



Staff Report

File #: 18-429

Version: 1

Date: 9/24/2018

Item #: 3.3b.

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 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 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 City Manager to execute an intergovernmental agreement (IGA) with the Housing Authority of 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.

SUMMARY AND BACKGROUND:

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, 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 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 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. 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.

This IGA will be in effect for the 12-month period beginning October 1, 2018, ending September 30, 2019.

David Lacy
Financial Operations Manager

Attachments:

1. Intergovernmental Agreement for the Provision of City Services.