Parks and Recreation Commission Agenda

Tuesday, June 3, 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

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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 April 1, 2025.

4. PRESENTATIONS

4.1 Community Recreation Center (CRC) Operations Update

4.2 FY2025/26 Department Recommended Budget Presentation

5. DISCUSSION ITEMS

5.1 Annual Parks and Recreation Commission Meeting Schedule and Workplan Calendar

5.2 Parks and Recreation Master Plan Update and Commissioner Appointments to the PRMP Advisory Committee

5.3 Monthly Staff 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, August 5, 2025 at 2:30 p.m.

Town of Mammoth Lakes Parks and Recreation Commission

Minutes of Regular Meeting

April 1, 2025, 2:30 p.m.
437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: Chair Dan O'Connell, Vice Chair Silver Chesak, Commissioner Greg Newbry, Commissioner Scott Reif

Members Absent: Commissioner Ben Wisner

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1. CALL TO ORDER

The Chair called the meeting to order at 2:41 p.m. in the Council Chamber, 437 Old Mammoth Road, Suite Z, Mammoth Lakes.

2. PUBLIC COMMENTS

There were no comments given at this time.

3. CONSENT AGENDA

Moved by Vice Chair Silver Chesak
Seconded by Commissioner Scott Reif

Approve the Consent Agenda.

For (3): Chair Dan O'Connell, Vice Chair Silver Chesak, and Commissioner Scott Reif

Abstain (1): Commissioner Greg Newbry

Absent (1): Commissioner Ben Wisner

Carried (3 to 0)

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

4. PRESENTATIONS

4.1 Office of Outdoor Recreation Work Program

Office of Outdoor Recreation (OOR) Manager Lawson Reif and Outdoor Recreation Coordinator Gretchen Haselbauer gave a presentation regarding the OOR work program. There was discussion among members of the Commission and staff.

5. DISCUSSION ITEMS

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

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 Vice Chair Silver Chesak

Approve the 2025 Parks and Recreation Department Strategic Priorities and Key Objectives Statement.

For (4): Chair Dan O'Connell, Vice Chair Silver Chesak, Commissioner Greg Newbry, and Commissioner Scott Reif

Absent (1): Commissioner Ben Wisner

Carried (4 to 0)

5.2 Parks and Recreation Master Plan Update

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

5.3 2025 Whitmore Pool Operating Plan

Recreation Supervisor Sydney Schulz outlined the information in the staff report. There was discussion among members of the Commission and staff.

5.4 Monthly Department Report

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 were no commissioner reports given at this time.

7. REQUEST FOR AGENDA ITEMS

There was discussion among members of the Commission and staff.

The June agenda will include a presentation regarding the 2025/26 Parks and Recreation budget, an update regarding the Mammoth RecZone, an update regarding the Master Plan, the Monthly Department Report, and the Annual Meeting Calendar.

8. ADJOURNMENT

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

_____

Jamie Gray, Town Clerk

2024/25 Season Presentation



Season Highlights

- Hard working, friendly, and professional staff.
- Growth in Mammoth Lakes Youth Hockey and Travel Teams.
- Significant growth in our established youth and adult & Women's programs.
- Increase in operating days, visitation and revenue and under on overall expenses.



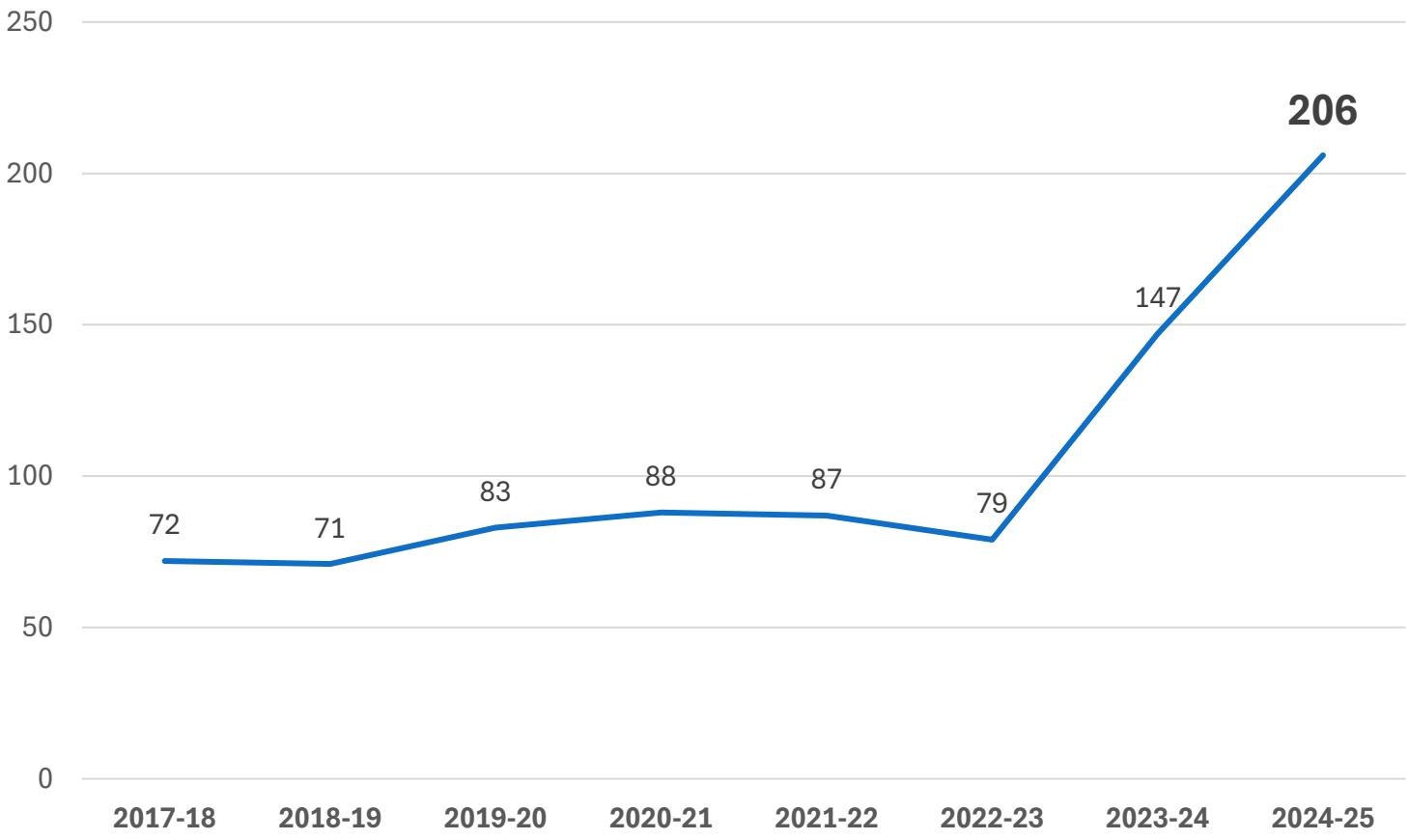


Opening Day and Expo

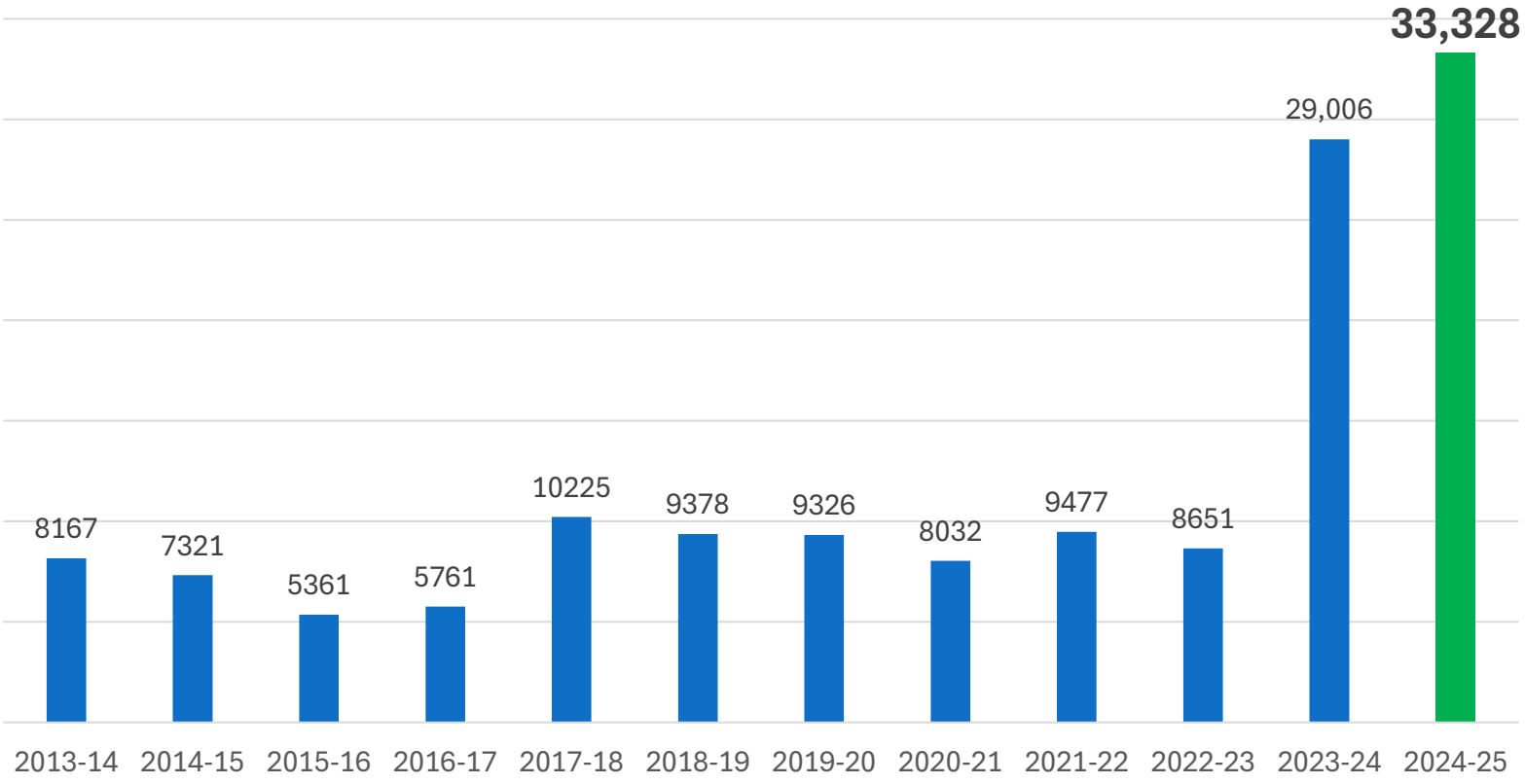




Operating Days



Visit Comparison



Operating Revenue

- The ice rink achieved **134%** ($441,591) of admission revenue projections ($330,000).



