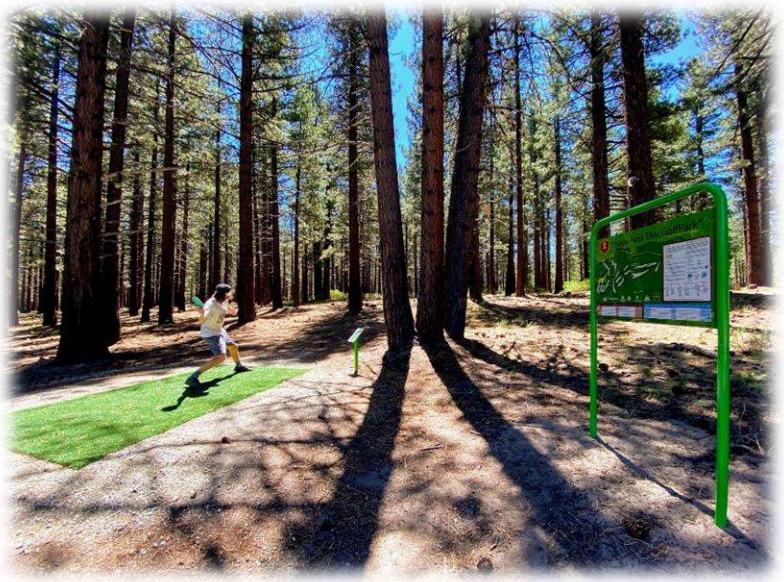
Mammoth Lakes
CALIFORNIA



Hole 1 at the Shady Rest DiscGolfPark

2021 PARKS & RECREATION DEPARTMENT MANUAL

Parks Make Life Better!

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Article I. Introduction

SECTION 101 – VALUE OF COMMUNITY RECREATION

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

The benefits of these programs are immeasurable in an economic or return on investment context but are clearly recognizable and treasured in a social setting. Just look at the size of the grins on our youth when they catch a fish, swim the length of the pool for the first time or score a goal!

Bringing people together to share an enjoyable experience, like AYSO soccer, our signature Wilderness Camp or Youtheatre is one of the best ways to break down demographic barriers, develop new friendships, and create a strong and resilient community. Similarly, helping participants connect with other people who share their common interests can be a catalyst to developing life-long friendships. By providing opportunities for these interactions and connections to occur, the Department is directly contributing to the development of strong families, social equity, an enriched quality of life and most importantly, a healthy and vibrant community.

SECTION 102 – VISION, MISSION & STRATEGIC INITIATIVES

Vision

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

Mission

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

Strategic Initiatives (pillars):

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

Core Recreation Department Strategies

A. Work Program of the Recreation Commission
B. Maintain and Enhance the Town's Recreation Infrastructure
C. Deliver High Quality, Innovative, Expanded and Affordable Community-Centric Recreation Programming
D. Strengthen Organizational Systems, Structures and Operations
E. Develop Team Capacity and Organizational Culture

See Appendix A to review the Recreation Commission adopted 2021 Parks & Recreation Department Strategic Workplan.

SECTION 103 – PARKS AND RECREATION MASTER PLAN

Adopted by Town Council on February 1, 2012, the Parks and Recreation Department Master Plan is a primary guiding document that outlines a vision for parks and recreation programs and facilities to serve the year-round recreational needs of the Town of Mammoth Lakes, while also reinforcing the expressly stated values of the Mammoth Lakes community.

Parks and recreation opportunities in Mammoth Lakes contribute to the Town's quality of life throughout the year, and allow people to experience the area's spectacular natural environment. Combined with the area's abundant open space and recreation trails, parks and recreation facilities promote a healthy, active community and enhance the Town's economic vitality.

The Parks and Recreation Master Plan assesses the Town's future recreation needs and establishes goals and policies to guide park improvements. The Plan includes an analysis of the supply, demand and needs for park and recreation facilities and services within the Town of Mammoth Lakes, as well as a comprehensive assessment of public and private facilities available in and around Mammoth Lakes. The Plan also recommends implementation strategies to help meet the challenges of providing parks and recreation facilities.

The recommendations for parks and recreation elements outlined in the Master Plan are based on the results of field analysis, inventories, demand analysis, workshop planning sessions and survey results from residents and second homeowners. The Plan outlines the vision for developing parks and recreation within Mammoth Lakes for the next 17 years and it anticipates future conceptual designs for parks and lands in the Town inventory. Such lands may be subject to further study and coordination with public and private participants, which may modify some aspects of the Plan. When implemented, this Plan will enable the Town to provide accessible parks and recreation facilities for residents and visitors, and to foster a sense of community through facilities and programs.

Values, Vision and Goals

The Mammoth Lakes community has indicated that parks and recreation should reinforce what makes living in the area so special: access to the outdoors year-round, opportunities for a variety of physical activities in a beautiful setting and the ability to connect with others in the community through recreation and events in public places.

This Plan sets forth the following vision for the Town's parks and recreation:

The Town of Mammoth Lakes parks and recreation vision is to provide multipurpose, year-round, indoor and outdoor recreation opportunities accessible to all residents and visitors. Our parks and recreation system will promote personal health and well-being, foster community interaction, promote connectivity within and beyond the Town, nurture collaborative partnerships and encourage appreciation of the Town's spectacular natural environment. Parks and recreation facilities in Mammoth Lakes should advance the following six goals:

Goal 1: Maintain parks and open space within and adjacent to town for outdoor recreation and contemplation.

Goal 2: Provide additional parks within town.

Goal 3: Create a Master Plan for an integrated trail system that will maintain and enhance convenient public access to public lands from town.

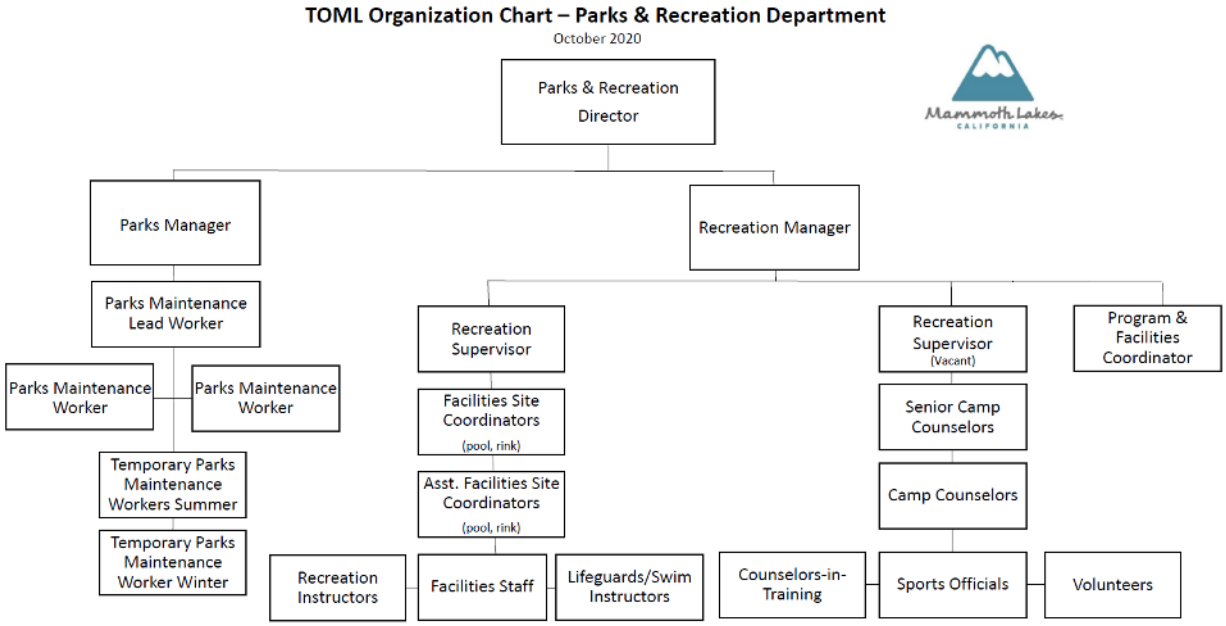
Goal 4: Provide and encourage a wide variety of outdoor and indoor recreation readily accessible to residents and visitors of all ages.

Goal 5: Link parks and open space with a well-designed, year-round network of public corridors and trails within and surrounding Mammoth Lakes.

Goal 6: Provide parks and recreational facilities and programs that foster a sense of community and nurture the emotional connection people have with each other and Mammoth Lakes.

SECTION 104 - ORGANIZATIONAL CHART

The following chart represents the current structure of the Parks & Recreation Department.



SECTION 105 - DEPARTMENT FUNCTIONS

1. **Recreation Programming**
   Provide high quality, innovative, expanded and affordable community-centric recreation programming for the community that encourages opportunities for lifelong play, creativity, learning and discovery. The department goal is to 'connect' with each and every community member by developing new programs both in-house and through external partners to specific market segments.

2. **Facility Operations & Programming**
   Provide multi-purpose, year-round, indoor and outdoor recreation facilities and programming accessible to all residents and visitors.

3. **Administration**
   Deliver exceptional customer service by utilizing technology, and implementing best practices to maximize staff efficiency, reporting, accounting, and operational processes.

4. **Parks Maintenance**

Enhance existing Town-owned or managed parkland by maintaining fields, trails and facilities to accommodate community needs.

5. **Parks and Recreation Management, Planning and Promotion**
   Lead, manage, and promote the Parks and Recreation Department by administering recreation projects to deliver results and ensure accountability, develop and implement recreation plans, promote recreation activities, maintain existing parks and facilities and collaborate with user groups, stakeholders, jurisdictional partners and Mammoth Lakes Recreation to ensure a seamless recreation experience.

Article II. Facility Rules & Regulations

SECTION 201 - FACILITY DESCRIPTIONS

The Town of Mammoth Lakes operates several parks and facilities, both within town limits and at the Whitmore Recreation Area. The majority of parks and facilities are town-owned and operated, however, several are under special use permit with the United States Forest Service (USFS) or the Los Angeles Department of Water & Power (LADWP). The Multi-Use Facility is operated under lease from the Mammoth Unified School District (MUSD) and Mono County Office of Education (MCOE). The current lease expires on June 30, 2021.

