Parks and Recreation Commission Agenda

Tuesday, April 1, 2025, 2:30 p.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Commission Members

Chair Dan O'Connell, Vice Chair Silver Chesak, Commissioner Ben Wisner, Commissioner Greg Newbry, Commissioner Scott Reif

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (760) 965-3602. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 13.102-35.104 ADA Title II).

NOTE: Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Town Offices located at 437 Old Mammoth Road, Suite 230 during normal business hours. Such documents are also available on the Town of Mammoth Lakes website at www.townofmammothlakes.ca.gov subject to staff's ability to post the documents before the meeting.

NOTE: Public comments can be submitted to the Town Clerk at clerk@townofmammothlakes.ca.gov before and during the meeting, or they may be made via Zoom or in person. All comments will be limited to a speaking time of five minutes.

ZOOM INFORMATION

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://monocounty.zoom.us/s/98259712256
Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592
Webinar ID: 982 5971 2256 - Callers: To Raise your hand Press *9, to Unmute/Mute Press *6
International numbers available: https://monocounty.zoom.us/u/aLxSJLPlr

---

1. CALL TO ORDER

2. PUBLIC COMMENTS

The Public Comment portion of the agenda provides the public with an opportunity to address the Commission on matters not otherwise listed on the agenda. Under California law the Commission is prohibited from generally discussing or taking action on items not included in the agenda; however, the Commission may briefly respond to comments or questions from members of the public. Therefore, the Commission will listen to all public comment, but will not generally discuss the matter or take action on it. Requests for service from the Town may also be made at the Town offices during regular business hours. Members of the public desiring to speak on a matter appearing on the agenda should ask the Chair for the opportunity to be heard when the item comes up for Commission consideration.

3. CONSENT AGENDA

   3.1 Approve the minutes of the regular meeting of February 4, 2025.

4. PRESENTATIONS

   4.1 Office of Outdoor Recreation Work Program

5. DISCUSSION ITEMS

   5.1 2025 Parks and Recreation Department Strategic Priorities and Key Objectives Statement

   5.2 Parks and Recreation Master Plan Update

   5.3 2025 Whitmore Pool Operating Plan

   5.4 Monthly Department Report

6. COMMISSIONER REPORTS

7. REQUEST FOR AGENDA ITEMS

8. ADJOURNMENT

The Parks and Recreation Commission will adjourn to a regular meeting to be held on Tuesday, June 3, 2025 at 2:30 p.m.

Town of Mammoth Lakes Parks and Recreation Commission

Minutes of Regular Meeting

February 4, 2025, 2:30 p.m.
437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: Chair Dan O'Connell, Commissioner Ben Wisner, Commissioner Scott Reif

Members Absent: Vice Chair Silver Chesak, Commissioner Greg Newbry

---

1. CALL TO ORDER

The Chair called the meeting to order at 2:30 p.m. in the Council Chamber, 437 Old Mammoth Road, Suite Z, Mammoth Lakes.

2. PUBLIC COMMENTS

Christine Gramlich, Mammoth High School Booster Club Treasurer, said that they applied for youth sports funding but were deemed ineligible. She requested reconsideration of their eligibility.

3. CONSENT AGENDA

Moved by Commissioner Ben Wisner
Seconded by Commissioner Scott Reif

Approve the Consent Agenda.

For (3): Chair Dan O'Connell, Commissioner Ben Wisner, and Commissioner Scott Reif

Absent (2): Vice Chair Silver Chesak, and Commissioner Greg Newbry

Carried (3 to 0)

3.1 Approve the minutes of the regular meeting of December 3, 2024.

4. PRESENTATIONS

4.1 2025 Annual Programming Calendar Presentation.

Parks and Recreation Director Stuart Brown and Recreation Manager Kat Kelly gave a presentation outlining the information in the staff report. There was discussion among members of the Commission and staff.

5. DISCUSSION ITEMS

5.1 2025 Youth Sports Funding Recommendations.

Recreation Manager Kat Kelly outlined the information in the staff report. There was discussion among members of the Commission and staff.

PUBLIC COMMENT:

Robin Geffre from Mammoth Club Volleyball, Dave Anderson from AYSO, John Simeon from Eastern Sierra Nordic Ski Association, Lenka Stepan from the Mammoth Lakes Swim Team, Paul Geffre from Mammoth Lakes Youth Hockey, and Kimberly Ohara from the Mammoth Lakes Futbol Club thanked the Commission for the funding and outlined their program funding needs. There was discussion among members of the Commission and the funding applicants.

There was discussion among members of the Commission and Christine Gramlich, Mammoth High School Booster Club Treasurer.

Moved by Commissioner Scott Reif
Seconded by Commissioner Ben Wisner

Approve the Youth Sports Funding recommendations as listed in Column "A" in Table 1.

For (3): Chair Dan O'Connell, Commissioner Ben Wisner, and Commissioner Scott Reif

Absent (2): Vice Chair Silver Chesak, and Commissioner Greg Newbry

Carried (3 to 0)

5.2 2025/26 Parks and Recreation Department Fee Schedule Amendments.

Parks and Recreation Director Stuart Brown outlined the information in the staff report. There was discussion among members of the Commission and staff.

Moved by Commissioner Scott Reif
Seconded by Commissioner Ben Wisner

Approve the 2025/26 Parks and Recreation Department Fee Schedule Amendments.

For (3): Chair Dan O'Connell, Commissioner Ben Wisner, and Commissioner Scott Reif

Absent (2): Vice Chair Silver Chesak, and Commissioner Greg Newbry

Carried (3 to 0)

5.3 Finalize agenda items for the Workshop with Mammoth Lakes Recreation (MLR).

Parks and Recreation Director Stuart Brown outlined the information in the staff report. There was discussion among members of the Commission and staff.

5.4 Monthly Department Report for February, 2025.

Recreation Manager Kat Kelly and Parks and Recreation Director Stuart Brown outlined the information in the staff report. There was discussion among members of the Commission and staff.

6. COMMISSIONER REPORTS

There was discussion among members of the Commission and staff regarding the next steps for the community survey results.

7. REQUEST FOR AGENDA ITEMS

There was discussion among members of the Commission and staff.

On March 18, 2025 there will be a workshop with the Mammoth Lakes Recreation (MLR) Board.

The April 1, 2025 agenda will include an Office of Outdoor Recreation (OOR) update, the 2025 Whitmore Pool and RecZone Operating Plan and Budget, and the strategic priorities statement.

The June 3, 2025 agenda will include the budget presentation and the LA Kings Ice update.

8. ADJOURNMENT

The Commission adjourned the meeting at 4:48 p.m.

Jamie Gray, Town Clerk

OFFICE OF OUTDOOR RECREATION

Winter Review & Summer Preview
April 1st, 2025

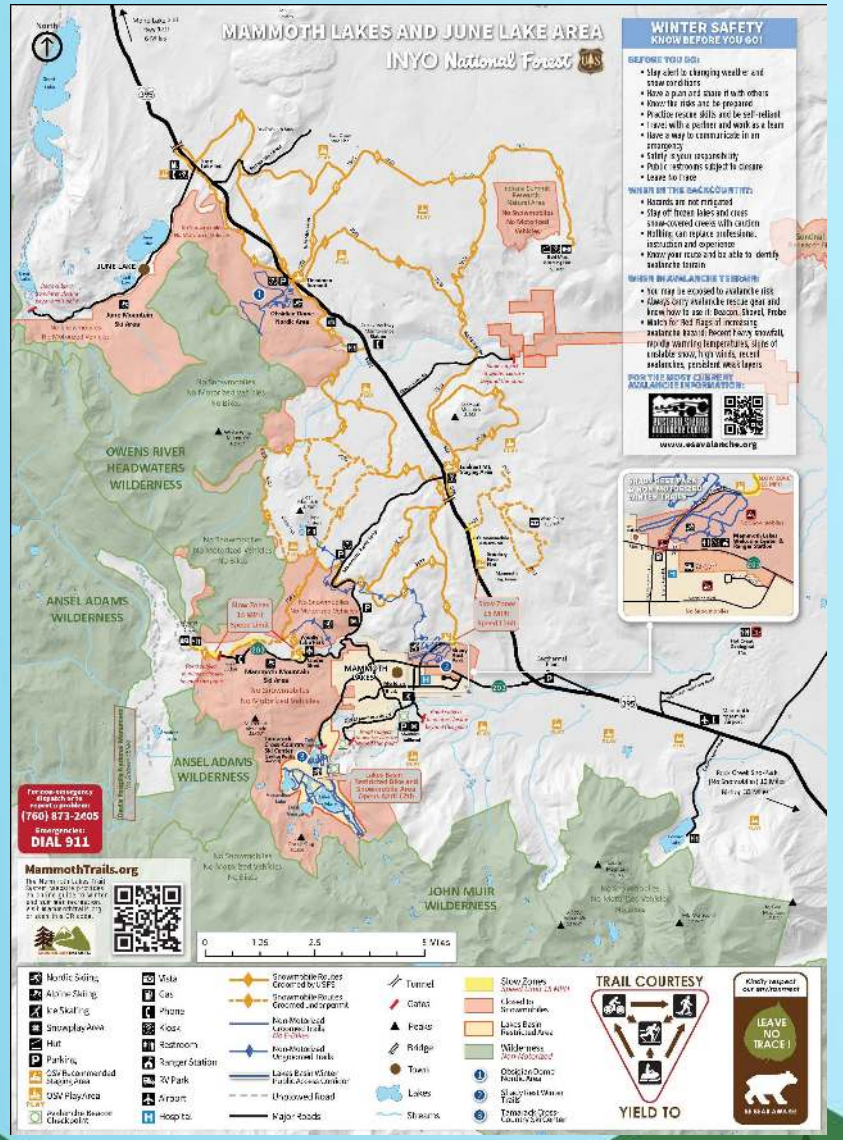
CONTENTS

Here is a short list of our priority projects:

1. **OSV Grooming Program**
2. **Winter Rec Map Update**
3. **OSV Slow Zone Sherwins**
4. **SHARP Trail Planning**
5. **Sutter 300 Trail Dozer**
6. **Summer of Stewardship**
7. **Summer Staff**

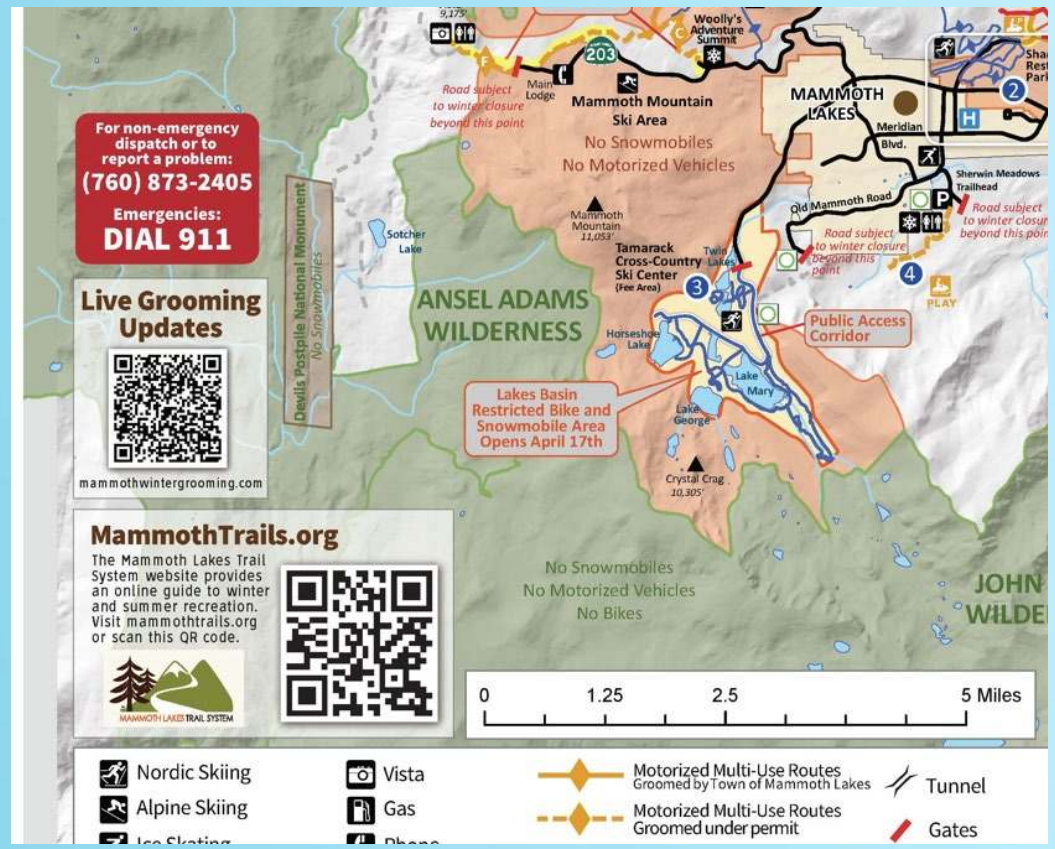
OSV Grooming Program

- Hired Jeff Smead – experienced cat operator
- Installed two-way Radio
- Waiting for snow
- CA OSV Program manager coming later this month for site visit
- Mitigation, Monitoring and Reporting (MMRP). This is a big part of the program and we will be conducting regular monitoring patrols and collecting data using ArcGIS online. This data will support further OSV decision making related to subpart C.



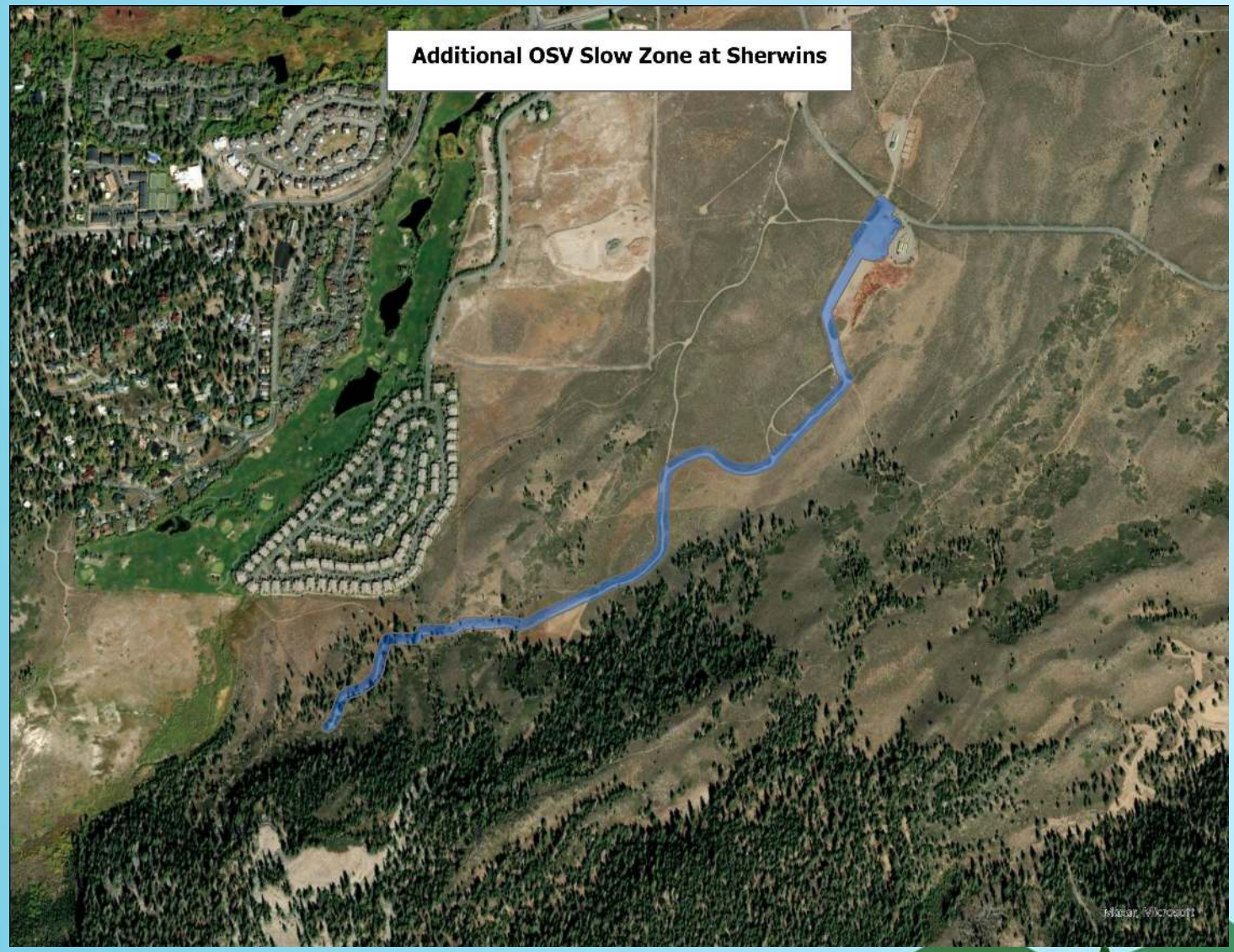
Winter Rec Map Update

- Updated “groomed by” language from USFS to Town of Mammoth Lakes
- Added QR Code for live grooming updates via mammothwintergrooming.com
- Made a few other corrections to location and name of trailhead facilities