Sponsorship Programs

- Dasherboard Advertising & Corporate Sponsorships
- Total Revenue: $66,750



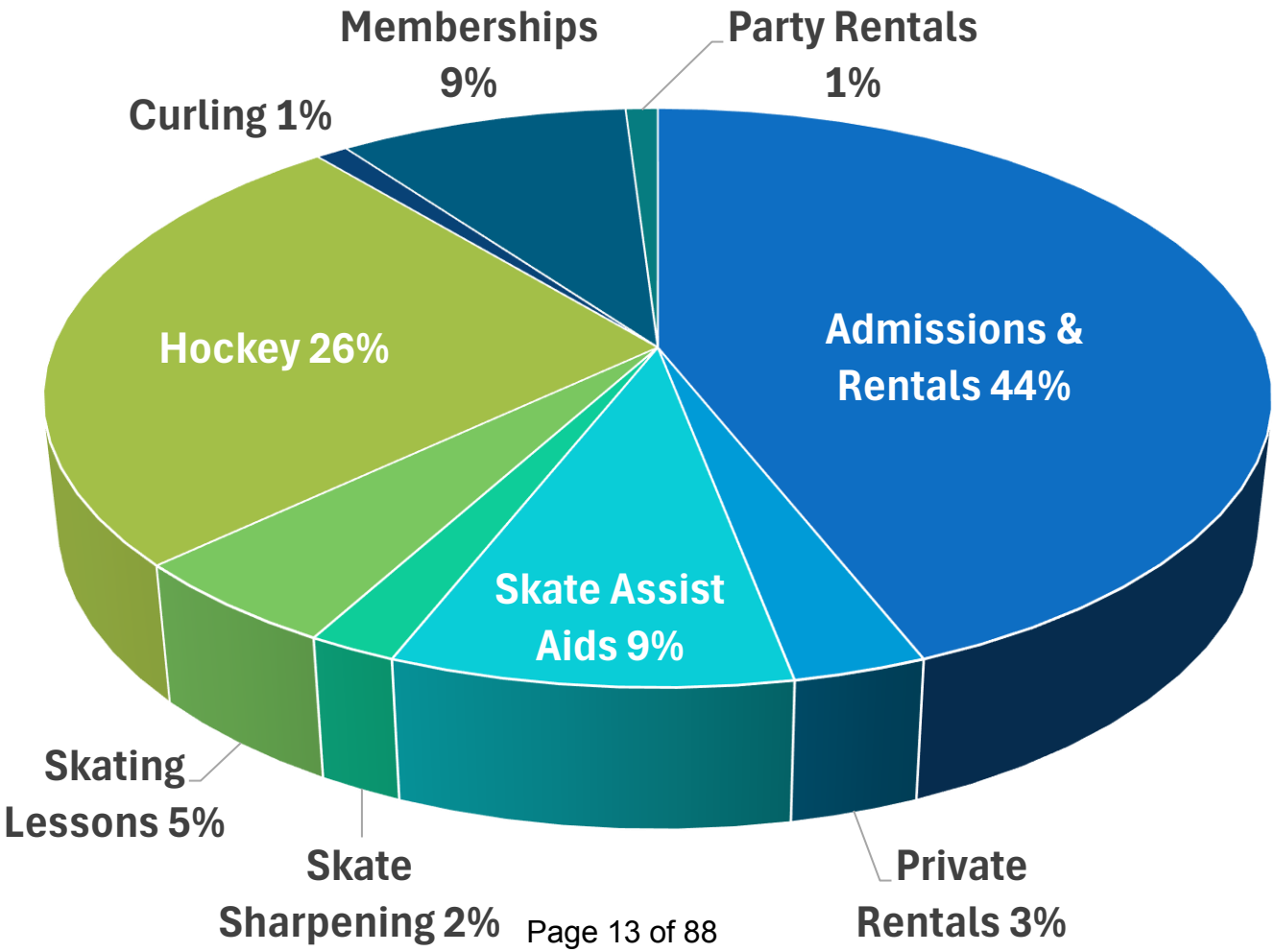


SNOWCREEK RESORT

LA DWP Los Angeles Department of Water & Power

MAMMOTH DISPOSAL

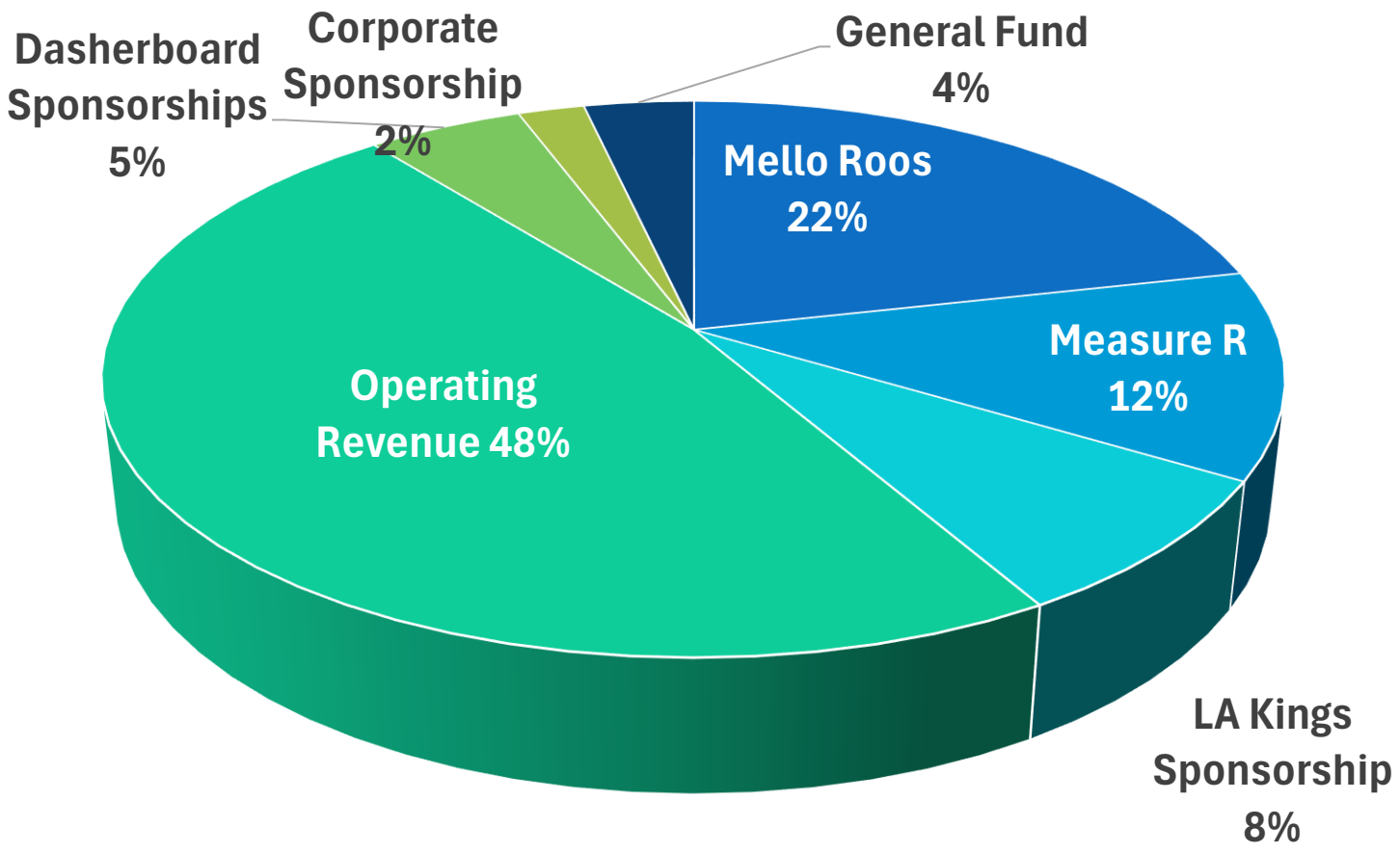
Revenue Product Mix



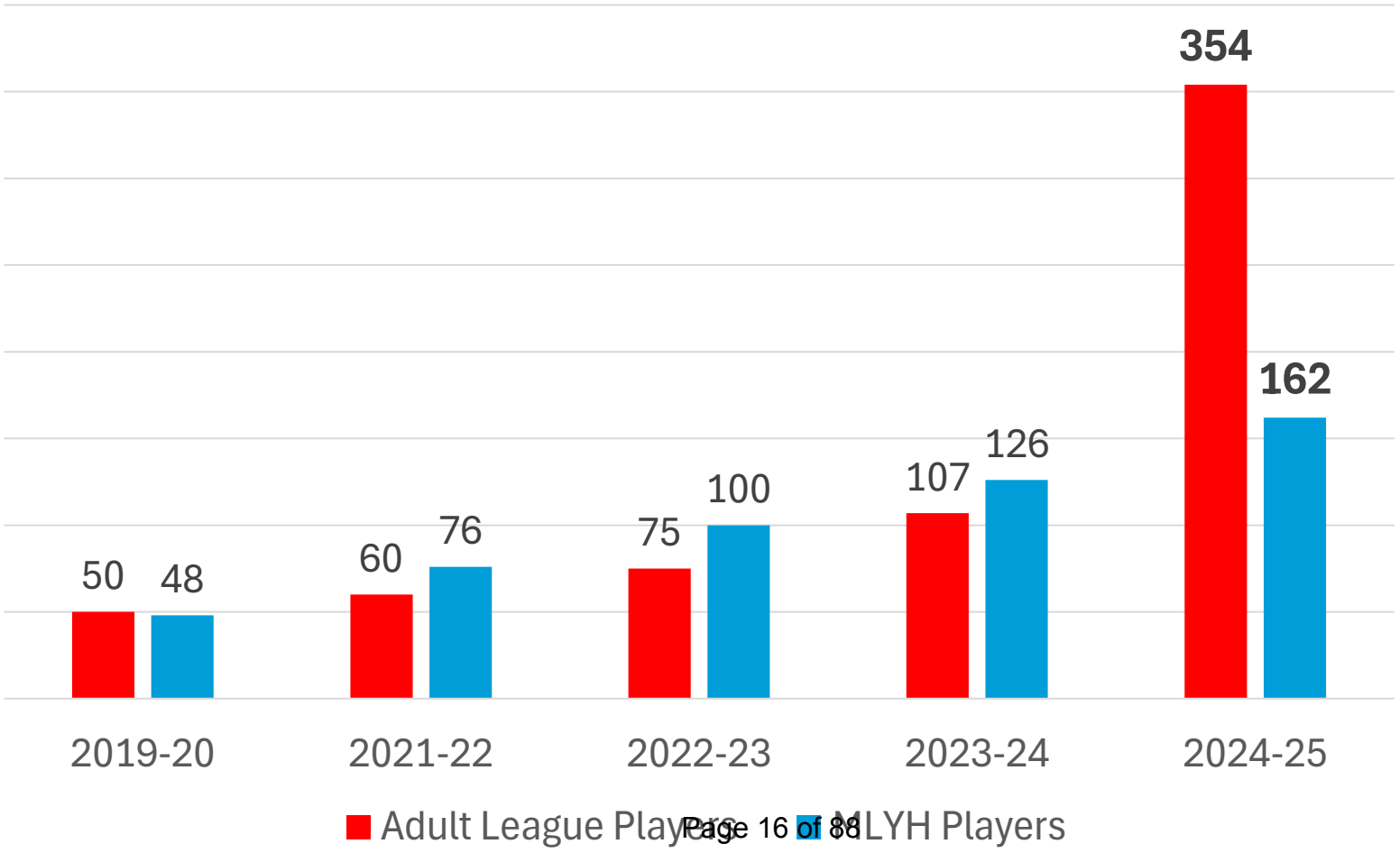
Operating Expenses

- Regular Salaries - 105%
- Temporary Wages – 103% (*Facility staff)*
- Maintenance Supplies – 94% (*Janitorial, ice-making supplies)*
- Recreation Supplies – 104% *(Skates, Skate Aids, sports equipment)*
- Advertising – 87%
- Contractual Services – 133% *(Snow Removal, JVICE, DaySmart, Graphic designer)*
- Printing – 173% *(Dasherboards and new signage)*
- Public Utilities – 70+% *(SCE, Propane, MCWD)*
- **OVERALL: 96%**

Funding Sources



Hockey Programs



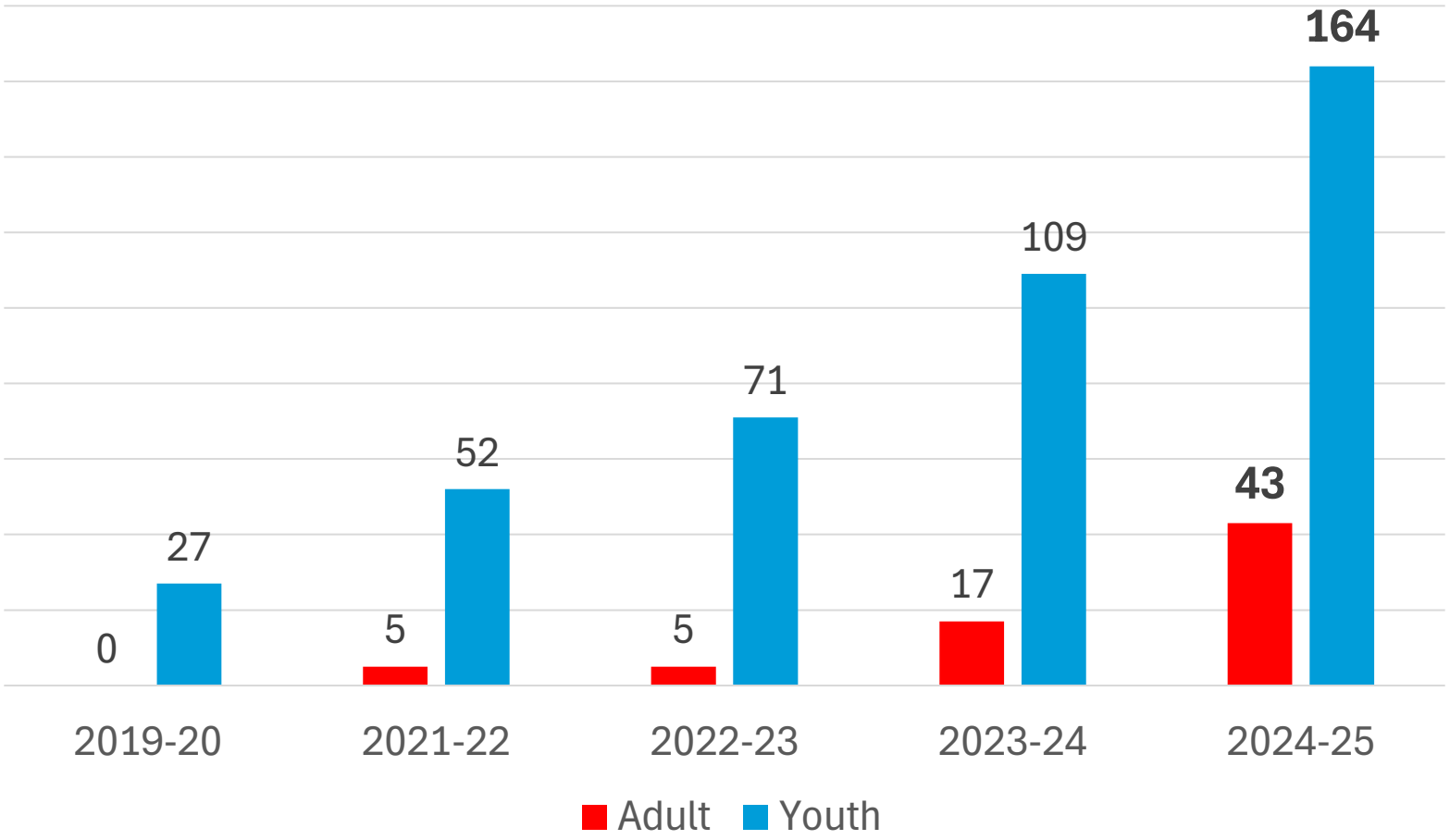
Hockey Programs

- Adult Hockey
  - **291** Adult League players
  - Skills and Drills Clinics
- Women's Hockey Program
  - **280** participants
  - Learn To Play & Improvement Clinics
  - Women’s League
- Youth Hockey
  - **162** players
  - SCAHA Travel Teams
- LA Kings Development Camp
  - **100+** participants





Lesson Programs



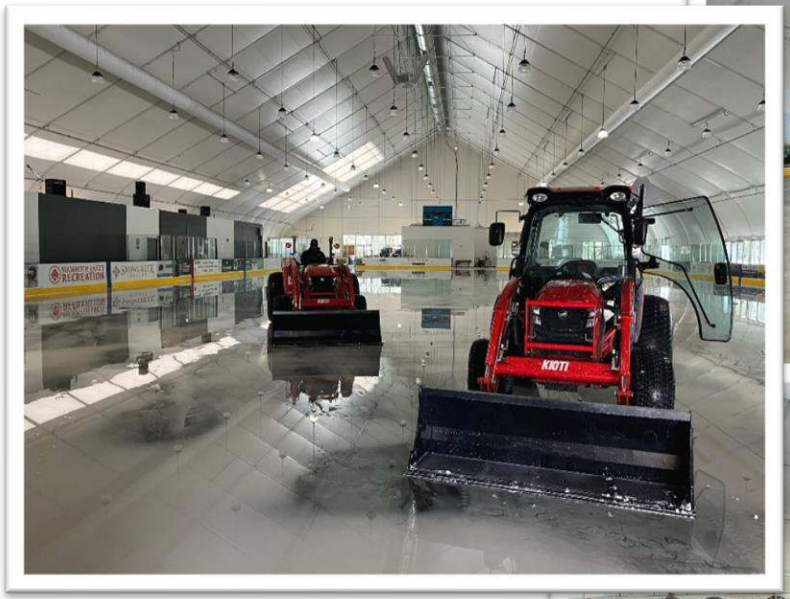
Curling Program

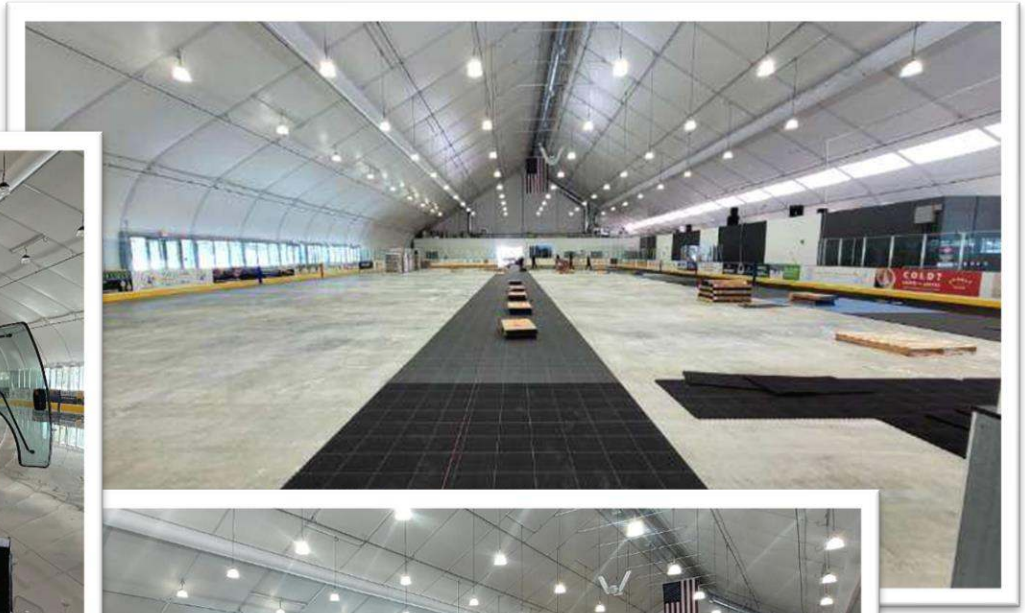
- Curling League – 13 teams (sold out)
  - 93 Total Participants in the League
- Learn to Curl and Drop in Curling Nights
  - 74 Total Participants

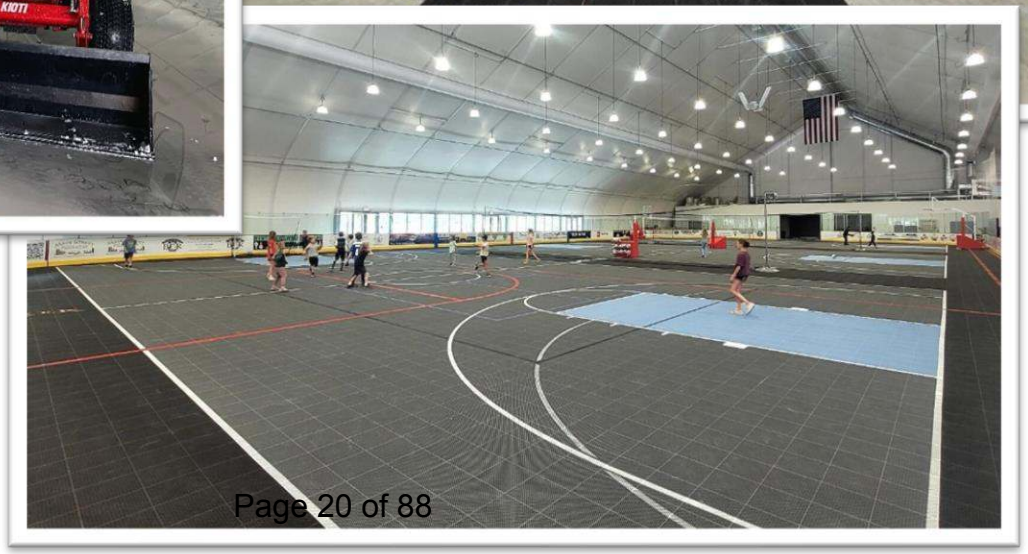




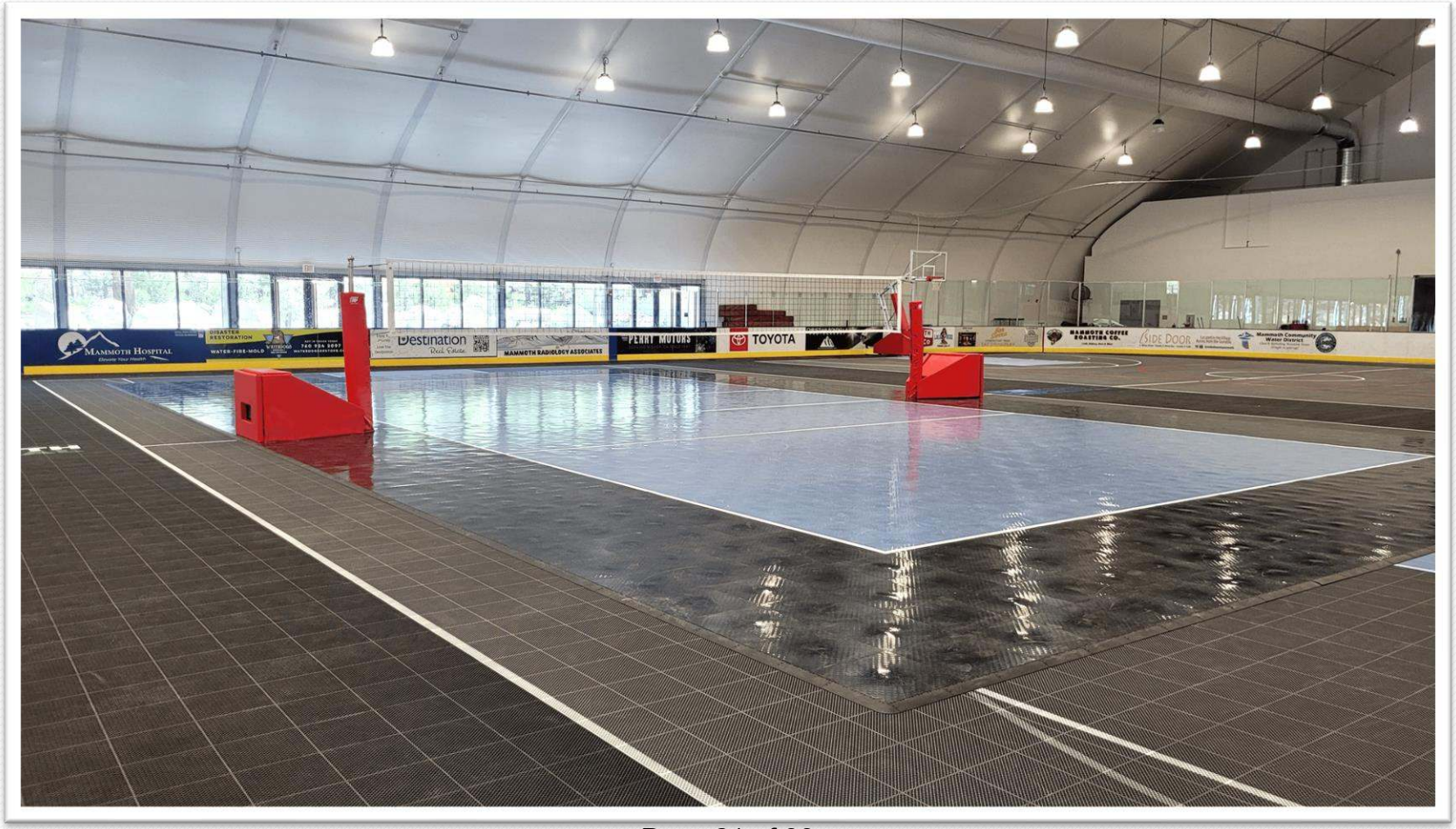
Ice out and Transition to Summer







2025 MAMMOTH RECZONE OPERATING PLAN



STAFF

Recreation Manager: Kat Kelly

Recreation Supervisor: Andrew McEachron

Site Coordinator: Brooke Pitman

Recreation Coordinator: Jeff Posey

Facility Staff: Returning staff from previous winter and summer seasons

Dates of Operation

Opening Day

- *Saturday, May 17, 2025*

Scheduled Closing Day

- *TBD* – pending schedule for rink conversion and ice opening

LA Kings Ice Opens

- *Monday September 22, 2025 (MLYH programs)*
- *Thursday, October 2, 2025 (Season Opening & Expo)*

