



**Edwin M. Lee, Mayor**  
**Naomi M. Kelly, City Administrator**



**John Updike**  
**Director of Real Estate**

June 13, 2016

BlueLine Rentals, LLC  
Attention: Cliff Eckberg  
9401 New Trails Drive, Suite 150  
The Woodlands, TX 77380

Subject: Notice of Eligibility to Receive Relocation Assistance  
Property Address: 1975 Galvez Avenue, San Francisco, California  
Block 5250 Lot 016

Dear Mr. Eckberg:

The City and County of San Francisco (City and County) has acquired property to allow for the construction of its General Services Administration's Fleet Management Central Shops facility (Project). The property that BlueLine Rentals, LLC (formerly Volvo Construction Rentals, Inc.) occupies at 1975 Galvez Avenue in San Francisco, California (Property) is one of several properties in the area that the City and County has purchased for the Project.

**Notice of Eligibility**

Recently, the City and County negotiated with the property owner to purchase the Property that BlueLine Rentals, LLC (BlueLine) occupies. BlueLine will now need to relocate to allow for the construction of the Project. To allow you sufficient time to plan for the relocation of your business, the City and County has determined that BlueLine is now eligible to receive relocation assistance in accordance with the City and County's Relocation Assistance Program.<sup>1</sup>

The Relocation Assistance Program is explained in the enclosed Relocation Assistance Brochure. It is important that you understand the conditions described below and in the enclosed brochure before you proceed with the relocation of your business. Certain conditions must be satisfied before the City and County will reimburse your business for moving expenses.

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<sup>1</sup> The City and County's Relocation Assistance Program is required by the California Relocation Act, Govt. Code Section 7260 et seq., and its implementing regulations, 25 Cal. Code Regs. Section 6000 et seq.

## **Your Relocation Advisor**

The City and County understands the challenges involved in relocating your business. To help you during this process, the City and County has contracted with Associated Right of Way Services, Inc. (AR/WS), which specializes in providing relocation assistance. Ms. Karen Eddleman of AR/WS will serve as your Relocation Advisor and will work with you to provide relocation services. To ensure that you qualify for reimbursement of the eligible costs you incur in relocating your business, the City and County strongly encourages you to work closely with your Relocation Advisor to plan your relocation before you incur any expenses.

## **Timing of Relocation**

The current project schedule has been developed in order to provide you with as much lead time as is possible to successfully relocate your business. It is anticipated that you will not be required to move from the Property prior to November 31, 2016. BlueLine will not be required to move from the Property until at least 90 days after you receive a formal, written Notice to Vacate. Please note that the City and County will make every effort to assist you in finding a replacement site for your business. It is important that you understand that BlueLine will need to actively take the lead to relocate its business. The City's efforts to help the business relocate are meant to supplement that effort.

You should be aware that BlueLine is eligible to move now and that if you choose to relocate at any time after the date of this Notice of Eligibility, then you would be eligible to receive relocation assistance in accordance with the City and County's Relocation Assistance Program.

## **Relocation Assistance**

The City and County's Relocation Assistance Program provides referrals to replacement property, help in filing claims for reasonable moving costs and other eligible relocation expenses, and other assistance to help your business successfully relocate. BlueLine may request reimbursement for certain actual, reasonable, and necessary moving and related expenses (e.g., the cost to move inventory and other personal property). In addition, BlueLine may be eligible for reimbursement of certain actual, reasonable, and necessary reestablishment expenses. Alternatively, BlueLine may be eligible to receive a fixed payment instead of actual moving expenses.

The potential reimbursement options, the kinds of expenses that are eligible for reimbursement, and the requirements for reimbursement are described in detail in the enclosed Relocation Assistance Brochure. In addition, your Relocation Advisor will work with you to help you to understand the relocation assistance that would be available so that you can make informed decisions as you plan your relocation. Additionally, your Relocation Advisor can direct you to other public services such as the Small Business Administration and other governmental agencies which might be of assistance.

## **Relocation Claims and Payments**

Relocation expenses typically will be reimbursed after your business submits to your Relocation Advisor a signed claim and all required documentation supporting the claim. Your Relocation Advisor will work with you to properly document your claims for reimbursement. Your Relocation Advisor will submit each complete claim to the City and County for review and processing. The City and County will make every effort to provide reimbursement for any approved, eligible portion of your claim in approximately 45 days.

It is important that you understand the matters explained above and in the brochure. Please work closely with your Relocation Advisor, Ms. Karen Eddleman of Associated Right of Way Services. It is important that you do not move without providing prior notification to City and County of your move date. It is important that

you understand that certain costs are not eligible under the Relocation Program. You are strongly advised to work with your Relocation Advisor prior to incurring any expenses so that you fully understand the assistance that is available to you. You can reach her at (800) 558-5151 or via email at [keddleman@arws.com](mailto:keddleman@arws.com). She is available to assist you with your search for available replacement sites, plan for your move, and file claims for payment.

### **Appeal and Grievance Procedures**

Any aggrieved person may file a written appeal with the San Francisco City Administrator if the person believes the City and County has failed to properly determine his or her eligibility for relocation assistance advisory services or the amount of a relocation payment.

If you have a grievance, you will be given a prompt and full opportunity to be heard. You will also have the right to be represented by legal counsel or other representative in connection with the appeal, but solely at your own expense.

The City and County will promptly review your appeal and consider all pertinent justification and information available to ensure a fair and full review. The City and County will provide you with a written determination as well as an explanation of the decision. If you are still dissatisfied with the relief granted, the City and County will advise you of your right to seek judicial review of the City and County decision.

Additional information concerning the City and County's Appeal Board can be found at <http://sfmohcd.org/sites/default/files/FileCenter/Documents/6329-Guide.pdf>

Thank you for working with the City and County to help to plan for this important project. We are available to provide you with additional information upon request. Should you have additional questions or need additional service please contact Jeff Suess on my staff by phone at (415) 554-9873 or email at [jeff.suess@sfgov.org](mailto:jeff.suess@sfgov.org).

Sincerely,

John Updike  
Director of Property

cc: Associated Right of Way Services, Inc.

Enclosure: Relocation Assistance Brochure

#### ***Certification of Delivery***

- This Notice was sent via first class and certified mail on \_\_\_\_\_.
- This Notice was personally delivered on \_\_\_\_\_.

Signature:

Date: