

**February 10, 2015**

**Regular Meeting**

**Urgency Item**

**Proclamation of  
Local Emergency,**

**Ratification**

**CAO**

**Board Update - Initial County  
Response to windstorm on 2/6 - 2/9  
and Round Fire and Van Dyke Fire**



## COUNTY OF MONO

P.O. BOX 696, BRIDGEPORT, CALIFORNIA 93517  
(760) 932-5410 • FAX (760) 932-5411

Jim Leddy  
County Administrative Officer

Board Update – Initial County response to windstorm of February 6-9 and Round Fire and Van Dyke Fire February 10, 2015

### Overview:

After the events of the weekend of February 6-8, 2015, the Mono County department heads met and have the following updates which are the beginning structure of ensuring a response to the disaster to a recovery and support for impacted residents. This is only the beginning of a marathon effort that will have many different aspects and phases.

Bridgeport is in full recovery with everything except Verizon based cell service restored. Emergency Shelter closed. Antelope Valley also has power and lacks Verizon Cell service. Walker Community Center Shelter also closed.

The following listing is a brief synopsis by major area or department. Routine updates will continue.

**Ag. Commissioners Office:** No live stock lost. Point Ranch (Van Dyke Fire in Bridgeport) there was a loss of one mile of fencing.

**Animal Control** -- Pet care available to help with any pet placement issues, Angelle Nolan, (760) 932-5582 or [anolan@mono.ca.gov](mailto:anolan@mono.ca.gov)

**Assessor** -- Assessor toured community along with Sheriff and Assessor appraiser staff. Preliminary estimate of property value to be removed from the roll is \$7.7 million. Calamity relief forms will be transmitted by multiple means to impacted property owners. The request for relief form will also be placed on County website and printed copies will be at the Crowley Community center.

**Behavioral Health** -- Counseling services for residents and recovery workers available. Inyo County has offered services and will be accessed as need requires.

**Building Official** – Inspected all impacted buildings by working with Cal Fire and local agencies. Issue of permitting of all homes and structures which were destroyed will require resources and options for early pre-permitting under review.

**Community Development** – as residents begin process of permitting and potential rebuild, non-conformity issues and RV use during construction will need to be addressed. This issue will be analyzed and recommendation made to Board for consideration.

**County Administrator's Office** – Working to ensure state and federal support for potential reimbursement of costs. Congressman Cook's office has been contacted and Supervisor Stump received contact from Senator Feinstein's office.

**County Counsel** – Reviewing all aspects of declaration and will track ongoing need for it to remain in effect.

**Finance** – Midyear budget review being moved to March 3<sup>rd</sup> to provide time to assess need for additional resources and impacts on County Budget. All departments have been advised to track any and all expenditures connected with Round Fire, Van Dyke Fire or windstorm which has impacted any portion of the County.

**Information Technology** – Verizon working to restore cell service and full, broadband to its customer network. Portable tower being brought in to facilitate faster return to service. Verizon splicing into D395 to aide in restoration.

**California Office of Emergency services** - Recovery staffer, Sean Smith, coming to Mono to support accessing various state recovery programs.

### **Public Health:**

- **Water infrastructure** – Public health has inspected and Boil Water advisory has been issued. This advisory also on County website and printed available for people through Crowley Community Center.
- **Porta potties** being coordinated for impacted neighborhoods by Facilities as offer of donation from Preferred Septic was received.
- **Medications** – Dr. Johnson is available for anyone who has need to access prescription due to loss during the fire.
- **EMS** – request has been made to temporarily have Paramedic rig in impacted community. EMS and Public health coordinating request to ensure adequate coverage in other areas.

### **Public Works:**

- **Road** - Guard rail replacement along upper Rock Creek scheduled for one days' worth of work by outside contractor on Wednesday February 11, 2015. This should allow reopening. Until then that road will be closed and is only road so far identified as impacted.

- **Road sign** impact and replacement under way – loss of signs being determined and replacement will occur as quickly as feasible.
- **Solid Waste** – Solid Waste is contacting local private waste haulers about cost of providing dumpsters and where the waste will need to be transported. Waste from house fires usually considered hazardous so long distance transport a probable outcome.

**Sheriff's Office** -- As director of Emergency Services is maintaining focus on response and collaboration with all first response agencies. Issued emergency declaration ON Friday, February 6, 2015.

Sheriff's department will have deputy presence in impacted communities to ensure safety and no trespass. Sheriff's PIO is providing regular updates and communication with the Calfire and other Public Information officers of cooperating agencies.

