



DATE: November 1, 2006
TO: Chairman and Members of the Community Development Commission
FROM: Neighborhood Services Department
SUBJECT: **APPROVAL OF A LOAN APPLICATION UNDER THE RENTAL REHABILITATION PROGRAM**

SYNOPSIS

Staff recommends that the Community Development Commission (CDC) approve a loan application in the amount of \$225,000 under the Rental Rehabilitation Program.

BACKGROUND

The CDC approved the Rental Rehabilitation Program to address the need for a program for rental units in neighborhoods where: health and safety hazards have accumulated; affordable units are dwindling; and the low-income housing stock of the City of Oceanside needs to be preserved. The Rental Rehabilitation Program offers low-interest forgivable loans to landlords, within the Crown Heights area, to rehabilitate their rental properties. In exchange for the loan, the landlords agree to limit their rents to an affordable level for fifteen years and maintain the property to Housing Quality Standards.

ANALYSIS

It is administratively necessary that the following loan application, under the Rental Rehabilitation Program, be submitted to the CDC for approval:

Application by Mr. and Mrs. Putnam for the rehabilitation of a three-unit apartment complex located at 414 Garfield Street, Oceanside. The work to be completed is detailed in the Work Write-Up and Request for Bids attached to this Staff Report.

FISCAL IMPACT

Funding of \$225,000 is available from the approved Rental Rehabilitation Program. As of September 30, 2006, the available Rental Rehabilitation Program fund balance is

\$310,589.77. Administrative costs for this program are included in the Neighborhood Services Department's approved budget as part of the Rental Rehabilitation Program.

COMMITTEE REPORT

At its meeting on September 24, 2006, the Housing Commission recommended that the CDC approve the loan application.

CITY ATTORNEY'S ANALYSIS

City Attorney analysis does not apply.

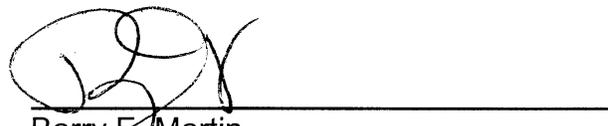
RECOMMENDATION

Staff recommends that the Community Development Commission (CDC) approve a loan application in the amount of \$225,000 under the Rental Rehabilitation Program.

PREPARED BY:


Frank Grana
Housing Program Manager

SUBMITTED BY:


Barry E. Martin
Interim Executive Director

REVIEWED BY:

Michelle Skaggs Lawrence, Assistant to the City Manager



Mike Blessing, Deputy City Manager



Margery M. Pierce, Director of Neighborhood Services



Attachments: Housing Commission Report
Work Write-Up and Request for Bids

TO: OCEANSIDE COMMUNITY DEVELOPMENT COMMISSION
FROM: HOUSING COMMISSION
RE: LOAN APPLICATION
DATE: OCTOBER 24, 2006

THE HOUSING COMMISSION RECOMMENDS THAT THE COMMUNITY DEVELOPMENT COMMISSION APPROVE A LOAN APPLICATION IN THE AMOUNT OF \$225,000.00 AS PART OF THE RENTAL REHAB PROGRAM.

CAMP	YES
COOPER	YES
FARMER	ABSENT
HUSKEY	YES
MEYER	YES
OLINSKI	ABSENT
PARKER	YES
SORENSEN	ABSENT

ALTERNATES

SAIZ	ABSENT
DAVIS	YES

**KENNETH & EVELYN PUTNAM
414 GARFIELD STREET (UNITS A, B, & C)
OCEANSIDE CA 92054
PHONE: 760.433.9700 CELL: 760.696.5077**

WORK WRITE-UP and REQUEST FOR BID

REQUEST FOR BID

Request is made to State of California licensed General Contractors to bid on the work represented here on this Work Write-Up:

GENERAL CONDITIONS

Bids are being solicited on this property. General Contractor will prepare a construction schedule that completes the work detailed in this Work Write-Up in 90 days.

CLARIFICATIONS; REQUESTS FOR INFORMATION (RFI)

General Contractor shall review this Work Write-Up. General Contractor shall thoroughly inspect and field verify the Work Write-Up for differences between the document and the project. Any clarifications or requests for information (RFI) shall be in writing to Project Manager as part of the bid process. After the contract is awarded, any clarifications or RFI that General Contractor should have reasonably been aware of shall NOT incur additional compensation. General Contractor shall address, but not limit his inspection of the project, to construction related to re-configuration of floorplans, energy calcs, ingress and egress requirements, electrical codes, plumbing codes, mechanical codes, and light and ventilation requirements. General Contractor shall obtain necessary permits.

