




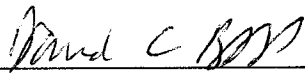
City of Carson

Report to Mayor and City Council

April 2, 2013
New Business Consent

SUBJECT: CONSIDER AN UPDATE ON THE STATUS OF THE IMPLEMENTATION OF THE NEIGHBORHOOD STABILIZATION PROGRAM AND FIRST-TIME HOMEBUYER PROGRAM AND APPROVE CONTRACTS FOR RESIDENTIAL REHABILITATION SERVICES


Submitted by Clifford W. Graves
Director of Community Development


Approved by David C. Biggs
City Manager

I. SUMMARY

This report is an update on the City's Neighborhood Stabilization Program (NSP). The requested actions relate to the City of Carson's responsibilities in administering a grant award through the California Department of Housing and Community Development's (HCD) Neighborhood Stabilization Program. NSP funds are used to acquire, rehabilitate and resell foreclosed and vacant homes in the target areas. Two rehabilitation projects are presented for consideration.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the following contracts for residential rehabilitation services as an NSP implementation activity:
 - a. 19112 Hillford Avenue 90746
 - b. 11 Gold Dust Lane 90745 (Scottsdale)
2. AUTHORIZE the Mayor to execute the residential rehabilitation services sub-agreements for the improvement of the acquired properties as it relates to the Neighborhood Stabilization Program, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

On November 4, 2009, the City Council approved a standard agreement providing the terms and conditions governing the award and direct use, obligation, and expenditure of NSP funds (Exhibit No. 1). Based on the permissible uses of NSP funds, the City opted to implement the acquisition, rehabilitation, and resale component of the program to address abandoned and foreclosed homes.

This is an update on NSP activities over the past six months. NSP currently owns five residential properties in the City. Three of the properties are located in the

10

Scottsdale Townhome Community and two are single-family residences in north Carson. Two of the three properties in Scottsdale have been renovated and are for sale. One of the properties in Scottsdale and one of the single-family residences are currently in the rehabilitation phase. Staff held simultaneous open houses in Scottsdale on March 23, 2013, from 1-5 pm. The open houses were held at 5 Stage Coach Lane and 32 Paradise Valley Lane.

Staff receives numerous calls regarding the availability of NSP properties for sale. In conjunction, staff continues to receive requests and inquiries for down- payment assistance through the City's First Time Homebuyer Program.

In order to implement the NSP, there are a number of professional services required to facilitate the implementation. The City has solicited, through a competitive request for proposals process, consultants for on-call residential rehabilitation services. Staff has determined the consultant best suited for these projects below is the South Los Angeles Development Group, Inc. The properties are at the following locations:

19112 Hillford Avenue, Carson, California 90746

11 Gold Dust Lane, Carson, California 90745

The attached scope of work (Exhibit No. 2) shows the cost breakdown for each project.

V. FISCAL IMPACT

No impact to the General Fund. The city received an award of \$1,329,065.00 in NSP funds for the purpose of administering the acquisition, rehabilitation, and resale program.

VI. EXHIBITS

1. Minutes, November 4, 2009, Item No. 17. (pgs. 4-5)
2. Scope of Work. (pgs. 6-16)

Prepared by: Cecil Flournoy, Housing Program Manager

TO: Rev09-04-2012

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council

Date _____	Action _____



**MINUTES
CARSON CITY COUNCIL
ADJOURNED REGULAR MEETING**

NOVEMBER 4, 2009

ITEM NO. (17) PUBLIC HEARING TO CONSIDER RESOLUTION NO. 09-121 REGARDING THE PROPOSED NEIGHBORHOOD STABILIZATION PROGRAM (NSP) INCOME REUSE PLAN; APPROVING THE PROPOSED NSP PROGRAM INCOME REUSE PLAN; AND NSP STANDARD AGREEMENT WITH THE STATE OF CALIFORNIA (ECONOMIC DEVELOPMENT)

This item was heard after Item No. 13 at 12:02 A.M., on November 5, 2009.