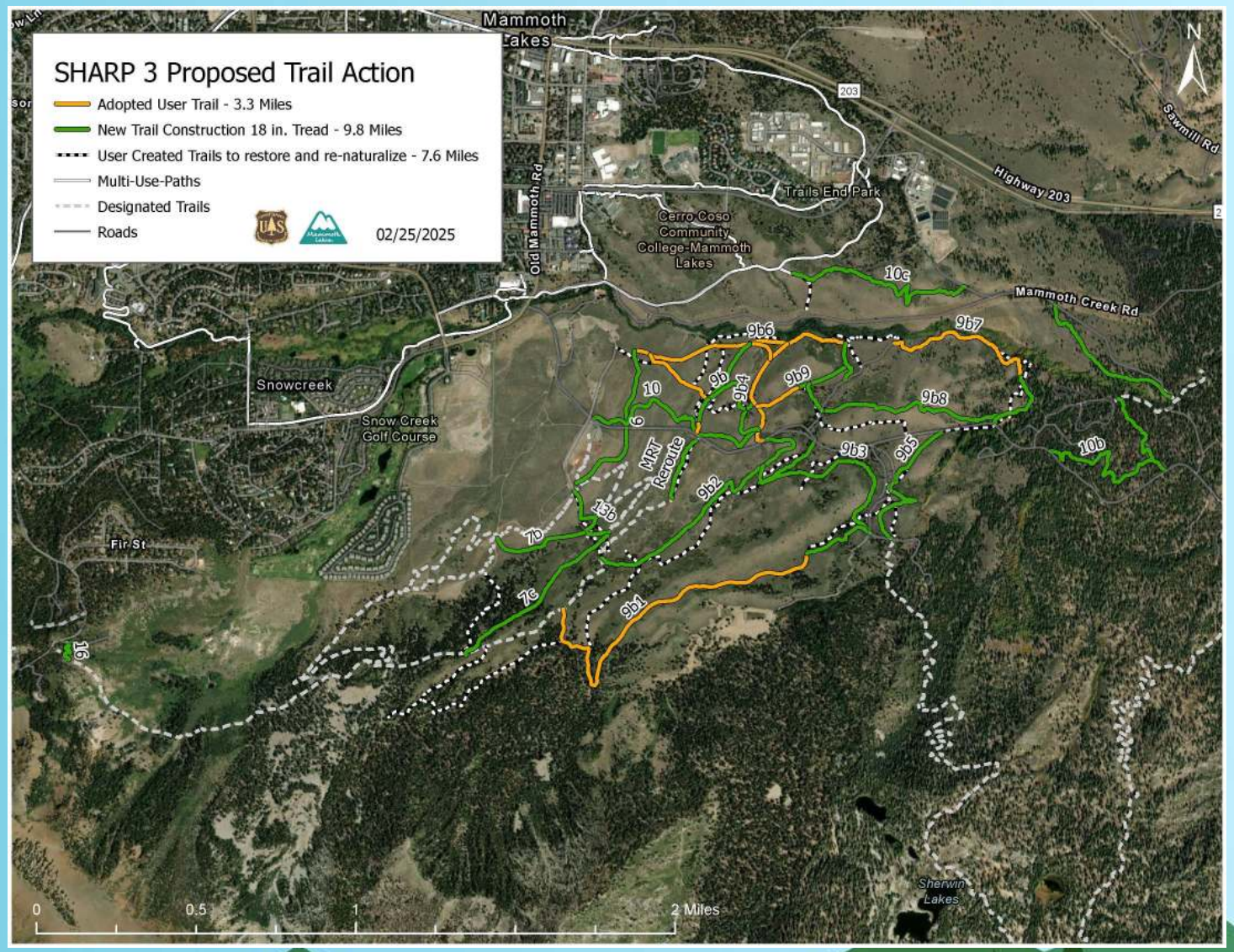
OSV Slow Zone

- Slow Zones defined as a 50ft buffer around any developed recreation areas
- Approved by USFS Rec Officer
- Will be added to signs and maps as they are updated



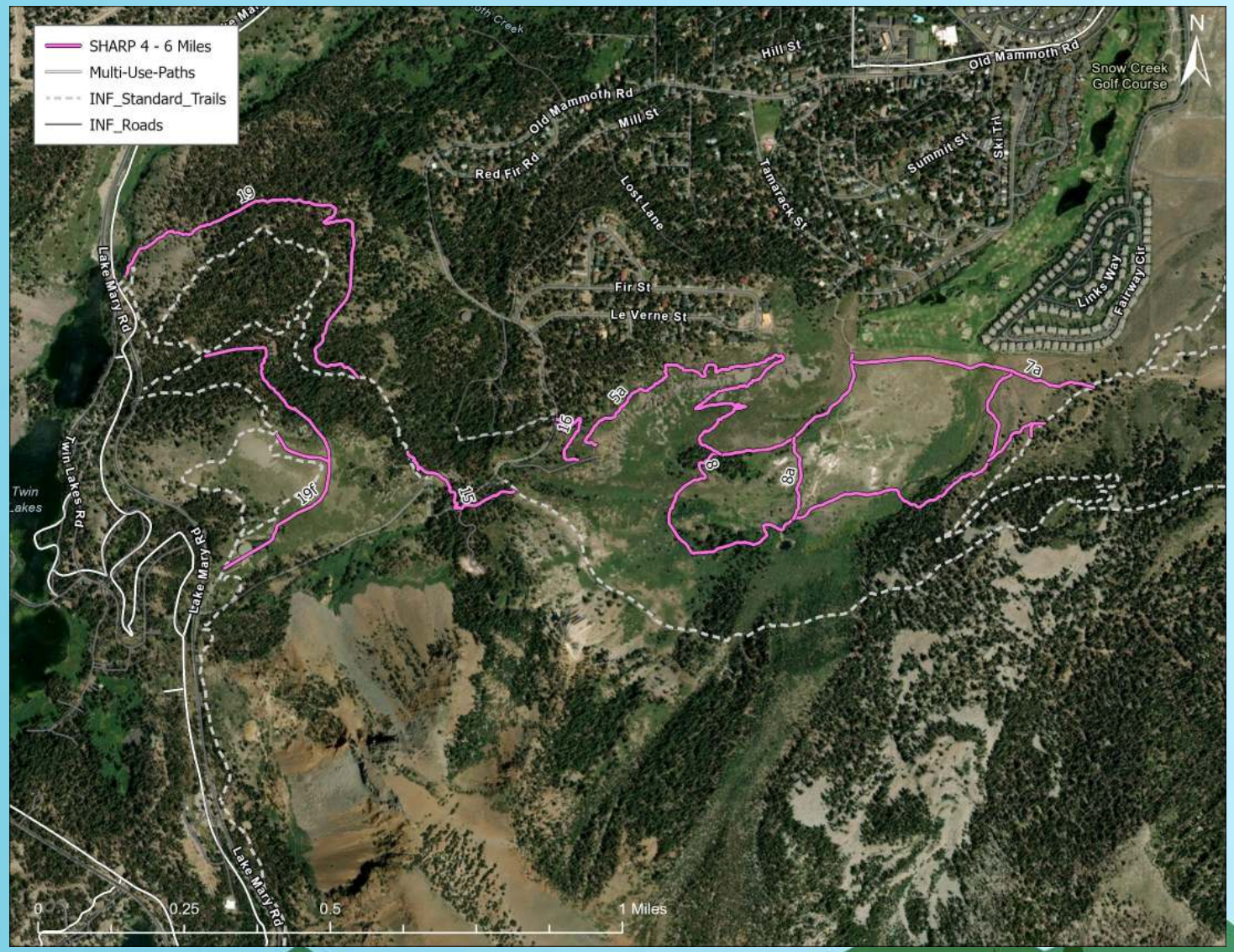
SHARP Update

- SHARP 3 – drafting Proposed Action with purpose and need
- Target scoping date 03/01/2025
- 9.8 Miles new construction
- 3.3 miles of adopted user created trail



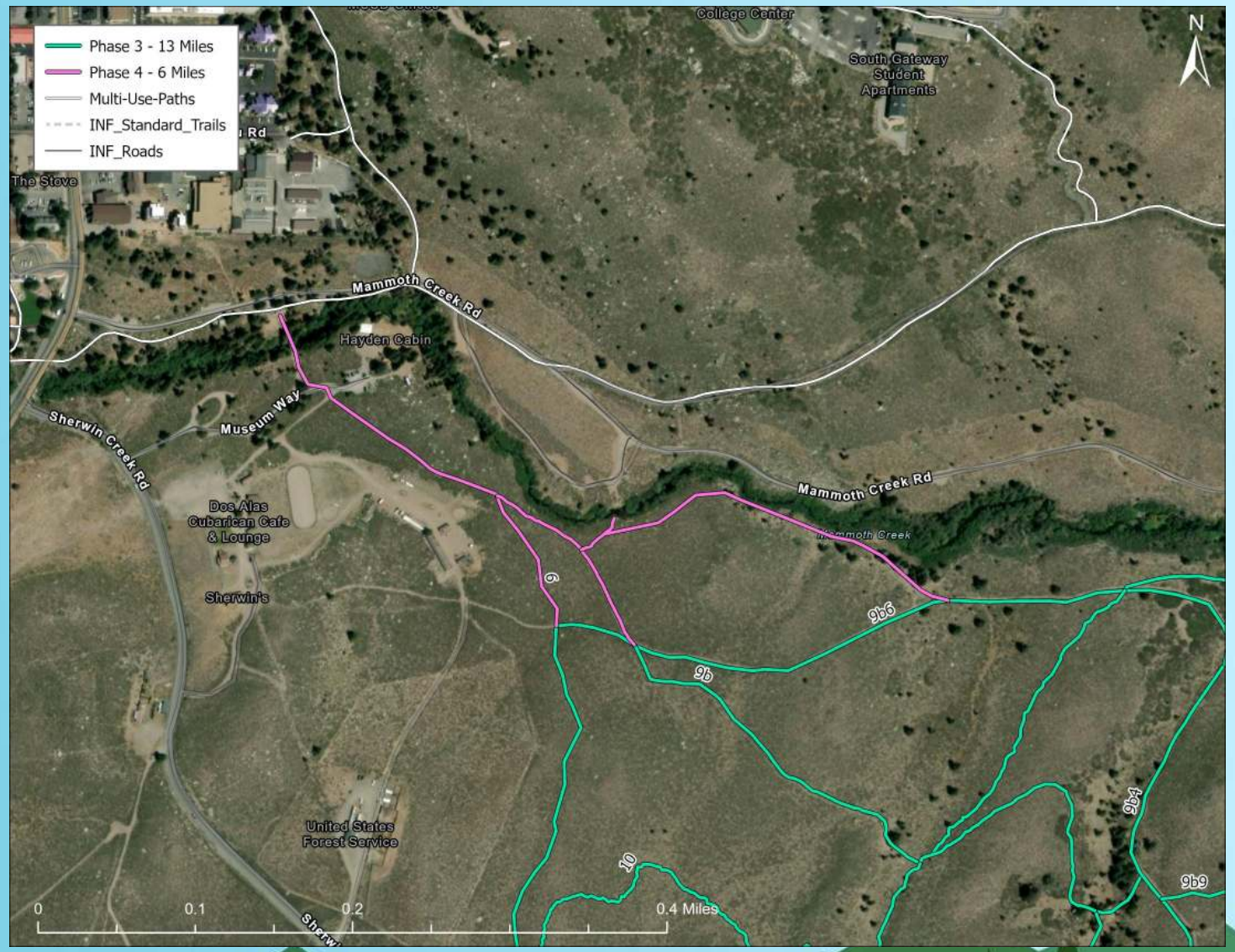
SHARP Update

- SHARP 4 – Shovel testing required to inform the viability and location of these alignments
- INF Archaeologist drafting scope of work for this effort
- Approx 1 mile of trail intersecting identified archaeological resource sites
- Will need to contract shovel testing.



SHARP Update

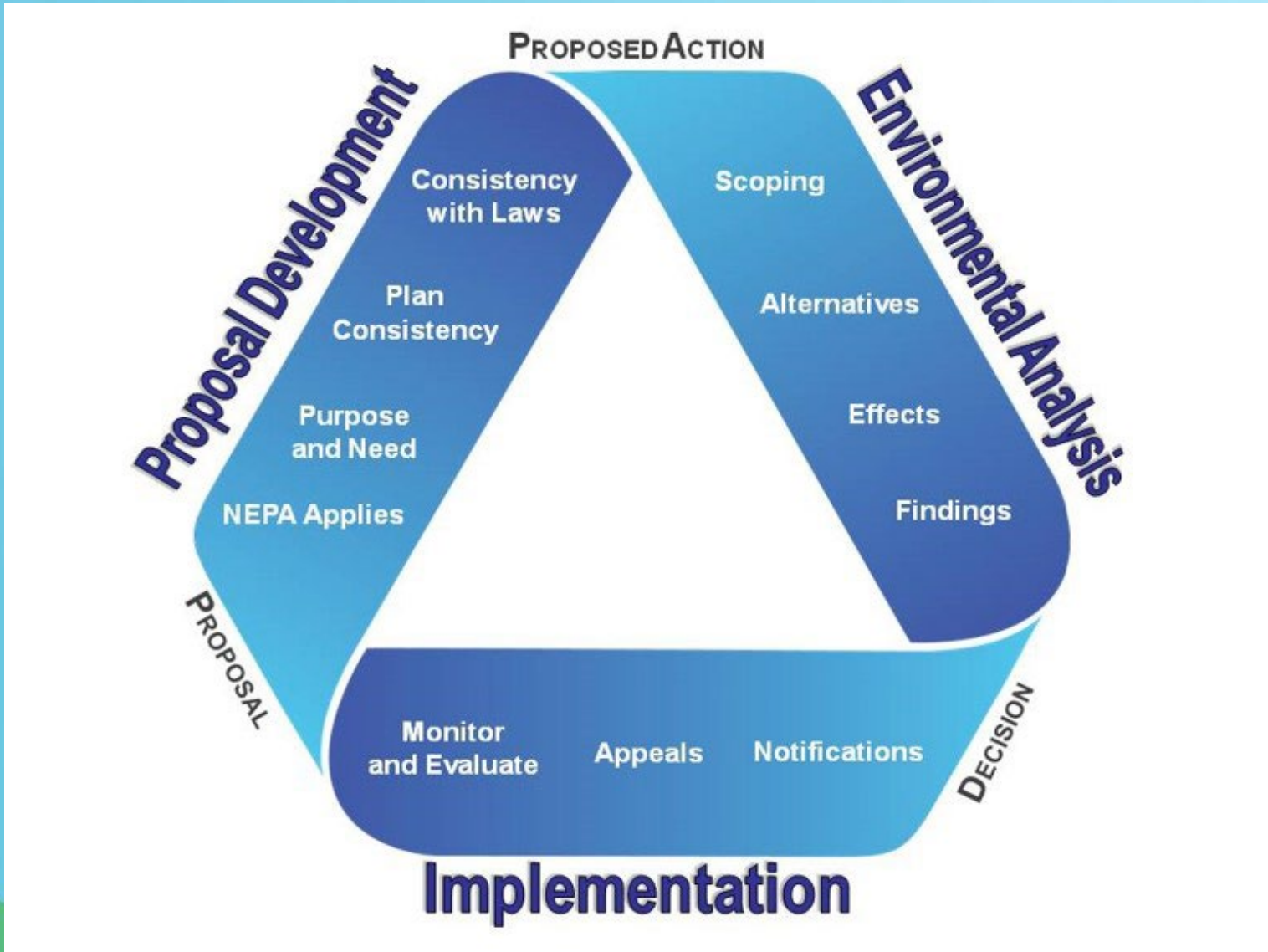
- SHARP 4 – Shovel testing required to inform the viability and location of these alignments
- INF Archaeologist drafting scope of work for this effort
- Approx 1 mile of trail intersecting identified archaeological resource sites
- Will need to contract this work



