Town Council Agenda

Wednesday, September 4, 2024, 4:00 p.m.
437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members of the Town Council:

Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Sarah Rea, Councilmember Amanda Rice, Councilmember John Wentworth

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: You may attend the Town Council meetings in person or watch them on the Town of Mammoth Lakes' website at www.townofmammothlakes.ca.gov , on the local government cable channel 18, or via Zoom. Public comments can be submitted to the Town Clerk at clerk@townofmammothlakes.ca.gov. before and during the meeting, or may be made in person or via Zoom.

NOTE: 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 type in or cut and paste in this URL to join. https://monocounty.zoom.us/s/92958002088
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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 +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923
Webinar ID: 929 5800 2088
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*To raise your hand Press *9, to Mute/Unmute Press *6*

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1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS

   The Public Comment portion of the agenda provides the public with an opportunity to address the Town Council on matters not otherwise listed on the agenda. Under California law the Town Council is prohibited from generally discussing or taking action on items not included in the agenda; however, the Town Council may briefly respond to comments or questions from members of the public. Therefore, the Town Council 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 Mayor for the opportunity to be heard when the item comes up for Council consideration.
4. WORKSHOP
   - 4.1 Workshop with the Board of Mammoth Lakes Tourism to discuss the Media Plan Presentation and the Destination Management Plan.
5. ADDITIONS TO THE AGENDA

   Opportunity to add urgency items pursuant to Government Code Section 54954.2(b)2, if necessary.
6. REPORTS FROM COMMISSIONS AND/OR DEPARTMENTS (AS NEEDED)
   - 6.1 September 2024 Public Works Engineering Capital Projects Update.
   - 6.2 September 2024 Office of Outdoor Recreation Update.
7. PUBLIC PRESENTATIONS
   - 7.1 Joint Presentation – California Department of Fish and Wildlife and Town of Mammoth Lakes for Incident Involving Bear and Human Interaction.
8. STAFF PRESENTATIONS
   - 8.1 Parcel Leasing Update – September 2024.
   - 8.2 Housing Now! Program Update – September 2024.
9. CONSENT AGENDA
   - 9.1 Approve the minutes of the regular meeting of August 21, 2024.
   - 9.2 Waive the reading and adopt by title only the ordinance adopting and enacting a new Municipal Code for the Town of Mammoth Lakes; providing for the repeal of certain ordinances not included therein; providing for the manner of amending such code; and
     providing when such code and this ordinance shall become effective.
   - 9.3 Accept the Project Closeout Report for the Chain Link Fence Repair Project.
   - 9.4 Accept Check Register 8/21/24 in the amount of $2,064,035.41. Accept Check Register 8/29/24 in the amount of $2,064,035.41.

10. PUBLIC HEARINGS

Public Hearing Procedure.

The Mayor will open the public hearing and then: Statement and presentation by staff. Statement and presentation by property owner or appellant. Questions from the Town Council. Call for testimony. Rebuttal to previous testimony by property owner or appellant. Close the public hearing, terminating public testimony. The Town Council will deliberate the matter and arrive at a decision.

10.1 2024/25 Parks and Recreation Department Winter Fee Schedule Amendments.

11. POLICY MATTERS

11.1 Authorize the Town Manager to execute an agreement with the State giving the Town of Mammoth Lakes authority over the Inyo National Forest Groomed Trail System.

11.2 Town of Mammoth Lakes priorities for the FY24/25 Inyo National Forest Program of Work.

11.3 Presentation on budget performance through the fourth quarter FY23-24 and approval of Budget Amendments.

12. COUNCILMEMBER REPORTS

Informational reports from Councilmember representatives on committees, commissions, and organizations; general reports on Councilmember activities.

13. CLOSED SESSION

13.1 Pursuant to Government Code Section 54957.6.(a), Conference with Labor Negotiators, the Council will meet with its representatives, Town Manager Rob Patterson, Police Chief Dan Casabian, and HR Manager Amanda Pelham with respect to the following Employee Organizations: Mammoth Lakes Police Officers Association

14. ANNOUNCEMENT OF ACTION TAKEN AFTER CLOSED SESSION

15. ADJOURNMENT

The Town Council will adjourn to a regular meeting to be held on Wednesday, September 18, 2024 at 4:00 p.m.

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Mammoth Lakes Tourism – Joint Meeting – Media Plan Presentation and Destination Management Plan

Council Meeting Date: 9/4/2024

Prepared by: Rob Patterson, Town Manager

Recommended Motion: Receive presentation on Media Plan for FY24-25 and discuss 5-year Sustainable Destination Management Plan.

Summary:
The contract with Mammoth Lakes Tourism (MLT) adopted on July 1, 2023, included a recommended meeting schedule that would allow the MLT Board and the Town Council an opportunity to meet quarterly on contract deliverables or important marketing events. This meeting will focus on the presentation of the Media Plan for FY24-25. This will be a high-level overview of key marketing components and allow for questions on direction.

The second item for discussion on a 5-year Sustainable Destination Management Plan. This project will leverage the work conducted as part of the Visit California State Tourism Master Plan, while connecting to unique circumstances for the Town of Mammoth Lakes.



September 4, 2024

MAMMOTH LAKES TOURISM

FY25 All Seasons Media Recommendation

Mammoth Lakes™
CALIFORNIA

AGENDA

01. Program Overview

02. Media Landscape

03. Performance Trends

04. Media Recommendation

05. Recommendation Summary

06. Flowcharts

07. Campaign Measurement & Moving Forward

PROGRAM OVERVIEW

STRATEGIC FRAMEWORK

Business Objectives

Increase qualified, responsible visitation through average length of stay (hotel/resort) and total trip spend.

Increase flight load factor in core near and far markets.

Educate consumers on responsible travel prior to arrival.

Media Objectives

Drive awareness, consideration, and intent to travel to Mammoth Lakes in key near and far markets.

Inspire and educate travelers on things to do in-destination with an emphasis on encouraging midweek visitation.

Deliver qualified traffic, with emphasis on onsite engagement.

Provide paths that drive passthrough / conversion (intent) through flight exploration.

Promote responsible tourism among aware audiences.

Media Strategies

Plan All Seasons together to expand opportunities and drive efficiency.

Utilize a full-funnel approach to reach prospective travelers throughout the planning cycle.

Lean into top performers to drive quality site traffic, while exploring new opportunities to drive awareness.

Streamline creative messages by channel and time period to further messaging goals.

Retarget those who have previously engaged with MLT messaging to pull those users through the funnel.

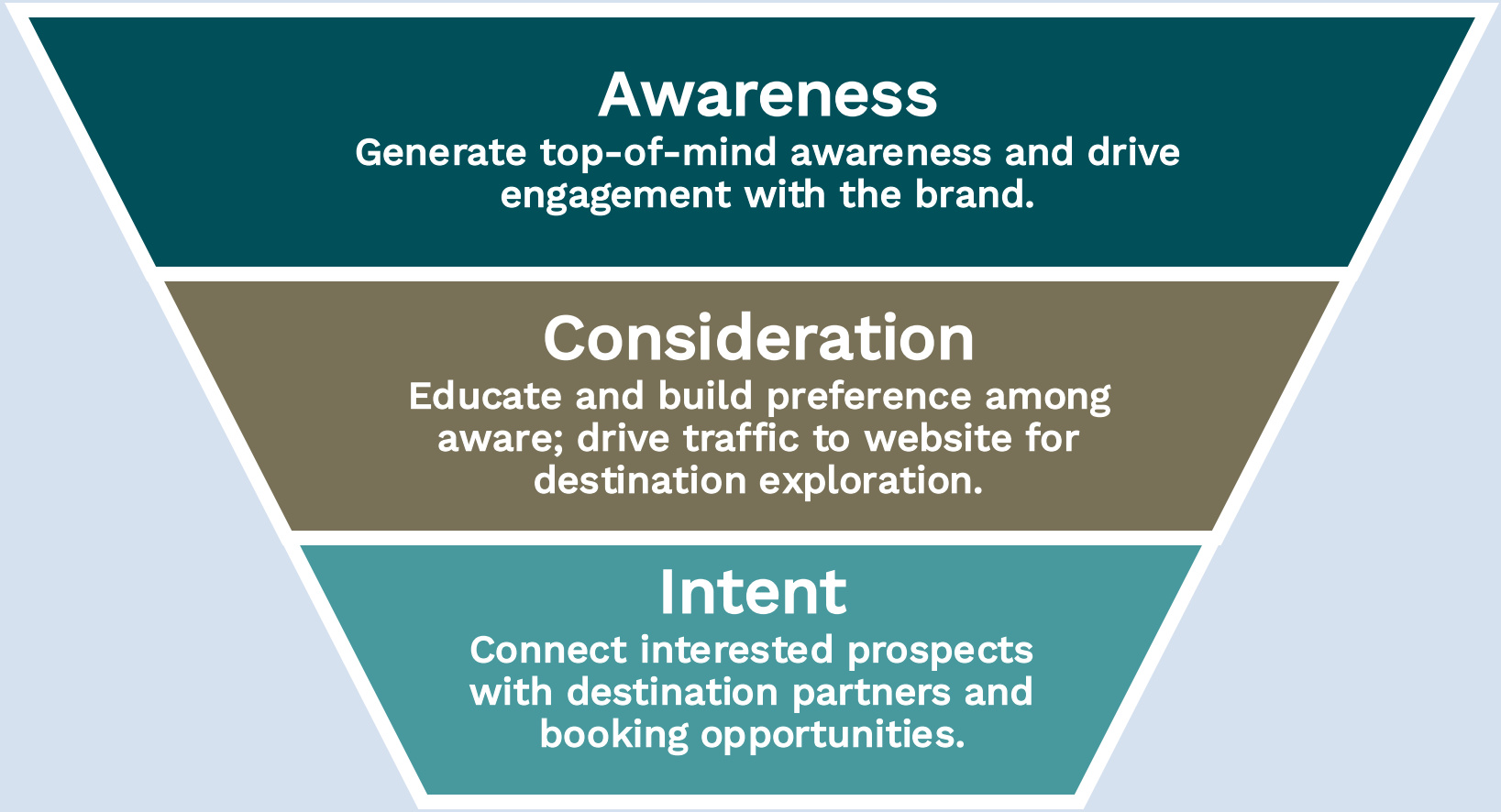
Utilize midweek and air service messaging to drive high intent users to travel midweek and/or search for flights.

PROGRAM PARAMETERS

Media Plan	Winter	Spring/Summer	Fall	Air Service
Target Audience	Snowsporters • Age 25-53 • HHI: - $125K+ (CA/NV/DEN) - $200K+ (NE)	Outdoor Actives (w/ and w/o kids) • Avg age 47 (concentration of 22-42 & 54-72) • HHI: $120K+	Nature Enthusiasts (w/o kids) • Avg age 47 (concentration of 22–42 & 54–72) • HHI: $120K+	Match • Seasonal Targets (Winter + Summer)
Geography	• CA+NV Base • Spot Markets: DEN, NE	• CA+NV Base • Spot Markets: LA, SF, SAC, SD, LV	• CA+NV Base • Spot Markets: LA, SF, SAC, SD, LV	• Winter: SoCal (Carlsbad), SF, DEN, NE • Summer: SoCal (Carlsbad), SF
Timing	• CA+NV: November - April • DEN, NE: Mid-September - February	• Mid-April - June	• Mid-August - October	• Winter/Spring-Summer
Budget	Total: $1.08M CVG: $20,000 Total: $1.05M • CA+NV - $375,000 • DEN - $175,000 • NE - $510,000	Total: $420K • FY25 Total: $250K • FY25 In-Market $20K (TBD) • FY26 Anticipated Total: $150K**	• FY26 Anticipated Total: $250K**	• Incl. in Seasonal - 20% per season (Winter & Spring/Summer)
Measurement	Campaign KPIs: • Video – Views, VCR, CPV, SOV % • Custom – Content Views, Time Spent w/ Content, Engagement Rate • Digital/Social - Clicks, CTR, Sessions, TOS, Airline Referrals/Bookings	Campaign KPIs: • Video – Views, VCR, CPV, SOV % • Custom – Content Views, Time Spent w/ Content , Engagement Rate • Digital/Social - Clicks, CTR, Sessions, TOS, Airline Referrals/Bookings	Campaign KPIs: • Video – Views, VCR, CPV, SOV % • Custom – Content Views, Time Spent w/ Content , Engagement Rate • Digital/Social - Clicks, CTR, Sessions, TOS, Airline Referrals/Bookings	Campaign KPIs: • Sessions, TOP • Flight Searches, Search Rate

LAYERED MEDIA APPROACH

Tactics:
Audio, Video, Stories, Custom Content, Rich Media



Engagement KPIs:
Primary: Completion Rate, Content Views
Secondary: Video Views, Time Spent w/Content

Tactics:
Single Image (social), Display, Native, Search

Engagement KPIs:
Primary: CTR, Sessions
Secondary: Average Engaged Duration

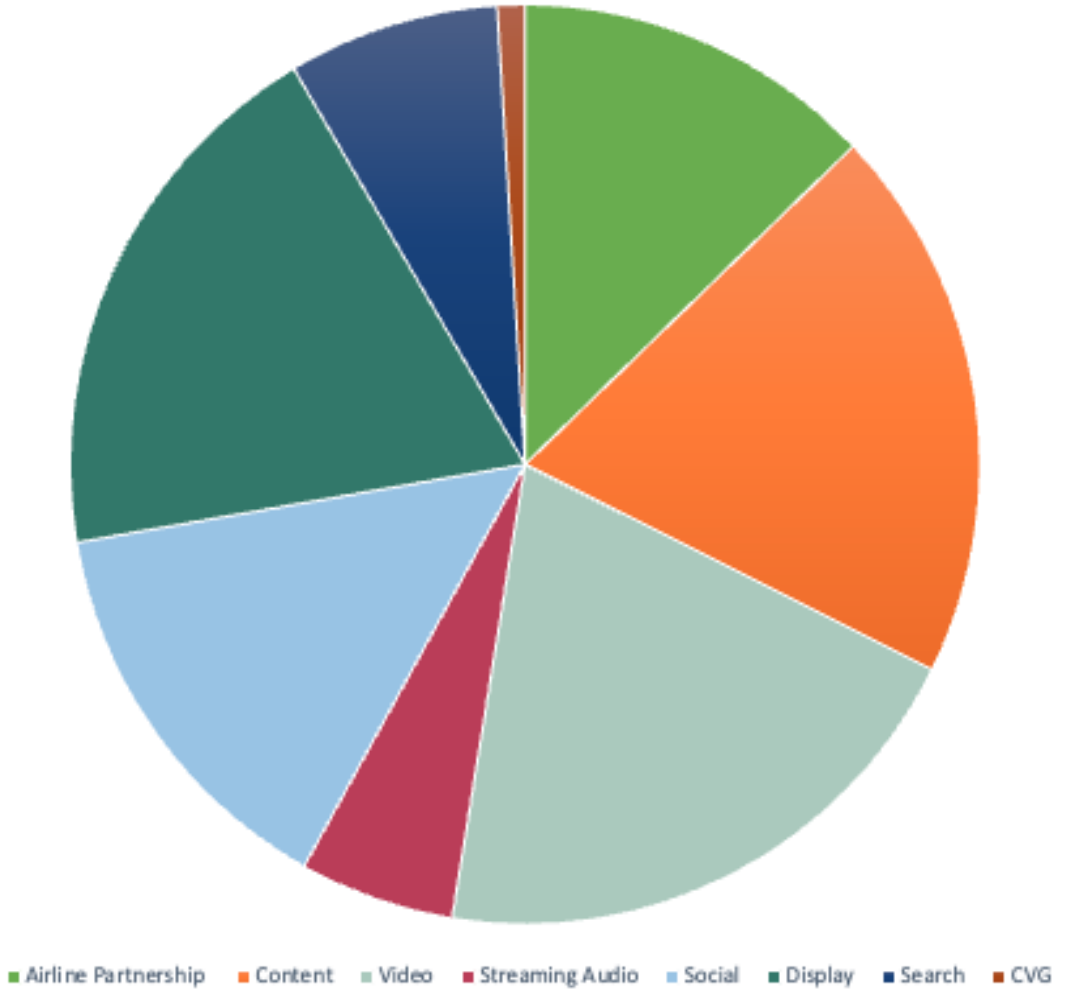
Tactics:
Display, Search

Engagement KPIs:
Partner Handoffs. Airline Referrals

MEDIA MIX

Campaign will deploy a range of awareness-driving channels with opportunities for robust and highly engaging tactics.

Efficient partnerships will be leveraged to drive website traffic, with air service support layered in.



MEDIA LANDSCAPE

MEDIA LANDSCAPE

KEY INSIGHT	MARKETING IMPLICATIONS
Digital media commands majority of time spent, with users spending up to 8 hours per day; half of that time spent on mobile devices	Continue to invest in a multichannel digital strategy to reach Mammoth Lakes target audiences where they are spending time
Growth of digital video consumption is expected to continue but begins to slow over the next four years	Video will continue to play an integral role in the media mix, reaching consumers where they spend their time
*UPDATE - Google decides to not remove 3P cookies, giving users the choice of privacy with the option to enable. Gives advertisers added time to test and learn, while maintaining some of the benefits that come from cookies.	Continue to conduct targeting and measurement tests (AI/Machine Learning, Contextual/Publisher 1st Party Data) to prepare for the still uncertain future.
AI is rapidly growing and will change how media is planned and bought	Change Mammoth Lakes target audiences or engagement approaches but may add ways to improve effectiveness/efficiencies.

PERFORMANCE TRENDS

MARKET PERFORMANCE

Far Markets produced the best engagement across the OnTheSnow program.

Snow-specific partners showed the most interest from far markets. Heavier focused on far markets with snow-related content recommended in the future to build deeper destination awareness.

Denver and The Northeast both generated the most interest in the initial months of launch.

Consider ramping up far market deliver in October-December, to seed prospects while accounting for longer planning cycle.

Flight messaging tracked highest CTR in near markets.

Continue to deliver low funnel messaging (Air Service /Offers/Mid-week) to California+Nevada market to capitalize on aware audiences.

KEY INSIGHTS & MOVING FORWARD

INSIGHTS

Snow specific partner, On The Snow, drove more interest (CTR) with far markets compared to near.

MOVING FORWARD

Shift to targeting only Denver and the Northeast with endemic snow partners, heavying-up in key time periods.

INSIGHTS

Unreal videos continue to generated the best engagement across ad types, with the strongest performance in the social, programmatic and music streaming space.

MOVING FORWARD

Evolve video program to integrate new ad elements, while having a continued presence in premium inventory.

INSIGHTS

Custom rich media unit saw strong results against each target market, far exceeding in-unit engagement KPIs.

MOVING FORWARD

Consider dynamic creative component, with functionality to easily change messaging for certain need periods.

INSIGHTS

Traffic driving programmatic placements saw fair engagement across programs, but fell shy on CTR goals.

MOVING FORWARD

Incorporate further retargeting elements to help build familiarity and consideration of the destination.

INSIGHTS

Social, Google Search, and INK proved to be effective partners in generally intent to visit, while Adara faced challenges with ad and onsite engagement.

MOVING FORWARD

Expand on successful low funnel tactics, while integrating new targeting capabilities.

FY24 WINTER PERFORMANCE HIGHLIGHTS

79% VCR

Video content sparked interest in the destination, tracking an 8% increase in VCR compared to FY23, with a lift amongst all YoY videos programs.

Winter campaign incorporated video, audio, and high impact units to help build awareness in near and far markets.

Traffic driving elements supplemented the program, driving deeper consideration to visit the destination, with air service support layered in.

0.79% CTR

Traffic driving elements delivered high volume of sessions (416K), due to strong engagement, high click to session ratio, and cost efficiencies.

0:26 AED

Despite lower than anticipated AED, program was effective generating flight referrals (28K+), led by SEM and FB.

UNREAL VIDEO MESSAGING PERFORMANCE

Real Unreal :30



Awareness Layer
- 2.4M Video Views
- 80% VCR

How Unreal :15



Awareness Layer
- 6.9M Video Views
- 76% VCR

Acres :15



Awareness Layer
- 3.2M Video Views
- 79% VCR

Another Planet :15



Awareness Layer
- 2.6M Video Views
- 81% VCR

FY24 SPRING/SUMMER PERFORMANCE HIGHLIGHTS YEAR-TO-DATE

- Programmatic OLV, through The Trade Desk, leads user engagement with the best VCR (81%)
- The 55,000 (0:15) creative has generated the best performance across programs (82% VCR) thus far

71% VCR

YoY the Unreal video content produced quality engagement in the Spring/Summer season, demonstrated by a high completion rate (70% in FY23).

- Search has produced the highest CTR overall (24%), but strong performance was also generated from the following:
  - Traffic driving video running in Facebook/Instagram had a 4.44% CTR
  - Pandora Mobile Interstitial ad unit saw a 1.64% CTR campaign to-date

0.90% CTR

Combination of traffic driving executions efficiently led to over 94.9K sessions campaign to-date, on track to deliver in full by the end of August.

- Pandora has driven qualified users to the website, but onsite engagement performance was led by the Search program (1:23 AED)
  - Facebook/Instagram tracked slightly lower AED YoY

0:25 AED

Average engaged duration tracked lower compared to FY23, but overall click to session ratio is high, indicating a qualified audience was reached.

MEDIA RECOMMENDATION

DOTDASH-MEREDITH | PUBLISHER OVERVIEW

Dotdash meredith

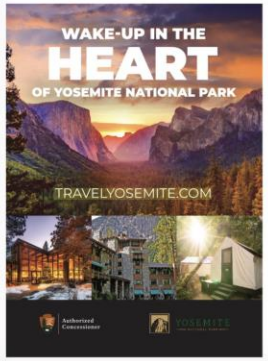
Participate in the Visit California co-op annual California Visitor Guide publications, through a trusted and valuable travel inspiration source.

Approach:

- ½ Page insertion in the 2025 CVG, showcasing Mammoth Lakes as a premier travel destination
  - Circulation: 500K
  - Impressions: 1.3M



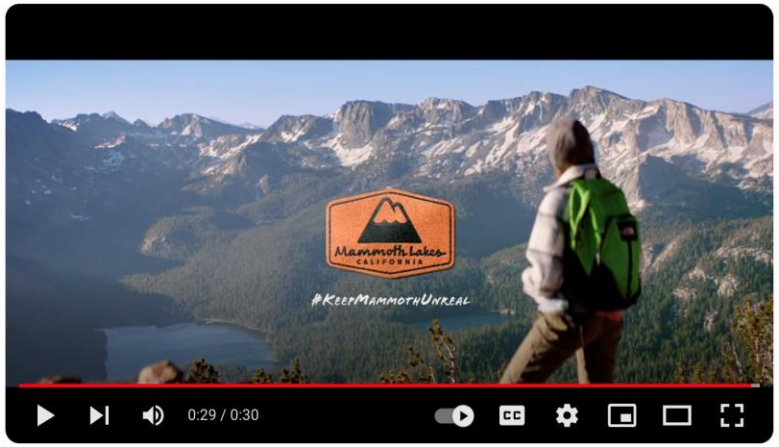






YOUTUBE | PUBLISHER OVERVIEW

OBJECTIVE: Brand awareness
PRIMARY KPI: Video views, VCR
MARKETS: California+Nevada, Denver, Northeast



Video
Help drive awareness of messaging among the target within skippable, in-stream placements

YOUTUBE | BUY DETAILS

BUY SUMMARY				
	WINTER	SPRING/ SUMMER	FALL	TOTAL
Budget	$82,353	$27,647	$20,588	$130,588
Video Views	3,500,000	1,175,000	875,000	5,550,000
CPV	$0.02	$0.02	$0.02	$0.02
AWARENESS				
VCR	70%	65%	65%	68%
*Impressions	5,384,615	1,807,692	1,166,667	8,358,974

*Secondary KPI

APPROACH

- Deploy skippable, in-stream videos to the Mammoth Lake's brand target based on each season
- Employ cost-per-view buying model to deliver brand engagement and improve view rate
- Incorporate video retargeting to reengage users with different video messaging
- Test *YouTube Shorts,* skippable video or image ads which can be viewed on mobile or desktop within the self-titled "Shorts" feed *NEW

AD UNITS

- In-Stream Video - :15s & :30s
- YouTube Shorts

TARGETING

- Adults 25+, Top 10% HHI / Top 30% HHI (excluding top 10%)
- In-market to travel, Interested in CA and/or competitive destinations
- Brand Affinity audiences: ski/snow enthusiasts or outdoor enthusiasts/outdoor traveler, depending on season, with intent to travel

TIMING

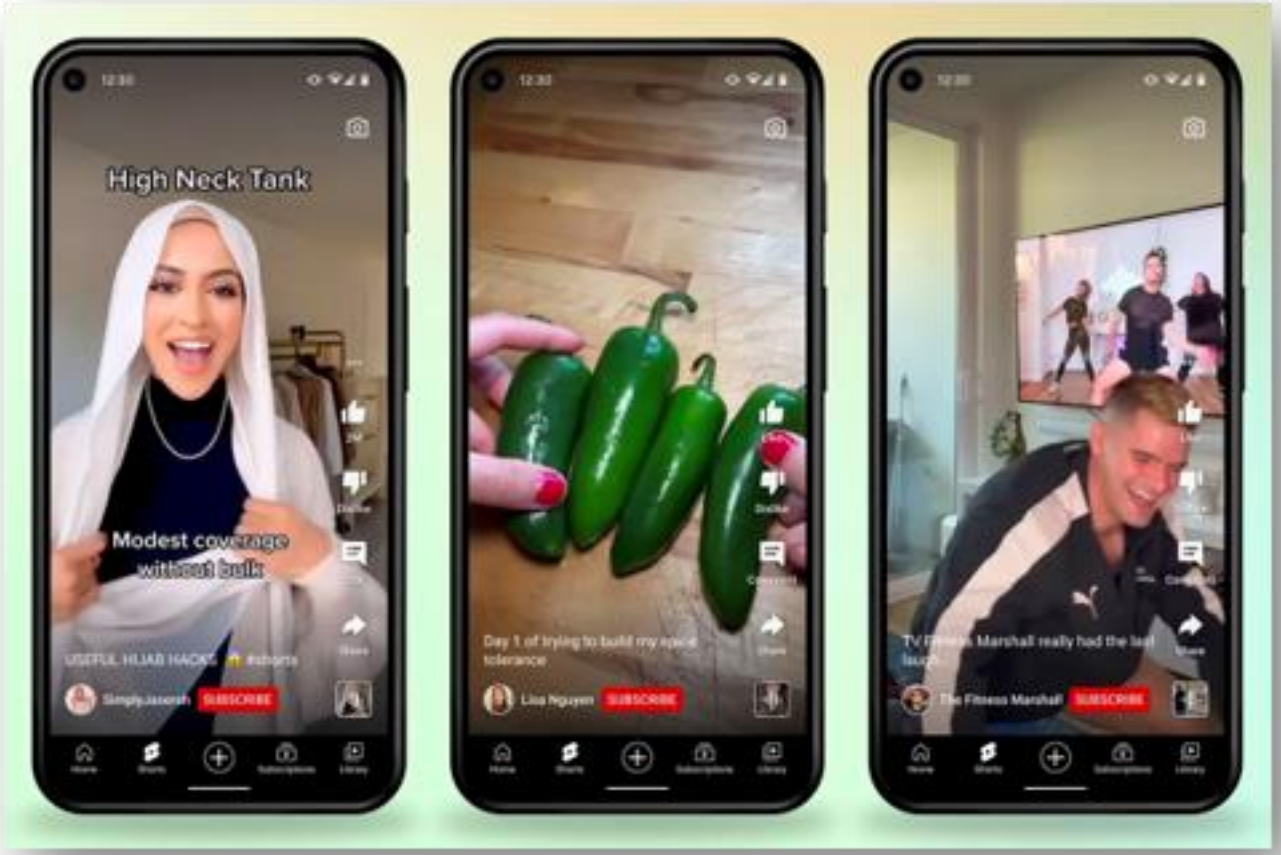
- Winter, Spring/Summer, Fall

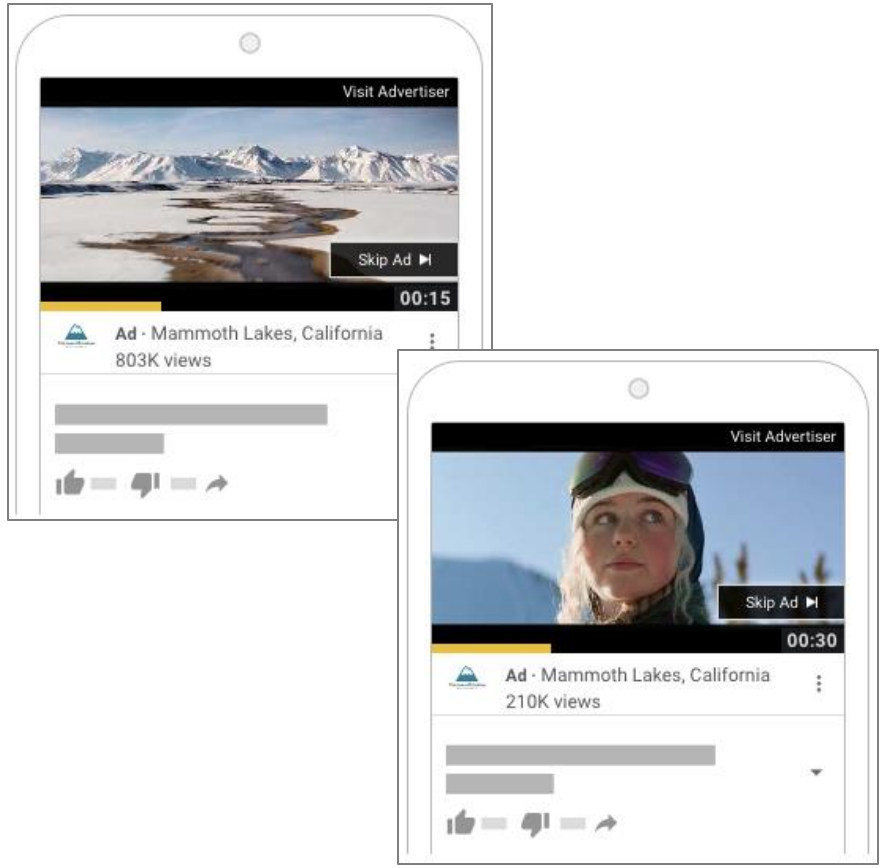
YOUTUBE | BUY DETAILS

WINTER BUY SUMMARY BY MARKET				
	Northeast	Denver	CA+NV	TOTAL
AWARENESS				
VCR	70%	70%	70%	
*Impressions	2,307,692	1,538,462	1,538,462	

*Secondary KPI

YOUTUBE | EXAMPLES

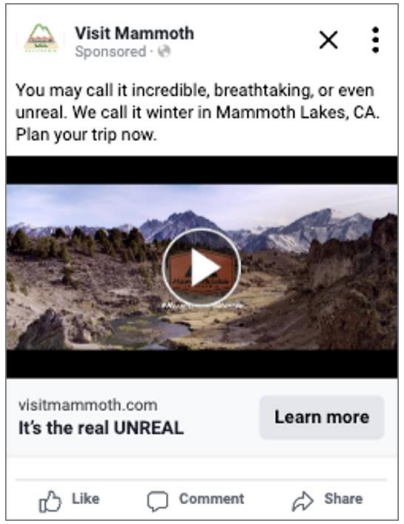




FACEBOOK/INSTAGRAM | PUBLISHER OVERVIEW

OBJECTIVE: Brand Awareness, Consideration, & Intent
PRIMARY KPI: Video views, VCR (awareness), CTR (consideration), Partner referrals (intent)
MARKETS: California+Nevada, Northeast







Social Video/Stories
Help drive awareness of messaging among the target within the social space, while seeding retargeting pools

Single Image/Video
Connect interested user with MLT website for more information

Single Image (retargeting)
Connect prospects to airline booking and partner information

FACEBOOK/INSTAGRAM | BUY DETAILS

BUY SUMMARY				
	WINTER	SPRING/ SUMMER	FALL	TOTAL
Budget	$117,647	$55,294	$35,294	$208,235
Impressions	10,666,667	5,013,333	1,666,667	17,346,667
AWARENESS				
Video Views	5,000,000	2,350,000	500,000	7,850,000
VCR	75%	75%	75%	75%
CONSIDERATION				
CTR	1.25%	1.25%	1.00%	1.21%
Sessions	37,500	17,625	7,500	62,625
Avg. Engaged Duration	0:25	0:25	0:25	0:25

APPROACH

- Utilize video and story ads to inspire consideration to Mammoth Lakes, while seeding retargeting pools
  - Optimize videos to :15 thru-play
  - Serve in FB Feed, FB Video Feed, and FB In-Stream
  - Recommend producing vertical video to expand placements into Facebook and Instagram reels *NEW
- Continue to utilize video alongside single images ads for effectiveness in connecting prospective travelers with website content for consideration
  - Testing video optimized towards CTR in FY24 proved successful in generating quality website traffic

AD UNITS

- Video
- Stories
- Single Image

TARGETING

- Adults 25-54, Top 10% HHI / Top 11-25% HHI
- Geo target CA+NV and Northeast markets
- Brand audience (frequent travelers or in-market to travel AND interested in Mountain and Lake destinations/seasonal activities)
- Lookalike audience of site visitors
- Retarget video viewers and website visitors who have not engaged
- Incorporate additional air travel and airline targeting *NEW

TIMING

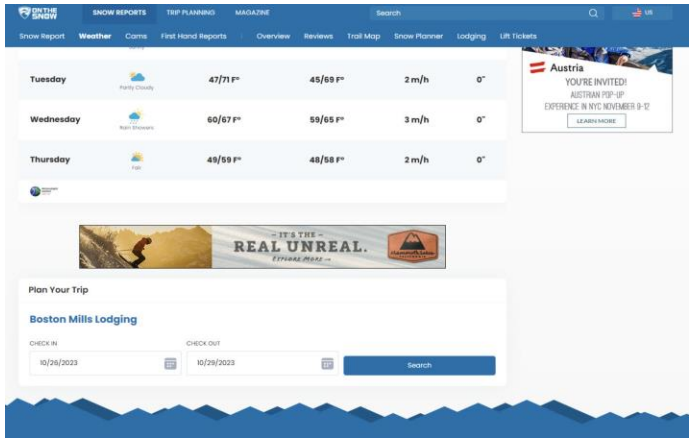
- Winter, Spring/Summer, Fall

FACEBOOK/INSTAGRAM | BUY DETAILS

WINTER CAMPAIGN BUY SUMMARY BY MARKET			
	Northeast	CA+NV	TOTAL
AWARENESS			
Video Views	2,500,000	2,500,000	
VCR	75%	75%	
CONSIDERATION			
CTR	1.25%	1.25%	
Sessions	18,750	18,750	
Avg. Engaged Duration	0:25	0:25	

ONTHESNOW | PUBLISHER OVERVIEW

OBJECTIVE: Brand awareness, Consideration
PRIMARY KPI: E-newsletter Opens, Open Rate (awareness), CTR (consideration)
MARKETS: National or Western US/Eastern US



E-Newsletter
Reach snow sport enthusiast on trusted platform, creating visibility in key time periods

E-Newsletter
Click out opportunities woven into the e-blast to drive deeper destination consideration

ONTHESNOW | BUY DETAILS

BUY SUMMARY	
	WINTER
Budget	$15,294
AWARENESS	
Opens	105,000
Open Rate	42%
CONSIDERATION	
CTR	0.57%

APPROACH

- Reach snow enthusiast audience on one of the largest digital platforms for destination skiers
- Deploy sponsored e-newsletters to spark interest in Mammoth Lakes, in need time periods, with click out opportunities to drive website traffic

AD UNITS

- Sponsored e-newsletter (2x)

TARGETING

- National or Western US/Eastern US

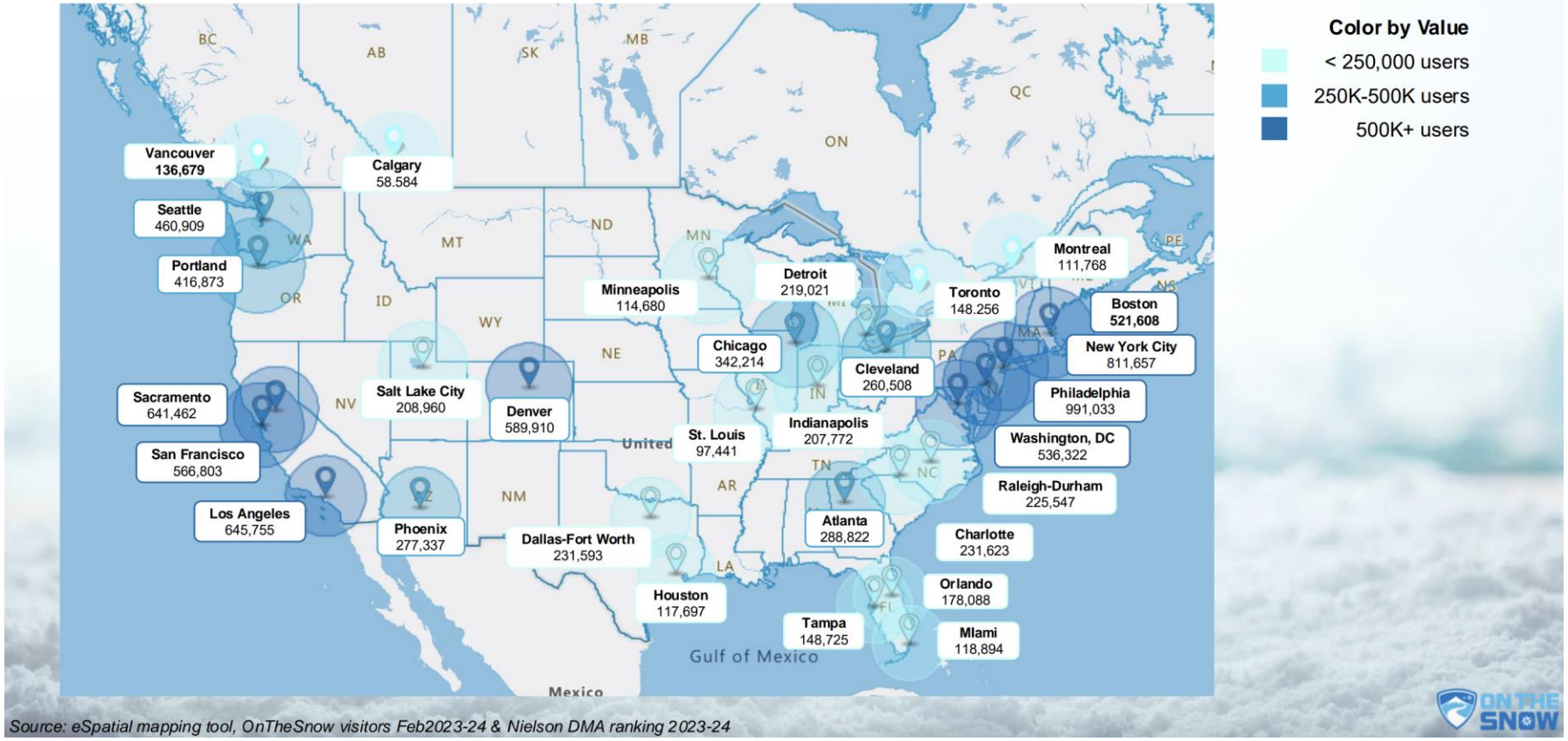
TIMING

- Winter

ONTHESNOW | AUDIENCE REACH

Major Metros Audience Reach

5.5M OTS Unique Users Within 150 Miles Of The Top North American Major Metros



Source: eSpatial mapping tool, OnTheSnow visitors Feb2023-24 & Nielson DMA ranking 2023-24

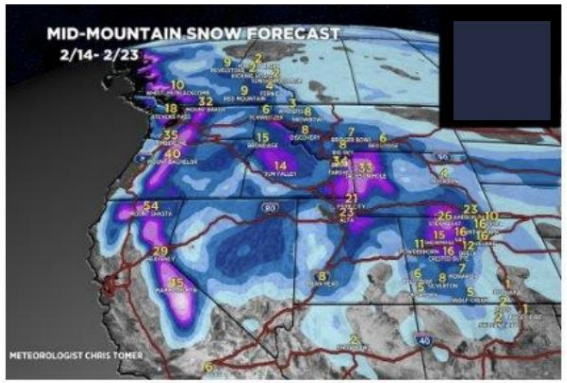
ONTHESNOW | EXAMPLES

ON THE SNOW

Mammoth's Famous Après Parties Kick-Off Tomorrow

Looking for the best après-ski party in North America? Check out the Weekend Après Party at Mammoth Mountain in California. Starting tomorrow on the Canyon Lodge sundeck and continuing every Friday and Saturday until April. We're talking giveaways, drink specials, DJ WLDCT spinning from an elevated gondola car and more.



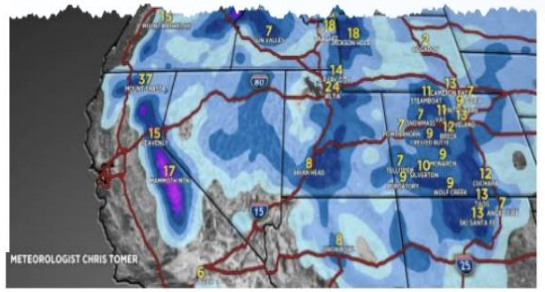


Weekend Forecast: Powder days ahead

Significant snow is forecasted across North America over Presidents' Day Weekend. See the full forecast from Meteorologist Chris Tomer.

Read More

ON THE SNOW



Weekend Forecast: Snow continues out West

Many ski resorts out West have seen feet of snow, while more is forecasted. View the complete snow forecast from Meteorologist Chris Tomer.

