

City of Riverside Planning Department

Mills Act Application

Thank you for your interest in the City of Riverside's Mills Act Program. In order for your property to be considered for a contract you must have a designated historic resource listed on any city, county, state or federal register. City designations are: Landmark, Structure of Merit, and contributor to a designated Historic District or Neighborhood Conservation Area.

The City of Riverside accepts seven (7) Mills Act contracts per year – five residential and two commercial, or up to seven residential if no commercial applications are submitted. Applications will be accepted during the month of June and must be submitted with a non-refundable application fee of \$25. Incomplete applications will not be considered. The seven (7) contracts will be randomly selected for the program. Once accepted, a contract initiation fee of \$300 will be due. All contracts are reviewed by the Cultural Heritage Board and referred to the City Council for approval.

A ten-year rehabilitation plan is required as part of the application and will be re-evaluated every five (5) years or as needed. Upon acceptance to the program your property will be subject to an initial inspection by Cultural Heritage staff to assist you in finalizing the rehabilitation plan and to photo document the current condition of the property. You will be required to submit annual reports on completed project(s), along with copies of receipts and building permits where applicable. City staff will conduct annual property inspections to ensure that proposed work has been completed and meets all applicable City standards.

This packet is designed to assist you in completing the Mills Act Application. The application packet is also available on line at www.riversideca.gov. If you have any questions please contact Janet Hansen, Historic Preservation Specialist at (951) 826-5463.

This packet includes:

- Mills Act Fact Sheet
- City Mills Act Resolution
- Application Checklist
- Application
- Financial Analysis
- Ten-year Rehabilitation Plan Form
- Potential Project List
- Property Owner Annual Report
- Description of the Monitoring Program
- State Mills Act Legislation
- Secretary of the Interior's Standards for Rehabilitation

EXHIBIT 4

Mills Act Application Checklist

- Completed Application Form
- Tax Savings Calculation
- Ten year plan for property improvements
- Grant Deed with legal description of property
 - \$25 Non-Refundable Application Fee

City of Riverside Mills Act Application

Property Information

Property Address _____

APN: _____

Owner _____

Owner Address _____

Owner Telephone Number: Daytime _____ Evening _____

Use of Property _____

Eligibility for Program:

- City Landmark City Structure of Merit
 County Landmark California Register
 State Landmark State Point of Historical Interest
 National Register National Historic Landmark
 Contributor to a Designated Historic District
 Contributor to a Designated Neighborhood Conservation Area

Name of District or NCA _____

Date of Designation _____

CITY OF RIVERSIDE MILLS ACT FINANCIAL ANALYSIS FORM

Please complete the following form. Instructions are included in the *Checklist for Mills Act Contract*

	CURRENT	ONE	TWO	THREE	FOUR
INCOME					
1. Monthly Rental Income	_____	_____	_____	_____	_____
2. Annual Rental Income	_____	_____	_____	_____	_____
ANNUAL EXPENSES					
3. Insurance	_____	_____	_____	_____	_____
4. Utilities	_____	_____	_____	_____	_____
5. Maintenance / Repairs	_____	_____	_____	_____	_____
Management	_____	_____	_____	_____	_____
7. Other	_____	_____	_____	_____	_____
8. Total	_____	_____	_____	_____	_____
NET OPERATING INCOME					
9. Net Operating Income	_____	_____	_____	_____	_____
CAPITALIZATION RATE					
10. Interest Component	_____	_____	_____	_____	_____
11. Historical Property Risk Component	_____	_____	_____	_____	_____
12. Amortization Component	_____	_____	_____	_____	_____
13. Property Tax Component	_____	_____	_____	_____	_____
14. Capitalization Rate	_____	_____	_____	_____	_____
TAXES					
15. Mills Act Assessment Value	_____	_____	_____	_____	_____
16. Mills Act Taxes	_____	_____	_____	_____	_____
17. Current Taxes	_____	_____	_____	_____	_____
18. Tax Savings	_____	_____	_____	_____	_____

How to Complete the Mills Act Financial Analysis

Income:

1. Monthly Rental Income:

When a property is owner-occupied, the determination of "income" is based on what a property could reasonably be expected to yield, or an amount stipulated in the contract as the minimum income to be used. The income projected for owner-occupied property is based on comparable rents for similar property in the area, or, if insufficient rental information is available, the income that it could reasonably be expected to produce under prudent management. In the case of income producing property, the income amount is based on rent actually received and on typical rentals received for similar property in similar use. Two suggested methods for documenting comparable rents are through newspaper advertisements or a real estate or management company comparables.

