



AGENDA

MONO COUNTY HOUSING AUTHORITY

STATE OF CALIFORNIA

MEETING LOCATION Mammoth Lakes Suite Z, 437 Old Mammoth Rd, Suite Z, Mammoth Lakes, CA 93546

January 21, 2020

TELECONFERENCE LOCATIONS:

1) First and Second Meetings of Each Month: Mammoth Lakes CAO Conference Room, 3rd Floor Sierra Center Mall, 452 Old Mammoth Road, Mammoth Lakes, California, 93546; 2) Third Meeting of Each Month: Mono County Courthouse, 278 Main, 2nd Floor Board Chambers, Bridgeport, CA 93517.

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact Shannon Kendall, Clerk of the Board at (760) 932-5533. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517), and in the County Offices located in Minaret Mall, 2nd Floor (437 Old Mammoth Road, Mammoth Lakes CA 93546). Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). **ON THE WEB** You can view the upcoming agenda at www.monocounty.ca.gov. If you would like to receive an automatic copy of this agenda by email, please subscribe to the Board of Supervisors Agendas on our website at <http://monocounty.ca.gov/bos>.

3:00 PM Call meeting to Order

Pledge of Allegiance

1 OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

2. AGENDA ITEMS

A. Board Minutes

Departments: Clerk of the Board

1 minute

(Chair Corless) - Approval of the Housing Authority minutes from the June 19, 2018 meeting.

Recommended Action: Approve the Housing Authority minutes from the June 19, 2018 meeting.

Fiscal Impact: None.

B. Mono County Housing Authority Purpose

Departments: CDD, Finance

10 minutes

(Wendy Sugimura) - A discussion about the purpose of the Mono County Housing Authority and its capacity.

Recommended Action: None, informational only.

Fiscal Impact: Costs to staff the Housing Authority and programs, and costs of any programs run by the Housing Authority.

C. Building Permit Statistics

Departments: Community Development

10 minutes

(Melissa Bell) - Presentation regarding current development activity as indicated by building and planning permit statistics.

Recommended Action: None (informational only). Provide any desired direction to staff.

Fiscal Impact: None.

D. Overview of Mono County Housing Programs

Departments: Community Development, Finance, Behavioral Health, Social Services

15 minutes

(Wendy Sugimura, Meghan Mahaffey) - Presentation regarding current housing programs being implemented by Mono County, future work items, and potential opportunities.

Recommended Action: None (informational only). Provide any desired direction to staff.

Fiscal Impact: None.

E. Mono County's Home Investment Partnership Program (HOME) Update

Departments: Mammoth Lakes Housing, Finance, CDD

10 minutes

(Patricia Robertson) - Presentation by Patricia Robertson of Mammoth Lakes

Housing on the Mono County HOME First-Time Home Buyer Program, funded through the State HOME Program, which assists local first-time homebuyers purchase homes within unincorporated Mono County.

Recommended Action: None (informational only). Provide any desired direction to staff.

Fiscal Impact: The Mono County HOME loan portfolio consists of seven loans for a total valuation of \$877,327, each ranging from \$54,100 – \$173,000. These seven loans have leveraged more than \$1.098 million in private financing for a total of \$2.019 million in real estate investment in Bridgeport, June Lake, Mono City, Lee Vining, and Crowley Lake for local families working in the recreation, food service, hospitality, arts, and construction industries. No homes have been lost to foreclosure.

ADJOURN



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	January 21, 2020	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	1 minute	PERSONS APPEARING BEFORE THE BOARD	Chair Corless
SUBJECT	Board Minutes		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Approval of the Housing Authority minutes from the June 19, 2018 meeting.

RECOMMENDED ACTION:

Approve the Housing Authority minutes from the June 19, 2018 meeting.

FISCAL IMPACT:

None.

CONTACT NAME: Scheereen Dedman

PHONE/EMAIL: x5538 / sdedman@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
**PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p> 6-19-18 Draft minutes</p>
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History

Time	Who	Approval
10/29/2019 2:20 PM	County Administrative Office	Yes

10/7/2019 12:42 PM

County Counsel

Yes

10/3/2019 7:09 AM

Finance

Yes



**DRAFT MEETING MINUTES
MONO COUNTY HOUSING AUTHORITY
STATE OF CALIFORNIA**

MEETING LOCATION Suite Z, 2nd Floor Minaret Mall, 437 Old Mammoth Rd., Suite Z, Mammoth
Lakes, CA 93546

June 19, 2018

Flash Drive	Portable Recorder
Minute Orders	M18-01
Resolutions	R18-01 Not used
Ordinance	ORD18-01 Not used

1:30 PM Meeting Called to Order by Chair Gardner.
Supervisors Present: Corless, Gardner, Peters, and Stump.

The Mono County Board of Supervisors stream most of their meetings live on the internet and archives them afterward. To search for a meeting from June 2, 2015 forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>.

Pledge of Allegiance led by Supervisor Corless.

1 OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

2. AGENDA ITEMS

A. Housing Authority Minutes

Departments: Clerk of the Board

Approval of minutes from the Housing Authority meeting held on June 20, 2017.

Action: Approve the minutes from the Housing Authority meeting held on June 20, 2017.

Stump moved; Corless seconded

Vote: 4 yes; 0 no

M18-01

B. Mono County Housing Authority Purpose

Departments: CDD, Finance

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

(Wendy Sugimura) - A discussion about the purpose of the Mono County Housing Authority and its capacity.

Action: None.

Wendy Sugimura, Interim Director Community Development:

- Went over the general purpose of the Housing Authority.
- Explained how funding works.
- Staff report included a copy of the resolution about what the Housing Authority does.

General comments from Board members.

Stacey Simon:

- The Health and Safety Code sets out what a Housing Authority does.

C. Housing Program Update

Departments: Community Development

(Megan Mahaffey) - Review of current housing assistance programs in Mono County.

Action: None.

Megan Mahaffey, Community Development:

- Brief overview given.
- Explained funding sources.
- Housing Mitigation Fund is currently at \$0.
- Per Supervisor Stump: balance was transferred into the Revolving Loan Fund.
- Went over all available housing currently available.