Many facilities are available for reservation on a first-come, first-serve basis. Any exclusive, organized and structured activity requires the completion, submission and approval of a facility use application. Requirements may include approved liability insurance and payment of all applicable fees. Parks are available for public use without reservations during posted hours.

Mammoth Creek Park

Mammoth Creek Park is located on Old Mammoth Road and is open (weather permitting) from spring through fall, dawn to dusk. The park offers a large grass area for small public gatherings and special events, a 7,000 square foot inclusive playground area, natural play area, restrooms, picnic tables and access to Mammoth Creek and the Mammoth Lakes Trail System. Paved parking is available for 44 vehicles. Mammoth Creek Park is home to the Annual Mammoth Lakes Egg Hunt in late March/early April each year.



Shady Rest Park

Shady Rest Park is located at the end of Sawmill Cutoff Road, approximately ½ mile from Main Street, and is open from spring until fall (weather permitting) from dawn to dusk. The park has a small playground area, a large pavilion & BBQ area, 2 restroom facilities, 19 picnic tables, 2 sand volleyball courts, 3 softball fields, 2 soccer fields, a half basketball court, a snack shack, parking area, a small "street scene" skate and bike park and the Shady Rest DiscGolf Park. In the winter, although the facilities are closed, the park still has access to temporary restrooms and can be utilized as a winter staging area for the adjacent Nordic ski and OSV trails managed by the USFS and the Mammoth Lakes Trail System. Shady Rest Park is home to Mammoth AYSO Soccer, Mono County Little League, ESFC, Mammoth Men's and Coed Softball League, annual Mammoth Softball Tournament and the Annual Mammoth Beach Volleyball Tournament. **See Appendix B for a map of Shady Rest Park and Shady Rest DiscGolfPark.**





Trails End Park - Volcom Brothers/Little Brothers Skate Park

Trails End Park is located on Meridian Boulevard approximately ¼ mile south of Main Street and is open from spring until fall (weather permitting) from dawn to dusk. Trails End Park offers playground, parking, a picnic pavilion, shade structures and restrooms. The 40,000 square-foot Volcom Brothers & Little Brothers Skateboard Park offers terrain for all levels of skateboarders. The Town requires all users to wear helmets and pads. All non-motorized wheeled devices are welcome including skateboards, inline skates, and scooters. Use of a bicycle on the skating surface is strictly prohibited. Volcom Brothers/Little Brothers Skate Park is home to the annual Wave Rave Skate Contest in August.





Whitmore Recreation Area

The Whitmore Recreation Area is located 9 miles south of Mammoth Lakes, just off US HWY 395 on the Benton Crossing Road. The facility typically operates from spring to fall each year (weather permitting) between dawn to dusk. Depending on snow conditions, the facility may be open during winter months with access to temporary restrooms. The Town has developed 10 acres of the total leased area (32.64) for public and programmed use. The facility is located on land leased from the LADWP and is operated by the Town of Mammoth Lakes. A shared facility maintenance agreement is also in effect with Mono County. **See Appendix B for a map of Whitmore Recreation Area.**

Whitmore Track & Sports Field

The Whitmore Track and Sports Field is an all-weather, 9-lane polyurethane running track, with a full-size synthetic turf infield striped for both soccer and football that includes goals, terrace seating, restrooms, a concession stand, complimentary WiFi and ample parking. The facility is a culmination of a successful public/private partnership between the Town of Mammoth Lakes and the Mammoth Track Club . Reservations are required for the exclusive use of the track or field for a specific time period, date and use. The track and sports field requires a minimum 2-hour rental. Whitmore Track and Sports Field is home to the Mammoth Track Club, Mammoth High School Track and Field, Mammoth High School Soccer, AYSO Soccer and ESFC.



Whitmore Ball Fields

Facilities include a regulation baseball diamond, two softball fields (one lighted), restrooms, and parking. The Whitmore Ball Fields are home to Mammoth High School Baseball, Mammoth High School Softball, Mono County Little League, Eastern Sierra Agility Group Pathrunner Dogs and the Eastern Sierra Dog Agility Group.



Whitmore Pool

The Whitmore Pool is located on Benton Crossing Road. The facility includes a six-lane 25-meter pool, children's wading pool, restrooms, hot showers, lawn area, shade structure, complimentary Wi-Fi, concessions and parking. The pool is generally open from mid-May through early September and is available for private use by reservation. American Red Cross-certified lifeguards staff the pool. Swim lessons and youth camps are offered throughout summer. The Whitmore Pool is home to the Mammoth Sharks Swim Team. **See Appendix B for 2020 Operating Plan.**



Multi-Use Facility

The Multi-Use Facility is owned and operated by the Town of Mammoth Lakes through a partnership with the Mammoth Unified School District and Mono County Office of Education. The facility is located at 416 Sierra Park Road, adjacent to the Mammoth Lakes Library, opposite the Mammoth High School near the corner of Meridian Boulevard and Sierra Park Road.

Mammoth RecZone

The Mammoth Lakes Multi-Use Facility/Mammoth RecZone is the Parks and Recreation Department basecamp for summer camps and programs. The facility is an outdoor 17,000 square-foot venue offering summer recreational roller/inline skating, youth & adult roller hockey, broomball, basketball, and access to mini skate and bikeramps, bean bag toss, horseshoe pits and more. It is also a great venue for birthday parties 'on wheels' or other special events. The facility operates from June to September and includes outdoor lighting, restrooms, parking and concessions. The Mammoth RecZone is home to the Annual Halloween Party and Haunted Roller Rink in late October.

Mammoth Ice Rink

The Mammoth Ice Rink is an outdoor facility offering public skating sessions, skate improvement programs, adult and youth hockey programs, Friday Night 1st Time Skate Assist, special events, private rentals, midweek lunchtime skate sessions, and adult curling league. The Ice Rink is open from late November through early March, weather permitting. Amenities include skate sharpening, skate, helmet and skate aid rentals, and snack and beverage services. Kids four-and-under must skate with an adult, and children 10-and-under must be supervised by an adult at all times. Mammoth Ice Rink is home to the Mammoth Stars, Mammoth Adult Hockey League, Mammoth Curling League, Mammoth Lakes Winter Classic, the Calder Classic, the Presidents Weekend Classic and the annual Skate with Santa in December. **See Appendix B for 2020-21 Operating Plan.**



Community Center, Park, and Community Tennis Courts

The Community Center Park and Tennis Courts are located at 1000 Forest Trail (corner of Forest Trail and Minaret Road). The facility includes a 2,550 square foot Community Center incorporating a large meeting room (1,500 sq. ft.), restrooms, kitchen, and tables/chairs. The park is open spring through fall, weather dependent, and features a small playground area, six tennis courts (includes one pickelball court), play and picnic areas. The Community Center is available from 7:00 a.m. to 10:00 p.m. year-round and has access to complimentary Wi-Fi. Rental of the community center includes the use of 70 chairs and 7-60" round tables. Serving of food is permitted on a case-by-case basis. **See Appendix B for Community Center Floor Plan.**







See Appendix B for Parks Maintenance Door and Gate Access Codes.

SECTION 202 - FACILITY RULES, ORDINANCES & POLICIES

PARKS/FACILITIES USE & RESERVATIONS:

12.20.210 - Use of parks.

The town reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of fees therefor. Use of any park for pre-advertised assemblies may not be made without the issuance of a permit. All applications for use of any park must be signed by an adult twenty-one years of age or over who shall agree to be responsible for the exclusive use.

12.20.220 - Use of recreation center and athletic fields.

A. Recreation center and athletic fields within the town parks, are available for the use of persons and groups subject to the issuance of permit and payment of fees thereof. All applications for use must be signed by an adult twenty-one years of age or over who shall agree to be responsible for the use. No use permit shall be granted if there is a conflict with a prior reservation.

B. Any request which will place a major impact on a given facility will be subject to review by the town review process. "Major impact" is defined as any activity that impedes the normal use of more than one area of any town facility. All requests are subject to town priority ranking classification as set out in Section 12.20.150 of this chapter. The town reserves the right to cancel a permit or application for a permit upon one week's notice.

C. Applications are immediately revocable if false statements are made in reserving a facility, or if the individual or group willfully violates any rule or regulation established by the town. Applicants shall be responsible for the condition in which they leave town premises. If town property has been damaged or abused beyond normal wear, applicants shall be responsible for reasonable costs to replace, repair or clean such property.

D. Persons or groups may use any designated reservable or non-reservable facility of any park on a first-come, first-served basis; however, such groups must vacate any reserved facility at the time a permitted use group arrives. Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas.

E. No use permit shall be granted for any reservable field before eight a.m. nor beyond one hour before sunset.

F. Town personnel may be on duty to supervise the use of the facility.

(Ord. 87-04 § 22, 1987)

AB 1557 (Mathis). School Facilities. Use by Nonprofit Youth Organizations. Recreational Youth Sports Leagues. Chapter 120, Statutes of 2016
This measure specifically allows a governing board of a school district to authorize the use of school facilities or grounds by a nonprofit organization, or by a club or an association organized to promote youth and school activities, that is a recreational youth sports league that charges participants an average of no more than $60 per month.

An act to amend Section 38134 of the Education Code, relating to school facilities.

Approved by Governor: August 17, 2016. Filed with Secretary of State: August 17, 2016.

12.20.230 - Rental periods.

Minimum building rental periods are based on two-hour increments. The time indicated on the application will reflect the actual facility use time which includes setup, decoration, and cleanup. Additional time beyond the two-hour block can be charged on an hourly rate.

(Ord. 87-04 § 23, 1987)

12.20.240 - Setup.

Setup, breakdown, and basic cleanup will be the responsibility of the group utilizing the facility. When town personnel are to be utilized to setup, finalized setup sheets must be submitted seven days prior to the event. Changes after the final setup sheet is submitted shall be the responsibility of the user.

ALCOHOL, DRUGS, & TOBACCO:

ALCOHOL: In accordance with the Town of Mammoth Lakes Municipal Code 12.20.400 possession or consumption of alcoholic beverages is prohibited in all Town parks except at a concession area duly authorized by the Town and properly licensed[1]. Town ordinances do not allow alcohol on the premises.

12.20.400 - Alcoholic beverages, narcotics and dangerous drugs.

A. A person shall not enter, be or remain in any park in the town boundaries while possessing, transporting, purchasing, selling, giving away or consuming any alcoholic beverage. This prohibition shall not apply to alcoholic beverages purchased at properly licensed and authorized concession stands.

