



Staff Report

File #: 17-453

Version: 2

Date: 9/25/2017

Item #: 3.2a.

TO: Chair and Housing Authority Commissioners

THROUGH: Steve Powers, Executive Director

FROM: Andrew Wilch, Housing Administrator

SUBJECT:

Intergovernmental Agreement with the City of Salem for City Administrative Services.

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

ISSUE:

Shall the Housing Authority Commission 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 City Manager support for fiscal year 2017-2018?

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 City Manager support for fiscal year 2017-2018.

SUMMARY AND BACKGROUND:

The Housing Authority of the City of Salem (SHA) and the City of Salem (City) annually execute an IGA thereby allowing the City provision of services to SHA. The City services are categorized as in-scope and out-of-scope. In-Scope services include finance/payroll, human resources, IT, purchasing, and City Manager administration. Out-of-scope services include fleet, warehouse, reprographics, real estate support, and special project support from legal, IT and purchasing.

FACTS AND FINDINGS:

The SHA and the City desire to execute a new IGA 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.

Andrew Wilch
Administrator

Attachments:

1. Intergovernmental Agreement for the Provision of City Services.