

MEETING DATE: 7/24/06

AGENDA ITEM: Consideration of Approval of a Relocation Plan for Residents at the Metro Motel (8846 National Boulevard).

ATTACHMENTS

	<u>Pages</u>
1. Notice to Tenants	1-2
2. Relocation Plan	3-36



100 West Broadway, Suite 500
Long Beach, CA 90802
562.304.2000 ph
562.304.2020 fax
www.OPCservices.com

June 19, 2006

Daniel J. Rosen
8846 National Blvd. #11
Culver City, CA 90232

Dear Mr. Rosen:

The revised Relocation Plan (Plan), relative to the proposed **Washington-National Project**, affecting the property you occupy, is now available for your review and comments. Your copy of the Plan is attached with a reference copy available at the City of Culver City offices, Third Floor, 9770 Culver Boulevard, Culver City, CA 90232. The offices are open from 7:30 a.m. to 5:30 p.m., Monday through Friday. The offices are closed on June 23 and on succeeding alternate Fridays.

Written comments on the Plan must be submitted no later than **July 20, 2006** and should be directed to:

Natasa Lenic
Overland, Pacific & Cutler, Inc.
100 W Broadway, Suite 500
Long Beach, CA 90802

The final Plan is expected to be presented to the City Council for its approval at the meeting on July 24, 2006.

Should you have any questions, please contact me at (800)400-7356.

Sincerely,

Brian Everett
Regional Director

c: Alicia Weintraub, Redevelopment Project Manager, Culver City Redevelopment Agency



100 West Broadway, Suite 500
Long Beach, CA 90802
562.304.2000 ph
562.304.2020 fax
www.OPCservices.com

June 19, 2006

Cecy Yanes
8846 National Blvd. #2
Culver City, CA 90232

Dear Ms. Yanes:

The revised Relocation Plan (Plan), relative to the proposed **Washington-National Project**, affecting the property you occupy, is now available for your review and comments. Your copy of the Plan is attached with a reference copy available at the City of Culver City offices, Third Floor, 9770 Culver Boulevard, Culver City, CA 90232. The offices are open from 7:30 a.m. to 5:30 p.m., Monday through Friday. The offices are closed on June 23 and on succeeding alternate Fridays.

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Sincerely,

Brian Everett
Regional Director

c: Alicia Weintraub, Redevelopment Project Manager, Culver City Redevelopment Agency

2

RELOCATION PLAN

Washington-National Project

**Prepared for:
The City of Culver City**

By:

**Overland, Pacific & Cutler, Inc.
100 West Broadway, Suite 500
Long Beach, California 90802
(562) 304-2000**

June 19, 2006

TABLE OF CONTENTS

INTRODUCTION	1
I. PROJECT AREA DESCRIPTION	2
A. THE REGIONAL LOCATION	2
B. PROJECT SITE LOCATION	3
C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS	4
II. ASSESSMENT OF RELOCATION NEEDS	5
A. SURVEY METHOD	5
B. SURVEY DATA	5
1. Housing Mix	5
2. Project Area Rents	5
3. Occupancy	5
4. Income	6
5. Ethnicity/Language	6
6. Senior/Handicapped Households	6
7. Preferred Relocation Areas	6
III. RELOCATION RESOURCES	7
A. METHODOLOGY	7
B. REPLACEMENT HOUSING AVAILABILITY	7
C. RELATED ISSUES	8
1. Concurrent Residential Displacement	8
2. Temporary Housing	8
IV. THE RELOCATION PROGRAM	9
A. PROGRAM ASSURANCES, STANDARDS AND OBJECTIVES	9
B. TECHNICAL ASSISTANCE	10
C. RELOCATION BENEFITS	11
1. Residential Moving Expense Payments	12
2. Rental Assistance To 90-Day Tenants Who Choose to Rent ...	13
3. Downpayment Assistance To 90-Day Tenants Who Choose to Purchase	14
4. Payments To Non-Tenured Residential Tenants	14
D. GENERAL INFORMATION ON PAYMENT OF RELOCATION BENEFITS	14
E. LAST RESORT HOUSING	15
F. RELOCATION TAX CONSEQUENCES	16
G. GRIEVANCE PROCEDURES	16
H. EVICTION POLICY	16
I. CITIZEN PARTICIPATION	17
J. PROJECTED DATES OF DISPLACEMENT	17
K. ESTIMATED RELOCATION COSTS	18

LIST OF TABLES

TABLE 1: City of Culver City & Tract 7024 Population - 2000 Census	4
TABLE 2: City of Culver City & Tract 7024 Housing Units - 2000 Census	4
TABLE 3: Availability and Cost of Replacement Rental Housing	7
TABLE 4: Schedule of Fixed Moving Payments	12
TABLE 5: Computation of Rental Assistance Payments	13

LIST OF EXHIBITS

EXHIBIT A: Residential Interview Form	
EXHIBIT B: HUD Income Limits - County of Los Angeles	
EXHIBIT C: Residential Informational Brochure	
EXHIBIT D: City's Section 8 Plan	
EXHIBIT E: Public Comments and Response to Public Comments	

INTRODUCTION

The City of Culver City (the City) is moving forward with the acquisition activities relating to the Washington-National Project (the Project). The City recently acquired the Metro Motel site and signed a short-term rental agreement with the motel owner. At this time the City is negotiating with the developer Urban Partners LLC to demolish the existing properties and construct a mixed use transit oriented development with associated public parking for the Metro. The residential component of this development will create approximately 200 units. The City has committed to provide financial, legal and administrative assistance to assist with the property acquisition and relocation components associated with the Project.

