



## AGENDA

### BOARD OF SUPERVISORS AND TOWN OF MAMMOTH LAKES CITY COUNCIL COUNTY OF MONO STATE OF CALIFORNIA

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

### Special Joint Meeting February 19, 2019

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#### TELECONFERENCE LOCATIONS:

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 <http://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>.

12:30 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. [Recreation - Introduction and Update](#)

Departments: Mono County and TOML Public Works

15 minutes

(Tony Dublino, Joel Rathje) - Introducing Matt Paruolo, the new Eastern Sierra Sustainable Recreation Coordinator; an update about the Recreation program.

**Recommended Action:** Informational only.

**Fiscal Impact:** None.

**B. Eastern Sierra Regional Interoperable Communications System (ESRICS)  
Joint Powers Authority**

Departments: Information Technology

45 minutes

(Nate Greenberg, Director of IT; Rob Patterson, Administrative Services / Finance Director) -

This item will provide a high-level overview of the current operational challenges that exist and highlight the justifications around establishing a Joint Powers Authority.

**Recommended Action:** Informational only.

**Fiscal Impact:** None.

**C. Housing Program / Projects Update**

Departments: Various Departments

30 minutes

(Wendy Sugimura) - Update on the current status of Mono County and Town of Mammoth Lakes housing programs and efforts.

**Recommended Action:** Informational only.

**Fiscal Impact:** None.

**D. Disaster Response**

Departments: Town of Mammoth Lakes

30 minutes

(Dan Holler, Town Manager; Chris Mokracek, Mono County EMS Chief) - A presentation of resources available to assist with disaster response.

**Recommended Action:** Informational only.

**Fiscal Impact:** None.

**E. Civic Center Update**

Departments: Mono County Public Works

30 minutes

(Tony Dublino, Director of Public Works) - Update on the current status of the Civic Center project in Mammoth Lakes.

**Recommended Action:** Informational only.

**Fiscal Impact:** None.

**ADJOURN**



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

**SPECIAL MEETING AGENDA REQUEST**

Print

<b>MEETING DATE</b>	February 19, 2019	<b>DEPARTMENT</b>	
<b>ADDITIONAL DEPARTMENTS</b>			
<b>TIME REQUIRED</b>	15 minutes	<b>PERSONS APPEARING BEFORE THE BOARD</b>	Tony Dublino, Joel Rathje
<b>SUBJECT</b>	Recreation - Introduction and Update		

**AGENDA DESCRIPTION:**

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

Introducing Matt Paruolo, the new Eastern Sierra Sustainable Recreation Coordinator; an update about the Recreation program.

**RECOMMENDED ACTION:**

Informational only.

**FISCAL IMPACT:**

None.

**CONTACT NAME:** Leslie Chapman

**PHONE/EMAIL:** 5414 / lchapman@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  
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**History**

Time

Who

Approval

2/14/2019 5:26 PM	County Administrative Office	Yes
2/14/2019 10:08 AM	County Counsel	Yes
2/14/2019 12:58 PM	Finance	Yes



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## SPECIAL MEETING AGENDA REQUEST

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<b>MEETING DATE</b>	February 19, 2019	<b>DEPARTMENT</b>	
<b>ADDITIONAL DEPARTMENTS</b>			
<b>TIME REQUIRED</b>	45 minutes	<b>PERSONS APPEARING BEFORE THE BOARD</b>	Nate Greenberg, Director of IT; Rob Patterson, Administrative Services / Finance Director
<b>SUBJECT</b>	Eastern Sierra Regional Interoperable Communications System (ESRICS) Joint Powers Authority		

### AGENDA DESCRIPTION:

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

This item will provide a high-level overview of the current operational challenges that exist and highlight the justifications around establishing a Joint Powers Authority.

### RECOMMENDED ACTION:

Informational only.

### FISCAL IMPACT:

None.

**CONTACT NAME:** Nate Greenberg

**PHONE/EMAIL:** 5503 / [ngreenberg@mono.ca.gov](mailto:ngreenberg@mono.ca.gov)

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**History**

<b>Time</b>	<b>Who</b>	<b>Approval</b>
2/14/2019 5:27 PM	County Administrative Office	Yes
2/14/2019 9:37 AM	County Counsel	Yes
2/14/2019 12:10 PM	Finance	Yes



**INFORMATION TECHNOLOGY  
COUNTY OF MONO**

PO Box 7657 | 437 OLD MAMMOTH ROAD, STE. 228 MAMMOTH LAKES, CA 93546  
(760) 924-1819 • FAX (760) 924-1697 • [ngreenberg@mono.ca.gov](mailto:ngreenberg@mono.ca.gov)

Nate Greenberg  
*Information Technology Director*

January 19, 2019

**To** Honorable Board of Supervisors & Mammoth Lakes Town Council  
**From** Nate Greenberg – Director, Information Technology  
**Subject** Eastern Sierra Regional Interoperable Communications System (ESRICS) Joint Powers Authority

**Recommendation**

Informational item. However, feedback or direction from agencies is welcome.

**Discussion**

In 2015, the Mono County Information Technology (IT) Department inherited the County’s Public Safety and Administration Land Mobile Radio System (LMRS) from the Mono County Sheriff’s Department. The system is used by the County, Town of Mammoth Lakes, eleven independent fire departments, and school districts for their daily operations. The system is considered critical infrastructure necessary for emergency services and response.

Since 2015, the IT Department has been working diligently to identify, plan for, and resolve a variety of maintenance issues which have developed over the years. As we enter the fourth year of work on the system, the scale and complexity of the challenges and issues are becoming more clear.

Beyond the technical issues which are present, some of the key challenges are the administrative and operational aspects of funding, planning for, and carrying out the maintenance of the current system while simultaneously planning for building a replacement system. This challenge is largely due to a lack of clear organizational structure around the system and its users, followed by funding uncertainties.

In October 2018 Mono County engaged the Office of Emergency Communications (OEC) from the Department of Homeland Security to conduct an all-day workshop focused on getting stakeholders in the same room to discuss what a formal governance structure would ideally look like for the long-term operations of this system.

The best practice seen throughout much of the United States for operating systems like this is to establish a Joint Powers Authority (JPA) which formally recognizes the interests of each of the stakeholders. This was the recommendation made to us by OEC and the focus of the workshop.

This item will provide a high-level overview of the current operational challenges that exist and highlight the justifications around establishing a JPA.

**Fiscal Impact**

None at this time.

**Strategic Plan Alignment**

**Mono County Strategic Priorities**

- 1A Improve Emergency Operations & Response
- 1E Infrastructure
- 3D Fiscal Resiliency

**IT Strategic Initiatives**

- I. Business Operations and Efficiency
- II. Communications, Broadband, and Accessibility
- III. Infrastructure Resiliency and Security





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<b>MEETING DATE</b>	February 19, 2019	<b>DEPARTMENT</b>	
<b>ADDITIONAL DEPARTMENTS</b>			
<b>TIME REQUIRED</b>	30 minutes	<b>PERSONS APPEARING BEFORE THE BOARD</b>	Wendy Sugimura
<b>SUBJECT</b>	Housing Program / Projects Update		

**AGENDA DESCRIPTION:**

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

Update on the current status of Mono County and Town of Mammoth Lakes housing programs and efforts.

**RECOMMENDED ACTION:**

Informational only.

**FISCAL IMPACT:**

None.

**CONTACT NAME:** Wendy Sugimura

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

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**History**

Time

Who

Approval

2/15/2019 2:13 PM	County Administrative Office	Yes
2/15/2019 2:13 PM	County Counsel	Yes
2/15/2019 2:13 PM	Finance	Yes

February 19, 2019

**To: Mono County Board of Supervisors  
Mammoth Lakes Town Council**

**From: Wendy Sugimura, CDD Director  
Megan Mahaffey, Accountant  
Kathy Peterson, Director of Social Services  
Robin Roberts, Director of Behavioral Health**

**Re: Update on County Housing Programs**

### **County Grants and Financial Programs**

#### *Revolving Loan Fund*

The revolving loan fund is used for short-term loans (up to one year) by Mammoth Lakes Housing (MLH) 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, three loans have been issued to purchase deed restricted units within TOML boundaries. Mono County funded the RLF at \$300,000 this fiscal year.