Read More



ALLGEAR | PUBLISHER OVERVIEW

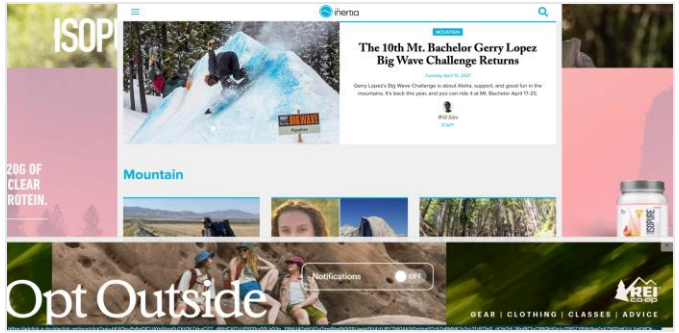
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OBJECTIVE: Brand awareness, Consideration, & Intent
PRIMARY KPI: Video views, VCR (awareness), CTR (consideration), Partner referrals (intent)
MARKETS: California+Nevada, Denver, Northeast

Custom Content
Inspire and inform outdoor enthusiast audience through the use of custom executions, both video and written

Rich Media/Display/E-Blast
Engage interested user via high impact units to drive website visitation





ALLGEAR | BUY DETAILS

allgeardigital

BUY SUMMARY				
	WINTER	SPRING/ SUMMER	FALL	TOTAL
Budget	$117,647	$44,118	$32,353	$194,118
Impressions	6,347,576	4,066,166	1,983,307	12,397,049
CPM	$15.75	$9.22	$13.87	$13.31
AWARENESS				
Video Views	53,182	53,182	--	106,363
VCR	65%	65%	--	65%
CONSIDERATION				
CTR	0.46%	0.72%	1.21%	0.61%
Sessions	2,739	3,054	1,482	7,274
Avg. Engaged Duration	0:20	0:20	0:20	0:20

APPROACH

- Provide cross-seasonal support with strong content alignment, reaching travel and sport enthusiast through various efforts
- Content series spanning across seasons, with elements including produced video, custom articles, and distribution support (full content rights)
  - Idea Starters
    - Local Legends
    - No Offseason
    - Mid-Week Adventures
    - All In a Day's Play
- E-newsletter media includes both dedicated e-blast and e-blast takeovers, with flexibility to deploy in key time periods
- Video and high impact display support custom executions to provide additional touchpoints for users and drive website traffic

AD UNITS

- Custom Video
- Custom Articles
- Video (:15, :30)
- E-blast, e-blast sponsorship
- Travel Content Takeovers (display)
- Standard Display & High Impact Ads

TIMING

- Winter, Spring/Summer, Fall

ALLGEAR | BUY DETAILS

WINTER CAMPAIGN BUY SUMMARY BY MARKET				
	Northeast	Denver	CA+NV	TOTAL
AWARENESS				
Video Views	26,591	15,954	10,636	
VCR	65%	65%	65%	
CONSIDERATION				
CTR	0.46%	0.46%	0.46%	
Sessions	1,369	822	548	
Avg. Engaged Duration	0:20	0:20	0:20	

STRONG BRAND ALIGNMENT ACROSS SEASONS

Mammoth Lakes CALIFORNIA

8 OWNED AND OPERATED MEDIA PROPERTIES

GEARJUNKIE
Outdoor Adventure

THE inertia
Surfing & Outdoors

BIKERUMOR!
Cycling

SWITCHBACK TRAVEL
Gear & Adventure Travel

I·RUN·FAR
Running

EXPLORERSWEB
Expeditions & Science

WILDSNOW
Skiing

PACK HACKER
Travel Gear

6 ADVERTISING NETWORK PARTNERSHIPS

AllTrails

TRIED. TESTED. TRUE. MYGOLFSPY

Huckberry

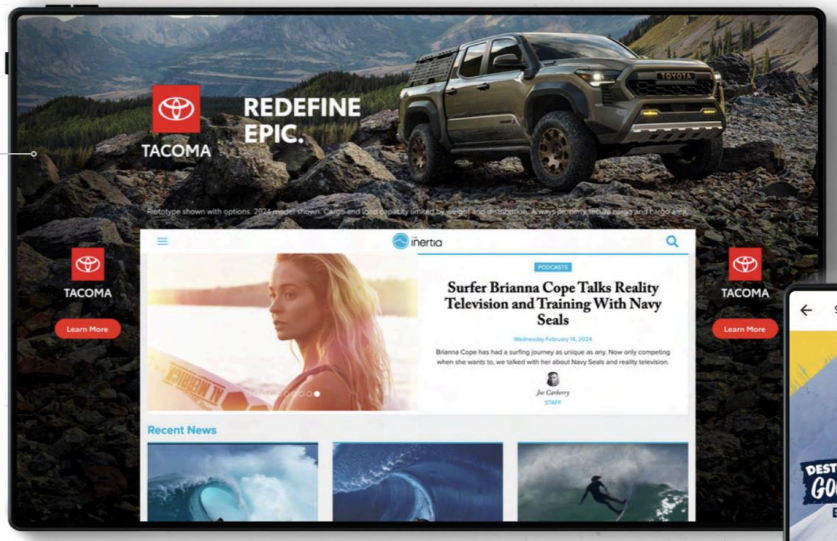
BIKEPACKING .COM

HERO MEDIA

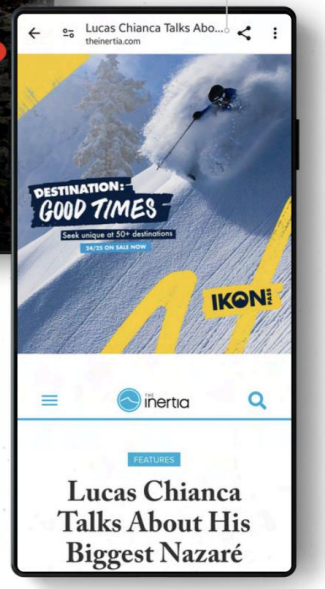
57HOURS
Own your weekends

ALLGEAR | EXAMPLES

Toyota Desktop Site Skin



Ikon pass Mobile Site Skin



Explore Minnesota custom article

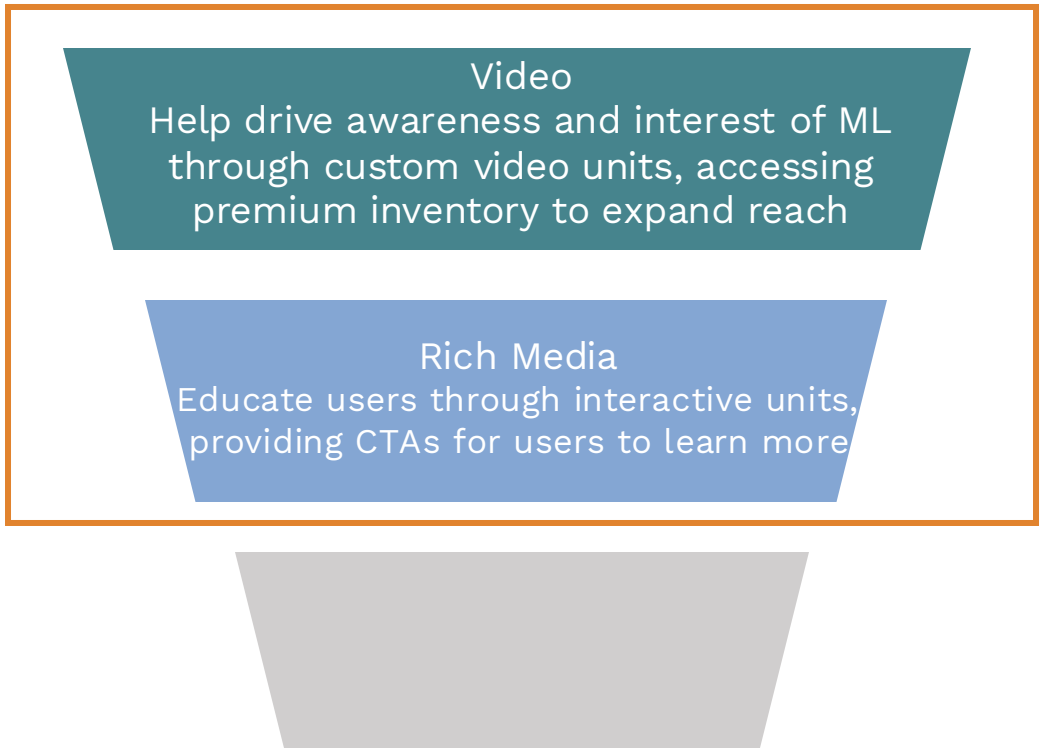


The Inertia Dedicated E-Blast



UNDERTONE | PUBLISHER OVERVIEW

OBJECTIVE: Brand awareness, Consideration, & Intent
PRIMARY KPI: Video views, VCR (awareness), CTR (consideration)
MARKETS: California+Nevada, Northeast



UNDERTONE | BUY DETAILS

UNDERTONE by PERION

BUY SUMMARY				
	WINTER	SPRING/ SUMMER	FALL	TOTAL
Budget	$141,176	$32,941	$29,412	$203,529
Impressions	4,951,326	1,866,667	1,666,667	8,484,659
CPM	$24.24	$15.00	$15.00	$18.54
AWARENESS				
Video Views	1,610,169	--	--	
VCR	95%	--	--	95%
CONSIDERATION				
In Unit Engagement Rate	10-12%	10-12%	10-12%	10-12%

APPROACH

- Pause ad placement allows full screen branded messages to be visible across Live, VOD, and DVR content
  - Ad message on screen for up to 14.5 minutes
  - Static or Animated messaging accepted
- Live CTV+ product is an in-content brand integration showcasing ads alongside *LIVE* broadcasts of sports and music content on CTV
  - Picture-in-picture experience offers different levels of branding opportunities including logos and custom background imagery surrounding the experience
    - Placement will run exclusively in Sports programming (examples: NBA, MLB, NHL, Big 10, PAC-12, Big East, ACC, ECAC Soccer, CAA, NCAA Wrestling)
- Page Grabber mobile unit with immersive audio is a full page interstitial ad with rich interactive capabilities, leveraged to build awareness while providing click out opportunities

AD UNITS

- Pause Ads
- Live CTV+
- Rich Media

TARGETING

- Leverage 3rd party data to refine adults 35-54 target to leisure travelers
- Behavior targeting
- Contextual Targeting
- Website Retargeting (pixel implementation required)

TIMING

- Winter, Spring/Summer, Fall

UNDERTONE | BUY DETAILS

WINTER CAMPAIGN BUY SUMMARY BY MARKET			
	Northeast	CA+NV	TOTAL
Impressions	2,475,663	2,475,663	
AWARENESS			
Video Views	805,084	805,084	
VCR	95%	95%	
CONSIDERATION			
In Unit Engagement Rate	10-12%	10-12%	

CTV SAMPLE INVENTORY LIST



UNDERTONE | EXAMPLES



Live CTV+

Pause Ad



UNDERTONE | EXAMPLES

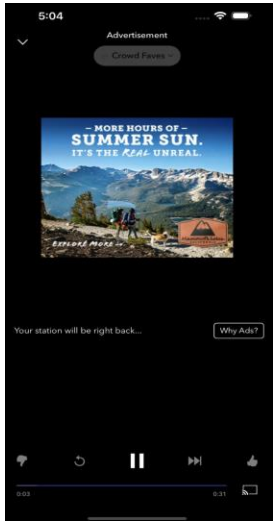




Page Grabber Ad Unit with
Immersive Audio (Live Example)

PANDORA | PUBLISHER OVERVIEW

OBJECTIVE: Brand Awareness, Consideration
PRIMARY KPI: Impressions (awareness), CTR (consideration)
MARKETS: California+Nevada, Northeast





Audio
Help drive awareness and keep destination top of mind

Companion Banner/Mobile Interstitial
Connect interested user with the MLT website for more information

PANDORA | BUY DETAILS

BUY SUMMARY			
	WINTER	SPRING/ SUMMER	TOTAL
Budget	$74,118	$29,412	$103,529
Impressions	3,357,955	1,306,818	4,664,773
CPM	$18.76	$18.76	$18.76
CONSIDERATION			
CTR	1.50%	1.50%	1.50%
Sessions	17,672	6,094	23,766
Avg. Engaged Duration	0:30	0:30	0:30

APPROACH

- Leverage the Sequential Audio placements from FY24 to continue the storytelling effort, reengaging users with different messages to keep brand top of mind
    - Leverage companion banners to provide a click-out opportunity for further education with the audience
- Utilize the Mobile Interstitial ad unit to capture listeners' attention when opening the Pandora app and prompting users to click out to the ML website to learn more

AD UNITS

- Reuse FY24 Sequential Audio
- Mobile Interstitial Unit

TARGETING

- Audience segments (Winter Sports Enthusiast/Outdoor Enthusiast/Active Traveler)

TIMING

- Winter, Spring/Summer

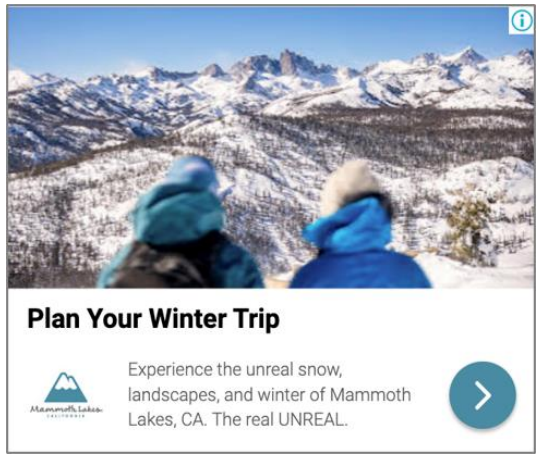
PANDORA | BUY DETAILS

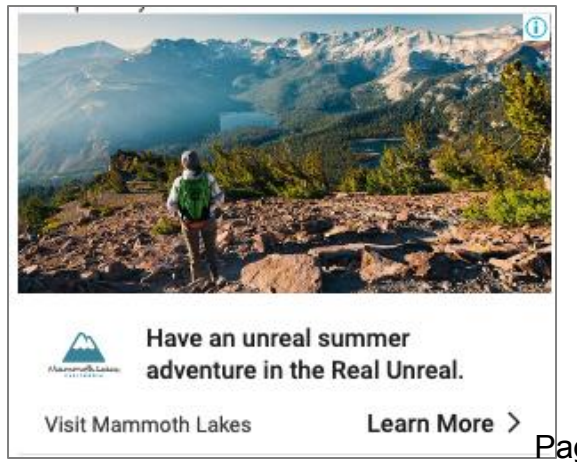
WINTER CAMPAIGN BUY SUMMARY BY MARKET			
	Northeast	CA+NV	TOTAL
Impressions	1,755,682	1,602,273	
CONSIDERATION			
CTR	1.50%	1.50%	
Sessions	9,141	8,531	
Avg. Engaged Duration	0:30	0:30	

GOOGLE DISPLAY NETWORK | PUBLISHER OVERVIEW

Google Display Network

OBJECTIVE: Consideration, & Intent
PRIMARY KPI: CTR (consideration), Partner referrals (intent)
MARKETS: California+Nevada, Denver, Northeast





Responsive Display
Connect interested user with MLT website for more information

Responsive Display (Retargeting)
Connect prospects to airline booking and partner information

GOOGLE DISPLAY NETWORK | BUY DETAILS

Google Display Network

BUY SUMMARY				
	WINTER	SPRING/ SUMMER	FALL	TOTAL
Budget	$47,059	$25,882	$14,118	$87,059
Clicks	40,000	22,000	18,462	80,462
CPC	$1.00	$1.00	$0.65	$1.09
CONSIDERATION				
CTR	1.33%	1.25%	1.25%	1.06%
Sessions	34,000	18,700	15,692	68,392
Avg. Engaged Duration	0:25	0:25	0:25	0:25

APPROACH

- Leverage multiple Google products to extend audience reach and engagement
- Prospect new audiences to plant the seed for visitation
- Implement dual retargeting strategies:
  - Implement Demand Gen ads retargeting YouTube viewers exposed to Visit Mammoth Lake videos *NEW
  - Retarget site visitors who did not take an action

AD UNITS

- Responsive Display
- Demand Gen Display (Retargeting)

TARGETING

- Adults 25-54, Top 10% of HHI / Top 30% HHI (excluding Top 10%)
- In-market to travel, Interested in CA and/or competitive destinations
- Affinity audiences: Brand and Outdoor enthusiasts (specific to seasons)

TIMING

- Winter, Spring/Summer, Fall

GOOGLE DISPLAY NETWORK | BUY DETAILS

WINTER CAMPAIGN BUY SUMMARY BY MARKET				
	Northeast	Denver	CA+NV	TOTAL
CONSIDERATION				
CTR	1.50%	1.25%	1.25%	
Sessions	17,000	10,200	6,800	
Avg. Engaged Duration	0:25	0:25	0:25	

THE TRADE DESK | PUBLISHER OVERVIEW

OBJECTIVE: Brand awareness, Consideration, & Intent
PRIMARY KPI: Video views, VCR (awareness), CTR (consideration), Partner referrals (intent)
MARKETS: California+Nevada, Northeast





OTV/CTT
Help drive awareness of messaging among the target within the social space, while seeding retargeting pools

Display/Native
Connect interested user with MLT website for more information

Display (Retargeting)
Connect prospects to airline booking and partner information

THE TRADE DESK | BUY DETAILS

theTradeDesk

BUY SUMMARY				
	WINTER	SPRING/ SUMMER	FALL	TOTAL
Budget	$171,608	$68,824	$38,235	$278,667
Impressions	19,302,313	8,421,429	4,678,571	32,402,313
CPM	$8.90	$8.17	$8.17	$8.42
AWARENESS				
Video Views	2,780,495	1,432,500	812,500	5,055,495
VCR	74%	65%	65%	70%
CONSIDERATION				
CTR	0.21%	0.21%	0.21%	0.21%
Sessions	49,120	19,780	10,989	79,889
Avg. Engaged Duration	0:20	0:20	0:20	0:20

APPROACH

- Implement efficient programmatic support to drive reach and scale for the campaign through direct access to premium publisher inventory
- Utilize CTV/OTT support to expand presence and fill audience pools for lower funnel tactics
- Leverage standard OLV placements to drive efficiencies and reach key audiences at multiple touchpoints across their user journey
- Layer in display and native placements to drive lower funnel engagement and on-site visitation

AD UNITS:

- Video (CTV/OLV)
- Display
- Native

TARGETING

- Frequent Vacationers, those in market to travel
- Affinity audiences: activity and interest based by season (ex. Skiing, Snowboarding, Winter sports, hiking)
- Retarget video viewers and website visitors with lower funnel messaging
- Optimize to engagements and onsite actions
- Weather trigger targeting to nimbly reach users in key time periods *NEW

TIMING

- Winter, Spring/Summer, Fall

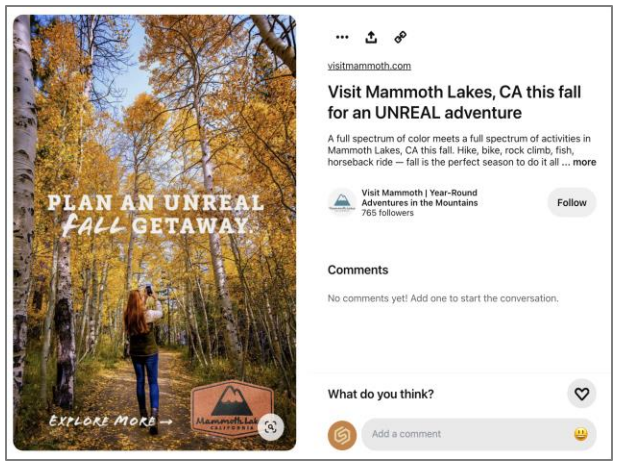
THE TRADE DESK | BUY DETAILS

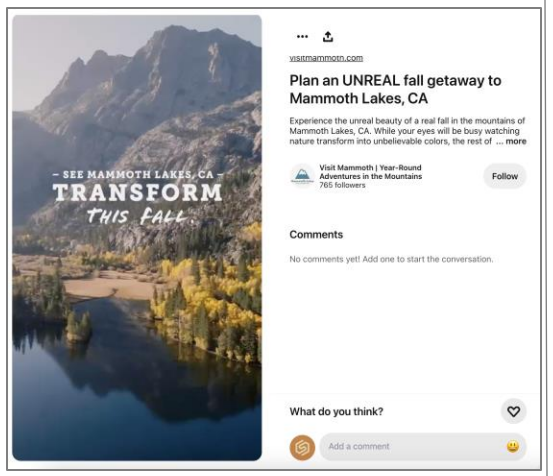
WINTER CAMPAIGN BUY SUMMARY BY MARKET			
	Northeast	CA+NV	TOTAL
AWARENESS			
Video Views	1,271,047	1,509,448	
VCR	74%	74%	
CONSIDERATION			
CTR	0.21%	0.21%	
Sessions	21,998	27,121	
Avg. Engaged Duration	0:20	0:20	

PINTEREST | PUBLISHER OVERVIEW

Pinterest

OBJECTIVE: Brand Awareness, Consideration
PRIMARY KPI: Video views, VCR (awareness), CTR (consideration)
MARKETS: California+Nevada





Video Pins
Help drive awareness of messaging among the target within the social space

Standard Pins
Connect interested user with MLT website for more information

PINTEREST | BUY DETAILS

BUY SUMMARY	
	FALL
Budget	$58,824
Impressions	6,666,667
CPM	$8.00
AWARENESS	
Video Views	1,250,000
VCR	30%
CONSIDERATION	
CTR	0.70%
Sessions	1,667
Avg. Engaged Duration	0:20

APPROACH

- Deploy video pins to help spark destination inspiration, encouraging users to engage with the Mammoth Lakes brand
- Run standard pins as traffic driving support, incorporating a retargeting layer to provide additional touchpoints to build deeper travel consideration

AD UNITS

- Video Pins
- Standard Pins

TARGETING

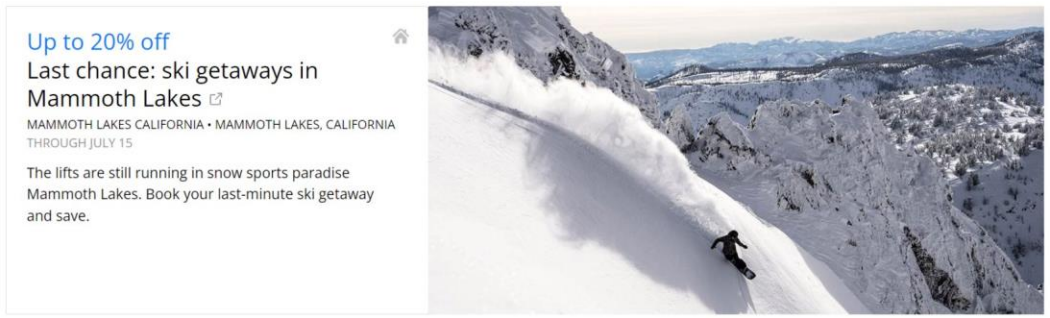
- Utilize keyword targeting to find those looking for travel ideas similar to MLT
- Include interest-based targeting to reach travel enthusiasts, those in tune with nature
- Retarget site visitors
- Lookalike targeting of site visitors

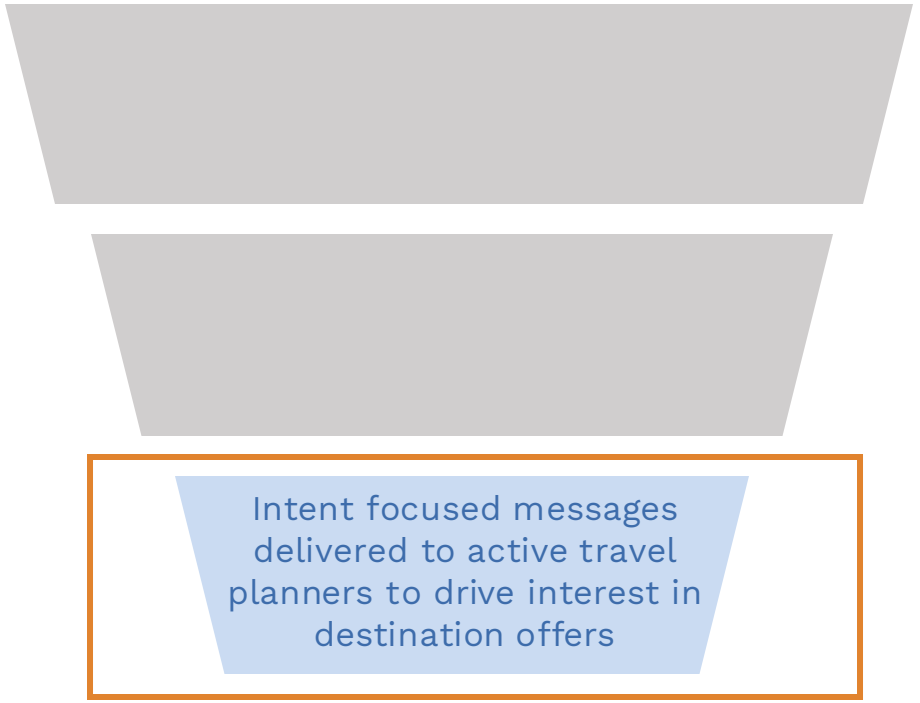
TIMING

- Fall

TRAVELZOO | PUBLISHER OVERVIEW

OBJECTIVE: Intent
PRIMARY KPI: CTR, Partner referrals
MARKETS: National





TRAVELZOO | BUY DETAILS

BUY SUMMARY			
	WINTER	SPRING/ SUMMER	TOTAL
Budget	$23,529	$17,647	$41,176
Clicks	20,000	15,000	35,000
CPC	$1.00	$1.00	$1.00
INTENT			
CTR	1.00%	1.00%	1.00%
Sessions	13,000	9,750	22,750
Avg. Engaged Duration	0:40	0:40	0:40

APPROACH

- Leverage Travelzoo, a trusted travel planning tool, offering various tactics to build interest and showcase destination offers

AD UNITS

- CPC Native Ad Units -
  - Native units purchased on a cost-per click basis, to drive set amount of site traffic
  - Leverage during need times to push messaging around in-market offers (mid-week, flights, etc.)

TARGETING

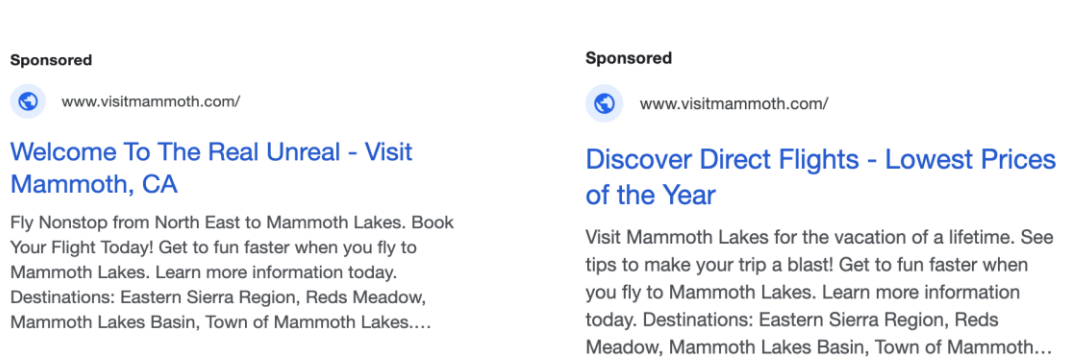
- Active Travel Intenders
- National

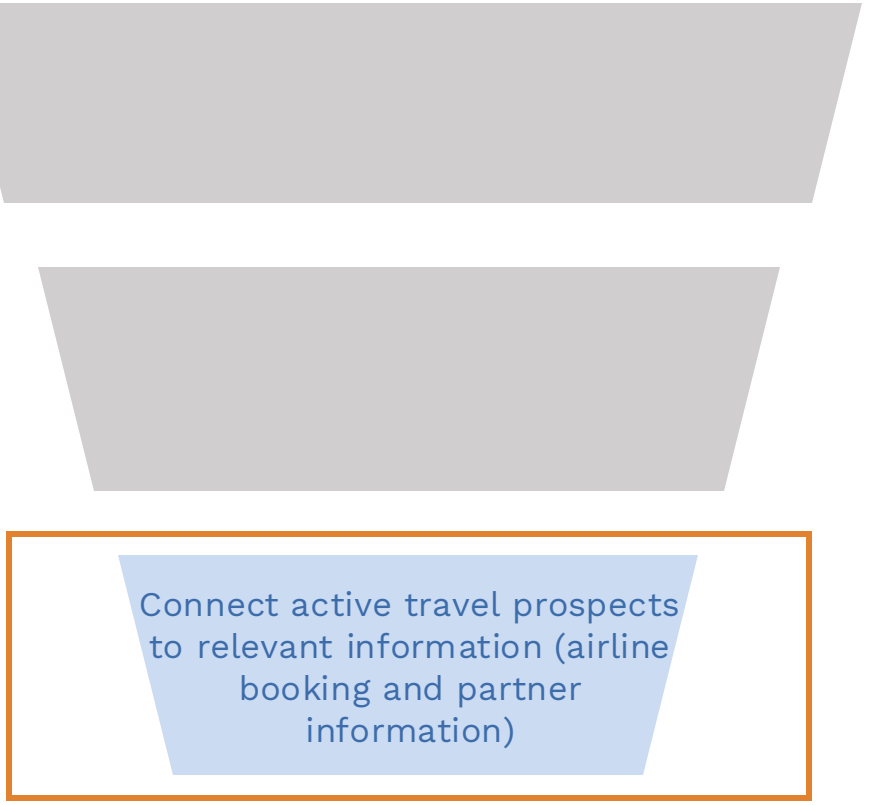
TIMING

- Winter, Spring/Summer, Fall

GOOGLE SEARCH | PUBLISHER OVERVIEW

OBJECTIVE: Intent
PRIMARY KPI: CPC, CTR, Partner referrals
MARKETS: California+Nevada, Denver, Northeast





GOOGLE SEARCH | BUY DETAILS

BUY SUMMARY				
	WINTER	SPRING/ SUMMER	FALL	TOTAL
Budget	$89,412	$30,588	$18,824	$138,824
Clicks	37,433	17,333	10,667	67,000
CPC	$2.00	$1.50	$1.50	$1.50
INTENT				
CTR	18%	16%	16%	17%
Sessions	33,690	15,600	9,600	60,300
Avg. Engaged Duration	1:30	1:30	1:30	1:30

APPROACH

- Leverage only "Google Search" network to refine reach and drive increased engagement and efficiencies
- Focus on sponsored text ads, with sitelinks to support interest-based campaigns
- Continue to leverage dynamic ads as appropriate to connect searchers to site content more closely related to their query
- Integrate more exposure around ML events, special offers, and additional sitelinks around the Trip Planner, Sustainability, and Travel Info *NEW

AD UNITS

- Text and Dynamic Ads

TIMING

- Winter, Spring/Summer, Fall

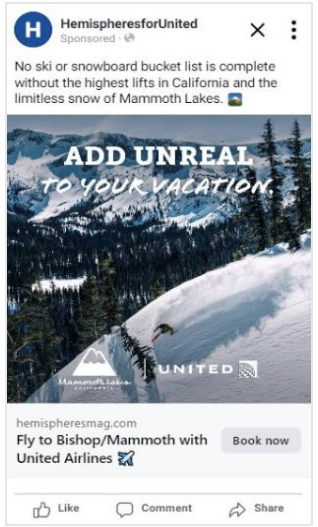
GOOGLE SEARCH | BUY DETAILS

WINTER CAMPAIGN BUY SUMMARY BY MARKET				
	Northeast	Denver	CA+NV	TOTAL
INTENT				
CTR	15%	15%	20%	
Sessions	11,340	4,950	16,800	
Avg. Engaged Duration	1:00	1:00	1:30	

INK | PUBLISHER OVERVIEW

OBJECTIVE: Brand Awareness, Consideration, & Intent
PRIMARY KPI: Video views, VCR (awareness), CTR (consideration), Airline Bookings (intent)
MARKETS: California+Nevada, Denver, Northeast





ReachTV/Microsite
Help drive awareness of messaging among in-market travel audience, creating a vaster prospecting pool

Single Image/Display/Native
Connect interested user with MLT website for more information

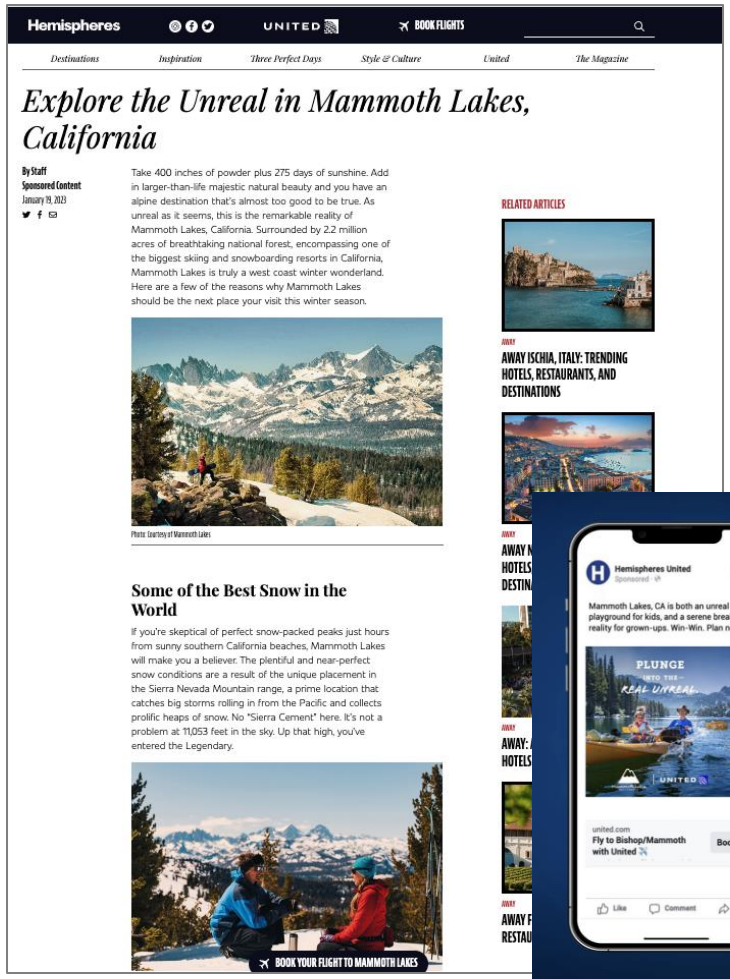
Single Image
Connect interested prospects to airline booking page

INK | PROGRAM ELEMENTS

CHANNELS	REACH TV	PRINT	HEMISPHERE MICROSITE	DIGITAL/SOCIAL
AD UNITS	:15, :30 Video	Display Ads, Advertorial	Custom content articles/blogs	Video, Carousels, SIngle Image Ads
PURPOSE	Drive awareness of Mammoth Lakes reaching active travelers in-airport (lounges, restaurants, bars, in-plane)	Drive awareness of Mammoth Lakes and direct flights with United	Drive awareness and engagement through seasonal content to inspire and educate users on the destination	Seed for new prospects while driving bookings/conversions with low funnel messaging

INK | EXAMPLES







RECOMMENDATION SUMMARY

WINTER CAMPAIGN SUMMARY

Winter (Mid September '24-Mid April '25)								
Publisher	**Ad Units**	**Media Cost**	**Impressions**	**Video Views**	**VCR**	**CTR**	**Sessions**	**AED**
CVG	Print	$18,494	-	-	-	-	-	-
YouTube	Video	$82,353	5,384,615	3,500,000	70%	-	-	-
Facebook/Instagram	Video, Stories, Single Image	$117,647	10,666,667	5,000,000	75%	1.25%	37,500	0:25
Undertone	LiveCTV+, Pause Ads, Rich Media	$141,176	4,951,326	1,610,169	95%	-	-	-
OnTheSnow	E-newsletters	$15,294	250,000	-	-	0.57%	-	-
AllGear	Custom Content, Display, Video, E-blasts	$117,647	6,347,576	53,182	65%	0.46%	2,739	0:20
Pandora	Audio, Mobile Interstitial	$74,118	3,357,955	-	-	1.50%	17,672	0:30
The Trade Desk	OTT, OLV, Display, Native	$171,608	19,302,313	2,780,495	74%	0.21%	49,120	0:20
Google Display Network	Responsive Display	$47,059	4,000,000	-	-	1.33%	34,000	0:25
INK	TBD	$176,471	TBD	TBD	TBD	TBD	TBD	TBD
Travelzoo	CPC Native Ads	$23,529	2,000,000	-	-	1.00%	13,000	0:40
Google Search	Phrase/Exact Match, Dynamic Ads	$89,412	407,298	-	-	18.00%	33,690	1:30
In-Market	TBD	$20,000	-	-	-	-	-	-
Ad Serving	--	$5,192	-	-	-	-	-	-
	Winter Total	**$1,100,000**	**56,667,750**	**12,943,846**	**74%**	**0.75%**	**187,721**	**0:34**

SPRING/SUMMER CAMPAIGN SUMMARY

Spring/Summer (Mid April '25-August '25)								
Publisher	**Ad Units**	**Media Cost**	**Impressions**	**Video Views**	**VCR**	**CTR**	**Sessions**	**AED**
YouTube	Video	$27,647	1,807,692	1,175,000	65%	-	-	-
Facebook/Instagram	Video, Stories, Single Image	$55,294	5,013,333	2,350,000	75%	1.25%	17,625	0:25
Undertone	Rich Media	$32,941	1,866,667	-	-	-	-	-
AllGear	Custom Content, Display, Video, E-blasts	$44,118	4,066,166	53,182	65%	0.72%	3,054	0:20
Pandora	Audio, Mobile Interstitial	$29,412	1,306,818	-	-	1.50%	6,094	0:30
The Trade Desk	OLV, Display, Native	$68,823	8,421,429	1,462,500	65%	0.21%	19,780	0:20
Google Display Network	Responsive Display	$25,882	2,315,789	-	-	1.25%	18,700	0:25
INK	TBD	$64,706	TBD	TBD	TBD	TBD	TBD	TBD
Travelzoo	CPC Native Ads	$17,647	1,500,000	-	-	1.00%	9,750	0:40
Google Search	Phrase/Exact Match, Dynamic Ads	$30,588	226,087	-	-	16%	15,600	1:30
Ad Serving	--	$2,942	-	-	-	-	-	-
	Spring/Summer Total	**$400,000**	**26,523,981**	**5,046,682**	**69%**	**0.79%**	**90,603**	**0:36**

FALL CAMPAIGN SUMMARY

Fall (Mid August '25-October '25)								
Publisher	**Ad Units**	**Media Cost**	**Impressions**	**Video Views**	**VCR**	**CTR**	**Sessions**	**AED**
YouTube	Video	$20,588	1,166,667	875,000	65%	-	-	-
Facebook/Instagram	Video, Stories, Single Image	$35,294	1,666,667	500,000	75%	1.00%	7,500	0:25
Undertone	Rich Media	$29,412	1,666,667	-	-	-	-	-
AllGear	Custom Content, Display, Video, E-blasts	$32,353	1,983,307	-	-	1.21%	1,482	0:20
The Trade Desk	OLV, Display, Native	$38,235	4,678,571	812,500	65%	0.21%	4,643	0:20
Google Display Network	Responsive Display	$14,118	1,263,158	-	-	1.25%	15,692	0:25
Pinterest	Video Pins, Standard Pins	$58,824	6,666,667	1,250,000	30%	0.70%	1,667	0:20
Google Search	Phrase/Exact Match, Dynamic Ads	$18,824	139,130	-	-	16%	9,600	1:30
Ad Serving	--	$2,352	-	-	-	-	-	-
	Fall Total	**$250,000**	**19,230,834**	**3,437,500**	**47%**	**0.77%**	**40,584**	**0:39**

FLOWCHART


Publisher / Tactic
July
August
September
October
November
December
January
February
March
April
May
June
July
August
September
October
CVG - Meredith
Print
YouTube
Video
Shorts
FB/IG
Video/Stories
Single Image/Video
Undertone
Pause Ads
Live CTV+
Rich Media
AllGear
TBD
OnTheSnow
TBD
Pandora
Sequential Audio
Mobile Interstitial
TTD
OTT
OLV
Display
Native
GDN
Responsive Display
INK
TBD
Travelzoo
Native [TBD]
Pinterest
Video Pins
Standard Pins
SEM
Standard/Dynamic Ads
Local Campaign
TBD

CAMPAIGN MEASUREMENT

MEASUREMENT & KPIS

Measurement Overview

- Program will be tracked at multiple levels:
  - In-platform tracking
  - Doubleclick Campaign Manager
  - Google Analytics
  - Near
- Data will be aggregated in a Looker Dashboard
- Performance measures largely driven by post-click data (post-view to be incorporated as applicable)
- KPIs and goals established by publisher and tactic to define program success and monitor progress/performance
  - Built on historical performance and platform/industry benchmarks
  - New onsite performance goals to be determined based on new GA4 data
- Comparisons to previous activity to be leveraged as appropriate
- Monthly and final wrap reports to be provided

Buy Delivery Metrics	
Impressions	Media Cost
CPM, CPC or CPV	
Awareness Metrics	
Video Views	*VCR
Consideration (Traffic Driving) Metrics	
*CTR	Engaged Sessions
Cost per Engaged Session	Engaged Session Duration
Intent Metrics	
Onsite Engagement Rate	
Includes: Partner referral, hotel booking searches, e-newsletter signups, Visitor Magazine requests	

*notes primary KPIs that will drive optimizations

THANK YOU

ADDENDUM

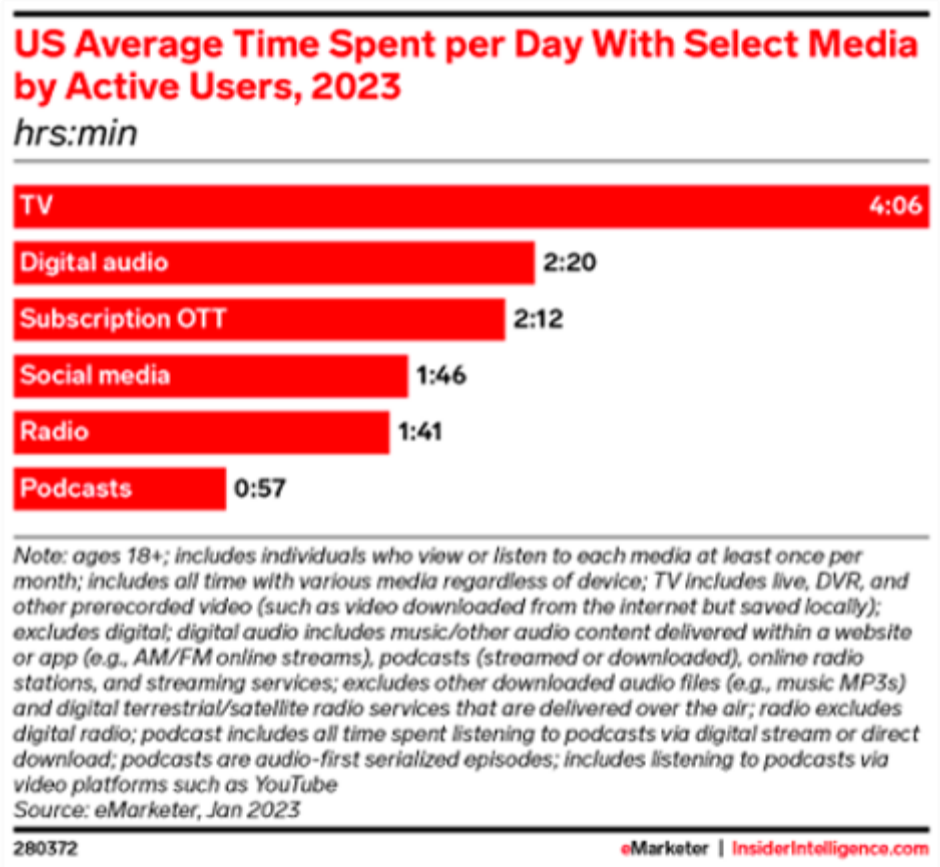
MEDIA LANDSCAPE

DIGITAL MEDIA OVERALL COMMANDS THE MAJORITY OF TIME SPENT

While TV manages to maintain its share of consumption as a single channel.

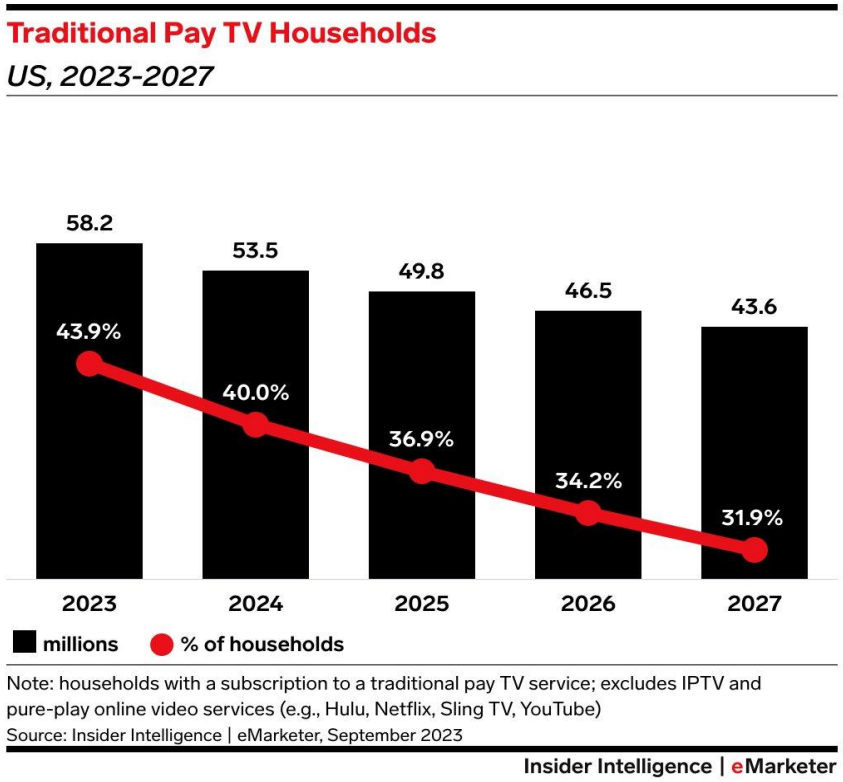
Audio, radio and podcasts account for nearly 5 hours per day of time spent with media.

