

**MEMORANDUM  
DEPARTMENT OF FACILITY SERVICES  
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JULY 12, 2011**

From: **JD JAMES DURFEE / MARK RIDEOUT** *WR*

Subject: **BELL GARDEN APARTMENTS RELOCATION PLAN**

**ACTION REQUESTED / RECOMMENDATION:** It is recommended that your Board direct staff to proceed with the preparation of a Relocation Plan for the Bell Garden Apartments residents; and, adopt a Resolution delegating authority to the Director of Facility Services, or his designee, to enter into a sole source contract with Overland, Pacific & Cutler, Inc., in an amount not to exceed \$50,000, to prepare a Relocation Plan and provide property management services, on an as needed basis.

**BACKGROUND:** In 2001, with recognition of the age and condition of the Bell Garden Apartments, your Board directed staff to prepare a long-term solution for the relocation of housing located at the Placer County Government Center. In 2002, the County contracted with Pacific Relocation Consultants, Inc. now known as Overland, Pacific & Cutler, Inc. (OPC), to prepare a plan in accordance with California State Relocation Law for residents living in two of the four Bell Garden Apartments buildings that were occupied. On March 18, 2003, your Board adopted this plan and authorized a contract with PRC for its implementation. As a result of these actions, these buildings were eventually vacated and demolished.

At present the two remaining Bell Garden Apartment buildings contain 28 units that are managed by A & G Development Company (A & G), which leases the buildings from the County. Given these buildings' age and condition, it is no longer economically feasible to continue their operation and maintenance. Therefore, staff and A & G have agreed that the ongoing occupancy of these buildings should be discontinued and propose to vacate these units through both attrition and relocation of residents pursuant to State Law. Under a separate item on your Board's agenda later today, staff will recommend amendment of the A & G Lease to provide incremental rent reductions as residents vacate the units.

In order to proceed with development of a Relocation Plan for these two remaining buildings, staff recommends that your Board authorize a sole source contract with OPC. As this consultant prepared and implemented the prior relocation plan in 2003, it possesses first-hand understanding of this facility and its unique history and operation. The new Relocation Plan would include the following: an assessment of the aggregate relocation needs of the residents, identify available replacement housing resources, describe the relocation procedures and benefits required by law, and define the appeals policy for decisions rendered. The Relocation Plan will also provide a detailed cost analysis for any relocation expenses, which will be presented to your Board at a later time. OPC's scope of work will also include the option for property management services, on a short-term basis, if A & G terminates its lease on 30 days written notice.

**ENVIRONMENTAL CLEARANCE:** The preparation of a Relocation Plan is not subject to the California Environmental Quality Act pursuant to Section 15378 that excludes administrative activities that do not result in physical changes to the environment.

**FISCAL IMPACT:** Costs to prepare the Relocation Plan along with an option for 90 days of property management services is estimated in an amount not to exceed \$50,000. Funding for this expense is available in the FY 2011/2012 DeWitt Development Fund Budget.

JD:MR:LM:NT:DB

ATTACHMENT: RESOLUTION

cc: COUNTY EXECUTIVE OFFICE

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# Before the Board of Supervisors County of Placer, State of California

**In the matter of:** A RESOLUTION AUTHORIZING THE DIRECTOR OF FACILITY SERVICES TO AWARD AND ENTER INTO A SOLE SOURCE CONTRACT WITH OVERLAND, PACIFIC & CUTLER, INC., IN AN AMOUNT NOT TO EXCEED \$50,000, TO PREPARE A RELOCATION PLAN AND PROVIDE PROPERTY MANAGEMENT SERVICES AT THE BELL GARDEN APARTMENTS IN AUBURN, CA.

Resol. No: \_\_\_\_\_

The following RESOLUTION was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, 2011 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Clerk of said Board

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**WHEREAS**, it has been determined that the two remaining Bell Garden Apartment buildings, which the County of Placer (County) currently leases to A & G Development Company (A & G), are no longer economically feasible to continue occupancy because of their age and condition; and,

**WHEREAS**, the County and A & G therefore desire to discontinue tenant occupancy at Bell Garden Apartments and to prepare a Relocation Plan pursuant to State Law; and,

**WHEREAS**, in 2003, Pacific Relocation Consultants, Inc., which is now known as Overland, Pacific & Cutler, Inc. (OPC), prepared and implemented the Relocation Plan for two Bell Garden Apartments buildings, and possesses first-hand understanding of this facility and its unique history and operation; and,

**WHEREAS**, OPC also possesses experience in the performance of property management services that may be necessary if A & G decides to terminate its lease on 30 days notice; and,

**NOW THEREFORE, BE IT RESOLVED**, that the Placer County Board of Supervisors does hereby authorize the Director of Facility Services, or his designee, to award a sole source contract to OPC, in an amount not to exceed \$50,000, for the preparation of a Relocation Plan and performance of property management services on an as needed basis; and to execute the Contract with OPC on behalf of your Board subject to approval of County Counsel and Risk Management.

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