

RESOLUTION NO. 214605

NOV 5 1975

A RESOLUTION REGARDING THE OPERATION OF A HOUSING REHABILITATION/CODE ENFORCEMENT PROGRAM BY THE BUILDING INSPECTION DEPARTMENT OF THE CITY OF SAN DIEGO.

WHEREAS, The City of San Diego, California, by Resolution No. 212090 adopted November 26, 1974, did authorize the submission of an application for Community Development Block Grant funds to the Department of Housing and Urban Development (HUD) pursuant to the Housing and Community Development Act of 1974; and

WHEREAS, the authorized application was submitted on November 29, 1974, and was approved by HUD on March 27, 1975; and

WHEREAS, the approved application did indicate the intention of The City of San Diego to use a portion of the requested Community Development Block Grant funds for the purpose of conducting a Housing Rehabilitation/Code Enforcement Program, hereinafter called "Project," in the Balboa School and Educational/Cultural Complex areas approved by Council on May 27, 1975 by Resolution No. 213374; NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, as follows:

1. That the City Manager of The City of San Diego, be, and he is hereby authorized to assume full responsibility

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00259


for the successful implementation and completion of Project in accordance with the applicable local and federal regulations issued pursuant to the use of Community Development Block Grant funds under the Housing and Community Development Act of 1974.

2. That the City shall, subject to the availability of funds, operate Project in a manner consistent with the Project Work Program Cover Sheet, attached hereto as Exhibit A; Project Work Program, attached hereto as Exhibit B; the itemized Program Budget, attached hereto as Exhibit C; the Rehabilitation Financing Handbook for use in the Housing Rehabilitation/Code Enforcement Program, attached hereto as Exhibit D; and the Relocation Policies and Procedures pertaining to the City of San Diego Housing Rehabilitation/Code Enforcement Program, attached hereto as Exhibit E.

3. That this portion of Project (entire Project is to be administered over a two-year period) shall commence on November 1, 1975 and conclude on June 30, 1976. The amount of funding for said time period November 1, 1975 through June 30, 1976) shall not exceed one million six hundred forty-six thousand nine hundred twenty-five dollars (\$1,646,925), the expenditure of which amount is hereby authorized.

APPROVED: JOHN W. WITT, City Attorney

BY


Robert W. MacCartee
Deputy City Attorney

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10/9/75
Aud.Cert.#7163
Or.Dept.:Bldg.Insp.

EXHIBIT A

PROJECT WORK PROGRAM COVER SHEET

SCOPE OF SERVICES - HOUSING REHABILITATION/CODE ENFORCEMENT PROGRAM

(Balboa School and Educational/Cultural Complex areas approved by Council 5/27/75)

A. Program Administration.

1. Provide staff (39 persons by March 31, 1976) to administer project.
2. Establish and maintain one project area field office.
3. Conduct a public information program.

B. Preliminary rehabilitation activities.

1. Make initial property inspections and develop correction lists.
2. Where no code violations exist and property owner does not desire other eligible improvements, clear from workload (structures/units found standard).
3. Where code violations exist but property owner is not interested in a rehabilitation loan, obtain code compliance.
4. If loan eligibility is established prepare rough work write-up and cost estimate and reach decision on scope of rehabilitation work.
5. Prepare final rehabilitation work write-up.
6. Provide necessary information to bidding contractors and assist owner in selecting a contractor.

C. Rehabilitation Activities.

1. Obtain property owner signatures on contract documents and Notice To Proceed and commence with rehabilitation work.

(Revised 11/5/75)

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MAY 20 1978

EXHIBIT A

214605

00261

2. Conduct progress and final inspections, issue certificate of final inspection and clear from workload (rehabilitation completed).

D. Relocation/Demolition.

1. If relocation appears necessary, make referral to Central Relocation Office and follow-through (relocations).
2. If necessary take action to have structure removed (demolitions).

E. Financial Assistance Activities.

1. Obtain Council authorization to proceed with rehabilitation loan program.
2. Where code violations exist and/or property owner is interested in other eligible improvements determine need and eligibility for program financing and provide owner with loan application material.
3. Determine type of loan eligibility (conventional, hardship or both).
4. Assemble loan package and confirm loan approval.
5. Authorize progress and final payments.
6. Provide financial assistance personnel with loan close-out information.

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EXHIBIT B

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO PROJECT WORK PROGRAM

Page 1 of 3 Pages
Month of _____

Planned --- PROJECT Housing Rehabilitation/Code Enforcement
Actual --- OPERATING AGENCY City of San Diego, Building Inspection Dept.
PROJECT NO. CDBG-P-13

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MAY 20 1978
00263

| PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | | 4th Quarter | | |
|--|-------------|--|-------------|-----|-------------|-----|-----|-------------|-----|-----|
| | | | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| A. Program Administration | | | | | | | | | | |
| 1. Provide staff (39 persons by March 31, 1976) to administer project. | | | --- | --- | --- | --- | --- | | | |
| 2. Establish and maintain one project area field office. | | | | --- | | | | | | |
| 3. Conduct public information program. | | | --- | --- | --- | --- | --- | --- | --- | --- |
| B. Preliminary rehabilitation activities. | | | | | | | | | | |
| 1. Make initial property inspections. | | | | --- | --- | --- | --- | --- | --- | --- |
| 2. Develop correction lists. | | | | --- | --- | --- | --- | --- | --- | --- |
| 3. Where no code violations exist and no other eligible improvements are desired, clear from workload. | | | | --- | --- | --- | --- | --- | --- | --- |
| 4. Where code violations exist but rehabilitation financing is not desired, obtain code compliance. | | | | --- | --- | --- | --- | --- | --- | --- |
| 5. If eligible for financing, prepare rough work write-up and cost estimate and reach a decision on scope of rehabilitation. | | | | --- | --- | --- | --- | --- | --- | --- |
| 6. Prepare final rehabilitation work write-up. | | | | --- | --- | --- | --- | --- | --- | --- |
| 7. Provide necessary information to bidding contractors and assist owner in selecting a contractor. | | | | --- | --- | --- | --- | --- | --- | --- |
| C. Rehabilitation activities. | | | | | | | | | | |
| 1. Obtain property owner authorization to commence with rehabilitation work. | | | | | --- | --- | --- | --- | --- | --- |

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(Revised 11/5/75)

00263

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
PROJECT WORK PROGRAM

Planned - - - PROJECT Housing Rehabilitation/Code Enforcement
Actual _____ OPERATING AGENCY City of San Diego, Building Inspection Dept.
PROJECT NO. CDBG-P-13

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| PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES | 1st Quarter | | | 2nd Quarter | | 3rd Quarter | | | 4th Quarter | | |
|--|-------------|--|--|-------------|-----|-------------|-----|-----|-------------|-----|-----|
| | | | | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| 2. Conduct progress and final inspections. | | | | | --- | --- | --- | --- | --- | --- | --- |
| 3. Issue certificate of final inspection and clear from workload. | | | | | --- | --- | --- | --- | --- | --- | --- |
| D. Relocation/Demolition. | | | | | | | | | | | |
| 1. If relocation appears necessary, make referral to Central Relocation Office, and follow through. | | | | | | | | --- | --- | --- | --- |
| 2. If necessary, take action to have structure removed. | | | | | | | | --- | --- | --- | --- |
| E. Financial Assistance activities. | | | | | | | | | | | |
| 1. Council adoption and authorization to proceed with rehabilitation loan program. | | | | | --- | | | | | | |
| 2. Where improvements are eligible and desired, determine eligibility of owner for rehabilitation financing. | | | | | --- | --- | --- | --- | --- | --- | --- |
| 3. Determine whether property owner is eligible for conventional or hardship loan or both. | | | | | --- | --- | --- | --- | --- | --- | --- |
| 4. Assemble loan package and confirm loan approval. | | | | | --- | --- | --- | --- | --- | --- | --- |
| 5. Authorize progress and final payments. | | | | | | --- | --- | --- | --- | --- | --- |
| 6. Provide financial assistance personnel with loan close-out information. | | | | | | | --- | --- | --- | --- | --- |

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BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
PROJECT WORK PROGRAM

Page 3 of 3 Pages
 Month of _____

Planned - - -
 Actual _____

PROJECT Housing Rehabilitation/Code Enforcement
 OPERATING AGENCY City of San Diego, Building Inspection Dept.
 PROJECT NO. CDBG-P-13

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| PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|--|-------------|-------------|-------------|-------------|
| <p>NOTE: The Housing Rehabilitation/Code Enforcement Program being conducted in the Balboa School - Educational/Cultural Complex will be a two-year program.</p> | | | | |

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BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
PERFORMANCE STANDARDS

00266

PROJECT Housing Rehabilitation/Code Enforcement (1975)

PROJECT NO. CDBG-P-13

OPERATING AGENCY City of San Diego, Building Inspection Department

| PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES | MONTHLY PERFORMANCE STANDARDS | | | | | | | |
|--|-------------------------------|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| 1. Inspections (STR/DU) | | 48/57 | 48/57 | 96/115 | 96/115 | 144/172 | 144/172 | 144/172 |
| 2. Correction Lists Completed (STR/DU) | | 42/50 | 48/57 | 84/100 | 84/100 | 126/151 | 144/151 | 144/151 |
| 3. Work Write Ups Completed (STR/DU) | | 12/14 | 12/14 | 24/28 | 24/28 | 36/43 | 36/43 | 36/43 |
| 4. Rehabilitation Completed (STR/DU) | | | 12/14 | 12/14 | 30/36 | 45/54 | 55/66 | 75/90 |
| 5. Found Standard (STR/DU) | | 6/7 | 6/7 | 11/13 | 11/13 | 17/20 | 17/20 | 17/20 |
| 6. Demolitions (STR/DU) | | To Be Reported on Basis of Project Experience | | | | | | |
| 7. Remaining Rehabilitation Workload (STR/DU) | <u>2239</u> <u>2678</u> | <u>2233</u> <u>2671</u> | <u>2215</u> <u>2651</u> | <u>2192</u> <u>2624</u> | <u>2151</u> <u>2575</u> | <u>2089</u> <u>2501</u> | <u>2017</u> <u>2415</u> | <u>1925</u> <u>2305</u> |
| 8. Conventional Loans Approved | | 7 | 7 | 18 | 18 | 24 | 24 | 24 |
| 9. Hardships Loans Approved | | 5 | 5 | 6 | 6 | 12 | 12 | 12 |
| 10. Relocations | | To Be Reported on Basis of Project Experience | | | | | | |
| A. Families | | | | | | | | |
| B. Individuals | | | | | | | | |
| C. Businesses | | | | | | | | |

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MAY 20 1978

214605

(Revised 11/5/75)

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BLOCK GRANT PROGRAM - CITY OF SAN DIEGO

PROJECT PROGRESS REPORT

PROJECT Housing Rehabilitation/Code Enforcement (Balboa School, ECC)

OPERATING AGENCY City of San Diego, Building Inspection Department

MONTH _____ PROJECT NO. CDBG-P-13

| | This Month | | Total to Date | |
|---------------------------------------|------------|------|---------------|------|
| | STR | D.U. | STR | D.U. |
| 1. Work Load | X | X | | |
| 2. Inspections | | | | |
| 3. Correction Lists Completed | | | | |
| Work Write Ups Completed | | | | |
| 5. Renabilitation Completed | | | | |
| 6. Found Standard | | | | |
| 7. Demolitions | | | | |
| 8. Remaining Rehabilitation Work Load | X | X | | |

| | | | | |
|--------------------------------|-----|----|-----|----|
| 9. Conventional Loans Approved | No. | \$ | No. | \$ |
| Hardship Loans Approved | No. | \$ | No. | \$ |

| | This Month | Total to Date |
|-----------------|------------|---------------|
| 11. Relocations | | |
| A. Families | | |
| B. Individuals | | |
| C. Businesses | | |

Note: Line 1 less the total of lines 5, 6, and 7 must equal line 8

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| | |
|-----------|----------------------------|
| COMMENTS: | Rating _____ Ahead |
| | _____ On Time |
| | 214605 _____ Behind |

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| | | | | | | | |
|--|-------------------------------|---|------------------------|--|---------------|---------------|------------------------------|
| OPERATING AGENCY City of San Diego - Building Inspection Department | | | | PROJECT Housing Rehabilitation 95.30 | | | |
| Community Development Block Grant Project Budget | | | | PROGRAM CATEGORY Housing Rehabilitation | | | |
| CONTRACT PERIOD FROM: _____ TO: _____ | | | | <input type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> REVISION NO. _____ | | | |
| | PRIOR YEARS CDBG FUNDS (1) | CURRENT APPROVED BUDGET CDBG FUNDS (2) | CD Block GRANT (3) | REQUESTED FUNDS | | | TOTAL (Col. 3 & 4) (5) |
| | | | | NON CDBG FUNDS | | | |
| | | | | FEDERAL (4a) | STATE (4b) | LOCAL (4c) | |
| PERSONNEL EXPENSE | | | 139,116 | | | | 139,116 |
| NON-PERS. EXPENSE | | | 1,489,389 | | | | 1,489,389 |
| OUTLAY EQUIPMENT PROPERTY ACQUIS. CONSTRUCTION | | | 18,420 ---- ---- | | | | 18,420 ---- ---- |
| OUTLAY TOTAL | | | 18,420 | | | | 18,420 |
| SUB-TOTAL - NON-PERS. EXP. & OUTLAY | | | 1,507,809 | | | | 1,507,809 |
| GRAND TOTAL | | | 1,646,925 | | | | 1,646,925 |
| TOTAL LOCAL SHARE BREAKDOWN BY: | | | | | | CASH | X |
| | | | | | | IN-KIND | |

NOTES:

EXHIBIT C

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| | | | |
|---|-----------------|--|-----------------|
| REVIEW AND APPROVAL | | | |
| <i>[Signature]</i> OPERATING AGENCY DIRECTOR | 11/5/75 DATE | <i>[Signature]</i> AUTHORIZATION | 11/5/75 DATE |
| <i>[Signature]</i> Program Development | 11/5/75 DATE | <i>[Signature]</i> CDBG Coordinator | 11/5/75 DATE |
| <i>[Signature]</i> Budget Analyst | 11/5/75 DATE | <i>[Signature]</i> BUDGET DIRECTOR | 11/5/75 DATE |

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| OPERATING AGENCY City of San Diego - Building Inspection Department | | | | PROJECT Housing Rehabilitation 95.30 | | | |
|--|-----------------------------------|---|---|--|-------------------|-------------------|----------------------------------|
| BUDGET EXHIBIT FOR OPERATING AGREEMENT | | | | PROGRAM CATEGORY Housing Rehabilitation | | | |
| CONTRACT PERIOD FROM: 11/1/75 TO: 6/30/76 | | | <input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> REVISION NO. _____ | | | | |
| COST CATEGORY (2) | PRIOR YEARS CDBG FUNDS (3) | CURRENT APPROVED BUDGET CDBG FUNDS (4) | REQUESTED FUNDS | | | | TOTAL (Col. 5 - 6) (7) |
| | | | CDBG (5) | NON-CDBG FUNDS | | | |
| | | | | FEDERAL (6A) | STATE (6B) | LOCAL (6C) | |
| PERSONAL SERVICES | | | 139,116 | | | | 139,116 |
| | | | | | | | |
| NON-PERS. EXP. & OUTLAY | | | 1,507,809 | | | | 1,507,809 |
| GRAND TOTAL | | | 1,646,925 | | | | 1,646,925 |
| TOTAL LOCAL SHARE BREAKDOWN BY: | | | | CASH | | | |
| | | | | IN-KIND | | | |

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MAY 20 1978

00269

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ANNUAL BUDGET REQUEST

DIV. BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910, FISCAL YEAR 1976

DATE 11/1/75

| DEPT. ACTIVITY & DESCRIPTION | ACCT. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|---|-----------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| **PROGRAM SUMMARY** HOUSING REHABILITATION PROGRAM | 9530 | | | | | | | | |
| POSITION YEARS | | | | | | | 17.83 | | |
| PERSONNEL EXPENSE | | | | | | | | | |
| SALARIES & WAGES | | | | | | | 115,577 | | |
| UNUSED SICK LEAVE | | | | | | | 855 | | |
| PENSIONS | | | | | | | 21,035 | | |
| INSURANCE | | | | | | | 1,649 | | |
| TOTAL PERS EXP | | | | | | | 139,116 | | |
| NONPERSONNEL EXPENSE | | | | | | | | | |
| SUPPLIES & SERVICE | | | | | | | 1,489,389 | | |
| OUTLAY | | | | | | | 18,420 | | |
| TOTAL NONPERS EXP | | | | | | | 1,507,809 | | |
| TOTAL PROGRAM | 9530 | | | | | | 1,646,925 | | |

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 MAY 20 1978

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BLOCK GRANT PROGRAM • CITY OF SAN DIEGO
 ESTIMATED MONTHLY EXPENDITURE SCHEDULE
 BLOCK GRANT FUNDS

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MAY 20 1978

00271

PROJECT HOUSING REHABILITATION PROGRAM - 95.30
 OPERATING AGENCY CITY OF SAN DIEGO - BUILDING INSPECTION

| DESCRIPTION | ACCT. NO. | MONTH | | | | | | | | | | | TOTAL BUDGET | |
|--------------------------------|-----------|-------|---|---|---|----------|----------|----------|----------|----------|----------|----------|--------------|-------------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| HOUSING REHABILITATION PROGRAM | 9530 | | | | | | | | | | | | | |
| PERSONNEL EXPENSE | | | | | | | | | | | | | | |
| Salaries & Wages | | | | | | \$13,071 | \$15,135 | \$14,447 | \$13,071 | \$15,823 | \$15,135 | \$13,759 | \$15,136 | \$115,577 |
| Unused Sick Leave | | | | | | 96 | 112 | 107 | 96 | 117 | 112 | 101 | 114 | 855 |
| Pensions | | | | | | 2,378 | 2,755 | 2,630 | 2,378 | 2,881 | 2,755 | 2,504 | 2,754 | 21,035 |
| INSURANCE | | | | | | 186 | 216 | 207 | 186 | 226 | 216 | 195 | 217 | 1,649 |
| TOTAL PERS EXP | | | | | | 15,731 | 18,218 | 17,391 | 15,731 | 19,047 | 18,218 | 16,559 | 18,221 | 139,116 |
| NONPERSONNEL EXPENSE | | | | | | | | | | | | | | |
| Supplies & Service | | | | | | 16,850 | 76,997 | 76,549 | 36,363 | 36,739 | 136,646 | 136,457 | 37,788 | 1,034,389 |
| Add. Loan Funds Outlay | | | | | | 18,420 | | | | | | | | 455,000 18,420 |
| TOTAL NONPERS. EXP | | | | | | | | | | | | | | 1,507,809 |
| TOTAL PROGRAM | 9530 | | | | | | | | | | | | | \$1,646,925 |

214605

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POSITION AND SALARY SCHEDULE

| FUND | | FUNCTION | DEPT. NO. | DEPARTMENT NAME | | | | DATE | FISCAL YEAR | |
|-------------|-----------|---|------------------|---------------------|-----------------|--------------|-----------------------------|----------------|-----------------|--------------|
| 2910 | | HOUSING REHABILITATION (Permanent Staff) | 95.30 | BUILDING INSPECTION | | | | | 1976 | |
| SALARY RATE | | POSITION TITLE | POSITION QUOTA | | | | AVERAGE SALARY FOR POSITION | SALARIES | | |
| PRES-ENT | PRO-POSED | | PRIOR YR. BUDGET | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET | | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET |
| | | 95.31 PROJECT MANAGEMENT | | | | | | | | |
| 1354 | 490 | Community Devel. Spec. IV (1) | | | 0.67 | | 20,777 | 13,921 | | |
| 1535 | 301 | Senior Typist (1) | | | 0.66 | | 10,208 | 6,737 | | |
| | | Unused Sick Leave | | | | | | 153 | | |
| | | Subtotal 95.31 (2) | | | 1.33 | | | 20,811 | | |
| | | 95.32 CODE ENFORCEMENT | | | | | | | | |
| 1849 | 445 | Sr. Bldg. Inspector (3) | | | 2.00 | | 16,978 | 33,956 | | |
| | | Unused Sick Leave | | | | | | 251 | | |
| | | Subtotal 95.32 (3) | | | 2.00 | | | 34,207 | | |
| | | TOTAL 95.30 (5) | | | 3.33 | | | 55,018 | | |

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POSITION AND SALARY SCHEDULE

| FUND | | FUNCTION | DEPT. NO. | DEPARTMENT NAME | | | | DATE | FISCAL YEAR | |
|-------------|-----------|--|------------------|---------------------|-----------------|--------------|-----------------------------|----------------|-----------------|--------------|
| 2910 | | HOUSING REHABILITATION (CETA STAFF) | 95.30 | BUILDING INSPECTION | | | | | 1976 | |
| SALARY RATE | | POSITION TITLE | POSITION QUOTA | | | | AVERAGE SALARY FOR POSITION | SALARIES | | |
| PRES-ENT | PRO-POSED | | PRIOR YR. BUDGET | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET | | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET |
| | | 95.31 PROJECT MANAGEMENT | | | | | | | | |
| 1874 | 465 | Senior Property Agent (1) | | | 0.50 | | 17,999 | 4,000 | | |
| 1181 | 405 | Assistant Property Agent (1) | | | 0.33 | | 12,628 | 876 | | |
| 1535 | 301 | Intermediate Typist (7) | | | 3.09 | | 8,282 | 0 | | |
| | | Unused Sick Leave | | | | | | 36 | | |
| | | Subtotal 95.31 (9) | | | 3.92 | | | 4,912 | | |
| | | 95.32 CODE ENFORCEMENT | | | | | | | | |
| 1277 | 425 | Building Inspector II (24) | | | 10.00 | | 15,353 | 53,530 | | |
| 1727 | 410 | Prin. Engrg. Aide (1) | | | 0.58 | | 14,384 | 2,557 | | |
| | | Unused Sick Leave | | | | | | 415 | | |
| | | Subtotal 95.32 (25) | | | 10.58 | | | 56,502 | | |
| | | TOTAL 95.30 (34) | | | 14.50 | | | 61,414 | | |

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ANNUAL BUDGET REQUEST

BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910 FISCAL YEAR 1976

DATE 11/1/75

Page 1

| DEPT. ACTIVITY & DESCRIPTION | ACCT. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|--------------------------------|-----------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| HOUSING REHABILITATION PROGRAM | 9530 | | | | | | | | |
| PROJECT MANAGEMENT | 9531 | | | | | | 5.25 | | |
| Personnel Expense | | | | | | | | | |
| Salaries & Wages | 1151 | | | | | | 25,534 | | |
| Unused Sick Leave | 1155 | | | | | | 189 | | |
| Total Sal & Wgs | | | | | | | 25,723 | | |
| Retirement Contr. | 2150 | | | | | | 3,122 | | |
| Soc Sec Contr | 2152 | | | | | | 1,524 | | |
| Total Pensions | | | | | | | 4,646 | | |
| Compensation Ins | 2424 | | | | | | 153 | | |
| Health/Life Ins | 2425 | | | | | | 381 | | |
| Total Inj & Health | | | | | | | 534 | | |
| Total Pers Expense | | | | | | | 30,903 | | |
| Nonpers Expense | | | | | | | | | |
| Transp Allowance | 3210 | | | | | | 630 | | |
| Postage | 3211 | | | | | | 480 | | |
| Tele & Teleg | 3212 | | | | | | 742 | | |
| Sched Travel Exp | 3213 | | | | | | 129 | | |
| Unsch Tr Adm Appr | 3216 | | | | | | 325 | | |
| Spec Dept Exp | 3217 | | | | | | 100 | | |
| Printing Reports | 3231 | | | | | | 685 | | |
| Photo & BluePr | 3234 | | | | | | 300 | | |
| Advertising | 3235 | | | | | | 300 | | |
| Gas Light & Pwr | 3241 | | | | | | 728 | | |
| Repair & Upkp Equ | 3251 | | | | | | 300 | | |
| Repair Bldgs | 3252 | | | | | | 200 | | |
| Waste Removal | 3262 | | | | | | 100 | | |
| Professional Ser | 3295 | | | | | | 1,920 | | |
| Misc Contr Ser | 3299 | | | | | | 200 | | |

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MAY 20 1978

214635

THE CITY OF SAN DIEGO, CALIFORNIA
ANNUAL BUDGET REQUEST

DEPARTMENT: BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910
 FISCAL YEAR 1976

DATE 11/1/75

Page 2

| DEPT. ACTIVITY & OBJECT | FUND | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|-------------------------|------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| Office Supplies | 3301 | | | | | | 4,112 | | |
| Draft & Photo | 3302 | | | | | | 300 | | |
| Cleaning Janitor | 3311 | | | | | | 50 | | |
| Medical Supplies | 3313 | | | | | | 50 | | |
| Small Tools | 3314 | | | | | | 100 | | |
| Elect Matls | 3352 | | | | | | 10 | | |
| Books | 3360 | | | | | | 300 | | |
| Periodicals | 3361 | | | | | | 101 | | |
| Copy Mach Suppl | 3365 | | | | | | 50 | | |
| Unclass Matl & Suppl | 3399 | | | | | | 30 | | |
| Rental Land/Bldg | 3411 | | | | | | 8,000 | | |
| Rental Photocopy | 3413 | | | | | | 2,000 | | |
| Rental Office Equ | 3414 | | | | | | 2,400 | | |
| Memberships | 3440 | | | | | | 50 | | |
| Titl Srch Props | 3497 | | | | | | 560 | | |
| Unclass Fixd Chg | 3499 | | | | | | 100 | | |
| Total Suppl & Serv | | | | | | | 25,352 | | |
| Equipment Outlay | 4540 | | | | | | 11,740 | | |
| Total Nonpers Expense | | | | | | | 37,092 | | |
| Total Proj Management | 9531 | | | | | | 67,995 | | |
| CODE ENFORCEMENT | 9532 | | | | | | | | |
| Position Years | | | | | | | 12.58 | | |
| Personnel Expense | | | | | | | | | |
| Salaries & Wages | 1151 | | | | | | 90,043 | | |
| Unused Sick Leave | 1155 | | | | | | 666 | | |
| Total Sal & Wgs | | | | | | | 90,709 | | |
| Retirement Contr | 2150 | | | | | | 11,018 | | |
| Soc Sec Contr | 2152 | | | | | | 5,376 | | |
| Total Pensions | | | | | | | 16,389 | | |
| Compensation Ins | 2424 | | | | | | 541 | | |
| Health/Life Ins | 2425 | | | | | | 574 | | |

MICROFILMED
 MAY 20 1978

214605

00275

ANNUAL BUDGET REQUEST

DEPT. DIV. BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910

FISCAL YEAR 1976

DATE 11/1/75

Page 3

| DEPT. ACT. DIV. & DESCRIPTION | A.C.T. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|--|------------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| Total Inj & Health | | | | | | | 1,115 | | |
| Total Pers Expense | | | | | | | 108,213 | | |
| Nonpers Expense | | | | | | | . | | |
| Transportation Allow | 3210 | | | | | | 5,285 | | |
| Tele & Teleg | 3212 | | | | | | 1,772 | | |
| Gas Light & Pwr | 3241 | | | | | | 1,738 | | |
| Office Supplies | 3301 | | | | | | 242 | | |
| Total Suppl & Serv | | | | | | | 9,037 | | |
| Equipment Outlay | 4540 | | | | | | 6,680 | | |
| Total Nonpers Expense | | | | | | | 15,717 | | |
| Total Code Enforcement | 9532 | | | | | | 123,930 | | |
| REHABILITATION LOANS | 9533 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Rehabilitation Loan | 3457 | | | | | | 1,355,000 | | |
| Total Suppl & Serv | | | | | | | 1,355,000 | | |
| Total Nonpers Expense | | | | | | | 1,355,000 | | |
| Total Rehab Loans | 9533 | | | | | | 1,355,000 | | |
| RELOCATION PAYMENTS & ASSISTANCE | 9534 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Reloc Hsg Pay Tenants | 3410 | | | | | | 100,000 | | |
| Total Suppl & Serv | | | | | | | 100,000 | | |
| Total Nonpers Expense | | | | | | | 100,000 | | |
| Total Relocation Payments & Assistance | 9534 | | | | | | 100,000 | | |
| TOTAL PROGRAM | 9530 | | | | | | 1,646,925 | | |

MICROFILMED

MAY 20 1978

214605

PERSONNEL OVERHEAD WORKSHEET (SUBMIT WITH BUDGET REQUEST)

FORM FM-501 (REV. 6-75)

FY: 1976

DEPT/DIV: BLDG. INSP./HSG. REHAB.

NO: 5 Permanent Staff

| FULL-TIME POSITION CHANGES BY PROGRAM ELEMENT | FULL-TIME POSITION YEARS | SALARY DATA (1151) | | RETIREMENT (2150) | | (2150) SOC SEC 0597 OF SAL. UP TO \$14,100 | TOTAL PENSIONS | INSURANCE | | | (1155) UNUSED SICK LV REIMBURS 0074 OF SAL. | |
|---|--------------------------|--------------------|--------------|---------------------------|-----------------------------|--|----------------|-------------------|-----------------------------------|--------------|---|-----|
| | | AVERAGE SALARY | TOTAL SALARY | GEN. MEMB. 1223 OF SALARY | SAFETY MEMB. 1750 OF SALARY | | | (2150) COMP INS.* | (2425) GROUP INSUR. \$287 PER POS | TOTAL INSUR. | | |
| 95.31 PROJ. MANAGEMENT | | | | | | | | | | | | |
| Comm. Devel. Spec. IV | 0.67 | 20,777 | 13,921 | 1,702 | --- | 1,702 | 831 | 2,533 | 84 | 192 | 276 | 103 |
| Senior Typist | 0.66 | 10,208 | 6,737 | 824 | --- | 824 | 402 | 1,226 | 40 | 189 | 229 | 50 |
| 95.31 TOTAL | 1.33 | 30,985 | 20,658 | 2,526 | --- | 2,526 | 1,233 | 3,759 | 124 | 381 | 505 | 153 |
| 95.32 CODE ENFORCEMENT | | | | | | | | | | | | |
| Sr. Bldg. Inspector | 2.00 | 16,978 | 33,956 | 4,153 | --- | 4,153 | 2,027 | 6,180 | 204 | 574 | 778 | 251 |
| 95.32 TOTAL | 2.00 | 16,978 | 33,956 | 4,153 | --- | 4,153 | 2,027 | 6,180 | 204 | 574 | 778 | 251 |
| SUMMARY | | | | | | | | | | | | |
| Requested Staffing | 3.33 | 47,963 | 54,614 | 6,679 | --- | 6,679 | 3,260 | 9,939 | 328 | 955 | 1,283 | 404 |

MICROFILMED MAY 20 1976 214605

* COMP INSURANCE RATES SHOULD BE TAKEN FROM THE COMPUTER PRINTOUT PROVIDED IN THE BUDGET PACKAGE.

PERSONNEL OVERHEAD WORKSHEET (SUBMIT WITH BUDGET REQUEST)

RM FM-501 (REV. 8-75)

FY: 1976

DEPT/DIV: BLDG. INSP./HOUSING REHABILITATION

NO: 34 CETA STAFF

| FULL-TIME POSITION CHANGES BY PROGRAM ELEMENT | FULL-TIME POSITION YEARS | SALARY DATA | | RETIREMENT (2150) | | (2150) TOTAL RETIRE. | (2152) EOC. SEC. OF SAL UP TO \$14,100 | TOTAL PENSIONS | INSURANCE | | | (1155) UNUSED SICK LV REIMBURSE .0074 OF SAL |
|---|--------------------------|-----------------------|---------------------|---------------------|------------------------|----------------------|--|----------------|-------------------|-----------------------------------|--------------|--|
| | | (1151) AVERAGE SALARY | (1151) TOTAL SALARY | GEN MEMB. OF SALARY | SAFETY MEMB. OF SALARY | | | | (2424) COMP INS.* | (2425) GROUP INSUR. \$287 PER POS | TOTAL INSUR. | |
| 95.31 PROJ. MANAGEMENT | | | | | | | | | | | | |
| Sr. Property Agent | 0.50 | 7,999 | 4,000 | 489 | --- | 489 | 239 | 728 | 24 | -- | 24 | 30 |
| Asst. Prop. Agent | 0.33 | 2,628 | 876 | 107 | --- | 107 | 52 | 159 | 5 | -- | 5 | 6 |
| Intermed. Typist | 3.09 | 0 | 0 | 0 | --- | 0 | 0 | 0 | 0 | -- | 0 | 0 |
| 95.31 TOTAL | 3.92 | 10,627 | 4,876 | 596 | --- | 596 | 291 | 887 | 29 | -- | 29 | 36 |
| 95.32 CODE ENFORCEMENT | | | | | | | | | | | | |
| Bldg. insp. II | 10.00 | 5,353 | 53,530 | 6,547 | --- | 6,547 | 3,196 | 9,743 | 322 | -- | 322 | 396 |
| Prin. Engrg. Aide | 0.58 | 4,384 | 2,557 | 313 | --- | 313 | 153 | 466 | 15 | -- | 15 | 19 |
| 95.32 TOTAL | 10.58 | 9,737 | 56,087 | 6,860 | --- | 6,860 | 3,349 | 10,209 | 337 | -- | 337 | 415 |
| SUMMARY | | | | | | | | | | | | |
| Requested Staffing | 14.50 | 20,364 | 60,963 | 7,456 | --- | 7,456 | 3,640 | 11,096 | 366 | -- | 366 | 451 |

MICROFILMED MAY 20 1978

214605

* COMP INSURANCE RATES SHOULD BE TAKEN FROM THE COMPUTER PRINTOUT PROVIDED IN THE BUDGET PACKAGE.

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

194 miles/employee/mo. x \$0.18 (Applicable Mileage Rate) = \$34.92*

*assumes no parking reimbursement required.

| | |
|---------------------------------------|-----------------|
| 1 Community Development Specialist IV | |
| @ \$35 x 8 mos. x 1 | = 280.00 |
| 1 Senior Property Agent | |
| @ \$35 x 6 mos. x 1 | 210.00 |
| 1 Asst. Property Agent | |
| @ \$35 x 4 mos. x 1 | 140.00 |
| TOTAL | <u>\$630.00</u> |

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|--------------------------|--------------------|----------------|
| 1976 | Transportation Allowance | 95.31 | 3210 |

OBJECT ACCOUNT BUDGET EXPLANATION

214605 00278A

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

\$60/mo. x 8 mos. = \$480.00

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|----------------------|--------------------|----------------|
| 1976 | Postage | 95.31 | 3211 |

OBJECT ACCOUNT BUDGET EXPLANATION 214605 00279

Fm121 (Rev. 9-73)
DD-121 (REV. 11-69)

Total Fiscal 1975 Expenditure for Building Inspection Department = \$15,748.00

$$\frac{\$15,748}{112 \text{ employees}} = \$140.61/\text{yr.} \times 11.00 \text{ Hsg. Rehab. employees} \times .48 = \$742.42$$

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|-------------------------|--------------------|----------------|
| 1976 | Telephone and Telegraph | 95.31 | 3212 |

OBJECT ACCOUNT BUDGET EXPLANATION

211605

00280

1. DEPT. **95.31**
 Hsg. Rehabilitation

TRAVEL REQUEST SUMMARY

CITY OF SAN DIEGO

FORM BD-1313 (10-67)

| 2. REF. NO. | 3. MEETING NAME | 4. DESTINATION | 5. DATE | 6. NO. PERS. | 7. DEPT. EST. EXPENSES | 8. LEAVE BLANK |
|-------------|-------------------------------------|--------------------|----------------------|--------------|------------------------|----------------|
| 1 | <u>REQUIRING COUNCIL RESOLUTION</u> | | | | | |
| | NAHRO Workshop | San Francisco, CA | 11/16/75 11/17/75 | 1 | \$129.00 | |
| | <u>TRIPS COSTING \$25 OR LESS</u> | <u>INTRA-STATE</u> | | | | |
| | 13 trips | | | | 325.00 | |
| | | | | | \$ 454.00 | \$ |

MICROFILMED

MAY 20 1978

214605

00281

TRAVEL REQUEST and EXPENSE REPORT

FISCAL YEAR 1976

CITY OF SAN DIEGO

TRAVEL REQUEST

| | | | | | | |
|--|--|---|----------|----------------------------------|--------------------------------|------------------------------|
| 1. NAME OF TRAVELER Robert S. Balian | | 2. TITLE Housing Improvement Director | | | 3. DEPT. 95.31 | |
| 4. REF. NO. 1 | 5. OFFICIAL MEETING NAME NAHRO Workshop | | | | | |
| 6. SPECIFY BENEFITS TO BE DERIVED BY THE CITY THROUGH ATTENDANCE Attend NAHRO Annual Regional Workshop | | | | | | |
| 7. DESTINATION San Francisco, CA | | 8. DATE OF MEETING 11/16/75 - 11/17/75 | | 9. DATE OF DEPARTURE 11/16/75 | 10. DATE OF RETURN 11/17/75 | |
| 11. <input type="checkbox"/> PRIVATE AUTO <input checked="" type="checkbox"/> AIR <input type="checkbox"/> CITY VEHICLE <input type="checkbox"/> TRAIN | | 12. DEPT. HEAD APPROVAL | | | | |
| 13. BUDGET DETAILS | | UNITS | RATE | AMOUNT | 15. LEAVE BLANK | 16. APPROVED BY BUDGET DEPT. |
| A. LODGING | | 1 | \$ 24.00 | \$ 24.00 | \$ | |
| B. MEALS | | 3 | 5.50 | 16.50 | | |
| C. TRANSPORTATION | | | | 62.00 | | |
| D. OTHER (SPECIFY) | | | | | | |
| (1) Registration | | | | 15.00 | | |
| (2) Taxi | | | | 6.50 | | |
| (3) Tips | | | | 5.00 | | |
| 14. ESTIMATED TOTAL EXPENSES | | | | \$ 129.00 | \$ | |

TRAVEL EXPENSE REPORT

| DATES | | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | TOTALS |
|--|-----------|--------|--------|---------|-----------|----------|--------|----------|--------|
| TRANSPORTATION / CAR MILEAGE | | | | | | | | | |
| TAXIS OR GARAGE | | | | | | | | | |
| HOTEL | | | | | | | | | |
| TELEPHONE AND TELEGRAPH (OFFICIAL CALLS ONLY) | | | | | | | | | |
| TIPS | | | | | | | | | |
| MEALS | BREAKFAST | | | | | | | | |
| | LUNCH | | | | | | | | |
| | DINNER | | | | | | | | |
| OTHER (SPECIFY) | | | | | | | | | |
| TOTALS | | | | | | | | | |

MUST BE FILED WITHIN THREE DAYS AFTER COMPLETION OF TRIP.

Attach receipts for Hotel, Transportation (air, train, bus, etc.) and any Special Items.

Items on report are normally allowed travel expenses. Explain any special items on the reverse side.

Give names and business connections of persons whose meals were paid by traveler.

MICROFILMED

| | | | | | |
|--|--|---|--|-------------|--|
| I certify that the foregoing statement is correct. | | Total Expense | | MAY 20 1978 | |
| Signed _____ | | Less Cash Advanced Warrant Check No. | | | |
| Date _____ Approved _____ | | Due City Deposit Receipt No. | | | |
| | | Due Traveler | | | |

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

Program brochure (bilingual) @ 2,500 copies x 2 mailings = 5,000 copies
Monthly information bulletin (bilingual) @ 2,500/mo. x 8 mos. =20,000 copies
Periodic special informational reports (bilingual) @ 2,500 copies x 2 mailings = 5,000 copies

Total 30,000 copies @ \$.02285/copy = \$685.50

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|------------------------------|--------------------|----------------|
| 1976 | Printing Reports & Bulletins | 95.31 | 3231 |

OBJECT ACCOUNT BUDGET EXPLANATION

FD-121 (Rev. 9-78)
FD-121 (REV. 11-69)

214605

00283

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

Total Fiscal 1975 Expenditure for Building Inspection Department = \$15,452.00

$$\frac{\$15,452}{112 \text{ employees}} = \$137.96/\text{yr.} \times 11.00 \text{ Hsg. Rehab. employees} \times .48 = 728.43$$

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|------------------------------|--------------------|----------------|
| 1976 | Gas, Light and Power Service | 95.31 | 3241 |

OBJECT ACCOUNT BUDGET EXPLANATION

214605 00284

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

6 appraisals per mo. @ \$40/appraisal = 240/mo. x 8 mos. = \$1,920.00

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|-----------------------|--------------------|----------------|
| 1976 | Professional Services | 95.31 | 3295 |

OBJECT ACCOUNT BUDGET EXPLANATION **214605** 00285

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

\$514/mo. x 8 mos. = \$4,112.00

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|----------------------|--------------------|----------------|
| 1976 | Office Supplies | 95.31 | 3301 |

OBJECT ACCOUNT BUDGET EXPLANATION **214605 00286**

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

Estimated rental rate = \$0.40/sq. ft. ; .40 x 2,500 sq. ft. x 8 mos. = \$8,000

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|----------------------|--------------------|----------------|
| 1976 | Rental Land/Building | 95.31 | 3411 |

OBJECT ACCOUNT BUDGET EXPLANATION 214605 00287

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

Xerox Copier @ estimated \$250/mo. x 8 mos. = \$2,000

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|-------------------------------|--------------------|----------------|
| 1976 | Rental of Photocopy Equipment | 95.31 | 3413 |

OBJECT ACCOUNT BUDGET EXPLANATION 214605 00288

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

IBM Magnetic Cartridge Automatic Typewriter @ est. \$300/mo, x 8 mos. = \$2,400

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|-----------------------------|--------------------|----------------|
| 1976 | Rental of Office Equipment. | 95.31 | 3414 |

OBJECT ACCOUNT BUDGET EXPLANATION

214605 00289

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

2 Preliminary Title Reports per mo. @ \$35/Report = \$70/mo. x 8 mos. = \$560.00


MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|---------------------------------|--------------------|----------------|
| 1976 | Title Search and Property Sales | 95.31 | 3497 |

OBJECT ACCOUNT BUDGET EXPLANATION 214605 00290

DEPARTMENTAL BUDGET REQUEST - OUTLAY

| | | | | | |
|---|--|---|---|---------------------------------------|-------------------------|
| 1. DEPARTMENT Building Inspection | | 2. ACTIVELY Project Management - Housing Rehabilitation | | 3. DEPT. B.A.C.I. NO. 95.31 | 4. F.I. NO. 1 |
| 5. DISTRIBUTION OF OUTLAY ITEMS TO FACILITIES | | | | | |
| A. FACILITY OF LOCATION | | B. BUD. | C. BUD. NO. | D. FACILITY OR LOCATION | E. NO. |
| | | | | | |
| 6. EQUIPMENT OR OTHER OBJECT OF OUTLAY EXPENDITURE | | | | | |
| A. QUAN. | B. DESCRIPTION | | | | |
| 8 | Typewriter, Elect. IBM, Model D, 20" Carriage | | | | |
| 7. SIMILAR EQUIPMENT AT SAME LOCATIONS | | | B. AVERAGE DAILY USE (HOURS, MILES, ETC.) | | |
| A. QUAN. | B. DESCRIPTION | | A. PRESENT EQUIP. | B. REQUESTED EQUIP. | |
| | | | | | |
| 9. EXPLAIN NECESSITY FOR, OR BENEFITS TO BE EXPECTED FROM THIS EXPENDITURE | | | | | |
| | | | | | |
| 10. IS REQUEST CONTINGENT UPON INCREASE OF PERSONNEL? (IF 'YES', EXPLAIN) | | | | | |
| <input checked="" type="checkbox"/> | YES Staffing for Housing Rehabilitation | | | | |
| <input type="checkbox"/> | NO | | | | |
| 11. LIST EQUIPMENT TO BE DISPLACED | | | | | |
| A. INV. NO. | B. DESCRIPTION | | | C. RECOMMENDED DISPOSAL | |
| | | | | | |
| 12. ESTIMATED COST | | UNIT COST | TOTAL COST | FOR USE BY BUDGET OFFICE STAFF | |
| IN SPACE (B) THRU (F) SHOW ADDITIONAL COSTS NECESSARY TO PLACE ITEM IN SERVICE | A. PURCHASE PRICE | 627 | 5,016 | | |
| | B. LABOR | | | | |
| | C. MATERIAL | | | | |
| | D. | | | | |
| | E. | | | | |
| TOTAL COST (ITEMS A THRU E) | | | 5,016 | | |
| 13. EXPLAIN ADDITIONAL COSTS (B THRU E OF 12 ABOVE) | | | | 14. SIGNATURE OF REQUESTOR | |
| | | | | | |
| RESERVED FOR USE OF BUDGET OFFICE | | | | | |
| 15. COMMENTS OF BUDGET ANALYST | | | 16. PRIORITY | | |
|  | | | 17. APPROVED | | |
| | | | MICROFILMED MAY 20 1978 00292 214605 | | |

DEPARTMENTAL BUDGET REQUEST - OUTLAY

| | | | | | |
|--|--|---|------------|---|---------------------|
| 1. DEPARTMENT Building Inspection | | 2. ACTIVITY Project Management - Housing Rehabilitation | | 3. DOLL. & ACT. NO. 95.31 | 4. REF. NO. 2 |
| 5. DISTRIBUTION OF OUTLAY ITEMS TO FACILITIES | | | | | |
| A. FACILITY OR LOCATION | | B. NO. | C. BUDG. | D. FACILITY OR LOCATION | |
| | | | | | |
| | | | | | |
| 6. EQUIPMENT OR OTHER OBJECT OF OUTLAY EXPENDITURE | | | | | |
| A. QUAN. | B. DESCRIPTION | | | | |
| 2 | Electronic Calculator, Printing Desk Type Only 4 Function, constant, roundoff, 1 memory | | | | |
| 7. SIMILAR EQUIPMENT AT SAME LOCATIONS | | | | B. AVERAGE DAILY USE (HOURS, MILLS, ETC.) | |
| A. QUAN. | B. DESCRIPTION | | | A. PRESENT EQUIP. | B. REQUESTED EQUIP. |
| | | | | | |
| 9. EXPLAIN NECESSITY FOR, OR BENEFITS TO BE EXPECTED FROM THIS EXPENDITURE | | | | | |
| | | | | | |
| 10. IS REQUEST CONTINGENT UPON INCREASE OF PERSONNEL? (If 'YES', EXPLAIN) | | | | | |
| <input checked="" type="checkbox"/> YES Staffing for Housing Rehabilitation <input type="checkbox"/> NO | | | | | |
| 11. LIST EQUIPMENT TO BE DISPLACED | | | | | |
| A. INV. NO. | B. DESCRIPTION | | | C. RECOMMENDED DISPOSAL | |
| | | | | | |
| 12. ESTIMATED COST | | UNIT COST | TOTAL COST | FOR USE BY BUDGET OFFICE STAFF | |
| IN SPACE (H) THRU (F) SHOW ADDITIONAL COSTS NECESSARY TO PLACE ITEM IN SERVICE | A. PURCHASE PRICE | | 605 | | |
| | B. LABOR | | | | |
| | C. MATERIAL | | | | |
| | D. | | | | |
| | E. | | | | |
| TOTAL COST (ITEMS A THRU E) | | | 1,210 | | |
| 13. EXPLAIN ADDITIONAL COSTS (H THRU E OF 12 ABOVE) | | | | 14. SIGNATURE OF REQUESTOR | |
| | | | | | |
| RESERVED FOR USE OF BUDGET OFFICE | | | | | |
| 15. COMMENTS OF BUDGET ANALYST <i>Wif</i> | | | | 16. PRIORITY | |
| | | | | 17. APPROVED | |
| | | | | MICROFILMED MAY 20 1978 | |
| | | | | 00293 | |

BLOCK GRANT PROGRAM • CITY OF SAN DIEGO

ESTIMATED MONTHLY EXPENDITURE SCHEDULE

BLOCK GRANT FUNDS

PROJECT HOUSING REHABILITATION - PROJECT MANAGEMENT 95.31

OPERATING AGENCY CITY OF SAN DIEGO - BUILDING INSPECTION

MICROFILMED

MAY 20 1978

00294

214605

| DESCRIPTION | ACCT. NO. | MONTH | | | | | | | | | | | | TOTAL BUDGET |
|--------------------------------|-----------|-------|---|---|---|---------|---------|---------|---------|---------|---------|---------|---------|--------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| HOUSING REHABILITATION PROGRAM | 9530 | | | | | | | | | | | | | |
| PROJECT MANAGEMENT | 9531 | | | | | | | | | | | | | |
| Personnel Expense | | | | | | | | | | | | | | |
| Salaries & Wages | 1151 | | | | | \$2,888 | \$3,344 | \$3,192 | \$2,888 | \$3,496 | \$3,344 | \$3,040 | \$3,342 | \$ 25,534 |
| Unused Sick Leave | 1155 | | | | | 21 | 25 | 24 | 21 | 26 | 25 | 22 | 25 | 189 |
| Retire Contrib | 2150 | | | | | 353 | 409 | 390 | 353 | 428 | 409 | 372 | 408 | 3,122 |
| Soc Sec Contrib | 2152 | | | | | 172 | 200 | 191 | 172 | 209 | 200 | 181 | 199 | 1,524 |
| Compens Ins | 2424 | | | | | 17 | 20 | 19 | 17 | 21 | 20 | 18 | 21 | 153 |
| Health/Life Ins | 2425 | | | | | 43 | 50 | 48 | 43 | 52 | 50 | 45 | 50 | 381 |
| Total Pers Expense | | | | | | \$3,494 | \$4,048 | \$3,864 | \$3,494 | \$4,232 | \$4,048 | \$3,678 | \$4,045 | \$ 30,903 |
| Nonpers Expense | | | | | | | | | | | | | | |
| Trans Allowance | 3210 | | | | | \$ 71 | \$ 83 | \$ 79 | \$ 71 | \$ 86 | \$ 83 | \$ 75 | \$ 82 | \$ 630 |
| Postage | 3211 | | | | | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 480 |
| Tele & Teleg | 3212 | | | | | 84 | 97 | 93 | 84 | 102 | 97 | 88 | 97 | 742 |
| Sched Travel Exp | 3213 | | | | | 129 | | | | | | | | 129 |
| Unsch Tr Adm App | 3216 | | | | | | | | | | | | 325 | 325 |
| Spec Dept Exp | 3217 | | | | | 100 | | | | | | | | 100 |
| Printing Reports | 3231 | | | | | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 90 | 685 |

00294

BLOCK GRANT PROGRAM • CITY OF SAN DIEGO

ESTIMATED MONTHLY EXPENDITURE SCHEDULE

BLOCK GRANT FUNDS

PROJECT HOUSING REHABILITATION - PROJECT MANAGEMENT 95.31

OPERATING AGENCY CITY OF SAN DIEGO - BUILDING INSPECTION

MICROFILMED

MAY 20 1978

214605

00295

| DESCRIPTION | ACCT. NO. | MONTH | | | | | | | | | | | | TOTAL BUDGET |
|--------------------|-----------|-------|---|---|---|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| Photo & Bluepr | 3234 | | | | | \$ 34 | \$ 39 | \$ 37 | \$ 34 | \$ 41 | \$ 39 | \$ 36 | \$ 40 | \$ 300 |
| Advertising | 3235 | | | | | 37 | 38 | 37 | 38 | 37 | 38 | 37 | 38 | 300 |
| Gas Light & Pwr | 3241 | | | | | 82 | 95 | 91 | 82 | 100 | 95 | 87 | 96 | 728 |
| Repair & Upkp Equ | 3251 | | | | | | | | | | | | 300 | 300 |
| Repair Bldgs | 3252 | | | | | 200 | | | | | | | | |
| Waste Removal | 3262 | | | | | 12 | 13 | 12 | 13 | 12 | 13 | 12 | 13 | 100 |
| Profess Serv | 3295 | | | | | 240 | 240 | 240 | 240 | 240 | 240 | 240 | 240 | 1,920 |
| Misc Contr Serv | 3299 | | | | | | | | | | | | 200 | 200 |
| Office Supplies | 3301 | | | | | 465 | 538 | 514 | 465 | 563 | 538 | 490 | 539 | 4,112 |
| Draft & Photo | 3302 | | | | | 34 | 39 | 37 | 34 | 41 | 39 | 36 | 40 | 300 |
| Cleaning Janitor | 3311 | | | | | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 15 | 50 |
| Medical Suppl | 3313 | | | | | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 15 | 50 |
| Small Tools | 3314 | | | | | | 100 | | | | | | | 100 |
| Elect Matls | 3352 | | | | | 10 | | | | | | | | 10 |
| Books | 3360 | | | | | | 150 | | | | | | 150 | 300 |
| Periodicals | 3361 | | | | | | 101 | | | | | | | 101 |
| Copy Mach Suppl | 3365 | | | | | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 15 | 50 |
| Unclass Mat & Supp | 3399 | | | | | | | | | | | | 30 | 30 |
| Rental Land/Bldg | 3411 | | | | | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 8,000 |
| Rental Photocopy | 3413 | | | | | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 2,000 |

00295

BLOCK GRANT PROGRAM • CITY OF SAN DIEGO
 ESTIMATED MONTHLY EXPENDITURE SCHEDULE

BLOCK GRANT FUNDS

PROJECT HOUSING REHABILITATION - PROJECT MANAGEMENT 95.31
 OPERATING AGENCY CITY OF SAN DIEGO - BUILDING INSPECTION

MICROFILMED

MAY 20 1978

214605

00296

| DESCRIPTION | ACCT. NO. | MONTH | | | | | | | | | | | | TOTAL BUDGET |
|--------------------------|-----------|-------|---|---|---|----------|---------|---------|---------|---------|---------|---------|---------|--------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| Rent Office Equ | 3414 | | | | | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ 2,400 |
| Memberships | 3440 | | | | | 50 | | | | | | | | 50 |
| Title Srch Props | 3497 | | | | | 70 | 70 | 70 | 70 | 70 | 70 | 70 | 70 | 560 |
| Uncl Fixed Chg | 3499 | | | | | | | | | | | | 100 | 100 |
| Total Suppl & Serv | | | | | | \$3,328 | \$3,313 | \$2,920 | \$2,841 | \$3,002 | \$2,962 | \$2,881 | \$4,105 | \$25,352 |
| Equipment Outlay | 4540 | | | | | 11,740 | | | | | | | | 11,740 |
| Total Nonpers Exp | | | | | | \$15,068 | \$3,313 | \$2,920 | \$2,841 | \$3,002 | \$2,962 | \$2,881 | \$4,105 | \$37,092 |
| TOTAL PROJECT MANAGEMENT | | | | | | \$18,562 | \$7,361 | \$6,784 | \$6,335 | \$7,234 | \$7,010 | \$6,559 | \$8,150 | \$67,995 |

POSITION AND SALARY SCHEDULE

| FUND | | FUNCTION | DEPT. NO. | DEPARTMENT NAME | | | | DATE | FISCAL YEAR | |
|-------------|-----------|---|------------------|---------------------|-----------------|--------------|-----------------------------|----------------|-----------------|--------------|
| 2910 | | HOUSING REHABILITATION (Permanent Staff) | 95.30 | BUILDING INSPECTION | | | | | 1976 | |
| SALARY RATE | | POSITION TITLE | POSITION QUOTA | | | | AVERAGE SALARY FOR POSITION | SALARIES | | |
| PRES-ENT | PRO-POSED | | PRIOR YR. BUDGET | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET | | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET |
| | | 95.31 PROJECT MANAGEMENT | | | | | | | | |
| 1354 | 490 | Community Devel. Spec. IV (1) | | | 0.67 | | 20,777 | | 13,921 | |
| 1535 | 301 | Senior Typist (1) | | | 0.66 | | 10,208 | | 6,737 | |
| | | Unused Sick Leave | | | | | | | 153 | |
| | | Subtotal 95.31 (2) | | | 1.33 | | | | 20,811 | |
| | | 95.32 CODE ENFORCEMENT | | | | | | | | |
| 1849 | 445 | Sr. Bldg. Inspector (3) | | | 2.00 | | 16,978 | | 33,956 | |
| | | Unused Sick Leave | | | | | | | 251 | |
| | | Subtotal 95.32 (3) | | | 2.00 | | | | 34,207 | |
| | | TOTAL 95.30 (5) | | | 3.33 | | | | 55,018 | |

214635

MICROFILMED

MAY 20 1978

00297

97826
408
407

POSITION AND SALARY SCHEDULE

| FUND | | FUNCTION | DEPT. NO. | DEPARTMENT NAME | | | | DATE | FISCAL YEAR | |
|-------------|-----------|--|------------------|---------------------|-----------------|--------------|-----------------------------|----------------|-----------------|--------------|
| 2910 | | HOUSING REHABILITATION (GETA STAFF) | 95.30 | BUILDING INSPECTION | | | | | 1976 | |
| SALARY RATE | | POSITION TITLE | POSITION QUOTA | | | | AVERAGE SALARY FOR POSITION | SALARIES | | |
| PRES-ENT | PRO-POSED | | PRIOR YR. BUDGET | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET | | CURRENT BUDGET | PROPOSED BUDGET | FINAL BUDGET |
| | | 95.31 PROJECT MANAGEMENT | | | | | | | | |
| 1874 | 465 | Senior Property Agent (1) | | | 0.50 | | 17,999 | 4,000 | | |
| 1181 | 405 | Assistant Property Agent (1) | | | 0.33 | | 12,628 | 876 | | |
| 1535 | 301 | Intermediate Typist (7) | | | 3.09 | | 8,282 | 0 | | |
| | | Unused Sick Leave | | | | | | 36 | | |
| | | Subtotal 95.31 (9) | | | 3.92 | | | 4,912 | | |
| | | 95.32 CODE ENFORCEMENT | | | | | | | | |
| 1277 | 425 | Building Inspector II (24) | | | 10.00 | | 15,353 | 53,530 | | |
| 1727 | 410 | Prin. Engrg. Aide (1) | | | 0.58 | | 14,384 | 2,557 | | |
| | | Unused Sick Leave | | | | | | 415 | | |
| | | Subtotal 95.32 (25) | | | 10.58 | | | 56,502 | | |
| | | TOTAL 95.30 (34) | | | 14.50 | | | 61,414 | | |

MICROFILMED

MAY 20 1978

00298

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408
407

ANNUAL BUDGET REQUEST

BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910 FISCAL YEAR 1976

DATE 11/1/75

Page 1

| DEPT. ACTIVITY & DESCRIPTION | ACCT. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|--------------------------------|-----------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| HOUSING REHABILITATION PROGRAM | 9530 | | | | | | | | |
| PROJECT MANAGEMENT | 9531 | | | | | | 5.25 | | |
| Position Years | | | | | | | | | |
| Personnel Expense | | | | | | | | | |
| Salaries & Wages | 1151 | | | | | | 25,534 | | |
| Unused Sick Leave | 1155 | | | | | | 189 | | |
| Total Sal & Wgs | | | | | | | 25,723 | | |
| Retirement Contr. | 2150 | | | | | | 3,122 | | |
| Soc Sec Contr | 2152 | | | | | | 1,524 | | |
| Total Pensions | | | | | | | 4,646 | | |
| Compensation Ins | 2424 | | | | | | 153 | | |
| Health/Life Ins | 2425 | | | | | | 381 | | |
| Total Inj & Health | | | | | | | 534 | | |
| Total Pers Expense | | | | | | | 30,903 | | |
| Nonpers Expense | | | | | | | | | |
| Transp Allowance | 3210 | | | | | | 630 | | |
| Postage | 3211 | | | | | | 480 | | |
| Tele & Teleg | 3212 | | | | | | 742 | | |
| Sched Travel Exp | 3213 | | | | | | 129 | | |
| Unsch Tr Adm Appr | 3216 | | | | | | 325 | | |
| Spec Dept Exp | 3217 | | | | | | 100 | | |
| Printing Reports | 3231 | | | | | | 685 | | |
| Photo & BluePr | 3234 | | | | | | 300 | | |
| Advertising | 3235 | | | | | | 300 | | |
| Gas Light & Pwr | 3241 | | | | | | 728 | | |
| Repair & Upkp Equ | 3251 | | | | | | 300 | | |
| Repair Bldgs | 3252 | | | | | | 200 | | |
| Waste Removal | 3262 | | | | | | 100 | | |
| Professional Ser | 3295 | | | | | | 1,920 | | |
| Misc Contr Ser | 3299 | | | | | | 200 | | |

MICROFILMED

MAY 20 1978

214695

ANNUAL BUDGET REQUEST

DEPT. DIV. BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910

FISCAL YEAR 1976

DATE 11/1/75

Page 2

| DEPT. ACTIVITY & DESCRIPTION | ACCT. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|------------------------------------|-----------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------------------------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| Office Supplies | 3301 | | | | | | 4,112 | | MICROFILMED MAY 20 1978 214605 |
| Draft & Photo | 3302 | | | | | | 300 | | |
| Cleaning Janitor | 3311 | | | | | | 50 | | |
| Medical Supplies | 3313 | | | | | | 50 | | |
| Small Tools | 3314 | | | | | | 100 | | |
| Elect Matls | 3352 | | | | | | 10 | | |
| Books | 3360 | | | | | | 300 | | |
| Periodicals | 3361 | | | | | | 101 | | |
| Copy Mach Suppl | 3365 | | | | | | 50 | | |
| Unclass Matl & Suppl | 3399 | | | | | | 30 | | |
| Rental Land/Bldg | 3411 | | | | | | 8,000 | | |
| Rental Photocopy | 3413 | | | | | | 2,000 | | |
| Rental Office Equ | 3414 | | | | | | 2,400 | | |
| Memberships | 3440 | | | | | | 50 | | |
| Titl Srch Props | 3497 | | | | | | 560 | | |
| Unclass Fixd Chg | 3499 | | | | | | 100 | | |
| Total Suppl & Serv | | | | | | | 25,352 | | |
| Equipment Outlay | 4540 | | | | | | 11,740 | | |
| Total Nonpers Expense | | | | | | | 37,092 | | |
| Total Proj Management | 9531 | | | | | | 67,995 | | |
| CODE ENFORCEMENT Position Years | 9532 | | | | | | 12.58 | | |
| Personnel Expense | | | | | | | | | |
| Salaries & Wages | 1151 | | | | | | 90,043 | | |
| Unused Sick Leave | 1155 | | | | | | 666 | | |
| Total Sal & Wgs | | | | | | | 90,709 | | |
| Retirement Contr | 2150 | | | | | | 11,018 | | |
| Soc Sec Contr | 2152 | | | | | | 5,376 | | |
| Total Pensions | | | | | | | 16,389 | | |
| Compensation Ins | 2424 | | | | | | 541 | | |
| Health/Life Ins | 2425 | | | | | | 574 | | |

00300

ANNUAL BUDGET REQUEST

DEPT. DIV. BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910

FISCAL YEAR 1976

DATE 11/1/75

| DEPT. ACT. FY & DESCRIPTION | ACCT. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|--|-------------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| Total Inj & Health | | | | | | | 1,115 | | |
| Total Pers Expense | | | | | | | 108,213 | | |
| Nonpers Expense | | | | | | | | | |
| Transportation Allow | 3210 | | | | | | 5,285 | | |
| Tele & Teleg | 3212 | | | | | | 1,772 | | |
| Gas Light & Pwr | 3241 | | | | | | 1,738 | | |
| Office Supplies | 3301 | | | | | | 242 | | |
| Total Suppl & Serv | | | | | | | 9,037 | | |
| Equipment Outlay | 4540 | | | | | | 6,680 | | |
| Total Nonpers Expense | | | | | | | 15,717 | | |
| Total Code Enforcement | 9532 | | | | | | 123,930 | | |
| REHABILITATION LOANS | 9533 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Rehabilitation Loan | 3457 | | | | | | 1,355,000 | | |
| Total Suppl & Serv | | | | | | | 1,355,000 | | |
| Total Nonpers Expense | | | | | | | 1,355,000 | | |
| Total Rehab Loans | 9533 | | | | | | 1,355,000 | | |
| RELOCATION PAYMENTS & ASSISTANCE | 9534 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Reloc Hsg Pay Tenants | 3410 | | | | | | 100,000 | | |
| Total Suppl & Serv | | | | | | | 100,000 | | |
| Total Nonpers Expense | | | | | | | 100,000 | | |
| Total Relocation Payments & Assistance | 9534 | | | | | | 100,000 | | |
| TOTAL PROGRAM | 9530 | | | | | | 1,646,925 | | |

MICROFILMED

MAY 20 1978

214605

PERSONNEL OVERHEAD WORKSHEET (SUBMIT WITH BUDGET REQUEST)

FORM FM 501 (REV. 8-75)

FY: 1976

DEPT/DIV: BLDG. INSP./HSG. REHAB.

NO: 5 Permanent Staff

| FULL-TIME POSITION CHANGES BY PROGRAM ELEMENT | FULL-TIME POSITION YEARS | SALARY DATA | | RETIREMENT (2150) | | (2150) | (2152) | TOTAL PENSIONS | INSURANCE | | | (1155) |
|---|--------------------------|----------------|--------------|---------------------------|-----------------------------|---------------|---------------------------------------|----------------|-------------------|-----------------------------------|--------------|---|
| | | AVERAGE SALARY | TOTAL SALARY | GEN MEMB. .1223 OF SALARY | SAFETY MEMB .1750 OF SALARY | TOTAL RETIRE. | SOC. SEC. 0597 OF SAL. UP TO \$14,100 | | (2424) COMP INS.* | (2425) GROUP INSUR. \$287 PER POS | TOTAL INSUR. | UNUSED SICK LEAVE REIMBURSEMENT .0074 OF SAL. |
| 95.31 PROJ. MANAGEMENT | | | | | | | | | | | | |
| Comm. Devel. Spec. IV | 0.67 | 20,777 | 13,921 | 1,702 | --- | 1,702 | 831 | 2,533 | 84 | 192 | 276 | 103 |
| Senior Typist | 0.66 | 10,208 | 6,737 | 824 | --- | 824 | 402 | 1,226 | 40 | 189 | 229 | 50 |
| 95.31 TOTAL | 1.33 | 30,985 | 20,658 | 2,526 | --- | 2,526 | 1,233 | 3,759 | 124 | 381 | 505 | 153 |
| 95.32 CODE ENFORCEMENT | | | | | | | | | | | | |
| Sr. Bldg. Inspector | 2.00 | 16,978 | 33,956 | 4,153 | --- | 4,153 | 2,027 | 6,180 | 204 | 574 | 778 | 251 |
| 95.32 TOTAL | 2.00 | 16,978 | 33,956 | 4,153 | --- | 4,153 | 2,027 | 6,180 | 204 | 574 | 778 | 251 |
| SUMMARY | | | | | | | | | | | | |
| Requested Staffing | 3.33 | 47,963 | 54,614 | 6,679 | --- | 6,679 | 3,260 | 9,939 | 328 | 955 | 1,283 | 404 |

MICROFILMED MAY 20 1978

21493

* COMP INSURANCE RATES SHOULD BE TAKEN FROM THE COMPUTER PRINTOUT PROVIDED IN THE BUDGET PACKAGE.

PERSONNEL OVERHEAD WORKSHEET (SUBMIT WITH BUDGET REQUEST)

FORM FM-571 (REV. 8-75)

FY: 1976

DEPT/DIV: BLDG. INSP./HOUSING REHABILITATION

NO: 34 CETA STAFF

| FULL-TIME POSITION CHANGES BY PROGRAM ELEMENT | FULL-TIME POSITION YEARS | SALARY DATA | | RETIREMENT (2150) | | (2150) TOTAL RETIRE. | (2152) SOC SEC. 0597 OF SAL. JP TO \$14,100 | TOTAL PENSIONS | INSURANCE | | | (1155) UNUSED SICK LV MEMBRS OF ALL. |
|---|--------------------------|-----------------------|---------------------|---------------------------|------------------------------|----------------------|---|----------------|-------------------|-----------------------------------|--------------|--------------------------------------|
| | | (1151) AVERAGE SALARY | (1151) TOTAL SALARY | GEN MEMB. .1223 OF SALARY | SAFETY MEMB. .1750 OF SALARY | | | | (2424) COMP INS.* | (2425) GROUP INSUR. \$287 PER POS | TOTAL INSUR. | |
| 95.31 PROJ. MANAGEMENT | | | | | | | | | | | | |
| Sr. Property Agent | 0.50 | 7,999 | 4,000 | 489 | --- | 489 | 239 | 728 | 24 | -- | 24 | 30 |
| Asst. Prop. Agent | 0.33 | 2,628 | 876 | 107 | --- | 107 | 52 | 159 | 5 | -- | 5 | 6 |
| Intermed. Typist | 3.09 | 0 | 0 | 0 | --- | 0 | 0 | 0 | 0 | -- | 0 | 0 |
| 95.31 TOTAL | 3.92 | 10,627 | 4,876 | 596 | --- | 596 | 291 | 887 | 29 | -- | 29 | 36 |
| 95.32 CODE ENFORCEMENT | | | | | | | | | | | | |
| Bldg. Insp. II | 10.00 | 5,353 | 53,530 | 6,547 | --- | 6,547 | 3,196 | 9,743 | 322 | -- | 322 | 396 |
| Prin. Engrg. Aide | 0.58 | 4,384 | 2,557 | 313 | --- | 313 | 153 | 466 | 15 | -- | 15 | 19 |
| 95.32 TOTAL | 10.58 | 9,737 | 56,087 | 6,860 | --- | 6,860 | 3,349 | 10,209 | 337 | -- | 337 | 415 |
| SUMMARY | | | | | | | | | | | | |
| Requested Staffing | 14.50 | 20,364 | 60,963 | 7,456 | --- | 7,456 | 3,640 | 11,096 | 366 | -- | 366 | 451 |

MICROFILMED
 MAY 20 1978
 214635

* COMP INSURANCE RATES SHOULD BE TAKEN FROM THE COMPUTER PRINTOUT PROVIDED IN THE BUDGET PACKAGE.

194 miles/employee/mo. x \$0.18 (Applicable Mileage Rate) = \$34.92 *

* assumes no parking reimbursement required.

Senior Building Inspector

@ \$35 x 8 mos. x 3 840.00

Building Inspector II 4,200.00

@ \$35 x 7 mos. x 8 = \$1,960

@ \$35 x 5 mos. x 8 = 1,400

@ \$35 x 3 mos. x 8 = 840

\$4,200

Principal Engineering Aide

245.00

@ \$35 x 7 mos. x 1

TOTAL

\$5,285.00

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|--------------------------|--------------------|----------------|
| 1976 | Transportation Allowance | 95.32 | 3210 |

OBJECT ACCOUNT BUDGET EXPLANATION

Total Fiscal 1975 Expenditure for Building Inspection Department = \$15,748.00

$$\frac{\$15,748}{112 \text{ employees}} = \$140.51 \times 28.00 \text{ Hsg. Rehab. employees} \times .45 = \$1,771.69$$

MICROFILMED
MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|-------------------------|--------------------|----------------|
| 1976 | Telephone and Telegraph | 95.32 | 3212 |

OBJECT ACCOUNT BUDGET EXPLANATION

Total Fiscal 1975 Expenditure for Building Inspection Department = \$15,452.00

$\frac{\$15,452}{112 \text{ employees}} = \$137.96/\text{yr.} \times 28.00 \text{ Hsg. Rehab. employees} \times .45 = 1,738.30$

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|------------------------------|--------------------|----------------|
| 1976 | Gas, Light and Power Service | 95.32 | 3241 |

OBJECT ACCOUNT BUDGET EXPLANATION

INSTRUCTIONS: ITEMS 6, AND 7.
 ITEM 6 - INSERT APPROPRIATE CODE LETTERS:
 A - ADDITIONAL ITEM
 LR - REPLACEMENT, LIKE
 UR - REPLACEMENT, UNLIKE
 ITEM 7 - IF REPLACEMENT, INSERT ORIGINAL
 PURCHASE DATE OF DISPLACED ITEM.

CITY OF SAN DIEGO

RECAPITULATION OF DEPARTMENTAL OUTLAY REQUESTS

| 1. DEPARTMENT | | 2. ACTIVITY | | | | 3. DEPT. & ACT. NO. | |
|------------------------|--------------------------|---|----|---------------|---------------|---------------------|----------------|
| Building Inspection | | Housing Rehabilitation- Code Enforcement | | | | 95.32 | |
| 4. REF. NO. | DESCRIPTION | | | DEPT. REQUEST | | BUDGET OFFICE USE | |
| | 5. ITEM | 6. | 7. | 8. QUAN. | 9. TOTAL COST | 10. QUAN. | 11. TOTAL COST |
| 1 | Desk, 60 x 30 | A | | 4 | 700 | | |
| 2 | Desk, 45 x 30 | A | | 24 | 3,600 | | |
| 3 | Chair, Jr. Exec., Arm | A | | 4 | 340 | | |
| 4 | Chair, Steno, Royal 1232 | A | | 24 | 2,040 | | |
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| | | | | | | | |
| TOTAL COST - ALL ITEMS | | | | | 6,680 | | |

MICROFILMED
 MAY 20 1978

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 214695

BLOCK GRANT PROGRAM • CITY OF SAN DIEGO
ESTIMATED MONTHLY EXPENDITURE SCHEDULE

BLOCK GRANT FUNDS

PROJECT HOUSING REHABILITATION - CODE ENFORCEMENT 95.32

OPERATING AGENCY CITY OF SAN DIEGO - BUILDING INSPECTION

MICROFILMED
MAY 20 1978

214805

| DESCRIPTION | ACCT. NO. | MONTH | | | | | | | | | | | | TOTAL BUDGET | |
|------------------------|-----------|-------|---|---|---|----------|----------|----------|----------|----------|----------|----------|----------|--------------|--|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| CODE ENFORCEMENT | 9532 | | | | | | | | | | | | | | |
| Personnel Expense | | | | | | | | | | | | | | | |
| Salaries & Wages | 1151 | | | | | \$10,183 | \$11,791 | \$11,255 | \$10,183 | \$12,327 | \$11,791 | \$10,719 | \$11,794 | \$90,043 | |
| Unused Sick Lve | 1155 | | | | | 75 | 87 | 83 | 75 | 91 | 87 | 79 | 89 | 666 | |
| Retire Contrib | 2150 | | | | | 1,245 | 1,442 | 1,377 | 1,245 | 1,508 | 1,442 | 1,311 | 1,443 | 11,013 | |
| Soc Sec Contrib | 2152 | | | | | 608 | 704 | 672 | 608 | 736 | 704 | 640 | 704 | 5,376 | |
| Compens Ins | 2424 | | | | | 61 | 71 | 68 | 61 | 74 | 71 | 64 | 71 | 541 | |
| Health/Life Ins | 2425 | | | | | 65 | 75 | 72 | 65 | 79 | 75 | 68 | 75 | 574 | |
| Total Pers Expense | | | | | | \$12,237 | \$14,170 | \$13,527 | \$12,237 | \$14,815 | \$14,170 | \$12,881 | \$14,176 | \$108,213 | |
| Nonpers Expense | | | | | | | | | | | | | | | |
| Transp Allowance | 3210 | | | | | \$598 | \$692 | \$661 | \$598 | \$723 | \$692 | \$629 | \$692 | \$5,285 | |
| Tele & Teleg | 3212 | | | | | 200 | 232 | 221 | 200 | 243 | 232 | 211 | 233 | 1,772 | |
| Gas Light & Pwr | 3241 | | | | | 197 | 228 | 217 | 197 | 238 | 228 | 207 | 226 | 1,738 | |
| Office Supplies | 3301 | | | | | 27 | 32 | 30 | 27 | 33 | 32 | 29 | 32 | 242 | |
| Total Suppl & Serv | | | | | | \$1,022 | \$1,184 | \$1,129 | \$1,022 | \$1,237 | \$1,184 | \$1,076 | \$1,183 | \$9,037 | |
| Equipment Outlay | 4540 | | | | | 6,680 | | | | | | | | 6,680 | |
| Total Nonpers Exp | | | | | | \$7,702 | \$1,184 | \$1,129 | \$1,022 | \$1,237 | \$1,184 | \$1,076 | \$1,183 | \$15,717 | |
| TOTAL CODE ENFORCEMENT | | | | | | \$19,939 | \$15,354 | \$14,656 | \$13,259 | \$16,052 | \$15,354 | \$13,957 | \$15,359 | \$123,930 | |

00308

ANNUAL BUDGET REQUEST

DEPT. DIV. BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910 FISCAL YEAR 1976

DATE 11/1/75

Page 2

| PT. & FIN. & DESCRIPTION | NO. | PRIOR YEAR ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|--------------------------|------|---------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| Office Supplies | 3301 | | | | | | 4,112 | | |
| Draft & Photo | 3302 | | | | | | 300 | | |
| Cleaning Janitor | 3311 | | | | | | 50 | | |
| Medical Supplies | 3313 | | | | | | 50 | | |
| Small Tools | 3314 | | | | | | 100 | | |
| Elect Matls | 3352 | | | | | | 10 | | |
| Books | 3360 | | | | | | 300 | | |
| Periodicals | 3361 | | | | | | 101 | | |
| Copy Mach Suppl | 3365 | | | | | | 50 | | |
| Unclss Matl & Suppl | 3399 | | | | | | 30 | | |
| Rental Land/Bldg | 3411 | | | | | | 8,000 | | |
| Rental Photocopy | 3413 | | | | | | 2,000 | | |
| Rental Office Equ | 3414 | | | | | | 2,400 | | |
| Memberships | 3440 | | | | | | 50 | | |
| Titl Srch Props | 3497 | | | | | | 560 | | |
| Unclss Fixd Chg | 3499 | | | | | | 100 | | |
| Total Suppl & Serv | | | | | | | 25,352 | | |
| Equipment Outlay | 4540 | | | | | | 11,740 | | |
| Total Nonpers Expense | | | | | | | 37,092 | | |
| Total Proj Management | 9531 | | | | | | 67,995 | | |
| CODE ENFORCEMENT | 9532 | | | | | | | | |
| Position Years | | | | | | | 12.58 | | |
| Personnel Expense | | | | | | | | | |
| Salaries & Wages | 1151 | | | | | | 90,043 | | |
| Unused Sick Leave | 1155 | | | | | | 666 | | |
| Total Sal & Wgs | | | | | | | 90,709 | | |
| Retirement Contr | 2150 | | | | | | 11,018 | | |
| Soc Sec Contr | 2152 | | | | | | 5,376 | | |
| Total Pensions | | | | | | | 16,389 | | |
| Compensation Ins | 2424 | | | | | | 541 | | |
| Health/Life Ins | 2425 | | | | | | 574 | | |

MICROFILMED

MAY 20 1978

214605

ANNUAL BUDGET REQUEST

DEPT. DIV. BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910

FISCAL YEAR 1976

DATE 11/1/75

| DEPT. ACT. DIV. & DESCRIPTION | ACT. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|--|-------------|----------------------------|--|--------------|-----------------------------|-------------------------|-----------------------------|--------------------|--------------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| Total Inj & Health | | | | | | | 1,115 | MICROFILMED | MAY 20 1978 |
| Total Pers Expense | | | | | | | 108,213 | | |
| Nonpers Expense | | | | | | | | | |
| Transportation Allow | 3210 | | | | | | 5,285 | | |
| Tele & Teleg | 3212 | | | | | | 1,772 | | |
| Gas Light & Pwr | 3241 | | | | | | 1,738 | | |
| Office Supplies | 3301 | | | | | | 242 | | |
| Total Suppl & Serv | | | | | | | 9,037 | | |
| Equipment Outlay | 4540 | | | | | | 6,680 | | |
| Total Nonpers Expense | | | | | | | 15,717 | | |
| Total Code Enforcement | 9532 | | | | | | 123,930 | | |
| REHABILITATION LOANS | 9533 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Rehabilitation Loan | 3457 | | | | | | 1,355,000 | | |
| Total Suppl & Serv | | | | | | | 1,355,000 | | |
| Total Nonpers Expense | | | | | | | 1,355,000 | | |
| Total Rehab Loans | 9533 | | | | | | 1,355,000 | | |
| RELOCATION PAYMENTS & ASSISTANCE | 9534 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Reloc Hsg Pay Tenants | 3410 | | | | | | 100,000 | | |
| Total Suppl & Serv | | | | | | | 100,000 | | |
| Total Nonpers Expense | | | | | | | 100,000 | | |
| Total Relocation Payments & Assistance | 9534 | | | | | | 100,000 | | |
| TOTAL PROGRAM | 9530 | | | | | | 1,646,925 | | |

214605

| | <u>Nov. '75</u> | <u>Dec. '75</u> | <u>Jan. '76</u> | <u>Feb. '76</u> | <u>Mar. '76</u> |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Building Inspectors | | | | | |
| Assigned this month | --- | 8 | --- | 8 | --- |
| Total on board | --- | 8 | 8 | 16 | 16 |
| Inspections (6 per mo. per man) | --- | 48 | 48 | 96 | 96 |
| Loans (25% of inspections) | --- | 12 | 12 | 24 | 24 |
| Loan Amount (est. \$5,000 each) | --- | \$60,000 | \$60,000 | \$120,000 | \$120,000 |

| | <u>Apr. '76</u> | <u>May '76</u> | <u>Jun. '76</u> | <u>TOTAL</u> |
|--|-----------------|----------------|-----------------|--------------|
| Building Inspectors | | | | |
| Assigned this month | 8 | --- | --- | --- |
| Total on board | 24 | 24 | 24 | 24 |
| Inspection (6 per mo. per man) | 144 | 144 | 144 | 720 |
| Loans (25% of inspections) | 36 | 36 | 36 | 180 |
| Loan Amount (est. \$5,000 each) | \$180,000 | \$180,000 | \$180,000 | \$ 900,000 |
| Additional Block Grant funds available for Loans through 6/30/76 * | | | | \$ 455,000 |
| | | | TOTAL | \$1,355,000 |

* Additional funds available as a result of:

- a. Budgeting 34 staff members to be paid from CETA funds.
- b. Phasing 34 CETA paid staff members into program on a staggered scheduling basis.
- c. Salary savings for total staff of 39 based on an eight (8) month budget period instead of previous longer budget periods.

It is not likely that the additional \$455,000 will be required for Rehabilitation Loans by 6/30/76, but these funds can be carried forward and used in subsequent budget periods.