SHARP Update – Tentative Timeline

Event	Work Days[2]	Day #	Calendar Days	Due Date
Project start date[1]		**0**		06/01/24
Project Initiation (PIL, IDT ID, SUP Screening, etc)	15	15	21	06/22/24
Proposed Action Development (P+N, Internal scoping)	150	165	210	01/18/25
Exeternal Scoping / Public Involvement	30	195	42	03/21/25
Issue Identification	5	200	7	04/21/25
Effects Analysis Timeline Update[3]	0	200	0	04/21/25
Required Regulatory Reports & Effects (specialists input)[4]	45	245	63	05/10/25
NEPA process check - is CE still appropriate?	0	245	0	05/10/25
Regulatory Concurrence (ESA, NHPA)	0	245	0	05/10/25
Decision Memo Prep	10	255	14	05/24/25
Sign Decision	0	255	0	05/24/25
Earliest Implementation ====>				**05/24/25**

SHARP NEPA


Proposed Action
Proposal Development
Consistency with Laws
Plan Consistency
Purpose and Need
NEPA Applies
Environmental Analysis
Scoping
Alternatives
Effects
Findings
Proposal
Decision
Monitor and Evaluate
Appeals
Notifications
Implementation

SHARP Public Scoping



Sutter 300

SUTTER 300 MINI TRAIL DOZER™

THE ULTIMATE TRAIL MACHINE™

DESIGNED FOR SINGLE TRACK TRAIL CONSTRUCTION AND MAINTENANCE, PUBLIC WORKS, CONTRACTORS, RANCHERS AND RESIDENTIAL

PROTECTED BY U.S. PATENT NO. D785,680







You can build approximately 1000 ft./hr. of under 30" wide single track trails. Build trails uphill with ease and rolling dips in minutes. Pay for the SUTTER 300 MINI TRAIL DOZER™ in less than one season with the savings realized from decreased labor costs.

SUTTER EQUIPMENT COMPANY, INC.*
25 Cowee Drive
MOUND HOUSE, NV 89706
Tel (775) 246-8689

**www.sutterequipment.com*

**Trail Equipment Specialists since 1986*



Summer of Stewardship 2025



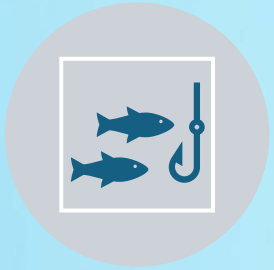
TRAIL DAYS



WEDNESDAY WORKNIGHTS



TRASHY THURSDAYS



TANGLE FREE WATERS

Trail Days



Friday, June 6

Summer of Stewardship Trivia Night



Saturday, June 7

National Trails Day at Sherwin Meadows Trailhead



Saturday, September 13

Annual Lakes Basin Clean Up



Wednesday Worknights

- June 11
- July 9
- August 13
- September 10



Trashy Thursdays

June - September

Tangle Free Waters

- Early Summer Clean up at Twin Lakes
- Ongoing volunteer and staff tube maintenance and line clean up
- Fall Sorting Party

Outdoor Recreation Summer Staff

- Outdoor Recreation Host Leader (open through 4/20)
- Outdoor Recreation Host (open through 5/4)
- Trail Crew (open through 5/18)
- Trail Crew Leader (open through 5/18)





Mammoth Lakes Recreation Commission
Staff Report

Commission Meeting Date: April 1, 2025 **Date Prepared**: March 24, 2025

Prepared by: Stuart Brown, Parks and Recreation Director
Katrina Kelly, Recreation Manager
Warren Boling, Maintenance Superintendent
Doug Gebhart, Recreation Supervisor
Andrew McEachron, Recreation Supervisor
Sydney Schulz, Recreation Supervisor

Title: 2025 Parks and Recreation Department Strategic Priorities and Key Objectives Statement

Agenda: Discussion Item

Staff Recommendations:
Receive a presentation from staff and approve the 2025 Parks and Recreation Department Strategic Priorities and Key Objectives Statement.

Background Information:
The 2025 Parks & Recreation Department (PRD) Strategic Workplan was developed to strategically guide the Parks and Recreation Commission and Department in fulfilling the shared community vision and stated mission of the Parks and Recreation Department. The strategies for 2025 were aligned with the following Town Council adopted documents.

A. Town Council Strategic Priorities and Key Objectives Statement – Updated March 5, 2025
B. 2012 Parks and Recreation Master Plan

Strategic Initiatives (pillars)
The four strategic pillars introduced in 2020 remain and are as important as ever in guiding our decision-making, strategic thinking, and aspirational and operations.

1. **Excellence**: *We are committed to continually improve the delivery of our community programs and facilities by holding each other accountable to the high standards of excellence our departmental culture expects and demands.*
2. **Teamwork**: *We value our employees and the power of a team culture aligned with a single vision and unifying purpose by communicating, connecting, collaborating, committing and celebrating with each other to achieve extraordinary results.*
3. **Sustainability**: *We help to protect and preserve our natural, developed and finite resources by implementing sustainable best practices in our programs, parks, pools, fields and facilities.*
4. **Health, Safety and Social Equity**: *We build stronger, healthier and happier communities by promoting health, wellness and physical activity and work to ensure our parks, programs, and facilities are safe and inclusive for all people.*



The purpose of strategic planning is to provide clear direction by establishing high-level goals and measurable objectives for the department to achieve in a calendar year. A strategic plan provides a distinct and unifying direction for staff in guiding day-to-day decisions with a goal of maximizing resources (time, money, staff) while minimizing or eliminating ambiguity and distractions. Strategic planning is also a valuable tool for evaluating progress and a critical step in the department's capacity and ability to meet the expanding recreation needs of the community.

The 2024 Strategic Workplan provided a blueprint for success by clearly identifying the strategy, goals, supporting tactics and in many cases, measurements for success. Staff's goal is to continually refine the workplan by transitioning work items from the strategic workplan to our seasonal workplans when they become part of our daily operations.

Primary Areas of Focus
The "Core Program Areas" introduced in 2022 continue to provide intentional focus for the department in developing and delivering scalable and sustainable recreation programs aligned with the resource capacity and capabilities of the Department. They are as follows:

1) Youth/Teen Camps and Programs
2) Community Recreation Center (CRC) Programs/Events
3) Adult Activities
4) Community Events/Activities
5) Facility Operations/Maintenance

Similar to program areas of focus are the core deliverables for the Department. These are work items that were prioritized for implementation, consume the majority of resources, and ultimately, helped define success for the Department.

Core Deliverables:
A. Programming of the year-round Community Recreation Center (CRC)
B. Delivery of Core Program Areas
C. Building Team Capacity

D. NEW – Planning for the future!

2025 Strategic Workplan Review
The current strategies and associated goals have been critical in providing clear direction for the delivery of the department's vision and mission. The plan has also been beneficial in guiding the Commission's interaction and engagement with Mammoth Lakes Recreation, the community, and Town Council as it pertains to the powers and duties of the Parks and Recreation Commission (Chapter 2.36 of the Town's Municipal Code).

On December 3, 2024, staff highlighted the achievements and outcomes of the 2024 Strategic Priorities and Key Objectives. Since that time, staff further refined the number of strategic priorities to a total of three. In addition, staff incorporated the most recent version of the 2025 Town Council Key Objectives adopted on March 5, 2025. Relevant objectives to the Parks and Recreation Department are the following:

- Community Recreation: Enhance access, availability and affordability of Parks and Recreation amenities, programs and services.
- Town-wide Vision, Plans and Services: Conduct a comprehensive review and prioritization of all Town plans and implementation efforts.
- Community Engagement: Increase community engagement and outreach efforts, including a focus on Spanish-language offerings and Latino community engagement.
- Environmental Sustainability: Reduce our impact on the natural environment.
- Capital Projects: Continue to evaluate and implement the Town's Capital Improvement Program (CIP).

Core Strategies
The three core strategies for 2025 have been refined and are as follows:

A. ***Invest in the Town's Recreation Infrastructure***
B. ***Deliver High-Quality, Affordable and Sustainable Recreation Programming***
C. Build Capacity to Enhance and Expand Programming

The objectives were also enhanced and were aligned with the SMART Acronym.



The following are the strategic priorities and key objectives for the coming year.

Invest in the Town's Recreation Infrastructure

- **Capital Projects**: Provide multi-purpose, year-round, indoor and outdoor recreation amenities in Mammoth Lakes accessible to all residents and visitors. Capital Improvement Projects (CIP) include:
  - Mammoth Creek Park West Rehabilitation
  - Community Bike Park/Pump Track Development
  - Mammoth Arts and Cultural Center (MACC) Programming Development

- **Planned Maintenance**: Conduct planned maintenance activities to enhance prioritized parks, fields, facilities and trails.

Deliver High-Quality, Affordable and Sustainable Recreation Programming

- **Smart Growth**: Expand access, availability and affordability of parks and recreation programs & services.
  - Affordability - Increase Tony Colasardo Scholarship opportunities for all youth and provide payment plan options for adults.
  - Access - Expand discounted in-person, limited sale Membership and Play Pass products and maximize access to summer camps and programs.
  - Availability - Further expand the availability of products and services for families.
  - Communication Plan - Effectively disseminate bilingual Department-wide information to encourage participation in the Core Program Areas: (1) Department website/DaySmart, (2) Recreation This Week, (3) social media, (4) Brochures, flyers, and print ads.
  - Data collection - Use surveys, etc. to inform park experience and program evaluation.

- **Core Program Areas**: Expand and deliver sustainable Core Program Areas aligned with the demand and resource capacity of the Department:
  - Youth/Teen Camps and Programs
  - Community Recreation Center (CRC) Programs/Events
  - Adult Activities
  - Community Events/Activities
  - Facility Operations/Maintenance

- **Master Plan**: Develop a new Parks and Recreation Master Plan that includes updated goals and policies, an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes and an action plan with conceptual site plans that articulate a clear vision and "roadmap" for the Town over the next 10 years or longer.

Build Capacity to Enhance and Expand Programming

- **Partnerships:** (1) expand partnerships with local organizations, (2) collaborate with local non-profit youth sporting groups (YSF), (3) hire/contract specialized skilled instructors, and/or (4) contract with recreation entities to provide enhanced services.

- **Employee Development:** Build programming capacity by (1) Developing our workforce, and (2) Professional Development.

- **Recruitment and Retention:** Strategically recruit, retain and recognize our employees.

Attachments:

A. 2025 Town Council Key Objectives (adopted March 5, 2025)
B. 2025 Parks and Recreation Department Strategic Priorities and Key Objectives Statement.

2025 Town of Mammoth Lakes

TOWN COUNCIL STRATEGIC PRIORITIES

Summary: The Town Council supports a resilient, vibrant, and sustainable community that promotes civic engagement and fosters strong partnerships. We aim to enhance municipal services, expand housing opportunities, and improve recreational offerings, ensuring a balance between quality of life and exceptional experiences for all.

→ Public Safety

Protection through project identification and implementation

- **Emergency Management:** Augment the Town's emergency management operations and public notification efforts.
- **Risk Mitigation:** Enhance wildfire and natural disaster safety and resilience through a collaborative and integrated framework with partners to complete and implement necessary mitigation plans.
- **Facility Utilization:** Increase utilization of the Mammoth Yosemite Airport facilities to further protect the community and support services including medivac and firefighting aircraft.

→ Municipal Services

Support a vibrant, sustainable, and cohesive community

- **Community Engagement:** Increase community engagement and outreach efforts, including a focus on accessibility and Spanish-language offerings.
- **Public Safety:** Continue to evaluate public safety needs to protect our community, visitors, and officers.
- **Town-wide Vision, Plans, and Services:** Update the Town's vision statement, conduct a comprehensive review and prioritization of all Town plans and implementation efforts and streamline Town permitting services.
- **Environmental Sustainability:** Reduce our impact on the natural environment.
- **Capital Projects:** Continue to evaluate and implement the Town's Capital Improvement Program (CIP).

→ Community Investment

Enhance growth, development, and quality of life for our citizens

- **Affordable Housing:** Continue implementation of the Town's Housing Now! initiative program with a focus on the "missing middle."
- **Partnerships:** Leverage partnerships to increase opportunities and enhance services.
- **Community Funding:** Develop capacity of community foundations to support Town initiatives.
- **Community Development:** Maximize community benefit when considering and approving development projects and continue Town-wide beautification efforts.

→ Recreation Amenities and Programs

Deliver high-quality, affordable, and sustainable recreation programs and amenities

- **Community Recreation:** Enhance access, availability, and affordability of Parks and Recreation amenities, programs, and services.
- **Community Connectivity:** Enhance wayfinding and mobility plans and upgrades.
- **Public Lands:** Work with federal and State partners to ensure the delivery of sustainable outdoor recreation experiences that drive visitation.
- **Sustainable Outdoor Recreation:** Invest in wildlife management including public outreach and enhance the Town's on-the-ground presence to inform visitors and local residents.

An Essential Component of Our Community!

The fundamental purpose of the Parks and Recreation Department is to deliver residents and visitors with high-quality recreation facilities and diverse programming that promotes excitement, individual expression, exploration, pleasure, challenge and accomplishment for an improved quality of life.

Vision: *"To be the best alpine recreation community in the country."*

Mission: *"To provide multi-purpose, year-round, indoor and outdoor recreation opportunities accessible to all residents and visitors."*

Tag Line: *All Recreation – All the Time!*

Strategic Initiatives (pillars):

1. **Excellence**: We are committed to continually improve the delivery of our community programs and facilities by holding each other accountable to the high standards of excellence our departmental culture expects and demands.
2. **Teamwork**: We value our employees and the power of a team culture aligned with a single vision and unifying purpose by communicating, connecting, collaborating, committing and celebrating with each other to achieve extraordinary results.
3. **Sustainability**: We help to protect and preserve our natural, developed and finite resources by implementing sustainable best practices in our programs, parks, pools, fields and facilities.
4. **Health, Safety and Social Equity**: We build stronger, healthier and happier communities by promoting health, wellness and physical activity and work to ensure our parks, programs, and facilities are safe and inclusive for all people.

Parks and Recreation Department
2025 Strategic Priorities and Key Objectives

Invest in the Town's Recreation Amenities

- **Capital Projects**: Provide multi-purpose, year-round, indoor and outdoor recreation amenities in Mammoth Lakes accessible to all residents and visitors. Capital Improvement Projects (CIP) include:
  - Mammoth Creek Park West Rehabilitation
  - Community Bike Park/Pump Track Development
  - Mammoth Arts and Cultural Center (MACC) Programming Development
- **Planned Maintenance**: Conduct planned maintenance activities to enhance prioritized parks, fields, facilities and trails.