2. Annual Rental Income:

Annual Rental Income is calculated by multiplying the monthly rental income by twelve (12) months. Subtract a reasonable amount or percentage for vacancy and collection. 3-5% is a reasonable percentage.

Annual Expenses:

- 3-8. Add typical expenses such as insurance, utilities, maintenance and repairs, and management fees to arrive at annual expenses. Excluded expenses include debt service, depletion charges, and interest on funds invested in the property.

Net Operating Income

Subtract annual expenses (Line 8) from Income (Line 2)

Capitalization Rate

The capitalization rate for both owner-occupied and income-producing property includes an interest component, an historical property risk component, an amortization component, and a property tax component.

9. An interest component is determined by the State Board of Equalization and announced no later than September 1 of the year preceding the assessment year (the yield rate is equal to the effective rate on conventional mortgages as determined by the Federal Home Loan Bank Board, rounded to the nearest ¼ percent)
10. The historical property risk component is 4% in the case of owner-occupied single-family dwellings. In all other cases, the property risk component is 2%.

11. The amortization component is a percentage equal to the reciprocal of the remaining life of the improvements. Although this calculation varies by individual structure, as an estimate, the typical remaining life of a frame building would be 20 years; for masonry buildings, the remaining life might be up to 50 years.
12. The property taxes component is defined as the “percentage of the estimated total tax rate applicable to the property for the assessment year times the assessment ratio.” This component will be 1% (0.1 post-Prop 13 tax rate X 100% assessment ratio). Special district assessments are not included in this component. The Riverside Tax Assessor’s Office has the latest tax rate area information at (951) 955-6250.
13. The capitalization rate is the sum of Line 9 to 12.

Taxes

14. Calculate the Mills Act Assessment by dividing the net operating income by the capitalization rate
15. Calculate the tax under the Mills Act by multiplying the Mills Act Assessment (Line 14) by .01142593 and then add in the direct assessments as shown on your tax bill. (The Mills Act does not allow a reduction in direct assessment taxes)
16. Write in the current total taxes due. (The subsequent years are increased by 2%)
17. Calculate the tax savings by subtracting the current tax under the Mills Act. (Line 15)

MILLS ACT PROGRAM TEN-YEAR REHABILITATION PLAN
City of Riverside

Year	Proposed Project*	Estimated Cost
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		
Year 7		
Year 8		
Year 9		
Year 10		

To be attached to the Historic Property Preservation Agreement (Mills Act Contract) as Exhibit D.

*See attached for list of potential projects. Use additional sheets if necessary.

Projects may be interior or exterior, but must utilize all of your tax savings. All projects that affect the exterior of the residence are subject to Cultural Heritage Board/Staff review and approval before work begins. Work must meet all City requirements and the *Secretary of the Interior's Standards for Rehabilitation* (see attached).

Retain copies of all receipts and permits for submittal with the required annual reports.

MILLS ACT PROGRAM – LIST OF POTENTIAL PROJECTS

Projects may include but are not limited to:

- Access Modifications – Exterior
- Access Modifications – Interior
- Accessory Structure Repair or Replace
- Annual Maintenance & Repairs
- Appliance Vent
- Architectural – Remove Non-historic Feature & Restore to Original
- Architectural Trim – Repair
- Architectural Trim – Replace
- Architectural Trim – Install New
- Balcony/ Decks – New Railings
- Balcony/ Decks – Repair or Replace
- Basement – Access – Repair or Replace to Code
- Basement – New or Rebuild
- Cabinets – New Built-in Bathroom
- Cabinets – New Built-in Kitchen
- Cabinets – New Built-in Other
- Carpentry – Remove window & reframe shower including Siding/Caulking
- Chimney – Inspect and Clean
- Chimney – New
- Chimney – Rebuild or Repair
- Code Repair Item
- Column – Replace or Rebuild
- Corbels/ Structural Brackets Replace or Repair
- Door – Repair or Replace Screen Door
- Door – Hardware
- Door – New Basement Hatch Cover and Base
- Door – Repair
- Door – Replacement
- Drain for Deck – Install & or Repair
- Drainage Protection or Correction
- Dry-Rot Remove, Repair and or Replace
- Electrical – Rewire or Install New Outlets
- Electrical – Complete Rewire and Service Upgrade
- Electrical – Ground & Service Entry
- Electrical – Install New Circuits
- Electrical – Lighting Fixtures
- Electrical – New Service Lines to Garage
- Electrical – Security Lighting and Alarm
- Electrical – New Outlets
- Fence – Repair or New
- Flashing
- Floor Furnace – Remove or Restore floor

Flooring – Carpet
Flooring – Repair
Flooring –Repair Wood Floors
Flooring – Replacement
Foundation – Bolting and Seismic Work
Foundation – New
Foundation – Repair
Gable or Attic – Re-screening
Garage Door
Gutters & Downspouts
House Relocation
HVAC – Complete New System
HVAC – Maintenance & Replacement/Plumbing Service & Painting
Insulation – Walls – Blown-in
Insulation – Attic
Interior Trim – Refinish
Kitchen – New Counters
Masonry – New
Masonry – Repair or Replace Tile Hearth
Masonry – Repair or Repoint
Masonry – Repoint Brick
Mechanical – Air Conditioning
Mechanical – Heating Unit
Mechanical – Ventilation – New Kitchen/Bath Fan & Duct Work
Mechanical – Venting & Duct
Mechanical – Venting & Duct Work
Minor Painting and Exterior Repairs
Painting – Exterior
Painting – Interior
Painting – Removal of Lead Based Paint
Painting – Exterior Trim
Patio – Repair
Plastering – Remove, Replace, or Refinish
Plumbing – DWV, Drain, Waste & Vent
Plumbing – Fixtures
Plumbing – Install new supply lines
Plumbing – Install Sump Pump & Discharge Drain
Plumbing – Minor Repairs
Plumbing – New Supply
Plumbing – Service Lines
Plumbing – Sewer
Plumbing Repairs
Porch - Ceiling replacement
Porch – Rebuild or Replace
Porch – Repair
Porch – Repoint Brick

Porch Railing – Repair or Replace to Code
Porches – Resurface
Remove Substandard Construction (Tin Shed)
Repair Eaves and/or Overhangs
Repair Exterior Stucco
Repair Garage
Replace Garage
Replace Non-Historic Feature
Roof- Minor Repair
Roof- Reroof
Roof- Strip and Install New
Security Lighting and Alarm System
Seismic Retrofitting – Other than Foundation
Siding – Remove Asbestos Siding & Restore
Siding – Repair
Skylights – Replace
Stair – Repair
Stair – Replacement
Stonework
Stoop – Repair
Stoop – Replacement
Structural – New Framing or Repairs
Structural Bracing
Structural Modifications
Structural Repairs – Roof and/or Ceiling Joists
Termite Treatment
Termite Treatment and Repair
Tile – Replace, Repair or Repoint
Utility Enclosure – New
Ventilation – Attic Fan
Waterproofing
Weatherproofing
Window – Screens or Hardware
Windows – Repair
Windows – Replacement in kind

**MILLS ACT PROGRAM
PROPERTY OWNER ANNUAL REPORT**

Property Address: _____ Date _____

What were your tax savings this year? _____

What was your project(s)? _____

What was the cost of the project(s)? _____

Based on the results of this project would you like to revise your Ten-Year Plan? _____

If so, how? _____

Comments/ Suggestions:

(Attached additional sheets if necessary)

Name _____ Signature _____

IMPORTANT: Attach copies of Receipts and Permits to this form for documentation

Return form by December 30th to:

Janet Hansen
Historic Preservation Specialist
City of Riverside
City Hall
3900 Main Street, 3rd Floor
Riverside, CA 92522