MICROFILMED

MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|----------------------|--------------------|----------------|
| 1976 | Rehabilitation Loans | 95.33 | 3457 |

OBJECT ACCOUNT BUDGET EXPLANATION

BLOCK GRANT PROGRAM • CITY OF SAN DIEGO

ESTIMATED MONTHLY EXPENDITURE SCHEDULE

BLOCK GRANT FUNDS

PROJECT HOUSING REHABILITATION - REHABILITATION LOANS 95.33

OPERATING AGENCY CITY OF SAN DIEGO - BUILDING INSPECTION

MICROFILMED
MAY 20 1978

214605

| DESCRIPTION | ACCT. NO. | MONTH | | | | | | | | | | | | TOTAL BUDGET |
|---|-----------|-------|---|---|---|-----------|-----------|-----------|------------|------------|------------|------------|------------|--------------|
| | | 1 | 2 | 3 | 4 | Nov. 5 | Dec. 6 | Jan. 7 | Feb. 8 | Mar. 9 | Apr. 10 | May 11 | Jun. 12 | |
| REHABILITATION LOANS | 9533 | | | | | | | | | | | | | |
| Nonpers Expense | | | | | | | | | | | | | | |
| Rehab Loans | 3457 | | | | | --- | \$ 60,000 | \$ 60,000 | \$ 120,000 | \$ 120,000 | \$ 180,000 | \$ 180,000 | \$ 180,000 | \$ 900,000 |
| Total Suppl & Serv | | | | | | --- | 60,000 | 60,000 | 120,000 | 120,000 | 180,000 | 180,000 | 180,000 | 900,000 |
| Total Nonpers Exp | | | | | | --- | 60,000 | 60,000 | 120,000 | 120,000 | 180,000 | 180,000 | 180,000 | 900,000 |
| TOTAL REHABILITATION LOANS | | | | | | --- | 60,000 | 60,000 | 120,000 | 120,000 | 180,000 | 180,000 | 180,000 | 900,000 |
| Additional Block Grant funds available for Rehabilitation Loans through 6/30/76 * | | | | | | | | | | | | | 455,000 | |
| | | | | | | | | | | | | | TOTAL | \$1,355,000 |
| <p>* Additional funds available as a result of:</p> <p>a. Budgeting 34 staff members to be paid from CETA funds.</p> <p>b. Phasing 34 CETA-paid staff members into program on a staggered scheduling basis.</p> <p>c. Salary savings for total staff of 39 based on an eight (8) month budget period instead of previous longer budget periods.</p> <p>It is not likely that the additional \$455,000 will be required for Rehabilitation Loans by 6/30/76, but these funds can be carried forward and used in subsequent budget periods.</p> | | | | | | | | | | | | | | |

00312

ANNUAL BUDGET REQUEST

BUILDING INSPECTION - HOUSING REHABILITATION PROGRAM 95.30

FUND NO. 2910
FISCAL YEAR 1976

DATE 11/1/75

| DEPT. ACT. TYPE DESCRIPTION | ACT. NO. | PRIOR YEARS ACTUAL EXPENSE | | CURRENT YEAR | | | DEPARTMENTAL BUDGET REQUEST | PRELIMINARY BUDGET | FINAL BUDGET |
|---|----------|----------------------------|--|--------------|--------------------------------|----------------------------|--------------------------------|-----------------------|-----------------|
| | | | | BUDGET | TO DATE ACTUAL EXPENDITURES | EST. TOTAL EXPENDITURES | | | |
| Total Inj & Health | | | | | | | 1,115 | | |
| Total Pers Expense | | | | | | | 108,213 | | |
| Nonpers Expense | | | | | | | | | |
| Transportation Allow | 3210 | | | | | | 5,285 | | |
| Tele & Teleg | 3212 | | | | | | 1,772 | | |
| Gas Light & Pwr | 3241 | | | | | | 1,738 | | |
| Office Supplies | 3301 | | | | | | 242 | | |
| Total Suppl & Serv | | | | | | | 9,037 | | |
| Equipment Outlay | 4540 | | | | | | 6,680 | | |
| Total Nonpers Expense | | | | | | | 15,717 | | |
| Total Code Enforcement | 9532 | | | | | | 123,930 | | |
| REHABILITATION LOANS | 9533 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Rehabilitation Loan | 3457 | | | | | | 1,355,000 | | |
| Total Suppl & Serv | | | | | | | 1,355,000 | | |
| Total Nonpers Expense | | | | | | | 1,355,000 | | |
| Total Rehab Loans | 9533 | | | | | | 1,355,000 | | |
| RELOCATION PAYMENTS & ASSISTANCE | 9534 | | | | | | | | |
| Nonpers Expense | | | | | | | | | |
| Reloc Hsg Pay Tenants | 3410 | | | | | | 100,000 | | |
| Total Suppl & Serv | | | | | | | 100,000 | | |
| Total Nonpers Expense | | | | | | | 100,000 | | |
| Total Relocation Payments & Assistance | 9534 | | | | | | 100,000 | | |
| TOTAL PROGRAM | 9530 | | | | | | 1,646,925 | | |

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 MAY 20 1978

214605

BLOCK GRANT PROGRAM • CITY OF SAN DIEGO
 ESTIMATED MONTHLY EXPENDITURE SCHEDULE

BLOCK GRANT FUNDS

PROJECT HOUSING REHABILITATION - RELOCATION PAYMENTS & ASSISTANCE 95.34
 OPERATING AGENCY CITY OF SAN DIEGO - BUILDING INSPECTION DEPARTMENT

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MAY 20 1978

214605

| DESCRIPTION | ACCT. NO. | MONTH | | | | | | | | | | | | TOTAL BUDGET |
|-------------------------------------|-----------|-------|---|---|---|--------|--------|--------|--------|--------|--------|--------|--------|--------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| RELOCATION PAYMENTS & ASSISTANCE | 9534 | | | | | | | | | | | | | |
| Nonpers Exp. | | | | | | | | | | | | | | |
| Reloc Hsg Pay Tenants | 3410 | | | | | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | \$100,000 |
| Total Supp & Serv | | | | | | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | \$100,000 |
| Total Nonpers. Exp. | | | | | | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | \$100,000 |
| TOTAL RELOCATION PAYMENTS & ASSIST. | | | | | | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | \$100,000 |

00314

Relocation Payments Summary

| | | |
|----------------------------------|--------------------|------------|
| 1) Replacement Housing Payment | 22 ea. @ \$4,000 = | \$88,000 |
| 2) Moving Cost Payment | 24 ea. @ 300 = | 7,200 |
| 3) Dislocation Allowance Payment | 24 ea. @ 200 = | 4,800 |
| | TOTAL | \$ 100,000 |

- 1) The payment may be EITHER:
 - a) An amount not to exceed \$4,000 to help meet increased costs in renting a replacement dwelling;
 - OR
 - b) An amount to assist in making a down payment on the purchase of a comparable dwelling, provided that if the amount exceeds \$2,000 (including closing costs on the replacement dwelling), the displaced person matches the amount in excess of \$2,000.
- 2) A payment for actual reasonable moving expense or a fixed moving expense payment not to exceed \$300.
- 3) An additional \$200 amount is included with the fixed moving payment option.

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MAY 20 1978

| FISCAL YEAR | OBJECT ACCOUNT TITLE | DEPT./ACTIVITY NO. | OBJ. ACCT. NO. |
|-------------|-------------------------------------|--------------------|----------------|
| 1976 | Relocation Housing Payments Tenants | 95.34 | 3410 |

OBJECT ACCOUNT BUDGET EXPLANATION

00315

CITY OF SAN DIEGO

REHABILITATION FINANCING
HANDBOOK

FOR USE IN THE
HOUSING REHABILITATION/CODE ENFORCEMENT PROGRAM

STUDY DRAFT 3/17/75

Reviewed and revised 6/4/75 by Public Services & Safety Committee

Reviewed and revised 7/22/75 by Housing Advisory Board

Reviewed and approved 8/6/75 by Public Services & Safety Committee

MICROFILMED

MAY 20 1978

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00316

INDEX

| <u>CHAPTER</u> | | <u>PAGE</u> |
|----------------|---|-------------|
| 1 | GENERAL | 1 |
| 2 | ELIGIBLE PROGRAM COSTS | 3 |
| 3 | ELIGIBILITY REQUIREMENTS | 4 |
| 4 | ASSURANCE THAT REHABILITATION WILL BE COMPLETED | 6 |
| 5 | COSTS INCLUDABLE IN REHABILITATION LOANS | 7 |
| 6 | LIMITATIONS ON AMOUNT OF LOAN | 9 |
| 7 | PROCESSING A REHABILITATION LOAN | 11 |
| 8 | LOAN SETTLEMENT | 14 |
| 9 | LOAN CLOSEOUT | 19 |
| 10 | TERMS AND CONDITIONS UNDER WHICH REHABILITATION LOANS ARE MADE | 20 |
| 11 | FUNDING OF INDIVIDUAL REHABILITATION LOANS AND MANAGEMENT OF REHABILITATION ESCROW ACCOUNT | 23 |
| 12 | PROPERTY APPRAISAL | 27 |
| 13 | NUMBERING LOAN APPLICATIONS | 29 |
| 14 | DETERMINING WORK TO BE DONE WITH REHABILITATION LOAN | 31 |
| 15 | CONTRACTING FOR REHABILITATION WORK | 36 |
| 16 | INSPECTION OF REHABILITATION WORK | 46 |
| 17 | APPLICANT'S INCOME | 48 |
| 18 | TRUTH IN LENDING REQUIREMENTS FOR REHABILITATION LOANS | 52 |
| 19 | PROCESSING OF REHABILITATION LOANS FOR PROPERTY OWNERS UNDER SECTION 235 MORTGAGES | 58 |

MICROFILMED

MAY 20 1978

00317

214605

1. LEGAL AUTHORITY FOR REHABILITATION LOANS.

Loans to rehabilitate privately-owned properties are authorized under Section 105 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383, 93rd Congress, S. 3066, August 22, 1974).

2. DEFINITIONS.

Following are definitions of various terms used with respect to rehabilitation assistance programs and rehabilitation loans:

- a. "City" means the City of San Diego or its authorized representative(s).
- b. "Conventional loan" means any rehabilitation loan made pursuant to the provisions of this handbook which is not a hardship loan.
- c. "Financing" means the lending of money for the purpose of property rehabilitation.
- d. "General property improvements" means those items of rehabilitation which are not necessary to remedy either existing violations of the City Housing Code or other applicable City codes relating to the physical conditions of structures, or incipient violations thereof.
- e. "Hardship loan" means an interest-free loan with deferred payments of principal made to a low-income owner-occupant pursuant to the provisions of this handbook.
- f. "Incipient code violation" is a physical condition which can be expected to deteriorate into a violation of a rehabilitation standard within two years.
- g. "Housing Rehabilitation/Code Enforcement Program" has the same meaning as "program."
- h. "Rehabilitation standards" means the standards established in the City Housing Code and other applicable City codes which assure adequate and safe structures and utility systems without deficiencies of physical conditions in order to protect the health, safety, and/or general welfare of inhabitants.

MICROFILMED

MAY 20 1978

00318

214605

i. "Property rehabilitation" has the same meaning as "property improvement" and both mean the construction, reconstruction, renovation, replacement, extension, repair, betterment, equipping, developing, embellishing, or otherwise improving residences consistent with standards of strength, effectiveness, fire resistance, durability, and safety, so that such structures are satisfactory and safe to occupy for residential purposes and are not conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime because of any one or more of the following factors:

- (1) Defective design and character of physical construction.
- (2) Faulty interior arrangement and exterior spacing.
heating, insulation,
- (3) Inadequate provisions for ventilation, lighting, sanitation, and weather protection.
- (4) Obsolescence, deterioration, and dilapidation.

MICROFILMED

MAY 20 1978

00319

214605

2

CHAPTER 2 - ELIGIBLE PROGRAM COSTS

The following costs incurred in the processing and administering of rehabilitation loans are eligible program costs, to the same extent as costs incurred for other eligible program activities:

1. City cost for staff salaries, wages, and general overhead.
2. Costs incurred under contracts or agreements with organizations, firms, and individuals for technical, professional, and legal services, in lieu of providing such services by the use of regular City staff.
3. Fees and charges arising from the processing of a rehabilitation loan application, appraisals, and title information whenever a loan application is disapproved or the loan withdrawn or canceled.

MICROFILMED

MAY 20 1978

00320

214605

3

1. GENERAL.

This chapter sets forth eligibility requirements as to the property and the applicant for a rehabilitation loan, and information pertaining to the effect a rehabilitation loan may have on recipients of public assistance and other welfare benefits. A rehabilitation loan may be made with respect to a property located anywhere in the City, although it is anticipated that most loans will be made in those areas selected for concentrated Housing Rehabilitation/Code Enforcement treatment.

2. REQUIREMENTS APPLICABLE TO APPLICANT FOR A HARDSHIP LOAN.

To be eligible for a hardship loan the applicant must be an individual or family who:

- a. owns and occupies a one- to four-dwelling-unit building, and
- b. can demonstrate to the satisfaction of the City that with a conventional rehabilitation loan in an amount sufficient to pay the costs only of meeting rehabilitation standards and incipient violations thereof,
 - (1) the applicant's housing costs would exceed twenty-five percent (25%) of gross income, and
 - (2) the applicant does not have other assets to pay the cost of meeting rehabilitation standards and incipient violations thereof without jeopardizing the applicant's ability to be self-supporting in the future.

3. REQUIREMENTS APPLICABLE TO A CONVENTIONAL LOAN.

In order to be eligible for a rehabilitation loan, the applicant must evidence adequate capacity to repay the loan, and be unable to secure the necessary funds from other sources on comparable terms and conditions. A rehabilitation loan cannot be approved if the applicant's record shows a disregard for former obligations, or if there is a clear inability to make the payments that will be required. An applicant for a rehabilitation loan must be the owner of the property. An applicant for a conventional rehabilitation loan who may be eligible for a hardship loan shall be advised and assisted in applying for a ^{conventional} loan, as well as

MICROFILMED

MAY 20 1978

214605

00321 4

for a hardship rehabilitation loan, if needed to supplement the conventional loan funds.

4. PUBLIC ASSISTANCE AND OTHER BENEFITS AFFECTED BY REHABILITATION LOANS.

Under certain circumstances, the eligibility of a person receiving public assistance and other welfare benefits may be affected by a rehabilitation loan. Many States include the value of homes in asset limitations for persons receiving old age assistance, aid to the blind, aid to permanently and totally disabled, aid to families with dependent children, and other benefits.

a. Possible Loss of Aid by Recipient of Loan Assistance.

Although most asset limitations which include the value of the home are based on net assets, a few States apparently allow no deductions for encumbrances. In these cases, even a rehabilitation loan may affect a recipient's right to continued public assistance. Where this circumstance exists, the City should take precautionary steps before arranging for rehabilitation loan assistance by contacting the appropriate local public assistance office.

MICROFILMED

MAY 20 1978

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5

1. GENERAL.

In some instances the rehabilitation cost may exceed the amount of the rehabilitation loan. In such cases the rehabilitation loan will not be made unless the applicant can provide whatever additional amount is needed to assure completion of the work so that the property will meet at least the Rehabilitation Standards.

2. SUPPLEMENTAL LOANS.

If the applicant for a rehabilitation loan on residential property is obtaining a supplemental loan, the rehabilitation loan application shall not be approved until the applicant has provided evidence of an adequate and satisfactory supplemental loan commitment. When the loan will be obtained from a recognized lending institution, evidence furnished shall consist of a signed, bona fide written commitment to make the loan for the purpose of the rehabilitation work. The loan shall be in an amount which, when added to the rehabilitation loan and any other funds the applicant will furnish, will be sufficient for completing the required rehabilitation work. When the applicant is furnishing supplementary funds from sources other than a recognized lending institution, evidence that actual funds are available shall consist of verification and documentation that the applicant can deposit the required amount in the rehabilitation escrow account.

MICROFILMED

MAY 20 1978

00323

214605

6

1. ARCHITECTURAL SERVICES.

An applicant may employ a private architect to prepare plans and drawings for the rehabilitation of his property. In these cases, the rehabilitation loan may include an amount to cover the cost of the architectural services for the rehabilitation work to be financed by the rehabilitation loan.

2. RELATED COSTS.

A rehabilitation loan may include funds to cover certain costs and charges related to processing the loan application and to obtaining security for the loan.

- a. Appraisal Fee.
- b. Title Reports.
- c. Fees for recordation and filing.
- d. Current accruals for the mortgage servicer's escrow account, covering real estate tax, hazard insurance, ground rent, and special assessments, as applicable.

3. GENERAL PROPERTY IMPROVEMENTS.

A rehabilitation loan may include funds for general improvements to the property.

a. Limitation Amounts.

No more than twenty percent of any loan for property rehabilitation shall be used for general property improvements, except that in the case of owner-occupied, one-to four-dwelling-unit properties, up to forty percent of the loan may be used for general property improvements.

b. Items Includable as General Property Improvements.

Rehabilitation work to generally improve the condition of the property consists of improvements to the realty beyond those provided for under the Rehabilitation Standards. Such general improvements may include additions, enlargements, renovations and remodeling, such as: the provision for or enlargement of rooms, garage, or fence; the finishing of spaces within the property such as an attic, porch, or

MICROFILMED

MAY 20 1978

214605

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basement; remodeling kitchens, including the purchase and installation of a dishwasher (permanently affixed) and garbage disposal; and the purchase and installation of central air-conditioning. The additional cost of building in a stove and/or refrigerator where existing equipment was not built-in is part of general property improvements.

MICROFILMED

MAY 20 1978

214605

00325

8

1. GENERAL.

This chapter sets forth the requirements for establishing the maximum amount for a rehabilitation loan.

2. REHABILITATION LOAN APPLICANTS.

A rehabilitation loan includes a loan to:

- a. An owner-occupant to rehabilitate a one- to four-dwelling-unit property.
- b. An investor-owner to rehabilitate a residential property, not owner-occupied, or 5 dwelling units or more, and nonresidential properties.

3. MAXIMUM REHABILITATION LOAN.

The maximum amount for a rehabilitation loan is the least of the amounts determined through the following loan limitations:

- a. \$17,500 per single family residence.
- b. \$10,000 per unit for buildings containing two-three dwelling units.
- c. \$ 7,500 per unit for buildings containing four or more dwelling units.
- d. \$ 5,000 per unit for ^{nonresidential} property; total loan not to exceed \$50,000.
- e. The actual cost of rehabilitation.
- f. An amount which, when added to any outstanding indebtedness related to the property creates a total outstanding indebtedness which does not exceed 80% of the anticipated after-rehabilitation value of the property to be rehabilitated.

4. RESTRICTION ON REFINANCING EXISTING LOANS.

A rehabilitation loan may not be used to pay off any existing debt on property.

5. REGULATORY AGREEMENT ON A PROPERTY CONTAINING 8 OR MORE DWELLING UNITS.

A loan on a property that, after rehabilitation, will contain 8 or more dwelling

MICROFILMED

MAY 20 1978

00326
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units and involves an amount that averages \$5,000 or more per dwelling unit may be subject to a regulatory agreement with respect to rent increases not to exceed comparable unit rent in the area.

MICROFILMED

MAY 20 1978

00327

214605

10

1. OUTLINE OF FUNCTIONS.

Listed below are the functions to be performed for a rehabilitation loan that by itself or in conjunction with funds to be provided by the applicant is sufficient to accomplish the required rehabilitation.

- a. Interview and advise the property owner on the general rehabilitation objectives for the program, the purposes and meaning of the Rehabilitation Standards.
- b. Advise the property owner on the availability and benefits of a rehabilitation loan, and on other private programs and resources for financing rehabilitation.
- c. Inspect the property.
- d. Prepare a work write-up and cost estimate of the rehabilitation work.
- e. Determine eligibility of the applicant for a rehabilitation loan.
 - (1) If applicant is a purchaser-occupant under a land sales contract or similar arrangement, obtain documentation to support eligibility.
- f. If the applicant does or will receive public assistance or other welfare benefits, advise of the effect the loan may have.
- g. Obtain the following information with respect to the applicant,
 - (1) Verification of Mortgage or Deed of Trust from each holder of lien secured by the property and any other real estate owned by applicant.
 - (2) Credit report from recognized credit bureau.
 - (3) Verification of employment, including a completed verification of employment for each position held within the preceding 2 years.
 - (4) Statement of verification of other earnings, with supporting documents such as income tax returns, withholding statement, current balance sheet, or operating statement.
 - (5) Verification of deposits, including a completed form for each bank account.
 - (6) For investor-owner loans, a personal financial statement or copies of current financial statements, as applicable.

MICROFILMED

MAY 20 1978

00328

214605

11

- h. Make a preliminary evaluation of ability of applicant to repay indicated loan amount.
- i. Consult with applicant on work write-up and cost estimate to reach agreement on work to be done within applicant's ability to repay.
- j. Determine maximum amount of loan that applicant may receive to cover rehabilitation costs for residential property.
- k. Ascertain that through the rehabilitation loan the property will conform to Rehabilitation Standards. If additional financing is needed, assist applicant in obtaining the needed funds.
- l. Obtain appraisal of the property.
- m. Obtain title report and determine adequacy of title for purposes of the rehabilitation loan.
- n. Obtain bids and proposals from contractors.
- o. Prepare loan application based on information furnished by applicant and supporting documentation obtained. Give applicant copy of Terms and Conditions of loan.
- (1) If the property will contain 8 or more dwelling units after rehabilitation, or the property is nonresidential and the rehabilitation loan will be more than \$2,000, inform the applicant that compliance with Federal Labor Standards will be required.
 - (2) If the property will contain 8 or more dwelling units after rehabilitation and the rehabilitation loan averages \$5,000 or more per dwelling unit, inform the applicant that a regulatory agreement limiting rent increases to not more than comparable unit/^{rent}in the area may be required.
 - (3) Inform the applicant of Equal Employment Opportunity requirements for all rehabilitation loans, and of the additional Equal Employment Opportunity requirements of Executive Order 11246^{as amended,} if the rehabilitation loan will be more than \$10,000 for residential property or more than \$2,000 for non-residential property.

Obtain applicant's signature on loan application form.

MICROFILMED MAY 20 1978 214605

00329

1.2

- p. Complete and have loan application approved. Assemble loan application file.
- q. Assist applicant to execute property improvement contract and transmit original to contractor.
- r. Record security instruments and deposit loan check endorsed by borrower to the rehabilitation escrow account.
- s. Transmit groups of approved loans to loan servicer.
- t. Assist applicant to issue proceed order for property improvement.
- u. Inspect rehabilitation work and make progress payments, if provided for in contract.
- v. If loan is on property that will contain 8 or more dwelling units, assure compliance with Federal Labor Standards provisions. This is a continuing responsibility until the work is completed.
- w. Assure compliance with Equal Employment Opportunity requirements. This is a continuing responsibility until the work is completed.
- x. Make final inspection of completed rehabilitation work.
- y. Issue Certification of Final Inspection.
- z. Obtain from contractor: guarantee of work; manufacturers' and suppliers' warranties; and release of liens from the general contractor, subcontractors, and suppliers, prior to final payment for rehabilitation work.
- aa. Make final payment to contractor for completed rehabilitation work.
- bb. Prepare for and complete loan closeout.
- cc. Make follow-up inspection of rehabilitation work.

2. CANCELLATION OF REHABILITATION LOAN.

- a. Cancellation of a rehabilitation loan requires a signed request from borrower.
- b. Termination of Loan after Disbursements have been made from Rehabilitation Account.