ASBESTOS ABATEMENT –ROOFING MASTIC; TRANSITE PIPE

NOTE: Asbestos abatement shall be scheduled as the first operation of this rehabilitation project.

Asbestos Survey report by, Allstate Services Environmental, Inc., dated April 27, 2006, is attached and incorporated in this Work Write-Up by reference. General Contractor shall sub contract a Licensed Asbestos Abatement Consultant to read the report and specify abatement technique, perform air quality monitoring, and certify completion of abatement per current Federal, State, EPA, and OSHA regulations and laws with regard to pollution control and worker protection.

Consultant Bid \$ _____

General Contractor shall sub contract a Licensed Asbestos Abatement Contractor to abate roofing mastic and transite pipe asbestos hazard according to Asbestos Abatement Consultant's specifications. Work shall conform to current Federal, State, EPA, and OSHA regulations and laws.

General Contractor shall schedule all abatement work to proceed in such a manner as to ensure the building will not be left open to the weather. Building is to remain watertight during and after each work day until new roofing is completely installed.

General Contractor shall schedule a new roof to be installed as soon as clearance of asbestos hazards is obtained.

General Contractor will be liable and pay for all damages resulting from a failure to follow these instructions.

Abatement Bid \$ _____

ROOF--SHEATHING REPAIR/SHINGLE INSTALL

Immediately after asbestos abatement clearance, remove cornice from rafter tails, replace defective sheathing with equivalent material and remove abandoned conduit. Install (1)30 lb. felt under low-slope, self-sealing, fiberglass strip shingles, 30-year minimum. Replace all flashing and jacks with new metal. Install screened blocking between rafters to ventilate roof. Paint metal to match roof material as closely as possible. Product and color choices by owner.

Re-Roof Bid \$ _____

TERMITE REPORT & CORRECTIVE ACTIONS

Termite report by Ecola Services, Inc. dated 3/25/06 is attached and incorporated in this Work Write-Up by reference.

Ecola Services, Inc. will be a sub contractor to the General Contractor and will be paid by General Contractor.

General Contractor shall schedule corrective pest control to be performed by Ecola Services, Inc. regarding Item 2A **Secondary Recommendation**, 2B, & 2D Primary Recommendations; obtain a Standard Notice of Completion from Ecola Services, Inc. before final payment to General Contractor is made.

Fumigation Bid \$ _____

General Contractor will perform all other corrective measures listed on the report (Items 2C, 3A, 3B, 4A, & 4B). General Contractor may schedule corrective measures at any time and is responsible to obtain a Partial Standard Notice of Completion for such items from Ecola Services, Inc. as clearance for progress payment purposes.

Corrective Work Bid \$ _____

FENCING

Install wrought iron fence and gate similar to existing configuration of fence at rear of property.

Fence Bid \$ _____

LANDSCAPING

Remove palm tree completely

Landscape Bid \$ _____

PAINT

Prep and paint all new and old exterior wood and masonry and wrought iron (incl. minor stucco repair). Pressure wash all loose, peeling, cracked and blistered paint from surfaces. Feather edges and dull gloss with sandpaper.

Dispose of chips properly. Caulk and fill holes. Prime coat. Paint 2 top coats of exterior paint to cover. Paint finish type and color choice by owner. Finished surfaces shall be free of defects and/or bleed-through of prior paint.

Exterior Paint Bid \$ _____

Prep and paint all new and old interior surfaces (incl. ceilings, doors and jambs, baseboards, and minor drywall repair) Remove/cover all hardware and fixtures not to be painted. Scrape loose, cracked, peeling, blistered surfaces. Feather edges & dull gloss surfaces with sandpaper. Clean oil, grease, fungus, dirt, and dust from all surfaces. Fill all holes/cracks. Prime all surfaces including stains from water leaks. Paint kitchens, baths, and trim with 2 coats of interior enamel. Paint all other surfaces with 2 coats of flat. Paint finish type and color choice by owner. Finished surfaces shall be free of defects and/or bleed-through of prior paint.

Interior Paint Bid \$ _____

ELECTRICAL (ALL UNITS)

Dispose of old electric service to code legal dump.

Install a residential, 150 amp, single phase, 3-wire electric service. Include a main disconnect, 22 circuit panel board, meter socket, service head, service cable ground rod.

Rewire home to current National Electric Code including but not limited to: GFI's in bathrooms; 15 amp receptacles on all usable walls every 12ft; counter receptacles; switched lights in all halls, kitchens, bathrooms and furnace areas; circuit loads; Verify operation of all interior and exterior lights, repair if inoperable. Fish all wire and repair all tear out.

Exterior lighting allowance \$300 Interior lighting allowance \$600

Electrical Bid \$ _____

WINDOWS

Remove wrought iron from windows in entry courtyard.