[1] Event organizers under certain circumstances can apply for a license to temporarily sell alcohol from the Department of Alcoholic Beverage Control. Police Department approval may also be required. Visit the "Special Event Permit Application Forms" section of the ABC website at: http://www.abc.ca.gov/Forms/PDFSpc.html.

B. A person shall not enter, be or remain in any park in the town boundaries while possessing, transporting, purchasing, selling, giving away or consuming any narcotic and/or dangerous drug not prescribed to the user.

C. All parks within the authority of the town are declared "drug-free zones" pursuant to California Health and Safety Code Section 11380.5.

(Ord. 95-02 § 1, 1995: Ord. 87-04 § 40, 1987)

9.24.040 - Prohibitions—Parks.

The use of smoking products of any kind, including but not limited to, chewing tobacco, cigars and cigarettes, e-cigarettes, and the discarding of lighted or unlighted cigarettes cigars, or discarding of e-cigarettes is prohibited in town parks which contain children's parks (playgrounds, pools, skate parks) or other structures built or installed for public use by children.

SB 977 (Pan). Tobacco. Youth Sports Events.
Chapter 537, Statutes of 2016
This measure prohibits a person located in the same park or facility where a youth sports event is taking place from using a tobacco product, including electronic cigarettes, within 250 feet of the youth sports event. It makes a violation an infraction punishable by a fine of $250 for each violation. This measure also makes the use of tobacco on private property subject to those prohibitions. This measure clarifies that it does not preempt the authority of any county, city, or city and county to regulate the use of a tobacco product around a youth sports event. Any county, city, or city and county may enforce any ordinance adopted before January 1, 2017, or may adopt and enforce a new regulation that is more restrictive than this section, on and after January 1, 2017.

An act to amend Section 104495 of the Health and Safety Code, relating to tobacco.

Approved by Governor: September 23, 2016. Filed with Secretary of State: September 23, 2016.

12.20.270 - Overnight camping.

Overnight camping without a permit is prohibited with the following exceptions:

A. Youth Groups. A permit may be issued to any youth group of a responsible nature allowing the members to camp overnight at a designated location in a park. The members of the group shall be supervised by an adequate number of responsible adults, twenty-one years of age or older. The members of the group and/or adult supervisors in charge of a youth group shall comply with

time, location, and conditions specified in the permit. The use shall not interfere with the use of the park or in any way be detrimental to the park.

B. Trailers, Campers and Motorhomes. Overnight parking of trailers, campers or motorhomes is prohibited on park property without a town permit.

12.20.290 - Amplified sound.

Amplified sound, whether for speech, music, or otherwise is prohibited without first obtaining a town permit.

(Ord. 87-04 § 29, 1987)

12.20.300 - Hot air balloons, hang gliders and sky divers.

The operation or landing of hot air balloons, hang gliders and sky divers is prohibited in town parks without first obtaining a town permit.

(Ord. 87-04 § 30, 1987)

12.20.310 - Model airplanes, boats, cars or model rockets, drones, etc.

The operation of motor-driven airplanes, boats, cars, model rockets or drones is prohibited on park property except in designated areas and without first obtaining a town permit.

(Ord. 87-04 § 31, 1987)

12.20.320 - Golf.

The use of golf clubs for playing or practicing is prohibited on park property except in designated areas and without first obtaining a town permit.

(Ord. 87-04 § 32, 1987)

12.20.500 - Skateboard and inline skating facilities owned or operated by the town.

A. With respect to any skateboard facility or inline park owned or operated by the town, any person riding a skateboard, inline skates, or similar device shall wear a helmet, elbow pads and knee pads at all times.

B. The town shall post signs at all facilities affording reasonable notice that any person riding any non-motorized wheeled device in a facility designated for one or the other of these purposes must wear a helmet, elbow pads and knee pads, and that any person failing to do so shall be guilty of an infraction and subject to citation.

C. Any person who fails or refuses to comply with the provisions of this section and who is injured while using the park or facility shall be deemed negligent per se.

D. No person shall use the skating surface of the Volcom Brothers Skate Park other than for proper use of non-motorized wheeled devices (i.e. skateboard, inline skates or scooters). Use of a bicycle on the skating surface of the Volcom Brothers Skate Park is strictly prohibited and any person failing to comply with this requirement shall be guilty of an infraction and subject to citation.

(Ord. 02-08 § 1 (Exh. A), 2002: Ord. 97-12 § 1, 1997)

Note:

> SB 1003 is effective immediately and expands the law that provides qualified immunity in connection with skateboarding in skateboard parks to also permanently include the riding of "other wheeled recreational devices." SB 1003 defines "other wheeled recreational device" as "non-motorized bicycles, scooters, inline skates, roller skates, or wheelchairs being used for recreational purposes."
>
> In 2016, Assembly Bill 1486 amended state law to include not only skateboards but also "other wheeled recreational devices." The inclusion of other wheeled recreational devices was considered a trial put in place in order to "evaluate their impact on usage of skateboard parks and rates of recreational injuries." The four-year trial period ended on January 1, 2020. SB 1003 once again extends the qualified immunity afforded to public agencies in connection with skateboarding to other wheeled devices, by making the riding of such devices a hazardous recreational activity.

ANIMALS, PLANTS, & LITTER:

12.20.340 - Animals.

Dogs and cats are prohibited on park property unless kept on a leash at all times and under full control of the owner. The removal of feces of animals who defecate on park property is required of the owner or custodian of the animal. Horses, mules, goats, donkeys or similar animals are not permitted on park property unless granted by permit of the town manager. No animal shall be allowed to graze or run at large within the boundaries of a town park. No animal shall be killed, harmed or removed from any park unless by a town employee during the performance of official duties.

12.20.410 - Flora and turf.

Removing or injuring any form of plant life on park property, including the removal of wood, turf, grass, soil, rock, sand, and gravel is prohibited except by a duly authorized town employee or authorized contractor in the performance of his/her duties or unless specifically authorized by the director.

(Ord. 87-04 § 41, 1987)

12.20.420 - Litter, rubbish and glass containers.

Carrying onto any park property any garbage, trash or other refuse is prohibited. Trash generated on the park property must be deposited in provided trash receptacles or carried off the park property. Glass containers are prohibited.

(Ord. 87-04 § 42, 1987)

FIREWORKS, FIREARMS, & OTHER HAZARDS:

12.20.430 - Throwing missiles.

Throwing missiles, mud, sand, or any object that may cause bodily harm to others is prohibited on park property. Objects safely and reasonably used in the course of recreational activities are exempt from this section.

(Ord. 87-04 § 43, 1987)

12.20.440 - Firearms and weapons.

Possession or discharging of firearms, airguns, slingshots, or bow and arrows is prohibited on park property including any portion of the riding and hiking trails.

(Ord. 87-04 § 44, 1987)

12.20.450 - Fireworks and dangerous objects.

The possession or firing of firecrackers, rockets, torpedoes, or fireworks on park property is prohibited.

(Ord. 87-04 § 45, 1987)

12.20.280 - Fires.

Open fires in town parks without a permit are prohibited. No permit shall be issued without a fire permit from the fire department.

SECTION 203 - FEE SCHEDULE

3.39.040 - Schedule of fees and service charges.

The town manager, assistant town manager, and each town department head under the direction of the town manager, shall review annually the town fees and service charges, and provide an adjusted fee or charge schedule to the town council for its consideration so as to recover one hundred percent of costs reasonably borne necessary to provide the regulation, product or service.

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. Council by resolution may set fees and charges that shall not exceed one hundred percent of the costs reasonably borne.

The regulation, product or service shall be as defined in that certain document entitled "Cost Control System for the Town of Mammoth Lakes" dated June 18, 1990 as produced by Management Services Institute, Incorporated, of Anaheim, California, and in addendum to said document which may be adopted by from time to time by council.

All fees and charges set pursuant to this chapter and section shall take effect ten days after the Town Manager signs an executive order stipulating that all provisions of this chapter have been complied with, and no written appeal has been filed.

The schedule of frequency of rate adjustments may be varied by the Town Manager to adjust revenues sufficient to meet debt service coverage requirements of any bond, certificate or ordinance, resolution, indenture, contract, or action under which securities have been issued by the Town which contain any coverage factor requirement.

The Town Manager may vary the review schedule listed in this section if, in the judgment of the Town Manager and a directly affected and requesting department head, a gross inequity would be perpetrated by not revising the rate schedule. Any such rate revision which deviates from the review schedule as set herein shall be reported to the Town Council at its next succeeding meeting.

(Ord. No. 08-11, § 1, 10-1-2008)

Editor's note— Ord. No. 08-11, § 1, adopted Oct. 1, 2008, repealed § 3.39.040, in its entirety and enacted new provisions to read as herein set out. Prior to amendment, § 3.39.040 pertained to similar subject matter and derived from Ord. 95-07, § 1(part), 1995 and Ord. 91-08, § 1(part), 1991).

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. 80-90%) 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, expenses, and participation.

Proposed fees are presented to the Recreation Commission and after public testimony, are presented to the Town Council who by Public Hearing vote to adopt the proposed schedule of fees and charges to be paid by those requesting such special services.

See Appendix B for Fee Schedule Revision Categories, Recreation Department Revenue, Expense GL Codes and Department Activity Codes and 2021-2022 Fee Schedule.

SECTION 204 - STATEMENT OF TOWN USE PRIORITY

12.20.150 - Priority of use.

The use of Town of Mammoth Lakes facilities is based on a priority ranking.

Groups ranked at a low priority may be subject to rescheduling for Parks and Recreation Department activities with fourteen (14) days written notice. In that event, the Town will attempt to relocate the group to another Town facility, or issue them a full refund.

Group priority rating shall be as follows:

1) Town and town Parks and Recreations Department sponsored activities;
2) Other governmental agency meetings open to the public;
3) Youth, family, or adult community recreation activities open to the general public, sponsored or conducted by recognized community organizations;
4) Groups conducting recreation activities open to only their own members, closed meetings;
5) Non-recreation use, service organizational meetings, or restricted activities not open to the public;
6) Religious, sectarian or political groups;
7) Commercial use for financial gain;

8) Out-of-town groups; where fifty-one percent of the participants do not reside or work within the town limits.