Within the Project boundaries there are two long-term residential occupants of the motel subject to displacement should the Project proceed as planned. Prior to undertaking any displacing activity, the City is required by law (California Government Code Section 7260 et seq.), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and regulation (California Code of Regulations, Title 25 Chapter 6) (herein collectively referred to as the Law and Regulation) to prepare a relocation plan (the Plan) subject to public review and City Council approval. The general purposes of a relocation plan are to describe the circumstances of affected parties, the availability of replacement housing, and the City's program to provide required technical and financial assistance. It is important to be aware that the preparation and approval of a relocation plan fulfills an administrative requirement but does not, by itself, constitute a commitment to proceed with the Project.

This Plan was written by Overland, Pacific & Cutler, Inc. (OPC), a professional consulting firm specializing in public authority acquisition and relocation projects and is organized in four sections:

1. A description of the Project area and specific Project site (**SECTION I**);
2. An assessment of the relocation needs of persons subject to displacement as a result of the Project (**SECTION II**);
3. An assessment of available replacement housing units within Culver City and surrounding communities (**SECTION III**); and
4. The steps and procedures that the City will follow to ensure a fair and equitable relocation program (**SECTION IV**).

I. PROJECT AREA DESCRIPTION

A. THE REGIONAL LOCATION

The Metro Motel is located in the City of Culver City on the northern side of Washington Boulevard. The City is located in the southwestern portion of the County of Los Angeles, approximately 15 miles from downtown Los Angeles. Culver City is immediately accessible from the 10, 405 and 90 freeways. Adjacent communities include Palms, Mar Vista, Cheviot Hills, South Robertson, Marina del Rey, Ladera Heights, Fox Hills, and Baldwin Hills. (See Figure 1: Regional Project Location)



Figure 1: *Regional Project Location*

7.

B. PROJECT SITE LOCATION

The Project is generally bounded by the alley parallel to Venice Boulevard on the west, National Boulevard on the north, Washington Boulevard on the east and Exposition Boulevard on the south. This location is within Census Tract 7024. (See Figure 2: *Project Site Location*)

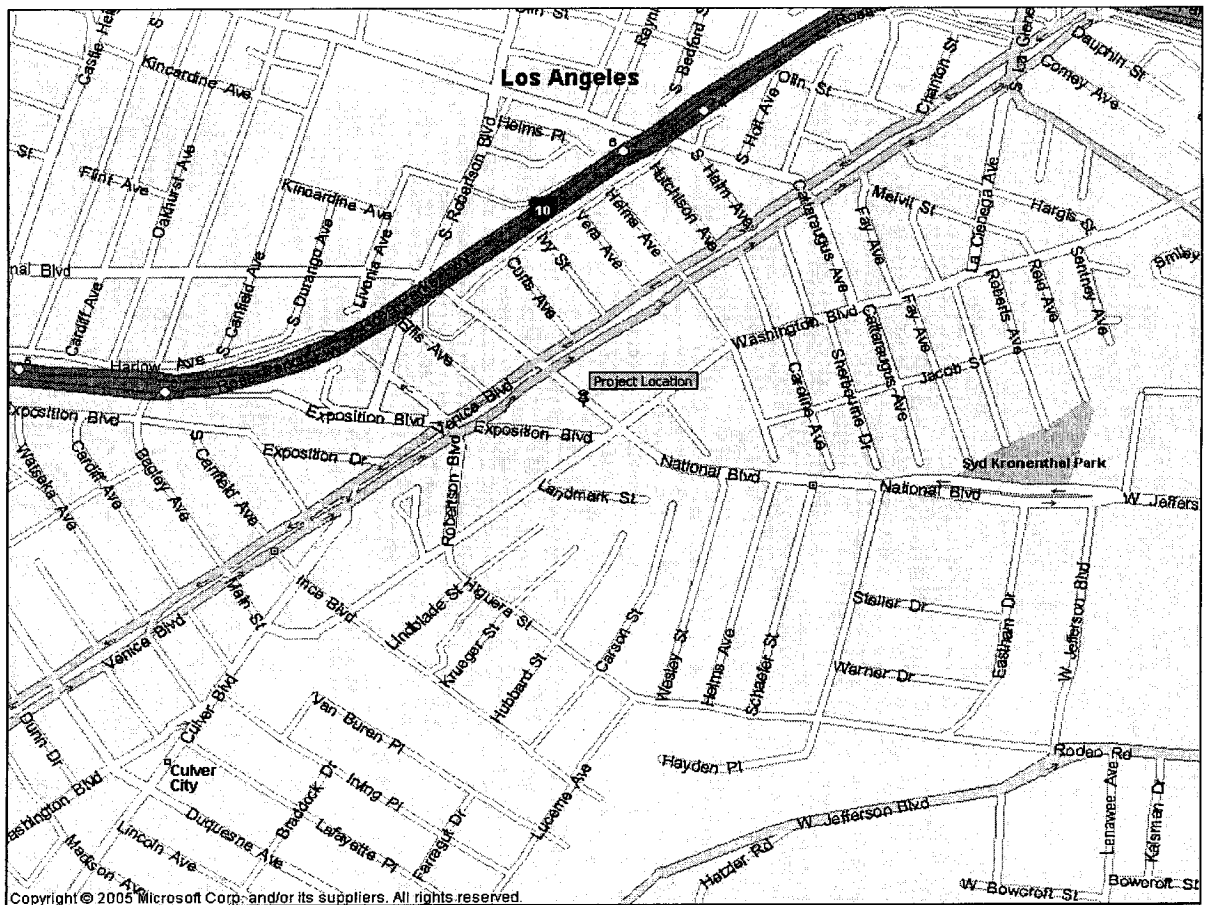


Figure 2: Project Site Location

8

C. GENERAL DEMOGRAPHIC & HOUSING CHARACTERISTICS

The 2000 U. S. Census determined the population of the City of Culver City to be 38,816 people and the population of the Census Tract 7024 to be 4,797 (see **Table 1**). The housing mix according to the Census is shown below in **Table 2**.

