



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/20/2026

ITEM NO: 8

DATE: January 15, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute a First Amendment to an Agreement with HouseKeys for Administration of the Town's Below Market Price Affordable Housing Program to Extend the Contract to June 30, 2026.**

RECOMMENDATION: Authorize the Town Manager to execute a first amendment to an agreement with HouseKeys for administration of the Town's Below Market Price Affordable Housing Program (BMP Program) to extend the contract to June 30, 2026.

FISCAL IMPACT:

Sufficient funds are available in the Housing In-Lieu Fee Deposit Account to cover the costs of the services for the Town. The current balance in the deposit account is approximately \$3.7 million. The additional costs in the amount of \$32,000.00 would bring the total NTE to \$128,000.00.

STRATEGIC PRIORITY:

The proposed project aligns with the adopted Core Goal of **Community Character** and the **Strategic Priority** to preserve the Town's small-town charm and provide a range of housing opportunities and historic neighborhoods, while diligently maintaining and implementing the Housing Element.

BACKGROUND:

On February 16, 2021, the Town Council authorized the Town Manager to execute an agreement with HouseKeys for a five-year period for a fixed base annual cost of approximately \$96,000 per year, with a first-year onboarding cost of \$30,000 from approximately March 1, 2021, to February 28, 2026. Projected transactional costs would also be provided at an additional cost, depending on the volume of those transactions.

PREPARED BY: Tania Maheu
Administrative Analyst

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: Below Market Price Affordable Housing Program

DATE: January 15, 2026

DISCUSSION:

To align with contracts ending June 30th of the fifth year, staff is requesting that we extend HouseKeys' current contract to June 30, 2026. The Town has several agreements set to expire on June 30, 2026, and due to potentially increasing service fees with our existing consultant the Town will likely need to issue a Request for Proposals to obtain proposals for these services.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a first amendment to an agreement with HouseKeys for administration of the Town's BMP Program under the direction of the Community Development Director.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and the Finance Department.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Agreement with HouseKeys, 21.056, with Exhibit A
2. Draft First Amendment to an Agreement with HouseKeys