Deliver High-Quality, Affordable and Sustainable Recreation Programming

- **Smart Growth**: Expand access, availability and affordability of parks and recreation programs & services.
  - Affordability - Increase Tony Colasardo Scholarship opportunities for all youth and provide payment plan options for adults.
  - Access - Expand discounted in-person, limited sale Membership and Play Pass products and maximize access to summer camps and programs.
  - Availability - Further expand availability of products and services for families.
  - Communication Plan - Effectively disseminate bilingual Department-wide information to encourage participation in the Core Program Areas: (1) Department website/DaySmart, (2) Recreation This Week, (3) social media, (4) Brochures, flyers, and print ads.
  - Data collection - Use surveys, etc. to inform park experience and program evaluation.
- **Core Program Areas**: Expand and deliver sustainable Core Program Areas aligned with the demand and resource capacity of the Department:
  - Youth/Teen Camps and Programs
  - Community Recreation Center (CRC) Programs/Events
  - Adult Activities
  - Community Events/Activities
  - Facility Operations/Maintenance
- **Master Plan**: Develop a new Parks and Recreation Master Plan that includes updated goals and policies, an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes and an action plan with conceptual site plans that articulate a clear vision and "roadmap" for the Town over the next 10 years or longer.

Build Capacity to Enhance and Expand Programming

- **Partnerships:** (1) expand partnerships with local organizations, (2) collaborate with local non-profit youth sporting groups (YSF), (3) hire/contract specialized skilled instructors, and/or (4) contract with recreation entities to provide enhanced services.
- **Employee Development:** Build programming capacity by (1) Developing our workforce, and (2) Professional Development.
- **Recruitment and Retention:** Strategically recruit, retain and recognize our employees.

Mammoth Lakes Recreation Commission
Staff Report

Commission Meeting Date: April 1, 2025 **Date Prepared**: March 26, 2025

Prepared by: Stuart Brown, Parks and Recreation Director
Haislip Hayes, Public Works Director/Town Engineer
Nolan Bobroff, Community and Economic Development Director

Title: Parks and Recreation Master Plan Update

Agenda: Discussion Item

Staff Recommendations:
Receive an update on the development of a new Parks and Recreation Master Plan and provide consensus comments to staff.

Background Information:
At the regular meeting of the Parks and Recreation Commission on April 2, 2024, staff presented a summary and update of recommended tasks, programs and proposed recreation amenities as outlined in the Parks and Recreation Master Plan published in 2008 and adopted by Town Council on February 1, 2012. The Plan outlined the vision, goals, and tasks for enhancing parks and recreation for Mammoth Lakes through 2025.

At that time, Town staff recommended the development of a new Parks and Recreation Master Plan that included updated goals and policies, an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes and an action plan with conceptual site plans that articulate a clear vision and "roadmap" over the next 10-15 years or longer.

This recommendation was affirmed by the Commission and since that time, staff have been working to develop a scope of work (Request for Proposals document) and implementation plan, including a funding estimate and path forward for Town Council consideration.

Staff have provided regular updates to the Commission regarding the process and after the adoption of the 2025 Town Council Strategic Priorities on March 5, 2025, that incorporated the stated Municipal Services objective of "…*conducting a comprehensive review and prioritization of all Town plans and implementation efforts…*", staff have prepared an implementation plan for the Commission's consideration and review.

On March 19, 2025, Town Council allocated $300,000 for the implementation of the PRMP.

Analysis And Discussion:
The Parks and Recreation Master Plan (PRMP) published in 2008 and adopted in 2012, is reaching the end of its relevancy and community-driven list of identified tasks and recommendations through 2025. Based on several public meetings, previous facility needs assessments (2001), and a comprehensive Parks and Recreation Needs Assessment Survey conducted in 2007, the plan presented six goals, provided specific level of service recommendations, and identified five primary tasks. The tasks were as follows:

A. Maintain and upgrade existing parks and recreation facilities to improve accessibility, usability, and service capacity.
B. Complete construction of recreation-related projects already underway.
C. Expand partnerships with public agencies, private organizations, and businesses to share resources in providing facilities and programs.
D. Design additional park improvements and recreation facilities to meet recreation needs in all seasons
E. Ensure that the Town's parks and recreation facilities will become part of an integrated system that encompasses parks, activity centers, trails, and access to public lands around Mammoth Lakes.

Tremendous progress has been made delivering on the recreational needs and expectations of the community these past 16 years. The majority of these goals and tasks have been completed, with some underway, and others that require further analysis, funding and appropriate sites for development. The values expressed in the PRMP continue to be relevant, along with the vision and framework to serve the recreation needs of Mammoth Lakes' residents and visitors. However, the stated goals, level of service recommendations, and primary tasks need to be realigned and reimagined to provide the necessary framework to meet the ever changing and evolving recreation needs and expectations of the community, second homeowners, seasonal workers, and visitors to Mammoth Lakes.

Implementation Plan
The Parks and Recreation Master Plan will be a guiding document for future development and redevelopment of the Town's system of parks, facilities, and recreation programs and services over the next 10-15 years. The plan will define goals, tasks and prioritized strategies and program and amenity recommendations based on current and future funding, land use and level of service scenarios and standards.

A comprehensive master plan is expected to take 12-18+ months, depending on the desired outcomes and defined deliverables. There are several phases and tasks required to begin the process to update the Parks and Recreation Master Plan (PRMP) that are outlined below. Prior to the selection of the consultant and finalization of the PRMP outcomes and deliverables, the phases below should be used only as a guide in the process to inform planning efforts.

Phase 1 – Preparation Phase (March – May 2025)

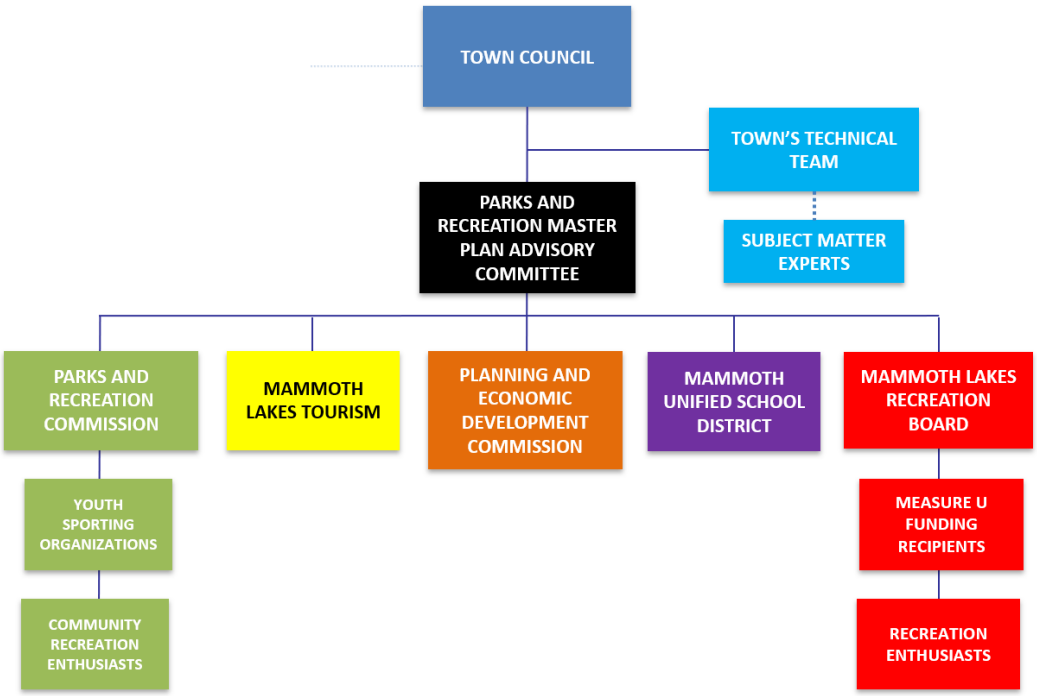
1. Establishment of the Town's Technical Team
    a. Composition: Parks and Recreation Director, Public Works Director and Community and Economic Development Director.
    b. Purpose: Manage the development of the PRMP.
    c. Responsibilities:
        i. Manage the RFP process, including the selection of the consultant.
        ii. Support and staff the PRMP Advisory Committee.
        iii. Provide technical expertise and coordinate the addition of subject matter experts as needed to support the development of the PRMP.
        iv. Provide general oversight, expertise and guidance to the consultant.

v. Support the Parks and Recreation Director as needed in the delivery of the PRMP.

2. Mammoth Lakes Recreation (MLR) board (3/18) and Parks and Recreation Commission (4/1) presentation of the DRAFT PRMP Development Plan. Includes the proposed timeline, desired outcomes and deliverables, and the proposed formation, composition and purpose of the PRMP Advisory Committee.

3. Town Council presentation and approval of the PRMP Implementation Plan (4/19), including the desired outcomes and defined deliverables, and direction to form a Brown Act PRMP Advisory Committee who will function as the Town Council's advisory body for the development of the Parks and Recreation Master Plan.

4. Formation of the PRMP Advisory Committee
   a. The composition of the committee is as follows and its relationship with the Town Council is illustrated below in the organizational chart.
      i. 1 x Town Councilmember + alternate (4/16)
      ii. 1 x Parks and Recreation Commissioner + alternate (6/3)
      iii. 1 x Mammoth Lakes Recreation Board member + alternate (5/13)
      iv. 1 x Planning and Economic Development Commissioner + alternate (5/14)
      v. 1 x Mammoth Unified School District representative + alternate (TBD)
      vi. 1 x Mammoth Lakes Tourism representative + alternate (5/21)
      vii. 3 x Community at Large representatives (application process – selected by Town's Technical Team.



   b. Purpose: Town Council Advisory for the development, review and implementation of the PRMP's stated outcomes and deliverables.

c. Responsibilities:
    i. Provide general input, guidance and communicate their affiliated organizations recreation interests to the consultant and the Town's Technical Team.
    ii. Participate in regular (quarterly) progress reports scheduled by the Town's Technical Team. Inform their respective organizations as well as provide consensus input/recommendations from their respective organizations to the consultant.
    iii. As needed, support the consultant and Town's Technical Team in the development of the PRMP development plan (i.e. community engagement tactics, public outreach, venue locations, etc.)

Phase 2 – Consultant Appointment (June 2025 – August 2025)

1. Publication and distribution of the Request for Proposals (RFP) document for the development of the Town of Mammoth Lakes Parks and Recreation Master Plan.

    a. Plan to publish on April 25 with selection in June by the Town's Technical Team.

2. Town Council selection (8/6) of consultant/firm and allocation of additional funding (if necessary) to develop, manage and deliver the new Parks and Recreation Master Plan.

3. Kick off meeting with consultant and introduction of dedicated Consultant Project Team to the Town's Technical Team, PRMP Advisory Committee and the Town Council. The consultant will present an overview of the process, timeline and how it will develop a clear set of goals, tasks and level of service standards for the community's park system, green space, trails, recreation facilities and program development for the next 10-15 years, if not longer.

Phase 3 – Community Engagement, Data Collection and Plan Development (Sept. 2025 – Summer 2026)

1. Consultant conducts a review of previous documents, an inventory analysis that considers the fair and equitable quantity, distribution, inclusivity, condition, cultural relevancy, connections and proximity of parks, green space, programs, recreation centers and services.

2. Consultant presents the project website and communication channels utilized for community outreach, engagement and information sharing.

3. Consultant presents the community engagement plan, tactics (activities, techniques and formats), strategies and methodology to achieve equitable, inclusive and broad community participation in the PRMP planning process.

4. Consultant presents recommendations for the review of the vision and mission statements, department goals and tasks. Includes a summary of gaps in services and/or amenities identified from extensive public outreach and the needs assessment survey.

5. Consultant presents DRAFT PRMP Master Plan that includes the following elements:

    a. Written goals, (new vision/mission statements if necessary), tasks, and recommended new/redeveloped recreation services and facilities.

    b. Financial action plan that includes an asset management plan addressing planned maintenance and on-going investment for existing and future amenities (including conceptual site plans).

    c. Develop conceptual site plans for the following:
        i. Whitmore Recreation Area
        ii. Bell Shaped Parcel
        iii. Community Center Park

    d. Summary of existing conditions, inventories and utilization metrics, population demographics and outcome metrics. Includes charts, graphs, maps and other data as needed.

    e. Presentation of Level of Service standards for the life of the plan (approx. 15-20 years. Should include year-round residents, second homeowners, and seasonal worker populations.

6. Environmental review (CEQA) of the draft Parks and Recreation Master Plan.

Phase 4 – Approval and Public Presentation Phase (Fall 2026)

1. Town Council approval of a Resolution for a General Plan amendment adopting the Parks and Recreation Master Plan and amending the Parks, Recreation, and Open Space Element of the Town's General Plan.

2. Consultant presents the new Parks and Recreation Master Plan to the public, the Parks and Recreation Commission, Mammoth Lakes Recreation board and the Planning and Economic Development Commission.

Phase 5 – Implementation Phase (Fall/Winter 2026/27)

1. Town's Technical Team drafts and presents Implementation Plan to PRMP Advisory Committee and Town Council for review and approval.

2. Town's Technical Team and assigned staff begin implementation of the community-driven and validated goals, tasks and plan objectives, including the revision of the Capital Improvement Plan (CIP) as necessary.

2025 WHITMORE POOL OPERATING PLAN

INFORMATION

The Whitmore Pool is an outdoor facility located on Benton Crossing Road, nine miles south of Mammoth Lakes off US HWY 395. This six-lane, outdoor 25-meter pool includes a children's wading pool, hot showers, changing rooms, shade and picnic area, concessions, and complimentary Wi-Fi. Whitmore Pool offers adult lap swimming, adult Whitmore Swim Club, adult and children's swim school, public recreation swimming, specialty youth camps, and training opportunities for the Mammoth Lakes Swim Team and the High Sierra Tri Club, as well as several visiting camps and sporting groups. The Town of Mammoth Lakes is committed to providing the most enjoyable outdoor aquatics experience possible.

LOCATION

The Whitmore Pool is located at 904 Benton Crossing Road adjacent to the Whitmore Recreation Area.

DATES OF OPERATION

Scheduled Opening:	Monday, May 12, 2025 (AM & PM Lap Swim)
	Monday, May 12, 2025 (Mammoth Lakes Swim Team training)
	Saturday, June 14, 2025 (Public Swim)
Scheduled Closing:	Sunday, August 24, 2025 (Public Swim)
Closed:	Friday July 4, 2025 – Independence Day
	August 21, 2025 (*Public Swim Only*) – TOML Summer BBQ
	Dates are weather dependent and subject to change.

HOURS OF OPERATION

Public Recreation Swim *(June 14 – August 24, 2025*	Mon-Fri: 12:30-3:30pm | Sat-Sun: 12:00pm-4:00pm
Lap Swim *(May 12 – September 5, 2025)*	Mon-Fri: 6:30-8:30am | Mon, Wed, Fri: 5:30-7:30pm

STAFF

Recreation Manager:	Kat Kelly
Recreation Supervisor	Sydney Schulz
Aquatic Site Coordinator:	Bryan Bartilucci
Aquatic Assistant Site Coordinator:	Leah Jenvold

CONTACT DETAILS

Summer Phone:	(760) 965-3692
Year-round Phone:	(760) 965-3690
Website:	www.WhitmorePool.com

SUMMER RATES

	Daily	5 Swim Pass	Annual Membership (50% Discount May & October)	Monthly Membership	Group Rate for 10 or more
Adults *18+*	**$7**	**$28**	**$300**	**$30**	**$5** *each*
Family *2 Adults + 2Kids*	**N/A**	**N/A**	**$600**	**$60**	**N/A**
Senior *65+* **Military/College** *w/ID*	**$6**	**$24**	**$260**	**$26**	**$5** *each*
Youth *3-17*	**$5**	**$20**	**$230**	**$23**	**$5** *each*
Mono/Inyo School Student *w/ID*	**$4**	**$16**	**$100**	**$10**	**$5** *each*
Infant *4 and under*	**FREE** *with adult purchase*	**FREE** *with adult purchase*	**FREE** *with adult purchase*	**FREE** *with adult purchase*	**FREE** *with adult purchase*
Senior *80+*	**FREE**	**FREE**	**FREE**	**FREE**	**FREE**

The Whitmore Pool accepts cash, Visa, MasterCard, American Express, Discover and personal checks accepted (with valid Driver's License).