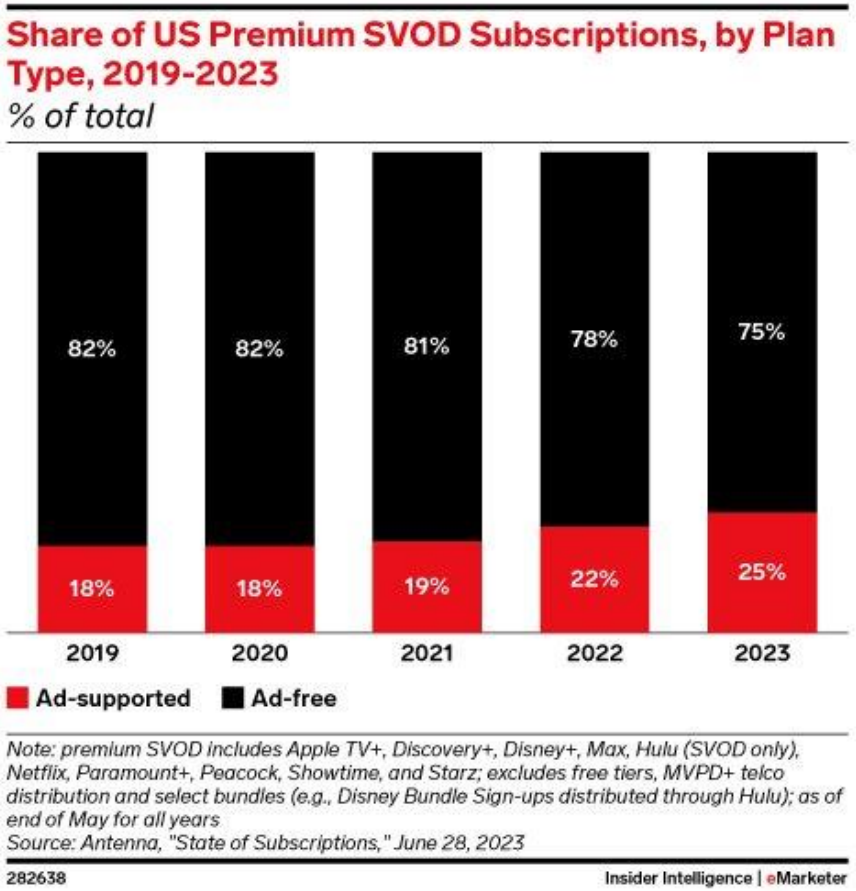
Digital media use tops 8 hours per day, with half that time spent on mobile devices.



PAY TV HOUSEHOLDS HAVE REACHED AN ALL TIME LOW

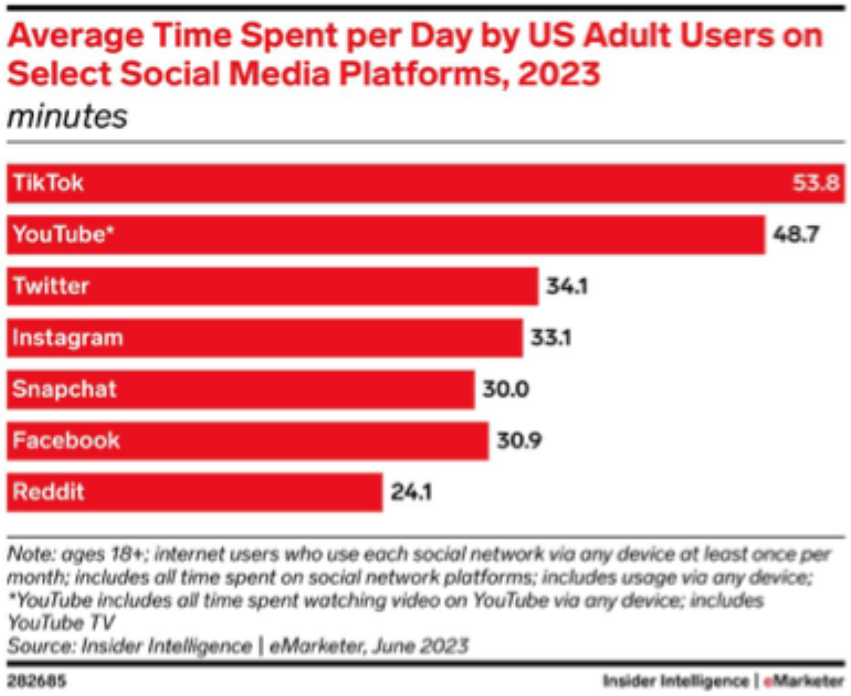
As streaming video on demand (SVOD) subscriptions have risen, more publishers are moving to more ad-supported models.

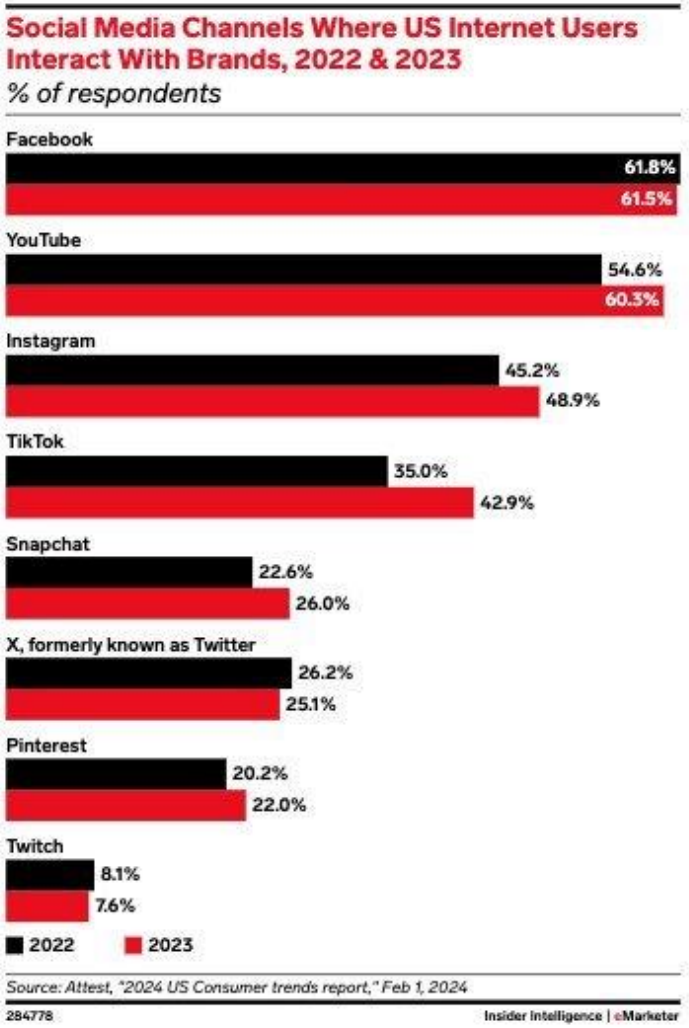




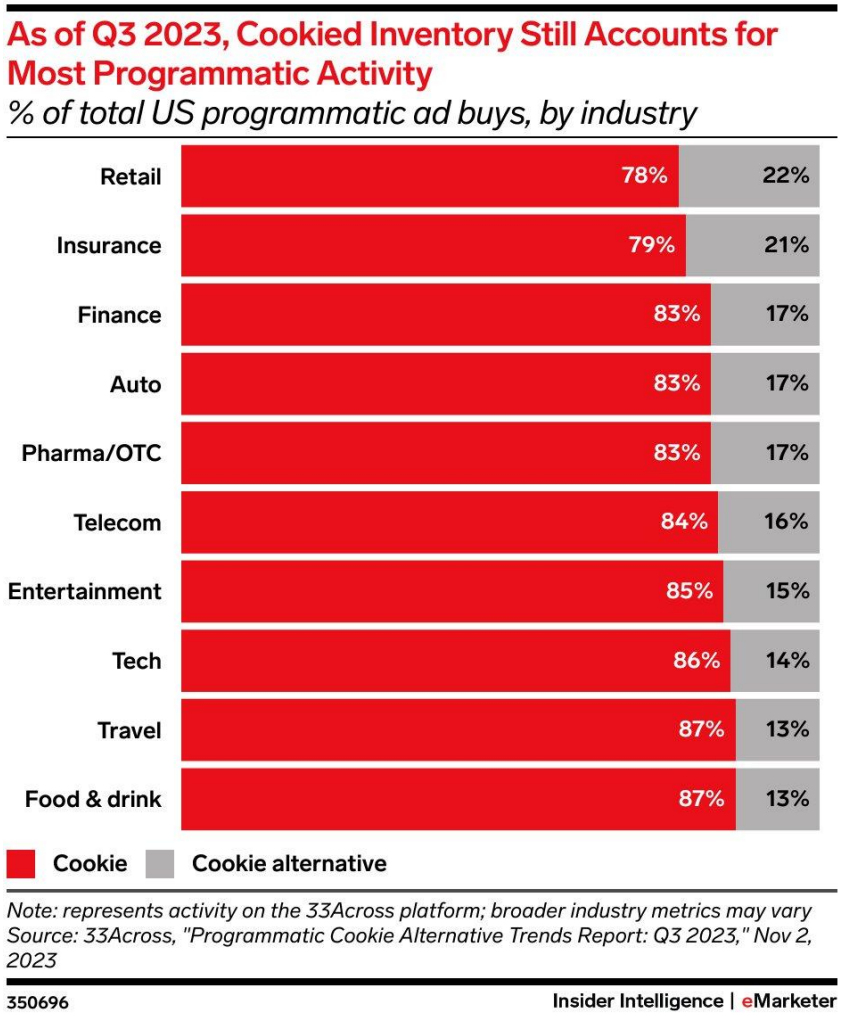
TIKTOK LEADS TIME SPENT WITH SOCIAL

But consumers prefer to interact with brands on Facebook and YouTube.





THE COOKIELESS FUTURE IS (STILL) COMING

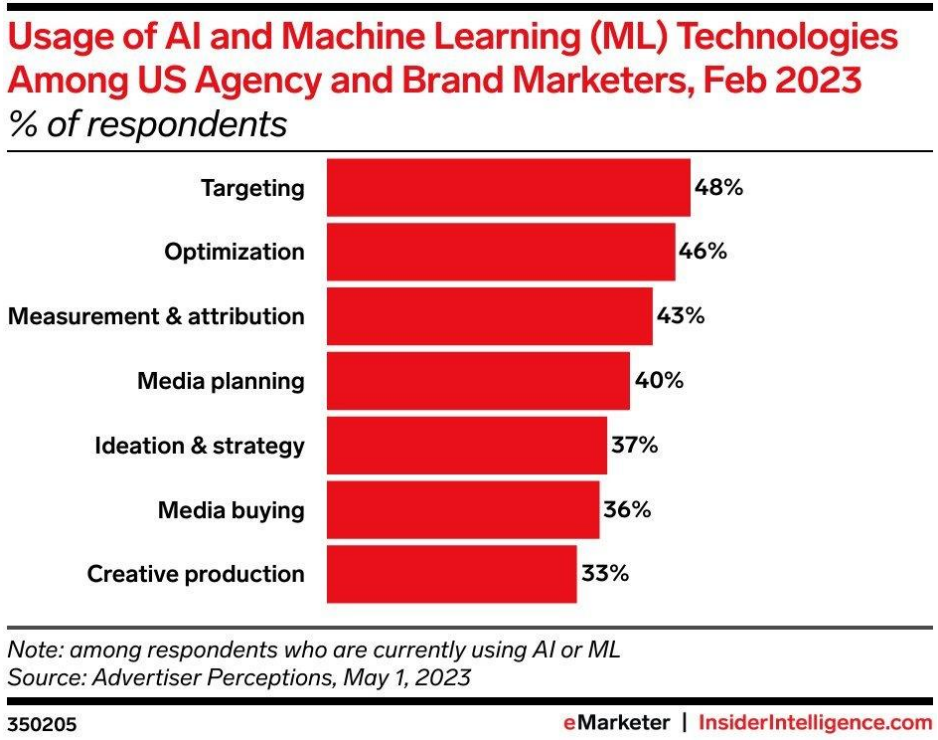


Google has projected Q3 2024 as the date when Chrome cookies will be removed.

Many advertisers have yet to adopt cookie alternatives.

Many solutions are being developed, but no true winner has been identified.

AI IS RAPIDLY GROWING AND WILL CHANGE HOW PLANNERS/BUYERS THINK



AI could have a major impact on all phases of media from targeting to creative optimization.

- Identify lookalikes and new audience segment without need of cookies
- Dynamically create and optimize creative/messaging
- Evaluate and score ads at the impression level, increasing the ability to optimize performance
- Mark Zuckerberg says AI will “touch every single one” of Meta’s products

RE: Sustainable Destination Management Plan

To: John Urdi
Executive Director
Mammoth Lakes Tourism
PO Box 48
Mammoth Lakes, CA 93546

From: Hunden Partners
Rob Hunden, CEO
Bethanie DeRose, EVP, Consulting
213 W Institute Place, Suite 707
Chicago, IL 60610
rob@hunden.com | bethanie@hunden.com

Date: August 28, 2024

Hunden Partners ("Hunden") is pleased to present this proposal to assist Mammoth Lakes Tourism ("MLT" or "Client") with advisory services related to the development of a 5-Year Sustainable Destination Management Plan ("Plan"). Hunden will facilitate work in conjunction with the Client's goals and objectives. Hunden's understanding of the project, scope of services, timing, professional fees and contractual conditions are as follows.

Our Understanding of the Project

Hunden understands Mammoth Lakes Tourism is interested in developing a 5-Year Sustainable Destination Management Plan for the organization as it relates to supporting sustainable destination tourism and preserving residents' quality of life. The goal of this process is twofold. In Part 1, the formation a 5-Year roadmap for MLT that focuses on sustainable tourism, product development, and long-term strategies with strong community engagement will be developed into a strategic plan deliverable. This process will leverage the work conducted as part of the Visit California State Tourism Master Plan along with a combination of historical destination performance and resident sentiment data, Hunden research, and Mammoth Lakes Tourism Board and stakeholder input. In Part 2, the Sustainable Destination Management Plan will be translated to project-based components with timescales and cost estimation with specific project details. Hunden's full scope of services follow below.

Scope of Services

Part 1: Sustainable Destination Management Plan

Phase 1

Task 1.1: Alignment Meeting. Hunden will meet with the Mammoth Lakes Tourism project leadership, other project officials, and key stakeholders to review project objectives and to confirm project schedule and tasks.

Task 1.2: Current Positioning and Market Research. Hunden will review the destination's current positioning to include resident and visitor spending profiles, visitor flow analysis, tourism and hospitality industry staffing volumes, and current tourism assets. Additionally, Hunden will leverage our existing hotel database to study hotel performance in the market and identify opportunities.

Phase 2

Task 2.1: Stakeholder Interviews. Hunden will work with Mammoth Lakes Tourism to identify tourism stakeholders that will be impacted by the plan's outcome. Hunden will conduct twenty-five (25) virtual and in-person interviews, compile the interview data, and product a stakeholder input report to help drive future steps of the project.

Task 2.2: Visit California Master Plan Application. Hunden will review the current work of the Visit California Master Plan work and ensure applicable research and findings are translated to MLT specific recommendations based on MLT goals and objectives to assist with this plan.

Additionally, Hunden will refresh specific outcomes for Mammoth Lakes:

- Tourism Readiness Index (new for Mammoth Lakes only)
- Demand Driver Scorecard (completed in VCA project, included in discount)
- Resiliency and Sustainability Scorecard (completed in VCA project, excerpt for Mammoth Lakes to be pulled in for this project)

Task 2.3: Comparable Case Studies. Hunden will review similar cities and research innovative tourism sustainability trends to inform long-term strategies to meet the goals of supporting sustainable tourism and preserving residents' quality of life.

Phase 3

Task 3.1: Site Visit with Stakeholder and Community Engagement. Hunden will conduct a site visit and partner with MLT project leadership to engage with stakeholders and the community as deemed necessary to inform the plans outcomes and long-term strategies.

Task 3.2: Strategic Planning Session. Hunden will conduct a full-day strategic planning session with MLT focused on the organization's past priorities and future needs based on the survey responses and industry trends. Hunden will bring best practices to this full day session for discussion and consideration. The session will be multi-part and potentially include outside stakeholders, as well as the Board.

Task 3.3: 5-Year Sustainable Destination Management Plan. Hunden will deliver the Plan, which will include a series of recommendations with a timeline and implementation actions. Hunden will review the draft with Mammoth Lake Tourism, key stakeholders, and elected officials, as needed. This Plan will be the foundation for Part 2.

Part 2: Implementation Planning

Phase 4

Task 4.1: Stakeholder Agency Review. Hunden will use the Plan from Part 2 and work with the Client to identify agencies that will be responsible for implementing the Sustainable Destination Management Plan. Hunden will conduct agency analysis to understand their planning and budgeting cycles and project management capacity.

Task 4.2: Priority Identification and Project Breakdown. Hunden will use the information and feedback gathered from Part 1 to classify destination priorities and key focus areas into short and long-term programs, tactics, and investments that address the needs of residents, visitors, business owners, employees, and customers. Hunden will also propose key economic and qualitative visitor metrics that will complement the desire for long term sustainability.

Phase 5

Task 5.1: Implementation Plan Deliverable. Hunden will deliver an implementation plan with Stakeholder Agency responsibilities and implementation actions, a shared project matrix based on project timelines, cost estimations, and project implementation details. Hunden will review the draft with MLT, key stakeholders, and elected officials, as needed.

Visits & Communication

Hunden anticipates most of these services will be completed virtually and will set regular recurring meetings with Client leadership. Hunden's scope of services does account for three visits to Mammoth Lakes to conduct the site visit, facilitate the strategic planning session, and present Plan deliverables to MLT and key stakeholders. Hunden will be available to travel additionally as needed.

Team

Bethanie DeRose, Executive Vice President, oversee and be responsible for the overall project. Bethanie will be supported by members of the Hunden team as needed.

Timing

Hunden anticipates a start date of October 1, 2024. Hunden estimates a 12-month timeline to complete the scope of services above.

Compensation

Hunden's fee for the scope of services laid out above would be $225,000. Applying a discount for work done as part of the Visit California project of $80,000, the resulting fee will not exceed **$145,000** plus travel expenses.

Proposed Fee for Services:	$225,000
Discount	($80,000)
Total Fee for Services:	**$145,000**

Hunden will invoice the Client an initial deposit due upon signing in the amount of $43,500 (30% of the project fee). Hunden will invoice the Client on a quarterly basis at $25,375 thereafter. The invoice schedule is also laid out below:

Invoice #	Schedule	Amount
Invoice 1	Due Upon Signing	$43,500
Invoice 2	Month 3	$25,375
Invoice 3	Month 6	$25,375
Invoice 4	Month 9	$25,375
Final Invoice	Month 12	$25,375

Contractual Conditions

The following conditions apply to this engagement with you.

CLIENT ACKNOWLEDGEMENTS.

1. The Client acknowledges that the format of the final deliverable output is a PowerPoint-style report document.

Client Initial: _____

2. The Client acknowledges their critical role in providing Hunden with project background and other requested and necessary/ pertinent data items that only the Client has the capability of sharing in order to *start* the formal study timeline. Any delay in providing critical project or site data will delay Hunden's deliverable.

Client Initial: _____

SCOPE LIMITATIONS. Hunden's services do not include the following: any assistance with a bond marketing strategy; any assistance with the preparation or distribution of any official statement; or any advice on the municipal bond market. Hunden does not provide advice with respect to municipal financial products or the issuance of municipal securities, including services with respect to the structure, timing, terms and other similar matters concerning such financial products or issues.

Hunden is not a municipal advisor and Hunden is not subject to the fiduciary duty set forth in section 15B(c)(1) of the Registration and Regulation of Brokers and Dealers Act (15 U.S.C. 78o-4(c)(1)) with respect to the municipal financing product or issuance of municipal securities. The Client is advised that any actual issuance of debt must be done under the advice of its bond counsel and financial advisors. Your financial advisor should provide any advice concerning the specific structure, timing, expected interest cost, and risk associated with any government loan or bond issue. Potential advisors should not rely on representations made in this report with respect to the issuance of municipal debt.

The findings and recommendations of Hunden's research will reflect an analysis of primary and secondary sources of information. Estimates and analyses presented in our work product will be based on data that are subject to variation. Hunden will use sources that it deems reliable, but will not guarantee their accuracy. Recommendations will be made from information provided by the analyses, internal databases, and from information provided by external sources.

The Client is entitled to receive the work product(s) prepared by Hunden pursuant to this Agreement. The Client has no right to access or deliverance of any underlying statistics, models, or any other information developed by Hunden in preparing the Report to which this Agreement pertains.

REVISIONS. Hunden will complete a maximum of two drafts of the report. The Client is expected to provide comments and edits on the draft report and those will be addressed by Hunden. Hunden's results may not always agree with the desires of the Client. Hunden will use its independent perspective and research to drive our results. Any revisions, questions, conversations, zooms or travel requested after two drafts (initial draft report, then final draft), will be billed at Hunden's hourly rates of $495 for Rob Hunden and $300 for the project team. Payment on the final milestone will be required and an advance of $2,500 on the hourly work that would be required by the Client or its designees, such as lenders and others.

UPDATES. Hunden has no responsibility to update its work product(s) for events and circumstances occurring after the date presented to the Client. Delayed invoice payments will result in the delay of deliverables for the next portion of work. If edits and comments are not received from the Client related to any prior deliverable within thirty (30) days of the delivery of the deliverable, the work product will be considered final, and the current billing will be sent and become due.

TIMING OF DELIVERABLES. The timeline for the study begins when the following have occurred: 1) receipt of first payment, 2) signing of this contract and 3) receipt of any Client materials related to the Project requested by Hunden.

VIRTUAL PRESENTATIONS. This contract is limited to up to three (3) virtual presentations of findings at the conclusion of the study. Fees for additional virtual presentations will be negotiated separately.

BILLING. Any past invoices must be paid prior to the delivery of the next Milestone Deliverable. If an invoice remains unpaid 30 days after it was emailed to the client, Hunden may without further obligation, cease the assignment and terminate the Agreement. All previous invoices will remain due. Any invoice unpaid after 30 days will accrue a 3% per month late fee. Any invoice unpaid after 90 days will result in legal action by Hunden to collect such invoice(s).

Failure by Hunden to assess late fees does not preclude Hunden from assessing late fees in the future.

TRAVEL. In the event that the Client chooses to alter, adjust or change dates/times of any Client-related trip after Hunden has booked and purchased travel arrangements, it shall be the responsibility of the Client to reimburse Hunden for any fees and fare/price differences associated with cancellation/change of travel arrangements.

USE OF DELIVERABLE. The Work Product is copyrighted and cannot be manipulated in any way beyond the format that it was provided to the Client.

TERMINATION. Notwithstanding the Billing language above, Hunden reserves the right to terminate this Agreement on fifteen (15) days written notice to Client should Client fail to satisfactorily perform its obligations under this Agreement. In the event Hunden terminates this Agreement, Client is obligated to pay Hunden for all services rendered under this Agreement prior to termination, including work through the next unbilled milestone. Nothing contained herein shall constitute a waiver of Hunden's right to bring suit for damages or to enforce specific performance of this

Agreement. In the event of termination of this Agreement by the Client, Client is obligated to pay Hunden for all services rendered under this Agreement prior to termination, including work through the next unbilled milestone. Hunden further reserves the right to take any legal action necessary to enforce its rights under this Agreement. In the event Hunden is required to commence suit to collect any unpaid amounts due to it from Client, Client agrees to reimburse Hunden for its costs and attorneys' fees in bringing such suit.

It is agreed that the liability of Hunden to the Client is limited to the amount of the fees paid by client to Hunden.

Hunden limits its responsibility to the Client and any use of the study produced pursuant to this Agreement by third parties shall be at the risk of the Client and/or said third parties. By the execution of this Agreement, Client acknowledges that he/she/it has read and agrees to the terms and conditions of this Agreement and agrees to the inclusion of a standard set of General Assumptions and Limiting Conditions in the report. Additional conditions prompted by the discovery of extraordinary or unusual circumstances uncovered during the course of investigation may be added to the study assignment, if necessary.

DISPUTES. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, other than non-payment of amounts due hereunder, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial [or other applicable] Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

If this document meets with Client's approval, Client may accept this letter and authorize Hunden to proceed by signing below.

Authorization

Accepted By:

Signature _____

Printed Name _____

Title _____

Company _____

Date: _____

Mammoth Lakes Town Council
Agenda Action Sheet

Title: September 2024 Public Works Engineering Capital Projects Update.

Council Meeting Date: 9/4/2024

Prepared by: Public Works Engineering

Recommended Motion: None

Summary:
The September 2024 CIP update includes most of the Town's active construction projects. A number of projects are nearly complete and will be closed out shortly.

Public Works Engineering
Capital Project Update
September 4, 2024
*** Text shown in bold has changed from the previous update ***

Project	Notes	Budget
CRC CRC Mobility Hub	**Installation of the Sprung Shield along the exterior walls is Complete, contractor installed gates in the mechanical room. Interior capping will be replaced by contractor during summer to winter transition.** Installation of parking lot lighting by TOML staff will occur later this summer. The contractor continues to work on several punchlist items.	~$15M $1.75M
CRC "Phase 2" - Interior TI Work	**Flooring installation is complete.** Other work scheduled to go out to bid **next week** includes bleachers, stairs and ADA lift, front entry "canopy", and miscellaneous Phase 1 punchlist items which were not completed by the contractor. **Staff is working on a separate request for proposals for the east patio railing (between the CRC and Mammoth Creek Park).**	$1.05M
The Parcel Phase 1 "The Sawyer"	**Residents have begun moving into Building A.** Bus shelters and landscaping are in progress. Other upcoming site work includes the Center St sidewalk, streetlights, and the picnic pavilion in the park.	$58M (buildings) ~$5.6M (public infrastructure)
The Parcel Phase 2 "Kingfisher"	Site clearing and earthwork continues. **Underground utility work is expected to start this week.**	$46M (Kingfisher 1) TBD (Kingfisher 2)
Chaparral Extension (The Parcel)	Work continues on site, including installation of underground dry utilities (electrical and telecom), sidewalks and multi-use paths, and landscaping.	$1.8M
60 Joaquin	Work on foundation construction continues, with modular units expected to be set in **September**.	$2.42M
Main Street Landscaping Phases 1 & 2	**Irrigation work is complete, and plantings are nearly complete. Installation of cobble rip rap and spreading mulch are the only substantial work items that remain. All work is expected to be substantially complete by the first week of September.**	$524K (Phase 1) $170K (Phase 2)
Town Civic Center	**Building pad compaction is complete, and excavation for utilities and foundations is expected to start next week. Demolition of "off-site" curb, pavement, and sidewalk areas has begun in order to accommodate the planned parking and drainage improvements.** The goal remains to have foundations completed before winter.	$27M
Childcare Center (Core & Shell only)	**The portable units have been removed from Mammoth High School and placed on the new foundations. Upcoming work includes replacing roofing and siding, and front entry canopy, and miscellaneous site and interior work.**	$1.65M
Dog Park	**Fence construction is complete. The contractor is making repairs to asphalt paving and other punchlist items. ToML needs to install signage and complete other improvements prior to opening to the public. Staff anticipates opening the park to the public by the end of September.**	$1.1M
SHARP Trailhead Infrastructure	Work on site is expected to start later this summer, to be coordinated with the delivery schedule for the prefabricated restroom, in order to minimize restrictions to access of USFS lands.	$1M

Road & MUP Rehab 2024	**Paving is now complete. Contractor is finishing ADA ramps, bollards, painting and other minor improvements.**	$2.8M
Mammoth Creek Park West (CRC)	**Artificial turf has been installed, staff is confirming delivery of the climbing boulder and coordinating associated concrete work.** The picnic/performance pavilion and bouldering structures require additional planning, and installation will likely occur next summer.	$500K
Mammoth Arts & Cultural Center (MACC)	**The Town is completing its due diligence on the acquisition of the Foundation property and the next steps to bid the MACC.**	~$15M + (TBD)
Town Fencing Repairs	**Work is substantially complete. Staff is working to close out the project.**	$85K
Town Facility Painting	**Work is substantially complete. Staff is working to close out the project.**	$93.5
Whitmore Track and Turf Repair	**Work is substantially complete. Staff is working to close out the project.**	$100K
Airport Automated Weather Observation System (AWOS) Relocation and Upgrade	Most of the work was completed in 2023 and the Contractor is currently waiting for delivery of materials that had a very long lead time. Work will resume as soon as the materials are delivered. The remaining work will only take a couple of weeks.	$570K
Reconstruct GA and Terminal Parking Lot at the Airport	**Town received an FAA grant for the parking lot reconstruction. The project was awarded at the August 21st Town Council meeting. Construction is expected to occur spring of 2025.**	$2M

TOWN COUNCIL STAFF REPORT

Title: September 2024 Office of Outdoor Recreation Update.

Meeting Date: September 4, 2024

Prepared by: Lawson Reif, Outdoor Recreation Manager

RECOMMENDATION:

This is an information item only; no action is required.

BACKGROUND:

Attached is the September 2024 Office of Outdoor Recreation (OOR) Projects update. The document highlights many (but not all) of the ongoing projects within the OOR. The OOR will be providing once a month written updates in this manner to keep the Council and public informed of the work undertaken by the Office of Outdoor Recreation.

ANALYSIS:

In an effort to address Council comments from the July 24th meeting, the Outdoor Recreation Manager is presenting this update in a slightly new format. Councilmembers expressed the desire to see the linkage between Office of Outdoor Recreation projects with existing policy documents, plans, agreements, or similar mechanisms. Councilmembers will now see a column highlighting background information and relevance, with the hope this will provide some clarity related to specific line items in the update.

Office of Outdoor Recreation Update

September 2024 Update
Created August 28th, 2024

PROJECT	BACKGROUND INFORMATION & RELEVENCE	UPDATE
SHARP Trails	SNC Grant Budget: $510,596.68 *Background Info & Relevance* • *Recommendations in the Sherwin Area Recreation Plan (SHARP)* • *Per the Trail System Master Plan – Chapter 6 – Section 6.6 – The successful design, construction, and management of natural soft surface trails is critical to the pursuit of making Mammoth Lakes a year round destination resort community.*	Environmental analysis continues on this project. The OOR will provide continued updates as we work with our Federal partners on this project. Current timelines (subject to change) put a signed decision for Phase 3 in late June 2025.
SHARP Trailhead	SNC Grant Budget: $953,414.00 *Background Info & Relevance* • *Recommendations in the Sherwin Area Recreation Plan (SHARP)* • *Per the Trail System Master Plan – Recommendation N5 – Summer Recreation Nodes lists Sherwin Creek Road, USFS gravel borrow pit as a summer & winter recreation nodes where it is advised to develop restroom facilities, parking, bus service, and signage.*	Construction will begin after the Labor Day 2024 but we do not currently have an exact start date due to delays with the vault toilet. MMSA has consolidated and stacked the logs at the Sherwins TH.
Stewardship	https://www.townofmammothlakes.ca.gov/1214/Volunteer *Background Info & Relevance* • *Trail System Master Plan – Education, Encouragement, and Enforcement Programs – E2, E4, E6 – The trail system master plan makes constant references to sustainability and stewardship and are highlighted in the Master Plan Guiding Principles.*	Our last big weekend stewardship event will be the Lakes Basin Cleanup on September 21st, 2024. Don't forget to join us Thursday's at 5 p.m. for the three remaining Trashy Thursday's (9/5, 9/12 & 9/26) and for our last Wednesday Worknight on September 4th.
Interpretation	*Background Info & Relevance* • *Trail System Master Plan General Recommendations – G4 – Identify opportunities for interpretive signage and work with local experts to develop content.*	In partnership with the Whitebark Institute, developing 3 new interpretive signs to be placed on the MUPs immediately adjacent to the recently thinned Mammoth Creek Parcel.

		Signs will focus on Forest Health, Identification, and Bark Beetles. Intent is to fund using CalFire Grant, which we are waiting to hear if we received. In collaboration with MLR, developing 5 new interpretive signs for the Sherwins Trailhead. MLR & OOR staff recently attended the Intra-Tribe Summit in Bishop to seek input on content related to Native American history. In collaboration with MLT & MLR the OOR is working with Clean Up The Lake to develop 2 new interpretive signs for the Lake George Area. Signs will focus on the CUTL project and aquatic invasives.
Sign Replacement	*Background Info & Relevance* • *Trail System Master Plan General Recommendations – G3 – General consistency for signage along multi-use paths and soft surface trails.* • *Trail System Master Plan General Recommendations – G16 – Recognize and support the development or an integrated regional Mammoth Lakes Trail System that incorporates the components identified in this Trail System Master Plan.*	Replaced damaged signs on Crystal Lake Trail. Continuing with sign installation as we have time. Ordered new regulatory MUPs signage to replace broken or faded signs. These will be prioritized for install once delivered. Replacement of 12 type 9a signs across our soft surface trail network. Replacement of 33 type 6a signs on the MUP network. In process replacement of 19 type 4/6 signs along the MUP.
Lakes Basin Tree Work	*Background Info & Relevance* • *Trail System Master Plan Paved Multi Use Path (MUP) Recommendations (MUP1 – MUP4)* • *MUP recommendations in the TSMP that have been executed on public lands are authorized via Special Use Permit. Management of Hazard Trees and removal of hazard trees along the MUP is a required tenant of the Special Use Permit.*	Efforts continue, in conjunction with MLFD, to clean up after the dropping of hundreds of trees between the Art Gallery and Pack Station in the Lakes Basin. District Ranger Fred Wong has directed TOML OOR to reach out to the tribes to arrange a

	• *Trail System Master Plan Operations & Maintenance – M1 – Develop year round maintenance plan (of which abiding by MUP special use permit terms and conditions is a part).*	date & time for wood pickup. After this time, the area will be opened to public wood cutting.
Community Center Parcel	*Background Info & Relevance* • *Trail System Master Plan Activity Centers and Recreation Nodes – N5 – Summer Recreation Nodes. The Community Center is listed as a summer recreation node in the TSMP. Currently, the Community Center serves as trail access to the uptown/downtown trails and the addition of bicycle (bike tool station), pedestrian, and trail/trailhead facilities (bear box, picnic tables, trash) has served to improve the user experience.*	Immediately adjacent to the community center, the OOR has established a small recreation site with 3 picnic tables, bear box, bike tool station, and trash facilities. Trail Crew cleaned the area resulting in multiple trailer-loads of duff being taken to the dump.
Trails Planning & Trail Development	*Background Info & Relevance* • *Trail System Master Plan General Recommendations – G16 – Recognize and support the development or an integrated regional Mammoth Lakes Trail System that incorporates the components identified in this Trail System Master Plan.*	Seeking cost estimates to complete CEQA for a trail project in the recently thinned Mammoth Creek Parcel. Efforts continue on planning for a bike park near the new dog park/day care/theater. Black Bear Run has been completed! We will keep everyone posted on a ribbon cutting.
Biking	*Background Info & Relevance* • *Trail System Master Plan Education, Encouragement, and Enforcement Programs – E4 & E6 – Work with relevant organizations and individuals to develop trails related education programs for adults & children. Work with local organizations to establish a volunteer trail patrol to supplement official enforcement and maintenance efforts.*	Efforts continue to address speeding and reckless driving on the MUPs. The OOR has purchased 3 e-bikes to be used to boot our e-bike host program where we will attempt to engage on the pathways. The 6 speed tracking devices have been delivered and will be installed ASAP. With winter approaching, some signs will be installed next spring. In conjunction with MLPD, utilizing their Office of Traffic Safety (OTS) grant, bike safety A-frame signs have been created and are at the

		printers. They will be deployed once printing is complete.
Public Information	*Background Info & Relevance* • *The development of the Office of Outdoor Recreation (OOR) envisioned the office as the public information arm of the Town of Mammoth Lakes related directly to recreation, recreation impacts, public lands impacts, and similar issues.*	ORMAT is planning extensive pipeline work in early September. In conjunction with the USFS, a detour plan is being developed and detour info will be disseminated prior to work commencing.
Mammoth Lakes Trail System (MLTS) Maintenance	*Background Info & Relevance* • *Non-Funded Challenge Cost Share with the Inyo National Forest.*	Trail Crews have been establishing drainage features and removing obstacles from trail tread in the lakes basin. Crews have also been doing lots of work to rehabilitate trails that have widened over time due to heavy pack use. This involves blocking off user created alignments and naturalizing them with organic material. Crews have performed corridor brushing system wide to increase sightlines and improve user experience while reducing potential for user conflict & installed a boardwalk on the Mountain View trail to mitigate annual erosion issues.

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Joint Presentation – California Department of Fish and Wildlife and Town of Mammoth Lakes for Incident Involving Bear and Human Interaction.

Council Meeting Date: 9/4/2024

Prepared by: Rob Patterson, Town Manager

Recommended Motion: No Action – Presentation Only

Summary: The Town will facilitate a discussion with California Department of Fish and Wildlife (CDFW) on the facts involving the incident on August 21, 2024, where a camper in the Pine Lake campground sustained injuries from an encounter with a bear foraging for food. This encounter led to a CDFW decision to euthanize the bear. The discussion is not intended to place blame on any individual or agency but to seek improvement in the handling of these situations, including educational efforts for our community, visitors and wildlife.

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Parcel Leasing Update – September 2024.

Council Meeting Date: 9/4/2024

Prepared by: Nolan Bobroff, Community & Economic Development Director

Recommended Motion: This is an informational item only. No recommendation or action is needed**.**

Summary: Staff and a representative from Buckingham Property Management, the property manager for the Parcel, will provide an update on the lease-up of the Sawyer.

Title: Housing Now! Program Update – September 2024.

Council Meeting Date: 9/4/2024

Prepared by: Nolan Bobroff, Community & Economic Development Director

Recommended Motion: This is an informational item only. No recommendation or action is needed.

Summary: The Housing Now! initiative is a multi-faceted program intended to provide a range of community housing that is available and affordable to those working in the community. The program aims to provide housing opportunities across the entire housing affordability spectrum ranging from low-income earners (≤ 80% Area Median Income) up to upper-middle income earners (150% - 200% Area Median Income).[1] The following is a brief update on current and future housing programs and initiatives under the Housing Now! program.

CURRENT PROJECTS

1. Parcel Phase 1 (The Sawyer)
   - Units: 81 rental units
   - Target AMI: ≤ 80% AMI
   - Town Funds Committed: ~$870K ($650K Land Loan + $218K DIF Fee Deferral Loan)
   - Status: Completed; Lease-up is underway
2. Parcel Phase 2 (The Kingfisher)
   - Units: 148 rental units (2 sub-phases consisting of 76 units and 72 units)
   - Target AMI: ≤ 80% AMI
   - Town Funds Committed: ~$9M ($7.8M Cash Loan + $800K Land Loan + $415K DIF Fee Deferral Loan)
   - Status: Sub-Phase 2.1 began construction in summer 2024 w/ an estimated construction timeline of 24 months; Sub-Phase 2.2 is shovel ready and is awaiting funding from the State
3. Partnership Projects (Innsbruck Lodge and Access Apts)
   - Units: 29 rental units
   - Target AMI: 23 units at ≤ 80%; 6 units at ≤ 120%
   - Town Funds Committed: $3.6M ($1.4M Innsbruck + $2.2M Access Apts)
   - Status: 6 of the units at the Innsbruck project are occupied and the remaining 10 units are expected to be completed in winter 2024; Construction on the Access Apts project began in summer 2024 and is expected to be completed in fall 2025
4. BRIDGE Program
   - Units: 12 ownership units (Sold or Acquired); Goal of providing 20 ownership units w/ current funds committed
   - Target AMI: ≤ 150% AMI
   - Town Funds Committed: $3.2M (average subsidy of $150K/unit)

[1] Income limits for Mono County for the various AMI categories and household sizes are available here: https://www.townofmammothlakes.ca.gov/DocumentCenter/View/11723

- Status: (6) units sold to income-eligible households; (2) units in escrow w/ income-eligible households; (4) units available for purchase by income-eligible households

5. Small-Site Development
   - Units: 4 ownership units
   - Target AMI: 150% - 200% AMI
   - Town Funds Committed: ~$2.7M (of which $2M would be recouped through the future sale of the units (subsidy of $175K/unit [$700K total])
   - Status: (4) units are under construction w/ an expected completion date of spring 2025
6. Lease to Locals Program
   - Units: Goal of providing 42 rental units (1-year lease)
   - Target AMI: Average household income of ≤ 150% AMI (per person income of $111,200)
   - Town Funds Committee: $450K
   - Status as of 8/26: 37 total leads for rental properties
     - (9) news leads that Placemate is actively reaching out to
     - (4) are interested in renting their property and are working w/ Placemate to list their property for rent
     - (5) are interested in renting their property in the future
     - (2) have listed their property for rent and are looking for tenants
     - (2) properties have been matched with tenants and are going through the leasing process
     - (13) not eligible [10 existing LTR, 1 four-plex, 1 exceeds price cap, 1 outside of the area]

POTENTIAL FUTURE PROJECTS

1. Bridge Program (continuation): 5 ownership units/year (subsidy of $150K/unit [750K total subsidy])
2. Parcel Phase 3: 42 ownership units; anticipated subsidy of ~150K/unit (~$6.3M total)
3. Small-Site Developments: 13 ownership units on the Town-owned 0.56-acre vacant sites; anticipated construction cost of ~$8.8M of which ~$6.5M would be recouped through the sale of the units (subsidy of ~$175K/unit [~$2.3M total])
4. Lease to Locals (continuation): 42 rental units; $450K/year to subsidize 1-year leases of new long-term rental units
5. Parcel Phases 4 and 5: 180 – 280 rental units; Cost unknown

Town Council of Mammoth Lakes

Minutes of Regular Meeting

August 21, 2024, 4:00 p.m.
437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members Present: Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Sarah Rea, Councilmember Amanda Rice, Councilmember John Wentworth

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1. CALL TO ORDER AND ROLL CALL

The Mayor called the meeting to order at 4:00 p.m. in the Council Chamber, 437 Old Mammoth Road, Suite Z, Mammoth Lakes.

2. PLEDGE OF ALLEGIANCE

Town Manager Rob Patterson led the flag salute.

3. PUBLIC COMMENTS

Phillip Bettencourt spoke about Snowcreek Golf Course as it related to the Snowcreek Development Agreement.

4. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

5. REPORTS FROM COMMISSIONS AND/OR DEPARTMENTS (AS NEEDED)

Town Clerk Jamie Gray gave an update regarding the upcoming election.

Town Manager Rob Patterson gave an update regarding the Lease to Locals program. There was discussion among members of Council and staff.

5.1 Receive Mammoth Main Base Redevelopment Project ("Evolving Main") Update (Mammoth Mountain Main Lodge Area).

Town Manager Rob Patterson reported that the Main Lodge and The Parcel updates would be moved to a quarterly schedule.

Councilmember Wentworth requested an update regarding the Town's HousingNow! program at every meeting.

5.2 Parcel Affordable Housing Project Construction Update – August 2024.

Town Manager Rob Patterson gave an update regarding The Parcel. There was discussion among members of Council and staff.

PUBLIC COMMENT:

Jorge Torres asked questions about the Main Lodge project.

Donna Mercer asked questions about The Parcel.

6. COUNCIL PRESENTATIONS

6.1 Recognition of the 40th Anniversary of the Town of Mammoth Lakes.

Parks and Recreation Director Stuart Brown outlined the activities for the Town's 40th Anniversary Celebration to be held on Saturday at Mammoth Creek Park from 12-4 p.m. Mayor Sauser read the proclamation.

Moved by Mayor Pro Tem Chris Bubser
Seconded by Councilmember Amanda Rice

Approve the proclamation recognizing the Town's 40th anniversary.

For (5): Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Sarah Rea, Councilmember Amanda Rice, and Councilmember John Wentworth

Carried (5 to 0)

7. CONSENT AGENDA

Moved by Mayor Pro Tem Chris Bubser
Seconded by Councilmember Amanda Rice

Approve the Consent Agenda.

For (5): Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Sarah Rea, Councilmember Amanda Rice, and Councilmember John Wentworth

Carried (5 to 0)

7.1 Approve the minutes of the special meeting of August 7, 2024.

7.2 Approve the minutes of the regular meeting of August 7, 2024.

7.3 Cancel the January 1, 2025 regularly scheduled Town Council Meeting.

7.4 Waive the reading and adopt by title only the ordinance amending Section 2.04.050 of the Town of Mammoth Lakes Municipal Code related to Town Council Compensation.

7.5 Award the contract for the Mammoth Yosemite Airport General Aviation and Terminal Parking Lot Reconstruction Project to Meyers Earthwork, Inc. in the amount of $1,703,490.00.

7.6 Authorize the Contract for Construction Management During the Airport Parking Lot Reconstruction Project to Brandley Engineering Inc. in an amount not to exceed $231,000.

7.7 Authorize the Town Manager to execute a task order with Triad/Holmes Associates for testing and inspection services at the Town Civic Center construction project as part of the existing On-Call Services Agreement, in the amount of $191,313.

7.8 Accept Check Register 8/1/24 in the amount of $1,379,510.69. Accept Check Register 8/8/24 in the amount of $2,314,584.42. Accept Check Register 8/15/24 in the amount of $2,314,584.42.

8. POLICY MATTERS

8.1 Appeal of Enforcement Charges and Administrative Citations for TOT Enforcement at 246 Canyon Blvd, Mammoth Lakes, California 93546.

