



## Legislation Details (With Text)

**File #:** 18-426      **Version:** 1

**Type:** Action Item      **Status:** Agenda Ready

**In control:** Housing Authority of the City of Salem

**On agenda:** 9/24/2018      **Final action:** 9/24/2018

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

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. SHA - City IGA

Date	Ver.	Action By	Action	Result
9/24/2018	1	Housing Authority of the City of Salem	approved	Pass

**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