Facility Rental

The Whitmore Pool can be reserved for the exclusive use of a group, party, or special event for $160 per hour (regular rate)/$128 per hour (non-profit rate). Rental is by reservation only, subject to availability and includes two lifeguards. Reservations can be made by calling (760) 965-3607.

Group/Party Area Rental

The Whitmore Pool can also be reserved for the use of a group, party, or special event during Public Recreation swim times for $25 per hour (regular rate)/$20 per hour (non-profit rate). Rental is by reservation only, subject to availability and includes a private grass area, a shade structure with table and chairs and admission for up to 20 people. Additional guests will be charged at group rates. Reservations can be made by calling (760) 965-3607.

Showers

Showers are available at the Whitmore Pool during Lap Swim and Public Swim sessions, at a cost of $3.00 per person.

2025 IMPORTANT EVENTS

- May 12 - Lap Swim and Whitmore 50 Challenge begins
- May 12 - Mammoth Lakes Swim Team training begins
- June 14 - Whitmore Pool Public Recreation Swim Opening Day and FREE Swim Day!
- July 6, 13, 20, 27 - FREE Swim Sundays
- August 24 - Whitmore Pool Public Recreation Swim Closing Day and FREE Swim Day!

- September 1 - Lap Swim finishes

SPECIAL PROMOTIONS

Whitmore 50 Challenge

The Whitmore 50 Challenge is a self-directed program intended to encourage swimmers to regularly exercise and track their miles swam. Participants enter swimming distances on a daily sign-out sheet that is managed and updated by staff. Total distances will be updated weekly, and participants recognized when they achieve 10 miles, 25 miles and 50 miles, or more.

FREE Swim Sundays

FREE Swim Sundays encourage the community to visit and experience the Whitmore Pool over the course of the season with their family. FREE admission is offered each Sunday in July in recognition of National Park and Recreation Month, and on Public Swim Opening and Closing Days (June 14 & August 24).

LESSONS, SWIM TRAINING AND COMPETITION

WHITMORE SWIM SCHOOL

Whitmore Pool's aquatics classes are based on the guidelines of the American Red Cross "Learn-to-Swim Program". Designed for all levels and ages, classes allow participants to develop safe habits in, on and around the water, become comfortable in the water, learn, and refine swim strokes and techniques, and become stronger, safer swimmers. In addition, Whitmore Swim School has created a smaller, more custom program with lower student/teacher ratios for younger age groups, allowing for optimum teaching time.

GROUP LESSONS:

Pool staff will help place you or your child in the appropriate class.

4-Week Lessons Monday and Wednesday (June 23 – August 13) **Cost: $70**

Class:	30 min/day for 8 days	
Times:	3:30pm – 4:00pm	Parent/Child & Tiny Tots
	4:15pm – 4:45pm	Levels 1 & 4
	5:00pm – 5:30pm	Levels 2 & 3

2-Week Lessons Tuesday-Friday (June 24 – August 22) **Cost: $70**

Class:	30 min/day for 8 days	
Times:	10:30am – 11:00am	Parent/Child & Tiny Tots
	11:15am – 11:45am	Levels 1 & 4
	12:00pm – 12:30pm	Levels 2 & 3

Weekly Youth Lessons Saturday (June 21 – August 16) **Cost: $70**

Class:	30 min/week for 8 weeks (*No classes July 5)*	
Times:	10:00am – 10:30am	Parent/Child & Tiny Tots
	10:45am – 11:15am	Levels 1 & 4
	11:30am – 12:00pm	Levels 2 & 3

Register online at www.MammothParksAndRec.com

Parent/Child: (6 month - 2 years)
This class is designed to introduce babies and young children to the water in an environment that encourages social interaction and fun. The instructor helps the parent by giving instructions and assisting the parent working with the child. This is ***not*** a "water proofing" class. The following skills will be introduced: water entry, blowing bubbles, prone glide, kicking, arm movement, and water exits.

Tiny Tots (3-4 yrs.) – max. 3 participants per instructor
This is an important class for allowing the child to become more comfortable in the water and with their instructor. This class introduces basic water skills such as kicking, blowing bubbles, front and back floats, and submersion.

Level 1: Beginner-Introduction to Water Skills – max. 3 participants per instructor
In this class the following skills will be taught and must be achieved before passing the class: front float and recovery, back glide and recovery, survival (back) float, beginner stroke, jumping in and leveling off, rolling from front to back and back to front, and personal safety skills.

Level 2: Advanced Beginner Fundamental Aquatic Skills – max. 5 participants per instructor
The following skills will be taught and must be achieved before passing the class: bobbing, independent survival float (front and back), independently rolling from front to back and back to front, front crawl, backstroke, treading water, underwater swimming, and beginning breaststroke. Skills learned in Level 1 will be improved in Level 2.

Level 3: Intermediate- Stroke Development – max. 5 participants per instructor
This class is for stronger swimmers. Proper techniques will be learned for front crawl, back crawl, breaststroke and beginning butterfly. The following skills will be introduced and developed: intermediate breaststroke, surface dives, dolphin kick, butterfly stroke, treading water, and diving.

Level 4: Advanced- Stroke Improvement – max. 5 participants
In this class, swimmers will work on building endurance and refining their strokes: front crawl, backstroke, breaststroke, and butterfly. Swimmers will learn and work on wall starts, block starts, and flip turns.

Whitmore Swim Club Thursdays, May 22 – August 28, 2025
Join certified swim instructors/coaches in a fun, friendly, group environment. Classes are designed to improve the four competitive strokes as well as structured training for that triathlon they signed up for this summer!
Times: 6:30 - 7:30pm
Cost: FREE with paid admission and included in annual or monthly Parks and Recreation Membership
Reserve your spot by contacting the Whitmore Pool.

PRIVATE LESSONS: Subject to availability
Designed for both adults and children who prefer individual instruction in learning how to swim or improve their strokes.
Dates: June 16 – August 17, 2025
Times: Open per availability
Cost: $50 per 30 minutes (limited to 3 students per lesson)
Available at other times, subject to demand and instructor availability.
Register by phone on (760) 965-3607 or in person at the Whitmore Pool.

Inclement Weather Policy:
Please note that pools close due to inclement weather conditions. However, not all swim lesson classes are cancelled. We ask that students show up for their regularly scheduled class, unless instructed to do otherwise. Instructors can conduct "Water Safety" lessons in a classroom situation. Should this occur more than once during a session/program, the class may be rescheduled.

Cancellation/Rescheduling Policy: All swim lessons are filled on a first-come, first-served basis. Swim lessons are closed when maximum enrollment is met. The Parks and Recreation Department reserves the right to cancel or postpone any activity due to inclement weather or low enrollment. A full refund will be made if the Parks and Recreation Department cancels an activity. A $40 service fee will be imposed for all returned checks and could result in refusal of future participation. All participant cancellations received more than 14 days prior to the start of the activity will receive a refund, less a 10% processing fee. Participant cancellations received less than 14 days prior to the start of the swim lessons are not refundable. Please allow 1-2 weeks processing time for any refunds. The Whitmore Pool ***does not*** provide make-up classes in the event a participant misses a scheduled lesson.

MAMMOTH LAKES SWIM TEAM
The goal of Mammoth Lakes Swim Team (MLST), the Mammoth Sharks, is to instill and develop a passion for swimming in each child. Their team is a seasonal competitive swim program offering high-quality, high-energy coaching. Every athlete is provided with an opportunity to improve swimming skills and achieve success at his or her own level of ability, from novice to serious competitor. The club has a 501(c)(3) non-profit status and relies on team dues, donations, fundraisers, and volunteers.
Website: https://www.teamunify.com/Home.jsp?_tabid_=0&team=pcmlst

All registered swimmers of MLST may purchase a discounted Season Swim Pass for $45 or an annual/monthly Parks and Recreation Membership. The pass will provide swim team members use during specified practice days/ times, during Lap Swim, and Public Swim times. MLST will be charged a rental fee of $37.50 per hour for practices, meets, competitions, and camps.

Practice Schedule (Subject to Change):
May 12 – June 13, 2025
Mondays – Fridays: 3:30pm - 5:30pm

June 14 – Mid-August 2025
Mondays: 9:30am – 12pm
Tuesdays – Fridays: 8:30am – 10:30am
Tuesdays/Thursdays: 3:30 – 6:30pm

HIGH SIERRA TRIATHLON CLUB
The High Sierra Triathlon Club, located in California's Eastern Sierra, trains in Mammoth Lakes, June Lake and Bishop, CA. The club was formed as a non-profit 501(c)(3) organization in March 2005 and is recognized by USA Triathlon (USAT) as an official USAT club. The club mission is to encourage people of all ages and levels to try the sport, provide continuing support to those already established in triathlon, offer structured workouts for all members, provide opportunities meeting training partners, and create a fun, social atmosphere where everyone, regardless of ability, feels welcome.
Website: http://highsierratri.org/

Practice Schedule:
May 12 – Mid-August 2025: Mondays: 8:30 – 9:30am

PARKS AND RECREATION COMMISSION
STAFF REPORT

Subject: Parks and Recreation Department Monthly Report

Meeting Date: April 1, 2025

Written by: Stuart Brown, Parks and Recreation Director
Warren Boling, Maintenance Superintendent
Katrina Kelly, Recreation Manager
Douglas Gebhart, Recreation Supervisor
Andrew McEachron, Recreation Supervisor
Sydney Schulz, Recreation Supervisor

BACKGROUND:

The monthly Parks and Recreation Department Report includes news and updates from the department, along with achievements and action related to the strategies, goals and tasks identified in the Parks and Recreation Department 2025 Strategic Priorities and Key Objectives.

A. Strategic Priority: *Maintain and Invest in the Town's Recreation Infrastructure*
B. Strategic Priority: *Deliver High-Quality, Accessible and Affordable Recreation Programming*
C. Strategic Priority: *Build Capacity to Enhance and Expand Programming*

DEPARTMENT NEWS AND UPDATES

Facility Status:

Community Center

- OPEN for programming and private rentals.

Community Tennis Courts and Playground

- Tennis Courts – CLOSED for the season.
- Pickleball Courts – CLOSED for the season.
- Restrooms – CLOSED for the season.
- Playground – CLOSED for the season.

LA Kings Ice at Mammoth Lakes

- OPEN for the season.
- Pickleball court – OPEN for the season

Mammoth RecZone

- CLOSED for the season.

Mammoth Lakes Pickleball Complex

- Pickleball Courts – CLOSED for the season.
- Restrooms – CLOSED for the season.

Mammoth Creek Park - West

- Inclusive Playground – CLOSED for the season.
- Restrooms – OPEN (weather dependent).
- Natural turf area – CLOSED for the season.
- Natural/Prefabricated bouldering area – installation scheduled for Spring.
- Pavilion/outdoor amphitheater – installation scheduled for Spring.
- Synthetic turf area – CLOSED for the season.

Mammoth Creek Park – East

- Restrooms – OPEN (weather dependent).

Shady Rest Park

- Ball Fields 1-3 – CLOSED for the season.
- Soccer Fields 1-2 – CLOSED for the season.
- Restrooms – CLOSED for the season. Portable restrooms available.
- Playground – CLOSED for the season.
- Ball Field Restrooms – CLOSED for the season.
- Shady Rest DiscGolfPark® - CLOSED for the season.
- Shady Rest Volleyball Courts – CLOSED for the season.

Trails End Park/Volcom Brothers Skate Park

- Skateparks – CLOSED for the season.
- Restrooms – OPEN (weather dependent).
- Playground – CLOSED for the season.

Park at the Parcel

- 2-5 year old Playground – Managed by MCOE
- 5-12 year-old Playground/climbing Dome – CLOSED for the season.
- Restrooms – OPEN
- Pavilion and Picnic Area – CLOSED for the season.

Mammoth Lakes Community Dog Park

- Dog Park – OPEN (weather dependent)
- Restrooms – CLOSED for the season.
- Parking Lot – OPEN (weather dependent)

Town-wide MUPs and Sidewalks

- Lakes Basin MUPs – CLOSED for the season.
- Downtown MUPs & Sidewalks – OPEN (weather dependent)

Whitmore Pool

- CLOSED for the season.

Whitmore Recreation Area

- Whitmore Ball Fields 1-3 – OPEN (weather dependent)
- Whitmore Track – OPEN (weather dependent)
- Whitmore Synthetic Turf – OPEN (weather dependent)
- Restrooms – CLOSED for the season.

MAINTAIN AND ENHANCE THE TOWN'S RECREATION INFRASTRUCTURE

Complete Phase II "Interior Improvements" of the Community Recreation Center (CRC)

Community Recreation Center (CRC) – PR 1 & PR 2

- Phase II Tenant Improvements bid was awarded on October 2, 2024 to Lehman Construction.
- On March 19, 2024, the Town Council allocated $280,000 to complete Phase II construction and awarded $530,400 for Phase II enhancements.

CRC Phase II Project Close-out and Facility Enhancement Update:
Phase II construction is underway and progressing slowly and methodically. A majority of the items have been completed, with many on-going, while others have been impacted by poor workmanship from the previous contractor or delayed due to unforeseen circumstances. Completed items include the mechanical enclosure roofing, parking lot lights, facility-wide flooring, exterior pergola, upper locker room decking and access improvements for elevated viewing, bleacher purchase and installation and sound mitigation for the chiller. On-going work items include the installation of the modular staff offices & furniture (DIRTT & PIVOT Contract), scheduled to be installed this spring when the facility closes for the winter. Office work also includes electrical, HVAC and fire sprinkler connections to the offices, including the installation of the office T-bar ceilings. The stairs for the bleachers and ADA lift are in production and once on-site, will be installed. During this period of time, there has been several items that required a change in scope, such as the concession area, pergola sign lettering, safety netting and enhanced plexiglass player/scorer table screens, and the use of laminated glass for the railing to name a few. As such, an existing funding gap of $280,000 remains to complete Phase II construction.

Town staff are also requesting several facility enhancements identified from Phase II that will significantly improve the operations, aesthetics and efficiency of the Community Recreation Center (CRC) for year-round use. These items are listed in detail below with a funding estimate of $510,000.

CRC WORK ITEMS	ESTIMATE
PHASE II PROJECT CLOSE-OUT:	$280,000
PHASE II ENHANCEMENTS:	$510,000 + $20,400 Contingency
GUEST SERVICE/RENTAL COUNTER	$150,000
FACILITY SOUND ENHANCEMENT	$42,000
MAMMOTH RECZONE EXTERIOR SIGN	$10,000

SEASONAL RINK CONVERSION/CURLING SHEET	$75,000
WEST WALL SCREEN	$61,000
STAFF OFFICE AIR CONDITIONING	$20,000
HMC ARCITECT ADDITIONAL DESIGN SERVICES	$152,000

GUEST SERVICE/RENTAL COUNTER

The proposed guest service/rental counter in the north lobby is a scaled down version of the original design that incorporated office space for staff, a rentals area and a dedicated concession area for food and beverage sales. The original design was removed from Phase I to bring the project within budget based on the funds allocated by the Town Council for the construction of the facility. This proposed version is similar in design to the original version and integrates with the soon be installed DIRTT office area located adjacent to the counter area and better serves and enhances the needs of staff, while providing greater public space and a heighten guest experience versus the original design.