D. Home Investment Partnerships Program (HOME) Update

Departments: Community Development

(Patricia Robertson) - The Mono County First Time Homebuyer program was funded most recently with a grant award of \$700,000 from the Home Investment Partnerships Program (HOME) through the state. This program was complete in January 2018 and assisted four families in purchasing homes.

Action: None.

Patricia Robertson (Mammoth Lakes Housing):

- Here to report on last HOME award that county received.
- Received an extension to spend the money.
- Almost all money was expended on four households.
- Loan amounts for the four households ranged from \$54,000 - \$173,000.
- Loans will be repaid at 30-year expiration date, when homes sell or when families refinance.
- Currently Mono County doesn't have any funds available for new households.
- There is a lot of money available to apply for – August 6th is deadline.

Janet Dutcher:

- Discussion about application process for HOME funds.
- We were not successful the last time around; she went into various specifics.

E. 2017 Building Permit Statistics

Departments: CDD - Building Division

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

(Julie Aguirre) - Discussion of 2017 building permit statistics and activity.

Action: None.

Wendy Sugimura:

- Introduced item; handouts given.

Julie Aguirre, Community Development:

- Gave update/statistics of all 2017 building permits issued, activities.

Supervisor Stump:

- Asked about pending vs. issued permits.

ADJOURNED at 2:05 p.m.

ATTEST

**STACY CORLESS
CHAIR OF THE BOARD**

**SCHEEREEN DEDMAN
SENIOR DEPUTY CLERK**



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	January 21, 2020	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Wendy Sugimura
SUBJECT	Mono County Housing Authority Purpose		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)
A discussion about the purpose of the Mono County Housing Authority and its capacity.

RECOMMENDED ACTION:

None, informational only.

FISCAL IMPACT:

Costs to staff the Housing Authority and programs, and costs of any programs run by the Housing Authority.

CONTACT NAME: Wendy Sugimura

PHONE/EMAIL: 7609241814 / wsugimura@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> staff report
<input type="checkbox"/> Attch 1 - HA Resolution
<input type="checkbox"/> Attch 2 - HA Bylaws
<input type="checkbox"/> Attch 3 - Toolbox

History

Time	Who	Approval
1/16/2020 8:50 AM	County Administrative Office	Yes
1/16/2020 9:37 AM	County Counsel	Yes
1/16/2020 12:03 PM	Finance	Yes

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

Date: January 21, 2020

To: Mono County Housing Authority

From: Steve Barwick, CAO
Wendy Sugimura, Community Development
Megan Mahaffey, Finance
Kathy Peterson, Social Services
Amanda Greenberg, Behavioral Health
Bentley Regehr, Community Development

Subject: Mono County Housing Authority Purpose

Recommended Action:

Retain the Housing Authority as it currently exists so it is available as a tool if needed in the future, and revisit the discussion after the County Housing Coordinator position has been filled. Provide any desired direction to staff.

Fiscal Impact:

Costs to staff the Housing Authority and programs, and costs of any programs run by the Housing Authority

Discussion:

The Mono County Housing Authority was established in 2005 in response to the need for workforce housing (Attachments 1 and 2). The Board of Supervisors currently serves as the Housing Authority Board and staffing is absorbed by the Community Development and Finance Departments, although a broader cross section of departments participates in housing issues including Behavioral Health and Social Services. Funding is limited to general funds and revenues from the recently adopted Housing Mitigation Ordinance (which goes into effect on Feb. 10, 2020) if allocated by the County, and grant awards.

In a brief review of other counties' Housing Authority structures, county staff typically participates in and assists with policies, ordinances, and review of proposed development projects and other activities, but is not primary or sole Housing Authority staff. Housing Authorities, or other similar entities, have jurisdictional authority and mission statements separate from the county, and typically have their own dedicated staff. Mission statements vary, but often Housing Authorities implement programs such as housing development projects (project development, financing, construction); property acquisition and sales; affordable housing rental management; public-private housing partnerships; Section 8 voucher administration; and deed restriction monitoring.

The County, on the other hand, has prioritized a housing toolbox (Attachment 3) which consists largely of programs that may facilitate or incentivize the private sector to pursue affordable housing projects. However, the hard reality is that these programs have limited impacts on project cost and only provide indirect assistance. In addition, developers interested in these affordable housing projects are rare in

the county, which means the affordable housing dynamic is missing the private-sector side of the equation. Past direction from the Board of Supervisors is that Mono County should **not** be a landlord or property manager, and the County has neither the expertise nor capacity to build and/or manage affordable housing projects and properties.

The Mono County Housing Authority, or a similar entity (joint powers authority, non-profit organization, etc.), can help bridge the gap between County services and the delivery of physical units. However, the Housing Authority as it currently exists is an empty vessel with no dedicated staffing or programming, and the little activity that occurs represents the extent of current staffing capacity. To add significant new activities or programs, additional new staff capacity would be required.

Mono County is currently in the process of developing a job description for a Housing Coordinator position, which will then be flown and (hopefully) filled. The Housing Coordinator should have the necessary skill set and expertise to take the lead on holistically coordinating and implementing County housing programs, and continuing the discussion about the role and purpose of the Housing Authority. As an empty vessel, the Housing Authority could be reconfigured or modified to meet the needed role and purpose, or another mechanism could be established. Therefore, at this time, the recommendation is to retain the Housing Authority so it is available in the future, and revisit this discussion after the Housing Coordinator position has been filled.

Please contact Wendy Sugimura, Community Development Director, at (760) 924-1814 or wsugimura@mono.ca.gov with any questions.