### **Social Services:**

Social Services is handling the bulk of resident support. Operating and staffing the Crowley Community Center, 458 South Landing Road, Crowley.

Crowley Community Center acting as both Shelter and Local Assistance Center. Red Cross and Salvation Army coordinating with Social Services and has presence there from February 9<sup>th</sup> to February 14. This can be extended easily and will be determined later in the week.

**Donations** – People should review process to donate goods or funds through the County website: <https://gis.mono.ca.gov/roundfire/>

Offers of housing donations being coordinated by Marlo Preis, (760) 924-1793 or [mpreis@mono.ca.gov](mailto:mpreis@mono.ca.gov)

**Salvation Army** has opened at the Tri-County Fairgrounds a place for displaced residents to go who needs clothes or other donated durable goods. The outpouring of support from the community has been tremendous. We will message out what is needed as we learn more from the affected residents. Gift cards are the most flexible way to give currently, and can be used immediately.

Salvation Army and American Red Cross mobile units are located in Swall Meadows and will continue to serve as long as needed.

**February 10, 2015**

**Regular Meeting**

**Urgency Item**

**I.T. Report of Event**

## IT report of event:

### Friday:

- 10am : The power in Bridgeport started to flicker. Multiple brown outs which wreaked havoc on our equipment
- Bridgeport site went down completely around 12pm
- The SO switched to auxiliary power and remained operational.
- Memorial Hall's generator came online and kept that facility running, with Internet via Digital 395.
- Mammoth remained online with only the loss of email and voicemail really impacting south county staff.
- Round Fire burns 50+ power/phone poles & 40k feet of Verizon fiber optic taking down power to Swall & Paradise
- Verizon cell phones, DSL, and select land lines down north of Rovana
- 911 is re-routed to Inyo County dispatch
- Don Nunn wired the generator transfer switch in our Bridgeport server room in an attempt to bring us on reserve power.
- It appeared at the time that we were getting dirty power which was preventing us from powering up equipment so we gave up for the night

### Saturday:

- AM check-ins with Dispatch and Mono Sheriff indicated that they were stable and one 911 trunk line was restored
- IT generator was brought up network restoration efforts highlighted that some of our equipment was damaged the day before. Better part of the day spent replacing equipment and trying to get stable power to locations necessary.
- Power was restored at approximately 4pm and we completed bringing the rest of the County network up by 6:30pm

### Power issues

- Bridgeport IT generator wasn't fully setup when the power went out
  - Wiring was completed by Don Nunn around 4pm on Friday for the server room
  - Battery was dead on the generator
  - Batteries on the APCs were completely dead and didn't respond well to generator power (took a long time to get the servers up)
- There is still no generator power for our phone closet in Annex I
  - We need to have a line pulled into that closet in order for the generator be of any value
- Fuel Pumps at road shops did not have redundant power
  - People were having difficulties getting gas until portable generators were put in place
- Memorial Hall
  - Generator powers circuits in the kitchen and the lights
  - Outlet that the Digital 395 NID and our network equipment is plugged is not on generator power
- Power in Coleville, Walker was down
  - Uncertain if Walker Senior Center generator was working?
- All Digital 395 nodes stayed online, were closely monitored by the NOC and performed well

### **Phone & Network issues**

- 40k feet of Verizon fiber was burned between Rovana and Swall Meadows
  - Between 50-100 poles were burned taking down SCE power and Verizon
  - Backhaul supported cell and DSL
    - All Verizon DSL and Verizon wireless was down north of Rovana
  - Most PRI based phones stayed up in Mammoth
  - 911 went down for 12h(?) and was re-routed to Inyo during this time
- AT&T cell stayed up but was not performing exceptionally well in Bridgeport
- Bridgeport phones, Mammoth IP phones, PRI trunk, etc. all went down
- All network traffic in Bridgeport was down
- County email was down for 36h
- IT phones in Mammoth and BP went down with the power
- IP/Digital access to fire channels?
- Microsoft VPN and Bomgar tunnels into our network went down (routed through BP)
- Answer phones if you don't recognize them!