(1) A loan transaction cannot be canceled if any disbursement has been made from the rehabilitation escrow account. The loan must be satisfied, and the amounts disbursed from the rehabilitation escrow account must be repaid.

MICROFILMED MAY 20 1978

214605 00330¹³

1. GENERAL.

This chapter sets forth the City responsibilities, with respect to a rehabilitation loan, for (a) preparing for loan settlement, (b) completing loan settlement, and (c) carrying out post settlement.

2. PREPARING FOR LOAN SETTLEMENT.

The following actions shall be taken in preparation for loan settlement:

- a. Establish a date certain for loan settlement.
- b. Prepare a promissory note.
- c. Prepare a deed of trust.
- d. Arrange for updating the title report to the date certain.
- e. Prepare a proceed order to be signed by the borrower at settlement. The executed proceed order shall be retained by the City for five working days from the date of signing in order to give the borrower time to exercise his rights of rescission under the Truth in Lending Act.
- f. Instruct the borrower to obtain:
 - (1) Original and memorandum copy of insurance policies for fire and extended coverage that provide coverage in accordance with the local coinsurance clause percentage of the value of the property, or, an insurance binder or other evidence of insurance.
 - (2) Original or certified copy of receipt for payment of initial or current insurance premium, whichever is applicable.
- g. Make arrangements for loan settlement on the date certain.

3. DELAY IN LOAN SETTLEMENT.

Loan settlement shall be effected on the established settlement date. If for any reason it cannot be accomplished on the established date, it shall be accomplished as soon thereafter as possible. Such later settlement shall, with the written

MICROFILMED

MAY 20 1978

214605

00331

14

consent of the borrower, be effected as of the originally established settlement date. In the absence of that written consent, a new settlement date shall be set and documents prepared with the new date certain specified thereon.

4. COMPLETING LOAN SETTLEMENT.

The City shall proceed with loan settlement on the date certain as follows:

- a. Review all documents with the borrower. If applicable, emphasize that the borrower must include, not only in his first monthly payment but also in his subsequent monthly payments, an amount for accrued escrow expense account items.
- b. Secure the borrower's signature on Rent Regulatory Agreement, if applicable.
- c. If applicable and if not already accomplished, complete actions to insure compliance with Federal Labor Standards.
- d. Secure the borrower's signature on the Truth in Lending Disclosure Statement and witness the signature.
 - (1) As prescribed elsewhere in this handbook, furnish the borrower with the Truth in Lending Disclosure Statement prior to the time he executes the Promissory Note and Deed of Trust.
 - (2) Request the borrower to sign and date an identical Disclosure Statement which shall be witnessed by an authorized representative of the City and shall then be retained by the City in the loan application file.
- e. If applicable, secure the signature of borrower on a properly completed Notice of Opportunity to Rescind Transaction.
 - (1) Explain the nature and purpose of the notice.
 - (2) Give two copies of the notice to borrower and request his signature on a third copy so as to evidence his receipt of the two. The receipted copy shall be retained by the City in the loan application file.
- f. Secure the borrower's signature on the original Promissory Note and the original Deed of Trust.
- g. If necessary, review with the borrower the terms and conditions of the loan as previously explained to him before he signed the application form.

MICROFILMED MAY 20 1978

214605

00332
15

- h. Obtain opinion of City Attorney (original) concerning the legality and sufficiency of the executed Promissory Note and Deed of Trust.
 - (1) The City Attorney shall participate in any proceedings as may be necessary to assure the legal validity of the loan application.
 - (2) The City Attorney shall review the loan instruments for legal adequacy and shall also review the title report to assure that proper disposition has been made of any exceptions.
- i. Obtain from the borrower the required fire and extended coverage insurance policies and premium payment receipts.
- j. Obtain from the borrower evidence of current tax and special assessment payments in the form of most recent receipts.
- k. Secure the borrower's endorsement on the loan check.
- l. Advise the borrower with regard to:
 - (1) Name of the loan servicer to whom monthly payment checks shall be made payable, where to send the first and subsequent monthly payments, and the obligation to remit the first monthly payment even though the borrower may not receive a payment notice.
 - (2) Amount of the first monthly payment and, if applicable, the fact that the first monthly payment will differ from the subsequent monthly payment amounts because of an initial interest payment adjustment.
 - (3) Variation of payment dates as follows:
 - (a) If settlement is completed on or before the 15th of the month, the first monthly payment by the borrower will be due and payable on the first day of the first succeeding month.
 - (b) If settlement is completed after the 15th of the month, the first monthly payment by the borrower will be due and payable on the first day of the second succeeding month after the month in which settlement is accomplished.

MICROFILMED

MAY 20 1978

00333

214605 16

(c) In either case, the payment will reflect an adjustment for interest due on the full amount of the loan. Usually this will be a downward adjustment in the former instance, and an upward adjustment in the latter instance.

(4) Need to make all monthly payments on the date due to avoid late charges and legal action.

m. If applicable, obtain check from borrower to cover accrued excrow expense account items.

n. Obtain borrower's signature on proceed order and hold until it is evident that the borrower does not intend to cancel the loan in accordance with the Truth in Lending Act.

5. POST SETTLEMENT.

The City shall record all recordable instruments and obtain evidence of recordation promptly after completing loan settlement.

a. Transmittal to Loan Servicer.

The City shall transfer loans to the loan servicer in accordance with the following:

(1) Groups of loans shall be transferred twice monthly.

One of the two groups of loans shall include all loans settled between the 1st and 15th of the month, inclusive, and shall be forwarded to reach the Loan Servicer no later than the 20th of the month in which settlement is made. The other of the two groups of loans shall include all loans settled after the 15th of the month, and shall be forwarded to reach the Loan Servicer no earlier than the 1st and no later than the 5th of the month following the month in which settlement is made.

(2) The following information shall be included for each loan being transferred:

(a) Loan number.

(b) Name of borrower.

(c) Amount of loan.

MICROFILMED MAY 20 1978

00334

214605 17

- (d) Type of loan security.
- (e) If applicable, listing of checks to cover accrued escrow expense account items.
- (f) Original or certified copy of insurance policy.
- (g) Insurance premium payment receipt.
- (h) Most recent tax and special assessment bills and payment receipts.
- (i) If applicable, checks to cover accrued escrow account items made payable to the loan servicer. The payment may be made by check(s):
 - 1 drawn by the borrower on his own funds,
 - 2 drawn on the loan escrow account and endorsed by the borrower, or
 - 3 drawn on a combination of 1 or 2 above.

MICROFILMED MAY 20 1978

00335
214605 18

1. GENERAL.

This chapter sets forth the City responsibilities for loan closeout and transmittal of related documents for a rehabilitation loan.

2. DISPOSITION OF FUNDS STATEMENT.

After all funds have been disbursed from the rehabilitation escrow account and the account has been closed, the City shall prepare a Disposition of Funds statement in which the City shall account for the disposition of the full rehabilitation loan amount and any supplemental funds deposited in the rehabilitation escrow account by the borrower.

3. TRANSMITTAL REQUIREMENTS TO BORROWER.

After final payment for all rehabilitation costs and after closing the borrower's account, the City shall transmit the documents prescribed below to the borrower:

- a. Disposition of Funds Statement (copy).
- b. Certification of Final Inspection (original).
- c. Any warranties for contracted rehabilitation work.

4. RETENTION OF CLOSEOUT DOCUMENTS BY CITY.

In conjunction with the closing of borrower's rehabilitation escrow account, the following documents shall be retained by the City:

- a. Disposition of Funds Statement (original).
- b. Certification of Final Inspection (copy).
- c. Release of liens from contractor(s).

MICROFILMED

MAY 20 1978

00336

214605 19

1. GENERAL.

This chapter sets forth requirements with respect to terms and conditions to which an applicant must agree in order to obtain a rehabilitation loan.

2. REHABILITATION LOAN CONDITIONS.

The applicant shall agree, and by signing the loan application and related documents, does agree, to:

a. Civil Rights.

Comply with all requirements with respect to Title VI of the Civil Rights Act of 1964 and to not discriminate upon the basis of race, sex, marital status, color, religion, national origin or ancestry in the sale, lease, rental, use, or occupancy of the subject property.

b. Cancellation of Loan.

Return of the loan proceeds with no right, interest, or claim in the proceeds, if the loan is canceled before the rehabilitation work is started.

c. Use of Proceeds.

Use of loan proceeds only to pay for costs of services and materials necessary to carry out the rehabilitation work for which the loan will be approved.

d. Completion of Work.

Assure that the rehabilitation work shall be carried out promptly and efficiently, through written contract let with the prior concurrence of the City.

e. Inspection.

Inspection by the City or its designee of the property, the rehabilitation work, and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work.

f. Records.

Keep such records as may be required by the City with respect to the rehabilitation work.

MICROFILMED

MAY 20 1978

00337

214605

20

g. Interest Rate.

The interest rate as established by the City for a conventional rehabilitation loan.

h. Term of Loan.

The maximum term for a conventional rehabilitation loan as established by the City and for a hardship rehabilitation loan which shall be due and payable at the time of transfer of the property or at the time existing indebtedness on the property is refinanced, whichever occurs first.

i. Equal Employment Opportunity.

Abide by the Equal Employment Opportunity requirements for all loans, and the additional Equal Employment Opportunity requirements of Executive Order 11246, as amended, if the sum to be charged for the rehabilitation work is more than:

- (1) \$10,000 with respect to a residential property.
- (2) \$ 2,000 with respect to a nonresidential property.

j. Federal Labor Standards Provisions.

Abide by the Federal Labor Standards provisions, if the rehabilitation loan is:

- (1) With respect to a property that will contain 8 or more dwelling units, after rehabilitation.
- (2) For a nonresidential property and the sum to be charged for the rehabilitation work is more than \$2,000.

k. Competitive Bids for Construction Work.

Obtain competitive bids if the amount of the rehabilitation work is in excess of \$10,000.

l. Preservation of the Security.

Maintain the property and permit the City or its designee to inspect the property during the term of the loan.

m. Hazard Insurance.

Maintain hazard insurance on the property.

MICROFILMED

MAY 20 1978

00338

214605

21

n. Transfer of the Property.

Not sell or transfer the property without repaying the entire loan, unless prior written consent of the City is sought and received.

o. Loan Security Requirements.

Provide security for a loan in the form of a deed of trust, or similar security instrument, on the property.

MICROFILMED

MAY 20 1978

00339

214605

22

CHAPTER 11 - FUNDING OF INDIVIDUAL REHABILITATION LOANS AND
MANAGEMENT OF REHABILITATION ESCROW ACCOUNT

1. GENERAL.

This chapter sets forth policies for funding the individual rehabilitation loans and for City management of the rehabilitation escrow account.

2. FUNDING A REHABILITATION LOAN.

The City shall fund a rehabilitation loan by drawing a check payable to the applicant, in the amount of the loan, as follows:

a. Source of Funds.

The check for the loan shall be drawn on any funds available to the municipality which may be legally designated for this purpose.

b. Deposit of Loan Check.

The check shall be endorsed by the applicant and deposited in the rehabilitation escrow account.

3. REHABILITATION LOAN SUPPLEMENTED BY OTHER FUNDS.

If a rehabilitation loan is to be supplemented by funds to be provided by the applicant, those supplemental funds may either be deposited in the rehabilitation escrow account or applied by the property owner for direct payment of the rehabilitation work. If the supplemental funds are to be deposited in the rehabilitation escrow account, the deposit must be made prior to any payment by the City to the contractor. If the supplemental funds are not to be deposited in the rehabilitation escrow account, then such funds shall be applied in full by the property owner before any disbursements may be made from the rehabilitation escrow account for rehabilitation work.

4. MANAGEMENT OF REHABILITATION ESCROW ACCOUNT.

The City shall maintain a single bank account as the depository for all rehabilitation loans that are funded, as well as for supplemental funds provided by the

MICROFILMED

0034023
MAY 20 1978 214605

applicant. This account shall be separate and distinct from all other accounts maintained by the City and shall be for the sole purpose of depositing rehabilitation escrow account funds.

a. Separate Account for Each Borrower.

The City shall establish and maintain a separate account, in the project books of account, for each borrower who has received a rehabilitation loan. All receipts and disbursements made for the borrower shall be recorded in the account.

b. Disbursements from the Rehabilitation Escrow Account.

Disbursements from the rehabilitation escrow account shall be by check made payable jointly to the borrower and the payee for the following purposes, as may be appropriate:

- (1) Make progress and final payments for rehabilitation work. Progress payments are limited to 80% of the value of the work satisfactorily completed.
- (2) Pay for insurance binder, if required.
- (3) Reimburse the City for advanced loan expenses.
- (4) Close out the rehabilitation escrow account by appropriately disbursing any unutilized funds remaining in the rehabilitation escrow account.

c. Disbursements by the City.

(1) The City, upon receipt of appropriate invoices, shall draw a check for the payment of completed and approved work and services. Except for unutilized funds in the rehabilitation escrow account to be returned to the borrower, each check shall be made payable jointly to the borrower and the appropriate payee. The City shall secure the endorsement of the borrower on checks that are made payable jointly to the borrower and the payee. The City shall transmit the endorsed check to the payee.

- (2) A check to return to the borrower unutilized funds in the rehabilitation escrow account shall be made payable to the borrower only.

d. Transmittal of Checks.

After securing the borrower's endorsement on the check(s), the City shall transmit the check(s) to the payee. Checks which include any amount

MICROFILMED

MAY 20 1978

214605

00341

24

previously withheld from progress payments shall be accompanied by an explanation of the computation.

e. Disputes.

In the event a dispute exists between the borrower and the contractor with respect to the rehabilitation work, the City shall take appropriate action in accordance with the provisions of the property improvement contract to assure that the borrower is satisfied before making any payment to the contractor.

f. Adjustment and Closeout of Rehabilitation Escrow Account.

Usually disbursements made for the purposes stated under paragraph 4b will close out the rehabilitation escrow account. However, if unutilized funds remain in the rehabilitation escrow account because the actual rehabilitation costs were less than anticipated or for other reasons, the unutilized funds shall be disbursed to apply as follows:

- (1) If all the funds were provided by a conventional loan, the unutilized funds shall be disbursed to apply to the principal amount of the loan.
- (2) If all the funds were provided by a combined hardship loan and conventional loan, the unutilized funds shall be disbursed to apply as follows:
 - (a) If all the financial assistance consists of:
 - (i) a loan amount the applicant was required to borrow in order to receive a hardship loan,
 - (ii) a hardship loan, and
 - (iii) sometimes an additional conventional loan amount,the unutilized funds shall be disbursed to apply first to the additional loan amount, second to the hardship loan, and third to the required loan.
 - (b) If the conventional loan does not include an amount which the applicant was required to borrow in order to receive a hardship

MICROFILMED

MAY 20 1978

00342

25

214605

loan, the unutilized funds shall be disbursed to apply first to the conventional loan since it is not a prerequisite to the hardship loan, and then any remainder shall be applied to the hardship loan.

- (3) If the hardship loan and/or conventional loan was supplemented by other funds, the unutilized funds shall be disbursed to apply to the borrower, at his option, to the extent of the supplemental funds provided. If any unutilized funds remain, they shall be disbursed to apply in accordance with items 4f(1) and (2) above, as applicable.

MICROFILMED

MAY 20 1978

00343

214605

26

1. GENERAL.

An appraisal is required for every property to be rehabilitated with a rehabilitation loan. The appraisal shall be made whenever possible by City staff. If the City does not have qualified staff, the appraisal may be made by a private appraiser or property evaluator.

- a. For a rehabilitation loan on residential property an as-is appraisal is required. An as-is appraisal is defined as the highest price which a property will bring if exposed for sale in the open market, allowing a reasonable time to find a purchaser who buys with knowledge of all the uses to which it is adapted and for which it is capable of being used. The value sought presupposes all cash to the seller, with the purchaser financing the transaction by the most advantageous means and terms generally available throughout the entire city. The value must also take into consideration the neighborhood upgrading expected as a result of the Housing Rehabilitation/Code Enforcement Program.
- b. For nonresidential property, the appraisal is an estimate of the market value of the property after rehabilitation. The appraisal takes into account any enhancement of value that may be ascribed to the property as a result of the property improvement itself and the programmed upgrading of the area through rehabilitation of other properties, new construction, and improved public facilities contemplated by the Housing Rehabilitation/Code Enforcement Program.

2. APPRAISAL FOR REHABILITATION LOAN.

An appraisal fee shall be charged for all rehabilitation loan applications; however, the City should make a preliminary evaluation to ascertain that loan approval is likely before requesting an appraisal and making a charge for an appraisal fee.

- a. Appraisal to be Part of City Loan File.

The completed appraisal report is part of the City's loan application file. The estimates of value, remaining economic life, and age of structure shall be entered on the application form.

MICROFILMED

MAY 20 1978

214605⁰⁰³⁴⁴
27

3. SCHEDULE OF FEES.

The City shall charge an appraisal fee for a rehabilitation loan in accordance with the following schedule of fees:

- a. For residential property containing one to four dwelling units after rehabilitation, the fee shall be \$40.00.
- b. For residential property containing 5 or more dwelling units after rehabilitation, a commercial loan, or for a loan in connection with a combination nonresidential /residential property, the fee shall be \$75.00.

4. REFUNDS UNDER TRUTH IN LENDING ACT RESCISSIONS.

The entire amount of any appraisal fee previously collected by the City from the borrower shall be refunded to the borrower who:

- a. Is entitled to rescind the entire loan transaction, and
- b. Has rescinded no later than the date entered on the Notice of Opportunity to Rescind Transaction.

MICROFILMED
MAY 20 1978

00345
214605 28

CHAPTER 13 - NUMBERING LOAN APPLICATIONS

1. NUMBER TO BE ASSIGNED EVERY APPLICATION.

The City shall assign a number to every application for a rehabilitation loan, in accordance with the requirements of this chapter. The City shall enter the assigned number in the spaces provided on the application and on all other forms and documents related to the rehabilitation loan.

2. ONE NUMBER SEQUENCE.

The numbering system requires that only one sequence of numbers, beginning with "1," be used. Numbers shall be assigned consecutively from this sequence.

3. NUMBERING OF APPLICATIONS.

The number assigned by the City to every application and related documents for a rehabilitation loan shall consist of the following four parts, with each part separated by a slash (/):

- a. City code.
- b. Program code.
- c. Number assigned consecutively from a single sequence of numbers.
- d. The category code "1," "2," or "3," to indicate the category of application as follows:

(1) Category code "1" -- an application for a rehabilitation loan only in connection with an owner-occupied residential property containing one to four dwelling units after rehabilitation.

(2) Category "2" -- an application for a rehabilitation loan in connection with an investor-owned residential or commercial property and property containing 5 units or more.

(3) Category code "3" -- an application for a rehabilitation hardship loan.

4. EXAMPLE OF APPLICATION NUMBER.

City Code = SD, Program Code = HR-CE (Housing Rehabilitation-Code Enforcement Program), Sequential

MAY 20 1978

003469

MICROFILMED

214605

Digit = 4, 5, 6, etc., Category Code = 1, 2, or 3. Therefore if loan #1 is for an owner-occupant, his application number would read SD/HR-CE/1/1. If loan #10 is for an investor-owner, the application number would be SD/HR-CE/10/2.

5. TIME OF ASSIGNMENT OF APPLICATION NUMBERS.

Application numbers for loans shall be assigned at the time the City makes the as-is appraisal of the property or requests an appraisal from a private appraiser.

MICROFILMED

MAY 20 1978

00347

214605 30

1. GENERAL.

This chapter sets forth the responsibilities of the City for determining the rehabilitation work necessary to bring a property into conformance with Rehabilitation Standards and with objectives of the Housing Rehabilitation/Code Enforcement program.

for providing assistance in the rehabilitation of the property. In carrying out these responsibilities, the City shall:

- a. Inspect the property.
- b. Make a preliminary work write-up and cost estimate of the work to be done.
- c. Consult with and advise the owner on the work to be done, and the availability of a rehabilitation loan.
- d. Prepare a final work write-up and cost estimate as the basis for a rehabilitation loan and for contracting for the rehabilitation work (when any of the work is to be financed with a rehabilitation loan).

2. PROPERTY INSPECTION.

The City shall inspect the property and prepare an inspection report that identifies each deficiency with respect to the Rehabilitation Standards and other deficiencies which may be corrected through rehabilitation loan funds. An inspection report prepared in this manner will later serve as the basis for preparing a work write-up and cost estimate.

3. WORK WRITE-UP AND COST ESTIMATE.

A work write-up and cost estimate is a statement prepared by the City based on the property inspection report that itemizes all the rehabilitation work to be done on the property, and includes an estimate of the cost of each item. The cost estimate shall be reasonable and shall reflect actual costs prevailing in the locality for comparable work.

MICROFILMED

MAY 20 1978

00348

214605

31

a. Assumption that Rehabilitation Financing will be Used.

Since it is generally not practical to predetermine whether or not a property owner will utilize a rehabilitation loan in the rehabilitation of his property, the City shall proceed on the assumption that such financing will be used. For this reason, it is important that the work write-up be sufficiently detailed to facilitate:

- (1) Cost estimation.
- (2) Consultation with the property owner.
- (3) Preparation of specifications for property improvement contract documents in conjunction with a rehabilitation loan.

b. Dual Use of Work Write-Up.

