TOWN COUNCIL STAFF REPORT

Title: Policy Discussion on Mammoth Lakes Recreation Contract.

Meeting Date: March 16, 2022

Prepared by: Daniel C. Holler, Town Manager

RECOMMENDATION:

Provide staff direction in preparing for joint meeting with the Board of Mammoth Lakes Recreation (MLR) to Review Contract areas of focus.

BACKGROUND:

The current contract between the Town and Mammoth Lakes Recreation is set expire on June 30, 2022, with the option to extend by mutual agreement for up to two one-year terms. A substantial amount of work was put into the current one-year agreement by the Town and MLR. The agreement reflected a narrowing of the scope of the work program and focusing on specific areas. This has assisted in managing expectations on work efforts for MLR and the Town. The has allowed MLR to work in areas outside of the Town contract, such as expanding the adopt-a-trail program into Mono County and securing a grant to support local arts organizations. Clearly defining the scope of work and expectations has supported success in local programs and support for the Town's Trail programs, Measure U Grants and Advisory Committees.

The Contract was centered on three basic areas of focus:

1. Stewardship and Implementation of Outdoor Recreation, Arts and Culture
2. Communications and Outreach
3. Management of Advisory Committees and Funding Recommendations

Other sections dealt with providing Town Updates, Whitmore Park Grant support, and the option for the Town to request additional services for a set fee. The Whitmore Park Grant was finalized and submitted under MLR. If the Grant is successful MLR would continue to assist in administration of the grant with funding from the grant. A copy of the current Scope of Services is provided for information.

Staff anticipates some of the details under the three focus areas to be updated to reflect current project status. This next year the work with the Office of Outdoor Recreation will begin and will likely influence elements of the work program. Overall, the contract structure has worked well for the current year and no significant changes are currently recommended. MLR has one staff member who shares office space as needed with Town staff. The close working relationship has improved communication and coordination of work. Compensation provided for in the current agreement is $90,500. At this time staff is not recommending any change in the compensation, provided the scope of services remains similar.

Exhibit A – Scope of Services and Deliverables FY21-22

Stewardship and Implementation of Outdoor Recreation, Arts and Culture

1) Support for Mammoth Lakes Trail System
    a) Weekly coordination to optimize Measure R resources and link TOML to regional efforts: MLTS coordination meeting, MLR/MLTS/MLTPA coordination meeting, SRIC coordination meeting. Meetings attended may be limited based on the needs of the Town.
2) Support Adopt A Trail program.
3) Coordinate work program with Town Office of Outdoor Recreation as it is ramped up and staffed.

Communications and Outreach

1) Regular public communications on sustainable outdoor recreation opportunities in and around Mammoth Lakes.
2) Community Stakeholder Meetings: Convene community meetings (two – four per year) to inform and update a diverse recreational audience on recreation related projects and programs in coordination with Town staff.
3) Prepare Webpages for TOML Projects and Programs.
    a) Develop, host, and maintain webpages for TOML Projects and programs as defined under current MLTS work program, including but not limited:
        i) Sherwins Meadow Trails and Trailhead,
        ii) Shady Rest Inyo Craters.
        iii) Lakes Basin Connector Trails, and
        iv) Adopt A Trail
    b) Measure R and U Allocations information (application, process, documents, partners, and awardees)

Management of Advisory Committees and Funding Recommendations

1) Mammoth Trails Committee
    a) Convene up to six (6) meetings annually to provide fiscal and operational recommendations to TOML in coordination with Town staff
2) Allocations Committee
    a) Conduct at least one public hearing on the proposed allocation and use of Measure U Funds
    b) Conduct at least one public hearing on the proposed allocation and use of Measure R Funds
    c) Convene at least one (1) but no more than four (4) application review meetings and at least one (1) public hearing on the programming allocation of Measure U funds
    d) Conduct public meeting (s) on the specific allocations of Measure R and/or U funds for special projects.
    e) Conduct public meetings on the use of non-committed reserve funds
3) Provide recommendations to the Town Council on recommendations for all uses of Measure R and U funds following the public hearing/meeting process.
4) Measure U and Measure R Grant Awards
    a) Provide staff assistance to Measure U applicants ensuring applications are complete and align with restricted use of these funds
    b) Work with awardees to leverage grant award and review after-event performance reports.
5) Collaborate with TOML to review and update Measure R & U allocation process.

Town Updates

1) Advise the Town Council, Commissions and staff on recreational projects and programs outside of Town recreation programs and on arts and culture opportunities through regular reports at meetings. Provide information on MLR work program and progress on implementation of scope of work.

Grant Support

1) Assist Town in convening public process meetings on conceptual plan for he expanded Whitmore Recreation Area
2) Serve as Town lead applicant and assist in TOML Staff driven grant preparation for Prop 68 grant for improvements at Whitmore Park (Grant to include administrative costs for MLR)

Additional Contracted Services

1) The Town may request extra work outside of the scope of services provided herein which will require the following:
   a) MLR to provide a proposal estimating the hours required to complete the work
   b) The overall time frame in which the work will be completed
   c) The impact on achieving the scope of services provided herein
   d) Other required to determine the ability of MLR to perform the work
2) Compensation for extra work will be paid at a rate of $58.00 per hour. Payment will be made based on invoices documenting the hours worked and services provided.