TABLE 1: City of Culver City & Tract 7024 Population - 2000 Census				
Population	Tract 7024	%	City	%
Total Population	4,797	100.0%	38,816	100.0%
White	2,663	55.5%	22,996	59.2%
Black or African American	362	7.5%	4,644	12.0%
American Indian and Alaska Native	43	0.9%	277	0.7%
Asian	527	11.0%	4,667	12.0%
Native Hawaiian and Other Pacific Islander	19	0.4%	80	0.2%
Some Other Race	881	18.4%	3,945	10.2%
Two or More Races	302	6.3%	2,207	5.7%
Hispanic or Latino (of Any Race)	1,727	36.0%	9,199	23.7%

TABLE 2: City of Culver City & Tract 7024 Housing Units - 2000 Census				
Type	Tract 7024	%	City	%
Total Units	1,956	100.0%	17,130	100.0%
Owner-Occupied	762	38.9%	9,034	52.7%
Renter-Occupied	1,146	58.6%	7,577	44.2%
Vacant Housing Units	48	2.5%	519	3.1%
Available for Sale Only (of Total Vacant Units)	3	6.3%	112	21.6%
Available for Rent - Full Time Occupancy (of Total Vacant Units)	13	27.1%	164	31.6%
Sold or Rented - Not Occupied	7	14.6%	58	11.2%
Otherwise Not Available (e.g. seasonal, recreational, migratory, occasional use)	5	10.4%	42	8.1%
Other Vacant	20	41.7%	143	27.6%

II. ASSESSMENT OF RELOCATION NEEDS

A. SURVEY METHOD

To obtain information necessary for the preparation of this Plan, personal interviews with the two potentially affected residents were conducted in May 2006. Both interviews were conducted on-site in their respective motel accommodation in either English or Spanish, as appropriate.

Inquiries made of residential occupants concerned household size and composition, income, monthly rent obligation, length and type of occupancy, ethnicity, home language, disabilities/health problems, and replacement housing preferences.

The descriptive data in this Plan concerning residents are based solely on anecdotal responses. No attempt was made to verify income or other information provided. Sample of the residential interview form used in the interview process is presented as **Exhibit A** of this report.

B. SURVEY DATA

The Project area includes two tenant-occupied units of a motel because their residency on site exceeds a year. Both residents were personally surveyed.

1. Housing Mix

The housing mix consists of two single-room-occupancy units both tenant-occupied. Both single efficiency motel rooms were rented on a long-term basis, they have been rented furnished and consist of a room, a small kitchen and a bathroom.

2. Project Area Rents

Both residents are charged rent on a monthly basis. The resident with a longer tenancy pays \$840 and the other pays \$900. The average rent charged for a single room is \$870 per month.

3. Occupancy/Overcrowding

There is a known Project population of three individuals, two adults and one child.

The commonly accepted standard for housing density allows two persons per bedroom and one person in a common living area. Based on this criterion as compared to available tenant data, there is no overcrowding and both residents can be accommodated in a studio or another single room efficiency if relocated.

4. Income

Income information was provided by one resident and according to income standards for the County of Los Angeles (**Exhibit B**) adjusted for family size as published by the United States Department of Housing and Urban Development (HUD) in 2006, that resident qualifies as above moderate income (over 120% of area median).

5. Ethnicity/Language

One resident reports the ethnicity as White and primary language English, while the other reports Spanish to be the primary language and ethnicity Hispanic.

6. Senior/Handicapped Households

There are no senior households (head of household 62 years or older) in the Project and no reported disabilities.

7. Preferred Relocation Areas

Both residents expressed a preference to remain in the community in order to maintain current access to employment, recreational resources and public transportation.

III. RELOCATION RESOURCES

A. METHODOLOGY

A resource survey was conducted within a five mile radius of the Project to determine the availability of replacement housing units utilizing the following sources:

- Windshield surveys conducted in Culver City and surrounding communities
- Classified rental listings from *The Los Angeles Times*, *Culver City Observer*, the *Argonaut*, and *For Rent* publications
- Internet sources

B. REPLACEMENT HOUSING AVAILABILITY

Residential Rental Housing

Replacement housing survey data are summarized in **Table 3**. The survey identified a total of 47 available studio units within a five mile radius of the Project. The individual figures for number of units found by bedroom size are presented in the table alongside the number of units needed (shown in parentheses) to meet re-housing obligations.

TABLE 3: Availability and Cost of Replacement Rental Housing		
Bedroom Size	Studio	Extended Stay Motel
# Found (# Needed)	47 (2*)	7 (2*)
Monthly Rent Range	\$675-\$1,250	\$1,770-\$2,400
Median Rent	\$900	\$2,150

*Total 2 units needed; either studio or motel room

The median rent amounts shown in the table are among the figures used to make benefit and budget projections for the Plan. These amounts are, naturally, subject to change according to the market rates prevailing at the time of displacement. Average Project rents are currently approximately 3.5 % less than respective market rates for surveyed replacement units, however, many studio units are available at rates lesser than the motel room rents and will provide adequate replacement housing while satisfying decent, safe and sanitary requirement. Extended stay motel rooms are available in the area at rates much higher than standard studio units and

12

will not be considered as a comparable replacement housing unless specific individual circumstances require such consideration. Any area motel rooms come with certain restrictions (for instance, the duration of stay might be limited to the maximum of 28 days) which disqualify them from the pool of available decent, safe and sanitary dwellings.