Town Manager Rob Paterson outlined the information in the staff report. There was discussion among members of Council and staff.

Eileen Rains, appellant, outlined her reasons for wanting a reduction of the amount due in the findings. There was discussion between Mr. Patterson and Ms. Rains.

Moved by Mayor Bill Sauser
Seconded by Councilmember John Wentworth

Direct staff to allow Ms. Rains 15 days to produce evidence that shows she contacted the Town before April 26, 2023. If the evidence is provided within that timeframe, then the amount owed would be reduced to $1,364.88. In the absence of any documented contact with the Town before April 26, 2023, the full amount for TOT, tax fraud, penalties, interest, and enforcement charges of $3,614.88 would be due and payable.

For (5): Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Sarah Rea, Councilmember Amanda Rice, and Councilmember John Wentworth

Carried (5 to 0)

8.2 Consider Ordinance adopting and enacting a new Municipal Code for the Town of Mammoth Lakes.

Town Clerk Jamie Gray outlined the information in the staff report.

Moved by Councilmember John Wentworth
Seconded by Councilmember Amanda Rice

Waive the reading and introduce by title only the ordinance adopting and enacting a new Municipal Code for the Town of Mammoth Lakes; providing for the repeal of certain ordinances not included therein; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.

For (5): Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Sarah Rea, Councilmember Amanda Rice, and Councilmember John Wentworth

Carried (5 to 0)

9. COUNCILMEMBER REPORTS

Mayor Pro Tem Bubser reported the names of the five people who signed the Argument in Favor of Measure L.

Mayor Sauser attended the Mammoth Trails Committee meeting, the golf tournament cancer fundraiser, the Local Transportation Commission, the Town employee appreciation barbeque, and the round table discussion of ESCLS.

10. ADJOURNMENT

The Council adjourned the meeting at 5:32 p.m.

_____
Jamie Gray, Town Clerk

Mammoth Lakes Town Council
Agenda Action Sheet

Title: Waive the reading and adopt by title only the ordinance adopting and enacting a new code for the Town of Mammoth Lakes; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.

Council Meeting Date: September 4, 2014

Prepared by: Jamie Gray, Town Clerk

Recommended Motion: Waive the reading and adopt by title only the ordinance adopting and enacting a new code for the Town of Mammoth Lakes; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.

Summary: Last year, the Town contracted with Municode for recodifications services. The goal of the recodification is to create a well-organized and professionally edited Municipal Code that is free from internal conflicts and inconsistencies; free of errors on spelling and grammar; formatted in a manner that allows for continued growth and expansion; and in conformance with State law. In addition, the Town added a service for gender neutralization of the Code.

During the recodification process, Town staff, including the Town Attorney, reviewed the Code in its entirety. Town staff recommended to Municode the deletion of redundant and no longer applicable sections and chapters, as well as re-wrote certain sections and chapters to comply with the Town's current practices. Town staff also recommended grouping certain sections together so that topics would be readily accessible in one area of the Code.

The entire Code is available in the Town Clerk's Office for review. Once the Code is approved by the Town Council, Municode will update the Town's website to link to the current, approved version of the Code.

ORDINANCE NO. 24-

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA, ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF MAMMOTH LAKES, CALIFORNIA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE

BE IT ORDAINED BY THE TOWN COUNCIL:

Section 1. The Code entitled "Town of Mammoth Lakes Municipal Code," published by Municode, consisting of titles 1 through 18, each inclusive, on file in the Town Clerk's office and incorporated herein by reference, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before March 20, 2024, which were included in the Municipal Code as it existed prior to the effective date of this ordinance, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance, nor to repeal any ordinance which was not codified as part of the Municipal Code, including without limitation any ordinance submitting a tax measure to the voters and any uncodified ordinance pertaining to military equipment.

Section 4. Additions or amendments to the Code when passed in such form as to indicate the intention of the Town Council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 5. Ordinances adopted after March 20, 2024, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 6. This ordinance shall become effective 30 days after the adoption of this ordinance.

Passed and adopted this 4th day of September, 2024.

_____
BILL SAUSER, Mayor

ATTEST:

_____
JAMIE GRAY, Town Clerk

TOWN COUNCIL STAFF REPORT

Title: Accept the Project Closeout Report for the Chain Link Fence Repair Project.

Meeting Date: September 4, 2024

Prepared by: Riley Griesenbeck, Facilities and Asset Manager

RECOMMENDATION:

Staff recommends Town Council accept the project closeout report for the Chain Link Fence Repair Project FAC 24-002.

BACKGROUND:

In summer of 2023, Town of Mammoth Lakes Staff documented numerous parks and facilities with damage to perimeter safety fencing. Staff worked with potential contractors to get this work completed during 2023, but due to Public Contract Code regulations and priority of other work done under the 2023 Emergency Facility Repairs Contract, the repairs to various chain link fences were not completed.

During the winter of 2023-2024, Staff documented instances of damage to chain link fences and created the project plans, technical specifications, and special provisions. This project will repair and remove and replace, as needed, sections of damaged fencing at the Community Center Tennis Courts, Shady Rest Park, Pickleball Courts, Whitmore Track, and the Mammoth-Yosemite Airport.

On March 25, 2024, the Town advertised the Chain Link Fence Repair project. This project was awarded to the lowest responsive bidder, Tahoe Fence Co., Inc. at the May 1, 2024 Town Council Meeting.

Tahoe Fence Co., Inc. began work on 6/19/24 and completed work on 8/23/24.

FINANCIAL CONSIDERATIONS:

The project is fully funded with $89,811.27 coming from FD990 – Future Capital and $14,232.48 coming from FD220 – Airport Capital. The project was slightly over budget (base bid plus 10% contingency) due to additional scope added to repair damaged fence at Mammoth Yosemite Airport. The repairs at the Airport will be funded with $14,232.48 coming from FD220 – Airport Capital. The remainder of the project expenditures were under the base bid plus 10% contingency original budget of $89,811.27. The unused funds, in the amount of $1,209.57, will be returned to FD990 – Future Capital.

Description	Account	Amount
Original Budget (Base Bid + 10% Contingency)	FD 990 – Future Capital	$89,811.27
Airport Transfer to Cover Repairs at MMH	FD 220 – Airport Capital	$14,232.48
Total Revenue		**$104,232.48**
Construction Contract	FD 300 – Capital	$101,874.18
Notice Inviting Bids	FD 300 – Capital	$960.00
Total Expenditures		**$102,834.18**
Total Funds Remaining (to be returned to FD 990)	**FD 990 – Future Capital**	**$1,209.57**

PRE-CONSTRUCTION PHOTOS:



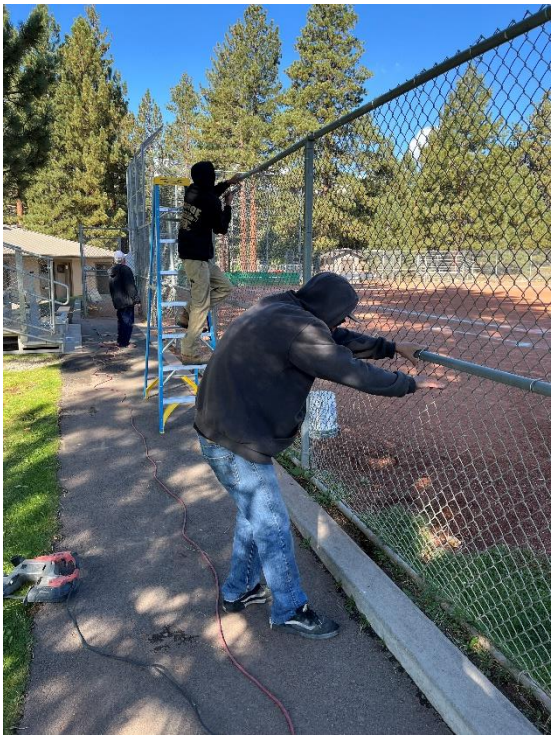





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CONSTRUCTION PHOTOS:







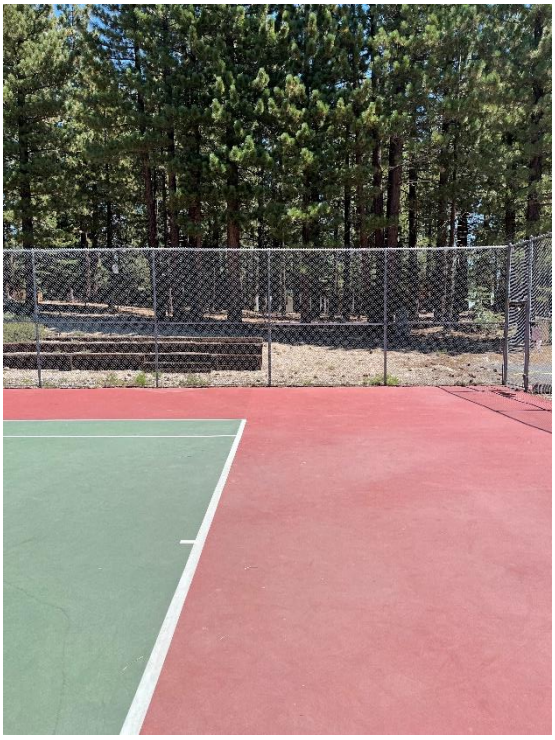


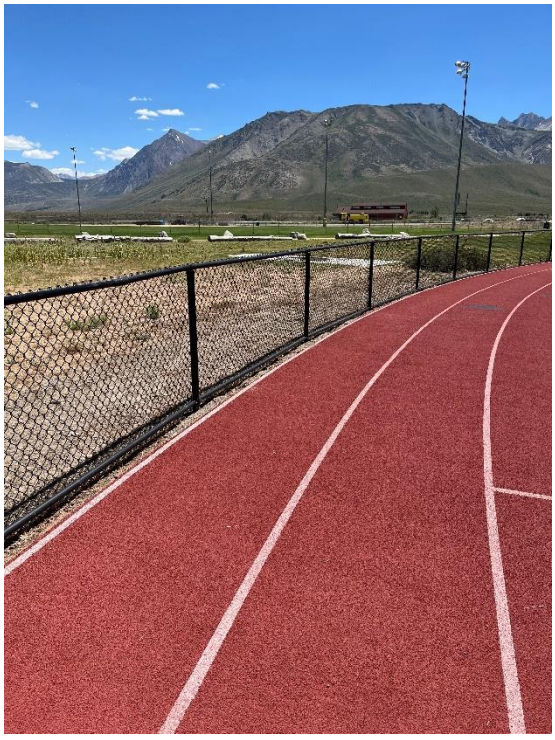




POST-CONSTRUCTION PHOTOS:









Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
ACCESS APARTMENTS AFFORDABLE HOUSING LLC								
08/21/2024	82124100	1004	19710	ACCESS APARTMENT	245-445-43035	238 SMR-CDBG ACTIVI	796,500.00	08/24
Total ACCESS APARTMENTS AFFORDABLE HOUSING LLC:							796,500.00	
BISHOP AUTOMOTIVE CENTER								
08/21/2024	82124101	1-72547	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	2,046.85	08/24
08/21/2024	82124101	1-72824	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	879.06	08/24
08/21/2024	82124101	1-72903	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	1,874.79	08/24
Total BISHOP AUTOMOTIVE CENTER:							4,800.70	
BLIZZARD FIRE PROTECTION								
08/21/2024	111577	001894	10775	BLIZZARD FIRE PROT	210-456-43031	EXTINGUISHER TESTI	861.00	08/24
Total BLIZZARD FIRE PROTECTION:							861.00	
BLUEBIRD IMAGING								
08/21/2024	111578	6332	8182	BLUEBIRD IMAGING	300-531-43031	CIVIC CTR BLUEPRINT	5,197.86	08/24
Total BLUEBIRD IMAGING:							5,197.86	
CALIFORNIA CONSULTING, INC.								
08/21/2024	82124102	7063	19212	CALIFORNIA CONSULT	100-416-43031	AUG 2024 GRANT WRI	4,250.00	08/24
Total CALIFORNIA CONSULTING, INC.:							4,250.00	
CASHMAN EQUIPMENT CO.								
08/21/2024	111579	INPS4071393	49	CASHMAN EQUIPMEN	910-000-13003	PARTS	106.35	08/24
08/21/2024	111579	INPS4071394	49	CASHMAN EQUIPMEN	910-000-13003	PARTS	124.03	08/24
Total CASHMAN EQUIPMENT CO.:							230.38	
DEAN'S PLUMBING & HEATING, INC.								
08/21/2024	111580	57270	2410	DEAN'S PLUMBING &	100-464-43031	08/24-SVCS	230.00	08/24
Total DEAN'S PLUMBING & HEATING, INC.:							230.00	
DIY HOME CENTER								
08/21/2024	111581	138165	5476	DIY HOME CENTER	100-420-42002	MAINT SUPPLIES	17.43	08/24
08/21/2024	111581	138169	5476	DIY HOME CENTER	100-420-42002	MAINT SUPPLIES	23.25	08/24
Total DIY HOME CENTER:							40.68	
EASTERN SIERRA AUDIO BRIAN KNOWLES								
08/21/2024	111582	76	7164	EASTERN SIERRA AU	100-432-43031	CHILDRENS THEATER	700.00	08/24
Total EASTERN SIERRA AUDIO BRIAN KNOWLES:							700.00	
ESTA								
08/21/2024	111583	240703-01	7884	ESTA	100-475-43031	JUNE 2024 ROUTE HR	114,048.54	08/24
Total ESTA:							114,048.54	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
FEDERAL EXPRESS CORP								
08/21/2024	111584	8-577-58772	717	FEDERAL EXPRESS C	910-000-13003	SHIPPING CHGS	24.76	08/24
Total FEDERAL EXPRESS CORP:							24.76	
FEDERAL SIGNAL CORPORATION SSG								
08/21/2024	111585	8633785	3963	FEDERAL SIGNAL COR	910-000-13003	PARTS	1,482.04	08/24
Total FEDERAL SIGNAL CORPORATION SSG:							1,482.04	
HIGH COUNTRY LUMBER								
08/21/2024	111586	60391	830	HIGH COUNTRY LUMB	210-450-45224	CONCRETE	80.70	08/24
Total HIGH COUNTRY LUMBER:							80.70	
HMC ARCHITECTS								
08/21/2024	82124103	175483	10804	HMC ARCHITECTS	300-531-43031	JULY 2024 CIVIC CTR	13,142.32	08/24
Total HMC ARCHITECTS:							13,142.32	
HORIZON CALIFORNIA PUBLICATIONS, INC.								
08/21/2024	82124104	300340071	6100	HORIZON CALIFORNIA	300-531-43031	07/24-ADVERT - ROAD	450.00	08/24
Total HORIZON CALIFORNIA PUBLICATIONS, INC.:							450.00	
HOT CREEK AVIATION, LLC CAR RENTAL								
08/21/2024	111587	JUNE 2024	6622	HOT CREEK AVIATION,	220-471-43031	JUNE 2024 CAR RENT	682.95	08/24
08/21/2024	111587	MAY 2024	6622	HOT CREEK AVIATION,	220-471-43031	MAY 2024 CAR RENTA	1,179.45	08/24
Total HOT CREEK AVIATION, LLC CAR RENTAL:							1,862.40	
INLAND VALLEY CONSTRUCTION								
08/21/2024	111588	08/15/24	19712	INLAND VALLEY CONS	915-570-48200	COZAD TRAILER	58,000.00	08/24
Total INLAND VALLEY CONSTRUCTION:							58,000.00	
INTERWEST CONSULTING GROUP								
08/21/2024	82124105	572590	18150	INTERWEST CONSULT	100-442-43031	JUNE 2024	607.50	08/24
08/21/2024	82124105	572598	18150	INTERWEST CONSULT	100-442-43031	JUNE 2024 LIMELIGHT	877.50	08/24
Total INTERWEST CONSULTING GROUP:							1,485.00	
JIM CHARLON FORD, INC.								
08/21/2024	111589	64867	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	122.10	08/24
08/21/2024	111589	64850	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	959.84	08/24
08/21/2024	111589	64901	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	227.46	08/24
08/21/2024	111589	64904	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	300.20	08/24
08/21/2024	111589	64979	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	56.70	08/24
Total JIM CHARLON FORD, INC.:							1,666.30	
KEYSER MARSTON ASSOCIATES, INC.								
08/21/2024	111590	0038984	18530	KEYSER MARSTON AS	100-440-43031	JULY 2024	915.00	08/24
Total KEYSER MARSTON ASSOCIATES, INC.:							915.00	
KIMBALL-MIDWEST								
08/21/2024	111591	102447832	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	450.40	08/24

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
08/21/2024	111591	102472025	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	657.27	08/24
08/21/2024	111591	102475783	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	2,401.73	08/24
08/21/2024	111591	102516358	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	447.28	08/24
Total KIMBALL-MIDWEST:							3,956.68	
KNORR SYSTEMS, INC								
08/21/2024	82124106	245059	18390	KNORR SYSTEMS, INC	100-434-42009	PULSAR BRIQUETTES	1,068.72	08/24
Total KNORR SYSTEMS, INC:							1,068.72	
LONG VALLEY FIRE DISTRICT								
08/21/2024	111592	MAM 071524	1263	LONG VALLEY FIRE DI	220-471-43031	C17/BLACKHAWK	3,695.04	08/24
Total LONG VALLEY FIRE DISTRICT:							3,695.04	
LUTTRELL HOLDINGS IIM LLC								
08/21/2024	82124107	3223	19462	LUTTRELL HOLDINGS	100-442-43031	06/17-06/21/24	1,503.66	08/24
08/21/2024	82124107	3463	19462	LUTTRELL HOLDINGS	100-442-43031	07/15-19/2024	1,520.00	08/24
Total LUTTRELL HOLDINGS IIM LLC:							3,023.66	
MAMMOTH COMMUNITY WATER DISTRICT								
08/21/2024	111593	02917	308	MAMMOTH COMMUNI	100-434-43031	LAB WHITMORE BALL	44.00	08/24
Total MAMMOTH COMMUNITY WATER DISTRICT:							44.00	
MARTINEZ, ALEXIS TAPIA								
08/21/2024	111594	08/14/24	19707	MARTINEZ, ALEXIS TA	210-452-43031	CDL EXAM	98.00	08/24
Total MARTINEZ, ALEXIS TAPIA:							98.00	
MISSION LINEN SUPPLY, INC								
08/21/2024	111595	521799187	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	922.22	08/24
08/21/2024	111595	521802149	6482	MISSION LINEN SUPPL	100-434-42007	MAINT SUPPLIES	500.60	08/24
08/21/2024	111595	521833180	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	127.61	08/24
08/21/2024	111595	521923919	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	29.14	08/24
08/21/2024	111595	521999891	6482	MISSION LINEN SUPPL	100-434-42007	MAINT SUPPLIES	483.12	08/24
08/21/2024	111595	521999893	6482	MISSION LINEN SUPPL	858-436-42007	MAINT SUPPLIES	330.13	08/24
08/21/2024	111595	522008876	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	172.70	08/24
08/21/2024	111595	522033640	6482	MISSION LINEN SUPPL	100-438-45080	MAINT SUPPLIES	189.34	08/24
08/21/2024	111595	522033641	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	94.67	08/24
08/21/2024	111595	522092022	6482	MISSION LINEN SUPPL	210-454-42006	UNIFORM	171.50	08/24
08/21/2024	111595	522134830	6482	MISSION LINEN SUPPL	210-454-42006	UNIFORM	171.50	08/24
08/21/2024	111595	522162796	6482	MISSION LINEN SUPPL	100-434-42007	MAINT SUPPLIES	684.99	08/24
08/21/2024	111595	522162805	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	580.62	08/24
08/21/2024	111595	522176098	6482	MISSION LINEN SUPPL	210-454-42006	UNIFORM	177.16	08/24
Total MISSION LINEN SUPPLY, INC:							4,635.30	
MMI CONSULTING LLC AND COVINGTON CONST.								
08/21/2024	82124108	PROGRESS P	19404	MMI CONSULTING LLC	300-531-43031	60 JOAQUIN	92,403.02	08/24
Total MMI CONSULTING LLC AND COVINGTON CONST.:							92,403.02	
MODEL1 COMMERCIAL VEHICLES, INC.								
08/21/2024	111596	XA128018315:	19359	MODEL1 COMMERCIA	910-000-13003	PARTS	1,712.60	08/24
08/21/2024	111596	XA128022636:	19359	MODEL1 COMMERCIA	910-000-13003	PARTS	3,650.09	08/24

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Total MODEL1 COMMERCIAL VEHICLES, INC.:							5,362.69	
MOLINA JANITORIAL SERVICE								
08/21/2024	111597	6883	8617	MOLINA JANITORIAL S	220-471-43031	JULY 2024	2,045.88	08/24
Total MOLINA JANITORIAL SERVICE:							2,045.88	
MONO COUNTY INVESTMENTS								
08/21/2024	111598	08/21/24	10517	MONO COUNTY INVES	001-000-10030	INCREASING REU HOL	294,308.00	08/24
Total MONO COUNTY INVESTMENTS:							294,308.00	
MONO COUNTY LAFCO								
08/21/2024	111599	2024-2025	18987	MONO COUNTY LAFC	100-416-43031	LAFCO CONTRIBUTIO	5,451.00	08/24
Total MONO COUNTY LAFCO:							5,451.00	
O'REILLY								
08/21/2024	111600	3091-173124	19413	O'REILLY	910-000-13003	PARTS	92.59	08/24
08/21/2024	111600	3091-175048	19413	O'REILLY	910-000-13003	PARTS	45.27	08/24
Total O'REILLY:							137.86	
P&P UNIFORM RIV								
08/21/2024	111601	429795	19335	P&P UNIFORM RIV	100-420-42006	UNIFORM	159.45	08/24
Total P&P UNIFORM RIV:							159.45	
PARS								
08/21/2024	111602	56169	6552	PARS	100-416-43031	06/24-SVCS	394.11	08/24
08/21/2024	111602	56089	6552	PARS	100-420-43031	06/24-SVCS	800.00	08/24
Total PARS:							1,194.11	
PETERBILT TRUCK PARTS & EQUIPMENT, LLC								
08/21/2024	82124109	X101230741:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	46.00	08/24
08/21/2024	82124109	X101232509:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	1,138.58	08/24
08/21/2024	82124109	X101232664:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	43.27	08/24
Total PETERBILT TRUCK PARTS & EQUIPMENT, LLC:							1,227.85	
PILOT THOMAS LOGISTICS								
08/21/2024	111603	309827	19700	PILOT THOMAS LOGIS	910-000-13001	DIESEL	138.05	08/24
Total PILOT THOMAS LOGISTICS:							138.05	
PRICE PAIGE & CO.								
08/21/2024	111604	33948	19277	PRICE PAIGE & CO.	100-415-43100	06/24-AUDIT	2,100.00	08/24
Total PRICE PAIGE & CO.:							2,100.00	
RICH ENVIRONMENTAL SERVICE STATION SVCS								
08/21/2024	111605	109177	10132	RICH ENVIRONMENTA	910-000-13047	DESIGNATED OPERAT	150.00	08/24
Total RICH ENVIRONMENTAL SERVICE STATION SVCS:							150.00	

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SCHULZ, SYDNEY								
08/21/2024	111606	08/23-08/26/24	19460	SCHULZ, SYDNEY	858-436-43150	MILEAGE	644.48	08/24
Total SCHULZ, SYDNEY:							644.48	
SHEET, THE								
08/21/2024	111607	11822	6678	SHEET, THE	853-450-43031	06/24-ADVERT	240.00	08/24
08/21/2024	111607	11823	6678	SHEET, THE	856-450-43031	06/24-ADVERT	240.00	08/24
08/21/2024	111607	11824	6678	SHEET, THE	857-450-43031	06/24-ADVERT	270.00	08/24
Total SHEET, THE:							750.00	
SIERRA AUTO BODY WORKS								
08/21/2024	111608	11048	19324	SIERRA AUTO BODY W	910-000-13047	TRUCK REPAIR	2,906.56	08/24
Total SIERRA AUTO BODY WORKS:							2,906.56	
SILVER STATE INTERNATIONAL TRUCKS								
08/21/2024	82124110	X201148179:01	35	SILVER STATE INTERN	910-000-13003	PARTS	119.23	08/24
08/21/2024	82124110	X20114834701	35	SILVER STATE INTERN	910-000-13003	PARTS	308.46	08/24
08/21/2024	82124110	X201148346:01	35	SILVER STATE INTERN	910-000-13003	PARTS	222.15	08/24
08/21/2024	82124110	X201148409:01	35	SILVER STATE INTERN	210-454-46200	PARTS	1,465.90	08/24
08/21/2024	82124110	X201148483:01	35	SILVER STATE INTERN	910-000-13003	PARTS	13,957.45	08/24
08/21/2024	82124110	X201149349:01	35	SILVER STATE INTERN	910-000-13003	PARTS	228.97-	08/24
08/21/2024	82124110	X201149352:01	35	SILVER STATE INTERN	910-000-13003	PARTS	228.97-	08/24
08/21/2024	82124110	X201149377:01	35	SILVER STATE INTERN	910-000-13003	PARTS	1,579.91	08/24
08/21/2024	82124110	X201149480:01	35	SILVER STATE INTERN	910-000-13003	PARTS	5,469.22	08/24
Total SILVER STATE INTERNATIONAL TRUCKS:							22,664.38	
SO, JUNG								
08/21/2024	111609	BT 9906	19709	SO, JUNG	001-000-10760	JULY 2024 OVERPYMT	1,472.80	08/24
Total SO, JUNG:							1,472.80	
SPECIALTY VEHICLES								
08/21/2024	82124111	32968	7849	SPECIALTY VEHICLES	910-000-20010	SALES TAX	52.29	08/24
Total SPECIALTY VEHICLES:							52.29	
SPINA, DANIEL								
08/21/2024	111610	BP24-00495	19705	SPINA, DANIEL	001-000-10765	OVERPYMT	90.38	08/24
Total SPINA, DANIEL:							90.38	
STEVE'S AUTO & TRUCK PARTS								
08/21/2024	111611	116716	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	50.75	08/24
08/21/2024	111611	116830	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	20.95	08/24
08/21/2024	111611	116935	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	192.62	08/24
08/21/2024	111611	117033	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.36	08/24
08/21/2024	111611	117091	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	35.40	08/24
08/21/2024	111611	117229	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	136.52	08/24
08/21/2024	111611	117256	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	15.00	08/24
08/21/2024	111611	117265	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	411.45	08/24
08/21/2024	111611	117270	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	150.85	08/24
08/21/2024	111611	117303	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	58.19-	08/24
08/21/2024	111611	117316	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	260.88	08/24
08/21/2024	111611	117332	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	37.70	08/24

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08/21/2024	111611	117408	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	37.26	08/24
08/21/2024	111611	117410	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	13.17	08/24
08/21/2024	111611	117465	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.09	08/24
08/21/2024	111611	117479	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.09-	08/24
08/21/2024	111611	117582	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	15.00	08/24
08/21/2024	111611	117674	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	198.96	08/24
08/21/2024	111611	117682	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	19.40-	08/24
08/21/2024	111611	117938	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	39.07	08/24
08/21/2024	111611	117983	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	539.22	08/24
08/21/2024	111611	118140	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.83	08/24
08/21/2024	111611	118269	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	31.59	08/24
08/21/2024	111611	118768	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	822.89	08/24
08/21/2024	111611	118775	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	60.61	08/24
08/21/2024	111611	118781	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	116.37-	08/24
08/21/2024	111611	118934	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	23.71	08/24
08/21/2024	111611	118960	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	155.76	08/24
08/21/2024	111611	118979	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	2.05	08/24
08/21/2024	111611	119100	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	27.87	08/24
08/21/2024	111611	119305	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	287.88	08/24
Total STEVE'S AUTO & TRUCK PARTS:							3,460.39	
SZEWCZAK, DYLAN								
08/21/2024	111612	08/12/24	19704	SZEWCZAK, DYLAN	001-000-10765	OVERPYMT	286.00	08/24
Total SZEWCZAK, DYLAN:							286.00	
THOMAS PETROLEUM, LLC								
08/21/2024	82124112	0958996-IN	7891	THOMAS PETROLEUM	910-000-13003	WINDSHIELD WASH	177.19	08/24
08/21/2024	82124112	0970353-IN	7891	THOMAS PETROLEUM	910-000-13001	GASOLINE	14,353.55	08/24
08/21/2024	82124112	0970356-IN	7891	THOMAS PETROLEUM	910-000-13003	DIESEL	14,137.69	08/24
Total THOMAS PETROLEUM, LLC:							28,668.43	
TRINITY INTEGRATED SOLUTIONS, INC								
08/21/2024	111613	11016	19706	TRINITY INTEGRATED	100-415-43031	QUICKBASE PROJECT	840.00	08/24
Total TRINITY INTEGRATED SOLUTIONS, INC:							840.00	
WESTERN NEVADA SUPPLY CO.								
08/21/2024	82124113	51366825	155	WESTERN NEVADA SU	858-436-45080	MAINT SUPPLIES	111.91	08/24
Total WESTERN NEVADA SUPPLY CO.:							111.91	
WHITEBARK INSTITUTE								
08/21/2024	82124114	08/13/2024	19392	WHITEBARK INSTITUT	100-413-43031	FUNDING FOR FINANC	150,000.00	08/24
08/21/2024	82124114	08/20/24	19392	WHITEBARK INSTITUT	105-405-43031	FOREST HEALTH/FUEL	424,920.80	08/24
Total WHITEBARK INSTITUTE:							574,920.80	
Grand Totals:							2,064,035.41	

Signature: HAISLIP HAYES Date 8.21.24

Signature: JAMIE GRAY Date 8/21/24

Signature: STEPHANIE TRUJILLO Date 8/21/24

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

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Report type: Invoice detail
Check.Type = {<>} "Adjustment"

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ACCESS APARTMENTS AFFORDABLE HOUSING LLC								
08/21/2024	82124100	1004	19710	ACCESS APARTMENT	245-445-43035	238 SMR-CDBG ACTIVI	796,500.00	08/24
Total ACCESS APARTMENTS AFFORDABLE HOUSING LLC:							796,500.00	
BISHOP AUTOMOTIVE CENTER								
08/21/2024	82124101	1-72547	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	2,046.85	08/24
08/21/2024	82124101	1-72824	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	879.06	08/24
08/21/2024	82124101	1-72903	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	1,874.79	08/24
Total BISHOP AUTOMOTIVE CENTER:							4,800.70	
BLIZZARD FIRE PROTECTION								
08/21/2024	111577	001894	10775	BLIZZARD FIRE PROT	210-456-43031	EXTINGUISHER TESTI	861.00	08/24
Total BLIZZARD FIRE PROTECTION:							861.00	
BLUEBIRD IMAGING								
08/21/2024	111578	6332	8182	BLUEBIRD IMAGING	300-531-43031	CIVIC CTR BLUEPRINT	5,197.86	08/24
Total BLUEBIRD IMAGING:							5,197.86	
CALIFORNIA CONSULTING, INC.								
08/21/2024	82124102	7063	19212	CALIFORNIA CONSULT	100-416-43031	AUG 2024 GRANT WRI	4,250.00	08/24
Total CALIFORNIA CONSULTING, INC.:							4,250.00	
CASHMAN EQUIPMENT CO.								
08/21/2024	111579	INPS4071393	49	CASHMAN EQUIPMEN	910-000-13003	PARTS	106.35	08/24
08/21/2024	111579	INPS4071394	49	CASHMAN EQUIPMEN	910-000-13003	PARTS	124.03	08/24
Total CASHMAN EQUIPMENT CO.:							230.38	
DEAN'S PLUMBING & HEATING, INC.								
08/21/2024	111580	57270	2410	DEAN'S PLUMBING &	100-464-43031	08/24-SVCS	230.00	08/24
Total DEAN'S PLUMBING & HEATING, INC.:							230.00	
DIY HOME CENTER								
08/21/2024	111581	138165	5476	DIY HOME CENTER	100-420-42002	MAINT SUPPLIES	17.43	08/24
08/21/2024	111581	138169	5476	DIY HOME CENTER	100-420-42002	MAINT SUPPLIES	23.25	08/24
Total DIY HOME CENTER:							40.68	
EASTERN SIERRA AUDIO BRIAN KNOWLES								
08/21/2024	111582	76	7164	EASTERN SIERRA AU	100-432-43031	CHILDRENS THEATER	700.00	08/24
Total EASTERN SIERRA AUDIO BRIAN KNOWLES:							700.00	
ESTA								
08/21/2024	111583	240703-01	7884	ESTA	100-475-43031	JUNE 2024 ROUTE HR	114,048.54	08/24
Total ESTA:							114,048.54	

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FEDERAL EXPRESS CORP								
08/21/2024	111584	8-577-58772	717	FEDERAL EXPRESS C	910-000-13003	SHIPPING CHGS	24.76	08/24
Total FEDERAL EXPRESS CORP:							24.76	
FEDERAL SIGNAL CORPORATION SSG								
08/21/2024	111585	8633785	3963	FEDERAL SIGNAL COR	910-000-13003	PARTS	1,482.04	08/24
Total FEDERAL SIGNAL CORPORATION SSG:							1,482.04	
HIGH COUNTRY LUMBER								
08/21/2024	111586	60391	830	HIGH COUNTRY LUMB	210-450-45224	CONCRETE	80.70	08/24
Total HIGH COUNTRY LUMBER:							80.70	
HMC ARCHITECTS								
08/21/2024	82124103	175483	10804	HMC ARCHITECTS	300-531-43031	JULY 2024 CIVIC CTR	13,142.32	08/24
Total HMC ARCHITECTS:							13,142.32	
HORIZON CALIFORNIA PUBLICATIONS, INC.								
08/21/2024	82124104	300340071	6100	HORIZON CALIFORNIA	300-531-43031	07/24-ADVERT - ROAD	450.00	08/24
Total HORIZON CALIFORNIA PUBLICATIONS, INC.:							450.00	
HOT CREEK AVIATION, LLC CAR RENTAL								
08/21/2024	111587	JUNE 2024	6622	HOT CREEK AVIATION,	220-471-43031	JUNE 2024 CAR RENT	682.95	08/24
08/21/2024	111587	MAY 2024	6622	HOT CREEK AVIATION,	220-471-43031	MAY 2024 CAR RENTA	1,179.45	08/24
Total HOT CREEK AVIATION, LLC CAR RENTAL:							1,862.40	
INLAND VALLEY CONSTRUCTION								
08/21/2024	111588	08/15/24	19712	INLAND VALLEY CONS	915-570-48200	COZAD TRAILER	58,000.00	08/24
Total INLAND VALLEY CONSTRUCTION:							58,000.00	
INTERWEST CONSULTING GROUP								
08/21/2024	82124105	572590	18150	INTERWEST CONSULT	100-442-43031	JUNE 2024	607.50	08/24
08/21/2024	82124105	572598	18150	INTERWEST CONSULT	100-442-43031	JUNE 2024 LIMELIGHT	877.50	08/24
Total INTERWEST CONSULTING GROUP:							1,485.00	
JIM CHARLON FORD, INC.								
08/21/2024	111589	64867	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	122.10	08/24
08/21/2024	111589	64850	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	959.84	08/24
08/21/2024	111589	64901	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	227.46	08/24
08/21/2024	111589	64904	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	300.20	08/24
08/21/2024	111589	64979	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	56.70	08/24
Total JIM CHARLON FORD, INC.:							1,666.30	
KEYSER MARSTON ASSOCIATES, INC.								
08/21/2024	111590	0038984	18530	KEYSER MARSTON AS	100-440-43031	JULY 2024	915.00	08/24
Total KEYSER MARSTON ASSOCIATES, INC.:							915.00	
KIMBALL-MIDWEST								
08/21/2024	111591	102447832	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	450.40	08/24

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08/21/2024	111591	102472025	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	657.27	08/24
08/21/2024	111591	102475783	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	2,401.73	08/24
08/21/2024	111591	102516358	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	447.28	08/24
Total KIMBALL-MIDWEST:							3,956.68	
KNORR SYSTEMS, INC								
08/21/2024	82124106	245059	18390	KNORR SYSTEMS, INC	100-434-42009	PULSAR BRIQUETTES	1,068.72	08/24
Total KNORR SYSTEMS, INC:							1,068.72	
LONG VALLEY FIRE DISTRICT								
08/21/2024	111592	MAM 071524	1263	LONG VALLEY FIRE DI	220-471-43031	C17/BLACKHAWK	3,695.04	08/24
Total LONG VALLEY FIRE DISTRICT:							3,695.04	
LUTTRELL HOLDINGS IIM LLC								
08/21/2024	82124107	3223	19462	LUTTRELL HOLDINGS	100-442-43031	06/17-06/21/24	1,503.66	08/24
08/21/2024	82124107	3463	19462	LUTTRELL HOLDINGS	100-442-43031	07/15-19/2024	1,520.00	08/24
Total LUTTRELL HOLDINGS IIM LLC:							3,023.66	
MAMMOTH COMMUNITY WATER DISTRICT								
08/21/2024	111593	02917	308	MAMMOTH COMMUNI	100-434-43031	LAB WHITMORE BALL	44.00	08/24
Total MAMMOTH COMMUNITY WATER DISTRICT:							44.00	
MARTINEZ, ALEXIS TAPIA								
08/21/2024	111594	08/14/24	19707	MARTINEZ, ALEXIS TA	210-452-43031	CDL EXAM	98.00	08/24
Total MARTINEZ, ALEXIS TAPIA:							98.00	
MISSION LINEN SUPPLY, INC								
08/21/2024	111595	521799187	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	922.22	08/24
08/21/2024	111595	521802149	6482	MISSION LINEN SUPPL	100-434-42007	MAINT SUPPLIES	500.60	08/24
08/21/2024	111595	521833180	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	127.61	08/24
08/21/2024	111595	521923919	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	29.14	08/24
08/21/2024	111595	521999891	6482	MISSION LINEN SUPPL	100-434-42007	MAINT SUPPLIES	483.12	08/24
08/21/2024	111595	521999893	6482	MISSION LINEN SUPPL	858-436-42007	MAINT SUPPLIES	330.13	08/24
08/21/2024	111595	522008876	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	172.70	08/24
08/21/2024	111595	522033640	6482	MISSION LINEN SUPPL	100-438-45080	MAINT SUPPLIES	189.34	08/24
08/21/2024	111595	522033641	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	94.67	08/24
08/21/2024	111595	522092022	6482	MISSION LINEN SUPPL	210-454-42006	UNIFORM	171.50	08/24
08/21/2024	111595	522134830	6482	MISSION LINEN SUPPL	210-454-42006	UNIFORM	171.50	08/24
08/21/2024	111595	522162796	6482	MISSION LINEN SUPPL	100-434-42007	MAINT SUPPLIES	684.99	08/24
08/21/2024	111595	522162805	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	580.62	08/24
08/21/2024	111595	522176098	6482	MISSION LINEN SUPPL	210-454-42006	UNIFORM	177.16	08/24
Total MISSION LINEN SUPPLY, INC:							4,635.30	
MMI CONSULTING LLC AND COVINGTON CONST.								
08/21/2024	82124108	PROGRESS P	19404	MMI CONSULTING LLC	300-531-43031	60 JOAQUIN	92,403.02	08/24
Total MMI CONSULTING LLC AND COVINGTON CONST.:							92,403.02	
MODEL1 COMMERCIAL VEHICLES, INC.								
08/21/2024	111596	XA128018315:	19359	MODEL1 COMMERCIA	910-000-13003	PARTS	1,712.60	08/24
08/21/2024	111596	XA128022636:	19359	MODEL1 COMMERCIA	910-000-13003	PARTS	3,650.09	08/24

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
Total MODEL1 COMMERCIAL VEHICLES, INC.:							5,362.69	
MOLINA JANITORIAL SERVICE								
08/21/2024	111597	6883	8617	MOLINA JANITORIAL S	220-471-43031	JULY 2024	2,045.88	08/24
Total MOLINA JANITORIAL SERVICE:							2,045.88	
MONO COUNTY INVESTMENTS								
08/21/2024	111598	08/21/24	10517	MONO COUNTY INVES	001-000-10030	INCREASING REU HOL	294,308.00	08/24
Total MONO COUNTY INVESTMENTS:							294,308.00	
MONO COUNTY LAFCO								
08/21/2024	111599	2024-2025	18987	MONO COUNTY LAFC	100-416-43031	LAFCO CONTRIBUTIO	5,451.00	08/24
Total MONO COUNTY LAFCO:							5,451.00	
O'REILLY								
08/21/2024	111600	3091-173124	19413	O'REILLY	910-000-13003	PARTS	92.59	08/24
08/21/2024	111600	3091-175048	19413	O'REILLY	910-000-13003	PARTS	45.27	08/24
Total O'REILLY:							137.86	
P&P UNIFORM RIV								
08/21/2024	111601	429795	19335	P&P UNIFORM RIV	100-420-42006	UNIFORM	159.45	08/24
Total P&P UNIFORM RIV:							159.45	
PARS								
08/21/2024	111602	56169	6552	PARS	100-416-43031	06/24-SVCS	394.11	08/24
08/21/2024	111602	56089	6552	PARS	100-420-43031	06/24-SVCS	800.00	08/24
Total PARS:							1,194.11	
PETERBILT TRUCK PARTS & EQUIPMENT, LLC								
08/21/2024	82124109	X101230741:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	46.00	08/24
08/21/2024	82124109	X101232509:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	1,138.58	08/24
08/21/2024	82124109	X101232664:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	43.27	08/24
Total PETERBILT TRUCK PARTS & EQUIPMENT, LLC:							1,227.85	
PILOT THOMAS LOGISTICS								
08/21/2024	111603	309827	19700	PILOT THOMAS LOGIS	910-000-13001	DIESEL	138.05	08/24
Total PILOT THOMAS LOGISTICS:							138.05	
PRICE PAIGE & CO.								
08/21/2024	111604	33948	19277	PRICE PAIGE & CO.	100-415-43100	06/24-AUDIT	2,100.00	08/24
Total PRICE PAIGE & CO.:							2,100.00	
RICH ENVIRONMENTAL SERVICE STATION SVCS								
08/21/2024	111605	109177	10132	RICH ENVIRONMENTA	910-000-13047	DESIGNATED OPERAT	150.00	08/24
Total RICH ENVIRONMENTAL SERVICE STATION SVCS:							150.00	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
SCHULZ, SYDNEY								
08/21/2024	111606	08/23-08/26/24	19460	SCHULZ, SYDNEY	858-436-43150	MILEAGE	644.48	08/24
Total SCHULZ, SYDNEY:							644.48	
SHEET, THE								
08/21/2024	111607	11822	6678	SHEET, THE	853-450-43031	06/24-ADVERT	240.00	08/24
08/21/2024	111607	11823	6678	SHEET, THE	856-450-43031	06/24-ADVERT	240.00	08/24
08/21/2024	111607	11824	6678	SHEET, THE	857-450-43031	06/24-ADVERT	270.00	08/24
Total SHEET, THE:							750.00	
SIERRA AUTO BODY WORKS								
08/21/2024	111608	11048	19324	SIERRA AUTO BODY W	910-000-13047	TRUCK REPAIR	2,906.56	08/24
Total SIERRA AUTO BODY WORKS:							2,906.56	
SILVER STATE INTERNATIONAL TRUCKS								
08/21/2024	82124110	X201148179:01	35	SILVER STATE INTERN	910-000-13003	PARTS	119.23	08/24
08/21/2024	82124110	X20114834701	35	SILVER STATE INTERN	910-000-13003	PARTS	308.46	08/24
08/21/2024	82124110	X201148346:01	35	SILVER STATE INTERN	910-000-13003	PARTS	222.15	08/24
08/21/2024	82124110	X201148409:01	35	SILVER STATE INTERN	210-454-46200	PARTS	1,465.90	08/24
08/21/2024	82124110	X201148483:01	35	SILVER STATE INTERN	910-000-13003	PARTS	13,957.45	08/24
08/21/2024	82124110	X201149349:01	35	SILVER STATE INTERN	910-000-13003	PARTS	228.97-	08/24
08/21/2024	82124110	X201149352:01	35	SILVER STATE INTERN	910-000-13003	PARTS	228.97-	08/24
08/21/2024	82124110	X201149377:01	35	SILVER STATE INTERN	910-000-13003	PARTS	1,579.91	08/24
08/21/2024	82124110	X201149480:01	35	SILVER STATE INTERN	910-000-13003	PARTS	5,469.22	08/24
Total SILVER STATE INTERNATIONAL TRUCKS:							22,664.38	
SO, JUNG								
08/21/2024	111609	BT 9906	19709	SO, JUNG	001-000-10760	JULY 2024 OVERPYMT	1,472.80	08/24
Total SO, JUNG:							1,472.80	
SPECIALTY VEHICLES								
08/21/2024	82124111	32968	7849	SPECIALTY VEHICLES	910-000-20010	SALES TAX	52.29	08/24
Total SPECIALTY VEHICLES:							52.29	
SPINA, DANIEL								
08/21/2024	111610	BP24-00495	19705	SPINA, DANIEL	001-000-10765	OVERPYMT	90.38	08/24
Total SPINA, DANIEL:							90.38	
STEVE'S AUTO & TRUCK PARTS								
08/21/2024	111611	116716	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	50.75	08/24
08/21/2024	111611	116830	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	20.95	08/24
08/21/2024	111611	116935	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	192.62	08/24
08/21/2024	111611	117033	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.36	08/24
08/21/2024	111611	117091	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	35.40	08/24
08/21/2024	111611	117229	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	136.52	08/24
08/21/2024	111611	117256	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	15.00	08/24
08/21/2024	111611	117265	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	411.45	08/24
08/21/2024	111611	117270	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	150.85	08/24
08/21/2024	111611	117303	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	58.19-	08/24
08/21/2024	111611	117316	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	260.88	08/24
08/21/2024	111611	117332	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	37.70	08/24

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
08/21/2024	111611	117408	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	37.26	08/24
08/21/2024	111611	117410	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	13.17	08/24
08/21/2024	111611	117465	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.09	08/24
08/21/2024	111611	117479	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.09-	08/24
08/21/2024	111611	117582	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	15.00	08/24
08/21/2024	111611	117674	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	198.96	08/24
08/21/2024	111611	117682	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	19.40-	08/24
08/21/2024	111611	117938	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	39.07	08/24
08/21/2024	111611	117983	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	539.22	08/24
08/21/2024	111611	118140	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	43.83	08/24
08/21/2024	111611	118269	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	31.59	08/24
08/21/2024	111611	118768	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	822.89	08/24
08/21/2024	111611	118775	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	60.61	08/24
08/21/2024	111611	118781	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	116.37-	08/24
08/21/2024	111611	118934	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	23.71	08/24
08/21/2024	111611	118960	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	155.76	08/24
08/21/2024	111611	118979	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	2.05	08/24
08/21/2024	111611	119100	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	27.87	08/24
08/21/2024	111611	119305	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	287.88	08/24
Total STEVE'S AUTO & TRUCK PARTS:							3,460.39	
SZEWCZAK, DYLAN								
08/21/2024	111612	08/12/24	19704	SZEWCZAK, DYLAN	001-000-10765	OVERPYMT	286.00	08/24
Total SZEWCZAK, DYLAN:							286.00	
THOMAS PETROLEUM, LLC								
08/21/2024	82124112	0958996-IN	7891	THOMAS PETROLEUM	910-000-13003	WINDSHIELD WASH	177.19	08/24
08/21/2024	82124112	0970353-IN	7891	THOMAS PETROLEUM	910-000-13001	GASOLINE	14,353.55	08/24
08/21/2024	82124112	0970356-IN	7891	THOMAS PETROLEUM	910-000-13003	DIESEL	14,137.69	08/24
Total THOMAS PETROLEUM, LLC:							28,668.43	
TRINITY INTEGRATED SOLUTIONS, INC								
08/21/2024	111613	11016	19706	TRINITY INTEGRATED	100-415-43031	QUICKBASE PROJECT	840.00	08/24
Total TRINITY INTEGRATED SOLUTIONS, INC:							840.00	
WESTERN NEVADA SUPPLY CO.								
08/21/2024	82124113	51366825	155	WESTERN NEVADA SU	858-436-45080	MAINT SUPPLIES	111.91	08/24
Total WESTERN NEVADA SUPPLY CO.:							111.91	
WHITEBARK INSTITUTE								
08/21/2024	82124114	08/13/2024	19392	WHITEBARK INSTITUT	100-413-43031	FUNDING FOR FINANC	150,000.00	08/24
08/21/2024	82124114	08/20/24	19392	WHITEBARK INSTITUT	105-405-43031	FOREST HEALTH/FUEL	424,920.80	08/24
Total WHITEBARK INSTITUTE:							574,920.80	
Grand Totals:							2,064,035.41	

Signature: NOLAN BOBROFF Date 8-29-24

Signature: JAMIE GRAY Date 8/29/24

Signature: STEPHANIE TRUJILLO Date 8/29/24

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

Mammoth Lakes Town Council
Agenda Action Sheet

Title: 2024/25 Parks and Recreation Department Winter Fee Schedule Amendments

Council Meeting Date: 9/4/2024

Prepared by: Stuart Brown, Parks and Recreation Director
Katrina Kelly, Recreation Manager

Recommended Motion: A. Conduct a Public Hearing and approve by resolution 'Exhibit A' as presented for *LA Kings Ice at Mammoth Lakes Membership* Products and Pricing for the 2024/25 Winter season. B. Direct the Parks and Recreation Commission to discuss, analyze and provide recommendations for Town Council consideration regarding the identified resident/non-resident fee discussion questions and department operational concerns and present these recommendations to Town Council as part of the annual Town Council, Park and Recreation Department Fee Schedule Amendment Public Hearing, on March 5, 2025.