Hours of Operation

Early Season:

- *Closed Mondays & Tuesdays*

Summer Camp Programing:

- *Monday - Thursday: 8:00 AM – 5:30 PM*
- *Friday: 8:00 AM – 12:30 PM*

Drop-In Adult Programs:

- *Monday – Sundays: 6:00 – 8:00 PM*

Open Play:

- *Monday – Sunday 12:00 – 6:00 PM*

Admission Rates

	Daily	Monthly Membership	Annual Membership	In Person Purchase May and October
Adults 18+	$7	$30	$300	$150
Family 2 Adults +Kids	$14	$60	$600	$300
Senior 65+ Military/College w/ID	$6	$26	$260	$130
Youth 5-17	$5	$23	$230	$115
Mono/Inyo School Student w/ID	$4	$10	$100	$50

Annual Membership

KIDS SKATE · SWIM · PLAY FREE WITH TWO PAYING ADULTS

TONY COLASARDO SCHOLARSHIP FUND

TOWN OF MAMMOTH LAKES

Parks & Recreation Annual Membership

Membership Benefits	Annual	Monthly
Family Membership: Buy 2 adult memberships, and all children swim, skate, and play for FREE	★	★
Complimentary admission to select Parks & Recreation special events (Haunted Rink, Tree Lighting Ceremony, etc.)	★	★
20% off skate rentals, skate sharpening, and skate aids at LA Kings Ice at Mammoth Lakes	★	★
Access to member-only special events (Holiday Pancake Breakfast, Pool BBQ, Early Access sessions, etc.)	★	★
$20 off Winter Play Pass (10 programmed activities)	★	★
20% off facility and birthday party rentals at all Town-owned or managed facilities	★	
20% off lessons and clinic products for all ages	★	
One FREE ice skating lesson	★	
Two (2) complimentary facility passes for guests of members	★	
Unlimited FREE skate rentals and three (3) FREE skate aids for youth and Inyo/Mono K-12 student memberships	★	

Additional Rates

Facility Rental:

- Entire Facility: $250 per hour (min. 4 hours)
- Single Court Rental: $30 per court per hour
- 3 Court Rental: $75 per hour
- Small Multi-Purpose Space: $25 per hour
- Large Multi-Purpose Space: $50 per hour

Adult Drop-In Programs

- **Ball Hockey –** Adult coed and women's drop in ball hockey
- **Adult Basketball –** Coed
- **Adult Volleyball –** Coed
- **Adult Futsal –** Coed
- **Fee -** $7/visit or included with monthly/annual membership

Potential Programing

- We are always looking for other programing for our courts.
- Depending on community interest we can program our courts for Pickleball, Dodgeball, Tennis, Cricket and much more!

Parks and Recreation

FY2025/26 Department Recommended Budget Presentation







Parks and Recreation Commission: June 3, 2025

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 that can lead to an improved **quality of life**.

Vision



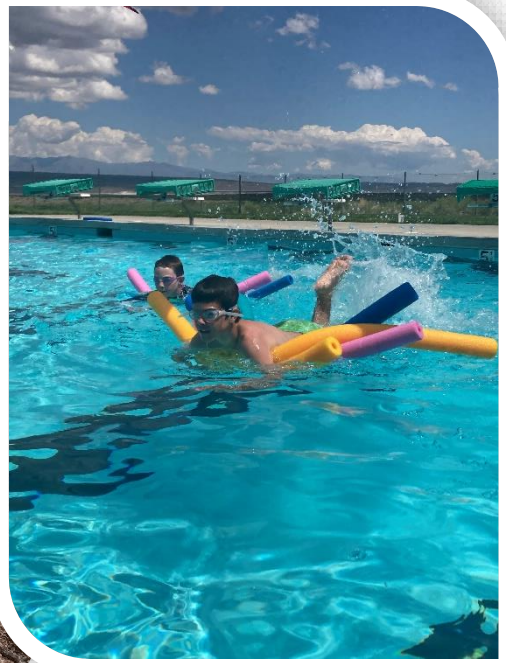


"To be the best alpine recreation community in the country."

Mission

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





Parks Make Life Better!℠

Strategic Initiatives/Values

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.*

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.*



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.*

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.*

Strategic Plan

- Invest in the Town's **Recreation Amenities**
- Deliver **High-Quality**, **Affordable** and **Sustainable** Recreation Programming
- Build **Capacity** to **Enhance** and **Expand Programming**

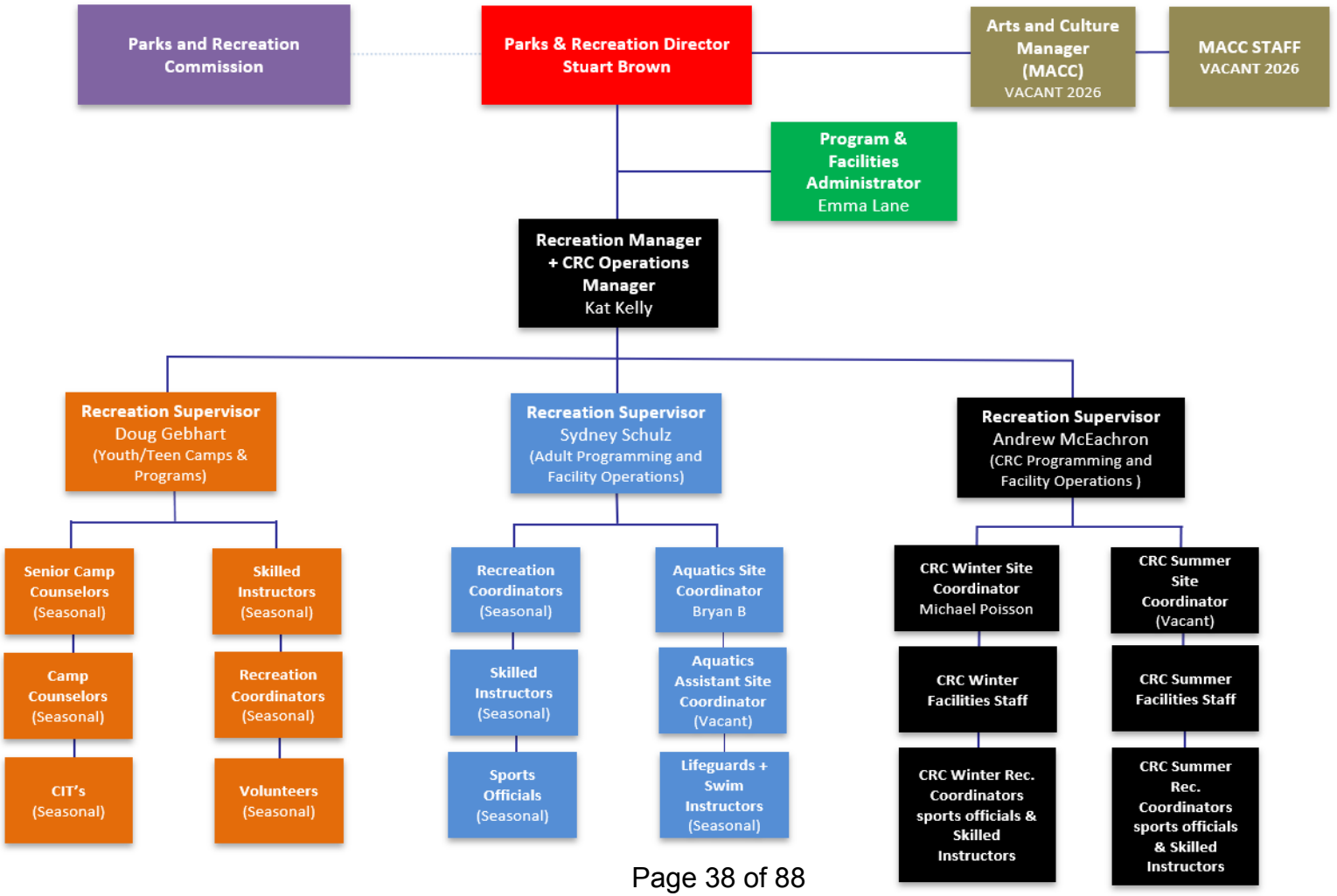
Core Program Areas

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

Budget Highlights

- Recreation Department Organizational Chart
- Department Roll-up
- Administration & Recreation Programs
- Community Recreation Center (CRC)
- Whitmore Pool and Recreation Area
- Arts and Culture (Edison Theatre)
- Parks Maintenance Organizational Chart
- Parks Maintenance

2025 PARKS AND RECREATION ORGANIZATION CHART



Department Roll-up*

ACCOUNT NUMBER	ACCOUNT NAME	BUDGET 2024/25	Department Requested BUDGET 2025/26	$ Diff	% Diff
DEPT 100-432	ADMIN & RECREATION PROGRAMS	$ 1,169,520.00	$ 1,251,325.00	$ 81,805.00	7%
DEPT 100-434	WHITMORE POOL & REC. AREA	$ 382,544.00	$ 423,766.00	$ 41,222.00	11%
DEPT 100-436	ARTS AND CULTURE (EDISON)	$ 102,333.00	$ 152,221.00	$ 49,888.00	49%
DEPT 100-438	PARKS, BLDGS & TRAIL MAINTENANCE	$ 827,789.00	$ 871,546.00	$ 43,757.00	5%
DEPT 858-436	COMMUNITY RECREATION CENTER (CRC)	$ 929,695.00	$ 1,109,577.00	$ 179,882.00	19%
		$ 3,411,881.00	**$ 3,808,435.00**	**$ 396,554.00**	12%

*__Department recommended budget__ – Town Council review and approval scheduled for June 18, 2025

SUMMER CAMPS 2025

Town of Mammoth Lakes ★ Parks & Recreation

*Dates Subject to Change

SCHOOL'S OUT: JUNE 12-13

- 2nd-5th: School's Out Overnight!

CAMP MAMMOTH: JUNE 16-20, JULY 7-11

- TK-K: Park n' Play
- 1st-2nd: Park n' Play
- 3rd-5th: Sampler Camp (only June 16-20)

BIKING: JUNE 23-27 & JULY 21-25

- TK-K: Bike Camp
- 1st-2nd: Bike Camp
- 3rd-5th: Mt. Bike Camp
- 6th-8th: Mt. Bike Camp



SKATEBOARDING: JUNE 30-July 2 & AUGUST 11-13

- PreK 4+: Intro to Skateboard (only Aug 11-13)
- TK-K: Skateboard Camp
- 1st-2nd: Skateboard Camp
- 3rd-5th: Skateboard Camp
- 6th-8th: Skateboard Camp



CLIMBING: JULY 7-11 & AUGUST 4-8

- 3rd-5th: Climbing Camp 101
- 6th-8th: Climbing Camp 101 (only July 7-11)
- 4th-9th: Climbing Camp 201 (only Aug 4-8)

ADVENTURE:

- 3rd-5th: Adventure Camp (July 14-18/July 28-Aug 1)
- 3rd-5th: Wilderness Camp (July 28-Aug 1)
- 5th-8th: Wilderness Survival (June 16-20)
- 5th-8th: Backpacking 101 (July 14-18)
- 6th-8th: Backpacking 201 (July 29-Aug 1)
- 6th-8th: Aquatics Camp (July 28-Aug 1)

NATURE:

- PreK 4+ Nature Camps (July 7-11, July 14-18, July 21-25, & Aug 4-8)
- TK-K Nature on Bikes! (July 14-18)
- TK-K: Nature Park n' Play! (July 28-Aug 1)
- 1st-2nd: Nature on Bikes (July 14-18/Aug 4-8)
- 1st-2nd: Nature Park n' Play (July 28-Aug 1)

ARTS & PERFORMANCE:

- 3rd-5th: Photography (July 14-18)
- 3rd-5th: Adventures in Art (Aug 11-15)
- 5th-9th: Parade Float Camp (June 30-July 4)
- Ages 6-18: Theatre (July 28-Aug 9)
- Ages 5-7 Girls Gymnastics: (Jun 16-19/Jul 14-17)
- Ages 5-7 Boys Gymnastics: (July 21-24)
- Ages 8-12 Girls Gymnastics: (June 23-26)

TRAINING CAMPS:

- 9th-12th: Jr. Counselor (June 16-20)
- Ages 12-15: Junior Guard (June 30-July 3)

In-Person Registration: Summer Recreation Expo @ The CRC: March 31, 4:00-7:00pm **OR** daily April 1-4, 12:00pm-4:00pm. (limit 1 camp/child)
On-line Registration: Opens on-line April 7, 9:00am

Mammoth Lakes CALIFORNIA

The Mammoth Lakes Parks and Recreation Department Operates Under Permit on the Inyo National Forest. This material was not prepared by the Mammoth Unified School District. Any programs and/or events described herein are not necessarily endorsed and will not be supervised by the Mammoth Unified School District.