C. RELATED ISSUES

1. Concurrent Residential Displacement

There are no public projects currently underway in the City of Culver City which might compete with the Project for needed housing resources.

2. Temporary Housing

No need for temporary housing is anticipated.

IV. THE RELOCATION PROGRAM

Overland, Pacific & Cutler Inc. (OPC) has been retained by the City to assist in the administration of the relocation program. The City staff will monitor the performance of OPC and be responsible to approve or disapprove OPC recommendations concerning implementation of the Plan. The relocation program consists of two principal components: Technical Assistance and Financial Assistance.

A. PROGRAM ASSURANCES, STANDARDS AND OBJECTIVES

The relocation program to be implemented by the City will conform with the standards and provisions of the Law and Regulation.

To meet its regulatory obligations, the City and its representatives will:

1. Distribute appropriate written information concerning the City's relocation program and fully inform eligible project occupants of the nature of and procedures for obtaining relocation assistance and benefits;
2. Determine the needs of each residential displacee eligible for assistance;
3. Provide residential displacees with at least one and, preferably three, referrals to comparable, replacement housing within a reasonable time prior to displacement and maintain an updated database of available housing resources over the duration of the project;
4. Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, marital status or other arbitrary circumstances;
5. Supply information concerning federal and state programs and other governmental programs providing assistance to displaced persons;
6. Assist each eligible residential occupant to complete applications for benefits;
7. Make benefit determinations and payments in accordance with state law and the City's relocation guidelines;

8. Assure that no occupant is required to move without a minimum of 90 days written notice to vacate;
9. Inform all persons subject to displacement of the City's policies with regard to eviction and property management; and
10. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the City's decisions with respect to relocation assistance.

B. TECHNICAL ASSISTANCE

Technical assistance services are provided in order to inform displacees about the relocation program, help find replacement accommodations, coordinate claims processing, maintain a communication link with the City and assist with the involvement of outside providers of social and other support services. To follow through on the technical assistance component of the relocation program, relocation staff will perform the following functions:

1. Interview each Project area household to determine existing circumstances, general needs and concerns and preferences regarding the replacement of existing accommodations;
2. Distribute and review a printed Informational Brochure written in either English or Spanish (see **Exhibit C**) with each displaced household;
3. Provide residential displacees with three or more referrals to comparable replacement dwellings prior to service of the 90 Day Notice-to-Vacate. Explain how comparable replacement dwelling must satisfy the following criteria:
 - (a) The unit is decent, safe and sanitary - electrical, plumbing and heating systems in good repair - no major, observable hazards or defects. The unit is comparable to the acquired dwelling with respect to number of rooms, habitable living space and type and quality of construction, but not lesser in rooms or living space as necessary to accommodate the displaced person;
 - (b) The unit is located in an area not subjected to unreasonable adverse environmental conditions from either natural or man-made sources, and not generally less desirable with respect to public utilities,

transportation, public and commercial facilities, including schools and municipal services and reasonably accessible to the displaced person's place of employment;

- (c) The unit is available both on the private market and to all persons regardless of race, color, sex, marital status, religion or national origin;
 - (d) The monthly rental rate is within the financial means of the displaced residential tenant;
- 4. Provide transportation, if necessary, to inspect replacement sites within the local area. Offer special assistance to help tenants find housing near friends, relatives, medical facilities and services, and convenient transportation;
 - 5. Assist with arrangements for the purchase of real property, the completion of applications for replacement housing and the preparation and submission of claim forms to request relocation benefits;
 - 6. Make referrals to governmental and non-governmental service providers such as:
 - (a) The Social Security Administration
 - (b) Culver City Housing Agency
 - (c) Housing Rights Center
 - (d) Westside Fair Housing Council

C. RELOCATION BENEFITS

Relocation benefits will be provided in accordance with the provisions of the state relocation Law and Regulation. Benefits will be paid to eligible displaced persons upon submission of required claim forms and documentation in accordance with the City's normal administrative procedures. Additionally, the City will give first option to obtain the City's Section 8 certificate to the qualified Project displacees, per **Exhibit D**, City's Section 8 Plan.

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displacees. In the course of personal interviews and follow-up visits, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance.

The City staff will process advance payment requests in order to alleviate hardships for tenants who do not have access to sufficient funds to pay move-in costs such as first month's rent and/or security deposits. Requests for advance payments will be processed expeditiously to help avoid the loss of desirable, appropriate replacement housing.

1. Residential Moving Expense Payments

All residential occupants to be relocated will be eligible to receive a payment for moving expenses except as noted. Moving expense payments will be made based upon the actual cost of a professional move or a fixed payment based on a room-count schedule.

a. Actual Cost (Professional Move)

Displacees may elect to have a licensed professional mover perform the move. The actual cost of the moving services, based on at least two acceptable bids, will be compensated by the City in the form of a direct payment to the moving company upon presentation of an invoice. Transportation costs are limited to a distance of 50 miles in either case. In addition to the actual move, costs associated with utility re-connections (i.e., gas, water, electricity, telephone, and cable) are eligible for reimbursement.

b. Fixed Payment (based on Room Count Schedule)

An occupant may elect to receive a fixed payment for moving expenses that is based on the number of rooms occupied in the displacement dwelling. In this case, the person to be relocated takes full responsibility for the move. The fixed payment includes all utility connections as described in (a), above.