Public Hearing

Mayor Dear declared the Public Hearing open regarding **TO CONSIDER RESOLUTION NO. 09-121 REGARDING THE PROPOSED NEIGHBORHOOD STABILIZATION PROGRAM (NSP) INCOME REUSE PLAN; APPROVING THE PROPOSED NSP PROGRAM INCOME REUSE PLAN; AND NSP STANDARD AGREEMENT WITH THE STATE OF CALIFORNIA.**

City Clerk's Report

City Clerk Kawagoe reported that notice of the Public Hearing had been given pursuant to applicable law, including but not limited to the timely publications, and such copies of proofs received by the City Clerk; postings as required by law and other mailings as requested by individuals and organizations. The affidavits attesting to mailing and publishing such notice are on file in the City Clerk's Office. No written communications were received.

Mayor Dear directed that all affidavits of notice be made part of the record.

Staff Report

City Manager Groomes and Housing and Neighborhood Development Manager Adams summarized the staff report and recommendation.

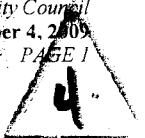
Administration of Oath

Mayor Dear requested that all persons wishing to testify to stand and take the Oath.

Public Testimony

There being no testimony to be provided, Mayor Dear declared the Public Hearing closed.

EXHIBIT NO 01



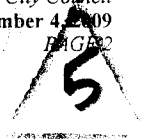
RECOMMENDATION for the City Council:

TAKE the following actions:

1. OPEN the Public Hearing, TAKE public testimony, and CLOSE the Public Hearing.
2. WAIVE further reading and ADOPT Resolution No. 09-121, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING AND APPROVING THE PROGRAM INCOME REUSE PLAN FOR THE STATE OF CALIFORNIA NEIGHBORHOOD STABILIZATION PROGRAM AND ANY AMENDMENTS THERETO."
3. APPROVE the Neighborhood Stabilization Program (NSP) Program Guidelines and the NSP Rehabilitation Standards.
4. AUTHORIZE the Mayor to execute the NSP Standard Agreement #09-NSP1-6107 between the city of Carson and the California Department of Housing and Community Development.

ACTION: WITH FURTHER READING WAIVED, it was moved to PASS, APPROVE, and ADOPT Resolution No. 09-121, as read by title only, and approved staff recommendation nos. 3 and 4 on motion of Santarina, seconded by Dear and unanimously carried by the following vote:

Ayes: Mayor Dear, Mayor Pro Tem Davis-Holmes, Council Member Santarina, Council Member Gipson, and Council Member Ruiz-Raber
Noes: None
Abstain: None
Absent: None



Invoice

SOUTH LA DEVELOPMENT GROUP, INC.

1626 Centinela Ave., Suite 20

Inglewood, CA 90302

	Description	Units	Cost
1	Demo clean up: Remove and haul away to approved site: cabinets, counter tops, carpet, flooring and all construction debris		1,500
2	STUCCO COLOR COAT Remove all removable exterior attachments, such as downspouts, shutters, building numbers, cable runs etc., to allow for unobstructed sandblasting and for a complete coverage with new stucco behind removable surfaces. Protect all openings to building from water penetration into structure(s). Wet sandblast all stucco surfaces to remove all loose and crumbling stucco. Remove all stucco from excessively damaged areas and install new lathe where necessary, and apply new scratch, brown and texture coat. Sandblast to a depth that will ensure all crumbling stucco surfaces will be removed. Apply brown coat if necessary to achieve desired thickness and a consistently even surface over all areas. When properly cured, apply a 3/8" stucco color coat over entire stucco area. Reinstall all removed attachments after painting of building is complete Contractor to ensure a full and even coverage over all surfaces		3,800
3	New Forced Air Heating unit: Remove haul away old heating system. Inspect duct system and replace & or repair duct system as necessary. Install new furnace		3,900
4	Replace interior bedroom and closet doors and knobs		2,000