TONY COLASARDO SCHOLARSHIP FUND

ASK ABOUT OUR SCHOLARSHIPS CONSULTA POR NUESTRAS BECAS

Register.MammothParksAndRec.com ParksandRec@TownofMammothLakes.ca.gov 760.965.3690

Mammoth Lakes CALIFORNIA
Parks & Recreation

Summer Highlights:

- 9 Weeks of Camps
- June 16 – August 15
- 52 unique sessions: capacity approx. 600 campers

Admin. & Recreation Programs

Fund: 100-432
Amount: $1,251,325 (+7%)
Strategy: *"Deliver high-quality, innovative and affordable recreation programming."*
Serves: Toddler to Seniors
Staff: Full time: 4.15 FTE | 40 seasonal counselors, instructors, recreation coordinators & sports officials.
Revenue:

- Recreation Programs: $178,000 (+$8,000)

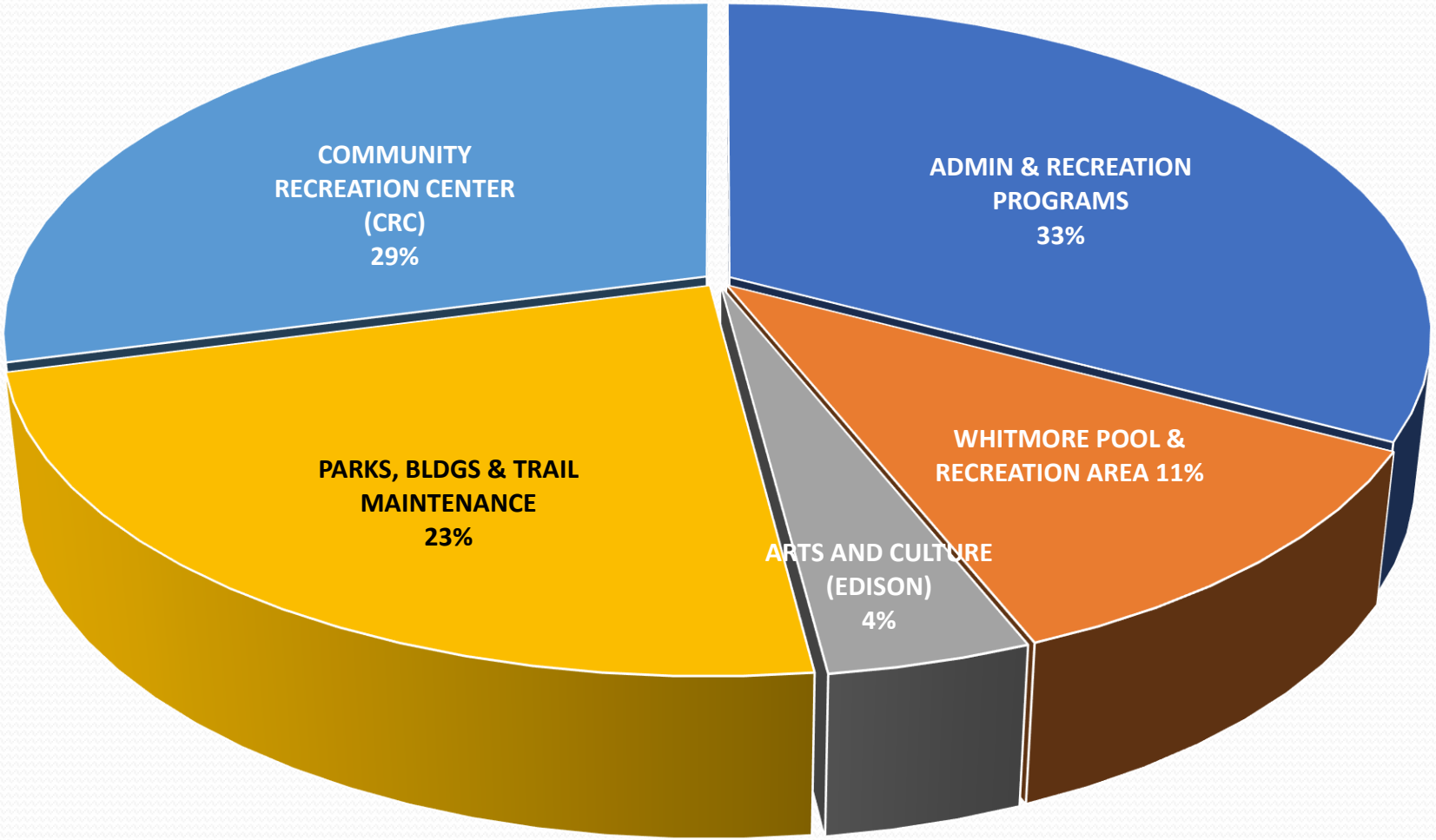
Budget Changes/Comments:

- Same number of counsellors to deliver 9 weeks of camps: 52 unique sessions and 600+ campers
- Additional seasonal funding for expanding programs (Pickleball, Gymnastics) and adult leagues
- Fully fund fish stocking in the Lakes Basin ($111,000)
- Budgeting $49,000 for Youth Sports Programs
- Increase in July 4 Fireworks expenses ($44,000)





2025/26 Parks and Recreation Department Budget by Category



Adult Programs

- Winter
  - Indoor Soccer
  - Indoor Volleyball
- Spring
  - Pickleball League
- Summer
  - Softball League + Tournament
  - Pickleball Tournament
  - Whitmore 50 Challenge
  - Volleyball Tournament
  - Swim Stroke Improvement







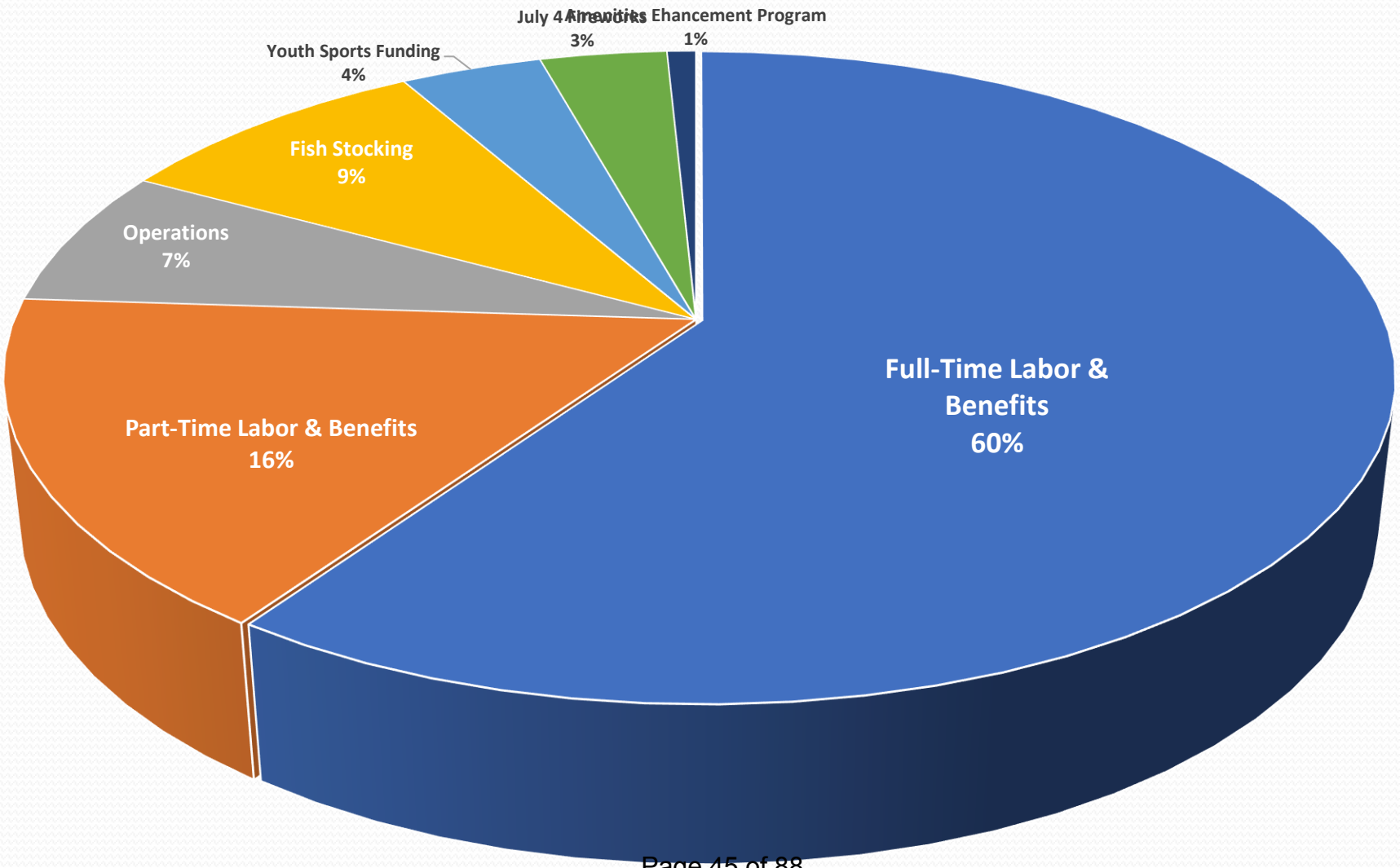
Community Events

- Parks and Recreation Expo – March 31 ☑
- Spring Egg Hunt – April 16 ☑
- Town Clean-Up Day – May 16/17 ☑
- July 4 Fireworks – July 4
- Pops in the Park – July 4
- Bike Rodeo – September TBD (minimum day)
- Haunted Rink – Oct 24
- Town Christmas Tree Lighting Ceremony at Mammoth Creek Park – Dec. 5
- Skate with Santa Sessions – TBD



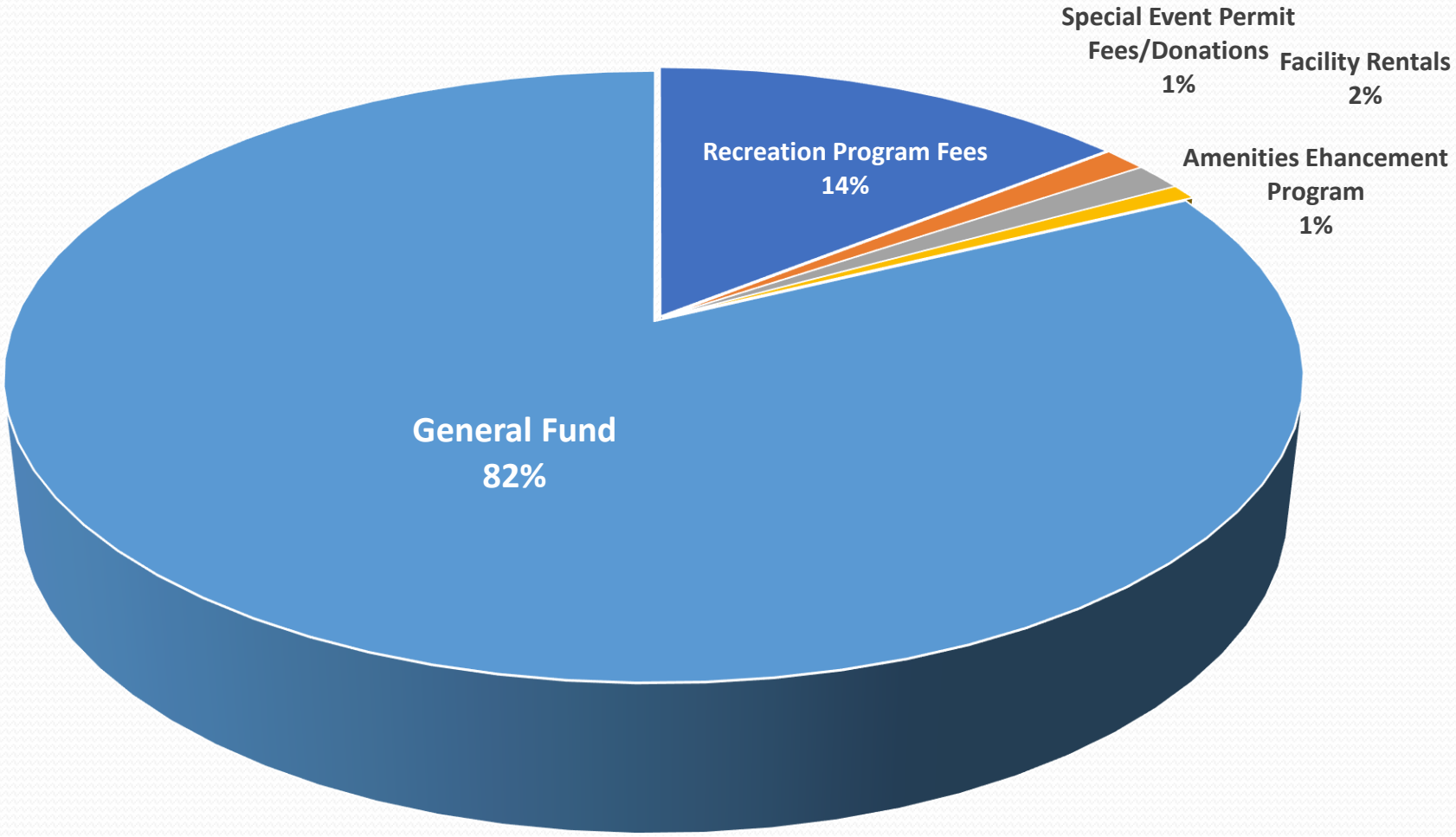


2025/26 Admin. & Recreation Programs Expense Budget by Category



Parks & Recreation

2024/25 Admin & Recreation Programs Revenue by Category



Whitmore Pool and Recreation Area

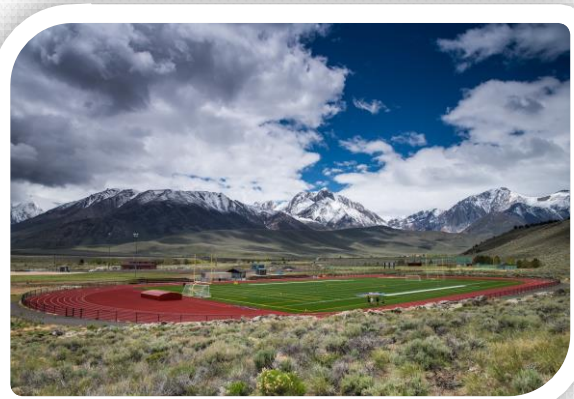
Fund: 100-434
Amount: $423,766 (+11%)
Strategy: *"Deliver high-quality, innovative and affordable recreation programming."*
Serves: 6 months – Seniors (65+)
Staff: Full time: 1.27 FTE | 18 seasonal lifeguards and swim instructors
Revenue Estimate:

- Whitmore Master: $24,000 (+$0)

Budget Changes/Comments:

- Reduced one year reimbursement from Mono County for operational expenses (max. $56,000)
- Additional water treatment expenses
- Increased lifeguard training and staffing expenses
- Increase in parks, grounds and building maintenance expenses.
- Increased public utility costs





Dates/Hours of Operation

Scheduled Openings:

- *Monday, May 12:* Lap Swim, MLST
- *Saturday, June 14:* Public Rec. Swim

Scheduled Closings:

- *Thursday, July 4:* Holiday Closure
- *Sunday, August 24:* Last Public Swim
- *Friday, August 29:* Final Lap Swim

Free Public Swim:

- Opening/Closing Days and every Sunday in July in celebration of Park and Recreation Month!

Public Rec. Swim

Monday-Friday:

- 12-3:30pm

Saturday/Sunday:

- 12-4pm

Lap Swim

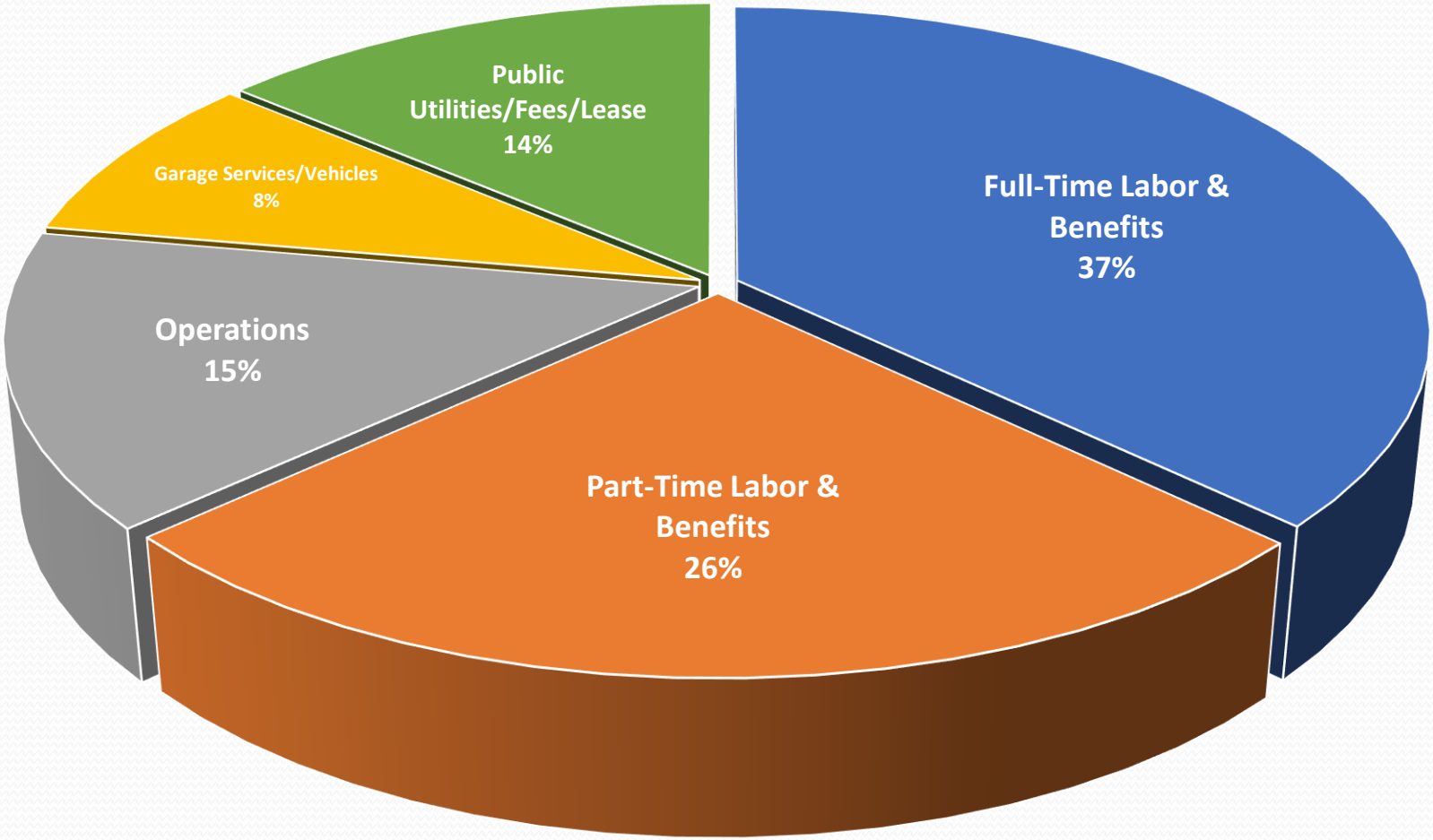
Monday-Friday:

- 6:30 – 8:30am

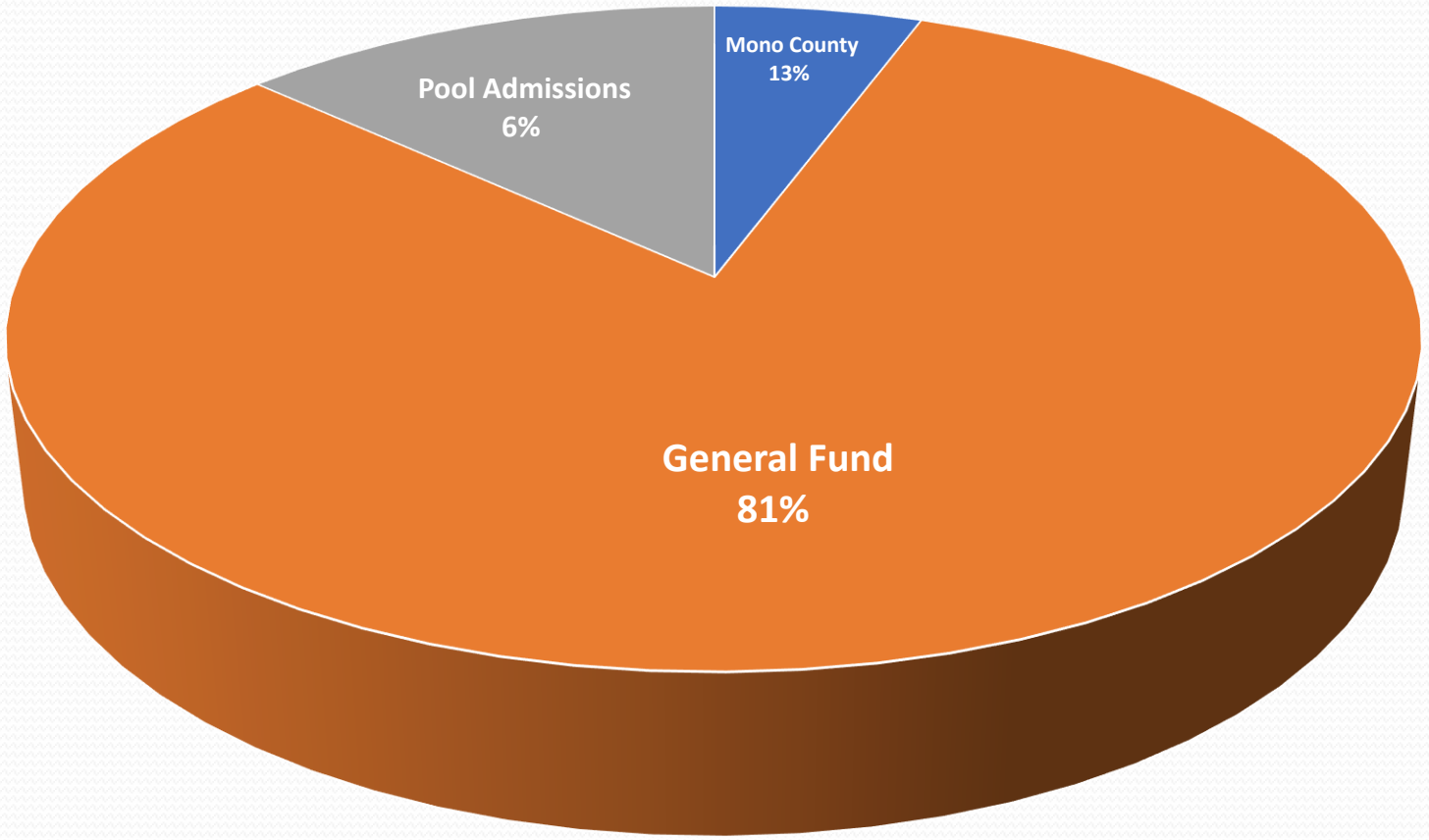
Mon/Wed/Fri:

- 5:30 – 7:30pm

2025/26 Whitmore Pool and Recreation Area Expense Budget by Category



2025/26 Whitmore Pool and Recreation Area Project Revenue



Community Recreation Center

Fund: 858-436
Amount: $1,109,577 (+19%)
Strategy: *"Deliver high-quality, innovative and affordable recreation programming."*
Serves: Grade TK (5) – Seniors (65+)
Staff: Full time: 1.75 FTE | 21 winter seasonal & 10 summer seasonal
Budget Changes/Comments:

- 12-month annual budget (7 months winter/5 months summer).
- Additional staffing required to manage peak demand periods.
- Budget includes funds for ASEC contract as per LA Kings Partnership
- Year-round contracted cleaning (Water Dogs)
- Increased utility expenses, ongoing maintenance and contracted agreements for maintenance (Trane, DHU, etc.)
- Mammoth Creek Park will fully reopen in 2025 realizing our vision as a recreation destination for the community and our many visitors.





CRC Winter Programs

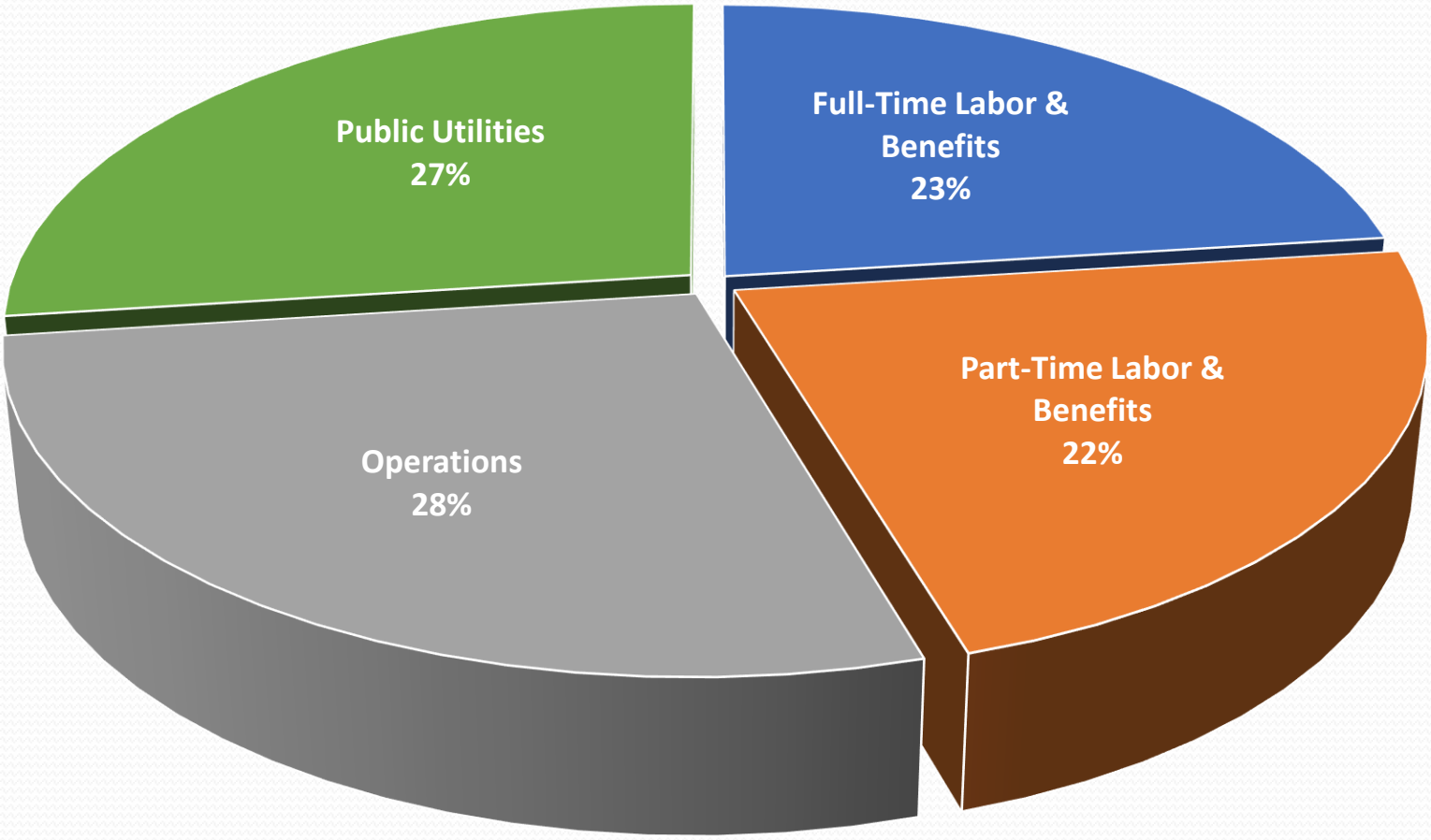
- Adult Coed Curling League
- Adult Coed Hockey League
- Adult/Youth Hockey and Curling Tournaments
- Adult Drop-in Hockey/Curling
- Stick Time
- Skating Lessons
- Community Skate Special
- Learn to Play Hockey/Curl
- Women's Learn to Play Hockey
- Skating Drills and Fitness
- LA Kings Youth 'First Goal' Program
- Lil' Kings Hockey Program
- Mammoth Lakes Youth Hockey Program

LA KINGS ICE AT MAMMOTH LAKES

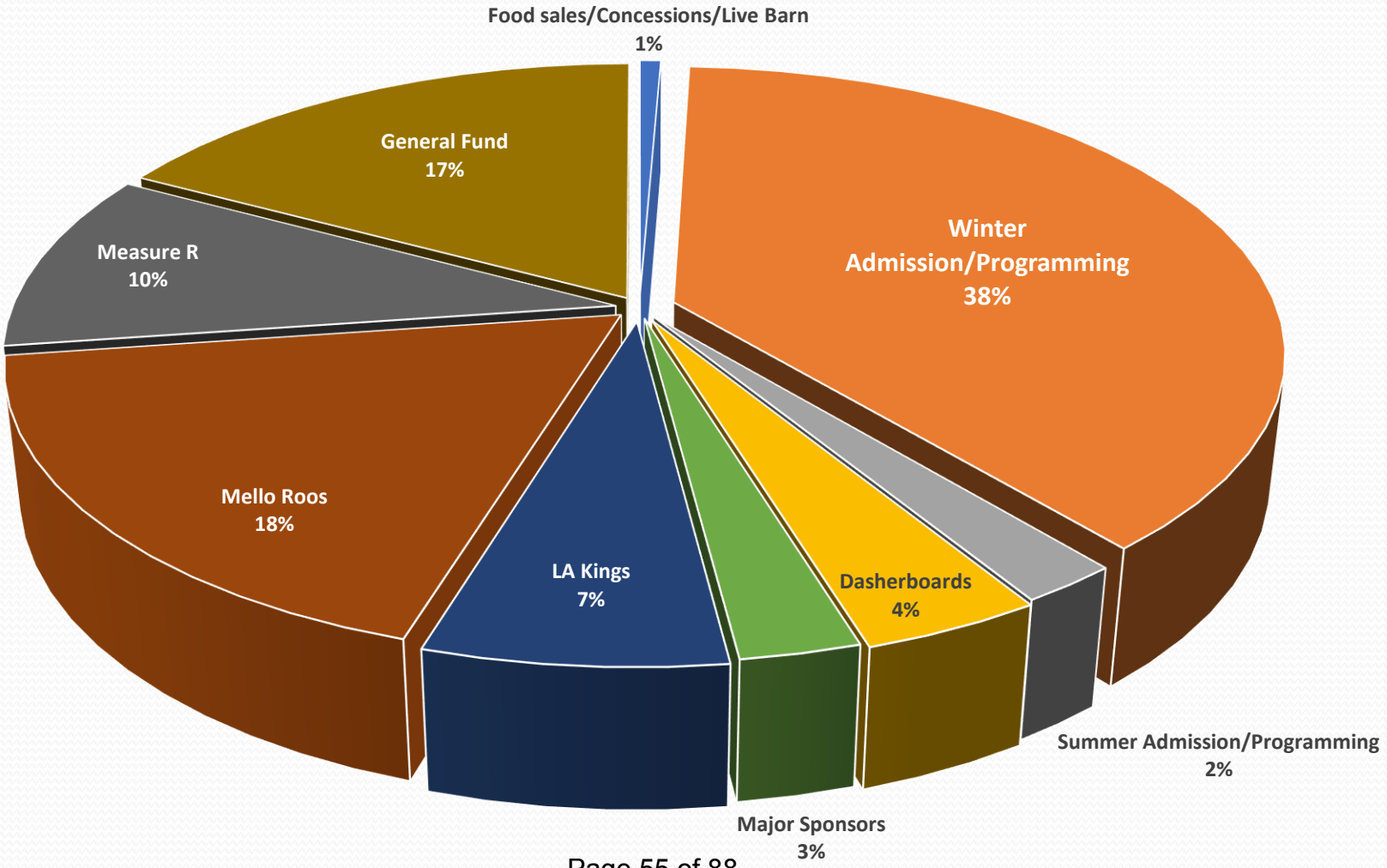
CRC Summer Programs

- Open Play Sessions
  - Futsal
  - Basketball
  - Volleyball
  - Pickleball
  - And many others…
- Youth Programing
- Summer Camps/NEW Kids Club
- Instructional Sports
- Lessons
- LA Kings Ball Hockey League

2025/26 Community Recreation Center Expense Budget by Category



2025/26 CRC Revenue By Category



Arts and Culture (Edison Theatre)

Fund: 100-436
Amount: $152,221 (+49%)
Strategy: *"Deliver high-quality, innovative and affordable recreation programming."*
Serves: Grade TK (5) – Seniors (65+)
Staff: 3 seasonal
Revenue Estimates:

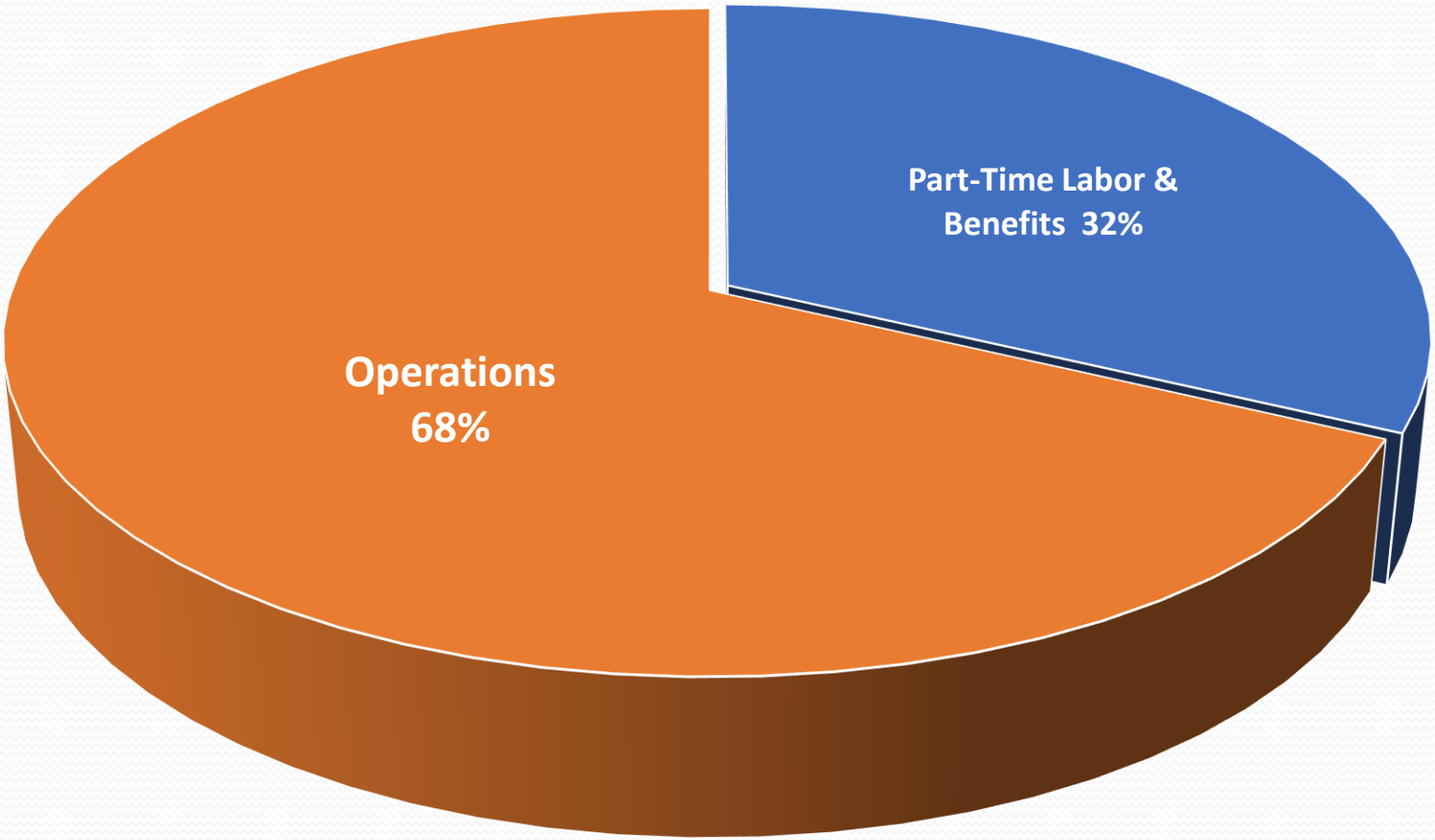
- TBD

Budget Changes/Comments:

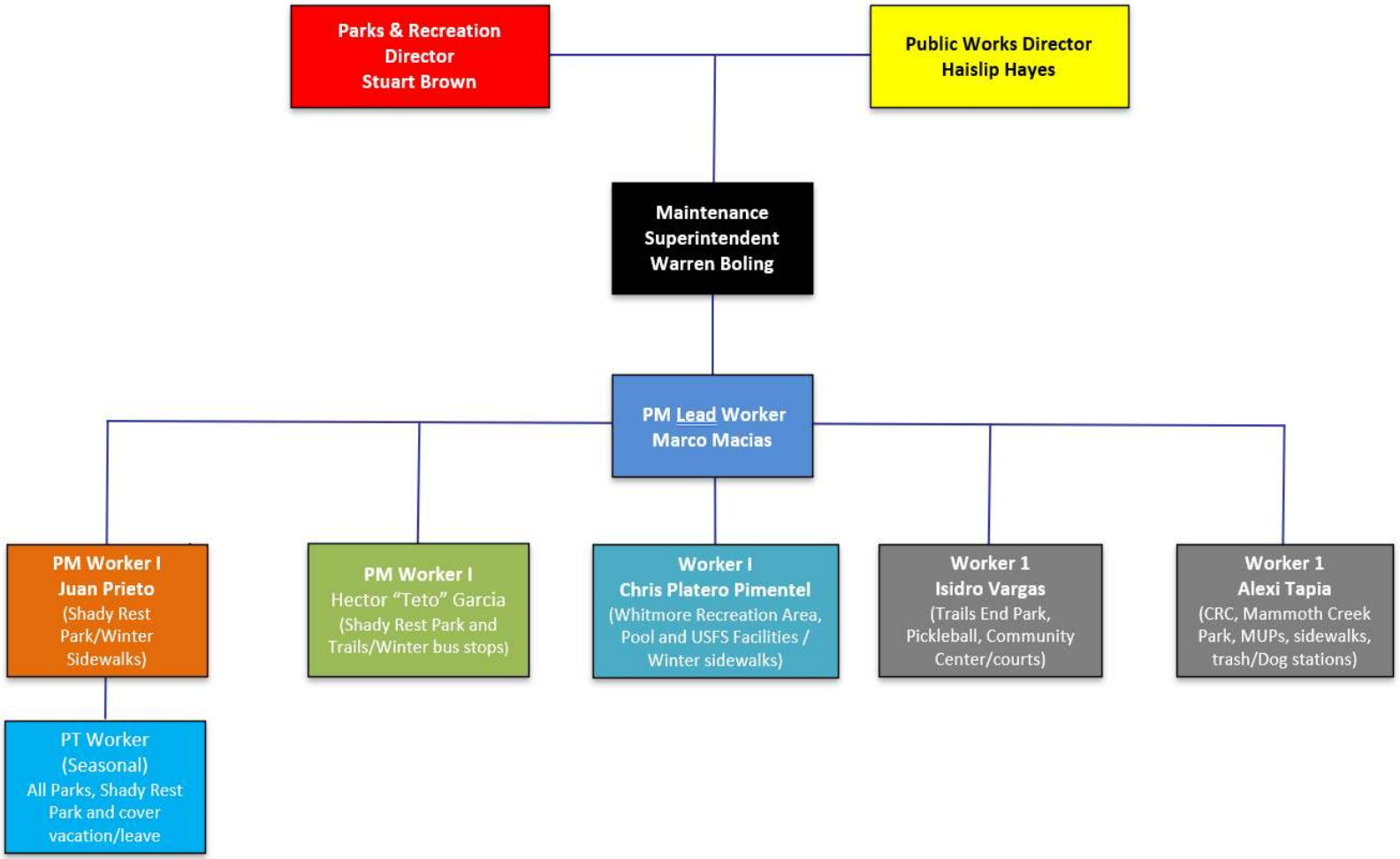
- No annual MLF Lease payment
- Facility will reopen to the public in June.
- MACC bid opening June 20 – Town Council award TBD
- Operations schedule dependent on MACC construction schedule



2025/26 Arts and Culture (Edison Theatre) Expense Budget by Category



2025 PARKS MAINTENANCE ORGANIZATION CHART



The full-time hybrid employees are dedicated to the Parks Department during the summer months. During winter, 2 FTE's are dedicated to roads, and one would stay with Parks Maintenance for snow removal operations.

Parks Maintenance

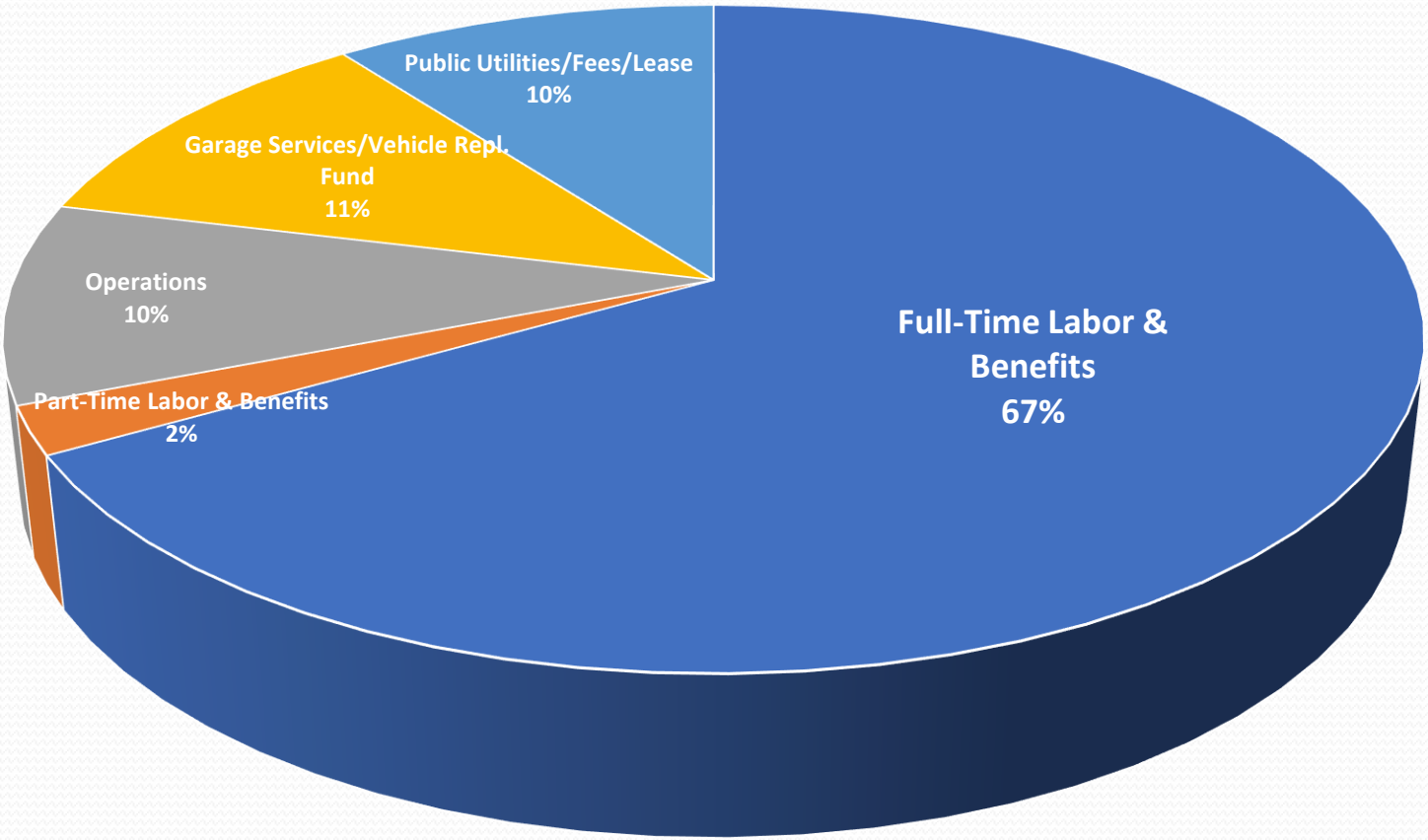
Fund: 100-438
Amount: $871,645 (+5%)
Strategy: *"Maintain and Enhance the Town's recreation infrastructure."*
Staff: Full-time: **5** | Full-time Hybrid employees: **3** and 1 summer seasonal employee
Budget Changes/Comments:

- Warren promoted to Maintenance Superintendent
- Replaced seasonal summer positions with 3 Hybrid employees (roads 58% / parks 42%)
- Budgeted increase in public utility, maintenance and supply expenses.





2025/26 Parks Maintenance Expense Budget by Category



Tony Colasardo Scholarship Fund

Fund: 900-000-28034
Revenue Balance: $100,000
Strategy: *"Deliver high-quality, innovative and affordable recreation programming."*
Goal: Ensure that all people regardless of income level, ability, race or gender have access to the benefits of parks and recreation.

Fund Update:

- 67 local children, and 139 scholarships were awarded in Parks and Recreation camps and programs, for a total amount of **$8,013.31.**
- Parks and Recreation also collaborated with our local youth sports organizations to award 19 scholarships, for a total of **$3,615.**
- Finally, UK International Soccer and Challenger Sports awarded 7 scholarships to summer soccer camps, for a total of **$993.75.**




All Recreation ★ All The Time!
Mammoth Lakes, California

Parks and Recreation Commission
Staff Report

Meeting Date: June 3, 2025

Prepared by: Stuart Brown, Parks and Recreation Director

Title: Annual Parks and Recreation Commission Meeting Schedule and Workplan Calendar

Agenda: Discussion item

Recommended Motion: Establish a regular meeting schedule and provide direction to staff regarding the annual Parks and Recreation Commission Workplan Calendar**.**

Background Information: The Parks and Recreation Commission is a five-member advisory body to the Town Council. The Commission currently meets once per month, and has powers and responsibilities as set forth in the Town's Municipal Code (Chapter 2.40), including establishing a schedule of regular meeting times and places.

2.40.040 - Powers and duties: Establish a schedule of regular meeting times and places.

2025/26 Meeting Schedule
Currently, the Parks and Recreation Commission meets six times per year on the first Tuesday of every second month at 2:30 p.m. in the Council Chambers (Suite Z). Staff is requesting the Commission affirm the existing time or determine a new time for the regular meetings of the Parks and Recreation Commission. A consensus of the commission is sufficient for Town staff to notice the meetings.

2025/26Meeting and Workplan Calendar
To facilitate the powers and duties of the Parks and Recreation Commission, along with the work plan of the Parks and Recreation Department, each year staff produces and presents the annual Meeting and Work Plan Calendar. Staff is requesting the commission review and approve (with modifications if necessary) the 2025/26 Meeting and Workplan Calendar as presented.

The meeting schedule and current roster of the Parks and Recreation Commission is regularly updated and posted on the Town of Mammoth Lakes website: https://www.townofmammothlakes.ca.gov/92/Recreation-Commission.

Attachment:

A. PROPOSED 2025/26 Parks and Recreation Commission Meeting Schedule and Workplan Calendar

2025/26 PARKS AND RECREATION COMMISSION MEETING SCHEDULE & WORK PLAN CALENDAR

All regular meetings are scheduled on the first Tuesday of every second month at 2:30PM in Suite Z.

Meeting agenda link: https://pub-townofmammothlakes.escribemeetings.com/?Year=2025

Date	Agenda Items
August 5	▪ Parks and Recreation Master Plan Update ▪ Monthly Department and CRC Report
October 7	▪ Presentation: 2025/26 LA Kings Ice Operating Plan ▪ Presentation: 2025 Spring/Summer and Winter Program, Facilities and Parks Performance ▪ Parks and Recreation Master Plan Update ▪ Monthly Department and CRC Report
November 5	▪ Joint Workshop with Town Council, 4PM, Suite Z
December 2	▪ Annual Capital Improvement Plan (CIP) and Deferred Maintenance Program of Work ▪ Review and approve annual Youth Sports Funding Process and Timeline ▪ Approve 2026 Strategic Priorities and Key Objectives Statement ▪ Parks and Recreation Master Plan Update ▪ Monthly Department and CRC Report
February 3	▪ Presentation: 2026 Annual Programming Menu ▪ Review and approve the FY2026/27 Fee Schedule Amendments ▪ Approve 2026 Youth Sports Funding Recommendations ▪ Finalize agenda items for joint workshop with Mammoth Lakes Recreation (MLR) ▪ Parks and Recreation Master Plan Update ▪ Monthly Department and CRC Report
March 17	▪ Joint Workshop with Mammoth Lakes Recreation, 3PM, Suite Z
April 7	▪ Presentation: Office of Outdoor Recreation – annual program of work ▪ Presentation: 2026 Whitmore Pool Operating Plan and Budget ▪ Parks and Recreation Master Plan Update ▪ Monthly Department and CRC Report
June 2	▪ Presentation: FY2025/26 Proposed Parks and Recreation Department Budget ▪ Presentation: 2026 Mammoth RecZone Operating Plan ▪ Parks and Recreation Master Plan Update ▪ Monthly Department and CRC Report ▪ Parks and Recreation Commission Annual meeting calendar

Mammoth Lakes Recreation Commission
Staff Report

Commission Meeting Date: June 3, 2025 **Date Prepared**: May 28, 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 and Commissioner Appointments to the PRMP Advisory Committee

Agenda: Discussion Item

Staff Recommendations:
Receive an update on the development of a new Parks and Recreation Master Plan and discuss appointments to the Parks and Recreation Master Plan (PRMP) Advisory Committee and by motion, select one (1) appointee, and one (1) alternate.

Background Information:
At the regular meeting of the Parks and Recreation Commission on April 1, 2025, staff presented an outline of the proposed Implementation Plan for the development of an updated Parks and Recreation Master Plan. The deliverables include updated goals and policies, an analysis of the supply, demand and needs for park and recreation amenities 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.

On March 19, 2025, Town Council allocated $300,000 for the implementation of the PRMP, and subsequently on April 16, 2025, received an initial review and strategy of updating and prioritizing Town-wide plans and directed the Town Manager to publish the Parks and Recreation Master Plan (PRMP), Request for Proposal (RFP) and formed a Brown Act Advisory Committee who will function as the Town Council's advisory body for the development of the Parks and Recreation Master Plan. Town Council representatives to the Advisory Committee include Mayor Pro-Tem Rice with Mayor Bubser as the alternate.

Analysis And Discussion:
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 or longer. 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)*
- *Phase 2 – Consultant Appointment (June 2025 – August 2025)*

- *Phase 3 – Community Engagement, Data Collection and Plan Development (Sept. 2025 – Summer 2026)*
- *Phase 4 – Approval and Public Presentation Phase (Fall 2026)*
- *Phase 5 – Implementation Phase (Fall/Winter 2026/27)*

Request for Proposal (RFP) Document

The RFP was published on April 21, 2025 and closed on May 30, 2025. Respondents submitted their proposals to the Town's online bid portal. Consultant interviews are scheduled to take place between June 23 and July 11, 2025. Town Council is scheduled to formally approve the selection of the consultant, agreement and timeframe on August 6, 2025.

Formation of the PRMP Advisory Committee

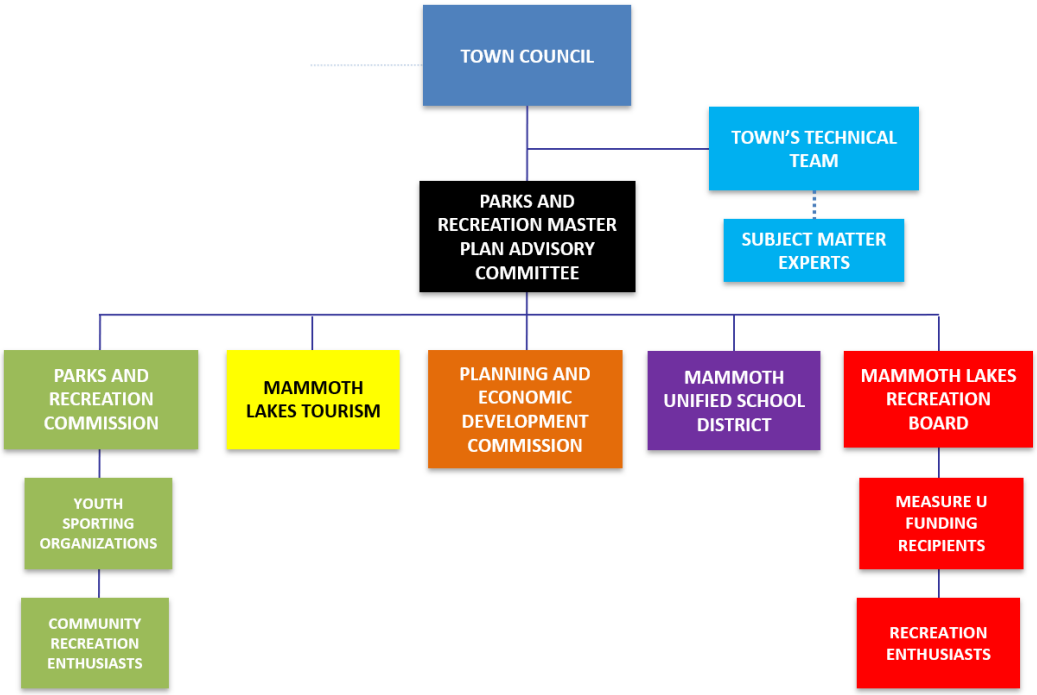
The Parks and Recreation Master Plan (PRMP) Advisory Committee is the Town Council's Brown Act Advisory Committee for the development, review and implementation of the PRMP's stated outcomes and deliverables. Responsibilities include the following

- Provide general input, guidance and communicate their affiliated organizations recreation interests to the consultant and the Town's Technical Team.
- 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.
- 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.)