Attachments:

1. Resolution Establishing the Mono County Housing Authority
2. Housing Authority Bylaws
3. Prioritized Housing Toolbox



RESOLUTION NO. 05- 094

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
DECLARING THE NEED FOR A HOUSING AUTHORITY AND
ESTABLISHING THE MONO COUNTY HOUSING AUTHORITY**

WHEREAS, authority for the establishment of a county housing authority is set forth in the Housing Authorities Law pursuant to Health and Safety Code Sections 34200 et seq.; and

WHEREAS, the Board of Supervisors finds and declares that there is need for the Mono County Housing Authority to function to provide for housing available for lower and moderate income persons residing and working within Mono County; and,

WHEREAS, the Board of Supervisors finds, pursuant to Health and Safety Code Section 34242(b), that there is a shortage of safe or sanitary dwelling accommodations within Mono County that are available to persons of low income at rentals that they can afford, and that these findings are based on the findings set forth in the Housing Element of the Mono County General Plan and in a housing needs assessment prepared by The Housing Collaborative, LLC; and

WHEREAS, the Board of Supervisors declares that there shall be five commissioners appointed as commissioners of the Mono County Housing Authority, that the Board of Supervisors shall be the commissioners of the Mono County Housing Authority pursuant to Health and Safety Code Section 34290; that all of the rights, powers, duties, privileges and immunities vested by the Housing Authorities Law in the commissioners of the Mono County Housing Authority shall be vested in the Board of Supervisors; that there are presently no tenants of the Mono County Housing Authority, and at such time as the Mono County Housing Authority has tenants, there shall be appointed two such tenants as commissioners to the Mono County Housing Authority;

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF MONO COUNTY
RESOLVES** as follows:

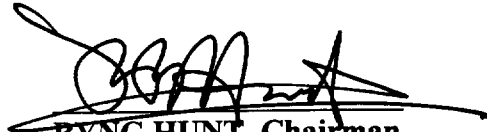
1. The Board of Supervisors declares the need for the establishment of a Mono County Housing Authority and hereby establishes the Mono County Housing Authority; and

2. The Board of Supervisors declares that the Board of Supervisors shall be the commissioners of the Mono County Housing Authority and shall be vested with all of the rights, powers, duties, privileges and immunities vested by the Housing Authorities Law in the commissioners of the Mono County Housing Authority.

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APPROVED AND ADOPTED this 8th day of November, 2005, by the following vote:

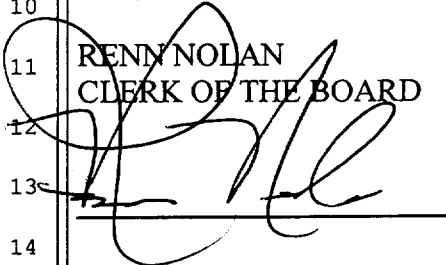
AYES : Supervisors Bauer, Cecil, Farnetti, Hazard, Hunt.
NOES : None.
ABSTAIN : None.
ABSENT : None.



BYNG HUNT, Chairman
Board of Supervisors
County of Mono

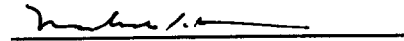
ATTEST:

RENNY NOLAN
CLERK OF THE BOARD



APPROVED AS TO FORM:

MARSHALL RUDOLPH
COUNTY COUNSEL



**FIRST AMENDED BYLAWS OF THE
HOUSING AUTHORITY
OF THE COUNTY OF MONO
STATE OF CALIFORNIA**

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF MONO:

That the Housing Authority of the County of Mono, State of California, was created by resolution of the Mono County Board of Supervisors on November 8, 2005, authorized in accordance with the provisions of the Housing Authorities Law of the State of California, set forth in Sections 34240 et seq. of the California Health and Safety Code, and is therefore now legally recognized to transact business and exercise its powers within its area of operation and authority as defined by the Housing Authorities Law and any amendments thereto.

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be Housing Authority of the County of Mono.

Section 2. Seal of Authority. A Seal of the Authority may be created and shall be in the form as determined by resolution of the Board, and shall bear the name of the authority and the year of its organization.

Section 3. Office of Authority/Meeting Place. The principal office of the Authority shall be in the office of the Community Development Department, or at such other location as determined by resolution of the Authority. The principal meeting place of the Authority shall be in the Boardroom of the Mono County Board of Supervisors located within the Bridgeport Courthouse at Courthouse, Main Street, Bridgeport, California, 93517. The Board of Commissioners may hold its meetings at such other places as it may from time to time designate.

Section 4. Board of Commissioners. The Board of Commissioners (hereinafter the Board) shall be comprised of the Board of Commissioners as appointed or declared by the Mono County Board of Supervisors in accordance with the applicable provisions of the Housing Authorities Law. The Board shall be comprised of the Mono County Board of Supervisors as provided in Health and Safety Code section 34290(a) until such time that the Mono County Board of Supervisors declares otherwise.

ARTICLE II - OFFICERS

Section 1. Officers. The Officers of the Board shall be a Chairman and a Vice-Chairman. Ex-officio positions acting as its staff shall include an Executive Director who shall act as Secretary of the Board, unless the Board otherwise determines that the Clerk of the Board of Supervisors, or some other designated person, shall act as the Secretary.

Section 2. Chairman. The Chairman shall initially be selected by the Mono County

Board of Supervisors. Successor Chairmen shall be selected annually by the Board of Commissioners at the Board=s annual meeting. The Chairman shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, or pursuant to the provisions of these Bylaws, the Chairman shall sign all contracts, deeds, and other instruments made by the Board. At each meeting, the Chairman shall submit such recommendations and information as he or she may consider proper concerning the business affairs and policies of the Authority. When so directed by the Board, outgoing correspondence will meet with the approval of the Chairman of the Board.

Section 3. Vice-Chairman. A Vice-Chairman shall be elected by the Board of Commissioners and shall perform the duties of the Chairman in the absence of the Chairman; and in the case of the resignation, incapacity or death of the Chairman shall perform such duties as are imposed on the Chairman until such time as the Board selects a new Chairman.

Section 4. Executive Director. The Board may appoint an Executive Director of the Authority who shall serve at the pleasure of the Board. The Executive Director shall have general management and supervision over the administration of the business and affairs of the Authority. The Executive Director shall keep, or cause to be kept, the records of the Authority; shall act as Secretary of the meetings of the Board and record all votes; shall keep a record of the proceedings of the Board in a journal of proceedings to be kept for such purpose; and perform all duties incident to that office. The Executive Director shall keep in safe custody the Seal of the Authority, if any, and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Board.