#### *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 MLH and the total loan portfolio is \$1.8 million, which has 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. Mono County was recently awarded the 2018 HOME program award for \$500,000.

#### *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.

### **County Policy Development**

#### *Housing Element Update*

The 2019 Draft Housing Element was informed by the Needs Assessment completed in 2017 and the creation of a strategies toolbox vetted through the Regional Planning Advisory Committees (RPACs), the Planning Commission, and the Board of Supervisors in 2018. The draft element consists of three primary sections:

1. Goals and Policies – Identification of goals, policies and programs to promote adequate housing and the policies targeted at reaching them.
2. Technical Appendix – A detailed analysis of conditions in the County related to housing that lead to the creation of Section 1's goals and policies. The Technical Appendix includes the needs assessment, demographic context, site opportunity inventory, community-specific profiles, constraints, and identified special needs groups.
3. Progress Report – A summary of programs from the 2014 Housing Element Update and how those programs are modified for the current update.

The draft has been released publicly for comment, and is being presented to the RPACs, Planning Commission, and Board of Supervisors for additional input. Town of Mammoth Lakes staff will also be invited to review and comment on the draft.

#### *Regulatory Changes to Increase Housing Production*

Earlier today, the Mono County Board of Supervisors adopted a General Plan Amendment that increases the allowable unit density on lands designated Multi-Family Residential (MFR) Low (L), Medium (M) and High (H). The amendment also prohibits transient rentals (rentals for less than 30 consecutive days) in multi-family units on MFR-L and MFR-M, promoting housing stock availability for permanent residents and long-term renters.

#### *Regulation of Short-Term Rentals in Residential Designations*

As part of the same General Plan Amendment adopted earlier today, the Board concluded a 2+ year outreach process to refine regulations for short-term rentals (rentals of single-family residential homes for less than 30 consecutive days) in residential land use designations. The policies limit the locations and types of short-term rentals by community, often reflecting the need for workforce housing, and requires an involved, two-step permitting process to ensure responsible management of the unit.

#### *Processing Development Applications*

One application is in progress for a project that is likely to provide workforce housing in June Lake. This project will benefit from the General Plan Amendment to the MFR land use designation to increase housing production potential. A second application, specifically for workforce housing units, is expected in the coming months and the County is discussing density bonuses and other incentives with the proponent.

### **County Housing Programs**

#### *Mono County Rental Units*

County-owned housing units include a Birch Creek Condo unit in June Lake and two houses in Benton. The Benton units are currently rented to the UTU UTU Gwaitu Tribe. The Birch Creek condo is not currently rented, and in process for sale to increase workforce housing stock.

#### *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, 2017 and is open until further notice.

#### *Housing and Disability Advocacy Program (HDAP)*

The Housing and Disability Advocacy Program (HDAP) assists homeless, disabled individuals apply for disability benefit programs, while also providing housing supports. Participants in the HDAP are provided case management, benefits advocacy, and housing supports. Eligible individuals are those who are disabled or likely disabled, and who are experiencing homelessness. The program mandates a Housing First approach, which includes housing individuals

without preconditions and helping clients secure permanent housing as soon as possible. This program in Mono County provides intensive, individualized assistance to a small number of participants (one to two individuals at a time).

#### *CalWORKs Homeless Assistance (HA) Program*

CalWORKs is a public assistance program that provides cash aid and services to eligible families that have a child(ren) in the home. The CalWORKs Homeless Assistance (HA) Program aims to help CalWORKs families meet the reasonable costs of securing housing. The CalWORKs HA program serves eligible CalWORKs recipients, or apparently eligible CalWORKs applicants, who are homeless or at risk of homelessness. CalWORKs HA can provide payments for temporary shelter for up to 16 consecutive calendar days, as well as payments to secure or maintain housing, including a security deposit and last month's rent, or up to two months of rent arrearages.