**February 10, 2015**

**Regular Meeting**

**Urgency Item**

**Assessor**

**Calamity**

**Reassessment**

**Application**





**OFFICE OF THE ASSESSOR  
COUNTY OF MONO**

**P.O. BOX 456, BRIDGEPORT, CALIFORNIA 93517**

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**BARRY BECK, ASSESSOR  
(760) 932-5510 FAX (760) 932-5511**

Dear Taxpayer,

The Board of Supervisors enacted Ordinance 06-04 providing property tax relief for owners who have suffered property damage due to major disaster or individual misfortune.

Property owners may apply for a reassessment under this ordinance for any damage or destruction not the fault of the property owner. The written application may be filed within 12 months of the misfortune or calamity.

*To qualify for reassessment, you must meet the eligibility requirements on the reverse side of this form. Please complete all sections and return to our office for processing.*

If our office can be of assistance in answering your questions or completing this form, please do not hesitate to contact us. We will be more than happy to help you. For your convenience, you may contact our office by phone, or coming into our office. Our location and contact information are listed below.

Bridgeport Office  
25 Bryant Street, Annex II, Bridgeport, CA. 93517  
(760) 932-5510

You may also fax the information to (760) 932-5511, or email a scanned copy of this application to [assessor@mono.ca.gov](mailto:assessor@mono.ca.gov)

Sincerely,

Barry Beck  
Assessor

**APPLICATION FOR REASSESSMENT OF PROPERTY DAMAGE  
COUNTY OF MONO**

Please type or print application

**Applicant's Name and Mailing Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ELIGIBILITY REQUIREMENTS: Section 170 of the Revenue and Taxation Code and Mono County Ordinance No. 06-04 allow you to apply for a reassessment of your property if the following occurred:

1. Property is damaged or destroyed by a misfortune or calamity, not the fault of the property owner, whether by major disaster or individual misfortune;
2. The written application may be filed within 12 months of the misfortune or calamity.  
*Your property will be eligible for reassessment if damage to the taxable property totals \$10,000 or more.*

Assessor's Parcel Number (if known): \_\_\_\_\_  
(The APN can be located on your tax statement) (APN)

Address or location of damaged property: \_\_\_\_\_

Date of damage to property: \_\_\_\_\_ in County of Mono, State of California

My estimate of the cost to repair the damage on my property (if known) is \$ \_\_\_\_\_

My opinion of the market value of the property on the day before the damage (if known) is \$ \_\_\_\_\_

Please describe the damage to your property. (Attach additional sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

In order to help with the estimate of damage, please attach any photos, damage estimates, repair estimates, or lists of damage you have. Please put your name and property address or location on each attachment.  
Thank you.

I am the owner of, or have in my possession or under my control, the above-described taxable property, and I am liable for property taxes thereon.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.**

Dated \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_  
City State

Signature: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO:**

**Barry Beck  
Mono County Assessor  
PO Box 456  
Bridgeport, CA. 93517**

**February 10, 2015**

**Regular Meeting**

**Item #9a**

**Finance**

**HOME First Time  
Homebuyer Program**



DEPARTMENT OF FINANCE  
COUNTY OF MONO

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Assistant Finance Director  
Treasurer-Tax Collector

*Leslie L. Chapman, CPA*  
Finance Director

*Roberta Reed*  
Assistant Finance Director  
Auditor-Controller

P.O. Box 495  
Bridgeport, California 93517  
(760) 932-5480  
Fax (760) 932-5481

P.O. Box 556  
Bridgeport, California 93517  
(760) 932-5490  
Fax (760) 932-5491

To: Honorable Board of Supervisors  
From: Megan Mahaffey, Accountant  
Leslie Chapman, Finance Director

Date: 2/10/15

**Subject:**

First Time Homebuyer Program funded by Home Investment Partnership Program (HOME)

**Recommendation:**

1. Authorize staff to enter into a Sub-recipient agreement to implement and administer the Mono County First-Time Homebuyer (FTHB) Program on behalf of Mono County subject to the oversight described below:
  - a. Establishment of a loan committee that will be responsible to review the loan files for completeness, make sure applicants meet the eligibility requirements and select award recipients based on the sub-recipient's recommendations and the committee's findings, and
  - b. Maintain up to \$8,750 (50% of the HCD administration allocation) to oversee operations and the FTHB program and to ensure compliance with HUD/HCD and HOME requirements.
2. Authorize the CAO to approve and execute the sub recipient agreement as described above for an amount not to exceed \$691,250.00, and provided it complies with all HOME Program and HUD/HCD requirements and is approved as to form by County Counsel.
3. Direct staff to choose Mammoth Lakes Housing as the sub-recipient based on local status and extensive experience with these types of grant programs; or direct staff to implement a selection process (including outreach to potentially qualified entities and review of qualifications, references, and experience) and make a recommendation to the Board regarding the entity determined to be most qualified.

