



Administrative Report

H.8., File # 25-1102

Meeting Date: 9/2/2025

To: MAYOR AND CITY COUNCIL

From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

TITLE

APPROVE AN AGREEMENT WITH KEYSER MARSTON ASSOCIATES, INC. FOR CONSULTING SERVICES FOR ADMINISTRATION OF THE CITY'S AFFORDABLE HOUSING PROGRAM IN AN AMOUNT NOT TO EXCEED \$34,999 AND THE TERM NOVEMBER 1, 2025 TO OCTOBER 31, 2026

EXECUTIVE SUMMARY

Keyser Marston Associates, Inc. (KMA), and their assigned consultant Kathe Head, has been a tremendous help to the City in monitoring various affordable housing agreements. The Inclusionary Affordable Housing Program was established to ensure owners of certain condominium developments in the City set aside a percentage of units for purchase or rent by seniors with low and moderate-incomes. The following developments participate in the City's program: Breakwater Village, The Montecito, Ruxton Place, Francisca Condominiums, Casa de los Amigos, Heritage Pointe, Seasons, 123 Catalina, and 219 Avenue I. KMA monitors these developments to ensure they remain compliant with program requirements.

BACKGROUND

The Inclusionary Affordable Housing Program requires certain condominium developments to dedicate a percentage of units for low and moderate-income seniors. KMA has provided highly effective professional services to the City since 2019 and the current contract between KMA and the City is scheduled to expire on October 31, 2025. The proposed Agreement with KMA is needed to support staff in setting the maximum allowable sales price for affordable housing units, evaluating applicants looking to purchase units, preparing agreements for sales and refinancing, and drafting letters as needed addressing non-compliant behaviors amongst program participants. Staff recommends that the City Council approve the proposed Agreement with KMA, for a not to exceed amount of \$34,999 and the term November 1, 2025 to October 31, 2026.

COORDINATION

This Agreement with Keyser Marston Associates, Inc. was prepared by and approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the proposed Agreement is available through the Housing Successor Agency Fund.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Keyser Marston Associates, Inc.