



# Administrative Report

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H.12., File # 25-0768

Meeting Date: 6/3/2025

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**To:** MAYOR AND CITY COUNCIL  
**From:** ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

## **TITLE**

APPROVE AN ON-CALL CONSULTING SERVICES AGREEMENT WITH MNS ENGINEERS, INC. TO SUPPORT ADMINISTRATION OF THE CITY'S HOUSING PROGRAMS FOR AN AMOUNT NOT TO EXCEED \$50,000 AND THE TERM MARCH 11, 2025 TO OCTOBER 19, 2025

## **EXECUTIVE SUMMARY**

Due to the recent resignation of the City's Housing Manager, staff recommends approval of the proposed on-call consulting services agreement with MNS Engineers, Inc. (MNS) to provide resources to help administer the Housing Division's Section 8 program and Section 8 Management Assessment Program (SEMAP). Additionally, the proposed agreement would provide on-site support for housing program inquiries at least one day per week. Funding for the contract is available through restricted Section 8 Housing Administrative funds.

## **BACKGROUND**

The Housing Services Division in the Community Services Department is currently short a critical staff resource following the recent resignation of the Housing Services Manager. The manager position is essential to the overall performance and functionality of the Housing Division as it provides leadership and guidance to the Housing team.

To address this staffing gap, and ensure continuity of service, staff proposes an on-call consulting services agreement with MNS, for the term March 11, 2025, through October 19, 2025. Since the resignation, MNS has been on-site weekly assisting Housing staff to ensure the Division continues servicing Section 8 Housing program participants and maintaining compliance with SEMAP requirements.

Under the proposed Agreement, MNS would continue to provide on-call support to assist with the administration of the City's Section 8 Housing Program and conduct necessary compliance assessments of the City's SEMAP. In addition, MNS would provide on-site support at least one day per week.

Staff recommends the City Council approve the proposed Agreement with MNS to provide critical staff support for the Housing Services Division.

## **COORDINATION**

The Community Services Department coordinated preparation of the proposed agreement 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. No General Fund appropriation is required.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Proposed Agreement with MNS Engineers, Inc.