



Meeting Date: 1/08/08

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Ernest Whitaker *EW* Agenda Item No. I-4

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) _____

DATE: December 17, 2007

TO: City Council

FROM: Sal Gonzalez, Housing Director *[Signature]*
Housing Department

SUBJECT: Appropriation of \$21,560 for Street Repairs

RECOMMENDATION

That City Council approve the appropriation of funds in the amount of \$21,560 from the Housing In-Lieu Fee Fund Balance to Habitat for Humanity of Ventura County (Habitat) for street repair at Villa César Chávez located at 5559 Salvador Drive.

DISCUSSION

In order for Habitat to receive its certificate of occupancy for the last of its six units built at Villa César Chávez, Development Services Division staff required that the private street be repaired. The street had been damaged due to normal construction wear and tear and not through negligence. Habitat did not have the opportunity to solicit funds for the work due to time constraints on completing the project. The paving contractor was paid from Habitat operating funds in order to complete the work and obtain the certificate of occupancy.

Habitat has requested that the City reimburse its costs of \$21,560. Habitat primarily operates with donated supplies, services, and volunteer labor. When Habitat is faced with unanticipated cash outlays, it creates a financial hardship for the non-profit.

FINANCIAL IMPACT

Habitat has submitted paid invoices to the City in the amount of \$21,560 for which it seeks reimbursement. Funds for the reimbursement will be from the In-Lieu Fee Fund Balance. The Special Budget appropriation will appropriate the funds to the Habitat project account #371-5136 (085102).

(EW/em)

Attachment #1 – Special Budget Appropriation
#2 – Habitat Letter

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CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

December 17, 2007

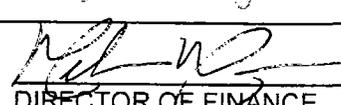
Request is hereby made for an appropriation of total.....\$ 21,560

Reason for appropriation:

<u>FUND</u>	<u>ACCOUNT/DESCRIPTION</u>	<u>AMOUNT</u>
Housing In-Lieu (371)	Habitat 371-5136- (085102) 826-8601 – Land/Easement/Rights of Way	21,560
	Net Estimated Change to Housing In-Lieu Fee Fund Balance	<u>(\$21,560)</u>



 Department Director



 DIRECTOR OF FINANCE

REQUIRES CITY COUNCIL APPROVAL

Disposition

Approved _____

Rejected _____

Transfer by Journal Voucher _____

 City Manager

BUDGET.APP

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ATTACHMENT NO. 1
 PAGE 1 OF 1



December 3, 2007

Sal Gonzales, Housing Director
Housing Administration
435 South "D" Street
Oxnard, CA 93030

RE: Street Repair at Villa Cesar Chavez Development

Dear Mr. Gonzales:

I am writing this letter to request financial assistance from the Oxnard Housing Administration for street repair work that was completed at the Villa Cesar Chavez development.

As you know, Habitat for Humanity of Ventura County partnered with Cabrillo Economic Development Corporation to build six single-family homes for farmworkers in Oxnard. As we approached the final certificate of occupancy on the sixth home, the city inspector required that the street be repaired due to damage which occurred during construction. Due to time constraints, we did not have the opportunity to solicit funds for this project prior to completion, and therefore we are requesting funds for reimbursement of costs related to the street repair.

Attached are the invoices which have been paid by Habitat for Humanity of Ventura County. Any assistance from the Housing Administration would be greatly appreciated! Please feel free to contact me with any questions or concerns.

Thank you for your consideration and a very happy holiday season to you!

Sincerely,


Stacy R. Swanson
Executive Director

RECEIVED
DEC 11 2007
HOUSING DEPT

Cc Ernie Whitaker

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ATTACHMENT NO. 2
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