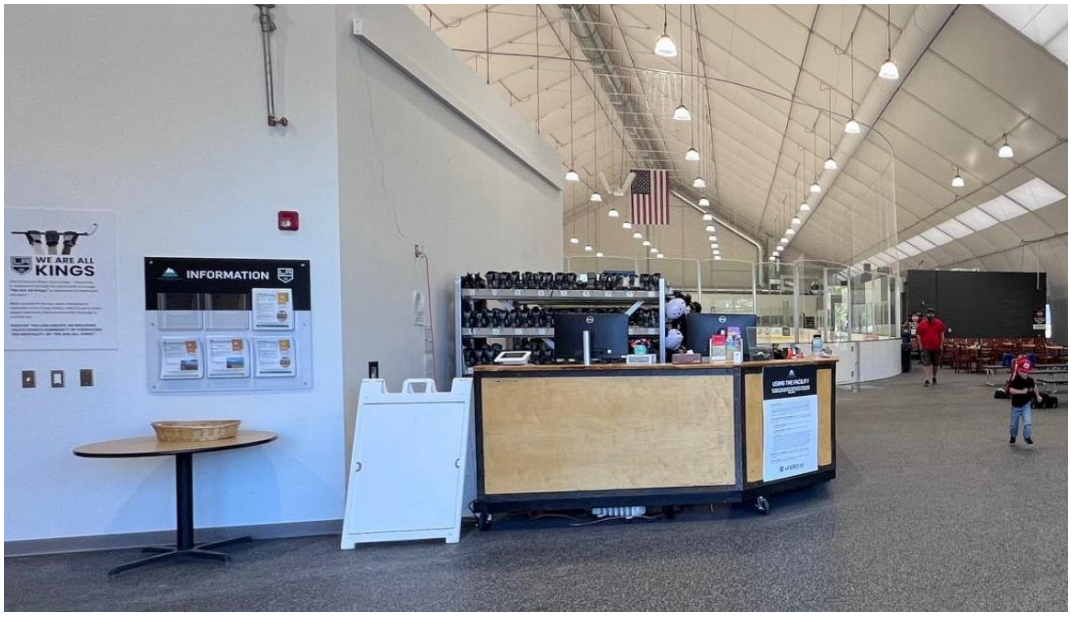
The counter area includes custom designed case work, movable shelves, several drawers and durable counter tops that will incorporate point of sale systems, ADA access and a flip shelf for access. Toe kick heaters for staff will be installed (max. winter temperature inside facility is 45 degrees) and a prominent overhead store front will enhance the guest experience with elevated signage creating improved wayfinding and an improved sense of arrival for the public. HMC estimated the cost at $152,000, based on the actual cost of work currently being undertaken by the contractor.

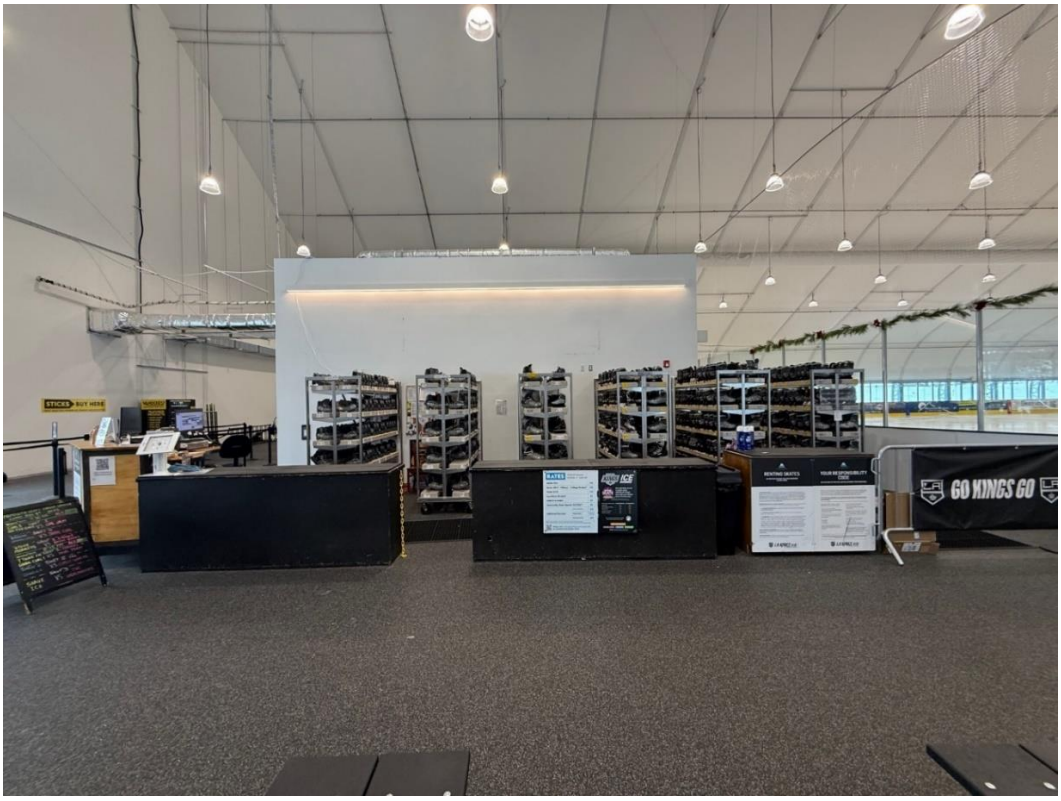
Original Phase I Design Renderings



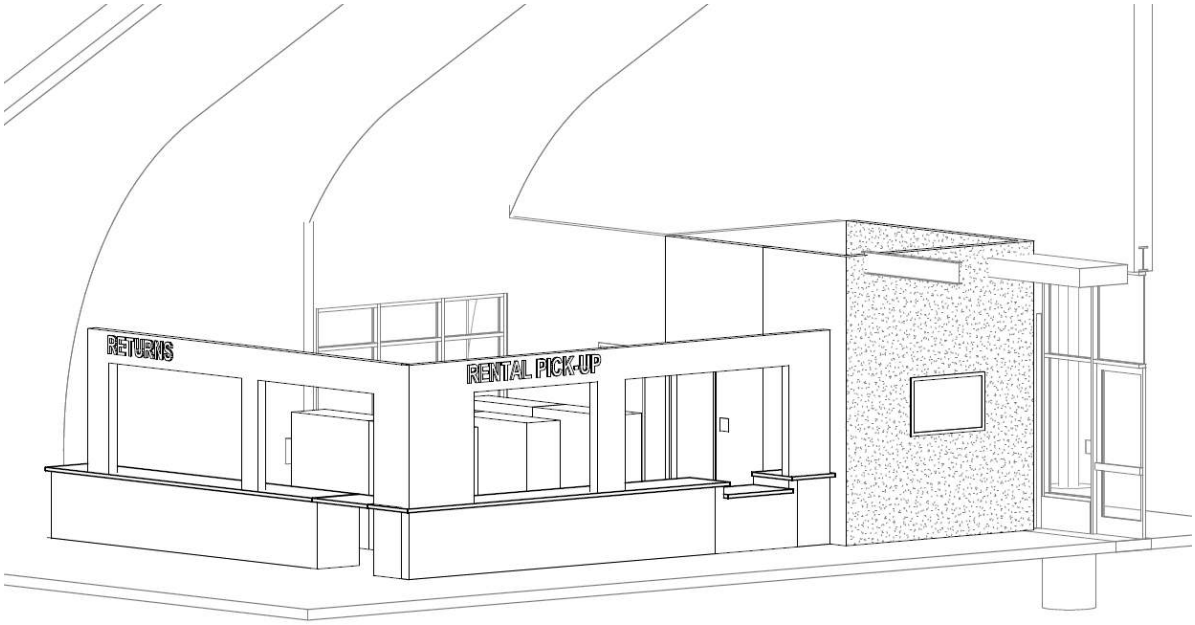


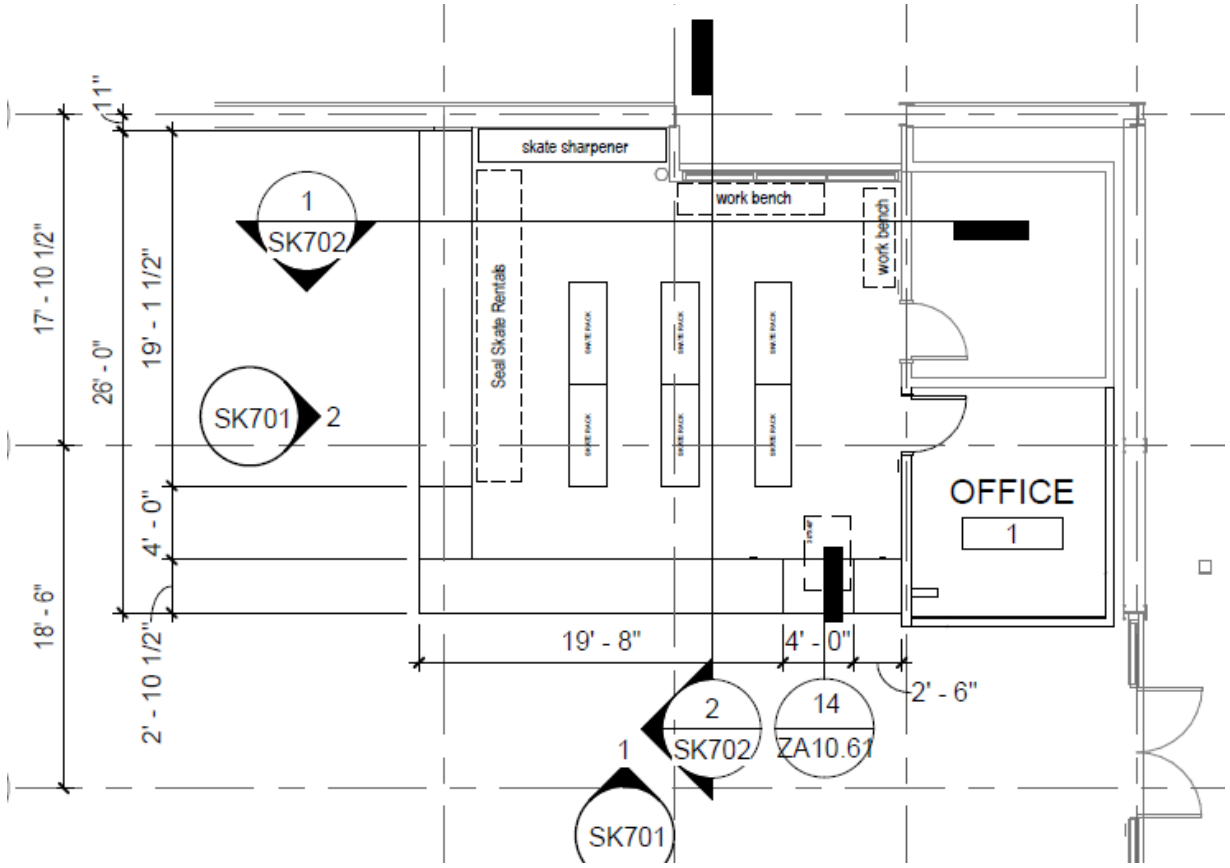
Existing “Temporary” Layout





Proposed New Front Counter Design





FACILITY SOUND ENHANCEMENT

After operating for the past 18 months, it is apparent that the specified and budgeted sound system does not meet the needs of the facility or expectations of our many users. The sound system is barely adequate for the rink area and is severely limited by the glass and dasher boards that surround the rink and restricts the amplification of quality sound into and throughout the north and south lobby areas. As a short-term fix, the Town borrowed subwoofers and additional speakers placing them above the locker rooms, but with the installation of the new bleachers, this area is no longer available or suitable for these speakers.

This past month, the Town solicited assistance from an audio engineer from Daktronics and Brian Knowles from Eastern Sierra Audio who evaluated the facility and recommended equipment that will both augment the existing system and enhance high speech intelligibility and quality music reproduction throughout the facility. The enhancements will also enable control of the speakers in the rink/reczone area with a separate control for the speakers in the north and south lobby areas. The estimated cost for equipment and installation is $42,000.

Daktronics Custom Indoor Sound System

- Two (2) Dual 15" Subwoofers
- Two (2) JBL – J' Shaped Column Loudspeaker Speakers
- Two (2) JBL – Low Frequency Extension for JBL Speaker

- One (1) JBL 2 Channel Mixer
- Audio Cabling, On-Site Installation Supervision & Commissioning, Engineering, Shipping to Site, and One (1) Year Parts and Labor Service

MAMMOTH RECZONE SIGN

Staff are recommending an exterior facility sign for the Mammoth RecZone be placed at the entrance to the facility to complement the new larger LA Kings sign. Design work is underway with an estimate of $10,000 to construct the sign. Staff will install the sign and place solar lights for illumination at night.

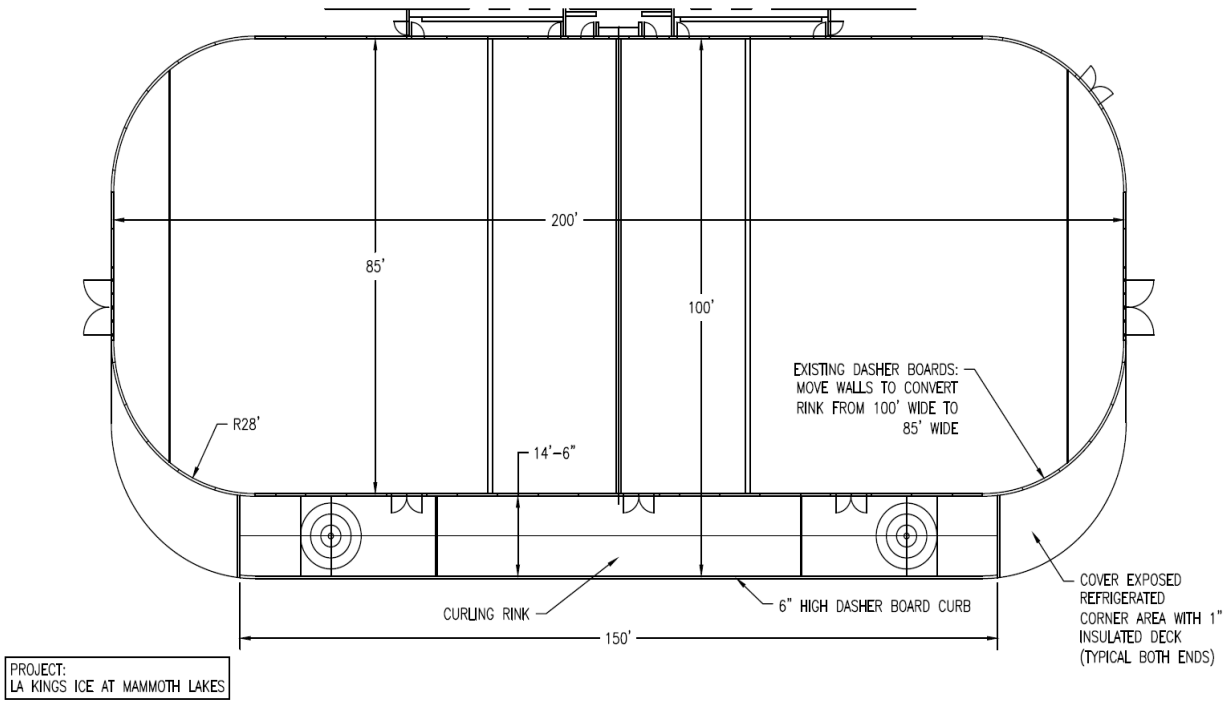
Placement of Mammoth RecZone Sign is illustrated below:



OLYMPIC-NHL RINK CONVERSION / DEDICATED CURLING SHEET

The purpose of the conversion of the ice rink in winter from Olympic size (100'x200') to a smaller NHL size (85'x100') is to maximize the use of our one sheet of ice and increase programming opportunities for all user groups. In our second year of operations, we are experiencing a significant increase and growth in all ice sport categories. This includes public skate, youth and adult ice hockey, skate lessons, ice rentals and curling.

