



AGENDA

Housing Authority of Mono County

Board of Supervisors Chambers

REGULAR MEETING

County Courthouse
Bridgeport, California 93517

March 8, 2011

2:00 p.m. Call meeting to Order

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE HOUSING AUTHORITY on items of public interest that are within the subject matter jurisdiction of the Housing Authority. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Housing Authority.)

- 1) Approval of Minutes**
Regular meeting of May 11, 2010.
- 2) Commission Member Reports**
The Commission may, if time permits, take Commissioner reports at any time during the meeting and not at a specific time.
- 3) Department Reports/Emerging Issues**
(Please limit comments to five minutes each)
- 4) Election of Chair and Vice-Chair**
5 minutes
RECOMMENDED ACTION: Elect a Chair and Vice-Chair of the Housing Authority for 2011. Supervisor Byng Hunt is currently the Chair, and Supervisor Hap Hazard is currently the Vice Chair.
- 5) Update on Camp Antelope** (Mary Booher, Robert Zuccho and Linda Puckett)
15 minutes
RECOMMENDED ACTION: Receive update from Owens Valley Indian Housing Authority Staff on status of improvements at Camp Antelope; and provide any desired direction to staff.
- 6) Mammoth Lakes Housing update** (Pam Hennarty)
15 minutes
RECOMMENDED ACTION: Receive update from Mammoth Lakes Housing Staff on status of their activities for Mono County, including the Homebuyer Assistance Programs; and provide any desired direction to staff.

- 7)**
15 minutes
Overview of Programs offered by California Housing Fund (Jeanette Kopico)
RECOMMENDED ACTION: Receive report from Jeanette Kopico, Regional Council of Rural Counties regarding housing programs they administer; and provide any desired direction to staff.
- 8)**
20 minutes
2010 Housing Statistics Workshop (Brent Calloway)
RECOMMENDED ACTION: Receive staff report on 2010 Housing statistics and provide any desired direction to staff.
- 9)**
15 minutes
Annual review of Housing Mitigation Ordinance (Scott Burns, Mary Booher)
RECOMMENDED ACTION: Receive annual report regarding Housing Mitigation Ordinance; and provide any desired direction to staff.
- 10)**
10 minutes
Update on Rental Housing program (Mary Booher)
RECOMMENDED ACTION: Receive staff report on Rental Housing program and provide any desired direction to staff.
- 11)**
15 minutes
Implementation of program to develop infrastructure for Work Force Housing on County-controlled property (Mary Booher, Scott Burns, Marshall Rudolph)
RECOMMENDED ACTION: Receive staff report on the possibility of developing and implementing a program to develop infrastructure for Work Force Housing on County-controlled property and provide any desired direction to staff.
- 12)**
10 minutes
Discussion/Possible Action on increasing frequency of Housing Authority Meetings (Mary Booher)
RECOMMENDED ACTION: Receive report on increasing the frequency of Housing Authority meetings; and provide any desired direction to staff.

ADJOURNMENT

Adjourn meeting and reconvene in March 13, 2012 in the Board of Supervisors Chambers, County Courthouse, Bridgeport, California

Approval of Minutes

(from prior meeting)

Item # 1



DRAFT MINUTES

Housing Authority of Mono County

Board of Supervisors Chambers

County Courthouse
Bridgeport, California 93517

REGULAR MEETING

May 11, 2010

Flash Drive	File	#1013
Minute Orders	M10-05 to	M10-06

3:34 p.m. **Call meeting to Order**

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE HOUSING AUTHORITY

Tim Fesko:

- Met with Tribe yesterday: opening of dental section of the clinic in Walker between Sept. - Dec. of next year.
- Are looking to have a grant by the end of the year; regular clinic will be open in March.

1) Approval of Minutes

M10-05

Approve the Minutes of the Special meeting of April 13, 2010.
Farnetti/Peters 5-0

2) Commission Member Reports

The Commission may, if time permits, take Commissioner reports at any time during the meeting and not at a specific time.

Commissioner Hazard:

- Requested follow up on Mobile Home rent control.
- Can be brought back at Regular Board of Supervisors meeting.

3) Department Reports/Emerging Issues

(Please limit comments to five minutes each)

Mary Booher:

- Owens Valley Housing Update.
- Update on rentals: both rented to teachers at Edna Beaman.
- June Lake – tenants moved out but John Pelichowski will be moving in as resident deputy.

NOTE

These draft meeting minutes have not yet been approved by the Mono County Housing Authority

4)
M10-06

Approval of Revised Bylaws

ACTION: Approve revised bylaws, changing the meeting frequency to once/year, in March. Special meetings may be held as needed.
Hazard/Bauer 5-0

ADJOURNMENT 3:40 p.m.

BYNG HUNT
Chairman

ATTEST:

SHANNON D. KENDALL
Sr. Deputy Clerk, Housing Authority

Commission Member Reports

Item # 2

DEPARTMENT REPORTS EMERGING ISSUES

Item # 3



OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR		AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
DEPARTMENT:	Housing Authority		
SUBJECT:	Election of Chair/Vice Chair for 2011		
REGULAR ITEMS ONLY Time Required:	5	REGULAR ITEMS ONLY Person Appearing Before the Board:	Mary Booher
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit _ Stacey Simon ___ Allen Berry Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: Personnel—Reviewed by Human Resources		Review Date _____ _____ _____ _____ _____
NAMES, TITLE, ADDRESS OF PERSONS TO RECEIVE COPIES			
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk: _____			

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD *PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING*. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:

Elect a Chair and a Vice Chair of the Housing Authority for 2011.

Fiscal Impact: None at this time.

Approved by CAO	
Initials	
Date	<u>4</u>

Agenda Item 4



OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
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DEPARTMENT:	Housing Authority
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SUBJECT:	Update on Camp Antelope
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REGULAR ITEMS ONLY Time Required:	15	REGULAR ITEMS ONLY Person Appearing Before the Board:	Mary Booher
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Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS:	Review Date
	Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit _ Stacey Simon ___ Allen Berry Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: Personnel—Reviewed by Human Resources	_____ _____ _____ _____ _____

NAMES, TITLE, ADDRESS OF PERSONS TO RECEIVE COPIES

<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk: _____	
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Receive report on status of improvements at Camp Antelope; and provide any desired direction to staff.

Fiscal Impact: None at this time.

Approved by CAO	
Initials	
Date	

Agenda Item 5



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5284
mboohier@mono.ca.gov

David Wilbrecht
County Administrative Officer

Mary Booher
Financial Analyst

March 8, 2011

TO: Mono County Housing Authority
FROM: Mary Booher, County Administrative Office Financial Analyst
SUBJECT: **Update on improvements at Camp Antelope**

Recommended Action:

Receive report on status of improvements at Camp Antelope; and provide any desired direction to staff.

Discussion:

Owens Valley Indian Housing Authority staff will provide an update of activities at Camp Antelope.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: _____ Date 2/16/11
Mary Booher, County Administrative Office Financial Analyst



OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
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DEPARTMENT:	Housing Authority
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SUBJECT:	Update from Mammoth Lakes Housing
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REGULAR ITEMS ONLY Time Required:	15	REGULAR ITEMS ONLY Person Appearing Before the Board:	Mary Booher
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Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS:	Review Date
	Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit _ Stacey Simon ___ Allen Berry Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: Personnel—Reviewed by Human Resources	_____ _____ _____ _____ _____

NAMES, TITLE, ADDRESS OF PERSONS TO RECEIVE COPIES

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Receive update from Mammoth Lakes Housing Staff on status of their activities for Mono County, including the Homebuyer Assistance Programs; and provide any desired direction to staff.

Fiscal Impact: None at this time.

Approved by CAO
Initials
Date

Agenda Item 6



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5284
mboohier@mono.ca.gov

David Wilbrecht
County Administrative Officer

Mary Booher
Financial Analyst

March 8, 2011

TO: Mono County Housing Authority
FROM: Mary Booher, County Administrative Office Financial Analyst
SUBJECT: **Update from Mammoth Lakes Housing**

Recommended Action:

Receive update from Mammoth Lakes Housing Staff on status of their activities for Mono County, including the Homebuyer Assistance Programs; and provide any desired direction to staff.

Discussion:

Mammoth Lakes Housing staff will update the Authority on the status of their activities for Mono County, including the Homebuyer Assistance Programs.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: _____ Date 2/16/11
Mary Booher, County Administrative Office Financial Analyst



OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
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DEPARTMENT:	Housing Authority	
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SUBJECT:	Overview of Programs offered by California Housing Fund	
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REGULAR ITEMS ONLY Time Required:	15	REGULAR ITEMS ONLY Person Appearing Before the Board:	Mary Booher
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Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS:	Review Date
	Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit _ Stacey Simon ___ Allen Berry Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: Personnel—Reviewed by Human Resources	_____ _____ _____ _____ _____

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Receive report from Jeanette Kopico, Regional Council of Rural Counties regarding housing programs they administer; and provide any desired direction to staff.

Fiscal Impact: None at this time.

Approved by CAO	
Initials	
Date	

Agenda Item 7



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5284
mboohier@mono.ca.gov

David Wilbrecht
County Administrative Officer

Mary Booher
Financial Analyst

March 8, 2011

TO: Mono County Housing Authority

FROM: Mary Booher, County Administrative Office Financial Analyst

SUBJECT: **Update on Housing Programs administered by RCRC**

Recommended Action:

Receive report from Jeanette Kopico, Regional Council of Rural Counties regarding housing programs they administer; and provide any desired direction to staff.