(Ord. 87-04 § 15, 1987)

SECTION 205 – USE AGREEMENTS

Use Agreements are executed in writing for the exclusive use of a Parks & Recreation Department park or facility. There are four types of use agreements:

A. Community Recreation Facilities Agreement

Joint agreement intended for licensing reciprocal use of Town of Mammoth Lakes (TOML) and Mammoth Unified School District (MUSD) facilities by each party.

Requirements:

- Each party will provide an annual or biannual facility use request that specifically describes the requested facility use for each calendar year including, dates of use, time and duration of use, purpose of use, including estimated number of participants, and any additional needs.
- Evidence of Coverage for facilities.
- Other, as agreed by both parties.

See Appendix B for TOML and MUSD Joint Use Agreement.

B. Facility Use Agreement

It is the intent of the Town of Mammoth Lakes to make our facilities available for public use to the greatest extent possible without infringing on use by the Town and/or Town sponsored activities. Use of all Town facilities requires the issuance of a permit as stated in the Municipal Code along with the presentation of applicable liability insurance and Endorsement naming the Town as additional insured.

The Town enters into a Facility Use Agreement with an organization for licensing periodic and exclusive use of TOML facilities for organized/non-profit recreational, educational and civic activities

1. Youth Sports Funding recipient

2. A local youth, family, or adult community non-profit organization open to the general public that programs recurring (at least one per month) activities or events at no or nominal cost to the public.

Suggested Inclusions:

- Signed and completed Facility Use Agreement specifying the facility, dates and times of use, rental and deposit fee (if applicable), and any other additional items of agreement
- General liability insurance coverage of $1,000,000.00, naming the TOML as an additional certificate holder
- Other, as agreed by both parties.

See Appendix B for the Facilities Use Agreement (FUA) Staff Checklist and Sample Facility Use Agreement

C. Facility Rental Agreement

Intended for licensing single and exclusive use of TOML facilities for private rental on an occasional basis.

Requirements:

- Submit an online facility request: https://apm.activecommunities.com/mammothrecreation/Home (written requests will be entered by staff)
- Signed and completed Facility Use Rules & Regulations and Waiver and Release Agreement (additional insurance may be required and is at the discretion of Town's Risk Manager)
- Submit all fees including security deposit if required.
- Sign approved permit

Municipal codes referenced in Section 205:

12.20.210 Use of Parks.

12.20.220 Use of Recreation Center & Athletic Fields.

SECTION 206 - FACILITY MANUALS

Facility Manuals are staff resource guides for each town-owned or managed facility. Facilities include the Mammoth RecZone, Mammoth Ice Rink, and the Whitmore Pool. The manuals serve as a point of reference for employees for safety information, rules, policies, procedures and training information. Manuals for each facility are updated annually.

See Appendix B for Community Center, Mammoth Ice Rink and Whitmore Pool facility manuals.

SECTION 207 – MAMMOTH LAKES AMENITIES ENHANCEMENT PROGRAM

The Mammoth Lakes Amenities Enhancement Program offers a means to enhance our parks, facilities, and multi-use paths, and provide an opportunity to recognize loved ones that have passed, honor those that have made an impact in our community and celebrate important milestones for our visitors and residents alike. Donations are accepted for the placement of amenities at locations previously determined by the Parks and Recreation Department. In some cases, donors may work with the Recreation Manager to identify new amenities and locations.

The program is temporarily suspended while staff work with Mono County IT to implement an e-commerce platform for selection and payment of amenities. The Parks and Recreation Department hopes to re-launch the program in Spring/Summer 2021, and will be responsible for the coordination, administration, and maintenance of donor amenities.

SECTION 208 - SPONSORSHIP PROGRAM

The Parks and Recreation Department Sponsorship Program was approved by the Recreation Commission on September 6, 2016 and approved by Town Council on September 21, 2016. It is the policy of the Parks and Recreation Department to actively seek sponsorships for its events, services, parks and facilities from individuals, foundations, corporations, non-profit organizations, service clubs and other entities. The purpose of such sponsorships is to increase the department's ability to deliver services to the community and/or provide enhanced levels of service beyond the core levels provided by the Town's general fund.

In appreciation of such support, it is the policy of the Parks and Recreation Department to provide sponsors with suitable acknowledgement of their contributions. However, such recognition shall adhere to the aesthetic values and purpose of the Town's parks, facilities, and services. In

addition, such recognition shall not detract from the visitor's experience or expectation, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest. This policy is not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the donor and where no business relationship exists.

The program is administered by the Parks and Recreation Director in conjunction with Mammoth Lakes Recreation (where applicable).

See Appendix B for Parks and Recreation Department Sponsorship Policy.

Article III. Facility Rental Procedures

SECTION 301 - FACILITY RENTAL APPLICATION & INFORMATION

All facility rentals require the submission of an online facility request (https://apm.activecommunities.com/mammothrecreation/Home) or a written Facility Use Request Form. Written requests will be entered by staff into the online facility request to initiate the rental procedure if there are no conflicts. Here is more information regarding Facility Rental Requests:

- Any organized, structured activity requires the completion, submission and approval of a Facility Use Permit including approved liability insurance, and payment of all applicable fees.
- Any organization with a contractual arrangement with the Town of Mammoth Lakes regarding the use of this facility shall be governed by the terms of the contract.
- All fees are per hour.
- Some parks and facilities have a minimum hourly requirement (see section 201)
- If rates change after an application is submitted, but before the date(s) applied for, prevailing rates at the time of the booking shall be in effect.
- Depending on the type of rental, insurance may be required. The Parks & Recreation Department may waive the requirements for submission of insurance and letter of endorsement at the discretion of the department.
- Permits must be completed within two weeks of initial submission including all waivers, insurance and fees. Extensions may be granted by recreation staff on a case-by-case basis.

Municipal codes referenced in Section 301:

12.20.210 Use of Parks.

12.20.220 Use of Recreation Center & Athletic Fields.

12.20.230 Rental Periods.

SECTION 302 - APPROVAL PROCESS

The following criteria must be fulfilled for a facility rental permit to be approved:

1. A facility request, whether completed online or in person, must be submitted and filled out completely. The Parks & Recreation Department must have a clear understanding of what the event will entail. If submitted in person staff will enter the request into our online system.
2. Supporting documents must be submitted within two weeks including, but not limited to, waivers, insurance certificates and endorsement letters, event advertisements (if applicable), form of payment (or letter requesting fee waiver), any required damage or key deposits, and details for any special needs for the reservation such as reserved parking. These documents can be turned into the Parks and Recreation Office, or submitted via e-mail. Payment & deposits may be paid online, in person or over the phone. Extensions for supporting documents may be granted by recreation staff on a case-by-case basis. The "Permit Status" of any application will remain in ActiveNet as "Tentative" until all requirements are met.
3. The Parks & Recreation Department will approve the rental permit if it is determined that the event is consistent with the intended use of the requested facility (see section 201), does not violate any ordinances set forth in the Town Municipal Code, does not interfere with other events at the facility and if all required documents are submitted. The "Permit Status" of any request will then be changed in ActiveNet as "Approved."

Municipal codes referenced in Section 304:

12.20.210 Use of Parks.

12.20.220 Use of Recreation Center & Athletic Fields.

SECTION 304 - PAYMENT PROCEDURES & FEE WAIVER PROCESS FOR RENTALS

1. Rental fees are required within two weeks of initial request. If an application is received within 30 days of a rental date, a fee is due at the time of request.
2. Non-profit organizations may be eligible for a fee waiver for their facility rental. Requests for a fee waiver must be submitted in writing to the Town Manager at least 30 days in advance of the reservation date or at the time of applying.
3. The Parks & Recreation Department accepts cash, checks, and credit cards as forms of payment for reservations.

Municipal codes referenced in Section 305: 12.20.210 Use of Parks.

SECTION 305 - FACILITY USE WAIVER

Explicit use of a facility, such as for a general rental, requires a Facility Use Waiver be signed by the person responsible for the facility reservation. The waiver may be signed online, at the Recreation counter via hard copy, or the electronic signature pad. The waiver must be signed prior to the start of the reservation; however, the Parks & Recreation Department reserves the right to cancel a reservation if a waiver has not been signed before the start of the reservation.

Please see Appendix C for Facility Use Rules & Regulations and Waiver and Release Agreement.

Municipal code referenced in Section 306:

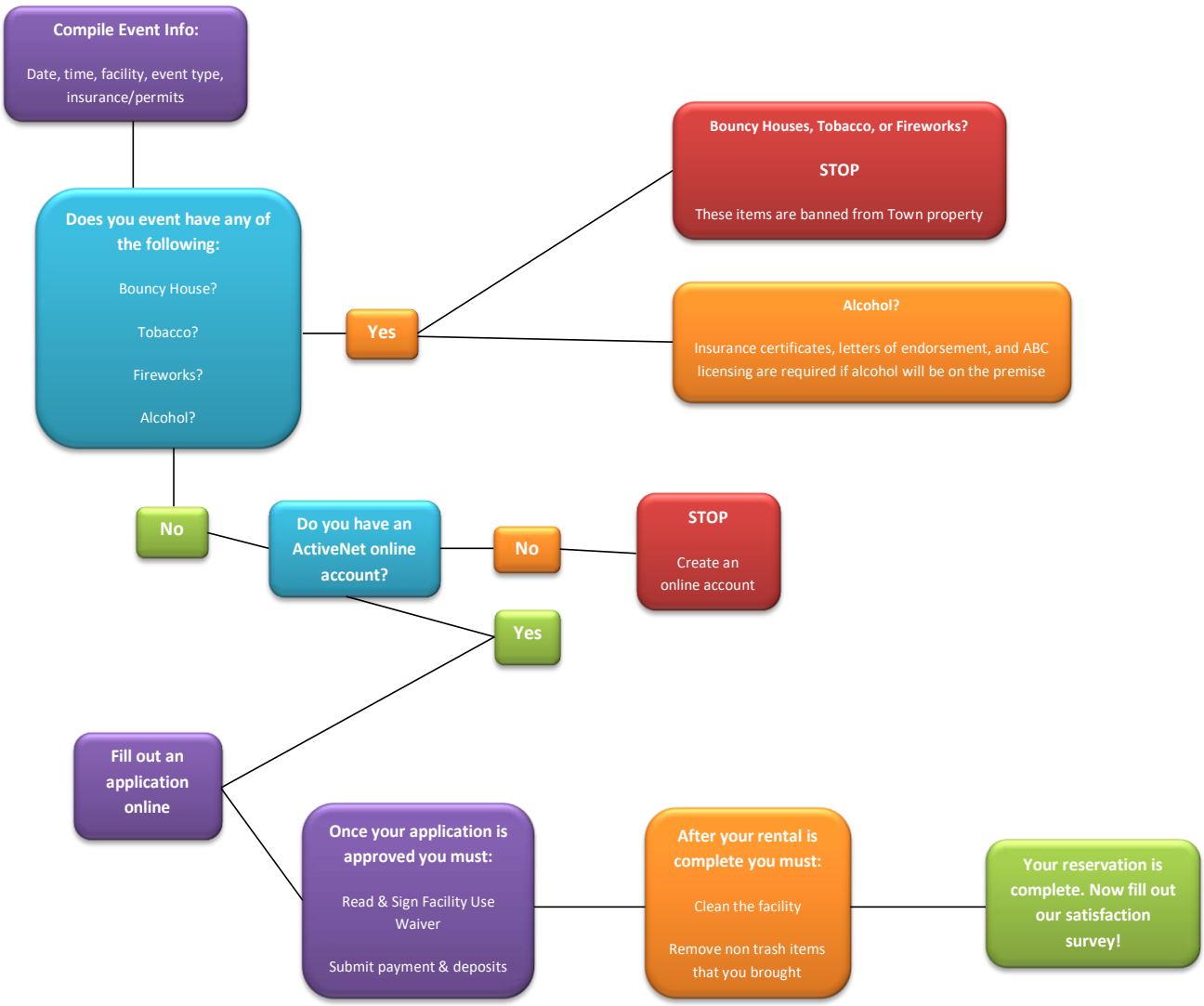
12.20.210 Use of Parks.