A layout of the rink conversion is illustrated below.



Most ice rinks in their third season would look to build another ice sheet but we don't have this option. We can, however, accommodate increasing demand for ice time by converting one large sheet of ice into two sheets of ice. The smaller ice sheet (15'x150') would create a dedicated curling sheet allowing for the significant growth of curling in Mammoth Lakes. Currently, due to competing demands for ice time, league curling can only be programmed on Sunday night with drop-in curling scheduled on Monday at lunch-time, with Community Curling nights scheduled once every month on Wednesday evening. The dedicated curling sheet would be programmed and available for use during the CRC's operating hours, simultaneously with other uses programmed on the skating sheet, greatly adding to the growth and interest in curling. For example, we could significantly increase the leagues from 13 teams to up to 20 teams based on a dedicated curling sheet. There is also interest in starting a Mammoth Lakes Curling Club, which would greatly benefit the community, as programming, leagues, lessons and tournaments would be facilitated by the club, with support from the Town.

The NHL regulation rink, similar in size to the old outdoor ice rink, would still be able to accommodate public skate, and lessons, but would significantly enhance the hockey experience for all ages as the majority of USA Hockey games, including the Olympics, are now played on NHL sized rinks. In addition, the LA Kings have expressed interest in utilizing the facility for pre-season training in September which would require an NHL rink.

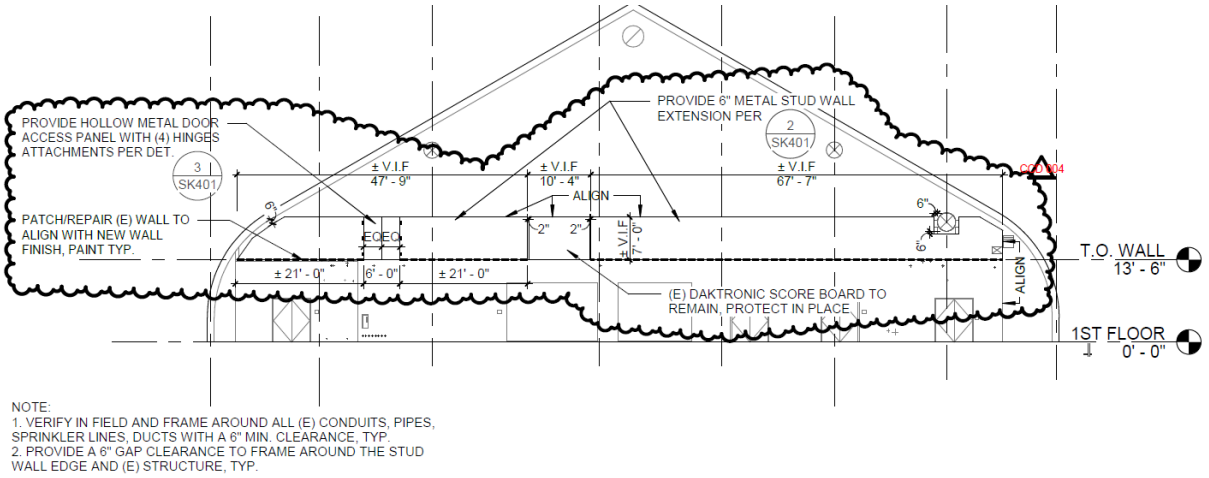
The one-time cost for the rink conversion material is $52,000, with a one-time labor cost of $23,000 to convert the rink from Olympic size to NHL size. Town Staff will manage the conversion of the rink back to an Olympic size in summer for the installation of the Sport Court and convert the rink back to NHL in September for winter operations.

WEST WALL SCREEN

This project satisfies several concerns and needs of the facility. The first is to maximize the available "second-floor" storage space above the west end Zamboni, storage, mechanical and electrical rooms by installing a 7-foot high wall screen to block the guests' view of the mechanical equipment. The addition of an access door provides the opportunity to store seasonal equipment on this large 20' x 120' elevated space.

The second benefit is the ability to hang Mammoth Lakes Youth Hockey and Bishop High School hockey tournament banners on the wall showcasing thew success and growth of our local teams.

Finally, the large scoreboard will be integrated into the west wall screen providing a higher quality and more visually appealing aesthetic for the facility and thousands of users. Funding estimate from the contractor is $61,000.

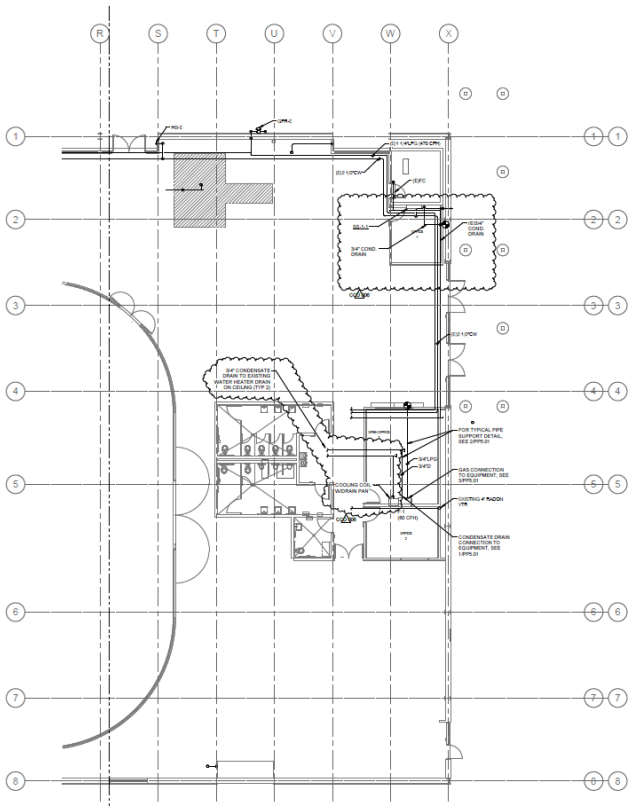


West Wall Elevation - Parapet Wall Extension **1** 1/16" = 1'-0"



STAFF OFFICE AIR CONDITIONING

The existing design and installation of the DIRTT offices for staff in the facility were specified with heating, but without air conditioning. Staff are correcting this oversight and are requesting funding in the amount of $20,000 to install split A/C systems in the smaller operations office (adjacent to the Data room) and for the larger Parks and Recreation Department counter and supervisor/manager office space (adjacent to the lobby restrooms).



HMC ARCHITECT ADDITIONAL DESIGN SERVICES

The current agreement with HMC Architects covers previously authorized scope of work and would need to be updated to include design and construction administration support services for the additional scope items contemplated in this staff report. Staff are recommending a $152,000 set aside for architectural design services.

Lead and/or support efforts to provide multi-purpose, year-round, indoor, and outdoor recreation amenities in Mammoth Lakes.

- Community Dog Park
  - Town Council officially opened the park on November. 6, 2024
  - Park Reopened for the winter in January and was closed later in Feb/March due to snow.

- On March 19, 2025, Town Council formally accepted the close-out report and finding shortfall for the dog park.
- At the time of the contract award, the project was fully funded with General Fund contributions of $850,000 and a contribution of $50,000 from a T-Mobile parks grant awarded to the Town, and an allocation from Capital Reserves Fund 980 in the amount of $250,356.53, for a total funding allocation of $1,150,356.53. An additional $11,257.37 was needed to fully fund and close out this project. The overage is attributed to the purchase of wildlife proof trash containers, leach posts and minor electrical work that were billed to the construction project after the project was substantially complete.

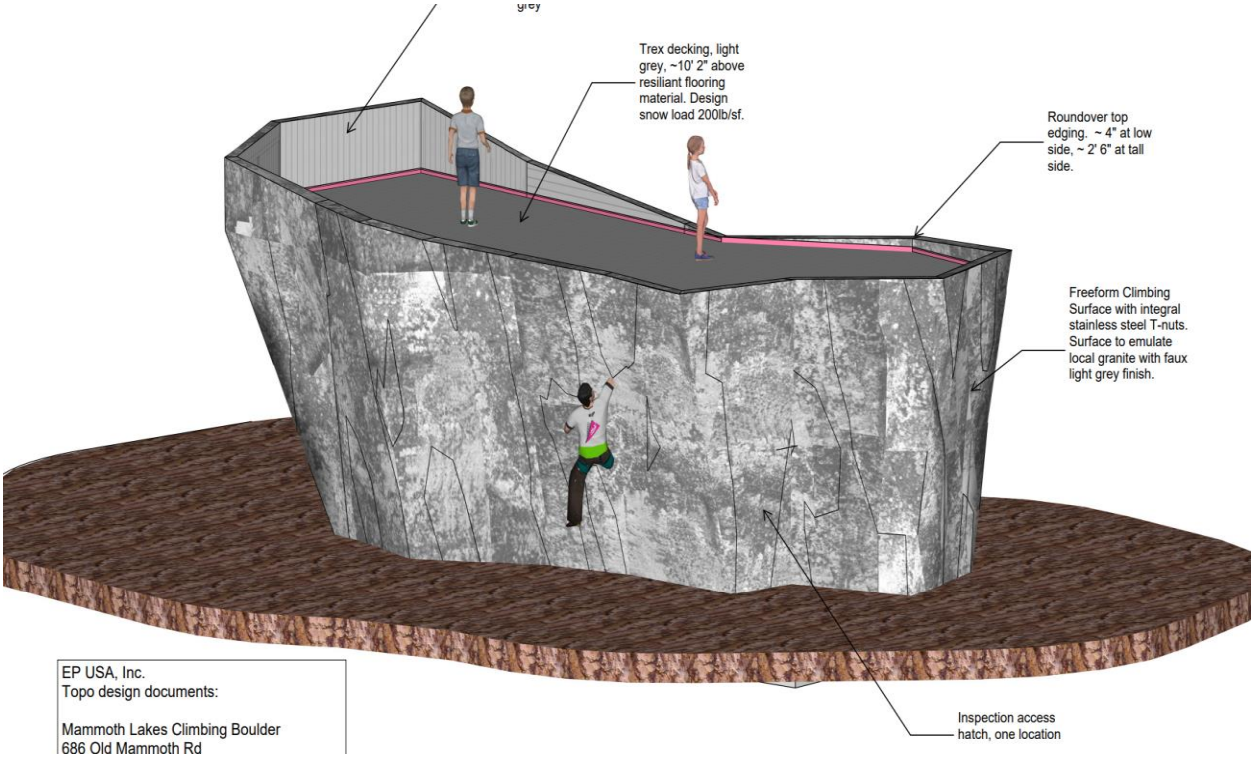
- Park at the Parcel
  - The majority of the park is complete. Recent construction includes the 20'x20' pavilion, bike racks, and water fountain.
  - The park officially opened to the public on August 7, 2025.

- MACC/Edison Theatre and Outdoor Amphitheater
  - The Edison Hall is closed for renovations and will reopen this spring after water damage is remediated.
  - Staff and HMC are finalizing construction drawings for the MACC with bid documents planned to be published in Spring.

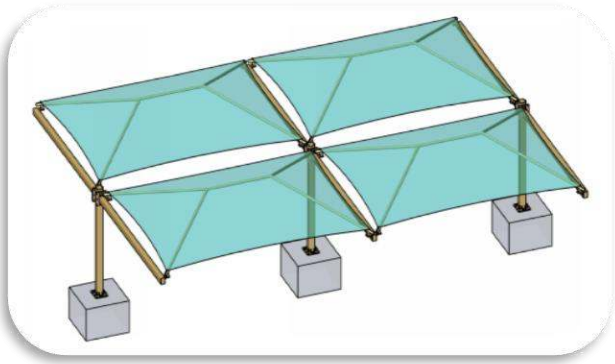
- Bike Park/Pump track
  - Town is finalizing Purchase and Sale Agreement of property with MLF
  - Funding is not secured for this project.
  - Identified in Town's 5-year CIP
  - Parks and Recreation is planning to install a small beginner pump track at the CRC to support summer camp operations.

- Mammoth Creek Park West Park Rehabilitation Project
  - The scope of work for the project is included below and is estimated at $850,000.
    - Prefabricated Boulder purchase and installation
    - Shade structures
    - Synthetic turf
    - Grass lawn area
    - CRC railing
    - Park identification sign
    - Bike racks
    - Landscaping
    - Hardscape
    - Safety surfacing
    - Park Amenities
  - On March 18, 2025, Mammoth Lakes Recreation by motion approved the funding request of $350,000 for the large, prefabricated custom boulder to be installed at the north/east corner of the park.

- The Mammoth Lakes Outdoor Freeform Climbing Boulder is designed and built by EP Climbing and will encompasses 1,117 square feet of climbing surface to maximize t-nut placement and hand-hold route setting.
- The top profile varies from 11 feet to 13 feet 6 inches.
- Length is 32 feet, 8 inches with a width of 16 feet 3 inches.
- Top deck is Trex (light gray) and approx. 425 square feet, and surface emulates local granite color.
- Boulder will have a natural built in down-climb route, four (4) natural built in climbing routes and natural looking climbable crack seams.
- Integral steel support frame with weather resistant finish.
- The boulder is scheduled to be installed this spring.









Enhance recreation infrastructure to improve user safety, improve operations, and overall guest experience.

- Maintenance Best and NEXT practices
  - Continual improvements made daily

- Planned Maintenance/Park Improvement Program
  - Planned work pending funding in 2025 includes the following
    - Shady Rest Park MUP rehabilitation
    - Shady Rest Park Skate/Bike Park rehabilitation

- Volcom Brothers Skate Park rehabilitation project planned in May pending public bid for planned maintenance.
- Whitmore ball field #3 – On March 19, 2025 Town Council allocated $30,000 for the following scope of work:
    - New infield mix
    - Leveling of infield/outfield
    - Installation of bottle filling station on snack shack
    - Purchase of 1 x ADA picnic table and 3 x regular 8' picnic tables for enhanced picnic area at the south end of the Whitmore Track and Sports Field.

- Amenities Enhancement Program
    - The Town of Mammoth Lakes Amenities Enhancement Program provides an opportunity to celebrate people and events, and to make a great impact on the well-being of the park and open-space system. Amenities available for donation include benches, tables and bike racks. Our current available inventory is limited. Staff continue to work with our US Forest Service partners to identify and approve additional amenities and locations.
    - Staff will be opening up locations at Mammoth Creek Park in spring to complement our ongoing investment. Interested donors are asked to complete our online 'Expression of Interest' form.

Work with Town Departments and community partners to leverage state and other resources to support regional arts and culture, events, and sports related facilities to leverage regional competitions and athlete training.

- No updates

DELIVER HIGH-QUALITY, INNOVATIVE, AND AFFORDABLE RECREATION PROGRAMMING

Determine plan to revise, amend or develop new Parks and Recreation Master Plan/Trail System Master Plan that includes updated goals and policies, including an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes.

- The Parks and Recreation Master Plan will be a guiding document for future development and redevelopment of the Town's system of parks, facilities, and recreation programs and services over the next 15-20 years. The plan will define goals, tasks and prioritized strategies and program and amenity recommendations based on current and future funding, land use and level of service scenarios and standards.
- A comprehensive master plan is expected to take 12-18 months, depending on the desired outcomes and defined deliverables.

- On March 19, 2025, Town Council allocated $300,000 for the implementation of the PRMP.
- A detailed overview of the phases and tasks required to begin the process to update the master plan are outlined in a separate staff report.

Develop and deliver Core Program Areas aligned with the resource capacity and capabilities of the Department.