The Executive Director shall also be the Treasurer of the Authority; shall have the care and custody of all funds of the Authority; and shall ensure the deposit in the name of the Authority in such bank or banks as the Authority may select. The Executive Director shall sign or direct to be signed all orders or checks for the payment of money and shall disburse such money under the direction of the Board. All checks of the Authority shall be signed by any two of the following: Chairman of the Board, Vice-Chairman of the Board, Executive Director, all of whom shall be bonded for faithful performance of their duties, as required by the Board, unless the Board determines and declares that this requirement be waived. The Executive Director shall cause to be kept regular books of account showing receipts for expenditures and shall render to the Board at each regular meeting, or at the request of the Board, an account of the transactions of the Authority and the financial condition of the Authority. The Executive Director may, subject to Board approval, designate a Deputy Director or Acting Director, to be in charge during the Executive Director=s absence or when the business of the Authority will be best served by that designation.

Section 5. Additional Duties. The officers of the Authority shall perform such lawful duties and functions as may from time to time be required by the Board, the Bylaws, or any rules and regulations enacted by the Authority.

Section 6. Election of Officers. The Chairman and Vice-Chairman shall be elected at the Annual Meeting of the Board from among the Commissioners of the Authority and shall hold

office for one year or until their successors are elected and qualified.

Section 7. Vacancies. Should the Office of the Chairman or Vice-Chairman become vacant, the Board shall elect a successor from its membership, and such election shall be for the unexpired term of said office. When the office of the Executive Director becomes vacant, the Board shall appoint a successor.

Section 8. Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Housing Authorities Law of the State of California and all other laws of the State of California, and all federal laws, applicable to the Authority. The selection and compensation of such personnel, including the Executive Director, shall be determined by the Authority, subject to all applicable laws and any adopted personnel rules and regulations of the Authority.

Section 9. Indemnification of Commissioners, Officers, and Employees. The Authority shall be authorized to pay attorneys, accountants, and such other special or expert services as may be required and approved by the Board and shall be authorized to pay the expenses and costs of any legal proceeding or action of any nature against the Authority, its Commissioners, Officers, or employees, when such actions arise out of an act or omission occurring within the scope of their duties, and in accordance with the Housing Authority's bylaws, policies, and applicable laws.

The Authority shall be authorized, in accordance with applicable laws and regulations, to indemnify any Commissioner, Officer, or employee of the Authority for any judgment obtained against such person arising out of an act or omission occurring within the scope of his or her duties to the Authority, but in no case shall any person be indemnified when there is an adverse judgment against that person for embezzlement, misappropriation of funds, or engaging in any criminal act or any act not authorized by the Authority. The Authority is authorized to, and may in its sole discretion, supply such indemnification by means of policies of insurance if the same is available.

Section 10. Compensation. The Board shall receive that amount of compensation set forth in Section 34274 of the Health and Safety Code if the Board authorizes such compensation by resolution of the Board.

ARTICLE III – MEETINGS

Section 1. Annual Meetings. The Annual Meeting of the Board shall be held at the principal place of meetings, unless otherwise designated by the Board, on the second Tuesday in the month of March at a designated time in the afternoon following the meeting of the Mono County Board of Supervisors.

Section 2. Regular Meetings. The Board shall hold one regular meeting each year at the same time as the Annual Meeting. The regular meeting of the Board shall be held at the principal meeting place of the Board on the second Tuesday in March at a designated time in the afternoon following the meeting of the Mono County Board of Supervisors.

Toolbox Prioritization by Resource

Current Staffing		Additional Staffing		Funding		Partnerships/Outside County Workflow	
1.1A Update opportunity site database (4-0)	4.1A Add dedicated staff (5-0)	4.1A Add dedicated staff (5-0)		2.5A Pursue partnerships with other agencies in the County, such as TOML (4-1)			
1.1B Regulatory changes that improve housing production potential (4-0)	1.2B Allocate additional resources to bolster staff capacity to review applications (5-0)	3.3C Identify opportunities to bolster the County's Revolving Loan Fund (3-0)		3.1A Bolster rehabilitation loan and grant program, in collaboration with TOML (3-1)			
1.2C Identify future opportunities for CEQA streamlining (3-0)	1.1D Reduce barriers to "tiny home" construction (5-0)	3.1B Consider programs that may improve housing stock quality (4-0)		1.3A Evaluate if off-site infrastructure investment can improve development readiness			
2.5A Pursue partnerships with other agencies in the County, such as TOML (4-1)	1.3C Evaluate feasibility/value of creating a housing land trust	1.1C Reduce barriers to second dwelling unit construction		1.3C Evaluate feasibility/value of creating a housing land trust			
1.2A Identify additional opportunities for by-right review and approval	2.5D Partner with other agencies and employers to ensure that new employee housing qualifies toward meeting the County's RHNA targets	2.4D Establish a tax deferral program for affordable units		2.2A Purchase housing units at market rate, deed restrict, and then sell.			
2.1A Reinstate HMO, including inclusionary requirements, along with an in-lieu fee	3.2B Explore how to incentivize property owners to convert short-term rentals into long-term rentals	2.4A Allow waivers or discounts of planning or development impact fees for affordable projects/units		2.5D Partner with other agencies and employers to ensure new employee housing qualifies toward meeting RHNA targets			
2.3A Establish policy regarding future county land disposition	3.3B Review the language of deed restricting conditions to minimize unintended consequences			2.5C Investigate potential for developer partnerships			
2.3B Prepare for disposition and development by reviewing current use and long-term needs for county-owned parcels	3.2A Conduct a study to evaluate the impact of short-term rentals in the County			2.5B Investigate potential for landlord partnerships			
2.4B Identify zoning requirements for which more flexible approaches could incentivize more on-site affordable units				1.3B Identify opportunities for land-banking			
2.4C Create density bonus beyond State maximum							
3.2C Consider further enhancing policy and enforcement of short term rentals							
3.2D Educate realtors about the short-term rental approval process							
<p>Key: Green = Top Priority (for 3+ Board Members) Yellow = Program of Interest (priority for 2- Board Members) Red = Not a priority and some dissent White = No feedback either way</p>							



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	January 21, 2020	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Melissa Bell
SUBJECT	Building Permit Statistics		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation regarding current development activity as indicated by building and planning permit statistics.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: Wendy Sugimura

PHONE/EMAIL: 760-924-1814 / wsugimura@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Building Permit Statistics

History

Time

Who

Approval

11/4/2019 8:15 AM	County Administrative Office	Yes
10/7/2019 12:43 PM	County Counsel	Yes
10/4/2019 1:17 PM	Finance	Yes

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

Date: January 21, 2020

To: Honorable Chair and Members of the Housing Authority

From: Melissa Bell, Community Development Permit Technician

Subject: **2019 Building Permit Statistics**

Recommended Action:

Provide any desired direction to staff.

