

INTERGOVERNMENTAL AGREEMENT

BETWEEN: Lane Council of Governments (LCOG), an organization of governments within Lane County, Oregon

AND: City of St. Helens (CITY), a unit of local government of the State of Oregon

EFFECTIVE DATE: December 15, 2020

RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.
- C. CITY and LCOG desire to enter into an agreement where-in Local Government Personnel Services (LCOG) will provide the services described in this agreement and Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until June 30, 2021 or later by mutual consent.
2. **Services to be Provided.** LCOG agrees to provide services to CITY as outlined in Attachment A, Work Program.
3. **Compensation.** CITY shall pay LCOG upon receipt of an invoice, which shall be issued quarterly after execution of this agreement unless otherwise agreed to by the parties in writing. The invoice will reflect the hourly rates as identified for Local Government Personnel Services members and non-members, and any direct expenses. All work will be performed as directed by CITY.
4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in Paragraph 6 to receive notice, either party, without cause, may terminate its participation in this agreement.
5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.
6. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Howard Schussler
859 Willamette St., Suite 500
Eugene, OR 97401-2910
Ph: 541-682-4007

For CITY: Matt Brown
265 Strand Street
St. Helens, OR 97051
Ph: (503) 366-8227


7. **Records/Inspection.** CITY and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.

- 8. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.
- 9. **Dispute Resolution.** The parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.

If the dispute remains unresolved through mediation, the parties may agree in writing to submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:
 - a. The location of the arbitration shall be in Eugene, Oregon;
 - b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
 - c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and
 - d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.
- 10. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126.
- 11. **Subcontracting.** LCOG shall require any approved subcontractor to agree, as to the portion of the Work subcontracted, to comply with all obligations of LCOG specified in this agreement. LCOG shall remain obligated for full performance of this agreement and CITY shall incur no obligation to any sub-contractor.
- 12. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.
- 13. **Compliance With Laws.** LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.
- 14. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.
- 15. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.
- 16. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

LANE COUNCIL OF GOVERNMENTS:

CITY OF ST. HELENS:

DocuSigned by:

 By: _____
 Brenda Lee S. Wilson, Executive Director

By: _____
 John Walsh, City Administrator

Date: 12/18/2020

Date: _____

ATTACHMENT A WORK PROGRAM

On request of CITY, LCOG shall provide the following services:

The following table summarizes principal work tasks and estimated costs during the duration of the agreement:

Phase/Task	Estimated Hours/Amount
Phase I (Preparation & Development Phase)	
Review, discuss, and finalize project scope including comparators and positions for inclusion	4.00
Research & request comparator information including job descriptions, wages, benefits, and PERS information	5.00
Follow up on data requests	3.00
Estimated Time for Phase I	12.00
Estimated Cost for Phase I	1,680.00
Phase II (Salary Survey)	
Review and analyze collected data, draft raw data tables; follow up as needed	21.00
Match comparator jobs to St. Helens jobs	7.00
21 Raw wage data tables (min/mid/max monthly wages, PERS)	3.00
1 Salary Schedule Comparison Chart	1.00
1 Health Insurance Comparison Chart	2.00
1 Paid Leave Comparison	1.00
1 Management/Fringe Benefit Comparison	2.00
Estimated Time for Phase II	37.00
Estimated Cost for Phase II	5,180.00
Phase III (Prepare Recommendations and Report Development)	
Review, evaluate, and analyze data; discuss follow up items as needed	6.00
Draft recommendations for compensation, salary, and salary structure	2.00
Prepare report for client review	3.00
Make changes as necessary and finalize report	2.00
Estimated Time for Phase III	13.00
Estimated Cost for Phase III	1,820.00
Estimated Total Time for Project	62.00
Rate for Project Work	Member Rate 140.00
Total	\$8,680