EXHIBIT NO 02



Invoice

5	<p>INTERIOR PAINT</p> <p>Patch and prep all walls and ceilings found throughout interior of house. Caulk all gaps, patch all holes and replace any large areas of damage with new drywall. Re-texture any patched areas to match existing surrounding walls or ceilings. Provide trim or finish for all areas where trim is missing and match trim or consult with owner for an alternative. Paint all interior walls, doors (new doors to be primed first), trim, etc, and ceilings with washable NON VOC latex semi-gloss enamel paint (Dunn-Edwards or equal). Ensure an even coverage</p>		2,900
6	<p>TILE FLOOR bathrooms:</p> <p>Remove and dispose of the existing tile floor in the bathrooms. Float floors as necessary to ensure an even and flat surface when complete. Provide and install new tile and grout over entire floor surface. Ensure all courses are even and consistent and measure floors before installation to ensure cut pieces are kept to a minimum, and to ensure any cut pieces are in a location that is the least noticeable. All materials and installation of all materials are to be installed according to manufacture specifications.</p>		1,500
7	<p>Tile Surround:</p> <p>Install tile for shower height at main bathroom.</p>		1,000
8	<p>Flooring: Living room, kitchen and hallways</p> <p>Install new laminate flooring in kitchen, living room and hallways</p>		3,950
9	<p>Termite work:</p> <p>Remove all termite damaged wood around eaves, fascia. Replace with new.</p>		1,400



Invoice

10	Repair electrical as necessary: Provide and install a ground to each outlet. Label all of the circuit breakers in the panel. Install GFCI outlets in kitchen and bathrooms. Replace all interior and exterior light fixtures. Install hardwire smoke detectors and one Carbon monoxide detector.		2,500
11	CABINETS AND COUNTERTOPS Remove and dispose of the existing upper and lower cabinets and countertops, and sink and faucet found in the kitchen including the entire pantry. Clean up walls behind all the cabinets and ensure all walls (and floors if necessary) are patched and a clean working surface is provided. Provide and install new oak cabinets (Aristocraft or equal) and granite countertop and tile and or granite backsplash (extended to bottom of cabinets).		4,800
12	Plumbing Fixtures: Water sense labeled Provide and install, new water sense labeled fixtures in bathroom, shower/tub, vanity and kitchen. (Price Pfister Avalon faucet in bathroom. Moen Adler single handle shower fixture for shower and American standard Fairbury single handle water sense faucet in kitchen.)		2,000
13	WATER HEATER Remove and dispose of the existing water heater . Provide and install a new, gas water heater in the same location. Provide new vent system, insulate and strap. All materials and installation of all materials to be according to current code and manufacture specification		1,100
14	Install vanity/top/sink at both bathrooms		1,600
15	Install new shower stall at bathroom #2		1,000



Invoice

16	<p>LANDSCAPE grass seed</p> <p>Apply round-up or equal to all lawn surfaces in front yard and rear yard. After appropriate time as called for in directions of herbicide remove all dead lawn material. Rototill the entire lawn surface. Trench and install pvc pipes for watering system. Water lines to be schedule 40 for all main lines, and schedule 120 for all lateral lines. Sprinklers to be pop-up type Rainbird or equal. Water lines are to be distributed evenly and to be calculated to ensure number of heads does not exceed the available pressure to run each individual line. Ensure watering system will achieve full coverage of the entire lawn area of yard. Planters and lawn not to be on adjoining sprinkler lines. Each valve to be automatic and to be anti-backflow type. Each valve to be connected to solid-state automatic timer. Fill in all trenches and compact soil. Roll out entire surface area of lawn with a water roller and ensure a flat and even surface. Provide and install new mixed fescue seed over the entire area</p> <p>Install flowers and bushes at front and rear.</p>		2,900
17	<p>Interior trim/baseboards: Provide and install 4" primed baseboards throughout. Exposed nail heads to be set and filled with color matching putty</p> <p>Provide and install crown molding at living room</p>		2,500
18	<p>Correct drainage system found at rear of property.</p> <p>Saw cut and remove portion of concrete pad located at rear of property. Install new concrete creating a slope away from property</p>		1,000
19	<p>Provide and install new stove hood</p>		250