Summary: On March 20, 2024, Town Council by resolution approved the 2024/25 Parks and Recreation Department fee schedule amendments as approved by the Parks and Recreation Commission on March 5, 2024.

On June 19, 2024, Town Council directed Town staff to introduce Resident/Non-resident fees and amend the 2024/25 Parks and Recreation Department Master Fee Schedule prior to winter operations at the Community Recreation Center (CRC), which is scheduled to begin on Saturday, October 5, 2024.

This staff report provides an overview of work undertaken by the Parks and Recreation Department, including the identification of several discussion questions and department operational concerns related to the introduction of a resident/non-resident fee schedule, along with Town staff recommendations for the introduction of fee amendments prior to winter operations at the Community Recreation Center (CRC).

MAMMOTH LAKES TOWN COUNCIL
STAFF REPORT

Council Meeting Date: September 4, 2024 **Date Prepared**: August 26, 2024

Prepared by: Stuart Brown, Parks and Recreation Director
Katrina Kelly, Recreation Manager
Warren Boling, Parks Manager
Douglas Gebhart, Recreation Supervisor
Mark Bell, Recreation Supervisor
Andrew McEachron, Recreation Supervisor
Sydney Schulz, Program and Facilities Administrator

Title: 2024/25 Parks and Recreation Department Winter Fee Schedule Amendments.

Agenda: Public Hearing

RECOMMENDATION:

A. Conduct a Public Hearing and adopt the resolution approving 'Exhibit A' as presented for *LA Kings Ice at Mammoth Lakes Membership* Products and Pricing for the 2024/25 Winter season.
B. Direct the Parks and Recreation Commission to discuss, analyze and provide recommendations for Town Council consideration regarding the identified resident/non-resident fee discussion questions and department operational concerns and present these recommendations to Town Council as part of the annual Town Council, Park and Recreation Department Fee Schedule Amendment Public Hearing, on March 5, 2025.

BACKGROUND INFORMATION:

It is well documented that having access to quality parks and recreation services improves physical and mental health, reduces crime and violence, increases access to healthy foods, builds community and boosts economic activity. The fundamental purpose of the Parks and Recreation Department is to deliver on these community values and provide multi-purpose, year-round, indoor, and outdoor recreation opportunities accessible to all residents and visitors.

On March 20, 2024, Town Council by resolution approved the 2024/25 Parks and Recreation Department fee schedule amendments as approved by the Parks and Recreation Commission on March 5, 2024.

On June 19, 2024, Town Council directed Town staff to introduce Resident/Non-resident fees and amend the 2024/25 Parks and Recreation Department Master Fee Schedule prior to winter operations at the Community Recreation Center (CRC), which is scheduled to begin on Saturday, October 5, 2024.

This staff report provides an overview of work undertaken by the Parks and Recreation Department, including the identification of several discussion questions and operational concerns related to the introduction of a resident/non-resident fee schedule, along with Town staff recommendations for the introduction of fee amendments prior to winter operations at the Community Recreation Center (CRC).

ANALYSIS AND DISCUSSION:

Each year, the Parks and Recreation Department annually reviews and recommends appropriate fees for the many adult and youth camps and programs, including fees for facility reservations and admissions. The 2024/25 fee schedule was reviewed and approved by the Parks and Recreation Commission on March 5, 2024.

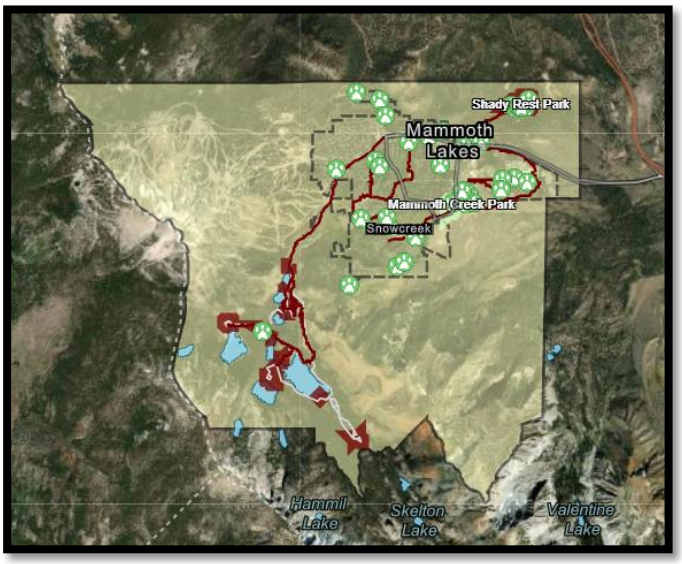
The powers and duties of the Commission as stated in section 2.40.040 of the Municipal Code, empower this advisory body to *"advise the Town Council and the Town Manager in all matters pertaining to all Town-owned or managed parks, recreation, facilities, trails, special events and all other associated activities as prescribed by ordinances or by town council action."*

Municipal Code Section 3.39.040 requires an annual review by Town Council of Town fees and service charges. In addition, Ordinance No. 08-11 states that Council by resolution may annually set a subsidy for certain fees or charges, thereby not requiring that one hundred percent of costs reasonably borne is recovered by that certain fee or charge. Based on historical Town Council adopted subsidies (Ord. 91-08 & Ord. 95-07) for recreation programs, and the philosophy of the Parks and Recreation Department to provide broad and considerable community benefit and enhanced quality of life, the Department applies a high subsidy (approx. 70-80%) for youth programs and facility operations and a lower subsidy (approx. 10-20%) for adult programming.

For the past several weeks, Town staff have identified several discussion questions and department operational concerns related to the introduction of a resident/non-resident fee schedule. These include the following:

Discussion Questions:

- What is the geographic area?
  - Is it for residents that live within the Town's municipal boundary only? (See map of Town's Municipal Boundary below)
  - Does it include residents living within the MUSD boundary which includes the Census Designated Places (CDPs) of McGree Creek and Crowley Lake?
  - Does it include residents within Mono and Inyo County, as offered currently with the Mono/Inyo County student fee of $5.00 at *LA Kings Ice at Mammoth Lakes* or $3.00 for open play at the *Mammoth RecZone*?



- Should residency be determined by geographic location or employment?
- How do people prove their residency?
    - Do they need to provide utility bills or voter registration?
- Are second homeowners considered residents?
- Should it only be available via DaySmart, the Department's online reservation platform? If so, this would require residents to have a DaySmart account, however the platform does not have the functionality to verify residential addresses.
- Will staff need to verify all online accounts manually?
- How often should staff verify residential status?
- Should it only be available in-person?
- Should it apply to all camp, lesson or program fees or just facility memberships and passes?
- How should fees be amended? Increase non-resident fees or decrease resident fees?

Department/Operational Concerns:

- Amendments to the fee schedule will impact adopted revenue and expense budgets for the departments approved FY 2024/25 operational budget. For example, selling products at discounted rates will decrease revenues resulting in the general fund making up the shortfall. This will require additional financial analysis from staff and action by Town Council to amend the adopted FY 2024/25 Budget.
- Staff will have to manage the additional steps of determining residential status at the Point of Sale, which will significantly impact the customer experience (e.g. longer wait times, requirement of verification documents, etc.). Facility staff are typically high-school aged students with only 1-2 years of guest experience, which will require extensive staff training to meet our high standards of customer service.
- The department has been promoting through its mission, fee schedule and actions, an inclusive and welcoming environment for all. A strategic pillar of the department is 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."* What will this change in resident / non-resident fees do to this foundation of inclusivity?

Based on the identified discussion questions and operational concerns listed above, and the required time to thoughtfully analyze and address these questions, staff is recommending the following:

Town Staff Recommendations for FY 2024/25:

A. Staff is proposing the introduction of an annual membership pass for *LA Kings Ice at Mammoth Lakes* at a heavily discounted rate that is only available in-person during the month of October. See Table 1 or Exhibit A for the proposed pass product fee schedule.
B. The 50% discounted membership/pass for the 2024/25 winter season at *LA Kings Ice at Mammoth Lakes* would be on sale from **October 1-31, 2024**, the Early Bird pass would be on sale from **November 1-30, 2024**, with regular pricing offered from **December 1 - April 20, 2025.**
C. Direct the Parks and Recreation Commission to discuss, analyze and provide recommendations to Town Council regarding the identified resident/non-resident fee discussion items and operation concerns and present these recommendations to Town

Council as part of the annual Town Council Parks and Recreation Department fee amendments Public Hearing, scheduled on March 5, 2025.

Table 1:

LA Kings Ice at Mammoth Lakes Membership Products				
Product	2024/25 Approved Regular Rate	Early Bird Rate (10%)	Fall Season Special (50%)	Details
Date Range	12/1 - 4/20	11/1 - 11/30	10/1 - 10/31	
Season Pass - Family (2+2)	$ 765.00	$ 688.50	$ 382.50	Per season - includes rentals (public skate only)
Season Pass - Adult (18-64 yrs)	$ 270.00	$ 243.00	$ 135.00	Per season - includes rentals (public skate only)
Season Pass - Senior/Military/College student (65+ yrs./ID)	$ 240.00	$ 216.00	$ 120.00	Per season - includes rentals (public skate only)
Season Pass - Youth (5-17 yrs.)	$ 225.00	$ 202.50	$ 112.50	Per season - includes rentals (public skate only)
Season Pass - Inyo/Mono K-12 Student w/School ID	$ 60.00	$ 54.00	$ 30.00	Per season - includes rentals (public skate only)
Season Pass - Infant (4 and under)	$ 60.00	$ 54.00	$ 30.00	Per season - includes rentals (public skate only)
Season Pass - Family (2+2)	$ 495.00	$ 445.50	$ 247.50	Per season - EXCLUDES rentals (public skate only)
Season Pass - Adult	$ 180.00	$ 162.00	$ 90.00	Per season - EXCLUDES rentals (public skate only)
Season Pass - Senior/Military/College student (65+ yrs./ID)	$ 150.00	$ 135.00	$ 75.00	Per season - EXCLUDES rentals (public skate only)
Season Pass - Youth (5-17 yrs.)	$ 135.00	$ 121.50	$ 67.50	Per season - EXCLUDES rentals (public skate only)

Membership/Pass Product Benefits:
Membership/Pass products are more favorable for locals/residents due to the ability to use the membership over a 7-month operating season at *LA Kings Ice at Mammoth Lakes*, on any day of the week (including holidays), compared to more expensive one-session admission fees. Season Passes also align with the incredibly popular Mammoth Resorts IKON or EPIC pass products. These heavily discounted passes have reenergized visitation across all resorts and around the world allowing skiers and riders to go directly to the lift and not wait in long lines for daily lift tickets. Passes have also revolutionized base operations, significantly streamlining the user experience along with the reduction in labor costs. And finally, discounted pass products provide up-front revenue to sustain operations for the winter season.

LA Kings Ice at Mammoth Lakes membership/pass products would reduce the 'walk-in' congestion issues at the facility, particularly during busy weekends and holiday periods. Staff is proposing to dedicate a separate check-in procedure allowing pass holders to go directly to the ice (with skates) and not wait in the long admission line. Regarding pass use, staff will compile redemption and use information from the heavily discounted membership pass sales, including Point of Sale (POS) and operational impacts and present to both the Commission and Town Council in March 2025.

Scholarship Fund:
The Parks and Recreation Department will continue to administer youth scholarships through the *Tony Colasardo Scholarship Fund*. The fund provides 50%, 75% and 90% scholarships, based on availability, for the many popular camps, recreation programs and NEW Membership/pass products if approved by Town Council.

These scholarships are intended to remove financial barriers facing a family when deciding to participate in our many camps, programs or facilities. The implementation, promotion and management of the scholarship program is incorporated in the 2024 Strategic workplan and remains a priority for staff.

STAFFING CONSIDERATIONS:

A thoughtful analysis regarding the introduction of heavily discounted membership/passes will have to be conducted by the Parks and Recreation Department regarding staffing impacts to operations, such as the current admission process, along with a proposed dedicated check-in procedure for membership/pass holders.

LEGAL CONSIDERATIONS:

Municipal Code Section 3.39.040 requires an annual review by Town Council of town fees and service charges. This review is scheduled annually in March by staff as part of a Public Hearing process. In is anticipated that Town Staff will require consultation with the Town Attorney regarding the identified resident/non-resident fee discussion questions presented in this staff report.

FINANCIAL CONSIDERATIONS:

Amendments to the Town Council adopted fee schedule will impact adopted Parks and Recreation Department revenue and expense budgets. For example, selling pass, admission, or camp products at discounted rates will decrease revenues resulting in the general fund making up the shortfall. This will require additional financial analysis from staff and action by Town Council to amend the adopted FY 2024/25 Budget.

RECOMMENDATION:

A. Conduct a Public Hearing and adopt the resolution approving 'Exhibit A' as presented for *LA Kings Ice at Mammoth Lakes Membership* Products and Pricing for the 2024/25 Winter season.
B. Direct the Parks and Recreation Commission to discuss, analyze and provide recommendations for Town Council consideration regarding the identified resident/non-resident fee discussion questions and department operational concerns and present these recommendations to Town Council as part of the annual Town Council, Park and Recreation Department Fee Schedule Amendment Public Hearing on March 5, 2025.

ATTACHMENTS:

A. Resolution of the Town Council of Mammoth Lakes, State of California, Amending a Schedule of Fees and Charges for Town Services.

RESOLUTION NO. 24 - XX

RESOLUTION OF THE TOWN COUNCIL OF MAMMOTH LAKES, STATE OF CALIFORNIA, AMENDING A SCHEDULE OF FEES AND CHARGES FOR TOWN SERVICES

WHEREAS, the Town of Mammoth Lakes has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the Town wishes to comply with both the letter and the spirit of Article XIIIB of the California Constitution and limit the growth of taxes; and

WHEREAS, the Town Council adopted Ordinance No. 08-11 on October 1, 2008, containing provisions relating to Town fees and service charges; and

WHEREAS, Ordinance No. 08-11 states that the Town Council by resolution may annually set a subsidy for certain fees or charges, thereby not requiring that one hundred percent of costs reasonably borne by the Town are recovered by that certain fee or charge; and

WHEREAS, the Town based on historical Town Council adopted subsidies (Ord. 91-08 & Ord. 95-07) for recreation programs, and the philosophy of the Parks and Recreation Department to provide broad and considerable community benefit and enhanced quality of life, applies a high subsidy (approx. 70-80%) for youth programs and facility operations and a lower subsidy (approx. 10-20%) for adult programming. Actual subsidies may vary based on several factors including program content, required staff, direct expenditures and participation; and

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services must be adopted so that the Town might carry into effect its policies; and

WHEREAS, it is the intention of the Town Council to provide a schedule of fees and charges for Town services beginning September 5, 2024; and

WHEREAS, as required under Government Code sections 6062a and 66018, the Town of Mammoth Lakes published the notice of the Public Hearing on August 24 and August 31, 2024; and

WHEREAS, all requirements of California Government Code Section 66018 are hereby found to have been complied with;

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF MAMMOTH LAKES DOES RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Fee Schedule Adoption. The schedule of fees and charges attached hereto as Exhibit "A" are hereby directed to be computed by and applied by the Town of Mammoth Lakes

effective September 5, 2024, and to be collected by the Town of Mammoth Lakes for the listed special services.

Section 2. Separate Fee for Each Process. All fees set by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units. Definitions regarding fees and the timing of the implementation of the hereinafter enumerated fee schedule shall be as stipulated in Ordinance No. 08-11.

Section 3. Fees. The attached fees shall be charged and collected for the enumerated services starting on September 5, 2024. It is the intention of the Town Council to review the fees and charges on an annual basis, and if warranted, to revise such fees and charges.

Section 4. Waiver of Fees. The Town Manager may waive all or a portion of any fee adopted by this Resolution with respect to a particular imposition of the fee upon a particular user to which the fee would otherwise apply. The Town Manager may approve any such waiver if he or she believes that doing so is in the best interest of the Town and/or the community, or that there are special circumstances which would make payment of the full fee unfair or unreasonable.

Section 5. Severability. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the Town Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

Section 6. Effective Date. This Resolution shall go into full force and effect on September 5, 2024, but shall be subject to the terms and conditions of Ordinance No. 08-11.

APPROVED AND ADOPTED this 4th day of September, 2024.

_____
BILL SAUSER, Mayor

ATTEST:

_____
JAMIE GRAY, Town Clerk

EXHIBIT "A"

UPDATED FEE SCHEDULE

LA Kings Ice at Mammoth Lakes Membership Products				
Product	**2024/25 Approved Regular Rate**	**Early Bird Rate (10%)**	**Fall Season Special (50%)**	**Details**
Date Range	**12/1 - 4/20**	**11/1 - 11/30**	**10/1 - 10/31**	
Season Pass - Family (2+2)	$ 765.00	**$ 688.50**	**$ 382.50**	Per season - includes rentals (public skate only)
Season Pass - Adult (18-64 yrs)	$ 270.00	**$ 243.00**	**$ 135.00**	Per season - includes rentals (public skate only)
Season Pass - Senior/Military/College student (65+ yrs./ID)	$ 240.00	**$ 216.00**	**$ 120.00**	Per season - includes rentals (public skate only)
Season Pass - Youth (5-17 yrs.)	$ 225.00	**$ 202.50**	**$ 112.50**	Per season - includes rentals (public skate only)
Season Pass - Inyo/Mono K-12 Student w/School ID	$ 60.00	**$ 54.00**	**$ 30.00**	Per season - includes rentals (public skate only)
Season Pass - Infant (4 and under)	$ 60.00	**$ 54.00**	**$ 30.00**	Per season - includes rentals (public skate only)
Season Pass - Family (2+2)	$ 495.00	**$ 445.50**	**$ 247.50**	Per season - EXCLUDES rentals (public skate only)
Season Pass - Adult	$ 180.00	**$ 162.00**	**$ 90.00**	Per season - EXCLUDES rentals (public skate only)
Season Pass - Senior/Military/College student (65+ yrs./ID)	$ 150.00	**$ 135.00**	**$ 75.00**	Per season - EXCLUDES rentals (public skate only)
Season Pass - Youth (5-17 yrs.)	$ 135.00	**$ 121.50**	**$ 67.50**	Per season - EXCLUDES rentals (public skate only)

TOWN COUNCIL STAFF REPORT

Title: Authorize the Town Manager to execute an agreement with the State giving TOML authority over the Inyo National Forest Groomed Trail System.

Meeting Date: September 4, 2024

Prepared by: Lawson Reif, Outdoor Recreation Manager

RECOMMENDATION:

Authorize the Town Manager to execute an agreement with the State of California giving the Town of Mammoth Lakes the authority to perform all functions of the Over-Snow Vehicle Grooming Program on the Mammoth & Mono Lake Ranger Districts of the Inyo National Forest.

BACKGROUND:

On March 20th, 2024 Mammoth District Ranger Fred Wong addressed Town Council to inform them that the Inyo would, if possible, seek to have the Town of Mammoth Lakes (TOML) take over management of the roughly 90 mile Over-Snow Vehicle Groomed Trail System. Since that time, the Office of Outdoor Recreation (OOR) has continued conversations with the State about transferring/reissuing the Agreement with TOML. Being that the OOR currently provides grooming services and associated signage, along with the Trail System Master Plan's emphasis on improving winter trail and trailhead conditions, we feel this program fits within the purview of the OOR.

The OOR has put this item in front of the Mammoth Trails Committee (MTC) twice, once on 4/11/2024 and again on 8/8/2024, and received their recommendation to move forward along with their full support.

We believe that we can provide a higher level of service than the Inyo, resulting in a higher quality trail with a more consistent surface.

ANALYSIS:

The attached draft State agreement provides the background, program responsibilities, and dollars breakdown for the program. Currently, we are proposing to operate using the existing status quo in terms of dollars, but the State has made it clear they are willing to work with us if we find down the road, adjustments need to be made.

TOML would assume responsibility for ALL aspects of the program stated in the attached document with Trails Manager Andrew Mulford taking the lead on the actual grooming, signage, etc. and Outdoor Recreation Manager Lawson Reif performing agreement

management and upward reporting. Training will occur using an existing local trainer, with the goal being that Andrew will also become certified to train down the line.

TOML will be given access to Station 2 at the USFS compound where the Cat and support sled are stored. Similarly, a fuel tank located at Station 2 will be filled with fuel for Cat use only, along with a *truckbed fuel tank* that will be used to support the Cat in the field if needed. TOML will work collaboratively to ensure the trail is clear in the fall along with the installation and removal of all signage. In past years, entities like Mono County have supported these operations as well. TOML has consistently taken the lead related to winter maps and public information, so this work will fall right in line with current workplans.

Based on discussions with previous groomers, the system can take 2-4 days to groom, depending on snow loads. As such, we estimate our staff being in a groomer roughly 6 days per week. Even on low snow years, we will still want to do touch up work on the system after initial grooming. Grooming may only occur once there is 18 inches of snow.

FINANCIAL CONSIDERATIONS:

During the first year operating the Mammoth & Mono Lake Ranger District OSV program, the TOML Office of Outdoor Recreation will meet all grooming demands with seasonal employees. During this time, an analysis will be performed to determine future staffing needs along with the viability of seasonal vs. permanent employees to accomplish program goals.

Reference *Exhibit B, Attachment 2, Seasonal Cost Breakdown* for an outline of dollars allocated by the State in the various program categories. The majority of the dollars allocated can be used to support staffing resources with the remaining used for fuel, maps, and snow removal. A rough estimate of $37,050.00 - $40,410.00 could be spent on support staff resources through this agreement.

In conversations with the State, the Office of Outdoor Recreation will determine if this funding is appropriate for the level of service we would like to provide, or if potentially more funding may be needed down the road.

ENVIRONMENTAL CONSIDERATIONS:

Grooming may only occur once there is 18 inches of snow.

LEGAL CONSIDERATIONS:

The State owned Sno-Cat may only be used to groom motorized trails.

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
C20V0014 / XXX 24-XXX	

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
Department of Parks and Recreation

CONTRACTOR NAME
Town of Mammoth Lakes

2. The term of this Agreement is:

START DATE
October 1, 2024 or upon DGS/OLS approval, whichever is later

THROUGH END DATE
September 30, 2029

3. The maximum amount of this Agreement is:
$264,965.00 Two Hundred Sixty Four Thousand Nine Hundred Sisxty Five Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	1
Exhibit A, Attachment 1	Description of Services	8
Exhibit A, Attachment 2	OSV Program Environmental Impact Report (EIR)	1
Exhibit A, Attachment 3	Reporting Requirements	1
Exhibit A, Attachment 4	Sample Documents	13
Exhibit A, Attachment 5	State-Owned Equipment	3
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit B, Attachment 1	Billing Procedures	2
Exhibit A, Attachment 2	Cost Breakdown	1
Exhibit C *	General Terms and Conditions	*
Exhibit D	Special Terms and Conditions	4
Exhibit E	Additional Provisions	1

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

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SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
C20V0014 / XXX 24-XXX	

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)			
Town of Mammoth Lakes			
CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
PO Box 1609	Mammoth Lakes	CA	93546
PRINTED NAME OF PERSON SIGNING	TITLE		
Rob Patterson	Town Manager		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME			
Department of Parks and Recreation			
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
710 P Street 12th Floor	Sacramento	CA	95814
PRINTED NAME OF PERSON SIGNING	TITLE		
Kristal C. Simpson	Chief, Business Management Services		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		

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EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

1. Contractor agrees to provide to the Department of Parks and Recreation (DPR) snow grooming and maintenance services as described herein:

   The Town of Mammoth Lakes (TOML) shall provide all tools, equipment, and labor necessary to perform Over Snow Vehicle (OSV) Trail and Trailhead services in accordance with specifications outlined in **Exhibit A**, **Attachment 1**.

   All services will be provided in accordance with **Exhibit A, Attachment 2**, ***OSV Program: EIR***, which is incorporated by reference as if attached hereto.

2. The services shall be performed at:

   * Restroom cleaning and trash removal services at Shady Rest OSV Trailhead (GPS Coordinates: 41.57040, -122.13231) located in Mono County, California

   * Grooming on the Mammoth Lakes OSV Trail System located in Mono and Madera Counties, California.

   * Other pre-aproved services on the trails, trailheads, open riding areas, and motor vehicle closures on and surrounding the Mammoth Lakes OSV Trail system located in Mono and Madera Counties, California.

3. The services shall be provided during:
   Any day and/or time necessary to meet the unpredictable needs of the public. This may include weekends, holidays, and/or overnights as allowed by TOML leadership.
4. The project representatives during the term of this Agreement will be:

State Agency:	Department of Parks and Recreation	Contractor:	Town of Mammoth Lakes
Section/Unit:	Over Snow Vehicle Program	Section/Unit:	Office of Outdoor Recreation
Attention:	Talina M. Hagler, Project Manager	Attention:	Lawson Reif, Outdoor Recreation Manager
Address:	PO Box 942896	Address:	PO Box 1609
City/State/Zip Code:	Sacramento, CA 94296	City/State/Zip Code:	Mammoth Lakes, CA 93546
Phone:	(916) 324-4442	Phone:	(760) 923-8247
E-mail Address:	talina.hagler@parks.ca.gov	E-mail Address:	lreif@townofmammothlakes.ca.gov

EXHIBIT A,
ATTACHMENT 1

DESCRIPTION OF SERVICES

OSV Trail System: In cooperation with Inyo National Forest, TOML and DPR agree to share the responsibilities of operating and maintaining the Mammoth Lake OSV Trail System. All trails and associated facilities under this agreement are located on land owned and controlled by the federal government.

As the State does not employ staff in the national forests, TOML shall assist DPR by providing some of the services under DPR's responsibility. **The parties understand that the State's OSV program neither provides nor administers Grants, and in no way does this Agreement constitute an award of funds.**

TOML shall assist DPR with fulfilling its responsibilities by providing the services outlined below.

Grooming: Grooming services on 80-miles of designated OSV trails and roads in the Inyo National Forest. Grooming services will be performed as needed based on snow conditions and operational needs. Prior to the commencement of grooming for the season, TOML shall submit a written request to groom in accordance with the *Annual Instructions*. TOML will not commence grooming until approval is granted in writing by the Project Manager or Project Manager's designee. All grooming will be conducted in accordance with the specifications outlined below.

Grooming Guidelines

Grooming is not an activity that can be placed on a rigid schedule. Some of the conditions that dictate grooming times and frequencies include temperature, storms, usage, type of snow, avalanche hazards and terrain. Decisions on when to groom should be made by park management based on the factors and standards below.

Grooming Theory

The goal is to obtain a long-lasting, mogul free trail with a consistently dense snow base. The denser the snow, the longer the trail will last. There are two methods most commonly used to obtain a dense snow base: conditioning and compacting.

SNOW CONDITIONING

Snow conditioning is the mechanical process (tilling) where the snow is moved back and forth in an effort to breakdown the points on the ice crystal. This process produces a slight rise in temperature and a small amount of surface melting of each crystal. Moving the snow breaks down the points on the crystal and the small amount of melting provides lubrication assisting this process.

SNOW COMPACTING

Snow compacting is the mechanical process which results in the compression of the snow. Newly fallen snow is loose with a thin layer of air between each snow crystal. It must be packed to increase its density. The snow can be compressed to less than half of its original depth by forcing the air out. This is accomplished by applying a weighted object to the snow surface until no significant additional compression is observed.

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These two methods are often used together. Regardless of the method chosen, the prepared or groomed surface should set undisturbed for 2 to 18 hours to permit freezing to take place. Once the snow has been allowed to freeze, it becomes hard and is more difficult to disturb. The best grooming is accomplished when the air temperature is 35 degrees F with the temperature dropping. When conditions allow, the trail should be groomed or track packed during a storm to build the trail from the bottom up, otherwise the proper snowpack density cannot be maintained. Improperly packed snow will melt faster during warm temperatures.

Grooming Mechanics

Grooming should start when the snow depth is approximately 12 to 18 inches. Initially the snow should be packed with no attempt to move or place the snow. If deep powder snow arrives before grooming begins, movement of the snow using the front blade maybe necessary. Large grooming drags with a pan or roller do an excellent job of compacting provided the process is started before too much snow has fallen. ***If compacting cannot be accomplished any other way, the snow should be track packed-preferably twice: once without and once with a compacting device. Finally, after compacting, the snow should be groomed.***

Once the snow is compacted and allowed to freeze, it will form a base for the trail. The trail should be built from the bottom up. If possible, do not let the trail become too rough before it is smoothed. The rougher it becomes, the more difficult it is to get it smooth again.

The snow should be conditioned and compacted after each snowfall, and as often as needed to maintain a dense base and smooth surface. Grooming the trail between substantial snowfalls requires snow conditioning and smoothing. As a general rule, significant accumulation of fresh snow requires conditioning and compacting. Old snow requires conditioning to create a smooth and safe riding surface.

Grooming Standards

1. ***No grooming may occur unless the snow depth is at least 12 to 18 inches.*** Grooming may start as early as November and may end as late as May. Generally, the typical season will begin in December and end in March. ***Your season will be dictated by snow conditions, trail usage, and operational needs.***
2. When visibility and safety conditions allow, pack or groom during a storm in which accumulation is expected to be substantial. Build the trail from the bottom up. The groomer operator will need to make the determination if snow conditions will support the snow tractor before grooming is started.
3. The ideal air temperature for grooming is 35 degrees F with the temperature dropping. The type of snow will dictate the temperature at which the best results will be realized. In general, wet snow grooms best at night because it needs a lower temperature to set. Dry snow grooms best during the day.
4. Groom when the snowmobile traffic is lightest, if possible, so that the trail surface will have time to harden.
5. Cut off all moguls as deep as possible (halfway down or more) to fill the low spots and voids in the trail. Do not cut the moguls down to the bottom. Moguls should not be evident after grooming is complete.

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6. When conditioning the snow with a drag, adjust the cutting depth of the blade so that you will be carrying ¾ of a blade of snow. Get the snow rolling or tumbling in front of the blade. This does not apply to wet balling snow. Usually wet or balling snow only requires that you cut the high areas and fill the voids.

7. If the amount of snow is marginal, set the front blade so as to pull the snow from the outer edges of the trail to the center.

8. Generally, if you till twice, use the second pass to widen the trail and if needed use the blade to provide additional fresh snow to the tiller.

9. Use grooming speeds in the range of 3 to 7 miles per hour. Always be below the speed where you notice a bouncing effect. Grooming at too high a speed will result in a washboard surface and will cause equipment to wear out more quickly.

10. Trails should be groomed as flat and smooth as practical. No out sloping on curves, and no more than 5% in-slope on curves is permitted. No berms or "death cookies" (chunks of solid ice) should be left on the groomed trail surface.

11. Standards for finished trail widths will vary between trail systems. Refer to TOML's grooming manager if you are unsure about trail widths.

12. It is best to identify hazards prior to grooming. Foreign material along the groomed areas should be removed beyond the clearing limits. Each trail should be checked in the fall before the first snow and obstructions removed.

13. Exercise caution during grooming to avoid creating hazardous conditions.

14. Snow tractors must be operated with the rotating amber beacon and headlights on at all times.

15. Operators should maintain constant contact with a base station or designated contact person. If that is not possible or practical, a second person should accompany the primary operator, either by riding in the cab or on a snowmobile and be in constant contact with the operator.

16. All grooming tractors must be equipped with appropriate safety gear, fluids, and chainsaw.

17. A vertical clearance limit for snow tractors of 10 feet should be maintained to keep clear of obstructions.

18. ***The snow tractor may only be operated on approved OSV trails***. They are not to be used on private property unless it is part of the approved trail system.

19. Be prepared to respond to the public comments pleasantly. Be prepared to hand out approved maps and other materials to assist visitors. Good public relations necessary to present a positive image for grooming operation.

Snow Removal: Snow plowing, blowing, and sanding services as required at Shady Rest OSV Trailhead. All entries to buildings, dumpster enclosures, fire lanes, public sidewalks, and walkways must be free of accumulated snow and ice.

Custodian Services: Restroom sanitation and trash removal for two (2) restrooms and one (1) parking lot located at Shady Rest OSV Trailhead. Mandatory restroom services include general cleaning, sweeping, litter collection, and provision of an adequate supply of toilet

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paper. Additional services may include excess water/ice removal, spider web removal, and refuse collection as needed. Pre-approved purchases may include reasonable quantities of seat covers, sanitizer, air fresheners, trash bags, disposable gloves, and general cleaning supplies. Services and/or supplies beyond those listed here require the advance written approval of the Project Manager or Project Manager's designee. Services will be performed on an as needed basis, at a minimum of one time per week. Please refer to **Exhibit B, Attachment 2, *Cost Breakdown*** for specific services required at each location. All billings for supplies purchased must be accompanied by backup documentation in accordance with **Exhibit B, Attachment 1, *Billing Requirements***.

Minimum Wage and Benefits
It is the contractor's responsibility to fully comply with Government Code Section 19134 and all regulations (see CCR 1896.300 et seq.). Contractor entering into an agreement with a state agency in accordance with GC Section 19130 shall pay person performing janitorial and housekeeping services, custodians, food service workers, laundry workers, window cleaners, and security guard services a minimum wage and benefit rate in accordance with applicable law. Contractor subject to audit for compliance with the provisions of GC Section 19134.

CalHR Rate
CalHR hourly pay and benefit rates for these qualifying contracts shall be modified, by amendment, in the event that CalHR approves a modified rate for the similar civil services classification. The rates are published February 2nd of each year and are effective until February 1st of the following year. A Schedule of Employee Benefits Rates and Wages can be found on the CalHR website, subject to change, at https://www.calhr.ca.gov/state-hr-professionals/Pages/personal-services-contracts.aspx

Per GC 19134, benefits shall include basic health care, dental, vision and retirement benefits; and holiday, sick and vacation pay. Failure to comply with the provisions of GC section 19134 constitutes a material breach, which could subject the contract to immediate termination by the State.

Janitorial/Building Maintenance Requirement
Any contractor or subcontractor providing janitorial and/or building maintenance services in California, that is awarded a contract to provide such services at a new site(s) must retain for 60 days, the current employees employed at that site(s) by the previous contractor/sub-contractor. The awarding authority shall obtain from the previous contractor employee information and provide the same information to the new contractor so the new contractor can make the necessary notifications required by Labor Code 1060, et seq.

Reporting and Monthly Statements
The Contractor must submit monthly reports to the contracting agency during the term of the qualifying contract documenting compliance with GC Section 19134 as detailed below:

1. The number of covered employees who receive GC Section 19134 Employee Benefits and wages in the preceding month;
2. The name of the Covered employee who received GC Section 19134 Employee Benefits and wages in the preceding month;
3. The number of hours each Covered employee worked on the Qualifying Contract in the preceding month;

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4. The amount paid to each Covered employee for Employee Benefits and/or Cash payments in the preceding month;
5. The hourly wage paid to each Covered employee;
6. The total monthly cost of Employee Benefits and wages paid to each Covered employee in the preceding month, excluding any administrative cost.

Mitigation, Monitoring, and Reporting: In cooperation with Inyo National Forest, TOML shall consistently conduct environmental monitoring on all trails, trailheads, open riding areas, motorized closure areas, and private property boundaries on and adjacent to the Mammoth Lakes OSV Trail System. Monitoring activities will be conducted in accordance with the OSV program's ***Mitigation, Monitoring, and Reporting Plan* (*MMRP*)**, which is included as part of **Exhibit A, Attachment 2, *OSV Program EIR***. TOML shall prepare and submit *MMRP Reports* as outlined in **Exhibit A, Attachment 3, *Reporting Requirements*** and the *Annual Instructions* distributed by the Project Manager. *MMRP Reports* must include a properly completed copy of the most recent version of the *Daily Monitoring Report* (*DMR*) form. A sample of the *DMR* form is included as part of **Exhibit A, Attachment 4, *Sample Documents***.

All *MMRP Reports* must be submitted on or before the deadlines identified in the *Annual Instructions*.

In preparation and planning to MMRP monitoring, TOML shall apply the following standards:

TIMEFRAME: Monitoring activities must begin immediately upon the commencement of grooming and continue as long as the OSV trails are open. The first *MMRP* patrol outing must occur within 72-hours of the first day of grooming. Before requesting approval to commence grooming, TOML's plans for the first few *MMRP* patrol outings should be firmly in place. TOML may be required to include this information in the request to commence grooming. The last *MMRP* patrol outing for the season must be conducted no less than 24-hours after the final grooming run.

FREQUENCY: OSV program areas must be monitored consistently throughout the entire snow season. Gaps between *MMRP* patrol outings may not exceed 10-days.

DAYS: When possible, *MMRP* monitoring should be conducted at times during which visitor activity is high. When scheduling *MMRP* patrol outings, pay special attention to weekends, holiday breaks, and days with planned special events.

LOCATIONS: *MMRP* monitoring activities must comprise all parts of the OSV area and adjacent concentrated use areas, including groomed trail routes, open riding areas, closures, and trailheads/access points. Visits to the trailheads alone (e.g., parking lot checks, restroom cleaning, etc.) are not considered "*MMRP* patrol outings". Special attention must be paid to wilderness areas, private property boundaries, the Pacific Crest Trail, areas of known biological sensitivity (e.g., meadows, drainages, etc.), and other areas vulnerable to motorized incursions.

DISTRIBUTION: Each individual trail segment and affected area must be monitored throughout the snow season. Areas requiring special attention (identified under "LOCATIONS" above) must be monitored repeatedly throughout the snow season.

***MMRP* PATROLLERS:** *MMRP* monitoring activities should be conducted by a diverse variety of specialists and experts. TOML shall work with Inyo National Forest to

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incorporate representatives from Law Enforcement, Recreation, and a variety of biological specialties.

PRIMARY *MMRP* PATROLLER: Staff must designate a PRIMARY *MMRP* PATROLLER for each *MMRP* patrol outing. The PRIMARY *MMRP* PATROLLER is responsible for all documentation-related tasks for the day, including recording observations, collecting depth measurements, taking photos, completing and submitting reports, and when necessary, ensuring that management actions are carried out. The individual designated as the PRIMARY *MMRP* PATROLLER can be anyone capable of completing these tasks and does not necessarily need to be someone in a leadership position. The PRIMARY *MMRP* PATROLLER designation is not a long-term role, and the specific individual designated may vary from one day to the next.

MODES OF TRAVEL: When monitoring groomed trails and open riding areas, modes of travel may include OSVs, skis/snowshoes, and when permitted by law and forest order, aerial drones. Aerial drones should be used sparingly, as a presence on the trails is necessary to promote safe/responsible use. When the snow depth falls below the required 12", monitoring by OSV is not permitted. The only approved modes of travel for low-depth periods are skis/snowshoes and aerial drones. Closures may not be monitored by OSV unless unobstructed observations can be made from outside the closure boundary.

Any ***MMRP***-related billings in excess of **$5,000 in a single season** require the advance written approval of the Project Manager or Project Manager's designee.

For additional details on monitoring and *MMRP Reports*, please refer to **Exhibit A, Attachment 3, *Reporting Requirements***, and the most recent distribution of the *Annual Instructions*.

Other Pre-Approved Items: The following services and/or supplies are pre-approved with the specified limitations:

Trail Clearance/Hazard Removal: Clearance of downed trees and/or limbs, only when: 1) they present an immediate hazard to the safe usage of the trail; *or* 2) are damaged by extreme wind and/or snow accumulation; *or* 3) are obstructing the passage of grooming equipment. Any trail clearance billings in excess of **$4,000 in a single season** require the advance written approval of the Project Manager or Project Manager's designee. DPR is not responsible for clearance associated with regular road/trail maintenance and/or summertime use.

