

RESOLUTION NO. 2008- 20

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
PERTAINING TO THE DONATION OF CITY FUNDS FOR THE DAY WORKER
CENTER OF MOUNTAIN VIEW**

WHEREAS, the City of Los Altos is a party to a Consent Decree dated September 9, 2003¹, in which the City was required to, in good faith, cooperate in efforts to locate and support a suitable site in or near the City for a permanent day worker center or other facility to provide shelter and services for day workers and employers, including, upon request, communication with other government and funding agencies for assistance; and

WHEREAS, a group of citizens from Los Altos Hills, Los Altos and Mountain View has organized to solicit funds to support the Day Worker Center of Mountain View (“DWC”); and

WHEREAS, on March 25, 2008, the City Council conducted a duly noticed public meeting, at which the City Council reviewed and considered the staff report dated March 19, 2008, and DWC’s letter dated March 18, 2008, which are attached hereto as Exhibit “A” and incorporated by this reference, and all evidence introduced at the hearing, heard the oral evidence and testimony, and reviewed the documentary evidence relating to the DWC’s request for funds; and

WHEREAS, the City Council finds and determines that the donation of City funds to support the DWC satisfies the City’s obligations under the Consent Decree; and

WHEREAS, the City Council finds and determines that the donation of City funds to support the DWC promotes, enhances and protects the quality of life of the day workers using the DWC for shelter and/or day worker services and further contributes to the health, safety and welfare of the citizens of the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby finds and authorizes the following:

1. The City Council hereby instructs that seventy-five thousand dollars (\$75,000.00) will be included in the 2008-09 fiscal year budget to be contributed to the DWC for the public purposes outlined in this resolution.
2. The City Council finds that the use of the monies to support the DWC promotes the health, safety and welfare of the residents of the City, and further benefits the City by promoting, enhancing and protecting the quality of life of the day workers using the DWC for shelter and/or day worker services.

¹ *The Society of St. Vincent DePaul of Santa Clara County, et al v. The City of Los Altos*, Case No. C-02 00847 JF PVT.

3. The City's initial donation in the amount of fifty thousand dollars (\$50,000.00) will be donated to DWC if, and only if, DWC obtains final approval of all necessary permits, including, but not limited to, a Conditional Use Permit, for the DWC to be located and operated within the City of Mountain View ("City Approvals").
4. The City's second donation in the amount of twenty-five thousand dollars (\$25,000.00) will be provided to the DWC in the calendar year succeeding the year in which the initial contribution was given to DWC.
5. The City's donations to the DWC shall be used only for renovation of the DWC facility after all necessary City Approvals have been obtained..

I HEREBY CERTIFY that the forgoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a regular meeting thereof held on the 8th day of April 2008, by the following vote:

AYES: PACKARD, SATTERLEE, BECKER, CARPENTER

NOES: NONE

ABSENT: CASAS



Valorie Cook Carpenter, MAYOR

Attest:



Susan Kitchens, CITY CLERK



MEMORANDUM

DATE: March 19, 2008

TO: Val Carpenter, Mayor
City Council members

FROM: Doug Schmitz, City Manager 

SUBJECT: DAY WORKER CENTER/SOLICITATION OF CONTRIBUTION

Attached is correspondence from Cynthia Luedtke, Chair, of the Ad Hoc Capital Campaign seeking to raise monies for the acquisition and improvement of land and a building on Escuela Avenue in Mountain View for a Day Worker Center (DWC.)

The Town Council of Los Altos Hills discussed this matter at its meeting of 13 March and passed a motion (3-2) "to approve a donation pledge from the Town in an amount not-to-exceed \$25,000 for land acquisition for a permanent Day Worker Center subject to proportional donations (per population) from the Cities of Mountain View and Los Altos."

The City Council of Mountain View is to consider this matter at its meeting the week of 24 March.

LOS ALTOS HILLS ACTION

The "proportional donations" provision of the Los Altos Hills Town Council's action, results in a per capita cost of \$3.16 to reach the \$25,000. When the per capita is applied to Los Altos, the total comes to \$87,620. For Mountain View, the amount is approximately \$220,000.

THE PROPERTY

The land and building is located at 113 Escuela Avenue, Mountain Park. It is zoned R-2. A condition use permit would be required for the usage as the DWC. The building is 3375 sq. ft.

