



## **Staff Report**

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### RESOLUTION APPROVING THE TENANT SELECTION FOR THREE LOW TO MODERATE INCOME RESIDENTIAL RENTAL UNITS

Honorable Chair and Board Members:

#### **Summary**

This report summarizes the tenant selection for three Agency-owned affordable housing units. Staff recommends that the Board adopt the attached resolution, approving the tenant selection.

#### **Background**

The Agency is preparing to rent three residential units to qualified low-to-moderate income (LMI) households. The units include a three-bedroom, detached single-family residence at 30 Oxford Place and two one-bedroom condominiums at 300 and 400 Davey Glen Road. A property management firm will prepare the units for move-in and manage them going forward. The expected/scheduled move-in dates are end of May for the single-family home and beginning of June or later for the condo units. The following is a summary of recent actions taken by the Board concerning the rental of these properties:

#### **30 Oxford Place**

At the July 8, 2008 Agency meeting, the Board adopted a resolution directing the property to serve as an interim rental unit for an LMI household. The Board determined that the renter household would be selected based on a system that gives preference to applicants in certain categories such as current Belmont residents, City of Belmont employees, and Belmont-Redwood Shores School District employees. LSA Associates, Inc. (LSA) was directed to prepare the application materials and implement a tenant selection and marketing plan.

#### **300 & 400 Davey Glen Road**

Since acquiring 30 Oxford Place, the Agency has purchased two condominium units located at 300 Davey Glen Road #3507 and 400 Davey Glen Road #4606. The Council authorized the purchase and interim rental of these properties at Closed Session meetings of November 25, 2008 and January 13, 2009. The Board confirmed the purchase of these properties through resolutions that were adopted at the January 27 and March 10, 2009 Agency meetings. The condo units were included in LSA's application and tenant selection plan for affordable housing in addition to 30 Oxford Place.

## **Discussion**

The application period has concluded and tenants have been notified of their selection pending final approval by the Agency. The tenant selection consists of three households that currently reside in Belmont; two of the households include a Belmont-Redwood Shores School District employee and one includes an employee of the City of Belmont. The following is a summary of the outreach and applicant screening that was carried out according to the tenant selection plan:

## **Marketing**

Advertising of the affordable units began on February 23, 2009. Potential applicants were notified through the following:

- Phone calls and/or emails were made to all parties on the Community Development Department's Housing Interest List, informing them of the units and asking if they would like to receive an application either via email or mail.
- LSA met with staff at the Belmont-Redwood Shores School District administrative office. LSA was informed that school district staff would notify the district principals about the program. LSA provided the school district with both print and electronic versions of the application.
- LSA met with City of Belmont Human Resources staff and provided staff with both print and electronic versions of the application.
- LSA met with staff at the Belmont Public Library and dropped off hard copy applications. Additionally, a flyer was posted on the library bulletin board.
- A flyer was posted on the Belmont City Hall bulletin board.
- Application packets were made available at the front counter at Belmont City Hall.
- Advertisements for the units were posted on Craig's List from February 23 through April 17.
- Advertisements for the units were posted in Pennysaver on March 11, 18, and 25.
- Advertisements for the units were posted in the San Mateo Daily Journal, both print and online editions, from March 5 through April 17.

## **Inquiries**

Between February 23rd and April 17th, LSA fielded approximately 120 email inquiries regarding the dwelling units. Additionally, LSA fielded between 70 and 100 phone calls for the units. City staff responded to several inquiries as well. Most of the interest came from applicants who had seen the ads for the units on Craig's List, in the Pennysaver, or in the San Mateo Daily Journal.

## **Meetings with Applicants**

Between February 23rd and April 17th, LSA met with eight applicants in person at the LSA office, to discuss the units and/or help applicants fill out the application. LSA also met with City staff and an applicant at the three-bedroom unit, to allow a prospective tenant to view the property.

### Applications Received

LSA received a total of 24 applications for the three units. Eight applications were for the three-bedroom home and sixteen applications were for the one-bedroom condos. Eight of the applications fell into one of the “priority categories” identified by the City. Five applicants were both residents of the City of Belmont and employed by either the City or the School District, placing them in the high priority pool. All applicants met the income qualifications for the units, which is an annual household income that qualifies as moderate income or below.

### Tenant Selection

All applicants were first screened to ensure that they would qualify under the income limits established annually by the California Department of Housing and Community Development (HCD). Once applicants were deemed income-eligible, they were evaluated under the priority system and placed into one of seven priority pools. In the event that more than one applicant was placed within a specific priority pool, the applications were prioritized on a first-come, first-served basis. The following prioritization criteria were used to rank income-eligible households:

- Priority Pool 1:** Households where at least one member currently lives in Belmont and at least one member is an employee of the City of Belmont or of the Belmont-Redwood Shores School District.
- Priority Pool 2:** Households where at least one member is an employee of the City of Belmont or of the Belmont-Redwood Shores School District.
- Priority Pool 3:** Households where at least one member is a current resident of the City of Belmont for at least one year, and at least one member is a current employee of the County of San Mateo.
- Priority Pool 4:** Households where at least one member is a current resident of the City of Belmont and has been for at least one year.
- Priority Pool 5:** Households where at least one member is a current resident of the City of Belmont and has been for at least six months.
- Priority Pool 6:** Households where at least one member is a current resident of the City of Belmont.
- Priority Pool 7:** All other households that meet the eligibility criteria.