Replace 12 window screens. (Window allowance \$500 per unit)

Reglaze 1 broken window.

Replace security wrought iron bars for alley window.

Verify light, ventilation, and egress requirements with Bldg. Dept.

Window Bid \$ _____

INDIVIDUAL UNIT; INTERIOR REHAB; SCHEDULE

Unit A

KITCHEN

Dispose of base & hanging cabinets. Install new base and wall cabinets (material allowance \$150/Lin ft); Install formed laminated plastic countertops (material allowance \$32/Lin ft). Owner's choice of color and texture. Install new sink & faucet (material allowance \$500); Install range hood (vent thru roof) (material allowance \$150)

Kitchen Bid \$ _____

BATHROOM

Replace tub, tub controls, & surround (material allowance \$1200; surround allowance \$6/sq ft)

Bathroom Bid \$ _____

WATER HEATER

Replace existing water heater with a tankless unit.

Water Heater Bid \$ _____

DOORS

Install a pre-hung steel entrance door. Install peephole.
Trade old Unit A wood entrance door to replace storage door at Unit C.

Door Bid \$ _____

SMOKE DETECTORS

Install new battery smoke detectors per Bldg Code

Smoke Detector Bid \$ _____

FLOORING

Re-carpet all bedrooms (\$38 per sq yd installed) Owner's choice of color and texture.

Carpet Unit A \$ _____

Unit B

KITCHEN

Dispose of base & hanging cabinets. Install new base and wall cabinets (material allowance \$150/Lin ft); Install formed laminated plastic countertops (material allowance \$32/Lin ft). Owner's choice of color and texture. Install new sink & faucet (material allowance \$500); Install range hood (vent thru roof) (material allowance \$150)

Kitchen Bid \$ _____

BATHROOM

Replace tub, tub controls, & surround (material allowance \$1200; surround allowance \$6/sq ft)

Take pedestal sink from Unit C and install in this Unit.

Install bath exhaust fan (fan only), ducting, and electrical switch.

Bathroom Bid \$ _____

WATER HEATER

Replace existing water heater with a tankless unit.

Water Heater Bid \$ _____

DOORS

Install a pre-hung steel entrance door. Install peephole.

Door Bid \$ _____

HVAC

Replace gas wall heater; repair walls.

HVAC Bid \$ _____

SMOKE DETECTORS

Install new battery smoke detectors per Bldg Code

Smoke Detector Bid \$ _____

FLOORING

Re-carpet all bedrooms (\$38 per sq yd installed) Owner's choice of color and texture.

Install vinyl tile over existing hard surface with extra glue. (material allowance \$3 S/F)

Carpet Unit A \$ _____

Tile Unit A \$ _____

Unit C

KITCHEN

Dispose of base & hanging cabinets. Install new base and wall cabinets (material allowance \$150/Lin ft); Install formed laminated plastic countertops (material allowance \$32/Lin ft). Owner's choice of color and texture. Install new sink & faucet (material allowance \$500); Install range (material allowance \$550) and range hood (vent thru roof) (material allowance \$150).

Kitchen Bid \$ _____

BATHROOM

Remove fake tile wall surround.

Install new 1X3 window above new surround line.

Replace tub, tub controls, & surround (material allowance \$1200; surround allowance \$6/sq ft)
Install new vanity / sink / faucet combo unit
Install bath exhaust fan (fan only), ducting, and electrical switch.

Bathroom Bid \$ _____

WATER HEATER

Replace existing water heater with a tankless unit.

Water Heater Bid \$ _____

DOORS

Install a pre-hung steel entrance door. Install peephole.
Install new pre-hung bath door.
Replace bedroom doors.

Door Bid \$ _____

FLOORING

Re-carpet all bedrooms (\$38 per sq yd installed) Owner's choice of color and texture.
Install vinyl tile over existing hard surface with extra glue. (material allowance \$3 S/F)

Carpet Unit A \$ _____

Tile Unit A \$ _____

HVAC

Replace gas wall heater; repair walls.

HVAC Bid \$ _____

DRYWALL

Remove plaster from S and E walls. Hang, tape, texture new drywall to studs.

Drywall Bid \$ _____

SMOKE DETECTORS

Install new battery smoke detectors per Bldg Code

Smoke Detector Bid \$ _____

Profit & Overhead \$ _____

BID TOTAL \$ _____

BUSINESS NAME _____

CONTRACTOR NAME _____

BUSINESS ADDRESS _____

CITY, STATE, ZIP _____

CONTRACTOR LICENSE NUMBER _____

CONTRACTOR PHONE _____

FAX _____

CELL _____

CONTRACTOR SIGNATURE _____

SUBMITTED THIS DATE _____