FUNDING

The acquisition cost is \$300,000. The Ad Hoc campaign seeking to raise \$350,000 for the purchase, closing costs, etc. According to the Leudtke correspondence, approximately \$175,000 of private money has been raised.

Monies will also be needed, following the closing of escrow, for the redevelopment of the building. Current estimates for redevelopment are \$400,000, for a total combined amount of \$750,000.

CITY COUNCIL AGENDA

March 25, 2008

Should the Council wish to contribute, monies could be utilized from either the Capital Projects Fund or from the Facilities Fund.

COMMENTARY

The Council should not feel bound by the action set by the Town Council of Los Altos Hills, using a per capita standard. Council could determine, if it desires to make a contribution, to establish a set amount. Mountain View may contribute the lot next to the proposed DWC property as its contribution or may, also or in lieu of the land, give cash.



March 18, 2008

To: City Councils of Mountain View and Los Altos

Subject: Request of support for the Day Worker Center of Mountain View

A group of citizens from Los Altos Hills, Los Altos and Mountain View has organized to solve a long standing issue in the community. The Mountain View Day Worker Center (a 501 (c) 3 corporation) has successfully served the day worker community for over a decade (see attached summary). During this time, the Center has been forced to relocate several times to temporary, rented premises that limit the Center's hours of operation and scope of services.

The DWC is now located in a sub-optimal location, in a church at the corner of Hope and Mercy streets in Mountain View, one block from downtown Castro street.

After a year and a half looking for a location, and almost discouraged by the high cost (\$2 million+) of a location on El Camino, we have come across a low-priced, well -located property at 113 Escuela Ave. in Mountain View. The low price (\$300,000) reflects the small lot size, condition of the building, and close proximity to the railroad tracks.

We have the property under contract, with a date of April 30 to lift contingencies and May 31 for close of escrow. We therefore need to secure the funds (\$350,000) by April 30. Funding for phase 2, the remodeling to bring the structure up to its intended use, can come in later, mainly from private donations. In-kind donations of construction materials and services, as well as collaboration with assisting non-profits and pro bono work may significantly reduce the cost of this next phase.

We have already raised approximately \$175,000 from within our small group. On March 13, the Los Altos Hills City Council approved a donation of up to \$25,000 from the Town of Los Altos Hills, conditioned on proportional contributions from Los Altos, Mountain View. Supervisor Liz Kniss supports a monetary contribution from Santa Clara County. These contributions could help us quickly close the gap and allow us to close by May 31. The City of Los Altos has agendaized this issue for the Council meeting of March 25. The lease or purchase of the neighboring lot owned by the City of Mountain View will further enhance the use of this property as a community center and provide additional parking for the requirements of a conditional use permit. This lot has no apparent use to the City at this time and a letter of interest has been presented to the City Staff.

Our group looks forward to working with the Cities of Mountain View and Los Altos to bring this project to a successful conclusion.

Respectfully submitted,

Cynthia Luedtke,
Chair, Ad-Hoc Capital Campaign

The Day Worker Center of Mountain View

BACKGROUND INFORMATION

Our Mission

- Provide a setting for connecting workers and employers with dignity and compassion
- Empower workers through fair employment, education, and job skills training
- Support advocacy efforts that are consistent with our mission



Who We Are

- Established in 1996 by local business people and community leaders, we celebrated our 10 Anniversary of service to the community in October 2006 with an original theatrical performance, soccer tournament, and live music event.
- Staffed with 2 part-time employees and led by a full-time Executive Director
- 501(c)3 non-profit organization
- Directed by a 12 member Board and 10 member Workers' Commission
- Supported by an extensive network of volunteers who donate an average of 350 hours each month to the Center

What We Do

- Provide job-matching services for day workers and employers
- Provide a wide range of programs and services to our clients
 - Daily ESL classes
 - Daily hot lunch prepared onsite
 - Health care service three times a week by Gardner Medical Clinic
 - Free legal assistance by the Stanford Law Clinic
 - Food, clothing, and household goods distribution (from donations)
- Develop leadership skills and instill a sense of community for our clients
 - Workers have assumed leadership positions through the Workers' Commission, as well as organizing events and activities for the Center
 - About 25 workers have attended CERT classes at the Mountain View Fire Department and have been certificated in CPR by the Red Cross