#9a

**Background:**

On December 2, 2014 staff recommended approval of a Request for Proposal to select a Subcontractor to operate the Mono County First Time Homebuyer Program. This proposal was based on staff's research with an eye towards finding a vehicle that would provide more control over the grant program after receiving many monitoring findings and corrective actions from prior CDBG Homebuyer grants. It appeared that the sub-contract was the best option. That option requires an RFP process, hence our recommended actions for the December 2<sup>nd</sup> board agenda item. However, when questions were raised about subcontractor vs sub-recipient and whether procurement requirements differ, staff was unprepared to respond. So your Board directed County Counsel to research the issue and report back. The research is complete, questions answered, and the research memo is attached. As it turns out, the additional research turned up some information that made staff change its recommendations thanks to Stacey Simon's thorough research.

Ms. Simon's research shows that a competitive procurement process is required prior to entry into a contractor or vendor contract under the HOME Program, but not prior to entering into a subrecipient agreement. The memo also explains the distinction between contractors and sub-recipients and other issues discussed on December 2<sup>nd</sup>. In light of the detailed analysis from County Counsel we believe that a subrecipient agreement can be drafted that would include the needed controls and oversight to ensure that the First Time Homebuyer Program is not a Liability to Mono County. As recommended by the California Department of Housing and Community Development, establishment of a Loan Committee is good business practice and an essential role to the Mono County First Time Homebuyer Program. In addition to County staff providing support and oversight, the loan committee will serve as the authorizing agent for awarding financial assistance. Staff's vision is that the loan committee would be composed of a community member with knowledge in lending, Mono County Finance Director, a Mammoth Lakes Housing Board Member and/or members for the Town Council and County Board of Supervisors. The formation of a Loan Committee will mitigate the risk of errors in the income calculation and ensure that underwriting and loan documentation is complete and result in reduced risk of liability to both Mono County and the sub-recipient.

**Fiscal Impact:**

Grant revenues and projected expenditures are included in the Housing budget. General Fund Staff time will be required to ensure proper oversight of the First Time Homebuyer Program, loan portfolio management and administration of a loan committee.

**Attachments:**

1. Memo to Board RE Procurement, Stacey Simon

**February 10, 2015**

**Regular Meeting**

**Item #9b**

**Community**

**Development**

**Grant Agt. w/Sierra Nevada  
Conservancy for Mono County  
Thermal Biomass Project at the  
Bridgeport Road Shop**

## TERMS AND CONDITIONS OF GRANT

### Special Provisions

#### A. Project Operation

1. The grantee shall use, manage, operate and maintain the Project, for the purposes for which this grant was made, for a minimum of twenty years ("Project Operation Period"). The grantee shall administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance and preservation of the Project through-out the Project Operation Period. The grantee assumes all operation and maintenance costs of the Project; SNC shall not be liable for any cost of maintenance, management, or operation. The grantee may be excused from its obligations for operation and maintenance only upon the written approval of the Executive Officer.
2. SNC may inspect the Project, and all documentation relating to use, management, operation and maintenance of the Project, at any time during the Project Operation Period.
3. The obligations set forth in this Paragraph A constitute essential obligations for purposes of Paragraph I of the General Provisions of this Agreement.

#### B. Equipment

For the purposes of this agreement, the term "equipment" is defined as supplies or tools with an individual unit cost of more than \$5000 and a life expectancy of two (2) years or more; the term "equipment" does not include the thermal biomass boiler system or any of its components.

1. Unless otherwise stipulated in this agreement, all equipment purchased/reimbursed with agreement funds shall be the property of the Sierra Nevada Conservancy (SNC). The grantee shall maintain and administer a sound business program for ensuring the proper use (operators must be properly trained, licensed and capable), maintenance, repair, protection, insurance and preservation of equipment purchased with grant funds, and must perform a physical inventory and reconciliation to equipment records every two years. This must be available to SNC staff upon request.
2. Records for grant equipment, which are subject to audit by SNC and/or State Department of Finance, shall also be made available in the grant file and retained for three years after final disposition of the equipment, or for three years after final grant payment is made, whichever is later.
3. Within sixty (60) calendar days prior to the termination or end of this agreement, the grantee shall provide a final inventory report of equipment. SNC shall, within 30 days, determine the requirements, including the manner and method, of