Maps and Public Information: TOML shall produce and distribute maps and information for the OSV trails and trailheads located on the Mammoth Lakes OSV Trail System, including areas located in the Inyo National Forest. Maps and information may be provided in a variety of formats, including but not limited to on paper, electronically, interactively, via kiosk postings, etc. Maps and information will promote safe and responsible use of the OSV trail system and accurately depict all groomed trail routes, segments, loops, open riding areas, trailheads, warming huts, and areas closed to motorized use. Safety information will address state and federal laws and regulations, potential hazards, and any other matters of concern. Environmental information will be consistent with the ***MMRP*** and emphasize the "Tread Lightly" message. All maps and public information must be available to the public free-of-charge at all times during the grooming season. TOML will work with the Project Manager to ensure accuracy and

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consistency with program goals and requirements. TOML may bill DPR for actual costs incurred in the preparation and distribution of maps and information, including staff time, supplies, vehicle mileage, etc. Billings for supplies must be accompanied by backup documentation in accordance with **Exhibit B, Attachment 1, *Billing Requirements***. All billings for maps and information will be limited to a total of **$8,000 during the five-year contract term**. Any billings in excess of this amount require the advance written approval of the Project Manager or Project Manager's designee.

Trail Markers/Signs: Purchase, installation, and removal of markers/signs associated with the OSV trails and trailheads located on the Mammoth Lakes Trail System in the Inyo National Forest. Markers/signs may include:

- Directional markers
- Poles/stakes
- Reassurance markers
- Fiberglass delineators
- Regulatory signs
- Hazard identification

Any single sign exceeding **$500** in value requires the advance written approval of the Project Manager or Project Manager's designee. All billings for signs and/or trail markers must be accompanied by backup documentation in accordance with **Exhibit B, Attachment 1, *Billing Requirements***.

Training Costs: Costs associated with required training as identified by the Project Manager or Project Manager's designee. Specific topics addressed in training may include, but are not limited to, Groomer Operator Certification, CPR and First Aid, Snowmobile Operation, Chainsaw Safety, etc. TOML shall work with the Project Manager to ensure that all training is appropriate and consistent with program needs.

Training-related costs for reimbursement may include tuition, staff time, and travel expenses such as mileage, per diem, and lodging. All travel expenses will be paid at the federal rates during the travel period. All training-related costs must be accompanied by backup documentation in accordance with **Exhibit B, Attachment 1, *Billing Requirements***.

Items Subject to Approval: Other supplies and/or services as necessary to meet the unpredictable needs of the program. These items require the advance written approval of the Project Manager or Project Manager's designee. Items will be operational in nature and remain consistent with the terms outlined herein. Any items inconsistent with these terms will constitute a formal amendment. Billings submitted without written approval may not be considered for reimbursement. All billings for supplies purchased must be accompanied by backup documentation in accordance with **Exhibit B, Attachment 1, *Billing Requirements***.

Excluded Items: DPR will not be responsible for costs associated with the following:

- Replacement of damaged, lost, or stolen tools.
- Repairs to existing facilities such as groomer sheds, warming huts, or restrooms.

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- Repairs, modifications, and accessories associated with OSVs.
- Administrative work.

Annual Instructions: Procedures, deadlines, and forms may vary from season to season based on program needs. Variations will be administrative in nature and remain consistent with the terms outlined herein. Any variations inconsistent with these terms will constitute a formal amendment.

Specific procedures, deadlines, and forms for the season will be outlined in the *Annual Instructions*. A sample of the *Annual Instructions* is included as part of **Exhibit A, Attachment 4, *Sample Documents***.

Annual Instructions will be distributed a minimum of once each season by the Project Manager. Revisions may be made and distributed as needed throughout the grooming season. TOML shall operate in accordance with the procedures outlined in the most recent revision of the *Annual Instructions*.

Amendments: This agreement may be amended with mutual consent of the parties hereto. This agreement may be amended to extend the term and add funds, at the same rates, in the event that unforeseen circumstances require additional services.

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EXHIBIT A,
ATTACHMENT 2

OSV PROGRAM ENVIRONMENTAL IMPACT REPORT (EIR)

This document is hereby incorporated by reference and made part of this agreement as if attached hereto. It is available for viewing at: https://ohv.parks.ca.gov/reports

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EXHIBIT A,
ATTACHMENT 3

REPORTING REQUIREMENTS

Submission: TOML shall submit all reports to the Project Manager unless a designee is identified in the *Annual Instructions*. *Annual Instructions* will be distributed by e-mail at the beginning of each season. All reports must be submitted by e-mail within the timeframes identified below. If e-mail is unavailable, TOML shall contact the Project Manager prior to the deadline to make alternate arrangements.

MMRP Reports: TOML shall submit *MMRP* reports detailing environmental monitoring activities to the Project Manager or Project Manager's designee. Reports must be submitted on the most recent revision of the *Daily Monitoring Report* (*DMR*) form with all required attachments as outlined in the *Annual Instructions*. Samples of the *DMR* form and *Annual Instructions* are included as part of **Exhibit A, Attachment 4, *Sample Documents***. MMR reports will be completed in accordance with the requirements set forth in the ***MMRP***, which is included as part of **Exhibit A, Attachment 2, *OSV Program EIR***. TOML shall submit *MMRP* reports on or before the deadlines identified in the *Annual Instructions*.

Daily Equipment Report: TOML shall maintain a ***Daily Equipment Report*** (***DER***), showing each use of the state-owned tractor. This information must be reported on the most recent revision of the ***DER*** form, which will be distributed by the Project Manager with the *Annual Instructions*. Samples of the **DER** and *Annual Instructions* are included as part of **Exhibit A, Attachment 4, *Sample Documents***. ***DER***s must be submitted to the Project Manager or Project Manager's designee on or before **the 3rd of each month**, unless otherwise indicated in the *Annual Instructions*. Each report will detail all grooming and fueling activity for the previous month. This must include the total hours and miles groomed on each day of the month. Operator will also document the specific trail segments groomed and the exact mileage for each.

Additional Information: Project Manager reserves the right to request additional information and/or reports on an as-needed basis.

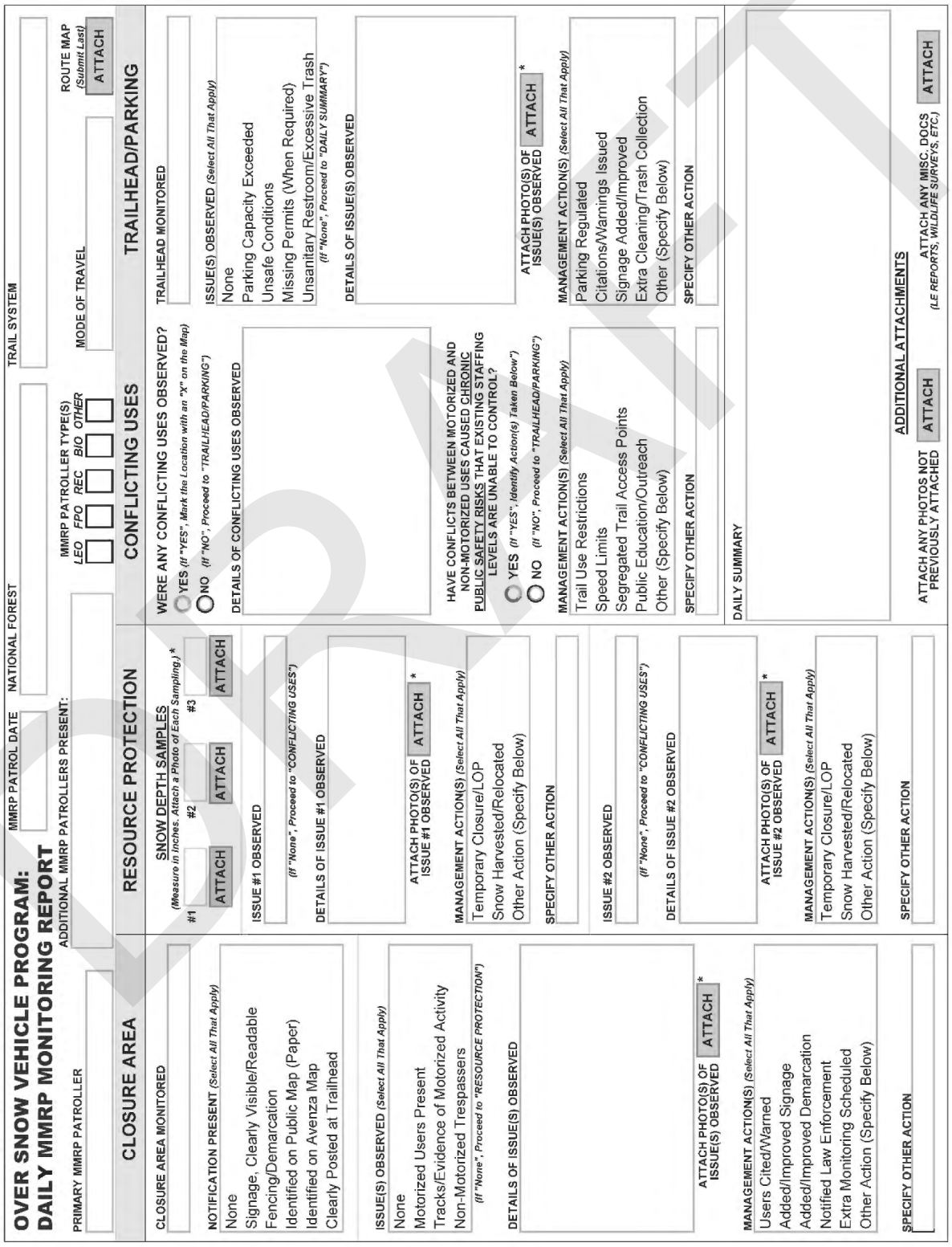
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EXHIBIT A, ATTACHMENT 4

SAMPLE DOCUMENTS

The following pages include samples of the required documents described herein. **The most recent revisions of these documents will be distributed with the *Annual Instructions*.**

SAMPLE *Daily Monitoring Report* (*DMR*) Form



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SAMPLE *Annual Instructions*

Over Snow Vehicle Cooperative Program

2024/25 Annual Instructions

PART 1: SCHEDULING MMRP MONITORING

The Over Snow Vehicle (OSV) program's *Mitigation, Monitoring, and Reporting Plan* (*MMRP*) requires each National Forest to comprehensively monitor the OSV areas in their forest for potentially significant environmental impacts. It also requires the Off Highway Motor Vehicle Recreation (OHMVR) Division to impose stringent requirements for documenting and reporting each National Forest's *MMRP* monitoring activities. The long-term viability of the OSV program depends heavily on our collective efforts to fulfill these requirements. As cooperative partners, it is essential that we work together and hold each other accountable.

In order to ensure adequate time and coverage for OSV monitoring, you are strongly encouraged to plan your *MMRP* monitoring activities in advance. This includes:

1. Reserving specific dates for *MMRP* patrols on your calendar.
2. Identifying the specific staff members responsible for each date.
3. Mapping the tentative travel route planned for each date.

As you go through the process of planning, please keep the following expectations in mind:

TIMEFRAME: Monitoring activities must begin immediately upon the commencement of grooming and continue as long as the OSV trails are open. Your first *MMRP* patrol must occur within 72-hours of the first day of grooming. Before requesting approval to commence grooming, your plans for the first few *MMRP* patrols should be firmly in place. You may be required to include this information in your request to commence grooming. Your last *MMRP* patrol for the season must be conducted no less than 24-hours after the final grooming run.

FREQUENCY: OSV program areas must be monitored consistently throughout the entire snow season. Gaps between *MMRP* patrol outings may not exceed 10-days.

DAYS: When possible, *MMRP* monitoring should be conducted at times during which visitor activity is high. When scheduling *MMRP* patrol outings, pay special attention to weekends, holiday breaks, and days with planned special events.

LOCATIONS: *MMRP* monitoring activities must comprise all parts of the OSV area and nearby affected areas, including groomed trail routes, open riding areas, closures, and trailheads/access points. Visits to the trailheads alone (e.g., parking lot checks, restroom cleaning, etc.) are not considered "*MMRP* patrols". Special attention should be paid to wilderness areas, private property boundaries, the Pacific Crest Trail, areas of known biological sensitivity (e.g., meadows, drainages, etc.), and other areas vulnerable to motorized incursions.

DISTRIBUTION: Each individual trail segment and affected area must be monitored throughout the snow season. Do not visit your favorite segments/areas repeatedly while neglecting the rest. Areas requiring special attention (identified under "LOCATIONS" above) must be monitored repeatedly throughout the snow season.

***MMRP* PATROLLERS:** *MMRP* monitoring should be conducted by a diverse variety of specialists and experts. At a minimum, your monitoring activities must include representatives from Law Enforcement, Recreation, and a variety of biological specialties.

PRIMARY *MMRP* PATROLLER: Forest staff must designate a PRIMARY *MMRP* PATROLLER for each *MMRP* patrol outing. The PRIMARY *MMRP* PATROLLER is responsible for all documentation-related tasks for the day, including recording

SAMPLE *Annual Instructions*
(Continued)

Over Snow Vehicle Cooperative Program
2024/25 Annual Instructions

observations, collecting depth measurements, taking photos, completing and submitting reports, and when necessary, ensuring that management actions are carried out. The individual designated as the PRIMARY *MMRP* PATROLLER can be anyone capable of completing these tasks and does not necessarily need to be someone in a leadership position. The PRIMARY *MMRP* PATROLLER designation is not a long-term role, and the specific individual designated may vary from one day to the next.

MODES OF TRAVEL: When monitoring groomed trails and open riding areas, modes of travel may include OSVs, skis/snowshoes, and when permitted by law and forest order, aerial drones. Aerial drones should be used sparingly, as your presence on the trails is necessary to promote safe/responsible use. Closures may not be monitored by OSV unless unobstructed observations can be made from outside the closure boundary.

Note: When the snow depth falls below the required 12", patrols by OSV are not permitted. The only approved modes of travel for low-depth periods are skis/snowshoes and aerial drones.

If you are unable to meet these expectations for any reason, please contact Talina immediately at talina.hagler@parks.ca.gov. We are happy to assist you with overcoming any obstacles and/or limitations.

PART 2: MMRP REPORT COMPLETION

The instructions below will guide you through the process of preparing your *Daily MMRP Monitoring Report* (*DMR*). Please read them thoroughly prior to departure and refer back to them often throughout the day.

In order to ensure that nothing is overlooked, we strongly recommend that you prepare your report in real-time on a water-resistant Windows-based tablet. This will help you ensure that you remember to collect all required information and media.

NOTE: Some of the required data will be collected from the metadata embedded in your photos/videos, including GPS coordinates, elevation/altitude, time of day, camera settings, and (when available) ambient temperature. Before departing for *MMRP* monitoring, please **activate the "geotagging" feature on your camera**. If your photos/videos do not have metadata embedded, we will be required to collect this information directly from you. Please help us make your job easier by double-checking the settings on your camera.

The requirements for each section of your report are outlined as follows:

- ***MMRP* PATROL OUTING DETAILS**
  - ***MMRP* PATROL DATE:** Mandatory field. Enter today's date (i.e., the date on which you are conducting this *MMRP* patrol). A separate form must be submitted for each *MMRP* patrol day/outing.
  - **NATIONAL FOREST:** Mandatory field. From the dropdown list, select the name of the forest in which you are conducting this *MMRP* patrol.
  - **TRAIL SYSTEM:** Mandatory field. From the dropdown list, select the name of the trail system you are monitoring. Only one trail system can be addressed on each *DMR*.

SAMPLE *Annual Instructions*
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Over Snow Vehicle Cooperative Program
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- If you are monitoring more than one trail system on this date, please complete a separate form for each trail system.
  - **Note:** Some trail systems have been combined in effort to minimize these occurrences.

- **PRIMARY *MMRP* PATROLLER:** Mandatory field. The PRIMARY *MMRP* PATROLLER is the person responsible for completing and submitting the *DMR*. From the dropdown list, select your own name.
- **ADDITIONAL *MMRP* PATROLLERS PRESENT:** Mandatory field *if additional parties are participating in this MMRP patrol.* Manually enter the names of all additional *MMRP* patrollers present on this day. Please double-check with each *MMRP* patroller to confirm that their name is spelled correctly.
- **MMRP PATROLLER TYPE**: Mandatory field. Select all areas of expertise represented by one or more of the *MMRP* patrollers present on this day.
- **MODE OF TRAVEL:** Mandatory field. From the dropdown list, select the mode of travel you are using to conduct this *MMRP* patrol.
- **ROUTE MAP:** Skip this button *for now*. Return after you conclude *MMRP* monitoring activities for the day. *(please refer to the instructions under "ROUTE MAP ATTACHMENT" on page #5).*

• **CLOSURE AREA**

- **CLOSURE AREA MONITORED:** Mandatory field *if a closure area is included in this MMRP patrol.* From the dropdown list, select the name of the closure area you are monitoring. Only one closure area can be addressed on each *DMR*.
  - If you are monitoring more than one closure area on this date, please complete a separate *DMR* for each closure area.
    - **Note:** Separate reports for each closure will only be necessary during this interim time. Once the database is released, all of your activities and observations will be addressed *in a single report.* This short-term inconvenience will allow us to create a more versatile reporting system for your long-term use.
- **NOTIFICATION PRESENT:** Mandatory field *if a closure area is included in this MMRP patrol.* Select all methods used to notify the public about this closure area. Press and hold "CTRL" to select multiple menu items. If no communication is present to notify the public, select "None".
- **ISSUE(S) OBSERVED:** Mandatory field *if a closure area is included in this MMRP patrol.* Select all issue(s) observed while monitoring this closure area. Press and hold "CTRL" to select multiple menu items. If no issues are observed in the closure area on this date, select "None".
- **DETAILS OF ISSUE(S) OBSERVED:** Mandatory field *if issue(s) are observed in the closure area on this date.* Provide a detailed description of the issue(s) observed and the circumstances under which you observed them.

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SAMPLE *Annual Instructions*
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Over Snow Vehicle Cooperative Program
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- **PHOTO(S) OF ISSUE(S) OBSERVED:** Mandatory field *if issue(s) are observed in the closure area on this date.* Select the "ATTACH" button to add photo(s) and/or video(s) of the issue(s) you observed in the closure area.
- **MANAGEMENT ACTION(S):** Mandatory field *if issue(s) are observed in the closure area on this date.* Select all action(s) taken to manage the issue(s) observed in the closure area. Press and hold "CTRL" to select multiple menu items.
- **SPECIFY OTHER ACTION:** Mandatory field *if "Other" is included among your selections above.* Manually enter unlisted action taken to manage the issue(s) observed.

• **RESOURCE PROTECTION**

- **SNOW DEPTH SAMPLES**: All mandatory fields. Provide three separate depth measurements taken at pre-designated locations. Attach a photo showing each measurement being taken. **Here are some tips to help you simplify this process:**
  - Prior to the start of the snow season, install stationary snow gauges against poles, bollards, or other sturdy objects. Return to the pre-installed stakes during each MMRP patrol outing to collect your measurements. This will enable a quick visual recording of depths and alleviate the need to manually insert a measuring rod to perform each measurement collection.
  - If connectivity is sufficient, install trail cams with remote access directly in front of the pre-installed stationary stakes. This will allow you to collect the measurements & photos remotely before you depart for patrol.
  - If these options aren't feasible for you, please reach out to Talina at talina.hagler@parks.ca.gov. She would be happy to help you overcome any local challenges.
- **ISSUE #1 OBSERVED:** Mandatory field. From the dropdown list, select one snow depth-related issue observed during this *MMRP* patrol outing. If no snow depth-related issue is observed on this date, select "None".
- **DETAILS OF ISSUE #1 OBSERVED:** Mandatory field *if an issue relating to snow depth is observed on this date.* Provide a detailed description of the snow depth-related issue you observed and the circumstances under which you observed it.
- **PHOTO(S) OF ISSUE #1 OBSERVED:** Mandatory field *if an issue relating to snow depth is observed on this date.* Select the "ATTACH" button to add photo(s) and/or video(s) of the depth-related issue you observed.
- **ISSUE #1 MANAGEMENT ACTION(S):** Mandatory field *if an issue relating to snow depth is observed on this date.* Indicate the action(s) taken to address the snow depth-related issue observed. Press and hold "CTRL" to select multiple menu items.
- **SPECIFY OTHER ACTION:** Mandatory field *if "Other" is included among your selections above.* Manually enter unlisted action taken to manage the snow depth-related issue observed.
- **ISSUE #2 OBSERVED:** Mandatory field. From the dropdown list, select second snow depth-related issue observed during this *MMRP* patrol outing. If a second snow depth-related issue is not observed, select "None".

SAMPLE *Annual Instructions*
(Continued)

Over Snow Vehicle Cooperative Program
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- **DETAILS OF ISSUE #2 OBSERVED:** Mandatory field *if a second issue relating to snow depth is observed on this date.* Provide a detailed description of the second snow depth-related issue you observed and the circumstances under which you observed it.
- **PHOTO(S) OF ISSUE #2 OBSERVED:** Mandatory field *if a second issue relating to snow-depth is observed on this date.* Select the "ATTACH" button to add photo(s) and/or video(s) of the second snow depth-related issue you observed.
- **ISSUE #2 MANAGEMENT ACTION(S):** Mandatory field *if a second issue relating to snow-depth is observed on this date.* Indicate the action(s) taken to address the second snow depth-related issue observed. Press and hold "CTRL" to select multiple menu items.
- **SPECIFY OTHER ACTION:** Mandatory field *if "Other" is included among your selections above.* Manually enter unlisted action taken to manage the second snow-depth issue observed.

• **CONFLICTING USES**

- **WERE ANY CONFLICTING USES OBSERVED?:** Mandatory field. Select "YES" if you observe any conflicting uses. Select "NO" if you do not observe any conflicting uses.
  - **Note:** "Conflicting uses" refers to differences in needs/interests between different types of user groups. It does not refer to disagreements and/or personality conflicts between users. If this definition is unclear, please obtain clarification from Talina before you depart on your *MMRP* patrol outing.
- **DETAILS OF CONFLICTING USES OBSERVED:** Mandatory field *if any conflicting uses are observed on this date.* Provide a detailed description of the variations in needs/interests, the types of users involved, and any dangerous circumstances that may result from these variations.
- **HAVE CONFLICTS BETWEEN MOTORIZED AND NON-MOTORIZED USES CAUSED CHRONIC PUBLIC SAFETY RISKS THAT EXISTING STAFFING LEVELS ARE UNABLE TO CONTROL?:** Mandatory field *if any conflicting uses are observed on this date.* Select "YES" if conflicting uses have created chronic risks to public safety that cannot be controlled by existing staff. Select "NO" if they have not.
- **MANAGEMENT ACTION(S):** Mandatory field *if any conflicting uses are observed on this date.* Select all action(s) taken to manage the differences in needs/interests between these user groups. Press and hold "CTRL" to select multiple menu items.
- **SPECIFY OTHER ACTION:** Mandatory field *if "Other" is included among your selections above.* Manually enter unlisted action taken to manage the conflicting uses observed.

• **TRAILHEAD/PARKING**

- **TRAILHEAD MONITORED:** Mandatory field. From the dropdown list, select the name of the trailhead through which you accessed the trail system. Only one trailhead can be addressed on each *DMR*.

SAMPLE *Annual Instructions*
(Continued)

Over Snow Vehicle Cooperative Program
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- If you are monitoring more than one trailhead on this date, please complete a separate *DMR* for each trailhead.
  - **Note:** Separate reports for each trailhead will only be necessary during this interim time. Once the database is released, all of your activities and observations will be addressed *in a single report.* This short-term inconvenience will allow us to create a more versatile reporting system for your long-term use.

- **ISSUE(S) OBSERVED:** Mandatory field. Select all issue(s) observed while monitoring the trailhead. Press and hold "CTRL" to select multiple menu items. If no issues are observed at the trailhead on this date, select "None".
- **DETAILS OF ISSUE(S) OBSERVED:** Mandatory field *if issue(s) are observed at the trailhead on this date.* Provide a detailed description of the issue(s) observed and the circumstances under which you observed them.
- **PHOTO(S) OF ISSUE(S) OBSERVED:** Mandatory field *if issue(s) are observed at the trailhead on this date.* Select the "ATTACH" button to add photo(s) and/or video(s) of the issue(s) you observed at the trailhead.
- **MANAGEMENT ACTION(S):** Mandatory field *if issue(s) are observed at the trailhead on this date.* Select all action(s) taken to manage the issue(s) observed at the trailhead. Press and hold "CTRL" to select multiple menu items.
- **SPECIFY OTHER ACTION:** Mandatory field *if "Other" is included among your selections above.* Manually enter unlisted action taken to manage the issue(s) observed at the trailhead.

• **DAILY SUMMARY**

- Mandatory field. Summarize your day and provide any information not previously mentioned.

• **ADDITIONAL ATTACHMENT(S)**

- Optional fields. Select the "ATTACH" button to add any attachments not previously attached to the *DMR*.

• **ROUTE MAP ATTACHMENT**

Mandatory field. On the route map template previously provided, make notations as outlined below.

- If using a tablet, we recommend installing a desktop annotator such as PDF24 Creator. This will allow you to make your notations offline from the field.
- If not using a tablet, please print the map and make your notations by-hand.
- To make your notations, complete each of the following steps:
  - If multiple *DMR*s are necessary due to multiple locations visited, please prepare a single map addressing all activity for the day.
    - In the box labeled "DATE", enter today's date (i.e., the date on which you completed this *MMRP* patrol outing).

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SAMPLE *Annual Instructions*
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- With a marker (or with a stylus if you are using a tablet), Highlight the route traveled on this *MMRP* patrol outing.
- Add a black dot to the approximate location at which you collected each of your snow depth measurements. This means you must have exactly three (3) black dots on your route map.
- If any issue(s) relating to closures were observed, mark the approximate location of each observation with a large bold **"C"**.
- If any issue(s) relating to snow depth were observed, mark the approximate location of each observation with a large bold **"D"**.
- If any conflicting uses were observed, mark the approximate location of each observation with a large bold **"X"**.
- If necessary, add notes to provide clarification and/or differentiate multiple occurrences of the same type.
- Scan or clearly photograph the map template with your notations (skip this step if you are using a tablet). Save the map file in JPG, PNG, or PDF format.
- Return to the top righthand corner of your *DMR* and find the "ATTACH" button labeled "ROUTE MAP". Select the button and attach the map file to your report.

- **REPORT SUBMISSION**
  - *DMR*s and accompanying attachments must be completed immediately upon conclusion of the *MMRP* patrol outing and submitted by e-mail to talina.hagler@parks.ca.gov. When possible, your completed report and attachments should be submitted on the same day. All reports must be received no later than 72-hours after completion of the *MMRP* patrol outing.

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SAMPLE *Daily Equipment Report*

OSV Program Daily Equipment Report

Grooming and Fuel Log

Revised 1/18/2018

Service Period: _____ *(Month/Year)*

Year/Make/Model: _____

Forest/Location: _____

Property #: _____

Beginning Meter Reading: *(On the First of the Month)* _____

Grooming Activity

Date	Beg Meter Reading	End Meter Reading	Hours Groomed	Trail System(s)	Operator's Certification* *(Signature)*	Comments

Total Hours Groomed: _____

Ending Meter Reading: *(On the Last Day of the Month)* _____

Beginning Fuel Reserve: *(Gallons on the First of the Month)* _____

Fuel Activity

Date	Purchaser	Gallons Purchased	Clear	Red	Purchase Method	Gallons Fueled	Fueler	Comments

Total Gallons Purchased: _____

Total Gallons Fueled: _____

Ending Fuel Reserve: *(Gallons on the Last Day of the Month)* _____

_____ *Report Certified By (Name & Title)*

_____ *Signature*

_____ *Date*

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SAMPLE *Breakdown of Services*

BREAKDOWN OF SERVICES

Contractor Information

DPR Contract #: _____ (C19VXXXX or C20V00XX) Invoice/Bill #: _____ (from Invoice/Bill)

Contractor: _____ (Forest or County) Date: _____ (Date on Bill)

Address: _____ (Street) (City/State) (Zip)

Contact Person: _____ (Name/Title) Phone: _____ (Direct Telephone Number)

Location(s) _____ (Trailheads/Trails Included in Invoice)

Billable Expenses

Trail Grooming Services:		
Snow Removal/Plowing Services:		
Cleaning/Refuse Services _____ *Cleaning/Refuse Supplies* _____	Restrooms & Trash:	
Mitigation, Monitoring, and Reporting		
Trail Clearance/Hazard Removal:		
Diesel Fuel and Fluids:		
Maps and Public Informtion		
Trail Markers/Signs:		
Training Costs:		
Volunteer Mileage:		
Bill Total:		

Additional Information

Comments: _____

Approval

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____ (Signature of Approver) Date: _____ (Date Signed)

Name: _____ (Name of Approver) Title: _____ (Title of Approver)

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SAMPLE *Travel Voucher*

TRAVEL VOUCHER
(Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE

2. TYPE OF TRAVEL
☐ TEMPORARY DUTY
☐ PERMANENT CHANGE OF STATION

3. VOUCHER NUMBER

4. SCHEDULE NUMBER

5. TRAVELER (PAYEE)
a. NAME *(Last, First, Middle Initial)*
b. SOCIAL SECURITY NUMBER
c. MAILING ADDRESS *(Include ZIP Code)*
d. OFFICE TELEPHONE NUMBER
e. PRESENT DUTY STATION
f. RESIDENCE *(City and State)*

6. PERIOD OF TRAVEL
a. FROM
b. TO

7. TRAVEL AUTHORIZATION
a. NUMBER(S)
b. DATE(S)

10. CHECK NUMBER

8. TRAVEL ADVANCE
a. Outstanding
b. Amount to be applied
c. Amount due Government Attached: ☐ Check ☐ Cash
d. Balance outstanding

9. CASH PAYMENT RECEIPT
a. DATE RECEIVED
b. AMOUNT RECEIVED
c. PAYEE'S SIGNATURE

11. PAID BY

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH
(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below. ▶ Traveler's Initials

AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE, AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ DATE **AMOUNT CLAIMED** ▶

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. ***(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)***

APPROVING OFFICIAL SIGN HERE ▶ DATE

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION
a. VOUCHER NUMBER
b. DISBURSING OFFICE SYMBOL
c. MONTH AND YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ DATE

17. FOR FINANCE OFFICE USE ONLY
COMPUTATION
a.
DIFFERENCES, IF ANY *(Explain and show amount)*
b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION
Certifier's Initials:
c. APPLIED TO TRAVEL ADVANCE *(Appropriation symbol)*:
NET TO TRAVELER ▶

18. ACCOUNTING CLASSIFICATION

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SAMPLE *Travel Voucher*
(Continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Column (c): If the voucher includes per diem allowances for members of employee's immediate family, show member's names, ages, and relationship to employee and marital status of children *(unless information is shown on the travel authorization.)*

Complete only for actual expense travel

Column (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. *(other than for meals).*

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from column (j) or maximum rate.

(n) Show expenses, such as taxi/limousine fares, air fare *(if purchased with cash)*, local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet.

PAGE OF PAGES

TRAVEL AUTHORIZATION NUMBER

TRAVELER'S LAST NAME

DATE	TIME	DESCRIPTION	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: ¢	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	NUMBER OF MILES	MILEAGE	SUBSISTENCE	OTHER
			BREAKFAST	LUNCH	DINNER	TOTAL							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
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If additional space is required, continue on another Optional Form 1012 BACK, leaving the front blank.									TOTALS ▶				

Enter the total of columns (l), (m), and (n) below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to proved the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

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SAMPLE *Repair and Maintenance Record*

SNOW GROOMING TRACTOR

REPAIR AND MAINTENANCE RECORD

TRACTOR IDENTIFICATION

YEAR/MAKE/MODEL

ASSIGNED LOCATION (FOREST/COUNTY AND TRAIL SYSTEM)

DPR PROPERTY NUMBER

SERIAL NUMBER

DGS NUMBER

DATE	SERVICE PROVIDER	HOUR METER	HUB METER	SERVICE DESCRIPTION	SERVICE HOURS

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EXHIBIT A,
ATTACHMENT 5

STATE-OWNED EQUIPMENT

Use Privileges: OSV Program Management shall provide one (1) State-Owned Tractor (SOT) for the performance of trail grooming services on the Mammoth Lakes OSV Trail System. Use of the SOT is limited to tasks necessary to perform trail grooming services as outlined in this contract.

Oversight: TOML shall establish and maintain adequate oversight of the SOT and local Operators. This includes meeting all of the following requirements:

- TOML shall designate one Lead Operator to oversee the local grooming operation. The Lead Operator must meet the following qualifications:
    - Completion of Kässbohrer's *Entry Level Snow Grooming* program, or similar training pre-approved by the Project Manager or Project Manager's designee.
    - Level II certification in accordance with standards established by OSV Program Management at the time of certification.
    - A minimum of eighty (80) hours of documented hands-on operation.
- If a qualified Lead Operator is not available, TOML shall contact the Project Manager to arrange alternate oversight of the SOT and local Operators. No grooming may occur until oversight has been established and approved by the Project Manager.

Operator Qualifications: TOML shall ensure that each Operator is fully qualified to operate the SOT. This includes meeting all of the following requirements:

- Volunteer Operators must be formally enrolled as volunteers for TOML.
- Each Operator must possess the following physical abilities:
    - See 20/40 or better with both eyes together, with or without corrective lenses.
    - Horizontal temporal visual field of at least 110 degrees from the center.
    - First perceives a forced whispered voice in the better ear at not less than five feet with or without the use of a hearing aid.
    - Climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.
- Prior to operating unsupervised, each Operator must complete the following requirements:
    - Kässbohrer's *Entry Level Snow Grooming* program, or similar training pre-approved by the Project Manager or Project Manager's designee.
    - Level I certification in accordance with standards established by OSV program management at the time of certification.
    - A minimum of forty (40) hours of hands-on operation under the supervision of the Lead Operator or another Level II Trainer.

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- Supervised hours must be documented in writing by the Level II Trainer performing the supervision.
- All training expenses are subject to pre-approval based on program needs. Prior to scheduling training, TOML shall contact the Project Manager to request written approval.

TOML shall maintain a file for each Operator to document completion of the above requirements. OSV Program Management reserves the right to inspect these files at any time.

Pre-Use Inspection: Prior to each use of the SOT, Operator shall complete a pre-use inspection. Pre-use inspection must address the following requirements:

Visual: Visual inspection of the SOT and all auxiliary equipment for possible damage and wear.

Consumables: All consumables and fluids are clean and at the appropriate levels; no leaks are present. This includes, but is not limited to engine oil, coolant, diesel exhaust fluid, and hydraulic fluid.

Fuel: Main and auxiliary fuel tanks are both full; caps are securely tightened.

Battery: terminals are clean; load test is performed as needed.

Tracks: Visual inspection of running gear, tracks, and track lacing. Track tension is equally tight on both sides of the SOT; tracks are free of wear and damage; belts are secure and tight.

Tires: Proper inflation according to the operator's manual; no cuts or breaks in the tread or sidewalls; no damage to solid tires.

Windshield: Complete visibility from the inside of the seat of the SOT; no cracks or chips in the glass; wipers are in good condition and fully functional.

Safety Equipment: All safety equipment is present and fully functional. This includes, but is not limited to Shovel, snowshoes/skis, winter clothing, compact tool kit, chainsaw/pole saw, flashlight, first aid kit, and fire starter.

Fire Extinguisher: Fire extinguisher is charged and easily accessible.

Three Point Hitch: All attached or mounted equipment is securely fastened.

Screws and Bolts: All securing screws of the auxiliary equipment are secure and tight.

Miscellaneous: All miscellaneous components, including but not limited to heater, lights, gauges, and instruments, are working properly.

Communication: All communication equipment is charged and fully functional. This includes, but is not limited to radios, cell phone, antenna booster, satellite phone, avalanche beacon, and Geotab tracking device.

Maintenance and Repairs: All service providers must be approved in advance by the Project Manager. Prior to scheduling any work, TOML must obtain approval from the Project Manager or Project Manager's designee.

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Documentation of Service: TOML shall maintain a *Maintenance and Repair Record* or similar document showing all work performed on the SOT. This record must be retained in the SOT at all times. A sample *Maintenance and Repair Record* is included as part of **Exhibit A, Attachment 4, *Sample Documents***. An alternate document may be accepted, but it must provide all information shown on the *Maintenance and Repair Record*.

Maintenance: TOML shall monitor and follow the manufacturer's recommended schedule outlined in the service intervals for the model. OSV Program Management shall provide the official service intervals upon assignment of the SOT. Prior to performing maintenance services, TOML must obtain written approval from the Project Manager or Project Manager's designee. No maintenance services may be performed without the advance written approval of the Project Manager or Project Manager's designee.

Repairs: TOML shall immediately notify Project Manager of any issues observed during use. Prior to scheduling repairs, TOML must obtain written approval from the Project Manager or Project Manager's designee. No repairs may be performed without the advance written approval of the Project Manager or Project Manager's designee.

Post-Season Service: Upon conclusion of the grooming season, each SOT will undergo post-season service. SOT will be inspected and assessed for maintenance needs and any necessary repairs. TOML shall work with the Project Manager to ensure timely completion of post-season service.

Diesel Fuel: TOML shall provide diesel fuel specifically for use in the SOT. This fuel may not be used for any other purpose. When feasible, the diesel fuel will be dyed red for off-road use. ***Under no circumstances will TOML use biodiesel and/or blends.*** Fuel for the SOT will be stored and tracked separately from any other fuel. TOML will maintain an ongoing fuel tank log showing each transaction involving the addition or removal of fuel. This log must remain with the fuel tank at all times and may not be removed for any reason. The Project Manager reserves the right to inspect the fuel tank log at any time without notice. Fuel activity will be reported on the *DER* form monthly as outlined in **Exhibit A, Attachment 3, *Reporting Requirements.***

Revocation of Privileges: OSV Program Management reserves the right to revoke equipment privileges at any time for violation of requirements outlined above. OSV Program Management shall issue a warning in writing no less than thirty days prior to revocation. In the event that such violations result in damage to state-owned equipment and/or impacts on public safety, privileges may be immediately revoked without warning.

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EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified in Cost Breakdown, marked Exhibit B, Attachment 2, which is attached hereto and made a part of this Agreement.

B. Invoices shall include the Agreement Number and shall be submitted not more frequently than monthly in arrears to:

Department of Parks and Recreation
Over Snow Vehicle Program
Talina M. Hagler, Project Manager
talina.hagler@parks.ca.gov

2. Budget Contingency Clause

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Timely Submission of Final Invoice

A. A final undisputed invoice shall be submitted for payment no more than ninety (90) calendar days following expiration or termination date of this Agreement, unless a later or alternate deadline is agreed to in writing by the project representative. Said invoice should be clearly marked "Final Invoice," thus indicating that all payment obligations of the State under this Agreement have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written State approval of an alternate final invoice submission deadline. Written State approval shall be sought from the project representative prior to the expiration or termination date of this Agreement.

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EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

5 Disabled Veterans Participation Goals

A. Upon completion of an awarded contract in which a commitment to achieve a DVBE goal was made, the prime contractor that entered into a subcontract with a DVBE is required to complete and submit form STD. 817 within 60 days to certify payment information to the awarding department, in accordance with Military and Veterans Code (M&VC) Section 999.5.

B. For contracts awarded on or after January 1, 2021, pursuant to M&VC Section 999.7, the State shall withhold ten thousand dollars ($10,000) from the final payment, or the full final payment if less than ten thousand dollars ($10,000), until the prime contractor complies with the certification requirements of M&VC Section 999.5. Prime contractors that fail to comply with the certification requirements shall be given notice and allowed to cure the defect. If after 15 calendar days but not more than 30 calendar days from the date of the notice, the prime contractor fails to comply with the certification requirements, the State shall permanently deduct ten thoursand dollars ($10,000) from the final payment, or the full payment if less than ten thousand dollars ($10,000). The withholding applies to all contracts with a DVBE subcontractor.

C. Notwithstanding any other law, an awarding department shall not withhold more than the amount specified on the final payment of any disabled veteran business enterprise contract for the purposes of ensuring compliance with the certification requirements of M&VC 999.5.

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EXHIBIT B,
ATTACHMENT 1

BILLING PROCEDURES

The Town of Mammoth Lakes shall submit quarterly billing packets to the State's Project Manager by e-mail.

Each *Billing Packet* must include the following items in the order listed:

- ***Invoice for Services*** from TOML addressed to DPR.
- Properly completed ***Breakdown of Services*** form.
    - A sample of the *Breakdown of Services* form is included as part of **Exhibit A, Attachment 4, *Sample Documents***. Exact form will be distributed with the *Annual Instructions* a minimum of once each season.
    - TOML shall only use the most recent revision of *Breakdown of Services* form.
- A printout of the ***Transaction Register*** detailing all charges included in the *Invoice for Services*.
    - TOML must fully review and cross-reference the *Transaction Register* against the back-up documentation. If the nature of any transaction is unclear, TOML Project Representative will add notes to the *Transaction Register* as needed for clarification.
    - Total amount at the bottom of the *Transaction Register* must match the total amount due on the *Invoice for Services*. If this is not possible, TOML Project Representative must clearly indicate which charges are included in the *Invoice for Services* and are applicable to this contract.
    - The total amount paid/due on the back-up documentation must match the amount of the corresponding line-item on the *Transaction Register*.
    - If a single transaction includes items/charges for other programs, TOML Project Representative must clearly indicate which are included in the *Invoice for Services* and are applicable to this contract.
- **Back-up documentation** (e.g., merchant invoice, receipt, etc.) to support each purchase, subcontractor service, or travel expense listed on the *Transaction Register*.
    - Back-up documentation must be fully itemized with all charges listed, including the cost of each item, sales tax, shipping, and other miscellaneous costs.
    - Each billing for travel must be accompanied by *Travel Voucher* or similar itemized record of travel activities and expenses. A sample of the *Travel Voucher* is included as part of **Exhibit A, Attachment 4, *Sample Documents***. An alternate document may be accepted, but it must provide all information shown on the *Travel Voucher*.

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- **Advance written approval** from the Project Manager or Project Manager's designee for all items subject to approval.
    - All items not specifically identified as pre-approved require the advance written approval of the Project Manager or Project Manager's designee. Expenses submitted without written approval may not be considered for reimbursement.

TOML Project Representative will submit the fully prepared *Billing Packet* to the State's OSV Project Manager within 45-days of the document date on the *Invoice for Services*.

The final *Billing Packet* for each grooming season must be submitted on or before August 15 of that season. For example, the final *Billing Packet* for the 2024/25 winter season are due on or before August 15, 2025.

If the TOML Project Representative is unable to meet the quarterly billing requirements, they must request an extension in writing from the OSV Project Manager or Project Manager's designee. Any late *Billing Packet* submitted without prior written approval may be rejected without payment.

The last *Billing Packet* for the season must be marked "FINAL *BILLING PACKET* FOR SEASON _____/____".

Example: FINAL *BILLING PACKET* FOR SEASON 2024/25.

Late submittal of *Billing Packets* could result in the Project Manager's disapproval of payments.

Right to Audit

The State reserves the right to audit all records pertaining to this Contract, including but not limited to records maintained by the Contractor, subcontractors, agents, and vendors.

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Exhibit B
Attachment 2
Cost Breakdown

Facility Maintenance

Restrooms & Trash

Location	Facility	Service(s)	Number of Hours	Average Rate	Cost
Shady Rest	2 Restrooms	Custodian II: Cleaning	130	$27.62	$3,590.60
	1 Parking Lot	Custodian II: Trash Removal	10	$27.62	$276.20
Bald Mountain	1 Warming Hut	Custodian II: Cleaning	10	$27.62	$276.20
Cleaning/Refuse Supplies	Varied	Varied	N/A	N/A	$800.00

Snow Removal/Plowing

Location	Facility	Number of Days	Average Rate	Cost
Shady Rest	1 Parking Lot	30	$100.00	$3,000.00
		Facility Maintenance Total		**$7,943.00**

Trail Grooming

Trail System	System Length	Equipment Owner	Grooming Miles	Average Rate	Cost
Mammoth Lakes	80 Miles	*State*	1,450	$15.00	$21,750.00
			Trail Grooming Total		**$21,750.00**

Other Services

Description	Unit	Number of Units	Average Rate	Cost
Mitigation, Monitoring, and Reporting	Hour	100	$50.00	$5,000.00
Trail Clearance and Hazard Removal	Hour	200	$20.00	$4,000.00
Diesel Fuel and Fluids	Gallon	875	$8.00	$7,000.00
Maps and Public Information	Varied	Varied	Varied	$1,600.00
Trail Markers/Signs	Varied	Varied	Varied	$1,200.00
Training Costs	Varied	Varied	Varied	$4,500.00
			Other Services Total	**$23,300.00**
			Seasonal Total	**$52,993.00**

Rates and quantities provided above are estimates. Actual amounts will vary. Rates for restroom and trash services will meet or exceed the CalHR rates as set on the date of services.