Fiscal Impact:

None.

Discussion:

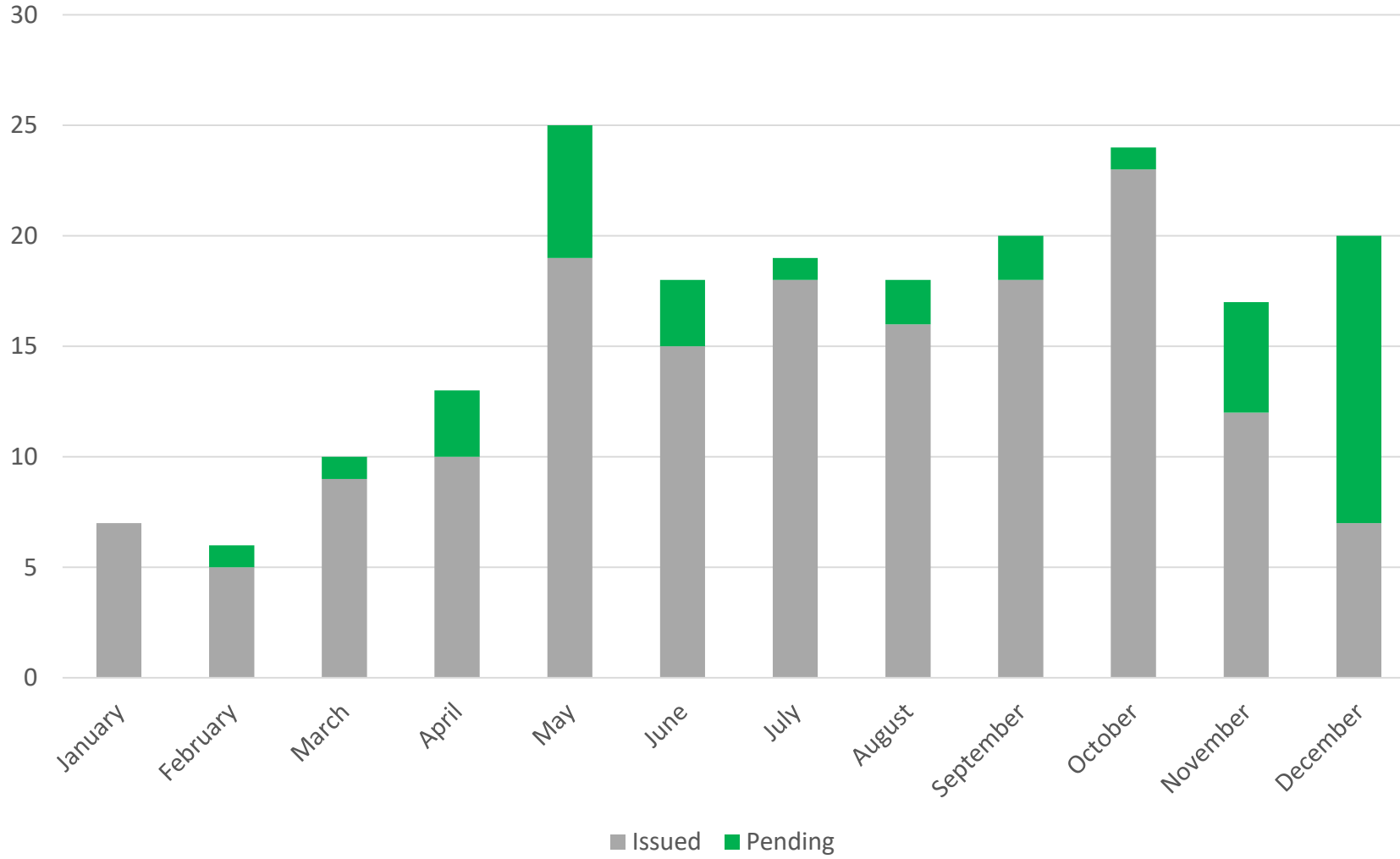
A total of 168 permits were issued in the 2019 calendar year. Of these, 26 were new residential units. Breaking it down further, 13 (or 50%) were for new manufactured homes and 13 (or 50%) were for new conventional light frame construction. In 2018, 26% were manufactured homes and 74% were conventional light frame construction. The total square footage permitted for new homes and additions in 2019 was 36,088.

Since 2010, building project valuation has been tracked based upon set values per square footage for new construction, and estimated actual costs for remodels and alterations. The 2019 total value permitted was approximately \$5.6 million compared to \$9.4 million in 2018. Approximately \$164,000 in permit and plan check fees were collected by the building division in 2019.