SECTION 306 - CANCELLATION & REFUND POLICY

All facility rentals are filled on a first-come, first-serve basis. A full refund will be made if the Parks and Recreation Department cancels a facility rental due to any unforeseeable circumstances including, but not limited to facility repairs, Town of Mammoth Lakes event conflicts, Town emergencies and lack of staff availability. A $40 service fee will be imposed for all returned checks and could result in refusal of future participation. All reservation cancellations received more than 30 days prior to the start of the reservation will receive a refund, less a 10% processing fee. Facility cancellations received with less than 30 days notice prior to the start of the program are non-refundable. Please allow 1-2 weeks for any refunds.

SECTION 307 – FLOW CHART GUIDE FOR RENTERS

The following flow chart serves as a guide for facility renters. It may be provided to customers who are unsure of our facility rental process and can also be used as a guide for Recreation Staff.



SECTION 308 - RENTAL STAFF CONTACT

Assistance during regular office hours (Monday – Friday 8:00 a.m. – 5:00 p.m.) is available to renters by calling the main Parks and Recreation Department Office line: (760) 965-3690. Assistance outside of regular Town of Mammoth Lakes office hours is available by calling the Recreation Manager at (760) 914-7017.

Article IV. Parks Maintenance

SECTION 401 - JOB RESPONSIBILITIES OF PARKS MAINTENANCE STAFF

Parks Maintenance is responsible for maintaining and enhancing existing Town-owned or managed parks to accommodate community needs as well as seasonally, providing snow removal for all Town maintained sidewalks and some multiuse pathways. The amenities and facilities include:

- Shady Rest Park
- Shady Rest DiscGolfPark
- Mammoth Creek Park West /East
- Community Center
- Community Center Park and Community Tennis Courts
- Trails End Park and Volcom Brothers Skate Park
- Mammoth Lakes Trail System (approx.. 23 miles)
- Park and Ride landscaping and parking lot
- Mammoth Lake Tourism and Visitor Center landscaping
- Mammoth Ice Rink/RecZone
- Whitmore Recreation Area: Whitmore Pool, Whitmore Ball Fields, and Whitmore Track and Field.
- Select USFS contracted public restrooms

Job responsibilities include:

- Prepare and maintain athletic fields, swimming pools and related facilities
- Operate mowers, tractors, trencher, mower and loader, weed eater, vehicles and miscellaneous equipment
- Utilize a variety of hand and power tools to perform a variety of park landscape maintenance work
- Assist in routine maintenance of such equipment
- Clean restrooms and pick up litter around parks, facilities and medians and sidewalks
- Water, mow, weed trim, renovate, and fertilize lawns and fields
- Prune trees and shrubs; plant trees, flowers and shrubs; rake leaves and clean walkways, fields, courts and other facilities
- Perform tasks involving the maintenance, and repair of parks and recreation facilities
- Perform a variety of duties in the maintenance and repair of the Town's irrigation system
- Apply herbicides, fungicides and pesticides safely and with appropriate PP&E's
- Maintain records of fertilizers and chemicals used
- Perform manual labor including lifting heavy weights, stooping, bending and twisting

- Maintain, store and distribute Measure R Equipment
- Other tasks as assigned
- Operate snow removal equipment, seasonally

SECTION 402 - LOCATION OF PARKS MAINTENANCE STORAGE AREAS

Community Center Tennis Courts

- Small storage space located in restroom area to store cleaning supplies, toilet paper, trash bags, brooms, shovels, rakes, and other small items.
- Storage shed for tennis court equipment.

Whitmore Recreation Area

- Small garage area to store cleaning supplies, toilet paper, trash bags, brooms, shovels, rakes, and other small items. Sprinklers, repair parts and the side-by-side Toro are also stored here.

Mammoth Creek Park

- Small storage space located in the restroom area to store cleaning supplies, toilet paper, trash bags, brooms, shovels, rakes and other small items.

Shady Rest Park

- Small garage area to store mower, cleaning supplies, toilet paper, trash bags, brooms, shovels, rakes and other small items.
- A small storage shed to store sprinklers, repair parts, and field maintenance supplies.
- Larger equipment including side-by-side gator and ride on lawnmower are also stored on-site in a fenced storage area

Mammoth Ice Rink / RecZone

- Small garage area to store the ice skate sharpener, Olympia, curling equipment, and walk behind snow blowers as well as smaller maintenance items including brooms, shovels, and rakes. Cleaning supplies, toilet paper, trash bags, etc are stored in the office building.

Trails End Park

- Small storage space located in the restroom area to store cleaning supplies, toilet paper, trash bags, brooms, shovels, rakes, and other small items.

Whitmore Pool

- Small storage area located in the office for cleaning supplies, toilet paper, trash bags and a broom. Chlorine is stored in the small wooden shed adjacent to the cistern. Other supplies related to the pool are located in the pump room.

Community Center

- Main storage for Parks and Recreation Department programs is located here.

Main Shop - 210 Commerce Dr.

- The majority of parks maintenance tools and supplies are located here.

SECTION 403 – STREET ANIMATION PROGRAM

The year-round street animation program includes the installation of banners on every second lamppost in summer/fall (May – October), augmented by the display of American Flags during select events, such as Memorial Day, Flag Day, Independence Day, and Labor Day. In winter months, from approximately November (Thanksgiving) to April (Easter), the Town will install 5-foot LED lighted snowflakes on every other lamppost along the Old Mammoth Road & Main Street corridors.

The installation and removal of the snowflakes over the three-year period will be managed by a selected vendor as per MLMC: 3.20.200 - formal bid procedure. Town staff will be responsible for the storage of the snowflakes and any routine and unplanned maintenance of the product or lampposts (electrical, etc.). Maintenance responsibilities will be outlined in detail in the formal agreement with the third-party vendor. Staff in coordination with Mammoth Lakes Tourism will manage the contract and all associated work performed by the contractor. Funding for this program was allocated from the Town/Tourism Reserve fund for a three-year period on August 21, 2019 in the amount of $100,000.

SECTION 404 – SNOW REMOVAL

Parks Maintenance – Sidewalk/Facilities Snow Removal Plan

1. Main Routes (Green)

Level of Service: Cleared by Parks Maintenance staff with greater than 2-3 inches of snow, twice in a 12-hour period.

List of sidewalks:

a) Old Mammoth Road from Main Street to Mammoth Creek Park (Both Sides of Road)
b) Lake Mary Road from Minaret Road to Kelley Road (South side)
c) Lakeview Road from Lakeview Blvd to Lake Mary Road (with Voodoo Chute Shed)
d) Canyon Boulevard from Lake Mary Road to Mammoth Slopes Drive (North or east side of road)
e) Canyon Boulevard from the Westin (50 Hillside) Bus Shelter (across the Village) to Hillside Drive, Hillside Drive from Canyon Boulevard to the Westin (50 Hillside) driveway entrance (South or West side of road)
f) Minaret Road from Bergers Restaurant (6118 Minaret Road) to Forest Trail (East side), Forest Trail from Minaret to Berner Street (South side), Berner Street from Forest Trail to the parking lot driveway (West side)
g) Minaret Road from Mammoth Brewing Company to Forest Trail (West side), Forest Trail from Minaret Road to Hillside Drive (South side), Hillside Drive from Forest Trail to the front of 150 Hillside (East side)
h) Corner of Main Street/Minaret Road to Mountain Blvd (North side)
i) Main Street from Sierra Blvd to Visitor Center
j) Main Street from edge of Shilo Inn property (2936 Main Street) to Laurel Mountain Road (South side)
k) Multi-use Path near Mammoth Unified School District. Southwest Intersection of Meridian Blvd/Sierra Park Rd to the most east point of Chateau Road.
l) Old Mammoth Road from Club Drive to Waterford Avenue (North side)
m) Crosswalk in front of the Post Office (3330 Main St)
n) All bus turnouts

2. Secondary Routes (Blue)

Level of Service: Cleared by Parks Maintenance staff with greater than 2-3 inches of snow, once in a 12-hour period.

List of sidewalks:

a) Visitor Bureau
b) Town Loop from Visitor Center to Forest Trail
c) Town Loop from Mammoth Creek Park to Meadow Lane
d) Waterford Path and Bridge from Waterford Avenue to Majestic Pines Road
e) Mammoth Ice Rink (at Mammoth School District Parking Area) – performed when required.
f) Library/College Connector Path from Library to the end of College Parkway
g) Minaret Road to Mammoth Creek Park

3. Safe Routes to School (Orange)

Level of Service: Cleared by Parks Maintenance staff with greater than 2-3 inches of snow, twice in a 12-hour period.