**February 10, 2015**

**Regular Meeting**

**Item #9c**

**CAO, Superior Court**

**Update on Court-**

**County Delinquent**

**Fine/Fees**

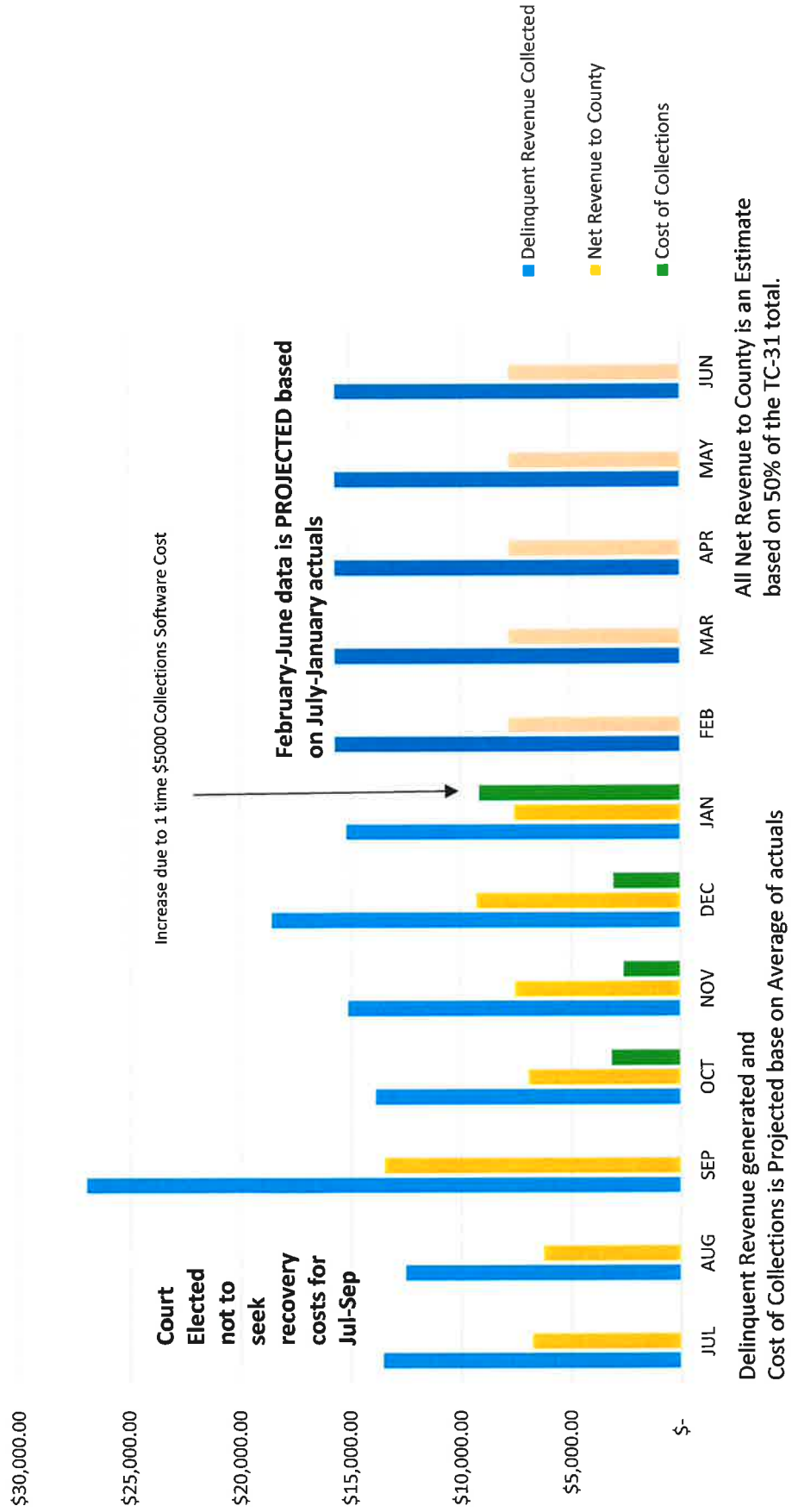
**Collections Program**



## Refresher: What is a Comprehensive Collections Program?

- In 2004, legislation was enacted requiring the Judicial Council to establish a court-county working group on collections and to adopt guidelines for a “**comprehensive program**” to collect fees, fines, forfeitures, penalties and assessments imposed by the courts. (California Penal Code section 1463.010).
- This law was passed to promote cooperation between courts and counties to “**enhance**” the effectiveness of collecting fees, fines, forfeitures, penalties and assessments imposed by the courts that are transferred by courts to the Counties and then distributed by the Counties to the State, County and municipalities.

