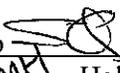
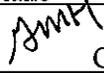
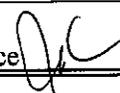




Meeting Date: 12/1/09

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: Suzanne Quitoriano  Agenda Item No. I-3
 Reviewed By: City Manager  Holmberg  City Attorney Finance  Other N/A

DATE: November 18, 2009

TO: Community Development Commission

FROM: Curtis P. Cannon, Community Development Director
Community Development Department 

SUBJECT: Revision of Appropriation to the Social Security Building Project Budget from \$260,000 to \$200,000

RECOMMENDATION

That the Community Development Commission (“CDC”):

1. Approve adjustment of budget appropriation for Social Security Building Project Budget.
2. Authorize the Community Development Director, on behalf of the CDC, to sign all documents necessary and appropriate to carry out and implement current and future Social Security Building repairs.

DISCUSSION

As part of the on-going efforts to revitalize downtown Oxnard, CDC staff purchased the Social Security Building located at 425 South B Street (“the Property”) during August 2008. The Property consists of an approximate 14,790 square foot site and an approximate 13,646 square foot single story office/retail building that is located at the northwest corner of North Fifth and B Streets, adjacent to Plaza Park. The building was constructed in 1973 and is currently 86% occupied and used for professional office purposes.

The Property is currently occupied by two tenants, the United States Government (Social Security Administration), and Southern California Gas Company. The leases with both the Social Security Administration and Southern California Gas Company are set to terminate on October 31, 2011.

Based upon recent inspections, the Property requires heating, ventilation and air conditioning (“HVAC”) unit repairs and roof repairs. Bids have been obtained for the necessary HVAC and roof repair work, and the combined costs are estimated to be \$22,440. It is requested that the Social

Security Building Project 108601 budget for major repairs be reduced from \$260,000 to \$200,000, with a net decrease of \$60,000. This decrease is primarily due to revising the original bid specifications from re-roof to roof patching and revising the HVAC unit replacement to HVAC repairs. The remaining estimated balance in the Social Security Building Project 108601 shall be applied to future repairs as needed.

Recognizing the importance of proper maintenance and servicing of the HVAC equipment, staff anticipates routine inspections and servicing to aid in maintaining the life of the system. A portion of the \$180,000 remaining in the balance of the project will be applied toward future HVAC repairs as needed. Additionally, the remaining funds would also be available for staff to use in the event additional roofing work or other repairs to the Property are required. The additional funds will allow staff to continue to properly maintain the building for the tenants who are currently leasing space in the building until October 31, 2011.

FINANCIAL IMPACT

The total estimated cost of the current roof and HVAC repair project is \$22,440. It is requested that the Social Security Building Project 108601 budget for major repair be reduced from \$260,000 to \$200,000, with a net decrease of \$60,000. If approved, the amount of \$128,000 will be funded from the Central City Revitalization ("CCRP") Fund 401 and \$72,000 will be funded from Housing Set-Aside Fund 441.

SQ

Attachment #1 - Special Budget Appropriation Form