List of sidewalks:

a) Town Loop Section from Commerce Drive to intersection of Minaret and Meridian (North side of Meridian Boulevard)
b) Sierra Park Road from Main Street to Meridian Boulevard (East side)
c) Tavern Road from Laurel Mountain Road to Sierra Park Road (South Side)
d) Sierra Nevada Road from Arrowhead to Sierra Park Road (North Side)

4. Pending Routes (Red)

Level of Service: not defined.

List of new planned sidewalks (subject to funding):

a) Mountain Blvd./Joaquin to Laurel Mountain Road (planned for construction in 2019) – South side
b) Portion of Hillside Drive (East side)

5. Snow Removal Procedure

- Two year-round Parks Maintenance staff and one seasonal staff member perform sidewalk snow removal and Mammoth Ice Rink snow removal tasks.
- One operator is on duty each 12-hour period during a storm cycle (Midnight – noon / Noon to midnight). The seasonal staff member will cover in between shifts based on demand.
- Routes typically require two passes due to the width of the plow (5 ft.) and sidewalk/MUP (6-8 ft.)
- The Parks Manager assists as required to cover sidewalk removal shifts, augment existing shifts or is tasked to assist Public Works with priority street snow removal efforts

6. Fleet

- Parks Maintenance operates two Trackless and one Holder Snowblowers to conduct snow removal. The Trackless/Holder is an efficient, two-stage, 60-inch wide auger unit. The department operates the following units:
    - Unit 1 – TL03 (2012) with Snoquip blower
    - Unit 2 – TL03 (2015) with Snoquip blower
    - Unit 3 – Unit #207 Holder SL130 (2018) with Snoquip blower
    - Equipment - TLS2 Snoquip blower head (2004) for backup

Article V. Recreation Programs

SECTION 501 - PURPOSE OF RECREATION PROGRAMS

The Town of Mammoth Lakes Parks and Recreation vision is to provide multipurpose, year-round, indoor and outdoor recreation opportunities accessible to all residents and visitors. Our Parks and Recreation programs and facilities promote personal health and well-being, foster community interaction, promote connectivity within and beyond the Town, nurture collaborative partnerships, and encourage appreciation of the Town's spectacular natural environment.

SECTION 502 - AGE APPROPRIATE PROGRAMMING

The Parks & Recreation Department offers age appropriate programming. Programming is broken down into several age brackets, allowing each camp or program to be tailored to the developmental needs of participants. Generally, the age groups are as follows (occasionally the age groups may be altered for a specific camp or program.

Summer Camps

- **MiNi** 4-5 years
- **Children** 6-9 years
- **Youth** 10-14 years
- **Teen** 15-17 years
- **Adult** 18-64 years
- **Senior** 65+ years

Recreation Programs

- Pre-elementary age children
- TK – 1st grade students
- 2nd grade – 5th grade students
- Middle School students
- High School students
- Adults: 18-64 yr. olds
- Active Adults: 65+ yr. olds

SECTION 503 – RESOURCE MATERIAL FOR RECREATION PROGRAM STAFF

The department utilizes several resources to assist seasonal staff in developing their skills as coordinators, counselors, and interns. Two of the most important documents are listed below.

A. Behavior Management Policy

The Parks and Recreation Department utilizes a proactive, positive and progressive approach to behavior management. Discipline is viewed as guidance, not punishment. Positive reinforcement, active listening, problem solving, redirection, and discussion with the child(ren) involved, about what is acceptable and unacceptable is the preferred practice. The two most important rules (really one) in all our lives are simply stated and apply to most situations. The approach is positive: “DO” as opposed to "DO NOT."

Rule #1 - "Be Nice" Rule #2 - "Don’t Break Rule #1

Counselors are directed to apply a three-tiered progressive behavior management practice and three strike policy to address inappropriate and unacceptable behavior during scheduled camps or programs. All strikes will be discussed with the parent/guardian on the day of the incident by the lead counselor or supervisor.

See Appendix D for Parks and Recreation Department Parents’ Guide to Behavior Management & Participant Three Strikes Policy

B. Camp Counselor Survival Guide

The Camp Counselor Survival Guide is an informational guide for our seasonal recreation leaders, coordinators and seasonal interns. The document includes information including, but not limited to, safety procedures, tips on how to be a successful leader, and expectations of the position. A camp counselor has the opportunity to affect the lives of many children. The quality of the camper’s experience directly relates to the attitude, leadership and interactions provided by the counselor. Counselors may serve as role models, guardians, confidants, counselors, nurses, mediators and disciplinarians just in the course of one day. Understanding these expectations and responsibilities of a counselor ensures a positive experience for the campers.

See Appendix D for Parks and Recreation Camp Counselor Survival Guide

C. Camp Itinerary

The Camp Itineraries provide more in depth information regarding each camp including the camp name, age ranges, dates, what to bring, a daily schedule, the cost as well as contact information. These itineraries are available online via our web-based registration platform as well as in person at our offices, Recreation Expo or RecZone.

See Appendix D for a Sample Camp Itinerary.

D. Program Checklist

The Program Checklist provides a comprehensive list of all tasks that must be completed for a program to operate effectively. These include tasks that must be undertaken prior to program commencement, during program operations and following program completion.

See Appendix D for Program Checklist

E. League Rules

League rules provide guidelines on behavior policies, expectations, as well as each league's sport specific rules. These rules are provided in the league information packet as well as being printed on the back of each roster.

See Appendix D for an example of League Rules

F. Rosters

Rosters are required for each league. This provides league managers and staff with a quick reference document of all league players as well as contact information.

See Appendix D for a sample Roster.

G. USFS Permit

The Town of Mammoth Lakes Recreation Department requires a valid US Forest Service Special Use Permit for Outfitting and Guiding to operate our camps and programs on US Forest Service land. Permits are issued for 5 years and the current permit is valid until 2024. Several documents must be submitted annually, including:

- an annual operating plan
- detailed program itineraries
- an Actual Use Report (at the end of each season)
- proof of insurance

A minimum land use fee of $110.00 must also be paid annually, prior to the start of each season. An additional 3% of gross revenue must be paid annually and calculated following the submission of the Actual Use Report.

See Appendix D for current USFS Special Use Permit for Outfitting and Guiding.

SECTION 504 - ADULT PROGRAM CODE OF CONDUCT & EJECTION POLICY

A. CODE OF CONDUCT

- No player shall at any time lay a hand upon, push, shove, strike or threaten an official, Parks and Recreation Department employee, other player or spectator.
- No player shall refuse to abide by an official's decision.
- No manager, player, substitute or spectator may make derogatory remarks or gestures to an official or Parks and Recreation staff.
- No profane or obscene language may be used.
- No player shall be guilty of an abusive verbal attack (taunting) upon an official, player, spectator or Parks and Recreation Department employee.
- No player shall use unnecessary and excessive tactics in the play of the game against a member of an opposing team.
- No player shall discuss the decision of any matter reached by an official except the manager.
- No player shall publicly discuss his/her personal opinion of any other player, any play or decision by an official in a derogatory manner.

B. PLAYER'S CODE OF CONDUCT

All players shall abide by the CODE OF CONDUCT. It will be the manager's responsibility to ensure that all players from his/her team are aware of and abide by the following code of conduct. All participants risk ejection from the activity if the Player's Code of Conduct is not adhered to.

C. PLAYER EJECTIONS

Ejections, while avoidable, are an appropriate course of action when a player does not abide by the code of conduct. Ejection policies are also specific to the adult program offered and operated by the department. The Town hosts several adult programs including: softball, softball tournaments, hockey, indoor soccer, volleyball and basketball. Ideally, an adult participant will be reminded by a Town employee of corrective action prior to an ejection, but on some occasions, the behavior exhibited may warrant an immediate ejection without

warning. Examples include fighting, obscene language, drug/alcohol use, theft/vandalism, taunting, or deliberate harm to other players and spectators; this is not a complete list.

NO ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS ARE PERMITTED IN TOWN PARKS, AND FACILITIES OR MAMMOTH UNIFIED SCHOOL DISTRICT PROPERTY.

SECTION 505 - STAFFING NEEDS

The department has four main priorities for delivering quality camps/programs for the benefit of residents and visitors. In no particular order, they are: Safety, Health, Education/Skills and Fun. These priorities are integrated with the appropriate number of staff and balanced with reasonable financial considerations. The department typically assigns one staff member to five participants. Other program recommended ratios are:

Camp Ratios: 1 counselor/leader per 5 children for Child & Youth Programs; Minis (ages 4-5) 1 counselor/leader per 3 participants.

SECTION 506 - PROGRAM REGISTRATION

Parks and Recreation Department programs for the upcoming calendar year are reviewed by the Director and presented to the Recreation Commission for acceptance at the end of each calendar year. Once the template is finalized, staff begins loading all of the programs into ActiveNet including dates, pricing, details, itineraries, etc. To register for a camp or program online, the parent or participant must create an ActiveNet account. Anyone requiring assistance with the online registration process may come to the Recreation office for assistance.

Waitlists

When a camp or program is full, waitlist spots will be assigned via ActiveNet. We encourage all participants interested in a program to join the waitlist for staff to assess product demand. It is the responsibility of the Staff Assistant and/or Recreation Supervisor(s) to actively monitor enrollments (periodically in early season, and weekly during peak season) to move participants from the waitlist onto the official roster in the event of cancellations.

Summer Program Pre-Registration and Open Registration

Summer Program Pre-Registration typically opens on the first Monday in April of each year and is limited to one summer product per child. Pre-Registration typically remains open for five days (Monday – Friday, 8:00am – 5:00pm). Pre-Registration ensures each child has the opportunity to participate in at least one summer product. Pre-Registration is followed by Open Registration (accessible on the following Monday) where all participants can enroll in multiple summer products.

See Appendix D for ActiveNet Account Registration Directions.

SECTION 507 - PARTICIPATION WAIVERS

Participation in any Parks and Recreation Department program or activity requires the participant to read, understand, and sign a participation waiver.

