

**ADMINISTRATIVE SERVICES**  
**AGREEMENT**

This Agreement entered into this 10<sup>th</sup> day of December, 2024 by and between the City of San Dimas, hereinafter referred to as "City" and the San Dimas Housing Authority, hereinafter referred to as "Authority".

**WITNESSETH**

**WHEREAS**, the City has the personnel, supplies and equipment required for the operation of the Authority's housing properties and program.

**WHEREAS**, the Authority is desirous of utilizing said personnel, supplies and equipment.

**NOW, THEREFORE**, in consideration of the foregoing recital, the parties hereby do agree as follows:

1. Authority contracts with the City to provide personnel, supplies and equipment to maintain the effective operation of the Authority' s housing properties and program.
2. City agree to provide Authority with adequate personnel, supplies and equipment.
3. This agreement may be terminated upon 30 days written notice by either party with the incurred charge to date due upon termination.
4. This agreement shall provide for services rendered from July 1, 2024 through June 30, 2025.
5. Authority agrees to pay the City annually based upon the actual hours of work performed by the personnel who provide services to the Authority. Those employees may include City Manager, Assistant City Manager, Administrative Services Director, City Clerk, Accounting Supervisor, Housing Manager, Management Analyst, Management Aide, Community Development Director, Planning Manager, Senior Planner, Associate Planner, Director of Parks and Recreation, Facilities Manager, Facilities Supervisor, Facilities Maintenance Worker and Building Maintenance Aide.
6. The total cost based upon an estimate is \$300,389.25, but could be higher based upon housing activities.

CITY OF SANDIMAS

SAN DIMAS HOUSING AUTHORITY

BY: \_\_\_\_\_  
Mayor/Chairman

BY: \_\_\_\_\_  
City Manager/Executive Director

ATTEST: \_\_\_\_\_  
City Clerk