**MILLS ACT PROGRAM
CITY STAFF ANNUAL INSPECTION REPORT**

Date of inspection: _____ Drive-by Site Visit

Staff Name: _____

Was work completed in accordance with all City requirements? Yes No

Comments: _____

Signature: _____

MILLS ACT PROGRAM PROPERTY INSPECTION INFORMATION

Initial Inspection:

If you are selected to participate in the Mills Act, City Cultural Heritage staff will complete an initial inspection of your property to help finalize your Ten-Year Rehabilitation Plan and to photo document the current condition of the property. Photographs will be attached to the Historic Property Preservation Agreement (Mills Act Contract) as Exhibit C. The inspection will be scheduled at a time that is convenient for you and will include a walk-through of the residence and any accessory buildings as well as a general inspection of the property.

Yearly Inspection:

City Cultural Heritage staff will inspect your property annually (during the month of January, following submittal of your Annual Report) to ensure that work has been completed in accordance with the Ten-Year Rehabilitation Plan and all City requirements. Exterior work that is easily visible from the street may be inspected without an appointment. Interior work will require an inspection appointment. Photographs will be taken as part of the inspection for inclusion in you file.



City of Santa Barbara Parks and Recreation Department
 P.O. Box 1990, Santa Barbara, CA 93102-1990 (805) 897-1982

APPLICATION FOR FACILITY & EQUIPMENT USE PERMIT

Cabrillo Pavilion Arts Center - Chase Palm Park Center - Casa Las Palmas

Facility: (Please circle one of the above)

Applicant _____
 Organization/Dept _____
 Mailing Address _____
 City, State Zip _____
 Phone: Day _____
 Email _____

Rental Date _____ Day _____
 Event Description _____
 Estimated Attendance _____
 Total Rental Hours (incl. setup & cleanup): _____ to _____

Type of Event: City/Govt. Educational/Training

Will you use our P.A. System/ mic? Y N Explain _____
 Will you pick up the facility key? Y N Who _____
 Use the Tables and/or chairs? Y N If Not Explain _____
 Props or Decorations? Y N Explain _____
 Catering lunch or dinner? Y N Explain _____
 Onsite Contact Person? _____

I have read and am familiar with the 'housekeeping' rules and regulations pertaining to the facility, and equipment use.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

FEES:			
Facility Use (<u>hours @ \$</u> /hour)		
Bldg. Monitor (<u>hours @ \$15/hour)</u>	Transfer Funds Acct. #	
		Payment	Receipt # Balance
Set-Up Fee	(Tables, chairs)		
Cleaning Fee			
Other: _____			
TOTAL _____			

**Housekeeping Rules and Regs.
Facility Use Cooperation Statement**

Please read the following statements and initial next to each indicating you have read and understand our facility guidelines.

- _____ I understand that all equipment must be dropped off during the contracted event times and I also understand that no items may be left overnight.

- _____ I understand all parties involved in the event may not enter earlier or vacate later than the contracted event times.

- _____ I understand plants or paintings must not be moved.

- _____ I understand barbecuing is allowed outside this facility, but only on the asphalt (black top) surface in the driveway.

- _____ I understand I am responsible for all trash, bottles & cans to be bagged, tied and removed from the facility and dumped into the trashcans outside the facility.
(Lock Combo for Chase Palm Park Center is 7.1.9.6)

- _____ I understand it is the City's policy to recycle all available items.

- _____ I understand buckets containing ice or drinks must sit on a bar mat and not directly on the carpet or linoleum.

- _____ I understand ice and/or liquids must be dumped in the sink and not on the patios, in the plants or on the grounds in or around the building.

- _____ I understand that nails, staples, thumbtacks or tape with permanent adhesive may not be used to hang props or decorations.

- _____ I understand any extension cords used in the facility must be taped down to the carpet/floor.

- _____ I understand that if we choose to open the facility ourselves, we must pick up a key from the Cabrillo Pavilion Art Center prior to our event, and return the key within 24 hrs after our event. I also agree to lock all doors upon vacating the facility.

Signature

Date

Event Date

Signature of Facility Coordinator