



## Staff Report

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**File #:** 17-458

**Version:** 1

**Date:** 9/25/2017

**Item #:** 3.3c.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Kacey Duncan, Deputy City Manager

### **SUBJECT:**

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

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

### **ISSUE:**

Shall the City Council authorize the City Manager to execute an intergovernmental agreement (IGA) with the Housing Authority of the City of Salem (SHA) to provide administrative support, finance / payroll, fleet services, human resources, information technology (IT), legal, purchasing, real estate, reprographics, and urban development support for FY 2017-18?

### **RECOMMENDATION:**

Authorize the City Manager to execute an intergovernmental agreement (IGA) with the Housing Authority of the City of Salem (SHA) to provide administrative support, finance / payroll, fleet services, human resources, information technology (IT), legal, purchasing, real estate, reprographics, and urban development support for FY 2017-18.

### **SUMMARY AND BACKGROUND:**

The SHA 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:**

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. 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 2016 through July 2017), the \$35,000 budgeted amount represents a reasonable expectation of the in-scope services the City will provide over the term of the agreement. 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 the 12-month period beginning October 1, 2017, ending September 30, 2018.

David Lacy  
Financial Operations Manager

**Attachments:**

1. Intergovernmental Agreement for the Provision of City Services