The following charts summarize the ranking of applications that were received and identify the final tenant selection for the units:

**30 OXFORD PLACE:**

Ranking	Name	Prioritization Criteria	Date Application Submitted	Income Category & Household Size
1	Sasha Alquero	<b>P1: Belmont resident and Belmont-Redwood Shores School District Employee</b>	<b>February 24</b>	<b>Low (3)</b>
2	----	P1: Belmont resident and Belmont-Redwood Shores School District Employee	March 2	Low (3)
3	----	P3: Belmont resident and county employee.	March 30	Low (3)
4	----	P7: None	March 4	Very Low (4)
5	----	P7: None	March 23	Very Low (6)
6	----	P7: None	March 27	Very Low (4)
7	----	P7: None	March 28	Very Low (5)
8	----	P7: None	March 30	Very Low (4)

**DAVEY GLEN CONDOMINIUMS:\***

Ranking	Applicant	Prioritization Criteria	Date Application Submitted	Income Category & Household Size
1	Renato Perez	<b>P1: Belmont resident and Belmont-Redwood Shores School District Employee</b>	<b>March 17</b>	<b>Very Low (2)</b>
2**	----	P1: Belmont resident and City of Belmont Employee	March 30	Very Low (1)
3	Laura Symonds Cissna	<b>P1: Belmont resident and City of Belmont Employee</b>	<b>April 10</b>	<b>Very Low (2)</b>
4	----	P2: Belmont-Redwood Shores School District Employee	April 1	Very Low (2)
5	----	P5: Belmont resident for at least 6 months.	March 30	Very Low (1)
6	----	P7: None	March 4	Moderate (2)
7	----	None	March 4	Very Low (1)
8	----	None (might be County employee, but not a current resident)	March 10	Very Low (1)
9	----	P7: None	March 13	Very Low (1)
10	----	P7: None	March 13	Very Low (2)
11	----	P7: None	March 18	Very Low (2)
12	----	P7: None	March 27	Very Low (1)

13	----	P7: None	March 27	Very Low (1)
14	----	P7: None	March 30	Very Low (1)
15	----	P7: None	March 31	Very Low (1)
16	----	P7: None	April 15	Very Low (1)

\*Unit #3507 is designated for households with moderate income or below, while #4606 is designated for very low-income. The highest ranking applicant has been selected for Unit #3507, the only significant difference being that the unit has a bay view.

\*\*This applicant is no longer interested in the unit.

### Next Steps

As discussed earlier, upon approval from the Board of the tenant selection, staff will continue to work with the Property Manager to prepare the units for move-in, currently scheduled for end of May for the single-family residence and beginning of June or later for the condo units. As of this writing, the Agency's attorney, McDonough Holland & Allen PC (MHA) is preparing the lease agreements.

At tonight's Agency meeting, under a separate report, staff will also present a lease agreement form, application, and tenant selection plan for the Board to consider using for future Agency-owned LMI rentals. Staff is seeking authorization from the Board to select qualified tenants for the Agency's LMI units according to the criteria in the tenant selection plan. Staff would utilize the forms described above, with minor modifications by MHA and the City Attorney, as necessary.

### General Plan/Vision Statement

The objective of renting out these properties is consistent with the City's Vision Statement in priding itself on a "Thriving Economy" and "Easy Mobility," particularly since the units will be made available at a below market rate and are conveniently located in the "Belmont Village" area near local businesses, schools, and employment opportunities, with easy access to public transportation and regional transportation networks. The objective of the rentals is also consistent with the following goals of the City's Housing Element of the General Plan:

*Goal 1: Housing Production and Affordability: "Provide housing to meet the present and future needs of residents and public employees in Belmont, and to provide a fair share of the market area housing needs, within identified governmental, market, and natural constraints."*

*Goal 3: Housing Choice: "Preserve a diversity of type, price, and tenure in the City's housing stock."*

*Goal 8: Fair Housing: "Ensure decent, safe living environments for the City's residents regardless of age, sex, family composition, race, ethnicity, religion, physical or mental disability, or income."*

### Fiscal Impact

The interim rental of the properties will allow the Agency to generate revenue while any future disposition of the properties is determined. This will not produce significant fiscal impacts on the Agency, and will increase the number of below-market rate rental units in Belmont. The interim rental of the properties is expected to generate approximately \$3,180 per month in revenue for

the LMI Housing budget during the initial twelve-month lease terms. There are sufficient funds in Housing account 822-6101-8351 to authorize the property management services and repair and maintenance of the properties. No augmentation of the current budget is anticipated.

**Public Contact**

Posting of City Council agenda.