Discussion:

Jeanette Kopico, Regional Council of Rural Counties staff will provide an overview of housing programs administered by RCRC.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: _____ Date 2/16/11
Mary Booher, County Administrative Office Financial Analyst

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	2010 Housing Statistics Workshop	
REGULAR ITEMS ONLY Time Required:	20 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board: Brent Calloway
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk: _____		
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RECOMMENDED ACTION: Conduct workshop and review 2010 housing statistics		

Approved by CAO
Initials _____
Date _____

Agenda Item 8

**Mono County
Community Development Department**

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

Date: March 8, 2011

To: Mono County Housing Authority

From: Brent Calloway, Community Development Analyst

Re: 2010 Housing Statistics Review

Recommendation

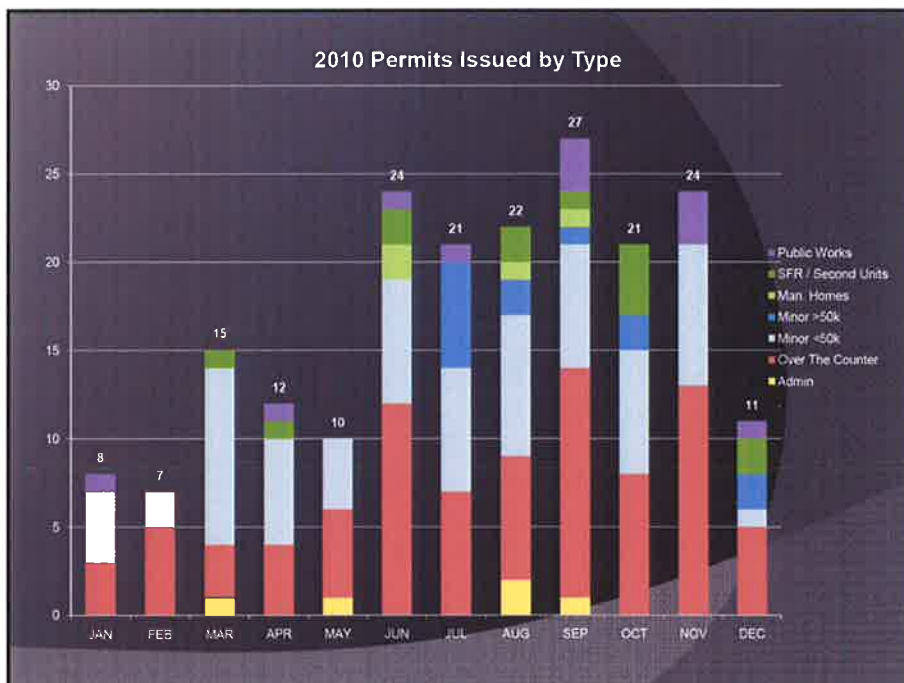
Conduct workshop and review 2010 housing statistics.

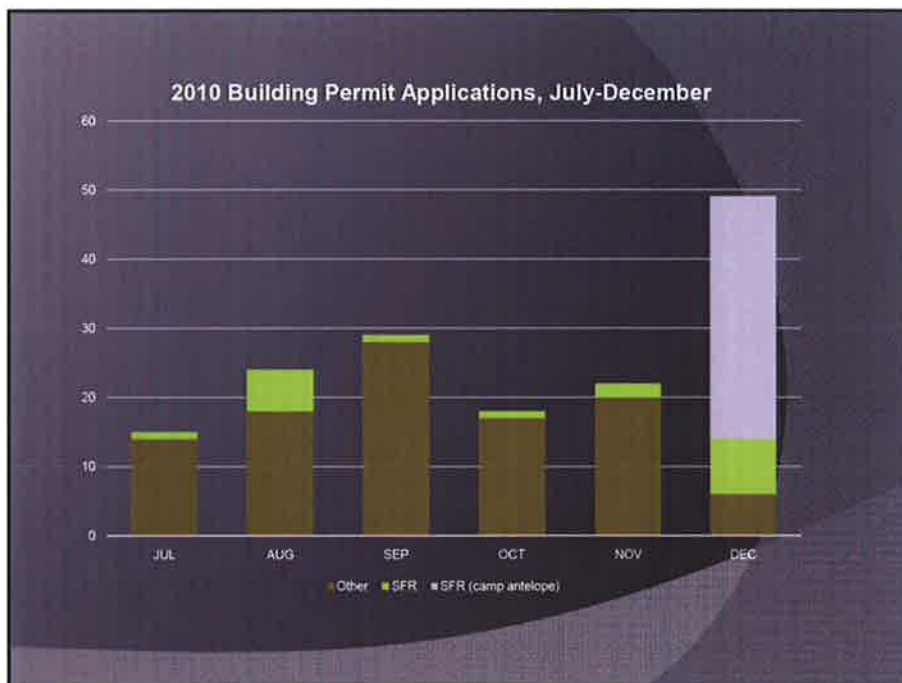
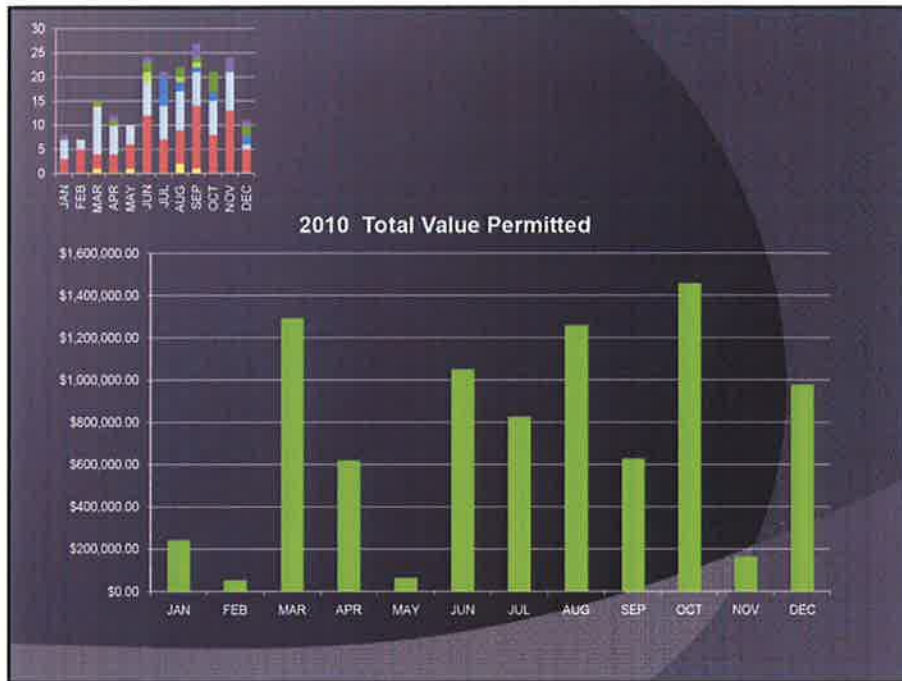
Discussion

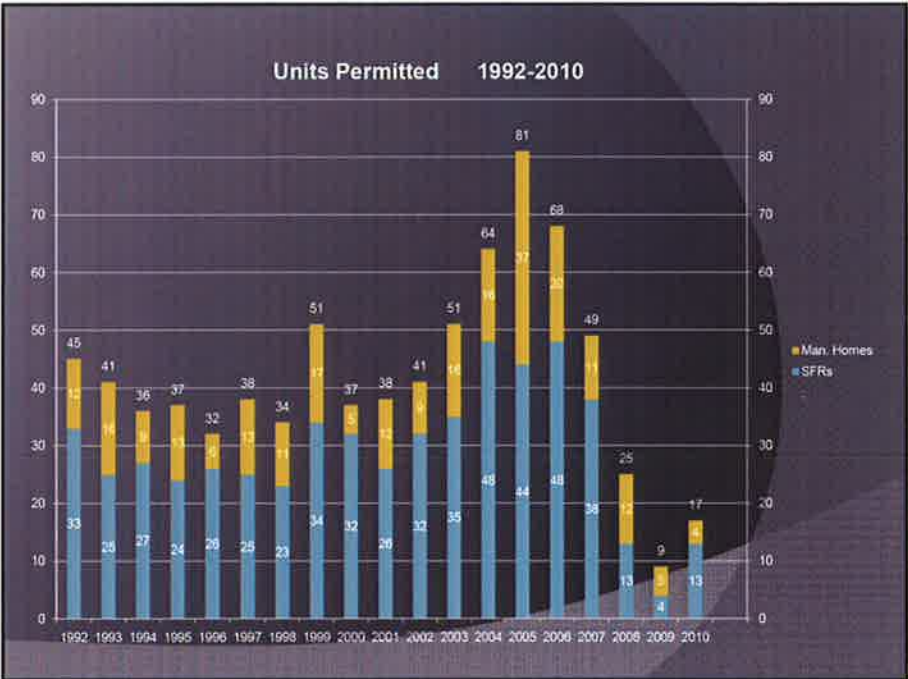
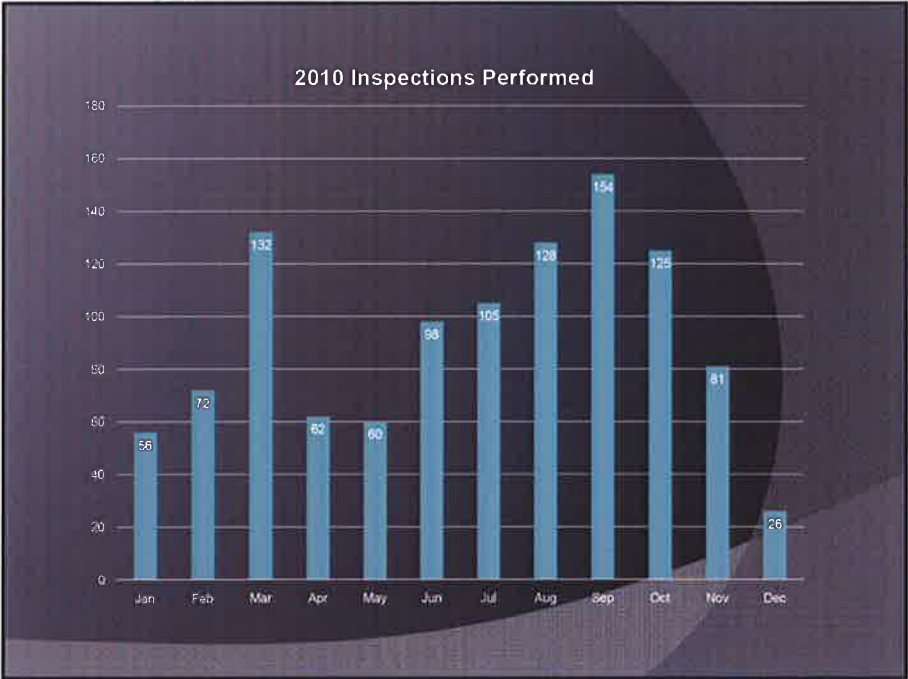
Staff will provide 2010 housing statistics in a workshop format at the March 8th Housing Authority meeting. This review will include building permit information, single family sales information, and related statistics through December, 2010.