USDA must submit all backup documentation and receipts as outlined in **Exhibit B, Attachement 1, *Billing Requirements***.

CONTRACT SUMMARY

Season	Budget
24/25	$52,993.00
25/26	$52,993.00
26/27	$52,993.00
27/28	$52,993.00
28/29	$52,993.00
Contract Total	**$264,965.00**

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EXHIBIT D — PUBLIC ENTITY
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

1. Insurance Requirements

When Contractor submits a signed agreement to State, Contractor shall furnish to State a Certificate(s) of Insurance and endorsements in compliance with the following requirements:

A. Policy

The Certificate of Insurance shall: (a) be in a form acceptable to State; (b) be written by an insurer acceptable to State; (c) be maintained at Contractor's sole expense; (d) be in full force for the complete term of the agreement; (e) be primary, and not in excess to any insurance carried by State; (f) be furnished to State within fifteen (15) days, upon request.

B. Coverage *(Additional coverage beyond the following, when required, shall be identified through an attachment to this exhibit.)*

General Liability Insurance: Contractor shall procure commercial general liability insurance covering liability arising out of premises operations, products/completed operations, independent contractors, personal/advertising injury and liability assumed under an insured contract with limits not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products/completed operations aggregate. Said policy shall apply separately to each insured against whom any claim is made or suit is brought subject to Contractor's limits of liability.

Motor Vehicle Liability Insurance: Contractor shall maintain motor vehicle liability insurance with limits not less than $1,000,000 combined single limit each accident. Such insurance shall cover liability arising out of an accident involving a motor vehicle in use by Contractor, including, but not limited to, Contractor owned, hired, and non-owned motor vehicles.

Worker's Compensation and Employer's Liability Insurance: Contractor shall maintain statutory worker's compensation and employer's liability insurance for all of Contractor's employees who will be engaged in the performance of work on the property, including special coverage extensions where applicable.

C. Endorsements ***(The following must appear on the Endorsement Page.)***

Additional Insured: That the State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this agreement are concerned. The endorsements are to be provided for the general liability and motor vehicle liability policies.

Waiver of Subrogation: When work is performed on State-owned or controlled property the Workers' Compensation and Employers' Liability policy shall be endorsed with a waiver of subrogation endorsement in favor of the State. This endorsement shall also be provided.

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2. Disputes

Unless otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement which cannot be resolved informally shall be decided by the following two-step procedures.

Contractor must provide written notice of the particulars of such disputes to the Project Manager or his/her duly appointed representative. The Project Manager must respond in writing within ten (10) working days of receipt of the written notice of dispute. Should Contractor disagree with the Project Manager's decision, Contractor may appeal to the second level. Pending the decision on appeal, Contractor shall proceed diligently with the performance of this agreement in accordance with the Project Manager's decision. The second level appeal must indicate why the Project Manager's decision is unacceptable, attaching to it Contractor's original statement of the dispute with supporting documents, along with a copy of the Project Manager's response. The second level appeal shall be sent to the Deputy Director of Administrative Services or his/her duly appointed representative. The second level appeal must be filed within fifteen (15) working days of receipt of the Project Manager's decision. Failure to submit an appeal within the period specified shall constitute a waiver of all such right to an adjustment of this agreement. The Deputy Director or designee shall meet with Contractor to review the issues raised. A written decision signed by the Deputy Director or designee shall be returned to Contractor within fifteen (15) working days of the receipt of the appeal.

3. Termination for Convenience

State reserves the right to terminate this agreement subject to 30 days written notice to Contractor. Contractor may submit a written request to terminate this agreement only if State should substantially fail to perform its responsibilities as provided herein.

4. Force Majeure

Except for defaults of subcontractors, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include but shall not be limited to acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations superimposed after the fact. If a delay or failure in performance by Contractor arises out of a default of its subcontractor, and if such default of its subcontractor, arises out of causes beyond the control of both Contractor and subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule.

5. Forced, Convict, and Indentured Labor

No foreign-made equipment, materials, or supplies furnished to State pursuant to this agreement may be produced in whole or in part by forced labor, convict labor, or indentured labor. By submitting a bid to State or accepting a purchase order, Contractor agrees to comply with this provision of this agreement.

6. Potential Subcontractors

Nothing contained in this agreement or otherwise, shall create any contractual relation between State and any subcontractors, and no subcontract shall relieve Contractor of its responsibilities and obligations hereunder. Contractor agrees to be as fully responsible to State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Contractor. Contractor's obligation to pay its subcontractors is an independent obligation from State's obligation to make payments to Contractor. As a result, State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

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7. Priority Hiring Considerations for Contracts with a Value of $200,000

If the resulting agreement will have a total value of $200,000 or more, Contractor is hereby advised that it will be obligated to give priority consideration in filling vacancies in positions funded by the resulting agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200. This requirement shall not interfere with or require a violation of a collective bargaining agreement, a federal affirmative action obligation for hiring disabled veterans of the Vietnam era, or nondiscrimination compliance laws of California and does not require the employment of unqualified recipients of aid.

8. Intellectual Property

Any works developed during and/or pursuant to this agreement by Contractor, including all related copyrights and other proprietary rights therein, as may now exist and/or which hereafter come into existence, shall belong to State upon creation, and shall continue in State's exclusive ownership upon termination of this agreement. Contractor further intends and agrees to assign to State all right, title and interest in and to such materials as well as all related copyrights and other proprietary rights therein.

Contractor agrees to cooperate with State and to execute any document or documents that may be found to be necessary to give the foregoing provisions full force and effect, including but not limited to, an assignment of copyright.

Contractor agrees not to incorporate into or make the works developed, dependent upon any original works of authorship or Intellectual Property Rights of third parties without first (a) obtaining State's prior written permission, and (b) granting to or obtaining for State a nonexclusive, royalty-free, paid-up, irrevocable, perpetual, world-wide license, to use, reproduce, sell, modify, publicly and privately display and distribute, for any purpose whatsoever, any such prior works.

9. Contractor's Duties, Obligations and Rights

Contractor is hereby apprised that California Public Contract Code Section 10335 through 10381 are applicable relative to Contractor's duties, obligations, and rights in performing the agreement.

10. Generative Artificial Intelligence

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology.

At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

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11. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

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EXHIBIT E — PUBLIC ENTITY
(Standard Agreement)

ADDITIONAL PROVISIONS

Student/Graduate Student Assistants

1. Notwithstanding any other provision of law to the contrary, no student employed pursuant to this agreement will accrue State civil service status nor be employed for more than 194 days in the 365 days following the initial date of employment. Students will not cause the displacement of civil service employees. Students are not to perform work that would normally be assigned to permanent, full-time State civil service employees, and due consideration shall be given to affirmative action in and when hiring students.

2. Students may be permitted by State to operate State owned vehicles or equipment when required in the normal course of carrying out their work assignments under this agreement, provided that the following occurs:

   a. Students who operate vehicles on official business must have a valid driver's license and a good driving record.

   b. A copy of the student's driver records must be obtained from Department of Motor Vehicle prior to commencement of work.

   c. Students under the age of 18 may not operate State vehicles under any circumstances.

   d. Students who operate their private vehicle on official business must complete a STD. 261, Authorization to Use Privately Owned Vehicles on State Business.

   e. Students who operate their own or State vehicles on official business must attend and successfully complete an approved defensive driver training course at least once every four years. Said course must be completed before student will be allowed to drive on official business.

   f. Students must provide written proof of insurance.

3. Any/all students hired under the auspices of this agreement may be subject to a background check at the discretion of State.

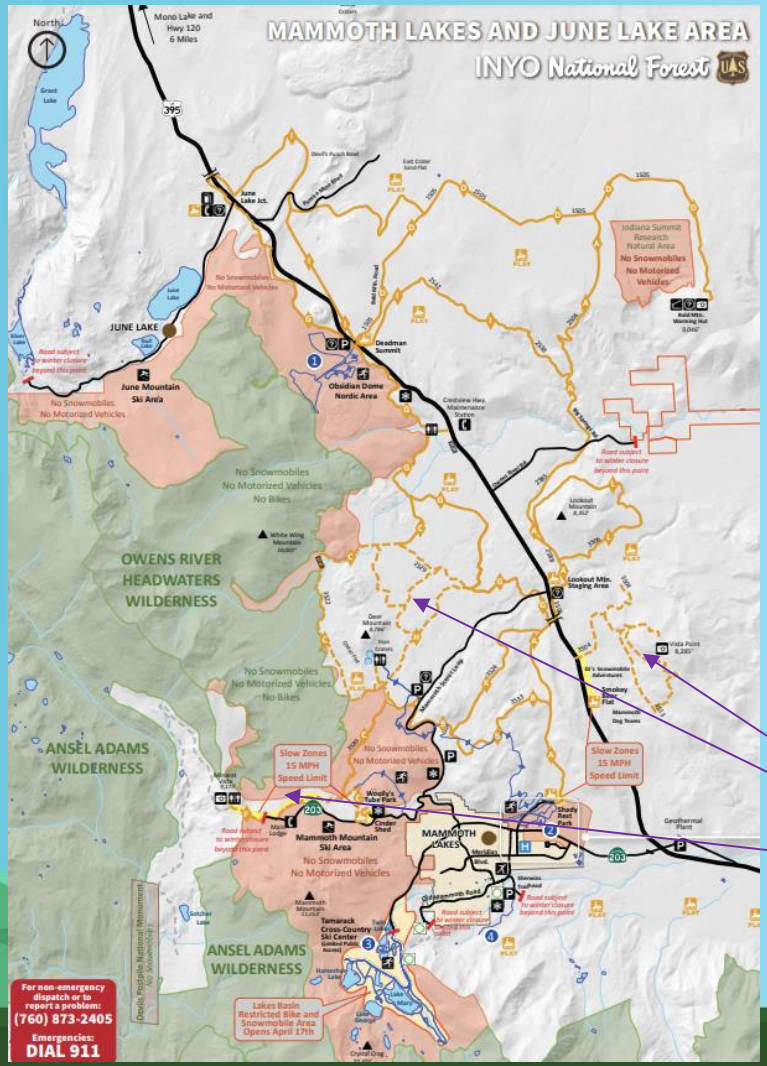
4. Refusing to cooperate with the request(s) as noted above can be grounds for immediate dismissal from all assignments within State. In addition, State, at its sole discretion, may terminate any student assistant from his/her work assignment if State is displeased with any aspect of the student's work or work-related conduct.

5. It is the responsibility of State to instruct and inform all students of the aforementioned conditions at the time of hire.

DRAFT

OFFICE OF OUTDOOR RECREATION
OSV PROGRAM – INYO NATIONAL FOREST

September 4th, 2024



PROGRAM EXTENT

- Roughly 90 Mile System.
- 2-4 Days to Groom Entirely, Depending On Snow Depth.
- Maps & Public Information.
- Trail Markers & Signs.
- Mitigation, Monitoring, and Reporting.
- Trail Clearance & Signage Removal.
- Training & Reimbursement.
- Diesel Fuel and Fluids.
- Will Require support from a permeant or seasonal employee.

**Dotted Lines Are Groomed By Partners*

PROGRAM GOALS

- Provide a superior level of service.
- Provide enhanced reliability.
- Provide enhanced customer service.
- Facilitate a better overall trail experience.
- Enhance the public's ability to navigate the system through improved signage.



Field portion of the program to be lead by Trails Program Manager Andrew Mulford with upward reporting, budget management, and other logistical support to be provided by the Outdoor Recreation Manager.

STATE AGREEMENT

Exhibit B
Attachment 2
Cost Breakdown

Facility Maintenance

Restrooms & Trash

Location	Facility	Service(s)	Number of Hours	Average Rate	Cost
Shady Rest	2 Restrooms	Custodian II: Cleaning	130	$27.62	$3,590.60
	1 Parking Lot	Custodian II: Trash Removal	10	$27.62	$276.20
Bald Mountain	1 Warming Hut	Custodian II: Cleaning	10	$27.62	$276.20
Cleaning/Refuse Supplies	Varied	Varied	N/A	N/A	$800.00

Snow Removal/Plowing

Location	Facility	Number of Days	Average Rate	Cost
Shady Rest	1 Parking Lot	30	$100.00	$3,000.00
			Facility Maintenance Total	**$7,943.00**

Trail Grooming

Trail System	System Length	Equipment Owner	Grooming Miles	Average Rate	Cost
Mammoth Lakes	80 Miles	*State*	1,450	$15.00	$21,750.00
				Trail Grooming Total	**$21,750.00**

Other Services

Description	Unit	Number of Units	Average Rate	Cost
Mitigation, Monitoring, and Reporting	Hour	100	$50.00	$5,000.00
Trail Clearance and Hazard Removal	Hour	200	$20.00	$4,000.00
Diesel Fuel and Fluids	Gallon	875	$8.00	$7,000.00
Maps and Public Information	Varied	Varied	Varied	$1,600.00
Trail Markers/Signs	Varied	Varied	Varied	$1,200.00
Training Costs	Varied	Varied	Varied	$4,500.00
			Other Services Total	**$23,300.00**

Seasonal Total **$52,993.00**

Rates and quantities provided above are estimates. Actual amounts will vary. Rates for restroom and trash services will meet or exceed the CalHR rates as set on the date of services.

USDA must submit all backup documentation and receipts as outlined in **Exhibit B, Attachment 1, *Billing Requirements***.

CONTRACT SUMMARY

Season	Budget
24/25	$52,993.00
25/26	$52,993.00
26/27	$52,993.00
27/28	$52,993.00
28/29	$52,993.00

Contract Total **$264,965.00**

DRAFT

QUESTIONS?

COMMENTS?

TOWN COUNCIL STAFF REPORT

Title: Town of Mammoth Lakes priorities for the FY24/25 Inyo National Forest Program of Work.

Meeting Date: September 4, 2024

Prepared by: Lawson Reif, Outdoor Recreation Manager

RECOMMENDATION:

Approve the proposed or modified Town priority areas of work to be submitted to the Inyo National Forest for consideration for inclusion in their FY24/25 Program of Work.

BACKGROUND:

Each year the Inyo National Forest establishes a forest wide program of work to assist the prioritization of Forest Service Staff assignments and to allocate other resources. One of the factors determining workloads is development and review of NEPA related work requirements. One of the ways to assist the Forest Service in their management of resources and establishing their Program of Work (POW) is a request to local agencies to submit a prioritized list of projects that are anticipated to require Forest Service resources, especially in the area of NEPA.

Based on current Town projects and work programs a list of priority projects and a list of ongoing work programs and longer-range planning efforts was submitted. Environmental work for the noted projects is not necessarily funded at this stage of the project work. This includes the following high priority projects, with more detail provided below:

Town of Mammoth Lakes Requested Program of Work requiring NEPA related work

1) Continued efforts related to permitting & environmental analysis of the *Snow Pit*.
2) Continued Sherwin Meadows (SHARP) trail planning & implementation.
3) Collaborative efforts on Fuels Management.
4) Environmental analysis of Shady Rest Inyo Craters (SRIC) planning effort.
5) Acquisition of Inyo National Forest lands surrounding Mammoth Yosemite Airport.

Our ongoing work programs and coordination of planning efforts includes

a) Trail Maintenance / Cleaning / Signage
b) Sherwin's Area Trails and Shovel ready Trailhead
c) Enhanced Trailhead parking/access
d) Restroom Cleaning and Trash support in the Lakes Basin, etc.
e) Adopt a Trail program / Other stewardship programs
f) Lakes Basin Connector Trail Construction Completion
g) Trail / Community Host Program – Visitor/Local engagement program
h) Updates to websites, maps, informational handouts, etc.

i) Preparation of annual operating plans for existing agreements/consolidation of agreements.

Major Planning Projects

a. Sherwin's Area Trails
b. Subpart C – Stakeholder Collaborative
c. Joint NEPA/CEQA process for consideration of improvements at Mammoth Mountain Main Lodge Redevelopment.
d. Shady Rest Recreation Study
e. Continue discussion on potential joint housing project at Mammoth Ranger District Administrative Site
f. Node Planning
g. Ski Back Trail Proposal
h. Doe Ridge Trail Proposal
i. Shady Rest Inyo Craters Trail Proposal

Detailed FY24/25 Proposed Scope of Work for INF

Purpose and Need – Detailed Work Program

The only incorporated community in Mono County, the Town of Mammoth Lakes (population ≈ 8,000) occupies ≈ 25 mi^2 (urban limit ≈ 4 mi^2) and is surrounded entirely by National Forest system lands. The community has a tourism-based economy; with recreation, trails and public access playing an integral role in the Town's sustainable economy and quality of life. A popular gateway community and recreation destination, Mammoth Lakes receives an estimated 3-5 million visitors annually – by far, the single greatest concentrated use occurring on Inyo National Forest system-lands over a 12-month period.

Due to its geographic and economic ties to federally managed Public Lands and reduced capacity within the U.S. Forest Service, the Town of Mammoth Lakes (TOML) and Inyo National Forest (INF) are reliant upon mutual-aid agreements to manage recreation, roads, trails, municipal, and resource-related issues in the Mammoth Ranger District. Cooperative Agreements include:

Special Use Permits:

- Paved Multi-Use Pathways (≈ 18 miles)
- Shady Rest Park and Disc Golf Course (≈ 20 acres)
- Mammoth Creek Park (≈20 acres)
- Easements and Roads Maintenance/ Other/ Airport/ Infrastructure, etc.
- Long Valley Mineral Management Site
- Snow Storage
- Visitors Bureau Building

Memorandum of Understanding:

- Mammoth Lakes Trail System (≈ 30 miles of soft-surface trails, signs, and associated infrastructure)
    - Provides for on-going maintenance, grooming, management of volunteer programs and events, system wayfinding, and the planning and implementation of recreation infrastructure within the MLTS.
    - Expires 12/31/2024

        - This work is concurrently authorized under a Non-Funded Challenge cost share.
    - Shady Rest Winter Grooming
        - Expires 12/31/2023
            - This work is concurrently authorized under a Non-Funded Challenge cost share.
    - Mammoth Lakes Trail System Website
        - Provides for management of MammothTrails.org and associated VIS services.

Challenge Cost Share Agreements:

- Expires 4/1/2026
- *All previous MOUs and agreements have since been rolled into the non-funded CCS*
- MLTS – Recreation Site Management & Maintenance
    - Winter grooming
    - MLTS
    - Multi-Use Pathway maintenance
- Eastern Sierra Sustainable Recreation Partnership (ESSRP)
- Mammothtrails.org
- Community Center Recreation Site

Funding is provided by TOML General Fund and Special-Use Taxes Measure R and Measure U. Measure R is a special fund designated for use by the Town of Mammoth Lakes for the planning, construction, operation, maintenance, programming and administration of all trails, parks and recreation facilities managed by the Town of Mammoth Lakes without supplanting existing parks and recreation facility maintenance funds. Measure U is applied for planning, construction, operation, maintenance, programming and administration of facilities and projects for mobility, recreation and arts and culture.

The purpose of this document is to align different departmental needs within the Town of Mammoth Lakes with priorities identified on Inyo National Forest managed lands. Due to increased visitation and decreased appropriated funding, it is critical for local government and partner-agencies to closely coordinate priorities and resources. TOML priorities are consistent with the Inyo National Forest Land Management Plan, and the Town of Mammoth Lakes Trail System Master Plan, General Plan and Mobility Element, Lakes Basin Special Study, and Sherwins Area Recreation Plan. TOML priorities are categorized as 1) Planning/NEPA; 2) Administration/Land-Uses; 3) Implementation; and 4) Operations/Maintenance.

<u>TOML Priorities:</u>

1) **<u>Planning/ NEPA</u>**
    - **Sherwin Meadow Trails (SHARP)**
        - Continued environmental analysis & development of proposed action
        - Continue to refine proposed action through environmental analysis
        - Contracted Heritage Analysis with Stantec
        - Draft NEPA/CEQA documents
        - Decision

    - Implementation
- **Mammoth Creek Park East Recreation Amenities**
    - Exploration of allowed uses at this site.
- **Collaborative efforts on Fuels Management**
    - Regional partnership on ESCCRP work
    - Stewardship project process for fuels work in support of biomass facility
- **Subpart C – Stakeholder Collaborative**
    - Continued formal engagement in Subpart C process
    - Collaborative efforts on subpart C implementation
    - Pursue expanded grooming though Subpart C process
    - Identify recommendations for winter recreation infrastructure, winter trails, staging areas, snow-play areas, and non-motorized recreation activities
- **Shady Rest Recreation Study**
    - Engage ORMAT related to development of planning documents to mitigate any recreation impacts as a result of the new pipeline
- **Doe Ridge Trail Concept**
    - Multi-use single track trail network
    - Develop Proposed Action with BLM & USFS
- **Shady Rest Inyo Craters (SRIC) OHV Multi-Use Trails**
    - Currently on hold per Inyo Leadership
    - 3-year planning grant to develop multi-use, motorized trails, staging areas, and infrastructure in the SRIC sub-region. Current grant closed out and will reapply in the future.
    - Emphasis on dispersing users and providing opportunities for motorized and non-motorized trail experiences including e-bike accessible networks – connecting the communities of June and Mammoth
- **Ski Back Public Access Trail**
    - In collaboration with MMSA, develop a free public-access trail on the Ski Back 'road'
- **Expanded Grooming Proposal**
    - TOML has previously submitted a request for expanded grooming
    - USFS leadership combined this proposal into the Subpart C environmental analysis.
- **Expand Opportunities for Stewardship**
    - Bike Hosts
    - Bear Aware Hosts
    - Invasive species work
    - Interpretation

2) <u>Administration/Land-Uses</u>

- **Snow Pit**
    - Long-term agreement/solution required/requested
- **Land Acquisition/Permitting**
    - Airport Land (Townsite Act or other mechanism)
    - Small tracts – (Next to Mammoth Creek Park)
    - USFS parcel adjacent to MCWD

- Snow Pit
- **Coordination with U.S. Forest Service on Housing Options**
  - Analysis of use of administrative site for USFS/Other Housing
  - Determine Feasibility, Scope and Process
  - Investigate 2018 Farm Bill Leasing Authority
- **Clean-up remaining SUP and Cooperative Agreements**
  - Permit consolidation & reissue
    - Submitted Summer/Fall 2022
  - Consider SUPs to replace MOUs & Agreements where feasible

3) <u>Implementation</u>

- **Lakes Basin Connector Trails**
  - Recently completed the final alignment, Black Bear Run
  - Plan Ribbon Cutting Fall 2024
- **Trail Reroutes**
  - As needed/desired
  - Continued coordination with Inyo Staff
- **Marking of existing routes on established dirt roads**
  - Provide opportunities for gravel & e-bikers
- **Sherwin's Trailhead**
  - Development of shovel-ready trailhead & associated infrastructure
  - Estimated start date: October 2024

4) <u>Operations/Maintenance</u>

- Town funded restroom/Trash maintenance for designated sites (Town Allocation $40,000)
- Coordination of Transit Services to U.S. Forest Service Lands
- MLTS trail maintenance managed under MOU, NFCCSA
- Mammoth PD enforcement – Mammoth Lakes Basin/Shady Rest Focus/Dogs off leash/Parking, Bear awareness
- MLTS Trail Days volunteer events
- Adopt-a-Trail Program
- Trashy Thursdays
- "Clean Up The Lake" Events
- MLTS Trail Hosts/ Visitor Information Services
- Snow Removal / Road maintenance / Signage (Lakes Basin/Reds Meadow/OMR)
- Traffic Control and visitor management as needed
- Sign installation on new Lakes Basin Connector Trails
- Management of existing grooming program
- Cooperation with Lions Club on new ADA dock at Twin Lakes
- Coordination of Reds Meadow Road reconstruction

<u>FINANCIAL CONSIDERATIONS:</u>

Funding is provided through the Town's General Fund and Special-Use Taxes Measure R and Measure U. Staff support is provided through the Office of Outdoor Recreation, other Town

Departments, and contracted services. Measure R is a special fund designated for use by the Town of Mammoth Lakes for the planning, construction, operation, maintenance, programming and administration of all trails, parks and recreation facilities managed by the Town of Mammoth Lakes without supplanting existing parks and recreation facility maintenance funds. Measure U is applied for planning, construction, operation, maintenance, programming and administration of facilities and projects for mobility, recreation and arts and culture.

Town of Mammoth Lakes
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September 4, 2024

Re: Town of Mammoth Lakes priorities for the FY24/25 Inyo National Forest Program of Work

Dear Inyo National Forest Supervisor Yen & Mammoth District Ranger Wong,

Enclosed for your consideration are the priority projects of the Town of Mammoth Lakes for the FY2024/2025 Inyo National Forest Program of work. The following document has been presented to, and approved by, Town Council. The Town's priority projects that will require additional Inyo National Forest Resources, specifically for NEPA related work include:

1) Continued efforts related to permitting & environmental analysis of the *Snow Pit*.
2) Continued Sherwin Meadows (SHARP) trail planning & implementation.
3) Collaborative efforts on Fuels Management.
4) Environmental analysis of Shady Rest Inyo Craters (SRIC) planning effort.
5) Acquisition of Inyo National Forest lands surrounding Mammoth Yosemite Airport.

The projects noted on the page of the attached, with subsequent pages highlighting current agreements, operations, and future proposals. We continue to be excited for the future and being able to work together meeting goals of the USFS and the expectations all of us who enjoy recreating on our public lands. If you have questions or require more information, please do not hesitate to reach out.

Please provide your feedback regarding these proposed additions to the FY24/25 Inyo National Forest Program of Work. We appreciate your consideration and look forward to our continued partnership to enhance opportunities and experiences for our residents and visitors enjoying the Inyo National Forest.

Sincerely,

Rob Patterson
Town Manager

Cc: Town Council
Lawson Reif, Outdoor Recreation Manager

DRAFT

TOWN COUNCIL STAFF REPORT

Title: Presentation on budget performance through the fourth quarter FY23-24 and approval of Budget Amendments.

Meeting Date: September 4, 2024

Prepared by: Rob Patterson, Town Manager

RECOMMENDATION:

Receive the fourth quarter Fiscal Year 23-24 Budget Report and adopt the proposed resolution amending the Fiscal Year 23-24 budget as recommended in Attachment A – Budget Adjustments.

BACKGROUND:

Proper administration of any fiscal budget requires regular scheduled review of performance. The Town of Mammoth Lakes has committed to providing Town Council with the opportunity to review our financial performance at the close of each quarter. The report reflects the fourth quarter performance and other specific events, which have affected our results. The purpose of this report and related requests are to clean up budget issues for a more seamless operation of the Town. Review and frequent adjustment are a critical part of any budget that is highly variable and fiscally conservative.

ANALYSIS/DISCUSSION:

The primary focus of this review is the General Fund, and Gas Tax. These funds have the broadest group of revenues and expenditures and often have interdependency on the General Fund for operational support.

The General Fund revenue remained strong in all categories with Transient Occupancy Tax (TOT) producing records in late summer and fall and again mid-winter when winter storms aligned with peak visitation times in February and March. The weather did play a critical role in both the timing and relative intensity of both revenue and expenditures. While the winter was mild with a few larger storms, these storms almost always fell on weekends, therefore driving up the cost of operations. For that purpose, we did experience higher snow removal expense than the winter warranted. The return to more traditional seasons, meaning the spring and transition into summer, did see a drop in revenue potential as this seasonal change saw a reduction in visitors, not experienced in previous years. The normal transition to summer and relative early opening of passes helped to kick start the summer and into FY24-25.

This staff report will discuss both increased revenue and expenditure details realized for FY23-24. The numbers below are pre-audit financial results and only the largest adjustments are reflected. The final review will occur in October with the Fund Balance presentation where staff anticipates additional funds will be available for allocation.

Transient Occupancy Tax

The primary revenue driver for the General Fund is Transient Occupancy Tax (TOT). As mentioned in the previous section, this revenue was strong in certain seasons and produced average results (last few years average) in the larger winter months. Staff was quick to realize unallocated TOT with a second quarter budget presentation, increasing the expectation by $5.0M and a third quarter of $2.0M to $25.0M for the year. This quarter will realize an additional $2.4M for TOT revenue.

Transient Occupancy Tax

Revenue Budget Distribution

Month	Budget Distribution		Actual	Variance
July	9.2%	$ 1,658,000	$ 2,187,703	$ 529,703
August	7.6%	$ 1,374,000	$ 1,930,667	$ 556,667
September	3.8%	$ 675,000	$ 1,444,953	$ 769,953
October	3.4%	$ 606,000	$ 1,059,538	$ 453,538
November	5.1%	$ 916,000	$ 1,017,293	$ 101,293
December	12.0%	$ 2,165,000	$ 3,221,049	$ 1,056,049
January	13.7%	$ 2,471,000	$ 4,089,949	$ 1,618,949
February	14.5%	$ 2,602,000	$ 4,340,798	$ 1,738,798
March	12.2%	$ 2,198,000	$ 3,774,158	$ 1,576,158
April	8.5%	$ 1,530,000	$ 2,170,302	$ 640,302
May	4.2%	$ 752,000	$ 926,374	$ 174,374
June	5.9%	$ 1,053,000	$ 1,238,353	$ 185,353
		$ 18,000,000	$ 27,401,137	$ 9,401,137

Initial Budget	$ 18,000,000
2nd Quarter Budget Adjustment	$ 5,000,000
3rd Quarter Budget Adjustment	$ 2,000,000
	$ 25,000,000

Quarter 4 Recommend TOT Increase	**$ 2,400,000**

Note: Shading denotes a record for that month.

In addition to Transient Occupancy Tax, revenue violations and penalty and interest accounts exceeded budget due to consistent enforcement and audit efforts. Penalties and interest were double budget expectations, adding another $103,900 for FY23-24.

Reserve Accounts

The recommended increase to Transient Occupancy Tax revenue will result in additional contributions to reserve accounts for Tourism, Housing, and Transit based on Council direction and political commitments. Based on the fourth quarter recommendation of $2,400,000, the following adjustments will be made to reserve accounts, rounded to the nearest $100.

Reserve Components		Amount
Tourism Reserve - 2.35 Points or 18.0769% of TOT	$	433,800
Transit Reserve - .85 Points or 6.5385% of TOT	$	156,900
Housing Reserve - .85 Points or 6.5385% of TOT	$	156,900
	$	747,600

Note: These Reserve amounts reflect $2,400,000 in TOT realized in the 4th quarter

Property Tax

This revenue stream has continued growth into FY23-24 before a taper off of transactions with increased interest rates. The budget is conservative and many of the elements have increases for the fourth quarter. The details below outline changes in the revenue. In total, property tax increased $711,700 for the year.

	YTD Actuals	Budget	Requested Change
PROPERTY TAXES			
PROPERTY TAX SECURED	$ 3,550,237	$ 3,220,000	$ 330,200
PRIOR SECURED & ESCAPES	$ 38,236	$ 20,000	$ 18,200
CURRENT SUPPLEMENTAL TAX	$ 108,027	$ 50,000	$ 58,000
HOMEOWNERS EXEMPTION	$ 90,301	$ 50,000	$ 40,300
PROPERTY TAX-IN LIEU VLF	$ 1,215,010	$ 950,000	$ 265,000
TOTAL PROPERTY TAXES	**$ 5,001,811**	**$ 4,290,000**	**$ 711,700**

Sales Tax

This revenue stream is directly tied to visitation and the budget developed for this revenue is conservative to address possible fluctuation. With visitation consistent this revenue exceeded budget by $568,600 for FY23-24. Since this is directly tied to the cost of goods, the current increase in inflation served to increase the gross sales and therefor sales tax collected. In future years, we may see the reverse effect as efforts to control inflation may reduce both prices and visitation. Staff will remain conservative in the estimated growth of this revenue stream.

	YTD Actuals	Budget	Requested Change
SALES TAX			
SALES TAX	$ 3,568,588	$ 3,000,000	$ 568,600
TOTAL SALES TAX	**$ 3,368,588**	**$ 3,000,000**	**$ 568,600**

Business Tax

The revenue stream includes both business and cannabis tax collected along with any application fees, late fees or collection efforts. The business activity in Town remains healthy and the level of construction is driving up the overall number of businesses as each entity must register to work on projects. In general, the combined revenue items exceeded budget by $83,000 as illustrated below.

	YTD Actuals	Budget	Requested Change
BUSINESS TAX			
BUSINESS TAX	$ 414,348	$ 360,000	$ 54,300
BUSINESS LIC APPLICATION FEE	$ 21,353	$ 12,000	$ 9,400
CANNABIS BUSINESS REGISTRATION	$ 24,270	$ 18,000	$ 6,300
BUSINESS LIC RENEWAL FEE	$ 41,040	$ 28,000	$ 13,000
TOTAL BUSINESS TAX	**$ 501,012**	**$ 418,000**	**$ 83,000**

Franchise Fee

The Town receives franchise fees for Solid Waste, Electricity, Gas and Cable. This revenue stream has been difficult to budget in the last few years due to changes in agreements, both rate and allowable items. This revenue is also affected by visitation and has reflected the strong visitation. In total, franchise fees increased $152,200 combined in these three categories as illustrated below.

	YTD Actuals	Budget	Requested Change
FRANCHISE FEES			
FRANCHISE FEE: SOLID WASTE	$ 322,756	$ 315,000	$ 7,800
FRANCHISE FEE: ELECTRICITY	$ 374,354	$ 230,000	$ 144,400
TOTAL FRANCHISE FEES	**$ 697,109**	**$ 545,000**	**$ 152,200**

Interest on Investments

The Town invests most of the cash balances in either Local Agency Investment Fund (LAIF) or California Asset Management Program (CAMP). Both of these are specific investments for municipal organizations, providing both security and liquidity needed for local government. The Town invests approximately $43 million in CAMP which has returns above 5% and approximately $36 million in LAIF with an interest rate of 4.5%. Due to the volatility of interest rates, the Town does not depend on the revenue provided by interest in the normal operating budget, therefore not much is attributed to this revenue stream on an annual basis. In the second quarter, the interest was estimated for the full year to utilize the funds on one-time project costs. This quarter there is a true up of $132,000 in additional revenue from interest. Since the Town allocates interest to the specific fund where the cash balance exists, there will be additional interest realized in other funds. The increase illustrated below is specific to the General Fund. The Town also invests the balance in Reserve for Economic Uncertainty (REU) in the Mono County Investment Pool. All proceeds from this interest are allocated into the REU to keep this reserve funded to policy.

	YTD Actuals	Budget	Requested Change
INTEREST & MISC REVENUE			
INTEREST ON INVESTMENTS	$ 1,432,008	$ 1,300,000	$ 132,000
TOTAL INTEREST & MISC REVENUE	**$ 1,607,528**	**$ 1,320,000**	**$ 132,000**

The following charts illustrate the changes in revenue for sections that are usually included in the general category of Other Revenue. Key items to highlight are the building permits +$788,900 from the larger projects under construction in Town. Planning and Zoning Applications +$468,300 has a corresponding expense as most of the work is pass through contract work for the Town. Finally, the grant funding for Tobacco have increased restrictions, limiting to specific time on campus providing presentations specific to tobacco use. In prior years the Town would receive funding for our school resource officer and all activity they worked on campus. The insurance reimbursement is related to storm damage incurred in the prior fiscal year.

	YTD Actuals	Budget	Requested Change
OTHER REVENUE			
ENCROACHMENT PERMITS	$ 7,875	$ 4,000	$ 3,900
GRADING PERMITS	$ 12,975	$ 10,000	$ 3,000
BUILDING PERMITS	$ 1,588,916	$ 800,000	$ 788,900
CREDIT CARD SERVICE FEE	$ 25,587	$ 16,000	$ 9,600
FACILITY RENTAL	$ 180,145	$ 200,000	$ (19,900)
P&R FACILITY RENTAL	$ 22,905	$ -	$ 22,900
PLANNING & ZONING APPLICATIONS	$ 818,259	$ 350,000	$ 468,300
MASTER PLAN FEES	$ 60,192	$ 25,000	$ 35,200
RECREATION PROGRAM FEES	$ 167,972	$ 160,000	$ 8,000
WHITMORE MASTER	$ 31,344	$ 20,000	$ 11,300
EDISON MASTER	$ 2,625	$ -	$ 2,600
ARCHIVAL STORAGE FEE	$ -	$ 10,000	$ (10,000)
FINGERPRINT SERVICE	$ 22,332	$ 20,000	$ 2,300
SUPERIOR COURT FINES	$ 15,639	$ 8,000	$ 7,600
CIVIL PENALTIES:MUNICIPAL CODE	$ 54,781	$ 50,000	$ 4,800
COPS - FED	$ -	$ 25,000	$ (25,000)
STATE GRANTS: MISC	$ 5,756	$ -	$ 5,800
COPS-OPTION PUBLIC SAFETY	$ 185,640	$ 100,000	$ 85,600
OFFICER TRAINING REIMB	$ 26,117	$ 5,000	$ 21,100
TOBACCO GRANT	$ 11,703	$ 103,800	$ (92,100)
INTEREST ON INVESTMENTS	$ 1,432,008	$ 1,300,000	$ 132,000
REFUNDS AND REBATES	$ (1,873)	$ 30,000	$ (31,900)
INSURANCE REIMBURSEMENT	$ 471,055	$ -	$ 471,100
TOTAL REFUNDS & REIMBURSEMENTS	**$ 5,141,954**	**$ 3,236,800**	**$ 1,905,100**

The combined increase to General Fund revenue is $5,924,500 for the fourth quarter budget review.

Revenue Summary - 4th Qtr

Account Group		Amount
PROPERTY TAXES	$	711,700
SALES TAX	$	568,600
TRANSIENT OCCUPANCY TAX	$	2,503,900
BUSINESS TAX	$	83,000
FRANCHISE FEES	$	152,200
OTHER REVENUE	$	1,905,100
General Fund Revenue Adjustments	$	5,924,500

General Fund - Expenditures

The fourth quarter budget review is where fine tuning of the budget occurs. In addition to fine tuning, it is also the quarter most of the normal, non-seasonal, adjustments present themselves. An analysis of the general fund expenditures reflects a return to normal operations as we did not have the significant winter of the previous year. There were several areas where efficiencies were gained or funded staff positions remained unfilled resulting in savings. The two highlights in additional cost are contractual services for both Building and Community & Economic Development. This is the location where consultant costs for expanded building permit and planning applications mentioned above, are reflected. Overall staff had an effective year managing expenses, coming in under budget by $129,220.