#### *CalWORKs Housing Support Program (HSP)*

Mono DSS has the option to apply for the CalWORKs Housing Support Program (HSP) for fiscal year 2019-20. The HSP assists homeless CalWORKs families in obtaining permanent housing, and can provide temporary shelter, help with moving costs, short to medium term rental subsidies and wraparound case management.

#### *Eastern Sierra Continuum of Care (ESCOC)*

The Department of Social Services Director and staff are members of the Eastern Sierra Continuum of Care (ESCOC), a coalition of service providers in Alpine, Inyo and Mono Counties that works to coordinate the use of federal homeless assistance funds for homeless families and individuals. ESCOC stakeholders collaborate on street outreach, emergency shelter, transitional housing, permanent supportive housing, rapid rehousing and other types of assistance to individuals and families experiencing homelessness.

#### **Partnerships**

The County continues to discuss opportunities and programs with the Town of Mammoth Lakes, and most recently investigated the possibility of shared staffing for a dedicated housing position. The County continues to work with Mammoth Lakes Housing on various programs and to explore opportunities, as well as engaging in conversations with other agencies, such as the Humboldt-Toiyabe National Forest, to identify collaborative opportunities. County staff looks forward to continuing to cultivate these relationships and increasing collaboration across jurisdictions and organizations.

**DATE: FEBRUARY 19, 2019**  
**TO MAMMOTH LAKES TOWN COUNCIL**  
**MONO COUNTY BOARD OF SUPERVISORS**  
**FROM: SANDRA MOBERLY, COMMUNITY AND ECONOMIC**  
**DEVELOPMENT DIRECTOR**  
**RE: UPDATE ON TOWN HOUSING PROGRAMS/PROJECTS**

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***Current Town Grants/Programs***

***CDBG – Homebuyer Assistance***

The Town received a \$700,000 grant for homebuyer assistance from CDBG through the 2017 Notice of Funding Availability. The homebuyer assistance program is designed to provide down payment assistance through a deferred payment, second mortgage. Households that have incomes less than 80% of the Area Median Income qualify. The other program, the rehabilitation program, allows for low-income property owners or landlords of low-income occupants to apply for a zero interest loan to rehab, weatherize, or otherwise bring their home up to current codes. The same income eligibility requirement of 80% of the Area Median Income applies.

***HOME – Homebuyer Assistance***

The Town received a \$500,000 grant from HOME Investment Partnerships Program (HOME) for down payment assistance to low-income, first-time homebuyers in Mammoth Lakes. The down payment assistance is in the form of a silent second mortgage, which is paired with traditional bank loans obtained individually by the homebuyers. Eligible households must have annual incomes that do not exceed 80% of the Area Median Income in Mono County (i.e. \$62,000 for a family of four). The maximum purchase price of a home pursuant to California’s program guidelines is \$388,000. Homes purchased over the past two years using previous HOME grant and program income funding have ranged in price from \$190,000 to \$361,000.

***Revolving Loan Fund (RLF)***

In lieu housing fees paid by developers to mitigate housing impacts on new development are deposited into a revolving loan fund that is used for the buyback of deed restricted units that are at risk of being converted to market rate housing. Working with Mammoth Lakes Housing, the Town purchases approximately two deed restricted units per year and sells them back to qualifying buyers.

***Housing Action Plan: Live, Work, Thrive!***

The Housing Action Plan: Live, Work, Thrive was accepted by the Town Council on December 6, 2017. The Goals and Objectives are:

- 1) Income Levels. Serve the full range of incomes in need. This means renter households earning below 80% AMI and owner households earning below 200% AMI.
- 2) Jobs-Housing Relationship. Produce community housing at a rate that exceeds the number of units needed to accommodate new job growth – at least in the near term, to address the current housing shortage, unfilled jobs, and provide opportunities for in-commuters who want to move to town.
- 3) Resident Employees. At least maintain the percentage of employees in Mammoth Lakes that live in town as present (about 58%).
- 4) Number of Units. Produce between 200 to 300 community housing units over the next five years (completed or permitted).