TABLE 4: Schedule of Fixed Moving Payments									
Unfurnished Dwelling									
Room Count	1	2	3	4	5	6	7	8	each additional
Amount	\$625	\$800	\$1,000	\$1,175	\$1,425	\$1,650	\$1,900	\$2,150	\$225
Furnished Dwelling									
Room Count	1	each additional							
Amount	\$400	\$65							

At a minimum, the fixed schedule payment for single occupancy efficiency units, furnished with the tenants own personal property, is \$625 including all utility connections at the replacement location. The current schedule for fixed moving payments is set forth in **Table 4** above.

2. Rental Assistance To 90-Day Tenants Who Choose to Rent

Residential tenants who have established residency in the Project for a minimum of 90 days prior to the City's acquisition of the property and who choose to re-rent may be eligible to receive a Rental Assistance Payment in addition to compensation for moving expenses.

Except in the case of Last Resort situations, as described in Section IV, (see E - Last Resort Housing Payments) and pursuant to the Law, rental assistance payments are limited to a maximum of \$5,250, based upon monthly housing need over a 42 month period. The following table demonstrates how monthly need is determined:

TABLE 5: Computation of Rental Assistance Payments		
1. Old Rent	\$650	Old Rent, plus Utility Allowance
or		
2. Ability to Pay	\$700	30% of the Gross Household Income*
3. Lesser of lines 1 or 2	\$650	
Subtracted From:		
4. Actual New Rent	\$750	Actual New Rent including Utility Allowance
or		
5. Comparable Rent	\$775	Determined by Authority; includes Utility Allowance
6. Lesser of lines 4 or 5	\$750	
7. Yields Monthly Need:	\$100	Subtract line 3 from line 6
Rental Assistance	\$4200	Multiply line 7 by 42 months

* Gross income means the total annual income of an individual less the following: (1) a deduction of \$500 for each dependent in excess of three; (2) a deduction of 10% of total income for the elderly or disabled head of household; (3) a deduction for recurring extraordinary medical expenses defined for this purpose to mean medical expenses in excess of 3% of total income, where not compensated for, or covered by insurance or other sources; (4) a deduction of reasonable amounts paid for the care of children or sick or incapacitated family members when determined to be necessary to employment of the head of household or spouse, except that the amount deducted shall not exceed the amount of income received by the person who would not otherwise be able to seek employment in the absence of such care.

16

3. Downpayment Assistance To 90-Day Tenants Who Choose to Purchase

Residential tenants who are otherwise eligible to receive a Rental Assistance Payment as described above may choose to utilize up to the full amount of their rental assistance eligibility amount (including Last Resort benefits) to purchase a home.

In cases involving eligibility for a Last Resort Housing supplement, the City will arrange to deposit in an open escrow account, the total amount of assistance for which a tenant qualifies, provided that the entire amount is used for the downpayment and eligible incidental costs associated with the purchase of a replacement home. Provision shall be made in the accompanying escrow instructions for the return of the City funds, in the event escrow should fail to close within a reasonable period of time.

4. Payments To Non-Tenured Residential Tenants

With the exception of those eligible for Last Resort Housing assistance (see Section IV, Part E - Last Resort Housing), residential tenants with less than 90 days of continuous occupancy prior to the City's acquisition of the property where the tenant resides, will only be eligible to receive a moving expense payment in accordance with Section 1b above.

D. GENERAL INFORMATION ON PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with the City within 18 months from:

- The date the claimant moves from the acquired property; **or**,
- The date on which final payment for the acquisition of real property is made, whichever is later.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance;

2. Assistance amounts will be determined in accordance with the provisions of the Law and Regulation;
3. Required claim forms will be prepared by relocation personnel in conjunction with claimant(s). Signed claims and supporting documentation will be submitted by relocation personnel to the City staff;
4. The City staff will review and approve claims for payment, or request additional information;
5. The City will issue benefit checks, which will be available at the City office for pick-up by claimants, unless circumstances dictate otherwise;
6. Final payments will be issued after confirmation that the Project premises have been completely vacated, and actual residency at the replacement unit is verified;
7. Receipts of payment will be maintained in the relocation case file.

E. LAST RESORT HOUSING

A displaced tenant household will be entitled to consideration for supplementary benefits in the form of Last Resort Housing assistance when the computed replacement housing assistance eligibility exceeds either \$5,250 or when a low-income tenant fails to meet the 90-day occupancy requirement. Calculation of Last Resort rental assistance benefits for tenants who fail to meet 90-day occupancy requirements will be based solely on household income. Non 90-day qualifiers must meet the basic eligibility requirements applied to all other displacees.

The City, at its discretion, may opt to pay Last Resort rental assistance payments on a periodic basis. Recipients of Last Resort rental assistance who intend to purchase rather than re-rent replacement housing have the right to request a lump sum payment of all benefits for the purpose of making a downpayment and paying standard, non-recurring closing costs. Households receiving periodic payments may elect, at any time, to request a lump sum payment of all remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling. All standard claim processing procedures will be applied to Last Resort payments including the lump sum disbursement of approved benefits.

F. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1968, or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. The above statement on tax consequences is not intended to be provision of tax advice by the City. Displacees are responsible for consulting with their own tax advisors concerning the tax consequences of relocation payments.

G. GRIEVANCE PROCEDURES

The City's Grievance Policy will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development Program guidelines and Section 1100 of the Culver City Redevelopment Agency's Rules and Regulations for Implementation of the California Relocation Assistance Law.

Briefly stated, displacees will have the right to ask for administrative review when they believe themselves aggrieved by a determination as to eligibility, the amount of payment, the failure to provide comparable replacement housing referrals or the City's property management practices. Requests for review will be directed first to the Relocation Appeals Board of the City of Culver City, or other authorized designee of the City. Details concerning the entire appeals process will be provided upon request.