Key Statistics

- The center serves about 80 men and women daily
- ~80% of our clients are men
- ~ 25 new workers come to the Center each month
- ~28 people (~35% of those on the wait list) receive work each day
- ~75% of employers come from Los Altos, Los Altos Hills, Mountain View, Palo Alto, and Sunnyvale; 25% come from other cities in the Bay Area, such as Atherton, Menlo Park, Santa Clara, and Saratoga
- ~30% new (first time) employers come to the Center each month
- ~ 90% of employers are homeowners, while 10% are contractors are businesses
- ~ 60% of employers use the Center on a recurring basis
- Work most often sought by employers includes yard work, house cleaning, child care, moving, and painting

Mountain View CDBG Funding (\$10,000)

The Center and the Mountain View Police Department are planning a collaborative program in which two part-time outreach workers will be trained to provide outreach services and education to workers on the street. These outreach workers will act as liaisons between the Police Department, the City of Mountain View, and the workers. Their main focus will be to urge workers to go to the Center. They will also provide education to workers about such concerns as trespassing, littering, public assembly, and freedom of speech issues. They will provide workers on the street with suggestions on how to peacefully and respectfully co-exist with neighboring businesses without conflict.



A Permanent Home for the Day Workers Center: Embarking on a Capital Campaign

The Day Worker Center of Mountain View (DWC) is on the path to realizing its dream of owning a permanent facility. DWC has entered into a contract to purchase a property located at 113 Escuela Avenue in Mountain View with the close of escrow scheduled for May 31, 2008. DWC has launched a capital campaign to raise a total of \$750,000 to acquire the property and to perform the necessary remodeling. \$380,000 of that total needs to be committed by April 30, 2008 to close escrow. A breakdown of these costs is shown below:

Acquisition	300,000
Due diligence, Fundraising, Proj mgmt	80,000
Construction	275,000
Construction Contingency	50,000
Soft costs	<u>45,000</u>
TOTAL	750,000

Property ownership will:

- Provide a long-term secure home
- Eliminate restricted hours of use
- Convert rental costs into program opportunities
- Allow for expansion of services

The new property will provide a place for day workers to become more fully integrated into the community where they work and live.

The 113 Escuela Avenue property includes an existing 2,560 square foot one-story masonry building built in 1951 on a flat 6,500 square foot lot. The property is zoned R-2 but its proximity to the railroad tracks makes it less desirable for residential use. The current strategy, based on recommendations from an architect and a contractor, is to occupy the existing building once the necessary remodeling has been completed.



The scope of the remodel work and the associated costs are based on input from a licensed general contractor, an architect and a local developer. The recommended scope includes roof replacement, two new ADA-compliant bathrooms, a new kitchen, a new forced-air furnace with air conditioning, new Title 24-compliant windows, partitions for 3 new offices, a new 100 Amp electrical service, paving, carpeting and painting. The existing unreinforced masonry structure has been upgraded with the installation of a pilaster and bond beam system at the perimeter. Minor additional seismic retrofit work may be necessary to accommodate a new door opening and added load from a new ceiling and heating/ventilation equipment.

The DWC is required to obtain a Conditional Use Permit (CUP) to operate on this R-2 zoned property. DWC has initiated discussions with the City of Mountain View regarding the granting of a CUP and the response is favorable. It is anticipated that 6-12 parking spaces will be required by the City with possible reductions allowed if a full parking study is submitted. DWC is pursuing a purchase or lease of the adjacent city-owned property to accommodate the required parking.

Please make your tax-deductible donations payable to The Day Worker Center of Mountain View and mail to Los Altos Community Foundation, 183 Hillview Avenue, Los Altos, CA 94022 or donate through the website at www.losaltoscf.org

For more information, contact Cindy Luedtke at cluedtke@firstrepublic.com or Maria Marroquin at distancia5@hotmail.com
Photos courtesy of Craig Sherod Photography