Invoice

20	Provide and install gas range		700
21	Provide and install new garbage disposal		250
22	Plumbing Copper re-pipe REPLUMB WITH COPPER Disconnect and cap off all of the existing water lines throughout the units. Provide and install new copper pipe under house and to all fixtures throughout the units including pipes to water heater and laundry service. Replace all under sink plumbing in all bathrooms and kitchen to include drain lines, flex lines, and shut off valves, and all valves in tubs and showers. Install collars at all pipes penetrating floors or walls and ensure a full seal is achieved. Replace any existing galvanized faucets at exterior, and install security valve stems and back flow devices. Provide any and all materials to ensure the existing water heater is properly retrofitted (where applicable).		3,500
23	Final clean up		900
	Sub total		46,950
25	Contractor's overhead and profit 15%		7,042
	Total		53,992

Submitted by _____

Delilah Antolini, South LA Development Group, Inc.



CITY OF CARSON
COMMUNITY DEVELOPMENT DEPARTMENT
NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
Cecil C. Flourney, Project Manager
cflourney@carson.ca.us

JOB WALK
Preliminary Scope of Work

Address: 11 Gold Dust Lane Carson, California 90745

NOTE: A permit must be obtained for any items requiring a permit by any and all jurisdictions. Each line item below must be filled in for this bid to be valid. Line items are not to be grouped together. Each line item is subject to deletion as necessary to fit in the project budget. Any questions about the individual line item should be directed to the homeowner and should be addressed before bid submission. By submitting this bid contractor certifies an understanding of each specified line item as intended by spec writer.

Suggestions for more efficient use of funds with equal satisfactory results are welcome but should be submitted on a separate sheet complete with price for completion. Suggestions submitted by the contractor do not relieve the contractor from the responsibility of filling out this entire scope of work completely.

All materials used on this project will be of moderate expense. Substandard materials are not acceptable and materials that meet only the minimum standards may be subject to replacement or cost adjustment. All installed materials that are visible shall have owner's approval before installation.

- All items in the below work specification marked with asterisks * are either a violation of building codes or health and safety codes and are not to be removed from this scope of work unless corrected before contract signing.

***1 SMOKE DETECTOR**

Provide and install a new smoke alarm in the upstairs hallway and provide 1st set of batteries and ensure proper operation. Smoke Alarms to be U.L. listed and installed according to current code and manufacturer's specifications.

\$ 30

***2 GFCI RECEPTACLES**

Replace the electrical receptacles found in the bathrooms and kitchen and exterior locations within 6' of a water source with new GFCI receptacles. They need not be replaced provided they are protected by a GFCI receptacle upstream. All materials must be UL approved and installed according to current code and manufacturer's specifications.

\$ 1,200



3 ELECTRICAL

The light switches, electrical receptacles, and electrical cover plates are in various stages of disrepair and covered heavily with multiple coats of paint. Replace all electrical receptacles, light switches and plate covers throughout the house. Provide and install a new globe covering for the kitchen ceiling light fixture. All electrical parts to be UL Listed. All materials and installation of all materials to be according to current code and manufacturer's specification.

\$ 1,400***4 WINDOW SECURITY BARS**

Existing window security bars in the upstairs bedrooms are in violation in that the emergency release mechanisms are dysfunctional. Remove and dispose of security bars in the upstairs bedrooms. Repair any damage to interior or exterior walls and texture to match the existing surfaces.

\$ 600**5 WINDOWS**

Remove and dispose of the 7 windows and provide and install in their place, new retrofit, dual pane, low E energy star windows. Repair any damage to interior or exterior walls and texture to match the existing surfaces. All windows to be weather-stripped and open and close freely and latch securely. Owner to approve of windows before being ordered and installed. Installation to be according to manufacturer's specifications and current code requirements. PERMIT REQUIRED.

\$ 4,400**6 GARAGE DOOR REPAIR**

The top section of the garage door is loose from the track. Repair the garage door as necessary to insure it will open and close by use of the existing garage door opener. Ensure that the door is mounted plumb, and will open and close freely and latch securely.