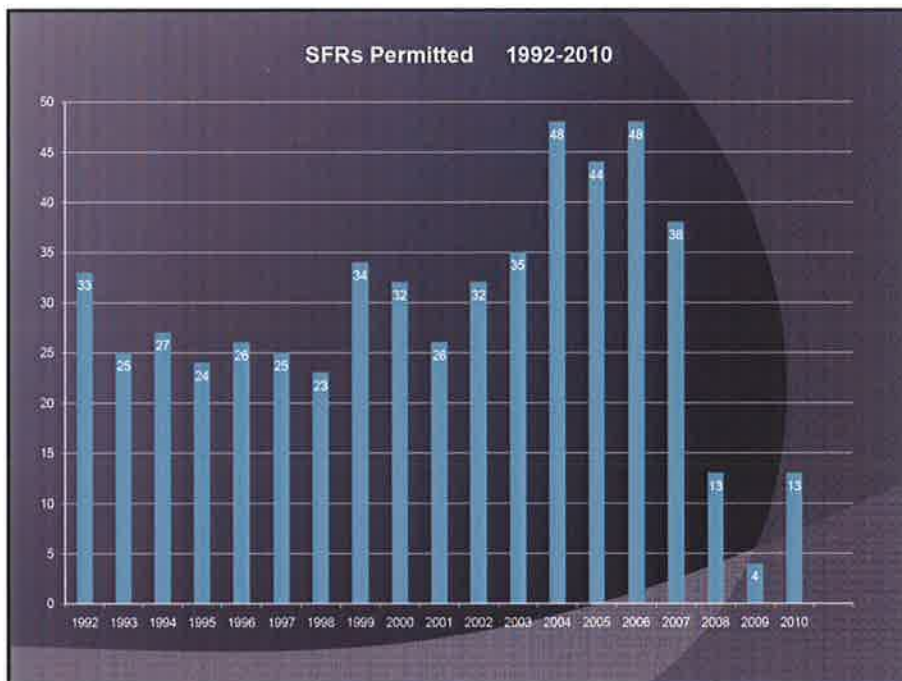
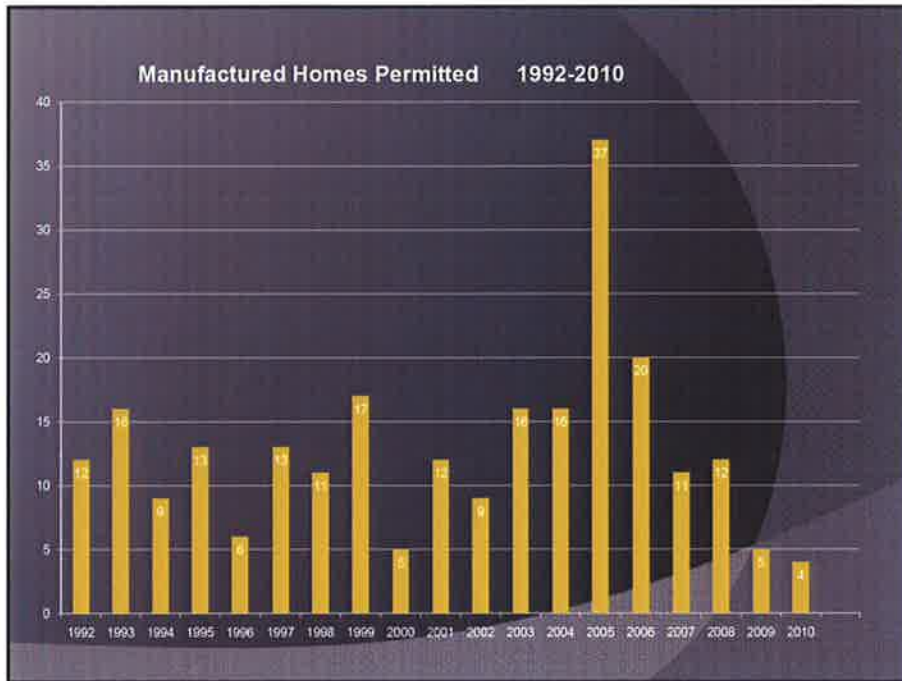
Contact Brent Calloway at 760-924-1809 for any questions.

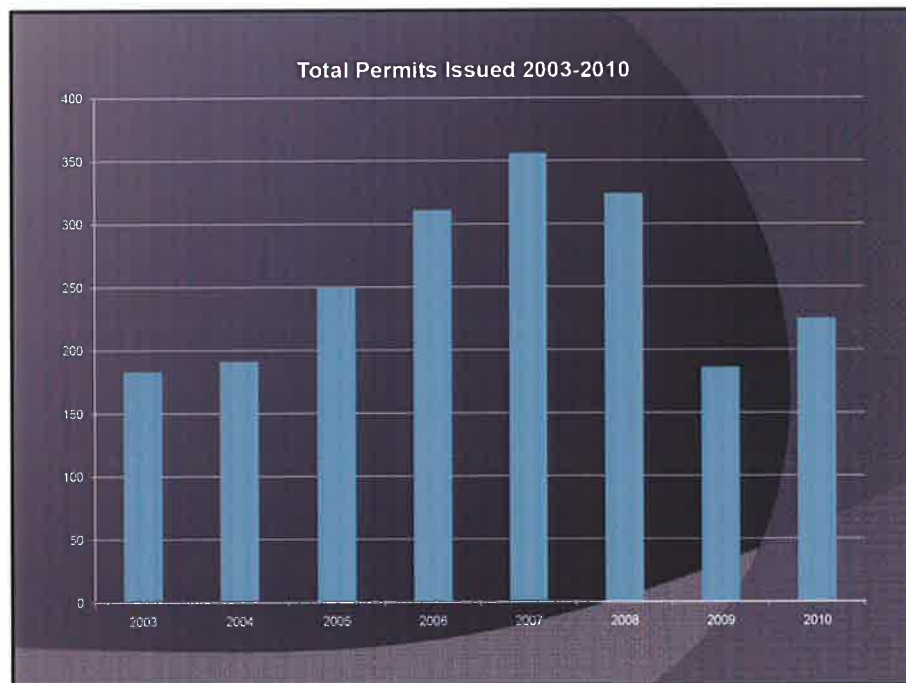
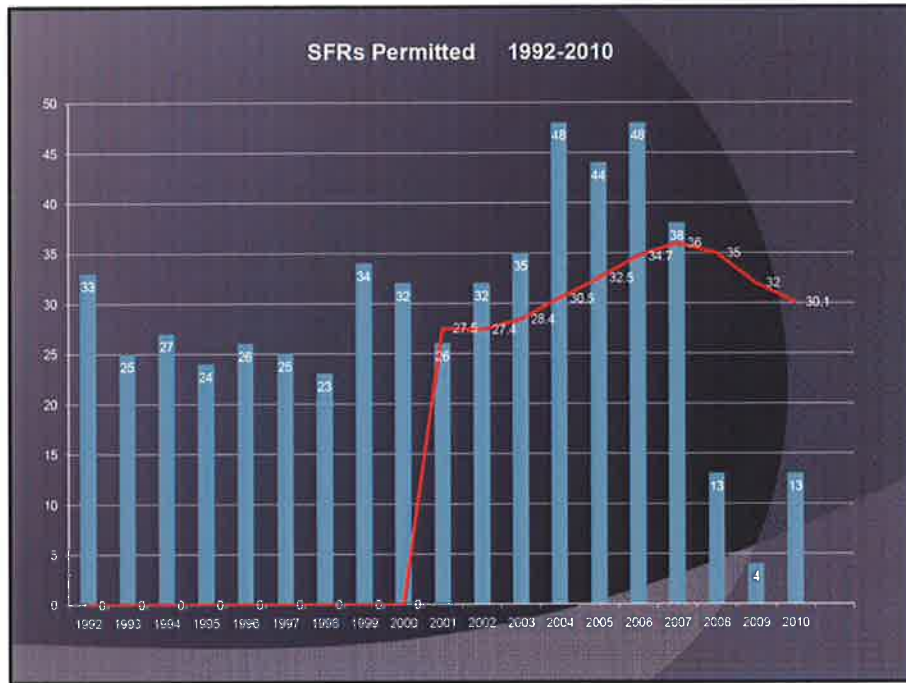
2010 Building Permit & Housing Statistics

