

SUBJECT: Clarification of Council Discussion Related to Pre-Qualifying Applicants for Affordable Housing Wait List

DEPARTMENT: Community Development

STAFF: Alexis Morris, Director of Community Development

TITLE/RECOMMENDATION

Staff recommends that the City Council confirm, by accepting this report as part of the adoption of the Consent Calendar, that the Council would like applicants' eligibility for the City's Affordable Housing Program wait list to be determined through a "pre-qualification" process, in a manner determined by staff in consultation with the City Attorney, prior to being placed on the wait list, as discussed at the April 14, 2026 City Council meeting.

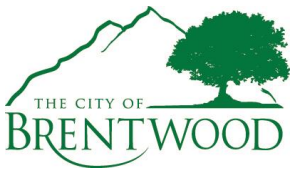
FISCAL IMPACT

There is no direct fiscal impact as a result of accepting this report. There may be costs associated with pre-qualification if staff contracts with a consultant to perform all or part of this work, which would be subject to future Council approval if required by applicable purchasing requirements.

BACKGROUND

On April 14, 2026, the City Council received an informational report and held a discussion regarding the administration, qualification, and selection processes of the City's Affordable Housing Program. After discussion, the Council, by motion, directed staff to modify the City's Affordable Housing Program to include: (1) quarterly applicant updates on unit availability; (2) exploration of multilingual application options; and (3) placement of previously selected lottery applicants, who are unable to proceed due to a change in income, at the top of the list in the next appropriate income category.

During discussion, the concept of pre-qualifying eligible applicants prior to being placed on the wait list was discussed. There appeared to be a consensus for directing staff to implement this recommendation, however, it was not included in the motion.



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Further, the above motion was not reconsidered at the April 14th meeting to include this recommendation.

Due to the nature of the discussion, staff would like to clarify if the Council would like to include the following in the Council's recommendations for modifications to the administration of the Affordable Housing Program:

- Applicants' eligibility for the City's Affordable Housing Program wait list will be determined through a "pre-qualification" process, in a manner determined by staff in consultation with the City Attorney, prior to being placed on the wait list.

If so, the Council can accept this report as part of the adoption of the Consent Calendar and staff will implement the above as part of other modifications to the administration of the Affordable Housing Program.

CITY COUNCIL STRATEGIC INITIATIVE

Focus Area 4: Community Development. Provide a diversity of housing opportunities, including equitable distribution of affordable housing for all socio-economic segments of the Brentwood community

PREVIOUS ACTION

Previous action by the City Council is included on Attachment 1.

DATE OF NOTICE

Not Applicable.

ENVIRONMENTAL DETERMINATION

Not Applicable.

ALTERNATIVE OPTION(S)

Alternative Options to the Staff Recommendation:

1. Pull the staff report from the Consent Calendar for discussion;
2. Pull the staff report from the Consent Calendar and direct staff not to implement pre-qualification of applicants for the wait list;
3. Continue the item with direction for staff to return with additional information.

ATTACHMENT(S)

1. Previous Actions