In a case where the rehabilitation is relatively simple or limited in scope, the work write-up can be made sufficiently comprehensive to be used later (without the cost estimates) as the specifications for the property improvement contract documents.

c. Itemizing Cost.

Each item of work and its estimated cost shall be identified in the work write-up as being either necessary to meet Rehabilitation Standards or for any other purposes that may be financed with rehabilitation loan funds. This may be done on the work write-up by entering the cost estimates in a columnar arrangement.

d. Identifying General Property Improvements.

The amount of loan funds provided for general improvements is subject to a special limitation, as provided elsewhere in this handbook. The work write-up and cost estimate shall identify those items and costs which may be included only on the basis of being to "generally improve the condition of the property.

e. Adjusting Work Write-Up.

If the total estimated cost of the work exceeds the amount of the rehabilitation loan the applicant could receive, or exceeds the applicant's financial ability

to do all the work, the City shall eliminate or modify items in the work write-up as necessary to reduce estimated cost; however, items of work necessary to meet Rehabilitation Standards shall not be eliminated.

f. Owner's Preference.

A preliminary work write-up should not contain details that have no significant effect on cost, such as color, style, or pattern. Decision on these details can be made when preparing the specifications for the property improvement contract documents, or even after the contract award by providing in the contract documents, as appropriate, the term "to be selected by owner."

4. CONSULTATION WITH PROSPECTIVE APPLICANT.

As soon as possible after inspection of the property (preferably within 24 hours), the City shall consult with the prospective applicant on the preliminary work write-up and cost estimate. The City shall advise the applicant which items of work are required to meet Rehabilitation Standards and which are not required but may be financed with rehabilitation loan funds. The City should be prepared to eliminate or modify any item in the preliminary work write-up that is not specifically required by Rehabilitation Standards. However, the City should encourage each applicant to undertake as much of the other rehabilitation work as he can reasonably afford. As a result of the consultation and agreement between the City and the applicant on the work to be done, the City shall prepare a final work write-up and cost estimate. The final work write-up shall be the basis for the specifications in the property improvement contract documents to be used to solicit bids and proposals from contractors.

5. SPECIFICATIONS IN PROPERTY IMPROVEMENT CONTRACT DOCUMENTS.

Each specification in a property improvement contract document shall be written so that it provides a clear understanding of the nature and scope of the work to be done, and a basis for carefully determined bids and proposals from contractors. Each specification shall show the nature and location of the work, and the quantity and type of

MICROFILMED

MAY 20 1978

214605 33
00350

materials required. The specifications shall refer to manufacturers' brand names or to association standards to identify the quality of materials and equipment required, and may make provision for acceptable substitutes. If the work write-up is sufficiently comprehensive, it may itself be used for the specifications, without any cost estimate figures or distinctions as to work required or not required.

a. Standard Specifications.

The specifications in the property / ^{improvement} contract documents themselves may be kept relatively simple by having the documents refer to the technical and detailed specifications that are contained in another document that may be called "standard specifications" or some similar name. This technique simplifies and facilitates the preparation of the work write-up, cost estimate, and contract documents.

(1) Definition.

The "standard specifications" is a document that compiles technical, detailed specifications for each of the types of rehabilitation work that is expected to occur, with some frequency, for the types of properties involved. If standard specifications are used, they must include appropriate information on performance standards, good practice and workmanship, and types and qualities of materials and equipment that are acceptable, identified by manufacturers' brand names or association standards.

(2) Availability.

The "standard specifications" are kept on file in locations convenient to all contractors.

b. Examples.

Examples of a "standard specification" are as follows:

(1) Concrete:

- (a) The concrete mix shall be one part portland cement, 2 parts clean washed sand, and 5 parts clean gravel by volume. The water shall not exceed 8 gallons per bag of cement.

MICROFILMED

MAY 20 1978

214605

00351 34

- (b) Concrete shall not be poured or put in place when the temperature of the surrounding air is below 40 degrees F.
- (c) Streets, walks, and yard pavement shall be 4" thick with a float and broom finish.
- (d) Floors shall be 4" thick with a steel trowel finish.

(2) Finish flooring:

Finish flooring may be wood or resilient material, as called for in the work write-up.

(a) Strip Wood Flooring.

| <u>Material</u> | <u>Minimum Thickness</u> | <u>Maximum Width</u> |
|-----------------|---------------------------|----------------------|
| Hardwood | Over subfloor - 5/16" | 2 1/4" |
| | Direct to joists - 25/32" | 3 1/4" |
| Soft wood | 25/32" | 3 1/4" |

Nails shall be as recommended by flooring manufacturer. Blind nail T & G flooring, driving every nail at an approximate angle of 50 degrees. Space nails every 10" to 12" o.c. Face nail 5/16" square edge flooring, two nails every 8", countersinking nails and filling nail holes.

(b) Resilient Flooring.

Asphalt tile shall be 1/8" minimum thickness; vinyl asbestos 1/16". (Here insert either (i) the type, color and pattern, (ii) "see work write-up for type, color, and pattern," or (iii) "to be selected by owner," whichever is consistent with the practice of the City.) Flooring shall be laid in exact accordance with the manufacturer's recommendations.

MICROFILMED

MAY 20 1978

00352
214605 35

1. INTRODUCTION.

This chapter sets forth requirements and procedures with respect to property improvement contracts for rehabilitation financed through a rehabilitation loan. Rehabilitation work financed through a rehabilitation loan shall be undertaken only through a written contract between the contractor and the recipient of the loan. The City shall assist each applicant in arranging for and obtaining an acceptable property improvement contract.

a. Form of Contract.

The contract will consist of documents signed by the contractor and accepted by the borrower only following approval of the rehabilitation loan. They shall include bid and proposal by the contractor and the general conditions, as well as the specifications for the work to be performed.

b. Use of Alternates.

The contract documents may provide for alternates by which the bidder, as part of his bid and proposal, offers increases and decreases to the lump sum contract price to cover alternatives in the performance of the work. An alternate may be used to cover an item of work, the need for which cannot be determined until some time during the course of the rehabilitation work. For example, the contract may call for replacement of a bathtub. The floor joists in the bathroom are not exposed, and their actual condition cannot be determined even with careful inspection. However, general conditions in the bathroom, such as evidence of plumbing leaks over a period of time, indicate that the floor joists may be rotted. The work write-up, cost estimate, and the approved rehabilitation loan may include an amount to replace the floor joists and related costs if, upon removal of the old bathtub, this need is apparent. Under such circumstances, the work to replace the floor joists should be included in the contract documents as an alternate. If upon removal of the old

MICROFILMED

MAY 20 1978

00353
214605 36

bathtub it is found that work is not needed, no payment for it is required under the contract. If that work turns out to be needed, the cost is established by the contract documents, and the contractor can be ordered to proceed with that work for the stated sum.

(1) Format for Alternates.

Generally, alternates should be avoided, but when used, the City shall provide for them specifically in the work write-up by adding material such as the following:

Alternate #1 _____ (description of the alternate) _____

Add \$ _____ Deduct \$ _____

Alternate #2 same as above, etc.

(2) Unrequested Alternates not Considered.

The City shall not consider alternates proposed by a bidder that are not called for in the contract documents. The City shall not consider a bid and proposal that is qualified by the contractor with unrequested alternates or other changes.

c. Procurement of Bids.

An acceptable contractor's bid and proposal, in the contract document form prepared by the City, must be obtained before a rehabilitation loan is approved.

2. SPECIFICATIONS AND DRAWINGS.

Specifications, based on the work write-up, and illustrative sketches, if any, covering the specific rehabilitation work for each property on which a rehabilitation loan will be made may be prepared by the City/ Drawings shall be prepared only when essential to show the scope of the work involved so that a fair bid for the work can be obtained, and to avoid misunderstanding with the bidder. The specifications and drawings shall be based on the work write-up resulting from an inspection of the property and interviews, as indicated, with the applicant. The specifications shall clearly establish the nature of the work to be done, and the material and

MICROFILMED MAY 20 1978

214605 00354 37

equipment to be installed. Known acceptable brands shall be identified by reference to manufacturer's or association specifications, and provision shall be made for acceptance of equal substitutions. Each page of the specifications and drawings shall be numbered and shall contain identification that includes the name, address, and ZIP code of owner, and the date of the specification.

3. OBTAINING CONTRACTORS' BIDS AND PROPOSALS.

The City shall establish and, on the basis of its experience, maintain a current listing of contractors, subcontractors, and materials suppliers who are qualified to perform, and are interested in doing rehabilitation work financed through a rehabilitation loan. The listing may be based on the experience of the City; experience of property owners and others; information obtained from banks, credit and trade associations; and other information available to the City. While the list, in a limited way, may serve the purpose of prequalifying bidders, it shall not be used as a means of excluding bidders who are not on the list at the time the submission of a bid and proposal is in order.

4. INVITATION TO CONTRACTORS FOR BID AND PROPOSAL.

The procedures for inviting and obtaining a bid and proposal from a contractor depend on the cost for the work to be done under the contract documents. If the cost of the work is:

- a. Less than \$10,000, the property improvement contract documents may be negotiated with one or more prospective bidders.
- b. If a bid cannot be obtained for less than \$10,000 through negotiations, bids shall be obtained by competitive bidding.

5. SELECTION OF SUCCESSFUL BIDDER.

If a bid other than the low bid is selected, the application file shall be accompanied with all bids that were received and a statement of the reasons for selecting a higher bid.

MICROFILMED

MAY 20 1978

214605

00355

38

a. Number of Bids.

Under competitive bidding, a bid and proposal from at least two contractors must be received before selection is made. If competitive bidding does not produce two bids, and the bid received is acceptable, the City shall obtain concurrence in writing from the applicant to select the single bidder.

b. Acceptable Contractors.

The City shall always exercise care and good judgment in assisting the loan applicant in the selection of a contractor. A selected contractor shall be of good reputation, financially sound, have adequate financial resources to carry out his bid and proposal, and be qualified to do the required work. The City shall frequently monitor its list of contractors to assure that they continue to be acceptable.

c. No Notification to Bidder before Contract Award.

The City shall not advise any bidders of either selection or rejection before the contract is awarded.

6. AWARD OF PROPERTY IMPROVEMENT CONTRACT.

The contract shall be awarded by having the applicant for the rehabilitation loan properly execute the contract with the assistance of the City.

a. Issuance of Proceed Order.

At the time the award is made, the City shall remind the applicant and the successful contractor that the undertaking of the work covered by the contract is subject to issuance by the owner of a proceed order, within the number of days stated in the general conditions of the contract from the date of the award. Upon award of the contract, the City shall notify unsuccessful bidders that they have not been awarded the contract.

b. Contract Awarded.

The contract award shall be made only after the loan approval has been made.

c. Award within 30 Days of Cutoff Date.

In order for the bid and proposal to be binding, the award shall be made within

a period of 30 days from the cutoff date established for the receipt of the bid and proposal, unless a later date is agreed upon in writing.

d. Contract Award.

In the award of a _____ contract for rehabilitation, the rehabilitation loan applicant and the contractor shall execute the original and at least two (2) copies of the contract documents. The City shall distribute the executed contract documents as follows:

- (1) Executed original to contractor.
- (2) Executed counterpart to borrower.
- (3) Executed copy retained by City.

7. ISSUANCE OF PROCEED ORDER.

The general conditions of the property / ^{improvement} contract will state that the owner will issue a proceed order within a stated number of days from the date of acceptance of the contractor's bid and proposal. The proceed order for a _____ contract which shall be executed by the borrower at loan settlement shall be issued within 30 days of the acceptance of the contractor's bid and proposal, and shall require the start of work _____ within 30 days or less from the date of the order's signing. In order to conform with this contract condition, a proceed order shall be issued promptly after loan settlement has been completed for an approved rehabilitation loan. When the rehabilitation loan is secured by a deed of trust, loan settlement is considered completed only after recordation of the deed of trust and expiration of rescission right. The City shall assist the borrower in the preparation and issuance of a proceed order. The proceed order shall be prepared for the applicant's signature and shall be distributed by the City as follows:

- a. Original to the contractor.
- b. One copy retained by the City.
- c. One copy to borrower.

MICROFILMED MAY 20 1978

0035740
214605

8. VOLUME REHABILITATION.

Increasing emphasis on rehabilitation as a major device, both for upgrading areas of our cities and for preserving the national housing supply, has resulted in renewed efforts to develop adequate technology and an industry that is sensitive to the special needs of the rehabilitation process. Those efforts have been aided by legislation, enacted in recent years, authorizing rehabilitation loans and grants. There has been considerable progress toward development of sophisticated techniques of rehabilitation coordination and programming. The utilization of volume rehabilitation techniques is encouraged where the employment of those techniques is feasible.

a. Advantages of Volume Rehabilitation.

Volume rehabilitation should offer several advantages:

- (1) It should stimulate more interest on the part of private contractors by offering a larger volume of work.
- (2) It should offer real possibilities of materials cost reduction by virtue of volume buying.
- (3) It should offer reduced administrative costs as well as reduced labor costs because the economy of larger scale should be more efficient.

b. Required Resources.

Volume rehabilitation is a technique available in localities that have resources that are adequate to insure a successful undertaking. It is a method that requires a high degree of programming and coordination of all rehabilitation tools and services. Its objective is to bring about, in a relatively short period of time, the commencement and completion of the rehabilitation of a number of properties. The key ingredient in this process is that rehabilitation of all properties should be carried out simultaneously. To be successful, volume rehabilitation requires:

- (1) Adequate staff, in terms of size, capability, and materials; and
- (2) A locality with adequate resources, in terms of contractors, labor force, and materials; and

MICROFILMED

MAY 20 1978

214605

003584

- (3) An area that has the necessary characteristics that lend themselves to intensive rehabilitation efforts.

9. SELECTION OF AREAS FOR VOLUME REHABILITATION.

Achieving volume rehabilitation in an effective way also depends on the receptiveness of the property owners, and a general similarity in the types of properties to be rehabilitated. The City, therefore, should carefully study the area to determine those parts in which there is a concentration of similar properties and in which an effective job of community and neighborhood organization has been, or can be, carried out. This is most important. An attempt to carry out volume rehabilitation in an area that is not ready for it could have the undesirable result of unduly delaying the rehabilitation for those owners who are willing to participate. The areas suitable for volume rehabilitation should be further subdivided into portions that can be serviced expeditiously. Each subdivision then should be scheduled for the intensive staff effort necessary to achieve volume rehabilitation.

10. COOPERATION OF PROPERTY OWNER.

The contracting for volume rehabilitation involves obtaining from contractors bids to do the rehabilitation work on several properties at one time. This means that one contractor will be selected who will have to be acceptable to each of the property owners involved as well as to the City. In effect, the City, with the consent of each property owner, will be selecting a contractor for each of them. This consent can be obtained if the City can demonstrate to the property owner that the cost of the work will be lowered because better bids may be expected from contractors for the larger amount of work involved in the rehabilitation of several properties as compared with one property.

11. PROPERTY INSPECTION, WORK WRITE-UPS AND COST ESTIMATES.

In each area selected for volume rehabilitation, inspections of the properties should be programmed and coordinated so that all the inspections can be completed within a short time. Activities should be coordinated so that the work write-ups and cost

MICROFILMED

MAY 20 19

00359
214605

42

estimates for each inspected property can be completed expeditiously. Separate work write-ups and cost estimates shall be made for each property.

12. PREPARATIONS FOR OBTAINING CONTRACT BIDS.

The work write-ups and cost estimates for each property should be examined to be sure that the property owners involved will be willing to cooperate in the volume rehabilitation approach, and that the sought-after economics can be obtained.

13. CONTRACTING FOR VOLUME REHABILITATION.

Contract documents and invitations for bids for volume rehabilitation contracts will specify a separate scope of work for each property involved, which shall be specifically identified. Bids shall specify a lump sum for all the work covered by the contract, and a separate price and completion date for each property involved. This is necessary because although volume rehabilitation resulting in one lump sum price for all the work should produce lower costs, the contract interests of each property owner must be clearly established and identified.

A contract for volume rehabilitation shall specify that 20 percent withheld applies to the amount identified in the contract for each property, and not to the entire contract amount.

14. LABOR PERFORMED BY OWNER IN REHABILITATING PROPERTY.

Questions arise from time to time, during the processing of a rehabilitation loan, concerning the owner's performance of some or all of the labor required to complete the rehabilitation of the property. This paragraph is intended to supply answers to those questions, as well as describe the circumstances under which this form of self-help is desirable and to be encouraged.

a. Type of work and skill of owner.

A property owner may complete some or all of the tasks required to rehabilitate his property if he has the degree of skill required to perform the work involved. Self-help is usually appropriate for the accomplishment of tasks of an unskilled nature such as general cleanup; demolition of small buildings on a property;

removal, cartage, and disposal of the debris; and for work that involves minimal use of costly materials and equipment. Work of a skilled nature, and work involving the extensive installation of costly materials and equipment, are appropriate if the property owner has the ability and experience required to do the work properly without supervision, or if he has sufficient skill to do the work properly with technical advice and guidance.

b. Benefits from self-help.

Self-help may reduce the amount of a loan that the property owner would otherwise require, thereby reducing his monthly payments or the term of the loan, as he prefers. At times, self-help may also enable a property owner to obtain a rehabilitation loan by reducing costs to an amount within the limits for a loan, and simultaneously may make loan repayment feasible. For example, the cost to accomplish complete rehabilitation, entirely by contract, may be more than can be allowed under the limits applicable to a loan, or may require a loan that would exceed the owner's ability to repay.

c. Provision for self-help.

Whenever self-help is necessary, indicated, or desired, and the City considers that with or without its technical assistance and guidance a property owner will be able to perform the work in a reasonably acceptable and expeditious manner, it may process an application for a rehabilitation loan on that basis. In such a case, the amount of the loan would provide funds to pay for the materials and equipment to be installed by self-help, as well as any additional funds needed to pay for other rehabilitation work to be performed by a contractor. The amount of loan shall not include funds to pay the owner or members of his family for their labor. Further, the City must exercise good judgment and prudence so as to avoid a situation in which an owner could place himself in financial difficulty through improper use, installation, or even destruction of the materials and equipment purchased with loan funds. For this reason, the owner should understand that the proceeds of a loan to pay the supplier for materials and equipment involved in self-help will be disbursed from the rehabilitation escrow

MICROFILMED

MAY 20 1978

00361
214605 44

account by the City only after they have been properly installed.

d. Coordination with contractor.

When some of the rehabilitation work is to be done through self-help and the remainder is to be done by the contractor, the City should assure that the work is done by each of them so as not to interfere with or jeopardize the other's work. In cases where a separation in the timing of the work is not feasible, the City should urge the owner and contractor to make their own arrangements on the timing so that each may do his own work without causing any interference in the work to be done by the other. In all instances, the owner will be better protected if work to be done through self-help is completed before the contractor starts his work. Such completion will help to avoid claims by the contractor for extras or damages he may claim are caused by the self-help efforts, and will assure that when all the work is finished, the property will comply with rehabilitation standards.

MICROFILMED

MAY 20 1978

00362
214605

45

1. GENERAL.

This chapter sets forth requirements for the inspection of rehabilitation work financed in whole or in part with a rehabilitation loan.

2. RESPONSIBILITY FOR MAKING INSPECTIONS.

Inspection of property improvement work shall be performed by the City as follows:

- a. Progress inspections, as necessary, to assure that the work is being completed in accordance with the contract.
- b. A final inspection to determine that the work has been completed in accordance with the contract.

3. INSPECTIONS FOR PROGRESS PAYMENTS AND FINAL PAYMENT.

Inspection of property improvement work shall be made in accordance with the following:

a. Progress Payments.

A progress inspection of the work shall be made before the City makes a progress payment on a contractor's invoice.

(1) Payment for Satisfactory Work.

If the inspection determines that work completed is satisfactory, the City shall draw on the escrow account a progress payment check payable to the borrower and the intended payee.

(2) Obtaining Corrective Action.

If the work completed is not in accordance with the property improvement contract, the City shall advise the borrower of any noncompliance in the work, or of an incorrect invoice submitted by the contractor. The borrower shall be requested to obtain, with assistance from the City, appropriate corrective action from the contractor. No payment shall be made on a property improvement contract until the contractor has satisfactorily completed the necessary corrective action.

MICROFILMED
MAY 20 1978

00363
214605 46

b. Final Inspection.

Upon completion of the rehabilitation work and receipt of the contractor's invoice containing his certification of satisfactory completion of all the work in accordance with the contract and his warranty, the City shall arrange for inspection of the completed work.

(1) Making Final Payment.

When the final inspection determines that the work is satisfactorily completed in accordance with the contract, the City shall obtain from the contractor a release of liens, and a copy of each warranty due the borrower for the work. After receipt of a release of liens, including releases from all subcontractors and suppliers and a copy of each warranty, the City shall make final payment.

4. CERTIFICATION OF FINAL INSPECTION.

After the City determines that the rehabilitation work has been fully and satisfactorily completed and the final inspection report obtained, the City shall prepare a Certification of Final Inspection.

a. Distribution.

The Certification of Final Inspection shall be distributed as follows:

- (1) Signed original to the property owner.
- (2) Signed copy retained by City.

MICROFILMED

MAY 20 1978

00364

214605

47

1. GENERAL.

This chapter sets forth the basis for establishing an applicant's income for the purposes of a rehabilitation loan.