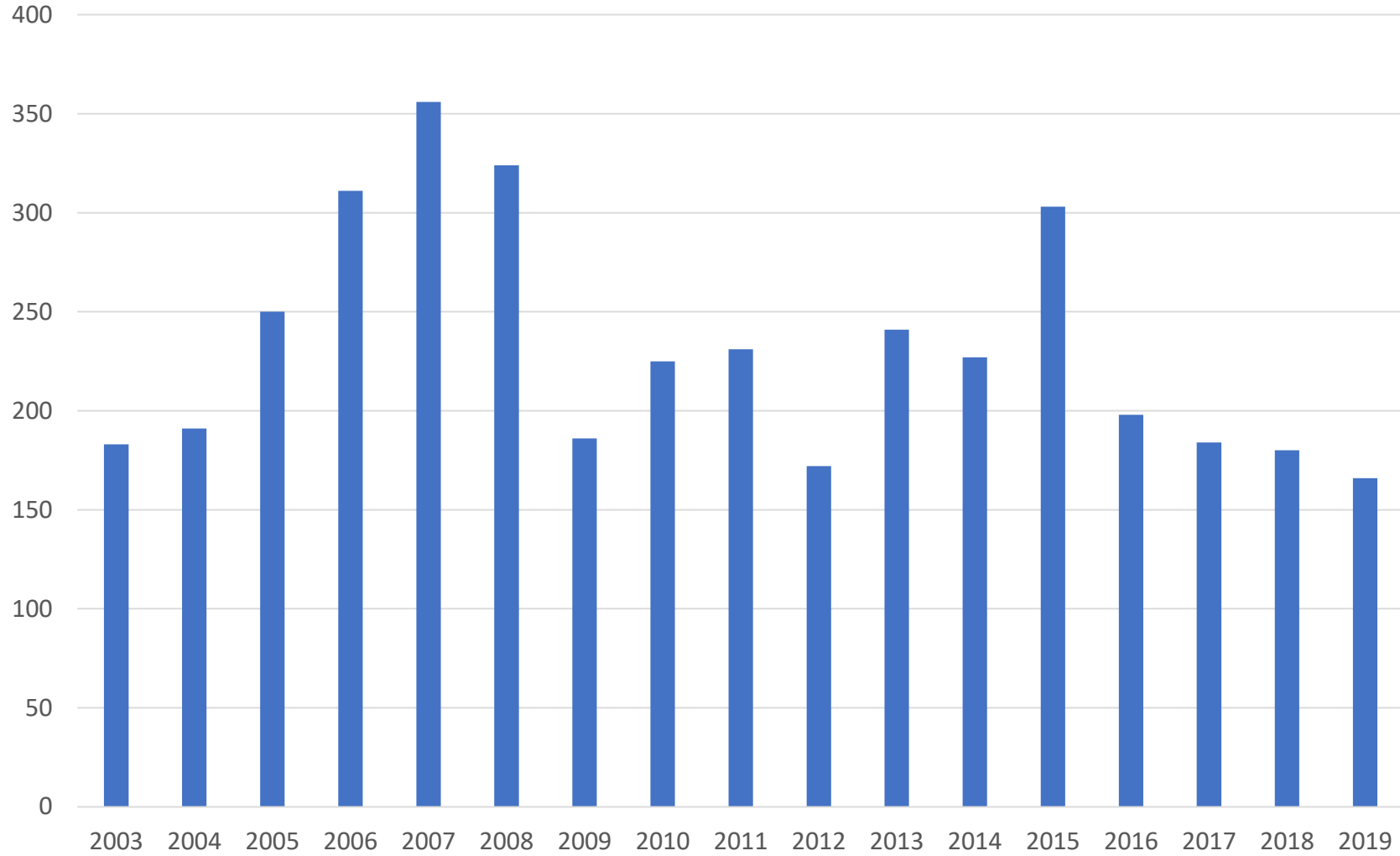
Building permit trends over the past 15 years show the development “bubble” in 2006-2008 and the market crash that began in 2009. The spike in permits in 2015 was due to increased construction for homes destroyed in the Round Fire.

Attachment: Building Permit Statistics

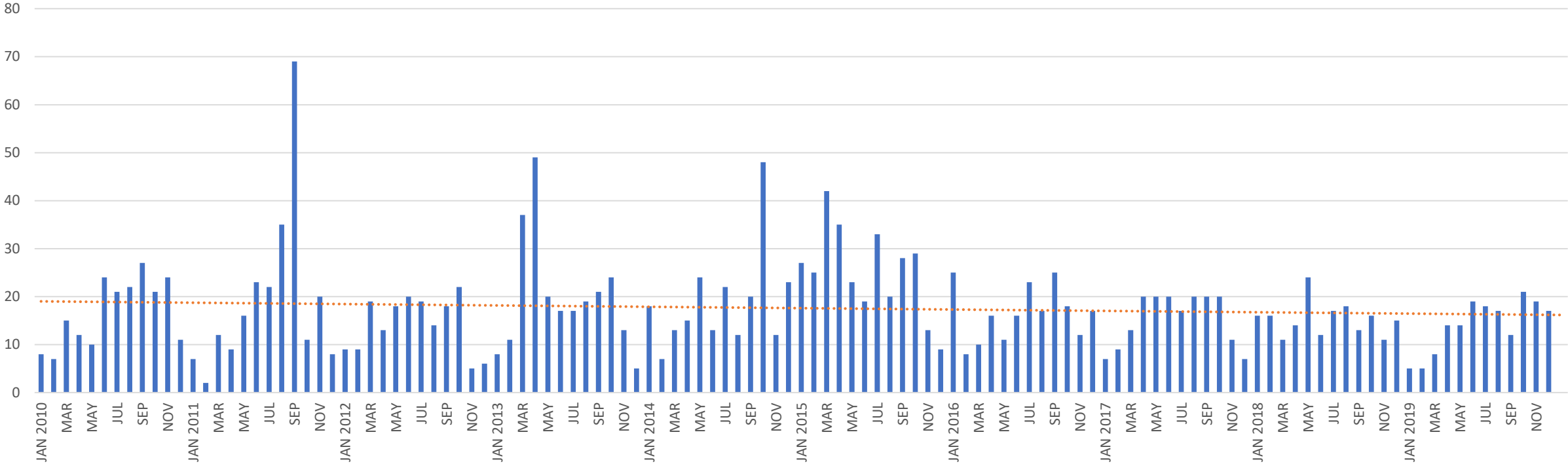
2019 Building Permit Activity



Total Building Permits Issued 2003-2019



Total Permits Issued 2010 - 2018





**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	January 21, 2020	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	15 minutes	PERSONS APPEARING BEFORE THE BOARD	Wendy Sugimura, Meghan Mahaffey
SUBJECT	Overview of Mono County Housing Programs		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation regarding current housing programs being implemented by Mono County, future work items, and potential opportunities.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: Wendy Sugimura

PHONE/EMAIL: 760-924-1814 / wsugimura@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
**PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Housing Overview staff report
Attachment 1: Affordable Housing Fund Balance Sheet

History

Time	Who	Approval
1/16/2020 8:51 AM	County Administrative Office	Yes
1/16/2020 9:59 AM	County Counsel	Yes
1/16/2020 11:32 AM	Finance	Yes

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

January 21, 2020

To: Mono County Housing Authority

From: Megan Mahaffey – Finance
Wendy Sugimura & Bentley Regehr – Community Development
Amanda Greenberg – Behavioral Health
Kathy Peterson – Social Services

Re: Housing Program Update

RECOMMENDATION

Receive update on County housing programs and provide any desired direction to staff.