\$ 380**7 DOOR STOPS**

Many walls have holes in drywall from doorknobs due to missing or broken/bent door stops. Install new door stops throughout to prevent damage to walls.

\$ 40**8 BASEBOARDS**

Various sections of baseboard are missing or mismatched. Provide and install new baseboard to match existing where baseboard is missing. Prime and paint under item # 9 below.

\$ 1,500

9 **INTERIOR PAINT**

Patch and prep all walls and ceilings found throughout interior of house. Caulk all gaps, patch all holes, dull all glossy surfaces such as doors etc. Install and tape missing drywall in downstairs bathroom ceiling. Re-texture any patched areas to match existing surrounding walls or ceilings. Provide trim where missing. Make adjustments to upstairs cabinet door hinges to ensure latches and hinges are functioning properly and that all doors open and close freely and have proper clearance for closing properly. Paint all interior walls, doors, trim, etc, and ceilings with washable latex paint. Apply a minimum of 2 coats where necessary to obtain complete even coverage. Owner to select brand, color and level of sheen from samples provided by the contractor.

\$ 1,800

10 **KITCHEN CABINETS, PAINT**

Prep all kitchen cabinets inside and out including door and drawer fronts. Insure glossy surfaces are de-glossed. Caulk all gaps, patch all holes and replace any large areas of damage with new material to match the existing surrounding material. Provide trim or finish for any areas where material may be missing. Ensure that all hinges and latches are functioning properly and that all doors open and close freely and have proper clearance for closing properly. Paint all cabinets with washable latex semi gloss enamel paint (Dunn-Edwards or equal). Apply a minimum of 2 coats to obtain complete even coverage ensuring no "holidays". Color to match wall color subject to approval by owner.

\$ 1,200

11 **KITCHEN COUNTERTOP & FAUCET**

Remove and dispose of the existing countertops, sink, & faucet in the kitchen taking care to save the stainless steel sink. Provide and install new laminated countertops in the same locations. New countertop to be Formica or equal, and to include bull-nose drip-edge, and backsplash. Reinstall the existing Stainless Steel sink, Provide and install a new single valve kitchen faucet, new under sink plumbing, including flex lines, angle stops (if necessary), drain assembly in the same location. Owner to approve of countertop and faucet before installation. Installation to be according to manufacturer's specifications. Repair any damage to cabinets as a result of this line item.

\$ 1,600

12 **KITCHEN RANGE**

Currently there is no kitchen range. Provide and install a new 30 inch kitchen range, allowance \$450.00. New range to be placed into the existing opening and to be hooked to the existing electrical and/or gas. Any adjustments necessary for a proper fit and a proper connection are to be considered by the contractor, and performed by the contractor. Install according to manufacturer's specifications.

\$ 450

13 RANGE HOOD

Range hood is missing. Provide and install a new range hood in existing opening above the kitchen range. Any damage to cabinet as a result of this line item is to be repaired by the contractor, and restored to current condition. Ensure a complete installation according to manufacturer's specifications.

\$ 150**14 DOORS (UPSTAIRS INTERIOR)**

Remove and dispose of the three badly damaged upstairs bedroom doors. Provide and install new doors in the same locations equal to the ones removed. Make any necessary adjustments to the door opening for the installation of the new door. Ensure new door will open and close freely and latch securely. Replace damaged hardware as necessary. Install according to manufacturer's specifications.

\$ 600**15 DOOR JAMB & CASING**

Door jamb & casing of the east bedroom door is damaged and/or missing. Replace left side door jamb and install missing door casing. Caulk and seal the trim when complete. Prime and paint under line item #9.

\$ 120**16 SLIDING CLOSET DOORS (BEDROOMS)**

The existing closet doors of the three upstairs bedrooms are not functional. Remove and dispose of the existing closet doors. Provide and install new doors in the same locations. New doors to be sliding bi-pass type to fit the existing opening and to be complete with new tracks on top and bottom. Ensure new doors glide freely and easily, and close flush against the door jamb on each side. The east bedroom has two closets side by side. The framing is exposed on one of the closets and the sliding doors are missing. Make the necessary repairs and cover framing with drywall and prime & paint under item #9. Installation of all doors to be according to manufacturer's specifications.

