels will be set during the annual budget appropriation. The 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 a 5-year period, subject to budget authority, beginning October 31, 2021, ending October 2026.

BACKGROUND:

The City and SHA are separate governmental entities. The City has provided administrative services to the Authority for many years, the SHA has determined the proposed IGA is the most efficient and cost-effective manner to obtain these services.

Kristin Retherford
Urban Development Director

Attachments:

1. Intergovernmental Agreement