[From CJPIA] The language contained within the waiver is key and should include, but not be limited to, the following:

- A description and location of the activity to include any field trip locations. This information will remove any confusion as to what activities the waiver is releasing and where.
- A time period for the activity, not to exceed one year. Sound practice is to conduct renewals of the agreement that will be more current and applicable should they be needed in litigation

In addition to the information above, it is important to have the waiver properly executed. That may seem obvious, but when minors are involved it becomes more important. Have the verbiage in the waiver specify that the signing party declares that they are a parent or legal guardian of the minor involved. It is also helpful if the signing party indicates what their relationship is to the minor. This can be accomplished through selecting grandparent, parent, legal guardian, step-parent or "other" (please explain). CJPIA recommends obtaining wet [original] signatures when possible, however when using electronic forms, secure any information available regarding the origin of the online submission and retain that information, along with the form.

The retention of waivers is just as important as obtaining them. These waivers are a critical piece of information in formulating a litigation defense for the Town. Having them in an organized, easy to locate format is important. Computer retention is best from an organizational and space standpoint, however if that is not possible due to workload, there should be an indexing system

for the paper files that is easy to understand (by more than one employee) and follow. CJPIA recommends, and as per the Town's record retention policy, waivers should be stored for sixteen years from the date of signature for minors and three years for adults.

When appropriate the Town will also provide a Concussion Information Sheet as required by California state law AB 2007 and a Transportation Waiver.

The Department adheres to the Town's record retention policy and annually reviews town participation waivers.

Participation waivers are collected on a calendar year basis and are available online or on paper. Waivers are then saved to our internal servers and organized by youth or adult participants for retention purposes. Paper waivers are scanned and electronically filed accordingly. The original paper waiver will not be retained.

See Appendix D for Youth & Adult participation waivers, Concussion Information Sheet and Transportation Waiver.

SECTION 508 - T-SHIRT SPONSORSHIP & TONY COLASARDO SCHOLARSHIP FUND

T-Shirt Sponsorship Program

Each spring, the Parks and Recreation Department begins the community outreach process for enrolling sponsors in our T-shirt Sponsorship Program. The sponsorship program enables the Town to provide each and every participant in a summer camp or program a FREE T-shirt. Any local business is eligible to participate. Participation includes purchasing either a sleeve space ($200) or a back of shirt space ($150) for their business logo. Businesses that have participated in previous years receive priority.

Tony Colasardo Scholarship Program

The Tony Colasardo Scholarship Fund provides full or partial scholarships for the many popular camps and recreation programs offered by the Parks and Recreation Department. Tony Colasardo was a long-time Recreation Commissioner who was a passionate advocate for inclusion and social equity and believed that every child regardless of income level, ability, race or gender should have access to the benefits of parks and recreation. These scholarships are intended to remove any financial impediment facing a family when deciding to participate in our many camps or programs. Scholarships are available to any person(s) 17 years of age or younger. Application periods open on a half-yearly basis.

Applications are submitted online:

Applications are accepted online: https://ca-mammothlakes2.civicplus.com/FormCenter/Parks-Recreation-2/TONY-COLASARDO-SCHOLARSHIP-APPLICATION-F-33 or in person.

Donations are accepted online: https://apm.activecommunities.com/mammothrecreation/ActiveNet_Home/onlineDonationDetail.sdi?oc=ShoppingCart&campaign_id=4&online=true&sdireqauth=1582089159255 or in person.

SECTION 509 – ACTIVITY FEES AND RATES

3.39.040 - Schedule of fees and service charges.

As per Section 203, the Town Manager, Assistant Town Manager, and each town department head under the direction of the Town Manager, shall review annually the town fees and service charges, and provide an adjusted fee or charge schedule to the Town Council for its consideration, so as to recover one hundred percent of costs reasonably borne necessary to provide the regulation, product, or service.

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. 80-90%) 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, expenses, and participation.

Proposed fees are presented to the Recreation Commission and after public testimony, are presented to the Town Council who by Public Hearing vote to adopt the proposed schedule of fees and charges to be paid by those requesting such special services.

(Ord. No. 08-11, § 1, 10-1-2008)

The department offers the following rates for participants:

REG Regular Rate - Price if purchased prior to activity start date.

Late Registration Fee: 10% fee will be assessed on all registrations received after an activity start date.

Multi-Child Discount: A $5.00 family discount per additional child is offered after the first family member has paid the EB or REG camp price.

Employee Discount: 20% Employee Discount

Scholarships: Full or partial scholarships are available through the Tony Colasardo Scholarship Fund (see section 509).

See Appendix D for the annual Parks and Recreation Department Annual Camps and Programs Guide

SECTION 510 - CANCELLATION & REFUND POLICY

All activities are filled on a first-come, first-serve basis. Activities are closed when maximum enrollment is met. The Parks and Recreation Department reserves the right to cancel or postpone any program or activity due to inclement weather or low enrollment. A full refund will be made if the Parks and Recreation Department cancels a program. A $40 service fee will be imposed for all returned checks and could result in refusal of future participation. All cancellations received more than two weeks prior to the start of the program will receive a refund, less a 10% processing fee. Participant cancellations received with less than one week's notice prior to the start of the program are non-refundable. Please allow 1-2 weeks for any refunds.

SECTION 511 - NEW PROGRAM DEVELOPMENT

Employees or prospective instructors may submit their ideas for new programs or events. The following two documents must be completed and submitted to the Director for the program idea to be reviewed and considered.

See Appendix D for New Program Development Checklist

SECTION 512 – RECREATION PROGRAMMING REGULATIONS

Concussion Information Sheet

AB 2007 (McCarty). Youth Athletics. Youth Sports Organizations. Concussions or Other Head Injuries. Chapter 516, Statutes of 2016

This measure requires youth sports organizations, including those sponsored by businesses, nonprofit entities, and local government agencies to notify a parent or guardian of an athlete, 17 years of age or younger, that is suspected to have a concussion while participating in 27 specified

sports. The athlete cannot return to play until cleared by a licensed health care provider. This measure also requires, on a yearly basis, a concussion and head injury information sheet be signed and returned by the athlete and athlete's parent or guardian before the athlete's initiating practice or competition.

An act to add Article 2.5 (commencing with Section 124235) to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, relating to youth athletics.

Approved by Governor: September 23, 2016. Filed with Secretary of State: September 23, 2016.

Article VI. Special Events

SECTION 601 - SPECIAL EVENT ADMINISTRATIVE PERMIT PROCESS & APPLICATION

What constitutes a "Special Event"?

A "Special Event" usually requires the coordination of Town Departments due to the use of alcohol, amplified music, on-site cooking, concessions, large temporary structures, the use of public property or a public right-of-way which is owned or controlled by the Town of Mammoth Lakes.

In general, no person shall conduct or cause to be conducted, participate or engage in, hold, manage, permit or allow another to conduct a special event, in, on or upon any Town street, sidewalk, alley, park, public place, public property or public right-of-way which is owned or controlled by the Town of Mammoth Lakes without first having obtained a written permit.

Application Process

New applicants are required to schedule a meeting with Town Staff to review and discuss the Special Event Permit Application. Town staff prefers this to occur before applicants submit an event application. The application process is broken into two phases. The first is 30 days prior to the special event and includes two submissions and the second, inclusive of final submissions is due no later than 7 days prior to the event.

1. Online Special Event Application

   The application is submitted online:
   http://www.townofmammothlakes.ca.gov/index.aspx?NID=483
   The online application includes three sections:
   - Event contact/applicant contact details
   - Checklist of potential event situations
   - Event overview including: Event Operation Plan & Site Plan

2. Special Event Equipment Use Application

The second deadline falls seven days prior to the special event and includes:

- Special Event Permit Payment -$209
- Special Event Equipment Use Deposit - $250
- Supporting documentation:

-Agency Approval Letters (permission to host event from property owner)

-Wildlife Management Form

-ABC Permit – if applicable

-Mono County Health Department Permit – if applicable

-Traffic Control Plan – if applicable

-Insurance Certificates including Endorsement naming the Town of Mammoth Lakes as additionally insured

-Other as required

Please see Appendix E for Special Event Guide, Special Event Application, Special Event Operating Plan, Site Plan, Insurance, Endorsement, MLFD Permit to Assemble, MLFD Fireworks Permit, Sample Agency Approval Letters, Wildlife Management Form, ABC Permit, Mono County Health Department Permit, and Traffic Control Plan.

SECTION 602 - SPECIAL EVENT EQUIPMENT

The Measure R or "Mammoth Lakes Recreation, Trails and Parks Investment Initiative" (Ordinance No. 08-01) was adopted by the Mammoth Lakes Town Council on February 20, 2008, and approved by the voters of Mammoth Lakes on June 3, 2008. The Ordinance imposed a Transactions and Use Tax in the amount of one-half percent for the purpose of funding Recreation, Trails, and Parks.

Measure R is a special fund designated for use by the Town of Mammoth Lakes only 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. Please reference TOML ordinance No. 08-01.

Priorities for the effective use of Measure R funds are established annually by Mammoth Lakes Recreation. The Parks and Recreation Department provides equipment for community use. The submission of a form and deposit is required, including a completed Special Event Application Form.

The following equipment is currently available for community use:

- One (1) 10 ft. x 10 ft. Pop up Tent
- 100 x 42” Traffic Cones with 16lb.base (used for special event vehicle/pedestrian safety. Requires traffic control plan)
- 100 Regular Traffic Cones
- 10 In-ground “Special Event Ahead” traffic signs with pounder
- One (1) Start/Finish Inflatable 25’ Arch
- 2 x Honda Generator**
- Honeywell Generator
- Three (3) Public Address Systems
- 10 x 48” Free-standing “Special Event Ahead” signs (includes Dynalock screwlock sign holders)
- 6 x 5 ft. Cuboidal Swim Buoys
- 20 Biathlon specific anti-slide snow shooting mats (exclusive use for Biathlon events only)
- 100 Sandwich style traffic barricades (option of attaching signage; used for traffic control
- 90 x 6 ft. yellow Polycade plastic Barricades

The Special Event Equipment Use Application is completed online by the applicant at: http://www.ci.mammoth-lakes.ca.us/FormCenter/Parks--Recreation-2/Special-Event-Equipment-Use-Application-35.