# Delinquent Revenue For Mono County



Delinquent Revenue generated and Cost of Collections is Projected base on Average of actuals

All Net Revenue to County is an Estimate based on 50% of the TC-31 total.

# Updated figures for Delinquent Revenue For Mono County-FY 2014

	Delinquent Revenue Collected	Net Revenue to County	Cost of Collections	
JUL	\$ 13,541.58	\$ 6,770.79	-	
AUG	\$ 12,516.46	\$ 6,258.23	-	COURT ELECTED NOT TO SEEK RECOVERY COSTS JULY- SEPTEMBER
SEP	\$ 26,953.04	\$ 13,476.52	-	
OCT	\$ 13,866.69	\$ 6,933.35	3,152.45	
NOV	\$ 15,102.61	\$ 7,551.31	2,598.43	
DEC	\$ 18,563.43	\$ 9,281.72	3,067.31	
JAN	\$ 15,164.49	\$ 7,582.25	9,147.94	*Increase due to \$5000.00 1 time Collections Software reimbursement
FEB	\$ 15,674.31	\$ 7,837.16	3,241.53	
MAR	\$ 15,674.31	\$ 7,837.16	3,241.53	
APR	\$ 15,674.31	\$ 7,837.16	3,241.53	
MAY	\$ 15,674.31	\$ 7,837.16	3,241.53	
JUN	\$ 15,674.31	\$ 7,837.16	3,241.53	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>PROJECTED VALUES BASED ON AVERAGE OF JULY-JANUARY ACTUALS</p> </div>				
Total=	\$ 194,079.85	\$ 97,039.93	\$ 34,173.78	

NAME - COURT/COUNTY  
COST RECOVERY  
FOR THE PERIOD ENDING 10/31/2014

Description	Cost of Collections
<b>SALARIES &amp; BENEFITS:</b>	
Salaries and Wages - Regular	\$ 1,801.50
Temporary Help	\$ -
Overtime	\$ -
<b>Total Salaries and Wages</b>	<b>\$ 1,801.50</b>
Social Security Insurance & Medicare	\$ -
Group Insurance	\$ -
Retirement (non-judicial)	\$ -
Worker's Compensation	\$ -
Unemployment Insurance	\$ -
Other Benefits	\$ 354.46
<b>Total Fringe Benefits</b>	<b>\$ 354.46</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 2,155.96</b>
<b>OPERATING EXPENSE &amp; EQUIPMENT</b>	
Moving and Relocation	\$ -
Dues & Memberships-Legal Staff	\$ -
Dues & Memberships-Other	\$ -
Miscellaneous Office Supplies	\$ 81.06
Printed Library Materials	\$ -
Electronic Reference Resources	\$ -
Minor Equipment - Non-EDP** (under \$5,000 per item)	\$ -
Minor Equipment - EDP (under \$5,000 per item)	\$ -
Office Equipment Rental, Maintenance & Repairs	\$ -
General Expense Not Reported Elsewhere	\$ -
Office Copier Expense	\$ 52.91
Printed Forms & Stationery	\$ -
Telecommunications	\$ 57.95
ISP & Leased Line Charges	\$ 24.42
Postage	\$ -
In-State Travel	\$ -
Out-of-State Travel	\$ -
Training	\$ -
Rent	\$ -
Janitorial Services	\$ -
Utilities	\$ -
General Consultant & Professional Services	\$ -
Agency Temporary Help	\$ -
EDP Maintenance	\$ -
EDP Commercial Contract	\$ -
EDP Interagency Agreement	\$ -
EDP Repairs & Supplies	\$ -
EDP Software & Licensing	\$ 600.00
EDP Equipment Rental/Lease	\$ -
Other EDP Expenditures	\$ -
Judgments, Settlements & Claims	\$ -
**Electronic Data Processing (EDP)	\$ -
<b>TOTAL OPERATING EXPENSE &amp; EQUIPMENT</b>	<b>\$ 816.34</b>
Administrative Services	10% \$ 180.15
*10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87)	
<b>Total Costs subject to recovery prior to any revenue distribution</b>	<b>\$ 3,152.45</b>