



CITY OF
CORPUS CHRISTI

AGENDA MEMORANDUM

First Reading for Ordinance for the City Council Meeting March 17, 2026
Second Reading for Ordinance for the City Council Meeting March 24, 2026

DATE: February 10, 2026
TO: Peter Zaroni, City Manager
FROM: Jennifer Buxton, Interim Director of Planning and Economic Development

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Ordinance accepting a payment of \$75,000.00 from the Corpus Christi Housing Authority to support procurement of professional services to develop a Housing Needs Assessment and Toolkit; appropriating the amount in the Corpus Christi Housing Finance Corporation Fund; and amending the FY 2026 Operating Budget.

CAPTION:

Ordinance accepting a payment of \$75,000.00 from the Corpus Christi Housing Authority to support procurement of professional services to develop a Housing Needs Assessment and Toolkit; appropriating \$75,000 into the Corpus Christi Housing Finance Corporation Fund; and amending the FY 2026 Operating Budget.

SUMMARY:

This ordinance authorizes the acceptance of \$75,000.00 from the Corpus Christi Housing Authority to cover half the cost of professional services to develop a Housing Needs Assessment and Toolkit.

BACKGROUND AND FINDINGS:

On July 29, 2025, the Board of Directors of the Corpus Christi Housing Finance Corporation (CCHFC) authorized the General Manager to solicit proposals from qualified firms; execute a contract with the highest scoring firm in an amount not to exceed \$150,000; enter into an agreement with the Corpus Christi Housing Authority (CCHA); and expend up to \$75,000 from the CCHFC funds to develop a Housing Needs Assessment and Housing Toolkit. The CCHFC share of the expense was approved in the FY 2026 Operating Budget.

The CCHFC and the CCHA entered into a Cooperation Agreement on November 19, 2025, to evenly share an estimated \$150,000 cost to develop a Housing Needs Assessment and Toolkit.

A Request for Proposals (RFP) from qualified firms was issued October 7, 2025, for the completion of a Housing Needs Assessment and Toolkit to identify current and projected gaps between demand for and supply of housing within the city limits at various household income levels and housing types. Eight qualified firms responded to the RFP. All eight firms proposed utilizing key staff outside the Corpus Christi area to manage the project and execute the scope of work. HR&A Advisors, Inc. (HR&A), with experienced project staff located in their Dallas office, was the highest scoring respondent and selected to conduct this analysis. HR&A's team conducted similar housing market analyses for communities across Texas, including Houston and Harris County, Dallas, and San Antonio, and demonstrated a deep understanding of the

housing real estate market and policies in Texas. The contract for the Housing Needs Assessment and Toolkit will be executed by the CCHFC and HR&A.

Based on the findings of the Housing Needs Assessment, HR&A will prepare a Toolkit of recommended policies and programs to address the current and projected gaps in housing availability and establish a roadmap for maximizing the potential for development of housing. Both the Needs Assessment and Toolkit documents will establish quantitative metrics that will permit the City to measure progress over time.

Completion of the Housing Needs Assessment and Toolkit is anticipated within one year of contract execution with the selected firm.

The Planning and Economic Development Department will administer the contract and manage the project.

ALTERNATIVES:

The alternative is to not accept funds from CCHA and cover the entire cost of professional services from the available CCHFC fund balance.

FISCAL IMPACT:

The fiscal impact to the CCHFC fund would be an expense not to exceed \$150,000.00; with the CCHA contribution of \$75,000.00 covering half this expense.

FUNDING DETAIL:

Fund: 9030 Corpus Christi Housing Finance Corporation
Organization/Activity: 48001 CC Housing Finance Corporation
Mission Element: N/A
Project # (CIP Only): N/A
Account: 530000 Professional Services

RECOMMENDATION:

Staff recommends approval of the Ordinance accepting funds from the CCHA to cover half the cost of professional services to develop a Housing Needs Assessment and Toolkit.

LIST OF SUPPORTING DOCUMENTS:

Ordinance
Evaluation Matrix
Agreement between Corpus Christi Housing Finance Corporation and the Corpus Christi Housing Authority
Presentation – Housing Needs Assessment and Toolkit