



San Dimas Housing Authority Agenda Item Staff Report

To: San Dimas Housing Authority
For the Meeting of December 10, 2024

From: Brad McKinney, Executive Director

Prepared by: Michael O'Brien, Director of Administrative Services

Subject: Approve the Administrative Services Agreement between the City of San Dimas and the San Dimas Housing Authority.

SUMMARY

Approval of the annual Administrative Services Agreement between the City of San Dimas and the San Dimas Housing Authority will recoup costs for Administrative oversight of the Housing Authority program.

RECOMMENDATION

Staff recommends that the City Council approve the attached Administrative Services Agreement with an estimate of just over \$300,000.

FISCAL IMPACT

The estimated \$300,000 Administrative Services costs were included in the adopted 2024-25 budget.

BACKGROUND

With the dissolution of redevelopment agencies, HSC Section 34176 provided that a City Council could elect to retain the housing assets and functions of a dissolved redevelopment agency. On January 24, 2012, the City Council of the City of San Dimas adopted Resolution No. 2012-06 electing to have the San Dimas Housing Authority retain the housing assets and functions of the dissolved San Dimas Redevelopment Agency.

Shortly after the assets and functions were transferred, many of the programs and functions were curtailed due to the elimination of new funding from tax increment set-aside funds. However, there were programs and functions that needed to be maintained for the continued operations of the housing assets.

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The personnel, equipment, and facilities to maintain the Authority's functions have been provided by existing City staff and operations. When the Council approved the FY 2024-25 Annual Capital and Operating Budget, they approved the concept of the Housing Authority reimbursing the City for the personnel and expenses for managing the Housing Authority functions. To effectuate the reimbursement the City and Authority need to enter into an annual Administrative Services Agreement.

DISCUSSION/ANALYSIS

The current programs and functions of the Authority include:

- Oversight of management and maintenance of the Monte Vista Apartments.
- Mobile Home Rehab Grant program.
- Reconstruction of the house on the Taylor property.
- On-going and expansion of homelessness programs and initiatives.
- Monitoring and compliance with low- and moderate-income housing requirements and updates to the Housing element.
- Accounting, treasurer, public meeting coordination, and clerical support for the general Authority functions.
- Future housing developments.

The attached Agreement includes an estimate of the personnel hours and costs of this year's reimbursement. The estimated number of personnel hours is very conservative. The total cost based upon the estimate is just over \$300,000, but could be higher based upon housing activities. The City will be reimbursed based upon the actual costs at the end of the year.

ALTERNATIVES

Council may elect not to approve the Administrative Services Agreement between the City and the San Dimas Housing Authority.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,



Michael O'Brien
Director of Administrative Services

Attachments:

1. Housing and Administrative Services Agreement
2. Cost estimates