2. TYPE OF APPLICANT.

In order to make determinations with respect to eligibility for, and the purposes and amount of, a loan, an applicant is identified as either an owner-occupant of a one- to four-dwelling-unit property or an investor-owner. For purposes of determining an applicant's income, an applicant must be identified additionally, either as a person or other legal entity, as defined below.

a. Person.

The term "person" means one or more natural persons who hold legal title to a property to be rehabilitated.

b. Other Legal Entity.

The term "other legal entity" means any legal entity other than a "person," such as a partnership or corporation that holds legal title to a property to be rehabilitated. Any "other legal entity" within the meaning of this definition is also an investor-owner.

3. SOURCE OF FUNDS AND AMOUNTS COMPRISING APPLICANT'S INCOME.

The following is a listing of the elements comprising income, for purposes of a rehabilitation loan.

a. Applicant Who is a Person.

Income of an applicant who is a "person" includes the income of the applicant and his family. The applicant's family includes the applicant and any other person or persons related by blood, marriage, or operation of law, who share the same dwelling unit. If ownership of the property rests in more than one person, the applicant is such owner and family. The applicant's income, therefore

is the sum of the family incomes of all applicants. An applicant's income is established on an annual basis, at the time of applying for a rehabilitation loan, and includes:

- (1) The applicant's earnings.
- (2) Spouse's earnings, and earnings of all other members of the family who share the household, if the employment of the spouse or other family member is a definite characteristic of family life. Excluded is the income of an adult family member, other than the applicant and spouse, who does not have an ownership interest in the property, but included are any funds contributed or paid to the family on a regular basis by an excluded adult family member.
- (3) Other income regularly received by the applicant or his family from any source.
- (4) Net income from real estate, other than the property to be rehabilitated, and any other net business income.
- (5) Income from the rental units in the property to be rehabilitated, based on:
 - (a) Gross rental income, and
 - (b) On the basis of an average of experience for two or more years, expenditures for mortgage principal and interest, mortgage insurance premium, service charges, hazard insurance, real estate taxes and special assessments, maintenance and repairs, heating and utilities, ground rent, and other cash expenditures for the property, such as advertising vacancies. If the applicant has not owned the property for two or more years, the City shall estimate the income and expenditures on the available experience.

b. Applicant that is Other Legal Entity.

The income of an "other legal entity" includes all the net income, before income taxes, attributable to the legal entity comprising:

- (1) Net income from real estate other than the property to be rehabilitated, and any other net income attributable to the legal entity.

MICROFILMED

MAY 20 1978

214605

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(2) Net income from the property to be rehabilitated, consisting of gross rental income less expenditures (on the basis of an average of two or more years' experience) for mortgage principal and interest, mortgage insurance premium, service charges, hazard insurance, real estate taxes and special assessments, maintenance and repairs, heating and utilities, ground rent, and other cash expenditures for the property (including advertising vacancies).

(3) Exclusions.

Income of an "other legal entity" does not include the income of any director, official, officer, employee, shareholder or other participant in the business.

4. REPORTING OF APPLICANT'S INCOME.

The applicant's income is reported on the application form submitted by the applicant.

5. EXCLUSIONS AND ADJUSTMENTS TO APPLICANT'S INCOME.

a. Hardship loans.

The following exclusion applies only to an applicant's income in connection with a hardship loan. Title II of the Social Security Act, 42 U.S.C., 401 et seq., permits, if certain conditions are met (see below), the payment of monthly benefits for educational purposes to the children of an individual entitled to disability or old age insurance benefits. The income attributed to these benefits should ordinarily be excluded from income in determining eligibility for a hardship loan.

(1) Conditions for Payment of Benefits.

A child of an individual entitled to receive Social Security Educational Benefits if:

(a) The child is unmarried at the time an application is filed; and

(b) At the time the application is filed:

1 Has not attained the age of 18, or

2 Has not attained the age of 22 and is a full-time student.

MICROFILMED

MAY 20 1978

214605 00367 50

(2) Circumstances Where not Applicable.

The foregoing decision applies only to the type of Social Security Benefits cited. Also, there may still be circumstances in which even the Social Security Benefits must be included in the applicant's income; for example, in the case where a child or its representative payee agrees to pay the applicant a stated sum on a regular basis for current maintenance.

MICROFILMED

MAY 20 1978

00368 51
214605

1. PURPOSE.

This chapter describes the Truth in Lending Act and its procedural and disclosure requirements which must be followed in the settlement of rehabilitation loans.

2. EFFECTIVE DATE.

The requirements of the Truth in Lending Act were effective July 1, 1969.

3. BACKGROUND.

a. The Act.

The Truth in Lending Act is Title I of the Consumer Credit Protection Act (Public Law 90-321; title 15, U. S. Code 1601 et seq.), enacted by Congress on May 29, 1968. The act requires that borrowers in "consumer credit transactions" be vested with certain rights and protections in connection with the transaction and receive specified written information from their lenders. The disclosures must be made before credit is extended and before the borrower becomes obligated in connection with the transaction; i.e., before execution of a note or deed of trust. Among the required disclosures are:

- (1) The amount of credit a borrower will have for his actual use (the AMOUNT FINANCED); and
- (2) The FINANCE CHARGE (consisting primarily of interest but also other fees and charges) expressed both as a dollar amount and as an ANNUAL PERCENTAGE RATE.

b. Three-Day Rescission Provision.

In addition, the act enables a borrower, within 3 days following the loan transaction, to rescind the transaction, if the loan is secured by a lien on the borrower's residence.

c. The Regulations.

The Board of Governors of the Federal Reserve System has promulgated regulations

MICROFILMED

MAY 20 1978

00369
214605

52

implementing and interpreting the act. These are entitled: "Regulation Z (12 CFR 226)." The text of Regulation Z and the act is presented in an informative pamphlet entitled, "What You Ought to Know about Federal Reserve Regulation Z; Truth in Lending; Consumer Credit Cost Disclosure." It can be obtained from any Federal Reserve Bank or from the Board of Governors of the Federal Reserve System, Washington, D. C. 20551. However, the applicability of those regulations to rehabilitation loans is prescribed by this chapter.

4. TRUTH IN LENDING DISCLOSURE STATEMENT; USE IN REHABILITATION LOAN SETTLEMENTS.

An approved Truth in Lending Disclosure Statement is to be used at loan settlement in meeting the requirements of the Truth in Lending Act. In computing the last payment, the instructions on the back of the form prescribe use of Appendix 1; "Outstanding Principal Balance Table for ___% Loans."

a. Applicability.

- (1) A completed Disclosure Statement shall be given to all borrowers of rehabilitation loans on property containing one to four dwelling units, except those borrowers which are corporations, partnerships, or otherwise organized as an independent entity or business firm under local law.
- (2) No Disclosure Statement need be given a borrower of a rehabilitation loan on nonresidential property, or residential property containing 5 or more dwelling units.

b. Time of Furnishing Disclosure Statement to Borrower.

The Disclosure Statement shall be given the borrower at loan settlement but prior to the time he executes the deed of trust and promissory note obligating his repayment of the loan.

c. Receipted Copy of Disclosure Statement Retained by City.

When the Disclosure Statement is given to the borrower, he shall be requested to sign and date an identically completed Disclosure Statement in the presence of an employee or other authorized representative of the City who shall also

MICROFILMED

MAY 20 1978

214605

00370 53

sign as witness. The signed and witnessed copy of the Disclosure Statement shall be retained by the City in the loan application file.

5. BORROWER'S RIGHT OF RESCISSION; SECURED LOANS.

Under the law, certain borrowers have the right, within a 3-day period, to rescind the entire loan transaction. This right of rescission applies to rehabilitation loans secured by mortgage or deed of trust, on property containing one to four dwelling units owned by a borrower who:

- a. Is a natural person, and
- b. Makes (or is expected to make after rehabilitation) his home on any part of the property.

6. NOTICE OF OPPORTUNITY TO RESCIND TRANSACTION.

Borrowers entitled, by the preceding paragraph 5, to rescind the loan transaction shall receive a properly completed Notice of Opportunity to Rescind Transaction in the format which appears in Appendix 2.

a. Furnishing Notice to Borrower at Loan Settlement.

The City shall give the borrower two copies of the notice at loan settlement, and prior to his execution of trust deed and note. The notice's nature and purpose shall be explained. One additional, or third, copy of the notice shall be signed by the borrower so as to evidence his receipt of two copies of the notice. The receipted copy shall be retained by the City in its loan application file.

b. Format of Notice.

The City shall, on its own letterhead, reproduce the notice, both front and back, as it is shown in Appendix 2. The text shall consist of the same language, with blanks completed, so as to show the application number, loan settlement date, deadline for rescission (three business days following loan settlement date), and the City's name and address (including ZIP code). The paragraph entitled, "Effect of Rescission" shall appear on the reverse of the notice. The size of the text

MICROFILMED

MAY 20 1978

214605

00371
54

on both sides of the notice shall be not less than 12-point bold-faced type as shown in Appendix 2.

c. Three-Day Rescission Period.

To compute the running of the 3-day rescission period for entry on the notice, treat the date of loan settlement on which the borrower receives the notice as Day Zero and the next business day thereafter as Day 1, etc. Three business days must elapse following loan settlement date to complete the rescission period. A business day is any calendar day except Sunday and the following holidays on the dates established by Federal law: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, and Christmas.

(1) No Disbursements.

The City shall make no disbursement from the rehabilitation escrow account, with respect to the borrower, during the 3-day rescission period.

(2) Prompt Recordation.

In every case, the City shall record promptly after loan settlement the deed of trust and all instruments necessary to perfect the loan security without waiting for expiration of the 3-day rescission period.

7. CANCELLATION OF LOAN TRANSACTION BY BORROWER.

The loan transaction shall be considered canceled if the borrower's notice to that effect is given with the required period. Notification by mail shall be considered given at the time mailed as indicated by the postmark; notification by telegram shall be considered given at the time filed for transmission; and notification by any other writing shall be considered given at the time delivered to the City's address.

MICROFILMED MAY 20 1978

00372
214605

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8. ACCOMPLISHMENT OF RESCISSION.

It is expected in most cases that the borrower's rescission will be accomplished by his mailing or delivery of the notice, bearing his signature and date under the cancellation recital. However, rescission may be accomplished by any written communication signed by the borrower or a telegram sent by the borrower. Oral communications cannot accomplish rescission, but they should be followed up by the City to obtain written rescission.

9. CITY'S ACTION ON RECEIPT OF WRITTEN REQUEST FOR RESCISSION.

Upon the City's receipt of any timely, written communication signed by the borrower, or of a telegram sent by the borrower, the City shall follow procedures for cancellation. In lieu of the borrower's signature on the form known as "Cancellation of Rehabilitation Loan," the City shall type in the following:

"Borrower's signature on appropriate Notice of Rescission, as required under Truth in Lending Act"

a. Refund of Application Fee within Ten-Day Deadline Period.

The law requires that, within 10 days of receipt by the City of an appropriate written notice of rescission, the application fee shall be returned to the applicant and action to effect termination of any lien created by a mortgage or deed of trust shall be completed.

(1) Refund Check.

The City shall make the refund by check drawn on the rehabilitation escrow account.

(2) Release of Liens upon Rescission.

Appropriate release of liens shall be obtained by the City.

b. Scope of Rescission Procedure.

The foregoing rescission procedures apply only to rescissions requested by the borrower within the 3-day rescission period, as described in this chapter, and not to other cancellations.

10. ANNUAL PERCENTAGE RATE.

The Disclosure Statement has the Annual Percentage Rate (the annual rate of interest

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MAY 20 1978

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plus prepaid finance charge) expressed as __%. This is in keeping with the law and Regulation Z which permit rounding off the Annual Percentage Rate to the nearest one-quarter of one percent.

MICROFILMED MAY 20 1978

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CHAPTER 19 - PROCESSING OF REHABILITATION LOANS FOR PROPERTY OWNERS UNDER
SECTION 235 MORTGAGES

1. PURPOSE.

This chapter sets out policies and procedures relating to the use of rehabilitation loans for property financed with assistance under Section 235 of the National Housing Act.

2. BACKGROUND.

Section 518(b) of the National Housing Act, added by Section 104 of the Housing and Urban Development Act of 1970, authorizes the Secretary to make expenditures to correct, or to compensate the owner, for structural or other defects which seriously affect the use and livability of a home on which there is a mortgage loan insured under Section 235 of the Act and which was more than one year old on the date of insurance commitment. Such expenditures are authorized if:

- a. The owner requests the Secretary's assistance not later than one year after insurance of the mortgage or, in the case of a dwelling covered by a mortgage which was insured prior to the date of enactment of this section, one year after enactment, and
- b. The defect is one that a proper inspection could reasonably be expected to disclose.

Questions have been raised as to the correlation of work under this Act with work financed by rehabilitation loans.

3. POLICY.

Property repairs subject to correction under Section 518(b) may not be funded by a rehabilitation loan. This is not to be construed, however, as precluding the use of rehabilitation loans to fund additional repairs not covered by Section 518(b) but subject to correction under the requirements of the Housing Rehabilitation/Code Enforcement program.

4. NOTIFICATION OF PROPERTY OWNER BY CITY.

The City will prepare a work write-up and cost estimate in the usual manner. If,

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214605

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58

during the inspection process, repairs are noted that may qualify for assistance under Section 518(b) the City should so notify the property owner of the items that may qualify for assistance and the proper procedure needed to file a claim. The City must also inform the property owner that the eligibility of any Section 518(b) claim is the responsibility of the local HUD office and filing of a claim does not necessarily mean that the claim will be approved or that the work items originally detected by the City will be included, if the applicant is otherwise eligible.

5. CITY ACTION.

If there appear to be work items which could possibly be paid for under Section 518 the City shall:

- a. Indicate such items on the work write-up.
- b. Determine if the item is necessary to bring the property up to applicable local standards. If the work items are so required, action on the application must be suspended, and assistance rendered by the City to the applicant to secure financial aid under Section 518(b). This involves the preparation of Form 2556 SFA (Request for Financial Assistance under Section 518(b)) and guidance in filing it with the Complaint Officer in the Area Office or Insuring Office. No further action on the rehabilitation loan application should be taken until the appropriate HUD field personnel has investigated the case and officially notified the applicant of the extent of eligibility.
- c. Coordinate rehabilitation loan assistance with that of Section 518(b) assistance. In the case of work items subject to 518(b) funding, which are required by rehabilitation standards, either this work must be done first or coordinated with the rehabilitation loan, to assure that the property will meet all required standards after rehabilitation.

6. HANDLING REHABILITATION ESCROW ACCOUNT WHEN ASSISTANCE IS COMBINED UNDER A SINGLE CONTRACT.

This handbook provides instructions on funding rehabilitation loans supplemented by other funds. These instructions generally should be followed when the supplemental

MAY 20 1978

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funds are provided by Section 518(b) assistance. But, in cases when this policy conflicts with 518(b) regulations, the City may make reasonable adjustments to permit efficient funding and performance of the work items involved.

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MAY 20 1978

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RELOCATION POLICIES AND PROCEDURES PERTAINING TO THE CITY OF SAN DIEGO
HOUSING REHABILITATION/CODE ENFORCEMENT PROGRAM

Occupants displaced by activities of the City-adopted Housing Rehabilitation/Code Enforcement program shall be entitled to relocation assistance as outlined in the General Relocation Plan of the City of San Diego, subject to the following eligibility determinations:

1. Eligibility

Eligibility for relocation assistance is established when displacement occurs as a result of property rehabilitation or demolition initiated by the City's Housing Rehabilitation/Code Enforcement program conducted under Community Development Block Grant Funding pursuant to the Housing and Community Development Act of 1974. In addition, displacement must occur after the actions described in items (2) and (3) below.

2. Displacement Determination

The department administering the program must determine that rehabilitation cannot reasonably be undertaken without vacation of the property, or that demolition of the structure is necessary.

3. Notice Requirement

The department administering the program shall notify the owner(s) and occupant(s) of the property that the property may be vacated because rehabilitation or demolition activities will be undertaken. The notice:

a. Shall state that

- (1) The property is scheduled for rehabilitation or demolition; and
- (2) such activity is not expected to cause vacation of the property less than 90 days after receipt of said notice; and
- (3) occupants who move after rehabilitation has been completed to the point vacation of the structure is no longer required will not be eligible for a relocation payment.

b. Shall be in writing, sent by certified mail or registered mail (return receipt requested) or personally served with a request for a written receipt.

- c. Shall be served regardless of whether more informal means of notification are also used.

4. Relocation Payments

Occupants eligible for relocation assistance under the Housing Rehabilitation/Code Enforcement program shall receive the following relocation payments:

a. Temporary Moves

During the period of rehabilitation a move from the structure to be rehabilitated to temporary housing may be necessary. Costs reimbursable for temporary moves of occupants shall include the following:

- (1) Actual reasonable moving costs and related expenses for the move to temporary accommodations as described by Sections 3.2, 3.3 and 4.1 of Appendix 1 of the General Relocation Plan, except that in the case of a fixed payment for families and individuals, the \$200 dislocation allowance shall not be paid for a temporary move.
- (2) For a family or individual moved from a rental unit -- the difference, if any, between the rental cost of the dwelling vacated and the rental cost of a comparable temporary unit for the period vacation is required by rehabilitation. Rental cost for a comparable unit shall be computed in accordance with Section 6.5(c) of Appendix 1, General Relocation Plan.
- (3) For a homeowner who retains ownership of the dwelling to be rehabilitated -- the reasonable cost of renting a comparable temporary dwelling for the period vacation is deemed necessary for rehabilitation by the department administering the rehabilitation program. Rental cost of comparable housing shall be computed in accordance with Section 6.5(c) of Appendix 1, General Relocation Plan.
- (4) Payments described in Sections (2) and (3) above shall be disbursed monthly, until such time as the rehabilitation work has been completed and the certificate of final inspection has been issued.

b. Permanent Moves

Moves from temporary housing back to the rehabilitated structure, or moves directly to replacement housing from a structure to be rehabilitated, shall be considered "permanent moves". Moves to permanent replacement housing

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MAY 20 1978

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shall be reimbursed in accordance with the rules and regulations outlined in Appendix 1 of the General Relocation Plan with the following modifications:

- (1) Eligibility requirements described in paragraph 1 of these guidelines shall be used in place of the eligibility requirements described in Section 1.2 of Appendix 1, General Relocation Plan.

- (2) Initiation of Negotiations

The date of initiation of negotiations shall be defined as the date the occupant vacates the dwelling.

- (3) Replacement Housing Payment for Tenants & Certain Others

Replacement Housing Payments defined in Section 6 of Appendix 1, General Relocation Plan, shall be made only to those persons determined by the Relocation Office to be ineligible or unable to secure comparable replacement housing under Federally-assisted housing programs.

- (4) Replacement Housing Payment for Homeowners

For purposes of these policies and procedures, Replacement Housing Payments for Homeowners shall be as defined in Section 6 of Appendix 1, General Relocation Plan. These payments shall be made only when demolition of the dwelling occurs.

- (5) Replacement Housing payments reimbursed under this section plus any rental costs received during the period of the temporary move shall be limited to the maximum amount defined in Section 6.2 of Appendix 1, General Relocation Plan.

- (6) Payments described in Section 4.2, Appendix 1, General Relocation Plan shall not apply to businesses displaced by the Housing Rehabilitation/Code Enforcement program.

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MAY 20 1978

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CERTIFICATE OF CITY AUDITOR AND COMPTROLLER

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CITY CLERK'S OFFICE
1975 OCT 22 PM 6:09
SAN DIEGO, CALIF.

CERTIFICATION OF UNALLOTTED BALANCE

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount \$ _____ Fund _____

Purpose _____

Auditor and Comptroller of
The City of San Diego, Calif.

Date _____, 19 _____

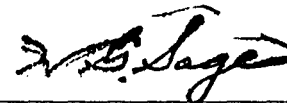
By _____

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said moneys now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to exceed \$ 1,646.925.00

Dated October 2, 19 75



Auditor and Comptroller of
The City of San Diego, Calif.

BY Patricia A. Aguirre

Job Order
Resolution No.
Project No. _____

Fund 2910 Prog./Elem. 9530 Object 3299

Purpose Implement the Housing Rehabilitation/Code Enforcement Program in the Balboa Sch. and Educational/Cultural Complex areas consistent with Project Work Program
Vendor cover sheet, Exhibit A, Project Work Program, Exhibit B, Program Budget, etc...

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MAY 20 1978

CERTIFICATE NO. 7163

NOV 5 1975

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NOV 5 1975

Passed and adopted by the Council of The City of San Diego on _____,
by the following vote:

| Councilmen | Yeas | Nays | Excused | Absent |
|---------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Gil Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maureen F. O'Connor | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lee Hubbard | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leon L. Williams | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Floyd L. Morrow | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bob Martinet | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jim Ellis | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jess D. Haro | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Pete Wilson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

AUTHENTICATED BY:

PETE WILSON

Mayor of The City of San Diego, California.

(Seal)

EDWARD NIELSEN

City Clerk of The City of San Diego, California.

By *Kathleen Martin*, Deputy.

RECEIVED
CITY CLERK'S OFFICE
1975 OCT 22 PM 6 11
SAN DIEGO, CALIF.

Office of the City Clerk, San Diego, California

Resolution Number 214605 Adopted NOV 5 1975

CC-1276 (REV. 1-75)

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