A key component of the Action Plan is the Housing Action Strategies. The Action plan describes 26 strategies developed by the consultant and the Housing Working Group to address the Plan's goals and objectives. The near term strategies include the acquisition of the Shady Rest parcel, a dedicated local tax for housing, and increasing homebuyer and renter financial assistance programs. Mid-term and long-term strategies include additional land acquisition, incentive programs to convert short-term rentals to long-term rentals, development incentives, preserving mobile home park affordability, and construction of the Shady Rest parcel.

The Town has taken actions related to the strategies recommended by the CHAP. With regards to Accessory Dwelling Units (ADUs), the Town has updated the Zoning Code pursuant to State legislation adopted in 2016 and 2017. Further, reduced fees for ADUs have been approved through the end of 2018 and the fees are currently being reviewed by Town Council as a part of a larger program to address, and possibly incentivize, the construction of ADUs. The Town and MLH continue to offer successful homeownership programs and recently finalized the setup of a \$500,000 HOME grant for first-time homebuyer assistance and funds are available to loan to eligible households. Additionally, a Community Development Block Grant (CDBG) for \$700,000 was awarded to the Town for first time homebuyer assistance and rehabilitation. This grant is also being set up in coordination with MLH.

### ***Town Purchase of The Parcel***

On March 30, 2018 the Town purchased The Parcel for approximately \$6.5 million. Since that time Town staff has been completing background analysis and has made several presentations and funding requests to Town Council related to development of The Parcel.

On September 19, 2018 staff provided an update on the steps and effort that will be required to make progress on the Parcel and the Council allocated \$75,000 for limited consulting work to provide specified technical expertise. Staff has since executed a contract with Keyser Marston for the financial analysis of the project and has released Requests for Qualifications (RFQ) for land use planning

and housing assistance. The approved funding will allow staff to initiate very preliminary work and to develop a more detailed work plan and community engagement process. These next steps require additional funding that is proposed to come from the amended budget allocation described below.

This project will require a considerable dedication of staff time. While the detailed elements of the work program are being refined, it is clear to achieve the delivery of housing on this property a number a number of tasks will need to be completed. The following tasks are associated with a project development. The tasks will be allocated to the appropriate person (staff, firm, consultant, builder etc.) to complete.

- Comprehensive technical expertise and advice in the area of affordable housing
- Public engagement
- Assistance in defining housing needs to be addressed with the Parcel Development
- Inform real estate financial consultant's pro-forma development
- Identify and monitor grant opportunities – requirements and schedules
- Review of implementation strategy
- Prepare summary of housing type specific financial opportunities
- Infrastructure lay out
- Land planning values, goals and outcomes
- Concept planning through the use of charrettes and preparation of exhibits
- Grant funding applications
- CEQA
- Formal development program and plan
- Long-term land and product management

There are a variety of resources needed to program, plan, process, design, fund, and implement a project such as The Parcel. On December 19, 2018 the Town Council approved additional funding for staff capacity and pre-development services including 1) hiring two additional personnel, one Associate Engineer and one Senior Planner/Housing Coordinator; and 2) to approve the use of up to \$200,000 for subject matter experts (consultants) for work related to The Parcel project; and 3) dedicate the use of up to \$125,000 for housing programs with specific programs subject to Council approval.

### ***Coordination with Mono County***

The Town has coordinated with Mono County on several of the recent housing programs including the Housing Needs Assessment as well as the Housing Action Plan. Staff expects to continue working with Mono County as we work to provide housing in the Eastern Sierra.





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OF THE BOARD OF SUPERVISORS**

**SPECIAL MEETING AGENDA REQUEST**

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<b>ADDITIONAL DEPARTMENTS</b>			
<b>TIME REQUIRED</b>	30 minutes	<b>PERSONS APPEARING BEFORE THE BOARD</b>	Dan Holler, Town Manager; Chris Mokracek, Mono County EMS Chief
<b>SUBJECT</b>	Disaster Response		

**AGENDA DESCRIPTION:**

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

A presentation of resources available to assist with disaster response.

**RECOMMENDED ACTION:**

Informational only.

**FISCAL IMPACT:**

None.