The Special Event Equipment Use Application serves as a REQUEST ONLY. Submission of an application DOES NOT GUARANTEE use of the equipment. All applications are reviewed by the Parks & Recreation Department on a first come, first served basis. Once the application has been reviewed by staff, they will contact the applicant directly to verify confirmation or denial of the application. All applications must be submitted at least 30 days prior to the event. All applications must include a refundable $250 equipment use deposit to the Parks & Recreation Department. Deposits are accepted in the form of cash or check (made out to TOML).

Please see Appendix E for Special Event Equipment Application, Special Event Equipment Confirmed Reservation Form.

SECTION 603 – OLD MAMMOTH ROAD/MAIN STREET SPECIAL EVENT BANNER

17.48.030 - Sign Permit Requirements.

A permit is required in compliance with this section to erect, move, alter, replace, suspend, display, or attach a sign, whether temporary or permanent, unless the sign is allowed without a sign permit in accordance with Section 17.48.040.

17.48.040 - Signs Not Requiring a Permit.

The following signs and sign maintenance and modification activities are allowed without sign permit approval subject to the limitations specified herein; however, any required building permit shall be obtained prior to installation of the sign. These signs shall not be included in the determination of the total allowable number of signs or total allowable sign area for a property or business. However, any deviation from the limitations specified herein shall require a sign permit and may be counted toward the total allowable number of signs or total allowable sign area at the discretion of the Parks & Recreation Director.

C. Temporary signs.

Community event information: Posters, flyers, and announcements promoting community events, not containing advertisements for products or services not associated with the community event, and removed within two days of the close of the event.

Permitting Process

The Town provides space for a commercial temporary banner/sign to be placed in front of Footloose Sports, on the corner of Old Mammoth Road and Main Street. Events that qualify to use the space are events that are open to, and benefit, the Mammoth Lakes community. Examples of such events are the Turkey Trot, Labor Day Arts Festival, the Lion's Club 4th of July Pancake Breakfast, etc. The Parks and Recreation Department administers this program in conjunction with Community Development staff. A shared Outlook calendar is utilized to manage reservations. A typical reservation is permitted for 7 calendar days.

There are two ways to obtain authorization to use the banner space:

1. A request to use the commercial banner space can be submitted with the Special Event Permit Application.
2. If the event does not require a Special Event Permit, the applicant may apply for banner use through the Planning and Economic Development Department.

Article VII. Administration

SECTION 701 – COMMUNICATION METHODS

Advertising for programs, facilities or events is catered to the product. Suggested timeline and distribution below.

Communication Type	Recommended Timeline and Distribution
Flyers	3+ weeks prior, general public distribution, MUSD distribution (4-6 weeks prior for approval), display on website, display on registration
Brochures	
Social Media	3+ weeks prior – start date
Website	3+ weeks prior
ActiveNet	3+ weeks prior
Recreation This Week	3+ weeks prior – start date
Radio Ads	3+ weeks prior – start date
Newspaper Ads	2+ week, 1 week prior
Footloose Banner	10 days

Flyers

Flyers are to include title, dates/duration, time, location, a brief description, supplies/packing list required for participation, price, information on the Tony Colasardo Scholarship Program registration information and contact information for further questions. MUSD Flyer distribution requires an additional disclaimer and flyers to be presented in English and Spanish.

See Appendix F for MUSD Flyer Distribution Application and Summer Camp Flyer Template.

Brochures

Department brochures are offered on a seasonal basis (winter/spring). Winter brochure features the Mammoth Ice Rink and Ice Rink programming. Summer brochure features Whitmore Pool and Signature Summer Events.

Social Media

The Parks and Recreation Department manages four social media accounts: Mammoth Parks N Rec (Facebook), Mammoth Ice Rink (Facebook), Whitmore Pool (Facebook) and MammothParksNRec (Instagram). Consistent posting in season and year-round is desirable for ongoing engagement with followers. Promotion of ongoing and upcoming events, community partner programs, suggested regional activities and local events can be schedule on the department social media calendar. Two posts per week should include department programs, events, regional outdoor activities, or craft projects. Posts promoting local events or community partner programs can be promoted at any time and will be in addition to the two department posts per week.

Website

The Parks and Recreation Department website is currently administered through CivicPlus as a subpage of the Town of Mammoth Lakes website. The department page can be found here: www.MammothParksandRec.com. The department homepage consists of quick links to Parks and Facility Status, Registration, in season facilities, contact information, permitting for facilities, permitting for special events and current programs. Subpages of the department include information on Recreation Programming, Tony Colasardo Scholarship Program, Community Events, Parks and Facilities, long term planning and projects. Facility websites for the Whitmore Pool (www.whitmorepool.com) and the Mammoth Ice Rink (www.mammothicerink.com) are maintained seasonally. Google analytics are analyzed on a monthly basis for department homepage and facility pages while in season.

See Appendix F for homepage website protocols.

ActiveNet

ActiveNet software includes a marketing and communication platform that is utilized by department staff to engage with our users. Emails and texts can be sent directly from the ActiveNet web-based application to customers who have registered for recreation programs or reserved recreation facilities (for example, camp itineraries, facility permits, program information and reminders). Marketing and promotional materials can also be sent to targeted segments of the community database. The registration and reservation platform also provides information on current programs, facilities, and Tony Colasardo Scholarship Fund information.

Recreation This Week

Recreation This Week or RTW is a weekly department newsletter distributed to subscribers every Thursday afternoon. Information includes department and community partners programs, camps, activities, parks, facilities and events.

Radio Ads

Script for radio ads can be recorded by radio agencies or staff members. Additional promotion is available through weekly ACE program held every Friday at KMMT.

Newspaper Ads

Ads in Mammoth Times or The Sheet is created and placed by Mammoth Lakes Creative, currently under contract with the Town for graphic design services.

Footloose Banner

Banner space at the corner of Old Mammoth Road and Main Street in front of Footloose is available for community events. Banners recommended size is 42”x 108” and permitting is required through Community and Economic Development.

SECTION 702 – ADMINISTRATIVE DUTIES

Work Plans

Work plans are generated annually in the Recreational Department Strategic Workplan and approved by Recreation Commission. Strategic long-term planning and ideals are outlined in this document. The department also generates seasonal workplans generally focused on Winter and Summer operations. These seasonal workplans overlap with Spring and Fall workplans and shift with seasonal weather on an annual basis.

Monthly Staff Reports

Monthly Staff Reports are used to update commission, public and various interested parties on department progress as related to the Annual Strategic Workplan as well as ongoing projects and workload. These staff reports are available to the public via the Recreation Commission agendas.

Department Meetings

Department meetings are held weekly. Itineraries for these meetings are stored in the Recreation Notebook. Staff is responsible for updating their own section prior to the meeting. Actionable tasks are delegated in this meeting and reviewed the following week or until completed.

Staff Calendars

All staff time off are to be entered and maintained on the Parks & Recreation Outlook calendar. Once time off is approved staff will enter their time into this calendar.

Caselle

Caselle is the Town's accounting program. All monies collected must be entered and receipted into Caselle. The Recreation Department uses ActiveNet as a point of sale for online advance registration as well as in person sales at seasonal facilities. Payments from ActiveNet are recorded into Caselle monthly. Department budgets and staff wages are managed through Caselle. Money from the general fund allocated to the department are assigned to GL Codes and Activity Codes. All expenditures pull from these accounts. Budgets can be reviewed by department, GL Code or Activity Code within a date range. Staff use these reports to conduct cost analysis of programs and facilities and for future budget forecasting. See Appendix B for GL Codes and Activity Codes.

Customer Satisfaction Survey

Recreation Customer Satisfaction Surveys are sent to all participants at the conclusion of the program. Questions include overall satisfaction, registration process, conditions of fields or facilities and cost value of money. These surveys are used by the staff to assess satisfaction and identify areas of improvement or modification for future programs. Customers have an option to include their contact information for staff follow up.

Rental satisfaction surveys are provided to all private rentals after the conclusion of their rental period. Renters are asked for feedback on the reservation procedure, facility and rental procedures. Feedback from these surveys are used by staff to assess, refine and improve rental processes and quality of the facilities.

Both surveys are managed through Survey Monkey.

Sign-Up Genius

The department Sign-Up Genius account is used to manage volunteer opportunities and more recently lap lane reservations during Summer 2020. Recently the department has been dependent on volunteers to complete various projects like the Mammoth Creek Park Playground

Build, the Community Center Remodel and the Shady Rest Disc GolfPark Installation. Also, annual volunteer opportunities occur with our community events such as the Halloween Party and Haunted Roller Rink and Easter Egg Hunt.

Recreation.gov

Campground permits for overnight camps are reserved and purchased a year in advance. Summer camps stay at Pine Glen (09, 08, 07 in preferred order) but any group campsite or combination of 2-3 individual campsites will suffice for department needs.

Magisto

Magisto is used to compile videos of camps, programs and events from photos or videos taken by staff. These videos are used on department social media accounts and emailed directly to participants. Videos are used to drive customer satisfaction survey participation, future participation and as a souvenir for participants.

Pool Vehicle Management

The Recreation Department manages the Town's Administration Office's pool vehicles which are shared Town wide for travel purposes. Reservations for pool vehicles can be made through Outlook Calendar appointments. Each vehicle is managed through their own calendar: Ford Expedition Grey, Ford Explorer Silver 0503, Ford Explorer White 0502 and Ford Fusion Black 0508. Keys and vehicle use logs are retained in the Recreation office. Recreation staff works with Fleet Superintendent to ensure proper maintenance on an as needed basis. Usage logs clipboards are maintained with the vehicle keys and remain with the vehicle when in use. Within these usage log clipboards are accident kits, instructions for fueling and insurance information. Emergency kits are in the trunk of the vehicle. An inventory list for each emergency kit is attached inside each kit.

Vehicle Management:

Ford Expedition Grey 501

Ford Explorer Silver 503

Ford Explorer White 502

Ford Fusion Black 508

Ford Explorer Olive 507 (department vehicle)

Website Management

The Town of Mammoth Lakes uses several web-based platforms to communicate with the public, two of which are managed by the Parks and Recreation Department: CivicPlus and Bang The Table. CivicPlus is the platform that maintains the Town's website (www.townofmammothlakes.ca.gov) and all subsidiary pages. Bang The Table (https://engage.townofmammothlakes.ca.gov) is used as a web-based public engagement tool for long-term projects. Staff manage users, user access, staff training, homepage content and suggest best practices for both platforms.

A list of department accounts is available upon request.