H. EVICTION POLICY

1. Under the State of California guidelines, eviction by the City is permissible only as a last alternative with the exception of persons considered to be in unlawful occupancy. A displaced person's eviction does not affect eligibility for relocation assistance and benefits. Relocation records must be documented to reflect the specific circumstances surrounding the eviction.
2. Eviction may be undertaken only for one or more of the following reasons:
 - a) Failure to pay rent, except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
 - b) Performance of a dangerous, illegal act in the unit;

- c) Material breach of the rental agreement and failure to correct breach within 30 days of notice;
- d) Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- e) Refusal to accept one of a reasonable number of offers of replacement dwellings;
- f) A requirement under state or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of a public entity.

I. CITIZEN PARTICIPATION

As the process for considering the Project moves forward, the City will observe the following protocol:

- 1. Provide affected tenants with full and timely access to documents relevant to the relocation program;
- 2. Provide technical assistance necessary to interpret elements of the Relocation Plan and other pertinent materials;
- 3. Issuance of a general notice in English and/or Spanish, as needed, concerning the availability of the Plan for public review, as required, 30 days prior to its proposed adoption. Distribution of the Plan, upon request, to all affected and interested parties;
- 4. The inclusion of written or oral comments concerning the Plan and City's response as an attachment to the Plan when it is forwarded to the City Council for adoption.

J. PROJECTED DATES OF DISPLACEMENT

The City contemplates that the relocation process will begin in summer 2006 and be completed no later than January 2007.

K. ESTIMATED RELOCATION COSTS

The total budget estimate for relocation-related payments for this Project, including a 10 percent contingency is as follows:

Relocation:	\$23,020
Contingency @ 10%:	<u>\$2,300</u>
TOTAL:	\$25,320

The estimated relocation budget does not include any payments related to property acquisition, or improvements pertaining to realty. In addition, the budget does not consider the cost of any services necessary to implement the Plan and complete the relocation element of the Project.

The staff of the City of Culver City has reviewed this Relocation Plan as well as the estimated budget necessary for relocation and has advised that sufficient financial resources are available to carry out this Relocation Plan. See **Exhibit E**.

EXHIBIT A: Residential Interview Form

CASE #

FUNDING SOURCE:

OVERLAND, PACIFIC & CUTLER, INC. - RESIDENTIAL INTERVIEW FORM

Interview Date:

Site Move-In:

Initiation of Negotiations:

interviewer:

Head of Household _____

Address: _____ # _____

Site Telephone # _____ Work/Cell # _____

Fax # _____ Email _____

Social Security Number _____

Occupancy Status: ☐ Own ☐ Rent

Dwelling Type _____ Approx. Sq.Ft. _____

Approximate Age of Unit: _____ yrs. _____

Bedrooms _____ # Bathrooms _____ # Rooms _____ ☐ Laundry Fac.☐ Garage ☐ Carport ☐ Pets: If so, describe _____Condition of unit: ☐ Excellent ☐ Good ☐ Fair ☐ PoorOwners: ☐ Mortgage ☐ Own Clear

Monthly Payment: Principal \$ _____ \$ _____

Loan Balance(s) as of _____: \$ _____

Loan Type: ☐ Fixed ☐ Variable Annual % Rate _____Loan Type: ☐ Fixed ☐ Variable Annual % Rate _____

Original Date(s) of Current Loan(s): _____

Rem. Loan Term _____ Months Rem. Loan Term _____ Months

Renters: ☐ Total Monthly Rent: \$ _____ Landlord _____☐ Written Agreement Date _____☐ M/M ☐ Lease ☐ Vacant/No Contact

Mobile Home: Size: _____ ft x _____ ft

Year: _____ Model: _____ Pad Rent: \$ _____

If Sect.8, Total Tenant Rent. \$ _____

Caseworker: _____ Telephone

#: _____

☐ Unit Furnished ☐ Unit Unfurnished ☐ Security Deposit? \$ _____Do you rent out any rooms in the dwelling? ☐ Yes ☐ No

If so, names: _____

If so, is person or persons considered part of household? ☐ Yes ☐ No

ETHNICITY:

☐ White ☐ Asian☐ Hispanic/Latino☐ African American☐ Other _____

PRIMARY LANGUAGE:

☐ English ☐ Spanish☐ Other: _____

Did all occupants move in at the same time?

☐ Yes ☐ No

If not, when?

Occupant #1 _____

Occupant #2 _____

Occupant #3 _____

Occupant #4 _____

Occupant #5 _____

Occupant #6 _____

Occupant #7 _____

Preferred Relocation Area:

Home business? _____

Description:

☐ AFDC/TANF, Pension/SS, SSI☐ Other Public Assistance
(ask for Entitlement Letter)☐ Elderly Household☐ Handicapped Household:

Describe: _____

Need Barrier-Free: Yes ☐ No ☐☐ Need access to public trans?

Describe mode: _____

☐ Need to live near medical facilities?

Describe location: _____

☐ Special needs /service used:

Describe: _____

Own Car? Yes ☐ No ☐

Monthly Utilities:

Gas: ☐ Tenant ☐ Owner

What _____

What _____

Electricity: ☐ Tenant ☐ OwnerWater: ☐ Tenant ☐ Owner

Other: _____

Appliances Owned by Tenant:

☐ Stove ☐ Refrigerator ☐ W/D☐ Other _____

HOUSEHOLD MEMBERS	SEX	AGE	INCOME	RELATIONSHIP/EMPLOYER/SCHOOL
1	M F			
2	M F			
3	M F			
4	M F			
5	M F			
6	M F			
7	M F			

Notes:

I certify that all the information on this survey is true and correct.