**CONTACT NAME:**

**PHONE/EMAIL:** /

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Time	Who	Approval
2/15/2019 2:08 PM	County Administrative Office	Yes

2/14/2019 7:04 PM

County Counsel

Yes

2/15/2019 2:12 PM

Finance

Yes

## TOWN COUNCIL STAFF REPORT

Subject: Disaster Response

Meeting Date: February 19, 2019 Joint meeting with Mono County Board of Supervisors

Written by: Dan Holler, Town Manager  
Pam Kobylarz, Assistant to the Town Manager

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### **BACKGROUND:**

Staff has been asked to provide information to the Mono County Board of Supervisors and Mammoth Lakes Town Council regarding disaster response. The Town has a variety of resources available to assist with disaster response.

#### ***Municipal Code Chapter 2.48 - EMERGENCY SERVICES***

The purpose of this chapter is to provide for the preparation and carrying out of plans for the protection of persons and property within the town in the event of the emergency or disaster conditions hereafter referred to; the direction of the disaster organization; the coordination of the disaster functions of the town with the county and with all other public agencies, corporations, organizations, and affected private persons; and to ensure the continuation of government in the event of an emergency. Furthermore, this chapter establishes the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the means for effectively preparing for or responding to emergencies in the town.

This chapter provides a framework for how Town staff operate as part of an “emergency services organization” in the event of an emergency. It outlines activation, staff duties, and continuity of services during an emergency.

#### ***Emergency Operations Plan (EOP)***

Pursuant to the California Emergency Services Act, and Town of Mammoth Lake Municipal Code Section 2.48.030, the Town is required to maintain an Emergency Operations Plan (EOP) that describes how the Town will organize to protect lives and property and ensure continuity of government during an emergency. The Town’s EOP was adopted in August 2017. The Plan is designed to complement the Mono County Emergency Operations Plan, while also serving as a standalone document that can be used by Town staff in an emergency.

Much of the information included in the EOP is legally required by the State. However, one thing that differentiates the Town of Mammoth Lakes’ plan is that it incorporates the

function of the All Hazards Incident Management Team (AHIMT) that was approved by the Town Council, Mono County and Mammoth Lakes Fire Protection District in June 2016. The role of the AHIMT is referenced throughout the document, but is specifically called out in the Hazard Specific Annex by identifying how the AHIMT would function in various types of emergency situations.

The Town's Emergency Operations Plan benefits the Town in several ways:

1. Town staff has a current and relevant document to work from in the event of an emergency.
2. The Plan is in compliance with current State requirements.
3. A compliant Plan may help the Town be eligible to receive emergency grant funding and/or reimbursement.
4. Town staff has an instructive and informative document to refer to in the event of an emergency.

### ***Mono County All Hazards Incident Management Team (AHIMT) Mutual Aid Agreement***

The Town of Mammoth Lakes is mandated to staff and operate an Emergency Operations Center (EOC) in the event of an emergency in our community. The Eastern Sierra, and Mono County specifically, is remotely located from supplemental emergency response resources and general incident support. Staffing an EOC requires specialized training in a number of areas and can require significant staff resources in the event of a large scale or ongoing emergency. Due to staff turnover and regular workload, it is difficult to keep staff up to date on the training required for an EOC. The ability to manage and support emergencies beyond baseline service capacities is additionally challenged by the extraordinary level of effort needed to acquire and maintain, perishable complex skills in numerous staff positions of an EOC.

Emergency management is generally considered in four parts: mitigation, preparedness, response, and recovery; the primary emphasis of the AHIMT is in response and recovery. The creation of the AHIMT in June 2016 allows the Town to partner with other agencies, specifically Mono County and Mammoth Lakes Fire Protection District, to better provide these services. The AHIMT consists of a small group of key staff members from each of the three agencies who would be available to respond in the event of an emergency in Mammoth Lakes or Mono County. This structure allows the agencies to provide a higher level of service and response to the residents of the Eastern Sierra during an emergency and still allows for training additional staff and the use of CERT and other community organizations (ie. Red Cross) to assist in emergencies.