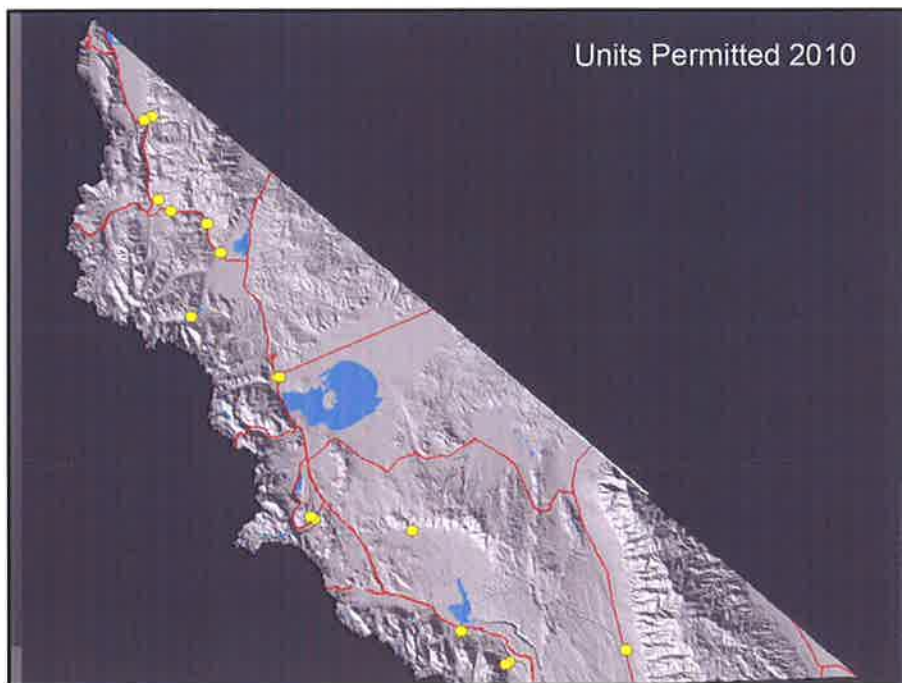
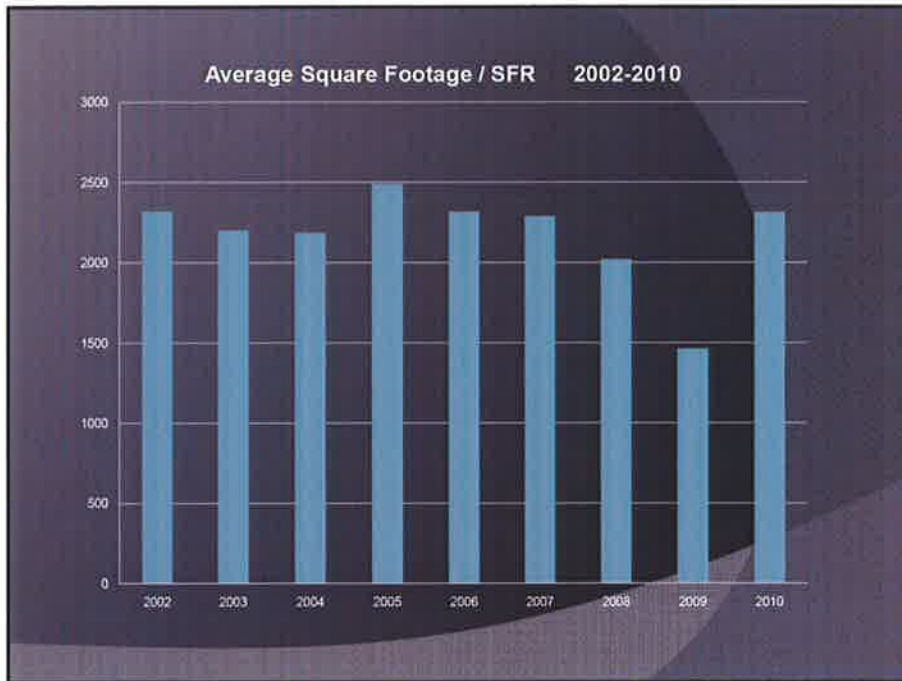


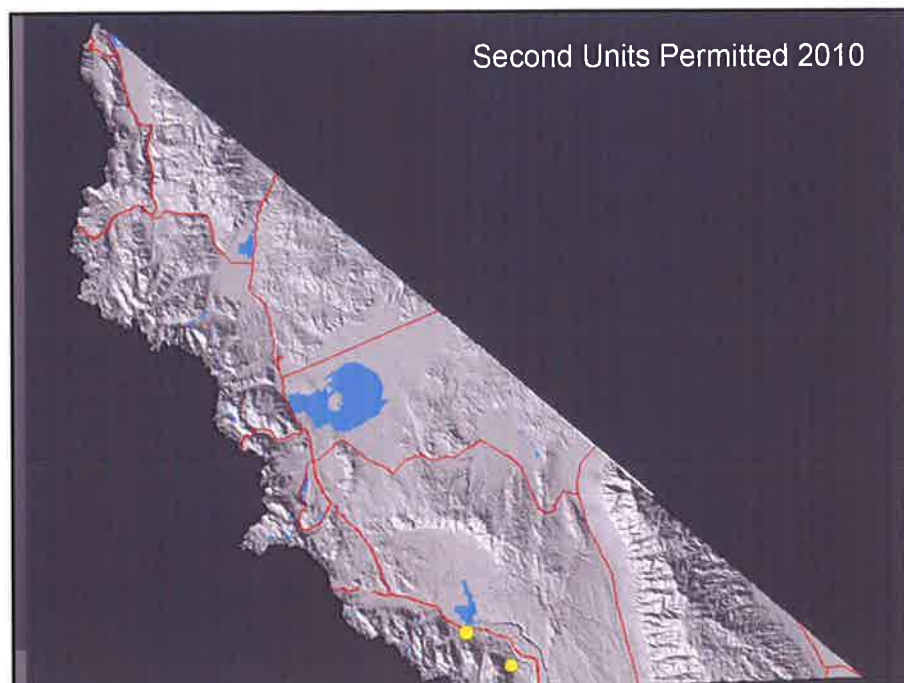
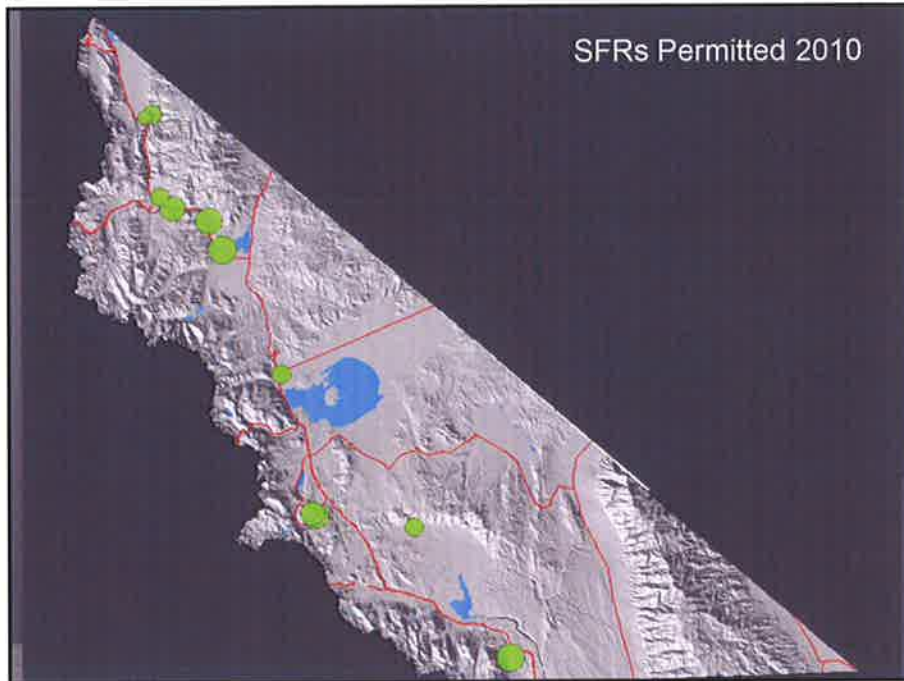