\$ 1,600**17 HEATING REGISTERS**

Heating registers are missing in two of the rooms. Provide and install missing registers. Match color with wall color as near as possible.

\$ 80**18 PLUMBING (DRAIN LINE)**

The upstairs bathroom tub drain line appears to be stopped up (water not draining from tub). Snake the drain line or other action as necessary to achieve a complete and positive wastewater drainage flow from tub to main drain line.

\$ 650**19 BATHTUB (UPSTAIRS BATHROOM)**

Upstairs tub has rust and chipped spots and is in deteriorated condition. Remove and dispose of the existing tub in the bathroom. Provide and install a new tub and install a new showerhead, drain stop mechanism, diverter and tub faucet. All materials to be of equivalent brand and model as the existing. Install according to applicable current code and manufacturer's specifications.

\$ 900

20 CERAMIC TILE REPAIR (KITCHEN)

Remove and dispose of cracked floor tiles along the west kitchen wall. Provide and install new tile to match existing as near as possible, and grout the joints. Ensure tiles are even and consistent with the adjacent tile. Install tiles according to manufacturer's specifications.

\$ 600

21 CARPET

Remove and dispose of all existing carpet found in all three upstairs bedrooms, upstairs hallway, and staircase steps. (Include all closets). Patch and prep floor surface to be even and consistent. Install new carpet in the same locations and NOTE: Due to numerous cracked tiles in the living room install carpet in the downstairs living room as well. Install new 1/2" padding, and carpet not to exceed \$4.00 per Sq. Ft. maximum, including installation. Include metal floor strips and tack strips where required for complete installation. Owner to select carpet from the samples provided by the contractor. NOTICE: Due to severe creaking and deflection of the upstairs floor, the contractor is required to secure the subflooring to the floor joists by use of screws in these areas. The severe creaking is occurring in, but not limited to, areas at the landing at top of stairs and areas in the west bedroom.

\$ 1,800

22 BATHROOM VANITY DRAWER

The upstairs bathroom vanity cabinet drawer is missing. Provide and install new drawer to match existing. Ensure the drawer will slide open and close properly.

\$ 60

23 MEDICINE CABINET REPLACEMENT

The existing medicine cabinet is missing from the downstairs bathroom. Provide and install new medicine cabinet in the same location. Ensure a proper fit and a secure installation.

\$ 120

24 ATTIC ACCESS COVER

The cover is missing from the upstairs attic access opening. Provide and install a new cover in the same location. Prime and paint to match ceiling per line item #9.

\$ 30



25 ENTRY LOCKS AND DEADBOLTS

Replace entry locks and deadbolts located on all entry doors and security doors with new entry locks and thumb-latch deadbolts. Include the locks on door leading from living room to garage and also rear entry door and security door to garage from outside. All locks to be keyed alike. Install according to manufacturer's specifications.

\$ 80**26 FURNACE (FAU)**

A test of the heating unit is required to ensure proper operation. Cost of testing not to exceed \$200.00. Provide report of test results. If repairs are required, call for a change order if cost exceeds \$200.00.

\$ 200**27 ELECTRIC SERVICE PANEL COVER**

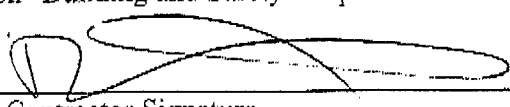
The cover is missing from inside the electric service panel. Provide and install a new cover inside this panel. Ensure a proper fit and a secure installation.

\$ 120

We propose to perform the labor and supply the materials for the items indicated on the work write-up for the sum of:

SUBTOTAL \$ 21,710PERMIT FEES \$ - 700TOTAL \$ 22,410

NOTE: It is the responsibility of the contractor to obtain any required permits from the City of Carson "Building and Safety" Department.


Contractor SignatureSouth LA Development Group Inc
Contractor Business Name310-560-4636
Contractor Phone Number756251
Contractor License Number310-469-0167
Contractor Fax Number