The AHIMT concept is a nationally recognized best practice by the U.S. Fire Administration, utilizes accepted emergency management structures and systems required by California SB 1841 (Standardized Emergency Management System; 1991), and Homeland Presidential Security Directive – 5 (National Incident Management System; 2003). The collective distribution of training and response of the AHIMT across

several organizations, rather than being entirely borne and duplicated by each of those organizations individually, will better support a sustainable emergency management response capability.

Since the creation of the AHIMT, the Town, Mono County, and Mammoth Lakes Fire Protection District have assigned various staff to the Team. That staff has attended a variety of Incident Command System (ICS) training, including both general training and specialized training depending on specific staff assignments. Since its creation, the AHIMT has not yet had to be called into action.

## **ANALYSIS:**

In recent years, the Town has not had to declare or respond to a significant disaster or emergency within the Town boundaries. During the storm events during January and February 2017, a state of emergency was declared and significant Town resources were expended to respond to these events. At that time, a small incident command team did meet and prepare emergency operations plans, however, a full EOC was not opened. Some of the response needs included:

- Staff overtime required for ongoing snow removal efforts
- Staff support and ongoing review of potential flooding impacts
- Trucking of snow from public right-of-ways in order to allow for adequate street widths and access
- Contracting with CA Conservation Corps (CCC) crews to assist with digging out propane tanks and snow removal on public properties
- Use of the Owen's Valley Conservation Camp Fire Hand Crews
- Assistance by the National Guard to help with trucking snow
- Building inspection services and citations regarding damage to buildings due to snow buildup
- Coordinated with the County to open a Red Cross operated shelter
- Throughout storm events coordination with local and regional agencies is required
- The operational structure follows the Incident Command System which is designed to be very flexible to expand or contract as needed.

A similar process is currently in place for the February 2019 storm events. As primarily a Town event, with a locally declared emergency, the organizational structure is very basic. However, many of the same resources noted above were mobilized (CCC Crew, Fire Hand Crews, warming centers, plan for full shelter opening and response in place for building damage). Ongoing coordination with CHP, Caltrans, the Airport, County, School District, Paramedics, Fire, Propane Company, MMSA and other agencies is required.

These types of events also impact regular operations. During a declared emergency or significant event public safety responses continue outside of the emergency (Police, Fire,

Medical, etc.). Normal Town operations are also continued, unless safety matters dictate closure of offices.

The initial response to these events starts with each agency's base staff and resources. Close coordination is required to assess at what point will local resources be fully committed and not able to respond to the incident. At that point the decision to declare an emergency is made and additional resources requested.

### **STAFFING CONSIDERATIONS:**

Responding to disasters or emergencies requires significant staff resources at times, which takes away from staff's ability to focus on core work program and service items. The intensity and duration of the event is a critical factor. The current storm event again highlighted the limits of 'tight' staffing levels and equipment.

### **FINANCIAL CONSIDERATIONS:**

Responding to disasters or emergencies expends significant Town resources, which may or may not be reimbursable by the State of California or in the case of a federal declaration FEMA. Events do require additional expenditures and will draw down on reserves. The financial considerations include: overtime, equipment maintenance, facility damage, additional contracts for services, and associated operating costs.



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

**SPECIAL MEETING AGENDA REQUEST**

Print

<b>MEETING DATE</b>	February 19, 2019	<b>DEPARTMENT</b>	
<b>ADDITIONAL DEPARTMENTS</b>			
<b>TIME REQUIRED</b>	30 minutes	<b>PERSONS APPEARING BEFORE THE BOARD</b>	Tony Dublino, Director of Public Works
<b>SUBJECT</b>	Civic Center Update		

**AGENDA DESCRIPTION:**

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

Update on the current status of the Civic Center project in Mammoth Lakes.

**RECOMMENDED ACTION:**

Informational only.

**FISCAL IMPACT:**

None.

**CONTACT NAME:** Tony Dublino

**PHONE/EMAIL:** 760.932.5459 / tdublino@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:**

<a href="#">Click to download</a>
No Attachments Available

**History**

Time	Who	Approval
2/14/2019 5:37 PM	County Administrative Office	Yes

2/14/2019 1:46 PM

County Counsel

Yes

2/14/2019 12:58 PM

Finance

Yes