DISCUSSION OF CURRENT COUNTY CAPACITY

The following provides an overview of current funding available for Mono County housing programs:

Affordable Housing Fund

The Affordable Housing fund consists of several sources (see Attachment 1):

- Whole-person Care Grant (awarded to Social Services) for \$448,634: Anticipated to be received in April 2020, the grant targets those who are homeless or at risk of homelessness and funds rental assistance, affordable housing projects, and a housing coordinator position.
- General Fund contributions of \$400,000: The Board allocated \$200,000 from the General Fund for the past fiscal years (2018-19 and 2019-20).
- Sale of Birch Creek Condo to Inyo-Mono Advocates for Community Action (IMACA) for \$159,188 to provide transitional housing.

After accounting for interest earnings, legal expenditures, and monitoring costs, the affordable housing fund stands at \$995,232 as of January 21, 2020.

SB 2 Grant Funds

The application for Mono County's SB 2 funds (\$160,000) was submitted in November 2019, and the grant would fund prescriptive designs for accessory dwelling units and streamlining of greenhouse gas emissions analysis under the California Environmental Quality Act. No information has been received about when these funds would be received from the State.

Housing Mitigation Ordinance

The Housing Mitigation Ordinance (HMO) was adopted in December 2019 and goes into effect February 10, 2020. Implementation will provide an additional revenue stream to fund housing programs.

Staffing

Multiple departments currently participate in County housing programs, including the County Administrative Office, Finance, Community Development, Social Services, and Behavioral Health, and in partnership with external organizations such as IMACA and Mammoth Lakes Housing. Even with the

additional funding, the current level of activity represents the capacity of current staffing levels. To add significant new activities or programs, additional new staff capacity would be required.

Mono County is currently in the process of developing a job description for a Housing Coordinator position, which will then be flown and (hopefully) filled. The Housing Coordinator should have the necessary skill set and expertise to take the lead on holistically coordinating and implementing County housing programs and interfacing with the Housing Authority.

DISCUSSION OF CURRENT PROGRAMS

The following provides an overview of current Mono County housing programs relevant to the Housing Authority:

Housing Mitigation Fund

The Housing Mitigation Ordinance (HMO) goes into effect in February 2020, and will begin generating revenue for housing programs.

Revolving Loan Fund

On November 17, 2015, the Mono County Board of Supervisors approved resolution R15-81 authorizing the creation of a Revolving Loan Fund (RLF) for the purchase of deed-restricted housing within the Town of Mammoth Lakes and authorizing the CAO, in consultation with County Counsel, to negotiate and execute loan agreements. The revolving loan fund is used for short-term loans (up to one year) from the Mono RLF by Mammoth Lakes Housing for the acquisition and resale of deed restricted housing units within the Town for the purpose of preserving housing for low-income, moderate-income and workforce households. Units purchased are marketed for sale at below-market rate. Since inception, Mammoth Lakes Housing has utilized the Mono County Revolving Loan Fund for a total of five purchases of deed restricted properties from September 26, 2017 to December 31, 2019.

Mono County Rental Units

County-owned housing units include two housing units in Benton. The Benton units are currently rented to the UTU Gwaitu Tribe. The Birch Creek condo was sold to IMACA to create the first transitional housing unit located in Mono County.

County First-Time Homebuyer Program

The Mono County First Time Homebuyer (FTHB) Program provides gap financing to first-time homebuyers that income qualify. The First Time Homebuyer loan portfolio consists of 14 loans ranging from \$54,000 to \$200,000. All loans are 30-year deferred loans with the earliest term being August of 2036 provided the First Time Homebuyers stay in their home and do not sell. The FTHB program is currently operated by Mammoth Lakes Housing (MLH). Total loan portfolio is \$1.8 million which had leveraged \$2.7 million of private investment for a total of \$4.49 million in real estate investment in Bridgeport, June Lake, Mono City, Lee Vining, and Crowley Lake. The First-Time Homebuyer Program has been funded again by the 2018 HOME NOFA and is waiting for the Standard agreement from the state for implementation.

Behavioral Health Housing Programs/Activities

This summer, Mono County Behavioral Health (MCBH) began renting a property in Mammoth Lakes for the purpose of providing transitional housing to clients who meet set criteria. MCBH staff also participated in the Eastern Sierra Continuum of Care strategic planning process and staff are involved with the Point-In-Time Count subcommittee to prepare for the 2020 Count, which will take place on January 30. Additionally, the Davison house was sold to a developer to create affordable housing units in Mammoth Lakes.

The Housing Choice Voucher (Section 8) Housing Program

The housing choice voucher program (Section 8) is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments. Housing choice vouchers are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program. A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home.

As of January 1, 2012, Stanislaus County Housing Authority has been the Mono County Public Housing Agency and operates the Section 8 Housing program for Mono County. The waiting list was opened on September 20, 2018 and is open until further notice. The Board previously heard from the public and discussed the Section 8 program, and staff is working on the Board's direction to request a workshop with the Stanislaus County Housing Authority.