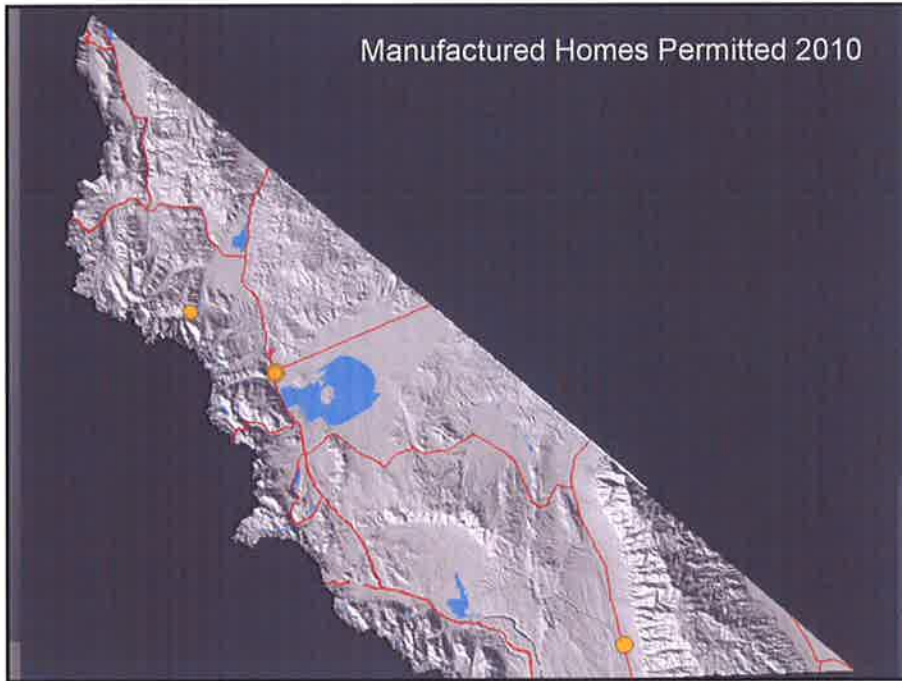


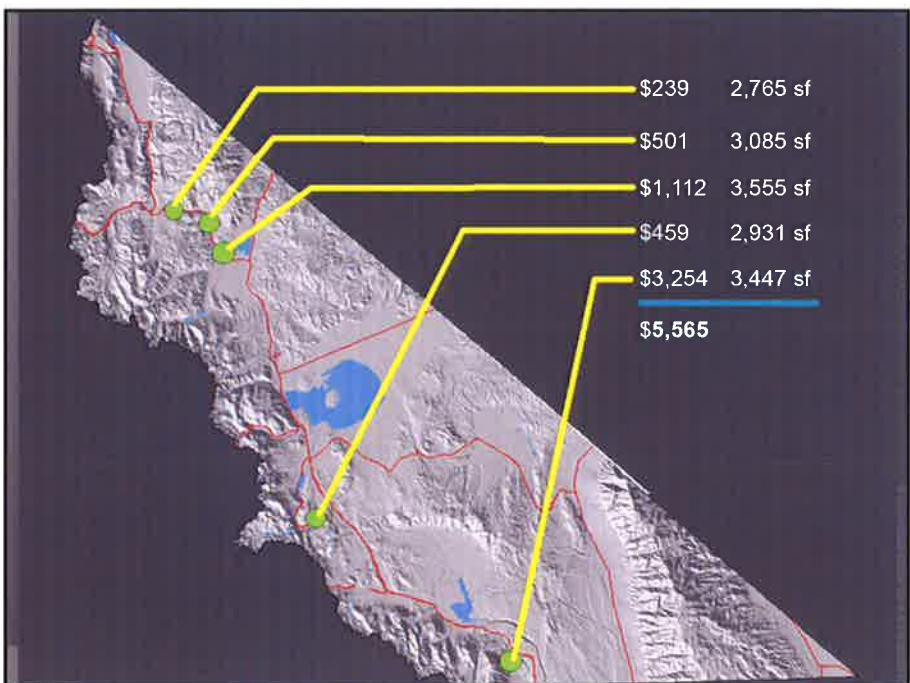
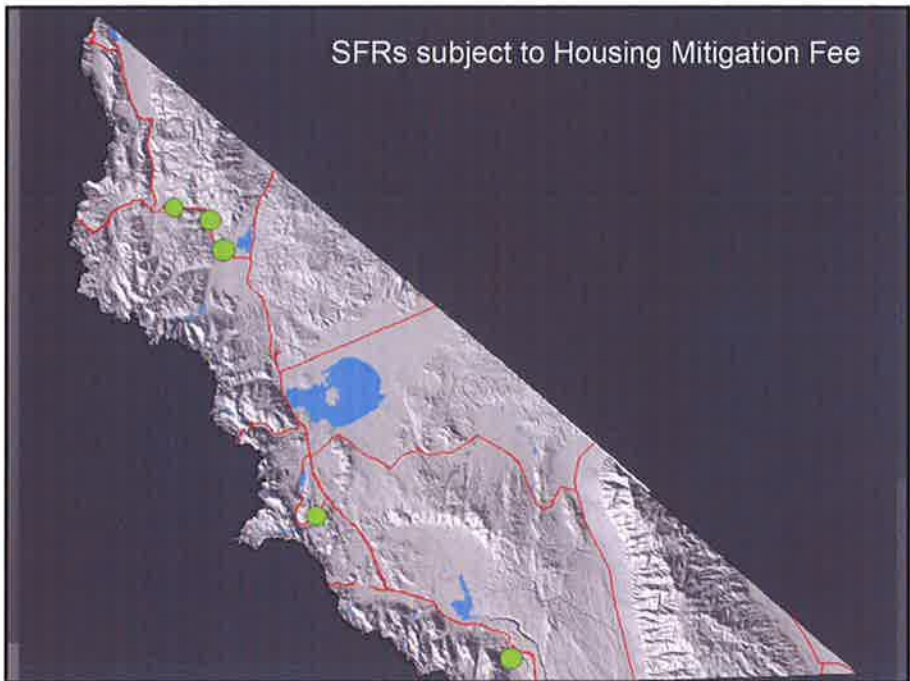


