

Memorandum

REPORT TO: City Commission

FROM: David Fine, Economic Development Manager

SUBJECT: Authorize the City Manager to sign Professional Services Agreement with Human Resources Development Council of District 9 for Housing Program Support Services

MEETING DATE: November 18, 2025

AGENDA ITEM TYPE: Agreement - Agency/Non-profit

RECOMMENDATION: Authorize the City Manager to sign Professional Services Agreement with Human Resources Development Council of District 9 for Housing Program Support Services

STRATEGIC PLAN: 4.5 Housing and Transportation Choices: Vigorously encourage, through a wide variety of actions, the development of sustainable and lasting housing options for underserved individuals and families and improve mobility options that accommodate all travel modes.

BACKGROUND: The Community Housing Program traditionally contracts with HRDC for services in support of the program. This professional services agreement continues that support in three areas.

- Pre-Purchase Counseling, Buyer Qualification
- Long-term Affordability Monitoring
- HRDC Community Development Department staff time

Detailed descriptions of these services are provided in the scope of services attached to the agreement.

UNRESOLVED ISSUES: None at this time.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Funding for this \$40,000 agreement is included in the Community Housing Program budget.

Attachments:

[HRDC Housing Services PSA FY26.docx](#)

[Scope of Services for Community Housing Program FY26.docx](#)

Report compiled on: November 3, 2025