113 Escuela Avenue
Mountain View, California 94040

Renovation for new Day Workers Center
March 17, 2008



Project Estimate

PROJE 113 Escuela Ave
 OWNEI Day Workers Center

DATE 3/18/2008

PROJECT MIX	Main Building Area	2618
	Rear Building Area	762
	Total	3380

01	GENERAL REQUIREMENTS		ESTIMATE	NOTES	per sq ft price
01120	BLUEPRINTS/REPRODUCTION		\$441		\$0.13
01140	BONDS		\$0	Exclude	
01350	JOB/MOBILE OFFICE		\$0		\$0.11
01360	JOB TELEPHONE		\$202		\$0.06
01361		Cellular	\$189		\$0.06
01370	JOB UTILITIES		\$2,144		\$0.63
01390	JOB SMALL TOOLS		\$333		\$0.10
01410	JOB GENERAL CLEAN UP		\$4,856		\$1.44
01415	MOBILIZATION		\$454		\$0.13
01420	JOB SAFETY/MEDICAL		\$45		\$0.01
01560	LICENSES		\$30		\$0.01
01580	LIQUIDATED DAMAGES		\$0	Exclude	
01650	OFFICE		\$0		\$0.00
01653		Project Management	\$5,801		\$1.72
01660	PERMITS		\$0	By Owner	
01720	RENTALS		\$694		\$0.21
01760	SUPERVISION		\$0		
01762		Health	\$328		\$0.10
01763		Truck Allowance	\$366		\$0.11
01764		Fld Superintendent	\$10,846		\$3.21
01765		Field Labor	\$3,153		\$0.93
01810	TEMP FENCING/BARRICADES		\$0	By Owner	
01830	TESTING & INSPECTION		\$0	By Owner	
01890	JOB CLOSE OUT / DETAIL		\$0		
01891		Labor	\$2,270		\$0.67
01892		Material	\$542		\$0.16
	Security	By Owner		By Owner	
	SUBTOTAL GENERAL REQUIREMENTS		\$32,695		\$9.79

02	SITE WORK	NOTES	ESTIMATE	NOTES	
02020	DEMOLITION		\$0	Exclude	\$0.45
	Asbestos			none	
02060	GRADING & EARTHWORK		\$4,288		\$1.27
02080	SOILS				
02082		Export	\$0	Exclude	\$0.90
02120	CONCRETE	Driveways, walkways	\$5,070		\$1.50
02140	ASPHALT PAVING	Repairs at street	\$0		\$2.01
02160	AGGREGATE BASE MATERIAL		\$2,535		\$0.75
02270	EQUIPMENT RENTAL		\$315		\$0.09
02290	EROSION CONTROL		\$568		\$0.17
02300	SITE FENCING		\$3,042		\$0.90
02340	STORM DRAIN SYSTEMS		\$0		\$1.85
02380	SEWER SYSTEMS		\$500		\$2.28
02400	UNDERGROUND UTILITY		\$0		\$3.36
02460	SIGNAGE & STRIPPING		\$441		\$0.13
02510	CONSTRUCTION STAKING			By Owner	
02550	TRAFFIC CONTROL		\$0		\$0.04
02560	TREE CUTTING		\$0		\$0.04
02580	SAW CUTTING		\$0		\$0.06
02600	WATER SYSTEM		\$5,408		\$1.60
02650	LANDSCAPING		\$0		\$3.20
02653		Plants - by owner	\$0	Donations	\$0.00
	SUBTOTAL SITE WORK		\$22,167		\$24.90

03000-1	BUILDING COSTS	NOTES	ESTIMATE	NOTES	26800 sq ft
03	CONCRETE				
03120	CONCRETE FOUNDATIONS				
03122		slab on grade, perimeter foundation	\$0	Existing	\$9.14
04	MASONRY				
04100	MASONRY				
04103		Patching	\$3,380		\$1.00