Respondent: _____

Date: _____

Effective 8/03

25

EXHIBIT B: HUD Income Limits - Los Angeles County

The following figures are approved by the U. S. Department of Housing and Urban Development (H.U.D.) for use in the **County of Los Angeles** to define and determine housing eligibility by income level.

Area Median: \$56,200					
Family Size	Extremely Low	Very Low	Lower	Median	Moderate
1 Person	14,550	24,250	38,800	39,300	47,200
2 Person	16,650	27,700	44,350	45,000	53,900
3 Person	18,700	31,200	49,900	50,600	60,700
4 Person	20,800	34,650	55,450	56,200	67,400
5 Person	22,450	37,400	59,900	60,700	72,800
6 Person	24,150	40,200	64,300	65,200	78,200
7 Person	25,800	42,950	68,750	69,700	83,600
8 Person	27,450	45,750	73,200	74,200	89,000

Figures are per the Department of Housing and Community Development (California), Division of Housing Policy Development, **March 8, 2006.**

EXHIBIT C: Residential Informational Brochure

INFORMATIONAL STATEMENT FOR FAMILIES AND INDIVIDUALS

- I. GENERAL INFORMATION**
- II. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING**
- III. MOVING BENEFITS**
- IV. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS**
- V. SECTION 8 TENANTS**
- VI. REPLACEMENT HOUSING PAYMENT - HOMEOWNERS**
- VII. QUALIFICATION FOR AND FILING OF RELOCATION CLAIMS**
- VIII. LAST RESORT HOUSING ASSISTANCE**
- IX. RENTAL AGREEMENT**
- X. APPEAL PROCEDURES - GRIEVANCE**
- XI. TAX STATUS OF RELOCATION BENEFITS**
- XII. LEGAL PRESENCE REQUIREMENT**
- XIII. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE**

I. GENERAL INFORMATION

The building in which you now live is in an area to be improved by the City of Culver City (City). As the project schedule proceeds, it will be necessary for you to move from your dwelling. You will be notified in a timely manner as to the date by which you must move.

Please read this information as it will be helpful to you in determining your eligibility and the amount of your relocation benefits under the federal and/or state law. We suggest you save this informational statement for reference.

The City has retained the services of Overland, Pacific & Cutler (OPC), a qualified professional relocation firm, to assist you. The firm is available to explain the program and benefits. Their address and telephone number is:



Overland, Pacific & Cutler, Inc.
100 W. Broadway, Suite 500
Long Beach, CA 90802
Telephone: (562) 304-2000

Spanish speaking representatives are available. **Si necesita esta información en Español, por favor llame a su representante.**

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING. However, if you desire to move sooner than required, you must contact your representative with Overland, Pacific & Cutler so you will not jeopardize any benefits. This is a general informational brochure only, and is not intended to give a detailed description of either the law or regulations pertaining to the City's relocation assistance program.

Please continue to pay your rent to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the City acquires the property, you will also be required to pay rent to the City.

II. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

The City, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself.

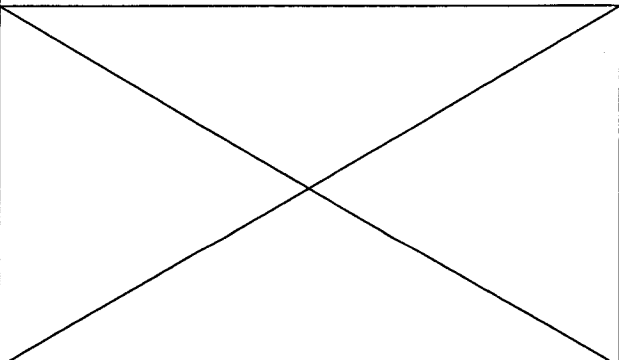
When a suitable replacement dwelling unit has been found, your relocation consultant will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

III. MOVING BENEFITS

If you must move as a result of displacement by the City, you will receive a payment to assist in moving your personal property. There are two types of moving payments. You have the option of selecting either one of the following types of moving payments:

A. Fixed Moving Payment

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the City, and ranges, for example, from \$400 for one furnished room to \$2,150 for eight rooms in an unfurnished dwelling. (For details see the table below). Your relocation representative will inform you of the amount you are eligible to receive if you choose this type of payment.

FIXED MOVING SCHEDULE - CALIFORNIA (effective June 2005)			
Occupant owns furniture		Occupant does NOT own furniture	
1 room	\$625.00	1 room	\$400.00
2 rooms	\$800.00	each additional room	\$65.00
3 rooms	\$1,000.00		
4 rooms	\$1,175.00		
5 rooms	\$1,425.00		
6 rooms	\$1,650.00		
7 rooms	\$1,900.00		
8 rooms	\$2,150.00		
each additional room	\$225.00		

If you select a fixed payment, you will be responsible for arranging for your own move and the City will assume no liability for any loss or damage of your personal property.

B. Actual Moving Expense (Professional Move)

If you wish to engage the services of a licensed commercial mover and have the City pay the bill, you may claim the ACTUAL cost of moving your personal property up to 50 miles. Your relocation representative will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a scope of services for City approval.

IV. REPLACEMENT HOUSING PAYMENT - TENANTS AND CERTAIN OTHERS

You may be eligible for a payment of up to \$5,250 to assist you in renting or purchasing a comparable replacement dwelling. In order to qualify, you must either be a tenant who has occupied your present dwelling for a least 90 days prior to the City's first offer to purchase the property or an owner who has occupied your dwelling for between 90 and 180 days prior to the City's first offer to purchase the property.