EMERGENCY RESPONSE		YTD Actual		Budget		Requested Change
OVERTIME WAGES	$	134	$	-	$	130
SPECIAL OPERATIONAL	$	19,661	$	-	$	19,660
CONTRACTUAL SERVICES	$	91,896	$	-	$	91,900
TOTAL EMERGENCY RESPONSE	**$**	**111,691**	**$**	**-**	**$**	**111,690**

TOWN COUNCIL		YTD Actual		Budget		Requested Change
HEALTH INS PREMIUMS	$	177,246	$	171,824	$	5,420
TRAINING, ED, CONF & MTGS	$	4,165	$	20,000	$	(15,840)
TOTAL TOWN COUNCIL	**$**	**181,411**	**$**	**255,694**	**$**	**(10,420)**

LEGAL SERVICES		YTD Actual		Budget		Requested Change
CONTRACTUAL SERVICES	$	184,724	$	225,000	$	(40,280)
TOTAL LEGAL SERVICES	**$**	**184,724**	**$**	**225,000**	**$**	**(40,280)**

TOWN CLERK	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 198,291	$ 188,182	$ 10,110
OVERTIME WAGES	$ 245	$ 5,000	$ (4,750)
COMPREHENSIVE LEAVE	$ (976)	$ 4,536	$ (5,510)
PERS (RETIREMENT)	$ 78,933	$ 66,245	$ 12,690
SPECIAL OPERATIONAL	$ 16,397	$ 15,000	$ 1,400
TRAINING, ED, CONF & MTGS	$ 2,825	$ 5,500	$ (2,670)
CODIFICATION	$ 14,631	$ 5,000	$ 9,630
TOTAL TOWN CLERK	**$ 310,346**	**$ 289,462**	**$ 20,900**

GENERAL SERVICES	YTD Actual	Budget	Requested Change
OFFICE SUPPLIES	$ 29,145	$ 28,000	$ 1,150
POSTAL SUPPLIES & POSTAGE	$ 19,048	$ 17,500	$ 1,550
SPECIAL OPERATIONAL	$ 4,890	$ 10,000	$ (5,110)
CONTRACTUAL SERVICES	$ 173,101	$ 227,180	$ (54,080)
GARAGE VEHICLE SERVICE	$ 51,843	$ 35,000	$ 16,840
INSURANCE PREMIUMS	$ 729,128	$ 736,795	$ (7,670)
CREDIT CARD FEES	$ 61,348	$ 30,000	$ 31,350
CONTINGENCY	$ -	$ 100,000	$ (100,000)
PUBLIC UTILITIES	$ 38,947	$ 70,000	$ (31,050)
COMMUNITY SUPPORT FUND	$ 59,419	$ 71,000	$ (11,580)
FACILITY LEASE	$ 413,202	$ 465,000	$ (51,800)
EQUIPMENT LEASE	$ 33,718	$ 39,000	$ (5,280)
TOTAL GENERAL SERVICES	**$ 1,613,790**	**$ 1,829,475**	**$ (215,680)**

INFORMATION SYSTEMS	YTD Actual	Budget	Requested Change
CONTRACTUAL SERVICES	$ 11,876	$ 8,000	$ 3,880
COMPUTER SUPPORT SERVICES	$ 250,000	$ 280,000	$ (30,000)
PUBLIC UTILITIES	$ 35,133	$ 30,000	$ 5,130
EQUIPMENT MAINT AGREEMENT	$ 135,469	$ 153,600	$ (18,130)
COMPUTER HARDWARE - CAPIT	$ 45,571	$ 31,000	$ 14,570
COMPUTER SOFTWARE - CAPITA	$ 68,178	$ 23,000	$ 45,180
TOTAL INFORMATION SYSTEMS	**$ 546,227**	**$ 525,600**	**$ 20,630**

POLICE SERVICES	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 2,362,055	$ 2,373,126	$ (11,070)
TEMPORARY WAGES	$ 14,709	$ 88,439	$ (73,730)
OVERTIME WAGES	$ 246,010	$ 200,000	$ 46,010
POLICE HOLIDAY PAY	$ 82,232	$ 91,273	$ (9,040)
COMPREHENSIVE LEAVE	$ 36,335	$ 78,139	$ (41,800)
HEALTH INS PREMIUMS	$ 505,839	$ 573,100	$ (67,260)
WORKERS COMP INSURANCE	$ 165,246	$ 163,002	$ 2,240
UNEMPLOYMENT ASSESSMENT	$ -	$ 5,000	$ (5,000)
PERS (RETIREMENT)	$ 1,015,326	$ 1,189,775	$ (174,450)
PARS (RETIREMENT ENHANCED	$ -	$ 15,000	$ (15,000)
PARS (PART TIME RETIREMENT)	$ 47	$ 2,451	$ (2,400)
UNIFORMS & PERSONAL EQUIP	$ 27,542	$ 20,000	$ 7,540
MAINTENANCE SUPPLIES	$ 1,878	$ 5,000	$ (3,120)
SPECIAL OPERATIONAL	$ 28,031	$ 20,000	$ 8,030
CONTRACTUAL SERVICES	$ 135,974	$ 104,000	$ 31,970
GARAGE VEHICLE SERVICE	$ 50,987	$ 90,000	$ (39,010)
PRINTING & REPRODUCTION	$ 3,541	$ 7,500	$ (3,960)
ADVERTISING & LEGAL NOTICES	$ 33	$ 2,000	$ (1,970)
TRAINING, ED, CONF & MTGS	$ 54,608	$ 35,000	$ 19,610
DOJ FINGERPRINT LIVE	$ 9,127	$ 12,000	$ (2,870)
PUBLIC UTILITIES	$ 52,509	$ 56,000	$ (3,490)
GEN'L FACILITIES MAINT	$ 4,991	$ 10,000	$ (5,010)
COMMUNICATION EQUIP MAINT	$ -	$ 7,500	$ (7,500)
EQUIPMENT LEASE	$ 2,660	$ 5,000	$ (2,340)
COMMUNIC EQUIP - NON CAP	$ 876	$ 5,000	$ (4,124)
TOTAL POLICE SERVICES	**$ 4,800,557**	**$ 5,158,304**	**$ (357,744)**

RECREATION PROGRAMS	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 408,584	$ 382,655	$ 25,930
TEMPORARY WAGES	$ 105,311	$ 169,403	$ (64,090)
COMPREHENSIVE LEAVE	$ 5,640	$ 27,348	$ (21,710)
HEALTH INS PREMIUMS	$ 117,254	$ 111,136	$ 6,120
UNEMPLOYMENT ASSESSMENT	$ 4,637	$ -	$ 4,640
PERS (RETIREMENT)	$ 150,824	$ 136,292	$ 14,530
CONTRACTUAL SERVICES	$ 19,453	$ 30,000	$ (10,550)
FISHING ENHANCEMENT	$ 107,460	$ 105,000	$ 2,460
COMMUNITY YOUTH PROGRAMS	$ 48,478	$ 45,000	$ 3,480
TONY COLOSARDO DONATIONS	$ 6,459	$ -	$ 6,460
TOTAL RECREATION PROGRAMS	**$ 974,099**	**$ 1,006,834**	**$ (32,730)**

WHITMORE POOL & REC AREA	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 124,570	$ 84,277	$ 40,290
TEMPORARY WAGES	$ 106,398	$ 101,765	$ 4,630
OVERTIME WAGES	$ 5,542	$ 1,000	$ 4,540
COMPREHENSIVE LEAVE	$ (2,089)	$ 5,385	$ (7,470)
HEALTH INS PREMIUMS	$ 22,992	$ 28,579	$ (5,590)
PERS (RETIREMENT)	$ 33,669	$ 27,921	$ 5,750
RECREATION SUPPLIES	$ 4,094	$ 3,000	$ 1,090
CONTRACTUAL SERVICES	$ 9,557	$ 8,000	$ 1,560
GARAGE VEHICLE SERVICE	$ 13,779	$ 22,000	$ (8,220)
PUBLIC UTILITIES	$ 29,607	$ 45,000	$ (15,390)
TAXES & FEES	$ 5,986	$ 2,000	$ 3,990
FACILITY LEASE	$ 2,783	$ 750	$ 2,030
PARK GROUNDS & BLDGS MAIN	$ 15,034	$ 18,000	$ (2,970)
TOTAL WHITMORE POOL & REC AR	**$ 371,922**	**$ 347,677**	**$ 24,240**

ARTS & CULTURE	YTD Actual	Budget	Requested Change
TEMPORARY WAGES	$ 592	$ 54,780	$ (54,190)
CONTRACTUAL SERVICES	$ 1,940	$ 10,000	$ (8,060)
FACILITY LEASE	$ 15,750	$ 27,800	$ (12,050)
TOTAL ARTS & CULTURE	**$ 18,282**	**$ 92,580**	**$ (74,300)**

PARKS, BLDGS & TRAILS MAINT	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 298,053	$ 254,028	$ 44,020
TEMPORARY WAGES	$ 15,311	$ 65,983	$ (50,670)
OVERTIME WAGES	$ 54,082	$ 40,000	$ 14,080
COMPREHENSIVE LEAVE	$ (3,915)	$ 17,950	$ (21,870)
HEALTH INS PREMIUMS	$ 85,456	$ 78,790	$ 6,670
UNEMPLOYMENT ASSESSMENT	$ -	$ 5,000	$ (5,000)
PERS (RETIREMENT)	$ 102,625	$ 92,309	$ 10,320
MISC SUPPLIES	$ 3,013	$ 10,000	$ (6,990)
UNIFORMS & PERSONAL EQUIP	$ 4,433	$ 6,500	$ (2,070)
MAINTENANCE SUPPLIES	$ 12,553	$ 20,000	$ (7,450)
CONTRACTUAL SERVICES	$ 7,392	$ 15,000	$ (7,610)
GARAGE VEHICLE SERVICE	$ 41,338	$ 58,000	$ (16,660)
TRAINING, ED, CONF & MTGS	$ -	$ 3,000	$ (3,000)
PUBLIC UTILITIES	$ 92,221	$ 80,000	$ 12,220
PARK GROUNDS & BLDGS MAIN	$ 15,117	$ 18,000	$ (2,880)
SIGNAGE MAINTENANCE	$ -	$ 3,000	$ (3,000)
TOTAL PARKS, BLDGS & TRAILS MA	**$ 727,677**	**$ 767,560**	**$ (39,890)**

PLANNING DIVISION	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 487,779	$ 480,116	$ 7,660
TEMPORARY WAGES	$ 5,837	$ 29,689	$ (23,850)
COMPREHENSIVE LEAVE	$ 4,014	$ 26,324	$ (22,310)
HEALTH INS PREMIUMS	$ 121,552	$ 147,905	$ (26,350)
PERS (RETIREMENT)	$ 163,633	$ 165,380	$ (1,750)
UNIFORMS & PERSONAL EQUIP	$ -	$ 1,000	$ (1,000)
CONTRACTUAL SERVICES	$ 642,963	$ 400,000	$ 242,960
MEM'SHIPS, DUES, SUBSCR, PU	$ 1,111	$ 3,000	$ (1,890)
TRAINING, ED, CONF & MTGS	$ 4,134	$ 12,000	$ (7,870)
AIR QUALITY MANAGEMENT	$ 63,000	$ 25,500	$ 37,500
TOTAL PLANNING DIVISION	**$ 1,494,024**	**$ 1,290,915**	**$ 203,100**

BUILDING DIVISION	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 388,197	$ 340,155	$ 48,040
COMPREHENSIVE LEAVE	$ 1,728	$ 16,608	$ (14,880)
PERS (RETIREMENT)	$ 128,276	$ 122,337	$ 5,940
MISC SUPPLIES	$ 564	$ 2,000	$ (1,440)
CONTRACTUAL SERVICES	$ 261,741	$ 200,000	$ 61,740
ADVERTISING & LEGAL NOTICES	$ 1,596	$ 3,000	$ (1,400)
TOTAL BUILDING DIVISION	**$ 782,102**	**$ 684,100**	**$ 98,000**

CODE COMPLIANCE	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 58,787	$ 72,924	$ (14,140)
TOTAL CODE COMPLIANCE	**$ 58,787**	**$ 72,924**	**$ (14,140)**

SNOW REMOVAL	YTD Actual	Budget	Requested Change
CONTRACTUAL SERVICES	$ 98,917	$ -	$ 98,920
TOTAL SNOW REMOVAL	**$ 98,917**	**$ -**	**$ 98,920**

ENG, PUBLIC WORKS & ADMIN	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 613,266	$ 539,440	$ 73,830
TEMPORARY WAGES	$ 23,440	$ 11,000	$ 12,440
COMPREHENSIVE LEAVE	$ 4,209	$ 32,818	$ (28,610)
HEALTH INS PREMIUMS	$ 177,001	$ 147,935	$ 29,070
PERS (RETIREMENT)	$ 207,889	$ 182,468	$ 25,420
CONTRACTUAL SERVICES	$ 16,326	$ 50,000	$ (33,670)
TOTAL ENG, PUBLIC WORKS & ADM	**$ 1,042,131**	**$ 963,662**	**$ 78,480**

Expense Summary - 4th Qtr

Account Group		Amount
Emergency Response	$	111,690
Town Council	$	(10,420)
Legal Services	$	(40,280)
Town Clerk	$	20,900
General Services	$	(215,680)
Information Technology	$	20,630
Police Services	$	(357,740)
Recreation Programs	$	(32,730)
Whitmore Pool & Recredation	$	24,240
Arts & Culture	$	(74,300)
Parks, Bldgs & Trails Maint	$	(39,890)
Planning Division	$	203,100
Building Division	$	98,000
Code Compliance	$	(14,140)
Snow Removal	$	98,920
Engineering	$	78,480
	$	(129,220)

The combination of additional revenue described in detail above, $5,924,500 along with savings on expenditures, $129,220, subtract the commitments to Reserves, leaves $5,306,120 available in General Fund.

Summary - General Fund

Revenue Adjustments	$	5,924,500
Reserve Allocations (TOT)		
Tourism	$	(433,800)
Housing	$	(156,900)
Transit	$	(156,900)
	$	(747,600)
Expenditure Adjustments	$	129,220
General Fund available for Allocation	$	5,306,120

Gas Tax - Fund 210

Gas Tax is one of the larger funds that supports road maintenance & rehabilitation and snow removal. The budgets for snow removal are based on a typical year of precipitation and removal efforts. While the amount of snow for the winter season was not significantly over our standard, the timing of the storms was impactful to our overall costs. Most of the storms occurred on weekends, resulting in overtime for staff that clear snow as well as perform normal public works maintenance work during the week. This was impactful both for the cost of operations and the physical impact on the employees. Since any revenue shortfall to cover these increased expenses are supported by General Fund, staff is requesting $775,500 of General Fund revenue to backfill these additional expenditures and some revenue shortfall for the year. The charts below contain detail analysis of this activity.

GAS TAX - Revenue

		YTD Actuals		Budget		Requested Change
FEES & CHARGES						
CHARGES FOR SERVICES	$	69,754	$	10,000	$	59,800
TOTAL FEES & CHARGES	**$**	**53,625**	**$**	**10,000**	**$**	**59,800**
STATE SHARED REVENUES						
STATE GAS TAX 2103	$	66,160	$	72,997	$	(6,800)
STATE GAS TAX 2105	$	44,121	$	47,327	$	(3,200)
STATE GAS TAX 2106	$	62,625	$	58,018	$	4,600
STATE GAS TAX 2107	$	56,052	$	50,000	$	6,100
STATE GAS TAX RMRA (SB-1)	$	184,168	$	187,691	$	(3,500)
TOTAL STATE SHARED REVENUES	**$**	**2,104,450**	**$**	**2,818,033**	**$**	**(2,800)**
INTEREST & MISC REVENUE						
INTEREST ON INVESTMENTS	$	115,163	$	-	$	115,200
REFUNDS AND REBATES	$	57	$	13,000	$	(12,900)
	57	**$**	**115,220**	**$**	**13,000**	**$**	**102,300**

GAS TAX - Expenditures

STREET MAINTENANCE	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 429,546	$ 406,754	$ 22,790
OVERTIME WAGES	$ 40,230	$ -	$ 40,230
COMPREHENSIVE LEAVE	$ (594)	$ 16,623	$ (17,220)
HEALTH INS PREMIUMS	$ 131,660	$ 168,480	$ (36,820)
PERS (RETIREMENT)	$ 142,144	$ 133,950	$ 8,190
UNIFORMS & PERSONAL EQUIP	$ 4,758	$ 3,500	$ 1,260
STREET MAINTENANCE SUPPLIES	$ 989	$ 10,000	$ (9,010)
TRAFFIC SAFETY SUPPLIES	$ 28,954	$ 35,000	$ (6,050)
SPECIAL OPERATIONAL	$ 2,747	$ -	$ 2,750
CONTRACTUAL SERVICES	$ 440,089	$ 475,000	$ (34,910)
PUBLIC UTILITIES	$ 27,232	$ 15,000	$ 12,230
TAXES & FEES	$ -	$ 12,000	$ (12,000)
TRAFFIC SIGNAL MAINTENANCE	$ -	$ 6,000	$ (6,000)
STREET LIGHTS	$ 936	$ 3,000	$ (2,060)
STREET SIGN REPLACEMENT	$ 36,810	$ 55,000	$ (18,190)
MACHINERY & EQUIP - NON CAP	$ 9,304	$ 4,500	$ 4,800
TOTAL STREET MAINTENANCE	**$ 1,294,803**	**$ 1,344,808**	**$ (50,010)**

GAS TAX - Expenditures

SNOW REMOVAL	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 510,970	$ 530,801	$ (19,830)
TEMPORARY WAGES	$ 75,740	$ 83,456	$ (7,720)
OVERTIME WAGES	$ 197,609	$ 125,000	$ 72,610
COMPREHENSIVE LEAVE	$ (1,342)	$ 22,810	$ (24,150)
STREET MAINTENANCE SUPPLIES	$ 1,031	$ 10,000	$ (8,970)
TRAFFIC SAFETY SUPPLIES	$ 114,232	$ 135,000	$ (20,770)
SPECIAL OPERATIONAL	$ 22,473	$ 3,000	$ 19,470
CONTRACTUAL SERVICES	$ 381,133	$ 200,000	$ 181,130
PUBLIC UTILITIES	$ 64,701	$ 45,000	$ 19,700
TRAFFIC SIGNAL MAINTENANCE	$ 241	$ 5,000	$ (4,760)
TOTAL SNOW REMOVAL	**$ 1,366,788**	**$ 1,160,066**	**$ 206,710**

SUMMER EQUIP GARAGE	YTD Actual	Budget	Requested Change
GASOLINE & DIESEL	$ 110,868	$ 60,000	$ 50,870
VEHICLE MAINTENANCE PARTS	$ 198,559	$ 40,000	$ 158,560
CONTRACTUAL SERVICES	$ 29,503	$ 4,000	$ 25,500
GARAGE VEHICLE SERVICE	$ 213,770	$ 80,000	$ 133,770
TOTAL SUMMER EQUIP GARAGE	**$ 552,700**	**$ 184,000**	**$ 368,700**

WINTER EQUIP GARAGE	YTD Actual	Budget	Requested Change
GASOLINE & DIESEL	$ 79,731	$ 90,000	$ (10,270)
VEHICLE MAINTENANCE PARTS	$ 520,007	$ 210,000	$ 310,010
GARAGE VEHICLE SERVICE	$ 289,967	$ 160,000	$ 129,970
MEM'SHIPS, DUES, SUBSCR, PUBLI	$ 3,537	$ 8,500	$ (4,960)
MACHINERY & EQUIP - NON CAP	$ 14,024	$ 4,000	$ 10,020
TOTAL WINTER EQUIP GARAGE	**$ 907,266**	**$ 472,500**	**$ 434,770**

GARAGE OPERATIONS	YTD Actual	Budget	Requested Change
REGULAR SALARIES	$ 1,869	$ 5,192	$ (3,320)
PUBLIC UTILITIES	$ 103,948	$ 75,000	$ 28,950
TOTAL GARAGE OPERATIONS	**$ 105,817**	**$ 80,192**	**$ 25,630**

PROMENADE MAINTENANCE	YTD Actual	Budget	Requested Change
MAINTENANCE SUPPLIES	$ -	$ 1,000	$ (1,000)
CONTRACTUAL SERVICES	$ -	$ 48,000	$ (48,000)
PUBLIC UTILITIES	$ -	$ 2,000	$ (2,000)
TOTAL PROMENADE MAINTENANCE	**$ -**	**$ 51,000**	**$ (51,000)**

Summary - Gas Tax

Revenues

Account Group		Amount
Fees & Charges	$	59,800
State Shared Revenues	$	(2,800)
Interest & Misc Revenue	$	102,300
Gas Tax Fund Revenue Adjustments	$	159,300

Expenditures

Account Group		Amount
Street Maintenance	$	(50,010)
Snow Removal	$	206,710
Summer Equipment Garage	$	368,700
Winter Equipment Garage	$	434,770
Garage Operations	$	25,630
Promenade Maintenance	$	(51,000)
Gas Tax Fund Expenditure Adjustments	$	934,800
Net Support Required from General Fund	$	775,500

Staff Recommendations

There are a number of critical projects in development process at this time, both in capital projects for amenities as well as Housing Now! initiatives. The Town Council is committed to investing unallocated funds into these programs as one-time investments when the time is appropriate. As of now, the analysis of these projects needs to develop further to determine the amount of capital needed for each. Staff is recommending only an allocation to Gas Tax to make up the difference between revenue and expenditures; the $775,500 listed above and retain the remaining balance of $4,530,620 in the fund balance for General Fund. Staff will bring a review of pre-audit fund balance as part of the first quarter review in November 2024. At that time, these important projects will have analysis completed and required funding identified.

Tourism Reserve

The tourism reserve was established to provide funding for tourism expenditures and is based on the normal allocation of TOT for tourism which is 2.35 points or 18.08% of TOT collected. This is considered a political commitment established by the Town Council to ensure tourism-related activities and more recently housing activities, have a stable funding source. The distribution from the unallocated TOT was $433,800 for the fourth quarter. Staff has recommended $200,000 be allocated to a strategic planning process that will develop a Destination Management Plan. This project will leverage the work conducted as part of the Visit California State Tourism Master Plan, while connecting to unique circumstances for the Town of Mammoth Lakes. The end result will be a 5-year plan for development of amenities to support visitation as well as marketing focus. The second recommendation for Tourism reserve support is to provide a portion of funding for commercial air subsidy into Bishop Airport. To date, the Town has invested air subsidy dollars

into Mammoth Airport for our scheduled charter service through Advanced Air. The contribution to commercial service air subsidy is for winter operations and approximates the non-visitor travel, generated by the Town utilizing the air service in Bishop. The funding request of $200,000 will match funds provided by Inyo County in this effort. The amount is a little under 10% of the winter subsidy for air service into Bishop.

Tourism Reserve

Item		Amount	Notes
Revenue			
Allocated Reserve Elements - 4th Qtr.	$	433,800	
	$	433,800	
Staff Recommendations			
Destination Mangement Plan	$	200,000	Planning and Consultihng
Air Subsidy - Commercial	$	200,000	Commercial Service in Bishop
Remaining Reserves from 4th quarter allocation	$	33,800	

The Housing and Transit reserves received their allocation of TOT, $156,900 each and there were no requests for those reserve accounts in the fourth quarter.

OPTIONS ANALYSIS

Option 1: Receive the fourth quarter Fiscal Year 23-24 Budget Report and adopt the proposed resolution amending the Fiscal Year 23-24 budget as recommended in Attachment A – Budget Adjustments.

Option 2: Provide staff with alternate direction on the proposed budget amendments.

FY23-24 Budget Presentation

Fourth Quarter Update

Rob Patterson

Town Manager

September 4, 2024

Mammoth Lakes™
CALIFORNIA

Transient Occupancy Tax

Month	Budget Distribution		Actual	Variance
July	9.2%	$ 1,658,000	$ 2,187,703	$ 529,703
August	7.6%	$ 1,374,000	$ 1,930,667	$ 556,667
September	3.8%	$ 675,000	$ 1,444,953	$ 769,953
October	3.4%	$ 606,000	$ 1,059,538	$ 453,538
November	5.1%	$ 916,000	$ 1,017,293	$ 101,293
December	12.0%	$ 2,165,000	$ 3,221,049	$ 1,056,049
January	13.7%	$ 2,471,000	$ 4,089,949	$ 1,618,949
February	14.5%	$ 2,602,000	$ 4,340,798	$ 1,738,798
March	12.2%	$ 2,198,000	$ 3,774,158	$ 1,576,158
April	8.5%	$ 1,530,000	$ 2,170,302	$ 640,302
May	4.2%	$ 752,000	$ 926,374	$ 174,374
June	5.9%	$ 1,053,000	$ 1,238,353	$ 185,353
		$ 18,000,000	$ 27,401,137	$ 9,401,137

Initial Budget	$ 18,000,000
2nd Quarter Budget Adjustment	$ 5,000,000
3rd Quarter Budget Adjustment	$ 2,000,000
	$ 25,000,000

Quarter 4 Recommend TOT Increase	**$ 2,400,000**
Total Transient Occupancy Tax	**$ 27,400,000**

Note: Shading denotes a record for that month.

Mammoth Lakes CALIFORNIA

General Fund Revenue Summary

Account Group		Amount
PROPERTY TAXES	$	711,700
SALES TAX	$	568,600
TRANSIENT OCCUPANCY TAX	$	2,503,900
BUSINESS TAX	$	83,000
FRANCHISE FEES	$	152,200
LICENSES & PERMITS	$	795,800
FEES & CHARGES	$	530,300
FINES & FORFEITURES	$	12,400
FEDERAL GRANTS	$	(25,000)
STATE GRANTS	$	112,500
OTHER GRANTS	$	(92,100)
INTEREST & MISC REVENUE	$	132,000
REFUNDS & REIMBURSEMENTS	$	439,200
General Fund Revenue Adjustments	$	5,924,500

Mammoth Lakes CALIFORNIA

General Fund Expenditure Summary

Account Group		Amount
Emergency Response	$	111,690
Town Council	$	(10,420)
Legal Services	$	(40,280)
Town Clerk	$	20,900
General Services	$	(215,680)
Information Technology	$	20,630
Police Services	$	(357,740)
Recreation Programs	$	(32,730)
Whitmore Pool & Recredation	$	24,240
Arts & Culture	$	(74,300)
Parks, Bldgs & Trails Maint	$	(39,890)
Planning Division	$	203,100
Building Division	$	98,000
Code Compliance	$	(14,140)
Snow Removal	$	98,920
Engineering	$	78,480
	$	(129,220)

Reserve Components		Amount
Tourism Reserve - 2.35 Points or 18.0769% of TOT	$	433,800
Transit Reserve - .85 Points or 6.5385% of TOT	$	156,900
Housing Reserve - .85 Points or 6.5385% of TOT	$	156,900
	$	747,600

Note: These Reserve amounts reflect $2,400,000 in TOT realized in the 4th quarter

Mammoth Lakes CALIFORNIA

Gas Tax Summary

Revenue

Account Group		Amount
Fees & Charges	$	59,800
State Shared Revenues	$	(2,800)
Interest & Misc Revenue	$	102,300
Gas Tax Fund Revenue Adjustments	$	159,300

Expenditures

Account Group		Amount
Street Maintenance	$	(50,010)
Snow Removal	$	206,710
Summer Equipment Garage	$	368,700
Winter Equipment Garage	$	434,770
Garage Operations	$	25,630
Promenade Maintenance	$	(51,000)
Gas Tax Fund Expenditure Adjustments	$	934,800

Expenditure over Revenue - General Fund support	$	775,500

Mammoth Lakes CALIFORNIA

Summary – 4th Quarter Review

General Fund - Revenue Adjustments	$	5,924,500
Reserve Allocations (TOT)		
Tourism	$	(433,800)
Housing	$	(156,900)
Transit	$	(156,900)
Contribution to Reserves	$	(747,600)
General Fund - Expenditure Adjustments	$	129,220
General Fund available for Allocation	$	5,306,120
Staff Recommendations		
Gas Tax Support - General Fund	$	775,500
Retained Fund Balance - General Fund	$	4,530,620

Mammoth Lakes CALIFORNIA

Reserve Accounts

Tourism Reserve

Item	Amount	Notes
Revenue		
Allocated Reserve Elements - 4th Qtr.	$ 433,800	
	$ 433,800	
Staff Recommendations		
Destination Mangement Plan	$ 200,000	Planning and Consultihng
Air Subsidy - Commercial	$ 200,000	Commercial Service in Bishop
Remaining Reserves from 4th quarter allocation	$ 33,800	

Housing Reserves

Item	Amount	Notes
Revenue		
Allocated Reserve Elements - 4th Qtr.	$ 156,900	Commitment to housing
	$ 156,900	
Staff Recommendations	$ -	
Remaining Reserves from 4th quarter allocation	$ 156,900	

Transit Reserves

Item	Amount	Notes
Revenue		
Allocated Reserve Elements - 4th Qtr.	$ 156,900	Commitment to housing
	$ 156,900	
Staff Recommendations	$ -	
Remaining Reserves from 4th quarter allocation	$ 156,900	

Mammoth Lakes CALIFORNIA

Questions?

Mammoth Lakes
CALIFORNIA

RESOLUTION NO. 24-

RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA,
ACCEPTING THE MID-YEAR UPDATE AND AMENDING THE FY2023-24 BUDGET

WHEREAS, the Town Council has adopted a Fiscal Year 2023-24 Budget; and

WHEREAS, the Town Council wishes to make modifications to that Budget as necessary to the efficient administration of the Town; and

WHEREAS, the Town Council received an update from the Town Manager at the September 4th Town Council meeting regarding the current year financial results through the 4th quarter ending June 2024; and

WHEREAS, the Town Council provided direction to modify revenues and expenses in various funds and departments; and

NOW, THEREFORE, BE IT RESOLVED that the Town Manager is hereby directed to make the following modifications to the FY2023-24 budget, as provided for in Attachment A

APPROVED AND ADOPTED THIS 4th day of September 2024

_____
BILL SAUSER, Mayor

ATTEST:

_____
JAMIE GRAY, Town Clerk

Attachment A

BUDGET TRANSFER
FY23-24 - 4th Qtr Budget Amendment

Date of Request: 9/04/2024

Requested By: Rob Patterson
Department: Finance

	Account Name	Fund-Dept-Account	Activity	CR Revenue Increase	DR Revenue Decrease	DR Expense Increase	CR Expense Decrease
	General Fund - Revenue						
1	TOT: CURRENT YEAR	100-000-30604		2,400,000			
2	TOT: PENALTIES & INTEREST	100-000-30644		103,900			
3	PROPERTY TAX SECURED	100-000-30202		330,200			
4	PRIOR SECURED & ESCAPES	100-000-30210		18,200			
5	CURRENT SUPPLEMENTAL TAX	100-000-30234		58,000			
6	HOMEOWNERS EXEMPTION	100-000-30250		40,300			
7	PROPERTY TAX-IN LIEU VLF	100-000-30260		265,000			
8	SALES TAX	100-000-30402		568,600			
9	BUSINESS TAX	100-000-30802		54,300			
10	BUSINESS LIC APPLICATION FEE	100-000-30830		9,400			
11	CANNABIS BUSINESS REGISTRATION	100-000-30835		6,300			
12	BUSINESS LIC RENEWAL FEE	100-000-30840		13,000			
13	FRANCHISE FEE: SOLID WASTE	100-000-31204		7,800			
14	FRANCHISE FEE: ELECTRICITY	100-000-31206		144,400			
15	ENCROACHMENT PERMITS	100-000-31410		3,900			
16	GRADING PERMITS	100-000-31414		3,000			
17	BUILDING PERMITS	100-000-31420		788,900			
18	CREDIT CARD SERVICE FEE	100-000-31606		9,600			
19	FACILITY RENTAL	100-000-31610			(19,900)		
20	P&R FACILITY RENTAL	100-000-31615		22,900			
21	PLANNING & ZONING APPLICATIONS	100-000-31624		468,300			
22	MASTER PLAN FEES	100-000-31626		35,200			
23	RECREATION PROGRAM FEES	100-000-31664		8,000			
24	WHITMORE MASTER	100-000-31670		11,300			
25	EDISON MASTER	100-000-31671		2,600			
26	ARCHIVAL STORAGE FEE	100-000-31690			(10,000)		
27	FINGERPRINT SERVICE	100-000-31692		2,300			
28	SUPERIOR COURT FINES	100-000-32810		7,600			
29	CIVIL PENALTIES:MUNICIPAL CODE	100-000-32860		4,800			
30	COPS - FED	100-000-34230			(25,000)		
31	STATE GRANTS: MISC	100-000-35210		5,800			
32	COPS-OPTION PUBLIC SAFETY	100-000-35220		85,600			
33	OFFICER TRAINING REIMB	100-000-35221		21,100			
34	TOBACCO GRANT	100-000-36005			(92,100)		
35	INTEREST ON INVESTMENTS	100-000-37002		132,000			
36	REFUNDS AND REBATES	100-000-37100			(31,900)		
37	INSURANCE REIMBURSEMENT	100-000-37108		471,100			
	General Fund - Expenditures						
	EMERGENCY RESPONSE						
38	OVERTIME WAGES	100-405-40113				130	
39	SPECIAL OPERATIONAL	100-405-42030				19,660	
40	CONTRACTUAL SERVICES	100-405-43031				91,900	
	TOWN COUNCIL						
41	HEALTH INS PREMIUMS	100-410-41002				5,420	
42	TRAINING, ED, CONF & MTGS	100-410-43150					(15,840)
	LEGAL SERVICES						
43	CONTRACTUAL SERVICES	100-412-43031					(40,280)
	TOWN CLERK						
44	REGULAR SALARIES	100-414-40000				10,110	
45	OVERTIME WAGES	100-414-40113					(4,750)
46	COMPREHENSIVE LEAVE	100-414-40130					(5,510)
47	PERS (RETIREMENT)	100-414-41020				12,690	
48	SPECIAL OPERATIONAL	100-414-42030				1,400	
49	TRAINING, ED, CONF & MTGS	100-414-43150					(2,670)
50	CODIFICATION	100-414-44600				9,630	
	GENERAL SERVICES						
51	OFFICE SUPPLIES	100-416-42002				1,150	
52	POSTAL SUPPLIES & POSTAGE	100-416-42005				1,550	
53	SPECIAL OPERATIONAL	100-416-42030					(5,110)
54	CONTRACTUAL SERVICES	100-416-43031					(54,080)
55	GARAGE VEHICLE SERVICE	100-416-43060				16,840	
56	INSURANCE PREMIUMS	100-416-43106					(7,670)
57	CREDIT CARD FEES	100-416-43114				31,350	
58	CONTINGENCY	100-416-43180					(100,000)
59	PUBLIC UTILITIES	100-416-43404					(31,050)
60	COMMUNITY SUPPORT FUND	100-416-44220					(11,580)
61	FACILITY LEASE	100-416-45010					(51,800)
62	EQUIPMENT LEASE	100-416-46010					(5,280)
	INFORMATION SYSTEMS						
63	CONTRACTUAL SERVICES	100-418-43031				3,880	
64	COMPUTER SUPPORT SERVICES	100-418-43033					(30,000)
65	PUBLIC UTILITIES	100-418-43404				5,130	

Attachment A

BUDGET TRANSFER
FY23-24 - 4th Qtr Budget Amendment

Date of Request: 9/04/2024

Requested By: Rob Patterson
Department: Finance

	Account Name	Fund-Dept-Account	Activity	CR Revenue Increase	DR Revenue Decrease	DR Expense Increase	CR Expense Decrease
66	EQUIPMENT MAINT AGREEMENTS	100-418-45050					(18,130)
67	COMPUTER HARDWARE - CAPITAL	100-418-48800				14,570	
68	COMPUTER SOFTWARE - CAPITAL	100-418-48900				45,180	
	POLICE SERVICES						
69	REGULAR SALARIES	100-420-40000					(11,070)
70	TEMPORARY WAGES	100-420-40111					(73,730)
71	OVERTIME WAGES	100-420-40113				46,010	
72	POLICE HOLIDAY PAY	100-420-40115					(9,040)
73	COMPREHENSIVE LEAVE	100-420-40130					(41,800)
74	HEALTH INS PREMIUMS	100-420-41002					(67,260)
75	WORKERS COMP INSURANCE	100-420-41012				2,240	
76	UNEMPLOYMENT ASSESSMENT	100-420-41016					(5,000)
77	PERS (RETIREMENT)	100-420-41020					(174,450)
78	PARS (RETIREMENT ENHANCED)	100-420-41024					(15,000)
79	PARS (PART TIME RETIREMENT)	100-420-41028					(2,400)
80	UNIFORMS & PERSONAL EQUIP	100-420-42006				7,540	
81	MAINTENANCE SUPPLIES	100-420-42007					(3,120)
82	SPECIAL OPERATIONAL	100-420-42030				8,030	
83	CONTRACTUAL SERVICES	100-420-43031				31,970	
84	GARAGE VEHICLE SERVICE	100-420-43060					(39,010)
85	PRINTING & REPRODUCTION	100-420-43120					(3,960)
86	ADVERTISING & LEGAL NOTICES	100-420-43130					(1,970)
87	TRAINING, ED, CONF & MTGS	100-420-43150				19,610	
88	DOJ FINGERPRINT LIVE	100-420-43156					(2,870)
89	PUBLIC UTILITIES	100-420-43404					(3,490)
90	GEN'L FACILITIES MAINT	100-420-45060					(5,010)
91	COMMUNICATION EQUIP MAINT	100-420-45400					(7,500)
92	EQUIPMENT LEASE	100-420-46010					(2,340)
93	COMMUNIC EQUIP - NON CAP	100-420-46300					(4,124)
	RECREATION PROGRAMS						
94	REGULAR SALARIES	100-432-40000				25,930	
95	TEMPORARY WAGES	100-432-40111					(64,090)
96	COMPREHENSIVE LEAVE	100-432-40130					(21,710)
97	HEALTH INS PREMIUMS	100-432-41002				6,120	
98	UNEMPLOYMENT ASSESSMENT	100-432-41016				4,640	
99	PERS (RETIREMENT)	100-432-41020				14,530	
100	CONTRACTUAL SERVICES	100-432-43031					(10,550)
101	FISHING ENHANCEMENT	100-432-44300				2,460	
102	COMMUNITY YOUTH PROGRAMS	100-432-44310				3,480	
103	TONY COLOSARDO DONATIONS	100-432-44330				6,460	
	WHITMORE POOL & REC AREA						
104	REGULAR SALARIES	100-434-40000				40,290	
105	TEMPORARY WAGES	100-434-40111				4,630	
106	OVERTIME WAGES	100-434-40113				4,540	
107	COMPREHENSIVE LEAVE	100-434-40130					(7,470)
108	HEALTH INS PREMIUMS	100-434-41002					(5,590)
109	PERS (RETIREMENT)	100-434-41020				5,750	
110	RECREATION SUPPLIES	100-434-42008				1,090	
111	CONTRACTUAL SERVICES	100-434-43031				1,560	
112	GARAGE VEHICLE SERVICE	100-434-43060					(8,220)
113	PUBLIC UTILITIES	100-434-43404					(15,390)
114	TAXES & FEES	100-434-43420				3,990	
115	FACILITY LEASE	100-434-45010				2,030	
116	PARK GROUNDS & BLDGS MAINT	100-434-45080					(2,970)
	ARTS & CULTURE						
117	TEMPORARY WAGES	100-436-40111					(54,190)
118	CONTRACTUAL SERVICES	100-436-43031					(8,060)
119	FACILITY LEASE	100-436-45010					(12,050)
	PARKS, BLDGS & TRAILS MAINT						
120	REGULAR SALARIES	100-438-40000				44,020	
121	TEMPORARY WAGES	100-438-40111					(50,670)
122	OVERTIME WAGES	100-438-40113				14,080	
123	COMPREHENSIVE LEAVE	100-438-40130					(21,870)
124	HEALTH INS PREMIUMS	100-438-41002				6,670	
125	UNEMPLOYMENT ASSESSMENT	100-438-41016					(5,000)
126	PERS (RETIREMENT)	100-438-41020				10,320	
127	MISC SUPPLIES	100-438-42003					(6,990)
128	UNIFORMS & PERSONAL EQUIP	100-438-42006					(2,070)
129	MAINTENANCE SUPPLIES	100-438-42007					(7,450)
130	CONTRACTUAL SERVICES	100-438-43031					(7,610)
131	GARAGE VEHICLE SERVICE	100-438-43060					(16,660)
132	TRAINING, ED, CONF & MTGS	100-438-43150					(3,000)
133	PUBLIC UTILITIES	100-438-43404				12,220	

Attachment A

BUDGET TRANSFER
FY23-24 - 4th Qtr Budget Amendment

Date of Request: 9/04/2024

Requested By: Rob Patterson
Department: Finance

	Account Name	Fund-Dept-Account	Activity	CR Revenue Increase	DR Revenue Decrease	DR Expense Increase	CR Expense Decrease
134	PARK GROUNDS & BLDGS MAINT	100-438-45080					(2,880)
135	SIGNAGE MAINTENANCE	100-438-45081					(3,000)
	PLANNING DIVISION						
136	REGULAR SALARIES	100-440-40000				7,660	
137	TEMPORARY WAGES	100-440-40111					(23,850)
138	COMPREHENSIVE LEAVE	100-440-40130					(22,310)
139	HEALTH INS PREMIUMS	100-440-41002					(26,350)
140	PERS (RETIREMENT)	100-440-41020					(1,750)
141	UNIFORMS & PERSONAL EQUIP	100-440-42006					(1,000)
142	CONTRACTUAL SERVICES	100-440-43031				242,960	
143	MEM'SHIPS, DUES, SUBSCR, PUBLI	100-440-43110					(1,890)
144	TRAINING, ED, CONF & MTGS	100-440-43150					(7,870)
145	AIR QUALITY MANAGEMENT	100-440-44500				37,500	
	BUILDING DIVISION						
146	REGULAR SALARIES	100-442-40000				48,040	
147	COMPREHENSIVE LEAVE	100-442-40130					(14,880)
148	PERS (RETIREMENT)	100-442-41020				5,940	
149	MISC SUPPLIES	100-442-42003					(1,440)
150	CONTRACTUAL SERVICES	100-442-43031				61,740	
151	ADVERTISING & LEGAL NOTICES	100-442-43130					(1,400)
	CODE COMPLIANCE						
152	REGULAR SALARIES	100-444-40000					(14,140)
	SNOW REMOVAL						
153	CONTRACTUAL SERVICES	100-452-43031				98,920	
	ENG, PUBLIC WORKS & ADMIN						
154	REGULAR SALARIES	100-460-40000				73,830	
155	TEMPORARY WAGES	100-460-40111				12,440	
156	COMPREHENSIVE LEAVE	100-460-40130					(28,610)
157	HEALTH INS PREMIUMS	100-460-41002				29,070	
158	PERS (RETIREMENT)	100-460-41020				25,420	
159	CONTRACTUAL SERVICES	100-460-43031					(33,670)
	Gas Tax - Revenue						
160	CHARGES FOR SERVICES	210-000-31602		59,800			
161	STATE GAS TAX 2103	210-000-35404			(6,800)		
162	STATE GAS TAX 2105	210-000-35406			(3,200)		
163	STATE GAS TAX 2106	210-000-35408		4,600			
164	STATE GAS TAX 2107	210-000-35410		6,100			
165	STATE GAS TAX RMRA (SB-1)	210-000-35416			(3,500)		
166	INTEREST ON INVESTMENTS	210-000-37002		115,200			
167	REFUNDS AND REBATES	210-000-37100			(12,900)		
	Gas Tax - Expenditures						
	STREET MAINTENANCE						
168	REGULAR SALARIES	210-450-40000				22,790	
169	OVERTIME WAGES	210-450-40113				40,230	
170	COMPREHENSIVE LEAVE	210-450-40130					(17,220)
171	HEALTH INS PREMIUMS	210-450-41002					(36,820)
172	PERS (RETIREMENT)	210-450-41020				8,190	
173	UNIFORMS & PERSONAL EQUIP	210-450-42006				1,260	
174	STREET MAINTENANCE SUPPLIES	210-450-42022					(9,010)
175	TRAFFIC SAFETY SUPPLIES	210-450-42025					(6,050)
176	SPECIAL OPERATIONAL	210-450-42030				2,750	
177	CONTRACTUAL SERVICES	210-450-43031					(34,910)
178	PUBLIC UTILITIES	210-450-43404				12,230	
179	TAXES & FEES	210-450-43420					(12,000)
180	TRAFFIC SIGNAL MAINTENANCE	210-450-45200					(6,000)
181	STREET LIGHTS	210-450-45220					(2,060)
182	STREET SIGN REPLACEMENT	210-450-45224					(18,190)
183	MACHINERY & EQUIP - NON CAP	210-450-46200				4,800	
	SNOW REMOVAL						
184	REGULAR SALARIES	210-452-40000					(19,830)
185	TEMPORARY WAGES	210-452-40111					(7,720)
186	OVERTIME WAGES	210-452-40113				72,610	
187	COMPREHENSIVE LEAVE	210-452-40130					(24,150)
188	STREET MAINTENANCE SUPPLIES	210-452-42022					(8,970)
189	TRAFFIC SAFETY SUPPLIES	210-452-42025					(20,770)
190	SPECIAL OPERATIONAL	210-452-42030				19,470	
191	CONTRACTUAL SERVICES	210-452-43031				181,130	
192	PUBLIC UTILITIES	210-452-43404				19,700	
193	TRAFFIC SIGNAL MAINTENANCE	210-452-45200					(4,760)
	SUMMER EQUIP GARAGE						
194	GASOLINE & DIESEL	210-454-42016				50,870	
195	VEHICLE MAINTENANCE PARTS	210-454-42017				158,560	
196	CONTRACTUAL SERVICES	210-454-43031				25,500	

Attachment A

BUDGET TRANSFER
FY23-24 - 4th Qtr Budget Amendment

Date of Request: 9/04/2024

Requested By: Rob Patterson
Department: Finance

	Account Name	Fund-Dept-Account	Activity	CR Revenue Increase	DR Revenue Decrease	DR Expense Increase	CR Expense Decrease
197	GARAGE VEHICLE SERVICE	210-454-43060				133,770	
	WINTER EQUIP GARAGE						
198	GASOLINE & DIESEL	210-455-42016					(10,270)
199	VEHICLE MAINTENANCE PARTS	210-455-42017				310,010	
200	GARAGE VEHICLE SERVICE	210-455-43060				129,970	
201	MEM'SHIPS, DUES, SUBSCR, PUBLI	210-455-43110					(4,960)
202	MACHINERY & EQUIP - NON CAP	210-455-46200				10,020	
	GARAGE OPERATIONS						
203	REGULAR SALARIES	210-456-40000					(3,320)
204	PUBLIC UTILITIES	210-456-43404				28,950	
	PROMENADE MAINTENANCE						
205	MAINTENANCE SUPPLIES	210-457-42007					(1,000)
206	CONTRACTUAL SERVICES	210-457-43031					(48,000)
207	PUBLIC UTILITIES	210-457-43404					(2,000)
	Staff Recommendations						
208	Tourism Reserves - Destination Mangement Plan	100-480-43031				200,000	
209	Tourism Reserves - Air Subsidy - Commercial	100-480-49999				200,000	
210	Tourism Reserves - Air Subsidy - Commercial	220-000-39999		200,000			
211	Gas Tax Support	100-599-49999				775,500	
212	Gas Tax Support	210-000-39999		775,500			

Political Commitments (Not Captured Above)

Tourism Reserve- 2.35 Points or 18.0769% of TOT	33,800.00
Transit Reserve - .85 Points or 6.5385% of TOT	156,900.00
Housing Reserve - .85 Points or 6.5385% of TOT	156,900.00

Reason for Transfer:

Fund Balance Adjustments

Reason Budget Available:

Increased Revenue from TOT and interest

Funding Source

Department Head Signature:

Town Manager or Administrative Services/Finance Director Signature:

Town Council Approval Date (if required) : Date, Item # -

Agenda Item _____

File No. _____

AGENDA BILL

Subject: Councilmember Reports
Initiated by: Jamie Gray

BACKGROUND:
Each member of the Town Council is appointed to serve as a Town representative to a number of committees, commissions, and organizations. These groups meet infrequently and from time to time the representatives will report to the rest of the Council at a regularly scheduled meeting.

In addition, Councilmembers on occasion participate in meetings, conferences and seminars, and their reports on these educational opportunities are of benefit to the rest of the Council.

ANALYSIS/DISCUSSION:
California Government Code requirements pertaining to the open meeting act stipulate that all items for discussion must be listed on the agenda before the matter can be discussed and/or acted upon. To meet this requirement, and the intent of the Brown Act, Councilmember Reports are listed on each agenda to allow representatives to report to the rest of the Council at these meetings.

The following is a list of the commission/committees on which members of the Council serve:

Land Use:
Local Agency Formation Commission (LAFCO) – Rea, Rice, and Bubser as alternate
Airport Land Use Commission – Rea, Rice, and Bubser as the alternate
Mono County Collaborative Planning Team (CPT) – Senior Planner Kim Cooke and Rice as alternate

Intergovernmental Relations:
Town and County Liaison Committee – Sauser, Bubser, and Town Manager and Rea as alternate
Desert Mountain Division of the League of California Cities – Sauser and Town Manager as alternate
Eastern Sierra Council of Governments (ESCOG) – Bubser, Wentworth, and Sauser as alternate
Great Basin Unified Air Pollution Control District – Wentworth and Bubser as alternate

League of California Cities City Voting Delegate – Sauser and the Town Manager as the alternate
California Joint Powers Insurance Authority Board – Rea and Assistant to the Town Manager as alternate

Transportation:
Local Transportation Commission (LTC) – Bubser, Sauser, and Paul Chang; Town Manager as alternate
Eastern Sierra Transit Authority (ESTA) Board – Bubser and Sauser

Local Issues:
Mammoth Lakes Tourism (MLT) Board – Wentworth
Mammoth Lakes Recreation (MLR) Board – Rea
Eastern Sierra Community Housing Board – Rice
Treasury Oversight Committee – Finance Director; Town Manager as alternate
STR (Short Term Rental Advisory Committee) – Rice and Bubser

LEGAL CONSIDERATIONS:
According to the California Open Meeting Act, commonly referred to as the Brown Act, the agenda must reflect every matter to be discussed by a governing body.

RECOMMENDATION(S):
This agenda bill is submitted for information only.