05	METALS			
05120	Flashing	Flashing at parapets	\$2,366	\$0.70
		Downspouts, gutters	\$1,200	
		Window and door pans	\$1,500	
		Waterproofing sheetmetal	\$3,000	
		Bollards	\$1,200	
06	CARPENTRY & WOOD WORKS			
06010	ROUGH CARPENTRY	Wood framing system for walls	\$16,900	\$5.00
		OSB or plywood sheathing		
	Interior and exterior Finish Trim		\$10,140	\$3.00
		3" tall smooth base, 2" trim		
		Window sills - particle board		
		Crown molding - none		
		Exterior facias- paint grade cedar		
06400	CABINERY	Modular kitchen and bathroom cabinetry	\$5,408	\$1.60
07	THERMAL & MOISTURE PROTECTION			
7000	Waterproofing	Waterproof exterior walls	\$4,056	\$1.20
		self adhesive at doors and windows		
07030	INSULATION	R-13 exterior, parti, plumbing walls		
07033		R-19 at floor and ceiling assemblies	\$6,422	\$1.90
07060	ROOFING			
07062		Membrane lay down style	\$5,486	\$1.62
07100	FLASHING			
07101		Architectural sheet metal	\$3,153	\$0.93
		Sealants and Caulking		
08	DOORS & WINDOWS			
08010	INTERIOR TRJM PACKAGE LABOR		\$6,558	\$1.94
08020	WOOD DOORS & FRAMES	Front Door - 4 panel solid wood fact painted	\$7,436	\$2.20
		Unit interiors - solid wood paint grade		
	HARDWARE	Schlage locksets		
		Front door - lockset with dead bolt		
		Inter doors - passage set, door stops		
		Inter bathroom doors - privacy set, door stops		
08150	WINDOWS	Milguard vinyl, acoustic properties, screens		
08152		Vinyl	\$7,441	\$2.20
08170	SHOWER DOOR/MIRROR	3/8" glass w thru handles, hvy hinges	\$2,775	\$0.82
09	FINISHES			
09030	DRYWALL	Level 2 w/ texture	\$13,520	\$4.00
		Window jamb extensions	\$2,200	
09070	Vinyl	Kitchen, bathrooms, foyer	\$2,704	\$0.80
		Kitchens and baths base		
09073	Counters	counters - kitchen with 6" backsplash	\$2,535	\$0.75
		counters - bathrooms with 6" backsplash		
09120	Ceilings	Fire retardent paper	\$2,450	\$1.00
09250	PAINTING	2 color interior	\$9,207	\$2.72
		3 color exterior		
09300	CARPET & FLOORING	Carpeting, \$18/ yard	\$8,450	\$2.50
		Vinyl - Kitchen, bathrooms area		
10	SPECIALTIES			
10430	MAILBOXES		\$202	\$0.06
10530	TOILET, BATH ACCESSORJES		\$1,690	\$0.50
10670	FINAL CLEAN		\$1,892	\$0.56
	SIGNAGE		\$1,014	\$0.30
	Awning		\$1,600	
11	EQUIPMENT			
11010	APPLIANCE -	Refrig -	\$3,718	\$1.10
		Range - gas dual fuel		
		Microwave Hood combo		
		Dishwasher		
		Disposal		
12	FURNISHINGS	Towel Bars and accessories	\$1,014	\$0.30
13	SPECIAL CONSTRUCTION			
14	CONVEYING SYSTEMS			

15	MECHANICAL WORK			
15010	PLUMBING	Trench drains, area drains, floor drains Kitchen sinks - Kohler stainless w/ sound att Kitchen faucet - Coralais chrome Bathroom sink - Kohler Bathroom faucet - Coralais chrome Lavs - Toto Drake Water Heater - 50 gallon Gas - to furnace, range, fireplace - individual mtrs HW and CE copper DRW - ABS Condensate pan drains - copper City water -	\$30,420	\$9.00
15500	HVAC	Gas furnace with AC ht exchanger Condensing unit at patio Return grilles, filter, SA and RA - solid round duct distribution Bathroom exhaust Kitchen Hood exhaust	\$31,530	\$9.33
15750	FIRE SPRINKLERS	Semi recessed head, white w chrome Concealed fire service panel	\$8,828	\$2.61
16	ELECTRICAL			
16010	GENERAL ELECTRICAL	New meter and panel- 100 Amp Fire/life safety, smoke detectors, alarms, annunc Egress signage Emergency lighting - one each floor	\$30,420	\$9.00
	IT Wiring	Comcast - 2 coax to central panel Coax to each room, 2 locations Telephone - CAT5 to two locations each room Data - CAT5 to two locations each room	\$6,760	\$2.00
16030	ELECTRICAL FIXTURES	Suspended flourescent Bathrooms - incandescent and flourescent Site lighting, patios, front door Landscaping lighting	\$6,760	\$2.00
	SUBTOTAL BUILDING COSTS		\$255,335	
	SUBTOTAL GENERAL REQUIREMENTS		\$32,695	
	SUBTOTAL SITE WORK		\$22,167	
	SUBTOTAL BUILDING COSTS		\$255,335	
	SUBTOTAL PROJECT COSTS		\$310,197	
01640	CONTRACTOR'S OVERHEAD		\$6,204	
01641	CONTRACTOR'S PROFIT		\$12,408	
	TOTAL PROJECT COSTS		\$328,809	
01200	CONTINGENCY		\$50,000	
01330	INSURANCE			
	Owners Costs			
	Misc. Closing Costs		\$21,000	
	PG&E Fees		\$11,000	
	Telephone, Cable		\$3,200	
	City Water Fees		\$5,200	
	Architectural and Eng Fees		\$17,000	
	Accounting and Legal Fees		\$3,500	
	Plan Application Fees		\$1,200	
	Building Permit		\$3,500	
	Plan Check fee		\$1,500	
	Parks in Leau Fee		\$0	
	Real Estate Taxes		\$4,500	
	Traffic Tax		\$0	
	Schools Tax		\$0	
	Insurance		\$6,500	
	Special Inspections		\$4,200	
	Subtotal - Owners Costs		\$82,300	
	GRAND TOTAL		\$461,109	
	PROJECT RECAP		\$136	

