



Administrative Report

H.8., File # 26-0781

Meeting Date: 8/4/2026

To: MAYOR AND CITY COUNCIL

From: ELIZABETH HAUSE, WATERFRONT AND COMMUNITY SERVICES
DIRECTOR

TITLE

APPROVE A SECOND AMENDMENT TO THE AGREEMENT WITH MNS ENGINEERS, INC. FOR ADMINISTRATIVE AND INSPECTION SERVICES TO SUPPORT ADMINISTRATION OF THE CITY'S HOUSING PROGRAMS FOR AN AMOUNT NOT TO EXCEED \$59,805

EXECUTIVE SUMMARY

Due to staff vacancies and limited resources in the Housing Division of the Community Services Department, staff recommends approval of a second amendment to the agreement with MNS Engineers, Inc. (MNS) to provide critical assistance with Department of Housing and Urban Development (HUD)-required inspections, re-inspections, and necessary administrative tasks to ensure timely compliance and reporting. The proposed amendment would not exceed \$59,805 through September 2, 2026, increasing the total contract amount to \$99,805. Staff recommends approval of the second amendment to maintain essential housing voucher program operations and regulatory compliance.

BACKGROUND

The Housing Services Division in the Community Services Department manages the City's housing voucher programs and associated support services. As a result of vacancies and limited resources in the Housing Division, temporary staff augmentation is necessary to support administrative functions and inspection/reinspection services for all units participating in the City's voucher programs, which are required to be completed annually by HUD regulations.

The Community Services Department currently utilizes the services of MNS to provide consultant support for the administration of the City's Community Development Block Grant (CDBG) program. The MNS team includes housing professionals that are experienced in conducting in-home inspections, necessary re-inspections, and required administrative tasks to comply with HUD reporting guidelines, making them a valuable partner to provide enhanced staff support in the Housing Division.

Proposed is a second amendment to the existing agreement with MNS to provide additional services to support staff in conducting inspections as well as administrative tasks needed to ensure accurate and on-time reporting is completed per HUD guidelines. Monthly billing would be based solely on actual time worked, following staff's confirmation of scheduled inspections and re-inspections. The total cost for these services would not exceed \$59,805. Combined with the existing services

provided by MNS, the contract total would not exceed \$99,805. The current term, which expires September 2, 2026, would remain unchanged.

Staff recommends the City Council approve the proposed second amendment to the agreement with MNS to provide critical, temporary support services to the Housing Division.

COORDINATION

The Community Services Department coordinated preparation of the second amendment with the City Attorney's Office.

FISCAL IMPACT

Funding for the Agreement is available through restricted Section 8 Housing Administrative funds provided by the Department of Housing and Urban Development.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Second Amendment to Agreement with MNS Engineers, Inc.
- Agmt - First Amendment to Agreement with MNS Engineers, Inc., September 2, 2025
- Agmt - Original Agreement with MNS Engineers, Inc., June 3, 2025