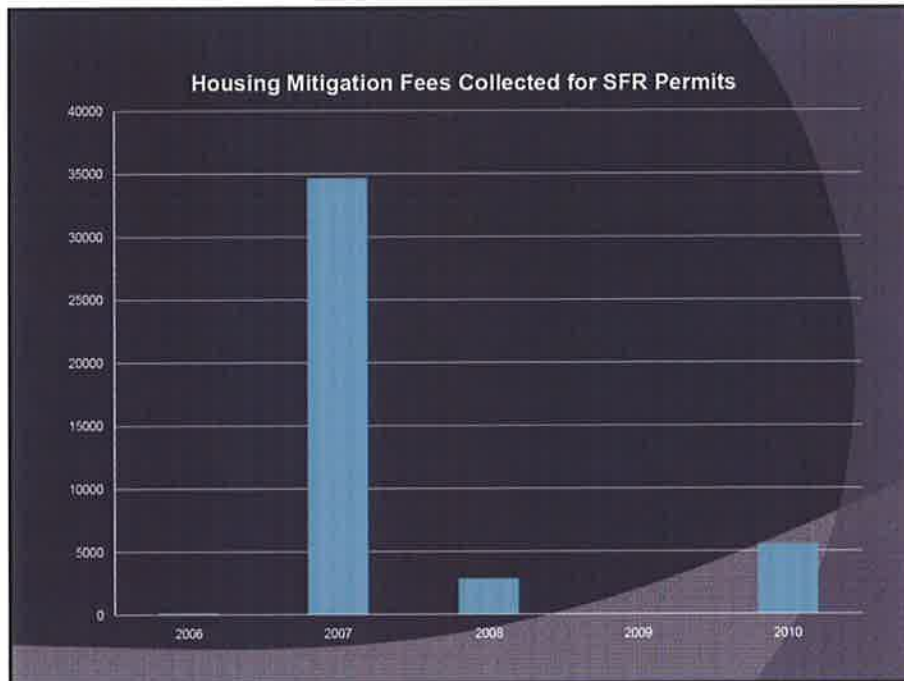




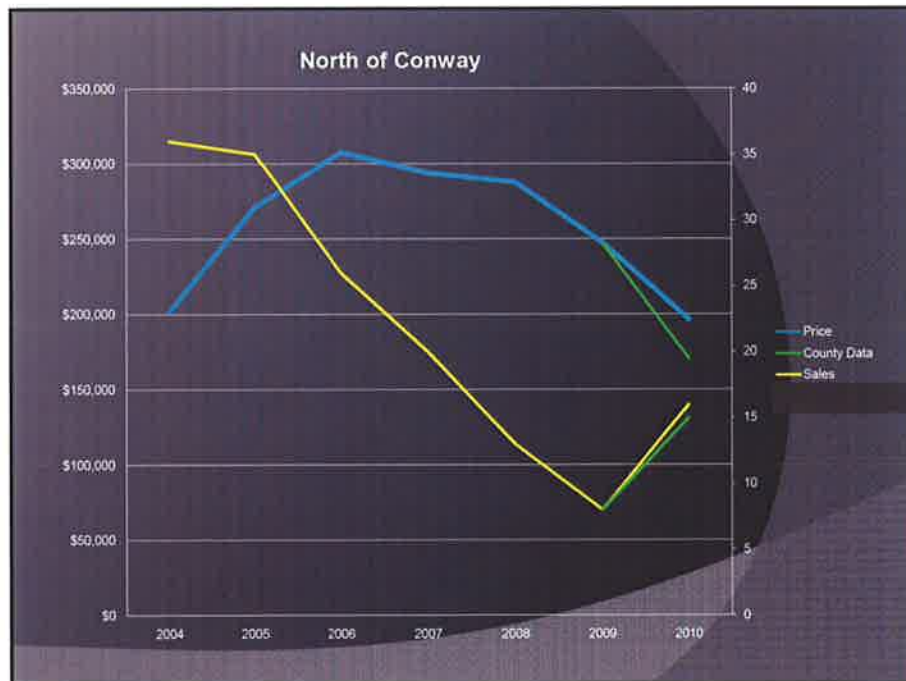
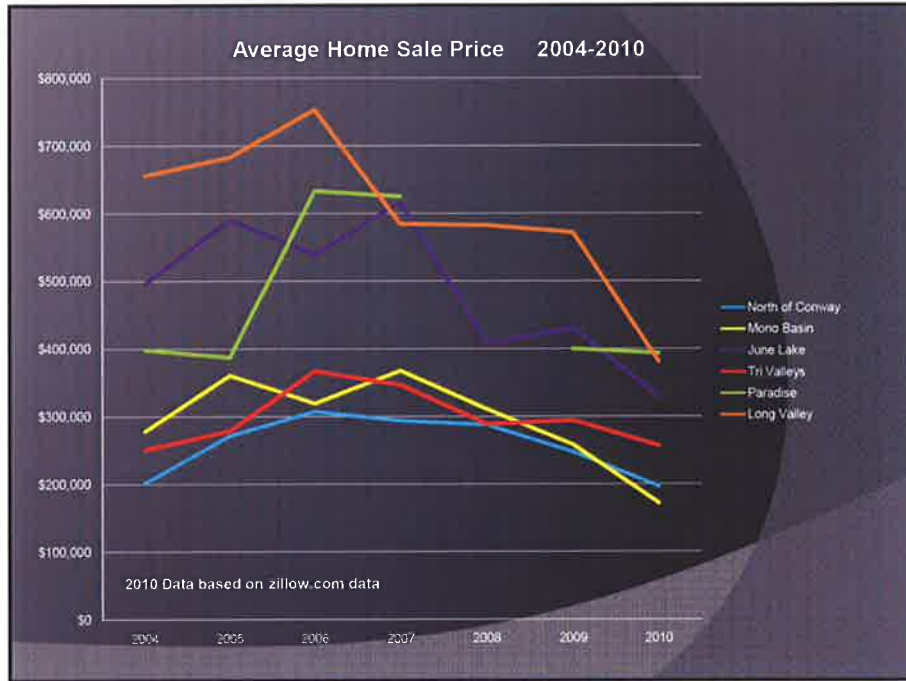


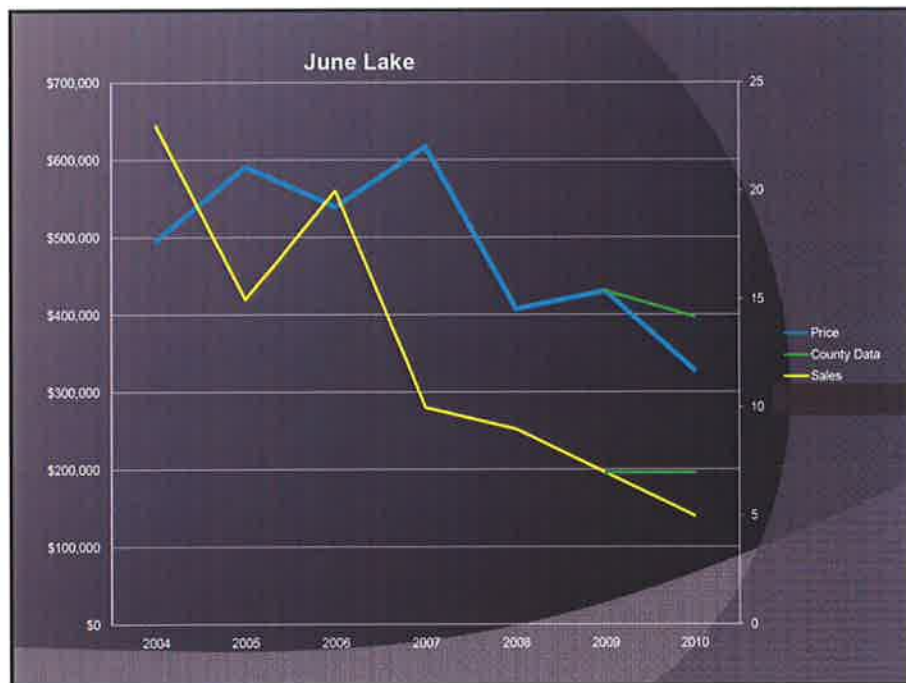
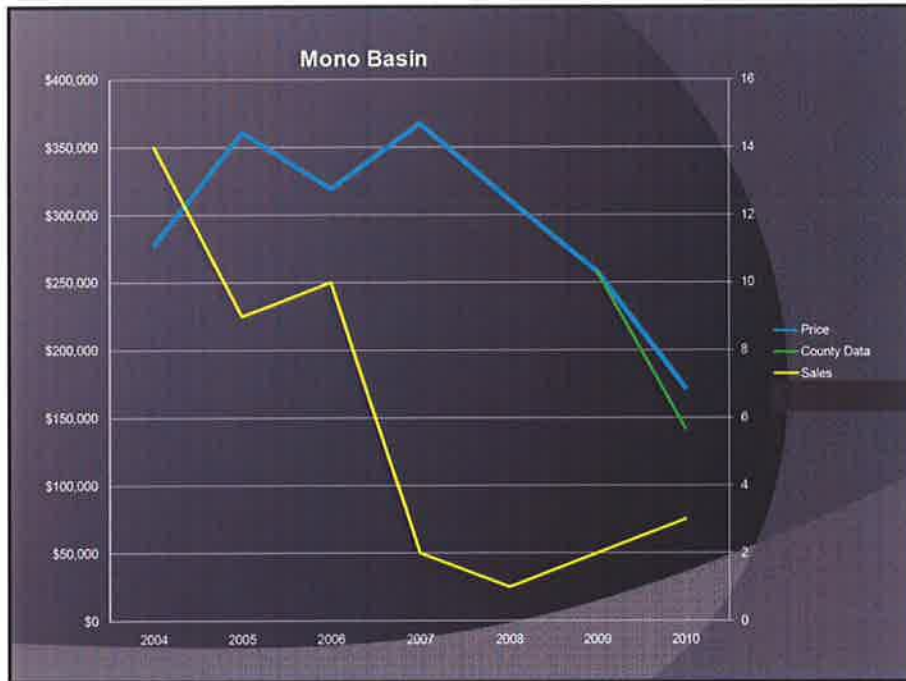


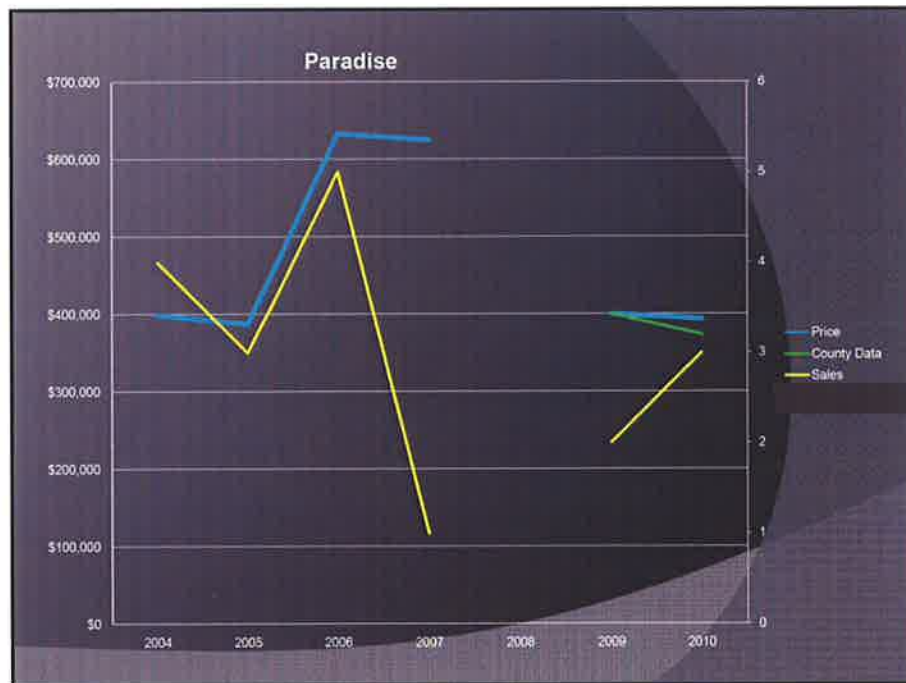
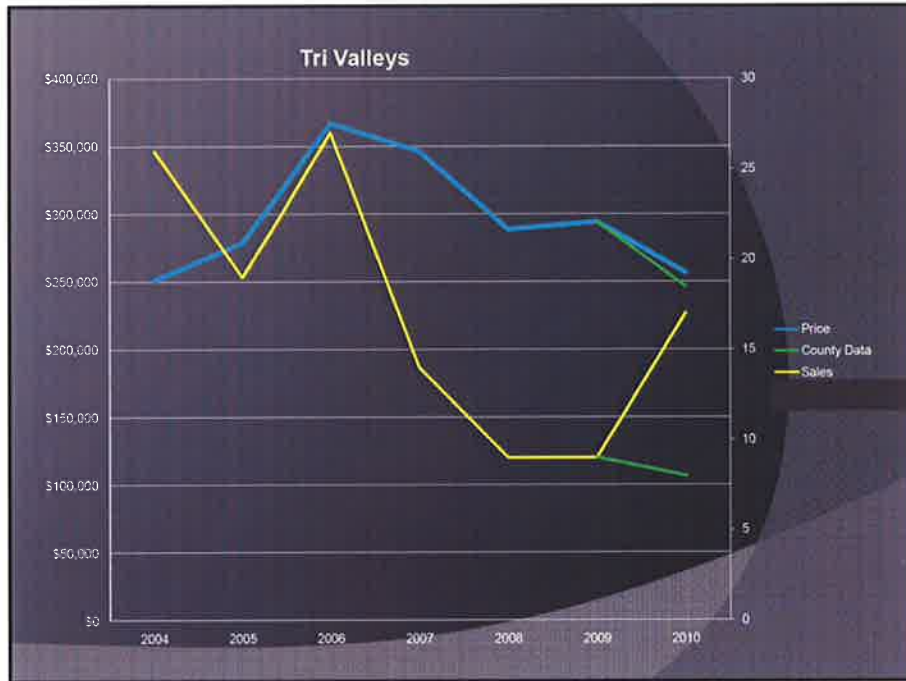