The Day Workers Center

Site: 113 Escuela Avenue, Mountain View, CA 94040

Date: March 18, 2008

The following issues should be addressed:

Permits:

A Building Permit will be required for remodeling which will include general building, roofing, mechanical, electrical, and plumbing permits. Structural review will be minimal or not at all if the loading of the walls is unchanged. The size of the building is such that fire sprinkler systems will probably not be required. Life safety and exiting systems will be required.

Zoning:

The R-2 zoning for this lot dictates that any use other than family residences be applied for under a Conditional Use Permit. As evidence of other properties nearby, this has been granted before. The Community Center classification would say will need between 6 and 12 spaces.

Structural:

The block walls were built sometime in the 1950's and are not filled with rebar and concrete as required in the current codes. A pilaster and bond beam system was added to the perimeter walls in the past 20 years as can be seen as a topical addition to the block wall. In addition, I believe the parapet was added at that time above the rim joist that supports the roof. It also looks like the rim joist was fastened to the new bond beam at the interior with a new all-thread rod that protrudes from the rim joist on the exterior with a spacing of approximately every four feet.

Recommendation: The block walls are already updated to accommodate new structural design requirements with the possible exception of additional tie-downs, brackets, and earthbound systems. These upgrades are only required if the load is changed on the roof or in the walls due to changes in opening sizes or locations of the walls. The design of the remodeling project should not include wall location changes or window opening size changes, otherwise further structural upgrades will be required.

Architectural Programming:

1. Entrance
 - a. Location: The front door at the street is ideal for employers to enter. The side entrance can be for the administrative staff, workers, trainees, and teachers.
 - b. Doorway: Solid wood doors with side lights.

2. Reception Area
 - a. Amenities: chairs, tables, etc
 - b. Displays, handouts
3. Lobby bathroom, unisex, ADA
4. Office
 - a. Space for one occupant with 2 chairs for guests
 - b. Storage: files, paper
 - c. Printers, copier, fax
5. Meeting Room
 - a. Conference table for 8 people
 - b. IT hookup for laptops
6. Training Areas
 - a. Number of occupants: 25
 - b. Number of training areas: 2
 - c. Flexibility by using 6' high partition walls
7. Storage Area
 - a. Supplies
 - b. Pantry
8. Mechanical Room
 - a. Water Heater
 - b. HVAC, (Condenser location needed outside)
9. Kitchen
 - a. Range
 - b. Refrigerator, freezer
 - c. Dishwasher
 - d. Cupboard space
10. Bathrooms
 - a. Based on occupants: 2 stalls each
 - b. Location at rear of building
11. Patio Area, one table
12. Parking Areas
 - a. Parking study: Typical occupancy is for one administrative staff person and two teachers for training. An occasional employer will park at the curb at front. Most workers and trainees either walk or have bicycles.
 - b. Space for health van: Takes three parking spaces on their occasional visits.
 - c. Space for employers at the curb out front.
13. Exterior Finishes
 - a. Slurry seal with paint
 - b. Awnings
 - c. Scuppers and downspouts
14. Signage
 - a. Front area for main sign
 - b. Posters
 - c. Handouts
 - d. Training programs
15. IT Requirements

- a. Telephone for office and meeting room. One guest phone in lobby.
- b. CAT5. Run to six spaces along each wall for future uses.
- c. Printers, fax, copier in office
- d. Computers: one in office.
- e. Cable: Run to office and conference room for future use.

Roof:

The roof is a barrel style with the drainage directed towards the parapet walls. The condition of the roof reflects approximately 15 to 20 years of wear. The drainage at the low point near the parapets is in poor condition. Also, insulation will have to be added to bring it to a R-19 level.