The committee is expected to meet approximately 4-6 times for the duration of the master plan development plan process.

The composition of the committee is as follows and its relationship with the Town Council is illustrated below in the organizational chart below.

- Mayor Pro-Tem Rice and Mayor Bubser (alternate)
- 1 x Parks and Recreation Commissioner + alternate
- 1 x Mammoth Lakes Recreation Board member + alternate (July, 2025)
- 1 x Planning and Economic Development Commissioner + alternate (June 11, 2025)
- Mammoth Unified School District representative: Casey O'Neil
- Mammoth Lakes Tourism representative: Betsy Truax, John Urdi (alternate)
- 3 x Community at Large representatives (application process – selected by Town's Technical Team.



Town staff request the commisison discuss appointments to the Parks and Recreation Master Plan (PRMP) Advisory Committee and by motion, select one (1) appointee, and one (1) alternate.

Attachment:

A. Request for Proposals – Parks and Recreation Master Plan

TOWN OF MAMMOTH LAKES

REQUEST FOR PROPOSALS

Development of a Parks and Recreation Master Plan

PUBLISHED: Monday, April 21, 2025

PROPOSALS DUE: Friday, May 30, 2025

via the Town's Online Bid Portal at:

https://procurement.opengov.com/portal/townofmammothlakes/projects/164067



INVITATION

The Town of Mammoth Lakes is seeking proposals from qualified consulting firms to develop a Parks and Recreation Master Plan.

The Parks and Recreation Master Plan will be a guiding document for future development and redevelopment of the community's system of parks, facilities and recreation programs and services. The Plan shall include 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 recreation "roadmap" for the next 10-15 years or longer.

BACKGROUND

The Town of Mammoth Lakes is a small but lively municipality of just four-square miles, filled with special people who experience and embrace the unique attributes of the Eastern Sierra. Mammoth Lakes is a resort community located in Mono County at an altitude of over 7,500 feet surrounded by 2 million acres of National Forest. Incorporated in 1984, the year-round resort community has a population of over 7,191 residents, however, over 23,000 people live within a 60-minute drive of Mammoth Lakes and over 23.76 million people reside in Southern California, considered as our backyard.

Mammoth Lakes Tourism estimates annual visitation to Mammoth Lakes at over 3.5 million. The Town's municipal boundary encompasses over 25 square miles; however, the urbanized area of the town is contained within a much smaller area of about 4.5 square miles, defined by an Urban Growth Boundary (UGB). Land outside of the UGB is primarily in public ownership under the jurisdiction of the United States Forest Service (USFS) or the Los Angeles Department of Water and Power (LADWP). Mammoth Lakes is also home to one of the largest and most-visited ski resorts in North America—Mammoth Mountain Ski Area. The town's economy is derived from tourism with Transient Occupancy Tax (TOT) representing almost two-thirds of the Town's general fund.

Demographic Data

Based on the 2020 Decennial Census[1], the total population of Mammoth Lakes is 7,191, with a medium household income of $80,795. Twenty-six percent of residents have a bachelor's degree or higher, an employment rate of 74.8% with total households of 3,101 comprised of 2,395 people of an Hispanic or Latino race.

Parks and Recreation Department Overview

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."*

[1] https://data.census.gov/profile/Mammoth_Lakes_town,_California?g=160XX00US0645358

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):

- **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.
- **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.
- **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.
- **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 Commission

The five-member appointed Parks and Recreation Commission[2] is the advisory body for Town Council in all matters pertaining to Town-owned or managed parks, recreation (arts & culture), facilities, trails/paths, special events and all other associated activities as prescribed by ordinances or by Town Council action. The Commission meets on the first Tuesday of every second month at 2:30pm.

Parks, Facilities and Services

The Town of Mammoth Lakes[3] operates several parks and facilities, both within town limits and at the Whitmore Recreation Area. The majority of parks and facilities are town-owned and operated, but several are under special use permit with the United States Forest Service (USFS) or the Los Angeles Department of Water & Power (LADWP). Along with the stunning natural surroundings, Mammoth Lakes offers access to 300 miles of hiking trails; over 20 miles of multi-use paths, including the 5.3 mile Lakes Basin Path; 5 playgrounds; 6 tennis courts; 6 ball fields; 2 soccer fields; 2 volleyball courts; ½ court basketball; 2 skate parks including the world-renowned Volcom Brothers Skate Park; an outdoor 25-meter, 6-lane swimming pool; a 9-lane all weather running track and synthetic soccer/football field at the Whitmore Recreation Area; six-court Pickleball Complex; 18-hole DiscGolf Park; Off Leash dog park; 40 foot long prefabricated climbing wall, and new 40,000 SF Community Recreation Center encompassing LA Kings Ice and the Mammoth RecZone.

The Town is responsible for preserving over 40 acres or 7 parks of developed park acreage, 20 miles of paved trails. Responsibilities include park and field maintenance, landscaping, snow removal, trash/recycling, and field preparation for not only the thousands of visitors and residents who utilize the parks, trails and pool on a daily basis, but for the local sporting organizations, like AYSO soccer,

[2] https://www.townofmammothlakes.ca.gov/92/Parks-and-Recreation-Commission
[3] https://www.townofmammothlakes.ca.gov/1264/Parks-Trails

Mono County Little League and the Mammoth Sharks Swim Team who cater to hundreds of local youth.

The Department has five Core Program Areas with an emphasis on access, availability and affordability aligned with the demand for products and capacity of the Department to deliver those services. These are in order: (1) Youth/Teen camps and programs, (2) Community Recreation Center (CRC) programs, (3) Adult activities, (4) Community-centric events/activities, and (5) Facility operations/maintenance.

2007 Town of Mammoth Lakes General Plan

The Town of Mammoth Lakes General Plan[4] includes a section (element) on Parks, Open Space, and Recreation. The Mammoth Lakes town limit and urban growth boundary are within a broader planning area considered in the General Plan.

"Parks, open space and recreational opportunities in Mammoth Lakes are critical to our residents and to our tourism-based economy."

The General Plan lists goals, policies, and actions for Parks, Open Space, and Recreation that was the foundation for the goals and policies in the Parks and Recreation Master Plan. The general plan element includes 5 goals:

1. Maintain parks and open space within and adjacent to town for outdoor recreation and contemplation.
2. Provide additional parks within town.
3. Create a Master Plan for an integrated trail system that will maintain and enhance convenient public access to public lands from town.
4. Provide and encourage a wide variety of outdoor and indoor recreation readily accessible to residents and visitors of all ages.
5. Link parks and open space with a well-designed year-round network of public corridors and trails within and surrounding Mammoth Lakes.

2008 Parks and Recreation Master Plan Overview and Accomplishments

The Town of Mammoth Lakes Parks and Recreation Master Plan (PRMP)[5] published in 2008 and adopted in 2012, is reaching the end of its recreation recommendations and relevancy 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.

Tremendous progress has been made in 16 years on delivering the recreation needs and expectations of the community as highlighted in this report. The majority of these goals and tasks have been completed, with some underway, while others require further analysis, funding and appropriate sites for development.

[4] https://www.townofmammothlakes.ca.gov/162/General-Plan
[5] https://www.townofmammothlakes.ca.gov/423/Parks-and-Recreation-Master-Plan-Update

In addition to delivering additional park improvements, new recreation facilities and elevated maintenance levels, the Town has significantly increased its resources and capacity to provide high-quality, innovative, and affordable recreation programming. The development and implementation of these programs has been the result of producing an annual Parks and Recreation Department Strategic Priorities and Key Objectives statement[6] aligned with the Town Council adopted strategic priorities. The strategic plan integrates and aligns with the PRMP by providing community-established high-level goals and measurable objectives for the department to achieve in a calendar year. It also provides 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. Strategic planning is a valuable tool for the department in evaluating progress and a critical step in the department's capacity and ability to meet the expanding recreation needs of the community as expressed in the PRMP.

Within the Strategic Plan are "Core Program Areas" that provide intentional focus for the department. Core Program Areas assist in the development and delivery of scalable and sustainable recreation programs aligned with the resource capacity and capabilities of the Parks and Recreation Department. They are as follows: (1) Youth/Teen camps and programs, (2) CRC programs, (3) Adult activities, (4) Facility operations/maintenance, and (5) Community events.

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 goals, level of service recommendations, and primary tasks need to be realigned with the ever changing and evolving recreation needs and expectations of the community, second homeowners, seasonal workers, and visitors to Mammoth Lakes.

The Town of Mammoth Lakes aspires to be the best alpine recreation community in the country by providing multi-generational, multi-purpose, year-round, indoor and outdoor recreation opportunities accessible to all residents and visitors, regardless of background or physical limitations. Mammoth Lakes faces several challenges tied to the community's demography, economy, and rural setting. Obesity, sedentary lifestyles, social inequities, and physical exclusion are all major concerns.

PROJECT DESCRIPTION

The Town of Mammoth Lakes is seeking proposals from qualified consulting firms to provide services to the Town of Mammoth Lakes to develop a Parks and Recreation Master Plan. The Department has a strong commitment to providing access to high-quality parks amenities, and recreation programs and services for all members of the community and our many visitors.

In coordination with the Town, the consultant will develop a clear set of goals, tasks and level of service standards for the community's system of parks, facilities and recreation programs and services for the next 10-15 years, if not longer. The consultant will work closely with the Town's Technical Team and the Parks and Recreation Master Plan (PRMP) Advisory Committee, in preparing the Parks and Recreation Master Plan.

[6] https://www.townofmammothlakes.ca.gov/1240/Vision-Mission-Strategic-Initiatives

REQUESTED SCOPE OF SERVICES

A. Internal Assessment and Project Administration

- Provide the Town's Technical Team and the PRMP Advisory Committee with a presentation of your approach to the master planning process and provide regular progress reports.
- Conduct a Kick-off meeting, introduce the Project Team and participate in progress meetings with the Parks and Recreation Department Director and/or designee as often as necessary, but not less than once per month until the final plan is approved.
- Supply the Parks and Recreation Department Director and/or designee with at least one (1) copy of all completed or partially completed products as deemed necessary and at least three (3) working days before each progress meeting. The Parks and Recreation Department Director and/or designee shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

B. Resource and Data Collection

- Review Town planning documents relevant to the development of the Parks and Recreation Master Plan and determine their relationship and interconnectivity. These include the Town of Mammoth Lakes General Plan and several elements such as housing, transit, mobility, and trails.
- Review current industry trends and best practices.
- Summarize public involvement, stakeholder input, and previous recreation needs and amenities from current planning documents relevant to the development of the Parks and Recreation Master Plan.
- Conduct an inventory analysis that considers the fair and equitable quantity, distribution, inclusivity, utilization, condition, cultural relevancy, connections and proximity of parks, green space, programs, recreation centers and services. Evaluation criteria should be based on the expressed values of the community, including demographics and social and economic factors, particularly as our school district has a high population of Latinos.
- Launch a project website accessible on all devices for community outreach, engagement and information sharing.

C. Community Engagement / Needs Assessment

- Identify, describe and implement a comprehensive strategy and methodology for community engagement and information sharing for the successful development of a relevant community-driven master plan.
- Review and analyze existing public engagement/survey data documents produced by the Parks and Recreation Department (customer satisfaction survey), other Town departments or relevant entities, such as Mammoth Lakes Tourism (community sentiment survey), about community needs and interests. Summarize and identify gaps in data.
- Revisit and/or revise vision and mission statements, department goals and objectives as necessary.

- Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open and proactive public participation process is achieved. These methods should solicit quality input from a diverse representative of the broad demographic community, including recreation stakeholders, local recreation providers and under-resourced populations and users and non-users of recreation services and facilities.
- Act as professional facilitators to gather specific information about services, use, preferences and any Town strengths, weaknesses, opportunities and threats relevant to the process.
- Provide written records and summaries of the results of all public engagement efforts.

D. Plan Development – Project Deliverables

- Develop an action plan that includes strategies, goals, tasks and an analysis of financial needs and funding mechanisms for short (0-2 years), medium, (3-5 years) and long-term (5-15+ years) for the park system, amenities, multi-use paths and recreation programs and services. The action plan should identify connectivity with other Town planning documents and prioritized strategies by their level of impact on the community's quality of life and physical, social environmental and mental health outcomes.
- Prioritize recommendations for recreation needs regarding the development of parks, amenities, multi-use paths and recreation programs and services, including conceptual site plans and the location of recreation amenities and associated infrastructure specifically for the following parks:
    - Bell Shaped Parcel
    - Community Center Park
    - Whitmore Recreation Area.
- Provide Level of Service (LOS) recommendations based on the existing population and forecasted population growth of the Town. LOS recommendations should reference year-round residents, second homeowners, and seasonal worker and visitor populations.
- Provide capital improvement cost estimates for key recommendations, including integration with the Town's 5-year Capital Improvement Plan (CIP).
- Provide recommendations for updating the "Parks, Open Space and Recreation" element of the Town's 2007 General Plan.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities to expand community-centric programming.

E. Development of Final Plans and Supporting Materials

- The Master Plan shall include written goals, tasks, recommended services and facilities and a financial action plan with conceptual site plans that articulate a clear vision and long-term recreation "roadmap" for the Town's parks and recreation's valued programs, services and recreation amenities.
- A summary of existing conditions, inventories and utilization metrics, and population demographics and socio-economic metrics.
- Provide charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audience.

- Schedule an agreed upon number of meetings to present the Master Plan to the Town Council, PRMP Advisory Committee, Parks and Recreation Commission, Mammoth Lakes Recreation and the general public for required adoption of the Parks and Recreation Master Plan.

PROJECT SCHEDULE

The Town anticipates a master process being completed in a 12-18 month timeframe, commencing in the Fall of 2025 with a kick-off meeting and completed no later than the end of 2026 with an agreed upon number of meetings to the public and specified entities.

RFP Timeline	
Monday, April 21, 2025	Request for Proposal (RFP) published on Town Website*
Friday, May 30, 2025	RFP Deadline for submitting Proposals
Monday, June 2 – Friday, June 20, 2025	Town RFP review and evaluation
Monday, June 23 – Friday, July 11, 2025	Consultant presentations and interviews
Wednesday, August 6, 2025	Consultant Selection and Contract Approval by Town Council

The tentative schedule is subject to change.
* https://www.townofmammothlakes.ca.gov/1016/Bids

PROPOSAL RESPONSE

Proposals should include:

- A letter of submission that includes the name, mailing address, email and telephone number of the person(s) who is representing the firm.
- Background on the firm and its proven experience in preparing Master Plans for public agencies, as well as experience working with communities that have characteristics and demographics similar to the resort community of Mammoth Lakes.
- A narrative that presents the services the firm provides including the approach, methodology and expansive bilingual public engagement strategies and client meetings for the delivery of a master plan.
- Identification of the Project Team to be assigned to this project, including a résumé of related experience and estimated number of hours per person.
- A timeline for the preparation and development of the Master Plan and its components.
- At least three (3) public agency references for projects of a similar nature. This will include a description of the projects, including (at minimum) client, location, contact person, contact information (telephone/email address) and a brief written summary of the project with online access to the final report.
- **Schedule of Fees (separate document)** - Provide itemized project costs **as a separate document**. The project cost for services should be a "not-to-exceed cost for services."

Once Town staff has made initial selections, the schedule of fees will be opened and used as a basis for final contract negotiations.

SELECTION CRITERIA

The Town will evaluate proposals based upon these criteria:

- Responsiveness to the Request for Proposal.
- Demonstrated understanding of the project scope and desired deliverables.
- Experience and demonstrated success of the Respondent in developing Parks and Recreation Master Plans for communities that have characteristics and demographics similar to the resort community of Mammoth Lakes.
- Methodology and approach to completing the project as outlined in this Request for Proposal, including the approach and coordination with Town representatives, stakeholder committees and thoughtful and extensive public engagement and project outreach.
- Project fee.

As a part of its evaluation, the Town may request additional information or data from Respondents.

QUESTIONS

The proposal should contain all information requested and any additional information necessary to summarize the overall benefit of the proposal to the Town of Mammoth Lakes.

Questions/inquiries should be directed to:

Town of Mammoth Lakes
Attention: Stuart Brown, Parks and Recreation Director
437 Old Mammoth Road, Ste. 230
P.O. Box 1609
Mammoth Lakes, CA 93546
Ph: (760) 965-3696 | (760) 914-7110
Email: Sbrown@townofmammothlakes.ca.gov

Substantive changes to the requirements will be made by addenda to this RFP posted to the Bid Portal. Addenda notification will be automatically emailed to all Consultants on record as "following" the project on the Bid Portal. Failure of any Consultant to receive any such addenda shall not relieve such Consultant from any obligation under their Proposal as submitted. Consultants are responsible for ensuring that they have received any and all addenda. To this end, it is the sole responsibility of each Consultant to "follow" the project or to periodically check the Town's Online Bid Portal for any addenda issued prior to the submission deadline.

SUBMITTAL INFORMATION

Please submit your proposal via the RFP posting on the Town's Bid Portal at https://procurement.opengov.com/portal/townofmammothlakes/projects/164067.

Registration for the Bid Portal is free, and steps for how to do so are provided at https://www.townofmammothlakes.ca.gov/1016/Bids.

Proposals must be submitted prior to 5:00 PM, Friday, May 30. 2025.

This solicitation does not commit the Town of Mammoth Lakes to award an Agreement, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Mammoth Lakes reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part of this proposal process if it is in the best interest of the Town of Mammoth Lakes.