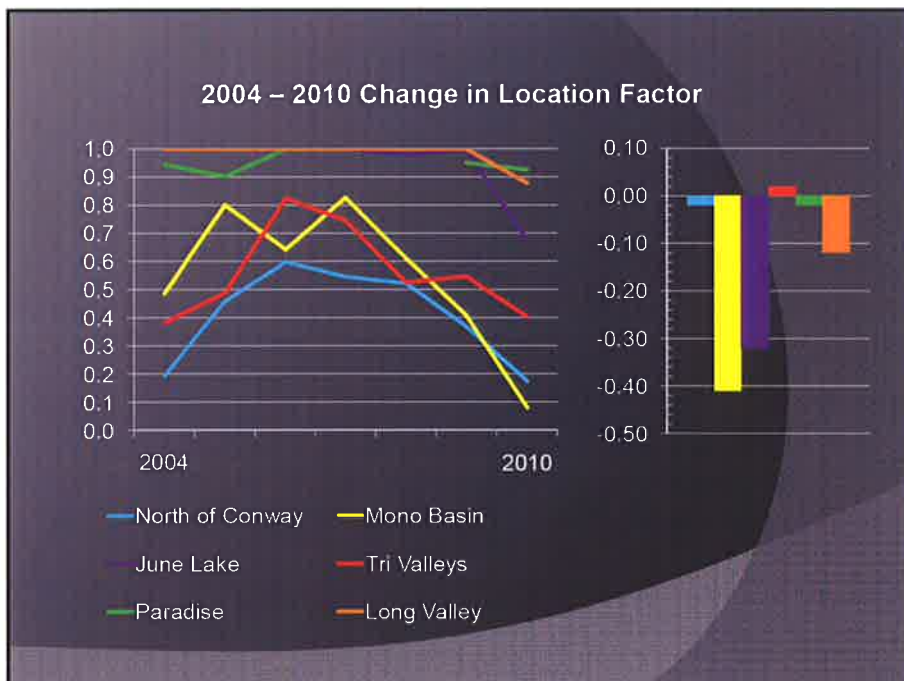
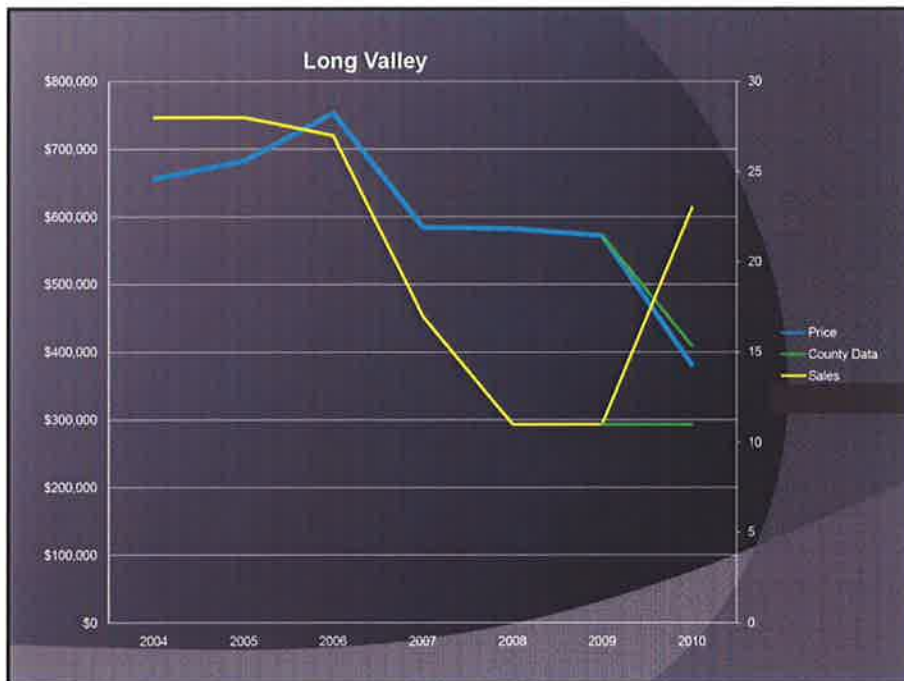














HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Annual Review of Housing Mitigation Ordinance	
REGULAR ITEMS ONLY Time Required:	15 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board: Scott Burns and Mary Booher
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
___ Certified Copy/ies requested (number of copies) ___ to: ___ Send ORIGINALS to: ___ URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: ___ Request continued from the meeting of _____ ___ Questions? Contact _____ ___ Special Instructions for the Clerk:		
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:		
RECOMMENDED ACTION: Receive staff report regarding annual review of the Housing Mitigation Ordinance; and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item 9

Mono County Housing Authority

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

March 8, 2011

TO: Mono County Housing Authority
FROM: Brent Calloway, Community Development Analyst
RE: Annual Housing Ordinance Review

RECOMMENDATION

Conduct annual housing ordinance review, including review of annual housing statistics; and provide any desired direction to staff.

FISCAL IMPACT

No fiscal impact. A total of \$5,565 of mitigation fees were collected in 2010. The Housing Trust Fund has a current balance of \$232,711.30.

BACKGROUND

The housing mitigation ordinance provides for an annual review pursuant to section 15.50.140 as follows:

15.40.140 Annual Review

The provisions of this Chapter, the Affordable Housing Guidelines, and any resolutions adopted to further the purposes of this Chapter shall be reviewed annually by the Mono County Housing Authority and the Community Development Director or his or her designee, and an annual report and accounting shall be provided to the Board of Supervisors evaluating the policies set forth in this Chapter and their effects.

DISCUSSION

In accordance with the above code provision, annual housing statistics, including permits issued, inspection activity, housing mitigation fee totals, foreclosure information, and other applicable data will be reviewed in a PowerPoint presentation. This review will also provide an opportunity to examine the Housing Mitigation Ordinance (see attached), and related issues such as location factor, inclusionary mitigation preferences, second unit requirements and alternative mitigations such as in-lieu payments.

This staff report has been reviewed by the community development director. Please contact Brent Calloway at 924-1809 if you have questions.

ATTACHMENTS

- PowerPoint Slides
- Chapter 15.40 Housing Mitigation Requirements

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Update on Rental Housing Program	
REGULAR ITEMS ONLY Time Required:	10 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board: Brent Calloway
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk:	_____ _____	
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:		
RECOMMENDED ACTION: Receive staff report on Rental Housing Program; and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item 10



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5284
mbooh@mono.ca.gov

David Wilbrecht
County Administrative Officer

Mary Booher
Financial Analyst

March 8, 2011

TO: Mono County Housing Authority

FROM: Mary Booher, County Administrative Office Financial Analyst

SUBJECT: **Update on Rental Housing Program**

Recommended Action:

Receive staff report on Rental Housing Program; and provide any desired direction to staff.

Discussion:

In 1996, the County took ownership of the two housing units in Benton. In FY 2003/04, staff in the Community Development Department began the process of upgrading these units to be used as Work Force housing. The first unit was rented to a tenant in 2007. Currently, both units are rented to teachers at Edna Beaman Elementary school.

Sometime in the early 2000's, the County took ownership of Birch Creek Condo #5 in June Lake, in lieu of fees. The condo was first rented in March, 2003. The original tenants moved out in May 2010, and after needed repairs and renovations, a Sheriff's deputy moved into the unit in July 2010.

Property management in Benton has been conducted by County staff, with Community Development staff starting, then CAO staff being reassigned to this task in 2009. Attempts to contract with a private entity to provide property management in Benton have been unsuccessful.

Property management in June Lake was done first informally, then with a formal agreement by a local realtor. This agreement was terminated in December 2009 when the property manager failed to collect rent. The Finance Department is continuing to collect the past rent due from the

previous tenant. Since that time, CAO staff have provided the property management.