Recommendation: Replace the roof with a membrane style roofing material, replace the flashing at the parapets, and increase the size and number of the drainage scuppers. Also extend the rain gutters so that the drainage occurs away from the perimeter foundation. The insulation can be added to the underside of the roof decking material. The finished ceiling can be a fire-rated flexible material, a sheetrock covering, or a suspended t-bar ceiling. The additional weight of whichever ceiling is chosen may cause additional structural requirements in the form of straps, brackets, or tie-downs at the junction between the roof and the top of the bond beam.

Mechanical, Electrical, Plumbing:

The electrical system looked to be of 100 Amp capacity and should be adequate for the requirements of a Day Worker Center. The plumbing system was old and probably not functioning. The drain is at the front of the building near the bathrooms. The method of heat was by a ceiling mounted gas heater.

Recommendation:

Reroute the electrical system to a new 100 Amp panel and distribute the load to outlets along the walls, new ceiling lights, and required safety systems. Install new handicap bathrooms at the rear by digging a trench along the outside of the building and entering in near the back. Install a forced air furnace with air conditioning at the back of the building with distribution ducting between the ceiling framing.

Building Remodeling Recommendations:

1. Replace the roof with a new membrane style system, replace the flashing, upgrade the scuppers and downspouts.
2. Clean and seal the exterior with a waterproofing topical coating, then repaint.
3. Replace the windows with the new Title 24 minimum standard. Use casement style vinyl coated with a sound transmission coefficient of 32.

4. Replace the front door with a recessed solid wood door. In addition, replace the awning in front with a new canvas style. Add a new solid wood door at the northeast corner and southeast corner for secondary egress purposes.
5. Add sheetrock walls between the pilasters along the interior perimeter walls to carry the electrical wiring to distribute along the exterior walls. Add a wall across the center of the building to separate the rear of the building from the front area. Install two solid wood doors for entry and exit.
6. Install insulation between the roof joists and cover it with a fire retardant paper coating.
7. Replace the electrical panels with a new 100 Amp service and distribute the electrical to four-plex outlets every eight feet along the perimeter wall. Add suspended lighting with a standard spacing between.
8. Seal the floor and cover it with a commercial-grade carpeting with a resilient pad.
9. Build new handicap bathrooms, kitchen, and storage in the rear of the building.
10. Build a mechanical room to locate the water heater, furnace, and janitors sink.
11. Install a forced air furnace with an air conditioner located in the new mechanical room. Install the condenser at the rear of the building.
12. Add a kitchen at the rear of the building.
13. Add landscaping along the front and side of the building
14. Pave the area along the north side of the building and on the neighboring lot to provide seven parking spaces plus a handicap space.
15. Build a garbage enclosure on the other side of the parking lot.
16. Build a patio near the kitchen area at the rear of the building.

Budget:

The attached budget is a first pass at a construction budget using a licensed general contractor covering the entire scope of work. The budget amount for Hard Costs is \$329,000 plus a \$50,000 contingency.

In addition, another \$82,000 should be added for Soft Costs to cover design fees, permits, utility connection fees, insurance, accounting, and legal. That brings the total budget to approximately \$461,000.

The possibility of staging the project to spread out the costs can be studied. The minimum project would require fixing the roof, replacing the doors and windows, repairing the bathrooms, adding insulation, and upgrading the wiring system. A first pass budget would be \$80,000 in Hard Costs and \$30,000 in Soft Costs.

Regards,



David Luedtke

DAY WORKER CENTER OF MOUNTAIN VIEW

STATISTICS

JANUARY through DECEMBER 2007

	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Total
MEN Sign-ins	4,551	5,045	4,197	3,960	17,753
Placed	1,333	2,245	1,719	1,244	6,541
Permanent Jobs or	6	14	12	7	39
Recurring Jobs	560	1,052	779	405	2,796
WOMEN Sign-ins	979	1,097	942	1,194	4,212
Placed	330	477	450	395	1,652
Permanent Jobs or	11	5	5	8	29
Recurring Jobs	145	255	275	157	832
TOTAL Sign-ins	5,530	6,142	5,139	5,154	21,965
Average Daily Sign-ins	72	78	67	65	71
TOTAL Jobs	1,663	2,722	2,169	1,639	8,193
Average Daily Placements	22	34	28	22	26
Other Services	3,389	3,450	3,309	3,000	13,148
New Workers	75	89	84	72	320
New Employers	82	117	104	77	380
# in ESL class	2,710	2,690	2,400	2,125	9,925
Average Daily # in ESL Class	35	34	31	27	32
Volunteer Hours	981	957	946	1,065	3,949