**Recommendation**

Staff recommends that the Board approve the attached resolution approving the tenant selection for the three LMI units located at 30 Oxford Place, and 300 Davey Glen Road #3507 & 400 Davey Glen Road #4606.

**Alternatives**

1. Direct staff to return for further discussion and direction.
2. Deny the resolution.
3. Take no action.

**Attachments**

- A. Resolution approving the tenant selection for three low to moderate income residential rental units located at 30 Oxford Place, and 300 Davey Glen Road #3507 & 400 Davey Glen Road #4606.

Respectfully submitted,

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Laurie Shiels  
Housing Specialist

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Jennifer Walker  
Associate Planner

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Carlos de Melo  
Community Development Director

\_\_\_\_\_  
Jack R. Crist  
Executive Director

**Staff Contact(s):**

Laurie Shiels, Housing Specialist  
(650) 637-4717  
[lshiels@belmont.gov](mailto:lshiels@belmont.gov)

Jennifer Walker, Associate Planner  
(650) 595-7453  
[jwalker@belmont.gov](mailto:jwalker@belmont.gov)

**REDEVELOPMENT AGENCY RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF BELMONT  
APPROVING THE TENANT SELECTION FOR THREE LOW TO MODERATE  
INCOME RESIDENTIAL RENTAL UNITS AT 30 OXFORD PLACE, 300 DAVEY  
GLEN #3507, AND 400 DAVEY GLEN #4606**

**WHEREAS**, 30 Oxford Place is a two-story, three-bedroom detached single-family residence constructed as part of the Oxford Place subdivision which was approved in 1998 and completed for occupancy in 2000; and,

**WHEREAS**, both 300 Davey Glen Road #3507 and 400 Davey Glen Road #4606 are one-bedroom condominium units located in a 229-unit building complex constructed as part of the Bell Arbor Plan of Lot 1 RSM 96/80-99; and,

**WHEREAS**, the Agency adopted Resolution No. RA-476 on July 8, 2008, approving the interim rental of one agency-owned below-market rate dwelling unit at 30 Oxford place; and,

**WHEREAS**, the City Council authorized the interim rental of 300 Davey Glen Road #3507 and 400 Davey Glen Road #4606 during the Council Closed Session meetings of November 25, 2008, and January 13, 2009; and,

**WHEREAS**, the Agency's rental of 30 Oxford Place, 300 Davey Glen Road #3507, and 400 Davey Glen Road #4606 as affordable units to income-qualified households, supports the goals of the City's Housing Element, which encourage housing affordability, housing choice, and fair housing; and,

**WHEREAS**, LSA Associates, Inc., under an existing contract with the City of Belmont, implemented a rental plan to consider timing, eligibility requirements, rules for tenancy, marketing, and prioritization criteria for ranking income-eligible households for tenancy at 30 Oxford Place, 300 Davey Glen Road #3507, and 400 Davey Glen Road #4606; and,

**WHEREAS**, Sasha Alquero, Renato Perez, and Laura Symonds Cissna submitted Affordable Housing Tenant Applications to LSA Associates, Inc.; and,

**WHEREAS**, Sasha Alquero, Renato Perez, Laura Symonds Cissna, and their household members meet the eligibility requirements contained in the City of Belmont Affordable Housing Tenant Selection Plan; and,

**WHEREAS**, Sasha Alquero is part of a three-person household where at least one member currently lives in Belmont and at least one member is an employee of the Belmont-Redwood Shores School District; and

**WHEREAS**, Renato Perez is part of a two-person household where at least one member currently lives in Belmont and at least one member is an employee of the Belmont-Redwood Shores School District; and

**WHEREAS**, Laura Symonds Cissna is part of a two-person household where at least one member currently lives in Belmont and at least one member is an employee of the City of Belmont; and

**WHEREAS**, Sasha Alquero and the other two members of her household have been selected as tenants of the dwelling unit located at 30 Oxford Place; and,

**WHEREAS**, Renato Perez and the other member of his household have been selected as tenants of the dwelling unit located at 300 Davey Glen Road #3507; and,

**WHEREAS**, Laura Symonds Cissna and the other member of her household have been selected as tenants of the dwelling unit located at 400 Davey Glen Road #4606; and,

**WHEREAS**, the rental of 30 Oxford Place, 300 Davey Glen #3507, and 400 Davey Glen #4606 is not considered a project under the provisions of the California Environmental Quality Act; and,

**WHEREAS**, a public meeting was duly noticed, held on May 12, 2009, and closed; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Redevelopment Agency of the City of Belmont approves the tenant selection for three Agency-owned low-to-moderate income dwelling units located at 30 Oxford Place, 300 Davey Glen Road #3507, and 400 Davey Glen Road #4606.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Redevelopment Agency of the City of Belmont at a regular meeting thereof held on May 12, 2009, by the following vote:

AYES, DIRECTORS: \_\_\_\_\_

NOES, DIRECTORS: \_\_\_\_\_

ABSTAIN, DIRECTORS: \_\_\_\_\_

ABSENT, DIRECTORS: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Redevelopment Agency

APPROVED:

\_\_\_\_\_  
Chair, Redevelopment Agency