Following contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract in accordance to this proposal is dependent upon the recommendation of Town of Mammoth Lakes staff, Parks and the approval of the Town Council. The Town of Mammoth Lakes reserves the right to make all submissions available to the public pursuant to legal requirements.

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PARKS AND RECREATION COMMISSION
STAFF REPORT

Subject: Parks and Recreation Department Monthly Report

Meeting Date: June 3, 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
Emma Lane, Program and Facilities Administrator

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: *Invest in the Town's Recreation Amenities*
B. Strategic Priority: *Deliver High-Quality, Affordable and Sustainable 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 – Court 3-6 OPEN for the season.
- Pickleball Courts – OPEN for the season.
- Restrooms – OPEN for the season.
- Playground – OPEN for the season.

LA Kings Ice at Mammoth Lakes

- CLOSED for the season.

Mammoth RecZone

- OPEN for the season.

Mammoth Lakes Pickleball Complex

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

Mammoth Creek Park - West

- Inclusive Playground – OPEN for the season.
- Restrooms – OPEN for the season.
- Natural turf area – OPEN for the season.
- Natural/Prefabricated bouldering area – installation scheduled for Summer.
- Pavilion/outdoor amphitheater – installation scheduled for Summer.
- Synthetic turf area – OPEN for the season.

Mammoth Creek Park – East

- Restrooms – OPEN for the season.

Shady Rest Park

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

Trails End Park/Volcom Brothers Skate Park

- Skateparks – OPEN for the season.
- Restrooms – OPEN for the season.
- Playground – OPEN for the season.

Park at the Parcel

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

Mammoth Lakes Community Dog Park

- Dog Park – OPEN for the season.
- Restrooms – OPEN for the season.

Town-wide MUPs and Sidewalks

- Lakes Basin MUPs – OPEN to Twin Falls Overlook. CLOSED between Twin Falls Overlook and Horseshoe Lake
- Downtown MUPs & Sidewalks – OPEN and swept for the season.

Whitmore Pool

- CLOSED for repairs. Scheduled to reopen on June 2.

Whitmore Recreation Area

- Whitmore Ball Fields 1-3 – OPEN. Scheduled to close on June 15 for maintenance.
- Whitmore Track – OPEN for the season.
- Whitmore Synthetic Turf – OPEN for the season.
- Restrooms – OPEN for the season.

INVEST IN THE TOWN'S RECREATION AEMENITIES

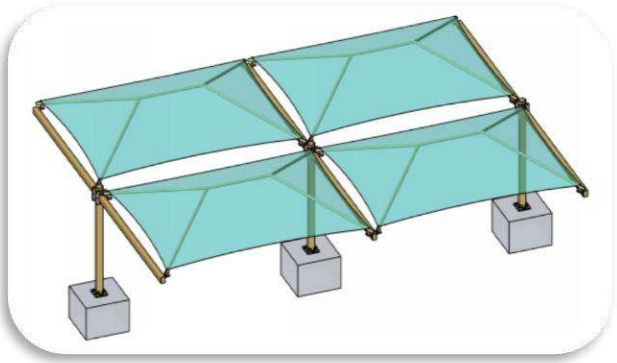
Capital Projects

Provide multi-purpose, year-round, indoor and outdoor recreation amenities in Mammoth Lakes accessible to all residents and visitors. Capital Improvement Projects (CIP) include:

A. Mammoth Creek Park West Rehabilitation Project Update

- Prefabricated Boulder purchase and installation – mid to late August
- Concrete work is underway – incorporates seat wall, curbs and pavilion/shade foundations
- Shade structures – ordered, install scheduled for June 23-27
- Synthetic turf – done
- Grass lawn area – done
- CRC railing – bid prepared, will publish after installation of shade structure
- Park identification and Kiosk sign – planning underway by OOR
- Bike racks – to order with MLT
- Landscaping – planned
- Safety surfacing – Planned, Warren to order/schedule
- Park Amenities – 10 new picnic tables installed/donor benches to be ordered







B. Community Bike Park/Pump Track Development

- To enhance summer camp programming and to offer additional amenities, staff will be installing a Kids introductory pump line, with features funded by Measure R funds.

C. McCoy Arts and Cultural Center (MACC) Programming Development

On April 16, Town Council authorized the Town Manager to finalize and execute a Joint Development and Use Agreement with Kern Community College District for the MACC. The key points of the agreement are as follows:

- The agreement will have a 99-year term
- The Town will construct a 239 seat 7,489 SF theater
- The Town will pay for the design and development with its own funds.
- KCCD funds are only for construction
- KCCD will review construction contractor pay applications
- KCCD will provide $7.5 million in Measure C funds (Year 2000 bond)
- The Town will pay all future operating and maintenance costs
- The Town will own and operate the facility
- The Town will be responsible for scheduling and programing the facility
- KCCD will be provided with free, and priority use where practical
- KCCD will request use of the facility at least 60 days prior to use but will not have bumping rights over previously scheduled events
- KCCD will execute a facility use agreement or similar in accordance with the future programing of the facility
- KCCD is not permitted to host any classes or educational uses in the facility
- Eastern Sierra Community College (ESCC) will be prominently displayed in the facility as a donor. A portion of the theater will be named in such a way to include ESCC
- The Town and KCCD will develop a separate agreement for use and management of the college parking lot that will support the MACC

On May 7, Town Council approved the Purchase and Sale Agreement of the Mammoth Lakes Foundation property, inclusive of the Edison Theatre.

On May 14, 2025, the Planning and Economic Development Commission approved the Major Design Review Application for the McCoy Arts and Cultural Center (MACC)

project. The project is now out to bid and the Town is accepting proposals until 4:00 PM on Friday, June 20, 2025.

Planned Maintenance

Conduct planned maintenance activities to enhance prioritized parks, fields, facilities and trails.

A. Volcom Brothers Skate Park

- On May7, Town Council awarded the contract for Volcom Brothers Skate Park Annual Maintenance to Primary Concrete, LLC. Work has commenced, including repairs of the facility's concrete and grout, metal and concrete coping, rail features and drain inlets. The scope of work and contracted cost is listed below.

SCOPE	Description		TOTAL BILLABLE HOURLY RATE And EQUIPMENT RENTALS	ESTIMATED LABOR HOURS	LABOR COST	ESTIMATED MATERIAL WITH 15% ADDED	TOTAL LABOR AND MATERIAL
Initial Mobilization	Lump Sum		$3000.00		$3000.00		$3000.00
Spring Inspection	Lump Sum (completed)		$500.00		$500.00		$500.00
Remove and Replace Coping + Additional Coping on Cinder Block Extension	Remove and replace "hand poured" coping on small radius wall (east side) as well as removing and replacing pool coping on Cinderblock extension wall		$286.00	32	$9152.00	$2200.00	$11352.00
Remove and Replace Concrete Decking	As needed on deck above main roll in		$376.00	20	$7520.00	$4730.00	$12250.00
Remove and Replace MISC Concrete	Largest part of the project connecting phase 1 to newest little brothers phase near walking bridge		$376.00	48	$18048.00	$10500.00	$28548.00
Patch and Repair MISC Concrete	Many places as needed throughout the entirety of the park, includes grinding, demo and repair as well as grinding and patching		$286.00	20	$5720.00	$2300.00	$8020.00
Repair steel coping	Loose steel coping to be drilled and epoxied at various places		$93.52	4	$374.08	$500.00	$874.08
Repair steel rails	Loose and rusted grind rails to be cleaned and re- secured as needed		$93.52	4	$374.08	$500.00	$874.08
				TOTALS	**$44688.16**	**$20730.00**	**$65418.16**

B. Community Center Tennis Courts

- Town staff will schedule for the repair of the larger tennis court cracks for a cost less than $5,000.

C. NEW Shady Rest Park Restrooms

- Staff is working to design a new restroom and associated site improvements to replace the existing aging restroom near the playground at Shady Rest Park. Design should be completed this year, with the intent of going out to bid in early 2026 for construction next summer.

D. Shady Rest Skate Park

- Staff are proposing to replace the asphalt surface with concrete as per the engineers' specifications. Work is included in the larger Town-wide concrete bid.

E. Whitmore Ball Field #3

- On March 19, 2025 Town Council allocated $30,000 for the following scope of work:

i. New infield mix
ii. Leveling of infield/outfield
iii. Rehabilitation of warning track, home plate circle and running lanes.
iv. Installation of bottle filling station on snack shack
v. Purchase of 1 x ADA picnic table and 3 x regular 8' picnic tables for an enhanced picnic area at the south end of the Whitmore Track and Sports Field.

DELIVER HIGH-QUALITY, AFFORDABLE, AND SUSTAINABLE RECREATION PROGRAMMING

Smart Growth – Expand access, availability and affordability of parks and recreation programs and services

A. **Affordability** - Increase Tony Colasardo Scholarship opportunities for all youth and provide payment plan options for adults.
   - See Annual Membership flyer below – adults can pay for the annual membership over 4 installments or pay monthly.

B. **Access** - Expand discounted in-person, limited sale Membership and Play Pass products and maximize access to summer camps and programs. See program flyer below. Memberships went on Sale at 50% Off on May 1.
   - Annual Membership sales as of May 28:
     - Adult – 23
     - Family – 16
     - Infant – 1
     - Inyo/Mono Student – 5
     - Senior/Military/Cerro Coso Student - 7

C. **Availability** - Further expand availability of products and services for families.

TOWN OF MAMMOTH LAKES

Parks & Recreation Annual Membership

One Membership, Endless Fun!

Enjoy year-round recreation with the NEW Mammoth Lakes Parks and Recreation Annual Membership! Get unlimited access to Town-managed facilities during Public Skate at **LA Kings Ice Mammoth Lakes**, Public Swim at **Whitmore Pool**, and Open Play at the **Mammoth RecZone**. Members also receive additional perks including complimentary events, rental discounts, and more.

Join in-person during the months of May and/or October for 50% off the annual membership fee!

Membership Type	Annual Fee	May or October 50% Discounted In-Person Fee	Monthly Fee
Family (2 Adults + All Children FREE)	$600	**$300**	$60
Adult (18-64)	$300	**$150**	$30
Senior (65-79) / Military (Active & Veterans) / College Students / First Responders (Police, Fire, EMS)	$260	**$130**	$26
Senior (80+)	FREE	**FREE**	FREE
Youth (5-17)	$230	**$115**	$23
Infant (4 and under)	FREE	**FREE**	FREE
Inyo/Mono K-12 Student	$100	**$50**	$10

For more information including additional membership benefits, visit Membership.MammothParksAndRec.com



ASK ABOUT OUR SCHOLARSHIPS — CONSULTA POR NUESTRAS BECAS

MammothParksAndRec.com • ParksAndRec@townofmammothlakes.ca.gov • 760-965-3690

Membership Benefits	Annual	Monthly
Family Membership: Buy 2 adult memberships, and all children swim, skate, and play for FREE	★	★
Complimentary admission to select Parks & Recreation special events (Haunted Rink, Tree Lighting Ceremony, etc.)	★	★
20% off skate rentals, skate sharpening, and skate aids at LA Kings Ice at Mammoth Lakes	★	★
Access to member-only special events (Holiday Pancake Breakfast, Pool BBQ, Early Access sessions, etc.)	★	★
$20 off Winter Play Pass (10 programmed activities)	★	★
20% off facility and birthday party rentals at all Town-owned or managed facilities	★	
20% off lessons and clinic products for all ages	★	
One FREE ice skating lesson	★	
Two (2) complimentary facility passes for guests of members	★	
Unlimited FREE skate rentals and three (3) FREE skate aids for youth and Inyo/Mono K-12 student memberships	★	

D. **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.
   - Recreation This Week – 2,878 subscribers
   - Mammoth Parks 'N' Rec Facebook – 3,249 followers
   - Mammoth Parks 'N' Rec Instagram – 2,309 followers
   - Mammoth Lakes Ice Facebook – 582 followers
   - LA Kings Ice Mammoth Lakes Facebook – 1,170 followers
   - Mammoth RecZone Facebook – 63 followers
   - Mammoth Whitmore Pool Facebook – 904 followers
   - Mammoth Lakes Creative is currently working on the summer brochure design and brochures are scheduled to be printed and distributed in mid-June.

E. **Data collection** - Use surveys, etc. to inform park experience and program evaluation.
   - Staff are analyzing survey results from winter programming at LA Kings Ice Mammoth Lakes.

Core Program Areas – Expand and deliver sustainable core program areas aligned with the demand and resource capacity of the Department

A. Youth/Teen Camps and Programs
   - Summer Camps still have availability in the following programs:
     - Grades TK-2 Afternoon Kids Club
     - Grades 9+ Junior Counselor Camp
     - Ages 12-15 years Junior Guard Camp
     - Grades 3-9 Parade Float Camp
     - Grades 6-8 Mountain Bike Camp
     - Grades 6-8 Skateboard Camp
     - 4+ years Skateboard Camp
     - 4+ years Dirt & Rocks Camp
     - Grades 5-8 Aquatics Camp

- Ages 5-7 Girls Gymnastics Camp
- Ages 8-12 Girls Gymnastics Camp
- Grades 3-5 Art Camp
- Grades 2-5 School's Out Overnight Camp
- Grades 3-5 Climbing Camp

- Spring Gymnastics sessions will conclude June 3.

B. Community Recreation Center (CRC) Programs/Events

- Kidapalooza Family Festival – June 7 at the Community Recreation Center. This festival is packed with interactive activities, arts and crafts, outdoor games and live entertainment. Families can connect with local providers, early learning programs, and community resources that support children's development.
- Pick Up games for both adults and youth.

Wednesdays:
- Women's Pick Up Ball Hockey (6-8pm)

Thursdays:
- Minis/Mites Pick Up Ball Hockey (3-4pm)
- Squirts/Peewees/Bantams Pick Up Ball Hockey (4-5pm)
- Pick Up Volleyball (6-8pm)

Fridays:
- Minis/Mites Pick Up Ball Hockey (3-4pm)
- Squirts/Peewees/Bantams Pick Up Ball Hockey (4-5pm)
- Pick Up Ball Hockey (6-8pm)

Saturdays:
- Pick Up Futsal (6-8pm)

Sundays:
- Pick Up Ball Hockey (6-8pm)

C. Adult Activities

- Registration for Adult Coed Softball League and Adult Men's League is now OPEN.

D. Community Events/Activities

Upcoming events:
- July - Parks and Recreation Month. Events include Men's and Women's Softball Tournaments, Annual Beach Volleyball Tournament and FREE Swim Sundays at Whitmore Pool.
- July 14 - Mammoth Hospital Foundation's 2025 Rhiannon's Kids Pickleball Tournament at the Mammoth Lakes Pickleball Complex

Parks and Recreation Master Plan

A. 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.

- See staff report for PRMP update.

BUILD CAPACITY TO ENHANCE AND EXPAND PROGRAMMING

A. Partnerships

- Expand partnerships with local organizations
  - Mono Arts Council will be partnering with the Parks and Recreation Department this summer, and will provide instruction and staff support for our Art Camp, Photography Camp and Youtheatre Camp.
  - Mammoth Track Club will hold weekly coached practices at Whitmore Track.
  - High Sierra Tri Club will hold weekly coached practices at Whitmore Pool.

- Collaborate with local non-profit youth sporting groups
  - Mono County Little League are currently practicing and holding games at the Shady Rest and Whitmore Ball Fields.
  - AYSO Spring Soccer teams are currently practicing at Whitmore Synthetic Turf.
  - American Legion Baseball are currently practicing for summer tournaments at Whitmore Ball Fields.
  - Mammoth Lakes Swim Team is currently holding coached practice sessions at Whitmore Pool.

- Hire/contract specialized skilled instructors, and/or
  - In discussions with Beach Volleyball instructor to run camps at Shady Rest Sand Volleyball Courts.

- Contract with recreation entities to provide enhanced services
  - UK International Soccer and Challenger Soccer will be providing summer soccer camps at Shady Rest this summer.

B. Employee Development

- Developing our workforce
  - Staff included a 'lane fee' rental rate at the Whitmore Pool to encourage certified swim instructors to teach children how to swim. Water safety is a priority for the department and as we are limited with the number of instructors we can hire to meet this life-saving community need, we believe this will allow us to expand programming opportunities for the community.
  - Staff eliminated the participant fee for the summer CIT program. The goal is to develop our future workforce by training young adults to be counselors and offering them intern experience with our summer camps.

- Professional Development
  - From May 16-18, Adult Supervisor Sydney Schulz attended the LA Kings Women's Icebreaker Retreat, a weekend getaway to connect with the women's

hockey community in California. Events included on-ice training sessions, classroom seminars and off-ice training led by women's hockey trailblazers Manon Rheaume and Blake Bolden.

C. Recruitment and Retention

- Strategically recruit, retain and recognize our employees.
  - After a highly competitive recruitment, on April 28, the Department welcomed Emma Lane as our new Program and Facilities Administrator. Emma came to us from the Mammoth Ski and Snowboard School (since 2022) and Kern River Outfitters. Emma will be supporting the entire department, but specifically will be managing facilities reservations, Recreation This Week, DaySmart, the Tony Colasardo Scholarship Fund, Communication Plan and the new Annual Membership program.
  - The department is currently recruiting for the following positions:
    - Recreation Coordinator (Adult Softball)
    - Tennis Instructor (Adult & Youth)
    - Pickleball Instructor (Adult & Youth)