In Benton, extensive renovations occurred between 2003 and 2007. Some rehabilitation grant funds were used, with the remaining costs being either General Fund or Housing Mitigation fees. The attached spreadsheet provides the details of these expenses. In December 2008, a cold snap resulted in a frozen pipe and flooding in one unit. The repairs took several months, and these costs, which were reimbursed by insurance, are not included on this spreadsheet. In FY 2009/10, the Board authorized \$5,000 of Housing Mitigation Funds to be used to install a separate electrical meter on the well, so one tenant did not have the well on their meter. Also in FY 2009/10, the Board authorized \$20,000 to CIP for a new septic system, as we had been unable to locate the existing system. In fall of 2010, when starting the process to install a new system, the old system was located, and minor repairs were made. The balance of this allocation will be transferred back from the CIP fund to the Housing Mitigation Fund.

In June Lake, the previous property manager authorized the tenants to install laminate flooring, and reduced rent by the cost of the product. Once they moved out of the unit, staff realized that the installation left a gap between the cabinet and flooring. Public Works staff was able to re-configure the cabinets so that the floor was covered without the need to redo the floor. However, Public Works has replaced the carpeting, one window, the hot water heater, the hood over the range, sinks, outlets, etc since the tenant moved out in May 2010. In addition, we will be replacing the range before the end of the fiscal year, as the existing stove does not meet current safety standards, as the gas continues to flow if the pilot goes out.

In addition to the maintenance costs, in June Lake we must pay Homeowner Association Dues and Common Area Utilities each month. Currently these total \$365/month. The rent for this unit is \$850.00/month. The monthly rent for the Benton units is \$750/month/unit.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: _____ Date 2/16/11
Mary Booher, County Administrative Office Financial Analyst

Rental Housing
Income/Expenditure Summary

	Benton Units		Birch Creek Unit		General Housing Admin	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
FY 03/04-FY 08/09 Upgrade	\$ 75,500.00	\$ 132,932.63				
FY 03/04-FY 08/09 Rental	\$ 13,500.00	\$ 6,915.85				
FY 09/10	\$ 11,625.00	\$ 6,553.65	\$ 4,200.00	\$ 11,233.61		\$ 10,393.33
July 1, 2010-February 15, 2011	\$ 12,750.00	\$ 226.03	\$ 7,849.08	\$ 3,664.59		\$ 4,891.00
CIP Project-Benton Septic		\$ 10,653.17				

Net County Income/(Cost) \$ (43,906.33) \$ (2,849.12)

General Housing Admin includes Mammoth Lakes Housing Contract, Grant Writing for HOME Grant, A-87 costs

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Implementation of program to develop infrastructure for Work Force Housing on County-controlled property	
REGULAR ITEMS ONLY Time Required:	15 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board: Brent Calloway
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk:		
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD <i>PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING.</i> PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:		
RECOMMENDED ACTION: Receive staff report on the possibility of developing and implementing a program to develop infrastructure for Work Force Housing on County-controlled property and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item 11



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5284
mboohar@mono.ca.gov

David Wilbrecht
County Administrative Officer

Mary Booher
Financial Analyst

March 8, 2011

TO: Mono County Housing Authority

FROM: Mary Booher, County Administrative Office Financial Analyst

SUBJECT: **Implementation of program to develop infrastructure for Work Force Housing on County-controlled property**

Recommended Action:

Receive staff report on the possibility of developing and implementing a program to develop infrastructure for Work Force Housing on County-controlled property and provide any desired direction to staff.

Discussion:

In the 1970's and 80's, many employers in Mono County provided employee housing, including CalTrans, Mono County (old substation site and Camp O'Neill site), Forest Service and DWP. In recent years, as housing prices have increased dramatically, more county employees are moving to Western Nevada or Inyo County. We currently have deputy sheriff's who live in Smith Valley, Nevada, and snow plow drivers that live in Big Pine.

Supervisor Hazard has requested a discussion about the implementation of a plan to be able to provide housing sites on county-controlled property. These sites would be leased to employees for 5 years, with a 5 year renewal for the employee to bring in a modular home onto the site. Supervisor Hazard has identified the following potential locations:

- Whitmore site (formerly Camp O'Neill) (8-20 sites)-lease with DWP
- Benton (2-4 sites between shop and houses)-County-owned
- Old Substation (1 site)-County-owned
- MGH Property (1-2 sites)-County-owned
- Walker/Coleville-Auchoberry pit or Community center area-County-owned

The following questions will need to be addressed if the Board wishes to implement such a program.

- Planning-related issues include:
 1. Are the sites appropriately designated for this type of residential use in the General Plan, and supported by general plan and area plan policies?
 2. Are the sites served by adequate infrastructure?
 3. What type of planning permits and environmental processing, if any, will apply?
- Would the new use on the Whitmore site require approval or a lease amendment with DWP
- All but the MGH site may require new or upgraded wells and septic systems (review by Louis Molina is attached)
- Is this a legal use of Housing Mitigation funds-Marshall

It is also not known whether employees would be interested in such a program, so staff recommends a survey of existing employees to gauge the level of interest.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: _____ Date 2/16/11
Mary Booher, County Administrative Office Financial Analyst



MONO COUNTY HEALTH DEPARTMENT

Environmental Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

MEMORANDUM

Date: February 18, 2011
To: Mary Booher
From: Louis Molina
Subject: Implementation of program to develop infrastructure for Work Force Housing in County-controlled property

Mary, as you noted in your memo to the Mono County Housing Authority, in regard to the above subject matter, all sites would need to be evaluated for onsite sewage disposal and domestic water service, with the exception of the MGH site, which has municipal water and sewer service.

In my opinion, the Whitmore site is of greatest significance in that you've noted that there could be anywhere from 8-20 home sites. With 15 or more service connections, the county would be in a situation where it is operating a Community Water System and would have to meet substantial regulatory requirements. 5-14 service connections would meet the threshold for a State Small Water System with lesser regulatory requirements. And, of course, the sewage system requirements for this development could also be substantial. I'm not sure of what infrastructure may presently be in place at the Whitmore/Camp O'Neal site that may be reusable in this regard, but there may be some cost savings available there.

The other sites noted appear that they would have less than 5 water service connections, which is less than the minimum criteria for MCHD oversight, and would, therefore, not be regulated water systems. We would still need to evaluate onsite sewage system needs and issue appropriate permits for these residences, but this would likely be a routine process.

HOUSING AUTHORITY

PLEASE MARK ONE: <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> REGULAR	AGENDA REQUEST FOR THE MEETING OF:	<u>March 8, 2011</u>
DEPARTMENT:	HOUSING AUTHORITY	
SUBJECT:	Frequency of Housing Authority Meetings	
REGULAR ITEMS ONLY Time Required:	10 minutes	REGULAR ITEMS ONLY Person Appearing Before the Board: Scott Burns and Mary Booher
Department Review (if applicable)	ACTION ITEMS and LEGAL DOCUMENTS: Fiscal Impact—Reviewed by Auditor-Controller and CAO Risk Exposure and Insurance—Reviewed by Risk Manager Legal Issues and Form—Reviewed by County Counsel (check one): Marshall Rudolph ___ Mark Magit <input checked="" type="checkbox"/> Stacey Simon ___ Allen Berrey ___ Policy Establishment or Change—Reviewed by CAO Impact to Other Dept(s): _____ — Reviewed by: _____ Personnel—Reviewed by Human Resources	Review Date _____ _____ _____ _____ _____ _____
HOUSING AUTHORITY		
<input type="checkbox"/> Certified Copy/ies requested (number of copies) ___ to: <input type="checkbox"/> Send ORIGINALS to: <input type="checkbox"/> URGENT ITEM- OVERNIGHT DELIVERY REQUESTED TO: <input type="checkbox"/> Request continued from the meeting of _____ <input type="checkbox"/> Questions? Contact _____ <input type="checkbox"/> Special Instructions for the Clerk:		
SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE CLERK OF THE BOARD PRIOR TO 5:00 P.M. ON THE FRIDAY 11 DAYS PRECEDING THE TUESDAY BOARD MEETING. PLEASE STATE THE RECOMMENDED ACTION IN DETAIL IN SPACES BELOW AND ATTACH STAFF REPORT AS REQUIRED:		
RECOMMENDED ACTION: Receive report on possible changes to the frequency of Housing Authority meetings; and provide any desired direction to staff.		

Approved by CAO
Initials
Date

Agenda Item 12



COUNTY OF MONO

P.O. BOX 476, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5583 • FAX (760) 932-5284
mboohier@mono.ca.gov

David Wilbrecht
County Administrative Officer

Mary Booher
Financial Analyst

March 8, 2011

TO: Mono County Housing Authority
FROM: Mary Booher, County Administrative Office Financial Analyst
SUBJECT: **Frequency of Housing Authority Meetings**

Recommended Action:

Receive report on possible changes to the frequency of Housing Authority meetings; and provide any desired direction to staff.

Discussion:

In the January 2010 Housing Authority meeting, Commissioner Bauer asked that we review the structure of the Housing Authority, with the suggestion that a separate group be appointed to this function, similar to the planning commission. Based on the Authority review, in April 2010 the Authority decided to change the by-laws and establish one meeting per year, with additional special meetings if needed.

Commissioner Johnston has requested a discussion to increase the frequency of meetings. A formal change in the meeting schedule will necessitate a change in the by-laws of the Housing Authority. Therefore, staff will take direction on this topic and bring these changes back to a meeting (date to be set), to become effective at that time.

Fiscal Impact:

None at this time.

If there are any questions regarding this item, please contact Mary Booher at 932-5583.

Thank you,

Submitted by: _____ Date 2/22/11
Mary Booher, County Administrative Office Financial Analyst