2025/26 Parks and Recreation Department Fee Schedule Amendments

- The Town Council approved the 2025/26 Fee Schedule amendments on February 19, 2025.
- The Annual Membership Program will publicly launch on Thursday, May 1, 2025 at the Community Recreation Center (CRC).

Core Program Areas

- **Youth/Teen Camps and Programs**
    - *Youth After-School Programs*
        - Winter Youth programming includes:
            - Winter II Gymnastics sessions
            - Learn To Skate and Hockey Skating Improvement lessons
    - *Summer Camps*
        - Planning is underway for 2025 Summer Camps.

- **Adult Programs**
    - *Fall Programs*
        - Winter Adult programming includes:
            - Learn to Skate and Hockey Skating Improvement lessons
            - Coed Curling League (13 teams)
            - Winter Coed Intermediate (4 teams), Coed Beginner (6 teams) and Women's (4 teams) Hockey Leagues (Total: 225 registered players)
            - Coed Indoor Soccer League (7 teams)
            - Coed Indoor Volleyball League (12 teams)
- Upcoming programming includes:
    - March 30: Coed Indoor Soccer League Playoffs
    - March 31: Winter Coed Intermediate Hockey League Championship Game
    - April 1: Winter Coed Beginner Hockey League Championship Game
    - April 3: Women's Hockey League Playoffs
    - April 6: Coed Indoor Soccer League Playoffs
    - April 10: Women's Hockey League Championship Game
    - April 13: Coed Indoor Soccer League Championship Game
    - April 30: Coed Indoor Volleyball League Playoffs
    - May 7: Coed Indoor Volleyball League Championship

For more information on any of these programs, please visit www.MammothParksandRec.com

- **Facility Operations/Maintenance**
  - On-going identification and replacement of damaged items.

- **Community Events**
  - No update

- **Upcoming Events:**
  - Summer Recreation Expo and In-person Summer Camp Registration - March 31
  - Community Night FREE Public Skate – April 2
  - Online Summer Camp Registration OPENS - April 7
  - Spring Egg Hunt – MCP/CRC - April 16
  - Mammoth RecZone Opening Day - May 17
  - Whitmore Pool Opening Day for lap swim/swim team - May 12
  - Whitmore Pool Public Swim opens - June 14
  - Pickleball Complex opens - TBD
  - Shady Rest Park opens - TBD
  - Tennis Courts open - TBD

Provide enhanced recreation programming by partnering with local organizations, fund local non-profit youth sporting groups (YSF), hire skilled instructors, or contract with recreation entities.

- **Youth Sports Organizations**
  - Mammoth Lakes Youth Hockey continues to hold practices at LA Kings Ice Mammoth Lakes.
  - Mammoth Spring AYSO has commenced practice at Whitmore Synthetic Turf
  - Mammoth Lakes Football Club has commenced practice at Whitmore Synthetic Turf
  - Mono County Little League has commenced practice at Whitmore Ball Fields

- **Mammoth Unified School District**
  - Mammoth High School Baseball has commenced practice at Whitmore Ball Fields
  - Mammoth High School Track and Field has commenced practice at Whitmore Track

- **First 5 Peapod Playgroups**
  - Mono County First Five continues to hold Peapod Playgroups at the Community Center on Mondays from 10-11am

STRENGTHEN ORGANIZATIONAL SYSTEMS, STRUCTURES AND OPERATIONS

Realign the Department's organizational structure to further the growth, quality, and efficient delivery of the Core Program Areas.

- The organizational chart for the Recreation Department has been realigned to further the development and success of the core program areas.

Continually improve the delivery of Core Program Areas by constantly measuring performance, utilize a data-driven approach, and implement a NEW community recreation management platform.

(1) Program and Facility Satisfaction Surveys
- Staff will commence sending surveys to all Winter program participants.

(2) DaySmart Recreation
- No update.

(3) PlayCore Data Services Lab
- Program on hold.

(4) NEW Parks and Recreation Department website
- Staff continue to edit and update the newly launched and redesigned Parks and Recreation Department website.
- Staff are working to create internal processes to ensure the website and new functions (Calendar, News and Events) remain updated at all times.

(5) Recreation This Week
- Current users: 4,934 (+142) – NOW SENT THROUGH DAYSMART PLATFORM

(6) Social Media
- Mammoth Parks N Rec. Facebook Page – 3,238 followers (-5)
- Mammoth Parks N Rec. Instagram – 2,229 followers (+107)
- Mammoth Lakes Ice Facebook Page – 570 followers (+19)
- LA Kings Ice Mammoth Lakes Instagram – 1,147 followers (+32)
- Mammoth Whitmore Pool Facebook Page – 901 followers (-6)
- Mammoth RecZone Facebook Page – 59 followers (+1)

(7) Brochures, flyers, and print ads.
- Staff are working with Mammoth Lakes Creative to produce print ads, flyers, and social media assets for Skate with Santa and upcoming programs and events.

BUILD CAPACITY, TEAMWORK AND RECRUIT AND RETAIN THE BEST

Build capacity by aligning positions (responsibilities) and desired outcomes with professional, prepared, and passionate people.

(1) Workforce Development
- No update.

(2) Professional Development

- Staff are planning for 2025 training and networking opportunities through JPIA (Joint Powers Insurance Authority), CPRS (California Parks and Recreation Society) and United States Ice Rink Association.

(3) Customer Service Training

- No update.

Build a high-performing Team by integrating the 5 C's into daily operations to achieve extraordinary results.

(1) Communicate (the what)

- Create shared understanding and awareness by frequent and effective vertical communication - establishes a shared vision, focus, common purpose and enduring connection.

(2) Connect (the why)

- Build genuine relationships and trust by positive interactions, shared experiences and honesty with each other that furthers and reinforces collaboration.

(3) Collaboration (the how)

- The team is better, stronger and more productive together by working together. Seek synergistic relationships, innovation and partnerships in all directions (internally and externally). Think WE before me…

(4) Commit (the do)

- It is each individual's unwavering commitment and accountability to the team that leads to extraordinary results. Goal is to empower team members to act with confidence and with the support of the entire team (empowered execution).

(5) Celebrate (All!)

- Recognition and acknowledgement of an individual's and the team's accomplishments needs to be celebrated!

Strategically Recruit, Retain and Recognize our Employees

(1) Recruitment Plan

- Recruitment for the Programs and Facilities Administrator position is in the final stages. Interviews have been completed.
- The department is currently recruiting for the following positions:
    - Recreation Facilities Staff I – Lifeguard
    - Assistant Site Coordinator – Summer Camps
    - Site Coordinator – Mammoth RecZone
    - Summer Camp Counselors
    - Sports Officials – Softball
    - Recreation Coordinator – Summer Leagues
    - Recreation Instructor – Tennis
    - Recreation Instructor – Backpacking
    - Recreation Instructor – Mountain Bike
    - Recreation Instructor - Skateboard

- Recreation Facilities Staff I – Community Recreation Center

(2) Recognition Plan

- Staff are reviewing recognition opportunities for seasonal staff but encourage spontaneous recognition.

Parks and Recreation Commission Meeting
April 1, 2025

Community Recreation Center
Winter Update

Los Angeles KINGS ICE MAMMOTH LAKES

Operations Update



Winter Visitation (Oct. 3 – Mar. 24)

- **19,326 paid admissions** (888 Community Specials)
  - Excluding youth hockey (MLYH & Bishop Broncos) practices and games, adult hockey league games, adult curling league matches.
- **753 FREE admissions**
  - (FREE skate night, complimentary admissions – dasherboard sponsors, MLYH Board & Coaches)
  - Significant increase in programs (skating lessons, hockey league, instructional hockey sessions, pick-up and stick time, membership redemption)
  - Converting daily admissions into program participation (Leagues, Lessons, Memberships, etc.)



2024/25 NEW Products



- **145** (120 MLYH) Winter Skate Memberships sold in 2023/24
- **643** (162 MLYH) Winter Skate Memberships sold in 2024/25
- **625%** increase in Memberships sold versus last season.
- **2,480** Membership holders have skated this season.
- x3 complimentary Skate Assist Aids for every Mono/Inyo student WSM.
- **85** Winter Play Passes sold (517 visits)



Community Night

- Wednesday is Community Night!
- Learn To Curl & Learn To Play, as well as Drop-In Curling and Pick-Up Hockey for only $9!
- FREE Public Skate sessions on the first Wednesday of the month, in partnership with MLT (complimentary hot beverages).
- Hockey Programs – **204**
  Curling Programs – **59**
  FREE Skate sessions – **167**
  (as of 3/25/2025)





Mammoth Lakes Youth Hockey



- **162** players (2023/24 120 players)
- In-house and ***Travel*** teams – Minis (6U), Mites (8U), ***Squirts*** (10U), ***Peewees*** (12U), ***Bantams*** (14U)
- In-house games – Sundays 3:30-6:30pm
- **Peewees (12U) – SCAHA 12U B Champions!**
- **CAHA State Championships – March 28-30**
- **Skate & Ski Spring Classic, South Lake Tahoe – April 25-27**

MAMMOTH LAKES
YOUTH HOCKEY

Bishop Broncos Hockey



- Bishop Broncos High School team continue to practice at LA Kings Ice Mammoth Lakes

Adult Winter Hockey League



- **172** players – two divisions
- Intermediate/Advanced League (Tuesdays) – 4 teams
- Beginner League (Mondays) – 6 teams
- USA Hockey certified officials
- Championship Games – **March 31 & April 1**

Women's Hockey

- Women's Hockey – **4 teams (55 registered players)**
- Championship Games - **April 10**
- Additional Skills & Drills clinics scheduled alternate weeks



LA Kings LA Kings Spring Thaw Youth Camp

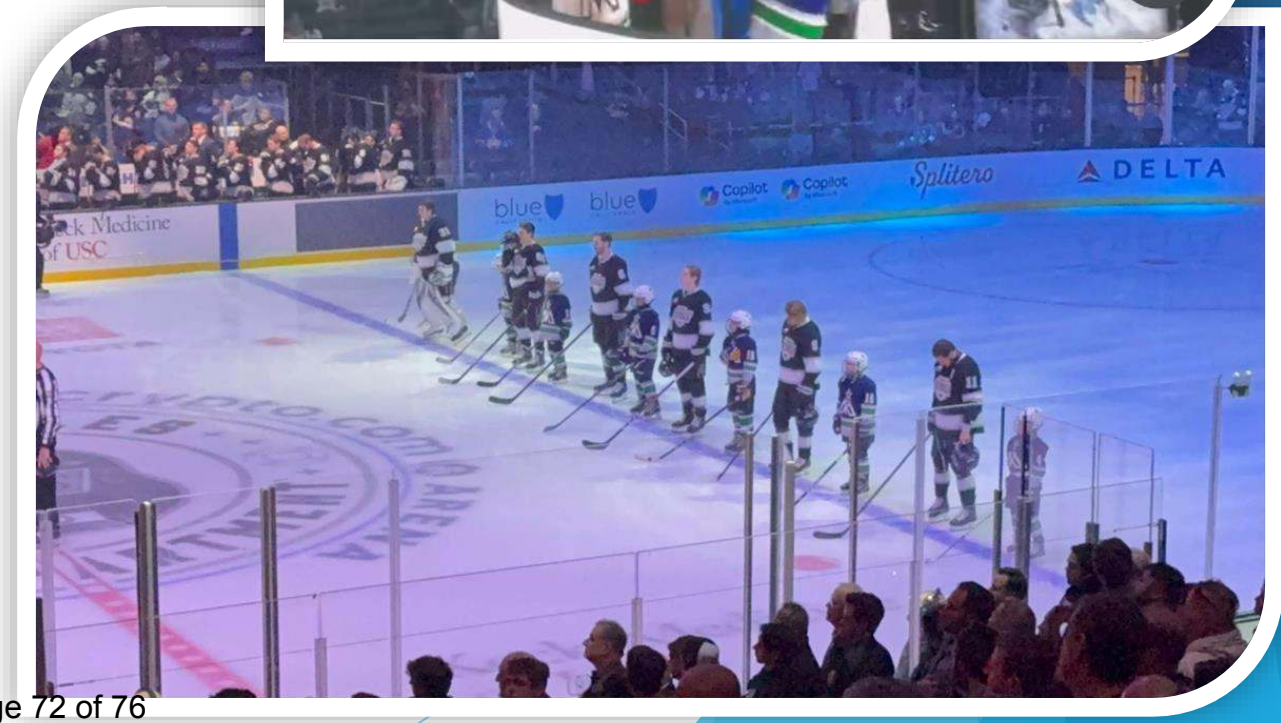


- **March 28 – 30, 2025**
- 3-session Youth Camp
- Ages 5 and up
- Learn from former NHL pros (Derek Armstrong and Kyle Quincey) and have a blast on the ice!



- **March 22** – LA Kings vs. Carolina Hurricanes
- Blue Line Buddies – Squirts 10U Travel Team
- Tunnel Experience
- Jumbotron Shoutout
- Zamboni ride





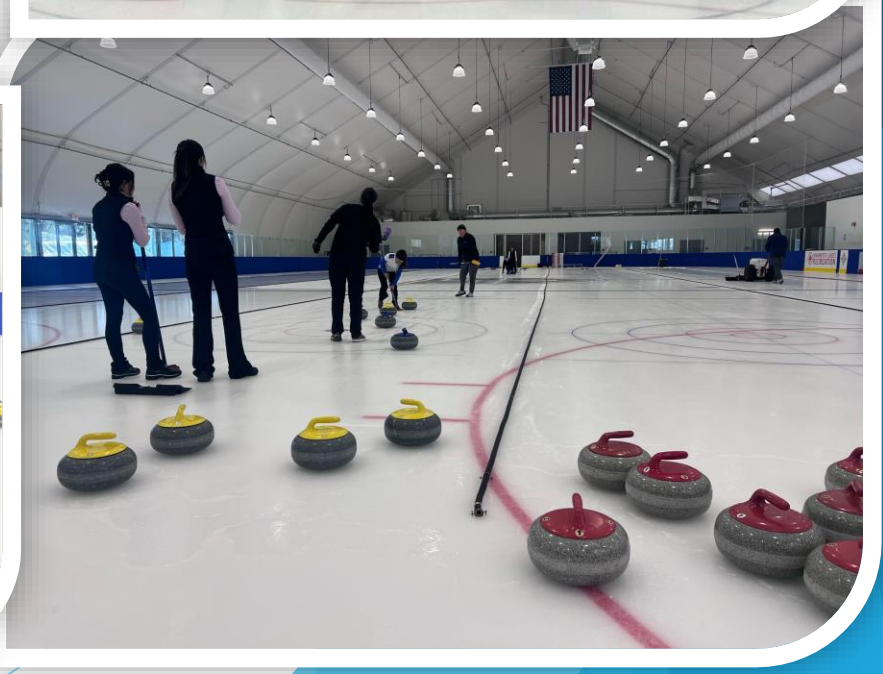
Curling

- **12** teams in Curling League
- Every Sunday evening from 7:30pm
- Championship Match – **April 20**
- **California Curling Championships – April 17-20**









Skating Lessons

- Group Skating Lessons – **215 participants**
- Learn To Skate and NEW Hockey Skating Improvement lessons
- Private lessons - **79**



2025 Upcoming Events

- **March 31** - Summer Recreation Expo and In-person registration
- **March 31** – Beginner Hockey League Championship Game
- **April 1** – Intermediate Hockey League Championship Game
- **April 2** – Community Night FREE Public Skate
- **April 4-6** – Adult Invitational Hockey Tournament
- **April 14-16** – Inaugural 'Pond' Hockey Tournament
- **April 16** - Spring Egg Hunt – Mammoth Creek Park
- **April 17-20** – California Curling Championships
- **April 20** – Curling League Championship Match
- **April 27** – *LA Kings Ice at Mammoth Lakes* Closing Day
- **May 17** - Mammoth RecZone Opening Day

All Recreation ★ All The Time!

Mammoth Lakes, California