- A. **Rental Assistance.** If you qualify, and **wish to rent** your replacement dwelling, your rental assistance benefits will be based upon the difference over a 42 month period between the rent you must pay for a comparable replacement dwelling and the lesser of your current rent or thirty percent (30%) of your gross monthly household income. You will be required to provide your relocation representative with monthly rent and household income verification prior to the determination of your eligibility for this payment.

- OR -

- B. **Down-payment Assistance.** If you qualify, and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation representative will clarify procedures necessary to apply for this payment.

V. SECTION 8 TENANTS

When you do move, you may be eligible to transfer your Section 8 eligibility to a replacement site. As outlined above, you will be provided counseling and other advisory services along with moving benefits. In addition, the City will pay the cost of any security deposit required to rent a Section 8 approved replacement dwelling unit, and will also cover any required credit checks fees.

VI. REPLACEMENT HOUSING PAYMENT - HOMEOWNERS

- A. If you owned and occupied a dwelling purchased by the City for **at least 180 days** prior to the first offer to purchase, you may be eligible to receive a payment of up to \$22,500 to assist you in purchasing a comparable replacement unit. If you owned and occupied the displacement dwelling for **at least 90 days but not more than 180 days** immediately prior to the date of the City's offer to purchase, you may be eligible for a payment of up to \$5,250. This payment is intended to cover the following items:

1. **Purchase Price Differential** - An amount which, when added to the amount for which the City purchased your property, equals the lesser of the actual cost of your replacement dwelling or the amount determined by the City as necessary to purchase a comparable replacement dwelling. Your relocation representative will explain both methods to you.
2. **Mortgage Interest Differential** - The amount which covers the increased interest costs, if any, required to finance a replacement dwelling. Your relocation representative will explain limiting conditions.
3. **Incidental Expenses** - Those one time costs incidental to purchasing a replacement unit, such as escrow fees, recording fees, and credit report fees. Recurring expenses such as prepaid taxes and insurance premiums are not compensable.

- B. **Rental Assistance Option** - If you are an owner-occupant and choose to rent rather than purchase a replacement dwelling, you may be eligible for a rental assistance payment of up to \$5,250. The payment will be based on the difference between the fair market rent of the dwelling you occupy and the rent you must pay for a comparable replacement dwelling.

If you receive a rental assistance payment, as described above, and later decide to purchase a replacement dwelling, you may apply for a payment equal to the amount you would have received if you

had initially purchased a comparable replacement dwelling, less the amount you have already received as a rental assistance payment.

VII. QUALIFICATION FOR AND FILING OF RELOCATION CLAIMS

To qualify for a Replacement Housing Payment, you must rent or purchase and occupy a comparable replacement unit **within one year from the later of** the following:

1. For a tenant, the date you move from the displacement dwelling
2. For an owner-occupant, the date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court, or
3. The date the City fulfills its obligation to make available comparable replacement dwellings.

All claims for relocation benefits must be filed with the City **within 18 months** from the date on which you receive final payment for your property, or the date on which you move, whichever is later.

VIII. LAST RESORT HOUSING ASSISTANCE

If comparable replacement dwellings are not available when you are required to move, or if replacement housing is not available within the monetary limits described above, the City will provide Last Resort housing assistance to enable you to rent or purchase a replacement dwelling on a timely basis. Last Resort housing assistance is based on the individual circumstances of the displaced person. Your relocation representative will explain the process for determining whether or not you qualify for Last Resort assistance.

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and last resort eligibility must be applied toward the down-payment of the home you intend to purchase.

IX. RENTAL AGREEMENT

As a result of the City's action to purchase the property where you live, you may become a tenant of the City. If this occurs, you will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

Except for the causes of eviction set forth below, no person lawfully occupying property to be purchased by the City will be required to move without having been provided with at least 90 days written notice from the City. Eviction will be undertaken only in the event of one or more of the following infractions:

- A. Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services;
- B. Performance of dangerous illegal act in the unit;
- C. Material breach of the rental agreement and failure to correct breach within 30 days of notice;
- D. Maintenance of a nuisance and failure to abate within a reasonable time following notice;
- E. Refusal to accept one of a reasonable number of offers of replacement dwellings; or
- F. The eviction is required by state or local law and cannot be prevented by reasonable efforts on the part of the public entity.

22

X. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for a relocation payment, or the amount of a payment, may have his/her claim reviewed or reconsidered in accordance with the City's appeals procedure. Complete details on appeal procedures are available upon request from the City.

XI. TAX STATUS OF RELOCATION BENEFITS

Relocation benefit payments are not considered as income for the purpose of the Internal Revenue Code of 1986 or the Personal Income Tax Law, Part 10 (commencing with Section 17001) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code.

XII. LAWFUL PRESENCE REQUIREMENT

Pursuant to the Public Law 105-117 of 11-21-97, in order to be eligible to receive relocation benefits in federally-funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. In federal projects, any member of the household who is not lawfully present in the United States or declines to provide this information, may be denied relocation benefits. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

XIII. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in relocating to a new home. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation representative.

33

EXHIBIT D: City's Section 8 Plan

A complete Section 8 Plan is available at the City of Culver City Housing Division.
Please contact them at (310) 253-5780 to schedule a review time.

EXHIBIT E: Public Comments and Response

MEETING DATE: 7/24/06

AGENDA ITEM: Consideration of a Request for Proposal for a Comprehensive Citywide User Fees and Charges Rate Study.

ATTACHMENTS

	<u>Pages</u>
1. RFP for the Comprehensive Citywide User Fees and Charges Rate Study	1 - 13
2. List of firms to receive the RFP	14