United States Department of Agriculture (USDA) Home Loans

Financial assistance is currently available through Mammoth Lakes Housing for low-income households with good credit history and stable income. Applicants must be U.S. Citizens or legal residents and maintain the home bought through the program as their primary residence. The USDA program is a primary financing loan. Loans are currently available for single family homes. The current loan limit is \$423,200 and loans can be made in Inyo, Mono, and Alpine Counties. There are no points, origination fees, prepayment penalty or down payment requirements of the USDA program.

DISCUSSION OF FUTURE PROGRAMS

The following describes housing programs to be undertaken in 2019-2020, as specified in Housing Element or via other opportunities:

- Revolving Loan Fund (RLF) (Programs 2.4, 3.2 and 3.4): Establish a County policy on the purchase of housing units at market rate and deed restricting to an affordable income level, explore opportunities to bolster the RLF by 2022, and establish a program by 2022 to minimize unintended consequences of the acquisition and resale of deed restriction units, including concerns regarding long-term costs of monitoring.
- Grants to improve infrastructure (Programs 1.12 and 1.5): If appropriate grant opportunities are available, pursue at least one grant to improve infrastructure on identified opportunity sites, possibly in combination with grant proposals with the Local Transportation Commission (LTC). No stated timeline for completion and dependent upon grant opportunities. Program 1.5 also encourages working with local infrastructure entities in the preparation of grant applications.
- Approval of specific plans to support housing production (Program 1.8): Approve at least one specific plan that streamlines and promotes the creation housing units during the upcoming housing cycle (2019-2027). The Tioga Inn Specific Plan is currently in the review process and would allow for up to 100 housing units if approved as proposed.
- Opportunities for CEQA streamlining (Program 1.4): CEQA streamlining opportunities that would reduce costs or time for the production of housing are constantly explored. A greenhouse gas emissions checklist that would streamline CEQA analysis will be funded by SB2.
- Reasonable accommodation (Program 4.9): Adopt a reasonable accommodation procedure by December 31, 2020, that provides persons with disabilities exception in land use and zoning laws. Currently, Community Development has a Certified Access Specialist that reviews projects on an

individual basis. State law requires a set of written procedures that are to be posted on the County website.

- Behavioral Health Housing Programs/Activities: Mono County Behavioral Health (MCBH) has several future projects that it is working towards, the first of which is a 30-45-unit permanent supportive housing project in Mammoth Lakes. The department is presently working with Integrity Housing, a non-profit affordable housing developer based in Irvine, CA, to find a site for this project. Secondly, MCBH is considering partnering with the Stanislaus County Housing Authority to construct four 550-square-foot one-bedroom small houses in Walker. The department is presently conducting a needs assessment and considering potential avenues for partnership. MCBH recently partnered with Mammoth Lakes Housing to create a position to lead a Latino Housing Advocacy Group. Finally, MCBH has completed the necessary steps to date to apply for No Place Like Home funding. It is the department's plan that Integrity Housing will apply for this funding for a project in Mammoth Lakes, when a site is identified.

ATTACHMENTS

1. Affordable Housing Fund Balance Sheet

AFFORDABLE HOUSING FUND

Anticipated Net Resources, as of January 21, 2020

General Fund Contribution, FY 2018-19	\$	200,000
General Fund Contribution, FY 2019-20		200,000
Proceeds from Birch Creek Condo sale		159,188
Whole Person Care grant (anticipated in April 2020)		448,634
Interest earnings to date		<u>1,906</u>
Resources provided for affordable housing efforts		1,009,728
Legal expenditures		(9,496)
Reserve for Birch Creek Condo monitoring		<u>(5,000)</u>
Net Resources available, as of January 21, 2020	\$	<u><u>995,232</u></u>



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

HOUSING AUTHORITY AGENDA REQUEST

Print

MEETING DATE	January 21, 2020	DEPARTMENT	
ADDITIONAL DEPARTMENTS			
TIME REQUIRED	10 minutes	PERSONS APPEARING BEFORE THE BOARD	Patricia Robertson
SUBJECT	Mono County's Home Investment Partnership Program (HOME) Update		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Patricia Robertson of Mammoth Lakes Housing on the Mono County HOME First-Time Home Buyer Program, funded through the State HOME Program, which assists local first-time homebuyers purchase homes within unincorporated Mono County.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

The Mono County HOME loan portfolio consists of seven loans for a total valuation of \$877,327, each ranging from \$54,100 – \$173,000. These seven loans have leveraged more than \$1.098 million in private financing for a total of \$2.019 million in real estate investment in Bridgeport, June Lake, Mono City, Lee Vining, and Crowley Lake for local families working in the recreation, food service, hospitality, arts, and construction industries. No homes have been lost to foreclosure.

CONTACT NAME: Megan Mahaffey

PHONE/EMAIL: 760-924-1836 / mmahaffey@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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History

Time	Who	Approval
1/15/2020 3:40 PM	County Administrative Office	Yes
1/16/2020 9:35 AM	County Counsel	Yes
1/16/2020 11:29 AM	Finance	Yes

Mono County Housing Authority

P.O. Box 347
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www.monocounty.ca.gov

October 15, 2019

To: Mono County Housing Authority

From: Patricia Robertson - Mammoth Lakes Housing, Executive Director
Megan Mahaffey - Mono County, Accountant
Janet Dutcher - Mono County, Finance Director

Re: Home Investment Partnerships Program (HOME) Update

Recommendation: Receive an update regarding the Mono County HOME First-Time Home Buyer Program, funded through the State HOME Program, which assists local first-time homebuyers purchase homes within unincorporated Mono County.

Fiscal Impact: The Mono County HOME loan portfolio consists of seven loans for a total valuation of \$877,327, each ranging from \$54,100 – \$173,000. These seven loans have leveraged more than \$1.098 million in private financing for a total of \$2.019 million in real estate investment in Bridgeport, June Lake, Mono City, Lee Vining, and Crowley Lake for local families working in the recreation, food service, hospitality, arts, and construction industries. No homes have been lost to foreclosure.

Background & Update: The Mono County First Time Homebuyer Program began in 2006. Mono County applied for and was awarded a HOME grant in response to the 2018 HOME Notice of Funding Availability (NOFA) for the program in the amount of \$500,000.